City of Santa Paula

City Council Regular

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

CITY COUNCIL REGULAR MEETING OF THE
SANTA PAULA CITY COUNCIL REGULAR

WEDNESDAY, OCTOBER 7, 2026

6:30 PM - City Council Regular Meeting

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

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
KELLAN MARTZ, INTERIM CITY ATTORNEY

CITY COUNCIL REGULAR MEETING

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

HOW TO PARTICIPATE IN PERSON DURING THE MEETING

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

HOW TO VIEW ON YOUR TELEVISION, COMPUTER, OR MOBILE DEVICE

Watch from home live on the local Channel 10, or view the live feed on the city website at the following link: https://www.spcity.org/523/Public-Meeting-Agendas.
NOTE: Special Meetings are generally not recorded, nor generally available on Channel 10 or live feed on the City website.

HOW TO PARTICIPATE 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.

HOW TO PROVIDE REMOTE PUBLIC COMMENT

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

https://us02web.zoom.us/j/85034386113?pwd=pEFP3vuKQwSrEU6ukkxliLIbnrWtza.1

Meeting ID: 850 3438 6113

Passcode: 890227

One tap mobile

+14086380968

If the platform includes automatic captioning, the City will activate that function during the meeting. To provide remote oral public comment, use the platform's "raise hand" feature or press *9 by phone when the ite4m is called; press *6 to unmute when prompted. No advance

email request is required to attend remotely or to provide remote oral public comment. However, the City asks that anyone wishing to provide remote public comment send an email to the City Clerk's office at cityclerk@spcity.org on the day of the meeting by 3:00 p.m. and include the item number in the email subject line. This will help the City better facilitate public comment. Remote public comments are subject to the same time limits as in-person public comments. For technical assistance before the meeting, contact the City Clerk at cityclerk@spcity.org or (805) 933-4208.

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

PLEASE NOTE

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

In compliance with the ***Americans with Disabilities Act****, if you need a disability-related modification or accommodation, including auxiliary aids or services, to participate remotely or in person in this meeting, please contact the City Clerk at (805) 933-4208 or cityclerk@spcity.org. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Requests will be received and resolved promptly, with any doubt resolved in favor of accessibility. (28 CFR 35, 102-35.104 ADA Title II).*

Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.

REGULAR MATTERS - COUNCIL CHAMBERS

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

2. **INVOCATION**

3. **FLAG SALUTE**

4. ROLL CALL

5. PUBLIC COMMENT

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

6. PRESENTATIONS

6.A LADY RAIDERS FLAG FOOTBALL RECOGNITION

6.B **CITY MANAGER'S DEPARTMENT REPORT - MAY 2026 - AUGUST 2026**

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Department Report for City Manager's Department for May 2026 - August 2026.

Presented by: Dan Singer, City Manager

6.C **FINANCE DEPARTMENT REPORT**

RECOMMENDATION:

Staff recommends that the City Council receive and file the May 2026 - September 2026 Activity Report for the Finance Department.

Presented by: Beatriz Jimenez, Assistant Finance Director

7. CITY COUNCIL REPORTS

8. CITY MANAGER REPORTS

9. CONSENT CALENDAR

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

9.A **AMENDMENT NO. 1 TO THE SUPPLY SERVICES AGREEMENT WITH HASA INC.**

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute Contract Amendment No. 1 to the Supply Services Agreement with Hasa Inc., in a form approved by the City Attorney, increasing the total not-to-exceed amount from $180,000 to $250,000.

9.B **GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION OFFICE OF GRANTS AND LOCAL SERVICES ROUND 5**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7361 authorizing the submission of a grant application to the California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) for the Fagan Barranca Park Project.

9.C **CITY SIDEWALK MASTER PLAN CONTRACT**

RECOMMENDATION:

Staff recommends that the City Council:

Approve and authorize the City Manager to execute a professional services agreement with **General Technologies and Solutions, Inc. (GTS)** in the amount not to exceed $138,080 to prepare the Citywide Sidewalk Master Plan; and approve budget allocations, as shown in Table 1 of the Staff Report, for the Citywide Sidewalk Master Plan Project.

9.D **WATER RECYCLING FACILITY EQUIPMENT REPAIR PROCUREMENT APPROVAL**

RECOMMENDATION:

Staff recommends that the City Council:

1. Waive bidding requirements and approve the procurement of repairs from Huber Technology in the amount of $77,522.39 for repairs (labor and materials) to the existing Huber equipment at the Water Recycling Facility.

9.E **APPROVAL OF MINUTES**

- **City Council Special Meeting June 11, 2026**
- **City Council Special Meeting June 17, 2026**
- **City Council Regular Meeting June 17, 2026**
- **City Council Special Meeting June 23, 2026**
- **City Council Special Meeting June 30, 2026**
- **City Council Special Meeting July 15, 2026**
- **City Council Regular Meeting July 15, 2026**
- **City Council Special Meeting July 30, 2026**

RECOMMENDATION:
Staff recommends Council approve minutes.

9.F **TRANSPORTATION DEVELOPMENT ACT, LOCAL TRANSPORTATION FUND, APPORTIONMENT FOR FISCAL YEAR 2026/2027**
RECOMMENDATION:
Staff recommends that the City Council:

Adopt Resolution No. 7632 authorizing the submittal of claims for allocation of FY 26/27 Transportation Development Act (TDA) funds.

9.G **POLICE DEPARTMENT VEHICLE LEASE AND REPLACEMENT PROGRAM**
RECOMMENDATION:
Staff recommends City Council:

1. Consent to enter into a Master Equity Lease Agreement, an Agreement to Sell Customer Vehicles, and Auction Consignment Agreement with Enterprise Fleet Management, Inc. offered through the Sourcewell cooperative purchasing program pursuant to SPMC 41.11 for an adjusted Year 1 vehicle replacement plan not to exceed $87,485.36.
2. Authorize the City Manager to execute the agreements and any related documents incidental to the agreements subject to approval of the City Attorney.

9.H **BUDGET APPROPRIATION FOR PERMIT MANAGEMENT AND PLAN CHECK SOFTWARE**
RECOMMENDATION:

It is recommended that the City Council:

Approve a $40,000 budget appropriation for Fiscal Year 2025-26 for the City's permit management and online permit application system in GL 800-5-3001-207 – Professional/Contract Services – Computer/Software

Approve a $40,000 budget appropriation for Fiscal Year 2026-27 for the City's permit management and online permit application system in GL 800-5-3001-207 – Professional/Contract Services – Computer/Software

10. ACTION ITEMS

10.A **SECOND AND THIRD AMENDMENTS TO THE JOINT AGREEMENT FOR OPERATIONAL FUNDING OF THE SPIRIT OF SANTA PAULA HARVARD SHELTER, AND SECOND AMENDMENT TO THE OPERATING AGREEMENT WITH SPIRIT OF SANTA PAULA**
RECOMMENDATION:

Staff recommends the City Council:

1. Adopt the Second and Third Amendments to the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, extending the "Funding Agreement" through June 30, 2027;
2. Adopt the Second Amendment to the City of Santa Paula Operating Agreement with Spirit of Santa Paula for Operation of Harvard Shelter, extending the "Operating Agreement" through June 30, 2027, and aligning it with the Funding Agreement; and
3. Approve a budget allocation of up to $150,000 for the Second and Third Extension Periods to fund the City's additional contributions under the Funding Agreement.

Presented By: Gloria Parra, Management Analyst

10.B APPOINTMENT TO COMMISSIONS AND COMMITTEES

RECOMMENDATION:

Staff Recommends that the City Council:
Appoint applicants to various Commissions and Committees.

Presented by: Julie Latshaw, City Clerk

10.C CONSIDERATION OF LOANS FROM THE CITY AFFORDABLE HOUSING TRUST FUND TO HOMES & HOPE AND ITS PROJECT PARTNERS FOR THE GATEWAY GROVE AND TOPA VISTA VILLAS AFFORDABLE HOUSING PROJECTS

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution No. 7633 authorizing a $600,000 City Affordable Housing Trust Fund loan to Homes & Hope, Many Mansions, and the Santa Paula Housing Authority for the Gateway Grove project at 1445 East Main Street, at 3% interest, repayable from residual receipts, contingent upon completion of required due diligence and execution of the City's loan and regulatory documents.
2. Adopt Resolution No. 7634 authorizing a $1,000,000 City Affordable Housing Trust Fund loan to Homes & Hope, Cabrillo Economic Development Corporation, and the Santa Paula Housing Authority for the Topa Vista Villas project at 500–550 West Harvard Boulevard, at 3% interest, repayable from residual receipts, contingent upon completion of required due diligence and execution of the City's loan and regulatory documents.
3. Adopt a $1,600,000 budget allocation from the City’s Affordable Housing Trust Fund to the 219-5-9093-502 for the Gateway Grove and Topa Vista Villas projects.

Presented by: James Mason, Community & Economic Development Director

10.D **RESOLUTION OPPOSING PROPOSITION 43 – VOTER APPROVAL REQUIREMENTS FOR LOCAL SPECIAL TAXES**
RECOMMENDATION:

It is recommended that the City Council:

1. Consider Proposition 43, *Limits Voters' Ability to Raise Revenues for Local Government Services*, a legislative constitutional amendment appearing on the November 3, 2026 statewide general election ballot; and
2. Adopt a resolution opposing Proposition 43.

Presented by: Kyle Miranda, ACC Fellow
Dr. Aminah Mears, Deputy City Manager

10.E **SELECTION OF CITY MANAGER RECRUITMENT FIRM AND REVIEW OF REQUEST FOR PROPOSAL RESPONSES**
RECOMMENDATION:

Staff recommends that the City Council:

1. Review the three proposals received for City Manager executive recruitment search;
2. Select one firm to conduct the recruitment;
3. Provide any additional direction to staff.

Presented by: Kellan Martz, Interim City Attorney

11. ITEMS FOR FUTURE AGENDAS

11.A **FUTURE AGENDA ITEMS**
RECOMMENDATION:
Staff recommends City Council review future agenda items.

12. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On_____at_____Signed:_____

Julie Latshaw

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: CITY MANAGER'S DEPARTMENT REPORT - MAY 2026 - AUGUST 2026

Date: October 7, 2026

Agenda Item: 6.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Department Report for City Manager's Department for May 2026 - August 2026.

Presented by: Dan Singer, City Manager

BACKGROUND:

City Manager

- Helped conclude the Athens negotiations and finalized approvals with the City Council
- Kicked off various employee engagement activities as a result of the Engagement Survey feedback received in the spring
- Concluded the Second Future Leaders Academy and participated in their graduation
- Participated in various forums and hearings regarding the Santa Paula Hospital
- Facilitated the effort to embrace the transition of the Harvard Navigation Center to the Rescue Mission Alliance
- Worked with our Emergency Services Coordinator on disaster preparedness efforts and readiness for El Nino conditions
- Participated in the SCAG Conference, Chamber Annual Awards, League of Cities Policy Committee, Channel Counties League Dinner, and the State of the City event

Legislative Affairs

1. Worked collaboratively with the City's legislative advocacy consultant, Merchant McIntyre, to secure $1,172,450 through the FY 2027 Community Project Funding process, with support from the offices of Senator Alex Padilla and Congresswoman Julia Brownley.

   Additionally, completed and obtained City Council approval of the Fifth Amendment to the City's professional services agreement with Merchant McIntyre, ensuring continued legislative advocacy support.

2. Requested letters of support/opposition submitted for:

    a. Regional Cal Fire Letter of Support

    b. Coalition to Protect Community Services

    c. SB 922 Letter of Support - Amended

    d. California JPIA Coalition Letter

    e. Santa Clara River Valley Healthcare Delivery Model and Support for a Micro-Hospital in Santa Paula

Public Information Office (PIO)

- Created and distributed events and campaign content for social media posts
- Developed and continue to promote campaigns including: The Farmworkers Monument Brick Program; Future Leaders Academy; Promoted the Mobile Home Rent Control Ordinance workshops (2); and the Regional Collaboration Workshop on the Santa Clara River Valley Healthcare Delivery Model; Chamber reoccurring events i.e. Summer Cruise Nights series, Business Roundtables, PBID scoping workshop and new business recognition highlights. Collaborated with the police department to help amplify their social media efforts.
- Created and distributed 15 press releases
- Created and distributed Biweekly Take 5 employee newsletter
- Launched kick off of the city employee Intranet
- Developed, created and marketed the 2026 State of the City event
- Presented the one year update of Council's two-year strategic plan implementation progress

Employee Engagement

- Coordinated employee of the quarter nominations and awards for FY26 2nd Quarter employees of the quarter.
- Worked with YSC consultants to launch the SPARK organization reset initiative.
- Organized monthly staff birthday/anniversary celebrations and special recognitions (retirements).

Management Fellows

- Managed social media, Zencity engagement, and video production
- Compiled, wrote, and published the City's new monthly e-newsletter in English and Spanish
- Maintained military banners program
- Supported the 2026 State of the City Campaign
- Coordinated Business Roundtables and Business Connect meetings with the Chamber of Commerce
- Researched, drafted and presented A.I. Policy to Council

Human Resources Department

Administrative

- Continued to provide Human Resources and Risk Management support to City Departments and Employees

Employee Engagement and Recognition Activities

- World Cup Watch Party – Employee Appreciation Event
- Grab & Go "Foster's Freeze" New Fiscal Year Celebration – Employee Appreciation Event
- Lunch & Learn: 457(b) Plan Enhancements
- Breakfast & Learn: 457(b) Plan Enhancements

Employee Training and Development

- CalPERS Planning Your Retirement
- Your CalPERS & You
- Workplace Harassment Prevention (3)
- CPR/AED/First Aid/Fire Extinguisher (2)

Recruitment

Successfully Recruited and Onboarded:

- Community & Economic Development: Community Development Specialist & Management Analyst (Housing)
- Parks & Recreation: Recreation Program Coordinator
- Police: Police Officer
- Public Works: Associate Engineer

Information and Technology Department

- With the help of HR and PD, distributed new ID badges that are also door entry keycards
- Community Development building has been fully converted to keycard access, other buildings to follow soon
- Contractor work is in progress to add keycard vehicle/pedestrian gate access to City Hall parking lot
- Our new santapaula.gov internet domain name has been added to most email accounts. The santapaula.gov website will be active once the website vendor activates it.

City Clerk's Office

- Processed 17 City Council agendas and minutes.
- Attended 2 Bid Openings.

- Continue to update Maddy Act for 2026 as changes are made.
- Processed Commission/Committee/Board applications for September interviews and October appointments.
- Processed 171 Public Records Requests.
- Updated the Conflict of Interest Code for 2026.
- Election process for the November 2026 Elections:
    - Worked with Ventura County Election Division to create the City of Santa Paula, City Council election packets for District 2, District 3, and District 4.
    - Reviewed packets with Candidates providing all requirements needed to file nomination papers.
    - Received two qualified nomination papers filing for City Council District 2, one qualified nomination papers filing for City Council District 3, and four qualified nomination papers filing for City Council District 4, bringing the qualified candidate list to seven for three openings.
    - Updated the city website for posting Candidate Campaign Finance Statements.
    - Updated the Council Candidate Orientation PowerPoint.
    - Continue working with Candidates to complete all required documents before the November 3, 2026 election.
- Finalized updates for SB707 requirements:
    - Updated the city website for posting Spanish City Council agendas and YouTube video.
    - Setup the City Hall kiosk for adding Spanish City Council agendas and after-hours location for public to post other language agendas.
    - Created process for City Council meetings, providing remote public comment through zoom.

ANALYSIS:

None

STRATEGIC PLAN:

None

FISCAL IMPACTS:

None

OPTIONS:

None

ATTACHMENTS:

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Christy Ramirez, Finance Director

Subject: FINANCE DEPARTMENT REPORT

Date: October 7, 2026

Agenda Item: 6.C

RECOMMENDATION:

Staff recommends that the City Council receive and file the May 2026 - September 2026 Activity Report for the Finance Department.

Presented by: Beatriz Jimenez, Assistant Finance Director

BACKGROUND:

Accounts Receivable

Finance prepares invoices and receives funds for various types of payments due to the City, including monthly Transient Occupancy Tax and rents for City-owned property. During the reporting period, billing for COBRA (continuation of health coverage), special events and permits, and other miscellaneous items occurred.

Accounts Payable

Finance processes disbursements to cover financial commitments of the City, maintains files for all City payments to vendors and contractors, and issues business license and utility deposit refunds. For the May through September 2026 period, accounts payable staff processed 4,929 invoices totaling nearly $22.05 million dollars. This total consists of $6.1 million in payroll related expenses such as retirement and taxes, $2.9 million in bond payments, $3.4 million in insurance, over $205,000 in legal costs, $1.7m in citywide utilities and sewer operational costs, $420,000 in groundwater pumping charges, and $2.9 million in professional services such as engineering and consultants and construction costs (including for CIPs).

Purchasing

Staff continues to work with various departments to issue requests for proposals, assist in purchasing of materials, and processing purchase orders and requisitions. Over 129 new purchase orders and 59 carryover purchase orders were created between May and September 2026.

Business and Dog Licenses

On January 1, 2026, the Business License tax payment period began for the calendar year and are deemed as delinquent as of February 10, 2026. These licenses will be in effect until December 31, 2026.

Utility Billing

Staff continues to work with residents on utility payments and providing available assistance to avoid shutoffs when possible, communicating shutoff language in line with the Senate Bill 998 requirements. Shutoff notices have started to increase significantly more than what was experienced prior to the pandemic, though actual shutoffs continue on trend.

Other department achievements includes filling the accountant position internally, which in turn left an accounting specialist position open. We will begin recruitment for that in the next quarter and hope fo be fully staffed by the start of the year.

ANALYSIS:

None.

STRATEGIC PLAN:

This item is not a goal or objective in the City Council's two-year Strategic Plan; however, it is beneficial to the public to be transparent about activities occurring in the City's Finance Department.

FISCAL IMPACTS:

None

OPTIONS:

Council may:

1. Receive and file the quarterly department report.
2. Request further information from City staff.

ATTACHMENTS:

Purchase Order Activity Report 5.1.26 through 09.30.26.pdf

Purchase Order Activity Report
Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016079		**Vendor Name:** MARIPOSA TREE MANAGEMENT, INC.		
Purchase Order: 22-02715-R4				
7/1/2026	Issued		12,403.65	12403.65
Vendor Number: 016254		**Vendor Name:** HUNT DESIGN ASSOCIATES, INC.		
Purchase Order: 23-02941-R3				
7/1/2026	Issued		23,290.00	23290.00
Vendor Number: 011303		**Vendor Name:** CDW GOVERNMENT INC		
Purchase Order: 23-02983-R3				
7/1/2026	Issued		16,448.86	16448.86
Vendor Number: 016145		**Vendor Name:** MARK43, INC.		
Purchase Order: 23-03006-R3				
7/1/2026	Issued		53,436.50	53436.50
Vendor Number: 014968		**Vendor Name:** WILLDAN FINANCIAL SERVICES		
Purchase Order: 23-03023-R3				
7/1/2026	Issued		34,505.00	34505.00
8/26/2026	Invoiced	010-66991	(2,335.00)	32170.00
Vendor Number: 014663		**Vendor Name:** PHOENIX CIVIL ENGINEERING, INC.		
Purchase Order: 23-03041-R3				
7/1/2026	Issued		170,148.60	170148.60
Vendor Number: 010017		**Vendor Name:** LIEBERT CASSIDY WHITMORE		
Purchase Order: 24-03142-R3				
7/1/2026	Issued		2,227.50	2227.50
Vendor Number: 016339		**Vendor Name:** CALIFORNIA POLICE ACTIVITIES LEAGUE		
Purchase Order: 24-1003-2024-R3				
7/1/2026	Issued		25,000.00	25000.00
Vendor Number: 011981		**Vendor Name:** NBS		
Purchase Order: 24-1009-2024-R3				
7/1/2026	Issued		32,535.00	32535.00
9/3/2026	Invoiced	202607-2559	(2,750.00)	29785.00
Vendor Number: 016324		**Vendor Name:** GENERAL TECHNOLOGIES AND SOLUTIONS (GTS)		
Purchase Order: 25-03198-R2				
7/1/2026	Issued		119,309.25	119309.25
Vendor Number: 016575		**Vendor Name:** SYMBIUM CORP.		
Purchase Order: 25-03291-R2				
7/1/2026	Issued		10,000.00	10000.00
Vendor Number: 015640		**Vendor Name:** HUITT-ZOLLARS, INC.		
Purchase Order: 25-03347-R2				
7/1/2026	Issued		30,900.00	30900.00
Vendor Number: 015721		**Vendor Name:** NHA ADVISORS		
Purchase Order: 25-03353-R2				
7/1/2026	Issued		2,200.00	2200.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 014663	**Vendor Name:** PHOENIX CIVIL ENGINEERING, INC.			
Purchase Order: 25-1004-2025-R2				
7/1/2026	Issued		56,749.95	56749.95
Vendor Number: 012895	**Vendor Name:** MNS ENGINEERS, INC.			
Purchase Order: 25-1034-2024-R2				
7/1/2026	Issued		448,803.74	448803.74
Vendor Number: 012895	**Vendor Name:** MNS ENGINEERS, INC.			
Purchase Order: 25-1035-2024-R2				
7/1/2026	Issued		215,656.11	215656.11
Vendor Number: 012895	**Vendor Name:** MNS ENGINEERS, INC.			
Purchase Order: 25-1036-2024-R2				
7/1/2026	Issued		201,372.94	201372.94
Vendor Number: 012696	**Vendor Name:** TORO ENTERPRISES, INC.			
Purchase Order: 25-1041-2024-R2				
7/1/2026	Issued		74,957.46	74957.46
Vendor Number: 015505	**Vendor Name:** TRIPEPI, SMITH AND ASSOCIATES, INC.			
Purchase Order: 26-03470-R1				
7/1/2026	Issued		16,992.00	16992.00
Vendor Number: 016848	**Vendor Name:** CXT INC.			
Purchase Order: 26-03475-R1				
7/1/2026	Issued		282,121.40	282121.40
Vendor Number: 011603	**Vendor Name:** CALIFORNIA WOOD RECYCLING			
Purchase Order: 26-03528-R1				
7/1/2026	Issued		14,818.73	14818.73
Vendor Number: 015438	**Vendor Name:** ENCOMPASS CONSULTANT GROUP			
Purchase Order: 26-03531-R1				
7/1/2026	Issued		11,562.25	11562.25
Vendor Number: 016675	**Vendor Name:** KONECRANES, INC.			
Purchase Order: 26-03566-R1				
7/1/2026	Issued		4,315.00	4315.00
Vendor Number: 014663	**Vendor Name:** PHOENIX CIVIL ENGINEERING, INC.			
Purchase Order: 26-03568-R1				
7/1/2026	Issued		67,335.00	67335.00
7/1/2026	Changed		32,152.00	99487.00
Vendor Number: 014381	**Vendor Name:** BOLTON & ASSOCIATES			
Purchase Order: 26-03590-R1				
7/1/2026	Issued		4,000.00	4000.00
Vendor Number: 015809	**Vendor Name:** STANDARD SITE RENTALS INC.			
Purchase Order: 26-03591-R1				
7/1/2026	Issued		9,427.58	9427.58
7/23/2026	Invoiced	I10432	(9,427.58)	0.00
Vendor Number: 010187	**Vendor Name:** F M PEARCE Company			
Purchase Order: 26-03596-R1				
7/1/2026	Issued		9,840.00	9840.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 017023		**Vendor Name:** BAY CITY EQUIPMENT INDUSTRIES, INC		
Purchase Order: 26-03597				
5/4/2026	Issued		10,067.39	10067.39
6/30/2026	Invoiced	JC116720	(10,067.39)	0.00
Vendor Number: 017024		**Vendor Name:** SERVER SUPPLY.COM, INC		
Purchase Order: 26-03598				
5/4/2026	Issued		3,381.40	3381.40
5/28/2026	Invoiced	4507030	(3,095.10)	286.30
Vendor Number: 017025		**Vendor Name:** NEWSERVERLIFE LLC		
Purchase Order: 26-03599				
5/7/2026	Issued		48,795.42	48795.42
5/8/2026	Invoiced	5/7/26	(24,397.71)	24397.71
6/4/2026	Invoiced	6/3/26	(23,421.80)	975.91
Vendor Number: 017027		**Vendor Name:** PEYTON CRAMER FORD		
Purchase Order: 26-03600				
5/7/2026	Issued		66,991.95	66991.95
5/8/2026	Invoiced	92107	(66,991.95)	0.00
Vendor Number: 011571		**Vendor Name:** AUDITOR-CONTROLLER		
Purchase Order: 26-03601				
5/8/2026	Issued		335,723.49	335723.49
5/8/2026	Invoiced	5/8/26	(335,723.49)	0.00
Vendor Number: 016623		**Vendor Name:** LEXIPOL, LLC		
Purchase Order: 26-03602				
5/12/2026	Issued		6,798.26	6798.26
5/21/2026	Invoiced	#INVPM11261515	(6,798.26)	0.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 26-03603				
5/12/2026	Issued		5,962.38	5962.38
5/14/2026	Invoiced	DP2602016	(5,962.38)	0.00
Vendor Number: 015318		**Vendor Name:** BADGER METER		
Purchase Order: 26-03604				
5/12/2026	Issued		5,791.04	5791.04
5/14/2026	Invoiced	80233278	(5,791.04)	0.00
Vendor Number: 016128		**Vendor Name:** 4IMPRINT		
Purchase Order: 26-03605				
5/14/2026	Changed		4.36	4.36
5/19/2026	Issued		3,863.35	3867.71
6/25/2026	Invoiced	15124651	(3,867.71)	0.00
Vendor Number: 011151		**Vendor Name:** C.O.R. PLUMBING SUPPLIES		
Purchase Order: 26-03606				
5/18/2026	Issued		34,750.00	34750.00
9/3/2026	Voided - Year End		(34,750.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 011151		**Vendor Name:** C.O.R. PLUMBING SUPPLIES		
Purchase Order: 26-03606-R1				
7/1/2026	Issued		34,750.00	34750.00
9/17/2026	Invoiced	2026 2001	(34,750.00)	0.00
Vendor Number: 011306		**Vendor Name:** CONSOLIDATED ELECTRICAL DISTRIBUTOR		
Purchase Order: 26-03607				
5/18/2026	Issued		12,726.20	12726.20
6/11/2026	Invoiced	9009-1069547	(12,726.20)	0.00
Vendor Number: 015615		**Vendor Name:** COUNTY OF VENTURA - CEO		
Purchase Order: 26-03608				
5/19/2026	Issued		12,240.21	12240.21
5/19/2026	Invoiced	5/18/26	(12,240.21)	0.00
Vendor Number: 015987		**Vendor Name:** MAINTSTAR, INC.		
Purchase Order: 26-03609				
5/21/2026	Issued		26,000.00	26000.00
5/21/2026	Invoiced	3439	(26,000.00)	0.00
Vendor Number: 010241		**Vendor Name:** OILFIELD ELECTRIC & MOTOR		
Purchase Order: 26-03610				
5/21/2026	Issued		610.00	610.00
6/25/2026	Invoiced	15737	(610.00)	0.00
Vendor Number: 014129		**Vendor Name:** SAM HILL & SONS, INC		
Purchase Order: 26-03611				
5/21/2026	Issued		29,288.00	29288.00
9/2/2026	Voided - Year End		(29,288.00)	0.00
Vendor Number: 014129		**Vendor Name:** SAM HILL & SONS, INC		
Purchase Order: 26-03611-R1				
7/1/2026	Issued		29,288.00	29288.00
Vendor Number: 013561		**Vendor Name:** GOVERNMENTJOBS.COM, INC.		
Purchase Order: 26-03612				
5/27/2026	Issued		8,870.78	8870.78
6/11/2026	Invoiced	INV-157212	(8,870.78)	0.00
Vendor Number: 010960		**Vendor Name:** PUBLIC WORKS AGENCY		
Purchase Order: 26-03613				
5/27/2026	Issued		15,534.00	15534.00
6/11/2026	Invoiced	WPD-1414	(15,534.00)	0.00
Vendor Number: 011303		**Vendor Name:** CDW GOVERNMENT INC		
Purchase Order: 26-03614				
5/28/2026	Issued		25,109.38	25109.38
6/11/2026	Invoiced	AJ5NW4Q	(25,109.38)	0.00
Vendor Number: 014639		**Vendor Name:** GOLD COAST ENVIRONMENTAL		
Purchase Order: 26-03617				
6/2/2026	Issued		2,879.13	2879.13
6/30/2026	Invoiced	15325	(2,879.13)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015666		**Vendor Name:** GOVINVEST INC.		
Purchase Order: 26-03618				
6/2/2026	Issued		7,000.00	7000.00
6/11/2026	Invoiced	2026-6947	(7,000.00)	0.00
Vendor Number: 016763		**Vendor Name:** ALVAREZ, EDUARDO D		
Purchase Order: 26-03619				
6/2/2026	Issued		6,938.00	6938.00
8/26/2026	Invoiced	81426	(6,938.00)	0.00
Vendor Number: 017037		**Vendor Name:** JASON GREGORY INC		
Purchase Order: 26-03620				
6/4/2026	Issued		19,000.00	19000.00
9/3/2026	Voided - Year End		(19,000.00)	0.00
Vendor Number: 017037		**Vendor Name:** JASON GREGORY INC		
Purchase Order: 26-03620-R1				
7/1/2026	Issued		19,000.00	19000.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 26-03621				
6/4/2026	Issued		5,951.03	5951.03
6/11/2026	Changed		0.00	5951.03
6/11/2026	Invoiced	DP26052572	(5,951.03)	0.00
Vendor Number: 016846		**Vendor Name:** YOUNG STERLING CONSULTING LLC		
Purchase Order: 26-03622				
6/4/2026	Issued		15,000.00	15000.00
9/8/2026	Voided - Year End		(15,000.00)	0.00
Vendor Number: 016846		**Vendor Name:** YOUNG STERLING CONSULTING LLC		
Purchase Order: 26-03622-R1				
7/1/2026	Issued		15,000.00	15000.00
Vendor Number: 015438		**Vendor Name:** ENCOMPASS CONSULTANT GROUP		
Purchase Order: 26-03623				
6/4/2026	Issued		20,000.00	20000.00
6/30/2026	Invoiced	07536	(828.00)	19172.00
9/1/2026	Voided - Year End		(19,172.00)	0.00
Vendor Number: 015438		**Vendor Name:** ENCOMPASS CONSULTANT GROUP		
Purchase Order: 26-03623-R1				
7/1/2026	Issued		19,172.00	19172.00
Vendor Number: 015580		**Vendor Name:** RECDESK LLC		
Purchase Order: 26-03624				
6/4/2026	Issued		5,733.00	5733.00
6/11/2026	Invoiced	RD-003208	(5,733.00)	0.00
Vendor Number: 017005		**Vendor Name:** EVERYTHING2GO.COM LLC		
Purchase Order: 26-03625				
6/8/2026	Issued		5,271.31	5271.31
6/25/2026	Invoiced	EZ159A43-INV	(5,271.31)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 011623		**Vendor Name:** SWANK MOTION PICTURES, INC		
Purchase Order: 26-03626				
6/9/2026	Issued		1,615.00	1615.00
6/30/2026	Invoiced	DB 4365806	(525.00)	1090.00
8/18/2026	Voided - Year End		(1,090.00)	0.00
Vendor Number: 011623		**Vendor Name:** SWANK MOTION PICTURES, INC		
Purchase Order: 26-03626-R1				
7/1/2026	Issued		1,090.00	1090.00
8/20/2026	Invoiced	DB 4388782	(525.00)	565.00
Vendor Number: 017039		**Vendor Name:** ARIZONA MACHINERY, LLC		
Purchase Order: 26-03627				
6/10/2026	Issued		36,552.83	36552.83
9/3/2026	Voided - Year End		(36,552.83)	0.00
Vendor Number: 017039		**Vendor Name:** ARIZONA MACHINERY, LLC		
Purchase Order: 26-03627-R1				
7/1/2026	Issued		36,552.83	36552.83
Vendor Number: 017048		**Vendor Name:** TURF STAR, INC		
Purchase Order: 26-03628				
6/10/2026	Issued		49,960.12	49960.12
6/30/2026	Invoiced	E0008973	(49,960.12)	0.00
Vendor Number: 016267		**Vendor Name:** GARCIA, JOHN		
Purchase Order: 26-03629				
6/16/2026	Issued		19,950.00	19950.00
6/30/2026	Invoiced	#113	(19,950.00)	0.00
Vendor Number: 016842		**Vendor Name:** POUW, JOHANNES M.		
Purchase Order: 26-03630				
6/16/2026	Issued		20,440.00	20440.00
6/30/2026	Invoiced	26701	(20,440.00)	0.00
Vendor Number: 015218		**Vendor Name:** BARAJAS, DAVID		
Purchase Order: 26-03631				
6/22/2026	Issued		5,860.00	5860.00
6/30/2026	Invoiced	1680	(5,860.00)	0.00
Vendor Number: 010406		**Vendor Name:** FERGUSON WATERWORKS #1084		
Purchase Order: 26-03632				
6/22/2026	Issued		6,161.70	6161.70
6/30/2026	Invoiced	0079512	(6,161.70)	0.00
Vendor Number: 014494		**Vendor Name:** AXON ENTERPRISES		
Purchase Order: 26-03633				
6/22/2026	Issued		19,756.54	19756.54
6/25/2026	Invoiced	INUS453110	(2,122.66)	17633.88
6/25/2026	Invoiced	INUS451716	(17,633.88)	0.00
Vendor Number: 016683		**Vendor Name:** DON JAVI'S TREE SERVICE IN		
Purchase Order: 26-03634				
6/22/2026	Issued		36,250.00	36250.00
9/1/2026	Voided - Year End		(36,250.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016683		**Vendor Name:** DON JAVI'S TREE SERVICE IN		
Purchase Order: 26-03634-R1				
7/1/2026	Issued		36,250.00	36250.00
Vendor Number: 015805		**Vendor Name:** JUSTFOIA, INC.		
Purchase Order: 26-03635				
6/24/2026	Issued		5,500.00	5500.00
6/25/2026	Invoiced	RN29641	(5,500.00)	0.00
Vendor Number: 015852		**Vendor Name:** GRISWOLD INDUSTRIES		
Purchase Order: 26-03636				
6/24/2026	Issued		25,193.27	25193.27
9/2/2026	Voided - Year End		(25,193.27)	0.00
Vendor Number: 015852		**Vendor Name:** GRISWOLD INDUSTRIES		
Purchase Order: 26-03636-R1				
7/1/2026	Issued		25,193.27	25193.27
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-03637				
6/25/2026	Issued		50,000.00	50000.00
6/30/2026	Invoiced	5/28/26	(50,000.00)	0.00
Vendor Number: 010424		**Vendor Name:** FOLSOM LAKE FORD		
Purchase Order: 26-03638				
6/30/2026	Issued		60,991.79	60991.79
6/30/2026	Invoiced	FL4078	(60,991.79)	0.00
Vendor Number: 017093		**Vendor Name:** HAYSTACK TEAM, INC.		
Purchase Order: 26-03639				
6/29/2026	Issued		9,600.00	9600.00
7/9/2026	Invoiced	WR5EQRYH-0001	(9,600.00)	0.00
Vendor Number: 015852		**Vendor Name:** GRISWOLD INDUSTRIES		
Purchase Order: 26-03640				
6/29/2026	Issued		4,540.00	4540.00
9/2/2026	Voided - Year End		(4,540.00)	0.00
Vendor Number: 015852		**Vendor Name:** GRISWOLD INDUSTRIES		
Purchase Order: 26-03640-R1				
7/1/2026	Issued		4,540.00	4540.00
Vendor Number: 015972		**Vendor Name:** FOUR STAR INVESTIGATIONS, LLC		
Purchase Order: 26-03643				
6/30/2026	Issued		17,174.46	17174.46
6/30/2026	Invoiced	3/3/26	(17,174.46)	0.00
Vendor Number: 017100		**Vendor Name:** POSITIVE COACHING ALLIANCE		
Purchase Order: 26-03647				
6/16/2026	Issued		6,050.00	6050.00
6/30/2026	Invoiced	INV-86610	(6,050.00)	0.00
Vendor Number: 015318		**Vendor Name:** BADGER METER		
Purchase Order: 26-03648				
6/30/2026	Issued		6,307.04	6307.04
6/30/2026	Invoiced	80239952	(6,307.04)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016034		**Vendor Name:** SPIRIT OF SANTA PAULA		
Purchase Order: 26-03649				
6/30/2026	Issued		27,000.00	27000.00
7/16/2026	Invoiced	7/16/26	(27,000.00)	0.00
Vendor Number: 016034		**Vendor Name:** SPIRIT OF SANTA PAULA		
Purchase Order: 26-03650				
6/30/2026	Issued		27,000.00	27000.00
6/30/2026	Invoiced	06/17/26	(27,000.00)	0.00
Vendor Number: 010897		**Vendor Name:** UNITED WATER CONSERVATION DISTRICT		
Purchase Order: 26-03656				
6/30/2026	Issued		419,672.84	419672.84
6/30/2026	Invoiced	1/1/26-6/30/26	(419,672.84)	0.00
Vendor Number: 013550		**Vendor Name:** WHITE CAP, L.P.		
Purchase Order: 26-03657				
6/30/2026	Issued		6,191.26	6191.26
6/30/2026	Invoiced	10024036983	(6,191.26)	0.00
Vendor Number: 010061		**Vendor Name:** LOWE'S		
Purchase Order: 26-03658				
6/30/2026	Issued		6,760.05	6760.05
6/30/2026	Invoiced	980062-QYUCTC	(6,760.05)	0.00
Vendor Number: 016034		**Vendor Name:** SPIRIT OF SANTA PAULA		
Purchase Order: 26-03665				
6/30/2026	Issued		27,748.76	27748.76
6/30/2026	Invoiced	FEB & MAR 2026	(27,748.76)	0.00
Vendor Number: 016145		**Vendor Name:** MARK43, INC.		
Purchase Order: 26-03670				
6/30/2026	Issued		80,142.00	80142.00
6/30/2026	Invoiced	INV1672	(80,142.00)	0.00
Vendor Number: 014494		**Vendor Name:** AXON ENTERPRISES		
Purchase Order: 26-03682				
6/30/2026	Issued		102,472.88	102472.88
6/30/2026	Invoiced	INUS395675	(102,472.88)	0.00
Vendor Number: 016034		**Vendor Name:** SPIRIT OF SANTA PAULA		
Purchase Order: 26-03685				
6/30/2026	Issued		79,698.93	79698.93
6/30/2026	Invoiced	#0005 MAY	(79,698.93)	0.00
Vendor Number: 016599		**Vendor Name:** SIERRA NORTHERN RAILWAY		
Purchase Order: 26-03689				
6/30/2026	Issued		21,375.00	21375.00
6/30/2026	Invoiced	25820	(21,375.00)	0.00
Vendor Number: 014968		**Vendor Name:** WILLDAN FINANCIAL SERVICES		
Purchase Order: 26-1001-2026-R1				
7/1/2026	Issued		2,731.00	2731.00
8/26/2026	Invoiced	010-66988	(428.25)	2302.75

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015859	**Vendor Name:** ROGERS, ANDERSON, MALODY & SCOTT, LLP			
Purchase Order: 26-1002-2026-R1				
7/1/2026	Issued		28,700.00	28700.00
Vendor Number: 010289	**Vendor Name:** PROUSYS, INC			
Purchase Order: 26-1010-2023-R1				
7/1/2026	Issued		17,410.00	17410.00
Vendor Number: 015593	**Vendor Name:** CANNON CORPORATION			
Purchase Order: 26-1011-2023-R1				
7/1/2026	Issued		120,028.86	120028.86
9/17/2026	Invoiced	96647	(10,510.25)	109518.61
Vendor Number: 013911	**Vendor Name:** MICHAEL K. NUNLEY & ASSOCIATES, INC.			
Purchase Order: 26-1028-2025-R1				
7/1/2026	Issued		2,020,672.70	2020672.70
Vendor Number: 016746	**Vendor Name:** PACIFIC ENERGY CONCEPTS, LLC			
Purchase Order: 26-1031-2026				
5/6/2026	Issued		39,948.00	39948.00
9/1/2026	Voided - Year End		(39,948.00)	0.00
Vendor Number: 016746	**Vendor Name:** PACIFIC ENERGY CONCEPTS, LLC			
Purchase Order: 26-1031-2026-R1				
7/1/2026	Issued		39,948.00	39948.00
Vendor Number: 014663	**Vendor Name:** PHOENIX CIVIL ENGINEERING, INC.			
Purchase Order: 26-1032-2026				
5/28/2026	Issued		167,359.20	167359.20
6/25/2026	Invoiced	26115	(5,637.50)	161721.70
6/30/2026	Invoiced	26147	(5,555.00)	156166.70
9/1/2026	Voided - Year End		(156,166.70)	0.00
Vendor Number: 014663	**Vendor Name:** PHOENIX CIVIL ENGINEERING, INC.			
Purchase Order: 26-1032-2026-R1				
7/1/2026	Issued		156,166.70	156166.70
Vendor Number: 012696	**Vendor Name:** TORO ENTERPRISES, INC.			
Purchase Order: 26-1034-2026				
5/28/2026	Issued		1,363,614.00	1363614.00
9/2/2026	Voided - Year End		(1,363,614.00)	0.00
Vendor Number: 012696	**Vendor Name:** TORO ENTERPRISES, INC.			
Purchase Order: 26-1034-2026-R1				
7/1/2026	Issued		1,363,614.00	1363614.00
Vendor Number: 012696	**Vendor Name:** TORO ENTERPRISES, INC.			
Purchase Order: 26-1035-2025-R1				
7/1/2026	Issued		443,283.00	443283.00
Vendor Number: 015529	**Vendor Name:** BKM OFFICE ENVIRONMENTS			
Purchase Order: 26-1040-2026				
6/8/2026	Issued		24,689.00	24689.00
8/31/2026	Voided - Year End		(24,689.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015529	**Vendor Name:** BKM OFFICE ENVIRONMENTS			
Purchase Order: 26-1040-2026-R1				
7/1/2026	Issued		24,689.00	24689.00
9/3/2026	Invoiced	01	(24,689.00)	0.00
Vendor Number: 015529	**Vendor Name:** BKM OFFICE ENVIRONMENTS			
Purchase Order: 26-1041-2026				
6/8/2026	Issued		49,898.00	49898.00
8/31/2026	Voided - Year End		(49,898.00)	0.00
Vendor Number: 015529	**Vendor Name:** BKM OFFICE ENVIRONMENTS			
Purchase Order: 26-1041-2026-R1				
7/1/2026	Issued		49,898.00	49898.00
9/3/2026	Invoiced	001	(32,299.00)	17599.00
Vendor Number: 015529	**Vendor Name:** BKM OFFICE ENVIRONMENTS			
Purchase Order: 26-1042-2026				
6/8/2026	Issued		24,789.00	24789.00
8/31/2026	Voided - Year End		(24,789.00)	0.00
Vendor Number: 015529	**Vendor Name:** BKM OFFICE ENVIRONMENTS			
Purchase Order: 26-1042-2026-R1				
7/1/2026	Issued		24,789.00	24789.00
9/3/2026	Invoiced	1	(24,789.00)	0.00
Vendor Number: 017091	**Vendor Name:** GOMEZ, ESTEBAN			
Purchase Order: 26-1043-2026				
6/24/2026	Issued		49,950.00	49950.00
9/3/2026	Voided - Year End		(49,950.00)	0.00
Vendor Number: 017091	**Vendor Name:** GOMEZ, ESTEBAN			
Purchase Order: 26-1043-2026-R1				
7/1/2026	Issued		49,950.00	49950.00
Vendor Number: 017092	**Vendor Name:** SOLAR ROOFING AND ENERGY STORAGE INC.			
Purchase Order: 26-1045-2026				
6/24/2026	Issued		145,912.00	145912.00
9/3/2026	Voided - Year End		(145,912.00)	0.00
Vendor Number: 017092	**Vendor Name:** SOLAR ROOFING AND ENERGY STORAGE INC.			
Purchase Order: 26-1045-2026-R1				
7/1/2026	Issued		145,912.00	145912.00
Vendor Number: 012696	**Vendor Name:** TORO ENTERPRISES, INC.			
Purchase Order: 26-1049-2025-R1				
7/1/2026	Issued		145,613.00	145613.00
Vendor Number: 014852	**Vendor Name:** MCCI			
Purchase Order: 27-03641				
7/7/2026	Issued		7,857.85	7857.85
7/9/2026	Invoiced	RN29660	(7,857.85)	0.00
Vendor Number: 017099	**Vendor Name:** MAIL MANAGER INC.			
Purchase Order: 27-03642				
7/7/2026	Issued		13,852.00	13852.00
8/6/2026	Invoiced	300123	(11,923.13)	1928.87

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 017098		**Vendor Name:** PARKER ANDERSON ENRICHMENT CENTRAL LA		
Purchase Order: 27-03644				
7/7/2026	Issued		38,475.00	38475.00
8/6/2026	Invoiced	#2330	(38,475.00)	0.00
Vendor Number: 017097		**Vendor Name:** BEYOND EXCITING CORPORATION		
Purchase Order: 27-03645				
7/7/2026	Issued		40,000.00	40000.00
8/6/2026	Invoiced	7/20/26	(40,000.00)	0.00
Vendor Number: 015516		**Vendor Name:** MAINTAINX, INC.		
Purchase Order: 27-03646				
7/7/2026	Issued		5,850.00	5850.00
7/9/2026	Invoiced	E60E31AD-0015	(5,850.00)	0.00
Vendor Number: 015920		**Vendor Name:** CORE & MAIN LP		
Purchase Order: 27-03651				
7/16/2026	Issued		38,731.86	38731.86
8/20/2026	Invoiced	Z410675	(25,821.24)	12910.62
9/3/2026	Invoiced	Z467513	(12,910.62)	0.00
Vendor Number: 010218		**Vendor Name:** NEW IMAGE AUTO BODY		
Purchase Order: 27-03652				
7/16/2026	Issued		12,231.68	12231.68
7/23/2026	Invoiced	52082970	(12,231.68)	0.00
Vendor Number: 011389		**Vendor Name:** TYLER TECHNOLOGIES, INC		
Purchase Order: 27-03653				
7/20/2026	Issued		16,682.52	16682.52
7/23/2026	Invoiced	CI100-00303973	(16,682.52)	0.00
Vendor Number: 010017		**Vendor Name:** LIEBERT CASSIDY WHITMORE		
Purchase Order: 27-03654				
7/20/2026	Issued		5,280.00	5280.00
7/23/2026	Invoiced	324394	(5,280.00)	0.00
Vendor Number: 010653		**Vendor Name:** LAFCO		
Purchase Order: 27-03655				
7/20/2026	Issued		11,638.00	11638.00
7/23/2026	Invoiced	7/1/26-6/30/27	(11,638.00)	0.00
Vendor Number: 011341		**Vendor Name:** CALIFORNIA JPIA		
Purchase Order: 27-03659				
7/22/2026	Issued		2,947,400.00	2947400.00
7/23/2026	Invoiced	PRIM-00225	(2,947,400.00)	0.00
Vendor Number: 011341		**Vendor Name:** CALIFORNIA JPIA		
Purchase Order: 27-03660				
7/22/2026	Issued		425,027.00	425027.00
7/23/2026	Invoiced	PROP00219	(425,027.00)	0.00
Vendor Number: 014475		**Vendor Name:** HUBER TECHNOLOGY		
Purchase Order: 27-03661				
7/31/2026	Issued		10,120.52	10120.52

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 012750		**Vendor Name:** JORDANO'S INC. AND SUBSIDIARIES		
Purchase Order: 27-03662				
7/24/2026	Issued		30,000.00	30000.00
7/24/2026	Changed		0.00	30000.00
8/20/2026	Invoiced	7411742	(285.82)	29714.18
8/20/2026	Invoiced	7418571	(504.01)	29210.17
8/20/2026	Invoiced	7422429	(402.69)	28807.48
8/20/2026	Invoiced	7415067	(537.67)	28269.81
8/20/2026	Invoiced	7411741	(524.00)	27745.81
8/20/2026	Invoiced	7408097	(749.69)	26996.12
8/20/2026	Invoiced	7404881	(683.72)	26312.40
9/17/2026	Invoiced	7426029	(434.47)	25877.93
9/17/2026	Invoiced	7440399	(285.82)	25592.11
9/17/2026	Invoiced	7440398	(690.79)	24901.32
9/17/2026	Invoiced	7433169	(848.67)	24052.65
9/17/2026	Invoiced	7426030	(285.82)	23766.83
9/17/2026	Invoiced	7429466	(654.32)	23112.51
Vendor Number: 016808		**Vendor Name:** AZUL FOUNDATION		
Purchase Order: 27-03663				
7/31/2026	Issued		40,000.00	40000.00
8/20/2026	Invoiced	040	(3,307.20)	36692.80
8/20/2026	Invoiced	041	(4,996.14)	31696.66
8/20/2026	Invoiced	042	(7,660.80)	24035.86
8/20/2026	Invoiced	039	(1,754.40)	22281.46
9/3/2026	Invoiced	043	(6,267.00)	16014.46
9/17/2026	Invoiced	044	(5,218.65)	10795.81
Vendor Number: 013561		**Vendor Name:** GOVERNMENTJOBS.COM, INC.		
Purchase Order: 27-03664				
8/3/2026	Issued		5,165.61	5165.61
8/6/2026	Invoiced	INV-161467	(5,165.61)	0.00
Vendor Number: 016112		**Vendor Name:** CUSHMAN CONTRACTING CORPORATION		
Purchase Order: 27-03666				
8/5/2026	Issued		4,572.00	4572.00
Vendor Number: 010580		**Vendor Name:** INTERFACE CHILDREN FAMILY SVCS		
Purchase Order: 27-03667				
8/5/2026	Issued		6,367.00	6367.00
8/20/2026	Invoiced	8370	(6,367.00)	0.00
Vendor Number: 013344		**Vendor Name:** WEST COAST AIR CONDITIONING		
Purchase Order: 27-03668				
8/6/2026	Issued		27,200.00	27200.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016010		**Vendor Name:** EXPRESS SERVICES, INC.		
Purchase Order: 27-03669				
8/7/2026	Issued		40,000.00	40000.00
9/3/2026	Invoiced	34373216	(779.04)	39220.96
9/3/2026	Invoiced	34344894	(1,468.64)	37752.32
9/17/2026	Invoiced	344440501	(712.40)	37039.92
Vendor Number: 014129		**Vendor Name:** SAM HILL & SONS, INC		
Purchase Order: 27-03672				
8/12/2026	Issued		54,650.00	54650.00
Vendor Number: 010140		**Vendor Name:** ECONOMIC DEVELOPMENT COLLABORATIVE		
Purchase Order: 27-03673				
8/14/2026	Issued		6,300.00	6300.00
8/20/2026	Invoiced	3007	(6,300.00)	0.00
Vendor Number: 011303		**Vendor Name:** CDW GOVERNMENT INC		
Purchase Order: 27-03674				
8/14/2026	Issued		18,110.30	18110.30
9/17/2026	Invoiced	AK8B91J	(18,110.30)	0.00
Vendor Number: 015616		**Vendor Name:** ACUANTIA INC.		
Purchase Order: 27-03675				
8/17/2026	Issued		6,274.61	6274.61
Vendor Number: 014053		**Vendor Name:** AMERICA IN BLOOM SANTA PAULA		
Purchase Order: 27-03676				
8/17/2026	Issued		20,000.00	20000.00
8/20/2026	Invoiced	379	(20,000.00)	0.00
Vendor Number: 017139		**Vendor Name:** PACE SUPPLY CORP		
Purchase Order: 27-03677				
8/18/2026	Issued		15,814.35	15814.35
8/18/2026	Changed		0.00	15814.35
8/18/2026	Changed		0.00	15814.35
9/17/2026	Invoiced	3811703232	(3,664.25)	12150.10
9/17/2026	Invoiced	3811703232-1	(2,179.26)	9970.84
Vendor Number: 014968		**Vendor Name:** WILLDAN FINANCIAL SERVICES		
Purchase Order: 27-03678				
8/18/2026	Issued		16,040.11	16040.11
8/20/2026	Invoiced	010-66881	(16,040.11)	0.00
Vendor Number: 015616		**Vendor Name:** ACUANTIA INC.		
Purchase Order: 27-03679				
8/20/2026	Issued		4,842.79	4842.79
Vendor Number: 017139		**Vendor Name:** PACE SUPPLY CORP		
Purchase Order: 27-03680				
8/24/2026	Issued		22,843.08	22843.08
Vendor Number: 015884		**Vendor Name:** NATIONAL AUTO FLEET GROUP		
Purchase Order: 27-03681				
8/24/2026	Issued		128,099.53	128099.53

