



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 ~ October 16, 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 Affidavits of Posting Public Hearing Notices**
 - i. Community Facilities District (CFD)**
 - ii. Garbage Contract**
 - iii. Franklin Street Project**
- C. Approve Resolution 2018-XX for Street Closures**
 - i. Jardines Dia de los Muertos Event**
 - ii. Double Road Race**
 - iii. Williams Ltd Antiques Faire and Rib Cookoff**
 - iv. Hollister Rotary Mission 10K Run**
- D. Approve Minutes for August 21, 2018 Council Meeting**
- E. Recommendation of the Appointment of Donna Holmes to the Strategic Plan Committee**
- F. Adopt Ordinance 2018-06 Approving the Addition of Chapter 5-33, Emergency Organization and Functions to Title 5 of the SJB Municipal Code (Second Reading and Adoption)**
- G. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**

- 4. Presentations, Informational Items and Reports**
 - A. Presentation of Proclamations:**
 - i. Honoring Ron Erickson Posthumously, Founder of Early Days at the State Historic Park in San Juan Bautista**
 - ii. Honoring 50 Years of AMBAG**
 - B. Treasurer's Report**
 - C. City Manager's Report**
 - D. Grant Report**
 - E. Monthly Construction Progress Report**
 - F. Community Development Report**
 - G. City Engineer's Report**
 - H. Reports from City Council Appointees to Regional Organizations and Committees**
 - I. Strategic Plan Committee Report**

- 5. Public Hearing Items**
 - A. Consider the Establishment of the Proposed Community Facilities District (CFD), the proposed rate and method of apportionment of the special taxes proposed to be levied within the CFD, and all other matters as set forth in the Resolution of Intention**
 - i. Staff Report: City Manager LaForge
 - ii. Discussion
 - iii. Open the public hearing
 - iv. Close the public hearing
 - v. Possible Action:
Approve Resolution 2018-XX Forming and Establishing Community Facilities District No. 2018-01 and Authorizing Submittal of the Levy of Special Taxes to the Qualified Electors of the District

 - B. Hold an Election of the CFD and Consider a Resolution Declaring the Results of a Special Election in the Community Facilities District**
 - i. Hold Election
 - ii. Declare the Results of the Election
 - iii. Possible Action:
Approve Resolution 2018-XX of the City Council of the City Of San Juan Bautista Acting in Its Capacity as the Legislative Body of the Community Facilities District No. 2018-01, Declaring the Results of a Special Election in Such Community Facilities District

 - C. Introduce an Ordinance Authorizing the Levy of a Special Tax in Community Facilities District No. 2018-01**
 - i. Staff Report: City Manager LaForge
 - ii. Discussion
 - iii. Open the public hearing
 - iv. Close the public hearing
 - v. Possible Action:
Introduce an Ordinance authorizing the levy of a special tax in Community Facilities District No. 2018-01

D. Consider Approval of Maximum Allowable Solid Waste Collection Rates Effective November 1, 2018 to June 30, 2019

- i. Staff Report: City Manager LaForge
- ii. Discussion
- iii. Open the public hearing
- iv. Close the public hearing
- v. Possible Action:
Approve Resolution 2018-XX Approving Maximum Allowable Solid Waste Collection Rates effective November 1, 2018 to June 30, 2019.

E. Consider Action on Four Parcels Located on Franklin Street -- 10 Franklin Street (APN 002-490-002), 11 Franklin Street (APN 002-340-006 and 002-340-007) and 17 Franklin Street (APN 002-340-003)

i. Consider a City-initiated Zone Change from Public Facility (PF) to Mixed-Use (MU). Zone Change approval is exempt from CEQA pursuant to Article 19, Sections 15315, 15303, 15331, and 15332. Applicant: City of San Juan Bautista

- i. Staff Report: Associate Planner Todd Kennedy
- ii. Discussion
- iii. Open the public hearing
- iv. Close the public hearing
- v. Possible Action:
Motion to introduce an Ordinance Approving a City-Initiated Rezoning of Four Parcels Situated at 11 Franklin Street (APN 002-340-006 and 002-340-007), 17 Franklin Street (APN 002-340-003), and 10 Franklin Street (APN 002-490-002) from Public Facility (PF) District to Mixed-Use (MU) District

ii. Consider a City-Initiated General Plan Amendment. The proposed amendment is from Public Facility (PF) to Mixed-Use (MU) and is exempt from CEQA pursuant to Article 19, Sections 15315, 15303, 15331, and 15332.

Applicant: City of San Juan Bautista

- i. Staff Report: Associate Planner Todd Kennedy
- ii. Discussion
- iii. Open the public hearing
- iv. Close the public hearing
- v. Possible Action:
Motion to approve Resolution 2018-XX Approving a City-Initiated General Plan Amendment 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

iii. Consider a Proposed Lot Merge for 11 Franklin Street (APN 002-340-006 and APN 002-340-007) to allow the property owner to reconstruct/restore an accessory building and make interior changes within the main building and outdoor features. The lot merge is exempt from CEQA pursuant to Article 19, Sections 15311, 15302, and 15315. Applicant: Robert and Martha Fernandez

- i. Staff Report: Associate Planner Todd Kennedy
- ii. Discussion
- iii. Open public hearing
- iv. Close public hearing
- v. Possible Action:
Motion to approve Resolution 2018-XX Approving a Lot Merge for 11 Franklin Street to Combine the Parcels

6. Action Items

A. Consider Resolution Declaring the Existence of a Shelter Crisis Within the City of San Juan Bautista

- i. Staff Report: City Manager Michael LaForge
- ii. Discussion
- iii. Public Comment
- iv. Possible Action:
Motion to approve Resolution 2018-XX Declaring the Existence of a Shelter Crisis Within the City of San Juan Bautista, pursuant to SB 850 (Chapter 48, Statutes of 2018 and Government Code 8698.2)

B. Review City Purchasing Procedures and Provide Direction to Staff

- i. Staff Report: City Engineer Patrick Dobbins
- ii. Discussion
- iii. Public Comment
- iv. Possible Action:
Provide direction to staff.

C. Award of Wastewater Treatment Plant Operator Contract

- i. Staff Report: City Engineer Patrick Dobbins
- ii. Discussion
- iii. Public Comment
- iv. Possible Action:
Motion to approve Resolution 2018-XX Authorizing the City Manager to sign a service contract with Cypress Water Services for City Wastewater Treatment Plant Operation in the amount of \$120,890/yr. with a contingency budget of \$20,000.

D. Consider Extending Existing Synagro Sludge Removal Project Contract Services

- i. Staff Report: City Engineer Patrick Dobbins
- ii. Discussion
- iii. Public Comment
- iv. Possible Action:
Provide direction to staff.

7. Discussion Items

A. Consider Having Two City Council Meetings Each Month – Vice Mayor Freeman

8. Comments

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

9. 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 11th DAY OF OCTOBER 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 11th DAY OF OCTOBER 2018.



TRISH PAETZ, DEPUTY CITY CLERK

AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL PUBLIC HEARING NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 5th DAY OF OCTOBER 2018, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

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TRISH PAETZ, DEPUTY CITY CLERK

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

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

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

September 28, 2018.

I, under penalty of perjury, declare that the foregoing is true and correct. This declaration has been executed on **September 28, 2018.**

**HOLLISTER FREE LANCE
350 Sixth Street,
Hollister CA 95023**

/S/ Judy Bell
Legal Publications Specialist
Classified Advertising
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Phone # (408) 842-5066
Fax # (408) 842-3817
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Website: www.sanbenitocountytoday.com

NOTICE OF PUBLIC HEARING
CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 6061, the City Council of the City of San Juan Bautista gives notice of a public hearing on October 16, 2018 at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following item will be discussed:

Consider the establishment of the proposed Community Facilities District, the proposed rate and method of apportionment of the special taxes proposed to be levied within the Community Facilities District, and all other matters as set forth in Resolution 2018-45 (resolution of intention).

At the above-mentioned time and place for public hearing any persons interested, including taxpayers and property owners may appear and be heard. The testimony of all interested persons for or against the establishment of the District, the extent of the District, or the furnishing of the services, will be heard and considered. Any protests may be made orally or in writing. However, any protests pertaining to the regularity or sufficiency of the proceedings shall be in writing and clearly set forth the irregularities and defects to which the objection is made. All written protests shall be filed with the City Clerk of the City of San Juan Bautista on or before October 16, 2018 at 6:00 p.m. Written protests may be withdrawn in writing at any time before the conclusion of the public hearing.

Publish: September 28, 2018

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ON THE 11th DAY OF OCTOBER 2018.



TRISH PAETZ, DEPUTY CITY CLERK



Notice of Public Hearing

Proposed Increase for Maximum Allowable Charge for Solid Waste/Recycling/Organics Collection for Rate Year 2018/2019

City of San Juan Bautista, City Council Chambers
City Hall, 311 Second Street, San Juan Bautista

October 16, 2018 6:30 P.M.

On October 16, 2018, at 6:30 p.m. or as soon thereafter as the matter may be heard, the City of San Juan Bautista will hold a Public Hearing to accept public input and testimony on a proposed increase on the maximum allowable charge for solid waste collection, to be effective November 1, 2018 and thru June 30, 2019. Any interested person may present verbal or written input to the City Council. Although the City Council will consider all input, State law provides that only the written protests of property owners may be counted to determine whether a majority protest to the proposed maximum exists. If, at the conclusion of the public hearing, a majority protest of property owners does not exist, the City Council will consider adoption of the proposed increase in the maximum allowable charges.

The current Franchise Agreement and rates expire on October 31, 2018. Your current solid waste rates were last adjusted on July 1, 2016. Through a competitive procurement process a new Franchise Agreement was awarded to Recology San Benito County with a significant expansion of new recycling and organics collection programs for residents and businesses to start effective November 1, 2018. All residents will receive a green organics cart for the collection of yard waste and food scraps and twice per year curbside bulky item collection will be provided at no additional cost. Businesses will be provided recycling collection services at no additional cost and organics collection at a reduced rate. Businesses will also receive free technical assistance and education materials to support new or expanded recycling and food scrap collection services.

The proposed new rates will pay for the collection and disposal of garbage; collection and processing of all recyclable items, yard waste, and food scraps; and seasonal recycling programs and public education activities to meet state regulatory requirements. These services are available to all City residents and commercial businesses. The rates are established to encourage recycling and composting so as to divert materials from disposal in the landfill.

If the City Council approves the proposed service provider's rates at its October 16, 2018 meeting, new rates will begin on November 1, 2018, and will be included in the billing statement beginning in November 2018. The proposed schedule of maximum rates is attached. Please note that the listed rates are the maximum rates. Therefore, your monthly rate may ultimately be lower than what is listed on the schedule.

The following charts gives the monthly rate for the four offered residential services; and the most common service levels for commercial customers if the containers are serviced one time a week. The full rate schedule including all commercial services is available for review at City Hall at 311 Second Street, San Juan Bautista.

Recology will provide additional services upon request for a set fee that are not included in the maximum solid waste collection rate. These optional services will appear on the customer's Recology San Benito County bill as a separate line item in addition to the standard cost of collection. Backyard or distance service, additional carts, and extra on call pickups of bulking items are a few of the services offered. A complete list of all the additional services and their 2018 rate is also available at City Hall.

Residential Collection Rate including all City Fees
For weekly collection of garbage, recyclables and organics
Single family homes are billed bi-monthly

<u>Cart Size</u>	<u>2016 Monthly Rate*</u>	<u>Proposed 2018/19 Monthly Rate</u>	<u>Monthly Difference</u>
20-Gallon Cart	\$26.06	\$25.75	(\$0.31)
32-Gallon Cart	\$28.67	\$31.00	\$2.33
64-Gallon Cart	\$46.43	\$53.00	\$6.57
96 Gallon Cart	\$64.17	\$80.00	\$15.83
*Includes monthly yard waste collection service charge. Proposed new rates include organics (yard waste and food scraps) collection service at no additional charge.			

Commercial and Multi-Family Collection Rate including all City Fees
For the most common bin and cart sizes, collected weekly
Commercial customers are billed monthly

<u>Bin Size</u>	<u>2016 Monthly Rate</u>	<u>Proposed 2018/19 Monthly Rate*</u>	<u>Monthly Difference</u>
1-1 Yard	\$141.67	\$170.00	\$48.29
1-2 Yard	\$165.21	\$218.00	\$71.49
1-3 Yard	\$204.45	\$300.00	\$88.33
1-4 Yard	\$273.90	\$395.00	\$119.92
<u>Cart Size</u>	<u>2016 Monthly Rate</u>	<u>Proposed 2018/19 Monthly Rate</u>	<u>Monthly Difference</u>
64-Gallon Cart	\$37.30	\$53.00	\$15.70
96 Gallon Cart	\$55.04	\$80.00	\$24.96
* Includes collection of recyclables at no additional charge. Separate charges apply for organics collection.			

Commercial and Multi-Family Organics Collection Rate including all City Fees
For available bin and cart sizes, collected weekly
Commercial customers are billed monthly

<u>Bin Size</u>	<u>2016 Monthly Rate</u>	<u>Proposed 2018/19 Monthly Rate*</u>
1-1 Yard	No current service and rates	\$102.00
1-2 Yard		\$163.50
64-Gallon Cart		\$31.80
96 Gallon Cart		\$48.00

If you wish to protest the proposed rate changes noted above, the City of San Juan Bautista City Clerk must receive your written protest along with the completed form, see below, (mailed or delivered) to:

**City of San Juan Bautista, City Clerk
City Hall
311 Second Street, San Juan Bautista, California 95045**

no later than 5 p.m. on October 15, 2018. Protests that are incomplete or are not received by the deadline cannot be counted. No more than one protest per parcel may be submitted. A written protest may also be hand delivered to the City Clerk, at any time before the end of the public hearing.

If you have any questions, please call the City Manager's office at (831) 623-4661

(Please cut along the dotted line and include with your protest letter)

OFFICIAL PROTEST FROM:

Name: _____

Address: _____

City: _____ ZIP Code: _____

Assessor's parcel number (the nine-digit number that appears on your property tax statement):

Signature: _____ Date: _____

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SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 11th DAY OF OCTOBER 2018.



TRISH PAETZ, DEPUTY CITY CLERK

NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **October 16, 2018** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- Consider a City-initiated Zone Change that will cover four parcels located on Franklin Street -- 10 Franklin Street – APN 002-490-002, 11 Franklin Street – APN 002-340-006 and 002-340-007, and 17 Franklin Street – APN 002-340-003. The proposed change is from Public Facility (PF) to Mixed-Use (MU). Approval of the Zone Change is exempt from the California Environmental Quality Act pursuant to Article 19, Sections 15315, 15303, 15331, and 15332 of the California Environmental Quality Act. Applicant: City of San Juan Bautista

- Consider a City-initiated General Plan Amendment that will cover four parcels located on Franklin Street -- 10 Franklin Street – APN 002-490-002, 11 Franklin Street – APN 002-340-006 and 002-340-007, and 17 Franklin Street – APN 002-340-003. The Proposed amendment is from Public Facility (PF) to Mixed-Use (MU). Approval of the General Plan Amendment is exempt from the California Environmental Quality Act pursuant to Article 19, Sections 15315, 15303, 15331, and 15332 of the California Environmental Quality Act. Applicant: City of San Juan Bautista

- Consider a proposed Lot Merge for a property located at 11 Franklin Street – APN 002-340-006 and APN 002-340-007. Proposal is to combine the parcels onsite into one whole parcel to allow the property owner to reconstruct and restore an accessory building into its original state as well as update and make interior changes within the main building and outdoor features. Additionally, the proposed Lot Merge is required to comply with current Planning, Building, and Engineering requirements. The subject property is indicated in the City of San Juan Bautista Inventory of Historic Resources. Approval of the Lot Merge is exempt from the California Environmental Quality Act pursuant to Article 19, Sections 15311, 15302, and 15315.

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **October 11, 2018**. All members of the public are encouraged to attend the meeting and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to cityplanning@san-juan-bautista.ca.us, not later than **5:00 p.m., October 16, 2018**.

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

RESOLUTION NO. 2018-XX

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

BE IT RESOLVED that Jardines de San Juan is authorized to close Washington Street between Third and Fourth Streets from 12:00 noon until 10:00 p.m. on Friday, September 26, 2018 to accommodate guests of their Dia de Los Muertos Party, and to place portable restrooms; and

BE IT FURTHER RESOLVED that the Double Road Race Federation is authorized to close Third Street from Washington Street to Muckelemi Street, Second Street from Muckelemi Street to Monterey Street, and First Street from Monterey Street all the way out of town on Saturday, December 14, 2018 from 7:00 a.m. to 2:00 p.m. for a 10K foot race; and

BE IT FURTHER RESOLVED that the Double Road Race Federation is authorized to close Second Street from Washington Street to Monterey Street, and First Street from Monterey Street all the way out of town on Saturday, December 14, 2018 from 7:00 a.m. to 2:00 p.m. for a 5K foot race, and

BE IT FURTHER RESOLVED that Williams LTD is authorized to close Third Street between Franklin and Muckelemi Streets, and Mariposa, Washington and Polk Streets between Second and Fourth Streets on Saturday, March 30, 2019 from 2:00 a.m. until Sunday, March 31, 2019 at 5:00 p.m. for an Arts and Crafts Festival in the City of San Juan Bautista; and

BE IT FURTHER RESOLVED that Williams LTD is authorized to close Third Street between Franklin and Muckelemi Streets, and Mariposa, Washington and Polk Streets between Second and Fourth Streets on Friday, May 3, 2019 from 2:00 a.m. until Sunday, May 5, 2019 at 5:00 p.m. for a Rib Cook Off in the City of San Juan Bautista; and

BE IT FURTHER RESOLVED that the Hollister Rotary Club is authorized to close Second Street between Franklin and San Jose Streets, and First Street between San Jose and Ahwahnee Streets, and San Jose Street between Second and First Streets from 6:00 a.m. until 12:30 p.m. on Saturday, January 26, 2019 in the City of San Juan Bautista for their Mission 10K Run.

PASSED AND ADOPTED this 16th day of October 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mayor Jim West

Trish Paetz, Deputy City Clerk

Pd \$300
OK 5/6/14

RECEIVED

Applicant Name or Organization:

Sardines de San Juan

Date/Time Received:

Form Update: January 17, 2012

BY:

Special Event/Activities – Permit Application

All forms must be submitted at least 60 days prior to event with fees

Cover Page

EVENT INFORMATION

Event Title: Die de los Muertos Mezcal & Tequila Testing Party

Applicant: Marcus Edwards on behalf of Sardines

Phone: 209-968-4198 E-Mail: m.jedwards@yahoo.com

Mailing Address: PO BOX 940
San Juan Bautista, CA 95045

NOTIFICATIONS *please fill out the appropriate line, and then return directly to City Planner.*

Department	Staff	Notice Sent	Approved?	
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Police				
<input type="checkbox"/> Environment Health				

KEY ISSUES *for your reference, these are the issues we have identified in this application.*

- Amplified Sound
- Banner Request
- Block Party
- Public Building Reservation
- Item Sales
- Car Wash
- Cooking
- Crowd Control
- First Aid/Security Plan
- Generator
- Item Sales
- Parade
- Parking
- Park Reservation
- Street Closure
- Tent
- Trash/Recycling
- Animals
- Sanitation (Port-a-Potty)
- Electrical
- Other: (explain)

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 people²	\$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: Diode las Muertes Party Today's Date: 9-21-18

Applicant: Marcus Edwards

Organization: Sardines de San Juan

Phone: 831-623-4466 E-Mail: m.jedwards@yahoo.com

Mailing Address: PO Box 940 San Juan Bautista CA.

Fax: 831-623-4340

Event Setup Date: 10-26 Time: 12:00 noon Event Ends | Date: 10-26 Time: 10:00 AM

Event Starts Date: 10-26 Time: 5:00 PM Dismantle Date: 10-26 Time: 10:00 PM.

ANTICIPATED ATTENDANCE: Total or the event: 500 Total per Day: 500

LOCATION OF EVENT (please be specific):

Garden of Sardines Restaurant

- 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 crossstreets need to be closed.

Washington St. From 3rd St. to 4th St.

Does this event involve a parade?

Yes No

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

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals) if you do not wish to rent the City's equipment, you will be responsible for providing appropriate barriers if your event involves a street closure:

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

Do you plan to hold your event on private property?

Yes No

If yes, describe the location:

VENDORS

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

Yes No

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

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

Yes No

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

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

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

Yes No

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

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

Does your event involve the use of alcoholic beverages?

Yes No

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

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

Yes No

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

LIGHTING AND SOUND

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

Yes No

Will this event use any lighting?

Yes No

Will you be using any type of generator?

Yes No

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

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

Solid Waste Diversion Plan:

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

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

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

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

Using Restaurant Dumpster

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).

We just want to close the Street for Employee parking an Restrooms.

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

We have 3 Security Guards that will be on the Entrance/Exit

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

We are Grand Level & we will have wheelchair accessible facilities

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

We have Multiple Landlines to Contact EMS if needed.

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.

 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

RECEIVED

PAY TO THE ORDER OF
UNION BANK, N.A.
LOS ANGELES, CA 90071-1602
122000498
FOR DEPOSIT ONLY
CITY OF SAN JUAN BAUTISTA
0064301943

Applicant Name or Organization:

DOUBLE ROAD RACE

BY:

Date/Time Received:

Form Update: January 17, 2012

Special Event/Activities -- Permit Application

All forms must be submitted at least 60 days prior to event with fees

Cover Page

EVENT INFORMATION

Event Title: SAN JUAN BAUTISTA DOUBLE ROAD RACE

Applicant: WAITMAN GORBE

Phone: 650 948 4901 E-Mail: waitman@doubleroadrace.com

Mailing Address: PO BOX 3121
COS ALTO S CA 94024

NOTIFICATIONS please fill out the appropriate line, and then return directly to City Planner.

Department	Staff	Notice Sent	Approved?	
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Police				
<input type="checkbox"/> Environment Health				

KEY ISSUES for your reference, these are the issues we have identified in this application.

- Amplified Sound
- Banner Request
- Block Party
- Public Building Reservation
- Item Sales
- Car Wash
- Cooking
- Crowd Control
- First Aid/Security Plan
- Generator
- Item Sales
- Parade
- Parking
- Park Reservation
- Street Closure
- Tent
- Trash/Recycling
- Animals
- Sanitation (Port-a-Potty)
- Electrical
- Other: (explain)

routed to Todd 10/8 ^{oked} > routed to City Manager

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: SAN JUAN BAUTISTA Double Road Race Today's Date: Oct 1 2018

Applicant: Writurum Goble

Organization: Double Road Race Federation

Phone: 650 948 4901 E-Mail: writurum@doublevowrace.com

Mailing Address: PO Box 3121 Los Altos CA 94024

Fax: _____

Event Setup Date: 12/14/18 Time: 3:00 PM Event Ends Date: 12/15/18 Time: 12:00 PM

Event Starts Date: 12/15/18 Time: 5:00 AM Dismantle Date: 12/15/18 Time: 2:00 PM

ANTICIPATED ATTENDANCE: Total or the event: 500 Total per Day: _____

LOCATION OF EVENT (please be specific): Mission Court rd / San Juan Bautista

¹ Requires proof of charitable non-profit status.
² All street closures and blockades require review and approval of the City Council.
³ Additional fees for use of public facilities may apply.

INSURANCE

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

CITY FACILITIES

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

Yes No

If yes, which facility?

Have you reserved the facility yet?

Yes No

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

Yes No

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

Does this event involve a parade?

Yes No

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

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals) if you do not wish to rent the City's equipment, you will be responsible for providing appropriate barriers if your event involves a street closure:

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

Do you plan to hold your event on private property?

Yes No

If yes, describe the location:

VENDORS

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

Yes No

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

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

Yes No

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

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

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

Yes No

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

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

Does your event involve the use of alcoholic beverages?

Yes No

PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department)

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

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

Yes No

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

LIGHTING AND SOUND

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

Yes No

Will this event use any lighting?

Yes No

Will you be using any type of generator?

Yes No

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

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

Solid Waste Diversion Plan:

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

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

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

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

haul plastic bottles, tennis balls, pipe caps

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).

Running Race 10K + 5K

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

Crowd Barriers

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

Provide help as needed.

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

call 911

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.

