



# City of San Juan Bautista

*The "City of History"*

**This agenda is interactive.  
Click on agenda items to  
jump straight to that portion  
of the meeting packet.  
Items that do not link do not  
have materials included.**

## AGENDA

### CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS

311 Second Street  
San Juan Bautista, California

**TUESDAY ~ JUNE 20, 2017**

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

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

**1. Call to Order**

**6:00 PM**

**Pledge of Allegiance  
Roll Call**

**2. Ceremonial Items**

**A. Swearing In of Acting City Clerk Mackenzie Quaid**

**3. Public Comment**

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

**4. Consent Items**

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

**A. Approve Affidavit of Posting Agenda**

**B. Approve Minutes for April 18, 2017 Meeting**

**C. Approve Resolution 2017-XX Affirming the City's Conflict of Interest Code Pursuant to Require Biennial Review**

**D. Approve Affidavit of Posting Public Hearing Notice**

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

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

**A. Treasurer's Report – Treasurer Chuck Geiger**

**B. Sheriff's Report: Monthly Activity**

**C. Level One Security Report**

**D. Fire Chief's Report**

**E. Library Report**

**F. Administrative Report**

**G. City Council Committee Reports**

**H. Strategic Plan Committee Report**

## **6. Public Hearing Items**

### **A. Valle Vista Landscape and Lighting District**

- i. Approve Resolution 2017-XX Confirming a Diagram and Assessment in Connection With Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2017-18**
- ii. Approve Resolution 2017-XX Certifying Compliance With State Law With Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges**

## **7. Action Items**

### **A. Consider Petition for Annexation – Chalmer Raymer, APN 012-190-023**

### **B. Fiscal Year 2017-2018 Budget**

- i. Presentation of the Budget**
- ii. Consider Resolution 2017-XX Adopting the Fiscal Year 2017-2018 Municipal Budget**
- iii. Consider Resolution 2017-XX Adopting a Holiday Schedule for the Fiscal Year 2017-2018**

### **C. Consider Approval of Redesign of City Logo**

### **D. Consider Use of Abbe Park T-Ball Area for a Temporary Dog Park**

### **E. Consider Creation of a City Park Master Plan**

### **F. Consider Request for Use Determination for Closet Under the Stairs Apothecarium. Applicant: Mandisa Snodey**

## **8. Discussion Items**

### **A. Hiring a City Manager: Report by Ad Hoc Committee**

### **B. Work with San Juan/Aromas School District on Joint Use of School Basketball Courts After Hours. Includes Sharing of Insurance Costs – Council Member Freeman**

### **C. City Social Media Policy**

### **D. Results of Cannabis Workshop**

## **9. Comments**

### **A. City Council**

### **B. City Manager**

### **C. City Attorney**

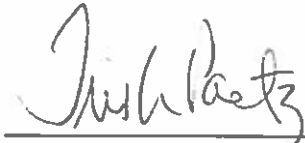
## **10. Adjournment**

**AFFIDAVIT OF POSTING**

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 13<sup>th</sup> DAY OF JUNE 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 13<sup>th</sup> DAY OF JUNE 2017.



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TRISH PAETZ, DEPUTY CITY CLERK

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL REGULAR MEETING  
APRIL 18, 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, Freeman and DeVries

**Absent:** City Clerk Schobert

**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 2017-11 for Street Closures – Car Show**

**C. Approve Resolution 2017-12 Ordering Preparation of an Engineer's Report for Fiscal Year 2017-2018 for Valle Vista Landscape and Lighting Maintenance Assessment District No. 1**

**D. Approve Minutes for February 21, 2017 Meeting**

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

**F. Amend Resolution 2016-49 for Williams LTD Street Closure – Rib Cook Off**

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, 5-0.

**4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS**

**A. Proclamations**

**i. Water Awareness Month Proclamation**

A proclamation was presented by Mayor Martorana to Shawn Novack of the Water Resources Association.

**ii. Fremont Peak Day Proclamation**

A proclamation was presented by Mayor Martorana to Georgana Gularte of the San Juan Bautista Historical Society.

**C. Sheriff's Report: Monthly Activity**

Captain Eric Taylor presented a written report and responded to questions about gang

activity and semi trucks in the downtown area. 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.

**B. Rapid Response Lay-Off Aversion Program Report by San Benito County Community Services & Workforce Development**

Christina Chavez Wyatt of the San Benito Business Council made a Powerpoint presentation.

**C. Treasurer's Report**

City Treasurer Geiger was not present so City Manager Grimsley reviewed the Treasurer's Report and the warrant list with Council. There were no public comments.

**E. Level One Security Report**

A written report was provided, no oral report was made. There were no public comments.

**F. 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.

**G. Library Report**

Council received a report. There were no public comments.

**H. Administrative Report**

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

**I. City Council Committee Reports**

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

**J. 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 (Second Reading)**

Community Development Director Orbach provided a report. Mayor Martorana opened the public hearing. There was no public comment. Mayor Martorana closed the public hearing.

A motion was made by Vice Mayor West and seconded by Council Member Boch to approve Ordinance 2017-04 amending Article 5, "Tentative Maps," Section 10-02-540, "Appeals" Subsection (C) of the SJBMC. The motion passed unanimously, 5-0.

## **6. ACTION ITEMS**

### **A. Consider a Recommendation from the Planning Commission to Rescind Resolution 2016-45, Installation of a Stop Sign at Franklin and Third Streets**

Whereupon, Council Members West and Martorana recused themselves because both live within 300 feet of the intersection. Whereupon, Council Member Boch chaired the meeting.

Staff explained that the Planning Commission recommends the Council rescind their resolution approving installation of a stop sign at Franklin and Third Streets. Council Member Boch suggested making the street one-way. During public comment, Emily Renzel presented her facts. Cara Vonk supported the Planning Commission's recommendation. Valerie Egland supported the Planning Commission's recommendation.

A motion was made by Council Member Freeman and seconded by Council Member DeVries to rescind Resolution 2016-45 that approved installation of a stop sign at Franklin and Third Streets, and have the Planning Commission look at the benefits of making Franklin Street one way. The motion passed 3-0-0-2 with Council Members West and Martorana absent.

Whereupon, Council Members West and Martorana returned to the dais and Mayor Martorana resumed chairmanship of the meeting.

### **B. Schedule Special Meeting for First Fiscal Year 2017-2018 Budget Workshop**

City Manager Grimsley presented his proposed schedule for budget meetings. There was discussion and some changes were made. The first meeting is scheduled for May 10 at 6:00 p.m.

### **C. City Clerk**

#### **i. Accept Resignation of City Clerk Schobert**

#### **ii. Consider Appointment of City Clerk**

A motion was made by Council Member Boch and seconded by Vice Mayor West to accept the resignation of City Clerk Connie Schobert. The motion passed unanimously, 5-0.

There was discussion about the direction to go to bring on an Acting City Clerk. It was the consensus of the Council to direct staff to advertise in the Mission Village Voice and Benito Link, and post a notice in three places in the City, in efforts to fill the remainder of the term of the city clerk position.

### **D. Consider Ordinance Banning Recreational Marijuana Sales, Cultivation and Deliver**

This item was moved for discussion with Item 7C.

## **7. DISCUSSION ITEMS**

### **A. Consider Strategic Plan Committee Proposal for City Engaging with the Public**

Strategic Plan Committee Chairperson Shawna Freels provided a report and made a presentation. Community Development Director Orbach provided a staff report, rebutting her comments. During public comment Emily Renzel commented she did not feel the current website is user friendly. Jackie Morris supported more transparency and the use of social media. John Hopper suggested empowering the front desk person and provide her with more training, and supported keeping the front door open. Council Member Freeman supported providing for a Public Information Officer (PIO) in the budget and keeping City Hall open more hours. Mayor Martorana felt transparency in City Hall is a problem as people are not informed and need to know what is going on. He supported extending the hours until 5 pm, 2-3 times a week. He supported having a media engagement policy.

**B. Consider Matching Funding in FY 17-18 for the SJB Historic Walking Tour Enhancement Project**

Strategic Plan Committee Chairperson Shawna Freels presented information. Marianne Steeger displayed a sample plaque that will be posted at each building on the historic walking tour. They are asking for approximately \$10,000 from the City.

**C. Medical Cannabis Regulations and Safety/Consider Ordinance Banning Recreational Marijuana Sales, Cultivation and Delivery**

Mandesa Snodey made a presentation, and Shawn Donahoe provided information about how the City of Oakland regulated and provided safety around medical cannabis distributors. City Attorney Mall stated the City needs to approach this as a land use issue. During public comment, Bob Quaid spoke in support. Emily Renzel cautioned the Council not to be blinded by the money.

A workshop was scheduled for June 14 at 6:00 p.m. using a study session format with public comment.

**D. Business License Tax Update – Community Development Director Orbach**

Community Development Director Orbach asked that this item be pulled from the agenda as it requires a 218 process.

**E. Hiring a City Manager: Report by Ad Hoc Committee**

Mayor Martorana reported that he and Council Member Freeman had met with 5-6 members of the public to develop criteria for a new city manager that included fiscal and budget knowledge and good personnel management skills, and proposed revising the city manager. During public comment John Hopper suggested including members of the public with the interview process.

**F. Curb Painting Schedule Citywide**

This item was tabled to the next meeting.

**G. Work with San Juan/Aromas School District on Joint Use of School Basketball Courts After Hours. Includes Sharing of Insurance Costs**

This item was tabled to the next meeting.

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

Mayor Martorana felt there was a need to hire a grant writer on a part-time basis, and not pay them on a "bounty basis." He suggested a salary of no more than \$50,000, and felt this could be handled during the budget process.

**8. COMMENTS**

**A. City Council**

No comments were received.

**B. City Manager/Community Development Director**

Community Development Director Orbach reported that the San Juan Bautista Planning Commission, together with the City of Hollister and the San Benito County planning commissions, will have a joint meeting on May 23.

**C. City Attorney**

No comments were received.

**9. Adjournment**

The meeting was adjourned at 10:17 p.m.



**RESOLUTION NO. 2017-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN JUAN BAUTISTA AFFIRMING THE CITY'S  
CONFLICT OF INTEREST CODE PURSUANT TO  
REQUIRED BIENNIAL REVIEW**

**WHEREAS**, in 1991 the City adopted a Conflict of Interest Code ("Code") pursuant to the Political Reform Act ("Act"); and

**WHEREAS**, the Act requires the City to update its Code biennially, during which update in 2014 the City Council determined, based on current employee and consultant structure, that no changes are required to the list of designated positions; and

**WHEREAS**, as a result, Appendix B of the Code does not require revision.

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

Attached Appendix B currently in place in the Code is affirmed. All other appendices and the balance of the Code shall remain unchanged.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of June, 2017, at a regular meeting of the San Juan Bautista City Council, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Chris Martorana, Mayor**

**ATTEST:**

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**Mackenzie Quaid, Acting City Clerk**

**APPENDIX B**

**Designated Positions**  
**Form 700**

**CATEGORY**

**POSITION**

**Planning and Building**

1  
4, 5

City Planner  
Building Official

**Public Works**

1  
3, 4  
4

Public Works Supervisor  
Water Pollution Control Superintendent  
Industrial Waste Inspectors

**City Clerk**

1  
1

City Clerk  
Deputy City Clerk

**City Engineer**

1

City Engineer

**Finance**

1

City Accountant

**Fire Department**

1

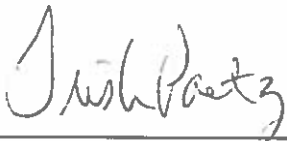
Fire Chief

**AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE**

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL PUBLIC HEARING NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 8<sup>th</sup> DAY OF JUNE 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 13<sup>th</sup> DAY OF JUNE 2017.



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TRISH PAETZ, DEPUTY CITY CLERK

# **NOTICE OF PUBLIC HEARING**

## **CITY OF SAN JUAN BAUTISTA**

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **June 20, 2017** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- Confirm a Diagram and Assessment in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 (Creek Bridge Subdivision) for Fiscal year 2017-2018

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **June 8, 2017**. All members of the public are encouraged to attend the meeting and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to [citymanager@san-juan-bautista.ca.us](mailto:citymanager@san-juan-bautista.ca.us), not later than **5:00 p.m., June 20, 2017**.

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

**Posted: June 8, 2017**

**PROOF OF PUBLICATION  
(2015.5 C.C.P.)  
STATE OF CALIFORNIA  
County of San Benito**

I am a citizen of the United States and a resident of the County aforesaid. I am over the age of eighteen years, and not a party to or interested in the above entitled matter.

I am the printer and principal clerk of the publisher of the Free Lance, published on line, printed and published in the city of Hollister, County of San Benito, State of California, **FRIDAY, AND ON LINE** for which said newspaper has been adjudicated a newspaper of general circulation by the **Superior Court of the County of San Benito, State of California, under the date of June 19, 1952, Action Number 5330**, that the notice of which the annexed is a printed copy had been published in each issue. Thereof and not in any supplement on the following dates:  
**June 9, 2017.**

I, under penalty of perjury, declare that the foregoing is true and correct. This declaration has been executed on **June 9, 2017.**  
**HOLLISTER FREE LANCE**  
**350 Sixth Street,**  
**Hollister CA 95023**

/S/ Judy Bell  
Legal Publications Specialist  
Classified Advertising  
Hollister Free Lance,  
Gilroy Dispatch, Morgan Hill Times,  
Phone # (408) 842-5066  
Fax # (408) 842-3817  
E-mail jbell@newsmedia.com  
Website: [www.sanbenitocountytoday.com](http://www.sanbenitocountytoday.com)

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:  
West, Boch, Freeman, DeVries, Martorana  
Noes:  
None  
Absent:  
None  
Abstain:  
None

Chris Martorana, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk

Publish: Hollister Free Lance, June 9, 2017.

## **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 Eleven Month Period Ended May 31, 2017

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### *Financial Highlights ~*

- General fund year to date change in fund balance was a positive \$374k, as compared to a positive change in fund balance of \$263K 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 \$65k, as compared to the prior year loss of \$187k. 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 \$948k for the year to date.

### *Budget vs. Actual ~*

- General fund revenues were \$1,511k, which were higher than budgeted by \$457k. \$412k of the variance is from higher than anticipated impact and planning revenues.

- General fund expenditures were \$1,137k, which was lower than budget by \$159k. 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 \$374k, which was better than budgeted by \$616k.
- Enterprise funds revenues were \$1,515k, which was higher than budgeted by \$62k due primarily to higher than anticipated utility fees.
- Enterprise funds expenses were \$1,580k, which was lower than budgeted by \$149k. 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 \$65k, which was better than budgeted by \$211k. The current year to date profit includes depreciation expense of \$561k, which is a noncash item.



