

City of Santa Paula

City Council Regular

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



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL REGULAR

WEDNESDAY, DECEMBER 10, 2025

6:30 PM - City Council Regular Meeting

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

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

CITY COUNCIL REGULAR MEETING

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

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

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

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

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

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

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

HOW TO VIEW ON YOUR TELEVISION, COMPUTER, OR MOBILE DEVICE: Watch from home live on the local Channel 10, or view the live feed on the city website at the following link: <https://www.spcity.org/523/Public-Meeting-Agendas>

NOTE: Special and Closed Sessions are not recorded and not available on Channel 10 or live feed on the city website.

REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

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

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. CLOSED SESSION REPORT

6. PRESENTATIONS

6.A VISITOR FROM THE NORTH POLE

6.B **CITY MANAGER'S DEPARTMENT REPORT - JUNE 2025 - OCTOBER 2025**

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Department Report for City Manager's Department for June 2025 - October 2025.

Presented by: Dan Singer, City Manager

7. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. 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.

8. CITY COUNCIL REPORTS

9. CITY MANAGER REPORTS

10. CONSENT CALENDAR

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

10.A APPROVAL OF MINUTES

- **City Council Special Meeting November 5, 2025**
- **City Council Regular Meeting November 5, 2025**
- **City Council Special Meeting November 19, 2025**
- **City Council Regular Meeting November 19, 2025**

RECOMMENDATION:

Staff recommends Council approve minutes.

10.B OCTOBER 2025 WARRANTS AND CERTIFICATIONS

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for September 2025, starting check number 342105 and ending check number 342470.
2. Review and accept the "Certification of Salaries" for the pay period ending dates October 3rd, 2025, through October 17th, 2025.

10.C NOVEMBER 2025 WARRANTS AND CERTIFICATIONS

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for November 2025, starting check number 342472 and ending check number 342766.
2. Review and accept the "Certification of Salaries" for the pay period ending dates October 31st, 2025, through November 14th, 2025.

10.D EXPENDITURE PLAN FOR THE FY 25/26 SUPPLEMENTAL LAW

ENFORCEMENT SERVICES ACCOUNT

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the recommended Expenditure Plan appropriating the Supplemental Law Enforcement Services Account (SLESA) funds for the FY 2025-2026 allocation and
2. Allocate an additional \$17,536.61 in revenues and \$26,304.26 in expenses as noted in the fiscal impact section.

10.E **RECRUITMENT AND HIRING INCENTIVES**

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7598 establishing additional Recruitment and Hiring Incentives and recognizing the Personnel Officer's implicit authority to recognize service credit from prior public-sector jobs.

10.F **BUDGET ALLOCATION FOR PROPERTY DUE DILIGENCE OF 180 SOUTH PALM AVENUE**

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize a budget adjustment in the amount of \$30,000 to the Water Fund (620-5-3001-290) utilizing existing fund balance for professional services related to a potential property purchase of 180 South Palm Avenue.

10.G **CANYON BOOSTER PUMP UPGRADE PROJECT BUDGET ADJUSTMENT**

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize a budget adjustment of \$42,370.25 from CIP 9356 Well 12 Above Ground Rehabilitation Project to fully fund the Canyon Booster Pump Station Improvements Project (CIP 9234).

10.H **WATER DIVISION SODIUM HYPOCHLORITE SUPPLY AGREEMENT**

RECOMMENDATION:

Staff recommends that the City Council:

Authorize the City Manager to execute a 3-year contract with Hasa Inc. for the supply and delivery of sodium hypochlorite to the Santa Paula Wells, and Water Treatment Facilities for an amount not to exceed \$180,000.

10.I **MILL STREET WATERLINE REPLACEMENT PROJECT NOTICE OF COMPLETION**

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Toro Enterprises.

2. Authorize Staff to file the Notice of Completion with the County Recorder.

10.J **VARIOUS FINANCE CONSULTANT CONTRACT RENEWALS/AMENDMENTS**

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager to enter into contract amendments to extend the terms, scope and/or contract amounts with the following vendors:

1. Rogers, Anderson, Malody Scott (RAMS)
2. Willdan Financial Services

11. ORDER OF BUSINESS

11.A **PROCEDURES FOR ELECTION OF MAYOR AND VICE MAYOR**

RECOMMENDATION:

Review procedure for the election of Mayor and Vice Mayor and direct City Clerk to begin the Mayor and Vice Mayor election process.

Presented by: Julie Latshaw, City Clerk

11.B SELECTION PROCESS FOR MAYOR

11.C GAVEL PLAQUE TO OUTGOING MAYOR PRESENTED BY NEW MAYOR

11.D SELECTION PROCESS FOR VICE MAYOR

12. ACTION ITEMS

12.A **APPOINTMENTS TO THE MAYOR'S STANDING AND AD HOC COMMITTEES**

RECOMMENDATION:

Staff recommends that the City Council:

Consider appointments to the Mayor's Standing and Ad Hoc Committees and review appointments to any other committees. The Mayor may ratify appointments to these committees.

Presented by: Dan Singer, City Manager

12.B **ADOPTION OF 2026 COUNCIL MEETING CALENDAR**

RECOMMENDATION:

Staff recommends that the City Council:

1. Review the proposed City Council Meeting calendar for 2026 and consider the cancellation or rescheduling of various regular meetings throughout the year.
2. Authorize the closure of City facilities between the Christmas and New Year's Holidays, December 23, 2026 through January 4, 2027.
3. Cancel the first regularly scheduled meeting on January 6, 2027.

Presented by: Dan Singer, City Manager

13. ITEMS FOR FUTURE AGENDAS

13.A **FUTURE AGENDA ITEMS**

RECOMMENDATION:

Staff recommends City Council review future agenda items.

14. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: CITY MANAGER'S DEPARTMENT REPORT - JUNE 2025 - OCTOBER 2025

Date: December 10, 2025

Agenda Item: 6.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Department Report for City Manager's Department for June 2025 - October 2025.

Presented by: Dan Singer, City Manager

BACKGROUND:

City Manager

The conclusion of the fiscal year, leading into the new year, was saddled with significant, yet somewhat routine, milestones, including:

- Finalizing the Citywide Compensation Study and the implementation strategy, involving numerous meetings, negotiations and workshops.
- Completing labor negotiations for all MOU agreements.
- The City Manager was intimately involved with the finalization of the City's two-year budget preparation and completion.
- Engaged with the Athens ad-hoc committee negotiations regarding a requested rate increase.
- Supported outreach efforts around the Bike Trail Extension project and the Telegraph Road and Roundabout design proposals.
- Attended, with Council, the Annual League of California Cities Conference in Long Beach, where the City was the recipient of a Helen Putnum Award for excellence relating to our outreach, engagement and leadership academy efforts.
- Participated in meetings with the County on a future hospital at East Area 2.
- Actively worked with Lewis Limoneira on the development of public improvements and private development for The Harvest

Legislative Affairs

- Coordinated Council's Legislative Platform update.
- Requested letters of support for Crosstown Pipeline from:
 - Assemblymember Bennett, Sen. Limón, and Supervisor Long
- Issued six advocacy or objection letters to state and federal legislators
- Along with the Mayor and Vice Mayor, coordinated a meeting with Senator Limón

Public Information Office (PIO)

- Created content for weekly social media posts
- Supported and promoted the unveiling of the 50-year time capsule
- Created and distributed 13 press releases.

Employee Engagement

- Coordinated employee of the quarter nominations and awards for the 2nd and 3rd quarters.
- Facilitated a fall Management Retreat focused on continuity and succession planning.
- Worked with consultants on launch of a citywide Employee Engagement Survey.
- Hosted a summer and fall All Hands meeting, including the production of department spotlight videos.

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
- Upgraded all new military banners and had them installed just prior to Veteran's Day
- Supported the ad-hoc Immigration Committee and researched policy options and funding opportunities
- Coordinated Business Roundtables and BusinessConnect meetings with Chamber of Commerce
- Utilizing the Hunt Design images and iconography, produced new downtown banners, logos and design standards for the City's upcoming roll-out of the new wayfinding and marketing look
- Organized monthly staff birthday/anniversary celebrations.

Human Resources Department

Administrative

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

Employee Engagement and Recognition Activities

- End of Fiscal Year Foster's Freeze Employee Appreciation Event
- Summer BBQ Kona Ice Employee Appreciation Event
- Pumpkin Painting Contest
- Halloween Employee Appreciation Event

-

Employee Training and Development

- CPR/AED/First Aid & Fire Extinguisher
- Supervisor Training: *Leaves, Leaves and More Leaves*

Recruitment

- Successfully recruited and onboarded:

City Manager's Office – Executive Assistant

Finance – Accounting Technician

Police – Animal Control Officer; Police Officer

Public Works – Water System Operator

Information and Technology Department

- Installed new antenna for Police on top of Mesa Tank tower
- Upgraded microwave communication equipment at water tank sites (continuing project)
- Completed phase 1 of network infrastructure equipment upgrades (replacement of core network switches)

City Clerk's Office

- Processed 47 City Council agendas and minutes.
- Attended 8 Bid Openings.
- Continue to update Maddy Act for 2025 as changes are made.

- Processed Commission/Committee/Board applications, interviews, and oaths for one Planning Commission, two Parks and Recreation Commission, one Parks and Recreation Youth, and one Senior Advisory Committee.
- Continue to advertise and accept applications for Commissions, Committees, and Boards.
- Preparing for the upcoming Annual Fair Political Practice Commission Form 700.
- Processed 134 Public Records Requests.
- Processed and Posted 6 Notice of Publications.

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: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES

- City Council Special Meeting November 5, 2025
- City Council Regular Meeting November 5, 2025
- City Council Special Meeting November 19, 2025
- City Council Regular Meeting November 19, 2025

Date: December 10, 2025

Agenda Item: 10.A

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:

[2025.11.05 City Council Special Minutes.pdf](#)

[2025.11.05 City Council Regular Minutes.pdf](#)

[2025.11.19 City Council Special Minutes.pdf](#)

[2025.11.19 City Council Regular Minutes.pdf](#)



**CITY OF SANTA PAULA
City Council Special Meeting
November 5, 2025, 4:30 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Chavez called the meeting to order at 4:31 P.M.

2) ROLL CALL

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

3) PUBLIC COMMENT

Mike Nelson was called to speak on the quality of the Museum, in support of REC.

Marcus Eriksen was called to speak in support of preserving the history of the Museum.

Ana Cummins was called to speak would like to see more clarity before an agreement.

4) ORDER OF BUSINESS

4.A) STUDY SESSION - OIL MUSEUM CONTENT

City Attorney Monica Castillo announced that Vice Mayor Juarez has an invested interest in the Oil Museum and will listen on the presentations, though will recuse himself when Council gives comments.

Parks & Recreation Director Gregory Barnes provided a presentation on the Oil Museum Content.

Clif Simonson, President, COO with CAL-NRG presented a presentation on Responsible Energy Council (REC) Overview.

Executive Director of Kids Stream, Michael Shanklin speaking on the plan and use of the building and content.

Vice Mayor Juarez recused himself, leaving the dais.

5) CLOSED SESSION

- 5.A) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to government Code § 54956.9(d)(1) – Rivers’ Edge Manufactured Housing Community LLC v. City of Santa Paula et al.; Ventura County Superior Court Case No. 2025CUWMO52550
- 5.B) CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIM Consideration of a liability claim pursuant to Government Code §§ 54956.9(d)(3) & 54956.95(c)- Claimant: Rivers’ Edge Manufactured Housing Community LLC; Agency Claimed Against: the City of Santa Paula
- 5.C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (e)(1): 1 potential case

Council recessed to closed session.

6) CLOSED SESSION REPORT

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

7) ADJOURNMENT

Mayor Chavez adjourned the meeting at 6:30 P.M.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
November 5, 2025, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

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

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Gabby from Santa Paula Trading Company led the flag salute.

4) ROLL CALL

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

5) CLOSED SESSION REPORT - Special Meeting October 15, 2025 and Special Meeting November 5, 2025

City Attorney Monica Castillo reported there was no reportable actions taken on the following: October 15, 2025 PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager and November 5, 2025, 5.A) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to government Code § 54956.9(d)(1) – Rivers’ Edge Manufactured Housing Community LLC v. City of Santa Paula et al.; Ventura County Superior Court Case No. 2025CUWMO52550; 5.B) CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIM Consideration of a liability claim pursuant to Government Code §§ 54956.9(d)(3) & 54956.95(c)- Claimant: Rivers’ Edge Manufactured Housing Community LLC; Agency Claimed Against: the City of Santa Paula and 5.C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code §54956.9(d)(2) and (e)(1): 1 potential case.

6) PUBLIC COMMENT

Karl Lawson was called to speak on the Mobile Home Park rent increases process.

Donna McClure was called to speak consider relocating the December 13 Holiday Event.

Tracy Hanna was called to speak opposing the December 13 Holiday Event.

7) PRESENTATIONS

7.A) ATHEN'S 2025 RECYCLING ALL-STAR AWARDS

Roni Guthrie presented the Athen's 2025 Recycling All-Star Awards to Blanchard Community Library represented by Justin Formanek and Ron Merson, and Fosters Freeze represented by Scott Shafer.

Also, presenting certificates to our honorees we have Atticus Reyes with Assembly Member Steve Bennett's Office, Michael Durazo from Supervisor Kelly Long's office and certificates from Senator Monique Limón and Congresswoman Julia Brownley.

7.B) POLICE DEPARTMENT REPORT

Police Chief Aguilar provided the Police Department Report.

7.C) MEASURE T OVERSIGHT COMMITTEE YEAR END PRESENTATION

Committee Member Vanessa Olmos presented the Measure T Oversight Committee Year End Presentation.

8) CITY COUNCIL REPORTS

Councilmember Cornejo:

Attended: Ventura Regional Sanitation District meeting; Santa Paula Roundtable on economic vitality; police station phase 1 open house; and The Elks officer of the year awards dinner.

Councilmember Crosswhite:

Attended: Southern California Association of Governments meeting; Immigration Ad Hoc meetings; Ventura County Transportation Commission; Ribbon Cutting for the Athens/Harrison for green waste; Employee Appreciation Halloween Lunch; police station phase 1 open house; and announced Santa Paula High School Football games are broadcasted online and on channel 10 news.

Councilmember Ornelas:

Attended: Immigration Ad Hoc meetings; and police station phase 1 open house.

Vice Mayor Juarez:

Attended: the Ventura County Council Government's dinner; police station

phase 1 open house; Employee Appreciation Halloween Lunch; talked with Julie Brownley and Vianey Lopez about the government shutdown and on how to move forward; and met with the mayor and city staff to address concerned residents about the standing cannabis committee.

Mayor Chavez:

Provided slide presentation of Economic Vitality and Prioritizing Solutions.

9) CITY MANAGER REPORTS

City Manager Dan Singer:

Attended: police station phase 1 open house; Employee Appreciation Halloween Lunch; Ad Hoc Immigration meetings; presented at the Santa Paula business roundtable; Ventura College East Campus committee meeting; the cannabis standing committee meeting; announced the city is closed next Tuesday in celebration of Veterans Day and there is the annual Veterans Day celebration at Veterans Park.

10) CONSENT CALENDAR

10.A) APPROVAL OF MINUTES

City Council Special Meeting September 3, 2025
City Council Regular Meeting September 3, 2025
City Council Special Meeting September 8, 2025
City Council Special Meeting September 11, 2025
City Council Special Meeting September 17, 2025
City Council Regular Meeting September 17, 2025
City Council Special Meeting October 1, 2025
City Council Regular Meeting October 1, 2025
City Council Special Meeting October 14, 2025
City Council Special Meeting October 15, 2025
City Council Regular Meeting October 15, 2025

10.B) SECOND READING AND ADOPTION OF ORDINANCE NO. 1350 AMENDING CHAPTERS 16.200 (ADMINISTRATION – GENERAL PROVISIONS), 16.202 (APPLICATIONS, PROCESSING, FILING AND FEES), 16.204 (PUBLIC HEARINGS), 16.206 (APPEALS AND REVOCATIONS), 16.208 (DEVELOPMENT CODE AMENDMENTS), 16.210 (ZONE CHANGE), 16.212 (GENERAL PLAN AMENDMENTS), 16.214 (AGRICULTURAL PRESERVE AND LAND CONSERVATION CONTRACTS), 16.216 (SPECIFIC PLANS), 16.218 (CONDITIONAL USE PERMITS), 16.220 (VARIANCES), 16.222 (MINOR MODIFICATIONS), 16.224 (ZONING CLEARANCE), 16.227 (ACCESSORY DWELLING UNITS), 16.228 (TEMPORARY USE PERMIT), 16.230 (HOME OCCUPATION PERMIT), 16.234 (DEVELOPMENT AGREEMENTS), 16.236 (ANNEXATIONS), 16.237 (81 ACRE INITIATIVE IMPLEMENTATION), AND 16.238 (SITE DEVELOPMENT PERMIT) OF TITLE XVI: DEVELOPMENT CODE OF THE SANTA PAULA MUNICIPAL CODE IN ORDER TO CORRECT INCONSISTENCIES, OUTDATED LANGUAGE AND FORMATTING AND FINDING THE ACTION TO BE STATUTORILY EXEMPT FROM CEQA UNDER SECTION 15061(B)(3) OF THE PUBLIC RESOURCES CODE

10.C) 2025 HOLIDAY PARADE REQUEST FOR FEE WAIVER

Motion: Approve waiving and sponsor up to 50% of the costs for City services for the 2025 Santa Paula Holiday Parade.

Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

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

10.D) SOLAR-POWERED STREET LIGHT PILOT PROJECT (SSLPP)
FUNDING & RELEASE OF RFB AUTHORIZATION

10.E) PURCHASE OF CRAFTCO SUPER SHOT 125 DIESEL CRACKSEAL
TRAILER

10.F) PURCHASE OF A GRACO THERMOLAZER AND DTC 1000LB
PREMELTER

10.G) RATIFICATION OF SPECIFIED SECTIONS OF VENTURA COUNTY
FIRE PROTECTION DISTRICT ORDINANCE NO. 34

Assistant Fire Marshall Ryan Kraai with the Ventura County Fire Department spoke on the Ratification of Specified Sections of Ventura County Fire Protection District Ordinance No. 34.

Motion: Approve Resolution No. 7596 ratifying Article 3, Section 903; Article 3, Appendix B; and Article 4, Section 604.11 as set forth in Ventura County Fire Protection District (VCFPD) Ordinance No. 34.

Moved by Leslie Cornejo, seconded by Gabriela Ornelas

Vote: Motion carried 5-0

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

Motion: Approve CONSENT CALENDAR 10A, 10B, 10D, 10E, and 10F; with edits to be made on minutes.

Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

Items 10C and 10G pulled for separate discussion

11) **PUBLIC HEARING**

11.A) ORDINANCE NO. 1349 ADOPTING BY REFERENCE THE
CALIFORNIA BUILDING STANDARDS CODE, 2025 EDITION
(CALIFORNIA CODE OF REGULATIONS, TITLE 24), THE 2024
INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE 2024
INTERNATIONAL SWIMMING POOL AND SPA CODE

This item was presented by Building Official Dan Schultz.
Mayor Chavez opened the public hearing. With no public comments, the public hearing was closed.

Motion: Approve Ordinance No. 1349, entitled "An Ordinance of the City Council of the City of Santa Paula amending Sections 150.001, 150.015, 150.025, 150.045, 150.055, 150.075, 150.085, 150.150, 150.160, 150.170, 150.180, 150.190, and adding 150.200 and 150.210, of Chapter 150 of the Santa Paula Municipal Code to adopt by reference the California Building Standards Code, 2025 Edition, (California Code of Regulations, Title 24) including the 2025 California Administrative Code; Volumes 1 and 2 of the 2025 California Building Code; the 2025 California Residential Code including Appendices AH Patio Covers, AJ Existing Structures, and AX Swimming Pool Safety Act; the 2025 California Electrical Code; the 2025 California Mechanical Code; the 2025 California Plumbing Code including Appendix M Peak Water Demand Calculator; the 2025 California Energy Code; the 2025 California Wildland-Urban Interface Code; the 2025 California Historical Building Code; the California Existing Building Code; the 2025 California Green Building Standards Code; the 2025 California Referenced Standards Code; the 2024 International Property Maintenance Code; and the 2024 International Swimming Pool and Spa Code"
Moved by Carlos Juarez, seconded by Leslie Cornejo

Vote: Motion carried 5-0

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

12) ACTION ITEMS

12.A) AGREEMENT WITH THE SANTA PAULA CHAMBER OF COMMERCE

Tracy Hanna and Gloria Martinez presented a presentation on all of the strategic programs happening with the Chamber of Commerce.

Motion: Approve 1. Review the proposed engagement agreement with the Chamber of Commerce, and

2. Authorize the City Manager to enter into a professional services agreement with the Chamber of Commerce for fiscal year 2025-26.

Moved by Leslie Cornejo, seconded by Pedro A Chavez

Vote: Motion carried 5-0

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

12.B) 2025 CITY COUNCIL & LEGISLATIVE BODY MANUAL OF PROCEDURAL GUIDELINES

City Attorney Monica Castillo presented this item.

Motion: Approve as amended Resolution No. 7593, approving the 2025 City Council and Legislative Body "Manual of Procedural Guidelines for the conduct of City Council and constituent body/commission meetings for the City of Santa Paula", with the amendments as discussed,

including clarification of terminology regarding the “acting chairperson” in Section 9.1(D) and the definition of “term” in Section 9.3(C).

Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

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

12.C) 2024/2025 YEAR END FISCAL REPORT & Q1 FY 2025/26 UPDATE

Motion: Approve budget adjustments outlined in the fiscal impacts of this report, with the condition that any remaining funds from the 8th Street Lighting Project be reallocated to the Downtown Parking Lot Upgrades.

Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

13) ITEMS FOR FUTURE AGENDAS

13.A) FUTURE AGENDA ITEMS

Special Study Session meeting for Pavement Management Program on December 2nd at 6pm.; and Mobile Home Rent Control Ordinance public workshop December 7th or 14th.

14) CLOSED SESSION

15) ADJOURNMENT

Mayor Chavez adjourned the meeting at 10:16 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
November 19, 2025, 5:30 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Chavez called this meeting to order at 5:32 p.m.

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

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

Council recessed to closed session.

5) CLOSED SESSION REPORT

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

6) ADJOURNMENT

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

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
November 19, 2025, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Chavez called this meeting to order at 6:42 p.m.

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Councilmember Orneles led the flag salute.

4) ROLL CALL

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

5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported there was no reportable actions taken on the following: 4.A) PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1), Title: City Manager

6) PUBLIC COMMENT

Joseph Dobzynski, Jr. was called to speak on ICE raids in Ventura County and agenda item 11A.

Luke Faith with Carbon California was called to speak reporting on incident north of Santa Paula on November 18th regarding an oil spill. Ventura County has activated an action plan with cleanup. See VCEmergency.com for more information.

Anonymous public speaker spoke of concerns there were no lights or sidewalk at 131 Ferris Drive.

Constance Leshin was called to speak in support of funds to the immigrant community.

Nidia Bello was called to speak in support of funds to the immigrant community.

Jennifer Hernandez was called to speak in support of funds to the immigrant community.

Luz Gomez was called to speak in support of funds to the immigrant community.

Zuleth Lucero was called to speak in support of funds to the immigrant community.

Nicole was called to speak in support of funds to the immigrant community.

7) **PRESENTATIONS**

7.A) MAYOR'S RECOGNITION AWARDS - Mike Gutierrez, Vice President, Western Region of International Union of Painters and Allied Trades

Mayor Chavez presented Youtube video of Mike Gutierrez, Vice President, Western Region of International Union of Painters and Allied Trades, and provided recognition certificate.

7.B) MAYOR'S RECOGNITION AWARDS - Christina Gonzalez, Director of Data Management & Applications, Ventura County Office of Education

Mayor Chavez presented Recognition Award to Christina Gonzalez,

7.C) MAYOR'S RECOGNITION AWARDS - Ric Castaniero, SPHS, Sam Zuniga Advisor & MeCHA Students, Laura Espinosa of Santa Paula Latino Townhall, and Javier Gomez of Inlakech

Mayor Chavez presented Recognition Awards to Ric Castaniero, SPHS, Sam Zuniga Advisor and MeCHA Students, Laura Espinosa of Santa Paula Latino Townhall, and Javier Gomez of inlakech. (SPHS mariachi performed)

7.D) MAYOR'S RECOGNITION AWARDS - Master Carlos Urrutia's Taekwondo Team

Mayor Chavez presented Recognition Award to Master Carlos Urrutia's and the Taekwondo Team.

7.E) COMMUNITY ACTION VENTURA COUNTY

Suzy Lopez-Garcia, Executive Director provided a presentation on Community Action Ventura County.

7.F) COMMUNITY ENVIRONMENTAL COUNCIL PRESENTATION

Em Johnson, Director of Climate Programs on the Central Coast Community Resilience Hubs Accelerator, presented a presentation on

behalf of Community Environmental Council.

Marcos Martinez was called to speak in support of solutions on climate control.

Cytlalli Salgado was called to speak in support of solutions on climate control.

8) CITY COUNCIL REPORTS

Councilmember Crosswhite:

Announced she can provide the link to the extreme heat presentation if anyone wants it; Federal housing bill package may change Community Service Block Grant funds, possibly linking them to housing production. Will update the council if the legislation passes; Secured an update from new Senator Monique Limón: her top priority will be the state budget, which will be challenging this year.; SB 707 changes to the Brown Act will impact the community; Two upcoming economic development workshops planned following the subcommittee meeting; Attended the Southern California Association of Governments (SCAG) Energy and Environment Committee meeting; SCAG Legislative Communications and Membership Committee; Clean Power Alliance meeting; Ventura County Transportation Commission meeting; California Council of Governments meeting; Economic Development Subcommittee meeting (with the Mayor and Planning Commission); Multiple immigration related meetings with Councilmember Ornelas; Board of Supervisors meeting; Veterans Day ceremony; Ribbon cutting for the new day spa in downtown Santa Paula; and the Art About Agriculture exhibit opening.

Councilmember Cornejo:

Attended the Regional Sanitation District meeting (as City representative); Sponsored and attended the Boys & Girls Club “Light Up the Season” event on November 8th; Veterans Day ceremony; Ventura Council of Governments (VCOG) meeting; and the Blue Ribbon Committee meeting.

Councilmember Ornelas:

Attended multiple immigration related meetings with Councilmember Crosswhite.

Vice Mayor Juarez:

Announced The Senior Advisory Committee is still seeking a fifth member; Attended the Boys & Girls Club “Light Up the Season” event; Veterans Day ceremony; and the Blue Ribbon Committee meeting.

Mayor Chavez: Announced a new tradition: expressing appreciation to committee and commission members by joining them in walking in the holiday parade.

9) CITY MANAGER REPORTS

City Manager Singer:

Announced City systems went down on Monday November 10th; email was unavailable for the entire week; Pavement work began November 19th in downtown, expecting to finish before Thanksgiving. Once complete, work will move down to main streets, date to be announced; the Community Economic

and Development were a recipient for the Zen City Rising Star Award; Recognized at the Municipal Management Assistance of Southern California conference for mentorship; Next council meeting will be on December 10th. Attended the Veterans Day ceremony; and participated in VCLA's forecast and Civic Alliance presentation.

10) CONSENT CALENDAR

10.A) PURCHASE OF ONE (1) NEW 2026 FORD F-550 STAKE BED TRUCK

Motion: Approve CONSENT CALENDAR

Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

11) ACTION ITEMS

11.A) RECOMMENDATIONS FROM THE CITY COUNCIL AD HOC COMMITTEE ON IMMIGRATION FOR ALLOCATION OF SURPLUS BUDGET FUNDS

This item was presented by Gloria Parra, Fellow with American Connection Corps AmeriCorps Member, and a presentation by Mike Soules with Ventura County community Foundation (VCCF).

Motion: Approve

making a monetary donation of \$50,000, as previously set-aside by the Council from surplus budget funds to Ventura County Community Foundation (VCCF) Neighbors Support Fund, and split the funds \$20,000 to Poder Popular, \$10,000 to 805 DocuFund, \$10,000 to Community Action Ventura County, and \$10,000 to Food Share, with all monies used to benefit Santa Paula; Approve becoming an endorser of the Ventura County Community Foundation's Neighbors Support Fund, which supports immigrant families, and In recognition of the community's growing needs, consider allocating an additional amount of surplus funds to be available for future immigrant support or inclusion efforts, as needs arise.

Moved by Gabriela Ornelas, seconded by Leslie Cornejo

Vote: Motion carried 5-0

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

11.B) 247 GRANT LINE PURCHASE AND SALE AGREEMENT FOR SANTA PAULA CREEK BRIDGE

Motion: Approve and Adopt Resolution No. 7594 to Authorize the City Manager to execute the proposed Purchase and Sale Agreement to acquire the real property known as 247 Grant Line, Santa Paula, CA, and all documents necessary to carry out the Agreement; and Authorize

acceptance of the property pursuant to Government Code Section 27281.

Moved by Carlos Juarez, seconded by Gabriela Ornelas

Vote: Motion carried 5-0

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

12) ITEMS FOR FUTURE AGENDAS

12.A) ITEMS FOR FUTURE AGENDAS

Consider resolution to move forward with proper healthcare in the valley in December or January to update our legislative policy due to the hospital closing. Council was in consensus.

