

City of Santa Paula

City Council

MAYOR MARTIN F. HERNANDEZ
VICE MAYOR JENNY CROSSWHITE
COUNCILMEMBER JAMES A. TOVIAS
COUNCILMEMBER GINGER GHERARDI
COUNCILMEMBER JOHN PROCTER



REGULAR MEETING OF THE
SANTA PAULA CITY COUNCIL

June 6, 2016

5:30 P.M – CLOSED SESSION

6:30 P.M – REGULAR MATTERS

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

JUDY RICE, CITY CLERK
JAIME M. FONTES, CITY MANAGER
JOHN C. COTTI, CITY ATTORNEY

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

CITY COUNCIL MEETING

You are invited to attend all City Council, commission, and board meetings. Agendas are posted in the front of City Hall in advance of the scheduled meetings. Information for commission and board meetings may be obtained by contacting the City Clerk's Office. The Santa Paula City Council's regular meetings start at 6:30 p.m. the first and third Monday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula.

BRINGING ITEMS BEFORE THE CITY COUNCIL

If you wish to speak at a City Council meeting, please fill out a yellow **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number, when appropriate.

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 will 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 Order of Business, 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 Order of Business, 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.

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



CITY OF SANTA PAULA
CITY COUNCIL
AGENDA • JUNE 6, 2016

I. CLOSED SESSION - CITY HALL ADMINISTRATION CONFERENCE ROOM

1. CALL TO ORDER

2. PUBLIC COMMENTS

3. CLOSED SESSION

The City Council may move into a closed session pursuant to applicable law, including the Brown Act (Government Code §§ 54950, et seq.) for the following purpose:

- A. Labor Negotiations - Government Code § 54957.6. City Labor Negotiators: Finance Director Sandy Easley and Melanie Chaney, Liebert Cassidy Whitmore. Employee Organizations: SEIU Local 721; Santa Paula Police Officers Association (SPPOA); Ventura County Professional Firefighters Association (VCPFA), Representing Santa Paula Full-Time Firefighters; Community Services Officers (CSO); Mid-Management Association, Supervisory and Professional Association; Unrepresented.**

4. CONTINUED MEETING TO 6:30 P.M IN COUNCIL CHAMBERS

II. REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. CLOSED SESSION REPORT

6. PRESENTATIONS

A. Recognition Presentation to Officer of the Year Ramzi Raad by Chief McLean.

7. PUBLIC COMMENT



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

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

8. CITY COUNCIL, STAFF COMMUNICATIONS

9. APPROVAL OF FINAL AGENDA

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.

- A. **Planning Commission Action Report – Recommendation:** It is recommended that the City Council receive and file the Planning Director's report regarding Planning Commission actions taken on May 24, 2016.

Report by: Janna Minsk, Planning Director

- B. **Approval of Minutes – Recommendation:** It is recommended that the City Council approve the minutes for the Regular City Council meetings of January 4 and January 19, 2016.

Report by: Lucy Blanco, Deputy City Clerk

- C. **Award Citywide Street Improvements Project Fiscal Year 2016-2017 to Toro Enterprises, Inc. – Recommendation:** It is recommended that City Council: (1) allocate \$8,316,335.00 from the Sewer Pipeline Rehabilitation Program Account, the Water Main Replacement Program Account, the Slurry Seal and Pavement Overlay Account, and the Sidewalk Replacement Program Account for construction of the Citywide Street Improvement Project; (2) authorize the City Manager to execute a Public Works Contract with Toro Enterprises, Inc. for \$7,560,304.40 in a form approved by the City Attorney; (3) authorize the City Manager to execute a Professional Services Agreement to Kennedy Jenks Consultants for engineering support services during construction in the amount of \$160,189.00 in a form approved by the City Attorney; (4) authorize the City Manager to execute a Professional Services Agreement to Filippin Engineering for construction management consulting services in the amount of \$907,501.00 in a form approved by the City Attorney; and (5) take such additional, related action that may be desirable.

Report by: Brian J. Yanez, Interim Public Works Director
John L. Ilasin, Capital Projects Engineer.

- D. **Approval of Professional Services Agreement with MNS Engineers, Inc. for the Harvard Boulevard Improvements Project- Peck Road to Elizabeth Court** – **Recommendation:** It is recommended that the City Council: (1) authorize the City Manager to execute a Professional Services Agreement with MNS Engineers, Inc. for consulting design services for \$347,695 in a form approved by the City Attorney; and (2) take such additional, related action that may be desirable.

Report by: John L. Ilasin, Capital Projects Engineer

11. PUBLIC HEARING

- Verification of posting notice by City Clerk
 - Declaration of conflicts (if any)
 - Declaration of ex parte contacts (if any)
 - Open public hearing
 - Staff presentation
 - Discussion and action
 - Close public hearing
- A. **Transfer of Delinquent Sewer and Water Charges to Tax Roll** – **Recommendation:** It is recommended that that the City Council: (1) Accept the delinquent charges as described below as final; and (2) Adopt Resolution No. 6982 authorizing the City Clerk to record the obligations with the Ventura County Recorder and Ventura County Auditor for recordation of the obligations and inclusion of the delinquent charges on the 2016-17 tax roll.

Report by: Sandra K. Easley, Finance Director

12. ORDER OF BUSINESS

- A. **Consideration of Resolution Approving the Ventura County Transportation Measure Investment/Expenditure Plan** – **Recommendation:** It is recommended that the City Council: (1) adopt Resolution No. 6981 approving the Ventura County Transportation Commission (VCTC) transportation investment and expenditure plan for placing a ½ cent Countywide Transportation Sales Tax Measure on the November 8, 2016 general election ballot; and (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes City Manager

- B. **Provision of Water to the County of Ventura's Todd Road Jail** – **Recommendation:** It is recommended that the City Council: (1) review and file this information; and (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

- C. **Consideration of the Fire Department Sustainability Analysis – Recommendation:** It is recommended that the City Council: (1) receive and file the Staff presentation and report for the Fire Department Sustainability Analysis from Matrix Consulting Group; (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

- D. **Authorize Fire Chief to Begin Conversation with County Fire – Recommendation:** It is recommended that the City Council: (1) provide direction to City staff regarding the nature and extent of discussions to join the Ventura County Fire Protection District, including the negotiating parties; (2) take such additional, related action that may be desirable.

Report by: Richard Araiza, Fire Chief

- E. **Presentation and Discussion of Poll Results for the Public Opinion Poll Conducted by Fairbank, Maslin, Maullin, Metz & Associates (FM3) – Recommendation:** It is recommended that the City Council: (1) receive and file the poll; and (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

- F. **Consideration of Resolutions Calling for November 8, 2016 General Municipal Election, Adding a Ballot Measure and Taking Related Actions Relative to the November 8, 2016, General Municipal Election – Recommendation:** It is recommended that the City Council: (1) receive and file the attached report; (2) adopt Resolution Nos. 6983, 6984, 6985 and 6986 to set the date and time for election two Councilmembers and the City Clerk; (3) direct City staff to prepare the necessary resolutions to call for a Ballot Measure to Increase the Transactions and Use Tax as part of the November 8, 2016, consolidated election; and (4) take such additional, related action as may be desired.

Report by: John C. Cotti, City Attorney

- G. **Continued Planning Session for the 2016/17 Fiscal Year Budget – Recommendation:** It is recommended that the City Council: (1) direct staff as appropriate; and (2) take such additional, related action that may be desirable.

Report by: Sandra K. Easley, Finance Director

13. REQUEST FOR FUTURE AGENDA ITEMS

Any Councilmember may propose items for placement on a future agenda. Members may discuss whether or not the item should be placed on a future agenda and the description of the agenda item. Any direction to the City Manager to place an item on a future Council Agenda, do research, or a staff report must be accompanied with a majority vote of the City Council. The City Manager has

discretion as to when the item will come back on the Agenda, unless the City Council identifies a specific meeting for the item's return.

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: _____
Lucy Blanco, Deputy City Clerk

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.10.A

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Janna Minsk, Planning Director
Tom Tarantino, Planning Technician

Subject: Planning Commission Action Report

Date: June 6, 2016

Recommendation: It is recommended that the City Council receive and file the Planning Director's report regarding Planning Commission actions taken on May 24, 2016.

Report by: Janna Minsk, Planning Director

Fiscal Impacts: None

Personnel Impacts: None

General Discussion: None

Alternatives: In accordance with SPMC § 16.206.060, the City Council may place an item on a future agenda to consider issuing an order of review regarding an action.

Attachments:

05-24 PC ACTIONS final

ACTIONS BY THE SANTA PAULA PLANNING COMMISSION

May 24, 2016

6:30 P.M.

Commissioners Present: Chairman Gail “Ike” Ikerd, Vice Chairman Fred Robinson, Commissioners John Demers, Michael Sommer and Fred Wacker

Commissioners Absent: None

Staff Present: Planning Director Janna Minsk, Assistant City Attorney Gregg W. Kettles, Contract Planner Chris Williamson, Senior Engineering Technician Raul Gaitan and Planning Technician Tom Tarantino

Staff Absent: Anna Arroyo, Assistant Planner

CONSENT CALENDAR:

A. Minutes of the Planning Commission Meeting on April 26, 2016

ACTION: Planning Technician Tarantino clarified a clerical error (March 22 vs. April 26) in some of the distributed agendas for the meeting, and stated that April 26, 2016 was the correct date. It was moved by Commissioner Sommer, seconded by Commissioner Wacker, to approve the minutes with the corrected date. Chairman Ikerd abstained from voting due to his absence at the April 26, 2016 Planning Commission meeting. All others were in favor and the motion carried.

PUBLIC HEARING:

A. 15-CDP-02 Mi Pueblito Meat Market Grocery/Alcohol CUP & Design Review

- **Location:** 1072 E. Main Street (APN: 101-0-213-055)
- **Applicant:** Armando Reyes (owner/applicant)
- **Representative:** Misael Contreras
- **Zoning:** Central Business District (CBD)
- **General Plan Designation:** Commercial

- **Environmental:** Staff has determined the project to be Categorically Exempt from the California Environmental Quality Act (CEQA) Guidelines per § 15301 (Class 1) exemption.
- **Staff Presentation:** Janna Minsk, Planning Director (for Anna Arroyo, Assistant Planner)

RECOMMENDED ACTION: Staff recommended the Planning Commission select Alternative No. 1, adopting Resolution No. 3747 approving Project No. 2015-CDP-02 subject to the Conditions of Approval identified in the Resolution.

ACTION: Commissioner Demers moved to approve Alternative No. 1, adopting Resolution No. 3747 approving Project No. 2015-CDP-02, subject to the Conditions of Approval identified in the Resolution and striking the word “easily” in Section 4, Item G of Resolution No. 3747 and corresponding language change(s) to Condition D of the Enforcement Agreement. Commissioner Wacker seconded the motion. All were in favor and the motion carried.

B. 14-CDP-02 River Rock/Williams Homes/Hardison House (Continued from Planning Commission Meeting of April 26, 2016)

- **Location:** 1226 Ojai Road (APN 100-0-040-015)
- **Applicant:** Williams Homes, Inc., Santa Clarita, CA
- **Zoning:** HR 2-PD (Hillside Residential-Planned Development)
- **General Plan Designation:** HR-PD (Hillside Residential Planned Development)
- **Environmental:** An Initial Study/Mitigated Negative Declaration (MND) was prepared in accordance with the City’s guidelines implementing the California Environmental Quality Act (CEQA)
- **Staff Presentation:** Chris Williamson, Contract Planner

RECOMMENDED ACTION: Staff recommended the Planning Commission approve Alternative No. 2, adopting Resolution No. 3743, with staff-suggested changes and Conditions of Approval, recommending that the City Council approve Project No. 2014-CDP-02 for a Vesting Tentative Parcel Map, Planned Development Permit, and 53 Growth Management Allocations for a 57-lot subdivision, development of 53 new single-family homes, and restoration of the Hardison House and barn/stable at 1226 Ojai Road.

ACTION: Commissioner Sommer moved to approve Alternative No. 2, adopting Resolution No. 3743 and Conditions of Approval, recommending that the City Council approve Project No. 2014-CDP-02 for a Vesting Tentative Parcel Map, Planned Development Permit, and 53 Growth Management Allocations for a 57-lot subdivision, development of 53 new single-family homes, and restoration of the Hardison House and barn/stable at 1226 Ojai Road, with the following changes discussed at this meeting:

- 1.) Reducing the total number of new single family homes from 53 to 48 as follows: two units removed from the south edge, two units removed from the north edge, and one unit removed from the north side of the Hardison House;
- 2.) Removal of Condition of Approval No. 130 changing Fuchsia Lane to an emergency access only and, instead, allowing its connection to the development as previously planned by the City of Santa Paula Public Works Dept.;
- 3.) Removal of Conditions of Approval Nos. 41 (Recycling Water Fee) and 56 (GHAD Assessment) from Resolution No. 3743.

Commissioner Wacker seconded the motion. Vice Chairman Robinson and Commissioners Sommer and Wacker were in favor under roll call vote, with Chairman Ikerd and Commissioner Demers not in favor. The motion carried with a 3-2 vote in favor.

ADJOURNMENT: 9:50 p.m.

NOTICE: Actions by the Planning Commission on the above items cannot be appealed to the City Council after 4:30 p.m. Friday, June 3, 2016. Be advised that if you bring a legal challenge to a Planning Commission decision, you may be limited to raising only those issues you or someone else raised at the meeting or in written correspondence delivered to the Planning Commission at or before the meeting.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.10.B

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Lucy Blanco, Deputy City Clerk
Subject: Approval of Minutes
Date: June 6, 2016

Recommendation: It is recommended that the City Council approve the minutes for the Regular City Council meetings of January 4 and January 19, 2016.

Report by: Lucy Blanco, Deputy City Clerk

Attachments:

1-19-16 minutes

1-4-16 minutes



**CITY OF SANTA PAULA
CITY COUNCIL
MINUTES • JANUARY 19, 2016**

I. REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

Mayor Martin Hernandez

2. INVOCATION

Reverend Michael Fincher

3. FLAG SALUTE

Councilmember Ginger Gherardi

4. ROLL CALL

Attendee Name	Title	Status	Arrived
Jim Tovias	Councilmember	Present	
Ginger Gherardi	Councilmember	Present	
John Procter	Councilmember	Present	
Jenny Crosswhite	Vice Mayor	Present	
Martin F. Hernandez	Mayor	Present	

5. PRESENTATIONS

A. Presentation by Darren Kettle - Update on the State Transportation in the Ventura County Region. –

Darren Kettle from the Ventura County Transportation Commission gave a brief presentation regarding our transportation’s future including enhancements, expansions, funding and opportunities for Santa Paula.

RESULT: ANNOUNCED

B. Presentation on Heritage Valley Transit by Ventura County Transportaton Commission (VCTC). –

Aaron Bonfilio, Program Manager of Transit services for Valley Express gave a brief presentation and update on the transit services. He gave an overview of the fixed bus routes in Santa Paula and the changes in bus schedule and cost. He informed the community of the upcoming “Transit Needs Workshop” on January 26 at 6:00 p.m. at the Santa Paula Community Center.

Attachment: 1-19-16 minutes (1179 : Approval of Minutes)

RESULT:	ANNOUNCED
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6. PUBLIC COMMENT

Joseph Alexander, 378 Tulane Avenue, Ventura, thanked the police and fire for all their hard work in keeping crime and fires down. He spoke in opposition to the increase in bus fares. He stated he is disabled and needs the public transportation, but due to increase in bus fares, he may no longer be able to use the services. He asked for justification for the bus fares increases.

Fred Robinson, 380 View Dr. representing the Santa Paula Chamber of Commerce. Announced that the upcoming annual awards luncheon "Success Santa Paula" where the state of the City will be addressed by Mayor Martin Hernandez will be hosted on Wednesday February 24 at 11:30 a.m. at Casa Del Mexicano. Cost is \$40 per person.

Ruben Zaragosa, Recology Community relations, invited City Council to their upcoming Ground breaking ceremony, Monday, January 25 at 10: a.m. in Sun Valley.

7. CITY COUNCIL, STAFF COMMUNICATIONS

City Manager Fontes briefly spoke regarding Fillmore Fire Chief Rigo Landeros' services. He also thanked Assistant Chief Keith Gurrola for heading the Emergency Operation Center (EOC) scenarios on January 14 and thanked Peggy Kelly for her article in the paper.

Councilmember Gherardi reported that she and Councilmember Tovias attended the VCOG meeting on January 14 to discuss Santa Paula's request to making changes to the State law regarding voter approved measures on land use. She stated that they were directed to discuss the matter with LAFCo before pursuing any further.

Mayor Hernandez reported on the positive meeting with the City's Financial Advisor Mr. Maas. He stated that the City will be initiating the base rate sewer reduction program effective January and every quarter thereafter. He thanked the City Manager, the Chief of Police, First Responders, Council Members and all staff who were present at Chief Landeros funeral services. He stated he will adjourn the meeting in memory of Chief Landeros who was an amazing, Chief, husband, father, son, grandfather and good friend.

8. APPROVAL OF FINAL AGENDA

It was moved by Councilmember Gherardi, seconded by Vice Mayor Crosswhite to approve the final agenda as presented. All were in favor and the motion carried.

Attachment: 1-19-16 minutes (1179 : Approval of Minutes)

9. CONSENT CALENDAR

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Tovias, Councilmember
SECONDER:	Ginger Gherardi, Councilmember
AYES:	Tovias, Gherardi, Procter, Crosswhite, Hernandez

A. **December 2015 Warrants and Certifications** – **Recommendation:** It is recommended that the City Council receive and file the prior month Accounts Payable and Payroll Certifications along with the Accounts Payable check history report.

Report by: Sandra K. Easley, Finance Director

B. **Approval of Minutes for the Regular City Council Meetings for September 8 and 21, 2015** – **Recommendation:** It is recommended that the City Council approve the minutes from the Regular meetings of September 8 and 21, 2015.

Report by: Deputy City Clerk Lucy Blanco

10. PUBLIC HEARING

A. **Project No. 2005-CDP-04: (1) a Request For: General Plan Amendment to the General Plan Map Land Use Plan for Three Parcels from Existing Adams Canyon Expansion Area to Proposed Adams Canyon Specific Plan; (2) Rezoning/Zone Change for Three Parcels from Existing County Agricultural Exclusive (AE) to Proposed Specific Plan One (SP-1); (3) Specific Plan; (4) Development Agreement; (5) Tentative Map 5475; (6) Growth Management Allocations; (7) Annexation and (8) Certification of a Final Environmental Impact Report in Order to Allow a 79-Lot Single Family Hillside Residential Subdivision on Property Located Northwest of Foothill and Peck Roads.** – **Recommendation:** It is recommended that the City Council: (1) continue the Public Hearing to February 16, 2016 and consider scheduling a study session per the applicant’s request; and (2) take such additional related action as may be appropriate.

Report by: Janna Minsk, Planning Director

Attachment: 1-19-16 minutes (1179 : Approval of Minutes)

RESULT:	CONTINUED [UNANIMOUS]	Next: 2/16/2016 5:00 PM
MOVER:	Ginger Gherardi, Councilmember	
SECONDER:	Jim Tovias, Councilmember	
AYES:	Tovias, Gherardi, Procter, Crosswhite, Hernandez	

B. Project No. 15-CI-09 Proposed Addition of Chapter 16.79 to Title 16, and Proposed Amendments to Sections 16.13.020, 16.15.020 and 16.21.020 of the Development Code to Regulate the Cultivation, Delivery and Dispensing of Medical Marijuana – Recommendation: That the City Council: 1) open the public hearing; 2) receive testimonial and documentary evidence; 3) after considering the evidence, introduce, waive first reading Ordinance No. 1262, **“AN ORDINANCE ADDING CHAPTER 16.79 TO TITLE 16 OF THE SANTA PAULA MUNICIPAL CODE REGULATING AND PROHIBITING THE CULTIVATION, DELIVERY AND MOBILE DISPENSING OF MEDICAL MARIJUANA; AND AMENDING SECTIONS 16.13.020, 16.15.020, AND 16.21.020 TO EXPRESSLY PROHIBIT MEDICAL MARIJUANA DISPENSARIES AND CULTIVATION IN THE CITY’S RESIDENTIAL, COMMERCIAL AND INDUSTRIAL ZONES”**; and 4) take such additional, related action as may be appropriate.

Report by: Janna Minsk, Planning Director

Mayor Hernandez opened the public hearing at 7:50 p.m.

Speakers

Marie Alcantar, (submitted a letter read by Councilmember Procter), spoke in favor of the medical marijuana delivery service due to her illnesses. She stated that many times it is difficult for people who are as ill as she is to go to the clinic to obtain the medical marijuana.

Rob Frost stated in his opinion medical marijuana will not help the drug problems in the City and that it's just an excuse for people to use marijuana. He asked that the City Council take control of this situation.

Joseph Alexander, 378 Tulane Avenue, Ventura, spoke in favor of the ordinance so that City Council can retain control of the issue.

A second motion was moved by Councilmember Tovias, seconded by Mayor Hernandez to direct the City Attorney to bring back an ordinance that would pertain to the legitimate use of medical marijuana use in Santa Paula which would include but not limit to delivery and dispensary. Under roll call vote all were in favor. The motion carried.

Mayor Hernandez closed the public hearing at 8:10 p.m.

Attachment: 1-19-16 minutes (1179 : Approval of Minutes)

RESULT: ADOPTED [4 TO 0]
MOVER: Jim Tovias, Councilmember
SECONDER: Jenny Crosswhite, Vice Mayor
AYES: Tovias, Procter, Crosswhite, Hernandez
ABSTAIN: Gherardi

11. ORDER OF BUSINESS

- A. **Introduction of Ordinance No. 1260 Amending Chapter 91 of the Santa Paula Municipal Code Relating to the Mandatory Spaying or Neutering and Microchipping of Dogs and Cats** – **Recommendation:** It is recommended that the City Council: (1) Introduce on first reading an ordinance amending Chapter 91 of the Santa Paula Municipal Code relating to the mandatory spaying or neutering and microchipping of dogs and cats; and (2) take such additional, related action as may be desired.

Rob Frost, spoke in favor of the ordinance for the dogs and stated that the City should not worry about the cats.

RESULT: ADOPTED [3 TO 2]
MOVER: Martin F. Hernandez, Mayor
AYES: Tovias, Procter, Hernandez
NAYS: Gherardi, Crosswhite

- B. **Formal Adoption of a Water Leak Policy** – **Recommendation:** It is recommended that the City Council: (1) Adopt Resolution No. 6956 establishing a Water Leak Policy; and (2) take such additional, related action that may be desired.

Mayor Hernandez recessed the City Council to a break at 8:50 p.m.

Mayor Hernandez reconvened to the regular meeting at 9:00 p.m.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ginger Gherardi, Councilmember
SECONDER: Jenny Crosswhite, Vice Mayor
AYES: Tovias, Gherardi, Procter, Crosswhite, Hernandez

- C. **Approve the Selection of a Consultant to Perform the Fire Department Sustainability Analysis** – **Recommendation:** It is recommended that the City Council: (1) Receive the Staff presentation on the revised proposal to perform Fire Department Sustainability Analysis from Matrix Consulting Group; (2) Authorize the City Manager to execute a standard professional services agreement with Matrix Consulting Group in a form approved by the City Attorney; (3) Authorize a Budget adjustment in the amount of \$50,000 to pay for the Analysis; and (4) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

Attachment: 1-19-16 minutes (1179 : Approval of Minutes)

Speaker

Joseph Alexander, 378 Tulane Avenue spoke in opposition to paying a consulting firm. He asked Council if it is more cost effective to contract outside the City or to use the money on our Fire Department needs. He suggested that the consulting company give the City recommendations for other grants and instead use the \$50,000 for more equipment for the Fire Department.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Procter, Councilmember
SECONDER:	Martin F. Hernandez, Mayor
AYES:	Tovias, Gherardi, Procter, Crosswhite, Hernandez

12. REQUEST FOR FUTURE AGENDA ITEMS

No future agenda items.

13. ADJOURNMENT

Mayor Hernandez adjourned the meeting in Memory of Chief Rigo Landeros.

ATTEST:

Judy Rice City Clerk

Attachment: 1-19-16 minutes (1179 : Approval of Minutes)



**CITY OF SANTA PAULA
CITY COUNCIL
MINUTES • JANUARY 4, 2016**

I. REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

Mayor Martin Hernandez

2. INVOCATION

Deacon Al Guilin

3. FLAG SALUTE

Vice Mayor Jenny Crosswhite

4. ROLL CALL

Attendee Name	Title	Status	Arrived
Jim Tovias	Councilmember	Present	
Ginger Gherardi	Councilmember	Present	
John Procter	Councilmember	Present	
Jenny Crosswhite	Vice Mayor	Present	
Martin F. Hernandez	Mayor	Present	

5. PUBLIC COMMENT

No public comment

6. CITY COUNCIL, STAFF COMMUNICATIONS

City Manager Fontes wished the community a happy new year.

Chief Araiza, spoke briefly regarding "El Nino" preparations. He stated that many sand bags have been given out to the community and that the Fire departments will continue preparing the next two weeks. Additional information on "El Nino" preparation will be available on the City's website. He also informed the community that a simulated drill is scheduled for Thursday, January 14 at 10:00 am. Chief Araiza concluded by sharing the commendation that was received by the Board of Directors from South Lake County for Santa Paula Fire Department's participation in their wild fires in September.

City Manager Fontes informed Council that staff will be returning to Council with a water rebate structure, the spay and neuter ordinance, water leak policy, and turf removal policy. He also gave Council an update regarding a possible winter shelter, possibly for 2016

Tim Hockett Executive Director of Community Action Ventura County spoke

Attachment: 1-4-16 minutes (1179 : Approval of Minutes)

briefly regarding homelessness and the need for affordable housing. He stated he is ready to assist the City of Santa Paula.

Councilmember Procter wished all a happy new year. He thanked Peggy Kelly of Santa Paula Times and Claudia Boyd of the Ventura County Star for their accurate stories.

Councilmember Gherardi informed the Council that this Friday is the VCTC meeting where they will be discussing recommendations for the 1/2 cent sales tax.

Mayor Hernandez wished everyone a happy new year and also thanked the media for their coverage on Santa Paula issues.

7. APPROVAL OF FINAL AGENDA

It was moved by Councilmember Procter, seconded by Councilmember Tovias to approve the Final Agenda as presented. All were in favor and the motion carried.

8. CONSENT CALENDAR

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ginger Gherardi, Councilmember
SECONDER:	Jim Tovias, Councilmember
AYES:	Tovias, Gherardi, Procter, Crosswhite, Hernandez

- A. **2015-CUP-04, Enforcement Agreement for Best Bar-B-Que Restaurant – Recommendation:** It is recommended that the City Council: (1) authorize the City Manager to execute an enforcement agreement, in a form approved by the City Attorney, allowing the sale of beer and wine for on-site consumption at the property located at 915 E. Harvard Boulevard; and (2) take such additional, related, action that may be desirable.

Report by: Planning Director Janna Minsk.

9. ORDER OF BUSINESS

- A. **Mayor's Standing Committees Selection – Recommendation:** It is recommended that the City Council discuss the appointments to the Mayor's Standing Committee and the City Council's Ad Hoc Committees.

Report by: City Manager Jaime M. Fontes

The standing committee list was adopted as is with the recommendation to remove "Santa Paula Learning" from the list.

Attachment: 1-4-16 minutes (1179 : Approval of Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Martin F. Hernandez, Mayor
SECONDER: John Procter, Councilmember
AYES: Tovas, Gherardi, Procter, Crosswhite, Hernandez

B. Final Traffic and Circulation Study for Santa Paula High School Neighborhood – Recommendation: It is recommended that the City Council: (1); receive and file the Traffic Parking Study prepared by Stantec; (2); authorize staff to prepare an RFP to design a capital project from the recommendations and improvements identified in this study; and (3) take such additional, related action that may be desirable.

Report by: Interim Public Works Director Brian J. Yanez

Councilmember Tovas recused himself from this item due to conflict of interest.

Dennis Lammers from Stantec gave a brief power point presentation regarding recommendations for the traffic and circulation study.

Speaker

Guy Mansfield, spoke regarding his concerns of the traffic study from Stantec. In his opinion, the study does not see through the eyes of the residents that live around the school. He stated he observed 92 cars going through Palm Court during peak hours. He also stated that he was the first to apply for the parking district and is still waiting for a response and that he hopes the Stantec study will not stop the City Council from fulfilling the residents pledge to put in a parking district on Palm Court.

RESULT: ADOPTED [4 TO 0]
MOVER: John Procter, Councilmember
SECONDER: Jenny Crosswhite, Vice Mayor
AYES: Gherardi, Procter, Crosswhite, Hernandez
RECUSED: Tovas

C. Selection of Consultant to Provide a Fire Department Sustainability Analysis – Recommendation: It is recommended that the City Council: (1) receive the Staff presentation on the responses to the Fire Department Sustainability Analysis Request for Proposals and select a consultant; (2) authorize the City Manager to execute a standard professional services agreement with the selected consultant in a form approved by the City Attorney; (3) authorize a budget adjustment to pay for negotiated costs of the analysis; and (4) take such additional, related action that may be desirable.

Report by: Fire Chief Richard Araiza

The motion included a request that the City Manager bring the item back to the next Council meeting and identify where the \$50,000 will be derived from.

Attachment: 1-4-16 minutes (1179 : Approval of Minutes)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ginger Gherardi, Councilmember
SECONDER:	Jim Tovias, Councilmember
AYES:	Tovias, Gherardi, Procter, Crosswhite, Hernandez

10. REQUEST FOR FUTURE AGENDA ITEMS

It was moved by Councilmember Gherardi, seconded by Councilmember Tovias to place an item on the agenda addressing the VCTC changes to the bus schedule to council. All were in favor and the motion carried.

It was moved by Councilmember Procter, seconded by Mayor Hernandez to request that Council revisit the entire parking district concept. Councilmember Procter and Mayor Hernandez were in favor; Councilmember Gherardi and Vice Mayor Crosswhite were opposed, and Councilmember Tovias abstained. The motion failed due to lack of quorum.

11. ADJOURNMENT

Mayor Hernandez adjourned the meeting at 8:15 p.m.

ATTEST:

Judy Rice City Clerk

Attachment: 1-4-16 minutes (1179 : Approval of Minutes)

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.10.C

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: John Ilasin, Capital Projects Engineer
John Ilasin, Capital Projects Engineer

Subject: Award Citywide Street Improvements Project Fiscal Year 2016-2017 to
Toro Enterprises, Inc.

Date: June 6, 2016

Recommendation: It is recommended that City Council: (1) allocate \$8,316,335.00 from the Sewer Pipeline Rehabilitation Program Account, the Water Main Replacement Program Account, the Slurry Seal and Pavement Overlay Account, and the Sidewalk Replacement Program Account for construction of the Citywide Street Improvement Project; (2) authorize the City Manager to execute a Public Works Contract with Toro Enterprises, Inc. for \$7,560,304.40 in a form approved by the City Attorney; (3) authorize the City Manager to execute a Professional Services Agreement to Kennedy Jenks Consultants for engineering support services during construction in the amount of \$160,189.00 in a form approved by the City Attorney; (4) authorize the City Manager to execute a Professional Services Agreement to Filippin Engineering for construction management consulting services in the amount of \$907,501.00 in a form approved by the City Attorney; and (5) take such additional, related action that may be desirable.

Report by: Brian J. Yanez, Interim Public Works Director
John L. Ilasin, Capital Projects Engineer

Fiscal Impacts: The Citywide Street Improvements Project Fiscal Year 2016-2017 will be funded from the Sewer Pipeline Rehabilitation Program Account 610.5.9215.660 in the amount of \$2,910,717.25, the Water Main Replacement Program Account 620.5.9108.660 in the amount of \$4,158,167.50, the Slurry Seal and Pavement Overlay Account 100.5.9285.660 in the amount of \$935,587.69, and the Sidewalk Replacement Program Account 281.5.9294.660 in the amount of \$311,862.56.

The Professional Services Agreements will be funded from the Sewer Pipeline Rehabilitation Program Account 610.5.9215.660 in the amount of \$373,691.50, the Water Main Replacement Program Account 620.5.9108.660 in the amount of \$533,845.00, the Slurry Seal and Pavement Overlay Account 100.5.9285.660 in the amount of \$120,115.12, and the Sidewalk Replacement Program Account

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.10.C

281.5.9294.660 in the amount of \$40,038.38.

The Citywide Street Improvements Project will be spread over multiple fiscal years and streets will be completed as funding becomes available.

Personnel Impacts: None.

General Discussion: The Citywide Street Improvements Project Fiscal Year 2015-2016 (the "Project") consists of pavement rehabilitation and slurry seal; water main and water service line replacements; sewer mains and maintenance hole (manhole) replacements; curb ramp upgrades; and sidewalk repairs. The following streets will be involved and are listed in alphabetical order with no order of construction scheduling priority for the purpose of this staff report:

- 1. Anacapa Terrace
- 2. Blanchard Avenue
- 3. Cameron Street
- 4. Eighth Street
- 5. Fourteenth Street
- 6. Hobbs Circle
- 7. Howie Court
- 8. Main Street
- 9. Mill Street
- 10. Mill Street Alley
- 11. Mupu Street
- 12. North Alley
- 13. Pamela Lane
- 14. Pleasant Street
- 15. Rhame Terrace
- 16. Salas Street
- 17. Santa Barbara Street
- 18. Seventh Street
- 19. South Alley
- 20. Steckel Drive
- 21. Vela Court
- 22. Venus Avenue
- 23. Virginia Terrace

On January 19, 2016, City Council approved the plans and specifications for the Project. Staff advertised for inviting sealed bids on February 17, 2016. Five bids were received on March 31, 2016. The bid results are as follows:

	Contractor	Bid Amount
1.	Toro Enterprises, Inc.	\$7,560,304.40

For the Regular Meeting of City Council on June 6, 2016

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2.	Granite Construction Company	\$7,706,841.50
3.	Security Paving Company, Inc.	\$7,758,852.00
4.	C.A. Rasmussen, Inc.	\$9,095,830.60
5.	Blois Construction, Inc.	\$11,031,012.00

The first low bid of \$7,560,304.40 submitted by Toro Enterprises, Inc. is an acceptable bid that is responsive and meets the requirements of the bid documents.

