



City of San Juan Bautista

The "City of History"

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AGENDA

REGULAR CITY COUNCIL MEETING

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

MAY 21, 2019

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

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

1. Call to Order

**Pledge of Allegiance
Roll Call**

6:00 PM

2. Public Comment

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 Affidavit of Posting Public Hearing Notice

C. Adopt Ordinance 2019-02 Amending the San Juan Bautista Municipal Code Chapter 5-27, to Revise Section 5-27-110, Subsection (A), to Prohibit Smoking in Every Restaurant, Including Any Area Which is Located Outdoor; and to Revise Section 5-27-120, Subsection (A), Number (5) So That Smoking is Disallowed in Outdoor Workplace Areas in Restaurants (Exempt From CEQA)

D. Approve Resolution 2019-XX Approving the Report Prepared in Connection With the Fiscal Year 2019-20 Levy of Assessments in Connection With Valle Vista Landscape & Lighting Maintenance Assessment District No. 1

E. Approve Resolution 2019-XX Declaring the City's Intention to Levy and Collect Assessments Within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2019-20 and Setting the Time and Place for a Hearing on Said Assessment

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

4. Presentations, Informational Items and Reports

A. Proclamation Water Awareness Month – Shawn Novak, Water Resources Assn.

- B. Planning Commission Presentation of Certificates of Recognition for National Preservation Month to Georgana Gulate for her Residence and 18th Barrel Tasting Room Business Owners Monica and Anthony Ramirez – David Medeiros, Planning Commission Vice Chairman**
- C. Monthly Financial Statements**
- D. City Manager's Report**
- E. Building and Planning Report**
- F. Reports from City Council Appointees to Regional Organizations and Committees**
- G. Strategic Plan Committee Report**

5. Public Hearing Items

- A. Property Abatement – Fire Marshal Charlie Bedolla**

6. Action Items

- A. Approve Agreement with CSG for City Engineer Professional Services**
- B. Approve Resolution 2019-XX Accepting the City Employee Salary and Benefits Plan**
- C. Approve Resolution 2019-XX Establishing a Regional Traffic Impact Mitigation Fee**
- D. Request Funding from COG for a Pavement Management Program**
- E. Fiscal Year 2019-2020 Budget**
 - i. Accept City Manager Recommended Budget**
 - ii. Set Schedule for Budget Workshops**
 - iii. Set Hearing for June 18 and Adopt the Budget**
- F. Request for Funding for Mandala Community Art Project – Strategic Planning Committee**

7. Comments

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

8. Adjournment

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 15th DAY OF MAY 2019, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

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

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 15th DAY OF MAY 2019.



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 10th DAY OF MAY 2019, 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 14th DAY OF MAY 2019.



TRISH PAETZ, DEPUTY CITY CLERK

RESOLUTION NO. 2019-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA DECLARING THE CONDITION OF CERTAIN PROPERTIES TO CONSTITUTE A PUBLIC NUISANCE AND ORDERING THE ABATEMENT OF WEEDS THEREON, AND NOTICING A HEARING FOR THE RECEIPT OF OBJECTIONS TO THE PROPOSED ABATEMENT

WHEREAS, Government Code Sections 39560 et seq. authorizes the City Council to declare properties in the City to be public nuisances and to abate said public nuisances by causing the removal of all noxious or dangerous weeds growing upon or in front of said properties; and

WHEREAS, the City of San Juan Bautista is authorized by state and local law to charge the costs of abatement to the property owner as a lien against the subjected property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Any properties within City limits found to be in neglect are hereby declared to be public nuisances by virtue of the existence of noxious and dangerous weeds and rubbish thereon, which constitute a fire hazard, and will continue to constitute, ongoing, seasonal and recurrent public nuisances.
2. All rubbish, refuse and dirt of a flammable nature on or adjacent to said properties, and all weeds, as the same are defined in Government Code Section 39561.5, on or adjacent to said properties, unless abated by the owners thereof on or by May 17, 2019, shall be removed and abated by the City in the manner provided for by Government Code Sections 39560, et seq., and the costs thereof shall be assessed as a lien against the property and made a personal obligation of the property owner.
3. The City Council shall hear any objections to the proposed abatement of said public nuisances at the Public Hearing on Monday, May 21, 2019 at 6:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers of the City of San Juan Bautista, City Hall, 311 Second Street, San Juan Bautista, California.
4. The City Clerk of the City of San Juan Bautista is hereby directed to cause the notice of the adoption of this Resolution and notice of the time and place when objections to the proposed abatement of said public nuisances will be heard, to be given in the manner and form provided for in Section 39567.0 of the Government Code of the State of California.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a Regular Meeting held this 16th day of April, 2019, by the following vote:

AYES: Edge, Jordan, Freeman, Flores

NOES: None

ABSTAIN: None

ABSENT: DeVries


César E. Flores, Mayor

ATTEST:


Laura Cent, 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:

April 26, 2019

I, under penalty of perjury that the foregoing is true and correct. This declaration has been executed **ON APRIL 26, 2019**

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



/s/ Stacy Sutherland /
Legal Publications Specialist
Classified Advertising
Hollister Free Lance,
Gilroy Dispatch, Morgan Hill Times,
Phone # (408) 842-5079
Fax # (408) 842-3817
E-mail bpalmer@newsmedia.com
Website: www.sanbenitocountytoday.com

**942 HOL - Public
Notice**

**NOTICE TO CLEAN
PREMISES**

**TO THE OWNERS,
AGENT OF OWNERS,
LESSEE, OCCUPANTS,
OR PERSONS IN
POSSESSION OF VACANT
LOTS IN THE CITY OF
SAN JUAN BAUTISTA,
CALIFORNIA:**

**YOUR ATTENTION IS
HEREBY DIRECTED** to the provisions of 5-6-100 to 5-6-200 of Title 5, Chapter 6 of the City of San Juan Bautista Municipal Code, on file in the office of the City Clerk thereof.

Pursuant to the provisions of such sections, you are hereby notified that the City is commencing an annual weed cleaning project. Notices will be mailed to the owner, agent of the owner, lessee, occupant, or persons in possession of any lot, piece or parcel of land required to be cleaned and improved. Such notice shall be mailed to the last known address, and if not such address is known or made known to the City Manager, then such notice will be mailed to General Delivery at San Juan Bautista, California. Each such notice shall require that within ten (10) days after the date of such notice all loose earth, mounds of soil, dry grass, weeds, dead trees, tin cans, abandoned asphalt and concrete, rubbish, refuse, paper, and waste material of all kinds and all other unsanitary substance, object or condition which may endanger or injure neighboring property or afford a refuge for rats or vermin or otherwise endanger or injure the public health, public safety or public welfare, shall be removed. Failure to receive such notices will not excuse failure to do the work therein required. You are advised to acquaint yourself with the provisions of this title, and with the requirements of the City Manager and to leave your name and address at his office if you desire such notice.

Signed:
/s/ J. Edward
Tewes
Interim City Manager of the
City of
San Juan Bautista, California
(PUB HF 4/26)

ORDINANCE 2019-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA AMENDING THE SAN JUAN BAUTISTA MUNICIPAL CODE CHAPTER 5-27, TO REVISE SECTION 5-27-110, SUBSECTION (A), TO PROHIBIT SMOKING IN EVERY RESTAURANT, INCLUDING ANY AREA WHICH IS LOCATED OUTDOOR; AND, TO REVISE SECTION 5-27-120, SUBSECTION (A), NUMBER (5) SO THAT SMOKING IS DISALLOWED IN OUTDOOR WORKPLACE AREAS IN RESTAURANTS (EXEMPT FROM CEQA)

WHEREAS, the San Juan Bautista City Council heard a presentation by the San Benito Public Health Services at its meeting on March 19, 2019 in which members advocated for smoke free outdoor dining; and

WHEREAS, the City Council accepted public comment in support of smoke free outdoor dining in the City, wished to adopt the recommendation and directed the City Attorney to return with an Ordinance which prohibited smoking in outdoor areas of restaurants, and

WHEREAS, a prohibition on smoking in outdoor areas of restaurants is exempt under CEQA guidelines Section 15308, as an action taken to protect the environment.

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

Section 5-27-110, Subsection (A) shall be revised as follows:

Section 5-27-110 Smoking Prohibited.

It shall be unlawful to smoke in any of the following places within the City:

(A) Restaurants. Smoking is prohibited in every restaurant, including any area which is located outdoors.

Section 5-27-120, Subsection (A), Number 5 shall be revised as follows:

5-27-120 Smoking permitted.

(A) Smoking is not prohibited within any of the following places:

(5) Any portion of a workplace that is not enclosed, with the exception of outdoor dining areas in restaurants;

The FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on the 16th day of April, 2019, and was adopted at a regular meeting of the San Juan Bautista City Council on the ____ day of _____, 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

César E. Flores, Mayor

ATTEST:

Laura Cent, City Clerk

APPROVED AS TO FORM:

Deborah Mall, City Attorney



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: VALLE VISTA FISCAL YEAR 2020 ASSESSMENT

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Administrative Services Manager Trish Paetz

There are two Valle Vista Landscape and Lighting District resolutions for City Council approval on the consent agenda this month. Last month Council, by resolution, initiated proceedings for the levying of the Valle Vista assessment by asking the city engineer to prepare and file a report. Rick Clark of Harris and Associates informed staff that the report does not need to be conducted by the city engineer if we are not substantially increasing the assessment. Staff prepared a budget that reflects a 7 percent increase. (See attachment.)

Staff requests Council approve the assessment report by resolution, and set a public hearing for next month, by resolution, to receive input from property owners and members of the public.

Attachment

Valle Vista Landscape and Lighting District

FY12	FY13	FY14	FY15	FY16	FY 17	FY 18	FY 19	FY20
30787	15377	21720	21720	21324	20074	20074	20074	21717

5/21/2019

RESOLUTION NO. 2019-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA APPROVING THE REPORT PREPARED IN CONNECTION
WITH THE FISCAL YEAR 2019-20 LEVY OF ASSESSMENTS IN CONNECTION
WITH VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT
DISTRICT NO. 1

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

WHEREAS, by prior resolution, this Council ordered preparation of an Assessment Report (“Report”) with respect to the Fiscal Year 2019-20 assessment to be levied in connection with the District; and

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 21st day of May, 2019, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

César E. Flores, Mayor

ATTEST:

Laura Cent, City Clerk

CITY OF SAN JUAN BAUTISTA
SAN BENITO COUNTY, CALIFORNIA

ASSESSMENT REPORT

VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1
FISCAL YEAR 2019-2020

May 21, 2019

MEMBERS OF THE CITY COUNCIL

Mayor César E. Flores
Vice Mayor Mary Vazquez Edge
Dan DeVries
John Freeman
Leslie Q. Jordan

J. Edward Tewes
Deborah Mall, Wellington Law
Laura Cent
Nicholas Bryan

Interim City Manager
City Attorney
City Clerk
Public Works Supervisor

PREPARED BY:

J. EDWARD TEWES

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

FISCAL YEAR 2019-2020

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

I HEREBY CERTIFY that the enclosed Assessment Report, together with Assessment Diagram thereto attached was filed with me on the

____ day of _____, 2019.

Laura Cent, City Clerk
City of San Juan Bautista
San Benito County, California

By: _____

I HEREBY CERTIFY that the enclosed Assessment Report, together with Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of San Juan Bautista, San Benito County, California, on the

____ day of _____, 2019.

Laura Cent, City Clerk
City of San Juan Bautista
San Benito County, California

By: _____

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

FISCAL YEAR 2019 – 2020

VALLE VISTA LIGHTING AND LANDSCAPE MAINTENANCE ASSESSMENT

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

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

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

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

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

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

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

PART B VALLE VISTA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT No.1
Budget 2019-2020

Formula to determine Assessment per General Rule #5

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

Single Family Home = \$603.26
Single Family Home with Granny Unit = \$754.06

PART C VALLE VISTA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT No. 1
Assessment 2019-2020

ASSESSMENT NO.	OWNER	ASSESSOR'S PARCEL NO.	ASSESSMENT Per UNIT	ASSESSMENT UNITS	FISCAL YEAR 2019-2020 ASSESSMENT TOTAL
1	Adriana Martin	002-600-019-0	\$ 603.26	1	\$ 603.26
2	Zoey Diggory & David M. Lo	002-600-018-0	\$ 754.06	1.25	\$ 754.06
3	Germain R & Wanda M. Guibert	002-600-017-0	\$ 754.06	1.25	\$ 754.06
4	Steve F & Mary M Woodill	002-600-016-0	\$ 754.06	1.25	\$ 754.06
5	Stephen T Sesody	002-600-015-0	\$ 754.06	1.25	\$ 754.06
6	Joanne Neubauer	002-600-014-0	\$ 603.26	1	\$ 603.26
7	Linda Thomas	002-600-013-0	\$ 603.26	1	\$ 603.26
8	Don & Sharon Gerber	002-600-012-0	\$ 603.26	1	\$ 603.26
9	William M & Rosemary Y Hernandez	002-600-011-0	\$ 603.26	1	\$ 603.26
10	Michael Humphrey & Joan Rodgers	002-600-035-0	\$ 603.26	1	\$ 603.26
11	Nathalie Godoy & Augustine Rojas	002-600-010-0	\$ 603.26	1	\$ 603.26
12	Isaias & Claudia Lona	002-600-034-0	\$ 603.26	1	\$ 603.26
13	Phillip Esparza & Yolanda Lopez	002-600-009-0	\$ 603.26	1	\$ 603.26
14	Guillermo E & Georges Gomez	002-600-033-0	\$ 603.26	1	\$ 603.26
15	Hernandez Family Trust	002-600-008-0	\$ 603.26	1	\$ 603.26
16	Steven T lo	002-600-032-0	\$ 603.26	1	\$ 603.26
17	John V & Cynthia J Alnas	002-600-007-0	\$ 603.26	1	\$ 603.26
18	Kent Penning	002-600-031-0	\$ 603.26	1	\$ 603.26
19	Randal R. Phelps	002-600-006-0	\$ 603.26	1	\$ 603.26
20	Alex Gorelik	002-600-030-0	\$ 603.26	1	\$ 603.26
21	Patricia & David L. Guenther	002-600-005-0	\$ 603.26	1	\$ 603.26
22	Diana Robbins	002-600-029-0	\$ 603.26	1	\$ 603.26
23	Kristy Jensen	002-600-004-0	\$ 603.26	1	\$ 603.26
24	Darlene R. Anger Living Trust	002-600-003-0	\$ 603.26	1	\$ 603.26
25	Juan J Briano	002-600-002-0	\$ 603.26	1	\$ 603.26
26	Michael G Tate	002-600-001-0	\$ 603.26	1	\$ 603.26
27	Kenneth J Houle	002-600-028-0	\$ 603.26	1	\$ 603.26
28	Keith & Diane Martinet	002-600-027-0	\$ 603.26	1	\$ 603.26
29	Michael Urbani & Lindsey Pengelly	002-600-026-0	\$ 603.26	1	\$ 603.26
30	Kathy M Dutra	002-600-025-0	\$ 603.26	1	\$ 603.26
31	Douglas & Leanna Brothers	002-600-024-0	\$ 603.26	1	\$ 603.26
32	Harold Gomes	002-600-023-0	\$ 603.26	1	\$ 603.26
33	Manuel Solis	002-600-022-0	\$ 603.26	1	\$ 603.26
34	James & Iraidia Pisano	002-600-021-0	\$ 603.26	1	\$ 603.26
35	Eleanor Saavedra	002-600-020-0	\$ 603.26	1	\$ 603.26
			\$ 21,717.30	36	\$ 21,717.30

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

FISCAL YEAR 2019 – 2020

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

GENERAL RULES

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

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

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

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

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

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

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

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

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

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

Exhibit A

VALLE VISTA LANDSCAPE AND LIGHTING DISTRICT

Estimate of Cost for Budget FY 2019-2020

Item	Account		FY20
<u>No.</u>	<u>No.</u>	<u>Description</u>	<u>Cost</u>
1	485	Utility Water Base Fee	\$ 2,400
2	485A	Utility Water Usage charge	\$ 800
3	560	Advertising Cost	\$ 100
4	580	Printing & Copies	\$ 100
5	602	Legal Cost	\$ 100
6	760	PW Pond Cleanup	\$ 1,000
7	657	Adminstration Cost	\$ 850
8	642	PG&E Cost	\$ 720
9	760	Contract Landscaping	\$ 15,047
10	760A	Contingency	\$ 300
11	760B	Reserves	\$ 300
TOTAL			<hr/> \$ 21,717

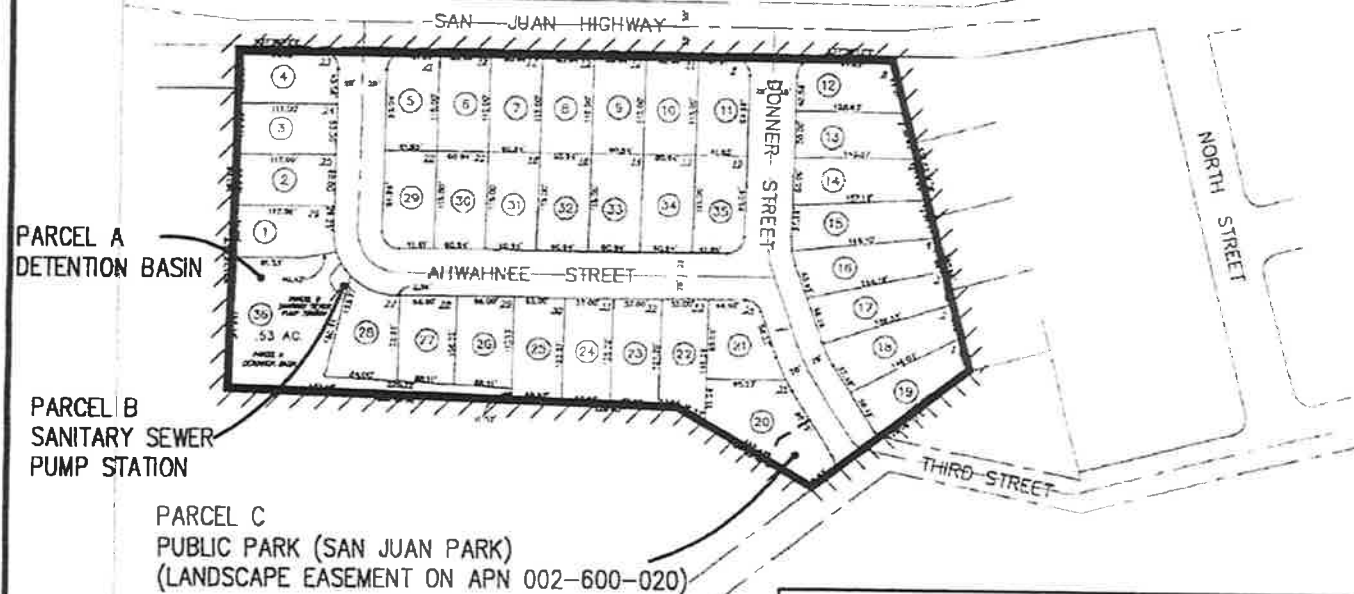


Hanna Brunetti

▪ Civil Engineers ▪ Land Surveyors ▪
▪ Construction Managers ▪
Gilroy California (408) 842-2173

BOOK	PAGE
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BOOK 1.1 OF MAPS, AT PAGE 49

LEGEND

DISTRICT BOUNDARY

EXHIBIT 'B'

BOUNDARY MAP

VALLE VISTA LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1

SAN JUAN BAUTISTA
SAN BENITO COUNTY, CALIFORNIA

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

RESOLUTION NO. 2019-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA DECLARING ITS
INTENTION TO LEVY AND COLLECT ASSESSMENTS
WITHIN VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE
ASSESSMENT DISTRICT NO. 1 FOR FISCAL YEAR 2019-20 AND SETTING
THE TIME AND PLACE FOR A HEARING ON SAID ASSESSMENT

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

WHEREAS, by prior resolution, this Council ordered preparation of an Assessment Report (“Report”) with respect to the assessment proposed to be levied in connection with the District for Fiscal Year 2019-20, and

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

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

WHEREAS, the City Council desires to declare its intention to levy the proposed assessment for Fiscal Year 2019-20.

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

1. The Council hereby declares its intention to levy and collect assessments in connection with the District for Fiscal Year 2019-20, as set forth in the Report.
2. The District is designated by the following distinctive name: “Valle Vista Landscaping and Lighting Maintenance Assessment District No. 1.” The District is generally described as a district including the parcels on both sides of Ahwahnee Street and Donner Street, bounded by San Juan Highway and Third Street. Reference is made to the Report for a more complete and exact definition of the territory included in the District.
3. The improvements to be maintained, operated and serviced in connection with the District are generally described as: street lighting and street landscaping within the District; as well as lighting and landscaping associated with the detention basin, sanitary sewer pump station, and a public park located within the District.

4. Reference is hereby made to the Report for a full and detailed description of the public improvements, the boundaries of the District, and the proposed Fiscal Year 2019-20 assessments upon assessable lots and parcels of land within the district.

5. The amount of the assessment for Fiscal Year 2019-20 is not proposed to increase from the rate effective for Fiscal Year 2019-20, adjusted for inflation according to the methodology submitted to property owners as part of a mail ballot protest proceeding in 2008.

6. It is ordered that on June 18, 2019, at the hour of 6:00 o'clock p.m., in the regular meeting place of this Council, the Council Chambers, City Hall, 311 Second Street, San Juan Bautista, California, is the time and place where this Council will hold a public hearing on the proposed assessment. At the Hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment. The City Clerk is directed to give notice of the Hearing by one publication of a copy of this Resolution in the local newspaper published and circulated in the City, pursuant to Section 6061 of the California Government Code, said publication to be had and completed at least ten (10) days before the date herein set for the Hearing.

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 21st day of May, 2019, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

César E. Flores, Mayor

ATTEST:

Laura Cent, City Clerk

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

WATER AWARENESS MONTH – MAY 2019

WHEREAS, California's arid and semiarid climate, its ambitious and evolving economy, its continually growing population and climate change have combined to make shortages and conflicting demands the norm; and

WHEREAS, the health, welfare and quality of life for our community depends on a reliable, high quality water supply; and

WHEREAS, the state, county, cities and concerned citizens make strong efforts to foster wise decisions concerning water issues and water use; and,

WHEREAS, California has enacted legislation to promote sustainable groundwater management practices;

WHEREAS, the fact that California will experience periodic droughts; whereas efficient use of water is critical not only during drought periods, **but at all times**; and

WHEREAS, during May 2019, the City of San Juan Bautista is inviting everyone to find out ways to save water both at work and at home;

NOW, THEREFORE, the City of San Juan Bautista does proclaim May 2019 as Water Awareness Month and urge all citizens, businesses, industries, institutions and public agencies to review their water use and water systems for water use efficiency and to contact the Water Resources Association of San Benito County for water saving ideas and assistance.

Mayor César E. Flores



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: RECOGNITION FOR PRESERVATION MONTH

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Planning Commission Secretary Trish Paetz

In 2016, the Planning Commission implemented a program to recognize property owners and businesses that have made significant improvements to their properties in the City that enhance and maintain the overall area and help attract visitors to the City. Their guidelines are the Secretary of the Interior Standards for the Treatment of Historic Properties, which "are intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources." The Historic Resources Board made the recommendation to the Planning Commission; the Commission desires to recognize the recipients at the City Council Meeting.

At its May 7, 2019 meeting, the Planning Commission, with the assistance of the San Juan Bautista Historical Society, selected the owners of the 18th Barrel Tasting Room, and Georgana Gularte to recognize this year. In the absence of Historic Resources Board Chairman Scott Freels, Vice Chairman David Medeiros will be present to award Certificates of Recognition and plaque to Georgana Gularte and Monica and Anthony Ramirez of the 18th Barrel Tasting Room.

CITY OF SAN JUAN BAUTISTA, CALIFORNIA

CERTIFICATE OF RECOGNITION

WHEREAS, the month of May is National Preservation Month, and historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability, and

WHEREAS, the City of San Juan Bautista supports the Secretary of the Interior's Standards for the Treatment of Historic Properties, "intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources," and

WHEREAS, the function of the Planning Commission is to guide the orderly development of the City in accordance with the General Plan and other policy documents, and

WHEREAS, the Planning Commission wishes to recognize a property owner whose rehabilitation of a residence reflects the City's goals to maintain its historical ambiance by preserving and rehabilitating the structure at 1 Second Street: the Gardella House

- Consulting with Kent Seavey, Historical Architect and Historic Preservation Consultant
- Submitting plans for design review and approval by the Historic Resources Board and Planning Commission
- Engaging local craftsmen
- Preserving the character-defining features of a contributing structure within the City's designated historic district
- Maintaining a welcoming and inviting appearance to one of the gateways to the nationally-registered San Juan Bautista Plaza Historic District
- Extending the economic life of the structure
- Modeling responsible stewardship of an historic building,

NOW, THEREFORE, BE IT RESOLVED, at its meeting on May 7, 2019, the Planning Commission of the City of San Juan Bautista, on behalf of its residents, acted to recognize the efforts of Georgana Gularte in renewing an existing resource at 1 Second Street and energizing the local economy, and thanks her for being a responsible steward.

Scott Freels, Chairman
San Juan Bautista Planning Commission

CITY OF SAN JUAN BAUTISTA, CALIFORNIA

CERTIFICATE OF RECOGNITION

WHEREAS, the month of May is National Preservation Month, and historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability, and

WHEREAS, the City of San Juan Bautista supports the Secretary of the Interior's Standards for the Treatment of Historic Properties, "intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources," and

WHEREAS, the function of the Planning Commission is to guide the orderly development of the City in accordance with the General Plan and other policy documents, and

WHEREAS, the Planning Commission wishes to recognize a business whose rehabilitation of a public building reflects the City's goals to maintain its historical ambiance by preserving and rehabilitating the structure at 322 Third Street: 18th Barrel Tasting Room.

- Submitting plans for design review and approval by the Historic Resources Board and Planning Commission
- Using a lively and attractive three-toned color palette to accentuate the building's architectural features and revitalize the historic downtown
- Preserving the character-defining features of the concrete commercial building and replacing the awning which shelters the entire width of the façade
- Maintaining a welcoming and inviting appearance to the highly visited and nationally-registered San Juan Bautista Plaza Historic District, Mission San Juan Bautista, and the San Juan Bautista State Historic Park
- Extending the economic life of the structure and enhancing the patio area
- Modeling responsible stewardship of an historic building,

NOW THEREFORE BE IT RESOLVED, at its meeting on May 7, 2019, the Planning Commission of the City of San Juan Bautista, on behalf of its residents, acted to recognize the efforts of the owners of 18th Barrel Tasting Room in renewing an existing resource at 322 Third Street and energizing the local economy, and thanks them for being responsible stewards.

Scott Freels, Chairman
San Juan Bautista Planning Commission

City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Nine Month Period Ended March 31, 2019

REVENUES	FY18	FY19	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Difference</u>	<u>75%</u>	<u>Notes</u>
General Fund	823,450	1,325,264	2,146,347	821,083	62%	
Special Revenue Funds:						
Community Developmer	72,886	76,763	139,286	62,523	55%	
COPS	129,540	110,153	100,000	(10,153)	110%	
Parking & Restroom Fd	19,194	19,940	25,600	5,660	78%	
Valle Vista LLD	11,849	10,037	27,884	17,847	36%	
Gas Tax Fund	37,230	34,245	505,750	471,505	7%	A
Enterprise Funds:						
Water						
Operations	619,964	676,676	768,000	91,324	88%	
Capital	25,238	781,764	769,510	(12,254)	102%	B
Sewer						
Operations	665,645	713,424	832,000	118,576	86%	
Capital	12,408	340,773	450,313	109,540	76%	
TOTAL Funds	1,593,954	2,763,775	5,764,690	3,000,915	48%	

A ~ Gas tax revenue is below budget due to a budgeted line item fund a significant road project.

Those budgeted funds of \$316k have not yet been received.

B ~ Developer and Impact revenue has been received primarily in the first half of the fiscal year.

The remainder of budget is expected to be received in the fourth quarter of the fiscal year.

