



City of San Juan Bautista

The "City of History"

AGENDA

CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS

311 Second Street

San Juan Bautista, California

TUESDAY ~ November 21, 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

6:00 PM

**Pledge of Allegiance
Roll Call**

2. Public Comment

The public may address the City Council on items not on the agenda during the "Public Comment" portion of the meeting. Persons wishing to address the City Council will be limited to three (3) minutes. Because the item is not on the agenda, the City Council can take no action on the matter in this meeting. The City Council will hear all public comments and then, if they so desire, they will make comments, ask for clarifications from staff, or request the item be placed on a future agenda for further discussion and/or action.

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 Affidavit of Posting Public Hearing Notice**
- C. Approve Minutes for September 19, 2017 Regular Meeting**
- D. Approve Minutes for October 24, 2017 Special Meeting**
- E. Approve Minutes for November 8, 2017 Special Meeting**
- F. Approve Resolution 2017-XX for Street Closures – Road Race and Christmas Parade**
- G. Direct City Manager to Install "Green Curb" Designating Short Term Parking at 319 Third Street**
- H. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**
- I. Accept Resignation of Donna Holmes from Strategic Planning Committee and Acknowledge Removal of Maggie Billich for Lack of Attendance**

4. Presentations, Informational Items and Reports

- A. Proclamation for Margie Shingai Day, December 1, 2017**
- B. Treasurer's Report – City Treasurer Chuck Geiger**
- C. Sheriff's Report (*Quarterly Activity Report presented last month*)**
- D. Level One Security Report**
- E. Fire Chief's Report**

- F. Library Report**
- G. Administrative Report**
- H. Public Works Report**
- I. Monthly Construction Progress Report**
- J. Reports from City Council Appointees to Regional Organizations and Committees**
- K. Strategic Plan Committee Report**

5. Public Hearing Items

- A. Adopt an Ordinance Amending Title 10 of the SJBMC by Adding Chapter 10-8 to Provide an Expedited Permit Process for Electric Vehicle Charging Systems (Second Reading and Adoption)**
- B. Adopt an Ordinance Adding Chapter 5-14.6 to the SJBMC to Ban Marijuana Sales, Cultivation, and Delivery (Second Reading and Adoption)**
- C. Adopt Change to Youth Commission Ordinance Decreasing Membership to Seven (Second Reading and Adoption)**

6. Discussion Items

- A. Cannabis – Ad Hoc Committee Report**
- B. Code of Conduct – Mayor Chris Martorana**
- C. Discussion of Alleged Brown Act Violation(s) Concerning Agenda Item that Recommended the Removal of the Chair of the Planning Commission Without Cause**

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
- B. Conference with Real Property Negotiator**
Approximately 0.8 acre portion of APN 002-055-009
City Negotiator: J. Edward Tewes, Interim City Manager.
Property Owner Negotiator: Dale Coke.
Under Negotiation: Price and terms.
Pursuant to Government Code Section 54956.8.

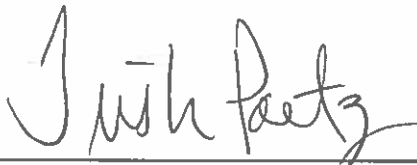
9. Adjournment

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 15th DAY OF NOVEMBER 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 15th DAY OF NOVEMBER 2017.

A handwritten signature in cursive script, reading "Trish Paetz", written in dark ink. The signature is fluid and stylized, with the first letters of each word being capitalized and prominent.

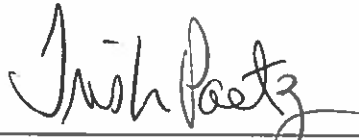
TRISH PAETZ, DEPUTY CITY CLERK

AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE

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 PUBLIC HEARING NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 9th DAY OF NOVEMBER 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 15th DAY OF NOVEMBER 2017.



TRISH PAETZ, DEPUTY CITY CLERK

NOTICE OF PUBLIC HEARING

CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **November 21, 2017** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- **Consider an Ordinance Adding Chapter 5-14.6 to the SJBMC to Ban Marijuana Sales, Cultivation, and Delivery**
- **Consider an Ordinance Amending Title 10 of the San Juan Bautista Municipal Code by Adding Chapter 10-8 to Provide an Expedited Permit Process for Electric Vehicle Charging Stations**
- **Consider Change to the Youth Commission Ordinance of the San Juan Bautista Municipal Code Decreasing the Membership to Seven**

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **November 14, 2017**. All members of the public are encouraged to attend the meeting and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to cityplanning@san-juan-bautista.ca.us, not later than **5:00 p.m., November 21, 2017**.

If a challenge is made on the action of the proposed project, pursuant to Government Code Section 65009 court testimony may be limited to only those issues raised at the public hearing described in this notice or in written correspondence delivered to the City at or prior to the public hearing.

Posted: November 9, 2017

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
SEPTEMBER 19, 2017
DRAFT MINUTES**

1. CALL TO ORDER – Vice Mayor Jim West called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE – Council Member DeVries led the pledge of allegiance.

B. ROLL CALL **Present:** Vice Mayor West, Council Members Boch, Freeman and DeVries

Absent: Mayor Martorana

Staff Present: Interim City Manager Orbach, City Attorney Mall and Deputy City Clerk Paetz

Whereupon, Council and the City Attorney went into closed session. Open session resumed at 6:36 p.m.

2. CLOSED SESSION

A. Public Employee Appointment/Employment – Interim City Manager

City Attorney Mall stated during closed session there was no reportable action taken and there would be further discussion on this topic later in the agenda.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Rachel Ponce was concerned with Fourth Street speeders, stating they are affecting the safety and quality of life of the community. Rosemary Apodaca, Linda Lopez, Dan Dwyer, Manual Argolo, Richard Larios, Jackie Morris Lopez, Mirijana Tomas and Heidi Balz were concerned with Fourth Street speeders. Bob Quaid commented that the speeders are coming off Hwy. 156 where there is construction and traveling down Fourth Street to get back on Hwy. 156 at The Alameda. Council Member DeVries suggested this subject be handled by the Planning Commission. Council Member Boch commented Fourth Street needs four speed bumps installed. Bob Quaid commented on San Benito County's new water treatment plant and asked if San Juan Bautista could benefit from the County's new water treatment plant. Vice Mayor West requested this item be placed on the next regular meeting agenda.

4. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Affidavit of Posting Public Hearing Notice

C. Consider Resolution 2017-13 for Street Closure for a Car Show

D. Approve Minutes of August 15, 2017 Meeting

E. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title

A motion was made by Council Member Boch and seconded by Council Member Freeman to approve all items on the consent agenda. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

5. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Treasurer's Report

Review of the Treasurer's report was delayed pending the arrival of City Treasurer Geiger.

B. Sheriff's Report: Monthly Activity

A representative of the Sheriff's department was not present and a written report was not available. There were no public comments.

C. Level One Security Report

A written report was available. There were no public comments.

D. Fire Chief's Report

A representative of the Fire Department was not present, and a written report was available. During public comment, Rachel Ponce commented that the fire truck was parked in a red zone on Fourth Street, blocking the intersection.

E. Library Report

Council received a report. There were no public comments.

F. Administrative Report

Interim City Manager Orbach reviewed his report and responded to questions from the Council. There were no public comments.

G. City Council Committee Reports

Council members provided highlights from the meetings where they represent the City.

H. Strategic Plan Committee Report

Committee Member John Freeman reported on the upcoming Make a Difference Day. There were no public comments.

Whereupon, a motion was made by Council Member DeVries and seconded by Council Member Freeman to move Discussion Item 8D up in the agenda. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

Discussion Item 8D. Novitiate Use of Community Center

City Attorney Mall reported the Diocese has approved an acoustics renovation in the Community Center if they decide to use the center for masses while the chapel is under

renovation. Mission Architect Brett Brenkwitz commented they have not moved ahead with a parking lot proposal yet but want to begin testing the acoustics. This item is continued to next month.

6. PUBLIC HEARING ITEMS

A. Consider an Ordinance Amending Title 10 of the SJBMC by Adding Chapter 10-8 to Provide an Expedited Permit Process for Electric Vehicle Charging Systems

City Attorney Mall provided a report stating Assembly Bill 1236, adopted in October 2015 added Government Code Section 65850.7 to require jurisdictions with a population of less than 200,000 to establish procedures for expedited, streamlined processes for permitting of electric vehicle charging stations. Under section 65650.7, a jurisdiction must adopt an ordinance for the expedited, streamlined process on or before September 30, 2017. Vice Mayor West opened the public hearing. No comments were received. Vice Mayor West closed the public hearing.

A motion was made by Council Member Freeman and seconded by Council Member Boch to approve the environmental review for an ordinance amending Title 10 of the municipal code to provide an expedited permit process for electric vehicle charging systems. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

A motion was made by Council Member Freeman and seconded by Council Member Boch to introduce an ordinance amending Title 10 of the municipal code by adding Chapter 10-8 to provide an expedited permit process for electric vehicle charging systems. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

B. Consider an Ordinance Adding Chapter 5-14.6 to the SJBMC to Ban Marijuana Sales, Cultivation and Delivery

City Attorney Mall provided a report stating: Proposition 64, the Adult Use of Marijuana Act (AUMA) was passed by the voters, last November. AUMA legalized the commercial sale, use and cultivation of marijuana. If the City wants to ban commercial sales and cultivation of non-medicinal marijuana, the ordinance currently in place must be revised. The State will not issue licenses for such marijuana businesses until January 1, 2018. The AUMA expressly recognizes the authority of local governments to adopt reasonable cultivation regulations, which may include a complete ban on dispensaries and private outdoor cultivation. Recent changes to State law have merged the types of licenses required for commercial adult-use cannabis activity and commercial medicinal cannabis activity, including those operations for which licenses may be obtained. Cities can choose to allow all, some, or none of the commercial cannabis licenses, which span the supply chain from cultivation and manufacturing to testing, distribution, and retail sales.

At the last City Council meeting the City Council conceptually reviewed a draft ordinance and directed staff to conduct environmental review and provide the ordinance to the Planning Commission. The Planning Commission reviewed the ordinance and environmental review and recommended approval on September 5, 2017, via Resolution 25.

Vice Mayor West opened the public hearing. Cara Vonk was concerned with delivery. Vice Mayor West closed the public hearing.

A motion was made by Council Member Boch and seconded by Council Member DeVries to accept the environmental review for an ordinance banning marijuana sales, cultivation and delivery. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

A motion was made by Council Member Boch and seconded by Council Member Freeman to introduce an ordinance adding Chapter 5-14.6 to the municipal code, banning marijuana sales, cultivation and delivery. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

7. ACTION ITEMS

A. Consider Change to Youth Commission Ordinance Decreasing Membership to Seven

Youth Commission Adult Adviser Angela Olivier recommends reducing the size of the Commission. This will allow the group to continue their work without facing difficulties of having too few members to hold a meeting. A 7-member body is recommended as this is the average number of continuous members during the last 2 1/2 years. The Strategic Planning Committee supports the recommendation. No public comments were received.

A motion was made by Council Member DeVries and seconded by Council Member Freeman to introduce an ordinance amending Article 2 of Chapter 2-3 of the municipal code entitled "Youth Commission," reducing the size of the Commission to a seven member body. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

B. Consider Contract with Bryant L. Jolley for Financial Audit

Interim City Manager Orbach provided a report. No public comments were received.

A motion was made by Council Member Freeman and seconded by Council Member DeVries to approve Resolution 2017-32 awarding a contract for independent auditing services to Bryant L. Jolley, CPA. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

C. Consider Priority List of Road Repairs for Funding Under SB1

Interim City Manager Orbach provided a report. No public comments were received.

Council directed staff to provide a supplemental budget for SB1.

D. Selection of Volunteer to Honor on National Philanthropy Day (November 15)

Council Member DeVries proposed honoring San Juan Bautista residents Marina and Erik Gordon at the National Philanthropy Day event for their work with stray cats and kittens. No public comments were received.

A motion was made by Council Member DeVries and seconded by Council Member Freeman to honor Marina and Erik Gordon on National Philanthropy Day, November 15, 2017. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

E. Employment of Interim City Manager

i. Consider Amendment to the Fiscal Year 2017-2018 Budget for Employment of Interim City Manager

City Attorney Mall reported \$11,500 can be allocated each month for a city manager and city engineer by defunding the previous city manager salary, defunding the engineering technician position, and defunding the vacant grant writer position. Staff proposes hiring an interim city manager for 32 hours/week at \$50/hr. No public comment was received

A motion was made by Council Member Freeman and seconded by Council Member DeVries to adjust the Fiscal Year 2017-2018 budget for employment of an Interim City Manager. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

ii. Direct the City Attorney to Draft a Contract for Services of the Interim City Manager and Authorize the Mayor to Execute Said Contract

Whereupon, Council Member Freeman introduced Interim City Manager candidate Edward Tewes.

A motion was made by Council Member DeVries and seconded by Council Member Freeman to direct the City Attorney to draft a contract for employment services for Edward Tewes and authorize the mayor to sign the contract. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

During public comment Jackie Morris requested clarification of the events leading to Mr. Tewes' arrival. Mr. Tewes responded that he was Interim City Manager for the City of Gilroy, and Gilroy City Clerk Shawna Freels provided him with the mayor's contact information. Cara Vonk commented she is sorry Matt Orbach has chosen to leave the City.

F. City Engineer Services Agreement

i. Consider Amendment to the Fiscal Year 2017-2018 Budget for Services Agreement for City Engineer

ii. Authorize the Mayor to Execute an Agreement in Substantially the Form as Provided to Employ a Firm to Serve as City Engineer and Provide Related Services

Interim City Manager Orbach presented a report. A question and answer period followed. During public comment Jackie Morris was concerned with whether the contract city engineer would look at engineering issues with Meritage.

A motion was made by Council Member Freeman and seconded by Council Member Boch to authorize a city engineer services contract to 4Leaf and authorize the mayor to sign the contract. The motion passed unanimously, 4-0-0-1 with Mayor Martorana absent.

G. Set Date for Budget Revision Study Session

This item was continued.

8. Discussion Items

A. Hiring a City Manager – Ad Hoc Committee Report

Council Member Freeman reported there were five applicants to consider but one dropped out. During public comment Bob Quaid asked if the interviews would be conducted in closed session.

B. City Park Master Plan – Ad Hoc Committee Report

Council Member DeVries reported there was a brainstorming session with 20-30 people at the Kick-off meeting at Vertigo, and he will provide a report in October. During public comment Heide Balz asked whether installation of a bathroom at Verutti Park would fall under this committee's purview, and the response is yes.

C. Impact Fees – Ad Hoc Committee Report

This item was continued to next month.

D. Novitiate Use of Community Center

This item was discussed earlier in the agenda.

9. COMMENTS

A. City Council

Council Member DeVries spoke in appreciation of Matt Orbach.

B. City Manager/Community Development Director

Interim City Manager Orbach thanked the Council.

C. City Attorney

City Attorney Mall stated she would negotiate further with the Diocese for the Mission parking lot.

8. Adjournment

The meeting was adjourned at 8:45 p.m.

**CITY OF SAN JUAN BAUTISTA
SPECIAL CITY COUNCIL MEETING
OCTOBER 24, 2017
MINUTES**

1. CALL TO ORDER - Mayor Chris Matorana called the meeting to order at 6pm.

A. PLEDGE OF ALLEGIANCE - Mayor Martorana lead pledge of allegiance.

B. ROLL CALL **Present :** Mayor Martorana, Vice Mayor West,
Council Members Boch, Freeman, and DeVries
(arrived late to meeting at 7pm)

Staff Present : Interim City Manager Tewes, City Attorney Mall, City
Clerk Quaid

2. PUBLIC COMMENT

Public comment on the reschedule of meeting, Mayor explained the posting of the agenda was not on the city's website- which is against the Brown Act.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Resolution 2017-33 for Street Closures – Jason Williams Events & Jardines Dia de los Muertos Party

C. Approve by Consensus Appointment of Four Members to the Youth Commission

D. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title

A motion was made by Mayor Martorana and seconded by Councilmember Boch to approve all items on the Consent Agenda. Motion passed 4-1, Councilman De Vries was absent at the time.

4. PRESENTATIONS INFORMATIONAL ITEMS AND REPORTS

A. Proclamation Honoring Binational Health Week: Jessica Alcantar, San Benito Health Foundation - Proclamation was not presented. Ms. Alcantar was absent. No public comment.