Engineering Support Services during Construction

Kennedy Jenks Consultants is the design engineer-of-record for the Project. The design engineer-of-record is typically involved in a project during construction to determine general compliance with the plans, specifications, and design and planning concepts. Rather than hiring a separate design engineer for these services, Kennedy Jenks Consultants would provide continuity of project knowledge and service without delay. The scope of services is for preparing conformed plans and specifications due to any addendums; reviewing contractor submittals of shop drawings, material and product data, and mix designs; responding to contractor requests for information; conducting periodic field observations; and preparing the record drawing of as-built conditions at the end of the Project.

Staff requested a proposal with fee (dated February 17, 2016) from Kennedy Jenks Consultants to provide these services. Staff evaluated the proposal and determined that Kennedy Jenks Consultants understands the City's requested scope of services and that the proposed fee is fair and reasonable for the services.

Construction Management Consulting Services

On April 8, 2015, staff requested proposals from construction management consulting firms for the Project. Proposals were received from the following firms:

1. AECOM Technical Services, Inc. (Camarillo, CA)
2. Filippin Engineering, Inc. (Goleta, CA)
3. Kennedy Jenks Consultants (Oxnard, CA)
4. MNS Engineers, Inc. (Westlake Village, CA)
5. RJR Engineering Group (Oxnard, CA)
6. Stantec (Camarillo, CA)

A staff evaluation committee conducted a qualifications-based selection (QBS) process. The QBS process is an evaluation of the consultant based on the following essential criteria:

1. Project manager's qualifications;
2. Key personnel qualifications;

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3. Responsiveness to the QBS process instructions;
4. Understanding of the project; and
5. References.

The evaluation committee determined that Filippin Engineering, Inc. received the highest rating based on the criteria above. The scope of services is for full-time construction management consulting services which will include construction administration, inspection, quality assurance testing of materials, and labor compliance enforcement. Staff requested a fee proposal from Filippin Engineering, Inc. for negotiation. Staff received a fee proposal on April 6, 2016, in the amount of \$907,501.00. The typical industry cost estimate for construction management services is about 15 percent of the construction cost. Staff determined that the proposed fee from Filippin Engineering, Inc. is below 15 percent of the construction cost based on the bid submitted by the third low bidder above and is fair and reasonable for the services.

Alternatives:

- A. Approve recommendation.
- B. Deny recommendation.
- C. Provide staff with direction.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.10.D

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Brian Yanez, Interim Public Works Director
John Ilasin, Capital Projects Engineer

Subject: Approval of Professional Services Agreement with MNS Engineers, Inc. for the Harvard Boulevard Improvements Project- Peck Road to Elizabeth Court

Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) authorize the City Manager to execute a Professional Services Agreement with MNS Engineers, Inc. for consulting design services for \$347,695 in a form approved by the City Attorney; and (2) take such additional, related action that may be desirable.

Report by: John L. Ilasin, Capital Projects Engineer

Fiscal Impacts: This Project will be funded from the approved FY15/16 Capital Improvement Program budgets; Water Main Replacement Program Account 620.5.9108.290 (\$208,617.00), Sewer Pipeline Rehabilitation Program Account 610.5.9215.290 (\$17,384.75), and Slurry Seal and Pavement Overlay Project Account 280.5.9285.290 (\$104,308.50). A transfer in the amount of \$17,384.75 from 610.5.9214.660 Inflow Reduction Program-Construction is required to cover the expenditure for the Manhole Rehabilitation/Replacement Program Account 610.5.9213.290 (\$17,384.75).

Personnel Impacts: None.

General Discussion: The City's Potable Water System Master Plan and Wastewater System Master Plan, respectively, identified potable water and sanitary sewer pipe deficiencies within Harvard Boulevard approximately between Peck Road and Elizabeth Court. The Harvard Boulevard Improvements Project- Peck Road to Elizabeth Court (Project) contemplates removing these pipes and replacing with the respective master plan's recommended pipe improvements. The Project also contemplates removing and replacing potable water pipes in other adjoining streets to Harvard Boulevard. The Project finally contemplates improving the pavement and curb ramps on Harvard

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Boulevard and the adjoining streets after the potable water and sanitary sewer improvements.

The Project's general scope of work consists of improving the potable water system, sanitary sewer system, pavement, and/or curb ramps, at the following locations:

- Harvard Boulevard from Peck Road to 250 feet west of Elizabeth Court
- Acacia Road (300 to 400 Blocks) from Santa Cruz Street to Harvard Boulevard
- Dartmouth Road (300 Block) from Santa Cruz Street to Harvard Boulevard
- Lucada Street (300 Block) from Santa Cruz Street to Harvard Boulevard
- Laurie Lane (300 Block) from Santa Cruz Street to Harvard Boulevard
- Santa Cruz Street (500 to 700 Blocks) from Dartmouth Road to Princeton Street

On January 20, 2016, staff issued a formal request for proposal (RFP) to provide consulting design services. The scope of services is the design of all improvements for the water and sewer systems including mains/pipelines, service lines or laterals, and maintenance holes or manholes; and curb ramp upgrades. In addition, the scope of services will include engineering support during construction. On February 11, 2016, staff received four proposals from the following firms:

1. Kennedy Jenks Consultants (Oxnard, CA)
2. MNS Engineers, Inc. (Westlake, CA)
3. RJR Engineering Group (Oxnard, CA)
4. Stantec (Camarillo, CA)

A City staff evaluation committee conducted an evaluation process that included a qualifications-based selection (QBS) process. The QBS process is an evaluation of the consultant based on the following essential criteria:

1. Project Manager's qualifications and ability to perform the work as outlined above based on information provided by the Consultant and client references.
2. Consultant's key personnel and subconsultant's qualifications, knowledge of local conditions and ability to perform the work as outlined in the request for proposal, based on information provided by Consultant.
3. Consultant's responsiveness and availability to City staff, and the ability of the Consultant's key personnel to effectively and efficiently complete a project.
4. The Consultant's understanding of the City's needs as demonstrated by its approach, the proposal's responsiveness to the RFP and project needs, and its demonstrated ability to meet the schedule.
5. Based on client references, the Consultant's performance on similar projects.

On February 29, 2016, the evaluation committee determined that MNS Engineers, Inc.

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received an overall highest rating. Staff requested a separate fee proposal from MNS Engineers, Inc. for negotiation. Staff received a fee proposal (dated April 22, 2016) and concluded that the fee is fair compensation for the services.

Alternatives:

- A. Approve recommendation
- B. Deny recommendation
- C. Provide staff with direction

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.11.A

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Sandra Easley, Finance Director
Subject: Transfer of Delinquent Sewer and Water Charges to Tax Roll
Date: June 6, 2016

Recommendation: It is recommended that that the City Council: (1) Accept the delinquent charges as described below as final; and (2) Adopt Resolution No. 6982 authorizing the City Clerk to record the obligations with the Ventura County Recorder and Ventura County Auditor for recordation of the obligations and inclusion of the delinquent charges on the 2016-17 tax roll.

Report by: Sandra K. Easley, Finance Director

Fiscal Impacts: Transfer of delinquent sewer and water charges amounting to approximately \$15,644.24 to the tax roll in an attempt to collect these charges.

Personnel Impacts: None.

General Discussion: Each year there are a number of taxpayers who fail to pay their City sewer and water service charges. Adopted in July, 2003, Santa Paula Municipal Code § 55.15 outlines the annual Lien Procedure necessary to collect these outstanding debts.

SPMC section 55.15, together with Health and Safety Code §§ 5471 through 5473a and Government Code Sections 38790.1 and 25831, establish the procedures to be followed to allow the City to collect delinquent charges on the secured tax roll:

1. The entity must prepare and file a written report containing a description of the parcel of real property receiving the service and the amount of delinquent charges for each parcel.
2. A notice of the filing of the report and a time and place of the hearing must be published in a local newspaper for two successive weeks.
3. A notice in writing of the filing of the report and the time and place of the hearing must be mailed to each person to who any parcel described in said report is assessed delinquent charges.

For the Regular Meeting of City Council on June 6, 2016**Agenda Item # 2.11.A**

4. At the hearing stated in the notice, Council should hear and consider all objections or protests, if any.
5. Upon the conclusion of the hearing, Council may adopt, revise, change, reduce or modify any charge or overrule any or all objections and make its determination upon each charge as described in said report. The Council's determination is final.
6. After the Council's final determination a copy of the report must be filed with the County Recorder and Auditor. A statement endorsed as having been adopted by Council should accompany the report. The County Auditor will enter the collection with the next secured tax bill.

The City complied with the first three requirements as outlined and will complete the remaining three steps during and after the hearing on June 6, 2016. To date, 11 accounts remain delinquent for a total of \$15,644.24. This total includes the administrative fee of \$37.00 assessed to each parcel as authorized by the adopted fee schedule. This list will be updated prior to being transferred to the tax rolls to reflect any payments received up to 5:00 PM on Monday, June 6, 2016.

Alternatives:

- A. Approve recommendation.
- B. Deny recommendation.
- C. Provide staff with direction.

Attachments:

Resolution

RESOLUTION NO. 6982

A RESOLUTION ORDERING DELINQUENT SEWER/ WATER SERVICE CHARGES BE ASSESSED AGAINST THE PROPERTY OWNERS AND PROPERTIES AND SUCH CHARGES BE TRANSFERRED TO THE COUNTY TAX ROLLS.

BE IT RESOLVED by the Council of the City of Santa Paula as follows:

SECTION 1: The City Council finds as follows:

- A. The City Council adopted Resolution Nos. 5462, 5402 and 5133 to establish charges for sewer and water services within the City's jurisdiction.
- B. The properties listed in attached Exhibit "A," which is incorporated by reference, are served by the City's utilities. The customers responsible for paying charges for such utility services have not paid the City the amounts owed.
- C. The City took all actions required by Santa Paula Municipal Code Chapter 55 to collect these outstanding amounts.
- D. In accordance with SPMC § 55.150, the City gave notice of a public hearing to be held on June 6, 2016, regarding all delinquent accounts.
- E. The City Council held a public hearing on June 6, 2016, to determine whether the delinquent charges set forth in Exhibit A should be transferred to the Ventura County tax rolls in accordance with SPMC Chapter 55.
- F. This Resolution is adopted based upon the evidence submitted during the public hearing including, without limitation, all documents on the record and public testimony.

SECTION 2: The delinquent charges in Exhibit A are valid and constitute a personal obligation of the customer and a lien against the listed properties where the customer and property owner are the same. The City Manager, or designee, is authorized to take such action as is required to collect such delinquent amounts including, without limitation, forwarding these amounts to the Ventura County Auditor's Office to be included on the County tax rolls.

Resolution No. 6982

Page 2 of 2

SECTION 3: This Resolution will become effective immediately upon adoption and will remain effective unless superseded or repealed.

APPROVED AND ADOPTED this 6th day of June, 2016.

Martin F. Hernandez, Mayor

ATTEST:

Judy Rice, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Jaime M. Fontes, City Manager

Attachment: Resolution (1168 : Utility Liens)

EXHIBIT A

Lien Report

A description of the owners of lots or parcels of land and the amount of assessment against the same are as follows, to wit:

PARCEL NUMBER	AMOUNT OF ASSESSMENT
101-0-102-065	\$ 2,669.69
105-0-162-035	\$ 334.32
103-0-061-065	\$ 306.33
102-0-121-155	\$ 86.31
100-0-136-135	\$ 802.88
102-0-320-055	\$ 436.62
107-0-030-010	\$ 2,067.89
102-0-250-035	\$ 696.87
102-0-250-255	\$ 6,133.01
105-0-180-155	\$ 1,019.16
101-0-350-165	\$ 1,091.16
TOTAL	\$ 15,644.24

Attachment: Resolution (1168 : Utility Liens)

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.A

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jaime Fontes, City Manager

Subject: Consideration of Resolution Approving the Ventura County Transportation Measure Investment/Expenditure Plan

Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) adopt Resolution No. 6981 approving the Ventura County Transportation Commission (VCTC) transportation investment and expenditure plan for placing a ½ cent Countywide Transportation Sales Tax Measure on the November 8, 2016 general election ballot; and (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes City Manager

Fiscal Impacts: If approved by the voters in November, the City would receive approximately \$700,000 annually.

Personnel Impacts: None

General Discussion: At the April 4, 2016 City Council meeting, VCTC Executive Director Darren Kettle presented an overview of a potential Countywide transportation revenue measure proposed for the November 2016 ballot. The City Council asked questions and provided feedback. Without expressing formal support or opposition for the measure itself, Councilmember feedback included support for a “spending plan” endorsed by the Ventura County City Managers group (VCCM), which included the recommendation for 50 percent of the revenues to be dedicated to “Local Streets & Roads.”

At VCTC’s April 22, 2016 special meeting, the Commission approved by a 14-0 vote the Ventura County Transportation Measure Investment/Expenditure Plan (Plan) (Attachment #2) for distribution to the ten cities and the County of Ventura. Councilwoman Gherardi attended the meeting and addressed the Commissioners about the importance of 50 percent funding for local streets.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.A

VCTC’s approval was the first formal step pursuant to Public Utilities Code §180206 towards placing a countywide transportation sales tax measure on the November 2016 general election ballot. At least six of the ten cities and the County must now approve the Plan for it to be placed on the November ballot.

The Plan approved by the Commission is a 30-year \$3.3 billion transportation investment strategy funded by countywide ½ cent sales tax and would be distributed in general as described in the table below:

Investment/Expenditure Plan Component	30 Year Total	% of Total
1. Local Streets and Roads	\$1,650,000,000	50%
2. Freeway Program	\$660,000,000	20%
3. Regional Roads/Military Access/Freight Movement	\$227,700,000	6.9%
4. Bus Transit Enhancements & Fare Support	\$191,400,000	5.8%
5. Commuter Rail Enhancements	\$191,400,000	5.8%
6. Bicycle and Pedestrian Improvements	\$99,000,000	3.0%
7. Transportation Environmental Mitigation	\$198,000,000	6.0%
8. State Board Of Equalization Fees	\$49,500,000	1.5%
9. Admin/Taxpayer Oversight	\$33,000,000	1.0%
Total	\$3,300,000,000	100%

This Plan recognizes the concern for cities, the County, Ventura County residents, and virtually all other transportation stakeholders of the importance of maintaining local streets and roads. The distribution of the Local Streets and Roads funding will be based on a street lane miles formula recommended by the City Managers. The estimated amount of funding for Santa Paula would be about \$700,000 per year.

The approval actions are exempt under CEQA Guidelines Section 15378(b)(4).

Alternatives:

- A. Approve staff’s recommendation.
- B. Provide staff with further direction.

Attachments:

Reso 6981 VCTC

VCTC Final Expenditure 5_2 Rev1

RESOLUTION NO. 6981**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA APPROVING THE VENTURA COUNTY TRANSPORTATION INVESTMENT/EXPENDITURE PLAN**

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: The City Council finds and declares that:

- A. The City of Santa Paula is in receipt of the Ventura County Investment/Expenditure Plan approved for distribution to cities and the County of Ventura by the Ventura County Transportation Commission acting as the Ventura County Local Transportation Authority on April 22, 2016 by a 14-0 vote. The Ventura County Investment/Expenditure Plan was prepared pursuant to Public Utilities Code Section 180206 and is required as part of consideration of the potential placement of a retail transactions and use tax (1/2 cent sales tax) revenue measure on the ballot for the November 8, 2016 general election. The revenue measure, if placed on the ballot and approved by the voters, is estimated to generate \$70,000,000 annually to repair, preserve, and improve the transportation system of Ventura County;
- B. The lack of a “self-help” transportation revenue measure has placed Ventura County at a competitive disadvantage when competing for federal and state transportation funds with other California counties;
- C. 50% of the revenue received from a voter-approved revenue measure and allocated pursuant to the proposed Ventura County Transportation Investment/Expenditure Plan will go back to each of the ten cities and the County of Ventura for local transportation needs. This represents an estimated \$1,650,000,000 of funding over thirty years; and
- D. The City of Santa Paula has significant transportation needs, including local street and road repair, pedestrian improvements, and active transportation needs. Moreover, the cost in recent years of deferred street maintenance needs has grown, while traditional sources of funding for street repairs have diminished.

SECTION 2: Approval. The City of Santa Paula approves the Ventura County Investment/Expenditure Plan dated April 22, 2016.

PASSED AND ADOPTED THIS 1st day of June, 2016.

Martin F. Hernandez,
Mayor

ATTEST:

Judy Rice, City Clerk

Attachment: Reso 6981 VCTC (1174 : VCTC Tax Measure)

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

Attachment: Reso 6981 VCTC (1174 : VCTC Tax Measure)

VENTURA COUNTY TRANSPORTATION INVESTMENT/ EXPENDITURE PLAN



Attachment: VCTC Final Expenditure 5_2 Rev1 (1174 : VCTC Tax Measure)



Ventura County
Transportation
Commission

VENTURA COUNTY TRANSPORTATION INVESTMENT/EXPENDITURE PROGRAM

THE PLAN

Investment/Expenditure Plan Component	30 Year Total	Percent of Total
1. Local Streets and Roads	\$1,650,000,000	50.0%
2. Freeway Program	\$660,000,000	20.0%
3. Regional Roads/ Military Access/ Freight Movement	\$227,700,000	6.9%
4. Bus Transit Enhancements & Fare Support	\$191,400,000	5.8%
5. Commuter Rail Enhancements	\$191,400,000	5.8%
6. Bicycle & Pedestrian Improvements	\$99,000,000	3.0%
7. Transportation Environmental Mitigation	\$198,000,000	6.0%
8. State Board of Equalization Fees	\$49,500,000	1.5%
9. Admin/Taxpayer Oversight	\$33,000,000	1.0%
Total	\$3,300,000,000	100.0%

Transportation touches every area of our lives on a daily basis and we often overlook its importance. We expect our roads to carry us safely and efficiently to where we want to go, that we have options to driving and can bike, walk or take a bus. Business owners need and should have easy access to their locations for their workers, customers and goods so that Ventura County's economy thrives. Mobility is an essential ingredient in the quality of life that we've come to expect in Ventura County.

The transportation system that enables mobility in Ventura County is beginning to show the strain of many years of under-funding. Highways once free flowing are now congested, pot holes are an all too familiar sight on city streets and bus and rail services are struggling just to maintain current schedules and fares.

While maintenance costs are increasing significantly, State and Federal funding for transportation is diminishing and typically requires a commitment (sometimes dollar for dollar) for a local investment before funds are allocated. Absent local funding, taxes

collected in Ventura County, which should help support local roads, go to other counties that offer local matching funds. All this contributes to a transportation system which cannot meet our current or future needs. Local investment in our transportation system enables Ventura County to compete for federal and state funds and bring your tax dollars back to the County.

The Ventura County Transportation Commission/Ventura County Local Transportation Authority (VCTC) coordinates funding for most transportation activities in Ventura County and believes now is the time for residents to invest in the future and repair, preserve and improve the transportation system that adds so much to Ventura County's quality of life. The VCTC has been talking with communities throughout the County and has developed this County Transportation Investment/Expenditure Plan, pursuant to Public Utilities Codes section 180206 that prioritizes investments in the areas that residents want to see improvement in, hereinafter referred to in the "Plan" that is set forth in the following pages.

Attachment: VCTC Final Expenditure 5_2 Rev1 (1174 : VCTC Tax Measure)

INVESTMENT IN LOCAL STREETS, ROADS & TRANSPORTATION PRIORITIES

ESTIMATED INVESTMENT: \$1.650 BILLION

Whether by car, bus, bike or walking, nearly every trip in Ventura County begins on a local street. The upkeep and maintenance of local streets and roads affects all of us as we travel throughout our day. Typically, we only think about streets and roads when the conditions start to deteriorate. Every city and the County of Ventura have expressed and quantified their struggle to maintain the condition of local streets and have advised of a substantial shortfall in funding just to maintain road conditions in their current state.

This Plan includes assistance for the cities and the County of Ventura that must maintain our local streets. A total of 50 percent of all Plan funds, approximately \$1,650,000,000, would be returned to local jurisdictions to augment their revenues for the maintenance and improvement of the nearly 2,500 miles of local streets and local transportation systems. To ensure an equitable distribution of those funds to the local jurisdictions, a formula has been developed by the cities and the County of Ventura, that a) provides a minimum of \$500,000 to each jurisdiction annually; b) provides the County of Ventura with 22.3% of the local street and roads funds; c) allocates the remainder of local streets and roads funds based on the percentage of lane miles within a jurisdiction. Each jurisdiction will receive funds as shown in the table below.

INVESTMENT LOCAL STREETS & ROADS

Jurisdiction	Approximate Percentage	Approximate 30 Year Total	Approximate 1 Year Total
Camarillo	8.64%	\$142.4	\$3.02
Fillmore	1.59%	\$22.7	\$0.50
Moorpark	3.45%	\$56.9	\$1.21
Ojai	1.59%	\$24.7	\$0.53
Oxnard	15.31%	\$252.6	\$5.36
Port Hueneme	1.59%	\$26.3	\$0.56
San Buenaventura	12.66%	\$208.8	\$4.43
Santa Paula	2.04%	\$33.6	\$0.71
Simi Valley	14.13%	\$233.1	\$4.94
Thousand Oaks	17.02%	\$280.9	\$5.96
County of Ventura	22.3%	\$367.9	\$7.79

Attachment: VCTC Final Expenditure 5_2 Rev1 (1174 : VCTC Tax Measure)

INVESTMENT IN LOCAL STREETS, ROADS & TRANSPORTATION PRIORITIES

ESTIMATED INVESTMENT:
\$1.650 BILLION

The County of Ventura and the cities are best positioned to determine their local needs for maintenance and improvements and this program is designed to give local jurisdictions the greatest flexibility in the use of these funds. Local jurisdictions may apply these funds to any transportation related project including but not limited to street repair, pavement maintenance, road widening, installation of bike lanes, sidewalks, pedestrian walkways, transit stop improvements, contributions to transit services, Safe Routes to School Programs, Intelligent Transportation Systems (ITS), and/or other transportation projects as local jurisdictions deem necessary for the betterment of their residents under the conditions as follows:

- The funds distributed through this Plan to local jurisdictions are intended to augment local jurisdictions' funds that are normally or typically designated for transportation programs or projects. Local jurisdictions must continue their normal practices to fund transportation projects.
- To ensure that all users of streets and roads are considered, all jurisdictions must be compliant with Assembly Bill 1358, the California Complete Streets Act of 2008. If a jurisdiction has not yet updated its circulation plan to include a complete streets element, it may utilize the first year's Plan allocation to become compliant but no other funds will be allocated until the jurisdiction has completed a Complete Streets Plan as required by the legislation.
- All jurisdictions must comply with reporting requirements by submitting a five year Capital Improvement Plan outlining the anticipated use of Plan funds, provide an annual accounting of Plan funds expended, and provide a timely use of Plan funds report for review by the Taxpayer Oversight Committee.



FREEWAY PROGRAM

**ESTIMATED INVESTMENT:
\$660 MILLION**

Traffic relief is the focal point of the freeway program in the Plan. Over the past 10 years Caltrans with funding allocated by VCTC has built several freeway traffic flow improvement projects, thanks to the 2006 passage of Proposition 1B, a statewide transportation bond measure. However, as the economy has improved traffic has become a source of frustration for commuters and businesses alike, especially on sections of 101 and 118 that have not recently been improved. All of the Proposition 1B funds are now spent and meanwhile other state funds for road improvements have dwindled. With current state and federal funding it will be many years before there can be any new freeway traffic flow improvement projects started in Ventura County.

This Plan will implement critically-needed freeway projects to improve the 101 and 118 freeways. By making local tax funds available, state and federal funds available for freeways can be leveraged more quickly. The funding plan for these improvements includes the cost of related environmental mitigation measures such as new soundwalls and water runoff pollution control features.

The Plan and tax measure make available \$660 million for the freeway program. The overall transportation program is also funded using 100% of expected State Transportation Improvement Program revenue (\$249 million) and 100% of federal Surface Transportation Program funds (\$332 million), for a total of \$1,241,000,000.



FREEWAY PROGRAM

Route 101 from Ventura/Los Angeles County Line to Route 33 in Ventura

Route 101 is the “Main Street” of Ventura County and most of this freeway has not been improved since the 1980’s. Congestion has become much worse in the past 10 years, causing several major bottlenecks, including those near the Moorpark Road, Rice Avenue, and Johnson Drive interchanges, as well as the entire stretch through Camarillo.

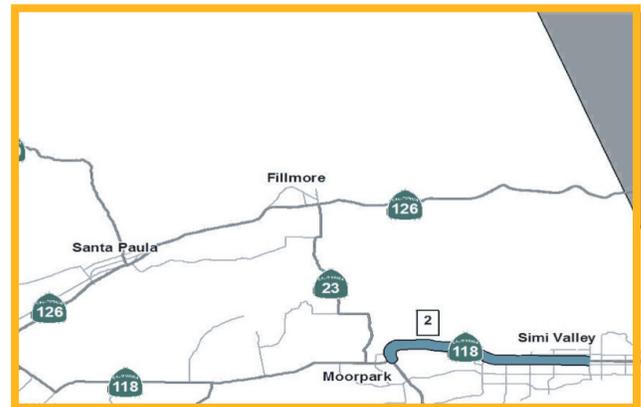
The freeway carries an average of 140,000 vehicles per day, and traffic congestion is expected to increase by 50% by 2035. The planned improvements will improve traffic flow, increase safety, and expedite VCTC Intercity Bus service over 28 miles through Thousand Oaks, Camarillo, Oxnard, and Ventura, by adding carpool lanes in the center median and merging lanes between interchanges. Additionally, local interchanges will be rebuilt to accommodate mobility and safety improvements. VCTC will take the lead in the project, with Caltrans providing oversight in its role as the freeway owner/operator. Specific improvements will be subject to approved plans developed in cooperation with local jurisdictions and affected communities.



Route 118 from Route 23 in Moorpark to Tapo Canyon Road in Simi Valley

Thanks to Proposition 1B, Route 118 has been widened from Tapo Canyon Road in Simi Valley to the Ventura/Los Angeles county line at Santa Susanna Pass Road. However, choke-points have now formed at Tapo Canyon, and also at the western end of the 118 Freeway where it joins the wider 23 Freeway.

The Plan includes widening over 9 miles of freeway between Tapo Canyon and Route 23, to eliminate the traffic bottlenecks and increase safety. Besides adding lanes, the widening plan includes soundwalls, a concrete median safety barrier, and interchange and bridge improvements. Caltrans will take the lead in implementing the project with VCTC administering the funds. When completed, the project will result in Routes 23 and 118 forming a continuous freeway of 3 lanes in each direction from the 101 in Thousand Oaks to Collins Drive in Moorpark, and 4 lanes in each direction from Collins Drive in Moorpark to Santa Susana Pass Road near Simi Valley. Specific improvements will be subject to approved plans developed in cooperation with local jurisdictions and affected communities.



Attachment: VCTC Final Expenditure 5_2 Rev1 (1174 : VCTC Tax Measure)

REGIONAL ROADS/ MILITARY ACCESS/ FREIGHT MOVEMENT

**ESTIMATED
INVESTMENT:
\$227.7 MILLION**

Freight movement plays a vital role in maintaining Ventura County's economy. It's particularly important to keep freight flowing quickly and safely to and from the Port of Hueneme as well as to allow people and goods to access Naval Base Ventura County without degrading local traffic. The County's regional roads and state highways play a significant role in connecting together the cities within the County, and linking Routes 101 and 126.

The proposed road improvements will reduce the chance of auto, truck and bicycle accidents in rural areas. These projects will also make it easier for residents to access freeways, for emergency vehicles to respond quickly to serious incidents, and for goods, including agricultural products, to move freely throughout Ventura County. The final scope and project limits of all improvements will be determined through noticed public hearings, environmental clearance process, and agreement with affected agencies.

Congress recently authorized a new federal program to annually make available \$1.9 billion nationwide for freight projects. Given that VCTC has already developed a comprehensive transportation plan that addresses freight movement needs, Ventura County is well-positioned to benefit from this federal program, but only if there are local funds to leverage the newly-available federal funds. This Plan will provide those necessary funds.

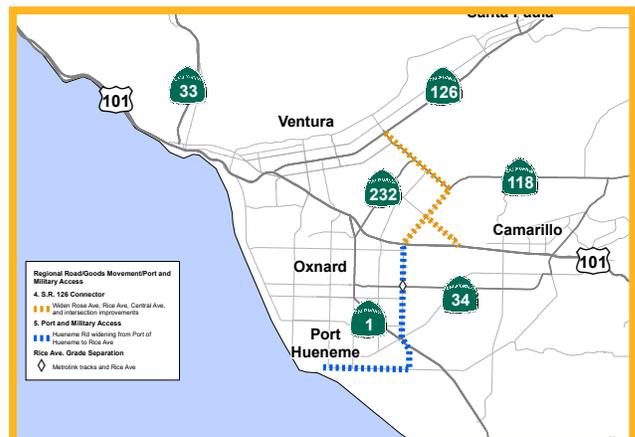
The Plan will provide nearly \$228 million for the regional road program. Under the Plan this funding would be used to leverage an additional \$63 million over 30 years from the newly-established federal freight program. The projects will be implemented by local jurisdictions such as the County of Ventura and the cities.

The Plan includes the following projects:

- Improve safety and traffic flow on Rice Avenue at Fifth Street in Oxnard, by eliminating the train crossing which has been the site of several recent accidents.

The project will build a bridge for Rice Avenue to pass over the tracks and also over Fifth Street. Traffic ramps will be built to connect Rice and Fifth.

- Enhance traffic flow, safety, and pavement strength on the main access route serving the Port of Hueneme, by implementing the following: (1) widening Hueneme Road from 2 to 4 lanes from Edison Drive to Rice Avenue; and (2) Install safety improvements and strengthen pavement on Rice Avenue from Route 101 to Hueneme Road.
- Better connect 101 and 126 through the following projects: (1) widen from 2 to 4 lanes Rose Avenue from Central in Oxnard to Route 118 in Saticoy, Rice Avenue from Auto Center Drive in Oxnard to 118 in Saticoy, and Central Avenue between Santa Clara Avenue and Del Norte Road in Oxnard; and (2) improve the Rose/118 and Rice/118 intersections in Saticoy.
- Construct other projects selected by VCTC on a competitive basis. Projects will be selected based on congestion relief, safety improvement, cost effectiveness, project readiness, and similar criteria to be determined. State highways including but not limited to, State Route 1, 23, 33, 34, 118, 126, 150, and 232 will be eligible for these funds.
- Implement qualifying projects in the local jurisdictions' General Plan Circulation Elements.



Attachment: VCTC Final Expenditure 5_2 Rev1 (1174 : VCTC Tax Measure)

BUS TRANSIT ENHANCEMENT & FARE SUPPORT PROGRAM

**ESTIMATED INVESTMENT:
\$191.4 MILLION**

Improving bus transit is a key component in Ventura County's transportation system. The bus system enables mobility for those who don't drive and offers a choice to those who do. Underscoring the need for improved bus service is the projection from the U.S. Census Bureau that the 65 and older population will double by 2030. The bus transit elements of this Plan benefits people who live in Ventura County by keeping fares affordable for seniors, youth/students, veterans, and people with disabilities, and maintaining and expanding bus, and demand responsive services. This program provides transit operators with a flexible, consistent funding source for maintaining, restoring, and improving transit services in Ventura County.

Countywide Affordable Fares Program: \$38,280,000

The plan provides funding for regional fare programs that keep fares affordable for seniors, youth/students, veterans, and people with disabilities. VCTC will work collaboratively with all Ventura County transit operators, providing direct funding to keep fares affordable and utilizing proven technologies and fare mediums to ensure an effective and sustainable program.

County Transit Improvement Program: \$153,120,000

This program provides funds for local solutions to the growing transportation needs through a flexible need-based process that will expand public transit services (including services to seniors and persons with disabilities) through increased frequencies, neighborhood feeder services, peak hour commute and express service, bus-rapid transit, expanded bike/bus programs, vehicles purchases, capital improvements and improved connectivity through enhanced intercity and intercounty service.



COMMUTER RAIL ENHANCEMENTS

ESTIMATED INVESTMENT: \$191.4 MILLION

These funds will maintain and increase safe and reliable commuter/passenger rail service for Ventura County residents. This program provides a stable and continuous source of funding for Metrolink commuter rail service. Metrolink commuter rail service is critical to all residents of Ventura County to relieve congestion and provide a commute alternative. Moreover, Metrolink service plays a key role in our environment, by reducing vehicle emissions to keep our air clean. This plan provides the funds to continue commuter/passenger rail operations in Ventura County and make the needed safety and capital improvements on all commuter/passenger rail lines and support operating costs. Eligible expenditures are capital and operating costs.



