



City of San Juan Bautista

The "City of History"

AGENDA

CITY COUNCIL MEETING

CITY HALL COUNCIL CHAMBERS
311 Second Street
San Juan Bautista, California

TUESDAY ~ November 20, 2018

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

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

1. Call to Order

6:00 PM

**Pledge of Allegiance
Roll Call**

2. Public Comment

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

3. Consent Items

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

- A. Approve Affidavit of Posting Agenda**
- B. Approve Resolution 2018-XX for Street Closures – Car Show & Holiday of Lights Parade**
- C. Approve Minutes for July 17, 2018 Council Meeting**
- D. Adopt Ordinance 2018-07 Authorizing the Levy of a Special Tax in Community Facilities District No. 2018-01**
- E. Adopt Ordinance 2018-08 Approving a City-Initiated Rezoning of Four Parcels Situated At 11 Franklin Street (APN 002-340-006 and 002-340-007), 17 Franklin (APN 002-340-003), and 10 Franklin Street (APN 002-490-002) From Public Facility (PF) District to Mixed-Use (MU) District**
- F. Approve Resolution 2018-XX Authorizing the City Manager to Execute Change Order #1 With Noble Pride Roofing Company for the City Hall Reroof Contract for Unanticipated Repairs**
- G. Approve Resolution 2018-XX Authorizing a Fumigation Contract for City Hall**
- H. Approve Resolution 2018-XX Authorizing a Contract for Roof Repair at the Community Hall**
- I. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**

- 4. Presentations, Informational Items and Reports**
 - A. Presentation of Proclamations:**
 - i. November as Golden Gate Frontier History Month**
 - ii. Sesquicentennial as September 8-9, 2019 in SJB**
 - B. Treasurer's Report**
 - C. City Manager's Report**
 - D. Monthly Construction Progress Report**
 - E. Community Development Report**
 - F. City Engineer's Report**
 - G. Reports from City Council Appointees to Regional Organizations and Committees**
 - H. Strategic Plan Committee Report**
- 5. Action Items**
 - A. Introduce an Ordinance Amending the City Purchasing Procedures**
 - i. Staff Report: City Engineer Dobbins**
 - ii. Discussion**
 - iii. Public Comment**
 - iv. Possible Action:**
Introduce an Ordinance amending the City Purchasing Procedures
 - B. Consider Changes to Parking Citation Before Re-printing**
 - i. Staff Report: City Code Enforcement Officer Tim Parshal**
 - ii. Discussion**
 - iii. Public Comment**
 - iv. Possible Action:**
Approve by consensus changes to the current parking citation.
- 6. Discussion Items**
 - A. Fourth Street Speed Control**
 - B. Define Planning Commission Scope – City Manager LaForge**
 - C. Possible Meeting to Discuss Water Problems and Options – Vice Mayor Freeman**
 - D. West Hills Water Plant Water: Advantages and Costs – Vice Mayor Freeman**
 - E. La Casa Rosa – Vice Mayor Freeman**
 - F. Grant Writer for CDBG and Budget Change – Vice Mayor Freeman**
 - G. Canyon Fight Fighting and Protection Strategy – Council Member DeVries**
- 7. Comments**
 - A. City Council**
 - B. City Manager**
 - C. City Attorney**
- 8. Adjournment**

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 15th DAY OF NOVEMBER 2018, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 15th DAY OF NOVEMBER 2018.



TRISH PAETZ, DEPUTY CITY CLERK

RESOLUTION NO. 2018-XX

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

BE IT RESOLVED that Gold Coast Rods, Inc. is authorized to close Third Street between Franklin and Muckelemi and Streets on Sunday, May 19, 2018 from 7:00 a.m. to 5:00 p.m. in the City of San Juan Bautista for a Canyon Country Car Show; and

BE IT FURTHER RESOLVED that the San Juan Rotary Club is authorized to close Third Street from Nyland Drive to Monterey Street in San Juan Bautista on Saturday, December 1, 2018 from 4:00 p.m. until 8:00 p.m. for a Holiday of Lights Parade.

PASSED AND ADOPTED this 20th day of November 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Jim West

ATTEST:

Trish Paetz, Deputy City Clerk

Special Event/Activities – Permit Application

Dear Event Organizer:

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

Non Profits¹: No street blockage and less than 250 people	\$50.00
Non Profits: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$100.00
Non Profits: Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi and more than 1,000 people ²	\$150.00
Private Promoter Organizations³: No street blockage and less than 250 people	\$150.00
Private Promoter Organizations: No street blockage or blockage of side streets, up to one block., and less than 1,000 people	\$300.00
Private Promoter Organizations: Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$600.00

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

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

SECTION 1: CONTACT INFORMATION

Event Title: CRUISEING SAN JUAN BAPTIST Today's Date: 7-3-2018
 Applicant: GOLD COAST RODS CHS Stevenson Pres.
 Organization: GOLD COAST - RODS
 Phone: 831 601 2375 E-Mail: CHS Auto Sales 6 MAIL.COM
 Mailing Address: PO BOX 2672 Monterey CA 93940
 Fax: 831 899 4430
 Event Setup Date: 5-19-19 Time: 7AM Event Ends Date: 5-19-19 Time: 4PM
 Event Starts Date: 5-19-19 Time: 7AM Dismantle Date: 5-19-19 Time: 5PM

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

LOCATION OF EVENT (please be specific):

MAIN STREET

¹ Requires proof of charitable non-profit status.

² All street closures and blockades require review and approval of the City Council.

³ Additional fees for use of public facilities may apply.

INSURANCE

The City will require that you co-insure the city ("additional insure"). Depending on your event, the minimum "coverage" will be dictated by the City's insurance carrier (PARSAC). After the application and fee is submitted the City Manager, or designee, will contact PARSAC with your proposal and the conditions of the insurance will be promptly conveyed to you.

CITY FACILITIES

Do you plan to hold your event at a City building?

☐ Yes ☒ No

If yes, which facility?

☐ Yes ☐ No

Have you reserved the facility yet?

☒ Yes ☐ No

Will this event require any City streets to be closed? (Public Works charges will apply)

If yes, please be specific on which streets and cross streets need to be closed.

Does this event involve a parade?

☐ Yes ☒ No

If yes, attach a separate page with a map of the event.

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals)

if you do not wish to rent the City's equipment, you will be responsible for providing appropriate barriers if your event involves a street closure:

MAIN STREET BARRICADES BOY SCOUTS WILL
PLACE BARRICADES / will get from Public Work Dept.

PRIVATE PROPERTY (Private Property needs to fill out an event application only if the event's attendance will exceed 250)

Do you plan to hold your event on private property?

☐ Yes ☒ No

If yes, describe the location:

VENDORS

Will this event have vendors selling items or promoting their causes services products?

☐ Yes ☒ No

If yes, please note a Board of Equalization form will be required for each vendor proving that they are appropriately registered with the State of California. This link to this form is available on the City of San Juan Bautista website. Additionally, fees will be assessed on the basis of \$15/day 10 feet of vendor space for vendors on the street and \$15 day vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a minimum of 5 local non-profit 10 ft. spaces for free up to a maximum of 5% of the total number of booth feet for an event.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos?

☐ Yes ☒ No

If yes, please describe: (insurance coverage will be required)

FOOD AND ALCOHOL (all food preparation is subject to state regulations, provide insurance if appropriate)
If you are serving or selling food, you must obtain a permit from the **San Benito County Environment Health Department**.

Does your event include food concessions and/or preparation areas?

☐ Yes ☒ No

If yes, please provide a copy of your San Benito County Environmental Health Permit.

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the State Department of Alcoholic Beverage Control. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.

Does your event involve the use of alcoholic beverages?

☐ Yes ☒ No

PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department) Unless you can substantiate the sufficient availability of both Americans with Disabilities Act and non-ADA accessible facilities in the immediate area of the event site and you have written permission to use this facility, you may be required to provide portable rest room facilities at your event, which will be available to the public during your event. Please note that State Parks toilets do not qualify as event facilities unless you obtain written permission from the local State Parks office to allow use of these State owned toilets and included as part of this application.

Do you plan to provide portable rest room facilities at your event?

Please provide a copy of your San Benito County Environmental Health Permit. Please note that if you state "no", City staff will inquire as to what plans you have made to accommodate the public including written permission from the State if applicable.

☒ Yes ☐ No

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)?

☒ Yes ☐ No

Will this event use any lighting?

☐ Yes ☒ No

Will you be using any type of generator?

☐ Yes ☒ No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to "silent" generators):

If no, do you need electricity? (Fees will apply for use of City electricity):

Solid Waste Diversion Plan:

In accordance with State law (Public Resource Code 42648-42648.7), as a large venue, a waste reduction and recycling plan shall be developed. This plan shall estimate the amount and types of waste anticipated from the event, proposed actions to reduce the amount of waste generation related to the event, and arrangements for separation, collection and diversion from landfill of reusable and recyclable materials, as well as a tracking system that validates the final destination of the materials. The Solid Waste Diversion Plan shall be approved by the San Benito County Integrated Waste Management Regional Agency. The City has trash and recycling receptacles available for rent: Trash can and recycling rental can rates are set annually by the City Council and posted on the City's website under Forms and Fees in a document that contains all the City Service Fees. Deposits are refundable, daily rental rates are not.

As the venue contractor, you are responsible for a waste prevention strategy for all waste material generated by all venue operations and all subcontractors. Food vendors must use compostable serving products. No Styrofoam is allowed. You are encouraged to include a requirement for a "Solid Waste Diversion Plan" in your subcontract agreements.

The City of San Juan Bautista is mandated by the State of California to report annually specified information regarding large venue waste diversion programs. You are therefore required to report and provide verification of the quantity of waste disposed and recycled by this event. There is a \$150/event fine for non-reporting. Reporting is due 30 days after the event. The waste hauler can provide this information for you.

1. Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

Trash BAGS OUR members will
Clean

2. Please provide a description of your event, including activities, timeline, sequence of events, road closures, etc. Please note: road closures require Public Works time and the event will be billed for the actual time used.

(If additional space is required, please attach it to this application)

CLASSIC CAR Show From 8 AM UNTIL 3 PM
3RD ST BLOCK MCKELEM ST. POLK ST.
MARIPOSA ST. WASHINGTON ST. FRANKLIN ST

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

OUR MEMBERS WILL CONTROL

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

WE ONLY USE CITY STREETS

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

OUR CLUB MEMBERS WILL
BE IN CONTACT WITH SHERIFF DEPT

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

CS Initial

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including starting location and ending destination.
- Any street or lane closures and parking tow zones
- The locations of fencing, barriers, or barricades. Include any removable fencing for emergency access.
- The location of first-aid facilities.
- The locations of all stalls, platforms, booths, cooking areas, trash containers, etc.
- Food booth and cooking area configuration including all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers used for the event.
- Anticipated parking locations.
- Placement of promotional signs or banners.
- Placement of portable toilets/restroom facilities.
- Exit locations for outdoor events that are fenced.
- Locations of all other event activities

Special Event/Activities – Permit Application

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

SECTION 1: CONTACT INFORMATION

Event Title: Holiday of Lights Parade. **Today's Date:** 8.29.2018
Applicant: Robert San Juan Bautista - Jill Ortiz-Chair "
Organization:
Phone: 831-801-3920 **E-Mail:** Grammyjill@sbccglobal.net
Mailing Address: PO Box 823 SJB 95045
Fax:

Event Setup Date: 12-1-18 Time: 4:00 pm **Event Ends** Date: 12-1-18 Time: 8:00 pm
Event Starts Date: 12-1-18 Time: 6:00 PM **Dismantle** Date: 12-1-18 Time: 8:00 pm

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

LOCATION OF EVENT (please be specific):

3rd Street from SSA School to Monterey St
on file

¹ Requires proof of charitable non-profit status.

² All street closures and blockades require review and approval of the City Council.

³ Additional fees for use of public facilities may apply.

INSURANCE

The City will require that you co-insure the city ("additional insure"). Depending on your event, the minimum "coverage" will be dictated by the City's insurance carrier (PARSAC). After the application and fee is submitted the City Manager, or designee, will contact PARSAC with your proposal and the conditions of the insurance will be promptly conveyed to you.

CITY FACILITIES

Do you plan to hold your event at a City building?

☐ Yes ☒ No

If yes, which facility?

Have you reserved the facility yet?

☐ Yes ☐ No

Will this event require any City streets to be closed? (Public Works charges will apply)

☒ Yes ☐ No

If yes, please be specific on which streets and cross streets need to be closed.

Third St to Monterey St need to be closed

Does this event involve a parade?

☒ Yes ☐ No

If yes, attach a separate page with a map of the event.

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals)

If you do not wish to rent the City's equipment, you will be responsible for providing appropriate barriers if your event involves a street closure: *We are requesting that the City donate the use of the City's barriers and no parking signs.*

PRIVATE PROPERTY (Private Property needs to fill out an event application only if the event's attendance will exceed 250)

Do you plan to hold your event on private property?

☐ Yes ☒ No

If yes, describe the location:

VENDORS

Will this event have vendors selling items or promoting their causes/services/products?

☐ Yes ☒ No

If yes, please note a Board of Equalization form will be required for each vendor proving that they are appropriately registered with the State of California. This link to this form is available on the City of San Juan Bautista website. Additionally, fees will be assessed on the basis of \$15/day/10 feet of vendor space for vendors on the street and \$15/day/vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a minimum of 5 local non-profit 10 ft. spaces for free up to a maximum of 5% of the total number of booth feet for an event.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos?