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016128		**Vendor Name:** 4IMPRINT		
Purchase Order: 27-03684				
8/25/2026	Issued		164.90	164.90
9/17/2026	Invoiced	15478782	(164.90)	0.00
Vendor Number: 015236		**Vendor Name:** CIVIC PLUS / PATTI CORPORATION		
Purchase Order: 27-03686				
8/26/2026	Issued		8,888.99	8888.99
9/3/2026	Invoiced	367537	(8,888.99)	0.00
Vendor Number: 013039		**Vendor Name:** GRANICUS, INC.		
Purchase Order: 27-03687				
8/26/2026	Issued		29,738.16	29738.16
9/3/2026	Invoiced	235409	(29,738.16)	0.00
Vendor Number: 017140		**Vendor Name:** UNITED AIR HEATING & AIR CONDITIONING INC		
Purchase Order: 27-03688				
8/27/2026	Issued		7,914.51	7914.51
8/27/2026	Invoiced	8272026A	(7,914.51)	0.00
Vendor Number: 010791		**Vendor Name:** SOFT CHOICE CORPORATION		
Purchase Order: 27-03691				
9/1/2026	Issued		38,089.46	38089.46
Vendor Number: 017140		**Vendor Name:** UNITED AIR HEATING & AIR CONDITIONING INC		
Purchase Order: 27-03692				
9/1/2026	Issued		10,275.00	10275.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 27-03693				
7/1/2026	Issued		76,881.10	76881.10
9/3/2026	Invoiced	DP2603641	(12,432.88)	64448.22
Vendor Number: 016322		**Vendor Name:** DOCUSIGN, INC		
Purchase Order: 27-03694				
9/8/2026	Issued		2,760.00	2760.00
9/17/2026	Invoiced	111100729642	(2,760.00)	0.00
Vendor Number: 011777		**Vendor Name:** ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, II		
Purchase Order: 27-03695				
9/9/2026	Issued		5,400.00	5400.00
Vendor Number: 014639		**Vendor Name:** GOLD COAST ENVIRONMENTAL		
Purchase Order: 27-03696				
9/10/2026	Issued		3,126.02	3126.02
Vendor Number: 016764		**Vendor Name:** CLP ENGINEERING, LLC		
Purchase Order: 27-03697				
7/1/2026	Issued		250,000.00	250000.00
9/17/2026	Invoiced	CLPE-0000005179	(33,206.00)	216794.00
Vendor Number: 010975		**Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT		
Purchase Order: 27-03699				
9/15/2026	Issued		810,133.00	810133.00
9/17/2026	Invoiced	234200-7/31/26	(57,188.45)	752944.55

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 017139		**Vendor Name:** PACE SUPPLY CORP		
Purchase Order: 27-03701				
9/17/2026	Issued		192,358.83	192358.83
Vendor Number: 015796		**Vendor Name:** KATOM RESTAURANT SUPPLY, INC		
Purchase Order: 27-03703				
9/21/2026	Issued		12,253.48	12253.48
Vendor Number: 015796		**Vendor Name:** KATOM RESTAURANT SUPPLY, INC		
Purchase Order: 27-03706				
9/23/2026	Issued		8,338.42	8338.42
Vendor Number: 016023		**Vendor Name:** HUNGRY MAN		
Purchase Order: 27-03707				
9/30/2026	Issued		32,911.41	32911.41
Vendor Number: 017140		**Vendor Name:** UNITED AIR HEATING & AIR CONDITIONING INC		
Purchase Order: 27-03708				
9/30/2026	Issued		6,236.00	6236.00
Vendor Number: 015442		**Vendor Name:** MARIPOSA LANDSCAPES, INC.		
Purchase Order: 27-1007-2023				
7/30/2026	Issued		66,355.28	66355.28
8/20/2026	Invoiced	121449	(5,315.40)	61039.88
Vendor Number: 015874		**Vendor Name:** CHANDLER ASSET MANAGEMENT, INC.		
Purchase Order: 27-1012-2026				
8/14/2026	Issued		37,200.00	37200.00
8/20/2026	Invoiced	2607SANTAPAU	(2,743.87)	34456.13
9/17/2026	Invoiced	2608SANTAPAU	(2,748.87)	31707.26
Vendor Number: 016402		**Vendor Name:** AQUAPULSE CHEMICALS LLC		
Purchase Order: 27-1018-2024				
8/13/2026	Issued		41,600.00	41600.00
8/20/2026	Invoiced	2607006969	(6,843.20)	34756.80
8/20/2026	Invoiced	2607006954	(3,631.47)	31125.33

Vendor Number: 011161 **Vendor Name:** CRAGOE PEST SERVICES INC

Purchase Order: 27-1025-2025

Date	Activity Type	Payable ID	Activity Amount	Balance
7/31/2026	Issued		21,300.00	21300.00
8/20/2026	Invoiced	172-00337825	(50.00)	21250.00
8/20/2026	Invoiced	172-00335613	(45.00)	21205.00
8/20/2026	Invoiced	172-00336796	(45.00)	21160.00
8/20/2026	Invoiced	172-00336789	(45.00)	21115.00
8/20/2026	Invoiced	172-00335612	(40.00)	21075.00
8/20/2026	Invoiced	172-00336171	(40.00)	21035.00
8/20/2026	Invoiced	172-00339266	(15.00)	21020.00
8/20/2026	Invoiced	172-00339157	(35.00)	20985.00
8/20/2026	Invoiced	172-00339154	(35.00)	20950.00
8/20/2026	Invoiced	172-00337860	(110.00)	20840.00
8/20/2026	Invoiced	172-00338538	(110.00)	20730.00
8/20/2026	Invoiced	172-00336788	(35.00)	20695.00
8/20/2026	Invoiced	172-00337850	(45.00)	20650.00
8/20/2026	Invoiced	172-00337830	(30.00)	20620.00
8/20/2026	Invoiced	172-00339161	(25.00)	20595.00
8/20/2026	Invoiced	172-00337829	(55.00)	20540.00
8/20/2026	Invoiced	172-00339158	(65.00)	20475.00
8/20/2026	Invoiced	172-00339159	(35.00)	20440.00
8/20/2026	Invoiced	172-00338527	(45.00)	20395.00
8/20/2026	Invoiced	172-00337826	(30.00)	20365.00
8/20/2026	Invoiced	172-00337827	(35.00)	20330.00
8/20/2026	Invoiced	172-00336798	(45.00)	20285.00
8/20/2026	Invoiced	172-00337823	(45.00)	20240.00
8/20/2026	Invoiced	172-00337824	(70.00)	20170.00
8/20/2026	Invoiced	172-00339156	(45.00)	20125.00
8/20/2026	Invoiced	172-00339155	(45.00)	20080.00
8/20/2026	Invoiced	172-00339160	(45.00)	20035.00
8/20/2026	Invoiced	172-00337828	(25.00)	20010.00
9/17/2026	Invoiced	172-00342654	(65.00)	19945.00
9/17/2026	Invoiced	172-00342655	(35.00)	19910.00
9/17/2026	Invoiced	172-00339786	(45.00)	19865.00
9/17/2026	Invoiced	172-00337942	(45.00)	19820.00
9/17/2026	Invoiced	172-00341345	(50.00)	19770.00
9/17/2026	Invoiced	172-00342656	(45.00)	19725.00
9/17/2026	Invoiced	172-00341343	(45.00)	19680.00
9/17/2026	Invoiced	172-00341344	(70.00)	19610.00
9/17/2026	Invoiced	172-00342652	(45.00)	19565.00
9/17/2026	Invoiced	172-00342651	(45.00)	19520.00
9/17/2026	Invoiced	172-00342657	(25.00)	19495.00
9/17/2026	Invoiced	172-00342650	(35.00)	19460.00
9/17/2026	Invoiced	172-00339239	(45.00)	19415.00
9/17/2026	Invoiced	172-00341346	(30.00)	19385.00

Date	Activity Type	Payable ID	Activity Amount	Balance
9/17/2026	Invoiced	172-00339227	(40.00)	19345.00
9/17/2026	Invoiced	172-00342797	(15.00)	19330.00
9/17/2026	Invoiced	172-00342653	(35.00)	19295.00
9/17/2026	Invoiced	172-00341350	(30.00)	19265.00
9/17/2026	Invoiced	172-00341347	(35.00)	19230.00
9/17/2026	Invoiced	172-00339238	(35.00)	19195.00
9/17/2026	Invoiced	172-00342037	(45.00)	19150.00
9/17/2026	Invoiced	172-00340711	(45.00)	19105.00
9/17/2026	Invoiced	172-00339784	(45.00)	19060.00
9/17/2026	Invoiced	172-00341349	(55.00)	19005.00
9/17/2026	Invoiced	172-00341348	(25.00)	18980.00
9/17/2026	Invoiced	172-00340722	(110.00)	18870.00
9/17/2026	Invoiced	172-00337941	(40.00)	18830.00
9/17/2026	Invoiced	172-00342060	(110.00)	18720.00
Vendor Number: 013911		**Vendor Name:** MICHAEL K. NUNLEY & ASSOCIATES, INC.		
Purchase Order: 27-1028-2025				
7/1/2026	Issued		613,822.00	613822.00
Vendor Number: 011524		**Vendor Name:** SOLID WASTE SOLUTIONS		
Purchase Order: 27-1028-2026				
8/13/2026	Issued		25,000.00	25000.00
9/3/2026	Invoiced	227	(2,853.75)	22146.25
9/17/2026	Invoiced	228	(605.00)	21541.25
Vendor Number: 013544		**Vendor Name:** LARRY WALKER ASSOCIATES, INC.		
Purchase Order: 27-1030-2025				
7/1/2026	Issued		90,000.00	90000.00
9/3/2026	Invoiced	00506.15-1	(8,540.50)	81459.50
Vendor Number: 014369		**Vendor Name:** GSI WATER SOLUTIONS, INC.		
Purchase Order: 27-1033-2025				
7/1/2026	Issued		194,515.00	194515.00
9/3/2026	Invoiced	00694.012 - 12	(33,159.55)	161355.45
Vendor Number: 015633		**Vendor Name:** M6 CONSULTING, INC.		
Purchase Order: 27-1034-2025				
8/25/2026	Issued		397,250.00	397250.00
Vendor Number: 015987		**Vendor Name:** MAINTSTAR, INC.		
Purchase Order: 27-1037-2026				
7/7/2026	Issued		27,000.00	27000.00
7/9/2026	Invoiced	3599	(27,000.00)	0.00
Vendor Number: 010527		**Vendor Name:** HDL COREN & CONE		
Purchase Order: 27-1039-2026				
8/25/2026	Issued		14,000.00	14000.00
8/26/2026	Invoiced	SIN065917	(3,500.00)	10500.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 013711		**Vendor Name:** INDEPENDENT ORDER OF ODD FELLOWS		
Purchase Order: 27-1046-2025				
7/1/2026	Issued		33,665.28	33665.28
7/23/2026	Invoiced	AUGUST 2026	(3,060.48)	30604.80
8/26/2026	Invoiced	SEPTEMBER 2026	(3,060.48)	27544.32
9/17/2026	Invoiced	OCTOBER 2026	(3,060.48)	24483.84
Vendor Number: 017115		**Vendor Name:** DOWNSTREAM SERVICES, INC		
Purchase Order: 27-1047-2026				
7/27/2026	Issued		75,837.00	75837.00
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 27-1048-2026				
8/6/2026	Issued		30,000.00	30000.00
8/20/2026	Invoiced	1821	(30,000.00)	0.00
Vendor Number: 016863		**Vendor Name:** OAKRIDGE LANDSCAPE, INC.		
Purchase Order: 27-1052-2025				
7/1/2026	Issued		161,605.76	161605.76
9/3/2026	Invoiced	INV6323	(13,467.15)	148138.61
9/17/2026	Invoiced	#INV6758	(13,467.15)	134671.46
Vendor Number: 017147		**Vendor Name:** COMMON SENSE AI INC.		
Purchase Order: 27-1054-2026				
9/1/2026	Issued		20,000.00	20000.00
9/17/2026	Invoiced	1019	(5,000.00)	15000.00
Vendor Number: 016027		**Vendor Name:** YUNEX LLC		
Purchase Order: 27-1057-2026				
7/13/2026	Issued		69,276.81	69276.81
7/13/2026	Changed		0.00	69276.81
Vendor Number: 014686		**Vendor Name:** HASA, INC.		
Purchase Order: 27-1061-2025				
7/1/2026	Issued		60,000.00	60000.00
8/6/2026	Invoiced	1145696	(1,703.56)	58296.44
8/6/2026	Invoiced	1145695	(504.12)	57792.32
8/6/2026	Invoiced	1145693	(469.35)	57322.97
8/6/2026	Invoiced	1145692	(1,112.53)	56210.44
8/6/2026	Invoiced	1145691	(3,233.29)	52977.15
9/17/2026	Invoiced	1157362	(695.33)	52281.82
Vendor Number: 015640		**Vendor Name:** HUITT-ZOLLARS, INC.		
Purchase Order: 27-1065-2026				
7/6/2026	Issued		26,160.00	26160.00
9/3/2026	Invoiced	3164500107	(20,425.00)	5735.00
Vendor Number: 015989		**Vendor Name:** MERCHANT MCINTYRE & ASSOCIATES, LLC		
Purchase Order: 27-1069-2026				
7/13/2026	Issued		60,000.00	60000.00
7/23/2026	Invoiced	109-2026-07	(5,000.00)	55000.00
9/3/2026	Invoiced	109-2026-09	(5,000.00)	50000.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016345		**Vendor Name:** UNION MATERIALS TESTING, INC.		
Purchase Order: 27-1070-2026				
7/6/2026	Issued		30,062.00	30062.00
Vendor Number: 014129		**Vendor Name:** SAM HILL & SONS, INC		
Purchase Order: 27-1075-2026				
7/17/2026	Issued		150,000.00	150000.00
Vendor Number: 010975		**Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT		
Purchase Order: 27-1077-2026				
9/15/2026	Issued		1,422,590.00	1422590.00
9/17/2026	Invoiced	234302-7/31/26	(131,234.78)	1291355.22
Vendor Number: 013360		**Vendor Name:** ENGEO INCORPORATED		
Purchase Order: 27-1080-2026				
9/15/2026	Issued		66,150.00	66150.00
9/17/2026	Invoiced	313719	(1,872.50)	64277.50
Vendor Number: 016935		**Vendor Name:** PYRO SPECTACULARS INC		
Purchase Order: 27-1082-2026				
9/16/2026	Issued		50,000.00	50000.00
Vendor Number: 014719		**Vendor Name:** INTERWEST CONSULTING GROUP		
Purchase Order: 27-1083-2026				
9/21/2026	Issued		80,000.00	80000.00

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: AMENDMENT NO. 1 TO THE SUPPLY SERVICES AGREEMENT WITH HASA INC.

Date: October 7, 2026

Agenda Item: 9.A

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to execute Contract Amendment No. 1 to the Supply Services Agreement with Hasa Inc., in a form approved by the City Attorney, increasing the total not-to-exceed amount from $180,000 to $250,000.

BACKGROUND:

On December 10, 2025, the City Council approved a three-year Supply Services Agreement with Hasa Inc. for the supply and delivery of sodium hypochlorite to the City's wells and water treatment facilities for an amount not to exceed $180,000.

Sodium hypochlorite is the Water Division's primary disinfectant and is required to maintain a safe and reliable potable water supply. The original agreement estimated annual usage between approximately 14,000 and 17,000 gallons, while recognizing that actual usage may vary based on population growth, water demand, temperature, and water quality.

The agreement established fiscal-year limits of $33,550 for the partial FY 2025/26 period, $60,000 for FY 2026/27, $60,000 for FY 2027/28, and $26,450 for the partial FY 2028/29 period.

ANALYSIS:

The contract limit of $33,550 for the partial FY 2025/26 period was fully expended, and an additional Hasa invoice in the amount of $3,817.50 remains outstanding.

Several factors contributed to expenditures exceeding the original estimate. A number of Hasa invoices for chemical deliveries from FY 2024/25 were received after the close of that fiscal year and required processing in FY 2025/26. Chemical usage also increased due to the filling and operation of newly constructed water storage tanks, increased construction-water demand, additional residential water use associated with new development, and weather conditions that increased disinfectant demand.

Staff recommends increasing the total not-to-exceed contract amount from $180,000 to $250,000. The revised contract authority will be allocated as follows:

Fiscal Year	Contract Period	Current Contract Limit	Proposed Contract Limit
FY 2025/26	Prorated Partial Year	$33,550	$40,000
FY 2026/27	Full Year	$60,000	$85,000
FY 2027/28	Full Year	$60,000	$85,000
FY 2028/29	Prorated Partial Year	$26,450	$40,000
Total		**$180,000**	**$250,000**

The proposed amendment increases the contractual not-to-exceed amount only and does not request an additional appropriation of $70,000. Sodium hypochlorite will continue to be ordered on an as-needed basis based on actual system demand. Increasing the contract authority provides sufficient purchasing capacity to address unanticipated fluctuations in chemical usage through the remainder of the agreement.

STRATEGIC PLAN:

Infrastructure, Transportation & Mobility

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

This contract will facilitate the uninterrupted operation of the City's potable drinking water system for City residents and businesses.

FISCAL IMPACTS:

The proposed amendment increases the total contract not-to-exceed amount by $70,000, from $180,000 to $250,000. The increase amount will be covered by decreasing the budgets of other line items to cover the necessary budget adjustment. This will be done at the City Manager level.

OPTIONS:

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

1. Approve Contract Amendment No. 1 at a different not-to-exceed amount and direct staff to revise the agreement accordingly

2. Authorize only the contract increase necessary to address the outstanding FY 2025/26 invoice and direct staff to return at a later date if additional contract authority is needed.

3. Do not approve Contract Amendment No. 1. This would leave insufficient contract authority to pay the outstanding invoice and could adversely affect the City's relationship with Hasa Inc., delay future chemical deliveries, and create a risk to the Water Division's ability to maintain uninterrupted water service.

ATTACHMENTS:

EXHIBIT A_Hasa 3-Year Agreement.pdf
EXHIBIT B_Amendment No.1.pdf

EXHIBIT A

Hasa Inc. Three-Year Agreement

26-1061-2025

CITY OF SANTA PAULA
SUPPLY SERVICES AGREEMENT WITH
HASA INC.

1. PARTIES AND DATE.

This Agreement is made and entered into this 10th day of December, 20 25, 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 HASA INC. a California Corporation, with its principal place of business at 25152 Springfield Court, Suite 300 Valencia CA 91355 ("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 supply services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing supply of bulk NSF compliant sodium hypochlorite to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such professional services for the Sodium Hypochlorite Supply for Santa Paula Water Division project ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply and deliver bulk sodium hypochlorite 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 November 19, 2025 to November 19, 2028, unless earlier terminated as provided herein. The City shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than one additional one-year terms. 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. Total compensation shall not exceed Thirty-Three Thousand Five Hundred Fifty Dollars ($33,550.00) for the remainder of FY 2025–2026, Sixty Thousand Dollars ($60,000.00) for FY 2026–2027, Sixty Thousand Dollars ($60,000.00) for FY 2027–2028, and Twenty-Six Thousand Four Hundred Fifty Dollars ($26,450.00) for the portion of FY 2028–2029, for a cumulative not-to-exceed amount of One Hundred Eighty Thousand Dollars ($180,000.00) for the three year term of this agreement without written approval of the City Council or City Manager, as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

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

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

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

3.3 Responsibilities of Consultant.

3.3.1 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Any personnel performing the Services on behalf of Consultant shall not be employees of City and shall at all times be under Consultant's exclusive direction and control. Neither City, nor 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: Phil Flores: Southern CA. Industrial Sales Representative, HASA Inc.

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

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

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

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

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

3.3.9 Period of Performance.

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

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

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

3.3.10 Laws and Regulations; Employee/Labor Certification.

3.3.10.1 Compliance with Laws. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA

requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for the City to terminate the Agreement for cause.

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

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

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

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

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

3.3.11 Insurance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.3.11.11 Additional Insurance Provisions

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

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

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

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

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

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

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

3.4 Labor Code Requirements.

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

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

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

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

3.5 Termination of Agreement.

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

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

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

3.6 Indemnification.

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

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

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

3.7 General Provisions.

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

3.7.2 Independent Contractors and Subcontracting.

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

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

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

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

Consultant:	HASA INC. 25152 Springfield Court, Suite 300 Valencia CA 91355 ATTN: Phillip Flores, Industrial Sales
City:	City of Santa Paula PO Box 569 Santa Paula, CA 93061 ATTN: J. Francisco Ramirez-Almazan, Water Operations Superintendent

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

3.7.4 Ownership of Materials and Confidentiality.

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

Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

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

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

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

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

3.7.4.6 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction,

in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the release notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of an objection notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

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

3.7.6 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.

[SIGNATURES ON NEXT PAGE]

SIGNATURE PAGE TO PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF SANTA PAULA AND HASA INC.

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

Approved By:

DocuSigned by:
Dan Singer
F1BE673A1E0240E...
Dan Singer,
City Manager

Approved as to Form:

Signed by:
Monica Castillo
05F2CD68D6D3483...
Monica Castillo,
City Attorney

Attested By:

DocuSigned by:
Julie Latshaw
D328A67FBB60448...
Julie Latshaw,
City Clerk

HASA INC.

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

By: Signed by: Ken Ward 78AA35869444415...

Its: CFO

Printed Name: Ken Ward

By: Signed by: 050CF4BB60AC407...

Its: Cheif Strategy Officer

Printed Name: Angela Tran

EXHIBIT B

Hasa Inc. Amendment No.1

FIRST AMENDMENT TO THE SUPPLY SERVICES AGREEMENT BETWEEN THE CITY OF SANTA PAULA AND HASA INC.

THIS FIRST AMENDMENT ("Amendment") is made and entered into this 8th day of OCTOBER 2026, by and between the CITY OF SANTA PAULA, a general law City and Municipal Corporation existing under the laws of California ("City"), and Hasa Inc. a California corporation ("Consultant").

1. **RECITALS.** This Amendment is made with reference to the following facts and objectives:

    A. On December 10, 2025, the City and Consultant entered into a Supply Services Agreement (the "Agreement") for the provision of sodium hypochlorite supply and delivery services on an as-needed basis for a cumulative not-to-exceed amount of $180,000, allocated as follows: $33,550 for the remainder of FY 2025/26, $60,000 for FY 2026/27, $60,000 for FY 2027/28, and $26,450 for the portion of FY 2028/29

    B. The City and Consultant now desire to increase the cumulative not-to-exceed amount under the Agreement to $250,000 and revise the fiscal-year limits as follows: $40,000 for the prorated FY 2025/26 period; $85,000 for FY 2026/27; $85,000 for FY 2027/28; and $40,000 for the prorated FY 2028/29 period.

2. **AMENDMENT.** In consideration of the foregoing and pursuant to Sections 3.2.1 and 3.7.14 of the Agreement, the Agreement is amended as follows:

    A. Subsection 3.2.1, entitled "Compensation," of Section 3.2, entitled "Compensation," is hereby amended to read as follows:

    "3.2.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. Total compensation shall not exceed Forty Thousand Dollars ($40,000.00) for FY 2025–2026, Eighty-Five Thousand Dollars ($85,000.00) for FY 2026–2027, Eighty-Five Thousand Dollars ($85,000.00) for FY 2027–2028, and Forty Thousand Dollars ($40,000.00) for the portion of FY 2028–2029, for a cumulative not-to-exceed amount of Two Hundred Fifty Thousand Dollars ($250,000.00) for the term of this Agreement 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. **COUNTERPARTS.** This Amendment may be executed in any number or counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

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

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

CITY OF SANTA PAULA

_____

Dan Singer,
City Manager

ATTEST:

_____

Julie Latshaw,
City Clerk

APPROVED AS TO FORM:

_____

Kellan Martz
City Attorney

HASA INC

_____

_____

Taxpayer ID No.

**2nd Signature required for Corporations.

65283.00007\45063416.3

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Greg Barnes, Parks and Recreation Director

Subject: GRANT APPLICATION TO THE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION OFFICE OF GRANTS AND LOCAL SERVICES ROUND 5

Date: October 7, 2026

Agenda Item: 9.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7361 authorizing the submission of a grant application to the California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) for the Fagan Barranca Park Project.

BACKGROUND:

The Statewide Park Development and Community Revitalization Program (SPP) is a competitive grant program administered by the California Department of Parks and Recreation's Office of Grants and Local Services (OGALS). The program provides funding to create new parks and expand or renovate existing parks and recreational opportunities in critically underserved and climate-vulnerable communities throughout California.

SPP Round 5 is funded through Proposition 4, the 2024 Climate Bond, with approximately $188.5 million available statewide. Eligible applicants may request between $200,000 and $8.5 million per project, and no local matching funds are required. Applications for SPP Round 5 are due December 17, 2026.

The City has been working to develop a long-term vision for Fagan Barranca Park following the removal of mature eucalyptus trees within the Barranca. The trees presented safety concerns due to their condition and proximity to surrounding properties, as well as increased fire risk to nearby homes. Their removal provided the City with an opportunity to evaluate the future of the Barranca and identify improvements that would create a safer, more accessible, and usable recreational space for the surrounding community.

As part of this effort, the City has conducted community outreach to gather input regarding desired improvements and priorities for the site. Community feedback has helped guide the development of the project and will continue to inform the final design.

Resolution No. 7361 is a required component of the SPP Round 5 application process and authorizes the City to apply for grant funding and fulfill the requirements associated with the grant should funding be awarded.

ANALYSIS:

Staff has identified SPP Round 5 as a potential funding opportunity to advance the Fagan Barranca Park Project from planning and community engagement into design and future construction.

The proposed project would transform the Barranca into an improved linear recreational space while maintaining the unique character of the site. Improvements being considered include an ADA-accessible walking path, new native and drought-tolerant landscaping, shade trees, seating areas, lighting, interpretive and educational elements, pollinator habitat, drainage and stormwater improvements, and other recreational and supporting amenities.

The project provides an opportunity to address several community priorities within a single improvement effort. In addition to expanding access to outdoor recreation, the project would restore tree canopy following the removal of the eucalyptus trees, introduce climate-appropriate landscaping, improve pedestrian accessibility and connectivity, provide additional shade, and create a more welcoming recreational environment for residents living near the Barranca.

The City will continue to refine the project scope, design, cost estimate, and proposed amenities as part of the SPP application process. Final improvements will be based on community input, site conditions, available funding, and applicable SPP requirements.

SPP Round 5 provides an opportunity for the City to pursue significant State funding for the project without a required local match. If awarded, grant funding would allow the City to make a substantial investment in Fagan Barranca Park while reducing the need to rely on local funding sources for construction.

As part of the application process, OGALS requires applicants to submit an authorizing resolution approved by the governing body. Adoption of Resolution No. 7361 will authorize staff to submit the SPP Round 5 application and complete the necessary documents associated with the grant application and, if awarded, grant administration.

The SPP Round 5 application deadline is December 17, 2026. Staff recommends adoption of Resolution No. 7361 to allow the City to proceed with the application and continue pursuing outside funding for the Fagan Barranca Park Project. Staff anticipates submitting a grant request for $2-3 million dollars with no required match.

STRATEGIC PLAN:

D. Healthy, Connected & Thriving Community
Objective D.5 – Fagan Barranca Park Master Plan: Pursue funding and build partnerships to implement the Master Restoration Plan.

The proposed SPP Round 5 grant application directly advances Objective D.5 by pursuing outside funding for implementation of the Fagan Barranca Park Master Plan. The Strategic

Plan specifically identifies the following tasks associated with this objective:

1. Present the master plan to the City Council.
2. Identify funding to implement the Master Plan.
3. Engage resident volunteer efforts around a community build plan.

Submission of an SPP Round 5 application directly supports the second identified task by pursuing State funding for implementation of improvements identified through the Fagan Barranca Park planning and community engagement process.

FISCAL IMPACTS:

Should staff be successful in obtaining SPP grant funding, Staff will return to Council with a resolution to formally accept the grant and recognize the associated revenue and expense allocation. There is no fiscal match required for the grant.

OPTIONS:

City Council has the following options available:

1. Adopt Resolution No. 7361 authorizing the submission of a grant application to the California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) for the Fagan Barranca Park project.

2. Do not adopt Resolution No. 7361. Staff will continue to look for additional grant opportunities.

ATTACHMENTS:

EXHIBIT A: RESOLUTION NO. 7631

EXHIBIT A
RESOLUTION NO. 7631

RESOLUTION NO. 7631

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA APPROVING APPLICATION FOR STATE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION FOR THE CITY OF SANTA PAULA FOR IMPROVEMENTS TO FAGAN BARRANCA PARK

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

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

A. WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Statewide Park Development and Community Revitalization Grant Program, setting up necessary procedures governing the application; and

B. WHEREAS, said procedures established by the State Department of Parks & Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

C. WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project:

SECTION 2: Approval. THEREFORE, BE IT RESOLVED that the City Council hereby: Approves the filing of the application for the Fagan Barranca Park; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and

2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and

3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administrative Guide; and

4. Delegates the authority to the City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED this 7th day of October, 2026

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Kellan Martz, Interim City Attorney

APPROVED AS TO CONTENT:

_____
Dan Singer, City Manager

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: CITY SIDEWALK MASTER PLAN CONTRACT

Date: October 7, 2026

Agenda Item: 9.C

RECOMMENDATION:

Staff recommends that the City Council:

Approve and authorize the City Manager to execute a professional services agreement with **General Technologies and Solutions, Inc. (GTS)** in the amount not to exceed $138,080 to prepare the Citywide Sidewalk Master Plan; and approve budget allocations, as shown in Table 1 of the Staff Report, for the Citywide Sidewalk Master Plan Project.

BACKGROUND:

The Public Works Department is responsible for the planning, construction, maintenance, and management of the City's transportation infrastructure, including sidewalks, curb ramps, pedestrian facilities, and accessibility improvements. Sidewalks provide critical connections between neighborhoods, schools, parks, transit facilities, commercial areas, and other community destinations while promoting safe and accessible travel for pedestrians of all ages and abilities.

The City's sidewalk system has developed over many decades and consists of a combination of older facilities, missing sidewalk segments, accessibility deficiencies, and areas with limited pedestrian connectivity. As the City continues to invest in transportation infrastructure and pursue Complete Streets initiatives, there is a need for a comprehensive planning document to evaluate existing conditions and establish priorities for future sidewalk improvements.

The proposed Sidewalk Master Plan will provide a citywide assessment of the existing pedestrian network and develop a prioritized, implementable strategy for sidewalk construction, repair, and enhancement. The Plan will evaluate existing sidewalks, curb ramps, and related pedestrian facilities, identify locations that may not meet current Americans with Disabilities Act (ADA) accessibility standards, and recommend improvements that enhance pedestrian safety, accessibility, and connectivity throughout the community.

In addition to serving as a planning document for future Capital Improvement Program (CIP) investments, the Sidewalk Master Plan will position the City to compete for local, state, and federal grant funding opportunities, including programs such as the Active Transportation Program (ATP), Highway Safety Improvement Program (HSIP), Senate Bill 1 (SB 1), and other

applicable funding sources.

Preparation of the Sidewalk Master Plan supports the City's commitment to improving multimodal transportation, enhancing pedestrian safety, advancing accessibility, and promoting equitable infrastructure investment throughout the community.

ANALYSIS:

The selected consultant will prepare the Citywide Sidewalk Master Plan and provide professional planning and engineering services that include, but are not limited to, the following:

1. Project management and coordination, including project kickoff, schedule development, budget tracking, progress meetings, coordination with City staff, and quality assurance/quality control.
2. Collection and evaluation of existing sidewalk infrastructure, including a comprehensive inventory of sidewalks, curb ramps, missing sidewalk segments, accessibility constraints, and other barriers to pedestrian travel.
3. Evaluation of existing pedestrian facilities for compliance with current ADA requirements and development of a GIS-based inventory and ADA deficiency database.
4. Development of a quantitative, criteria-based prioritization methodology to identify and rank future sidewalk improvements based on pedestrian demand, safety, connectivity, proximity to schools, parks, transit facilities, commercial areas, and equity considerations.
5. Public outreach and stakeholder engagement through community meetings, workshops, surveys, and informational materials to obtain input regarding pedestrian needs and priorities.
6. Preparation of conceptual improvement recommendations, planning-level cost estimates, funding strategy, and implementation plan, including recommendations for integrating prioritized improvements into the City's Capital Improvement Program and identifying opportunities for future grant funding.
7. Preparation of a Draft and Final Sidewalk Master Plan, including maps, technical analyses, prioritized project lists, GIS deliverables, and presentation materials suitable for City Council consideration.

The City issued a Request for Qualifications (RFQ) on June 23, 2026, with proposals due on July 29, 2026. One proposal was received from GTS. m6 staff reviewed the proposal for the firm’s qualifications and experience, understanding of the project and proposed approach, project team, project management and overall responsiveness to the RFQ requirements. Based on m6’s review, GTS demonstrated the qualifications, experience, and technical approach necessary to successfully complete the Sidewalk Master Plan. Staff also reviewed GTS proposed scope of service and cost proposal. GTS initially submitted a proposed fee of $176,910. Following discussions with the consultant regarding the proposed scope and fee, the cost was negotiated to $138,080 for the proposed services.

The consultant meets the City’s applicable contractual provisions. Based upon the proposal review and subsequent scope and fee negotiations, staff believes GTS is capable of successfully completing the Sidewalk Master Plan and meeting the City’s project objectives.

STRATEGIC PLAN:

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

Infrastructure, Transportation & Mobility

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

FISCAL IMPACTS:

The recommended contract amount for the Sidewalk Master Plan is $138,080. Funding for the project is available in the City's Sidewalk Repair Program and associated TDA Article 8 funds. The budget allocation is shown in Table 1.

Table 1: Budget Allocation for Sidewalk Master Plan Project

Fund Source	Account No.	Available	Contract	Total
Sidewalk Repair Program	281-5-9294-290	$250,000.00	$138,080.00	**$138,080.00**

OPTIONS:

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

2. Do not approve the agreement with GTS as recommended by staff. Doing so would prevent the City from proceeding with preparation of the Sidewalk Master Plan at this time and may delay the City's ability to strategically prioritize pedestrian improvements and pursue future grant funding opportunities.
3. Direct staff to re-solicit for the Sidewalk Master Plan. Under this option, staff would conduct a new solicitation to seek additional proposals from qualified consulting firms. This option would provide an opportunity to obtain additional proposals for consideration but would delay initiation of the Sidewalk Master Plan and would require additional staff time to complete the procurement process.

ATTACHMENTS:

GTS-Cost-SantaPaula_V2.pdf

GTS
gentecsol.com



COST PROPOSAL (UPDATED) FOR:

CITY OF SANTA PAULA
DEVELOPMENT OF SIDEWALK MASTER PLAN

GTS.260610

213-267-2332

11845 W Olympic Blvd, 11th Floor,
Los Angeles, CA 90064

info@gentecsol.com

Cost Proposal

(Updated)

	Principal	Project Manager	ATP & Safety Expert	Senior Planner/ Engineer/ Analyst	Planner/ Engineer/ Analyst	Graphics/CAD/ Admin	Interactive Website	**Total Cost**
Project Step	*$280.00*	*$220.00*	*$280.00*	*$180.00*	*$120.00*	*$90.00*		
Task 1: Project Management and Coordination	4	16		16				**$7,520**
Task 2: Data Collection & Existing Conditions Assessment	4	24	2	120	120			**$42.960**
Task 3 – Needs Analysis & Prioritization	4	24		80	40	8		**$26,320**
Task 4 – Public Outreach & Stakeholder Engagement	2	8		16	24	8	$6,000	**$14,800**
Task 5 – Improvement Recommendations, Cost Estimates, and Funding Strategy	4	24	2	48	80	8		**$25,920**
Task 6 – Draft and Final Plan Preparation	2	24	2	40	40	24		**$20,560**
Total	**20**	**120**	**6**	**320**	**304**	**48**	**$6,000**	**$138,080**

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: WATER RECYCLING FACILITY EQUIPMENT REPAIR PROCUREMENT APPROVAL

Date: October 7, 2026

Agenda Item: 9.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Waive bidding requirements and approve the procurement of repairs from Huber Technology in the amount of $77,522.39 for repairs (labor and materials) to the existing Huber equipment at the Water Recycling Facility.

BACKGROUND:

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

Huber Technology is the original equipment manufacturer (OEM) of the headworks screens and screw press at the WRF. Huber maintains a service organization with certified technicians who are specifically trained to service its equipment. Huber is also the only authorized source of repair parts and services for the existing Huber equipment at the WRF.

The City Council previously approved Resolution No. 7517, which established a list of vendors exempt from the City's informal bidding requirements for specific equipment and services at the WRF. Huber Technology was included on the approved vendor list based on the finding that a competitive market does not exist for repair parts and services associated with the existing Huber equipment.

Huber Technology has provided the City with a quote in the amount of $77,522.39 for necessary repairs to the existing Huber equipment.

ANALYSIS:

SPMC § 41.08 establishes the City's purchasing procedures, including informal bidding requirements for purchases between $5,000 and $50,000. SPMC § 41.10 provides the City Council with the authority to waive purchasing procedures otherwise required by the Santa

Paula Municipal Code when required or desirable and in conformance with state law.

Huber Technology is the only authorized source for repair parts and services for the existing Huber equipment at the WRF. Due to the specialized nature of the equipment, comparable repair services are not available from other vendors. As a result, obtaining competitive bids would not provide a comparable alternative for the required repairs.

The current repair quote from Huber Technology is $77,522.39, which exceeds the City's $50,000 informal bidding threshold. Because the cost of this procurement exceeds the threshold, staff is bringing the purchase to City Council for approval to waive bidding requirements.

Staff recommends that the City Council approve the procurement of repairs with Huber Technology in the amount of $77,522.38 to complete the necessary repairs to the existing Huber equipment at the WRF.

STRATEGIC PLAN:

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

Infrastructure, Transportation & Mobility

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

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

FISCAL IMPACTS:

The total cost of the Huber Technology repair is $77,522.39. Sufficient funding is available in GL 610-5-5063-228.

Approval of the procurement will allow the City to proceed with the necessary repairs using the authorized source for the existing Huber equipment.

OPTIONS:

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

1. Do not approve the procurement with Huber Technology. This action may delay the necessary repairs to the existing Huber equipment and could impact the operation of the WRF if the equipment remains out of service or experiences further issues.

ATTACHMENTS:

Exhibit A - Huber Technology Quote C1004144/V1

EXHIBIT A

Huber Technology Quote C1004144/V1

Billing Address
City of Santa Paula CA
PO Box 569
Santa Paula, CA 93061
UNITED STATES

Delivery Address
City of Santa Paula
926 Calpipe Rd.
Santa Paula, CA 93061
UNITED STATES

OFFER:	**C1004144 / V1**	Date Printed:	9/24/26
Your Reference:	Santa Paula, CA	Our Reference:	Price Ozment
		Phone:	+1-704-990-2409
Your Reference:		Email:	Price.Ozment@hhusa.net
		Customer No.:	118715

Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
			-- Course screen --		
10/1	2.00	pcs	506108 brush L1350 6D 40/65 0,6	726.47	**1,452.94** 9.25%
20/1	2.00	pcs	504854 brush L3665 6D 40/65 0,6	1,155.40	**2,310.80** 9.25%
30/1	2.00	pcs	506089 brush R554 roller Ro2 1600	538.88	**1,077.76** 9.25%
40/1	30.00	pcs	702013 flat jet nozzle JAQ1490 1/8" 60° 3 bar: 4,9 l/min	34.45	**1,033.50** 9.25%
50/1	6.00	pcs	504847 brush L 489 6D 40/65 0,6	329.15	**1,974.90** 9.25%
60/1	4.00	pcs	706881 flat jet nozzle 632.941.5ECC 1/4" 20° 3 bar:27,4 l/min	37.29	**149.16** 9.25%
70/1	6.00	pcs	10141167 Support Roller Kit D100 d30 L 40 800kg	308.60	**1,851.60** 9.25%
80/1	2.00	pcs	10117977 RotoMat 1400-1800 Lower Bearing Assembly Kit	2,468.35	**4,936.70** 9.25%
90/1	6.00	pcs	10065405 Rebuild Kit Valve Body 5282 DN 25	105.00	**630.00** 9.25%
100/1	2.00	pcs	10065401 Rebuild Kit Valve Body 5282 DN 32-40	121.51	**243.02** 9.25%
110/1	8.00	pcs	10065407 Valve Coil 5282 C1D2	188.00	**1,504.00** 9.25%

Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
120/1	8.00	pcs	10065409 C1D2 Coil Cable Connector 2509, UL-Listed	21.28	**170.24** 9.25%
130/1	2.00	pcs	10065666 LOCTITE 648 Kit	140.99	**281.98** 9.25%
			-- Fine Scree --		
140/1	2.00	pcs	506109 brush L1476 6D 40/65 0,6	675.04	**1,350.08** 9.25%
141/1	2.00	pcs	10000001 Ro2 Suspension 1600	7,060.78	**14,121.56** 9.25%
150/1	2.00	pcs	504855 brush L4028 6D 40/65 0,6	1,977.26	**3,954.52** 9.25%
160/1	2.00	pcs	506090 brush R711 roller Ro2 1800	597.82	**1,195.64** 9.25%
170/1	32.00	pcs	702013 flat jet nozzle JAQ1490 1/8" 60° 3 bar: 4,9 l/min	34.45	**1,102.40** 9.25%
180/1	6.00	pcs	504848 brush L 531 6D 40/65 0,6	276.46	**1,658.76** 9.25%
190/1	4.00	pcs	706881 flat jet nozzle 632.941.5ECC 1/4" 20° 3 bar:27,4 l/min	37.29	**149.16** 9.25%
200/1	2.00	pcs	501686 screw flight end plate d355	215.99	**431.98** 9.25%
210/1	6.00	pcs	10065405 Rebuild Kit Valve Body 5282 DN 25	105.00	**630.00** 9.25%
220/1	2.00	pcs	10065401 Rebuild Kit Valve Body 5282 DN 32-40	121.51	**243.02** 9.25%
230/1	8.00	pcs	10065407 Valve Coil 5282 C1D2	188.00	**1,504.00** 9.25%
240/1	8.00	pcs	10065409 C1D2 Coil Cable Connector 2509, UL-Listed	21.28	**170.24** 9.25%
250/1	6.00	pcs	10141167 Support Roller Kit D100 d30 L 40 800kg	308.60	**1,851.60** 9.25%
260/1	2.00	pcs	10117977 RotoMat 1400-1800 Lower Bearing Assembly Kit	2,468.35	**4,936.70** 9.25%
270/1	2.00	pcs	10065666 LOCTITE 648 Kit	140.99	**281.98** 9.25%
271/1	2.00	pcs	10000001 RPPS Suspension 1800	7,142.73	**14,285.46** 9.25%
280/1	1.00	pcs	600012 delivery	5,475.00	**5,475.00** 9.25%

Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
290/1	1.00	pcs	10011630 wooden box	0.00	**0.00** 9.25%
300/1	1.00	pcs	10550460 packaging material	0.00	**0.00** 9.25%

Total net	**USD**	**70,958.70**
Including Sales Tax	**USD**	**6,563.69**
Total gross	**USD**	**77,522.39**

Additional tariffs, import duties, or other government-imposed charges introduced after a quote or order has been placed are not included in our pricing and will be invoiced separately to the customer. HUBER Technology LLC will inform customers of relevant changes to the best of our knowledge and economic feasibility.

The quotation is subject to national or international export control regulations and embargoes or any other export restrictions.

Valid for: 30 days
Delivery: prepaid and add
Payment terms: Net 30 days

Best regards

Price Ozment
HUBER Technology, LLC

Aftermarket Sales & Service Rates 2026

Field Service Base Rate	**$170.00 per hour**

Training

Product Training	**$170.00 per hour**

Travel

Travel (time)	**$170.00 per hour**
Mileage	**$0.65 per mile**

Manufacturing/Engineering Services in house

Services include failure analysis of returned hardware	**$170.00 per hour**

Premium Rates

Overtime rate (in excess of 8 hours per day	**$240.00 per hour**
Standby rate	**Applicable base rate**
Double time rate (Sunday, Holiday, or in excess of 12 hours)	**$340.00 per hour**

Expenses

Travel and accommodations	**Actual cost**
Per Diem Business Rate Plan 1..	**$74.00 per day**
High Cost Area Rate 2..	**$86.00 per day**
Service Truck Rate	**$250.00 per day**

Aftermarket Sales & Service Rates 2026

Field service Base Rate. Rates are calculated from the day the Service Specialist departs Huber Technology, Huntersville, North Carolina until the day the Service Specialist returns to Huber Technology, LLC, Huntersville, North Carolina. Rates include weekends and holidays. If a Service Specialist is required to travel from any other location, including, Germany the rates are calculated from when the Service Specialist departs the home office until the day the Service Specialist returns to the home office.

Travel. Time includes transportation to and from the airport, security clearance, time between flight changes, driving time and local travel to and from worksite. Travel time in excess of eight (8) hours may be billed at the premium rate.

Double Time. Any Sunday or **Recognized Huber Technology, LLC Holiday.**

Transportation. The customer is responsible for reimbursing Huber Technology, LLC for all transportation charges associated with service work. Flights will be booked as coach-tourist class unless it is unavailable. Rental car, gas, taxis, airport / hotel limousines, company or personal vehicles will be used when necessary.

Standby rate. Applies to the time a Service Specialist is available for work and is located at or near the job site but unable to work due to circumstances beyond his control. Time shall be considered time worked and will be charged at the applicable base or premium rate.

Accommodations and Meals. Meals are charged at $60.00 per day or $70.00 per day depending on the area (See Business Rate Plan 1 and 2). If an overnight stay is required, the customer is required to reimburse Huber Technology, LLC for lodging charges. Hotel rooms will be booked on a business executive, single occupancy basis.

Visa, Work Permits & Local Taxes. The customer is responsible to pay any and all taxes, user fees or special assessments. If a visa or work permit is required before departing for an international assignment, the fee will be charged to the customer at actual cost (including any expediting charges).

Warranties. Per Huber Technology, LLC´s Terms and Conditions of Sale, Huber Technology, LLC warrants Field Service work performed at site. “Breach of Warranty”
claims do not entitle the customer to refuse payment for field service work. HUBER TECHNOLOGY, LLC MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER TECHNOLOGY, LLC’S TERMS AND CONDITIONS. HUBER TECHNOLOGY, LLC IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER TECHNOLOGY, LLC IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

SCHEDULING – 10 Working Days Notice. Request for field service should be made in writing (letter, fax or e-mail) to Huber Technology, LLC at least ten (10) working days prior to the date for which services are requested. Confirmation of the service will be conveyed verbally by Huber Technology, LLC

Insurance. All Huber Technology, LLC Service Specialists are insured. Liability insurance certificates may be provided upon request by the customer in order to allow for sufficient time for document processing, the request must be made at least seven (7) working days prior to the date of services.

Hazardous Locations.
Huber Technology, LLC reserves the right to recall its personnel if the worksite does not meet governmental health and safety standards.

Minimum Daily Charge. For all Field Service Base Rates or combinations of Base Rates, the minimum fee will be for eight (8) hours. If services are performed on the same day as travel, travel time will be billed in addition to service time.

Overtime. The overtime rate applies to work or travel in excess of eight (8) hours per day (weekdays) and all Saturday work. Workdays in excess of (16) hours are prohibited. Service specialist are NOT required to perform, and may decline, work in excess of twelve (12) hours. The overtime charge shall be at the base rate plus a one hundred percent (100%) premium.

Recognized Huber Technology, LLC Holidays New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve and Christmas Day.

Expenses. The customer is responsible for ALL expenses associated with service work. All travel expenses including airfare, taxi, mileage for personal or company owned vehicles or any other chauffeured vehicle, living accommodations and meals will be invoiced. Invoices will include a cost
break-down. Copies of receipts will not be furnished unless specifically requested. Original receipts cannot be provided. Receipts for under $25.00 cannot be provided. Use of personal or company owned vehicles will be invoice at the rate set by IRS mileage regulations.

Payment. All field service invoices are in U.S. Currency and all payments must be in U.S. Dollars. Payment is due NET 30 DAYS from the date of invoice.

Purchase Orders. A purchase order is required BEFORE any field service arrangements will be made. The purchase order is to be made out to Huber Technology, LLC and must contain the following information: 1) Customer’s name, 2) company, 3) billing address, 4) dates of service, 5) type of service requested (i.e. installation, commissioning, troubleshooting, training, etc.), 6) serial number / model number, 7) equipment purchase order number, and 8) equipment tag numbers. A “confirming-copy” purchase order must follow any preliminary arrangements. Equipment location including city, state, plant site, directions to the site, a local contact and telephone number must also be included.
2) Amended Purchase Orders. An amended PO is required if services are extended beyond the cost of the original PO. If the Service Specialist is on site and an amendment is required, the PO must be completed and submitted to Huber Technology, LLC before the Service Specialist can continue working.

Applicable law. Any purchase order accepted by Huber Technology, LLC in conjunction with Field Service work, shall be deemed to have been executed, delivered and accepted in the State of North Carolina, USA and shall be governed, construed and enforced pursuant to the laws of the State of North Carolina, USA

Huber Technology, LLC can not offer fixed lump sum contracts for Field Service activities. The duration of site visitation is neither under our direct control nor influence, and as such we can only provide estimates of time on-site to affect the required service actions. Field service published rates and terms are valid through December 2026

Warranty and Returns Policy & Instructions

Huber Technology, LLC ("Huber") warranties any **original** Huber part (mechanical or electrical) for a period of:
A. Twelve (12) months from the date of purchase and only when part(s) are installed by a Huber factory trained technician. Should the part(s) fail within the warranty period, a replacement shall be supplied at no cost to the owner ("Replacement Part")
1. Only valid if the product is operated in accordance with the manufacturer's instructions.
2. The replacement part(s) must not be modified or changed in anyway.
3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications
Or
B. Three (3) months from the date of purchase and/or installed by a non-Huber factory trained technician.
1. Only valid if the product is operated in accordance with the manufacturer's instructions
2. The replacement part(s) must not be modified or changed in anyway.
3. The replacement part(s) must be installed by a qualified person to the manufacturer's specifications

This warranty does not apply to any damage or defect arising out of any of the following circumstances:

• Part(s) needing repair or replacement due to events or circumstances outside of normal use and operation of the equipment.
• Part(s) or components damaged due to power surges, short circuits, loss of power, lightning strikes, fire or water damage, vandalism, theft, or any other causes outside of normal use and operation of the equipment or that would normally be covered by casualty insurance on the equipment.
• Damage or defects caused by neglect, incorrect application, abuse, or by accidental damage of the parts or components.
• Repair or replacement of part(s) or components due to improper or negligent operation of the equipment.
• Damage or defects to the part(s), component(s), or equipment caused by the attempted repair by an unauthorized or unqualified person.