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual
For the Nine Month Period Ended March 31, 2019

EXPENDITURES	FY18	FY19	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>75%</u>	<u>Note</u>
General Fund:						
City Council	16,121	16,897	34,769	17,872	49%	
City Attorney	59,681	37,194	50,000	12,806	74%	
City Manager	27,534	22,339	42,612	20,273	52%	
Administrative Services	72,981	90,480	122,124	31,644	74%	
City Treasurer	320	354	340	(14)	104%	
Finance and Accounting	105,795	113,268	141,747	28,479	80%	A
City Library	34,426	79,181	110,541	31,360	72%	
Fire and EMS	189,309	194,884	241,865	46,981	81%	
Law Enforcement	120,868	232,980	279,950	46,970	83%	B
Animal Control	3,500	5,598	10,000	4,402	56%	
PW - Streets (Operations)	106,004	117,632	182,590	64,958	64%	
PW - Streets (Capital)	1,750	15,424	562,000	546,576	3%	C
PW - Parks & Grounds (Operations)	99,053	151,902	182,715	30,813	83%	
PW - Parks and Grounds (Capital)	16,200	153,256	179,700	26,444	85%	C
General Government	37,537	37,345	50,500	13,155	74%	
Total General Fund Expenditures	891,079	1,268,734	2,191,453	922,719	58%	
Special Revenue Funds:						
Community Development:						
Engineering	142,526	118,163	150,497	32,334	79%	
Building	63,854	176,433	139,966	(36,467)	126%	D
Planning	183,029	117,699	207,731	90,032	57%	
COPS	72,017	74,997	100,000	25,003	75%	
Parking & Restroom Fund	-	9,007	75,000	65,993	12%	E
Valle Vista LLD	14,744	13,488	27,884	14,396	48%	
Gas Tax Fund	14,758	13,642	409,803	396,161	3%	F
Enterprise Funds:						
Water:						
Operations	627,551	663,767	894,222	230,455	74%	
Capital	61,081	723,398	867,861	144,463	83%	G
Sewer						
Operations	638,083	714,925	961,407	246,482	74%	
Capital	95,537	587,799	597,213	9,414	98%	G
TOTAL Funds	2,804,259	4,482,052	6,623,037	2,140,985	68%	

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual
For the Nine Month Period Ended March 31, 2019

Footnotes:

- A** ~ Finance & Accounting is higher than budget due to the annual audit fees incurred in November.
- B** ~ Law enforcement expenditures are higher than last year due to a larger service contract in the current year. Expenditures are higher than budgeted in both Fire and Law Enforcement due to an annual County communication fee of \$61k that was due in January.
- C** ~ 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.
- D** ~ Engineering and building higher than budgeted due to inspections and related cost occurring in the first half of the fiscal year. These costs are expected to be significantly lower in the second half of the year due to the slow down of the developer projects.
- E** ~ A large part of the Parking and restroom fund budget is slated for projects that will occur sporadically during the year.
- F** ~ A large part of the Gas Tax Fund budget is slated for street projects that will occur sporadically during the year.
- G** ~ The expenses in this fund are capital in nature and will be incurred sporadically throughout the year.

City of San Juan Bautista
Warrant Listing
As of April 30, 2019

Item #4C
City Council Meeting
May 21, 2019

Date	Num	Name	Amount
101.000 - Union Bank			
101.001 - Operating Acct. 1948			
04/02/2019	212557	AVAYA	-210.98
04/02/2019	212558	Bernadine Beleski-McGee	-51.24
04/02/2019	212559	Blackout Window Tinting	-1,650.00
04/02/2019	212560	Charter Communications	-371.90
04/02/2019	212561	City of Hollister.	-26,574.57
04/02/2019	212562	Core & Main	-14,222.96
04/02/2019	212563	David Medeiros.	-957.39
04/02/2019	212564	Dell Marketing L.P.	-817.46
04/02/2019	212565	Design Line & Granger	-1,112.81
04/02/2019	212566	Frank's Quality Painting	-1,360.00
04/02/2019	212567	Freitas + Freitas	-14,318.40
04/02/2019	212568	Gold Coast Glass	-184.72
04/02/2019	212569	Harris & Associates	-13,555.00
04/02/2019	212570	Hollister Auto Parts, Inc.	-807.39
04/02/2019	212571	Home Depot Credit Services	-313.51
04/02/2019	212572	Jardines, Inc.	-525.00
04/02/2019	212573	Judy's Gifts & Awards	-15.02
04/02/2019	212574	Laura Cent.	-203.10
04/02/2019	212575	Mc Kinnon Lumber Co., Inc.	-103.57
04/02/2019	212576	Monterey Bay Analytical Services	-296.40
04/02/2019	212577	MuniBilling	-370.80
04/02/2019	212578	Paul Champion	-321.45
04/02/2019	212579	R & B Company	-722.31
04/02/2019	212580	Rx-Tek	-322.36
04/02/2019	212581	Smith & Enright Landscaping	-1,150.00
04/02/2019	212582	Staples	-259.50
04/02/2019	212583	State Compensation Insurance Fund	-2,297.50
04/02/2019	212584	Studio Sauvageau	-1,500.00
04/02/2019	212585	Todd Kennedy	-166.18
04/02/2019	212586	True Value Hardware	-67.04
04/02/2019	212587	United Site Services of California, Inc.	-318.85
04/02/2019	212588	Wellington Law Offices	-2,708.00
04/02/2019	212589	Yolanda Delgado.	-1,018.32
04/11/2019	212590	at&t	-70.08
04/11/2019	212591	4Leaf, Inc.	-578.09
04/11/2019	212592	Abbott's Pro Power	-133.85
04/11/2019	212593	ACWA Health Benefits Authority	-7,982.61
04/11/2019	212594	All Clear Water Services	-4,915.00
04/11/2019	212595	Alma Alvarez.	-650.00
04/11/2019	212596	American Supply Company.	-210.04
04/11/2019	212597	at&t	-247.48
04/11/2019	212598	Brigantino Irrigation, Inc.	-66.81
04/11/2019	212599	C & N Tractors	-1,200.00

City of San Juan Bautista

Warrant Listing

As of April 30, 2019

Date	Num	Name	Amount
04/11/2019	212600	Charter Communications	-114.97
04/11/2019	212601	Clark Pest Control	-189.00
04/11/2019	212602	Cypress Water Services	-12,458.79
04/11/2019	212603	Department of Conservation	-1.00
04/11/2019	212604	Enrique Arreola	-511.50
04/11/2019	212605	KBA Docusys	-380.00
04/11/2019	212606	KS State Bank	-5,818.30
04/11/2019	212607	Lautzenhiser's Stationery, Inc.	-382.87
04/11/2019	212608	Level 1 Private Security.	-11,961.00
04/11/2019	212609	Luz Diaz.	-700.00
04/11/2019	212610	Mary V. Edge	-406.68
04/11/2019	212611	Mission Linen Service	-93.74
04/11/2019	212612	Monterey Bay Analytical Services	-854.45
04/11/2019	212613	Monterey County Health Department	-158.00
04/11/2019	212614	P G & E	-1,048.57
04/11/2019	212615	Revize LLC	-1,800.00
04/11/2019	212616	Todd Kennedy	-101.68
04/11/2019	212617	US Bank	-8,609.06
04/11/2019	212618	Wendy L. Cumming, CPA	-3,190.00
04/23/2019	212619	4Leaf, Inc.	-20,229.67
04/23/2019	212620	Abbott's Pro Power	-2,210.15
04/23/2019	212621	AFLAC	-152.78
04/23/2019	212622	Alliant Insurance Services	-519.00
04/23/2019	212623	Armando Venegas.	-251.25
04/23/2019	212624	Bartle Wells Associates	-300.00
04/23/2019	212625	CA Dept of Parks & Rec	-71.50
04/23/2019	212626	Central Coast Machining	-1,300.00
04/23/2019	212627	City of Hollister.	-18,369.95
04/23/2019	212628	Department of Transportation	-524.01
04/23/2019	212629	Design Line & Granger	-111.44
04/23/2019	212630	EMC Planning Group Inc.	-12,904.08
04/23/2019	212631	Ferguson Enterprises, Inc.	-594.79
04/23/2019	212632	Harris & Associates	-840.00
04/23/2019	212633	Hollister Auto Parts, Inc.	-177.25
04/23/2019	212634	Hydrotex	-124.28
04/23/2019	212635	Interstate Sales	-454.18
04/23/2019	212636	J.V. Orta's Rent A Fence	-371.25
04/23/2019	212637	Laura Cent.	-106.53
04/23/2019	212638	Luis Matchain	-525.57
04/23/2019	212639	Maggiora Bros. Drilling Inc.	-39,607.92
04/23/2019	212640	Monterey Bay Air Resources Dist.	-751.00
04/23/2019	212641	Monterey Bay Analytical Services	-347.75
04/23/2019	212642	P G & E	-7,928.56
04/23/2019	212643	Ready Refresh	-35.69
04/23/2019	212644	San Juan Bautista Committee.	-5,000.00

City of San Juan Bautista**Warrant Listing****As of April 30, 2019**

Date	Num	Name	Amount
04/23/2019	212645	Shirley Brewer	-1,029.99
04/23/2019	212646	Sprint	-112.12
04/23/2019	212647	SWRCB/DWOC	-80.00
04/23/2019	212648	United Site Services of California, Inc.	-319.35
04/23/2019	212649	US Bank Equipment Finance	-249.61
04/23/2019	212650	Valero Marketing & Supply	-689.46
04/23/2019	212651	Wellington Law Offices	-3,156.00
Total 101.001 - Operating Acct. 1948			-273,152.43
Total 101.000 - Union Bank			-273,152.43
TOTAL			-273,152.43

	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	Plans came in from the structural engineer to address the balcony. Staff has approved and new posts to support the balcony. (5/9/19)	Support posts have been installed for the balcony	Site Design and Review performed by HRB and Planning Commission approved in April of 2017. No building permits applied for or approved. Structural improvements for the balcony were submitted and approved for the balcony.	Building has been tagged as an unsafe structure. Violations of the Municipal Code include Section 5-8-110 and Section 5-8-190.	Structural Plans have been approved and posts have been installed making the balcony safe. (5/9/19)	Right of way has been reopened. The issue of Public Safety has been resolved by the temporary measures of the balcony reinforcement. (5/9/19)
2	Fault Line Restaurant	Plans for the garage repair have been approved by Building and Planning. Permits are ready to be issued. (5/9/2019)	Zoning classification onsite is Mixed-Use.	Permits are ready to be issued. (5/9/2019)	none	Building and Planning have approved the plans and the permit is ready to be issued. (5/9/19)	Permit Ready to Issue. (5/9/19)
3	10 Franklin existing construction, alteration, and demolition	Approved per permit issuance by Permit Number 2017149 in 2015. Construction has been ongoing. Building Official reviewed the plans and permit material. Determined it as valid and may continue as approved. Property owner must apply for the zone change through application process and initiate the CEQA review. The property owner has been notified and will be in touch with city staff. No response of 5/9/19.	phase 1 for the multi-unit building construction is currently underway.	yes	none	It is anticipated to demolish at least one of the other buildings onsite. The property owner has given the ok to include his property in that change. Property owner must move forward with zone change by their application if they wish to change the zone from Public Facility to Mixed - Use. Further CEQA review is required as part of the process. Property owner will be in touch with city staff. No response of 5/9/19	Property owner has been notified of the City's position. Awaiting response on the next steps.
4	Harvey's Lockup	progress is being made on the frontage & right-of-way improvements. Interior sprinklers have been installed in one area of the building, but need to cover the entire building per Fire Code. Fire Alarm and smoke detectors have been installed. Agreement is being met. (5/9/19)	Frontage work is in progress. Fire sprinkler work and prevention system to be completed in all phases. Applicant is ahead of schedule.	No active building permits. Encroachment permit to be pulled as needed.	n/a	Requirements of conditions of approval are in progress. After checking in, the applicants are working towards inspections. A final inspection for the fire alarm system has been scheduled for 3/6/19. The inspection took place on March 6, 2019 and it passed per the Fire Marshall. Progress is being made to meet the entire agreement (5/9/19)	Owner is working with his contractor to install heat and smoke detection systems.
5	Rancho Vista Subdivision	42 homes have received Occupancy. 3 new permits have been applied for, approved, and issued. (5/9/19)	Under Construction	42 homes have received Occupancy. 3 new permits have been applied for, approved, and issued. (5/9/19)	none	Construction on new homes has begun with occupancy being granted. (5/9/19)	In Progress - Estimated Build out in 2021.

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
6	Copperleaf Subdivision	31 permits issued as of 5/9/19. Copperleaf's stated Phase 2 has begun and some Homes from Phase 1 have been granted occupancy.	Under Construction	31 permits have been issued.	n/a	None at this time. (5/9/19)	In Progress - Estimate of Winter 2020
7	Building Department and code enfocement activity.	Work continues on both subdivisions while smaller projects take place inside the city. Notable Projects include Midnight Express Warehouse undergoing plan check and Hillside Vista (D'Ambrosia) Phase 2 is being discussed. Code Enforcement is making regular rounds of the city, looking for work taking place without permits, parking violations, and other nuisances. (5/9/19)	n/a	n/a	none	None at this time. (5/9/19)	n/a
8	70 Muckelemi	Applicant wishes to either demolish or alter the Chalmers House onsite that is in bad condition. He wishes to develop the site with a mix of uses and housing units. Discussion is underway with the property owner and interest on the neighboring parcel has been noted. Both parties met with city staff and met eachother for the first time. Discussions continue. (5/9/19)	Staff has reviewed past documents onsite from 2006. It was determined the applicant should start with brand new documents because of the age and how the circumstances have changed.	no	No violations. There was a notice of nusiance because of the condition of the old chalmers house.	Property owner presented an informal project review to Planning Commission on 2/5/19. General response was positive and are looking forward to reviewing plans. Adjacent Parcel has interest. Parties met with city staff (5/9/19).	No-ETA yet, but discussion is continuing.
9	Brewery	Staff is working with the property owner. Met with the property owner on 12/5/18. Staff followed up, the applicants are creating the plans and preparing for submittal as of 4/19/19. (5/9/19)	no applications yet, working with owner for submittal.	No permits issued	none	Staff is working with the property owner. Met with the property owner on 12/5/18. Staff followed up, the applicants are creating the plans and preparing for submittal as of 4/19/19. (5/9/19)	no-ETA yet
10	General Plan Timeline	Draft Housing Element has been completed and was turned into the State HCD on 4/4/19. Currently under the 60-day review. (5/9/19)	n/a	n/a	n/a	Staff is working on getting the Housing Element squared away for the State. Housing element has been submitted to the State for 60-day review on 4/4/19. (5/9/19)	end of 2019
New Development							
1	Hillside Vistas	First Phase Approved for first 8 lots. Master set is under review for design. No construction has started. Phase 2 is anticipated. Higher density residential development may be done on phase 2. Awaiting further response (5/9/19)	Phase 1 completed and anticipated to be built out. Phase 2 to come.	No permits have been issued.	none	Staff has followed up with them and met with them on 2/7/19. Plan revisions are taking place. Phase 2 may be redone with a higher density residential development. (5/9/19)	The developer has met with staff. Eager to continue with the project
2	Loazza (957 First Street - 4 Parcel Minor Subdivision)	Review has started. Waiting for application payment. Staff met with the applicants and on 5/2/19, they submitted the minor subdivision application. Currently being processed. (5/9/19)	CEQA review completed. Staff is starting review.	No permits issued	none	Minor Subdivision is currently underway and being processed. (5/9/19)	June of 2019
3	Gas Station to be located along The Alameda and Hwy 156	Staff is working with the applicant to help move the project forward. Awaiting plan submittal. (5/9/19)	can move forward.	no permits have been issued	none	Applicant is revising plans. A decelartion lane would need to be installed along Hwy 156. Awaiting plan submittal. (5/9/19)	Court ruled in favor of the project

	Project Name - Current City/Development Projects - Upgrades, Changes, Fixes	Issues/Notes/general info	Status	Permit Issuance	Violations	Comments/Complaints Questions	Likelihood of Completion (Red or Green)
4	Midnight Express	Approved by Commission Resolution. Applicant reduced the size of their project and would like to do it in phases. A temporary Use Permit was approved by Staff in December of 2018.	Awaiting applicant response.	No permits have been issued.	n/a	Applicants would like to reduce the intensity of the project scope by reducing the size of the building from 15,000 sqare feet to 5,000 square feet and do the project in phases. They submitted a letter to City Staff making that formal request. City Staff signed that letter. A temporary project is taking place right now as part of that letter. Parking of trucks and trailers is taking place in two different locations onsite. Temporary use expires on 6/14/19. Reapplication is required to continue. (5/9/19)	staff has issued first round of comments after review.
Infrastructure							
1	Traffic Circle	Roundabout is under review. Street classifications for the First Street Segment has been determined as a Major Collector. Minor Subdivision is underway. (5/9/19)	under review	n/a	n/a	Street classification for First Street has been determined as a major collector. Minor subdivision for the ROW is underway (5/9/19).	progress is continuing
2	Signage	Monument signs have been discussed. There is an interest in putting in monument signs in gateway locations. More review and planning needs to be discussed. No further activity has taken place as of 4/10/19.	further consideration is needed	n/a	n/a	Staff and San Juan Committee Member met with a sign contractor to discuss possible signs and monument signs. Locations, designs, and logo will need to be reviewed with Planning Commission. No further activity has taken place as of 4/10/19.	No ETA at this time



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: ABATEMENT HEARING

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Trish Paetz, Admin. Svcs. Mgr. for Charlie Bedolla

Fire Marshal Charlie Bedolla will provide a list of properties and owners that are not in compliance with weed abatement after receiving a notice to clean up their properties.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: CITY ENGINEER PROFESSIONAL SERVICES
CONTRACT

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Interim City Manager Tewes

RECOMMENDED ACTION:

Authorize the City Manager to execute an agreement with CSG Consultants to serve as the City Engineer.

BACKGROUND INFORMATION:

To provide the necessary professional services of a City Engineer the City has worked with Harris Engineering since 2017. However, Harris has notified the City that it can no longer assign a single individual professional engineer to meet the City's needs and has provided notice of its intent to terminate the contract at June 30.

The Interim City Manager issued a Request for Proposals to six firms and received two responses. The firm of CSG Consultants serves as City Engineer in several cities, has the experience to meet San Juan Bautista's needs, and is prepared to assign a senior engineer to work with us.

Under the proposed contract, CSG would review and approve private development projects and public improvement plans; would manage the City's capital improvement program; and would provide general advice and consultation on engineering issues. The compensation schedule is set forth in the attached proposal and the contract; and is similar to that of Harris. The costs will be paid from development application fees, the funding sources of the capital projects and from the General Fund as provided in the budget. With Council's authorization, we are recommending an initial contract amount not to exceed \$250,000.

Harris has agreed to continue certain activities past June 30 including construction inspection of the two subdivisions now being completed, and to complete the design plans and specifications for the FY 20 Road Resurfacing projects.

The staffs of Harris and CSG are familiar with each other and are committed to a smooth transition.

ATTACHMENT:

Agreement

Proposal (Exhibit A)

AGREEMENT FOR PROFESSIONAL SERVICES

PREAMBLE

This Agreement for the performance of professional services ("Agreement") is made and entered into on this _____ day of _____, 2019 ("Effective Date"), by and between the City of San Juan Bautista, with its principal place of business located at 311 2nd Street / P.O. Box 1420, San Juan Bautista, CA 95045 ("City") and CSG Consultants, Inc., a California corporation, with its principal place of business located at 550 Pilgrim Drive., Foster City, CA 94404 ("Consultant"). City and Consultant may be referred to individually as a "Party" or collectively as the "Parties" or the "Parties to this Agreement."

RECITALS

WHEREAS, City desires to secure professional services as described in Exhibit "A" entitled "Scope of Services and Fee Schedule"; and

WHEREAS, Consultant hereby represents that it possesses the professional qualifications and expertise to provide such services, and;

WHEREAS, the Parties have specified herein the terms and conditions under which such services will be provided and paid for.

NOW, THEREFORE, the Parties hereto agree as follows:

AGREEMENT PROVISIONS

1. SCOPE OF SERVICES

Except as specified in this Agreement, Consultant shall furnish all technical and professional services, including labor, material, equipment, transportation, supervision, and expertise (collectively referred to as "Services") to satisfactorily complete the work required by City at its own risk and expense. Services to be provided to City include management of capital projects, functioning as City Engineer, and providing general engineering consultation to City staff. which are more fully described in Exhibit "A", entitled "Scope of Services and Fee Schedule". All of the exhibits referenced in this Agreement are attached and incorporated by this reference.

2. TERM OF AGREEMENT

- A.** Consultant will begin providing the Services described herein upon receipt of an executed Agreement from City. Consultant must complete Services within the time limits set forth in Scope of Services or as mutually determined in writing by Parties.
- B.** Unless extended by mutual written agreement of Parties, or terminated earlier

in accordance with this Agreement, Consultant's obligation to perform Services shall commence as described above in paragraph 2A and shall continue in full force and effect until satisfactory completion of Services.

3. RESPONSIBILITY OF CONSULTANT

Consultant shall be responsible for the quality, technical accuracy, and coordination of Services furnished under this Agreement. Consultant will endeavor to provide Services in a manner consistent with the level of care and skill ordinarily exercised by other professionals providing the same service in the same locale. Consultant shall be solely responsible to City for the performance of Consultant, and any of its employees, agents, subcontractors, or suppliers under this Agreement.

Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.

4. RESPONSIBILITY OF CITY

- A. On behalf of City, the City Manager shall be City's authorized representative and will ensure all required budget, purchase orders, service orders and any other internal documentation necessary to comply with the terms of this agreement are properly and timely prepared in order to enable Consultant to continue services according to terms of Agreement.
- B. On behalf of City, the City Manager or designee shall be City's authorized representative in the interpretation and enforcement of all work performed in connection with this Agreement. The City Manager shall render decisions in a timely manner pertaining to documents submitted by Consultant in order to avoid unreasonable delay in the orderly and sequential progress of Consultant's services. The City Manager or designee may delegate authority in connection with this Agreement to designees. Consultant shall promptly comply with instructions from City Manager and/or his/her designees.

5. PAYMENT OF COMPENSATION

- A. In consideration for Consultant's performance of Services, City shall pay Consultant pursuant to Consultant's Standard Rate Schedule, the current version of which is outlined in the attached Exhibit "A", entitled "Scope of Services and Fee Schedule." Payments made by City under this Agreement shall be the amounts charged for Services provided and billed by Consultant, subject to verification by City, pursuant to the standard rates set forth in the Fee Schedule. Consultant may begin services prior to the effective date of this Agreement at its own risk, with the understanding that, upon City approval, City may choose to compensate Consultant for services performed prior to Council authorization, within the limits of the City Manager's authority.

- B. Consultant shall bill City on a monthly basis for Services provided by Consultant during the preceding month, subject to verification by City. Payment to Consultant for Services will be made within thirty (30) days of date of Consultant invoice. Amounts unpaid 60 days after invoice date shall bear interest at the rate of 1% per month.

6. RIGHT TO TERMINATION

Both parties reserve the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice to the other party. As of the date of termination, Consultant shall immediately cease all services hereunder, except such as may be specifically approved by both Consultant and City's authorized representative after termination has been noticed under this provision ("windup services"). Consultant shall be entitled to compensation for all services rendered prior to termination, and any agreed-upon windup services.

7. NO ASSIGNMENT OF AGREEMENT/SUCCESSORS IN INTEREST

This Agreement is a contract for professional services. City and Consultant bind themselves, their partners, successors, assigns, executors and administrators to all covenants of this Agreement. Except as otherwise set forth in this Agreement, no interest in this Agreement shall be assigned or transferred, either voluntarily or by operation of law, without the prior written approval of both parties.

8. NO AUTHORITY TO BIND CITY

Consultant shall not have authority, expressed or implied, to act on behalf of City as an agent, or to bind City to any obligations whatsoever, unless specifically authorized in writing by the City Manager or his/her authorized representative.

9. NO THIRD PARTY BENEFICIARY

This Agreement shall not be construed to be an Agreement for the benefit of any third party or parties and no third party or parties shall have any claim or right of action under this Agreement for any cause whatsoever.

10. CONSULTANT IS AN INDEPENDENT CONSULTANT

It is agreed that in performing the work required under this Agreement, Consultant and any person employed by or contracted with Consultant to furnish labor and/or materials under this Agreement is neither an agent nor employee of City. Consultant has full rights to manage its employees subject to the requirements of the law.

11. CONFIDENTIALITY OF MATERIAL

All memoranda, specifications, plans, data, drawings, descriptions, documents, discussions or other information received by or for Consultant and all other written information submitted to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant and shall not, without the prior written consent of City, be used for any purposes other than the performance of the Services nor be disclosed to an entity not connected with performance of the Services. Nothing furnished to Consultant, which is otherwise known to Consultant or becomes generally known to the public or is of public record, shall be deemed confidential. Nothing under this Agreement shall be construed to interfere with the City's performance of its obligations under the CA Public Records Act.

12. RIGHT OF CITY TO INSPECT RECORDS OF CONSULTANT

City, through its authorized employees, representatives or agents shall have the right during the term of this Agreement and for three (3) years from the date of final payment for goods or services provided under this Agreement, to audit the books and records of Consultant for the purpose of verifying any and all charges made by Consultant in connection with Consultant's compensation under this Agreement, including termination of Consultant. Consultant agrees to maintain sufficient books and records in accordance with generally accepted accounting principles to establish the correctness of all charges submitted to City. City shall disallow any expenses not so recorded.

Consultant shall submit to City any and all reports concerning its performance under this Agreement that may be requested by City in writing. Consultant agrees to assist City in meeting City's reporting requirements to the State and other agencies with respect to Consultant's Services hereunder.

13. CORRECTION OF SERVICES

Consultant will be given the opportunity and agrees to correct any incomplete, inaccurate or defective Services at no further cost to City, when such defects are due to the negligence, errors, or omissions of Consultant.

14. FORCE MAJEURE

The time for performance of services to be rendered pursuant to this Agreement may be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Consultant, including, but not restricted to, acts of God or of any public enemy, acts of the government, fires, earthquakes, floods, epidemic, quarantine restrictions, riots, strikes, freight embargoes and unusually severe weather if Consultant shall, within ten (10) days of the commencement of such condition, notify the City Manager, who shall thereupon ascertain the facts and extent of any necessary delay, and extend the time for performing services if such delay is not the fault of Consultant. City Manager's determination in this respect shall be final and conclusive upon the parties to this Agreement.

15. FAIR EMPLOYMENT

Consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, condition of physical handicap, religion, ethnic background, or marital status, in violation of state or federal law.

16. HOLD HARMLESS/INDEMNIFICATION

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless City from any and all losses, damages, liabilities or costs (including reasonable defense costs recoverable under applicable law on account of negligence) resulting from third-party claims to the extent caused by Consultant's recklessness, willful misconduct, or Consultant's negligent acts, errors or omissions in the performance of Services under this Agreement or that of anyone for whom Consultant is legally responsible, except to the extent caused by City's negligence, recklessness or willful misconduct or that of anyone for whom City is legally responsible. For the purposes of this Agreement, to the extent applicable, the provisions of California Civil Code Section 2782.8 are incorporated herein by reference.

17. INSURANCE REQUIREMENTS

A. Without limiting Consultant's indemnification of City, and prior to commencing any Services required under this Agreement, Consultant shall purchase and maintain in full force and effect, at its sole cost and expense, the following insurance policies with at least the indicated coverage's, provisions and endorsements:

1. Commercial General Liability Policy (bodily injury and property damage):
Policy limits are subject to review, but shall in no event be less than, the following:
\$1,000,000 Each Occurrence
\$1,000,000 General Aggregate
\$1,000,000 Products/Completed Operations Aggregate
\$1,000,000 Personal Injury
2. Workers' Compensation Insurance Policy as required by statute and employer's liability with limits of at least one million dollars (\$1,000,000) policy limit Bodily Injury by disease, one million dollars (\$1,000,000) each accident/Bodily Injury and one million dollars (\$1,000,000) each employee Bodily Injury by disease.
3. Comprehensive Business Automobile Liability Insurance Policy with policy limits at minimum limit of not less than one million dollars (\$1,000,000) each accident using. Liability coverage shall apply to all owned, non-owned and hired autos.

4. Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of Consultant. Coverage shall be in an amount of not less than one million dollars (\$1,000,000) per claim/aggregate.

B. EVIDENCE OF COVERAGE

Prior to commencement of any Services under this Agreement, Consultant, shall, at its sole cost and expense, purchase and maintain not less than the minimum insurance coverage with endorsements and deductibles indicated in this Agreement. Consultant shall file with City all certificates for required insurance policies for City's approval as to adequacy of insurance protection.