☐ Yes ☒ No

If yes, please describe: (insurance coverage will be required)

FOOD AND ALCOHOL (all food preparation is subject to state regulations; provide insurance if appropriate)
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Do you plan to provide portable rest room facilities at your event?

☐ Yes ☒ No

Please provide a copy of your San Benito County Environmental Health Permit. **Please note** that if you state "no", City staff will inquire as to what plans you have made to accommodate the public including written permission from the State if applicable.

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)?

☒ Yes ☐ No

Will this event use any lighting?

☐ Yes ☒ No

Will you be using any type of generator?

☐ Yes ☒ No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to "silent" generators):

If no, do you need electricity? (fees will apply for use of City electricity):

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I. Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.

no food or beverage will be sold at this event
and the Rotary always maintains cleanup

2. Please provide a description of your event, including activities, timeline, sequence of events, road closures, etc. Please note: road closures require Public Works time and the event will be billed for the actual time used.
(If additional space is required, please attach it to this application).

Parade down 3rd to Monterey St

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

We will contact SB Sheriff for traffic & security

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

N/A

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

N/A

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including starting location and ending destination.
- Any street or lane closures and parking tow zones.
- The locations of fencing, barriers, or barricades. Include any removable fencing for emergency access.
- The location of first-aid facilities.
- The locations of all stalls, platforms booths, cooking areas, trash containers, etc.
- Food booth and cooking area configuration including all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers used for the event.
- Anticipated parking locations.
- Placement of promotional signs or banners.
- Placement of portable toilets/restroom facilities.
- Exit locations for outdoor events that are fenced.
- Locations of all other event activities

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL MEETING
July 17, 2018
DRAFT MINUTES**

1. CALL TO ORDER - Mayor Jim West called the meeting to order at 6pm.

A. PLEDGE OF ALLEGIANCE - Lead by Mayor Jim West.

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

Staff Present : City Manager LaForge, City Attorney Mall,
City Clerk Quaid, City Engineer Dobbins

2. PUBLIC COMMENT

Jolene Cosio commented on the eight foot fence in front of a house on Sixth Street, and City regulations of front yard fencing.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Minutes for May 15, 2018 Meeting

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

A motion was made by Vice Mayor Freeman to approve all items on the consent agenda, seconded by Mayor West. Motion passed unanimously.

4. PRESENTATIONS, INFORMATIONAL ITEMS & REPORTS

A. Legislative Update – Assemblymember Anna Caballero

Anna Caballero spoke on the State budget and how to put money back in the pockets of the people who live in the community. She touched on the timeline for Highway 156, stating the design process will conclude in October 2019 and construction will begin in July 2020. She also spoke on improving Highway 25, and the State Parks, and how to bring in more revenues from visitors.

Vice Mayor Freeman asked about funding for water Infrastructure improvements. Assemblymember Caballero commented that she will look into an existing water bond. Councilmember Boch spoke on the Hwy 156 Project and the three properties that still have not agreed on the project, and asked why Cal Tran has not spoken to these people. Assemblymember Caballero will check on this issue, and how the roads will

connect with existing roads. Councilmember Martorana commented that traffic will still continue and their safety statistics are not accurate nor adequate. Assemblymember Caballero suggested a meeting with CalTrans and the Council. Councilmember DeVries commented on the amount of traffic on Hwy 101 and Hwy 156. He also commented on the State Parks, and suggested returning the plaza hotel to a functioning historic hotel. Assemblymember Caballero will suggest this to the State Parks. No public comment was received.

B. Treasurer's Report

City Treasurer Geiger spoke on investment advisory service and investment policies. Councilmember Boch questioned revenue, budget versus actual, as well as the gas tax. Councilmember Martorana commented that it was deferred. Martorana also inquired about the Library and expanding to add Chrome Books. No public comment was received.

C. Monthly Construction Progress Report

City Engineer Dobbins reviewed his report for the Council. No public comment was received.

D. Community Development Report

City Manager LaForge reviewed the report with Council.

E. City Engineer's Report

City Engineer Dobbins reviewed his report for the Council. No public comment was received.

F. Public Works Report

City Manager LaForge provided a report, and explained how the work order system has been revamped. Councilmember DeVries commented on his personal experience with the water turning brown when the hot water is running. City Manager LaForge commented that Public Works will look into this.

During public comment Jolene Cosio asked for clarification on which report was posted online, and City Manager LaForge provided clarification.

G. Wastewater Services Contract Report

City Engineer Patrick Dobbins provided a report. Dobbins commented on the process involved in the sludge removal project, stating that work should start in October. No public comment was received.

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

Councilmember Boch spoke on COG and that the Hwy 156 project will start 2020 and end 2022. Councilmember DeVries asked City Attorney Mall about the Council supporting the Measure G. Councilmember Martorana spoke on the Fire Committee meeting, that the City of Hollister and County are having issues with coverage, and also spoke on the placements of new fire stations. No public comment was received.

I. Strategic Plan Committee Report

Vice Mayor Freeman provided a report. No public comment was received.

5. ACTION ITEMS

A. Consider Appeal by Jason Williams for Rib Cookoff on May 3rd – 5th in 2019

Councilmember DeVries recused himself from this item and left the Council Chambers.

City Manager LaForge asked Council to decide if there should be two events on the same date in May 2019; the Rib Cookoff and the Indian Market, and provided a report. Concerns have been raised about safety, traffic and trash. Business owners have stated that they did well with the events being on the same day. Finding a middle road, planners of the events are working together to find solutions. Before making their decision, City Manager LaForge asked Council to hear from both event planners. City Attorney Mall commented that the vote is on the each event's application.

Rib Cookoff promoter Jason Williams asked the Council to allow the event to continue to be on the May 5th weekend in 2019 and commented that that store owners had a great turn out in 218, and his schedule does not allow the event to be on any other date. When Councilmember Boch asked if 2020 could be on a different date, Williams responded that it cannot be foreseen. Councilmember Martorana asked what was done and decided between the other event planner to send visitors in the direction of the Indian Market. Williams responded the ideas of banners, flyers and performing on stage.

Indian Market planners Elaine Reyna and Chief Sonne Reyna reported that they were not able to make a profit during this year's double event. They do not believe that co-existing can happen if their vendors are not making a profit.

During public comment Marjorie Palmer spoke in support of the event being on the same day and how the events in San Juan help existing vendors. She also commented on how the city cannot afford to lose an event like the Rib Cookoff. Marjorie provided the city clerk with a petition signed by vendors. Lori Wilson of Bear's Hideaway commented that visitors she came across were happy to find multiple events on the same day and felt the community should work together. Margot Tankersley of the Ice

Cream Shop spoke in support on the events being held on the same day, commenting that visitors were happy to find both events on the same day but that garbage needing to be picked up. Eduardo Hernandez commented on keeping the Rib Cookoff, stating it really helps the community with the revenue festivals produce. Frederick Morra, a resident on Third Street commented on how he is affected directly by the street closures, but felt events help the community. Chuck Geiger commented on scheduling the events differently in the future. Jolene Cosio commented on the events co-existing. Bob Quaid commented that the non-profits in San Juan benefit from the Rib Cookoff.

Councilmember Boch suggested relocating the Indian Market. Vice Mayor Freeman agreed that the solution may be the location of the Indian Market. Councilmember Martorana commented on objections that were brought forth with the Indian Market, for example, low profits and advertisement. He addressed the parking situation and improvements for next year to help events co-exist.

It was the consensus of Council to accept both events applications for the May 5th 2019 weekend.

B. Award of Well 6 Project

City Engineer Dobbins provided a report. City Manager LaForge discussed the redundancy of the well and the cost. Councilmember Devries commented that the current cost for the Well 6 Project seems too high. City Manager LaForge replied that due diligence has been done, and that the well is new, and in good working condition, and re-drilling can bring risks and unknowns. There was discussion.

During public comment Chuck Geiger, commented on Well 6 engineering costs.

A motion was made by Councilmember Martorana and seconded by Mayor West to adopt Resolution 2018-40 authorizing execution of a contract with Maggiora Brothers Drilling for the Well 6 Project in the amount of \$138,150 and establish a contingency budget of \$25,000 for a total contract authorization of \$163,150. The motion passed unanimously.

Whereupon, Council took a 5 minute break.

C. Consider Increasing Community Hall User Fee

City Manager Michael LaForge provided a report. During public comment, Jolene Cosio asked for clarification on the increase changes.

It was the consensus of the Council to accept the increases to the Community Hall user fees.

D. Consider Funding Request for Installation of Pickle Ball Courts at San Juan School

City Manager Michael LaForge provided a report. There was discussion. No public comment was received.

It was the consensus of the Council to approve a donation of \$5,000 for renovations to the San Juan School tennis courts to accommodate the game of pickle ball.

6. Comments

A. City Council

No comments received.

B. City Manager

No comments received.

C. City Attorney

No comment received.

7. Adjournment

The meeting was adjourned at 8:54 p.m.

ORDINANCE NO. 2018-07

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA ACTING AS THE LEGISLATIVE BODY OF COMMUNITY
FACILITIES DISTRICT NO. 2018-01 AUTHORIZING THE LEVY OF A
SPECIAL TAX IN SUCH COMMUNITY FACILITIES DISTRICT**

WHEREAS, the City Council of the City of San Juan Bautista, California (the “City Council”), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors authorizing the levy of special taxes in a community facilities district, all as authorized pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982,” being Chapter 2.5, Part 1. Division 2, Title 5 of the Government Code of the State of California (the “Act”) and the City of San Juan Bautista Community Facilities District Ordinance enacted pursuant to the powers reserved by the City of San Juan Bautista under Sections 3, 5 and 7 of Article XI of the Constitution of the State of California (the “Ordinance”) (the Act and the Ordinance may be referred to collectively as the “Community Facilities District Law”). This community facilities district shall hereinafter be referred to as Community Facilities District No. 2018-01 (the “CFD”).

**THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA, CALIFORNIA,
ACTING AS THE LEGISLATIVE BODY OF COMMUNITY FACILITIES DISTRICT
NO. 2018-01, DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. This City Council does, by the passage of this ordinance, authorize the levy of special taxes on taxable properties located in the CFD pursuant to the Rate and Method of Apportionment of Special Taxes, attached hereto and incorporated herein by this reference (the “Rate and Method”).

SECTION 2. This City Council, acting as the legislative body of the CFD, is hereby further authorized, by resolution, to annually determine the special tax to be levied within the CFD for the then current tax year or future tax years; provided, however, the special tax to be levied shall not exceed the maximum special tax authorized to be levied pursuant to the Rate and Method.

SECTION 3. The special taxes herein authorized to be levied, to the extent possible, shall be collected in the same manner as ad valorem property taxes and shall be subject to the same penalties, procedure, sale and lien priority in any case of delinquency as applicable for ad valorem taxes; provided, however, the CFD may utilize a direct billing procedure for any special taxes that cannot be collected on the County tax roll or may, by resolution, elect to collect the special taxes at a different time or in a different manner if necessary to meet its financial obligations.

SECTION 4. The special taxes authorized to be levied shall be secured by the lien imposed pursuant to Sections 3114.5 and 3115.5 of the Streets and Highways Code of the State of California, which lien shall be a continuing lien and shall secure each levy of the special taxes.

The lien of the special taxes shall continue in full force and effect until the special tax ceases to be levied by the City Council in the manner provided in Section 53330.5 of said Government Code.

SECTION 5. This Ordinance shall be effective thirty (30) days after its adoption. Within fifteen (15) days after its adoption, the City Clerk shall cause this Ordinance to be published in a newspaper of general circulation in the City pursuant to the provisions of San Juan Bautista's City Charter, Section 312(b).

Introduced at a regular meeting of the City Council of the City of San Juan Bautista, California, on October 16, 2018;

Enacted at a regular meeting of the City Council of the City of San Juan Bautista, California, held on the 20th day of November, 2018, by the following vote:

PASSED, APPROVED AND ADOPTED this 20th day of November, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF SAN JUAN BAUTISTA

Jim West, Mayor

ATTESTED:

Trish Paetz, Deputy City Clerk

ORDINANCE 2018 - 08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA APPROVING A CITY-INITIATED REZONING OF FOUR PARCELS SITUATED AT 11 FRANKLIN STREET (APN 002-340-006 AND 002-340-007), 17 FRANKLIN (APN 002-340-003), AND 10 FRANKLIN STREET (APN 002-490-002) FROM PUBLIC FACILITY (PF) DISTRICT TO MIXED-USE (MU) DISTRICT

WHEREAS, the City Council received a recommendation from the Planning Commission by a unanimous vote to rezone Assessor Parcel No. 002-340-006 and 002-340-007 situated at 11 Franklin Street, Assessor Parcel No. 002-340-003 situated 17 Franklin Street, Assessor Parcel No. 002-490-002 situated at 10 Franklin Street within the City of San Juan Bautista, and

WHEREAS, the City Council reviewed the recommendation from the Planning Commission and received the staff report describing the properties necessary for rezoning the parcels, and

WHEREAS, the City Council finds that the properties are within the existing City boundary, and public utility services are available to serve the property, and

WHEREAS, the Environmental Impact Report for the General Plan Update to change the Zoning Classification for the four parcels adjacent to Franklin Street northeasterly of Second Street from Public Facility to Mixed-Use was approved by the City Council on February 16, 2016, and

WHEREAS, the City Council reviewed the staff report for the project together with findings that the proposed rezoning is categorically exempt from CEQA (California Environmental Quality Act) review, and

WHEREAS, the City Council determined that the rezoning of the parcels to the zoning classification of MU – Mixed-Use is consistent with the existing land use and the parcels will be consistent with the previous 1998 General Plan and Land Use Designation as intended by the property owners and the City of San Juan Bautista.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Juan Bautista hereby amends current Zoning Classification of the of the following parcels listed below.