B. Proclamation Honoring National Philanthropy Day, November 15, 2017: Beverley Meamber, Community Foundation for San Benito County
Proclamation presented. No public comment.

C. Proclamation Honoring San Benito LULAC 30th Anniversary
Proclamation presented. No public comment.

D. Economic Development Corporation Presentation of Draft 2017-2022 San Benito County Comprehensive Economic Development Strategy: Kristina Wyatt, Presenter

Draft was presented by Kristina Wyatt. No public comment.

E. Treasurer's Report – City Treasurer Chuck Geiger

City Treasurer Geiger was not present. Report presented by Interim City Manager Tewes. No public comment.

F. Sheriff's Report: Quarterly Activity by Month

Report presented by Captain E. Taylor. Spoke on jail expansion project, broke ground last week. Touched on Deputy recruitment.

Public Comment: B. Welch commented about his recent experience with the Sheriff department. His dog was attacked by neighbors dogs and later died of injuries. B. Quaid commented on the same incident as Mr. Welch. R. Ponce & J. Morris spoke on the safety of San Juan residents. J. Cosio spoke on a similar incident as Mr. Welch. Captain E. Taylor responded to Public Comments. Interim City Manager Tewes spoke about the Vicious Dog Ordinance. Councilmember Freeman motioned to have the City Staff investigate the vicious dogs, seconded by Councilmember DeVries. A vote was not called. Staff was directed to look into recent events involving vicious dogs.

G. Level One Security Report

Council received report. No public comment.

H. Fire Chief's Report

Council did not receive report. No public comment.

I. Library Report

Council received report. No public comment.

J. Administrative Report

Presented by Interim City Manager Tewes. Mayor Martorana asked Interim City Manager Tewes to speak on Rancho Vista Subdivision; Tewes spoke on Residence Concerns; groundwater pumping, noise, and construction start times.

Public Comment: J. Hopper spoke in favor of Interim City Manager Tewes. Citizen Maderez commented on Planning Commission's involvement with development.

Councilmembers further discussed Rancho Vista development.

K. Reports from City Council Appointees to Regional Organizations and Committees

Councilmember Freeman presented report. Councilmember Boch reported on Cal Tran meeting. No public comment.

L. Strategic Plan Committee Report

Report presented by Councilmember Freeman. No public comment.

5. PUBLIC HEARING ITEMS

A. Consider an Ordinance Amending Title 10 of the SJBMC by Adding Chapter 10-8 to Provide an Expedited Permit Process for Electric Vehicle Charging Systems (Second Reading and Adoption)

B. Consider an Ordinance Adding Chapter 5-14.6 to the SJBMC to Ban Marijuana Sales, Cultivation, and Delivery (Second Reading and Adoption)

Items continued. Approval of Ordinances require consideration at regular meeting.

6. ACTION ITEMS

A. Consider Change to Youth Commission Ordinance Decreasing Membership to Seven (Second Reading and Adoption)

Continued to next regular meeting.

B. Increase Authorized Hours for the Interim City Manager

Councilmembers discussed the increase of Interim City Manager Tewes hours from 32 hours to 40 plus hours per week.

R. Ponce requested a motion to adjourn meeting.

Mayor Martorana motioned to adjourn meeting, seconded by Vice Mayor West.

Motioned passed with 3:2 vote. For: West, Martorana and Boch. Against: De Vries and Freeman.

7. ADJOURNMENT

The meeting adjourned at 7:48pm

**CITY OF SAN JUAN BAUTISTA
SPECIAL CITY COUNCIL MEETING
NOVEMBER 8, 2017
MINUTES**

1. CALL TO ORDER - Mayor Chris Matorana called the meeting to order at 6pm.

A. PLEDGE OF ALLEGIANCE - Vice Mayor West lead pledge of allegiance.

B. ROLL CALL **Present :** Mayor Martorana, Vice Mayor West, Council
Members Boch, Freeman, and DeVries

Staff Present: Interim City Manager Tewes, City Attorney Mall,
City Clerk Quaid

2. PUBLIC COMMENT– Only on items on the agenda

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

A motion was made by Mayor Martorana and seconded by Vice Mayor West to approve all items on the Consent Agenda. Motion passed 5-0 vote.

4. ACTION ITEMS

A. Consider Change to Youth Commission Ordinance Decreasing Membership to Seven - Continued to the November 21 regular meeting for Second Reading and Adoption

B. Authorize Mynt Systems to Obtain Information on Community-Wide Electric Energy Usage from PG&E -- Council Member Freeman.

Item on pause until additional presenter arrives. Moved to later in the agenda.

C. Vacancy on the Planning Commission

i. Accept Resignation of Andy Moore from the Planning Commission and Present Recognition Mayor presented plaque for Andy Moore, was received by Councilmember Boch in Mr. Moore's absence.

ii. Appoint New Planning Commissioner – Council Member Boch(Council confirmation by majority vote)

Councilman Boch motioned to appoint David Mederios as New Planning Commissioner, seconded by Vice Mayor West. Motion passed with a 4-1 vote, Councilmember De Vries abstained.

Councilmember Freeman requested to agendaize the application process for Planning Commission Members appointment.

D. Consider Removal of Mr. John Hopper from the San Juan Bautista Planning Commission

Councilmember Freeman motioned to move item to end of meeting. Mayor moved item to end of meeting at his discretion.

B. Authorize Mynt Systems to Obtain Information on Community-Wide Electric Energy Usage from PG&E -- Council Member Freeman.

Presented by L. Austen & Seth Capron. Councilmember Freeman motioned to authorize Mynt Systems to obtain information on the community-wide electric energy usage from PG & E. Seconded by Vice Mayor West. Motions passed unanimously.

E. Consider Resolution 2017-34 Approving New Sewer Rates for Earthbound Farms

Councilmen De Vries exited room on account that he is counsel for Earthbound Farms. A representative of Earthbound Farms was present and commented on approving the phasing of new rates.

A motion was made by Vice Mayor West, as of December 2017 New Sewer Rates will apply for Earthbound Farms with no phasing period. Seconded by Councilmember Boch. Motion passed unanimously.

Recess for five minutes.

F. Consider Resolution 2017-34 Adopting a Supplemental Budget Appropriation for Road Maintenance and Rehabilitation Funding

Public Comment: E. Salinas commented on funding.

A Motion to Adopt a Supplemental Budget Appropriation for Road Maintenance and Rehabilitation Funding was made by Vice Mayor West, Seconded by Councilman Boch. Motion passed unanimously.

G. Consider Staffing and Contract Issues and Provide Direction to Staff

Presented by Interim City Manager Tewes. Councilmembers discussed.

Public Comment: Citizen commented on the process of building permits.

No action taken as next agenda item is related.

H. Consider Resolution 2017-36 Authorizing the City Manager to Enter Into an Agreement with Harris and Associates for Engineering Services

Presented by Interim City Manager Tewes. Recommended retention of Harris and Associates for Engineering Services. Councilmembers discussed.

A representative from Harris and Associates was present and gave additional information on company.

Public Comment: E. Salinas commented on how many engineering companies were considered. J. Cosio commented for the contract.

A motion was made to Authorize the City Manager to Enter into an Agreement with Harris and Associates for Engineering Services by Councilmember Boch, seconded by Vice Mayor West. Motion passed unanimously.

I. Approve Amendment to the Interim City Manager Contract Increasing Authorized Hours to 40/week

Presented by Mayor Martorana. Council discussed increasing hours. City Attorney Mall made clarification on the increase of hours.

Public Comment: B. Quaid commented on the increase of hours.

A motion to Approve Amendment to the Interim City Manager Contract Increasing Authorized Hours to 40/week was made by Councilmember Freeman, seconded by Vice Mayor West. Motion passed unanimously.

5. DISCUSSION ITEMS

A. Fourth Street Traffic Speeds (Possible Referral to Planning Commission)

Councilmembers discussed traffic in San Juan Bautista.

Public Comment: R.Ponce commented against referring to Planning Commission and asked the Sheriff to be more present in San Juan. G. Dias commented on past studies and also against referring to Planning Commission. J.Cosio & E. Salinas commented on alternatives solutions to speed bumps. D.Guier, asked if the newly hired civil engineers have solutions to the speeding in town, besides speedbumps.

Mayor suggested this issue addressed to the engineering firm instead of Planning Commission. Councilmembers discussed. Councilmembers decided to direct staff to bring this issue to engineering firm instead of Planning Commission, concentrating of 4th Street.

B. City Manager Recruitment – Ad Hoc Committee Report

here are currently applicants that the Interim City Manager is reviewing.

C. City Park Master Plan – Ad Hoc Committee Report

Councilman DeVries asked Councilmembers about the number of members that should be on the committee and further direction on moving forward. Mayor Martorana suggested to refer requested to Strategic Planning Commission.

Public Comment: J.Cosio, commented on the clarification of creating a commission or a committee. Commented a committee would be more effective.

D. Cannabis – Ad Hoc Committee Report

Victor Gomez, Consultant, presented a draft of An Ordinance of the City Council of the City of San Juan Bautista adding chapter “Cannabis Facilities Regulatory Permit” to Title XXX “ Business License and Regulations” of the San Juan Bautista Municipal Code.

Council discussed Ordinance and Ad Hoc Committee.

Public Comment : G.Dias, commented against allowing Cannabis in San Juan.

M.Snoday & E. Salinas, commented on the Ordinance Draft, location of Cannabis businesses. A citizen, commented of the long application process, security, and location of Cannabis businesses.

E. Impact Fees – Ad Hoc Committee Report

Report Presented by Councilmember Freeman. Councilmembers discussed.

F. Novitiate Use of Community Center (Continue to November Regular Meeting)

G. Early Adjournment of October 24 meeting and possible adoption of a Code of Conduct for Council Meetings

Councilmember DeVries made a statement of apology to Mayor Martorana and Councilmembers on the conduct of his behavior at the October 24th meeting.

Councilmembers discussed adopting a code of conduct. Mayor Matorana suggested creating a formal proposal for the next agenda.

Public Comment: R.Ponce, E.Salinas & L.Austen commented on respect, and suggested solutions. M.Snoday & J. Lopez thanked Councilmember DeVries for apologizing. J.Cosio commented on Town Hall Meetings.

4. D. Consider Removal of Mr. John Hopper from the San Juan Bautista Planning Commission

Public Comment: M.Snody, commented on plans for moving forward with the Planning Commission. J.Morris, G.Dias & E. Salinas, commented on cause

J. Hopper commented to the Public. R.Ponce, commented that business should Councilmembers discussed. City Attorney Mall suggested to set a hearing to further discuss evidence. Councilmembers discussed Brown Act violations.

Mayor Martorana called a five minute recess to speak to the City Attorney Mall.

A vote was called by Mayor Martorana and seconded by Vice Mayor West. Motion did not pass with 2:3 vote. For: West, Boch. Against: Martorana, Freeman, De Vries.

Mayor Martorana requested Full Hearing of removal of Mr. John Hopper from the San Juan Bautista Planning Commission With Cause on next agenda.

City Attorney Mall suggested Councilmembers weigh in on item being on a future agenda. Councilmembers discussed. Councilmembers agreed to add item to next agenda.

6. COMMENTS

A. City Council

Councilmember Freeman, thanked all involved with Make a Difference Day.

B. City Manager

No comments received.

C. City Attorney

No comments received.

Where upon the Council and City Attorney went into closed session.

7. Closed Session

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

The City Attorney Mall stated there was no reportable action taken.

8. Adjournment

The meeting adjourned at 8:55 PM.

RESOLUTION NO. 2017-XX

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

BE IT RESOLVED that the Double Road Race Federation is authorized to close Third Street from Washington Street to Muckelemi Street, Second Street from Muckelemi Street to Monterey Street, and First Street from Monterey Street all the way out of town on Saturday, December 16, 2017 from 7:00 a.m. to 2:00 p.m. for a 10K foot race, and

BE IT FURTHER RESOLVED that the Double Road Race Federation is authorized to close Second Street from Washington Street to Monterey Street, and First Street from Monterey Street all the way out of town on Saturday, December 16, 2017 from 7:00 a.m. to 2:00 p.m. for a 5K foot race, and

BE IT FURTHER RESOLVED that the San Juan Rotary Club is authorized to close Third Street from Nyland Drive to Monterey Street in San Juan Bautista on Saturday, December 2, 2017 from 4:30 p.m. until 7:30 p.m. for a Christmas Parade.

PASSED AND ADOPTED this 21st day of November 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Christopher Martorana

ATTEST:

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 Profits ¹ : 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 & Muckelemei and more than 1,000 people ²	\$150.00
Private Promoter Organizations ¹ : 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 & Muckelemei, 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: CHRISTMAS DOUBU Today's Date: 10 10 17
Applicant: DOUBLE ROAD RACE FEDERATION
Organization: DOUBLE ROAD RACE FEDERATION
Phone: 650 948 4901 E-Mail: waitman@dablerrace.ca
Mailing Address: PO BOX 3121 LOS ANGELES CA 94024
Fax:

Event Setup Date: 12 16 17 Time: 4:00 AM Event Ends ¹ Date: 12 16 17 Time: 1:00 PM
Event Starts Date: 12 16 17 Time: 6:30 AM Dismantle Date: 12 16 17 Time: 2:00 PM

ANTICIPATED ATTENDANCE: Total or the event: 200 Total per Day: 200

LOCATION OF EVENT (please be specific):

OLD MISSION / CA PARK

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.

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?

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.

☒ Yes ☐ No

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.

Hw/ Trash off site

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)

Setup starts 4:00 AM 12/16/17

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

Red Cross BLS Staff present to monitor injury
Dial 911

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

People with disabilities are welcome and accommodated
on 2 wheel buses

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

Red Cross BLS Unit / Staff on hand
Cell phones
Dial 911

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.

UXG 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, platform 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

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Juan

SAN JUSTO RD.
↓

San Juan Hwy

San Juan Hwy

San

PRESCOTT RD

Rd D

Rd C

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.

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)

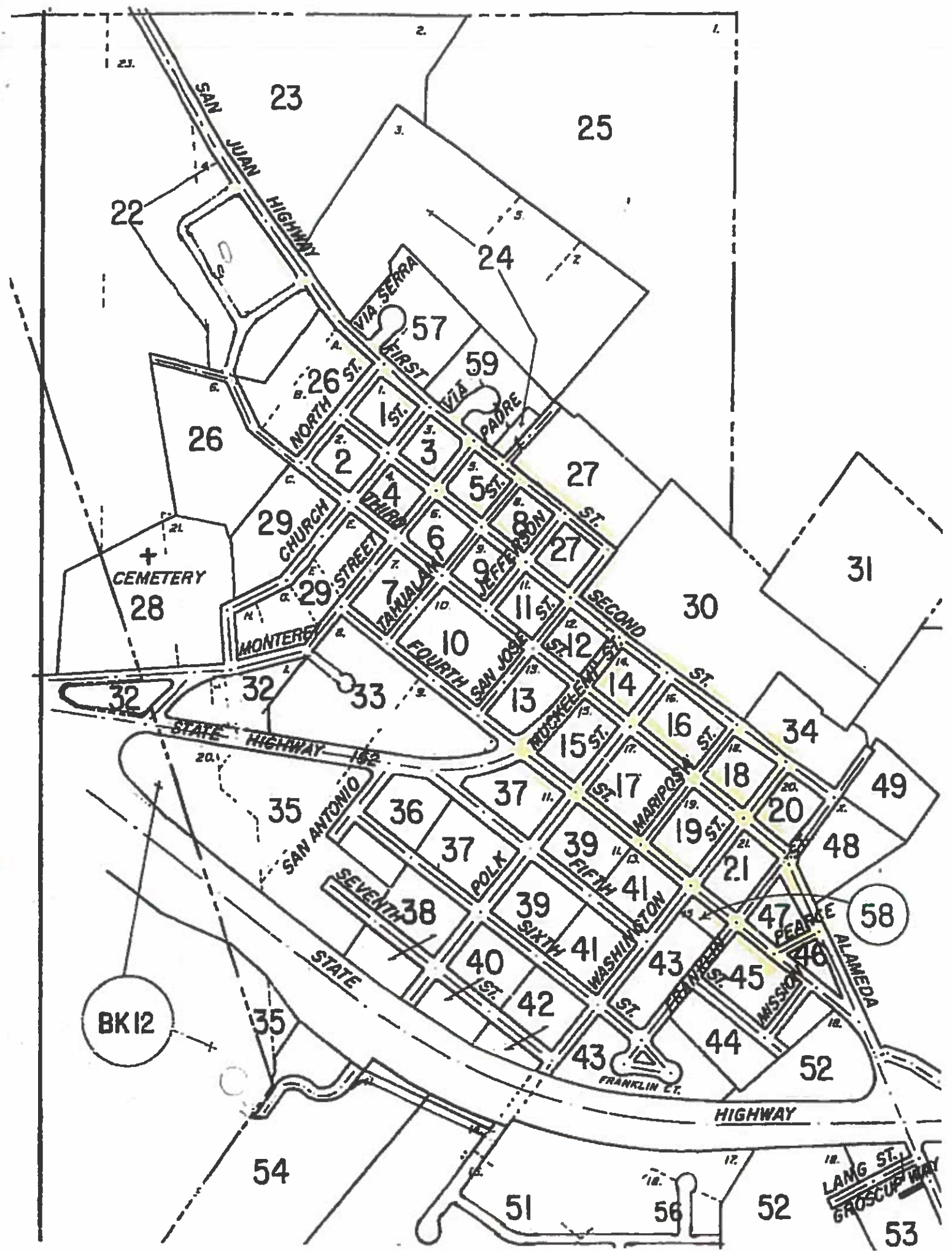
FOOD AND ALCOHOL (all food preparation is subject to state regulations; provide insurance if appropriate)

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.