**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Income</b>						
Property Taxes						
402.000 • Secured Taxes	292,244	230,000	62,244	-	-	-
404.000 • Unsecured Taxes	17,345	11,750	5,595	-	-	-
403.000 • Supplemental Property Tax	-	2,250	(2,250)	-	-	-
402.002 • Unitary Taxes	9,208	8,500	708	-	-	-
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	2,143	3,600	(1,457)	-	-	-
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	-	-	-	-	-	-
<b>Total Property Taxes</b>	<b>389,744</b>	<b>341,100</b>	<b>48,644</b>			
Other Tax Revenue						
406.000 • Sales Tax	359,018	367,583	(8,565)	-	-	-
408.000 • Transient Lodging Taxes	96,537	60,000	36,537	-	-	-
416.000 • Misc. County Taxes	123	-	-	-	-	-
415.000 • Special Assessment	-	-	-	-	-	-
419.000 • Other Doc. Transfer	12,461	5,500	6,961	-	-	-
428.000 • Vehicle License Fees	2,334	600	1,734	-	-	-
<b>Total Other Tax Revenue</b>	<b>470,473</b>	<b>433,683</b>	<b>36,790</b>			
Grant Funds						
437.000 • Library Grant	2,819	-	-	-	-	-
495.000 • Grant Revenue	43,865	3,850	40,015	-	-	-
<b>Total Grant Funds</b>	<b>46,684</b>	<b>3,850</b>	<b>42,834</b>			
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	26,054	23,833	2,221	-	-	-
<b>Total Franchise Fees</b>	<b>41,318</b>	<b>42,508</b>	<b>(1,190)</b>			
Business & Misc. Lic. & Permits						
450.000 • Business Licenses	13,386	13,500	(114)	-	-	-
453.000 • Burn Permits	35	-	-	-	-	-
470.000 • Garage Sale Permits	90	75	15	-	-	-
472.000 • Animal Licenses	60	90	(30)	-	-	-
490.000 • Misc. Revenue	1,567	180	1,387	-	-	-
494.001 • Special Events	4,323	7,000	(2,677)	-	-	-
<b>Total Business &amp; Misc. Lic. &amp; Permits</b>	<b>19,461</b>	<b>20,845</b>	<b>(1,384)</b>			

## City of San Juan Bautista

# Budget vs. Actual by Department

For the Eleven Month Period Ended May 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
Planning, Building, Eng. Permit						
458.001 • Green Fee	137	50	87	-		
459.004 • Fire Sprinkler Permit	1,258			-		
459.003 • Mechanical Permit	1,176	3,400	(2,224)	-		
459.002 • Plumbing Permit	1,610	3,100	(1,490)	-		
459.001 • Electrical Permit	2,090	4,300	(2,210)	-		
454.003 • Design Review	1,450	750	700	-		
454.002 • Appeal	500			-		
451.000 • Building Permits	26,370	44,000	(17,630)	-		
454.000 • Conditional Use Permit (CUP)	1,250	400	850	-		
456.000 • PUD Use Permit	-	100	(100)	-		
457.000 • Encroachment Permits	1,131	250	881	-		
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	47,603	66,600	(18,997)	-		
Chg. for Planning/Eng. Services						
458.002 • SMIP Fee	348			-		
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	101,770	750	101,020	-		
Total Chg. for Planning/Eng. Services	249,714	24,750	224,964	-		
Charges for Misc. Services						
496.002 • Administration Income	82	600	(518)	-		
496.001 • Public Document Charge	34	30	4	-		
496.000 • Library Copy Charges	1,568	825	743	-		
Total Charges for Misc. Services	1,684	1,455	229	-		
Utility Fees						
483.000 • Utility Connection Fees	-			-	33,750	(33,750)
486.000 • Utility Fees Commercial	1,366			93,218	144,375	(51,157)
485.000 • Utility Fees Residential	253			609,617	500,958	108,659
485.001 • Septage Charges	-			-		
493.000 • Water Meter Maint. Fees	-			16,327	1,467	14,860
Total Utility Fees	1,619			719,162	680,550	38,612
Impact Fees	186,656			-	34,908	(34,908)
Fines & Penalties						
421.000 • Vehicle Code Parking	-	100	(100)	-		
475.000 • Library Fines	647	682	(35)	-		

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
476.000 · Code Enforcement Fines	39			-		
Fines & Penalties - Other	56			-		
<b>Total Fines &amp; Penalties</b>	<b>742</b>	<b>782</b>	<b>(40)</b>			
Miscellaneous Revenue						
497.000 · Other Financing Sources	263			-		
484.000 · Interest and Penalties	663	55,000	(54,337)	9,660		
480.002 · Permits	807			-		
480.001 · Lease - American Tower	20,685	27,500	(6,815)	-		
438.000 · Donations	1,114	17,000	(15,886)	-		
480.000 · Rental Income	18,701	7,500	11,201	-		
482.000 · Parks & Rec Revenue	400			-		
480.003 · Reimbursed City expenses	7,869	11,000	(3,131)	-		
<b>Total Miscellaneous Revenue</b>	<b>50,502</b>	<b>118,000</b>	<b>(67,498)</b>	<b>9,660</b>		
<b>Total Income</b>	<b>1,510,818</b>	<b>1,053,573</b>	<b>457,245</b>	<b>728,822</b>	<b>715,458</b>	<b>13,364</b>
Expense						
Employee Salary, Wages, Benefit						
519.001 · Volunteer Stipend	-	360	(360)	-		
502.000 · Salaries and Wages - FT	318,258	350,734	(32,476)	65,881	40,574	25,307
504.000 · Salaries and Wages - OT	777	3,087	(2,310)	325	889	(564)
508.000 · FICA	19,381	27,415	(8,034)	3,753	3,172	581
510.000 · Worker's Comp	26,144	28,896	(2,752)	10,493	6,632	3,861
512.000 · Unemployment	579	3,586	(3,007)	-	415	(415)
514.000 · Health Insurance	43,910	46,145	(2,235)	5,090	5,729	(639)
518.000 · 457k Retirement Contribution	7,922	8,343	(421)	-	330	(330)
519.000 · Elected Official Stipend	900	2,650	(1,750)	-		
<b>Total Employee Salary, Wages, Benefit</b>	<b>417,871</b>	<b>471,216</b>	<b>(53,345)</b>	<b>85,542</b>	<b>57,741</b>	<b>27,801</b>
Other Personnel Expenses						
522.000 · Uniforms & Alterations	1,800	2,175	(375)	-		
524.000 · Phys., Drug 7 Psych Testing	270	675	(405)	-		
525.000 · Volunteer Firefighter Stipend	600	3,300	(2,700)	-		
526.000 · Education and Training	5,557	4,475	1,082	320		
528.000 · Travel/Per Diem/Car Allowance	4,242	3,595	647	-		
<b>Total Other Personnel Expenses</b>	<b>12,469</b>	<b>14,220</b>	<b>(1,751)</b>	<b>320</b>		
General and admin. expense						
647.000 · Youth Commission	35			-		
645.000 · Summer Program	3,816	2,000	1,816	-		
550.000 · Office Supplies	6,701	8,790	(2,089)	1,146		
558.000 · Printing and Copies	1,340	9,123	(7,783)	342		
548.000 · Advertising	470	1,377	(907)	-		
562.000 · Food and Beverages	3,123	2,082	1,041	129		
516.000 · Insurance - Liab/Bond/Auto/Pro	34,758	10,963	23,795	-		

## City of San Juan Bautista

# Budget vs. Actual by Department

For the Eleven Month Period Ended May 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
544.000 · Computer Software Service	8,273	5,367	2,906	1,135		
545.000 · Computer Hardware Service	4,666	2,100	2,566	277		
530.000 · Dues and Subscriptions	23,235	44,350	(21,115)	2,601	7,000	(4,399)
634.000 · Copier Services & Lease	2,913	3,162	(249)	1,457		
657.001 · Filing Fees	1,050			-		
638.000 · Bank Charges/PR Processing	2,219	2,292	(73)	4,263		
551.000 · Postage and Freight	1,751	5,986	(4,235)	1,683	2,750	(1,067)
Total General and admin. expense	94,350	97,592	(3,242)	13,033	9,750	3,283
Contractual and Other Services						
600.000 · Operational Contracts	156,326	162,988	(6,662)	37,471	37,583	(112)
602.000 · Legal	38,154	43,811	(5,657)	-	75	(75)
604.000 · Engineering	3,671	22,000	(18,329)	-	2,250	(2,250)
604.001 · Reclamation Expense	-			-		
608.000 · Accounting	29,869	32,083	(2,214)	-		
609.000 · Building Inspection	93	900	(807)	-		
610.000 · Audit	24,000	25,000	(1,000)	-		
612.001 · Other Prof. Service - CMAP	820	2,200	(1,380)	-		
612.002 · Security	3,052	503	2,549	675	733	(58)
612.006 · Web maintenance	3,350	1,146	2,204	-		
614.000 · Law Enforcement	79,724	143,167	(63,443)	-		
615.000 · Level One Security Patrol	43,732	67,583	(23,851)	-		
618.000 · County Communications	27,440	56,000	(28,560)	-		
624.000 · Janitorial	4,539	5,362	(823)	-		
626.000 · Landscape Services	835	2,750	(1,915)	-		
632.000 · Building Equipment Rental	-	2,250	(2,250)	-		
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	427,628	570,743	(143,115)	38,146	40,641	(2,495)
Utilities and Misc. Expenses						
650.000 · Agg. Base Material	5,460			-		
640.001 · Communication Radios	104			-		
639.000 · Merchant processing fees	427	1,467	(1,040)	-		
640.000 · Telecomm	9,282	8,319	963	734	1,100	(366)
642.000 · Electricity	11,758	15,034	(3,276)	19,642	27,500	(7,858)
643.001 · Water	-			-		
644.000 · Street Signal	-			-		
646.000 · Street Lighting	34			-		
656.000 · Licenses and Permits	-	620	(620)	8,214	11,458	(3,244)
658.000 · Property Taxes	-			176		
Total Utilities and Misc. Expenses	27,065	25,440	1,625	28,766	40,058	(11,292)

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Equipment and Parts</b>						
649.02 · Agg. Based Material	-	7,000	(7,000)	-		
712.000 · Materials	3,697	4,500	(803)	-		
532.01 · Equipment Rental	-	450	(450)	-		
701.000 · Small Tools	278	1,000	(722)	-		
702.000 · Safety Gear & First Aid	255			-		
554.000 · Gasoline & Diesel Fuel	4,550	13,559	(9,009)	1,350	917	433
552.000 · Chemical and Gases	371	3,042	(2,671)	742	6,417	(5,675)
703.000 · Books and Periodicals	1,501	2,258	(757)	-		
716.000 · Parts - City Rep. Vehicles	1,678	7,125	(5,447)	-		
718.000 · Parts - City Rep. Equipment	5,046	3,150	1,896	50	8,000	(7,950)
720.000 · Parts - City Rep. Water	1,815	16,500	(14,685)	14,766	20,167	(5,401)
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	3,642	5,310	(1,668)	-		
<b>Total Equipment and Parts</b>	<b>24,939</b>	<b>63,894</b>	<b>(38,955)</b>	<b>16,968</b>	<b>35,501</b>	<b>(18,533)</b>
<b>Maint. &amp; Repair Services</b>						
726.001 · Parts City Rep. Comm. Center	23			-		
764.001 · Sewer Maint. Outside	-			-		
755.002 · Street Sign Maint. & Repair	418			-		
751.001 · Maint. & Repair Wells	-			40	9,000	(8,960)
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	-	5,000	(5,000)
758.000 · Building Maint. Outside	5,134	3,750	1,384	-		
760.000 · Grounds Maint. - Outside	4,117	2,925	1,192	-		
762.000 · Streets Maint. & Paving	143	900	(757)	-		
764.000 · Water Maintenance - Outside	-			613	2,750	(2,137)
766.000 · Sewer Maint. - Plant	-			-		
<b>Total Maint. &amp; Repair Services</b>	<b>14,111</b>	<b>8,025</b>	<b>6,086</b>	<b>653</b>	<b>16,750</b>	<b>(16,097)</b>
<b>Capital Expenditures</b>						
859.000 · Fines RWQCB	-			-		
808.000 · Equipment	-	25,000	(25,000)	-		
801.000 · Capital Purchases/Improvement	113,554	19,125	94,429	92,604	141,350	(48,746)
805.000 · Construction in Progress Reclass	-	1,050	(1,050)	-		
812.000 · Depreciation	-			257,142	257,142	-
<b>Total Capital Expenditures</b>	<b>113,554</b>	<b>45,175</b>	<b>68,379</b>	<b>349,746</b>	<b>398,492</b>	<b>(48,746)</b>
<b>Fund Transfer</b>						
General Fund	5,186			-		

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

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
Transfer G&A Expenses	-			-		
Gas Tax Fund	-			-		
Total Transfer G&A Expenses	5,186					
Total Fund Transfer						
Debt Defrayment						
854,000 · Debt Service Principal Payment	-			29,292	63,998	(34,706)
858,000 · Interest						
855,000 · Amortization expense	-			29,040		
858,000 · Interest - Other	-			171,649	213,622	(41,973)
Total 858,000 · Interest	-			200,689	213,622	(12,933)
Total Debt Defrayment	-			229,981	277,620	(47,639)
Total Expense	1,137,173	1,296,305	(159,132)	763,155	876,553	(113,398)
Net Income	373,645	(242,732)	616,377	(34,333)	(161,095)	126,762

## City of San Juan Bautista

# Budget vs. Actual by Department

For the Eleven Month Period Ended May 31, 2017

48 - Sewer Enterprise Fund		50 - Special Dist. - COPS	
Jul '16 - May 17	Budget	Jul '16 - May 17	Budget
\$ Over Budget		\$ Over Budget	
<b>Income</b>			
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	-	99,406	91,667
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	-	99,406	91,667
Other Tax Revenue	-	-	7,739
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 Eleven Month Period Ended May 31, 2017**

48 - Sewer Enterprise Fund				50 - Special Dist. - COPS	
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	\$ Over Budget
<b>Planning, Building, Eng. Permit</b>					
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	-			-	
<b>Total Planning, Building, Eng. Permit</b>	-			-	
<b>Chg. for Planning/Eng. Services</b>					
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	-			-	
<b>Total Chg. for Planning/Eng. Services</b>	-			-	
<b>Charges for Misc. Services</b>					
496.002 • Administration Income	-			-	
496.001 • Public Document Charge	-			-	
496.000 • Library Copy Charges	-			-	
<b>Total Charges for Misc. Services</b>	-			-	
<b>Utility Fees</b>					
483.000 • Utility Connection Fees	-			-	
486.000 • Utility Fees Commercial	237,317	227,883	9,434	-	
485.000 • Utility Fees Residential	549,015	505,542	43,473	-	
485.001 • Septage Charges	-			-	
493.000 • Water Meter Maint. Fees	-			-	
<b>Total Utility Fees</b>	786,332	733,425	52,907	-	
<b>Impact Fees</b>	-			-	
<b>Fines &amp; Penalties</b>					
421.000 • Vehicle Code Parking	-			-	
475.000 • Library Fines	-			-	