11 Franklin Street – APN/Parcel ID's 002-340-006 and 002-340-007
17 Franklin Street – APN/Parcel ID 002-340-003
10 Franklin Street – APN/Parcel ID 002-490-002

To be amended from Public Facility (PF) to Mixed-Use (MU).

THE FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on October 16, 2018 and was adopted at a regular meeting of the San Juan Bautista City Council on November 20, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim West, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Authorize Change Order #1 for the City Hall ReRoof Contract

MEETING DATE: November 20, 2018

DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Adopt a Resolution authorizing the City Manager to execute Change Order #1 with Noble Pride Roofing Company for the City Hall ReRoof Contract for unanticipated repairs.

BACKGROUND INFORMATION:

At the August 21, 2018 meeting, the City council authorized a contract with Noble Pride Roofing for the reroofing of City Hall. After executing the contract and holding a preconstruction meeting, the roofing work began on October 18, 2018.

After removing the tile and the underlying sheets of plywood the contractor found significant damage. The contractor stated that the previous roof had one layer of felt underlayment while the normal approach is to place two layers like the current contract. The damage was caused by roof leaks and termites. The city building inspector checked the roof and confirmed this extra work was needed.

The extra work is as follows:

1	Remove and replace 56 sheets of damaged/rotten 3/8-inch plywood	\$9,720
2	Remove and replace 666 lineal feet of 2x6-inch tongue/groove boards at City Hall portion	\$5,328
3	Remove and replace 540 lineal feet of 2x6-inch tongue/groove boards for Breezeway roof section	\$4,320
4	Remove and replace six damaged/rotten rafters	\$4,500
5	Additional cost for half-round gutter along front of City Hall (instead of standard 6-inch gutter like back side of City Hall)	\$2,700
	Total =	\$26,568

The original authorization for this contract was \$95,000 so approval of Change Order #1 will result in a new Contract Amount of \$121,586.

FISCAL IMPACT: Funding for this contract will come from the FY2018/19 Capital Improvement Program.

ATTACHMENTS:

1. Change Order #1
2. Resolution

RESOLUTION NO. 2018-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #1 WITH
NOBLE PRIDE ROOFING COMPANY FOR THE CITY HALL REROOF CONTRACT
FOR UNANTICIPATED REPAIRS**

WHEREAS, at the August 21, 2018 Meeting, the City Council authorized city staff to negotiate a contract with a roofing contractor for the City Hall ReRoof Project in the amount of \$75,000 with a contingency budget of \$20,000; and

WHEREAS, City staff negotiated a contract for the reroof work with Noble Pride Roofing in the amount of \$90,959; and

WHEREAS, after executing the contract and holding a preconstruction meeting, the roof replacement work began on October 18, 2018; and

WHEREAS, after removing the tile and the underlying sheets of plywood the contractor found significant damage and the city building inspector confirmed this extra work was needed; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Manager is authorized to execute Change Order #1 with Noble Pride Roofing Company for unanticipated repairs in the amount of \$26,298.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council duly held on November 20, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk



City of San Juan Bautista
P.O. Box 1420
311 Second Street
San Juan Bautista, CA 95045

Date: 10/30/18

CONTRACT CHANGE ORDER No. #01

Project: City Hall ReRoof

Contractor: Noble Pride Roofing Company

You are hereby requested to comply with the following changes from the Contract Plans and Specifications:

Contract Change Order Per Agreed Cost Proposal

Original Contract: \$90,959.00

Item No.	Description	Quantity	Units	Unit Price	+ / -	Total
1	Extra Work #1 Remove and replace 54 sheets of damaged/rotten 3/8-inch plywood	54	Each	\$175	+	\$9,450
2	Extra Work #2 Remove and replace 666 lineal feet of 2x6-inch tongue/groove boards at City Hall portion	666	Feet	\$8.00	+	\$5,328
3	Extra Work #3 Remove and replace 540 lineal feet of 2x6-inch tongue/groove boards for Breezeway of roof section	540	Feet	\$8.00	+	\$4,320
4	Extra Work #4 Remove and replace six damaged/rotten rafters	---	Lump Sum	\$4,725	+	\$4,725
5	Extra Work #5 Additional cost for half-round gutter along front of City Hall (instead of standard 6-inch gutter like back side of City Hall)	---	Lump Sum	\$2,475	+	\$2,475

Total of this Contract Change Order (CCO) = \$26,298.00

Total CCO's approved to date = \$0.00

Total CCO approved plus this CCO = \$ 26,298.00

Total Project Cost to date = \$ 117,257.00

Reason for Change: Extensive repairs were encountered after clay tiles were removed that are beyond approved contract amount. See attached October 23, 2018 letter from Noble Pride Roofing

Time Extension: Eight (8) Days

This document shall become an amendment to the contract and all provisions of the contract will apply hereto. If this Contract Change Order is not signed and returned to the Construction Manager within fifteen (15) calendar days after the receipt of the approved contract change order, then it is presumed accepted by contractor and binding on both parties. This CCO cost includes all overhead costs including extended office overhead.

Recommended by City Engineer:

PATRICK DOBBINS

Date: 10/31/18

Accepted by Contractor:

John G. Lopez

Date: 10/31/18

Approved by City Manager

Date:

200 Highway 183
Salinas, CA 93907
CA License #792403



Phone: 831-751-3131
Fax: 831-751-3133
www.NoblePrideRoofing.com

October 23, 2018

San Juan Bautista City Hall
311 Second St
San Juan Bautista, 95045

Att: Patrick
Email: Patrick.dobbins@weareharris.com

RE: 311 Second St
San Juan Bautista, 95045

Dear Patrick,
Attached is the change order for your review. Please do not hesitate to call if you have any questions. Please contact Jesus Lopez direct at (831) 901-8875

Per your request, we are pleased to submit our Change Order for your consideration.

Work to Be Performed: Change Order.

1. Remove, 56 sheets of damage/ rotten 3/8" CDX plywood.
2. Supply and install 56 sheets of 1/2" CDX plywood. Note: CDX 1/2" Plywood is slight cheaper than 3/8" CDX.

Cost per sheet: \$ 175.00 (prevailing wages job)
54 Sheets @ \$ 175.00=

~~9,720.00~~ → \$ 9,450 JFL

Note: There are an additional 54 Sheets that need to be removed to check the T&G board underneath.

T&G boards to be replaced at City Hall building roof section only.

3. Remove and replace 1,020' lineal feet of T&G Boards at city hall building roof section only.
Included in our Contract: 350' lineal feet.

Additional rotten/damage boards lineal feet:
666' of 2x6" T&G @ \$ 8.00 per lineal feet= 5,328.00

T&G boards to be replaced at Breezeway roof section.

4. Remove and replace 620' lineal feet of 2x6" boards at Breezeway roof section.

Included in our contract: 80' Lineal feet

Additional Rotten/damage 2x6" boards per lineal feet:

540' of 2x6" T&G @ \$8.00 Per lineal feet. 4,320.00

Replacement of partial 4x6" rafter tails. \$ 95.00 per hour, per guy, + materials.

5. Remove and custom make 9 Rafter tails to match existing.

4hrs. x 9 rafters= 36 hrs. @ \$ 95.00 3,420.00

9 Reinforcing T shape 3/8 x2" flat steel. @ \$ 50.00= 450.00

Labor 9 hrs. x 95= 855.00

Rain gutter upgrade:

6. Upgrade rain gutter to 6" Bonderized half round at front roof section only.

Price difference \$ 2,475.00

Total Change order: \$ 26,568.00

Note: This change order price is on Davis bacon (prevailing wages).

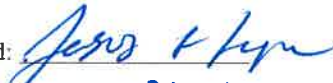
Sincerely

Noble Pride Roofing Company, Inc.

Jesus Lo pez

Accepted:

Dated:


10-31-18



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Authorize Contract for City Hall Fumigation

MEETING DATE: November 20, 2018

DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Adopt a Resolution authorizing the City Manager to engage Western Extermination for the City Hall Fumigation work with in the amount of \$6,207.

BACKGROUND INFORMATION: As part of the roofing work at City Hall it was determined that the building should be fumigated due to the presence of live termites. This was not a surprise as City Hall had experienced termite damage in recent years. On October 23 and 24 City staff got the following three quotes for this work:

Company	Quote	Availability
Western Extermination	\$6,207	Seven to Ten Days
Casners	\$6,085	End of November (5 weeks)
Terminix	\$9,720	Didn't check due to high quote

Since the fumigation needed to take place the weekend of November 3 and 4 to keep the City Hall ReRoof work on schedule, city staff selected Western Extermination due to their availability.

FISCAL IMPACT: Funding for this contract will come from the FY2018/19 Capital Improvement Program.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. 2018-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING THE CITY MANAGER TO ENGAGE WESTERN EXTERMINATION
FOR THE CITY HALL FUMIGATION WORK**

WHEREAS, as part of the roofing work at City Hall it was determined that the building should be fumigated due to the presence of live termites; and

WHEREAS, On City staff got the three quotes for this work; and

WHEREAS, the fumigation needed to take place the weekend of November 3 and 4 to keep the City Hall ReRoof work on schedule, city staff selected Western Extermination due to their availability, and

WHEREAS funding for this contract will come from the Fiscal Year 2018/19 Capital Improvement Program; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Manager is authorized to engage Western Extermination for the City Hall Fumigation work in the amount of \$6,207.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council duly held on November 20, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Authorize Community Center Roof Repair

MEETING DATE: November 20, 2018

DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Adopt a Resolution authorizing the City Manager to engage Noble Pride Roofing for the Community Center Roof Repair in the amount of \$6,561.

BACKGROUND INFORMATION: City public works staff recently observed a significant roof leak at the Community Center that needs immediate attention. The leak is located at the portion of the roof that overhangs the front end as is due to some missing flashing. Storm water has been migrating through the leak into the second floor and eventually reaches the first floor.

Staff received the attached quote from Noble Pride Roofing since they are working on the City Hall reroofing and will use some of the same equipment on this repair.

The quote is \$5,811 and city staff recommends including a \$750 contingency should the contractor encounter additional repairs for a total authorization of \$6,561.

FISCAL IMPACT: Funding for this contract will come from the FY2018/19 Capital Improvement Program.

ATTACHMENTS:

1. Noble Pride Roofing quote dated November 14, 2018
2. Resolution

RESOLUTION NO. 2018-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING THE CITY MANAGER TO ENGAGE NOBLE PRIDE ROOFING FOR
THE COMMUNITY CENTER ROOF REPAIR**

WHEREAS, City public works staff recently observed a significant roof leak at the Community Center that needs immediate attention; and

WHEREAS, Staff received a quote from Noble Pride Roofing since they are working on the City Hall reroofing and will use some of the same equipment on this repair; and

WHEREAS funding for this contract will come from the Fiscal Year 2018/19 Capital Improvement Program; and

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Manager is authorized to engage Noble Pride Roofing for the Community Center Roof Repair in an amount not-to-exceed \$6,561.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council duly held on November 20, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor

ATTEST:

City Clerk



November 14, 2018

Patrick Dobbins
450 Lincoln Ave. Suite 103
Salinas, CA 93901

Attn: Patrick Dobbins
Email: Patrick.dobbins@weareharris.com

RE: San Juan Bautista Community Center
10 San Jose St. San Juan Bautista, CA 95045

Dear Patrick,

Thank you for calling Noble Pride Roofing. Please do not hesitate to contact me if you have any questions. Contact Eduardo Ivan Lopez directly at (831)776-5757.

Per your request, we are pleased to submit our repair proposal for your consideration.

Work To Be Performed: At front entrance roof

1. Remove existing counter flashing and roof to wall metal at stucco wall and roofing transition.
2. Fabricate and install new galvanized-lead counter flashing and roof to wall metal at roofing and stucco wall transition.
3. Clean up debris upon completion of project.

Price: \$ 5,811.00

Bid as Davis Bacon prevailing wage

Bid Qualifications: The use of heavy equipment is required for the removal and installation of counter and roof to wall.

General Terms and Conditions:

4. Prices include all materials, taxes, labor, clean up, licenses, and insurance (PL, PD, and workman's compensation) required to complete the job. Any damage or rotted wood discovered during re-roofing, or roof sheathing alterations or improvement, which must

be replaced or repaired, will result in a change order or additional charge. Any additional layers of roof systems discovered during roof removal exceeding what is specified in our bid, will result in an extra cost. Labor will be billed at the rate of \$ 95.00 per hour and materials will be charged at cost plus tax, plus an additional 10%. Note: Any sheathing repairs performed will be done solely for purposes of roof installation and does not guarantee that the house will pass future structural pest control reports.

5. WE PROPOSE to perform the above work in accordance with the drawings and specifications submitted and completed in a workmanlike manner according to standard practices for the sums specified. Terms project will be billed upon completion, with the balance due within ten days. Long-term projects to be billed with a 30 day draw, or at completion of job, whichever comes first. Any other arrangements must be made in writing and agreed upon by both parties prior to commencement of the project.
6. Contractor's scope of work shall not include the identification, detection, abatement, encapsulation, and/or removal of asbestos or similar hazardous substances. If contractor encounters any such products or materials in the course of performing its work and contractor determines that such materials present a hazard to its employees, contractor shall have the right to discontinue work and remove employees from the jobsite until such products or materials and any hazards connected therewith are located, abated, encapsulated, or removed. Contractor shall receive an extension of time to complete its work hereunder and compensation from removal costs and delays encountered as a result of such situation and correction.
7. Any alteration or deviation from the above specification involving extra costs will become an extra charge over and above the work. Our workers are fully covered by Workmen's Compensation and Public Liability Insurance. Overdue accounts will be charged interest at the rate of 1.5% per month (minimum \$ 2.00 per month charge) or 18% per annum after 30 days. In the event it becomes necessary to enforce this agreement by litigation, the prevailing party shall be entitled to court costs, attorney and collection fees. This proposal may be withdrawn by at any time before acceptance.
8. The above repair proposal is covered by our (6) month workmanship warranty.

