



City of San Juan Bautista

The “City of History”

REVISED AGENDA

CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS

311 Second Street

San Juan Bautista, California

TUESDAY ~ September 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

Pledge of Allegiance

Roll Call

6:00 PM

2. Closed Session

A. Public Employee Appointment/Employment

Title: Interim City Manager

Pursuant to Government Code Section 54957

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 Affidavit of Posting Public Hearing Notice

C. Approve Resolution 2017-XX for Street Closure – Car Show

D. Approve Minutes of August 15, 2017 Meeting

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

5. Presentations, Informational Items and Reports

A. Treasurer's Report – City Treasurer Chuck Geiger

B. Sheriff's Report: Monthly Activity

C. Level One Security Report

D. Fire Chief's Report

E. Library Report

F. Administrative Report

G. City Council Committee Reports

H. Strategic Plan Committee Report

6. Public Hearing Items

- A. Consider an Ordinance Amending Title 10 of the SJBMC by Adding Chapter 10-8 to Provide an Expedited Permit Process for Electric Vehicle Charging Systems**
- B. Consider an Ordinance Adding Chapter 5-14.6 to the SJBMC to Ban Marijuana Sales, Cultivation, and Delivery**

7. Action Items

- A. Consider Change to Youth Commission Ordinance Decreasing Membership to Seven**
- B. Consider Contract with Bryant L. Jolley for Financial Audit**
- C. Consider Priority List of Road Repairs for Funding Under SB1**
- D. Selection of Volunteer to Honor on Philanthropy Day (November 15)**
- E. Employment of Interim City Manager**
 - i. Consider Amendment to the Fiscal Year 2017-2018 Budget for Employment of Interim City Manager**
 - ii. Direct the City Attorney to Draft a Contract for Services of the Interim City Manager and Authorize the Mayor to Execute Said Contract**
- F. City Engineer Services Agreement**
 - i. Consider Amendment to the Fiscal Year 2017-2018 Budget for Services Agreement for City Engineer**
 - ii. Authorize the Mayor to Execute an Agreement in Substantially the Form as Provided to Employ a Firm to Serve as City Engineer and Provide Related Services**
- G. Set Date for Budget Revision Study Session**

8. Discussion Items

- A. Hiring a City Manager – Ad Hoc Committee Report**
- B. City Park Master Plan – Ad Hoc Committee Report**
- C. Impact Fees – Ad Hoc Committee Report**
- D. Novitiate Use of Community Center**

9. Comments

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

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 12th DAY OF SEPTEMBER 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 12th DAY OF SEPTEMBER 2017.



TRISH PAETZ, DEPUTY CITY CLERK

AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL PUBLIC HEARING NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 8th DAY OF SEPTEMBER 2017, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

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SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 12th DAY OF SEPTEMBER 2017.



TRISH PAETZ, DEPUTY CITY CLERK

NOTICE OF PUBLIC HEARING

CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **September 19, 2017** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- **Consider an Ordinance Adding Chapter 5-14.6 to the San Juan Bautista Municipal Code to Ban Marijuana Dispensaries**
- **Consider an Ordinance Amending Title 10 of the San Juan Bautista Municipal Code by Adding Chapter 10-8 to Provide an Expedited Permit Process for Electric Vehicle Charging Stations**

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **September 12, 2017**. All members of the public are encouraged to attend the meeting and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to cityplanning@san-juan-bautista.ca.us, not later than **5:00 p.m., September 19, 2017**.

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

Posted: September 8, 2017

RESOLUTION NO. 2017-XX

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

BE IT RESOLVED that Gold Coast Rods, Inc. is authorized to close Third Street between Franklin and Muckelemi and Streets on Sunday, May 20, 2018 from 6:00 a.m. to 5:00 p.m. in the City of San Juan Bautista for a Canyon Country Car Show; and

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

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayor Chris Martorana

Mackenzie Quaid, City Clerk

Special Event/Activities – Permit Application

Dear Event Organizer:

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

Non Profits ¹ : No street blockage and less than 250 people	\$50.00
Non Profits: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$100.00
Non Profits: Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi and more than 1,000 people ²	\$150.00
Private Promoter Organizations ³ : No street blockage and less than 250 people	\$150.00
Private Promoter Organizations: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$300.00
Private Promoter Organizations: Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$600.00

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

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

SECTION 1: CONTACT INFORMATION

Event Title: Canyon Country Run Classic Car Show Today's Date: 8-14-2017
 Applicant: Harlan G. McGinnis, President
 Organization: Gold Coast Roads, Inc
 Phone: 831-601-5436 E-Mail: mgeez65@aol.com
 Mailing Address: PO Box 2672 Monterey, CA 93942
 Fax: _____

Event Setup Date: 5-20-18 Time: 6:00 AM Event Ends Date: 5-20-18 Time: 4:00 PM
 Event Starts Date: 5-20-18 Time: 10:00 AM Dismantle Date: 5-20-18 Time: 5:00 PM

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

LOCATION OF EVENT (please be specific): _____

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.

Third Street from Franklin to Muckelemini Streets

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? *Honda EU2000 Inverter at the Club Trailer*

☒ 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.

We will need Three (3) garbage and Three (3) recycle containers

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 event is for 1978 and older American and Foreign Classic Cars and Trucks. The event will start at 10:00 AM and end at 4:00 PM 5-20-2018. Third Street from Franklin to Muckelemini and parts of cross streets, Washington, Mariposa and Polk streets

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

The Gold Coast Rods Club members will provide security and crowd control.

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

We would like to have handi-capped parking on Mariposa street between Third and Second streets.

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

We will use the 911 system and have a contact number with the local law enforcement.

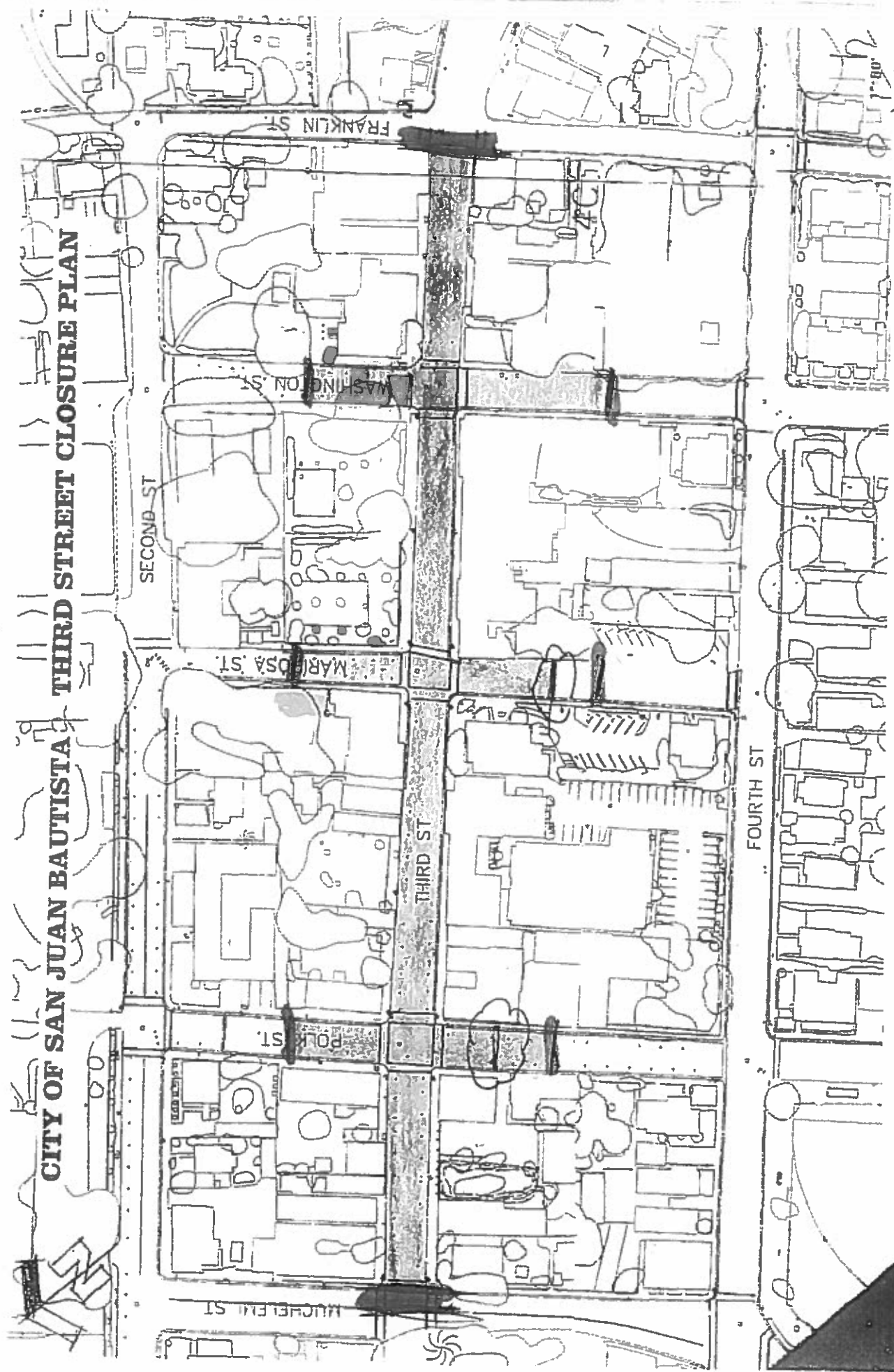
City Benches is for public use only. It is the responsibility of the promoter to make sure all vendors are aware that public benches are NOT for vendor use at any times. Thank you.