All Huber parts warranties are non- transferable, and cannot be sold, assigned or transferred in any other way.

This warranty of **original** Huber Service parts does not include the labor to remove the defective part nor the labor to install the new part. **All labor costs associated with the replacement of the part is the responsibility of the owner.** The request for assistance of a certified Huber technician is available upon the issuance of a purchase order by the owner. The fee for the assistance of a Huber technician includes labor (billed at prevailing Huber Field Service Base Rates) plus associated expenses for travel to and from the jobsite.

Return of New Wear or Spare Parts:

• Any original Huber part(s) returned to Huber after a purchase order has been submitted is subject to a flat twenty percent (20%) restocking fee for each part returned.
• The customer has up to thirty (30) days to return a part from the purchase order submittal date to Huber. **Returns will not be accepted past thirty (30) days.**
• Part(s) must be new and never installed. Any indication of wear or installation, at Huber's sole discretion, may result in the part(s) being shipped back to owner, at the owner's cost, and no credit shall be issued.
• Exception:
The owner may exchange, without a restocking fee, if the incorrect part(s) is delivered and/or sold to the

owner by a Huber team member. Huber will ship the correct part(s) to the owner expeditiously. A refund will be issued to the owner upon Huber´s receipt of the incorrect part(s).
warehouse.
The customer may return, without a restocking fee, any original Huber part(s) if said part(s) was sold as part of a complete rebuild and the Huber technician concluded the part(s) were not needed. The customer has thirty (30) days from the date the service was completed. After thirty (30) days have expired, the normal Huber restocking fee shall apply.

Warranty and Returns Policy & Instructions

Return of Damaged / Defective Items

• In the event of a damaged or defective part, the return process can often be expedited by providing a digital image of the damage or defect (along with a clear description of the problem) in an email to the Huber Aftermarket Team (“Aftermarket Team”) at the following email address: returns@hhusa.net. The phone and fax numbers for Aftermarket Team are: 704.990.2045; Fax: 704.896.2830.
Huber reserves the right to inspect in person even if a digital image is provided as outlined above.
• If the damage or defect **cannot be verified over the phone or via email** contact, the item may be required to be returned to Huber Technology, LLC for inspection before a determination can be made as to the state of the product.
• The Aftermarket Team will validate the warranty claim for the defective part.
• If the Aftermarket Team determines that the part is under warranty and should be replaced, the Aftermarket Team will provide a Return Merchandise Authorization ("RMA") number and a shipping address to the Customer for the return of the defective part.
• The Customer shall ship the part to the specified address with the RMA number listed on the outside of the package.
• When the warranty part has been repaired (or replaced) by Huber, the part will be shipped to the "ship-to" address included in the RMA information provided by the Customer.

Return shipping cost

• ONLY in the event that an incorrect part is sold to the Customer by a Huber team member, will Huber pay for shipping. The Customer will be provided with a prepaid return shipping label.
• UNDER ALL OTHER CIRCUMSTANCES, the Customer returning the part(s) is responsible for any freight costs incurred for returning the part(s).
• UNDER NO CIRCUMSTANCE will Huber reimburse (or provide credit) for return shipping costs incurred by the Customer.

How to Request an RMA (Return Merchandise Authorization)

Contact the Huber Technology Aftermarket Sales Team and request a Return Merchandise Authorization ("RMA") number.
• Completely fill out the RMA form.
• Include the completed RMA form in the package along with the item(s) to be returned.
• Write the RMA number conspicuously on the outside of the package to ensure proper routing upon receipt by the Aftermarket Team.
• Ship the package to:

o o Huber Technology, LLC
Aftermarket Sales and Service
1009 Airlie Parkway
Denver, NC 28037
Phone: 704.874.8237 Fax 704.896.2830 Email: service@hhusa.net

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES

- City Council Special Meeting June 11, 2026
- City Council Special Meeting June 17, 2026
- City Council Regular Meeting June 17, 2026
- City Council Special Meeting June 23, 2026
- City Council Special Meeting June 30, 2026
- City Council Special Meeting July 15, 2026
- City Council Regular Meeting July 15, 2026
- City Council Special Meeting July 30, 2026

Date: October 7, 2026

Agenda Item: 9.E

RECOMMENDATION:

Staff recommends Council approve minutes.

BACKGROUND:

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

ANALYSIS:

None.

STRATEGIC PLAN:

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

FISCAL IMPACTS:

There are no fiscal impacts for this item.

OPTIONS:

None.

ATTACHMENTS:

2026.06.11 City Council Special Minutes.pdf
2026.06.17 City Council Special Minutes.pdf
2026.06.17 City Council Regular Minutes 630pm.pdf
2026.06.23 City Council Special Minutes.pdf
2026.06.30 City Council Special Minutes.pdf
2026.07.15 City Council Special Minutes.pdf
2026.07.15 City Council Regular Minutes 630.pdf
2026.07.30 City Council Special Minutes 830am.pdf

CITY OF SANTA PAULA
City Council Special Meeting
June 11, 2026, 6:00 PM
MINUTES

SPECIAL MEETING

Held at Palazzio Event Center, 814 E. Main Street, Santa Paula, CA 93060

This meeting was held as a Special Council meeting to comply with the Brown Act.

1) PRESENTATIONS

1.A) CITY OF SANTA PAULA STATE OF THE CITY EVENT

Councilmembers attended the City of Santa Paula State of the City, providing an update to the public on the current state of the city.

ATTEST:

_____
Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Special Meeting
June 17, 2026, 4:00 PM
MINUTES

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 4:05 p.m.

2) ROLL CALL

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

Councilmember Ornelas was absent at the time of roll call, arriving at 4:13 p.m.

3) PUBLIC COMMENT

None.

4) ORDER OF BUSINESS

4.A) DRAFT WATER MASTER PLAN AND FINAL WASTEWATER MASTER PLAN STUDY SESSION

Mike Nunley with MKN provided a presentation on the Draft Water Master Plan and Final Wastewater Master Plan.

5) CLOSED SESSION

5.A) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (e)(1): 1 potential case

5.B) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to government Code § 54956.9(d)(1) Flores v. The City of Santa Paula; Ventura County Superior Court Case No. 2026CUWM062660

Council recessed to closed session.

6) CLOSED SESSION REPORT

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

7) ADJOURNMENT

Mayor Juarez adjourned the meeting at 6:30 p.m.

ATTEST:

_____

Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Regular Meeting
June 17, 2026, 6:30 PM
MINUTES

1) CALL TO ORDER

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

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Councilmember Chavez led the flag salute.

4) ROLL CALL

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

5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported Council met in closed session with no reportable actions taken on the following:
CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (e)(1): 1 potential case and 5.B) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to government Code § 54956.9(d)(1) Flores v. The City of Santa Paula; Ventura County Superior Court Case No. 2026CUWM062660

6) PUBLIC COMMENT

Gabrielle Holguin was called to speak on Speeding conditions and the RV Parking Ordinance.

Tiffany Orr was called to speak on the RV Parking Ordinance.

Maurie Gonzales was called to speak on the RV Parking Ordinance.

Robert Benavides and Gerry Olivas were called to speak on the RV Parking Ordinance

Steve Warriner was called to speak on the RV Parking Ordinance.

Melinda Zavala was called to speak on the RV Parking Ordinance.

Maria Robles with "One Step A La Vez" spoke in support for Santa Paula Hospital and presented Council with a Petition.

Karl Lawson was called to speak on the Mobile Home Rent Review Ordinance.

7) PRESENTATIONS

7.A) PRIDE MONTH PROCLAMATION

Councilmember Ornelas read the Pride Month Proclamation, presenting it to the Santa Clara River Valley Pride Committee, Chair Brittany Botts and Co-Chair Francisco Estrada.

Celia Daniels was called to speak on the Pride Proclamation thanking Council for representation and their support towards the LGBTQIA+ Community.

7.B) JUNETEENTH PROCLAMATION

Vice Mayor Crosswhite read the Juneteenth Proclamation.

7.C) MEN'S MENTAL HEALTH AWARENESS MONTH PROCLAMATION

Mayor Juarez read the Men's Mental Health Proclamation presenting to Dr. Jason Miller.

7.D) COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT QUARTERLY REPORT

Community and Economic Development Director, James Mason presented the Community & Economic Development Department Report.

8) CITY COUNCIL REPORTS

Councilmember Ornelas: Attended the Graduation of Santa Paula High school's Class of 2026; and State of the City Event.

Councilmember Chavez: Announced The Santa Paula Social Service Coalition, in partnership with the Santa Paula Parks & Recreation Department, invites the community to the Spring into Summer community event on Saturday, June 20th 11:00 AM - 3:00 PM; Farmworker Monument Restoration Campaign; and encouraged signups for the City newsletter to stay informed about events, projects, and announcements.

Councilmember Cornejo: Attended the Ventura Regional Sanitation District

meeting; Senior Advisory Committee Meeting; Property Business Improvement District meeting; State of The City Event; Coffee with a Representative from Athens Services.

Vice Mayor Crosswhite: Attended Cardinal Legends Event; several Southern California Association of Governments meetings; Presentation for Southern California Association of Governments on Economic Development; Clean Power Alliance Board meeting.

Mayor Juarez: Attended Cruise Night; State of the City Event; Coffee with a Cop; Met with Ronnie Guthrie from Athens Services; and announced there will be no July Cruise Night.

9) CITY MANAGER REPORTS

City Manager Dan Singer: Attended Cruise Night; Coffee with a Cop; State of the City Event; FIFA World Cup Employee Watch Party; announced Council will not be meeting on July 1st but there will be a meeting on July 15th; and announced free Fourth of July Event for the community at the sports park.

Pedro Chavez brought up resident concerns regarding informing the public safety.

10) CONSENT CALENDAR

10.A) APPROVAL OF MINUTES

City Council Special Meeting June 3, 2026
City Council Regular Meeting June 3, 2026

10.B) MAY 2026 WARRANTS AND CERTIFICATIONS

10.C) CONTRACT FOR THE UNION OIL BUILDING ROOF REPLACEMENT PROJECT WITH SOLAR ROOFING & ENERGY STORAGE, INC.

Mayor Juarez recused himself from this item.

10.D) ARTIFICIAL INTELLIGENCE (AI) POLICY

City Attorney Monica Castillo announced we can include in our policy that future agreements with our consultants to also attach a copy of our AI Policy. We would add a section to the AI Policy that says the policy shall be attached to future agreements with consultants and update the City agreement template.

Motion: Approve Resolution No. 7620 to approve the amended Artificial Intelligence (AI) Use & Governance Policy for the City of Santa Paula.
Moved by Pedro A Chavez, seconded by Leslie Cornejo

Vote: Motion carried 5-0

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

10.E) FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH MERCHANT MCINTYRE AND ASSOCIATES FOR LEGISLATIVE ADVOCACY SERVICES

10.F) ADOPT A RESOLUTION ESTABLISHING A CITY COUNCIL MEETING DISTRUPTION POLICY IN ACCORDANCE WITH SENATE BILL 707

This item was moved from Consent Calendar to Action Items.

Motion: Approve Resolution No. 7621 adopting the proposed Meeting Disruption Policy in accordance with new State law.
Moved by Jenny Crosswhite, seconded by Pedro A Chavez

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

10.G) AWARD CONTRACT FOR INSTALLATION OF FULL CAPTURE STORM DRAIN TRASH EXCLUDERS

10.H) APPROVAL OF CONTRACT WITH CLP ENGINEERING, LLC FOR OWNER'S ENGINEERING REPRESENTATIVE SERVICES RELATED TO ENERGY RESILIENCY IMPROVEMENTS AT THE WATER RECYCLING FACILITY

10.I) POLICE DEPARTMENT VEHICLE PURCHASE

Motion: Approve Consent Calendar Items 10.A, 10.B, 10.C, 10.E, 10.G, 10.H, 10.I
Moved by Pedro A Chavez, seconded by Leslie Cornejo

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

Item 10.D was pulled for separate discussion and vote. Mayor Juarez moved item 10.F from Consent Calendar to Action items for discussion and vote. Mayor Juarez recused himself from item 10.C.

11) PUBLIC HEARING

11.A) SANTA PAULA GEOLOGIC HAZARD ABATEMENT DISTRICT FISCAL YEAR 2026/27 ANNUAL BUDGET AND ASSESSMENT LEVY

Mayor Juarez opened the public hearing.
Hayley Ralston, Geologist, presented this item.
With no public comments, the public hearing was closed.

Motion: Approve Resolution 7617 approved the fiscal year 2026/2027 budget and extending a $1,292.00 assessment levy per residential

parcel onto the fiscal year 2025/2026 tax roll for the Santa Paula Geologic Hazard Abatement District.
Moved by Gabriela Ornelas, seconded by Leslie Cornejo

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

11.B) HILLSBOROUGH OPEN SPACE MAINTENANCE DISTRICT ASSESSMENT

Mayor Juarez opened the public hearing.
Public Works Director Dale Goodman presented a presentation on the Hillsborough Open Space Maintenance District Assessment.
With no public comments, the public hearing was closed.

Motion: Approve Resolution No. 7618 placing a $150 per parcel special assessment onto the December 2026 tax roll for the Hillsborough Open Space Maintenance District.
Moved by Pedro A Chavez, seconded by Gabriela Ornelas

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

12) ACTION ITEMS

12.A) ATHENS SERVICES REQUEST FOR EXTRAORDINARY ADJUSTMENT TO MAXIMUM SERVICE RATES FOR RESIDENTIAL AND COMMERCIAL COLLECTION SERVICES

Bruce Belluschi, Management Analyst presented a presentation. A second presentation was also presented by Rondi Guthrie with Anthens.
City Attorney Monica Castillo asks the acting City Clerk to record in the minutes that council votes to adopt Suggested Actions 1-4 in the city presentation.

Motion: Approve Suggested Actions in the city presentation as follows:
1. Approve Athens Services's request for an additional three (3) consecutive one-percent (1%), permanent annual rate increases to the maximum rates for residential and commercial solid waste collection services set forth in the current Exclusive Collection Services Agreement;
2. If the rate increase request is approved, approve provisions of the proposed Amendment implementing the rate increase, clarifying the Extraordinary Rate Adjustment process, and requiring Athens to reimburse the City for Proposition 218 costs up to $30,000;
3. Approve provisions of the proposed Amendment regarding (1) City's permissible use of fees as set forth in Section 3.05.15 and (2) City-directed fee adjustments as set forth in Section 3.05.13; and
4. Authorize the City Manager to execute the proposed Amendment with the approved provisions and any other provisions consistent with the City Council's intent.
Moved by Gabriela Ornelas, seconded by Jenny Crosswhite

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

12.B) AGREEMENT TO LOAN CITY OIL ARTIFACTS AND ARCHIVES TO THE RESPONSIBLE ENERGY COUNCIL

Olivia Simonson with Responsible Energy Council (REC) was called to speak in support of the loan agreement.
Justin Campbell, President of the California Oil Museum was called to speak in support of the loan agreement.
Tim Truwe, Board Member and Vice President of the California Oil Museum Foundation, was called to speak in support of the loan agreement.

Motion: Approve a loan agreement with the Responsible Energy Council (REC) to implement the Memorandum of Understanding (MOU) with REC for the content management and care of the City's holdings of oil artifacts and documents and authorize the City Manager to execute the loan agreement.
Moved by Pedro A Chavez, seconded by Leslie Cornejo

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

12.C) CONTRACT EXTENSION WITH SPIRIT OF SANTA PAULA FOR HOMELESS SHELTER SERVICES AND LETTER OF INTENT WITH RESCUE MISSION ALLIANCE

Kay Wilson-Bolton with SPIRIT of Santa Paula spoke in support of the Rescue Mission Alliance taking over the SPIRIT of Santa Paula.

Clint Garman from Rescue Mission Alliance spoke in support of the Rescue Mission Alliance taking over the SPIRIT of Santa Paula.

Motion: Approve 1) Adopt a first amendment to the Agreement to Provide Financial Support for the Operations of a Permanent, Year - round Shelter Serving Homeless Individuals; and
2) Adopt a first amendment to the Operating Agreement with Spirit of Santa Paula for Operating of the Harvard Shelter; and
3) Adopt a Letter of Intent regarding transition of the Harvard Shelter operations to the Rescue Mission Alliance for a three-year partnership, with correction of the start date to October 1, 2026; and
4) Authorize staff to add additional recitals in the first two amendments adding financial support that skip prior agreements that we entered into with the other parties, County of Ventura, and City of Fillmore.
Moved by Pedro A Chavez, seconded by Gabriela Ornelas

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

12.D) AGREEMENT WITH THE SANTA PAULA CHAMBER OF COMMERCE FY26-27

Deirdre Weaver with the Santa Paula Chamber of Commerce presented a presentation

Motion: Approve Authorizing the City Manager to enter into a professional services agreement with the Chamber of Commerce for FY2026/2027.
Moved by Jenny Crosswhite, seconded by Pedro A Chavez

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

13) ITEMS FOR FUTURE AGENDAS

13.A) FUTURE AGENDA ITEMS

14) CLOSED SESSION

N/A

15) ADJOURNMENT

Mayor Juarez Adjourned the meeting at 9:58 pm.

ATTEST:

_____
Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Special Meeting
June 23, 2026, 5:00 PM
MINUTES

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

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

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CONSENT CALENDAR

4.A) PROFESSIONAL SERVICES AGREEMENT WITH M6 CONSULTING, INC. (HARVEST AT LIMONEIRA)

Motion: Approve Authorizing the City Manager to execute a Professional Services Agreement with m6 Consulting, Inc. for compensation of up to $80,000 for FY 25/26 and up to $1,200,000 for FY 26/27 for land development engineering services for the Harvest at Limoneira project.
Moved by Jenny Crosswhite, seconded by Leslie Cornejo

Vote: Motion carried 4-1
Yes: Carlos Juarez, Jenny Crosswhite, Leslie Cornejo, Gabriela Ornelas
No: Pedro A Chavez

5) CLOSED SESSION

5.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager, 2026 Review

Council recessed to closed session.

6) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there were no reportable actions taken.

7) ADJOURNMENT

Mayor Juarez adjourned the meeting at 6:00 p.m.

ATTEST:

_____

Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Special Meeting
June 30, 2026, 5:30 PM
MINUTES

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 5:30 p.m.

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

Council recessed to closed session.

4.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager, 2026 Review

5) CLOSED SESSION REPORT

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

6) ADJOURNMENT

Mayor Juarez adjourned the meeting at 6:34 p.m.

ATTEST:

_____
Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Special Meeting
July 15, 2026, 4:30 PM
MINUTES

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 4:30 p.m.

2) ROLL CALL

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

Members Absent: Gabriela Ornelas

Councilmember Cornejo was absent at time of roll call arriving at 4:37 p.m.

Councilmember Ornelas was absent at time of roll call, arriving at 5:53 p.m.

3) PUBLIC COMMENT

Karl Lawson was called to speak, providing information for items on River's edge Manufactured Housing Community, LLC dba The 400 Mobile Estate.

4) CLOSED SESSION

4.A) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Initiation of litigation pursuant to § 54956.9(d)(4), Number of Cases (1)

4.B) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8. Property: 180 S. Palm Avenue, APN: 105008017, Agency Negotiator: James Mason, Community and Economic Development Director, Negotiating Party: Farmers Irrigation Company, Under Negotiation: Price and Terms of Payment

4.C) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), P.Z. v. City of Santa Paula, et al., Ventura County Superior Court Case No. 56-2023-00574258-CU-OE-VTA

4.D) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), Tomas Madrigal v. City

of Santa Paula, U.S. District Court Case No. 2:25-cv-7163-PVC

4.E) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), Jessie J. Verdun Jr. v. City of Santa Paula, Ventura Superior Court Case No. 2025CLCR046653

4.F) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), Jesse Verdun and Veronica Vester v. City of Santa Paula, et al., U.S. District Court Case No. 2:24-cv-06021-CAS-RAO

4.G) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC dba The 400 Mobile Estates v. City of Santa Paula, et al., Ventura County Superior Court Case No. 2025CUWM052550

4.H) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC dba The 400 Mobile Estates v. City of Santa Paula, et al., Ventura County Superior Court Case No. 2026CUWM066049

4.I) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC v. City of Santa Paula et al., U.S. District Court Case No. 2:26-cv-05734-JAK (ASx)

4.J) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC v. City of Santa Paula et al., Ventura County Superior Court Case No. 2026CUWM067522

4.K) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code section 54956.9(d)(1), Jerry Byrum v. City of Santa Paula, Workers' Compensation Appeals Board, Case No. 24029179.

4.L) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code section 54956.9(d)(1), Gilbert Segovia v. City of Santa Paula, Workers' Compensation Appeals Board, Case No. 25033320.

4.M) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code section 54956.9(d)(1), John Van Schiver v. City of Santa Paula, Workers' Compensation Appeals Board, Case No. 25033319.

Council recessed to closed session.

5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there was no reportable actions taken.

6) ADJOURNMENT

Mayor Juarez adjourned the meeting at 6:30 p.m.

ATTEST:

_____

Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Regular Meeting
July 15, 2026, 6:30 PM
MINUTES

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 6:35 p.m.

2) INVOCATION

Chaplain Kay Wilson-Bolton provided the Invocation.

3) FLAG SALUTE

Vice Mayor Crosswhite led the flag salute.

4) ROLL CALL

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

5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported no reportable action was taken at closed session on June 23, 2026, as follows: 5.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager, 2026 Review

City Attorney Monica Castillo reported no reportable action was taken at closed session on June 30, 2026, as follows: 4.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager, 2026 Review

City Attorney Monica Castillo reported Council met in Closed Session and there was no reportable action taken on the following:
4.A CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Initiation of litigation pursuant to § 54956.9(d)(4), Number of Cases (1) 4.B CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8. Property: 180 S. Palm Avenue, APN: 105008017, Agency Negotiator: James Mason, Community and Economic Development Director, Negotiating Party: Farmers Irrigation Company, Under Negotiation: Price and Terms of Payment 4.C CONFERENCE WITH LEGAL

COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), P.Z. v. City of Santa Paula, et al., Ventura County Superior Court Case No. 56-2023-00574258-CU-OE-VTA 4.D CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), Tomas Madrigal v. City of Santa Paula, U.S. District Court Case No. 2:25-cv-7163-PVC 4.E CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), Jessie J. Verdun Jr. v. City of Santa Paula, Ventura Superior Court Case No. 2025CLCR046653 4.F CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), Jesse Verdun and Veronica Vester v. City of Santa Paula, et al., U.S. District Court Case No. 2:24-cv-06021-CAS-RAO 4.G CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC dba The 400 Mobile Estates v. City of Santa Paula, et al., Ventura County Superior Court Case No. 2025CUWM052550 4.H CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC dba The 400 Mobile Estates v. City of Santa Paula, et al., Ventura County Superior Court Case No. 2026CUWM066049 4.I CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC v. City of Santa Paula et al., U.S. District Court Case No. 2:26-cv-05734-JAK (ASx) 4.J CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1), River's Edge Manufactured Housing Community, LLC v. City of Santa Paula et al., Ventura County Superior Court Case No. 2026CUWM067522 4.K CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code section 54956.9(d)(1), Jerry Byrum v. City of Santa Paula, Workers' Compensation Appeals Board, Case No. 24029179. 4.L CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code section 54956.9(d)(1), Gilbert Segovia v. City of Santa Paula, Workers' Compensation Appeals Board, Case No. 25033320. 4.M CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code section 54956.9(d)(1), John Van Schiver v. City of Santa Paula, Workers' Compensation Appeals Board, Case No. 25033319.

6) PUBLIC COMMENT

Bob Orlando was called to speak of the accomplishments of the City Manager. Expressed concern of not extending his contract an additional 3 years

David Romney was called to speak expressing concern of not extending the City Managers contract and spoke of his acheivements. The people show their respect of Mr. Singer.

Chris Bartelson was called to speak and expressed his disappointment of the City Council not renewing the City Manager Dan Singer's contract and hoped they consider renewing his contract.

7) PRESENTATIONS

7.A) VENTURA COUNTY FAIR POSTER PRESENTATION

Rocky Manzano and Cole Whitehead, Junior Fair Board presented the 2026 Ventura County Fair Poster.

7.B) PARKS & RECREATION MONTH PROCLAMATION

Mayor Juarez presented the Parks & Recreation Month Proclamation.

7.C) PARKS & RECREATION DEPARTMENT ACTIVITY REPORT

Parks & Recreation Director Gregory Barnes presented the Parks & Recreation Department Activity Report.

7.D) UNITED WATER CONSERVATION DISTRICT PRESENTATION

Tara Mulally, Public Outreach & External Affairs Manager, presented a presentation on the United Water Conservation District Water Supply, Conservation & Water Quality Bond Measure on the November 3, 2026 Ballot.

7.E) UPDATE ON CITY GRANTS

City Manager Dan Singer provided an update on City Grants.

8) CITY COUNCIL REPORTS

Councilmember Ornelas:
No report.

Councilmember Chavez:
Provided a written report on activities May - June 2026.

Councilmember Cornejo:
Attended Ventura Council of Governments; and Property Business Improvement District.

Vice Mayor Crosswhite:
Attended Ventura County Transportation Commission; Two Clean Power Alliance; Channel Counties Dinner; Flying Spoon Ribbon Cutting; Business Roundtable; and Southern California Association of Governments.

Mayor Juarez:
Attended closed session; honored to give the history of the Police Department to our new recruit Sierra Garaby; announced no Cruise Night in the month of July and next Cruise Night will be August 7th; and spoke of a monument being designed and funded that is called Flood Path. The dedication date is set for Sunday, March 12th, 2028.

9) CITY MANAGER REPORTS

City Manager Dan Singer:
Pavement Management Project is moving forward; Park & Orchard work will start in August; the bridge is on its way with concreate pouring this Friday; announced for the public sake the City Council will not be meeting again until

August 19th; and acknowledged the work Greg Barnes and his department for everything they did for the July 4th celebration.

10) CONSENT CALENDAR

10.A) JUNE 2026 WARRANTS AND CERTIFICATIONS

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

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

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

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

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

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

10.H) WATER RECYCLING FACILITY PHASE 1 BLOWER REPLACEMENT PROJECT NOTICE OF COMPLETION

Motion: Approve CONSENT CALENDAR.
Moved by Pedro A Chavez, seconded by Jenny Crosswhite

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

11) ACTION ITEMS

11.A) FY 25/27 MID CYCLE BUDGET

Finance Director Christy Ramirez presented the FY 25/27 Mid Cycle Budget.

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

Presented by: Christy Ramirez, Finance Director
Moved by Leslie Cornejo, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

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

12) ITEMS FOR FUTURE AGENDAS

12.A) FUTURE AGENDA ITEMS

13) ADJOURNMENT

Mayor Juarez adjourned the meeting at 8:39 P.M.

ATTEST:

_____

Julie Latshaw, City Clerk

CITY OF SANTA PAULA
City Council Special Meeting
July 30, 2026, 8:30 AM
MINUTES

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Juarez called the meeting to order at 8:30 a.m.

2) FLAG SALUTE

Councilmember Chavez led the flag salute.

3) ROLL CALL

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

4) PUBLIC COMMENT

City Attorney Monica Castillo pulled item 5.A, with information provided under item 6, Closed Session Report.

Bob Orlando was called to speak in support of City Manager Dan Singer.

Gary Ohst was called to speak in support of City Manager Dan Singer.

Stephanie Becerra was called to speak in support of City Manager Dan Singer.

Connie Tushla was called to speak in support of City Manager Dan Singer.

Anne Thille did not want to comment.

5) CLOSED SESSION

5.A) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code § 54957(b)(1)

City Attorney Monica Castillo pulled this item.

5.B) PUBLIC EMPLOYEE APPOINTMENT Pursuant to Government Code § 54957(b)(1). Title: City Manager

Council recessed to closed session.

6) CLOSED SESSION REPORT

City Attorney Monica Castillo:
Thank you, Mr. Mayor. I would like to clarify and correct the report I made on July 15 concerning the closed sessions held on June 23 and June 30, 2026. I previously reported that no action was taken concerning the City Manager's employment and, for that reason, the City Manager's Employment Agreement would be sunset on June 30, 2027. That statement incorrectly suggested that the agreement will expire because the Council took no action in closed session.

To clarify, there was no reportable action concerning either the City Manager's performance or the City Manager's Employment Agreement. The agreement expires by its own terms on June 30, 2027. No Council action is required for the agreement not to be renewed or extended beyond that date. Likewise, no motion or vote was required merely to allow the agreement to expire according to its terms.

Item 5.A, Public Employee Discipline/Dismissal/Release, is therefore being removed from today's closed-session agenda because no further closed-session action is needed concerning the expiration of the existing agreement.

For 5B, write: "The City Attorney reported as follows: The City Council recessed into closed session under agenda Item 5.B PUBLIC EMPLOYEE APPOINTMENT Pursuant to Government Code § 54957(b)(1). Title: City Manager to discuss the City Manager recruitment process which the Council will be initiating. There is no reportable action."

7) ADJOURNMENT

Mayor Juarez adjourned the meeting at 9:30 am.

ATTEST:

_____
Julie Latshaw, City Clerk

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Christy Ramirez, Finance Director

Subject: TRANSPORTATION DEVELOPMENT ACT, LOCAL TRANSPORTATION FUND, APPORTIONMENT FOR FISCAL YEAR 2026/2027

Date: October 7, 2026

Agenda Item: 9.F

RECOMMENDATION:

Staff recommends that the City Council:

Adopt Resolution No. 7632 authorizing the submittal of claims for allocation of FY 26/27 Transportation Development Act (TDA) funds.

BACKGROUND:

Each year the City must file a claim with Ventura County Transportation Commission for our share of Transportation Development Act (TDA) local transportation funds. This year the City's apportionment is $1,529,526. The attached resolution authorizes the City Manager or designee to file the necessary claims for these funds and also allocate the funds into two categories. Of the $1,523,370, $611,310.05 is allocated to pay Valley Express Transit for the public transportation system, including the Dial-A-Ride system, from TDA Article 8(c) revenue; and the balance of TDA funds ($918,215.95) is TDA Article 8(a) revenue to the City and is used for local streets and roads. The 2026/27 Budget had estimated TDA article 8(a) revenue in the amount of $502,896 compared to the $918,215.95 allocated. Staff will return on October 21 with necessary budget adjustments to address the additional funding.

ANALYSIS:

The Heritage Valley Transit cost for fiscal year 2024/25 is $911,191, however there was a carryover balance from the prior year of $299,880.95, leaving the final amount to be paid to be $611,310.05. This amount is transferred directly from the County to the Ventura County Transportation Commission, as the operators of Valley Express. This is noted on the claim submissions Form A, line 19-22. No additional changes are needed at this time.

The two-year budget adopted in June utilized estimated figures for both revenues and expenses related to the Local Transportation Funds, based on the initial draft budget from the County, however we were not aware of the carryover amount at that time. As noted, staff will return to Council with a budget amendment to address the increased revenues as well as allocate prior year carryover amounts. It is anticipated that there will be an increased expense allocation to the slurry seal program at that time to fully utilize all available TDA funds,

however staff will also be addressing a decreased budget in gas tax allocations discussed during the original budget process.

STRATEGIC PLAN:

While this item is not a direct goal or objective in City Council's two-year strategic plan, the submission of this claim is necessary to maintain funding from the Transportation Development Act Local Transportation Fund.

FISCAL IMPACTS:

No fiscal impacts are related to the passage of this resolution. Staff will return at a later time to request a budget allocation recognizing decreased revenue and necessary expense allocations.

OPTIONS:

As alternatives to staff's recommendation, the City Council may
1. Reject the recommendation; and/or
2. Provide additional direction to staff.

ATTACHMENTS:

Resolution TDA 26-27.docx
TDA-Claim-forms-FY26-27.pdf

RESOLUTION NO. 7632

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, AUTHORIZING THE FILING OF A CLAIM WITH THE VENTURA COUNTY TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2026/27

SECTION 1: The City Council for the City of Santa Paula does resolve as follows:

A. The Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund (LTF) and the State Transit Assistance Fund for use by eligible claimants for various transportation and transit purposes as allowed by TDA; and,

B. Pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations hereunder (California Code of Regulations Sections 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund and the State Transit Assistance fund shall file its claim with the Ventura County Transportation Commission.

SECTION 2: The City Manager, or designee, is authorized to execute and file an appropriate claim pursuant to the applicable rules and regulations promulgated hereunder, together with all necessary supporting documents, with VCTC for an allocation of TDA funds in FY 2026/27.

SECTION 3: The authorized claim for Article 8(a) for local street and road purposes (PUC 99400(a)) is in the amount of $918,215.95.

.

SECTION 4: The authorized claim for Article 8(c) for local street and road purposes (PUC 99400(c)) is in the amount of $611,310.05.

SECTION 5: That a copy of this resolution be transmitted to the Ventura County Transportation Commission in conjunction with the filing of the claim.

SECTION 6: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED, AND ADOPTED, this 7th day of October, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

Approved as to form:

_____
Kellan Martz, City Attorney

Approved as to content:

_____
Dan Singer, City Manager

Transportation Development Act
Form A - Claim Form

Line		
1	Fiscal Year	2026/2027
2	Claimant	City of Santa Paula
3	Address	970 E Main St.
		Santa Paula, CA 93060
4	Name of Contact Person	Christy Ramirez
5	Title of Contact Person	Finance Director
6	Telephone Number of Contact Person	805-933-4204
7	Email Address of Contact Person	cramirez@spcity.org

The above named claimant hereby applies for allocations of Transportation Development Act funds for the above fiscal year for the purposes and amounts specified below:

	Purpose	Claimed
	Local Transportation Fund	
8	Article 3, Pedestrian and Bicycles (PUC § 99234)	$ -
9	Article 4, Transit	$ -
10	Article 4.5, Community Transit (PUC §99233.7 & § 99275)	$ -
11	Article 8(a), Streets & Roads/Pedestrians & Bicycles (PUC § 99400(a))	$ 918,215.95
12	Article 8(b), Passenger Rail (PUC § 99400(b))	$ -
13	Article 8(c), Transit (PUC § 99400(c))	$ 611,310.05
14	Article 8(d), Transit Admin. and Planning (PUC § 99400(d))	$ -
15	Article 8(e), Transit Capital (PUC § 99400(e))	$ -
16	Article 8(f), Commuter Vanpool (PUC § 99400(f))	$ -
17	Article 8, Other	$ -
18	Total LTF Claimed	**$ 1,529,526.00**

19	Less funds released to	VCTC
20	for Article	8c
21	for purpose of	Valley Express
22	in the amount of	$ 611,310.05
23	Amount of LTF to be sent to Claimant *(Line 17 minus Line 21)*	**$ 918,215.95**

	Purpose	Claimed
	State Transit Assistance	
24	STA Transportation and Rail	$ -
25	SGR State of Good Repair	$ -
26	Total STA & SGR Claimed	**$ -**

Claimant acknowledges that payment by the County Auditor-Controller of an allocation made by the Ventura County Transportation Commission (VCTC) is subject to such monies being on hand and available for distribution and to the provision that such monies are used only in accordance with the terms of the allocation instruction issued by the VCTC. Claimant also certifies that the information on the claim forms are true and accurate to the best of their knowledge and that the claimant is eligible for the funds claimed and will use them for eligible expenditures per the TDA regulations. If the STA and SGR funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.

The following individual is hereby authorized to execute for and on behalf of the named entity, and to take any action necessary for the purpose of obtaining Local Transportation Funds and/or State Transit Assistant funds.

27	Authorizing Signature	
28	Name of Authorizing Agent	**Christy Ramirez**
29	Title of Authorizing Agent	**Finance Director**
30	Date	**10/1/2026**

(Updated 07/07/20)

Transportation Development Act
Form B1 - Financial Reporting Form LTF Article 3

Line			
1	Fiscal Year	2026/2027	
2	Claimant	City of Santa Paula	

		Operating Budget Comparison	
		Prior FY	Claim FY
3	Fiscal Year	2025/2026	2026/2027
4	Beginning LTF Article 3 Fund Balance (use audited amount if available)		$ -
	Estimated Revenues :		
5	Federal grants (provide detail in notes)		
6	LTF Article 3, Pedestrians and Bicycle		
7	LTF Unearned/Deferred Revenues	$ -	
8	State grants (provide detail in notes)		
9	Local (specify)_____		
10	Other (specify)_____		
11	Interest		
12	**Total Estimated Revenues and Fund Balances**	$ -	$ -
	Estimated Expenses:		
13	Construction		
14	Maintenance		
15	Planning		
16	Other (provide detail in notes)		
17	**Total Estimated Expenses**	$ -	$ -
18	**Surplus/Deficit End of Year**	$ -	$ -

19 **Notes and Explanations: (as applicable)**

* Line 4
* Line 5
* Line 6
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* Line 13
* Line 14
* Line 15
* Line 16

(Updated 07/07/20)

Transportation Development Act
Form B2.1 - Financial Reporting Form LTF Article 4

Line			
1	Fiscal Year	2026/2027	
2	Claimant	City of Santa Paula	

		Operating Budget Comparison		Capital Budget Comparison	
		Prior FY	Claim FY	Prior FY	Claim FY
3	Fiscal Year	2025/2026	2026/2027	2025/2026	2026/2027
4	Beginning LTF Fund Balance (use audited amount if available)		$ -	$ -	$ -
	Estimated Revenues :				
5	Federal grants (provide detail in notes)				
	Local Transportation Funds by Article				
6	LTF Article 4, Transit (PUC § 99260(a))				
7	LTF Article 4, Planning (PUC § 99292)				
8	LTF Article 4, Elderly and Disabled (PUC § 99260.7)				
9	LTF Article 4, Railroad Corporation (PUC § 99260.5(a))				
10	LTF Article 4, Other (specify article/PUC §)_____				
11	LTF Unearned/Deferred Revenues (specify article) _____				
12	Fare Revenue Funds				
13	Local (specify in notes)				
14	Other (specify in notes)				
15	Interest				
16	**Total Estimated Revenues and Fund Balances**	$ -	$ -	$ -	$ -
	Estimated Expenses:				
17	Eligible Operating Costs				
18	Transit Operating assigned to other (specify agency in notes)				
19	Transit Capital TDA (specify projects in notes)				
20	Transit Capital assigned to other (specify agency in notes)				
21	Other (provide detail & cite code section in notes)				
22	**Total Estimated Expenses**	$ -	$ -	$ -	$ -
23	**Surplus/Deficit End of Year**	$ -	$ -	$ -	$ -

If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632).
If not needed, please initial _____ Otherwise, please provide statement below.

24 Notes and Explanations: (as applicable)

* Line 4
* Line 5
* Line 6
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* Line 18
* Line 19
* Line 20
* Line 21

(Updated 07/07/20)

Transportation Development Act
Form B2.2 - Financial Reporting Form LTF Article 4.5

Line		
1	Fiscal Year	2026/2027
2	Claimant	ity of Santa Paula

		Operating Budget Comparison		Capital Budget Comparison	
		Prior FY	Claim FY	Prior FY	Claim FY
3	Fiscal Year	2025/2026	2026/2027	2025/2026	2026/2027
4	Beginning LTF Fund Balance (use audited amount if available)		$ -	$ -	$ -
	Estimated Revenues :				
5	Federal grants (provide detail in notes)				
	Local Transportation Funds by Article				
6	LTF Article 4.5, Community Transit (PUC §99233.7 & 99275)				
7	LTF Unearned/Deferred Revenues (specify article) _____				
8	Fare Revenue Funds				
9	Local (specify in notes)				
10	Other (specify in notes)				
11	Interest				
12	**Total Estimated Revenues and Fund Balances**	$ -	$ -	$ -	$ -
	Estimated Expenses:				
13	Eligible Operating Costs				
14	Transit Operating assigned to other (specify agency in notes)				
15	Transit Capital TDA (specify projects in notes)				
16	Transit Capital assigned to other (specify agency in notes)				
17	Other (provide detail & cite code section in notes)				
18	**Total Estimated Expenses**	$ -	$ -	$ -	$ -
19	**Surplus/Deficit End of Year**	$ -	$ -	$ -	$ -

If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632).
If not needed, please initial _____ Otherwise, please provide statement below.

20 Notes and Explanations: (as applicable)

* Line 4
* Line 5
* Line 6
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* Line 16
* Line 17

(Updated 07/07/20)

Transportation Development Act
Form B3.2 - Financial Reporting Form LTF Article 8(b) to 8(f)

Line		
1	Fiscal Year	2026/2027
2	Claimant	ity of Santa Paula

		Operating Budget Comparison		Capital Budget Comparison	
		Prior FY	Claim FY	Prior FY	Claim FY
3	Fiscal Year	2025/2026	2026/2027	2025/2026	2026/2027
4	Beginning LTF Fund Balance (use audited amount if available)		$ -	$ -	$ -
	Estimated Revenues :				
5	Federal grants (provide detail in notes)				
	Local Transportation Funds by Article				
6	Article 8(b), Passenger Rail (PUC § 99400(b))				
7	Article 8(c), Transit (PUC § 99400(c))	$ 986,239.00	$ 611,310.05		
8	Article 8(d), Transit Admin. and Planning (PUC § 99400(d))				
9	Article 8(e), Transit Capital (PUC § 99400(e))				
10	Article 8(f), Commuter Vanpool (PUC § 99400(f))				
11	LTF Article 8 Other (specify) _____				
12	LTF Unearned/Deferred Revenues (specify article) _____				
13	Fare Revenue Funds				
14	Local (specify in notes)				
15	Other (specify in notes)				
16	Interest				
17	**Total Estimated Revenues and Fund Balances**	$ 986,239.00	$ 611,310.05	$ -	$ -
	Estimated Expenses:				
18	Eligible Operating Costs				
19	Transit Operating assigned to other (specify agency in notes)	$ 986,239.00	$ 611,310.05		
20	Transit Capital TDA (specify projects in notes)				
21	Transit Capital assigned to other (specify agency in notes)				
22	Other (provide detail & cite code section in notes)				
23	**Total Estimated Expenses**	$ 986,239.00	$ 611,310.05	$ -	$ -
24	**Surplus/Deficit End of Year**	$ -	$ -	$ -	$ -

If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632).
If not needed, please initial _____ Otherwise, please provide statement below.

25 Notes and Explanations: (as applicable)

* Line 4
* Line 5
* Line 6
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* Line 20
* Line 21
* Line 22

(Updated 07/07/20)

Transportation Development Act
Form B4 - Financial Reporting Form STA

Line			
1	Fiscal Year	2026/2027	
2	Claimant	City of Santa Paula	

		Operating Budget Comparison		Capital Budget Comparison	
		Prior FY	Claim FY	Prior FY	Claim FY
3	Fiscal Year	2025/2026	2026/2027	2025/2026	2026/2027
4	Beginning STA Fund Balance (use audited amount if available)	$ -	$ -	$ -	$ -
	Estimated Revenues :				
5	Federal grants (provide detail in notes)				
	State Transit Assistance (request/estimate)*				
6	STA Operation (CCR 6730(a))				
7	STA Capital (CCR 6730(b))				
8	STA Rail Service (CCR 6730(c))				
9	STA General Public (CCR 6731(b))				
10	STA Elderly & Disabled (CCR 6731(b))				
11	STA Specialized Services (CCR 6731(c))				
12	STA PUC § 99314 Unearned/Deferred Revenues (at agency)				
13	State - Other than TDA (provide detail in notes)				
14	Fare Revenue Funds				
15	Local (specify in notes)				
16	Other (provide detail & cite code section in notes)				
17	Interest				
18	**Total Estimated Revenues and Fund Balances**	$ -	$ -	$ -	$ -
	Estimated Expenses:				
19	Eligible Operating Costs				
20	Transit Operating assigned to other (specify agency in notes)				
21	Capital TDA (specify projects in notes)				
22	Capital assigned to other (specify agency in notes)				
23	Other (provide detail & cite code section in notes)				
24	**Total Estimated Expenses**	$ -	$ -	$ -	$ -
25	**Surplus/Deficit End of Year**	$ -	$ -	$ -	$ -

*** If the STA funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.**

If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632). If not needed, please initial _____ Otherwise, please provide statement below.

26 Notes and Explanations: (as applicable)

* Line 4
* Line 5
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* Line 21
* Line 22
* Line 23

(Updated 07/07/20)

Transportation Development Act
Form B5 - Financial Reporting Form SGR

Line		
1	Fiscal Year	2026/2027
2	Claimant	City of Santa Paula

		Capital Budget Comparison	
		Prior FY	Claim FY
3	Fiscal Year	2025/2026	2026/2027
4	Beginning SGR Fund Balance (use audited amount if available)	$ -	$ -
	Estimated Revenues :		
5	Federal grants (provide detail in notes)		
	State Transit Assistance (request/estimate)*		
6	State of Good Repair		$ -
7	State of Good Repair Unearned/Deferred Revenues (at agency)		
8	State - Other than TDA (provide detail in notes)		
9	Local (specify in notes)		
10	Other (specify in notes)		
11	Interest		
12	**Total Estimated Revenues and Fund Balances**	$ -	$ -
	Estimated Expenses:		
13	Eligible Capital Costs (specify projects in notes)		
14	Other (provide detail in notes)		
15	**Total Estimated Expenses**	$ -	$ -
16	**Surplus/Deficit End of Year**	$ -	$ -

17	**Name(s) of SGR project for the above request:**		Funding Year	Amount
		Project A	2023/2024	
		Project B	2024/2025	
		Project C	2025/2026	
18	**Total SGR amount request**			$ -

*** If the SGR funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.**

19 **Notes and Explanations: (as applicable)**

* Line 4
* Line 5
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* Line 10
* Line 11
* Line 13
* Line 14

(Updated 07/07/20)

Transportation Development Act
Form C - Assurances

Line		
1	Fiscal Year	2026/2027
2	Claimant	City of Santa Paula
3	Article	

Claimant Assurances: (Initial Each Section Below OR N/A if not applicable to the claim)

	Initial		Assurance
11		C8	**Revenue Ratios for Exclusive Services to Seniors and Disabled:** Pact Sets Rates: City of Fillmore, City of Santa Paula, County of Ventura *Claimant filing a claim pursuant to PUC 99268.5* certifies that, for the purpose of that claim, it provides services using vehicles for the exclusive use of elderly and handicapped persons. ***Applies to 4, 4.5, 8 (transit), STA***
12		C9	**50-Percent Allocation and Alternative Method Limitation:** The expenditure of the funds received by an operator, city or county may in no year exceed 50 percent of the amount required to meet operating, maintenance, and capital and debt service requirements of the system after deduction therefrom of approved federal grants estimated to be received. Alternatively, the operator may by allocated additional funds that could not be allocated to it because of those requirements, if it maintains, for the fiscal year, a ratio of fare revenues to operating costs as defined by § 99247 (see PUC § 99268.1, § 99268.2 and § 99405 and CCR § 6633.1). ***Applies to 4, 4.5, 8 (transit), STA***
13		C10	**Retirement System or Private Pension Plan:** *Claimant filing a claim pursuant to PUC § 99260* certifies that (a) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC § 99271(a)); or (b) the operator is implementing a plan approved by VCTC which will fully fund the retirement system for such officers and employees within 40 years (PUC § 99271(a)); or (c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC § 99272 and § 99273. City Employee's only ***Applies to 4, 4.5, 8 (transit)***
14		C11	**Use of Federal Funds:** Claimant certifies that it is making full use of federal funds available under the FTA Act in accordance with PUC § 99286.7,CCR § 6754(a)(3) and/or § 6634 as applicable. ***Applies to 4, 4.5, 8 (transit), STA***
15		C12	**Staffing:** Claimant certifies that it is in compliance with PUC § 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person. ***Applies to 4, 4.5, 8 (transit)***
16		C13	**Reduced Fares:** *Claimant certifies that if it offers reduced fares to seniors,* the same reduced rate is offered to disabled persons and disabled veterans (PUC § 99155). Claimant further assures that it will honor the federal Medicare identification card or a card issued pursuant to § 22511.55 of the Vehicle Code as sufficient identification to receive reduced fares. ***Applies to 4, 4.5, 8 (transit)***
17		C14	**CHP Certification:** Claimant certifies that, it has on file a California Highway Patrol Certification having been conducted in the last 13 months indicating their compliance with § 1808.1 of the Vehicle Code. Contractor ***Applies to 4, 4.5, 8 (transit), STA***

Transportation Development Act
Form D - Capital Projects and Reserves

Line		
1	Fiscal Year	2026/2027
2	Claimant	City of Santa Paula

G:\TDA & Street Reports\Annual LTF report\2027\[TDA-Claim-forms-FY26-27.xlsx]Form D - Capital

3 Project Name	Source of Funding Type	Total Estimated Cost	Estimated Expended Funds to Date	Estimated Expended Funds this Fiscal Year	Estimated Remaining Funds Reserved	Expected Completion Date	Description of Project and Use of Funds
9285 Slurry Seal	Art 8A	$ 754,404.62		$ 754,404.62	$ -	6/30/2027	Pavement maintenance and preservation coating applications in conjunction with the annual pavement management program
9294 Sidewalk Rep	Art 8A	$ 690,888.00		$ 690,888.00	$ -	6/30/2027	Sidewalk grinding and replacement in conjunction with the annual repair program, which in this fiscal year will include the maintenance, modification and repair of disabled access ramps identified by the ADA Self Evaluation by DAC Consultants
9297 Lighted Cross	Art 8A	$ 215,697.82		$ 215,697.82	$ -	6/30/2027	Existing flashing crosswalks to be removed and Rectangular Rapid Flashing Beacons (RRFBs) installed at 6 locations (3 on Main Street as a re-formulation of the former CIP for this purpose) and 3 on Highway 150 to improve crosswalk visibility and pedestrian safetySelf Evaluation by DAC Consultants
502x Streets and R	Art 8A	$ 592,408.00		$ 592,408.00	$ -	6/30/2027	Ongoing Program - Street Repair expenses
200x Administratior	Art 8A	$ 47,998.00		$ 47,998.00	$ -	6/30/2027	Overhead and purchasing expenses posted here (previously as streets)
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
4 **Total**		**$ 2,301,396.44**	**$ -**	**$ 2,301,396.44**	**$ -**		

(updated June 2019)

Transportation Development Act
Form F - Checklist

Form Number	Document Name	Article 3 Bike/Ped	Article 4 Transit	Article 4.5 Community Transit	Article 8(a) Streets & Roads	Article 8(b)-8(f) Transit	STA	State of Good Repair
A	Claim Form	X	X	X	X	X	X	X
B	Financial Reporting Form							
B1	Financial Reporting, Bike/Ped (Art.3)	X						
B2.1	Financial Reporting, Transit (Art. 4)		X					
B2.2	Financial Reporting, Transit (Art. 4.5)			X				
B3.1	Financial Reporting, Street & Road (Art. 8a)				X			
B3.2	Financial Reporting, Transit (Art. 8(b)-8(f))					X		
B4	Financial Reporting, Transit (STA)						X	
B5	Financial Reporting, Transit (SGR)							X
C	Assurances							
C1	180-Day Certified Fiscal Audit	X	X	X	X	X	X	X
C2	Timely, Reviewed Fiscal Audits	X	X	X	X	X	X	X
C3	State Controller Annual Report	X	X	X	X	X	X	X
C4	Passed-through TDA Funds	X	X	X	X	X	X	X
C5	Interest Accrual	X	X	X	X	X	X	X
C6	Unmet Transit Needs				X			
C7	Revenue Ratios		X	X		X	X	
C8	Revenue Ratios Exclusive Service		X	X		X	X	
C9	50-Percent Allocation Limit		X	X		X	X	
C10	Retirement System		X	X		X		
C11	Use of Federal Funds		X	X		X	X	
C12	Staffing		X	X		X		
C13	Reduced Fares		X	X		X		
C14	CHP Certification		X	X		X	X	
C15	Accessible Vehicles		X	X		X		
C16	Budget Increase		X	X		X		
C17	Part-Time Employees						X	
C18	Operator's Qualifying Criteria						X	
D	Capital Projects and Reserves		X	X	X	X	X	X
F	TDA Checklist	X	X	X	X	X	X	X
E	Local Agency Resolution	X	X	X	X	X	X	X
E1	Agenda item for Resolution	X	X	X	X	X	X	X
G	Authorized Agent Form (State)							X
H	Certification and Assurances (St)							X
I	Board Resolution (State)							X
J	Project List							X

Signature: _____

Date: _____

Submitted by:

Name: Christy Ramirez

Title: Finance Director

Phone: 805-933-4204

Email: cramirez@spcity.org

(updated 06/18/20)

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Donald Aguilar, Police Chief

Subject: POLICE DEPARTMENT VEHICLE LEASE AND REPLACEMENT PROGRAM

Date: October 7, 2026

Agenda Item: 9.G

RECOMMENDATION:

Staff recommends City Council:

1. Consent to enter into a Master Equity Lease Agreement, an Agreement to Sell Customer Vehicles, and Auction Consignment Agreement with Enterprise Fleet Management, Inc. offered through the Sourcewell cooperative purchasing program pursuant to SPMC 41.11 for an adjusted Year 1 vehicle replacement plan not to exceed $87,485.36.
2. Authorize the City Manager to execute the agreements and any related documents incidental to the agreements subject to approval of the City Attorney.