## City of San Juan Bautista

# Budget vs. Actual by Department For the Eleven Month Period Ended May 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 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	-	4,583	(4,583)	-		
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	-	4,583	(4,583)	-		
Total Income	786,332	738,008	48,324	99,406	91,667	7,739
Expense						
Employee Salary, Wages, Benefit						
519.001 · Volunteer Stipend	-			-		
502.000 · Salaries and Wages - FT	52,981	36,372	16,609	-		
504.000 · Salaries and Wages - OT	244	702	(458)	-		
508.000 · FICA	2,950	2,836	114	-		
510.000 · Worker's Comp	8,735	5,922	2,813	-		
512.000 · Unemployment	-	370	(370)	-		
514.000 · Health Insurance	3,424	5,325	(1,901)	-		
518.000 · 457k Retirement Contribution	-	301	(301)	-		
519.000 · Elected Official Stipend	-			-		
Total Employee Salary, Wages, Benefit	68,334	51,828	16,506	-		
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	1,102			-		
558.000 · Printing and Copies	342	2,750	(2,408)	-		
548.000 · Advertising	-			-		
562.000 · Food and Beverages	52			-		
516.000 · Insurance - Liab/Bond/Auto/Pro	-			-		

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 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	450	3,038	-	-	-
551.000 • Postage and Freight	1,627	-	-	-	-	-
<b>Total General and admin. expense</b>	<b>10,780</b>	<b>3,700</b>	<b>7,080</b>	-	-	-
<b>Contractual and Other Services</b>						
600.000 • Operational Contracts	98,376	123,750	(25,374)	-	-	-
602.000 • Legal	-	90	(90)	-	-	-
604.000 • Engineering	-	450	(450)	-	-	-
604.001 • Reclamation Expense	-	450	(450)	-	-	-
608.000 • Accounting	-	-	-	-	-	-
609.000 • Building Inspection	-	-	-	-	-	-
610.000 • Audit	-	-	-	-	-	-
612.001 • Other Prof. Service - CMAP	-	-	-	-	-	-
612.002 • Security	981	458	523	-	-	-
612.006 • Web maintenance	-	-	-	-	-	-
614.000 • Law Enforcement	-	-	-	99,630	91,667	7,963
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	-	-	-	-	-	-
<b>Total Contractual and Other Services</b>	<b>99,357</b>	<b>125,198</b>	<b>(25,841)</b>	<b>99,630</b>	<b>91,667</b>	<b>7,963</b>
<b>Utilities and Misc. Expenses</b>						
650.000 • Agg. Base Material	-	-	-	-	-	-
640.001 • Communication Radios	-	-	-	-	-	-
639.000 • Merchant processing fees	-	-	-	-	-	-
640.000 • Telecomm	1,182	1,467	(285)	-	-	-
642.000 • Electricity	70,239	66,000	4,239	-	-	-
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	-	-	-	-	-	-
<b>Total Utilities and Misc. Expenses</b>	<b>71,421</b>	<b>73,067</b>	<b>(1,646)</b>	-	-	-

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
**For the Eleven Month Period Ended May 31, 2017**

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Equipment and Parts</b>						
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	1,350	1,375	(25)	-		
552.000 · Chemical and Gasses	2,847	5,500	(2,653)	-		
703.000 · Books and Periodicals	-			-		
716.000 · Parts - City Rep. Vehicles	-			-		
718.000 · Parts - City Rep. Equipment	32	4,583	(4,551)	-		
720.000 · Parts - City Rep. Water	-			-		
721.000 · Fire Equipment and Supplies	-			-		
722.000 · Parts - City Rep. Sewer	4,417	9,167	(4,750)	-		
724.000 · Parts - City Rep. Streets	-			-		
726.000 · Parts - City Rep. Parks	-			-		
<b>Total Equipment and Parts</b>	<b>8,646</b>	<b>20,625</b>	<b>(11,979)</b>			
<b>Maint. &amp; Repair Services</b>						
726.001 · Parts City Rep. Comm. Center	-			-		
764.001 · Sewer Maint. Outside	1,496			-		
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	-	5,042	(5,042)	-		
757.000 · Bldg Maint. - Inside	-			-		
758.000 · Building Maint. Outside	-			-		
760.000 · Grounds Maint. - Outside	-			-		
762.000 · Streets Maint. & Paving	-	3,150	(3,150)	-		
764.000 · Water Maintenance - Outside	-			-		
766.000 · Sewer Maint. - Plant	11,809	9,000	2,809	-		
<b>Total Maint. &amp; Repair Services</b>	<b>13,305</b>	<b>17,692</b>	<b>(4,387)</b>			
<b>Capital Expenditures</b>						
859.000 · Fines RWQCB	33,000	33,000	-	-		
808.000 · Equipment	4,464	47,600	(43,136)	-		
801.000 · Capital Purchases/Improvement	14,684			-		
805.000 · Construction in Progress Reclass	-			-		
812.000 · Depreciation	304,104	304,104	-	-		
<b>Total Capital Expenditures</b>	<b>356,252</b>	<b>384,704</b>	<b>(28,452)</b>			
<b>Fund Transfer</b>						
General Fund	-			-		

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

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
Transfer G&A Expenses						
Gas Tax Fund	-			-		
Total Transfer G&A Expenses	-			-		
Total Fund Transfer	-			-		
Debt Defrayment						
854,000 • Debt Service Principal Payment	23,966			-		
858,000 • Interest						
855,000 • Amortization expense	23,760			-		
858,000 • Interest - Other	140,516	174,782	(34,266)	-		
Total 858,000 • Interest	164,276	174,782	(10,506)	-		
Total Debt Defrayment	188,242	174,782	13,460	-		
Total Expense	816,525	851,971	(35,446)	99,630	91,667	7,963
Net Income	(30,193)	(113,963)	83,770	(224)	-	(224)

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Income</b>						
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	-			-		
<b>Total Property Taxes</b>	<u>19,311</u>			<u>20,675</u>		
Other Tax Revenue						
406.000 • Sales Tax	-	2,292		-		
408.000 • Transient Lodging Taxes	19,311		17,019	-		
416.000 • Misc. County Taxes	-			-		
415.000 • Special Assessment	-			20,675	21,574	(899)
419.000 • Other Doc. Transfer	-			-		
428.000 • Vehicle License Fees	-			-		
<b>Total Other Tax Revenue</b>	<u>19,311</u>	<u>2,292</u>	<u>17,019</u>	<u>20,675</u>	<u>21,574</u>	<u>(899)</u>
<b>Grant Funds</b>						
437.000 • Library Grant	-			-		
495.000 • Grant Revenue	-			-		
<b>Total Grant Funds</b>	<u>-</u>			<u>-</u>		
Franchise Fees						
440.000 • Franchis PG&E	-			-		
442.000 • Franchise Cable	-			-		
448.000 • Refuse Franchise	-			-		
<b>Total Franchise Fees</b>	<u>-</u>			<u>-</u>		
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	-			-		
<b>Total Business &amp; Misc. Lic. &amp; Permits</b>	<u>-</u>			<u>-</u>		

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Planning, Building, Eng. Permit</b>						
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	-			-		
<b>Total Planning, Building, Eng. Permit</b>	-			-		
<b>Chg. for Planning/Eng. Services</b>						
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 • Remb. - Proj/Dev. Costs	-			-		
<b>Total Chg. for Planning/Eng. Services</b>	-			-		
<b>Charges for Misc. Services</b>						
496.002 • Administration Income	-			-		
496.001 • Public Document Charge	-			-		
496.000 • Library Copy Charges	-			-		
<b>Total Charges for Misc. Services</b>	-			-		
<b>Utility Fees</b>						
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	-			-		
<b>Total Utility Fees</b>	-			-		
<b>Impact Fees</b>						
<b>Fines &amp; Penalties</b>						
421.000 • Vehicle Code Parking	-			-		
475.000 • Library Fines	-			-		

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
476.000 · Code Enforcement Fines	-			-		
Fines & Penalties - Other	-			-		
<b>Total Fines &amp; Penalties</b>	-			-		
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	-			-		
<b>Total Miscellaneous Revenue</b>	-			-		
<b>Total Income</b>	19,311	2,292	17,019	20,675	21,574	(899)
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	-			-		
<b>Total Employee Salary, Wages, Benefit</b>	-			-		
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	-			-		
<b>Total Other Personnel Expenses</b>	-			-		
General and admin. expense						
647.000 · Youth Commission	-			-		
645.000 · Summer Program	-			-		
550.000 · Office Supplies	-			-		
558.000 · Printing and Copies	-			-	90	(90)
548.000 · Advertising	-			-	90	(90)
562.000 · Food and Beverages	6,000			-		
516.000 · Insurance - Liab/Bond/Auto/Pro	-			-		

## City of San Juan Bautista

# Budget vs. Actual by Department

For the Eleven Month Period Ended May 31, 2017

	55 - Rest. and Parking Fund		60 - Valle Vista Lighting Dist.	
	Jul '16 - May 17	Budget	Jul '16 - May 17	Budget
		\$ Over 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		-	180
Contractual and Other Services				(180)
600.000 · Operational Contracts	-		-	
602.000 · Legal	-		-	90
604.000 · Engineering	-		-	400
604.001 · Reclamation Expense	-		-	(90)
608.000 · Accounting	-		-	(400)
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	-		-	
632.000 · Building Equipment Rental	-		12,043	11,572
643.003 · SBCO Mgmt Fees	-		-	471
654.000 · Chemical Testing	-		-	
659.000 · Election Expense	-		-	
Total Contractual and Other Services			12,043	12,062
Utilities and Misc. Expenses				(19)
650.000 · Agg. Base Material	-		-	
640.001 · Communication Radios	-		-	
639.000 · Merchant processing fees	-		-	
640.000 · Telecomm	-		-	
642.000 · Electricity	-		-	1,925
643.001 · Water	-		-	(1,925)
644.000 · Street Signal	-		-	
646.000 · Street Lighting	-		-	
656.000 · Licenses and Permits	-		-	
658.000 · Property Taxes	-		-	
Total Utilities and Misc. Expenses			-	1,925
				(1,925)



**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
**For the Eleven Month Period Ended May 31, 2017**

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Equipment and Parts</b>						
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	-			-		
<b>Total Equipment and Parts</b>	-			-		
<b>Maint. &amp; Repair Services</b>						
726.001 · Parts City Rep. Comm. Center	-			-		
764.001 · Sewer Maint. Outside	-			-		
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	-			-		
<b>Total Maint. &amp; Repair Services</b>	-			-		
<b>Capital Expenditures</b>						
859.000 · Fines RWQCB	-			-		
808.000 · Equipment	-			-		
801.000 · Capital Purchases/Improvement	-			-		
805.000 · Construction in Progress Reclass	-			-		
812.000 · Depreciation	-			-		
<b>Total Capital Expenditures</b>	-			-		
<b>Fund Transfer</b>						
General Fund	-			-		

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
**For the Eleven Month Period Ended May 31, 2017**

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
Transfer G&A Expenses						
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			12,043	14,167	(2,124)
Net Income	13,311	2,292	11,019	8,632	7,407	1,225

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	75 - Gas Tax Fund				TOTAL	
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Income</b>						
<b>Property Taxes</b>						
402.000 - Secured Taxes	-			292,244	230,000	62,244
404.000 - Unsecured Taxes	-			17,345	11,750	5,595
403.000 - Supplemental Property Tax	-			-	2,250	(2,250)
402.002 - Unitary Taxes	-			9,208	8,500	708
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	-			99,406	91,667	7,739
426.000 - HOPTR	-			2,143	3,600	(1,457)
436.000 - Gas Tax 2103	7,732	11,000	(3,268)	7,732	11,000	(3,268)
431.000 - Gas Tax 2105	9,472	8,250	1,222	9,472	8,250	1,222
432.000 - Gas Tax 2106	9,921	8,250	1,671	9,921	8,250	1,671
433.000 - Gas Tax 2107	11,624	10,083	1,541	11,624	10,083	1,541
434.000 - Gas Tax 2107.5	1,000			1,000	-	1,000
<b>Total Property Taxes</b>	<b>39,749</b>	<b>37,583</b>	<b>2,166</b>	<b>528,899</b>	<b>470,350</b>	<b>58,549</b>
<b>Other Tax Revenue</b>						
406.000 - Sales Tax	-			359,018	367,583	(8,565)
408.000 - Transient Lodging Taxes	-			115,848	62,292	53,556
416.000 - Misc. County Taxes	-			123	-	123
415.000 - Special Assessment	-			20,675	21,574	(899)
419.000 - Other Doc. Transfer	-			12,461	5,500	6,961
428.000 - Vehicle License Fees	-			2,334	600	1,734
<b>Total Other Tax Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>510,459</b>	<b>457,549</b>	<b>52,910</b>
<b>Grant Funds</b>						
437.000 - Library Grant	-			2,819	-	2,819
495.000 - Grant Revenue	-			43,865	3,850	40,015
<b>Total Grant Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,684</b>	<b>3,850</b>	<b>42,834</b>
<b>Franchise Fees</b>						
440.000 - Franchis PG&E	-			12,113	12,000	113
442.000 - Franchise Cable	-			3,151	6,675	(3,524)
448.000 - Refuse Franchise	-			26,054	23,833	2,221
<b>Total Franchise Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,318</b>	<b>42,508</b>	<b>(1,190)</b>
<b>Business &amp; Misc. Lic. &amp; Permits</b>						
450.000 - Business Licenses	-			13,386	13,500	(114)
453.000 - Burn Permits	-			35	-	35
470.000 - Garage Sale Permits	-			90	75	15
472.000 - Animal Licenses	-			60	90	(30)
490.000 - Misc. Revenue	-			1,567	180	1,387
494.001 - Special Events	-			4,323	7,000	(2,677)
<b>Total Business &amp; Misc. Lic. &amp; Permits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,461</b>	<b>20,845</b>	<b>(1,384)</b>