We appreciate the opportunity to submit our proposal. Please call if you have any questions or if we can be of further service.

Sincerely,

Noble Pride Roofing Company, Inc.

Eduardo Ivan Lopez (831)776-5757

Accepted: _____

Dated: _____

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

Proclamation

COMMEMORATE THE “GOLDEN GATE FRONTIER HISTORY REGION”

WHEREAS, according to author Lynn Moultray-Stegner, “the development of a region leaves forever personal engravings on both first inhabitants and the lifestyles that they and the land cast together and pass down”. As descendants and newcomers to a region, we are the self-appointed heirs to its history, recognizing the sacrifices and devotions of early pioneers, and

WHEREAS, acting to share this responsibility with today's generations, it begins with the naming of the Golden Gate Frontier History Region; where waters from mountain peaks of the Sierra Madre, Mt. St. Helena, Mt. Diablo, and more, flow through the San Francisco Bay to the Pacific Ocean, and

WHEREAS, citizens benefit from learning about this Golden Gate Frontier History Region; learning about each town's founding in this frontier to form our continent, and

WHEREAS, citizens benefit from the teaching of this Golden Gate Frontier History Region – the Pacific maritime transportation routes add K-12 supplements that align with the State Board approved 2016 History Social Science curriculum framework, with the standards, Around the Horn, President Polk, Frontier, Inland Waterways – for learning each town's founding on this final frontier in 19 Century US History, and

WHEREAS, Golden State History's dedication of the Golden Gate Frontier History Region, includes the influences of geography, transportation routes, climate, botany, commerce, in our historic populations; and is vital to teaching Martinez's pioneering role in the development of San Francisco Bay, and.

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of San Juan Bautista, hereby proclaim November as “Golden Gate Frontier History” month to build community awareness and citizenship, so that we are not a community of strangers.

Jim West, Mayor

City of San Juan Bautista

Item #4B

Expenditures ~ Budget Vs. Actual

City Council Meeting

For the Three Month Period Ended September 30, 2018

EXPENDITURES	FY18	FY19	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>25%</u>	<u>Note</u>
General Fund:						
City Council	4,928	4,744	34,769	30,025	14%	
City Attorney	16,357	10,050	50,000	39,950	20%	
City Manager	7,896	6,439	42,612	36,173	15%	
City Clerk	23,377	27,352	122,124	94,772	22%	
City Treasurer	208	225	340	115	66%	
Finance and Accounting	26,349	24,374	141,747	117,373	17%	
City Library	12,068	16,890	110,541	93,651	15%	
Fire Department	37,960	47,325	241,865	194,540	20%	
Law Enforcement	27,300	66,674	279,950	213,276	24%	
Animal Control	1,500	3,500	10,000	6,500	35%	
PW - Streets (Operations)	27,247	41,212	182,590	141,378	23%	
PW - Streets (Capital)	1,750	-	795,500	795,500	0%	A
PW - Parks & Grounds (Operations)	34,599	43,671	182,715	139,044	24%	
PW - Parks and Grounds (Capital)	-	6,377	131,500	125,123	5%	A
General Government	16,917	7,179	50,500	43,321	14%	
Total General Fund Expenditures	238,456	306,012	2,376,753	2,070,741	13%	
Special Revenue Funds:						
Community Development:						
Engineering	38,820	40,084	150,497	110,413	27%	
Building	7,680	63,368	139,966	76,598	45%	B
Planning	38,820	44,958	207,731	162,773	22%	
COPS	27,737	24,999	100,000	75,001	25%	
Rest. & Roads Fund	-	-	75,000	75,000	0%	C
Valle Vista LLD	5,578	5,292	27,884	22,592	19%	
Gas Tax Fund	4,923	4,529	409,803	405,274	1%	D
Enterprise Funds:						
Water:						
Operations	144,310	210,272	894,222	683,950	24%	
Capital	120,024	65,643	630,861	565,218	10%	E
Sewer						
Operations	268,425	193,088	961,407	768,319	20%	
Capital	257,454	17,621	514,213	496,592	3%	E
TOTAL Funds	1,152,227	975,866	6,488,337	5,512,471	15%	

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual
For the Three Month Period Ended September 30, 2018

Item #4B

City Council Meeting

Footnotes:

A ~ Capital projects occur at various times during the year, as such the percent will not always match the same as the percentage of year completed.

B ~ Engineering and building costs are periodic, based on the level of services needed. This line item will not always match the same percentage as the percentage for the year completed.

C ~ A large part of the Restroom and Road Fund budget is slated for projects that will occur sporadically during the year.

D ~ A large part of the Gas Tax Fund budget is slated for street projects that will occur sporadically during the year.

E ~ The expenses in this fund are capital in nature and will be incurred sporadically throughout the year.

Additional note ~ Many departments are below anticipated budget due to a wage and wage related actual expenses are lower than anticipated. A position for Community Development Director has not yet been filled and the expenses for this position would have been allocated among many departments.

City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Three Month Period Ended September 30, 2018

Item #4B

City Council Meeting

REVENUES	FY18	FY19	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Difference</u>	<u>25%</u>	<u>Notes</u>
General Fund	108,107	150,628	2,442,564	2,291,936	6%	A
Special Revenue Funds:						
Community Development	4,525	84,825	566,817	481,992	15%	B
COPS	25,000	29,226	100,000	70,774	29%	
Rest. & Roads Fund	8,767	7,183	25,600	18,417	28%	
Valle Vista LLD	-	-	27,884	27,884	0%	C
Gas Tax Fund	12,795	13,040	360,750	347,710	4%	D
Enterprise Funds:						
Water						
Operations	219,866	243,818	768,000	524,182	32%	
Capital	17,496	169,045	1,154,090	985,045	15%	E
Sewer						
Operations	234,824	242,283	832,000	589,717	29%	
Capital	5,000	70,130	594,114	523,984	12%	E
TOTAL Funds	528,273	859,550	6,871,819	6,012,269	13%	

A ~ General Fund revenues are typically received later in the year, as a large revenue stream, property taxes are not generally received until mid-year. Additionally, income was higher than last year due to more sales tax and TOT taxes in the current year.

B ~ Community development revenue is higher than last year due to the increase in development activity in the current year. Revenue is periodic and will not always align with budget.

C ~ As explained in note A, the Valle Vista Lighting District revenue is received near the middle of the fiscal year.

D ~ Gas tax revenue is below budget due to a budgeted line item fund a significant road project. Those budgeted funds of \$316k have not yet been received.

E ~ Capital projects occur at various times during the year, as such the percent will not always match the same as the percentage of year completed.

City of San Juan Bautista

Warrant Listing

As of October 31, 2018

Date	Num	Name	Amount
101.000 - Union Bank			
101.001 - Operating Acct. 1948			
10/01/2018	212008	4Leaf, Inc.	-27,535.35
10/01/2018	212009	Abbott's Pro Power	-54.07
10/01/2018	212010	ACRF Construction Services, Inc.	-555.78
10/01/2018	212011	AFLAC	-150.57
10/01/2018	212012	C & N Tractors	-234.40
10/01/2018	212013	Core & Main	-4,300.67
10/01/2018	212014	FedEx	-29.63
10/01/2018	212015	Ferguson Enterprises, Inc.	-665.47
10/01/2018	212016	First Alarm	-440.37
10/01/2018	212017	Greg & Christine Burda	-77.67
10/01/2018	212018	Hollister Auto Parts, Inc.	-468.97
10/01/2018	212019	J.V. Orta's Rent A Fence	-225.00
10/01/2018	212020	Laura Barreras	-130.80
10/01/2018	212021	Laura Cent.	-230.00
10/01/2018	212022	Mackenzie Quaid	-68.38
10/01/2018	212023	Mario Garcia.	-600.00
10/01/2018	212024	Michaele LaForge	-500.00
10/01/2018	212025	Petty Cash	-180.20
10/01/2018	212026	Ready Refresh	-162.74
10/01/2018	212027	Rochelle Eagan	-62.13
10/01/2018	212028	San Benito County Assessor	-21.11
10/01/2018	212029	Sentry Alarm System	-417.00
10/01/2018	212030	Smith & Enright Landscaping	-1,104.00
10/01/2018	212031	Sprint	-119.97
10/01/2018	212032	Staples	-169.56
10/01/2018	212033	State Compensation Insurance Fund	-1,889.92
10/01/2018	212034	US Bank Equipment Finance	-290.53
10/01/2018	212035	Valero Marketing & Supply	-776.17
10/01/2018	212036	Wellington Law Offices	-5,920.00
10/01/2018	212037	Wright Bros. Industrial Supply	-1,534.87
10/09/2018	212038	All Clear Water Services	-3,780.00
10/09/2018	212039	Alliant Insurance Services	-1,038.00
10/09/2018	212040	Armando Venegas.	-27.89
10/09/2018	212041	AVAYA	-210.98
10/09/2018	212042	Brigantino Irrigation, Inc.	-159.77
10/09/2018	212043	CalPERS 457 Plan	-1,496.70
10/09/2018	212044	Carlos Miramontes	-91.59
10/09/2018	212045	Celia Gonzalez.	-700.00
10/09/2018	212046	Charter Communications	-368.38
10/09/2018	212047	Code Publishing Company	-382.50
10/09/2018	212048	Fehr Engineering Company, Inc.	-1,695.00
10/09/2018	212049	Frederick Morra	-311.70
10/09/2018	212050	Harris & Associates	-15,302.55

City of San Juan Bautista

Warrant Listing

As of October 31, 2018

Date	Num	Name	Amount
10/09/2018	212051	Hollister Fire Department	-2,037.46
10/09/2018	212052	KBA Docusys	-208.56
10/09/2018	212053	Level 1 Private Security.	-10,266.00
10/09/2018	212054	P G & E	-1,836.54
10/09/2018	212055	Pacific Library Partnership	-2,250.00
10/09/2018	212056	Patricia Paetz	-134.92
10/09/2018	212057	Porfirio Martinez	-700.00
10/09/2018	212058	R & B Company	-808.95
10/09/2018	212059	San Benito County Sheriff	-31,918.02
10/09/2018	212060	True Value Hardware	-399.61
10/09/2018	212061	Univar USA Inc.	-841.55
10/09/2018	212062	US Bank	-6,000.87
10/09/2018	212063	Wendy L. Cumming, CPA	-3,190.00
10/17/2018	212064	at&t	-276.73
10/18/2018	212065	A Tool Shed, Inc.	-220.00
10/18/2018	212066	Abbott's Pro Power	-35.71
10/18/2018	212067	Accent Clean & Sweep, Inc.	-2,026.75
10/18/2018	212068	ACWA Health Benefits Authority	-5,439.47
10/18/2018	212069	AFLAC	-150.57
10/18/2018	212070	Alexander Electric Inc. dba State Electri	-1,699.34
10/18/2018	212071	American Supply Company.	-122.80
10/18/2018	212072	at&t	-70.08
10/18/2018	212073	ATEC Systems, Inc.	-52,999.00
10/18/2018	212074	Charter Communications	-114.97
10/18/2018	212075	City of Hollister.	-40,040.82
10/18/2018	212076	Consumer Reports	-30.00
10/18/2018	212077	Costco Wholesale	-300.00
10/18/2018	212078	Enrique Hernandez	-129.90
10/18/2018	212079	Filomeno Garza.	-10.79
10/18/2018	212080	Graniterock	-333.01
10/18/2018	212081	KS State Bank	-5,818.30
10/18/2018	212082	Lautzenhiser's Stationery, Inc.	-240.83
10/18/2018	212083	Maggiora Bros. Drilling Inc.	-1,400.00
10/18/2018	212084	MailFinance	-543.09
10/18/2018	212085	Michaele LaForge	-294.59
10/18/2018	212086	Mission Linen Service	-170.64
10/18/2018	212087	New SV Media	-86.80
10/18/2018	212088	P G & E	-10,194.39
10/18/2018	212089	Paul Champion	-382.68
10/18/2018	212090	Rossi Bros Tire & Auto	-50.51
10/18/2018	212091	Rx-Tek	-305.00
10/18/2018	212092	San Juan Bautista Committee.	-5,000.00
10/18/2018	212093	Shaws Appliance Repair	-286.33
10/18/2018	212094	Sprint	-129.47
10/18/2018	212095	United Site Services of California, Inc.	-318.85