Attachment: VCTC Final Expenditure 5_2 Rev1 (1174 : VCTC Tax Measure)

INVESTMENT IN BICYCLE & PEDESTRIAN IMPROVEMENTS

ESTIMATED INVESTMENT: \$99 MILLION

A comprehensive transportation system must ensure that all modes of transportation are integrated into it and supported. This Plan includes assistance for jurisdictions specifically for bicycle and pedestrian projects. A total of 3% of all Plan funds, approximately \$99,000,000, will be dedicated for bicycle and pedestrian projects.

Funding would occur through a competitive grant program designed to improve both the bicycling and pedestrian infrastructure throughout Ventura County. Funds could be used for planning, project development, construction, maintenance and/or to match federal and/or state grant funds including but not limited to Safe Routes to School Programs, Active Transportation Program (ATP) and Congestion Mitigation and Air Quality (CMAQ). Along with the cities and the County of Ventura, school districts, colleges, and universities would be eligible to compete for these funds.

These funds are meant to augment any existing funds and not as a replacement for funds that an entity has historically used for this activity. Each grant recipient would be subject to requirements for the timely use of funds and an annual reporting of expenditures for review by the Taxpayer Oversight Committee.



TRANSPORTATION INVESTMENT IN THE NATURAL ENVIRONMENT

**ESTIMATED INVESTMENT:
\$198 MILLION**

A transportation system that ensures mobility throughout Ventura County adds substantially to the quality of life but development of that transportation system cannot ignore the impacts that it may have on the environment. While individual projects in this Plan would include project specific mitigations, this program includes a total of 6% of all Plan funds, approximately \$198,000,000, for transportation investments that enable the preservation and/or improvement of Ventura County's natural environment.

A regional advanced mitigation program will enhance funding for individual project mitigations by enabling comprehensive, rather than piecemeal mitigation of the environmental impacts of major regional transportation improvements funded by the Plan. Funds will be available to provide high-value, landscape-scale benefits such as habitat protection, wildlife corridors, and watershed protection in exchange for streamlined programmatic permits and approvals from regulatory agencies such as:

- California Department of Fish and Wildlife
- U.S. Fish and Wildlife Service
- State and Regional Water Quality Control Boards
- U.S. Army Corps of Engineers
- U.S. Environmental Protection Agency

Funding would occur through a competitive grant program, based upon an open, science-based process, involving interested, knowledgeable stakeholders, to ensure maximum benefit and protection to impacted areas and sensitive, threatened and endangered habitat and species. Funds could be used for planning, project development, land acquisition, construction, maintenance, and/or to match other grant funds.



Priority will be given to projects that have strong community and stakeholder support, demonstrated readiness, and the ability to attract matching funds, grants, and in-kind contributions from local state, federal and non-profit entities. Projects must provide a direct nexus to transportation and may include but are not limited to:

- Reduction or elimination of runoff from highways, streets and roads including drainage improvements; bioswales and biofiltration channels; maintenance of catch basins, filters and screens; or other water quality improvements.
- Protection and/or restoration of habitat and watersheds including wetlands, rivers, streams, riparian corridors, and removal or modification of fish passage barriers that are or have been impacted by transportation infrastructure.
- Infrastructure or programs designed to enhance and protect opportunities for human interaction in natural areas such as hiking trails, raised trails, biking trails, trail bridges, signage, or other improvements.

Along with the cities and the County of Ventura, special districts, Caltrans, California Department of Fish and Wildlife, U.S. Fish and Wildlife and U.S. Army Corps of Engineers would be eligible to compete for these funds. Each grant recipient would be subject to requirements for the timely use of funds and an annual reporting of expenditures for review by the Taxpayer Oversight Committee.

Plan funds must augment, not replace, existing transportation related environmental quality, environmental mitigation, water quality and watershed expenditures.

ADMINISTRATION, ACCOUNTABILITY & OVERSIGHT

ESTIMATED
INVESTMENT:
\$33 MILLION

Implementation of the Transportation Investment/Expenditure Plan and all spending is subject to the following specific safeguards and requirements to ensure that sales tax funds collected for the Plan may be spent only for the purposes identified in the Plan. Under no circumstances may the proceeds be applied to any purpose other than transportation and transportation-related improvements, projects, and programs benefitting Ventura County, including administration of the Plan, the costs of which will be limited to one percent of funding over the 30-year life of the Plan. Under no circumstances may these funds be diverted or appropriated by the State of California or any other governmental agency. The State and other public agencies may qualify for grant funding identified elsewhere in the Plan.

Administration

Plan and Sales Tax Duration

The duration of the Plan will be thirty years beginning April 2017 and terminating March 2047. The Plan and the sales tax revenue cannot be extended unless they are re-submitted to the voters under the laws and regulations in effect at that time.

Governing Body

The governing body for the Plan will be the Ventura County Transportation Commission (Commission), acting as the Local Transportation Authority under the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq. The Commission consists of seventeen voting members as follows:

- All five members of the Ventura County Board of Supervisors
- A mayor or councilmember from each of the ten cities in Ventura County
- Two citizen representatives

No Diversion of Funds

Funds can be spent only on projects and programs that serve Ventura County outlined in the Plan. Under no circumstances may these funds be appropriated by the State of California or any other entity not identified in the Plan. The state and other public agencies may qualify for grant funding identified elsewhere in the Plan.

Open Decision Making Process

All decisions must be made through a fully noticed public process. The Commission will hold noticed public meetings subject to the Brown Act open meeting law; prepare annual budgets, strategic plans and annual spending reports with full public review and participation.

Strict Limit on Administrative Costs

Cost for staff salaries and benefits to administer the Plan will be strictly limited to no more than one percent of the revenues or \$33 million over thirty years. Costs of administration include reasonable consultant costs; reasonable attorneys' fees, including costs of defense of the Plan or the sales tax measure; and the costs of the election seeking voter approval of the sales tax.

Annual Spending Limit

A limit on the amount that the Commission may spend annually will be established pursuant to Section 4 of Article XIII B of the California Constitution.

Maintenance of Effort

Pursuant to California Public Utilities Code Section 180000 (e), it is the intent of this Plan that funds generated by the sales tax be used to supplement, not replace, existing local revenues used for transportation purposes.

ADMINISTRATION, ACCOUNTABILITY & OVERSIGHT CONT.

Comprehensive Review of Progress and Performance

At least every ten years, a comprehensive review of all programs and projects implemented under the Plan will be undertaken to evaluate the status and performance of the overall program. The review shall include consideration of changes to local, state and federal transportation plans and policies; changes in land use, travel and growth projections; changes in environmental standards and policies; changes in project cost estimates and revenue projections; project constraints; level of public support for the Plan; and the progress of the Commission and local jurisdictions in implementing the Plan. The Commission may amend the Plan based upon its comprehensive review, subject to the following amendment process.

Amendments Require 2/3rd Support of the Commission

The Plan may be amended to provide for the use of additional federal, state or local revenues, to account for unexpected revenues, to take into consideration unforeseen circumstances or respond to a comprehensive review. An amendment must be adopted by a two-thirds vote of the Commission acting as both the Commission and the Local Transportation Authority. The public and all jurisdictions in the County will be given a minimum of 45 days to comment on any proposed amendment.

Matching Funds

Leveraging matching funds from federal, state and local sources is strongly encouraged and incentivized by the Plan. Any sales tax funds made available through replacement by matching funds will be allocated to another project or program of the same type as outlined in the Plan and shall not be diverted to any other use.

Project and Program Financing

“Pay as you go” is the preferred method of financing transportation improvements and operations under the Plan. However, the Commission may and is authorized to use bond financing as an alternative method if the scope and timing of planned expenditures makes “pay as you go” infeasible. If used, bonds will be repaid with the proceeds of the sales tax. Costs associated with bonding, including interest payments, will be borne only by the capital projects or programs in the Plan that utilize bond proceeds. All costs and risks associated with bonding will be presented in the Commission’s strategic plan and subject to public comment before any bond sale is approved.

AUDITS & ANNUAL SPENDING REVIEW

All funds will be subject to an annual audit, and all expenditures will be reviewed annually by a Taxpayer Oversight Committee.

Taxpayer Oversight Committee

The Taxpayer Oversight Committee will have the responsibility to review and oversee all expenditures of sales tax funds under the Plan. The Committee reports directly to the public and has the following responsibilities:

- Hold public hearings and issue reports on at least an annual basis to inform Ventura County residents about how sales tax funds are being spent. Meetings and hearings of the full Committee will be open to the public and subject to the Brown Act open meeting law.
- The Committee will have full access to the Commission's independent auditor and will have the authority to request and review specific information regarding the use of sales tax funds and to comment on the auditor's reports.
- The Committee will have access to all sales tax audit reports prepared for local jurisdictions who receive sales tax allocations under the Plan.
- The Taxpayer Oversight Committee will prepare an annual report on spending and progress in implementing the Plan, and will make an annual finding, published and given broad distribution throughout Ventura County, as to whether the Commission is proceeding in accordance with the Plan.
- Taxpayer Oversight Committee members will be private citizens who are not elected or appointed officials at any level of government, nor public employees from agencies that either oversee or benefit from the proceeds of the sales tax. Membership is limited to individuals who live in Ventura County. Members will be required to submit an annual statement of financial disclosure, and membership is restricted to those with no economic interest in any of the Plan's projects or programs.

- Each city and the County of Ventura shall solicit and appoint a member of the public from its jurisdictional boundaries to the Committee. Appointees should have expertise in one of the following areas: accounting, active transportation, construction, environmental sciences, engineering, finance, mobility, public transit, or project management. Terms of service will be four (4) years with no appointee serving more than two terms.

Commitments from Fund Recipients

- All local jurisdictions receiving funds under the Plan for transit, roads, highways, bicycle and pedestrian improvements, goods movement, and environmental enhancements must expend funds expeditiously and report annually on completed or committed expenditures and any future planned expenditures. The reports will be made available to the public.
- All recipients of funds allocated under the Plan will be required to sign a Master Funding Agreement which details their role and responsibilities in spending the funds. Funding agreements will include performance and accountability measures, and recipients will be required to have an annual audit conducted by an independent CPA to ensure that funds are managed and spent in accordance with the requirements of the Plan and Master Funding Agreement.

Annual Budget and Strategic Plan

Each year the Commission will adopt an annual budget that projects expected sales tax receipts, other anticipated revenues and planned expenditures for administration, programs and projects under the Plan. The Commission will also prepare a strategic plan that will identify the priority for projects, and dates for project and/or program implementation based upon readiness, the ability to attract matching funds and other relevant criteria. Both the budget and the strategic plan will be adopted at a fully noticed public meeting of the Commission.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.B

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Jaime Fontes, City Manager
Subject: Provision of Water to the County of Ventura's Todd Road Jail
Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) review and file this information; and (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

Fiscal Impacts: None.

Personnel Impacts: None.

General Discussion: City Council recently asked for a future agenda item regarding water service that the City of Santa Paula provides to the Ventura County Todd Road Jail. Attached hereto as Exhibit "A" is a copy of the original will serve letter of September 4, 1990.

Since that time, the City has adopted water ordinances, attached hereto as Exhibit "B", by which the manner of the extraterritorial water service is handled as well as water services for major water users. For example, the Ventura County Todd Road Jail was completed in 1995 and the extraterritorial water connection ordinance was adopted in 2008. The Ventura County Jail currently has no extraterritorial agreement with the City of Santa Paula.

It is the understanding of City staff that the County intends to proceed with the medical facility expansion (50 +- beds) of the Todd Road Jail. It should also be noted that in the long term future the County has the right to expand the Todd Road Jail to house 2300+- prisoners. The City's obligation to provide water for increased use at this facility is not clear and is currently being reviewed.

The City of Santa Paula is allocated 5,844 acre feet of water annually and the City's seven year consumption average is 4,595 acre feet. It is the obligation of the City to stay within our allocation and continue to conserve our precious resource. The Public

For the Regular Meeting of City Council on June 6, 2016**Agenda Item # 2.12.B**

Works Department thoroughly reviews all new water service requests and will serve letters under the Extraterritorial Water Service Agreement.

Alternatives:

- A. Approve staff recommendation.
- B. Reject staff recommendation.
- C. Provide staff with further direction.

Attachments:

SPWW Will Serve Ltr

SPMC Chapter 52 Extraterritorial

Santa Paula Water Works, Ltd.

117 NORTH TENTH • P.O. BOX 230, SANTA PAULA, CA 93060 • 805/525-5591

September 4, 1990

Arnold D. Leshovsky
 Project Engineer
 Ventura County Public Works Agency
 800 South Victoria Avenue
 Ventura, CA 93009

Subject: New County Jail, Project #96698

Dear Mr. Leshovsky:

This is in response to your August 23, 1990 letter request on Subject project. With the proposed jail site being within our certificated service area, as recognized by the California Public Utilities Commission, we are responding to your request.

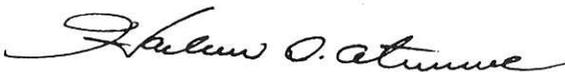
From the work completed by H H Engineering, which we have reviewed, it appears feasible to provide the requested water service. After more specific review of fire flows, etc., and review of your final plans, we will then proceed with our main extension contract process.

In your letter you requested a water availability letter for the proposed jail. At some point, you may be required by the Resource Management Agency, Environmental Health Department to secure a Water Supply Certificate (will-serve letter) Form #RMA33, Rev. August 1990. In the interim, we can state the following facts that perhaps will satisfy your needs.

1. We hold a permit to operate a public water system issued by the State of California Department of Health Services;
2. As of this date, the water system conforms with:
 - a. State Primary Drinking Water Standards as described in Title 22, C.C.R., section 64421 et seq., and
 - b. Title 22, C.C.R., section 64568;
3. Meet all minimum State and County Water Works Standards.

When all water related needs are satisfied, including fire flows, and easements if necessary, SPWW is willing to deliver a potable water supply to the proposed facility.

Very truly yours,



Harlow D. Atmore
 Office Manager

Santa Paula Municipal Code

Chapter 52: Water

Section

§ 52.022 EXTRATERRITORIAL WATER CONNECTIONS.

The City Manager, or designee, is authorized to provide potable water service to real property located outside of the city's jurisdictional boundaries that meet the following criteria:

(A) The real property is located within the city's existing service area including, without limitation, such area acquired pursuant to the final order entered January 2, 1996 in the case captioned *City of Santa Paula v. Santa Paula Water Works, Ltd.*, Ventura County Superior Court Case No. 157925;

(B) The city can supply water service without extending the city's existing water distribution mains;

(C) Water service would be provided to an existing, or proposed, single-family dwelling unit or second unit that is located on an existing lot recorded in the Ventura County Recorder's office before the date that the city receives a request for water service; or

(D) The use is a low water consuming commercial or industrial use, as determined by the Public Works Director, provided that:

(1) The use meets the zoning and land use requirements of the County of Ventura;

(2) The use does not require a land division of five or more parcels regardless of whether the land division is accomplished by a subdivision map or parcel map;

(3) The use is consistent with the Santa Paula General Plan, other land use policies, and does not include irrigated agricultural cultivation; and

(4) The use does not require a water meter larger than three-fourths inch.

(Ord. 1171, passed 1-7-08)

§ 52.023 GENERAL CONDITIONS FOR EXTRATERRITORIAL WATER SERVICE.

If the city can provide extraterritorial water service, persons seeking such water service must comply with the following requirements:

(A) Persons seeking water service must own the real property to which water service would be provided;

(B) All public improvements and facilities needed to deliver water to the real property must be constructed or installed in accordance with the city's standard specifications including, without limitation, regulations for water saving devices, and without cost to the city;

(C) Property owners must enter into an agreement with the city in a form approved by the City Attorney and recorded against the real property that:

(1) Sets forth the terms and conditions under which water service is being provided to the property;

(2) Includes the owner's waiver of any right to protest annexation of the real property to the city's jurisdiction;

(3) Reimburses the city for all costs and expenses associated with providing extraterritorial water service, including, without limitation, administrative costs and attorneys fees incurred in connection with proceedings before the Ventura Local Agency Formation Commission that are required to obtain Commission approval to the extension of water service to the property; and

(4) Reimburses the city for all costs and expenses including, without limitation, administrative costs and attorneys fees, associated with proceedings before the Ventura Local Agency Formation Commission that are required to annex the property to the city's jurisdiction where the real property is contiguous to the city's incorporated boundaries.

(Ord. 1171, passed 1-7-08)

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.C

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Jaime Fontes, City Manager
Subject: Consideration of the Fire Department Sustainability Analysis
Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) receive and file the Staff presentation and report for the Fire Department Sustainability Analysis from Matrix Consulting Group; (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

Fiscal Impacts: The cost of the revised presentation is covered within the cost of the original engagement.

Personnel Impacts: None.

General Discussion: Pursuant to City Council direction, the Matrix Consulting Group prepared a Fire Department Sustainability Analysis that addressed Fire Department revenue and organization. On April 18, 2016, Robert Finn of the Matrix Consulting Group presented a Draft Fire Department Sustainability Analysis to the Council. He was directed to further address certain items of concern to the City Council and complete the analysis once these items were addressed.

Mr. Finn is presenting the revised Analysis.

A copy revised analysis is attached.

Alternatives:

- A. Approve staff recommendation.
- B. Reject staff recommendation.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.C

C. Provide further direction to staff.

Attachments:

Santa Paula Fire Revised DFR 052316

Fire Department Sustainability Analysis CITY OF SANTA PAULA, CALIFORNIA

REVISED DRAFT REPORT



May 2016

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1. INTRODUCTION AND EXECUTIVE SUMMARY

This chapter provides an introduction to our study, an executive summary and table of recommendations.

1. INTRODUCTION

The City of Santa Paula retained the Matrix Consulting Group to conduct analysis related to options for Fire Department Sustainability. This study has three distinct components.

- **Revenue Production Analysis** – Designed to identify various options that can be used to fund public safety/fire on a long term, sustainable format. This analysis includes all possible public safety election measures including special and general measures, hybrid measures, assessment districts, parcel and utility taxes.
- **Structural and Financial Restructuring of the Fire Department** – Designed to identify how the Fire Department can be structured to ensure service levels continue at the same or higher levels within the current revenue streams to ensure long-term sustainability.
- **Joining the Ventura County Fire District** – Designed to analyze the service levels and costs associated with the City joining the Ventura County Fire District for the provision of fire services to ensure the same or higher service levels and long-term sustainability.

The project team has worked with the City of Santa Paula to compile data and interview key internal and external stakeholders in the development of this report.

2. EXECUTIVE SUMMARY

This section of the report summarizes the results of the project team's assessment and analysis related to the revenue production analysis.

The following key findings reflect information discussed within this report.

- The City of Santa Paula is effectively capturing revenue through user fees and impact fees.

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- In previous years, Cities in California have been far more successful in gaining voter approval for general sales tax measures as opposed to special sales tax measures.
- Voters in California have approved sales tax measures at a higher percentage rate than parcel tax ballot measures (74% vs. 56%).
- There are more cost effective options available for the City of Santa Paula to provide fire protection to the City than as currently provided, but aggressive recruiting and retention of reserve or part-time firefighters will be required.

The **draft** final report, which follows, provides the findings and conclusion in support of the project team's recommendations. The next section summarizes those recommendations.

3. SUMMARY OF RECOMMENDATIONS

The following table provides a list of the recommendations in this report as presented in order. The chapters within this report should be reviewed for a detailed discussion and analysis of each issue and the background behind each recommendation.

Recommendation	Priority	Timeline
<i>Place a measure on the ballot to seek voter approval for a General Transactions and Use Tax with advisory language.</i>	High	Develop Language June 2016. Place measure on Ballot November 2016.
<i>Conduct a review of the false alarm response history for the SPFD to determine if charging for repeated false alarm responses is a viable option in the City.</i>	Low	Conduct analysis in January 2017 regarding 2016 false alarm responses.
<i>Continue to maintain automatic and mutual aid agreements with neighboring jurisdictions to ensure an effective response force can be assembled on structural fires.</i>	High	Ongoing. The City should conduct periodic reviews to ensure the agreements remain current and meet local needs.

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Recommendation	Priority	Timeline
<i>The City of Santa Paula should adopt varied service level objectives, based on population density, for fire, rescue, and emergency medical response consistent with their service area and established industry baseline performance standards.</i>	Medium	2017. The City should develop service level objectives as part of the budget and require annual reporting for the urban, suburban and rural areas of the City.
<i>Santa Paula should continue to develop a system-wide fire prevention plan that addresses the use of standardized Fire Code and policies focused on development, plan review, inspections and enforcement.</i>	Medium	2016 – 2017. The Fire Inspector should continue the efforts and finalize the fire prevention plan.
<i>The SPFD should aggressively recruit reserve personnel to ensure staffing goals can be achieved.</i>	High	Ongoing. Depending on staffing plan this should be a high priority for the SPFD.
<i>The City of Santa Paula should work to improve the utilization of Reserve Firefighters or consider moving to the use of part-time firefighters to improve the cost efficiency of delivering fire services to the City.</i>	High	2016 – 2019. The recruiting, training and staffing should occur continually with increased use of reserve or part-time personnel occurring through attrition.

Details regarding all recommendations can be found in the body of this report.

3. SUMMARY OF THE COSTS OF ALTERNATIVES

The following section provides a summary of the staffing costs for emergency services in each of the alternatives available for Santa Paula for providing fire services to the City.

(1) Remaining with the Status Quo

The current cost for staffing emergency response apparatus is approximately \$1.75 million, as illustrated in the following table:

Cost of Emergency Apparatus Staffing

Position	Cost
Captain (6)	\$652,164
Engineer (6)	\$581,616
Firefighter (6)	\$483,912
Reserve Firefighter (730 shifts) @ \$50 per shift	\$36,500
Total	\$1,754,192

This staffing plan strives for a staffing of four (4) personnel on each engine operated in the City and includes three (6) full-time and two (2) reserve personnel daily.

(2) Replacing the Full Time Firefighter with a Reserve Firefighter Position and Staffing Engines with Three (3) Personnel Daily

The following chart provides the staffing costs for staffing emergency apparatus utilizing a reserve firefighter in place of the full time firefighter and staffing each engine company with three (3) personnel daily as compared to the current goal of four (4) personnel.

Staffing Costs Using Only Reserve Firefighters

Position	Current Cost	Reserve FF Option
Captain	\$652,164	\$652,164
Engineer	\$581,616	\$581,616
Firefighter	\$483,912	\$0
Reserve Firefighter (730 shifts) @ \$50 per shift	\$36,500	\$36,500
Total	\$1,754,192	\$1,306,780
Net Change		(\$483,912)
Reserve Firefighter (730 shifts) @ \$100 per shift	\$73,000	Net Change (\$447,414)
Captain FT	6	6
Engineer FT	6	6
Firefighter FT	6	0
Reserve Roster	10 personnel	31 needed

As shown, this option would save the City approximately \$484,000 annually if the current stipend of \$50 per shift were utilized for reserves or \$450,000 if the stipend were increased to \$100 per shift. A critical issue with this scenario is that it requires a minimum of 31 reserve positions, which will require an additional 21 reserve firefighters before it can be fully implemented.

(3) Staffing One Career (Full Time) and One Reserve Fire Station

The analysis indicated that Santa Paula will have effective response times using Santa Paul Fire Station 1 and Ventura County Fire District Station 26 for coverage. This would allow the City to staff Santa Paula Station 2 with reserve personnel.

The costs comparison from current operations to moving to a single full time and single reserve station are illustrated in the table below, with the option of increasing reserve compensation to \$100 also illustrated:

Cost Comparison of Current vs. Single FT and Single Reserve Station

Position	Current Cost	Single FT Station Option
Captain	\$652,164	\$326,062
Engineer	\$581,616	\$290,808
Firefighter	\$483,912	\$241,956
Reserve Firefighter	\$36,500	\$54,750
Total	\$1,754,192	\$913,576
Net Change		(\$840,616)
Reserve Firefighter (1,095 shifts) @ \$100 per shift	\$109,500	Net Change (\$785,866)
Captain FT	6	3
Engineer FT	6	3
Firefighter FT	6	3
Reserve Roster	10 personnel (730 shifts)	45.6 needed (1,095 shifts)

As shown, this option would save the City approximately \$841,000 annually if the current stipend of \$50 per shift were utilized for reserves or \$786,000 if the stipend were increased to \$100 per shift. A critical issue with this scenario is that it requires a

minimum of 46 reserve positions, which will require an additional 36 reserve firefighters before it can be fully implemented.

(4) Utilizing Part Time Firefighters in Lieu of Reserve Firefighters

Due to the issues with recruiting and retaining a sufficient number of reserve firefighters, the City may wish to transition to the utilization of part time firefighters to fill the current positions occupied by reserve personnel.

Using this staffing model, the chart below illustrates the cost differences using part-time personnel as opposed to reserve personnel for each of the previous staffing options:

Cost of Utilizing Part-Time Firefighter

Position	Current Cost	Part Time FF Option	Single Station Staffed with FT and other with PT Option
(Captain	\$652,164	\$652,164	\$326,062
Engineer	\$581,616	\$581,616	\$290,808
Firefighter	\$483,912	\$0	\$241,956
Part-Time Firefighter	\$36,500	\$263,000	\$394,500
Total	\$1,754,192	\$1,496,780	\$1,253,326
Net Change		(\$257,412)	(\$500,866)
Captain FT	6	6	3
Engineer FT	6	6	3
Firefighter FT	6	0	3
Part-Time Roster	10	16 - 31 PT Staff	23 - 46 PT Staff

As shown above, the use of part time personnel would save the City between \$257,000 and \$501,000 annually depending on whether the part time firefighters filled the current firefighter position or were used to staff the second station entirely.

It is important to note that each of these staffing options require the initial investment of approximately \$10,000 per firefighter for protective equipment.

(5) CONTRACTING OR JOINING THE VENTURA COUNTY FIRE DISTRICT TO PROVIDE FIRE SERVICES

Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

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There are two options available to utilize the Ventura County Fire District to provide fire services in the City. The first option is to contract for the staffing a single station for providing services. The estimated cost provided by VCFD is shown in the following table:

Service Provider	Cost
City of Santa Paula	\$2,710,182
Ventura County Fire District	\$2,100,000
Cost Difference	(\$610,182)

As shown this option would save the City approximately \$610,000 annually, but would eliminate the local control currently available utilizing a City Fire Department. It would also completely remove either Santa Paula Fire Station #2 or VCFD Station 26 from service.

If the City were to have the VCFD annex the City to become part of the district the estimated tax impact on residents would be higher than what is currently paid for fire services at approximately \$2,928,443. This option would require either a tax swap between the City and VCFD or voter approval if it were a new (additional tax). In either scenario the annexation of the area would require LAFCO approval. It is important to note that LAFCO was unable to provide a timeline for their approval process so the City should plan for an extended implementation timeline if they choose to move toward annexation into the Ventura County Fire Protection District.

2. REVENUE PRODUCTION OPTIONS

The initiation of the project began with interviews conducted with the Office of City Manager to gain an understanding of the current situation in Santa Paula and viable revenue production options and others that have been explored and were found not to be viable in Santa Paula. The project team also conducted interviews with personnel from all areas of the SPFD to gain an understanding of the operations of the Department and the gathering of data to understand the operations, deployment and staffing of the SPFD. Additional interviews were conducted with the Finance Department, Human Resources and City Clerk to allow the team to gain a further understanding of the City, service level expectations and financial forecasting efforts.

1. REVENUE OPTIONS TO FUND PUBLIC SAFETY

The project team utilized the data collected and interviews as well as independent research to determine the revenue options available to fund public safety fire services in Santa Paula. Each of these options will be discussed and analyzed separately.

- **Local Transactions and Use Tax (Local Sales Tax)** – The current sales tax rate in the State of California is 7.5% (6.25% State and 1.25% local). This sales and use tax funds the State General fund as well as specific State funds. For sales tax generated in a City through a “Transaction and Use Tax” where voters have approved a local sales tax add on, purchases made in the City are taxed and the tax dollars are sent to the city. This type of Transaction and Use Tax can be approved as General (used for any general use in the City), Specific (used for a specific purpose as identified on the ballot measure) or hybrid (advisory language added to the General sales indicating the planned use of the fund). A general sales tax requires simple majority voter approval, whereas a specific tax requires 2/3 voter approval.
- **Parcel Tax** – This is a tax placed on non-vacant land and charged to the occupants or tenants of the property. The tax is not based on ownership of the

property, as is the case with property tax. This tax must be adopted as a special tax an approved by two-thirds of the voters.

- **Impact and User Fees** – These are fees charged to ensure that those benefitting from a particular service pay their fair share of the costs related to that activity. These fees are typically charged during development for fire services to ensure the impact of the development assists in paying for required fire protection.

The next section of this Phase 1 report evaluates each of these options for revenue enhancement.

2. ADOPTING A LOCAL TRANSACTION AND USE TAX

There are two options for the City of Santa Paula in regards to adopting a local transactions and use tax for funding public safety/fire services in the City.

- General Transactions and Use Tax
- Special Transactions and Use Tax

The ability for the City to adopt this local addition to the current sales tax was adopted by the State Legislature in 1969 and allows a local add-on to the current State and local sales tax rate in 0.25% increments. Santa Paula could therefore choose a 0.25%, 0.50%, 0.75% or 1.0% increase in the sales tax rate to increase revenue. The finance department currently estimates that approximately \$500,000 in additional revenue will be realized for each 0.25% increase in sales tax. The adoption of a local Transaction and Use tax does require voter approval, which varies depending on the type of tax planned for adoption.

(1) General Transaction and Use Tax (General Tax)

Revenue generated from a general tax is deposited into the City's General Fund and can be used to pay for general City operations and services, including public safety/fire services. The general tax does not require the City to use the money for any

specific purpose. This type of ballot measure requires a supermajority approval by the City Council to place the measure on the ballot and once on the ballot it requires a simple majority of the voters to approve the general tax.

(2) Special Transaction and Use Tax (Special Tax)

Revenue generated from a special tax is legally restricted to the purposes identified on the ballot measure as approved by the voters. Simply put if the City were to put a special tax on the ballot and it were approved by the voters for public safety, the revenue could not be repurposed to any other City operation, program or service and is legally restricted to be used for public safety services, operations or programs only. This type of ballot measure requires a majority approval by the City Council to place the measure on the ballot and once on the ballot it requires a 2/3 majority of the voters to approve the special tax.

(3) Other Ballot and Tax Ordinance Considerations

There are several other factors to consider relating to having a ballot measure to adopt a local Transactions and Use tax.

(3.1) Advisory Language

An additional option for the ballot regarding a general tax is for the City to add non-binding advisory language in the form of a question for the voters. This is typically added to show the intention of the City in how this additional revenue will be spent. While the advisory question is non-binding and there is no legal requirement for the City to use the funds in the manner indicated on the question, it does provide clear direction from voters in how they would like the local sales tax dollars spent.

(3.2) Sunset Clause

This is a provision that can be added to the ballot measure that specifies when the taxing measure ends or “sunsets”. When this measure is used it would take an additional vote to extend the tax beyond the sunset period. For example the City could add a provision that the tax would be collected for a period of ten years and would require voter approval to extend the tax. This also allows flexibility if advisory language was provided on the ballot measure to allow the City to reallocate funds if other areas are in need of funding.

(3.3) Advisory Committee

The City Council may wish to include in the tax ordinance the establishment of a citizen committee that is appointed to oversee and analyze how the monies collected from the Transactions and Use Tax are spent to ensure they adhere to the desire of the voters. This should also include a provision for an annual independent audit of the collection, management and expenditure of the sales tax revenue.

(4) California Cities Approving or Extending Local Sales Tax since 2013

Several California Cities have been successful in having a local Transactions and Use tax approved or extended by voters since 2013 and having effective dates of 2014 - 2016. The table, on the following page, as provided by the California State Board of Equalization¹, illustrates these cities and the new effective sales tax rates:

¹ California State Board of Equalization, www.boe.ca.gov/sutax/pam71.htm

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New Transactions and Use Tax Rates

City	Prior Rate	New Rate
Effective 4/1/2016		
Dunsmuir	7.50%	8.00%
Greenfield	8.625%	9.375%
Novato	9.00%	8.75%
South San Francisco	9.00%	9.50%
Effective 4/1/2015		
Atascadero	7.50%	8.00%
Benicia	7.625%	8.625%
Coachella	8.00%	9.00%
El Cerrito	9.50%	10.00%
Guadalupe	8.00%	8.25%
Paradise	7.50%	8.00%
Pinole	9.00%	9.50%
Rancho Cordova	8.00%	8.50%
Red Bluff	7.50%	7.75%
Richmond	9.00%	9.50%
Sausalito	8.50%	9.00%
Stanton	8.00%	9.00%
Effective 4/1/2014		
Anitoch	8.50%	9.00%
Huron	8.225%	9.225%
Corte Madera	8.50%	9.00%
Larkspur	8.50%	9.00%
San Anselmo	8.50%	9.00%
San Rafael	9.00%	9.25%
Stockton	8.25%	9.00%
Scotts Valley	8.25%	8.75%

Extended Transactions and Use Tax

City	Tax Rate	Expiration
Effective 4/1/2016		
Greenfield	9.375%	None
Hercules	9.00%	None
San Mateo	9.25%	3/31/2048
Effective 4/1/2015		
Concord	8.225%	3/31/2025
National City	9.00%	9/30/2036
Oakdale	8.125%	3/31/2020
Pismo Beach	8.00%	3/31/2027
San Luis Obispo	8.00%	3/31/2023
Ukiah	8.125%	None
Effective 4/1/2014		
El Monte	9.50%	3/31/2019
Rohnert Park	8.75%	None

Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

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As shown above 24 cities have a new local Transactions and Use tax approved since 2013 and 11 have extended previously approved increases in the local Transactions and Use Tax since 2013.