BACKGROUND:

The City of Santa Paula Police Department maintains a fleet of 44 vehicles to support operations. These vehicles include marked patrol emergency vehicles and unmarked vehicles. Four of these vehicles are identified and approved for asset liquidation. The fleet's average age is 11.5 years, with an average odometer reading of 72,573 miles. The average holding period, which is the rate it would take in years to refresh the fleet given the current rate, is approximately 44 years per vehicle. The Police Department only averages one vehicle acquisition per year, reflecting a historically reactive rather than an ongoing planning approach to fleet replacement. Due to the high average age, odometer reading, and holding period, time and budget spent on fleet maintenance repairs has increased. This has impacted the ongoing availability of all available fleet vehicle at any given time.

In prior years, vehicle lease programs did not include a cycle and implementation for vehicle replacement as part of the lease program. More recently, vehicles were purchased, not leased, and budget allocation was for one vehicle replacement per fiscal year. This has delayed vehicle replacement efficiency and resulted in keeping vehicles for a longer life span.

In January 2026, the Santa Paula Police Department and Public Works began discussion with Enterprise Fleet Management staff on their Master Lease and Vehicle Replacement Program. This Enterprise program has been in existence for over 69 years, and the program has agreements with numerous city government agencies throughout California and other states

across the Country. Enterprise Fleet Management is a recognized partner in the Sourcewell cooperative purchasing program and procurement is authorized under Santa Paula Municipal Code §41.11.

Enterprise outlined a vehicle lease and replacement program that benefits government agencies and specifically, law enforcement fleet vehicles. The program in its basic form, is to replace aging/high mile vehicles with new police equipped patrol and unmarked detective vehicles. The program includes Enterprise also representing surplus vehicle services for vehicles deemed appropriate to vacate to continue the rotation of new vehicles and retire them at lower mileages to reduce fleet repair costs with high mileage vehicles that otherwise would be retained in the fleet.

ANALYSIS:

Enterprise and City staff evaluated Year 1 replacement plans:

Replace 4 vehicles, ten years or older, with an estimate Year 1 Budget of $87,485.36 and an estimated equity of $12,000.

This is a balanced fleet modernization concept that supports operational reliability, reduced maintenance risk, and annual budget predictability. This plan will complete replacements over the following years.

After further review of manufacturer ordering windows, price changes, departmental needs, and vehicle upfit requirements, the current Year 1 implementation list has been adjusted. The updated list consists of four replacement vehicles. The new vehicles will replace two marked patrol vehicles and two unmarked detective vehicles. This change remains within the previously approved not-to-exceed amount and does not require a separate contract approval.

Proposed Replacement Plan:

Type	Unit #	Current	Mileage	Year 1 Vehicle
Patrol Vehicle	460	2012 Dodge Charger	142,027	2027 Ford Explorer, SUV, Police Interceptor Model
Patrol Vehicle	462	2014 Dodge Charger	122,276	2027 Ford Explorer, SUV, Police Interceptor Model
Unmarked Vehicle	417	2014 Dodge Charger	158,561	Hyundai Elantra 4 Dr. Sedan
Unmarked Vehicle	419	2014 Dodge Charger	146,044	Hyundai Elantra 4 Dr. Sedan

Implementation

Vehicle availability, model year ordering windows, and upfit needs may continue to change during implementation. Equivalent vehicle substitutions of comparable type and value, if needed, would be handled under the City Manager authority granted by the City Council, so long as the substitutions remain within the approved, not-to-exceed, amount and are reviewed by the City Attorney. Any material change to the approved not-to-exceed amount, contract structure, or program scope outside the prior authorization would be returned to the City Council for consideration.

Maintenance and Operational Oversight

The City will continue all fleet maintenance and repairs for all police vehicles within the vehicle

replacement program and the City will not be under contract with Enterprise for any vehicle maintenance, maintenance scheduling, or repairs. The updated Year 1 cost summary also includes telematics for 40 vehicles, including Enterprise vehicles and retained City-owned vehicles.

The City will continue to own and maintain certain vehicles outside the Year 1 replacement order. The cost summary identifies 36 retained City-owned vehicles under maintenance management at $6.00 per vehicle per month. Any specialized vehicles, and vehicles outside the Enterprise maintenance program will continue to be managed by the City as appropriate.

Surplus Vehicle Services
In addition, Enterprise will liquidate identified vehicles that no longer provide a resource or benefit to the Department under an auction consignment agreement, attached as Exhibit C. Enterprise will bill a fee of $400 per vehicle plus any applicable tow fees and the residual value will be given to the City and placed into the general fund.

There are no exclusive agreements limiting an entity from Vehicle Asset Liquidation for City vehicles.

The following attachments are required documents for completion and approval in the Enterprise Vehicle Lease and Replacement Program:

Exhibit A - Master Equity Lease Agreement
Exhibit B - Amendment to Master Lease Agreement
Exhibit C - Consignment Auction Agreement
Exhibit D - Self-Insurance Addendum to Master Lease Agreement

STRATEGIC PLAN:

Approval of this item supports City Council's goal of creating 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 under Section C, Public Safety & Emergency Preparedness.

FISCAL IMPACTS:

The Master Lease Agreement for Year 1 in an amount not to exceed $87,485.36 will be funded through existing allocations in GL Accounts 104-5-4502-610 and 108-5-4502-610.

The implementation estimate identifies an adjusted Year 1 projected spending of $87,485.36, which remains within the prior FY 2026/27 budget framework and previously approved not-to-exceed amount.

OPTIONS:

As an alternative to staff's recommendation, the City Council has the following options:

1. Decline to approve staff's recommendation.
2. Provide staff with alternate direction.

ATTACHMENTS:

Exhibit A - Master Equity Lease Agreement.pdf
Exhibit B - Amendment to Master Equity Lease Agreement.pdf
Exhibit C - Consignment Auction Agreement.pdf
Exhibit D - Self-Insurance Addendum to Master Lease Agreement.pdf

enterprise
FLEET MANAGEMENT

MASTER EQUITY LEASE AGREEMENT

This Master Equity Lease Agreement is entered into this _____ day of _____, 20____, by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor"), and the lessee whose name and address is set forth on the signature page below ("Lessee").

1. LEASE OF VEHICLES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles (individually, a "Vehicle" and collectively, the "Vehicles") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the rentals and on the terms and conditions set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Equity Lease Agreement and the various Schedules and addenda to this Master Equity Lease Agreement, each of which are incorporated herein as part of a single, unitary Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the monthly rental and other payments due with respect to the Vehicle. The terms contained in each such Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle covered by such Schedule. Lessor is the sole legal owner of each Vehicle. This Agreement is a lease only and Lessee will have no right, title or interest in or to the Vehicles except for the use of the Vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable state income tax purposes with Lessor having all benefits of ownership of the Vehicles. It is understood and agreed that Enterprise Fleet Management, Inc. or an affiliate thereof (together with any subservicer, agent, successor or assign as servicer on behalf of Lessor, "Servicer") may administer this Agreement on behalf of Lessor and may perform the service functions herein provided to be performed by Lessor.

2. TERM: The term of this Agreement ("Term") for each Vehicle begins on the date such Vehicle is delivered to Lessee (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule.

3. RENT AND OTHER CHARGES:

(a) Lessee agrees to pay Lessor monthly rental and other payments according to the Schedules, Open-End (Equity) Lease Rate Quotes, and this Agreement. The monthly payments will be in the amount listed as the "Total Monthly Rental Including Additional Services" on the applicable Schedule (with any portion of such amount identified as a charge for maintenance services under Section 4 of the applicable Schedule being payable to Lessor as agent for Enterprise Fleet Management, Inc.) and will be due and payable in advance on the first day of each month. Lessee agrees to pay Lessor interest charges, in connection with the acquisition of a Vehicle, for the period between the date Lessor issues payment to acquire such Vehicle and the date the Vehicle is delivered to Lessee. Such interest charges shall be included in each Schedule. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly rental payments will begin on the first day of the next month. In addition to the monthly rental payments, Lessee agrees to pay Lessor a pro-rated rental charge for the number of days that the Delivery Date precedes the first monthly rental payment date. A portion of each monthly rental payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the Delivered Price of the Vehicle for purposes of computing the Book Value of the Vehicle under Section 3(c). Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the due date of the first monthly rental payment under such Schedule. Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casualty Occurrence or any other reason, the rentals and management fees paid by Lessee will be recalculated in accordance with the rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date.

(c) Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the excess, if any, of the Book Value of such Vehicle over the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule. If the Book Value of such Vehicle is less than the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule, Lessor agrees to pay such deficiency to Lessee as a terminal rental adjustment after the end of the applicable Term (subject to Lessor's right to recoup any amounts Lessor would owe to Lessee under this Section 3(c) against any obligations of Lessee to Lessor under this Agreement). Notwithstanding the foregoing, if (i) the Term for a Vehicle is greater than forty-eight (48) months (including any extension of the Term for such Vehicle), (ii) the mileage on a Vehicle at the end of the Term is greater than 15,000 miles per year on average (prorated on a daily basis) (i.e., if the mileage on a Vehicle with a Term of thirty-six (36) months is greater than 45,000 miles) or (iii) in the sole judgment of Lessor, a Vehicle has been subject to damage or any abnormal or excessive wear and tear, the calculations described in the two immediately preceding sentences shall be made without giving effect to clause (ii) in each such sentence. The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (ii) the total Depreciation Reserve paid by Lessee to Lessor with respect to such Vehicle plus (iii) all accrued and unpaid rent and/or other amounts owed by Lessee with respect to such Vehicle.

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to and recouped against any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

(e) Any rental payment or other amount owed by Lessee to Lessor which is not paid within twenty (20) days after its due date will accrue interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor, Servicer or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

(g) Lessee's obligations to make all payments of rent and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without setoff, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Enterprise Fleet Management, Inc. of any maintenance agreement between Enterprise Fleet Management, Inc. and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the payment of rent and other amounts under this Agreement.

(h) In the event Lessor, Servicer or any other agent of Lessor arranges for rental vehicle(s) with a subsidiary or affiliate of Enterprise Holdings, Inc., Lessee shall be fully responsible for all obligations under any applicable rental agreement.

4. USE AND SURRENDER OF VEHICLES: Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances (including without limitation such federal, state and local laws, statutes, rules, regulations and ordinances governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. In connection with autonomous vehicles and automated driving systems and the parts, components and products related thereto, Lessee agrees to comply with all applicable guidance and professional standards issued, released or published by governmental and quasi-governmental agencies, including without limitation the federal guidance for automated vehicles published by the Department of Transportation and the Federal Automated Vehicle Policy issued by the U.S. Department of Transportation and the National Highway Traffic Safety Administration. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

5. COSTS, EXPENSES, FEES AND CHARGES: Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, licensing, registration, delivery, purchase, sale, rental, and Lessee's use or operation of the Vehicles. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

6. LICENSE AND CHARGES: Each Vehicle will be titled, registered and licensed in the name designated by Lessor at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly rental, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

7. REGISTRATION PLATES, ETC.: Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling, licensing and/or registration laws of such other state.

8. MAINTENANCE OF AND IMPROVEMENTS TO VEHICLES:

(a) Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements and (ii) furnish all labor, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Lessee will not make (or cause to be made) any alterations, upgrades, upfitting, additions or improvements (collectively, "Alterations") to any Vehicle which (i) could impact or impair the "motor vehicle safety" (as defined by the Motor Vehicle Safety Act) of the Vehicle, or (ii) could impact, impair, void or render unenforceable the manufacturer's warranty. Without the prior written consent of Lessor, Lessee will not make (or cause to be made) any Alterations to any Vehicle which (i) detracts, impairs, damages or alters the Vehicle's nature, purpose, economic value, remaining useful life, functionality, utility, software or controls, or (ii) subjects the Vehicle or any part or component of such Vehicle to any lien, charge or encumbrance. Any Alterations of any nature to a Vehicle are made at Lessee's sole cost, risk and liability, including without limitation, any such Alterations approved by, or made with the assistance or at the direction of Lessor. Any replacement parts added to any Vehicle shall be in at least as good an operating condition as the prior part before the replacement (assuming such part was, at the time of the replacement, in the condition required by the terms of this Agreement). Any Alterations to a Vehicle will become and remain the property of Lessor and will be returned with such Vehicle upon such Vehicle's return pursuant to Section 4 and shall be free of any liens, charges or encumbrances; provided, however, Lessor shall have the right at any time to require Lessee to remove any such Alteration at Lessee's sole cost, expense and liability. In no event or instance shall the value of any Alterations be regarded as rent. Lessee and Lessor acknowledges and agrees that Lessor will not be required to make any repairs, replacements or Alterations of any nature or description with respect to any Vehicle, to maintain or repair any Vehicle or to make any

expenditure whatsoever in connection with any such Vehicle(s) or this Agreement.

(b) Lessor and Lessee acknowledge and agree that if Section 4 of a Schedule includes a charge for maintenance, (i) the Vehicle(s) covered by such Schedule are subject to a separate maintenance agreement between Enterprise Fleet Management, Inc. and Lessee and (ii) Lessor shall have no liability or responsibility for any failure of Enterprise Fleet Management, Inc. to perform any of its obligations thereunder or to pay or reimburse Lessee for its payment of any costs and expenses incurred in connection with the maintenance or repair of any such Vehicle(s).

9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:

(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF ANY VEHICLE OR AN AGENT OF A MANUFACTURER OF ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY LESSEE. THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, if any, is against the supplier, vendor or manufacturer of the Vehicle.

(c) None of Lessor, Servicer or any other agent of Lessor will be liable to Lessee for any liability, claim, loss, damage (direct, incidental or consequential) or expense of any kind or nature, caused directly or indirectly, by any Vehicle or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle or the use or maintenance of any Vehicle or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, none of Lessor, Servicer or any other agent of Lessor will have any liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

(d) In no event shall Lessor, Servicer or any other agent of Lessor or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this Agreement, including, without limitation, any breach or performance of this Agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not Lessor, Servicer or any other agent of Lessor or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

10. RISK OF LOSS: Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle.

11. INSURANCE:

(a) Lessee agrees to purchase and maintain in force during the Term, insurance policies in at least the amounts listed below covering each Vehicle, to be written by an insurance company or companies satisfactory to Lessor, insuring Lessee, Lessor and any other person or entity designated by Lessor against any damage, claim, suit, action or liability, and that Lessor will suffer immediate and irreparable harm if Lessee fails to comply with such obligations:

(i) Commercial Automobile Liability Insurance (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) for the limits listed below (Note - $2,000,000 Combined Single Limit Bodily Injury and Property Damage per accident with No Deductible is required for each Vehicle capable of transporting more than 8 passengers):

State of Vehicle Registration	Coverage
Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	$1,000,000 Combined Single Limit Bodily Injury and Property Damage per accident - No Deductible
Florida	$500,000 Combined Single Limit Bodily Injury and Property Damage per accident or $100,000 Bodily Injury Per Person Per Accident, $300,000 Per Accident and $50,000 Property Damage per accident (100/300/50) - No Deductible
All Other States	$300,000 Combined Single Limit Bodily Injury and Property Damage Per Accident or $100,000 Bodily Injury Per Person Per Accident, $300,000 Per Accident and $50,000 Property Damage Per Accident (100/300/50) - No Deductible

(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of $1,000 per accident - Collision and $1,000 per accident - Comprehensive).

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement, Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor and their respective successors and assigns notwithstanding any other coverage carried by Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor as additional insureds and loss payees shall be furnished to Lessor prior to the Delivery Date, and annually thereafter and/or as reasonably requested by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, servants and agents agree to cooperate fully with Lessor, Servicer, any other agent of Lessor and any insurance carriers in the investigation, defense and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, notice, summons or other process received in connection with such claim or action.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if Section 4 of a Schedule includes a charge for physical damage waiver, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage waiver shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if Section 4 of a Schedule includes a charge for commercial automobile liability enrollment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee, by adding Lessee as an additional insured under a commercial automobile liability insurance policy issued by an insurance company selected by Lessor, commercial automobile liability insurance satisfying the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage waiver and/or commercial automobile liability enrollment and cancel such physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least ten (10) days prior written notice. Upon such cancellation, insurance in the minimum amounts as set forth in 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly rental charges payable by Lessee to reflect any such change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least thirty (30) days prior written notice.

12. INDEMNITY: To the extent permitted by state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

13. INSPECTION OF VEHICLES; ODOMETER DISCLOSURE; FINANCIAL STATEMENTS: Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

14. DEFAULT; REMEDIES: The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any rent or other amount due under this Agreement and any such failure shall remain unremedied for ten (10) days; (b) if Lessee fails to perform, keep or observe any term, provision or covenant contained in Section 11 of this Agreement; (c) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee; (d) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (e) if any present or future guaranty in favor of Lessor of all or any portion of the obligations of Lessee under this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or

if the validity or enforceability of any such guaranty shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guaranty or if any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guaranty; (f) the occurrence of a material adverse change in the financial condition, a going concern audit comment of Lessee or any guarantor, or if Lessee admits that it cannot pay its debts as they become due, makes an assignment for the benefit of creditors, is the subject of a voluntary or involuntary petition for bankruptcy, is adjudged insolvent or bankrupt, or a receiver or trustee is appointed for any portion of Lessee's assets or property; (g) if more than one (1) payment by Lessee to Lessor is returned by Lessee's bank for any reason within a twelve (12) month period; or (h) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, Servicer of Lessor, or any direct or indirect subsidiary of Servicer of Lessor, Enterprise Holdings, Inc. or a subsidiary or affiliate of Enterprise Holdings, Inc.. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies: (a) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), Lessor, Servicer, any other agent of Lessor and any of Lessor's independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles; (b) Lessor may enforce performance by Lessee of its obligations under this Agreement; (c) Lessor may recover damages and expenses sustained by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable attorneys' fees and expenses, incurred by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns in attempting or effecting enforcement of Lessor's rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (d) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (e) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement (and, if Lessor does not recover possession of a Vehicle, (i) the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be $0.00 and (ii) the calculations described in the first two sentences of Section 3(c) shall be made without giving effect to clause (ii) in each such sentence); and/or (f) Lessor may exercise any other right or remedy which may be available to Lessor under the Uniform Commercial Code, any other applicable law or in equity. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

15. ASSIGNMENTS: Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or failure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

16. MISCELLANEOUS: This Agreement contains the entire understanding of the parties. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Without Lessor's prior written consent, Lessee shall not use or include Lessor's, Servicer's, any other agent of Lessor's names or trademarks orally or in writing in any media, customer lists or marketing materials. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective one (1) day after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. All of the representations, warranties, covenants, agreements and obligations of each Lessee under this Agreement (if more than one) are joint and several.

17. SUCCESSORS AND ASSIGNS; GOVERNING LAW: Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

18. NON-PETITION: Each party hereto hereby covenants and agrees that, prior to the date which is one year and one day after payment in full of all indebtedness

of Lessor, it shall not institute against, or join any other person in instituting against, Lessor any bankruptcy, reorganization, arrangement, insolvency or liquidation proceedings or other similar proceeding under the laws of the United States or any state of the United States. The provisions of this Section 18 shall survive termination of this Master Equity Lease Agreement.

19. NON-APPROPRIATION: Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a municipal corporation, is precluded by the County or State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the County or State to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the County or State fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year first above written.

LESSEE: _____

Signature: _____

By: _____

Title: _____

Address: _____

_____

_____

Date Signed: _____, _____

LESSOR: Enterprise FM Trust

By: Enterprise Fleet Management, Inc. its attorney in fact

Signature: _____

By: _____

Title: _____

Address: _____

_____

_____

Date Signed: _____, _____

Initials: EFM_____ Customer_____

enterprise
FLEET MANAGEMENT

AMENDMENT TO MASTER EQUITY LEASE AGREEMENT

THIS AMENDMENT ("Amendment") dated this ____ day of _____, 2026 is attached to, and made a part of, the MASTER EQUITY LEASE AGREEMENT entered into on the ____ day of _____, 2026 ("Agreement") by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor") and City of Santa Paula ("Lessee"). This Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 11(a), second paragraph of the Master Equity Lease Agreement is amended to read as follows:

In the event Lessee fails to take such action as may be necessary to pursue applicable insurance claims and recover payments in order to compensate Lessor for damages otherwise owed under this Agreement, and such failure continues for five (5) days after receipt of written notice of such failure from Lessor, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue such insurance claims and recover such payments. Any reasonable expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Section 12 of the Master Equity Lease Agreement is amended to read as follows:

Except in the event of the gross negligence or willful misconduct of Servicer or any other agent of Lessor, to the extent permitted by state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

Section 14(h) of the Master Equity Lease Agreement is amended to read as follows:

If Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, Servicer of Lessor, or any direct or indirect subsidiary of Servicer of Lessor, Enterprise Holdings, Inc. or a subsidiary or affiliate of Enterprise Holdings, Inc and any such default shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Section 17 of the Master Equity Lease Agreement is amended to read as follows:

Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of California(determined without reference to conflict of law principles).

Section 19 of the Master Equity Lease Agreement is amended to read as follows:

Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a California municipal corporation, is precluded by the City or State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the City or State to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. Notwithstanding any provision herein to the contrary, failure of the City to appropriate such funds shall not constitute an Event of Default .The parties further agree that should the City or State fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination (as determined in Section 3 and Section 14 of this Agreement). Lessor reserves the right to bill for any losses due to early termination of this Agreement due to the non-appropriation of funds, with the knowledge that the California Constitution dictates this treatment.

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Amendment. Except to the extent specifically amended by this Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment to Master Equity Lease Agreement as of the day and year first above written.

City of Santa Paula (Lessee)	Enterprise FM Trust (Lessor) By: Enterprise Fleet Management, Inc., its attorney in fact
By_____	By_____
Title:_____	Title:_____
Date Signed:_____, _____	Date Signed:_____, _____

enterprise
FLEET MANAGEMENT

CONSIGNMENT AUCTION AGREEMENT

THIS AGREEMENT is entered into by and between Enterprise Fleet Management, Inc. a Missouri Corporation (hereinafter referred to as "Enterprise") and the City of Santa Paula (hereinafter referred to as "CUSTOMER") on this ____ day of _____, 2026 (hereinafter referred to as the "Execution Date").

RECITALS

A. Enterprise is in the business of selling previous leased and rental vehicles at wholesale auctions; and

B. The CUSTOMER is in the business of _____.

C. The CUSTOMER and Enterprise wish to enter into an agreement whereby Enterprise will sell at wholesale auction, CUSTOMER's vehicles set forth on Exhibit A, attached hereto and incorporated herein, as supplemented from time to time (collectively, the "Vehicles").

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

TERMS AND CONDITIONS

1. Right to Sell: Enterprise shall have the non-exclusive right to sell any Vehicles consigned to Enterprise by a CUSTOMER within the Geographic Territory.

2. Power of Attorney: CUSTOMER appoints Enterprise as its true and lawful attorney-in-fact for the limited purpose of signing Vehicle titles on behalf of CUSTOMER for transfer of same and hereby grant it power in any and all matters pertaining to the transfer of Vehicle titles and any papers necessary thereto on behalf of CUSTOMER. The limited rights, powers and authorities of said attorney-in-fact granted in this instrument shall commence and be in full force and effect on the Execution Date, and such rights, powers and authority shall remain in full force and effect thereafter until the earlier of the completed sale of all Vehicles listed on Exhibit A and filing of all related paperwork, or until terminated as set forth herein.

3. Assignments: Vehicle assignments may be issued to Enterprise by phone, fax, or electronically.

4. Service Fee: For each Vehicle sold, the CUSTOMER shall pay Enterprise a fee of $_____ ("Service Fee") plus towing at prevailing rates.

5. Sales Process: Enterprise shall use reasonable efforts to sell each Vehicle. CUSTOMER may, at its discretion, place a Minimum Bid or Bid to be Approved (BTBA) on any Vehicle by providing prior written notification to Enterprise.

6. Time for Payment:

   (a) No later than ten (10) business days after the collection of funds for the sale of a Vehicle, Enterprise will remit to the CUSTOMER an amount equal to the Vehicle sale price minus any seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by Enterprise while selling Vehicle, regardless of whether the purchaser pays for the Vehicle.

(b) Enterprise's obligations pursuant to Section 6(a) shall not apply to Vehicle sales involving mistakes or inadvertences in the sales process where Enterprise reasonably believes that fairness to the buyer or seller justifies the cancellation or reversal of the sale. If Enterprise has already remitted payment to CUSTOMER pursuant to Section 6(a) prior to the sale being reversed or cancelled, CUSTOMER agrees to reimburse Enterprise said payment in full. Enterprise will then re-list the Vehicle and pay CUSTOMER in accordance with this Section 6. Examples of mistakes or inadvertences include, but are not limited, to Vehicles sold using inaccurate or incomplete vehicle or title descriptions and bids entered erroneously.

7. Indemnification and Hold Harmless: Enterprise and CUSTOMER agree to indemnify, defend and hold each other and its parent, employees and agents harmless to the extent any loss, damage, or liability arises from the negligence or willful misconduct of the other, its agents or employees, and for its breach of any term of this Agreement. The parties' obligations under this section shall survive termination of this Agreement.

8. Liens, Judgments, Titles and Defects: CUSTOMER shall defend, indemnify and hold Enterprise its parent, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon, or resulting from any judgments, liens or citations that were placed on the Vehicle, defects in the Vehicle's title, or mechanical or design defects in the Vehicle.

9. Odometer: Enterprise assumes no responsibility for the correctness of the odometer reading on any Vehicle and the CUSTOMER shall defend, indemnify and hold Enterprise its parent, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon or resulting from inaccuracy of the odometer reading on any Vehicle or any odometer statement prepared in connection with the sale of any Vehicle, unless such inaccuracy is caused by an employee, Enterprise, or officer of Enterprise.

10. Bankruptcy: Subject to applicable law, in the event of the filing by CUSTOMER of a petition in bankruptcy or an involuntary assignment of its assets for the benefit of creditors, Enterprise may accumulate sales proceeds from the sale of all Vehicles and deduct seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by Enterprise while selling Vehicle from said funds. Enterprise will thereafter remit to CUSTOMER the net proceeds of said accumulated sales proceeds, if any.

11. Compliance with Laws: Enterprise shall comply with all federal, state, and local laws, regulations, ordinances, and statutes, including those of any state motor vehicle departments, department of insurance, and the Federal Odometer Act.

12. Insurance: CUSTOMER shall obtain and maintain in force at all times during the term of this Agreement and keep in place until each Vehicle is sold and title is transferred on each Vehicle, automobile third party liability of $1,000,000 per occurrence and physical damage coverage on all Vehicles. This insurance shall be written as a primary policy and not contributing with any insurance coverage or self-insurance applicable to Enterprise.

Notwithstanding the previous paragraph, CUSTOMER shall have the option and the right to self-insure their Vehicles.

13. Term: This agreement is effective on the Execution Date and shall continue until such time as either party shall notify the other party with thirty (30) days prior written notice to terminate the Agreement with or without cause.

14. Modification: No modification, amendment or waiver of this Agreement or any of its provisions shall be binding unless in writing and duly signed by the parties hereto.

15. Entire Agreement: This Agreement constitutes the entire Agreement between the parties and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, with respect to the subject matter hereto.

16. Liability Limit: In the event Enterprise is responsible for any damage to a Vehicle, Enterprise's liability for damage to a Vehicle in its possession shall be limited to the lesser of: (1) the actual cost to repair the damage to such vehicle suffered while in Enterprise's possession; or (2) the negative impact to the salvage value of such vehicle. Enterprise shall not be liable for any other damages to a Vehicle of any kind, including but not limited to special, incidental, consequential or other damages.

17. Attorney's Fees: In the event that a party hereto institutes any action or proceeding to enforce the provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party reasonable attorney's fees and costs for legal services rendered to the prevailing party.

18. Authorization: Each party represents and warrants to the other party that the person signing this Agreement on behalf of such party is duly authorized to bind such party.

"ENTERPRISE"	"CUSTOMER"
By_____ *Signature*	By_____ *Signature*
Printed Name:	Printed Name:
Title:	Title:
Date:	Date:

Appendix A

enterprise
FLEET MANAGEMENT

SELF -INSURANCE ADDENDUM TO MASTER EQUITY LEASE AGREEMENT
(Physical Damage and Liability)

This Addendum is made to the Master Equity Lease Agreement dated the _____, 2026, as amended (the "Agreement"), by and between Enterprise FM Trust, a Delaware statutory trust ("Lessor"), and the lessee whose name is set forth on the signature line below ("Lessee").

This Addendum is attached to and made a part of the Agreement (including each Schedule to the Agreement). All capitalized terms used and not otherwise defined herein shall have the respective meanings ascribed to them in the Agreement.

Notwithstanding the provisions of Section 11 of the Agreement, Lessee shall be permitted to assume and self-insure the risks set forth in Section 11 of the Agreement and shall not be required to purchase or maintain any insurance policy of any kind with respect to any Vehicle; provided, however, that if any Federal, state, local or other law, statute, rule, regulation or ordinance requires Lessee to maintain any amount of insurance with respect to any Vehicle, Lessee shall purchase and maintain such amount of Insurance in the form of an insurance policy which complies in all respects, other than the amount of insurance required, with Section 11 of the Agreement.

Notwithstanding the foregoing, if Event of Default occurs under the Agreement and remains uncured for thirty (30) days after written notice thereof,, then Lessor may, at its option, revoke this Addendum and terminate Lessee's right to self-insure by providing Lessee with at least thirty (30) days prior written notice thereof. Upon the termination of Lessee's right to self-insure, Lessee shall comply in all respects with Section 11 of the Agreement.

Except as amended hereby, all the terms and provisions of the Agreement shall remain in full force and effect. In the event of any conflict between this Addendum and the Agreement or any of the Schedules, the terms and provisions of this Addendum will govern and control.

LESSEE: City of Santa Paula

_____

By:
Title:

Date Signed:_____, _____

LESSOR: Enterprise FM Trust
By: Enterprise Fleet Management, Inc., its attorney in fact

_____

By:
Title:

Date Signed:_____, _____

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: James Mason, Community & Economic Development Director

Subject: BUDGET APPROPRIATION FOR PERMIT MANAGEMENT AND PLAN CHECK SOFTWARE

Date: October 7, 2026

Agenda Item: 9.H

RECOMMENDATION:

It is recommended that the City Council:

Approve a $40,000 budget appropriation for Fiscal Year 2025-26 for the City's permit management and online permit application system in GL 800-5-3001-207 – Professional/Contract Services – Computer/Software

Approve a $40,000 budget appropriation for Fiscal Year 2026-27 for the City's permit management and online permit application system in GL 800-5-3001-207 – Professional/Contract Services – Computer/Software

---

BACKGROUND:

Assembly Bill 2234 (AB 2234), effective January 1, 2023, establishes requirements intended to streamline the processing of post-entitlement residential housing development permits. Among other requirements, the legislation requires local agencies to provide an online platform for submitting post-entitlement housing development permit applications and tracking application status.

Santa Paula is required to comply with these provisions by January 1, 2028. The City's prior permit tracking system relied substantially on an internal access database and manual data entry and did not provide the functionality necessary for online application submittal and real-time application status tracking.

Modernizing the City's permitting system has greatly improved service delivery, transparency, and processing efficiency while supporting the City's continued growth.

ANALYSIS:

City staff have been utilizing the GovWell permit management system for approximately six

months and have experienced significant efficiencies in the processing and management of permits and applications. The system has improved staff workflow, reduced manual data entry and paper processing, and provided greater visibility into the status of applications.

Through actual use of the system, staff have found that GovWell effectively supports the City's permitting and licensing workflows and provides a user-friendly platform for both staff and applicants. The system has also improved coordination among departments and enhanced the City's ability to track, manage, and report on permit activity.

Key benefits realized during the first six months of implementation include:

- Electronic application submittal and processing, reducing reliance on paper documents;
- Improved application tracking and transparency for staff and applicants;
- Reduced manual data entry and administrative processing;
- Improved coordination and workflow among Planning, Building & Safety, and other reviewing departments;
- More efficient permit tracking, reporting, and record management ; and
- A stronger technological foundation for meeting the City's AB 2234 requirements.

While staff did have this item contract approved by Council on August 6, 2025, the budget allocation identified was actually set aside for Placer AI and as such an allocation is needed for both fiscal years.

STRATEGIC PLAN:

The continued use of GovWell is consistent with the City's Strategic Plan, Goal B – Economic Development, Objective B.5, which calls for streamlining application and permitting processes through technology to reduce cycle time for applicants.

FISCAL IMPACTS:

A $40,000 budget allocation is requested for both fiscal years 2025-2026 and 2026-2027 in GL 800-5-3001-207, utilizing existing fund balance.

OPTIONS:

1. Approve the $40,000 Fiscal Year 2026-27 budget appropriation.
2. Do not approve the appropriation and provide alternative direction to staff.
3. Provide other direction to staff.

ATTACHMENTS:

ATTACHMENT A, GovWell Order Form - Santa Paula CA 8.29.25.docx (1) signed.pdf

Docusign Envelope ID: 9FD7E995-B0E3-4507-B373-A67B5F416A66

GOVWELL ORDER FORM

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. ("**GovWell**") and the customer identified below ("**Customer**"), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

Customer: City of Santa Paula, CA	**Effective Date:** 8/29/2025
Customer Contact: James Mason	**Contact Email: jmason@spcity.org**
Contact Phone: 805-933-4214 Ext. 251	**Billing Contact:**
Billing Email:	**Billing Phone:**

1. SOFTWARE MODULES, LICENSES, AND SUPPORT.

Beginning on the Effective Date**,** GovWell will make available to Customer the following software modules:

Software Module	Description	Price (Annual)
Building Permits & Inspections	Manage building permits, inspections, and plan review. Includes online portal for improving access and transparency to the public. Includes Contractor Registration.	$25,000
Code Enforcement	Online citizen complaints + code enforcement case management.	$17,000
Planning & Zoning	Online planning & zoning applications, workflow management, and plan review.	$17,000
CEO Discount	One time discount	($19,000)
	TOTAL:	**$40,000**

Licenses: GovWell will provide unlimited user licenses to Customer.

Support: GovWell will provide email, phone, and chat-based support to Customer Monday through Friday, 9am to 5pm EST. GovWell will provide responses to all Customer inquiries within 1 business day.

2. IMPLEMENTATION & DATA MIGRATION SERVICES

Beginning on the Effective Date, GovWell will provide implementation services to Customer to ensure the successful launch and adoption of the software. These implementation services may include, but are not limited to: GIS integration, integration with payment processing software, data migration, system configuration, system modifications, and staff training.

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Service	Description	Price (one-time)
Implementation - Standard	Full-service configuration of system, including: ● Online forms / applications ● Workflows for each record type ● Document templates (Permit cards, COs, notices of violation) ● Inspection templates ● Reports ● Staff training	~~$20,000~~ WAIVED
Data Migration (Raw Data + Files) - Standard	Migration of historical data to GovWell including data in CSV, Excel, PDF and JPG format. Customer is responsible for exporting the data in the aforementioned format(s) and providing it to GovWell, and GovWell is responsible for importing it. To ensure a successful migration of files, Customer is additionally responsible for providing GovWell data in a CSV or Excel format that details an explicit connection between files and other records - e.g. a CSV file specifying that file "ABC.pdf" is connected to Building Permit #24-0001. Modules included: ● Building Permits & Inspections (Raw Data + Files for open applications) ● Planning & Zoning (Raw Data + Files for open applications) ● Code Enforcement (Raw Data)	~~$9,000~~ WAIVED
		TOTAL: WAIVED

3. SUMMARY OF FEES AND TERMS

Item	Description
Annual Cost	$40,000
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date

4. INITIAL TERM

Initial Term: Two (2) years, beginning on the Effective Date.

5. **TERMS OF SERVICE**. The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer's agreement to the Terms of Service located at http://www.govwelltech.com/terms (as amended from time to time, the "**Terms of Service**"). By signing below, Customer expressly acknowledges

Docusign Envelope ID: 9FD7E995-B0E3-4507-B373-A67B5F416A66

and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the Order Form Effective Date.

CUSTOMER: City of Santa Paula, CA

By (Signature): DocuSigned by: Dan Singer F1BE673A1E0240E...

Name (Printed): Dan Singer

Title: City Manager

Date signed: 8/29/2025

GOVWELL TECHNOLOGIES INC.:

By (Signature): Signed by: Troy LeCaire E71AB3F0D89E4F5...

Name (Printed): Troy LeCaire

Title: Chief Executive Officer

Date signed: 8/29/2025

CUSTOMER: City of Santa Paula, CA

By (Signature):

Name (Printed):

Title:

Date signed:

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Gloria Parra, Management Analyst (Housing)

Subject: SECOND AND THIRD AMENDMENTS TO THE JOINT AGREEMENT FOR OPERATIONAL FUNDING OF THE SPIRIT OF SANTA PAULA HARVARD SHELTER, AND SECOND AMENDMENT TO THE OPERATING AGREEMENT WITH SPIRIT OF SANTA PAULA

Date: October 7, 2026

Agenda Item: 10.A

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt the Second and Third Amendments to the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, extending the "Funding Agreement" through June 30, 2027;
2. Adopt the Second Amendment to the City of Santa Paula Operating Agreement with Spirit of Santa Paula for Operation of Harvard Shelter, extending the "Operating Agreement" through June 30, 2027, and aligning it with the Funding Agreement; and
3. Approve a budget allocation of up to $150,000 for the Second and Third Extension Periods to fund the City's additional contributions under the Funding Agreement.

Presented By: Gloria Parra, Management Analyst

BACKGROUND:

The Spirit of Santa Paula ("Spirit") operates the Harvard Shelter, a year-round emergency shelter located at 1498 East Harvard Boulevard in Santa Paula. The Shelter provides temporary shelter, meals, case management, housing navigation, and related services to individuals and families experiencing homelessness in the Santa Clara River Valley.

In July 2023, the City Council approved a two-year Joint Cost-Sharing Agreement (CSA) with the County of Ventura and the City of Fillmore to share the cost of operating the Harvard Shelter. The CSA, also referred to herein as the “Funding Agreement,” is formally titled the *Agreement to Provide Financial Support for the Operation of a Permanent Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru*.

The Funding Agreement established a regional funding partnership under which the City of Santa Paula and City of Fillmore contribute toward Shelter operations, with the County providing a corresponding financial contribution. The Funding Agreement also recognizes the City of Santa Paula's role in contracting with Spirit to operate the Shelter. The original Funding Agreement was intended to provide operational funding for Fiscal Years 2023-24 and 2024-25.

Under the Funding Agreement, the City of Santa Paula and Spirit entered into the *City of Santa Paula Operating Agreement with Spirit of Santa Paula for Operation of Harvard Shelter* (the "Operating Agreement") on August 8, 2023, with an Initial Term ending June 30, 2025. The Operating Agreement establishes the terms under which Spirit operates the Shelter on behalf of the City and incorporates the goals, practices, and principles set forth in the Funding Agreement.

The City, County, City of Fillmore, and Spirit have continued to work together to maintain operations of the Harvard Shelter while evaluating ongoing funding and operational needs. The parties have subsequently amended the agreements to address funding and extension periods beyond the original term.

Following the original 2023 Funding Agreement, the parties entered into a new Funding Agreement in October 2025 for Fiscal Year 2025-26, covering July 1, 2025, through June 30, 2026. In June 2026, the City Council approved the First Amendment, which extended the Funding Agreement through October 1, 2026 (the "First Extension Period"). The First Amendment provided an additional 90-day extension to maintain continuity of Shelter services while the anticipated transition of Shelter operations to Rescue Mission Alliance (RMA) was being finalized.

The anticipated transition of Shelter operations to RMA did not occur. As a result, Spirit remains the Shelter Operator, and continued funding is necessary to maintain Spirit's operation of the Harvard Shelter and delivery of shelter services through the remainder of Fiscal Year 2026-27.

The City Council is now being asked to approve the Second Amendment, which would extend the Funding Agreement through December 31, 2026 (the "Second Extension Period"), and the Third Amendment, which would further extend the Funding Agreement through June 30, 2027 (the "Third Extension Period").

The related Operating Agreement was previously extended through June 30, 2026, and is being amended to align with the approved and proposed Funding Agreement extension periods. The proposed amendments would provide continued funding and authority for Spirit to operate the Shelter through June 30, 2027.

ANALYSIS:

Second Amendment to the Funding Agreement

The Second Amendment to the Funding Agreement would extend the Agreement beyond the First Extension Period, which ends October 1, 2026, through December 31, 2026. The period from October 2, 2026, through December 31, 2026, would constitute the "Second Extension Period."

Under the Second Amendment, Santa Paula would contribute up to an additional $50,000, and Fillmore would contribute up to an additional $37,500 toward actual Shelter operating expenses during the Second Extension Period, subject to the respective governing bodies' approval. The County would match the combined contributions of Santa Paula and Fillmore, for a County contribution of up to $87,500, subject to Board approval. These amounts are consistent with the budgeted contributions of the City and partner agencies.

Third Amendment to the Funding Agreement

The Third Amendment would further extend the Funding Agreement from January 1, 2027, through June 30, 2027, establishing the “Third Extension Period.”

During the Third Extension Period, Santa Paula would contribute up to an additional $100,000, and Fillmore would contribute up to an additional $75,000 toward actual Shelter operating expenses, subject to the respective governing bodies' approval. The County would match the combined contributions for a County contribution of up to $175,000, subject to Board approval. These amounts are consistent with the budgeted contributions of the City and partner agencies.

Operating Agreement with Spirit

The City will amend the 2025-2026 Operating Agreement with Spirit to incorporate the First and Second Extension Periods, aligning it with the Funding Agreement, and providing for the continued operation of the Harvard Shelter during the applicable extension periods.

It should also be noted that Fillmore and the County have yet to complete their review of the attached extension agreements. Subsequently, Council is asked to authorize the City Manager, with concurrence from the City Attorney, to modify the final version of the agreements, if necessary, providing such amendments don't have a material impact on the amount of funding or the terms of the agreements. If substantive changes are requested by the County or the City of Fillmore, staff would return to Council with those amendments.

STRATEGIC PLAN:

The City's ongoing efforts to address the needs of individuals experiencing homelessness are consistent with the City Council's Strategic Plan, specifically:

Goal D: Healthy, Connected & Thriving Community
Objective D.12: Address and support the needs of unhoused individuals, including the provision of behavioral health support services.
Task/Metric 2: Continue collaborating with regional partners to support and address the needs of unhoused individuals throughout the Santa Clara River Valley.

The continued operation and support of homeless services initiatives demonstrate the City's commitment to advancing this goal and strengthening regional partnerships to provide effective assistance and resources to vulnerable populations.

FISCAL IMPACTS:

Council approved $200,000 per Fiscal year for 2025/2026 and 2026/2027. The original agreement covered $200,000 for July 2025 through June 2026 (FY 25/26 Q1-Q4).

The previously approved First Amendment extended the Funding Agreement through October 1, 2026 (FY 26/27 Q1) and increased the total contribution by $50,000. The proposed Second agreement would extend the agreement until December 31, 2026 (FY 26/27 Q2) and increase the total by an additional $50,000. The Third Amendment extends the agreement from January 1, 2027 to June 30, 2027 (FY 26/27 Q3-Q4) and increase the agreement by an additional $100,000. These three agreements total a collective $200,000 for FY 26/27, which has an available allocation existing in the GL 100-5-3001-323.

OPTIONS:

1. Approve the Second and Third Amendments. Extend the Funding Agreement and Operating Agreement through June 30, 2027, providing continued funding for Spirit to operate the Harvard Shelter.

2. Do not approve the Second and Third Amendments. The Funding Agreement will expire on October 1, 2026, and failure to extend the agreement could jeopardize continued Shelter operations and the delivery of services to up to 49 individuals per day.

ATTACHMENTS:

Second Amendment to Operating Agreement with Spirit (Redlined).docx
Second Amendment to Funding Agreement (Redlined).docx
Third Amendment to Funding Agreement (Redlined).docx

SECOND AMENDMENT
TO THE CITY OF SANTA PAULA OPERATING AGREEMENT WITH SPIRIT OF SANTA PAULA FOR OPERATION OF HARVARD SHELTER

This Second Amendment to the City of Santa Paula Operating Agreement with Spirit of Santa Paula for Operation of Harvard Shelter ("Second Amendment") is entered into as of October 7, 2026, by and between the City of Santa Paula, a California municipal corporation ("City"), and Spirit of Santa Paula, a California nonprofit corporation ("Shelter Operator"). City and Shelter Operator are sometimes individually referred to herein as "Party" and collectively as "Parties."

RECITALS

WHEREAS, the City and Shelter Operator entered into the City of Santa Paula Operating Agreement with Spirit of Santa Paula for Operation of Harvard Shelter, Contract No. 1008-2026, dated October 21, 2025, ("Agreement"), for the operation of the Harvard Shelter located at 1498 Harvard Blvd., Santa Paula, CA 93060 for the period July 1, 2025 through June 30, 2026;

WHEREAS, the Agreement was entered into pursuant to, and in alignment with, the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, Fiscal Year 2025-2026 ("Funding Agreement"), among the City of Santa Paula, City of Fillmore, and County of Ventura (collectively, "Funding Parties");

WHEREAS, the Funding Parties entered into a First Amendment of the Funding Agreement on or about June 17, 2026 to extend the funding term to cover the Second Extension Period from October 2, 2026 through December 31, 2026;

WHEREAS, the Funding Parties entered into a Second Amendment of the Funding Agreement on or about October 7, 2026 to extend the funding term to cover the Second Extension Period from October 2, 2026 through December 31, 2026;

WHEREAS, the Funding Parties entered into a Third Amendment of the Funding Agreement on or about October 7, 2026 to extend the funding term to cover the Third Extension Period from January 1, 2027 through June 30, 2027;

WHEREAS, the Parties desire to amend the Agreement to reflect the extended periods and to clarify the timing, documentation, and processing requirements applicable to invoices.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

TERMS

1. Amendment to Section 3.2.1 (Initial Term) – Amended and Restated in Full.

Section 3.2.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "3.2.1 *Initial Term.* The initial term of this Agreement shall begin on July 1, 2025 and expire on June 30, 2026 ("Initial Term"). The period from July 1, 2026 through October 1, 2026 is referred to herein as the "First Extension Period". The period from October 2, 2026 through December 31, 2026 is referred to herein as the "Second Extension Period". The period from January 1, 2027 through June 30, 2027 is referred to herein as the "Third Extension Period". The Parties have no obligation to extend the Agreement beyond the First Extension Period, Second Extension Period, or the Third Extension Period, and any renewal or modification is contingent on the extension of the Funding Agreement by the governing bodies of the Funding Parties as set forth in Section 3.3.4 below.

2. Amendment to Section 3.3.1 (Base Operating Expense) – Amended and Restated in Full.

Section 3.3.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "3.3.1 *Base Operating Expense.* The Parties agree that the monthly Base Operating Expense for the Shelter for the Initial Term through June 30, 2026 shall not exceed $58,333.33 and will be based on allowable reimbursable costs. For the First Extension Period (July 1, 2026 through October 1, 2026), the monthly Base Operating Expense shall not exceed $58,333.33 per month, pro-rated for any partial month, and will be based on allowable reimbursable costs, for a total First Extension Period maximum of $175,000. For the Second Extension Period (October 2, 2026 through December 31, 2026), the monthly Base Operating Expense shall not exceed $58,333.33 per month, prorated for any partial month, and will be based on allowable reimbursable costs, for a total Second Extension Period maximum of $175,000. For the Third Extension Period (January 1, 2027 through June 30, 2027), the monthly Base Operating Expense shall not exceed $58,333.33 per month, prorated for any partial month, and will be based on allowable reimbursable costs, for a total Third Extension Period maximum of $350,000. Pursuant to the Funding Agreement, City will receive payments from the other Funding Parties on or after the thirtieth (30th) day following execution of this Agreement. The Base Operating Expense shall not be increased without the written approval of City."

3. Amendment to Section 3.3.2 (Fiscal Year 2025-2026 Payments) – Amended and Restated in Full.

Section 3.3.2 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "3.3.2 *Payments*. All County and City of Fillmore payments to the Shelter Operator required under this Agreement will be given to the City of Santa Paula for transfer to the Shelter Operator. The City of Santa Paula will process payments to the Shelter Operator within 30 days of receipt of complete and adequate documentation from the Shelter Operator as outlined in this Agreement with the City of Santa Paula. If any of the expenses provided in documentation are not allowed under the terms of the Funding Agreement, the Shelter Operator will be required to provide reimbursement of funds to the County, City of Fillmore and the City of Santa Paula. The City of Santa Paula shall provide documentation of same to County within 30 days of the end of each month and to City of Fillmore within 60 days of the end of each fiscal quarter, including during the First Extension Period, Second Extension Period, and Third Extension Period. If the City of Santa Paula fails to provide timely and adequate documentation for any payment to Shelter Operator, County and City of Fillmore shall be entitled to deny reimbursement, suspend future payments and/or recover any payment for which adequate supporting documentation has not been timely provided. Acceptable documentation for staff and non-staff costs to operate the Shelter includes, but is not limited to, payroll records, receipts, invoices and proof of payment. County staff will provide documentation training for City of Santa Paula and Shelter Operator if requested. Inclusive of City of Santa Paula's share, Shelter Operator will receive a maximum of $700,000 toward the actual Base Operating Expense for Fiscal Year 2025-2026, plus a maximum of $175,000 toward the actual Base Operating Expense for the First Extension Period, a maximum of $175,000 toward the actual Base Operating Expense for the Second Extension Period, and a maximum of $350,000 toward the actual Base Operating Expense for the Third Extension Period, in each case as set forth in the Funding Agreement."

4. New Section 3.3.2.1 - Monthly Invoicing and Supporting Documentation.

The following new subsection 3.3.2.1, entitled "Monthly Invoicing and Supporting Documentation", is hereby added to the Agreement:

> "3.3.2.1 *Monthly Invoicing and Supporting Documentation.* Shelter Operator shall submit to City a complete monthly invoice, together with all required supporting documentation, no later than the tenth (10th) calendar day of the month immediately following the month in which the costs were incurred.

