



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 ~ MAY 16, 2017

Posted on 5/10/17

**This agenda is interactive.
Click on item descriptions
to go straight to that
section of the packet.
Items that do not link do
not have materials
included.**

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

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

1. Call to Order

**Pledge of Allegiance
Roll Call**

6:00 PM

2. Public Comment

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

3. Consent Items

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

A. Approve Affidavit of Posting Agenda

B. Approve Resolution 2017-XX Approving the Report Prepared in Connection with the Fiscal Year 2016-17 Levy of Assessments in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District No. 1

C. Approve Resolution 2017-XX Declaring the City's Intention to Levy and Collect Assessments Within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2017-18 and Setting the Time and Place for a Hearing on Said Assessment

D. Approve Minutes for March 21, 2017 Meeting

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

4. Presentations, Informational Items and Reports

A. Youth Commission Annual Presentation to the City Council

B. Treasurer's Report – Treasurer Chuck Geiger

C. Sheriff's Report: Monthly Activity

D. Level One Security Report

E. Fire Chief's Report

F. Library Report

G. Administrative Report

H. City Council Committee Reports

I. Strategic Plan Committee Report

5. Action Items

- A. Consider Appointment of City Clerk**
- B. Consider Redesign of City Logo**
- C. Consider Representative to the Monterey Bay Community Power Authority**

6. Discussion Items

- A. Statewide Community Infrastructure Program (SCIP)**
- B. Dog Park – Council Member DeVries**
- C. Use of Abbe Park by Hollister Little League – Council Member DeVries**
- D. Hiring a City Manager: Report by Ad Hoc Committee**
- E. Review of City Hall Office Hours**
- F. Curb Painting Schedule Citywide – Mayor Martorana**
- G. Work with San Juan/Aromas School District on Joint Use of School Basketball Courts After Hours. Includes Sharing of Insurance Costs – Council Member Freeman**
- H. Cannabis**
 - i. Structure and Content of Workshop Scheduled for June 14**
 - ii. Cannabis Regulations and Safety – Mandisa Snodey**

7. Comments

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

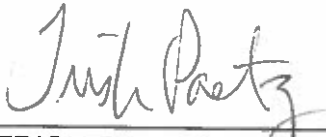
8. Adjournment

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 9th DAY OF MAY 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 9th DAY OF MAY 2017.



TRISH PAETZ, DEPUTY CITY CLERK

RESOLUTION NO. 2017-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA APPROVING THE REPORT PREPARED IN CONNECTION
WITH THE FISCAL YEAR 2017-18 LEVY OF ASSESSMENTS IN CONNECTION
WITH VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT
DISTRICT NO. 1

WHEREAS, pursuant to the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et seq.*) ("Act"), the City levies an annual assessment in connection with its Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 ("District"); and

WHEREAS, by prior resolution, this Council ordered preparation of an Engineer's Report ("Report") with respect to the Fiscal Year 2017-18 assessment to be levied in connection with the District; and

WHEREAS, the Engineer of Work has prepared the Report and has filed a copy of the Report with the City Clerk, which Report is hereby incorporated herein by reference; and

WHEREAS, the City Council desires to approve the Report, as filed.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of San Juan Bautista as follows:

1. The Council finds that the Report contains all information required by the Act.
2. The City Council hereby approves the Report as filed.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 16th day of May, 2017, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Chris Martorana, Mayor

Trish Paetz, Deputy City Clerk

**CITY OF SAN JUAN BAUTISTA
SAN BENITO COUNTY, CALIFORNIA**

ENGINEER'S REPORT

**VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1
FISCAL YEAR 2017-2018**

May 16, 2017

MEMBERS OF THE CITY COUNCIL

**Mayor Chris Martorana
Vice Mayor Jim West
Tony Boch
John Freeman
Dan DeVries**

**Roger Grimsley
Deborah Mall Wellington Law
Trish Paetz
Roger Grimsley
Roger Grimsley**

**City Manager
City Attorney
Deputy City Clerk
Engineer of Work
Public Works Director**

PREPARED BY:

**ROGER GRIMSLEY
P. O. BOX 1420
SAN JUAN BAUTISTA, CA 95045
(831) 623-4661
citymanager@san-juan-bautista.ca.us**

**ENGINEER'S REPORT
VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1**

FISCAL YEAR 2017-2018

The undersigned respectfully submits the enclosed report as directed by the City Council.

Dated: _____

Roger Grimsley
Engineer of Work

I HEREBY CERTIFY that the enclosed Engineer's Report, together with assessment and Assessment Diagram thereto attached was filed with me on the _____ day of _____, 2017.

Trish Paetz, Deputy City Clerk
City of San Juan Bautista
San Benito County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of San Juan Bautista, San Benito County, California, on the _____ day of _____, 2017.

Trish Paetz, Deputy City Clerk
City of San Juan Bautista
San Benito County, California

By: _____

I HEREBY CERTIFY that the enclosed Engineer's Report, together with assessment and Assessment Diagram thereto attached, was recorded in my office on the _____ day of _____, 2017.

Joe Paul Gonzalez, County Auditor
San Benito County, California

By: _____

**PART A
DESCRIPTION OF WORK
VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1**

FISCAL YEAR 2017 – 2018

VALLE VISTA LIGHTING AND LANDSCAPE MAINTENANCE ASSESSMENT

DISTRICT NO. 1 is described as Tract 294 in San Juan Bautista, San Benito County, CA, as shown in Book 13 of Maps at Page 49 of San Benito County Records, including all 35 lots, Parcel A, Parcel B, Ahwahnee Street, Donner Street, and portions of San Juan Highway and Third Street. Refer to Exhibit B.

Maintenance and operation of any or all public landscaping and irrigation improvements and street lighting located within the bounds of the District, on landscaped strips of land between back of curb and front of walk and for planter walls/fences, including planter walls, grass berms, appurtenant irrigation systems; ornamental planning including lawns, shrubs and trees; including necessary repairs, replacements, water, electric current, spraying, care, supervision, debris removal; park strip repair and replacement: including biological monitoring if required, and any and all other items of work necessary and incidental for the proper maintenance and operation thereof and all additions, improvements and enlargements thereto which may hereafter be made on the following described streets:

Donner Street, Ahwahnee Street, First Street (San Juan Highway) and Third Street – as shown on the “Creekbridge Homes Valle Vista, San Juan Bautista, California”, Sheets L-1 through L-13 and improvement plans prepared by Bellinger Foster Steinmetz.

Maintenance and operation of any or all public landscaping and irrigation improvements, located within the bounds of the District, of the following described areas, including detention basin landscaping and bank protection, park improvements, appurtenant irrigation systems, trees, including necessary repairs, replacements of irrigation distribution system, controller system, and the spraying and care of street trees, monitoring of diseases of trees, shrubs and plants and any and all other items of work necessary and incidental for the proper maintenance and operation thereof and all additions, improvements and enlargements thereto which may thereafter be made on the following described areas of work:

Parcel A Detention Basin, Parcel B Sanitary Sewer Pump Station – located on Ahwahnee Street as shown on the “Wetlands Planting Plan Creekbridge Homes Valle Vista, San Juan Bautista, California”, Sheets L-1 and L-2, dated 03/06/03, file name 01029-L33-L26, and any and all responsibility for maintenance of the pump station shall be borne by the City. The District shall only be responsible for the landscape and irrigation thereof.

Parcel C, Proposed Public Park (San Juan Park) – located on the corner of Donner Street and Third Street as shown on the “Creekbridge Homes Valle Vista, San Juan Bautista, California”, Sheets L-2 and L-3, including the maintenance and operation of irrigation system, lawns, shrubs, walkway, planters, gazebo structure, and removal of all debris and broken limbs from the adjacent eucalyptus trees.

Parcel D, Street Trees; located on the street frontage of Ahwahnee, Donner and First Streets within the Valle Vista Subdivision.

PART B VALLE VISTA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT No.1
BUDGET ESTIMATE 2017-2018

Formula to determine Assessment per General Rule #5

Assessment Rate = $\frac{\text{Proposed Operation and Maintenance Budget of the Current Fiscal Year}}{\text{Number of Units to be Assessed}}$

SINGLE FAMILY HOME RATE = 599.28
SINGLE FAMILY W/GRANNY LOT = 749.08

PART C VALLE VISTA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT No. 1
Assessment 2017-2018

ASSESSMENT NO.	OWNER	ASSESSOR'S PARCEL NO.	ASSESSMENT Per UNIT	ASSESSMENT UNITS	FISCAL YEAR 2017-2018 ASSESSMENT TOTAL
1	Shawn & Lindsey Collins	002-600-019-0	\$ 557.60	1	\$ 557.60
2	Zoey Diggoty & David M. Lo	002-600-018-0	\$ 697.10	1.25	\$ 697.10
3	Germain R & Wanda M. Guibert	002-600-017-0	\$ 697.10	1.25	\$ 697.10
4	Steve F & Mary M Woodill	002-600-016-0	\$ 697.10	1.25	\$ 697.10
5	Stephen T Sesody	002-600-015-0	\$ 697.10	1.25	\$ 697.10
6	Joanne Neubauer	002-600-014-0	\$ 557.60	1	\$ 557.60
7	Linda Thomas	002-600-013-0	\$ 557.60	1	\$ 557.60
8	Don & Sharon Gerber	002-600-012-0	\$ 557.60	1	\$ 557.60
9	William M & Rosemary Y Hernandez	002-600-011-0	\$ 557.60	1	\$ 557.60
10	Michael & Kimberly Pearson	002-600-035-0	\$ 557.60	1	\$ 557.60
11	Henry & Katherine Ross Guerrero	002-600-010-0	\$ 557.60	1	\$ 557.60
12	Isaias & Claudia Lona	002-600-034-0	\$ 557.60	1	\$ 557.60
13	Ojeda F & J Family Trust	002-600-009-0	\$ 557.60	1	\$ 557.60
14	Guillermo E & Georgesse Gomez	002-600-033-0	\$ 557.60	1	\$ 557.60
15	Hernandez Family Trust	002-600-008-0	\$ 559.60	1	\$ 557.60
16	Steven T Io	002-600-032-0	\$ 557.60	1	\$ 557.60
17	John V & Cynthia J Alnas	002-600-007-0	\$ 557.60	1	\$ 557.60
18	Mark & Ronna Moreno	002-600-031-0	\$ 557.60	1	\$ 557.60
19	Randal R. Phelps	002-600-006-0	\$ 557.60	1	\$ 557.60
20	Alex Gorelik	002-600-030-0	\$ 557.60	1	\$ 557.60
21	Patricia & David Guenther	002-600-005-0	\$ 557.60	1	\$ 557.60
22	Diana Robbins	002-600-029-0	\$ 557.60	1	\$ 557.60
23	Howard K & Katherine Schipper	002-600-004-0	\$ 557.60	1	\$ 557.60
24	Darlene R. Anger Living Trust	002-600-003-0	\$ 557.60	1	\$ 557.60
25	Juan J Briano	002-600-002-0	\$ 557.60	1	\$ 557.60
26	Michael G Tate	002-600-001-0	\$ 557.60	1	\$ 557.60
27	Kenneth J Houle	002-600-028-0	\$ 557.60	1	\$ 557.60
28	Keith & Diane Martinet	002-600-027-0	\$ 557.60	1	\$ 557.60
29	Michael Urbani & Lindsey Pengelly	002-600-026-0	\$ 557.60	1	\$ 557.60
30	Kathy M Dutra	002-600-025-0	\$ 557.60	1	\$ 557.60
31	Douglas & Leanna Brothers	002-600-024-0	\$ 557.60	1	\$ 557.60
32	Harold Gomes	002-600-023-0	\$ 557.60	1	\$ 557.60
33	Manuel Solis	002-600-022-0	\$ 557.60	1	\$ 557.60
34	James & Iraida Pisano	002-600-021-0	\$ 557.60	1	\$ 557.60
35	Santiago & Elena Pacheco	002-600-020-0	\$ 557.60	1	\$ 557.60
			\$ 20,074.00	36	\$ 20,074.00

PART D
RULES FOR SPREADING ASSESSMENTS
VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1

FISCAL YEAR 2017 – 2018

The District is assessed, on the basis of total development units generated, for the maintenance and operation of the Valle Vista Lighting and Landscape Maintenance Assessment District No. 1, including incidentals and appurtenances and shall include all the costs of maintaining and/or operating the improvements described herein.

GENERAL RULES

1. All costs associated with the maintenance and operation of the Valle Vista Lighting and Landscape Maintenance Assessment District No. 1 improvements including Engineer's Report, printing and advertising of assessment notices and legal fees shall be spread to all parcels on a pro rata development unit basis.
2. Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the operation, maintenance and servicing of landscaping, street lighting, and park and recreational facilities. Section 122573 of the Lighting and Landscaping Act of 1972 requires that maintenance assessments be levied according to benefit rather than according to assessed value. In addition, article XIID, Section 4(a) of the California Constitution limits the amount of any assessment to the proportional special benefit conferred on the property

Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

The improvements to be maintained and operated as a result of the formation of the Valle Vista Lighting and Landscape Maintenance Assessment District No. 1 have been installed simultaneously with the development of residential units within the District. Construction and installation of the street lighting and landscape is complete and an assessment will be collected from all developed parcels in proportion to the special benefit derived by each parcel. All of the involved improvements are being installed within or in areas in close proximity to the proposed developed residential lots.

3. In order to determine the appropriate assessment for each developed parcel, a budget for operation and maintenance costs associated with planned improvements in the Valle Vista Project was prepared. (See attached Exhibit A.) All of the improvements to be operated or maintained within the subdivision have been constructed simultaneously with the development of residential lots within the District, to the extent applicable; costs in the District have been prorated to reflect the District's proportionate share of operation and maintenance costs. The total cost of operation and maintenance of the improvements must be collected on an annual basis.

4. Factored Development Units Calculations: Each parcel within the district is zoned for single family residential development and developed as a single family residence. Each single family home receives equal special benefit from the improvements. However, certain parcels have been improved with accessory dwelling units ("granny units"). Because accessory units are typically occupied and used less intensely than the single family homes to which they are associated (and because accessory units do not add additional frontage to a parcel), an accessory unit does not benefit from the improvements to the same extent as a single family home. Based upon a ratio of the square footage, number of plumbing fixture units and bedrooms of the secondary granny units, in relationship to the square footage, number of plumbing fixture units and bedrooms of a single family home, each parcel with a single family home and a secondary granny unit will be assessed at the rate of 1.25 times the rate for a parcel improved only with a single family home.

5. It is intended that the assessment in connection with this District will be levied annually. The maximum assessment rate that may be levied in any year against a single family parcel shall be determined according to the following formula:

$$\text{Assessment Rate} = \frac{\text{Proposed Operation and Maintenance Budget of the Current Fiscal Year}}{\text{Number of Units to be Assessed}}$$

The maximum assessment against parcels with accessory dwellings shall be 1.25 times the then applicable maximum assessment for single family parcels. The actual assessments levied shall not exceed the rate necessary to fund the expenses of the District. So long as the assessment is levied at a rate not higher than the maximum rate calculated pursuant to this paragraph, such levy shall not constitute an "increase" of the assessment pursuant to Proposition 218.

6. Article XIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment. There are currently two public parcels in the District. These parcels constitute the pond and sewer lift station serving the District, and the landscaping on these parcels will be maintained by the District. As these parcels are permanently planned for use as passive, non-residential, unoccupied public services, they can not be said to specifically benefit from the services provided by the assessment and therefore are not subject to the assessment.

7. Proposition 218 provides that only special benefits to parcels within the district are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel. Because the landscaping and lighting maintained in connection with this District is located within a discrete subdivision, all benefits of the maintenance services are special benefits accruing to parcels within the district.