C. ADDITIONAL INSURED ENDORSEMENT

General liability insurance shall include endorsements that:

- a. Identify the policy number;
- b. Include a statement that "the City of San Juan Bautista, including its officers, employees and volunteers are additional insureds";
- c. Include a statement that the insurance shall be primary and that the insurance shall not be cancelled except upon prior written consent to City (30 days prior);
- d. Endorsements must be signed by the insurance City or broker, and provided to the City;
- e. Any deviations from the above insurance requirements must be approved by the City's counsel.

18. AMENDMENTS

It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the Parties and incorporated into this Agreement. Such changes, which are mutually agreed upon by City and Consultant, shall be incorporated via amendments to this Agreement.

19. WAIVER

No term or provision hereof shall be deemed waived and no default or breach excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented to such breach. The consent by any party to, or waiver of, a breach or default by the other, shall not constitute a consent to, waiver of, or excuse for, any other different or subsequent breach or default

The failure of either party to insist upon or enforce strict conformance by the other party of any provision of this Agreement or to exercise any right under this Agreement shall not be construed as a waiver or relinquishment of such party's right unless made in writing and shall not constitute any subsequent waiver or relinquishment.

20. INTEGRATED DOCUMENT - TOTALITY OF AGREEMENT

This Agreement embodies the Agreement between City and Consultant and its terms and conditions. No other understanding, agreements, conversations, or otherwise, with any officer, agent, or employee of City prior to execution of this Agreement shall affect or modify any of the terms or obligations contained in any documents comprising this Agreement. Any such verbal agreement shall be considered as unofficial information and in no way binding upon City.

All exhibits referred to in this Agreement and any addenda, appendices, attachments, and schedules to this Agreement which, from time to time, may be referred to in any duly executed amendment hereto, are by such reference incorporated in this Agreement and will be deemed to be a part of this Agreement.

21. SEVERABILITY CLAUSE

In the event any one or more of the provisions contained herein shall, for any reason, be held invalid, illegal or unenforceable in any respect, it shall not affect the validity of the other provisions which shall remain in full force and effect.

If any part of this agreement is for any reason held to be excessively broad as to time, duration, geographical scope, activity or subject, it will be construed, by limiting or reducing it, so as to be enforceable to the extent reasonably necessary for the protection of the City.

22. NOTICES

All notices to the Parties shall, unless otherwise requested in writing, be sent to City addressed as follows:

City Manager
City of San Juan Bautista
311 2nd Street / P.O. Box 1420
San Juan Bautista, CA 95045

And to Consultant addressed as follows:

Cyrus Kianpour
President
CSG Consultants, Inc.

23. STATUTES AND LAW GOVERNING CONTRACT

This Agreement shall be governed and construed in accordance with the statutes and laws of the State of California.

24. WAIVER OF CONSEQUENTIAL DAMAGES

City and Consultant mutually agree to waive all claims of consequential damages arising from disputes, claims, or other matters relating to this Agreement.

25. DISPUTE RESOLUTION

- A.** Unless otherwise mutually agreed to by the Parties, any controversies between Consultant and City regarding the construction or application of this Agreement, and claims arising out of this Agreement or its breach, shall be submitted to mediation within thirty (30) days of the written request of one Party after the service of that request on the other Party.
- B.** The Parties may agree on one mediator. If they cannot agree on one mediator, the Party demanding mediation shall request that the Superior Court of San Mateo appoint a mediator. The mediation meeting shall not exceed one day or eight (8) hours. The Parties may agree to extend the time allowed for mediation under this Agreement.
- C.** The costs of a mediator shall be borne by the Parties equally, and each Party shall bear its own costs incurred in connection with mediation, including but not limited to attorneys' fees.

26. VENUE

In the event that suit shall be brought by either Party, the Parties agree that the venue shall be exclusively vested in the State Courts of the County of San Mateo or where otherwise appropriate, exclusively in the United States District Court, Northern District of California, San Francisco.

27. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the right,

power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Consultant and City.

The Parties acknowledge and accept the terms and conditions of this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the Parties that this Agreement shall become operative on the Effective Date.

Approved as to form:

“City”

City of San Juan Bautista

“Consultant”

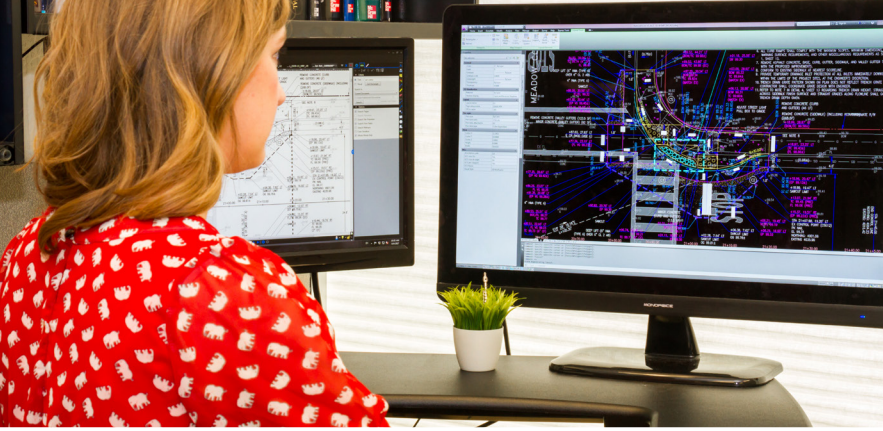
CSG Consultants, Inc.
a California corporation

J. Edward Tewes
Interim City Manager

Cyrus Kianpour, P.E., P.L.S.
President

Exhibit A
Scope of Services and Fee Schedule

See Proposal which begins on the next page.



STATEMENT OF QUALIFICATIONS TO THE **City of San Juan Bautista**

CITY ENGINEERING SERVICES

April 16, 2019



Employee-Owned

3150 Almaden Expressway, #255
San Jose, CA
408.618.8300 phone
408. 618.8310 fax
www.csgegr.com

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Cover Letter

SECTION

1

April 16, 2019

J. Edward Tewes, Interim City Manager
City of San Juan Bautista
10 Jefferson Street
San Juan Bautista, CA 95045

Re: City Engineering Services

Dear Mr. Tewes:

Thank you for the opportunity for CSG Consultants, Inc. (CSG) to present its proposal to the City of San Juan Bautista (City) for city engineering services.

For over 28 years, CSG has been providing a host of professional municipal services to the public sector and currently serves over 175 communities in California. Our staff provides a full range of engineering services including civil engineering design, project management, construction management and inspection, grant administration, and staff augmentation services. Our staff augmentation personnel have a wide range of experience including developing Capital Improvement Plans (CIP), guiding projects through the environmental approval and funding allocation (state and federal) approval processes, preparing the PS&E packages, managing projects through the bidding and construction process, and preparing staff reports at the many milestones of project development. We are confident that our proposed team is best suited to deliver professional city engineering services and all related civil engineering services for the City.

Nourdin Khayata, PE, will serve as the primary contact for this contract. His contact information is as follows:

Nourdin Khayat, PE, Principal in Charge
3150 Almaden Expressway, #255, San Jose, CA 95118
408.618.8300 | nourdin@csgengr.com

The CSG Team is the right fit to provide on-call engineering services to the City for three key reasons:

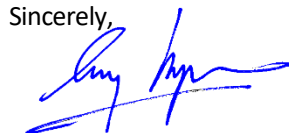
Prior On-Call Contract Experience – CSG has experience in providing on-call professional engineering services for municipalities throughout California. We have similar on-call contracts and have successfully delivered projects to the cities/towns of Gilroy, Marina, Watsonville, Morgan Hill, Colma, South San Francisco, San Mateo, San Jose, Pacifica, San Carlos, Belmont, Foster City, and Burlingame.

Expertise – CSG is multi-service consulting firm exclusively serving municipalities, providing support for Public Works Department. We draw upon staff with a wide range of experience and technical expertise to meet the specific needs of our clients. CSG employs experienced engineers who can assist in developing the CIP projects from feasibility and planning through design development, contract documents, bid and award, construction and post construction.

Experienced Project Managers – CSG's project managers have a proven track record of delivering projects on time and within budget. Many of our staff bring direct public sector experience providing the City with a unique perspective toward approaching projects.

We are excited for the opportunity to provide city engineering services to the City of San Juan Bautista. If you have any questions or need additional information, please contact Mr. Khayata using the contact information provided above.

Sincerely,



Cyrus Kianpour, PE, PLS
President, CSG Consultants, Inc.



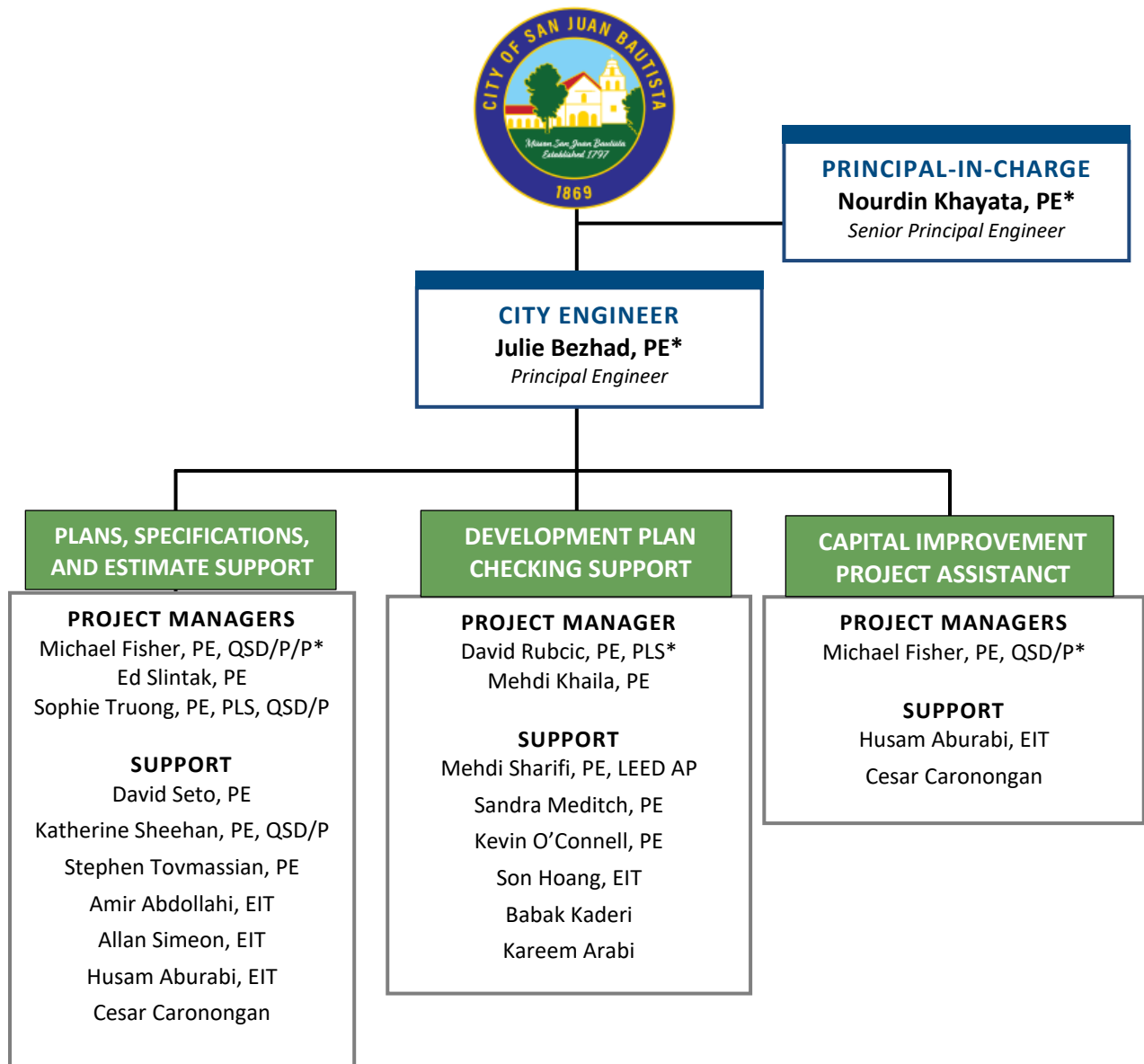
Employee-Owned

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Staffing, Team Experience, and Understanding of Project & Objectives

As elaborated on in the organizational chart below, CSG proposes **Julie Bezhad, PE**, to serve as the City Engineer. Ms. Bezhad has over 25 years of experience in civil engineering, construction, and project management. She has spent the past two years serving as a Capital Improvements Project Manager for the City of Gilroy and City Engineer for the City of Monte Sereno.

She will be supported by qualified staff that have all performed work similar in scope to that described in our firm's experience. Resumes of Ms. Bezhad and select key staff are provided in **Section 5**. Key staff are identified by (*).



ON-CALL CONTRACTS

To serve the needs of the City, CSG draws upon our staff consisting of civil engineers, transportation engineers, project managers, construction managers, construction inspectors, and traffic engineers. CSG has successfully provided on-call contracts for numerous agencies including the Cities/Towns of Gilroy, Monte Sereno, Marina, Colma, South San Francisco, Millbrae, Hillsborough, San Mateo, Foster City, Belmont, and San Carlos.

Over the years, CSG staff has delivered hundreds of successful projects sponsored or reviewed by the public agencies we serve. The key to our successes is often in understanding the process from which issues arise. CSG applies the following guidelines during all project phases:

- *Understanding each project and the agency's primary goals and objectives;*
- *Understanding agency's financial constraints while creating opportunities and optimizing resources;*
- *Preventing project overruns by estimating all project elements accurately;*
- *Preparing and monitoring project schedules and milestones;*
- *Addressing stakeholders and policy makers' concerns and resolving conflicts;*
- *Complying with CEQA/NEPA procedures, mitigation measures, and best management practices;*
- *Coordinating utility companies and permitting agencies early in the preliminary phases;*
- *Designing to all applicable local codes, standards and plans;*
- *Communicating with City staff and contractors on a weekly basis;*
- *Monitoring and reporting project progress;*
- *Anticipating project issues and proposing practical solutions;*
- *Facilitating communication among Stakeholders*
- *Communicating with permitting and/or regulatory agencies*

CITY ENGINEERING SERVICES

CSG proposes **Julie Bezhad, PE**, to perform the duties of City Engineer (CE)-. The first order of work will be to evaluate the status of the City's needs and its priority in development and implementation of the projects in the planned CIP. Ms. Bezhad will review the projects scope, budget and schedule with the City staff to fully understand the purpose of the project and the needs of the City in implementing the project. With the approved project budget and scope of work, the CE will oversee the coordination with the design firms and City staff to ensure compliance with the project scope and schedule. The CE will meet with the City staff to discuss the projects status, and any report of potential schedule delay, change in project scope and/or cost increase shall be reported to the City for discussion and resolution.

Coordination with Business Owners and Residents

One of the most important tasks the CE can perform is establishing and maintaining good working relationships and communication with the businesses and residents during the design and construction of each project. This is critical in regard to the projects' development as it effects the residents and businesses in the City. The CE needs to be sensitive to the businesses' issues as any design or construction impacts could have detrimental financial impacts to their livelihoods, especially small businesses.

Projects Documentation

On all capital projects, it is important to maintain a good document management system throughout project development. The CE can develop a project document management system specific to the requirements of the City for filing and managing project documents. The project files shall include all correspondence to-and-from the designer; submittals; letters; emails from businesses, residents and concerned citizens; and all City review comments to design plans, specifications and estimates.

For construction-related documents, the CE will work with the construction management staff to document all activities, reports, submittals, requests for information, daily construction activity reports, test results,

corrections and non-compliance documents, etc. For federally-funded projects, the document management system will be created to follow the guidelines in Caltrans' Local Assistance Procedures Manual to ensure that federal and state requirements are met.

Upon completion of the project, the CE will oversee the preparation of a Final Report for submittal to the City including a transmittal of the projects electronic and hard copy documents. On federally-funded projects, the CE will oversee the preparation of a final report for City signature and submittal to Caltrans along with the final invoice. The CE will follow the protocol for all other funding and/or grants as specified in the reporting requirements of the funding source or agency.

Projects Progress Payments

A major task of the CE is to track the project budget, schedule, and progress payments. Working with the City staff, the CE will require the designer to submit a project schedule with appropriate milestones and meet with the designer on a regular basis to track the progress of the project. Any proposed changes to the project scope, schedule or budget and all project related invoices will be reviewed for accuracy and shall be reported to the City for discussion along with the CE recommendations.

In regard to construction activities, the CE will coordinate with the project inspectors and resident engineer(s) to keep track of the contract quantities and actual field measurements of bid items. It is important to document the bid item quantities to avoid any discrepancy between the City measurement and those of the contractor, to avoid potential claims on the contract.

Other CE Services

Depending on the City's needs and tasks assigned, the CE can provide support to the City Council, City Manager, Director of Public Works and Planning Commission by attending City Council and City staff meetings, stamping plans and specifications for approved capital projects, and overseeing the preparation of appropriate City engineering correspondence. The CE will coordinate with City staff to oversee the approval and processing of tentative maps, parcel maps, and final maps.

PROJECT MANAGEMENT SERVICES

In managing a design or construction efforts, project management is central to the services provided by CSG. We take full ownership of our efforts, seeking solutions and offering recommended courses of action, drawing upon our extensive municipal project experience. Partnerships with our clients protect their interests while supporting the communities they serve.

What separates a program from individual projects is the complexity and longer duration, but also the need to work through uncertainties, refine alternatives and unify the various stakeholders through a process that focuses on identifying, prioritizing, integrating and tracking the efforts comprising an implementation plan. Despite a well-funded program with highly experienced and technically capable engineers, a project can still falter if not expertly integrated and managed to meet the budget, schedule and anticipated quality.

Capital Project Program Development & Implementation

CSG provides program-level project management, administration, and engineering services. We manage multi-million dollar water and sewer rehabilitation programs; roadway network assessments using the Metropolitan Transportation Commission pavement management program; development and implementation of property-owner, cost-shared, sidewalk repair programs; and offer full municipal engineering staff augmentation services.

Program Management—CSG is experienced in management of a variety programs including Wet Weather Programs, Joint Jurisdictional Sewer Line Replacements, Water and Sewer Bond-Funded Capital Improvement Programs, Public Facilities Improvement Program.

Federal and State Grant Administration—CSG excels at guiding projects through the CEQA/NEPA approval process and navigating the federal project administration, entitlement and authorization process utilizing the Caltrans Local Assistance Procedures Manual. CSG was asked by six different agencies to expedite, manage and administer their American Recovery and Reinvestment Act (ARRA) Stimulus Package projects. Work

scopes involved completing the mandatory Field Review and Preliminary Environmental Study (PES) forms, working with Caltrans Local Assistance to obtain the needed environmental clearance (NEPA), preparation of the Request for Construction Authorization (E-76) package, and completion of the plans and specifications. CSG also assisted in the continued delivery of construction management projects by providing Resident Engineer, construction administration and inspection services.

Staff Augmentation—Staffing fluctuations and temporary vacancies can often disrupt an agency’s ability to provide core services. CSG offers full and part-time help on short notice. We integrate seamlessly into agencies and jurisdictions as an extension of staff to overcome temporary workload spikes, run an entire program, or assume responsibility for an entire public works, building or engineering division.

Typical staff augmentation design coordination and administration duties include:

- *Performing initial design assessments, alternatives analysis, utility conflict analysis and services in support of preliminary design*
- *Preparation of Request for Proposals (RFPs) and defining projects’ design intent and scope of work*
- *Management of municipal public works projects from the preliminary design stages through project completion and acceptance, including: meeting attendance, preparation of minutes, performing plan checking, preparing and reviewing specifications and contract documents, coordination with project stakeholders and outside agencies, performing constructability reviews, managing the bidding and award process, and providing design support during project construction*
- *Review and approval of infrastructure projects associated with development activity*
- *Providing City Council or Board of Supervisors support through development of staff reports, exhibits, drawings, and presentation materials*

DESIGN ENGINEERING SERVICES

CSG is ready to assist the City in delivering the Engineering Division’s projects by providing on-call civil engineering services. CSG will also work with all stakeholders, utility companies, and permitting agencies including Caltrans, and FHWA as needed. Below is CSG’s approach for managing projects’ development for the City of San Juan Bautista:

Project Management Plan	CSG will implement a project management plan including all project elements establishing the project scope of work, budget, schedule, and design standards to allow for solid traceability and accountability for any changes or variances from the project baseline components. In addition, our team will identify any potential variances early in the project phase to allow for the development of an alternative approach to prevent potential schedule or cost slippages. We intend to do this by offering real-time data to the City through our daily contact with the City Project Manager and weekly project meetings.
Scope/Control Management	Scope control occurs with the development of a well written scope of work as defined by the City. As changes are identified, a change request process will be followed encompassing the cost and schedule impact of each potential change, as well as the additional scope description. Potential changes will be included in a Monthly Report that will be discussed weekly with the City. As changes are approved or rejected, the appropriate revisions will be made to the Scope of Work and the schedule/cost baseline will be revised and resubmitted for approval by the City.
Schedule Management	A baseline schedule will be developed and submitted for approval by the City for the selected projects. CSG will use the built-in Microsoft Project tools to ensure that only contractually required dates are constrained, and out-of-sequence activities are not present. Once changes are approved, the schedule will be updated and finalized.

Quality Management	A Project Quality Management Plan will be drafted and submitted as part of the QA/QC Implementation Plan that will include the review requirements for design work and the QA/QC process during construction. This will be inclusive of all process and testing requirements and the contractor's ability to follow its process and ensure successful testing of installed work.
Budget/Cost Management	As project estimates become finalized, they will be included in the project budget and loaded into the project costs. Once a project change is approved, it will be tied to a change order and the schedule and budget will be revised accordingly. All baselines revisions and change orders will be tracked and documented.
Subconsultants Management & Stakeholders Coordination	As a multi-disciplinary engineering firm, we understand that solid team building, and cooperation are required for the successful completion of an on-call contract. To ensure effective teamwork, our team will hold regular meetings with the City, utility companies, residents, and businesses to confirm project goals and objectives. A clear understanding of each person's role in the project is essential and will be communicated to each team member. This approach allows each team member to properly allocate his/her resources and make the necessary commitments to the project.

Design Checklist

CSG's general design approach checklist is shown below. We make sure to address these items with the agencies we work with to ensure a well-managed and designed project.

- ☒ Design kick off meeting with the City, and record and distribute minutes
- ☒ Identify permits required and prepare documentation
- ☒ Right of way research and mapping
- ☒ Coordination with affected property owners
- ☒ Utility and other stakeholder coordination, mailing letters of intent, and determination and coordination of any required relocations or conflict resolutions
- ☒ AutoCAD base map development, using AutoCAD Civil 3D. Field assessments of existing features
- ☒ Identification of applicable City/County/Caltrans Standard Plan details or development of customized construction details
- ☒ Prepare reports and recommendations (including CEQA/NEPA compliance)
- ☒ Develop plans, specifications & estimates for construction
 - PS&E submittal review meetings with the City
- ☒ Attend the City's Design group to Construction group "Hand-off" meeting
- ☒ Bid and award
- ☒ Construction management support
- ☒ Conduct "Lessons Learned" meeting

Project Coordination and Review Meetings

CSG prides itself on its ability to effectively communicate, build relationships, and partner with its clients. CSG staff will actively participate in meetings, provide progress updates, and provide clear lines of communication for the City. CSG strongly believes open and concise communication with internal and external stakeholders is the key to the successful delivery of any project.

CSG's Project Manager will act as the single point of contact with the City, and check in on a regular basis to discuss and coordinate project details and issues with the City. Coordination efforts will consist of conference calls, emails, and in-person meetings.

In addition to on-going coordination, CSG will meet with City staff at the kick off meeting and the design review meetings. During these in-person meetings to review the progress of the project, the PM discusses any review comments provided by the City and stakeholders, reviews the project schedule and budget, discusses any project issues with design, and identifies action items for all parties. CSG will also be readily available during the bid and award process as well as construction phase of the project.

Project Insight

Understanding the process from which issues will arise and the exact needs of the client is essential to project's success. Over the years, CSG staff has been involved in hundreds of projects sponsored or reviewed by the public agencies we represent. We have learned that the following bullet points are important to consider when managing any public works construction project.

- Understanding of the project's and the agency's primary goals and objectives
- Understanding financial constraints/opportunities and resource allocation
- Identification of stakeholders and stakeholder's concerns
- Coordination with stakeholders, policy makers, utility companies and all permitting agencies
- Realistic cost estimates with contingencies matched to each work phase
- Practical schedules and appropriate milestones with continuous monitoring
- Familiarity with applicable local codes, standards, and plans
- Partnership approach with public, City staff, and contractors
- Compliance with NPDES requirements and Best Management Practices
- Compliance with CEQA/NEPA requirements

CSG will attempt to reduce the need for formal resubmittals to the City by reviewing electronic submittals of revisions provided directly to CSG. Turnaround times would vary based on the scope of the review, but would typically be returned within one to two working days.

Bid Phase and Construction Support

CSG will readily provide bid phase and construction support on an as-needed basis to answer any technical questions that may arise. These services may include, but are not limited to, the following:

- Responding to requests for information (RFI's) during bid phase;
- Preparing Letters of Clarifications;
- Attending a pre-construction meeting;
- Attending a post-construction meeting;
- Reviewing and approving submittals;
- Reviewing and responding to Requests for Information (RFIs) during construction;
- Assisting with preparing change orders;
- Attending field meetings;
- Preparing record drawings upon project completion;
- Preparing as-built drawings on Mylar and in AutoCAD format.

ENGINEERING PLAN REVIEW

Plan check and development review services form a large part of CSG's services. CSG has been providing plan review services exclusively to local municipalities since the firm's inception in 1991. Our success in maintaining ongoing relationships with our clients in a highly competitive environment is due to our ability to understand and partner with them in achieving their goals. We understand that our clientele includes not just public agencies but also the development community seeking to process applications through those agencies. We also understand that many development applications are important to public agencies due to the economic or quality of life benefits that those projects bring to the communities.



CSG can provide dedicated plan review engineers with extensive experience in the review of design in-and-adjacent to the public right of way. This will ensure that the City's standards and permit requirements are followed throughout the design process. CSG will implement a comment matrix in which comments from all disciplines are tabulated. CSG will perform quality control to ensure consistency and eliminate duplication. CSG will conduct Comment Resolution Meetings with the developers' engineer to discuss the comments and agree on resolution to ensure that there is clear understanding among stakeholders. This procedure allows for an efficient and effective process.

Drawing on the combined experience and talent of our staff, we have found the following practices helpful in approaching plan check for private development projects.

New Development Entitlements

- Assist the City with development of conditions of approval, development agreements, and other requirements associated with development applications. Assist City in negotiating with developers regarding terms of agreements or conditions.
- Review tentative maps, tentative parcel maps, architectural review, and other entitlement applications. Coordinate review with other City staff and/or outside agencies as needed.
- Under the "Mapping Review" scope of work, CSG proposes to review Final Maps, Parcel Maps, Lot Line Adjustments, Lot Mergers, or other documents per the following:
 - Review for compliance with the approved Tentative Map and Conditions of Approval (maps)
 - Review for compliance with the California Subdivision Map Act
 - Review for compliance with the Professional Land Surveyor's Act
 - Review of closure calculations
 - Review of title information for the property, including existing easements and any other relevant land encumbrances, based on information contained in a preliminary title report and other documents to be furnished by applicant
 - Review of record documents (deeds and maps) of the subject and adjacent properties
 - Review, seal and sign final Mylar copies and certificates as Acting City Surveyor or Technical Reviewer
 - Preparation of Staff Report for City Council Approval, if required
 - Conformance with the project improvement plans and other documents
 - Attend follow-up meetings with Planning staff, the applicant, or others as needed to resolve issues regarding the proposal. Review subsequent submittals of the proposal.
- Review public improvement plans. Review includes evaluation of required records, studies, grading, and additional materials submitted by design professionals. Confirm that plans conform to City standard design criteria and conditions of approval.