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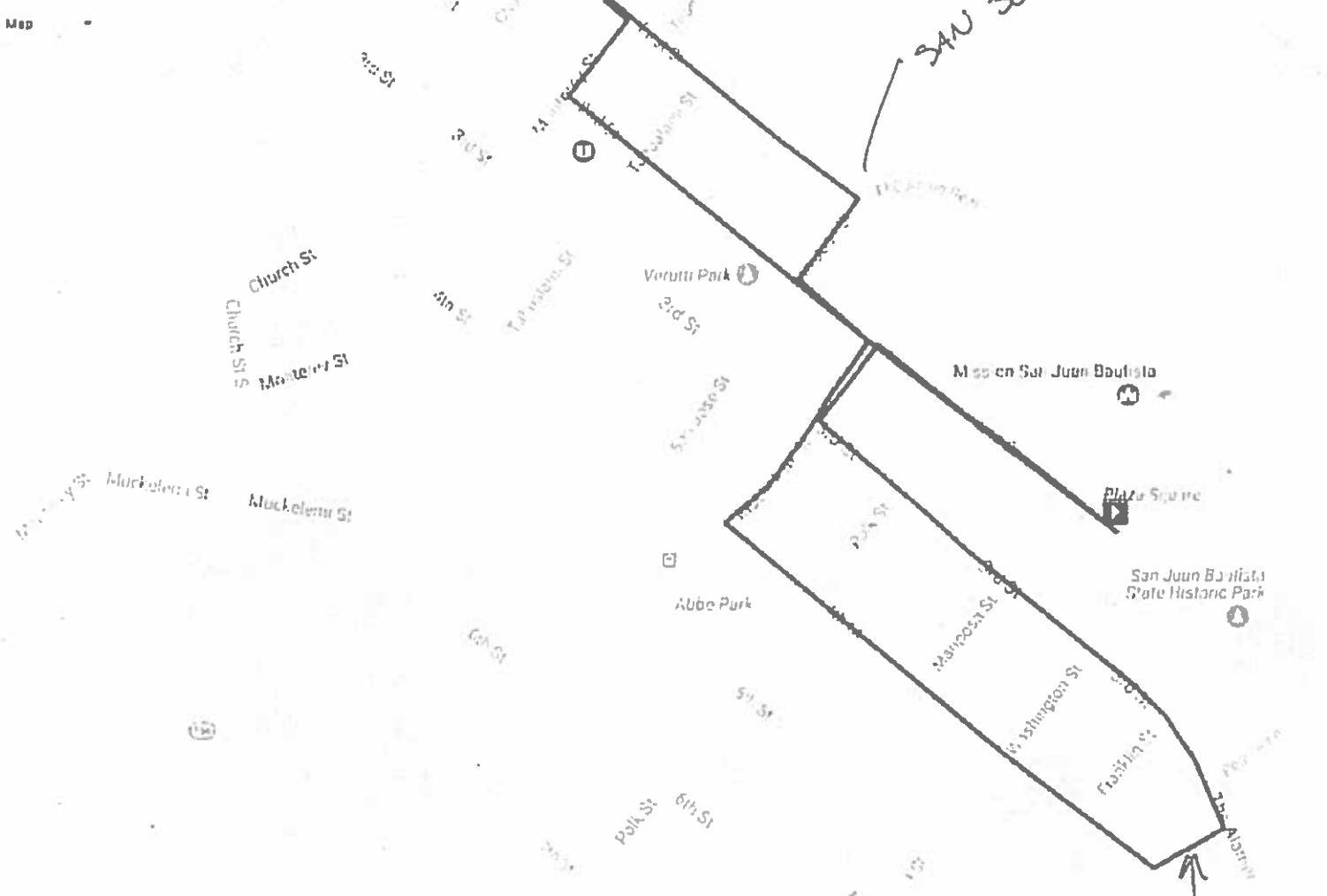
LANG ST.

GROSCUP WAY

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10K	START	9:00 AM	
5K	START	10:45 AM	2ND ST
210S	1 MI	11:15 AM	

SAN JUAN BAUTISTA 10K COURSE



2ND STREET / WASHINGTON / MONTEREY & PEARCE
 3RD STREET / PEARCE
 4TH STREET / MUCKELEM, ST
 FIRST STREET / SAN SUSÉ ST / PRESCOTT
 NEED BARRICADES CLOSING STREETS.

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 Profits ¹ : 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 Organizations ³ : No street blockage and less than 250 people	\$150.00
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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: Holiday of Lights Parade Today's Date: 9-28-2017

Applicant: Rotary San Juan Bautista - Jill Ortiz

Organization: _____

Phone 831-801-3920/831-623-4107 E-Mail: gsammyjill@sbccglobal.net

Mailing Address: PO Box 823 San Juan Bautista Ca 95045

Fax: _____

Event Setup 12/2/17 Date: _____ Time: 5:00pm Event Ends Date: 12-2-17 Time: 8:00pm

Event Starts Date: 12/2/17 Time: 6:00 Dismantle Date: 12-2-17 Time: 9:00pm

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

LOCATION OF EVENT (please be specific):

Third St. from SSA School to Monterey St.

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.

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.

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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).

Lights on Parade to proceed down Thiel St
to Monterey St.

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

We will contact S.B. County Sheriff to
provide security

10/10/17

Please provide response
prior to approval.

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

N/A

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

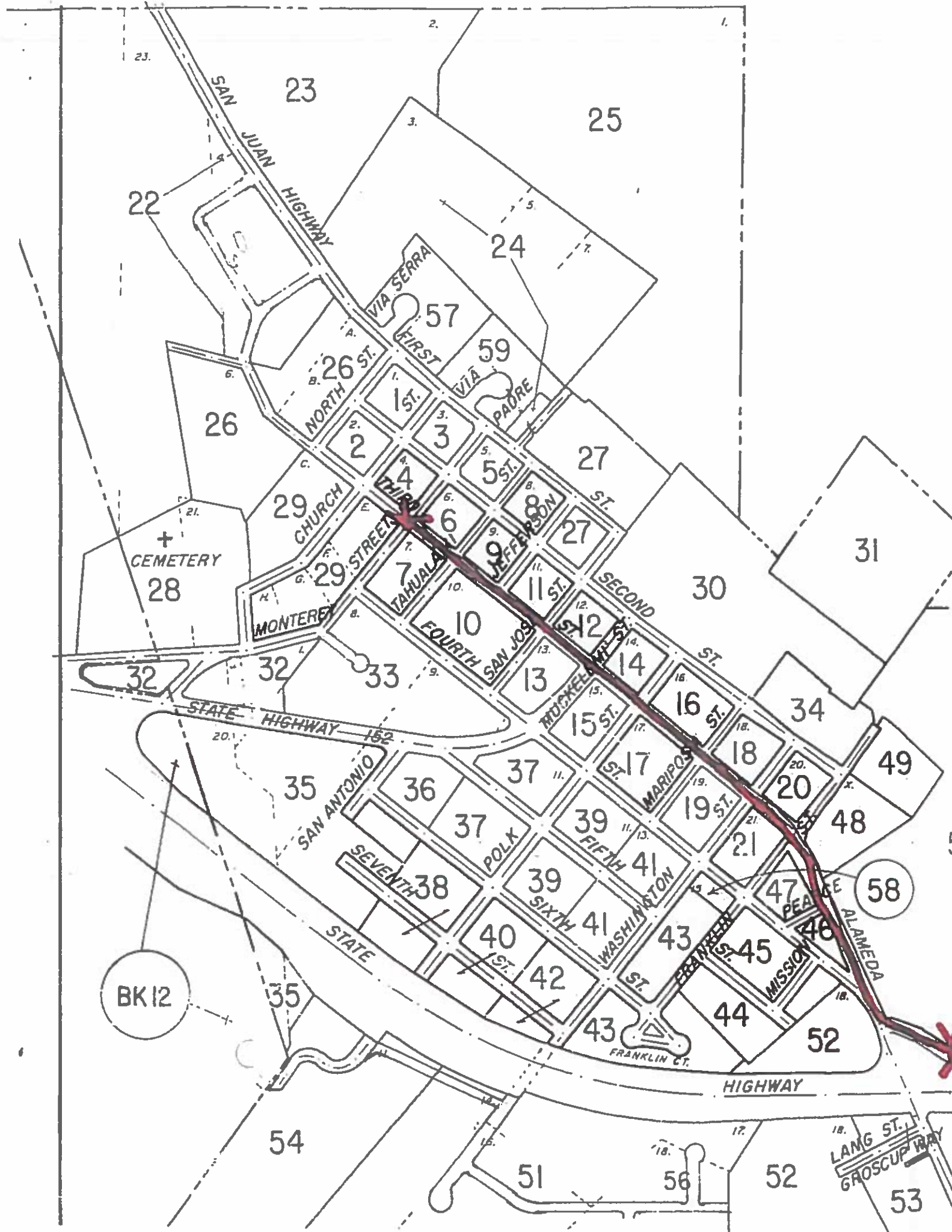
N/A

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



CITY OF SAN JUAN BAUTISTA

STAFF REPORT - CITY COUNCIL

DATE: November 8, 2017

SUBJECT: GREEN CURB

Recommendation:

Direct City Manager to install “green curb” to designate short term parking (20-minute limit) in front of 319 Third Street.

Background

The San Juan Bautista Welcome Center and the San Juan Bakery at 319 Third Street has requested the establishment of short term parking so as to prohibit long term parking directly in front of a business that relies on short term stays.

Section 7-4-200 of the Municipal Code provides that the City Manager may authorize the requested curb marking upon “the City Council’s direction.”

7-4-200 Restricted curb marking. SHARE

The City Manager is authorized to and shall place the following curb markings at the direction of the Council and in conformity with California Vehicle Code Section 21458.

7-4-215 Time limit parking in green zones. SHARE

Parking adjacent to curbs painted green shall be limited to a twenty (20) minute period.

Fiscal Impact

The work will be performed by City crews within their normal work schedule.

WAIVER OF READING OF ORDINANCES

State law requires that an ordinance be read in its entirety prior to adoption unless the City Council waives reading beyond the title. Reading an entire ordinance at the meeting is extremely time-consuming; reading of the title alone usually gives the audience sufficient understanding of what the Council is considering.

To ensure that this waiver is consistently approved by the Council, Council should make the waiver at each meeting, thus, you should do it at this point on the Consent Agenda. The Council then does not have to worry about making this motion when each ordinance comes up on the agenda.

GC36934

CITY OF SAN JUAN BAUTISTA

STAFF REPORT - CITY COUNCIL

DATE: November 21, 2017

SUBJECT: Resignation from Strategic Planning Committee and Removal
of Member for Lack of Attendance

FROM: Strategic Planning Committee

RECOMMENDATION: Accept resignation of Donna Holmes; and acknowledge removal of Maggie Billich from the Committee in accordance with the Strategic Planning Committee's by-laws. Ms. Billich has been absent from eleven consecutive meetings.

City of San Juan Bautista

"The City of History"

Treasurer's Report

For the Four Month Period Ended October 31, 2017

Financial Highlights ~

- General fund year to date change in fund balance was a negative \$71k, as compared to a positive change in fund balance of \$40K this time last year. The difference is primarily as a result of higher impact fee revenue in the prior year, and higher capital expenditures in the current year.
- Enterprise funds show year to date net loss of \$19k, as compared to the prior year loss of \$31k. The difference is due primarily higher utility revenue and lower contract cost, offset by higher capital expense in the current year.
- Refer to the Profit and Loss Previous Year Comparison report for current fund balances.
- Overall cash flow (removing accruals and depreciation) was a negative \$396k for the year to date. This includes a semi-annual debt service of \$460k.

Budget vs. Actual ~

- General fund revenues were \$327k, which were higher than budgeted by \$11k. The variance is largely due from higher than anticipated sales tax and transient occupancy revenue.

- General fund expenditures were \$398k, which was lower than budget by \$152k. The lower expenses are primarily as a result of lower than anticipated contract, repairs and maintenance, and dues and subscription costs, offset by higher than budgeted capital expense.
- General fund net change in fund balance was a negative \$71k, which was better than budgeted by \$132k.
- Enterprise funds revenues were \$602k, which was higher than budgeted by \$31k.
- Enterprise funds expenses were \$621k, which was lower than budgeted by \$49k. The majority of the variance is due to lower than anticipated contract costs.
- Enterprise funds combined year to date net loss was \$19k, which was better than budgeted by \$81k. The current year to date profit includes depreciation expense of \$204k, which is a noncash item.

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Four Month Period Ended October 31, 2017

	General Fund			46 - Water Enterprise Fund			48 - Sewer Enterprise Fund		
	Jul - Oct 17	Jul - Oct 16	\$ Change	Jul - Oct 17	Jul - Oct 16	\$ Change	Jul - Oct 17	Jul - Oct 16	\$ Change
Income									
Other Tax Revenue	261,042	104,336	156,706	-	-	-	-	-	-
Franchise Fees	14,468	7,314	7,154	-	-	-	-	-	-
Business & Misc. Lic. & Permits	14,368	11,651	2,717	-	-	-	-	-	-
Planning, Building, Eng. Permit	5,431	33,897	(28,466)	-	-	-	-	-	-
Chg. for Planning/Eng. Services	14,116	27,659	(13,543)	-	-	-	5,001	-	5,001
Charges for Misc. Services	740	547	193	-	-	-	-	-	-
Utility Fees	41	-	41	284,442	275,114	9,328	301,341	292,025	9,316
Impact Fees	-	186,656	(186,656)	-	-	-	-	-	-
Fines & Penalties	61	558	(497)	-	-	-	-	-	-
Miscellaneous Revenue	17,323	18,893	(1,570)	11,737	2,532	9,205	-	-	-
Total Income	327,590	391,511	(63,921)	296,179	277,646	18,533	306,342	292,025	14,317
Gross Profit	327,590	391,511	(63,921)	296,179	277,646	18,533	306,342	292,025	14,317
Expense									
Employee Salary, Wages, Benefit	154,376	151,539	2,837	28,177	29,221	(1,044)	22,587	23,889	(1,302)
Other Personnel Expenses	2,515	2,061	454	-	320	(320)	274	-	274
General and admin. expense	51,258	42,613	8,645	6,973	3,394	3,579	1,620	2,041	(421)
Contractual and Other Services	116,600	105,680	10,920	11,183	17,285	(6,102)	20,115	40,729	(20,614)
Utilities and Misc. Expenses	8,304	9,124	(820)	16,997	19,228	(2,231)	32,132	31,619	513
Equipment and Parts	7,403	8,829	(1,426)	8,241	9,582	(1,341)	841	759	82
Maint. & Repair Services	6,518	4,754	1,764	4,855	333	4,522	1,641	10,459	(8,818)
Capital Expenditures	49,950	21,610	28,340	134,868	105,469	29,399	168,076	122,583	45,493
Fund Transfer	-	5,186	(5,186)	-	-	-	-	-	-
Debt Defrayment	-	-	-	89,360	101,040	(11,680)	73,113	82,713	(9,600)
Total Expense	396,924	351,396	45,528	300,654	285,872	14,782	320,399	314,792	5,607
Net Income	(69,334)	40,115	(109,449)	(4,475)	(8,226)	3,751	(14,057)	(22,767)	8,710
Fund Balance at June 30, 2017	2,090,192			434,731			934,866		
Fund Balance at October 31, 2017	2,020,858			430,256			920,809		