13) ADJOURNMENT

Mayor Chavez adjourned this meeting at 10:31 p.m.

ATTEST:

Julie Latshaw, City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Beatriz Jimenez, Assistant Finance Director

Subject: OCTOBER 2025 WARRANTS AND CERTIFICATIONS

Date: December 10, 2025

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for September 2025, starting check number 342105 and ending check number 342470.
2. Review and accept the "Certification of Salaries" for the pay period ending dates October 3rd, 2025, through October 17th, 2025.

BACKGROUND:

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

Presented in the attached documents:

- a) CERTIFICATION OF ACCOUNTS PAYABLE CHECKS by check number range and dates. It also discloses any voided checks.
- b) EXPENSE REPORTS showing the amount and funds accounts payable came from.

The "Check Report" depicts the following columns:

- c) AP-ACCOUNTS PAYABLE for the vendors (non-City staff) by the vendor number, vendor name, payment date, payment amount and check number (entitled 'number').
- d) PY-PAYROLL for benefit payments, insurance, retirement, etc. Benefits payable on behalf of City staff.
- e) Bank Code Summary by payment type.
- f) Fund Summary by fund the accounts payables utilized.

CERTIFICATION OF SALARIES

This is the certification (separation of duties between "preparer" and the "reviewer") of salaries and benefits (payroll checks) by fund. It lists salary (payroll) issued checks by beginning and ending check number, payroll ending dates October 3rd, 2025, through October 17th, 2025.

ANALYSIS:

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

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

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

1. Decline to receive and file October 2025 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

[October 2025 PY and AP Certifications.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

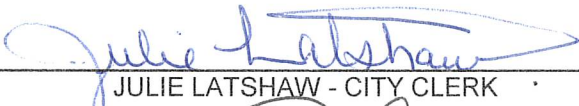
BEG. CK# 148962
ENDING CK. # 148972

PAYROLL ENDING: 10/3/2025
PAY DATE: 10/10/2025

100	GENERAL FUND	378,262.27
104	GENERAL FUND-MEASURE T	102,413.04
108	GENERAL FUND - MEASURE R	17,745.54
206	STORMWATER PROGRAM	3,539.31
280	STATE GAS TAX	23,940.90
405	AAA (AREA AGCY ON AGING)	1,773.55
610	SEWER ENTERPRISE FUND	12,241.73
620	WATER ENTERPRISE FUND	86,584.88
702	EQUIP. MAINT. FUND	9,442.99

\$ 635,944.21

CERTIFICATION ALLOWED BY THE CITY COUNCIL

 JULIE LATSHAW - CITY CLERK	11/18/25 DATED
 MARIA RENTERIA - PAYROLL SPECIALIST	11/12/25 DATED
 BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR	11/12/25 DATED



Fund Summary

Fund	Units	Amount
100-GENERAL	6,357.72	378,262.27
104-GENERAL FUND-MEASURE T	1,827.01	102,413.04
108-GENERAL FUND - MEASURE R	418.80	17,745.54
206-STORMWATER PROGRAM	56.80	3,539.31
280-STATE GAS TAX	905.30	23,940.90
405-AAA (AREA AGCY ON AGING)	65.60	1,773.55
610-SEWER	241.30	12,241.73
620-WATER	2,504.94	86,584.88
702-EQUIPMENT MAINTENANCE	164.00	9,442.99
Grand Total:	12,541.47	635,944.21

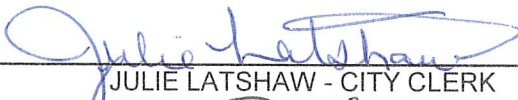
CERTIFICATION OF SALARIES

BEG. CK# 148973
ENDING CK. # 148980

PAYROLL ENDING: 10/17/2025
PAY DATE: 10/24/2025

100	GENERAL FUND	371,810.31
104	GENERAL FUND-MEASURE T	106,497.00
108	GENERAL FUND - MEASURE R	11,680.46
206	STORMWATER PROGRAM	3,538.30
280	STATE GAS TAX	20,755.66
405	AAA (AREA AGCY ON AGING)	1,895.31
610	SEWER ENTERPRISE FUND	12,160.36
620	WATER ENTERPRISE FUND	77,760.47
702	EQUIP. MAINT. FUND	13,808.79
		\$ 619,906.66

CERTIFICATION ALLOWED BY THE CITY COUNCIL

 JULIE LATSHAW - CITY CLERK	11/18/25 DATED
 MARIA RENTERIA - PAYROLL SPECIALIST	11/12/25 DATED
 BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR	11/12/25 DATED



Fund Summary

Fund	Units	Amount
100-GENERAL	7,310.02	371,810.31
104-GENERAL FUND-MEASURE T	2,064.98	106,497.00
108-GENERAL FUND - MEASURE R	348.50	11,680.46
206-STORMWATER PROGRAM	56.81	3,538.30
280-STATE GAS TAX	453.47	20,755.66
405-AAA (AREA AGCY ON AGING)	70.40	1,895.31
610-SEWER	218.32	12,160.36
620-WATER	1,943.03	77,760.47
702-EQUIPMENT MAINTENANCE	247.00	13,808.79
Grand Total:	12,712.53	619,906.66

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	342105	THROUGH:	342237	DATED:	October 2, 2025
CHECK NO.:	342238	THROUGH:	342243	DATED:	October 10, 2025
CHECK NO.:	342244	THROUGH:	342249	DATED:	October 13, 2025
CHECK NO.:	342250	THROUGH:	342251	DATED:	October 15, 2025
CHECK NO.:	342255	THROUGH:	342374	DATED:	October 16, 2025
CHECK NO.:	342375	THROUGH:	342380	DATED:	October 24, 2025
CHECK NO.:	342381	THROUGH:	342381	DATED:	October 23, 2025
CHECK NO.:	342382	THROUGH:	382389	DATED:	October 28, 2025
CHECK NO.:	342390	THROUGH:	342470	DATED:	October 30, 2025

DRAFT:	992513	THROUGH:	992517	DATED:	October 1, 2025
DRAFT:	992519	THROUGH:	992519	DATED:	October 10, 2025
DRAFT:	992520	THROUGH:	992520	DATED:	October 8, 2025
DRAFT:	992521	THROUGH:	992521	DATED:	October 16, 2025
DRAFT:	992522	THROUGH:	992525	DATED:	October 15, 2025
DRAFT:	992526	THROUGH:	992528	DATED:	October 29, 2025
DRAFT:	992529	THROUGH:	992529	DATED:	October 22, 2025
DRAFT:	992530	THROUGH:	992530	DATED:	October 29, 2025
DRAFT:	992531	THROUGH:	992531	DATED:	October 31, 2025
DRAFT:	992532	THROUGH:	992532	DATED:	October 29, 2025
DRAFT:	992536	THROUGH:	992536	DATED:	October 20, 2025

VOIDED CHECK NO.:	342179	THROUGH:	342179	DATED:	October 2, 2025
VOIDED CHECK NO.:	342237	THROUGH:	342237	DATED:	October 7, 2025
VOIDED CHECK NO.:	342327	THROUGH:	342327	DATED:	October 16, 2025
VOIDED CHECK NO.:	342426	THROUGH:	342426	DATED:	October 30, 2025

COUNCIL MEETING DATE: December 10, 2025

AMOUNT OF CERTIFICATION: \$ 3,400,636.70

DISTRIBUTION BY FUND

100 GENERAL FUND	\$	700,946.30
103 CABLE TELEVISION	\$	7,097.22
104 GENERAL FUND - MEASURE T	\$	134,737.60
108 GENERAL FUND - MEASURE R	\$	42,095.86
115 RECREATION PROGRAM	\$	8,059.73
201 MOBILE HOME RENT REVIEW	\$	6,966.40
205 NPDES STORMWATER QUALITY	\$	9,181.50
206 STORMWATER PROGRAM	\$	10,583.40
207 UNION OIL BUILDING ENDOWMENT	\$	7,205.00
219 INCLUSIONARY HOUSING ORD	\$	2,878.00
229 TRAFFIC IMPACT FEE	\$	7,940.00
280 STATE GAS TAX	\$	75,814.83
282 LOCAL TRANS TDA ART 3	\$	23,665.95
305 BEV CONTAINER RECYCLING	\$	1,372.87
311 SLESF - COPS (AB1913)	\$	16,104.06
405 AAA (AREA AGENCY ON AGING)	\$	21,863.29
412 AMERICAN RESCUE PLAN	\$	44,960.96
450 HUD - CDBG	\$	359.88
500 HILLSBOROUGH OPEN SPACE MAINT	\$	350.00
504 HARVEST CFD EA1	\$	7,251.70
505 PBID	\$	50,000.00
610 SEWER ENTERPRISE	\$	955,052.78
620 WATER ENTERPRISE	\$	791,966.67
702 EQUIPMENT MAINTENANCE FUND	\$	46,410.64
800 CASH DEPOSIT TRUST FUND	\$	405,954.72
803 HARDING PARK TRUST	\$	15,591.43
804 DLA FOR FORMER RDA	\$	390.00
TOTAL FUND DISTRIBUTION	\$	3,394,800.79

PREPARED BY:

ANAIRY GONZALEZ
ACCOUNTING SPECIALIST

PREPARED BY:

BEATRIZ JIMENEZ
ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: November 17, 2025

EXCEPT:

CITY CLERK:

JULIE LATSHAW, CITY CLERK



Fund Summary

Fund	Payment Amount
100 - GENERAL	700,946.30
103 - CABLE TELEVISION	7,097.22
104 - GENERAL FUND-MEASURE T	134,737.60
108 - GENERAL FUND - MEASURE R	42,095.86
115 - GENERAL RECREATION PRO	8,059.73
201 - MOBILE HOME RENT REVIEW	6,966.40
205 - NPDES STORMWATER QUALITY	9,181.50
206 - STORMWATER PROGRAM	10,583.43
207 - UNION OIL BUILDING ENDOWMENT - OPERATING FU	7,205.00
219 - INCLUSIONARY HOUSING ORD	2,878.00
229 - TRAFFIC IMPACT FEE	7,940.00
280 - STATE GAS TAX	75,814.83
282 - LOCAL TRANS TDA ART 3	23,665.95
305 - BEV CONTAINER RECYCLING	1,372.87
311 - SLESF- COPS (AB1913)	16,104.06
405 - AAA (AREA AGCY ON AGING)	21,863.29
412 - AMERICAN RESCUE PLAN	44,960.96
450 - HUD- CDBG	359.88
500 - HILLSBOROUGH OPEN SPACE	350.00
504 - HARVEST CFD EA1	7,251.70
505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT	50,000.00
610 - SEWER	955,052.78
620 - WATER	791,966.67
702 - EQUIPMENT MAINTENANCE	46,410.64
800 - MISC DEPOSITS	405,954.72
803 - HARDING PARK TRUST	15,591.43
804 - DLA FOR FORMER RDA	390.00
Grand Total:	<u>3,394,800.82</u>



City of Santa Paula, CA

Check Report

By Check Number

Date Range: 10/01/2025 - 10/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
015244	ACCURATE FIRST AID SERVICES	10/02/2025	Regular	0.00	59.92	342105
010055	ACCUSOURCE INC	10/02/2025	Regular	0.00	688.79	342106
016170	AGUILAR, DON	10/02/2025	Regular	0.00	50.47	342107
010378	ALBERTSON'S/SAFEWAY	10/02/2025	Regular	0.00	559.45	342108
012682	ALL PHASE UTILITY AND LEAK LOCATING, INC	10/02/2025	Regular	0.00	241.84	342109
015896	ALONSO TOOLS, LLC	10/02/2025	Regular	0.00	244.72	342110
015498	AMAZON CAPITAL SERVICES	10/02/2025	Regular	0.00	3,134.14	342111
012677	AUTOZONE	10/02/2025	Regular	0.00	35.68	342112
016808	AZUL FOUNDATION	10/02/2025	Regular	0.00	12,520.40	342113
015318	BADGER METER	10/02/2025	Regular	0.00	281,541.61	342114
015218	BARAJAS, DAVID	10/02/2025	Regular	0.00	1,385.00	342115
016157	BARBOUR WELL, INC.	10/02/2025	Regular	0.00	10,750.00	342116
016546	BARK AND BRANCH LANDSCAPING	10/02/2025	Regular	0.00	12,450.00	342117
016847	BENSON, JASON	10/02/2025	Regular	0.00	473.00	342118
014870	BOYD & ASSOCIATES	10/02/2025	Regular	0.00	4,125.00	342119
011094	BRAGG INVESTMENT COMPANY, INC.	10/02/2025	Regular	0.00	2,588.33	342120
015398	BUNNIN CHEVROLET OF SANTA PAULA	10/02/2025	Regular	0.00	129.95	342121
011151	C.O.R. PLUMBING SUPPLIES	10/02/2025	Regular	0.00	15,100.00	342122
012170	CALIFORNIA ELECTRIC SUPPLY-VENTURA	10/02/2025	Regular	0.00	681.69	342123
016339	CALIFORNIA POLICE ACTIVITIES LEAGUE	10/02/2025	Regular	0.00	25,000.00	342124
011603	CALIFORNIA WOOD RECYCLING	10/02/2025	Regular	0.00	775.89	342125
012679	CAL-STATE AUTO PARTS	10/02/2025	Regular	0.00	423.14	342126
011303	CDW GOVERNMENT INC	10/02/2025	Regular	0.00	20,961.55	342127
015999	CHARTER COMMUNICATIONS HOLDING, LLC	10/02/2025	Regular	0.00	346.71	342128
016140	CHAVEZ, PEDRO	10/02/2025	Regular	0.00	103.20	342129
011306	CONSOLIDATED ELECTRICAL DISTRIBUTOR	10/02/2025	Regular	0.00	111.11	342130
015678	CORNEJO, LESLIE	10/02/2025	Regular	0.00	103.20	342131
011149	COSTCO WHOLESALE	10/02/2025	Regular	0.00	648.42	342132
011148	COUNTY OF VENTURA	10/02/2025	Regular	0.00	174.83	342133
011161	CRAGOE PEST SERVICES INC	10/02/2025	Regular	0.00	375.00	342134
011164	CRANE PRINTING	10/02/2025	Regular	0.00	528.77	342135
013692	CROSSWHITE, JENNY	10/02/2025	Regular	0.00	103.20	342136
015925	CS-ASSOCIATED MUNICIPAL CORP.	10/02/2025	Regular	0.00	64,139.02	342137
014331	CULLIGAN WATER	10/02/2025	Regular	0.00	295.72	342138
014755	D & S AUTOWORKS	10/02/2025	Regular	0.00	603.25	342139
011811	DE LAGE LANDEN	10/02/2025	Regular	0.00	2,464.32	342140
013975	DODOS DESIGN - GARCIA, DAVID	10/02/2025	Regular	0.00	5,198.32	342141
010104	DUGAS, JOE	10/02/2025	Regular	0.00	70.00	342142
016156	EFUEL LLC	10/02/2025	Regular	0.00	8,257.76	342143
016126	ENVISION VTA FD AUTO LLC	10/02/2025	Regular	0.00	5,614.10	342144
010187	F M PEARCE Company	10/02/2025	Regular	0.00	3,771.21	342145
010395	FAMCON PIPE & SUPPLY, INC.	10/02/2025	Regular	0.00	8,362.33	342146
010847	FARMERS IRRIGATION	10/02/2025	Regular	0.00	3,573.14	342147
010404	FENCE FACTORY SATICOY	10/02/2025	Regular	0.00	813.84	342148
014348	FERRIS, SABRINA ZAN	10/02/2025	Regular	0.00	291.20	342149
010440	FGL ENVIRONMENTAL, INC	10/02/2025	Regular	0.00	1,693.00	342150
015835	FLORES, ELIXEO	10/02/2025	Regular	0.00	97.56	342151
012437	FMP UNIFORM CO.	10/02/2025	Regular	0.00	1,847.39	342152
010432	FRANK'S PAINT & HARDWARE	10/02/2025	Regular	0.00	965.89	342153
010441	FRUIT GROWERS SUPPLY CO	10/02/2025	Regular	0.00	126.13	342154
016449	GAYTAN, CARLOS	10/02/2025	Regular	0.00	1,882.28	342155
015222	GOODSUITE	10/02/2025	Regular	0.00	32.78	342156
010481	GRAINGER	10/02/2025	Regular	0.00	1,196.68	342157
012800	GRANITE CONSTRUCTION COMPANY	10/02/2025	Regular	0.00	1,076.22	342158

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Date Range: 10/01/2025 - 10/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
014369	GSI WATER SOLUTIONS, INC.	10/02/2025	Regular	0.00	13,859.88	342159
016845	HERITAGE ELECTRIC	10/02/2025	Regular	0.00	675.00	342160
016127	HOMELAND LANGUAGE SERVICES LLC	10/02/2025	Regular	0.00	970.75	342161
010537	HOUSE SANITARY SUPPLY	10/02/2025	Regular	0.00	2,133.13	342162
015640	HUITT-ZOLLARS, INC.	10/02/2025	Regular	0.00	3,900.00	342163
010574	INGLIS IMPORTS	10/02/2025	Regular	0.00	564.00	342164
014719	INTERWEST CONSULTING GROUP	10/02/2025	Regular	0.00	6,289.00	342165
015967	J. ARTHUR GUTIERREZ	10/02/2025	Regular	0.00	5,102.50	342166
012750	JORDANO'S INC. AND SUBSIDIARIES	10/02/2025	Regular	0.00	989.76	342167
013483	JUAREZ, CARLOS	10/02/2025	Regular	0.00	103.20	342168
013812	KG ASSOCIATES, INC.	10/02/2025	Regular	0.00	3,232.96	342169
010629	KIMBALL MIDWEST	10/02/2025	Regular	0.00	312.76	342170
016675	KONECRANES, INC.	10/02/2025	Regular	0.00	5,835.88	342171
013544	LARRY WALKER ASSOCIATES, INC.	10/02/2025	Regular	0.00	5,465.75	342172
015971	LEXISNEXIS COPLOGIC SOLUTIONS, INC	10/02/2025	Regular	0.00	1,977.60	342173
011807	LIVSCAN EXPRESS, INC.	10/02/2025	Regular	0.00	176.00	342174
010061	LOWE'S	10/02/2025	Regular	0.00	82.14	342175
015633	M6 CONSULTING, INC.	10/02/2025	Regular	0.00	14,241.60	342176
015442	MARIPOSA LANDSCAPES, INC.	10/02/2025	Regular	0.00	8,664.50	342177
014436	MINER'S ACE HARDWARE	10/02/2025	Regular	0.00	2,497.60	342178
	Void	10/02/2025	Regular	0.00	0.00	342179
012895	MNS ENGINEERS, INC.	10/02/2025	Regular	0.00	7,940.00	342180
016572	MVH VETERINARY CORP	10/02/2025	Regular	0.00	250.00	342181
016052	NATURAL GREEN LANDSCAPE, INC.	10/02/2025	Regular	0.00	3,000.00	342182
010218	NEW IMAGE AUTO BODY	10/02/2025	Regular	0.00	1,095.13	342183
016831	OLVERA, MICHAEL	10/02/2025	Regular	0.00	205.09	342184
012691	O'REILLY AUTOMOTIVE STORES, INC.	10/02/2025	Regular	0.00	1,089.73	342185
014464	ORNELAS, GABRIELA	10/02/2025	Regular	0.00	103.20	342186
015443	PASSPORT LABS, INC.	10/02/2025	Regular	0.00	1,077.44	342187
015335	PAVEMENT COATING CO.	10/02/2025	Regular	0.00	69.91	342188
016604	PIPELINE PRODUCTS, INC.	10/02/2025	Regular	0.00	1,168.44	342189
014320	POLYDYNE, INC.	10/02/2025	Regular	0.00	25,747.65	342190
015822	PREBBLE, RICHARD	10/02/2025	Regular	0.00	301.00	342191
010289	PROSYS, INC	10/02/2025	Regular	0.00	4,750.00	342192
015638	PS CONTAINERS	10/02/2025	Regular	0.00	3,113.63	342193
014934	RAMIREZ, JOSHUA	10/02/2025	Regular	0.00	546.00	342194
010326	RED WING SHOE STORE	10/02/2025	Regular	0.00	275.00	342195
010738	RLD FIRE PROTECTION, INC.	10/02/2025	Regular	0.00	450.00	342196
016610	ROTH STAFFING COMPANIES, LP	10/02/2025	Regular	0.00	2,546.00	342197
010376	SAFETY-KLEEN SYSTEMS, INC.	10/02/2025	Regular	0.00	864.25	342198
014548	SAF-T-FLO WATER SERVICES GROUP, INC	10/02/2025	Regular	0.00	598.82	342199
010689	SANTA PAULA CHAMBER OF COMMERCE	10/02/2025	Regular	0.00	50,000.00	342200
010693	SANTA PAULA CLEANERS	10/02/2025	Regular	0.00	234.00	342201
015917	SANTA PAULA MATERIALS, INC.	10/02/2025	Regular	0.00	100.00	342202
011263	SANTA PAULA SELF STORAGE	10/02/2025	Regular	0.00	821.00	342203
012332	SANTA PAULA SUPER STORE	10/02/2025	Regular	0.00	76.73	342204
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	10/02/2025	Regular	0.00	540.87	342205
014880	SE&J FABRICATIONS, INC.	10/02/2025	Regular	0.00	540.00	342206
014804	SERVICE TECH	10/02/2025	Regular	0.00	1,900.84	342207
015368	SINGER, DAN	10/02/2025	Regular	0.00	103.20	342208
013909	SITEONE LANDSCAPE SUPPLY, LLC	10/02/2025	Regular	0.00	1,359.79	342209
010790	SOAP MAN	10/02/2025	Regular	0.00	85.05	342210
011524	SOLID WASTE SOLUTIONS	10/02/2025	Regular	0.00	3,606.75	342211
010795	SOUTHERN CALIFORNIA EDISON	10/02/2025	Regular	0.00	62,754.06	342212
016094	SOUTHERN CALIFORNIA PERMANENTE MEDICA	10/02/2025	Regular	0.00	1,508.00	342213
016078	SP PLUMBING & HEATING L.L.C.	10/02/2025	Regular	0.00	900.00	342214
015809	STANDARD SITE RENTALS INC.	10/02/2025	Regular	0.00	1,341.36	342215
011871	SUNBELT RENTALS, INC.	10/02/2025	Regular	0.00	1,778.59	342216
016829	SUN'S ENTERPRISES, INC.	10/02/2025	Regular	0.00	283.60	342217
015001	SYNAGRO-WWT, INC.	10/02/2025	Regular	0.00	23,514.13	342218
015728	THE COUNSELING TEAM INTERNATIONAL	10/02/2025	Regular	0.00	3,250.00	342219

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
012070	TRAFFIC TECHNOLOGIES	10/02/2025	Regular	0.00	249.09	342220
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	10/02/2025	Regular	0.00	269.87	342221
013736	V.C.T.C.	10/02/2025	Regular	0.00	605.00	342222
015439	VALU GROUP ENTERPRISES, INC.	10/02/2025	Regular	0.00	1,698.00	342223
010910	VARNER, SCOTT	10/02/2025	Regular	0.00	566.92	342224
011922	VENTURA COUNTY TRANSPORTATION COMM	10/02/2025	Regular	0.00	1.00	342225
010975	VENTURA REGIONAL SANITATION DISTRICT	10/02/2025	Regular	0.00	1,344.00	342226
015870	VERITONE, INC.	10/02/2025	Regular	0.00	2,600.00	342227
011258	VIC'S PLUMBING SUPPLY, INC.	10/02/2025	Regular	0.00	141.37	342228
013539	WAGE WORKS, INC.	10/02/2025	Regular	0.00	226.20	342229
013550	WHITE CAP, L.P.	10/02/2025	Regular	0.00	9.98	342230
013843	YOUNG, DUNCAN JAMES	10/02/2025	Regular	0.00	2,395.27	342231
016027	YUNEX LLC	10/02/2025	Regular	0.00	14,273.10	342232
014680	BEST BEST & KRIEGER LLP	10/07/2025	Regular	0.00	10,931.80	342233
011464	BUSINESS CARD	10/07/2025	Regular	0.00	589.84	342234
010711	SANTA PAULA TIMES	10/07/2025	Regular	0.00	811.20	342235
011010	WILLDAN ENGINEERING	10/07/2025	Regular	0.00	241,411.04	342236
	Void	10/07/2025	Regular	0.00	0.00	342237
011464	BUSINESS CARD	10/15/2025	Regular	0.00	4,589.00	342250
011464	BUSINESS CARD	10/15/2025	Regular	0.00	2,478.60	342251
010378	ALBERTSON'S/SAFEWAY	10/16/2025	Regular	0.00	839.61	342255
015896	ALONSO TOOLS, LLC	10/16/2025	Regular	0.00	219.59	342256
016763	ALVAREZ, EDUARDO D	10/16/2025	Regular	0.00	2,000.00	342257
015498	AMAZON CAPITAL SERVICES	10/16/2025	Regular	0.00	4,233.53	342258
011738	AT&T CALNET 3	10/16/2025	Regular	0.00	506.88	342259
016812	AT&T MOBILITY, LLC	10/16/2025	Regular	0.00	40.50	342260
012677	AUTOZONE	10/16/2025	Regular	0.00	12.56	342261
016546	BARK AND BRANCH LANDSCAPING	10/16/2025	Regular	0.00	3,540.00	342262
014680	BEST BEST & KRIEGER LLP	10/16/2025	Regular	0.00	145,612.84	342263
013148	BOBADILLA, JALEZA	10/16/2025	Regular	0.00	301.00	342264
011102	BOOT BARN INC.	10/16/2025	Regular	0.00	275.00	342265
014870	BOYD & ASSOCIATES	10/16/2025	Regular	0.00	3,080.00	342266
016092	BULLOCK, TARA	10/16/2025	Regular	0.00	1,495.00	342267
011151	C.O.R. PLUMBING SUPPLIES	10/16/2025	Regular	0.00	460.00	342268
016856	CALDERON, JONATHAN	10/16/2025	Regular	0.00	200.00	342269
011603	CALIFORNIA WOOD RECYCLING	10/16/2025	Regular	0.00	596.98	342270
012679	CAL-STATE AUTO PARTS	10/16/2025	Regular	0.00	1,706.55	342271
016860	CAMPOS, VIANEY	10/16/2025	Regular	0.00	240.00	342272
011089	CAROLLO ENGINEERS	10/16/2025	Regular	0.00	5,407.25	342273
016811	CARRILLO, ALEXANDRO JESUS	10/16/2025	Regular	0.00	6,167.00	342274
016444	CENDEJAS, ERIC	10/16/2025	Regular	0.00	392.00	342275
015874	CHANDLER ASSET MANAGEMENT, INC.	10/16/2025	Regular	0.00	5,371.95	342276
015999	CHARTER COMMUNICATIONS HOLDING, LLC	10/16/2025	Regular	0.00	720.17	342277
016851	COOK, JESSICA	10/16/2025	Regular	0.00	428.00	342278
010932	COUNTY OF VENTURA IT SERVICES	10/16/2025	Regular	0.00	1,309.25	342279
011164	CRANE PRINTING	10/16/2025	Regular	0.00	202.33	342280
014331	CULLIGAN WATER	10/16/2025	Regular	0.00	193.90	342281
016859	DE LA MORA, ANGELINA	10/16/2025	Regular	0.00	200.00	342282
012948	DIAL SECURITY 2021	10/16/2025	Regular	0.00	44.40	342283
013724	DIRECT TV	10/16/2025	Regular	0.00	115.24	342284
016826	DISABILITY ACCESS CONSULTANTS, LLC	10/16/2025	Regular	0.00	2,000.00	342285
013975	DODOS DESIGN - GARCIA, DAVID	10/16/2025	Regular	0.00	204.00	342286
016156	EFUEL LLC	10/16/2025	Regular	0.00	8,429.16	342287
016126	ENVISION VTA FD AUTO LLC	10/16/2025	Regular	0.00	301.01	342288
016159	ESCALANTE, MARIO	10/16/2025	Regular	0.00	946.00	342289
010187	F M PEARCE Company	10/16/2025	Regular	0.00	158.00	342290
010440	FGL ENVIRONMENTAL, INC	10/16/2025	Regular	0.00	7,577.00	342291
010429	FOXCROFT EQUIPMENT & SERVICE	10/16/2025	Regular	0.00	5,705.27	342292
010432	FRANK'S PAINT & HARDWARE	10/16/2025	Regular	0.00	740.86	342293
014061	FRONTIER COMMUNICATIONS	10/16/2025	Regular	0.00	3,264.83	342294
010441	FRUIT GROWERS SUPPLY CO	10/16/2025	Regular	0.00	648.80	342295

