



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 ~ December 19, 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. Ceremonial Items

A. Selection of New Mayor and Vice Mayor

3. 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.

4. 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 Minutes for November 21, 2017 Meeting

C. Approve Resolution 2017-XX for Street Closures – Mission Run

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

5. Presentations, Informational Items and Reports

A. Presentation – Letter of Support for SBHF

B. Treasurer's Report – City Treasurer Chuck Geiger

C. Sheriff's Report (*Quarterly Activity Report presented October 2017*)

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

6. Action Items

- A. Mayor's Council Appointments for Representative to Boards and Committees**
- B. Approve Proposal for Traffic Calming on Fourth Street and Appropriate Funds to Cover Cost**
- C. Approve Water Compliance Plan**
 - i. Nitrates**
 - ii. Wells 5 and 6**
 - iii. Pelletized Water Softening Plant**
- D. Approve Job Specifications for Assistant City Manager and Authorize Appointment of ACM**
- E. Set Date for Public Hearing for Removal of John Hopper from the Planning Commission With Cause**

7. Discussion Items

- A. Development Impact Fees**
- B. Cannabis – Ad Hoc Committee Report**

8. Comments

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

9. Closed Session

- A. Public Employee Appointment/Employment**
 - Title: Assistant City Manager**
 - Pursuant to Municipal Code 2.2.155**

10. 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 13th DAY OF DECEMBER 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 13th DAY OF DECEMBER 2017.



TRISH PAETZ, DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL MEETING
NOVEMBER 21, 2017
MINUTES**

1. CALL TO ORDER - Mayor Chris Martorana 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,
Councilmembers Boch, Freeman, and DeVries

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

2. PUBLIC COMMENT

Jim Ostick- Commented on the idea of San Juan participating in an upcoming bicycle ride event, October 20th 2018.

Jolene Cosio - commented on the upcoming Christmas Parade in San Juan, December 2nd.

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 2017-38 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

A motion to approve all consent items was made by Mayor Martorana, seconded by Councilmember Boch. Motion passed unanimously.

4. PRESENTATIONS INFORMATIONAL ITEMS AND REPORTS

A. Proclamation for Margie Shingai Day, December 1, 2017

Presented by Mayor Martorana. No public comment.

B. Treasurer's Report – City Treasurer Chuck Geiger

Presented by Interim City Manager Tewes in the absence of City Treasurer Geiger. No public comment.

C. Sheriff's Report (Quarterly Activity Report presented last month)

No Report. Quarterly report presented at the October 24th Special Meeting. No public comment.

D. Level One Security Report

Council received report. No public comment.

E. Fire Chief's Report

No report received. No public comment.

F. Library Report

Council received report. No public comment.

G. Administrative Report

Council received report and presented by Interim City Manager Tewes.

Public Comment: A citizen commented on meter timing on The Alameda stop light across Hwy 156.

Jolene Cosio commented on water treatment plant and cost.

H. Public Works Report

Council received report. No public comment.

I. Monthly Construction Progress Report

Report received and presented by Interim City Manager.

Council discussed. Councilmember Boch commented on roundabout on first street. No public comment.

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

Councilmember Freeman presented Water Resource Board meeting notes.
Councilmember Boch presented COG meeting notes. No public comment.

K. Strategic Plan Committee Report

Presented by Councilmember Freeman. No public comment.

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)

Presented by City Attorney Mall. No public comment.

A motion to adopt Ordinance 2017-05 Amending Title 10 of the SJBMC by adding Chapter 10-8 to provide an expedited permit process for Electric Vehicle Charging Systems was made by Councilmember West and seconded by Councilmember Boch. Motion passed unanimously.

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

Presented by City Attorney Mall. No public comment.

A motion was made to adopt Ordinance 2015-06 adding Chapter 5-14.6 to the SJBMC to Ban Marijuana Sales, Cultivation, and Delivery by Councilmember West and seconded by Councilmember Boch. Motion passed unanimously.

C. Adopt Changes to Youth Commission Ordinance Decreasing Membership to Seven (Second Reading and Adoption)

No public comment.

A motion was made to adopt Ordinance 2017-07, Changing the Youth Commission Ordinance to decrease the membership to seven by Councilmember Freeman and seconded by Councilmember Boch. Motion passed unanimously.

6. ACTION ITEMS

Recommendation: Approve Job Specifications and Authorize Recruitment for Public Works and Utilities Director

Presented by Interim City Manager Tewes. No public comment.

A motioned to approve job specifications and authorize recruitment for Public Works and Utilities Director was made by Vice Mayor West and seconded by Councilmember Boch. Motion passed unanimously.

7. DISCUSSION ITEMS

A. Cannabis – Ad Hoc Committee Report

Presented by Councilmember DeVries. There will be a Town Hall Meeting December 6th at City Hall to take in public comments.

Public Comment: Rachel Ponce commented against City's time investment with Cannabis during meetings and suggested resolving current city issues first. Jolene Cosio agreed with Rachel Ponce. Carl Saïen commented for Cannabis and on the benefit of Cannabis in San Juan.

B. Code of Conduct – Mayor Chris Martorana

An Ad Hoc committee was created with Councilman Freeman and Mayor Martorana. Public Comment: Rachel Ponce, commented on fairness.

C. Discussion of Alleged Brown Act Violation(s) Concerning Agenda Item that Recommended the Removal of the Chair of the Planning Commission Without Cause

Councilmember Freeman motioned to table the discussion item to a non-specific date. No second, therefore motioned failed. City Attorney Mall further explained what constitutes a Brown Act Violation and recommended to cure the allegations that occurred at the October 24th meeting. Where upon the Council addressed the alleged violation(s) of The Brown Act. Councilmembers discussed. Mayor Martorana, Vice Mayor West, Councilmembers Freeman and Boch all presented a statement on their actions and the communication that took place on the alleged Brown Act Violation(s). Councilmembers further discussed.

Public Comment: A citizen commented on the integrity of the council in conducting themselves well. Jolene Cosio agreed with the citizens comment. Shirley Brewer commented for councilmembers presenting action statements. Rachel Ponce commented on the guidelines of behavior at meetings.

7. COMMENTS

A. City Council

Councilmember Freeman commented on the new Hardware Store opening in San Juan.

B. City Manager

No additional reports.

C. City Attorney

No additional reports.

Whereupon the Council and City Attorney went into closed session.

8. CLOSED SESSION

A. Public Employee Appointment/Employment

Title: City Manager Pursuant to Government Code Section 54957

No reportable action.

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.

Direction provided to city negotiator.

City Attorney Mall reported out of Closed Session, there was no reportable action.

9. ADJOURNMENT

Meeting adjourned at 8:15pm

RESOLUTION 2017-XX

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

BE IT RESOLVED that the Hollister Rotary Club is authorized to close Second Street between Franklin and San Jose Streets, and First Street between San Jose and Ahwahnee Streets, and San Jose Street between Second and First Streets from 8:30 a.m. until 12:00 noon on Saturday, January 27, 2018 in the City of San Juan Bautista for their Mission 10 Run, and

BE IT FURTHER RESOLVED that the San Juan Home and School Club is authorized to close Third Street between Pearce and Monterey Streets, Second Street between Franklin and Monterey Streets, Monterey Street between First and Third Streets, and First Street between Monterey and the city limits from 6:00 a.m. until 12:00 noon on Saturday, May 12, 2018 in the City of San Juan Bautista for their Fiesta 5K, 10K and One Mile Family Fun Run.

PASSED AND ADOPTED this 19th day of December 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayor Christopher Martorana

Mackenzie Quaid, City Clerk

Special Event/Activities – Permit Application

Dear Event Organizer:

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

| | |
|---|----------|
| Non 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 ³ : 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: ROTARY MISSION 10 Today's Date: 11-5-15
 Applicant: BILL TIFFANY
 Organization: HOLLISTER ROTARY CLUB
 Phone: 831-637-0071 / 831-245-0253 E-Mail: wgtt@shcglobal.net
 Mailing Address: 535 MONTEREY ST, HOLLISTER, CA 95023
 Fax: 831-637-0092

Event Setup Date: 1-27-2018 Time: 6:00 AM Event Ends Date: 1-27-18 Time: 12:00 P
 Event Starts Date: 1-27-2018 Time: 8:30 AM Dismantle Date: 1-27-18 Time: 12:30 P

ANTICIPATED ATTENDANCE: Total of the event: 800 P Total per Day:

LOCATION OF EVENT (please be specific): RUNNING RACES - START/FINISH ON 2nd ST. AT MISSION GREEN; REGISTRATION & GATHERING AREA FOR RUNNERS, VOLUNTEERS & SPECTATORS IS ON AND AROUND MISSION GREEN/2nd ST; SEE ATTACHED MAP & FLIER FOR DETAILS

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? *N/A*

Have you reserved the facility yet? *N/A*

☐ 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. *Second Street and side streets leading into Second between Mission + Monterey Street; Monterey to First Street out of town to San Juan Hwy*

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:

yes for barricades (if not supplied by San Benito County Sheriff's Dept.)

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?

TRD ☐ 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? *NOT AT THIS TIME;* ☐ Yes ☒ No

If yes, please provide a copy of your San Benito County Environmental Health Permit. *IF PLANS CHANGE WE*

City of San Juan Bautista Special Event/Activities - Permit Application

*WILL HAVE VENDOR
CONTACT CITY*

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 - SMALL 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): *We have obtained electricity from state Park facilities in the past.*

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.

We either use trash containers supplied by St. Parks or take refuse/recyclables with us upon leaving after the 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).

This is an annual event in its 35th year. We feature 1/2 MARATHON, 10 MILE & 5K TIME RACES; we also have a 1 mile fun run for young kids. Registration, any display booths the start/finish line, award ceremony, etc. all take place on Mission Green, Second Street in front of lawn area & along the gravel road in front of the Mission. All monetary proceeds go to Hollister Rotary for further distribution to scholarships & charities throughout County.

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

Security, traffic control on hwy. & related matters are all handled by San Benito County Sheriff's Dept. and CHP.

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

All persons are welcomed as Spectators or participants regardless of any disability; Wheelchair "Runners" are always cheered.

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

These matters are also overseen by San Benito County Sheriff's Dept.; we also have volunteers with cell phones monitoring the course.

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

See attached map & Flier; parking has usually been along streets or in available fields near School and Mission.

10 Mile Course
5K Course

Rotary

Club of Hollister, CA



MISSION TO RACE

10 MILE AND 5K COURSE ROUTES

TURN AROUND
BEFORE
TURN

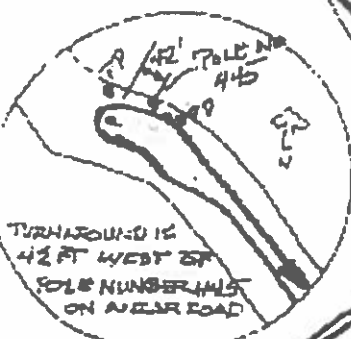
SEE
FEELING

SAN JUAN BAUTISTA
CALIFORNIA

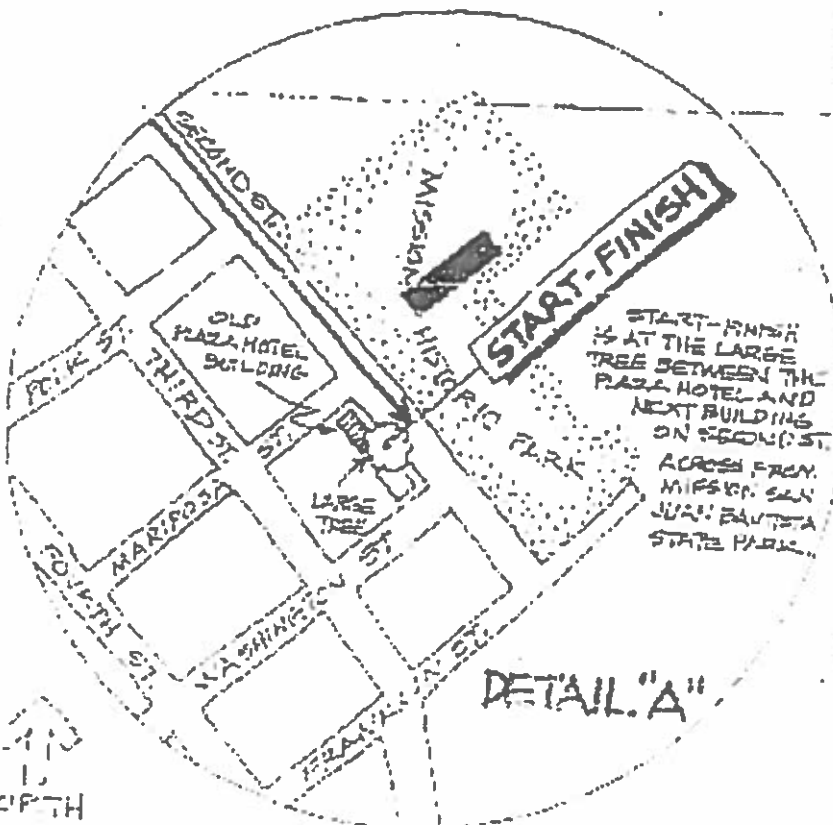
REVISED 1/1/73 FOR NEWER
DIRECTION OF COURSE.

MILE LOCATIONS FOR

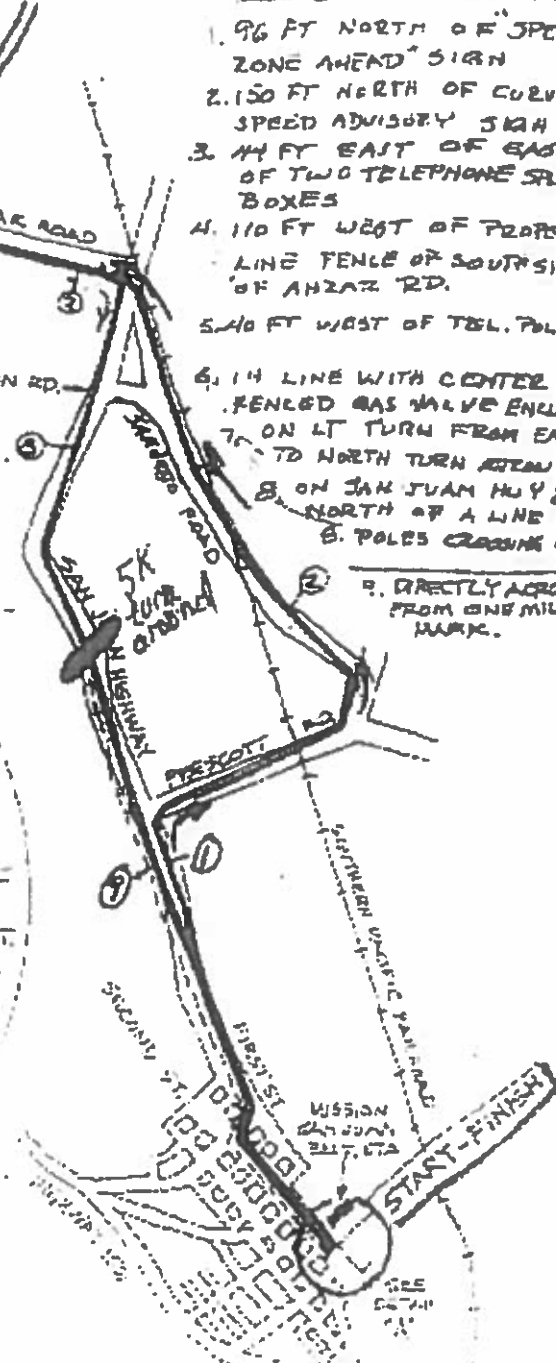
- 96 FT NORTH OF "SPEED ZONE AHEAD" SIGN
- 150 FT NORTH OF CURVE SPEED ADVISORY SIGN
- 44 FT EAST OF EAST OF TWO TELEPHONE SLICE BOXES
- 110 FT WEST OF PROPERTY LINE FENCE OF SOUTHSIDE OF ANZAR RD.
- 540 FT WEST OF TEL. POLES
- 14 LINE WITH CENTER OF FENCED GAS VALVE ENCLOSURE ON LT TURN FROM EAST TO NORTH TURN ATTEM 56
- ON SAN JUAN HWY 86 NORTH OF A LINE OF 8 POLES CROSSING HWY
- DIRECTLY ACROSS FROM ONE MILE MARK.