- Each plan review will be accompanied with a letter summarizing the red-line comments addressed to the applicant's engineer or landscape architect, with a copy to City staff and the applicant. A complete red-lined set of drawings and any reports will be returned to design professionals for use in their corrections. At the applicant's discretion, the comment summary letter and red-lined plan sheets can be scanned and submitted electronically to the design consultant to expedite the review process.
- The consultant will meet with the applicant/representative and City staff to review comments or to delineate the standards which are not being met, in order to facilitate timely completion of the review and meeting the maximum goal of two plan checks. CSG will accept and review subsequent submittals electronically, when feasible, in order to expedite the review process.
- Soils reports will be evaluated, and recommendations will be included on the plans. Boundary conditions will be evaluated to maintain continuity with surrounding properties and maintain existing drainage patterns.
- Construction erosion control and post-construction water quality control will be evaluated for compliance with the storm water quality management permit in effect for the City.
- Confirm that the developer has obtained necessary permits or approvals from other public agencies as needed, and that plans conform to the City's NPDES requirements for storm water treatment and retention.
- Review and recommend approval of engineering bond estimates and subdivision guarantees.
- Assist the staff in preparing subdivision improvement agreements, stormwater treatment measures, landscape maintenance agreements, and preparation of staff reports for presentation to the City Council.
- Meet with developers, consultants, and other agencies on behalf of city staff as requested.

Experience on Similar Projects

SECTION

3

CSG staff has provided professional engineering and project management services of a similar nature to jurisdictions throughout California. Below, for the City's review, are selected projects from similar contracts.

PROJECT MANAGEMENT | CITY OF GILROY, CA

For the past two years, CSG has assisted the City in various capacities, including Senior Land Development Engineer, CIP Project Manager, Construction Manager/ Resident Engineer and / or Inspector for various capital improvement projects.

CSG staff managed capital improvement projects through the various stages, including: 1) design consultants selection through RFQ /RFP process 2) preparing and reviewing construction bids and contracts, 3) placing projects out to bid and during construction phase. Staff also coordinated with various agencies such as Caltrans, Santa Clara Valley Water District and the Santa Clara Valley Transportation Authority. Notable projects included, but were not limited to:

Waterline Replacement Along Highway 152: \$6.5 million CIP project which involved the replacement of a major water line on Highway 152/First St. through the City. Duties involved supervising and directing the project support and design team, monitoring and managing the project budget, coordinating design and plan reviews with utility companies and stakeholders, overseeing community outreach, public meetings and City Council presentations, managing a schedule to minimize construction impacts on the surrounding community and its businesses, coordinating and facilitating regular meetings to ensure issues are resolved effectively, allocating resources to critical tasks, and reviewing and negotiating change orders and project claims.

Downtown Monterey Road Rehabilitation Project: Rehabilitation project with an estimated construction cost of \$2 million. She is worked with Caltrans to receive the City's E76 (Authorization for Construction Phase). CSG staff worked closely with the design team to submit the project to Caltrans in a timely manner to place the project out to bid for the upcoming construction season.

CAPITAL IMPROVEMENT PROJECT MANAGEMENT & STAFF AUGMENTATION | TOWN OF COLMA, CA

CSG has been providing full engineering and staff augmentation services for the Town of Colma since 1991. We provide the Town with engineering staff augmentation, construction management and inspection, grant management, building inspection, building plan review, engineering services, recycling program coordination, geographic Information system (GIS) management, and public works maintenance services. Our staff has also assisted the Town's Planning Division staff and reviewed documents for CEQA compliance relating to land development and capital improvement programs.



Notable projects CSG staff have managed include, but are not limited to:

- ***Mission Road Complete Street Project***
- ***Hillside Boulevard Beautification and Streetscape Project***
- ***Sewer Smoke Testing and Point Repair Project***
- ***Town Hall Expansion Project***

PROGRAM & PROJECT MANAGEMENT | TOWN OF HILLSBOROUGH, CA

CSG has been providing the Town of Hillsborough program/ project management services to the Public Works Department in addition to CIP design and construction management services since year 2011. CSG personnel coordinated with the Town's Public Works Department, operations, maintenance, Building and Planning Department, and administrative staff in order to perform management and coordination services for the Town's streets and utility systems.

Public Works Administration

- Agenda review, management, Public Works, and City Council meetings as requested
- Assist the Director of Public Works with various administrative tasks as requested
- Identification and development of capital projects for inclusion in the CIP
- Assist the City Attorney regarding legal issues and litigation matters
- Review of EIRs and other technical documents and requests from other agencies
- Assist the Director of Public Works in implementing Beautification Foundation
- Attend CCAG TAC/CCEA and other agency coordination meetings as requested
- Conduct research, analysis and investigation, provide technical assistance
- Prepare written reports on various Public Works projects, efforts and functions
- Identify grant and loan funding opportunities, and develop project scopes
- Perform necessary tasks for grant administration, reporting and compliance
- Provide technical assistance on solid waste issues as needed
- Identify cost-effective, long term water and energy conservation programs and projects

PROJECT MANAGEMENT SERVICES | CITY OF MARINA, CA

For over 12 years, CSG has performed project management for the City of Marina's public works department. CSG staff have secured federal and local funding for projects, developed RFPs, oversaw design consultants, coordinated with Caltrans, and managed the construction of various projects.

Notable projects include:

Del Monte – Beach Roundabouts Project – CSG staff managed the HSIP funded project which included the construction of a new roundabout. Staff coordinated with local utilities (PG&E gas line project) and railroad (Transportation Agency of Monterey County) for the project. Staff managed the HSIP grant application and award, along with the management of the project from preliminary design through final construction, including all necessary environmental and biological clearance.

Imjin Parkway Widening – CSG staff is currently overseeing the final designs and securing funding for the construction of a four lane, four roundabout expansion of a major regional thoroughfare.

Highway 1 at Imjin Parkway Off Ramp Improvements – Widening of northbound offramps on State Route 1. CSG staff had to secure a Caltrans encroachment permit for this project.

Reservation Road Improvement Project – Reconfiguration of Reservation Road to reduce traffic speeds by creating two roundabouts.



Locality

SECTION

4

CSG envisions the majority of work to be performed by Ms. Bezhad onsite at City offices. Additional support may be provided from CSG's office in San Jose.

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Resumes

SECTION

5

Resumes of CSG's proposed City Engineer, Julie Bezhad, as well as select key personnel are provided on the following pages for the City's review. Additional resumes may be provided upon request.



Julie Behzad PE

Principal Engineer

LICENSES & CERTIFICATIONS

Professional Engineer
State of California |

EDUCATION

Master of Science, Civil Engineering
San Jose State University
| San Jose, CA

Bachelor of Science, Civil Engineering
Fresno State University
| Fresno, CA

PROFESSIONAL AFFILIATIONS

American Water Works Association

Ms. Behzad has over 25 years of experience in civil engineering, construction, and project management. She has been responsible for the successful completion of various capital improvement projects, including water, sewer, roadway, and public facilities, as well as developing and implementing Capital Improvement Programs. Prior to joining CSG, Ms. Behzad served as a Project Engineer, Construction Manager, and Project Manager on a number of projects. She has an extensive background in project management during the design and construction phases which includes reviewing and overseeing construction specifications and drawings, ensuring adherence to specifications and project plans, processing and tracking construction submittals and RFI's, complying with traffic control plans, and managing progress payments. She is also knowledgeable in monitoring labor compliance; reviewing, negotiating, and preparing contract change orders; performing construction inspections; writing construction reports; coordinating project deadlines, community outreach, public meetings, and public presentations; and reporting project close-outs.

RELEVANT EXPERIENCE

Project Management | City of Gilroy, CA

For the past two years, Ms. Behzad has served in various capacities for the City, including Senior Land Development Engineer, CIP Project Manager, Construction Manager/Resident Engineer and / or Inspector for various capital improvement projects.

As CIP Project Manager, Ms. Behzad managed capital improvement projects through the various stages, including: 1) design consultants' selection through RFQ /RFP process 2) preparing and reviewing construction bids and contracts, 3) placing projects out to bid and during construction phase. She is familiar with all aspects of construction management and has managed projects from pre-construction through project close out. She also coordinated with various agencies such as Caltrans, Santa Clara Valley Water District and the Santa Clara Valley Transportation Authority.

Waterline Replacement Along Highway 152: She recently managed a \$6.5 million CIP project which involved the replacement of a major water line on Highway 152/First St. through the City. Her duties involved supervising and directing the project support and design team, monitoring and managing the project budget, coordinating design and plan reviews with utility companies and stakeholders, overseeing community outreach, public meetings and City Council presentations, managing a schedule to minimize construction impacts on the surrounding community and its businesses, coordinating and facilitating regular meetings to ensure issues are resolved effectively, allocating resources to critical tasks, and reviewing and negotiating change orders and project claims.

Downtown Monterey Road Rehabilitation Project: Ms. Behzad also assisted on this rehabilitation project with an estimated construction cost of \$2 million. She is worked with Caltrans to receive the City's E76 (Authorization for Construction Phase). Ms. Behzad has been working closely with the design team to submit the project to Caltrans in a timely manner to place the project out to bid for the upcoming construction season.

Nourdin Khayata PE

Senior Principal Engineer



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | C52446

Trench Excavation Safety
Confined Space Training

Cal OSHA 40-Hour HAZMAT

Storm Water Pollution Prevention
Training

EDUCATION

Master of Science, Civil Engineering
Tennessee State University
| Nashville, TN

Bachelor of Science, Civil Engineering
University of Texas
| Austin, TX

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
(ASCE)

Earthquake Engineering Research
Institute

American Public Works Association
(APWA)
Silicon Valley Chapter

Mr. Khayata has over 27 years of experience in project management, civil & municipal engineering, and construction management. He has served as a resident engineer on many transportation, public works, development, and infrastructure projects throughout California. He managed projects from inception through close out including administering federally funded projects. Mr. Khayata worked for Caltrans before joining the private sector. His background experience includes earthwork, asphalt concrete pavement, PCC pavement, traffic signalization, concrete barriers, soundwalls, drainage, box culverts, erosion control, and traffic control. Mr. Khayata is proficient in interpretation of contract documents, writing, and negotiating contract change orders, reviewing and approving contract's submittals, and supervision of field inspectors. Mr. Khayata manages the construction management division for CSG Consultants.

Mr. Khayata's municipal experience includes serving as the City Engineer for the City of Marina for the last 8 years. He is responsible for the overall coordination and direction of the public works processes and the day to day management of the municipal engineering division. His duties include managing and implementing the capital improvement program (CIP), managing design and construction projects and overseeing development projects. Mr. Khayata exemplifies strong leadership and management skills. He is strategic, politically astute and has a good understanding of the big picture and vision outlined by the City Council. He is interpersonal and possesses good communication, presentation and writing skills. Mr. Khayata has earned the respect and trust of City staff, City manager, Council and the businesses & residents by delivering projects that meet the needs of the broader community.

RELEVANT EXPERIENCE

City Engineer | City of Marina, CA

Over a 12-year period, Mr. Khayata performed staff augmentation services in the capacity of a City Engineer and Resident Engineer. He is responsible for the overall coordination and direction of the public works processes and the day to day management of the municipal engineering division. He manages a capital improvement program budget of \$300 million and development budget of over \$700 Million. He was heavily involved in the Fort Ord redevelopment, including multiple phases of the Dunes development. This included tentative and final map approvals, as well as overseeing the construction of the University Village Apartments, Community Hospital of Monterey, the Veterans Affairs Hospital, and infrastructure improvements along 9th street. Mr. Khayata also oversaw various small development projects throughout the City, including Chispa and Rockrose Garden.

Moss Landing Bike Path - Caltrans District 05 | Moss Landing Harbor, CA

Mr. Khayata was the resident engineer for this federally funded project performed under a Caltrans encroachment permit and was responsible for daily inspection, quantity calculations, and contract administration. This work involved shoulder closure on Highway 1, earthwork, drainage, AC pavement, concrete barriers, signing, and fencing.

California Ave. Sidewalk & Bike Lanes - Caltrans District 05 | City of Marina, CA

Mr. Khayata was the resident engineer for this project involving earthwork, sewer and water extension, utility underground, AC pavement, soundwalls, striping, signing, and street lights.

David Rubcic PE, PLS

Senior Project Manager



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California | C57601

Professional Land Surveyor
State of California | L7994

EDUCATION

Bachelor of Science, Industrial Technology
Construction Option with
Architectural Emphasis
California State University at Fresno
| Fresno, CA

PROFESSIONAL AFFILIATIONS

California Land Surveyor Association

Mr. Rubcic is a professional engineer with over 34 years of experience in all phases of municipal engineering including capital improvement projects, subdivision improvements, land developments, inspection, and master planning. Prior to joining CSG, Mr. Rubcic served the City of Hollister for 22 years, starting as an Assistant Engineer and ending as Interim City Engineer.

As part of his role with the City of Hollister, Mr. Rubcic meet with the public in workshops, meetings, and one on one situations for various purposes, including negotiations for right-of-way acquisition, project meetings, and general community outreach.

For CSG, Mr. Rubcic provides map review for various developments for the Town of Windsor. He is also performing development review for the City of Rohnert Park as part of an on-call development and map review contract.

RELEVANT EXPERIENCE

Development and Map Review | Town of Windsor, CA

Mr. Rubcic performed the review of final maps and improvement plans for projects at 280 Arata Lane and 330 Arata Lane.

Senior Civil Engineer (Interim City Engineer) | City of Hollister, CA

Mr. Rubcic spent 4 years as the Interim Engineering Manager/City Engineer, overseeing the City's Engineering Department. His responsibilities included directing and supervising City engineering activities, preparing and administering the Capital Improvement Project program, providing support to the Management Services Department, and reviewing and approving private civil engineering plans and specifications and their adherence to established engineering standards and project requirements.

Mr. Rubcic served as the primary map reviewer for over 20 years. As a Licensed Land Surveyor, Mr. Rubcic also served as the City Surveyor for Hollister. He would review and approve maps prepared by other Licensed Land Surveyors.

Mr. Rubcic also represented the City at the Technical Advisory Committee (TAC), County Wide GIS Steering Committee and the Bike and Pedestrian Advisory Committee for the San Benito Council of Governments.

Engineering Technician | City of Seaside, CA

Mr. Rubcic assisted in preparation of plans and specifications for Public Works projects. He provided over-the-counter services to review plans and specifications for conformance to City Standards.

Mr. Rubcic also provided on-site inspection for Public Works projects, included various construction phases of surface and subsurface infrastructure, public buildings, and traffic control.

Michael Fisher

PE, QSD/P

Principal Engineer



LICENSES & CERTIFICATIONS

Professional Civil Engineer
State of California
| C56550

Qualified SWPPP
Developer/Practitioner
| 25565

EDUCATION

Bachelor of Science, Civil Engineering,
San Jose State University
| San Jose, CA

PROFESSIONAL AFFILIATIONS

South Bay Transportation Offices
Association (SBTOA), Past President

Toastmasters International
Club: 04840677

Mr. Fisher is a civil engineer with over 25 years of experience in civil/roadway design, drainage design, traffic engineering, specification writing, engineering report writing and project management. He has managed teams of engineers, working to deliver over a dozen projects ranging in size from \$20,000 to \$22,000,000 with project status ranging from project initiation/feasibility/study phase to approval/environmental phase to final design and construction. Mr. Fisher has experience managing the design of pavement rehabilitation projects through various means, including alternative overlay to full depth structural sections. He is also experienced in providing value engineering to ensure the client's pavement management budget has maximum impact.

RELEVANT EXPERIENCE

Acting City Transportation Manager | City of Gilroy, CA

Mr. Fisher served as the Acting City Transportation Manager. He was responsible for responding to public correspondence/inquiries, served as the liaison for the Bicycle and Pedestrian Commission; performed CIP and private development review and input for traffic circulation and public right of way; transportation lead for the high speed rail planning effort through the City, oversaw maintenance and improvement projects pertaining to striping, signals and lighting, bicycle and pedestrian circulation, City roundabouts, and new capital projects with a traffic emphasis.

Crosswalk & Intersection Improvements | City of Los Altos, CA

Mr. Fisher served as the Project Manager for this safe routes to school project for the City of Los Altos. He led with the community process and attended 3 public meetings and provided extensive public outreach assistance. The design scope included the redesign of an existing median to increase pedestrian safety, installation of ADA compliant curb ramps, high visibility crosswalks, LED flashing signs, rectangular rapid flashing beacons as well as other traffic calming enhancements implemented at the projects' various intersection.

Fair Oaks Bikeway and Streetscape | City of Sunnyvale, CA

Mr. Fisher served as the Project Manager for the design of Class 2 Bicycle Lanes on Fair Oaks Avenue between Old San Francisco Road to Evelyn Road, Kifer Avenue to Arques Avenue, and Wolfe Road to Ahwanee Avenue. Key project elements included reconfiguring the roadway, roadway resurfacing, addition of green bike lanes, modifications to the existing concrete median islands, modification of parking, and installation of related signage. CSG also held public outreach meetings to keep the residents informed of the project.

Junipero Serra at King Boulevard Intersection Improvements | City of South San Francisco, CA

Mr. Fisher served as the Project Manager for this bicycle and pedestrian friendly traffic signal upgrade project. The project scope included redesign of the existing medians and right-turn islands to improve intersection geometry and provide ADA compliance, replacement of the existing traffic signals located in the median with mast arm signals to improve visibility, addition of a speed feedback sign on southbound Junipero Serra, and extension of existing bike lanes along Junipero Serra Boulevard through the King Drive intersection to improve bicycle safety.

San Tomas Aquino Creek Project | City of Santa Clara, CA

Mr. Fisher served as the Project Manager responsible for City/Agency coordination, design oversight and sub consultant management. The project included a Class 1 pedestrian/bicycle trail along San Tomas Expressway between Cabrillo Avenue and El Camino Real.

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References

SECTION

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CSG has provided engineering services for over 28 years. Below are references for services CSG currently provides.

City of Gilroy

Services:	Project Management, Land Development Review, Construction Inspection
Contact	Gary Heap City Engineer (408) 846-0451 7351 Rosanna Street, Gilroy, CA 95020

Town of Hillsborough

Services:	Project Management, Engineering Design, Land Development Review, Construction Management and Inspection
Contact	Daniel Gonzales Deputy Public Works Engineer (650) 375-7444 1600 Floribunda Avenue, Hillsborough, CA 94010

City of Marina

Services:	Project Management, Engineering Design, Land Development Review, Construction Management and Inspection
Contact	Brian McMinn Public Works Director (831) 884-1215 211 Hillcrest Avenue, Marina, CA 93933

Town of Colma

Services:	Project Management, Engineering Design
Contact	Brian Dossey City Manager (650) 997-8304 1198 El Camino Real, Colma, CA 94014

City of Millbrae

Services:	Project Management, Engineering Design, Land Development Review, Construction Management and Inspection
Contact	Khee Lim Deputy City Manager/Public Works Director (650) 259-2339 Klim@ci.millbrae.ca.us

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Other Relevant Information & Exceptions

SECTION

7

PROJECT PORTFOLIO

Over the past decade, CSG has assisted various agencies deliver state/federally funded projects with various tasks and can assist the City to successfully deliver state and federally funded projects. Below is a partial list of state/federally funded projects CSG has completed recently:

Client	Project Name	Fund Type	Service Provided			
			Project Management	Caltrans Local Assistance	RFA and E-76 Authorization	Cons t. Mgmt.
C/CAG of SM County	Mapping and Tracking of Local Agency Program Deliverables	CMAQ	●			
C/CAG of SM County	Mapping of Cycle 1 Local Roads and PDA Boundaries	CMAQ	●			
Colma	Mission Road Bicycle and Pedestrian Improvements	OBAG / SRTS / GI	●	●	●	
Colma	Serramonte Blvd Overlay	STP / ARRA	●	●	●	●
Half Moon Bay	Downtown Resurfacing Project	STP / ARRA			●	
Los Altos Hills	Safe Routes to Los Altos Hills Schools	SRTS (Federal)			●	
Marina	Imjin Parkway Bike Lane	RSTP	●	●	●	●
Marina	Del Monte – Beach Roundabout Project	HSIP	●	●	●	●
Marina	Imjin Parkway Widening		●	●	●	
Monte Sereno	Daves Ave Sidewalk	SRTS			●	●
South San Francisco	Grand / Magnolia Traffic Signal	HSIP	●	●	●	
South San Francisco	Evergreen / Mission Traffic Signal	HSIP	●	●	●	
South San Francisco	Junipero Serra Boulevard @ King Drive Intersection Improve	HSIP	●	●	●	

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Rate Schedule

SECTION

8

CSG services are billed on a time-and-materials basis according to our Standard Rates, shown below.

Professional Engineering Services	Hourly Rate
Administrative Assistant	\$75
Analyst	\$125
Engineering Designer/CASp Inspection & Consultation	\$135
Construction Inspector	\$140
Senior Analyst	\$150
Assistant Resident Engineer	\$165
Assistant Engineer	\$145
Associate Engineer	\$165
Senior Construction Inspector	\$155
Senior Engineer	\$190
Senior Land Surveyor	\$190
Resident Engineer	\$200
Structure Representative	\$200
Senior Structural Engineer	\$210
Senior Project Manager	\$210
Principal Engineer	\$220
Senior Principal Engineer	\$240
Two-Person Survey Crew	\$320

All hourly rates include overhead costs including, but not limited to, salaries, benefits, Workers Compensation Insurance, travel and office expenses. Overtime work will be billed at 1.5x the hourly rates indicated in the table above. On each anniversary of the contract start date, CSG will initiate a rate increase based on change in CPI-W for the applicable region. CSG will mail an invoice at the beginning of every month for services rendered during the previous month.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: EMPLOYEE COMPENSATION AND BENEFITS

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Interim City Manager Tewes

RECOMMENDED ACTION:

Adopt "Salary Resolution" Resolution 2019-XX, updating the employee compensation plan.

BACKGROUND INFORMATION:

The Salary Resolution provides for Council authorization of the City's compensation and benefits plan.

Unless approved in a separate employment agreement approved by the Council, employees receive a base pay depending on the salary range for their job classification and the "salary step" within the range. An employee may advance within a range up to the "top step" based on performance and experience in the position. The salary resolution authorizes the City Manager to approve an employee's movement within the range. Any "across the board" increases applicable to all employees requires Council approval of an adjustment to the range.

The City benefit package is comprised of paid time off; employer shared costs of health, dental and vision insurance; and a City contribution to a deferred income retirement plan.

In June 2018 the Council adopted a budget that provided funds to pay for a change in the contribution to the differed income retirement plan authorized by Section 457 of the Internal Revenue Code. Previously the City would match an employee's voluntary contribution up to 1% of base salary. The adopted budget provided that each employee would be entitled to a City contribution of 3% of

base salary without a requirement that the employee match the contribution. This salary resolution memorializes that practice implicitly approved in the budget.

Because the City does not have a defined benefit retirement program for employees (such as available with CalPERS), participation in a retirement savings plan helps provide some measure of security for employees and encourages long term employment with the city.

Here is a description of the paid time off policies and insurance policies in the resolution:

Vacation/Personal Leave: 2-4 weeks annually

Sick Leave: 2 weeks annually

11 Holidays

Floating Holidays: 16 hrs. annually

Health Benefits Paid for fulltime (30-40 hour) employees:

Health, dental, vision, and Employee Assistance Program (EAP)

CalPERS 457 Supplemental Investment Plan

RESOLUTION 2019-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AMENDING THE SALARY AND BENEFITS PLAN**

WHEREAS, the Personnel Policies for the City of San Juan Bautista state that the City Manager shall prepare a salary and benefit plan from time to time and as needed; and

WHEREAS, the salary and benefit plan established in 2000 does not reflect the City's current job positions or benefits.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of San Juan Bautista does hereby adopt the current City Manager's Salary and Benefit Plan that lists position classifications and ranges as established by the Classification Plan, and lists benefits provided for each position. The Salary and Benefit Plan is attached hereto.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista on the 21st day of May 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

César E. Flores, Mayor

Laura Cent, City Clerk

Attachment to Salary and Benefits Plan Resolution 2019-XX

<u>Classification</u>	<u>Range</u>
Administrative Services Manager	64,558-78,676
Finance & Administrative Services Clerk	39,390-47,996
Office Assistant	37,492-45,682
PW Maintenance Supervisor	50,440-61,464
PW Maintenance Worker II	45,682-55,666
PW Maintenance Worker I	33,956-41,366
Engineering Technician	40,352-49,192
Associate Planner	59,956-73,060
Assistant Planner	64,558-78,676
Community Development Director	69,524-84,578
Library Tech Lead	18.94-23.07 (hourly)
Library Tech	15.55-18.94 (hourly)
Temp PW Maintenance Worker	15.17-18.48 (hourly)

Regular Full-time Employees receive:

Vacation/Personal Leave: 2-4 weeks annually

Sick Leave: 2 weeks annually with 160 days carryover

11 Holidays and Two Floating Holidays

Health, Dental, and Vision insurance and Employee Assistance Program (EAP)

Voluntary CalPERS 457 Supplemental Investment Plan with 3% City contribution

Regular Part-time Employees working 20+ hours weekly receive:

Vacation/Personal Leave (prorated)

Sick Leave (prorated) (State mandated for all employees)

11 Holidays (prorated)

5/21/2019



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: REGIONAL TRAFFIC IMPACT MITIGATION FEE

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Interim City Manager Tewes

RECOMMENDED ACTION:

Adopt Resolution establishing a Traffic Impact Mitigation Fee (TIMF) consistent with the 2016 Nexus Study conducted for the Council of Governments.

BACKGROUND INFORMATION:

At the meeting of April 16 the Council was informed that as a condition of receiving the City's share of Measure G funds for streets, the City must adopt the TIMF to help pay for regional transportation projects that are impacted by growth. San Juan Bautista is in Zone 1 whose projects are primarily the widening of Highway 156.

COG conducted the required "nexus" study that shows the connection between the trips generated by new development and the need for expanded capacity on the regional transportation network.

The 2016 nexus study also suggested that the fees be adjusted annually by the Construction Cost Index published by the Engineering News Record. The attached resolution sets the fees at the level recommended by the study with adjustments for the change in the CCI since the study was published.

The funds generated by the fees will be dedicated to the regional projects, and will not be available to support local projects to mitigate local impacts. Such local impacts should be mitigated by a separate impact fee based on an analysis of San Juan Bautista's General Plan, the local street network, and projects to increase

the capacity of the network to mitigate the impacts of growth. Such a study will be included in the City Manager's Recommended Budget for FY20. COG will adopt further regulations regarding the administration of the TIMF funds in order to comply with Measure G.

In accordance with the State Law, the new fees will be effective 60 days after adoption of the resolution.

ATTACHMENTS:

Nexus

Resolution

REGIONAL TRANSPORTATION IMPACT MITIGATION FEE NEXUS STUDY

Prepared for the



Final Draft Report

January 2016

Prepared by

Michael Baker
INTERNATIONAL

with Project Subconsultants



Urban
ECONOMICS

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EXECUTIVE SUMMARY

This nexus study report presents the results of an update of the San Benito County Regional Transportation Impact Mitigation Fee (TIMF) program for the construction of transportation improvements intended to meet the needs generated by growth in the county, including the following:

- Arterial and collector road widening and extensions
- Bicycle lanes and pedestrian facilities
- Bridge replacements and widening
- Intersection upgrades

This report fully documents the findings necessary for compliance with the state of California's Mitigation Fee Act (Government Code 66000 et seq.), which prescribes the means by which public agencies may impose development impact fees, in order to adopt the proposed impact fees.

BACKGROUND AND STUDY OBJECTIVES

The Council of San Benito County Governments (Council of Governments) Board of Directors adopted its current TIMF program in 2011, establishing impact fees for regional road improvements intending to serve growth throughout the county.

San Benito County and the City of Hollister currently impose the TIMF in their jurisdictions under authority granted by the California State Constitution and the Mitigation Fee Act, contained in California Government Code Sections 66000 et seq. This report provides the necessary findings required by the act for adoption of the fee schedule presented in this report.

San Benito County is forecast to experience significant growth in both its incorporated cities and unincorporated areas through this study's planning horizon of 2035. This growth will create an increase in demand for transportation improvements. Given the revenue challenges that are common to most cities and counties in California, the County and the City of Hollister have, since 1992, implemented a development impact fee program to ensure that new development funds the share of transportation improvement costs associated with growth. This report uses the most current available growth forecasts, including the recently adopted San Benito County General Plan, the transportation improvements identified in the Council of Governments' Regional Transportation Plan (RTP), and traffic modeling, to ensure that the TIMF program is representative of the transportation facility needs resulting from the new development anticipated to occur in the county.