Hegim 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

Bold lines indicate Street Closure



11/14/2011
11-20-11

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
AUGUST 15, 2017
DRAFT MINUTES**

1. CALL TO ORDER – Mayor Chris Matorana called the meeting to order at 6:00 p.m.

A. PLEDGE OF ALLEGIANCE – Vice Mayor West led the pledge of allegiance.

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

Staff Present: City Manager Grimsley, City Attorney Mall,
Deputy City Clerk Paetz,
Community Dev. Director Orbach

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Jolene Cosio was concerned with the absence of no parking signs on San Antonio, commenting one has been removed.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Minutes for June 20, 2017 Meeting

C. Approve Minutes for July 18, 2017 Meeting

D. Consider Resolution 2017-XX Authorizing Temporary Rolling Street Closures for Dia de los Muertos Procession

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

Council Member DeVries requested to pull Item 3D, Street Closure, for discussion and commented that since Jardines has a Dia de los Muertos procession as well it would be good for the city if El Teatro Campesino were to combine their procession with Jardines.

A motion was made by Council Member Boch and seconded by Vice Mayor West to approve all items on the consent agenda. The motion passed unanimously, 5-0.

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Proclamation Honoring Jacob's Heart Children's Cancer Support Services and Declaration of Childhood Cancer Awareness Month

A proclamation was read by Mayor Martorana, honoring Jacob's Heart Children's Cancer Support Services. Staff received the proclamation in behalf of the organization.

B. Treasurer's Report

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

C. Sheriff's Report: Monthly Activity

A representative of the Sheriff's department was not present, and a written report was not available.

D. Level One Security Report

A written report was available. No one was present to review the report. There was discussion about the recent vandalism at the Valero Gas Station. Mayor Martorana reviewed the law enforcement contract scope of work and costs. Council Member Boch suggested the City look into getting another post certified person from Level One to handle truck traffic. City Manager Grimsley commented that he would consult with the City's insurance carrier and report next month. There were no public comments.

E. Fire Chief's Report

A written report was available. No one was present to review the report. There were no public comments.

B. Treasurer's Report

City Treasurer Geiger arrived to the meeting and reviewed the Treasurer's Report and the warrant list for Council. There were no public comments.

F. Library Report

Council received a report. There were no public comments.

G. Administrative Report

City Manager Grimsley and Community Development Director Orbach reviewed their report and responded to questions from the Council. During public comment Jolene Cosio was concerned with nitrates in the City water, the purple pipe (reclaimed) water project, and watering of city properties. City Manager Grimsley responded that he instructed the public works crew to hold off on watering the parks and City Hall with the nitrate situation and they did not know to start up again.

H. City Council Committee Reports

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

I. Strategic Plan Committee Report

Committee Member John Freeman reported there was not a quorum for the Strategic Plan Committee but items were discussed. There were no public comments.

Whereupon, Mayor Martorana asked to move Item 5E up in the agenda as presenters were waiting in the audience.

5. ACTION ITEMS**E. Consider Resolution 2017-27 Approving the Joint Request for Proposal (RFP) and New Waste Management Franchise Agreement**

Consultant Kevin McCarthy of CLG Engineering presented a report. Council Member Freeman asked about disposal of universal hazardous waste, for example, batteries,

mercury switches and CFL's. During public comment John Hopper suggested alternating the disposal site between Hollister and San Juan Bautista.

A motion was made by Council Member DeVries and seconded by Vice Mayor West to approve Resolution 2017-27 Approving the Joint Request for Proposals (RFP) and New Waste Management Franchise Agreement. The motion passed unanimously.

Whereupon, a five minute break was taken.

A. Consider Use of Abbe Park T-Ball Area for a Temporary Dog Park

Staff provided a report. Council Member DeVries spoke in favor of the project. Council Member Boch suggests allocating \$3,000 towards a dog park. During public comment Rachel Ponce spoke against any change to the t-ball area at Abbe Park. Jolene Cosio spoke against the project. Elia Salinas commented that Council Member DeVries should recuse himself from discussion on the item as he lives within 300 feet of Abbe Park. Jill Pagaran spoke against the project. Jackie Morris Lopez spoke against the project.

It was the consensus of Council to table this item to a later date.

B. Consider Cannabis Consulting Contract from Pinnacle Strategy (Victor Gomez)

Staff provided a report. A question and answer period followed. During public comment Mandisa Snoddy spoke in support of the industry, and appreciates Council coming together.

A motion was made by Council Member Boch and seconded by Vice Mayor West to approve a consulting contract on cannabis policy with Pinnacle Strategy. The motion passed unanimously, 5-0.

C. Consider Documents from San Juan Committee and Disbursement of Funds

The San Juan Committee submitted the documentation requested by the City Council in order to receive the funding included for them in the City's Fiscal Year 2017/2018 Budget, and asked Council whether their questions and concerns have been answered. A question and answer period followed. During public comment Rachel Ponce spoke in support of the committee. Linda Ginn asked that the committee clarify their mission, be available more, and suggested they develop a packet with information. Jolene Cosio commented that a name is not everything. Sandra Arretche commented that there are other points of interest in San Juan. Elia Sanchez suggested they develop a website. John Hopper commented that it is hard to measure results.

Whereupon, Mayor Matorana directed staff to disperse the funds budgeted to the San Juan Committee quarterly.

D. Consider Request to Put a Monument Sign on City Property Between The Alameda, SR 156, and Nyland Road.

This item was removed from the agenda.

E. Consider Resolution 2017-27 Approving the Joint Request for Proposal (RFP) and New Waste Management Franchise Agreement

This item was discussed earlier in the meeting.

F. Consider Ordinance Banning Recreational Marijuana Sales, Cultivation and Delivery

City Attorney Mall provided a report. During public comment, Mandisa Snodey commented that restricting delivery restricts patients' rights. Jolene Cosio spoke against banning delivery. Jackie Morris Lopez suggested the Council let the consultant do his job first. Elia Salinas commented that delivery is happening, and will continue even if a ban is in place. Victor Gomez commented that having structure by ordinance is important to establishing a position. Rachel Ponce supported banning all three components.

It was the consensus of the Council to direct staff to do an environmental review and bring the same ordinance to the Planning Commission for further review and recommendation back to the Council.

G. Authorization to Purchase Portable Generators

Staff presented a report. A question and answer period followed. There was no public comment. Mayor Martorana directed the City Manager to purchase the portable generators.

H. Consider Resolution 2017-29 Authorizing the Mayor to Sign a Multi-Agency Resolution of Support for the Pinnacles Gateway Partners

Staff provided a report stating the Pinnacles Gateway Partners collaborate for the economic benefit of the region by promoting and protecting the National Park and are dedicated to helping all gateway communities benefit economically from continuing to serve the increasing number of travelers headed to Pinnacles National Park. They are looking to hire a part-time coordinator to help maintain focus and build capacity and are asking members to cost-share for this position in the near-term while they look for other sources of funding support going forward. However, the San Juan Committee included \$2,500 for this position in their funding request in fiscal year 2017/2018, so the funds have already been set aside. A question and answer period followed.

A motion was made by Council Member Boch and seconded by Council Member Freeman to approve Resolution 2017-29 Authorizing the Mayor to Sign a Multi-Agency Resolution of Support for the Pinnacles Gateway Partners. The motion passed unanimously, 5-0.

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

City Manager/City Engineer Grimsley provided a report stating recently adopted Senate Bill 1, the Road Repair and Accountability Act of 2017 provides funding for road repair and improvements and is funded through a new 12 cent per gallon gas tax and 20 cent per gallon diesel tax. Legislation requires agencies to prepare a list of potential projects, with description and location, estimated cost, estimated time of completion and a useful life analysis for each project. Staff provided Council with a priority project map and a

priority project list and requested feedback and prioritization of the identified projects. The deadline for submittal to the State of California is October 16.

During public comment Bob Quaid suggested work at the bottom of Lang Street where he resides, as well as Old Lang Street should be a priority. Rachel Ponce supports resurfacing of Third Street. Written public comment by Cara Vonk suggested Third and Jefferson Streets should be a priority. No action was taken.

J. Consider Approval of Memorandum of Agreement between the County of San Benito and San Benito County Cities Regarding Credit Guaranty for Monterey Bay Community Power (Pending vote by Council to add to the agenda.)

A motion was made by DeVries and seconded by Boch to add this item to the agenda. The motion passed unanimously.

Staff provided a report and recommend signing and committing \$38K, pointing out there has never been a default.

A motion was made by Council Member Freeman and seconded by Council Member Boch to Approve the Memorandum of Agreement between the County of San Benito and San Benito County Cities regarding a Credit Guaranty for Monterey Bay Community Power, and authorize the Mayor to sign the agreement. The motion passed unanimously, 5-0.

6. DISCUSSION ITEMS

A. Hiring a City Manager – Ad Hoc Committee Report

Mayor Martorana provided a report stating currently the City has received nine applications for the position.

Whereupon, City Manager Grimsley asked that Item D be moved up in the agenda as the presenters were in the audience.

D. Novitiate Use of Community Center

The Old Mission San Juan Bautista is in the process of being renovated for seismic concerns. Mission Architect Brett Brenkwitz reported the church will be shut down for nine months, and they are asking the City for the use of the Community Center as a temporary location for mass to be conducted. A question and answer period followed. Whereupon, Council Member DeVries suggested improvements be made to the Mission parking lot adjacent to the Community Center for the parishers to park during mass, and be made available for future use by the City. Bob Quaid asked the Mission architect whether Casa Maria could be made available for City nonprofits to use during the time the Mission is using the Community Center. No action was taken. This item is continued to the next meeting.

B. City Park Master Plan – Ad Hoc Committee Report

Council Member DeVries reported a kick off meeting to gather input is scheduled for September 15 at 7:00 p.m. at Vertigo Coffee. No public comments were received.

C. Impact Fees – Ad Hoc Committee Report

Council Member Freeman reported the ad hoc committee would develop a list of projects. During public comment Julie Morris Lopez commented that this would be for future projects.

D. Novitiate Use of Community Center

This item was dealt with earlier in the meeting.

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

Continued for further discussion and action next month.

F. Available Courses of Action to Address Public Nuisances at Brewery and Complex at the Corner of Fourth and Muckelemi Streets

Staff presented a report. A question and answer period followed. During public comment, Julie Morris Lopez rats have become a problem at this location and, if no action is taken, there may be legal ramifications to the city.