DETAIL "B"



DETAIL "A"



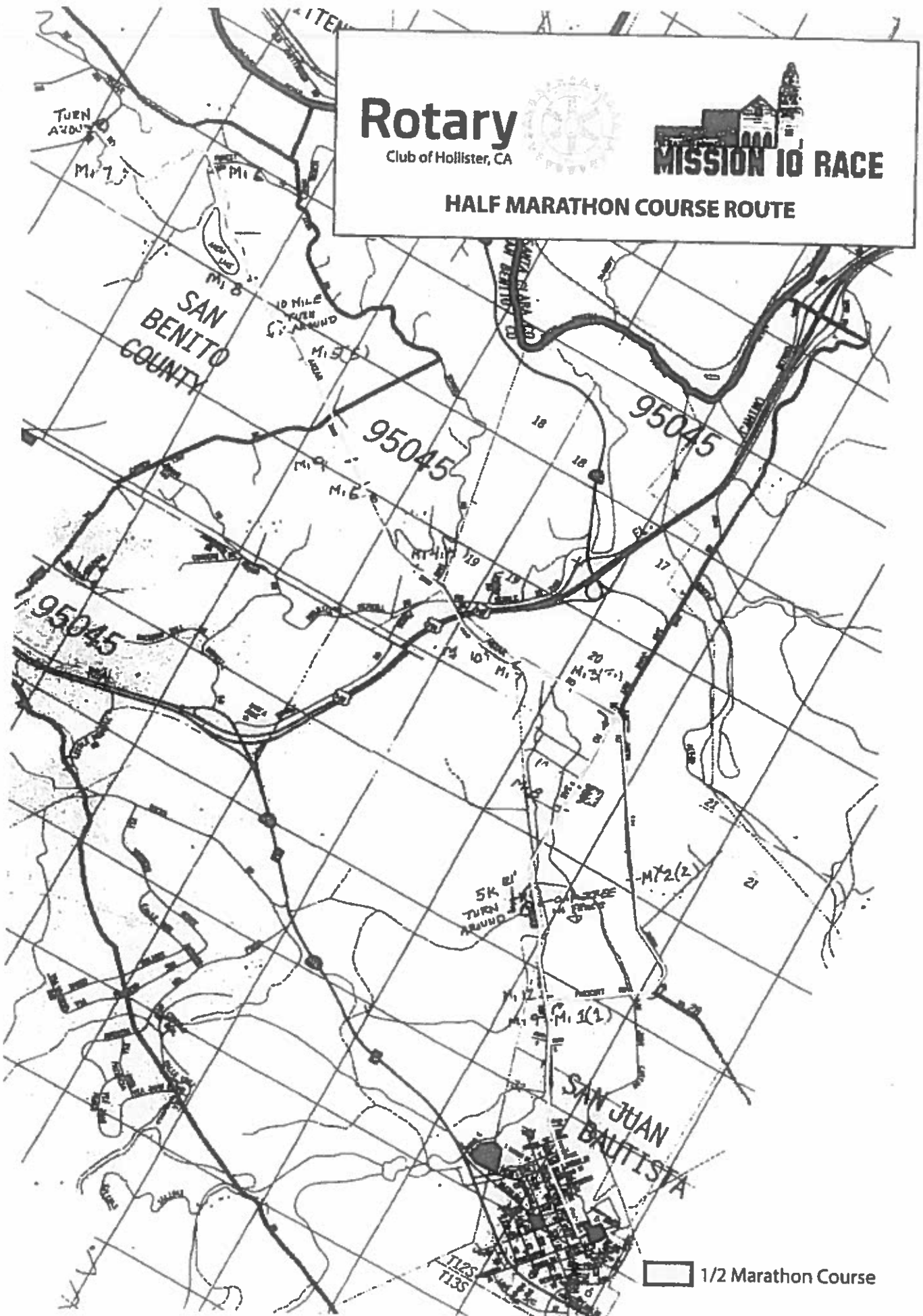
Rotary

Club of Hollister, CA



MISSION 10 RACE

HALF MARATHON COURSE ROUTE



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 ³ : 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: Fiesta 5K, 10K & 1 Mile Family Fun Run Today's Date: 12/7/17
 Applicant: Julie Hicks
 Organization: San Juan Home & School Club
 Phone: 623-4538 / (408) 804-1174 E-Mail: jhicks@sbcoe.org
 Mailing Address: 100 Nyland Dr, SJB, CA 95045
 Fax: _____

Event Setup Date: 5/12/18 Time: 6:00 a.m. Event Ends Date: 5/12/17 Time: 12:00 p.m.
 Event Starts Date: 5/12/18 Time: 8:45 a.m. Dismantle Date: 5/12/17 Time: 12:00 p.m.

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

LOCATION OF EVENT (please be specific): The Alameda, 3rd Street, 2nd Street, Franklin St., Monterey Street, San Juan Highway, Prescott Road

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.

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.

Recycling and garbage bins will be placed at start/finish line and at water stations. Volunteers will be distributed among the recycling/garbage bins.

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).

See attached.

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

Security will be provided by committee members, who will be placed along the route.

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

The road is accessible to people with disabilities.

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

Local fire department and ambulance will be on stand-by.

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.

gca 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

Fiesta 5K, 10K, & 1 Mile Family Fun Run

Saturday, May 12, 2018

Presented by the San Juan Home & School Club

6:30 a.m. - 8:00 a.m. Set-up begins

- Set up tables for bib pick-up
- Set up tables for T-Shirt distribution
- Set up tables for "same day registration"
- Set up water stations at 5K & 10K turn around
- Set up "Start/Finish" line
- Set out recycling/garbage cans

7:30 a.m. Same Day Registration Begins

8:45 a.m. 1 Mile Family Fun Run Start Time

9:15 a.m. 5K & 10K Run Start Time

11:30 a.m. Award Ceremony Begins

12:00 p.m. Clean-up Begins

Fiesta 5K, 10K & 1 Mile Family Fun Run

Saturday, May 12, 2017

Route and Road Closures

Begin on The Alameda in front of the San Juan School Soccer Field

Cross: Pearce Street and Pearce Lane

Turn right on Franklin Street

Turn left on Second Street

Cross: Washington Street, Mariposa Street, Polk Street, Muckelemi Street, San Jose Street, Jefferson Street, Tualalumi Street,

Turn right on Monterey Street

Turn left on San Juan Highway

Cross: Via Padre, Church Street, North Street, Via Serra, Donner, Road B, Ahwahnee

Continue on San Juan Highway onto Prescott Road

Turn around and return to San Juan Bautista via the reverse route until Second Street

Turn right on Monterey Street

Turn left on Third Street

Cross: Tualalumi Street, Jefferson Street, San Jose Street, Muckelemi Street, Polk Street, Mariposa Street, Washington Street, Franklin Street, Pearce Lane, and Pearce Street

*See attached map

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

November 14, 2017

Rosa Vivian Fernandez, MPH, FACHE, President & CEO
San Benito Health Foundation
351 Felice Drive
Hollister, CA 95023

San Benito Health Foundation – Service Area Competition FY 2018 Grant Application,
HRSA-18-026, (CFDA) No. 93.224

Dear Ms. Fernandez,

The City of San Juan Bautista submits this letter to lend our sincere and enthusiastic support for San Benito Health Foundation (SBHF) as you submit your application for HRSA FY 2018 Service Area Competition (SAP) funding that will enable your continued provision of primary health services in San Benito County.

San Benito Health Foundation (SBHF) has been providing quality primary health care services to the medically underserved communities and farm worker population of San Benito County for over 42 years, and is the only FQHC agency in San Benito County to serve over 18,000 low-income residents. SBHF operates through its FQHC facility in Hollister, and through collaborative efforts with schools and county health offices. Services provided to the community have recently been expanded through a recently-commissioned mobile health van that permits localized access through school or in migrant camps, to bring primary medical and dental health care, screenings, and immunizations closer to the underserved population. The population served includes low-income, medically underserved families living in San Benito County, migrant and seasonal farm workers, and other underserved, vulnerable populations living in the area.

For several years, SBHF has served many of the migrant and seasonal farm worker and other underserved populations living in the City of San Juan Bautista. SBHF has brought many medical and dental resources to the residents of San Juan Bautista. Many residents living in San Juan Bautista are able to afford quality health care through the services that are offered at SBHF by providing a sliding scale to these vulnerable populations. The City of San Juan Bautista is primarily an agricultural town where many migrant and seasonal farm workers reside. Having the access to care that SBHF provides helps ensure the health and wellness of this population.

SBHF has continually responded to increase need for comprehensive, culturally competent, quality primary care and preventative health services. Declining resources have forced cuts in school-based health and in local public health services, just as there has been an increase demand for immunization, disease control response, and direct primary care for the underserved residents lacking ease of access. The SBHF organization provides a tremendous service to the community and fills a need and demand for service that no other organization in the county can provide. Our organization looks forward to

continued collaboration with the San Benito Health Foundation, and we strongly endorse your application for continued funding.

Sincerely,

City of San Juan Bautista

"The City of History"

Treasurer's Report

For the Five Month Period Ended November 30, 2017

Financial Highlights ~

- General fund year to date change in fund balance was a negative \$163k, as compared to a positive change in fund balance of \$182k this time last year. The change is primarily as a result of higher planning and impact fee revenue in the prior year, combined by higher capital and contract expenditures in the current year.
- Enterprise funds show a year to date loss of \$30k, as compared to the prior year loss of \$54k. The difference is due primarily to higher utility revenue in the current year, offset by higher capital expenses in the current year.
- Overall cash flow (removing accruals and depreciation) was a negative \$104k for the year to date.

Budget vs. Actual ~

- General fund revenues were \$315k, which were lower than budget by \$78k, which was largely due to the timing of sales tax revenue, while budgeted had not yet been incurred.
- General fund expenditures were \$479k, which was lower than budget by \$103k. The lower expenses is

primarily as a result of lower than anticipated contract and dues and subscription costs.

- General fund net change in fund balance was a negative \$163k, which was better than budgeted by \$25k.
- Enterprise funds revenues were \$743k, which was lower than budgeted by \$54k.
- Enterprise funds expenses were \$773k, which was lower than budgeted by \$40k. The majority of the variance is due to contract costs.
- Enterprise funds combined year to date loss was \$30k, which was better than budgeted by \$94k. The current year to date profit includes depreciation expense of \$255k, which is a noncash item.