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
016852	GARCIA, JOHN PATRICK	10/16/2025	Regular	0.00	466.89	342296
016858	GARCIA, ROBERTO	10/16/2025	Regular	0.00	200.00	342297
010451	GARDEN MARKET	10/16/2025	Regular	0.00	232.25	342298
016855	GARIBAY, JULIANNA	10/16/2025	Regular	0.00	200.00	342299
010797	GAS COMPANY, THE	10/16/2025	Regular	0.00	28.60	342300
016449	GAYTAN, CARLOS	10/16/2025	Regular	0.00	688.91	342301
015222	GOODSUITE	10/16/2025	Regular	0.00	1,521.78	342302
012800	GRANITE CONSTRUCTION COMPANY	10/16/2025	Regular	0.00	793.38	342303
016691	GREG RENTS, INC.	10/16/2025	Regular	0.00	357.78	342304
016853	HENDERSON, KRISTI	10/16/2025	Regular	0.00	428.00	342305
015153	HINDERLITER DE LLAMAS & ASSOCIATES	10/16/2025	Regular	0.00	311.58	342306
010537	HOUSE SANITARY SUPPLY	10/16/2025	Regular	0.00	2,490.05	342307
015988	HOUSING OPPORTUNITIES MADE EASIER	10/16/2025	Regular	0.00	554.00	342308
010551	ICMA INTERNATIONAL CIT/COUNTY MANAGEN	10/16/2025	Regular	0.00	1,078.75	342309
013711	INDEPENDENT ORDER OF ODD FELLOWS	10/16/2025	Regular	0.00	6,120.96	342310
014988	INFRASCALE INC.	10/16/2025	Regular	0.00	1,619.58	342311
016772	INK HEAD DESIGN & PRINTS	10/16/2025	Regular	0.00	1,084.78	342312
012750	JORDANO'S INC. AND SUBSIDIARIES	10/16/2025	Regular	0.00	1,494.51	342313
010629	KIMBALL MIDWEST	10/16/2025	Regular	0.00	148.89	342314
013544	LARRY WALKER ASSOCIATES, INC.	10/16/2025	Regular	0.00	486.00	342315
013454	LEIBOLD MCCLENDON & MANN	10/16/2025	Regular	0.00	390.00	342316
010061	LOWE'S	10/16/2025	Regular	0.00	175.44	342317
016523	M.O. DION & SONS, INC.	10/16/2025	Regular	0.00	412.80	342318
015633	M6 CONSULTING, INC.	10/16/2025	Regular	0.00	7,301.50	342319
016854	MAGANA, EMANUEL	10/16/2025	Regular	0.00	200.00	342320
015829	MANUFACTURERS EDGE INC.	10/16/2025	Regular	0.00	3,440.85	342321
015442	MARIPOSA LANDSCAPES, INC.	10/16/2025	Regular	0.00	5,315.40	342322
014743	MASON, JAMES	10/16/2025	Regular	0.00	705.20	342323
015989	MERCHANT MCINTYRE & ASSOCIATES, LLC	10/16/2025	Regular	0.00	10,000.00	342324
013323	MERIDIAN CONSULTANTS LLC	10/16/2025	Regular	0.00	7,171.25	342325
014436	MINER'S ACE HARDWARE	10/16/2025	Regular	0.00	2,203.72	342326
	Void	10/16/2025	Regular	0.00	0.00	342327
012895	MNS ENGINEERS, INC.	10/16/2025	Regular	0.00	30,735.00	342328
011223	MUSCO SPORTS LIGHTING, LLC	10/16/2025	Regular	0.00	475.00	342329
010218	NEW IMAGE AUTO BODY	10/16/2025	Regular	0.00	735.00	342330
016849	NUNEZ, ALEX	10/16/2025	Regular	0.00	481.00	342331
012691	O'REILLY AUTOMOTIVE STORES, INC.	10/16/2025	Regular	0.00	2,251.32	342332
015443	PASSPORT LABS, INC.	10/16/2025	Regular	0.00	1,059.41	342333
015335	PAVEMENT COATING CO.	10/16/2025	Regular	0.00	223.68	342334
014663	PHOENIX CIVIL ENGINEERING, INC.	10/16/2025	Regular	0.00	1,940.00	342335
014320	POLYDYNE, INC.	10/16/2025	Regular	0.00	25,747.65	342336
013739	QUADIENT FINANCE USA, INC.	10/16/2025	Regular	0.00	1,000.00	342337
010738	RLD FIRE PROTECTION, INC.	10/16/2025	Regular	0.00	1,250.00	342338
015399	ROBERT WILLIAM COMPANY, LLC	10/16/2025	Regular	0.00	2,878.00	342339
016610	ROTH STAFFING COMPANIES, LP	10/16/2025	Regular	0.00	2,983.00	342340
010520	RP RENTALS	10/16/2025	Regular	0.00	401.09	342341
014129	SAM HILL & SONS, INC	10/16/2025	Regular	0.00	9,114.14	342342
011263	SANTA PAULA SELF STORAGE	10/16/2025	Regular	0.00	1,642.00	342343
013909	SITEONE LANDSCAPE SUPPLY, LLC	10/16/2025	Regular	0.00	1,524.19	342344
010785	SMART & FINAL	10/16/2025	Regular	0.00	279.58	342345
010791	SOFT CHOICE CORPORATION	10/16/2025	Regular	0.00	34,315.49	342346
011524	SOLID WASTE SOLUTIONS	10/16/2025	Regular	0.00	2,475.00	342347
010795	SOUTHERN CALIFORNIA EDISON	10/16/2025	Regular	0.00	137,534.06	342348
015809	STANDARD SITE RENTALS INC.	10/16/2025	Regular	0.00	1,166.74	342349
011144	STAPLES, INC.	10/16/2025	Regular	0.00	134.67	342350
016466	SUPERIOR WELDING & PIPING INC.	10/16/2025	Regular	0.00	848.88	342351
015728	THE COUNSELING TEAM INTERNATIONAL	10/16/2025	Regular	0.00	2,200.00	342352
012070	TRAFFIC TECHNOLOGIES	10/16/2025	Regular	0.00	2,076.79	342353
015505	TRIEPI, SMITH AND ASSOCIATES, INC.	10/16/2025	Regular	0.00	13,300.00	342354
011891	ULINE SHIPPING SUPPLIES	10/16/2025	Regular	0.00	584.42	342355
010891	UNITED RENTALS (NORTHAMERICA), INC.	10/16/2025	Regular	0.00	485.40	342356

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010903	USA BLUE BOOK	10/16/2025	Regular	0.00	1,439.59	342357
013736	V.C.T.C.	10/16/2025	Regular	0.00	235.00	342358
015439	VALU GROUP ENTERPRISES, INC.	10/16/2025	Regular	0.00	970.00	342359
016850	VASQUEZ, FRANCIS	10/16/2025	Regular	0.00	428.00	342360
016857	VENEGAS, ALYSSA	10/16/2025	Regular	0.00	200.00	342361
010920	VENTURA COUNTY AIR POLLUTION CONTROL C	10/16/2025	Regular	0.00	1,540.00	342362
015186	VENTURA COUNTY AUTO SUPPLY, INC.	10/16/2025	Regular	0.00	253.44	342363
010938	VENTURA COUNTY SHERIFF'S OFFICE	10/16/2025	Regular	0.00	3,537.00	342364
015375	VENTURA LOCKSMITHS	10/16/2025	Regular	0.00	500.00	342365
014375	VENTURA SIGNS & SCREEN PRINTING	10/16/2025	Regular	0.00	1,503.11	342366
011539	VERIZON WIRELESS	10/16/2025	Regular	0.00	3,191.96	342367
016578	VITAL RECORDS HOLDINGS, LLC	10/16/2025	Regular	0.00	126.90	342368
010978	VULCAN MATERIALS COMPANY	10/16/2025	Regular	0.00	1,348.18	342369
013550	WHITE CAP, L.P.	10/16/2025	Regular	0.00	42.33	342370
015847	WHITE RABBIT MAGIC LLC	10/16/2025	Regular	0.00	2,850.00	342371
011010	WILLDAN ENGINEERING	10/16/2025	Regular	0.00	621.50	342372
014968	WILLDAN FINANCIAL SERVICES	10/16/2025	Regular	0.00	1,250.00	342373
016846	YOUNG STERLING CONSULTING LLC	10/16/2025	Regular	0.00	5,000.00	342374
013911	MICHAEL K. NUNLEY & ASSOCIATES, INC.	10/23/2025	Regular	0.00	354,181.45	342381
011464	BUSINESS CARD	10/28/2025	Regular	0.00	2,272.93	342382
011464	BUSINESS CARD	10/28/2025	Regular	0.00	879.35	342383
011464	BUSINESS CARD	10/28/2025	Regular	0.00	1,272.78	342384
011464	BUSINESS CARD	10/28/2025	Regular	0.00	5,764.50	342385
011464	BUSINESS CARD	10/28/2025	Regular	0.00	2,439.54	342386
011464	BUSINESS CARD	10/28/2025	Regular	0.00	4,605.53	342387
011464	BUSINESS CARD	10/28/2025	Regular	0.00	7,915.91	342388
011464	BUSINESS CARD	10/28/2025	Regular	0.00	308.20	342389
010378	ALBERTSON'S/SAFEWAY	10/30/2025	Regular	0.00	1,015.97	342390
015448	ALL CITY MANAGEMENT SERVICES, INC.	10/30/2025	Regular	0.00	22,230.42	342391
015896	ALONSO TOOLS, LLC	10/30/2025	Regular	0.00	1,022.76	342392
015498	AMAZON CAPITAL SERVICES	10/30/2025	Regular	0.00	193.92	342393
015044	ARACO ENTERPRISES LLC DBA ATHENS ENVIRO	10/30/2025	Regular	0.00	634.69	342394
011354	AT&T MOBILITY	10/30/2025	Regular	0.00	3,816.63	342395
016808	AZUL FOUNDATION	10/30/2025	Regular	0.00	3,419.00	342396
016756	BACKFLOW SOLUTIONS, INC.	10/30/2025	Regular	0.00	16,153.00	342397
015318	BADGER METER	10/30/2025	Regular	0.00	3,122.27	342398
016869	BANK OF THE SIERRA	10/30/2025	Regular	0.00	2,679.00	342399
016546	BARK AND BRANCH LANDSCAPING	10/30/2025	Regular	0.00	1,250.00	342400
014870	BOYD & ASSOCIATES	10/30/2025	Regular	0.00	2,570.00	342401
011094	BRAGG INVESTMENT COMPANY, INC.	10/30/2025	Regular	0.00	357.04	342402
015398	BUNNIN CHEVROLET OF SANTA PAULA	10/30/2025	Regular	0.00	9,991.83	342403
016870	BUSCH, DENARIO	10/30/2025	Regular	0.00	90.00	342404
012679	CAL-STATE AUTO PARTS	10/30/2025	Regular	0.00	718.77	342405
011089	CAROLLO ENGINEERS	10/30/2025	Regular	0.00	2,355.75	342406
016140	CHAVEZ, PEDRO	10/30/2025	Regular	0.00	95.74	342407
012802	CLASSIC AUTO GLASS	10/30/2025	Regular	0.00	616.80	342408
011133	CONSTRUCTION & RIGGING SUPPLY	10/30/2025	Regular	0.00	212.36	342409
011149	COSTCO WHOLESALE	10/30/2025	Regular	0.00	1,448.71	342410
015615	COUNTY OF VENTURA - CEO	10/30/2025	Regular	0.00	359.88	342411
013692	CROSSWHITE, JENNY	10/30/2025	Regular	0.00	752.79	342412
015925	CS-ASSOCIATED MUNICIPAL CORP.	10/30/2025	Regular	0.00	4,999.83	342413
014755	D & S AUTOWORKS	10/30/2025	Regular	0.00	2,214.52	342414
012191	DATAPROSE, LLC	10/30/2025	Regular	0.00	11,855.11	342415
013584	DOG WASTE DEPOT	10/30/2025	Regular	0.00	1,039.01	342416
010091	DOOLEY ENTERPRISES	10/30/2025	Regular	0.00	3,609.63	342417
010385	ENVIRONMENTAL HEALTH DIVISION	10/30/2025	Regular	0.00	2,499.52	342418
010395	FAMCON PIPE & SUPPLY, INC.	10/30/2025	Regular	0.00	11,428.32	342419
014348	FERRIS, SABRINA ZAN	10/30/2025	Regular	0.00	291.20	342420
010440	FGL ENVIRONMENTAL, INC	10/30/2025	Regular	0.00	1,897.00	342421
015835	FLORES, ELIXEO	10/30/2025	Regular	0.00	48.75	342422
016789	FORESTELLE III, WILLIAM H	10/30/2025	Regular	0.00	960.00	342423

Check Report

Date Range: 10/01/2025 - 10/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010433	FRANKLIN TRUCK PARTS INC	10/30/2025	Regular	0.00	18.38	342424
010432	FRANK'S PAINT & HARDWARE	10/30/2025	Regular	0.00	1,715.21	342425
	Void	10/30/2025	Regular	0.00	0.00	342426
010441	FRUIT GROWERS SUPPLY CO	10/30/2025	Regular	0.00	548.32	342427
016852	GARCIA, JOHN PATRICK	10/30/2025	Regular	0.00	466.89	342428
016807	GARCIA, RICHARD J	10/30/2025	Regular	0.00	150.00	342429
010797	GAS COMPANY, THE	10/30/2025	Regular	0.00	396.17	342430
016449	GAYTAN, CARLOS	10/30/2025	Regular	0.00	1,339.61	342431
012800	GRANITE CONSTRUCTION COMPANY	10/30/2025	Regular	0.00	197.28	342432
014369	GSI WATER SOLUTIONS, INC.	10/30/2025	Regular	0.00	62,045.80	342433
014686	HASA, INC.	10/30/2025	Regular	0.00	7,672.86	342434
016868	HERROD, BRIAN	10/30/2025	Regular	0.00	2,742.00	342435
016127	HOMELAND LANGUAGE SERVICES LLC	10/30/2025	Regular	0.00	1,626.47	342436
016254	HUNT DESIGN ASSOCIATES, INC.	10/30/2025	Regular	0.00	735.00	342437
015879	JAURIQUE JR., RAYMOND MARK	10/30/2025	Regular	0.00	300.00	342438
010602	JENSEN DESIGN & SURVEY INC	10/30/2025	Regular	0.00	3,580.00	342439
016343	JOEDICKER, LINA A.	10/30/2025	Regular	0.00	825.00	342440
012750	JORDANO'S INC. AND SUBSIDIARIES	10/30/2025	Regular	0.00	1,180.56	342441
010017	LIEBERT CASSIDY WHITMORE	10/30/2025	Regular	0.00	495.00	342442
010061	LOWE'S	10/30/2025	Regular	0.00	70.49	342443
016090	LUCY PET PRODUCTS, LLC	10/30/2025	Regular	0.00	313.90	342444
015442	MARIPOSA LANDSCAPES, INC.	10/30/2025	Regular	0.00	600.00	342445
016871	MOSQUEDA, ANTHONY	10/30/2025	Regular	0.00	80.00	342446
016064	NUNEZ, ANDREW	10/30/2025	Regular	0.00	481.00	342447
012691	O'REILLY AUTOMOTIVE STORES, INC.	10/30/2025	Regular	0.00	632.94	342448
016827	R.D. OFFUTT COMPANY	10/30/2025	Regular	0.00	75,932.33	342449
014934	RAMIREZ, JOSHUA	10/30/2025	Regular	0.00	897.00	342450
016771	RAMIREZ, PORFIRIO G.	10/30/2025	Regular	0.00	130.00	342451
010520	RP RENTALS	10/30/2025	Regular	0.00	477.00	342452
012332	SANTA PAULA SUPER STORE	10/30/2025	Regular	0.00	22.40	342453
012665	SOLAR XPERTZ WINDOW TINTING	10/30/2025	Regular	0.00	500.00	342454
010795	SOUTHERN CALIFORNIA EDISON	10/30/2025	Regular	0.00	21,313.22	342455
015809	STANDARD SITE RENTALS INC.	10/30/2025	Regular	0.00	576.56	342456
016829	SUN'S ENTERPRISES, INC.	10/30/2025	Regular	0.00	321.80	342457
015001	SYNAGRO-WWT, INC.	10/30/2025	Regular	0.00	47,425.98	342458
016839	TRI-COUNTY LAUNDRY INC	10/30/2025	Regular	0.00	68.04	342459
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	10/30/2025	Regular	0.00	553.41	342460
010891	UNITED RENTALS (NORTHAMERICA), INC.	10/30/2025	Regular	0.00	1,092.09	342461
010903	USA BLUE BOOK	10/30/2025	Regular	0.00	5,160.42	342462
015439	VALU GROUP ENTERPRISES, INC.	10/30/2025	Regular	0.00	1,920.00	342463
012334	VENTURA COUNTY CLERK-RECORDER	10/30/2025	Regular	0.00	50.00	342464
010975	VENTURA REGIONAL SANITATION DISTRICT	10/30/2025	Regular	0.00	330,134.18	342465
014375	VENTURA SIGNS & SCREEN PRINTING	10/30/2025	Regular	0.00	771.82	342466
010952	VENTURA TROPHY COMPANY	10/30/2025	Regular	0.00	26.94	342467
013550	WHITE CAP, L.P.	10/30/2025	Regular	0.00	229.15	342468
015847	WHITE RABBIT MAGIC LLC	10/30/2025	Regular	0.00	1,650.00	342469
013843	YOUNG, DUNCAN JAMES	10/30/2025	Regular	0.00	2,573.75	342470
016027	YUNEX LLC	10/30/2025	Regular	0.00	1,740.70	342471

Check Report**Date Range: 10/01/2025 - 10/31/2025****Vendor Number**
015506**Vendor Name**
PAYMENTUS GROUP, INC.**Payment Date**
10/20/2025**Payment Type**
Bank Draft**Discount Amount**
0.00**Payment Amount**
12,794.05**Number**
992536**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	964	342	0.00	2,736,699.61
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	1	1	0.00	12,794.05
EFT's	0	0	0.00	0.00
	965	347	0.00	2,749,493.66

Check Report

Date Range: 10/01/2025 - 10/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PY-PAYROLL						
011103	COLONIAL LIFE & ACCIDENT	10/10/2025	Regular	0.00	2,679.63	342238
016111	FIDELITY SECURITY LIFE INSURANCE COMPANY	10/10/2025	Regular	0.00	738.10	342239
010371	METLIFE SBC	10/10/2025	Regular	0.00	360.99	342240
010331	RELiance STANDARD LIFE INSURANCE	10/10/2025	Regular	0.00	612.33	342241
014422	RELiance STANDARD LIFE INSURANCE	10/10/2025	Regular	0.00	4,819.80	342242
010331	RELiance STANDARD LIFE INSURANCE	10/10/2025	Regular	0.00	5,818.22	342243
011688	CALIFORNIA STATE DISBURSEMENT UNIT	10/13/2025	Regular	0.00	1,235.06	342244
010553	ICMA RETIREMENT TRUST-457	10/13/2025	Regular	0.00	14,947.88	342245
010554	ICMA RETIREMENT TRUST-457 (PT)	10/13/2025	Regular	0.00	1,175.04	342246
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	10/13/2025	Regular	0.00	1,020.00	342247
010291	SEIU LOCAL 721	10/13/2025	Regular	0.00	726.85	342248
010898	UNITED WAY OF VENTURA COUNTY	10/13/2025	Regular	0.00	11.00	342249
011688	CALIFORNIA STATE DISBURSEMENT UNIT	10/24/2025	Regular	0.00	1,073.20	342375
010553	ICMA RETIREMENT TRUST-457	10/24/2025	Regular	0.00	14,842.72	342376
010554	ICMA RETIREMENT TRUST-457 (PT)	10/24/2025	Regular	0.00	1,129.15	342377
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	10/24/2025	Regular	0.00	1,020.00	342378
010291	SEIU LOCAL 721	10/24/2025	Regular	0.00	726.85	342379
010898	UNITED WAY OF VENTURA COUNTY	10/24/2025	Regular	0.00	10.00	342380
010420	INTERNAL REVENUE SERVICE	10/01/2025	Bank Draft	0.00	66,733.41	992513
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	10/01/2025	Bank Draft	0.00	21,405.90	992514
014872	STATE OF CALIFORNIA EDD - SDI	10/01/2025	Bank Draft	0.00	2,170.14	992515
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	10/01/2025	Bank Draft	0.00	81,853.88	992516
013539	WAGE WORKS, INC.	10/01/2025	Bank Draft	0.00	260.93	992517
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S'	10/10/2025	Bank Draft	0.00	89,306.66	992519
013539	WAGE WORKS, INC.	10/08/2025	Bank Draft	0.00	45.95	992520
013539	WAGE WORKS, INC.	10/16/2025	Bank Draft	0.00	251.47	992521
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	10/15/2025	Bank Draft	0.00	80,057.54	992522
010420	INTERNAL REVENUE SERVICE	10/15/2025	Bank Draft	0.00	63,476.64	992523
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	10/15/2025	Bank Draft	0.00	19,838.46	992524
014872	STATE OF CALIFORNIA EDD - SDI	10/15/2025	Bank Draft	0.00	2,278.78	992525
010420	INTERNAL REVENUE SERVICE	10/29/2025	Bank Draft	0.00	65,105.02	992526
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	10/29/2025	Bank Draft	0.00	20,815.38	992527
014872	STATE OF CALIFORNIA EDD - SDI	10/29/2025	Bank Draft	0.00	1,840.75	992528
013539	WAGE WORKS, INC.	10/22/2025	Bank Draft	0.00	442.53	992529
013539	WAGE WORKS, INC.	10/29/2025	Bank Draft	0.00	129.06	992530
013539	WAGE WORKS, INC.	10/31/2025	Bank Draft	0.00	2,712.92	992531
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	10/29/2025	Bank Draft	0.00	79,470.80	992532

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	127	18	0.00	52,946.82
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	185	19	0.00	598,196.22
EFT's	0	0	0.00	0.00
	312	37	0.00	651,143.04

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1,091	360	0.00	2,789,646.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	186	20	0.00	610,990.27
EFT's	0	0	0.00	0.00
	1277	384	0.00	3,400,636.70

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	10/2025	3,400,636.70
			3,400,636.70

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Beatriz Jimenez, Assistant Finance Director

Subject: NOVEMBER 2025 WARRANTS AND CERTIFICATIONS

Date: December 10, 2025

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for November 2025, starting check number 342472 and ending check number 342766.
2. Review and accept the "Certification of Salaries" for the pay period ending dates October 31st, 2025, through November 14th, 2025.

BACKGROUND:

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

Presented in the attached documents:

- a) CERTIFICATION OF ACCOUNTS PAYABLE CHECKS by check number range and dates. It also discloses any voided checks.
- b) EXPENSE REPORTS showing the amount and funds accounts payable came from.

The "Check Report" depicts the following columns:

- c) AP-ACCOUNTS PAYABLE for the vendors (non-City staff) by the vendor number, vendor name, payment date, payment amount and check number (entitled 'number').
- d) PY-PAYROLL for benefit payments, insurance, retirement, etc. Benefits payable on behalf of City staff.
- e) Bank Code Summary by payment type.
- f) Fund Summary by fund the accounts payables utilized.

CERTIFICATION OF SALARIES

This is the certification (separation of duties between "preparer" and the "reviewer") of salaries and benefits (payroll checks) by fund. It lists salary (payroll) issued checks by beginning and ending check number, payroll ending dates October 31st, 2025, through November 14th, 2025.

ANALYSIS:

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

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

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

1. Decline to receive and file November 2025 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

[November 2025 PY and AP Certifications.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

BEG. CHK #: 148981
ENDING CHK #: 148991

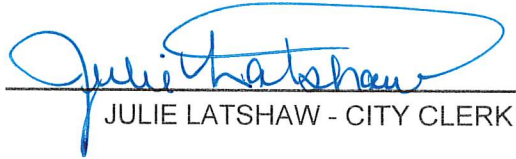
PAYROLL ENDING: 10/31/25
PAY DATE: 11/07/25

100	GENERAL FUND	377,191.50
104	GENERAL FUND-MEASURE T	107,052.62
108	GENERAL FUND-MEASURE R	15,313.76
206	STORMWATER PROGRAM	3,539.38
280	STATE GAS TAX FUND	20,922.18
405	AAA-AREA AGCY ON AG	1,892.59
610	SEWER ENTERPRISE FUND	12,126.12
620	WATER ENTERPRISE FUND	81,242.80
702	EQUIP. MAINT. FUND	25,247.03

\$

644,527.98

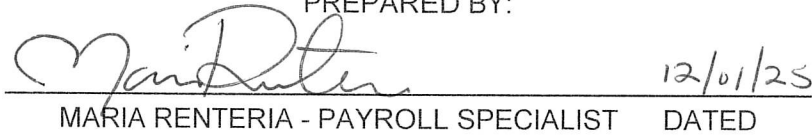
CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK

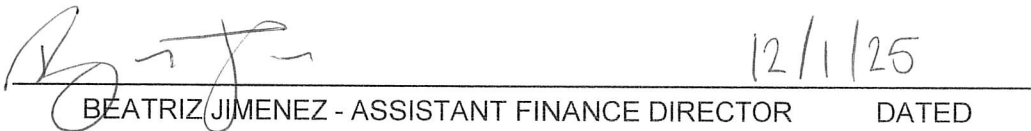
12/1/25
DATED



PREPARED BY:


MARIA RENTERIA - PAYROLL SPECIALIST

12/01/25
DATED


BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR

12/1/25

DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	6,858.33	377,191.50
104-GENERAL FUND-MEASURE T	2,189.38	107,052.62
108-GENERAL FUND - MEASURE R	426.50	15,313.76
206-STORMWATER PROGRAM	56.81	3,539.38
280-STATE GAS TAX	461.96	20,922.18
405-AAA (AREA AGCY ON AGING)	67.35	1,892.59
610-SEWER	217.75	12,126.12
620-WATER	1,987.67	81,242.80
702-EQUIPMENT MAINTENANCE	465.06	25,247.03
Grand Total:	12,730.81	644,527.98

CERTIFICATION OF SALARIES

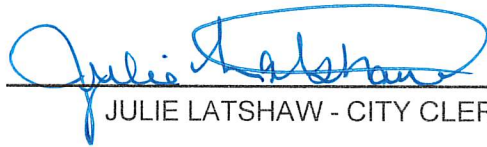
BEG. CHK #: 148992
ENDING CHK #: 148998

PAYROLL ENDING: 11/14/25
PAY DATE: 11/21/25

100	GENERAL FUND	457,554.78
104	GENERAL FUND-MEASURE T	128,388.39
108	GENERAL FUND-MEASURE R	16,231.64
206	STORMWATER PROGRAM	3,596.87
280	STATE GAS TAX FUND	29,900.93
405	AAA-AREA AGCY ON AG	1,899.97
610	SEWER ENTERPRISE FUND	14,832.41
620	WATER ENTERPRISE FUND	102,248.49
702	EQUIP. MAINT. FUND	19,403.87

\$ 774,057.35

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK 12/1/25
DATED



PREPARED BY:

MARIA RENTERIA - PAYROLL SPECIALIST 12/01/25
DATED


BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR 12/11/25
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	5,945.53	457,554.78
104-GENERAL FUND-MEASURE T	1,771.17	128,388.39
108-GENERAL FUND - MEASURE R	405.00	16,231.64
206-STORMWATER PROGRAM	56.87	3,596.87
280-STATE GAS TAX	504.72	29,900.93
405-AAA (AREA AGCY ON AGING)	61.70	1,899.97
610-SEWER	222.35	14,832.41
620-WATER	1,535.41	102,248.49
702-EQUIPMENT MAINTENANCE	256.00	19,403.87
Grand Total:	10,758.75	774,057.35

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	342472	THRU:	342476	DATED:	November 5, 2025
CHECK NO.:	342477	THRU:	342477	DATED:	November 6, 2025
CHECK NO.:	342478	THRU:	342483	DATED:	November 7, 2025
CHECK NO.:	342484	THRU:	342602	DATED:	November 13, 2025
CHECK NO.:	342603	THRU:	342603	DATED:	November 18, 2025
CHECK NO.:	342604	THRU:	342609	DATED:	November 21, 2025
CHECK NO.:	342611	THRU:	342766	DATED:	November 25, 2025

DRAFT:	992533	THRU:	992535	DATED:	November 12, 2025
DRAFT:	992537	THRU:	992537	DATED:	November 12, 2025
DRAFT:	992538	THRU:	992541	DATED:	November 26, 2025
DRAFT:	992542	THRU:	992542	DATED:	November 5, 2025
DRAFT:	992543	THRU:	992543	DATED:	November 12, 2025
DRAFT:	992544	THRU:	992544	DATED:	November 19, 2025
DRAFT:	992545	THRU:	992545	DATED:	November 26, 2025

VOIDED CHECK NO.:	339559	THRU:	339559	DATED:	November 20, 2025
VOIDED CHECK NO.:	341996	THRU:	341996	DATED:	November 21, 2025
VOIDED CHECK NO.:	342171	THRU:	342171	DATED:	November 7, 2025
VOIDED CHECK NO.:	342331	THRU:	342331	DATED:	November 21, 2025
VOIDED CHECK NO.:	342622	THRU:	342622	DATED:	November 25, 2025
VOIDED CHECK NO.:	342667	THRU:	342667	DATED:	November 25, 2025

COUNCIL MEETING DATE: December 10, 2025

AMOUNT OF CERTIFICATION: \$ 1,954,738.69

DISTRIBUTION BY FUND

100	GENERAL FUND	\$622,854.22
103	CABLE TELEVISION FUND	\$3,683.70
104	GENERAL FUND MEASURE - MEASURE T	\$112,444.63
108	GENERAL FUND MEASURE - MEASURE R	\$78,830.14
115	RECREATION PROGRAM	\$8,929.51
205	NPDES STORMWATER QUALITY	\$18,196.00
206	STORMWATER PROGRAM	\$10,212.74
207	UNION OIL BUILDING ENDOWMENT	\$4,503.63
229	SVCS-DESIGN/STUDY	\$9,005.10
280	STATE GAS TAX	\$55,380.40
281	LOCAL TRANSPORTATION TAX/LTF/TDA	\$7,030.00
282	LOCAL TRANSPORTATION-ART 3	\$17,041.76
312	CA USED OIL BLOCK GRANT	\$808.39
405	AAA (AREA AGENCY ON AGING	\$8,677.61
412	AMERICAN RESCUE PLAN	\$77,561.28
500	HILLSBOROUGH OPEN SPACE MAINT	\$586.43
504	HARVEST CFD EA1	\$14,348.30
610	SEWER ENTERPRISE	\$278,184.37
620	WATER ENTERPRISE	\$222,505.61
702	EQUIPMENT MAINTENANCE FUND	\$64,729.41
800	CASH DEPOSIT TRUST FUND	\$336,167.43
803	HARDING PARK TRUST	\$9,674.99
804	DLA FOR FORMER RDA	\$364.00
	TOTAL FUND DISTRIBUTION	\$1,961,719.65

PREPARED BY: Anaury Gonzalez
 ANAURY GONZALEZ
 ACCOUNTING SPECIALIST

REVIEWED BY: Beatriz Jimenez
 BEATRIZ JIMENEZ
 ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: December 1, 2025

EXCEPT: _____

CITY CLERK: Julie Latshaw
 JULIE LATSHAW, CITY CLERK

Variance of \$6,980.96 due to
 voided checks.