WCH 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

Fee Calculations:

Fee	Description	Fee
Application Fees:	_____	_____
Vendor Fees:	_____	_____
Public Works Fees:	Street Closures	600 ⁰⁰
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Other:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Total:	_____	_____

San Juan Bautista
Double Road Race
December 15, 2018
Course Description

10K Race Start Time: 9:00 AM
Last runner in about 10:30 AM

Road Closure:

2nd St from Washington St to Monterey St
Washington St from 2nd St to 4th St
Franklin St from 4th to 3rd
Pearce St from 4th to the Alameda
Muckelemi St from 4th to 2nd
San Jose St from 2nd to First St
Monterey St from 2nd St to First St
First St from San Jose St to to San Juan Hwy

** 4th, 3rd, Muckelemi, Pearce, Franklin need closed until 9:15am to 9:30am depending on last runner.

5K Start Time : 10:45am
Last runner in about 11:30am

Road Closure:

2nd st from Washington St to Monterey St
Monterey St from 2nd to First St
First St to San Juan Hwy (Prescott Rd)

Kids/Sprint 1.5 Mile
Last Runner in about 12:15pm

Road Closure:

2nd St from Washington to Monterey St
Monterey St from First to 2nd St
First St from Monterey St to Donner St

P A I D
\$6000 20272

RECEIVED
MAY 23 2018

Applicant Name or Organization:

Date/Time Received:

Form Update: January 17, 2012

BY: *[Signature]*

Special Event/Activities – Permit Application
All forms must be submitted at least 60 days prior to event with fees

Cover Page

EVENT INFORMATION

Event Title: The San Juan Bautista Fine Art + Quality Crafts Festival

Applicant: Jason Williams - Williams LTD

Phone: 775 324 6435 E-Mail: WILL LTD JASON @ AOL . COM

Mailing Address: 4005 Riverhaven Dr.
Reno NV 89519 (NEW Address)

*March 30 + 31
2019
"*

NOTIFICATIONS please fill out the appropriate line, and then return directly to City Planner.

Department	Staff	Notice Sent	Approved?
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Police			
<input type="checkbox"/> Environment Health			

KEY ISSUES for your reference, these are the issues we have identified in this application.

- Amplified Sound
- Banner Request
- Block Party
- Public Building Reservation
- Item Sales
- Car Wash
- Cooking
- Crowd Control
- First Aid/Security Plan
- Generator
- Item Sales
- Parade
- Parking
- Park Reservation
- Street Closure
- Tent
- Trash/Recycling
- Animals
- Sanitation (Port-a-Potty)
- Electrical
- Other: (explain)

Special Event/Activities – Permit Application

Dear Event Organizer:

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

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

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

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

SECTION 1: CONTACT INFORMATION

Event Title: The San Juan Bautista Art + Craft Festival Today's Date: 5/21/18

Applicant: Jason Williams

Organization: Williams LTD

Phone: 775 324 6435 E-Mail: WILLLLTDJASON@AOL.COM

Mailing Address: 4005 Riverhaven Dr. Reno NV 89519

Fax: 775 787 0799

Event Setup Date: March 30 Time: 2am Event Ends Date: March 31 Time: 5pm

Event Starts Date: March 30 Time: 10am Dismantle Date: March 31 Time: 5pm

ANTICIPATED ATTENDANCE: Total or the event: Hard to say 6,000? Total per Day: 3,000?

LOCATION OF EVENT (please be specific): 3rd Street from Franklin to Muckelemi and cross streets Washington, Mariposa, and Polk weather permitting

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 *N/A*

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.

*3rd street from Franklin to Muckelemi and cross streets
Washington, Mariposa, and Polk.*

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: *16 barricades for street closure. Barrels for trash.
Number varies.*

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:

N/A

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) *Possible pony rides as in
years past*

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. *I will at a later date...*

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? *Possible Beer Garden sponsored by SJB Rotary* Yes No

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

Do you plan to provide portable rest room facilities at your event? Yes No
Please provide a copy of your San Benito County Environmental Health Permit. Please note that if you state "no", City staff will inquire as to what plans you have made to accommodate the public including written permission from the State if applicable.

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)? Yes No

Will this event use any lighting? Yes No

Will you be using any type of generator? Yes No

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

*Same as always - Rubin Para Cleanup crew
also Recology recycle crew with Lisa. Recology
dumpster location TBD.*

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).

Art + Craft Festival including food booths and entertainment.
Road closure @ 2am Saturday night from Franklin to Meckelemi and cross streets between. Also a beer garden is being considered.

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

We usually hire Kysmet Security but I was informed in May that I am required to work with Level 1 security per their deal with the City of SJB. So as long as their #'s make sense we will give them special consideration.

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

All cross walks all wheelchair access points will be kept open and available to the public.

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

All streets used for the event will have a 15^{ft} or wider Fire Lane for any emergency access. We will also be in constant cell phone range/contact with each other.

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.

JW Intial

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

PAID
\$1000 CK 20273

RECEIVED
MAY 23 2018

Applicant Name or Organization:

Date/Time Received

Form Update: January 17, 2012

BY: CG

Special Event/Activities – Permit Application

All forms must be submitted at least 60 days prior to event with fees

Cover Page

EVENT INFORMATION

Event Title: The Great San Juan Bautista Rib Cook Off May 3rd - 5th

Applicant: Jason Williams - Williams LTD

Phone: 775 324 6435 E-Mail: WILLLLTD JASON@AOL.COM

Mailing Address: 4005 Riverhaven Dr. Reno NV 89519 2019
(3 days)

NOTIFICATIONS please fill out the appropriate line, and then return directly to City Planner.

Department	Staff	Notice Sent	Approved?	
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Police				
<input type="checkbox"/> Environment Health				

KEY ISSUES for your reference, these are the issues we have identified in this application.

- Amplified Sound Banner Request Block Party Public Building Reservation Item Sales
- Car Wash Cooking Crowd Control First Aid/Security Plan Generator
- Item Sales Parade Parking Park Reservation Street Closure
- Tent Trash/Recycling Animals Sanitation (Port-a-Potty) Electrical
- Other: (explain)

Special Event/Activities – Permit Application

Dear Event Organizer:

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

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

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

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

SECTION 1: CONTACT INFORMATION

Event Title: The Great San Juan Bautista Rib Cook Off Today's Date: 5/21/18

Applicant: Jason Williams

Organization: Williams LTD

Phone: 775 324 6435 E-Mail: WILLLLTDJASON@AOL.COM

Mailing Address: 4005 Riverhaven Dr. Reno NV 89519

Fax: 775 787 0799

Event Setup Friday Date: 5/3/19 Time: 2am Event Ends Sunday Date: 5/5/19 Time: 5pm

Event Starts Friday Date: 5/3/19 Time: NOON Dismantle Sunday Date: 5/5/19 Time: 5pm

ANTICIPATED ATTENDANCE: Total or the event: Hard to say Total per Day: 5,000?
 LOCATION OF EVENT (please be specific): 3rd Street from Franklin to Muckelemi and cross streets Washington, Mariposa, and Polk. Same as 2018
10,000 weather permitting

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 *N/A*

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.

3rd Street from Franklin to Muckelemi and cross streets Washington, Mariposa, and Polk

Does this event involve a parade?

Yes No

If yes, attach a separate page with a map of the event. *N/A*

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:

16 barricades for street closure. Barrels for trash. Number varies.

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:

N/A

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)

Pony Rides! ☺

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.

I can at a later date...

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

Possible Beer Garden sponsored by SJB Rotary.

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

Golden State Portables

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):

silent generators: Silent

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.

Same as always - Rubin Para clean up crew. Also Recology recycle crew with Lisa. Recology dumpster location TBD

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).

3rd street / A rib cook off and competition that will include art + craft booths as well as live entertainment. Road closure at 2am Friday morning from Franklin to Muckelemi. Same as 2018. Also a beergarden is being again considered.

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

We usually hire Kysmet Security but I was informed in May that I am required to work with Level 1 Security per their deal with the City of SJB. So as long as their #'s make sense... we will give them special consideration

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

All crosswalks as well as all wheelchair access points will be kept open and available to the public.

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

All streets used for the event will have a 15 ft or wider fire lane for any possible emergency access. We will also be in constant cell phone range / contact with each other

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.

JW 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

PAID
150
dk 1174

RECEIVED
SEP 25 2012

Applicant Name or Organization: HOLLISTER ROTARY

Date/Time Received:

Form Update: January 17, 2012

BY: CY

Special Event/Activities – Permit Application

All forms must be submitted at least 60 days prior to event with fees

Cover Page

EVENT INFORMATION

Event Title: ROTARY MISSION 10
Applicant: HOLLISTER ROTARY CLUB / BILL TIFFANY
Phone: 831-637-0071 E-Mail: wgth@sdeglobe.net
Mailing Address: 525 MONTEREY C, HOLLISTER, CA 95023

NOTIFICATIONS please fill out the appropriate line, and then return directly to City Planner.

Department	Staff	Notice Sent	Approved?
<input checked="" type="checkbox"/> Planning	<u>Todd Kennedy</u>	<u>gave application to michael</u>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> City Manager	<u>[Signature]</u>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Police			
<input type="checkbox"/> Environment Health			

KEY ISSUES for your reference, these are the issues we have identified in this application.

- Amplified Sound
- Banner Request
- Block Party
- Public Building Reservation
- Item Sales
- Car Wash
- Cooking
- Crowd Control
- First Aid/Security Plan
- Generator
- Item Sales
- Parade
- Parking
- Park Reservation
- Street Closure
- Tent
- Trash/Recycling
- Animals
- Sanitation (Port-a-Potty)
- Electrical
- Other: (explain)

Special Event/Activities – Permit Application

Dear Event Organizer:

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

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

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

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

SECTION 1: CONTACT INFORMATION

Event Title: ROTARY MISSION 10 Today's Date: 9-17-2018
 Applicant: BILL TIFFANY
 Organization: HOLLISTER ROTARY CLUB
 Phone: 831-637-0071 / 831-245-0253 E-Mail: wgtt@sbcglobal.net
 Mailing Address: 535 MONTEREY ST, HOLLISTER, CA 95023
 Fax: 831-637-0092

Event Setup Date: 1-26-2019 : 6:00 AM Event Ends Date: 1-26-2019 Time: 12:00 P
 Event Starts Date: 1-26-2019 me: 8:30 AM Dismantle Date: 1-26-2019 me: 12:30 P

ANTICIPATED ATTENDANCE:

Total or the event: 800 P Total per Day:

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

¹ Requires proof of charitable non-profit status.

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

³ Additional fees for use of public facilities may apply.

INSURANCE

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

CITY FACILITIES

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

Yes No

If yes, which facility? *N/A*

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

Yes No

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

Yes No

If yes, please be specific on which streets and cross streets need to be closed. *Second Street and side streets leading into Second between Mission + Monterey Street; Monterey to First Street out of town to San Juan Ht*

Does this event involve a parade?

Yes No

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

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

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

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

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

Do you plan to hold your event on private property?

Yes No

If yes, describe the location:

VENDORS

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

TBD

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?

TBD

Yes No

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

WE

*WILL HAVE VENDORS 3
(CONTACT CITY)*

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the State Department 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 - SMALL GENERATOR**

Yes No

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

If no, do you need electricity? (fees will apply for use of City electricity): **We have obtained electricity from state Park facilities in the past.**

Solid Waste Diversion Plan:

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

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

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

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

**We either use trash containers supplied by St. Parks or take refuse/recyclables with us upon leaving after the event.
- WE WILL PROBABLY SUPPLY OUR OWN DUMP RECEPTICAL**

2. Please provide a description of your event, including activities, timeline, sequence of events, road closures, etc. Please note: road closures require Public Works time and the event will be billed for the actual time used.
(If additional space is required, please attach it to this application). This is an annual event in its 36th year. We feature 1/2 MARATHON, 10 MILE & 5K TIMED RACES; we also have a 1 mile fun run for young kids. Registration, any display booths, the start/finish line, award ceremony, etc. all take place on Mission Green, Second Street in front of lawn area & along the gravel road in front of the Mission. All monetary proceeds go to Hollister Rotary for further distribution to scholarships & charities throughout San Benito County.

3. Please describe your security plan, including crowd control.
 Security, traffic control on hwy. & related matters are all handled by San Benito County Sheriff's Dept. and CHP.

4. In order to comply with the American Disabilities Act, describe how your event will be accessible to people with disabilities.
 All persons are welcomed as spectators or participants regardless of any disability; wheelchair "Runners" are always cheered.

5. Please describe your emergency/medical plan, including your communications procedures.
 These matters are also overseen by San Benito County Sheriff's Dept.; we also have volunteers with cell phones monitoring the course.

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

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

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

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
AUGUST 21, 2018
DRAFT MINUTES**

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

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

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

Absent: Council Member DeVries

Staff Present: City Manager LaForge, City Attorney Mall, Deputy City Clerk Paetz

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Matt Manning commented on the fence at the Rancho Vista subdivision. Jolene Cosio commented on a fence erected on Sixth Street.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Minutes for June 18, 2018 Meeting

C. Approve Resolution 2018-XX for Street Closure – Chicken Festival

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

City Manager LaForge requested Council pull the street closure item for discussion.

A motion was made by Council Member Boch and seconded by Council Member Martorana to approve all items on the consent agenda after pulling Item C, Resolution for a Street Closure. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

3.C. Approve Resolution 2018-42 For Street Closure – Chicken Festival

City Manager LaForge provided a report. During public comment Jolene Cosio suggested closing Third Street later so as to not affect the restaurants. Festival organizers agreed.

A motion was made by Council Member Martorana and seconded by Vice Mayor Freeman to approve Resolution 2018-42 for a street closure and direct the City Manager to determine which streets to close. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

Whereupon, City Attorney Mall asked to add an urgency resolution to the agenda.

A motion was made by Council Member Martorana and seconded by Vice Mayor Freeman to add Item 5E to the agenda, Approval of a Resolution Amending Resolution No. 2018-39 by Changing the Wording of the Ballot Question for a Measure Which Would Impose a Cannabis Business Activities Tax on Cannabis Businesses in the City. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

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

The proclamation was read by Mayor West.

B. Treasurer's Report

This item was moved ahead in the agenda to allow for City Treasurer Geiger to arrive to the meeting.

C. City Manager's Report

Council received the report in their packet. There was no public comment. There was discussion.

D. Monthly Construction Progress Report

Council received the report in their packet. There was no public comment.

E. Community Development Report

Council received the report in their packet. There was no public comment.

F. City Engineer's Report

Council received the report in their packet. There was no public comment.

G. Public Works Report

Council received the report in their packet. There was no public comment.

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

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

E. Strategic Plan Committee Report

Vice Mayor Freeman provided a report. There were no public comments.

5. ACTION ITEMS

A. Authorize City Manager to Negotiate a Contract for the City Hall ReRoof Project

City Engineer Patrick Dobbins provided a report. There was no public comments received.

A motion was made by Council Member Martorana and seconded by Council Member Boch to authorize the City Manager to negotiate a contract for reroof of the City Hall building at 311 Second Street in the City. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

B. Consider Establishment of a Mello-Roos community Facilities District

Rick Clark of Harris and Associates provided a report. There was discussion. During public comment Cesar Flores was concerned with whether this Mello Roos would affect smaller subdivisions.

A motion was made by Council Member Boch and seconded by Council Member Martorana to approve Resolution 2018-44 approving local goals and policies for community facilities districts. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

A motion was made by Council Member Martorana and seconded by Council Member Boch to approve Resolutoin 2018-45 intention to establish the community facilities district No. 2018-01. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

Whereupon, Council took a five minute break at 8:00 p.m.

C. Consider a Contract with Dudek Consulting to prepare a Capital Planning Report for City's Wastewater Treatment Plant

City Enginneer dobbins provided a report. No follow through by city. Their license on the line (reasons Bracewell left). No public comment received.

A motion was made by Vice Mayor Freeman and seconded by Council Member Boch to approve Resolution 2018-46 authorizing a contract with Dudek Consulting in the amount of \$33,320 to prepare a capital planning report for the City's wastewater treatment plant and authorizing the City Manager to sign the contract. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

D. Consider Adopting the Uniform Public Works Accounting Code to streamline delivery of public works projects

City Engineer Dobbins reported that the City needs to establish a list and contact contractors that we are doing a project or job. City Attorney Mall added that this would require a change to an ordinance. Council Member Martorana felt further consideration would be necessary, but supported changing the policy. There was no public comment. This item was continued for discussion at the next meeting.

E. Consider Resolution to Amend Resolution 2018-39 Changing the ballot question wording for a ballot measure which, if approved by a majority of the electors of the City at the November 6, 2018 General Municipal Election, would impose a cannabis business activities tax on cannabis businesses in the City

City Attorney Mall provided a report. There was discussion. There was no public comment received.

A motion was made by Council Member Boch and seconded by Mayor West to approve Resolution 2018-47 amending resolution 2018-39 by changing the wording of the ballot question for a measure which would impose a cannabis business activities tax on cannabis businesses in the city. The motion passed unanimously, 4-0-0-1, with Council Member DeVries absent.

4B. Treasurers Report.

The report was provided. There was discussion. No public comment was received.

6. COMMENTS

A. City Council

No comments made.

B. City Manager

No comments received.

C. City Attorney

No comments received.

7. Adjournment

The meeting was adjourned at 8:45 p.m.

Trish Paetz

From: Shawna Freels <shawnablue4@yahoo.com>
Sent: Monday, October 08, 2018 9:17 PM
To: Trish Paetz; Roger Grimsley
Cc: cityplanning@san-juan-bautista.ca.us
Subject: Strategic Planning Committee Recommendations 10/5

Hi Michael and Trish,

At last week's meeting, the Strategic Planning Committee made the recommendation that Council appoint Donna Holmes to our Committee. She previously served on the committee and would like to be reappointed. Please place our recommendation on the next Council agenda on consent.

We also want to recruit more members to the committee and would like the city to put something up on social media and the homepage. Here is what we have used in the past:

The Strategic Planning Committee is tasked with creating tactical implementation plans that help achieve the Goals, Objectives, Policies, and Programs included in the City of San Juan Bautista 2035 General Plan.

Making these plans become a reality will involve fostering relationships between diverse stakeholder groups, including citizens, businesses, and institutions. Are you passionate about a certain project, plan, or idea? Let us know! We can help channel that energy and enthusiasm into collaborative projects that can help us make San Juan Bautista everything we want it to be.

The City's goal is to engage as many residents, business owners, and stakeholders as possible to get involved and ensure that current planning activities reflect the vision of the entire community set forth in the 2035 San Juan Bautista General Plan.

Thanks, Shawna

ORDINANCE 2018-06

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA APPROVING THE ADDITION OF CHAPTER 5-33, EMERGENCY
ORGANIZATION AND FUNCTIONS TO TITLE 5 OF THE
SAN JUAN BAUTISTA MUNICIPAL CODE**

WHEREAS, the need exists to establish the local emergency organization, the structure, duties and functions of said organization, and the role of the Director of Emergency Services, and

WHEREAS, one of the goals in the 2015-2035 General Plan is to develop a community that is exceptionally prepared for emergency situations and disasters, and

WHEREAS, an objective in the 2015-2035 General Plan is to ensure a coordinated emergency response effort exists within the city.

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

SECTION 1. A new Chapter 5-33 is hereby added to the San Juan Bautista Municipal Code, to read as follows:

Chapter 5-33 EMERGENCY ORGANIZATION AND FUNCTIONS.

Sections:

5-33-010 Purpose.

5-33-020 Definitions.

5-33-030 Director of emergency services.

5-33-040 Powers and duties of the director of emergency services.

5-33-050 Emergency organization.

5-33-060 Structure, duties and functions of the emergency organization.

5-33-070 Mutual aid.

5-33-080 Expenditures.

5-33-090 Punishment of violations.

5-33-010 Purpose.

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within this city in the event of an

emergency; the direction of the emergency organization; and the coordination of the emergency functions of this city with all other public agencies, corporations, organizations, and affected private persons on the local, regional, statewide and national levels.

5-33-020 Definitions.

As used in this chapter, "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this city caused by such conditions as air pollution, fire flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this city, requiring the combined forces of other political subdivisions to combat.

5-33-030 Director of emergency services.

There is hereby created the office of director of emergency services. The city manager shall be the director of emergency services.

5-33-040 Powers and duties of the director of emergency services.

The director is hereby empowered to:

(a) Request the city council to proclaim the existence or threatened existence of a "local emergency" if the city council is in session, or issue such proclamation if the city council is not in session. Whenever a local emergency is proclaimed by the director, the city council, within seven (7) days of date that the proclamation is made, shall meet and take action to ratify the proclamation. If the city council fails to ratify the proclamation within the seven (7) days provided, the proclamation of the director shall have no further force or effect. The director shall request the city council to review at least every twenty-one (21) days, until the local emergency is terminated, the need for continuing the local emergency; and to proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

(b) Request the governor to proclaim a "state of emergency" when, in the opinion of the director, the locally available resources are inadequate to cope with the emergency.

(c) Develop emergency plans with the assistance of emergency service chiefs for consideration by the disaster council and manage the emergency programs of this city.

(d) Control and direct the effort of the emergency organization of this city for the accomplishment of the purposes of this chapter.

(e) Direct cooperation between and coordination of services and staff of the emergency organization of this city; and resolve questions of authority and responsibility that may arise between them.

(f) Represent this city in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.

(g) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state of emergency" by the governor or the director of the state office of emergency services, or the existence of a "state of war emergency" the director is hereby empowered to:

- (1) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;
- (2) Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the city for the fair value thereof and, if required immediately, to commandeer the same for public use;
- (3) Require emergency services of any city officer or employee and, in the event of the proclamation of a "state of emergency" in the county in which this city is located or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
- (4) Requisition necessary personnel or material of any city department or agency; and
- (5) Execute all his ordinary powers as city manager, all of the special powers conferred upon him by this chapter or by ordinance, or by resolution or emergency plan pursuant hereto adopted by the city council, all powers conferred upon him by any statute, by an agreement approved by the city council, and by any other lawful authority.

5-33-050 Emergency organization.

All officers and employees of this city, together with the volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may, by agreement or operation of law, including persons impressed into service under the provisions of section 5-33-040 (g)(3) of this chapter, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency organization of the City of San Juan Bautista.

5-33-060 Structure, duties and functions of the emergency organization.

The structure, duties and functions of the emergency organization and the order of the emergency succession to the position of director of emergency services, shall be adopted by resolution of the city council.

5-33-070 Mutual aid.

It is the purpose of the city council in enacting this chapter to facilitate the rendering of mutual aid to and for the people of this city. Emergency plans adopted and approved by the city council shall provide for the interchange of mutual aid and for coordination with the emergency plans of the county operational area.

5-33-080 Expenditures.

Any expenditure made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of San Juan Bautista.

(a) In cases of emergency when public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property, including but not limited to states of local emergency defined in Government Code Section 8558, Public Contract Code Section 20168 or 22050, the city council may make a finding that the emergency will not permit a delay resulting from a competitive solicitation for bids and that immediate action is necessary to respond to the emergency. Thereafter, the city manager shall take any directly related and immediate action required by that emergency and procure the necessary equipment, services, and supplies for those purposes without giving notice for bids to let contracts.

(1) For purposes of considering an emergency pursuant to Public Contract Code Sections 20168 or 22050, a four-fifths vote of the city council is required.

(2) For purposes of considering a local emergency declared pursuant to Government Code Section 8630, a majority vote of the members of the city council is required.

(b) Any work authorized pursuant to this Section may be done by force account, by contract, or by a combination of the two.

(c) Pursuant to Government Code Section 8630(a) and Public Contract Code Section 22050(b), as amended from time to time, the city manager is delegated the authority set forth in subdivision (a) of this section otherwise reserved to the city council.

(1) In the event the city manager takes any action pursuant to this subdivision under the authority provided in Public Contract Code Sections 20168 or 22050, a report of the action shall be made to the city council setting forth the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation of bids and why the action is necessary to

respond to the emergency. The city council shall review the action not later than seven days after the action, or at the city council's next regularly scheduled meeting, and at every regularly scheduled meeting thereafter until the action is terminated, to determine by a four-fifths vote whether there is a need to continue the action. When the city council reviews the emergency action, it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

- (2) In the event the city manager takes any action pursuant to this subdivision under the authority provided in Government Code Section 8630(a), the local state of emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the city council. The city manager shall make a report to the city council consistent with the provisions of subdivision (c)(1) of this Section within seven days of declaring a state of emergency, and the city council shall determine whether to ratify the determination of the city manager. Thereafter, the city council shall review the need for continuing the local emergency at least once every thirty days until the city council terminates the local emergency.

5-33-090 Punishment of violations.

It shall be a misdemeanor, punishable by a fine of not to exceed five hundred dollars (\$500.00), or by imprisonment for not to exceed six (6) months, or both, for any person, during an emergency, to:

- (a) Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter.
- (b) Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of this city or to prevent, hinder, or delay the defense or protection thereof.
- (c) Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the state.

SECTION 2. Severability. The City Council declares that each section, subsection, paragraph, subparagraph, sentence, clause and phrase of this ordinance is severable and independent of every other section, subsection, paragraph, subparagraph, sentence, clause, and phrase of this ordinance. If any section, subsection, paragraph, subparagraph, sentence, clause or phrase of this ordinance is held invalid, the City

Council declares that it would have adopted the remaining provisions of this ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this ordinance should remain in effect after the invalid portion has been eliminated.