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | General Fund | | | 46 - Water Enterprise Fund | | |
|--|--------------|---------|----------------|----------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Income | | | | | | |
| Property Taxes | | | | | | |
| 402.000 • Secured Taxes | - | | | - | | |
| 404.000 • Unsecured Taxes | - | | | - | | |
| 403.000 • Supp. Property Tax | - | | | - | | |
| 426.000 • HOPTR | - | | | - | | |
| Total Property Taxes | - | | | - | | |
| Other Tax Revenue | | | | | | |
| 406.000 • Sales Tax | 164,378 | 250,000 | (85,622) | - | | |
| 408.000 • Transient Lodging Taxes | 59,183 | 35,000 | 24,183 | - | | |
| 415.000 • Special Assessment | - | | | - | | |
| 419.000 • Other Doc. Transfer | 2,724 | 5,000 | (2,276) | - | | |
| 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)/STEA | - | | | - | | |
| Total Other Tax Revenue | 226,285 | 291,000 | (64,715) | - | | |
| Franchise Fees | | | | | | |
| 442.000 • Franchise Cable | 3,494 | 6,500 | (3,006) | - | | |
| 448.000 • Refuse Franchise | 16,002 | 12,917 | 3,085 | - | | |
| Total Franchise Fees | 19,496 | 19,417 | 79 | - | | |
| Business & Misc. Lic. & Permits | | | | | | |
| 450.000 • Business Licenses | 11,131 | 13,000 | (1,869) | - | | |
| 453.000 • Burn Permits | - | 30 | (30) | - | | |
| 470.000 • Garage Sale Permits | 80 | 45 | 35 | - | | |
| 472.000 • Animal Licenses | 48 | 30 | 18 | - | | |
| 490.000 • Misc. Revenue | 1,169 | 670 | 499 | - | | |
| 494.001 • Special Events | 2,000 | 6,500 | (4,500) | - | | |
| Total Business & Misc. Lic. & Permits | 14,428 | 20,275 | (5,847) | - | | |
| Planning, Building, Eng. Permit | | | | | | |
| 458.001 • Green Fee | 24 | 25 | (1) | - | | |
| 459.004 • Fire Sprinkler Permit | 150 | 600 | (450) | - | | |
| 459.003 • Mechanical Permit | 31 | 450 | (419) | - | | |
| 459.002 • Plumbing Permit | 223 | 600 | (377) | - | | |
| 459.001 • Electrical Permit | 378 | 900 | (522) | - | | |
| 454.003 • Design Review | - | 600 | (600) | - | | |
| 451.000 • Building Permits | 3,896 | 10,000 | (6,104) | - | | |
| 454.000 • Conditional Use Permit | - | 600 | (600) | - | | |
| 456.000 • PUD Use Permit | - | 150 | (150) | - | | |
| 457.000 • Encroachment Permits | 750 | 450 | 300 | - | | |
| 458.000 • Sign Permits | 110 | 30 | 80 | - | | |
| 467.000 • Strong Motion Impact Fees | 1 | 3,000 | (2,999) | - | | |
| Total Planning, Building, Eng. Permit | 5,563 | 17,405 | (11,842) | - | | |
| Chg. for Planning/Eng. Services | | | | | | |
| 458.002 • SMIP Fee | 23 | | | - | | |
| 490.001 • Misc. Revenue Planning | 335 | 1,500 | (1,165) | - | | |
| 464.000 • Engineer Inspection Fee | - | 750 | (750) | - | | |
| 462.000 • Engineer Plan Check Fees | - | 1,950 | (1,950) | - | | |
| 463.000 • Building Inspection Fee | 136 | 900 | (764) | - | | |
| 452.000 • Building Plan Check Fees | 5,137 | 5,100 | 37 | - | | |
| 459.000 • Remib. - Proj/Dev. Costs | 8,958 | 1,500 | 7,458 | - | | |
| Total Chg. for Planning/Eng. Services | 14,589 | 11,700 | 2,889 | - | | |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | General Fund | | | 46 - Water Enterprise Fund | | |
|---|----------------|----------------|-----------------|----------------------------|----------------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Charges for Misc. Services | | | | | | |
| 496.002 · Administration Income | - | 225 | (225) | - | | |
| 496.001 · Public Document Charge | 4 | 75 | (71) | - | | |
| 496.000 · Library Copy Charges | 874 | 625 | 249 | - | | |
| Total Charges for Misc. Services | <u>878</u> | <u>925</u> | <u>(47)</u> | <u>-</u> | | |
| Utility Fees | | | | | | |
| 486.000 · Utility Fees Commercial | - | | | 27,799 | 27,133 | 666 |
| 485.000 · Utility Fees Residential | - | | | 317,008 | 294,478 | 22,530 |
| 493.000 · Water Meter Maint. Fees | - | | | 5,260 | 7,750 | (2,490) |
| Total Utility Fees | <u>-</u> | | | <u>350,067</u> | <u>329,361</u> | <u>20,706</u> |
| Fines & Penalties | | | | | | |
| 421.000 · Vehicle Code Parking | - | 500 | (500) | - | | |
| 475.000 · Library Fines | 102 | 250 | (148) | - | | |
| Total Fines & Penalties | <u>102</u> | <u>750</u> | <u>(648)</u> | <u>-</u> | | |
| Miscellaneous Revenue | | | | | | |
| 484.000 · Interest and Penalties | 248 | 150 | 98 | 15,465 | 2,833 | 12,632 |
| 480.002 · Permits | 513 | | | - | | |
| 480.001 · Lease - American Tower | 10,819 | 14,583 | (3,764) | - | | |
| 438.000 · Donations | 1,100 | 1,200 | (100) | - | | |
| 480.000 · Rental Income | 6,950 | 9,500 | (2,550) | - | | |
| 480.003 · Reimbursed City expenses | 13,870 | 5,600 | 8,270 | - | | |
| 487.000 · Fire Department Revenues | - | 540 | (540) | - | | |
| Total Miscellaneous Revenue | <u>33,500</u> | <u>31,573</u> | <u>1,927</u> | <u>15,465</u> | <u>2,833</u> | <u>12,632</u> |
| Total Income | <u>314,841</u> | <u>393,045</u> | <u>(78,204)</u> | <u>365,532</u> | <u>332,194</u> | <u>33,338</u> |
| Gross Profit | 314,841 | 393,045 | (78,204) | 365,532 | 332,194 | 33,338 |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| Expense | General Fund | | | 46 - Water Enterprise Fund | | |
|--|----------------|----------------|-----------------|----------------------------|---------------|-----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Employee Salary, Wages, Benefit | | | | | | |
| 519.001 • Volunteer Stipend | - | 120 | (120) | - | | |
| 502.000 • Salaries and Wages - FT | 149,345 | 198,714 | (49,369) | 27,723 | 20,883 | 6,840 |
| 504.000 • Salaries and Wages - OT | 479 | 2,004 | (1,525) | 243 | 417 | (174) |
| 508.000 • FICA | 8,974 | 14,798 | (5,824) | 1,608 | 1,598 | 10 |
| 510.000 • Worker's Comp | 8,426 | 15,284 | (6,858) | 1,198 | 3,810 | (2,612) |
| 512.000 • Unemployment | - | 1,983 | (1,983) | - | 209 | (209) |
| 514.000 • Health Insurance | 21,477 | 20,971 | 506 | 4,500 | 3,608 | 892 |
| 518.000 • 457k Retirement Contribution | 3,865 | 4,061 | (196) | - | 209 | (209) |
| 519.000 • Elected Official Stipend | 400 | 1,150 | (750) | - | | |
| Total Employee Salary, Wages, Benefit | 192,966 | 259,085 | (66,119) | 35,272 | 30,734 | 4,538 |
| Other Personnel Expenses | | | | | | |
| 522.000 • Uniforms & Alterations | 1,400 | 810 | 590 | - | | |
| 524.000 • Phys., Drug 7 Psych Testing | 89 | 240 | (151) | - | | |
| 525.000 • Volunteer Firefighter Stipend | - | 1,500 | (1,500) | - | | |
| 526.000 • Education and Training | - | 1,200 | (1,200) | - | | |
| 528.000 • Travel/Per Diem/Car Allowar | 1,025 | 1,470 | (445) | - | | |
| Total Other Personnel Expenses | 2,514 | 5,220 | (2,706) | - | | |
| General and admin. expense | | | | | | |
| 647.000 • Youth Commission | 55 | | | - | | |
| 645.000 • Summer Program | 1,513 | 9,000 | (7,487) | - | | |
| 550.000 • Office Supplies | 2,022 | 3,733 | (1,711) | 138 | | |
| 558.000 • Printing and Copies | 371 | 3,701 | (3,330) | 9 | | |
| 548.000 • Advertising | 1,300 | 525 | 775 | 835 | | |
| 562.000 • Food and Beverages | 590 | 720 | (130) | 4,550 | | |
| 516.000 • Insurance - Liab/Bond/Auto/F | 15,405 | 5,108 | 10,297 | - | | |
| 544.000 • Computer Software Service | 7,454 | | | - | | |
| 545.000 • Computer Hardware Service | 1,981 | 200 | 1,781 | - | | |
| 530.000 • Dues and Subscriptions | 23,006 | 50,475 | (27,469) | 566 | 3,500 | (2,934) |
| 657.000 • Administrative Fee | - | | | - | | |
| 634.000 • Copier Services & Lease | 1,188 | 1,442 | (254) | 396 | | |
| 638.000 • Bank Charges/PR Processing | 2 | 1,057 | (1,055) | 963 | | |
| 551.000 • Postage and Freight | 1,019 | 2,113 | (1,094) | 412 | 1,250 | (838) |
| Total General and admin. expense | 55,906 | 78,074 | (22,168) | 7,869 | 4,750 | 3,119 |
| Contractual and Other Services | | | | | | |
| 600.000 • Operational Contracts | 64,729 | 77,917 | (13,188) | 13,456 | 28,333 | (14,877) |
| 602.000 • Legal | 20,004 | 20,090 | (86) | - | 30 | (30) |
| 604.000 • Engineering | 6,151 | 10,567 | (4,416) | - | 1,042 | (1,042) |
| 606.000 • Planning | 3,968 | | | - | | |
| 608.000 • Accounting | 14,718 | 18,000 | (3,282) | - | | |
| 609.000 • Building Inspection | 645 | 450 | 195 | - | | |
| 612.001 • Other Prof. Service - CMAP | 742 | 1,000 | (258) | - | | |
| 612.002 • Security | 1,423 | 238 | 1,185 | 225 | 333 | (108) |
| 612.006 • Web maintenance | 350 | 2,625 | (2,275) | - | | |
| 614.000 • Law Enforcement | 5,473 | | | - | | |
| 615.000 • Level One Security Patrol | 28,536 | 35,525 | (6,989) | - | | |
| 622.000 • Animal Control | 1,500 | 2,500 | (1,000) | - | | |
| 624.000 • Janitorial | 2,053 | 2,264 | (211) | - | | |
| 626.000 • Landscape Services | 196 | 1,042 | (846) | - | | |
| 632.000 • Building Equipment Rental | - | 1,192 | (1,192) | - | | |
| 643.003 • SBCO Mgmt Fees | - | | | - | | |
| 655.000 • Penalty | - | | | 3,300 | | |
| Total Contractual and Other Services | 150,488 | 173,410 | (22,922) | 16,981 | 29,738 | (12,757) |
| Utilities and Misc. Expenses | | | | | | |
| 650.000 • Agg. Base Material | 1,858 | | | - | | |
| 639.000 • Merchant processsing fees | - | 667 | (667) | - | | |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | General Fund | | | 46 - Water Enterprise Fund | | |
|---|------------------|------------------|------------------|----------------------------|-----------------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 640.000 • Telecomm | 4,559 | 3,902 | 657 | 349 | 500 | (151) |
| 642.000 • Electricity | 4,699 | 7,023 | (2,324) | 16,972 | 12,917 | 4,055 |
| 643.001 • Water | - | - | - | - | - | - |
| 644.000 • Street Signal | - | - | - | - | - | - |
| 656.000 • Licenses and Permits | - | 255 | (255) | 3,681 | 5,208 | (1,527) |
| Total Utilities and Misc. Expenses | 11,116 | 11,847 | (731) | 21,002 | 18,625 | 2,377 |
| Equipment and Parts | | | | | | |
| 649.02 • Agg. Based Material | - | 4,000 | (4,000) | - | - | - |
| 712.000 • Materials | 1,217 | 2,917 | (1,700) | - | - | - |
| 701.000 • Small Tools | - | 1,167 | (1,167) | - | - | - |
| 554.000 • Gasoline & Diesel Fuel | 1,898 | 8,025 | (6,127) | 653 | 417 | 236 |
| 552.000 • Chemical and Gasses | 111 | 542 | (431) | - | 2,917 | (2,917) |
| 703.000 • Books and Periodicals | 953 | 750 | 203 | - | - | - |
| 718.000 • Parts - City Rep. Equipment | 4,098 | 3,950 | 148 | 5,822 | 2,917 | 2,905 |
| 720.000 • Parts - City Rep. Water | 734 | - | - | 1,866 | 9,167 | (7,301) |
| 722.000 • Parts - City Rep. Sewer | 156 | - | - | - | - | - |
| 724.000 • Parts - City Rep. Streets | - | 7,083 | (7,083) | - | - | - |
| 726.000 • Parts - City Rep. Parks | 267 | 3,542 | (3,275) | - | - | - |
| Total Equipment and Parts | 9,434 | 31,976 | (22,542) | 8,341 | 15,418 | (7,077) |
| Maint. & Repair Services | | | | | | |
| 764.002 • Sewer Maint. Sludge | - | - | - | - | - | - |
| 751.001 • Maint. & Repair Wells | - | - | - | 3,993 | 2,400 | 1,593 |
| 752.000 • Vehicle Maint. - Outside | 472 | - | - | 236 | - | - |
| 754.000 • Equipment Maint. - Outside | - | - | - | 626 | 1,667 | (1,041) |
| 757.000 • Bldg Maint. - Inside | - | 150 | (150) | - | - | - |
| 758.000 • Building Maint. Outside | 394 | 2,388 | (1,994) | - | - | - |
| 760.000 • Grounds Maint. - Outside | 5,692 | 1,462 | 4,230 | - | - | - |
| 762.000 • Streets Maint. & Paving | - | - | - | - | - | - |
| 764.000 • Water Maintenance - Outside | - | 300 | (300) | - | 1,250 | (1,250) |
| 766.000 • Sewer Maint. - Plant | - | - | - | - | - | - |
| Total Maint. & Repair Services | 6,558 | 4,300 | 2,258 | 4,855 | 5,317 | (462) |
| Capital Expenditures | | | | | | |
| 859.000 • Fines RWQCB | - | - | - | - | - | - |
| 808.000 • Equipment | 32,000 | - | - | - | - | - |
| 801.000 • Capital Purchases/Improvements | 17,950 | 18,400 | (450) | 49,894 | 50,000 | (106) |
| 812.000 • Depreciation | - | - | - | 116,883 | 116,885 | (2) |
| Total Capital Expenditures | 49,950 | 18,400 | 31,550 | 166,777 | 166,885 | (108) |
| Debt Defrayment | | | | | | |
| 854.000 • Debt Service Principal Payme | - | - | - | 14,642 | 13,750 | 892 |
| 858.000 • Interest | - | - | - | - | - | - |
| 855.000 • Amortization expense | - | - | - | 13,200 | 12,300 | 900 |
| 858.000 • Interest - Other | - | - | - | 83,858 | 84,990 | (1,132) |
| Total 858.000 • Interest | - | - | - | 97,058 | 97,290 | (232) |
| Total Debt Defrayment | - | - | - | 111,700 | 111,040 | 660 |
| Total Expense | 478,932 | 582,312 | (103,380) | 372,797 | 382,507 | (9,710) |
| Net Income | (164,091) | (189,267) | 25,176 | (7,265) | (50,313) | 43,048 |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 48 - Sewer Enterprise Fund | | | 50 - Special Dist. - COPS | | |
|--|----------------------------|--------|----------------|---------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Income | | | | | | |
| Property Taxes | | | | | | |
| 402.000 • Secured Taxes | - | | | - | | |
| 404.000 • Unsecured Taxes | - | | | - | | |
| 403.000 • Supp. Property Tax | - | | | - | | |
| 426.000 • HOPTR | - | | | - | | |
| Total Property Taxes | - | | | - | | |
| 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 | - | | | 41.667 | 41.667 | - |
| 435.000 • COGS/(TDA)/STEA | - | | | - | | |
| Total Other Tax Revenue | - | | | 41.667 | 41.667 | - |
| 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 | - | | | - | | |
| 456.000 • PUD Use Permit | - | | | - | | |
| 457.000 • Encroachment Permits | - | | | - | | |
| 458.000 • Sign Permits | - | | | - | | |
| 467.000 • Strong Motion Impact Fees | - | | | - | | |
| Total Planning, Building, Eng. Permit | - | | | - | | |
| 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 • Remub. - Proj/Dev. Costs | 5.001 | | | - | | |
| Total Chg. for Planning/Eng. Services | 5.001 | | | - | | |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 48 - Sewer Enterprise Fund | | | 50 - Special Dist. - COPS | | |
|---|----------------------------|---------|----------------|---------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 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 | 76,858 | 75,167 | 1,691 | - | | |
| 485.000 • Utility Fees Residential | 295,512 | 279,833 | 15,679 | - | | |
| 493.000 • Water Meter Maint. Fees | - | | | - | | |
| Total Utility Fees | 372,370 | 355,000 | 17,370 | - | | |
| Fines & Penalties | | | | | | |
| 421.000 • Vehicle Code Parking | - | | | - | | |
| 475.000 • Library Fines | - | | | - | | |
| Total Fines & Penalties | - | | | - | | |
| Miscellaneous Revenue | | | | | | |
| 484.000 • Interest and Penalties | - | 2,083 | (2,083) | - | | |
| 480.002 • Permits | - | | | - | | |
| 480.001 • Lease - American Tower | - | | | - | | |
| 438.000 • Donations | - | | | - | | |
| 480.000 • Rental Income | - | | | - | | |
| 480.003 • Reimbursed City expenses | - | | | - | | |
| 487.000 • Fire Department Revenues | - | | | - | | |
| Total Miscellaneous Revenue | - | 2,083 | (2,083) | - | | |
| Total Income | 377,371 | 357,083 | 20,288 | 41,667 | 41,667 | - |
| Gross Profit | 377,371 | 357,083 | 20,288 | 41,667 | 41,667 | - |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| Expense | 48 - Sewer Enterprise Fund | | | 50 - Special Dist. - COPS | | |
|--|----------------------------|---------------|-----------------|---------------------------|---------------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Employee Salary, Wages, Benefit | | | | | | |
| 519.001 • Volunteer Stipend | - | | | - | | |
| 502.000 • Salaries and Wages - FT | 20,916 | 21,341 | (425) | - | | |
| 504.000 • Salaries and Wages - OT | 190 | 372 | (182) | - | | |
| 508.000 • FICA | 1,319 | 1,625 | (306) | - | | |
| 510.000 • Worker's Comp | 3,129 | 3,817 | (688) | - | | |
| 512.000 • Unemployment | - | 213 | (213) | - | | |
| 514.000 • Health Insurance | 2,715 | 3,440 | (725) | - | | |
| 518.000 • 457k Retirement Contribution | - | 163 | (163) | - | | |
| 519.000 • Elected Official Stipend | - | | | - | | |
| Total Employee Salary, Wages, Benefit | 28,269 | 30,971 | (2,702) | - | | |
| Other Personnel Expenses | | | | | | |
| 522.000 • Uniforms & Alterations | - | | | - | | |
| 524.000 • Phys., Drug 7 Psych Testing | 282 | | | - | | |
| 525.000 • Volunteer Firefighter Stipend | - | | | - | | |
| 526.000 • Education and Training | - | | | - | | |
| 528.000 • Travel/Per Diem/Car Allowar | 86 | | | - | | |
| Total Other Personnel Expenses | 368 | | | - | | |
| General and admin. expense | | | | | | |
| 647.000 • Youth Commission | - | | | - | | |
| 645.000 • Summer Program | - | | | - | | |
| 550.000 • Office Supplies | 143 | | | - | | |
| 558.000 • Printing and Copies | 9 | 1,250 | (1,241) | - | | |
| 548.000 • Advertising | - | | | - | | |
| 562.000 • Food and Beverages | - | | | - | | |
| 516.000 • Insurance - Liab/Bond/Auto/E | - | | | - | | |
| 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 | 396 | | | - | | |
| 638.000 • Bank Charges/PR Processing | 788 | | | - | | |
| 551.000 • Postage and Freight | 412 | | | - | | |
| Total General and admin. expense | 1,748 | 1,500 | 248 | - | | |
| Contractual and Other Services | | | | | | |
| 600.000 • Operational Contracts | 41,964 | 56,250 | (14,286) | - | | |
| 602.000 • Legal | - | 30 | (30) | - | | |
| 604.000 • Engineering | - | 150 | (150) | - | | |
| 606.000 • Planning | - | | | - | | |
| 608.000 • Accounting | - | | | - | | |
| 609.000 • Building Inspection | - | | | - | | |
| 612.001 • Other Prof. Service - CMAP | - | | | - | | |
| 612.002 • Security | 570 | 208 | 362 | - | | |
| 612.006 • Web maintenance | - | | | - | | |
| 614.000 • Law Enforcement | - | | | 49,877 | 41,667 | 8,210 |
| 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 | - | 500 | (500) | - | | |
| 655.000 • Penalty | - | | | - | | |
| Total Contractual and Other Services | 42,534 | 57,138 | (14,604) | 49,877 | 41,667 | 8,210 |
| Utilities and Misc. Expenses | | | | | | |
| 650.000 • Agg. Base Material | - | | | - | | |
| 639.000 • Merchant processing fees | - | | | - | | |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 48 - Sewer Enterprise Fund | | | 50 - Special Dist. - COPS | | |
|---|----------------------------|----------|----------------|---------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 640.000 • Telecomm | 545 | 708 | (163) | - | - | - |
| 642.000 • Electricity | 31,748 | 30,000 | 1,748 | - | - | - |
| 643.001 • Water | - | - | - | - | - | - |
| 644.000 • Street Signal | - | - | - | - | - | - |
| 656.000 • Licenses and Permits | - | 1,500 | (1,500) | - | - | - |
| Total Utilities and Misc. Expenses | 32,293 | 32,208 | 85 | - | - | - |
| Equipment and Parts | - | - | - | - | - | - |
| 649.02 • Agg. Based Material | - | - | - | - | - | - |
| 712.000 • Materials | - | - | - | - | - | - |
| 701.000 • Small Tools | - | - | - | - | - | - |
| 554.000 • Gasoline & Diesel Fuel | 599 | 750 | (151) | - | - | - |
| 552.000 • Chemical and Gasses | - | 2,917 | (2,917) | - | - | - |
| 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 | 2,695 | 5,833 | (3,138) | - | - | - |
| 724.000 • Parts - City Rep. Streets | - | - | - | - | - | - |
| 726.000 • Parts - City Rep. Parks | - | - | - | - | - | - |
| Total Equipment and Parts | 3,294 | 10,750 | (7,456) | - | - | - |
| 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 | - | 2,500 | (2,500) | - | - | - |
| 757.000 • Bldg Maint. - Inside | - | - | - | - | - | - |
| 758.000 • Building Maint. Outside | - | - | - | - | - | - |
| 760.000 • Grounds Maint. - Outside | - | - | - | - | - | - |
| 762.000 • Streets Maint. & Paving | 1,192 | 1,667 | (475) | - | - | - |
| 764.000 • Water Maintenance - Outside | - | - | - | - | - | - |
| 766.000 • Sewer Maint. - Plant | - | 4,167 | (4,167) | - | - | - |
| Total Maint. & Repair Services | 1,641 | 8,334 | (6,693) | - | - | - |
| Capital Expenditures | - | - | - | - | - | - |
| 859.000 • Fines RWQCB | 15,000 | 15,000 | - | - | - | - |
| 808.000 • Equipment | - | - | - | - | - | - |
| 801.000 • Capital Purchases/Improvement | 45,492 | 46,000 | (508) | - | - | - |
| 812.000 • Depreciation | 138,229 | 138,230 | (1) | - | - | - |
| Total Capital Expenditures | 198,721 | 199,230 | (509) | - | - | - |
| Debt Defrayment | - | - | - | - | - | - |
| 854.000 • Debt Service Principal Payme | 11,980 | 11,250 | 730 | - | - | - |
| 858.000 • Interest | - | - | - | - | - | - |
| 855.000 • Amortization expense | 10,800 | 10,800 | - | - | - | - |
| 858.000 • Interest - Other | 68,611 | 68,809 | (198) | - | - | - |
| Total 858.000 • Interest | 79,411 | 79,609 | (198) | - | - | - |
| Total Debt Defrayment | 91,391 | 90,859 | 532 | - | - | - |
| Total Expense | 400,259 | 430,990 | (30,731) | 49,877 | 41,667 | 8,210 |
| Net Income | (22,888) | (73,907) | 51,019 | (8,210) | - | (8,210) |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 55 - Rest. and Parking Fund | | | 60 - Valle Vista Lighting Dist. | | |
|--|-----------------------------|--------|----------------|---------------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Income | | | | | | |
| Property Taxes | | | | | | |
| 402.000 • Secured Taxes | - | | | - | | |
| 404.000 • Unsecured Taxes | - | | | - | | |
| 403.000 • Supp. Property Tax | - | | | - | | |
| 426.000 • HOPTR | - | | | - | | |
| Total Property Taxes | - | | | - | | |
| Other Tax Revenue | | | | | | |
| 406.000 • Sales Tax | - | | | - | | |
| 408.000 • Transient Lodging Taxes | 11,906 | 6,875 | 5,031 | - | | |
| 415.000 • Special Assessment | - | | | - | 10,000 | (10,000) |
| 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)/STE | - | | | - | | |
| Total Other Tax Revenue | 11,906 | 6,875 | 5,031 | - | 10,000 | (10,000) |
| 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 | - | | | - | | |
| 456.000 • PUD Use Permit | - | | | - | | |
| 457.000 • Encroachment Permits | - | | | - | | |
| 458.000 • Sign Permits | - | | | - | | |
| 467.000 • Strong Motion Impact Fees | - | | | - | | |
| Total Planning, Building, Eng. Permit | - | | | - | | |
| 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 | - | | | - | | |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 55 - Rest. and Parking Fund | | | 60 - Valle Vista Lighting Dist. | | |
|---|-----------------------------|--------|----------------|---------------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 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 | - | | | - | | |
| 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 | - | | | - | | |
| 487.000 • Fire Department Revenues | - | | | - | | |
| Total Miscellaneous Revenue | - | | | - | | |
| Total Income | 11,906 | 6,875 | 5,031 | - | 10,000 | (10,000) |
| Gross Profit | 11,906 | 6,875 | 5,031 | - | 10,000 | (10,000) |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| Expense | 55 - Rest. and Parking Fund | | | 60 - Valle Vista Lighting Dist. | | |
|--|-----------------------------|--------|----------------|---------------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 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 Allowar | - | | | - | | |
| 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 | - | | | - | 30 | (30) |
| 548.000 • Advertising | - | | | - | 30 | (30) |
| 562.000 • Food and Beverages | - | | | - | | |
| 516.000 • Insurance - Liab/Bond/Auto/F | - | | | - | | |
| 544.000 • Computer Software Service | - | | | - | | |
| 545.000 • Computer Hardware Service | - | | | - | | |
| 530.000 • Dues and Subscriptions | - | | | - | | |
| 657.000 • Administrative Fee | - | | | - | 249 | (249) |
| 634.000 • Copier Services & Lease | - | | | - | | |
| 638.000 • Bank Charges/PR Processing | - | | | - | | |
| 551.000 • Postage and Freight | - | | | - | | |
| Total General and admin. expense | - | | | - | 309 | (309) |
| Contractual and Other Services | | | | | | |
| 600.000 • Operational Contracts | - | | | - | | |
| 602.000 • Legal | - | | | - | 30 | (30) |
| 604.000 • Engineering | - | | | - | 45 | (45) |
| 606.000 • Planning | - | | | - | | |
| 608.000 • Accounting | - | | | - | | |
| 609.000 • Building Inspection | - | | | - | | |
| 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 | - | | | 5,950 | 5,393 | 557 |
| 632.000 • Building Equipment Rental | - | | | - | | |
| 643.003 • SBCO Mgmt Fees | - | | | - | | |
| 655.000 • Penalty | - | | | - | | |
| Total Contractual and Other Services | - | | | 5,950 | 5,468 | 482 |
| Utilities and Misc. Expenses | | | | | | |
| 650.000 • Agg. Base Material | - | | | - | | |
| 639.000 • Merchant processing fees | - | | | - | | |