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Four Month Period Ended October 31, 2017

	50 - Special Dist. - COPS			55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Oct 17	Jul - Oct 16	\$ Change	Jul - Oct 17	Jul - Oct 16	\$ Change	Jul - Oct 17	Jul - Oct 16	\$ Change
Income									
Other Tax Revenue	33,333	33,333	-	9,406	10,145	(739)	12,113	-	12,113
Franchise Fees	-	-	-	-	-	-	-	-	-
Business & Misc. Lic. & Permits	-	-	-	-	-	-	-	-	-
Planning, Building, Eng. Permit	-	-	-	-	-	-	-	-	-
Chg. for Planning/Eng. Services	-	-	-	-	-	-	-	-	-
Charges for Misc. Services	-	-	-	-	-	-	-	-	-
Utility Fees	-	-	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-	-	-
Fines & Penalties	-	-	-	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-
Total Income	<u>33,333</u>	<u>33,333</u>	<u>-</u>	<u>9,406</u>	<u>10,145</u>	<u>(739)</u>	<u>12,113</u>	<u>-</u>	<u>12,113</u>
Gross Profit	33,333	33,333	-	9,406	10,145	(739)	12,113	-	12,113
Expense									
Employee Salary, Wages, Benefit	-	-	-	-	-	-	-	-	-
Other Personnel Expenses	-	-	-	-	-	-	-	-	-
General and admin. expense	-	-	-	-	3,000	(3,000)	-	-	-
Contractual and Other Services	38,807	33,210	5,597	-	-	-	4,898	4,347	551
Utilities and Misc. Expenses	-	-	-	-	-	-	-	-	-
Equipment and Parts	-	-	-	-	-	-	-	-	-
Maint. & Repair Services	-	-	-	-	-	-	164	-	164
Capital Expenditures	-	-	-	-	-	-	-	-	-
Fund Transfer	-	-	-	-	-	-	-	-	-
Debt Defrayment	-	-	-	-	-	-	-	-	-
Total Expense	<u>38,807</u>	<u>33,210</u>	<u>5,597</u>	<u>-</u>	<u>3,000</u>	<u>(3,000)</u>	<u>5,062</u>	<u>4,347</u>	<u>715</u>
Net Income	<u>(5,474)</u>	<u>123</u>	<u>(5,597)</u>	<u>9,406</u>	<u>7,145</u>	<u>2,261</u>	<u>7,051</u>	<u>(4,347)</u>	<u>11,398</u>
Fund Balance at June 30, 2017	<u>1,679</u>			<u>127,117</u>			<u>77,980</u>		
Fund Balance at October 31, 2017	<u>(3,795)</u>			<u>136,523</u>			<u>85,031</u>		

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Four Month Period Ended October 31, 2017

	75 - Gas Tax Fund			TOTAL	
	Jul - Oct 17	Jul - Oct 16	\$ Change	Jul - Oct 17	\$ Change
Income					
Other Tax Revenue	16,349	14,627	1,722	162,441	169,802
Franchise Fees	-	-	-	7,314	7,154
Business & Misc. Lic. & Permits	-	-	-	11,651	2,717
Planning, Building, Eng. Permit	-	-	-	33,897	(28,466)
Chg. for Planning/Eng. Services	-	-	-	27,659	(8,542)
Charges for Misc. Services	-	-	-	547	193
Utility Fees	-	-	-	567,139	18,685
Impact Fees	-	-	-	186,656	(186,656)
Fines & Penalties	-	-	-	558	(497)
Miscellaneous Revenue	-	-	-	21,425	7,635
Total Income	<u>16,349</u>	<u>14,627</u>	<u>1,722</u>	<u>1,019,287</u>	<u>(17,975)</u>
Gross Profit	<u>16,349</u>	<u>14,627</u>	<u>1,722</u>	<u>1,019,287</u>	<u>(17,975)</u>
Expense					
Employee Salary, Wages, Benefit	-	-	-	204,649	491
Other Personnel Expenses	-	-	-	2,381	408
General and admin. expense	-	-	-	51,048	8,803
Contractual and Other Services	-	-	-	201,251	(9,648)
Utilities and Misc. Expenses	5,719	5,902	(183)	65,873	(2,721)
Equipment and Parts	-	-	-	19,170	(2,685)
Maint. & Repair Services	-	-	-	15,546	(2,368)
Capital Expenditures	-	-	-	249,662	103,232
Fund Transfer	-	(5,186)	5,186	-	-
Debt Defrayment	-	-	-	183,753	(21,280)
Total Expense	<u>5,719</u>	<u>716</u>	<u>5,003</u>	<u>993,333</u>	<u>74,232</u>
Net Income	<u>10,630</u>	<u>13,911</u>	<u>(3,281)</u>	<u>25,954</u>	<u>(92,207)</u>
Fund Balance at June 30, 2017	<u>91,771</u>				
Fund Balance at October 31, 2017	<u>102,401</u>				

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Income						
Other Tax Revenue						
406.000 • Sales Tax	212,703	200,000	12,703	-	-	-
408.000 • Transient Lodging Taxes	46,105	30,000	16,105	-	-	-
415.000 • Special Assessment	-	-	-	-	-	-
419.000 • Other Doc. Transfer	2,233	2,500	(267)	-	-	-
428.000 • Vehicle License Fees	-	1,000	(1,000)	-	-	-
436.000 • Gas Tax 2103	-	-	-	-	-	-
431.000 • Gas Tax 2105	-	-	-	-	-	-
432.000 • Gas Tax 2106	-	-	-	-	-	-
433.000 • Gas Tax 2107	-	-	-	-	-	-
434.000 • Gas Tax 2107.5	-	-	-	-	-	-
422.000 • COPS Funding	-	-	-	-	-	-
435.000 • COGS/(TDA)/STEAs	-	-	-	-	-	-
Total Other Tax Revenue	261,041	233,500	27,541			
Franchise Fees						
442.000 • Franchise Cable	3,494	3,250	244	-	-	-
448.000 • Refuse Franchise	10,974	10,333	641	-	-	-
Total Franchise Fees	14,468	13,583	885			
Business & Misc. Lic. & Permits						
450.000 • Business Licenses	11,101	13,000	(1,899)	-	-	-
453.000 • Burn Permits	-	20	(20)	-	-	-
470.000 • Garage Sale Permits	80	30	50	-	-	-
472.000 • Animal Licenses	28	20	8	-	-	-
490.000 • Misc. Revenue	1,159	530	629	-	-	-
494.001 • Special Events	2,000	6,000	(4,000)	-	-	-
Total Business & Misc. Lic. & Permits	14,368	19,600	(5,232)			
Planning, Building, Eng. Permit						
458.001 • Green Fee	24	25	(1)	-	-	-
459.004 • Fire Sprinkler Permit	150	400	(250)	-	-	-
459.003 • Mechanical Permit	31	300	(269)	-	-	-
459.002 • Plumbing Permit	143	400	(257)	-	-	-
459.001 • Electrical Permit	378	600	(222)	-	-	-
454.003 • Design Review	-	400	(400)	-	-	-
451.000 • Building Permits	3,896	10,000	(6,104)	-	-	-
454.000 • Conditional Use Permit (CUP)	-	400	(400)	-	-	-
456.000 • PUD Use Permit	-	100	(100)	-	-	-
457.000 • Encroachment Permits	700	300	400	-	-	-
458.000 • Sign Permits	110	20	90	-	-	-
467.000 • Strong Motion Impact Fees	1	2,000	(1,999)	-	-	-
Total Planning, Building, Eng. Permit	5,433	14,945	(9,512)			

Budget vs. Actual by Department

For the Four Month Period Ended October 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Chg. for Planning/Eng. Services						
458.002 • SMIP Fee	23			-		
490.001 • Misc. Revenue Planning	335	1,000	(665)	-		
464.000 • Engineer Inspection Fee	-	500	(500)	-		
462.000 • Engineer Plan Check Fees	-	1,300	(1,300)	-		
463.000 • Building Inspection Fee	-	600	(600)	-		
452.000 • Building Plan Check Fees	4,831	3,400	1,431	-		
459.000 • Remib. - Proj/Dev. Costs	8,926	1,000	7,926	-		
Total Chg. for Planning/Eng. Services	14,115	7,800	6,315	-		
Charges for Misc. Services						
496.002 • Administration Income	-	150	(150)	-		
496.001 • Public Document Charge	4	50	(46)	-		
496.000 • Library Copy Charges	737	500	237	-		
Total Charges for Misc. Services	741	700	41	-		
Utility Fees						
486.000 • Utility Fees Commercial	-			19,307	54,267	(34,960)
485.000 • Utility Fees Residential	-			260,921	222,889	38,032
493.000 • Water Meter Maint. Fees	-			4,214	6,200	(1,986)
Utility Fees - Other	41			-		
Total Utility Fees	41			284,442	283,356	1,086
Fines & Penalties						
421.000 • Vehicle Code Parking	-	400	(400)	-		
475.000 • Library Fines	61	200	(139)	-		
Total Fines & Penalties	61	600	(539)	-		
Miscellaneous Revenue						
484.000 • Interest and Penalties	248	100	148	11,737	2,267	9,470
480.002 • Permits	307			-		
480.001 • Lease - American Tower	8,655	11,667	(3,012)	-		
438.000 • Donations	1,050	800	250	-		
480.000 • Rental Income	5,250	9,000	(3,750)	-		
480.003 • Reimbursed City expenses	1,813	4,400	(2,587)	-		
Total Miscellaneous Revenue	17,323	25,967	(8,644)	11,737	2,267	9,470
Total Income	327,591	317,055	10,536	296,179	285,623	10,556
Gross Profit	327,591	317,055	10,536	296,179	285,623	10,556

Budget vs. Actual by Department For the Four Month Period Ended October 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Expense						
Employee Salary, Wages, Benefit						
519.001 • Volunteer Stipend	-	80	(80)	-	-	-
502.000 • Salaries and Wages - FT	117,563	158,970	(41,407)	21,668	16,706	4,962
504.000 • Salaries and Wages - OT	479	1,603	(1,124)	243	333	(90)
508.000 • FICA	8,974	11,837	(2,863)	1,608	1,278	330
510.000 • Worker's Comp	6,898	12,227	(5,329)	1,038	3,048	(2,010)
512.000 • Unemployment	-	1,587	(1,587)	-	167	(167)
514.000 • Health Insurance	17,464	16,777	687	3,619	2,887	732
518.000 • 457k Retirement Contribution	2,698	3,248	(550)	-	167	(167)
519.000 • Elected Official Stipend	300	900	(600)	-	-	-
Total Employee Salary, Wages, Benefit	154,376	207,229	(52,853)	28,176	24,586	3,590
Other Personnel Expenses						
522.000 • Uniforms & Alterations	1,400	540	860	-	-	-
524.000 • Phys., Drug 7 Psych Testing	89	160	(71)	-	-	-
525.000 • Volunteer Firefighter Stipend	-	1,200	(1,200)	-	-	-
526.000 • Education and Training	-	900	(900)	-	-	-
528.000 • Travel/Per Diem/Car Allowance	1,025	1,130	(105)	-	-	-
Total Other Personnel Expenses	2,514	3,930	(1,416)	-	-	-
General and admin. expense						
647.000 • Youth Commission	55	-	-	-	-	-
645.000 • Summer Program	1,513	9,000	(7,487)	-	-	-
550.000 • Office Supplies	1,878	2,955	(1,077)	100	-	100
558.000 • Printing and Copies	371	2,937	(2,566)	9	-	9
548.000 • Advertising	1,300	475	825	633	-	633
562.000 • Food and Beverages	440	480	(40)	4,550	-	4,550
516.000 • Insurance - Liab/Bond/Auto/Prop	12,716	4,087	8,629	-	-	-
544.000 • Computer Software Service	7,454	-	-	-	-	-
545.000 • Computer Hardware Service	1,347	200	1,147	-	-	-
530.000 • Dues and Subscriptions	22,378	50,475	(28,097)	-	3,500	(3,500)
657.000 • Administrative Fee	-	-	-	-	-	-
634.000 • Copier Services & Lease	920	1,153	(233)	307	-	307
638.000 • Bank Charges/PR Processing	2	843	(841)	963	-	963
551.000 • Postage and Freight	883	1,687	(804)	412	1,000	(588)
Total General and admin. expense	51,257	74,292	(23,035)	6,974	4,500	2,474
Contractual and Other Services						
600.000 • Operational Contracts	50,339	62,333	(11,994)	7,658	22,667	(15,009)
602.000 • Legal	17,295	16,060	1,235	-	20	(20)
604.000 • Engineering	6,151	8,433	(2,282)	-	833	(833)
606.000 • Planning	338	-	-	-	-	-

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
608.000 • Accounting	11,020	14,000	(2,980)	-	-	-
609.000 • Building Inspection	645	300	345	-	-	-
610.000 • Audit	-	13,500	(13,500)	-	-	-
612.001 • Other Prof. Service - CMAP	-	800	(800)	-	-	-
612.002 • Security	1,423	187	1,236	225	267	(42)
612.006 • Web maintenance	350	2,100	(1,750)	-	-	-
614.000 • Law Enforcement	5,473	55,333	(49,860)	-	-	-
615.000 • Level One Security Patrol	21,344	28,420	(7,076)	-	-	-
622.000 • Animal Control	1,500	2,500	(1,000)	-	-	-
624.000 • Janitorial	2,053	1,786	267	-	-	-
626.000 • Landscape Services	172	833	(661)	-	-	-
632.000 • Building Equipment Rental	-	933	(933)	-	-	-
643.003 • SBCO Mgmt Fees	-	-	-	-	-	-
655.000 • Penalty	-	-	-	3,300	-	3,300
Total Contractual and Other Services	118,103	207,518	(89,415)	11,183	23,787	(12,604)
Utilities and Misc. Expenses						
650.000 • Agg. Base Material	105	-	-	-	-	-
639.000 • Merchant processing fees	-	533	(533)	-	-	-
640.000 • Telecomm	3,539	3,209	330	272	400	(128)
642.000 • Electricity	4,662	5,614	(952)	16,726	10,333	6,393
643.001 • Water	-	-	-	-	-	-
656.000 • Licenses and Permits	-	170	(170)	-	4,167	(4,167)
Total Utilities and Misc. Expenses	8,306	9,526	(1,220)	16,998	14,900	2,098
Equipment and Parts						
649.02 • Agg. Based Material	-	4,000	(4,000)	-	-	-
712.000 • Materials	314	2,333	(2,019)	-	-	-
701.000 • Small Tools	-	933	(933)	-	-	-
554.000 • Gasoline & Diesel Fuel	1,707	6,400	(4,693)	558	333	225
552.000 • Chemical and Gasses	111	433	(322)	-	2,333	(2,333)
703.000 • Books and Periodicals	953	500	453	-	-	-
718.000 • Parts - City Rep. Equipment	3,422	3,550	(128)	5,822	2,333	3,489
720.000 • Parts - City Rep. Water	723	-	-	1,861	7,333	(5,472)
722.000 • Parts - City Rep. Sewer	-	-	-	-	-	-
724.000 • Parts - City Rep. Streets	-	5,667	(5,667)	-	-	-
726.000 • Parts - City Rep. Parks	173	2,833	(2,660)	-	-	-
Total Equipment and Parts	7,403	26,649	(19,246)	8,241	12,332	(4,091)
Maint. & Repair Services						
764.002 • Sewer Maint. Sludge	-	-	-	-	-	-
751.001 • Maint. & Repair Wells	-	-	-	3,993	1,600	2,393
752.000 • Vehicle Maint. - Outside	472	-	-	236	-	236
754.000 • Equipment Maint. - Outside	-	-	-	626	1,333	(707)