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

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

THE FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on the 18th day of September, 2018, and was adopted at a regular meeting of the San Juan Bautista City Council on the _____ day of _____, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim West, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk

APPROVED AS TO FORM:

Deborah Mall, City Attorney

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

DRAFT

Proclamation

Honoring Ronald Jean Erickson, Founder of Early Days at the San Juan Bautista State Historic Park

WHEREAS, Ronald Jean Erickson lived in Antioch, California with his devoted parents, both of whom had emigrated from very different regions in Sweden and at very different times in their lives, and along with his siblings, learned to value the history of his parents' Motherland, and would subsequently transcend this love of his family's traditional history to a personal love of history; and

WHEREAS, he was a child of the Depression, a young teenager trying to understand a World War a world away, serving in the Korean War on the edge of 20; and

WHEREAS, his love of history and a passion to protect that history, inspired Ron to enter Humboldt and Sacramento State Colleges to study Park Management which would lead into the profession of State Park Ranger; and

WHEREAS, professional venues during his career included the Sacramento Delta, Emerald Bay, San Francisco Maritime State Historic Park (where of note he met an English visitor, Ruth Anthony by name), Samuel P. Taylor Redwood Park, Hearst Castle, El Capitan State Park and San Juan Bautista State Historic Park; and

WHEREAS, Ron's last assignment before he retired as Chief Ranger was at the San Juan Bautista State Historic Park, where he oversaw Hollister Hills, Fremont Peak, Henry Coe in Morgan Hill and Carnegie State Vehicular Recreation Area; and

WHEREAS, San Juan Bautista's *Living History Days*, which Ron founded in 1980 under the direction of the State Parks' System, have become a *Living Legacy* as children and adults don costumes, participate in historical celebrations, monthly programs and special events and are inspired to learn about the California history of the 1860s to the 1890s.

NOW, THEREFORE, the City Council for the City of San Juan Bautista, does hereby honor Ronald Jean Erickson for his personal devotion and inspiration in founding Early Days in the City of San Juan Bautista.

DRAFT

Proclamation

Association of Monterey Bay Area Governments

WHEREAS, the Association of Monterey Bay Area Governments (AMBAG) is celebrating its fiftieth anniversary of service to the local community on November 14, 2018, and upon this occasion, it is deserving of special public commendations; and

WHEREAS, AMBAG was formed in 1968 by the elected officials of Monterey, San Benito and Santa Cruz counties, for the purpose of providing a permanent forum for planning, discussion and study of regional problems of mutual interest and concern, and to develop studies, plans, policy and action recommendations; and

WHEREAS, striving to meet the needs of the community both now and in the future, AMBAG's involvement in 1968 as an advisory committee to protect water quality of the Monterey Bay has evolved into a multi-purpose planning agency; and

WHEREAS, demonstrating its ability to forge solutions to the challenges that face the community, AMBAG is actively involved in future planning for transportation, land use, housing sustainability, air quality, economic development, resiliency and energy conservation; and

WHEREAS, serving as a dynamic force striving to improve the quality of life in the general community, AMBAG played a critical role in the development, securing, coordination and designation of the Monterey Bay Marine Sanctuary; and

WHEREAS, the AMBAG Energy Watch Program develops and implements programs to reduce energy use and greenhouse gases in residential, commercial, municipal, non-profit and educational segments of the AMBAG region.

WHEREAS, AMBAG has conducted coordinated blueprint and sustainable transportation planning and has approved a Metropolitan Transportation Plan/Sustainable Communities Strategy in 2014 and 2018 pursuant to SB 375. Both the 2035 and 2040 MTP/SCS's included a regional development pattern and transportation network that met the regional greenhouse gas emissions reduction targets as required by the State of California.

WHEREAS, the contributions of AMBAG has made to the local area are invaluable, and reflect an organization devoted to the highest ideals of community service, now, therefore, be it

RESOLVED BY the City Council for the City of San Juan Bautista, that the Association of Monterey Bay Area of Governments be commended on the celebration of its fiftieth anniversary and extended best wishes for continued success in the future.

City of San Juan Bautista

Item #4B

Revenues ~ Budget Vs. Actual

City Council Meeting

For the Two Month Period Ended August 31, 2018

REVENUES	FY18	FY19	Annual		YTD	
Fund	Actuals	Actuals	Budget	Difference	17%	Notes
General Fund	173,791	209,741	2,442,564	2,232,823	9%	A
Special Revenue Funds:						
Community Development	3,517	47,467	566,817	519,350	8%	B
COPS	16,666	16,666	100,000	83,334	17%	
Rest. & Roads Fund	5,761	6,206	25,600	19,394	24%	
Valle Vista LLD	-	-	27,884	27,884	0%	C
Gas Tax Fund	8,840	7,481	360,750	353,269	2%	D
Enterprise Funds:						
Water						
Operations	163,758	166,688	768,000	601,312	22%	
Capital	17,496	201,046	1,154,090	953,044	17%	E
Sewer						
Operations	152,098	166,812	832,000	665,188	20%	
Capital	5,000	70,130	594,114	523,984	12%	E
TOTAL Funds	373,136	682,496	6,871,819	6,189,323	10%	

A ~ General Fund revenues are typically earlier in the year, as a large revenue stream, property taxes, are not generally received until mid-year.

B ~ Community development revenue is lower than last year, due to the increase in development activity in the current year.

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

D ~ Restroom and Road revenue is derived from a portion (16.67%) of the City's transient occupancy tax (T.O.T). Typically more taxes are received during the summer months.

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

Item #4B

Expenditures ~ Budget Vs. Actual

City Council Meeting

For the Two Month Period Ended August 31, 2018

EXPENDITURES	FY18	FY19	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>17%</u>	<u>Note</u>
General Fund:						
City Council	3,813	3,658	34,769	31,111	11%	
City Attorney	15,295	8,050	50,000	41,950	16%	
City Manager	6,764	4,115	42,612	38,497	10%	
City Clerk	15,399	17,837	122,124	104,287	15%	
City Treasurer	170	77	340	263	23%	
Finance and Accounting	17,792	16,258	141,747	125,489	11%	
City Library	8,613	12,400	110,541	98,141	11%	
Fire Department	25,221	30,066	241,865	211,799	12%	
Law Enforcement	20,287	43,908	279,950	236,042	16%	A
Animal Control	1,500	3,500	10,000	6,500	35%	
PW - Streets (Operations)	19,236	27,310	182,590	155,280	15%	
PW - Streets (Capital)	-	-	795,500	795,500	0%	B
PW - Parks & Grounds (Operations)	17,917	29,118	182,715	153,597	16%	
PW - Parks and Grounds (Capital)	-	6,010	131,500	125,490	5%	B
General Government	9,417	7,006	50,500	43,494	14%	
Total General Fund Expenditures	161,424	209,313	2,376,753	2,167,440	9%	
Special Revenue Funds:						
Community Development:						
Engineering	1,375	2,919	150,497	147,578	2%	C
Building	6,180	48,827	139,966	91,139	35%	
Planning	26,717	35,751	207,731	171,980	17%	
COPS	16,666	16,666	100,000	83,334	17%	
Rest. & Roads Fund	-	-	75,000	75,000	0%	D
Valle Vista LLD	4,513	2,622	27,884	25,262	9%	
Gas Tax Fund	2,859	2,759	409,803	407,044	1%	E
Enterprise Funds:						
Water:						
Operations	97,263	138,348	894,222	755,874	15%	
Capital	83,223	6,996	630,861	623,865	1%	B
Sewer						
Operations	83,300	129,782	961,407	831,625	13%	
Capital	74,362	1,880	514,213	512,333	0%	B
TOTAL Funds	557,882	595,863	6,488,337	5,892,474	9%	

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual
For the Two Month Period Ended August 31, 2018

Item #4B

City Council Meeting

Footnotes:

- A** ~ Law enforcement expenditures are higher this year due to increase in contract services.
- B** ~ 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.
- C** ~ Engineering 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.
- D** ~ The expenses in this fund are capital in nature and will be incurred sporadically throughout the year.
- E** ~ A large part of the Gas Tax Fund budget is slated for street projects that will occur sporadically during the year.

City of San Juan Bautista

Warrant Listing

As of September 30, 2018
Name

Date	Num	Name	Amount
101.000 - Union Bank			
101.001 - Operating Acct. 1948			
09/07/2018	211963	4Leaf, Inc.	-10,877.96
09/07/2018	211964	ACWA Health Benefits Authority	-6,981.74
09/07/2018	211965	at&t	-272.32
09/07/2018	211966	ATEC Systems, Inc.	-52,999.00
09/07/2018	211967	AVAYA	-210.98
09/07/2018	211968	CalPERS 457 Plan	-588.27
09/07/2018	211969	Carina Lechuga.	-700.00
09/07/2018	211970	FedEx Freight	-45.00
09/07/2018	211971	Filomeno Garza.	-155.52
09/07/2018	211972	Graniterock	-343.79
09/07/2018	211973	Harris & Associates	-7,551.25
09/07/2018	211974	Hollister Auto Parts, Inc.	-29.93
09/07/2018	211975	KBA Docusys	-208.56
09/07/2018	211976	Level 1 Private Security.	-9,454.00
09/07/2018	211977	Mackenzie Quaid	-100.00
09/07/2018	211978	Mc Kinnon Lumber Co., Inc.	-605.22
09/07/2018	211979	Michaele LaForge	-544.00
09/07/2018	211980	Monica Silva.	-700.00
09/07/2018	211981	P G & E	-817.51
09/07/2018	211982	Rossi Bros Tire & Auto	-292.85
09/07/2018	211983	Rx-Tek	-435.00
09/07/2018	211984	Sammy Reddy	-1,150.00
09/07/2018	211985	True Value Hardware	-49.74
09/07/2018	211986	Uline	-320.60
09/07/2018	211987	USABlueBook	-87.77
09/07/2018	211988	Wendy L. Cumming, CPA	-3,697.50
09/12/2018	211989	Filomeno Garza.	-24.24
09/12/2018	211990	Todd Kennedy	-319.92
09/12/2018	211991	US Bank	-7,821.93
09/12/2018	211992	Monterey Bay Water Works Association	-80.00
09/18/2018	211993	American Supply Company.	-105.68
09/18/2018	211994	at&t	-70.08
09/18/2018	211995	Brigantino Irrigation, Inc.	-29.69
09/18/2018	211996	Charter Communications	-114.97
09/18/2018	211997	Goldfarb & Lipman LLP	-531.00
09/18/2018	211998	Hollister Auto Parts, Inc.	-42.79
09/18/2018	211999	KS State Bank	-5,818.30
09/18/2018	212000	Maggiora Bros. Drilling Inc.	-1,400.00
09/18/2018	212001	Pinnacle Healthcare Medical Group	-400.00
09/18/2018	212002	Rx-Tek	-175.00
09/18/2018	212003	United Site Services of California, Inc.	-318.85
09/18/2018	212004	Wells Fargo Bank, N.A.	-466,257.17
09/18/2018	212005	City Clerks Association of CA	-40.00

City of San Juan Bautista

Warrant Listing

As of September 30, 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
09/18/2018	212006	Mandell Municipal Counseling	-130.00
09/18/2018	212007	P G & E	-11,222.32
Total 101.001 - Operating Acct. 1948			<u>-594,120.45</u>
Total 101.000 - Union Bank			<u>-594,120.45</u>
TOTAL			<u>-594,120.45</u>

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

MEETING DATE: October 16, 2018

DEPARTMENT HEAD: Michael LaForge, City Manager

Staffing:

- On-boarded 5 temps for on call labor for Public Works; two workers are excellent candidates for full time positions.





Sewer:

- Sludge removal will begin Oct 26
- Major sewer line break on 7th street. Public works is repairing sections at a time and ETA for completion is end of October.
- WWTP operator contract selection and monitoring costs will be a \$20-30K increase in sewer operations costs over Bracewell. We will work to train internal labor to bring costs down.

Water:

- Well #6 estimated completion delayed from end of Oct to end of Nov due to delays with engineer I hired.
- Well #5 PG&E electrical to be complete Oct 15th.

Fire: Working with Hollister Fire on hydrant and flow analysis to prioritize location of Class AA fire hydrants replacing some of the Class C s we have now.

Color Name	Code	Color	Available Flow
Red	C		Less than 500 GPM
Orange	B		500-999 GPM
Green	A		1,000-1,499 GPM
Light Blue	AA		1,500 GPM & above

Community Development:

- Planning and Building – see staff report
- Pickle ball tournaments scheduled for October and Novembers will bring in 50 teams

Buildings and Parks:

- City Hall roof will be replaced Oct 18 – Nov 3; parking lot will need to be cleared the first week.
- Community Hall roof leak will be repaired during the same time period
- Community Hall floors will be renewed Oct 28- Nov 2 and 2 pickleball court lines will be painted with color that blends with floor color.

Library:

- No updates

Public Works:

- All hands are focused on 7th Street sewer repair and weekly maintenance tasks. Due to the emergency repair, other work orders are being re-prioritized.

Office Administration:

- Using new folding machine and it is saving labor as forecasted in business case.

**Item #4D
City Council Meeting
16-Oct-18**

Name	Contact	Hours Invested	Status	Amount
1) CDBG Grant	Enrique Areolla		NOFA in January 2019	
2) Health Trust Grant	Maria Garcia	40	Submitted	\$2,500
3) Pacific Library Partnership Grant	Yamilla Alvarez	80	Submitted	\$15,000
4) NACLA Grant	Ms. Rios, Asst to Exec Dir	88	Submitted	\$5,000
5) City/County Payment Program, Dept. of Resources & Recycling	Jose Vasquez		Due 12/17/18	
6) State Water Resources Control Board: Water Recycling Program	Michael Downey			\$75,000
7) Water Smart				\$75,000
8) Agricultural Water Use efficiency enhancement Pprogram				\$200,000

Memorandum

To: Michaele LaForge, City of San Juan Bautista

From: Patrick M. Dobbins, City Engineer

Date: October 16, 2018

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

Construction activities on the subject development projects include the following during August:

September 4 through September 7

- 1- XL Landscaping started laying out trees at Lavagnino Drive and worked around the playground area
- 2- Tier Fencing continued placing wire-mesh in the wooden fence throughout the project
- 3- Jimmy Painting continue painting the wooden fence along Trailside Drive, Trailside Court and Lavagnino Drive

September 10 through September 14

- 1- XL Landscaping start planting trees and installing drip system along Lavagnino Drive.
- 2- XL Landscaping placed concrete in the playground area for the playground equipment
- 3- Tier Fencing continued placing wire mesh in the wooden fence throughout the project.
- 4- Desilva Gates Construction worked on the sediment basin area, cleaning the site and hauled off some debris.
- 5- Desilva Gates Construction placed gravel in the shoulder and in area were going to be the curb gutter and sidewalk in the front of the project and getting ready for compaction before placing concrete.

September 17 through September 21

- 1- Excel and Skip Landscaping planted trees at 11 Gaynel Drive and installed on the drip system
- 2- Tier Fencing continued placing wire mesh in fences at different locations throughout the project.
- 3- Desilva Gates constructed embankment by placing aggregate base at northeast corner of the First Street Bridge for the curb gutter and sidewalk. Compaction tests were taken and met the requirement

September 24 through September 29.

- 1- XL Landscape continued planting trees and drip system along Lavagnino Drive
- 2- Tier Fencing continued placing wire mesh in the wood fence throughout the project.
- 3- Marques Pipeline flushed the water main along Third Street after it was lowered to provide for sewer lateral tie-ins.
- 4- Marques Pipeline installed sewer lateral connections for Lots 81 through 85.
- 5- On Saturday, September 29 a specialty subcontractor tapped the existing sewer line for the lateral connections



Photos:



COPPER LEAF SUBDIVISION

SUMMARY

September 4 through September 21

Sanco Pipeline raised manholes to meet the final street grade throughout the project. Seatac pulled wires and spliced conductors to getting ready for PG&E inspection.

September 24 through September 29

Sanco Pipeline and Seatac completed their work for now. They will be waiting for PG&E for their final inspection and remove the poles and connect the power to underground.

	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 assessed, a staff report on actions to follow at next meeting. (10/09/2018).	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.	Unknown. Work is on hold because project needs an architect to draft plans
2	Fault Line Restaurant	Project has not started due to the required work having to go through 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.	Staff Report being completed for Council. Will be presented at 10/16 Council Hearing.	Project is on hold due to historic and building review.	none	Staff is working with the applicant to finish the accessory building and reopen the restaurant. Planning Commission voted to approve the Major Alteration Application with Conditions and recommended approval of the Zone Change/General Plan Amendment on 10/2/18. Council to hear the case on 10/16/18.	10/16 CC hearing.
3	10 Franklin existing construction 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.	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 are not approved by Hollister Fire. Permits to be pulled for Sprinklers.	frontage work is in progress. Fire sprinkler work to be completed when frontage work is complete.	No active building permits. Encroachment permit to be pulled as needed.		requirements of conditions of approval are in progress.	no-ETA. Owner is reaching out to Hollister Fire.
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	Mylar copies of the final map showing phases 5-7 were turned in on July 12, 2018. All necessary staff has signed off on the Mylars. The applicant has taken them to the County Recorder's Office.	To be Determined - Estimate of Early 2019
6	Copperleaf Subdivision	20 permits issued as of 6-15-18	Under Construction	Permits have been issued	n/a	Applicant has been granted the deferring of two Impact fees pending agreement with city. Traffic and Park development fee held until approved agreement or Final Inspection on each project.	To be Determined - Estimate of Winter 2019

City of San Juan Bautista City Building/Planning Projects

	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)
7	Building Department activity.	Work continues on both subdivisions while smaller projects take place inside the city. No other notable projects at this time.	n/a	n/a	none	Code Enforcement is making regular rounds to check for work being done without permits.	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. Resolution is awaiting signature from Deputy City Clerk to make official.		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 got a response from OHP, they are not sure if the building can be salvaged. Staff met the property owner on 8/2/18. Discussed options and ideas of how to move forward with the building. Property owner indicated he is willing to incorporate the old house into the development. Staff spoke with Howard on 9/19. He seemed agreeable to incorporate the old house into the development. Staff to follow up on 9/24/18.	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. There does not appear to be any pressing issues to make any changes because that area is mostly agricultural (8/17/18)	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.	none	Master plan set submitted on 10/9/18. Undergoing plan check.	The developer has met with staff. Eager to continue with the project

City of San Juan Bautista City Building/Planning Projects

	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.
4	Long Building/lumber yard next to Velero Gas Station at 50 Monterey Street	Buildings are on site and visible activity is taking place. It is unclear of the type of activity onsite whether it would be residential or if there is a commercial use taking place.	Under investigation	no permits have been issued.	Code compliance is investigating the site. Activity appears to be taking place without necessary City clearances.	Staff had a meeting on 8/13/18. It is discussed that the site be rezoned to Mixed Use instead of its existing zoning of commercial. (8/13/18)	Staff will inspect the site and report back to higher-ups with more information.
5	Midnight Express	Approved by Commission Resolution	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	n/a	staff is reviewing plans.
Infrastructure							
	Traffic Circle						
	Parking						
	Signage						

City of San Juan Bautista City Engineering Projects (10/5/2018)							
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 325 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. Contract was emailed to Synagro staff on 9/21/18 for execution 10/22/18 is expected to be first day of field operations. City staff will hold a preconstruction meeting with contractor prior to mobilization	Been coordinating with Synagro rep to lower mob/demob and unit prices. Includes contacting staff at John Smith Landfill. City PW Staff will prep 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)	Three Proposal were received on 9/25/18. Staff reviewed them and contacted companies to review their fee and present a revised fee. On 10/5/18 Staff met with reps from each company to discuss their revised fee and assumptions. We received a proposal from a fourth company on 10/8/18	City Manager and City Engineer met with Bracwell Engineering staff on 8/09/18 and discussed their Notice of Termination of the O&M contract	Prep RFP: August 2018 RFP Period: Sept 2018 Contract Award: 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: Oct 2018 RFP Period: Nov 2018 Contract Award: Dec 2018 Prepare Master Plan: Feb 2019 - June 2019		
	Well 5	Complete Well Project	Worked with electrical engineer and well contractor to install PGE meter in advance of PGE installing permanent power				
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							

City of San Juan Bautista City Engineering Projects (10/5/2018)							
CIP No.	Project Name	Description	Status	Tasks / Issues / Notes	Start Date	End Date	Likelihood of Completion (Red or Green)
CIP 9	3rd between Tualmemei 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: Oct 2018 Prep Bid Document: Nov 2018 Bid Period: January 2019 Contract Award: March 2019 Construct: April/May2019	4/30/2019	Green
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: Oct 2018 Prep Bid Document: Nov 2018 Bid Period: January 2019 Contract Award: March 2019 Construct: April/May2019	4/30/2019	Green
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: Oct 2018 Prep Bid Document: Nov 2018 Bid Period: January 2019 Contract Award: March 2019 Construct: April/May2019	4/30/2019	Green
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 and emailed to City Manager. Currently executing the contract. 10/18/18 is expected first day of work	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		Green
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			Green
	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	Looking at options other than "open cut and replace" including slip lining or point repairs	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			Green
SINGLE LOT DEVELOPMENT PROJECTS							
	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				
	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				

CITY OF SAN JUAN BAUTISTA

CITY COUNCIL STAFF REPORT

DATE: OCTOBER 16, 2018

SUBJECT: PUBLIC HEARING, ELECTION AND FORMATION OF COPPERLEAF CFD NO. 2018-01

FROM: Michaele LaForge, City Manager

Recommendation:

1. Conduct Public Hearing to accept public comments and close Public Hearing, and
2. Consider and adopt Resolution No. 2018-___, Forming and Establishing Community Facilities District No. 2018-01 and Authorizing Submittal of the Levy of Special Taxes to the Qualified Voters of the Copperleaf CFD, and
3. Hold election, and
4. Consider and adopt Resolution No. 2018-___, Declaring the Results of a Special Election in Community Facilities District No. 2018-01, and

If the election passes:

5. Consider and adopt Ordinance No. 2018-___, Authorizing the Levy of a Special Tax in Community Facilities District No. 2018-01, and

Background:

On August 21, 2018 the City Council initiated proceedings to form a community facilities district designated as City of San Juan Bautista Community Facilities District No. 2018-01 in order to levy a special tax to fund all or a part of the public services (the "Services") required to maintain certain public improvements within the boundaries of the CFD pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (the "Act"). On such date, the City Council set a Public Hearing for October 16, 2018 and called for a special election for the formation of the Copperleaf CFD.

Legal Documents and City Proceedings:

At tonight's City Council meeting there will be several legal documents related to the formation of Community Facilities District No. 2018-01 for your consideration and approval:

Resolution of Formation:

After opening the Public Hearing, listening to public comments and closing the Public Hearing, the City Council may consider and adopt the Resolution that forms the CFD and submit the special tax to the qualified voters in the CFD.

Resolution Declaring the Results of the Special Election:

After the election and the tabulation of the returned ballots, the City Council shall adopt the Resolution declaring the results of the special election.

Ordinance Levying the Special Tax:

If the election passes, the City Council may consider and adopt the Ordinance to levy the special tax within the CFD.

Conclusion and Next Steps:

If the election passes, adoption of tonight's Resolutions and Ordinance.

Fiscal Impact:

There is an impact to the City's General Fund if the CFD is not formed due to the potential services costs estimated at \$131,227.30 per year being paid out of the General Fund.

Attachments:

1. Resolution forming the CFD.
2. Resolution declaring the results of the special election.
3. Ordinance levying the special tax in the CFD.

RESOLUTION NO. 2018-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA FORMING AND ESTABLISHING COMMUNITY FACILITIES
DISTRICT NO. 2018-01 AND AUTHORIZING SUBMITTAL OF THE LEVY OF
SPECIAL TAXES TO THE QUALIFIED ELECTORS OF THE DISTRICT**

WHEREAS, the City Council of the City of San Juan Bautista, California (the “City Council”), has previously declared its intention to form a community facilities district and ordered the preparation of a community facilities district report relating to the initiation of proceedings to create such community facilities district 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”); and,

WHEREAS, notice of a public hearing relating to the establishment of the CFD, the extent of CFD, the financing of certain types of services and all other related matters has been given, and a community facilities district report (the “CFD Report”), as ordered by this City Council, has been presented to this City Council and has been made a part of the record of the hearing to establish CFD; and,

WHEREAS, all communications relating to the establishment of CFD, the proposed services and the rate and method of apportionment of the special tax proposed to be levied within CFD have been presented, and it has further been determined that a majority protest as defined by law has not been received against these proceedings or the levy of the special tax within CFD; and

WHEREAS, inasmuch as there have been less than twelve (12) registered voters residing within the territory of CFD for at least the preceding ninety (90) days, the authorization to levy special taxes within CFD shall be submitted to the landowners of CFD, such landowners being the qualified electors as authorized by law.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. Recitals. The above recitals are all true and correct.

SECTION 2. Determinations. It is hereby determined by this City Council that:

- A. All prior proceedings pertaining to the formation of CFD were valid and taken in conformity with the requirements of the law, and specifically the provisions of the Community Facilities District Law, and that this finding and determination is made pursuant to the provisions of Government Code Section 53325.1.