Budget vs. Actual by Department

For the Five Month Period Ended November 30, 2017

| | 55 - Rest. and Parking Fund | | | 60 - Valle Vista Lighting Dist. | | |
|--|-----------------------------|--------|----------------|---------------------------------|--------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 640.000 • Telecomm | - | | | - | | |
| 642.000 • Electricity | - | | | - | 917 | (917) |
| 643.001 • Water | - | | | - | 1,313 | (1,313) |
| 644.000 • Street Signal | - | | | - | | |
| 656.000 • Licenses and Permits | - | | | - | | |
| Total Utilities and Misc. Expenses | - | | | - | 2,230 | (2,230) |
| 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 | - | | | - | | |
| 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 Payme | - | | | - | | |
| 858.000 • Interest | - | | | - | | |
| 855.000 • Amortization expense | - | | | - | | |
| 858.000 • Interest - Other | - | | | - | | |
| Total 858.000 • Interest | - | | | - | | |
| Total Debt Defrayment | - | | | - | | |
| Total Expense | - | | | 6,114 | 8,007 | (1,893) |
| Net Income | 11,906 | 6,875 | 5,031 | (6,114) | 1,993 | (8,107) |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 75 - Gas Tax Fund | | | TOTAL | | |
|--|-------------------|--------|----------------|--------------|---------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Income | | | | | | |
| Property Taxes | | | | | | |
| 402.000 • Secured Taxes | - | - | - | - | - | - |
| 404.000 • Unsecured Taxes | - | - | - | - | - | - |
| 403.000 • Supp. Property Tax | - | - | - | - | - | - |
| 426.000 • HOPTR | - | - | - | - | - | - |
| Total Property Taxes | - | - | - | - | - | - |
| Other Tax Revenue | | | | | | |
| 406.000 • Sales Tax | - | - | - | 164,378 | 250,000 | (85,622) |
| 408.000 • Transient Lodging Taxes | - | - | - | 71,089 | 41,875 | 29,214 |
| 415.000 • Special Assessment | - | - | - | - | 10,000 | (10,000) |
| 419.000 • Other Doc. Transfer | - | - | - | 2,724 | 5,000 | (2,276) |
| 428.000 • Vehicle License Fees | - | - | - | - | 1,000 | (1,000) |
| 436.000 • Gas Tax 2103 | 4,010 | 3,106 | 904 | 4,010 | 3,106 | 904 |
| 431.000 • Gas Tax 2105 | 4,535 | 4,509 | 26 | 4,535 | 4,509 | 26 |
| 432.000 • Gas Tax 2106 | 4,693 | 4,736 | (43) | 4,693 | 4,736 | (43) |
| 433.000 • Gas Tax 2107 | 5,915 | 5,825 | 90 | 5,915 | 5,825 | 90 |
| 434.000 • Gas Tax 2107.5 | 1,000 | 1,000 | - | 1,000 | 1,000 | - |
| 422.000 • COPS Funding | - | - | - | 41,667 | 41,667 | - |
| 435.000 • COGS/(TDA)/STEAs | - | 5,370 | (5,370) | - | 5,370 | (5,370) |
| Total Other Tax Revenue | 20,153 | 24,546 | (4,393) | 300,011 | 374,088 | (74,077) |
| Franchise Fees | | | | | | |
| 442.000 • Franchise Cable | - | - | - | 3,494 | 6,500 | (3,006) |
| 448.000 • Refuse Franchise | - | - | - | 16,002 | 12,917 | 3,085 |
| Total Franchise Fees | - | - | - | 19,496 | 19,417 | 79 |
| Business & Misc. Lic. & Permits | | | | | | |
| 450.000 • Business Licenses | - | - | - | 11,131 | 13,000 | (1,869) |
| 453.000 • Burn Permits | - | - | - | - | 30 | (30) |
| 470.000 • Garage Sale Permits | - | - | - | 80 | 45 | 35 |
| 472.000 • Animal Licenses | - | - | - | 48 | 30 | 18 |
| 490.000 • Misc. Revenue | - | - | - | 1,169 | 670 | 499 |
| 494.001 • Special Events | - | - | - | 2,000 | 6,500 | (4,500) |
| Total Business & Misc. Lic. & Permits | - | - | - | 14,428 | 20,275 | (5,847) |
| Planning, Building, Eng. Permit | | | | | | |
| 458.001 • Green Fee | - | - | - | 24 | 25 | (1) |
| 459.004 • Fire Sprinkler Permit | - | - | - | 150 | 600 | (450) |
| 459.003 • Mechanical Permit | - | - | - | 31 | 450 | (419) |
| 459.002 • Plumbing Permit | - | - | - | 223 | 600 | (377) |
| 459.001 • Electrical Permit | - | - | - | 378 | 900 | (522) |
| 454.003 • Design Review | - | - | - | - | 600 | (600) |
| 451.000 • Building Permits | - | - | - | 3,896 | 10,000 | (6,104) |
| 454.000 • Conditional Use Permit | - | - | - | - | 600 | (600) |
| 456.000 • PUD Use Permit | - | - | - | - | 150 | (150) |
| 457.000 • Encroachment Permits | - | - | - | 750 | 450 | 300 |
| 458.000 • Sign Permits | - | - | - | 110 | 30 | 80 |
| 467.000 • Strong Motion Impact Fees | - | - | - | 1 | 3,000 | (2,999) |
| Total Planning, Building, Eng. Permit | - | - | - | 5,563 | 17,405 | (11,842) |
| Chg. for Planning/Eng. Services | | | | | | |
| 458.002 • SMIP Fee | - | - | - | 23 | - | 23 |
| 490.001 • Misc. Revenue Planning | - | - | - | 335 | 1,500 | (1,165) |
| 464.000 • Engineer Inspection Fee | - | - | - | - | 750 | (750) |
| 462.000 • Engineer Plan Check Fees | - | - | - | - | 1,950 | (1,950) |
| 463.000 • Building Inspection Fee | - | - | - | 136 | 900 | (764) |
| 452.000 • Building Plan Check Fees | - | - | - | 5,137 | 5,100 | 37 |
| 459.000 • Remib. - Proj/Dev. Costs | - | - | - | 13,959 | 1,500 | 12,459 |
| Total Chg. for Planning/Eng. Services | - | - | - | 19,590 | 11,700 | 7,890 |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 75 - Gas Tax Fund | | | TOTAL | | |
|---|-------------------|--------|----------------|--------------|-----------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Charges for Misc. Services | | | | | | |
| 496.002 • Administration Income | - | | | - | 225 | (225) |
| 496.001 • Public Document Charge | - | | | 4 | 75 | (71) |
| 496.000 • Library Copy Charges | - | | | 874 | 625 | 249 |
| Total Charges for Misc. Services | - | | | 878 | 925 | (47) |
| Utility Fees | | | | | | |
| 486.000 • Utility Fees Commercial | - | | | 104,657 | 102,300 | 2,357 |
| 485.000 • Utility Fees Residential | - | | | 612,520 | 574,311 | 38,209 |
| 493.000 • Water Meter Maint. Fees | - | | | 5,260 | 7,750 | (2,490) |
| Total Utility Fees | - | | | 722,437 | 684,361 | 38,076 |
| Fines & Penalties | | | | | | |
| 421.000 • Vehicle Code Parking | - | | | - | 500 | (500) |
| 475.000 • Library Fines | - | | | 102 | 250 | (148) |
| Total Fines & Penalties | - | | | 102 | 750 | (648) |
| Miscellaneous Revenue | | | | | | |
| 484.000 • Interest and Penalties | - | | | 15,713 | 5,066 | 10,647 |
| 480.002 • Permits | - | | | 513 | - | 513 |
| 480.001 • Lease - American Tower | - | | | 10,819 | 14,583 | (3,764) |
| 438.000 • Donations | - | | | 1,100 | 1,200 | (100) |
| 480.000 • Rental Income | - | | | 6,950 | 9,500 | (2,550) |
| 480.003 • Reimbursed City expenses | - | | | 13,870 | 5,600 | 8,270 |
| 487.000 • Fire Department Revenues | - | | | - | 540 | (540) |
| Total Miscellaneous Revenue | - | | | 48,965 | 36,489 | 12,476 |
| Total Income | 20,153 | 24,546 | (4,393) | 1,131,470 | 1,165,410 | (33,940) |
| Gross Profit | 20,153 | 24,546 | (4,393) | 1,131,470 | 1,165,410 | (33,940) |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| Expense | 75 - Gas Tax Fund | | | TOTAL | | |
|--|-------------------|--------|----------------|--------------|---------|----------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| Employee Salary, Wages, Benefit | | | | | | |
| 519.001 • Volunteer Stipend | - | | | - | 120 | (120) |
| 502.000 • Salaries and Wages - FT | - | | | 197,984 | 240,938 | (42,954) |
| 504.000 • Salaries and Wages - OT | - | | | 912 | 2,793 | (1,881) |
| 508.000 • FICA | - | | | 11,901 | 18,021 | (6,120) |
| 510.000 • Worker's Comp | - | | | 12,753 | 22,911 | (10,158) |
| 512.000 • Unemployment | - | | | - | 2,405 | (2,405) |
| 514.000 • Health Insurance | - | | | 28,692 | 28,019 | 673 |
| 518.000 • 457k Retirement Contribution | - | | | 3,865 | 4,433 | (568) |
| 519.000 • Elected Official Stipend | - | | | 400 | 1,150 | (750) |
| Total Employee Salary, Wages, Benefit | - | | | 256,507 | 320,790 | (64,283) |
| Other Personnel Expenses | | | | | | |
| 522.000 • Uniforms & Alterations | - | | | 1,400 | 810 | 590 |
| 524.000 • Phys., Drug 7 Psych Testing | - | | | 371 | 240 | 131 |
| 525.000 • Volunteer Firefighter Stipend | - | | | - | 1,500 | (1,500) |
| 526.000 • Education and Training | - | | | - | 1,200 | (1,200) |
| 528.000 • Travel/Per Diem/Car Allowance | - | | | 1,111 | 1,470 | (359) |
| Total Other Personnel Expenses | - | | | 2,882 | 5,220 | (2,338) |
| General and admin. expense | | | | | | |
| 647.000 • Youth Commission | - | | | 55 | - | 55 |
| 645.000 • Summer Program | - | | | 1,513 | 9,000 | (7,487) |
| 550.000 • Office Supplies | - | | | 2,303 | 3,733 | (1,430) |
| 558.000 • Printing and Copies | - | | | 389 | 4,981 | (4,592) |
| 548.000 • Advertising | - | | | 2,135 | 555 | 1,580 |
| 562.000 • Food and Beverages | - | | | 5,140 | 720 | 4,420 |
| 516.000 • Insurance - Liab/Bond/Auto/F | - | | | 15,405 | 5,108 | 10,297 |
| 544.000 • Computer Software Service | - | | | 7,454 | - | 7,454 |
| 545.000 • Computer Hardware Service | - | | | 1,981 | 200 | 1,781 |
| 530.000 • Dues and Subscriptions | - | | | 23,572 | 54,225 | (30,653) |
| 657.000 • Administrative Fee | - | | | - | 249 | (249) |
| 634.000 • Copier Services & Lease | - | | | 1,980 | 1,442 | 538 |
| 638.000 • Bank Charges/PR Processing | - | | | 1,753 | 1,057 | 696 |
| 551.000 • Postage and Freight | - | | | 1,843 | 3,363 | (1,520) |
| Total General and admin. expense | - | | | 65,523 | 84,633 | (19,110) |
| Contractual and Other Services | | | | | | |
| 600.000 • Operational Contracts | - | | | 120,149 | 162,500 | (42,351) |
| 602.000 • Legal | - | | | 20,004 | 20,180 | (176) |
| 604.000 • Engineering | - | | | 6,151 | 11,804 | (5,653) |
| 606.000 • Planning | - | | | 3,968 | - | 3,968 |
| 608.000 • Accounting | - | | | 14,718 | 18,000 | (3,282) |
| 609.000 • Building Inspection | - | | | 645 | 450 | 195 |
| 612.001 • Other Prof. Service - CMAP | - | | | 742 | 1,000 | (258) |
| 612.002 • Security | - | | | 2,218 | 779 | 1,439 |
| 612.006 • Web maintenance | - | | | 350 | 2,625 | (2,275) |
| 614.000 • Law Enforcement | - | | | 55,350 | 41,667 | 13,683 |
| 615.000 • Level One Security Patrol | - | | | 28,536 | 35,525 | (6,989) |
| 622.000 • Animal Control | - | | | 1,500 | 2,500 | (1,000) |
| 624.000 • Janitorial | - | | | 2,053 | 2,264 | (211) |
| 626.000 • Landscape Services | - | | | 6,146 | 6,435 | (289) |
| 632.000 • Building Equipment Rental | - | | | - | 1,192 | (1,192) |
| 643.003 • SBCO Mgmt Fees | - | | | - | 500 | (500) |
| 655.000 • Penalty | - | | | 3,300 | - | 3,300 |
| Total Contractual and Other Services | - | | | 265,830 | 307,421 | (41,591) |
| Utilities and Misc. Expenses | | | | | | |
| 650.000 • Agg. Base Material | - | | | 1,858 | - | 1,858 |
| 639.000 • Merchant processing fees | - | | | - | 667 | (667) |