The following table illustrates the results of sales tax elections in cities in California for 2014 and 2015:

2014 and 2015 Sales Tax Elections

City/Town	Purpose	Amount	Expires	Outcome
2015 Election Results				
Dunsmuir	General	0.5%	Never	Pass
Greenfield	General	1% Continuation	Never	Pass
Greenfield	General	.75% increase	Never	Pass
Hercules	General	0.5%	Never	Pass
Modesto	General	0.5%	8 Years	Fail
Novato	General	Reduction 0.25%	Unknown	Pass
San Mateo	General	0.25% Continuation	30 Years	Pass
South San Francisco	General	0.5%	30 Years	Pass
Weed	General	0.25%	Never	Pass
2014 Election Results				
Atascadero	General	0.5%	12 Years	Pass
Anderson	General	0.5%	Never	Pass
Benicia	General	1%	Never	Pass
Blythe	General	0.5%	5 Years	Fail
Cathedral	General	1%	Never	Pass
Clearlake	Special / City Cleanup	0.5%	5 Years	Fail
Coachella	General	1%	Never	Pass
Concord	General	0.5%	9 Years	Pass
Cotati	General	1%	9 Years	Pass
Davis	General	1%	6 Years	Pass
Del Ray	General	0.5%	Never	Pass
Desert Hot Springs	General	1%	Never	Fail
Dunsmuir	General	0.25%	Never	Pass
El Cerrito	General	1%	12 Years	Pass
Eureka	General	0.5%	5 years	Pass
Fortuna	General	1%	Never	Fail
Gilroy	General	0.5%	15 Years	Fail
Gonzales	General	0.5%	10 Years	Pass
Guadalupe	General	0.25%	Never	Pass
Half Moon Bay	General	0.5%	3 Years	Fail
Hanford	General	1%	20 years	Fail
Hayward	General	0.5%	20 Years	Pass
Isleton	Special / Public Safety & Parks	0.5%	5 Years	Fail
King	General	0.5%	7 Years	Pass
National City	General	1%	20 Years	Pass
Marina	General	1%	12 Years	Pass
Marysville	General	1%	20 Years	Fail

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City/Town	Purpose	Amount	Expires	Outcome
Monterey	Special / Streets	1%	4 Years	Pass
Oakdale	General	0.5%	5 Years	Pass
Paradise	General	0.5%	6 Years	Pass
Petaluma	General	1%	Never	Fail
Pinole	General	0.5%	Never	Pass
Pismo Beach	General	0.5%	12 Years	Pass
Placerville	General	0.5%	10 Years	Fail
Rancho Cordova	General	0.5%	Never	Pass
Red Bluff	General	0.25%	6 Years	Pass
Redding	Special / Crime and Nuisance	0.25%	Never	Fail
Richmond	General	0.5%	Never	Pass
Rio Dell	General	1%	5 Years	Pass
Salinas	General	1%	Never	Pass
San Luis Obispo	General	0.5%	8 years	Pass
San Pablo	Special – Medical Services	0.25%	Never	Pass
Sand City	General	0.5%	Never	Pass
Santa Paula	Special / Police, Fire & Streets	1%	12 Years	Fail
Sausalito	General	0.5%	10 Years	Pass
Soledad	General	1%	15 Years	Pass
Stanton	General	1%	Never	Pass
Tehachapo	General	0.5%	Never	Fail
Truckee	Special / Trails	0.25%	Never	Pass
Turlock	Special / Roads	0.5%	7 Years	Fail
Ukiah	General	0.5%	Never	Pass
Union City	General	Extend 0.5%	Never	Pass
Watsonville	Special / Public Safety	0.5%	7 Years	Pass
Weed	General	0.25%	Never	Pass
Woodland	General	0.25%	8 Years	Pass
Yreka	Special / Business Stimulation	0.25%	6 Years	Fail

As shown above, there were a total of 65 Transactions and Use Tax elections in 2014 and 2015 with the vast majority being General tax that provided advisory language on the ballot to allow voters to understand the services and how the money is going to be spent. Of these elections, 48 or 74% were approved by voters. In regards to special tax elections, 10 of the 65 elections were for a designated special purpose. Of these 7 or 70% failed to receive the 2/3 voter approval for a special tax.

3. PARCEL TAX

A parcel tax is a tax on parcels of real property collected as part of the property tax bill, but unlike property taxes, it is not based on property value. A parcel tax is

typically a flat rate tax that does not vary regardless of the size or characteristic of the parcel of land.

The two most common types of parcel taxes are “fixed amount flat rate” and “fixed amount square footage”, however there are many forms a parcel tax can take as illustrated below:

- **Age** – This parcel tax levies the tax based on the age of a property, with rates varying depending on the property’s age.
- **Flat Rate** – This parcel tax levies a tax of a specified dollar amount on each parcel.
- **Frontage** – This parcel tax levies a tax based on the size of the frontage of a parcel and varies depending on how much space the parcel takes up on a street.
- **Property Usage** – This parcel tax levies various tax rates based on the use of parcel.
- **Per Room** – This parcel tax levies various rates based on the number of rooms located on a parcel.
- **Square Footage** – This parcel tax levies a tax of a specified percentage or dollar amount based on the square footage of the parcel.

According to the California Taxpayers Association, parcel taxes are regressive as they have the greatest impact on low-income, middle-income and small business owners².

To enact a parcel tax a local district must put the measure on a ballot and obtain 2/3 voter approval. According to Ballotpedia³ there were a total of 828 parcel elections placed on local ballots from 2003 – 2014, of these 625 or 75% were brought forward by school districts and 55.9% were approved by voters as shown in the following table:

² *The Other Property Tax, An overview of Parcel Taxes in California, March 2013,*
www.caltax.org/parceltaxpolicybrief.pdf

³ Ballotpedia, *Parcel Tax Elections in California,* https://ballotpedia.org/parcel_tax_elections_in_California

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Parcel Tax Measures from 2003 - 2014

Status	Number	Percent
Approved	463	55.9%
Defeated	365	44.1%
Total	828	100%

At the end of 2012, the median parcel tax approved for cities was \$60. The next table shows parcel tax elections in 2014 and 2015 related to police and/or fire initiatives and the outcome:

2014 – 2015 Parcel Tax Police / Fire Ballot Measures

City/District	Measure	Amount	Expires	Outcome
2015 Election Results				
Claremont	Public Safety	\$286 / Parcel	40 years	Fail
San Marino	Public Safety	Varies	4 years	Pass
Clements	Fire District	Varies	Never	Fail
Elkhorn	Fire District	\$2.50 / Acre	Never	Pass
Greenfield	Fire District	\$73 / Unit	Never	Fail
Higgins	Fire District	\$141 / Single Family	Never	Fail
Southern Inyo	Fire District	Varies	Never	Fail
2014 Election Results				
Albion-Little River	Fire District	\$75 per Unit	Never	Pass
Apple Valley	Fire District	\$23.88 / Parcel	2034	Fail
Bodega Bay	Fire District	\$50 / Unit	Never	Fail
Desert Hot Springs	Public Safety	\$372.68 / vacant acre	2019	Fail
Fort Bragg	Fire Equipment	\$22 per Unit	2014	Pass
Happy Camp	Fire District	\$12 - \$39 per Parcel	Never	Pass
Julian Cuyamaca	Fire District	\$197 per Parcel	Never	Fail
Kentfield	Fire District	\$50 - \$75 per Parcel	2019	Pass
Kneeland	Fire District	\$80 / Improved \$60 / unimproved	Never	Pass
Lake Valley	Fire District	\$120 per Parcel	Never	Fail
Lone Pine	Fire District	\$100 per Parcel	2024	Pass
Monte Rio	Fire District	\$60 Single Family \$39 Campsites \$1 per acre timberland	Never	Fail
North San Juan	Fire District	\$61.50 Single Family \$123 Commercial \$184.50 Industrial \$43.66 Vacant Land	Never	Pass
Oakland	Police Services	\$51.09 - \$99.77 per Unit	2024	Pass
Olivehurst	Fire District	\$120 per Parcel	2024	Fail
Orange Cove	Police and Fire	\$95 Single Family \$65 per unit Multi-family \$95 Agricultural \$495 Commercial \$750 Industrial	Never	Pass

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City/District	Measure	Amount	Expires	Outcome
Parlier	Police and Fire	\$180 Single Family \$480 Commercial \$2,400 Industrial \$300 + \$100 each Multi-family \$300 per acre undeveloped	2019	Fail
Sleepy Hollow	Fire District	\$50 - \$75 per Parcel	2018	Pass

As shown above, there were 25 parcel tax elections related to police and/or fire services in 2014 and 2015, of those elections 12 or 48% passed with the 2/3 voter approval required for implementing a parcel tax.

The amount of revenue available for the City from this type of a tax would be dependent on the amount and structure of the parcel tax.

4. IMPACT AND USER FEES

Impact and user fees are widely used to recover costs for providing services and to provide a revenue stream for services impacted by development.

(1) User Fees

The City of Santa Paula has a well established fee schedule, which was adopted by Resolution No 6826 and passed on February 4, 2013 by the City Council.

According to the Fee Schedule provided by the Santa Paula Fire Department, there are 29 areas where the SPFD provides a service or conducts an activity or charges a fee. A review of these fees indicated that the SPFD is effectively capturing fees for areas they can be charged with the exception of false alarm responses. Additionally, each of these show that the SPFD recovers 100% of the cost for providing the service or conducting the activity. Therefore, there are no additional revenues that can be gained through user fees for the Fire Department. Also, the City is currently updating their fee schedule and will have an updated schedule in late 2016.

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The Fire Department should review the history of false alarms and the impact on fire services to determine if there are sufficient frequent false alarm violators to make this a viable revenue stream. Typically municipalities allow up to 4 false alarms annually at a residence or business before charging a fee for emergency response to an additional false alarm. As part of phase II of this project, the project team will examine the false alarm response history as provided in CAD data from the dispatch center. This will determine if there are addresses with multiple false alarms.

(2) Impact Fees

The City of Santa Paula had an impact fee study conducted in June 2010. Included in this study was the impact of development on fire services and included provisions for constructing two new fire stations and renovating one existing fire station. The fees collected are allowed to be used to purchase land, construct new facilities, upgrade existing facilities and purchase vehicles and equipment with a 5-year or greater life span as allowed by Government Code 66000. The City has recently completed a new impact fee study and will be presenting changes to the impact fees to Council in May 2016.

The current Fire Protection Impact Fees are illustrated in the following table:

Fire Protection Impact Fees

Land Use	Cost per Capita	Occupancy	Fee
Residential			
Single Family	\$148.57	3.77	\$560.12
Multi-Family	148.57	3.81	\$566.06
Mobile Home	148.57	2.55	\$378.86
Non Residential			
Office	\$35.66	1.67	\$59.43
Commercial	35.66	1.68	\$59.43
Business Park	35.66	1.11	\$39.62
Industrial	35.66	1.11	\$39.62

Based on review of the existing impact fees charged for Fire Protection, the City of Santa Paula is effectively charging appropriate impact fees and no additional revenue can be generated through impact fees at this time.

5. SUMMARY OF OPTIONS

The City of Santa Paula has already enacted several measures to generate revenue for fire protection services in the City. In order to continue to provide services at the existing levels a significant amount of revenue is required. It is the opinion of the project team that placing a ballot measure for a general local Transactions and Use Tax is the best option for the City to generate this type of revenue. If this measure does not pass, there will be significant funding shortfalls upon the expiration of the SAFER grant currently used to fund firefighter positions in the City.

Recommendations:

Place a measure on the ballot to seek voter approval for a General Transactions and Use Tax with advisory language.

Conduct a review of the false alarm response history for the SPFD to determine if charging for repeated false alarm responses is a viable option in the City.

3. CURRENT FIRE SERVICE DELIVERY

This chapter of the report provides a narrative and statistical description of the fire and rescue services in Santa Paula. It was developed on data acquired during the initial interviews and in the weeks following our site visit. The purpose of the profile is to serve as the factual understanding of the current service delivery and costs associated with providing fire services in Santa Paula. The information in this profile served as the project team's factual basis for analysis and recommendation during the project.

1. AGENCY SUMMARY DESCRIPTION

The following table provides a broad summary of the City service area.

General Agency Summary

Characteristic	Data Description
Service Area (sq. miles) – Fire/Rescue	5.7
Population Served – Fire/Rescue	30,441*
Population Density (per square mile)	5,340
Fire Department Classification	Urban
Number of Fire Stations	2
Number of Front Line Engines	2
Number of Front Line Trucks	0
Number of Front Line Ambulances	0
Standard On Duty Staffing Levels/Day	6
ISO Classification	5/9

* US Census Bureau 2014 estimate

The Santa Paula Fire Department provides fire and first responder emergency medical services within the City of Santa Paula to a population of approximately 30,441 residents.

2. FINANCIAL STRUCTURE OF FIRE AND RESCUE SERVICES IN SANTA PAULA

The tables that follow show the annual operating cost and revenue structure of the Santa Paula Fire Department for Fiscal Year 2012 – 2016.

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Fire Department Budget
Fiscal Year 2012 – 2016

Expenditure	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Estimated	FY 16 Budget
Salaries	1,158,789	1,321,132	1,514,146	1,619,368	1,325,898
Benefits	738,312	963,645	1,024,571	1,160,415	1,073,806
Total	1,897,101	2,284,777	2,538,717	2,779,783	2,399,704
Supplies/Services/Maint	198,561	210,491	278,238	289,129	310,478
Transfers/Overhead/Debt	0	0	0	0	0
Total	198,561	210,491	278,238	289,129	310,478
Capital Outlays	45,380	20,242	22,259	95,113	0
Total	45,380	20,242	22,259	95,113	0
Total	2,141,042	2,515,510	2,839,214	3,164,025	2,710,182

As shown above salary and benefit costs increased 26% between FY 11/12 and FY 15/16, while the overall budget has increased 27% over the five-year period. The City also had a SAFER Grant that funded approximately \$359,500 on average each year from FY 2013 – FY 2015 in salaries and benefits for the Fire Department.

The next table shows the agency's current revenue structure. Principal revenue sources are as follows:

Fiscal Year 2012 – 2016
Revenue Budget

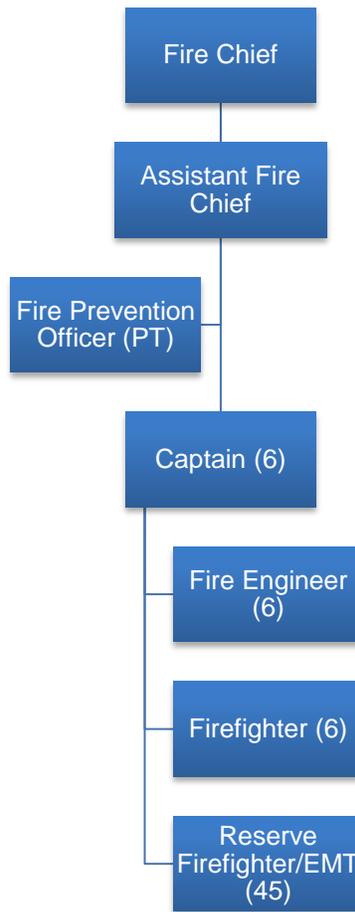
Item	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Estimate	FY 16 Budget
Fees, Fines and Permits	56,106	63,577	75,000	58,019	70,000
Intergovernmental Revenue	77,386	101,075	79,500	90,222	92,500
Charges for Services, User Fees	15,074	14,950	13,687	20,872	18,855
Other Revenue	14,861	41,418	5,800	156,267	206,261
Revenue Total	163,427	221,020	173,987	325,380	387,616

As shown above, revenue generation for the Fire Department has continually grown since FY 11/12. For the five-year period revenue increased 137%

3. CURRENT ORGANIZATION AND STAFFING PLAN

The chart which follows, illustrates the current plan of organization and staffing for the fire service in Santa Paula and what follows provides a brief summary of staffing and major assignments for full-time, part-time, and reserve staff.

Santa Paula Fire Department Organizational Chart FY 2016



Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	The Fire Chief is responsible for the management and operations of the Department. The Chief works with the Fire Marshal and Captains to coordinate training, fire prevention, emergency medical services, fire suppression, and vehicle maintenance activities.
Assistant Fire Chief	1	1	This position has responsibility for the day to day oversight of fire prevention and operations.
Fire Prevention Officer	0	.5	This position is responsible for conducting the mandated inspections on businesses operating in the City. There is currently a focus on reviving company inspections and growing the inspection program beyond mandated occupancies.
Fire Captain	6	6 2 Acting	There are six Fire Captains, which are assigned to one of three shifts and each station. Captains are responsible for providing shift supervision. Also, Captains are assigned additional responsibilities such as training, PPE, Fleet, Facilities, etc.
Driver Engineer	6	6 2 Acting	There are six Engineers with two on each shift and one assigned to each station. Engineers are responsible for operating apparatus, conducting business inspections, as well as performing additional duties as assigned by the Captains.
Firefighter	6	6 5 SAFER 3 Temporary FT	<p>Firefighters provide fire suppression and emergency medical support. They also conduct business inspections, as well as perform additional duties as assigned by the Captains.</p> <p>Note: 5 of the 6 positions are funded by a SAFER grant that expires in September 2017. Currently 3 positions are filled by reserves in a temporary FT basis.</p>

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Position	Number		Principal Responsibilities
	Auth.	Actual	
Reserve Firefighters	45	10	The Reserve firefighters serve as the 4 th firefighter on apparatus. Each Reserve is required to sign up for a minimum of two 24 hour shifts per month to cover the 4 th position on the apparatus.

4. CURRENT STATION NETWORK AND RESPONSE DEPLOYMENT PLAN

The first table which follows describes the current stations operated by the Santa Paula Fire Department and fist due automatic/mutual aid stations:

Station Name/Number and Location	Function	Apparatus	Daily Staffing
Station 1 114 S. 10 th Street Santa Paula	Santa Paula Fire/Rescue Operations	Engine 81	Captain, Engineer, Firefighter, Reserve Firefighter
Station 2 536 W. Main Street Santa Paula	Santa Paula Fire/Rescue Operations	Engine 82	Captain, Engineer, Firefighter, Reserve Firefighter
Station 26 12391 W. Telegraph Rd. Santa Paula	Ventura County FD Fire Rescue Operations	Engine 26 - Primary Engine 326 (Brush)	Captain, Engineer, Firefighter
Station 6 10797 Darling Road Ventura	City of Ventura Fire/Rescue Operations	Engine 6	Captain, Engineer, Firefighter
Station 27 613 Old Telegraph Rd. Fillmore	Ventura County FD Fire Rescue Operations	Rescue Engine 27 - Primary Water Tender 27	Captain, Engineer, Firefighter
Station 91 250 Central Avenue Fillmore	Fillmore Fire Rescue Operations	Engine 91 - Primary Quint 91	Captain, Engineer (FT) Volunteers

As shown in the table above, Santa Paula currently receives automatic and mutual aid from Ventura County FD, City of Ventura FD and Fillmore FD.

5. INCIDENT DEMAND AND SYSTEM PERFORMANCE

The project team collected extensive data from the Fire Department and its records systems. The table, which follows, provides a summary of the call for service workload handled by the Fire Department within the city limits for 2013, 2014 and 2015.

Incident Type	2013	2014	2015	% Change
Alarm	87	107	101	16.1%
Emergency Medical	1,712	1,637	1,739	1.6%
Structure Fire	43	24	42	-2.3%
Vehicle Fire	16	10	11	-31.3%
Other Fire	24	23	20	-16.7%
Hazardous Condition	72	70	73	1.4%
Investigation	87	77	64	-26.4%
Service Call	198	180	154	-22.2%
Vehicle Accident	94	115	106	12.8%
Total	2,333	2,243	2,310	-1.0%

As shown above, emergency response workload has remained fairly constant over the past three years. Response to emergency medical calls account for the largest incident type accounting for approximately 75% of all calls.

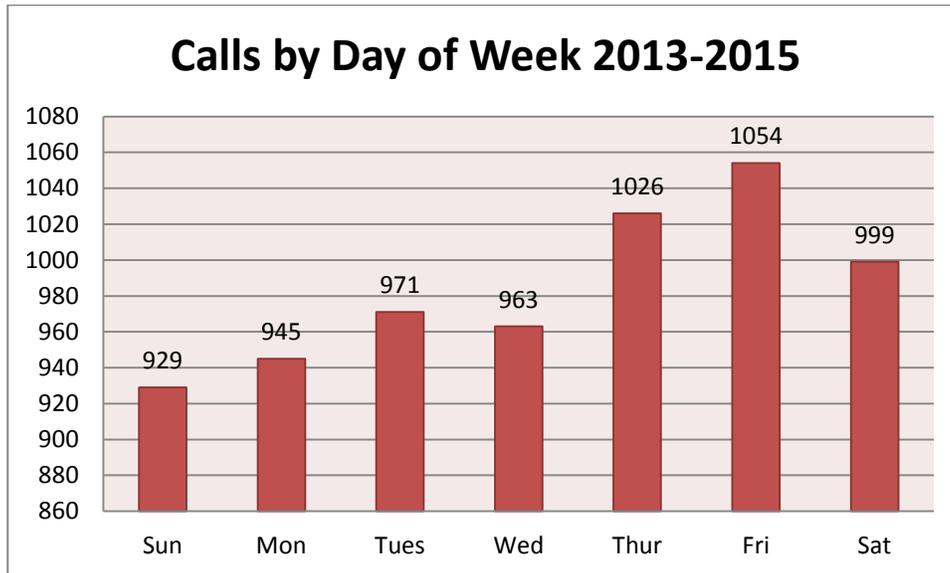
The table, which follows, presents the total number of calls (fire and emergency medical) in the City of Santa Paula for 2013 - 2015 by time of day by day of week.

Time of Day	Day of Week							Total	Percent
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
0000	41	21	32	20	29	26	26	195	2.8%
0100	28	18	14	22	20	24	26	152	2.2%
0200	24	18	17	19	16	20	24	138	2.0%
0300	25	13	18	14	18	20	16	124	1.8%
0400	17	17	20	13	18	12	18	115	1.7%
0500	14	21	18	17	23	28	9	130	1.9%
0600	17	22	20	22	30	29	24	164	2.4%
0700	16	31	37	19	39	41	26	209	3.0%
0800	25	44	48	48	49	56	52	322	4.7%
0900	46	56	48	50	51	53	40	344	5.0%
1000	50	56	58	60	43	60	55	382	5.5%
1100	57	42	49	55	65	53	63	384	5.6%
1200	41	56	70	58	63	58	75	421	6.1%

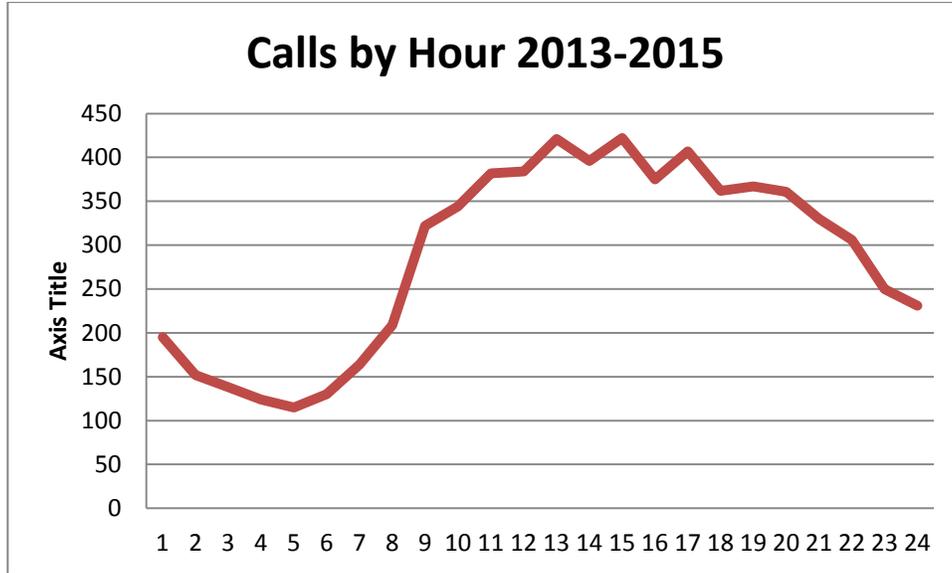
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Time of Day	Day of Week							Total	Percent
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1300	52	50	46	58	59	69	62	396	5.7%
1400	48	65	75	63	64	54	53	422	6.1%
1500	57	46	53	55	58	57	49	375	5.4%
1600	51	60	58	64	61	56	57	407	5.9%
1700	48	60	45	58	54	49	48	362	5.3%
1800	66	57	45	55	57	41	46	367	5.3%
1900	46	50	45	53	58	53	56	361	5.2%
2000	48	42	52	45	44	62	37	330	4.8%
2100	42	42	46	40	49	49	38	306	4.4%
2200	31	32	24	28	30	56	49	250	3.6%
2300	39	26	33	27	28	28	50	231	3.4%
Total	929	945	971	963	1026	1054	999	6887	100%
Percent	13.5%	13.7%	14.1%	14.0%	14.9%	15.3%	14.5%	100%	

The following two charts illustrate the calls by day of week and time of day for the period 2013 – 2015.



Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)



As shown above the busiest days of the week are Thursday and Friday with Sunday being the slowest in terms of call demand. 9:00 am to 7:00 pm is the busiest time of day for calls for service with midnight to 7:00 am being the slowest periods for calls for service.

The following table presents a summary of the mutual aid responses by the SPFD outside the City to other Departments from 2013 - 2015.

Department	Total
Bardsdale	25
Fillmore	31
Fillmore (County)	64
Piru	25
Santa Paula (County)	418
South Mountain	80
Upper Ojai Valley	18
Ventura	54
Ventura (County)	5
Other	47
Total	767

As shown above, the majority of mutual aid demand occurs in the county areas surrounding Santa Paula.

The following table illustrates the system performance for all calls in 2015.

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System Performance 2015				
	Call Processing	Turnout	Travel	Total
Average	00:52	00:41	03:34	05:08
90 th Percentile	01:26	01:21	05:36	07:26

As shown above, the agency is performing well in terms of responding to calls for service with turnout times of 1 minute 21 seconds and travel times at 5 minutes 36 seconds for 90% of all calls for service.

6. FIRE STAFF SALARIES

The table which follows lists current compensation and benefit costs for career staff:

Position – Paid Staff	No.	Salary	Benefits	Benefit Rate
Fire Chief	1.0	\$ 123,616	\$ 86,370	69.9%
Assistant Fire Chief	1.0	\$ 81,640	\$ 54,446	66.7%
Fire Captain	6	\$ 64,197	\$ 44,497	69.3%
Fire Engineer	6	\$ 57,172	\$ 39,764	69.6%
Firefighter	6	\$ 49,668	\$ 30,984	62.4%
Total Career Staff	20			
Reserve Firefighters	10			

Volunteer personnel are paid a flat rate of \$50 per 24-hour shift they work in the Fire Department.

7. PLANNED FIRE STATION SITE

There is an additional planned development site know as “East Area One” which will have residential, commercial and recreational components. As part of the Developer Agreement with the City of Santa Paula, a Fire Station and Police Storefront are designated for construction, at a cost not to exceed \$4 million, near the entrance of the development off East Telegraph Road prior to the issuance of the 250th Certificate of Occupancy. The current plan is that when this station is operational the personnel from Station 2 (Engine 82) will move to that location, which will then place an engine on each side of Santa Paula Creek and improve response capabilities in the event of localized

flooding. Station 2 would then be available for the City to lease or sell. The development of the area will consist of 1,500 residential units, 230,000 square feet of commercial space as well as recreational areas. Based on this development and past call experience in the City, the project team expects an increase of approximately 400 calls per year for the SPFD after the area is completely built out. Of these calls 75% or approximately 300 will be medical calls.

4. CONSIDERATIONS FOR PROVIDING FIRE SERVICES

This chapter of the report examines the various opportunities available to Santa Paula for providing fire services to the City. The chapter begins with examining the status quo and moves through options for providing services locally and concludes with the options available for having services provided by the Ventura County Fire District.

The first section focuses on key issues that are important when making staffing decisions regarding the provision of fire and rescue services in the community.

1. CONSIDERATIONS FOR PROVIDING FIRE RESCUE SERVICES

The first set of sections examines the assumptions and variables underlying this assessment of alternatives

(1) Fire Rescue Agencies Can Develop a Timely Effective Response Force.

The Center for Public Safety Excellence (CPSE) had published a Fire and Emergency Services Self-Assessment Manual to assist local municipalities with assessing the effectiveness of fire rescue operations as compared to best practices. A key element for successful emergency response is the ability to develop an effective response force for structural fires. In large agencies this is accomplished through standardized dispatch plans that dispatch the closest units to ensure an adequate firefighting force is established. Smaller agencies typically rely on automatic and mutual aid to form the effective force, as they typically do not employ the number of personnel on a daily basis to handle these infrequent events. The following table illustrates the

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critical tasks and personnel required to be effective during structural firefighting activities:

Critical Fire Ground Tasks

Critical Task	Maximum Risk	High Risk	Moderate Risk	Low Risk
Attack Line	4	4	4	2
Search and Rescue	4	2	2	0
Ventilation	4	2	2	0
Backup Line	2	2	2	2
Rapid Intervention	2	2	0	0
Pump Operator	1	1	1	1
Water Supply	1*	1*	1*	1*
Support (Utilities)	1*	1*	1*	1*
Command	1	1	1	1
Safety Officer	1	1	1	1
Salvage/Overhaul	2	0	0**	0
Command Aid	1	1	0	0
Operations Chief	1	1	0	0
Logistics	1	0	0	0
Planning	1	0	0	0
Staging Officer	1	1	0	0
Rehabilitation	1	1	0	0
Division Supervisors	2	1	0	0
High-rise Evacuation	10	0	0	0
Stairwell Support	10	0	0	0
Total Personnel	50-51	21-22	14-15	8-9

*Tasks can be performed by the same individual **Task can be performed by the attack crew

Through the current automatic and mutual aid agreements Santa Paula has with neighboring jurisdictions, the SPFD is able form an effective response force in a timely manner.

Recommendation: Continue to maintain automatic and mutual aid agreements with neighboring jurisdictions to ensure an effective response force can be assembled on structural fires.

(2) Performance Standards Are Needed for Effective Evaluation of Fire and Rescue Response.

The adoption of performance standards for fire response is a critical first step in the evaluation of fire and rescue service levels and staffing alternatives. While there are national standards that can be used to evaluate fire service delivery, each community

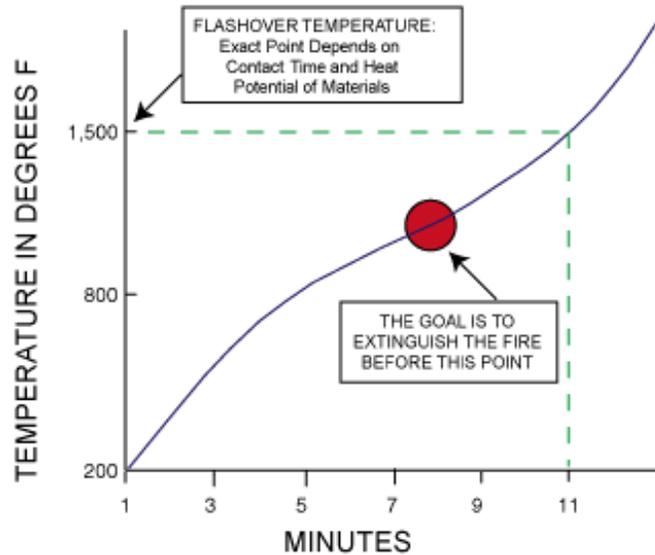
must identify the key risks and the necessary level of protection it needs based on its own unique circumstances. Once these performance standards are established a community can assess its performance and determine if current resources support the desired level of service.

Nationwide, a great deal of effort and research has been put into developing performance objectives for the delivery of fire and EMS services. This effort is critical for agencies making decisions about deployment and location of emergency resources. The objectives promoted for fire/rescue and EMS have their basis in research conducted on two critical issues:

- What is the critical point in a fire’s “life” for gaining control of the blaze while minimizing the impact on the structure of origin and on those structures around it?
- What is the impact of the passage of time on survivability for victims of cardiac arrest?

The following chart shows a typical “flashover” curve for interior structure fires. The point in time represented by the occurrence of “flashover” is critical because it defines when all of the contents of a room become involved in the fire. This is also the point at which a fire typically shifts from a “room and contents” fire to a “structure” fire – involving a wider area of the building and posing a potential risk to the structures surrounding the original location of the fire.

Generalized Flashover Curve



Note that this graphic depicts a fire from the moment of inception – not from the moment that a fire is detected or reported. This demonstrates the critical importance of early detection and fast reporting, as well as the significance of rapid dispatch of responding units. This also shows the critical need for a rapid (and sufficiently staffed) initial response – by quickly initiating the attack on a fire, “flashover” can be averted. The points below describe the major changes that occur at a fire when “flashover” occurs:

- It is the end of time for effective search and rescue in a room involved in the fire. It means likely death of any person trapped in the room – either civilian or firefighter.
- After this point in a fire is reached, portable extinguishers can no longer have a successful impact on controlling the blaze. Only hand-lines will have enough water supply to affect a fire after this point.
- The fire has reached the end of the “growth” phase and has entered the fully developed phase. During this phase, every combustible object is subject to the full impact of the fire.