**City of San Juan Bautista
Warrant Listing**

As of October 31, 2018

Date	Num	Name	Amount
10/29/2018	212096	4Leaf, Inc.	-355.05
10/29/2018	212097	American Supply Company.	-190.02
10/29/2018	212098	CalPERS 457 Plan	-1,174.59
10/29/2018	212099	Charter Communications	-368.38
10/29/2018	212100	Department of Transportation	-386.36
10/29/2018	212101	FedEx	-87.64
10/29/2018	212102	Freitas + Freitas	-4,534.20
10/29/2018	212103	Graniterock	-3,545.23
10/29/2018	212104	Harris & Associates	-25,416.25
10/29/2018	212105	Hollister Auto Parts, Inc.	-144.66
10/29/2018	212106	Laura Cent.	-933.65
10/29/2018	212107	Maggiora Bros. Drilling Inc.	-131.15
10/29/2018	212108	MuniBilling	-360.00
10/29/2018	212109	Rozas House Organization, Inc.	-5,000.00
10/29/2018	212110	Smith & Enright Landscaping	-1,643.39
10/29/2018	212111	Sofia Solis.	-700.00
10/29/2018	212112	Staples	-285.95
10/29/2018	212113	State Compensation Insurance Fund	-1,889.92
10/29/2018	212114	Uline	-68.14
10/29/2018	212115	US Bank Equipment Finance	-204.11
10/29/2018	212116	Valero Marketing & Supply	-519.45
10/29/2018	212117	Maggiora Bros. Drilling Inc.	-7,525.00
Total 101.001 - Operating Acct. 1948			<u>-319,757.43</u>
Total 101.000 - Union Bank			<u>-319,757.43</u>
TOTAL			<u><u>-319,757.43</u></u>

AGENDA TITLE: City Manager Project Progress and General State of Affairs Update

MEETING DATE: November 20, 2018

DEPARTMENT HEAD: Michael LaForge, City Manager

Safety:

- One minor incident. Employee backed the dump truck into another vehicle causing minor damage to the back door of the dump truck. Fleet manager was able to repair. Team conducted a post mortem, lessons learned and reiterated proper backing protocol

HR:

- Released grant writer for poor quality work on a grant and also for lack of availability
- Hired one full time Public Works employee, Elliot Gil he has a waste water distribution certification. This strategic hire will be a good asset relative to the WWTP transition. Welcome Elliot!
- Will hire one more full-time skilled PW employee. In final stages of selection.
- Using 'some time' labor to staff capital project versus hiring contractors.
- Nicholas Bryan is continuing as interim PW Supervisor and doing well as a supervisor
- CM to host Staff celebration and team building on a job well done for 7th Street sewer repair, which saved the city \$150K
- Posting job openings for grant writer and bis dev/PR/Event coordinator

Fire:

- Fire contract pending sign off with SBC. No changes for SJB.
- HFD will be assigning a new 4x4 rig to SJB station to protect canyon and other surrounding rural areas. We will repurpose current F350 for PW or we will sell it.

Police and Code enforcement:

- CM and SBSO have been discussing contract for the past several months. SO is planning to present SJB contract at December City Council. We have agreed on dedicated officer and dedicated vehicle and the specifics will be discussed and up for approval.

Community Development:

- Planning and Building – see staff report

Parks and Recreation:

- Propose that Community Center will be open T-Thurs evening for community ping pong and pickle ball. Recruit 2 volunteers to supervise and instruct in pickleball. Will need to increase lumens, add dimmer switch and buy ping pong tables, equipment. Aromas Tennis and Fitness will likely cover costs and 2 PG&E managers are in the Pickleball group.
- Propose that Abbe Park field be managed by a local volunteer that can coordinate community softball, schedule baseball practices, and hold users of park accountable for PG&E and cleaning of restrooms.
- Coffin races were mildly successful and anticipate this to be bigger and better each year

Buildings and Parks:

- Public Works next big projects:
 - Public bathroom at Verutti park (capital project #42, \$50K budget). Anticipate start in December and end in late Jan.
 - Library bathroom facelift

Sewer:

- Sludge removal underway 20% complete, anticipate at least 2 more weeks (early Dec)
- Major sewer line repair on 7th Street is complete and infiltration to storm system is no longer happening.
- WWTP operator transition complete

Water:

- Well #6 plans and project details are available upon request. DDW sign off and build moratorium lift scheduled for NLT Dec 15
- Discoloration/Fe issues will be minimized once well 6 is on line and well 5 becomes emergency back up
- Fe/Mn plant will be online as early as late Dec, not later than mid Feb depending on weather. Plant is built and awaiting slab which will be cured and fully ready by Dec 7. Full plan set and project plan available upon request.
- Well #5 electrical panel and tie into PG&E complete and awaiting meter
- Communicated water status on social, in water bill, and in local paper.
- Pipeline from Hollister West Hill Plant to SJB: no progress on funding or grants due to lack of bandwidth.
- Pipeline from Betabel/Pajaro River “Ryder” 1000ft + well - awaiting pilot well to be drilled

Streets:

- San Juan Hollister Road from the Alameda to well 5 is being redone 11/15-11/17. The developer’s side of street (18’) will be 100% new asphalt, will include a bike lane, no parking signs, striping, reflectors. For city side of street (south side 12’) CE and CM will discuss whether to grind and overlay (\$100K) vs all new street (\$221K). Asphalt prices are at an all-time high, CE&CM leaning toward grind and overlay if possible (if the cracking is not too bad under top layer) anticipating that the area south of SJH Road will be annexed in and a new developer will be responsible for road, sidewalks, curb & gutter.
- Collecting asphalt bids on the following:
 - 7th Street post sewer repair
 - Lang Street alligating area at bottom of Stephens Drive
 - 3rd Street between Muckelemei and San Jose

Library:

- Busy with 11/17 Health Fair. Expect this to be our biggest community event of the year.
- Collaborating with Hollister librarian for best practices, low hanging fruit on grants and available funding

Memorandum

To: Michaela LaForge, City of San Juan Bautista

From: Patrick M. Dobbins, City Engineer

Date: November 13, 2018

**Subject: City Engineer Development Construction Report
Rancho Vista and Copper Leaf Projects**

Construction activities on the two major development projects include the following during October:

RANCHO VISTA

October 1 through October 5

- 1- Marques Pipeline installed sewer pipes across Third Street for Lots 81 through 85. Compaction was performed and met specifications.
- 2- Marques Pipeline placed sand material above sewer pipes for Lots 83 through 85; placed concrete above the sewer line across from Lots 81 and 82 as shown in the project plans and recommended by the designer.
- 3- Marques Pipeline installed jumpers for all the houses near completion.
- 4- Marques Pipeline flushed sewer pipes throughout the project.
- 5- XL Landscape placed concrete in the playground as shown on the landscape plans.
- 6- Hanson Excavation started installing underground utility lines for Lots 81 through 85. Inspector confirmed the depth and clearance requirements.
- 7- XL Landscape planted trees in the playground area and leveled the area at Lavagnino Drive for more planting.
- 8- Desilva Gates started working on both corners of the intersection of Church Street & Third Street for constructing curb, gutter and sidewalk. Inspector verified with the foreman the layout was according to plans.
- 9- Penhall saw-cut the existing pavement at Church and Third St. and Desilva Gates excavated for the curb, gutter and sidewalk, and hauled the materials off site.

October 8 through October 12

- 1- XL Landscape Development continued installing the playground equipment as well as roadway planting at Lavagnino Drive
- 2- Tier Fencing continued installing fences at Trailside Dr., Trailside Ct., and Lavagnino Dr.

October 15 through October 19

- 1- Hanson Excavation Inc. installed conduit pipes for underground utilities for Lots 81 through 85.
- 2- XL Landscape Development continued installing playground equipment and roadway planting of trees and shrubs.
- 3- Tier Fencing Inc. continued installing fence at Trailside Dr., Trailside Ct. and Lavagnino Dr.



October 22 through October 26

- 1- MF Maher, subcontractor for curb, gutter and sidewalk started forming the curb, gutter and sidewalk at Church, Third St. & First St. Also, started above the entrance of bridge. Inspector verified with the foreman the layout was according to plans.
- 2- Hanson Excavation opened a trench for underground utility to place conduit at Third Street for Lots 81 through 85.
- 3- XL Landscape continued working on playground equipment as well as roadway planting.
- 4- Desilva Gates placed aggregate base at the entrance of First St. Compaction test was done and met specifications.

October 29 through October 31

- 1- Hanson Excavation started working on placing pipes for underground utilities at Third Street
- 2- XL Landscape
- 3- continued working on playground equipment as well as roadway planting.
- 4- MF Maher, subcontractor for curb, gutter and sidewalk poured concrete for curb, gutter and sidewalk at Church, Third & First St. In addition concrete was poured on top of the bridge. Everything was placed neatly and according to the layout.
- 5- Subcontractor, Chrisp Company painted stop legend and stop bars at intersections inside the subdivision. Inspector notified the foreman the work was not completely performed according to approved plans. This issue will be discussed with the developers in weekly meeting to make sure it will be redone correctly.

Photos: Rancho Vista: Placing Concrete on Sewer Pipe Third Street for lots 81/82





Rancho Vista: Playground Installation



Rancho Vista Project: Curb, Gutter and Sidewalk at Church & Third St.





COPPER LEAF SUBDIVISION

Developer is building homes and working to underground the overhead electrical wires. Developer was glad PG&E is finally removing the overhead electric wiring so that they can finish the roadway work.

October 8 through October 12

Cupertino Electric, contractor for PG&E, removed the overhead wiring between Well 5 and San Juan Hollister Road.

October 15 through October 19

- 1- Maggiora Bros. Drilling removed hardware, concrete foundation and other components such as piping connections for the old well.
- 2- Subcontractor Galante Bros. started roadway embankment in the area where the old well used to be. Inspector verified the layout was according to plans. In addition, compaction tests were taken randomly and all met specification requirements.

October 22 through October 26

Cupertino Electric continued working on the removal of all electric wires for electrical poles on San Juan Hollister Rd. Cut half the poles and kept the rest until it's determined what the phone company will be doing next month. All the underground utility has been completed at San Juan Grade Hollister Rd. Subcontractor, Sinco Pipeline started installing water boxes and other utilities boxes. Subcontractor, Seatec Inc. started installing underground wiring throughout the project.

Photos:

Copperleaf Project: Roadway Embankment above the Old Well / Underground Utilities



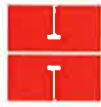


Copperleaf Project: Removal of Overhead Electric Wires



Copperleaf Project: Removal of the Well and Capped with Portland Cement Concrete





Harris & Associates

Item #4D

**Copperleaf Project: Final Pieces of Storm Drain /
Water Valve Boxes & Underground Utilities**



	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
	Building/Planning						
1	Casa Rosa	Project not Approved - Violation issued due to work on the interior of the structure without permits or plans. Contact has been made with the property owner. City Staff had a meeting with the owner on 7/30/18. He described the situation and how it evolved into the situation right now. Staff stressed the importance of getting the building back into compliance. Further review is taking place and fines are being assesed, a staff report on actions has been drafted and will be presented at next meeting. Staff has made an appointment with a structural engineer on 11/20/18 at 10 am (11/14/2018).	Project was approved by HRB as minor alteration (4/4/17). Scope of work indicates major alteration.	Site Design and Review performed by HRB and Planning Commission approved in April of 2017. No building permits applied for or approved.	building violation issued - Stop Work Order - work commenced without building permit. Building Official would like to inspect current condition of the building. Mandatory inspection needed.	Staff has contacted the architect and internal discussions were discussed about the integrity of the building. Planning met with Historic Society. Staff has been in contact with the applicant. Further discussion is anticipated. Staff did inspections at the site and found serious concerns related to the integrity of the building. Staff wants the sidewalk back open and the building put back into the original state. A work order was filed to put up a construction fence around the area under the balcony. Staff has been in contact with several structural engineers. A Structural Engineer was selected and the City Manager gave authorization to move forward. An appointment was set for 11/20/18 at 10 am (11/14/18).	Unknown. Work is on hold because project needs an architect to draft plans and a structural engineer to assess the building.
2	Fault Line Restaurant	Project has not started due to the required work having to go throught the Historical Resources Board. Garage was damaged by a tree fall in 2/17. Further building review is needed for the demolished garage. Historic review is required per City Code that references the inventory.	Council paased the First Reading of the Zone Change, the General Plan Amendment, and the Lot Merger. Second Reading is being scheduled for the 11/20/18 Council Meeting.	Project is on hold due to historic and building review.	none	Staff is working with the applicant to finish the accessory building and ultimately reopen the restaurant. Council to hear the second reading of the zone change on 11/20/18. Proving passage, there is a required 30-day appeal period before the new mixed-use zone takes affect. Staff followed up with Project Engineer about the status of the lot merge. Awaiting final legal descriptions and a new parcel map. Staff will need to record that at County Recorder's Office when available. After recordation, the owner will need that documentation to take to the title company. (11/8/18)	11/20 CC hearing for second reading.
3	10 Franklin existing contruction and demolition	approved per permit in 2015. construction has been ongoing. A new address was assigned from the existing structures to the large multi-family structure in June of 2018.	phase 1 for the multi-unit building construction	yes. For the large multi-family building and a remodel for one of the existing homes onsite	none	It is anticipated to demolish at least one of the other buildings onsite. Addresses have been assigned. The property is included in the rezoning proposal with 11 Franklin. The property owner has given the ok to include his property in that change. The property has been approved for the General Plan Amendment and the first reading of the Zone Change by Council on October 16, 2018. Property owner was given the Resoltion. Second reading is scheduled for 11/20/18.	possibly by the end of 2018 per the applicant.
4	Harvey's Lockup	progress is being made on the frontage & right-of-way improvements. Interior sprinklers have been installed in one area of the building, but need to cover the entire building per Fire Code. Fire Alarm and smoke dectectors are being reviewed. Permits to be pulled for Sprinklers. (10/26/18)	frontage work is in progress. Fire sprinkler work and prevention system to be completed when frontage work is complete.	No active building permits. Encroachment permit to be pulled as needed.		Requirments of conditions of approval are in progress. Planning Commission gave direction to staff on October 2, 2018 to put this on the agenda for November 13, 2018. The item would be to discuss, review, and make a possible recommendation to Council. Commission reviewed the case 11/13/18. Staff presented the findings and the applicants provided testimoney. Commission supports to continue working with the business owner to take the necessary steps to resolve the matter and meet the requirements as indicated in the signed agreement. No action was taken. After discussion and agreement with the owner, the full sprinkler and prevention system is anticipted to be fully installed by the end of 2020. (11/14/18)	Owner is working with his contractor to install heat and smoke detection systems.
5	Rancho Vista Subdivision	42 active permits. 1 application is on hold because of design.	Under Construction	42 active permits. 1 application is on hold because of design.	none	Construction is ongoing. Water moritorium is still in place. Staff needs to do reassign an address for one of the lots to correct a consistency issue. (10/26/18)	To be Determined - Estimate of Early 2019