Fund Summary

Fund	Payment Amount
100 - GENERAL	622,854.22
103 - CABLE TELEVISION	3,683.70
104 - GENERAL FUND-MEASURE T	112,444.63
108 - GENERAL FUND - MEASURE R	78,830.14
115 - GENERAL RECREATION PRO	8,929.51
205 - NPDES STORMWATER QUALITY	18,196.00
206 - STORMWATER PROGRAM	10,212.74
207 - UNION OIL BULDING ENDOWMENT - OPERATING FU	4,503.63
229 - TRAFFIC IMPACT FEE	9,005.10
280 - STATE GAS TAX	55,380.40
281 - LOCAL TRANSPORTATION TDA	7,030.00
282 - LOCAL TRANS TDA ART 3	17,041.76
312 - CA USED OIL BLOCK GRANT	808.39
405 - AAA (AREA AGCY ON AGING)	8,677.61
412 - AMERICAN RESCUE PLAN	77,561.28
500 - HILLSBOROUGH OPEN SPACE	586.43
504 - HARVEST CFD EA1	14,348.30
610 - SEWER	278,184.37
620 - WATER	222,505.61
702 - EQUIPMENT MAINTENANCE	64,729.41
800 - MISC DEPOSITS	336,167.43
803 - HARDING PARK TRUST	9,674.99
804 - DLA FOR FORMER RDA	364.00
Grand Total:	1,961,719.65



City of Santa Paula, CA

Check Report

By Check Number

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
014189	OCEGUEDA, LUZ	11/20/2025	Regular	0.00	-236.08	339559
016841	ARROYO, MARTIN	11/21/2025	Regular	0.00	-428.00	341996
016675	KONECRANES, INC.	11/07/2025	Regular	0.00	-5,835.88	342171
016849	NUNEZ, ALEX	11/21/2025	Regular	0.00	-481.00	342331
011464	BUSINESS CARD	11/05/2025	Regular	0.00	5,853.02	342472
015923	LATSHAW, JULIE	11/05/2025	Regular	0.00	128.80	342473
010736	LEAGUE OF CALIFORNIA CITIES	11/05/2025	Regular	0.00	600.00	342474
015633	M6 CONSULTING, INC.	11/05/2025	Regular	0.00	135,365.00	342475
013323	MERIDIAN CONSULTANTS LLC	11/05/2025	Regular	0.00	1,067.50	342476
016034	SPIRIT OF SANTA PAULA	11/06/2025	Regular	0.00	113,171.16	342477
010055	ACCUSOURCE INC	11/13/2025	Regular	0.00	534.35	342494
015448	ALL CITY MANAGEMENT SERVICES, INC.	11/13/2025	Regular	0.00	9,991.20	342495
015896	ALONSO TOOLS, LLC	11/13/2025	Regular	0.00	86.58	342496
016763	ALVAREZ, EDUARDO D	11/13/2025	Regular	0.00	4,511.90	342497
015498	AMAZON CAPITAL SERVICES	11/13/2025	Regular	0.00	1,615.20	342498
011738	AT&T CALNET 3	11/13/2025	Regular	0.00	509.21	342499
016240	ATKINSON, ANDELSON, LOYA, RUUD AND ROM	11/13/2025	Regular	0.00	165.90	342500
016357	AUTONOMY TECHNOLOGY, INC.	11/13/2025	Regular	0.00	1,044.04	342501
016808	AZUL FOUNDATION	11/13/2025	Regular	0.00	659.40	342502
015318	BADGER METER	11/13/2025	Regular	0.00	8,819.92	342503
012566	BATTERIES PLUS - VENTURA	11/13/2025	Regular	0.00	374.76	342504
011253	BAY ALARM COMPANY	11/13/2025	Regular	0.00	458.43	342505
014680	BEST BEST & KRIEGER LLP	11/13/2025	Regular	0.00	2,265.40	342506
011102	BOOT BARN INC.	11/13/2025	Regular	0.00	275.00	342507
011110	BOWMAN CAR WASH	11/13/2025	Regular	0.00	612.00	342508
011094	BRAGG INVESTMENT COMPANY, INC.	11/13/2025	Regular	0.00	172.64	342509
015398	BUNNIN CHEVROLET OF SANTA PAULA	11/13/2025	Regular	0.00	129.95	342510
011151	C.O.R. PLUMBING SUPPLIES	11/13/2025	Regular	0.00	760.00	342511
012170	CALIFORNIA ELECTRIC SUPPLY-VENTURA	11/13/2025	Regular	0.00	296.64	342512
016682	CALPORTLAND COMPANY	11/13/2025	Regular	0.00	1,285.71	342513
015999	CHARTER COMMUNICATIONS HOLDING, LLC	11/13/2025	Regular	0.00	1,926.89	342514
013156	COAST CART, INC.	11/13/2025	Regular	0.00	326.66	342515
010418	CORELOGIC SOLUTIONS, LLC	11/13/2025	Regular	0.00	140.00	342516
011149	COSTCO WHOLESALE	11/13/2025	Regular	0.00	1,034.27	342517
011164	CRANE PRINTING	11/13/2025	Regular	0.00	194.47	342518
011686	CROWN DODGE	11/13/2025	Regular	0.00	39.10	342519
014331	CULLIGAN WATER	11/13/2025	Regular	0.00	237.77	342520
011811	DE LAGE LANDEN	11/13/2025	Regular	0.00	1,666.75	342521
011210	DEPARTMENT OF JUSTICE	11/13/2025	Regular	0.00	66.00	342522
016439	DEVIL MOUNTAIN WHOLESALE NURSERY LLC	11/13/2025	Regular	0.00	525.45	342523
013724	DIRECT TV	11/13/2025	Regular	0.00	126.24	342524
013975	DODOS DESIGN - GARCIA, DAVID	11/13/2025	Regular	0.00	327.75	342525
016156	EFUEL LLC	11/13/2025	Regular	0.00	16,581.03	342526
010385	ENVIRONMENTAL HEALTH DIVISION	11/13/2025	Regular	0.00	719.14	342527
010395	FAMCON PIPE & SUPPLY, INC.	11/13/2025	Regular	0.00	10,281.56	342528
010847	FARMERS IRRIGATION	11/13/2025	Regular	0.00	3,573.14	342529
010440	FGL ENVIRONMENTAL, INC	11/13/2025	Regular	0.00	666.00	342530
015972	FOUR STAR INVESTIGATIONS, LLC	11/13/2025	Regular	0.00	5,821.30	342531
010433	FRANKLIN TRUCK PARTS INC	11/13/2025	Regular	0.00	18.38	342532
010432	FRANK'S PAINT & HARDWARE	11/13/2025	Regular	0.00	487.58	342533
014061	FRONTIER COMMUNICATIONS	11/13/2025	Regular	0.00	2,474.39	342534
010441	FRUIT GROWERS SUPPLY CO	11/13/2025	Regular	0.00	583.40	342535
010797	GAS COMPANY, THE	11/13/2025	Regular	0.00	148.94	342536
016449	GAYTAN, CARLOS	11/13/2025	Regular	0.00	493.19	342537

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010481	GRAINGER	11/13/2025	Regular	0.00	747.50	342538
013039	GRANICUS, INC.	11/13/2025	Regular	0.00	28,872.00	342539
012800	GRANITE CONSTRUCTION COMPANY	11/13/2025	Regular	0.00	818.10	342540
016691	GREG RENTS, INC.	11/13/2025	Regular	0.00	367.57	342541
015153	HINDERLITER DE LLAMAS & ASSOCIATES	11/13/2025	Regular	0.00	1,310.01	342542
010537	HOUSE SANITARY SUPPLY	11/13/2025	Regular	0.00	3,485.65	342543
010552	ICMA RETIREMENT CORPORATION	11/13/2025	Regular	0.00	375.00	342544
013711	INDEPENDENT ORDER OF ODD FELLOWS	11/13/2025	Regular	0.00	6,620.94	342545
014988	INFRA SCALE INC.	11/13/2025	Regular	0.00	1,619.58	342546
010574	INGLIS IMPORTS	11/13/2025	Regular	0.00	282.00	342547
011546	INTEGRATED WASTE MANAGEMENT DIVISION	11/13/2025	Regular	0.00	784.67	342548
010582	INTERNATIONAL CODE COUNCIL, INC.	11/13/2025	Regular	0.00	131.10	342549
016212	JOHN PENCE BUILDING SPECIALTIES, INC	11/13/2025	Regular	0.00	24,700.00	342550
014735	JOHNSON CONTROLS SECURITY SOLUTIONS	11/13/2025	Regular	0.00	938.03	342551
012750	JORDANO'S INC. AND SUBSIDIARIES	11/13/2025	Regular	0.00	585.52	342552
012989	JR'S HYDRAULICS	11/13/2025	Regular	0.00	757.13	342553
010629	KIMBALL MIDWEST	11/13/2025	Regular	0.00	90.55	342554
016675	KONECRANES, INC.	11/13/2025	Regular	0.00	7,980.13	342555
011796	LANDS' END BUSINESS OUTFITTERS	11/13/2025	Regular	0.00	35.43	342556
011807	LIVSCAN EXPRESS, INC.	11/13/2025	Regular	0.00	308.00	342557
015633	M6 CONSULTING, INC.	11/13/2025	Regular	0.00	13,815.00	342558
015442	MARIPOSA LANDSCAPES, INC.	11/13/2025	Regular	0.00	1,350.00	342559
016145	MARK43, INC.	11/13/2025	Regular	0.00	80,142.00	342560
015989	MERCHANT MCINTYRE & ASSOCIATES, LLC	11/13/2025	Regular	0.00	5,000.00	342561
016479	METRON FARNIER LLC	11/13/2025	Regular	0.00	5,236.51	342562
013911	MICHAEL K. NUNLEY & ASSOCIATES, INC.	11/13/2025	Regular	0.00	21,662.00	342563
014436	MINER'S ACE HARDWARE	11/13/2025	Regular	0.00	177.98	342564
012895	MNS ENGINEERS, INC.	11/13/2025	Regular	0.00	36,448.70	342565
015876	MOHAWK LIFTS LLC	11/13/2025	Regular	0.00	23,061.26	342566
016877	MVP ENTERPRISES INC	11/13/2025	Regular	0.00	2,950.00	342567
011981	NBS	11/13/2025	Regular	0.00	250.00	342568
015436	NUTRIEN AG SOLUTIONS, INC.	11/13/2025	Regular	0.00	920.46	342569
012691	O'REILLY AUTOMOTIVE STORES, INC.	11/13/2025	Regular	0.00	1,605.53	342570
013739	QUADIENT FINANCE USA, INC.	11/13/2025	Regular	0.00	2,039.00	342571
013730	QUADIENT LEASING USA, INC.	11/13/2025	Regular	0.00	1,206.86	342572
016771	RAMIREZ, PORFIRIO G.	11/13/2025	Regular	0.00	780.00	342573
010326	RED WING SHOE STORE	11/13/2025	Regular	0.00	550.00	342574
015859	ROGERS, ANDERSON, MALODY & SCOTT, LLP	11/13/2025	Regular	0.00	8,090.00	342575
016610	ROTH STAFFING COMPANIES, LP	11/13/2025	Regular	0.00	3,131.20	342576
010520	RP RENTALS	11/13/2025	Regular	0.00	921.24	342577
016305	RUGERIO, JOSE LUIS PEREZ	11/13/2025	Regular	0.00	335.00	342578
014548	SAF-T-FLO WATER SERVICES GROUP, INC	11/13/2025	Regular	0.00	998.22	342579
014129	SAM HILL & SONS, INC	11/13/2025	Regular	0.00	13,744.10	342580
014804	SERVICE TECH	11/13/2025	Regular	0.00	374.50	342581
013909	SITEONE LANDSCAPE SUPPLY, LLC	11/13/2025	Regular	0.00	574.61	342582
010790	SOAP MAN	11/13/2025	Regular	0.00	90.13	342583
010795	SOUTHERN CALIFORNIA EDISON	11/13/2025	Regular	0.00	126,783.19	342584
015809	STANDARD SITE RENTALS INC.	11/13/2025	Regular	0.00	50.00	342585
011144	STAPLES, INC.	11/13/2025	Regular	0.00	653.04	342586
016389	TINY MOBILE ROBOTS US LLC	11/13/2025	Regular	0.00	25,762.81	342587
014853	TRI-COUNTY RHINO	11/13/2025	Regular	0.00	4,125.64	342588
016614	U.S. CAD HOLDINGS LLC	11/13/2025	Regular	0.00	310.00	342589
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	11/13/2025	Regular	0.00	568.12	342590
010891	UNITED RENTALS (NORTHAMERICA), INC.	11/13/2025	Regular	0.00	606.69	342591
011539	VERIZON WIRELESS	11/13/2025	Regular	0.00	3,192.32	342592
013550	WHITE CAP, L.P.	11/13/2025	Regular	0.00	245.68	342593
011010	WILLDAN ENGINEERING	11/13/2025	Regular	0.00	15,897.00	342594
014968	WILLDAN FINANCIAL SERVICES	11/13/2025	Regular	0.00	2,700.00	342595
016027	YUNEX LLC	11/13/2025	Regular	0.00	297.88	342596
015633	M6 CONSULTING, INC.	11/18/2025	Regular	0.00	83,623.20	342603
015931	ADAME, ALVARO	11/25/2025	Regular	0.00	459.00	342611

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
016893	ADDISON, BRODY	11/25/2025	Regular	0.00	289.00	342612
016899	AGUILERA, ANGELA	11/25/2025	Regular	0.00	289.00	342613
016894	ALCANTAR, DOMINICK	11/25/2025	Regular	0.00	629.00	342614
015448	ALL CITY MANAGEMENT SERVICES, INC.	11/25/2025	Regular	0.00	8,992.08	342615
011489	ALLIANT INSURANCE SERVICES, INC.	11/25/2025	Regular	0.00	1,885.00	342616
015896	ALONSO TOOLS, LLC	11/25/2025	Regular	0.00	393.30	342617
016423	ALVAREZ, DAVID	11/25/2025	Regular	0.00	204.00	342618
016763	ALVAREZ, EDUARDO D	11/25/2025	Regular	0.00	4,900.00	342619
011513	ALVAREZ, LORENA	11/25/2025	Regular	0.00	483.90	342620
015498	AMAZON CAPITAL SERVICES	11/25/2025	Regular	0.00	8,741.76	342621
	Void	11/25/2025	Regular	0.00	0.00	342622
016525	ARANDA, ANTHONY	11/25/2025	Regular	0.00	473.00	342623
011532	ARREOLA, RAQUEL	11/25/2025	Regular	0.00	223.60	342624
016375	ARRIAGA, ELIJAH	11/25/2025	Regular	0.00	476.00	342625
016841	ARROYO, MARTIN	11/25/2025	Regular	0.00	428.00	342626
011354	AT&T MOBILITY	11/25/2025	Regular	0.00	2,271.40	342627
016812	AT&T MOBILITY, LLC	11/25/2025	Regular	0.00	40.50	342628
012677	AUTOZONE	11/25/2025	Regular	0.00	1,057.80	342629
016808	AZUL FOUNDATION	11/25/2025	Regular	0.00	2,133.60	342630
016327	BADILLO, JOSE	11/25/2025	Regular	0.00	1,939.19	342631
016546	BARK AND BRANCH LANDSCAPING	11/25/2025	Regular	0.00	10,250.00	342632
011253	BAY ALARM COMPANY	11/25/2025	Regular	0.00	924.69	342633
014680	BEST BEST & KRIEGER LLP	11/25/2025	Regular	0.00	21,266.80	342634
011211	BNY MELLON	11/25/2025	Regular	0.00	1,500.00	342635
014870	BOYD & ASSOCIATES	11/25/2025	Regular	0.00	1,390.00	342636
011094	BRAGG INVESTMENT COMPANY, INC.	11/25/2025	Regular	0.00	37,877.54	342637
012170	CALIFORNIA ELECTRIC SUPPLY-VENTURA	11/25/2025	Regular	0.00	292.15	342638
015451	CAPRARELLI, JOHN ROBERT	11/25/2025	Regular	0.00	556.00	342639
012390	CARDOZA, DANIEL HENRY	11/25/2025	Regular	0.00	480.00	342640
016900	CARRASCO, DIANA	11/25/2025	Regular	0.00	272.00	342641
016888	CARVETH-TATE, IMARI	11/25/2025	Regular	0.00	102.00	342642
016444	CENDEJAS, ERIC	11/25/2025	Regular	0.00	295.00	342643
015874	CHANDLER ASSET MANAGEMENT, INC.	11/25/2025	Regular	0.00	2,700.25	342644
015999	CHARTER COMMUNICATIONS HOLDING, LLC	11/25/2025	Regular	0.00	891.00	342645
016898	CHAVEZ, JESSE	11/25/2025	Regular	0.00	323.00	342646
010418	CORELOGIC SOLUTIONS, LLC	11/25/2025	Regular	0.00	140.00	342647
011149	COSTCO WHOLESALE	11/25/2025	Regular	0.00	44.61	342648
011148	COUNTY OF VENTURA	11/25/2025	Regular	0.00	349.66	342649
010942	COUNTY OF VENTURA	11/25/2025	Regular	0.00	4,392.90	342650
010932	COUNTY OF VENTURA IT SERVICES	11/25/2025	Regular	0.00	1,309.25	342651
012939	CPRS MEMBERSHIP	11/25/2025	Regular	0.00	700.00	342652
011161	CRAGOE PEST SERVICES INC	11/25/2025	Regular	0.00	1,210.00	342653
016755	CRUZ, JONCARLOS	11/25/2025	Regular	0.00	500.00	342654
014331	CULLIGAN WATER	11/25/2025	Regular	0.00	271.77	342655
016782	D+S AUTOWORKS (ONE WAY AUTO EXPERTS LI	11/25/2025	Regular	0.00	3,692.54	342656
011210	DEPARTMENT OF JUSTICE	11/25/2025	Regular	0.00	130.00	342657
016883	DOMINGUEZ, PATRICIA	11/25/2025	Regular	0.00	500.00	342658
010091	DOOLEY ENTERPRISES	11/25/2025	Regular	0.00	4,144.24	342659
016156	EFUEL LLC	11/25/2025	Regular	0.00	7,259.39	342660
016159	ESCALANTE, MARIO	11/25/2025	Regular	0.00	946.00	342661
010847	FARMERS IRRIGATION	11/25/2025	Regular	0.00	3,573.14	342662
014348	FERRIS, SABRINA ZAN	11/25/2025	Regular	0.00	218.40	342663
010440	FGL ENVIRONMENTAL, INC	11/25/2025	Regular	0.00	2,156.00	342664
015835	FLORES, ELIXEO	11/25/2025	Regular	0.00	52.00	342665
010432	FRANK'S PAINT & HARDWARE	11/25/2025	Regular	0.00	2,072.33	342666
	Void	11/25/2025	Regular	0.00	0.00	342667
014061	FRONTIER COMMUNICATIONS	11/25/2025	Regular	0.00	800.00	342668
010441	FRUIT GROWERS SUPPLY CO	11/25/2025	Regular	0.00	247.76	342669
010451	GARDEN MARKET	11/25/2025	Regular	0.00	547.29	342670
013759	GATES, WYATT	11/25/2025	Regular	0.00	473.00	342671
016449	GAYTAN, CARLOS	11/25/2025	Regular	0.00	1,214.08	342672

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
016887	GLASDON, INC.	11/25/2025	Regular	0.00	2,546.90	342673
016901	GOODMAN, DALE	11/25/2025	Regular	0.00	99.80	342674
015222	GOODSUITE	11/25/2025	Regular	0.00	1,753.28	342675
010481	GRAINGER	11/25/2025	Regular	0.00	78.18	342676
016882	GRANDISON, CARMELO	11/25/2025	Regular	0.00	1,000.00	342677
012800	GRANITE CONSTRUCTION COMPANY	11/25/2025	Regular	0.00	2,159.42	342678
010484	GREEN THUMB OF VENTURA	11/25/2025	Regular	0.00	1,493.07	342679
016897	GUTIERREZ, ALEXANDER	11/25/2025	Regular	0.00	476.00	342680
016596	HARBIN, MATT	11/25/2025	Regular	0.00	277.01	342681
016127	HOMELAND LANGUAGE SERVICES LLC	11/25/2025	Regular	0.00	1,583.70	342682
010537	HOUSE SANITARY SUPPLY	11/25/2025	Regular	0.00	1,186.69	342683
010551	ICMA INTERNATIONAL CIT/COUNTY MANAGEN	11/25/2025	Regular	0.00	1,200.00	342684
013711	INDEPENDENT ORDER OF ODD FELLOWS	11/25/2025	Regular	0.00	808.94	342685
011039	INTERSTATE BILLING SERVICE INC.	11/25/2025	Regular	0.00	3,159.62	342686
015457	JONES, MARLENE A.	11/25/2025	Regular	0.00	550.00	342687
012750	JORDANO'S INC. AND SUBSIDIARIES	11/25/2025	Regular	0.00	3,803.78	342688
010629	KIMBALL MIDWEST	11/25/2025	Regular	0.00	373.24	342689
013454	LEIBOLD MCCLENDON & MANN	11/25/2025	Regular	0.00	364.00	342690
016695	LEMONS, ROBERT	11/25/2025	Regular	0.00	633.66	342691
011807	LIVESCAN EXPRESS, INC.	11/25/2025	Regular	0.00	44.00	342692
010061	LOWE'S	11/25/2025	Regular	0.00	2,481.55	342693
015633	M6 CONSULTING, INC.	11/25/2025	Regular	0.00	11,900.00	342694
016367	MACIAS, CARLOS ABRAHAM	11/25/2025	Regular	0.00	323.00	342695
016750	MAGANA, ANDRES	11/25/2025	Regular	0.00	500.00	342696
016885	MAGANA, JASMIN M	11/25/2025	Regular	0.00	500.00	342697
016581	MAGDALENO, RODOLFO A	11/25/2025	Regular	0.00	500.00	342698
016884	MAGDALENO, RODOLFO A	11/25/2025	Regular	0.00	1,000.00	342699
015032	MAGIC JUMP RENTALS VENTURA	11/25/2025	Regular	0.00	2,036.30	342700
015442	MARIPOSA LANDSCAPES, INC.	11/25/2025	Regular	0.00	5,315.40	342701
016659	MARTINEZ, BAYLEE	11/25/2025	Regular	0.00	1,000.00	342702
016895	MAYNARD, MALISE	11/25/2025	Regular	0.00	238.00	342703
016891	MCCARTHY, ZACKARY	11/25/2025	Regular	0.00	323.00	342704
016892	MENDEZ, SEBASTIAN	11/25/2025	Regular	0.00	255.00	342705
016890	MEZA, DOMINIC	11/25/2025	Regular	0.00	391.00	342706
016651	MEZA, YAHIEL	11/25/2025	Regular	0.00	238.00	342707
014436	MINER'S ACE HARDWARE	11/25/2025	Regular	0.00	1,077.20	342708
012895	MNS ENGINEERS, INC.	11/25/2025	Regular	0.00	39,962.50	342709
016431	MORENO, CRISTIAN	11/25/2025	Regular	0.00	204.00	342710
016052	NATURAL GREEN LANDSCAPE, INC.	11/25/2025	Regular	0.00	7,607.14	342711
010219	NEW PIG CORPORATION	11/25/2025	Regular	0.00	808.39	342712
014189	OCEGUEDA, LUZ	11/25/2025	Regular	0.00	236.08	342713
016831	OLVERA, MICHAEL	11/25/2025	Regular	0.00	75.47	342714
016430	ORDONEZ, CHRISTIAN	11/25/2025	Regular	0.00	204.00	342715
012691	O'REILLY AUTOMOTIVE STORES, INC.	11/25/2025	Regular	0.00	2,169.39	342716
016746	PACIFIC ENERGY CONCEPTS, LLC	11/25/2025	Regular	0.00	48,401.28	342717
015335	PAVEMENT COATING CO.	11/25/2025	Regular	0.00	83.88	342718
016842	POUW, JOHANNES M.	11/25/2025	Regular	0.00	7,520.00	342719
015638	PS CONTAINERS	11/25/2025	Regular	0.00	3,113.63	342720
010306	QUINN COMPANY	11/25/2025	Regular	0.00	3,344.12	342721
016372	RAMIREZ, BOBBY	11/25/2025	Regular	0.00	255.00	342722
015968	RAMIREZ, CHRISTY	11/25/2025	Regular	0.00	97.68	342723
016656	RAMIREZ, ELIAS	11/25/2025	Regular	0.00	500.00	342724
014934	RAMIREZ, JOSHUA	11/25/2025	Regular	0.00	627.90	342725
015111	RAMIREZ, MICHAEL	11/25/2025	Regular	0.00	1,000.00	342726
014226	RAMIREZ, PATRICK	11/25/2025	Regular	0.00	340.00	342727
016896	RAMIREZ, VICTOR	11/25/2025	Regular	0.00	374.00	342728
016587	RAMOS, ABEL BENJAMIN	11/25/2025	Regular	0.00	289.00	342729
016586	RAMOS, ISAIAH	11/25/2025	Regular	0.00	289.00	342730
014415	REYES, PEDRO R.	11/25/2025	Regular	0.00	800.00	342731
016196	RICO, BELLA JOSSLYNN	11/25/2025	Regular	0.00	289.00	342732
016188	RICO, JALYNN	11/25/2025	Regular	0.00	170.00	342733

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010738	RLD FIRE PROTECTION, INC.	11/25/2025	Regular	0.00	1,900.00	342734
016881	RODRIGUEZ, GERMAN	11/25/2025	Regular	0.00	1,300.08	342735
010520	RP RENTALS	11/25/2025	Regular	0.00	83.48	342736
010376	SAFETY-KLEEN SYSTEMS, INC.	11/25/2025	Regular	0.00	209.54	342737
014129	SAM HILL & SONS, INC	11/25/2025	Regular	0.00	29,568.72	342738
016902	SANTIAGO, AUSTIN	11/25/2025	Regular	0.00	473.00	342739
016878	SHOOTERS PARADISE OF OXNARD	11/25/2025	Regular	0.00	819.38	342740
013909	SITEONE LANDSCAPE SUPPLY, LLC	11/25/2025	Regular	0.00	261.79	342741
010785	SMART & FINAL	11/25/2025	Regular	0.00	225.44	342742
011524	SOLID WASTE SOLUTIONS	11/25/2025	Regular	0.00	2,437.75	342743
015809	STANDARD SITE RENTALS INC.	11/25/2025	Regular	0.00	455.18	342744
016130	STANEWICH III, JOHN	11/25/2025	Regular	0.00	400.00	342745
011144	STAPLES, INC.	11/25/2025	Regular	0.00	81.01	342746
010828	SWRCB ACCOUNTING OFFICE	11/25/2025	Regular	0.00	18,196.00	342747
015001	SYNAGRO-WWT, INC.	11/25/2025	Regular	0.00	25,329.20	342748
012070	TRAFFIC TECHNOLOGIES	11/25/2025	Regular	0.00	706.14	342749
011891	ULINE SHIPPING SUPPLIES	11/25/2025	Regular	0.00	547.23	342750
010891	UNITED RENTALS (NORTHAMERICA), INC.	11/25/2025	Regular	0.00	2,033.63	342751
010883	U-RENT INC	11/25/2025	Regular	0.00	167.25	342752
010903	USA BLUE BOOK	11/25/2025	Regular	0.00	196.78	342753
016643	VALDOVINOS TORRES, ANDREW FROY	11/25/2025	Regular	0.00	204.00	342754
016760	VALDOVINOS, JOHANNA	11/25/2025	Regular	0.00	1,000.00	342755
015439	VALU GROUP ENTERPRISES, INC.	11/25/2025	Regular	0.00	4,160.00	342756
016584	VEGA, RENE Z. MARRON	11/25/2025	Regular	0.00	357.00	342757
015186	VENTURA COUNTY AUTO SUPPLY, INC.	11/25/2025	Regular	0.00	281.59	342758
010975	VENTURA REGIONAL SANITATION DISTRICT	11/25/2025	Regular	0.00	168,303.30	342759
016426	VILLANUEVA, EMILIO	11/25/2025	Regular	0.00	255.00	342760
013550	WHITE CAP, L.P.	11/25/2025	Regular	0.00	9.98	342761
015847	WHITE RABBIT MAGIC LLC	11/25/2025	Regular	0.00	2,100.00	342762
014968	WILLDAN FINANCIAL SERVICES	11/25/2025	Regular	0.00	11,556.87	342763
016692	WRIGHT, NICOLE	11/25/2025	Regular	0.00	13,125.00	342764
013843	YOUNG, DUNCAN JAMES	11/25/2025	Regular	0.00	1,995.05	342765
016411	ZAVALA, JOHN	11/25/2025	Regular	0.00	624.98	342766