G. Possible Citation/Infraction for Cost of Security Patrol to Secure Open Businesses

Mayor Martorana presents. City Attorney Mall advises it is not common for cities to cite someone for not securing their business, and suggested asking Level One Security not to wait around for the business owner or public works to secure the business door, and that Level One should not be publicizing unsecured businesses in their report. There was no public comment.

7. COMMENTS**A. City Council**

Mayor Martorana reported there would be a ribbon cutting at the 18th Barrel this week.

B. City Manager/Community Development Director

No comments were received.

C. City Attorney

No comments were received.

8. Adjournment

The meeting was adjourned at 9:55 p.m.

WAIVER OF READING OF ORDINANCES

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

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

GC36934

City of San Juan Bautista

"The City of History"

Treasurer's Report

For the Two Month Period Ended August 31, 2017

Financial Highlights ~

- General fund year to date change in fund balance was a positive \$59k, as compared to a negative change in fund balance of \$24K this time last year. The difference is primarily as a result of higher sales tax revenue and overall lower expenses in the current year.
- Enterprise funds show year to date net profit of \$29k, as compared to the prior year loss of \$23k. The difference is due primarily to a combination of higher water utility income, and lower contract costs, in the current year.
- Refer to the Profit and Loss Previous Year Comparison report for current fund balances.
- Overall cash flow (removing accruals and depreciation) was a negative \$480k for the year to date. This includes a semi-annual debt service of \$460k.

Budget vs. Actual ~

- General fund revenues were \$222k, which were higher than budgeted by \$62k. The variance is largely due from higher than anticipated sales tax and transient occupancy revenue.

- General fund expenditures were \$164k, which was lower than budget by \$114k. The lower expenses are primarily as a result of lower than anticipated contract, and dues and subscription costs.
- General fund net change in fund balance was a positive \$59k, which was better than budgeted by \$176k.
- Enterprise funds revenues were \$313k, which was higher than budgeted by \$27k. The higher than anticipated revenue is from utility income.
- Enterprise funds expenses were \$283k, which was lower than budgeted by \$61k. The majority of the variance is due to lower than anticipated contract costs.
- Enterprise funds combined year to date net profit was \$29k, which was better than budgeted by \$88k. The current year to date profit includes depreciation expense of \$102k, which is a noncash item.

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

	General Fund			46 - Water Enterprise Fund		
	Jul - Aug 17	Jul - Aug 16	\$ Change	Jul - Aug 17	Jul - Aug 16	\$ Change
Income						
Property Taxes	-	-	-	-	-	-
Other Tax Revenue	186,492	128,454	58,038	-	-	-
Franchise Fees	8,162	2,393	5,769	-	-	-
Business & Misc. Lic. & Permits	10,201	8,600	1,601	-	-	-
Planning, Building, Eng. Permit	4,475	2,490	1,985	-	-	-
Chg. for Planning/Eng. Services	1,267	11,170	(9,903)	-	-	-
Charges for Misc. Services	391	308	83	-	-	-
Utility Fees	41	-	41	153,357	126,692	26,665
Fines & Penalties	61	480	(419)	-	-	-
Miscellaneous Revenue	10,631	10,644	(13)	4,568	1,257	3,311
Total Income	221,721	164,539	57,182	157,925	127,949	29,976
Expense						
Employee Salary, Wages, Benefit	77,465	80,617	(3,152)	15,011	16,168	(1,157)
Other Personnel Expenses	350	1,554	(1,204)	-	320	(320)
General and admin. expense	25,702	25,193	509	2,014	863	1,151
Contractual and Other Services	52,020	51,889	131	4,136	7,534	(3,398)
Utilities and Misc. Expenses	2,730	3,992	(1,262)	5,430	7,999	(2,569)
Equipment and Parts	2,752	5,637	(2,885)	7,396	68	7,328
Maint. & Repair Services	657	2,201	(1,544)	1,998	335	1,663
Capital Expenditures	984	11,833	(10,849)	73,303	54,275	19,028
Fund Transfer	-	5,186	(5,186)	-	-	-
Debt Defrayment	-	-	-	44,680	50,520	(5,840)
Total Expense	162,660	188,102	(25,442)	153,968	138,082	15,886
Net Income	59,061	(23,563)	82,624	3,957	(10,133)	14,090
Fund Balance at June 30, 2017	2,090,192			434,731		
Fund Balance at August 31, 2017	2,149,253			438,688		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul - Aug 17	Jul - Aug 16	\$ Change	Jul - Aug 17	Jul - Aug 16	\$ Change
Income						
Property Taxes	-	-	-	16,667	16,667	-
Other Tax Revenue	-	-	-	-	-	-
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	149,901	147,373	2,528	-	-	-
Fines & Penalties	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Total Income	154,902	147,373	7,529	16,667	16,667	-
Expense						
Employee Salary, Wages, Benefit	11,885	13,225	(1,340)	-	-	-
Other Personnel Expenses	180	-	180	-	-	-
General and admin. expense	124	863	(739)	-	-	-
Contractual and Other Services	10,215	28,091	(17,876)	16,667	22,140	(5,473)
Utilities and Misc. Expenses	9,018	15,310	(6,292)	-	-	-
Equipment and Parts	151	511	(360)	-	-	-
Maint. & Repair Services	64	-	64	-	-	-
Capital Expenditures	61,292	61,292	-	-	-	-
Fund Transfer	-	-	-	-	-	-
Debt Defrayment	36,556	41,356	(4,800)	-	-	-
Total Expense	129,485	160,648	(31,163)	16,667	22,140	(5,473)
Net Income	25,417	(13,275)	38,692	-	(5,473)	5,473
Fund Balance at June 30, 2017	934,866			1,679		
Fund Balance at August 31, 2017	960,283			1,679		

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

	55 - Rest. and Parking Fund		60 - Valle Vista Lighting Dist.	
	Jul - Aug 17	Jul - Aug 16	Jul - Aug 17	Jul - Aug 16
Income				
Property Taxes	-	-	-	-
Other Tax Revenue	5,761	1,278	12,113	12,113
Franchise Fees	-	-	-	-
Business & Misc. Lic. & Permits	-	-	-	-
Planning, Building, Eng. Permit	-	-	-	-
Chg. for Planning/Eng. Services	-	-	-	-
Charges for Misc. Services	-	-	-	-
Utility Fees	-	-	-	-
Fines & Penalties	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Total Income	5,761	1,278	12,113	12,113
Expense				
Employee Salary, Wages, Benefit	-	-	-	-
Other Personnel Expenses	-	-	-	-
General and admin. expense	-	1,500	-	-
Contractual and Other Services	-	-	2,794	2,243
Utilities and Misc. Expenses	-	-	-	-
Equipment and Parts	-	-	-	-
Maint. & Repair Services	-	-	164	164
Capital Expenditures	-	-	-	-
Fund Transfer	-	-	-	-
Debt Defrayment	-	-	-	-
Total Expense	-	1,500	2,958	2,243
Net Income	5,761	(222)	9,155	11,398
Fund Balance at June 30, 2017	127,117		77,980	
Fund Balance at August 31, 2017	132,878		87,135	

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

	75 - Gas Tax Fund			TOTAL	
	Jul - Aug 17	Jul - Aug 16	\$ Change	Jul - Aug 17	Jul - Aug 16
Income					
Property Taxes	12,760	8,335	4,425	29,427	25,002
Other Tax Revenue	-	-	-	204,366	129,732
Franchise Fees	-	-	-	8,162	2,393
Business & Misc. Lic. & Permits	-	-	-	10,201	8,600
Planning, Building, Eng. Permit	-	-	-	4,475	2,490
Chg. for Planning/Eng. Services	-	-	-	6,268	11,170
Charges for Misc. Services	-	-	-	391	308
Utility Fees	-	-	-	303,299	274,065
Fines & Penalties	-	-	-	61	480
Miscellaneous Revenue	-	-	-	15,199	11,901
Total Income	12,760	8,335	4,425	581,849	466,141
					115,708
Expense					
Employee Salary, Wages, Benefit	-	-	-	104,361	110,010
Other Personnel Expenses	-	-	-	530	1,874
General and admin. expense	-	-	-	27,840	28,419
Contractual and Other Services	-	-	-	85,832	111,897
Utilities and Misc. Expenses	1,430	2,789	(1,359)	18,608	30,090
Equipment and Parts	-	-	-	10,299	6,216
Maint. & Repair Services	-	-	-	2,883	2,536
Capital Expenditures	-	-	-	135,579	127,400
Fund Transfer	-	(5,186)	5,186	-	-
Debt Defrayment	-	-	-	81,236	91,876
Total Expense	1,430	(2,397)	3,827	467,168	510,318
					(43,150)
Net Income	11,330	10,732	598	114,681	(44,177)
Fund Balance at June 30, 2017	91,771				
Fund Balance at August 31, 2017	103,101				