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

75 - Gas Tax Fund					TOTAL	
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Planning, Building, Eng. Permit</b>						
458.001 • Green Fee	-	-	-	137	50	87
459.004 • Fire Sprinkler Permit	-	-	-	1,258	-	1,258
459.003 • Mechanical Permit	-	-	-	1,176	3,400	(2,224)
459.002 • Plumbing Permit	-	-	-	1,610	3,100	(1,490)
459.001 • Electrical Permit	-	-	-	2,090	4,300	(2,210)
454.003 • Design Review	-	-	-	1,450	750	700
454.002 • Appeal	-	-	-	500	-	500
451.000 • Building Permits	-	-	-	26,370	44,000	(17,630)
454.000 • Conditional Use Permit (CUP)	-	-	-	1,250	400	850
456.000 • PUD Use Permit	-	-	-	-	100	(100)
457.000 • Encroachment Permits	-	-	-	1,131	250	881
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
<b>Total Planning, Building, Eng. Permit</b>	-	-	-	47,603	66,600	(18,997)
<b>Chg. for Planning/Eng. Services</b>						
458.002 • SMIP Fee	-	-	-	348	-	348
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	-	-	-	101,770	750	101,020
<b>Total Chg. for Planning/Eng. Services</b>	-	-	-	249,714	24,750	224,964
<b>Charges for Misc. Services</b>						
496.002 • Administration Income	-	-	-	82	600	(518)
496.001 • Public Document Charge	-	-	-	34	30	4
496.000 • Library Copy Charges	-	-	-	1,568	825	743
<b>Total Charges for Misc. Services</b>	-	-	-	1,684	1,455	229
<b>Utility Fees</b>						
483.000 • Utility Connection Fees	-	-	-	-	33,750	(33,750)
486.000 • Utility Fees Commercial	-	-	-	331,901	372,258	(40,357)
485.000 • Utility Fees Residential	-	-	-	1,158,885	1,006,500	152,385
485.001 • Septage Charges	-	-	-	-	-	-
493.000 • Water Meter Maint. Fees	-	-	-	16,327	1,467	14,860
<b>Total Utility Fees</b>	-	-	-	1,507,113	1,413,975	93,138
<b>Impact Fees</b>	-	-	-	186,656	34,908	151,748
<b>Fines &amp; Penalties</b>						
421.000 • Vehicle Code Parking	-	-	-	-	100	(100)
475.000 • Library Fines	-	-	-	647	682	(35)

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	75 - Gas Tax Fund				TOTAL	
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
476.000 · Code Enforcement Fines	-			39	-	39
Fines & Penalties - Other	-			56	-	56
Total Fines & Penalties	-			742	782	(40)
Miscellaneous Revenue						
497.000 · Other Financing Sources	-			263	-	263
484.000 · Interest and Penalties	-			10,323	59,583	(49,260)
480.002 · Permits	-			807	-	807
480.001 · Lease - American Tower	-			20,685	27,500	(6,815)
438.000 · Donations	-			1,114	17,000	(15,886)
480.000 · Rental Income	-			18,701	7,500	11,201
482.000 · Parks & Rec Revenue	-			400	-	400
480.003 · Reimbursed City expenses	-			7,869	11,000	(3,131)
Total Miscellaneous Revenue	-			60,162	122,583	(62,421)
Total Income	39,749	37,583	2,166	3,205,113	2,660,155	544,958
Expense						
Employee Salary, Wages, Benefit						
519.001 · Volunteer Stipend	-			-	360	(360)
502.000 · Salaries and Wages - FT	-			437,120	427,680	9,440
504.000 · Salaries and Wages - OT	-			1,346	4,678	(3,332)
508.000 · FICA	-			26,084	33,423	(7,339)
510.000 · Worker's Comp	-			45,372	41,450	3,922
512.000 · Unemployment	-			579	4,371	(3,792)
514.000 · Health Insurance	-			52,424	57,199	(4,775)
518.000 · 457k Retirement Contribution	-			7,922	8,974	(1,052)
519.000 · Elected Official Stipend	-			900	2,650	(1,750)
Total Employee Salary, Wages, Benefit	-			571,747	580,785	(9,038)
Other Personnel Expenses						
522.000 · Uniforms & Alterations	-			1,800	2,175	(375)
524.000 · Phys., Drug 7 Psych Testing	-			458	675	(217)
525.000 · Volunteer Firefighter Stipend	-			600	3,300	(2,700)
526.000 · Education and Training	-			5,877	4,850	1,027
528.000 · Travel/Per Diem/Car Allowance	-			4,242	3,595	647
Total Other Personnel Expenses	-			12,977	14,595	(1,618)
General and admin. expense						
647.000 · Youth Commission	-			35	-	35
645.000 · Summer Program	-			3,816	2,000	1,816
550.000 · Office Supplies	-			8,949	8,790	159
558.000 · Printing and Copies	-			2,024	11,963	(9,939)
548.000 · Advertising	-			6,470	1,467	5,003
562.000 · Food and Beverages	-			3,304	2,082	1,222
516.000 · Insurance - Liab/Bond/Auto/Pro	-			34,758	10,963	23,795

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	75 - Gas Tax Fund				TOTAL
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	
544.000 • Computer Software Service	-			9,408	5,367
545.000 • Computer Hardware Service	-			4,943	2,100
530.000 • Dues and Subscriptions	-			28,548	51,850
634.000 • Copier Services & Lease	-			5,827	3,162
657.001 • Filing Fees	-			1,050	-
638.000 • Bank Charges/PR Processing	-			9,970	2,742
551.000 • Postage and Freight	-			5,061	8,736
Total General and admin. expense	-			124,163	111,222
Contractual and Other Services					
600.000 • Operational Contracts	-			292,173	324,321
602.000 • Legal	-			38,154	44,066
604.000 • Engineering	-			3,671	25,100
604.001 • Reclamation Expense	-			-	450
608.000 • Accounting	-			29,869	32,083
609.000 • Building Inspection	-			93	900
610.000 • Audit	-			24,000	25,000
612.001 • Other Prof. Service - CMAP	-			820	2,200
612.002 • Security	-			4,708	1,694
612.006 • Web maintenance	-			3,350	1,146
614.000 • Law Enforcement	-			179,354	234,834
615.000 • Level One Security Patrol	-			43,732	67,583
618.000 • County Communications	-			27,440	56,000
624.000 • Janitorial	-			4,539	5,362
626.000 • Landscape Services	-			12,878	14,322
632.000 • Building Equipment Rental	-			-	2,250
643.003 • SBCO Mgmt Fees	-			4,189	4,189
654.000 • Chemical Testing	-			132	132
659.000 • Election Expense	-			7,702	3,000
Total Contractual and Other Services	-			676,804	840,311
Utilities and Misc. Expenses					
650.000 • Agg. Base Material	-			5,460	5,460
640.001 • Communication Radios	-			104	104
639.000 • Merchant processing fees	-			427	1,467
640.000 • Telecomm	-			11,198	10,886
642.000 • Electricity	14,103			115,742	110,459
643.001 • Water	-			-	800
644.000 • Street Signal	314			314	-
646.000 • Street Lighting	-			34	14,667
656.000 • Licenses and Permits	-			8,214	16,878
658.000 • Property Taxes	-			176	-
Total Utilities and Misc. Expenses	14,417	14,667	(250)	141,669	155,157
					(13,488)

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
For the Eleven Month Period Ended May 31, 2017

	75 - Gas Tax Fund				TOTAL	
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
<b>Equipment and Parts</b>						
649.02 · Agg. Based Material	-			-	7,000	(7,000)
712.000 · Materials	-			3,697	4,500	(803)
532.01 · Equipment Rental	-			-	450	(450)
701.000 · Small Tools	-			278	1,000	(722)
702.000 · Safety Gear & First Aid	-			255	-	255
554.000 · Gasoline & Diesel Fuel	-			7,250	15,851	(8,601)
552.000 · Chemical and Gasses	-			3,960	14,959	(10,999)
703.000 · Books and Periodicals	-			1,501	2,258	(757)
716.000 · Parts - City Rep. Vehicles	-			1,678	7,125	(5,447)
718.000 · Parts - City Rep. Equipment	-			5,128	15,733	(10,605)
720.000 · Parts - City Rep. Water	-			16,581	36,667	(20,086)
721.000 · Fire Equipment and Supplies	-			735	-	735
722.000 · Parts - City Rep. Sewer	-			4,417	9,167	(4,750)
724.000 · Parts - City Rep. Streets	-	18,000	(18,000)	1,431	18,000	(16,569)
726.000 · Parts - City Rep. Parks	-			3,642	5,310	(1,668)
<b>Total Equipment and Parts</b>	-	18,000	(18,000)	50,553	138,020	(87,467)
<b>Maint. &amp; Repair Services</b>						
726.001 · Parts City Rep. Comm. Center	-			23	-	23
764.001 · Sewer Maint. Outside	-			1,496	-	1,496
755.002 · Street Sign Maint. & Repair	-	1,250	(1,250)	418	1,250	(832)
751.001 · Maint. & Repair Wells	-			40	9,000	(8,960)
751.000 · Claims	-			-	500	(500)
752.000 · Vehicle Maint. - Outside	-			(129)	-	(129)
754.000 · Equipment Maint. - Outside	-			1,478	10,042	(8,564)
757.000 · Bldg Maint. - Inside	-			2,927	450	2,477
758.000 · Building Maint. Outside	-			5,134	3,750	1,384
760.000 · Grounds Maint. - Outside	-			4,117	2,925	1,192
762.000 · Streets Maint. & Paving	-			143	4,050	(3,907)
764.000 · Water Maintenance - Outside	-			613	2,750	(2,137)
766.000 · Sewer Maint. - Plant	-			11,809	9,000	2,809
<b>Total Maint. &amp; Repair Services</b>	-	1,250	(1,250)	28,069	43,717	(15,648)
<b>Capital Expenditures</b>						
859.000 · Fines RWQCB	-			33,000	33,000	-
808.000 · Equipment	-			4,464	72,600	(68,136)
801.000 · Capital Purchases/Improvement	-			220,842	160,475	60,367
805.000 · Construction in Progress Reclass	-			-	1,050	(1,050)
812.000 · Depreciation	-			561,246	561,246	-
<b>Total Capital Expenditures</b>	-			819,552	828,371	(8,819)
<b>Fund Transfer</b>						
General Fund	-			5,186	-	5,186

**City of San Juan Bautista**  
**Budget vs. Actual by Department**  
**For the Eleven Month Period Ended May 31, 2017**

	75 - Gas Tax Fund			TOTAL		
	Jul '16 - May 17	Budget	\$ Over Budget	Jul '16 - May 17	Budget	\$ Over Budget
Transfer G&A Expenses						
Gas Tax Fund	(5,186)			(5,186)	-	(5,186)
Total Transfer G&A Expenses	(5,186)			(5,186)	-	(5,186)
Total Fund Transfer	(5,186)			-	-	-
Debt Defrayment						
854,000 · Debt Service Principal Payment	-			53,258	63,998	(10,740)
858,000 · Interest						
855,000 · Amortization expense	-			52,800	-	52,800
858,000 · Interest - Other	-			312,165	388,404	(76,239)
Total 858,000 · Interest	-			364,965	388,404	(23,439)
Total Debt Defrayment	-			418,223	452,402	(34,179)
Total Expense	9,231	33,917	(24,686)	2,843,757	3,164,580	(320,823)
Net Income	30,518	3,666	26,852	361,356	(504,425)	865,781



City of San Juan Bautista  
**Profit & Loss Prev Year Comparison**  
 For the Eleven Month Period Ended May 31, 2017

	General Fund			46 - Water Enterprise Fund		
	Jul '16 - May 17	Jul '15 - May 16	\$ Change	Jul '16 - May 17	Jul '15 - May 16	\$ Change
<b>Income</b>						
49900 - Uncategorized Income	4,618	-	4,618	-	-	-
Property Taxes	389,745	384,774	4,971	-	-	-
Other Tax Revenue	470,472	388,167	82,305	-	-	-
Grant Funds	46,684	17,875	28,809	-	-	-
Franchise Fees	41,318	47,205	(5,887)	-	-	-
Business & Misc. Lic. & Permits	19,462	24,563	(5,101)	-	-	-
Planning, Building, Eng. Permit	47,604	87,525	(39,921)	-	-	-
Chg. for Planning/Eng. Services	249,713	34,919	214,794	-	-	-
Charges for Misc. Services	1,684	1,378	306	-	-	-
Utility Fees	1,618	168	1,450	719,161	652,856	66,305
Impact Fees	186,656	139,988	46,668	-	-	-
Fines & Penalties	742	1,985	(1,243)	-	-	-
Miscellaneous Revenue	50,503	83,252	(32,749)	9,660	25,061	(15,401)
<b>Total Income</b>	<b>1,510,819</b>	<b>1,211,799</b>	<b>299,020</b>	<b>728,821</b>	<b>677,917</b>	<b>50,904</b>
<b>Expense</b>						
Employee Salary, Wages, Benefit	417,868	429,948	(12,080)	85,542	58,832	26,710
Other Personnel Expenses	12,468	9,489	2,979	320	281	39
General and admin. expense	94,348	63,967	30,381	13,032	20,998	(7,966)
Contractual and Other Services	427,628	356,916	70,712	38,146	41,929	(3,783)
Utilities and Misc. Expenses	27,008	26,071	937	28,765	26,562	2,203
Equipment and Parts	24,937	31,321	(6,384)	16,968	27,936	(10,968)
Maint. & Repair Services	14,111	18,468	(4,357)	653	4,934	(4,281)
Capital Expenditures	113,554	12,587	100,967	349,746	277,142	72,604
Fund Transfer	5,186	-	5,186	-	-	-
Debt Defrayment	-	-	-	229,980	354,313	(124,333)
<b>Total Expense</b>	<b>1,137,108</b>	<b>948,767</b>	<b>188,341</b>	<b>763,152</b>	<b>812,927</b>	<b>(49,775)</b>
<b>Net Income</b>	<b>373,711</b>	<b>263,032</b>	<b>110,679</b>	<b>(34,331)</b>	<b>(135,010)</b>	<b>100,679</b>
<b>Fund Balance at June 30, 2016</b>	<b>1,711,553</b>			<b>499,608</b>		
<b>Fund Balance at May 31, 2017</b>	<b>2,085,264</b>			<b>465,277</b>		

City of San Juan Bautista  
**Profit & Loss Prev Year Comparison**  
 For the Eleven Month Period Ended May 31, 2017

	48 - Sewer Enterprise Fund			50 - Special Dist. - COPS		
	Jul '16 - May 17	Jul '15 - May 16	\$ Change	Jul '16 - May 17	Jul '15 - May 16	\$ Change
<b>Income</b>						
49900 - Uncategorized Income	-	-	-	-	-	-
Property Taxes	-	-	-	99,406	91,667	7,739
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	786,332	789,818	(3,486)	-	-	-
Impact Fees	-	-	-	-	-	-
Fines & Penalties	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
<b>Total Income</b>	<b>786,332</b>	<b>789,818</b>	<b>(3,486)</b>	<b>99,406</b>	<b>91,667</b>	<b>7,739</b>
<b>Expense</b>						
Employee Salary, Wages, Benefit	68,332	40,012	28,320	-	-	-
Other Personnel Expenses	188	-	188	-	-	-
General and admin. expense	10,780	11,116	(336)	-	-	-
Contractual and Other Services	99,357	122,596	(23,239)	99,630	99,630	-
Utilities and Misc. Expenses	71,421	71,304	117	-	-	-
Equipment and Parts	8,646	13,427	(4,781)	-	-	-
Maint. & Repair Services	13,305	9,022	4,283	-	-	-
Capital Expenditures	356,252	269,458	86,794	-	-	-
Fund Transfer	-	-	-	-	-	-
Debt Defrayment	188,242	304,484	(116,242)	-	-	-
<b>Total Expense</b>	<b>816,523</b>	<b>841,419</b>	<b>(24,896)</b>	<b>99,630</b>	<b>99,630</b>	<b>-</b>
<b>Net Income</b>	<b>(30,191)</b>	<b>(51,601)</b>	<b>21,410</b>	<b>(224)</b>	<b>(7,963)</b>	<b>7,739</b>
<b>Fund Balance at June 30, 2016</b>	<b>964,573</b>			<b>4,640</b>		
<b>Fund Balance at May 31, 2017</b>	<b>934,382</b>			<b>4,416</b>		