City of San Juan Bautista
Budget vs. Actual by Department
For the Five Month Period Ended November 30, 2017

| | 75 - Gas Tax Fund | | | TOTAL | | |
|---|-------------------|---------------|----------------|------------------|------------------|------------------|
| | Jul - Nov 17 | Budget | \$ Over Budget | Jul - Nov 17 | Budget | \$ Over Budget |
| 640.000 • Telecomm | - | | | 5,453 | 5,110 | 343 |
| 642.000 • Electricity | 5,719 | 6,667 | (948) | 59,138 | 57,524 | 1,614 |
| 643.001 • Water | - | | | - | 1,313 | (1,313) |
| 644.000 • Street Signal | 634 | | | 634 | - | 634 |
| 656.000 • Licenses and Permits | - | | | 3,681 | 6,963 | (3,282) |
| Total Utilities and Misc. Expenses | 6,353 | 6,667 | (314) | 70,764 | 71,577 | (813) |
| Equipment and Parts | | | | | | |
| 649.02 • Agg. Based Material | - | | | - | 4,000 | (4,000) |
| 712.000 • Materials | - | | | 1,217 | 2,917 | (1,700) |
| 701.000 • Small Tools | - | | | - | 1,167 | (1,167) |
| 554.000 • Gasoline & Diesel Fuel | - | | | 3,150 | 9,192 | (6,042) |
| 552.000 • Chemical and Gasses | - | | | 111 | 6,376 | (6,265) |
| 703.000 • Books and Periodicals | - | | | 953 | 750 | 203 |
| 718.000 • Parts - City Rep. Equipment | - | | | 9,920 | 8,117 | 1,803 |
| 720.000 • Parts - City Rep. Water | - | | | 2,600 | 9,167 | (6,567) |
| 722.000 • Parts - City Rep. Sewer | - | | | 2,851 | 5,833 | (2,982) |
| 724.000 • Parts - City Rep. Streets | - | 7,050 | (7,050) | - | 14,133 | (14,133) |
| 726.000 • Parts - City Rep. Parks | - | | | 267 | 3,542 | (3,275) |
| Total Equipment and Parts | - | 7,050 | (7,050) | 21,069 | 65,194 | (44,125) |
| Maint. & Repair Services | | | | | | |
| 764.002 • Sewer Maint. Sludge | - | | | 213 | - | 213 |
| 751.001 • Maint. & Repair Wells | - | | | 3,993 | 2,400 | 1,593 |
| 752.000 • Vehicle Maint. - Outside | - | | | 944 | - | 944 |
| 754.000 • Equipment Maint. - Outside | - | | | 626 | 4,167 | (3,541) |
| 757.000 • Bldg Maint. - Inside | - | | | - | 150 | (150) |
| 758.000 • Building Maint. Outside | - | | | 394 | 2,388 | (1,994) |
| 760.000 • Grounds Maint. - Outside | - | | | 5,856 | 1,462 | 4,394 |
| 762.000 • Streets Maint. & Paving | - | 750 | (750) | 1,192 | 2,417 | (1,225) |
| 764.000 • Water Maintenance - Outside | - | | | - | 1,550 | (1,550) |
| 766.000 • Sewer Maint. - Plant | - | | | - | 4,167 | (4,167) |
| Total Maint. & Repair Services | - | 750 | (750) | 13,218 | 18,701 | (5,483) |
| Capital Expenditures | | | | | | |
| 859.000 • Fines RWQCB | - | | | 15,000 | 15,000 | - |
| 808.000 • Equipment | - | | | 32,000 | - | 32,000 |
| 801.000 • Capital Purchases/Improvements | - | | | 113,336 | 114,400 | (1,064) |
| 812.000 • Depreciation | - | | | 255,112 | 255,115 | (3) |
| Total Capital Expenditures | - | | | 415,448 | 384,515 | 30,933 |
| Debt Defrayment | | | | | | |
| 854.000 • Debt Service Principal Payme | - | | | 26,622 | 25,000 | 1,622 |
| 858.000 • Interest | - | | | - | - | - |
| 855.000 • Amortization expense | - | | | 24,000 | 23,100 | 900 |
| 858.000 • Interest - Other | - | | | 152,469 | 153,799 | (1,330) |
| Total 858.000 • Interest | - | | | 176,469 | 176,899 | (430) |
| Total Debt Defrayment | - | | | 203,091 | 201,899 | 1,192 |
| Total Expense | 6,353 | 14,467 | (8,114) | 1,314,332 | 1,459,950 | (145,618) |
| Net Income | 13,800 | 10,079 | 3,721 | (182,862) | (294,540) | 111,678 |

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Five Month Period Ended November 30, 2017

| | General Fund | | | 46 - Water Enterprise Fund | | |
|---------------------------------|------------------|----------------|------------------|----------------------------|-----------------|---------------|
| | Jul - Nov 17 | Jul - Nov 16 | \$ Change | Jul - Nov 17 | Jul - Nov 16 | \$ Change |
| Income | | | | | | |
| Property Taxes | - | - | - | - | - | - |
| Other Tax Revenue | 226,285 | 158,759 | 67,526 | - | - | - |
| Franchise Fees | 19,496 | 12,974 | 6,522 | - | - | - |
| Business & Misc. Lic. & Permits | 14,428 | 12,023 | 2,405 | - | - | - |
| Planning, Building, Eng. Permit | 5,562 | 36,356 | (30,794) | - | - | - |
| Chg. for Planning/Eng. Services | 14,589 | 156,309 | (141,720) | - | - | - |
| Charges for Misc. Services | 878 | 599 | 279 | - | - | - |
| Utility Fees | - | - | - | 350,067 | 337,074 | 12,993 |
| Impact Fees | - | 186,656 | (186,656) | - | - | - |
| Fines & Penalties | 102 | 655 | (553) | - | - | - |
| Miscellaneous Revenue | 33,500 | 23,820 | 9,680 | 15,465 | 2,532 | 12,933 |
| Total Income | 314,840 | 588,151 | (273,311) | 365,532 | 339,606 | 25,926 |
| Gross Profit | 314,840 | 588,151 | (273,311) | 365,532 | 339,606 | 25,926 |
| Expense | | | | | | |
| Employee Salary, Wages, Benefit | 192,963 | 189,837 | 3,126 | 35,272 | 37,051 | (1,779) |
| Other Personnel Expenses | 2,515 | 3,217 | (702) | - | 320 | (320) |
| General and admin. expense | 55,907 | 48,376 | 7,531 | 7,869 | (559) | 8,428 |
| Contractual and Other Services | 148,984 | 93,064 | 55,920 | 16,981 | 21,083 | (4,102) |
| Utilities and Misc. Expenses | 11,117 | 10,825 | 292 | 21,002 | 20,661 | 341 |
| Equipment and Parts | 9,434 | 9,934 | (500) | 8,341 | 14,337 | (5,996) |
| Maint. & Repair Services | 6,558 | 16,917 | (10,359) | 4,855 | 12,149 | (7,294) |
| Capital Expenditures | 49,950 | 28,422 | 21,528 | 166,777 | 131,883 | 34,894 |
| Fund Transfer | - | 5,186 | (5,186) | - | - | - |
| Debt Defrayment | - | - | - | 111,700 | 123,100 | (11,400) |
| Total Expense | 477,428 | 405,778 | 71,650 | 372,797 | 360,025 | 12,772 |
| Net Income | (162,588) | 182,373 | (344,961) | (7,265) | (20,419) | 13,154 |

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Five Month Period Ended November 30, 2017

| | 48 - Sewer Enterprise Fund | | | 50 - Special Dist. - COPS | | |
|---------------------------------|----------------------------|-----------------|---------------|---------------------------|----------------|----------------|
| | Jul - Nov 17 | Jul - Nov 16 | \$ Change | Jul - Nov 17 | Jul - Nov 16 | \$ Change |
| Income | | | | | | |
| Property Taxes | - | - | - | - | - | - |
| Other Tax Revenue | - | - | - | 41,667 | 41,667 | - |
| Franchise Fees | - | - | - | - | - | - |
| Business & Misc. Lic. & Permits | - | - | - | - | - | - |
| Planning, Building, Eng. Permit | - | - | - | - | - | - |
| Chg. for Planning/Eng. Services | 5,001 | - | 5,001 | - | - | - |
| Charges for Misc. Services | - | - | - | - | - | - |
| Utility Fees | 372,370 | 353,264 | 19,106 | - | - | - |
| Impact Fees | - | - | - | - | - | - |
| Fines & Penalties | - | - | - | - | - | - |
| Miscellaneous Revenue | - | - | - | - | - | - |
| Total Income | 377,371 | 353,264 | 24,107 | 41,667 | 41,667 | - |
| Gross Profit | 377,371 | 353,264 | 24,107 | 41,667 | 41,667 | - |
| Expense | | | | | | |
| Employee Salary, Wages, Benefit | 28,269 | 30,161 | (1,892) | - | - | - |
| Other Personnel Expenses | 368 | - | 368 | - | - | - |
| General and admin. expense | 1,748 | 2,338 | (590) | - | - | - |
| Contractual and Other Services | 42,534 | 50,164 | (7,630) | 49,877 | 44,280 | 5,597 |
| Utilities and Misc. Expenses | 32,293 | 38,619 | (6,326) | - | - | - |
| Equipment and Parts | 3,294 | 904 | 2,390 | - | - | - |
| Maint. & Repair Services | 1,641 | 10,459 | (8,818) | - | - | - |
| Capital Expenditures | 198,721 | 153,229 | 45,492 | - | - | - |
| Fund Transfer | - | - | - | - | - | - |
| Debt Defrayment | 91,391 | 100,773 | (9,382) | - | - | - |
| Total Expense | 400,259 | 386,647 | 13,612 | 49,877 | 44,280 | 5,597 |
| Net Income | (22,888) | (33,383) | 10,495 | (8,210) | (2,613) | (5,597) |

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Five Month Period Ended November 30, 2017

| | 55 - Rest. and Parking Fund | | 60 - Valle Vista Lighting Dist. | |
|---------------------------------|------------------------------------|---------------------|--|---------------------|
| | Jul - Nov 17 | Jul - Nov 16 | Jul - Nov 17 | Jul - Nov 16 |
| | | \$ Change | | \$ Change |
| Income | | | | |
| Property Taxes | - | - | - | - |
| Other Tax Revenue | 11,906 | 10,784 | 1,122 | - |
| 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 | 11,906 | 10,784 | 1,122 | - |
| Gross Profit | 11,906 | 10,784 | 1,122 | - |
| Expense | | | | |
| Employee Salary, Wages, Benefit | - | - | - | - |
| Other Personnel Expenses | - | - | - | - |
| General and admin. expense | - | 3,000 | (3,000) | - |
| Contractual and Other Services | - | - | 5,950 | 5,399 |
| Utilities and Misc. Expenses | - | - | - | - |
| Equipment and Parts | - | - | - | - |
| Maint. & Repair Services | - | - | 164 | 164 |
| Capital Expenditures | - | - | - | - |
| Fund Transfer | - | - | - | - |
| Debt Defrayment | - | - | - | - |
| Total Expense | - | 3,000 | (3,000) | 715 |
| Net Income | 11,906 | 7,784 | (6,114) | (715) |