Budget vs. Actual by Department

For the Two Month Period Ended August 31, 2017

	General Fund			46 - Water Enterprise Fund			48 - Sewer Enterprise Fund		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
Income									
Property Taxes									
422.000 - COPS Funding	-			-			-		
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	-			-			-		
435.000 - COGS/(TDA)/STEA	-			-			-		
Total Property Taxes									
Other Tax Revenue									
406.000 - Sales Tax	152,339	100,000	52,339	-			-		
408.000 - Transient Lodging Taxes	28,802	16,000	12,802	-			-		
415.000 - Special Assessment	-			-			-		
419.000 - Other Doc. Transfer	1,744			-			-		
429.000 - Other Tax Revenue	3,608			-			-		
Total Other Tax Revenue	186,493	116,000	70,493	-			-		
Franchise Fees									
442.000 - Franchise Cable	-	3,250	(3,250)	-			-		
448.000 - Refuse Franchise	8,162	5,167	2,995	-			-		
Total Franchise Fees	8,162	8,417	(255)	-			-		
Business & Misc. Lic. & Permits									
450.000 - Business Licenses	9,028	12,000	(2,972)	-			-		
470.000 - Garage Sale Permits	60			-			-		
472.000 - Animal Licenses	18			-			-		
490.000 - Misc. Revenue	1,095	250	845	-			-		
494.001 - Special Events	-	4,000	(4,000)	-			-		
Total Business & Misc. Lic. & Permits	10,201	16,250	(6,049)	-			-		
Planning, Building, Eng. Permit									
458.001 - Green Fee	20			-			-		
459.004 - Fire Sprinkler Permit	150			-			-		
459.003 - Mechanical Permit	31			-			-		
459.002 - Plumbing Permit	143			-			-		
459.001 - Electrical Permit	339			-			-		
451.000 - Building Permits	3,568	5,000	(1,432)	-			-		
457.000 - Encroachment Permits	150			-			-		
458.000 - Sign Permits	75			-			-		
Total Planning, Building, Eng. Permit	4,476	5,000	(524)	-			-		
Chg. for Planning/Eng. Services									
458.002 - SMIP Fee	21			-			-		
490.001 - Misc. Revenue Planning	250			-			-		

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

	General Fund			46 - Water Enterprise Fund			48 - Sewer Enterprise Fund		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
452.000 • Building Plan Check Fees	996			-			-		
459.000 • Remb. - Proj/Dev. Costs	-			-			5,001		
Total Chg. for Planning/Eng. Services	1,267			-			5,001		
Charges for Misc. Services									
496.001 • Public Document Charge	4			-			-		
496.000 • Library Copy Charges	387	250	137	-			-		
Total Charges for Misc. Services	391	250	141	-			-		
Utility Fees									
486.000 • Utility Fees Commercial	-			9,917	27,133	(17,216)	32,462	42,583	(10,121)
485.000 • Utility Fees Residential	-			141,332	112,000	29,332	117,439	99,417	18,022
493.000 • Water Meter Maint. Fees	-			2,108	3,100	(992)	-		
Utility Fees - Other	41			-			-		
Total Utility Fees	41			153,357	142,233	11,124	149,901	142,000	7,901
Fines & Penalties									
421.000 • Vehicle Code Parking	-	200	(200)	-			-		
475.000 • Library Fines	61	100	(39)	-			-		
Total Fines & Penalties	61	300	(239)	-			-		
Miscellaneous Revenue									
484.000 • Interest and Penalties	62			4,568	1,133	3,435	-	833	(833)
480.001 • Lease - American Tower	5,742	5,833	(91)	-			-		
480.000 • Rental Income	3,650	6,000	(2,350)	-			-		
480.003 • Reimbursed City expenses	1,177	2,000	(823)	-			-		
Total Miscellaneous Revenue	10,631	13,833	(3,202)	4,568	1,133	3,435	-	833	(833)
Total Income	221,723	160,050	61,673	157,925	143,366	14,559	154,902	142,833	12,069
Expense									
Employee Salary, Wages, Benefit									
502.000 • Salaries and Wages - FT	59,359	79,487	(20,128)	11,235	8,353	2,882	8,543	8,537	6
504.000 • Salaries and Wages - OT	479	801	(322)	243	167	76	190	149	41
508.000 • FICA	4,579	5,920	(1,341)	807	639	168	700	650	50
510.000 • Worker's Comp	3,383	6,114	(2,731)	901	1,524	(623)	1,333	1,527	(194)
512.000 • Unemployment	-	793	(793)	-	84	(84)	-	85	(85)
514.000 • Health Insurance	8,062	8,389	(327)	1,825	1,443	382	1,118	1,376	(258)
518.000 • 457k Retirement Contributio	1,406	1,626	(220)	-	84	(84)	-	65	(65)
519.000 • Elected Official Stipend	200	400	(200)	-			-		
Total Employee Salary, Wages, Benefit	77,468	103,530	(26,062)	15,011	12,294	2,717	11,884	12,389	(505)
Other Personnel Expenses									
522.000 • Uniforms & Alterations	-			-			-		
524.000 • Phys., Drug 7 Psych Testing	45			-			94		
525.000 • Volunteer Firefighter Stipenc	-	600	(600)	-			-		
526.000 • Education and Training	-	300	(300)	-			-		

Budget vs. Actual by Department

For the Two Month Period Ended August 31, 2017

	General Fund			46 - Water Enterprise Fund			48 - Sewer Enterprise Fund		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
528.000 • Travel/Per Diem/Car Allowance	305	300	5	-	-	-	86	-	-
Total Other Personnel Expenses	350	1,200	(850)	-	-	-	180	-	-
General and admin. expense									
647.000 • Youth Commission	10			-			-		
645.000 • Summer Program	1,513	6,000	(4,487)	-			-		
550.000 • Office Supplies	343	1,390	(1,047)	(5)			-		
558.000 • Printing and Copies	241	1,408	(1,167)	9			9	500	(491)
548.000 • Advertising	1,150	375	775	-			-		
562.000 • Food and Beverages	122			1,896			-		
516.000 • Insurance - Liab/Bond/Auto/I	6,127	2,043	4,084	-			-		
544.000 • Computer Software Service	5,785			-			-		
545.000 • Computer Hardware Service	95	200	(105)	-			-		
530.000 • Dues and Subscriptions	9,552	50,475	(40,923)	-	3,500	(3,500)	-	250	(250)
634.000 • Copier Services & Lease	343	577	(234)	114			114		
638.000 • Bank Charges/PR Processing	2	417	(415)	-			-		
551.000 • Postage and Freight	420	833	(413)	-	500	(500)	-		
Total General and admin. expense	25,703	63,718	(38,015)	2,014	4,000	(1,986)	123	750	(627)
Contractual and Other Services									
600.000 • Operational Contracts	25,196	31,167	(5,971)	4,136	11,333	(7,197)	9,750	22,500	(12,750)
602.000 • Legal	-	8,000	(8,000)	-			-		
604.000 • Engineering	-	4,167	(4,167)	-	417	(417)	-		
608.000 • Accounting	5,003	6,000	(997)	-			-		
612.001 • Other Prof. Service - CMAP	-	400	(400)	-			-		
612.002 • Security	721	83	638	-	133	(133)	465	83	382
612.006 • Web maintenance	350	1,050	(700)	-			-		
614.000 • Law Enforcement	5,473	27,667	(22,194)	-			-		
615.000 • Level One Security Patrol	14,384	14,210	174	-			-		
622.000 • Animal Control	1,500			-			-		
624.000 • Janitorial	722	834	(112)	-			-		
626.000 • Landscape Services	172	417	(245)	-			-		
632.000 • Building Equipment Rental	-	417	(417)	-			-		
643.003 • SBCO Mgmt Fees	-			-			-	200	(200)
Total Contractual and Other Services	53,521	94,412	(40,891)	4,136	11,883	(7,747)	10,215	22,783	(12,568)
Utilities and Misc. Expenses									
639.000 • Merchant processing fees	-	267	(267)	-			-		
640.000 • Telecomm	1,504	1,326	178	112	200	(88)	194	283	(89)
642.000 • Electricity	1,224	2,791	(1,567)	5,318	5,167	151	8,825	12,000	(3,175)
643.001 • Water	-			-			-		
646.000 • Street Lighting	-			-			-		
656.000 • Licenses and Permits	-			-	2,083	(2,083)	-		
Total Utilities and Misc. Expenses	2,728	4,384	(1,656)	5,430	7,450	(2,020)	9,019	12,283	(3,264)

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

	General Fund			46 - Water Enterprise Fund			48 - Sewer Enterprise Fund		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
Equipment and Parts									
712.000 • Materials	143	1,167	(1,024)	-	-	-	-	-	-
701.000 • Small Tools	-	467	(467)	-	-	-	-	-	-
554.000 • Gasoline & Diesel Fuel	926	3,150	(2,224)	206	167	39	151	300	(149)
552.000 • Chemical and Gasses	97	217	(120)	-	1,167	(1,167)	-	1,167	(1,167)
703.000 • Books and Periodicals	249	-	249	-	-	-	-	-	-
718.000 • Parts - City Rep. Equipment	1,228	500	728	5,659	1,167	4,492	-	-	-
720.000 • Parts - City Rep. Water	34	-	34	1,532	3,667	(2,135)	-	-	-
722.000 • Parts - City Rep. Sewer	-	2,833	(2,833)	-	-	-	-	2,333	(2,333)
724.000 • Parts - City Rep. Streets	-	1,417	(1,417)	-	-	-	-	-	-
726.000 • Parts - City Rep. Parks	76	-	76	-	-	-	-	-	-
Total Equipment and Parts	2,753	9,751	(6,998)	7,397	6,168	1,229	151	3,800	(3,649)
Maint. & Repair Services									
751.001 • Maint. & Repair Wells	-	-	-	1,653	-	-	-	-	-
752.000 • Vehicle Maint. - Outside	128	-	128	64	-	-	64	-	-
754.000 • Equipment Maint. - Outside	-	-	-	281	667	(386)	-	1,000	(1,000)
757.000 • Bldg Maint. - Inside	-	-	-	-	-	-	-	-	-
758.000 • Building Maint. Outside	337	583	(246)	-	-	-	-	-	-
760.000 • Grounds Maint. - Outside	192	417	(225)	-	-	-	-	-	-
762.000 • Streets Maint. & Paving	-	-	-	-	-	-	-	667	(667)
764.000 • Water Maintenance - Outside	-	-	-	-	500	(500)	-	-	-
766.000 • Sewer Maint. - Plant	-	-	-	-	-	-	-	1,667	(1,667)
Total Maint. & Repair Services	657	1,000	(343)	1,998	1,167	831	64	3,334	(3,270)
Capital Expenditures									
859.000 • Fines RWQCB	-	-	-	-	-	-	6,000	6,000	-
801.000 • Capital Purchases/Improvements	984	-	984	26,550	57,600	(31,050)	-	-	-
812.000 • Depreciation	-	-	-	46,753	46,754	(1)	55,292	55,292	-
Total Capital Expenditures	984	-	984	73,303	104,354	(31,051)	61,292	61,292	-
Debt Defrayment									
854.000 • Debt Service Principal Payments	-	-	-	5,857	5,500	357	4,792	4,500	292
858.000 • Interest	-	-	-	-	-	-	-	-	-
855.000 • Amortization expense	-	-	-	5,280	4,920	360	4,320	4,320	-
858.000 • Interest - Other	-	-	-	33,543	33,996	(453)	27,444	27,524	(80)
Total 858.000 • Interest	-	-	-	38,823	38,916	(93)	31,764	31,844	(80)
Total Debt Defrayment	-	-	-	44,680	44,416	264	36,556	36,344	212
Total Expense	164,164	277,995	(113,831)	153,969	191,732	(37,763)	129,484	152,975	(23,491)
Net Income	57,559	(117,945)	175,504	3,956	(48,366)	52,322	25,418	(10,142)	35,560