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
757,000 • Bldg Maint. - Inside	-	100	(100)	-	-	-
758,000 • Building Maint. Outside	355	1,787	(1,432)	-	-	-
760,000 • Grounds Maint. - Outside	5,692	1,113	4,579	-	-	-
762,000 • Streets Maint. & Paving	-	-	-	-	-	-
764,000 • Water Maintenance - Outside	-	200	(200)	-	1,000	(1,000)
766,000 • Sewer Maint. - Plant	-	-	-	-	-	-
Total Maint. & Repair Services	6,519	3,200	3,319	4,855	3,933	922
Capital Expenditures						
859,000 • Fines RWQCB	-	-	-	-	-	-
808,000 • Equipment	32,000	-	-	-	-	-
801,000 • Capital Purchases/Improvements	17,950	18,400	(450)	41,362	50,000	(8,638)
812,000 • Depreciation	-	-	-	93,506	93,508	(2)
Total Capital Expenditures	49,950	18,400	31,550	134,868	143,508	(8,640)
Debt Defrayment						
854,000 • Debt Service Principal Payment	-	-	-	11,714	11,000	714
858,000 • Interest	-	-	-	-	-	-
855,000 • Amortization expense	-	-	-	10,560	9,840	720
858,000 • Interest - Other	-	-	-	67,086	67,992	(906)
Total 858,000 • Interest	-	-	-	77,646	77,832	(186)
Total Debt Defrayment	-	-	-	89,360	88,832	528
Total Expense	398,428	550,744	(152,316)	300,655	316,378	(15,723)
Net Income	(70,837)	(233,689)	162,852	(4,476)	(30,755)	26,279

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	48 - Sewer Enterprise Fund		50 - Special Dist. - COPS	
	Jul - Oct 17	Budget	Jul - Oct 17	Budget
		\$ Over Budget		\$ Over Budget
Income				
Other Tax Revenue				
406.000 • Sales Tax	-		-	
408.000 • Transient Lodging Taxes	-		-	
415.000 • Special Assessment	-		-	
419.000 • Other Doc. Transfer	-		-	
428.000 • Vehicle License Fees	-		-	
436.000 • Gas Tax 2103	-		-	
431.000 • Gas Tax 2105	-		-	
432.000 • Gas Tax 2106	-		-	
433.000 • Gas Tax 2107	-		-	
434.000 • Gas Tax 2107.5	-		-	
422.000 • COPS Funding	-		33,333	33,333
435.000 • COGS/(TDA)/STEA	-		-	
Total Other Tax Revenue	-		33,333	33,333
Franchise Fees				
442.000 • Franchise Cable	-		-	
448.000 • Refuse Franchise	-		-	
Total Franchise Fees	-		-	
Business & Misc. Lic. & Permits				
450.000 • Business Licenses	-		-	
453.000 • Burn Permits	-		-	
470.000 • Garage Sale Permits	-		-	
472.000 • Animal Licenses	-		-	
490.000 • Misc. Revenue	-		-	
494.001 • Special Events	-		-	
Total Business & Misc. Lic. & Permits	-		-	
Planning, Building, Eng. Permit				
458.001 • Green Fee	-		-	
459.004 • Fire Sprinkler Permit	-		-	
459.003 • Mechanical Permit	-		-	
459.002 • Plumbing Permit	-		-	
459.001 • Electrical Permit	-		-	
454.003 • Design Review	-		-	
451.000 • Building Permits	-		-	
454.000 • Conditional Use Permit (CUP)	-		-	
456.000 • PUD Use Permit	-		-	
457.000 • Encroachment Permits	-		-	
458.000 • Sign Permits	-		-	
467.000 • Strong Motion Impact Fees	-		-	
Total Planning, Building, Eng. Permit	-		-	

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Chg. for Planning/Eng. Services						
458.002 • SMIP Fee	-			-		
490.001 • Misc. Revenue Planning	-			-		
464.000 • Engineer Inspection Fee	-			-		
462.000 • Engineer Plan Check Fees	-			-		
463.000 • Building Inspection Fee	-			-		
452.000 • Building Plan Check Fees	-			-		
459.000 • Remib. - Proj/Dev. Costs	5,001			-		
Total Chg. for Planning/Eng. Services	5,001			-		
Charges for Misc. Services						
496.002 • Administration Income	-			-		
496.001 • Public Document Charge	-			-		
496.000 • Library Copy Charges	-			-		
Total Charges for Misc. Services	-			-		
Utility Fees						
486.000 • Utility Fees Commercial	63,993	85,167	(21,174)	-		
485.000 • Utility Fees Residential	237,348	198,833	38,515	-		
493.000 • Water Meter Maint. Fees	-			-		
Utility Fees - Other	-			-		
Total Utility Fees	301,341	284,000	17,341	-		
Fines & Penalties						
421.000 • Vehicle Code Parking	-			-		
475.000 • Library Fines	-			-		
Total Fines & Penalties	-			-		
Miscellaneous Revenue						
484.000 • Interest and Penalties	-	1,667	(1,667)	-		
480.002 • Permits	-			-		
480.001 • Lease - American Tower	-			-		
438.000 • Donations	-			-		
480.000 • Rental Income	-			-		
480.003 • Reimbursed City expenses	-			-		
Total Miscellaneous Revenue	-	1,667	(1,667)	-		
Total Income	306,342	285,667	20,675	33,333	33,333	-
Gross Profit	306,342	285,667	20,675	33,333	33,333	-

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Expense						
Employee Salary, Wages, Benefit						
519.001 - Volunteer Stipend	-	16,419		-		
502.000 - Salaries and Wages - FT	16,419	17,073	(654)	-		
504.000 - Salaries and Wages - OT	190	297	(107)	-		
508.000 - FICA	1,319	1,300	19	-		
510.000 - Worker's Comp	2,462	3,053	(591)	-		
512.000 - Unemployment	-	171	(171)	-		
514.000 - Health Insurance	2,196	2,752	(556)	-		
518.000 - 457k Retirement Contribution	-	130	(130)	-		
519.000 - Elected Official Stipend	-			-		
Total Employee Salary, Wages, Benefit	22,586	24,776	(2,190)			
Other Personnel Expenses						
522.000 - Uniforms & Alterations	-			-		
524.000 - Phys., Drug 7 Psych Testing	188			-		
525.000 - Volunteer Firefighter Stipend	-			-		
526.000 - Education and Training	-			-		
528.000 - Travel/Per Diem/Car Allowance	86			-		
Total Other Personnel Expenses	274					
General and admin. expense						
647.000 - Youth Commission	-			-		
645.000 - Summer Program	-			-		
550.000 - Office Supplies	105			-		
558.000 - Printing and Copies	9	1,000	(991)	-		
548.000 - Advertising	-			-		
562.000 - Food and Beverages	-			-		
516.000 - Insurance - Liab/Bond/Auto/Prop	-			-		
544.000 - Computer Software Service	-			-		
545.000 - Computer Hardware Service	-			-		
530.000 - Dues and Subscriptions	-	250	(250)	-		
657.000 - Administrative Fee	-			-		
634.000 - Copier Services & Lease	307			-		
638.000 - Bank Charges/PR Processing	788			-		
551.000 - Postage and Freight	412			-		
Total General and admin. expense	1,621	1,250	371			
Contractual and Other Services						
600.000 - Operational Contracts	19,545	45,000	(25,455)	-		
602.000 - Legal	-	20	(20)	-		
604.000 - Engineering	-	100	(100)	-		
606.000 - Planning	-			-		

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
608.000 • Accounting	-	-	-	-	-	-
609.000 • Building Inspection	-	-	-	-	-	-
610.000 • Audit	-	-	-	-	-	-
612.001 • Other Prof. Service - CMAP	-	-	-	-	-	-
612.002 • Security	570	167	403	-	-	-
612.006 • Web maintenance	-	-	-	-	-	-
614.000 • Law Enforcement	-	-	-	38,807	33,333	5,474
615.000 • Level One Security Patrol	-	-	-	-	-	-
622.000 • Animal Control	-	-	-	-	-	-
624.000 • Janitorial	-	-	-	-	-	-
626.000 • Landscape Services	-	-	-	-	-	-
632.000 • Building Equipment Rental	-	-	-	-	-	-
643.003 • SBCO Mgmt Fees	-	400	(400)	-	-	-
655.000 • Penalty	-	-	-	-	-	-
Total Contractual and Other Services	20,115	45,687	(25,572)	38,807	33,333	5,474
Utilities and Misc. Expenses						
650.000 • Agg. Base Material	-	-	-	-	-	-
639.000 • Merchant processing fees	-	-	-	-	-	-
640.000 • Telecomm	435	567	(132)	-	-	-
642.000 • Electricity	31,697	24,000	7,697	-	-	-
643.001 • Water	-	-	-	-	-	-
656.000 • Licenses and Permits	-	1,000	(1,000)	-	-	-
Total Utilities and Misc. Expenses	32,132	25,567	6,565	-	-	-
Equipment and Parts						
649.02 • Agg. Based Material	-	-	-	-	-	-
712.000 • Materials	-	-	-	-	-	-
701.000 • Small Tools	-	-	-	-	-	-
554.000 • Gasoline & Diesel Fuel	503	600	(97)	-	-	-
552.000 • Chemical and Gasses	-	2,333	(2,333)	-	-	-
703.000 • Books and Periodicals	-	-	-	-	-	-
718.000 • Parts - City Rep. Equipment	-	1,250	(1,250)	-	-	-
720.000 • Parts - City Rep. Water	-	-	-	-	-	-
722.000 • Parts - City Rep. Sewer	338	4,667	(4,329)	-	-	-
724.000 • Parts - City Rep. Streets	-	-	-	-	-	-
726.000 • Parts - City Rep. Parks	-	-	-	-	-	-
Total Equipment and Parts	841	8,850	(8,009)	-	-	-
Maint. & Repair Services						
764.002 • Sewer Maint. Sludge	213	-	-	-	-	-
751.001 • Maint. & Repair Wells	-	-	-	-	-	-
752.000 • Vehicle Maint. - Outside	236	-	-	-	-	-
754.000 • Equipment Maint. - Outside	-	2,000	(2,000)	-	-	-

City of San Juan Bautista
Budget vs. Actual by Department
 For the Four Month Period Ended October 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
757,000 • Bldg Maint. - Inside	-			-		
758,000 • Building Maint. Outside	-			-		
760,000 • Grounds Maint. - Outside	-			-		
762,000 • Streets Maint. & Paving	1,192	1,333	(141)	-		
764,000 • Water Maintenance - Outside	-			-		
766,000 • Sewer Maint. - Plant	-	3,333	(3,333)	-		
Total Maint. & Repair Services	1,641	6,666	(5,025)	-		
Capital Expenditures						
859,000 • Fines RWQCB	12,000	12,000	-	-		
808,000 • Equipment	-			-		
801,000 • Capital Purchases/Improvements	45,492	46,000	(508)	-		
812,000 • Depreciation	110,583	110,584	(1)	-		
Total Capital Expenditures	168,075	168,584	(509)	-		
Debt Defrayment						
854,000 • Debt Service Principal Payment	9,584	9,000	584	-		
858,000 • Interest						
855,000 • Amortization expense	8,640	8,640	-	-		
858,000 • Interest - Other	54,889	55,047	(158)	-		
Total 858,000 • Interest	63,529	63,687	(158)	-		
Total Debt Defrayment	73,113	72,687	426	-		
Total Expense	320,398	354,067	(33,669)	38,807	33,333	5,474
Net Income	(14,056)	(68,400)	54,344	(5,474)	-	(5,474)

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Income						
Other Tax Revenue						
406.000 • Sales Tax	-			-		
408.000 • Transient Lodging Taxes	9,406			-		
415.000 • Special Assessment	-	5,500	3,906	12,113	10,000	2,113
419.000 • Other Doc. Transfer	-			-		
428.000 • Vehicle License Fees	-			-		
436.000 • Gas Tax 2103	-			-		
431.000 • Gas Tax 2105	-			-		
432.000 • Gas Tax 2106	-			-		
433.000 • Gas Tax 2107	-			-		
434.000 • Gas Tax 2107.5	-			-		
422.000 • COPS Funding	-			-		
435.000 • COGS/(TDA)/STEAD	-			-		
Total Other Tax Revenue	9,406	5,500	3,906	12,113	10,000	2,113
Franchise Fees						
442.000 • Franchise Cable	-			-		
448.000 • Refuse Franchise	-			-		
Total Franchise Fees	-			-		
Business & Misc. Lic. & Permits						
450.000 • Business Licenses	-			-		
453.000 • Burn Permits	-			-		
470.000 • Garage Sale Permits	-			-		
472.000 • Animal Licenses	-			-		
490.000 • Misc. Revenue	-			-		
494.001 • Special Events	-			-		
Total Business & Misc. Lic. & Permits	-			-		
Planning, Building, Eng. Permit						
458.001 • Green Fee	-			-		
459.004 • Fire Sprinkler Permit	-			-		
459.003 • Mechanical Permit	-			-		
459.002 • Plumbing Permit	-			-		
459.001 • Electrical Permit	-			-		
454.003 • Design Review	-			-		
451.000 • Building Permits	-			-		
454.000 • Conditional Use Permit (CUP)	-			-		
456.000 • PUD Use Permit	-			-		
457.000 • Encroachment Permits	-			-		
458.000 • Sign Permits	-			-		
467.000 • Strong Motion Impact Fees	-			-		
Total Planning, Building, Eng. Permit	-			-		

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Chg. for Planning/Eng. Services						
458.002 • SMIP Fee	-			-		
490.001 • Misc. Revenue Planning	-			-		
464.000 • Engineer Inspection Fee	-			-		
462.000 • Engineer Plan Check Fees	-			-		
463.000 • Building Inspection Fee	-			-		
452.000 • Building Plan Check Fees	-			-		
459.000 • Remib. - Proj/Dev. Costs	-			-		
Total Chg. for Planning/Eng. Services	-			-		
Charges for Misc. Services						
496.002 • Administration Income	-			-		
496.001 • Public Document Charge	-			-		
496.000 • Library Copy Charges	-			-		
Total Charges for Misc. Services	-			-		
Utility Fees						
486.000 • Utility Fees Commercial	-			-		
485.000 • Utility Fees Residential	-			-		
493.000 • Water Meter Maint. Fees	-			-		
Utility Fees - Other	-			-		
Total Utility Fees	-			-		
Fines & Penalties						
421.000 • Vehicle Code Parking	-			-		
475.000 • Library Fines	-			-		
Total Fines & Penalties	-			-		
Miscellaneous Revenue						
484.000 • Interest and Penalties	-			-		
480.002 • Permits	-			-		
480.001 • Lease - American Tower	-			-		
438.000 • Donations	-			-		
480.000 • Rental Income	-			-		
480.003 • Reimbursed City expenses	-			-		
Total Miscellaneous Revenue	-			-		
Total Income	9,406	5,500	3,906	12,113	10,000	2,113
Gross Profit	9,406	5,500	3,906	12,113	10,000	2,113

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Expense						
Employee Salary, Wages, Benefit						
519,001 • Volunteer Stipend	-			-		
502,000 • Salaries and Wages - FT	-			-		
504,000 • Salaries and Wages - OT	-			-		
508,000 • FICA	-			-		
510,000 • Worker's Comp	-			-		
512,000 • Unemployment	-			-		
514,000 • Health Insurance	-			-		
518,000 • 457k Retirement Contribution	-			-		
519,000 • Elected Official Stipend	-			-		
Total Employee Salary, Wages, Benefit	-			-		
Other Personnel Expenses						
522,000 • Uniforms & Alterations	-			-		
524,000 • Phys., Drug 7 Psych Testing	-			-		
525,000 • Volunteer Firefighter Stipend	-			-		
526,000 • Education and Training	-			-		
528,000 • Travel/Per Diem/Car Allowance	-			-		
Total Other Personnel Expenses	-			-		
General and admin. expense						
647,000 • Youth Commission	-			-		
645,000 • Summer Program	-			-		
550,000 • Office Supplies	-			-		
558,000 • Printing and Copies	-			-	20	(20)
548,000 • Advertising	-			-	20	(20)
562,000 • Food and Beverages	-			-		
516,000 • Insurance - Liab/Bond/Auto/Prop	-			-		
544,000 • Computer Software Service	-			-		
545,000 • Computer Hardware Service	-			-		
530,000 • Dues and Subscriptions	-			-		
657,000 • Administrative Fee	-			-	166	(166)
634,000 • Copier Services & Lease	-			-		
638,000 • Bank Charges/PR Processing	-			-		
551,000 • Postage and Freight	-			-		
Total General and admin. expense	-			-	206	(206)
Contractual and Other Services						
600,000 • Operational Contracts	-			-		
602,000 • Legal	-			-	20	(20)
604,000 • Engineering	-			-	30	(30)
606,000 • Planning	-			-		