- B. The written protests received, if any, do not represent a majority protest as defined by the applicable provisions of the Community Facilities District Law and, therefore, the special tax proposed to be levied within CFD has not been precluded by majority protest pursuant to Section 53324 of the Government Code of the State of California.
- C. The CFD, as proposed, conforms with the City of San Juan Bautista Statement of Local Goals and Policies Regarding the Establishment of Community Facilities Districts (the “Local Goals and Policies”).
- D. Less than twelve (12) registered voters have resided within the territory of CFD for each of the ninety (90) days preceding the close of the public hearing, therefore, pursuant to the Act the qualified electors of CFD shall be the landowners of CFD as such term is defined in Government Code Section 53317(f) and each such landowner who is the owner of record as of the close of the public hearing, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that she or he owns within CFD.
- E. The time limit specified by the Community Facilities District Law for conducting an election to submit the levy of the special taxes to the qualified electors of CFD and the requirements for impartial analysis and ballot arguments have been waived with the unanimous consent of the qualified electors of CFD.

SECTION 3. Community Facilities District Report. The CFD Report, as now submitted by Harris and Associates, Special Tax Consultant, shall stand as the report required pursuant to Government Code Section 53321.5 for all future proceedings and all terms and contents are approved as set forth therein.

SECTION 4. Name of District. The City Council does hereby establish and declare the formation of CFD known and designated as the “City of San Juan Bautista Community Facilities District No. 2018-01”.

SECTION 5. Boundaries of CFD. The boundaries of CFD are generally described as follows:

All property within the boundaries of the Community Facilities District No. 2018-01, as shown on a boundary map as previously approved by this legislative body, such map designated “Proposed Boundaries of the Community Facilities District No. 2018-01, City of San Juan Bautista, County of San Benito, State of California,” a copy of which is on file in the Office of the City Clerk. The boundary map of the proposed District was filed on September 19, 2018 pursuant to Sections 3111 and 3113 of the Streets and Highways Code of the State of California in the Office of the County Recorder of the County of San Benito (the “County”), at Page 77 of Book 1 of the Book of Maps of Assessment and Community Facilities Districts of the County.

SECTION 6. Description of Services. It is the intention of this City Council to finance certain services (the “Services”) that are in addition to those provided in or required for the territory within CFD and will not be replacing services already available. A general description of the services to be provided is provided in Exhibit “A” attached hereto.

SECTION 7. Special Tax. Except where funds are otherwise available special taxes sufficient to pay for the Services, to establish or replenish a reserve fund, the replacement costs of park or other public improvements within the District and related incidental expenses authorized by the Community Facilities District Law, secured by recordation of a continuing lien against all non-exempt real property in CFD, are hereby authorized, subject to voter approval, to be levied annually within the boundaries of CFD. For further particulars as to the Rate and Method of Apportionment of the special taxes proposed to be levied within CFD, reference is made to the attached and incorporated Exhibit “B,” which sets forth in sufficient detail the rate and method of apportionment to allow each landowner or resident within CFD to clearly estimate the maximum amount that such person will have to pay for such services.

The special taxes herein authorized 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 case of delinquency, as applicable for ad valorem taxes; however, as applicable, this legislative body may, by resolution, establish and adopt an alternate or supplemental procedure as necessary. Any special taxes not collected on the County tax roll shall be collected through a direct billing procedure by the Treasurer of the City of San Juan Bautista, acting for and on behalf of CFD.

Upon recordation of a Notice of Special Tax Lien pursuant to Section 3114.5 of the Streets and Highways Code of the State of California, a continuing lien to secure each levy of the special tax shall attach to all non-exempt real property in CFD and this lien shall continue in force and effect until the lien canceled in accordance with law or until collection of the tax by the legislative body ceases. The special tax obligation for any parcel may not be prepaid.

SECTION 8. Special Tax Accountability Measures. Pursuant to and in compliance with the provisions of Government Code Section 50075.1, this City Council hereby establishes the following accountability measures pertaining to the levy by CFD of the special taxes described in Section 7 above:

- A. Each such special tax shall be levied for the specific purposes set forth in Section 6 above.
- B. The proceeds of the levy of each such special tax shall be applied only to the specific applicable purposes set forth in Section 7 above.
- C. CFD shall establish a separate account into which the proceeds of each such special tax shall be deposited.
- D. The City Manager or his or her designee, acting for and on behalf of CFD, shall annually file a report with the City Council as required pursuant to Government Code Section 50075.3.

SECTION 9. Preparation of Annual Tax Roll. The name, address and telephone number of the office, department or bureau which will be responsible for preparing annually a current roll of special tax levy obligations by Assessor's parcel number and which shall be responsible for estimating future special tax levies pursuant to Section 53340.1 of the Government Code of the State of California, are as follows:

Public Works Department
City of San Juan Bautista
703 Second Street
San Juan Bautista, CA 95045
(831) 623-4661

SECTION 10. Election. This legislative body herewith submits the levy of the special taxes to the qualified electors of CFD, such electors being the landowners within CFD, with each landowner having one (1) vote for each acre or portion thereof of land which he or she owns within CFD.

The proposition related to the levy of the special taxes, together with a proposition to establish an appropriations limit for CFD, shall be submitted to the qualified electors of CFD at a special election to be held on October 16, 2018, immediately following the adoption of this resolution or (b) such other date as the qualified electors and the City Clerk may mutually agree and such election shall be a special election to be conducted by the City Clerk (hereinafter referred to as the "Election Official"). If either or both of the propositions for the levy of the special taxes receive the approval of more than two-thirds (2/3rds) of the votes cast on the proposition, the special tax thereby approved may be levied as provided for in this Resolution.

SECTION 11. Ballot Proposals. The ballot proposals to be submitted to the qualified electors of CFD at the election shall generally be as follows:

"Shall the Community Facilities District No. 2018-01, subject to the accountability measures required pursuant to Government Code Section 50075.1, levy a special tax throughout Community Facilities District No. 2018-1 pursuant to the Rate and Method of Apportionment attached as Exhibit B to this ballot for the purposes of financing the services described in Exhibit A to this ballot?"

SECTION 12. Vote. The appropriate mark placed in the voting square after the word "YES" shall be counted in favor of the adoption of the proposition, and the appropriate mark placed in the voting square after the word "NO" in the manner as authorized, shall be counted against the adoption of such proposition.

SECTION 13. Election Procedure. The Election Official is hereby authorized to take any and all steps necessary for holding the above election. The Election Official shall perform and render all services and proceedings incidental to and connected with the conduct of the election including but not limited to, the following:

1. Prepare and furnish the necessary election supplies to conduct of the election.
2. Cause to be printed the requisite number of official ballots, tally sheets and other necessary forms.
3. Furnish official ballots for the qualified electors of CFD.
4. Cause the official ballots to be presented to the qualified electors, as required by law.
5. Receive the returns of the election and supplies.
6. Sort and assemble the election material and supplies in preparation for the canvassing of the returns.
7. Canvass the returns of the election.
8. Furnish a tabulation of the number of votes given in the election.
9. Conduct and handle all other matters relating to the proceedings and conduct of the election in the manner and form as required by law.

SECTION 14. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 16th day of October, 2018, by the following roll call vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

CITY OF SAN JUAN BAUTISTA

Jim West, Mayor

ATTESTED:

Trish Paetz, Deputy City Clerk

I HEREBY CERTIFY that the foregoing resolution was duly and regularly passed and adopted by the City Council of the City of San Juan Bautista at a regular meeting thereof held on the 16th day of October, 2018, and that the foregoing is a full, true and correct copy of said Resolution.

Trish Paetz, Deputy City Clerk

EXHIBIT A

COMMUNITY FACILITIES DISTRICT NO. 2018-01

List of Public Facilities to be Maintained and Serviced

The Community Facilities District will fund, in whole or in part, the following services ("services" shall have the meaning given that term in the Mello-Roos Community Facilities Act of 1982), including all related administrative costs, expenses and related reserves:

- Landscape Maintenance

- Park Maintenance

- Street and Sidewalk Maintenance

- Curb & Gutter Maintenance

- Street Lighting Maintenance

- Storm Drain Maintenance

- Sound Wall Maintenance

- Graffiti Abatement

- Mosquito Abatement

- Storm Drain Maintenance

- Recreational Equipment Maintenance

Please refer to Exhibit B, Rate and Method of Apportionment for additional information related to the services provided.

EXHIBIT B

RATE AND METHOD OF APPORTIONMENT FOR CITY OF SAN JUAN BAUTISTA COMMUNITY FACILITIES DISTRICT NO. 2018-01

The City of San Juan Bautista (the “City”) initiated proceedings to establish Community Facilities District No. 2018-01 on August 21, 2018, by Resolution No. 18-45 (herein after referred to as “the District” or “CFD”) for the purpose of funding the ongoing operation, maintenance and servicing of certain improvements, as detailed in this Rate and Method of Apportionment of Special Tax (herein after referred to as the “RMA”).

Properties within the CFD’s future annexation area shall be annexed into the CFD as new development occurs, unless exempted by law or by the provisions set forth in Section F below. The CFD’s future annexation area shall be defined as the boundaries of the City. A boundary map showing the future annexation area, as well as diagrams showing all Parcels currently within the CFD, are included in Exhibit A of this RMA. In compliance with the proceedings governing the formation of the CFD and according to the provisions of the adoption of this RMA, the Special Tax is proposed to be levied on each taxable Parcel within the boundaries of the CFD, except those exempted by law or the express provisions set forth in this RMA.

A. GENERAL DEFINITIONS

The terms hereinafter set forth have the following meaning:

“**Acre**” or “**Acreage**” means the land area of an Assessor’s Parcel as shown on County records, such as an Assessor’s Parcel Map or secured roll data, or if the land area is not shown on an Assessor’s Parcel Map, the land area shown on the applicable Final Subdivision Map, condominium plan, record of survey, or other recorded document creating or describing the Parcel. If the preceding maps for a land area are not available, the Acreage of such land area may be determined utilizing available spatial data and Geographic Information Systems (GIS). The square footage of an Assessor’s Parcel is equal to the Acreage multiplied by 43,560.

“**Act**” means the Mello-Roos Community Facilities Act of 1982, as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

“**Administrative Expenses**” means the actual or reasonably estimated costs incurred by the Administrator acting for and on behalf of the CFD, to determine, levy and collect the Special Taxes, in responding to public inquiries regarding the Special Taxes, including general administrative costs, fees of consultants and legal counsel providing services related to the administration of the CFD; any amounts estimated or advanced by the City or CFD for any other administrative purposes; and, any other costs required to administer the CFD as determined by the Administrator.

“**Administrator**” means an official of the City, or designee thereof, responsible for determining the Special Tax Requirement and providing for the levy and collection of the Special Taxes.

“Annual Tax Escalation Factor” means in each Fiscal Year following the Base Year, an increase in the Maximum Special Tax in effect in the prior Fiscal Year by an amount equal to the greater of (i) the annual average Consumer Price Index (CPI), for San Francisco-Oakland-Hayward, All Urban Consumers (CPI-U) as published by the Department of Labor’s Bureau of Labor Statistics, or (ii) two percent (2.0%). If the CPI listed above is no longer published, the Administrator shall select a new index that is reasonably comparable to the CPI that is no longer published for purposes of calculating the Annual Tax Escalation Factor.

“Annual Special Tax” means the total Special Tax levied against a Taxable Property in the CFD in a fiscal year.

“Assessor’s Parcel” means a lot or parcel shown in an Assessor’s Parcel Map with an assigned Assessor’s Parcel Number.

“Assessor’s Parcel Map” means an official map of the County Assessor of the County designating lots or parcels by an Assessor’s Parcel Number.

“Assessor’s Parcel Number” or “APN” means a unique number assigned to an Assessor’s Parcel by the County Assessor for purposes of identifying a property.

“Authorized Services” means those authorized maintenance activities and/or services, and expenses that may be funded by the CFD pursuant to the Act as amended, including, without limitation, those services authorized to be funded by the CFD as set forth in the documents adopted by the City Council at the time the CFD was formed.

“Base Year” means the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

“Building Permit” means a single permit or set of permits required to construct an entire residential or non-residential structure, which is issued by the City prior to July 1st preceding the Fiscal Year in which the Special Tax is being levied.

“Capital Replacement Reserve Fund” means a fund that shall be maintained for the CFD for each Fiscal Year to provide for the accumulation and holding of funds for long-term capital projects, asset replacement, or other large anticipated expenditures.

“CFD” means the City of San Juan Bautista Community Facilities District No. 2018-01.

“City” means the City of San Juan Bautista.

“City Council” means the City Council of the City, acting as the legislative body of the CFD.

“City Manager” means the City Manager of the City of San Juan Bautista or designee.

“Commercial Property” means, in any fiscal year, all Developed Property for which a building permit or use permit has been issued for a commercial establishment which includes, but is not limited to, retail stores, clothing stores, book stores, convenience stores, drug stores, professional services (i.e., barber shops, dry cleaners), restaurants, supermarkets, hospitals, movie theaters, appliance and electronics stores, home supply stores, auto parts stores, and other retail uses. The City shall make the determination if a Parcel is Commercial Property.

“County” means the County of San Benito, State of California.

“County Assessor” means the Assessor of the County or his or her designee.

“County Recorder” means the Recorder of the County or his or her designee.

“Developed Property” means all Taxable Property for which a building permit was issued prior to the July 1st preceding the Fiscal Year in which the Special Tax is being levied.

“Dwelling Unit” means each separate residential dwelling unit that comprises an independent facility capable of conveyance or rental separate from adjacent residential dwelling units.

“Exempt Property” means all Assessors’ Parcels that are exempt from the Special Tax pursuant to law or Section F herein.

“Final Subdivision Map” means a subdivision of property creating residential or non-residential buildable lots by recordation of a Final Subdivision Map or Parcel Map pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.), or recordation of a condominium plan pursuant to the California Civil Code 1352, that creates individual lots for which building permits may be issued without further subdivision.

“Fiscal Year” means the period starting July 1st and ending on the following June 30th.

“Hotel Property” means, in any fiscal year, a Developed Property for which a building permit or use permit has been issued for a structure that constitutes a place of lodging providing sleeping accommodations and related facilities for travelers.

“Industrial Property” means, in any fiscal year, a Developed Property for which a building permit or use permit has been issued for construction of an industrial, manufacturing, or warehousing structure. The City shall make the determination if a Parcel is Industrial Property.

“Multi-Family Property” means, in any fiscal year, all Parcels of Developed Property for which a building permit or use permit has been issued for construction of a residential structure with five (5) or more Units that share a single Assessor’s Parcel number, all of which are offered for rent to the general public and cannot be purchased by individual homebuyers.

“Maximum Special Tax” means the Maximum Special Tax, determined in accordance with Section C, which may be levied in any fiscal year on any Assessor’s Parcel of Taxable Property.

“Operating Fund” means a fund that shall be maintained for the CFD each Fiscal Year to provide for the maintenance and administration of the CFD, including a reserve fund to pay for delinquencies in the payment of Special Taxes.

“Operating Fund Requirement” means, for any Fiscal Year, an amount equal to costs associated with providing the Authorized Services and managing the CFD. In no event shall the Operating Fund Requirement in any Fiscal Year exceed the Special Tax Requirement for the CFD, without crediting the property owner’s annual special tax levy in an amount equal to the funds available that are in excess of the Special Tax Requirement.

“Operating Reserve Fund” means the amount held in a fund that is used to pay for delinquencies in the payment of Special Taxes and any insufficiencies in funds to pay maintenance and administrative costs of the CFD.

“Proportionately” means for Taxable Property that the ratio of the Annual Special Tax to the Maximum Special Tax is equal for all Taxable Property levied within each parcel classification as identified in Tables 1 and 2 herein and within the boundaries of the CFD.

“Public Property” means any property within the boundaries of the CFD which (i) is owned by a public agency or expected to be owned by the federal government, State of California, County, City, or other public agency at the time of formation, (ii) has been irrevocably offered for dedication to a public agency, or (iii) is designated with specific boundaries and acreage on a Final Subdivision Map as property which will be owned by a public agency. For purposes of this definition, a public agency includes the federal government, the State of California, the County or the City.

“Single Family Attached Property” means, in any Fiscal Year, all Parcels of Developed Property for which a building permit was issued for construction of a residential structure consisting of two (2) or more Units that share common walls, have separate Assessor’s Parcel numbers assigned to them, and are offered as for-sale Units, including such residential structures that meet the statutory definition of a condominium contained in California Civil Code Section 1351.

“Single Family Detached Property” means, in any Fiscal Year, all Parcels of Developed Property for which a building permit was issued for construction of a Unit that does not share a common wall with another Unit.

“Special Tax” means the Special Tax levied in each Fiscal Year on each Assessor’s Parcel of Taxable Property to fund the Special Tax Requirement.

“Special Tax Requirement” means the amount, as determined by the Administrator, for any Fiscal Year to: (i) pay the costs of providing the Authorized Services during such fiscal year, (ii) pay Administrative Expenses associated with the Special Tax, (iii) establish or replenish the Operating Reserve Fund, (iv) establish or replenish the Capital Replacement Reserve Fund, (v) pay incidental expenses related to the Authorized Services as authorized pursuant to the Act, (vi) fund the shortfall, if any, in the Special Tax revenues collected in the preceding Fiscal Year where such shortfall resulted from delinquencies in the payment of Special Taxes in such Fiscal Year that exceeded the estimated Special Tax delinquency amount included in the Special Tax Requirement for the preceding Fiscal Year, less (vii) any excess funds available in the Operating Reserve Fund, Capital Replacement Reserve Fund, or other funds associated with the CFD as determined by the Administrator.

“State” means the State of California.

“Taxable Property” means all of the Assessor’s Parcels within the boundaries of the CFD that are not Exempt Property.

“Tax Zone” means a mutually exclusive geographic area within which the Special Tax may be levied pursuant to this RMA. Additional Tax Zones may be created when property is annexed to the CFD and a separate Maximum Special Tax shall be identified for property within the new Tax Zone at the time of such annexation. All of the property within the boundaries of the CFD and at the time of formation of the CFD are in either Tax Zone No. 1 or Tax Zone No. 2.

“Tax Zone No. 1” means all property located within the area identified as Tax Zone No. 1 in Exhibit A to this RMA, subject to the interpretation of the Administrator as described in Section B.

“Tax Zone No. 2” means all property located within the area identified as Tax Zone No. 2 in Exhibit A to this RMA, subject to the interpretation of the Administrator as described in Section B.

“Undeveloped Property” means, in any Fiscal Year, all parcels of Taxable Property in the CFD for which a building permit for new construction was not issued by June 30th of the preceding Fiscal Year.

“Unit” means an individual single-family detached unit, or an individual attached residential unit within a duplex, triplex, four-plex, townhome, condominium, or apartment structure.

B. ASSIGNMENT TO CATEGORIES OF SPECIAL TAX

Each Fiscal Year, beginning with Fiscal Year 2018/19, using the definitions above, each Assessor’s Parcel within the boundaries of CFD No. 2018-01 shall be classified by the Administrator as Taxable Property or Exempt Property. Commencing with Fiscal Year 2018/19 and for each subsequent fiscal year, Taxable Property shall be subject to the levy of Special Taxes pursuant to Section C below. In addition, in each such Fiscal Year, each Assessor’s Parcel of Taxable Property shall be further classified by the Administrator as Developed Property or Undeveloped Property.

C. MAXIMUM SPECIAL TAX RATE

The Maximum Special Tax for any Assessor’s Parcel classified as Developed Property or Undeveloped Property shall be determined by reference to the following tables:

TABLE 1
Tax Zone No. 1 – Copperleaf
Maximum Special Tax Rates
Community Facilities District No. 2018-01

Taxable Property Type	Maximum Special Tax
Single Family Residential	\$855.12 per parcel
Multi-Family Residential	\$513.07 per unit
Condominium-Townhome	\$641.34 per parcel/unit
Commercial	\$3,420.48 per acre
Hotel	\$342.05 per room
Industrial	\$1,710.24 per acre
Vacant-Undeveloped	\$213.78 per acre

TABLE 2
Tax Zone No. 2 – Rancho Vista
Maximum Special Tax Rates
Community Facilities District No. 2018-01

Taxable Property Type	Maximum Special Tax
Single Family Residential	\$1,091.14 per parcel
Multi-Family Residential	\$654.68 per unit
Condominium-Townhome	\$818.36 per parcel
Commercial	\$4,364.56 per acre
Hotel	\$436.46 per room
Industrial	\$2,182.28 per acre
Vacant-Undeveloped	\$272.78 acre

Under no circumstances will the Special Tax levied against any Assessor's Parcel be increased because of delinquency or default by the owner of any other Assessor's Parcel within the CFD by more than ten percent (10%) above what such Special Tax would have been in the absence of delinquencies.

Escalation of the Maximum Special Tax

Each Fiscal Year following the Base Year, the Maximum Special Tax shall be increased in accordance with the Annual Tax Escalation Factor and otherwise adjusted as provided in this Rate and Method of Apportionment of Special Tax.

D. METHOD OF APPORTIONMENT OF SPECIAL TAX

Commencing with Fiscal Year 2018/19, and for each subsequent Fiscal Year, the Administrator shall levy the Special Tax at the rates established in Section C on all Taxable Property within the boundaries of CFD No. 2018-01 until the total amount of Special Tax levied equals the Special Tax Requirement. The Special Tax shall be levied each Fiscal Year as follows:

1. The Special Tax shall be levied proportionately on each Assessor's Parcel of Developed Property up to one hundred percent (100%) of the applicable Maximum Special Tax.
2. If additional monies are needed to satisfy the Special Tax Requirement after Developed Property has been levied one hundred percent (100%) of their Maximum Special Tax, the remaining amount needed to satisfy the Special Tax Requirement shall be levied proportionately on each Assessor's Parcel of Undeveloped Property at up to one hundred percent (100%) of the Maximum Special Tax.

E. EXEMPTIONS

The Administrator shall classify the following as Exempt Property: Public Property and Assessor's Parcels with public or utility easements making impractical their utilization for any use other than the purposes set forth in the easement.

If the use of an Assessor's Parcel changes so that such Assessor's Parcel is no longer eligible to be classified as Exempt Property under this section, such Assessor's Parcel shall be deemed to be Taxable Property.

F. PREPAYMENT OF SPECIAL TAX

The Maximum Special Tax may not be prepaid and shall continue to be levied in accordance with Section D of this Rate and Method of Apportionment of Special Tax on an annual basis on all Taxable Property in the CFD for the purpose of funding the ongoing Authorized Services.

G. TERM OF THE SPECIAL TAX

Parcels in the CFD will remain subject to the Special Tax in perpetuity, unless and until such time the City determines the revenues are no longer needed, in which case the Special Tax shall cease to be levied and the City shall direct the County Recorder to record a Notice of Cessation of Special Tax. Such notice will state that the obligation to pay the Special Tax has ceased and that the lien imposed by the Notice of Special Tax Lien is extinguished. The Notice of Cessation of Special Tax shall additionally identify the book and page of the Book of Maps of Assessment and Community Facilities Districts where the map of the boundaries of the CFD is recorded.

H. REVIEW/APPEALS

The Administrator may establish such procedures, as it deems necessary to undertake the review of any such appeal of any property owner. The Administrator shall interpret this Rate and Method of Apportionment of Special Tax and make determinations relative to the annual administration of the Special Tax and any property owner appeals, as herein specified.

Any property owner who believes that the amount of the Special Tax levied on their Assessor's Parcel is in error shall first consult with the Administrator regarding such error. If following such consultation, the Administrator determines that an error has occurred, the Administrator or designee shall take any of the following actions to correct the error:

- Amend the Special Tax levy on the property owner's Assessor's Parcel(s) for the current fiscal year,
- Require the CFD to reimburse the property owner for the amount of an overpayment to the extent of available CFD funds, or,
- Grant a credit against, eliminate or reduce the future Special Taxes on the property owner's Assessor's Parcel(s) for overpayment for the current fiscal year.

If following such consultation and action (if any by the Administrator), the property owner believes such error still exists, such person may file a written notice with the City Manager appealing the amount of the Special Tax levied on such Assessor's Parcel. If following such consultation and action (if any by the City Manager), the property owner believes such error still exists, such person may file a written notice with the City Council appealing the amount of the Special Tax levied on such Assessor's Parcel. If the City Manager, City Council or designee determines an error exists, the CFD Administrator shall take any actions as described in this section, in order to correct the error. The decision of the City Council shall be final and binding to all persons.

I. INTERPRETATIONS

The City reserves the right to make minor administrative and technical changes to this document that does not materially affect the Rate and Method of Apportionment of Special Taxes. In addition, the interpretation and application of any section of this document shall be left to the City's discretion. The City may make interpretations by ordinance or resolution for purposes of clarifying any vagueness or ambiguity in this Rate and Method of Apportionment of Special Tax.

J. MANNER OF COLLECTION

The annual Special Tax shall be collected in the same manner and at the same time as ordinary ad valorem property taxes; provided, however, that the Administrator, may, at the sole discretion of the City, directly bill the Special Tax, and may collect the Special Taxes at a different time or in a different manner as necessary to meet the financial obligations of CFD No. 2018-01 or as otherwise determined appropriate by the Administrator.