Budget vs. Actual by Department

For the Two Month Period Ended August 31, 2017

50 - Special Dist. - COPS				55 - Rest. and Parking Fund				60 - Valle Vista Lighting Dist.			
Jul - Aug 17	Budget	\$ Over Budget		Jul - Aug 17	Budget	\$ Over Budget		Jul - Aug 17	Budget	\$ Over Budget	
Income											
Property Taxes											
422.000 · COPS Funding	16,667	16,667	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-
435.000 · COGS/(TDA)/STEA	-	-	-	-	-	-	-	-	-	-	-
Total Property Taxes	16,667	16,667	-	-	-	-	-	-	-	-	-
Other Tax Revenue											
406.000 · Sales Tax	-	-	-	-	-	-	-	-	-	-	-
408.000 · Transient Lodging Taxes	-	-	-	5,761	2,750	3,011	12,113	-	-	-	-
415.000 · Special Assessment	-	-	-	-	-	-	-	-	-	-	-
419.000 · Other Doc. Transfer	-	-	-	-	-	-	-	-	-	-	-
429.000 · Other Tax Revenue	-	-	-	-	-	-	-	-	-	-	-
Total Other Tax Revenue	-	-	-	5,761	2,750	3,011	12,113	-	-	-	-
Franchise Fees											
442.000 · Franchise Cable	-	-	-	-	-	-	-	-	-	-	-
448.000 · Refuse Franchise	-	-	-	-	-	-	-	-	-	-	-
Total Franchise Fees	-	-	-	-	-	-	-	-	-	-	-
Business & Misc. Lic. & Permits											
450.000 · Business Licenses	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-
451.000 · Building Permits	-	-	-	-	-	-	-	-	-	-	-
457.000 · Encroachment Permits	-	-	-	-	-	-	-	-	-	-	-
458.000 · Sign Permits	-	-	-	-	-	-	-	-	-	-	-
Total Planning, Building, Eng. Permit	-	-	-	-	-	-	-	-	-	-	-
Chg. for Planning/Eng. Services											
458.002 · SMIP Fee	-	-	-	-	-	-	-	-	-	-	-
490.001 · Misc. Revenue Planning	-	-	-	-	-	-	-	-	-	-	-

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

	50 - Special Dist. - COPS			55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
452.000 · Building Plan Check Fees	-			-			-		
459.000 · Remib. - Prof/Dev. Costs	-			-			-		
Total Chg. for Planning/Eng. Services	-			-			-		
Charges for Misc. Services									
496.001 · Public Document Charge	-			-			-		
496.000 · Library Copy Charges	-			-			-		
Total Charges for Misc. Services	-			-			-		
Utility Fees									
486.000 · Utility Fees Commercial	-			-			-		
485.000 · Utility Fees Residential	-			-			-		
493.000 · Water Meter Maint. Fees	-			-			-		
Utility Fees - Other	-			-			-		
Total Utility Fees	-			-			-		
Fines & Penalties									
421.000 · Vehicle Code Parking	-			-			-		
475.000 · Library Fines	-			-			-		
Total Fines & Penalties	-			-			-		
Miscellaneous Revenue									
484.000 · Interest and Penalties	-			-			-		
480.001 · Lease - American Tower	-			-			-		
480.000 · Rental Income	-			-			-		
480.003 · Reimbursed City expenses	-			-			-		
Total Miscellaneous Revenue	-			-			-		
Total Income	16,667	16,667	-	5,761	2,750	3,011	12,113		
Expense									
Employee Salary, Wages, Benefit									
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 Contributio	-			-			-		
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 Stipenc	-			-			-		
526.000 · Education and Training	-			-			-		

Budget vs. Actual by Department

For the Two Month Period Ended August 31, 2017

	50 - Special Dist. - COPS			55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
528.000 • Travel/Per Diem/Car Allowan	-			-			-		
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	-			-			-		
548.000 • Advertising	-			-			-		
562.000 • Food and Beverages	-			-			-		
516.000 • Insurance - Liab/Bond/Auto/I	-			-			-		
544.000 • Computer Software Service	-			-			-		
545.000 • Computer Hardware Service	-			-			-		
530.000 • Dues and Subscriptions	-			-			-		
634.000 • Copier Services & Lease	-			-			-		
638.000 • Bank Charges/PR Processing	-			-			-		
551.000 • Postage and Freight	-			-			-		
Total General and admin. expense	-			-			-		
Contractual and Other Services									
600.000 • Operational Contracts	-			-			-		
602.000 • Legal	-			-			-		
604.000 • Engineering	-			-			-		
608.000 • Accounting	-			-			-		
612.001 • Other Prof. Service - CMAP	-			-			-		
612.002 • Security	-			-			-		
612.006 • Web maintenance	-			-			-		
614.000 • Law Enforcement	16,667	16,667	-	-			2,794	2,157	637
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	-			-			-		
Total Contractual and Other Services	16,667	16,667	-	-			2,794	2,157	637
Utilities and Misc. Expenses									
639.000 • Merchant processing fees	-			-			-		
640.000 • Telecomm	-			-			-		
642.000 • Electricity	-			-			-	367	(367)
643.001 • Water	-			-			-	525	(525)
646.000 • Street Lighting	-			-			-		
656.000 • Licenses and Permits	-			-			-		
Total Utilities and Misc. Expenses	-			-			-	892	(892)

Budget vs. Actual by Department

For the Two Month Period Ended August 31, 2017

	50 - Special Dist. - COPS			55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
Equipment and Parts									
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									
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	-			-			-		
801.000 · Capital Purchases/Improvement	-			-			-		
812.000 · Depreciation	-			-			-		
Total Capital Expenditures	-			-			-		
Debt Defrayment									
854.000 · Debt Service Principal Payments	-			-			-		
858.000 · Interest	-			-			-		
855.000 · Amortization expense	-			-			-		
858.000 · Interest - Other	-			-			-		
Total 858.000 · Interest	-			-			-		
Total Debt Defrayment	-			-			-		
Total Expense	16,667	16,667	-	-	2,750	3,011	2,958	3,049	(91)
Net Income	-	-	-	5,761	2,750	3,011	9,155	(3,049)	12,204

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

	75 - Gas Tax Fund			TOTAL		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
Income						
Property Taxes						
422.000 · COPS Funding	-			16,667	16,667	-
436.000 · Gas Tax 2103	2,265	1,243	1,022	2,265	1,243	1,022
431.000 · Gas Tax 2105	2,657	1,804	853	2,657	1,804	853
432.000 · Gas Tax 2106	2,809	1,894	915	2,809	1,894	915
433.000 · Gas Tax 2107	3,029	2,330	699	3,029	2,330	699
434.000 · Gas Tax 2107.5	2,000	1,000	1,000	2,000	1,000	1,000
435.000 · COGS/(TDA)/STEA	-	2,148	(2,148)	-	2,148	(2,148)
Total Property Taxes	12,760	10,419	2,341	29,427	27,086	2,341
Other Tax Revenue						
406.000 · Sales Tax	-			152,339	100,000	52,339
408.000 · Transient Lodging Taxes	-			46,676	18,750	27,926
415.000 · Special Assessment	-			-	-	-
419.000 · Other Doc. Transfer	-			1,744	-	1,744
429.000 · Other Tax Revenue	-			3,608	-	3,608
Total Other Tax Revenue	-	-	-	204,367	118,750	85,617
Franchise Fees						
442.000 · Franchise Cable	-			-	3,250	(3,250)
448.000 · Refuse Franchise	-			8,162	5,167	2,995
Total Franchise Fees	-	-	-	8,162	8,417	(255)
Business & Misc. Lic. & Permits						
450.000 · Business Licenses	-			9,028	12,000	(2,972)
470.000 · Garage Sale Permits	-			60	-	60
472.000 · Animal Licenses	-			18	-	18
490.000 · Misc. Revenue	-			1,095	250	845
494.001 · Special Events	-			-	4,000	(4,000)
Total Business & Misc. Lic. & Permits	-	-	-	10,201	16,250	(6,049)
Planning, Building, Eng. Permit						
458.001 · Green Fee	-			20	-	20
459.004 · Fire Sprinkler Permit	-			150	-	150
459.003 · Mechanical Permit	-			31	-	31
459.002 · Plumbing Permit	-			143	-	143
459.001 · Electrical Permit	-			339	-	339
451.000 · Building Permits	-			3,568	5,000	(1,432)
457.000 · Encroachment Permits	-			150	-	150
458.000 · Sign Permits	-			75	-	75
Total Planning, Building, Eng. Permit	-	-	-	4,476	5,000	(524)
Chg. for Planning/Eng. Services						
458.002 · SMIP Fee	-			21	-	21
490.001 · Misc. Revenue Planning	-			250	-	250