Each invoice shall include sufficient supporting documentation to substantiate all amounts requested and shall clearly identify the methodology used to allocate shared costs to Shelter operations. Shelter Operator shall be responsible for verifying the accuracy of all formulas, calculations, payroll amounts, cost allocations, and supporting documentation prior to submission to City.

An invoice shall not be deemed complete unless all documentation necessary to substantiate the amounts requested has been provided to City. The City's payment obligations shall commence only upon receipt of a complete and adequate invoice package in accordance with Section 3.3.2.

The Shelter shall not repeatedly revise, supplement, or otherwise adjust an invoice after it has been submitted or paid. Once an invoice has been approved and paid by the City, it may be revised only to correct an immaterial rounding discrepancy or with City's prior written approval. Invoices or supporting documentation submitted after the applicable monthly deadline shall not be processed with the month's invoice. Unless otherwise authorized in writing by City due to extraordinary circumstances, such costs shall be submitted with the following month's invoice.

5. Amendment to Section 3.3.4 (Operation Beyond FY 2025-2026) – Amended and Restated in Full.

Section 3.3.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

"3.3.4 *Operation Beyond FY 2025 - 2026*. To the extent that the Parties agree to extend this Agreement beyond the Extended Expiration Date of October 1, 2026, each subsequent year of operation will run from July 1 through June 30, or such other period as the Parties may agree. By or before July 1, 2026, staff of the Funding Parties will meet and discuss a potential future budget for the Shelter for any period following the First Extension Period. By or before October 2, 2026, staff of the Funding Parties will meet and discuss a potential future budget for the Shelter for any period following the Second Extension Period. By or before January 1 2027, staff of the Funding Parties will meet and discuss a potential future budget for the Shelter for any period following the Third Extension Period. The Funding Parties have no obligation to extend the Funding Agreement beyond June 30, 2027, and any renewal or modification is contingent on the approval of the respective Funding Parties' governing bodies."

6. Amendment to Section 3.5.1 (Shelter Program Objective and Performance) – Amended and Restated in Full

Section 3.5.1 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "3.5.1 *Shelter Program Objective and Performance*. City and Shelter Operator agree that the goals, practices and principles in Section 2.C. "Reporting and Accountability Review" of the Funding Agreement, incorporated herein by this reference, shall govern the operation of the Shelter.
>
> Shelter Operator shall submit the performance metrics on a monthly basis, along with monthly invoicing and supporting documentation outlined in Section 3.3.2.1 of this Agreement.

7. Amendment to Section 3.5.6.4 (Evidence of Continuous Coverage) – Amendment and Restated in Full.

Section 3.5.6.4 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "3.5.6.4 Evidence of Continuous Coverage. At least fifteen (15) days prior to the expiration of each required policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. Shelter Operator shall maintain all required insurance coverages through the end of the Third Extension Period (June 30, 2027), and shall provide evidence of such coverage to City no later than June 1, 2026, or at least fifteen (15) days prior to the expiration of any required policy, whichever is earlier. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Shelter Operator 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."

8. Deletion of Section 3.5.7 (Transition Obligations).

Section 3.5.7, entitled "Transition Obligations", which was added to the Agreement pursuant of the First Amendment, is hereby deleted in its entirety and shall be of no further force or effect.

9. Limited Amendment.

Except as expressly amended by this Second Amendment, all other terms and conditions of the Agreement remain in full force and effect. In the event of a conflict between this Second Amendment, the First Amendment, and the Agreement, this Second Amendment shall control.

10. Authority.

Each Party represents and warrants that the individual executing this Second Amendment on its behalf has full authority to do so and to bind such Party.

11. Counterparts.

This Second Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed valid.

SIGNATURE PROVISIONS ON FOLLOWING PAGE

SIGNATURE PAGE TO THE SECOND AMENDMENT TO
CITY OF SANTA PAULA OPERATING AGREEMENT WITH SPIRIT OF SANTA PAULA
FOR OPERATION OF HARVARD SHELTER

CITY OF SANTA PAULA	SPIRIT OF SANTA PAULA
By: _____	By: _____
Dan Singer, City Manager	Kay Wilson Bolton, Executive Director
Date: _____	Date: _____

Approved as to Form:

By: _____

Kellan Martz, City Attorney

Attested By:

By: _____

Julie Latshaw, City Clerk

SECOND AMENDMENT TO THE AGREEMENT TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF A PERMANENT, YEAR-ROUND SHELTER SERVING HOMELESS INDIVIDUALS IN SANTA CLARA VALLEY COMMUNITIES INCLUDING THE CITY OF SANTA PAULA, CITY OF FILLMORE, AND UNINCORPORATED AREA OF PIRU, FISCAL YEAR 2025-2026

This Second Amendment ("Amendment") to the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, Fiscal Year 2025-2026 ("Agreement"), is entered by and between the City of Santa Paula, a California municipal corporation ("Santa Paula"), the City of Fillmore, a California municipal corporation ("Fillmore"), and the County of Ventura, a political subdivision of the State of California ("County") (Santa Paula and Fillmore collectively, "Participating Cities"; Participating Cities and County each a "Party" and collectively the "Parties").

RECITALS

WHEREAS, since August 8, 2023 the Parties have collaborated on financial contributions and operational requirements for the Harvard Shelter (located at 1498 E. Harvard Blvd., Santa Paula, CA 93060) operated by Spirit of Santa Paula ("Shelter Operator") and used by the Parties;

WHEREAS, on October 21, 2025, the Parties entered a new agreement, the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, Fiscal Year 2025-2026 ("Agreement"), to provide financial assistance for the Shelter's operating expenses for Fiscal Year 2025-2026 (July 1, 2025 through June 30, 2026) for a total amount not to exceed $700,000, and to set program goals and objectives for the Shelter;

WHEREAS, due to an anticipated transition involving the Shelter Operator, the Parties entered into the First Amendment to the Agreement on or about June 17, 2026, which extended the term of the Agreement from July 1, 2026 through October 1, 2026 ("First Extension Period"), and provided for additional financial contributions toward Shelter operating costs during that period;

WHEREAS, the anticipated transition involving the Shelter Operator is no longer proceeding as originally contemplated, and the Parties now desire to further extend the term of the Agreement through December 31, 2026, and provide for continued funding of Shelter operating costs, such that the period from October 2, 2026 through December 31, 2026 shall constitute the "Second Extension Period"; and

WHEREAS, the Parties desire to amend the Agreement to reflect the Second Extension Period, the additional financial contributions, and such other conforming changes as are necessary.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

TERMS

1. Amendment to Section 3 (Term and Termination) – Amended and Restated in Full.

Section 3 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "**3. TERM AND TERMINATION**
>
> The initial term of this Agreement commenced on July 1, 2025, upon execution by all Parties and expired on June 30, 2026 ("Initial Term"). The period from July 1, 2026 through October 1, 2026 is referred to herein as the "First Extension Period." The period from October 2, 2026 through December 31, 2026 is referred to herein as the "Second Extension Period".
>
> The Parties hereby extend the term of the Agreement through December 31, 2026 to provide additional time, if needed, to complete the transition of shelter operations.
>
> On or before October 2, 2026, the Parties will meet and review Shelter Operator's performance and discuss a potential future budget for the Shelter pursuant to Section 1 of this Agreement. Additionally, the City Manager or Chief Executive Officer, as applicable, of each Party is hereby authorized to sign a further amendment to extend the Agreement for a "Third Extension Period" from January 1, 2027 through June 30, 2027. However, the Parties have no obligation to extend this Agreement beyond the Second Extension Period, and any renewal or modification is contingent on the approval of the respective Parties' governing bodies."

2. Amendment to Section 1(a)(i) – Amended and Restated in Full.

Paragraph (i) of Subsection (a), entitled "General Provisions," of Section 1, entitled "Financial Contributions; Duties and Responsibilities," of the Agreement is hereby amended and restated in its entirety to read as follows:

> "i. The Shelter's years of operation covered by this Agreement include the fiscal year running from July 1 to June 30 for fiscal year 2025-2026, and the First Extension Period and the Second Extension Period set forth in Section 3."

3. Amendment to Section 1(a)(ii) – Amended and Restated in Full.

Paragraph (ii) of Subsection (a), entitled "General Provisions," of Section 1, entitled "Financial Contributions – Duties and Responsibilities," of the Agreement is hereby amended and restated in its entirety to read as follows:

> "ii. On or before October 2, 2026 staff of each Party will meet and jointly determine the operational and budget plan for the Second Extension Period, if needed, and the projected operating budget for the Shelter for any upcoming fiscal year (or other period), and the portion of the budget to be paid by each Party for consideration in deciding whether to extend this Agreement as set forth in Section 3. Staff of each Party will then recommend to its respective governing body whether to approve the budget and apportionment of the budget among the Parties as prepared by staff. If the governing body of a Party does not approve both the budget and the apportionment by December 31, 2026, or by the applicable deadline for any extension period thereafter, then this Agreement shall automatically terminate, and no Party will have any further obligations under this Agreement. The projected operating budget for the operation of the Shelter from July 1, 2025 through June 30, 2026 ("FY 2025-2026 Budget") is set forth in Exhibit A of this Agreement. The FY 2025-2026 Budget is for information purposes only. The Parties have no obligation to contribute beyond their respective shares as set forth in this Agreement."

4. Amendment to Section 1(b)(i) (Operating Agreement with Shelter Operator) – Amended and Restated in Full.

Paragraph (i) of Subsection (b), entitled "Operating Agreement with Shelter Operator," of Section 1, entitled "Financial Contributions; Duties and Responsibilities," is hereby amended and restated in its entirety to read as follows:

> "i. *Operating Agreement with Shelter Operator.* The City of Santa Paula and Shelter Operator entered into an Operating Agreement on August 8, 2023, with an Initial Term (as defined therein) ending on June 30, 2025. The City of Santa Paula extended the Operating Agreement through June 30, 2026, and amended its terms to align with this Agreement (hereafter, "2025-2026 Operating Agreement"). The City of Santa Paula shall amend and extend the 2025-2026 Operating Agreement to include the First Extension Period and the Second Extension Period set forth in Section 3 of this Agreement and to align its terms with this Agreement. The City of Santa Paula shall enter into an Operating Agreement with the Shelter Operator to operate the Shelter with a maximum of (49) beds year-round. Unless expressly stated otherwise in this Agreement, County and the City of Fillmore shall not be a party to any contract with the Shelter Operator or for any construction contracts for the Shelter; however, County and the City of Fillmore shall, in the amended

2025-2026 Operating Agreement, be designated as third party beneficiaries with the right to enforce the Operating Agreement's defense and indemnification provision that is required pursuant to Section 4.m. below. Santa Paula shall provide the proposed amended 2025-2026 Operating Agreement to County and Fillmore for their review and approval as to consistency with the applicable provisions of this Agreement before Santa Paula executes any amendment to the 2025-2026 Operating Agreement."

5. Amendment to Section 1(b)(ii) (Santa Paula Contribution) – Amended and Restated in Full.

Paragraph (ii) of Subsection (b), entitled "Santa Paula," of Section 1, entitled "Financial Contributions – Duties and Responsibilities," is hereby amended and restated in its entirety to read as follows:

> "ii. *Santa Paula's Contribution.* The City of Santa Paula agrees to fund at least $200,000 for the fiscal year 2025-2026 as part of the 2025-2026 Operating Agreement it enters into with the Shelter Operator, subject to Council approval. For the First Extension Period, the City of Santa Paula agrees to contribute an additional amount not to exceed $50,000 toward actual Shelter operating expenses, subject to Council approval. For the Second Extension Period, the City of Santa Paula agrees to contribute an additional amount not to exceed $50,000 toward actual Shelter operating expenses, subject to Council approval."

6. Amendment to Section 1(c) (Fillmore Contribution) – Amended and Restated in Full.

Subsection (c), entitled "Fillmore," of Section 1, entitled "Financial Contributions – Duties and Responsibilities," is hereby amended and restated in its entirety to read as follows:

> "**c. <u>City of Fillmore</u>.**
> The City of Fillmore agrees to contribute an amount not to exceed the sum of $150,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026. Starting July 1, 2025, the City of Fillmore will pay Santa Paula $37,500 on a quarterly basis, for transfer to the Shelter Operator to cover its commitment to Shelter operating expenses for each fiscal quarter. Within 60 days of the end of each fiscal quarter, as set forth in Section 1.b. above, the City of Santa Paula will submit to the City of Fillmore a statement evidencing Santa Paula's payment of appropriate amounts to Shelter Operator for the fiscal quarter. For the First Extension Period, the City of Fillmore agrees to contribute an additional amount not to exceed $37,500 toward actual Shelter operating expenses, payable to the City of Santa Paula on or before October 1, 2026, subject to Council approval. For the Second Extension Period, the City of

Fillmore further agrees to contribute an additional amount not to exceed $37,500 toward actual Shelter operating expenses, payable to the City of Santa Paula on or before December 31, 2026, subject to Council approval. Payments by Fillmore for any period after December 31, 2026 are contingent on approval by the governing body of each Party of a budget for the upcoming year of operation and apportionment of the budget between the Parties and written amendment to this Agreement, as set forth in Section 1.a. above."

7. Amendment to Section 1(d)(i) (County Contribution) – Amended and Restated in Full.

Section 1(d)(i) of the Agreement is hereby amended and restated in its entirety to read as follows:

"i. *County's Contribution*. In consideration for the City of Santa Paula entering the 2025-2026 Operating Agreement with the Shelter pursuant to the terms of this Agreement, the County agrees to match the combined contributions of Santa Paula and Fillmore for a total amount not to exceed $350,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026, through reimbursement payments to City of Santa Paula. For the First Extension Period, the County agrees, subject to Board approval, to match the combined First Extension Period contributions of Santa Paula and Fillmore for a total amount not to exceed $87,500 toward actual Shelter operating expenses, through reimbursement payments to City of Santa Paula. For the Second Extension Period, the County agrees, subject to Board approval, to match the combined Second Extension Period contributions of Santa Paula and Fillmore for a total amount not to exceed $87,500 toward actual Shelter operating expenses, through reimbursement payments to City of Santa Paula."

8. Deletion of Section 1(f) - Successor Operator.

Section 1(f), entitled "Successor Operator," which was added to the Agreement pursuant of the First Amendment, is hereby deleted in its entirety and shall be of no further force or effect.

9. Limited Amendment.

Except as expressly amended by this Second Amendment, all other terms and conditions of the Agreement as previously amended remain in full force and effect. In the event of a conflict between this Second Amendment and the Agreement, this Second Amendment shall control.

10. Authority.

Each Party represents and warrants that the individual executing this Second Amendment on its behalf has full authority to do so and to bind such Party.

11. Counterparts.

This Second Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed valid.

12. Effective Date.

This Second Amendment shall be deemed to take effect upon execution by all the Parties.

SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE TO THE SECOND AMENDMENT TO THE AGREEMENT TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF A PERMANENT, YEAR-ROUND SHELTER SERVING HOMELESS INDIVIDUALS IN SANTA CLARA VALLEY COMMUNITIES INCLUDING THE CITY OF SANTA PAULA, CITY OF FILLMORE, AND UNINCORPORATED AREA OF PIRU, FISCAL YEAR 2025-2026

CITY OF SANTA PAULA

By: _____

Dan Singer, City Manager

Date: _____

CITY OF FILLMORE

By: _____

Erika Herrera, City Manager

Date: _____

Approved as to Form:

By: _____

Kellan Martz, City Attorney

Approved as to Form:

By: _____

Tiffany Israel, City Attorney

COUNTY OF VENTURA

By: _____

Dr. Sevet Johnson, County Executive Officer

Date: _____

Approved as to Form:

By: _____

Franchesca S. Verdin, Assistant County Counsel

THIRD AMENDMENT TO THE AGREEMENT TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF A PERMANENT, YEAR-ROUND SHELTER SERVING HOMELESS INDIVIDUALS IN SANTA CLARA VALLEY COMMUNITIES INCLUDING THE CITY OF SANTA PAULA, CITY OF FILLMORE, AND UNINCORPORATED AREA OF PIRU, FISCAL YEAR 2025-2026

This Third Amendment ("Amendment") to the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, Fiscal Year 2025-2026 ("Agreement"), is entered by and between the City of Santa Paula, a California municipal corporation ("Santa Paula"), the City of Fillmore, a California municipal corporation ("Fillmore"), and the County of Ventura, a political subdivision of the State of California ("County") (Santa Paula and Fillmore collectively, "Participating Cities"; Participating Cities and County each a "Party" and collectively the "Parties").

RECITALS

WHEREAS, since August 8, 2023 the Parties have collaborated on financial contributions and operational requirements for the Harvard Shelter (located at 1498 E. Harvard Blvd., Santa Paula, CA 93060) operated by Spirit of Santa Paula ("Shelter Operator") and used by the Parties;

WHEREAS, on October 21, 2025, the Parties entered a new agreement, the Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru, Fiscal Year 2025-2026 ("Agreement"), to provide financial assistance for the Shelter's operating expenses for Fiscal Year 2025-2026 (July 1, 2025 through June 30, 2026) for a total amount not to exceed $700,000, and to set program goals and objectives for the Shelter;

WHEREAS, due to an anticipated transition involving the Shelter Operator, the Parties entered into the First Amendment to the Agreement on or about June 17, 2026, which extended the term of the Agreement from July 1, 2026 through October 1, 2026 ("First Extension Period"), and provided for additional financial contributions toward Shelter operating costs during that period;

WHEREAS, the Parties entered into the Second Amendment to the Agreement on or about October 7, 2026, which further extended the term of the Agreement through December 31, 2026, such that the period from October 2, 2026 through December 31, 2026 constitutes the "Second Extension Period";

WHEREAS, the Parties desire to further extend the term of the Agreement from January 1, 2027 through June 30, 2027 ("Third Extension Period"); and

WHEREAS, the Parties desire to amend the Agreement to reflect the Third Extension Period, the additional financial contributions, and such other conforming changes as are necessary.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

TERMS

1. Amendment to Section 3 (Term and Termination) – Amended and Restated in Full.

Section 3 of the Agreement is hereby amended and restated in its entirety to read as follows:

> "**3. TERM AND TERMINATION**
>
> The initial term of this Agreement commenced on July 1, 2025, upon execution by all Parties and expired on June 30, 2026 ("Initial Term"). The period from July 1, 2026 through October 1, 2026 is referred to herein as the "First Extension Period." The period from October 2, 2026 through December 31, 2026 is referred to herein as the "Second Extension Period". The period from January 1, 2027 through June 30, 2027 is referred to herein as the "Third Extension Period".
>
> The Parties hereby extend the term of the Agreement through June 30, 2027 to provide additional time, if needed, to complete the transition of shelter operations.
>
> On or before January 1, 2027, the Parties will meet and review Shelter Operator's performance and discuss a potential future budget for the Shelter pursuant to Section 1 of this Agreement. The Parties have no obligation to extend this Agreement beyond the Third Extension Period, and any renewal or modification is contingent on the approval of the respective Parties' governing bodies."

2. Amendment to Section 1(a)(i) – Amended and Restated in Full.

Paragraph (i) of Subsection (a), entitled "General Provisions," of Section 1, entitled "Financial Contributions; Duties and Responsibilities," of the Agreement is hereby amended and restated in its entirety to read as follows:

> "i. The Shelter's years of operation covered by this Agreement include the fiscal year running from July 1 to June 30 for fiscal year 2025-2026, and the First Extension Period, the Second Extension Period, and the Third Extension Period set forth in Section 3."

3. Amendment to Section 1(a)(ii) – Amended and Restated in Full.

Paragraph (ii) of Subsection (a), entitled "General Provisions," of Section 1, entitled "Financial Contributions – Duties and Responsibilities," of the Agreement is hereby amended and restated in its entirety to read as follows:

> "ii. On or before January 1, 2027 staff of each Party will meet and jointly determine the operational and budget plan for the Third Extension Period, if needed, and the projected operating budget for the Shelter for any upcoming fiscal year (or other period), and the portion of the budget to be paid by each Party for consideration in deciding whether to extend this Agreement as set forth in Section 3. Staff of each Party will then recommend to its respective governing body whether to approve the budget and apportionment of the budget among the Parties as prepared by staff. If the governing body of a Party does not approve both the budget and the apportionment by June 30, 2027, or by the applicable deadline for any extension period thereafter, then this Agreement shall automatically terminate, and no Party will have any further obligations under this Agreement. The projected operating budget for the operation of the Shelter from July 1, 2025 through June 30, 2026 ("FY 2025-2026 Budget") is set forth in Exhibit A of this Agreement. The FY 2025-2026 Budget is for information purposes only. The Parties have no obligation to contribute beyond their respective shares as set forth in this Agreement."

4. Amendment to Section 1(b)(i) (Operating Agreement with Shelter Operator) – Amended and Restated in Full.

Paragraph (i) of Subsection (b), entitled "Operating Agreement with Shelter Operator," of Section 1, entitled "Financial Contributions; Duties and Responsibilities," is hereby amended and restated in its entirety to read as follows:

> "i. *Operating Agreement with Shelter Operator.* The City of Santa Paula and Shelter Operator entered into an Operating Agreement on August 8, 2023, with an Initial Term (as defined therein) ending on June 30, 2025. The City of Santa Paula extended the Operating Agreement through June 30, 2026, and amended its terms to align with this Agreement (hereafter, "2025-2026 Operating Agreement"). The City of Santa Paula shall amend and extend the 2025-2026 Operating Agreement to include the First Extension Period, the Second Extension Period, and the Third Extension Period set forth in Section 3 of this Agreement and to align its terms with this Agreement. The City of Santa Paula shall enter into an Operating Agreement with the Shelter Operator to operate the Shelter with a maximum of (49) beds year-round. Unless expressly stated otherwise in this Agreement, County and the City of Fillmore

shall not be a party to any contract with the Shelter Operator or for any construction contracts for the Shelter; however, County and the City of Fillmore shall, in the amended 2025-2026 Operating Agreement, be designated as third party beneficiaries with the right to enforce the Operating Agreement's defense and indemnification provision that is required pursuant to Section 4.m. below. Santa Paula shall provide the proposed amended 2025-2026 Operating Agreement to County and Fillmore for their review and approval as to consistency with the applicable provisions of this Agreement before Santa Paula executes any amendment to the 2025-2026 Operating Agreement."

5. Amendment to Section 1(b)(ii) (Santa Paula Contribution) – Amended and Restated in Full.

Paragraph (ii) of Subsection (b), entitled "Santa Paula," of Section 1, entitled "Financial Contributions – Duties and Responsibilities," is hereby amended and restated in its entirety to read as follows:

> "ii. *Santa Paula's Contribution.* The City of Santa Paula agrees to fund at least $200,000 for the fiscal year 2025-2026 as part of the 2025-2026 Operating Agreement it enters into with the Shelter Operator, subject to Council approval. For the First Extension Period, the City of Santa Paula agrees to contribute an additional amount not to exceed $50,000 toward actual Shelter operating expenses, subject to Council approval. For the Second Extension Period, the City of Santa Paula agrees to contribute an additional amount not to exceed $50,000 toward actual Shelter operating expenses, subject to Council approval. For the Third Extension Period, the City of Santa Paula agrees to contribute an additional amount not to exceed $100,000 toward actual Shelter operating expenses, subject to Council approval."

6. Amendment to Section 1(c) (Fillmore Contribution) – Amended and Restated in Full.

Subsection (c), entitled "Fillmore," of Section 1, entitled "Financial Contributions – Duties and Responsibilities," is hereby amended and restated in its entirety to read as follows:

> "**c. <u>City of Fillmore</u>.**
> The City of Fillmore agrees to contribute an amount not to exceed the sum of $150,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026. Starting July 1, 2025, the City of Fillmore will pay Santa Paula $37,500 on a quarterly basis, for transfer to the Shelter Operator to cover its commitment to Shelter operating expenses for each fiscal quarter. Within 60 days of the end of each fiscal quarter, as set forth in Section 1.b. above, the City of Santa Paula will submit to the City of Fillmore a statement

evidencing Santa Paula's payment of appropriate amounts to Shelter Operator for the fiscal quarter. For the First Extension Period, the City of Fillmore agrees to contribute an additional amount not to exceed $37,500 toward actual Shelter operating expenses, payable to the City of Santa Paula on or before October 1, 2026, subject to Council approval. For the Second Extension Period, the City of Fillmore further agrees to contribute an additional amount not to exceed $37,500 toward actual Shelter operating expenses, payable to the City of Santa Paula on or before December 31, 2026, subject to Council approval. For the Third Extension Period, the City of Fillmore further agrees to contribute an additional amount not to exceed $75,000 toward actual Shelter operating expenses, payable to the City of Santa Paula on or before June 30, 2027, subject to Council approval. Payments by Fillmore for any period after June 30, 2027 are contingent on approval by the governing body of each Party of a budget for the upcoming year of operation and apportionment of the budget between the Parties and written amendment to this Agreement, as set forth in Section 1.a. above."

7. Amendment to Section 1(d)(i) (County Contribution) – Amended and Restated in Full.

Section 1(d)(i) of the Agreement is hereby amended and restated in its entirety to read as follows:

"i. *County's Contribution*. In consideration for the City of Santa Paula entering the 2025-2026 Operating Agreement with the Shelter pursuant to the terms of this Agreement, the County agrees to match the combined contributions of Santa Paula and Fillmore for a total amount not to exceed $350,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026, through reimbursement payments to City of Santa Paula. For the First Extension Period, the County agrees, subject to Board approval, to match the combined First Extension Period contributions of Santa Paula and Fillmore for a total amount not to exceed $87,500 toward actual Shelter operating expenses, through reimbursement payments to City of Santa Paula. For the Second Extension Period, the County agrees, subject to Board approval, to match the combined Second Extension Period contributions of Santa Paula and Fillmore for a total amount not to exceed $87,500 toward actual Shelter operating expenses, through reimbursement payments to City of Santa Paula. For the Third Extension Period, the County agrees, subject to Board approval, to match the combined Third Extension Period contributions of Santa Paula and Fillmore for a total amount not to exceed $175,000 toward actual Shelter operating expenses, through reimbursement payments to City of Santa Paula."

8. Limited Amendment.

Except as expressly amended by this Third Amendment, all other terms and conditions of the Agreement as previously amended remain in full force and effect. In the event of a conflict between this Third Amendment and the Agreement, this Third Amendment shall control.

9. Authority.

Each Party represents and warrants that the individual executing this Third Amendment on its behalf has full authority to do so and to bind such Party.

10. Counterparts.

This Third Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed valid.

11. Effective Date.

This Third Amendment shall be deemed to take effect upon execution by all the Parties.

SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE TO THE THIRD AMENDMENT TO THE AGREEMENT TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF A PERMANENT, YEAR-ROUND SHELTER SERVING HOMELESS INDIVIDUALS IN SANTA CLARA VALLEY COMMUNITIES INCLUDING THE CITY OF SANTA PAULA, CITY OF FILLMORE, AND UNINCORPORATED AREA OF PIRU, FISCAL YEAR 2025-2026

CITY OF SANTA PAULA

By: _____

Dan Singer, City Manager

Date: _____

CITY OF FILLMORE

By: _____

Erika Herrera, City Manager

Date: _____

Approved as to Form:

By: _____

Kellan Martz, City Attorney

Approved as to Form:

By: _____

Tiffany Israel, City Attorney

COUNTY OF VENTURA

By: _____

Dr. Sevet Johnson, County Executive Officer

Date: _____

Approved as to Form:

By: _____

Franchesca S. Verdin, Assistant County Counsel

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: APPOINTMENT TO COMMISSIONS AND COMMITTEES

Date: October 7, 2026

Agenda Item: 10.B

RECOMMENDATION:

Staff Recommends that the City Council:
Appoint applicants to various Commissions and Committees.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

The City Clerk's office published the Vacancy Notices for all open positions on Commissions, Committees and Boards, in the Santa Paula Times and on the city website and social media.

The City Council held applicant interviews on September 28, 2026 to fill the following:

- **Parks & Recreation Youth** to fill **2 vacancies for a 1-year term**. Applicants: Natalia Moncilla is a new applicant, and applicant Kassidy Straetz is a returning member. *After the interviews were complete, it was brought to the attention of the City Clerk that Kassidy Straetz no longer qualifies under the youth designation, due to her age. With additional conversations with Ms. Straetz, she has verified she would like to serve as a regular adult member. This week there has been a resignation under the regular adult members. Council now has the ability, if desired, to appoint Ms. Straetz to that position, leaving one youth position to fill.*

- **Design Assistance/Historic Preservation Committee** to fill **3 vacancies for a 4-year term**. Applicants: Tessa Lenz is a new applicant, and Marilyn Appleby and Karen Harrison are returning applicants. If all applicants are appointed, this position will be filled.

- **Mobile Home Rent Review Commission** to fill **1 vacancy for a 2-year term**. Applicant Cindy Graves is a new applicant, and Karen Harrison is a returning applicant. If one applicant is appointed, this position will be filled.

- **Senior Advisory Committee** to fill **1 vacancy for a 2-year term**. Applicants: Amalia Ochoa and Thomas Ellis are new applicants. *With another resignation on this*

committee this week, there are currently two vacancies. We have also heard from Pam Marshall, who is currently serving. Her term has just ended, and she has verified she would like to renew as a committee member. If all three applicants are appointed, this Committee will be filled. Council should be aware that the City Clerk's office has also received an additional application for this committee. If the Council desires to fill one vacancy from the interviews, you could continue interviews on a later date before choosing additional applicants.

- **Measure T Oversite Committee** to fill **1 vacancy for a 4-year term**. Applicant: Vanessa Olmos is a returning applicant. No other applications were received. If applicant is appointed, this position will be filled.

- **Santa Paula Housing Authority** to fill **3 vacancies for 4-year terms**. Applicants Elizabeth Sanchez was unavailable for interview. Francisco Estrada is a new applicant, and Joseph Cervantez is a returning applicant to appoint without interview. If all applicants are appointed, this position will be filled.

ANALYSIS:

At this time the Council may choose to make appointments to fill Commission or Committee vacancies.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, it supports the Councils vision to provide the residents of Santa Paula with sustainable resources and programs to make this a great place to live and grow.

FISCAL IMPACTS:

There are no associated fiscal impacts from this item.

OPTIONS:

City Council may also decline to appoint one or more applicants and direct staff to publish openings again for additional applicants. Any additional applicants could be interviewed in February 2027.

ATTACHMENTS:

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Gloria Parra, Management Analyst (Housing)

Subject: CONSIDERATION OF LOANS FROM THE CITY AFFORDABLE HOUSING TRUST FUND TO HOMES & HOPE AND ITS PROJECT PARTNERS FOR THE GATEWAY GROVE AND TOPA VISTA VILLAS AFFORDABLE HOUSING PROJECTS

Date: October 7, 2026

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution No. 7633 authorizing a $600,000 City Affordable Housing Trust Fund loan to Homes & Hope, Many Mansions, and the Santa Paula Housing Authority for the Gateway Grove project at 1445 East Main Street, at 3% interest, repayable from residual receipts, contingent upon completion of required due diligence and execution of the City's loan and regulatory documents.
2. Adopt Resolution No. 7634 authorizing a $1,000,000 City Affordable Housing Trust Fund loan to Homes & Hope, Cabrillo Economic Development Corporation, and the Santa Paula Housing Authority for the Topa Vista Villas project at 500–550 West Harvard Boulevard, at 3% interest, repayable from residual receipts, contingent upon completion of required due diligence and execution of the City's loan and regulatory documents.
3. Adopt a $1,600,000 budget allocation from the City’s Affordable Housing Trust Fund to the 219-5-9093-502 for the Gateway Grove and Topa Vista Villas projects.

Presented by: James Mason, Community & Economic Development Director

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BACKGROUND:

The City of Santa Paula maintains an Affordable Housing Trust Fund to support the development and preservation of affordable housing and to address local housing needs. The City has received funding requests for two affordable housing developments: Gateway Grove, a 20-unit permanent supportive housing project proposed at 1445 East Main Street, and Topa Vista Villas, a 90-unit affordable housing community proposed at 500–550 West Harvard Boulevard.

Gateway Grove

On July 31, 2026, Homes & Hope, Many Mansions, and the Santa Paula Housing Authority (SPHA) submitted a request (Exhibit C) for a $600,000 commitment from the City’s Affordable

Housing Trust Fund to support the acquisition and rehabilitation of the Santa Paula Motel, located at 1445 East Main Street, that will be transformed into Gateway Grove. This development proposes adaptively reusing and rehabilitating the existing Santa Paula Motel into a permanent supportive housing community consisting of 20 affordable permanent supportive housing units and one on-site manager's unit.

The project is intended to provide permanent housing with supportive services for individuals and households experiencing or at risk of homelessness, including individuals with behavioral needs. Of the total units, 10 will be reserved for individuals experiencing chronic homelessness, and 2 units will be reserved for veterans. All units are restricted to households earning less than 30% of the Area Median Income (AMI).

The proposed project would include rehabilitation of the existing motel, including upgraded building systems, accessibility improvements, new kitchenettes, renovated bathrooms, energy-efficient HVAC systems, enhanced security features, and modernized living spaces. Each unit will be expanded by approximately 80 square feet.

The project would provide on-site supportive services coordinated by Many Mansions and other experienced service providers. Anticipated services include case management, behavioral health services, housing stabilization, benefits navigation, and connections to health care and employment resources.

The development team has identified the California Department of Housing and Community Development's Homekey+ Program as a primary source of project financing. The development team has requested a local funding commitment from the City to support its state funding application and address the remaining gap in the project's capital stack.

Topa Vista Villas

On March 27, 2026, Homes & Hope, Cabrillo Economic Development Corporation (CEDC), and the Santa Paula Housing Authority (SPHA) submitted a request (Exhibit D) for a $1,000,000 commitment from the City's Affordable Housing Trust Fund to support the development of Topa Vista Villa Apartments, located at 500-550 West Harvard Boulevard.

On September 30, 2025, the developers held an Open House, inviting the community to learn more about the project, ask questions, and share feedback that can help shape Santa Paula's housing needs. After considering community feedback and geographical context, the project has been refined to better align with Santa Paula's needs. Originally proposed as a 112-unit design, the Topa Vista Villas are now proposed as a 90-unit affordable housing community serving low-, very-low, and extremely low-income households.

The proposed development would include a mix of one-, two-, and three-bedroom units, as well as an on-site manager's unit. The proposal includes 25 to 30 units for individuals and families experiencing homelessness. At least 15% of the units are reserved for residents with mobility impairments and 10% for residents with visual or hearing impairments.

The project would also include accessibility features and community amenities, including a community room, resident services and property management offices, landscaped courtyards, barbecue areas, and play areas for children and teens. Cabrillo Economic Development Corporation would provide on-site resident services, including case management, after-school programming, food assistance, and wellness activities. The project also proposes pedestrian

and bicycle improvements connecting the development to Teague Park and the Santa Paula Center.

The applicant has indicated that the development team is also willing to consider a local preference for up to three units for local artists, provided that residents satisfy all applicable income and program eligibility requirements.

ANALYSIS:

Both Gateway Grove and Topa Vista Villas would provide affordable housing within the City of Santa Paula and would utilize the City's Affordable Housing Trust Fund as part of their respective financing strategies.

Gateway Grove

The project's estimated total development cost is approximately $11 million. The requested and recommended City commitment of $600,000 represents approximately 5.5% of the estimated total development cost.

The development team has secured a commitment of 20 Project-Based Vouchers from the SPHA and more than $3 million in BHSA funding from the County of Ventura. These significant public investments ensure long-term operating affordability and demonstrate strong regional support.

The City's commitment is the final local financing needed to close the remaining funding gap and position the project for a successful $6.8 million Homekey+ award from HCD. Timely local commitment competitively positions this project for state funding.

The Homekey+ award announcement is anticipated in Fall 2026, with rehabilitation and construction activities set to begin early 2027. Since the project uses an existing property, allowing the development team to pursue an adaptive reuse approach rather than construct an entirely new building, the development of these permanent affordable units is projected to be completed by the end of 2027.

The proposed Affordable Housing Trust Fund assistance for Gateway Grove would be a $600,000 loan for final gap financing, with 3% annual interest and repayment from residual receipts (Attachment A).

Topa Vista Villas

The project's estimated total development cost is approximately $63.5 million. The recommended City commitment of $1,000,000 represents approximately 1.6 percent of the estimated total development cost.

The development team intends to pursue additional state and federal funding, including $22.5 million in Affordable Housing and Sustainable Communities (AHSC) funds and $28 million in Low-Income Housing Tax Credits (LIHTC), together representing more than $50 million in outside investment. The City's commitment would provide a local funding source and position the project more competitively when pursuing state and federal applications.

The proposed Affordable Housing Trust Fund assistance for Topa Vista Villas would be

structured as a loan of up to $1,000,000 for affordable housing development, with repayment from residual receipts at 3% annual interest (Attachment B).

Affordable Housing Trust Fund Status

The City's Affordable Housing Trust Fund has a total amount of $2,400,000. If the two requests are approved, the remaining uncommitted balance would be approximately $800,000, before accounting for any additional deposits, expenditures, repayments, or other changes to the Trust Fund.

STRATEGIC PLAN:

Under the Strategic Goal D. Healthy, Connected & Thriving Community, these projects support the Objectives of:

- Housing - Advocate for and seek resources for the implementation of the Housing Element 2029 Housing Action Plan; and
- Unhoused - Address and support the needs of the unhoused by investing in resources and programs that support the funding for the development of a variety of housing resources.

FISCAL IMPACTS:

Approval of the request from Homes & Hope will require a budget allocation from the City's Affordable Housing Trust Fund [GL Account No. 219-5-9039-502] to support the proposed loan in the amount of $1,600,000, using fund balance. The allocation ensures sufficient funds are available to fulfill the approved assistance amount. The City will use Affordable Housing Trust Fund funds based on application demand, in accordance with the municipal code and criteria outlined in the administration program. The City's current Affordable Housing Trust Fund balance is $2.4 million.

OPTIONS:

In addition to the recommended action, the City Council has the following available alternative options, both of which may have significant impacts on the project's state funding applications and overall feasibility:

1. Modify the proposed funding amounts or conditions and direct staff to return with a revised resolution and/or funding documents consistent with Council direction;
2. Continue the item and direct staff to obtain additional information regarding either or both funding requests; and/or
3. Deny the applicant's request(s) and direct staff to prepare a determination of denial.

ATTACHMENTS:

Attachment A - RESOLUTION NO. 7633.pdf
Attachment B - RESOLUTION NO. 7634.pdf
Exhibit C - Gateway Grove - City of SP AHTF Request.pdf
Exhibit D - Request for Affordable Housing Trust Fund Support - Topa Visa Villas.pdf
Gateway Grove Presentation 2026 - SP AHTF - Updated with comments.pdf

Topa Vista Villas AHTF Presentation 2026.pdf

ATTACHMENT A

CC RESOLUTION NO. 7633

RESOLUTION NO. 7633

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AUTHORIZING A LOAN FROM THE CITY AFFORDABLE HOUSING TRUST FUND TO HOMES & HOPE AND ITS PROJECT PARTNERS FOR THE GATEWAY GROVE AFFORDABLE HOUSING PROJECTS

WHEREAS, the City of Santa Paula maintains an Affordable Housing Trust Fund ("AHTF") to support the development and preservation of affordable housing and address local housing needs; and

WHEREAS, on July 31, 2026, Homes & Hope, Many Mansions, and the Santa Paula Housing Authority (SPHA) submitted a request for $600,000 from the City's AHTF to support the acquisition and rehabilitation of the property located at 1445 East Main Street, Santa Paula, California, for development of Gateway Grove, a permanent supportive housing community consisting of 20 affordable housing units and one on-site manager's unit ("Gateway Grove Project"); and

WHEREAS, the Gateway Grove Project is intended to provide permanent affordable housing and supportive services for individuals and households experiencing or at risk of homelessness, with all residential units restricted to households earning less than 30% of the Area Median Income; and

WHEREAS, the development team has identified the California Department of Housing and Community Development's Homekey+ Program as a primary source of project financing and has requested a local funding commitment from the City to address the remaining funding gap and support its state funding application; and

WHEREAS, the City Council finds that the proposed AHTF loans for the Gateway Grove Project would support the development of affordable housing within the City of Santa Paula and assist the respective development teams in securing additional funding; and

WHEREAS, the proposed AHTF loans would be structured with an annual interest rate of 3% and repayment from residual receipts, subject to completion of required due diligence and execution of the City's loan and regulatory documents; and

WHEREAS, the proposed loan commitments total $600,000 and require a corresponding budget allocation from the City's AHTF to the appropriate expenditure account.

NOW, THEREFORE, the City Council of the City of Santa Paula hereby finds, determines, declares, and resolves as follows:

1. **Recitals.** The City Council has considered the full record before it, including supporting documentation, staff reports, public testimony, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

2. **Gateway Grove Loan Authorization.** The City Council hereby authorizes a loan in the amount of $600,000 from the City's AHTF to Homes & Hope, Many Mansions, and SPHA, or the appropriate project ownership entity, for the Gateway Grove Project located at 1445 East Main Street, Santa Paula, California. The loan shall be used to support the acquisition and rehabilitation of the property for development of affordable permanent supportive housing, shall accrue interest at an annual rate of 3%, and shall be repayable from residual receipts, subject to the terms and conditions of the final loan documents.

3. **Conditions of Approval.** The loans authorized herein shall be contingent upon completion of required due diligence, confirmation of applicable project financing and funding commitments, and preparation and execution of the City's loan and regulatory documents, including any applicable promissory notes, deeds of trust, regulatory agreements, and other documents necessary to secure and administer the loans, in a form approved by the City Attorney.

4. **Budget Allocation.** The City Council hereby authorizes a budget allocation of $600,000 from the City's AHTF to the appropriate expenditure account, GL Account No. 219-5-9039-502, to support the authorized loans for the Gateway Grove Project.

5. **Preparation of Loan Documents.** The City Council hereby directs City staff to coordinate with the respective development teams and prepare and finalize all loan documents, regulatory agreements, and other necessary documents consistent with this Resolution, subject to review and approval by the City Manager and City Attorney.

6. **Execution Authority.** The City Council hereby authorizes the City Manager, or designee, to execute the loan documents and other necessary documents on behalf of the City, subject to the conditions set forth in this Resolution and approval as to form by the City Attorney.

7. **Effective Date.** This Resolution shall take effect immediately upon its adoption. The City Council further authorizes staff to receive repayment in the form of a 3% loan at 30 years (“City Loan”).

PASSED AND ADOPTED this 7th day of October, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, CMC, City Clerk

APPROVED AS TO FORM:

_____
Kellan Martz, City Attorney

ATTACHMENT B

CC RESOLUTION NO. 7634

RESOLUTION NO. 7634

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AUTHORIZING LOANS FROM THE CITY AFFORDABLE HOUSING TRUST FUND TO HOMES & HOPE AND ITS PROJECT PARTNERS FOR THE TOPA VISTA VILLAS AFFORDABLE HOUSING PROJECTS

WHEREAS, the City of Santa Paula maintains an Affordable Housing Trust Fund ("AHTF") to support the development and preservation of affordable housing and address local housing needs; and

WHEREAS, on March 27, 2026, Homes & Hope, Cabrillo Economic Development Corporation ("CEDC"), and SPHA submitted a request for $1,000,000 from the City's AHTF to support the development of Topa Vista Villas, located at 500–550 West Harvard Boulevard, Santa Paula, California, a proposed affordable housing community consisting of 90 affordable housing units and one on-site manager's unit ("Topa Vista Villas Project"); and

WHEREAS, the Topa Vista Villas Project is intended to provide affordable housing for low-, very-low-, and extremely low-income households and would include residential amenities, accessibility features, and on-site resident services; and

WHEREAS, the development team intends to pursue additional state and federal financing, including Affordable Housing and Sustainable Communities funds and Low-Income Housing Tax Credits, and has requested a local funding commitment from the City to support its financing strategy; and

WHEREAS, the City Council finds that the proposed AHTF loans for the Topa Vista Villas Project would support the development of affordable housing within the City of Santa Paula and assist the respective development teams in securing additional funding; and

WHEREAS, the proposed AHTF loans would be structured with an annual interest rate of 3% and repayment from residual receipts, subject to completion of required due diligence and execution of the City's loan and regulatory documents; and

WHEREAS, the proposed loan commitments total $1,000,000 and require a corresponding budget allocation from the City's AHTF to the appropriate expenditure account.

NOW, THEREFORE, the City Council of the City of Santa Paula hereby finds, determines, declares, and resolves as follows:

1. **Recitals.** The City Council has considered the full record before it, including supporting documentation, staff reports, public testimony, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

2. **Topa Vista Villas Loan Authorization.** The City Council hereby authorizes a loan of $1,000,000 from the City's AHTF to Homes & Hope, CEDC, and SPHA, or the appropriate project ownership entity, for the Topa Vista Villas Project located at 500–550 West Harvard Boulevard, Santa Paula, California. The loan shall be used to support the development of affordable housing, shall accrue interest at an annual rate of 3%, and shall be repayable from residual receipts, subject to the terms and conditions of the final loan documents.

3. **Conditions of Approval.** The loans authorized herein shall be contingent upon completion of required due diligence, confirmation of applicable project financing and funding commitments, and preparation and execution of the City's loan and regulatory documents, including any applicable promissory notes, deeds of trust, regulatory agreements, and other documents necessary to secure and administer the loans, in a form approved by the City Attorney.

4. **Budget Allocation.** The City Council hereby authorizes a budget allocation of $1,000,000 from the City's AHTF to the appropriate expenditure account, GL Account No. 219-5-9039-502, to support the authorized loans for the Topa Vista Villas Project.

5. **Preparation of Loan Documents.** The City Council hereby directs City staff to coordinate with the respective development teams and prepare and finalize all loan documents, regulatory agreements, and other necessary documents consistent with this Resolution, subject to review and approval by the City Manager and City Attorney.

6. **Execution Authority.** The City Council hereby authorizes the City Manager, or designee, to execute the loan documents and other necessary documents on behalf of the City, subject to the conditions set forth in this Resolution and approval as to form by the City Attorney.

7. **Effective Date.** This Resolution shall take effect immediately upon its adoption. The City Council further authorizes staff to receive repayment in the form of a 3% loan at 30 years (“City Loan”).

PASSED AND ADOPTED this 7th day of October, 2026.

_____
Carlos Juarez, Mayor

ATTEST:

_____
Julie Latshaw, CMC, City Clerk

APPROVED AS TO FORM:

_____
Kellan Martz, City Attorney

July 31, 2026

Affordable Housing Trust Fund Oversight Committee
City of Santa Paula
970 Ventura Street
Santa Paula, CA 93060

Re: Request for Affordable Housing Trust Fund Support – Gateway Grove

Dear Members of the Oversight Committee,

On behalf of Homes & Hope, Many Mansions, and the Santa Paula Housing Authority (SPHA), we respectfully submit this request for a funding commitment of $600,000 from the City's Affordable Housing Trust Fund to support the acquisition and rehabilitation of Gateway Grove, a permanent supportive housing community that will transform the Santa Paula Motel into housing for individuals experiencing or at-risk of homelessness. This investment will create a high-quality permanent supportive housing community while revitalizing one of Santa Paula's most visible gateway properties and addressing one of the City's most pressing housing needs.

The requested funding represents the final local financing needed to complete the project's capital stack and will enable the development team to submit a competitive application to the California Department of Housing and Community Development's Homekey+ Program. A commitment from the City will demonstrate strong local support and close the remaining financing gap necessary to secure state funding. Every dollar invested by the City is expected to leverage more than $17 in additional state, county, federal, and local funding, making this one of the highest-impact affordable housing investments the City can make.

About Gateway Grove

Gateway Grove is an adaptive reuse project that will rehabilitate the existing Santa Paula Motel, located at 1445 East Main Street, into a high-quality permanent supportive housing community consisting of 20 affordable permanent supportive housing units and one on-site manager's unit.

The development has been designed to provide stable, long-term housing paired with comprehensive supportive services that promote housing stability, improve health outcomes, and reduce homelessness in the City of Santa Paula.

Key project features include:

- 20 permanent supportive housing units reserved for individuals or households including a person experiencing a Behavioral Health Challenge and experiencing or at risk of homelessness, including 10 units reserved for individuals experiencing chronic homelessness and 2 units reserved for veterans.
- A comprehensive rehabilitation of the existing motel, including upgraded building systems, accessibility improvements, new kitchenettes, renovated bathrooms, energy-efficient HVAC systems, enhanced security features, and modernized living spaces.
- On-site supportive services coordinated through Many Mansions and experienced service providers. Services will include case management, behavioral health services, housing stabilization, benefits navigation, and connections to healthcare and employment resources.
- Professional property management by Many Mansions, an experienced affordable housing owner and manager with decades of experience serving formerly homeless households throughout Ventura County.
- A prominent location at the eastern entrance to Santa Paula, immediately adjacent to the City's planned roundabout and directly across from Harvard Navigation Center, where the project will transform an aging motel into a high-quality permanent supportive housing community. The redevelopment will enhance the appearance of this important gateway into the City while creating permanent housing in close proximity to existing homeless services and community resources. The project will replace an aging and underutilized property with an attractive, professionally managed affordable housing community that will improve neighborhood aesthetics, enhance public safety, and contribute to the long-term revitalization of the East Main Street corridor.

Gateway Grove represents an efficient and cost-effective adaptive reuse of an existing dilapidated property, allowing permanent supportive housing to be delivered significantly faster than traditional new construction while revitalizing a key gateway property into the City. Unlike traditional affordable housing developments that often require four to six years from conception to occupancy, Gateway Grove can provide permanent supportive housing in approximately eighteen months, allowing the City to address homelessness much more quickly while preserving and improving an existing community asset.

Homes & Hope, Many Mansions, and the Santa Paula Housing Authority have assembled a highly experienced development team with extensive expertise in affordable housing finance, permanent supportive housing, property management, and supportive services. Together, the partnership is committed to delivering a high-quality community that will provide long-term housing stability while serving as a catalyst for continued investment and revitalization in Santa Paula.

Funding Strategy

The total development cost is currently projected at approximately $11 million.

The project has already secured significant public investment, including:

- A commitment of 20 Project-Based Vouchers from the Santa Paula Housing Authority, ensuring long-term operating affordability and financial sustainability.
- More than $3 million in Behavioral Health Services Act (BHSA) funding from the County of Ventura, demonstrating strong regional support for the project and recognizing its importance in addressing behavioral health and homelessness needs.

The requested $600,000 Affordable Housing Trust Fund commitment represents the final local financing needed to close the remaining funding gap and position the project for a successful Homekey+ award. This relatively modest local investment will leverage approximately $10.4 million in additional public investment, representing an exceptional return on the City's housing dollars while helping deliver one of Santa Paula's most impactful supportive housing developments. The City's investment represents only about five percent of the total development cost while helping unlock the remaining ninety-five percent of the financing needed to deliver this transformative project.

Project Timeline

The development team is moving forward on an expedited schedule to maximize the opportunity presented by the Homekey+ Program:

- August 2026: Submit Homekey+ funding application to the California Department of Housing and Community Development.
- Fall 2026: Anticipated Homekey+ award announcement.
- Late 2026: Complete property acquisition and finalize construction documents.
- January/February 2027: Commence rehabilitation and construction activities.
- Late 2027: Complete construction and begin lease-up.
- Early 2028: Achieve full occupancy and commence long-term operations.

Because Homekey+ is a competitive funding program with an accelerated implementation schedule, timely local funding commitments are critical to maintaining project momentum and ensuring the project remains competitive for state funding.