City of San Juan Bautista  
**Profit & Loss Prev Year Comparison**  
 For the Eleven Month Period Ended May 31, 2017

	55 - Rest. and Parking Fund			60 - Valle Vista Lighting Dist.		
	Jul '16 - May 17	Jul '15 - May 16	\$ Change	Jul '16 - May 17	Jul '15 - May 16	\$ Change
<b>Income</b>						
49900 - Uncategorized Income	-	-	-	-	-	-
Property Taxes	-	-	-	-	-	-
Other Tax Revenue	19,311	14,374	4,937	20,675	19,843	832
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	-	-	-	-	-	-
<b>Total Income</b>	<b>19,311</b>	<b>14,374</b>	<b>4,937</b>	<b>20,675</b>	<b>19,843</b>	<b>832</b>
<b>Expense</b>						
Employee Salary, Wages, Benefit	-	-	-	-	-	-
Other Personnel Expenses	-	-	-	-	-	-
General and admin. expense	6,000	4,500	1,500	-	334	(334)
Contractual and Other Services	-	-	-	12,043	11,403	640
Utilities and Misc. Expenses	-	-	-	-	-	-
Equipment and Parts	-	-	-	-	-	-
Maint. & Repair Services	-	-	-	-	330	(330)
Capital Expenditures	-	-	-	-	-	-
Fund Transfer	-	-	-	-	-	-
Debt Defrayment	-	-	-	-	-	-
<b>Total Expense</b>	<b>6,000</b>	<b>4,500</b>	<b>1,500</b>	<b>12,043</b>	<b>12,067</b>	<b>(24)</b>
<b>Net Income</b>	<b>13,311</b>	<b>9,874</b>	<b>3,437</b>	<b>8,632</b>	<b>7,776</b>	<b>856</b>
<b>Fund Balance at June 30, 2016</b>	<b>113,167</b>			<b>70,651</b>		
<b>Fund Balance at May 31, 2017</b>	<b>126,478</b>			<b>79,283</b>		

City of San Juan Bautista  
**Profit & Loss Prev Year Comparison**  
 For the Eleven Month Period Ended May 31, 2017

	75 - Gas Tax Fund				TOTAL	
	Jul '16 - May 17	Jul '15 - May 16	S Change	Jul '16 - May 17	Jul '15 - May 16	S Change
<b>Income</b>						
49900 - Uncategorized Income	-	-	-	4,618	-	4,618
Property Taxes	39,749	39,111	638	528,900	515,552	13,348
Other Tax Revenue	-	-	-	510,458	422,384	88,074
Grant Funds	-	-	-	46,684	17,875	28,809
Franchise Fees	-	-	-	41,318	47,205	(5,887)
Business & Misc. Lic. & Permits	-	-	-	19,462	24,563	(5,101)
Planning, Building, Eng. Permit	-	-	-	47,604	87,525	(39,921)
Chg. for Planning/Eng. Services	-	-	-	249,713	34,919	214,794
Charges for Misc. Services	-	-	-	1,684	1,378	306
Utility Fees	-	-	-	1,507,111	1,442,842	64,269
Impact Fees	-	-	-	186,656	139,988	46,668
Fines & Penalties	-	-	-	742	1,985	(1,243)
Miscellaneous Revenue	-	-	-	60,163	108,313	(48,150)
<b>Total Income</b>	<b>39,749</b>	<b>39,111</b>	<b>638</b>	<b>3,205,113</b>	<b>2,844,529</b>	<b>360,584</b>
<b>Expense</b>						
Employee Salary, Wages, Benefit	-	-	-	571,742	528,792	42,950
Other Personnel Expenses	-	-	-	12,976	9,770	3,206
General and admin. expense	-	27	(27)	124,160	100,942	23,218
Contractual and Other Services	-	-	-	676,804	632,474	44,330
Utilities and Misc. Expenses	14,417	19,742	(5,325)	141,611	143,679	(2,068)
Equipment and Parts	-	-	-	50,551	72,684	(22,133)
Maint. & Repair Services	-	-	-	28,069	32,754	(4,685)
Capital Expenditures	-	6,000	(6,000)	819,552	565,187	254,365
Fund Transfer	(5,186)	-	(5,186)	-	-	-
Debt Defrayment	-	-	-	418,222	658,797	(240,575)
<b>Total Expense</b>	<b>9,231</b>	<b>25,769</b>	<b>(16,538)</b>	<b>2,843,687</b>	<b>2,745,079</b>	<b>98,608</b>
<b>Net Income</b>	<b>30,518</b>	<b>13,342</b>	<b>17,176</b>	<b>361,426</b>	<b>99,450</b>	<b>261,976</b>
<b>Fund Balance at June 30, 2016</b>	<b>59,074</b>					
<b>Fund Balance at May 31, 2017</b>	<b>89,592</b>					

# City of San Juan Bautista

## Warrant Listing

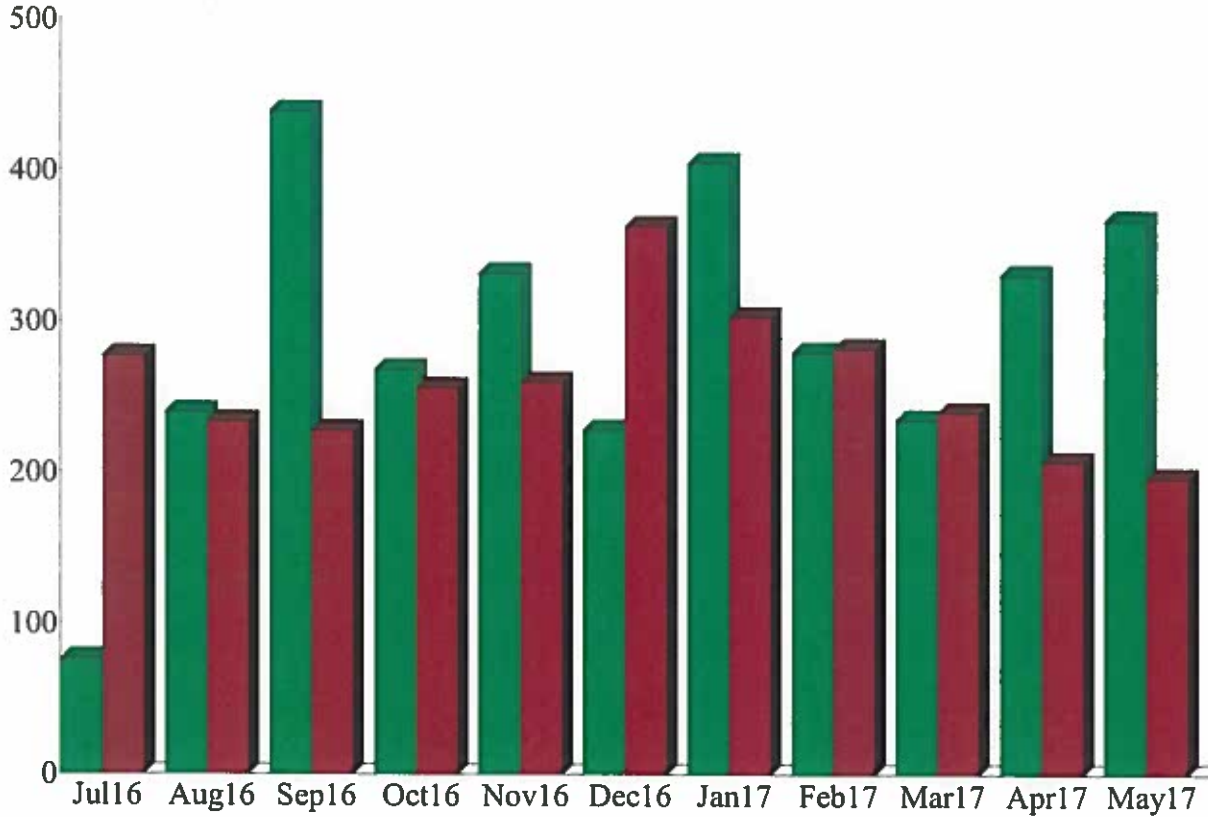
As of May 31, 2017

	Date	Num	Name	Amount
<b>101.000 · Union Bank</b>				
<b>101.001 · Operating Acct. 1948</b>				
	05/01/2017	210849	at&t	-247.95
	05/01/2017	210850	AVAYA	-210.98
	05/01/2017	210851	Heather Leeder	-134.59
	05/01/2017	210852	Home Depot Credit Services	-251.18
	05/01/2017	210853	P G & E	-351.94
	05/01/2017	210854	Xerox	-503.58
	05/08/2017	210855	Maggiora Bros. Drilling Inc.	-8,400.00
	05/12/2017	210856	ACWA Health Benefits Authority	-5,502.02
	05/12/2017	210857	Alliant Insurance Services	-519.00
	05/12/2017	210858	Angela Oliveira	-34.64
	05/12/2017	210859	at&t	-69.89
	05/12/2017	210860	Bracewell Engineering, Inc.	-24,922.00
	05/12/2017	210861	Charter Communications	-119.97
	05/12/2017	210862	Diane Hanania.	-36.22
	05/12/2017	210863	Dynamic Forms	-60.83
	05/12/2017	210864	Hollister Auto Parts, Inc.	-72.89
	05/12/2017	210865	Lautzenhiser's Stationery, Inc.	-115.09
	05/12/2017	210866	League of California Cities	-150.00
	05/12/2017	210867	Level 1 Private Security.	-10,092.00
	05/12/2017	210868	Mc Kinnon Lumber Co., Inc.	-687.18
	05/12/2017	210869	Mission Linen Service	-155.52
	05/12/2017	210870	P G & E	-9,527.22
	05/12/2017	210871	Patricia Paetz	-389.76
	05/12/2017	210872	Petty Cash	-50.00
	05/12/2017	210873	San Benito County Environmental Health De	-1,820.00
	05/12/2017	210874	The Mercury News	-82.82
	05/12/2017	210875	True Value Hardware	-87.05
	05/12/2017	210876	US Bank	-3,195.73
	05/12/2017	210877	Wendy L. Cumming, CPA	-1,890.00
	05/22/2017	210878	KS State Bank	-5,818.30
	05/22/2017	210879	Valero Marketing & Supply	-530.60
	05/30/2017	210880	A & N Plumbing, Inc.	-700.00
	05/30/2017	210881	AFLAC	-282.20
	05/30/2017	210882	Bracewell Engineering, Inc.	-11,885.00
	05/30/2017	210883	DBA Electric, Inc.	-1,586.87
	05/30/2017	210884	Durden Construction.	-29,808.80
	05/30/2017	210885	FedEx	-22.95
	05/30/2017	210886	Lautzenhiser's Stationery, Inc.	-40.00
	05/30/2017	210887	Ready Refresh	-302.75
	05/30/2017	210888	Sprint	-169.00
	05/30/2017	210889	United Site Services of California, Inc.	-168.33
<b>Total 101.001 · Operating Acct. 1948</b>				<b>-120,994.85</b>
<b>Total 101.000 · Union Bank</b>				<b>-120,994.85</b>
<b>TOTAL</b>				<b>-120,994.85</b>

# Income and Expense by Month July 2016 through May 2017

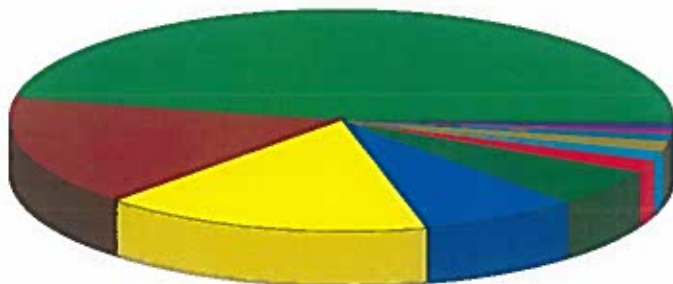
Income  
Expense

\$ in 1,000's



## Income Summary July 2016 through May 2017

Utility Fees	%47.10
Property Taxes	16.35
Other Tax Revenue	15.95
Chg. for Planning/Eng. Services	7.80
Impact Fees	5.83
Miscellaneous Revenue	1.88
Planning, Building, Eng. Permit	1.49
Grant Funds	1.46
Franchise Fees	1.29
Business & Misc. Lic. & Permits	0.61
Other	0.22
<b>Total</b>	<b>\$3,199,501.72</b>