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

	75 - Gas Tax Fund			TOTAL		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
452.000 · Building Plan Check Fees	-			996	-	996
459.000 · Remib. - Proj/Dev. Costs	-			5,001	-	5,001
Total Chg. for Planning/Eng. Services	-			6,268	-	6,268
Charges for Misc. Services						
496.001 · Public Document Charge	-			4	-	4
496.000 · Library Copy Charges	-			387	250	137
Total Charges for Misc. Services	-			391	250	141
Utility Fees						
486.000 · Utility Fees Commercial	-			42,379	69,716	(27,337)
485.000 · Utility Fees Residential	-			258,771	211,417	47,354
493.000 · Water Meter Maint. Fees	-			2,108	3,100	(992)
Utility Fees - Other	-			41	-	41
Total Utility Fees	-			303,299	284,233	19,066
Fines & Penalties						
421.000 · Vehicle Code Parking	-			-	200	(200)
475.000 · Library Fines	-			61	100	(39)
Total Fines & Penalties	-			61	300	(239)
Miscellaneous Revenue						
484.000 · Interest and Penalties	-			4,630	1,966	2,664
480.001 · Lease - American Tower	-			5,742	5,833	(91)
480.000 · Rental Income	-			3,650	6,000	(2,350)
480.003 · Reimbursed City expenses	-			1,177	2,000	(823)
Total Miscellaneous Revenue	-			15,199	15,799	(600)
Total Income	12,760	10,419	2,341	581,851	476,085	105,766
Expense						
Employee Salary, Wages, Benefit						
502.000 · Salaries and Wages - FT	-			79,137	96,377	(17,240)
504.000 · Salaries and Wages - OT	-			912	1,117	(205)
508.000 · FICA	-			6,086	7,209	(1,123)
510.000 · Worker's Comp	-			5,617	9,165	(3,548)
512.000 · Unemployment	-			-	962	(962)
514.000 · Health Insurance	-			11,005	11,208	(203)
518.000 · 457k Retirement Contributio	-			1,406	1,775	(369)
519.000 · Elected Official Stipend	-			200	400	(200)
Total Employee Salary, Wages, Benefit	-			104,363	128,213	(23,850)
Other Personnel Expenses						
522.000 · Uniforms & Alterations	-			-	-	-
524.000 · Phys., Drug 7 Psych Testing	-			139	-	139
525.000 · Volunteer Firefighter Stipenc	-			-	600	(600)
526.000 · Education and Training	-			-	300	(300)

Budget vs. Actual by Department

For the Two Month Period Ended August 31, 2017

	75 - Gas Tax Fund			TOTAL		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
528.000 • Travel/Per Diem/Car Allowan	-			391	300	91
Total Other Personnel Expenses	-			530	1,200	(670)
General and admin. expense	-					
647.000 • Youth Commission	-			10	-	10
645.000 • Summer Program	-			1,513	6,000	(4,487)
550.000 • Office Supplies	-			338	1,390	(1,052)
558.000 • Printing and Copies	-			259	1,908	(1,649)
548.000 • Advertising	-			1,150	375	775
562.000 • Food and Beverages	-			2,018	-	2,018
516.000 • Insurance - Liab/Bond/Auto/I	-			6,127	2,043	4,084
544.000 • Computer Software Service	-			5,785	-	5,785
545.000 • Computer Hardware Service	-			95	200	(105)
530.000 • Dues and Subscriptions	-			9,552	54,225	(44,673)
634.000 • Copier Services & Lease	-			571	577	(6)
638.000 • Bank Charges/PR Processing	-			2	417	(415)
551.000 • Postage and Freight	-			420	1,333	(913)
Total General and admin. expense	-			27,840	68,468	(40,628)
Contractual and Other Services	-					
600.000 • Operational Contracts	-			39,082	65,000	(25,918)
602.000 • Legal	-			-	8,000	(8,000)
604.000 • Engineering	-			-	4,584	(4,584)
608.000 • Accounting	-			5,003	6,000	(997)
612.001 • Other Prof. Service - CMAP	-			-	400	(400)
612.002 • Security	-			1,186	299	887
612.006 • Web maintenance	-			350	1,050	(700)
614.000 • Law Enforcement	-			22,140	44,334	(22,194)
615.000 • Level One Security Patrol	-			14,384	14,210	174
622.000 • Animal Control	-			1,500	-	1,500
624.000 • Janitorial	-			722	834	(112)
626.000 • Landscape Services	-			2,966	2,574	392
632.000 • Building Equipment Rental	-			-	417	(417)
643.003 • SBCO Mgmt Fees	-			-	200	(200)
Total Contractual and Other Services	-			87,333	147,902	(60,569)
Utilities and Misc. Expenses	-					
639.000 • Merchant processing fees	-			-	267	(267)
640.000 • Telecomm	-			1,810	1,809	1
642.000 • Electricity	1,430			16,797	20,325	(3,528)
643.001 • Water	-			-	525	(525)
646.000 • Street Lighting	-			-	2,667	(2,667)
656.000 • Licenses and Permits	-			-	2,083	(2,083)
Total Utilities and Misc. Expenses	1,430	2,667	(1,237)	18,607	27,676	(9,069)

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

	75 - Gas Tax Fund			TOTAL		
	Jul - Aug 17	Budget	\$ Over Budget	Jul - Aug 17	Budget	\$ Over Budget
Equipment and Parts						
712.000 · Materials	-			143	1,167	(1,024)
701.000 · Small Tools	-			-	467	(467)
554.000 · Gasoline & Diesel Fuel	-			1,283	3,617	(2,334)
552.000 · Chemical and Gases	-			97	2,551	(2,454)
703.000 · Books and Periodicals	-			249	-	249
718.000 · Parts - City Rep. Equipment	-			6,887	1,667	5,220
720.000 · Parts - City Rep. Water	-			1,566	3,667	(2,101)
722.000 · Parts - City Rep. Sewer	-			-	2,333	(2,333)
724.000 · Parts - City Rep. Streets	-			-	2,833	(2,833)
726.000 · Parts - City Rep. Parks	-			76	1,417	(1,341)
Total Equipment and Parts	-			10,301	19,719	(9,418)
Maint. & Repair Services						
751.001 · Maint. & Repair Wells	-			1,653	-	1,653
752.000 · Vehicle Maint. - Outside	-			256	-	256
754.000 · Equipment Maint. - Outside	-			281	1,667	(1,386)
757.000 · Bldg Maint. - Inside	-			-	-	-
758.000 · Building Maint. Outside	-			337	583	(246)
760.000 · Grounds Maint. - Outside	-			356	417	(61)
762.000 · Streets Maint. & Paving	-			-	667	(667)
764.000 · Water Maintenance - Outside	-			-	500	(500)
766.000 · Sewer Maint. - Plant	-			-	1,667	(1,667)
Total Maint. & Repair Services	-			2,883	5,501	(2,618)
Capital Expenditures						
859.000 · Fines RWQCB	-			6,000	6,000	-
801.000 · Capital Purchases/Improvem	-			27,534	57,600	(30,066)
812.000 · Depreciation	-			102,045	102,046	(1)
Total Capital Expenditures	-			135,579	165,646	(30,067)
Debt Defrayment						
854.000 · Debt Service Principal Paym	-			10,649	10,000	649
858.000 · Interest	-					
855.000 · Amortization expense	-			9,600	9,240	360
858.000 · Interest - Other	-			60,987	61,520	(533)
Total 858.000 · Interest	-			70,587	70,760	(173)
Total Debt Defrayment	-			81,236	80,760	476
Total Expense	1,430	2,667	(1,237)	468,672	645,085	(176,413)
Net Income	11,330	7,752	3,578	113,179	(169,000)	282,179

**City of San Juan Bautista
Warrant Listing**

As of August 31, 2017

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
101.000 - Union Bank				
101.001 - Operating Acct. 1948				
	08/11/2017	211053	Abbott's Pro Power	-171.62
	08/11/2017	211054	ACWA Health Benefits Authority	-5,321.30
	08/11/2017	211055	Alliant Insurance Services	-688.00
	08/11/2017	211056	Bracewell Engineering, Inc.	-11,548.50
	08/11/2017	211057	C&N Tractor	-799.12
	08/11/2017	211058	Ferguson Enterprises, Inc.	-1,625.09
	08/11/2017	211059	Granite Rock	-130.05
	08/11/2017	211060	Home Depot Credit Services	-158.81
	08/11/2017	211061	Iron Mountain	-194.17
	08/11/2017	211062	J M Electric	-279.00
	08/11/2017	211063	KS State Bank	-5,818.30
	08/11/2017	211064	League of California Cities	-1,150.00
	08/11/2017	211065	Level 1 Private Security.	-7,192.00
	08/11/2017	211066	Linda Pacheco.	-550.00
	08/11/2017	211067	P G & E	-14,426.55
	08/11/2017	211068	Posh Hair.	-120.00
	08/11/2017	211069	Rain for Rent Salinas	-15,214.25
	08/11/2017	211070	Roger Grimsley	-132.98
	08/11/2017	211071	Rx-Tek	-60.00
	08/11/2017	211072	San Benito Tire Pros	-153.50
	08/11/2017	211073	US Bank	-3,805.35
	08/11/2017	211074	Wellington Law Offices	-2,532.00
	08/11/2017	211075	Xerox	-571.71
	08/29/2017	211076	Valero Marketing & Supply	-402.98
	08/30/2017	211077	Wells Fargo Bank, N.A.	-460,007.87
				<u>-533,053.15</u>
Total 101.001 - Operating Acct. 1948				-533,053.15
Total 101.000 - Union Bank				-533,053.15
TOTAL				<u>-533,053.15</u>

Library Report

	Mar. '17	Apr. '17	May '17	Jun '17	Jul '17	Aug '17
New Material	40	22	38	56	33	15
Retired Materials	2	2	0	0	2	0
Lost Items	4	6	3	6	5	4
Overdue Items	3	3	16	-	13	10
Overdue Patrons	3	3	11	11	11	6
Cards Issued	4	18	6	8	9	6
Items Checked Out	392	417	402	288	207	282
Money from Fines	20.75	37.50	101.75	78.95	79.50	114.55
Money from Faxes	19.00	8.00	25.00	25.00	19	19
Money from Copies	74.15	59.10	36.25	59.00	39.05	63.50
Money from other Charges	7.25	36.75	33.50	47.50	18.75	16.25
Patron Tally	662	736	660	963	509	576

CITY OF SAN JUAN BAUTISTA

ADMINISTRATIVE REPORT

Date: September 19, 2017

To: City Council

From: Administrative Staff

PUBLIC WORKS DEPARTMENT:

During the last month, the Public Works Department has been working on the installation of a valve cluster along San Juan-Hollister Road, street painting, and other routine maintenance activities.