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
6	Copperleaf Subdivision	20 permits issued as of 6-15-18	Under Construction	Permits have been issued	n/a	Applicant has been granted the deffering of two Impact fees pending agreement with city. Traffic and Park development fee held until approved agreement or Final Inspection on each project. Staff to issue addresses for the lots for clarification and consistency. (10/26/18)	To be Determined - Estimate of Winter 2019
7	Building Department activity.	Work continues on both subdivisions while smaller projects take place inside the city. Notable Projects include Midnight Express Warehouse undergoing plan check and Hillside Vista (D'Ambrosia) Model homes are undergoing plan check. (10/26/2018)	n/a	n/a	none	Code Enforcement is making regular rounds to check for work being done without permits and violations of the Municipal Code.	n/a
8	Well 3 and 6 exchange/Minor subdivision on Mission Vineyard and Old San Juan Road	NOE has been recorded and sent to the State.		no permits issued	none	NOE has been recorded. Commission approved and now to get map recorded.	August of 2018 for the the completion of the exchange process that includes map recording
9	70 Muckelemi-No Project name	Applicant wishes to demolish residence that is inside the historical inventory to make way for future projects. The process is being reviewed and staff is coming up with options for the applicant. The intention is to come up with an alternative instead of demolition.	applicant is inquiring about the process involved in demolition.	no	In September of 2017 it was anticipated to hear the case about abating the nuisance by City Council. The item did not make the agenda.	Staff did a field inspection at the site on Monday, July 9, 2018. Discovered the structure is in exceedingly poor condition. Staff met with the property owner. He is preparing for an informational project review for the 11/13/18 planning commission meeting. Staff is researching some information about the property and pending items. (11/8/18)	No-ETA yet.
10	Brewery	Project is showing activity towards deed to perfect and continuation of project towards to completion. Weed cleanup direction has been given to the property owner.	no applications yet, working with owner for first submittal.	No permits issued	none	The prospective tenant/buyer indicated he is no longer interested. Appears there were differences. Owner representative and builder met with staff on 8/22. Staff provided a copy of the resolution revoking the project from Council. They need to reapply from scratch in order to reactivate the site. Staff spoke with their architect on 9/20/18. Sent him the revocation resolution. 9/24/18.	no-ETA yet
11	General Plan Timeline	General Plan was updated and adopted in 2/16. Staff has been gathering information about the General Plan and the city limits. Adjustments to move city limits to property lines are being discussed. The housing element is being reviewed to track and turn in our housing numbers. We need to do so per State requirement.	n/a	n/a	n/a	Staff is working on getting the Housing Element squared away for the State. Staff met with Lafco on 8/16/18 and went over the areas where property lines are bisected by city limits. The area where the Faultline Resturant is moving forward with the zone change. That is the first waive of the general plan cleanup. (10/26/18)	n/a
New Development							
1	Hillside Vistas	First Phase Approved	Phase 1 completed and anticipated to be built out. Phase 2 to come.	New plan submittal undergoing plan check as of 10/9/18. Planning and Engineering Approval of Models. Building is currently performing Plan Check. (11/08/2018)	none	Staff has received revised master plan set on 10/26/18. That is being reviewed and stamped off. (10/26/18)	The developer has met with staff. Eager to continue with the project

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
2	Loazza (957 First Street - 4 Parcel Minor Subdivision)	Review has started. Waiting for application payment. Applicants need to be notified they need to pay their application fees all upfront. Staff and City Manager discussed and that was the decision made.	CEQA review completed. Staff is starting review. Working out payment options.	No permits issued	none	Awating the \$5,000 payment at this time. One of the commissioners called in stating there is construction activity taking place. Staff reviewed this. The property owner claims they are cleaning out the existing building and doing some repair work. Staff met with them on 8/15/18. They are working on getting the agreement documents per the roundabout squared away before they proceed with their project. Staff also briefed them about the public records request from the neighboring property owner.	unknown
3	Gas Station to be located along The Alameda and Hwy 156	project was proposed, but now on hold due to possible litigation	on hold	no permits have been issued	none	Planning Commission directed staff to review and see if the project can be reserected perhaps. Staff work to be done on this matter.	Active litigation is taking place.
5	410 Third Street - Peppertree Building	A series of building permits and minor alterations reviewed and issued. All for maintenace and upkeep of the property. They include residing, reroofing, dryrot repair, repaint, and a tenant improvement.	All approved and issued. The tenant improvement came in on 10/31/18.	All building permits filed thus far have been issued. No issues identified. The building is non-historic, but is located within the third street historic histriect.	n/a	At the 10/2/18 Planning Commission, a question came up about the parking area along the side street being occupied by the building material and equipment. Staff spoke with the applicant afterward and they finished up by the end of the following week by 10/19/18. A repainting application was then filed. The proposed colors all met the design guidelines and staff approved it administratively per Minor Alteration. On 10/31/18, another Minor Alteration Application was turned in. This is for a tenant improvement for an existing suite. No building expansion is proposed.	No issues per staff review. Compliance is being met.
6	404 and 406 Third Street - Proposed Vietnamese Bistro and residential unit expansion	The property owners wish to open a new Bistro inside an existing building downtown. They also wish to relocate permanently to town and expand upon an existing residential unit in the rear of 406 third Street	Application submitted	No permits have been issued. A health permit has been issued previously, but no permits from the City.	n/a	Staff has been working with the applicant on helping them through the process. Staff has visited the site. So far there are no issues or concerns. Applicable building, planning, and fire codes must be met. Planning staff has determined the tenant improvement for the bistro is a Minor Historic Alteration because the work is all interior and no outside expansions or alterations are proposed.	Staff is working with the applicant. Proper applications have been determined by staff.
7	Midnight Express	Approved by Commission Resolution. Plan set has been sbmitted for permit review. Comments have been issued. Awating for resubmittal with those comments met. (10/26/18).	Permit application is under building review. Planning and Engineering has issued comments.	Building permit application for warehouse submitted. Address issued of 451 San Juan-Hollister Road.	n/a	Permit submittal has been turned in. First round of comments have been issued. Building and Engineering staff met with the applicants on 11/1/18. Discussion about the development took place and phasing in parts of the development were discussed. Possible changes to the conditions of approval may be discussed. Awating follow up from the applicant at this time (11/8/18).	staff has issued first round of comments after review.
	Infrastructure						
	Traffic Circle						
	Parking						
	Signage						

City of San Juan Bautista City Engineering Projects (11/12/2018)

CIP No.	Project Name	Description	Status	Tasks / Issues / Notes	Start Date	End Date	Likelihood of Completion (Red or Green)
	WASTEWATER						
CIP 33	Sludge Removal	Remove 435 tons of sludge from Pond 2 and haul to landfill for disposal	Synagro-WWT was awarded \$370,000 contract at 9/18/18 City Council meeting. 10/22/18 was first day of field operations. On 10/11/18 City staff held a preconstruction meeting with contractor. At the 10/16/18 City Council Meeting, City staff received authorization for an additional \$100,000 in project funding. First day of operation was 10/25/18. After first week of work Synagro swapped out the pump for a dredge.	Coordinated with staff at San Benito County on a lower disposal fee at John Smith Landfill. City PW Staff prepared the staging site (cut/clear weeds and grading work)	Concept Plan/Cost: April/May 2018 Prep Bid Document: July 2018 Bid Period: August 2018 Contract Award: Sept 2018 Construct: Oct/Nov 2018		
	Contract Operation of Wastewater Treatment Plant	Issued Request for Proposal for WWTP Contract Plant Operator (CPO)	Award of contract was made to Cypress Water Service at the 10/16/18 City Council Meeting. On 10/22/18 a Transition Meeting was held with Cypress Water Service, Bracewell Engineering and city staff. Staff from Cypress Water Service began "shadowing" Bracewell staff that day to get up to speed on the operation of the WWTP.		Prep RFP: August 2018 RFP Period: Sept 2018 Contract Award: Oct 2018 Begin Services: late Oct 2018		
CIP 36	WWTP Capital Planning	Determine repairs and upgrades to ensure plant operation and compliance with RWQCB Permit	At 8/21/18 meeting, City Council approved contract with Dudek Consulting for Risk Analysis/Capital Planning Study. Kick-off meeting was held on 9/5/18 Held coordination conference call with Dudek staff and Tom Pinkerton, electrical engineer on 9/14/18 On 9/28/18 we received the Draft Risk Analysis/Capital Planning Study from Dudek	Issued city agreement to Dudek on 9/5/18. Contract was received by city staff on 9/17/18	Contract Award: August 2018 Prepare CIP Study: Sept - Oct 2018		
CIP 36	Sewer Master Plan	Have Consultant prepare Sewer Master Plan	This is in FY 2019/20 Budget	Per 6/28/18 meeting with City Manager, will include preparation of Sewer Master Plan as optional item in Request for Proposals for Water Master Plan	Prep RFP: Jan 2019 RFP Period: Feb 2019 Contract Award: May 2019 Prepare Master Plan: June - Dec 2019		
	WATER						
CIP 27	Water Master Plan	Select Consultant through RFP process to prepare Water Master Plan	Draft a RFP for city staff's review		Prep RFP: Dec 2018 RFP Period: Jan 2019 Contract Award: March 2019 Prepare Master Plan: April 2019 - August 2019		
	Well 5	Complete Well Project	Worked with electrical engineer and well contractor to install PGE meter in advance of PGE installing permanent power				

City of San Juan Bautista City Engineering Projects (11/12/2018)

CIP No.	Project Name	Description	Status	Tasks / Issues / Notes	Start Date	End Date	Likelihood of Completion (Red or Green)
CIP 32	1.3M Water Tank Maintenance Contract	Inspection of interior and exterior of Water Tank should occur every 5 to 7 years	Obtained contractor's quote on 6/22/18 and forwarded to city staff on 6/22/18 with recommendation to authorize the work. Water Tank inspection occurred on 8/24/18 but tank was half full. So contractor will return when their schedule allows	This \$4,400 effort was authorized on 6/29/18.			
	ROADS / PARKING / SIDEWALKS / TRAILS						
CIP 9	3rd between Tahualemi and Muckelemi	Repave street	Preparing Concept Layout in order to prepare Cost Estimate	On 9/07/18 Project Engineer visited the site to observe pavement conditions and note wet utilities - Obtain Geotechnical Report for new pavement section	Concept Plan/Cost: Dec 2018 Prep Bid Document: Jan 2019 Bid Period: Feb 2019 Contract Award: April 2019 Construct: May/June2019	6/30/2019	
CIP 11	Muckelemi Street between 4th and Monterey	Reconstruct half-street	Preparing Concept Layout in order to prepare Cost Estimate	- On 9/07/18 Project Engineer visited the site to observe pavement conditions and note wet utilities - Obtain Geotechnical Report for new pavement section	Concept Plan/Cost: Dec 2018 Prep Bid Document: Jan 2019 Bid Period: Feb 2019 Contract Award: April 2019 Construct: May/June2019	6/30/2019	
CIP 12	5th Street between Franklin to Mission	Reconstruct street	Preparing Concept Layout in order to prepare Cost Estimate	- On 9/07/18 Project Engineer visited the site to observe pavement conditions and note wet utilities - Need to obtain Geotechnical Report for new pavement section	Concept Plan/Cost: Dec 2018 Prep Bid Document: Jan 2019 Bid Period: Feb 2019 Contract Award: April 2019 Construct: May/June2019	6/30/2019	
	BUILDINGS AND PARKS						
Carry-over	City Hall ReRoof	ReRoof City Hall	On 8/28/19 received \$94,217 quote from Noble Pride Roofing. On 9/12/18 received a revised quote for \$90,959. Prepared city agreement based on revised quote. 10/18/18 was first day of work. Extensive damage to the roof was found after the contractor removed the tiles. This resulted in a \$26,300 Change Order.	At 8/21/18 meeting City Council authorized negotiating contract with Noble Pride Roofing.	Prep Bid Document: done ReBid: July 2018 Contract Award: At August 2018 City Council Mtg Field Work: Oct/Nov 2018		
	SPECIAL PROJECTS						
	City GIS Map		on 4/13/18 Rene Anchieta of SB County completed an initial mapping effort	City PW Staff should review GIS map to confirm water, sewer and storm drain facilities			
	Seventh Street Sewer/Storm Drain Repair	On 9/20/18 city PW staff asked for help determining options for addressing deficiencies in the storm and sewer lines near the intersection of Seventh Street/Polk Street	City PW Staff removed and replace the failed concrete sewer line with new HDPE pipe	On 9/24/18 Harris Assoc met at the site with City PW Staff, reviewed the city plans, prepared a plan sheet of the existing wet utilities and developed replacement approach			
	SINGLE LOT DEVELOPMENT PROJECTS						

City of San Juan Bautista City Engineering Projects (11/12/2018)

CIP No.	Project Name	Description	Status	Tasks / Issues / Notes	Start Date	End Date	Likelihood of Completion (Red or Green)
	Midnight Express	Construct 5,000 SF building for ag-produce transfer operation	On 10/9/18 we returned review comments on first submittal of site plan to City staff. On 11/1/18 Permit Technician and City Engineer met with the applicant and their consultants and discussed their interest in adjusting the project conditions to allow for phasing the project due to their financing				
	Harveys Lockup	Frontage improvements along Church Street related to building permit	Met with builder owner rep several times to discuss sidewalk and driveway work on Church Street. Gave approval to place concrete after inspecting forms				
	609 Third Street (Vonk/Fegley)	Add Accessory Dwelling Unit in rear yard	On 9/18/18 we returned review comments on first submittal of site plan to City staff				
	507 Third Street (Dante Bains)	Street frontage improvements related to building permit	On 9/18/18 we returned review comments on first submittal of site plan to City staff				
	Casa Rosa (107 Third Street)	Structural Assessment of Building	Assisted City Planner over last two weeks with review of submitted qualification letters from several structural engineers to provide a structural assessment				
	Laursen Street (McGovert)	Site improvements related to building permit for new residential unit	On 11/13/18 we returned review comments on first submittal of site plan to City staff				



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: First Reading of Ordinance to Revise City Purchasing Procedures

MEETING DATE: November 20, 2018

DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Consider First Reading of Ordinance to revise Chapter 2-8 “Purchasing Procedures” of the City’s Municipal Code

BACKGROUND INFORMATION: This is in follow-up to the August 21, 2018 and October 16, 2018 City Council meetings where staff presented information on revising the City Purchasing Procedures. The direction received at the October 16, 2018 meeting was to:

1. Increase the City Manager’s authorization to \$20,000
2. To incorporate the Uniform Public Construction Cost Accounting Act (UPCCAA) into Chapter 2-8 of the City’s Municipal Code.