Budget vs. Actual by Department

For the Four Month Period Ended October 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
608.000 • Accounting	-			-		
609.000 • Building Inspection	-			-		
610.000 • Audit	-			-		
612.001 • Other Prof. Service - CMAP	-			-		
612.002 • Security	-			-		
612.006 • Web maintenance	-			-		
614.000 • Law Enforcement	-			-		
615.000 • Level One Security Patrol	-			-		
622.000 • Animal Control	-			-		
624.000 • Janitorial	-			-		
626.000 • Landscape Services	-			-		
632.000 • Building Equipment Rental	-			4,898	4,315	583
643.003 • SBCO Mgmt Fees	-			-		
655.000 • Penalty	-			-		
Total Contractual and Other Services	-			4,898	4,365	533
Utilities and Misc. Expenses	-			-		
650.000 • Agg. Base Material	-			-		
639.000 • Merchant processing fees	-			-		
640.000 • Telecomm	-			-		
642.000 • Electricity	-			-	733	(733)
643.001 • Water	-			-	1,050	(1,050)
656.000 • Licenses and Permits	-			-		
Total Utilities and Misc. Expenses	-			-	1,783	(1,783)
Equipment and Parts	-			-		
649.02 • Agg. Based Material	-			-		
712.000 • Materials	-			-		
701.000 • Small Tools	-			-		
554.000 • Gasoline & Diesel Fuel	-			-		
552.000 • Chemical and Gasses	-			-		
703.000 • Books and Periodicals	-			-		
718.000 • Parts - City Rep. Equipment	-			-		
720.000 • Parts - City Rep. Water	-			-		
722.000 • Parts - City Rep. Sewer	-			-		
724.000 • Parts - City Rep. Streets	-			-		
726.000 • Parts - City Rep. Parks	-			-		
Total Equipment and Parts	-			-		
Maint. & Repair Services	-			-		
764.002 • Sewer Maint. Sludge	-			-		
751.001 • Maint. & Repair Wells	-			-		
752.000 • Vehicle Maint. - Outside	-			-		
754.000 • Equipment Maint. - Outside	-			-		

Budget vs. Actual by Department For the Four Month Period Ended October 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
757,000 • Bldg Maint. - Inside	-			-		
758,000 • Building Maint. Outside	-			-		
760,000 • Grounds Maint. - Outside	-			164		
762,000 • Streets Maint. & Paving	-			-		
764,000 • Water Maintenance - Outside	-			-		
766,000 • Sewer Maint. - Plant	-			-		
Total Maint. & Repair Services	-			164		
Capital Expenditures						
859,000 • Fines RWQCB	-			-		
808,000 • Equipment	-			-		
801,000 • Capital Purchases/Improvements	-			-		
812,000 • Depreciation	-			-		
Total Capital Expenditures	-			-		
Debt Defrayment						
854,000 • Debt Service Principal Payment	-			-		
858,000 • Interest	-			-		
855,000 • Amortization expense	-			-		
858,000 • Interest - Other	-			-		
Total 858,000 • Interest	-			-		
Total Debt Defrayment	-			5,062	6,354	(1,292)
Total Expense	-			-		
Net Income	9,406	5,500	3,906	7,051	3,646	3,405

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	75 - Gas Tax Fund			TOTAL		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Income						
Other Tax Revenue						
406.000 • Sales Tax	-			212,703	200,000	12,703
408.000 • Transient Lodging Taxes	-			55,511	35,500	20,011
415.000 • Special Assessment	-			12,113	10,000	2,113
419.000 • Other Doc. Transfer	-			2,233	2,500	(267)
428.000 • Vehicle License Fees	-			-	1,000	(1,000)
436.000 • Gas Tax 2103	3,215	2,485	730	3,215	2,485	730
431.000 • Gas Tax 2105	3,657	3,607	50	3,657	3,607	50
432.000 • Gas Tax 2106	3,760	3,789	(29)	3,760	3,789	(29)
433.000 • Gas Tax 2107	4,717	4,660	57	4,717	4,660	57
434.000 • Gas Tax 2107.5	1,000	1,000	-	1,000	1,000	-
422.000 • COPS Funding	-			33,333	33,333	-
435.000 • COGS/(TDA)/STE A	-	4,296	(4,296)	-	4,296	(4,296)
Total Other Tax Revenue	16,349	19,837	(3,488)	332,242	302,170	30,072
Franchise Fees						
442.000 • Franchise Cable	-			3,494	3,250	244
448.000 • Refuse Franchise	-			10,974	10,333	641
Total Franchise Fees	-	-	-	14,468	13,583	885
Business & Misc. Lic. & Permits						
450.000 • Business Licenses	-			11,101	13,000	(1,899)
453.000 • Burn Permits	-			-	20	(20)
470.000 • Garage Sale Permits	-			80	30	50
472.000 • Animal Licenses	-			28	20	8
490.000 • Misc. Revenue	-			1,159	530	629
494.001 • Special Events	-			2,000	6,000	(4,000)
Total Business & Misc. Lic. & Permits	-	-	-	14,368	19,600	(5,232)
Planning, Building, Eng. Permit						
458.001 • Green Fee	-			24	25	(1)
459.004 • Fire Sprinkler Permit	-			150	400	(250)
459.003 • Mechanical Permit	-			31	300	(269)
459.002 • Plumbing Permit	-			143	400	(257)
459.001 • Electrical Permit	-			378	600	(222)
454.003 • Design Review	-			-	400	(400)
451.000 • Building Permits	-			3,896	10,000	(6,104)
454.000 • Conditional Use Permit (CUP)	-			-	400	(400)
456.000 • PUD Use Permit	-			-	100	(100)
457.000 • Encroachment Permits	-			700	300	400
458.000 • Sign Permits	-			110	20	90
467.000 • Strong Motion Impact Fees	-			1	2,000	(1,999)
Total Planning, Building, Eng. Permit	-	-	-	5,433	14,945	(9,512)

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	75 - Gas Tax Fund			TOTAL		
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
Chg. for Planning/Eng. Services						
458.002 - SMIP Fee	-			23	-	23
490.001 - Misc. Revenue Planning	-			335	1,000	(665)
464.000 - Engineer Inspection Fee	-			-	500	(500)
462.000 - Engineer Plan Check Fees	-			-	1,300	(1,300)
463.000 - Building Inspection Fee	-			-	600	(600)
452.000 - Building Plan Check Fees	-			4,831	3,400	1,431
459.000 - Remib. - Proj/Dev. Costs	-			13,927	1,000	12,927
Total Chg. for Planning/Eng. Services	-			19,116	7,800	11,316
Charges for Misc. Services						
496.002 - Administration Income	-			-	150	(150)
496.001 - Public Document Charge	-			4	50	(46)
496.000 - Library Copy Charges	-			737	500	237
Total Charges for Misc. Services	-			741	700	41
Utility Fees						
486.000 - Utility Fees Commercial	-			83,300	139,434	(56,134)
485.000 - Utility Fees Residential	-			498,269	421,722	76,547
493.000 - Water Meter Maint. Fees	-			4,214	6,200	(1,986)
Utility Fees - Other	-			41	-	41
Total Utility Fees	-			585,824	567,356	18,468
Fines & Penalties						
421.000 - Vehicle Code Parking	-			-	400	(400)
475.000 - Library Fines	-			61	200	(139)
Total Fines & Penalties	-			61	600	(539)
Miscellaneous Revenue						
484.000 - Interest and Penalties	-			11,985	4,034	7,951
480.002 - Permits	-			307	-	307
480.001 - Lease - American Tower	-			8,655	11,667	(3,012)
438.000 - Donations	-			1,050	800	250
480.000 - Rental Income	-			5,250	9,000	(3,750)
480.003 - Reimbursed City expenses	-			1,813	4,400	(2,587)
Total Miscellaneous Revenue	-			29,060	29,901	(841)
Total Income	16,349	19,837	(3,488)	1,001,313	957,015	44,298
Gross Profit	16,349	19,837	(3,488)	1,001,313	957,015	44,298

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	75 - Gas Tax Fund			TOTAL	
	Jul - Oct 17	Budget	\$ Over Budget	Budget	\$ Over Budget
Expense					
Employee Salary, Wages, Benefit					
519.001 • Volunteer Stipend	-	-	-	80	(80)
502.000 • Salaries and Wages - FT	-	155,650		192,749	(37,099)
504.000 • Salaries and Wages - OT	-	912		2,233	(1,321)
508.000 • FICA	-	11,901		14,415	(2,514)
510.000 • Worker's Comp	-	10,398		18,328	(7,930)
512.000 • Unemployment	-	-		1,925	(1,925)
514.000 • Health Insurance	-	23,279		22,416	863
518.000 • 457k Retirement Contribution	-	2,698		3,545	(847)
519.000 • Elected Official Stipend	-	300		900	(600)
Total Employee Salary, Wages, Benefit	-	205,138		256,591	(51,453)
Other Personnel Expenses					
522.000 • Uniforms & Alterations	-	1,400		540	860
524.000 • Phys., Drug 7 Psych Testing	-	277		160	117
525.000 • Volunteer Firefighter Stipend	-	-		1,200	(1,200)
526.000 • Education and Training	-	-		900	(900)
528.000 • Travel/Per Diem/Car Allowance	-	1,111		1,130	(19)
Total Other Personnel Expenses	-	2,788		3,930	(1,142)
General and admin. expense					
647.000 • Youth Commission	-	55		-	55
645.000 • Summer Program	-	1,513		9,000	(7,487)
550.000 • Office Supplies	-	2,083		2,955	(872)
558.000 • Printing and Copies	-	389		3,957	(3,568)
548.000 • Advertising	-	1,933		495	1,438
562.000 • Food and Beverages	-	4,990		480	4,510
516.000 • Insurance - Liab/Bond/Auto/Prop	-	12,716		4,087	8,629
544.000 • Computer Software Service	-	7,454		-	7,454
545.000 • Computer Hardware Service	-	1,347		200	1,147
530.000 • Dues and Subscriptions	-	22,378		54,225	(31,847)
657.000 • Administrative Fee	-	-		166	(166)
634.000 • Copier Services & Lease	-	1,534		1,153	381
638.000 • Bank Charges/PR Processing	-	1,753		843	910
551.000 • Postage and Freight	-	1,707		2,687	(980)
Total General and admin. expense	-	59,852		80,248	(20,396)
Contractual and Other Services					
600.000 • Operational Contracts	-	77,542		130,000	(52,458)
602.000 • Legal	-	17,295		16,120	1,175
604.000 • Engineering	-	6,151		9,396	(3,245)
606.000 • Planning	-	338		-	338

Budget vs. Actual by Department

For the Four Month Period Ended October 31, 2017

	75 - Gas Tax Fund				TOTAL	
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
608.000 • Accounting	-			11,020	14,000	(2,980)
609.000 • Building Inspection	-			645	300	345
610.000 • Audit	-			-	13,500	(13,500)
612.001 • Other Prof. Service - CMAP	-			-	800	(800)
612.002 • Security	-			2,218	621	1,597
612.006 • Web maintenance	-			350	2,100	(1,750)
614.000 • Law Enforcement	-			44,280	88,666	(44,386)
615.000 • Level One Security Patrol	-			21,344	28,420	(7,076)
622.000 • Animal Control	-			1,500	2,500	(1,000)
624.000 • Janitorial	-			2,053	1,786	267
626.000 • Landscape Services	-			5,070	5,148	(78)
632.000 • Building Equipment Rental	-			-	933	(933)
643.003 • SBCO Mgmt Fees	-			-	400	(400)
655.000 • Penalty	-			3,300	-	3,300
Total Contractual and Other Services	-			193,106	314,690	(121,584)
Utilities and Misc. Expenses						
650.000 • Agg. Base Material	-			105	-	105
639.000 • Merchant processing fees	-			-	533	(533)
640.000 • Telecomm	-			4,246	4,176	70
642.000 • Electricity	5,719	5,333	386	58,804	46,013	12,791
643.001 • Water	-			-	1,050	(1,050)
656.000 • Licenses and Permits	-			-	5,337	(5,337)
Total Utilities and Misc. Expenses	5,719	5,333	386	63,155	57,109	6,046
Equipment and Parts						
649.02 • Agg. Based Material	-			-	4,000	(4,000)
712.000 • Materials	-			314	2,333	(2,019)
701.000 • Small Tools	-			-	933	(933)
554.000 • Gasoline & Diesel Fuel	-			2,768	7,333	(4,565)
552.000 • Chemical and Gasses	-			111	5,099	(4,988)
703.000 • Books and Periodicals	-			953	500	453
718.000 • Parts - City Rep. Equipment	-			9,244	7,133	2,111
720.000 • Parts - City Rep. Water	-			2,584	7,333	(4,749)
722.000 • Parts - City Rep. Sewer	-			338	4,667	(4,329)
724.000 • Parts - City Rep. Streets	-			-	10,367	(10,367)
726.000 • Parts - City Rep. Parks	-			173	2,833	(2,660)
Total Equipment and Parts	-			16,485	52,531	(36,046)
Maint. & Repair Services						
764.002 • Sewer Maint. Sludge	-			213	-	213
751.001 • Maint. & Repair Wells	-			3,993	1,600	2,393
752.000 • Vehicle Maint. - Outside	-			944	-	944
754.000 • Equipment Maint. - Outside	-			626	3,333	(2,707)

City of San Juan Bautista
Budget vs. Actual by Department
For the Four Month Period Ended October 31, 2017

	75 - Gas Tax Fund				TOTAL	
	Jul - Oct 17	Budget	\$ Over Budget	Jul - Oct 17	Budget	\$ Over Budget
757.000 • Bldg Maint. - Inside	-			-	100	(100)
758.000 • Building Maint. Outside	-			355	1,787	(1,432)
760.000 • Grounds Maint. - Outside	-			5,856	1,113	4,743
762.000 • Streets Maint. & Paving	-	500	(500)	1,192	1,833	(641)
764.000 • Water Maintenance - Outside	-			-	1,200	(1,200)
766.000 • Sewer Maint. - Plant	-			-	3,333	(3,333)
Total Maint. & Repair Services	-	500	(500)	13,179	14,299	(1,120)
Capital Expenditures						
859.000 • Fines RWQCB	-			12,000	12,000	-
808.000 • Equipment	-			32,000	-	32,000
801.000 • Capital Purchases/Improvements	-			104,804	114,400	(9,596)
812.000 • Depreciation	-			204,089	204,092	(3)
Total Capital Expenditures	-			352,893	330,492	22,401
Debt Defrayment						
854.000 • Debt Service Principal Payment	-			21,298	20,000	1,298
858.000 • Interest						
855.000 • Amortization expense	-			19,200	18,480	720
858.000 • Interest - Other	-			121,975	123,039	(1,064)
Total 858.000 • Interest	-			141,175	141,519	(344)
Total Debt Defrayment	-			162,473	161,519	954
Total Expense	5,719	10,533	(4,814)	1,069,069	1,271,409	(202,340)
Net Income	10,630	9,304	1,326	(67,756)	(314,394)	246,638

City of San Juan Bautista Warrant Listing

As of October 31, 2017

Date	Num	Name	Amount
101.000 - Union Bank			
101.001 - Operating Acct. 1948			
10/11/2017	211192	at&t	-20.34
10/11/2017	211193	Abbott's Pro Power	-1,738.41
10/11/2017	211194	at&t	-69.89
10/11/2017	211195	Charter Communications	-114.97
10/11/2017	211196	City of Hollister.	-39,908.55
10/11/2017	211197	Department of Conservation	-15.85
10/11/2017	211198	Dynamic Forms	-400.59
10/11/2017	211199	Gary Welch Construction & Roofing	-16,200.00
10/11/2017	211200	George Munoz	-16.66
10/11/2017	211201	Gladys Nyland	-230.00
10/11/2017	211202	Green Line	-1,192.00
10/11/2017	211203	Jackson Lewis P.C.	-4,757.00
10/11/2017	211204	KS State Bank	-5,818.30
10/11/2017	211205	Leanne Seiter	-88.96
10/11/2017	211206	Level 1 Private Security.	-6,960.00
10/11/2017	211207	Mackenzie Quaid	-100.00
10/11/2017	211208	Mid Valley Supply	-64.80
10/11/2017	211209	P G & E	-13,826.52
10/11/2017	211210	Patricia Paetz	-25.73
10/11/2017	211211	Rita Uribe	-74.55
10/11/2017	211212	San Juan Bautista Committee.	-5,000.00
10/11/2017	211213	Security Shoring & Steel Plates, Inc.	-482.24
10/11/2017	211214	True Value Hardware	-17.84
10/11/2017	211215	Uline	-304.66
10/11/2017	211216	US Bank	-3,952.13
10/11/2017	211217	Xerox	-478.77
10/11/2017	211218	CalPers 457 Plan	-1,816.57
10/12/2017	211219	Harry Staven	-300.00
10/12/2017	211220	Thomas Reber	-300.00
10/27/2017	211221	A Tool Shed, Inc.	-15.55
10/27/2017	211222	ACWA Health Benefits Authority	-5,411.66
10/27/2017	211223	AFLAC	-173.91
10/27/2017	211224	Brigantino Irrigation, Inc.	-28.59
10/27/2017	211225	CE&G	-337.50
10/27/2017	211226	Charter Communications	-480.43
10/27/2017	211227	Cooper Controls, Inc.	-4,267.94
10/27/2017	211228	Diane Hanania.	-262.14
10/27/2017	211229	FedEx	-55.38
10/27/2017	211230	Gilberto Morales.	-700.00
10/27/2017	211231	Hollister Auto Parts, Inc.	-349.59
10/27/2017	211232	HydroMetrics Water Resources Inc.	-4,892.50
10/27/2017	211233	Judy's Gifts & Awards	-74.00
10/27/2017	211234	Lorena Gutierrez.	-700.00