This report documents the relationship between new development in San Benito County and the related cost of transportation improvements to serve growth in the county. It also provides updated estimates of the cost of the improvements and calculates the updated impact fees by land use that would generate the fee revenues necessary to recover these costs. The improvements that would be required to serve growth assume that new development will provide facilities that ensure the Cities of Hollister and San Juan Bautista and the County can maintain an acceptable level of service on TIMF program roads.

The County and the Cities of Hollister and San Juan Bautista will rely on their authority to levy impact mitigation fees under the police powers granted by the California Constitution, which

provides that cities and counties may make and enforce ordinances which are not in conflict with state law.¹

TRANSPORTATION PROJECTS INCLUDED IN THE TIMF PROGRAM

The following projects will be funded entirely or in part by the TIMF program:

<u>Project No.</u>	<u>Project and Limits</u>
1	State Route (SR) 156 Widening: San Juan Bautista to Union Road
2	SR 156/Fairview Road Intersection Improvements
3	Memorial Drive South Extension: Meridian Street to Santa Ana Road
4	Airline Highway/SR 25 Widening: Sunset Drive to Fairview Road
5	Westside Boulevard Extension: Nash Road to Southside Road/San Benito Street Intersection
6	North Street (Buena Vista), between College Street and San Benito Street
7	Fairview Road Widening: McCloskey to SR 25
8	Union Road Widening (East): San Benito Street to SR 25
9	Union Road Widening (West): San Benito Street to SR 156
10	Meridian Street Extension to Fairview Road: 185 feet east of Clearview to Fairview
11	SR 25 Four-Lane Widening: Phases I and II (San Felipe Road to Santa Clara County Line)*
12	Memorial Drive North Extension: Santa Ana Road to Flynn Road/Shelton Road Intersection*
13	Flynn Road Extension: San Felipe Road to Memorial Drive north extension*
14	Pacific Way Extension (new road east-west collector): San Felipe Road to Memorial Drive*

*Project added to the 2010 TIMF project list. Project 11 was considered in the 2010 study, but the interim operational enhancements to SR 25 (formerly TIMF Project 3) were included instead; the operational enhancements have, therefore, been deleted from this study.

Project locations are shown on **Exhibit 1**. See **Table 3.1** in Section 3 of this report for the project cost estimates.

¹ The City of San Juan Bautista has not been a participant in the TIMF program in the past. The City has indicated its interest in participating with this update.

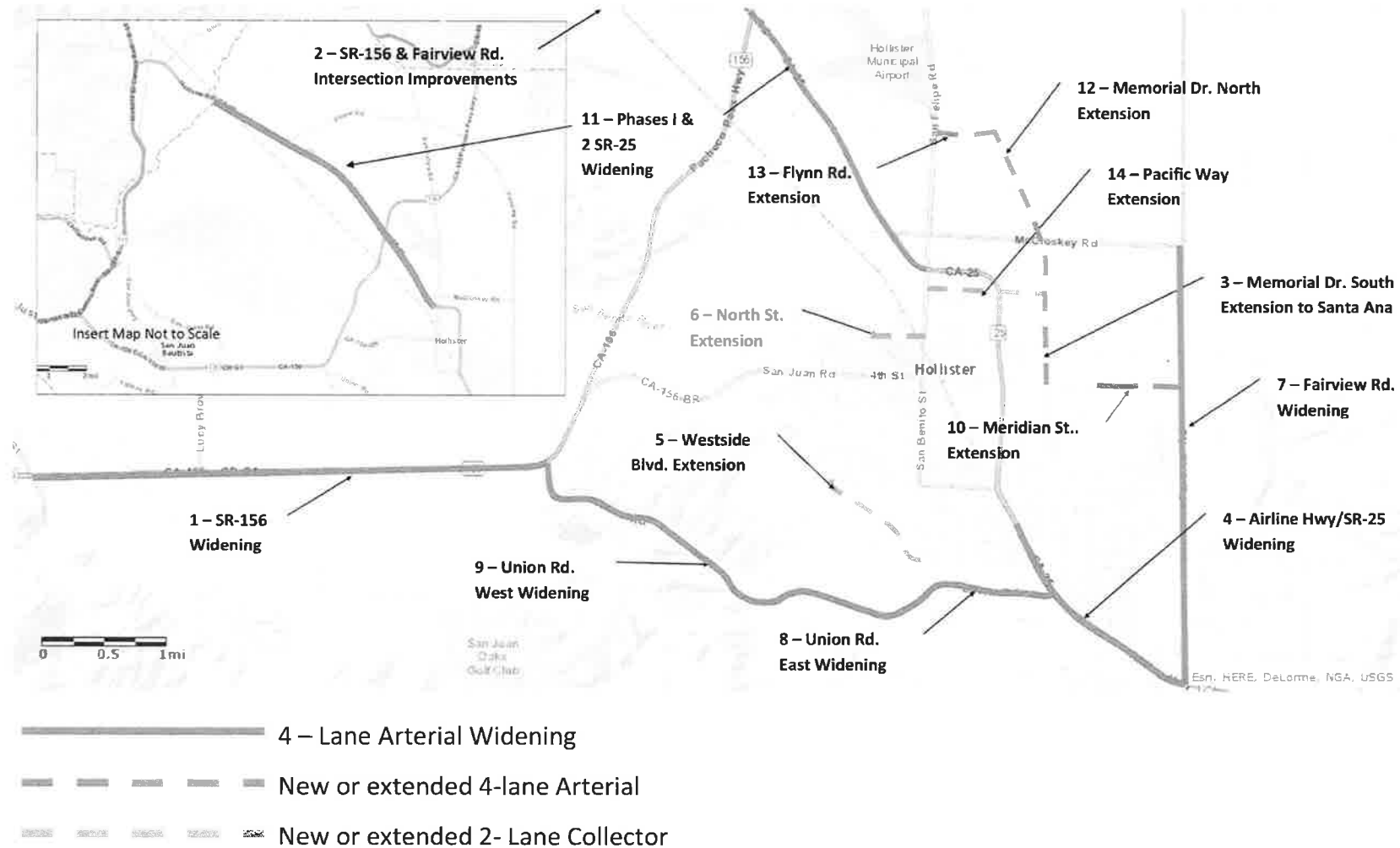


Exhibit 1 – TIMF Road Improvements

In addition to the above projects, 18 intersection upgrades, including signalization and turning lanes, are identified in this study (see Appendix A for intersection cost estimates):

Intersection Number	Location
1	McCloskey Road & Fairview Road
2	Memorial Drive & Hillcrest Road
3	Fairview Road & Fallon Road
4	Fairview Road & Airline Highway/SR 25
5	Fairview Road & Hillcrest Road
6	Union Road & Fairview Road
7	Enterprise Road & Airline Highway/SR 25
8	South Street & Westside Boulevard
9	Rancho Drive & East Nash Road (Tres Pinos Road) Roundabout
10	Fourth Street (San Juan Road) & West Street or Monterey Street
11	Flynn Road & San Felipe Road (Project 13)
12	Meridian Street & Fairview Road Meridian Street Extension (Projects 7 & 10)
13	Memorial Drive & Santa Ana Road Memorial Drive South Extension (Project 3)
14	Memorial Drive & Meridian Street Memorial Drive South Extension (Project 3)
15	Westside Boulevard & Nash Road Westside Boulevard Extension (Project 5)
16	Westside Boulevard & San Benito Street Westside Boulevard Extension (Project 5)
17	SR 156 & Buena Vista Road
18	Gateway Drive & San Felipe Road

NONMOTORIZED IMPROVEMENTS

In addition to the roadways and intersection improvements listed above, it is proposed that a portion of the funding needed to construct countywide bicycle and pedestrian improvements also be included in the TIMF program. Nonmotorized improvements are an essential component of the County General Plan Circulation Element and the Council of Governments' Regional Transportation Plan. Funding of improvements that may reduce the impact of new development on the region's roads is a valid mitigation measure and an eligible use of impact fee revenues. The nonmotorized improvements included in this study were identified in the San Benito Bicycle and Pedestrian Master Plan (Master Plan) completed in May 2009 for the Council of Governments by ALTA Planning & Design. The Master Plan improvements are located throughout the county in both unincorporated and unincorporated areas.

Nonmotorized improvements were not part of the 2010 TIMF program.

Four major projects in the Master Plan are not included in the TIMF: San Benito River Trail, San Benito River Bike and Pedestrian Bridge, Union Pacific Rail Trail, and San Juan Bautista Historical Park. These four projects are recreational in purpose and would not reduce motorized vehicle traffic on the TIMF roadways. Also, there is a small amount of overlap between the TIMF roadway projects and the Master Plan. The cost estimates for all TIMF roadways include Class II bicycle lanes (separately striped 6-foot lane with 3-foot buffer). Wherever the Master Plan indicates bicycle lanes or Class III routes on TIMF roadways, the cost for these lanes and routes was backed out of the total.

Table 1 summarizes the total estimated cost of all proposed transportation improvements and the share of the cost to be funded by the TIMF program. The difference between these two costs (shown in "Other Funding") is discussed in the section below.

The TIMF share is the cost to meet the demand attributed to growth in San Benito County.

The total estimated cost of the improvements included in the 2010 TIMF Study and the TIMF share were \$159,030,500 and \$93,006,889, respectively. The added program cost includes the added Projects 11, 12, 13, and 14 listed above, bridge replacement/widening not included in the 2010 estimate, the bicycle and pedestrian facilities, and general increases due to inflation.

Table 1: Summary of TIMF Improvement Costs

Improvements Category	Total Estimated Cost	TIMF Share	Other Funding
1. Road segment improvements	\$401,658,797	\$190,008,000	\$211,650,797
2. Intersections (signals and turning lanes)	\$15,274,660	\$15,274,660	\$0.00
3. Bike lanes on TIMF road segments (not included in #4 below)	<u>\$46,703,043</u>	<u>\$42,549,814</u>	<u>\$4,153,229</u>
Current TIMF Balances		(\$10,700,000)	\$10,700,000
Subtotal	\$463,636,500	\$237,132,474	\$229,504,026
4. Bicycle and Pedestrian Master Plan (Bicycle paths, lanes, routes, and multiuse trails—does not include bike lanes in #3 above) ¹	<u>\$33,067,561</u>	<u>\$1,912,324</u>	<u>\$31,155,237</u>
Total, all improvement costs	\$496,704,061	\$239,044,798	\$257,659,263

¹ The TIMF share of bicycle and pedestrian improvements is 40 percent of the cost of the Master Plan less the recreational trails. The percentage is based on the ratio of trip growth from new development to total trips in 2035.

OTHER FUNDING

The TIMF share indicated in **Table 1** is the amount that new development in the county is allocated based on the impact to TIMF roadways. The amount shown in the table for "Other Funding" is the impact due to the following factors:

- The cost deducted for externally generated traffic, which are trips that both begin and end outside of the county; approximately \$48.1 million is identified for this share. The impact of these trips cannot be recovered (this applies to Projects 1, 2, 4, 8, 9 and 11).
- The local share of the cost of SR 156 (Project 1), approximately \$34.3 million, which is the amount above the \$9.6 million TIMF share cap that was designated in the 2010 Regional Transportation Improvement Plan.
- The cost deducted for improvements to correct existing deficiencies (current levels of service on given road segments that are below standard) caused by current traffic, approximately \$133.3 million (this applies to the SR 25 Widening Project 11).

- About 85 percent of the cost of the Bicycle and Pedestrian Master Plan improvements, which are the recreation trails discussed above.
- About 60 percent of the remainder of the cost of the Master Plan improvements (after deducting the recreational improvements), which would benefit existing development.

The other funding must come from sources other than the impact mitigation fee revenues. The Mitigation Fee Act requires that other funding sources necessary for the completion of projects shall be identified at the time of the required five-year annual impact fee report (Government Code Section 66006). This code section also requires that the program administrator designate the approximate dates on which the funding necessary to complete financing of these improvements will be deposited into the appropriate fund account. Potential sources of funding to complete projects are:

- Sales tax measure revenue
- State and federal funding
- City and county general funds

METHODOLOGY OF THE STUDY

The impact fees calculated in this study are based on maintaining the specified roadway level of service (LOS) standards of the Cities of Hollister and San Juan Bautista, the County of San Benito, and the California Department of Transportation (Caltrans). The Cities and San Benito County have established a standard of LOS C. Caltrans also strives to maintain LOS C on state highway projects.

This study is an update of the previous TIMF report prepared in 2010–2011. Much of the prior study's methodology was used in this study. Also, most of the transportation system improvement projects included in this study were included in the prior study, with some new ones as discussed above. All currently existing facilities included in this study either (a) met the County's and the Cities' roadway LOS standards at the time they were originally added to the TIMF program (no deficiency), or (b) have an identified existing deficiency share of costs that will not be funded with impact fee revenue. Impact fees are calculated to help fund the cost of facilities required to accommodate growth. The Mitigation Fee Act requires that any agency adopting impact fees establish a reasonable nexus between the projected amount of new development, the public improvements (in this case transportation improvements) needed to serve that development, and the amount of the fees. The six steps followed in this TIMF update study and described in detail in the following chapters are:

1. Prepare projections of travel demand.
2. Identify facility standards.
3. Identify candidate transportation improvement projects.
4. Determine new development's fair share cost.
5. Calculate the TIMF by allocating new development's cost share per unit of development.
6. Identify alternative funding, if available.

The TIMF update study relies on the accepted LOS standards to establish a nexus between projected new development in the county and the need for improvements to roadways of regional importance. This report also relies on the results of a select link analysis, which identifies

where the traffic that will be using each roadway improvement is coming from and where it is going.

The most recent Association of Monterey Bay Area Governments (AMBAG) traffic model was used in this study for the LOS and select link analysis. The AMBAG model was adjusted to conform to the San Benito County adopted General Plan growth forecast. The growth increment in each of the traffic model's traffic analysis zones (TAZs) was increased proportionately so that the sum of all TAZs would match the 2035 household and employment forecasts in the adopted General Plan.

FEE ZONES

The 2010 TIMF Study introduced fee zones into the program. The use of fee zones is appropriate when it is apparent that different areas of the county would generate significantly differing impacts on the roadways and therefore should have fees that correspond with the impact. As in the 2010 TIMF Study, this update study examines the travel demand in three zones, although the zones have been modified. Zone 1 from the 2010 TIMF Study was expanded to include San Juan Bautista and its surrounding area; this surrounding area was removed from Zone 2.

As in the 2010 TIMF Study, the zones have been drawn to conform to the TAZ boundaries to facilitate the modeling analysis.

- **Zone 1:** the northwest corner of the county, generally surrounding Highway 101 and San Juan Bautista
- **Zone 2:** the urbanizing area of the county, including Hollister and its sphere of influence
- **Zone 3:** the area to the southeast of the urbanizing area

The fee zones are shown in **Exhibits 2 and 3**.

TIMF STUDY PROCESS

This study is the result of the efforts of staff from the Council of Governments, the Cities of Hollister and San Juan Bautista, San Benito County, Caltrans, Michael Baker International, Stantec, and Urban Economics. Throughout the study, the working group met monthly to review the study's progress and give direction to the consultant team.



Exhibit 2 – TIMF Zones

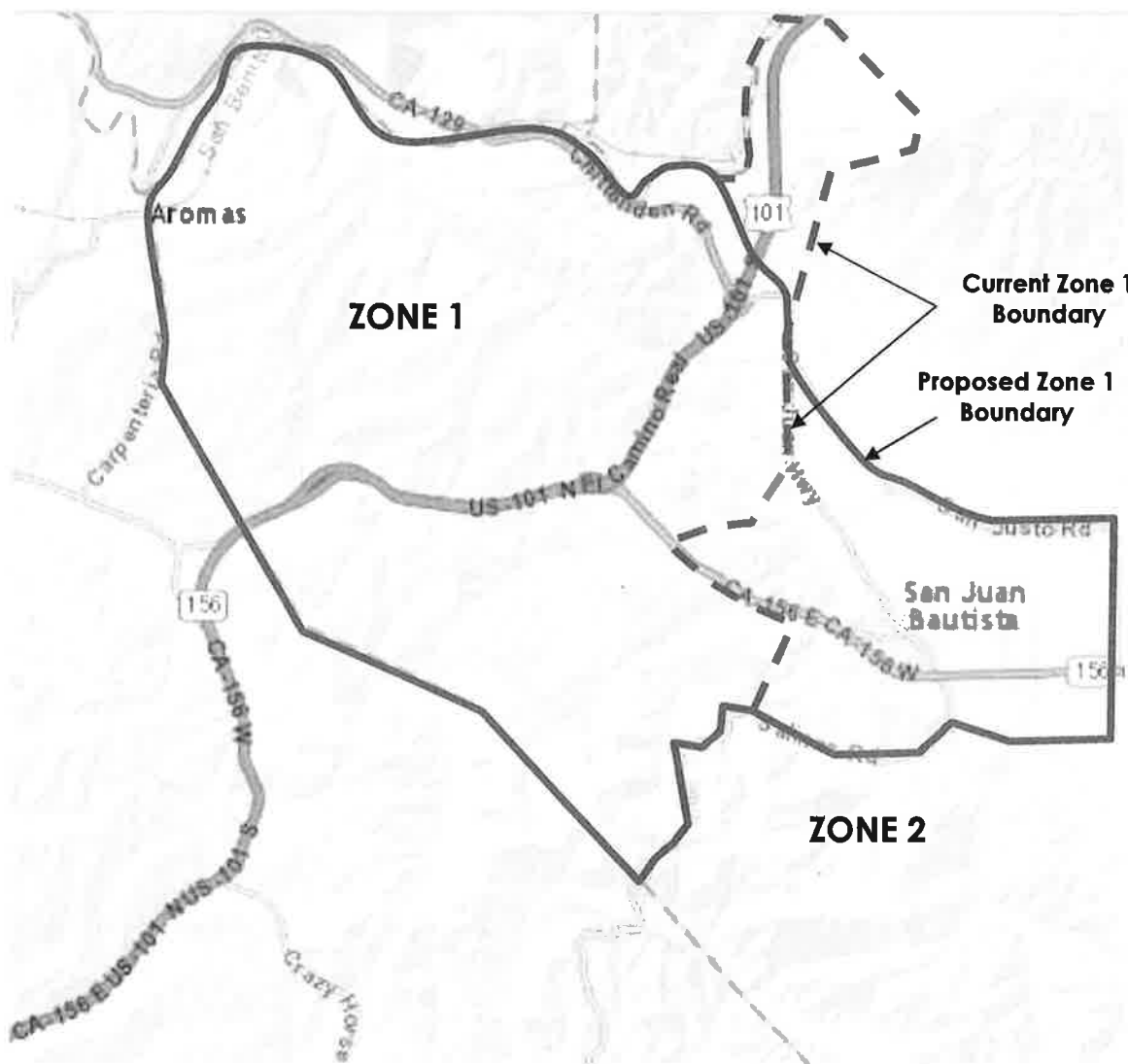


Exhibit 3 – Revised TIMF Zones 1 and 2

POPULATION, HOUSING, AND EMPLOYMENT PROJECTIONS

The county's overall population, number of housing units, and employment projections to the year 2035 are summarized in **Table 2**.

Table 2: Current and Projected Countywide Population, Housing and Employment

	2015	2035	Net Growth 2015–2035	Average Annual Projected Growth Rate
Population ¹	58,344	94,731	36,387	2.45%
Housing Units ²	17,176	31,401	14,225	3.06%
Employment ³	17,357	25,407	8,050	1.92%

¹ California Department of Finance (Jan. 1, 2015, estimate, Table E-1), population projection from the adopted San Benito County General Plan.

² California Department of Finance (Jan. 1, 2015, estimate, Table E-5), current occupied housing units.

³ Current employment estimates from final AMBAG adopted 2014 forecast; employment growth projection from adopted San Benito County General Plan.

The cost of the transportation improvements attributed to growth is distributed among the three fee zones in proportion to the number of peak-hour trips that each zone contributes to the overall trips on the program roadways. The fee schedule for each zone is determined by dividing the cost of the improvements allocated to the zone by the trips generated in the zone. **Table 3** shows the current and forecast households and employment in each zone corresponding to the adopted County General Plan.

Table 3: Current and Projected Population, Housing and Employment

	2015	2035	Growth
<u>Population</u>			
Zone 1	5,021	8,044	3,023
Zone 2	52,580	85,943	33,363
Zone 3	744	744	0
Total	58,345	94,731	36,386
<u>Households</u>			
Zone 1	1,731	3,201	1,470
Zone 2	15,226	27,981	12,755
Zone 3	219	219	0
Total	17,176	31,401	14,225
<u>Employment</u>			
Zone 1	1,600	2,298	698
Zone 2	15,582	22,911	7,329
Zone 3	175	198	23
Total	17,357	25,407	8,050

The zero housing growth shown for Zone 3 doesn't necessarily mean there will be no homes constructed in this area in the next 20 years, but that residential growth will be negligible

compared to the urbanized area of the county and in terms of the impact on the TIMF project roadways. Note that there is some growth in employment expected to occur in Zone 3, which translates to a small increase in nonresidential development, probably less than 5,000 square feet.

The increase in peak-period vehicle trips generated by the projected growth over the study period for each fee zone is shown on **Table 2.5** in Section 2 of this report.

COMMERCIAL TRIP SHIFT

The 2010 TIMF Study introduced a procedure to reduce the fee on commercial and retail development by shifting a percentage of the cost of each trip (the cost in terms of demand on TIMF roadways) from commercial and retail to residential development. The justification for the fee reduction is that commercial and retail trips are, in part, generated by demand from the local population. The commercial cost shift to residential is explained further in Section 2.

PROPOSED FEE SCHEDULE

Table 4 presents the proposed TIMF for the three fee zones. The current fees charged in the City of Hollister and the County of San Benito are shown for comparison in **Table 5**. The City has increased the fees 10.9% since 2011 by applying the Engineering News Record Construction Cost Index in June 2015. The County has not adjusted the fees for inflation since they were adopted in 2011.

OTHER POTENTIAL MITIGATION PROGRAMS

This study does not address the full impact of every possible development project in San Benito County. Any given project due to its size, density, intensity of activity, and location may impose additional burdens on the county's or the cities' roads. Based on the findings of a project-specific impact analysis, an applicant for such a development project may be required to construct other improvements, develop or participate in other fee, assessment, and/or special tax programs, or otherwise provide or fund mitigation(s) for those additional impacts. These additional mitigations are independent of the fees set forth in this study and designed to address different project-specific impacts. Consequently, payment of the fees set forth in this study may not reduce or eliminate these additional mitigations; conversely, fulfillment of these additional mitigations may not reduce or eliminate the fees set forth herein.

AUTHORITY TO IMPOSE OTHER MITIGATION MEASURES

Impact Fees and Other Development Project Mitigation and Funding Measures

The adoption of an impact fee program does not preclude the ability of San Benito County or of the Cities of Hollister and San Juan Bautista to levy other additional fees, taxes, or special assessments or to impose project-specific mitigation measures or exactions, including those measures found to be necessary to mitigate ongoing fiscal impacts or impacts to public facilities, if the project-specific mitigation measures provide and/or fund facility improvements or ongoing public services that are not or will not be funded by the TIMF program.

Fee Updates

This impact fee study and the recommended fees assume a given level of development activity over the study period. The development that actually occurs will result in different impacts and fee revenues from those projected in this study. For that reason, regular updates are recommended to adjust the growth impact fees to match the needs created by the rate of actual development.

Table 4: Proposed Transportation Impact Mitigation Fee Schedule

	Cost per Trip, Road Improvements and Intersections	Cost per Trip, Bike Lanes	Cost per Trip, Bicycle and Pedestrian Master Plan	Sub-Total Cost per Trip	Trip Demand Factor	Subtotal	2% Admin. Fee	Proposed Fee
Zone 1								
<i>Residential, Fee per unit</i>								
Single Family	\$1,097.58	\$805.81	\$88.28	\$1,991.67	1.11	\$2,210.75	\$44.21	\$2,254.96
Multi-Family	\$1,097.60	\$805.81	\$88.28	\$1,991.69	0.69	\$1,374.27	\$27.49	\$1,401.75
<i>Nonresidential, fee per 1,000 sq. ft.</i>								
Office	\$1,060.18	\$805.81	\$88.28	\$1,954.27	1.82	\$3,556.77	\$71.14	\$3,627.90
Commercial/Retail	\$518.43	\$805.81	\$88.28	\$1,412.52	1.52	\$2,147.03	\$42.94	\$2,189.97
Industrial/Other	\$1,060.18	\$805.81	\$88.28	\$1,954.27	0.24	\$469.02	\$9.38	\$478.40
Zone 2								
<i>Residential, Fee per unit</i>								
Single Family	\$10,025.39	\$2,089.84	\$88.28	\$12,203.51	1.11	\$13,545.90	\$270.92	\$13,816.81
Multi-Family	\$10,025.39	\$2,089.84	\$88.28	\$12,203.51	0.69	\$8,420.42	\$168.41	\$8,588.83
<i>Nonresidential, fee per 1,000 sq. ft.</i>								
Office	\$9,837.54	\$2,089.84	\$88.28	\$12,015.66	1.82	\$21,868.50	\$437.37	\$22,305.87
Commercial/Retail	\$4,810.55	\$2,089.84	\$88.28	\$6,988.68	1.52	\$10,622.79	\$212.46	\$10,835.24
Industrial/Other	\$9,837.54	\$2,089.84	\$88.28	\$12,015.66	0.24	\$2,883.76	\$57.68	\$2,941.43
Zone 3								
<i>Residential, Fee per unit</i>								
Single Family	\$1,916.66	\$438.08	\$88.28	\$2,443.02	1.11	\$2,711.76	\$54.24	\$2,765.99
Multi-Family	\$1,916.66	\$438.08	\$88.28	\$2,443.02	0.69	\$1,685.69	\$33.71	\$1,719.40
<i>Nonresidential, fee per 1,000 sq. ft.</i>								
Office	\$1,916.66	\$438.08	\$88.28	\$2,443.02	1.82	\$4,446.30	\$88.93	\$4,535.23
Commercial/Retail*	\$958.33	\$438.08	\$88.28	\$1,484.69	1.52	\$2,256.73	\$45.13	\$2,301.87
Industrial/Other	\$1,916.66	\$438.08	\$88.28	\$2,443.02	0.24	\$586.33	\$11.73	\$598.05

The calculations for the costs per trip are shown in Appendix C.

*Since there is no commercial/retail cost shift to residential in Zone 3 (no residential development is projected in Zone 3), the commercial/retail cost per trip is reduced by 50 percent to put it on a similar basis with the commercial/retail in the other zones. This is a very small loss of revenue that depends on the actual amount of commercial/retail development, but will probably be less than \$10,000.

SECTION 1 INTRODUCTION

This impact fee nexus report presents an overview of the analysis process for updating the Council of San Benito County Governments' (Council of Governments) Transportation Impact Mitigation Fee (TIMF). The report is intended to explain the methods used to determine the need for and cost of public transportation improvements to accommodate new development in the county's incorporated and unincorporated areas. This introduction provides the general background and purpose of impact fees and explains how the updated fees are established for the Council of Governments. The following topics are included in this section:

- Public Facilities Financing in California
- Authority to Impose Impact Fees
- Mitigation Fee Act and Required Findings
- Transportation Standards, Levels of Service, and Deficiencies

BACKGROUND

The Council of Governments adopted the current TIMF program in 2011. This study is undertaken to update the program through the following:

- A modified Association of Monterey Bay Area Governments (AMBAG) Travel Demand Model (Traffic Model) was utilized to determine the level of service (LOS) for roadways in the region based on anticipated growth and general plan land use.
- Roadways not meeting accepted LOS standards were identified and improvements to roadways and intersections were developed to mitigate these deficiencies.
- The road improvement projects included in the current TIMF program were reviewed to determine continued need for the projects based on current and future traffic demand.
- Project cost estimates were prepared for new projects or updated for the current program projects to reflect the general increase in construction costs over the last 10 years.
- The anticipated growth in the amount, location, and nature of land development has changed substantially since the original adoption of the traffic fee.

PUBLIC FACILITIES FINANCING IN CALIFORNIA

The changing fiscal landscape in California during the past three decades has steadily undercut the financial capacity of local governments to fund infrastructure needed for growth. Three dominant trends stand out:

- The passage of a string of tax limitation measures, starting with Proposition 13 in 1978 and continuing through Proposition 218 in 1996.
- Declining popular support for bond measures to finance infrastructure for the next generation of residents and businesses, and related public support for the development community to mitigate impacts of their development projects on community infrastructure.
- Steep reductions in federal and state assistance.