K. REPEAL OF SPECIAL TAX

If the levy of the Special Tax is repealed by initiative or any other action participated in by the property owners of Assessor's Parcels in CFD No. 2018-01, the City shall cease to levy the Special Tax and shall cease to be obligated to provide the Authorized Services for which the Special Tax was levied. The obligation to provide the Authorized Services previously funded by the repealed Special Tax shall become the joint obligations of the property owners of Assessor's Parcels within CFD No. 2018-01.

RESOLUTION NO. 2018-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA ACTING IN ITS CAPACITY AS THE LEGISLATIVE BODY
OF THE COMMUNITY FACILITIES DISTRICT NO. 2018-01,
DECLARING THE RESULTS OF A SPECIAL ELECTION IN SUCH
COMMUNITY FACILITIES DISTRICT**

WHEREAS, the City Council of the City of San Juan Bautista California (the “City Council”), has previously undertaken proceedings to create and did establish a community facilities district 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”); and

WHEREAS, this City Council did call for, and order to be held an election to submit to the qualified electors of CFD separate propositions relating to the levy of special taxes within CFD and the establishment of an appropriations limit for CFD; and

WHEREAS, at this time said election has been held and the measures voted upon and each such measure did receive the favorable 2/3's vote of the qualified electors, and this City Council desires to declare the results of the election in accordance with the provisions of the Elections Code of the State of California.

NOW, THEREFORE, 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 RESOLVE, DECLARE, FIND, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Recitals. The above recitals are all true and correct.

SECTION 2. Approval of Results of the Election. This City Council hereby receives and approves the Certificate of Election Official and Statement of Votes Cast (“Certificate of Election Official”), as submitted by the City Clerk, acting in her capacity as the Election Official, said Statement setting forth the number of votes cast in the election, the measures voted upon, and the number of votes given for and/or against the measures voted upon. A copy of said Certificate of Election Official is attached hereto, marked Exhibit “A”, referenced and so incorporated.

SECTION 3. Entry of the Election Results in the Minutes. The City Clerk is hereby directed, pursuant to the provisions of the Elections Code of the State of California, to enter in the minutes the results of the election as set forth in said Certificate of Election Official.

PREPARED BY:

APPROVED AS TO FORM BY:

Michaele LaForge
City Manager

Deborah A. Mall
City Attorney

EXHIBIT A

**CERTIFICATE OF ELECTION OFFICIAL
AND STATEMENT OF VOTES CAST**

STATE OF CALIFORNIA)
COUNTY OF SAN BENITO) ss.
CITY OF SAN JUAN BAUTISTA)

The undersigned, ELECTION OFFICIAL OF THE CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, STATE OF CALIFORNIA, DOES HEREBY CERTIFY that pursuant to the provisions of Section 53326 of the Government Code and Division 12, commencing with Section 17000 of the Elections Code of the State of California, I did canvass the returns of the votes cast at the

CITY OF SAN JUAN BAUTISTA
COMMUNITY FACILITIES DISTRICT NO. 2018-01
SPECIAL ELECTION

in said City, held October 16, 2018.

I FURTHER CERTIFY that this Statement of Votes Cast shows the whole number of votes cast in the CFD in such City, and the whole number of votes cast for the Measures in the CFD in said City, and the totals of the respective columns and the totals as shown for the Measures are full, true and correct.

TOTAL VOTES THAT COULD BE CAST: 43

TOTAL VOTES CAST "YES" 43

TOTAL VOTES CAST "NO" 0

TOTAL VOTES CAST 43

THE VOTES CAST "YES" EQUAL 100% OF THE TOTAL VOTES CAST.

WITNESS my hand this day of October, 2018.

CITY CLERK
ELECTION OFFICIAL
CITY OF SAN JUAN BAUTISTA
STATE OF CALIFORNIA

ORDINANCE NO. _____

**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 16th day of October, 2018, by the following vote:

PASSED, APPROVED AND ADOPTED this 16th day of October, 2018, by the following roll call vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

CITY OF SAN JUAN BAUTISTA

Jim West, Mayor

ATTESTED:

Trish Paetz, Deputy City Clerk

I HEREBY CERTIFY that the foregoing resolution was duly and regularly passed and adopted by the City Council of the City of San Juan Bautista at a regular meeting thereof held on the 16th day of October, 2018, and that the foregoing is a full, true and correct copy of said Resolution.

Trish Paetz, Deputy City Clerk



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

SUBJECT: Consider Approval of Maximum Allowable Solid Waste Collection Rates Effective November 1, 2018 to June 30, 2019

MEETING DATE: October 16, 2018

SUBMITTED BY: San Benito County Integrated Waste Management

BRIEF DESCRIPTION: The proposed maximum allowable solid waste rates were determined through a competitive procurement process for a new Franchise Agreement that was awarded to Recology San Benito County at the June 19, 2018 Council meeting. The June 19th Council action also approved the issuance of a Proposition 218 notice to be sent to City property owners notifying them of the proposed maximum allowable solid waste rates and of the public hearing set for October 16, 2018. The Proposition 218 notice was mailed on August 1st and is **Attachment 2** to this staff report. The new Franchise Agreement with Recology San Benito County commences November 1, 2018.

STAFF RECOMMENDATION: Adopt Resolution approving the maximum allowable solid waste collection rates effective November 1, 2018 to June 30, 2019.

SUMMARY: The Proposition 218 noticing process is intended to provide rate payers advance notice and an opportunity to file a formal protest regarding the potential new solid waste rates. At the time of the writing of this staff report **xx** protests have been received. While the courts have not yet ruled that Proposition 218 applies to solid waste collection rates, in an abundance of caution, the City followed the "majority protest" proceedings set forth in Proposition 218. Statements of protest will be accepted through the public hearing on October 16, 2018. At the end of the public hearing, the City Clerk will tally and report the qualifying written protests. The City Council will then certify that the written protests in opposition to the new solid waste collection rates meets or does not meet the 50 percent protest threshold which is **316 written protests**.

In accordance with Article XIID, Section 6, of the California Constitution, a "majority protest" exists if written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels". If a majority protest is not received, the City Council may then approve adoption of the maximum allowable solid waste collection rates. If a majority protest is received, the City Council cannot increase the rates, and the rates will remain unchanged.

The proposed new rates will pay for the collection and disposal of garbage; collection and processing of all recyclable items, yard waste, and food scraps; seasonal recycling programs; and public education activities to meet state regulatory requirements. These services are available to City residents and commercial businesses. The rates are established to increase recycling and composting to meet state mandates and divert materials from disposal in the landfill.

The maximum allowable solid waste rates can be found in **Attachment 3**.

FISCAL IMPACT: Solid waste rates are imposed on ratepayers in the City. Such solid waste rates are not a general fund obligation.

ATTACHMENTS:

- 1: Resolution
- 2: Proposition 218 Notice Sent to Property Owners in the City of San Juan Bautista
- 3: Maximum Allowable Solid Waste Collection Rates

RESOLUTION 2018-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
APPROVING MAXIMUM ALLOWABLE SOLID WASTE COLLECTION RATES
EFFECTIVE NOVEMBER 1, 2018 TO JUNE 30, 2019**

WHEREAS, on June 19, 2018, the City Council approved Recology of San Benito County as the new franchise agreement collection hauler whose term begins November 1, 2018; and

WHEREAS, Recology of San Benito County determined the solid waste collection rates as part of the competitive procurement process; and

WHEREAS, while not currently required by law, the City Council followed the noticing procedure set forth in Article XIID §6 of the California Constitution (Proposition 218) and in accordance with Proposition 218, the City Council authorized staff to proceed with noticing and protest proceedings for the proposed solid waste collection rates; and

WHEREAS, the public was noticed of such proposed solid waste collection rates by a notice mailed to property owners and ratepayers within the City of San Juan Bautista on August 1, 2018; and

WHEREAS, a public hearing was held on October 16, 2018; and there was not a majority protest;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Juan Bautista:

1. In accordance with Article XIID §6 of the California Constitution:
 - a. The revenues derived from the Solid Waste Rates will not exceed the funds required to provide solid waste collection service.
 - b. The revenues derived from the Solid Waste Rates will not be used for any purpose other than solid waste collection.
 - c. The Solid Waste Rate charged will not exceed the cost of solid waste collection per parcel.
 - d. Any surplus monies collected from the solid waste collection fees will be used to offset revenue requirements.
 - e. The Solid Waste Rate is only charged for solid waste collection service that is currently available.
 - f. The Solid Waste Rate is not charged for general governmental services.

PASSED AND ADOPTED, by the City Council of the City of San Juan Bautista at a regular meeting held this 16th day of October 2018, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jim West, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk



Notice of Public Hearing

Proposed Increase for Maximum Allowable Charge for Solid Waste/Recycling/Organics Collection for Rate Year 2018/2019

City of San Juan Bautista, City Council Chambers
City Hall, 311 Second Street, San Juan Bautista

October 16, 2018 6:30 P.M.

On October 16, 2018, at 6:30 p.m. or as soon thereafter as the matter may be heard, the City of San Juan Bautista will hold a Public Hearing to accept public input and testimony on a proposed increase on the maximum allowable charge for solid waste collection, to be effective November 1, 2018 and thru June 30, 2019. Any interested person may present verbal or written input to the City Council. Although the City Council will consider all input, State law provides that only the written protests of property owners may be counted to determine whether a majority protest to the proposed maximum exists. If, at the conclusion of the public hearing, a majority protest of property owners does not exist, the City Council will consider adoption of the proposed increase in the maximum allowable charges.

The current Franchise Agreement and rates expire on October 31, 2018. Your current solid waste rates were last adjusted on July 1, 2016. Through a competitive procurement process a new Franchise Agreement was awarded to Recology San Benito County with a significant expansion of new recycling and organics collection programs for residents and businesses to start effective November 1, 2018. All residents will receive a green organics cart for the collection of yard waste and food scraps and twice per year curbside bulky item collection will be provided at no additional cost. Businesses will be provided recycling collection services at no additional cost and organics collection at a reduced rate. Businesses will also receive free technical assistance and education materials to support new or expanded recycling and food scrap collection services.

The proposed new rates will pay for the collection and disposal of garbage; collection and processing of all recyclable items, yard waste, and food scraps; and seasonal recycling programs and public education activities to meet state regulatory requirements. These services are available to all City residents and commercial businesses. The rates are established to encourage recycling and composting so as to divert materials from disposal in the landfill.

If the City Council approves the proposed service provider's rates at its October 16, 2018 meeting, new rates will begin on November 1, 2018, and will be included in the billing statement beginning in November 2018. The proposed schedule of maximum rates is attached. Please note that the listed rates are the maximum rates. Therefore, your monthly rate may ultimately be lower than what is listed on the schedule.

The following charts gives the monthly rate for the four offered residential services; and the most common service levels for commercial customers if the containers are serviced one time a week. The full rate schedule including all commercial services is available for review at City Hall at 311 Second Street, San Juan Bautista.

Recology will provide additional services upon request for a set fee that are not included in the maximum solid waste collection rate. These optional services will appear on the customer's Recology San Benito County bill as a separate line item in addition to the standard cost of collection. Backyard or distance service, additional carts, and extra on call pickups of bulking items are a few of the services offered. A complete list of all the additional services and their 2018 rate is also available at City Hall.

Residential Collection Rate including all City Fees
For weekly collection of garbage, recyclables and organics
Single family homes are billed bi-monthly

<u>Cart Size</u>	<u>2016 Monthly Rate*</u>	<u>Proposed 2018/19 Monthly Rate</u>	<u>Monthly Difference</u>
20-Gallon Cart	\$26.06	\$25.75	(\$0.31)
32-Gallon Cart	\$28.67	\$31.00	\$2.33
64-Gallon Cart	\$46.43	\$53.00	\$6.57
96 Gallon Cart	\$64.17	\$80.00	\$15.83

*Includes monthly yard waste collection service charge. Proposed new rates include organics (yard waste and food scraps) collection service at no additional charge.

Commercial and Multi-Family Collection Rate including all City Fees
For the most common bin and cart sizes, collected weekly
Commercial customers are billed monthly

<u>Bin Size</u>	<u>2016 Monthly Rate</u>	<u>Proposed 2018/19 Monthly Rate*</u>	<u>Monthly Difference</u>
1-1 Yard	\$141.67	\$170.00	\$48.29
1-2 Yard	\$165.21	\$218.00	\$71.49
1-3 Yard	\$204.45	\$300.00	\$88.33
1-4 Yard	\$273.90	\$395.00	\$119.92
<u>Cart Size</u>	<u>2016 Monthly Rate</u>	<u>Proposed 2018/19 Monthly Rate</u>	<u>Monthly Difference</u>
64-Gallon Cart	\$37.30	\$53.00	\$15.70
96 Gallon Cart	\$55.04	\$80.00	\$24.96

* Includes collection of recyclables at no additional charge. Separate charges apply for organics collection.

Commercial and Multi-Family Organics Collection Rate including all City Fees
For available bin and cart sizes, collected weekly
Commercial customers are billed monthly

<u>Bin Size</u>	<u>2016 Monthly Rate</u>	<u>Proposed 2018/19 Monthly Rate*</u>
1-1 Yard	No current service and rates	\$102.00
1-2 Yard		\$163.50
64-Gallon Cart		\$31.80
96 Gallon Cart		\$48.00

If you wish to protest the proposed rate changes noted above, the City of San Juan Bautista City Clerk must receive your written protest along with the completed form, see below, (mailed or delivered) to:

**City of San Juan Bautista, City Clerk
City Hall**

311 Second Street, San Juan Bautista, California 95045

no later than 5 p.m. on October 15, 2018. Protests that are incomplete or are not received by the deadline cannot be counted. No more than one protest per parcel may be submitted. A written protest may also be hand delivered to the City Clerk, at any time before the end of the public hearing.

If you have any questions, please call the City Manager's office at (831) 623-4661

(Please cut along the dotted line and include with your protest letter)

OFFICIAL PROTEST FROM:

Name: _____

Address: _____

City: _____ ZIP Code: _____

Assessor's parcel number (the nine-digit number that appears on your property tax statement):

Signature: _____ Date: _____

Attachment F3

Form 2.2: Proposed First-Year Rates - Single-Family Cart Service: San Juan Bautista		
Recology - Base - Final Negotiated		
	A	B
Row	Service Category	Maximum Monthly Rate
Standard Service:		
Includes one (1) solid waste cart (size is customer choice); one (1) 64 gallon cart recycling materials cart; and, one (1) 96 gallon organic materials cart.		
1	20-gallon cart (every other week)	\$22.00
2	20-gallon cart	\$25.75
3	32-gallon cart	\$31.00
4	64-gallon cart	\$53.00
5	96-gallon cart	\$80.00
Low Income		
6	20-gallon cart	\$19.31
7	32-gallon cart	\$23.25
Additional Solid Waste Carts (beyond one (1) cart provided as standard service.)		
9	20-gallon cart	\$20.00
10	32-gallon cart	\$25.00
11	64-gallon cart	\$35.00
12	96-gallon solid waste	\$45.00
Additional Recycling Carts (beyond one (1) cart provided as standard service.)		
13	64-gallon cart	\$4.50
14	96-gallon cart	\$5.50
Additional Organics Carts (beyond one (1) cart provided as standard service.)		
15	64-gallon cart (set at 50% of standard rate.)	\$26.50
16	96-gallon cart (set at 50% of standard rate.)	\$40.00
Bulky Item		
17	Additional charge for service in excess of up to two (2) cubic yards of Reusable Materials, up to five (5) E-Waste items, AND up to two (2) Appliance or Bulky Item	\$39.00
18	Additional charge for collection events beyond two (2) times per year.	\$120.00
Backyard Service (in addition to standard service fee.)		
19		\$50.00
20	Extra Solid Waste Collection¹	\$10.00
21	Enclosure or Lock Charge at Curb²	\$10.00
22	Long Walk Charge³	\$20.00
23	Saturday Collection Surcharge⁴	\$75.00
24	Non-Scheduled Collection⁵	\$20.00
25	Small Vehicle Service on Private Road & Driveways over 100 Feet from Road⁶	\$33.00
26	Cart Exchange⁷	\$13.00
27	Cart Replacement Fee⁸	\$79.00
28	Contamination Fee (per incident)	\$20.00
29		

¹ For each set out of an additional bag or 32/35 gallon can equivalent on the scheduled collection day.

² Enclosure charges apply when collection requires removing/replacing cart from enclosure when emptied.
Lock charges apply when access requires driver to unlock to empty the cart.
Lock charge does not apply lock is unlocked.

³ For carts further than 10 ft. from defined edge of road used by the collection vehicle.

⁴ For customers requesting regular scheduled service on Saturdays.

⁵ For collection of a missed pick-up scheduled on a day other than customer's regular collection day.

⁶ Applies to Total Monthly Customer Rates for schedules 1 and 2.

⁷ If more than one exchange of cart(s) is requested per billing period.

⁸ Replacement of carts due to customer negligence or repetitive losses.

Attachment F3: 2.5A Comm Rates-SJB

Proposed First-Year Rates - Commercial and Multi-Family: San Juan Bautista										
		Proposer: Recology - Base - Final Negotiated								
		A	B	C	D	E	F	G	H	I
Proposed Maximum Monthly Rates for Solid Waste										
Row	Container Type/Size or Service Type	Frequency of Collections per Week							Additional Pick Up	
		0.5	1	2	3	4	5	6		
1	1 cubic yard bin	\$149.60	\$170.00	\$340.00	\$510.00	\$680.00	\$850.00	\$1,135.60	\$51.00	
2	1 cubic yard compactor	\$227.39	\$258.40	\$516.80	\$775.20	\$1,033.60	\$1,292.00	\$1,726.11	\$77.52	
3	1.5 cubic yard bin	\$216.92	\$246.50	\$493.00	\$739.50	\$986.00	\$1,232.50	\$1,646.62	\$73.95	
4	2 cubic yard bin	\$141.70	\$218.00	\$436.00	\$654.00	\$872.00	\$1,090.00	\$1,456.24	\$65.40	
5	2 cubic yard compactor	\$259.31	\$398.94	\$797.88	\$1,196.82	\$1,595.76	\$1,994.70	\$2,664.92	\$119.68	
6	3 cubic yard bin	\$195.00	\$300.00	\$600.00	\$900.00	\$1,200.00	\$1,500.00	\$2,004.00	\$90.00	
7	3 cubic yard compactor	\$363.99	\$559.98	\$1,119.96	\$1,679.94	\$2,239.92	\$2,799.90	\$3,740.67	\$167.99	
8	4 cubic yard bin	\$256.75	\$395.00	\$790.00	\$1,185.00	\$1,580.00	\$1,975.00	\$2,638.60	\$118.50	
9	4 cubic yard compactor	\$479.10	\$737.07	\$1,474.14	\$2,211.21	\$2,948.28	\$3,685.35	\$4,923.63	\$221.12	
10	6 cubic yard bin	\$373.75	\$575.00	\$1,150.00	\$1,725.00	\$2,300.00	\$2,875.00	\$3,841.00	\$172.50	
11	6 cubic yard compactor	\$706.39	\$1,086.75	\$2,173.50	\$3,260.25	\$4,347.00	\$5,433.75	\$7,259.49	\$326.03	
12	8 cubic yard bin	\$477.75	\$735.00	\$1,470.00	\$2,205.00	\$2,940.00	\$3,675.00	\$4,909.80	\$220.50	
13	64 gallon cart ²	\$39.75	\$53.00	\$106.00	\$159.00	\$212.00	\$265.00	\$354.04	\$15.90	
14	96 gallon cart ²	\$60.00	\$80.00	\$160.00	\$240.00	\$320.00	\$400.00	\$534.40	\$24.00	
15	Sunday collection surcharge	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00	
16	Push/Lock/Enclosure/Long	\$12.25	\$24.50	\$49.00	\$73.50	\$98.00	\$122.50	\$163.66	\$75.00	
17	Bin exchange	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	
18	Stream cleaning (>1 per year)	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	
19	Contamination fee	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	\$85.00	

Proposed Maximum Monthly Rates for Organic Materials ¹									
Row	Container Type/Size or Service Type	Frequency of Collections per Week							Additional Pick Up
		0.5	1	2	3	4	5	6	
20	64 gallon cart	na	\$31.80	\$63.60	\$95.40	\$127.20	\$159.00	\$212.42	\$9.54
21	96 gallon cart	na	\$48.00	\$96.00	\$144.00	\$192.00	\$240.00	\$320.64	\$14.40
22	1 cubic yard bin	na	\$102.00	\$204.00	\$306.00	\$408.00	\$510.00	\$681.36	\$30.60
23	2 cubic yard bin	na	\$163.50	\$327.00	\$490.50	\$654.00	\$817.50	\$1,092.18	\$49.05

¹ Organic materials collection for Multi-Family Customers will consists of 64 Gallon or 96 gallon up to 3 times per week.

² Multi-Family Customers with no greater than once per week individual cart service will receive one (1) Recyclable Materials cart free of additional charge.

Attachment F3

Form 2.8: Proposed First-Year Revenue - On-Call Services: San Juan Bautista		
Recology - Base - Final Negotiated		
	A	B
Row	Container Size/Type	Maximum Customer Rate
Drop-Box Service		
1	Standard Roll-Off Box	\$317.20
2	Low Boy Roll-Off Box	\$317.20
3	Compactor (all sizes)	\$317.20
Drop-Box Disposal/Processing per Ton		
5	Solid Waste Disposal	\$70.00
6	Recycling Materials Processing	\$0.00
7	Organic Materials Processing	\$70.00
8	C&D Materials Processing	\$70.00
Temporary Bin 3 Cubic Yard		
11	Flat Rate - Includes disposal	\$175.00
On-Call Bulky Item - Multi-Family Dwellings		
12	Additional charge for service in excess of up to two (2) cubic yards of Reusable Materials, up to five (5) E-Waste items, AND up to two (2) Appliance or Bulky Item	\$39.00
13	Additional charge for collection events beyond two (2) times per year.	\$120.00



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Approve a City Initiated Zone Change for four parcels located on Franklin Street from Public Facility (PF) to Mixed-Use (MU).

MEETING DATE: October 16, 2018

SUBMITTED BY: Todd Kennedy, Associate Planner

RECOMMENDED ACTION: Approve the City-Initiated Zone Change from Public Facility (PF) to Mixed Use (MU) for the properties located at 11 Franklin Street, 17 Franklin Street and 10 Franklin Street.

BACKGROUND INFORMATION: This City-Initiated Zone Change is being moved forward in response to several factors. The most recent factor is the anticipation of the Faultline Restaurant to be reopened. The current PF zoning does not permit restaurants. MU zoning does allow restaurants as a permitted use. Another factor is the flexibility of the setbacks and development standards. The setbacks in the MU zone can be reviewed and set forth by Planning Commission. For 11 Franklin, the setbacks will need to be reviewed because the main building and the accessory building are close to the property lines. This matter can be solved as part of the Zone Change.

Another factor is it appears the current Public Facility zoning classification took effect inadvertently when the General Plan Update took place in 2016. It was not intended that the zoning be changed to Public Facility from Mixed-Use on the subject parcels based on research and staff discussions. Prior to 2016, those parcels were zoned Mixed-Use. This Zone Change will make that correction.

Furthermore, a Zone Change to MU would better serve the subject properties than the current PF. Both the properties at 10 Franklin Street and 17 Franklin Street have uses onsite that are non-conforming to the current PF zone. By changing the zoning to Mixed-Use would eliminate that issue and provide the property owners a more flexible palette of uses. Also, the intent of the Mixed-Use Zone encourages a mix of commercial and residential uses at a pedestrian scale. At this location along Franklin Street, it is narrow with light traffic and is connected with walking trails nearby.

This City-Initiated Zone Change has been determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Article 19, Sections 15315, 15303, 15331, and 15332 and CEQA.

On October 2, 2018, Planning Commission recommended to the City Council approval of the Zone Change by a unanimous vote per Resolution 2018-08. Also, Planning

Commission made a motion to approve the Major Historic Alteration Proposal of the Faultline Restaurant with conditions per Resolution 2018-09.