City of San Juan Bautista
Profit & Loss Prev Year Comparison
For the Five Month Period Ended November 30, 2017

| | 75 - Gas Tax Fund | | | TOTAL | |
|---------------------------------|-------------------|---------------|----------------|------------------|------------------|
| | Jul - Nov 17 | Jul - Nov 16 | \$ Change | Jul - Nov 17 | \$ Change |
| Income | | | | | |
| Property Taxes | - | - | - | - | - |
| Other Tax Revenue | 20,153 | 18,179 | 1,974 | 229,389 | 70,622 |
| Franchise Fees | - | - | - | 12,974 | 6,522 |
| Business & Misc. Lic. & Permits | - | - | - | 12,023 | 2,405 |
| Planning, Building, Eng. Permit | - | - | - | 36,356 | (30,794) |
| Chg. for Planning/Eng. Services | - | - | - | 156,309 | (136,719) |
| Charges for Misc. Services | - | - | - | 599 | 279 |
| Utility Fees | - | - | - | 690,338 | 32,099 |
| Impact Fees | - | - | - | 186,656 | (186,656) |
| Fines & Penalties | - | - | - | 655 | (553) |
| Miscellaneous Revenue | - | - | - | 26,352 | 22,613 |
| Total Income | <u>20,153</u> | <u>18,179</u> | <u>1,974</u> | <u>1,351,651</u> | <u>(220,182)</u> |
| Gross Profit | <u>20,153</u> | <u>18,179</u> | <u>1,974</u> | <u>1,351,651</u> | <u>(220,182)</u> |
| Expense | | | | | |
| Employee Salary, Wages, Benefit | - | - | - | 257,049 | (545) |
| Other Personnel Expenses | - | - | - | 3,537 | (654) |
| General and admin. expense | - | - | - | 53,155 | 12,369 |
| Contractual and Other Services | - | - | - | 213,990 | 50,336 |
| Utilities and Misc. Expenses | 6,352 | 7,306 | (954) | 77,411 | (6,647) |
| Equipment and Parts | - | - | - | 25,175 | (4,106) |
| Maint. & Repair Services | - | - | - | 39,525 | (26,307) |
| Capital Expenditures | - | - | - | 313,534 | 101,914 |
| Fund Transfer | - | (5,186) | 5,186 | - | - |
| Debt Defrayment | - | - | - | 223,873 | (20,782) |
| Total Expense | <u>6,352</u> | <u>2,120</u> | <u>4,232</u> | <u>1,207,249</u> | <u>105,578</u> |
| Net Income | <u>13,801</u> | <u>16,059</u> | <u>(2,258)</u> | <u>144,402</u> | <u>(325,760)</u> |

City of San Juan Bautista Warrant Listing

| | | As of November 30, 2017 | | |
|---------------------------------------|------------|-------------------------|------------------------------------|------------|
| | Date | Num | Name | Amount |
| 101.000 · Union Bank | | | | |
| 101.001 · Operating Acct. 1948 | | | | |
| | 11/07/2017 | 211248 | Carmen Lujan | -654.62 |
| | 11/09/2017 | 211249 | 4Leaf, Inc. | -645.00 |
| | 11/09/2017 | 211250 | Alliant Insurance Services | -1,211.00 |
| | 11/09/2017 | 211251 | at&t | -302.95 |
| | 11/09/2017 | 211252 | Home Depot Credit Services | -320.17 |
| | 11/09/2017 | 211253 | Mid Valley Supply | -170.64 |
| | 11/09/2017 | 211254 | Mission Linen Service | -74.52 |
| | 11/09/2017 | 211255 | P G & E | -10,379.63 |
| | 11/09/2017 | 211256 | Smith & Enright Landscaping | -1,052.00 |
| | 11/09/2017 | 211257 | US Bank | -3,640.84 |
| | 11/15/2017 | 211258 | ACWA Health Benefits Authority | -5,411.66 |
| | 11/15/2017 | 211259 | Anai Maciel. | -700.00 |
| | 11/15/2017 | 211260 | Ann Fritch | -536.51 |
| | 11/15/2017 | 211261 | at&t | -69.89 |
| | 11/15/2017 | 211262 | AVAYA | -210.98 |
| | 11/15/2017 | 211263 | Bracewell Engineering, Inc. | -12,181.00 |
| | 11/15/2017 | 211264 | Brigantino Irrigation, Inc. | -185.85 |
| | 11/15/2017 | 211265 | California Rural Water Association | -566.00 |
| | 11/15/2017 | 211266 | CE&G | -3,630.00 |
| | 11/15/2017 | 211267 | Charter Communications | -114.97 |
| | 11/15/2017 | 211268 | Cooper Controls, Inc. | -2,115.00 |
| | 11/15/2017 | 211269 | Dick's Tractor Service | -450.00 |
| | 11/15/2017 | 211270 | Granite Rock | -1,585.74 |
| | 11/15/2017 | 211271 | Isabel Diaz. | -700.00 |
| | 11/15/2017 | 211272 | Kassia de la Cruz. | -700.00 |
| | 11/15/2017 | 211273 | KS State Bank | -5,818.30 |
| | 11/15/2017 | 211274 | Level 1 Private Security. | -7,192.00 |
| | 11/15/2017 | 211275 | Mary Lou Andrade Tax Collector SBC | -79.28 |
| | 11/15/2017 | 211276 | Mc Kinnon Lumber Co., Inc. | -39.84 |
| | 11/15/2017 | 211277 | Pet Waste Co | -93.59 |
| | 11/15/2017 | 211278 | Rx-Tek | -506.32 |
| | 11/15/2017 | 211279 | San Benito Chamber of Commerce | -245.00 |
| | 11/15/2017 | 211280 | San Benito County Water District | -3,680.98 |
| | 11/15/2017 | 211281 | Shawna Freels | -366.30 |
| | 11/15/2017 | 211282 | The Mercury News | -82.63 |
| | 11/15/2017 | 211283 | Xerox | -449.45 |
| | 11/21/2017 | 211284 | Valero Marketing & Supply | -381.36 |
| | 11/27/2017 | 211285 | AFLAC | -173.91 |
| | 11/27/2017 | 211286 | at&t | -290.67 |
| | 11/27/2017 | 211287 | Bracewell Engineering, Inc. | -14,691.00 |
| | 11/27/2017 | 211288 | Charter Communications | -353.38 |
| | 11/27/2017 | 211289 | CMAA | -742.00 |
| | 11/27/2017 | 211290 | Department of Transportation | -633.55 |

**City of San Juan Bautista
Warrant Listing**

| Date | Num | As of November 30, 2017 Name | Amount |
|--------------------------------------|------------|---|---------------------------|
| 11/27/2017 | 211291 | FedEx | -136.53 |
| 11/27/2017 | 211292 | Harris & Associates | -1,890.00 |
| 11/27/2017 | 211293 | Hollister Auto Parts, Inc. | -11.36 |
| 11/27/2017 | 211294 | Hollister Landscape Supply | -167.72 |
| 11/27/2017 | 211295 | Mackenzie Quaid | -100.00 |
| 11/27/2017 | 211296 | New SV Media | -202.50 |
| 11/27/2017 | 211297 | P G & E | -334.65 |
| 11/27/2017 | 211298 | Patricia Cincone. | -230.00 |
| 11/27/2017 | 211299 | Pinnacle Healthcare Hollister | -94.00 |
| 11/27/2017 | 211300 | Pinnacle Strategy | -2,000.00 |
| 11/27/2017 | 211301 | Ready Refresh | -151.53 |
| 11/27/2017 | 211302 | Rx-Tek | -95.00 |
| 11/27/2017 | 211303 | San Benito County Mosquito Abatement Prog | -277.24 |
| 11/27/2017 | 211304 | Sentry Alarm System | -342.00 |
| 11/27/2017 | 211305 | Smith & Enright Landscaping | -1,052.00 |
| 11/27/2017 | 211306 | Sprint | -169.07 |
| 11/27/2017 | 211307 | Staples | -251.25 |
| 11/27/2017 | 211308 | State Compensation Insurance Fund | -2,432.00 |
| 11/27/2017 | 211309 | Wendy L. Cumming, CPA | -3,697.50 |
| 11/27/2017 | 211310 | WesTech | -2,357.31 |
| 11/28/2017 | 211311 | CalPers 457 Plan | -5,640.90 |
| 11/28/2017 | 211312 | City of Hollister. | -675.93 |
| 11/28/2017 | 211313 | Green Line | -7,762.00 |
| 11/28/2017 | 211314 | Jackson Lewis P.C. | -1,708.50 |
| Total 101.001 · Operating Acct. 1948 | | | <u>-115,207.52</u> |
| Total 101.000 · Union Bank | | | <u>-115,207.52</u> |
| TOTAL | | | <u><u>-115,207.52</u></u> |

Level 1 Private Security Reports, City of San Juan Bautista

Report date 11/01/2017- 11/30/2017

Report prepared by: T. Jordan

Date: 12/01/2017

11/01/2017: T. Allen

2234- Suspicious sedan driving around San Juan School. Vehicle left parking lot at 2241.

2250- Ford sedan parked in front of WIC office occupied by Asian male. No action taken.

2352- Male wearing black pants and white shoes wandering up and down Monterey st. and around library talking on cell phone.

11/02/2017: L. Caroro

0600- Parked at The Alameda and Pearce st. to monitor vehicle traffic. 8 vehicles ran stop sign. 4 vehicles appeared to be speeding.

11/03/2017: T. Allen

2215- Observed Blue Subaru Impreza parked in San Juan Elementary parking lot.

2305- Large grey SUV parked in Windmill center occupied by 3 individuals. Vehicle left upon my arrival.

0000- 2 vehicles left unattended in windmill parking lot, silver Honda Civic & red Honda Accord.

0100- Observed 2 males mid 20's walking down 3rd street following about 30 yards behind 2 females.

0328- Noticed laundry mat door open. No occupants or evidence of force entry.

11/04/2017: T. Allen

2215- Observed White Toyota Tacoma parked by veterans building

2230- Noticed Silver Honda Civic still parked in Windmill Parking lot from previous night. Along with 3 other vehicles.

0400- Noticed Male in grey sweatshirt going thru trash in at the mission then at windmill parking lot.

0600- Observed a midsize S.U.V. driving down 3rd street at high rate of speed.

11/05/2017: T. Allen

0425- Observed Toyota sedan occupied by 1 individual sleeping in the Windmill parking lot.

0455- Observed Hispanic male, long black coat with silver trim, silver and black watch, black cap, black gloves, & black hair and beard, appears to be drunk walking away from Valero in the middle of Monterey st. I asked what he was doing and asked if he was ok and he stated he was enjoying the city. No vandalism noticed at Valero or surrounding areas. No further action taken.

11/08/2017: T. Allen

0600- Observed multiple speeding and stop sign violations in multiple locations of the city while patrolling.

11/09/2017: T. Allen

0100- Observed an older male around 50, black sweatshirt and blue jeans, taking items out of trash cans on 4th street near the last stich.

11/10/2017: T. Allen

2340- White male in his 40's tan hat, and scarf, parked by vertigo. Contacted subject and he stated that that he was just resting.

2355- Observed black sedan occupied by a black male and female engaging in sexual activities on the corner of 3rd street and Washington Street.

0000- bathroom door at Valero is open. No evidence of forced entry noticed.

0047- Observed Chevy Malibu parked across from Valero on Muckulimi Street parked for 10+ days.

0100- Observed silver infinity occupied by 2 cruising down 3rd Street very slow.

11/11/2017: T. Allen

2236- Witnessed several individuals loitering at the mission. All individuals left upon my arrival.

0007- Observed large white truck performing suspicious driving behavior. Followed truck for about 5 min then the vehicle fled the city exiting from 4th street.

11/12/2017: T. Allen

2200- Arrived at Valero, observed vacant silver sedan parked next to VFW. VFW gate open. Contacted San Benito County Sheriff's Department.

2248- Deputy arrived to investigate. All clear.

0103- Observed sedan parked near harveys lock up. Vehicle appears to be non operational.

All public restrooms are badly soiled.

11/13/2017: R. Harvey

0000-Green lifted dodge failed to stop at intersection by windmill market.

0100- Observed a red ford sedan leave windmill center and enter on to hwy 156 at a high rate of speed upon my arrival.

11/14/2017: R. Harvey

2225- White ford pickup ran stop sign at high rate of speed by the Valero

0000- Black Chevy 1500 driving down 3rd street with no headlights on. Vehicle left the area when he saw me.

0600- Black Honda civic with blacked out windows circling park excessively slow possibly casing cars. As I pulled up to get lic information the vehicle left area at high rate of speed.

11/15/2017- Observed an elderly white male driving a white pickup at Valero talking on his phone. As I parked my patrol car the driver fled the area.

1246- Observed sedan Oregon parked by vertigo coffee shop sitting in his vehicle with blankets.

11/16-2017: T. Allen

2238- Observed lights on at San Juan mission and made contact with a Hispanic male on his 30's with large hoop gauges in his ears and several other piercings. Subject had long hair with gray streaks, black shirt, black pants, and black shoes. I asked if some event was going on and he replied saying, 'we have keys to the house' then he walked away from me.

2250- Semi truck driving down 3rd street.

2258- Alarm flashing at San Juan Elementary, notified sheriff's department, dispatch advised to call county office to fix. Contacted 831-636-4100 and spoke with clay.

0129-Observed lights and heard activity in San Juan Mission, contacted sheriffs department.

0150- 2 deputies arrived, no suspicious activity found.

11/17/2017: T. Allen

0010- Observed bathroom at Valero open, shut door.

0101- Observed gates leading into tennis courts at San Juan School open.

11/18/2017: T. Allen

2225-chevy Malibu parked across from Valero for 15 plus days.

2244- Observed the parking barrier of San Juan Mission open, no activity.

2255- Black Mercedes, no license plate, observed a heavy set Hispanic female, brown hair, black hoodie, tight blue jeans, and fuzzy boots, smoking and operating cell phone, acting suspicious.

11/19/2017: R. Harvey

2220- Broken glass bottle in middle of 3rd street.

0100- Noticed 2 people in dark clothing in the alley of 3rd street, lost visual it was too dark.

0600- Parked by Valero gas station, witnessed 7 cars that ran the stop sign.

11/20/2017: R. Harvey

0000- Black Honda accord circling cemetery, vehicle left at high rate of speed on my arrival

0600- Heard loud crashing noise by park, could not find source of noise.

11/21/2017: T. Allen

0100- Black truck occupied by 1 Hispanic male and 2 females hanging out in soccer field, I advised them it is not a 24 hour facility and that they needed to leave, they complied.

11/22/2017: T. Allen

0230- Conducted business check of 3rd street, observed unlock door no visible address on building. It is a metal door next to 410 3rd street. Picture captured on body camera.

11/23/2017: T. Allen

0222-Observed elderly couple rummaging through Valero trash cans

2258- Observed sedan occupied by 2 males, parked on mariposa and 3rd, contacted driver asked, why I was following him and then the vehicle drove away

11/25/2017: T. Allen

0100- Observed an unlocked partially opened door to antique store (same place as Nov. 22, near 410 3rd street. Contacted sheriffs dept. no further action taken.

11/28/2017: T. Allen

2220- Observed 2 large dogs roaming along Monterey Street. Called sheriffs office, lost visual of dogs, they were moving at high rates of speed. Sheriffs arrived. Dogs busted through fence at Monterey and First Street. The dogs belonged to the house.

0600-2 vehicles speeding down 3rd street and blew stop sign on mariposa street.

0625- vehicle passed me on 3rd street.

11/29/2017: T. Allen

0000- Silver Chevy Malibu parked by soccer field occupied by 2 males. Vehicle left when I arrived.