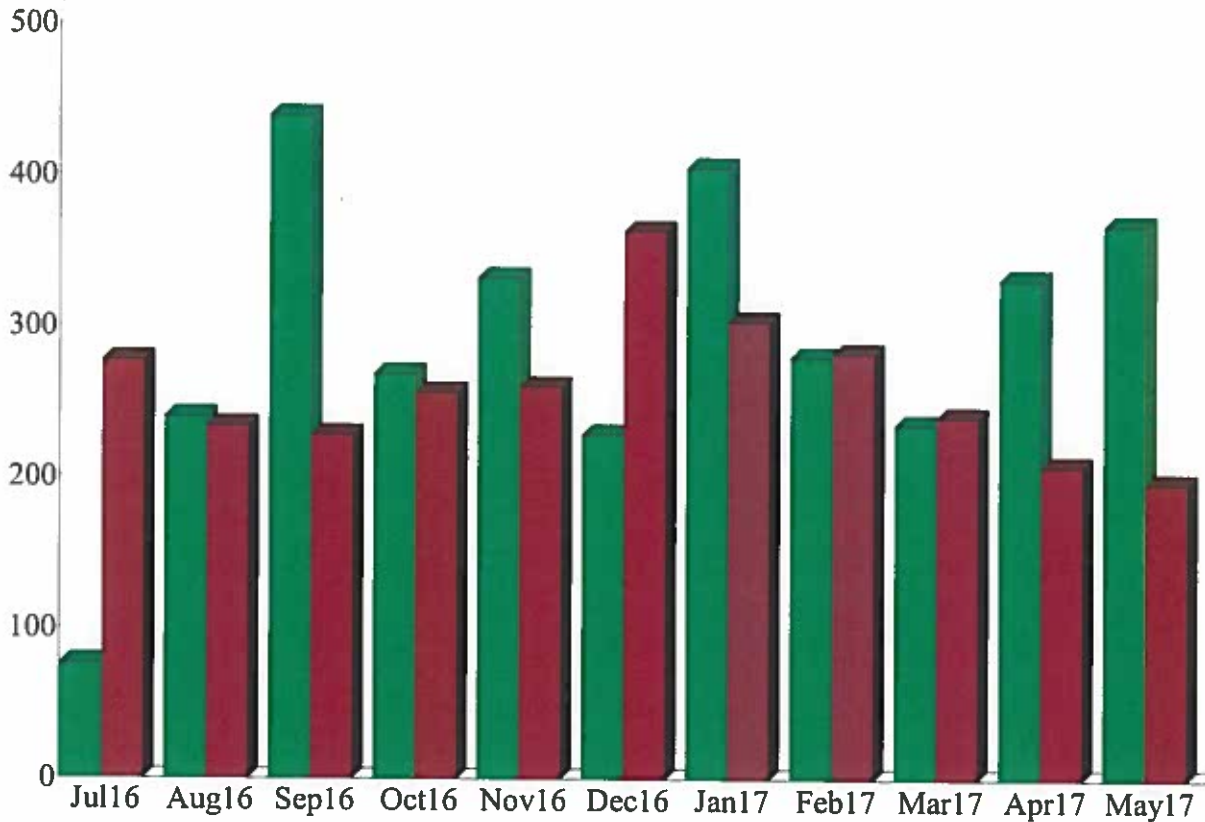


By Account

# Income and Expense by Month July 2016 through May 2017

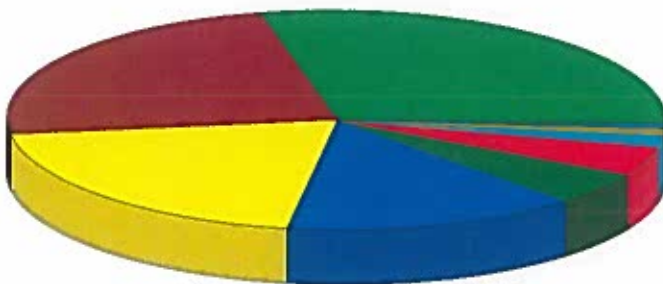
Income  
Expense

\$ in 1,000's



## Expense Summary July 2016 through May 2017

Capital Expenditures	%28.82
Contractual and Other Services	23.80
Employee Salary, Wages, Benefit	20.11
Debt Defrayment	14.71
Utilities and Misc. Expenses	4.98
General and admin. expense	4.37
Equipment and Parts	1.78
Maint. & Repair Services	0.99
Other Personnel Expenses	0.46
Total	\$2,843,746.13



By Account

## Library Report

	Dec. '16	Jan. '17	Feb. '17	Mar. '17	Apr. '17	May '17
<b>New Material</b>	44	14	18	40	22	38
<b>Retired Materials</b>	389	19	0	2	2	0
<b>Lost Items</b>	6	7	3	4	6	3
<b>Overdue Items</b>	19	6	14	3	3	16
<b>Overdue Patrons</b>	8	5	6	3	3	11
<b>Cards Issued</b>	9	7	10	4	18	6
<b>Items Checked Out</b>	271	369	315	392	417	402
<b>Money from Fines</b>	21.00	54.25	25.50	20.75	37.50	101.75
<b>Money from Faxes</b>	8.00	29.00	20.00	19.00	8.00	25.00
<b>Money from Copies</b>	20.05	58.35	85.50	74.15	59.10	36.25
<b>Money from other Charges</b>	4.50	16.00	2.25	7.25	36.75	33.50
<b>Patron Tally</b>	539	476	511	662	736	660



# **CITY OF SAN JUAN BAUTISTA**

## **ADMINISTRATIVE REPORT**

**Date:** June 20, 2017

**To:** City Council

**From:** Administrative Staff

### **PUBLIC WORKS DEPARTMENT:**

Public Works crew is continuing weed abatement on all city owned properties and trimming trees around Verutti Park, Library, Corporation Yard and Water Reservoir site. Street patching continues on streets with significant pot hole and pavement deterioration. Joe and Terry have finished installing the large water meters at the Mission and in the large apartment complexes. The crew has also organized the Corporation Yard, and cut and reduced shrubbery and weeds at the waste water treatment plant. Curb painting continues on an on-going basis.

### **PLANNING DEPARTMENT/CODE ENFORCEMENT**

**Planning:** Staff has been working on several projects that came before the Planning Commission in June: an amendment to Conditional Use Permit 2017-33 for the 18<sup>th</sup> Barrel Wine and Beer Tasting Room for the installation of a pizza oven on the outdoor patio (approved 3-2), a Site and Design Review Permit for two new mixed-use developments at 312 and 314 Third Street for Pat Garratt (approved 4-0-0-1), and a request for a use determination from Mandisa Snodey for the "Closet Under the Stairs Apothecarium" at 301 Third Street (tabled until input is obtained from the City Attorney and City Council). In addition, staff has been working with Emily Renzel (101 Third Street) and Sean Fitzharris (205 The Alameda) on upcoming Site and Design Review Permit applications for the Juan de Anza Adobe and Brewery 25 respectively. Staff also put Monica and Anthony Ramirez in touch with the San Juan Committee to help organize and promote their grand opening/ribbon-cutting ceremony.

**Administration:** As part of a general overhaul of how information and work orders flow within City Hall, and between departments especially, staff worked with the Finance, Building, and Public Works Departments, as well as the City Manager, to develop a system for issuing, managing, and tracking work orders. All work orders now go through Carmen, where they are logged and tracked to ensure that (1) work is completed and (2) that it is completed in a timely manner. This will also allow staff to communicate to the City Council more effectively about the status of ongoing work/projects.

Now that the second module of the iWorQ software (Building Permits) is up and running, Matt is working with Carmen and Nick to put systems in place for how permits move towards completion and approval, from application to inspections to printing the final permits. So far, the implementation has gone very well, with minimal troubleshooting needed. Laura has also been plugging away at entering data from existing building permits, and is currently more than 2/3 of the way through them. Once she is finished, the information will be uploaded into the iWorQ database.

The worldwide "WannaCry" ransomware attacks that began on Friday, May 12<sup>th</sup>, 2017, brought to light the fact that the City needed to have a cloud-based backup of all of the files on our server. Staff investigated several options and worked with RxTek (who provides IT services to the City) to use Carbonite to backup to the cloud. Now, in the event of any ransomware attack or natural disaster that destroys all of the computers on site, all of the City's data can be retrieved. The total annual cost is ~\$250.

**Code Enforcement:** Twenty-four weed abatement letters have been sent out since May 11<sup>th</sup>, and all but three of the property owners have since brought their properties into compliance. Staff will continue to work with Nick to identify and notify additional properties that need weed abatement.

The chicken relocation program has relocated 53 chickens since March. Staff was considering suspending the program, but then received reports from Public Works about multiple hens around town with clutches of 8-10 chicks. The program will most likely run for a few more weeks to ensure that the numbers of feral chickens in town have been reduced to a more manageable level.

Staff was also informed by Public Works that multiple local restaurants are not in compliance with the sections of the San Juan Bautista Municipal Code related to grease traps (§5-9-425 and §5-9-1300). In the coming weeks, staff and Public Works will be notifying these businesses and working with them to bring their establishments into compliance. This will improve the quality of wastewater flowing from these establishments to the wastewater treatment plant and reduce the number of issues caused by grease in the wastewater system, both on the restaurant sites and in City sewer lines.

**CITY MANAGER DEPARTMENT:**

Finishing work on the fiscal budget for 2017/2018 has been completed and ready for final review and adoption. I am finishing the legal description for the property to well no. 1. Mr. Davidson has agreed to deed the city the necessary land for well no. 1, situated along the east side of San Juan Canyon Road approximately 2500 feet south of Mission Vineyard Road. Also, drilling the test

hole for well no. 5 is complete. The soil profile and e-log is being prepared for analysis and evaluation to the optimum depth for the pump and sanitary seal. The next step is to develop the specifications and details of the well casing, pump size and pumping capacity to meet our daily water demands.

I met with Dale Coke on details of well no. 6A. Details of the specific site dimensions are being discussed to accommodate the width and depth of the water treatment plant. The site considered for well no. 6A and the water treatment plant is also being explored for enough area to facilitate the future relocation of the maintenance yard. The current yard is only 0.46 acres in size and is not the best land use within the neighborhood.

Additional work on specifications and notice to receive bids for the Muckelemi Street improvement project between Fourth and San Antonio Streets is being done. The work is scheduled for this summer. The project consist of reconstruction of the aggregate base and applying a 4" thick asphalt surface to the south half of Muckelemi Street. Angle park striping on the north half is also scheduled to increase curb side parking.

RESOLUTION NO. 2017-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN JUAN BAUTISTA CONFIRMING A DIAGRAM AND  
ASSESSMENT IN CONNECTION WITH VALLE VISTA  
LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT  
DISTRICT NO. 1 FOR FISCAL YEAR 2017-18

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 declared its intention to levy the assessment in connection with the District for Fiscal Year 2017-18; and

WHEREAS, on June 20, 2017, this Council held a full and fair public hearing with respect to the proposed assessment at which all interested persons were permitted to give oral testimony and written protests; and

WHEREAS, notice of the hearing was published in accordance with applicable law; and

WHEREAS, the City Council desires to proceed with the levy of the assessment in connection with the District 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 foregoing recitals are all true and correct.
2. The City Council overrules all objections and protests.
3. The Diagram and Assessment contained in the Report entitled “Engineer’s Report, Valle Vista Lighting and Landscape Maintenance Assessment District No. 1, Fiscal Year 2017-18” and dated May 16, 2017 (the “Report”), which Report is on file in the Office of the City Clerk and incorporated herein by reference is hereby approved.
4. The adoption of this Resolution constitutes the levy of the assessment within the District for Fiscal Year 2017-18.
5. Due to efficient operations, the assessments for Fiscal Year 2017-18 will be less than anticipated in 2008 when property owners approved the assessment with a provision for increases based on the increases in the Consumer Price Index (CPI). The City Council desires to

return these savings to property owners by maintaining the assessment rate, and has done so by adopting this Resolution. Consequently, the assessment applied by this Resolution is less than the full assessment that the City is authorized to impose. For reference, the full authorized rate for assessment per unit for Fiscal Year 2017-18 is \$557.60. It is the intent of the Council that, for purposes of Article XIII D of the California Constitution, as well as applicable state law, no action taken in years subsequent to Fiscal Year 2017-18 will constitute an "increase" of the assessment rate if that action would not have constituted an "increase" of the assessment for Fiscal Year 2017-18 were levied at the full authorized rate. The Council declares that it would not have temporarily reduced the assessment rate for Fiscal Year 2017-18 if restoring the full authorized rate in subsequent years would constitute an "increase." Instead, the Council would have imposed the assessment for Fiscal Year 2017-18 at the full authorized rate in order to build additional operational reserves into the assessment district program.

6. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 20<sup>th</sup> day of June, 2017, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

---

Chris Martorana, Mayor

ATTEST:

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Mackenzie Quaid, Acting City Clerk

**RESOLUTION NO. 2017-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
CERTIFYING COMPLIANCE WITH STATE LAW WITH RESPECT TO  
THE LEVYING OF GENERAL AND SPECIAL TAXES, ASSESSMENTS,  
AND PROPERTY RELATED FEES AND CHARGES**

**THE COUNCIL OF THE CITY OF SAN JUAN BAUTISTA DOES RESOLVE AS  
FOLLOWS:**

**SECTION 1.** The City of San Juan Bautista requests that the San Benito County Auditor-Controller enter those general or special taxes, assessments, or property related fees or charges identified in Exhibit A, attached hereto and incorporated herein by this reference, on the tax roll for collection and distribution by the San Benito County Treasurer-Tax Collector commencing with the property tax bill for fiscal year 2017-2018.

**SECTION 2.** The City of San Juan Bautista hereby certifies that it has, without limitation, complied with all legal procedures and requirements necessary for the levying of an imposition of the general or special taxes, assessments, or property related fees or charges identified in Exhibit A, regardless of whether those procedures and requirements are set forth in the Constitution of the State of California, in the Statutes of the State of California, or in the applicable decisional law of the State of California.

**SECTION 3.** The City of San Juan Bautista further certifies that, except for the sole negligence or misconduct of the County of San Benito, its officers, employees, and agents, the City of San Juan Bautista shall be solely liable and responsible for defending, at its sole expense, cost and risk, each and every action, suit, or other proceeding brought against the County of San Benito, its officers, employees, and agents for every claim, demand, or challenge to the levying or imposition of the general or special taxes, assessments, or property related fees or charges identified in Exhibit A and that it will pay or satisfy any judgment rendered against the County of San Benito, its officers, employees, and agents on every such action, suit, or other proceeding, including all claims for refunds and interest thereon, legal fees and court costs and administrative expenses of the County of San Benito to correct the tax rolls.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of June, 2017, at a regular meeting of the San Juan Bautista City Council, by the following vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

**ATTEST:**

---

Chris Martorana, Mayor

---

Mackenzie Quaid, Acting City Clerk

**EXHIBIT A**

**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		002-600-019-0	\$ 557.60	1	\$	557.60
2	Curtis D & Karen L Berger	002-600-018-0	\$ 697.10	1.25	\$	697.10
3	Germain R & Wanda M. Guilbert	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	Benny & Juanita Archibeque	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	Kimberly A Galletti	002-600-035-0	\$ 557.60	1	\$	557.60
11	Henry & Katherine Ross Guerrero	002-600-010-0	\$ 557.60	1	\$	557.60
12	Fernando C & Margaret R Gil	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 lo	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	Priscilla Ribeiro & Richard Blayney	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	Washington Mutual Mortgage Pass	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



# **CITY OF SAN JUAN BAUTISTA**

## **STAFF REPORT – CITY COUNCIL**

**DATE:** June 20<sup>th</sup>, 2017

**SUBJECT:** Petition of Land Owner to initiate proceedings for Annexation to the City of San Juan Bautista

**APPLICANT:** Chalmer Raymer

**APN:** 012-190-023

**SIZE:** 7.90 Acres

**SPHERE OF INFLUENCE:** The property lies within the sphere of influence of the City.

**GENERAL PLAN:** The property is designated in the 2035 General Plan as agriculture. (See attached General Plan map.)

**SERVICES PROVIDED:** Water: City of San Juan Bautista  
Sewer: Individual Septic Tank  
Roads: San Benito County  
Law: San Benito County Sheriff Dept.  
Fire: City of Hollister contract by County.  
School: Aromas-San Juan School District

**CONTIGUOUS:** The property is contiguous to the City boundary of assessor parcel no. 002-550-008.

**DISCUSSION:** The applicant is petitioning the City Council for annexation of a 7.95 acre parcel of land at 264 Mission Vineyard Road. As indicated in the staff report, the property is contiguous to the city boundary, within the city's sphere of influence boundary and served with city water. This is the first property requesting annexation on Mission Vineyard Road between San Juan Canyon/Salinas Grade Road and Saint Francis Retreat Road.