EXHIBIT "A"

VALLE VISTA LANDSCAPE AND LIGHTING DISTRICT

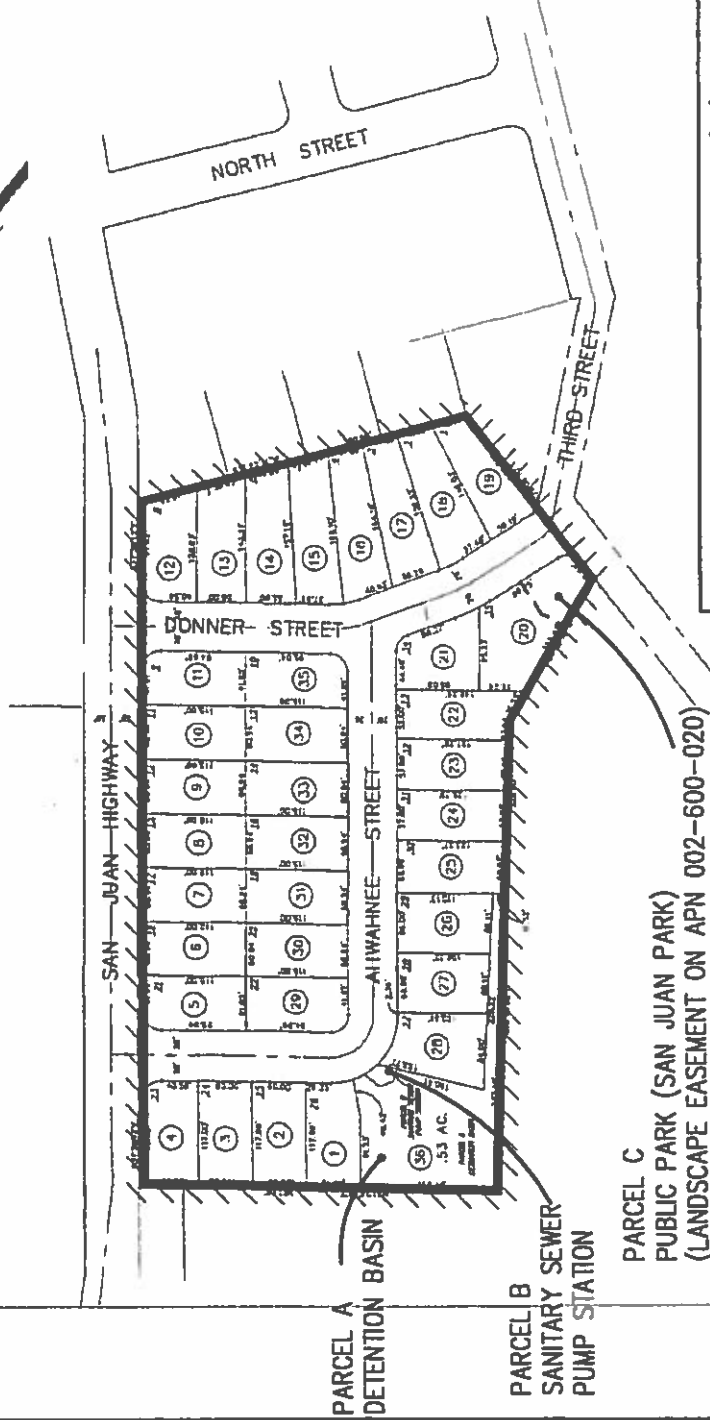
Estimate of Cost for Budget FY 2017-2018

Item <u>No.</u>	Account <u>No.</u>	<u>Description</u>	<u>Cost</u>
1.	#485	Utility Water Base fee	\$ 2,400
2.	#485A	Utility Water usage charge	\$ 750
3.	#560	Advertising Cost	\$ 100
4.	#580	Printing & Copies	\$ 100
5.	#602	Legal Cost	\$ 100
6.	#604	Engineering Cost	\$ 150
7.	#657	Administration Cost	\$ 830
8.	#642	PG&E Cost	\$ 2,200
9.	#760	Contract Landscaping	\$12,944
10.	#760A	Contingency	\$ 200
11.	#760B	Reserves	<u>\$ 300</u>
		Total	\$ 20,074

Hanna Brunetti
 • Civil Engineers • Land Surveyors •
 • Construction Managers •
 Gilroy California (408) 842-2173

BOOK	PAGE
002	60

T	R	A
02	000	



BOOK 13 OF MAPS, AT PAGE 49

LEGEND

////// DISTRICT BOUNDARY

EXHIBIT 'B'

BOUNDARY MAP
 VALLE VISTA LIGHTING AND LANDSCAPE
 MAINTENANCE ASSESSMENT DISTRICT NO. 1
 SAN JUAN BAUTISTA
 SAN BENITO COUNTY, CALIFORNIA

LOCATION:	SAN BENITO COUNTY, CA	DATE	02/07/08
JOB NUMBER:	072514	SCALE:	NONE
		SHEET	1 of 1

RESOLUTION NO. 2017-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA DECLARING ITS
INTENTION TO LEVY AND COLLECT ASSESSMENTS
WITHIN VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE
ASSESSMENT DISTRICT NO. 1 FOR FISCAL YEAR 2017-18 AND SETTING
THE TIME AND PLACE FOR A HEARING ON SAID ASSESSMENT

WHEREAS, pursuant to the Landscaping and Lighting Act of 1972 (Streets & Highways Code Section 22500 *et seq.*) ("Act"), the City levies an annual assessment in connection with its Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 ("District"); and

WHEREAS, by prior resolution, this Council ordered preparation of an Engineer's Report ("Report") with respect to the assessment proposed to be levied in connection with the District for Fiscal Year 2017-18, and

WHEREAS, by prior resolution, this Council approved the Report as filed; and

WHEREAS, a copy of the approved Report is on file in the Office of the City Clerk, available for public inspection at said Office, and incorporated herein by reference; and

WHEREAS, the City Council desires to declare its intention to levy the proposed assessment for Fiscal Year 2017-18.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of San Juan Bautista as follows:

1. The Council hereby declares its intention to levy and collect assessments in connection with the District for Fiscal Year 2017-18, as set forth in the Report.
2. The District is designated by the following distinctive name: "Valle Vista Landscaping and Lighting Maintenance Assessment District No. 1." The District is generally described as a district including the parcels on both sides of Ahwahnee Street and Donner Street, bounded by San Juan Highway and Third Street. Reference is made to the Report for a more complete and exact definition of the territory included in the District.
3. The improvements to be maintained, operated and serviced in connection with the District are generally described as: street lighting and street landscaping within the District; as well as lighting and landscaping associated with the detention basin, sanitary sewer pump station, and a public park located within the District.

4. Reference is hereby made to the Report for a full and detailed description of the public improvements, the boundaries of the District, and the proposed Fiscal Year 2017-18 assessments upon assessable lots and parcels of land within the district.

5. The amount of the assessment for Fiscal Year 2017-18 is not proposed to increase from the rate effective for Fiscal Year 2017-18, adjusted for inflation according to the methodology submitted to property owners as part of a mail ballot protest proceeding in 2008.

6. It is ordered that on June 20, 2017, at the hour of 6:00 o'clock p.m., in the regular meeting place of this Council, the Council Chambers, City Hall, 311 Second Street, San Juan Bautista, California, is the time and place where this Council will hold a public hearing on the proposed assessment. At the Hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment. The City Clerk is directed to give notice of the Hearing by one publication of a copy of this Resolution in the local newspaper published and circulated in the City, pursuant to Section 6061 of the California Government Code, said publication to be had and completed at least ten (10) days before the date herein set for the Hearing.

7. The City Council designates Roger Grimsley, City Manager and City Engineer, who may be contacted by telephone at (831) 623-4661, as the person whom interested parties may contact for additional information regarding the District or the proposed assessment.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 16th day of May, 2017, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Chris Martorana, Mayor

Trish Paetz, Deputy City Clerk

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
MARCH 21, 2017
DRAFT MINUTES**

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

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

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

Absent: Council Member DeVries

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

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No public comments were received.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Resolution 2017-08 for Street Closures – Easter Parade

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

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

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Presentation by San Juan Committee – Bob Quaid

Council received a report.

B. Monthly Financial Statements and Treasurer's Report

City Treasurer Geiger reviewed the Treasurer's Report and the warrant list with Council. There were no public comments.

C. Sheriff's Report: Monthly Activity

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

D. Level One Security Report

A written report was provided. In the absence of a representative from Level One Security, City Manager Grimsley responded to questions. There was no public

comment.

E. Fire Chief's Report

A representative of the Hollister Fire Department was not present, and a written report was not available. There were no public comments.

F. Library Report

Council received a report. There were no public comments.

G. Administrative Report

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

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 provided a report. There were no public comments.

5. PUBLIC HEARING ITEMS

A. Consider an Ordinance Amending Article 5 "Tentative Maps," Section 10-02-540 "Appeals" Subsection (C) of the SJBMC

Community Development Director Orbach proposed amending the City's Municipal Code to make the number of days allowed for appeal consistent with that allowed in the Subdivision Map Act. Mayor Martorana opened the public hearing. There was no public comment. Mayor Martorana closed the public hearing.

A motion was made by Council Member West and seconded by Council Member Boch to introduce an ordinance amending Article 5, "Tentative Maps," Section 10-02-540, "Appeals" Subsection (C) of the SJBMC. The motion passed unanimously, 4-0-0-1 with Council Member DeVries absent.

B. Consider Revocation of Design Review Permit DR 2013-33 for the Brewery Project

i. Adopt Resolution 2017-09 Revoking HRB-DR 2013-33: CEQA Categorical Article 19, Section 15321(a)

Staff presented an update as this item was continued from the February meeting. The property owner was not present.

Over the last three years, work on the Brewery building at 104 The Alameda has been sporadic. Efforts by staff to establish a work schedule for the applicant to complete the project were fruitless. A letter was sent to the applicant in March 2016 advising him that failure to perform work on the project for a period of over 180 consecutive days would result in a violation of the California Building Code and San Juan Bautista's building code. Cancellation of the building permit would result in voiding the building permit. Upon cancellation and voiding of the building permit, no work and/or site maintenance

will be allowed until a new building permit is issued. Weeds have overgrown on the property, the building is deteriorating, site drainage and discharge has not been established, and the City erected a physical barrier around the building and site area to protect the safety of pedestrians and visitors. The site and building is situated at the gateway entrance to the City's historic downtown area and the current conditions are a significant negative distraction to the entire city.

Mayor Martorana opened the public hearing. There was no public comment. Mayor Martorana closed the public hearing.

A motion was made by Council Member Boch and seconded by Vice Mayor West to approve resolution 2017-09 and revoke the building permit for 104 The Alameda. The motion passed unanimously, 4-0-0-1 with Council Member DeVries absent.

C. Monterey Bay Community Power

i. Provide Update

Staff presented an update. Brennen Jensen of Monterey Bay Community Power was present and responded to questions. There was discussion about the City's "shares" responsibility and which option is the most reasonable. Mayor Martorana opened the public hearing. David Medeiros spoke in support of the project. Bob Quaid spoke in support of the project. Mayor Martorana closed the public hearing.

ii. Consider Approving Ordinance 2017-03 Authorizing the Implementation of a Community Choice Aggregation Program (Second Reading)

A motion was made by Council Member Freeman and seconded by Council Member Boch to adopt Ordinance 2017-03 authorizing the implementation of a Community Choice Aggregation Program. The motion passed unanimously, 4-0-0-1 with Council Member DeVries absent.

6. ACTION ITEMS

A. Consider Options for the Regulation and Taxing of Recreational Marijuana Sales and Cultivation

City Attorney Mall presented a report and advised putting in place a ban on the cultivation of non-medical marijuana until the November 2018 election when a tax can be proposed. During public comment, Bob Quaid spoke in against a ban. Jackie Morris commented that Tuolumne County put in place a temporary ban. David Medeiros spoke in support of a ban. A question and answer period followed. It was the consensus of the Council to have the City Attorney bring back an ordinance to ban cultivation of non-medical marijuana cultivation at the next meeting. Considered sunset on ban.

Whereupon, a ten minute break was taken.

B. Consider Service Contract for Fumigation of City Hall for Pest Infestation

City Manager Grimsley explained City Hall has a termite problem and asked to move forward with a fumigation service contract with Western Exterminators. There was no public comment. A motion was made by Vice Mayor West and seconded by Council

Member Freeman to award a contract for fumigation services to Western Exterminators in the amount of \$5,270. The motion passed unanimously, 4-0-0-1 with Council Member DeVries absent.

C. Consider Contract for City Website Redesign

Staff presented a proposal to redesign the City's website. After careful evaluation and consideration of several website design companies, Community Development Director Orbach recommended that the City Council direct the City Manager to enter into a service agreement with Revize for website redesign and content management services, which will include a one-time setup fee of \$7,500 and an annual fee for services of \$1,800. There was no public comment.

A motion was made by Vice Mayor West and seconded by Council Member Boch to approve a service agreement with Revize for website redesign and content management service. The motion passed unanimously, 4-0-0-1 with Council Member DeVries absent.

D. City Council Deny Claim Filed by Alma Sosa on March 3, 2017 and Forward to PARSAC for Investigation and Processing

Staff reported that they had received a claim for the death of Alexis Colon who was struck and killed by a motorist when he attempted to cross Highway 156 at The Alameda in September 2016. Upon receipt, staff forwarded the claim to PARSAC for investigation and processing. Staff recommends denying the claim. There was no public comment.

A motion was made by Council Member Boch and seconded by Vice Mayor West to deny a claim filed by Alma Sosa on March 3, 2017. The motion passed unanimously, 4-0-0-1 with Council Member DeVries absent.

Council directed Administrative Services Manager Paetz to send a letter to Alma Sosa, letting her know the claim was denied.

7. DISCUSSION ITEMS

A. Develop a Process for Hiring a City Manager

Council discussed different options for hiring a new city manager after City Manager Grimsley steps down in July 2017. City Attorney Mall suggested hiring a recruiter. During public comment, Rachel Ponce suggested selection should be made during a public meeting. Jackie Morris suggested promoting from within the City staff. Mall suggested getting a facilitator from the Panetta Institute. A question and answer period followed. Mayor Martorana formed an ad hoc committee consisting of himself and Council Member Freeman to develop a process and recruit for city manager candidates.

B. Curb Paving Schedule Citywide

Mayor Martorana asked to continue this item until after the rainy season.

C. Work with San Juan/Aromas School District on Joint Use of School Basketball

Courts After Hours. Includes Sharing of Insurance Costs

Council Member Freeman asked to continue this item to next month.

D. Use of the Old Boy Scout Building/Public Works Offices

Council Member Freeman commented that some Boy Scouts are not happy with having to relocate from the City-owned Boy Scout Hall at the Public Works Corporation Yard on Jefferson Street. During public comment, Service Club Member Bob Quaid commented that the Service Club pays the Scouts' charter, they have relocated to the VFW Hall, and he is not aware that this is an issue with the Scouts.

E. Discuss Budgeting for a Grant Writer in the Next Fiscal Year

Mayor Martorana presents. Council Member Freeman commented that during the public workshop back in January, the public felt finding grants is a priority for the City. Mayor Martorana stated he would investigate methods of hiring a grant writer and report back next month.

8. COMMENTS

A. City Council

No comments were received.

B. City Manager

City Manager Grimsley asked if the Youth Commission could use a City pickup to pull their float in the Easter parade.

C. City Attorney

City Attorney Mall reminded the Council of the recent ruling that use of an electric device to conduct city business constitutes a public record and as such, is subject to the Public Records Act.

11. Adjournment

The meeting was adjourned at 9:33 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 Ten Month Period Ended April 30, 2017

Financial Highlights ~

- General fund year to date change in fund balance was a positive \$265k, as compared to a positive change in fund balance of \$83K this time last year. The difference is primarily as a result of impact and planning income, offset by higher capital expenditures in the current year.
- Enterprise funds show year to date net loss of \$44k, as compared to the prior year loss of \$264k. The difference is due primarily to higher debt service costs in the prior year.
- Refer to the Profit and Loss Previous Year Comparison report for current fund balances.
- Overall cash flow (removing accruals and depreciation) was a positive \$851k for the year to date.

Budget vs. Actual ~

- General fund revenues were \$1,309k, which were higher than budgeted by \$446k. \$410k of the variance is from higher than anticipated impact and planning revenues.

- General fund expenditures were \$1,044k, which was lower than budget by \$131k. The lower expenses are primarily as a result of lower than anticipated contract, payroll, and repair and maintenance costs, offset by higher than budgeted capital costs.
- General fund net change in fund balance was a positive \$265k, which was better than budgeted by \$577k.
- Enterprise funds revenues were \$1,370k, which was higher than budgeted by \$42k due primarily to higher than anticipated utility fees.
- Enterprise funds expenses were \$1,414k, which was lower than budgeted by \$164k. The majority of the variance is due to lower than anticipated contract and capital improvement costs.
- Enterprise funds combined year to date net loss was \$44k, which was better than budgeted by \$206k. The current year to date profit includes depreciation expense of \$510k, which is a noncash item.