ATTACHMENTS:

1. Draft Ordinance
2. Planning Commission Resolution 2018-08
3. Letters of Support

ORDINANCE 2018 - XX

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim West, Mayor

ATTEST:

Trish Patz, Deputy City Clerk

RESOLUTION 2018 - 08

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA RECOMMENDING TO THE CITY COUNCIL TO APPROVE A ZONE CHANGE AND GENERAL PLAN AMENDMENT FROM PUBLIC FACILITY (PF) TO MIXED-USE (MU) FOR PARCELS 002-340-006, 002-340-007, 002-490-002, AND 002-340-003 IN SAN JUAN BAUTISTA

WHEREAS, the Historic Resources Board conducted a public hearing on October 2, 2018 to review the proposed Zone Change and General Plan Amendment, and

WHEREAS, the Historic Resources Board received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Historic Resources Board acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

WHEREAS, the Historic Resources Board reviewed the staff report for the project together with findings that the proposed Zone Change and General Plan Amendment is categorically exempt from CEQA (California Environmental Quality Act) review, and

WHEREAS, the Historic Resources Board made a recommendation of approval of the proposed Zone Change and General Plan Amendment to the Planning Commission, and

WHEREAS, the Planning Commission conducted a public hearing on October 2, 2018 to review the proposed Zone Change and General Plan Amendment, and

WHEREAS, the Planning Commission received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Planning Commission acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

WHEREAS, the Planning Commission reviewed the staff report for the project together with findings that the proposed Zone Change and General Plan Amendment is categorically exempt from CEQA (California Environmental Quality Act) review, and

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves findings for a Categorical Exemption from CEQA Review per Sections 15305, 15061, and 15378 and a Zone Change and General Plan Amendment attached herewith and made a part hereof subject to the following conditions.

1. The proposed Zone Change and General Plan Amendment will cover only the parcels indicated as Assessor's Parcel Numbers 002-490-002, 002-340-003, 002-340-006, and 002-340-007 from Public Facility to Mixed-Use.
2. Any future alterations on those parcels shall comply with applicable zoning standards and requirements.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

AYES: Boyd, Freels, Medeiros, Franco, Brewer

NOES: None

ABSENT: None

ABSTAIN: None



Darlene Boyd, Chairperson

ATTEST:



Trish Paetz, Deputy City Clerk

cityplanning@san-juan-bautista.ca.us

From: Ralf Cebrian <cebrianralf@gmail.com>
Sent: Wednesday, August 15, 2018 2:13 PM
To: cityplanning@san-juan-bautista.ca.us
Subject: re-zoning of 17 Franklin St

As per our conversation informing me of the zoning change from public facilities to mixed use for my residence I am whereby confirming our discussion. Also that this change will be conducted at City expense.

Thanks
Ralf Cebrian

cityplanning@san-juan-bautista.ca.us

From: cityplanning@san-juan-bautista.ca.us
Sent: Tuesday, July 10, 2018 9:10 AM
To: 'Andrew Neubauer'
Subject: RE: 10 Franklin

Very good! Thanks Drew. This should work.

From: Andrew Neubauer [mailto:drew@missionvillagerealty.com]
Sent: Tuesday, July 10, 2018 7:17 AM
To: cityplanning@san-juan-bautista.ca.us
Subject: RE: 10 Franklin

Todd, good morning,

Pursuant to our conversation yesterday, the City has my consent to initiate the re-zoning process for 10 Franklin Street in order to bring the zoning back to Mixed Use from Public Facilities so that the property will not be a non-conforming use.

Let me know if you require anything further.

Please confirm receipt.

Thank you.



Andrew (Drew) Neubauer
Broker

Mission Village Realty
408 Fourth Street; P.O. Box 1357
San Juan Bautista, CA 95045
cell (408) 804-8091
office (831) 623-8007
fax (831) 623-2602
drew@missionvillagerealty.com

DRE # 00761403



MISSION SAN JUAN BAUTISTA PRESERVATION FUND



5/25/2018

Board of Directors

Tamara D. Adam
President

Jim Adam

Larry Cain

Lisa Lavagnino

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Loryn Kehoe-Ross

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**Honorary Board
of Directors**

Jackie Smith

Anne Morris

Richard Morris

Father Alberto Cabrera
*Pastor, Old Mission
San Juan Bautista*

City of San Juan Bautista

Re: Martha and Roberto Fernandez

To whom it may concern,

This letter is written in support of Martha and Roberto Fernandez and their efforts to return to service the Faultline Restaurant as community venue. The Fernandez are most definitely community oriented with an intent to support and serve the community of San Juan Bautista. This has been shown in their direct support and involvement with the Mission San Juan Bautista Preservation Fund and the campaign to preserve and protect the Old Mission, the historic and cultural center of our community, for future generations.

Their efforts are worthy of your consideration and their intent to benefit our community is clear. We support them wholeheartedly in their current endeavor.

Sincerely,

Jewel Sean Yahut Gentry
Member Board of Directors
Executive Consultant
Mission San Juan Bautista Preservation Fund

San Juan Bautista Mission

Old Mission
Post Office Box 400
San Juan Bautista, CA
95045

(831) 623-2127
Fax (831) 623-2433

May 25, 2018

City of San Juan Bautista

Re: Roberto & Marta Fernandez/Faultline Restaurant

To whom it may concern,

I am writing this letter to let you know that Roberto & Marta Fernandez have been good neighbors of Mission San Juan Bautista for many years and are in good standing with us. They have supported us with their generous donations, especially with their donation of the commandment benches in front of the church. We support the opening of the Faultline Restaurant and hope that it is successful.

Sincerely,



Fr. Alberto Cabrera

Pastor

Mission San Juan Bautista

P.O. Box 400

San Juan Bautista, CA. 95045

(831) 623-2127



OLD MISSION SAN JUAN BAUTISTA
EST. 1777



Robert Fernandez <robertfernandez888@gmail.com>

Faultline Restaurant

3 messages

Ralf Cebrian <cebrianralf@gmail.com>

Wed, May 23, 2018 at 1:41 PM

To: Robert Fernandez <robertfernandez888@gmail.com>

As the owners of 17 Franklin Street, San Juan Bautista we have to problem with the Faultline Restaurant re-establishing themselves as a business. We have discussed this with the owner and have received all the assurances that we need to allow this establishment to go forward.

Best Regards
Ralf and Mary Cebrian
17 Franklin St
Home Tel 831-593-1091

Robert Fernandez <robertfernandez888@gmail.com>

Wed, May 23, 2018 at 1:43 PM

To: Salvador Munoz <munfris@hotmail.com>

Salvador,

Neighbors letter in support of Faultline.

[Quoted text hidden]

Regards,

Robert Fernandez, SFR

Professional Financial Services

1124-A South Main Street

Salinas Ca 93901

831 444 9800

831 422 9810 fax



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CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Approve a City Initiated General Plan Amendment for four parcels located on Franklin Street from Public Facility (PF) to Mixed-Use (MU).

MEETING DATE: October 16, 2018

SUBMITTED BY: Todd Kennedy, Associate Planner

RECOMMENDED ACTION: Approve the City-Initiated General Plan Amendment from Public Facility (PF) to Mixed Use (MU) for the properties located at 11 Franklin Street, 17 Franklin Street and 10 Franklin Street.

BACKGROUND INFORMATION: This City-Initiated General Plan Amendment is being moved forward in response to several factors.

The most recent factor is the anticipation of the Faultline Restaurant to be reopened. The current PF zoning does not permit restaurants. MU zoning does allow restaurants as a permitted use. Another factor is the flexibility of the setbacks and development standards. The setbacks in the MU zone can be reviewed and set forth by Planning Commission. For 11 Franklin, the setbacks will need to be reviewed because the main building and the accessory building are close to the property lines. This matter can be solved as part of the amendment.

Another factor is it appears the current Public Facility zoning classification took effect inadvertently when the General Plan Update took place in 2016. It was not intended that the zoning be changed to Public Facility from Mixed-Use on the subject parcels based on research and staff discussions. Prior to 2016, those parcels were zoned Mixed-Use. This General Plan Amendment will make that correction.

Furthermore, a General Plan Amendment to MU would better serve the subject properties than the current PF. Both the properties at 10 Franklin Street and 17 Franklin Street have uses onsite that are non-conforming to the current PF zone. By changing the zoning to Mixed-Use would eliminate that issue and provide the property owners a more flexible palette of uses. Also, the intent of the Mixed-Use Zone encourages a mix of commercial and residential uses at a pedestrian scale. At this location along Franklin Street, it is narrow with light traffic and is connected with walking trails nearby.

This City-Initiated General Plan Amendment has been determined to be categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Article 19, Sections 15315, 15303, 15331, and 15332 and CEQA.

On October 2, 2018, Planning Commission recommended to the City Council by a unanimous vote approval of the General Plan Amendment by Resolution 2018-08. Also, Planning Commission made a motion to approve the Major Historic Alteration Proposal of the Faultline Restaurant with conditions per Resolution 2018-09.

ATTACHMENTS:

1. Draft Resolution
2. Planning Commission Resolution 2018-08
3. Zoning Map of Current Zoning
4. Zoning Map of Proposed Zoning
5. 2016 General Plan/Zoning Map
6. 1998 General Plan/Zoning Map

RESOLUTION 2018 - XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA APPROVING A CITY-INITIATED GENERAL PLAN AMENDMENT OF 4 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 to amend the General Plan Designation of 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 amending 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 amend the General Plan Designation 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 General Plan Amendment 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 the General Plan Designation 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 RESOLUTUION was approved at a regular meeting of the San Juan Bautista City Council on the 16th day of October, 2018 and was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim West, Mayor

ATTEST:

Trish Patz, Deputy City Clerk

RESOLUTION 2018 - 08

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA RECOMMENDING TO THE CITY COUNCIL TO APPROVE A ZONE CHANGE AND GENERAL PLAN AMENDMENT FROM PUBLIC FACILITY (PF) TO MIXED-USE (MU) FOR PARCELS 002-340-006, 002-340-007, 002-490-002, AND 002-340-003 IN SAN JUAN BAUTISTA

WHEREAS, the Historic Resources Board conducted a public hearing on October 2, 2018 to review the proposed Zone Change and General Plan Amendment, and

WHEREAS, the Historic Resources Board received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Historic Resources Board acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

WHEREAS, the Historic Resources Board reviewed the staff report for the project together with findings that the proposed Zone Change and General Plan Amendment is categorically exempt from CEQA (California Environmental Quality Act) review, and

WHEREAS, the Historic Resources Board made a recommendation of approval of the proposed Zone Change and General Plan Amendment to the Planning Commission, and

WHEREAS, the Planning Commission conducted a public hearing on October 2, 2018 to review the proposed Zone Change and General Plan Amendment, and

WHEREAS, the Planning Commission received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Planning Commission acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

WHEREAS, the Planning Commission reviewed the staff report for the project together with findings that the proposed Zone Change and General Plan Amendment is categorically exempt from CEQA (California Environmental Quality Act) review, and

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves findings for a Categorical Exemption from CEQA Review per Sections 15305, 15061, and 15378 and a Zone Change and General Plan Amendment attached herewith and made a part hereof subject to the following conditions.

1. The proposed Zone Change and General Plan Amendment will cover only the parcels indicated as Assessor's Parcel Numbers 002-490-002, 002-340-003, 002-340-006, and 002-340-007 from Public Facility to Mixed-Use.
2. Any future alterations on those parcels shall comply with applicable zoning standards and requirements.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

AYES: Boyd, Freels, Medeiros, Franco, Brewer

NOES: None

ABSENT: None

ABSTAIN: None



Darlene Boyd, Chairperson

ATTEST:

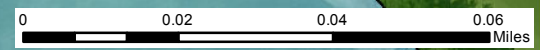
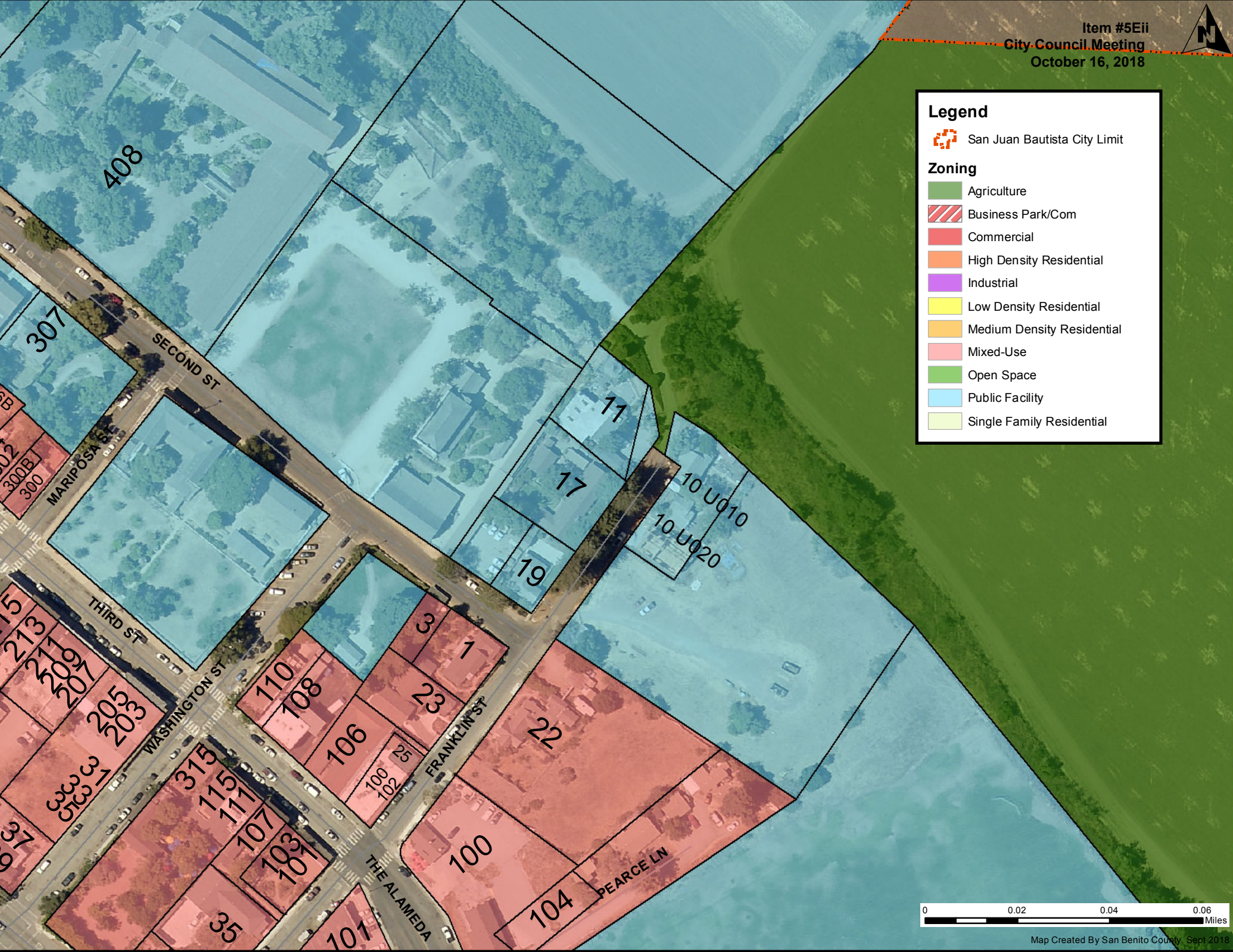


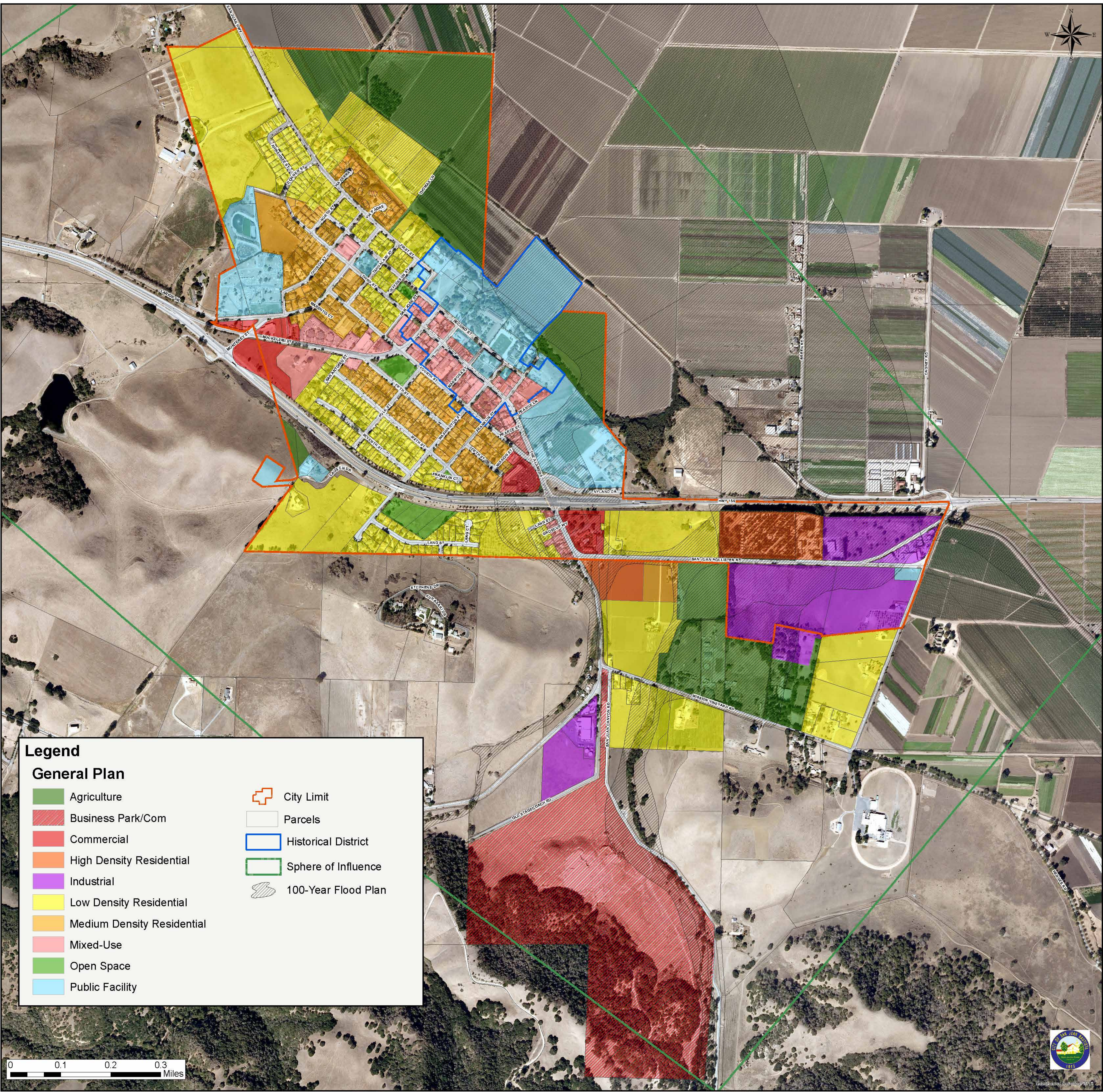
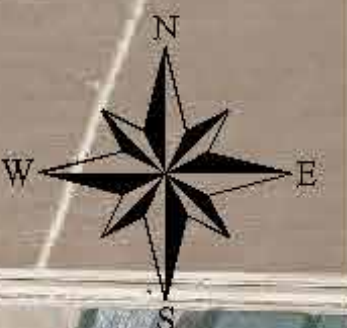
Trish Paetz, Deputy City Clerk



Legend





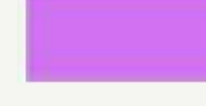


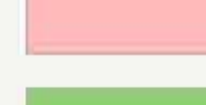







- San Juan Bautista City Limit
- Zoning**
- Agriculture
- Business Park/Com
- Commercial
- High Density Residential
- Industrial
- Low Density Residential
- Medium Density Residential
- Mixed-Use
- Open Space
- Public Facility
- Single Family Residential

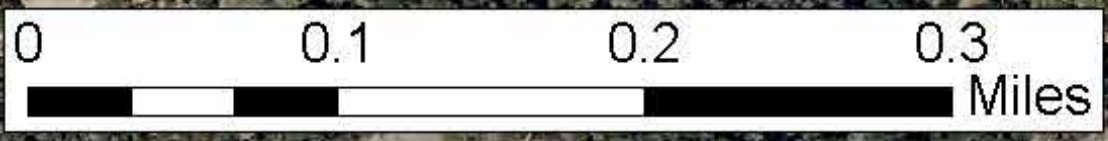




Legend

General Plan

-  Agriculture
-  Business Park/Com
-  Commercial
-  High Density Residential
-  Industrial
-  Low Density Residential
-  Medium Density Residential
-  Mixed-Use
-  Open Space
-  Public Facility
-  City Limit
-  Parcels
-  Historical District
-  Sphere of Influence
-  100-Year Flood Plan

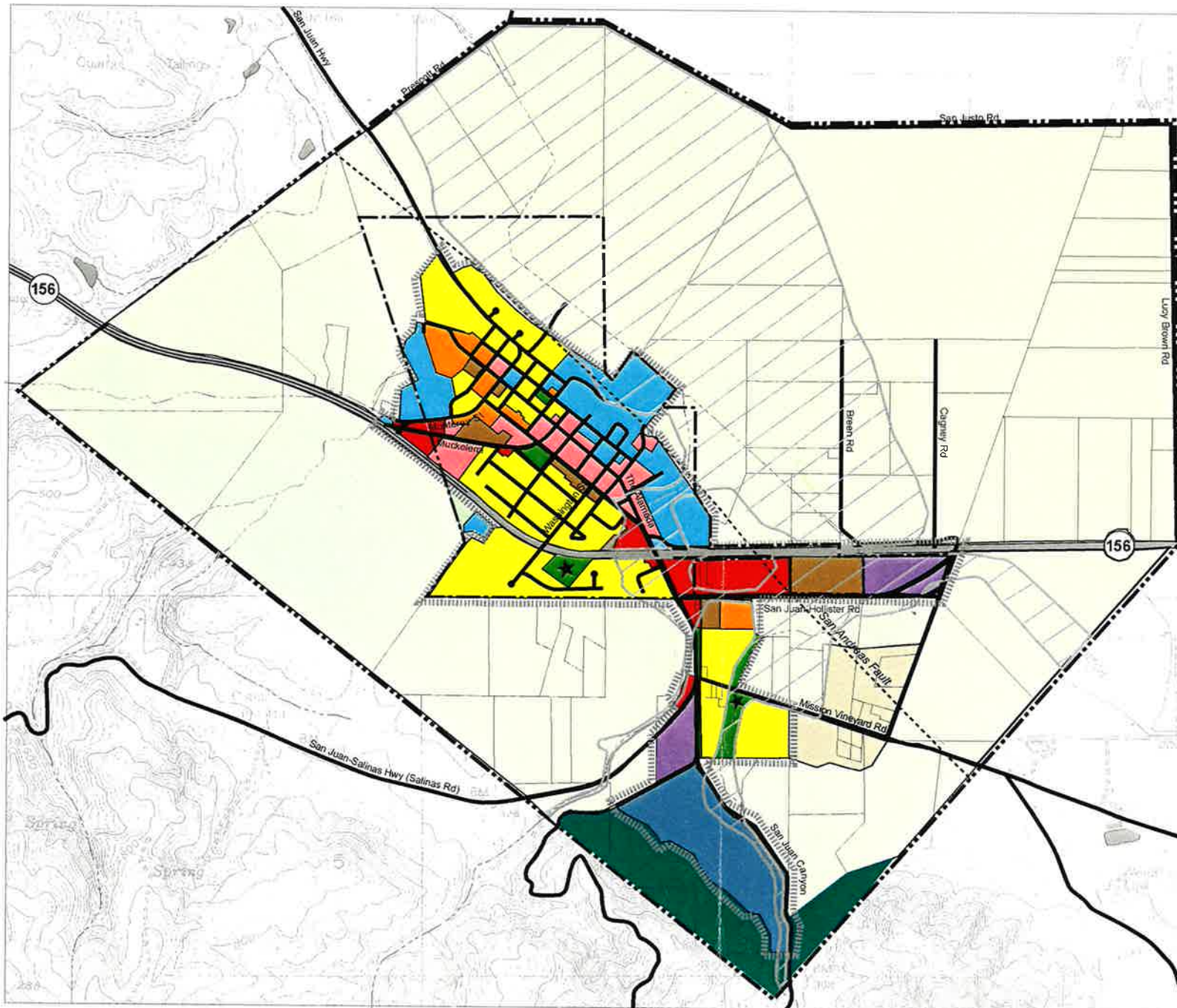


San Juan Bautista
 General Plan
 1998

Figure 2-4:
Land Use
Diagram -
Planning Area

Legend

-  Rural Residential
-  Low Density Residential
-  Medium Density Residential
-  High Density Residential
-  Mixed Use
-  Commercial
-  Business Park/
Commercial Recreation Flex
-  Industrial
-  Public/ Quasi-Public
-  Park
-  Agriculture
-  Rangeland
-  Urban Growth Boundary
-  100-year flood plain
-  Potential Park site
-  Planning Area Boundary





CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Approve Lot Merger for 11 Franklin Street to combine parcels 002-340-006 and 002-340-007 into one parcel

MEETING DATE: October 16, 2018

SUBMITTED BY: Todd Kennedy, Associate Planner

RECOMMENDED ACTION: Approve the proposed Lot Merger for the existing parcels on site into one whole parcel located at 11 Franklin Street.