The City's Engineering Technician, Nick Bryan, has been transferred over to working full-time with the Public Works department in the vacant Maintenance II position. Without the supervision of a City Engineer and a certified Building Inspector, he can no longer perform inspections related to the City's building permits. He was already spending a decent percentage of his time assisting on public works projects, so it should be a relatively easy transition.

PLANNING DEPARTMENT/CODE ENFORCEMENT

Planning: At the regular Planning Commission meeting on Tuesday, September 5th, 2017, the Planning Commission approved the initial studies and categorical exemptions under the California Environmental Quality Act (CEQA) for Well # 5 and Well # 6. These environmental documents will be submitted to the Division of Drinking Water with all of the other required documentation once the City receives the pump capacity test report from HydroMetrics, WRI.

In addition, a sign permit was approved for the new Mission Hardware, which will be located in the rear of the building at 507 Third Street (facing Fourth Street). The Planning Commission also discussed options for a bulletin board proposed for 1 Polk Street and tabled the item for a future meeting. The Planning Commission also brought up several code enforcement questions regarding Harvey's Lock-Up, which staff will attempt to address when time allows.

Administration: Staff has been working with City Attorney Mall to identify and evaluate options for contracting out the City's engineering, building inspection, and plan review services. Based on the proposed salary and benefits for the new City Manager and the combined salary of the old City Manager, vacant Public Works position, and the grant writer that was included in the FY 17/18

budget, there is approximately \$6,000/month available for those contract services. At the time of writing this report, no final decision has been made, but staff has been in discussions with CSG and 4Leaf regarding staffing options and price quotes for those contract services. With no building inspector or city engineer, all building permits (currently being processed and new applications) are on hold.

City staff is also working with staff from San Benito County Integrated Waste Management to implement the "Construction & Demolition Recycling Plans" required under the California Green Building Code.

Water: City staff has been assembling all of the information required to address the requirements from the State Water Resources Control Board Division of Drinking Water requirements regarding the two new wells the City is looking to bring into the City of San Juan Bautista Public Water System, Well #5 and Well #6. A hydrogeologist conducted a constant discharge (pumping rate) well capacity test to determine the capacity of the two wells during the week of August 21st. HydroMetrics is analyzing the results and should be submitting the report after they receive the information from the data logger that got stuck in Well #6 and the test results from the water quality samples that were taken from the wells during the capacity tests.

An initial test of Well #5 also indicated that the water supply is high in iron, which would require extra treatment. City staff is exploring multiple options for addressing this issue, which could include commissioning a well profile and then sealing off aquifer layers with high iron or installing a treatment facility at the well site. The city also needs to have a site plan put together for the well site that includes the design of the building or buildings. Previously, this design would have been done in-house, but now that work will have to be contracted out. This will most likely push back the date for bringing the system into compliance with SWRCB Citation No. 02_05_17C_006 (nitrates) and Compliance Order No. 02_05_16R_004 (redundancy in system).

Code Enforcement: Code enforcement is essentially on hold while the City staff manages several high-priority projects and other essential functions with extremely limited staff. The code enforcement statistics below indicate activities prior to August 30th.

Code Enforcement Statistics:

Period: August 9th through September 12th

Code Violation	# of Letters/Citations
No parking in excess of 72 hours	3
Dilapidated building	2
Parking prohibited at all times	2
Deposit yard waste on city street	1
Keeping or serving as caretaker for chickens at large	1
Interference with pound master (stealing traps)	1

Additional Activities: Chicken relocation program - 3 chickens relocated

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL STAFF REPORT

To: The Honorable Mayor and Council Members

From: The City Attorney

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

Date: September 12, 2017

REQUEST:

It is requested that the City Council:

1. Approve the environmental review; and
2. Approve via first and second reading, the attached draft Ordinance to expedite the permitting process for electric vehicle charging systems.

BACKGROUND:

Assembly Bill 1236, adopted in October 2015 added Government Code Section 65850.7 to require jurisdictions with a population of less than 200,000 to establish procedures for expedited, streamlined processes for permitting of electric vehicle charging stations. Under section 65650.7, a jurisdiction must adopt an ordinance for the expedited, streamlined process on or before September 30, 2017. The ordinance must include the requirement that a jurisdiction adopt a checklist of requirements with which a permit application for an electric charging station will be eligible for expedited review. Essentially, the Assembly bill is attempting to remove unreasonable barriers to the installation of electric vehicle charging stations and not unreasonably restrict the ability of homeowners and business to install electric vehicle charging stations. The State seeks to promote and encourage the use of electric vehicles.

ENVIRONMENTAL REVIEW

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

DISCUSSION

The attached ordinance meets the requirements set by the State and should be adopted at this meeting to meet or attempt to meet the State deadlines.

FIRST READING/ INTRODUCTION – 09-19-2017

ORDINANCE NO. 2017 - ____

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

-oOo-

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

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

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

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

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

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

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

1. Environmental Determination. The City Council hereby finds that the adoption of this Ordinance does not constitute the approval of a “project” under the California Environmental Quality Act (CEQA) pursuant to section 15060(c)(2) and (3) and 15061(b)(3) of the State CEQA Guidelines.

Specifically, this Ordinance will not result in a direct or foreseeable indirect physical change in the environment as it does not authorize the construction of any new structure or other physical changes to the environment.

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

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

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

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

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

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

Chris Martorana, Mayor

ATTEST:

Mackenzie Quaid, City Clerk

FIRST READING/ INTRODUCTION – 09-19-2017

EXHIBIT A

Chapter 10-8

EXPEDITED PERMIT PROCESS FOR ELECTRIC VEHICLE CHARGING STATIONS

Sections:

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

10-8-010 Purpose.

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

10-8-020 Applicability

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

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

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

10-8-030 Definitions.

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

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

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

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

10-8-040 Expedited Permitting Process.

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

FIRST READING/ INTRODUCTION – 09-19-2017

10-8-050 Permit Application Processing.

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

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

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

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

10-8-060 TECHNICAL REVIEW

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

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

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

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

10-8-070 ELECTRIC VEHICLE CHARGING STATION INSTALLATION REQUIREMENTS

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

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

FIRST READING/ INTRODUCTION – 09-19-2017

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

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

CITY OF SAN JUAN BAUTISTA
CITY COUNCIL STAFF REPORT

To: The Honorable Mayor and Council Members

From: The City Attorney

RE: BAN ON MARIJUANA SALES, CULTIVATION AND DELIVERY

Date: September 8, 2017

REQUEST:

It is requested that the City Council:

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

BACKGROUND:

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

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

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

ENVIRONMENTAL REVIEW

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

DISCUSSION

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

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

CONCLUSION:

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

EXHIBIT "A"

ORDINANCE NO. 2017-__

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

-o0o-

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

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

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

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

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

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

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

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

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

5-14.6-020 Marijuana Dispensaries Prohibited.

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

5-14.6-030 Marijuana Cultivation Prohibited.

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

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

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

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

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

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

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

THE FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on the ___ day of _____, 2017, and was adopted at a regular meeting of the San Juan Bautista City Council on the

___ day of _____, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Chris Martorana, Mayor

ATTEST:

Mackenzie Quaid, City Clerk

APPROVED AS TO FORM:

Deborah Mall, City Attorney

ORDINANCE NO. 2017-XX

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

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

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

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

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

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

SECTION 1.

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

2-3-210 Membership.

Said Commission shall consist of seven (7) members.

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

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

THE FOREGOING ORDINANCE was first introduced and read at a regular meeting of the

San Juan Bautista City Council on the ____ day of _____ 2017, and was adopted at a regular meeting on the San Juan Bautista City Council on the ____ day of _____, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Chris Martorana

ATTEST:

City Clerk Mackenzie Quaid

To: San Juan Bautista City Council

From: San Juan Bautista Strategic Planning Committee

Recommendation

The Strategic Planning Committee supports the recommendation that Council amend the size of the Youth Commission; reducing it from an 11-member body to a 7-member body.

Background

In February of 2015 the City Council formed an 11-member Youth Commission of members ages 12-18 to provide the Council with advice and input about the needs of youth and to assist in creating programs and activities for youth of San Juan Bautista to involve them more in the community.

Through the 2 1/2 years the Commission has been in place it has not grown to a full complement of 11 members. Numerous recruitment efforts have been held to build the Commission, but a sufficient number of youth have not applied. Membership has fluctuated from a high of 10 members to as few as 4 members. Currently the group cannot hold meetings as they have less than a quorum of members, and recruitment efforts to fill vacant seats are once again underway.

The Adult Adviser to the Commission and staff recognize that reducing the size of the Commission will allow the group to continue their work without facing difficulties of having too few members to hold a meeting. A 7-member body is recommended as this is the average number of continuous members during the last 2 1/2 years.

Conclusion

As the City has not been able to attain an 11-member Youth Commission, the Strategic Planning Committee sees the need to reduce the size of Commission to a 7-member body, and supports this recommendation.

CITY OF SAN JUAN BAUTISTA

STAFF REPORT

Date: September 19, 2017

To: City Council

From: Staff

Subject: **Audit Contract with Bryant L. Jolley CPA.**

Staff is making plans for the fiscal year 2016-2017 audit. The previous fiscal year 2015-2016 was the third and last year of the existing contract with Bryant L. Jolley CPA. The City Council has the option to request formal proposal (RFP) from other financial auditing firms or continue with the current firm and renew the existing contract for another three year at \$25,000 for each year of the three year contract. (The previous contract was for \$24,000 per year.)