Budget vs. Actual by Department

For the Ten Month Period Ended April 30, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Income						
Property Taxes						
402.000 • Secured Taxes	166,015	120,000	46,015	-		
404.000 • Unsecured Taxes	17,274	6,750	10,524	-		
403.000 • Supplemental Property Tax	-	1,250	(1,250)	-		
402.002 • Unitary Taxes	4,961	4,500	461	-		
405.000 • Triple Flip/Sales & Use Tax	-	20,000	(20,000)	-		
407.000 • VLF Swap	68,804	65,000	3,804	-		
422.000 • COPS Funding	-			-		
426.000 • HOPTR	1,219			-		
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	-			-		
Total Property Taxes	258,273	217,500	40,773			
Other Tax Revenue						
406.000 • Sales Tax	317,867	334,166	(16,299)	-		
408.000 • Transient Lodging Taxes	85,263	52,500	32,763	-		
416.000 • Misc. County Taxes	123			-		
415.000 • Special Assessment	-			-		
419.000 • Other Doc. Transfer	11,842	5,000	6,842	-		
428.000 • Vehicle License Fees	2,334	600	1,734	-		
Total Other Tax Revenue	417,429	392,266	25,163			
Grant Funds						
437.000 • Library Grant	2,819			-		
495.000 • Grant Revenue	43,865			-		
Total Grant Funds	46,684					
Franchise Fees						
440.000 • Franchis PG&E	12,113	12,000	113	-		
442.000 • Franchise Cable	3,151	6,675	(3,524)	-		
448.000 • Refuse Franchise	23,563	21,666	1,897	-		
Total Franchise Fees	38,827	40,341	(1,514)			
Business & Misc. Lic. & Permits						
450.000 • Business Licenses	8,848	13,000	(4,152)	-		
453.000 • Burn Permits	35			-		
470.000 • Garage Sale Permits	90	50	40	-		
472.000 • Animal Licenses	60	80	(20)	-		
490.000 • Misc. Revenue	1,154	160	994	-		
494.001 • Special Events	4,323	6,000	(1,677)	-		
Total Business & Misc. Lic. & Permits	14,510	19,290	(4,780)			

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

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Planning, Building, Eng. Permit						
458.001 • Green Fee	134	40	94	-		
459.004 • Fire Sprinkler Permit	1,258			-		
459.003 • Mechanical Permit	1,176	3,000	(1,824)	-		
459.002 • Plumbing Permit	1,610	2,600	(990)	-		
459.001 • Electrical Permit	2,090	3,800	(1,710)	-		
454.003 • Design Review	1,450	750	700	-		
454.002 • Appeal	500			-		
451.000 • Building Permits	25,813	39,000	(13,187)	-		
454.000 • Conditional Use Permit (CUP)	1,250	300	950	-		
456.000 • PUD Use Permit	-	100	(100)	-		
457.000 • Encroachment Permits	1,081	250	831	-		
458.000 • Sign Permits	25	250	(225)	-		
461.000 • Subdivision Fees	2,133	10,000	(7,867)	-		
467.000 • Strong Motion Impact Fees	8,473			-		
Total Planning, Building, Eng. Permit	46,993	60,090	(13,097)	-		
Chg. for Planning/Eng. Services						
458.002 • SMIP Fee	347			-		
490.001 • Misc. Revenue Planning	1,661	3,000	(1,339)	-		
464.000 • Engineer Inspection Fee	1,253	1,500	(247)	-		
462.000 • Engineer Plan Check Fees	3,594	4,875	(1,281)	-		
463.000 • Building Inspection Fee	76,090	5,625	70,465	-		
452.000 • Building Plan Check Fees	64,998	9,000	55,998	-		
459.000 • Remib. - Proj/Dev. Costs	101,060	750	100,310	-		
Total Chg. for Planning/Eng. Services	249,003	24,750	224,253	-		
Charges for Misc. Services						
496.002 • Administration Income	82	600	(518)	-		
496.001 • Public Document Charge	34	30	4	-		
496.000 • Library Copy Charges	1,196	750	446	-		
Total Charges for Misc. Services	1,312	1,380	(68)	-		
Utility Fees						
483.000 • Utility Connection Fees	-			-	33,750	(33,750)
486.000 • Utility Fees Commercial	1,366			84,638	131,250	(46,612)
485.000 • Utility Fees Residential	253			553,589	455,417	98,172
485.001 • Septage Charges	-			-		
493.000 • Water Meter Maint. Fees	-			15,274	1,333	13,941
Total Utility Fees	1,619			653,501	621,750	31,751
Impact Fees	186,656			-	34,908	(34,908)
Fines & Penalties						
421.000 • Vehicle Code Parking	-	90	(90)	-		
475.000 • Library Fines	609	620	(11)	-		

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

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
476,000 · Code Enforcement Fines	39			-		
Fines & Penalties - Other	56			-		
Total Fines & Penalties	704	710	(6)	-	-	-
Miscellaneous Revenue						
497,000 · Other Financing Sources	263			-		
484,000 · Interest and Penalties	607	50,000	(49,393)	6,761		
480,002 · Permits	(425)			-		
480,001 · Lease - American Tower	19,935	25,000	(5,065)	-		
438,000 · Donations	1,114	16,000	(14,886)	-		
480,000 · Rental Income	17,451	6,000	11,451	-		
482,000 · Parks & Rec Revenue	300			-		
480,003 · Reimbursed City expenses	7,869	9,000	(1,131)	-		
Total Miscellaneous Revenue	47,114	106,000	(58,886)	6,761	656,658	3,604
Total Income	1,309,124	862,327	446,797	660,262		
Expense						
Employee Salary, Wages, Benefit						
519,001 · Volunteer Stipend	-	320	(320)	-		
502,000 · Salaries and Wages - FT	290,513	318,848	(28,335)	60,225	36,886	23,339
504,000 · Salaries and Wages - OT	777	2,806	(2,029)	325	808	(483)
508,000 · FICA	19,381	24,925	(5,544)	3,753	2,883	870
510,000 · Worker's Comp	26,144	26,268	(124)	10,493	6,029	4,464
512,000 · Unemployment	579	3,264	(2,685)	-	378	(378)
514,000 · Health Insurance	39,489	41,949	(2,460)	4,177	5,208	(1,031)
518,000 · 457k Retirement Contribution	7,922	7,584	338	-	300	(300)
519,000 · Elected Official Stipend	900	2,400	(1,500)	-		
Total Employee Salary, Wages, Benefit	385,705	428,364	(42,659)	78,973	52,492	26,481
Other Personnel Expenses						
522,000 · Uniforms & Alterations	1,800	2,175	(375)	-		
524,000 · Phys., Drug 7 Psych Testing	225	625	(400)	-		
525,000 · Volunteer Firefighter Stipend	600	3,000	(2,400)	-		
526,000 · Education and Training	5,341	4,300	1,041	320		
528,000 · Travel/Per Diem/Car Allowance	4,122	3,475	647	-		
Total Other Personnel Expenses	12,088	13,575	(1,487)	320		
General and admin. expense						
647,000 · Youth Commission	-			-		
645,000 · Summer Program	3,816	2,000	1,816	-		
550,000 · Office Supplies	5,605	7,983	(2,378)	1,130		
558,000 · Printing and Copies	1,239	8,242	(7,003)	342		
548,000 · Advertising	120	1,285	(1,165)	-		
562,000 · Food and Beverages	2,820	1,863	957	129		
516,000 · Insurance - Liab/Bond/Auto/Prop	31,550	9,967	21,583	-		

City of San Juan Bautista

Budget vs. Actual by Department

For the Ten Month Period Ended April 30, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
544.000 • Computer Software Service	6,578	5,033	1,545	1,135		
545.000 • Computer Hardware Service	3,835	2,100	1,735	-		
530.000 • Dues and Subscriptions	20,742	44,350	(23,608)	2,601	7,000	(4,399)
634.000 • Copier Services & Lease	2,913	2,873	40	1,457		
657.001 • Filing Fees	1,050			-		
638.000 • Bank Charges/PR Processing	439	2,083	(1,644)	4,263		
551.000 • Postage and Freight	1,482	5,427	(3,945)	1,683	2,500	(817)
Total General and admin. expense	82,189	93,206	(11,017)	12,740	9,500	3,240
Contractual and Other Services						
600.000 • Operational Contracts	143,826	148,171	(4,345)	28,261	34,167	(5,906)
602.000 • Legal	35,172	39,824	(4,652)	-	75	(75)
604.000 • Engineering	3,671	20,000	(16,329)	-	2,250	(2,250)
604.001 • Reclamation Expense	-			-		
608.000 • Accounting	26,021	29,167	(3,146)	-		
609.000 • Building Inspection	93	800	(707)	-		
610.000 • Audit	24,000	25,000	(1,000)	-		
612.001 • Other Prof. Service - CMAP	820	2,000	(1,180)	-		
612.002 • Security	3,052	455	2,597	675	667	8
612.006 • Web maintenance	3,350	1,042	2,308	-		
614.000 • Law Enforcement	79,724	115,333	(35,609)	-		
615.000 • Level One Security Patrol	25,752	54,067	(28,315)	-		
618.000 • County Communications	27,440	56,000	(28,560)	-		
624.000 • Janitorial	3,782	4,874	(1,092)	-		
626.000 • Landscape Services	746	2,500	(1,754)	-		
632.000 • Building Equipment Rental	-	2,000	(2,000)	-		
643.003 • SBCO Mgmt Fees	4,189			-		
654.000 • Chemical Testing	132			-		
659.000 • Election Expense	7,702	3,000	4,702	-		
Total Contractual and Other Services	389,472	504,233	(114,761)	28,936	37,159	(8,223)
Utilities and Misc. Expenses						
650.000 • Agg. Base Material	5,460			-		
640.001 • Communication Radios	104			-		
639.000 • Merchant processing fees	70	1,333	(1,263)	-		
640.000 • Telecomm	8,438	7,563	875	656	1,000	(344)
642.000 • Electricity	10,670	13,666	(2,996)	18,777	25,000	(6,223)
643.001 • Water	-			-		
644.000 • Street Signal	-			-		
646.000 • Street Lighting	34			-		
656.000 • Licenses and Permits	-	620	(620)	8,214	10,417	(2,203)
658.000 • Property Taxes	-			176		
Total Utilities and Misc. Expenses	24,776	23,182	1,594	27,823	36,417	(8,594)

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

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Equipment and Parts						
649.02 • Agg. Based Material	-	7,000	(7,000)	-		
712.000 • Materials	3,697	4,000	(303)	-		
532.01 • Equipment Rental	-	400	(400)	-		
701.000 • Small Tools	278	1,000	(722)	-		
702.000 • Safety Gear & First Aid	255			-		
554.000 • Gasoline & Diesel Fuel	3,997	12,316	(8,319)	1,217	833	384
552.000 • Chemical and Gasses	-	2,833	(2,833)	-	5,833	(5,833)
703.000 • Books and Periodicals	1,255	2,067	(812)	-		
716.000 • Parts - City Rep. Vehicles	1,678	7,125	(5,447)	-		
718.000 • Parts - City Rep. Equipment	4,900	3,150	1,750	50	8,000	(7,950)
720.000 • Parts - City Rep. Water	1,665	14,900	(13,235)	14,766	18,333	(3,567)
721.000 • Fire Equipment and Supplies	735			-		
722.000 • Parts - City Rep. Sewer	-			-		
724.000 • Parts - City Rep. Streets	1,371			60		
726.000 • Parts - City Rep. Parks	3,363	4,720	(1,357)	-		
Total Equipment and Parts	23,194	59,511	(36,317)	16,093	32,999	(16,906)
Maint. & Repair Services						
726.001 • Parts City Rep. Comm. Center	23			-		
755.002 • Street Sign Maint. & Repair	418			-		
751.001 • Maint. & Repair Wells	-			40	8,000	(7,960)
751.000 • Claims	-			-		
752.000 • Vehicle Maint. - Outside	(129)			-		
754.000 • Equipment Maint. - Outside	1,478			-		
757.000 • Bldg Maint. - Inside	2,927	450	2,477	-		
758.000 • Building Maint. Outside	4,456	3,500	956	-		
760.000 • Grounds Maint. - Outside	1,167	2,675	(1,508)	-		
762.000 • Streets Maint. & Paving	143	800	(657)	-		
764.000 • Water Maintenance - Outside	-			613	2,500	(1,887)
766.000 • Sewer Maint. - Plant	-			-		
Total Maint. & Repair Services	10,483	7,425	3,058	653	15,500	(14,847)
Capital Expenditures						
859.000 • Fines RWQCB	-			-		
808.000 • Equipment	-	25,000	(25,000)	-		
801.000 • Capital Purchases/Improvements	110,972	19,125	91,847	51,886	128,500	(76,614)
805.000 • Construction in Progress Reclass	-	1,050	(1,050)	-		
812.000 • Depreciation	-			233,765	233,765	-
Total Capital Expenditures	110,972	45,175	65,797	285,651	362,265	(76,614)
Fund Transfer						
General Fund				-		
Transfer G&A Expenses	5,186					

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

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Gas Tax Fund	-			-		
Total Transfer G&A Expenses	-			-		
Total Fund Transfer	5,186			-		
Debt Defrayment						
854,000 - Debt Service Principal Payment	-			26,363	58,180	(31,817)
858,000 - Interest						
855,000 - Amortization expense	-			26,400		
858,000 - Interest - Other	-			171,377	194,202	(22,825)
Total 858,000 - Interest	-			197,777	194,202	3,575
Total Debt Defrayment	-			224,140	252,382	(28,242)
Total Expense	1,044,065	1,174,671	(130,606)	675,329	798,714	(123,385)
Net Income	265,059	(312,344)	577,403	(15,067)	(142,056)	126,989

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

	48 - Sewer Enterprise Fund		50 - Special Dist. - COPS	
	Jul '16 - Apr 17	Budget	Jul '16 - Apr 17	Budget
		\$ Over Budget		\$ Over Budget
Income				
Property Taxes				
402.000 · Secured Taxes	-		-	
404.000 · Unsecured Taxes	-		-	
403.000 · Supplemental Property Tax	-		-	
402.002 · Unitary Taxes	-		-	
405.000 · Triple Flip/Sales & Use Tax	-		-	
407.000 · VLF Swap	-		-	
422.000 · COPS Funding	-		91,072	83,333
426.000 · HOPTR	-		-	7,739
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	-		-	
Total Property Taxes	-		91,072	83,333
Other Tax Revenue				
406.000 · Sales Tax	-		-	
408.000 · Transient Lodging Taxes	-		-	
416.000 · Misc. County Taxes	-		-	
415.000 · Special Assessment	-		-	
419.000 · Other Doc. Transfer	-		-	
428.000 · Vehicle License Fees	-		-	
Total Other Tax Revenue	-		-	
Grant Funds				
437.000 · Library Grant	-		-	
495.000 · Grant Revenue	-		-	
Total Grant Funds	-		-	
Franchise Fees				
440.000 · Franchis PG&E	-		-	
442.000 · Franchise Cable	-		-	
448.000 · Refuse Franchise	-		-	
Total Franchise Fees	-		-	
Business & Misc. Lic. & Permits				
450.000 · Business Licenses	-		-	
453.000 · Burn Permits	-		-	
470.000 · Garage Sale Permits	-		-	
472.000 · Animal Licenses	-		-	
490.000 · Misc. Revenue	-		-	
494.001 · Special Events	-		-	
Total Business & Misc. Lic. & Permits	-		-	