Faced with these trends, many cities and counties have shifted the burden of funding infrastructure expansion from existing rate- and taxpayers to new development. This funding shift has been partly accomplished by the imposition of development impact fees, also known as public facility, capital facility, or mitigation fees. A majority vote of the jurisdiction's city council and/or board of supervisors is required for adoption of new fees or fee increases.

In most local agencies that have implemented impact fee programs, new development pays close to the full cost required to maintain the existing level of service standards as growth occurs. When local agencies do not collect the full amount, the effect is often a decline in facility standards, though some communities are able to increase other revenue sources such as grants and utility rates to compensate. In another typical situation, a city or county general plan may state that, as a policy, a specified level of service is to be maintained for a particular facility. However, the case may be that the current level of service for that facility is less than the stated general plan policy. In that case, the local agency will have, in effect, a "deficiency" that cannot be remedied exclusively through development impact fees. It is a fundamental principle of impact fee analyses that any deficiencies be remedied using funds other than impact fee revenues.

AUTHORITY TO IMPOSE IMPACT FEES

The authority for the County of San Benito and the Cities of Hollister and San Juan Bautista to impose fees for mitigation of impacts to public facilities generated by land development is rooted in their fundamental police powers under Article XI, Section 7, of the California Constitution, which provides that cities and counties may make and enforce ordinances that are not in conflict with state law. The Cities and the County, under their broad authority to protect the public health and safety, may regulate land development, which includes the right to impose conditions on development which may require direct provision of public improvements, land dedications, and in-lieu fees. California's Mitigation Fee Act, discussed below, established the procedures and findings necessary to impose generally applicable development impact fees.

MITIGATION FEE ACT AND REQUIRED FINDINGS

As a result of the growing use of impact fees after passage of Proposition 13 and concern over inconsistencies in their application, the state legislature passed the Mitigation Fee Act, starting with Assembly Bill 1600 in 1988. The act, contained in California Government Code Section 66000 et seq., establishes ground rules for the imposition and ongoing administration of impact fee programs. The act became law in April 1989 and requires local governments to document the following when adopting an impact fee. Together, these items constitute a "nexus study" when documented and presented in a report to the city council or board of supervisors.

- Identify the purpose of the fee.
- Identify the use of fee revenues.
- Determine a reasonable relationship between the fee's use and the type of development paying the fee.
- Determine a reasonable relationship between the need for the fee and the type of development paying the fee.
- Determine a reasonable relationship between the amount of the fee and the cost of the facility attributable to development paying the fee.

The impact fee nexus study conducted for the Council of Government's Regional TIMF and this report comply with California Government Code Section 66000 et seq. by providing the required documentation for the above findings and the determinations that establish the basis for the recommended fees. It is important to note that the Cities and the County are not required to establish the fee levels documented in the nexus study and may choose to adopt a lower (but not a higher) fee.

Another fundamental premise of impact fees is that the fees cannot total more than the actual cost of the public facility needed to serve the development paying the fee, including costs associated with administering the fee program. Also, fee revenues can only be used for their intended purposes. In addition, the act has specific accounting and reporting requirements both annually and after every five-year period for the use of fee revenues. These requirements are documented in Section 4 of this report.

Impact fee revenues may not be used for staffing, operations, and maintenance of either existing or new facilities. The cost of the public facilities analyzed does not consider the operational costs of any of these facilities, which, over their life cycle, will be quite substantial.

TRANSPORTATION STANDARDS, LEVEL OF SERVICE, AND DEFICIENCIES

Throughout this report, the words "standard" and "level of service" are used (at times interchangeably) to describe the level of investment in transportation improvements needed to serve the community. A standard is defined as the adopted policy, or benchmark, that the Cities or the County would like to achieve for any particular facility.

New development alone cannot be asked to improve the level of service provided by those facilities that serve both new and existing development. State law limits impact fees to the cost of maintaining services for new development at the same level as existing development.

Traffic Level of Service – To determine the applicable level of service standard for the traffic impact fees, the existing roadways listed in the 2010 TIMF Study and additional road segments identified in the 2014 Regional Transportation Plan were analyzed to establish the current and forecast level of service in terms of volume to capacity ratio (V/C). San Benito County and Hollister have established a LOS C standard. California Department of Transportation (Caltrans) has an objective of achieving a level of service at the transition between LOS C and LOS D. The analysis identifies two categories of roadways relative to level of service:

- Roadways that are currently acceptable (those that operate at or above LOS C) and will fall below the acceptable LOS with new development (by 2035);
- Roadways that currently operate below LOS C and will fall farther below the acceptable LOS with new development.

Use of the existing level of service in the nexus study does not establish these levels as a City or County policy, which may only occur through the general plan process. Indeed, many jurisdictions consider their existing levels of service to be deficient compared to the policies stated in their general plans.

SECTION 2 LAND USE GROWTH AND TRAFFIC PROJECTIONS

INTRODUCTION

The need to expand the region's transportation network is largely driven by increased residential construction and commercial activity. Therefore, it is necessary to estimate current population and employment levels, which in turn are used to estimate residential and nonresidential construction, respectively, through the use of occupancy rates and employment density factors.

Table 2.1 presents the current 2015 estimates and projections for 2035 by the fee zones used in this study. The region's current residential population is taken from the California Department of Finance County/City estimate dated January 2015. Current employment (jobs within the region as opposed to employed residents who live in the region but may work elsewhere) is based on the AMBAG Traffic Model. The estimates of future employment and housing were derived from the adopted 2035 County General Plan. The General Plan Revised Draft EIR documents¹ provide the 2035 projection for total countywide population and households in the unincorporated area (20,269). The estimate for 2035 employment growth is the mid-point of the General Plan's estimate of between 7,500 and 8,600 new jobs countywide.²

Table 2.1: Population, Housing and Employment Growth by Zone

	2015	2035	Growth
<u>Population</u>			
Zone 1	5,021	8,044	3,023
Zone 2	52,580	85,943	33,363
Zone 3	744	744	0
Total	58,345	94,731	36,386
<u>Households</u>			
Zone 1	1,731	3,201	1,470
Zone 2	15,226	27,981	12,755
Zone 3	219	219	0
Total	17,176	31,401	14,225
<u>Employment</u>			
Zone 1	1,600	2,298	698
Zone 2	15,582	22,911	7,329
Zone 3	175	198	23
Total	17,357	25,407	8,050

OCCUPANCY AND EMPLOYMENT DENSITY RATES

Occupancy rates measure the number of persons in a typical dwelling unit. The employment density rates measure the average number of employees that occupy a unit of floor area. In this study, the unit of floor area is 1,000 square feet. The use of occupancy and employment density rates ensures a reasonable relationship between the increase in service population and amount of the fee. For residential development, it is commonly considered that single-family units impose

¹ The 2035 estimates for countywide population and unincorporated households may be found in "Revised DEIR Population and Housing Analysis" and the "Introduction to Environmental Analysis," respectively.

² Please see "Revised DEIR Population and Housing Analysis."

a greater impact on public facilities than multi-family units, especially if census data is available that documents a higher rate of persons per household in single-family homes.

The various types of residential and nonresidential development all have different household occupancy and employment density rates; therefore, they generate different numbers of trips per unit of development. Developers typically pay the fee based on the number of housing units or building square feet in their project, so the fee analysis must convert service population estimates to these measures of project size to derive a fee per unit of development. This conversion is done with factors, shown in **Table 2.2**, given for each land use category. This table shows only the four major categories of residential and nonresidential types; under these major categories there many subcategories which are not listed.

Table 2.2: Household Occupancy and Employment Density Rates

Land Use	Occupancy/Density Rate, estimated		Employees per 1,000 sq. ft.
Residential			
Single Family	3.60	persons per dwelling unit	~
Multi-family	2.60	persons per dwelling unit	~
Mobile Home	2.20	persons per dwelling unit	
Nonresidential			
Office	430	building square feet per worker	2.33
Retail/Commercial	340	building square feet per worker	2.94
Industrial/Construction	1,330	building square feet per worker	0.75
Other	Not Applicable		

USE OF CURRENT AND FUTURE ESTIMATES

Estimates of future growth are used to provide an estimate of the new roadways required to accommodate growth over the study period.

The increase in vehicle trips is the basic measure of the extent to which new development impacts transportation facilities. Hourly or daily trip volumes define the need for improvements to selected road segments or intersections. A travel demand model is used to identify trip volumes from existing and projected land uses that will travel on the existing and proposed road segments of the overall transportation system.

A number of factors are related to the calculation of traffic impact fees. These include peak versus average daily traffic volumes, trip diversion, trip substitution, trip length, vehicle miles traveled, and the sources of trip generation data. Most land uses generate traffic throughout the day, but traffic generated during peak hours is especially critical to determining the demand for additional roadway or intersection capacity. It is during the peak periods when adjacent roads are least able to accommodate additional trips created by new development. With the exception of safety improvements, new trips generated during off-peak hours when capacity is ample will have little impact and will create no need for additional capital improvements.

This study uses PM peak hour trip level of service (LOS) output from the AMBAG Traffic Model to identify improvements and allocate costs by land use category. The share of roadway

improvement costs allocated to each unit of new development is based on the relative amount of new trips generated by that development.

As new development generates increased vehicle trips on the county's transportation network, additional system capacity will be needed in the form of the improvements described in this report. Allocation of cost by land use incorporates rates of trip generation, relative shares of pass-by and diverted trips, and relative trip length, by major land use category. Trip generation rates are applied to development projections to allocate improvement costs by land use type. The trip generation rates used for this analysis are based on the trip rates for major land use categories provided by the Institute of Transportation Engineers.

The following two adjustments are made to vehicle trip generation rates to better estimate travel demand by type of land use:

- Net "new" trips are calculated for each land use category. Net new trips are determined by taking the trip ends determined by the Traffic Model and applying a factor that accounts for the percentage of primary trips to the land use as opposed to those that stop as they are passing by ("pass-by" trips) a use on the way to a final destination. Because the vast majority of trips that end at the home are primary trips, all residential uses are given a primary trip factor of 1.00. Pass-by trips are deducted from the trip generation rate.
- Trip generation rates are weighted by the relative length of trips for a specific land use category compared to the average length of all trips. Each land use is associated with an average trip length, or the distance from the trip generator, typically the home and the given land use type that is a final destination. These trip length factors have been adjusted to mirror the rates used in the traffic model, in order to reflect localized conditions. For this study, trip lengths for each trip purpose were calculated for the travel model TAZ within San Benito County only, rather than using averages applicable on a countywide basis.

LAND USE CATEGORIES

Measuring the impact of growth requires an identification of land use categories for summarizing the many different types of new development. The general land use categories used in this analysis are defined below.

- **Single-family:** Detached one-family dwelling units.
- **Multi-family:** Attached dwelling units such as condominiums, duplexes, and apartments.
- **Commercial:** Includes but is not limited to service commercial, retail, retail-warehouse, educational, and hotel/motel development.
- **Office:** All general, professional, and medical office development.
- **Industrial:** All manufacturing, fabrication, food processing, warehousing, truck yards, terminals, and distribution centers. This category may also encompass business parks, and research and development space.
- **Other:** Undifferentiated land uses such as public uses, schools, recreational, and agricultural. A trip per employee factor is used for "Other" since floor area may not be an appropriate unit for charging the fee.

Trip generation rates and the other travel demand factors used in this study vary by land use category. To estimate the total demand for new traffic facilities across all land use types, a

dwelling unit equivalent (DUE) factor is calculated that sets the demand from a single-family dwelling unit at 1.00 DUE. DUE factors for all other land uses are calculated relative to the demand of a single-family unit by dividing the average vehicle miles traveled for each land use by the vehicle miles traveled by a single-family unit. **Table 2.3** shows trip generation rates, adjustments, and a final trip demand factor by the major land use categories used in this study. The trip demand factors incorporate the afternoon peak-period trip generation rates, relative shares of pass-by and diverted trips, and relative trip length by land use. Note that trip demand factor data from the San Diego Association of Governments (SANDAG) is used because it identifies pass-by and diverted trip factors, as well as average trip length. This demand factor data is not specifically available for San Benito County at this time. The SANDAG data is cited in traffic fee studies throughout California.

2035 POPULATION AND EMPLOYMENT

The planning horizon for this study is 2035. The 2035 land use data in the AMBAG Traffic Model was adjusted for the growth projections contained in the adopted 2035 County of San Benito General Plan update (2035 General Plan) to estimate new development's demand for transportation improvements. The increment of growth projected to occur between 2015 and 2035 is calculated as the difference between the 2015 (existing) land use and the General Plan's Growth Scenario 2 as described in the Revised Draft EIR for the 2035 General Plan.

San Benito Council of Governments specifically requested the use of the AMBAG model that was updated as part of the County's previous General Plan update. For this study, the model was modified to represent the latest projection of future land uses and travel demand in the 2035 General Plan.

The demographic assumptions are shown for the county as a whole and for each of the three fee zones as identified in Exhibits 2 and 3. Fees are calculated independently for each zone, based on the trip demand generated by each zone for each specific improvement project. Zones 1 and 3 are projected to have significantly less trip demand relative to Zone 2. Consequently, fees in Zones 1 and 3 will be lower than those for Zone 2. **Table 2.4** shows the detailed assumptions used in this study for housing, population, employment, and nonresidential floor area for each zone for 2015 and 2035.

Note that this study does not require that all projected growth will have occurred within the study's 2035 planning horizon. Whether this amount of new development occurs prior to 2035 or sometime after 2035, the need for transportation improvements included in the TIMF Program and the impact fee revenues that flow with new development are mutually supportive. No funding threshold or transportation improvement is tied to any particular calendar year.

Table 2.3: Trip Rates and Adjustment Factors

	Primary Trips ¹	Diverted Trips ¹	Total Excluding Pass-by ¹	Average Trip Length ²	Adjustment Factor ³	ITE Category	Average PM Trips ⁴	Trip Demand Factor ⁵
<u>Residential</u>	A	B	C = A + B	D	E = C x D		F	G = E x F
Single Family	86%	11%	97%	7.9	1.11	Single Family Housing (210)	1.00	1.11
Multi-family	86%	11%	97%	7.9	1.11	Apartment (220)	0.62	0.69
<u>Nonresidential</u>								
Commercial	47%	31%	78%	3.6	0.41	Shopping Center (820)	3.71	1.52
Office	77%	19%	96%	8.8	1.22	General Office Building (710)	1.49	1.82
Industrial	79%	19%	98%	9	1.28	General Heavy Industrial (120)	0.19	0.24
Other	100%	0%	100%	8.8	1.28	1 trip per employee	1.00	1.28

¹ The percentage of total trips is given. Primary trips are trips with no midway stops, or "links." Diverted trips are linked trips whose distance adds at least 1 mile to the primary trip. Pass-by trips are links that do not add more than 1 mile to the total trip.

² Average trip length in miles. Residential rate is based on "Total personal travel," Commercial is based on "Home-Based Shop/Other" and Office is based on "Home-Based Work, Income Quartile 1" trip lengths from Metropolitan Transportation Commission (2005).

³ The trip adjustment factor equals the percent of non-pass-by trips multiplied by the average trip length and divided by the system-wide average trip length of 6.9 miles.

⁴ Trips per dwelling unit or trips per 1,000 square feet of indoor floor area, from *Trip Generation*, 9th Edition, Institute of Traffic Engineers.

⁵ The trip demand factor is the product of the trip adjustment factor and the average PM trips.

Sources: Travel Forecasts for the San Francisco Bay Area 1990–2030, Metropolitan Transportation Commission, 2005; San Diego Association of Governments, *Brief Guide of Vehicular Traffic Generation Rates for the San Diego Regions*, 1998; *Trip Generation*, 9th Edition, Institute of Traffic Engineers; Stantec.

Table 2.4: Growth in Households, Employment, and Floor Area

	Zone 1 (San Juan Bautista and vicinity)			Zone 2 (Greater Hollister)			Zone 3 (South San Benito County)			Total		
	2015	2035	Growth 2015- 2035	2015	2035	Growth 2015- 2035	2015	2035	Growth 2015- 2035	2015	2035	Growth 2015- 2035
<u>Residential</u>												
Single Family Residential	1,419	2,625	1,205	12,485	22,944	10,459	180	180	0	14,084	25,748	11,665
Multi-family	312	576	265	2,741	5,037	2,296	39	39	0	3,092	5,652	2,561
Total	1,731	3,201	1,470	15,226	27,981	12,755	219	219	0	17,176	31,401	14,225
<u>Population</u>	5,021	8,044	3,023	52,580	85,943	33,363	744	744	0	58,345	94,731	36,387
<u>Employees</u>												
Commercial	464	689	225	2,026	2,978	952	16	18	2	2,506	3,685	1,179
Office	480	666	186	5,298	7,790	2,492	56	63	7	5,834	8,519	2,685
Industrial	160	230	70	2,337	3,437	1,100	3	3	0	2,500	3,670	1,170
Others	496	712	216	5,921	8,706	2,785	100	113	13	6,517	9,531	3,014
Total	1,600	2,298	698	15,582	22,911	7,329	175	198	23	17,357	25,407	8,050
<u>Building Square Feet (1,000) ¹</u>												
Commercial	158	227	69	689	1,013	324	5	6	1	852	1,246	394
Office	206	296	90	2,274	3,343	1,069	24	27	3	2,504	3,666	1,162
Industrial	213	306	93	3,116	4,582	1,466	4	4	0	3,333	4,892	1,559
Total	577	829	252	6,079	8,939	2,859	33	37	4	6,689	9,804	3,115

Due to rounding, some columns may not add to the exact total shown.

LAND USE GROWTH AND TRAFFIC PROJECTIONS

Table 2.5: Growth in Trips by Land Use and Zone

Land Use ¹	Current 2015 Dwelling Units or 1,000 sq. ft.		Total 2035 Units or 1,000 sq. ft.		Growth 2015–2035 Units or 1,000 sq. ft., or Employees	Trip Demand Factor	Current 2015 Peak Period Trips	2035 Peak Period Trips	Trip Growth
Zone 1									
<i>Residential (in units)</i>									
Single Family	1,419		2,625		1,205	1.11	1,576	2,914	1,338
Multi-family	312		576		265	0.69	215	398	183
	1,731		3,201		1,470		1,791	3,312	1,521
<i>Nonresidential (in thousand square foot units, or as noted)</i>									
	<i>Employees-2015</i>		<i>Employees-2035</i>						
Office	480	206	689.4	296	90	1.82	375	539	164
Commercial/Retail	464	158	666.42	227	69	1.52	240	345	105
Industrial	160	213	229.8	306	93	0.24	51	73	22
Other	496	N/A	712.38	N/A	216	1.28	635	912	277
	1,600	577	2,298	829	252		1,301	1,869	568
						Total	3,092	5,181	2,089
Zone 2									
Single Family	12,485		22,944		10,459	1.11	13,859	25,468	11,609
Multi-family	2,741		5,037		2,296	0.69	1,891	3,475	1,584
	15,226		27,981		12,756		15,750	28,943	13,193
<i>Nonresidential (in thousand square foot units, or as noted)</i>									
	<i>Employees-2015</i>		<i>Employees-2035</i>						
Office	5298	2,274	7,790	3,343	1,069	1.82	4,138	6,085	1,946
Commercial/Retail	2026	689	2,978	1,013	324	1.52	1,047	1,540	493
Industrial	2337	3,116	3,437	4,582	1,466	0.24	748	1,100	352
Other	5921	N/A	8,706	N/A	2,785	1.28	7,579	11,144	3,565
	15,582	6,079	22,911	8,939			13,513	19,868	6,356
			7,329				29,263	48,811	19,549

Table 2.5: Growth in Trips by Land Use and Zone (continued)

Land Use ¹	Current 2015 Dwelling Units or 1,000 sq. ft.		Total 2035 Units or 1,000 sq. ft.		Growth 2015-2035 Units or 1,000 sq. ft., or Employees	Trip Demand Factor	Current 2015 Peak Period Trips	2035 Peak Period Trips	Trip Growth
Zone 3									
Single Family	180		180		-	1.11	197	197	-
Multi-family	39		39		-	0.69	29	29	-
	219		219		-		226	226	-
Nonresidential (in thousand square foot units, or as noted)									
	Employees-2015				Employees-2035				
Office	56	24.0	63	27	3	1.82	44	49	5
Commercial/Retail	16	5.4	18	6	1	1.52	8	9	1
Industrial	2.7	3.5	3	4	0	0.24	1	1	-
Other	100	N/A	113	N/A	13	1.28	128	145	17
	175	33	198	37			181	204	23
							407	430	23
Total All Zones							32,761	54,422	21,661

¹ See above for land use type definitions. Growth measured in dwelling units for residential uses and 1,000 square feet for nonresidential uses.

COMMERCIAL TRIP SHIFT

Applying the travel demand factors shown in **Table 2.3** above directly to development by land use category implicitly assumes that the cause of each vehicle trip on the transportation network is shared equally by the land use at each trip end (origin and destination). But depending on the regional economic forces affecting development in a particular area, the cause of a trip may be related more to the type of land use at the origin or at the destination. For example, in some areas residential development may be caused by job growth, while in other areas the opposite may occur (jobs follow housing). These cause-and-effect relationships may change over time in the same area. Given the complexity of these regional economic and land use relationships, most transportation impact fee nexus studies make the simplifying but reasonable assumption to weight the origin and destination of a trip equally when identifying the cause of travel demand on a transportation system.

In 2010 the Council of Governments decided to implement an adjustment to the TIMF to recognize the fact that, in San Benito County, commercial development generally follows residential development or anticipates new residential development occurring in the near term. This development pattern can be observed in all metropolitan regions and is reflected in the site location process followed by retailers. When seeking new locations, the most common measure of a potential market used by site location analysts is the number of households within a reasonable driving distance for shopping trips and the median income of those households.

The current TIMF schedule includes the land use category "Commercial," which is assumed to include retail stores and restaurants in this analysis.¹ Commercial development (including but not limited to retail stores and restaurants) is to a large extent caused by the spending patterns of local residents.

Given this economic and land use cause-and-effect relationship, it was determined reasonable to allocate at least some of the burden of commercial trip demand to residential development. This approach is used in impact fee nexus studies to more accurately allocate the burden of transportation improvements needed to accommodate growth. Not all retail spending is related to local residential development, or residents (or local businesses) located within the area subject to the impact fee. There are three major sources of retail spending:

1. Local households
2. Local businesses
3. Visitors that travel to the area to shop

To determine the amount of commercial development associated with residential development, an analysis was conducted of taxable retail sales data for 2009; it is expected that retail sales data has not changed significantly since then. The analysis calculated the total spending potential of San Benito County households and estimated what portion of that spending occurred within the county. The result was that 51.1 percent of total taxable retail sales was estimated to be associated with local household spending. The remainder was associated with local business and visitor spending. Based on this analysis, it was estimated that residential development directly causes 51.1 percent of commercial development. The other 48.9 percent is composed of local business and visitor taxable spending and is not therefore attributable to local residential spending. Consequently, the travel demand associated with the local residential share of commercial development is shifted to residential development. This "commercial trip demand shift" was originally applied to only Zones 1 and 2, since there was no

¹ The San Benito County fee schedule includes a "Commercial" and an "Office" category. Some other local agencies use a "Retail" land use category instead of "Commercial" as "Commercial" is sometimes used to imply a combined category including retail and office land uses.

LAND USE GROWTH AND TRAFFIC PROJECTIONS

commercial development projected in Zone 3. A very small amount of commercial development in Zone 3 is projected in this study; therefore, a similar reduction in the commercial cost per trip is applied to Zone 3 commercial. **Table 2.6** presents a summary of how the commercial shift is applied to the taxable retail and commercial floor area.

A detailed summary of the commercial shift calculations is presented in Appendix C.

Table 2.6: Allocation of Taxable Spending to Retail and Commercial Floor Area

	Percent age of Taxable Sales	2015 Floor Area	2035 Floor Area	Floor Area Growth	Trip Growth and Shifted Trips
Zone 1					
Total Estimated and Projected Retail and Commercial Floor Area (1,000 square feet)		<u>158</u>	<u>227</u>	<u>69</u>	<u>105</u>
Floor area associated with local residential taxable spending	51.1%	81	116	35	54
Floor area associated with local business and visitor taxable spending	48.9%	77	111	34	
Zone 2					
Total Estimated and Projected Retail and Commercial Floor Area (1,000 square feet)		<u>689</u>	<u>1,013</u>	<u>324</u>	<u>493</u>
Floor area associated with local residential taxable spending	51.1%	352	518	166	252
Floor area associated with local business and visitor taxable spending	48.9%	337	495	158	

The share of the improvements costs allocated to each land use in Zones 1 and 2 are calculated after the shift of the commercial trips to the residential land uses. In other words, the cost share attributed to the residential land uses is increased relative to other uses while the commercial share of the cost is reduced. The fee for each land use is calculated by dividing the post-shift cost by the pre-shift number of new trips generated by the land uses (see Appendix C).

SECTION 3 REGIONAL TRANSPORTATION IMPROVEMENTS

This section describes roadway and intersection improvements included in the TIMF program and the cost estimates for these improvements. These improvements are needed to accommodate new development in the County of San Benito and the Cities of Hollister and San Juan Bautista.

TRAFFIC LEVEL OF SERVICE

The traffic improvements needed to accommodate new development are based on a Level of Service (LOS) analysis that involves the modeling of traffic operations on existing roadways and intersections throughout the county. As stated in the introduction, a fee nexus study must show a reasonable relationship between impact fees on new development and the demand for new or upgraded facilities generated by the development paying the fee. For traffic facilities, this relationship is typically shown by comparing the current LOS of specific roadways with the LOS that would result by adding the growth in vehicle trips associated with the projected new land development.

This "before and after" comparison indicates where improvements are needed to mitigate the impacts of the projected development. In the traffic modeling process, impact mitigation measures in the form of road widening, intersection improvements, or new road segments added to the existing road network to achieve the adopted LOS standard for vehicular traffic. This procedure ensures that the measures result in the adopted LOS standard, or in the maintenance of the LOS, that the region generally experiences today. By identifying these specific mitigation measures, and basing the impact fee on the cost of these measures, this procedure also maintains the relationship between the impact fee and the purpose of the fee revenues.

TRAFFIC FACILITIES NEEDED BY NEW DEVELOPMENT

Transportation improvements needed for new development were identified in the 2010 TIMF study. These road improvements were directly related to the increase in peak-period vehicle-miles generated by projected growth through 2035. The travel demand model indicates the traffic volume on road segments in the existing and future San Benito County's road network.

EXISTING DEFICIENCIES

Existing roadways and intersections that currently do not meet City or County LOS standards are considered existing deficiencies. All projects included in this study either a) met the City's and the County's roadway LOS standards at the time they were initially added to the TIMF program, or b) have an identified existing deficiency share of costs that will not be funded with TIMF revenue. The cost share identified as an existing deficiency is typically equal to the trip demand of existing (2015) development (number of peak period trips by existing development), relative to total trip demand in 2035. The trips generated by existing development are estimated to comprise approximately 60 percent of the total trips in 2035; therefore, the deficiency share to be funded outside of the TIMF program is 60 percent of the local (non-external) share of the cost.

Three projects are identified as being currently deficient and therefore a share of the cost of these projects is assigned to current development:

- Project 1: Highway 156 Widening–San Juan Bautista to Union Road. The cost of the TIMF share for this project has been capped at \$9.6 million. Therefore the deficiency share of

this project's cost is approximately \$34.3 million, which at 78 percent is higher than the 60 percent determined by the general proportion of existing versus future trip.

- Project 11: Highway 25 Four-lane Widening–Phase 1 and 2: The deficiency share for this project is 60 percent of the internal share or \$133.3 million.
- Project 4: Airline Highway/Sunset Drive to Fairview Road. Although this segment is currently deficient, the proposed improvements to Airline Highway are not expected to improve the LOS above the current level; therefore no share of the \$28.1 million internal cost was allocated to existing development in either the 2010 TIMF Study or in this study. In other words, the improvements will simply keep pace with new traffic demand but will not improve the operations along the segment.

Except for projects listed above, the existing road segments included in the TIMF program all meet LOS standards and therefore have no existing deficiencies; their improvement costs are allocated 100 percent to new development. Without the proposed TIMF improvement projects, these segments would also ultimately degrade below the acceptable LOS standards.