**City of San Juan Bautista
Warrant Listing**

As of October 31, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/27/2017	211235	MuniBilling	-300.00
10/27/2017	211236	New SV Media	-212.50
10/27/2017	211237	P G & E	-1,092.67
10/27/2017	211238	Ready Refresh	-153.33
10/27/2017	211239	Rx-Tek	-287.50
10/27/2017	211240	Security Shoring & Steel Plates, Inc.	-108.00
10/27/2017	211241	Sprint	-169.57
10/27/2017	211242	Staples	-185.61
10/27/2017	211243	State Compensation Insurance Fund	-2,432.00
10/27/2017	211244	Valero Marketing & Supply	-528.86
10/27/2017	211245	Wellington Law Offices	-7,680.00
10/27/2017	211246	Wells Fargo	-1,750.00
10/27/2017	211247	Wendy L. Cumming, CPA	-4,168.75
Total 101.001 · Operating Acct. 1948			<u>-141,093.31</u>
Total 101.000 · Union Bank			<u>-141,093.31</u>
TOTAL			<u><u>-141,093.31</u></u>

Level 1 Private Security Reports, City of San Juan Bautista

Report date 10/01/2017- 10/31/2017

Report prepared by: T. Jordan

Date: 11/01/2017

10/05/17: C. Drews

2210- S/o Drews was flagged down. City resident stated 2 trucks racing down 3rd street. Patrolled city. Did not notice any vehicles matching description. Notified CHP. No further action taking.

10/05/2017: C. Drews

2215- Noticed intoxicated male wearing a black tank top and brown shorts with a back pack sitting on 3rd street curb.

2300- 2 males smoking on sidewalk in front of bar with Hells Angels patches

0230- Noticed men's bathroom in gravel lot unlocked. White Hyundai & black Honda parked overnight in Windmill parking lot overnight.

10/08/07: E. Hayes

0600- Parked in gravel lot. Witnessed 7 vehicles run stop sign

10/09/2017: E. HAYES

0600- Parked in gravel lot. Noticed 9 vehicles run stop sign

10/10/2017: L. Caroro

0600- Parked on dirt at the Alameda and Pearce Street. Witnessed 6 vehicles ran the stop sign and 4 vehicles were speeding.

10/11/2017: L. Caroro

2300- Noticed commercial truck over 3 tons driving down 3rd street.

0630- Parked on dirt at the Alameda and Pearce Street. 4 speeding vehicles and 4 vehicles ran stop sign.

10/12/17: E. Hayes

0000- Noticed open gate at San Juan School. Secured gate.

0630- Parked in gravel lot. 3 vehicles ran stop sign

10/13/2017

2345- Found men's bathroom in gravel lot open and water running in sink. Turned off valve under sink but could not secure door.

0154- While on foot patrol I heard yelling by Daisy's bar. I witnessed 2 females screaming at each other. A male was restraining one of the females (#1) then the other female (#2) walks into the bar. Female #1 then sat in front of the Rock Shop. #1 then started banging her head on the wall several times then laid on the ground and continued to bang her head on the ground also slapping herself. Sherriff deputies then arrived on site and arrested female #1. She started banging her head on the glass of the car door. Paramedics were called in and she was taken to the hospital.

10/14/2017: E. Hayes

0600- Parked in gravel lot. Noticed 3 vehicles ran stop sign

10/15/2017: E. Hayes

Bathroom in gravel lot unlocked

0630- 6 vehicles ran stop sign by gravel lot

10/16/2017: E. Hayes

Red Mitsubishi Outlander parked in Windmill parking lot over night.

0600- Parked in gravel lot. Witnessed 7 vehicles run stop sign.

0620- Commercial big rig driving down 3rd street.

10/17/2017: L. Caroro

0020- Young Caucasian male standing in the middle of the street at Mukelemi and San Antonio street. A young male wearing a blue robe was laying in the fetal position in the parking lot of Neil's Market. Contacted sheriff's department. No further action taken.

0630- Parked on dirt at the Alameda and Pearce Street. 6 vehicles ran stop sign and 4 vehicles were speeding.

10/18/2017: L. Caroro

0600- Parked on dirt at the Alameda and Pearce Street. 5 vehicles speeding and 3 vehicles ran stop sign.

10/19/2017: L. Caroro

0130- Noticed Hispanic male early 20's loitering by the library. Subject left upon my arrival.

0630- Parked on dirt at the Alameda and Pearce Street. 6 vehicles ran stop sign and 4 vehicles were speeding.

10/25/17: T. Allen

0221- Noticed 1 male sleeping in brown Ford Explorer.

0330- Found men's restroom door unlocked.

10/26/2017: T. Allen

0330- Noticed vehicle with truck open occupied by a woman. Vehicle left upon my arrival. The vehicle exited the city from Mariposa.

10/30/2017: L. Caroro

0400- Multiple vehicles speeding down 3rd Street.

0630- Parked on dirt at the Alameda and Pearce Street. Total of 5 vehicles ran stop sign and 2 vehicles were speeding.

Library Report

	May '17	Jun '17	Jul '17	Aug '17	Sep '17	Oct '17
New Material	38	56	33	15	54	41
Retired Materials	0	0	2	0	120	0
Lost Items	3	6	5	4	7	3
Overdue Items	16	-	13	10	20	18
Overdue Patrons	11	11	11	6	7	11
Cards Issued	6	8	9	6	4	13
Items Checked Out	402	288	207	282	183	302
Money from Fines	101.75	78.95	79.50	114.55	66.75	22.75
Money from Faxes	25.00	25.00	19	19	19	21.50
Money from Copies	36.25	59.00	39.05	63.50	57.30	48.30
Money from other Charges	33.50	47.50	18.75	16.25	1.00	10.00
Patron Tally	660	963	509	576	437	688

Administrative Report
November 21, 2017 Council Meeting

1. Conducted screening interviews for City Manager candidates.
2. Directed Bracewell to install new aerators at WWTP pond.
3. Requested Bracewell to prepare proposals to:
 - Manage the sludge removal project
 - Install iron/manganese treatment plant at Well #5
 - Upgrade electrical panel at WWTP lift station
 - Evaluate impact of installation of pelletized water softening plant on WWTP effluent and on City's water customers
 - Prepare draft Water Action Plan for submittal to the State by Dec 1
4. Proposal to Dale Coke for acquisition of Well #6 and exchange of land
5. Continued budget analysis and reformatting for improved transparency and accountability
6. Discussions with potential buyers of the Red Barn "brewery" project regarding processing
7. Requested assistance of Assemblymember Caballero with Caltrans ped crossing issues
8. Orientation for contract city planner and city engineer
9. Issued "confinement" order to owner of dangerous dogs
10. Attended Strategic Planning Committee meeting
11. Attended briefing of SBC Economic Development Corporation on the Comprehensive Economic Development Strategy, an independent committee on jobs attraction, and Hollister growth management issues
12. Evaluated need for city regulations on grading, and for removal of heritage trees
13. Site inspections of Rancho Vista and Copperleaf subdivisions
14. Processed request for "green curb" parking limitations
15. Evaluated new City website for ease of navigability and completeness of migration of documents; training on updating the site will occur this month with "go live" scheduled for mid-December
16. Evaluated proposals for extending sewer line from Lang Court

17. Received planning proposals for:

- Establishment of a personal services business in the former bank building on Third St
- An application for a conditional use permit for a truck transfer facility (ag products) on Old San Juan Hollister Road in an industrial zone

18. Received building permit application for earthquake retrofit of Mission sanctuary

19. Reviewed "first draft" of possible cannabis facilities ordinance

20. Requested Harris and Associates to prepare "task orders" for:

- Traffic calming study on 4th Street
- Implementation of Adopted Capital Improvement Budget
- Review of efficacy and cost of installing pelletized water softening plant

21. Negotiations with Meritage Homes for reimbursement of "oversize" costs attributable to installation of 18" sewer main

22. Requested City Treasurer to evaluate options for investment of idle cash

23. Responded to Earthbound Farms request for resubmittal of sewer rate information and Council decision

24. Met with "Level 1" security to discuss terms of contract and possible extension

25. Reviewed recent study by San Benito County regarding development impact fees and requested proposals from qualified firms to conduct update of SJB impact fee schedule (Report to City Council on December 19)

To: Interim City Manager Ed Tewes
From: Joseph Guevara Public Works
Re: October Maintenance Report

Along with our regular maintenance we have taken on a wide range of tasks as follows, in October weve been winterizing city buildings, as well as the streets, patching roofs at com. Center, Library museum, as well as clearing drop inlets throughout town anticipating the rainy season, we have also been clearing culverts that were backed up with setiment and will continue to clear, We also worked on some of the offsets getting ready for halloween and in general throughout, We also got in some clearing of wood and other debri at the corpyard making room for materials, Weve also done

mopheads, shop towels etc., our other lift stations have been doing well, we also had a collapsed sewer lateral on fifth street that we took care of with the home owners assistance, our tractor has been down with a bad clutch but other then that all is well. This upcoming month of November will include some much needed concrete work on Franklin and Third, potholes and patching throughout city, and more winterizing with a lot of leaves to pick up, and drop inlets to keep clear, as well as placing newly delivered garbage receptacles removing, and reusing existing cans downtown and elsewhere, also on the agenda will be some more training in our water department reading meters with employees that have not been trained as of yet.

some blacktop patching with a large problem area on Lang, and will continue as long as weather allows, Our crew have also been out doing a lot of tree trimming as well, a great deal of it at the library, and also the detention pond on Awhanee and Donner, and throughout other areas in town, we also did some preparation of the City volunteer day pressure washing the buildings, and grandstand area for volunteers that were planning on painting.

There are a few problems weve come across but have been able to take care of for example the lift station on Lang street, mostly with our routine cleaning, and inspections, but recently pulling motor on our Lang court finding it once again clogged with debri that doesn't belong in the system,



Memorandum

To: J. Edward Tewes, Interim City Manager, City of San Juan Bautista

From: John Fair, PE, Contract City Engineer

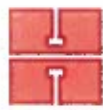
Date: November 15, 2017

Subject: **City Engineer Activity Report**

Our recent efforts and activities on the two active Subdivisions include:

RANCHO VISTA SUBDIVISION

1. Rough grading for the streets is complete and the wet utilities are installed but not tested or connected. The project contractor is working to complete the final subgrade in preparation for curb and gutter installation.
2. The Flood Way by pass culverts are in place. The need for this bypass culvert became apparent during the rains of last season.
3. Work on the First Street Bridge continues. An auger used to drill bridge piles fell in one of the piling holes. The contractor and the structural engineer on the project decided that leaving the auger in the piling hole. We have requested an approval letter from the structural engineer certifying the soundness of the piling with the auger imbedded in it.
4. The bridge on the Third Street crossing piles are completed and the abutments cap are waiting the remaining above ground (deck, railings and approaches) features.
5. Work continues on the dry utilities and are 50 to 75 percent complete.
6. As previously mentioned the wet utilities are installed but have not been tested nor accepted.
7. The pedestrian bridge is on site and the abutments have been poured. The bridge required some welding on-site which has been completed and accepted.
8. The construction of the roundabout at the entrance of the subdivision will require right of way acquisition across First Street, off the subdivision site. The owners of the needed right of way are in conversation with the city and at this point and are considering a parcel map for their property. The map would allow the needed property to pass to the City without a separate deed transaction. However the legal description is already prepared, in case the parcel map is not done in time.



Harris & Associates



Finish grading operations at Rancho Vista



Floodway bypass culverts under construction



Drilling to pour bridge piles for the First Street Bridge at Rancho Vista

COPPER LEAF SUBDIVISION

1. The rough grading for the street has been completed. The contractor is now doing some fine grading and balancing the final earth quantities.
2. The dry utilities are about 70 percent complete and the contractor is continuing to complete the installation.
3. The contractor is anticipating installation of the concrete improvements beginning December 4th so that the first layer of paving can be placed before the rainy season.
4. The need to keep well # 2 on site continues to be an obstacle to completing this subdivision. However staff is working on bringing the new Well #5 on line so Well #2 can be taken off line and demolished. Additionally Staff continues to work with the property owner of an existing agriculture well that would be converted for domestic use and place in service.



Final grading begins in Copper Leaf Subdivision



Well #2 Site to be taken out of service and the well abandoned

ORDINANCE NO. 2017 - ____

AN ORDINANCE OF THE CITY OF SAN JUAN BAUTISTA AMENDING TITLE 10 OF THE MUNICIPAL CODE
BY ADDING CHAPTER 10-8 TO PROVIDE AN EXPEDITED PERMIT PROCESS FOR
ELECTRIC VEHICLE CHARGING STATIONS

-oOo-

WHEREAS, the State of California and the City of San Juan Bautista have consistently promoted and encouraged the use of fuel-efficient electric vehicles; and

WHEREAS, the City Council of the City of San Juan Bautista recognizes the importance of “Green Technology” and by this ordinance seeks to implement Assembly Bill 1236 by creating an expedited, streamlined, permitting process for electric vehicle charging stations; and

WHEREAS, Assembly Bill 1236 requires the City to adopt an ordinance creating an expedited and streamlined permitting process for electric vehicle charging stations by September 30, 2017; and

WHEREAS, the Fire Department was consulted in the drafting of this ordinance; and

WHEREAS, electric vehicle charging stations have the potential to create local jobs and economic opportunity; and

WHEREAS, creation of an expedited permitting process for electric vehicle charging stations would facilitate convenient charging of electric vehicles and help reduce the City’s reliance on environmentally damaging fossil fuels and it is therefore in the interest of the health, welfare and safety of the people of the City of San Juan Bautista to provide an expedited permitting process to assure the effective deployment of electric vehicle charging stations technology.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA DOES HEREBY ORDAIN AS FOLLOWS:

1. Environmental Determination. The City Council hereby finds that the adoption of this Ordinance does not constitute the approval of a “project” under the California Environmental Quality Act (CEQA) pursuant to section 15060(c)(2) and (3) and 15061(b)(3) of the State CEQA Guidelines. Specifically, this Ordinance will not result in a direct or foreseeable indirect physical change in the

environment as it does not authorize the construction of any new structure or other physical changes to the environment.

2. Chapter 10-8 Added. Chapter 10-8 of the Municipal Code, entitled "Expedited Permit Process for Electric Vehicle Charging Stations" is hereby added to the San Juan Bautista Municipal Code as set forth on the attached five (5) pages, marked Exhibit "A," and incorporated herein by this reference thereto.

3. Effective Date. This ordinance shall be in full force and effect 30 days from and after its final passage and adoption.

4. Severability. If any portion of this ordinance is found to be unconstitutional or invalid the City Council hereby declares that it would have enacted the remainder of this Ordinance regardless of the absence of any such invalid part.

5. Posting of Ordinance. Within fifteen (15) days after the passage of this ordinance, the City Clerk shall cause it to be posted on the internet and in the public place designated by resolution of the City Council.

The foregoing ordinance was introduced at a regular meeting of the City Council of the City of San Juan Bautista duly held on September 19, 2017, and was passed and adopted at a regular meeting duly held on _____, 2017 by the following vote:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:

Chris Martorana, Mayor

ATTEST:

Mackenzie Quaid, City Clerk

SECOND READING/ADOPTION – 11/21/2017

EXHIBIT A

Chapter 10-8

EXPEDITED PERMIT PROCESS FOR ELECTRIC VEHICLE CHARGING STATIONS

Sections:

- 10-8-010 Purpose.
- 10-8-020 Applicability
- 10-8-030 Definitions.
- 10-8-040 Expedited Permitting Process.
- 10-8-050 Permit Application Processing
- 10-8-060 Technical Review.
- 10-8-070 Electric Vehicle Charging Station Installation Requirements.