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Planning, Building, Eng. Permit						
458.001 · Green Fee	-			-		
459.004 · Fire Sprinkler Permit	-			-		
459.003 · Mechanical Permit	-			-		
459.002 · Plumbing Permit	-			-		
459.001 · Electrical Permit	-			-		
454.003 · Design Review	-			-		
454.002 · Appeal	-			-		
451.000 · Building Permits	-			-		
454.000 · Conditional Use Permit (CUP)	-			-		
456.000 · PUD Use Permit	-			-		
457.000 · Encroachment Permits	-			-		
458.000 · Sign Permits	-			-		
461.000 · Subdivision Fees	-			-		
467.000 · Strong Motion Impact Fees	-			-		
Total Planning, Building, Eng. Permit						
Chg. for Planning/Eng. Services						
458.002 · SMIP Fee	-			-		
490.001 · Misc. Revenue Planning	-			-		
464.000 · Engineer Inspection Fee	-			-		
462.000 · Engineer Plan Check Fees	-			-		
463.000 · Building Inspection Fee	-			-		
452.000 · Building Plan Check Fees	-			-		
459.000 · Remib. - Proj/Dev. Costs	-			-		
Total Chg. for Planning/Eng. Services						
Charges for Misc. Services						
496.002 · Administration Income	-			-		
496.001 · Public Document Charge	-			-		
496.000 · Library Copy Charges	-			-		
Total Charges for Misc. Services						
Utility Fees						
483.000 · Utility Connection Fees	-			-		
486.000 · Utility Fees Commercial	217,987	207,167	10,820	-		
485.000 · Utility Fees Residential	491,653	459,583	32,070	-		
485.001 · Septage Charges	-			-		
493.000 · Water Meter Maint. Fees	-			-		
Total Utility Fees	709,640	666,750	42,890	-		
Impact Fees						
Fines & Penalties						
421.000 · Vehicle Code Parking	-			-		
475.000 · Library Fines	-			-		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
476,000 • Code Enforcement Fines	-			-		
Fines & Penalties - Other	-			-		
Total Fines & Penalties	-			-		
Miscellaneous Revenue						
497,000 • Other Financing Sources	-			-		
484,000 • Interest and Penalties	-	4,167	(4,167)	-		
480,002 • Permits	-			-		
480,001 • Lease - American Tower	-			-		
438,000 • Donations	-			-		
480,000 • Rental Income	-			-		
482,000 • Parks & Rec Revenue	-			-		
480,003 • Reimbursed City expenses	-			-		
Total Miscellaneous Revenue	-	4,167	(4,167)	-	83,333	7,739
Total Income	709,640	670,917	38,723	91,072		
Expense						
Employee Salary, Wages, Benefit						
519,001 • Volunteer Stipend	-			-		
502,000 • Salaries and Wages - FT	48,309	33,066	15,243	-		
504,000 • Salaries and Wages - OT	244	638	(394)	-		
508,000 • FICA	2,950	2,578	372	-		
510,000 • Worker's Comp	8,735	5,383	3,352	-		
512,000 • Unemployment	-	337	(337)	-		
514,000 • Health Insurance	2,865	4,841	(1,976)	-		
518,000 • 457k Retirement Contribution	-	273	(273)	-		
519,000 • Elected Official Stipend	-			-		
Total Employee Salary, Wages, Benefit	63,103	47,116	15,987	-		
Other Personnel Expenses						
522,000 • Uniforms & Alterations	-			-		
524,000 • Phys., Drug 7 Psych Testing	188			-		
525,000 • Volunteer Firefighter Stipend	-			-		
526,000 • Education and Training	-	375	(375)	-		
528,000 • Travel/Per Diem/Car Allowance	-			-		
Total Other Personnel Expenses	188	375	(187)	-		
General and admin. expense						
647,000 • Youth Commission	-			-		
645,000 • Summer Program	-			-		
550,000 • Office Supplies	1,087			-		
558,000 • Printing and Copies	342	2,500	(2,158)	-		
548,000 • Advertising	-			-		
562,000 • Food and Beverages	52			-		
516,000 • Insurance - Liab/Bond/Auto/Prop	-			-		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
544.000 • Computer Software Service	-			-		
545.000 • Computer Hardware Service	-			-		
530.000 • Dues and Subscriptions	2,712	500	2,212	-		
634.000 • Copier Services & Lease	1,457			-		
657.001 • Filing Fees	-			-		
638.000 • Bank Charges/PR Processing	3,488	400	3,088	-		
551.000 • Postage and Freight	1,627			-		
Total General and admin. expense	10,765	3,400	7,365	-		
Contractual and Other Services						
600.000 • Operational Contracts	69,969	112,500	(42,531)	-		
602.000 • Legal	-	80	(80)	-		
604.000 • Engineering	-	400	(400)	-		
604.001 • Reclamation Expense	-	400	(400)	-		
608.000 • Accounting	-			-		
609.000 • Building Inspection	-			-		
610.000 • Audit	-			-		
612.001 • Other Prof. Service - CMAP	-			-		
612.002 • Security	981	417	564	-		
612.006 • Web maintenance	-			-		
614.000 • Law Enforcement	-			88,560	83,333	5,227
615.000 • Level One Security Patrol	-			-		
618.000 • County Communications	-			-		
624.000 • Janitorial	-			-		
626.000 • Landscape Services	-			-		
632.000 • Building Equipment Rental	-			-		
643.003 • SBCO Mgmt Fees	-			-		
654.000 • Chemical Testing	-			-		
659.000 • Election Expense	-			-		
Total Contractual and Other Services	70,950	113,797	(42,847)	88,560	83,333	5,227
Utilities and Misc. Expenses						
650.000 • Agg. Base Material	-			-		
640.001 • Communication Radios	-			-		
639.000 • Merchant processing fees	-			-		
640.000 • Telecomm	1,065	1,333	(268)	-		
642.000 • Electricity	63,713	60,000	3,713	-		
643.001 • Water	-	800	(800)	-		
644.000 • Street Signal	-			-		
646.000 • Street Lighting	-			-		
656.000 • Licenses and Permits	-	4,800	(4,800)	-		
658.000 • Property Taxes	-			-		
Total Utilities and Misc. Expenses	64,778	66,933	(2,155)	-		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Equipment and Parts						
649.02 · Agg. Based Material	-			-		
712.000 · Materials	-			-		
532.01 · Equipment Rental	-			-		
701.000 · Small Tools	-			-		
702.000 · Safety Gear & First Aid	-			-		
554.000 · Gasoline & Diesel Fuel	1,217	1,250	(33)	-		
552.000 · Chemical and Gasses	2,140	5,000	(2,860)	-		
703.000 · Books and Periodicals	-			-		
716.000 · Parts - City Rep. Vehicles	-			-		
718.000 · Parts - City Rep. Equipment	32	4,167	(4,135)	-		
720.000 · Parts - City Rep. Water	-			-		
721.000 · Fire Equipment and Supplies	-			-		
722.000 · Parts - City Rep. Sewer	4,417	8,333	(3,916)	-		
724.000 · Parts - City Rep. Streets	-			-		
726.000 · Parts - City Rep. Parks	-			-		
Total Equipment and Parts	7,806	18,750	(10,944)	-		
Maint. & Repair Services						
726.001 · Parts City Rep. Comm. Center	-			-		
755.002 · Street Sign Maint. & Repair	-			-		
751.001 · Maint. & Repair Wells	-			-		
751.000 · Claims	-	500	(500)	-		
752.000 · Vehicle Maint. - Outside	-			-		
754.000 · Equipment Maint. - Outside	-	4,583	(4,583)	-		
757.000 · Bldg Maint. - Inside	-			-		
758.000 · Building Maint. Outside	-			-		
760.000 · Grounds Maint. - Outside	-			-		
762.000 · Streets Maint. & Paving	-	2,800	(2,800)	-		
764.000 · Water Maintenance - Outside	-			-		
766.000 · Sewer Maint. - Plant	11,809	8,000	3,809	-		
Total Maint. & Repair Services	11,809	15,883	(4,074)	-		
Capital Expenditures						
859.000 · Fines RWQCB	30,000	30,000	-	-		
808.000 · Equipment	4,464	47,600	(43,136)	-		
801.000 · Capital Purchases/Improvements	14,684			-		
805.000 · Contruction in Progress Reclass	-			-		
812.000 · Depreciation	276,458	276,458	-	-		
Total Capital Expenditures	325,606	354,058	(28,452)	-		
Fund Transfer						
General Fund	-			-		
Transfer G&A Expenses	-			-		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Gas Tax Fund						
Total Transfer G&A Expenses	-			-		
Total Fund Transfer	-			-		
Debt Defrayment						
854,000 - Debt Service Principal Payment	21,570			-		
858,000 - Interest						
855,000 - Amortization expense	21,600			-		
858,000 - Interest - Other	140,294	158,893	(18,599)	-		
Total 858,000 - Interest	161,894	158,893	3,001	-		
Total Debt Defrayment	183,464	158,893	24,571	-		
Total Expense	738,469	779,205	(40,736)	88,560	83,333	5,227
Net Income	(28,829)	(108,288)	79,459	2,512	-	2,512

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

	55 - Rest. and Parking Fund		60 - Valle Vista Lighting Dist.	
	Jul '16 - Apr 17	Budget	Jul '16 - Apr 17	Budget
		\$ Over Budget		\$ Over Budget
Income				
Property Taxes				
402.000 · Secured Taxes	-		-	
404.000 · Unsecured Taxes	-		-	
403.000 · Supplemental Property Tax	-		-	
402.002 · Unitary Taxes	-		-	
405.000 · Triple Flip/Sales & Use Tax	-		-	
407.000 · VLF Swap	-		-	
422.000 · COPS Funding	-		-	
426.000 · HOPTR	-		-	
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	-		-	
Total Property Taxes	-		-	
Other Tax Revenue				
406.000 · Sales Tax	-		-	
408.000 · Transient Lodging Taxes	16,782	2,083	-	14,699
416.000 · Misc. County Taxes	-		-	
415.000 · Special Assessment	-		11,386	10,787
419.000 · Other Doc. Transfer	-		-	
428.000 · Vehicle License Fees	-		-	
Total Other Tax Revenue	16,782	2,083	11,386	10,787
Grant Funds				
437.000 · Library Grant	-		-	
495.000 · Grant Revenue	-		-	
Total Grant Funds	-		-	
Franchise Fees				
440.000 · Franchis PG&E	-		-	
442.000 · Franchise Cable	-		-	
448.000 · Refuse Franchise	-		-	
Total Franchise Fees	-		-	
Business & Misc. Lic. & Permits				
450.000 · Business Licenses	-		-	
453.000 · Burn Permits	-		-	
470.000 · Garage Sale Permits	-		-	
472.000 · Animal Licenses	-		-	
490.000 · Misc. Revenue	-		-	
494.001 · Special Events	-		-	
Total Business & Misc. Lic. & Permits	-		-	

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

	55 - Rest. and Parking Fund		60 - Valle Vista Lighting Dist.	
	Jul '16 - Apr 17	Budget	Jul '16 - Apr 17	Budget
		\$ Over Budget		\$ Over Budget
Planning, Building, Eng. Permit				
458.001 · Green Fee	-		-	
459.004 · Fire Sprinkler Permit	-		-	
459.003 · Mechanical Permit	-		-	
459.002 · Plumbing Permit	-		-	
459.001 · Electrical Permit	-		-	
454.003 · Design Review	-		-	
454.002 · Appeal	-		-	
451.000 · Building Permits	-		-	
454.000 · Conditional Use Permit (CUP)	-		-	
456.000 · PUD Use Permit	-		-	
457.000 · Encroachment Permits	-		-	
458.000 · Sign Permits	-		-	
461.000 · Subdivision Fees	-		-	
467.000 · Strong Motion Impact Fees	-		-	
Total Planning, Building, Eng. Permit	-		-	
Chg. for Planning/Eng. Services				
458.002 · SMIP Fee	-		-	
490.001 · Misc. Revenue Planning	-		-	
464.000 · Engineer Inspection Fee	-		-	
462.000 · Engineer Plan Check Fees	-		-	
463.000 · Building Inspection Fee	-		-	
452.000 · Building Plan Check Fees	-		-	
459.000 · Remib. - Proj/Dev. Costs	-		-	
Total Chg. for Planning/Eng. Services	-		-	
Charges for Misc. Services				
496.002 · Administration Income	-		-	
496.001 · Public Document Charge	-		-	
496.000 · Library Copy Charges	-		-	
Total Charges for Misc. Services	-		-	
Utility Fees				
483.000 · Utility Connection Fees	-		-	
486.000 · Utility Fees Commercial	-		-	
485.000 · Utility Fees Residential	-		-	
485.001 · Septage Charges	-		-	
493.000 · Water Meter Maint. Fees	-		-	
Total Utility Fees	-		-	
Impact Fees	-		-	
Fines & Penalties	-		-	
421.000 · Vehicle Code Parking	-		-	
475.000 · Library Fines	-		-	

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

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
476,000 · Code Enforcement Fines	-			-		
Fines & Penalties - Other	-			-		
Total Fines & Penalties	-			-		
Miscellaneous Revenue	-			-		
497,000 · Other Financing Sources	-			-		
484,000 · Interest and Penalties	-			-		
480,002 · Permits	-			-		
480,001 · Lease - American Tower	-			-		
438,000 · Donations	-			-		
480,000 · Rental Income	-			-		
482,000 · Parks & Rec Revenue	-			-		
480,003 · Reimbursed City expenses	-			-		
Total Miscellaneous Revenue	-			-		
Total Income	16,782	2,083	14,699	11,386	10,787	599
Expense						
Employee Salary, Wages, Benefit						
519,001 · Volunteer Stipend	-			-		
502,000 · Salaries and Wages - FT	-			-		
504,000 · Salaries and Wages - OT	-			-		
508,000 · FICA	-			-		
510,000 · Worker's Comp	-			-		
512,000 · Unemployment	-			-		
514,000 · Health Insurance	-			-		
518,000 · 457k Retirement Contribution	-			-		
519,000 · Elected Official Stipend	-			-		
Total Employee Salary, Wages, Benefit	-			-		
Other Personnel Expenses						
522,000 · Uniforms & Alterations	-			-		
524,000 · Phys., Drug 7 Psych Testing	-			-		
525,000 · Volunteer Firefighter Stipend	-			-		
526,000 · Education and Training	-			-		
528,000 · Travel/Per Diem/Car Allowance	-			-		
Total Other Personnel Expenses	-			-		
General and admin. expense						
647,000 · Youth Commission	-			-		
645,000 · Summer Program	-			-		
550,000 · Office Supplies	-			-		
558,000 · Printing and Copies	-			-	80	(80)
548,000 · Advertising	6,000			-	80	(80)
562,000 · Food and Beverages	-			-		
516,000 · Insurance - Liab/Bond/Auto/Prop	-			-		

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

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
544.000 • Computer Software Service	-			-		
545.000 • Computer Hardware Service	-			-		
530.000 • Dues and Subscriptions	-			-		
634.000 • Copier Services & Lease	-			-		
657.001 • Filing Fees	-			-		
638.000 • Bank Charges/PR Processing	-			-		
551.000 • Postage and Freight	-			-		
Total General and admin. expense	6,000			-	160	(160)
Contractual and Other Services						
600.000 • Operational Contracts	-			-		
602.000 • Legal	-			-		
604.000 • Engineering	-			-	80	(80)
604.001 • Reclamation Expense	-			-	400	(400)
608.000 • Accounting	-			-		
609.000 • Building Inspection	-			-		
610.000 • Audit	-			-		
612.001 • Other Prof. Service - CMAP	-			-		
612.002 • Security	-			-		
612.006 • Web maintenance	-			-		
614.000 • Law Enforcement	-			-		
615.000 • Level One Security Patrol	-			-		
618.000 • County Communications	-			-		
624.000 • Janitorial	-			-		
626.000 • Landscape Services	-			10,659	10,520	139
632.000 • Building Equipment Rental	-			-		
643.003 • SBCO Mgmt Fees	-			-		
654.000 • Chemical Testing	-			-		
659.000 • Election Expense	-			-		
Total Contractual and Other Services				10,659	11,000	(341)
Utilities and Misc. Expenses						
650.000 • Agg. Base Material	-			-		
640.001 • Communication Radios	-			-		
639.000 • Merchant processing fees	-			-		
640.000 • Telecomm	-			-		
642.000 • Electricity	-			-	1,750	(1,750)
643.001 • Water	-			-		
644.000 • Street Signal	-			-		
646.000 • Street Lighting	-			-		
656.000 • Licenses and Permits	-			-		
658.000 • Property Taxes	-			-		
Total Utilities and Misc. Expenses					1,750	(1,750)

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

	55 - Rest. and Parking Fund		60 - Valle Vista Lighting Dist.	
	Jul '16 - Apr 17	Budget	Jul '16 - Apr 17	Budget
		\$ Over Budget		\$ Over Budget
Equipment and Parts				
649.02 · Agg. Based Material	-		-	
712.000 · Materials	-		-	
532.01 · Equipment Rental	-		-	
701.000 · Small Tools	-		-	
702.000 · Safety Gear & First Aid	-		-	
554.000 · Gasoline & Diesel Fuel	-		-	
552.000 · Chemical and Gasses	-		-	
703.000 · Books and Periodicals	-		-	
716.000 · Parts - City Rep. Vehicles	-		-	
718.000 · Parts - City Rep. Equipment	-		-	
720.000 · Parts - City Rep. Water	-		-	
721.000 · Fire Equipment and Supplies	-		-	
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				
726.001 · Parts City Rep. Comm. Center	-		-	
755.002 · Street Sign Maint. & Repair	-		-	
751.001 · Maint. & Repair Wells	-		-	
751.000 · Claims	-		-	
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	-		-	
762.000 · Streets Maint. & Paving	-		-	
764.000 · Water Maintenance - Outside	-		-	
766.000 · Sewer Maint. - Plant	-		-	
Total Maint. & Repair Services	-		-	
Capital Expenditures				
859.000 · Fines RWQCB	-		-	
808.000 · Equipment	-		-	
801.000 · Capital Purchases/Improvements	-		-	
805.000 · Contruction in Progress Reclass	-		-	
812.000 · Depreciation	-		-	
Total Capital Expenditures	-		-	
Fund Transfer				
General Fund	-		-	
Transfer G&A Expenses	-		-	

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

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Gas Tax Fund	-			-		
Total Transfer G&A Expenses	-			-		
Total Fund Transfer	-			-		
Debt Defrayment						
854.000 - Debt Service Principal Payment	-			-		
858.000 - Interest	-			-		
855.000 - Amortization expense	-			-		
858.000 - Interest - Other	-			-		
Total 858.000 - Interest	-			-		
Total Debt Defrayment	-			-		
Total Expense	6,000			10,659	12,910	(2,251)
Net Income	10,782	2,083	8,699	727	(2,123)	2,850