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	594	264	0.00	1,522,461.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-6,980.96
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	594	270	0.00	1,515,480.42

Check Report

Date Range: 11/01/2025 - 11/30/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PY-PAYROLL						
011688	CALIFORNIA STATE DISBURSEMENT UNIT	11/07/2025	Regular	0.00	1,194.69	342478
010553	ICMA RETIREMENT TRUST-457	11/07/2025	Regular	0.00	14,845.66	342479
010554	ICMA RETIREMENT TRUST-457 (PT)	11/07/2025	Regular	0.00	1,314.88	342480
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	11/07/2025	Regular	0.00	1,020.00	342481
010291	SEIU LOCAL 721	11/07/2025	Regular	0.00	777.10	342482
010898	UNITED WAY OF VENTURA COUNTY	11/07/2025	Regular	0.00	10.00	342483
011103	COLONIAL LIFE & ACCIDENT	11/13/2025	Regular	0.00	2,679.63	342597
016111	FIDELITY SECURITY LIFE INSURANCE COMPANY	11/13/2025	Regular	0.00	754.86	342598
010371	METLIFE SBC	11/13/2025	Regular	0.00	375.39	342599
010331	RELIANCE STANDARD LIFE INSURANCE	11/13/2025	Regular	0.00	612.33	342600
014422	RELIANCE STANDARD LIFE INSURANCE	11/13/2025	Regular	0.00	5,013.72	342601
010331	RELIANCE STANDARD LIFE INSURANCE	11/13/2025	Regular	0.00	5,845.95	342602
011688	CALIFORNIA STATE DISBURSEMENT UNIT	11/21/2025	Regular	0.00	1,083.27	342604
010553	ICMA RETIREMENT TRUST-457	11/21/2025	Regular	0.00	14,930.35	342605
010554	ICMA RETIREMENT TRUST-457 (PT)	11/21/2025	Regular	0.00	892.50	342606
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	11/21/2025	Regular	0.00	1,020.00	342607
010291	SEIU LOCAL 721	11/21/2025	Regular	0.00	726.85	342608
010898	UNITED WAY OF VENTURA COUNTY	11/21/2025	Regular	0.00	10.00	342609
010420	INTERNAL REVENUE SERVICE	11/12/2025	Bank Draft	0.00	68,116.22	992533
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	11/12/2025	Bank Draft	0.00	22,392.65	992534
014872	STATE OF CALIFORNIA EDD - SDI	11/12/2025	Bank Draft	0.00	2,078.74	992535
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	11/12/2025	Bank Draft	0.00	80,813.52	992537
010420	INTERNAL REVENUE SERVICE	11/26/2025	Bank Draft	0.00	99,494.50	992538
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	11/26/2025	Bank Draft	0.00	30,024.73	992539
014872	STATE OF CALIFORNIA EDD - SDI	11/26/2025	Bank Draft	0.00	2,659.13	992540
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	11/26/2025	Bank Draft	0.00	78,605.97	992541
013539	WAGE WORKS, INC.	11/05/2025	Bank Draft	0.00	73.54	992542
013539	WAGE WORKS, INC.	11/12/2025	Bank Draft	0.00	639.22	992543
013539	WAGE WORKS, INC.	11/19/2025	Bank Draft	0.00	743.58	992544
013539	WAGE WORKS, INC.	11/26/2025	Bank Draft	0.00	509.29	992545

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	124	18	0.00	53,107.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	107	12	0.00	386,151.09
EFT's	0	0	0.00	0.00
	231	30	0.00	439,258.27

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	718	282	0.00	1,575,568.56
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-6,980.96
Bank Drafts	107	12	0.00	386,151.09
EFT's	0	0	0.00	0.00
	825	300	0.00	1,954,738.69

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	11/2025	1,954,738.69
			1,954,738.69

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Donald Aguilar, Police Chief

Subject: EXPENDITURE PLAN FOR THE FY 25/26 SUPPLEMENTAL LAW
ENFORCEMENT SERVICES ACCOUNT

Date: December 10, 2025

Agenda Item: 10.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the recommended Expenditure Plan appropriating the Supplemental Law Enforcement Services Account (SLESA) funds for the FY 2025-2026 allocation and
2. Allocate an additional \$17,536.61 in revenues and \$26,304.26 in expenses as noted in the fiscal impact section.

BACKGROUND:

A Supplemental Law Enforcement Services Account (SLESA) has been established in each county of the State for the purpose of overseeing and allocating funding being provided by the State of California's Citizens Options for Public Safety (Cal-COPS) Program. Cal-COPS funds are used for funding "frontline law enforcement services." The total state funding from the program allots a certain percentage for "city funding." City funding allocations are distributed based on population estimates provided by Chapter 353 of the Budget Act for the particular year of funding.

In accordance with Government Code Section 30061 and 30063, the City Council shall approve the appropriation of the anticipated funding by approving a written request in the form of an "Expenditure Plan." (See Exhibit A.) The County of Ventura Sheriff's Office is designated as the Supplemental Law Enforcement Oversight Committee and must certify receipt and approval of the City's "Expenditure Plan" prior to submitting it to the County Board of Supervisors for review and approval. Upon the Board's approval, the County Auditor/Controller is authorized to release the funding.

ANALYSIS:

Approving the Expenditure Plan will provide a revenue source for the purchase of the following equipment:

Description	Amount	GL account
HAVIS Lite Vehicle Dock	14,304.26	311-5-4502-179
Unmanned Aerial Vehicle	62,000.00	311-5-4502-610
700 MHZ Portable and Base Radios	68,000.00	311-5-4502-610
40 mm Safe Impact Launcher	31,000.00	311-5-4502-610
Handheld Narcotics Analyzer	25,000.00	311-5-4502-610
Explorer	10,000.00	311-5-4502-322
TOTAL	210,304.26	

While this exceeds the \$201,536.61 in revenues, there is sufficient fund balance to fully fund the expenses listed above.

*Unmanned Aerial Vehicle - One patrol equipped model and 1 investigative equipped model

**Less than Lethal 40 mm Safe Impact Launcher with patrol vehicle mounts

STRATEGIC PLAN:

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, identified in Section C. Public Safety & Emergency Preparedness of the two-year Strategic Plan.

FISCAL IMPACTS:

The existing budget already includes \$184,000 in expenses and revenues. Staff is requesting an increase of \$17,536.61 in revenue budget (311-4-4500-4244) and an additional \$26,304.26 in expenses as shown in the chart below:

GL account	Description	Budget needed	Current Budget	Increase needed
311-5-4502-322	Explorers	10,000.00	10,000.00	-
311-5-4502-610	Equipment	186,000.00	174,000.00	12,000.00
311-5-4502-179	Minor Equipment	14,304.26	-	14,304.26
		210,304.26	184,000.00	26,304.26

OPTIONS:

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

1. Decline to approve the proposed Expenditure Plan, or
2. Direct staff to modify the proposed Expenditure Plan, and/or
3. Give other direction to staff as desirable.

ATTACHMENTS:

[Exhibit A COPS 25-26 Expenditure Plan.pdf](#)

Supplemental Law Enforcement Standardized Forms

Expenditure Plan

FY 2025-2026

City Name: City of Santa Paula - Santa Paula Police

Beginning Fund Balance	878,283.00
Prior Year Allocation/Adjustment	
Current Year Allocation	201,537.00
Total Allocation	1,079,820.00

EXPENDITURE PLANNED

Salaries and Benefits	
Services and Supplies	10,000.00
Equipment	200,305.00
Administrative Overhead	
Total Expenditure Planned	210,305.00

Date approved by the City Council: _____

The City Manager hereby certifies that the Supplemental Law Enforcement Services Plan was submitted to the City Council and approved as listed.

City Manager Signature

Date

Please provide the name of a contact person if there are any questions:

Chief Don Aguilar (805) 525-4474
Name

12/10/25
Date

**JEFFERY S. BURGH
AUDITOR-CONTROLLER**

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540



**ASSISTANT
AUDITOR-CONTROLLER**
MICHELLE YAMAGUCHI

CHIEF DEPUTIES
BARBARA BEATTY
JASON McGUIRE
KATHLEEN O'KEEFE
RICHARD WHOBREY

September 29, 2025

Ms. Christy Ramirez, Finance Director
City of Santa Paula
Post Office Box 569
Santa Paula, CA 93061-0569

**RE: CITIZENS OPTION FOR PUBLIC SAFETY (COPS) PROGRAM FOR FISCAL YEAR 2026
ALLOCATION OF FRONT-LINE LAW ENFORCEMENT SERVICES
GOVERNMENT CODE 30061 (b) (3)**

Dear Ms. Ramirez:

In accordance with Government Code 30061(b)(3) you should receive shortly the EFT for your entity's share of COPS front-line funding. Government Code 30061(g) provides the funding through the Enhancing Law Enforcement Activities Subaccount in the Local Revenue Fund 2011 and requires COPS payments to be distributed in monthly installments.

Your city's 2025-26 annual allocation is \$100,000.00, and can be confirmed by visiting the State Controller's Office website to access the FY 25-26 COPS allocation letter at the link below:

https://www.sco.ca.gov/Files-ARD-Payments/copsdofletter_2526.pdf

Sufficient information will be provided in the description field on the EFT referencing Government Code, distribution period and contact information for questions. Monthly letters regarding your city's COPS distribution are no longer sent.

If you have any questions, please contact me at (805) 654-3153 or Donna Gompert at (805) 654-2168.

Sincerely,

JEFFERY S. BURGH
Auditor-Controller

Jason McGuire
Chief Deputy Auditor-Controller, Financial Management & Reporting

JEFFERY S. BURGH
AUDITOR-CONTROLLER

COUNTY OF VENTURA
800 SOUTH VICTORIA AVE.
VENTURA, CA 93009-1540



ASSISTANT
AUDITOR-CONTROLLER
MICHELLE YAMAGUCHI

CHIEF DEPUTIES
BARBARA BEATTY
JASON McGUIRE
KATHLEEN O'KEEFE
RICHARD WHOBREY

October 24, 2025

Ms. Christy Ramirez, Finance Director/City Treasurer
City of Santa Paula
P.O. Box 569
Santa Paula, CA 93061-0569

**RE: CITIZENS OPTION FOR PUBLIC SAFETY (COPS) PROGRAM FOR FISCAL YEAR 2025 ALLOCATION OF
FRONT-LINE LAW ENFORCEMENT SERVICES GROWTH FUNDS GOVERNMENT CODE 30029.05 (f) (2)**

Dear Ms. Ramirez:

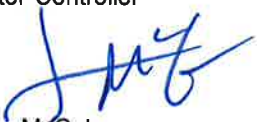
In accordance with Government Code 30029.05 (f) (2), you should receive shortly the EFT for your entity's share of COPS front line 2024-25 growth funds in the Enhancing Law Enforcement Activities Growth Special Account within the Law Enforcement Services Account of the Local Revenue Fund 2011.

The amount being remitted is \$101,536.61 which represents your proportional share of the one-time 2024-25 growth funds distribution received by the County of Ventura on October 7, 2025. The year-to-date amount distributed to your city, monthly distributions plus the one-time growth funds, for fiscal year 2025 is \$201,536.61.

If you have any questions, please contact me at (805) 654-3153 or Landon Tallent at (805) 654-2961.

Sincerely,

JEFFERY S. BURGH
Auditor-Controller


Jason McGuire
Chief Deputy Auditor-Controller, Financial Management & Reporting

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: RECRUITMENT AND HIRING INCENTIVES

Date: December 10, 2025

Agenda Item: 10.E

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 7598 establishing additional Recruitment and Hiring Incentives and recognizing the Personnel Officer's implicit authority to recognize service credit from prior public-sector jobs.

BACKGROUND:

The City of Santa Paula, like many other municipalities, is currently experiencing difficulty in attracting and retaining well-qualified candidates, especially with hard to fill positions. Constrained labor markets and Santa Paula's lower-end wages in comparison to other agencies within the County make it all the more difficult for the City to be a strong contender in today's competitor labor market.

In May 2018 the City Council authorized the City Manager (Personnel Officer) to implement a not to exceed \$5,000 signing bonuses as an incentive for positions deemed "difficult-to-fill." Support was also given for a moving allowance, when applicable. Similarly, in December 2023, the City Council approved a \$15,000 signing bonus for sworn personnel, with a structured payment plan, and increased the moving allowance.

ANALYSIS:

Over the course of the past few years, several key positions within the City have become vacant, leading to considerable - yet sometimes unsuccessful - recruitment efforts to fill the positions. While some recruitments have resulted in several exceptional hires, the City still has a number of key vacant positions, including the Assistant Public Works Director/City Engineer and Associate Engineer.

Although the City has made multiple efforts to attract new talent to the City, most recently beginning implementation of the compensation study conducted earlier this year, some may argue that our current salaries and benefits, particularly in management and specialized professional positions, are not attractive enough to draw candidates from the broader labor market.

To assist in recruitment efforts, staff recommends that the City Council authorize the

Personnel Officer to increase the current signing incentive for vacant full-time positions that have been deemed hard to fill by the Personnel Officer, as follows:

- Department Head Positions: up to \$15,000.00
- All Other Regular Positions: up to \$10,000.00

The signing incentive would be paid out upon successful completion of certain tenure milestones, as articulated in the attached policy, Exhibit A. The current vacancies in the Public Works Department for Assistant Public Works Director/City Engineer and Associate Engineer are recommended as the first positions to offer the hiring incentive program. Staff will be re-launching a recruitment for both vacancies in the new year with the modified strategy.

Currently, and separately, City employees earn vacation according to the Council adopted vacation schedule, which is based on years of service with the City. The schedule calls for the accrual of vacation time on each pay period for the first five years of employment, such that the accrual increases every five years thereafter. Although this is a common practice in the public sector, it is a practice that can often impact recruitment efforts when it comes to attracting more experienced candidates from other jurisdictions. For example, a public-sector employee with a neighboring jurisdiction who has been there more than ten years is likely to be accruing leave time at a much higher rate than as a new employee. Recognizing this tenure when starting a new employee may work to entice them to accept a job in Santa Paula.

It is requested that Council support the Personnel Officer's implicit authority to recognize service credit from other public-sector jobs by starting new employees at the five or ten year accrual rate. This technique has been utilized in Santa Paula, but not memorialized as a part of hiring incentives. Receiving explicit Council support ensures consistency, transparency and fairness in the hiring process, based on the City's needs and the strength or weakness of each recruitment effort.

STRATEGIC PLAN:

While this item is not explicitly spelled out in the City's Strategic Plan, it is in keeping with the goal of Operational Excellence, specifically advancing: "a focus on continuous improvement."

FISCAL IMPACTS:

The program listed above could result in varying costs based on the actual potential amount of incentive payments. It is anticipated that if the recruitment of the two positions listed are utilized at max exposure, there will be sufficient salary savings from their vacancies to cover the costs.

OPTIONS:

ATTACHMENTS:

[Resolution No. 7598 w/ Exhibit](#)

ATTACHMENT A

RESOLUTION NO. 7598

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ESTABLISHING RECRUITMENT AND HIRING INCENTIVE PROGRAM FOR DIFFICULT-TO-FILL POSITIONS AND RECOGNIZING STARTING VACATION ACCRUAL RATES BASED ON PRIOR PUBLIC SERVICE

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

SECTION 1: Recitals.

- A. Recruitment and hiring highly qualified employees is essential to maintaining a productive and quality workforce.
- B. Some positions are highly competitive in the public sector and have proven difficult to fill.
- C. To assist with recruitment efforts, the Personnel Officer (City Manager) and City staff have developed a Recruitment and Hiring Incentive Agreement as identified in Exhibit A.
- D. These hiring incentives and similar policies will promote the provision of exceptional city services to the community and increase employee satisfaction.

SECTION 2: The City Council approves of the Recruitment and Hiring Incentive Agreement attached as Exhibit A.

SECTION 3: Additionally, the City Council recognizes the Personnel Officer's implicit authority to honor prior public service for purposes of vacation accruals for new hires as a recruitment tool. Consequently, based on job candidates' prior years of service, the Personnel Officer may start new employees at the five or ten year accrual rate.

SECTION 4: The Personnel Officer or his/her designee is authorized to modify the Recruitment and Hiring Incentive Agreement attached as Exhibit A for minor technical corrections and to the extent necessary to conform to applicable law.

SECTION 5: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 10th of December, 2025.

Pedro Chavez, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

Daniel Singer, City Manager

EXHIBIT A

Hiring Incentive Program

[Attached behind]

CITY OF SANTA PAULA

HIRING INCENTIVE AGREEMENT

I, _____, acknowledge that acceptance of this hiring incentive is voluntary and not a condition of employment with the City of Santa Paula. In accepting this hiring incentive, I agree to the following:

1. I am eligible for a hiring incentive of up to \$_____ according to the following schedule:

- \$_____ paid on the first full pay period following successful completion of the probationary period.
- \$_____ paid on the first full pay period following the one-year anniversary.
- \$_____ paid on the first full pay period following successful completion of two (2) years of active service.

2. Time out of service (a) due to any leave of absence resulting from a disciplinary action, or (b) for any other reason when such absence in excess of ten (10) calendar days (excluding leave taken due to vacation, comp time, or sick leave) will not be counted as active service.

3. In order to receive an incentive payment I must be employed with the City at the time the incentive payment is due to be paid, and that incentive payments will not be pro-rated should I leave City employment prior to such date.

4. Incentives paid are subject to all applicable taxes, withholdings, and deductions in accordance with current laws and IRS regulations. Incentive payments are lump sum amounts and not reportable to CalPERS as compensation.

5. I am only eligible to receive incentives under this program once. If I resign prior to receiving all incentives under the program, then return to the City, I will not be eligible to receive any further hiring incentives. Similarly, if I receive all incentives under the program, separate from City employment, then return to the City, I will not be eligible to receive any further hiring incentives.

Print Name: _____

Date: _____

Signature: _____

If you were referred by an existing City employee, please give the employee's name:

Employee Name

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: BUDGET ALLOCATION FOR PROPERTY DUE DILIGENCE OF 180 SOUTH PALM AVENUE

Date: December 10, 2025

Agenda Item: 10.F

RECOMMENDATION:

Staff recommends the City Council:

1. Authorize a budget adjustment in the amount of \$30,000 to the Water Fund (620-5-3001-290) utilizing existing fund balance for professional services related to a potential property purchase of 180 South Palm Avenue.

BACKGROUND:

The City's Water Division operations have been located on a 1.95 acre property at 180 South Palm Avenue for nearly three decades. What is commonly referred to as "the Palm Yard" is centrally located and ideal for daily operations and efficient field response. The property is leased by the City from Farmers Irrigation Company (or FICO), which has expressed a willingness to sell the site to the City.

ANALYSIS:

Securing the Palm Yard represents a long-awaited opportunity to protect service continuity, maintain operational efficiency, and support the long-term stability for the City, especially as the Water Division grows. Therefore, staff is asking the City Council to support the costs of doing due diligence on the parcel to determine its value and condition, and whether there are any restrictions or easements on the property. Upon Council budget authorization, staff will work to complete an appraisal, title report and phase I environmental study before returning to Council for further consideration and/or property negotiations.

STRATEGIC PLAN:

While this item is not an objective in the City's adopted Strategic Plan, it does align with the Council's Goal to "Maintain and accelerate the City's infrastructure to be safe, sustainable, resilient, and cost-efficient."

FISCAL IMPACTS:

The Water Fund has sufficient fund balance to cover the budget request of \$30,000.

OPTIONS:

The Council could reject studying the acquisition of this parcel or could provide different direction to staff. Doing so would jeopardize the City's Water operations as the Palm Yard is the primary hub of activity for the City's Water Division and the City does not own land that could easily or readily house such an operation.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: CANYON BOOSTER PUMP UPGRADE PROJECT BUDGET
ADJUSTMENT

Date: December 10, 2025

Agenda Item: 10.G

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize a budget adjustment of \$42,370.25 from CIP 9356 Well 12 Above Ground Rehabilitation Project to fully fund the Canyon Booster Pump Station Improvements Project (CIP 9234).

BACKGROUND:

The City's Canyon Booster Pump Station, located adjacent to State Route 150 north of Bridge Road, serves the highest elevation pressure zone of the City's water distribution system. The current pump station consists of a single booster pump that transfers domestic water from the City's 600 pressure zone to the 900 pressure zone served by the 0.5 MG Case Tank. The booster pump system is over 20 years old and does not possess any redundancy or backup power capability.

The scope of the Canyon Booster Pump Station includes the installation of two new vertical multi-stage pumps, suction/discharge piping and appurtenances, electrical improvements, SCADA equipment, site upgrades and an equipment enclosure. These improvements have been detailed in a comprehensive set of plans and specifications prepared by the design consultant Huitt-Zollars.

ANALYSIS:

The project was advertised for bid on Thursday, April 3, 2025 and bids were opened on Monday, May 5, 2025. Five (5) contractors submitted bids that ranged in priced from \$594,225 to \$1,030,385 which are summarized using the Base Bids (Actual).

On July 2, 2025, the City Council awarded the contract to lowest bidder Toro Enterprises, Inc. for an amount not to exceed \$713,071.00 pursuant to Santa Paula Municipal Code §§ 56.04(B) (3) and 56.08(D). This contract amount consisted of the base bid of \$594,225.00 with an allowance for a 10% construction contingency of \$59,423.00 and an allowance for a 10% budget for construction management, inspection, materials testing, and engineering support

services of \$59,423.00.

Upon review, staff has determined that the current project budget is \$42,370.25 short of fully funding the total project budget of \$713,071.00. This shortfall is due to an existing encumbrance carried over from FY 2024/2025 that was not identified as impacting the available balance for this project. An additional \$42,370.25 is therefore needed to fully cover all construction management costs associated with the project.

To address this shortfall, staff recommends using funds from the Well 12 Above Ground Rehabilitation Project (CIP 9356). Savings were realized by performing actuator work in-house, and the larger Well 12 project is unlikely to proceed in the same form based on current bid results.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following goals: Infrastructure, Transportation, & Mobility.

FISCAL IMPACTS:

Funding will come from existing CIP allocations and will not require additional appropriations beyond the recommended transfer.

Table 1: Budget Adjustments Needed

Fund Source	Account No.	Decrease	Increase
CIP 9356 - Well 12 Above Ground Rehabilitation	620-5-9356-660	\$42,370.75	
CIP 9234 - Canyon Booster Upgrade	620-5-9234-660		\$42,370.75

OPTIONS:

The Council has the following available alternative option to Staff’s recommendation:

1. Do not authorize the City Manager to approve the budget adjustment to fund the CIP 9234 Canyon Booster Upgrade Project. This action would significantly delay critical infrastructure upgrades and rehabilitation.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: WATER DIVISION SODIUM HYPOCHLORITE SUPPLY AGREEMENT

Date: December 10, 2025

Agenda Item: 10.H

RECOMMENDATION:

Staff recommends that the City Council:

Authorize the City Manager to execute a 3-year contract with Hasa Inc. for the supply and delivery of sodium hypochlorite to the Santa Paula Wells, and Water Treatment Facilities for an amount not to exceed \$180,000.

BACKGROUND:

The City of Santa Paula's Potable Water System has used sodium hypochlorite as its primary disinfectant to ensure a safe reliable drinking water. Sodium hypochlorite is an industry-standard disinfectant widely used in public water systems due to its proven effectiveness in disinfection. Its use meets State Water Resources Control Board requirements for maintaining a disinfected and reliable potable water system.

ANALYSIS:

The estimated annual usage for sodium hypochlorite is between 14,000 - 17,000 gallons per year. The estimated amount can vary based on population growth, water usage habits, temperature, and water quality. To ensure disinfection residual meets regulatory compliance, regular deliveries of 12.5% strength sodium hypochlorite at all active wells and treatment facilities by Hasa Inc. have been ongoing. Hasa Inc. has demonstrated reliable and satisfactory performance.

City staff advertised a request for proposals for sodium hypochlorite supply and delivery on October 13, 2025. Five responses, and three proposals were received and opened on October 23, 2025. Below are the companies that responded to the bid:

- JCI Jones Chemicals Inc. (submitted a "no bid")
- Univar Solutions (submitted a "no bid")
- Aquapulse Chemicals
- Northstar Chemical
- Hasa Inc.

The weighting used for comparing bids balanced cost and qualification factors, each accounting for 50% of the evaluation. Notably within the cost criteria, equal weight was given to initial pricing and maximum percentage increase to evaluate both immediate affordability and long-term cost. The results of the lowest bidder are as follows:

Hasa Inc. proposed a price of \$3.10 per gallon inclusive of taxes and fees with a 5% annual increase. Estimating 17,000 gallons per year of sodium hypochlorite, the annual cost is estimated at \$52,500, \$55,335, \$58,101 respectively. Hasa Inc. proposed both the lowest initial rate, and lowest maximum annual increase.

City staff has verified that Hasa Inc. is in good standing with the state, allowing them to conduct business in California. This verification ensures the contractor's credibility and compliance with necessary legal requirements.

Staff finds the contract price submitted by Hasa Inc. is an acceptable price that is responsive and meets the requirements of the request for proposals.

STRATEGIC PLAN:

Infrastructure, Transportation & Mobility

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

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

FISCAL IMPACTS:

This project will be funded from the Water Enterprise Fund’s Operations and Maintenance budget.

Fund	Project	Account Number
Water Enterprise	Water Operations and Maintenance	620-5-5073-317

Costs for supply and delivery of sodium hypochlorite during the three-year term not to exceed \$60,000 per fiscal year or amount are budgeted to GL account 620-5-5073-317. The contract effective date will be December 10, 2025, so the contract will start in the 25-26 fiscal year and conclude in the 28-29 fiscal year. The allocations for the 25-26 and 28-29 fiscal years will be prorated based on the effective date of the contract as described in the table below:

Fiscal Year	Contract Limits	Adopted Budget/Projected Budget
2025-2026 ¹	\$33,550	\$25,647 (amount remaining as of 11/21/25)
2026-2027	\$60,000	\$54,150
2027-2028	\$60,000	\$55,250

2028-2029 ²	\$26,450	\$25,570 (proposed prorated amount)
Total	\$180,000	
Note:		

(1): Calculated as: \$5,000/month * 6.71 months in FY25/26

(2): Calculated as: \$5,000/month * 5.29 months in FY28/29

Based on the unit pricing of \$3.10 per gallon provided by Hasa Inc. and assuming the maximum annual increase of 5% as indicated in their bid, cost of the 3-year contract shall not exceed \$60,000 annually and \$180,000 total.

OPTIONS:

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

1. Do not authorize the City Manager to execute a sodium hypochlorite supply and delivery contract with Hasa Inc. for the drinking water system. This will inhibit the ability to treat and disinfect the City's drinking water

ATTACHMENTS:

[EXHIBIT A - Sodium Hypochlorite Supply for Santa Paula Water Division Bid Tabulation](#)

[EXHIBIT B - Sodium Hypochlorite Supply for Santa Paula Water Division Agreement.pdf](#)

EXHIBIT A

Sodium Hypochlorite Supply for Santa Paula Water Division
Bid Tabulation

CITY OF SANTA PAULA

P.O. Box 569 ♦ 970 Ventura Street ♦ Santa Paula, CA 93060 ♦ 805/933-4212

PROJECT: Sodium Hypochlorite Supply for Santa Paula Water Division

PROJECT No.:

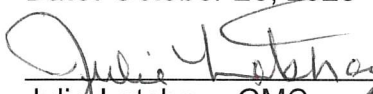
Bid Date: Thursday, October 23, 2025

Time of Opening: 3:00 PM

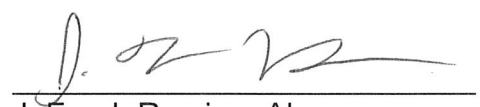
Location: City Hall Council Chamber, 970 Ventura St, Santa Paula, CA 93060

Bidder Company Name/City	Bid Amount	Bond	Addendum/a
JCI JONES CHEMICALS, TORRANCE	NO BID		
UNIVAR SOLUTIONS KENT, WA.	NO BID		
AQUADULSE CHEMICALS OXNARD	\$2.89 PER GALLON \$0.08 PER GALLON + TAX 11% COST INCREASE PER YEAR		
NORTHSTAR CHEMICAL SHERWOOD, OR	\$3.34 PER GALLON \$3.72 WITH TAX 15% INCREASE PER YEAR		
HASA INC. VALENCIA	\$3.10 PER GALLON INCLUDES TAX 5% INCREASE PER YEAR		

Date: October 23, 2025


Julie Latshaw, CMC
City Clerk




J. Frank Ramirez Almazan
Water Operation Superintendent



Form F: Cost Proposal

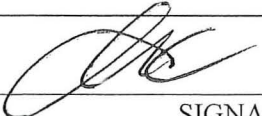
COST PROPOSAL SCHEDULE [MUST BE SUBMITTED WITH BID]

Estimated annual usage is approximately 16,000 gallons of sodium hypochlorite. Orders will be placed on an as-needed basis and quantities may vary based on system demand. This is not a guaranteed quantity.