Mr. Raymer's request for annexation is not intended to lead to the development of the property at this time. The purpose is for estate planning. The property is one of seventeen properties identified in the 2035 general plan for future annexation.

# PETITION

# A PETITION OF LANDOWNERS INITIATING PROCEEDINGS FOR ANNEXATION TO THE CITY OF SAN JUAN BAUTISTA

The undersigned, by their signatures hereon, petition the City Council for approval to proceed with the City's annexation procedures and steps to annex the following property into the city limits.

1. The annexation is made hereto and pursuant to the City of San Juan Bautista regulations and San Benito County LAFCO requirements.
2. The proposed annexation is for the territory as described in Exhibit A attached hereto and reference herein.
3. The proposed annexation is subject to the terms and conditions of Ordinance 2013-02.
4. The proposed annexation contiguous to the existing city limits and within the sphere of influence of the City of San Juan Bautista.
5. The person(s) signing this petition have signed as the legal landowners of the property to be annexed.

SIGNATURE AND DATE

PRINT NAME \_\_\_\_\_

APN

Chlorine      Sulfur

CHALMER RAYNER

012-190-023

Severine R. Raymer

Suzanne Ray

01 012-196-C23

\_\_\_\_\_

\_\_\_\_\_

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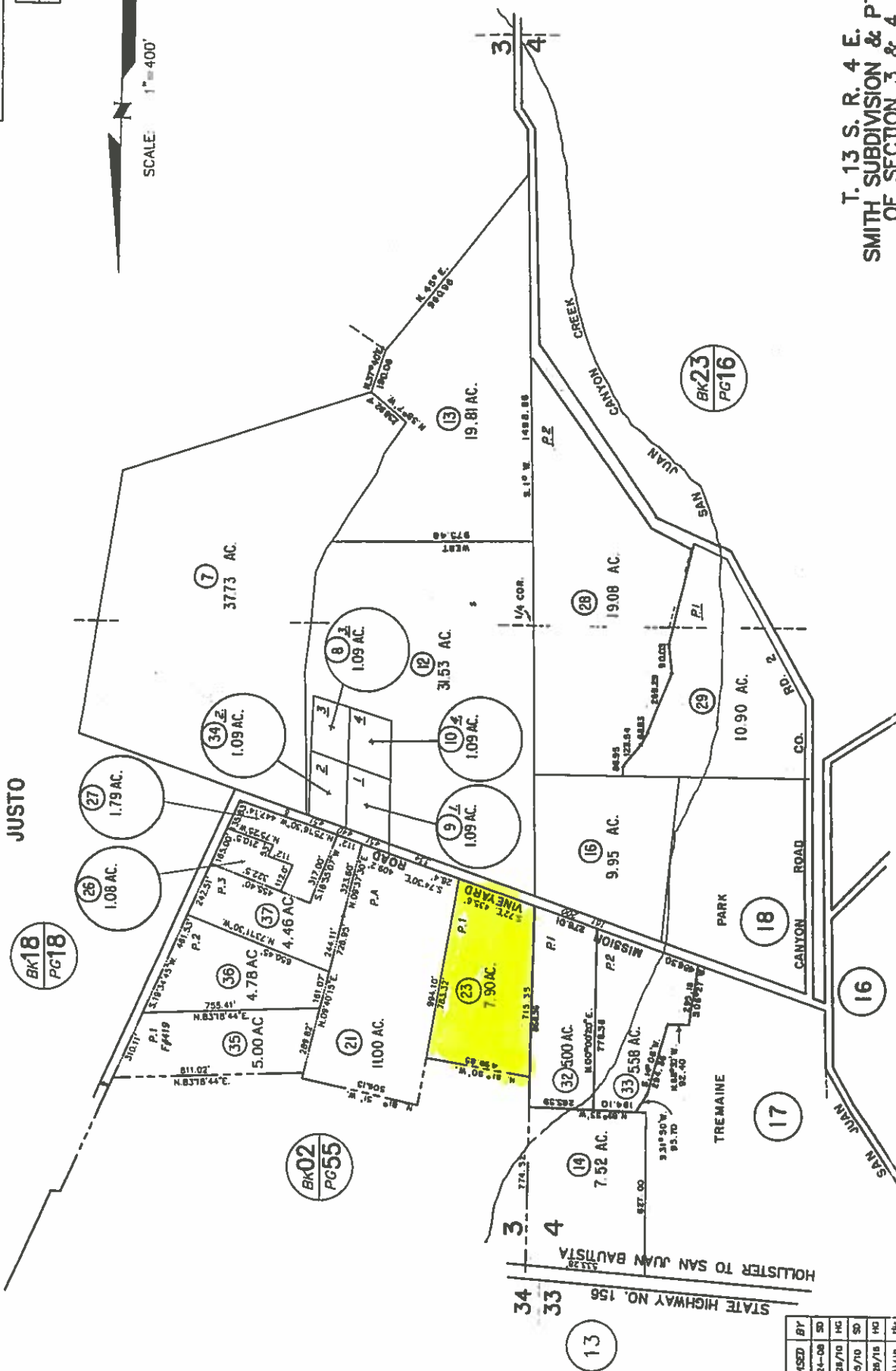
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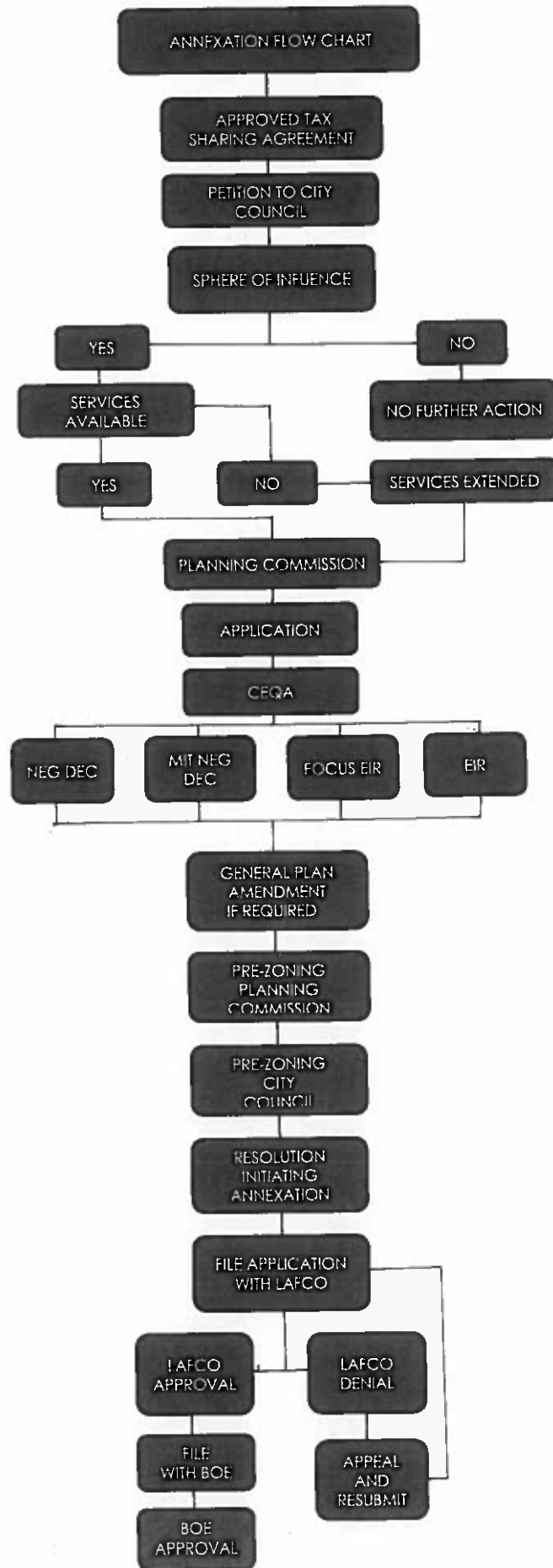
THIS MAP IS NOT AN OFFICIAL DOCUMENT AND IS USED FOR ASSESSMENT PURPOSES ONLY.

RANCHO  
SAN JUSTO



T. 13 S. R. 4 E.  
SMITH SUBDIVISION & PTN.  
OF SECTION 3 & 4

REVISED	BY
01/24/08	SD
05/28/10	HC
11/03/10	SD
07/26/16	HC
06/11/16	HC

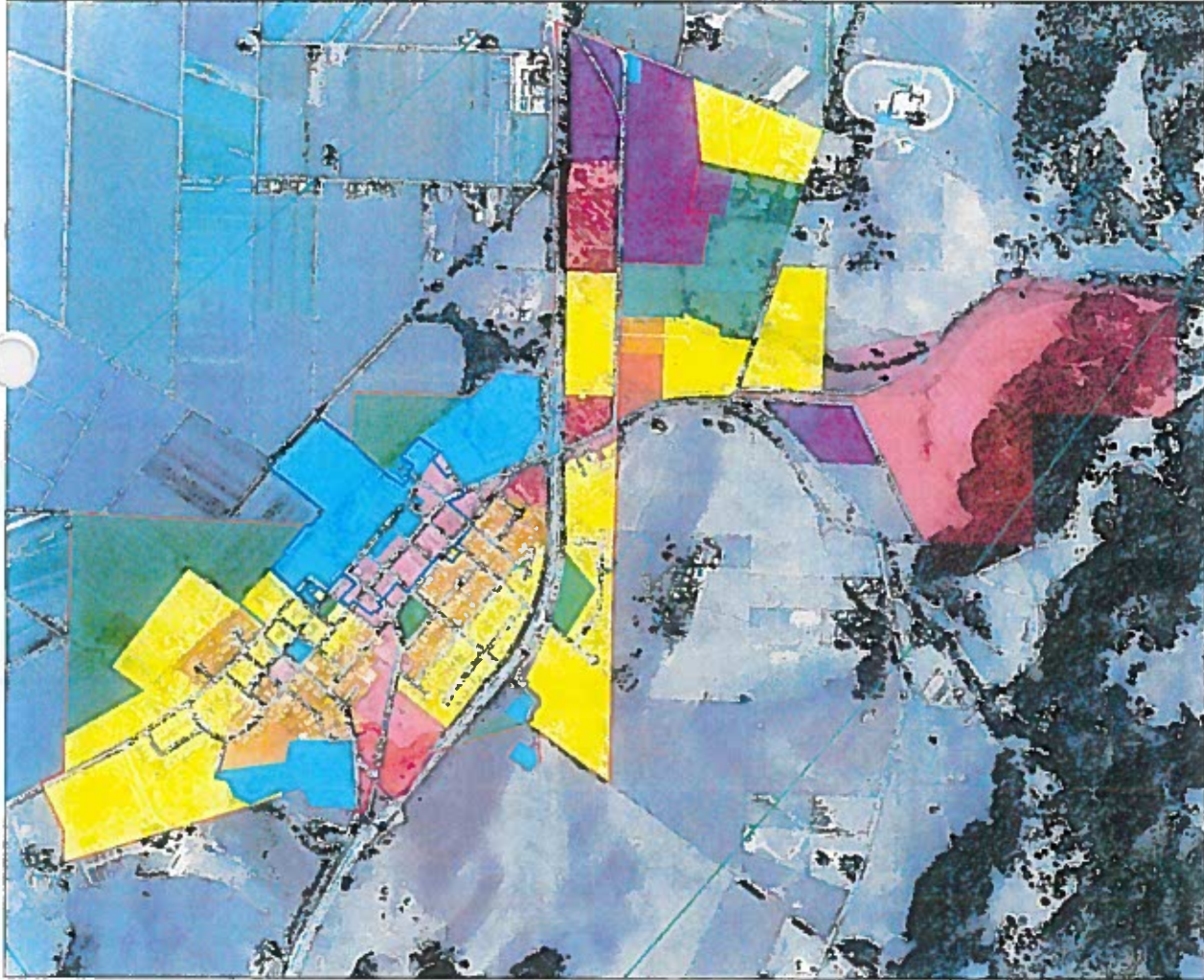


# San Juan Bautista General Plan

## General Plan

- Agriculture
- Business Park/Com
- Commercial
- High Density Residential
- Industrial
- Low Density Residential
- Medium Density Residential
- Mixed Use
- Open Space
- Public Facility

- City Limit
- Parcels
- Historical District
- Sphere of Influence
- 100-Year Flood Plain



## **RESOLUTION 2017-XX**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA ADOPTING THE SAN JUAN BAUTISTA MUNICIPAL BUDGET FOR FY 2017-2018**

**WHEREAS**, the City of San Juan Bautista is required to adopt a balanced municipal budget under the laws of the State of California, and

**WHEREAS**, the City Manager presented a recommended budget for FY 2017-2018 to the City Council in accordance with all State and Municipal Code requirements, and

**WHEREAS**, the City Council reviewed the budget at special meetings held on May 10th, May 24th, June 5th, June 12th, 2017, and at a regular meeting held June 20th, 2017, to establish an expenditure plan for various departments, utilities and service budgets of the City.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of San Juan Bautista adopts the FY 2017-2018 San Juan Bautista Municipal Budget.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista at a meeting held on the 20th day of June, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Chris Martorana, Mayor

**ATTEST:**

---

Mackenzie Quaid, Acting City Clerk

**RESOLUTION 2017-XX**  
**A RESOLUTION OF THE CITY COUNCIL OF THE**  
**CITY OF SAN JUAN BAUTISTA**  
**ADOPTING A HOLIDAY SCHEDULE FOR**  
**THE FISCAL YEAR 2017-2018**

**WHEREAS**, there are holidays to commemorate and celebrate events and lives of people who have made significant contributions to our City, County, State and Country, and

**WHEREAS**, the City of San Juan Bautista wishes to participate in said celebrations, and

**WHEREAS**, the adoption of a holiday schedule is part of the preparation of an annual municipal budget,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of San Juan Bautista adopts the following holiday schedule for the Fiscal Year 2017-2018:

Tuesday, July 4, 2017	Independence Day
Monday, September 4, 2017	Labor Day
Friday, November 10, 2017	For Veterans Day
Thursday, Friday, November 23, 24, 2017	Thanksgiving Day and the Day After
Monday and Tuesday, December 25, 26, 2017	For Christmas Eve and Christmas Day
Monday, January 1, 2018	New Year's Day
Monday, January 15, 2018	Martin Luther King Jr. Day
Monday, February 19, 2018	Presidents Day
Monday, May 28, 2018	Memorial Day
<i>Two (2) Floating Holidays</i>	<i>City Manager Approved</i>

**PASSED AND ADOPTED** this 20th day of June, 2017 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

---

**Chris Martorana, Mayor**

---

**Mackenzie Quaid, Acting City Clerk**

# **CITY OF SAN JUAN BAUTISTA**

## **CITY COUNCIL**

### **STAFF REPORT**

**DATE:** June 20<sup>th</sup>, 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). At the May Council meeting, the Council directed staff to attain an updated version of the City logo from Schipper Design.