Library Report

| | Jun '17 | Jul '17 | Aug '17 | Sep '17 | Oct '17 | Nov '17 |
|---------------------------------|---------|---------|---------|---------|---------|---------|
| New Material | 56 | 33 | 15 | 54 | 41 | 54 |
| Retired Materials | 0 | 2 | 0 | 120 | 0 | 1 |
| Lost Items | 6 | 5 | 4 | 7 | 3 | 0 |
| Overdue Items | - | 13 | 10 | 20 | 18 | 7 |
| Overdue Patrons | 11 | 11 | 6 | 7 | 11 | 5 |
| Cards Issued | 8 | 9 | 6 | 4 | 13 | 11 |
| Items Checked Out | 288 | 207 | 282 | 183 | 302 | 290 |
| Money from Fines | 78.95 | 79.50 | 114.55 | 66.75 | 22.75 | 68.75 |
| Money from Faxes | 25.00 | 19 | 19 | 19 | 21.50 | 19.00 |
| Money from Copies | 59.00 | 39.05 | 63.50 | 57.30 | 48.30 | 68.75 |
| Money from other Charges | 47.50 | 18.75 | 16.25 | 1.00 | 10.00 | 57.00 |
| Patron Tally | 963 | 509 | 576 | 437 | 688 | 424 |

Administrative Report

December 19, 2017 Council Meeting

1. Reviewed draft of consultant study for fire service delivery options
2. Briefed on status of garbage franchise RFP and contract negotiations
3. Authorized \$1500 to MYNT Systems for prelim design of a solar array at the wastewater treatment plant (in order to "lock in" PGE time of use rates in the future)
4. Inspected installation of new aerators at WWTP
5. Reviewed scope of services and proposals from impact fee consultants
6. Directed preparation of sludge removal plan by Bracewell
7. Participated in interviews for City Manager
8. Attended community forum/town hall on potential cannabis regulations
9. Responded to citizen requests re street light outage, violations of truck routes, water billing, and claim for reimbursement of minor damages related to tree trimming
10. City Auditor site visit on December 13
11. Malware/Virus detected on a city computer. Resolved
12. Continued training on intake of building and planning permits
13. Discussions with Meritage and Edenbridge re financing of city fees
14. Reviewed billings to Edenbridge for expenses incurred by city in connection with its subdivision
15. Submitted invoice to Harvey Dadwal for City Attorney expenses in connection with litigation
16. Submitted paperwork to "exempt" from State Vehicle registration fees the new pick up truck
17. Submitted Water Compliance Action Plan to State
18. Received briefing on Level One contract for security services
19. Began "mid year" budget review process (for presentation on Jan 16)
20. Directed building inspections for projects undertaken in the transition period between city provided inspections and 4Leaf contract services
21. Initiated contact with Monterey Bay Power re future rates for "Net Energy Metering" (solar projects)



Memorandum

To: J. Edward Tewes, Interim City Manager, City of San Juan Bautista
From: John Fair, PE, Contract City Engineer
Date: December 12, 2017
Subject: City Engineer Activity Report (Rancho Vista and Copper Leaf)

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

RANCHO VISTA SUBDIVISION

11/17 rain day / recover

November 17, 2017 was a rain day and the construction traffic tracked mud from the construction site onto First Street. The neighbors called and notified City staff of the condition and the Inspector for the site responded. The project superintendent was also notified and he responded and had the road cleaned. The City Inspector suggested that a plate of corrugated steel be place over the rock to trap more mud before it is tracked on the streets.

11/20

The City's inspector returned to the site and found it had been cleaned. The corrugated steel plate had not place in the entry as suggested on the previous visit. The project owner will have to ensure that the public road stays clean so as not to inconvenience the public.

The pedestrian bridge was in place at the time of the Inspector's visit.

Graniterock continues work on the 1st Street Bridge piers. While drilling for one of the piers, the augur broke off the drill and fell into the hole. It was deemed too hazardous to retrieve the augur from the excavation so it the augur would remain in the excavation. The Structural Engineer on the project was asked to investigate and provide certification that the pier would be stable even with the auger buried in it. The City has receive the certification.

The installation of the precast bridge on 3rd Street continues with the joints being sealed with material provided by the bridge manufacturer (Contech).

Desliva (contractor) is working on under the curb, edge drains, placing drainpipe and compacting backfill.

Installation of the wall continues as wet site conditions allow.

11/27

There is minimal activity onsite today because of the muddy conditions following a rain event. However the entry has been maintained in clean state.

Construction onsite is minimal today due to muddy conditions.



Rancho Vista entrance from 1st Street with mud tracking



Rancho Vista entrance from 1st Street after cleaning



Drain piping under the curb and gutter.

COPPER LEAF SUBDIVISION

11/13

Installation of dry utilities continued through this reporting period. The trench excavation reached a depth requiring shoring. The shoring was supplied by the contractor, and the work continued.

Grading work continued onsite in preparation for installation of curb & curb and sidewalks. The Project Superintendent asked if the first layer of street paving could be placed before the wet utilities have been tested and approved. By placing the first layer of asphalt concrete the grading work is protected and if repairs are needed for the sewer and water the second layer of paving will cover the excavation.

11/17 rain day / recover

The site was visited today in response to citizen's concerns about mud tracking onto Old San Juan Road. The road was clear upon the inspector's arrival. (see picture)

The site inspector spoke with Dave Lursen, the Project Superintendent, and he mention that Ed Tewes visited the site the day before while they were cleaning the street. Mr. Lursen also mentioned that the farmer across the street is also contributing to the mud tracking but he is more than happy to clean up the street frequently.

The site superintendent is staying ahead of the mud tracking and stormwater issues on the Copperleaf site.

11/20

The inspector reported that the site looked clean and maintained this day. Only on site grading work is being done today.

11/27

Because of rain and wet site conditions, no work going on this day. The inspector met with site superintendent Mr. Lursen and he reported that the crews have only been dewatering and cleaning Old San Juan Road today due to yesterday's rain event and that work would resume tomorrow as site conditions allow. Grading work for installation of sidewalk and curb & gutter will begin at the end of the week with concrete pours expected next week.



Old San Juan Grade Road



Harris & Associates



Grading activities continue in advance of curb, gutter and sidewalk



Compaction of the sub-grade in advance of paving.

City Council Board and Committee Membership Responsibilities

| Organization | Primary | Secondary | Meeting Times | Remuneration |
|--|---------------------------------|---------------------|---|---------------------|
| LAFCO | Jim West | Dan DeVries | 4 th Thursday 6:00 pm | None |
| AMBAG | John Freeman | Chris Martorana | 2 nd Wednesday 7:00 pm | \$50 |
| COG | Tony Boch | Jim West | 3 rd Thursday 2:00 pm + daytime special meetings | \$100 |
| WRA | John Freeman | Jim West | Monthly 1 st Thursday | None |
| West Nile Virus (San Benito County) | Tony Boch | | Monthly 4 th Wednesday 3:15 pm | None |
| Integ. Waste Mgmt.-Local Task Force | Tony Boch | | Meets annually. | None |
| Monterey Bay Unified Air Pollution Control District Board (alternates between Hstr. & S.Cruz Co. cities) | Hollister | S. Cruz County City | 3 rd Wednesday 1:30 pm Rotating membership | \$100 |
| Fire Protection | Jim West & Chris Martorana | --- | Monthly 1 st Thursday 8:30 am | None |
| Neighborhood Watch | Chris Martorana | --- | Monthly | None |
| CMAP | Art Testani | --- | Monthly | None |
| Intergovernmental Committee | Chris Martorana & Jim West | --- | Monthly 1 st Thursday 10:30 am | None |
| Ad Hoc Committee for Infrastructure Project Funding | Chris Martorana & Tony Boch | | As needed. | None |
| Ad Hoc Committee for Parking Within the City | Jim West & Tony Boch | | | None |
| Ad Hoc Committee for Sheriff Contract | Chris Martorana & Dan DeVries | | | None |
| Investment Advisory Committee | Devries, CM, Treas., Accountant | | | None |
| Monterey Bay Comm. Power | Freeman | | | None |

Revised 12/13/17-tsp

CITY OF SAN JUAN BAUTISTA
STAFF REPORT - CITY COUNCIL

DATE: December 11, 2017

SUBJECT: Traffic Calming Study

FROM: J. Edward Tewes, Interim City Manager

Recommendation:

1. Appropriate \$13,500 from the General Fund fund balance and authorize the traffic calming study on Fourth Street and Third Street.
2. Determine whether to increase the appropriation and authorize a speed study on other streets as well.

Background:

In response to neighborhood concerns, the Council directed the preparation of a proposal to conduct a traffic calming study to address reports of speeding on Fourth Street. Attached is a proposal from Hexagon Traffic Consultants. The Study will obtain base data on traffic speeds and recommend measures for future consideration. Examples of measures that might be considered include: traffic control signs, striping, landscaped medians, curb "bulb outs", speed humps and speed tables.

The speed data will be collected after the first of the year when school is back in session. The recommendations may involve capital expenditures and should be considered as part of the FY 19 Budget process.

At its meeting on December 5, the Planning Commission discussed the traffic calming study and requested the Council to consider extending the study to Third Street. A member of the Commission had indicated that he had received reports of speeding in excess of the posted limits.

Additional speed studies can be conducted at a cost of \$500 per location per week if the Council wishes to expand the scope of the work.



SJB_4th_St_Traffic_C
alming.pdf



HEXAGON TRANSPORTATION CONSULTANTS, INC.

December 12, 2017

Mr. Patrick Dobbins
Harris & Associates
450 Lincoln Avenue, Suite 103
Salinas, CA 93901

Re: *Proposal to Conduct a Traffic Calming Study in San Juan Bautista, California*

Dear Mr. Dobbins:

Hexagon Transportation Consultants, Inc. is pleased to submit this proposal to prepare a traffic calming study on 3rd Street and on 4th Street between Monterey Street and The Alameda in San Juan Bautista, CA. It is our understanding that the City Council has directed such a study on 4th Street, and the Planning Commission has suggested to the Council for the inclusion of a study on 3rd Street.

The tasks to be included in the traffic analysis are:

1. **Data Collection.** Hexagon will collect speed and volume data at three locations on 3rd Street and three locations on 4th Street for one week (7 days) when school is in session.
2. **Traffic Calming Study.** Based on the collected data, Hexagon will determine whether 4th Street and/or 3rd Street has a substantial speeding issue. Hexagon will evaluate and present treatment options for each street identified with a substantial speeding issue. The potential treatment options could include but are not limited to additional signage, additional striping, bulb outs, speed humps, and traffic circles. Cognizant of the roadway width, classification and connectivity, certain treatment options may not be advisable on certain roadways. Hexagon will discuss the pros and cons of each recommended treatment option.
3. **Report.** Hexagon will summarize our study methodology, study findings and recommendations in a draft letter report. Hexagon will respond to editorial comments on the draft report and prepare a final letter report.
4. **Meetings.** Hexagon will present the study findings and recommendations at one Planning Commission and one City Council meeting.

Barring any unforeseen delays, a draft report will be submitted approximately three weeks after: (1) authorization to proceed, and (2) receipt of data collection. The final report will be delivered one week after receipt of all review comments. It should be noted that the first week to collect data would be the week beginning January 8, 2018.

The fee for the scope of services is quoted for a lump sum amount of \$13,500. Additional locations for data collection would require \$500 per location per week.



Mr. Patrick Dobbins
December 12, 2017
Page 2 of 2

We appreciate your consideration of Hexagon Transportation Consultants for this assignment. If you have any questions, please do not hesitate to call.

Sincerely,
HEXAGON TRANSPORTATION CONSULTANTS, INC.

A handwritten signature in black ink, appearing to read "Gary K. Black", with a long horizontal flourish extending to the right.

Gary K. Black
President

CITY OF SAN JUAN BAUTISTA

STAFF REPORT - CITY COUNCIL

DATE: December 11, 2017

SUBJECT: Water System Compliance Action Plan

PREPARED AND RECOMMENDED BY: J. Edward Tewes,
Interim City Manager

Recommendation:

1. Approve, in concept, the business terms of a transaction to acquire Well #6
2. Approve acquisition of an iron/manganese treatment plant (report on request for three proposals will be presented at the Council meeting)
3. Approve plan to evaluate installation of a pelletized water softening plant

Background:

The State of California, Water Resources Board, Division of Drinking Water has cited the City for failure to meet water quality standards for nitrate and for having insufficient backup well capacity to meet the community's water demand.

The City has responded with a compliance plan that outlines the milestones needed to replace Well #2 with a new production well on San Juan Hollister Road to be designated Well #5; and to acquire and connect to the City's distribution a current ag well to be designated as Well #6. These two new wells will provide the community with water meeting State and Federal water quality standards at sufficient capacity (along with Well #1) to meet the water demand even in the event of a planned or unplanned outage of one of the wells.

Nitrates

Attached to the staff report is a graph showing nitrate levels compared to the Maximum Contaminant Levels (MCL). The City experienced a significant spike in nitrate levels in the summer and was required to issue public notices advising the community of the violation, and warning pregnant women and children to not drink the nitrate-laden water. The City provides bottled water to customers upon request, and installed a reverse osmosis treatment facility for customers to take nitrate free water in quantities of five gallons at a time.

The source of nitrates is in Well #2 which is being abandoned. The City has minimized pumping from Well #2 and instead relies on Well #1 to fill the storage reservoir which provides system pressure and supply to customers.

Both Well # 5 and Well #6 have been analyzed for compliance with water quality standards and have been found to produce water that will be in compliance. It is anticipated that Well #5 will be on line by March 2018 and Well #6 no later than October 2018.

Well #5

The approval of the Copperleaf subdivision by Edenbridge Homes requires the abandonment of Well #2. Edenbridge is required to provide a well site and develop a well to replace it. The City has entered into a Reimbursement Agreement with Edenbridge by which it will undertake the expenses necessary to develop the new well and be credited against its "water connection fees" that would otherwise be due at time of building permit. This amount is currently estimated at \$380,000 but is adjusted each July to reflect the Construction Cost Index of the Building News Record.

To date, Edenbridge has paid for the test well, the water quality and capacity testing, the installation of the pump, and certain water connections. The remaining work is for the development of the well site to include a well house, a control building, a storage facility for an emergency generator, a pad for an iron/manganese treatment facility, and the actual connections to the City's distribution system. It is anticipated that this work will be accomplished by March 2018.

The initial testing of the water quality indicates that both new wells meet all primary drinking water standards, but are not likely to meet some of the secondary standards. Although secondary standards do not constitute a health risk, they should be addressed in a Community Water System. As a result, we anticipate needing some iron and manganese treatment on both wells. Further testing is required in the first year of operation which may identify further issues, but based on the water quality of other wells in the area, it does not seem likely. Our current plan is to connect both Well 5 and Well 6 to the iron/manganese treatment plant.

We have sought three proposals and expect to have a specific recommendation for the Council to be presented at the Council meeting. The costs will be paid from Water Fund resources with \$160,000 budgeted in the current adopted budget.

Well #6

To fully comply with the State's Compliance Order it is necessary to acquire and connect a new well to the water distribution system. The City Manager has reached a tentative agreement with Mr. Dale Coke for the acquisition of a current agricultural well to be designated as Well # 6. The Council is being asked to approve the business terms and direct the City Manager and City Attorney to return with the necessary binding agreements for formal approval at the next regular meeting of January 16, 2018. The midyear budget to be presented in January will provide the necessary appropriations to meet the business terms summarized below:

- City will acquire the well and property in an installment sale with an initial payment of \$100,000 and ten annual payments thereafter in the amount of \$15,000 each.
- Through a lot line adjustment, the City and Coke will exchange parcels of land of approximately 0.8 acres. The City will acquire the property on which Well #6 will be situated. Coke will acquire the property at the corner of Mission Vineyard and San Juan Hollister Road subject to a public utility easement for the sewer lift station on the property. Coke will acquire the current Well #3 which he can use for agricultural purposes or abandon.

- City will install sufficient well connections to allow Coke to use water from Well #6 at a commodity price determined by the out of pocket costs of electricity and the groundwater extraction fee
- City will waive sewer and water connection fees for any subsequent development of the Coke property provided it is converted from ag to urban uses within ten years.
- City will acquire an easement from an adjoining property owner to demonstrate to the State that the well site is protected from incompatible land uses.

The site for Well # 6 is sufficient in size to accommodate the proposed pelletized water softening plant, and potentially for a relocated City corporation yard in the future.