Staff also recommends including a Local Vendor Preference into the revised “Purchasing Procedures”

The City’s Purchasing Procedures are contained in Chapter 2-8 of the City’s Municipal Code (copy attached). The types of “goods and services” generally purchased by the city fall into the following categories:

1. Purchases of supplies, materials and equipment
2. Public Work as defined as the erection, construction, alteration, painting, repair or improvement of a City structure, building or road. Recent examples are the City Hall ReRoof Project and Wastewater Treatment Plant Sludge Removal Contract. Both projects were publicly bid after the City Engineer prepared construction documents for bidding purposes.
3. Procurement of professional services including special service or advice in accounting, engineering, legal or administrative matters by persons specially trained and competent to perform the services required (Gov’t Code § 53060).

The City Manager is the designated Purchasing Agent for the city and under the current Purchasing Policies the City Manager may authorize contracts up to \$5,000. Contracts over \$5,000 shall be approved by the City Council. For comparison purposes, the below table lists some nearby cities and the City Manager's purchasing authorization:

City	Population	City Manager Authorization
City of Hollister	36,677	\$20,000
City of Los Banos	39,183	\$30,000
City of Gilroy	57,664	\$35,000
City of Marina	21,528	\$25,000
City of Carmel	3,900	\$25,000
City of Del Rey Oaks	1,681	\$10,000

As mentioned, the proposed Ordinance will make the following revisions to Chapter 2-8 of the City's Municipal Code:

1. Increase the City Manager's authorization to \$20,000
2. Incorporate the Uniform Public Construction Cost Accounting Act (UPCCAA)
3. Add a Local Vendor Preference

FISCAL IMPACT: N/A as this is a policy discussion.

ATTACHMENTS:

1. Current Chapter 2-8 of the City's Municipal Code
2. Ordinance

ORDINANCE No. 2018-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
REVISING CHAPTER 2-8 “PURCHASING PROCEDURES” OF THE
CITY OF SAN JUAN BAUTISTA MUNICIPAL CODE**

**THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA HEREBY ORDAINS
AS FOLLOWS:**

SECTION 1. San Juan Bautista Municipal Code Chapter 2-8 entitled “Purchasing Procedures” is replaced in full with the following:

“Chapter 2-8 Purchasing Procedures”

Section 2-8-01 Purpose.

In order to establish efficient procedures for the acquisition of supplies, services, equipment, and materials at the lowest possible cost commensurate with the quality needed, to dispose of surplus personal property to the best advantage of the city, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases, the purchasing procedures set forth in this Chapter are adopted.

Section 2-8-02 Delegation of Purchasing Authority.

The City Manager is designated as the Purchasing Agent for the city. The Purchasing Agent shall have the authority to:

- A. Purchase or contract for supplies, services, equipment, and materials required by any department in accordance with the purchasing procedures prescribed by this Chapter, any administrative regulations that the City Manager shall adopt for the internal management and operation of the purchasing procedures, and any other rules and regulations as shall be prescribed by the City Council.
- B. Negotiate and recommend execution of contracts for the purchase of supplies, services, equipment, and materials.
- C. Act to procure for the City the needed quality in supplies, services, equipment, and materials at the least expense to the city.
- D. Discourage non-competitive bidding and endeavor to obtain as full and open competition as possible on all purchases.
- E. Prescribe and maintain such forms as reasonably necessary for the operation of this Chapter.

- F. Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specifications.
- G. Recommend the transfer of surplus or unused supplies and equipment between departments as needed, and the sale of surplus supplies and equipment.
- H. Join with other governmental agencies in joint purchasing endeavors where the purchasing procedures substantially conform to this Chapter and state law.
- I. Make purchases by taking advantage of valid contract terms that have been negotiated by another governmental agency pursuant to Section 2-8-03.

Section 2-8-03. Agreements with other governmental agencies.

The City Manager may authorize in writing a joint effort with any other governmental agency to purchase or contract for specified supplies, services, equipment, and materials. He/she shall ensure that such purchases or contracts by other governmental agencies conform to the procedures established by state law.

Section 2-8-04. Departmental requisition procedure.

Departments shall submit requests for supplies, services and equipment to the City Manager.

Section 2-8-05. Bidding procedures for public construction projects.

A. Purpose: The purpose of this section is to adjust the monetary limits for public construction projects which can be carried out with administrative decision, informally bid, and formally bid projects. It is the intent of the city council that this chapter shall govern the selection of contractors by the city through the bidding procedures specified in article 1, chapter 2, part 3, division 2 of the Public Contract Code section 22000 et seq., the Uniform Public Construction Cost Accounting Act.

B. Definitions: The definitions employed in article 1 of chapter 2, part 3, division 2 of the Public Contract Code section 22000 et seq., and their statutory successors shall govern the construction of this section.

Accordingly, a "public project" means any of the following:

1. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
2. Painting or repainting of any publicly owned, leased, or operated facility.
3. In the case of a publicly owned utility system, "public project" shall include only the construction, erection, improvement, or repair of dams, reservoirs, power plants, and electrical transmission lines of two hundred thirty thousand (230,000) volts and higher.

A "public project" does not include maintenance work, such as:

1. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
2. Minor repainting.
3. Resurfacing of streets and highways of less than one inch (1.0") thickness.
4. Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
5. Work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of two hundred thirty thousand (230,000) volts and higher.

C. Contract Letting Procedures: Except as otherwise provided herein, the provisions of the Uniform Public Construction Cost Accounting Act, Public Contract Code Section 22000 et seq., shall be controlling.

1. List of Qualified Contractors: The responsible department head shall maintain a list of qualified contractors identified according to categories of work in accordance with Public Contract Code Section 22034 and as determined by the California Uniform Construction Cost Accounting Commission.
2. No Bidding Required: Public projects less than or equal to Forty Five Thousand Dollars (\$45,000.00) may be performed by city staff, by force account with a contractor, by negotiated contract, or by use of a purchase order, pursuant to Section 22032 of the Public Contract Code.
3. Informal Bids: The city shall follow the following informal bidding procedure for public projects of One Hundred Seventy Five Thousand Dollars (\$175,000.00) or less, or those public projects as specified in either section 22032(b) or Section 22020 of the Public Contract Code.

a. Notice: A Notice Inviting Informal Bids shall be sent to: (1) all contractors on the city's list of qualified contractors for the category of work being bid, and (2) the construction trade journals as specified in Section 22036 of the Public Contract Code and as named by the California Uniform Construction Cost Accounting Commission.

(1) The mailing of notices to contractors and construction trade journals shall be completed not less than ten (10) calendar days before bids are due.

(2) The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.

b. Authority To Award Bid: The authority to award informal contracts is hereby delegated to the city manager unless all informal bids received are in excess of One Hundred Seventy Five Thousand Dollars (\$175,000.00), in which case the city council may, by passage of a resolution

by a four-fifths (4/5) vote, award the contract at the amount set forth in Section 22034(f) of the Public Contract Code or less to the lowest responsible bidder, if it determines the cost estimate of the responsible department head was reasonable.

4. Formal Bids: The city shall follow the following formal bidding procedure for public projects equal to or greater than One Hundred Seventy Five Thousand Dollars (\$175,000.00), or as specified in either Section 22032(b) or Section 22020 of the Public Contract Code.

a. Plans and Specifications: The city council shall adopt plans, specifications, and working details for all public projects that are formally bid.

b. Notice: A notice inviting formal bids shall be published and mailed as specified below.

(1) A notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project.

(2) The notice inviting formal bids shall be mailed to construction trade journals specified in section 22036 of the Public Contract Code and as named by the State's Uniform Construction Cost Accounting Commission, at least thirty (30) calendar days before the date of opening the bids.

(3) The notice inviting formal bids shall be published in a newspaper of general circulation printed and published within the jurisdiction of the city, or if none exists, in a newspaper of general circulation which is circulated within the jurisdiction of the city, at least fourteen (14) calendar days before the date of opening the bids.

(4) In addition to notice required by this section, the public agency may give such other notice as it deems proper.

5. Procedure for Award of Informal or Formal Bids:

a. If a contract is awarded, it shall be awarded to the lowest responsive and responsible bidder. If two (2) or more bids are the same and the lowest, the city council may accept the one it chooses.

b. The city council has the discretion to reject any bids presented.

c. The city council has the discretion to reject all bids, if:

(1) The city council declares that the project may be more economically performed by employees of the city; and

(2) The city furnishes written notice to the apparent low bidder that informs the bidder of the agency's intention to reject the bid. Such notice shall be mailed at least two (2) business days prior to the public hearing at which the city council intends to reject the bid.

d. If after the first invitation of bids all bids are rejected, after reevaluating its cost estimates of the project, the city shall have the option of either of the following:

(1) Abandoning the project or re-advertising for bids in the manner described by this section;
or

(2) By passage of a resolution by a four-fifths (4/5) vote of the city council, declaring that the project can be performed more economically by the employees of the public agency, may have the project done by force account without further complying with the uniform public construction cost accounting act or this section.

6. No Bids Received: If no bids are received through the formal or informal procedure, the project may be performed by the employees of the city by force account, or negotiated contract without further complying with the uniform public construction cost accounting act or this section.

7. Emergencies: In the case of emergency when repairs or replacements are necessary, the governing body may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city, by contractor, or by a combination of the two (2). If the city chooses not to give notice for bids to let contracts, the city must comply with the provisions of the uniform public construction cost accounting act, Public Contract Code section 22050 et seq. (Ord. 2010-65, 7-6-2010; amd. Ord. 2015-88, 11-2-15)

(a) Notice Inviting Bids. Notices inviting bids shall distinctly describe the project, state where bid forms and specifications may be secured, and state the time and place for the receiving and opening of sealed bids. Notices inviting bids must be posted at the City's designated posting places at least 10 days prior to bid opening.

(b) Bidder's Security. All bids presented in connection with the public project shall be accompanied by bidder's security in the form and amount prescribed by Public Contract Code Sections 20170 and 20171. In all cases bidders shall be entitled to return of bid security provided that a successful bidder shall forfeit the bid security upon refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the City is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the City Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

(c) Bid Opening Procedure. Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notice. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty calendar days after the bid opening.

(d) Rejection of Bids or No Bids Received. In its discretion, the City Council may reject any and all bids presented and re-advertise for bids. If no bids are received, the City Council may award the project by negotiated contract.

(e) Award of Contracts. Contracts shall be awarded by the City Council to the lowest responsible bidder except where as otherwise provided herein.

(f) Tie Bids. If two or more bids received are for the same amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the City Council may accept the one it chooses, or accept the lowest bid made by negotiation with the tie bidders, or may utilize a blind public drawing.

(g) Performance Bonds. The City Manager shall have authority to require a performance bond before entering a contract in such amount as he/she finds reasonably necessary to protect the best interests of the city. If the City Manager requires a performance bond, the amount of the bond shall be described in the notice inviting bids.

Section 2-8-06. Open market procedures for purchases exclusive of public projects.

(a) Purchases of supplies, services, equipment and the sale of personal property that do not fall under Section 2-8-05 shall be by the open market procedures described in this section when the estimated value, exclusive of sales tax and freight, exceeds Twenty Thousand Dollars (\$20,000.00). Open market procedures may be dispensed with only when an emergency requires that an order be placed with the nearest available source or when the supply, service, or equipment can be obtained from only one vendor. The City Manager shall solicit open market quotes or bids by written requests to prospective vendors, by telephone, e-mail, or by public notice posted at the City's designated posting places.

(b) When entering a professional services contract, the skill or ability of the entity or person performing the services is a key component of the selection criteria. The selection should be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Cost is only one factor in determining the selection. In these cases, the City Manager shall solicit requests for proposals or requests for quotations to prospective vendors either by mail, telephone, e-mail or by public notice posted at the designated posting places.