#### **Analysis:**

Schipper Design has provided three options for the City to consider. Each option contains most of the elements of the original City logo, but with stylistic and color upgrades.

#### **Recommendation:**

Staff recommends that the City Council discuss the updated versions of the City Logo and give staff direction on whether any of the proposed logos are acceptable and whether any further modifications are desired.

#### **Attachments:**

- Updated City Logo Options









## **CITY OF SAN JUAN BAUTISTA**

### **STAFF REPORT-CITY COUNCIL**

**DATE:** June 20, 2017

**SUBJECT: Park Master Plan**

**Discussion:** Development of a Park Master Plan for the City of San Juan Bautista will involve significant research and analysis of land use policies, regulations, zoning constraints, types of park facilities, recreation amenities, locations, proximity to residential areas, accessibility, funding options, grant research, and environmental concerns.

Development of the plan will require both professional and citizen participation.

A committee consisting of ~5 community members and the Community Development Director to investigate, research, analyze, and develop a Park Master Plan for the City would be the logical choice. The city's Community Development Director has the knowledge of land use regulations and park development details for determining the best location and process in developing and adopting a Park Master Plan.

# CITY OF SAN JUAN BAUTISTA

## CITY COUNCIL

### STAFF REPORT

**DATE:** June 20th, 2017

**SUBJECT:** Request for Use Determination – 301 Third Street

**Applicant:** Mandisa Snodey

**Zoning:** Mixed Use/Historic District/Nationally Recognized Historic District

**Assessor Parcel No.:** 002-170-005

**Size:** 0.3636 acres

**Existing Land Use:** Commercial

**Details:** The applicant is requesting a use determination for her proposed business at 301 Third Street. Upon request, she submitted the following description of the proposed business:

*Closet Under the Stairs Apothecarium is a business promoting a holistic plant based lifestyle with referral and consulting services. Specifically offering consultation services, education, recommendation services by a licensed physician, as well as retail sales of nutritional supplements. No medical services will be offered onsite, including but not limited to, massage, chiropractic, acupuncture, primary care services.*

**Background:** The applicant's request for a use determination was tabled by the Planning Commission at their regular meeting on June 6<sup>th</sup>, 2017, pending the upcoming Marijuana Forum and the City Council review of current and proposed ordinances and policies related to marijuana. The applicant contends, in line with what was presented to the Planning Commission by City Staff, that the use determination can be made independent of any review of marijuana policy by the City because the proposed business is not directly involved in the type of activities that are/will be regulated by any City marijuana ordinances. The applicant is requesting that the City Council make a use determination regarding the proposed use at 301 Third Street so that the opening of her business is not delayed further.

**Analysis:** Based on the description of the proposed business submitted by the applicant, the use of the site could possibly fall into several categories listed in San Juan Bautista Municipal Code §11-02-050 "Permitted and conditional uses by zoning district, use matrix," three of which are permitted and one of which is not: (1) Drug stores, retail (Permitted); (2) Personal services (Permitted); (3) Medical clinics and laboratories (Not Permitted); and possibly (4) Offices (business, professional, administrative, and executive) (Permitted). The case for each classification is stated below.

**Drug stores, retail.** The proposed business fits well in the "Drug stores, retail" use category, because it will be engaging in "retail sales of nutritional supplements."

**Personal services.** It could also fit in the "Personal services" category, because the staff recommending nutritional supplements and the licensed physician could be considered to be providing "a service based on the intellectual or manual efforts of an individual (as for salary or wages) rather than a salable product of his or her skills" (Merriam-Webster). In SJBMC §11-07-040, however, "offices for personal services" include only personal services such as "janitorial service, gardening service, office services, etc.," none of which require a license from the state. Therefore the presence of a licensed physician requires separate consideration.

**Medical clinics and laboratories.** While the description explicitly states that "medical services" will not be offered, it also states that a "licensed physician" will be on site offering "consultation services" and "recommendation services." The San Juan Bautista Municipal Code does not contain a definition of "medical clinic" that would help resolve this uncertainty surrounding whether or not the presence of a licensed physician dispensing medical advice constitutes a "medical clinic."

The first three definitions of 'clinic' in the Merriam-Webster dictionary apply to one-time clinics or medical clinics that have multiple physicians and provide outpatient services, such as:

1. A class of medical instruction in which patients are examined and discussed
2. A group meeting devoted to the analysis and solution of concrete problems or to the acquiring of specific skills or knowledge
3.
  - a. A facility (as of a hospital) for diagnosis and treatment of outpatients
  - b. A group practice in which several physicians work cooperatively

The fourth definition of 'clinic,' however, defines a clinic as:

4. A facility that offers professional services or consultation usually at discounted rates

This definition is intentionally broad, because it is meant to include non-medical clinics such as legal clinics. Under this definition, however, "a facility that offers professional services or consultation" where the "professional services" and "consultation" are provided by a licensed physician could easily be considered to be a medical clinic.

In addition, three other sections of the SJBMC refer to "medical offices" (§11-07-050, §11-11-160, and §5-27-110), in conjunction with 'clinics and laboratories.' It is not clear whether the term 'offices' was left out of the "Medical clinics and laboratories" row of the use matrix in SJBMC §11-02-050 intentionally or by accident. This business could easily be classified as a medical office, but that use does not appear in the use matrix.

**Offices (business, professional, administrative, and executive).** Another more creative interpretation of the use could involve looking at the use using the definitions provided for business license categories found in SJBMC §3-3-100. SJBMC §3-3-100(G) defines "Profession" as:

*"Any business conducted or carried on by any person engaged in an occupation or vocation requiring special knowledge and training and a license by the State of California to practice. A profession includes but is not limited to an accountant, architect, attorney, auditor, certified public accountant, chiropractor, dentist, landscape architect, optometrist, physician, registered engineer, surgeon, and veterinarian."*

SJBMC §3-3-615(B) also includes "Doctor" on the list of professionals who are required to pay a flat tax of \$150 per year for their business license.

Following that rationale, the use of an office space by a doctor could classify that office as a "professional office" and would be a permitted use under SJBMC §11-02-050.

As pointed out in the previous section, however, medical offices are singled out for regulation that does not apply to other 'professional offices' in three other sections of the SJBMC, so while medical offices may be professional offices for the intents and purposes of obtaining a business license, not all professional offices are subject to the same land use regulations and restrictions as medical offices.

Along those same lines, the purpose of a business licenses is different from that of a zoning designation. As stated in SJBMC §3-3-200:

*"The payment of a business tax required by this Chapter, and its acceptance by the City, and the issuance of a business license to any person shall not entitle the holder thereof to carry on any business unless he has complied with all of the requirements of the San Juan Bautista Municipal Code and all other applicable laws, nor does the issuance of a license allow a business to be carried on in any building or on any premises designated in such business license where such building or premises are situated in a zone or locality in which the conduct of such business is in violation of this code or any law."*

**Procedure:** The City Council should discuss how the proposed business should be considered in terms of the permitted and conditional land uses provided in the matrix in SJBMC §11-02-050 for the Mixed-Use zone and either make a determination themselves or direct the Planning Commission to make the determination based on findings established during the discussion of this item.

**Recommendation:** Due to the medical nature of the services being provided by the licensed physician at the business, City staff recommends classifying the use under the "Medical clinics and laboratories" category and requiring the applicant to obtain a conditional use permit from the Planning Commission for the proposed use at 301 Third Street.

**Action Required:**

1. Verify posting of notice of public hearing
2. Open the Public Hearing
3. Receive staff report and supporting documents
4. Receive written comments, e-mail communication, oral testimony, and public input.
5. Close the public hearing
6. If, based upon independent review and judgment of the staff report, written comments, email communication, and oral testimony on the project, the City Council determines that the proposed use for 301 Third Street best fits under "Medical clinics and laboratories" in the use matrix in SJBMC §11-02-050, they should take the following actions:
  - A. Adopt Resolution 2017-XX, "A Resolution of the City Council of the City of San Juan Bautista making the determination that the proposed land use at 301 Third Street by the Closet Under the Stairs Apothecarium (Applicant: Mandisa Snodey) shall be classified as a medical clinic."



- B. Make a motion directing the Planning Commission to consider a Conditional Use Permit for a medical clinic for Closet Under the Stairs Apothecarium (Applicant: Mandisa Snodey) at 301 Third Street, Project No. 2017-61. (Assessor Parcel No. 002-170-005).

## **RESOLUTION 2017-XX**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA RECOMMENDING THAT THE PLANNING COMMISSION MAKE THE DETERMINATION THAT THE PROPOSED LAND USE AT 301 THIRD STREET BY THE CLOSET UNDER THE STAIRS APOTHECARIUM (APPLICANT: MANDISA SNODEY) BE CLASSIFIED AS A MEDICAL CLINIC**

**WHEREAS**, the City Council received a request for a use determination for Closet Under the Stairs Apothecarium (Applicant: Mandisa Snodey) at 301 Third Street; and

**WHEREAS**, the City Council considered the request for a use determination for Closet Under the Stairs Apothecarium (Applicant: Mandisa Snodey) at the regular meeting on June 20<sup>th</sup>, 2017; and

**WHEREAS**, the City Council reviewed and discussed the project staff report and received oral comments and public testimony on the project; and

**WHEREAS**, the City Council considered the four different categories of San Juan Bautista Municipal Code §11-02-050 that correspond with the land use proposed by the Closet Under the Stairs Apothecarium and determined that the medical nature of the services provided by the licensed physician on site, which are licensed and regulated by the State of California, require that the use be treated as a medical use; and

**WHEREAS**, the category of land use in San Juan Bautista Municipal Code §11-02-050 that regulates land uses involving medical services is "Medical clinics and laboratories;" and

**WHEREAS**, the City Council has determined that the use being proposed by the Closet Under the Stairs Apothecarium fits best in the "Medical clinics and laboratories" category of the use matrix in San Juan Bautista Municipal Code §11-02-050.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of San Juan Bautista hereby recommends that the Planning Commission make the determination that the proposed land use at 301 Third Street by the Closet Under the Stairs Apothecarium (Applicant: Mandisa Snodey) be classified under the "Medical clinics and laboratories" category of San Juan Bautista Municipal Code §11-02-050.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista on this 20<sup>th</sup> day of June, 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Mayor Chrls Martorana

**ATTEST:**

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Trish Paetz, Deputy City Clerk

# **CITY OF SAN JUAN BAUTISTA**

## **CITY COUNCIL**

### **STAFF REPORT**

**DATE:** June 20<sup>th</sup>, 2017

**SUBJECT:** City Social Media Policy

#### **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 the creation of social media accounts for the City of San Juan Bautista. Prior to creating these accounts, however, it is important to have an approved social media policy in place to dictate how those accounts should be utilized and managed. Staff has assembled a draft social media policy for the Council to consider.

#### **Background:**

The attached social media policy was created based on a review of social media policies from other government agencies. It is meant to clearly define the terms of use for both City staff and members of the public.

#### **Recommendation:**

City staff recommends that City Council review the attached draft social media policy and give direction to staff.

# **City of San Juan Bautista**

## **Social Media Policy for City Activities**

### **Introduction**

The City of San Juan Bautista (City) is committed to effective communication with its customers, partners, and other stakeholders. The City recognizes the value of social media in connecting with our community and wishes to expand its online presence through its use as a means of increasing outreach, education, and stimulating public dialogue. This policy is intended to establish ground rules and guidelines for the productive use of social media.

### **Purpose**

The primary online communication tool for the City is and will continue to be its website: [www.san-juan-bautista.ca.us/](http://www.san-juan-bautista.ca.us/) (currently). To enhance and broaden online communication and interaction, however, the City will eventually establish social media accounts that may include, but not be limited to:

- Facebook
- YouTube
- Nextdoor

### **Policy**

#### **1. Content**

Social media content will support the City's mission and reflects its key messages. It will aid in reaching a broad set of customers and stakeholders to engage them in City issues and activities. Content may include:

- News and updates on City activities, projects, programs, and events
- News and updates on relevant national, state, regional, and local issues
- Announcements of City Council, Planning Commission, and Strategic Planning Committee meetings and available documents
- Invitations to attend public meetings
- Announcements of community events
- Publication of newsletters, reports, and other written material
- Urgent or emergency updates
- Press Releases
- Relevant information from partner agencies or stakeholders

#### **2. Acceptable Use**

The City social media sites shall include notification to site users/visitors that the following content will not be allowed on the site:

- a. Comments that are inaccurate, misleading, or off-topic
- b. Comments that makes unsupported accusations

- c. Comments that contain vulgar language or content, personal attacks of any kind, or offensive terms targeting specific groups or individuals
- d. Comments that compromise privacy
- e. Comments that contain sexual content or is obscene
- f. Comments that infringe on copyright or other proprietary rights
- g. Comments that contain spam (irrelevant or inappropriate messages sent on the Internet to a large number of recipients)
- h. Comments that contain partisan political views or views of a political organization
- i. Comments that are commercial endorsements

The City may remove any post that violates this policy. The City may also delete or block participants who do not comply with these guidelines.

### **3. Online Engagement and Social Media Postings**

Given the argumentative nature of most social media discourse, the proliferation of inaccurate and/or fake news, and the amount of staff time required to respond to every comment on social media, the City discourages two-way communication through its social media accounts. The City does, however, encourage anyone with questions and/or comments to contact City Staff directly via telephone or email.

All City social media posts shall:

- Be helpful and add value
- Be transparent

City social media posts should never:

- Be argumentative
- Express positions that have not been explicitly approved by City Staff and/or City Council

Whenever possible, content posted to social media sites should contain links directing users back to the City's official website for in-depth information, forms, documents, or other online tools/services primarily used to conduct business with the City. Staff shall test hyperlinks and verify information as needed before sharing or re-posting.

Comments and posts from site users/visitors are those of that particular individual and do not reflect the position of the City.

**4. Site and Account Management**

The City's social media accounts are managed by City staff. During regular business hours, staff will update and monitor its social media accounts and be responsible for posting information or responding to comments. The City may also update and monitor during non-regular hours during emergencies or other special circumstances, at its discretion.

Third-party social media platforms such as Facebook, YouTube, Nextdoor, and other social media accounts may occasionally be unavailable. The City is not responsible for the lack of service.

**5. Emergencies**

Emergency information may be distributed through the City's social media accounts in addition to other communication methods. Social media users should not rely solely on any of the City's social media accounts for communication during emergencies. If an urgent matter needs the City's attention, such as a facility emergency, please contact 831-623-4661 or call 911.

**6. Disclaimer**

Content placed on the City's social media sites by City followers, advertisers, or social media channel owners or vendors (such as Facebook, Youtube, or Nextdoor), does not represent the views, policies, or positions of the City staff or City Council.

**7. Changes to Social Media Site and Right of Termination**

The City may change any format or functionality of its sites or terminate any social media account at any time.

**8. Changes to Social Media Policy**

The City may change, modify, or amend all or part of this policy at any time.