10-8-010 Purpose.

The purpose of this chapter is to promote and encourage the use of electric vehicles by creating an expedited, streamlined permitting process for electric vehicle charging stations while promoting public health and safety and preventing specific adverse impacts in the installation and use of such charging stations. This Chapter is also proposed to comply with California Government Code Section 65850.7.

10-8-020 Applicability

(A) This chapter applies to the permitting of all electric vehicle charging station systems in the city.

(B) Electric vehicle charging station systems legally established or permitted prior to the effective date of the ordinance codified in this chapter are not subject to the requirements of this chapter unless physical modifications or alterations are undertaken that materially change the size, type, or components of an electric vehicle charging station system. Routine operation and maintenance of electric vehicle of charging stations shall not require a permit.

(C) Any provision of the City of San Juan Bautista Municipal Code or appendices thereto, inconsistent with the provisions of this ordinance, to the extent such inconsistencies and not further, are hereby repealed or modified to that extent necessary to effect the provisions of this ordinance.

10-8-030 Definitions.

(A) "Electronic submittal" means the utilization of one or more of the following:

- (i) Electronic mail or email.
- (ii) The internet.
- (iii) Facsimile.

(B) "Electric vehicle charging station" or "charging station" means any level of electric vehicle supply equipment station that is designed and build in compliance with Article 625 of the California Electrical Code, as it reads on the effective date of this Chapter, and delivers electricity from a source outside an electric vehicle into a plug-in electric vehicle.

(C) "Specific, adverse impact" means a significant, quantifiable, direct, and unavoidable impact based on objective, identified, and written public health or safety standards, policies, or conditions as they existed on the date the application was deemed complete.

10-8-040 Expedited Permitting Process.

Consistent with Government Code Section 65850.7, the building official shall implement an expedited, streamlined permitting process for electric vehicle charging stations, and adopt a checklist of all requirements with which electric vehicle charging stations shall comply with in order to be eligible for expedited review. The expedited, streamlined permitting process and checklist will substantially comply with the recommendations contained in the most current version of the "Plug-In Electric Vehicle Infrastructure Permitting Checklist" of the "Zero-Emission Vehicles in California Community Readiness Guidebook" as published by the Governor's Office of Planning and Research. The City's adopted checklist and all documents required for the submission of an expedited electric vehicle charging station system application shall be published on the City's website.

10-8-050 Permit Application Processing.

(A) Prior to submitting an application for processing, the applicant shall verify that the installation of an electric vehicle charging station will not have specific, adverse impact to public health and safety and building occupants. Verification by the applicant includes but is not limited to" electrical system capacity and loads; electrical system wiring, bonding and overcurrent protection; building infrastructure affected by charging station equipment and associated conduits; areas of charging station equipment and vehicle parking.

(B) A permit application that satisfies the information requirements in the City's adopted checklist shall be deemed complete and be promptly processed. Upon confirmation by the building official that the permit application and supporting documents meets the requirements of the City adopted checklist, and is consistent with all applicable laws and health and safety standards, the building official shall, consistent with Government Code Section 65850.7, approve the application and issue all necessary permits. Such approval does not authorize an applicant to energize or utilize the electric vehicle charging station until approval is granted by the City. If the building official determines that the permit application is incomplete, he or she shall issue a written correction notice to the applicant, detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

(C). Consistent with Government Code Section 65850.7, the building official shall allow for electronic submittal of permit applications covered by this ordinance and associated supporting documentations. In accepting such permit applications, the building official shall also accept electronic signatures on all forms, applications, and other documentation in lieu of a wet signature by any applicant.

(D) The City Council by resolution, may establish a fee for the processing of electric vehicle charging station system applications and appeals.

10-8-060 TECHNICAL REVIEW

(A) The Building Division will administratively approve an application to install electric vehicle charging stations through issuance of a building permit or similar nondiscretionary permit.

(B) It is the intent of this Ordinance to encourage the installation of electric vehicle charging stations by removing obstacles to permitting for charging stations so long as the action does not supersede the building official's authority to address higher priority life-safety situations. If the building official makes written findings based on substantial evidence that the electric vehicle charging station could have a specific adverse impact upon the public health or safety the city may require the applicant to apply for a use permit. The building official shall be the appropriate authority and shall have the power to issue a use permit for an electric vehicle charging station. The building official may not deny an application for a use permit for an electric vehicle charging station unless he or she makes written findings based upon substantial evidence that the proposed installation would have a specific, adverse impact upon the public health or safety and there is no feasible method to satisfactorily mitigate or avoid the specific adverse impact. Such findings shall include the basis for the rejection of the potential feasible alternative for preventing the adverse impact.

© In the technical review of a charging station, consistent with Government Code Section 65850.7, the building official shall not condition the approval for any electric vehicle charging station permit on the approval of such a system by an association, as that term is defined in Civil Code Section 4080.

(D) Decisions regarding an electric vehicle charging station system permit application permit application may be appealed to the Planning Commission pursuant to Chapter 11-17, or any successor chapter.

10-8-070 ELECTRIC VEHICLE CHARGING STATION INSTALLATION REQUIREMENTS

(A) Electric vehicle charging station equipment shall meet the applicable requirements of the California Fire Code and the California Electrical Code, as adopted by the city, the Society of Automotive Engineers, the National Electrical Manufacturers Association, and accredited testing laboratories such as the Underwriters laboratories, and rules of the Public Utilities Commission or a municipal electric utility company regarding safety and reliability. Electric vehicle charging station systems shall be certified by an accredited listing agency as defined by the California Electrical Code.

(B) Installation of electric vehicle charging stations and associated wiring, bonding, disconnecting means and overcurrent protective devices shall be in accordance with the requirements of Article 625 and all applicable provisions of the California Electrical Code.

(C) Installation of electric vehicle charging stations shall be incorporated into the load calculations of all new or existing electrical services and shall meet the requirements of the California Electrical Code. Electric vehicle charging equipment shall be considered a continuous load.

(D) Anchorage of either floor-mounted or wall-mounted electric vehicle charging stations shall be the requirements of the California Building or Residential Code as applicable per occupancy, and the provisions of the manufacturer's installation instructions. Mounting of charging stations shall not adversely affect building elements. .

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL STAFF REPORT

To: The Honorable Mayor and Council Members

From: The City Attorney

RE: **BAN ON MARIJUANA SALES, CULTIVATION AND DELIVERY**

Date: September 8, 2017

REQUEST:

It is requested that the City Council:

1. Approve the environmental review; and
2. Approve via first and second reading, the attached draft Ordinance to ban sales, cultivation and delivery of marijuana within City Limits.

BACKGROUND:

Proposition 64, the Adult Use of Marijuana Act (AUMA) was passed by the voters, last November. AUMA legalized the commercial sale, use and cultivation of marijuana. If the City wants to ban commercial sales and cultivation of non-medicinal marijuana, the ordinance currently in place, must be revised. The State is not going to issue licenses for such marijuana businesses until January 1, 2018, at the earliest. The AUMA expressly recognizes the authority of local governments to adopt reasonable cultivation regulations, which may include a complete ban on dispensaries and private outdoor cultivation. (Health and Safety Code § 11362.2.) Recent changes to State law have merged the types of licenses required for commercial adult-use cannabis activity and commercial medicinal cannabis activity, including those operations for which licenses may be obtained, as set forth in California Business and Professions Code Sections 26050 and 26061. Local governments can choose to allow all, some, or none of the commercial cannabis licenses, which span the supply chain from cultivation and manufacturing to testing, distribution, and retail sales.

At the last City Council meeting the City Council conceptually reviewed the draft ordinance attached hereto as Exhibit "A" and directed staff to conduct environmental review and provide the ordinance in the current form to the Planning Commission. The Planning Commission reviewed the ordinance and environmental review and recommended approval on September 5, 2017, via Resolution 25.

As you know, the City Council also hired a consultant to study an ordinance to possibly allow commercial adult-use cannabis activity and/or commercial medicinal cannabis activity in San Juan Bautista. However, since it may take some time to study the matter and bring back an ordinance which suits the needs of the City, the City Council recognized that an ordinance to ban such uses is necessary until the appropriate ordinance can be adopted.

ENVIRONMENTAL REVIEW

The approval of this ordinance is not subject to the California Environmental Quality Act ("CEQA") because pursuant to CEQA Guidelines Sections 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); and, 15060 (c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively the approval of this ordinance is not a "Project" under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

DISCUSSION

Business and Professions Code section 26200 provides that cities may "completely prohibit the establishment or operation of one or more types of businesses licensed under" the AUMA. However, cities cannot prohibit marijuana distribution and transportation on public roads. (Bus. & Prof. Code § 26080(b).) The best interpretation of the AUMA is that a city could prohibit delivery of marijuana to locations inside the City as an exercise of its constitutional police power and land use authority. The City Council directed that the ordinance ban deliveries, until such time as the matter can be studied and a new ordinance passed.

The City currently has a ban on medical marijuana dispensaries. The attached adds to the current ban so that there will be a ban on both commercial adult-use cannabis activity and commercial medicinal cannabis activity, including those operations for which licenses may be obtained, as set forth in California Business and Professions Code Sections 26050 and 26061. The City Council has expressed the view that the attached is provisional and anticipates that the ordinance may be repealed and replaced with an ordinance to permit uses, at such time as such an ordinance has been vetted and ready for adoption.

CONCLUSION:

It is recommended that the City Council approve the first and second reading required to pass the Ordinance, prior to January of 2018.

EXHIBIT "A"

ORDINANCE NO. 2017-__

**ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF SAN JUAN BAUTISTA ADDING CHAPTER
5-14.6 TO THE SAN JUAN BAUTISTA MUNICIPAL
CODE TO BAN MARIJUANA DISPENSARIES, SALES, PRIVATE OUTDOOR
CULTIVATION AND DELIVERIES**

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WHEREAS, State Law recognizes the authority of local governments to adopt reasonable cultivation regulations, which may include a complete ban on dispensaries and private outdoor cultivation. (Health and Safety Code § 11362.2); and,

WHEREAS, this Council has determined that it is in the best interests of the City of San Juan Bautista, its citizens, and its visitors, that marijuana dispensaries, sales, cultivation and deliveries should be prohibited within the City until such time as the matter can be studied and it can be determined whether marijuana related uses are permissible in the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA HEREBY ORDAINS AS FOLLOWS:

SECTION 1. A new Chapter 5-14.6 is hereby added to the San Juan Bautista Municipal Code, to read as follows:

**Chapter 5-14.6 PROHIBITION OF MARIJUANA DISPENSARIES, SALES,
CULTIVATION AND DELIVERY.**

5-14.6-010 Definition of "Marijuana Dispensary."

(A) "Marijuana Dispensary" is defined as any facility; clinic; cooperative; club; business; retail facility; group or location, whether fixed or mobile; including any type of operation which could be licensed for commercial adult-use cannabis activity and/or commercial medicinal cannabis activity, including those operations

for which licenses may be obtained as set forth in California Business and Professions Code Sections 26050 and 26061; and, where marijuana, or any marijuana infused product is produced, made available to, sold, exchanged, or distributed to any person. A marijuana dispensary shall not include the following uses, as long as the location of such use is otherwise in accordance with this code and other applicable law:

- (1) A clinic licensed pursuant to Chapter 1 of Division 2 of the Health and Safety Code.
- (2) A health care facility licensed pursuant to Chapter 2 of Division 2 of the Health and Safety Code.
- (3) A residential care facility for persons with chronic life-threatening illness licensed pursuant to Chapter 3.01 of Division 2 of the Health and Safety Code.
- (4) A residential care facility for the elderly licensed pursuant to Chapter 3.2 of Division 2 of the Health and Safety Code.
- (5) A hospice or a home health agency licensed pursuant to Chapter 8 of Division 2 of the Health and Safety Code, as long as any such use complies strictly with applicable law including, but not limited to, Health and Safety Code Section 11362.5 et seq.
- (6) Personal use, cultivation or exchange of marijuana, as legally permitted by Health and Safety Code Section 11018.

5-14.6-020 Marijuana Dispensaries Prohibited.

(A) Marijuana dispensaries are prohibited in the City of San Juan Bautista. No person shall locate; operate; own; suffer; allow to be operated; or aid, abet or assist in the operation of any fixed or mobile marijuana dispensary, including any type of operation for which a license could be obtained from the State of California for commercial adult-use cannabis activity and/or commercial medicinal cannabis activity, inclusive of those operations for which licenses may be obtained such as set forth in California Business and Professions Code Sections 26050 and 26061; within the City in any zone. The operation of a Marijuana Dispensary in the City of San Juan Bautista shall constitute a public nuisance.

5-14.6-030 Marijuana Cultivation Prohibited.

Marijuana Cultivation is prohibited in the City of San Juan Bautista, in all zones, except that not more than six (6) living marijuana plants may be planted, cultivated, harvested, dried, or processed by a person over the age of twenty one (21) inside a private residence, or inside an accessory building to a private

residence that is fully enclosed and secure and located upon the grounds of the private residence, as an incidental use to the primary private residential use, as permitted by the Adult Use of Marijuana Act.

5-14.6-040 Marijuana Deliveries to locations inside the City of San Juan Bautista.

(A) Delivery of Marijuana or marijuana infused products for retail purposes or to exchange for goods or services, to locations inside of the City of San Juan Bautista, is prohibited.

SECTION 2. Severability. The City Council declares that each section, subsection, paragraph, subparagraph, sentence, clause and phrase of this ordinance is severable and independent of every other section, subsection, paragraph, subparagraph, sentence, clause, and phrase of this ordinance. If any section, subsection, paragraph, subparagraph, sentence, clause or phrase of this ordinance is held invalid, the City Council declares that it would have adopted the remaining provisions of this ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this ordinance should remain in effect after the invalid portion has been eliminated.

SECTION 3. Environmental assessment. The City Council declares that the approval of this ordinance is not subject to the California Environmental Quality Act ("CEQA") because pursuant to CEQA Guidelines Sections 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); and, 15060 (c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively the approval of this ordinance is not a "Project" under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

SECTION 4. Effective date. This ordinance shall go into effect thirty days after the date of its adoption.

THE FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on the 19th day of September, 2017, and was adopted at a regular meeting of the San Juan Bautista City Council on the ____ day of _____, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Christopher Martorana, Mayor

ATTEST:

Mackenzie Quaid, City Clerk

APPROVED AS TO FORM:

Deborah Mall, City Attorney

ORDINANCE NO. 2017-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF SAN JUAN BAUTISTA AMENDING ARTICLE 2 OF
CHAPTER 2-3 OF THE SAN JUAN BAUTISTA MUNICIPAL
CODE ENTITLED "YOUTH COMMISSION"**

WHEREAS, the City Council of the City of San Juan Bautista ("City") established a Youth Commission to provide the City's youth with an opportunity to address issues affecting youth and San Juan Bautista residents, and the City Council seeks the advice of the youth for the betterment of the Community; and

WHEREAS, membership of the eleven member body has never been attained; and

WHEREAS, the Adult Adviser to the Commission and staff recognize that reducing the size of the Commission will allow the group to continue their work without facing difficulties of having too few members to hold a meeting; and

WHEREAS, the City Council recognizes the need to amend Section 2-3-210 of the Municipal Code to allow for decrease of the Youth Commission membership from eleven to seven.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1.

SECTION 2-3-210 OF THE SAN JUAN BAUTISTA MUNICIPAL CODE IS HEREBY AMENDED AS FOLLOWS:

2-3-210 Membership.

Said Commission shall consist of seven (7) members.

SECTION 2. If any section, subsection, subdivision, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise void or invalid by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, subdivision, sentence, clause or phrase thereof, irrespective of the fact that anyone or more sections, subsections, subdivisions, sentences, clauses or phrases be declared unconstitutional.

SECTION 3. Effective Date. This Ordinance shall take effect 30 days after its adoption by the City Council.

THE FOREGOING ORDINANCE was first introduced and read at a regular meeting of the San Juan Bautista City Council on the 19th day of September 2017, and was adopted at a regular meeting on the San Juan Bautista City Council on the _____ day of _____, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Christopher Martorana

ATTEST:

City Clerk Mackenzie Quaid