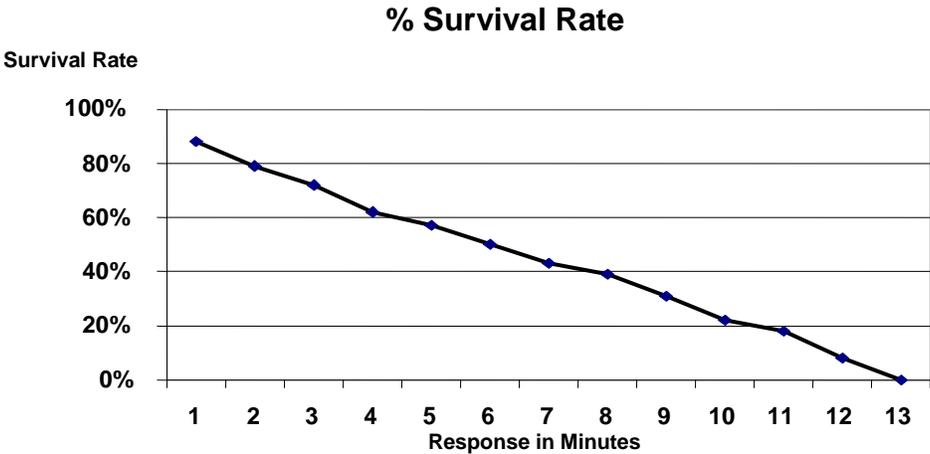
- This also signals the changeover from “contents” to “structure” fire. This is also the beginning of collapse danger for the structure. Structural collapse begins to become a major risk at this point, mounting to highest risk during the decay stage of the fire (after the fire has been extinguished).

It should be noted that not every fire will reach flashover – and that not every fire will “wait” for the eight-minute mark to reach flashover. A quickly responding fire crew can do things to prevent or delay the occurrence of flashover. These options include:

- Applying a portable extinguisher, hand-line or other “fast attack” methodology.
- Venting the room to allow hot gases to escape before the temperature rises to the point where it causes the ignition of all combustible materials in the room.
- Not venting a room – under some circumstances, not ventilating a room may prevent flashover from occurring due to limiting the amount of oxygen present for combustion.

Each of these techniques requires the rapid response of appropriately trained fire suppression individuals that can safely initiate these actions. In the absence of automatic fire suppression systems, access to interior fires can again be limited by a safety requirement related to staffing levels. Industry standards and Occupational Safety and Health Administration (OSHA) regulations require the presence of at least two (2) firefighters on the exterior of a building before entry can be made to a structure in which the environment has been contaminated by a fire. In the absence of a threat to life demanding immediate rescue, interior fire suppression operations are limited to the extent a fire service delivery system can staff to assure a minimum of four people actively involved in firefighting operations.

The second issue to consider is the delivery of emergency medical services. One of the primary factors in the design of emergency medical systems is the ability to deliver basic Cardiac Pulmonary Resuscitation (CPR) and defibrillation to the victims of cardiac arrest. The graphic on the following page demonstrates the survivability of cardiac patients as related to time from onset:



This graph illustrates that the chances of survival of cardiac arrest diminish approximately 10% for each minute that passes before the initiation of CPR and/or defibrillation. These dynamics are the result of extensive studies of the survivability of patients suffering from cardiac arrest. While the demand for services in EMS is wide ranging, the survival rates for full arrests are often used as benchmarks for response time standards, as they are more readily evaluated because of the ease in defining patient outcomes (a patient either survives or does not).

This research results in the recommended objective of provision of basic life support (BLS) within four minutes of notification, and the provision of advanced life support (ALS) within eight minutes of notification and may be the basis for national

Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

standards such as NFPA 1710: Standard for the Organization and Deployment of Suppression Operations, Emergency Operations, and Special Operations to the Public by Career Fire Departments. The goal is to provide BLS within six minutes of the onset of the incident (including detection, dispatch and travel time) and ALS within ten minutes. This is often used as the foundation for a two-tier system where fire resources function as first responders with additional (ALS) assistance provided by responding ambulance units and personnel. Santa Paula utilizes a two-tier approach as they respond an engine company as a first responder and AMR serves as the transport agency.

Additional recent research is beginning to demonstrate the impact and efficacy of rapid deployment of automated external defibrillators (AED) to cardiac arrests. This research – conducted in King County (WA), Houston (TX), and as part of the OPALS (Ontario Pre-Hospital ALS) study in Ontario, Canada – shows that the AED can be the largest single contributor to the successful outcome of a cardiac arrest – particularly when accompanied by early delivery of CPR. It is also important to note that these medical research efforts have been focused on a small fraction of the emergency responses handled by typical EMS systems – non-cardiac events make up the large majority of EMS and total system responses, and this research does not attempt to address or analyze the need for rapid intervention on these events.

Communities and first responders have used the results of these research efforts, often on their own to develop local response time and other performance objectives. However, there are now three major sources of information to which responders and local policy makers can refer when determining the most appropriate response objectives for their community:

- The Insurance Services Office (ISO) provides basic information regarding distances between fire stations. The National Fire Protection Association (NFPA) promulgated a document entitled: “NFPA 1710: Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.” This current NFPA 1710 document published in 2010.
- The Center for Public Safety Excellence (CPSE) in its “Standards of Cover” manual, places the responsibility for identifying “appropriate” response objectives on the locality. These objectives should be developed following a comprehensive exercise in which the risks and hazards in the community are compared to the likelihood of their occurrence.

While each of these efforts provides a reference point for communities to follow, only NFPA 1710 and CPSE offers any specificity. It is important to note that the performance objectives (in terms of response times) provided in the NFPA 1710 document are derived from the basic research previously described above, while the CFAI standards allow the agency to establish performance objectives based on local population and risk factors. CPSE also allows for a range from baseline (acceptable) to benchmark (best practice) in their performance objectives, which provides flexibility to communities as they strive to achieve performance objectives. A comparison of these performance objectives is described in the following table:

The table below, summarizes some of the standards recommended by national organizations.

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Source	Description	Comments
Insurance Services Organization (ISO)	<ul style="list-style-type: none"> • Targets stations within 2.5 miles of every location. • Resources available to fight common types of fires. • Industrial / institutions may get their own ISO rating (independent of the local fire service). • No response time or other performance standards included. 	<ul style="list-style-type: none"> • 2.5-mile response target is drawn from historical fire service delivery. • Factors such as water system, access to non-system water, etc., may be used to lower ISO ratings. • Does not impact EMS service delivery.
American Heart Association (AHA)	<ul style="list-style-type: none"> • Initial (non-paramedic) response in less than 5 minutes from dispatch. • Paramedic response in less than 8 minutes. 	<ul style="list-style-type: none"> • Recognizes the major impact of rapid intervention on survivability in <u>cardiac</u> cases. • Standard is often cited as the major planning component for EMS system, even though it does not reflect on the majority of EMS workload (non-cardiac care responses).
National Fire Protection Association (NFPA)	<ul style="list-style-type: none"> • NFPA 1710 applies to full-time paid fire departments in urban/suburban communities. • On EMS, NFPA 1710 suggests a total response time of 6:20 minutes including the following elements: <ul style="list-style-type: none"> - 1 minute for dispatch processing 90% of the time for emergency calls. - 1:30 minutes for fire department reflex time 90% of the time for emergency calls - 4 minutes of drive time for first arriving unit 90% of the time for emergency calls. • On Fire, NFPA 1710 suggests a compliment of 13 to 15 personnel respond to the scene of a structure fire within 8 minutes of drive time and 10 minutes of total response time. 	<ul style="list-style-type: none"> • Assumes consistent level of risk in communities. Does not account for differences in built-in fire protection, age of construction, or other risks. • Based on incidents with low probability but high-risk potential.
Center for Public Safety Excellence (CPSE)	<ul style="list-style-type: none"> • 1 minute for dispatch 90% of the time for emergency calls. • 1:20 – 1:30 minutes – 1:30 for turnout time 90% of the time for emergency calls. • Travel time dependent on population and/or population density of area served or specific target hazards identified. 	<ul style="list-style-type: none"> • Allows agencies to adopt baseline or benchmark standards. • Allows varying standards for agencies based on local population, density and special identified risks.

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There are a number of factors that should be considered when establishing service level targets for fire, rescue, and emergency medical services. As described above, the “standards” recommended by ISO, AHA, NFPA and CPSE are based on high risk, low frequency incidents. As a result, communities should consider the relative value of establishing service levels based on these risks.

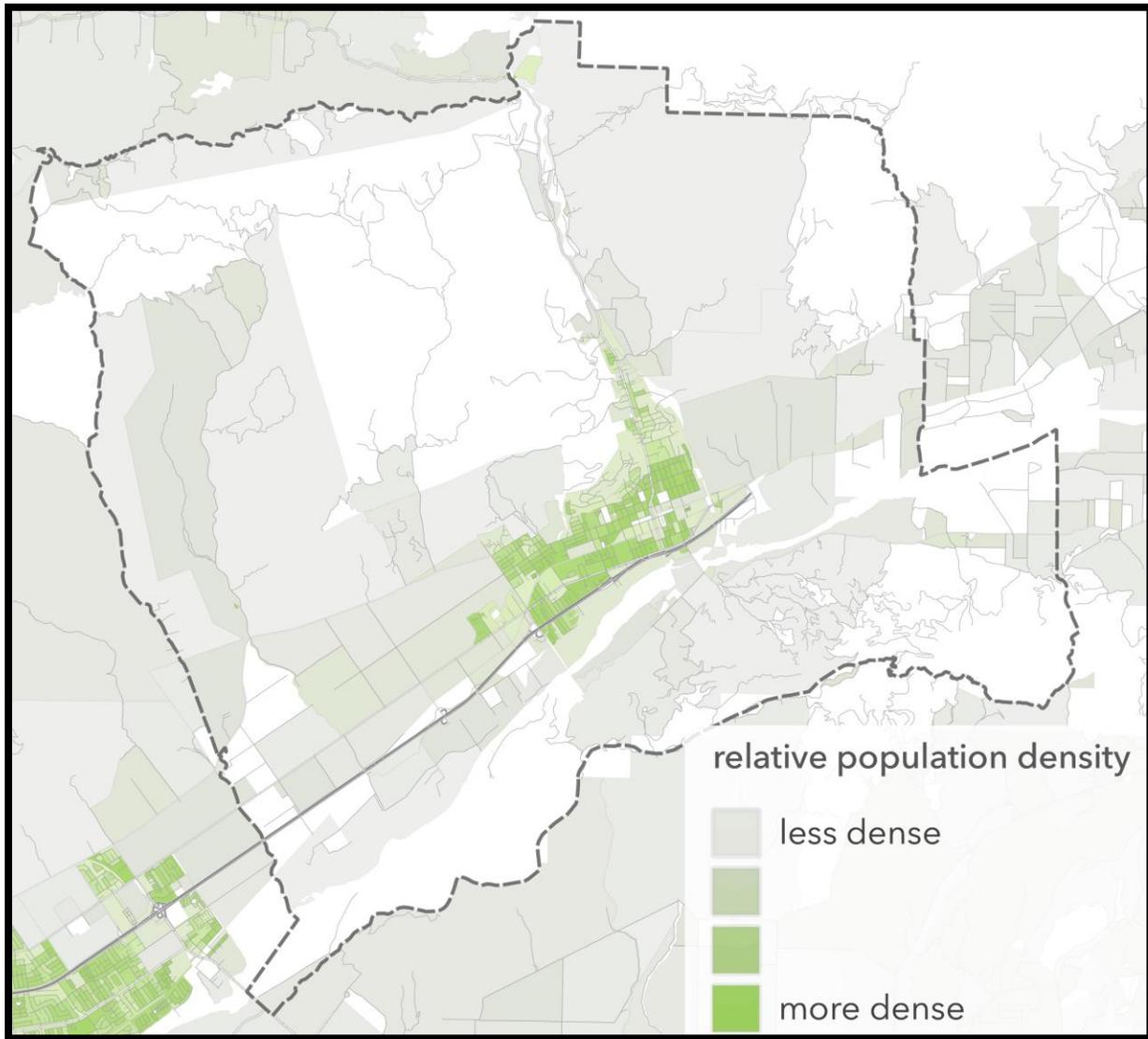
While the project team believes that the SPFD should adopt service level objectives after consideration of local risks, workloads and the method in which services are provided, there are some response time elements that are generally considered “best practice” service level targets. These include elements of NFPA 1710, including such targets as a 1-minute dispatch processing time (time from call receipt to dispatch of first unit) for 90% of emergency calls, and a 1:30-minute “turn-out” (time from dispatch to a unit stating they are en-route) to 90% of incidents for staffed stations and travel times appropriate to the population and density of the community served. As shown earlier we utilized response times to evaluate the current services provided by the SPFD. The following table illustrates the current performance of the SPFD for these elements:

System Performance 2015				
	Call Processing	Turnout	Travel	Total
Average	00:52	00:41	03:34	05:08
90 th Percentile	01:26	01:21	05:36	07:26

As shown above, the dispatch center is dispatching calls in less than one minute 30 seconds 90% of the time; turnout times are below 1 minute 30 seconds and travel times approximately 5 minutes 30 seconds. For fire rescue planning purposes the City of Santa Paula is considered urban as it has a population over 30,000 and a population density greater than 2,000 residents per square mile.

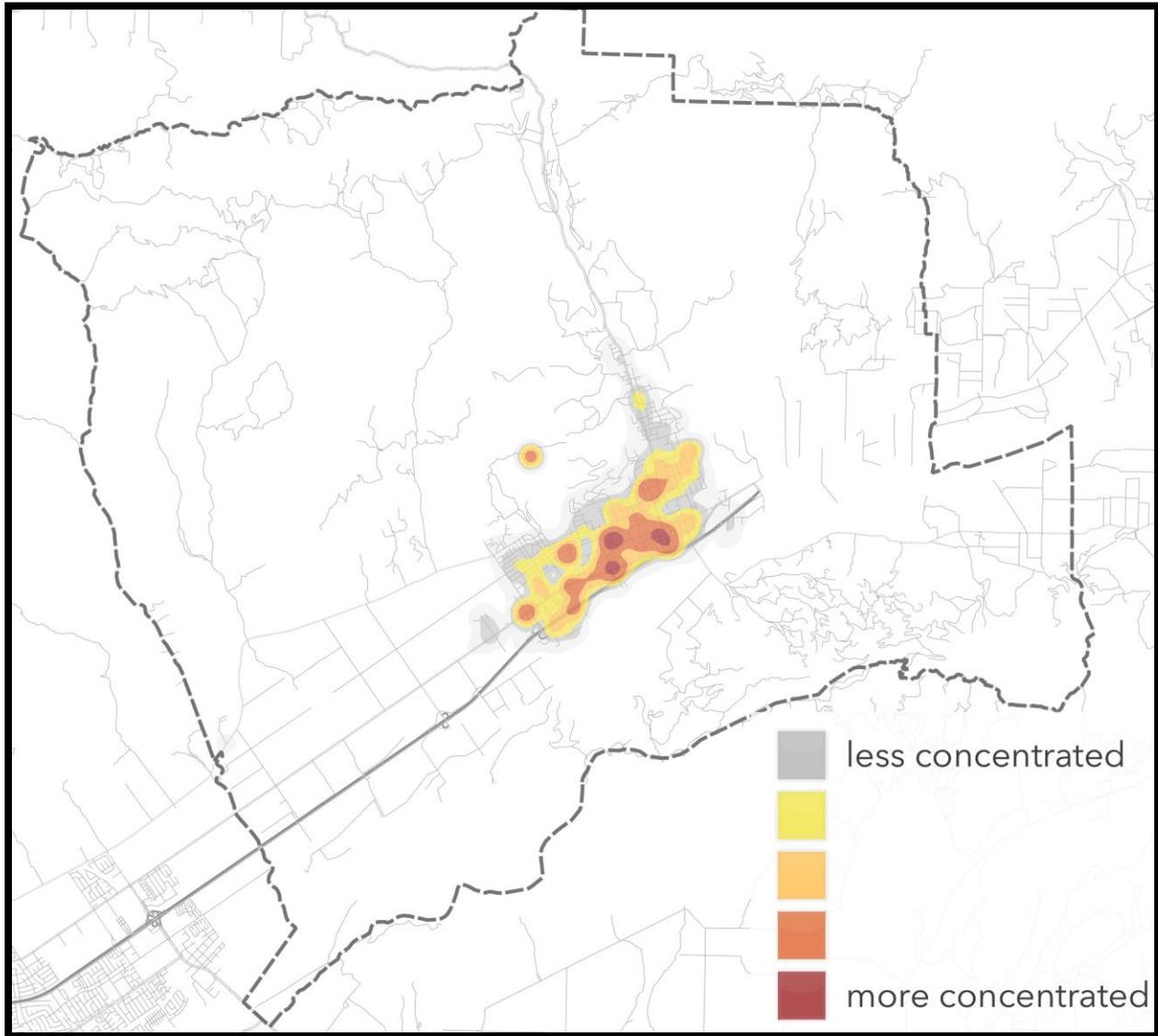
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The map on the following page illustrates the population density of Santa Paula. As shown, the core of the City has the highest population density, with density levels dropping as you move away from the core. Due to this fact the project team recommends a varied travel time performance goal to best fit the urban, suburban, rural and wildness aspects in the service delivery area.



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The next map illustrates the call density for emergency calls responded to by the SPFD in 2015. As shown the call density largely follows the population density with more calls occurring in the more densely populated areas:



The table on the following page illustrates the recommended performance for SPFD based on interviews and tours of the jurisdiction and viewing the typical fire and non-fire risks in the City. This takes into account the various population densities found in the service area of the SPFD.

Comparison of Performance Objectives

Performance Objective	Recommended SPFD Goal (90%)
Call processing (dispatch) time/ call answered to units dispatched	• 90 seconds
Turnout Time (units en-route)/ unit dispatched to time en-route to the emergency.	• 90 Seconds
Travel time/time en-route until arrival at emergency scene.	<p>Urban Areas (over 2,000 per square mile)</p> <p>5 minutes 12 seconds (First Unit) 10 minutes 24 seconds for second unit/first alarm assignment</p> <p>Suburban Areas (1,000 - 2,000 per square mile)</p> <ul style="list-style-type: none"> • 6 minutes 30 seconds (First Unit) • 10 minutes 24 Seconds for second unit/first alarm assignment <p>Rural (Population less than 10,000)</p> <ul style="list-style-type: none"> • 13 Minutes (First Unit) • 18 minutes 12 seconds for second unit

Recommendation: The City of Santa Paula should adopt varied service level objectives, based on population density, for fire, rescue, and emergency medical response consistent with their service area and established industry baseline performance standards.

(3) The Provision of Fire Prevention Services is an Important Component of Providing Fire Rescue Services

As stated earlier, Santa Paula has a single position dedicated to conduct fire inspections of existing and new businesses under the adopted the same Fire Code. The position is currently developing a plan for incorporating engine company inspections and developing an inspection schedule for all commercial occupancies in the City. This type of standardization ensures there are uniform safety measures for buildings constructed in the City and a consistent inspection schedule, which serves to enhance the safety of residents and responding personnel.

Recommendation: Santa Paula should continue to develop a system-wide fire prevention plan that addresses the use of standardized Fire Code and policies focused on development, plan review, inspections and enforcement.

Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

4. OPPORTUNITIES AVAILABLE FOR SANTA PAULA

This chapter of the report focuses on the opportunities available for Santa Paula to provide fire services to the City. The Chapter begins with operating at the status quo and moves through various staffing alternatives using a Santa Paula run Fire Department and then concludes with opportunities available from partnering with the Ventura County Fire Protection District (VCFD).

1. REMAINING WITH THE EXISTING FIRE SERVICE SYSTEM.

As discussed earlier, the current staffing plan in Santa Paula is to operate two stations with a combination of reserve and full-time personnel. In fire services this is know as a combination department and provides a cost effective method of providing fire services, but is dependent on a strong core of available reserve firefighters to staff shifts.

The current daily staffing plan for the Fire Department is shown in the following table:

Current Daily Staffing Plan

Position	Count
Station 1	
Captain	1
Engineer	1
Firefighter	1
Reserve Firefighter	1
Total Station 1	4
Station 2	
Captain	1
Engineer	1
Firefighter	1
Reserve Firefighter	1
Total Station 2	4
Total Daily Staffing	8

Current Staffing of Each Engine Company

Station Name Location	Apparatus	Daily Staffing
Station 1 114 S. 10 th Street Santa Paula	Engine 81	Captain (FT) Engineer (FT) Firefighter (FT) Firefighter (Reserve)
Station 2 536 W. Main Street Santa Paula	Engine 82	Captain (FT) Engineer (FT) Firefighter (FT) Firefighter (Reserve)

Reserve Firefighters are limited to working two (2) 24-hour shifts per month. In order to achieve the daily staffing goal as illustrated, a total of 31 reserve firefighters are required to ensure all shifts can be filled.

This allows the Fire Department to have two (2) four-person engine companies staffed 24 hours per day, seven days per week. Overtime is utilized to fill vacancies caused by use of sick, vacation and other leave types to fill the full time positions. The following table illustrates the salary and benefit costs to the staff the Fire Department using the above staffing plan and previously shown in the average compensation chart shown in the previous chapter:

As shown in the previous chapter, staffing levels are predicated on the ability to assemble an effective response force for structural fires. NFPA 1710 recommends 4 person staffing to allow 3 engine companies and a Chief officer to achieve the 13 persons required for an immediate response to a structure fire. In Santa Paula, any structure fire will require mutual aid resources from the VCFD and Fillmore Fire Department to form an effective response force regardless of whether they utilize 3 or 4 person staffing of engine companies; therefore it is reasonable to use 3 person engine

company staffing, which is identical to the staffing plan of VCFD to staff front-line emergency response engine companies in the City.

The following table illustrates the salary and benefit costs to the staff the Fire Department using the above staffing plan and previously shown in the average compensation chart shown in the previous chapter:

Cost of Emergency Apparatus Staffing

Position	Cost
Captain (6)	\$652,164
Engineer (6)	\$581,616
Firefighter (6)	\$483,912
Reserve Firefighter (730 shifts)	\$36,500
Total	\$1,754,192

As shown above, current salary and benefit costs total approximately \$1.75 million to staff the emergency service delivery of the Fire Department according the current staffing plan, this assumes all reserve shifts are staffed.

The current requirement for a reserve firefighter is to work a minimum of two 24-hour shifts per month. This translates to 15.2 firefighters to fill a single position. Therefore 30.4 reserve firefighters need to be on the roster to fill the staffing of that position to ensure 24 hour, 7 day per week, 365 days per year are staffed with four (4) person engine companies. At present there are 10 reserve firefighters on the roster, meaning the Department needs to recruit a minimum of 21 additional reserve firefighters to staff the apparatus on a daily basis.

Recommendation: The SPFD should aggressively recruit reserve personnel to ensure staffing goals can be achieved.

The current annual cost to provide fire rescue services in Santa Paula utilizing the status quo is approximately \$2.7 million. Of this approximately 89% or \$2.4 million is

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attributed to staffing costs for all positions. The table that follows show the annual operating cost of the Santa Paula Fire Department for Fiscal Year 2012 – 2016.

**Fire Department Budget
Fiscal Year 2012 – 2016**

Expenditure	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Estimated	FY 16 Budget
Salaries	1,158,789	1,321,132	1,514,146	1,619,368	1,325,898
Benefits	738,312	963,645	1,024,571	1,160,415	1,073,806
Total	1,897,101	2,284,777	2,538,717	2,779,783	2,399,704
Supplies/Services/Maint.	198,561	210,491	278,238	289,129	310,478
Transfers/Overhead/Debt	0	0	0	0	0
Total	198,561	210,491	278,238	289,129	310,478
Capital Outlays	45,380	20,242	22,259	95,113	0
Total	45,380	20,242	22,259	95,113	0
Total	2,141,042	2,515,510	2,839,214	3,164,025	2,710,182

As shown above salary and benefit costs increased 26% between FY 11/12 and FY 15/16, while the overall budget has increased 27% over the five-year period.

As staffing is the key driver to the costs of operating the Fire Department, the following sections illustrate various options to staffing that can reduce costs.

2. REPLACING FULL TIME FIREFIGHTERS WITH RESERVE FIREFIGHTERS

As discussed earlier, the current staffing plan results in approximately 66% of the time where stations are staffed with three (3) personnel as opposed to the goal of four and the use of three (3) person companies instead of four (4) will still require the same automatic and mutual aid response to develop an effective response force. Increasing the reserve staffing to a minimum of 31 reserve fighters would allow the Captain and Engineer positions to be staffed with full time personnel and the firefighter positions to be filled with reserve personnel.

In order to replace the existing full-time firefighter position with a reserve firefighter and maintain a minimum staffing of three (3) on each engine company, the

SPFD must first recruit the 31 additional reserve firefighters needed. There are several key advantages and disadvantages to moving toward the utilization of reserve personnel to fill the firefighter position as illustrated in the following table

Advantages and Disadvantages of Utilizing Reserve Firefighters

Advantages	Disadvantage
<ul style="list-style-type: none"> • Provides flexible coverage by have reserve assigned to staff fire apparatus. • Costs are lower than paying for full-time career personnel. • The use of reserve personnel for partial staffing will lower cost of operating the Department. 	<ul style="list-style-type: none"> • Reserves must be trained to same standard as full time personnel. • Increased workload on City support departments to recruit and retain the larger workforce. • Reserves typically have high turnover rates. • Reserves have same protective gear requirements as full time personnel resulting in significant start-up costs to outfit reserve personnel in required gear and protective equipment. • Demographics of community may make it difficult to attract the number of require reserve personnel. • Additional workers' compensation insurance needed for volunteers.

The use of utilizing a reserve firefighter to staff the 3rd position on the engine company would result in the following daily staffing plan:

Staffing using FT Captain and Engineer and Reserve FT

Station Name Location	Apparatus	Daily Staffing
Station 1 114 S. 10 th Street Santa Paula	Engine 81	Captain (FT) Engineer (FT) Firefighter (Reserve)
Station 2 536 W. Main Street Santa Paula	Engine 82	Captain (FT) Engineer (FT) Firefighter (Reserve)

This option would reduce costs by replacing full time positions with the reserve firefighters and staff the engine companies with three personnel (the current minimum staffing recognized as meeting industry standards

Due to the difficulty of recruiting reserve personnel, the project team also examined the cost and savings if the daily stipend was doubled to \$100 per shift for

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reserve personnel, which may make the position more desirable for people willing to serve as reserve firefighters

The following chart provides the staffing costs for staffing emergency apparatus utilizing this option:

Staffing Costs Using Only Reserve Firefighters

Position	Current Cost	Reserve FF Option
Captain	\$652,164	\$652,164
Engineer	\$581,616	\$581,616
Firefighter	\$483,912	\$0
Reserve Firefighter (730 shifts) @ \$50 per shift	\$36,500	\$36,500
Total	\$1,754,192	\$1,306,780
Net Change		(\$483,912)
Reserve Firefighter (730 shifts) @ \$100 per shift	\$73,000	Net Change (\$447,414)
Captain FT	6	6
Engineer FT	6	6
Firefighter FT	6	0
Reserve Roster	10 personnel	31 needed

As shown above, the option of using only reserve firefighters to fill the firefighter position in staffing emergency apparatus would save the City just under \$500,000 annually. If the compensation for reserve personnel were increased to \$100 per shift the savings would be approximately \$450,000. Since automatic and mutual aid are needed to develop an effective response force currently, this option would not have a significant impact on the current delivery system utilized in Santa Paula. It is similar in nature with the only change being the elimination of the full-time firefighter position and utilizing reserve personnel to staff the 3rd engine position. A considerable risk to this plan is the need for the additional 21 reserve positions to ensure adequate daily staffing. Shortages in reserve firefighter levels will require overtime to ensure a minimum staffing of three (3) personnel can be achieved daily. The plan would save approximately \$124,412 in addition to the savings from the SAFER Grant funding.

The City needs also to consider the costs of outfitting the additional 21 reserve firefighters. The State of California requires two (2) structural and one (1) Wildland set of firefighting gear for each firefighter. Currently outfitting a new firefighter with protective gear costs approximately \$10,000 per firefighter. This would require \$210,000 in one time costs to outfit the 21 additional reserve firefighters under this plan. Additionally, gear should be replaced a minimum of every 10 years with the front-line set of gear moving to use as reserve gear after 5 years. So for the 31 total emergency response personnel in this plan \$170,500 in gear replacement costs is needed on a rotating 5-year basis or an average cost of \$34,100 annually to ensure protective gear is replaced on an acceptable schedule.

The next section analyzes the costs with staffing one of the fire stations with full time career personnel and the other with reserve personnel.

3. STAFFING ONE CAREER AND ONE RESERVE STATION

The next option explored by the project team would be change the current staffing plan by having station one (Engine 81) staffed with full time career personnel and station 2 (Engine 82) staffed with reserve personnel.

The following table illustrates the daily staffing plan for this option:

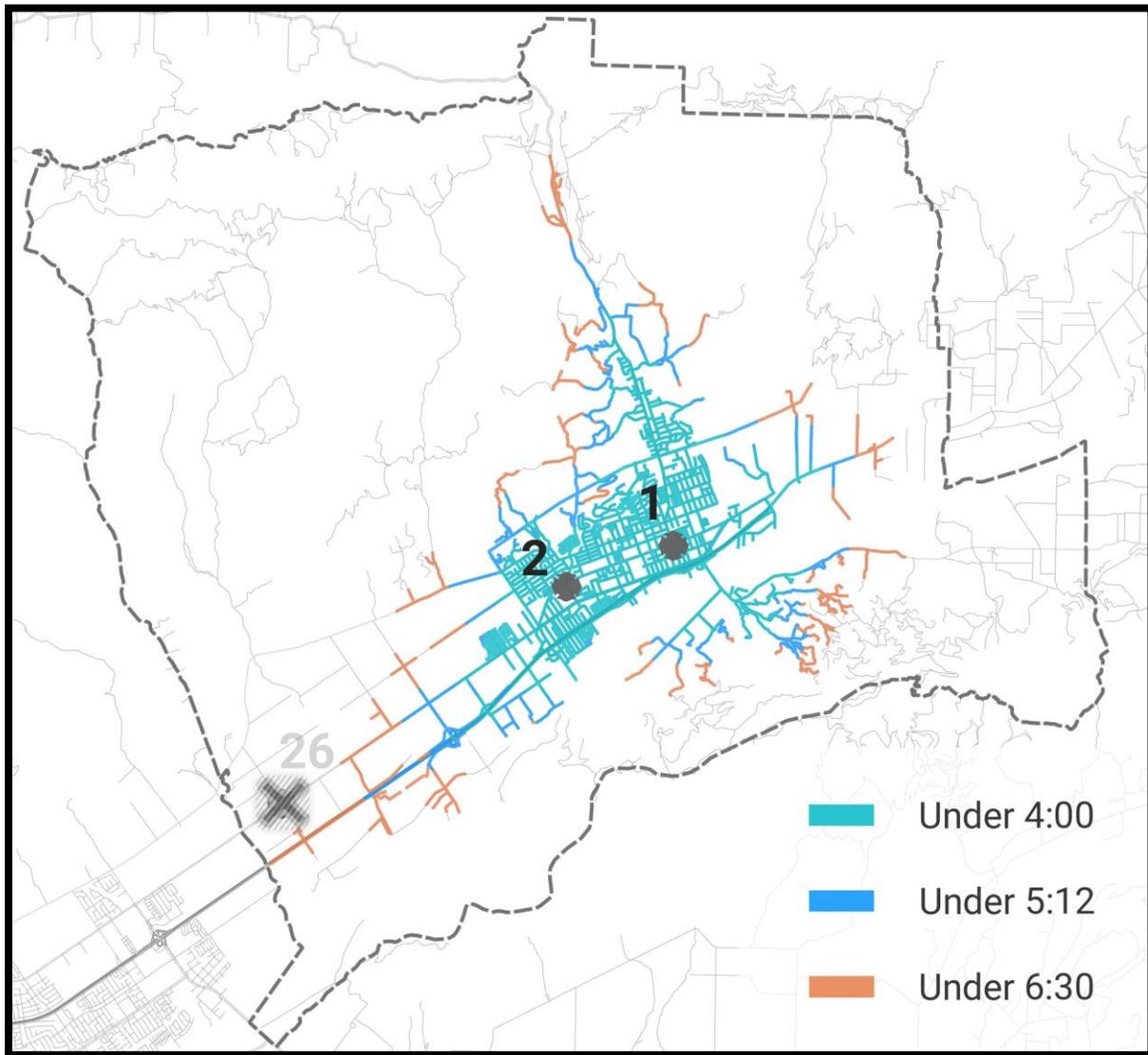
Station Name Location	Apparatus	Daily Staffing
Station 1 114 S. 10 th Street Santa Paula	Engine 81	Captain (FT) Engineer (FT) Firefighter (FT)
Station 2 536 W. Main Street Santa Paula	Engine 82	Officer (Reserve) Engineer (Reserve) Firefighter (Reserve)

It is important to note that this staffing plan greatly increases the number of reserve personnel required to staff emergency apparatus and brings the total minimum

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number of reserve personnel needed to staff emergency apparatus to 46, an increase of 36 over the current number of available reserve personnel.

The following map shows the expected travel times for emergency apparatus in Santa Paula if both stations are staffed on 24-hour per day basis.



As shown, the majority of the populated areas of the City have expected travel times less than 4 minutes with both stations being staffed.

Utilizing the option would reduce the emergency staffing costs associated with operating the Fire Department to \$913,576, an annual savings of \$840,616. This reduces the full-time staffing by 3 personnel in each position daily. The reserve staff cost would increase by \$18,250, as an additional reserve firefighter would be needed each shift for a reserve staffing of three (3) each day. With this option, the reserve roster would need to be at 45.6 firefighters to ensure the 1,095 shifts required to be staffed with reserve personnel could be staffed.

The costs comparison from current operations to moving to a single full time and single reserve station are illustrated in the table below, with the option of increasing reserve compensation to \$100 also illustrated:

Cost Comparison of Current vs. Single FT and Single Reserve Station

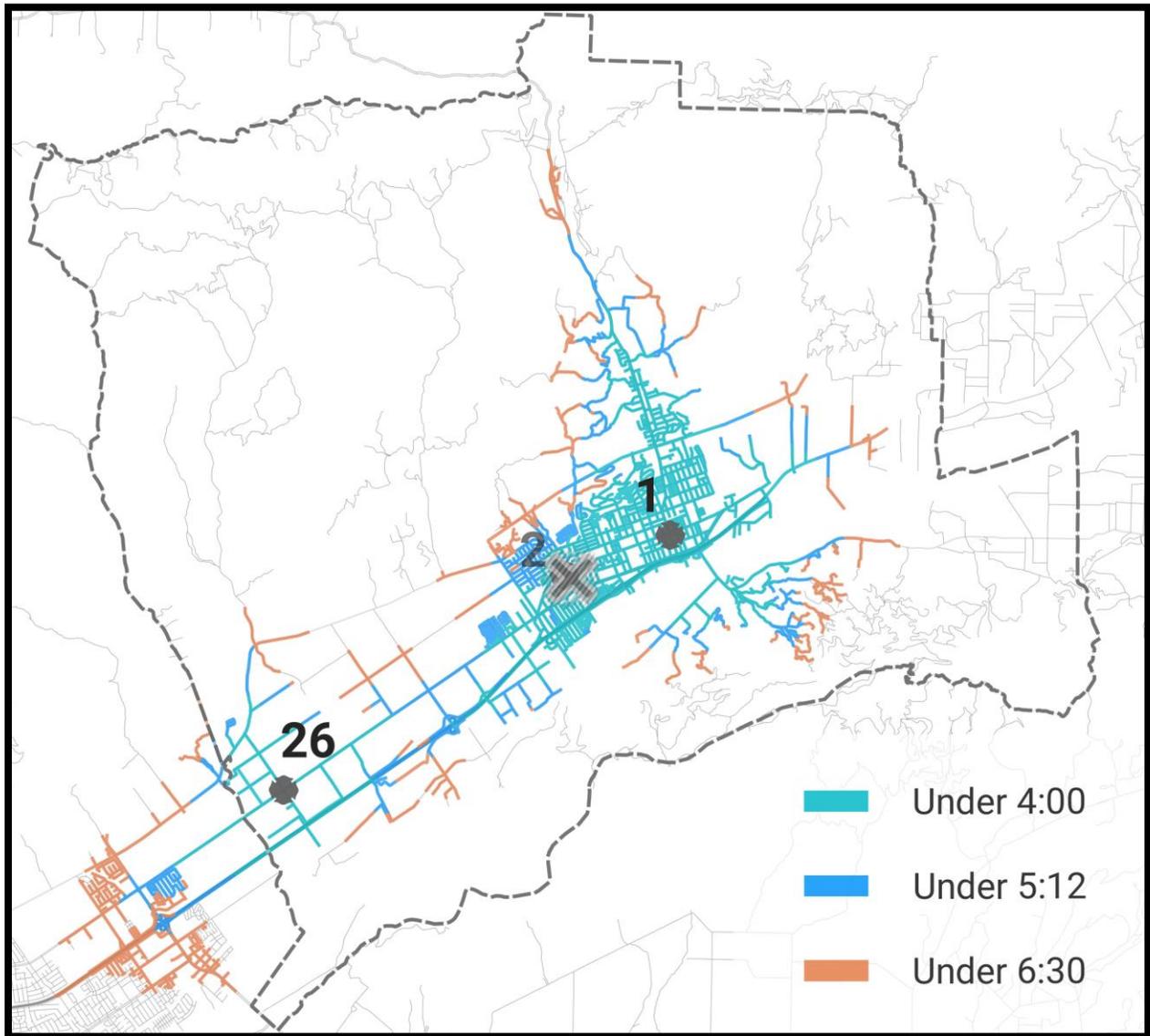
Position	Current Cost	Single FT Station Option
Captain	\$652,164	\$326,062
Engineer	\$581,616	\$290,808
Firefighter	\$483,912	\$241,956
Reserve Firefighter	\$36,500	\$54,750
Total	\$1,754,192	\$913,576
Net Change		(\$840,616)
Reserve Firefighter (1,095 shifts) @ \$100 per shift	\$109,500	Net Change (\$785,866)
Captain FT	6	3
Engineer FT	6	3
Firefighter FT	6	3
Reserve Roster	10 personnel (730 shifts)	45.6 needed (1,095 shifts)

This scenario would result in annual savings of approximately \$841,000 for the City of Santa Paula. There would also be an increase of approximately \$360,000 in one time costs to outfit the 36 additional reserve firefighters under this plan. Additionally, gear replacement costs of \$230,000 in gear replacement costs are needed on a rotating 5 year basis or an average cost of \$46,000 annually to ensure protective gear is replaced on an acceptable schedule. There are also the issues with recruiting and retaining the

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46 reserve firefighters needed to staff this type of operation; therefore utilizing the VCFD may become more frequent to provide automatic aid if there are times the volunteer station is not properly staffed. This option would result in savings of approximately \$481,116 in addition to the revenue received from the SAFER Grant for funding.

The following map shows the projected response time using the current station 1 (Engine 81) and VCFD station 26 if the volunteer station is not operational.



As shown above, the coverage using SPFD Station 1 and VCFD Station 26 still results in the majority of the City being covered in less than 5 minutes 12 seconds travel time.

Since there is adequate response time coverage without utilizing Station 2, another option available to reduce the amount of time required to utilize reserve personnel would be staff the reserve station during the peak call times of 10:00 am and 10:00 pm, which would allow reserve personnel to sign up for up to four (4) twelve hour shifts each month. This would reduce the number of reserves required to staff the second station to 23, which may be more realistic for the Fire Department to recruit and retain.

The following chart illustrates the call demand by time of day as shown previously in the agency profile:



As with the previous option, this one would not have a significant impact on the current delivery system in terms of travel times to emergency calls as both stations would be continually staffed and automatic and mutual aid would be utilized to ensure the effective response force was formed.

The next section analyzes the cost of moving to utilizing part-time firefighters in place of reserve fighters for staffing the SPFD.

4. UTILIZING PART TIME FIREFIGHTERS IN PLACE OF RESERVE FIREFIGHTERS

In recent decades there has been a downturn nationally in the ability to attract and retain volunteer (reserve) firefighters in sufficient numbers to staff a sustainable fire department and ensure all calls for service are responded to in a timely fashion. To counter this issue, many agencies have moved toward the utilization of part-time firefighters, which has shown to be a successful option to bridge the gap from volunteer to career personnel.

Typical pay for the volunteer firefighters is at or slightly above prevailing wages for other part-time positions in a community. Given the current economic and workforce climate in California and pending changes to the minimum wage requirements, a pay rate of \$15.00 per hour is being utilized for cost calculations in this scenario.

The use of part-time personnel at a rate of \$15.00 per hour would cost \$360.00 per 24-hour shift to cover one position or \$131,400 annually. However, in order to stay compliant with the Affordable Health Care Act, the City would have to ensure personnel were not scheduled more than 29 hours per week. This could be accomplished as one 24-hour shift or two (2) 12-hour shifts per week. The chart below shows the number of

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part-time firefighters needed to fill a single position based on the number of required shifts per month:

Number of Required Shifts per Month	Number of Part-Time Firefighters to Fill One Position	Average Hours per Week
2	15.2	11.0
3	10.2	16.6
4	7.6	22.1

Therefore to fill two positions, using the current two (2) 24 hour shifts per month, the roster would need to have a minimum of 31 part-time firefighters.

Using this staffing model, the chart below illustrates the cost differences using part-time personnel as opposed to reserve personnel for each of the previous staffing options:

Cost of Utilizing Part-Time Firefighter

Position	Current Cost	Part Time FF Option	Single Station Staffed with FT and other with PT Option
(Captain	\$652,164	\$652,164	\$326,062
Engineer	\$581,616	\$581,616	\$290,808
Firefighter	\$483,912	\$0	\$241,956
Part-Time Firefighter	\$36,500	\$263,000	\$394,500
Total	\$1,754,192	\$1,496,780	\$1,253,326
Net Change		(\$257,412)	(\$500,866)
Captain FT	6	6	3
Engineer FT	6	6	3
Firefighter FT	6	0	3
Part-Time Roster	10	16 - 31 PT Staff	23 - 46 PT Staff

As shown above, the use of part time personnel would save the City between \$257,000 and \$501,000 annually depending on how the staffing occurred. This would result in a cost increase of approximately \$102,088 to a savings of \$141,366 when factored against the revenue received from the SAFER Grant.

Again this option would not have a significant impact on the current emergency service delivery system, as both stations would be staffed on a 24-hour basis daily. This

option would require an additional 6 to 36 firefighters. As discussed earlier this will result in between \$60,000 and \$360,000 in initial costs to purchase protective gear and ongoing annual budgets of \$28,000 to \$55,000 annually to fund appropriate replacement protective gear.

5. RESERVE/VOLUNTEER STIPENDS OF OTHER AGENCIES

The following chart outlines stipends paid to reserve and volunteer fire fighters in various cities and counties in California. There is a wide range of programs from unpaid volunteers to a multi-tiered system. Some communities require the reserve personnel to stay at the station while others respond as needed to supplement station based forces.

Name of Community	Pay Status
Vernon, CA	Unpaid
Orange County, CA	Stipends vary based on activity. \$8.00 for emergency response up to \$50.00 depending on duration of response. No requirement to stay at station. There are additional stipends for training, special events and certifications.
Winters, CA	\$50.00 per 24 hour Shift \$100.00 for Holidays Minimum: 3 shifts per month
Kelseyville, CA	\$50.00 EMT \$100.00 Paramedic Minimum: 5 24 hours shifts per month
Hollister, CA	\$240.00 for first 24 hour shift \$100.00 for the 2nd 24 hour shift Paid Per Quarter \$10.00 per hour for call backs
Guadalupe, CA	\$200.00 monthly stipend Minimum: 8 - 12 hour shifts per month Weekends: 2 - 24 hour shifts per month; \$60.00 per shift
San Bernardino, CA	\$10.00 per hour; not required to stay at station
Woodland, CA	\$50.00 per day
Merced County, CA	\$9.47 per hour; not required to stay at station

Riverside County, CA	Unpaid
Culver City, CA	Unpaid
Monterey Park, CA	Unpaid
Alameda County, CA	Unpaid

As shown above, there is wide variation in the stipends paid to reserve firefighters in California, ranging from \$0 to as high as \$240 per shift. The City should review the current \$100 stipend to ensure it is appropriate for the services provided or if an increased stipend is warranted to offset costs of volunteering for the Department.

6. IMPACT OF BARGAINING AGREEMENT ON RESERVE AND PART-TIME OPTIONS

The City of Santa Paula has a memorandum of understanding (MOU) with the Ventura County Professional Firefighter's Association, which represents the full-time Firefighters of the Santa Paula Fire Department. The current MOU was passed and adopted by the City Council on September 3, 2014 and is out of date, but remains in effect until a subsequent signed MOU is executed by the City and Association.

The MOU grants the City specific rights such as:

- Determining and modifying the organization of City government and work units
- Determining the nature, standards, levels and mode of delivery of services
- Determining if goods or services shall be made or provided by the City or purchased or contracted for
- Direct employees, including scheduling and assigning work, work hours and overtime within the agreed upon shift schedule when needed due to workload, employee absences or other immediate needs
- Establish employee performance standards and require compliance with them

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- Discharge, suspend, demote, reduce in pay, reprimand or discipline permanent employees for cause and probationary employees with or without cause, subject to applicable law
- Withhold salary increases and benefits related to job performance subject to the City's personnel rules and regulations
- Relieve employees from duty due to lack of work funds
- Implement rules, regulations and directives consistent with law and provisions of the MOU
- Take any necessary action to protect the public and carry out its mission in emergencies
- Relieve employees from duty when there are extraordinary circumstances which require immediate relief from duty without pay and benefits.

The MOU also contains language regarding contracting out services in Article 3.1, as shown below

In the event the City enters into any agreement with another public employer or private entity which involves the transfer of functions now being performed by employees in the Association, or the law provides for the transfer of functions now being performed by employees in the Association to another public or private agency, the City will advise such public or private entity of the existence and terms of the Memorandum of Understanding and will immediately advise the Association of such agreement by law. In addition, the City will consult with the employer absorbing the City function to encourage utilization of affected employees by the new employer. When a Request for Proposal or other contract solicitation documents are approved and issued, the City Manager will arrange within five (5) business days to meet with representatives of the Association to advise them of the action.

When advance knowledge of the impact of pending changes in function, organization, or operations is available which will result in the abolishment of positions, or when there is any major assignment of functions from one department to another or to another agency, the City will make an intensive effort to either reassign or transfer affected employee to other positions for which they qualify, or train affected employees for new positions in order to retain their services.

As shown above, the MOU allows the City to contract out for services, but requires the City to encourage the employer absorbing the function to utilize the affected employees.

In the event of layoffs, the MOU requires the City to meet with the Ventura County Professional Firefighter's Association (VCPFA) to discuss the application of Santa Paula Municipal Code §33.12 and any impacts to members of the VCPFA.

There are no provisions in the MOU regarding the use part-time or reserve personnel to staff positions in the SPFD, however the International Association of Firefighters (IAFF) has addressed this topic in a letter to the International Association of Fire Chiefs (IAFC) written on November 4, 2008. An excerpt from the letter is found below:

“ . . . the IAFF is a labor organization. As such, it exists to protect our member's jobs, working conditions, benefits and their safety at work.” The second statement “ . . . the IAFF's clear position remains that secondary employment of IAFF members – which, for the IAFF includes part-time, paid-on-call, volunteer or otherwise as a firefighter, emergency medical services or public safety worker – is wrong, is unsafe and is against the IAFF's Constitution when it negatively affects another IAFF member's safety or livelihood by engaging in work that adversely impacts the interests of any affiliate or the IAFF”.

As shown above, while the IAFF is not opposed to the use of part-time, paid-on-call or volunteer firefighters, they do not desire full-time career personnel to fill these

positions as a means of secondary employment if the positions affect another IAFF member.

The next chapter in the report discusses the utilization of the Ventura County Fire District to provide fire services in the City of Santa Paula.

5. CONTRACTING WITH VENTURA COUNTY FIRE PROTECTION DISTRICT

The final option for discussion is the utilization of the Ventura County Fire District (VCFD) to provide fire services for the City of Santa Paula. Ventura County Fire District staffs two stations that currently provide automatic aid to the City of Santa Paula.

It is important to note that moving to the utilization of the VCFD will not necessarily result in all current personnel from SPFD being hired by the Fire District. The initial training of VDFD staff is done in a formal fire academy, while SPFD personnel receive their firefighter 1 and firefighter 2 training while serving as reserves and then are eligible for full time positions after completion of firefighter 2 when they become available. The County will likely have a testing process to ensure all employees have the basic knowledge for transfer and then conduct a physical agility examination to ensure they can perform the required fire ground operations. If successful in these examinations, a medical physical would be required to ensure the personnel are fit for duty and do not have underlying medical or physical issues that would pose a long term liability to the County. Personnel successfully completing these three phases of hiring would then be eligible to fill vacant positions in the VCFD.

The following table illustrates the differences in job qualifications for the line operations personnel (Captain, Fire Engineer, Firefighter).

Position	VCFPD Qualifications	SPFD Qualification
Firefighter	<ul style="list-style-type: none"> High School graduate or equivalent. Certification as a CA EMT 1A training course 	<ul style="list-style-type: none"> High School graduate or equivalent. Reserve Firefighter/EMT with a minimum of 1 year

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	<ul style="list-style-type: none"> • Unrestricted CA drivers license, Class A within 6 months of hire • Successful completion of an IAFF/IAFC Candidate Physical Abilities Test (CPAT) within preceding 12 months. • Completion of a California State Fire Marshal Firefighter I academy or equivalent. • Experience as a Fire Control Worker with the VCFD is highly desirable. • 21 years of age at time of application. 	<p>experience at SPFD.</p> <ul style="list-style-type: none"> • Possess and maintain CPR and EMT 1 Certification. • Fire Academy completion, Firefighter1, Driver/Operator 1 and 2 and Fire Science coursework are desirable. • Possession or ability to obtain a CA class B license with Firefighter endorsement or higher within 6 months. • Hepatitis B Virus immunization prior to beginning work. • Residency within Ventura County excluding Lockwood Valley and Frazier Park areas. • Pass a comprehensive medical evaluation as a condition of employment.
Fire Engineer	<ul style="list-style-type: none"> • Minimum of 3 years line firefighting experience with VCFPD. • Valid Class A CA drivers license • Certification as a CA EMT-D 	<ul style="list-style-type: none"> • Minimum of 2 years experiences as a full time firefighter with SPFD. • Maintain CPR and EMT 1 certification. • Possess and maintain Class B CA license with Firefighter endorsement.
Fire Captain	<ul style="list-style-type: none"> • Minimum of 5 years experience as a safety member in the VCFPD. • Possession of a valid Class I CA drivers license. • Certification as a CA EMT. 	<ul style="list-style-type: none"> • Minimum of 3 years experience as a fulltime firefighter with SPFD. • Maintain CPR and EMT-1 certification. • Company Officer certification is desirable. • Possess and maintain CA Class B drivers license with firefighter endorsement.

The following table illustrates the location and staffing of the Ventura County Fire Stations in closest proximity to the City of Santa Paula:

Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

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Station Name/Number and Location	Function	Apparatus	Daily Staffing
Station 26 12391 W. Telegraph Rd. Santa Paula	Ventura County FD Fire Rescue Operations	Engine 26 - Primary Engine 326 (Brush)	Captain, Engineer, Firefighter
Station 27 613 Old Telegraph Rd. Fillmore	Ventura County FD Fire Rescue Operations	Rescue Engine 27 - Primary Water Tender 27	Captain, Engineer, Firefighter

As shown each of the stations staff a primary engine company with three (3) personnel daily. Station 26 located at 12391 W. Telegraph Road is the closest to Santa Paula and is capable of providing coverage to the western areas of the City.

In discussion with the Ventura County Manager and VCFD Fire Chief, there are two viable options for Santa Paula to consider in terms of using VCFD to provide fire services to the City:

- Contract for Services
- Join the Ventura County Fire District

Each of these options and associated costs will be discussed separately.

1. CONTRACTING FOR SERVICES

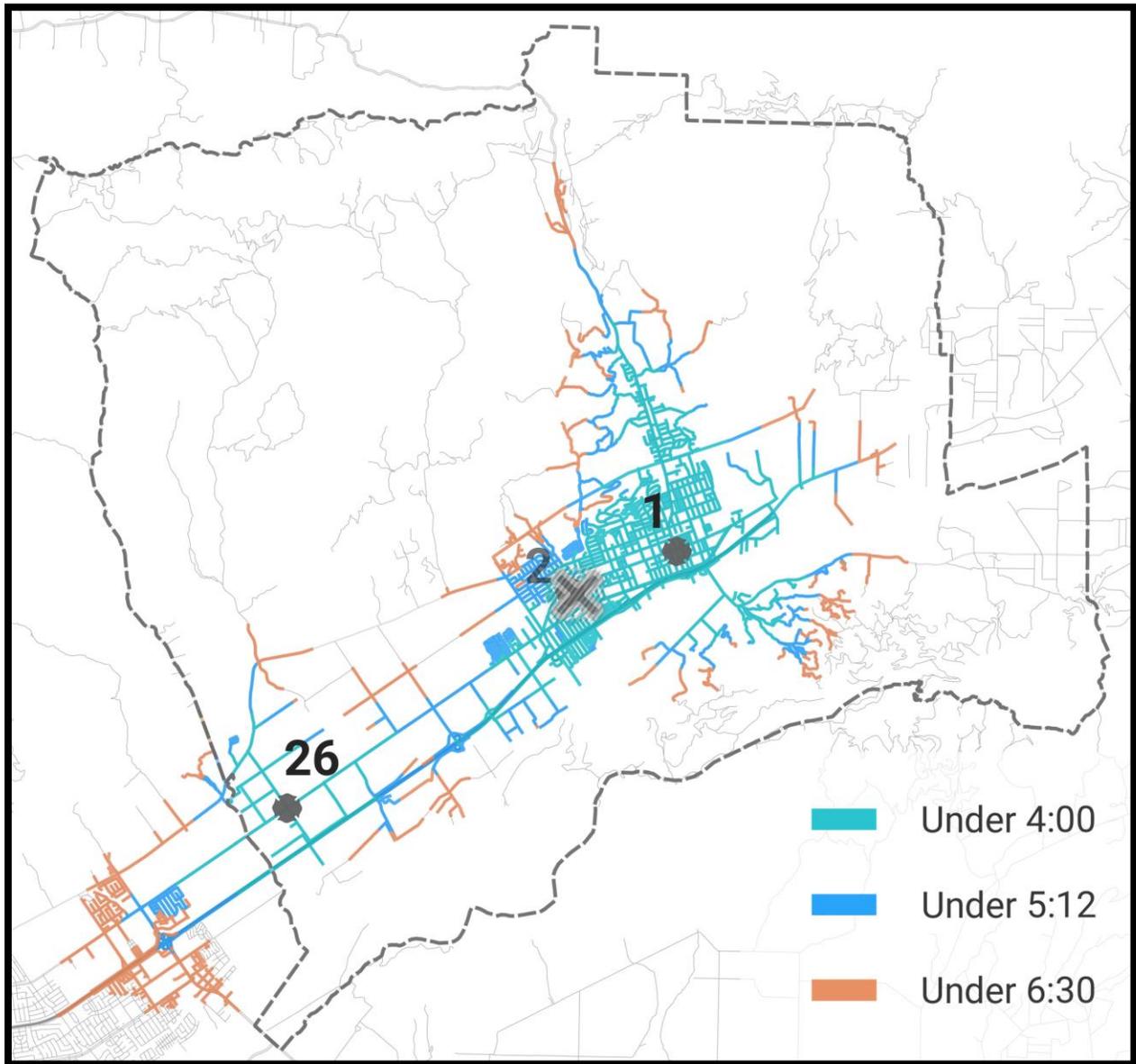
The State of California allows Cities and Fire Districts to enter into interlocal agreements for the provision of fire rescue services to their community. This is a common practice in many areas of the State where regionalized fire protection services are provided through contractual interlocal agreements.

The project team discussed this option and found it to be the most cost effective option as the City could choose to staff according to their needs and be charged for the services provided by the VCFD. Currently the District estimates the annual cost to staff a single engine company to provide services on a 24-hour basis, provide administrative

CITY OF SANTA PAULA, CALIFORNIA
Draft Phase I Fire Sustainability Report

and fire prevention services is \$2.1 million dollars annually. In order for a single station option to be considered as viable the project team examined the projected response times using either Station 1 or Station 2 and Station VCFD Station 26 as response alternatives.

The First map illustrates using Stations 1 and 26 to provide services to the City of Santa Paula:

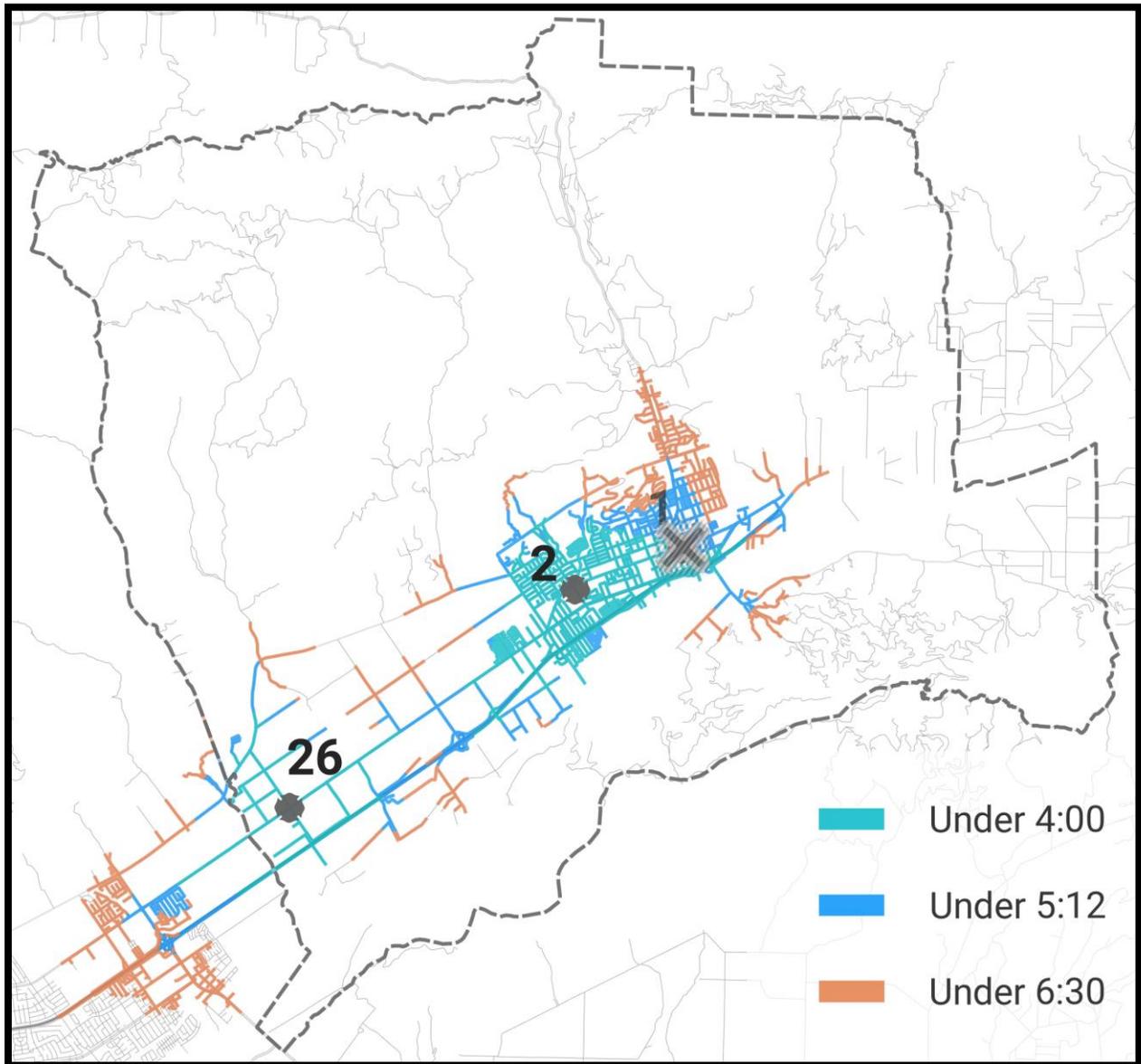


Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

CITY OF SANTA PAULA, CALIFORNIA
Draft Phase I Fire Sustainability Report

As shown in the map above, the majority of the City would still have expected travel times of less than 5 minutes 12 seconds using Santa Paula Fire Station 1 and Ventura County Fire Station 26 to provide services to the community. These travel time predictions meet the performance objectives discussed earlier in the report.

The next map illustrates the expected performance using Santa Paula Station 2 and Ventura County Station 26:



Attachment: Santa Paula Fire Revised DFR 052316 (1176 : Consideration of the Fire Department Sustainability Analysis)

As shown above, this option does not adequately cover the northeastern areas of the City of Santa Paula as response times will be as long as 6 minutes 30 seconds to several areas of the City.

The following table illustrates the cost differences resulting from utilizing the VCFD to provide services as opposed to the current budgeted cost for providing services in Santa Paula

Service Provider	Cost
City of Santa Paula	\$2,710,182
Ventura County Fire District	\$2,100,000
Annual Savings	\$610,182

As shown above, by contracting with the Ventura County Fire District to provide fire services through an interlocal agreement, the City would save approximately \$610,000 annually. This option closes either Station 2 or Ventura County Station # 26 and has services to the City provided by Santa Paula Fire Station #1 and an additional station as determined by the agreement. The Ventura County, Ventura City and Fillmore Fire Departments would still continue to be utilized for automatic and mutual aid services to the City, as is currently provided for larger incidents.

The second option is to join the Ventura County Fire District.

2. JOINING THE VENTURA COUNTY FIRE DISTRICT

Joining the Ventura County Fire District would be the most complicated and time consuming of all the options discussed in the report to this point. The Ventura County Fire District currently provides services to the unincorporated areas of Ventura County and the cities of Camarillo, Simi Valley, Moorpark, Ojai, Thousand Oaks and Port Huenene.

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Draft Phase I Fire Sustainability Report

The VCFD is a separate, independent taxing authority governed by the County Board of Supervisors, but collects property taxes separately from the County for areas that have been annexed into the Fire District. The current Ventura District Tax Rate for cities that are part of the District is as follows:

City	Fire District Tax Rate
Camarillo	0.143
Simi Valley	0.140
Moorpark	0.160
Ojai	0.122
Thousand Oaks	0.149
Port Huenene	0.130

As shown above the property tax rate for the Ventura County Fire District ranges from 0.122 in Ojai to 0.160 in Moorpark. The tax rate was set as 15% of the total property tax collected in the City. The following table illustrates the FY 2015/16 estimated property tax budgeted by the City of Santa Paula:

Total Property Taxes Collected FY 2015/16	15% Ratio
\$19,522,954	\$2,928,443

As shown, the property tax rate for Santa Paula if it were to be annexed into the Ventura County Fire District would total \$2,928,443. This is a cost increase when compared to the current budget of \$2,710,182. There may be an opportunity for the City to negotiate the actual tax rate, but it is the understanding of the project team, that the policy of the County is to ensure 100% cost recovery for services provided.

Service Provider	Cost
City of Santa Paula Current	\$2,710,182
Ventura County Fire District	\$2,928,443
Annual Additional Cost	\$218,261

As stated earlier as the Ventura County Fire Protection District is an independent taxing authority and the taxes collected would be considered a new tax, the residents of Santa Paula would have to vote to be annexed into the District as required by

Proposition 218. If a tax exchange agreement is negotiated between the City and VCFPD the annexation can occur without voter approval since in essence there is no new tax collected. It is important to note that this would actually result in a reduction of General Fund revenue for the City to provide other essential services as joining the District and granting the tax exchange would result in a lowering of the taxes returned to the City after collection by \$2,928,443. Further as East Area 1 develops, this option would result in significant annual tax revenue for the Fire District as newly constructed property is added to the tax rolls.

The annexation would also be subject to approval from the Ventura County LAFCO. Regarding application forms, requirements and fees for a District Change of Organization (annexation) can be found at <http://www.ventura.lafco.ca.gov/applications-fees/>

The project team contacted Ventura County LAFCO to obtain an estimate on a timeline for obtaining LAFCO approval, but they were unable to provide an estimated timeline for the LAFCO approval process.

Recommendation: The City of Santa Paula should work to improve the utilization of Reserve Firefighters or consider moving to the use of part-time firefighters to improve the cost efficiency of delivering fire services to the City.

3. REVENUE OPPORTUNITIES AVAILABLE TO THE CITY BY JOINING THE VCFPD

There are potential one-time and ongoing revenue opportunities available to the City if they were to join the Ventura County Fire Protection District.

(1) One-time revenue opportunities

The City can determine how current assets would be transferred to the VCFPD if they were required to provide fire services in the City. This could include the sale of

CITY OF SANTA PAULA, CALIFORNIA
Draft Phase I Fire Sustainability Report

apparatus and equipment to the District. The following illustrates the potential one-time revenue available to the City of Santa Paula.

Item	Description	Potential Value
Engine 81	2015 Pierce Arrow XT	\$450,000
Engine 82	2003 Ferrara Contender	\$75,000
Engine 181	1992 Pierce Dash	No Value
Utility 82	Ford F-250 Air and Light Truck	\$35,000
Protective Equipment	Various	\$50,000
Total		\$610,000

As shown above the City could potentially sell the current apparatus and protective equipment to the VCFPD or another agency for approximately \$610,000 based on internet research of current prices for this type of apparatus and equipment.

(2) Ongoing Revenue Opportunities

Once the East Area 1 project develops to the point of the 250th home, there will be an opportunity for the City to discontinue the use of Station 2 as a new fire station will be funded as part of the project. This will allow the City to lease the facility to another business, such as AMR to use as an EMS response station. Current commercial property is renting for \$9.00 - \$10.00 per square foot. This would result in an annual rental income of approximately \$95,000 - \$115,000 for the City. As it is unclear the exact timing of the development of East Area 1, this figure could change depending on the economic conditions at the time the new station is constructed.

APPENDIX – SAMPLE BALLOT LANGUAGE

As discussed in Chapter 2 of this report, 74% of the recent General Tax elections received voter approval. The following provides the guiding language used by several of the Cities that were successful in having their ballot measure approved by voters.

City of Greenfield

Greenfield 2015 City Services Transactions and Use Tax Measure. To enhance the health, safety and welfare of Greenfield, and provide greater general City services, such as strengthened public safety; increased youth recreation programs; re-establishment of code enforcement services; and other essential services, shall the City of Greenfield enact a voter approved 0.75 cent transaction and use tax, subject to annual audits and public review?

City of South San Francisco

To maintain South San Francisco services, including maintaining neighborhood police patrols/9-1-1 response, programs for seniors/disabled residents, crime/gang suppression programs, repairing potholes/streets, maintaining youth/teen educational/recreational programs, providing a police operations center that meets earthquake safety codes, and other city services; shall South San Francisco levy a 1/2 cent sales tax for 30 years, with authority to incur debt to accelerate projects, annual audits, citizens' oversight, no funds for Sacramento and all funds for South San Francisco?

City of Weed

Shall the City of Weed impose a Transactions and Use Tax of 0.25% of the gross receipts of any sale or use pursuant to Revenue and Taxation Code Section 7285.9 to fund the operation, maintenance, and improvement of a public library, to fund a portion of the costs of providing Senior Nutrition Meals within the city limit of the City of Weed and other senior programs and services, and for general municipal purposes including, police, fire protection and street maintenance and improvements.

City of Stanton

Stanton 9-1-1- Public Safety and Essential City Services Protection Measure. To address state takeaways of local funds and protect and maintain essential city services including: 9-1-1 emergency response; programs attracting businesses/creating jobs; neighborhood police patrols; sheriff's deputies; fire protection services/paramedics;

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gang/youth violence prevention programs; senior programs/nutrition center; and other general City services, shall the City of Stanton establish a one cent sales tax, requiring annual independent audits, and all funds remaining in Stanton?

City of El Cerrito

To continue to protect/ maintain City services, including fire prevention/ emergency services; emergency response times; neighborhood police patrols; firefighter/ police staffing; crime prevention/ investigation resources; after-school programs; library hours/ programs; senior services; open space, parks, paths/ playfields; other general City services, shall El Cerrito extend the existing voter-approved sales tax and set the future rate at one cent for 12 years, with citizens' oversight, annual audits, and all funds staying local, none to Sacramento?

City of Coachella

Shall the City of Coachella establish a retail transactions and use tax at the rate of one percent (1%) to maintain funding for general City services, including public safety, streets and public works, and parks/community services; provided that most of the tax is collected from non-Coachella residents, and no further rate increases without voter approval?

City of Richmond

Shall the City of Richmond adopt a one-half cent transactions and use (sales) tax, to fund and maintain essential city services, such as public safety, public health and wellness programs, city youth programs and street paving?

City of Pinole

Shall an ordinance be adopted enacting a local half-cent transaction and use (sales) tax to maintain essential police and fire services, to prevent the reduction in maintenance of City parks and streets, and to prevent the reduction of youth, family and senior recreational services, subject to annual external audit and review?

City of Rancho Cordova

To enhance City services, facilities and programs, including: enhancing anti-gang/youth violence prevention programs; increasing neighborhood police patrols; fixing streets faster; expanding children/teen after-school programs; removing blight/revitalizing vacant buildings along Folsom Boulevard; building community facilities for seniors/working adults/children; and other general city services; shall the City of Rancho Cordova enact a 1/2 cent sales tax, that cannot be taken by the State, requiring annual audits and all funds be spent in Rancho Cordova?

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.D

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Richard Araiza, Fire Chief
Subject: Authorize Fire Chief to Begin Conversation with County Fire
Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) provide direction to City staff regarding the nature and extent of discussions to join the Ventura County Fire Protection District, including the negotiating parties; (2) take such additional, related action that may be desirable.

Report by: Richard Araiza, Fire Chief

Fiscal Impacts: May be some minimal staffing and administrative costs associated with producing future reports for discussion, such as reproduction/printing of documents, etc.

Personnel Impacts: Minimal staff time involved is County discussions.

General Discussion: At the May 2, 2016, Council meeting, the Council directed that an item be brought back for discussion to consider authorizing the Fire Chief to open a dialogue with the Ventura County Fire Protection District for providing services to the city of Santa Paula. City staff is seeking authority to open such discussions and seeks further direction as to the nature and scope of that authority.

Pursuant to the direction of Council, the Fire Chief and staff can begin such discussions with the understanding that this action is simply an exploratory and informational effort to report back to Council on any major items/issues of consideration should any further action be recommended. This action is also a response to the report issued by Matrix on Fire Department sustainability, which included the transition to the Ventura County Fire Protection District as an option for long term sustainability.

Future reports, if warranted, can provide additional information related to costs, levels of service, possible personnel acquisition, property ownership and property transfers, etc. In addition, procedural issues related to any potential transfer in service would also need to be discussed. Exploring the concept of contracting for services as opposed to joining the district would likely be addressed with reports given as to advantages or disadvantages of each option.

For the Regular Meeting of City Council on June 6, 2016**Agenda Item # 2.12.D**

Lastly, staff would need direction as to the level of involvement from each entity. Will this discussion involve simply the fire staff or would legal department and managers be advisable at this early stage?

Again, any information obtained would be preliminary in nature and would need to come back to council for further direction.

Alternatives:

- A. Approve recommendation.
- B. Deny recommendation.
- C. Provide staff with direction.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.E

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jaime Fontes, City Manager

Subject: Presentation and Discussion of Poll Results for the Public Opinion Poll
Conducted by Fairbank, Maslin, Maullin, Metz & Associates (FM3)

Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) receive and file the poll; and (2) take such additional, related action that may be desirable.

Report by: Jaime M. Fontes, City Manager

Fiscal Impacts: \$20,000.00

Personnel Impacts: None.

General Discussion: On May 16, 2016 the City Council directed staff to immediately contract for and have a public opinion poll conducted by a professional pollster (firm). The poll was intended to assist the Council in gauging public opinion in relation to a potential sales tax initiative in the City of Santa Paula.

As this was a request for professional services, staff selected Fairbank, Maslin, Maullin, Metz, & Associates (FM3) to conduct a poll of Santa Paula voters. Mr. Maullin, a major partner in the FM3, will be present to explain how the poll was conducted and what the results of the same in relation to the public opinions of the citizenry of Santa Paula.

Alternatives:

- A. Approve staff recommendation.
- B. Reject staff recommendation.
- C. Provide staff with further direction.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.E

Attachments:

FM3 Information

Santa Paula Sales Tax Survey May 11-16, 2016

Fairbank, Maslin, Maullin, Metz & Associates (FM3)

- About Us
- Our Team
- Services
- Clients
- News
- Blog
- Contacts

About Us

Fairbank, Maslin, Maullin, Metz & Associates (FM3), a California corporation, has specialized in public policy-oriented opinion research since 1981. FM3 offers a wide range of opinion research, communications strategy and consulting services to assist political candidates, ballot measure committees, corporations, non-profit organizations and government agencies. FM3 opinion research services include:

- Random-digit-dial (RDD) & listed sample public opinion telephone surveys in English, Spanish & other languages
- Mail and Internet surveys in English, Spanish and other languages
- In-depth executive interviews and employee/membership research
- Focus groups in English and/or Spanish
- Communications strategy consulting
- Consumer market research
- Customer/citizen satisfaction and community assessment research
- Public-sector community relations and outreach program development and implementation
- Advertising and media testing using Audience Response System "Perception Analyzer" technology

FM3 prides itself in delivering personal service to its clients, who are assured of ongoing contact with the firm's principals and senior personnel. FM3 designs and manages the entire research process including research instrument design, sampling or recruitment plan, and data collection, analysis and interpretation. In addition, FM3 has Spanish-language capability on its staff that it applies to all research projects involving populations with significant Spanish-speaking segments.

On an annual basis, FM3 conducts as many as three hundred surveys and one hundred and fifty focus groups, in addition to providing ongoing strategic consultation to key clients. FM3 research and analysis frequently focuses on issues of major economic and social concern, including communications technology; energy development, conservation and regulation; transportation planning and finance, health care; environmental quality; natural resource conservation and development; public finance;

growth and property development, and the implications of public policy for ethnic and other demographic groups such as children and the elderly.

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Fairbank, Maslin, Maullin, Metz & Associates (FM3)

- About Us
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 - Clients
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 - Contacts
-
- Principal Researchers
 - John Fairbank
 - Paul Maslin
 - Richard Maullin
 - David Metz
 - Richard Bernard
-
- Researchers
 - Curtis Below
 - Rick Sklarz
 - Adam Sonenshein
 - Miranda Everitt
 - Lucia Del Puppo
 - Lia Rohr
 - David Sokolove
-
- Analytics & Technology Team
 - Renato Villacorte
 - Seth Geyer
 - Sherryl Jurisch
 - Victor Louie
 - Ariana Rodriguez
-
- Project Management & Administrative Services

Richard Maullin

As one of the founding partners (1981) of Fairbank, Maslin, Maullin, Metz & Associates (FM3), Richard Maullin has provided opinion research and consulting services to a wide variety of domestic

and international clients, including private sector companies and non-profit organizations involved in energy production and distribution, environmental protection, water supply, construction services, real estate, telecommunications, entertainment, consumer products and health care policy.

In addition to supplying public policy-oriented research and communications consulting services for FM3 private sector clients, Dr. Maullin often serves as the principal researcher on opinion research, strategic planning and communications consulting projects involving state, regional and local government. He has conducted research projects evaluating public attitudes towards energy, water and environmental protection services, programs and proposals, building and development projects, local government services such as police, fire and public works, transportation, water supply, recycling and municipal waste disposal, parks and recreation, and public education.

Dr. Maullin has also provided voter research services and strategic advice to numerous ballot measure campaigns ranging from state-level issues such as Indian gaming, stem cell research, adoption of the Martin Luther King holiday and public utility regulation to local government and public school finance measures. In the candidate election arena, Dr. Maullin has been a successful gubernatorial campaign manager and has provided opinion research and strategic consulting to candidates for governor, mayor and other state and local elective offices.

Dr. Maullin has held high-level executive positions both in government and in the private sector. He was California Deputy Secretary of State from 1971 to 1974 and served as Chairman of the California Energy Commission from 1975 through 1979. Dr. Maullin currently serves as a member of the Board of Governors of the California Independent System Operator Corporation which operates California's electric grid. From 1980 to 1985, Dr. Maullin was President and Chief Executive Officer of MCR Geothermal Corporation. Dr. Maullin was also a member of the Social Science Research Staff at the RAND Corporation from 1965 through 1970, specializing in Latin American politics and economics. He has taught international relations at UCLA (1968), and currently serves as Chairman of the Board of the Vilnius Yiddish Institute at the Vilnius University in Vilnius, Lithuania.

Richard Maullin was born in Los Angeles, California and received his bachelor's (with honors, 1962), master's (1964) and PhD (1972) degrees in Political Science from UCLA. Dr. Maullin is bilingual in English and Spanish and has working knowledge of French and Portuguese. He lives in Santa Monica and may be reached at FM3's Los Angeles office at (310) 828-1183, or at Richard@FM3research.com.

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Attachment: FM3 Information (1177 : Presentation and Discussion of Public Poll Results)

SANTA PAULA SALES TAX SURVEY

Survey Conducted May 11-22, 2016

220-4511

Fairbank, Maslin, Maullin, Metz & Associates – FM3

PUBLIC OPINION RESEARCH & STRATEGY

Methodology

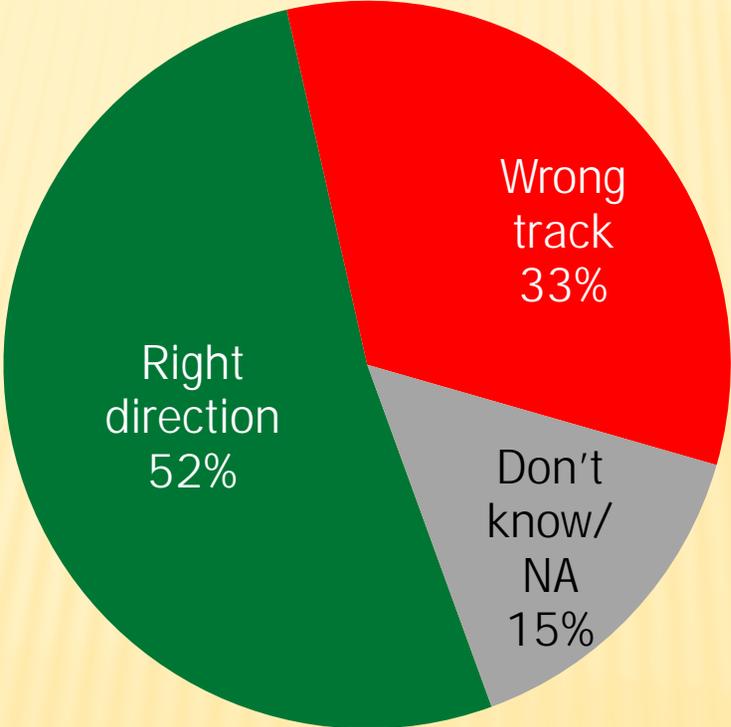
- ü Telephone survey (landline and cell phones) of a random sample of 295 voters registered to vote in the City of Santa Paula. 68% responded by cell phone.
- ü +/- 5.7% Margin of error for the sample as a whole, larger for smaller subsets of the sample.
- ü The survey took the average respondent 12 minutes in English and slightly longer in Spanish. The survey was conducted between May 11 and May 22.

ELECTION ENVIRONMENT

- ü A slim majority of Santa Paula voters say that things in Santa Paula are headed in the right direction, and voters are effectively split on whether or not City officials are doing an excellent/good job or a fair/poor job providing for fire and police services and city parks.
- ü Voters are particularly critical of the City's management of finances, planning for future growth, street and sidewalk repair, aiding job creation and dealing with the homeless.
- ü Without any prompting, when asked to name the one or two most important issues facing residents of Santa Paula, dealing with infrastructure needs, crime/public safety protection, education funding and high housing costs dominate the list.

Santa Paula: Right Direction/Wrong Track

Generally speaking, would you say that things in Santa Paula are headed in the right direction or are they off on the wrong track?



Top five most important issues facing residents of Santa Paula

What would you say are the one or two most important issues facing residents of Santa Paula?

(N=295)

Issues	%
Infrastructure mentions	30%
Crime/safety mentions	25%
Quality of schools/Funding for education	14%
Real estate/Rental prices too high	7%
Too many gangs/Too many gang members	7%

Job Rating for Santa Paula City Officials

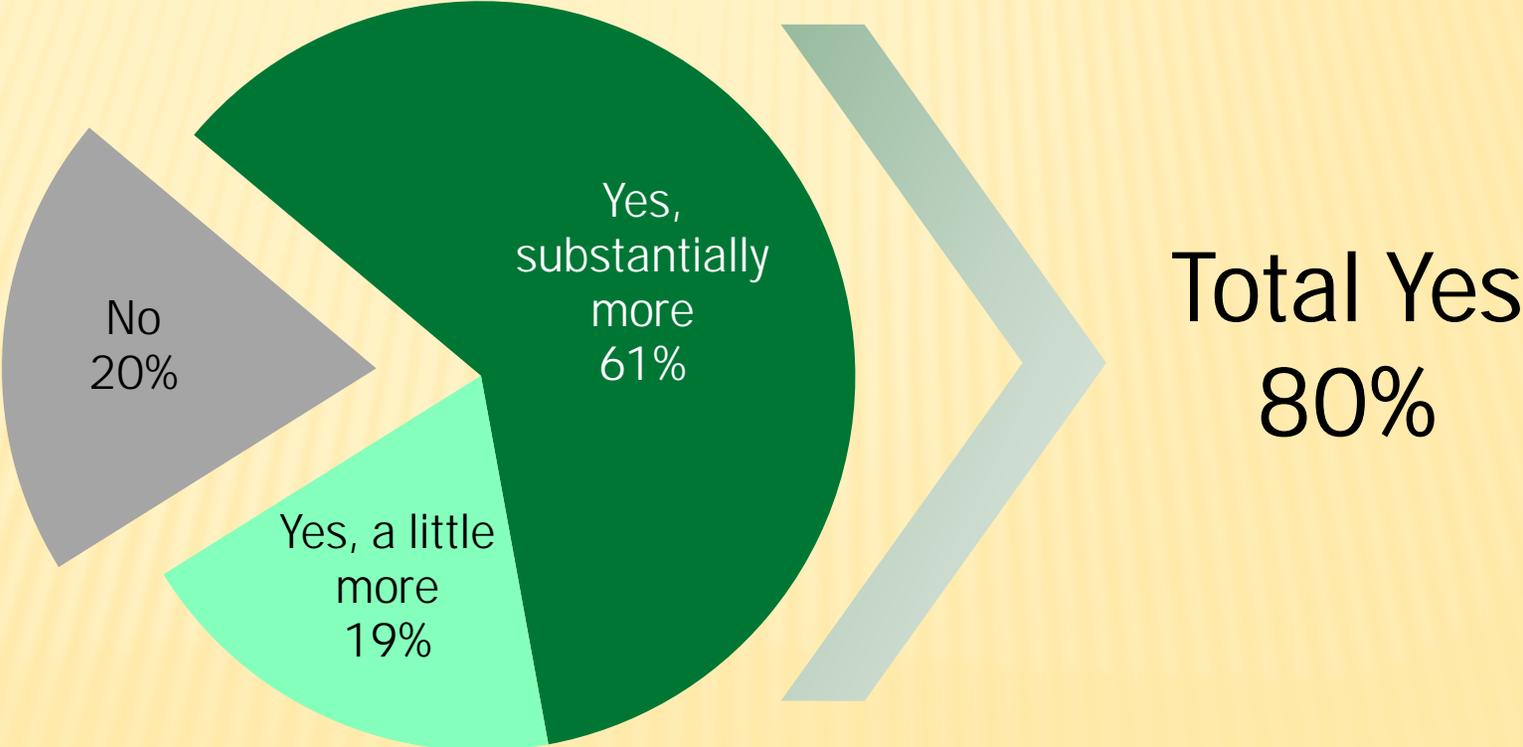
Job	Excellent/ Good	Fair/ Poor	DK/NA
Providing adequate police services	47%	50%	4%
Maintaining city parks	46%	50%	5%
Providing stable funding to maintain and improve the Santa Paula Fire Department	40%	43%	17%
Planning for future growth and development	31%	60%	9%
Sponsoring after-school programs to keep teenagers off the streets and out of trouble	28%	50%	22%
Managing City finances	25%	53%	22%
Aiding the creation of good quality jobs for Santa Paula residents	17%	73%	10%
Dealing with an increasing number of homeless people	17%	69%	14%
Repairing broken streets, roads and sidewalks	13%	86%	1%

NEED FOR ADDITIONAL FUNDING FOR CITY SERVICES

- ü When asked if the City of Santa Paula needs additional funding to provide the type and level of services that Santa Paula residents desire, eight in ten voters said yes; and within that number, six in ten said “substantially more.”
- ü The high percentage of voters saying more funds are needed by the City translates into a strong basis of support for a general sales tax increase measure.

Santa Paula Needs Additional Funding for Services

Moving on, in your personal opinion, do you think that the City of Santa Paula needs additional funding to provide the type and level of services that Santa Paula's residents desire?

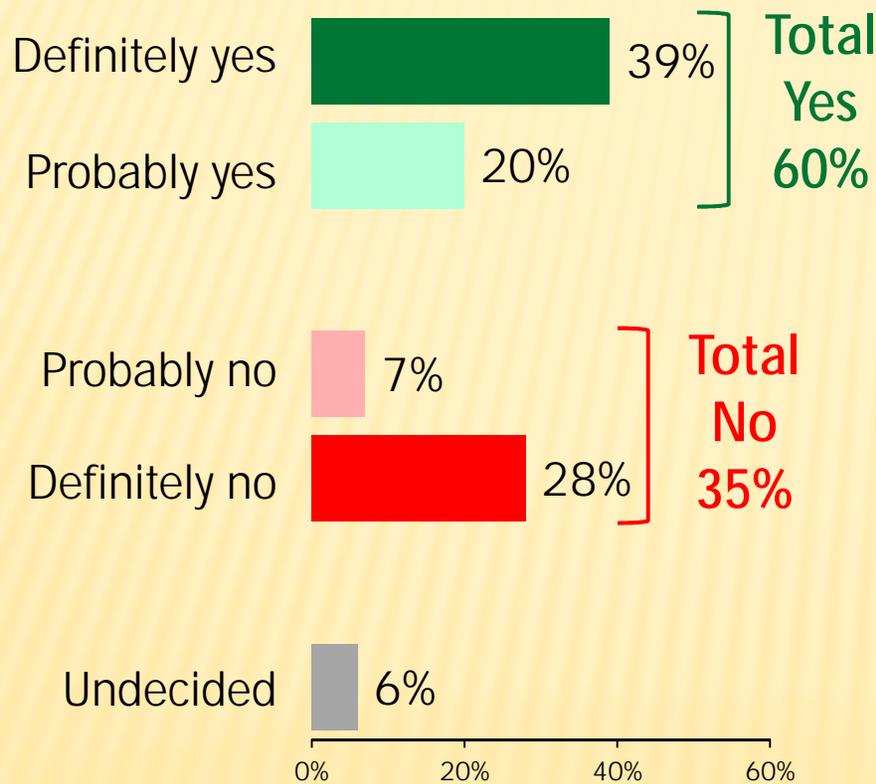


SUPPORT FOR A SALES TAX INCREASE

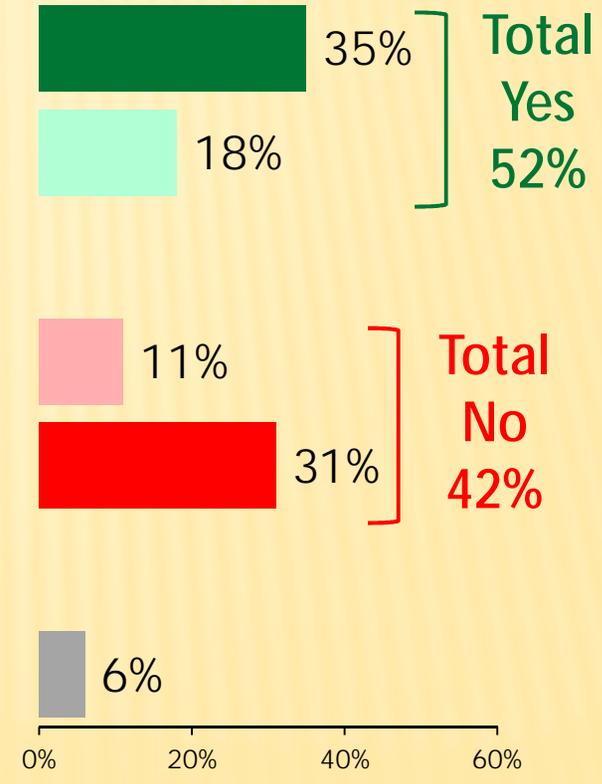
- ü Voters support a sales tax increase and prefer a one cent increase effective for 20 years over a half cent tax effective for five years.
- ü Voter support is constant and little affected by argumentation for or against a sales tax increase.
- ü Male voters, particularly 50 years of age or more, are slightly less supportive of either a one cent or half cent sales tax increase.
- ü Female voters, younger voters (18-49 years of age) and less frequent voters are more inclined to vote for a sales tax increase.

Support of Tax Measure Before Hearing Pro/Con Arguments

One Cent Sales Tax Increase/ 20 Years



Half Cent Sales Tax Increase/ 5 Years



Vote Change After Hearing Arguments

(Total Yes)

One Cent Sales Tax Increase/ 20 Years

Before Hearing Arguments After Hearing Arguments



Half Cent Sales Tax Increase/ 5 Years

Before Hearing Arguments After Hearing Arguments



Demographics of Support:

(Total Yes)

Demographic Group	One Cent/20 Years	Half Cent/5 Years
All Voters	60%	52%
Gender		
Men	58%	47%
Women	61%	56%
Age		
18-49	62%	56%
50+	56%	53%
Flags		
1-4	69%	61%
5-7	66%	58%
8-10	35%	55%
11-12	62%	39%
Language of Interview		
English	59%	53%
Spanish	67%	48%

Demographics of Support:

(Total Yes)

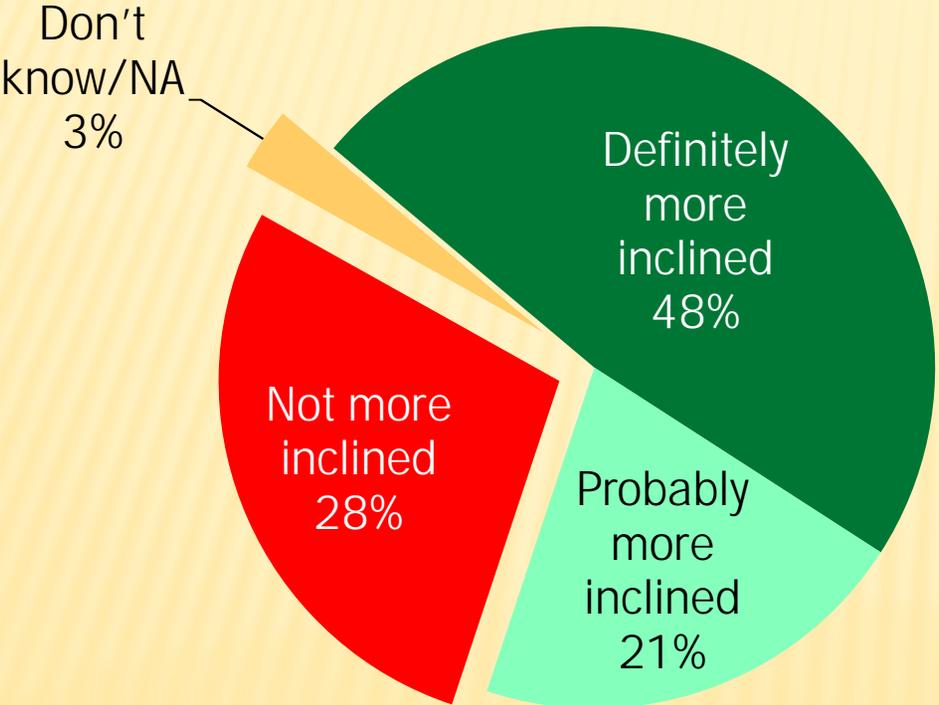
Demographic Group	One Cent/20 Years	Half Cent/5 Years
All Voters	60%	52%
Residence		
Homeowners	58%	52%
Renters	64%	51%
Income		
<\$50,000	63%	56%
\$50,000+	56%	50%
Men by Age		
18-49	67%	46%
50+	50%	56%
Women by Age		
18-49	59%	66%
50+	62%	50%

ADVISORY COMPANION MEASURE, AN OVERSIGHT COMMITTEE AND THE VCTC TAX INCREASE MEASURE

- ü A companion advisory measure is supported by 84 percent of the voters who also support a one cent, twenty-year sales tax increase. Fifty-one percent of voters who initially opposed a sales tax increase say they would be more inclined to vote for a tax increase measure if an advisory measure were also on the ballot.
- ü Similarly, a citizen's oversight component to a tax increase measure is said to be important by eight in ten who initially supported a one cent sales tax increase and 67 percent who initially opposed a sales tax increase measure.
- ü The presence on the ballot of a sales tax measure benefitting the Ventura County Transportation Commission does not appear to be a significant factor affecting the vote for a City sales tax increase.

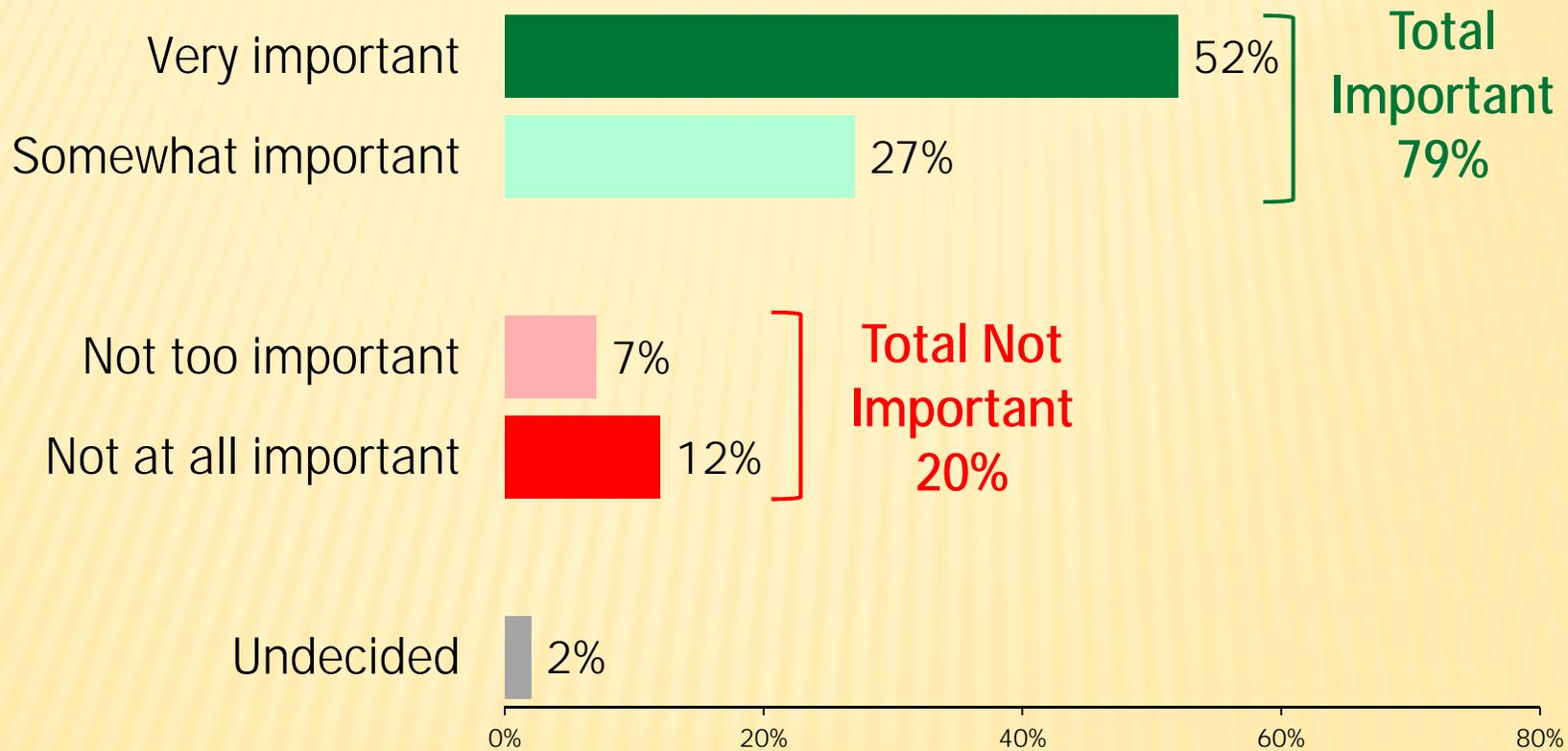
Companion Advisory Measure

Some people believe that a ballot measure raising the sales tax in Santa Paula should be accompanied on the ballot by another advisory measure so that voters could have a say in how additional sales tax revenue should be spent. If there were an advisory measure on the ballot along with the measure to increase the sales tax, would you be more inclined to vote yes in favor of the sales tax increase measure?



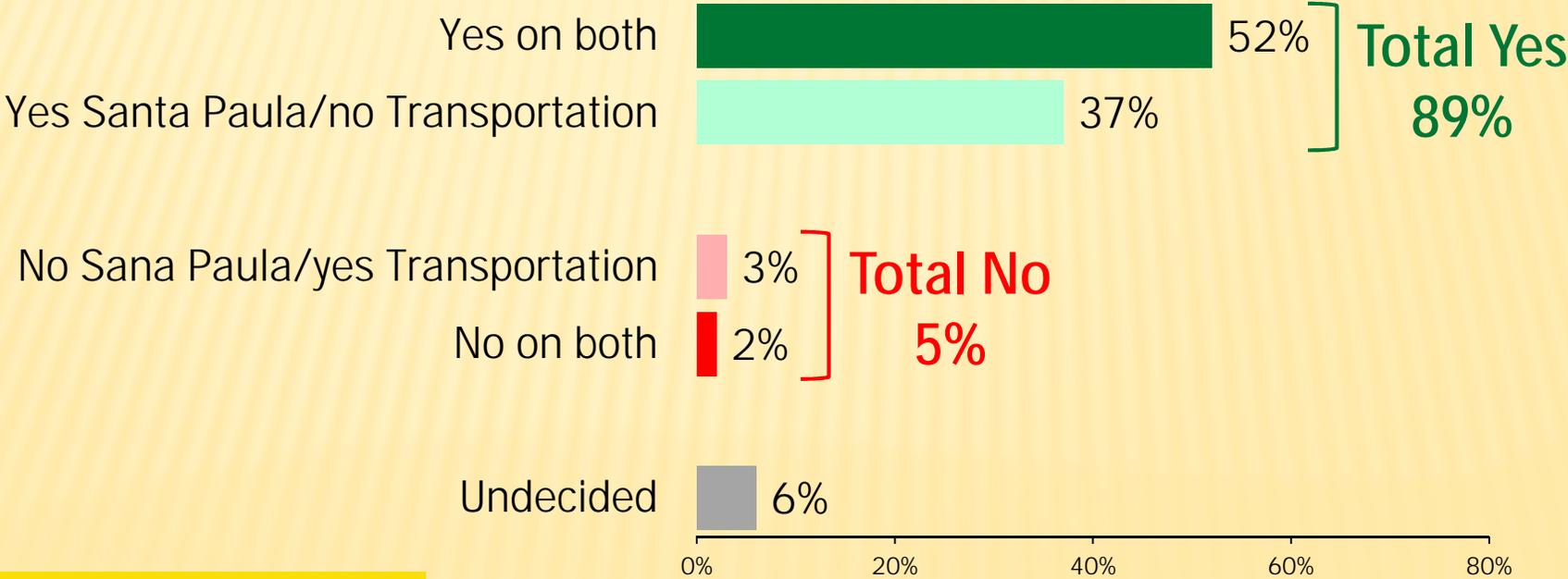
Total More Inclined
69%

Independent Citizen's Oversight Committee



Among Sales Tax Supporters, Response to a VCTC Sales Tax Measure on the Ballot

As you may know, the Ventura County Transportation Commission is asking voters in November for a one-half cent sales tax increase for transportation system programs and improvements. If the Transportation commission measure and a Santa Paula sales tax increase were both on the ballot, would you vote yes on both, yes on the Santa Paula sales tax measure and no on the transportation sales tax, no on the Santa Paula sales tax measure and yes on the transportation sales tax, or no on both sales tax measures?



PRO AND CON ARGUMENTS

Arguments in Favor of Santa Paula Sales Tax Increase

Statements	Total More Inclined to Support	Much More Inclined to Support
The Santa Paula Police Department needs more police officers, but current City revenues fall far short of meeting this vital need. The sales tax measure would provide the additional funds to bring police services up to the levels hard-working City residents need and deserve.	66%	43%
Youth gangs in Santa Paula are a significant problem with immediate, unmet needs. A sales tax increase is the only practical way to generate the funds needed for anti-gang diversion programs to address these social needs before they get completely out of hand.	59%	39%
The Santa Paula Fire Department lacks adequate stable funding. A sales tax increase would solve this existing problem and assure Fire Department funding for the future.	59%	39%
Santa Paula's long-term future looks bright with new housing developments providing construction jobs and additional City tax revenue. But these developments will take several years to materialize. In the meantime, Santa Paula needs immediate relief in the form of additional revenue.	54%	29%

Q9. Let me mention some statements being made by people who favor a ballot measure to increase the sales tax in Santa Paula. Please tell me if that statement makes you more inclined to vote yes in favor of a sales tax increase. If you don't believe the statement, or if it has no effect on your thinking, one way or the other, you can tell me that too.

Arguments Against Santa Paula Sales Tax Increase

Statements	Total More Inclined to Oppose	Much More Inclined to Oppose
The City may need more revenue for police and fire services, but with the way the economy is, it's the wrong time to try to raise taxes for people who are struggling to make ends meet.	46%	27%
This tax measure is just another scheme by City bureaucrats to get the money for paying high salaries and pensions. If there are problems, hard work and more productivity is the answer.	42%	26%
Santa Paula tried to pass a sales tax increase two years ago, but the voters said no. Nothing has changed in the last two years; no is no.	38%	25%

Q10. Let me mention some statements being made by people who oppose a ballot measure to increase the sales tax in Santa Paula. Please tell me if that statement makes you more inclined to vote No to oppose a sales tax increase. If you don't believe the statement, or if it has no effect on your thinking, one way or the other, you can tell me that too.

For more information, contact:

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Fairbank, Maslin, Maullin, Metz & Associates – FM3

PUBLIC OPINION RESEARCH & STRATEGY

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.F

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: John Cotti, City Attorney

Subject: Consideration of Resolutions Calling for November 8, 2016 General Municipal Election, Adding a Ballot Measure and Taking Related Actions Relative to the November 8, 2016, General Municipal Election

Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) receive and file the attached report; (2) adopt Resolution Nos. 6983, 6984, 6985 and 6986 to set the date and time for election two Councilmembers and the City Clerk; (3) direct City staff to prepare the necessary resolutions to call for a Ballot Measure to Increase the Transactions and Use Tax as part of the November 8, 2016, consolidated election; and (4) take such additional, related action as may be desired.

Report by: John C. Cotti, City Attorney

Fiscal Impacts: The estimated cost of the Election is approximately \$25,000.

Personnel Impacts: None.

General Discussion: On November 8, 2016, a City of Santa Paula Municipal Election is scheduled at which two City Council members and the City Clerk will be elected for four year terms.

The California Elections Code establishes the procedures for consolidation of elections. The procedure requires the City to request consolidation at the same time the resolution calling for the election is adopted. These resolutions authorize the agency conducting the election (the County of Ventura) to conduct the election on behalf of the City and canvass the results.

Hence, the attached resolutions will do the following:

1. Resolution No. 6983 sets the date and time for the election for two seats on the City Council and the City Clerk;

For the Regular Meeting of City Council on June 6, 2016

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2. Resolution No. 6984 requests that the County provide election services, including providing registered voter information and election equipment in accordance with California law;
3. Resolution No. 6985 establishes the City's rules with regard to the filing of Candidate Statements and payments to the City for printing expenses;
4. Resolution No. 6986 establishes the procedure for resolving tie votes.

Sales Tax Resolutions

Most recently on May 9, 2016, the City Council requested City staff to bring back the framework for pursuing a ballot measure to increase the Transactions and Use Tax (i.e., local sales tax) within Santa Paula. If approved by the City Council, the ballot question involving the sales tax will also be considered by the voters as part of the November 8, 2016, Municipal Election.

In association with any ballot measures, the City must approve the title and question to be placed on the ballot, the City Attorney must prepare an impartial analysis of the measure, the City must comply with the rules concerning the filing and selection of arguments for and against the ballot measure, and the City must establish rules for rebuttal arguments.

In order to place that Measure on the ballot, the following resolutions, which are provided in draft form, are required. Draft Resolution No. 1 places the ballot measure on the ballot. Attached to Draft Resolution No. 1 is a general sales tax ordinance that, if approved by the voters, will increase the transactions and use tax by one percent (1%). Section 37.21 of the proposed ordinance contains the tax rate increase and Section 37.16 contains the sunset provision (12 years). Draft Resolution No. 2 directs the City Attorney to prepare an impartial analysis. Finally, Draft Resolution No. 3 establishes the timing and requirements for ballot arguments.

If the Council desires to put a sales tax measure on the ballot, direction for the Council is necessary on the following topics:

1. Special or general tax – As presented to the Council, the attached sales tax ordinance proposes a general tax, which requires 2/3 vote to place on the ballot and a simple voter majority for passage. A special tax requires 67% voter passage and the revenue can be directed to specific purposes;
2. Tax Rate – 0.5%, 1%, or 1.25%;
3. Sunset provision – 10, 12 (or longer) or no sunset provision;
4. Oversight - An independent auditor or a five member citizen commission comprised of members appointed by the Council. The Council is free to select another oversight methodology.

If the Council intends a general tax, and if approved by the voters, the increased revenue would be available for any lawful general fund expenditures. The Council,

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.F

however, may wish to consider a companion advisory measure that would give voters an opportunity to voice their opinion regarding how the money should be spent. The Council can ask voters to provide direction on whether the revenue should be spent on Police issues, Fire issues, roads and infrastructure and/or youth prevention programs. As an example, Draft Resolution No. 4 provides the following three advisory questions (based on comments from the Council and public), which are subject to revision by the Council:

- A. Measure A. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to hire police officers, upgrade technology within the Police Department to help solve crimes, improve response times, and acquire necessary safety equipment?
- B. Measure B. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to hire fire personnel, upgrade technology within the Fire Department, purchase major fire apparatus, including fire trucks and engines, reduce dependence on mutual aid, or improve response times?
- C. Measure C. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to fund youth programs, including but not limited to, anti-gang/youth violence prevention programs, educational and literacy programs, visual and performing art programs, and recreational programs?

This advisory resolution could also be worded in this manner:

Measure A. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to improve police and fire services with the remainder devoted to street repair, youth programs and the provision of other City services.

Upon presentation of the approved resolutions to the County Clerk's Office, it will publish and post a Notice of Election in early July, 2016 containing a statement of the time of election, offices to be filled, and a synopsis of any measures submitted to the ballot for voter approval.

Alternatives:

- A. Approve Resolution Nos. 6983, 6984, 6985, and 6986 to set the date and time of the election for two seats on the City Council and the City Clerk, request the

For the Regular Meeting of City Council on June 6, 2016**Agenda Item # 2.12.F**

County provide election services, set the procedural rules for candidate statements, and establishing procedures to resolve tie votes and direct City staff to bring back the required resolutions to include a sales tax measure on the November ballot.

- B. Approve Resolution Nos. 6983, 6984, 6985, and 6986 to set the date and time of the election for two seats on the City Council and the City Clerk, request the County provide election services, set the procedural rules for candidate statements, and establishing procedures to resolve tie votes.

Attachments:

Reso 6983 Calling a Consolidated Election 2016

Reso 6984 for VC Provide Election Services for Nov 8 2016

Reso 6985 Candidate's Statement

Reso 6986 determining tie vote

Draft Reso No 1 Placing Initiative Measure Nov 8, 2016

Draft Sales Tax Ordinance - General

Draft Reso No 2 - Impartial Analysis Nov 8, 2016

Draft Reso 3 Ballot Arguments Nov 8 2016

Draft Reso No 4 Advisory

RESOLUTION NO. 6983

**A RESOLUTION OF THE CITY OF SANTA PAULA CALLING
A GENERAL MUNICIPAL ELECTION ON NOVEMBER 8, 2016
AND REQUESTING CONSOLIDATION WITH OTHER
ELECTIONS HELD ON THE SAME DATE.**

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Pursuant to Election Code §§1301 and 10403, the City Council calls for a General Municipal Election to be held in the City of Santa Paula on Tuesday, November 8, 2016, for the purpose of electing two members of the City Council to four-year terms and one City Clerk to a four year term.

SECTION 2: The exact form of the question to be voted on at the election for City Council as it should appear on the ballot is as follows:

“FOR MEMBER OF THE CITY COUNCIL – VOTE FOR TWO”

SECTION 3: The exact form of the question to be voted on at the election for City Clerk as it should appear on the ballot is as follows:

"FOR CITY CLERK – VOTE FOR ONE"

SECTION 4: Pursuant to Election Code § 10403, the City Council requests that the General Municipal Election be consolidated with any general district, special district, or other election on the same day in the same territory.

SECTION 5: The City Council acknowledges that the consolidated election will be held and conducted in the manner prescribed in Section §10418.

SECTION 6: The polls will open at 7:00 a.m. on Election Day and remain open until 8 p.m.

SECTION 7: The Elections Division of the Office of the County Clerk, 800 South Victoria, Ventura, is designated the Central Counting Place where all ballots of the election will be tallied.

SECTION 8: The County Clerk for Ventura County is authorized to canvass the returns of the Municipal Election. The election will be held in all respects as if there were only one election, and only one form of ballot will be used.

SECTION 9: The County Clerk is authorized, instructed, and directed to procure and furnish any and all official ballots, notices, printed matter, and printed supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 10: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 1st day of June, 2016

Martin F. Hernandez, Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF SANTA PAULA REQUESTING THAT THE VENTURA COUNTY BOARD OF SUPERVISORS PROVIDE ELECTION SERVICES TO THE CITY FOR THE NOVEMBER 8, 2016, ELECTION.

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Pursuant to Election Code § 10002, the City Council requests that the Ventura County Board of Supervisors assist the City with its local municipal election scheduled for November 8, 2016.

SECTION 2: The services requested by the City include the following:

- A. Computer records of the names and addresses of all eligible registered voters in the City;
- B. Furnish printed indices of all eligible voters within the City for use by the precinct board at polling places; and
- C. Provide additional election equipment and assistance to the City in accordance with California law.

SECTION 3: The City will reimburse Ventura County for services performed pursuant to this request and upon the City’s receipt of a County invoice.

SECTION 4: The City Clerk is directed to forward a certified copy of this Resolution to the Ventura Board of Supervisors and the County Clerk’s Office.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 1st day of June, 2016.

Martin F. Hernandez
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

RESOLUTION NO. 6881

A RESOLUTION OF THE CITY OF SANTA PAULA ESTABLISHING REQUIREMENTS FOR CANDIDATE STATEMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON NOVEMBER 8, 2016.

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Pursuant to Elections Code § 13307, candidates seeking election to office on November 8, 2016 may prepare a candidate's statement on forms provided by the City Clerk.

SECTION 2: Statements filed in accordance with this Resolution may include the following:

- A. The candidate's name, age, and occupation; and
- B. A statement consisting not more than two hundred (200) words outlining the candidate's education and qualifications for office.

SECTION 3: The candidate's statement must conform to the following:

- A. It may not identify the candidate's membership in any political party or activity in partisan political organization;
- B. It must be uniform in type and size;
- C. It may not include underlining, italics, asterisks, or other, similar, type of formatting;
- D. It must be typewritten using at least a 12 point font;
- E. It must be filed in the City Clerk's office with a candidate's nomination papers;
- F. Although it may be withdrawn during the time for filing nomination papers and until 5:00 p.m. the next working day after the close of the nomination period, the statement may not be changed.

SECTION 4: Pursuant to 42 U.S.C. § 1973aa-1a., the City Clerk will, through the services provided by the County Clerk upon consolidation of the City's November 8, 2016, Municipal General Election with the statewide General Election:

- A. Translate all candidate statements into Spanish;
- B. Make translated copies of candidate statements publicly available;

SECTION 5: Candidates filing a statement must pay to the City the following:

- A. A fee equal to a candidate's pro rata share of the total actual cost for printing, handling, translating, and mailing candidate statements.
- B. At the time of filing a statement, the candidate will deposit \$650 with the City Clerk which represents the following estimated costs for printing the statement in the voter's pamphlet in English, cost of translating the statement into Spanish: \$100, and cost of printing the statement in the voter's pamphlet in Spanish: \$150.
- C. Should a candidate's actual pro rated cost exceed the amount on deposit with the City Clerk, the candidate will, within thirty (30) days of receiving an invoice, pay the City Clerk any difference between the deposit amount and the actual cost.
- D. Should a candidate's actual pro rated cost be less than the amount deposited with the City Clerk, then the City Clerk will refund any overpayment to a candidate.

SECTION 6: Candidates may not include any additional materials in the sample ballot package.

SECTION 7: The City Clerk is directed to provide a copy of this Resolution to each candidate, or a candidate's representative, at the time nominating petitions are issued.

SECTION 8: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 9: This Resolution will become effective immediately upon adoption.

[SIGNATURES ON NEXT PAGE]

PASSED AND ADOPTED this 1st day of June, 2016.

Martin F. Hernandez
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF SANTA PAULA PROVIDING FOR THE
RESOLUTION OF A TIE VOTE BY LOT FOR ELECTIVE OFFICES AT THE
GENERAL MUNICIPAL ELECTION TO BE HELD NOVEMBER 8, 2016**

The City Council of the City of Santa Paula resolves as follows:

SECTION 1. Pursuant to Elections Code §15651(a), if any two or more persons receive an equal and the highest number of votes for an office to be voted for within the City of Santa Paula, the City Council authorizes the Board of Supervisors to utilize the criteria set forth in Elections Code §15651(a) to resolve the tie vote by lot.

SECTION 2. This resolution applies only to the election to be held on November 8, 2016, and will then be repealed.

SECTION 3. The City Clerk of the City of Santa Paula shall immediately file a copy of this Resolution with the Ventura County Board of Supervisors and with the office of the Ventura County Clerk.

PASSED AND ADOPTED this 1st day of June, 2016.

Martin F. Hernandez,
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

DRAFT RESOLUTION NO. 1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ADDING A BALLOT MEASURE TO THE PREVIOUSLY CALLED NOVEMBER 8, 2016 ELECTION PURSUANT TO ELECTIONS CODE § 9222

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Pursuant to Elections Code § 9222, the City Council places an ordinance on the ballot for the general municipal election scheduled for Tuesday, November 8, 2016 as previously established and implemented by City Council Resolution Numbers 6879, 6880, 6881, and 6882.

SECTION 2: A copy of the ordinance to be considered by the voters is attached as Exhibit "A," and incorporated by reference, and is approved by the City Council through adoption of this Resolution. The ballot measure will be designated as Measure (TBD) on the ballots, unless it must be otherwise designated to accommodate the consolidation of the City's election with other elections.

SECTION 3: Pursuant to Elections Code §§ 9222 and 13119 the exact form of the question to be voted on at the election as it should appear on the ballot is as follows:

SHALL AN ORDINANCE BE ADOPTED IMPOSING A ONE PERCENT (1.0%) TRANSACTIONS AND USE (SALES) TAX TO FUND GENERAL MUNICIPAL SERVICES?	Yes <input type="checkbox"/> No <input type="checkbox"/>
-----------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------

SECTION 4: In accordance with Government Code § 53724 and Revenue and Tax Code §7285.91, this Resolution must be adopted upon a two-thirds (2/3) vote and will become effective immediately upon adoption.

PASSED AND ADOPTED this 6th day of June 2016.

Martin F. Hernandez,
Mayor

Attachment: Draft Reso No 1 Placing Initiative Measure Nov 8, 2016 (1175 : Resolutions Calling for Nov 8, 2016 General Municipal Election)

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

DRAFT

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF SANTA PAULA, CALIFORNIA, AMENDING CHAPTER 37 OF THE SANTA PAULA MUNICIPAL CODE TO ESTABLISH A TRANSACTIONS AND USE TAX TO BE ADMINISTERED BY THE STATE BOARD OF EQUALIZATION, SUBJECT TO ADOPTION BY THE ELECTORATE

The people of the City of Santa Paula hereby ordains as follows:

SECTION 1: Chapter 37 of Title III of the Santa Paula Municipal Code consisting of §§37.15 to 37.25 is amended in its entirety to read as follows:

“Santa Paula Local Transactions and Use Tax

§37.15. Title. This Chapter is entitled the “Santa Paula Local Transactions and Use Tax Ordinance.” The term “City,” as used within this Chapter, is the city of Santa Paula. This Chapter is applicable in the incorporated territory of the City.

§37.16 Operative Date; Expiration. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this Chapter. The Santa Paula Local Transactions and Use Tax will expire twelve (12) years after the operative date.

§37.17. Purpose. This Chapter is adopted to achieve the following, among other purposes, and directs that its provisions be interpreted in order to accomplish those purposes:

- A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.91 of Part 1.7 of Division 2 which authorizes the City to adopt this Chapter which becomes operative if two-thirds of the electors voting on the ballot measure vote to approve the imposition of the tax at an election called for that purpose.
- B. To adopt retail transactions and use tax regulations that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.
- C. To adopt retail transactions and use tax regulations that imposes a tax and provides a measure therefore that can be administered and collected by the State Board of Equalization in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the State Board of Equalization in administering and collecting the California State Sales and Use Taxes.

- D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

§37.18 Contract with State. Before the operative date, the City must contract with the State Board of Equalization to perform all functions incident to the administration and operation of this transactions and use tax Chapter; provided, that if the City cannot have contracted with the State Board of Equalization before the operative date, it must nevertheless so contract and in such a case the operative date is the first day of the first calendar quarter following the execution of such a contract.

§37.19. Transactions Tax Rate. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of one percent (1%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance.

§37.20 Place of Sale. For the purposes of this Chapter, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated is determined under rules and regulations to be prescribed and adopted by the State Board of Equalization.

§37.21 Use Tax Rate. An excise tax is imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of one percent (1%) of the sales price of the property. The sales price includes delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made.

§37.22 Adoption of Provisions of State Law. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing with Section 6001) of Division 2 of the Revenue and Taxation Code are adopted and made a part of this Chapter as though fully set forth.

§37.23 Limitations on Adoption of State Law and Collection of Use Taxes. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

- A. The City is substituted wherever the State of California is named or referred to as the taxing agency. However, the substitution is not made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Board of Control, State Board of Equalization, State Treasury, or the Constitution of the State of California;
2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the State Board of Equalization, in performing the functions incident to the administration or operation of this Chapter.
3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:
 - a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or
 - b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.
4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

- B. The word "City" is substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203 of the Revenue and Taxation Code.

§37.24 Permit Not Required. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit is not required by this Chapter.

§37.25 Exemptions and Exclusions.

- A. There is excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.
- B. There are exempted from the computation of the amount of transactions tax the gross receipts from:
 1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally

outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City is satisfied:
 - a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and
 - b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.
 3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into before the operative date of this ordinance.
 2. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease before the operative date of this ordinance.
 3. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property is deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
- C. There are exempted from the use tax imposed by this Chapter, the storage, use or other consumption in this City of tangible personal property:
1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.
 2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the

use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into before the operative date of this ordinance.
 4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease before the operative date of this ordinance.
 5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property is deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.
 6. Except as provided in subparagraph (7), a retailer engaged in business in the City is not required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, without limitation, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.
 7. "A retailer engaged in business in the City" also includes any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer is required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.
- D. Any person subject to use tax under this Chapter may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

§37.26 Amendments to State Law. All amendments subsequent to the effective date of this Chapter to Part 1 of Division 2 of the Revenue and Taxation Code relating to

sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, automatically become a part of this ordinance, provided however, that no such amendment operates so as to affect the rate of tax imposed by this ordinance.

§37.27 Enjoining Collection Forbidden. No injunction or writ of mandate or other legal or equitable process may issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.”

SECTION 2: This Ordinance will enact and impose a general tax imposed for general government purposes. Accordingly, it will be submitted to a general election on November 1, 2016 for voter approval. If more than fifty percent of the voters vote in favor of this Ordinance, it will become valid and binding on the date that the City Council certifies the election results. The proceeds of the taxes imposed by this ordinance may be used for any lawful purpose of the City, as authorized by ordinance, resolution or action of the City Council, or by ordinance adopted by the electorate of the City. These taxes do not meet the criteria established by Section 1(d) of Article XIIC of the California Constitution for special taxes. Should the provisions of Government Code §§ 53720 *et seq.* or California Constitution Article XIIC be repealed or amended, or interpreted by the courts so that voter approval is not required for enacting this Ordinance, then this Ordinance will take effect as provided for all other City ordinances and may be amended in the same manner as all other City ordinances.

SECTION 5: Fiscal Accountability. An independent auditor [or a five member citizen commission comprised of members appointed by the Council] must annually review and audit expenditures of revenues derived from the Santa Paula Local Transactions and Use Tax. The results must be included in the City’s annual audit and reviewed by the City Council at a publicly noticed meeting.

SECTION 4: Miscellaneous.

- A. This Ordinance must be interpreted so as to be consistent with all federal and state laws, rules, and regulations. If any section, sub-section, sentence, clause, phrase, part, or portion of this Ordinance is held to be invalid or unconstitutional by a final judgment of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Ordinance. The voters declare that this Ordinance, and each section, sub-section, sentence, clause, phrase, part, or portion thereof, would have been adopted or passed irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases, part, or portion is found to be invalid. If any provision of this Ordinance is held invalid as applied to any person or circumstance, such invalidity does not affect any application of this Ordinance that can be given effect without the invalid application.
- B. If any portion of this Ordinance is held by a court of competent jurisdiction to be invalid, we the People indicate our strong desire that: (i) the City Council use its best efforts to sustain and reenact that portion, and (ii) the City Council implement this Ordinance by taking all steps possible to cure any inadequacies

or deficiencies identified by the court in a manner consistent with the express and implied intent of this Ordinance, and then adopting or reenacting such portion as necessary or desirable.

- C. This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the intent of the voters that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 4: The Mayor will sign this Ordinance and the City Clerk will attest and certify to the passage and adoption of this Ordinance if more than fifty percent of the voters voting in the City’s general election on November 1, 2016 approve the proposition asking whether the voters approve this Ordinance.

SECTION 5: Pursuant to Revenue and Taxation Code § 7265, this Ordinance will become operative on the first day of the first calendar quarter commencing more than 110 days after the adoption of this Ordinance.

PASSED, APPROVED, AND ADOPTED this ___ day of ____, 2016.

Martin F. Hernandez,
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

Attachment: Draft Sales Tax Ordinance - General (1175 : Resolutions Calling for Nov 8, 2016 General Municipal Election)

RESOLUTION NO. ____

A RESOLUTION OF THE CITY OF SANTA PAULA DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE BALLOT MEASURE REGARDING A ONE PERCENT SALES TAX

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Pursuant to Elections Code § 9280, the City Clerk is directed to transmit a copy of the ballot measure regarding the City-sponsored one percent Sales Tax Measure __ to the City Attorney for an impartial analysis.

SECTION 2: Upon receiving the ballot measure, the City Attorney is directed to prepare an impartial analysis of the measure showing its effect, if any, on existing law and the operation of the measure. Such analysis must not be more than 500 words and submitted to the City Clerk not later than July 1, 2014.

SECTION 3: The City Clerk is directed to have the City Attorney’s analysis printed before the arguments for and against the measures. Immediately below the impartial analysis, in not less than 10 point bold type, the City Clerk should have the following language printed: “The above statement is an impartial analysis of Measure _____. If you desire a copy of the legislation affected by this measure, please call the City Clerk’s office at (805) 933-4208 and a copy will be mailed at no cost to you.”

SECTION 4: Pursuant to 42 U.S.C. § 1973aa-1a., the City Clerk will, through the services provided by the County Clerk upon consolidation of the City’s November 8, 2016, General Municipal Election with the statewide Election:

- A. Translate the City Attorney’s analysis into Spanish;
- B. Make translated copies of the City Attorney’s analysis publicly available;

SECTION 5: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 6: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 16th day of May 2016.

Martin F. Hernandez
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

DRAFT

RESOLUTION NO. 6885

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA
ESTABLISHING REQUIREMENTS FOR BALLOT ARGUMENTS FILED WITH THE
CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION
ON NOVEMBER 4, 2014**

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Pursuant to Elections Code § 9281, qualified voters may submit arguments for and against the ballot measures, in addition to rebuttal arguments, for the November 4, 2014, election on forms provided by the City Clerk.

SECTION 2: Arguments filed in accordance with this Resolution must comply with the following requirements in accordance with Elections Code §§ 9282, 9283, 9285, and 9286:

- A. Arguments must be in writing and not exceed three hundred (300) words except for rebuttal argument which may not exceed two hundred and fifty (250) words;
- B. Arguments may be submitted by the City Council; any councilmember authorized to submit an argument by the City Council; any individual voter eligible to vote on the measures; any bona fide association of citizens; or any combination of voters and associations;
- C. Arguments must be typewritten in at least a 12 point font;
- D. Arguments may not include underlining, italics, asterisks, or other, similar, type of formatting;
- E. Arguments must be accompanied by the printed name and signature or printed names and signatures of the person or persons submitting it, or, if submitted on behalf of an organization, the name of the organization and the printed name and signature of at least one of its principal officers.
- F. If more than five (5) signatures accompany an argument, only the first five (5) will be printed.
- G. Arguments for or against the ballot measures must be received in the City Clerk's office not later than July 31, 2014. Rebuttal arguments must be received not later than August 11, 2014.

SECTION 3: Pursuant to 42 U.S.C. § 1973aa-1a., the City Clerk will, through the services provided by the County Clerk upon consolidation of the City’s November 4, 2014 Municipal General Election with the statewide General Election:

- A. Translate all ballot arguments into Spanish;
- B. Make translated copies of ballot arguments publicly available;

SECTION 4: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 16th day of June 2014.

Richard C. Cook
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

DRAFT RESOLUTION NO. 4

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA PLACING THREE ADVISORY MEASURES ON THE NOVEMBER 8, 2016 BALLOT

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: Recitals.

- A. Pursuant to California Constitution, Article XIIC, Section 2(b) and Elections Code section 10201, the City has determined to submit to the voters an Ordinance establishing a transactions and use tax at the November 8, 2016, election;
- B. Pursuant to Elections Code section 9603, the City has determined to submit to the voters, concurrent with the proposed Ordinance enacting a transactions and use tax in the City, three advisory measures concerning the City services, programs and facilities which could be funded by the proceeds of the transactions and use tax, if approved.

SECTION 2: Pursuant to Elections Code section 10402, the ballot forms shall have printed on them the following words regarding the measures:

- A. Measure A. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to hire police officers, upgrade technology within the Police Department to help solve crimes, improve response times, and acquire necessary safety equipment?
- B. Measure B. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to hire fire personnel, upgrade technology within the Fire Department, purchase major fire apparatus, including fire trucks and engines, reduce dependence on mutual aid, or improve response times?
- C. Measure C. Advisory Vote Only. This advisory vote does not increase taxes. In the event that Measure __ , imposing a 1% increase in the Transactions and Use (Sales) Tax, passes, should ___% of the sales tax received be used to fund youth programs, including but not limited to, anti-gang/youth violence prevention programs, educational and literacy programs, visual and performing art programs, and recreational programs?

SECTION 3: This Resolution will remain effective until superseded by a subsequent resolution.

SECTION 4: This Resolution will become effective immediately upon adoption.

PASSED, APPROVED, AND ADOPTED this ____ day of ____, 2016.

Martin F. Hernandez,
Mayor

ATTEST:

Judy Rice, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Jaime M. Fontes, City Manager

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.G

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Sandra Easley, Finance Director
Subject: Continued Planning Session for the 2016/17 Fiscal Year Budget
Date: June 6, 2016

Recommendation: It is recommended that the City Council: (1) direct staff as appropriate; and (2) take such additional, related action that may be desirable.

Report by: Sandra K. Easley, Finance Director

Fiscal Impacts: To be decided.

Personnel Impacts: To be decided.

General Discussion: On May 16th, the Council reviewed the initial budget planning materials for the Fiscal Year 2016-17 budget. Council directed staff to come back with figures expected from the East Area 1 development for next fiscal year.

Staff will be presenting the budget for Council and Public input as well as interactively inputting Council changes during this session.

Next Steps:

After Public Comment and Council's discussion, deliberation and direction to City staff, the City will continue preliminary consideration of the draft Budget at the regularly scheduled meeting on June 20, 2016.

The council is scheduled to conduct a Budget study session on June 20, 2016 to allow for a more informal discussion involving the policies and goals contained in the draft Budget. A final 2016-17 Budget will be brought for approval and adoption on June 27, 2016.

The proposed capital improvement plan went before the Planning Commission on Tuesday, April 27th and Public Works will be presenting the projects to Council on June 6, 2016.

For the Regular Meeting of City Council on June 6, 2016

Agenda Item # 2.12.G

Alternatives:

- A. Approve recommendation
- B. Deny recommendation
- C. Provide staff with direction

Attachments:

GF Adjustments 6.6.16

GENERAL FUND WORKSHEET

June 6, 2016

FISCAL YEAR 2016-17	AMOUNT	CUMULATIVE Available Res.	
AUDITED GENERAL FUND BALANCE 6/30/15		\$ 313,858	
2015/16 ESTIMATED YEAR END REVENUE/EXPENDITURES	\$ (28,372)	\$ 285,486	
FISCAL YEAR 16/17 REVENUES	\$ 14,527,663	\$ 14,813,149	Fiscal Year 16/17 Revenues over Expenditures
FISCAL YEAR 16/17 EXPENDITURES	\$ (14,598,622)	\$ 214,527	\$ (70,959)

Additional Revenue and (Expenditure) Adjustments Only including items over \$3,000
Rounded to nearest \$100

Administration Services: \$ 214,527

Building and Safety:
Harvest at Limoneira Fees \$ - \$ 214,527

Community Services :
Financial Services :

Accountant to Assistant Finance Director \$ (5,600) \$ - \$ 214,527

Fire:
Harvest at Limoneira Fees \$ - \$ 214,527
Command Vehicle purchase vs. lease options \$ (60,000) \$ - \$ 214,527

Lease is \$6,000 for 3 yrs then \$30,000 buyout

Planning :
Harvest at Limoneira Fees \$ - \$ 214,527
Deputy Planning Director 5% Increase \$ (5,259) \$ - \$ 214,527
Planning personnel for Code Enforcement \$ (23,100) \$ - \$ 214,527

Police:
3 Part Time CSO moved to 1 FT CSO \$ 9,909 \$ - \$ 214,527
Contractual services to 1 FT CSO \$ (18,300) \$ - \$ 214,527

Public Works :
Harvest at Limoneira Fees \$ 200,000 \$ 200,000 \$ 414,527
Deputy Public Works Director reorganization \$ (2,950) \$ - \$ 414,527

\$147,400 Total Annual Cost with \$5,900 General fund

Non-Departmental:
\$ - \$ 414,527

Subtotal of Adjustments \$ 94,700

Unfunded Items
414,527

Council Goals			
1% across the board	\$ (120,017)	\$ -	414,527
2% across the board	\$ (240,034)	\$ -	414,527
Additional Reserve funds		\$ -	414,527
Paid Summer Intern assist with Animal Licenses, Deputy City Clerk	\$ (15,000)	\$ -	414,527
Assistant to City Manager FT (January-June)	\$ (21,375)	\$ -	414,527
Spanish Translation reinstate	\$ (30,000)	\$ -	414,527
Reorganize Departments	\$ (40,000)	\$ -	414,527
Downtown analysis	\$ (20,000)	\$ -	414,527
		\$ -	414,527
		\$ -	414,527
		\$ -	414,527
		\$ -	414,527
		\$ -	414,527
TOTAL FUND AVAILABLE	\$ (126,375)	\$ 200,000	414,527

January-June

Total Requested other than across the board increases \$ (31,675)