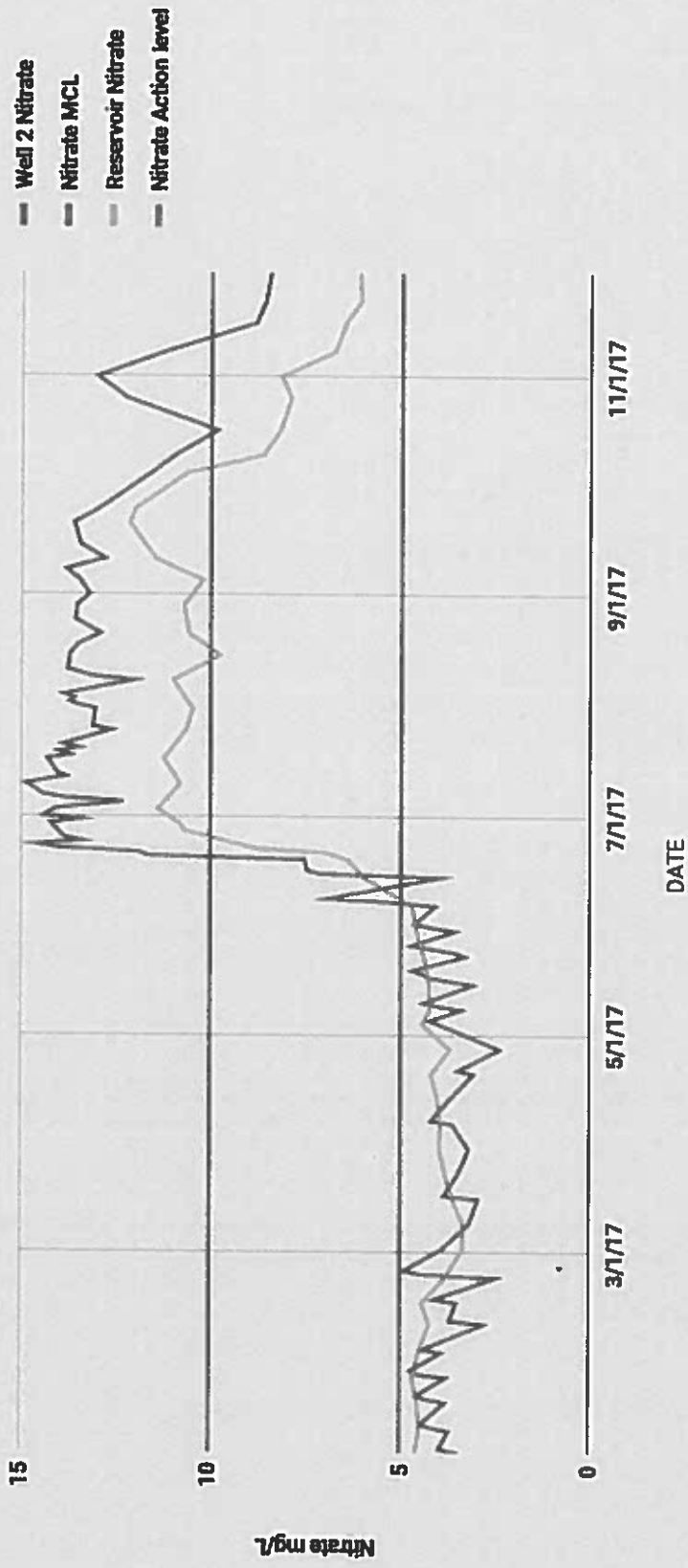
Pelletized Water Softening Plant

The major infrastructure improvements financed as part of the xxxx Bond Issue included the acquisition of equipment to install a water softening plant on the site of current Well #3. The remaining proceeds of the bond issue (which was subsequently refinanced) include \$400,000 to install the equipment. However, in the light of the relinquishment of Well #3 it is necessary to re evaluate the strategy for the pellet plant:

- If relocated to Well #6 and “plumbed” to treat both Well 5 and Well 6, is the existing equipment adequate or will a redesign and revisions need to be made?
- Will the pellet plant alone reduce the water “hardness” and salts sufficient to allow the waste water treatment plant to meet standards for discharge to the creek? Currently, the City pays a fine of \$3000 per month for failure to meet the requirements. Or will additional measures such as removal of private water softeners be required to meet the standards?
- What are the costs to redesign, move, install and operate the pellet plant?
- What are the costs to customers to remove private water softeners? What options are available to meet those obligations?
- What are the options for sale or reuse of the pellet plant equipment in the event it is determined that it is not feasible or desirable to proceed?

Bracewell Engineering, the City's WWTP operator, and Harris Associates, the contract City Engineer are evaluating these questions. A report will be presented prior to closure of the real estate transaction with Coke.

San Juan Bautista Water System - Well 2 & Reservoir Nitrate Levels 2017



CITY OF SAN JUAN BAUTISTA

STAFF REPORT - CITY COUNCIL

DATE: December 11, 2017

SUBJECT: Approval of job specification and salary for position of Assistant City Manager

FROM: J. Edward Tewes, Interim City Manager

Recommendation: Approve job specification and salary of \$85,000 for the position of Assistant City Manager

Background: On November 21, 2017 the Council approved a new department head position of "Public Works and Utilities Director". The job functions included occasionally serving as Acting City Manager. At the Council meeting, individual councilmembers asked about whether the position should actually be titled "Assistant City Manager."

In the light of the recent recruitment for a permanent City Manager, I am recommending that the position indeed be retitled, and that the annual salary be established at \$85,000 to reflect that the PW&U Director will also become the Assistant City Manager with general overall responsibilities as well.

With the appointment of a qualified ACM, the Council will have the opportunity to consider that individual for appointment to the permanent City Manager position when my tenure as Interim City Manager is complete in a few months.

Fiscal Impact:

The position of ACM/Director of Public Works and Utilities will be primarily funded from capital projects and special funds. However, there will be a portion attributable to the General Fund. It is anticipated that as the Interim City Manager shifts to a part time schedule over the next few months, there are sufficient funds to cover the additional expense through the balance of the current fiscal year. The precise allocations will be made in the mid year budget review in January.

The proposed position would be a salaried "exempt" position under the Fair Labor Standards Act. The proposed salary range is about 9% greater than the department head positions, and about 23% less than the budgeted salary of \$110k for the City Manager. The monthly cost of filling the position will be approximately \$9,000 based on the following total annual cost of salary and benefits.

| | |
|---|-------------------------|
| Annual Salary | \$85,000 |
| Direct Cost of Benefits | |
| FICA (@ 7.65%) | 6,503 |
| Medical (flat rate) | 10,836 |
| 457 Deferred Comp match (@1%) | 850 |
| Workers Compensation (@4.89%) | 4,157 |
| Unemployment Insurance (@1%) | <u>850</u> |
| TOTAL Budgetary Cost, annualized | <u>\$108,196</u> |

Next steps:

If the new position is approved it would be appropriate for the Interim City Manager to review a potential candidate in the closed session scheduled at the conclusion of tonight's public session. The process for appointment of the ACM and any department head is established in Section 2.2.115 of the Municipal Code which states that the City Manager "shall have the power to:

(B) Appoint, Dismiss, Etc. Appoint and promote, discipline, suspend or dismiss, all officers and employees of the City except the City Clerk, City Attorney and City Treasurer. No department head shall be appointed or removed until the City Manager shall have first reviewed such appointment or removal with the City Council in executive session."

Following the review in executive session, I will appoint a qualified individual to the position of Assistant City Manager.

City of San Juan Bautista

Position Description

Assistant City Manager/Public Works and Utilities Director

Full Time, 40 Hr. Week

Permanent Employee

Exempt Classification – Compensation Time Provided per Municipal Personnel Policy

General Description of Function & Purpose:

Under the administrative direction of the City Manager, plans, directs, and coordinates the city's public works and utilities functions, and serves as Assistant City Manager.

The ACM/Public Works and Utilities Director reports directly to the City Manager and is responsible for planning, organizing, and coordinating public works maintenance, capital projects, operations of the water and wastewater utilities. The ACM/Public Works and Utilities Director also assists the City Manager in the preparation of the annual budget, other reports, and administrative policies, and represents the City Manager at meetings with the County of San Benito, and various community organizations. This position is an "at will" management position that serves at the pleasure of the City Manager. In the absence of the City Manager, the Assistant City Manager shall serve as Acting City Manager.

Examples of Important and Essential Functions:

Supervising the city field crew including assessing needs, setting priorities, scheduling, training, and conducting performance evaluations

Administering and controlling the budget for the public works and utilities functions

Managing the fleet including assessing fleet condition, scheduling repairs and routine maintenance

Budget administration for PW & U functions

Fleet management including assessing fleet condition, scheduling repairs and routine maintenance

Managing the contract for wastewater treatment plant operations and water system testing and quality assurance

Preparing and managing a multiyear capital improvement program

Managing minor capital projects including bidding, contract award and oversight

Instituting and maintaining a database and mapping for utility systems infrastructure

Reviewing, updating and enforcing City public works design standards
Preparing the annual development impact fee reports

Applying for and managing grants

Representing the City in meetings with developers, builders, citizens, other governmental agencies, community organizations and institutions.

Responding to inquiries and requests for information; providing such information in a timely manner, resolving service issues and complaints, and maintaining and supporting a customer service orientation in dealing with the public.

Representing the City in meetings with community organizations, developers, builders, citizens, and other governmental agencies.

Attending meetings of the City Council, the Planning Commission, and other public advisory committees.

Assisting the City Manager by attending to such other duties as may from time to time be required.

Required Knowledge, Skills & Abilities:

Knowledge of –

Principles and practices of current public works functions including street maintenance, parks maintenance, buildings maintenance, water and wastewater operations.

Principles, procedures and regulations regarding public bidding and contracting.

Research techniques and resources and statistical methods applicable to the preparation of reports and presentation to the City Council, regulators, other public agencies and the public.

Standard office procedures, records maintenance and retention, and the use of modern office equipment, including computers and applicable software, report writing, proper use of the English language including spelling and grammar.

Principles and techniques of budget development and administration.

Principles and practices of municipal management and administration.

California Public Records Act.

Ability to -

Lead effectively yet be an effective team member.

Plan, prioritize, and direct varied public works and utilities activities.

Delegate authority and responsibility as well as schedule and program work on a long-term basis.

To work with and assist other members of the City Staff when called upon to do so.

Communicate clearly and concisely, both orally and in writing.

Interpret and explain public works responsibilities and other related matters to the general public.

Establish and maintain a positive and effective working relationship with other public agencies, the general public, other employees, officials, and officers of the City.

Develop, administer, and stay within the confines of the budget approved for activities under your authority.

Keep the City Manager well informed regarding the activities and issues that may arise.

Serve as Acting City Manager

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience –

Five years of public works supervisory or management responsibilities required.

Training –

Equivalent to a Bachelor's degree from an accredited college or university.

Special Requirements

The City of San Juan Bautista is a small city with limited finances and staff, including clerical resources. Employees are expected to be able to multi-task, prepare their own work and accomplish their assigned tasks with a minimal amount of clerical and staff support.

I have received a copy of this job description.

Date

Signature

CITY OF SAN JUAN BAUTISTA

STAFF REPORT - CITY COUNCIL

DATE: December 11, 2017

SUBJECT: Removal of Planning Commissioner, John Hopper

FROM: Mayor Chris Martorana

Recommendation: Set date of Public Hearing on proposed motion to remove John Hopper from the Planning Commission with cause.

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL

STAFF REPORT

DATE: December 19, 2017

SUBJECT: Development Impact Fees

Description:

Discussion of the potential to raise current Development Impact Fees and what would be involved in doing so.

Background:

The City Council has requested to discuss raising the City's Development Impact Fees. This matter has been agendaized as a discussion item so that Council can examine the challenges and costs involved in changing the current Impact Fees.

Analysis:

The California Government Code sets forth procedural requirements for adopting a program to collect capital facilities fees and exactions. It also requires a "nexus study" which establishes the relationship between the amount of any capital facilities fee and the use for which it is collected. The nexus study is required to focus on anticipated future growth and resulting facilities needs - these funds may not be used for current facilities deficiencies. In order to create nexus studies that are technically defensible, economically feasible, and have stakeholder support, most cities hire consulting firms to develop them. The cost range to develop a professionally updated comprehensive Development Impact Fee program is approximately \$30,000 to \$55,000, excluding Traffic Impact Fees. Proposals to prepare a Development Impact Fee program would be received and presented to the City Council for approval.

The Traffic Impact Fee would be assessed by a licensed traffic engineering firm in order to identify projects to increase the capacity or usability of the street system to accommodate additional traffic generated by new development. This analysis would be based on projected San Juan Bautista growth as identified in the 2035 General Plan and identified road and circulation improvements needed or desired as a result of that growth. The County did not include a Traffic Impact Fee study since theirs' was recently updated.

Impact Fee revenue must be spent on new facilities or expansion of current facilities needed to serve new development. Impact Fee revenue can be spent on capital facilities to serve new development, including but not limited to: land acquisition, acquisition of vehicles or equipment, information technology, software licenses and equipment. The current Impact Fees were established by the City Council in 2013, which lowered the Impact Fees adopted in 2007. Current fees are represented in Exhibit A, as adjusted since 2013 based on the Engineering News Record - Construction Cost Index.

In comparing San Juan Bautista's current Development Impact Fees with those just adopted by the County of San Benito Board of Supervisors on November 13, 2017, Council can see that they are relatively comparable. The County program was developed by Wildan and Associates, an experienced firm in this area. The study would also require staff time and effort. The areas where the City's fees are noticeably less than the County fees include:

- Traffic Impact Fee
- Public Safety Impact Fee, and
- Park In-Lieu Fee

Recommendation:

Given that San Juan Bautista's Development Impact Fees are relatively in line with the County's just-updated program, staff does not see a comprehensive update as a high priority for now. Staff can prepare a Public Safety and Park In-Lieu Fee analysis as part of the mid-year budget review and user fee update. A new \$250 Technology Impact Fee could also be supported by staff analysis.

City Council is requested to provide direction regarding funding an evaluation of increased Traffic Impact Fees. While this is a more technical effort than a general comprehensive Impact Fee study, this focused study should be less expensive. The study would deliver a list of specific projects needed to accommodate new development, and an Impact Fee to recover the proportion of cost attributed to that new development. An appropriate time to review study proposals and costs would be at the FY 2018-2019 budget review.

As a separate matter, overall user fees could be adjusted to include surcharges for items like General Plan/Special Plan development and maintenance and administrative overhead. Staff will be bringing a separate report to Council at mid-year budget review to make sure these user fees are recovering full staff-time costs.

Attachment:

Exhibit A Current City of San Juan Bautista and County of San Benito
Development Impact Fees

City of San Juan Bautista
Impact Fee Schedule ¹
Single Family Residence Comparison

| | San Juan Bautista | County of San Benito |
|--------------------------------------|------------------------|-----------------------------|
| Impact Fee | Effective July 1, 2017 | Effective November 21, 2017 |
| (Water Connection Fee ²) | \$8,482.00 | no |
| (Sewer Connection Fee ²) | \$5,926.00 | no |
| Traffic Impact Mitigation | \$1,942.00 | \$13,817.00 |
| Road Maintenance Equipment | no | \$598.00 |
| Public Safety Development Impact | \$1,745.00 | no |
| Law Enforcement | included | \$1,518.00 |
| Detention Facilities | no | \$2,614.00 |
| Fire Protection | included | \$1,662.00 |
| Park Facilities ³ | \$884.00 | no |
| Park In-Lieu | \$2,545.00 | \$4,634.00 |
| Storm Drain Facilities | \$1,757.00 | \$1,340.00 |
| Library Facilities | \$2,256.00 | \$1,290.00 |
| Public/Civic Facilities | \$1,677.00 | \$2,614.00 |
| IT Facilities | no | <u>\$266.00</u> |
| TOTAL | \$20,157.00 | \$30,353.00 |
| (With Water/Sewer Connection Fees) | \$34,565.00 | |

- ¹ Fees adjusted each July 1 based on ENR CCI
² (Combination User Fee and Impact Fee)
³ Facilities necessary to support recreation programs