The auditing firm of Bryant L. Jolley CPA have performed to staff's expectations and met the standards of financial review that has provided us with sound fiscal management.

RECOMMENDATION:

Based upon staff's working relationship with the team that performs our financial audit, staff recommends entering into another three year contract with Bryant L. Jolley CPA for auditing services.

ATTACHMENTS:

Audit Engagement Letter
Resolution

BRYANT L. JOLLEY

CERTIFIED PUBLIC ACCOUNTANTS

Bryant L. Jolley C.P.A.
Ryan P. Jolley C.P.A.
Darryl L. Smith C.P.A.
Jaibu Nelson C.P.A.
Lan T. Kimoto
Jeffrey M. Schill

September 5, 2017

To City Council of the City of San Juan Bautista

City of San Juan Bautista
PO Box 1420
San Juan Bautista, CA 95045

We are pleased to confirm our understanding of the services we are to provide the City of San Juan Bautista for the fiscal years ended June 30, 2017, 2018 and 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of San Juan Bautista as of and for the fiscal years ended June 30, 2017, 2018 and 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of San Juan Bautista's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of San Juan Bautista's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedule - General

We have also been engaged to report on supplementary information other than RSI that accompanies the City of San Juan Bautista's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Balance Sheet – Nonmajor Governmental Funds
- 2) Combining Statement of Revenue, Expenditures and Changes in Fund Balance – Nonmajor Governmental Funds

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of San Juan Bautista and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of San Juan Bautista's financial statements. Our report will be addressed to the City Council of the City of San Juan Bautista. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of San Juan Bautista is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly

inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of San Juan Bautista's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the City of San Juan Bautista in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted

accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Our services also include preparation of the City's State Controllers Reports and any required Federal Single Audit reports. If applicable, we will issue a separate Management Letter that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are not considered material weaknesses.

We will provide copies of our reports to the City Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bryant L. Jolley, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bryant L. Jolley, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately November 15, 2017 and to issue our reports no later than December 15, 2017. Bryant L. Jolley, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be billed at standard hourly rates except that we agree that our gross fee will not exceed \$25,000 for each fiscal years, June 30, 2017, 2018, and 2019. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of San Juan Bautista and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Bryant L. Jolley, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of San Juan Bautista.



Matt Orbach, Interim City Manager

RESOLUTION NO. 2017-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA AWARDING A CONTRACT FOR INDEPENDENT AUDITING SERVICES TO BRYANT L. JOLLEY, CPA

RECITAL

A. The City Council of the City of San Juan Bautista has reviewed the contract between the City of San Juan Bautista and Bryant L. Jolley, CPA, for audit services for three years beginning with the Fiscal Year 2016-2017 audit.

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

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

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the City Council held on September 19, 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Chris Martorana, Mayor

Mackenzie Quaid, Acting City Clerk

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL

STAFF REPORT

DATE: August 15th, 2017

SUBJECT: Consider Priority List of Road Repairs for Funding Under SB1

Description: Senate Bill 1 recently adopted the Road Repair and Accountability Act of 2017. The act will provide road funding for repair and improvements. It is funded through the new 0.12 cent per gallon gas tax and 0.20 cent per gallon for diesel fund. The legislation requires agencies to prepare a list of potential projects with a description and location, an estimated cost, an estimated time of completion and a useful life analysis for each project.

Recommended Action: Staff handed out a priority project map and a priority project list at the July meeting. Now, staff would like to obtain feedback from the City Council regarding the priority of those identified projects.

Staff needs to have an approved priority project list to submit by October 16th, 2017, so the City Council should approve a priority project list at either the August or September City Council meetings.

SB 1 ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017 (RMRA FUNDS)

<u>Description & Location</u>	<u>Estimated Cost</u>	<u>Estimate Completion</u>	<u>Useful Life</u>
1. Mucklemi 4 th to San Antonio St Half St. Reconst. 4" AC, 12" AB	\$ 245,000	October 2017	
2. Mucklemi San 1000' Antonio to Monterey Reconst. 4" AC 12" AB Half – 480' <8,200 s.f.>			
3. The Alameda 156 to San Juan-Hollister Rd 520' 21,000 s.f. Grind and 2.5" AC overlay			
4. San Juan-Hollister Rd The Alameda to Mission 3300 full -1230' <22,100 s.f.> Grind & 2.5" overlay			
5. Donner & Ahwahnee Cap Seal 46,000 s.f.			
6. Lang Street Capo Seal 69,000 s.f.			
7. Lang Street Reconst. 140'x22'=3100 s.f. 4"AC 12" AB w/Lime treatment			
8. Fifth St. Mission to Franklin 480' 18,500 s.f. 2.5"AC/8" AB			

9. Third Street Tualalumi to
Muckelemi 780' Full. St.
w/ storm, sewer, water.
31,000 s.f. 2.5" AC 12" AB

10. First St. Monterey to Donner
890'x40' Grind and Overlay
36,000 s.f. 2.5" AC

11. Monterey & Muckelemi
Intersection Improv.

12. Fourth & The Alameda
Intersection Improv.

13. Third Street Muckelemi
To Franklin St. 1140' w/
Sewer, water, storm
4" AC 12" AB

14. Monterey St. Church
To Muckelemi 400'
15,000 s.f. Reconst.
4" AC/12" AB

15. Polk St. 2nd to 4th St.
520' - 18,500 s.f.
2.5" AC 8" AB

16. Polk St. 4th to 7th St.
1090' - 39,500 s.f.
2.5" AC 8" AB

17. San Jose St. 2nd to 4th St.
455' - 10,500 s.f.
2.5" AC 8" AB

18. Fifth St. Polk to Washington
590' - 22,500 s.f.
2.5" AC 8" AB

19. Sixth St. Polk to Washington
590' - 22,500 s.f.
2.5" AC 8" AB

20. Sixth St. San Antonio to
Polk Str. 630' 22,600 s.f.
Grind and overlay

21. Seventh St. Polk to
San Antonio St.
630' - 22,000 s.f.
Grind and overlay

22. Seventh St. Polk to
Washington St.
585' - 22,000 s.f.
2.5" AC 8" AB

23. Jefferson First to 3rd St.
2.5 " AC on 8" AB

Trish Paetz

From: Sharlene VanRooy <SVanRooy@cffsbc.org>
Sent: Tuesday, September 12, 2017 11:16 AM
Subject: National Philanthropy Day Nominations
Attachments: 2017 Reservation Form.pdf

Hello All,

It's time to start thinking seriously about your nomination for National Philanthropy Day. **The deadline is Friday, October 13, 2017.**

Please use the attached Reservation Form to submit your dinner reservations. The form must be completed including payment in order to reserve your space.

Please use the automated form to submit your 100 word script and photograph of your nominee. The link is here: <https://givesanbenito.org/national-philanthropy-day>

Our National Philanthropy Day Celebration Dinner will be held on Wednesday, November 15, 2017 at San Juan Oaks. The cost this year is \$50 per person.

Sharlene VanRooy
Marketing Communications Coordinator
Community Foundation for San Benito County
829 San Benito Street, Suite 200, Hollister, CA 95023
831.630.1924
svanrooy@cffsbc.org
GiveSanBenito.org



For Good... For Ever

NOMINATION GUIDELINES FOR OUTSTANDING PHILANTHROPIST AWARD

**Nomination must be received no later than Friday, October 13, 2017
to ensure recognition in the program and to receive a printed certificate.**

1. Only one honoree per organization. Honoree may be either an adult or a youth. Husband and wife team is permitted. You may nominate a group or organization but only 1 person may stand and be recognized during the presentation.
2. Due to the large number of organizations presenting awards this year, and recognizing the need for all organizations to be acknowledged during the event, we have set a 100 word limit so the program can move smoothly and adhere to the time schedule.

SAMPLE Script for Presentation for Honoree:

We are grateful to honor John Smith for being so instrumental to the success of YMCA's Annual Campaign Drive. The YMCA has been in this community for six years helping to build strong kids, families and communities. John's energy and passion for children in general sets him apart as a major champion of our organization's efforts to be financially stable to focus on our mission and purpose. I thank you for carving time in your life to give us endless hours of hard work making it possible to continue to serve the families and their children of San Benito County.

3. The Community Foundation will be creating a multimedia slideshow to be shown at this event. Please send an electronic photograph of your nominee to be included in this slideshow. (4 MB maximum, JPG or GIF format only)

**Submit Your Nomination Via the
Automated Submission Form at GiveSanBenito.org**

**Submit Reservations Electronically (svanrooy@cffsbc.org)
or Via Snail-Mail.**

The Form is Available at GiveSanBenito.org



Community
Foundation

FOR SAN BENITO COUNTY

Cordially invites you to Celebrate the
16th Annual National Philanthropy Day Celebration

to honor

Outstanding Philanthropists

from Local Nonprofit Organizations

Wednesday, November 15, 2017 from 5:30 - 8:00 pm

San Juan Oaks Golf Course

Dinner \$50 per person

Please RSVP by Friday, October 13, 2017. Seating will be limited to 8 guests, including honoree, per organization. Please submit **COMPLETED** reservation form with full payment. No payments accepted at the door.

Name: _____

Organization: _____

Honoree: _____

Address: _____

Email Address: _____

Phone: _____ Number of Attendees: _____

Name(s) of Individual(s) Attending (Must be completed to reserve space):

_____	_____
_____	_____
_____	_____
_____	_____

Check Enclosed: _____ (payable to Community Foundation for San Benito County)

Credit Card #: _____ Expiration Date: _____

(Credit Card will not be charged until after the event)

Amount: _____ CVC Code: _____ Billing Zip Code: _____

Authorized Credit Card Name: _____

Mail to: CFFSBC • 829 San Benito Street, Suite 200 • Hollister, CA 95023