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

	75 - Gas Tax Fund			TOTAL		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Income						
Property Taxes						
402.000 • Secured Taxes	-			166,015	120,000	46,015
404.000 • Unsecured Taxes	-			17,274	6,750	10,524
403.000 • Supplemental Property Tax	-			-	1,250	(1,250)
402.002 • Unitary Taxes	-			4,961	4,500	461
405.000 • Triple Flip/Sales & Use Tax	-			-	20,000	(20,000)
407.000 • VLF Swap	-			68,804	65,000	3,804
422.000 • COPS Funding	-			91,072	83,333	7,739
426.000 • HOPTR	-			1,219	-	1,219
436.000 • Gas Tax 2103	9,951	10,000	(49)	9,951	10,000	(49)
431.000 • Gas Tax 2105	6,913	7,500	(587)	6,913	7,500	(587)
432.000 • Gas Tax 2106	7,208	7,500	(292)	7,208	7,500	(292)
433.000 • Gas Tax 2107	7,771	9,167	(1,396)	7,771	9,167	(1,396)
434.000 • Gas Tax 2107.5	2,000			2,000	-	2,000
Total Property Taxes	33,843	34,167	(324)	383,188	335,000	48,188
Other Tax Revenue						
406.000 • Sales Tax	-			317,867	334,166	(16,299)
408.000 • Transient Lodging Taxes	-			102,045	54,583	47,462
416.000 • Misc. County Taxes	-			123	-	123
415.000 • Special Assessment	-			11,386	10,787	599
419.000 • Other Doc. Transfer	-			11,842	5,000	6,842
428.000 • Vehicle License Fees	-			2,334	600	1,734
Total Other Tax Revenue	-	-	-	445,597	405,136	40,461
Grant Funds						
437.000 • Library Grant	-			2,819	-	2,819
495.000 • Grant Revenue	-			43,865	-	43,865
Total Grant Funds	-	-	-	46,684	-	46,684
Franchise Fees						
440.000 • Franchis PG&E	-			12,113	12,000	113
442.000 • Franchise Cable	-			3,151	6,675	(3,524)
448.000 • Refuse Franchise	-			23,563	21,666	1,897
Total Franchise Fees	-	-	-	38,827	40,341	(1,514)
Business & Misc. Lic. & Permits						
450.000 • Business Licenses	-			8,848	13,000	(4,152)
453.000 • Burn Permits	-			35	-	35
470.000 • Garage Sale Permits	-			90	50	40
472.000 • Animal Licenses	-			60	80	(20)
490.000 • Misc. Revenue	-			1,154	160	994
494.001 • Special Events	-			4,323	6,000	(1,677)
Total Business & Misc. Lic. & Permits	-	-	-	14,510	19,290	(4,780)

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

	75 - Gas Tax Fund			TOTAL		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Planning, Building, Eng. Permit						
458.001 • Green Fee	-	-	-	134	40	94
459.004 • Fire Sprinkler Permit	-	-	-	1,258	-	1,258
459.003 • Mechanical Permit	-	-	-	1,176	3,000	(1,824)
459.002 • Plumbing Permit	-	-	-	1,610	2,600	(990)
459.001 • Electrical Permit	-	-	-	2,090	3,800	(1,710)
454.003 • Design Review	-	-	-	1,450	750	700
454.002 • Appeal	-	-	-	500	-	500
451.000 • Building Permits	-	-	-	25,813	39,000	(13,187)
454.000 • Conditional Use Permit (CUP)	-	-	-	1,250	300	950
456.000 • PUD Use Permit	-	-	-	-	100	(100)
457.000 • Encroachment Permits	-	-	-	1,081	250	831
458.000 • Sign Permits	-	-	-	25	250	(225)
461.000 • Subdivision Fees	-	-	-	2,133	10,000	(7,867)
467.000 • Strong Motion Impact Fees	-	-	-	8,473	-	8,473
Total Planning, Building, Eng. Permit	-	-	-	46,993	60,090	(13,097)
Chg. for Planning/Eng. Services						
458.002 • SMIP Fee	-	-	-	347	-	347
490.001 • Misc. Revenue Planning	-	-	-	1,661	3,000	(1,339)
464.000 • Engineer Inspection Fee	-	-	-	1,253	1,500	(247)
462.000 • Engineer Plan Check Fees	-	-	-	3,594	4,875	(1,281)
463.000 • Building Inspection Fee	-	-	-	76,090	5,625	70,465
452.000 • Building Plan Check Fees	-	-	-	64,998	9,000	55,998
459.000 • Remib. - Proj/Dev. Costs	-	-	-	101,060	750	100,310
Total Chg. for Planning/Eng. Services	-	-	-	249,003	24,750	224,253
Charges for Misc. Services						
496.002 • Administration Income	-	-	-	82	600	(518)
496.001 • Public Document Charge	-	-	-	34	30	4
496.000 • Library Copy Charges	-	-	-	1,196	750	446
Total Charges for Misc. Services	-	-	-	1,312	1,380	(68)
Utility Fees						
483.000 • Utility Connection Fees	-	-	-	-	33,750	(33,750)
486.000 • Utility Fees Commercial	-	-	-	303,991	338,417	(34,426)
485.000 • Utility Fees Residential	-	-	-	1,045,495	915,000	130,495
485.001 • Septage Charges	-	-	-	-	-	-
493.000 • Water Meter Maint. Fees	-	-	-	15,274	1,333	13,941
Total Utility Fees	-	-	-	1,364,760	1,288,500	76,260
Impact Fees						
421.000 • Vehicle Code Parking	-	-	-	186,656	34,908	151,748
Fines & Penalties						
475.000 • Library Fines	-	-	-	-	90	(90)
	-	-	-	609	620	(11)

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

	75 - Gas Tax Fund			TOTAL		
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
476,000 • Code Enforcement Fines	-	-	-	39	-	39
Fines & Penalties - Other	-	-	-	56	-	56
Total Fines & Penalties	-	-	-	704	710	(6)
Miscellaneous Revenue	-	-	-	-	-	-
497,000 • Other Financing Sources	-	-	-	263	-	263
484,000 • Interest and Penalties	-	-	-	7,368	54,167	(46,799)
480,002 • Permits	-	-	-	(425)	-	(425)
480,001 • Lease - American Tower	-	-	-	19,935	25,000	(5,065)
438,000 • Donations	-	-	-	1,114	16,000	(14,886)
480,000 • Rental Income	-	-	-	17,451	6,000	11,451
482,000 • Parks & Rec Revenue	-	-	-	300	-	300
480,003 • Reimbursed City expenses	-	-	-	7,869	9,000	(1,131)
Total Miscellaneous Revenue	-	-	-	53,875	110,167	(56,292)
Total Income	33,843	34,167	(324)	2,832,109	2,320,272	511,837
Expense						
Employee Salary, Wages, Benefit						
519,001 • Volunteer Stipend	-	-	-	-	320	(320)
502,000 • Salaries and Wages - FT	-	-	-	399,047	388,800	10,247
504,000 • Salaries and Wages - OT	-	-	-	1,346	4,252	(2,906)
508,000 • FICA	-	-	-	26,084	30,386	(4,302)
510,000 • Worker's Comp	-	-	-	45,372	37,680	7,692
512,000 • Unemployment	-	-	-	579	3,979	(3,400)
514,000 • Health Insurance	-	-	-	46,531	51,998	(5,467)
518,000 • 457k Retirement Contribution	-	-	-	7,922	8,157	(235)
519,000 • Elected Official Stipend	-	-	-	900	2,400	(1,500)
Total Employee Salary, Wages, Benefit	-	-	-	527,781	527,972	(191)
Other Personnel Expenses						
522,000 • Uniforms & Alterations	-	-	-	1,800	2,175	(375)
524,000 • Phys., Drug 7 Psych Testing	-	-	-	413	625	(212)
525,000 • Volunteer Firefighter Stipend	-	-	-	600	3,000	(2,400)
526,000 • Education and Training	-	-	-	5,661	4,675	986
528,000 • Travel/Per Diem/Car Allowance	-	-	-	4,122	3,475	647
Total Other Personnel Expenses	-	-	-	12,596	13,950	(1,354)
General and admin. expense						
647,000 • Youth Commission	-	-	-	-	-	-
645,000 • Summer Program	-	-	-	3,816	2,000	1,816
550,000 • Office Supplies	-	-	-	7,822	7,983	(161)
558,000 • Printing and Copies	-	-	-	1,923	10,822	(8,899)
548,000 • Advertising	-	-	-	6,120	1,365	4,755
562,000 • Food and Beverages	-	-	-	3,001	1,863	1,138
516,000 • Insurance - Liab/Bond/Auto/Prop	-	-	-	31,550	9,967	21,583

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

	75 - Gas Tax Fund			TOTAL	
	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	\$ Over Budget
544.000 • Computer Software Service	-			7,713	2,680
545.000 • Computer Hardware Service	-			3,835	1,735
530.000 • Dues and Subscriptions	-			26,055	(25,795)
634.000 • Copier Services & Lease	-			5,827	2,954
657.001 • Filing Fees	-			1,050	1,050
638.000 • Bank Charges/PR Processing	-			8,190	5,707
551.000 • Postage and Freight	-			4,792	(3,135)
Total General and admin. expense	-			111,694	5,428
Contractual and Other Services					
600.000 • Operational Contracts	-			242,056	(52,782)
602.000 • Legal	-			35,172	(4,887)
604.000 • Engineering	-			3,671	(19,379)
604.001 • Reclamation Expense	-			-	(400)
608.000 • Accounting	-			26,021	(3,146)
609.000 • Building Inspection	-			93	(707)
610.000 • Audit	-			24,000	(1,000)
612.001 • Other Prof. Service - CMAP	-			820	(1,180)
612.002 • Security	-			4,708	3,169
612.006 • Web maintenance	-			3,350	2,308
614.000 • Law Enforcement	-			168,284	(30,382)
615.000 • Level One Security Patrol	-			25,752	(28,315)
618.000 • County Communications	-			27,440	(28,560)
624.000 • Janitorial	-			3,782	(1,092)
626.000 • Landscape Services	-			11,405	(1,615)
632.000 • Building Equipment Rental	-			-	(2,000)
643.003 • SBCO Mgmt Fees	-			4,189	4,189
654.000 • Chemical Testing	-			132	132
659.000 • Election Expense	-			7,702	4,702
Total Contractual and Other Services	-			588,577	(160,945)
Utilities and Misc. Expenses					
650.000 • Agg. Base Material	-			5,460	5,460
640.001 • Communication Radios	-			104	104
639.000 • Merchant processing fees	-			70	(1,263)
640.000 • Telecomm	-			10,159	263
642.000 • Electricity	12,673			105,833	5,417
643.001 • Water	-			-	(800)
644.000 • Street Signal	314			314	314
646.000 • Street Lighting	-			34	(13,299)
656.000 • Licenses and Permits	-	13,333	(13,333)	13,333	(7,623)
658.000 • Property Taxes	-			8,214	176
Total Utilities and Misc. Expenses	12,987	13,333	(346)	130,364	(11,251)

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

	75 - Gas Tax Fund				TOTAL	
	Jul '16 - Apr 17	Budget	\$ Over Budget		Jul '16 - Apr 17	\$ Over Budget
Equipment and Parts						
649.02 · Agg. Based Material	-				-	(7,000)
712.000 · Materials	-				3,697	(303)
532.01 · Equipment Rental	-				-	(400)
701.000 · Small Tools	-				278	(722)
702.000 · Safety Gear & First Aid	-				255	255
554.000 · Gasoline & Diesel Fuel	-				6,431	(7,968)
552.000 · Chemical and Gasses	-				2,140	(11,526)
703.000 · Books and Periodicals	-				1,255	(812)
716.000 · Parts - City Rep. Vehicles	-				1,678	(5,447)
718.000 · Parts - City Rep. Equipment	-				4,982	(10,335)
720.000 · Parts - City Rep. Water	-				16,431	(16,802)
721.000 · Fire Equipment and Supplies	-				735	735
722.000 · Parts - City Rep. Sewer	-				4,417	(3,916)
724.000 · Parts - City Rep. Streets	-	16,000	(16,000)		1,431	(14,569)
726.000 · Parts - City Rep. Parks	-				3,363	(1,357)
Total Equipment and Parts	-	16,000	(16,000)		47,093	(80,167)
Maint. & Repair Services						
726.001 · Parts City Rep. Comm. Center	-				23	23
755.002 · Street Sign Maint. & Repair	-	1,250	(1,250)		418	(832)
751.001 · Maint. & Repair Wells	-				40	(7,960)
751.000 · Claims	-				-	(500)
752.000 · Vehicle Maint. - Outside	-				(129)	(129)
754.000 · Equipment Maint. - Outside	-				1,478	(8,105)
757.000 · Bldg Maint. - Inside	-				2,927	2,477
758.000 · Building Maint. Outside	-				4,456	956
760.000 · Grounds Maint. - Outside	-				1,167	(1,508)
762.000 · Streets Maint. & Paving	-				143	(3,457)
764.000 · Water Maintenance - Outside	-				613	(1,887)
766.000 · Sewer Maint. - Plant	-				11,809	3,809
Total Maint. & Repair Services	-	1,250	(1,250)		22,945	(17,113)
Capital Expenditures						
859.000 · Fines RWQCB	-				30,000	-
808.000 · Equipment	-				4,464	(68,136)
801.000 · Capital Purchases/Improvements	-				177,542	29,917
805.000 · Contruction in Progress Reclass	-				-	(1,050)
812.000 · Depreciation	-				510,223	-
Total Capital Expenditures	-				722,229	(39,269)
Fund Transfer						
General Fund	-				-	5,186
Transfer G&A Expenses	-				5,186	-

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

75 - Gas Tax Fund

	Jul '16 - Apr 17	Budget	\$ Over Budget	Jul '16 - Apr 17	Budget	\$ Over Budget
Gas Tax Fund						
Total Transfer G&A Expenses	(5,186)			(5,186)	-	(5,186)
Total Fund Transfer	(5,186)			(5,186)	-	(5,186)
Debt Defrayment				-	-	-
854,000 · Debt Service Principal Payment	-			47,933	58,180	(10,247)
858,000 · Interest	-					
855,000 · Amortization expense	-			48,000	-	48,000
858,000 · Interest - Other	-			311,671	353,095	(41,424)
Total 858,000 · Interest	-			359,671	353,095	6,576
Total Debt Defrayment				407,604	411,275	(3,671)
Total Expense	7,801	30,583	(22,782)	2,570,883	2,879,416	(308,533)
Net Income	26,042	3,584	22,458	261,226	(559,144)	820,370

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

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change
Income						
Property Taxes	258,273	258,409	(136)	-	-	-
Other Tax Revenue	417,429	336,071	81,358	-	-	-
Grant Funds	46,684	17,875	28,809	-	-	-
Franchise Fees	38,827	40,873	(2,046)	-	-	-
Business & Misc. Lic. & Permits	14,510	17,605	(3,095)	-	-	-
Planning, Building, Eng. Permit	46,993	54,749	(7,756)	-	-	-
Chg. for Planning/Eng. Services	249,002	28,794	220,208	-	-	-
Charges for Misc. Services	1,312	886	426	-	-	-
Utility Fees	1,618	168	1,450	653,501	576,377	77,124
Impact Fees	186,656	116,656	70,000	-	-	-
Fines & Penalties	704	1,895	(1,191)	-	-	-
Miscellaneous Revenue	47,114	77,447	(30,333)	6,761	22,877	(16,116)
Total Income	1,309,122	951,428	357,694	660,262	599,254	61,008
Expense						
Employee Salary, Wages, Benefit	385,706	395,652	(9,946)	78,973	53,981	24,992
Other Personnel Expenses	12,088	8,757	3,331	320	281	39
General and admin. expense	82,186	60,809	21,377	12,740	20,511	(7,771)
Contractual and Other Services	389,473	327,784	61,689	28,936	38,972	(10,036)
Utilities and Misc. Expenses	24,718	21,940	2,778	27,823	25,591	2,232
Equipment and Parts	23,191	27,108	(3,917)	16,093	28,488	(12,395)
Maint. & Repair Services	10,484	15,733	(5,249)	653	2,252	(1,599)
Capital Expenditures	110,972	10,000	100,972	285,651	243,765	41,886
Fund Transfer	5,186	-	5,186	-	-	-
Debt Defrayment	-	-	-	224,140	353,824	(129,684)
Total Expense	1,044,004	867,783	176,221	675,329	767,665	(92,336)
Net Income	265,118	83,645	181,473	(15,067)	(168,411)	153,344
Fund Balance at June 30, 2016	1,711,553			499,608		
Fund Balance at April 30, 2017	1,976,671			484,541		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change
Income						
Property Taxes	-	-	-	91,072	83,334	7,738
Other Tax Revenue	-	-	-	-	-	-
Grant Funds	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Business & Misc. Lic. & Permits	-	-	-	-	-	-
Planning, Building, Eng. Permit	-	-	-	-	-	-
Chg. for Planning/Eng. Services	-	-	-	-	-	-
Charges for Misc. Services	-	-	-	-	-	-
Utility Fees	709,639	714,815	(5,176)	-	-	-
Impact Fees	-	-	-	-	-	-
Fines & Penalties	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Total Income	709,639	714,815	(5,176)	91,072	83,334	7,738
Expense						
Employee Salary, Wages, Benefit	63,101	36,710	26,391	-	-	-
Other Personnel Expenses	188	-	188	-	-	-
General and admin. expense	10,765	10,606	159	-	-	-
Contractual and Other Services	70,950	110,314	(39,364)	88,560	88,560	-
Utilities and Misc. Expenses	64,779	69,800	(5,021)	-	-	-
Equipment and Parts	7,806	12,697	(4,891)	-	-	-
Maint. & Repair Services	11,809	7,558	4,251	-	-	-
Capital Expenditures	325,606	258,812	66,794	-	-	-
Fund Transfer	-	-	-	-	-	-
Debt Defrayment	183,464	304,084	(120,620)	-	-	-
Total Expense	738,468	810,581	(72,113)	88,560	88,560	-
Net Income	(28,829)	(95,766)	66,937	2,512	(5,226)	7,738
Fund Balance at June 30, 2016	964,573			4,640		
Fund Balance at April 30, 2017	935,744			7,152		