Please Provide:

- Cost of sodium hypochlorite per gallon: \$ 2.89 per gallon
- Cost of delivery per gallon, including shipping, handling, taxes, and all other fees: \$ 0.08 per gallon **PLUS** **Tax**
- Maximum annual total cost increase (including delivery) per year: 11 %

NOTE: Faxed costs are not acceptable. It shall be understood that the costs will be factored into a total for comparison.

BY: <u></u> SIGNATURE TITLE: <u>Operations Manager</u>	DATE: <u>10/21/25</u>
BY: _____ SIGNATURE TITLE: _____	DATE: _____
COMPANY NAME: <u>AQUAPULSE CHEMICALS LLC</u>	
NOTE: Two (2) signatures required for corporations.	



Form F: Cost Proposal

COST PROPOSAL SCHEDULE [MUST BE SUBMITTED WITH BID]

Estimated annual usage is approximately 16,000 gallons of sodium hypochlorite. Orders will be placed on an as-needed basis and quantities may vary based on system demand. This is not a guaranteed quantity.

Please Provide:	First Year	
- Cost of sodium hypochlorite per gallon: \$	<u>3.34</u>	First Year
- Cost of delivery per gallon, including shipping, handling, taxes, and all other fees: \$	<u>3.72*</u>	
- Maximum annual total cost increase (including delivery) per year: <u>15</u> %		Mill Tax & Sales Tax Included in gallon price
*Mill Tax at current rate - rate is adjusted by the State of California Mill tax table found here: millassessment@cpdr.ca.gov		

NOTE: Faxed costs are not acceptable. It shall be understood that the costs will be factored into a total for comparison.

BY: _____

SIGNATURE

DATE: 10/21/2025TITLE: Matt Werger - Executive Vice President

BY: _____

SIGNATURE

DATE: 10/21/2025TITLE: Clare Walker - VP SalesCOMPANY NAME: Northstar Chemical as a dba of Pacific Star Chemical, LLC

NOTE: Two (2) signatures required for corporations.

**Form F: Cost Proposal****COST PROPOSAL SCHEDULE
[MUST BE SUBMITTED WITH BID]**

Estimated annual usage is approximately 16,000 gallons of sodium hypochlorite. Orders will be placed on an as-needed basis and quantities may vary based on system demand. This is not a guaranteed quantity.

Please Provide:

- Cost of sodium hypochlorite per gallon: \$ **\$3.10 per gallon delivered**
- Cost of delivery per gallon, including shipping, handling, taxes, and all other fees: \$ **Included**
- Maximum annual total cost increase (including delivery) per year: **Five** %

NOTE: Faxed costs are not acceptable. It shall be understood that the costs will be factored into a total for comparison.

BY: *Chay Vermillion*
SIGNATURE

DATE: **October 22, 2025**

TITLE: **Vice President of Sales**

BY: *Phil Keenes*
SIGNATURE

DATE: **October 22, 2025**

TITLE: **Southern CA. Industrial Sales Rep.**

HASA Inc.

NOTE: Two (2) signatures required for corporations.

EXHIBIT B

Sodium Hypochlorite Supply for Santa Paula Water Division
Agreement

**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, 2025, 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

HASA INC.

Approved By:

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

Dan Singer,
City Manager

Approved as to Form:

By: _____

Its: _____

Monica Castillo,
City Attorney

Printed Name: _____

Attested By:

By: _____

Its: _____

Julie Latshaw,
City Clerk

Printed Name: _____

**EXHIBIT "A"
SERVICES,
EXHIBIT "B"
COMPENSATION,
AND EXHIBIT "C"
COMPENSATION**

CITY OF SANTA PAULA REQUEST FOR PROPOSALS



Sodium Hypochlorite Supply for Santa Paula Water Division

Public Works Department





City of Santa Paula Water District
Mr. J Frank Ramirez – Almazan
Water Operations Superintendent

October 22, 2025

HASA produces sodium Hypochlorite for Fresh Water and Wastewater Treatment Plants. Our goal is steadfast in providing the best quality products safely and consistently to our customers in an effective and timely manner. We have been in business since 1964, based in Saugus, CA. and produce our products 24 hours prior to delivery. To specifically address our Quality Service standards, we have briefly addressed each commitment as it applies to HASA, Inc.'s product and safety standards for our customer base.

1. On-time deliveries:
 - a. HASA owns and operates its fleet of delivery vehicles and employs our own drivers. This allows us to adjust to limitations that exist in the external transportation market and utilize internal resources to ensure consistent and on-time deliveries to our customers.
2. Timely response:
 - a. HASA has four dedicated warehousing facilities in Southern California focused on supplying our customers with their water treatment and chemical needs. With other sites in No. CA., Washington, Arizona, and Texas serving (11) states in the West.
 - b. HASA maintains an industrial account sales manager for each region dedicated to providing accurate, dependable, and expedient communication with our customers. As your representative, I reside in the City of Riverside.
3. Quality as specified:
 - a. HASA production facilities adhere to our production standards that maintain consistent and uniform product quality standards. These internal production metrics conform with NSF 60 and AWWA B300 standards.
 - b. HASA manufactures, ships, and delivers our products in a tight timeline to ensure product arrives to the customer in pristine condition.
4. Quality control
 - a. HASA is the manufacturer of the water treatment chemicals we are bidding on. This allows us to tightly adhere to product quality NSF 60 and AWWA standards.
5. Customer satisfaction
 - a. By emphasizing cooperative partnerships with our customers, we consistently strive to raise the level of our customer satisfaction.

We look forward to extending our long-term partnership with City of Santa Paul If there are any specific questions or concerns, please contact me via email or by phone at 661-749-3698.

Phillip Flores

A handwritten signature in blue ink, appearing to read "Phillip Flores", written over a light blue horizontal line.

Industrial Sales, Southern California
philflores@hasa.com
HASA, Inc.

HASA Inc., 25152 Springfield Court, Suite 300 Valencia CA. 91355 www.hasapool.com

IV. FORMS



Form A: Signature Affidavit

This form must be returned with your response.

In signing Proposals, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit Proposals, that Proposals have been independently arrived at, without collusion with any other Proposers, competitor or potential competitor; that Proposals have not been knowingly disclosed prior to the opening of Proposals to any other Proposers or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this Proposal, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Proposal, declares that the attached Proposal and pricing is in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Proposers shall provide the information requested below. Include the legal name of the Proposers and signature of the person(s) legally authorized to bind the Proposers to a contract.

HASA Inc.

COMPANY NAME

SIGNATURE

October 22, 2025

DATE

Phil Flores / Southern California Sales Rep.

PRINT NAME OF PERSON SIGNING



Form B: Receipt of Forms and Submittal Checklist

This form must be returned with your response.

Proposers hereby acknowledge the receipt and/or submittal of the following forms:

Forms	Initial to Acknowledge SUBMITTAL	Initial to Acknowledge RECEIPT
Description of Services/Commodities	N/A	
Form A: Signature Affidavit	<i>[Signature]</i>	
Form B: Receipt of Forms and Submittal Checklist	<i>[Signature]</i>	
Form C: Vendor Profile	<i>[Signature]</i>	
Form D: References	<i>[Signature]</i>	
Form E: Insurance Requirements	<i>[Signature]</i>	
Form F: Fee Proposal	<i>[Signature]</i>	
Safety Data Sheet (SDS) for each chemical	<i>[Signature]</i>	
Section III Required Information	<i>[Signature]</i>	

HASA Inc.

VENDOR NAME



Form C: Vendor Profile/Qualifications

This form must be returned with your response.

COMPANY INFORMATION

Company Name (Make sure to use your complete, legal company name.) HASA Inc.			
FEIN (If FEIN is not applicable, SSN collected upon award.) 95-230-2297			
Contact Name (Able to answer questions about proposal.) Phil Flores		Title Southern CA. Regional Sales Rep.	
Telephone Number 661-749-3698		Fax Number 661-259-1538	
Email philflores@hasa.com			
Address 25152 Springfield Crt. Suite 300	City Valencia	State CA.	Zip 91355

ORDERS/BILLING CONTACT

Address where City purchase orders/contracts are to be mailed and person the department contacts concerning orders and billing.

Contact: Billing, Ginger Luster Orders:		Title: Accounts Receivable	
Telephone Number: 661-705-5421		Email: accounts_receivable@hasa.com Orders: saugusorders@hasa.com	
Email: Ginger, accounts_receivable@hasa.com Orders: saugusorders@hasa.com			
Address: 25152 Springfield Crt. Suite 300	City Valencia	State CA.	Zip 91355

REQUEST FOR PROPOSALS

LICENSES AND PROFESSIONAL REGISTRATION

List names of each key person of the firm. If a requested service requires a licensed/registered practitioner, you will be required to provide a copy of such license/registration before work can begin.

Name	Capacity (Owner, Partner, Etc.)	Current Licenses/Registrations (Include Certificate # if applicable)	License/Registration Expiration Date
Chris Brink	CEO		
Ken Ward	CFO		

PRIOR WORK

Has your organization ever performed work for the City of Santa Paula?

Yes

No

If yes, please specify scope of work: **HASA currently deliveries your Sodium Hypochlorite 12.5% NSF 60**

--

WORK EXPERIENCE

Project	Location	Type of Service	Total Amount of Contract	Completion Date	Name/Phone of Owner or Other References
			Est. 25K	Rebidding	Nicholas Lane
					John Zavala

KEY PROJECT PERSONNEL INFORMATION

Provide the requested information for key personnel who would be assigned to work on contracts awarded or who would, at a minimum, supervise such work.

Name and Title	Primary Responsibilities	Years of Experience	Education (Degrees, Certificates)	Other Relevant Experience and/or Qualifications
Phil Flores	Southern CA. Industrial Rep	Industrial Sales 10	AA	35 years as a sales professional
Christopher Cornish	Manager of Industrial Sales	Industrial Sales 16	BS	20 years as a sales professional
Amy Vermillion	Vice President Industrial Sales	Industrial Sales 15	BA	20 years as a sales professional

JUDGEMENTS AND CLAIMS

Are there any judgements, claims or suits pending our outstanding against you or your organization? Yes **No**

If yes, please explain:

DISPUTES REGARDING LIENS

Has any owner or higher-tier contractor with whom your business has had a contract ever disputed a claim of lien filed by you or your organization? Yes **No**

If yes, please explain:

LEGAL INFRACTIONS

Have you or your organization been cited and/or fined for failure to comply with federal or state regulations and/or statues in the past two years? Yes **No**

If yes, please explain:



Form D: References

This form must be returned with your response.

Reference # 1 – Client Information

Company Name: **County of Ventura**

Contact Name: **Augustine Godinez / Operations Manager**

Address: **6769 Spring Road** City: **Ventura** State: **CA.** Zip: **93009**

Telephone Number: **805-378-1169** Email: august.godinez@ventura.org

Email: august.godinez@ventura.org

Contract Period: 01-18-2012	Year Completed: On-going	Total Cost	Est. 1.2M
------------------------------------	---------------------------------	------------	------------------

Description of the Performed Work: **Delivery of Sodium Hypochlorite 12.5% NSF 60**

Reference # 2 – Client Information

Company Name: **Santa Clarita Valley Water District**

Contact Name: **Rafael Pulido**

Address: **27234 Bouquet Canyon Road** City: **Santa Clarita** State: **CA.** Zip: **91350**

Telephone Number: **661-313-1403** Email: rpulido@scvwa.org

Email: rpulido@scvwa.org

Contract Period: 08-02-2013	Year Completed: 2027	Total Cost	3.0M
------------------------------------	-----------------------------	------------	-------------

Description of the Performed Work: **Delivery of Sodium Hypochlorite 12.5% NSF 60**

REQUEST FOR PROPOSALS

Reference # 3 – Client Information			
Company Name: Yucaipa Valley Water District			
Contact Name: Mike Kostelecky			
Address: 12770 Second Street	City: Yucaipa	State: CA.	Zip: 92399
Telephone Number: 909-709-9208 Email: mkostelecky@yvwd.dst.ca.us			
Email: mkostelecky@yvwd.dst.ca.us			
Contract Period: 06-21-2013	Year Completed: 2027	Total Cost	Est. 3.0M
Description of the Performed Work: Delivery of Sodium Hypochlorite 12.5% NSF 60			

**Form F: Cost Proposal****COST PROPOSAL SCHEDULE
[MUST BE SUBMITTED WITH BID]**

Estimated annual usage is approximately 16,000 gallons of sodium hypochlorite. Orders will be placed on an as-needed basis and quantities may vary based on system demand. This is not a guaranteed quantity.

Please Provide:

- Cost of sodium hypochlorite per gallon: \$ **\$3.10 per gallon delivered**
- Cost of delivery per gallon, including shipping, handling, taxes, and all other fees: \$ **Included**
- Maximum annual total cost increase (including delivery) per year: **Five** %

NOTE: Faxed costs are not acceptable. It shall be understood that the costs will be factored into a total for comparison.

BY: *Chay Vermillion*
SIGNATURE

DATE: **October 22, 2025**

TITLE: **Vice President of Sales**

BY: *Phil Keenes*
SIGNATURE

DATE: **October 22, 2025**

TITLE: **Southern CA. Industrial Sales Rep.**

HASA Inc.

NOTE: Two (2) signatures required for corporations.

**ADDENDUM NO. 1
SODIUM HYPOCHLORITE SUPPLY FOR
SANTA PAULA WATER DIVISION
RFP DATED OCTOBER 13, 2025**

THIS ADDENDUM HAS BEEN PREPARED TO CLARIFY, MODIFY, DELETE, OR ADD TO THE SPECIFICATIONS FOR THE ABOVE REFERENCED PROJECT. THE ITEMS LISTED HEREIN SUPERSEDE DESCRIPTIONS PRIOR TO THE DATE LISTED ABOVE. ALL CONDITIONS NOT SPECIFICALLY REFERENCED HERE SHALL REMAIN THE SAME.

NOTICE: The Bid Date and time remain the same: Thursday, October 23, 2025 at 3:00 PM

Attached please find one (1) copy of Addendum No. 1. Upon receipt, sign one copy of this addendum and return it with your bid.

THIS ADDENDUM INCLUDES THE FOLLOWING CLARIFICATIONS:

AD1-1. QUESTION: Who is the current supplier?

ANSWER: HASA inc.

AD1-2. QUESTION: What is the current price per gallon?

ANSWER: Price per gallon is \$3.02. Total fees are approximately \$0.16 per gallon.

AD1-3. QUESTION: Does pricing have to be firm for three (3) years?

ANSWER: No, pricing does not need to remain fixed for all three years. However, as stated in Section H – Term of Contract, vendors must disclose the maximum annual increase they will apply during the contract term on form **F: Cost Proposal**. This stated maximum increase will be binding. Proposed annual increases will be considered as part of the cost evaluation criteria.

AD1-4. QUESTION: Can we price for one year?

ANSWER: No. This RFP includes all three years. However, pricing may include defined annual increases, provided that the maximum increase is clearly stated in the proposal form.

RECEIPT ACKNOWLEDGEMENT

Receipt of Addendum No. 1, SODIUM HYPOCHLORITE SUPPLY FOR SANTA PAULA WATER DIVISION is hereby acknowledged.

Date: 10-22-25

Contractor Name: HASA INC

Authorized Signature: Phil Flores

Printed Name & Title: Phil Flores So Cal Regional Sales Rep

**ADDENDUM NO. 2
SODIUM HYPOCHLORITE SUPPLY FOR
SANTA PAULA WATER DIVISION
RFP DATED OCTOBER 13, 2025**

THIS ADDENDUM HAS BEEN PREPARED TO CLARIFY, MODIFY, DELETE, OR ADD TO THE SPECIFICATIONS FOR THE ABOVE REFERENCED PROJECT. THE ITEMS LISTED HEREIN SUPERSEDE DESCRIPTIONS PRIOR TO THE DATE LISTED ABOVE. ALL CONDITIONS NOT SPECIFICALLY REFERENCED HERE SHALL REMAIN THE SAME.

NOTICE: The Bid Date and time remain the same: **Thursday, October 23, 2025 at 3:00 PM**

Attached please find one (1) copy of Addendum No. 2. Upon receipt, sign one copy of this addendum and return it with your bid.

THIS ADDENDUM INCLUDES THE FOLLOWING CLARIFICATIONS:

AD2-1. REQUEST: Provide a copy of the last bid tabulations.

ANSWER: There is no existing contract. The RFP for Sodium Hypochlorite Supply for the Santa Paula Water Division, posted on August 25, 2025, did not result in any responsible, responsive bids. As a result, no bid tabulation is available.

AD2-2. REQUEST: Please provide the current price paid if it has changed since then.

ANSWER: The price has not changed since the prior solicitation. The City is currently operating without a formal contract under the same price.

AD2-3. REQUEST: Please provide the number of gallons ordered or used in the past 12 months including total, and per delivery range (10/1/24–9/30/25), or Year-To-Date 2025 if that is easier to report.

ANSWER: Provided is the invoice data for each delivery in fiscal year 2024/2025 that includes July 1, 2024 through June 30, 2025.

INV.Post Date	Amount (\$)	Gallons (Approx.)
Aug 8, 2024	\$6,487.30	1,886
Sep 19, 2024	\$3,235.48	941
Oct 17, 2024	\$5,859.40	1,703
Jan 9, 2025	\$5,294.42	1,539
Jan 23, 2025	\$6,149.43	1,788
Mar 20, 2025	\$6,349.93	1,846
May 1, 2025	\$2,331.15	677
Jun 30, 2025	\$5,740.64	1,668
Total Ordered: ≈ 12,000 gallons		

RECEIPT ACKNOWLEDGEMENT

Receipt of Addendum No. 2, SODIUM HYPOCHLORITE SUPPLY FOR SANTA PAULA WATER DIVISION is hereby acknowledged.

Date: 10-22-25

Contractor Name: HASA INC.

Authorized Signature: Phil Flores

Printed Name & Title: Phil Flores Sr. Co Regional Sales Rep.

**ADDENDUM NO. 3
SODIUM HYPOCHLORITE SUPPLY FOR
SANTA PAULA WATER DIVISION
RFP DATED OCTOBER 13, 2025**

THIS ADDENDUM HAS BEEN PREPARED TO CLARIFY, MODIFY, DELETE, OR ADD TO THE SPECIFICATIONS FOR THE ABOVE REFERENCED PROJECT. THE ITEMS LISTED HEREIN SUPERSEDE DESCRIPTIONS PRIOR TO THE DATE LISTED ABOVE. ALL CONDITIONS NOT SPECIFICALLY REFERENCED HERE SHALL REMAIN THE SAME.

NOTICE: The Bid Date and time remain the same: Thursday, October 23, 2025 at 3:00 PM

Attached please find one (1) copy of Addendum No. 3. Upon receipt, sign one copy of this addendum and return it with your bid.

THIS ADDENDUM INCLUDES THE FOLLOWING CLARIFICATIONS:

- AD3-1. QUESTION:** Are the deliveries to the 5 wells all delivered on the same day?
ANSWER: Generally yes. We aim to top off all sites with each scheduled delivery, but there may be exceptions.
- AD3-2. REQUEST:** Do we need to include the California Mill Assessment in our price or charge it separately on the invoice?
ANSWER: The cost of fees stated on form "F" must be fully burdened and inclusive of all fees. No additional fees will be accepted. Invoices may be itemized to cover all fees but must not change the overall stated total.

RECEIPT ACKNOWLEDGEMENT

Receipt of Addendum No. 3, SODIUM HYPOCHLORITE SUPPLY FOR SANTA PAULA WATER DIVISION is hereby acknowledged.

Date: 10-22-25

Contractor Name: HASA INC

Authorized Signature: 

Printed Name & Title: Phil Flores Sr. Co Regional Sales Rep

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

HASA INC.

Approved By:

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

Dan Singer,
City Manager

Approved as to Form:

By: _____

Its: _____

Monica Castillo,
City Attorney

Printed Name: _____

Attested By:

By: _____

Its: _____

Julie Latshaw,
City Clerk

Printed Name: _____

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: MILL STREET WATERLINE REPLACEMENT PROJECT NOTICE OF COMPLETION

Date: December 10, 2025

Agenda Item: 10.I

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Toro Enterprises.
2. Authorize Staff to file the Notice of Completion with the County Recorder.

BACKGROUND:

On August 21, 2024, the City Council awarded a contract to Toro Enterprises, Inc. ("Toro") for the construction of the Mill Street Waterline Replacement Project. Staff issued the Agreement Number 25-1041-2024 on October 31, 2025, and authorized the Notice of Award for the Project on September 16, 2024.

ANALYSIS:

The Project's general scope consisted of the replacement of 945 linear feet of existing 4 inch cast iron pipe with 8 inch diameter PVC pipe, a new pressure reducing station precast vault and pressure regulating valves and associated piping. A new air vacuum valve and can were installed on the existing pipeline that serves the Park Street pump station. New isolation valves were installed on the pipeline, connections to existing piping on the nearby streets were made and new fire hydrants were installed on Mill Street serving the neighborhood. The new pipeline provides for improved water circulation needs within the neighborhood. Additional improvements are needed to the water system, but this new pipeline will serve as a system backbone in the interim.

The City is maintaining a retention of approximately \$59,964.98 from Toro to ensure all subcontractors and suppliers receive final compensation for their services. Release of these funds will occur 35 days after Council's formal acceptance of the work and the recording of the Notice of Completion, provided no subcontractor or supplier claims are filed within that timeframe.

The recording date of the Notice of Completion establishes the beginning of the warranty period, which is typically one year. The warranty requires that the contractor guarantee the

work performed under the contract and address any defects in workmanship and materials.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following goals: Infrastructure, Transportation, & Mobility.

FISCAL IMPACTS:

The Mill Street Waterline Replacement Project was completed according to the funding allocations presented in the tables below. Table 1 summarizes the budgeted and actual project costs.

Table 1: Project Construction Costs

Item	Amount
Construction Contract	\$1,199,299.54
Construction Management and Engineering	\$123,258
Total =	\$1,322,557.54

OPTIONS:

The Council has the following available alternative option:

Do not accept the work performed by Toro Enterprises and direct Staff not to file the Notice of Completion. This will delay completion of the Project and result in additional administrative and management costs.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Christy Ramirez, Finance Director

Subject: VARIOUS FINANCE CONSULTANT CONTRACT
RENEWALS/AMENDMENTS

Date: December 10, 2025

Agenda Item: 10.J

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager to enter into contract amendments to extend the terms, scope and/or contract amounts with the following vendors:

1. Rogers, Anderson, Malody Scott (RAMS)
2. Willdan Financial Services

BACKGROUND:

The City previously entered into a contract with Rogers Anderson Mallody and Scott ("RAMS") on September 21, 2021 for auditing services through FY 25 for \$35,800 per year. RAMS audit spans over months as it completes it's interim testing phase planning for the audit, doing pre-audit administration, and internal control testing, concluding with year end testing and reporting.

Likewise, the City entered into an agreement with Willdan Financial Services on January 27, 2020 for Community Facilities District Bond Issuance Reimbursement administration. Willdan reviews and reports on reimbursement requests from the developers to drawdown from bond proceeds. Their review consists of the following:

- Review of applicable sections of the Funding Construction and Acquisition Agreement relating to payment provisions for the Improvements.
- Verification of receipt of all required documents supporting the developer's reimbursement request.
- Verification that invoices, receipts and payment documentation fully supported the reimbursement request.
- Verification that the appropriate Payment Request form was provided by the developer.

ANALYSIS:

Staff recommends the City maintain RAMS as their auditors, with an increase to their contract to the amount of \$53,700 in FY 25 and \$55,300 in FY 26. Due to the amount of amount of short staffing the City has had over the years, along with the level of work needed to get the

financial information in the best shape, RAMS has been operating at a loss compared to the expected revenue, having had to write off nearly \$76,000 in services over the course of the contract. While RAMS has implemented efficiency measures, including a fully remote audit approach, the original contract price does not support the level of expertise, quality standards, and resources that have been requested of them. The new amounts are not only manageable but also expected to stabilize with full staffing and less cleanup needed over the course of future years.

Staff has sought out Willdan Financial Services' ("Willdan") for special tax consulting services to support change proceedings to Improvement Areas B and C of the Harvest Community Facilities District ("CFD"). Upon execution of the proposal, Willdan will prepare required documents, including the Rate and Method of Apportionment of Special Tax (RMA) and Amended CFD Report, and the complete the procedural tasks necessary to complete the change proceedings for both Improvement Areas.

Staff has also identified a need for a financial review of the fiscal assumptions made related to the Fire Annexation. While the original report was presented to Council during the annexation deliberation, many of those assumptions have since changed and staff would like to ensure that the City is receiving the full amount it is due in property taxes. RAMS has a separate division for financial services and has proposed an engagement letter not to exceed \$10,000, within the City Manager's authority. For transparency purposes, since we are also recommending a change to the RAMS audit division, we are listing this contract as well. This proposal will also cover any additional financial assistance needed.

Willdan Financial Services has provided administration of the bond issuance reimbursement requests for Lewis Limoneira and the City, but requires an additional \$30,000 for the remaining reimbursement requests.

STRATEGIC PLAN:

This item is not an objective in City Council's two-year Strategic Plan, however, approval of this item supports City Council's goal of operational excellence under Section F.

FISCAL IMPACTS:

The additional budget needed for services recommended for the Fire Annexation audit, year end assistance will be funded by available General Fund balance, while the CFD services related to consulting and reimbursement will be funded out of the Community Facilities District Fund balance. Staff will return at mid year with the necessary adjustments.

OPTIONS:

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

1. Reject staff's recommendation.
2. Direct staff to take other action as desirable.

ATTACHMENTS:

[Auditing Services Proposal - RAMS](#)

[Fire Annexation & Other Financial Services - RAMS](#)

July 14, 2025

City of Santa Paula
Attention: Honorable Mayor and City Council
Santa Paula, CA

Honorable Mayor and City Council:

We appreciate the City's confidence in our audit services and the opportunity to submit a revised cost proposal for the option fiscal year 2025. We value the strong working relationship we have built with your team over the years and sincerely appreciate management's continued collaboration and communication throughout each audit engagement.

As a partner group, on an annual basis, we analyze all our firm's engagement's profitability against our standard firm profitability metrics. During our review, we determined that the City is not meeting our firm's profitability metrics (an average of at least 80% realization over a three-year period; the City is currently at an average of 63%) for the past three years. While we have implemented efficiency measures, including a fully remote audit approach, the original contract price does not support the level of expertise, quality standards, and resources required to continue providing exceptional service.

To ensure we can maintain our high-quality standards, retain experienced staff, and meet our firm's internal requirements, we are proposing a revised fee for the fiscal year 2025 as follows:

Description of services	Current 2025 Fee	Proposed 2025 Fee	Proposed 2026 Fee
City audit and financial statement preparation and related reports	\$ 35,800	\$ 53,700	\$ 55,300
Total	<u>\$ 35,800</u>	<u>\$ 53,700</u>	<u>\$ 55,300</u>

We recognize that this represents an increase over our last cost proposal from over 4 years ago, but it reflects the necessary investment to continue delivering the level of service and expertise the City expects and deserves. We value our relationship with the City and hope to continue serving as your auditors. However, if the City elects to seek new audit services, we would appreciate the opportunity to participate in that process.

If you agree with the fees outlined above, please sign and return this letter. Should you have any questions or require further information, please feel free to reach out.

We look forward to continuing our partnership with the City.

ROGERS ANDERSON MALODY & SCOTT LLP


Gardenya Duran, CPA, CGMA Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Santa Paula.

Authorized signer

Print name and title

Date

CITY OF SANTA PAULA

Proposal for Professional Accounting Services

PREPARED BY:

ROGERS, ANDERSON, MALODY AND SCOTT, LLP

CERTIFIED PUBLIC ACCOUNTANTS

CPA LICENSE NUMBER 2596

FEIN 95-2662063

735 E. CARNEGIE DRIVE, SUITE 100

SAN BERNARDINO, CA 92408

(909) 889-0871

Primary Contact: Gardenya Duran, Partner

gduran@ramscpa.net

Alternate Contact: Brad Welebir, Partner

bwelebir@ramscpa.net

November 14, 2025

CITY OF SANTA PAULA
PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

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Attachment A: Recent government clients served

November 14, 2025

City of Santa Paula
Attn: Finance Management
970 Ventura Street
Santa Paula, CA 93060

I am pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for proposal regarding professional accounting services. As a recognized industry leader, our goal for the past 75 years has been to provide honest, accurate, objective results to all our clients, including governmental organizations such as yours. Our success in this effort is witnessed by both the growth of our firm and the list of long-term clients who trust us.