The existing roadways associated with Projects 2, 7, 8 and 9 do not have current deficiencies. Therefore the costs for these projects are allocated 100 percent to new development.

The costs of all new or extended roadways are also allocated 100 percent to new development. These new or extended roadways are as follows:

- Project 3: Memorial Drive South Extension, Meridian Street to Santa Ana Road
- Project 5: Westside Boulevard Extension
- Project 6: North Street (Buena Vista)
- Project 10: Meridian St. Extension, 185 feet east of Clearview Road to Fairview Road
- Project 12: Memorial Drive North Extension, Santa Ana Road to Flynn Road
- Project 13: Flynn Road Extension, San Felipe Road to Memorial Drive North
- Project 14: Pacific Way Extension, San Felipe Road to Memorial Drive

Projects 12, 13 and 14 are new to the TIMF program. Project 12 will continue Memorial Drive northward through undeveloped property and, with Project 13, will serve to connect Memorial Drive to San Felipe Road; these projects are shown in the 2014 Regional Transportation Plan. Project 14 also will connect undeveloped areas west of San Felipe Road to San Felipe Road. The City of Hollister General Plan update will show a connection between San Felipe Road and Fairview Road between and parallel to McCloskey Road and Santa Ana Road, along the current alignment of Pacific Way. A feature of Project 14 is a grade separation with the SR-25 Bypass.

ROAD IMPROVEMENT PROJECTS COST

Updated improvement cost estimates for these roadways are shown in **Table 3.1**. Where applicable, frontage improvement costs have been backed out of the estimates where a road segment passes through undeveloped or partially developed areas. Adjacent development must construct the outer travel lanes, curb, gutter, sidewalk and landscaping as project exactions. The developer will not be eligible to receive reimbursement or TIMF credit for the frontage improvements. However, developers who construct bike lanes, inner travel lanes and center-turn lanes on the TIMF program roads will be eligible to obtain fee credits.

Table 3.1 shows the total estimated cost of each project and the "internal" cost of the project, which is based on the percentage of trips on the roads that begin or end in San Benito County. The percentages of external versus internal shares are shown in Appendix A.

REGIONAL TRANSPORTATION IMPROVEMENTS

Table 3.1: TIMF Program Road Improvement Cost Estimates

Project No.	Project	Description	Total Project Estimate	Internal Cost
1	SR 156 Widening—San Juan Bautista to Union Road	Widen to 4-lane expressway: 635 feet east of The Alameda (in San Juan Bautista) to Union Road	\$62,900,000	\$43,973,604
2	SR 156/Fairview Road Intersection Improvements	Construct new turn lanes at intersection	\$6,824,000	\$5,004,494
3	Memorial Drive South Extension: Meridian Street to Santa Ana Road	Construct 4-lane road extension	\$3,355,000	\$3,355,000
4	Airline Highway/SR 25 Widening: Sunset Drive to Fairview Road	Widen to 4-lane expressway	\$28,214,000	\$28,073,190
5	Westside Boulevard Extension: Nash Road to Southside Road/San Benito St. intersection	Construct 2-lane road	\$13,360,200	\$13,360,200
6	North Street (Buena Vista), between College St. and San Benito St.	Complete 2-lane road	\$4,207,000	\$4,207,000
7	Fairview Road Widening: McCloskey to SR 25	Widen to 4-lane arterial; construct new bridge south of Santa Ana Valley Rd.	\$20,790,531	\$20,790,531
8	Union Road Widening (East): San Benito Street to SR 25	Widen to 4-lane arterial	\$5,463,000	\$5,403,856
9	Union Road Widening (West): San Benito Street to SR 156	Widen to 4-lane arterial	\$15,448,000	\$15,357,734
10	Meridian Street Extension: 185 feet east of Clearview Road to Fairview Road	Construct 4-lane road	\$9,445,000	\$9,445,000
11a	SR 25 4-lane Widening—Phase I	4-lane expressway: 580 feet northwest of San Felipe to Hudner Lane	\$67,591,000	\$60,223,581
11b	SR 25 4-lane Widening—Phase 2	4-lane expressway: Hudner Lane to County Line	\$181,000,000	\$161,271,000
12	Memorial Drive North Extension: Santa Ana Road to Flynn Road/Shelton Road intersection	Construct new 4-lane road and extension	\$13,842,000	\$13,842,000
13	Flynn Road Extension: San Felipe Road to Memorial Drive north extension	Construct new 4-lane arterial	\$8,509,679	\$8,509,679
14	Pacific Way (new road): San Felipe Road to Memorial Drive	New 2-lane road from San Felipe Road to future Memorial Drive north extension	\$7,412,431	\$7,412,431
15	Intersection Improvements—Lump Sum	Add Signals or Other Intersection Improvements	<u>\$15,274,660</u>	<u>\$15,274,660</u>
Total Estimated Cost			\$463,636,501	\$415,503,960

SELECT LINK ANALYSIS

The next step in the TIMF nexus process is to allocate the cost of improvements to the three fee zones. This is done with what is called a select link analysis. This procedure assigns the trips between two TAZs to a selected set of road segments that link the two TAZs. Where the road segments include one or more TIMF roadways, the trips on each TIMF roadway are tallied. This is done for every pair of TAZs in the region. There are 229 TAZs in the region; therefore, 52,441 pairs need to be analyzed. For each TIMF project, a percentage of the total trips on the roadway will be calculated for each of the County's Zones 1, 2 and 3 and an "external" zone where both the origin and destination TAZs are outside the county. The select link analysis uses the 2035 land use as the traffic generators for the TAZs. The zone share allocations are shown on **Table 3.2**.

The share percentages in **Table 3.1** are applied to the internal cost for each project shown in **Table 3.1** to find the cost share for each zone. This calculation is shown in Appendix A. The cost per trip in a zone is calculated by dividing the zone cost share by the number of new trips. This calculation with the commercial cost shift is shown in Appendix C.

BIKEWAY AND PEDESTRIAN AND MASTER PLAN

In addition to bike lanes on all TIMF roadways, this update of the TIMF program is proposed to include fee funding for pedestrian and bicycle facilities throughout the county. These facilities serving nonmotorized travel demands are seen as a way to reduce overall vehicular traffic, help mitigate impacts from new development, and achieve the mobility goals of region.

The nonmotorized facilities proposed for funding by the TIMF are included in the Bikeway and Pedestrian Master Plan adopted by the San Benito Council of Governments Board in 2009. The Master Plan is included on the Transportation Plan Project List of the 2014 Regional Transportation Plan.

Of the approximately \$33.7 million total cost (2015 dollars) of all proposed Master Plan bike and pedestrian projects, this study proposes that the TIMF program fund approximately \$1.9 million, or about 5.6 percent. About \$28.3 million of the Master Plan facilities are recreational trails such as the San Benito River Trail and bridge and the Union Pacific Rail Trail. These projects are not considered to reduce traffic on the TIMF roadways. Also deducted from the total Master Plan cost are bike lanes that are part of the TIMF roadways; the cost of the bike lanes is about \$670,000. The TIMF share is calculated as 40 percent of the net remaining cost, which is the percentage of new trips on the roadways in 2035.

A summary of all Master Plan projects and costs are shown in Appendix B.

Table 3.2 Zone Share Allocations

Project No.		External Trip Share	Post External Trip Shares		
			Zone 1	Zone 2	Zone 3
1	SR 156 Widening: San Juan Bautista to Union Road	30.1%	14.11%	85.87%	0.018%
2	SR 156/Fairview Road Intersection Improvements	26.7%	3.50%	96.48%	0.018%
3	Memorial Drive South Extension: Meridian Street to Santa Ana Road	0.0%	0.00%	100.00%	0.000%
4	Airline Highway (SR 25) Widening: Sunset Drive to Fairview Road	0.5%	1.08%	98.80%	0.119%
5	Westside Boulevard Extension	0.0%	0.00%	100.00%	0.000%
6	North Street (Buena Vista)	0.0%	0.00%	100.00%	0.000%
7	Fairview Road Widening: McCloskey to SR 25	0.0%	1.25%	98.73%	0.018%
8	Union Road Widening (East): San Benito Street to SR 25	1.1%	3.08%	96.89%	0.027%
9	Union Road Widening (West): San Benito Street to SR 156	0.6%	4.46%	95.51%	0.027%
10	Meridian Street Extension to Fairview Road	0.0%	0.00%	100.00%	0.000%
11	SR 25 4-lane Widening: Phases 1 and 2 (Santa Clara County to San Felipe Rd.)	0.0%	1.02%	98.98%	0.009%
12	Memorial Drive North Extension: Santa Ana Road to Flynn Road	0.0%	0.00%	100.00%	0.000%
13	Flynn Road Extension: San Felipe to Memorial Drive North	0.0%	0.00%	100.00%	0.000%
14	Pacific Way: San Felipe Road to Memorial Drive	0.0%	0.00%	100.00%	0.000%

SECTION 4 IMPLEMENTATION

This section identifies tasks that, pursuant to California Government Code Section 66000 et seq., the Council of Governments, the County, and the Cities (local agencies, agencies) should complete when implementing and/or updating any impact fee program.

IMPACT FEE PROGRAM ADOPTION PROCESS

Impact fee program adoption procedures are found in the California Government Code Section 66000 et seq. Adoption of an impact fee program requires the City Council to follow certain procedures, including holding a public hearing (California Government Code Section 6062a). A mailed notice 14 days prior to the public hearing is required only for those individuals who request such notification. Data, such as this impact fee report, and referenced material must be made available at least 10 days prior to the public hearing.

The local agencies' legal counsel should inform the agencies of any other procedural requirements as well as advice regarding adoption of an enabling ordinance and/or a resolution. After adoption, there is a mandatory 60-day waiting period before the fees go into effect, unless an Urgency Ordinance, valid for 30 days, is adopted making certain findings regarding the urgency being claimed. The ordinance must be readopted at the end of the first period (and possibly at the end of the second period depending on local agencies' meeting dates) to cover the next 30 days and therefore the entire 60-day waiting period. Fees adopted by urgency go into effect immediately. This procedure must also be followed for fee increases and updates.

PROGRAMMING REVENUES AND CAPITAL IMPROVEMENT PROJECTS

The agencies should update their Capital Improvement Plans (or Regional Transportation Plan in the case of the Council of Governments) to identify specific projects and program fee revenues that will be applied to those projects. Use of the Capital Improvement Plan in this manner documents a reasonable relationship between new development and the use of fee revenues.

For the planning period of the Capital Improvement Plan or Regional Transportation Plan, the agencies should allocate all existing fund balances and projected fee revenue to facilities projects. The agencies should plan their Capital Improvement Plan expenditures at least five years in advance and show where all collected development impact fee revenues will be spent. The agencies can hold funds in a project account for longer than five years if necessary to collect sufficient funds to complete a given project.

FUNDS NEEDED TO COMPLEMENT IMPACT FEE PROGRAM

In adopting the fees as presented in this report, additional funds should be identified to fund the share of costs not related to new development.

INFLATION ADJUSTMENT

The costs in this report are shown in 2015 dollars. To ensure that the fee program stays current with the prevailing cost of construction, the agencies should periodically adjust the costs by an inflation index, or by a factor based on experience with actual local construction projects. The Engineering News Record Construction Cost Index 20-City average or other suitable index may be used to adjust impact fees in general. However, for specific cost categories, the agencies may apply a factor that is more appropriate to the type of facility.

COMPLIANCE REQUIREMENTS

The California Mitigation Fee Act (Government Code Section 66000 et seq.) mandates procedures for administration of impact fee programs, including collection, accounting, refunds, updates, and reporting. The agencies should comply with the annual and five-year reporting requirements. For facilities to be funded with a combination of impact fees and other revenues, the agencies must identify the source and amount of the other revenues. The agencies must also identify when the other revenues are anticipated to be available to fund the project. The agencies' compliance obligations vis-à-vis the act include but are not limited to the following specific requirements:

Collection of Fees – Section 66007 provides that a local agency shall not require payment of fees by developers of residential projects prior to the date of final inspection, or issuance of a certificate of occupancy, whichever comes first. In a residential development of more than one dwelling unit, the local agency may choose to collect fees either for individual units or for phases upon final inspection, or for the entire project upon final inspection of the first dwelling unit when it is completed. The local agency may require the payment of those fees or charges at an earlier time if: (A) the local agency determines that the fees or charges will be collected for public improvements or facilities for which an account has been established and funds appropriated and for which the local agency has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy, or (B) the fees or charges are to reimburse the local agency for expenditures previously made. "Appropriated," as used in this subdivision, means authorization by the governing body of the local agency for which the fee is collected to make expenditures and incur obligations for specific purposes.

Fee Exemptions, Reductions, and Waivers – In the event that a development project is found to have no impact on facilities for which fees are charged, such project must be exempted from the fees. If a project has characteristics that indicate its impacts on a particular public facility or infrastructure system will be significantly and permanently smaller than the average impact used to calculate impact fees in this study, the fees should be reduced accordingly.

In some cases, the local agency may desire to voluntarily waive or reduce impact fees that would otherwise apply to a project to promote goals such as affordable housing or economic development. Such a waiver or reduction may not result in increased costs to other development projects, and are allowable only if the agency offsets the lost revenue from other fund sources.

Earmarking of Fee Revenues – Government Code Section 66006 mandates that the local agency shall "deposit fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments." Fees must be expended solely for the purpose for which they were collected. Interest earned on the fee revenues must also be placed in the capital account and used for the same purpose. The act is not clear as to whether depositing fees "for the improvements" refers to a specific capital improvement or a class of improvements (e.g., fire protection, traffic or park facilities). Recommended practice is for the local agency to maintain separate funds or accounts for impact fee revenues by facility category, but not necessarily for individual projects.

Reporting – Government Code Section 66006 requires that once each year, within 180 days of the close of the fiscal year, the agencies must make available to the public the following information for each account established to receive impact fee revenues:

1. The amount of the fee.
2. The beginning and ending balance of the account or fund.
3. The amount of the fees collected and interest earned.
4. Identification of each public improvement on which fee revenues were expended and the amount of the expenditures on each improvement, including the percentage of the cost of the public improvement that was funded with fee revenues.
5. Identification of the approximate date by which the construction of a public improvement will commence, if the local agency determines sufficient funds have been collected for the financing of an incomplete public improvement.
6. A description of each interfund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvements on which the transfer or loan will be expended.
7. The amount of any refunds or allocations made pursuant to Government Code Section 66001, paragraphs (e) and (f).

The above information must be reviewed by the Board of Supervisors, and the City Council at its next regularly scheduled public meeting, but not less than 15 days after the statements are made public.

Findings and Refunds – Government Code Section 66001 requires that, for the fifth fiscal year following the first deposit of any impact fee revenue into an account or fund as required by Government Code Section 66006, and every five years thereafter, the local agency shall make all of the following findings for any fee revenues that remain unexpended, whether committed or uncommitted:

1. Identify the purpose to which the fee will be put.
2. Demonstrate the reasonable relationship between the fee and the purpose for which it is charged.
3. Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements for which the impact fees are to be used.
4. Designate the approximate dates on which the funding necessary to complete financing of those improvements will be deposited into the appropriate account of fund.

Annual Update of Capital Improvement Program – Government Code Section 66002 provides that if a local agency adopts a Capital Improvement Plan to identify the use of impact fees, that program must be adopted and annually updated by a resolution of the governing body at a noticed public hearing. The alternative is to identify improvements in other public documents.

LOCAL IMPLEMENTATION

Local administrative procedures will be necessary to ensure that the ongoing application and collection of the impact fees on a project-specific basis meet the direction and intent of Government Code Section 66000 et seq. The agencies' local administrative procedures will address topics such as a change in use or the demolition of a building, calculation of fees for specific types of uses, the transfers of credits from one property to another, the calculation of fees for mixed-use projects, and similar issues. The full range of these topics is beyond the scope of this nexus study; however, a few commonly occurring issues are addressed here:

1. Applying the Impact Fees to Development Projects Involving More Than One Land Use:
Land development projects frequently include more than one land use category, such as mixed-use development with both residential and commercial uses. In these cases,

the impact fee would be calculated following the City's adopted fee methodology for mixed-use development.

The amount of impact fees are evaluated prior to the issuance of a building permit and are based on the information provided in the permit application, including number and type of units, intended occupancy, and floor areas per occupancy. In a single-use structure, the total of the fees would be the sum of each impact fee that applies to the project times the number of units, or the floor area (1,000 square foot increments), in the structure. For a mixed-use project, where more than one use will occupy a single permitted structure, an impact fee calculation should apply the appropriate fee rate to each portion of the structure containing an identified use. For a commercial-residential structure, the applicable residential fee rates shall be applied to each residential unit (the unit may be defined as either a single- or multi-family unit depending on the type of construction) and the applicable nonresidential rates will be applied to each unit of nonresidential floor area.

2. Pipeline Projects: Projects that have been submitted for review, but have not yet been approved when the proposed fees are adopted and become effective, are not entitled to pay the previous fee in lieu of the adopted fees. As indicated above, Government Code Section 66007 provides that a local agency shall not require payment of fees by developers of residential projects prior to the date of final inspection, or issuance of a certificate of occupancy, whichever comes first. The local agency may require earlier payment under certain circumstances and may allow, but is under no obligation to do so, prepayment of fees at the rate in effect. Allowing such prepayment will result in loss of fee revenue and the agency should have a compelling reason for doing so.
3. Phasing of Fee Increases: Phasing in the fee increases over two or more years may be considered as a means to allow the real estate market time to adjust to and plan for the increases. However, the net loss of revenue during the phase-in period may not be passed on to future development.
4. Deferral of Fees to a Later Date: In certain circumstances the local agency may elect to grant a deferral of payment until units are sold or leased, when occupancy permits for tenant improvements are issued, or with any nonresidential construction that may remain vacant for an extended period. If the agency chooses to defer impact fees to a point in time after issuance of an occupancy permit, suitable security should be obtained to assure future payment of the fee, through a surety bond, letter of credit, provisions in the escrow agreements, or a lien-hold as appropriate.
5. Development Projects Not in Fee Schedule: The fees presented in **Table 4** represent the major land use classifications of the County's General Plan. The land use development projection analysis, from which the estimate of development is derived, considers land use classifications only to the level of detail represented in **Table 4**. The costs of roadway improvements required for growth are distributed among these classifications on the basis of peak-hour trip factors embodied in the DUE factors. In reality, there are many more land uses that are characterized by type of use, both residential and nonresidential, upon which the TIMF will be levied than are represented in the fee schedule. The peak-hour trip rates per unit of these various types of development vary considerably and the resultant fee for these different uses will also vary. A supplemental fee schedule representing typical land use/development types such as one based on the Institute of Transportation Engineers (ITE) peak-trip rates (adjusted for diverted trips and trip length) may be considered. Using the ITE rates in conjunction with the zone cost per trip will result in a fee that might be more appropriate for the proposed land use and still meet the nexus requirements. Even if the ITE rates do not seem appropriate for a

given project, the agency might allow a process where the developer may submit a traffic study for approval by the agency that documents the daily peak period trips to be used in the fee calculation.

6. Credit for Improvements by Developers: There are several TIMF projects where reimbursements or fee credits may apply. If a developer is required, as a condition of approval, to construct facilities or improvements for which impact fees have been or will be charged, the impact fee imposed on that development project for that type of facility must be adjusted to reflect a credit for the cost of facilities or improvements constructed or otherwise provided by the developer. If the reimbursement would exceed the amount of the fee to be paid by the development for that type of facility, the agency may seek to negotiate a reimbursement agreement with the developer. As noted in Section 3, fee credits or reimbursements do not apply to required frontage improvements or dedication of land for right-of-way; the frontage costs have been backed out of the cost estimates where the adjacent property is undeveloped. If the developer were to build only the frontage improvement and dedicate the necessary land, no credit would be allowed.

PRINCIPAL ASSUMPTIONS AND CONSIDERATIONS

In preparing this report and the opinions and recommendations included herein, Michael Baker, Urban Economics, and Stantec have relied on a number of principal assumptions and considerations with regard to financial matters, conditions, and events that may occur in the future. These assumptions and considerations, including the planning information, and technical advice from agencies' staff, were provided by sources we believe to be reliable.

While we believe Michael Baker's, Urban Economics', and Stantec's use of the provided information and assumptions is reasonable for the purpose of this report, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

APPENDICES

APPENDIX A: TIMF IMPROVEMENT PROJECT COSTS AND COST ALLOCATIONS

Project No.	Description	Total Project Cost including bike lanes	External Trip Share	External Trip Share Cost	Internal Trip Share Cost	Percentage of Existing vs. Future Trips Allocation		Cost Allocation	
						Deficiency Share City/County/	TIMF (new development) Share	City/County/ Regional/Other	TIMF Cost net of Ext. Share & Deficiencies
1	Highway 156 Widening–San Juan Bautista to Union Road ¹	\$62,900,000	30.1%	\$18,926,396	\$43,973,604	78%	22%	\$34,334,590	\$9,639,014
2	Highway 156/Fairview Road Intersection Improvements	\$6,824,000	26.7%	\$1,819,506	\$5,004,494	0%	100%	\$0	\$5,004,494
3	Memorial Drive South Extension: Meridian Street to Santa Ana Road	\$3,355,000	0.0%	\$0	\$3,355,000	0%	100%	\$0	\$3,355,000
4	Airline Highway (SR 25) Widening: Sunset Drive to Fairview Road ²	\$28,214,000	0.5%	\$140,810	\$28,073,190	0%	100%	\$0	\$28,073,190
5	Westside Boulevard Extension	\$13,360,200	0.0%	\$0	\$13,360,200	0%	100%	\$0	\$13,360,200
6	North Street (Buena Vista)	\$4,207,000	0.0%	\$0	\$4,207,000	0%	100%	\$0	\$4,207,000
7	Fairview Road Widening: McCloskey to SR-25	\$20,790,531	0.0%	\$0	\$20,790,531	0%	100%	\$0	\$20,790,531
8	Union Road Widening (East): San Benito Street to Highway 25	\$5,463,000	1.1%	\$59,144	\$5,403,856	0%	100%	\$0	\$5,403,856
9	Union Road Widening (West): San Benito Street to Highway 156	\$15,448,000	0.6%	\$90,266	\$15,357,734	0%	100%	\$0	\$15,357,734
10	Meridian St. Extension to Fairview Rd.: 185' east of Clearview to Fairview	\$9,445,000	0.0%	\$0	\$9,445,000	0%	100%	\$0	\$9,445,000
11	Highway 25 4-lane Widening–Phase I & 2 ³	\$248,591,000	10.9%	\$27,096,419	\$221,494,581	60.2%	39.8%	\$133,336,896	\$88,157,685
12	Memorial Drive North Extension: Santa Ana Road to Flynn Road	\$13,842,000	0.0%	\$0	\$13,842,000	0%	100%	\$0	\$13,842,000
13	Flynn Road extension: San Felipe Road to Memorial Drive North Extension	\$8,509,679	0.0%	\$0	\$8,509,679	0%	100%	\$0	\$8,509,679
14	Pacific Way extension: San Felipe Rd. to Memorial Dr.	\$7,412,431	0.0%	\$0	\$7,412,431	0%	100%	\$0	\$7,412,431
	Intersections	<u>\$15,274,660</u>	0.0%	<u>\$0</u>	<u>\$15,274,660</u>	0%	100%	<u>\$0</u>	<u>\$15,274,660</u>
	Total	\$463,636,501		\$48,132,541	\$415,503,960			\$167,671,486	\$247,832,474
	2010 Costs & Allocation	\$159,030,500		\$33,878,514	\$125,151,986			\$22,911,455	\$93,006,889

¹ TIMF Share for HWY 156 was limited to \$9,639,000 in the 2010 Regional Transportation Improvement Plan, with the provision that the balance of funds will come from other sources.

² Airline Highway is currently deficient. However, the improvement project will not improve the level of service, so no share of the cost was allocated to existing development in either the 2010 Study or in this update.

³ External trip shares and deficiency for Highway 25 is from 2010 TIMF study: Hwy 25 Santa Clara County Line to San Felipe

TIMF Improvements—Zone Cost Allocations

Description	Project Costs			Zone Allocations, Internal Trip Share			Zone Costs, Road Improvements			Zone Costs, Bike Lanes		
	TIMF Net of	Bike Lane	TIMF Share	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3
	Bike Lanes	Costs	Bike Lane									
1 Highway 156 Widening—San Juan Bautista to Union Road ¹	\$1,622,614	\$8,016,400	\$8,016,400	14.1%	85.9%	0.018%	\$228,996	\$1,393,322	\$296	\$1,131,335	\$6,883,602	\$1,463
2 Highway 156/Fairview Road Intersection Improvements	\$5,004,494	NA	NA	3.5%	96.5%	0.018%	\$175,254	\$4,828,326	\$914	\$0	\$0	\$0
3 Memorial Drive South Extension: Meridian Street to Santa Ana Road	\$2,786,600	\$568,400	\$568,400	0.0%	100.0%	0.000%	\$0	\$2,786,600	\$0	\$0	\$568,400	\$0
4 Airline Highway (SR 25) Widening: Sunset Drive to Fairview Road ²	\$24,290,390	\$3,782,800	\$3,782,800	1.1%	98.8%	0.119%	\$261,680	\$23,999,889	\$28,821	\$40,752	\$3,737,560	\$4,488
5 Westside Boulevard Extension	\$11,008,200	\$2,352,000	\$2,352,000	0.0%	100.0%	0.000%	\$0	\$11,008,200	\$0	\$0	\$2,352,000	\$0
6 North Street (Buena Vista)	\$3,442,600	\$764,400	\$764,400	0.0%	100.0%	0.000%	\$0	\$3,442,600	\$0	\$0	\$764,400	\$0
7 Fairview Road Widening: McCloskey to SR-25	\$13,773,731	\$7,016,800	\$7,016,800	1.3%	98.7%	0.018%	\$172,765	\$13,598,452	\$2,514	\$88,012	\$6,927,507	\$1,281
8 Union Road Widening (East): San Benito Street to Highway 25	\$3,443,856	\$1,960,000	\$1,960,000	3.1%	96.9%	0.027%	\$106,151	\$3,336,762	\$943	\$60,414	\$1,899,050	\$537
9 Union Road Widening (West): San Benito Street to Highway 156	\$7,850,934	\$7,506,800	\$7,506,800	4.5%	95.5%	0.027%	\$350,300	\$7,498,484	\$2,150	\$334,946	\$7,169,799	\$2,055
10 Meridian St. Extension to Fairview Rd.: 185' east of Clearview to Fairview	\$7,994,600	\$1,450,400	\$1,450,400	0.0%	100.0%	0.000%	\$0	\$7,994,600	\$0	\$0	\$1,450,400	\$0
11 Highway 25 4-lane Widening—Phase I & 2 ³	\$85,411,715	\$6,899,200	\$2,745,970	1.0%	99.0%	0.009%	\$867,215	\$84,536,685	\$7,815	\$27,881	\$2,717,838	\$251
12 Memorial Drive North Extension: Santa Ana Road to Flynn Road	\$10,431,600	\$3,410,400	\$3,410,400	0.0%	100.0%	0.000%	\$0	\$10,431,600	\$0	\$0	\$3,410,400	\$0
13 Flynn Road extension: San Felipe Road to Memorial Drive North Extension	\$7,572,414	\$937,265	\$937,265	0.0%	100.0%	0.000%	\$0	\$7,572,414	\$0	\$0	\$937,265	\$0
14 Pacific Way extension: San Felipe Rd. to Memorial Dr. Intersections	\$5,374,252	\$2,038,179	\$2,038,179	0.0%	100.0%	0.000%	\$0	\$5,374,252	\$0	\$0	\$2,038,179	\$0
	<u>\$15,274,660</u>	NA	NA	1.14%	98.8%	0.020%	<u>\$174,131</u>	<u>\$15,097,474</u>	<u>\$3,055</u>			
Total	Current TIMF Balance (total City and County):											
	Weighted average allocation:			1.14%	98.84%	0.02%	(\$121,786)	(\$10,575,790)	(\$2,424)			
	Net of TIMF Balances:						\$2,214,707	\$192,323,870	\$44,083	\$1,683,339	\$40,856,398	\$10,076

INTERSECTION COSTS

1	McCloskey Rd. & Fairview Rd.	New signalization of 4-lane arterial with 2-lane local, 3 approaches, LTO on lanes 3 approaches, RTO on 2 approaches.	\$525,000	\$209,250	\$734,250
2	Memorial Dr. & Hillcrest Rd.	New signalization of 4-lane arterial with 4-lane arterial, 4 approaches, Existing lane configuration to remain.	\$700,000	\$0	\$700,000
3	Fairview Rd. & Fallon Rd.	New signalization of 4-lane arterial with 2-lane collector, 4 approaches, LTO & RTO on all approaches.	\$650,000	\$293,500	\$943,500
4	Fairview Rd. & Airline Hwy/Sr-25	New signalization of 4-lane arterial (east & west legs) with 4-lane arterial (north leg) & 2-lane (south leg), LTO & RTO existing on all approaches, EB & WB through lanes constructed with Airline Hwy Project No. 5	\$725,000	\$125,000	\$850,000
5	Fairview Rd. & Hillcrest Rd.	New signalization of future widening to 4-lane arterial (north & south legs) with future non-TIME widening to 4-lane arterial (west leg only); 3 approaches. Turning lanes existing on all approaches, SB & NB through lanes will be constructed with Fairview Rd. widening Project No. 8	\$600,000	\$0	\$600,000
6	Union Rd. & Fairview Rd.	New signalization of future widening to 4-lane arterial (north & south legs) with future new 4-lane arterial (west leg only); 3 approaches. Turning lanes on Fairview Rd. added with Project No. 8; turning lanes on Union Rd. included as regional component of developer-constructed improvements	\$600,000	\$55,250	\$655,250
7	Enterprise Rd. & Airline Hwy (SR-25)	New signalization of future widening to 4-lane arterial (north & south legs) with 2-lane arterial; 4 approaches. LTO & RTO exist on all approaches, EB & WB through lanes will be constructed with Airline Hwy Project 5.	\$700,000	\$0	\$700,000
8	South Street & Westside Blvd.	New signalization of 4-lane collector with 2-lane collector; 4 approaches, retain current lane configuration	\$550,000	\$0	\$550,000
9	Rancho Drive & East Nash (Tres Pinos Rd.)	New Roundabout	\$700,000	\$0	\$700,000
10	Fourth St. (San Juan Rd.) & West St. or Monterey St.	New signalization of 2-lane collector with 2-lane local; 4 approaches, retain current lane configuration	\$400,000	\$0	\$400,000

Assuming 10-foot lanes, each lane is 75 feet long (arterial LTO = 250 feet), ROW at \$5 per square foot and \$20 per square foot for grading, excavation, pavement section, striping, and loops. Add another \$2,750 for pedestrian ramps at right-turn lanes. LTO: \$26,250 (except on arterial legs where center lane or median is provided); RTO lane: \$29,000.