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

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change	Jul '15 - Apr 16	\$ Change	\$ Change
Income						
Property Taxes	-	-	-	-	-	-
Other Tax Revenue	16,782	12,785	3,997	11,386	11,254	132
Grant Funds	-	-	-	-	-	-
Franchise Fees	-	-	-	-	-	-
Business & Misc. Lic. & Permits	-	-	-	-	-	-
Planning, Building, Eng. Permit	-	-	-	-	-	-
Chg. for Planning/Eng. Services	-	-	-	-	-	-
Charges for Misc. Services	-	-	-	-	-	-
Utility Fees	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-
Fines & Penalties	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Total Income	16,782	12,785	3,997	11,386	11,254	132
Expense						
Employee Salary, Wages, Benefit	-	-	-	-	-	-
Other Personnel Expenses	-	-	-	-	-	-
General and admin. expense	6,000	4,500	1,500	-	-	-
Contractual and Other Services	-	-	-	10,659	10,340	319
Utilities and Misc. Expenses	-	-	-	-	-	-
Equipment and Parts	-	-	-	-	-	-
Maint. & Repair Services	-	-	-	-	330	(330)
Capital Expenditures	-	-	-	-	-	-
Fund Transfer	-	-	-	-	-	-
Debt Defrayment	-	-	-	-	-	-
Total Expense	6,000	4,500	1,500	10,659	10,670	(11)
Net Income	10,782	8,285	2,497	727	584	143
Fund Balance at June 30, 2016	113,167			70,651		
Fund Balance at April 30, 2017	123,949			71,378		

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

	75 - Gas Tax Fund				TOTAL	
	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change	Jul '16 - Apr 17	Jul '15 - Apr 16	\$ Change
Income						
Property Taxes	33,843	39,111	(5,268)	383,188	380,854	2,334
Other Tax Revenue	-	-	-	445,597	360,110	85,487
Grant Funds	-	-	-	46,684	17,875	28,809
Franchise Fees	-	-	-	38,827	40,873	(2,046)
Business & Misc. Lic. & Permits	-	-	-	14,510	17,605	(3,095)
Planning, Building, Eng. Permit	-	-	-	46,993	54,749	(7,756)
Chg. for Planning/Eng. Services	-	-	-	249,002	28,794	220,208
Charges for Misc. Services	-	-	-	1,312	886	426
Utility Fees	-	-	-	1,364,758	1,291,360	73,398
Impact Fees	-	-	-	186,656	116,656	70,000
Fines & Penalties	-	-	-	704	1,895	(1,191)
Miscellaneous Revenue	-	-	-	53,875	100,324	(46,449)
Total Income	33,843	39,111	(5,268)	2,832,106	2,411,981	420,125
Expense						
Employee Salary, Wages, Benefit	-	-	-	527,780	486,343	41,437
Other Personnel Expenses	-	-	-	12,596	9,038	3,558
General and admin. expense	-	27	(27)	111,691	96,453	15,238
Contractual and Other Services	-	-	-	588,578	575,970	12,608
Utilities and Misc. Expenses	12,987	18,245	(5,258)	130,307	135,576	(5,269)
Equipment and Parts	-	-	-	47,090	68,293	(21,203)
Maint. & Repair Services	-	-	-	22,946	25,873	(2,927)
Capital Expenditures	-	6,000	(6,000)	722,229	518,577	203,652
Fund Transfer	(5,186)	-	(5,186)	-	-	-
Debt Defrayment	-	-	-	407,604	657,908	(250,304)
Total Expense	7,801	24,272	(16,471)	2,570,821	2,574,031	(3,210)
Net Income	26,042	14,839	11,203	261,285	(162,050)	423,335
Fund Balance at June 30, 2016	59,074					
Fund Balance at April 30, 2017	85,116					

City of San Juan Bautista
Warrant Listing
As of April 30, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
101.000 • Union Bank			
101.001 • Operating Acct. 1948			
04/03/2017	210756	ACWA Health Benefits Authority	-15,532.31
04/03/2017	210757	at&t	-295.84
04/03/2017	210758	AVAYA	-210.98
04/03/2017	210759	Carlos Rojas.	-700.00
04/03/2017	210760	Charter Communications	-344.60
04/03/2017	210761	Claudia Lona	-1,000.00
04/03/2017	210762	Darlene Boyd	-586.95
04/03/2017	210763	Department of Conservation	-3.51
04/03/2017	210764	FedEx	-67.61
04/03/2017	210765	First Alarm	-433.14
04/03/2017	210766	Hollister Auto Parts, Inc.	-50.87
04/03/2017	210767	Home Depot Credit Services	-512.04
04/03/2017	210768	iWordQ Systems	-3,075.00
04/03/2017	210769	J M Electric	-4,463.56
04/03/2017	210770	Jim Martin	-667.79
04/03/2017	210771	John D. Hopper	-672.98
04/03/2017	210772	League of California Cities	-150.00
04/03/2017	210773	Maggiora Bros. Drilling Inc.	-1,931.00
04/03/2017	210774	Mc Kinnon Lumber Co., Inc.	-108.25
04/03/2017	210775	Miller Starr Regalia	-2,600.00
04/03/2017	210776	Mission Linen Service	-136.08
04/03/2017	210777	P G & E	-431.27
04/03/2017	210778	Patricia Paetz	-46.44
04/03/2017	210779	Ready Refresh	-260.10
04/03/2017	210780	Roger Grimsley	-58.84
04/03/2017	210781	San Benito County Auditors Office	-3,970.51
04/03/2017	210782	San Benito County Mosquito Abatement Prog	-277.24
04/03/2017	210783	San Benito County Sheriff	-68,554.14
04/03/2017	210784	Sentry Alarm System	-372.00
04/03/2017	210785	Smith & Enright Landscaping	-1,052.00
04/03/2017	210786	Staples	-346.33
04/03/2017	210787	State Compensation Insurance Fund	-3,013.75
04/03/2017	210788	True Value Hardware	-99.88
04/03/2017	210789	U.S. Postmaster	-800.00
04/03/2017	210790	Uline	-245.92
04/03/2017	210791	United Site Services of California, Inc.	-168.33
04/03/2017	210792	US Bank	-1,691.18
04/03/2017	210793	Wendy L. Cumming, CPA	-1,687.50
04/03/2017	210794	WesTech	-710.90
04/06/2017	210795	Employment Development Department	-297.91
04/10/2017	210796	Abbott's Pro Power	-311.84
04/10/2017	210797	C&N Tractor	-623.31
04/10/2017	210798	Ferguson Enterprises, Inc.	-258.86

City of San Juan Bautista

Warrant Listing

As of April 30, 2017

Date	Num	Name	Amount
04/10/2017	210799	Granite Rock	-244.25
04/10/2017	210800	Irineo Gonzalez.	-700.00
04/10/2017	210801	KS State Bank	-5,818.30
04/10/2017	210802	Monterey Bay Air Resources Dist.	-624.00
04/10/2017	210803	P G & E	-9,038.09
04/10/2017	210804	Rossi Bros Tire & Auto	-20.00
04/10/2017	210805	Smith & Enright Landscaping	-1,052.00
04/10/2017	210806	Wellington Law Offices	-3,284.00
04/10/2017	210807	Xerox	-511.36
04/18/2017	210808	JM Electric	-10,934.00
04/18/2017	210809	JM Electric	-124.00
04/18/2017	210810	San Benito County Business Council	-70.00
04/25/2017	210811	Granite Rock	-58.68
04/25/2017	210812	Valero Marketing & Supply	-789.88
04/26/2017	210813	at&t	-69.89
04/26/2017	210814	Abbott's Pro Power	-123.40
04/26/2017	210815	AFLAC	-282.80
04/26/2017	210816	at&t	-43.87
04/26/2017	210817	Bartle Wells Associates	-300.00
04/26/2017	210818	Brenda Rodriguez.	-700.00
04/26/2017	210819	ByWater Solutions	-1,000.00
04/26/2017	210820	CalPers 457 Plan	-1,449.41
04/26/2017	210821	Charter Communications	-466.36
04/26/2017	210822	City of Hollister.	-39,477.82
04/26/2017	210823	Department of Transportation	-249.87
04/26/2017	210824	Design Line & Granger	-349.10
04/26/2017	210825	Dynamic Forms	-254.59
04/26/2017	210826	FedEx	-135.54
04/26/2017	210827	Iron Mountain	-180.50
04/26/2017	210828	iWordQ Systems	-375.00
04/26/2017	210829	John D. Hopper	-313.91
04/26/2017	210830	Lauren Gerbrant	-82.95
04/26/2017	210831	Level 1 Private Security.	-10,324.00
04/26/2017	210832	Maria Cardenas & Adela Ramirez	-700.00
04/26/2017	210833	Mission Linen Service	-136.08
04/26/2017	210834	Mission Village Voice Media LLC	-350.00
04/26/2017	210835	MuniBilling	-360.00
04/26/2017	210836	NTU Technologies, Inc.	-1,628.64
04/26/2017	210837	Ready Refresh	-327.14
04/26/2017	210838	Roger Grimsley	-135.16
04/26/2017	210839	Rx-Tek	-876.58
04/26/2017	210840	San Benito County Water District	-2,564.61
04/26/2017	210841	San Juan Bautista Committee.	-3,000.00
04/26/2017	210842	Scott Freels	-66.23
04/26/2017	210843	Smith & Enright Landscaping	-1,052.00

City of San Juan Bautista
Warrant Listing
As of April 30, 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/26/2017	210844	Sprint	-169.00
04/26/2017	210845	Staples	-152.98
04/26/2017	210846	State Compensation Insurance Fund	-3,013.75
04/26/2017	210847	United Site Services of California, Inc.	-168.33
04/26/2017	210848	Wellington Law Offices	-5,784.00
Total 101.001 - Operating Acct. 1948			<u>-228,752.83</u>
Total 101.000 - Union Bank			<u>-228,752.83</u>
TOTAL			<u>-228,752.83</u>

Library Report

	Nov. '16	Dec. '16	Jan. '17	Feb. '17	Mar. '17	Apr. '17
New Material	28	44	14	18	40	22
Retired Materials	205	389	19	0	2	2
Lost Items	8	6	7	3	4	6
Overdue Items	13	19	6	14	3	3
Overdue Patrons	8	8	5	6	3	3
Cards Issued	3	9	7	10	4	18
Items Checked Out	282	271	369	315	392	417
Money from Fines	50.25	21.00	54.25	25.50	20.75	37.50
Money from Faxes	12.00	8.00	29.00	20.00	19.00	8.00
Money from Copies	61.25	20.05	58.35	85.50	74.15	59.10
Money from other Charges	7.00	4.50	16.00	2.25	7.25	36.75
Patron Tally	609	539	476	511	662	736

CITY OF SAN JUAN BAUTISTA

ADMINISTRATIVE REPORT

Date: May 16, 2017

To: City Council

From: Administrative Staff

PUBLIC WORKS DEPARTMENT:

Public Works crew is finishing up on the street striping and will soon begin painting the curbs. Work is continuing with installing the large meters to the commercial and industrial users. Weed abatement is being address throughout the city and on all city owned properties and drainage ditches. Notices will be sent out this month advising the property owners to cut and disc grasses, weeds and overgrown dead shrubbery by the middle of June.

Street asphalt patching is also a high priority and will be an ongoing maintenance effort throughout the City over the next few months.

PLANNING DEPARTMENT/CODE ENFORCEMENT

With a little bit of breathing room in between planning projects, Matt has been focusing on getting things in order at City Hall. He has gone through and updated/created new versions of many of the most used planning and building applications, such as the building permit application packet and the business license application packet. As part of the revamping of the business license application packet, he also created a formula for computing the business license tax (based on what is in the SJBMC), made a 'business license tax calculator' in Excel that Carmen can use at the front desk, and had iWorQ incorporate the formula into the PLL software as well.

Speaking of iWorQ, Matt and his contact, Alex, are getting close to completion with the software setup as well, with just a few small items left to work out. The system will be ready to go by the time Carmen starts processing 2017/2018 business license applications. Laura has also been working on data input so that the information from all of our old paper permits can be recorded digitally. Once the data is compiled, it will be sent to iWorQ for uploading.

The fact that the library's transition to a new software system had been left in limbo a month and a half before the 'go live' date by Connie's departure also came to light. Matt contacted representatives from Koha (the new software) to get a better understanding of what it is, how it works, and to make sure that we get them the remaining information they need to get the software and URL for San Juan Bautista set up. Dee Dee and the rest of the staff will also be starting training webinars during the week of May 8th to make sure they know how to use the new software so that it can 'go live' on June 5th.

Matt has also been working with Roger, Trish, and Carmen to address the issues highlighted by the Strategic Planning Committee's recommendation regarding outreach. In addition to evaluating alternative office hour setups for City Hall, they have also sketched out the description of a new staff position that could fulfill multiple roles, including backing up the finance clerk, assisting the deputy city clerk, and managing public outreach tools such as the website and any future social media accounts.

Matt assembled a Website Revision Team made up of Darlene Boyd, Jill Pagaran, and Maria Madrigal, and the group has already completed and submitted the "Design Discovery Survey" to get the process started. The next step will be scheduling a 'kickoff meeting' to discuss the overall timeline and the next steps in the design process.

CITY MANAGER DEPARTMENT:

Preliminary draft of the fiscal budget for 2017-2018 was distributed to the City Council at the May 10th, 2017 budget session. The draft budget document will be reviewed over the next three scheduled budget sessions.

Progress on well no. 5 is being made. The rough grade of the pad is finished and the well driller is ready to start on the test pilot hole.

Well no. 6A is in discussion with the property owner. The staff will be meeting with the property owner to determine the feasibility of the alternate site and the time frame to prepare the well site and connect the existing well to our distribution system. More to follow as negotiations and meetings proceeds.

The water treatment plant is being finalized with modification of the plans to meet the city's budget costs. The modification will allow the city to phase the construction.

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL

STAFF REPORT

DATE: May 16th, 2017

SUBJECT: City Logo Update

Description:

The City needs a new/updated version of its City Logo because the current one is out of date both aesthetically and format-wise (only on paper and scanned in, which is inadequate for use on websites, City forms, and outreach materials).

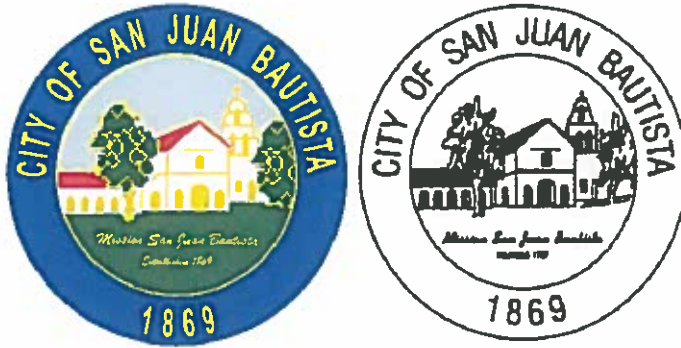
Background:

The website revision process brought to light the fact that the current City Logo is (1) 22 years old and (2) that the City has no high quality vector files of it (the original was simply scanned in for use on City materials).

Analysis:

High resolution vector files are a necessity in terms of having an official looking website and professional looking City forms and outreach materials, things that are currently a priority for the public, elected officials, and City staff. The City logo also needs to be placed on City vehicles.

The San Juan Committee recently underwent an extensive branding exercise with Schipper Design, which culminated in a new logo, tagline, and a full brand brief. While the City may want to/be able to use the logo that was created for our economic development and/or marketing materials, the City still needs an official City logo that has the look and feel of an official City seal (similar to our previous logo). The two versions of that logo are below:



The question is whether you want to keep the design as-is and have someone attempt to replicate it as closely as possible or whether you would like to update the font, colors, image, text, etc.

Conversations with Kathy Schipper yielded some estimates as to the cost of creating an updated version of the logo, which sounded like a relatively simple task for her designers, which started at ~\$300.

Recommendation:

Staff recommends that the City Council provide direction on how to go about obtaining an updated version of the City Logo and how much City staff is authorized to spend.

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL

STAFF REPORT

DATE: May 16th, 2017

SUBJECT: Statewide Community Infrastructure Program ("SCIP")

Description:

This item includes a brief staff presentation regarding participation in the Statewide Community Infrastructure Program ("SCIP"), which is sponsored by the California Statewide Communities Development Authority ("CSCDA"), and what actions would be necessary going forward if the City chooses to participate in SCIP.

Background:

CSCDA is a joint powers authority sponsored by the League of California Cities and the California State Association of Counties. The member agencies of CSCDA include approximately 367 cities, 56 counties, one city and county, and 86 other local agencies throughout California.