This proposal begins by providing some general information about our firm and its commitment to quality and value. Following the general firm information is a brief introduction to the team that will be providing the services, and then our understanding of the scope of work proposed. The attachment includes our cost proposal. We believe that our fee estimates, and arrangement provides a fair and reasonable cost, commensurate with the experience of the team members.

We would like to emphasize that our accounting consulting services are highly customizable to meet the specific needs of the City and may evolve over time. One of our measures of success is seeing City staff grow their accounting skills and confidence through our training and coaching. Some of our clients have projects that are on-going and renew annually, and others have specific projects with a defined term, such as covering for an employee on temporary leave. Whatever the City's short and long-term needs may be, we believe that we can add value and help you achieve your objectives.

Mrs. Duran, Partner, is authorized to act on behalf of Rogers, Anderson, Malody and Scott, LLP. She can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, gduran@ramscpa.net.

Thank you for the opportunity to serve the City of Santa Paula. We look forward to having a long and mutually beneficial association.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



Gardenya Duran, CPA, CGMA
Partner

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Firm qualifications and experience

About our firm



RAMS was founded in 1948 and is located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California and offers the full range of services expected of a full-service accounting firm. We are one of the oldest and most trusted and respected CPA firms in Southern California, with over 75 years of public practice experience, specializing in governmental agency and not-for-profit organization auditing, accounting, and management advisory services. Over *twenty thousand hours per year* are devoted to this area of our practice, which includes cities, redevelopment successor agencies, water districts, other special districts, not-for-

profit corporations and joint power authorities. We do not use our government accounting and auditing practice as “fill work” for the firm, it is a primary focus of it.

We understand that organizations desire that its CPA's have a thorough understanding of the complex accounting and compliance issues confronting Cities such as yours. Our firm has a long history of governmental accounting and auditing. Over the years, we have gained valuable experience, acquired in-depth knowledge, and obtained the technical expertise needed for governmental accounting and auditing. This expertise has enabled us to provide exceptional, high-quality service and to provide solutions at fees we feel represent our value to our clients. In addition, we use our participation in various industry associations to continuously update our knowledge with respect to issues relating to governmental accounting, auditing, and operations. Any insight we gain is immediately passed on to our clients if we feel they will benefit from it.

Our firm has a total staff of forty-four people, which includes sixteen certified public accountants. The staff consists of seven partners, five managers, ten supervisors/senior accountants, seventeen staff accountants and five support staff. The primary proposed team assigned to the City's engagement will consist of the following full-time staff: two partners, two managers, and one staff.

Range of services

Our firm provides a wide range of diverse accounting and related services in addition to auditing and attesting services to governmental and not-for-profit entities, including but not limited to:

- Finance director and accounting support services
- Accounting system setup and related software implementation
- Study and evaluation of financial conditions and fiscal policies
- Accounting policies and procedures
- Capital improvement program procedures and policies

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Firm qualifications and experience (continued)

External quality control review

As a member of the AICPA Private Companies Practice Section, our firm has participated in "Peer Review" since 1993 and has been examined every three years since that date. Participation in this program ensures that all of our engagements meet the standards of the AICPA, the Yellow Book and the California State Board of Accountancy. Throughout our participation in this program, the firm has received pass ratings from the peer reviewers. The latest review below included reviews of specific governmental entities.

During the current review, an independent firm reviewed our policies and procedures and then inspected a representative sample of engagement workpapers and reports, including governmental entities and engagements subject to single audit. For the year ended November 30, 2020, our firm received a rating of *pass* which indicates our auditing practice is suitably designed and complied with to provide reasonable assurance of performing and reporting in conformity with applicable standards. The results provide confirmation that the custom audit approach and procedures we use are technically sound and in compliance with applicable standards.

The firm is not aware of any federal or state desk reviews or field reviews of its audits during the last three years.

Disciplinary action

The firm ***has never*** had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations.

Our firm does not have a record of substandard work.

In addition to the external quality control review, our firm performs in-house peer reviews over our audit and attest engagements annually.

Equal Opportunity Employer

Our firm is an equal opportunity employer and is committed to providing employment opportunities to all qualified persons regardless of race, color, sex, religion, national origin or disability.

Grant Bennett Associates

A PROFESSIONAL CORPORATION

Report on the Firm's System of Quality Control

June 4, 2021

To the Partners of Rogers, Anderson, Malody & Scott, LLP, and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP (the firm) in effect for the year ended November 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rogers, Anderson, Malody & Scott, LLP in effect for the year ended November 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Rogers, Anderson, Malody & Scott, LLP has received a peer review rating of *pass*.

Grant Bennett Associates

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants



10850 Gold Center Drive, Suite 260
Rancho Cordova, CA 95670
916/922-5109 FAX 916/641-5200

Princeville, HI 96722
888/769-7323

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Personnel and staffing

Assigned personnel

It is our goal to provide the City with capable, competent, and personable individuals who offer an extensive background, not only in governmental accounting but also in general business practices. We offer practical solutions, as well as provide technical support. This enables you to stay at the forefront of governmental accounting and provides you with the support you need in dealing with the complex issues confronting governments such as yours.

We have a variety of professionals with specialized skills who may be involved with various aspects of this engagement. However, the primary individuals proposed to be assigned to the engagement are as follows:

Gardenya Duran, CPA, CGMA – Partner

Gardenya is a municipal audit partner with the firm and will be the primary partner. She is licensed to practice as a certified public accountant in the State of California. She has been in public accounting for over 14 years specializing in serving local governments such as yours. As the primary partner, she will be responsible for oversight of the project.

Yolanda Acosta – Consulting Manager

Yolanda is a manager with the firm. Yolanda has over 20 years of experience in the governmental sector and public accounting experience and has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various not-for-profit organizations. She will work directly with Gardenya and be available to assist the City with all aspects of the project.

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Personnel and staffing (continued)

Succession planning

Continuity of staff is a principal concern with our firm. Therefore, we plan to provide staff continuity for the length of the term of the contract, which is in the best interest of the City and our firm, thus ensuring an orderly, efficient, and less disruptive experience by competent professionals. Since we cannot guarantee that our staff will remain with us, principal supervisory and management staff, including engagement partners, managers, other supervisory staff, and specialists, may be changed if those personnel leave the firm or are promoted.

Continuing professional education

All professionals at our firm participate in continuing professional education programs which are sponsored by various organizations including the Government Finance Officers Association, the American Institute of Certified Public Accountants, the California State Society of Certified Public Accountants, the California Society of Municipal Finance Officers, and the Association of Government Accountants. Participation in these classes helps us to ensure that our clients are receiving the best trained and proficient government accountants available.

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

References

1. *Entity:* **CITY OF CANYON LAKE**
 Scope of Work: Finance Director and Monthly Accounting Services
 Date: January 2000 to present
 Contact Person: Ms. Nicole Dailey, City Manager, (951) 246-2025
 ndailey@canyonlakeca.gov

2. *Entity:* **CITY OF ROLLING HILLS**
 Scope of Work: Finance Director and Monthly Accounting Services
 Date: January 2012 to September 2021
 Contact Person: Ms. Karina Banales, City Manager, (310) 377-1521
 kbanales@cityofrh.net

3. *Entity:* **CITY OF EASTVALE**
 Scope of Work: Finance Director and Monthly Accounting Services
 Date: October 2010 to December 2014
 Contact Person: Ms. Amanda Wells, Finance Director, (951) 703-4430
 finance@eastvaleca.gov

4. *Entity:* **CITY OF BARSTOW**
 Scope of Work: Finance Director and Annual Accounting Services
 Date: September 2023 to November 2023
 Contact Person: Ms. Heidi Riley, Administrative Services Director, (760) 255-5151
 hriley@barstowca.org

5. *Entity:* **MARCH, JOINT POWERS AUTHORITY**
 Scope of Work: CFO and Monthly Accounting Services
 Date: July 2023 to Present
 Contact Person: Thao Le, Accounting Manager, (951) 656-7000
 le@marchjpa.com

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Scope of services

We will provide temporary accounting services as needed for the City. Yolanda will be assigned the primary role of the engagement. In addition, we will provide additional accounting support to the City's Finance Department if needed from other employees of the firm.

Based on a discussion with City staff about the services requested, we can perform the following services for the City, as needed for year-end close and audit readiness:

- Review and reconcile general ledger accounts.
- Review and/or prepare year-end journal entries as requested.
- Validate fixed asset records and depreciation schedules.
- Assist in preparing audit-ready supporting schedules.
- Identify and help resolve potential audit issues prior to auditor fieldwork.
- Other accounting work as requested.

Independence Statement

Rogers, Anderson, Malody & Scott, LLP (RAMS) is currently engaged to perform the annual financial audit for the City of Santa Paula. In accordance with the AICPA Code of Professional Conduct and Government Auditing Standards (Yellow Book), RAMS affirms that the provision of accounting and consulting services described in this proposal will not impair our independence with respect to the audit engagement.

The audit and consulting engagements will be staffed by separate teams, and no individual assigned to the audit will perform or supervise consulting services for the City during the same period. The City of Santa Paula will retain all management responsibilities, including making all significant decisions and evaluating the adequacy and results of the services provided.

RAMS will not assume management responsibilities or make management decisions as part of the consulting engagement. All services will be provided in accordance with applicable professional standards to ensure the auditor's independence is maintained at all times.

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Resumes of key engagement personnel



Gardenya Duran, CPA, CGMA
Primary Partner

Professional experience

Mrs. Duran joined Rogers, Anderson, Malody & Scott, LLP in June 2010. She works primarily on audits and consulting work of governmental agencies, and nonprofit organizations. Prior to joining our firm, she was an Information Systems Technician in the United States Navy for nine years.

Education/licenses

Bachelor of Science degree from California State University, San Bernardino
Certified Public Accountant – State of California
Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related professional experience

Partial listing of relevant governmental agencies served (*includes enterprise fund accounting):

March, JPA	Mission Springs Water	San Bernardino Valley	Ventura Regional
Triunfo Water and	District	Municipal Water District	Sanitation District
Sanitation District	United Water	Upper San Garbriel Valley	West Basin Municipal
West Valley Water District	Conservation District	Municipal Water District	Water District
City of La Mesa	City of San Marcos*	City of Redondo Beach*	City of West Covina
City of Thousand Oaks*	City of Claremont*	City of Hawthorne*	

Continuing professional education

Mrs. Duran has completed 120 hours of continuing professional education courses in the past three years of which the following select courses are relevant to this engagement:

- ♦ Thomson Reuters, *Audits of State and Local Governments*
- ♦ American Institute of Certified Public Accountants, *Foundations in Governmental Accounting*
- ♦ California Society of CPAs Education Foundation, *Governmental Accounting and Auditing Update*
- ♦ American Institute of Certified Public Accountants, *Applying A-133 to Nonprofit and Governmental Organizations*

Professional affiliations

Mrs. Duran is a member of the following professional organizations:

- ♦ American Institute of Certified Public Accountants (AICPA)
- ♦ California Society of Certified Public Accountants (CalCPA)
- ♦ Government Finance Officers Association (GFOA)
- ♦ California Society of Municipal Finance Officers (CSMFO)

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Resumes of key engagement personnel (continued)



Yolanda Acosta
Consulting Manager

Professional Experience

Mrs. Acosta is a Consulting Manager with the firm. She has over 20 years' experience in providing accounting and auditing services for municipalities, special districts, nonprofit organizations and for-profit organizations. As a consulting manager, she will work closely with the engagement partner and be responsible for routine accounting tasks and performing reviews of all work prepared for the engagement. In addition, she will also be responsible for the preparation of any required reports.

Education

Bachelor of Arts - California State University, San Bernardino

Related professional experience

Partial listing of relevant governmental agencies served:

City of San Bernardino
San Bernardino Municipal Water Department
Tri-Dam Project
San Miguel Community Service District

California State University, San Bernardino
March Joint Powers Authority
Ventura River Water District

Continuing Professional Education

Mrs. Acosta has completed continuing professional education courses over the past two years of which the following select courses are relevant to this engagement:

- ◆ GFOA Accounting Series
- ◆ GASB Update

Professional affiliations

Mrs. Acosta is a member of the following professional organizations:

- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

CITY OF SANTA PAULA

PROPOSAL FOR PROFESSIONAL ACCOUNTING SERVICES

Cost proposal for evaluation and accounting services

The cost for the accounting services provided is as listed below:

Our fee for these services will be based on actual time spent at our standard rates of \$165 - \$375 per hour, depending on staff level as displayed on the table below. Total fees will not exceed \$10,000 without prior written authorization. We will only bill for work completed by our firm. We will meet each month with the designated party at the City to review completed tasks, discuss deliverables, and revisit the outstanding list of priorities to ensure targets are being met as expected.

<u>Billable Hourly Rates by Classification</u>		
Description	Rates	
Gardenya	\$	375
Yolanda		325
Staff accountant		165

In addition to the rates listed above,

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If either party elects to terminate our services, our engagement will be deemed to be completed upon written notification of termination. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

GOVERNMENT CLIENTS SERVED

<u>Government Client</u>	<u>Years Served</u>	<u>CSMFO/ GFOA Awards</u>	<u>Successor Agency</u>	<u>Housing Authority</u>
City of El Cajon	06/30/07 to 06/30/22	Yes	Yes	Yes
City of Exeter	06/30/17 to 06/30/22			
City of Woodlake	06/30/17 to 06/30/22			
Town of Yucca Valley	06/30/08 to 06/30/22	Yes	Yes	Yes
City of La Verne	06/30/11 to 06/30/22	Yes	Yes	Yes
City of San Jacinto	06/30/11 to 06/30/22		Yes	Yes
City of Twentynine Palms	06/30/11 to 06/30/22	Yes	Yes	Yes
City of La Mesa	06/30/11 to 06/30/22		Yes	Yes
City of Menifee	06/30/14 to 06/30/22	Yes		
City of San Marcos	06/30/14 to 06/30/22	Yes	Yes	Yes
City of Loma Linda	06/30/13 to 06/30/22	Yes	Yes	Yes
City of Sierra Madre	06/30/12 to 06/30/22	Yes	Yes	Yes
City of Hawthorne	06/30/16 to 06/30/22	Yes	Yes	Yes
City of West Covina	06/30/16 to 06/30/21	Yes	Yes	Yes
City of Aliso Viejo	06/30/16 to 06/30/22	Yes	No	No
City of Claremont	06/30/16 to 06/30/22	Yes	Yes	Yes
City of Thousand Oaks	06/30/18 to 06/30/22	Yes	Yes	Yes
City of South Pasadena	06/30/18 to 06/30/22		Yes	Yes
City of Rolling Hills Estates	06/30/19 to 06/30/22	Yes		
City of Calabasas	06/30/20 to 06/30/22	Yes		
City of San Bernardino	06/30/20 to 06/30/22	Yes		
City of Ojai	06/30/20 to 06/30/22			
City of Beaumont	06/30/20 to 06/30/22	Yes		
City of Moreno Valley	06/30/20 to 06/30/22	Yes		
City of Lawndale	06/30/20 to 06/30/22			
Town of Windsor	06/30/19 to 06/30/22			
City of San Dimas	06/30/21 to 06/30/22			
City of Imperial Beach	06/30/21 to 06/30/22			
City of Brawley	06/30/22 to 06/30/23			
City of Live Oak	06/30/22 to 06/30/23			
City of Perris	06/30/22 to 06/30/23	Yes	Yes	Yes
City of Calimesa	06/30/23			
City of Carpinteria	06/30/23			
City of Signal Hill	06/30/23			
City of Industry	06/30/23			
City of Hanford	06/30/23			
City of Murrieta	06/30/23			
City of Coachella	Agreed upon procedures			
City of Canyon Lake	Accounting support			
City of Rolling Hills	Accounting support			
City of Yucaipa	Accounting support			
City of Angels Camp	Accounting support			
City of Grand Terrace	Accounting support			

GOVERNMENT CLIENTS SERVED (continued)

<u>Government Client</u>	<u>Years Served</u>			<u>CSMFO/ GFOA Awards</u>	<u>Successor Agency</u>	<u>Housing Authority</u>
Crestline Village Water District	04/30/96	to	04/30/22			
Crestline-Lake Arrowhead Water	06/30/98	to	06/30/22			
San Bernardino Valley Muni Water District	06/30/04	to	06/30/22			
Elsinore Valley Municipal Water District	06/30/15	to	06/30/22	Yes		
Pine Cove Water District	06/30/10	to	06/30/22			
Idyllwild Water District	06/30/11	to	06/30/22			
Big Bear Area Regional Wastewater	06/30/12	to	06/30/22	Yes		
Mojave Water Agency	06/30/19	to	06/30/22	Yes		
Beaumont Cherry Valley Water District	12/31/17	to	12/31/21	Yes		
Rosamond Community Services District	06/30/15	to	06/30/22			
Rossmoor Community Services District	06/30/05	to	06/30/22			
Rim of the World Park & Rec. District	06/30/06	to	06/30/22			
Heartlands Communications Fac Auth	06/30/07	to	06/30/22			
Heartlands Fire Training Authority	06/30/07	to	06/30/22			
Consolidated Fire Agencies	06/30/14	to	06/30/22			
Successor Agency to the County of SB	06/30/14	to	06/30/22			
Riverside County Habitat Con. Agency	06/30/15	to	06/30/22			
Santa Ana Watershed Association	12/31/09	to	12/31/20			
Capistrano Bay Community Services District	06/30/13	to	06/30/22			
Ventura County Public Fin Authority	06/30/12	to	06/30/22			
Nipomo Community Services District	06/30/16	to	06/30/22	Yes		
SBIAA	06/30/17	to	06/30/21			
WRCOG	06/30/17	to	06/30/21	Yes		
San Diego Workforce Partnership	06/30/16	to	06/30/22			
Rubidoux Community Services District	06/30/16	to	06/30/22			
Conejo Recreation and Park District	06/30/19	to	06/30/22			
Upper San Gabriel Valley MWD	06/30/19	to	06/30/22	Yes		
March Joint Powers Authority	06/30/19	to	06/30/22			
Chino Basin Desalter Authority	06/30/19	to	06/30/22	Yes		
Mountains Recreation and Conservation	06/30/19	to	06/30/22			
Palos Verdes Peninsula Transit Authority	06/30/19	to	06/30/22			
Yucca Valley Airport District	06/30/20	to	06/30/21			
West Basin Municipal Water District	06/30/20	to	06/30/22	Yes		
March Joint Powers Authority	Accounting Support					
Crestline Sanitation District	Accounting support					
Running Springs Water District	Accounting support					
Phelan Pinon Hills Community Services District	Accounting support					

November 14, 2025

Ms. Christy Ramirez
Finance Director
City of Santa Paula
970 E Ventura Street
Santa Paula, CA 93060

Re: Proposal and Agreement to Provide Special Tax Consulting Services to the City of Santa Paula

Dear Christy:

Per our correspondence, the following proposal outlines Willdan Financial Services' ("Willdan") proposal to assist the City of Santa Paula ("City") with Special Tax Consulting Services to support change proceedings to Improvement Areas B and C of the Harvest Community Facilities District ("CFD").

Upon execution, or notice to proceed, Willdan will prepare required documents, including the Rate and Method of Apportionment of Special Tax (RMA) and Amended CFD Report, and the complete the procedural tasks necessary to complete the change proceedings for both Improvement Areas.

Experience with the City of Santa Paula — Willdan has collaborated with the City of Santa Paula on numerous successful projects. Willdan's knowledge of the City and its development plans and trends, gained through our direct experience, will help us effectively gather and interpret data and information, clarify questions and bring an informed approach to developing recommendations. We will leverage our knowledge of the City to facilitate this study in a cost-effective and efficient manner, focusing less time on data gathering and more on analysis and realistic strategies, providing a higher value.

We Serve as an Extension of Staff — Willdan takes to heart the fact that we represent the City when working and/or speaking with residents, business owners, developers and with other industry professionals such as financial advisors, underwriters, bond attorneys and appraisers. Our goal is to effectively manage the formation process, so that City staff can focus on other responsibilities. We actively manage projects with a focus on the overall timeline, so that staff is provided timely and accurate work products without having to expend their valuable time managing the process.

Mr. Mike Medve will serve as the primary contact person for this proposal, provided in the table below is his contact information. I, Chris Fisher, am an officer of the firm, and authorized to negotiate and bind the firm.

Willdan Financial Services
Proposal Contact
Mike Medve
Principal Consultant
Tel #: (951) 587-3500 Email: MMedve@Willdan.com

Sincerely,

WILLDAN FINANCIAL SERVICES

A handwritten signature in blue ink, appearing to read 'Chris Fisher'.

Chris Fisher
Vice President / Director

Scope of Services

Project Understanding

Based on our discussions, we understand that the City of Santa Paula ("City") wishes to amend Improvement Areas B and C of the Harvest Community Facilities Districts ("CFD").

Work Plan

The following outlines the steps associated with the change proceedings associated with Improvement Areas B and C of the Harvest CFD.

Task 1: Project Kick-off Meeting

Following receipt of an authorization to proceed, our team will initiate discussions with the City and the City's Special Counsel to identify any additional documents or information necessary to complete the deliverables. As needed throughout the project, we will coordinate with City staff and the City's special counsel.

Specifically, the kick-off discussion will include the following:

- Confirmation of the objectives of the CFD change proceedings;
- Confirmation of the maintenance and other services to be funded by the CFD;
- Discussion of necessary data, its sources and availability;
- Outlining the process and steps necessary for the formation;
- Development of a draft timeline of events and milestones;
- Identification of key participants and areas of responsibility; and
- A general discussion of potential challenges or obstacles.

Task 2: Background Research and Preparation of CFD Budget

Willdan will work with City staff to develop a full listing of public services and maintenance activities to be funded by the CFD and begin drafting a narrative description of these items to include in the Community Facilities District Report.

Willdan will research property ownership and/or development plans. In addition, prior to beginning formation proceedings, Willdan will contact the Ventura County Registrar's Office to confirm that the number of registered voters within the proposed district boundaries is less than twelve (12), which will allow for a landowner election.

We will prepare a comprehensive analysis and estimate of the annual budget for maintenance, operations, and servicing items. This budget will serve as the foundation for the Changes to be made to the RMA for both Improvement Areas

Task 3: Development and Presentation of Tax Methodology

The proposed maximum special taxes will be developed and designed to generate sufficient revenue to meet CFD objectives and tax properties consistent with established development requirements and policies.

Based on the information gathered, Willdan will begin to prepare a preliminary special tax evaluation. We will prepare calculations from our database, including special tax runs identifying maximum expected special tax coverage, comparing special tax revenues to projected operations and maintenance costs for improvements.

Willdan may develop additional zones, special tax categories, and rates for future property types and maintenance components within the CFD, depending on the City's needs.

The special tax structure for the RMA will be developed based on CFD boundaries, facilities to be financed, services/maintenance to be funded and proposed development, ensuring a reasonable tax burden on the properties.

An analysis will be required to determine an equitable spread of the overall burden, while taking into account the nature of public services to be provided, as well as the area they will serve. The method will be discussed with the City to ensure that considerations have been addressed and then included in both the Resolution of Intention and the Community Facilities District Report.

The method will consider practical annual administration implications; the "trigger" event used to reclassify undeveloped property, to developed property; the developer's methodology acceptance; possible exemptions; and the effect, both financial and political, on the secondary property owner.

Task 4: Amended and Restated Rate and Method of Apportionment of Special Tax (RMAs)

RMAs of Special Tax for the Resolution of Intention will be prepared, along with redlines showing the changes. This RMA will document the special tax rates for properties within the CFD boundaries, the procedures for calculating and applying the tax, and other information necessary for administering the CFD on a continuing basis.

Task 5: Community Facilities District Report

Willdan will prepare an Amended CFD Report that includes a description of the facilities, services, operations, and/or maintenance activities to be funded, cost estimates, incidental expenses, the RMA, boundary map, and other information. If requested, Willdan will present the CFD Report to Council and field questions received at the Public Hearing.

The CFD Report will include the following components:

- Summary of steps taken thus far in forming the CFD;
- Description of the proposed facilities and maintenance services or other activities to be funded;
- Costs of proposed service/maintenance activities;
- CFD Boundaries; and
- The Amended and Restated Rate and Method of Apportionment of Special Tax for each area.

Task 7: Document Review, Preparation, and Recordation

Willdan will collaborate with the City's legal counsel to prepare drafts of the required staff reports, resolutions, petitions, Consent and Waiver documents, notices, and ballots. As we do not practice law, we ask that the City's attorney or other designated counsel review the documents. We will, however, assist legal counsel in identifying pertinent legal issues and modifications necessary before the documents are implemented.

Willdan will prepare the letter and exhibit for confirmation of the number of registered voters from the County of Ventura and obtain certification of findings.

If the City is unable to garner 100 percent consent from the affected property owners to waive the election period and a regular special tax election is required, the City's legal counsel will be responsible for preparing and coordinating the required impartial analysis and ballot arguments.

Willdan will prepare a script to be followed by the City Clerk and City Council at the election meeting/Public Hearing.

Following the Resolution of Intention Willdan will print the final boundary map on the material and size required by the County of Ventura and coordinate recordation of the boundary map with the city and the County recorder, and after successful formation of the CFD, Willdan will coordinate the recordation of the "Amended Notice of Special Tax Lien."

Meeting Attendance

Anticipated meetings are outlined in the proposed timeline included herein and, other than the Public Hearing, will be held telephonically and/or virtually (i.e., WebEx, Zoom, Teams, etc.). Additional meetings will be invoiced at our current hourly rates noted in the project fees section.

Willdan will attend the Public Hearing for the CFD formation, either remotely or in person if needed, and make a presentation to City Council at the city's request.

Project Disclaimer

Willdan is a registered municipal advisory firm with the U.S. Securities and Exchange Commission ("SEC"), as such the City of Santa Paula represents, acknowledges, and agrees that Willdan is not acting as a "municipal advisor" (as defined by the SEC), to the City, in any capacity as it relates to the proposed Special Tax Consulting Services project.

- (i) The City uses, or may use, the services of one or more municipal advisors registered with the SEC to advise it in connection with municipal financial products and the issuance of municipal securities;
- (ii) The City is not looking to Willdan to provide, and the City shall not otherwise request or require Willdan to provide any advice or recommendations with respect to municipal financial products or the issuance of municipal securities (including any advice or recommendations with respect to the structure, timing, terms, and other similar matters concerning such financial products or issues);
- (iii) The provisions of this proposal and the services to be provided hereunder as outlined in the scope of services are not intended (and shall not be construed) to constitute or include any municipal advisory services within the meaning of Section 15B of the U.S. Securities Exchange Act of 1934, as amended (the "Exchange Act"), and the rules and regulations adopted thereunder;
- (iv) For the avoidance of doubt and without limiting the foregoing, in connection with any revenue projections, cash-flow analyses, feasibility studies and/or other analyses Willdan may provide the City with respect to financial, economic or other matters relating to a prospective, new or existing issuance of municipal securities of the City, (A) any such projections, studies and analyses shall be based upon assumptions, opinions or views (including, without limitation, any assumptions related to revenue growth) established by the City, in conjunction with such of its municipal, financial, legal and other advisers as it deems appropriate; and (B) under no circumstances shall Willdan be asked to provide, nor shall it provide, any advice or recommendations or subjective assumptions, opinions or views with respect to the actual or proposed structure, terms, timing, pricing or other similar matters with respect to any municipal financial products or municipal securities issuances, including any revisions or amendments thereto; and
- (v) Notwithstanding all of the foregoing, the City recognizes that interpretive guidance regarding municipal advisory activities is currently quite limited and is likely to evolve and develop during the term of the potential engagement and, to that end, the City will work with Willdan throughout the term of the potential Agreement to ensure that the Agreement and the services to be provided by Willdan hereunder, is interpreted by the parties, and if necessary amended, in a manner intended to ensure that the City is not asking Willdan to provide, and Willdan is not in fact providing or required to provide, any municipal advisory services.

Project Fees

Special Tax Consultant Services

Willdan Financial Services proposes to perform the tasks outlined in our Scope of Services for the fixed fees noted in the table below.

Special Tax Consulting Services	
Service	Fee
Improvement Area Change Proceedings (B and C together)	\$26,500

Notes

- The fees denoted above will not be contingent upon the outcome of the change proceedings process.
- In the event the Improvement Areas are modified on separate timelines, the fee will be \$20,000 for each change proceedings process.
- Additional meetings or tasks outside our proposed scope of work will require an additional fee. If the City wishes for Willdan to attend additional in person meetings, the fee is \$2,500 per meeting.
- Additional meetings or tasks outside our proposed scope of work will require an additional fee.
- For the purpose of our proposal, telephone conference calls are not considered “meetings” and are not limited by our scope of services.
- The City will be invoiced on a **monthly** percentage-completion basis.
- Willdan will rely on the validity and accuracy of the City’s data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.
- City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys’ fees, to respond to the legal process of any governmental agency relating to City or relating to the project. Reimbursement shall be at Willdan 's rates in effect at the time of such response.