Signalization Costs:

\$200,000 per 4-lane approach with LTO lane; \$175,000 4-lane approach without LTO lane
 \$125,000 per 2-lane approach with LTO lane; \$100,000 per 2 lane without LTO lane

INTERSECTION COSTS (CONTINUED)

11	Flynn Rd. & San Felipe Rd. (Project 14)	New signalization of 4-lane arterial with 4-lane arterial	\$800,000 included in Project 14 road improvements		
12	Meridian St. & Fairview Rd. Meridian Street Extension (Project 11)	New signalization of 4-lane arterial with 4-lane arterial; 3 approaches, turning lanes exist, through lane on Fairview will be constructed with Project No. 8	\$600,000	\$0	\$600,000
13	Memorial Dr. & Santa Ana Rd. Memorial Drive South Extension (Project 4)	New signalization of future 4-lane arterial (Memorial) with non-TIMF widening to 4-lane arterial; 4 approaches, turning lanes will be constructed with Project No. 4	\$800,000	\$0	\$800,000
14	Memorial Dr. & Meridian St. Memorial Drive South Extension (Project 4)	New signalization of future 4-lane arterial (Memorial) with 4-lane arterial; 4 approaches, turning lanes will be constructed with Project No. 4	\$800,000	\$0	\$800,000
15	Westside Boulevard & Nash Rd. Westside Boulevard Extension (Project 6)	New signalization of 2-lane collector south leg (Westside Extension), existing 4-lane north leg with existing 2-lane local; 4 approaches, turning lanes will be added with Project No. 4	\$575,000	\$0	\$575,000
16	Westside Boulevard & San Benito St. Westside Boulevard Extension (Project 6)	New signalization of new 2-lane collector (Westside Extension) with 2-lane arterial; 4 approaches, turning lanes will be constructed with Project No. 4	\$500,000	\$0	\$500,000
17	SR-156 & Buena Vista	New signalization of new 2-lane collector with 4-lane arterial; LTO on 4 approaches.	\$650,000	\$116,000	\$766,000
18	Gateway Dr. & San Felipe Rd.	New signalization of new 2-lane collector with 4-lane arterial; 3 approaches, LTO's exist	\$525,000	\$0	\$525,000
Subtotal Construction			\$10,600,000	\$799,000	\$11,399,000
Soft Costs			\$3,604,000	\$271,660	\$3,875,660
Total			\$14,204,000	\$1,070,660	\$15,274,660

Assuming 10-foot lanes, each lane is 75 feet long (arterial LTO = 250 feet), ROW at \$5 per square foot and \$20 per square foot for grading, excavation, pavement section, striping, and loops. Add another \$2,750 for pedestrian ramps at right-turn lanes. LTO: \$26,250 (except on arterial legs where center lane or median is provided); RTO lane: \$29,000.

Signalization Costs:

\$200,000 per 4-lane approach with LTO lane; \$175,000 4-lane approach without LTO lane

\$125,000 per 2-lane approach with LTO lane; \$100,000 per 2 lane without LTO lane

APPENDIX B: BICYCLE AND PEDESTRIAN MASTER PLAN IMPROVEMENTS

Rank	Facility Name	Project ID	From	To	Class	Length (miles) (highlighted where TIMF backout is applied)	Estimated Total Construction Cost (2015)
Tier 1 Improvements							
1	Sunnyslope Rd	H-24	Memorial Dr	Cerra Vista Dr	II	0.70	\$24,908
2	Nash Rd./Tres Pinos Rd.	U-13, U-14, H-14, H-25	East of San Benito River	Airline Highway	II	1.43	\$50,883
3	Airline Highway	U-3, U-4, H-3	Sunset Dr.	Quien Sabe Dr.	II	2.98	\$106,037
4	Central Avenue-3rd St.	H-6	Bridgevale Rd.	East St.	II	1.66	\$59,067
5	South St. / Hillcrest Rd.	H-35, H-41	Westside Blvd.	Hillcrest Rd. east of McCray St.	III	1.04	\$16,516
6	Ladd Ln.	H-9	Tres Pinos Rd.	Hillock Dr.	II	0.16	\$5,693
7	San Benito River Trail	U-1, H-1	San Juan Bautista Park	Airline Hwy.	I	16.09	\$16,908,747
8	Sally St.	H-17	3rd St.	Nash Rd.	III	0.96	\$15,246
9	Memorial Dr.	H-12, H-47	Sunset Dr.	Fallon Rd.	II	2.19	\$77,926
10	4th St.	H-30	Westside Blvd.	McCray St.	III	0.83	\$13,181
11	San Felipe Rd.	U-16, H-18	Santa Ana Rd.	Pacheco Pass Hwy.	II	6.61	\$235,202
12	Meridian St.	H-13	Memorial Dr	McCray St.	II	0.85	\$30,245
13	Hillcrest Rd.	U-10, H-8	Prospect Ave.	Fairview Rd.	II	1.77	\$62,981
14	Sunset Dr.	H-42	Cerra Vista Dr.	Airline Hwy.	III	0.84	\$13,340
15	Westside Blvd.	H-28, H-29	Apricot Ln.	Jan Ave.	II	0.28	\$9,963
16	Monterey St.	H-38	4th St.	Nash Rd.	III	0.88	\$13,975
17	McCray St.	H-11	Hillcrest Rd.	Santa Ana Rd.	II	0.61	\$21,705
18	Bicycle and Pedestrian Bridge	H-50	San Benito River Bridge		I	0.06	\$1,791,078
						Total Tier 1	\$19,456,695

Recreational trails highlighted in green

BICYCLE AND PEDESTRIAN MASTER PLAN IMPROVEMENTS (CONTINUED)

Rank	Facility Name	Project ID	From	To	Class	Length (miles) (highlighted where TIMF backout is applied)	Estimated Total Construction Cost (2015)
Tier 2 Improvements							
19	Westside Blvd. Extension	H-43	Nash Rd.	Ladd Ln.	II	0.42	\$14,945
20	Line St	H-10	Nash Rd.	Buena Vista Rd.	II	1.16	\$41,276
21	Southside	H-23	Sunset Dr.	Union Rd.	II	0.16	\$5,693
22	Cerra Vista	H-31	Sunnyslope Rd	Union Rd.	III	0.73	\$11,593
23	San Juan Rd.	U-18, H-20	Hwy 156	Westside Blvd.	II	2.28	\$81,129
24	Hawkins St.	H-34	Monterey St.	Prospect Ave.	III	0.45	\$7,146
25	Santa Ana Rd.	U-7, U-19, H-5, H-22	Railroad Tracks	Fairview Rd.	II	2.15	\$76,503
26	Highway 156	U-11, S-3	The Alameda	Buena Vista Rd.	II	0	\$0
27	Clearview Dr.	U-24, H-32	Meridian St.	Sunset Dr.	III	1.15	\$18,263
28	Union Pacific RR	U-2, H-2	3rd St.	County Line	I	8.81	\$9,258,301
29	Buena Vista Rd./North St.	H-21	Hollister City Limit east of Millard Rd.	Railroad Tracks	II	1.83	\$65,116
30	Fairview Rd.	U-8, U-9, H-7	Airline Hwy	Spring Grove Elem. School	II	3.05	\$108,527
31	Union Rd.	U-21, U-22, H-26	Cienega Rd.	Fairview Rd.	II	1.54	\$54,797
32	Valley View Dr.	U-23, H-27	Sunset Dr.	Union Rd.	II	0.52	\$18,503
33	Bolsa Rd.	U-5, H-44	San Felipe Rd.	County Line	III	7.63	\$121,171
34	Franklin St.	S-6	4th St.	End of 4th St./San Juan Bautista Historical Park	III	0.17	\$2,700
						Total Tier 2	\$9,885,664

Recreational trails highlighted in green

BICYCLE AND PEDESTRIAN MASTER PLAN IMPROVEMENTS (CONTINUED)

Rank	Facility Name	Project ID	From	To	Class	Length (miles) (highlighted where TIMF backout is applied)	Estimated Total Construction Cost (2015)
Tier 3 Improvements							
35	The Alameda-Salinas Rd.	U-34, S-10	San Juan School	Old Stagecoach Rd.	III	0.65	\$10,323
36	4th St.-The Alameda	S-8	The Alameda	Monterey St	III	0.54	\$8,576
37	San Juan Bautista Historical Park	S-1	1st St.	Franklin St.	I	0.29	\$304,757
38	4th St. - San Jose St.	S-5	4th St.	1st St.	III	0.16	\$2,541
39	2nd St.	S-9	San Jose St.	Monterey St	III	0.14	\$2,223
40	Union Rd.	U-35	Hwy 156	Cienega Rd.	III	0.00	\$0
41	Planned Road 2	H-48	McCloskey Rd.	Flynn Rd.	II	5.61	\$199,619
42	Southside Rd.	U-38	Bend in Southside Rd.	Pinnacles Community School	I	0.90	\$945,797
43	Steinbeck Dr.	H-45	Westside Blvd.	Line St.	III	0.10	\$1,588
44	Meridian St.	U-27	Memorial Dr	End of Meridian St.	III	0.47	\$7,464
45	Monterey St.	S-7	4th St.	1st St.	III	0.16	\$2,541
46	1st St.	S-2	North St.	Monterey St	II	0.10	\$3,558
47	San Juan Hwy	U-17, S-4	Old San Juan Hwy	Ahwahnee St.	II	2.35	\$83,619
48	Bridgevale Rd.	U-6, H-4	San Juan Rd.	Central Ave.	II	0.26	\$9,252
49	Fallon Rd.	U-25, H-33	Frontage Rd.	Fairview Rd.	III	2.29	\$36,367
50	Beverly Dr.	H-51	Hillcrest Rd.	Sunnyslope Rd.	III	0.53	\$8,417
51	Santa Ana Rd./Buena Vista Rd.	U-32	Hwy 156	Bend in Buena Vista Rd.	III	0.74	\$11,752
52	Planned Road 1	H-46	Fairview Rd.	San Felipe Frontage Rd.	II	2.04	\$72,589
53	San Felipe Class I	H-49	Wright Rd.	Flynn Rd.	I	0.84	\$882,744
54	Highway 25	U-36	Quien Sabe Rd.	Pinnacles Monument	III	24.50	\$389,082
55	Southside School Connection	U-37	San Benito River Trail	Southside School	I	0.68	\$714,602
56	Santa Ana Valley Rd.	U-31	John Smith Rd.	Quien Sabe Rd.	III	1.75	\$27,792
						Total Tier 3	\$3,725,202
Source: San Benito County Bicycle and Pedestrian Master Plan, May 2009 for SBCOG by ALTA Planning + Design						Grand Total	\$33,067,561
						Cost of Recreational Trails	\$28,262,882
						Sub-total	\$4,804,679
						New trip percentage of 2035 total trips	40%
						Net TIMF share	\$1,912,324

Recreational trails highlighted in green

APPENDIX C: CALCULATIONS OF COST PER TRIP WITH COMMERCIAL SHIFT

	Shifted Trip Share a = d/total trips in Zone	Cost Share b = a x total cost in Zone	Trips from Trip Zone Tables c	Trip Shift d	Cost per Trip = b/c
Zone 1					
<u>Residential</u>					
Single Family	66.31%	\$ 1,468,555	1,338	1385	\$ 1,097.58
Multi-Family	9.07%	\$ 200,861	183	189	\$ 1,097.60
			1,521	1575	
<u>Non-residential</u>					
Office	7.85%	\$ 173,869	164	164	\$ 1,060.18
Commercial/Retail	2.46%	\$ 54,435	105	51	\$ 518.43
Industrial	1.05%	\$ 23,324	22	22	\$ 1,060.18
Other	13.26%	\$ 293,669	277	277	\$ 1,060.18
Total Cost Zone 1		\$ 2,214,707	568	514	
		Total	2089		
51.1% of Commercial Trips Shifted to Residential:			53.66		
Zone 2					
<u>Residential</u>					
Single Family	60.51%	\$ 116,384,726	11,609	11831	\$ 10,025.39
Multi-Family	8.26%	\$ 15,880,217	1,584	1614	\$ 10,025.39
			13,193	13445	
<u>Non-residential</u>					
Office	9.96%	\$ 19,153,686	1,947	1947	\$ 9,837.54
Commercial/Retail	1.23%	\$ 2,371,603	493	241	\$ 4,810.55
Industrial	1.80%	\$ 3,462,814	352	352	\$ 9,837.54
Other	18.23%	\$ 35,069,108	3,565	3565	\$ 9,837.54
Total Cost Zone 2		\$ 192,323,870	6,357	6105	
		Total	19,550		
51.1% of Commercial Trips Shifted to Residential:			251.92		
Zone 3					
<u>Residential</u>					
Single Family	0.00%	\$ -	-	-	-
Multi-Family	0.00%	\$ -	-	-	-
<u>Non-residential</u>					
Office	21.74%	\$ 9,583	5	5	\$ 1,916.66
Commercial/Retail*	4.35%	\$ 1,917	1	1	\$ 958.33
Industrial	0.00%	\$ -	-	-	\$ -
Other	73.91%	\$ 32,583	17	17	\$ 1,916.66
Total Cost Zone 3		\$ 44,083	23	23	
		Total	23		
Overall Total Cost, Roadways (includes intersections, but not bike lanes)					
		\$ 194,582,660			
		Bike Lane Costs	Trips in Zone	Cost per trip	
Zone1	\$	1,683,339	2089	\$ 805.81	
Zone 2	\$	40,856,398	19550	\$ 2,089.84	
Zone 3	\$	10,076	23	\$ 438.08	
Bicycle and Ped Master Plan TIMF Share:	\$	1,912,324			
Total trips		21,662			
Cost per trip	\$	88.28			

*Since there is no commercial/retail cost shift to residential in Zone 3 (no residential development is projected in Zone 3), the commercial/retail cost per trip is reduced by 50 percent to put it on an equal basis with the commercial/retail in the other zones. The loss in revenue is expected to be very small.

RESOLUTION NO. 2018-13

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
ADOPTING THE 2016 TRANSPORTATION IMPACT MITIGATION FEE NEXUS
STUDY, ADOPTING MODIFICATIONS TO THE FEES AS RECOMMENDED BY THE
STUDY, AND FINDING ADOPTION OF THE FEES CATEGORICALLY EXEMPT
UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

WHEREAS, the voters of San Benito County have adopted an ordinance providing for a 1% sales tax to fund transportation improvements; and

WHEREAS, the City of San Juan Bautista is eligible to receive an allocation of the revenue received to finance improvements to local streets and roads; and

WHEREAS, as a condition of receiving its local share, the City must adopt the Transportation Impact Mitigation Fees recommended by the Nexus Study conducted for the Council of Governments in 2016; and

WHEREAS, the Study analyzes the impact of growth on the need for improvements to the regional transportation network, and identifies specific projects to be funded from the TIMF; and

WHEREAS, the TIMF fees will be used to help pay the local share of regional transportation improvement projects such as widening of Highway 156; and

WHEREAS, San Juan Bautista is located within Zone 1 identified in the Study; and

WHEREAS, the Study recommends that the fees be adjusted annually by the change in the Construction Cost Index published by the Engineering News Record.

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of San Juan Bautista adopts the 2016 Nexus Study in its entirety; and

BE IT FURTHER RESOLVED, that the City Council for the City of San Juan Bautista hereby adopts the 2016 TIMF schedule as shown in Table 4 of Nexus Study, and modifies it for two years of changes in the CCI as shown on the attached Exhibit A, effective 60 days after adoption of this resolution; and

BE IT FURTHER RESOLVED, that the City Manager is authorized and directed to adjust the fee each January 1 to reflect the change in the CCI over the previous 12 months.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting duly held on the 21st day of May, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

César E. Flores, Mayor

Laura Cent, City Clerk

Proposed Regional Transportation Impact Mitigation Fee Effective July 22, 2019

	TIMF January 2016	%change in CCI*	Proposed TIMF
Zone 1			
<u>Residential fee per unit</u>			
Single Family	\$ 2,254.96	8.61%	\$ 2,449.11
Mult-family	\$ 1,401.75	8.61%	\$ 1,522.45
<u>Non residential fee per 1,000sf</u>			
Office	\$ 3,627.90	8.61%	\$ 3,940.30
Commercial/Retail	\$ 2,189.97	8.61%	\$ 2,378.55
Industrial/other	\$ 478.40	8.61%	\$ 519.60

*

Construction Cost Index Jan 2016 11153.41

Construction Cost Index Jan 2019 12113.87

% change = 8.611



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: FUNDING FOR A PAVEMENT MAINTENANCE
PROGRAM

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Interim City Manager Tewes

RECOMMENDED ACTION:

Formally request the San Benito Council of Governments to provide funding in the amount of \$31,000 to pay the initial cost of establishing a Pavement Management Program (PMP).

BACKGROUND INFORMATION:

As a condition of receiving local funds from Measure G, the voters of San Benito County approved an ordinance that requires the City to establish and maintain a Pavement Management Program which would provide decision makers with measurable standards of pavement condition.

The ordinance provides that the COG Board, at its discretion, may fund such a program “prior” to the allocation of local funds. It is anticipated that in FY 20, the City will receive approximately \$154,000 to pay for street repairs and rehabilitation. If approved by the COG board, the City would receive an additional \$31,000.

City Engineer Harris and Associates have provided a proposal to establish a PMP for San Juan Bautista, and train city staff in maintaining the data base. There is a model PMP initially developed by the Metropolitan Transportation Commission (in the Bay Area) that is widely adopted in California.

A PMP requires field inspection and recordation of conditions on every street, and periodic updates. The data is used to inform decisions about which street segments should be scheduled for a specific upgrade treatment. The model shows how timely investments can extend the life of a street segment and avoid much more costly reconstruction.

If COG does not fund the PMP it will be necessary for the City to use its allocation of local Measure G funds, reducing the amount available for actual street rehabilitation.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: CITY MANAGER'S RECOMMENDED BUDGET

MEETING DATE: May 21, 2019

DEPARTMENT HEAD: Interim City Manager Tewes

RECOMMENDED ACTION:

- Hear Presentation on Annual Budget;
- Establish Schedule for Budget Workshops;
- Set Public Hearing for June 18.

The Interim City Manager will provide an oral report on the Recommended Budget.

The Council may wish to set one or more workshops in the next few weeks to review the budget. One of the issues to be considered in the workshops is the extent to which the Council wishes to make financial contributions to community groups.

The Council should adopt the Budget as amended at its meeting on June 18, 2019.

A copy of the FY 20 City Manger's Recommended Budget is available on the City's Website:

https://www.san-juan-bautista.ca.us/document_center/Annual%20Budget/FY20%20Recommended%20Budget.pdf

To: City of San Juan Bautista

Re: **Mandala Community Art Project – Request for Funding**

From: Strategic Planning Committee and sub committee for Arts, Culture,
Recreation and Wellness

The success of the first creation of a city funded street Mandala as a temporary community art project on March 30 has led to our request for \$5900 in city funding for the creation of three more Mandala's during the 2019, 150th year Celebrations. Each Mandala painting experience is open to public participation and provides art and recreation opportunities for our youth. The continued contract with guest artist River Sauvageau will provide training to local artists and youth. We will reach our strategic plan goals through a project that integrates opportunities for participation in the Arts as an expression of San Juan's cultural heritage.

Summer Mandala: The Fruiting, Friday, June 28.

Youth at Credo Studio's Annual Summer Camp will design the Mandala with our guest artist River Sauvageau, with support from professional artists and Anzar summer Service Learners. The painting day on June 28th is open to all.

Location: Tuolumne Street between 2nd and 3rd near Library

Cost: \$1600

Autumn Mandala: The Harvest, Sunday September 22

Our local design team with River Sauvageau intend to weave the harvest theme with Indigenous People's Day so it may be used as a platform for sharing about the original peoples of San Juan Bautista and their descendants.

Location: Third and (location determined with collaboration
on the Indigenous People's day street fair).

Cost \$1600

Winter Mandala: The Completion, to be revealed December 21

This is the final mandala of the 150th Anniversary year. This Mandala will be painted on a 10ft x 10ft canvas with acrylic paints. This mandala will be able to be mounted and shown during city events and will commemorate this year's community art cycle. The mandala will be painted in acrylics over a period of 2-3 weeks in Credo Studio and be revealed on Winter Solstice in local events.

Location: Moveable

Cost \$2500

Please see a more detailed description from River Sauvageau attached.

To the City of San Juan Bautista,

Thank you to the City of San Juan Bautista for sponsoring the making of SJB's first Community Mandala. The theme was "Planting Seeds" to honor and commemorate spring, Indigenous New Year and the Sesquicentennial of your City. It was extremely well received by those who participated in and witnessed the making of it as well as those who discovered it by chance. I met Mayor Cesar Flores at the mandala and he was thrilled with it. He told me at the time that he would like to have another one for Indigenous People's Day, formerly Columbus Day.

As we considered our overall design, we wanted to honor the indigenous people who are now being included in the history of the city. The indigenous people were identified with the land, the cycles of the sun, moon and stars and the seasons. Around the center were irregular layers in shades of grey which represented the remaining trunk of the pepper tree under which was the village. Around the very center were depicted four cotyledons, cracked open seeds with their first sprouts, looking like a flower. The overall design was a four-petaled flower with each of the large petals bisected by a leafy branch of the pepper tree. In between the petals were depicted the waterways, the mountains with the skies above in graphic representation. The four petals were oriented in the four directions with the north being the top and having the moon represented in its phases and the south petal represented the roots. Representing the original peoples of the land we had the oak tree and acorns, which were their main source of nourishment represented in the west, and the corn represented in the east. The corn represented the people of the corn who later settled the land. Next to the oak in the other half of the west petal was a field of spring flowers while the other half of the east petal had colorful abstract figures with stars and meteors. Under the moon were depicted hummingbirds, symbols of the Amah Mutsun people, while the south petal represented the roots of the tree with animals that live in and on the ground.

The administration and shepherding of the mandala as a community art project for SJB has been led by Mandisa Snodey; the design, purchasing of materials, PR, community outreach, recruitment, painting and organization was done by Jennifer Colby, Ramona Hill of Credo Studio, and led by me, River Sauvageau. Jennifer recruited artists to come and paint larger sections while we had areas for passers-by who wanted to join in to be able to paint. We had families who came and painted together, mom, dad, and children as well as a school teacher who came and painted because she was teaching her class about mandalas. At the end we had three children under the age of ten who were committed to completing the roots section. They were so excited and thrilled to be a vital part of such an amazing project and they worked until it was done. I know that the experience is one they will always remember. There were the seeds we planted taking root already as we came to completion of the project.

I would like to propose the creation of three more mandalas, one each for the three seasons remaining in this 150th anniversary year. In bringing indigenous history into the historical narrative we follow the seasons and what is reflected in the year's cycles. That relates to all peoples, the indigenous peoples and the various waves of settlers. In this way as we are

focusing on the indigenous narrative we are all inclusive, so no one is left out. The Mandala represents the circle of life and includes all. This is community.

My intention is to mentor the people in the SJB community on our process of community mandala making over four seasons and to pass on this process to the team leaders and participants. I have been leading the making of our annual community mandala here in Ojai since 1993 and am in the process of planning and working to pass it on to the next generation, with my guidance and support over the next three years. There is a unique approach that we have developed here that is inclusive and meaningful. Traditionally a mandala is not long lasting, though much effort goes into creating its beauty. This is a beautiful teaching about life and the importance of seizing the moment. When painting the mandalas on the street everyone is equal, regardless of social or economic standing or age. Every participant has to bend over and be on their knees. It is the great equalizer as each person who participates must "get down to earth". Here in Ojai our first mandalas were guerrilla art projects and were painted to honor the Chumash people. They were so well received by the people of our valley that the city started sponsoring us after the third year. This October will be my/our 27th year.

I propose to do three more Community Mandalas in the City of San Juan Bautista to support the cycle of the year-long celebration of the 150 year anniversary of the city, one for each season. The intention is to link the mandala making with the seasons, the Spring Mandala was allied with Spring Equinox (though about a week later) and the theme was "Planting Seeds". The Summer Mandala close to Summer Solstice, The Autumn Mandala close to Fall Equinox and the Winter Mandala to be complete by Winter Solstice.

The Mandala makes a space for the community to share on. It is like a stage on the ground for Ceremony, for Music, for Spoken Word, for Storytelling, for Theater, and so on. As each Mandala is created, we are building community as more people participate and the word gets out. This means fliers, social media marketing, reaching out to local schools and businesses will get more people to know about it and to make use of it.

Summer Mandala: The Fruiting, Friday, June 28.

In association with Credo Studio's Annual Summer Camp whose theme will be "Mandala Makers: The Story in a Blossom"

Autumn Mandala: The Harvest, Sunday September 22

We intend to weave this theme with Indigenous People's Day so it may be used as a platform for sharing about the original peoples of San Juan Bautista and their descendants.

Winter Mandala: The Completion, to be revealed December 21

This is the final mandala of the 150th Anniversary year. We want to paint this one on a 10ft x 10ft canvas with acrylic paints. This will be painted over a period of 2-3 weeks at Credo Studio. This mandala will be able to be mounted and shown during city events and will commemorate

this year's community art cycle. The mandala will be painted in acrylics over a period of 2-3 weeks in Credo Studio and be revealed on Winter Solstice.

We suggest that the city add a page to its website to show the mandalas and their stories.

Pricing for the Summer and Autumn Mandala are \$1600.00 each
\$1200 fee for River, \$300.00 for materials, \$100.00 for Credo Studio for site use and flier design. River's fee includes weekly design and strategy meetings, traveling to SJB from Ojai, and two days on site for organization and leading the painting.

Pricing for Winter Mandala is \$2500.00
\$1200 for River's fee, design, strategy, support, travel, purchasing, sketching the mandala and first all day painting session. \$600.00 for acrylic paints, \$200.00 for brushes, \$600.00 for 3 weeks at Credo Studio, approx. 30-40 hours.

Thank you for your kind consideration. It has been an honor and a pleasure to bring Community Mandala making to your very special city.

Yours Truly,

River Sauvageau
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