SCIP was instituted by CSCDA in 2002 to allow owners of property in participating cities and counties to finance the development impact fees that would be payable by property owners upon receiving development entitlements or building permits. The program has since been expanded to include financing of public capital improvements directly. If a property owner chooses to participate, the selected public capital improvements and the development impact fees owed to the City of San Juan Bautista will be financed by the issuance of tax-exempt bonds by CSCDA. CSCDA will impose a special assessment on the owner's property to repay the portion of the bonds issued to finance the fees paid with respect to the property and the public capital improvements benefiting the property. With respect to impact fees, the property owner will either pay the impact fees at the time of permit issuance, and will be reimbursed from the SCIP bond proceeds when the SCIP bonds are issued; or the fees will be funded directly from the proceeds of the SCIP bonds. In the former case, the City is required to pay the fees over to SCIP, and in the latter case, SCIP holds the bond proceeds representing the fees. In both cases

the fees are subject to requisition by the City at any time to make authorized fee expenditures. But by holding and investing the money until it is spent, SCIP is able to monitor the investment earnings (which come to the City of San Juan Bautista) for federal tax law arbitrage purposes. SCIP encourages the City to spend those amounts before any other fee revenues of the City. If the fees are paid by the property owner and bonds are never issued, the fees are returned to the City by SCIP. In this way, the City is never at risk for the receipt of the impact fees.

The benefits to the property owner include:

- Only property owners who choose to participate in the program will have assessments imposed on their property.
- Instead of paying cash for public capital improvements and/or development impact fees, the property owner receives low-cost, long-term tax-exempt financing of those fees, freeing up capital for other purposes.
- The property owner can choose to pay off the special assessments at any time.
- For home buyers, paying for the costs of public infrastructure through a special assessment is superior to having those costs "rolled" into the cost of the home. Although the tax bill is higher, the amount of the mortgage is smaller, making it easier to qualify. Moreover, because the special assessment financing is at tax-exempt rates, it typically comes at lower cost than mortgage rates.
- Owners of smaller projects, both residential and commercial, can have access to tax-exempt financing of infrastructure. Before the inception of SCIP, only projects large enough to justify the formation of an assessment or community facilities district had access to tax-exempt financing.

The benefits to the City of San Juan Bautista include:

- As in conventional assessment financing, the City of San Juan Bautista is not liable to repay the bonds issued by CSCDA or the assessments imposed on the participating properties.
- CSCDA handles all district formation, district administration, bond issuance and bond administration functions. A participating city can provide tax-exempt financing to property owners through SCIP while committing virtually no staff time to administer the program.
- Providing tax-exempt financing helps participating cities and counties cushion the impact of rising public capital improvement costs and development impact fees on property owners.

- The availability of financing will encourage developers to pull permits and pay fees in larger blocks, giving the participating city immediate access to revenues for public infrastructure, rather than receiving a trickle of revenues stretched out over time. As part of the entitlement negotiation process, the possibility of tax-exempt financing of fees can be used to encourage a developer to pay fees up front.
- In some cases, the special assessments on successful projects can be refinanced through refunding bonds. Savings achieved through refinancing will be directed back to the participating city for use on public infrastructure, subject to applicable federal tax limitations.

Next Steps

If City Council is interested in pursuing SCIP, City staff will present a resolution (prepared and provided by the CSCDA) at the next City Council meeting and hold a public hearing on it. The proposed resolution authorizes CSCDA to accept applications from owners of property within our planning jurisdiction to apply for tax-exempt financing of public capital improvements and development impact fees through SCIP. It also authorizes CSCDA to form assessment districts within our City's boundaries, conduct assessment proceedings and levy assessments against the property of participating owners. It approves the form of an Acquisition Agreement, attached to the resolution as Exhibit B, to be entered into between the City and the participating property owner/developer, if applicable, to provide the terms and conditions under which financing for public capital improvements will be provided and to establish the procedure for disbursement of bond proceeds to pay for completed facilities. It also authorizes miscellaneous related actions and makes certain findings and determinations required by law.

CITY OF SAN JUAN BAUTISTA

STAFF REPORT – CITY COUNCIL

FROM: Trish Paetz, Administrative Service Manager

DATE: May 3, 2017

SUBJECT: Abbe Park Use Agreement

Attached is a signed agreement between the City and Hollister Little League, to use Abbe Park. The agreement runs from February 2017 until June 1, 2017.

Currently, staff is working on an agreement with PAL for their Junior Giants non-competitive summer baseball program. Their season begins June 12 after the Little League season is over. There was another group, Next Level, that used the park last year for a short time for practices, two evenings a week. At this date, we have not been approached by Next Level to use the park in late summer. There have been no issues reported with any of the baseball program groups using Abbe Park.

HOLLISTER LITTLE LEAGUE AND
CITY OF SAN JUAN BAUTISTA
2017

MEMORANDUM OF UNDERSTANDING
RELATING TO USE OF ABBE PARK BALL FIELD AND FACILITIES

This Memorandum of Understanding ("Agreement") is entered into on the 1st day of February, 2017 ("Effective Date") by and between the City of San Juan Bautista (hereinafter "City") and Hollister Little League (hereinafter called "Licensees"), together referred to as the "Parties."

RECITALS

- A. The City owns park facilities comprised of ball fields, bleachers, stands, backstops, water systems and other appurtenances, which provide suitable areas and amenities for playing baseball, otherwise known as the Abbe Park Ball Field ("Park") (40 Polk Street, San Juan Bautista).
- B. Licensee is a non-profit organization which sponsors a program of youth baseball. Residents of the City directly benefit from this recreational activity.
- C. The City wishes to make certain facilities available for the use of Licensees for youth baseball purposes.

AGREEMENT

1. Grant of License

City hereby grants to Licensee a non-exclusive license to use the Park during the term of this license for Licensee's Purposes, which shall include practice, workouts and organized games, operation of concessions, provisions for spectators, and other uses clearly and directly incidental to the foregoing.

2. Scope of License

2.1 During the term of the license, Licensee shall have use of the Park during the days and times scheduled by the City ("Licensees' Schedule") in Exhibit A attached hereto. The Licensees' Schedule shall be reviewed by the City and the Licensee and amended as necessary.

2.2 In the event the City should need any of the Park to perform maintenance or repairs, Licensees agrees to cancel the day or days in conflict. City shall strive to provide Licensee with as much advance notice as possible.

2.3 The Licensees agree that the City may close the Park in the event of inclement weather or unsafe conditions.

3. Term of License

This license is granted for the period February 1, 2017 to June 1, 2017. The City and the Licensees may agree in writing to extend the license term as necessary to accommodate the needs of the Licensees.

4. Maintenance

4.1 Licensees shall use its best efforts to mow the Park field area used for play twice a week and mow all other Park turf areas once a week, weather permitting. Licensee will use its best efforts to maintain turf in a healthy condition and repair and monitor the irrigation and sprinkler systems as required.

4.2 Licensees shall collect or otherwise cause the removal of refuse from the Park fields and refuse bins as needed.

4.3 Licensees shall clean or otherwise cause the cleaning and service of the Park restrooms. Licensee shall unlock the restroom facility prior to each scheduled event and lock the restroom facility at the conclusion of each scheduled event. Licensees shall pick up any trash left in the restrooms at the conclusion of each scheduled event and report any damage or unsanitary conditions to the City.

4.4. Licensees shall maintain the Park infield area during the course of its use as necessary to provide its users with a safe and playable surface. This includes, but is not limited to, dragging, raking or otherwise preparing the infield surface for play, watering down for safe play and dust control and the inspection and replacement of bases and pitcher's mound. All work done within this area shall be completed to City standards.

4.5 Licensee shall inspect the Park for damage and unsafe conditions on a daily basis during its scheduled use. Any condition or equipment found to be unsafe shall be reported at once to the City. Should any condition exist where the immediate safety of Licensee, City or general public is in danger, Licensee shall cease using the facility until the condition is corrected.

4.7 City shall maintain areas of the Park not used by Licensee pursuant to this Agreement.

5. Concession Stands

Licensees may use the Park concession stand to operate a snack bar for the purpose of Licensee fundraising. Such operation must comply with all County licenses, permits and fees. Licensee shall ensure that the concession stand is clean and undamaged after use.

6. Storage Shed

Licensee may use the Park storage shed for the purpose of storing youth league related equipment. Licensee shall ensure that the storage shed is clean and undamaged after use. City may access the storage shed from time to time.

7. No Fees

Licensees shall not pay any fees, but instead agrees to maintain the Park as provided in Section 4.

8. End of Term Inspection

Upon execution of this Agreement and again at the end of the license term, the Licensee shall contact City, and the Licensee and City shall conduct a joint inspection of the field to determine the condition of the Park, bleachers, stands, backstops, fences, water systems, and other facilities, equipment, and appurtenances.

9. Repairs

9.1 Upon expiration of the license or termination of the license prior to its natural expiration, the fields, bleachers, stands, backstops, fences, water systems, and other facilities, equipment and appurtenances shall be in as good a condition as existed at the beginning of the license term.

9.2 City and Licensees shall inspect the fields and all damage, other than ordinary wear and tear, caused by Licensees and/or its officers, agents, employees or program participants shall be repaired by City in accordance with its policies and standards at the sole cost of Licensees. Such repairs shall include, but not limited to, all damage to the Park, bleachers, backstops, fences, water systems, concession stand, restrooms and other facilities, equipment, and appurtenances used by Licensees during the term of the license. Licensee shall be invoiced for all repairs and shall remit payment in full within ten (10) days from the date of invoice. Should the Licensees fail to remit payment, City may proceed with legal action and to enforce the provisions of this Agreement, and the prevailing party shall be entitled to recover its reasonable costs and attorney fees.

10. Indemnity and Insurance

10.1 Licensees hereby agrees to defend, indemnify and hold harmless City, its elected officials, officers, agents, volunteers, and employees from any liability for property damage or for personal injury, including death, which may arise from the use of Park and facilities or otherwise be connected with this Agreement. This indemnity shall survive the expiration or early termination of this Agreement.

10.2 Prior to, or upon execution of this license Agreement, Licensee shall provide City with a Certificate of Insurance evidencing general liability insurance of not less than One Million Dollars (\$1,000,000) aggregate. City shall be named as an additional insured in an endorsement providing City with not less than thirty (30) days prior written notice of policy cancellation.

11. Administration

The City Manager is hereby appointed to administer this Agreement and the license granted hereunder on behalf of City and is authorized to act on behalf of the City wherever and whenever this Agreement calls for action by the City.

12. Notices

Any written notices which either party may desire to give to the other party under this Agreement may be given either by (i) personal service, (ii) delivery by a reputable document delivery service that provides a receipt showing date and time of delivery such as, but not limited to, Federal Express, or (iii) United States Mail, sent certified mail, postage prepaid, return receipt requested, to the address of the Party as set forth below or to any other address as that part may later designate by written notice:

To City: City of San Juan Bautista
 311 Second Street/P.O. Box 1420
 San Juan Bautista, CA 95045
 Attn: City Manager
 (831) 623-4661, ext. 14

To Licensees: Hollister Little League
P. O. Box 831
Hollister, CA 95024-0831
Attn: Carlos Soria, President

13. Assignment

Neither party shall assign its performance or rights under this Agreement without prior written consent of the other Party.

14. Cooperation

Licensee shall cooperate with City and other field users at all times. If the Licensee fails to cooperate with City staff or other field users, the City may, after written notice and a hearing (if requested) before the City Manager suspend or conditionally suspend the Licensee's license to use the fields.

15. Amendment

This agreement may be amended or modified only by a written agreement signed by both Parties.

16. No Third Party Beneficiaries

Nothing contained in this Agreement is intended to or shall be deemed to confer upon any person other than the Parties any rights or remedies hereunder.

WHEREFORE, the parties hereto have executed this Agreement on the Effective Date first above written above.

CITY OF SAN JUAN BAUTISTA

By: 

Name: Roger Grimsley

Title: City Manager

HOLLISTER LITTLE LEAGUE

By: 

Name: Carlos Soria

Title: League President

2/8/2017-tsp

4

EXHIBIT A

SCHEDULE

February 1, 2017 to June 1, 2017

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL

STAFF REPORT

DATE: May 16th, 2017

SUBJECT: City Hall Hours Review

Description:

At the April meeting, City Council considered a recommendation from the Strategic Planning Committee regarding a community engagement strategy. One of the elements of that strategy that was of particular interest to the Council was extending the hours that City Hall is open to the public (doors open rather than by appointment only). City staff has assembled six options for extending open door office hours at City Hall for the Council to consider.

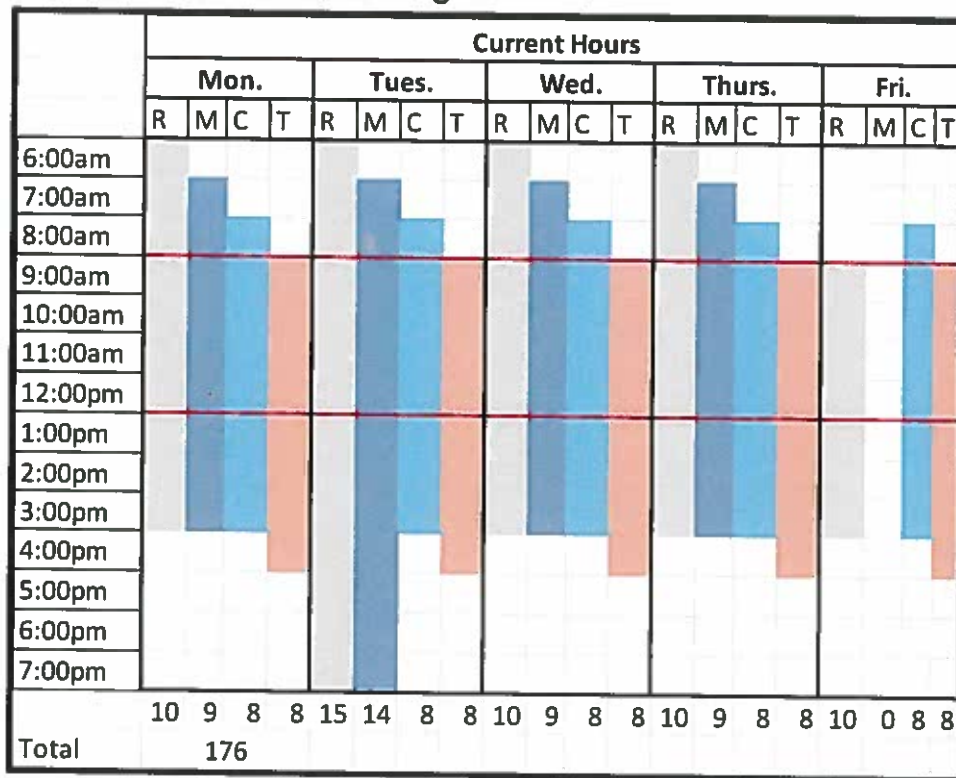
Background:

The current office hours setup (doors open from 9 a.m. to 1 p.m., but staff here until 4 p.m. and available for drop-in or appointment) has been in place since 2007. This setup allows staff (especially the finance clerk) more uninterrupted time to get work done while still providing access to the public if they need assistance. Staff is also available before 9 a.m. every day if anyone wishes to meet before they go to work. There is also a drop-box for bills in front of City Hall for after-hours bill payment.

The office is only fully staffed from 9 a.m. to 4 p.m., with employees working the following hours:

- Roger: M-F, 6:00 a.m. to 4:00 p.m.
- Matt: M-Th, 7:00 a.m. to 4:00 p.m.
- Carmen: M-F, 8:00 a.m. to 4:00 p.m.
- Trish: M-F, 9:00 a.m. to 5:00 p.m.