Hourly Rates

Additional services may be authorized by the City and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are:

Willdan Financial Services Hourly Rate Schedule		
Position	Team Member	Hourly Rate
Vice President / Director	Chris Fisher	\$310
Managing Principal		\$300
Principal Consultant	Mike Medve	\$270
Senior Project Manager		\$250
Project Manager		\$210
Senior Project Analyst		\$150
Senior Analyst	Tyler Green	\$135
Analyst II		\$120
Analyst I		\$110

Authorization

General terms and conditions for this engagement are included as Attachment 1. If the terms of this engagement are acceptable to you, please sign where indicated and email this letter back to our contracts administrator:

Nicolle Stormon
E-mail: nstormon@willdan.com

Willdan Financial Services

By: _____
Chris Fisher
Title: Vice President
Address: 27368 Via Industria, Suite 200
Temecula, California 92590

City of Santa Paula, CA

By: _____
Christy Ramirez
Title: Finance Director
Address: 970 E Ventura Street
Santa Paula, CA 93060

ATTACHMENT 1 TO LETTER AGREEMENT

Terms and Conditions

The Letter Agreement between the City of Santa Paula ("Client") and Willdan Financial Services ("WFS") is subject to these Terms and Conditions (collectively, this "Agreement").

1. Additional Services. Additional services shall be performed by WFS only upon Client's request evidenced by a written addendum executed by both parties.
2. Compensation. WFS shall submit monthly statements for services. Payments shall be due and payable within 30 days of invoice and if not timely paid shall bear interest at the rate of 1.5% per month.
3. Termination. Either party may terminate this Agreement at any time upon 30 days' written notice. In the event of early termination, WFS shall be paid for services performed prior to the effective date of termination.
4. Data Provided by Client. WFS shall rely upon data provided by Client without independent verification of accuracy. WFS shall not be responsible for any errors resulting from its use of inaccurate data provided by Client.
5. Indemnification. Each Party shall indemnify the other from claims resulting from their respective negligence or other wrongful conduct or the negligence or other wrongful conduct of their respective officers, agents or employees.
6. Insurance. WFS shall maintain the following insurance:
 - a. Workers' Compensation and Employer's Liability Insurance as prescribed by applicable law.
 - b. Commercial General Liability Insurance, with limits not less than \$1,000,000 per occurrence and general aggregate.
 - c. Commercial Automobile Liability with limits not less than \$1,000,000 per occurrence.
 - d. Professional Liability with limits not less than \$1,000,000 per claim and annual aggregate.
 - e. All policies except Professional Liability and Workers Compensation shall include Client as an additional insured and be primary with respect to any insurance carried by WFS. All policies shall include a waiver of subrogation in favor of Client.
 - f. WFS shall provide Client with certificates of insurance evidencing compliance with the above insurance requirements prior to commencing its services.
7. Miscellaneous.
 - a. Titles used in this Agreement are for general reference and are not a part of the Agreement.
 - b. This Agreement shall be interpreted as though prepared by both parties.
 - c. Any provision of this Agreement held to violate any law shall be deemed void, and all remaining provisions shall continue in full force and effect.
 - d. This Agreement shall be interpreted under the laws of the State of California.
 - e. This Agreement comprises a final and complete repository of the understandings between the parties and supersedes all prior or contemporary communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement.
 - f. Any notices given pursuant to this agreement shall be effective on the third business day after posting by first class mail, postage prepaid, to the address appearing immediately after the signatures below.
 - g. WFS shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing or environmental impact reports.
 - h. WFS's waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any subsequent breach of any other term, condition or covenant.
 - i. WFS shall not be held responsible for the performance of services by third parties not retained by WFS.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: PROCEDURES FOR ELECTION OF MAYOR AND VICE MAYOR

Date: December 10, 2025

Agenda Item: 11.A

RECOMMENDATION:

Review procedure for the election of Mayor and Vice Mayor and direct City Clerk to begin the Mayor and Vice Mayor election process.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

In Santa Paula, the Mayor and Vice Mayor are elected by the Council from among its members annually at its first regular meeting in December of each year. The Mayor and Vice Mayor serve at the pleasure of the Council for a term of approximately one year, or until the next Mayor and Vice Mayor have been selected.

At its November 5, 2025 meeting, the Council adopted Resolution No. 7593, approving the "Manual of Procedural Guidelines for the Conduct of City Council and Constituent Body/Commission Meetings for the City of Santa Paula," including guidelines in Section 9.3 related to the election of the Mayor and Vice Mayor (Exhibit A). Those guidelines state in relevant part as follows:

9.3 Appointment of Mayor and Vice Mayor

a) Each Member elected to the Council is equally qualified and deserving to hold the offices of Mayor and Vice Mayor and each Councilmember should be given ample opportunity to serve in one or both of these offices.

b) It is the express intention of the Council that as many Members as possible serve as Mayor and Vice Mayor as long as they are in good standing.

c) The Member appointed as Mayor must have been a member of the Council for approximately two years. In the absence of a Member with sufficient tenure on the Council and absent disqualifying circumstances, priority should be given first to the Member with the longest continuous service since last serving as Mayor or Vice Mayor, and thereafter to any Member who has not previously served as Mayor or Vice Mayor. A Member should serve as

Mayor only once during his or her term.

ANALYSIS:

The process for electing the Mayor and Vice Mayor will be facilitated by the City Clerk. Once the City Clerk declares the office of Mayor vacant and nominations open, any member of the City Council may nominate a member of the City Council as Mayor, including him or herself. No second to a nomination is required.

Any member of the City Council may move to close the nominations at any time after all Councilmembers have had the opportunity to make a nomination. The motion requires a second and must receive a vote of a majority of the City Council to pass.

After nominations have been closed, the Council can debate the nominations. The Clerk will then call for the vote on the election of the Mayor in the order the nominations were made. The first Councilmember receiving the vote of a majority of the City Council will serve as Mayor. If no member of the City Council receives a majority vote, the Clerk will re-open the nominations and conduct a new election until a Mayor is elected.

The election of the Vice Mayor will be conducted in the same manner as the election of the Mayor.

The appointed Mayor and Vice Mayor will serve in these roles beginning December 10, 2025, for a one-year period and ending after the new election in December 2026.

STRATEGIC PLAN:

The election of the Mayor and Vice Mayor is consistent with the provisions identified in the City's Municipal Code and more specifically outlined within the Council's adopted Manual of Procedural Guidelines.

FISCAL IMPACTS:

There are no fiscal impacts associated with this item.

OPTIONS:

Direct City Clerk to begin the Mayoral and Vice-Mayoral election process or provide such other direction as may be desired.

ATTACHMENTS:

[EXHIBIT A - Procedures for Election of Mayor and Vice Mayor.pdf](#)

EXHIBIT A

Procedures for Election of Mayor and Vice Mayor

Body. The Presiding Officer's determination will stand unless a majority of the Legislative Body members vote in favor of the Motion to Appeal the Ruling, in which case the ruling of the Presiding Officer will be overridden.

d) Consistent with customary practice, the Chairperson and Vice Chairperson (when filling in for the Chairperson) should allow other members of the Legislative Body to first speak and make motions, and only in the absence of member comments or if no member makes a motion should the Chairperson and Vice Chairperson then consider making a motion.

9.2 Mayor

a) Although a ceremonial position, the Mayor occupies the highest office in the municipal government and is expected to provide the leadership necessary to keep the city moving in the proper direction. Effective mayors act not only as leaders staking out policy positions, but also facilitators of effective teamwork. The Mayor shepherds the City through public meetings and in doing so must ensure the Council's important policy issues and long-term future concerns are fairly debated by the entire Council for the benefit of the public.

b) The Mayor is the designated representative of the City and the City Council for purposes of presenting and expressing the official City position on an issue. If individual members of the Council or other Legislative Bodies are contacted by the media for a statement of official City position, the member should refer such inquiries to the Mayor. Otherwise, public or media statements by a Legislative Body member should be clearly characterized as comments upon a personal viewpoint.

9.3 Appointment of Mayor and Vice Mayor

a) Each Member elected to the Council is equally qualified and deserving to hold the offices of Mayor and Vice Mayor and each Councilmember should be given ample opportunity to serve in one or both of these offices.

b) It is the express intention of the Council that as many Members as possible serve as Mayor and Vice Mayor as long as they are in good standing.

c) The Member appointed as Mayor must have been a member of the Council for approximately two years. In the absence of a Member with sufficient tenure on the Council and absent disqualifying circumstances, priority should be given first to the Member with the longest continuous service since last serving as Mayor or Vice Mayor, and thereafter to any Member who has not previously served as Mayor or Vice Mayor. A Member should serve as Mayor only once during his or her term.

d) The Mayor is elected by a majority vote of the Council for a one-year term at the first regular meeting of the City Council in December of each year. (Santa Paula Municipal Code § 30.02.) The Mayor must be a member of the City Council and retains all powers of a Councilmember.

e) The Vice Mayor is elected by a majority vote of the Council for a one-year term at the first regular meeting of the City Council in December of each year. (Santa Paula Municipal Code § 30.02.) The Vice Mayor must be a member of the City Council and retains all powers of a Councilmember.

f) **Procedure for Mayoral Election.**

- (i) The Clerk/Secretary will state the procedures for electing the Mayor and Vice Mayor.
- (ii) The election of the Mayor will be conducted by the Clerk/Secretary or a designee.
- (iii) The Clerk/Secretary will declare that the office of Mayor is vacant and that nominations are open.
- (iv) Any member of the City Council may nominate any member of the City Council as Mayor, including him or herself. A second to a nomination is not required.
- (v) Any member of the City Council may move to close the nominations at any time after all Councilmembers have had the opportunity to make a nomination. The motion requires a second and must receive a vote of a majority of the City Council to pass.
- (vi) After nominations have been closed, the Council can debate the nominations. After deliberations conclude, the Clerk/Secretary will call for the vote on the election of the Mayor.
- (vii) The nominees will be voted on in the order the nominations were made.
- (viii) The first Councilmember receiving the vote of a majority of the City Council is the Mayor and the election will be closed.
- (ix) If no member of the City Council receives a majority vote, the Clerk/Secretary will re-open the nominations and conduct a new election until a Mayor is elected.

g) **Procedure for Vice-Mayoral Election.**

The election of the Vice Mayor will be conducted in the same manner as the election of the Mayor, except that it is generally expected, although not mandatory, that the Vice Mayor should succeed to the office of Mayor.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: APPOINTMENTS TO THE MAYOR'S STANDING AND AD HOC COMMITTEES

Date: December 10, 2025

Agenda Item: 12.A

RECOMMENDATION:

Staff recommends that the City Council:

Consider appointments to the Mayor's Standing and Ad Hoc Committees and review appointments to any other committees. The Mayor may ratify appointments to these committees.

Presented by: Dan Singer, City Manager

BACKGROUND:

The Mayor's annual appointment of Councilmembers to various committees, boards and commissions is in accordance with the Santa Paula Municipal Code Section 30.03 (A). That section provides that the Mayor must appoint the members of the City Council's standing committees no later than the second regular meeting in the month following the appointment as Mayor.

Based on the various committee adjustments, and with the rotation of the Mayor, an opportunity now exists to consider appointments to the Council's various committees, boards and commission and to update the list of assignments. Beginning in 2020, most appointments were for two-year terms, consistent with the election cycle and the City's two-year budget and strategic planning efforts. Therefore, the odd years represent only minor adjustments, usually predicated on the rotation of the Mayor and Vice Mayor.

ANALYSIS:

Exhibit A shows the current Local Standing and Ad Hoc Committees, Regional Boards and Commissions and State Committees. The list has been modified to reflect the incoming Mayor and Vice Mayor who are assigned to the committees that require the appointment of the presiding Mayor and Vice Mayor.

Exhibit B offers the same list of appointments, however it reflects a chart that more visually outlines each Councilmember's current appointments, demonstrating how many committees

each Councilmember is currently assigned. This chart also identifies those assignments involving a primary and alternate appointee, whereby the alternate is listed with a capital "A." In addition to this list, some Councilmembers represent the City on other regional boards such as the Air Pollution Control District, LAFCo, and SCAG.

It is anticipated that the incoming Mayor will advance recommendations for minor changes in assignments based on feedback from Councilmembers. Appointments will become effective in January 2026 by ratification of the Mayor.

STRATEGIC PLAN:

This is a routine, annual action, as anticipated in the City's Municipal Code, thus it is not identified as strategic in nature.

FISCAL IMPACTS:

Each committee, whether ad-hoc or standing, requires the presence and involvement of at least one staff person. Meetings take time to establish, agendaize, publish, conduct and then follow up on. The more frequently a committee meets and the more requests or recommendations a committee has or makes, creates a direct impact on those staff members assigned to that committee.

OPTIONS:

ATTACHMENTS:

[EXHIBIT A - Mayor's Standing Committees.pdf](#)

[EXHIBIT B - Chart of Committees.pdf](#)

EXHIBIT A

Mayor's Standing Committees

CITY COUNCIL COMMISSION/COMMITTEE APPOINTMENTS

MAYOR'S STANDING COMMITTEES – 2025

LOCAL STANDING COMMITTEES:

CANNABIS STANDING COMMITTEE:

Carlos Juarez & Pedro Chavez, Members
Meetings held as needed

ECONOMIC DEVELOPMENT STANDING COMMITTEE:

Pedro Chavez & Jenny Crosswhite, Members
Jason Herber & Noel Kieswetter, Commissioners
Meetings held as needed

FINANCE COMMITTEE:

MAYOR, Presiding Mayor, Member
VICE MAYOR, Presiding Vice Mayor, Member

HOMELESSNESS AND HOUSING STANDING COMMITTEE:

Carlos Juarez & Pedro Chavez, Members
XXXX & Maria Grace Kelly, Commissioners
Meetings held as needed

SANTA PAULA UNIFIED SCHOOL

DISTRICT/CITY COUNCIL JOINT COMMITTEE (2X2)

Pedro Chavez & Gabriela Ornelas, Members
Chris Wilson, Member
Tommy Frutos, Member
Meetings held as needed.

ADHOC COMMITTEES:

AFFORDABLE HOUSING – PEOPLE'S SELF HELP AD HOC

Jenny Crosswhite & Leslie Cornejo, Members
(Remove when complete)

SEWER AND WATER RATE AD HOC

Carlos Juarez & Jenny Crosswhite, Members

UNION OIL BUILDING USE AD HOC

Leslie Cornejo, Member
(Remove when complete)

LIAISON COMMITTEES:

CALIFORNIA JOINT POWERS INSURANCE AUTHORITY:

MAYOR, Member
VICE MAYOR, Alternate

CITIZEN CORP LIAISON

Gabriela Ornelas, Member
Jenny Crosswhite, Alternate

CLEAN POWER ALLIANCE

Jenny Crosswhite, Member
Pedro Chavez, Alternate
1st Thursdays of month, 2:00 p.m.

FISH LADDER AUTHORITY

Leslie Cornejo, Member
Annual Mtg. in April, to be announced

HARDING PARK ADVISORY BOARD LIAISON

Leslie Cornejo, Member

ISABELLA PROJECT LIAISON

Pedro Chavez & Gabriela Ornelas, Members

PARKS & RECREATION COMMISSION LIAISON

Gabriela Ornelas, Member
Carlos Juarez, Alternate
4th Thursday of month, 6:30 p.m.

PROPERTY BUSINESS IMPROVEMENT DISTRICT LIAISON (PBID)

Leslie Cornejo, Member

SANTA PAULA BASIN PUMPERS ASSOCIATION

Leslie Cornejo & Public Works Director, Members
Annual mtg. 4th Thursday of May-2:00 p.m.

SANTA PAULA BLUE RIBBON ADVISORY COMMITTEE (Santa Paula Hospital)

Carlos Juarez & Leslie Cornejo, Members

SENIOR ADVISORY COMMITTEE LIAISON

Carlos Juarez, Member
1st Thursday of month, 1:30 p.m.

CITY COUNCIL COMMISSION/COMMITTEE APPOINTMENTS
MAYOR'S STANDING COMMITTEES - 2025

**COUNTY STANDING
APPOINTMENTS:**

**ECONOMIC DEVELOPMENT COLLABORATIVE -
VENTURA COUNTY (EDC-VC)**

Pedro Chavez, Member
Jenny Crosswhite, Alternate
3rd Thursday of month, 3:30 p.m.

SCE GOVERNMENT AFFAIRS POLICY (GAP)

Carlos Juarez, Member

VENTURA COUNCIL OF GOVERNMENTS (VCOG)

Leslie Cornejo, Member
Jenny Crosswhite, Alternate
2nd Thursday of month, 4:00 p.m., Camarillo City Hall

**VENTURA COUNTY AIR POLLUTION CONTROL
DISTRICT ADVISORY COMMITTEE (VCAPCD)**

Leslie Cornejo, Member (4-yr term)
4th Tuesday of month, 7:30 p.m.

**VENTURA COUNTY REGIONAL ENERGY
ALLIANCE (VCREA)**

Jenny Crosswhite, Member
Pedro Chavez, Alternate
Bi-monthly, 3rd Thursday – 10:15 a.m. in
Jan/March/May/July/Sept/Nov

**VENTURA COUNTY TRANSPORTATION
COMMISSION (VCTC) – Stipend, \$100 per
Meeting (2 meeting maximum per month)**

Jenny Crosswhite, Member
1st Friday of month, 10:00 a.m. – Camarillo City Hall

**VENTURA COUNTY TRANSPORTATION
COMMITTEE (Heritage Valley)**

Jenny Crosswhite, Member
1-3 meetings per year, around members schedule

**VENTURA REGIONAL SANITATION DISTRICT
(VRSD) – Stipend, \$186 per meeting**

Leslie Cornejo, Member
Gabriela Ornelas, Alternate
1st and 3rd Thursdays of month, 8:30 a.m.

**CITY REPRESENTATIVE ON BOARD
OF DIRECTORS:**

**LOCAL AGENCY FORMATION COMMISSION
(LAFCO)**

Jenny Crosswhite, Member (4-yr term exp 12/31/27)

**SOUTHERN CALIFORNIA ASSOCIATION OF
GOVERNMENTS (SCAG)**

Jenny Crosswhite, Member

EXHIBIT B

Chart of Committees

2025 CHART OF CITY COUNCIL COMMITTEES		Juarez	Crosswhite	Cornejo	Ornelas	Chavez
1	Affordable Housing - People Self Help - Ad Hoc Committee		X	X		
2	California Joint Powers Insurance Authority (Mayor & Vice Mayor)	A				X
3	Cannabis Standing Committee	X				X
4	Citizen Corp Liaison		A		X	
5	Clean Power Alliance Board		X			A
6	Economic Development Collaborative - Ventura County (EDC-VC)		A			X
7	Economic Development Standing Committee		X			X
8	Finance Committee (Mayor & Vice Mayor)	X				X
9	Fish Ladder Authority			X		
10	Harding Park Advisory Board Liaison			X		
11	Homeless and Housing Standing Committee	X				X
12	Isabella Project Liaison				X	X
13	Parks and Recreation Commission Liaison	A			X	
14	Property Business Improvement District Liaison (PBID)			X		
15	Santa Paula Basin Pumpers Association			X		
16	Santa Paula Blue Ribbon Advisory Committee (Santa Paula Hospital)	X		X		
17	Santa Paula Unified School District/City Council Joint Committee (2x2)				X	X
18	SCE Government Affairs Policy (GAP)	X				
19	Senior Advisory Committee Liaison	X				
20	Sewer and Water Rate Ad Hoc Committee	X	X			
21	Union Oil Building Use Ad Hoc Committee			X		
22	VCTC Committee (Heritage Valley)		X			
23	Vent Co Air Pollution Control District Advisory Comm 4 yr term (VCAPCD)			X		
24	Ventura Council of Governments (VCOG)		A	X		
25	Ventura County Regional Energy Alliance (VCREA)		X			A
26	Ventura County Transportation Commission (VCTC)		X			
27	Ventura Regional Sanitation District (VRSD)			X	A	
	Appointments	7	7	10	4	8
	Alternantes	2	3	0	1	2

City Representative on Board of Directors for:

Local Agency Formation Commission (LAFCO) - 4 yr term 1/1/2024-12/31/27 - Jenny Crosswhite

Southern California Association of Governments (SCAG) - Jenny Crosswhite

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: ADOPTION OF 2026 COUNCIL MEETING CALENDAR

Date: December 10, 2025

Agenda Item: 12.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Review the proposed City Council Meeting calendar for 2026 and consider the cancellation or rescheduling of various regular meetings throughout the year.
2. Authorize the closure of City facilities between the Christmas and New Year's Holidays, December 23, 2026 through January 4, 2027.
3. Cancel the first regularly scheduled meeting on January 6, 2027.

Presented by: Dan Singer, City Manager

BACKGROUND:

In December of each year, the City Council has an opportunity to establish its City Council meeting schedule for the year ahead. Staff is recommending that Council review the 2026 meeting schedule, attached as Exhibit A, and consider cancelling or changing meetings on or near holidays, and in consideration of any summer breaks. Exhibit B shows staff recommendations as outlined in the Analysis section.

ANALYSIS:

Council Meetings

The Santa Paula Municipal Code (Section 30.01) establishes a fixed meeting schedule for regular City Council meetings, setting those meetings for the first and third Wednesday of each calendar month. With the expectation that a meeting will be held on those dates, it is helpful to the public, staff and Council to plan ahead for any proposed cancelled meetings and/or conflicts with known holidays.

For the 2026 calendar year, there are limited conflicts with City recognized holidays as further defined in this report, (Exhibit C identifies the list of National holidays). The annual League of Cities conference is scheduled to be held Wednesday, September 23 through Friday, September 25, resulting in Council and staff having the opportunity to attend without a conflict of Council meeting dates.

On December 18, 2024, when the Council adopted the 2025 calendar, they cancelled the meeting of Wednesday, January 7, 2026, as the agenda for that meeting would need to be released on a recognized holiday. The first and only meeting in January is currently scheduled for January 21, however there may be a special meeting and study session requested for January 14.

In past years in Santa Paula a few summer meetings have been cancelled. This provides periods of time for administrative staff to know that planning for and attending a meeting will not be required during those breaks. Similarly, it allows members of the Council to plan vacations or time away. Numerous other public entities cancel meetings around July and August, which lessens impacts on Councilmembers who serve as liaisons to those boards and commissions. Over the past few years, Council has either "gone dark" for two consecutive meetings or has cancelled one July and one August meeting.

Looking at the 2026 calendar, the Council could keep the July 1 meeting as it falls just before the July 4 holiday, and then cancel the July 15 and one of the two meetings in August. Staff recommends keeping the July 1 meeting on calendar as it is the beginning of the fiscal year and there are often annual contracts or other actions needed to begin the year. Council could cancel the July 15 and August 5 meeting, however doing so would mean there would be seven weeks between meetings, which may be a long gap given the necessity for Council's approval of contracts or other actions. Were the Council to cancel only the second meeting in July, a five-week break would occur, which still provides Council and staff with ample time to arrange for summer vacation plans. A more logical schedule, should Council prefer to cancel two summer meetings, not one, would be to cancel the second meeting of both July and August.

Prior to the Council meeting, Councilmembers might look ahead to any vacation plans and/or preferences for time off during those months in order to reach consensus on which meetings to cancel.

Council is further asked to cancel the December 2 meeting, as the agenda would need to be released on November 26, which is a holiday. Alternatively, Council could move the December 2 meeting to December 9, similar to the current year calendar, or could cancel both the meeting of the 2nd and 16th in lieu of one meeting on the 9th. As 2026 is an election year, holding a meeting on December 9 will meet the 30 day canvass end certification results in time for an agenda to be released. It is also requested that Council cancel the first regularly scheduled meeting on January 6, 2027 as the agenda for that meeting would need to be released December 31, 2026, which is a City holiday.

Consistent with recent practice, it is also requested that Council authorize the closing of City facilities during the period of Christmas Eve, December 24, through the January 1 holiday. Offices would be open on Monday, December 21 and Tuesday, December 22, and could re-open on Monday, January 4. Doing so has minimal impact on the public given the holidays and allows City staff to take time off with family.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

Cancelling a Council meeting has little monetary effect but does save the City staff time, some money in printing, publication and utility costs, as well as any direct contracts with personnel such as our videographer and interpreters.

OPTIONS:

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

1. Decline to adopt staff's recommendation or alter the recommendation. Cancelling any regularly scheduled meeting is at the full discretion of the City Council.

ATTACHMENTS:

[EXHIBIT A - 2026 Calendar - Draft.pdf](#)

[EXHIBIT B - 2026 Calendar - Recommended.pdf](#)

[EXHIBIT C - 2026 National Holidays.pdf](#)

EXHIBIT A

2026 Calendar - Draft

CITY OF SANTA PAULA (DRAFT)

2026

 CLOSED FRIDAY
 CITY OFFICE CLOSED

 HOLIDAY
 CITY COUNCIL

 AGENDA DISTRIBUTION

JANUARY

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

APRIL

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

MAY

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JUNE

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

JULY

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

DECEMBER

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

EXHIBIT B

2026 Calendar - Recommended

CITY OF SANTA PAULA (RECOMMENDED)

2026

 CLOSED FRIDAY
 CITY OFFICE CLOSED

 HOLIDAY
 CITY COUNCIL

 AGENDA DISTRIBUTION

JANUARY

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

APRIL

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

MAY

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

JUNE

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

JULY

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

DECEMBER

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

EXHIBIT C

2026 National Holidays



CITY OF SANTA PAULA 2026 HOLIDAY SCHEDULE – CITY OFFICES CLOSED

January 1st, and July 1st of each year, Full-Time Employees in the following groups (Executive Management, Management: Supervisory & Professional Association, Unrepresented: Confidential and SEIU) and Full-time Unrepresented employees will receive a Holiday Leave Bank to be used for the following holidays:

Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King, Jr. Day
Monday, February 16, 2026	President's Day
Monday, May 25, 2026	Memorial Day
Friday, July 3, 2026 (OBSERVED)	Independence Day
Monday, September 7, 2026	Labor Day
Wednesday, November 11, 2026	Veteran's Day
Thursday, November 26, 2026	Thanksgiving Day
Wednesday, November 25, 2026 (OBSERVED)	Day after Thanksgiving
Wednesday, December 23, 2026 (OBSERVED)	Christmas Eve
Thursday, December 24, 2026 (OBSERVED)	Christmas Day
Thursday, December 31, 2026	New Year's Eve
Two (2) floating holidays	

**PLEASE NOTE THAT CITY OBSERVED HOLIDAYS MIGHT BE RECOGNIZED ON
DIFFERENT DATES THAN LISTED ABOVE FOR EMPLOYEES WORKING ALTERNATE
9/80 SCHEDULES, 8/40 SCHEDULES OR 4/10 SCHEDULES.
FOR QUESTIONS PLEASE CONTACT HR.**

For more information, please consult your unit of Memorandum of Understanding (MOU) or the City's Personnel Rules and Regulations

**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: December 10, 2025

Agenda Item: 13.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

The attached Future Agenda Items forecast identifies anticipated agenda items for upcoming Council meetings as well as Study Session topics and long-range discussion items. Placing this forecast on the agenda affords the Council and the public the opportunity to discuss such topics and to make any recommendations. It should be noted this is only a forecast and may change over the course of time or based on feedback by the Mayor and City Manager during review of future agendas.

ANALYSIS:

Should a member of the City Council wish to introduce a future agenda topic, it should be done in compliance with the Council's adopted Manual of Procedural Guidelines, Section 5.1. Items introduced by a member of the Council during a Council meeting requires a second and should be reserved for time-sensitive matters needing attention within the proceeding 45 day period.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[12.10.2025_Future_Agenda_Items_lm.docx](#)



Santa Paula City Council Tentative Agenda Schedule

	Special Meeting January 14 - 5:30pm	
Admin	Study session: Waste Water Recycle Facility (WRF)	
CDD	Harvest Development Agreement (may move to Jan 21 st mtg)	
	Regular Meeting January 21 - 6:30pm	
Admin	MOU for Labor Contracts	
CDD	Athens Rate Adjustment Request	
PD	Proposed Public Safety Committee	
Finance	Finance Department Report	
P&R	REC License Agreement Oil Museum	
Admin	Cemex Agreement	
Admin	Review City Recognition Policy	
Admin	Legislative Policy Update – Immigration Policies	
	STUDY SESSION TOPICS	
Admin	No Smoking Ordinance	3 rd Qtr.
Finance	Development Impact Fees (DIF)*	3 rd Qtr.
Admin	Municipal Code Update – Joint with Planning Commission*	Ongoing
CDD	Use of Triangle Property on Housing	TBD
CDD	Mobile Home Rent Control Ordinance Workshop	Jan/Feb.
P&R	Citywide Event Guidelines	Feb/March
	FUTURE AGENDA ITEMS	
PW	EV Fast Charger Installation & Maintenance Agreement	
CDD	Central Business District Live Entertainment Ord 1339	TBD
Legal	Fire MOU Amendment for Station 26	TBD
CDD	Downtown Vacancies Options*	TBD
CDD	Downtown Parking Inventory and Options*	TBD
PW	Water & Sewer Rate Study	TBD
PW	PMP Cycle 2 Approval	Feb.

Activities associated with the Council's Strategic Plan*