BACKGROUND INFORMATION: The purpose of this request is to obtain approval to grant the construction of the accessory building onsite in its original footprint and design. The accessory building was previously demolished. Staff has been told that the demolition took place as a result of a tree branch falling down and impacting the roof of the garage. The subject site is listed in the City's Inventory of Historic Properties. Per Section 11-06 of the City Municipal Code, demolition and new construction on a property that has been identified in the inventory must go through a Major Historic Alteration process before any permits can be issued from the City. That process did take place and was approved with conditions by Planning Commission at their public hearing on October 2, 2018.

The subject site currently has two parcels (APN 002-340-006 and 002-340-007). As proposed and as was previously built, the garage bisects a property line onsite. A lot merger is required as part of this project. After the lot merge is complete, the issue of the building encroaching across the property line will be solved. City Council is required to hear and decide on the lot merge application as per Section 10-2-1405 of the City Municipal Code and make the findings indicated in that section. Those findings are as follows.

Two (2) or more contiguous parcels or units of land may be merged by the City Council when held by the same owner if all of the following requirements are satisfied:

(A) At least one (1) of the affected parcels is undeveloped by any structure for which a building permit was issued or for which a building permit was not required at the time of construction, or is developed only with an accessory structure or accessory structures, or is developed with a single structure other than an accessory structure that is partially sited on a contiguous parcel or unit; and

The accessory building prior to demolition was built encroaching across the parcel line. It is unknown of when that building was built or when APN 002-340-006 and 002-340-007 became divided as shown on the current parcel map from the San Benito County Assessor.

(B) With respect to any affected parcel, one (1) or more of the following conditions exist:

(1) Comprises less than five thousand (5,000) square feet in area at the time of determination of merger.

APN 002-340-007 is 1,583 square feet.

(2) Was not created in compliance with applicable laws and ordinances in effect at the time of its creation.

It is unknown of the laws or ordinances in place at the time of the current lot configuration. This type of configuration would not be permissible under current ordinances or standards. By completing this lot merger, all pending or noncomplying parcels would be cleaned up and be documented currently in the city and county records.

(3) Does not meet current standards for sewage disposal and domestic water supply.

(4) Does not meet slope stability standards.

(5) Has no legal access which is adequate for vehicular and safety equipment access and maneuverability.

(6) Its development would create health and safety hazards.

(7) Is consistent with the applicable General Plan and any applicable specific plan, other than minimum lot size or density standards.

(C) For purposes of determining whether contiguous parcels are held by the same owner, ownership shall be determined as of the date that notice of intention to determine status is recorded.

Both APN 002-340-006 and 002-340-007 are held by the same owner per the grand deed and information gathered by staff.

ATTACHMENTS:

1. Draft Resolution
2. Lot Merge Site Map
3. Parcel Map
4. Plan Set
5. Planning Commission Resolution 2018-09

RESOLUTION 2018-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA APPROVING A LOT MERGER FOR A PROPERTY AT 11 FRANKLIN STREET TO COMBINE PARCELS 002-340-006 AND 002-340-007 INTO ONE PARCEL FOR THE SUBJECT SITE

WHEREAS, the Planning Commission of the City of San Juan Bautista approved a Major Historic Alteration by a unanimous vote with conditions to allow the reconstruction of an Accessory Structure onsite that encroaches across the parcel line bisecting the two parcels contingent on the approval of the Lot Merge on October 2, 2018, and

WHEREAS, the Planning Commission of the City of San Juan Bautista made a recommendation of approval by a unanimous vote to City Council of a General Plan and Rezoning of the property located at 11 Franklin Street and two adjacent parcels from Public Facility (PF) to Mixed-Use (MU), and

WHEREAS, the City Engineer and City Surveyor reviewed the proposed Lot Merger and made the necessary comments prior to recordation, and

WHEREAS, the City Council reviewed and made the findings indicated in Section 10-2-1405 of the San Juan Bautista Municipal Code that supports the proposed Lot Merger, and

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

NOW, THEREFORE BE IT RESOLVED, the City Council hereby approves findings for a Categorical Exemption from CEQA Review per Sections 15304, 15315, and 15331 and a Lot Merger as proposed located at 11 Franklin Street to combine the indicated parcels into one whole parcel in order to allow the project to proceed as proposed.

PASSED AND ADOPTED BY THE City Council of the City of San Juan Bautista on the 16th day of October 2018 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

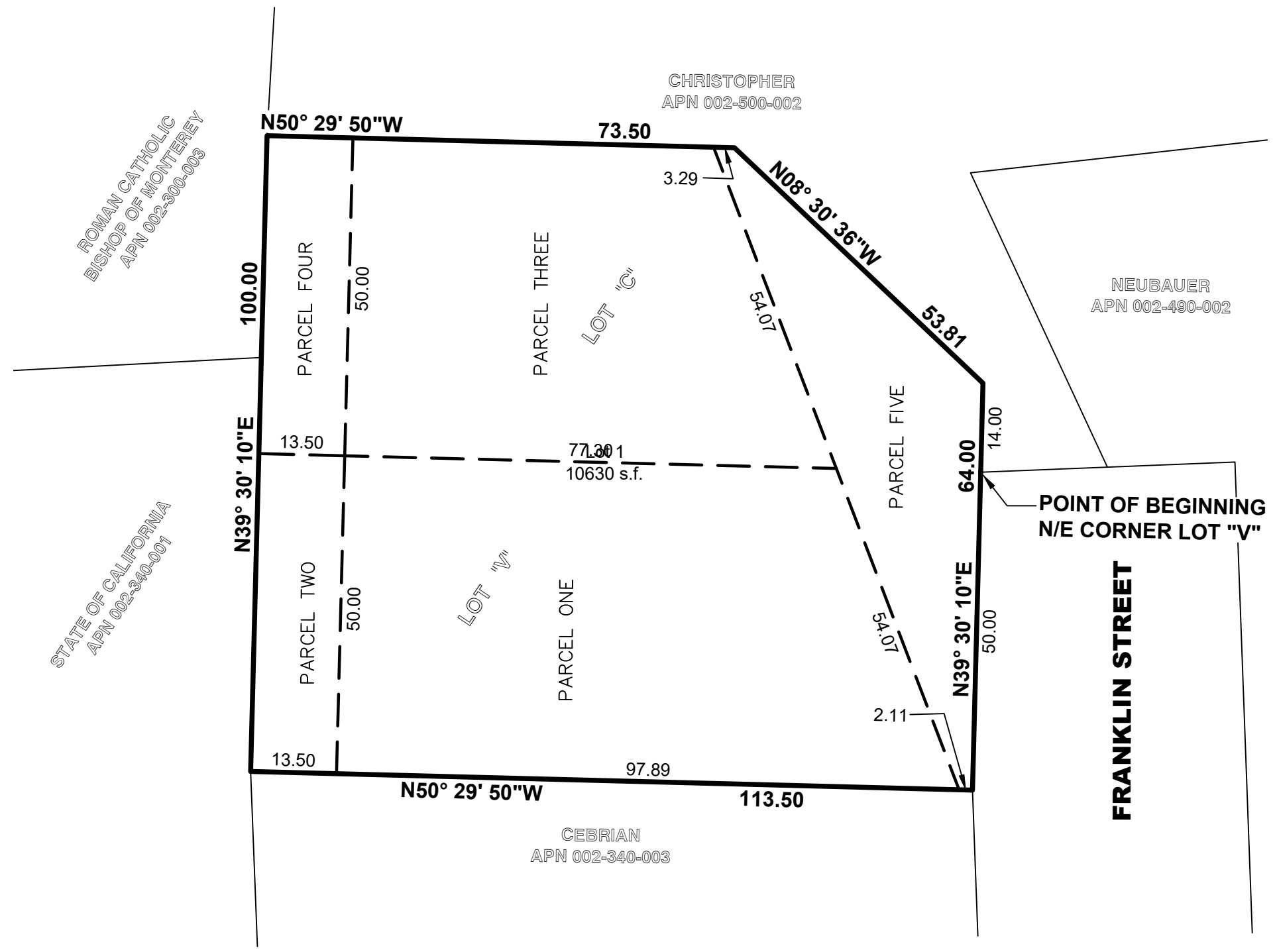
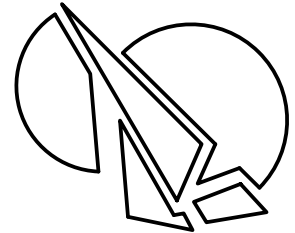
Jim West, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk

LEGEND

- PROPERTY LINE TO BE REMOVED
- PROPERTY LINE TO REMAIN



BOUNDARY NOTE:
 THE PROPERTY LINES DEPICTED HEREON ARE PROTRACTED FROM RECORD INFORMATION ONLY AND DO NOT CONSTITUTE A SURVEY OF THE LAND. SAID RECORD INFORMATION PROVIDED BY PRELIMINARY REPORT TITLE NO. FWPS-TO18001096-BD BY CHICAGO TITLE COMPANY DATED AUGUST 31, 2018.

BY _____
 In accordance with section 6735 (a) of the Professional Engineer's Act these plans are
PRELIMINARY
 and therefore do not bear the signature and seal of a registered civil engineer.

KELLEY
ENGINEERING & SURVEYING
 400 PARK CENTER DRIVE, SUITE #4, HOLLISTER, CA 95023
 OFFICE (831) 636-1104 FAX (831) 636-1837

LOT MERGER SITE PLAN
11 FRANKLIN STREET
SAN JUAN BAUTISTA, CA

Job No.: 18034
 Designed: MJK
 Scale: 1" = 20'
 Date: Sept. 2018
 Sheet: 1
 of 1

PROJECT SCOPE

THIS PROJECT ENTAILS THE FOLLOWING WORK TO A NON-HABITABLE, UNCONDITIONED STRUCTURE: THE REPLACEMENT OF THE EXISTING DAMAGED ROOF FRAMING WITH PREMANUFACTURED TRUSSES OVER THE GARAGE AND STORAGE SECTIONS; THE REPLACEMENT OF DAMAGED WALLS WITH NEW WOOD-FRAMED WALLS AT THE GARAGE; AND THE REPLACEMENT OF THE DAMAGED CONCRETE SLAB AT THE STORAGE SECTION OF THE BUILDING. THERE WILL BE NO INCREASE IN SQUARE FOOTAGE TO ANY STRUCTURES.

PROJECT DATA

APN 002-340-006 & 002-340-007
 ZONING PF
 LOT SIZE 9,307.51 SF .2137 AC
 (E) RESTAURANT 2504 SF
 (E) GARAGE/STORAGE 820 SF
 (P) DEMO AREA 92 SF
 (P) REMODEL AREA 728 SF

CONSTRUCTION SUMMARY:

CONSTRUCTION TYPE: V-B, NON-SPRINKLERED
 OCCUPANCY GROUP: A-3

APPLICABLE CODES

2016 RESIDENTIAL CODE
 2016 BUILDING CODE
 2016 GREEN BUILDING STANDARDS CODE
 2016 ELECTRIC CODE
 2016 MECHANICAL CODE
 2016 PLUMBING CODE
 2016 ENERGY CODE

DESIGN CRITERIA

SEISMIC DESIGN CAT: D2
 SITE CLASS: D
 LIVE LOAD: 40 PSF
 DEAD LOAD: 20 PSF

PROJECT TEAM

OWNER: ROBERT & MARTHA FERNANDEZ
 535 ANZAR RD.
 SAN JUAN BAUTISTA, CA 95045
 831-206-2224
 robertfernandez888@gmail.com
 DESIGNER: MORRISH DESIGNS
 MICHAEL MORRISH
 1862 POUND LANE
 SANTA CRUZ, CA 95062
 831-295-0465
 ENGINEER: RON BELKNAP
 BELKNAP & ASSOCIATES
 24610 ROAD 207
 COARSEGOLD, CA 93614
 800-844-8882

SHEET INDEX

A1: SITE PLAN, PROJECT INFO, PARCEL MAP
 A2: ELEVATIONS / NEW ROOF PLAN, NEW ROOF FRAMING PLAN/ DETAILS
 A3: NEW FOUNDATION PLAN / ADU BATHROOM PLAN / FOOTING DETAIL
 A4: GENERAL NOTES

ATTACHMENTS

C&D RECYCLING FORM
 STATEMENT OF SPECIAL INSPECTIONS FORM

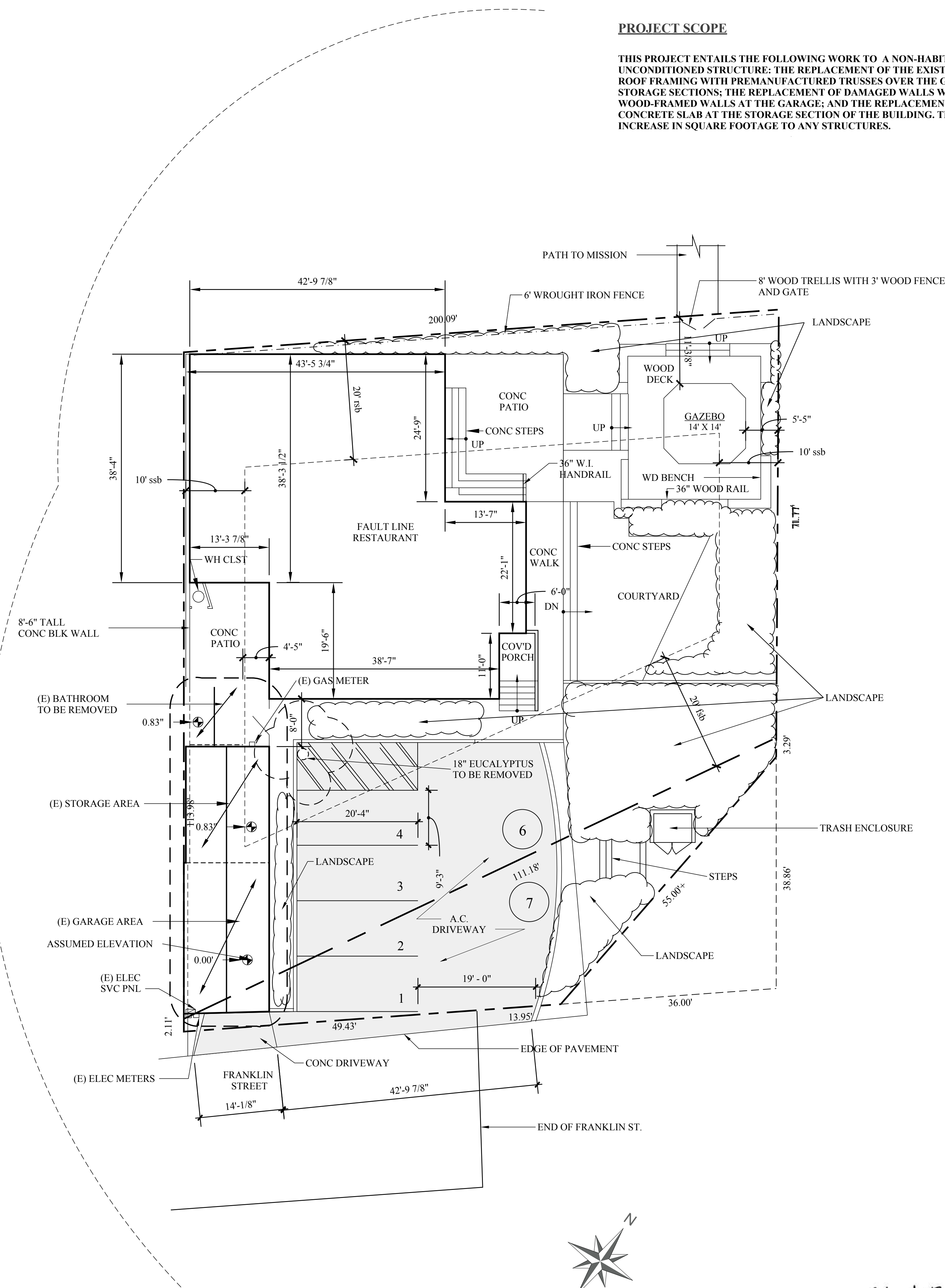
Item #5Eiii
 City Council Meeting
 October 16, 2018

MORRISH DESIGNS
 MICHAEL MORRISH
 1862 POUND LANE
 SANTA CRUZ, CA 95062
 831-295-0465
 mike@morrishdesigns.com

GARAGE AND WORKSHOP RENOVATION FOR

THE FAULT LINE RESTAURANT

ROBERT AND MARTHA FERNANDEZ
 11 FRANKLIN STREET
 SAN JUAN BAUTISTA, CA 95045

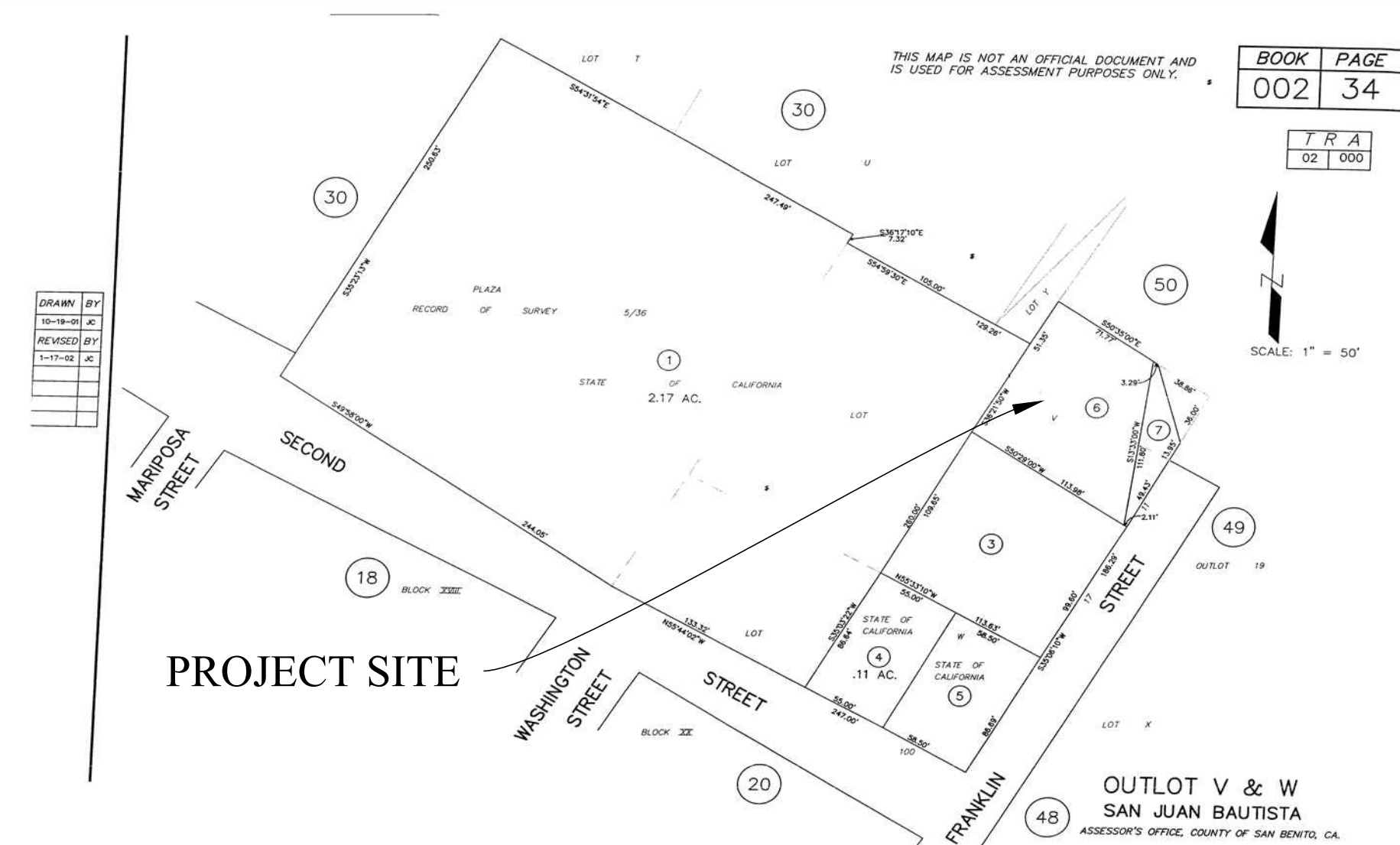


SITE PLAN

1" = 10' - 0"

OWNER SIGNATURE: *Robert Fernandez*

DESIGNER SIGNATURE: *Michael Morrish*



PARCEL MAP

NTS

SEPTEMBER 2018

REVISION	DATE	BY
1	05/18	MM

SITE PLAN, PROJECT INFORMATION

A1

SHEET 1 OF 3

RESOLUTION 2018 - 09

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN BAUTISTA APPROVING A MAJOR HISTORIC ALTERATION FOR A PROPERTY LOCATED AT 11 FRANKLIN STREET IN SAN JUAN BAUTISTA (APN 002-340-006 AND 002-340-007)

WHEREAS, the Historic Resources Board conducted a public hearing on October 2, 2018 to review the proposed Major Historic Alteration, and

WHEREAS, the Historic Resources Board received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Historic Resources Board acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

WHEREAS, the Historic Resources Board reviewed the staff report for the project together with findings that the proposed Major Historic Alteration is categorically exempt from CEQA (California Environmental Quality Act) review, and

WHEREAS, the Historic Resources Board made a recommendation of approval of the proposed Major Historic Alteration to the Planning Commission, and

WHEREAS, the Planning Commission conducted a public hearing on October 2, 2018 to review the proposed Major Historic Alteration, and

WHEREAS, the Planning Commission received oral comments, written correspondence, electronic communication and public testimony at the public hearing, and

WHEREAS, the Planning Commission acknowledges that notices were sent to property owners within 300 feet of the project boundaries as listed on the latest equalized assessment roll, and

WHEREAS, the Planning Commission reviewed the staff report for the project together with findings that the proposed parcel map is categorically exempt from CEQA (California Environmental Quality Act) review, and

NOW, THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of San Juan Bautista hereby approves findings for a Categorical Exemption from CEQA Review per Sections 15302, 15303, and 15315 and a Major Historic Alteration for a property located at 11 Franklin Street subject to the following conditions.

1. The proposed Major Historic Alteration is approved contingent upon the approval of a City-Initiated Zone Change and General Plan Amendment from the existing Public Facility (PF) zone to the proposed Mixed-Use (MU) zone.
2. The proposed Major Historic Alteration is approved contingent upon the approval, finalizing, and recording of the required Lot Merge Process to combine all parcels including 002-340-006 and 002-340-007 located onsite at 11 Franklin Street into one whole parcel.
3. The setbacks shown on the submitted plans are approved as shown for the proposed reconstruction of the accessory building and all other buildings indicated on the plans of the subject site all contingent upon the approval of the City-Initiated Zone Change and General Plan Amendment and the Lot Merge.
4. The proposed scope of work indicated on the submitted plans for this Major Historic Alteration is subject to all applicable Planning, Building, and Engineering Codes and Standards.
5. The proposed accessory building shall be constructed with the design and building materials of the previous accessory building.
6. As part of the plan submittal, a landscape plan prepared by a Certified Landscape Historian shall be submitted to City Staff prior to permit issuance that indicates all historic and significant landscaping onsite and any significant cultural features to the greatest extent possible and the subject site shall conform accordingly.
7. Any proposed use or accessory uses onsite shall be subject to the requirements and standards of the Mixed-Use Zone contingent upon approval.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista at a regular meeting held on October 2, 2018 by the following vote:

AYES: Boyd, Freels, Medeiros, Franco, Brewer

NOES: None

ABSENT: None

ABSTAIN: None


Darlene Boyd, Chairperson

ATTEST:


Trish Paetz, Deputy City Clerk

RESOLUTION NO. 2018-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
DECLARING THE EXISTENCE OF A SHELTER CRISIS WITHIN THE
CITY OF SAN JUAN BAUTISTA PURSUANT TO SB 850
(CHAPTER 48, STATUTES OF 2018 AND GOVERNMENT CODE 8698.2)**

WHEREAS, Governor Edmund G. Brown, Jr. and the members of the California Legislature recognize the urgent and immediate need for funding at the local level to combat homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis Pursuant to Government Code 8698.2; and

WHEREAS, the City of San Juan Bautista finds that the 2017 San Benito County Point In Time Homeless Census count of 527 homeless and living without shelter reflects an increase of 173% compared to the 2011 Point In Time count; and

WHEREAS, in San Benito County nearly 73% of the Homeless population in 2017 report having lived on the streets for more than one year with 90% of that population having been residents of San Benito County prior to their latest incidence of homelessness; and

WHEREAS, the City of San Juan Bautista finds that 527 homeless individuals is significant, and these persons are without the ability to obtain shelter and their basic necessities; and

WHEREAS, the City of San Juan Bautista finds that lack of shelter contributes to health and safety risks of persons in the City of San Juan Bautista; and

WHEREAS, the City of San Juan Bautista is committed to combatting homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA that:

1. Council recognizes that a shelter crisis (pursuant to Government Code 8698.2) exists in the City of San Juan Bautista, and
2. A significant number of residents are without the ability to obtain shelter, resulting in a threat to their health and safety;
3. The shelter crisis declaration shall continue to be in effect until terminated by the San Juan Bautista City Council; and

4. The City Manager is authorized to provide support in helping solve homelessness and to encourage groups within the community to provide emergency shelter and to work with such organizations to provide safe and dry shelter alternatives for those without shelter in the community.