We appreciate the City's longstanding commitment to addressing Santa Paula's housing needs and respectfully request the Oversight Committee's favorable consideration of this

funding request. We look forward to presenting the project at an upcoming committee meeting and working with City staff to finalize funding terms consistent with the City's Affordable Housing Trust Fund guidelines.

Thank you for your continued leadership and partnership in expanding affordable housing opportunities for the residents of Santa Paula.

Respectfully submitted,



Douglas Menges
Executive Director
Many Mansions



Alexander Russell
Chief Executive Officer
Homes & Hope

HOMES & HOPE
HOUSING IS THE KEY

June 26, 2026

Affordable Housing Trust Fund Oversight Committee
City of Santa Paula
970 Ventura Street
Santa Paula, CA 93060

Re: Request for Affordable Housing Trust Fund Support – Topa Vista Villas

Dear Members of the Oversight Committee,

On behalf of Homes & Hope, Cabrillo Economic Development Corporation (CEDC), and the Santa Paula Housing Authority (SPHA), we respectfully submit this formal request for a funding commitment of $1,000,000 from the City's Affordable Housing Trust Fund to support the development of Topa Vista Villas, a 90-unit affordable housing community located at 500–550 West Harvard Boulevard.

This request represents the cornerstone of our local funding strategy and will serve as essential leverage for upcoming state and federal applications. Most critically, the Trust Fund commitment will strengthen our competitiveness for Affordable Housing and Sustainable Communities (AHSC) funds in 2026 and Low-Income Housing Tax Credits (LIHTC) in 2027—together representing more than $50 million in outside investment.

About Topa Vista Villas

Topa Vista Villas has been thoughtfully refined to better align with neighborhood context and community feedback. The project has been reduced from four stories to three stories, resulting in a total of 90 units, which improves compatibility with surrounding development while maintaining critical affordability levels.

The development is designed as a high-quality, inclusive, and community-oriented affordable housing community that directly responds to Santa Paula's housing needs:

- 90 affordable homes serving low-, very low-, and extremely low-income households, including approximately 30 units reserved for individuals and families experiencing homelessness.
- A diverse unit mix, including one-, two-, and three-bedroom apartments (with a manager's unit), ensuring housing opportunities for both smaller households and larger families.
- Universal accessibility: at least 15% of units reserved for residents with mobility impairments and 10% for residents with visual or hearing impairments.

- Community amenities: a ~2,000-square-foot community room with resident services and property management offices, landscaped courtyards with BBQ areas, and play areas for children and teens.
- On-site resident services delivered by CEDC, including case management, after-school programming, food assistance, and wellness activities.
- Sustainable and connected design, with on-grade parking, bicycle storage, car-share spaces, and proximity to transit, along with planned pedestrian and bicycle improvements connecting the site to Teague Park and the Santa Paula Center.
- A modern Spanish architectural style that complements the surrounding neighborhood and reflects the community's character.

In addition, the development team is open to incorporating a local preference for up to three units for artists, provided all residents meet applicable income and program eligibility requirements. This approach would support Santa Paula's local arts community while maintaining full compliance with affordable housing regulations.

With a total development cost of $63.5 million, the City's requested Trust Fund investment of $1 million represents just over 1.5% of the capital stack, yet it is a catalytic investment that will unlock substantial outside resources.

We look forward to presenting this request to the Oversight Committee at your next, and to working closely with City staff to finalize terms consistent with Santa Paula's financial guidelines and housing priorities.

Thank you for your continued leadership in expanding affordable housing opportunities for the residents of Santa Paula.

Respectfully submitted,

Alexander Russell

Alexander Russell, M.B.A.
Chief Executive Officer
Homes & Hope

Gateway Grove

(formerly Santa Paula Motel)

August 5, 2026





Lead Developer:

Many Mansions is Ventura County's leading nonprofit provider of affordable and permanent supportive housing, dedicated to creating inclusive communities where individuals and families can thrive. Since 1979, Many Mansions has developed and managed high-quality affordable housing throughout Ventura and Los Angeles Counties, serving low-income households, veterans, and individuals experiencing homelessness.

- **Mission:** to develop and maintain quality affordable housing and to provide services that enrich the lives of our residents, uplifting the community.
- **Approach:** An integrated model that combines housing development, property management, and supportive services to promote housing stability, self-sufficiency, and long-term well-being.
- **Expertise:** More than four decades of experience in affordable housing development and operations, with a portfolio of over 1,000 affordable homes, including 330 permanent supportive housing units serving vulnerable populations.

By providing affordable housing, resident services, and community-based programs, Many Mansions improves the quality of life for thousands of residents and helps create pathways to stability and opportunity.



Co-Developer:

HOMES & HOPE
HOUSING IS THE KEY

At Homes & Hope, we create vibrant communities where everyone has a place to call home. With nearly 20 years of experience, we combine the best of nonprofit values with market-rate efficiency to deliver impactful and cost-effective affordable housing solutions.

- **Mission:** Providing safe, affordable, and welcoming homes for all.
- **Approach:** A mission-driven team leveraging in-house expertise in general contracting and construction management to maximize public resources and reduce costs.
- **Synergy:** Affiliated with McCarthy Companies, sharing 40+ years of development expertise to ensure efficient, high-quality project delivery.

Together, we are architects of opportunity, transforming housing into lasting change.



Co-Developer:

SANTA PAULA
HOUSING AUTHORITY

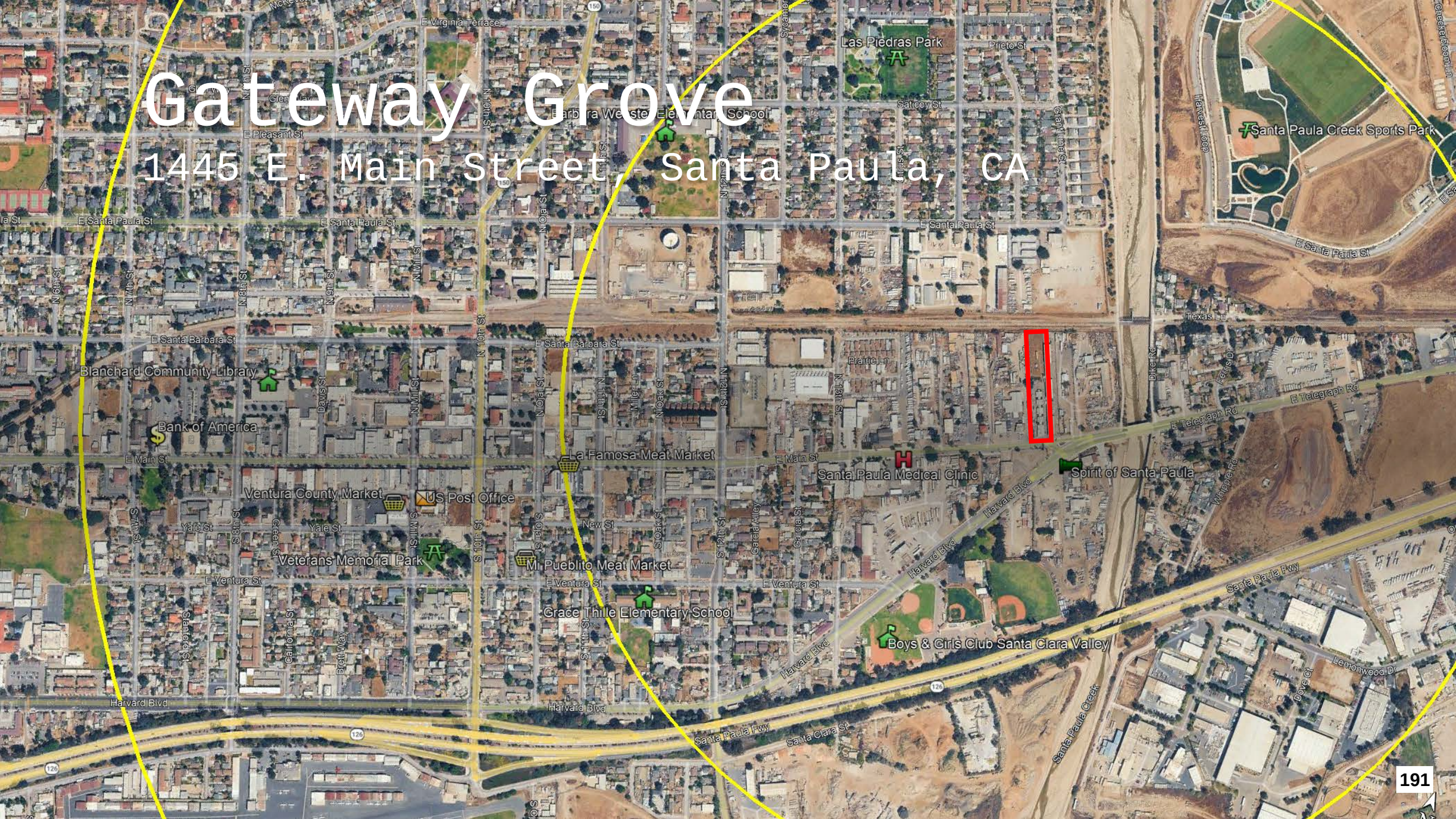
The Housing Authority of the City of Santa Paula (SPHA) is a vital public agency dedicated to ensuring access to affordable, safe, and quality housing for the residents of Santa Paula. With a focus on serving low-income families and individuals, SPHA works to create stability and opportunity within the community.

- **Mission:** To enhance the quality of life for Santa Paula residents by providing affordable housing and fostering community well-being.
- **Approach:** Administers critical housing programs, including Housing Choice Vouchers (HCV) and Project-Based Vouchers (PBVs), to support local housing needs effectively.
- **Impact:** Ensures housing security for hundreds of families while driving local initiatives that align with Santa Paula's broader community goals.

SPHA is dedicated to creating a stronger, more inclusive Santa Paula by empowering residents and building a foundation for thriving futures.

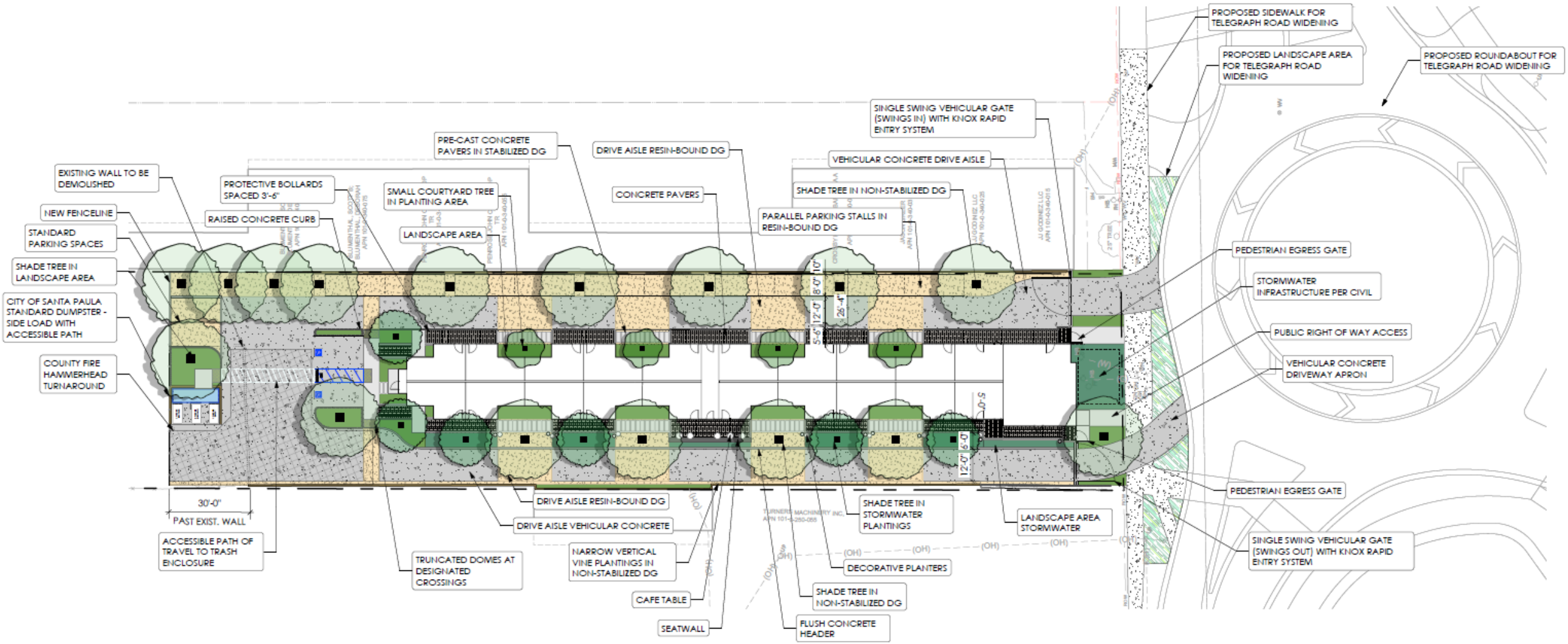
Gateway Grove

1445 E. Main Street, Santa Paula, CA



Proposed Project Details

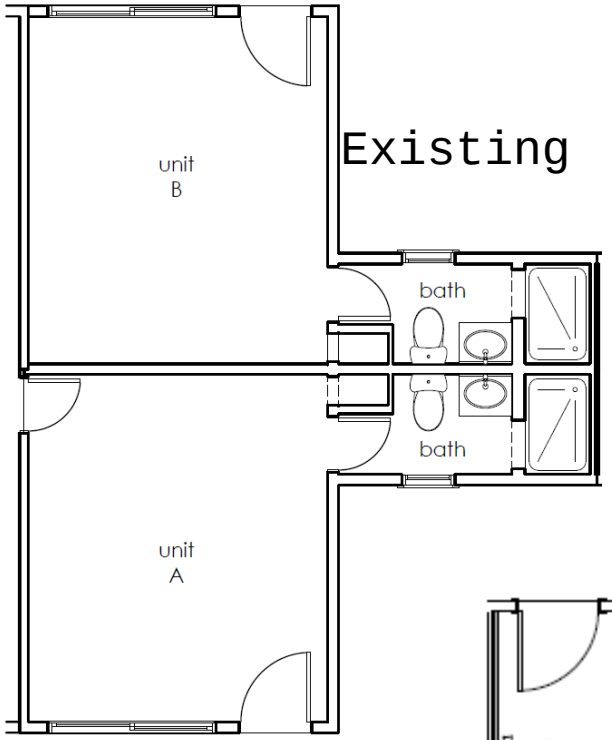
- 21-Unit Permanent Supportive Housing Development (Adaptive Reuse of Existing Motel).
  - 20 permanent supportive housing units (studios).
  - 1 one-bedroom manager’s.
- 28 existing parking spaces.
- All units restricted to households earning <30% of AMI.
- All units dedicated to individuals experiencing or at-risk of homelessness, including 2 units for veterans experiencing homelessness.
- Referrals through Ventura County Coordinated Entry System – Pathways to Home, in collaboration with Ventura County Behavioral Health.
- All residents will have access to supportive services provided by Many Mansions and its community partners.
- Onsite amenities: Offices and space for supportive services delivery; Secured, gated access; Security cameras and site monitoring; On-site laundry facilities; Bicycle parking and storage; Accessible units designed for individuals with mobility and audio/visual impairments.



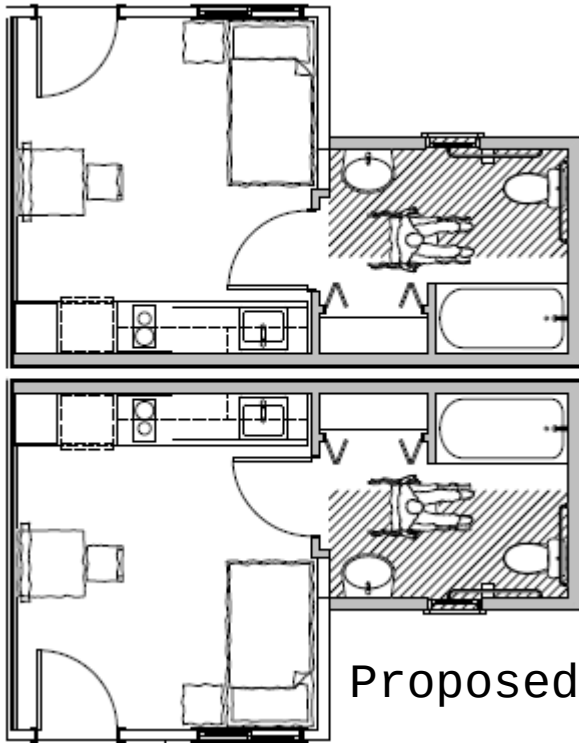
SCHEMATIC LANDSCAPE SITE PLAN

SCALE: 1" = 20'-0"

0 20 40 60 ft



Existing



Proposed

Unit Features and Planned Improvements:

Over $4 million in renovations:

- Expansion of each unit by approximately 80 square feet.
- New kitchenettes with energy-efficient appliances, cabinetry, and countertops.
- New ADA-compliant bathrooms.
- Accessibility upgrades and universal design features for residents with mobility and sensory impairments.
- Energy-efficient mini-split heating and air conditioning systems.
- Durable vinyl plank flooring and new window coverings throughout.
- Upgrades to electrical, plumbing, and mechanical systems to meet current building codes.
- Fire/life safety improvements, including

Existing
Proposed









Affordable Housing Trust Fund Request

Loan for the development of Affordable Housing:

- $600,000 (***final gap funding***).
- Residual Receipts
- 3% interest

Funds can be leveraged to acquire additional funding:

- $6.8 million from HCD's Homekey+ (*invited to apply by HCD*)
- $3.014 million County of Ventura BHSA Funds (*committed*)

Neighborhood Revitalization - New Housing on underutilized land;

Improved neighborhood connectivity and Safety

Local Infrastructure and transit Improvements

Project Timeline

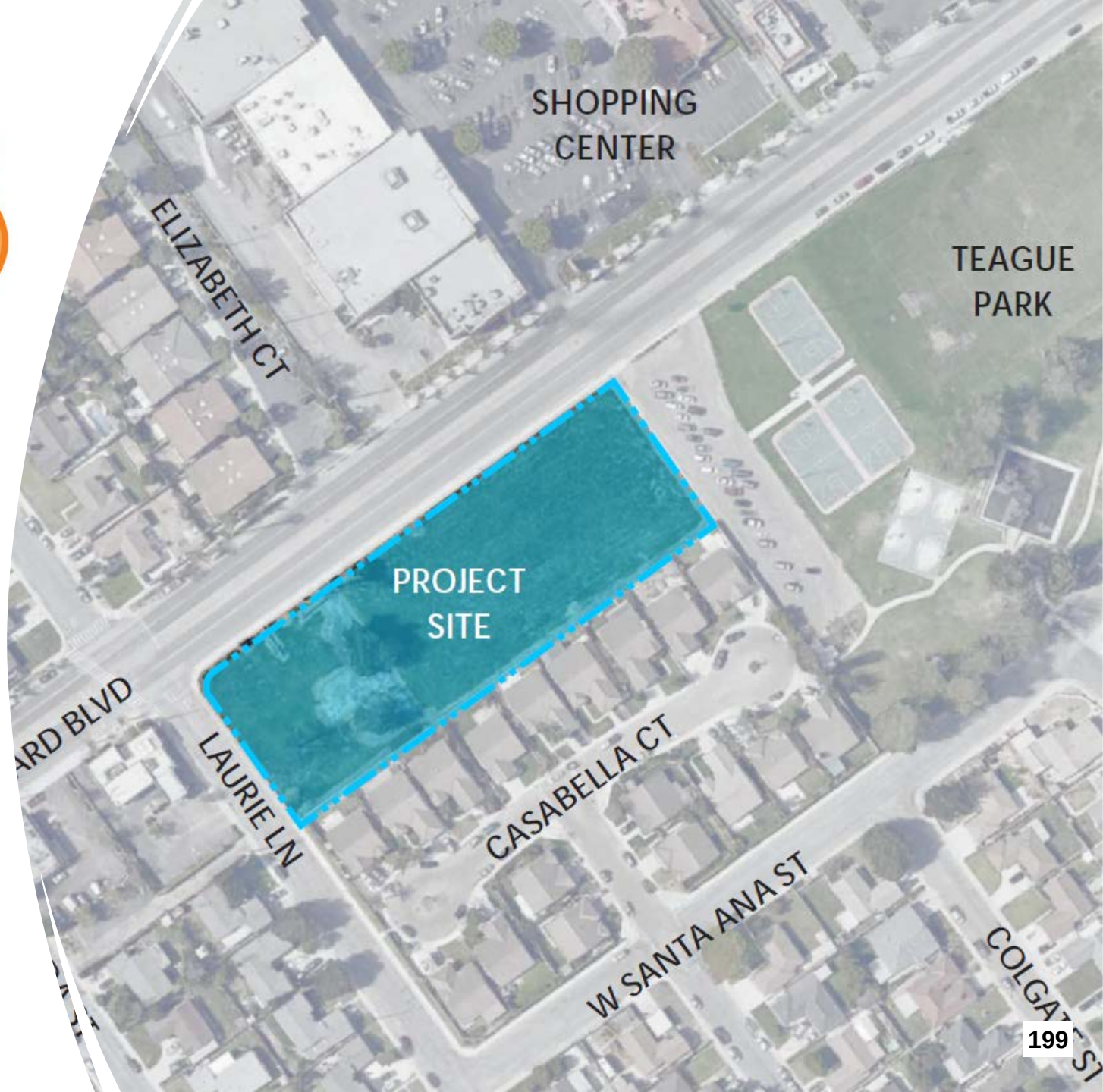
- **Current Phase**
  - Financing: ongoing
  - Community Outreach: ongoing
  - Design and Entitlement Efforts: Dec 2026
- **Future Milestones***
  - Securing financing: Late 2026
  - Construction Start: Early 2027
  - Construction Completion/lease up: End of 2027 (**exceptionally fast for a permanent affordable housing development**).


Thank you !

Topa Vista Villas

Santa Paula Affordable Housing Trust Fund Oversight Committee

August 06, 2026





Lead Developer:

HOMES & HOPE

HOUSING IS THE KEY

- Homes & Hope combines nonprofit values with market-rate efficiency to deliver impactful, cost-effective affordable housing solutions.
- Our senior staff have nearly 20 years of experience
- **Mission:** Providing safe, affordable, and welcoming homes for all.
- **Approach:** A mission-driven team leveraging in-house general contracting and construction management expertise to maximize public resources and reduce costs.
- **Synergy:** Affiliated with McCarthy Companies, sharing 40+ years of development expertise to ensure efficient, high-quality project delivery.
- **Local:** Homes & Hope and McCarthy Companies are both based in downtown Ventura. All of our partners live in Ventura County, and our Director of Affordable housing grew up in Santa Paula.
- **Community Connections:**
  - Our CEO is Chair of the Housing Land Trust of Ventura County (HLTVC), an Officer and former Chair of the Housing Trust Fund Ventura County (HTFVC), and a Board Member of the Ventura County Medical Resource Foundation (VCMRF).
  - Our Director of Affordable Housing serves on the HOME Board.



Co-Developer:

Cabrillo Economic Development Corporation (CEDC) is a leading nonprofit dedicated to creating affordable housing and fostering thriving communities. With over 40 years of experience, CEDC has built a legacy of providing safe, high-quality homes for underserved families across Ventura and Santa Barbara Counties and beyond.

- **Mission:** CEDC develops and manages service-enriched, inclusive residential communities, ensuring access to affordable, secure, quality housing that creates the foundation for our residents to grow and thrive.
- **Approach:** A comprehensive model that combines housing development, property management, and resident services to empower individuals and families for long-term success.
- **Expertise:** Decades of leadership in affordable housing, with an extensive portfolio of impactful projects that meet the diverse needs of the communities we serve.

By providing affordable home communities, resources, social opportunities and educational programs, Cabrillo improves the quality



Co-Developer:

SANTA PAULA HOUSING AUTHORITY

The Santa Paula Housing Authority (SPHA) is a vital public agency dedicated to ensuring access to affordable, safe, and quality housing for the residents of Santa Paula. With a focus on serving low-income families and individuals, SPHA works to create stability and opportunity within the community.

- **Mission:** To enhance the quality of life for Santa Paula residents by providing affordable housing and fostering community well-being.
- **Approach:** Administers critical housing programs, including Housing Choice Vouchers (HCV) and Project-Based Vouchers (PBVs), to support local housing needs effectively.
- **Impact:** Ensures housing security for hundreds of families while driving local initiatives that align with Santa Paula's broader community goals.

SPHA is dedicated to creating a stronger, more inclusive Santa Paula by empowering residents and building a foundation for thriving futures.

Project Details

- 90-Unit Multifamily Development
  - 38 one-bedroom units
  - 23 two-bedroom units
  - 29 three-bedroom units (including 1 for on-site property manager)
- All units restricted to households earning <60% of AMI, including set aside for Special Needs populations & three units for local artists.
- All residents will have access to Services by CEDC.
- Onsite amenities:
  - Community room with offices for PM and Services,
  - Playground, Picnic & BBQ spaces
  - On-site laundry
  - accessible units (mobility and audio/visual impairments)
- Sustainable design + AHSC-funded mobility improvements (bike/ped, transit, CalVans)


W HARVARD BLVD
LAURIE LN
Vehicle Exit
Entry Plaza
Entry Plaza
Children's Play Area
Gathering Area
Teen's Hang Out Area
Vehicle Access
Parking









Affordable Housing Trust Fund Request

Loan for the development of Affordable Housing:

- Up to $1,000,000.
- Residual Receipts
- 3% interest

Funds can be leveraged to acquire additional funding:

- $22.5 million from AHSC
- $28 million Tax Credits
- $2 million FHLB's AHP

Neighborhood Revitalization - New Housing on underutilized land;

Improved neighborhood connectivity and Safety

Local Infrastructure and transit Improvements

Project Timeline

- **Current Phase**
  - Financing: ongoing
  - Community Outreach: ongoing
  - Design and Entitlement Efforts: Nov 2026
- **Future Milestones***
  - Securing financing: Early 2027
  - Construction Start: 2027
  - Construction Completion and lease up: Mid-to-end of 2029

*May experience a delay of up to one year, contingent on the competitiveness of funding.


Thank you !

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Kyle Miranda, City Management Fellow

Subject: RESOLUTION OPPOSING PROPOSITION 43 – VOTER APPROVAL REQUIREMENTS FOR LOCAL SPECIAL TAXES

Date: October 7, 2026

Agenda Item: 10.D

RECOMMENDATION:

It is recommended that the City Council:

1. Consider Proposition 43, *Limits Voters' Ability to Raise Revenues for Local Government Services*, a legislative constitutional amendment appearing on the November 3, 2026 statewide general election ballot; and
2. Adopt a resolution opposing Proposition 43.

Presented by: Kyle Miranda, ACC Fellow
Dr. Aminah Mears, Deputy City Manager

BACKGROUND:

Proposition 43 is a legislatively proposed constitutional amendment (ACA 22) that would change voter-approval requirements for local special taxes. The measure will appear before voters at the November 3, 2026 statewide general election.

Under current law, special taxes placed on the ballot by a local governing body require approval by two-thirds of voters. However, court decisions have established that special taxes placed on the ballot through the local voter initiative process may be approved by a simple majority.

Beginning January 1, 2027, Proposition 43 would require voter-proposed local special taxes to receive two-thirds voter approval, establishing the same threshold regardless of whether the special tax is proposed by a local governing body or through the voter initiative process. The measure would also prohibit local governments and local voters from imposing certain ad valorem taxes on real property except as otherwise permitted by the California Constitution.

ANALYSIS:

The current distinction between government-sponsored and voter-initiated special taxes were developed through a series of court decisions. In *California Cannabis Coalition v. City of Upland* (2017), the California Supreme Court held that certain constitutional requirements

applying to a “local government” did not necessarily apply to voters exercising the initiative power. Subsequent appellate decisions applied this reasoning to voter-initiated special taxes and held that such measures may be approved by a simple majority. Proposition 43 would eliminate this distinction by requiring two-thirds voter approval for all local special taxes beginning January 1, 2027.

Proposition 43 would apply prospectively and would not repeal or reduce existing voter-approved special taxes or existing City revenues. Its effect would instead be on future voter-initiated special taxes that receive majority support but less than two-thirds voter approval.

Existing voter-initiated special taxes provide examples of revenues that could be affected if comparable measures were proposed after January 1, 2027. Measures approved with less than two-thirds support include:

- Los Angeles Measure ULA: approximately $655 million to $1.2 billion annually;
- Santa Monica Measure GS: approximately $54 million annually;
- Oakland Measure AA: approximately $30 million to $36 million annually; and
- Berkeley Measure FF: approximately $15 million annually.

These examples are illustrative of the types of locally dedicated revenues potentially affected by the higher threshold and do not represent an immediate fiscal loss resulting from Proposition 43.

For Santa Paula, Proposition 43 would not reduce existing City revenues. However, it would increase the voter-approval threshold for any future voter-initiated special tax intended to fund a specific local purpose. This could affect the ability of Santa Paula voters to establish dedicated funding for future community priorities or local services through the initiative process. General taxes for general governmental purposes would continue to generally require majority voter approval.

The League of California Cities (Cal Cities) has taken a position opposing Proposition 43 and has requested that cities consider joining the statewide opposition effort. Cal Cities maintains that requiring two-thirds approval for voter-initiated special taxes would reduce local control and make it more difficult for communities to approve dedicated funding for essential local services.

Supporters of Proposition 43 offer a different policy rationale. They argue that special taxes dedicated to specific purposes should require the same two-thirds voter approval regardless of whether the measure originates with a governing body or through a voter initiative. Supporters contend that the measure would restore taxpayer protections associated with Proposition 13, require broader voter agreement before special taxes are imposed, and make it more difficult to increase certain local taxes.

The policy question before the City Council is therefore whether the City should join Cal Cities and other organizations in opposing the higher voter-approval threshold established by Proposition 43. Adoption of the attached resolution would formally establish the City of Santa Paula's opposition to the measure.

LEGISLATIVE PLATFORM

The City's adopted Policy & Legislative Agenda identifies local control and fiscal autonomy as

legislative priorities. Under Section 1, Revenue & Taxation – Local Government Finance, the City supports legislation that authorizes a simple majority of city voters to establish local priorities, including the right to increase taxes or issue general obligation bonds. The Legislative Platform also opposes legislation that further limits cities' ability to administer their own revenues or undermines the City's ability to manage financial resources and make decisions regarding the long-term interests of local residents.

Proposition 43 would increase the voter-approval threshold for voter-initiated local special taxes from a simple majority to two-thirds. Accordingly, opposition to Proposition 43 is consistent with the City's adopted legislative policies supporting majority-vote authority for local voters, preservation of local revenue authority, and local decision-making.
Adoption of the proposed resolution would formally establish the City Council's position on Proposition 43 and align that position with the City's adopted Policy & Legislative Agenda.

STRATEGIC PLAN:

See Legislative Platform Section.

FISCAL IMPACTS:

Adoption of the proposed resolution has no direct fiscal impact on the City, as Proposition 43 would not directly reduce or eliminate existing City revenues. Notably, the Legislative Analyst's Office states that the measure could result in local government tax revenues being lower in the future than they otherwise would be because of the higher voter-approval threshold. The actual fiscal impact is unknown and would depend on future decisions by local governments and voters.

For Santa Paula, any fiscal effect would therefore depend on whether a future voter-initiated special tax is proposed, the amount of revenue associated with that measure, and whether it receives majority support but less than two-thirds voter approval.

OPTIONS:

The following options are available to the City Council:

1. Adopt the resolution opposing Proposition 43;
2. Do not adopt the resolution opposing Proposition 43; or
3. Provide staff with further direction.

ATTACHMENTS:

Resolution Opposing Proposition 43 - DRAFT.docx

RESOLUTION NO. 7635

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA OPPOSING PROPOSITION 43: APPROVAL REQUIREMENTS FOR LOCAL SPECIAL TAXES, LIMITING VOTERS' ABILITY TO RAISE REVENUE FOR LOCAL GOVERNMENT SERVICES

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

SECTION 1: Communities across California have approved local ballot measures to provide funding for fire and wildfire prevention, emergency response, local roads, libraries and parks, housing, and programs addressing homelessness.

SECTION 2: Proposition 43, *Limits Voters' Ability to Raise Revenues for Local Government Services*, is a legislative constitutional amendment appearing on the November 3, 2026 statewide general election ballot.

SECTION 3: Under current law, special taxes placed on the ballot by a local governing body require approval by two-thirds of voters, while special taxes placed on the ballot through the local voter initiative process may be approved by a majority of voters.

SECTION 4: Beginning January 1, 2027, Proposition 43 would require any new, increased, or extended local special tax proposed by voters to receive approval from two-thirds of the voters voting on the tax. Under a two-thirds voter-approval requirement, more than one-third of voters could prevent a voter-proposed local special tax from receiving the required approval.

SECTION 5: Proposition 43 would also prohibit a local government, including its electorate acting through the initiative power, from imposing an ad valorem tax on real property except as permitted under existing provisions of the California Constitution.

SECTION 6: Proposition 43 would operate prospectively and would not repeal or reduce existing real property transfer taxes, invalidate existing voter-approved special taxes, limit documentary transfer tax rates, or create a deadline for local governments to eliminate existing taxes.

SECTION 7: The No on Proposition 43 campaign estimates that, had the proposed two-thirds voter-approval requirement applied to certain previously approved voter-initiated special taxes, California communities would not have been able to raise nearly $3 billion annually in locally dedicated revenue supporting services such as firefighters and 911 response, childcare, homelessness solutions, street repairs, parks, and libraries.

SECTION 8: Proposition 43 does not itself reduce existing taxes but would change the voter-approval threshold applicable to future voter-proposed local special taxes.

SECTION 9: The League of California Cities has taken a position opposing Proposition 43 and has encouraged cities throughout California to consider adopting resolutions expressing opposition to the measure.

SECTION 10: The City Council of the City of Santa Paula hereby opposes Proposition 43 on the November 3, 2026 statewide general election ballot.

SECTION 11: The City Council directs City staff to transmit a copy of this adopted Resolution to the League of California Cities at BallotMeasures@calcities.org.

SECTION 12: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this _____ day of _____, 2026.

_____

Carlos Juarez, Mayor

ATTEST:

_____

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____

Monica Castillo, City Attorney

_____

Daniel Singer, City Manager

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Kellan Martz, Interim City Attorney

Subject: SELECTION OF CITY MANAGER RECRUITMENT FIRM AND REVIEW OF REQUEST FOR PROPOSAL RESPONSES

Date: October 7, 2026

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that the City Council:

1. Review the three proposals received for City Manager executive recruitment search;
2. Select one firm to conduct the recruitment;
3. Provide any additional direction to staff.

Presented by: Kellan Martz, Interim City Attorney

BACKGROUND:

The City issued a request for proposals for executive recruitment services to assist the City Council in selecting the City's next City Manager. The City received three timely proposals, from the well-qualified firms of Ralph Andersen & Associates, Bob Murray & Associates, and Peckham & McKenney.

ANALYSIS:

Each firm proposes a comprehensive recruitment process that includes development of a candidate profile, targeted outreach, candidate screening, Council interviews, reference or background review, and assistance with the final selection process. The principal differences concern the assigned recruiter, included services, payment terms, replacement-search provisions, and timing. The three proposals are summarized below, presented in no particular order or preference.

FIRM NAME	FEE	SCHEDULE	MATERIAL TERMS
Ralph Andersen & Associates	$29,000	90-120 days	Fred Wilson is identified as Project Director. The fixed fee is billed at four milestones. Community surveying or listening sessions would add $2,500-$3,500.

Bob Murray & Associates	$33,000	13-16 weeks	Includes stakeholder meetings, one online survey, two on-site meeting days, and final-candidate background review. A specific lead recruiter has not been assigned.
Peckham & McKenney	$29,000	12-14 weeks	Tony Dahlerbruch is identified as recruiter. The proposal addresses the election and a July 1, 2027 target start date. The full fee is invoiced within two months after contract execution.

The proposals also contain different replacement-search terms. Ralph Andersen would waive professional fees for a replacement search if the selected City Manager resigns or is dismissed for cause within one year. Bob Murray similarly would waive professional fees, but the City would remain responsible for specified expenses. Peckham & McKenney would charge either $7,200 or $17,000 for a second search, depending on the reason a second search is required.

A further consideration of cost and timing would depend on the Council's desire to invite public input, which could be a topic of discussion with the selected recruitment firm.

Because the Council will work directly with the selected recruiter to establish the candidate profile and evaluate candidates, the Council may select a firm based on the written proposals or request presentations, interviews, or additional information before making its selection.

STRATEGIC PLAN:

Selection of a qualified executive recruitment firm supports continuity in City leadership and the City's goal of operational excellence.

FISCAL IMPACTS:

The proposed base fees range from $29,000 to $33,000. The total fiscal impact will depend on the firm selected and any optional services, candidate travel, or other costs outside the selected firm's included scope. There is currently $30,000 budgeted in GL account 100-5-0512-205. If the highest cost consultant is chosen, a budget adjustment will be needed to increase the allocation to cover the full contract cost.

OPTIONS:

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

1. Do not select any of the three recruitment firms with corresponding budget approvals as recommended by staff. Doing so would prevent the City from proceeding with the City Manager recruitment, resulting in a delay for a recruitment firm to begin advertising and receiving applications and soliciting interest in the position.
2. Direct staff to re-solicit for the City Manager recruitment services. Under this option, staff

would conduct a new solicitation to seek additional proposals from qualified recruitment firms. This option would provide an opportunity to obtain additional proposals for consideration but would delay recruitment and would require additional staff time to complete the new RFP process.

ATTACHMENTS:

Peckham & McKenney Proposal for Santa Paula City Manager Recruitment 8-20-26-1.pdf
Proposal - Santa Paula City Manager-1.pdf
Santa Paula City Manager '26-1.pdf
Sample Brochure Pacific Grove City Manager-1.pdf
Sample Brochure Lawndale City Manager-1.pdf

August 20, 2025

Mayor Carlos Juarez, Vice Mayor Jenny Crosswhite,
and Councilmembers Leslie Cornejo, Pedro Chavez and Gabby Ornelas
City of Santa Paula
c/o Henry Castillo, Assistant City Attorney
970 Ventura Street
Santa Paula, CA 93060

Via PDF/Email To: henry.castillo@bbklaw.com

Dear Mayor Juarez and Members of the City Council,

Thank you for considering Peckham & McKenney for the City of Santa Paula recruitment for City Manager. Peckham & McKenney would be honored to work with the City in this important search. We look forward to the opportunity to specifically *find* skilled and experienced candidates that will work effectively with you, serve City residents and business community, and work successfully with the staff team.

Peckham & McKenney is a well-established and experienced, honest and communicative, hardworking, and service oriented firm. We are known for achieving successful and long-term placements. As a firm that only conducts recruitments for cities, counties and special districts – and primarily in California, some of our distinguishing attributes include:

- We actively and personally search for, find, and pursue candidates throughout California and the nation. We don't act as a supermarket and wait for (or expect) prospective applicants to simply find a position on our website, in an ad, or from social media. Through an extensive personal and corporate network, and with a keen understanding of what our client is looking for, we market your opportunity and use the telephone and LinkedIn along with text, email and social media to *find* candidates.
- We limit the number of concurrent searches in order to directly focus on serving our client.
- We prioritize a respectful, thorough, responsive, communicative, and complete process to positively represent our client, keep everyone informed, and make the recruitment process a successful experience.
- Your Recruiter is personally, solely, and directly responsible for all aspects of the search; your Recruiter is also your one point of contact. In other words, your Recruiter who knows the most about the City and the responsibilities of the position to be filled handles all components of the recruitment (for example, preparing the Candidate Profile, conducting outreach, reviewing applicants, presenting applicants, facilitating interviews, and conducting reference checks).

The Peckham & McKenney team is comprised of retired municipal managers and directors who do this work because are passionate about public service. As a Recruiter with Peckham & McKenney and as owner of the firm, I am proud to work with our team because we value and prioritize assisting public agencies in furtherance of good government; placing quality searches above quantity; and building long lasting relationships with those in the public service. We are in this business because we care about municipalities.

For this important position and search, I will serve as your Recruiter. As a retired City Manager, previously on the CalCities and ICMA Executive Boards representing City Managers, and now a successful Recruiter, I know the skills and knowledge needed for an applicant to be successful as a City Manager, and am well-connected to find candidates. Furthermore, as a resident of Los Angeles County and having personally conducted many searches in your region, I am very familiar with the City of Santa Paula.

For doing this search, the timing is critical. To begin a new City Manager on July 1, mindful that the City Council will have at least 1, possibly 2 new members as a result of the November 2026 election, it is suggested the Candidate Profile be prepared during October/November/December for launching the marketing and outreach for the position in January 2027 after the new City Council is installed. Typically the 3 to 4 month process for City Manager search, in turn, will be 6 to 7 months (October to May) and be more involved as a result of incorporating 1 or 2 new Council Members in the process after the election. To this end (and being respectful of the Brown Act), I will meet with the City Council individually and/or as group to prepare the Candidate Profile, regularly provide updates to the City Attorney to forward as appropriate to the City Council, facilitate the interview process with the City Council and candidates, collaborate with the City Council and City Attorney for preparation of the employment agreement, and assist in the negotiation process. The specific process is described in the attached proposal.

While I am sincerely and extremely optimistic for finding strong, exceptional applicants for your City Manager, it is important to recognize the search will not be easy. An active , assertive, diligent and broad marketing plan and effort will be necessary because the search follows an election, the City is not within a metropolitan area for ease of commuting (and it is a significant move for your new City Manager to relocate their residency to Santa Paula), and the former City Manager's contract was allowed to expire (in contrast to a retirement). Therefore, knowing the work we are committed to doing to be successful in the search, a fee of $29,000 is proposed. I am pleased to discuss and address with you. I would also be pleased to participate in an interview to meet you, present our proposal, discuss our process and share the unique attributes of our search firm.

We are excited for the opportunity to implement the process leading to the successful placement of a candidate that "fits" the City's interests and we are ready to start immediately. Please feel free to call me at 310.567.1554 or email me at Tony@PeckhamAndMcKenney.com if there are any questions.

Sincerely,

Tony

Anton "Tony" Dahlerbruch
Executive Recruiter

Enclosure:
City of Santa Paula – City Manager Search Proposal
City Manager Candidate Profile Examples (City of Banning, City of Santee and City of Santa Maria)

Peckham & McKenney
"All about fit"

City of Santa Paula

RECRUITMENT PROPOSAL

for

City Manager

August 20, 2026

PECKHAM & MCKENNEY
EXECUTIVE SEARCH

Peckham & McKenney
EXECUTIVE SEARCH

Serving local governments (cities, counties, districts) by conducting recruitments and placing management and executive leaders that fit the personnel needs and interests of agencies.

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Why Choose Us?

Peckham & McKenney focuses on *quality* searches and placements (over quantity) in recognition that each placement is "All about fit". Serving local government since 2004, we are one of the most trusted and respected executive recruitment firms in the country. We have successfully placed hundreds of local government professionals including City Managers, County Executive Officers, General Managers, Police and Fire Chiefs, Department Heads, Assistant Managers, and mid-level Managers. Time and again, we receive unsolicited compliments from clients and candidates in reference to our integrity and high ethics, commitment, follow-through, communication, and service. We take pride in treating both our clients and candidates with utmost respect.

For more information, please visit our website at **www.PeckhamAndMcKenney.com.**







Our commitment to you

Peckham & McKenney, by maintaining the quality, style, values and culture established by Bobbi Peckham and Phil McKenney, performs on the premise that an executive search firm must be dedicated to providing its clients and candidates with professional and responsive service, and a personal, hands-on approach. Our business philosophy is founded on the understanding that we are in a "people" related industry and that attention to others' needs is the key to providing effective customer service.

- **We believe in honesty.** No client should ever appoint an individual without being fully knowledgeable of the candidate's complete background and history. Additionally, no candidate should ever enter into a new career opportunity without full disclosure of any organizational "issues."
- **We keep everyone involved in the recruitment process informed.** Not only do we provide regular updates to our clients, we also have a reputation for keeping our candidates up to date.
- **We do not recruit staff from our client agencies** for another recruitment during an active engagement, nor do we "parallel process" a candidate, thereby pitting one client against another for the same candidate.
- **We do not recruit our placements — ever.** Should a placement of ours have an interest in a position for which we are recruiting, they may choose to apply. If they become a finalist, we ask that they speak to their supervisor to alert them of their intent.
- **We are retained only by cities, counties and special districts.** We are not retained by applicants or non-governmental agencies.
- **We do not over commit ourselves to too many searches.** Your recruiter maintains a small, limited number of concurrent searches at all times in order to focus specifically and diligently on recruiting qualified candidates for your vacancy.
- **We commit to diversity in its broadest possible definition in every aspect of each executive recruitment.** Peckham & McKenney has a well established reputation of placing women and people with diverse backgrounds.

EXPERIENCE



With our recruitment team that solely consists of retired City Managers, Assistant City Managers, Police Chiefs and Department Heads, and our expert support team, Peckham & McKenney brings more experience and knowledge of local government and executive search than any other California recruiter. A few of our City recruitments specifically in the general region include:

City of San Luis Obispo
- City Manager
- Assistant City Manager
- Community Development Director
- Finance Director

City of Santa Maria
- City Manager
- Finance Director
- Police Chief

City of Santa Barbara
- City Manager
- City Attorney
- Human Resources Director

City of Thousand Oaks
- Deputy City Manager
- Human Resources Director
- Public Works Director

City of Ventura
- Information Technology Director
- Assistant Public Works Director

City of Camarillo
- City Manager
- Community Development Director
- Administrative and Information Technology Director
- Human Resources Director
- Assistant Finance Director

City of Moorpark
- Assistant City Manager (now City Manager)
- Community Development Director

City of Westlake Village
- City Clerk
- Planning Director

City of Santa Paula
- Public Works Director

City of Fillmore
- Public Works Director
- Finance Director

City of Calabasas
- Public Works Director
- Community Services Director

We have successfully completed numerous additional City and County searches throughout California for City Manager/County Executives and City/County Department Heads in medium and small urban (e.g., Stockton), suburban (e.g., Santee), rural (e.g., Big Bear), remote, (e.g., Ione) and agricultural (e.g., Corcoran) communities. A full list of current and former municipal searches resides on our website, please reach out to them. They will attest to our quality of service, responsiveness, on-going communication, personal and direct outreach, sourcing of candidates, quality applicant pool, written materials, and interview facilitation.

Peckham & McKenney is also known for exceptional communications with our applicants and treating every applicant with respect. A few of our compliments illustrate our reputation:

Comfortable and Professional Experience

"I'd like to thank you again for your support and guidance throughout the recruitment and selection process. It was a comfortable and professional experience, and I attribute a great deal of that to you. It's my hope that our professional paths may cross again in the future." **Candidate**

Proactive and Responsive

Diana worked with the City to fill the Chief of Police position early in 2023. Diana is clearly well respected in the LEO community and has a vast network which led to a competitive pool of candidates for the City to select from. Diana was proactive from our very first meeting and always very responsive. The City team valued Diana's integrity, opinion and sense of humor. She was a pleasure to work with and I wouldn't hesitate to hire her for any executive recruitment critical to your organization. **Client**

Straightforward, Friendly, and Humane Recruitment Process

"I wanted to let you know what a terrific job I thought you and Peckham & McKenney did on the recruitment. It was absolutely the most straightforward, friendly, and humane recruitment process I've ever participated in. And I would feel the same way even if the outcome was not successful for me." **Candidate**

You Made Me Feel So Comfortable

"This is my first time working with a recruiting company, and I'm so happy for having the opportunity to work with your company, wow! I truly enjoyed the process! Your interview skills are amazing! You made me feel so comfortable and I felt like I was just talking shop with a longtime friend. Thanks for the personal touch that you include in your job, I believe that this is what makes your firm so desirable and successful." **Candidate**

Testimonials from clients and candidates are at https://www.peckhamandmckenney.com/testimonials.

Please feel free to contact any current and former clients and/or BBK City Attorneys to inquire about their experience with Peckham & McKenney. A few references are as follows:

City of Fillmore, CA
Erika Herrera, City Manager
(805) 946.1712; eherrera@fillmoreca.gov

City of Moorpark, CA
PJ Gagajena, City Manager
(805) 517.6213; pjgagajena@moorparkca.gov

City of Santa Maria, CA
David Rowlands, City Manager
(805) 925.0951 x2200; drowlands@cityofsantamaria.org

City of Santa Barbara, CA
Mayor Randy Rowse and/or Members of the City Council
(805) 564-5322; rrowse@santabarbaraca.gov

BBK City Attorneys
Shawn Hagerty, City of Santee, CA
shawn.hagerty@bbklaw.com

Trevor Rusin, City of Malibu, CA
trevor.rusin@bbklaw.com

Stephen Deitsch, retired, City of Big Bear Lake, CA
stephen.deitsch@bbklaw.com

YOUR RECRUITMENT TEAM

Our Approach

With every Peckham & McKenney recruitment, your Recruiter has the entire Peckham & McKenney team of Recruiters and administrative personnel for backup, support, collaboration, and sourcing. *However*, when you retain Peckham & McKenney, *your Recruiter* serves as your single point of contact throughout the entire search process and is fully responsible for its success. Moreover, in order to fully focus on your search and finding applicants that fit with the ideal candidate you are seeking, your Recruiter also maintains no more than 6 active searches.



Peckham & McKenney Team

The Executive Recruiter for you in this search is Tony Dahlerbruch.

Tony Dahlerbruch, Executive Recruiter
Managing Member (owner) of Peckham & McKenney Executive Search



Tony worked in local government over 30 years before joining the Peckham & McKenney team. His experience spans most every city department in the Cities of Beverly Hills, California; Scottsdale and Phoenix, Arizona; and Rockville, Maryland, with ultimately serving a combined 12 years as City Manager in Rolling Hills and Palos Verdes Estates, California. Tony has represented the City Managers Department in CalCities as a two term Director on the Executive Board, President of City Managers Department, and member of numerous Policy Committees. He has also served as a Regional Vice President on the Executive Board of the International City/County Management Association. Tony holds a Bachelor of Arts in Political Science from the University of California at Santa Barbara and a Master of Public Administration from The American University in Washington, D.C.

Tony is supported by the following team.

Joyce Johnson, Operations Manager

Joyce Johnson joined Peckham & McKenney in 2005 and serves as the firm's Operations Manager. She has over 30 years' experience in the field of administrative and executive support for all aspects of the executive recruitment process. She oversees internal administration of the firm as well as directing contract administrative support in the areas of advertising and design, web posting, and duplication and mailing services. Prior to joining Peckham & McKenney, Ms. Johnson oversaw internal administration in the Western Region headquarters of two national management consulting and executive recruitment firms. Ms. Johnson is complimented regularly on her strong customer orientation working with both clients and candidates alike. Ms. Johnson holds an Associate of Arts degree from American River College.

Tayler Bergstrom, Research Assistant

Tayler Bergstrom joined Peckham & McKenney in 2022 and currently serves as a Research Associate. Tayler is currently pursuing a PhD at UCLA where she worked previously as a lab manager overseeing various research projects. Prior to that, Tayler graduated from UC San Diego with a Bachelor of Science degree in Psychology.

Linda Pucilowski, Graphic Designer

With nearly 30 years of experience, Linda Pucilowski provides her expert design and marketing skills to Peckham & McKenney. She is the firm's "go-to" professional for all advertising and brochure design and creation. Ms. Pucilowski holds a Bachelor's degree from California State University, Sacramento.

Rachel Moran, Website & Social Media Assistant

Rachel Moran has been in the graphic design field since 2007 and prides herself on creating eye-catching visual art. She supports the Peckham & McKenney team by handling all website visual and technical design as well as social media. Ms. Moran graduated from the Art Institute of Houston obtaining her Bachelor's Degree in Fine Arts with a concentration in Graphic Design.