Section 2-8-07. Use of purchase orders.

Purchases of supplies, services, and equipment shall be made by purchase order.

2-8-07.1 Encumbrance of funds only in cases of emergency.

Except in cases of emergency, a purchase order for supplies, services, equipment, or materials may not be issued unless there exists an unencumbered appropriation against which the purchase is to be charged.

2-8-07.2 Written contract required for public projects and major acquisitions and sales.

- A. Purchases and contracts, exceeding twenty thousand dollars (\$20,000.00), for supplies, services, equipment, and materials, and the sale of personal property shall be by written contract with:

(1) The lowest responsible bidder;

(2) In the case of sales by the city, the highest responsible bidder; or

(3) In the case of professional or personal services contracts, based on the criteria established in Section 2-8-06(b). Such purchases and contracts shall be pursuant to the procedures set forth in this Chapter.

B. All contracts regardless of amount shall be reviewed and approved by the City Attorney.

2-8-07.3 Dollar limits for approvals.

A. Purchases of supplies, services, equipment, and materials and the sales of personal property shall be approved by:

(1) The City Manager, if such purchases or sales do not exceed twenty thousand dollars (\$20,000.00).

(2) The City Council, upon recommendation of the City Manager, if such purchases or sales exceed twenty thousand dollars (\$20,000.00).

B. All real property acquisitions or real property lease contracts, regardless of term or amount, shall be approved by the City Council.

2-8-08 Determination of lowest responsible bidder.

In determining the lowest responsible bid, criteria will include, but not be limited to, the following:

- A. The extent to which the offer meets the requirements and specifications of the city;
- B. Long term and short term costs to the city, including maintenance;
- C. Impact on operational efficiency, which includes delivery requirements;
- D. Ability and reliability of the bidder and suppliers to provide and guarantee the items procured;
- E. Financial stability of the bidder.

2-8-09 Local vendor preference.

A. The city council shall be authorized to give preferences for goods and services as permitted by applicable state or federal law and specifically provided for from time to time by city council resolution or ordinance.

B. In procurement of goods or services for the city requirements, preference shall be given to those vendors who have a local presence in the city of San Juan Bautista, provided that the price, quality, terms, delivery, and service reputation are determined to be equal by the city council under the criteria set forth in Section 2-8-08.

C. Contracts for goods or services may be awarded to a local vendor who is not the lowest responsible bidder but who has certified that it is a local vendor pursuant to this section and if the cost difference between the local vendor and the lowest responsible bidder does not exceed five percent of the lowest responsible bid.

D. To qualify as a local vendor the entity submitting the bid or quotation must certify to all of the following at the time that the bid or quotation is submitted:

1. It has fixed facilities with employees located within the city limits;
2. It has a business street address (post office box or residential address shall not suffice to establish a local presence);
3. All sales tax returns for the goods purchased must be reported to the state through a business within the geographical boundaries of the city, and the city will receive one percent or such percentage of sales tax of goods purchased as is allocable to the city from time to time under the existing state law; and
4. It has a current city business license.

E. False certifications relating to local vendor preferences shall be immediate grounds for rejection of any bid or quotation, or in the case when the bid has been awarded, shall be grounds for voiding the bid or quotation, terminating any contract, and seeking damages thereto.

Section 2-8-10. Inspection, testing and acceptance responsibility.

The responsibility for the inspection, testing and acceptance of all supplies, equipment and contractual services performed shall rest with the City Manager.

Section 2-8-11. Sale of surplus supplies and equipment.

An auction company may be used to sell surplus supplies and equipment in which the best price will be achieved on behalf of the City.

SECTION 2. Severability. This ordinance and the various parts thereof are hereby declared to be severable. Should any section of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any portion thereof other than the section so declared to be unconstitutional or invalid.

SECTION 3. Effective Date. This Ordinance shall go into effect thirty (30) days after the date of its adoption.

THE FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on the ____ day of _____ 2018, and adopted at a regular meeting of the San Juan Bautista City Council on the ____ day of _____, 201_ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayor

City Clerk

APPROVED AS TO FORM:

Deborah Mall, City Attorney

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL STAFF REPORT

DATE: November 20th, 2018

SUBJECT: Parking Citation Ticket Revision

FROM: Timothy Parshall, Code Enforcement Officer

Objective:

Consider changes to the current parking ticket and process.

Background:

The City was using Judicial Data Systems (JDS) for many years to manage billing and administration of parking citations, but they are no longer in business. Recently, the City entered into a contract with Data Ticket, prompting reprinting of the citations, and the opportunity to make changes to the citations before going to print.

Our current parking tickets indicate the San Juan Bautista Police Department as the issuing party. With the understanding that the tickets, while not directly indicating the City specifically, are deemed by Administration to be valid as written by the Code Enforcement Officer.

Given the confusion, staff suggests doing the following:

1. Removing the reference to the Police Department as the issuing party on the citation. It will now simply read, "City of San Juan Bautista".
2. As a requirement of the Data Ticket Citation System, employees of the City that are able to issue tickets will have an ID number associated with them for accountability.

Conclusion:

We are working closely with Data Ticket to meet these requirements.

We anticipate the implementation of this system within 2-3 months.

Attachments:

An example of a Data Ticket citation from another jurisdiction, as well as the City's existing citation.

NOTICE OF PARKING VIOLATION
San Juan Bautista Police Department
No. SJB [REDACTED]

Current
Citation

VEHICLE LICENSE NO./VIN NO.	REG. YR.	STATE	MAKE	MODEL
DATE	TIME	DAY	COLOR	
LOCATION			LAST 4 VIN	

PAYMENT OR A REQUEST FOR AN ADMINISTRATIVE REVIEW IS REQUIRED WITHIN 30 DAYS. TO REQUEST A REVIEW OR MAKE A PAYMENT (PAYABLE TO) WRITE TO:
 CITY OF SAN JUAN BAUTISTA PARKING ADMINISTRATION
 P.O. BOX 25120 (800) 273-6488
 SANTA ANA, CA 92799-5120

CITY CODE VIOLATION		
1	7-4-100 Stopping in Specified Places	\$65
2	7-4-105 Unauthorized standing or loading	\$65
3	7-4-105A Exceeding Loading Time	\$65
4	7-4-115A Parking right wheels further than 18" of curb	\$65
5	7-4-120 Parking vehicle on streets for purpose of sale	\$65
6	7-4-130 Parking & storage of boats	\$65
7	7-4-135 Parking on private property w/o owner's consent	\$65
8	7-4-140 Parking or Standing – Vendors (permit required)	\$65
9	7-4-140 Selling from parked vehicle	\$65
10	7-4-205 No parking – Yellow Zone (30 min)	\$65
11	7-4-210 Exceeding Loading Time (White/10 min)	\$65
12	7-4-215 Exceeding Parking Time (Green/15 min)	\$65
13	7-4-420 Restricted Parking - Handicapped Zone	\$290
14	7-4-515 Parking on city streets for repairs	\$65
15	7-4-710 No parking in Excess of 72 hours	\$65
16	7-4-715 Illegal oversized vehicle parking	\$165
17		
18		
19		
20		
21		
22		
23		

REMARKS _____

OFFICER SIGNATURE	ID NUMBER
COMPLAINANT SIGNATURE	

Parking Fees are due 30 days from the issuance of the ticket. If not paid by due date, the fine shall be doubled or subject to a \$100 penalty, whichever, is greater and turned over to the DMV.

SJB Parking Notice

(Rev. 6/13)

PARTS 1-3
COLOR: BLACK

Example Via Data Ticket

PC XXXXXX

PLACER COUNTY / CALIFORNIA VEHICLE CODE VIOLATIONS			BAIL
1	PCC 12.04.110	Parking in posted area/county road	\$ 35
2	PCC 10.12.020B	Parked on roadway 11/1-5/1 snow area	\$ 55
3	PCC 10.12.030B	Blocking flow or emergency equipment	\$ 110
4	PCC 10.12.200	Parked in a loading zone	\$ 100
5	VC 22500B	Parked in a crosswalk	\$ 25
6	VC 22500E	Parked in front of driveway	\$ 25
7	VC 22500F	Parked on any portion of sidewalk	\$ 25
8	VC 22500I	Parked in a bus lane/loading zone	\$ 255
9	VC 22500.1	Parked in a fire lane	\$ 35
10	VC 22504A	Parked in roadway/unincorporated area	\$ 25
11	VC 22505B	Parked in a posted area/highway	\$ 25
12	VC 22507.8	Parked in disabled space	\$ 280
13	VC 22510	Parked in snow removal zone	\$ 25
14	VC 22514	Parked within 15 feet of fire hydrant	\$ 25
15	VC 22502	Parked on wrong side of road 18" from curb	\$ 25
16	VC 4000(a)(i)	Un-registered vehicle	\$ 60
17	VC 5204	Improper tabs	\$ 60
18	VC 5200	No License Plates (2 required)	\$ 30
		TOTAL	\$

NOTES:	NOTES:
DEPUTY:	ID #:

5/8" LINEHOLE STUB



BACKER PARTS 1-3
COLOR: BLACK 40% SCREEN

IMPORTANT – READ CAREFULLY

YOU MAY PAY BY MAIL OR BY GOING TO: www.CitationProcessingCenter.com.

IF YOU MAKE PAYMENT BY MAIL, SEND THE PROPER AMOUNT OF PENALTY IN MONEY ORDER, CASHIER'S CHECK OR PERSONAL CHECK, PAYABLE TO: PLACER COUNTY SHERIFF. PLEASE **DO NOT SEND CASH!** ENCLOSE THE NOTICE OF PARKING VIOLATION WITH YOUR PAYMENT AND/OR PROOF OF CORRECTION(S). WRITE YOUR CITATION NUMBER ON YOUR PAYMENT.

MAIL TO: PLACER COUNTY SHERIFF
C/O CITATION PROCESSING CENTER
P. O. BOX 10479
NEWPORT BEACH, CA 92658-0479

INQUIRIES CAN BE MADE BY CALLING (800) 989-2058.

TO RESPOND TO THE CITATION:

The registered owner, lessee, or person responsible for the vehicle cited shall within 21 days of issuance, either:

- 1) Pay the parking penalty, or
- 2) The registered owner or lessee of the vehicle may submit a written appeal online at www.CitationProcessingCenter.com or mail your appeal with any supporting information to the address as noted above. Your payment or appeal request must be received within 21 days of the citation date. Submitted documents will not be returned.

THERE WILL BE A \$63.00 SERVICE CHARGE FOR ALL RETURNED CHECKS.

For indigent person assistance please visit www.placer.ca.gov.

WARNING: IGNORING THE TIME LIMITS OF THIS NOTICE SHALL RESULT IN IMMEDIATE ACTION IN THE FORM OF ADDITIONAL PENALTIES AND AN EVENTUAL LIEN HOLD BEING PLACED ON YOUR VEHICLE REGISTRATION WITH THE DEPARTMENT OF MOTOR VEHICLES. VEHICLES WITH FIVE (5) OR MORE CITATIONS WILL BE IMPOUNDED OR IMMOBILIZED PURSUANT TO CALIFORNIA VEHICLE CODE SECTION 22651(i)(1) AND 22651.7

CORRECTABLE VIOLATIONS: CVC SECTIONS 5200 and 5204 require vehicle inspection and evidence of violation correction. Evidence of correction may be obtained at any police agency which provides such service. IF CORRECTED, BAIL ON THESE VIOLATIONS IS REDUCED TO \$10.00 PER CORRECTED VIOLATION, VALID PROOF OF EACH CORRECTION AND \$10.00 PER CORRECTED VIOLATION MUST BE RECEIVED WITHIN 21 DAYS OF THE CITATION DATE OR PENALTIES WILL ACCRUE.

CORRECT EQUIPMENT VIOLATIONS IMMEDIATELY!

A \$10.00 CORRECTION FEE FOR EACH VIOLATION CORRECTED IS REQUIRED WITH ALL PROOFS OF CORRECTION.

PROOF OF CORRECTION	
Sections Violated	
Signature of Certifying Officer	
ID No.	
Certifying Agency	
Date	



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: **Fourth Street Speed Control**

MEETING DATE: November 20, 2018

DEPARTMENT HEAD: City Manager

BACKGROUND INFORMATION:

Speed calming and parking on both 4th street and Muckelmi Street are on our list of capital projects. I have consulted with Pinnacle Traffic Engineering, the City Engineer and spoken to several residents as well as some council members.

Taking in all the inputs, I recommend we execute the following draft plan with your inputs:

1. 3 way stop at westerly entrance/exit of Mission Garden Apartments – this would do 2 things. Slow traffic and make it safer coming out of the apartments. I have received 2 complaints regarding near miss accidents at that location. Painting more red curb would take away 8 more parking places because the angle coming out of that entrance/exit is severely impacting line of site down the street.
2. Put reverse angle parking where possible on Muckelemi. You can see effective use of reverse angle parking around the San Benito High School in Hollister. It is a new and effective approach to maximizing parking.
3. More 25 MPH speed signs on 4th. Currently there are only 2. I suggest at least 4 more.
4. 2 stop signs on 4th. A 4 way at Polk and a 3 way at Pearce.
5. 3 Speed tables: Tualami, San Jose, and at back entrance to La Posada Hotel.

FISCAL IMPACT:

All the work can be done in house with the exception of the speed tables which we will go out to bid for. By doing so we will be way under our capital budget for this.

ATTACHMENTS:

GIS Map



San Juan Bautista

© 2018 Google

Google Earth



1998

Imagery Date: 5/9/2018

36°50'47.32" N 121°32'26.24" W elev. 208 ft eye alt