Figure 0: Current Office Staffing



Criteria for Analysis:

There are several criteria that need to be considered when analyzing the costs and benefits of extending office hours at City Hall. They include:

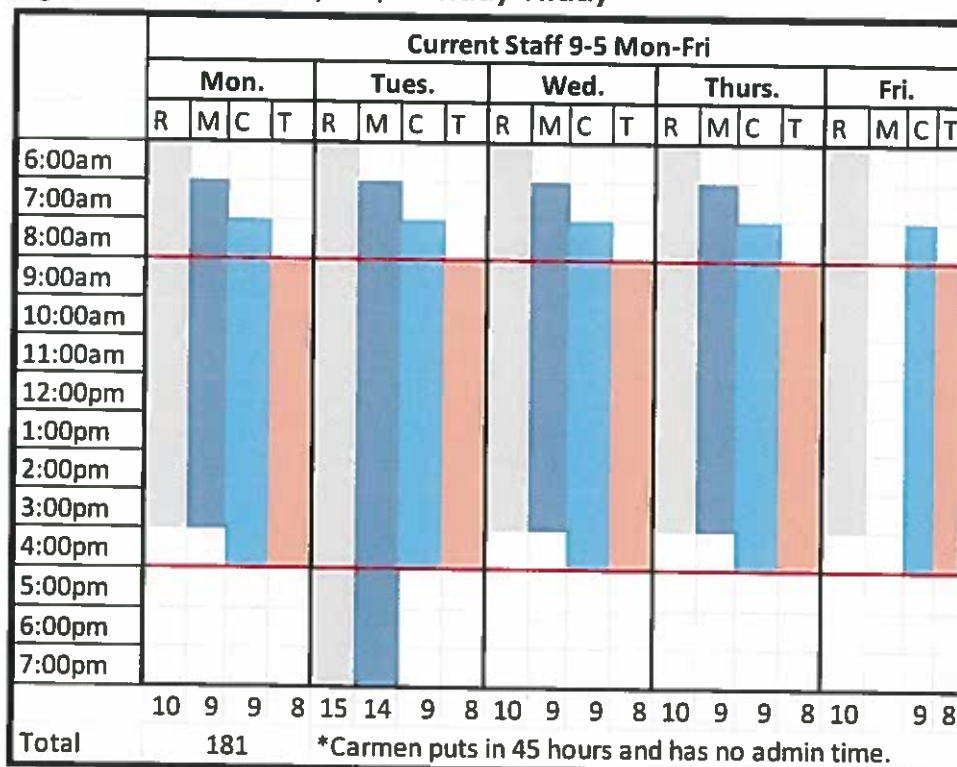
- The need for uninterrupted administration time for the finance clerk so that she can fulfill her duties, which include:
 - Acting as our 'one person water department' by collecting all the monthly meter readings from the public works department, identifying missing reads and getting them done on the same day as the other reads, putting those reads into MuniBilling, putting out shutoff notices, printing and sending out all water bills, and accepting water bill payments
 - Sending out business license application renewal notices, accepting business license applications, computing business license taxes, accepting business license payments, and issuing business licenses
 - Receiving all building permit applications, assigning the applications to relevant departments such as building and planning, scheduling required inspections, accepting payments, and issuing the final permits

- Receiving all planning permits, from sign permits to conditional use permits and getting them to the planning department
- Handling accounts receivable, including any payments received, by putting them in Quickbooks and filling out deposit forms.
- Showing the Community Center to people interested in renting it.
- The need to have staff arrive at least 30 minutes before the office opens to do the required set up work and stay at least 30 minutes after the office closes to wrap everything up (especially if customers come in right before the office closes).
- The fact that the City Manager and Community Development Director work extended hours (often 14+ hour days) multiple times a month due to City Council, Planning Commission, and Strategic Planning Committee meetings (and the Deputy City Clerk does this one time a month as well).
- The need for office hours that would actually be helpful for residents who commute to 9-5 jobs in other cities (including the Bay Area).
- The need for a consistent schedule of office hours that will not be confusing for people or benefit people who work certain days and not others.

Analysis:

Option 1: Office Open from 9-5, Monday-Friday, Current Staffing

Figure 1: Current Staff, 9-5, Monday-Friday

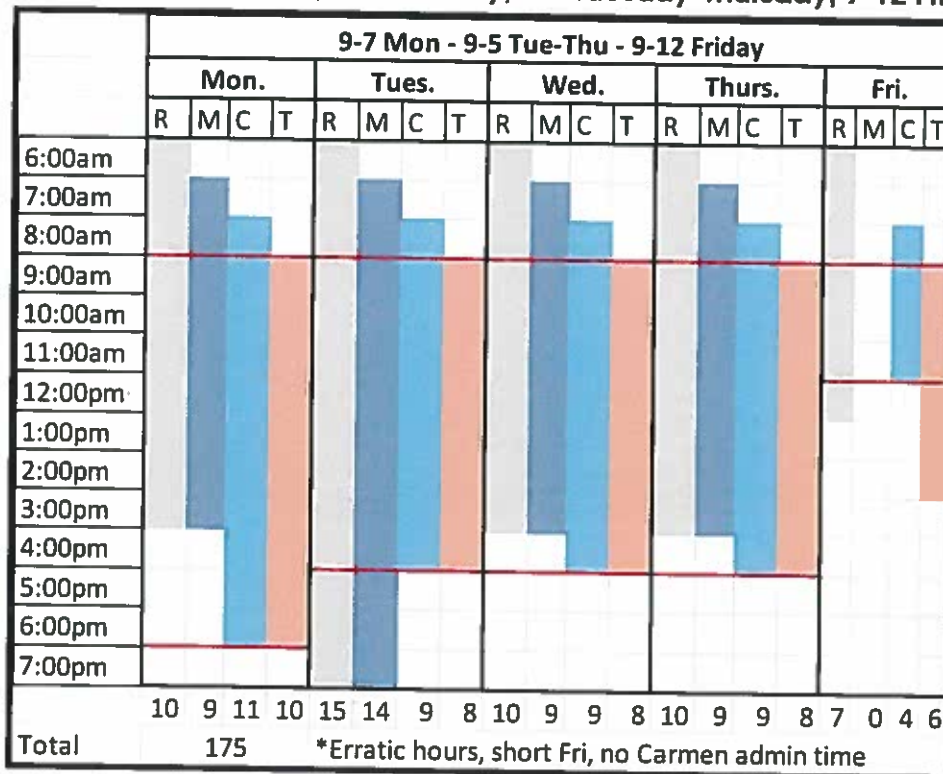


Option 1 would change the current office hours to 9-5 on Monday through Friday with no change in staffing levels. This option has several significant flaws, including:

- The finance clerk would have to work 9 hours a day to cover the 9-5 window with opening and closing work on each end, putting her at 45 hours.
- The finance clerk would have no designated administration time, putting basic City functions at risk of not being completed based on the number of phone calls and visitors to the office.
- Regular 9-5 office hours would not increase the accessibility of City Hall for anyone who works 9-5 outside of the City.

Option 2: Office Open from 9-7 Monday, 9-5 Tuesday-Thursday, 9-12 Friday, Current Staffing

Figure 2: Current Staff, 9-7 Monday, 9-5 Tuesday-Thursday, 9-12 Friday

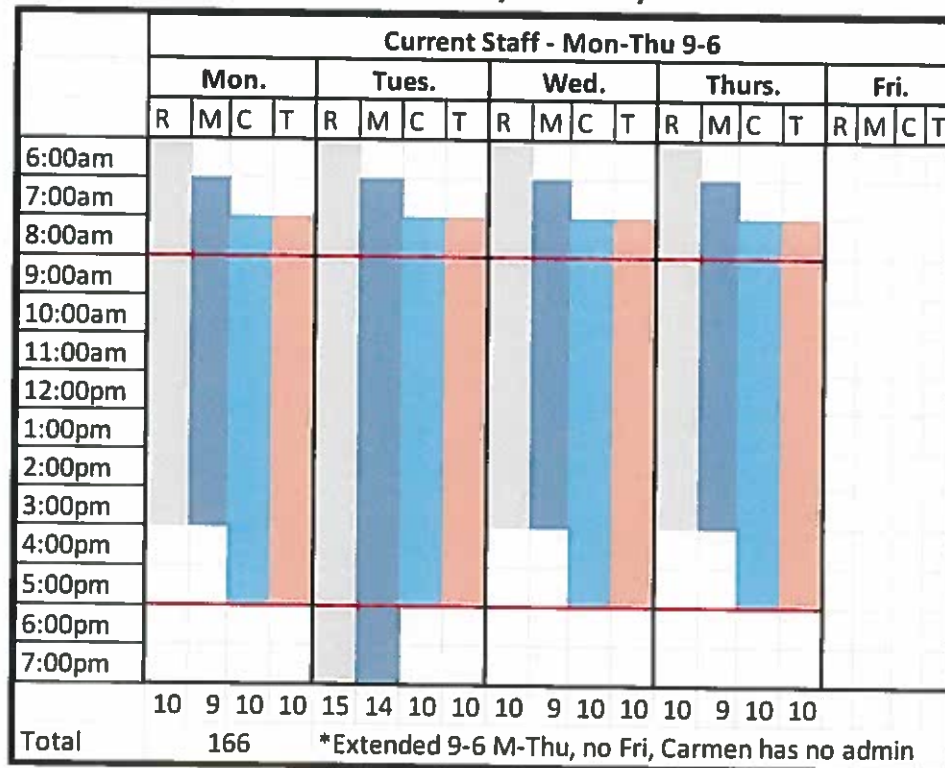


Option 2 is a variation of Option 1 that would extend office hours on Mondays to 9-7 and shorten Friday hours to 9-12 in an effort to increase accessibility to City Hall to people who commute outside of the City for work. This option, however, still has several significant flaws, including:

- The finance clerk would have no designated administration time, putting basic City functions at risk of not being completed based on the number of phone calls and visitors to the office.
- The finance clerk would have to work one 11 hour day, three 9 hour days, and one 4 hour day to cover the office hours plus opening and closing work on each end, putting her at 42 hours.
- Having an office hour schedule with a variety of different hours during the week can be confusing and frustrating for residents and others.
- Extending office hours on only one day would come at the expense of a full work day on Friday, benefitting some while restricting access for others.

Option 3: Office open from 9-6 Monday through Thursday, Closed Friday, Current Staffing

Figure 3: Current Staff, 9-6, Monday-Thursday



Option 3 would extend office hours to 9-6 Monday through Thursday with the current staffing, but with the office closed on Friday. This option would maximize the accessibility of office staff during the week, having extended office hours on 4 days, but would require closing the office on Friday since every employee would already be at 40 hours by the end of Thursday. It would also have the same significant flaw as the first two options, including:

- The finance clerk would have no designated administration time, putting basic City functions at risk of not being completed based on the number of phone calls and visitors to the office.
- The office still may not be available for those residents who commute to 9-5 jobs in the Bay Area (given commute times).

Option 4: Office Open from 9-5, Monday-Friday, Current Staffing + Employee X

Figure 4: Current Staff + Employee X, 9-5, Monday-Friday

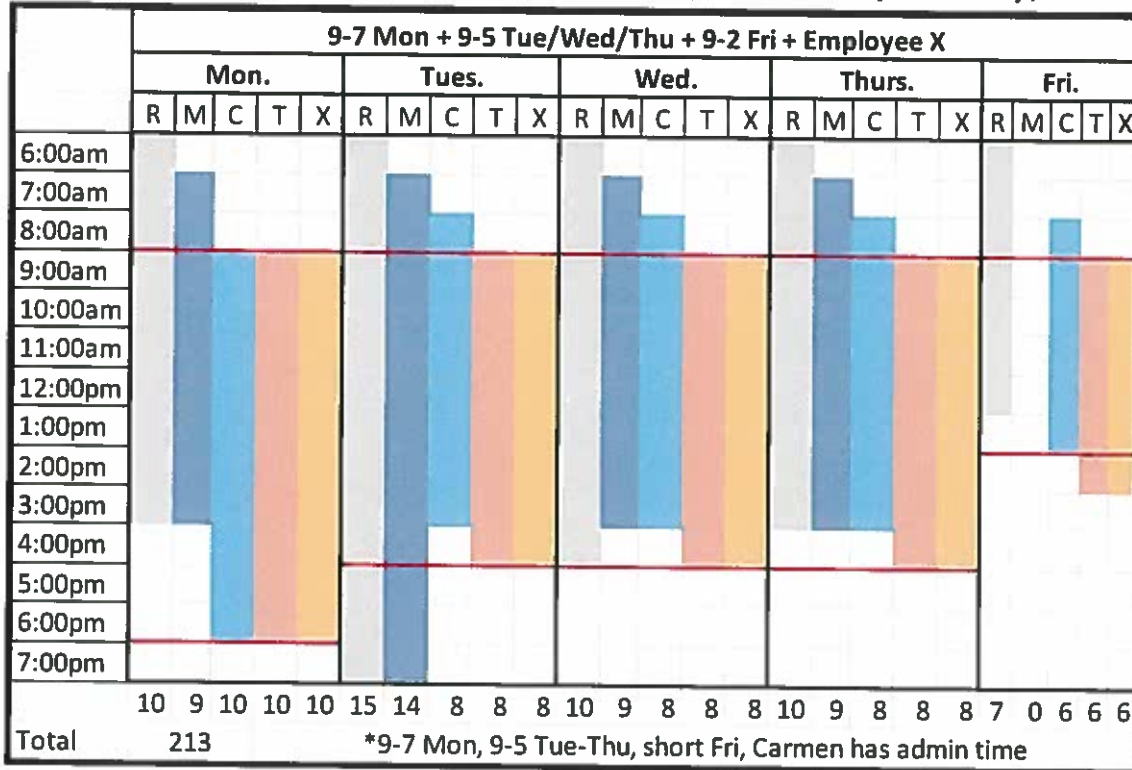


Option 4 would add an extra employee, Employee X, to the regular 9-5 and Monday-Friday schedule from Option 1. The addition of Employee X would give the finance clerk dedicated administration time and remove the need for the finance clerk to work 45 hours per week. However, this option still does not address the following issues:

- These office hours would not increase accessibility to City Hall for anyone who works 9-5 outside of the City, which was one of the initial goals of the office hour review.

Option 5: Office Open from 9-7 Monday, 9-5 Tuesday-Thursday, 9-2 Friday, Current Staffing + Employee X

Figure 5: Current Staff + Employee X, 9-7 Monday, 9-5 Tuesday-Thursday, 9-2 Friday

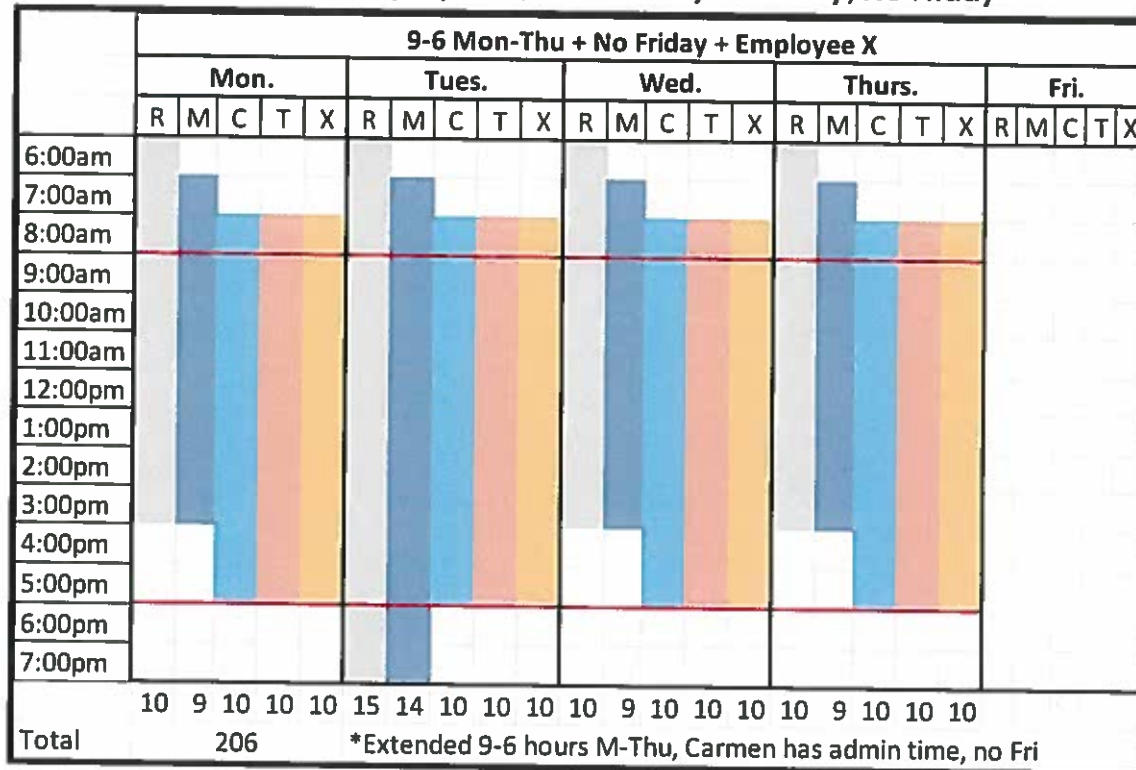


Option 5 is Option 2, but with the addition of Employee X. It would extend office hours on Mondays to 9-7 in an effort to increase accessibility to City Hall (at least one day a week) to people who commute outside of the City for work, but it would require shortening Friday to 9-2. It would also have the following drawbacks:

- Having an office hour schedule with a variety of different hours during the week can be confusing and frustrating for residents and others.
- Extending office hours on only one day would come at the expense of a full work day on Friday, benefitting some while restricting access for others.

Option 6: Office Open from 9-6 Monday-Thursday, No Friday, Current Staffing + Employee X

Figure 6: Current Staff + Employee X, 9-6 Monday-Thursday, No Friday



Option 6 is Option 3, but with the addition of Employee X. This change would remove the major drawback from Option 3, which was the lack of administration time for the finance clerk. This option provides consistent extended hours four days per week for maximum accessibility, but as a result the office would have to be closed on Fridays.

Recommendation:

City staff recommends that City Council review these options and give direction to staff so that any preferred option(s) can be explored more fully and factored into the budgeting process.