The Search Process and Schedule

Peckham & McKenney is committed to finding the best fit for your position. Our process is 12 to 14 weeks and generally involves the following phases:

Project Organization (pre-recruitment) – We will meet to discuss the search timeline, process and logistics for conducting a successful search.

Development of the Candidate Profile (2 weeks) – We will meet with agency members to listen to specific expectations of the position; learn the background and experiences desired in the ideal candidate; and understand the organizational culture and interests to create an attractive Candidate Profile marketing brochure.

Recruitment (4 to 6 weeks) – Our main focus in outreach will be direct, personal contact with quality potential candidates. Additionally, ads will be placed in industry publications and social media to broadly market the opportunity. Our client agency is continuously updated on our progress.

Supplementary Review (2 weeks) – Upon our review of the resumes received, supplemental questionnaires will be sent to candidates who appear in most alignment with the Candidate Profile. Following a thorough review of the supplemental questionnaires, we will conduct preliminary telephone interviews. Internet research will also be conducted so that we may probe the candidate regarding any areas of concern.

Recommendation of Candidates/Selection of Finalists (1 week) – A report will be provided to the agency that includes, among a variety of documents, a full listing of all candidates for review and the materials submitted by candidates recommended for an interview.

Interview Process (2 weeks) – Your recruiter will facilitate the interview process, inclusive of an orientation session at the beginning, and a discussion of candidates at the end.

Qualification (1 week) – Once a finalist is selected, a reference check and thorough background check will be conducted. Assistance with negotiating compensation will also be provided.

Cost of Services

The proposed fee to conduct the search process for your next City Manager is $29,000. We are pleased to discuss and address this. The fee is an all-inclusive for the services to achieve success in your search as described below. Additional services can be provided and negotiated accordingly.

Peckham & McKenney is unique among recruiting firms for several reasons including having a fixed all-inclusive fee. We have found that an all-inclusive fee for the search process is simpler, cost-effective, and efficient.

The all-inclusive fee above includes professional fees and expenses (out-of-pocket costs associated with advertising, Recruiter travel, administrative support / printing / copying / postage / materials, telephone / technology, internet research checks on recommended candidates, and full background check on selected finalist only). For services not specified herein, we will discuss your interests and an appropriate fee.

Process of Payment

One-third of the all-inclusive fee is due as a retainer upon execution of the agreement. This retainer covers upfront and necessary expenses incurred by Peckham & McKenney on the City's behalf for the preparatory work and advertising. If the retainer is not received by Peckham & McKenney within 30 days of execution of the agreement, we will suspend the recruitment process until payment is received. The second one-third of the full payment will be invoiced 1 month from contract execution, and it is due within 30 days following the invoice date. The final one-third of the full payment will be invoiced 2 months from contract execution, and it is due within 30 days following the invoice date.

Agreement

Peckham & McKenney is the operating name of City Management Advisors LLC, Anton Dahlerbruch, Managing Member.

Insurance

Peckham & McKenney carries Professional Liability Insurance ($1,000,000 limit), Commercial General Liability Insurance ($2,000,000 General Liability, and $4,000,000 Products) and Automobile Liability Insurance ($1,000,000). Our Insurance Broker is B&B Premier Insurance Solutions, Agoura Hills, CA.



Guarantee

We are pleased to share that the Peckham & McKenney success and placement record are particularly strong. We are confident that our recruitment process will result in a quality candidate that will stay in your employment.



Our Guarantee:

- We will connect with the City in 6 months and 1 year after the appointment to check-in,
- Because of how we conduct recruitments, it is extremely unusual that we are unsuccessful in providing qualified applicants, an applicant is not placed, or the placement vacates the position within a year. However, we will conduct a 2nd search or extend the search in the unlikely event that no qualified applicant is interviewed and/*or* it is mutually agreed that a 2nd search is necessary *due to issues with the search effort and/or process* for a fixed fee of $7,200 (expenses). Alternatively, in the unlikely event that a 2nd search is necessary because a candidate declines the offer of employment, a qualified candidate in the interview process is not selected, or the selected candidate is separated from employment within 1 year after accepting the offer (external candidates only, and except in the event of budgetary cutbacks, promotion, position elimination, or illness/death, etc.), a 2nd search will be conducted for the discounted fixed fee of $17,000. within 6 months

Diversity Statement







Peckham & McKenney is committed to diversity in its broadest possible definition in every aspect of each executive recruitment our firm provides. We take pride in the placement of women and applicants of diversity, and are known for long, successful tenures of candidates selected by the agency.

Peckham & McKenney does not discriminate on the basis of race, color, religion, creed, sex/gender, national origin/ancestry, disability, pregnancy, sexual orientation (including transgender status), marriage or family status, military status, or age. We are fully compliant with all applicable federal and state employment laws and regulations in all of our recruitments.

For over 30 years, founder Bobbi Peckham has been a champion of women seeking executive leadership positions within local government.

With our diverse team of Recruiters, Peckham & McKenney supports, promotes and advocates for diversity in the recruitment and hiring processes. In addition to our outreach methods, Peckham & McKenney routinely advertises with the National Forum of Black Public Administrators (NFBPA), Local Government Hispanic Network (LGHN) and CivicPRIDE as well as the National Diversity Network to ensure placement of your opportunity with the following online venues:

- African American Job Network
- Asian Job Network
- Disability Job Network
- Latino Job Network
- LGBT Job Network
- Retirement Job Network
- Veteran Job Network
- Women's Job Network

Peckham & McKenney
"All about fit"



20 years
PECKHAM & MCKENNEY
EXECUTIVE SEARCH

City Manager

City of Banning, California

Community

The City of Banning, California (population approximately 31,000) is among the most **affordable and diverse communities** in the state. Nestled between **Mt. San Gorgonio** and **Mt. San Jacinto** along U.S. Interstate 10 near the Coachella Valley and communities in Riverside County, and adjacent to the ancestral lands of the Morongo Band of Mission Indians, Banning is ideally located between Los Angeles and communities extending east toward Arizona. Residents and visitors alike enjoy convenient access to Casino Morongo Resort & Spa, Cabazon Shopping Outlets, Mt. San Jacinto Community College, San Gorgonio Community Hospital, and Optum Healthcare. The area's **numerous outdoor venues** offer year-round hiking, camping, and picturesque mountain views.

In 2021, Banning was recognized as the **fastest-growing city** in California. Guided by a commitment to redevelopment, rebranding, and repositioning, the City continues to enhance quality of life and public services, strengthen financial stability, and leverage its strategic location and natural beauty to promote sustainable growth, community vitality, and a vibrant future.



The Organization

As a General Law city with a **Municipal Code**, the City of Banning operates under the **Council/Manager form of government**. The City Council is comprised of 5 members elected by District to serve 4-year terms with staggered elections every 2 years. The next election, for Council Members representing District 4 and 5, is in November 2026. The position of Mayor and Mayor Pro Tem are rotated among the Council Members. The City Clerk and City Treasurer are also elected positions. The daily work of the City Clerk is performed by appointed staff. The City Council is responsible for appointing the City Manager and City Attorney.

The **City Manager** serves the Mayor and City Council, and is responsible for implementing the City Council's goals and policies; providing policy recommendations; appointment and removal of citywide employees; maintaining fiscal management, integrity and accountability; and overseeing the effective, responsive, and efficient delivery of day-to-day public services.

Under the citywide vision to "promote and support a high quality of life that ensures a safe and friendly environment, fosters new opportunities and provides responsive, fair treatment to all and is the pride of its citizens," the organization maintains as core values: "Customer Service Excellence, Integrity, Teamwork and Yes-minded." To achieve this, the City is comprised of 7 departments and approximately 230 personnel within the functions of Fiscal Services, Human Resources & Risk Management, Community Development, Fire, Parks and Recreation, Police, and Public Works. Fire protection is provided by an agreement with CalFire/Riverside County. Within the Public Works function, the City operates and maintains both a water/wastewater and electric utility.

The General Fund expenses are approximately $36 million in relation to revenues of approximately $36 million; all Funds expenses total approximately $162 million compared to $160 million in revenues. To address the City's fiscal situation, a **2025 professional analysis** was conducted to provide insight and direction for the City. To further strengthen and stabilize the City as well as position it for the future, the City Council also retained in **2025 professional services** to "complete an organizational assessment of the City's culture, management processes and overall capacity in meeting City Council goals." The recommendations from these two efforts will provide the map for Banning's renaissance. Now, the City seeks a professional and experienced city manager to lead the organization forward; provide strategic, thoughtful, informed reasoned and visionary guidance to the City Council; add financial acumen for budget management and decision making; further development; and improve operations for service delivery.



The City Manager Position and the Ideal Candidate

The ideal City Manager is, figuratively, energized and motivated to solve problems and practice continuous improvement. The City Manager for the City of Banning must be an effective leader who wants to leave a positive legacy and desires to change an organization to improve its resident's prosperity and future.

The new City Manager will have 5 Council Members behind them for positive, ethical and honest change that positions the City with financial stability, economic growth, housing and development, and improved services and resources for businesses and residents. Your presence will be truly appreciated and respected by the Council and residents.



A variety of challenging issues will face the incoming City Manager. They include financial/fiscal management and building the City's Finance Department, animal shelter, code and law enforcement, labor relations, economic development and organizational development. The City seeks a committed, enthusiastic and motivated City Manager that plans, strategizes, visions and stays focused to lead the City and turn-around its image and financial situation.

Key components of the position include:

- Maintaining clear, open, transparent and frequent communication with the City Council and community.
- Working and sharing with all 5 City Council members equally and consistently.
- Serving as a trusted, informed, and knowledgeable resource, confidant and business partner.
- Developing and enhancing the organizational culture and accountability for improving communication, breaking silos, enhancing responsiveness, achieving teamwork, and providing quality services.
- Professional development and training of staff and creating an environment that attracts and retains staff.
- Promoting the City of Banning as a destination and for growth and development.
- Seeing the City of Banning for what it can be.
- Establishing the City of Banning as a role model organization and employer of choice.
- Being the focal point for facilitating consensus and building partnerships.

The ideal candidate will have the professional attributes of:

- Leadership, management, patience and decision making.
- Being action oriented and results driven.
- Having the long view and commitment for creating and following a path that achieves outcomes and goals.
- People skills for listening, engaging, leading, negotiating and working collaboratively.
- Humility, integrity, and humor.
- Being politically astute but apolitical, politically savvy, emotionally intelligent.
- Financial acumen for accurate, complete and conservative fiscal planning and budgeting.
- Being a collaborator for working with the City Council, State, and regional elected officials, staff, stakeholders, other public agencies, contract service providers, businesses, and constituents.
- Experience in or capacity to learn a full-service city with a with a water, wastewater and electrical utility.
- Being hands-on while knowing how and when to delegate.



- Proactively embracing new ideas, innovation, creativity and courageous conversations; not being risk-adverse and be thick-skinned to overcome challenges.
- Being motivated to vision, foresee, anticipate and avoid surprises.
- Knowing and having the capacity to learn best practices.
- Empowering staff with the tools, training, resources, respect and trust to accomplish goals.
- Serving as a role model to others, and maintaining a work / life balance.
- Understanding the professionalism associated with serving in the role of City Manager, and the attributes of the Council-Manager form of government.

Qualifications

Candidates must possess a Bachelor's degree with a major in public administration, business administration or closely related field. A Master's degree is desirable. The preferred candidate has at least 5 to 7 years of municipal experience and working with a City Council or Board of Supervisors as a Chief Executive, Assistant/Deputy Chief Executive or Department Head in a city, county or special district of comparable size and complexity. Desirable experience includes economic development, management oversight of public service operations including water and electric utility services, budget and finance, public safety including an in-house Police Department, economic and community development, park and recreation services, public service delivery, and other varied programs and activities. Having knowledge and experience in a Council-

Manager form of government with knowledge of legislation, laws, regulations and requirements governing California municipalities is desirable.

Compensation

The current salary is approximately $300,000 and negotiable in consideration of the experience and qualifications presented by the final candidate. The City of Banning provides a wide range of excellent benefits including the following:

Retirement: CalPERS with a 2% @ 62 formula for employees new to CalPERS. "Classic" members receive 2% @ 60 benefit formula. Employee pays full employee portion. The City of Banning participates in Social Security. Deferred Compensation (457) is provided through **Empower** and is negotiable.

Health Benefits: An annual cafeteria benefit in an annual amount capped at $20,000 for the purchase of health and welfare benefits under any approved plan provided by the City. Employee may elect to receive 92.5% of the balance in cash as CalPERS non-includable taxable income or converted to a 457 plan or City sponsored Medical Savings Account.

Section 125 (Flexible Spending Account): Provided through **American Fidelity**, employees may participate on a pre-tax basis for dependent care and medical expense reimbursement.



Search Schedule

Filing deadline ..... **January 9, 2026**

Supplemental process (as necessary) ..... **January 12 - 21, 2026**

Recruiter meeting with City Council to review all applicants ..... **January 27, 2026**

In-person finalist interview process ..... **February 5 and 6, 2026**

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Leaves:

Vacation: 160 hours per year accrued at 6.15 hours per pay period up to a maximum 480 hours. Up to 50% may be cashed annually providing that an accrual of 80 hours remains.

Executive: 98 hours annual accrual with a maximum accrual cap of 200 hours. Leave will be earned at a rate of 3.77 hours per pay period. A maximum of 98 hours of Executive Leave may be cashed out annually.

Holidays: 13 fixed and 1 floating per year.

Sick: 96 hours annually accrued at the rate of 3.69 hours per pay period. Up to 96 hours annually may be cashed out providing a minimum of 40 sick leave hours remain in the bank.

Bereavement: 30 hours

Life Insurance: Policy value of $150,000.

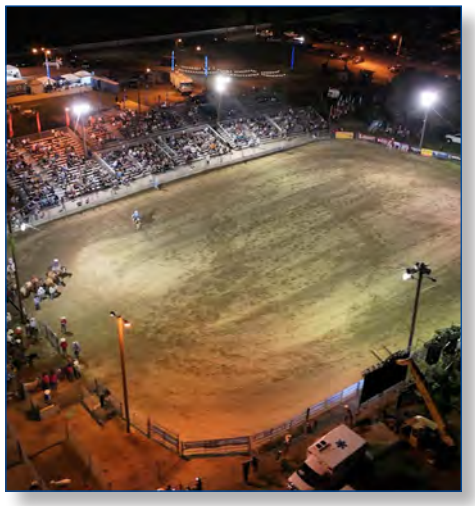
Education Pay: The City will pay $250 for Master's degree and/or higher

Allowances:

Automobile: $250.00

Cell Phone and Technology: Laptop computer, smartphone and mobile hotspot.

Utility: With residency within the City limits or the City's water utility service area, the City will provide $150.00 per month toward the cost of water service.



The Recruitment Process

To apply for this exciting career opportunity, please visit our website:

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Please do not hesitate to contact Anton "Tony" Dahlerbruch at (310) 567-1554 or (866) 912-1919 if you have any questions regarding this position or recruitment process.

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City Manager

City of Santee, California

Community

With its plentiful open space, vibrant local economy, low crime rate, and connectivity to several major transportation corridors, the City of Santee (population approximately 60,000) is a phenomenal community to live, work and enjoy the outdoors. Situated just 18 miles from San Diego's premier beaches to the west and the **Cleveland National Forest** in the backdrop to the east, and having **over 260 days a year of sunshine**, recreational opportunities in Santee are abundant. Excellent schools, competitive housing, vibrant shopping districts like Town Center and Trolley Square, and a variety of local small businesses enhance Santee's unparalleled quality of life in San Diego County.

As a family oriented community that prides itself on its low crime rate, excellent schools, exceptional special events and a location where businesses desire to be, the community shares a vision, informed by its **evolution and history**, for today and the future that is articulated and guided by the City of Santee **Mission, Vision and Values**. The community embraces a mission that the City honor the public trust and serve the community by providing quality services and programs that promote economic prosperity, safety, social well-being and a healthy environment.



The Organization

The City of Santee is a **Charter** City operating under a Council/Manager form of government. The City is recognized as a very stable and lean organization with an excellent and highly committed professional team that provides high level, effective and efficient public services. The five members of the City Council, comprised of the Mayor who is elected at-large and four Council members elected by district, are responsible for appointing the City Manager, City Attorney, and City Clerk. The City Manager serves the Mayor and City Council and is responsible for implementing the City Council's goals and policies, providing policy recommendations, administering the Charter, and overseeing the effective and efficient delivery of day-to-day public services. The City Council models civility, collaboration, and innovation, fostering good governance and effective public service delivery. The City Council, with a conservative mindset, works exceptionally well together and is committed to excellence.

Through both contract services and in-house personnel, the City provides a broad range of municipal services. Police, animal control, water and wastewater services are provided through third-parties. The current **2024-25 fiscal year budget** consists of approximately $61 million in General Fund expenditures and a $13 million General Fund undesignated reserve. The **5-year capital improvement budget** includes a total of 68 projects totaling approximately $375 million of which $116 million is funded. A total of 156 funded positions provides services through 13 Departments identified in the budget: City Council, City Attorney, City Manager, Information Technology, Animal Control, City Clerk, Human Resources and Risk Management, Finance, Engineering, Planning and Building, Community Services, Law Enforcement Services, and Fire and Life Safety. The City of Santee contracts for police services with the San Diego County Sheriff's Department, and Animal Control is provided by contract with the San Diego Humane Society. Water and wastewater services are provided to the City through a separate special district, the Padre Dam Municipal Water District. The City has one bargaining group and is currently in the negotiation process.

For more information about the City, please visit: **www.cityofsanteeca.gov**.



The City Manager Position

The City Manager is responsible for managing the City's budget, ensuring the day-to-day delivery of public services through staff oversight, and implementing the City Council's priorities and policies. For fiscal years 2023-24 and 2024-25, the City Council's priorities include:

1) Improve fire station facilities and services.



2) Research, and if feasible, facilitate the annexation of West Hills Parkway and surrounding parcels.
3) Expand road paving and other infrastructure improvements.
4) Develop and diversify economic development opportunities through the **Arts & Entertainment District**.
5) Drive full adoption of implemented permitting software across all end users, overcoming resistance and ensuring successful organization-wide utilization. Ensure implementation of other technological improvements including new website and financial system upgrade.
6) Continue and expand the City's resolution to address **local homelessness**.
7) Reduce pension unfunded liability.
8) Complete the Community Center and Cannabis projects.

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The Ideal Candidate

- An experienced, dynamic, visionary, strategic, communicative, proactive and results-oriented collaborator and leader.
- Leads in a manner that attracts others to be part of the team and solution.
- Recognizes that surprises to the City and within city administration are not advantageous to effective governance.
- Embraces both innovation and technology to streamline operations, leveraging systems like Microsoft 365, EnerGov, and financial software to enhance efficiency.
- Prioritizes public safety with strategic, community-focused solutions to ensure Santee remains a safe and welcoming community.
- Demonstrates expertise in contract negotiation and management to secure favorable outcomes for the City.
- Proactively seeks solutions, builds consensus, and finds ways to say "yes" to advance City goals.
- Leads through fostering collaboration, motivating and inspiring others, and is skilled in guiding department heads to formalize strategic plans, track milestones, and maintain accountability, while making tough staffing decisions when necessary to uphold performance standards. Has courageous conversations.
- Serves as a team leader that values training, coaching, empowerment, and professional staff development.

The role of the Santee City Manager offers a unique opportunity to lead with impact, driven not only by the City's distinguished legacy of exemplary City Councils, but also by its inclusive, professional, and collaborative organizational culture, and the vibrant, engaged community. The ideal candidate will be motivated by the desire to effect transformative change and establish a lasting legacy. Santee provides abundant opportunities for development, champions innovation, and upholds the highest standards of effective governance. The City Manager will be a visionary leader who prioritizes public safety, ensures fiscal integrity, and actively promotes Santee's distinctive qualities and attributes. The ideal candidate will:

- Make reasoned, educated, convincing and defensible recommendations and decisions. Welcome and wholeheartedly support, promote, defend, and implement City Council decisions, regardless of personal agreement.
- Embrace change, recognize and pursue creative solutions, leverage best practices, and employ new technologies to achieve objectives while removing roadblocks to success.
- Demonstrate emotional intelligence, remain apolitical and build and maintain trust with others.
- Engage in conversations with community members and embrace diversity.
- Be a lifelong learner and encourage the same for the staff team, serving as a resource and trusted advisor.
- Possess the attributes of a kind, genuine, honest, and integrous leader.
- Ensure responsiveness to constituent concerns.
- Treat others with respect.
- Pay attention to detail.

Desired Qualifications

The preferred candidate will have at least 5 years of leadership and financial planning experience as a municipal Chief Executive Officer, Assistant/Deputy Chief Executive Officer, or Department Head of comparable complexity. A typical way of obtaining the knowledge, skills and abilities for the position includes 1) graduation from a college or university with a Bachelor's degree in Public Administration or a related field, 2) progressively responsible experience in a supervisory and managerial capacity, and 3) familiarity with CEQA and development related issues.

Compensation

The salary, currently approximately $262,000, may be negotiated based on qualifications and experience. The City of Santee provides a **wide range of excellent benefits** including the following:

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). CalPERS members between 1/19/2012 – 12/31/2012 are at the 2% @ 55 retirement formula, and employee pays 8% of the contribution. All other members are at the 2% @ 62 retirement formula, and employee pays 7.75%. The City does not contribute to Social Security. Other contract provisions include: 1959 Survivor Benefit – Level 3, Military Service Credit for Public Service, Credit for Unused Sick Leave, and $500 Post-Retirement Death Benefit.



Search Schedule

Filing deadline .....July 18, 2025

Supplemental process (as necessary).....July 21 – August 1, 2025

Recruiter meeting with City to review all applicants ..... August 4, 2025

In-person finalist interview process..... August 11 and 12, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Health Insurance: City **contributes** to Medical and Dental coverage provided by **Cigna**. Vision benefits are available at the employee's cost.

Other Insurance:

- **Group Term Life:** One times employee's annual salary up to $50,000.
- **Long Term Disability:** Provides 2/3 of base monthly salary when disabled, after a 60 day waiting period.
- **Accidental Death and Dismemberment:** One times employee's annual salary up to $50,000.

Leaves

- **Vacation:** Accrued based on years of service with up to 25 working days a year with 24 years of service.
- **Sick:** 12 days (96 hours) per year.
- **Holidays:** 11 fixed holidays and 1 floating holiday per year. Holiday Closure: Workdays between observed Christmas Eve holiday and observed New Year's Day holiday.
- **Administrative:** 64 hours/fiscal yr.

Vehicle Allowance: $350 per month.

Tuition Reimbursement: up to $2,500 per year.

Relocation Expenses: Negotiable.

Other Benefits Available:

- Flexible Spending Account.
- 457 Deferred Compensation or Roth IRA.



The Recruitment Process

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Please do not hesitate to contact Anton "Tony" Dahlerbruch at (310) 567-1554 or (866) 912-1919 if you have any questions regarding this position or recruitment process.

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City Manager

City of Santa Maria, California

The Community

The City of Santa Maria, located in the California central coast region between Santa Barbara and San Luis Obispo, is a 23 square mile growing and developing community known for its agriculture, affordable living, and local and regional employment and recreation. As the largest city in the County of Santa Barbara, near Vandenberg Space Force Base, conveniently adjacent to U.S. Highway 101, and served by the local Santa Maria Public Airport, Santa Maria has a diverse population of approximately 110,000 residents (median age of 29) and is a regional hub of commerce, industry, farming, and housing. The City is rapidly **attracting new residents, businesses and visitors,** and downtown revitalization is underway.

Recognized nationally as an **All-America City** by the National Civic League, and with multi-generational residents that are vested and invested in the future of the community, the City of Santa Maria continues to be known as a great community to work, live, and recreate. Along with its signature "**Santa Maria Style Barbecue**"; weekly Farmers' Market; seasonal **Downtown Fridays**; annual **Santa Maria Elks Rodeo**; parks and hiking trails in the City and the **Santa Maria Valley**; cultural attractions including the **Santa Maria Museum of Flight**, **Santa Maria Valley Discovery Museum, Pacific Conservatory Theater**, and the nearby **Guadalupe-Nipomo Dunes & Visitor Center**; **excellent local schools**, and proximity to local and renown institutions of higher education (Allan Hancock College, UC Santa Barbara, and CalPoly); **community programs and events**; rich farmland producing numerous exported crops; nearby beautiful beaches and over **30 wineries and tasting rooms** for the public; the City offers an excellent quality of life along with being well positioned to grow and prosper.



The Organization

The City of Santa Maria is a full-service **Charter City** that operates under the City Council – City Manager form of government. The City Council consists of the Mayor who is elected at-large and four Council Members who are elected by district. Each member of the City Council serves a four-year term and elections are staggered. The City Clerk and City Treasurer are also elected positions that each serve a four-year term. In November 2024, an election will be held for the Mayor, two Council Members, the City Clerk, and City Treasurer.

The City Council is responsible for appointing the City Manager and City Attorney. The City Manager serves the Mayor and City Council in support of the community by implementing the City Council's goals, policies and municipal code, and overseeing day-to day public services working with 10 operational departments consisting of Police, Fire, Community Development, Utilities, Public Works, Library, Recreation and Parks, Finance, City Attorney's Office and City Manager's Office, with a combined total of 732 authorized full-time equivalents (FTEs) personnel. The City Manager also oversees a total 2024-25 Budget of $363.9 million, with an operating budget of $291.4 million incorporating a General Fund appropriation of $139.8 million, projected depleted reserves to cover a $21 million General Fund shortfall, and a sizable, exciting, and aggressive Capital Improvement Program.

With its mission "Committed to providing the highest quality service in the most efficient, cost-effective, and courteous manner possible" through "teamwork, service, people, communication, integrity, fiscal, professional, progressive and responsive" as its organizational values, the City has an aggressive work plan and challenging future with many opportunities.

The 2024-2026 Goals established through a **February 2024 strategic planning workshop** identified "Long-term financial sustainability, Community quality of life, Planning and infrastructure, and Organizational well-being." As such, the **two-year budget** relies on its three years of reserve funds



to address the City's long-term **structural budget imbalance**. Nonetheless, the City has an excellent team of personnel, attracts new employees, and has recently filled several executive level positions. The new City Manager will have the tremendous opportunity to engage in organizational development to build the team; mentor, train, and professionally develop personnel; and focus on succession planning.



The staff is very professional, prides itself in responsiveness and customer service, is committed to providing complete staff work, and dedicated to excellent public service. The team works collaboratively with the City Council and a very supportive community to prioritize and accomplish a variety of diverse and competing interests.

The City of Santa Maria is a community where good things are ready to happen and a visionary is needed to develop and lead the plan. With a mix of new and long-tenured residents with phenomenal opportunities for creativity, economic development, housing, partnerships and population growth, the City has many transformational initiatives and unrealized potential. Along with its **Smart City, Safe City** initiative, some of the exciting projects for the new City Manager to champion include the ongoing update to the General Plan, transition of the bus fleet to electric vehicles, creation of affordable housing, development of a regional approach to fire protection and flood control, construction of a new landfill, development of a new wastewater treatment plant, implementation of a new financial "enterprise resource system", development of a regional sports park, creation of a business improvement district, future land annexations, creation of employee wellness programs, construction of a new Fire training facility, and a number of roadway and highway improvements.

The Ideal Candidate

The ideal candidate is forward thinking, strategic, visionary, and experienced in municipal government. The individual should also be a servant leader with excellent credentials who is creative, innovative, and inspires others. To be effective, the City Manager will work closely with the City Council in collaborating with the community and local organizations, build and maintain trust, and develop consensus. Furthermore, the City Manager will be an active listener for facilitating decision making to recommend and implement policies and organizational change. The City Manager will represent the City, its goals, and mission in the community and regionally. In turn, the ideal candidate will also have the courage and fortitude, knowledge, skills, and track record of experience to implement innovative strategies that address current projects and issues, shape the future of the City, and position the City for success. In addition, applicants should have experience managing growth, building partnerships, facilitating urban and economic development, addressing budget and finance, championing large projects, and implementing technology improvements.

As a forward-thinking, optimistic, outgoing, and transformational leader for placemaking, the City Manager will be apolitical, politically savvy, and emotionally intelligent to successfully immerse themself in developing and improving City processes and operations; facilitate transformational conversations leading to action; and leverage their interpersonal skills, knowledge, professional network of resources to solve problems as a reasoned and respected voice. As a trusted resource and confidant of all members of the City Council, the City Manager will be genuine and authentic; open, approachable, honest and direct; strategy-oriented; inclusive, a continuous learner; integrated into the fabric of the community, a coach and mentor, and communicative. Furthermore, the effective City Manager will have experience in labor relations, negotiations, and working with bargaining groups. As an empowering leader with integrity, the City Manager will be a partner with staff.



To serve as City Manager, applicants must have broad, unblemished, citywide municipal management experience in a full service city, leadership and a successful track-record in the duties and responsibilities of a City Manager that encompasses working with elected and appointed officials, community engagement, personnel supervision, knowledge of budget / finance, planning, city operations and organizational development in a full-service and complex agency. Applicants should have a Bachelor's and Master's degree. It is desirable if candidates have served in a community where Council Members are elected by district, and have worked in an organization with similarities to the City of Santa Maria.

The Compensation

The City Council is prepared to offer an attractive and competitive salary that will be determined based on the experience and qualifications they bring to the City of Santa Maria. The salary range is $253,916 to $361,569. The starting salary for the selected candidate will reflect the candidate's work experience and track record of career success. The City of Santa Maria offers an outstanding benefits package, including:

Retirement

CalPERS: Tier 2 – CalPERS 2% @ 55; 3-year final average salary; Employee required to pay entire members contribution plus 2% of employer contribution.

Tier 3 (PEPRA): CalPERS 2% @ 62; 3-year final average salary; Employee required to pay 50% of the total "normal" cost of the benefit (determined by CalPERS annually) plus 2% of the employer contribution.

Deferred Compensation: City will contribute two percent (2%) of salary per pay period toward an IRS-approved 401(a) plan. Employee can also contribute to a 457 plan separately.

Leave

Vacation: Minimum 10 days, 21 days maximum; can cash out up to 80 hours in a calendar year.



Management: 80 hours/year.

Holidays: 7 (8 hour) holidays a year; and eligible to receive, on a pro-rated basis, 48 hours of floating time a year to be scheduled off or cashed out.

Sick: 12 days/year.

Insurance

Health: City contributes up to $1,012.66/month toward a choice plan.

Dental/Vision: City pays for entire family.

Post-employment: City contributes $100 per pay period to a fund that will provide reimbursement for out-of-pocket cost of qualified medical expenses and medical insurance premiums upon separation or retirement.

Other

Relocation/Housing assistance: Negotiable

Telephone/PDA allowance: Up to $115/month.

Auto allowance: $309.23 bi-weekly.

Flexible Schedule: 9/80 or 5/40 schedules available and telework available.

Education Incentive: 5% for Master's Degree.

Tuition Reimbursement: Up to $1,000 per calendar year.

Succession Planning: Educational support, corporate Toastmasters club, and more are offered to all employees to advance and hone leadership skills to ensure staff are growing leaders within the organization.

Search Schedule

Filing Deadline: ..... August 23, 2024

Supplemental Process, as needed: .....August 26 – September 6, 2024

Recommendation of Candidates: ..... September 10, 2024

In-person interviews: ..... September 20, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.



The Recruitment Process

To apply for this key position and exciting career opportunity, please visit our website at:

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www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton "Tony" Dahlerbruch at (310) 567-1554 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.

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September 16, 2026

Mayor Carlos Juarez and
Members of the City Council
City of Santa Paula
970 E Ventura Street
Santa Paula, California 93060

Via Email to: Henry Castillo, Assistant City Attorney at henry.castillo@bbklaw.com

RE: Proposal – City Manager Recruitment Services

Dear Mayor Juarez and Members of the City Council:

We are pleased to submit this Proposal to recruit for the position of City Manager for the City of Santa Paula.

Ralph Andersen & Associates is an extremely capable, high-performance search firm with a long-term, proven, and verifiable track record of exceeding our clients' expectations. At the same time, we remain a small, independently owned company that provides personal service and is extremely responsive to our clients. We also serve as the City Council's trusted advisor throughout this process, interacting and supporting as needed.

Our proposal outlines the firm's experience in conducting City Manager recruitments, the methodology/work plan and timeline to accomplish the search tasks, and the cost to conduct a comprehensive search process. If selected, the City will have Mr. Fred Wilson, Senior Consultant, as the Project Director. Mr. Wilson is highly qualified to lead this search, having completed over 100 searches at all levels of local government. As a former City Manager in California, Mr. Wilson provides unparalleled on-the-ground perspective for a successful City Manager search.

Mr. Wilson will work closely with the City Council to successfully conduct this recruitment and is prepared to begin upon official notice to proceed. We are prepared to devote considerable effort and use our resources to ensure that the recruited positions will represent the profession's highest standards.

Thank you very much for considering this proposal. We are ready to proceed upon notification of approval. Should you have any questions or need further clarification, you may reach me at (916) 630-4900 or directly on my cell phone (415) 317-1555.

Thank you very much for considering this proposal.

Respectfully Submitted,

Sabrina Landreth
President/CEO

Qualifications of the Firm

Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist City of Santa Paula with recruiting its new City Manager. *We have conducted more successful executive recruitments than any other recruitment firm since 1972.* From helping the City Council create a competency-based interview framework for the new City Manager, including assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The City has requested our proposal to assist in identifying and recruiting a highly qualified group of candidates for the new City Manager position. In particular, the City is seeking a firm with a strong national presence and professional experience to clearly assess the City's needs and formulate a strategy to ***deliver results.***

At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes identifying and incorporating a range of vital details, such as the candidate's desired skills and experience, as well as critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the City's leadership, stakeholders, staff, and, if desired, the community, to develop a complete picture of the desired candidate pool. Our team-oriented approach, combined with this 360-degree perspective, ensures that a complete understanding of the organization's mission and culture translates into the specific traits and characteristics that will enable the selected candidate to succeed in the position.

We understand that the City expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin by identifying the desired characteristics and building a recruitment strategy tailored to the City's specific needs. The resulting outreach and advertising campaign will incorporate extensive personal outreach to recruit a highly qualified group of candidates.

Ralph Andersen & Associates serves a nationwide clientele focused on local government. The principal of the firm is Ms. Sabrina Landreth, President/CEO, and she has the full authority to legally bind the firm.

Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates, a California Corporation, has been providing executive search and management consulting for more than five decades. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 54 years.

With Ralph Andersen & Associates, there is an entire team behind every recruitment. Our firm takes a multi-disciplined, team approach to executive search. Successful outreach relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. By drawing on the combined expertise of our associates and our network of professional contacts, we address outreach from a wide variety of perspectives and find unique ways to identify and recruit the best and brightest.

Project Staffing

The search firm's reputation and the recruiters' personal commitment determine the success or failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in local government management, executive search, and related disciplines.

The City of Santa Paula will have Mr. Fred Wilson, Senior Consultant of Ralph Andersen & Associates, as the Project Director on this engagement. Mr. Wilson will have all the resources and full support of other members of the firm dedicated to ensuring the highest quality outcome during this important recruitment process.

Mr. Fred Wilson, Project Director



Mr. Wilson joined Ralph Andersen & Associates in 2019 and has a professional career in local government serving in different leadership roles. Prior to joining Ralph Andersen & Associates, Mr. Wilson served as City Manager for 10 years in Huntington Beach as well as in other leadership roles in various local government organizations in California. His skills in identifying, recruiting, and retaining high-quality employees, and talent management, coupled with succession planning have contributed significantly to the successes of those organizations. Mr. Wilson has extensive experience in all aspects of governance including organizational development, succession planning, municipal finance, community development, and general city management. Since joining Ralph Andersen & Associates in 2019, Mr. Wilson has personally conducted over 100 recruitments at all levels of local government and special districts. He firmly believes that recruiting and retaining top talent for local government positions positively contributes to the long-term success of the organization.

Mr. Wilson holds a Bachelor of Science degree in Urban Planning from Cal Poly Pomona, and a Master's degree in Public Administration from California State University, Northridge.

Mr. Wilson may be reached directly on his cell at (714) 421-3258 or via email at fred@ralphandersen.com.

The Project Director will be assisted (if needed) by the following key members of our Search Team:

Sabrina Landreth, President / CEO



Ms. Sabrina Landreth is a respected public administrator with 25 years of experience in leadership roles at public agencies. Ms. Landreth is now serving as Chief Executive Officer of Ralph Andersen & Associates, focused on municipal search and consulting at the national level.

Before joining Ralph Andersen & Associates, Ms. Landreth served as the General Manager of the East Bay Regional Park District, one of the largest special districts in the country, spanning 33 cities and two counties. Prior to her appointment at the Park District, Ms. Landreth served as the City Administrator for the City of Oakland, where she oversaw a $2 billion annual budget, more than 5,000 employees. She has held roles at all levels of municipal government, having also served as the Emeryville City Manager, a Deputy City Administrator, Budget Director, Administrative Services Manager, and Legislative Analyst in local agencies. She has worked in the California State Assembly and with several state agencies.

As a trusted advisor to elected and appointed boards, and a mentor to scores of public sector executives, Ms. Landreth has a deep understanding of the intricacies of different governance structures and how best to recruit, hire, and retain world-class staff while building cohesive teams tailored to each agency's unique needs. She has cultivated an unparalleled nationwide network of top talent and has a proven record of placing more than one hundred public sector executives in roles that produce lasting community and organizational success. Ms. Landreth holds candidates to the highest standards of integrity, accountability, transparency and values-based leadership.

Ms. Landreth is widely recognized as a municipal budget and finance expert, with broad technical expertise across the full spectrum of public agency operations, including Human Resources, Police, Fire, IT, Emergency Management, Communications, Public Works, Housing & Community Development, Human Services, Library, Parks & Recreation, Planning & Building, Legal Affairs and Economic & Workforce Development services.

Ms. Landreth contributes as a volunteer Board Member for several civic and community organizations, including the UC Berkeley Goldman School of Public Policy, Oakland Museum of California, and the Head-Royce School. She serves as a graduate course lecturer in Public Budgeting, and she holds a B.S. from the Massachusetts Institute of Technology (MIT) and a Master of Public Policy from UC Berkeley.

Ms. Landreth may be reached at (916) 630-4900 or directly on her cell at (415) 317-1555 or via email at sabrina@ralphandersen.com.

Mr. Ian Appleyard, Senior Consultant



Ian Appleyard is a seasoned human resources executive with 30 years of public sector experience. His areas of expertise include executive recruitment and coaching, strategic planning, organizational assessment, and labor relations. He has also managed board and administration relations, risk management, and workforce training initiatives. Established as a trusted advisor to all public stakeholders throughout his career, Mr. Appleyard brings a rare combination of technical expertise and practical wisdom to every engagement, helping public agencies build stronger organizations, develop exceptional leaders, and deliver the quality of service their communities deserve.

Mr. Appleyard served as Director of Human Resources for both the City of Oakland and the City of Emeryville, California. In Oakland, he oversaw all aspects of a comprehensive human resources program serving more than 5,000 employees. He maintains an extensive professional network across California and nationally, and served on the board of the California Public Employers Labor Relations Association (CalPELRA), the state's leading professional association for public sector labor relations practitioners, from 2015 to 2023.

Mr. Appleyard earned a Master of Public Administration from the University of Colorado Denver and a Bachelor of Arts in International Relations from San Francisco State University.

Mr. Appleyard may be reached at (916) 630-4900 or via email at ian@ralphandersen.com.

Heather Renschler, Senior Advisor



Ms. Renschler has been with Ralph Andersen & Associates for more than 40 years and previously served as the firm's President/CEO. Ms. Renschler oversaw the recruitment practice of Ralph Andersen & Associates for the last 27 years and as a result, is often involved with recruitments on a national scale and with those of a highly sensitive and critical nature. She is experienced at working with boards, city councils, staff members, and selection committees in the recruitment and selection process. Over the years, Ms. Renschler has had significant experience recruiting for public safety executives – both police and fire. Her network

of contacts and potential candidates in law enforcement is strong in California and on a national scale.

Prior to joining Ralph Andersen & Associates, Ms. Renschler had extensive private sector experience in the areas of construction management, health care and public accounting. Ms. Renschler attended the University of Toledo and majored in Accounting and Journalism and obtained a Bachelor's degree in Public Administration from the University of San Francisco.

Paraprofessional and Support Staff

Paraprofessionals, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Mr. Dane Jackson, and Ms. Karen AllGood.





Relevant Experience

Ralph Andersen & Associates conducts a wide array of searches in the public sector. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities. While we have a strong focus in California, we also conduct recruitments on a national scale.

Expansive network of City Manager Searches – We have one of the strongest track records of conducting City Manager searches. The following listing represents contracts that were awarded to Ralph Andersen & Associates and staffed by a member of our recruitment team from 2020 to Present.

- Artesia, CA – Manager (2022) and (2024)
- Barstow, CA – City Administrator (2021)
- Calabasas, CA – City Manager (2021)
- California City, CA – City Manager (2022)
- Calistoga, CA – Assistant City Manager (2024)
- Carpinteria – City Manager (2023)
- Cerritos, CA – City Manager (2023)
- Colma, CA – City Manager (2023)
- Commerce, CA – City Manager (Partial Search) (2024)
- Compton, CA – City Manager (2022 & 2024)
- Coronado, CA
    - Assistant City Manager (2022)
    - City Manager (2021)
    - Deputy City Manager (2025)
- Costa Mesa, CA – Assistant City Manager (2023)
- Cypress, CA – City Manager (2025)
- Eastvale, CA – City Manager (2022)
- El Segundo, CA – City Manager (2022)
- Emeryville, CA – City Manager (2022)
- Encinitas, CA – City Manager (2020)
- Fairfax, CA – Town Manager (2021)
- Foster City, CA – City Manager (2022)
- Gilroy, CA – City Administrator (2025)
- Goleta, CA
    - Assistant City Manager (2024)
    - City Manager (2022)
- Grand Terrace, CA – City Manager (2021)

- Gustine, CA – City Manager (2022)
- Hemet, CA – City Manager (2026) *(Current Search)*
- Highland, CA – City Manager (2024)
- La Palma, CA – City Manager (2020 & 2025)
- La Verne, CA – City Manager (2022)
- Laguna Beach, CA – City Manager (2024)
- Loma Linda, CA – Assistant City Manager (2025)
- Los Altos, CA – City Manager (2021)
- Los Altos Hills, CA – City Manager (2026)
- Los Banos, CA – City Manager (2025)
- Mill Valley, CA – City Manager (2020 & 2022)
- Modesto, CA – Deputy City Manager (2022 & 2023)
- Montebello, CA – City Manager (2023)
- National City, CA – City Manager (2026)
- Nevada City, CA – City Manager (2022 & 2025)
- Norco, CA – City Manager (2022)
- Oakland, CA – City Administrator (2020 & 2023)
- Ojai, CA – City Manager (2024)
- Palm Desert, CA – City Manager (2021)
- Palm Springs, CA – Assistant City Manager (2021)
- Palos Verdes Estates, CA – City Manager (2023)
- Pismo Beach, CA – City Manager (2023)
- Riverside, CA – City Manager (2022)
- San Bernardino, CA – City Manager (2025)
- Santa Monica, CA – City Manager (2021)
- Sierra Madre, CA – City Manager (2021)
- Stockton, CA – Deputy City Manager II (Two Placements) (2020)
- Solvang, CA – City Manager (2023)
- South Pasadena, CA – City Manager (2025)
- Upland, CA – City Manager (2021)
- Watsonville, CA – City Manager (2024)
- West Hollywood, CA – City Manager (2025)
- Whittier, CA – City Manager (2025)
- Yorba Linda, CA – City Manager (2025)
- Yountville, CA – Town Manager (2026)

Work Plan

Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 54 years.

- Developing a comprehensive position profile based upon information obtained in various meetings with the City Council, Human Resources staff, and other designated City staff and stakeholders.
- Reviewing current compensation and recommending changes based upon market and competitive conditions, if desired by the City.
- Extensive ***personal outreach***, via telephone and through internet technology, to qualified candidates throughout California, the Western Region, and nationally, if desired.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts throughout the region.
- A screening process that narrows the field of candidates to those that most closely match the needs of the City and is based on screening interviews with the top candidates. Candidates' education, experience, and credentials are matched to the criteria established in the position profile.
- Delivering a product in the form of a search report that recommends a top group of candidates and provides the City with detailed information about their backgrounds and experience.
- Conduct final background and verifications, including references, on the top candidate.
- Assist in negotiations of employment offer.
- Close out the search and notify all candidates not selected.

Ralph Andersen & Associates has an outstanding reputation for being thorough and professional in its recruitment approach. Each candidate's match with the position is based on the individual's professional experience, management style, education, credentials, and overall fit with the organization and executive leadership.

Search Work Plan

This section describes the usual steps in the search for a new City Manager for the City of Santa Paula. This recruitment will be under the direction of Mr. Fred Wilson as Project Director.

Task 1 – Review Project Management Approach

The Project Director will begin work on this project within 10 days (or sooner) after the City provides a contract or, alternatively, an official notice to proceed. The first task will include established individual and/or group meetings with the City Council, Human Resources, or key City staff, as appropriate, to finalize the recruiting and selection process (in-person or via video). This will include discussion of the project management for this search, review of the work plan, confirmation of timing, and communication methods. Working collaboratively with the City Council, Human Resources, and key City staff, this task will result in a more definitive timetable.

As part of our overall approach to this project, the Project Director will deliver regular updates (typically done orally) throughout each stage of the search. In addition, the Project Director will be accessible and responsive to client requests and inquiries.

Task 2 – Develop Position Profile

The City Manager position profile serves as the guide for the entire search process. The development of the profile includes collecting technical information and defining recruitment criteria.

Technical Information

The Project Director will conduct meetings with the City Council, Human Resources, key staff members, and others, as directed by the City, to gain an understanding of the experience and professional background requirements for the City Manager. These meetings will also help the Project Director understand the work environment and the issues facing the City of Santa Paula. Meetings will be held in person, or video meetings can also be arranged.

Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the City Manager. The criteria should reflect the City of Santa Paula's goals and priorities.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by Ralph Andersen & Associates. The City will review the draft brochure, revise it as appropriate, and publish it for use throughout the search.

Optional Service (Community Survey) – The City Council may desire to obtain input from the Community on the qualities they would like to see in the new City Manager. To facilitate Community input, the Project Director is available to conduct an online survey, and/or community "listening sessions". Additionally, our process can allow for email comments to Ralph Andersen & Associates relating to the desired qualities of the next City Manager. See Cost Section for more details on pricing.

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the Project Director and includes specific outreach and recruiting activities briefly described below.

Outreach

An accelerated outreach and advertising campaign will be developed. It will include the placement of ads in publications such as *Western City Magazine, International City/County Management Association (ICMA),* and other professional publications. Additionally, a select number of other government-related websites will be used to extend the targeted outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

Candidate Identification

Ralph Andersen & Associates will use their extensive contacts to focus on the recruiting effort. In making these contacts, the Project Director will reach out directly to individuals who meet the City's criteria. Each candidate identified through the recruiting efforts will

receive an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged, and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process once all resumes have been received.

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate's profile.

Preliminary Research and Internet Review

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be conducted on a limited number of candidates to learn more about each candidate's public profile and related information available online.

Preliminary Interviews (by Recruiters)

The Project Director will conduct preliminary interviews with the top candidates identified through screening, preliminary research, and Internet review. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be conducted using video technology.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately four (4) to six (6) individuals. Those individuals will be reviewed with the City prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, all documentation will be electronically supplied to the City (preferred method). The Project Director will prepare detailed information for review, including resumes uploaded to a file-sharing system (i.e., OneDrive or ShareFile). The Project Director will meet with the City Council (in-person or via video) to review the search report on the top candidates. The report divides all of the candidates into four groups, including 1) the top group of candidates that are recommended to be interviewed by the City Council; 2) a backup group to the first group; 3) a group for which no further consideration is required; and 4) a group that lacks minimum qualifications. The Search Report will include candidate resumes and cover letters. The results of preliminary media research will be included. This meeting will result in a confirmed group of top candidates for the City to further consider.

The traditional approach is to conduct a partial background on the top 2-3 candidates with various verifications, internet search, and limited references (outside of the current employer). References for current employers are often not released by candidates until the final stage of the search process when they are assured of being the candidate of choice. Verifications such as credit check, DMV Report, and civil/criminal are typically conducted once a contingent offer is made to the selected

candidate unless the finalist candidate(s) gives explicit approval and sign a release to proceed. Education checks are conducted *before* the slate of candidates interviews with the City Council.

The results of the Search Report will be a confirmed group of finalist candidates that the City Council will interview.

Task 6 – Selection

The final selection process will vary depending on the City Council's desires. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- The Project Director will coordinate the selection process for the finalist group of candidates. This includes handling logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an electronic interview booklet (uploaded to OneDrive file-sharing program) that includes the resume, cover letter, and preliminary media research for each candidate. In addition, this electronic information will include suggested questions and discussion topics based on the recruitment criteria. Electronic copies of the interview booklet will be provided in advance of the candidate interviews.
- The Project Director will facilitate the Interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Additionally, verifications will be made on the top two candidates and will include education verifications, Department of Motor Vehicle check, criminal and civil check, and credit check. The results of these verifications will be discussed with the City at the appropriate time.
- Reference checks will be conducted on the top candidate. The results of these reference checks will be discussed with the City Council at the appropriate time during a closed session.
- As needed, the Project Director is available to provide assistance to the City Council in the final selection as may be desired. This assistance may include providing or obtaining any additional information needed to support the final selection decision.

Task 7 – Negotiation

The Project Director is available to assist the City Council in negotiating a compensation package with the selected candidate. This includes recommendations on setting compensation levels.

Additionally, Ralph Andersen & Associates can work closely with the City Attorney on the deal points to be included in the employment agreement. As required by the Brown Act, the employment agreement for the new City Manager must be approved and voted on at a regularly scheduled City Council meeting.

Task 8 – Close Out

After the City has reached an agreement with the individual selected for the position, the Project Director will close out the search. These activities will include advising all finalist candidates by telephone on the status of the search.

Project Timing

We anticipate a timeframe of approximately 90 – 120 days (or less) from the execution of the agreement between the City and Ralph Andersen & Associates to the presentation of the finalists for an interview. Negotiation with the top candidate will take an additional week after finalist interviews.

A brief overview of the recruitment schedule is presented below (the schedule does not include the transition time for the selected candidate to join the City).

Task	Estimated Week of Completion
Task 1 – Review Project Management Approach	Week One
Task 2 – Develop Position Profile and Recruitment Brochure	Week One – Week Two
Task 3 – Outreach and Recruiting	Week Two – Seven
Task 4 – Candidate Evaluation	Ongoing Throughout Process (typically more focused during Week Six and Week Seven)
Task 5 – Search Report	Week Eight – Week Nine
Task 6 – Selection	Week Nine - Week Ten
Task 7 – Negotiation	Week Ten – Week Eleven
Task 8 – Close Out	Week Twelve

Additionally, the Project Director has the capacity to focus on this recruitment to meet the process's timing and milestones, as outlined above.

References

- **City of Cypress, California**
  Mayor David Burke
  (714) 229-6699 (work)
  Email: dburke@cypressca.org
  Recruitment: City Manager

- **City of Gilroy, California**
  Mayor Greg Bozzo
  (669) 766-5771
  Email: greg.bozzo@cityofgilroy.org
  Recruitment: City Administrator

- **City of Yorba Linda**
  Mayor Carlos Rodriguez
  (714) 961.7110
  Email: crodriguez@yorbalindaca.gov
  Recruitment for City Manager

Project Cost

The recruitment effort for a new City Manager for the City of Santa Paula will be a comprehensive search process with a focus primarily in California, the Western Region, and nationally, if so desired. The review of resumes and qualifications will be conducted on all candidates who submit, giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of $29,000** for recruitment services and all related expenses (not including a supplemental fee for the Community Survey).

***Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done in-person or via video), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV checks, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Detailed reference checks will be conducted on the top candidate.

Invoicing for Services – Ralph Andersen & Associates will bill the fixed fee to the City in four installments as follows:

- Following kick-off and finalization of recruitment brochure - $8,700
- After the closing date - $8,700
- After finalist interviews - $8,700
- Upon placement - $2,900

Progress payments will be due upon receipt.

Brochure – A full-color electronic brochure will be developed for the City Manager recruitment. All pictures will be the City's responsibility. The City will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and for agreeing to pay any and all related charges or fines if a copyright violation is incurred, either during the search itself or subsequently.

Optional Service (Community Survey) – Should the City choose to conduct a Community Survey and/or community "listening sessions", with summarized results, this service would cost an additional $2,500-$3,500, depending on the scope of agreed upon services.

Exception – All candidate travel is the full responsibility of the City.

Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If the City Manager resigns or is dismissed for cause within one year of appointment, we will conduct another search free of all professional services charges.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services.

BOB MURRAY & ASSOCIATES

Experts In Executive Search

A Proposal to Conduct an Executive Recruitment

for the Position of

CITY MANAGER

on behalf of the

City of SANTA PAULA

1544 Eureka Road, Suite 180
Roseville, CA 95661
(916) 784-9080
(916) 784-1985 fax

September 11, 2026

Mayor Carlos Juarez &
Members of City Council
City of Santa Paula
970 Ventura St.
Santa Paula, CA 93060

Submitted via email to: henry.castillo@bbklaw.com

Dear Mayor Juarez & Members of City Council:

Bob Murray & Associates is pleased to submit a proposal to conduct the City Manager recruitment for the City of Santa Paula. The following details our unique qualifications and describes our systematic–yet flexible–method of identifying, recruiting, and screening outstanding candidates on your behalf. Bob Murray & Associates is proud to offer straightforward, ***all-in pricing***, eliminating surprises and making the experience simple and stress-free. This proposal includes information on our proven process, a timeline, and a guarantee.

As the premier public sector executive search firm specializing in positions that report directly to elected boards/councils, we understand the unique dynamics, high expectations, and political acumen required of leaders in these critical roles. We don't just fill positions–we ensure the candidates we present to City of Santa Paula are well-aligned with your organization's goals, values, and culture. Our team is composed of experienced executive recruiters and former public-sector executives–professionals who are passionate about public service and attuned to current trends in government leadership. With over 34 years of experience and a network of more than 40,000 professionals and organizations, we've built a strong reputation for delivering exceptional candidates and achieving repeat success with our clients.

Bob Murray & Associates recognizes that we work at the pleasure of the City Council and our job is to facilitate the Council in finding the City's next City Manager. Our best practice is to establish a strong partnership with the Council, to ensure the placement of a City Manager who is ideally suited to its needs. In developing this collaborative approach, we will seek the opportunity to meet with the council members individually to discuss their expectations for the City's new City Manager. The feedback received from the council members will be essential in providing guidance when recruiting and screening candidates for the position.

Current and recent recruitments we have completed similar in scope to your upcoming search include the following:

2026

- Richmond, CA (City Manager) – *Current*
- Compton, CA (City Manager) – *Current*
- California City, CA (City Manager) – *Current*
- St. Helena, CA (City Manager) – *Current*
- Pacific Grove, CA (City Manager) – *Current*
- Pleasanton, CA (City Manager) – *Current*
- Auburn, CA (City Manager) – *Current*
- Lemon Grove, CA (City Manager)
- Lawndale, CA (City Manager)
- Sonoma, CA (City Manager)
- South Lake Tahoe (City Manager)
- Concord, CA (City Manager)
- Pacifica, CA (City Manager)
- Monterey, CA (City Manager)
- Eugene, OR (City Manager)
- Apple Valley, CA (Town Manager)
- Hanford, CA (City Manager)
- Cathedral City, CA (City Manager)
- Marina, CA (City Manager)

2025

- Hayward, CA (City Manager)
- Davis, CA (City Manager)
- Live Oak, CA (City Manager)
- Oakdale, CA (City Manager)
- Fowler, CA (City Manager)
- Louisville, CO (City Manager)

2024

- Vernon, CA (City Administrator)
- Folsom, CA (City Manager)
- Murrieta, CA (City Manager)
- Aliso Viejo, CA (City Manager)
- Manhattan Beach, CA (City Manager)
- Emeryville, CA (City Manager)
- Reno, NV (City Manager)
- Clovis, CA (City Manager)

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Valerie Phillips, Gary Phillips, Adele Fresé, Yasmin Beers, or Jon Lewis, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand about the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 16 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding positive placements and providing security and fairness to candidates and clients while ensuring the integrity of the search process. Outlined below are the steps in our proven recruitment process, refined through our 34+ years of experience in executive recruiting.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Santa Paula's needs will be key to a successful search. Valerie Phillips, Gary Phillips, Adele Fresé, Yasmin Beers, or Jon Lewis will meet virtually with the City Council and key stakeholders to learn as much as possible about the ideal candidate for the City Manager position. Key stakeholders often include:

- Council/Board Members – up to five virtual one-on-one meetings with the Recruiter
- Internal Stakeholders (e.g. Department Heads) – up to two virtual group meetings with the Recruiter
- External Stakeholders (e.g. Chamber of Commerce, Community Groups) – one virtual one-on-one or group meeting with the Recruiter

Internal and External Stakeholders

We find that many of our clients value a recruitment process that opens the opportunity for employees, community members, business leaders, and organization representatives to provide input regarding the ideal candidate. Our recruiters are skilled in virtually facilitating group staff meetings, forums for the business community, and/or town hall meetings that provide for equitable involvement from a variety of constituencies.

If the City of Santa Paula desires, we will work with the City Council to create a customized virtual community and/or staff input process. *Please note: Virtual facilitation of stakeholder meetings is included in the professional fee. On-site Recruiter facilitation is available for an additional fee – please refer to "Costs and Guarantee" on page 8 for pricing information.*

Online Stakeholder Surveys

Sometimes clients are seeking input from a wider range of stakeholders—such as community members, business leaders, and organization representatives—online surveys are ideal to solicit input regarding qualities of the ideal candidate. Our experienced recruiters excel at crafting targeted, thoughtful, open-ended questions and can design a customized survey, providing a link for easy sharing on your website. After closing, your dedicated Recruitment Coordinator will send you the survey

response data for your review and analysis. This proposal includes one Online Survey. Additional Online Surveys are available under Optional Services (please refer to page 8).

We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Santa Paula.

Your Recruiter will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City to identify expectations regarding education and experience. The City Council and your Recruiter will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Step 2 Design/Distribute Brochure and Advertisements

Your Recruiter and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Santa Paula to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Santa Paula that you feel best represent your organization and your community.

Upon your approval, your Recruiter will send the brochure by email (and postal mail if desired) to a targeted audience, personally inviting potential candidates to apply for the City Manager position. We will also place the recruitment brochure on our website, which attracts over 11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Your Recruiter will also design an effective advertising campaign appropriate for the City Manager recruitment. Our broadest outreach comes through our active social media involvement on LinkedIn as well as our monthly newsletter where upcoming and current positions are featured. Sources such as *Western City Magazine,* PublicCEO, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the City Management field.

Suggested City Manager-specific advertising sources for the City of Santa Paula's search include but are not limited to:

- International City County Management Association
- National League of Cities
- California City Management Foundation
- California League of Cities (Western City Magazine)

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Nearly 50% of our last 100 placements were women; Hispanic placements 25%; African American placements 13%; Asian placements 21%; and Native American placements at 1%. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women's Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Your Recruiter will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Santa Paula, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the City Manager position.

Step 3 Recruit Candidates

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 2,100 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time–time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the City Manager recruitment.

Step 4 Screen Candidates

Following the closing date for the recruitment, your Recruiter will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and your Recruiter will discuss with the City Council how the City of Santa Paula wishes to proceed with these candidates.

Step 5 Conduct Preliminary Interviews

Your Recruiter will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Zoom, Teams, or other convenient videoconferencing applications.

Step 6 Search Public Records

Under the direction of your Recruiter, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert your Recruiter to any further detailed inquiries we may need to make before our recommendations are finalized.

Step 7 Make Recommendations

Based on our findings during the preliminary interview process, your Recruiter will meet with the City Council virtually or on site to share the complete applicant list and recommend a limited number of candidates for your further consideration. Your Recruiter will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of interviewees will be up to you.

We typically recommend 6-8 candidates that we feel best match your expectations and prepare a detailed report on each candidate. This virtual "Recommended Finalist" eBook is provided to each member of the decision-making body and includes:

- Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates
- Summary of experience and education for each Recommended Finalist candidate
- Complete cover letter and resume for each Recommended Finalist candidate
- List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

Step 8 Facilitate Panel Interviews

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Santa Paula to craft and implement an interview approach that fits your needs. This may include panel and/or individual interviews by the City Council; key stakeholders, community/employee interview panels; writing and presentation samples; meet-and-greets; or other specialized process elements your Recruiter helps the City of Santa Paula to design.

Your Recruiter will be present on-site during the panel interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided for each interview panel member containing:

- Recruitment brochure with candidate profile
- Interview schedule
- Suggested interview questions
- Experience summary, cover letter, resume, and rating form for each candidate
- Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews. Our goal is to ensure that each candidate has a positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

Step 9 Conduct Background and Reference Checks

Your Recruiter and your Recruitment Coordinator will conduct detailed reference checks for up to two (2) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with the two (2) final candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

Step 10 Assist in Negotiations

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Your Recruiter will know what other organizations have done to put deals together with great candidates and what the current market is like for City Manager positions in organizations like the City of Santa Paula's. Your Recruiter will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Santa Paula, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from your Recruiter on behalf of the City of Santa Paula.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Your Recruiter will be available to the City of Santa Paula by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The **all-inclusive professional services fee** for conducting the City Manager recruitment on behalf of the City of Santa Paula is **$33,000**. Services provided for in this fee consist of all steps outlined in this proposal, including design and distribution of the recruitment brochure, advertising, marketing and promotion, administrative support, public records research, comprehensive background reporting on the final candidates, postage, technology, and two days of on-site meetings. This proposal is valid for 60 days from the date of the proposal.

Optional Services are listed below and are in addition to the professional services fee. Expense reimbursement for ***Consultant travel*** *related to additional on-site meeting days is billed at the actual rate (airfare/mileage, lodging) and is the responsibility of the City of Santa Paula.*

The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Santa Paula. Therefore, your Recruiter will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

Optional Services

- **Additional virtual stakeholder meetings**: $250/meeting
- **Additional on-site meeting days**: $1,500/day/Consultant, plus travel expenses
- **Online Surveys**: $500/each (includes preparing recommended questions, preparing and sharing the survey link, closing the survey, and sending the survey response data for your review and analysis
- **Additional background checks**: $300/candidate
- **Additional reference checks**: $500/candidate
- **Additional hires**: $9,000/candidate

GUARANTEE

In the event a candidate recommended by our firm resigns or is terminated within the first 12 months of employment, Bob Murray & Associates will provide the City of Santa Paula with professional services to secure a replacement. Services will be provided at no cost, aside from the following *reimbursable* expenses incurred on the City of Santa Paula's behalf during the new search:

- Brochure design and distribution ($695 reprint only, $1,275 edit/reflow/reprint)(*if needed*)
- Advertising actual costs (estimated at $2,975)
- Public records search for all new candidates ($500)
- Background Checks ($300/candidate)
- Reference Checks ($500/candidate)
- Consultant travel reimbursement (if travel is needed)
- *Plus any applicable Optional Services, if desired*

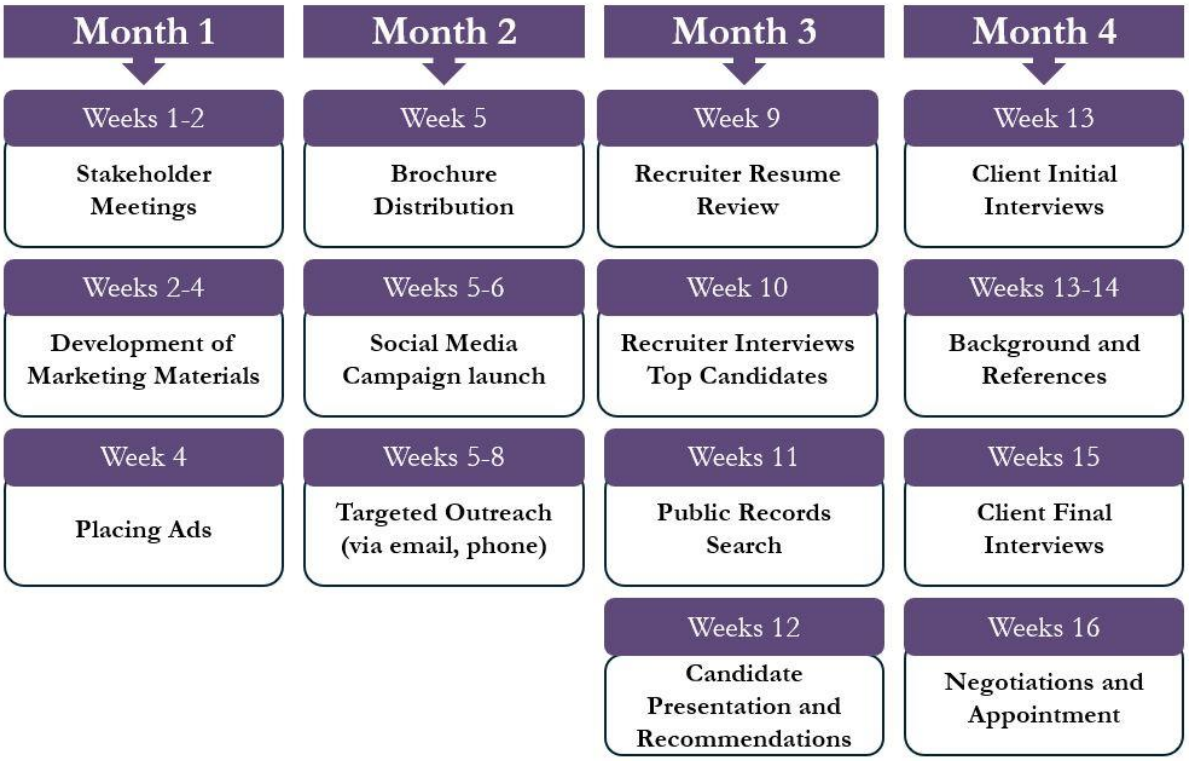
In the event that a placement is not made from the initial recruitment, Bob Murray & Associates will provide professional services to conduct one additional recruitment. Services will be provided at no cost. However, the City of Santa Paula will be responsible for the *reimbursable* expenses as noted above.

We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Santa Paula. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of sixteen (16):

- Valerie Gaeta Phillips, *President and Owner*
- Gary Phillips, *Executive Vice President*
- Yasmin Beers, *Vice President & Senior Executive Recruiter*
- Adele Fresé, *Senior Executive Recruiter*
- Stacy Stevenson, *Senior Executive Recruiter*
- Jon Lewis, *Senior Executive Recruiter*
- Jeff Mori, *Executive Recruiter*
- Michael Ishii, *Executive Recruiter*
- Ian Schmutzler, *Executive Recruiter*
- Troy Brown, *Executive Recruiter, Career Coach*
- Stephanie Dietz, *Career Coach*
- Melanie Richardson, *Career Coach*
- Kathy Lolas, *Executive Recruitment Coordinator and Operations Manager*
- Grace Owens, *Senior Recruitment Coordinator*
- Steph Souza, *Recruitment Coordinator*
- Alexandria Huesca, *Recruitment Support*

Please see your lead recruiter's biography below:

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER



Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity

issues in municipal and non-profit leadership, and how to identify a positive placement for the organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

Gary Phillips, Executive Vice President and Recruiter



Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

YASMIN BEERS, VICE PRESIDENT & SENIOR EXECUTIVE RECRUITER



Yasmin Beers brings over 33 years of municipal government experience to Bob Murray and Associates. Yasmin retired as the City Manager for Glendale with a population of over 200,000. She served as Chief Executive Officer overseeing close to 2,000 employees serving in Police, Fire, Public Works, Parks, Community Development, Library Arts & Culture, Innovation Performance & Audit, and Water & Power to name a few.

Yasmin's three decades of experience in public service brings extensive background in public sector finance, human resources management, contract negotiations, strategic planning & organizational leadership, policy development, emergency response & planning, team building and performance improvement. Throughout her career, Yasmin has had a great deal of experience in recruiting, selecting and hiring employees for executive and management level positions with a focus on the organizational needs and culture.

Yasmin currently serves on the Glendale Memorial Hospital Community Board of Directors and the Advisory Board for Village Christian School. Yasmin is a past member of Soroptimist International of Glendale where she served as President in 1999/2000. She is a past board member of Glendale Healthy Kids, Salvation Army and the American Red Cross. In 2011 the Glendale Chamber of Commerce recognized Yasmin as Woman of the Year; in 2013 she was the recipient of The Armenian American Woman of Excellence Award; in 2014 Yasmin was recognized by the Glendale Educational Foundation for her distinguished service and philanthropic efforts; in 2015, YWCA awarded Yasmin with the Heart & Excellence Award; in 2017, she was recognized by Business Life Magazine as a Women Achiever; and in 2018 the California State Senate recognized Yasmin as one of the Woman of the Year, each a tribute to her core values that represent her civic responsibilities, volunteerism and community service.

Yasmin has a Bachelor of Arts degree in Political Science from California State University, Northridge and a Master's degree in Organizational Leadership from Woodbury University.

ADELE FRESÉ, SENIOR EXECUTIVE RECRUITER



Adele Fresé brings 27 years of local government experience to Bob Murray & Associates, having retired as Chief of Police in Salinas, CA prior to joining the firm in 2021. Adele began her public service career in 1985 as an active-duty member of the United States Marine Corps before serving the City of Corpus Christi for 20 years.

Adele has extensive experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

During her 7 years as Chief of Police, Adele exercised strong leadership and implemented monumental changes leading to the diversification of her agency's sworn staff. Adele's commitment to collaboration with the public and law enforcement agencies earned her the Partner of the Year Award from Homeland Security Investigations, and her Department the Community Policing Award from the Community Policing Institute of California.

Adele received her Bachelor of Science degree in Criminal Justice Administration from California State University at Hayward, and a minor degree in Sociology. She earned a Master of Science in Public Safety, completed the Senior Executives in State and Local Government program at the Harvard Kennedy School, and PERF's Senior Management Institute for Police. She is a Texas Certified Public Manager.

JON LEWIS, SENIOR EXECUTIVE RECRUITER



Jon Lewis brings over 30 years of municipal government experience to Bob Murray and Associates. Jon began his career in public service in 1991 with the City of Newport Beach, an iconic coastal community of 53 square miles in Southern California. After successfully working his way through the ranks of the Police Department, he honorably retired in December of 2022 after serving as the Chief of Police for nearly seven years. Jon is known for his commitment to selfless service, ethical leadership and maintaining longstanding community partnerships. During his tenure as Chief of Police, the Newport Beach Police Department achieved reduction in crime to historic lows through effective, data-driven community policing strategies as well as excellence in emergency response and 911 call answer times.

Jon graduated with honors from California State University Long Beach with a Bachelor of Science degree in Criminal Justice and Speech Communication and holds a Master of Arts degree in Criminal Justice from Chapman University. He is a graduate of several advanced law enforcement training courses including the California Commission on Peace Officer Standards and Training Command College. Jon has authored two university-level textbooks in criminal justice and is an instructor with the Center for Criminal Justice Research and Training at California State University Long Beach.

He and his wife, Darcy, have two children and reside in Orange County.

Corporation

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 180
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

Professional Associations

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Santa Paula:

- California Special Districts Association
- California City Management Foundation (CCMF)
- Engaging Local Government Leaders (ELGL)
- International City/County Management Association (ICMA)
- International Network of Asian Public Administrators (I-NAPA)
- League of California Cities
- League of Women in Government
- Municipal Management Association of Northern California (MMANC)
- Municipal Management Association of Southern California (MMASC)
- National Forum for Black Public Administrators (NFBPA)

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues. Recent and upcoming speaking engagements and trainings provided by our staff include:

- "Role of the Chief" class, annually presented by Jon Lewis on behalf of the California Police Chiefs Association;
- MMANC and MMASC annual mock interviews;
- Annual League of California Cities Booth; and
- Annual League of California Cities City Manager's Conference (City Manager hosted event).

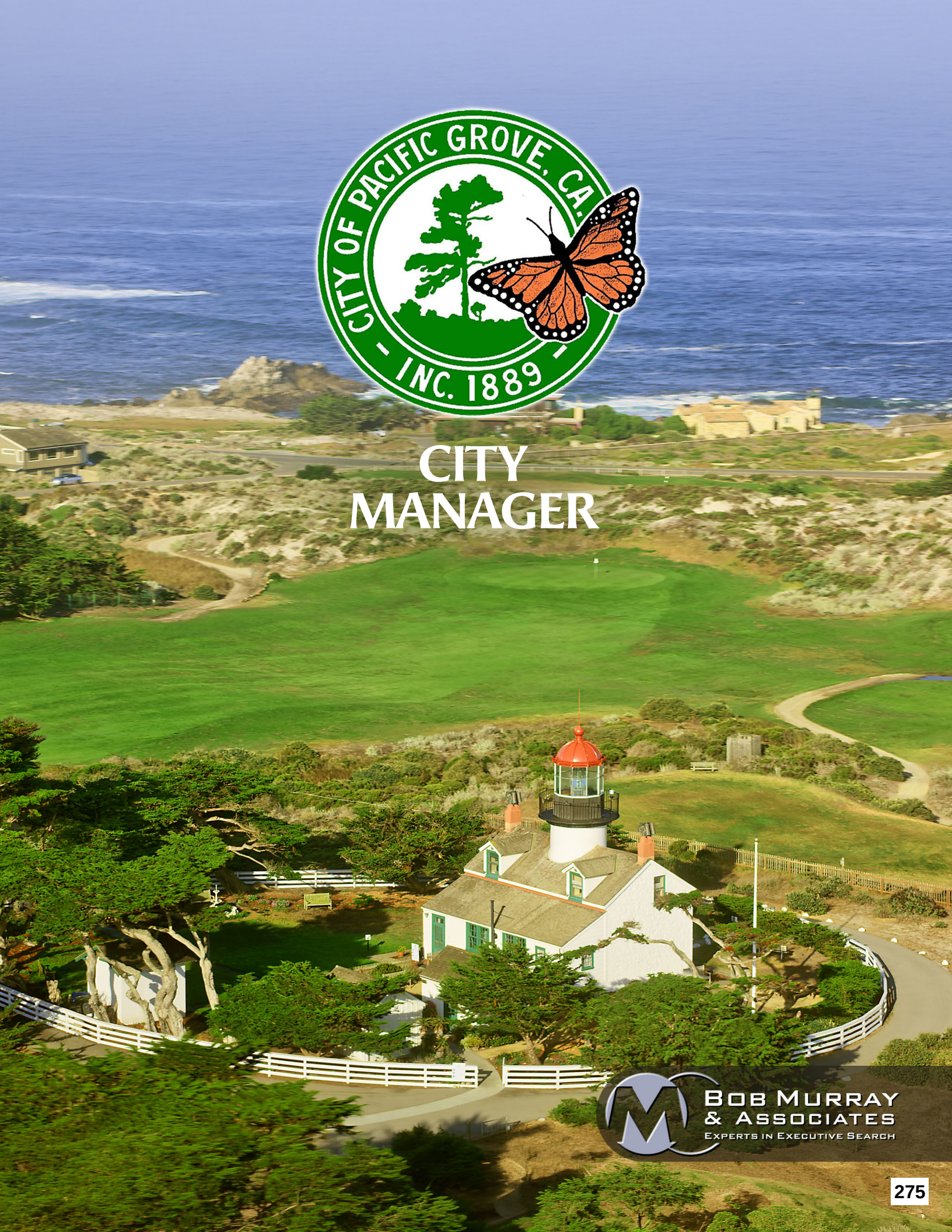
REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT:	City of Lawndale, CA
POSITION:	City Manager
REFERENCE:	Ms. Raylette Felton, Deputy City Manager/Human Resources Director rfelton@lawndale.ca.gov
CLIENT:	City of Reno, NV
POSITION:	City Manager
REFERENCE:	Ms. Norma Santoyo, Assistant City Manager (775) 300-0677
CLIENT:	City of Sonoma, CA
POSITION:	City Manager
REFERENCE:	Jenny Yankovich, Assistant to the City Manager (707) 933-2203
CLIENT:	City of Monterey, CA
POSITION:	City Manager
REFERENCE:	Mayor Tyller Williamson, (831) 760-5173 twilliamson@monterey.org

We appreciate the City of Santa Paula's consideration of our proposal and look forward to working with you.

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH



CITY MANAGER

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY



Sharing borders with the Pacific Ocean, Pebble Beach, and the City of Monterey, Pacific Grove combines an unparalleled quality of life with an ambience of charm, grace, and beauty. Located on the very tip of the scenic, tree-shrouded Monterey Peninsula, Pacific Grove boasts a beautiful, fully accessible coastline. The community encompasses a total of less than three square miles, with more than 3.5 miles of beaches, rocky outcroppings, and shoreline parks. Primarily a residential community, Pacific Grove has a population of 15,698 and over 1,300 registered historic homes and other structures.

Founded in the 1870s as a Methodist summer retreat, Pacific Grove continues to bear the look and feel of yesteryear. The original retreat area remains, with homes dating back to the late 1800s and early 1900s. Many of Pacific Grove's homes reflect a vintage style, diverse architecture, and individuality. Among the historic buildings in Pacific Grove are stately Victorian mansions, many of which have been converted into bed and breakfast inns. Annual special events showcase Pacific Grove's historic homes and inns, including the Victorian Home Tour and Christmas at the Inns. In addition, a variety of annual festivities – such as the Good Old Days and the Butterfly Parade – celebrate the community's history.

Besides its scenic beauty and idyllic neighborhoods, Pacific Grove has five shopping districts including an eclectic downtown experience with small boutiques, gift shops, art galleries, antique stores, and restaurants. Other vibrant shopping areas are located throughout the community, including a Certified Farmer's Market offering local fare.

Point Pinos is the oldest continuously operating lighthouse on the west coast as its beacon has flashed nightly since 1855 as a guide and warning to ships off the rocky California coast. The Stanford University Hopkins Marine Station was founded in 1892 as the first marine laboratory on the west coast of North America, and faculty offer undergraduate and graduate courses in a variety of oceanic and marine sciences.

Lovers Point Park and beach is a 4.4-acre landscaped community park used for picnicking, fishing, swimming, water sports, and surfing. Asilomar State Beach offers beach and coast trail walks past the Marine Reserve, a short boardwalk loop through the Natural Dune Preserve, and overnight room lodging and conference facilities.

Golfers have a unique opportunity to play a scenic 18-hole course at the oceanfront Pacific Grove Municipal Golf Links. Others may explore the City's award-winning Natural History Museum. Not only does Pacific Grove offer breathtaking views combined with a variety of recreational and cultural activities, but the City provides excellent public safety services; the City has one of the lowest crime rates in Monterey County; and a small-town hospitality and friendliness in a place that locals call simply "P.G."

THE CITY

Incorporated in 1889, Pacific Grove is a Charter City operating under the Council-Manager form of government. The seven-member City Council appoints the City Manager, City Attorney, and members of the City's advisory boards and commissions.



Renowned for its historic character, stunning coastal setting, and thriving visitor economy, Pacific Grove benefits significantly from tourism while balancing the needs of residents, businesses, and visitors. As a tourism-dependent community, the City must thoughtfully address the fiscal challenges associated with maintaining and improving aging infrastructure while preserving its unique character and exceptional quality of life.

City amenities include a historic Carnegie public library, natural history museum, community center, youth center, senior center, an 18-hole golf course, cemetery, butterfly habitat preserve, shoreline recreation trails, and numerous parks. Departments within the city organization include the City Manager's Office (including the City Clerk, Human Resources and Information Technology), Administrative Services (including Finance, and Risk Management), Library, Community Development (including Building & Safety, Housing and Code Enforcement), Public Works (including Recreation), and Police. City Attorney, Fire services and golf course operations are provided on contract.

THE POSITION

The City Manager is responsible for planning, organizing, and directing the overall administrative activities of the City as well as advising and implementing the City Council's policies and goals. The City Manager performs all duties as specified by the City Charter. Pursuant to Article 19 of the City Charter the following duties include but are not limited to:

- Ensuring that all ordinances are enforced;
- Appointing all heads of departments, subordinate officials, and employees, and removing the same, and having general supervision and control over the same;
- Exercising general supervision over all privately owned public utilities operating within the City so far as the same are subject to municipal control;
- Ensuring that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are fully observed and reporting to the Council any violations thereof;
- Acting as purchasing agent for the City (the City Manager shall know the exact condition of the treasury

at all times and shall approve all demands before the same have been allowed by the Council if the City Manager is satisfied that the money is lawfully due);



- Attending all meetings of the Council unless excused therefrom by three members thereof or by the Mayor;
- Examining, or causing to be examined, without notice, the conduct, or the official account and records of any officer or employee of the City;
- Keeping the Council advised as to the needs of the City;
- Supervising the management of all City property, including public buildings, parks, and playgrounds;
- Appointing such advisory boards as the City Manager may deem desirable to advise and assist the City Manager provided the members of such boards shall receive no compensation;
- Generating a quarterly statement of all funds in the treasury for submission to the Council (such statements shall be submitted not later than the first meeting in November, February, May, and August); and,
- Assuming general control of the City government and all of its branches in case of riot, insurrection or extraordinary emergency, and responsibility for the suppression of disorders and the restoration of normal conditions.

THE IDEAL CANDIDATE

The City of Pacific Grove is seeking a calm, level-headed, and visionary leader to serve as its next City Manager. The ideal candidate will be an engaged and highly visible executive who enjoys being out in the community, building authentic relationships with residents, businesses, employees, and community partners. The ideal candidate will be a responsive, approachable, and humble leader who is committed to mentoring and developing staff. With exceptional emotional intelligence, they will listen carefully, value diverse perspectives, communicate openly, and foster a culture of trust, collaboration, and professional growth through integrity, transparency, and sound judgment. The successful candidate will possess the political acumen to navigate complex issues while balancing the interests of the City Council, residents, businesses, and visitors. They will appreciate Pacific Grove's unique historic character and understand the importance of preserving its historic resources while thoughtfully balancing quality of life for residents with the economic benefits of tourism.



The incoming City Manager will be a collaborative and supportive organizational leader who fosters a positive workplace culture, connects with staff at all levels, empowers employees, and confidently makes difficult decisions—including the ability to say "no" when appropriate—while clearly communicating the rationale behind those decisions. Strong fiscal management skills, including budget development, long-range financial planning, and the ability to effectively communicate the City's financial story to diverse audiences, are essential.

The ideal candidate is:

- A seasoned municipal executive with demonstrated success leading a full-service local government organization and providing strategic, collaborative leadership.
- A calm, steady, and thoughtful leader who performs well under pressure, resolves conflict effectively, and maintains professionalism during challenging or politically sensitive situations.
- A highly engaged and visible leader who is committed to being present throughout the community, accessible to residents, businesses, employees, and community organizations, and responsive to constituent needs.
- A politically astute executive who understands the roles of elected officials and staff, provides sound and impartial advice, and successfully navigates complex public policy issues while building consensus among diverse stakeholders.
- A skilled communicator who can clearly explain complex issues, including the City's budget and financial priorities, helping residents, employees, and elected officials understand the "story behind the numbers."
- An experienced fiscal steward with a strong background in budgeting, long-term financial planning, fiscal sustainability, and responsible resource allocation.
- A confident decision-maker who exercises sound judgment, can establish priorities, set appropriate boundaries, and make difficult decisions—even when those decisions may not be universally popular.
- A collaborative leader who values employees, develops and mentors staff, promotes accountability, and cultivates a positive, inclusive, and high-performing organizational culture.
- An executive with experience in labor relations, collective bargaining, and productive union negotiations who can build positive working relationships while protecting the City's long-term interests.
- A relationship builder who creates strong partnerships with Department Heads, the City Council, community

organizations, educational partners, regional agencies, businesses, and residents.

- A leader who appreciates Pacific Grove's unique identity and understands the importance of preserving its historic character, protecting environmental resources, maintaining a high quality of life for residents, and thoughtfully balancing those priorities with a vibrant tourism economy and thriving downtown.
- An individual committed to providing stable, long-term leadership while advancing the City's strategic priorities, infrastructure investments, and continued fiscal sustainability.

MINIMUM QUALIFICATIONS

Any combination equivalent to experience and education that provides required knowledge and abilities described below.

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field. A Master's degree is desirable.

Experience: A minimum of 10 years of increasing responsibility in an administrative or managerial capacity in a municipal organization including as a city manager, assistant city manager or department head in a California community of similar size and complexity to Pacific Grove.

COMPENSATION AND BENEFITS

The salary for the previous City Manager was $266,468; the salary for the incoming City Manager is negotiable and based on qualifications and experience. Additionally, a 3% Management Incentive will be provided (3% x base salary). The City also offers an attractive benefits package including:

Retirement – CalPERS retirement - 2% at 55 for "Classic" members (employees hired on or before December 31, 2012) and 2% at 62 for PEPRA members (employees hired on or after January 1, 2013). The employee contribution toward CalPERS is currently 7% for Classic Miscellaneous members plus 5% cost share (for a total of 12%).

Health Plan – Employees shall be entitled to participate in the City-sponsored health plans including medical, dental, and vision, as well as optional benefits.

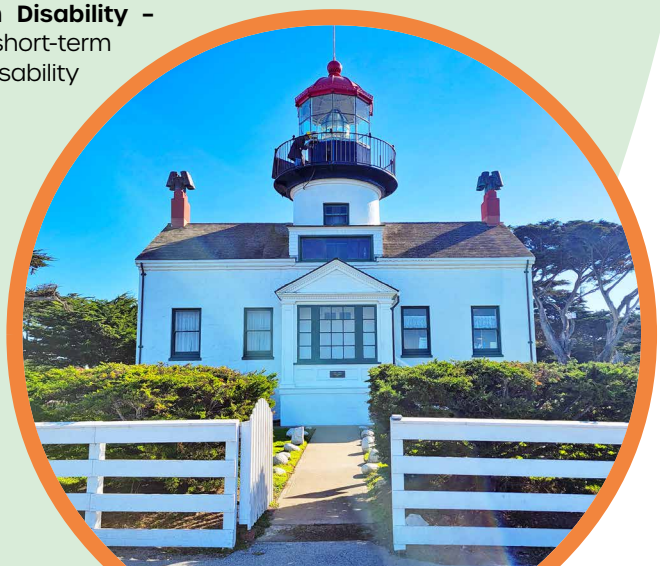
Employer Health Contributions – The City provides a monthly contribution towards healthcare premiums for up to $2,084 per month based on enrollment level.

Paid Time Off (PTO) – Beginning at 6 weeks off per year for employees with less than five years of service and capping at 8.5 weeks per year for employees with 20 or more years of service. The City also offers a PTO Buy-Back program to eligible employees. Buyback is up to 80 hours per year.

Holidays – Employees receive nine (9) paid holidays annually and six (6) floating holidays each fiscal year.

Holiday Closure for 2026 – Employees will receive up to 32 hours of paid leave between Christmas and New Year's.

Short & Long-Term Disability – Paid supplemental short-term and long-term disability insurance.



Deferred Compensation Plan – Voluntary participation in City's deferred compensation program is available to employees through Empower Retirement with an employer match of up to $100 per pay period.

Fitness Reimbursement Program – City will reimburse up to $500 per calendar year for employee's personal fitness costs.

Group Life, Death and Dismemberment Insurance – The City shall provide, at its cost, group life insurance with a benefit of $75,000.

Tuition Reimbursement – The City may pay up to $3,000 per fiscal year per employee.

Cell Phone Allowance – A personal cell phone allowance of $50 per month or issued City cell phone in lieu.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
October 6, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Pacific Grove. Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call:

Gary Phillips
(916) 784-9080

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH









CITY OF LAWNDALE
HEART OF THE SOUTH BAY
CALIFORNIA

CITY MANAGER

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH



THE COMMUNITY

The City of Lawndale is ideally situated in the South Bay region of Los Angeles County, approximately 15 miles southwest of downtown Los Angeles and just five miles from the Pacific Ocean. Known as the "Heart of the South Bay," Lawndale is a vibrant, diverse, and close-knit community that blends the accessibility of a major metropolitan area with the character and charm of a small city. Encompassing approximately 1.9 square miles, Lawndale is a primarily residential community composed largely of well-established single-family neighborhoods. Its strategic location provides residents and businesses with convenient access to major employment centers, amazing beaches, and regional amenities, including SOFI Stadium, Los Angeles International Airport, The Forum, and the area's robust aerospace and technology sectors. The City is also well-connected by major freeway corridors and public transit, making it an attractive place to live, work, and invest.

Founded in March 1905 as "Lawndale Acres" and incorporated on December 28, 1959, Lawndale has grown into a thriving city of approximately 31,000 residents. Over the decades, the city has successfully transitioned from a rural residential community into a dynamic and evolving urban environment. Today, Lawndale continues to experience thoughtful revitalization, particularly along Hawthorne Boulevard, its primary commercial corridor, where new development and reinvestment are enhancing economic vitality and community appeal. Lawndale is committed to maintaining a high quality of life for its residents. Community amenities include the Los Angeles County Library and the Harold E. Hofmann Community Center, both located adjacent to City Hall. These facilities serve as important hubs for civic life, offering educational, recreational, and enrichment programs for children, teens, adults, and seniors alike.

Community pride is reflected in Lawndale's wide range of annual events and programs, which bring residents together and strengthen neighborhood connections. Popular events include the Youth Day Parade, the Health, Safety and Pet Fair, Halloween Haunt, Field of Honor Flag Display, a Blues and Jazz Festival, and the Angel Tree Lighting and Winter Fun celebration. These events draw large participation each year and underscore the City's commitment to fostering a strong sense of belonging and engagement.

THE ORGANIZATION

The City of Lawndale is a general law city operating under the Council-Manager form of government, a structure that emphasizes professional management and clear accountability. The five-member City Council, including an elected Mayor, serves as the City's legislative body, setting policy, establishing priorities, and providing strategic direction for the organization. The City Manager is appointed by and serves at the pleasure of the City Council and is responsible for implementing Council policies and overseeing all municipal operations. This governance model supports a collaborative partnership between elected officials and professional staff, ensuring responsive and effective service delivery to the community.



The City Manager oversees all departments and divisions except for the elected City Clerk and the City Attorney who report directly to the City Council. The City Council is further supported by a number of appointed boards, commissions, and committees that provide valuable input on a variety of policy areas. To maximize efficiency and service quality, Lawndale contracts with Los Angeles County for several key services, including law enforcement (through the Los Angeles County Sheriff's Department), fire protection, health services, building and safety, and library services. The City's internal workforce consists of approximately 60 full-time and part-time equivalent employees who provide a broad range of municipal services with a strong emphasis on customer service, responsiveness, and community engagement.

THE POSITION

The City Manager serves as the chief executive officer of the City and is responsible for the overall leadership, administration, and coordination of municipal operations. This position plays a critical role in advancing the City Council's vision, implementing strategic priorities, and ensuring that City services are delivered efficiently, effectively,

and in alignment with community needs.



Reporting directly to the City Council, the City Manager oversees the departments of Public Works, Community Services, Municipal Services, Finance, Community Development, Administrative Services, and the City Clerk's Office. The City's operating budget is $21 million and supports a wide range of services, programs, and capital improvements.

Key responsibilities of the City Manager include:

- Providing organizational leadership and fostering a culture of accountability, innovation, and excellence.
- Advising the City Council on policy matters, operational issues, and strategic initiatives.
- Developing and implementing policies, programs, and services that align with community priorities.
- Overseeing preparation and administration of the City's annual budget and long-term financial planning.
- Monitoring the City's fiscal health and ensuring responsible stewardship of public resources
- Directing capital improvement planning and infrastructure investment.
- Evaluating organizational performance and implementing continuous improvement strategies.
- Preparing and presenting staff reports, recommendations, and correspondence to the City Council.
- Ensuring compliance with all applicable federal, state, and local laws and regulations.
- Representing the City in intergovernmental, regional, and community settings.

The City Manager must be an effective communicator and relationship builder, capable of balancing competing priorities while maintaining transparency, responsiveness, and a strong commitment to public service.



THE IDEAL CANDIDATE

The City of Lawndale seeks a dynamic, experienced, and principled leader with a proven record of success in municipal management or a similarly complex public sector environment. The ideal candidate will combine strategic vision with hands-on leadership and operational expertise. This individual will be a collaborative, approachable, and service-oriented professional who values teamwork, innovation, and accountability. The successful candidate will be ethical, trustworthy, transparent, and community-focused, with a visible and accessible leadership style.

Key attributes and experience include:

- Strong leadership and management experience overseeing municipal operations or comparable organizations.
- Demonstrated fiscal acumen, including sound financial management and experience securing and managing funding.
- Strategic thinking combined with a proactive, solution-oriented approach and the ability to adapt to changing conditions.
- Excellent communication and interpersonal skills, with the ability to build relationships across diverse communities and with local, state, and federal partners.
- Political acumen and experience working effectively with elected officials, including managing Council-Manager dynamics and implementing Council priorities.
- A collaborative leadership style that fosters a cohesive team environment, supports succession planning, and effectively manages staff and labor relations.
- Ability to advocate for the City's interests and represent the community at local, regional, and governmental levels.
- Working knowledge of key municipal functions, including economic development, community development, and/or public works.

The ideal candidate will be a thoughtful and responsive leader who demonstrates sound judgment, empathy, and a balanced approach to decision-making. They will be an active listener, effective communicator, and visible presence in the community.

Additional experience includes:

- Working in high-density and/or diverse communities
- Managing regional partnerships and intergovernmental relationships
- Implementing fair and effective code enforcement practices
- Navigating and applying State and federal laws and regulations

EDUCATION & EXPERIENCE

- Bachelor's degree in public administration, business administration, management, or a related field is required.
- Master's degree in a related discipline is highly desirable.
- Extensive experience in municipal management or public sector administration is required.
- Experience working with elected officials is highly preferred.

COMPENSATION

Salary – Up to $290,000 per year

Retirement – CalPERS (2% @ 55 for classic members; 2% @ 62 for new members). Employee pays member contribution. The City does not participate in Social Security; employees contribute 1.45% to Medicare.

Health Insurance – Monthly contribution of $1,680.36 towards medical, dental, and vision coverage. Includes life insurance ($100,000), long-term disability, Employee Assistance Program, flexible spending accounts, and a wellness reimbursement program.

Leave – Paid holidays, vacation, sick leave, and executive/management leave.

Deferred Compensation – 457 plan with City match up to $8,000.



Work Schedule – Flexible options including 5/40, 9/80, and 4/10 schedules. City Hall is open Monday through Thursday 7:00 a.m. to 6:00 p.m., although many facilities operate during evenings and weekends.

TO APPLY

To be considered for this position, please submit your application at:

www.bobmurrayassoc.com

Filing Deadline:
11:59 p.m. PST, May 17, 2026

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates.

A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Lawndale.

Candidates will be advised of the status of the recruitment following selection of the City Manager.

If you have any questions, please do not hesitate to call:

Ms. Stacey Stevenson
(916) 784-9080

BOB MURRAY & ASSOCIATES
EXPERTS IN EXECUTIVE SEARCH

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: October 7, 2026

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

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

ANALYSIS:

In accordance with the Council's adopted Manual of Procedural Guidelines, Section 5.1, Councilmember Chavez has introduced a new request (see Attachment B), which proposes a temporary moratorium on enforcement of the City's Recreational Vehicle (RV) Ordinance. Council is provided the opportunity to review the request and discuss placing the item on a future agenda for consideration and action, at which time staff and the City Attorney will provide input and analysis of the proposal.

The City Attorney will also be prepared to answer questions posed by the Council as to whether direction by Council to suspend enforcement of the Ordinance can be given **at the October 7, 2026 City Council meeting** without need for a formal moratorium, **and if that direction is given, what public safety or other exceptions may be available**.

STRATEGIC PLAN:

Not applicable.

FISCAL IMPACTS:

None

OPTIONS:

ATTACHMENTS:

10.21.2026_Future_Agenda_Items_lm.pdf (Attachment A)
Council Agenda Request Form - Temporary Moratorium on Enforcement of RV Policy.pdf (Attachment B)

Santa Paula City Council Tentative Agenda Schedule

	Special Meeting Wednesday, October 21st – 4:30 pm	
PD	Animal Services – Study Session	
	Regular Meeting Wednesday, October 21st – 6:30 pm	
PW	Public Works Department Report	
Fire	Ventura County Fire Department Report	
P&R	Union Oil Building HVAC	
Finance	Year-End & First Quarter Budget Report	
HR	Water Department Reorganization Proposal	
CDD	Redtail Housing Proposal	
Admin	Blanchard Library Request for DIF Support	
Admin	PBID Funding Request	
	Regular Meeting Wednesday November 4th, 2026 – 6:30 pm	
P&R	Parks & Recreation Department Report	
Fire	PD Facility Phase 2 Bid Approval	
	STUDY SESSION TOPICS	
Finance	Development Impact Fees (DIF)*	3rd Qtr.
Admin	Municipal Code Update – Joint with Planning Commission	
CDD	Use of Triangle Property on Housing	4th Qtr.
P&R	Park Host Program	4th Qtr.
	FUTURE AGENDA ITEMS	
Legal	Fire MOU Amendment for Station 26	4th Qtr.
Admin	No Smoking Ordinance – Workshop	3rd Qtr.
Admin	Electric Bike/Scooter Ordinance Options	3rd Qtr.
P&R	HVAC & Union Oil Building	3rd Qtr.
CDD	Remnant Parcel Annexation *	3rd Qtr.
PW	Plans and Specifications for Peck/Calpipe Street Improvement	3rd Qtr.
PW	Approve final design of bike trail extension, Telegraph Rd, & Roundabout	4th Qtr.
PW/Finance	Water/Sewer Rate Study	4th Qtr.
Legal	Nitric Oxide Restrictions Discussion	3rd Qtr.
CDD	Recreation Vehicle (RV) Parking	4th Qtr.
HR	Labor Agreements w/outside Unions	4th Qtr.
PW	Caltrans Cooperative Agreement	4th Qtr.
CDD	Central Business District Live Entertainment	4th Qtr.

Activities associated with the Council's Strategic Plan*

Agenda Request Form

For Council Discussion Purposes

Name:	**Proposed Meeting Date:**	**Date:**
Council Member Pedro A Chavez	October 7, 2026	September 16, 2026

Type:

Recognition _____ Proclamation _____ Policy X_____

Resolution _____ Ordinance _____ Other _____

Title:

Temporary Moratorium on Enforcement of RV Policy Ordinance

General Description:

Discussion and consideration of a temporary moratorium on enforcement of the City's existing recreational vehicle (RV) policies to allow the City Council and staff time to review current regulations, enforcement practices, community concerns, and potential policy updates.

Purpose / Objective:

To provide temporary relief from enforcement of the City's existing RV policy while the City Council evaluates current regulations, enforcement practices, and community concerns. The moratorium would not apply to enforcement involving public safety, health, emergency access, or RVs being used for residential occupancy in violation of applicable laws or regulations.

Staff Use Only

Est. Fiscal Impact: $ 5,000	**Budgeted:** Yes ☐ No ☒	**Est. Time Impact:** 20 hours

Anticipated Start Date:	**Anticipated Completion Date:**
November 2026	December 2026
Strat Plan Consistency?	**Gen Plan or SPMC Consistency?**
N/A	No
Assigned to (Department):	**Assigned to (Person):**
City Attorney & Community Development	Kellan Martz
Committee Assignment:	
N/A	

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GOVWELL ORDER FORM

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. ("**GovWell**") and the customer identified below ("**Customer**"), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

Customer: City of Santa Paula, CA	**Effective Date:** 8/29/2025
Customer Contact: James Mason	**Contact Email: jmason@spcity.org**
Contact Phone: 805-933-4214 Ext. 251	**Billing Contact:**
Billing Email:	**Billing Phone:**

1. SOFTWARE MODULES, LICENSES, AND SUPPORT.

Beginning on the Effective Date**,** GovWell will make available to Customer the following software modules:

Software Module	Description	Price (Annual)
Building Permits & Inspections	Manage building permits, inspections, and plan review. Includes online portal for improving access and transparency to the public. Includes Contractor Registration.	$25,000
Code Enforcement	Online citizen complaints + code enforcement case management.	$17,000
Planning & Zoning	Online planning & zoning applications, workflow management, and plan review.	$17,000
CEO Discount	One time discount	($19,000)
	TOTAL:	**$40,000**

Licenses: GovWell will provide unlimited user licenses to Customer.

Support: GovWell will provide email, phone, and chat-based support to Customer Monday through Friday, 9am to 5pm EST. GovWell will provide responses to all Customer inquiries within 1 business day.

2. IMPLEMENTATION & DATA MIGRATION SERVICES

Beginning on the Effective Date, GovWell will provide implementation services to Customer to ensure the successful launch and adoption of the software. These implementation services may include, but are not limited to: GIS integration, integration with payment processing software, data migration, system configuration, system modifications, and staff training.

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Service	Description	Price (one-time)
Implementation - Standard	Full-service configuration of system, including: ● Online forms / applications ● Workflows for each record type ● Document templates (Permit cards, COs, notices of violation) ● Inspection templates ● Reports ● Staff training	~~$20,000~~ WAIVED
Data Migration (Raw Data + Files) - Standard	Migration of historical data to GovWell including data in CSV, Excel, PDF and JPG format. Customer is responsible for exporting the data in the aforementioned format(s) and providing it to GovWell, and GovWell is responsible for importing it. To ensure a successful migration of files, Customer is additionally responsible for providing GovWell data in a CSV or Excel format that details an explicit connection between files and other records - e.g. a CSV file specifying that file "ABC.pdf" is connected to Building Permit #24-0001. Modules included: ● Building Permits & Inspections (Raw Data + Files for open applications) ● Planning & Zoning (Raw Data + Files for open applications) ● Code Enforcement (Raw Data)	~~$9,000~~ WAIVED
		TOTAL: WAIVED

3. SUMMARY OF FEES AND TERMS

Item	Description
Annual Cost	$40,000
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date

4. INITIAL TERM

Initial Term: Two (2) years, beginning on the Effective Date.

5. **TERMS OF SERVICE**. The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer's agreement to the Terms of Service located at http://www.govwelltech.com/terms (as amended from time to time, the "**Terms of Service**"). By signing below, Customer expressly acknowledges

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and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the Order Form Effective Date.

CUSTOMER: City of Santa Paula, CA

By (Signature): DocuSigned by: Dan Singer F1BE673A1E0240E...

Name (Printed): Dan Singer

Title: City Manager

Date signed: 8/29/2025

GOVWELL TECHNOLOGIES INC.:

By (Signature): Signed by: Troy LeCaire E71AB3F0D89E4F5...

Name (Printed): Troy LeCaire

Title: Chief Executive Officer

Date signed: 8/29/2025

CUSTOMER: City of Santa Paula, CA

By (Signature):

Name (Printed):

Title:

Date signed: