



City of San Juan Bautista

The "City of History"

AGENDA

SPECIAL CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS
311 Second Street
San Juan Bautista, California

TUESDAY ~ October 24, 2017

In compliance with the American with Disabilities Act, if you need special assistance to attend or participate in the meeting, please call the City Clerk's Office at (831) 623-4661, extension 13 at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 311 Second Street, San Juan Bautista, California during normal business hours.

1. **Call to Order**
Pledge of Allegiance
Roll Call

6:00 PM

2. **Public Comment – Only on items on the agenda**

3. **Consent Items**

All matters listed under the Consent Agenda may be enacted by one motion authorizing actions indicated for those items so designated. There will be no separate discussion of these items unless requested by a member of the City Council, a staff member, or a citizen.

- A. **Approve Affidavit of Posting Agenda**
- B. **Approve Resolution 2017-XX for Street Closures – Jason Williams Events, Jardines Dia de los Muertos Party and Halloween Parade**
- C. **Approve by Consensus Appointment of Five Members to the Youth Commission**
- D. **Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**

4. **Presentations, Informational Items and Reports**

- A. **Proclamation Honoring Binational Health Week: Jessica Alcantar, San Benito Health Foundation**
- B. **Proclamation Honoring National Philanthropy Day, November 15, 2017: Beverley Meamber, Community Foundation for San Benito County**
- C. **Proclamation Honoring San Benito LULAC 30th Anniversary: Cesar Flores, LULAC**
- D. **Economic Development Corporation Presentation of Draft 2017-2022 San Benito County Comprehensive Economic Development Strategy: Kristina Wyatt, Presenter**
- E. **Treasurer's Report – City Treasurer Chuck Geiger**
- F. **Sheriff's Report: Quarterly Report by Month**
- G. **Level One Security Report**
- H. **Fire Chief's Report (not available)**
- I. **Library Report**
- J. **Administration Report**
- K. **Reports from City Council Appointees to Regional Organizations and Committees**
- L. **Strategic Plan Committee Report**

5. Action Items

- A. Consider Change to Youth Commission Ordinance Decreasing Membership to Seven -
Continued to the November Meeting for Second Reading and Adoption**
- B. Consider Amendment to the Interim City Manager Contract Increasing Hours**
- C. Consider Resolution 2017-XX Adopting a Supplemental Budget Appropriation for Road
Maintenance and Rehabilitation Funding**
- D. Vacancy on the Planning Commission**
 - i. Accept Resignation of Andy Moore from the Planning Commission and
Present Recognition**
 - ii. Appoint New Planning Commissioner – Council Member Boch**
- E. Authorize Mynt Systems to Obtain Information on Community-Wide Electric Energy
Usage from PG&E – Council Member Freeman**
- F. Consider Resolution 2017-XX Approving New Proposed Rates for Earthbound Farms**
- G. Consider Staffing and Contract Issues and Provide Direction to Staff**
- H. Consider Resolution 2017-XX Authorizing the City Manager to Enter Into
an Agreement With Harris and Associates for Engineering Services**

6. Discussion Items

- A. Fourth Street Traffic Speeds (Possible Referral to Planning Commission)**
- B. City Manager Recruitment – Ad Hoc Committee Report**
- C. City Park Master Plan – Ad Hoc Committee Report**
- D. Cannabis – Ad Hoc Committee Report**
- E. Impact Fees – Ad Hoc Committee Report**
- F. Novitiate Use of Community Center (Continue to November)**

7. Comments

- A. City Council**
- B. City Manager**
- C. City Attorney**

8. Closed Session

- A. Public Employee Appointment/Employment
Title: City Manager
Pursuant to Government Code Section 54957**

9. Adjournment

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 20th DAY OF OCTOBER 2017, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 19th DAY OF OCTOBER 2017.



TRISH PAETZ, DEPUTY CITY CLERK

REVISED

RESOLUTION NO. 2017-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA AUTHORIZING STREET CLOSURES**

BE IT RESOLVED that Williams LTD is authorized to close Third Street between Franklin and Muckelemi Streets, and Mariposa, Washington and Polk Streets between Second and Fourth Streets on Saturday, March 24, 2017 from 3:00 a.m. until Sunday, March 25, 2017 at 5:00 p.m. for an Arts and Crafts Festival in the City of San Juan Bautista; and

BE IT FURTHER RESOLVED that Williams LTD is authorized to close Third Street between Franklin and Muckelemi Streets, and Mariposa, Washington and Polk Streets between Second and Fourth Streets on Saturday, May 5, 2017 from 3:00 a.m. until Sunday, May 6, 2017 at 5:00 p.m. for a Rib Cook Off in the City of San Juan Bautista; and

BE IT FURTHER RESOLVED that the San Juan Committee is authorized to close Third Street between Franklin and Muckelemi Streets on Tuesday, October 31, 2017 from 1:00 p.m. to 2:30 p.m. for a Halloween Parade; and

BE IT FURTHER RESOLVED that Jardines de San Juan is authorized to close Washington Street between Third and Fourth Streets from 1:00 p.m. until 10:00 p.m. on Friday, October 27, 2017 to accommodate guests of their Dia de Los Muertos Party, and place portable restrooms.

PASSED AND ADOPTED this 24th day of October 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayor Chris Martorana

Mackenzie Quaid, City Clerk

Special Event/Activities – Permit Application

Dear Event Organizer:

Thank you for your interest in holding a community event in San Juan Bautista. Special events can be important ways to build community and celebrate the City's diversity, heritage, and uniqueness. All events require a permit with approvals to ensure a well-planned and safe event. The City of San Juan Bautista has created a simplified process to help you determine what types of permits and approvals you will need. Simply fill out the enclosed community events application and submit it to the City **at least 60 days before your event**. Additionally, there will be fees associated your event. Your application fee is due when you submit this form. The fee schedule for applications is:

Non Profits¹ : No street blockage and less than 250 people	\$50.00
Non Profits : No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$100.00
Non Profits : Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi and more than 1,000 people ²	\$150.00
Private Promoter Organizations¹ : No street blockage and less than 250 people	\$150.00
Private Promoter Organizations : No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$300.00
Private Promoter Organizations : Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$600.00

Once we receive your application, one or more City representatives will contact you to let you know of any insurance, permits, approvals, or additional fees that apply. We appreciate your time and interest in planning a successful and safe event. A well-planned event translates to a successful activity that benefits everyone. If you need further assistance, call (831) 623-4661 or e-mail citymanager@san-juan-bautista.ca.us.

Please NOTE: You are required to have sanitary facilities. If you are serving or selling food you will be required to obtain a permit from the San Benito County Environment Health Department in Hollister. You are also required to coordinate all security arrangement with the San Benito County Sheriff's office.

SECTION 1: CONTACT INFORMATION

Event Title: Children's Halloween Parade Today's Date: Oct. 19, 2017
 Applicant: Sandra Arrelche
 Organization: San Juan Committee
 Phone: 831-245-9129 E-Mail: casadecolor@gmail.com
 Mailing Address: P.O. Box 745
 Fax: _____

Event Setup Date: 10/31/17 Time: 1:00 Event Ends Date: 10/31/17 Time: 2:30
 Event Starts Date: 10/31/17 Time: 1:00 Dismantle Date: 10/31/17 Time: 2:30

ANTICIPATED ATTENDANCE: Total or the event: _____ Total per Day: _____

LOCATION OF EVENT (please be specific): From San Juan Elementary down 3rd street. To Mucklemi.

¹ Requires proof of charitable non-profit status.
² All street closures and blockades require review and approval of the City Council.
³ Additional fees for use of public facilities may apply.

INSURANCE

The City will require that you co-insure the city ("additional insure"). Depending on your event, the minimum "coverage" will be dictated by the City's insurance carrier (PARSAC). After the application and fee is submitted the City Manager, or designee, will contact PARSAC with your proposal and the conditions of the insurance will be promptly conveyed to you.

CITY FACILITIES

Do you plan to hold your event at a City building? Yes No

If yes, which facility?

Have you reserved the facility yet? Yes No

Will this event require any City streets to be closed? (Public Works charges will apply) Yes No

If yes, please be specific on which streets and cross streets need to be closed.

closure from Franklin & Third to Mucklemi and Third

Does this event involve a parade? Yes No

If yes, attach a separate page with a map of the event.

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals) if you do not wish to rent the City's equipment, you will be responsible for providing appropriate barriers if your event involves a street closure:

PRIVATE PROPERTY (Private Property needs to fill out an event application only if the event's attendance will exceed 250)

Do you plan to hold your event on private property? Yes No

If yes, describe the location:

VENDORS

Will this event have vendors selling items or promoting their causes/services/products? Yes No

If yes, please note a Board of Equalization form will be required for each vendor proving that they are appropriately registered with the State of California. This link to this form is available on the City of San Juan Bautista website. Additionally, fees will be assessed on the basis of \$15/day/10 feet of vendor space for vendors on the street and \$15/day/vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a minimum of 5 local non-profit 10 ft. spaces for free up to a maximum of 5% of the total number of booth feet for an event.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos? Yes No

If yes, please describe: (insurance coverage will be required)

FOOD AND ALCOHOL (all food preparation is subject to state regulations; provide insurance if appropriate)
If you are serving or selling food, you must obtain a permit from the San Benito County Environment Health Department.

Does your event include food concessions and/or preparation areas? Yes No

If yes, please provide a copy of your San Benito County Environmental Health Permit.

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the State Department of Alcoholic Beverage Control. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.

Does your event involve the use of alcoholic beverages?

Yes No

PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department)

Unless you can substantiate the sufficient availability of both Americans with Disabilities Act and non-ADA accessible facilities in the immediate area of the event site and you have written permission to use this facility, you may be required to provide portable rest room facilities at your event, which will be available to the public during your event. Please note that State Parks toilets do not qualify as event facilities unless you obtain written permission from the local State Parks office to allow use of these State owned toilets and included as part of this application.

Do you plan to provide portable rest room facilities at your event?

Yes No

Please provide a copy of your San Benito County Environmental Health Permit. Please note that if you state "no", City staff will inquire as to what plans you have made to accommodate the public including written permission from the State if applicable.

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)?

Yes No

Will this event use any lighting?

Yes No

Will you be using any type of generator?

Yes No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to "silent" generators):

If no, do you need electricity? (Fees will apply for use of City electricity):

Solid Waste Diversion Plan:

In accordance with State law (Public Resource Code 42648-42648.7), as a large venue, a waste reduction and recycling plan shall be developed. This plan shall estimate the amount and types of waste anticipated from the event, proposed actions to reduce the amount of waste generation related to the event, and arrangements for separation, collection and diversion from landfill of reusable and recyclable materials, as well as a tracking system that validates the final destination of the materials. The Solid Waste Diversion Plan shall be approved by the San Benito County Integrated Waste Management Regional Agency. The City has trash and recycling receptacles available for rent: Trash can and recycling rental can rates are set annually by the City Council and posted on the City's website under Forms and Fees in a document that contains all the City Service Fees. Deposits are refundable, daily rental rates are not.

As the venue contractor, you are responsible for a waste prevention strategy for all waste material generated by all venue operations and all subcontractors. Food vendors must use compostable serving products. No Styrofoam is allowed. You are encouraged to include a requirement for a "Solid Waste Diversion Plan" in your subcontract agreements.

The City of San Juan Bautista is mandated by the State of California to report annually specified information regarding large venue waste diversion programs. You are therefore required to report and provide verification of the quantity of waste disposed and recycled by this event. There is a \$150/event fine for non-reporting. Reporting is due 30 days after the event. The waste hauler can provide this information for you.

1. Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

2. Please provide a description of your event, including activities, timeline, sequence of events, road closures, etc. Please note: road closures require Public Works time and the event will be billed for the actual time used.

(If additional space is required, please attach it to this application). The children from San Juan Elementary will be walking on 3rd street and collecting candy from merchants

3. Please describe your security plan, including crowd control.

Teachers and parents will be escorting the children

4. In order to comply with the American Disabilities Act, describe how your event will be accessible to people with disabilities.

5. Please describe your emergency/medical plan, including your communications procedures.

Cell phones.

City Benches is for public use only. It is the responsibility of the promoter to make sure all vendors are aware that public benches are NOT for vendor use at any times. Thank you.

 Initial

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including starting location and ending destination.
- Any street or lane closures and parking tow zones.
- The locations of fencing, barriers, or barricades. Include any removable fencing for emergency access.
- The location of first-aid facilities.
- The locations of all stalls, platforms booths, cooking areas, trash containers, etc.
- Food booth and cooking area configuration including all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers used for the event.
- Anticipated parking locations.
- Placement of promotional signs or banners.
- Placement of portable toilets/restroom facilities.
- Exit locations for outdoor events that are fenced.
- Locations of all other event activities

Elementary

Street Closure Franklin

Washington

MRD STREET

Mariposa

Polk

Muckleni

Street closure

Staff Report re: San Juan Bautista Youth Commission Appointments | 10/17/2017

To: San Juan Bautista City Council

From: San Juan Bautista Strategic Plan Committee

Recommendation

The Strategic Plan Committee recommends the City Council appoint four members to serve on the San Juan Bautista Youth Commission, filling existing vacant seats expiring 9/30/2019.

Background

The City Council enacted an ordinance in February of 2015 forming a Youth Commission of members ages 12-18 to provide the City Council with advice about the needs of youth, and to create programs and activities for youth of San Juan Bautista to involve them in the community.

Focused elements of the duties of the Commission are:

1. Studying problems, activities and concerns of the youth; hold forums on these problems, and recommend community programs to the Council which the Commission finds needed and/or desirable.
2. Involving the youth of San Juan Bautista in their community and developing events and activities that connect youth with their community.
3. Working with other committees, boards, commissions and the Council in providing input on youth issues in the community.
4. Researching and advising the Council on local and state legislation affecting youth and provide local youth with information about issues in their city government that pertain to them.
5. Annually determine the Commission's goals and objectives and report these to the Council.

The City held a eight-week recruitment period and received five applications. Four of the applicants attended interviews with members of the Strategic Planning Committee Government and Communications Subcommittee, and are being recommended by the Strategic Planning Committee for appointment:

- Xavier Guaracha - 9th grader at Anzar High (incumbent)
- Shaylen Dornan - 11th grade at Anzar High
- David Westerlund - 8th grader at San Juan School
- Jugraj Sahi - 10th grader at Gavilan Early College Academy

Additionally, incumbent Emiliano Esparza has recently submitted an application and members of the Strategic Planning Committee Government and Communications Subcommittee are recommending him for reappointment:

- Emiliano Esparza - 12th grader Gavilan Early College Academy (incumbent)

Appointment of these five members will bring the Commission to a full 7-member body.

CITY OF SAN JUAN BAUTISTA

ADMINISTRATION REPORT

Date: October 20, 2017

To: City Council

From: Interim City Manager Ed Tewes

September 20, 2017 through October 18, 2017

The Interim City Manager started on September 20, 2017. In addition to general orientation to City procedures and practices, I have engaged in the following activities, among others:

- Assisted City Council in evaluation of City Manager candidates
- Recruited additional candidates for review by the City Council in December
- Site visits to subdivisions under construction; wastewater treatment plant; corporation yard; well sites
- Solicited and evaluated proposals for City Engineer services
- Pest control at Library breakroom
- Mediation of parking dispute on Third Street
- Organized new contract services for "Building Official" and "City Planner"
- Met with property owners re: acquisition of right of way for traffic improvements and a well site
- Met with State regulator of water system and received extension of time to prepare "action plan" to remedy deficiencies
- Evaluated water quality and capacity reports for Well 5 and organized efforts to complete design and installation of pump, well house structure, iron/manganese treatment, and connections to city system.

- Met with Bracewell Engineering to clarify scope of responsibilities as WWTP operator and water systems operator; requested proposals for managing installation of aerators, sludge removal, and electrical panel at WWTP
- Analyzed "outside" sewer rate policies and recommended revisions
- Responded to complaints re construction noise, erosion control and debris accumulation on public property
- Authorized reroof of Corp Yard offices
- Attended "Fire" Committee meeting
- Reviewed and commented on proposed Personnel Rules being drafted by outside counsel (paid by PARSAC)
- Met with Sheriff's representative re contract and expectations
- Received Initial inquiry re development of property on Old San Juan Hollister Road
- Reviewed application for installation of a minor improvement within the Historic District
- Met with advocates for historic walking tour
- Met with Meritage Homes to begin analysis of subdivision processing issues
- Established new financial procedures to account for collection, expenditure and reporting of development impact fees
- Analyzed Year to Date general fund revenues in preparation for midyear budget review in January
- Participated in teleconference for applicants for parks grants

REVISED

CITY OF SAN JUAN BAUTISTA

STAFF REPORT - CITY COUNCIL

TO: The Honorable Mayor and Councilmembers
FROM: Trish Paetz, Deputy City Clerk
DATE: October 19, 2017
SUBJECT: VACANCY ON PLANNING COMMISSION

Discussion:

Staff received a written statement from Andy Moore announcing his resignation from the Planning Commission. Commissioner Moore is Council Member Boch's appointee. At the request of Council Member Boch, staff posted a notice in the city and on the website announcing the vacancy and asking for interested persons to submit an application to City Hall. Since that time, one individual picked up an application at City Hall, and three other individuals submitted their application. (Four people showed interest.)

Recommendation:

- Recognize and honor Andy Moore for his contribution to the community.
- Consider Commissioner Boch's appointment to the Planning Commission.

Attachments:

- Andy Moore resignation statement
- David Medeiros application
- Maria Madrigal application
- Shirley Brewer application

OCT 16 2017

CITY OF SAN JUAN BAUTISTA
APPLICATION FOR PLANNING COMMISSION/HISTORIC RESOURCES BOARD

OFFICE OF THE CITY CLERK

1. Applicant Name: Maria Madrigal
2. Current Residence: 24 North Street, SJB, CA 95045
Mailing Address: PO Box 8063, San Jose, CA 95155
E-mail Address: mariaemadrigal@hotmail.com
3. Telephone Number: (Home) 408 763 7200 (Work) 831 444 9800 (Cell) 408 763 7200
4. How long have you been a resident of San Juan Bautista? 1 year 3 months
5. Are you currently serving or have you served on a City of San Juan Bautista Board, Commission, or City Council?
If yes, which one? yes Term currently serving Strategic Planning Comm.
Term currently serving Dec 16 - Current
6. What motivated you to apply for this position? You may attach a separate sheet of paper.
My love for San Juan Bautista, I want to see improvement economically, growth, development. I want to see it thrive Now and for future generations
7. What skills or attributes can you bring to the Planning Commission/HRB? You may attach a separate sheet of paper.
Accounting - Federal & state taxes
Business Development, Product Development
Design
8. The primary role of a Board or Commission member is to provide advice to the City Council on policy issues that are within the scope of that Board or Commission. With this in mind, what steps would you take to effectively exercise the Planning Commission/Historic Resources Board role? You may attach a separate sheet of paper.
Merchant Business Development finding the right business that will give San Juan (Best Interest) See the San Juan Agenda
9. List any relevant education, training or experience that demonstrates your ability to effectively serve on the Planning Commission/Historic Resources Board. You may attach a separate sheet of paper.
20 years Design experience Director of Sales & Marketing
16 years tax (Fed and State)
20+ years management

Applicant's Name Maria Madryal

10. List and provide a brief description of your current or last occupation: Leases Manager 500
General Designer of MARGA Design Co. Clients at

11. Have you attended a City Council, Planning Commission/HRB meeting, Strategic Planning Committee, Town Hall Meeting, or public workshop? If so, please describe what you learned and what improvements you would suggest the City consider. financial firm
Yes, City Council Planning Commission,
Strategic Planning Committee and
public works regarding - Water

12. Describe your involvement in community activities, volunteer and civic organizations.
MIMEXCA - Mexican Immigrant Campaigning
Strategic Planning Committee, Animal Welfare,
Boy Scouts, Design Council (Monterey) Rotary (1 month)

13. Do you have any physical or mental constraints which may limit your ability to perform the duties of a Planning Commissioner/Historic Resources Board member? If yes, what can be done to accommodate these constraints?
none

(Note: Pursuant to the Americans with Disabilities Act, the City of San Juan Bautista will make reasonable efforts to accommodate persons with qualified disabilities during the Boards and Commissions interview process. If you require special accommodation, please contact the City Clerk at least five days in advance of any scheduled interview.)

I certify under penalty of perjury that all statements I have made on this application are true and correct. I hereby authorize the City of San Juan Bautista to investigate the accuracy of this information from any person or organization, and I release the City of San Juan Bautista and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

YOUR APPLICATION IS NOT COMPLETE UNTIL IT IS SIGNED AND RETURNED.

IMPORTANT NOTICE

A Board or Commission member is a public official. As such, it is necessary to provide contact information to the public. Please note that all information provided on the form becomes a public record after it is officially filed. Please do not include any information on this form that you do not want posted on the City's web site and the City's Official Roster.

Applicants appointed to the Planning Commission and Historical Resources Board are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700), which are also a public record. A copy of this form is available in the City Clerk's office or by visiting www.fppc.ca.gov.

Signature of Applicant 

Date Oct. 8, 2017

Please fax (831-623-4093), e-mail (deputycityclerk@san-juan-bautista.ca.us), mail or deliver to: City Hall, P. O. Box 1420, 311 Second Street, San Juan Bautista, CA 95045

CITY OF SAN JUAN BAUTISTA
APPLICATION FOR PLANNING COMMISSION/HISTORIC RESOURCES BOARD

FILED
CITY OF SAN JUAN BAUTISTA

OCT 17 2017

OFFICE OF THE CITY CLERK

1. Applicant Name:

Shirley Brewer

2. Current Residence:

400 San Juan Hollister Road

San Juan Bautista, CA

Mailing Address:

P.O. Box 773

San Juan Bautista, CA 95045

E-mail Address: sabrower1944@att.net

3. Telephone Number: (Home) _____ (Work)

(Cell) (831) 673-0900

4. How long have you been a resident of San Juan Bautista?

2 years 9.5 months

5. Are you currently serving or have you served on a City of San Juan Bautista Board, Commission, or City Council?

If yes, which one? No Term

currently serving _____ Term currently

serving _____

6. What motivated you to apply for this position? You may attach a separate sheet of paper.

I have always wanted to be part of my community, to watch it grow and prosper and to have a say in the direction that it takes to have a healthy and vibrant city. I've also had a healthy curiosity about how decisions are made that impact where I have chosen to live. I know how important it is to have an open mind and gather opinions from a variety of sources. (Continued on following page.)

7. What skills or attributes can you bring to the Planning Commission/HRB? You may attach a separate sheet of paper.

I served on the Planning and Zoning Commission for a three year term in Garfield County, Co. (see attached recommendation).

8. The primary role of a Board or Commission member is to provide advice to the City Council on policy issues that are

within the scope of that Board or Commission. With this in mind, what steps would you take to effectively exercise the

Planning Commission/Historic Resources Board role? You may attach a separate sheet of paper.

Question 6 - continued

Decisions that are made by the Commission affect people's lives so it's imperative to be informed.

I am an independent thinker and will never be a "rubber stamp".

I believe it is imperative to be informed and stay abreast of issues that affect SJB.

To seek an understanding of City ordinances and issues such as the marijuana question. To be an outstanding listener and seek differing opinions. Be open minded without having a hidden agenda. Always be prepared in advance to be a part of the discussion. You should be

able to communicate ideas effectively.

9. List any relevant education, training or experience that demonstrates your ability to effectively serve on the Planning Commission/Historic Resources Board. You may attach a separate sheet of paper.

I'm currently serving on the SJB Strategic Planning Committee and Government Subcommittee.

I served on the Glenwood Springs Planning & Zoning Commission for a period of 3 years.

While serving in that capacity we studied the Comprehensive Plan vigorously and revised and updated the

Land Use Code.

Applicant's Name Shirley Brower

10. List and provide a brief description of your current or last occupation:

I am currently a retired REALTOR. My license is inactive in the state of CO. I worked for approximately fifteen years. I retired in 2009.

11. Have you attended a City Council, Planning Commission/HRB meeting, Strategic Planning Committee, Town Hall Meeting, or public workshop? If so, please describe what you learned and what improvements you would suggest the City consider.

I have attended one planning Commission/HRB meeting. I am currently a member of

the strategic planning committee and a member of the Government subcommittee.

12. Describe your involvement in community activities, volunteer and civic organizations.

PTA, Chamber of Commerce, Glenwood Springs, CO
Board of REALTORS, Little League assistant coach for
my son's team & Garfield County, CO Planning &
Zoning Commissioner.

Friend of: Meals on Wheels, Glenwood Springs Animal
Shelter (I was an Animal Angel) and Pet Friends.

13. Do you have any physical or mental constraints which may limit your ability to perform the duties of a Planning Commissioner/Historic Resources Board member? If yes, what can be done to accommodate these constraints?

None

(Note: Pursuant to the Americans with Disabilities Act, the City of San Juan Bautista will make reasonable efforts to accommodate persons with qualified disabilities during the Boards and Commissions interview process. If you require special accommodation, please contact the City Clerk at least five days in advance of any scheduled interview.)

I certify under penalty of perjury that all statements I have made on this application are true and correct. I hereby authorize the City of San Juan Bautista to investigate the accuracy of this information from any person or organization, and I release the City of San Juan Bautista and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

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A Board or Commission member is a public official. As such, it is necessary to provide contact information to the public. Please note that all information provided on the form becomes

a public record after it is officially filed. Please do not include any information on this form that you do not want posted on the City's web site and the City's Official Roster.

Applicants appointed to the Planning Commission and Historical Resources Board are required to file the Fair Political Practices Commission (FPPC) Statements of Economic Interest (Form 700), which are also a public record.

A copy of this form is available in the City Clerk's office or by visiting www.fppc.ca.gov.

Signature of
Applicant

Date

Shirley Brown

10/16/17

Please fax (831-623-4093), e-mail (deputycityclerk@san-juan-bautista.ca.us), mail or deliver to: City Hall, P. O. Box 1420, 311 Second Street, San Juan Bautista, CA 95045

From: Cheryl Chandler cheryl@cherylchandler.com
Subject: FW: Recommendation for Shirley Brewer
Date: Oct 16, 2017 at 4:54:45 PM
To: sabrewer1944@att.net

To whom it may concern:

I have worked with and served with Shirley on the Planning and Zoning Commission for Garfield County, Colorado. During our time that we both served I always found Shirley to be knowledgeable, well prepared for meetings, Shirley served without a personal agenda, but only to serve her County. As a Realtor she was knowledgeable, honest and straight forward. Her ethics are above reproach, always honest and above and beyond for her knowledge of the business and williness to share. If you would care to call and discuss please feel free to do so my personal cell is [970.379.5820](tel:970.379.5820).

Regards,

Cheryl

Cheryl Chandler

Cheryl&Co Real Estate

120 West Fifth Street

Rifle, CO 81650

Accredited Land Consultant

Master of Real Estate

Graduate REALTORS Institute

<mailto:cheryl@cherylchandler.com>

970.625.4441 office

970.379.5820

CITY OF SAN JUAN BAUTISTA

ADMINISTRATION REPORT

Date: October 20, 2017
To: City Council
From: Interim City Manager Ed Tewes
Subject: **ENGINEERING SERVICES CONTRACT**

Recommendation:

Authorize City Manager to enter into an agreement with Harris and Associates in a form approved by the City Attorney, and consistent with Harris' proposal of October 10, 2017, and the terms outlined in this staff report.

Background:

In the light of the recent resignation of the City Engineer, it is necessary to contract for a variety of contract services on a task order basis in order to implement public projects and review private land development applications and construction.

The scope of services includes:

Design of public projects

- Project management including bidding, contract management, grants management
- Land development review, processing of plans, and inspection of public improvements
- Other services required to be performed by the "City Engineer" under State Law and the San Juan Bautista Municipal Code

The contract services model is used in many small communities in the region and even by larger communities for specialized services.

The Council has already approved a master services agreement with 4 Leaf, Inc which includes potential City Engineer services. However, additional proposals were sought in order to match the City's needs with the capabilities of the firms.

The criteria for review included:

- Experience and capabilities of the principal engineer assigned
- Responsiveness
- The range of positions available in the “back office” to provide professional and administrative support
- Experience and capabilities in land development
- Experience working with small communities
- Familiarity with and understanding of San Juan Bautista issues
- Hourly fee schedule

The three proposals reviewed were:

- 4Leaf, Inc (who submitted a supplemental proposal on October 12, 2017 focusing on City Engineer Services)
- CSG Consultants, Inc (October 11, 2017)
- Harris and Associates (October 12, 2017)

Based on the needs of the City, I am recommending that we contract with Harris.

The contract will not be a monthly retainer or guaranteed minimum fee. Rather, work will be done in accordance with a “Task Order” with estimated hours and assignment of staff which has been approved in advance by the City Manager. Immediate services are needed to inspect the public improvements in the two subdivisions under construction and to manage the installation of the new water wells.

At least initially, the costs of the City engineering services will be paid by land development fees or attributable to the capital projects themselves, such as water and sewer funds or transportation grants. It is possible that in the future there may be “general fund” capital projects or services that would have to be paid by General Fund discretionary revenues, but that is not the case in the current fiscal year, and would be specifically authorized in future budgets if necessary.

RESOLUTION NO. 2017-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
APPROVING AN AGREEMENT BETWEEN THE CITY AND HARRIS AND
ASSOCIATES FOR ENGINEERING SERVICES**

RECITAL

A. The City Council of the City of San Juan Bautista has reviewed the agreement between the City of San Juan Bautista and Harris and Associates for Engineering Services.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA,
CALIFORNIA, DOES RESOLVE AS FOLLOWS:**

SECTION 1. The Contract is hereby approved and the City Manager is authorized to execute the Contract on behalf of the City.

PASSED, APPROVED, AND ADOPTED at a Special Meeting of the City Council held on October 24, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Chris Martorana, Mayor

Mackenzie Quaid, City Clerk