PASSED AND ADOPTED BY THE City Council of the City of San Juan Bautista on the 16th day of October 2018 by the following vote.

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim West, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk

From: Enrique Arreola <earreolacosb@gmail.com>
Sent: Wednesday, August 29, 2018 1:15 PM
To: cityclerk@san-juan-bautista.ca.us
Cc: jrydings; Anthony Botelho
Subject: Resolution-Emergency Shelter Crisis
Attachments: Resolution-City of San Juan Bautista.docx

Good afternoon Mackenzie, I hope you are doing great.

My name is Enrique Arreola, Deputy Director of San Benito County Health & Human Services Agency (HHSA). I am requesting that the attached resolution be approved by your City Council at your next City Council meeting.

As you may be aware, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program (HEAP) as part of SB 850 and the 2018-19 Budget Act. In order to apply for these funds, all jurisdictions within the County must declare a shelter crisis. It is anticipated that approximately \$12.5 million will be available to our local Continuum of Care (CoC) to end homelessness. San Benito County is a member of the Salinas/Monterey/San Benito CoC and is expected to received approximately \$2 million county-wide. I would appreciate moving this resolution forward for approval at your next City Council meeting.

In addition, as a member of our Salinas/Monterey/San Benito CoC, it is important to have representation at the Leadership Council meetings. On the recommendation of Supervisor Chair Anthony Botelho, I am requesting that Council Member Dan DeVries be appointed to the CoC Leadership Council to represent San Juan Bautista and to the San Benito County Homeless Planning Group.

The CoC Leadership Council Meets as follows:

Leadership Council

Martinez Hall -Marina | 1:30-3:00

Wednesday, July 25, 2018

Wednesday, September 26, 2018

Wednesday, November 28, 2018

Wednesday, January 23, 2019

Wednesday, March 27, 2019

Wednesday, May 29, 2019

The SBC Homeless Planning Group meets every other months on the second Monday of the Month at 2 p.m.

Let me know if you have any questions. Thank you
Enrique Arreola



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: **Review City Purchasing Procedures and Provide Direction to Staff**

MEETING DATE: October 16, 2018

DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Provide direction to staff on revising the City Purchasing Procedures.

BACKGROUND INFORMATION: This is in follow-up to a staff report presented at the August 21, 2018 City Council meeting wherein staff presented information on the Uniform Public Construction Cost Accounting Act (UPCCA). The UPCCA is an approach allowed under the State Public Contract Code to award construction contracts in a streamlined and efficient approach. Council's feedback and direction at the August 21 meeting was:

1. The city doesn't have that many construction projects each year to necessitate adopting the UPCCA
2. For staff to return with other options for revising the City 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 at the City are the City Hall ReRoof Project and Sludge Removal Contract at the Wastewater Treatment Plant. 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 Purchasing Agent for the city and the City Manager may authorize contracts up to \$5,000. All contracts over \$5,000 shall be approved by the City Council. For comparison purposes, the below table lists other nearby cities and the City Manager's purchasing authorization:

City of Hollister	\$20,000
City of Los Banos	\$30,000
City of Gilroy	\$35,000

Based on the above information, does the City Council wish to:

1. Consider increasing the City Manager's authorization from \$5,000 to \$20,000 or some other amount?
2. Make other adjustments to the City Purchasing Procedures?

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

ATTACHMENTS:

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

Chapter 2-8 PURCHASING PROCEDURES¹

Sections:

Article 1. Purchasing Procedures

- [2-8-010](#) Purpose.
- [2-8-020](#) Delegation of purchasing authority.
- [2-8-030](#) Agreements with other governmental agencies.
- [2-8-040](#) Departmental requisition procedure.
- [2-8-050](#) Bid procedures for public projects.
- [2-8-060](#) Open market procedures for purchases and sales exclusive of public projects.
- [2-8-070](#) Use of purchase orders.
- [2-8-080](#) Inspection, testing and acceptance responsibility.
- [2-8-090](#) Sale of surplus supplies and equipment.
- [2-8-100](#) Purchasing preference for products containing recycled materials.

Article 1. Purchasing Procedures

2-8-010 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.

2-8-020 Delegation of purchasing authority.

The City Manager is designated as the purchasing agent for the City. The purchasing agent is 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 noncompetitive 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) Inspect 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 SJBMC [2-8-030](#).

2-8-030 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.

2-8-040 Departmental requisition procedure.

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

2-8-050 Bid procedures for public projects.

Contracts for public projects that exceed five thousand dollars (\$5,000) shall be competitively bid using the bidding procedure described in this section.

(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 ten (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 (10) 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 (30) 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 (2) 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.

2-8-060 Open market procedures for purchases and sales exclusive of public projects.

(A) Purchases of supplies, services, equipment and the sale of personal property that do not fall under SJBMC [2-8-050](#) shall be by the open market procedures described in this section when the estimated value, exclusive of sales tax and freight, exceeds five thousand dollars (\$5,000). 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, fax, e-mail, or by public notice posted on 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, fax, e-mail or by public notice posted on the designated posting places.

2-8-070 Use of purchase orders.

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

(A) 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.

(B) Written Contract Required for Public Projects and Major Acquisitions and Sales.

(1) Purchases and contracts, exceeding five thousand dollars (\$5,000), for supplies, services, equipment, and materials, and the sale of personal property shall be by written contract with:

(a) The lowest responsible bidder;

(b) In the case of sales by the City, the highest responsible bidder; or

(c) In the case of professional or personal services contracts, based on the criteria established in SJBMC [2-8-060](#)(B). Such purchases and contracts shall be pursuant to the procedures set forth in this Chapter.

(2) All contracts regardless of amount shall be reviewed and approved by the City Attorney.

(C) Dollar Limits for Approvals.

(1) Purchases of supplies, services, equipment, and materials and the sales of personal property shall be approved by:

(a) The City Manager, if such purchases or sales do not exceed five thousand dollars (\$5,000).

(b) The City Council, upon recommendation of the City Manager, if such purchases or sales exceed five thousand dollars (\$5,000).

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

2-8-080 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.

2-8-090 Sale of surplus supplies and equipment.

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

2-8-100 Purchasing preference for products containing recycled materials.

(A) The City Manager shall establish and maintain procedures and specifications to ensure that the City gives preference, in its purchasing decisions, to products containing the maximum amount of recycled materials, where quality and fitness of such products are equal to those containing less or no recycled materials, and where the total cost is not unreasonable in comparison to those containing less or no recycled materials.

(B) "Product containing recycled materials" means, with respect to a paper product, a "recycled paper product" as that term is defined in Section [12301\(c\)](#), California Public Contract Code; and means, with respect to other products, a "recycled product" as that term is defined in Section [12301\(d\)](#), California Public Contract Code.

(C) Where the California Public Contract Code or other State law provides for purchasing preferences more extensive than those of this Section, or for additional procedures to increase the use of recycled materials, those provisions of State law shall prevail.

Legislative History: Ords. 2005-04 (10/18/05), 2009-01 (2/17/2009).

¹Code reviser's note: Ordinance 2005-04 adds the provisions of this chapter as Chapter 2-7. The chapter has been editorially renumbered to prevent duplication of numbering.

The San Juan Bautista Municipal Code is current through Ordinance 2017-07, passed November 21, 2017.

Disclaimer: The City Clerk's Office has the official version of the San Juan Bautista Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Award Wastewater Treatment Plant Operator Contract

MEETING DATE: October 16, 2018

DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Award a two-year contract for operation of the City's Wastewater Treatment Plant to Cypress Water Service in the amount of \$120,890/year and establish a contingency budget of \$20,000 for a total contract authorization of \$261,780.

BACKGROUND INFORMATION: The City of San Juan Bautista operates a wastewater treatment plant (WWTP) on the west side of town. Wastewater from homes and businesses is conveyed to the WWTP for treatment and disposal. The WWTP operates under a permit issued by the Central Coast Regional Water Quality Control Board. The WWTP has been in its current configuration since 1998 and consists of:

1. Headworks where wastewater enters the WWTP
2. Influent pump station to push the wastewater to the ponds as they are located at a higher elevation than the headworks
3. Two treatment ponds (Ponds 1 and 2)
4. Filtration media chambers
5. Ultraviolet disinfection channel
6. Piping to discharge treated wastewater into the adjacent creek

Bracewell Engineers has operated the WWTP under a contract with the city over the last 30 years. On August 1, Bracewell staff gave 90-days' notice to terminate their contract with the city.

In order to bring on another company to operate the WWTP by November 1, City staff issued a Request for Proposals to various specialty contractors and several Builder Exchanges on August 21. A Preproposal Meeting and site visit was held on August 30. The deadline to submit proposals was September 25. Staff reviewed and evaluated the four submitted proposals, met with each company and requested them to review and revise their staffing plan and fee.

The table on the next page is a summary of the four companies proposals:

	Company	Monthly Cost (labor and equipment only)	Office location or Base of Operation	Staffing and Qualifications	Representative Projects
1	Veolia	\$20,166 first year	Hollister WWTP	CPO is Grade 3 Operator. Other staff are based at Hollister WWTP	City of Hollister WWTP City of Burlingame WWTP City of Richmond WWTP City of Atwater WWTP
2	National O&M	\$18,905 first year	Las Vegas NV	They would hire a Grade IV Operator to and support staff. Maintenance Technician is based at City of Merced Water Treatment Plant	Edwards Air Force Base (Mojave) Moody Air Force Base (Alabama) Shaw Air Force Base (South Carolina) Sheppard Air Force Base (Texas)
3	Jacobs	\$17,715 first year \$13,302 second year	South County Regional Wastewater Authority (Gilroy/Morgan Hill JPA) WWTP	CPO is local Grade 5 Operator. Other staff are based at Gilroy/Morgan Hill WWTP	Gilroy/Morgan Hill WWTP City of Clovis WWTP City of Auburn WWTP College Place, Washington
4	Cypress Water Service	\$10,100 first two years	Castroville	CPO is Grade 3 Operator. Other staff are based in North Monterey County	King City WWTP San Jerardo Cooperative WWTP (Salinas) North Monterey County Unified School District (Prunedale)
Items not included in above cost includes utilities (water, natural gas, electric), site maintenance (weed control and building maintenance), chemicals, supplies, laboratory testing, emergency generator servicing/repair, flow meter calibration, solid waste disposal, and security/alarm					

Cypress Water Services' proposal for this contract is attached. Their proposed monthly fee of \$10,100 is comparable to the current fee that Bracewell has been charging the city. Staff spoke to two references and received positive feedback on Cypress Water Services work.

Staff is recommending award of a two-year contract for operation of the City's Wastewater Treatment Plant to Cypress Water Service in the amount of \$120,890/year and establish a contingency budget of \$20,000 for a total contract authorization of \$261,780.

FISCAL IMPACT: Funding for this contract is included in the FY2018/19 Sewer Operations Budget.

ATTACHMENTS:

1. Cypress Water Services Proposal
2. Resolution

RESOLUTION NO. 2018-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING A CONTRACT WITH CYPRESS WATER SERVICE FOR OPERATION
OF THE CITY'S WASTEWATER TREATMENT PLANT**

WHEREAS, on August 21, 2018 City Staff issued a Request for Proposals for Contract Operation of the City's Wastewater Treatment Plant; and

WHEREAS, four companies submitted proposals and were interviewed by city staff; and

WHEREAS, City Staff recommends award of a two-year contract for operation of the City's Wastewater Treatment Plant to Cypress Water Services, Inc. effective November 1, 2018; and

WHEREAS funding for this contract is included in the FY2018/19 Sewer Operations Budget;

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of San Juan Bautista that the City Manager is authorized and directed to prepare and execute a contract with Cypress Water Services, Inc. for operation of the City's Wastewater Treatment Plant in the amount of \$120,890 per year and establish a contingency budget of \$20,000 for a total contract authorization of \$261,780.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council duly held on October 16, 2018 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Wes, Mayor

ATTEST:

Trish Paetz, Deputy City Clerk

Cypress Water Services
831.920.6796 Office
PO Box 615
Castroville, CA 95012
info@cypresswaterservices.com

October 10, 2018

Michaele LaForge , City Manager
City of San Juan Bautista
PO Box 1420/311 2nd Street
San Juan Bautista, CA 95045

City of San Juan Bautista – Wastewater System Operator Services

Dear Ms. LaForge,

On behalf of Cypress Water Services (CWS), I would like to thank you for your consideration for the management of the City of San Juan Bautista Wastewater Treatment Plant. Further, I would like you to know that choosing CWS as your Contract Operator brings the benefit of a Full Service Utility Company. With four (4) State Certified Operators, the support of our centralized office staff and dedicated maintenance personnel, CWS will provide the coverage and peace of mind your City deserves.

Following I have prepared a contract for your review which outlines the services we will provide and other important information. If you have any questions or need any specific language included please advise and I will update as needed.

CYPRESS WATER SERVICES

Sincerely,

Miles Farmer
Cypress Water Services
831.594.2620
miles@cypresswaterservices.com

City of San Juan Bautista
Wastewater Treatment Plant

Operations & Maintenance
Contract Proposal



Prepared for:

Michaele LaForge, City Manager
City of San Juan Bautista California

CYPRESS WATER SERVICES



October 10, 2018

Cypress Water Services, Inc.

831.920.6796 Office

PO Box 615

Castroville, CA 95012

info@cypresswaterservices.com

1. Contract Terms

Two (2) years. Early termination of this contract requires advanced notice of 90 days by either party.

2. Scope of Services

Wastewater System – All wastewater and disposal facilities will be operated in a manner consistent with design criteria. Our goal, whenever possible, we will be to optimize existing systems to achieve the highest quality effluent economically. Additionally, CWS shall visit the facility once daily to perform the following as Routine Services:

- i. Provided full and complete operation and maintenance of facility
- ii. Serve as Certified Operator of Record for all aspects of the Wastewater Treatment System and Effluent disposal
- iii. Serve as point of contact for all operational and regulatory considerations
- iv. Provided routine inspections of all system components, including but not limited to:
 1. Daily Wastewater Plant Inspections
 2. Perform all operations & maintenance items outlined in the SJB Daily SOP, revised 10/24/16 which includes daily, weekly, monthly, etc. schedules
 3. All compliance sampling
 4. Special emergency coverage¹
- v. Coordinate and/or perform all compliance and in-house sampling required
- vi. Coordinate and/or perform all routine maintenance and repairs on all wastewater treatment plant components (outlined in SOP)
- vii. Maintain all vegetation at Wastewater Treatment Plant Facility
- viii. Provided 24hr emergency response as needed¹
- ix. Work with City Staff and/or other City contractors as required to ensure smooth operation and maintenance of the City's Collection System, Wastewater Treatment Plant and Disposal Areas
- x. Work with City staff to provide Wastewater Treatment Plant (WWT) operator training and certification exam prep
- xi. Coordinate with City Staff on all matters related to the WWTP
- xii. Generate all documentation required for compliance or other needs. This includes:
 1. All monitoring & reporting documents
 2. All City or County documents
 3. All State & EPA document submission (uploading to State Data Base)
- xiii. Facilitate and attend all inspections required by State or Local agencies
- xiv. Assess facility for need repairs or upgrades to present to the city
- xv. Develop action plans for compliance related issues as they arise
- xvi. Facilitate any maintenance or emergency repairs that cannot be performed by CWS (3rd party vendor activities if applicable)
- xvii. Assist in developing the City's Annual Budget a budget
- xviii. Maintain all required certifications to operate facility (including all continuing education)
- xix. Provide operations reports to the City on a routine basis (monthly or quarterly)

¹ – These services may require additional hourly compensation

3. Definitions

- Routine Services - Routine Services are considered daily site visits, specific duties outlined in the SJB SOP and any agreed upon maintenance that would be included in our Scope of Services as routine or not an additional service.
- Additional Services – Additional Services are considered non-routine services such as emergency response, repairs not agreed upon in contract or list in Scope of Services or additional site visits (return trips in a 24-hour period). These services would be billed at hourly rate

4. Compensation

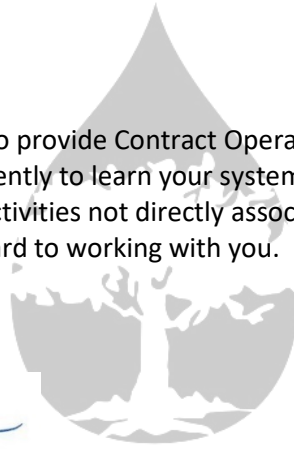
- Compensation for all Routine Services outlined in the Scope of Services, which includes all items listed in SJB SOP, shall be \$120,890/year and billed on a monthly basis
- Additional Services Shall bill hourly as following:
 - General Labor Rate - \$75/hour (flat rate)
 - Heavy Equipment Operator Rate - \$125/hour (flat rate)

5. Summary

CWS appreciates your consideration to provide Contract Operations for your facility. If given the opportunity to be your Operator, CWS will work diligently to learn your system quickly and strive for compliance. We will also provide support for other events or activities not directly associated with the Wastewater Facilities if desired (special projects, etc.). We look forward to working with you.



Miles C. Farmer, President
Cypress Water Services, Inc.



CYPRESS WATER SERVICES

Additional Documents Following

Proposal Requirements & Requirements

1. Legal name and company offices

Mailing:

Cypress Water Services, Inc.
PO Box 615
Castroville, CA 95012

Physical:

11455 #B Wood St.
Castroville, CA 95012

2. Contract contact

Miles C. Farmer, President
Cypress Water Services, Inc.
PO Box 615
Castroville, CA 95012
miles@cypresswaterservices.com
831-594-2620



3. Specific key people that would be dedicated to this project

- Miles Farmer (MF) – CPO (Operator III)
- Aaron Slusher (AS) – Operator II (Lead Operator)
- Mason Weidner (MW) – Operator I
- Richard Ramirez (RR) – Operator I

4. Understanding of Local Laws, Ordinances, Regulations, Polices, Requirements, Permits, Etc.

CWS has only had a few days to review for the project however the NPDES permit has been examined extensively and we understand and can fulfill the requirements. Further we operate facilities around the surrounding areas/counties and we are familiar with the typical regulations (and regulators) and polices that would be applicable for this project. If awarded this contract CWS would work hard to understand any and all aspects specific to this facility regarding Local Laws, Ordinances, Regulations and Polices.

5. Safety – At CWS safety of our employees and the public at large is our number one priority. We weekly for scheduled safety meetings at our office and perform tailgate safety meetings before endeavoring in any major project (tank replacements, confined space, excavation, etc). I have included with this submission our CWS Master Safety Plan for your review.

6. Description of Contractors Management Plan Per the Scope of Services - If award the SJB WWTP Operations Contract, CWS proposes the following:

CWS will meet with Bracewell Engineering (BE) to develop the most effective transition period conceivable. Ideally, CWS (specifically CWS CPO & Lead Operator) would shadow BE for a period of one month² to learn all aspects of the facility as rapidly as possible.

2 – The one month period with BE could be shrunk to two weeks and agree to call them in on quarterly or special maintenance for specific training with CWS to save costs

Regarding Reporting, Miles Farmer would work with BE directly to understand and master what is need for compliance. Once the transition period is completed, normal operations, management of the facility would be represented as follows:

- Daily (weekday) inspections would be performed by Lead Operator (AS)
 - Visual inspections
 - Logging data
 - In house sampling
 - Lab sampling & coordination
 - Minor repairs
 - Communicating with CPO
 - SOP schedule
- Twice Weekly CPO Inspections (minimum)
 - Review Ops logs
 - Check facility
 - Meet with City Staff
 - Make Process Changes
- Weekend Inspections – Weekend coverage rotates between all the CWS Certified Operators. Each week on a rotating basis one employee (certified operator) is assigned to the weekend coverage and is in charge of covering facilities with daily requirements and responding to emergencies. Each employee receives the following Friday off after working the weekend coverage (3-day weekend). SJB would be incorporated into the weekend coverage list. Any process charges or emergencies are immediately communicated to the CPO
- Reporting – All reports would be generated by CWS staff and CPO. All submissions would be performed by the CPO
- Vacations & Sick Days – In the event the Lead Operator is on vacation or out sick, other CWS operator will fill in as need (MF, MW, RR)

7. Subcontractors – NA

8. Detail of costs:

- CWS general labor rate is \$75/hour
- CWS heavy equipment operator rate is \$125/hour
- Mileage fees waived
- Overtime/afterhours rate waived (flat fees)
- Lab fees are billed through CWS at no mark-up and added as an additional cost on the monthly bill
- Any material, products, etc., will purchased by CWS and billed to the City as needed unless directed otherwise

9. Estimation of costs (assumptions made): See Table Below

Contract Cost Calculations													Total Annual Hrs	Hourly Rate	Total Operational
Daily - Normal rounds	(Weekday) hrs/day	Weekdays / year	(Weekend) hrs/day	Weekend Days/year									1250	\$ 75	\$ 93,750
	4	260	2	105											
Sampling	Twice Weekly hrs	Regularly Weekly hrs	Weeks / year	Weekly Subtotal	Monthly set hrs	Months / year	Monthly Subtotal	Quarterly	Quarters/ year	Quarterly Subtotal	Annual				
	1	1	52	104	2	12	24	2	4	8	4	140	\$ 75	\$ 10,500	
Routine Maintenance	Monthly	Months / year	Monthly Subtotal	Quarterly	Quarters / year	Quarterly Subtotal	Annual								
	6	12	72	8	4	32	8					112	\$ 75	\$ 8,400	
Reporting	Monthly	Months / year	Monthly Subtotal	Semiannual	Twice / year	Semiannual Subtotal	Annual								
	2	12	24	2	4	8	8					40	\$ 75	\$ 3,000	
Billing, Data Tracking	Monthly	Months / year	Monthly Subtotal												
	4	12	48									64	\$ 60	\$ 3,840	
Inspections, plant tours, board meetings & general communications													12	\$ 75	\$ 900
Annual Consumables (rubber gloves, etc.)															\$ 500

Subtotal >>> 120,890

Contingency >>> TBD

Annual Contract Total >> 120,890

10. References

<p>Twin Valley Inc Receivership:</p> <p>Marlene F. Demery, P.E. marlene@demeryandassoc.com office (707) 939-9337 cell (707) 479-8880</p>	<p>Susan Madson Water District Secretary City of San Lucas sanlucaswater@gmail.com 831-382-4410</p>
<p>City of King:</p> <p>Octavio Hurtado City Engineer City of King 212 South Vanderhurst Ave King City, CA 93930 ohurtado@kingcity.com 831-386-5927</p>	<p>Jorge Leon Maintenance Manager Golden State Vintners Inc 1777 Metz Rd., Soledad Ca 93960 Mobile: 831-578-9678 Desk: 831-237-6900 Jorge.leon@thewinegroup.com</p>
<p>Mark Harris Supervisor II - Facilities, Maintenance & Operations North Monterey County Unified School District 17590 Pesante Road, Salinas, Ca. 93907 mark_harris@nmcusd.org 831-633-3343 ext. 1306 831-595-4664</p>	<p>Horacio Amezcuita General Manager San Jerardo Cooperative, Inc. 24500 Calle El Rosario Salinas, CA 93908 Phone: (831) 424-1947 Fax: (831) 424-1948 horacioamezcuita@yahoo.com</p>



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: Consider Increasing WWTP Sludge Removal Contract with Synagro
MEETING DATE: October 16, 2018
DEPARTMENT HEAD: City Manager

RECOMMENDED ACTION: Direct staff on whether to increase the contract amount with Synagro-WWT for the Sludge Removal Contract at City's Wastewater Treatment Plant

BACKGROUND INFORMATION: City staff issued Bid Documents for the Sludge Removal Contract on August 10 and on September 11 the City received one bid from Synagro-WWT in the amount of \$449,900. This bid exceeded the budget by \$80,000. Synagro staff said the higher than expected cost was due to:

1. The WWTP doesn't have space for a sludge dewatering operation so the contractor must prepare and operate from an area on the vacant property adjacent to the WWTP.
2. They will hire security and install temporary fencing for the staging area to minimize vandalism and theft.
3. The two partitions in Pond 2 requires them to use separate pumps and piping to remove sludge.

At the September 18 City Council Meeting, the Council awarded a \$370,000 contract to Synagro to remove approximately 315 tons of dried sludge instead of the planned 400 tons. Synagro's unit price is \$930.00 per dry ton of sludge.

Should the City Council wish to increase the funding for this contract to remove additional sludge, Synagro offered the following unit prices:

Additional Funding	Unit Price	Approx Amount of Sludge
First \$50,000	\$835/Dried Ton	60 tons
An Additional \$50,000 for total of \$100,000 increase	\$820/Dried Ton	61 tons

FISCAL IMPACT: Funding for this contract amendment would come from the Sewer Impact Budget.