



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

TUESDAY – NOVEMBER 17, 2020

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

DO NOT ATTEND THIS MEETING IN PERSON*

Join Zoom Meeting at <https://zoom.us/j/84604673913>

Meeting ID# 846 0467 3913

NO PASSWORD

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ZOOM TUTORIAL - <https://www.youtube.com/watch?v=fMUxzrgZvZQ>

MEETING LIVE STREAMED AT CMAPTV.COM, CHANNEL 17

**All residents to follow the Governor's Shelter in Place Order and the CDC Guidelines regarding preventative measures. We can all do our part to flatten the curve and prevent further spread of COVID-19.*

Written comments may be mailed to City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us not later than 5:00 p.m., November 17, 2020, and will be read into the record during public comment on the item.

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. Approve Minutes of Regular Meeting of October 20, 2020
- D. Approve Minutes of Special Meeting of October 6, 2020

- E. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title**
- F. Approve Resolution 2020-XX Adopting the Water and Waste Master Plans**
- 4. Presentations, Informational Items and Reports**
 - A. Proclamation for Small Business Saturday, November 28th, in San Juan Bautista**
 - B. Monthly Financial Statements**
 - C. City Manager's Report**
 - D. Reports from City Council Appointees to Regional Organizations and Committees**
- 5. Public Hearings**
 - A. Consider Approval of Solid Waste Collection Rates Effective January 1, 2021 to June 30, 2021**
 - B. Consider Approval of a General Plan Amendment to change the land use designation from "Public Facilities" to "Industrial" and Zoning Map Amendment to change the land use zoning from "Public Facilities" to "Industrial" of former City well site, located at the corner of Mission Vineyard Road and Old San Juan Hollister Road (Assessor's Parcel Number: 002-550-007)**
- 6. Action Items**
 - A. Fiscal Year 2020-2021 Budget**
 - i. Budget Presentation and Discussion**
 - ii. Consider Approval of three Job Descriptions for Community Services Coordinator, Public Safety Manager, Economic Development Coordinator**
 - iii. Consider Resolution 2020-XX to Adopt the Fiscal Year 2020-2021 Municipal Budget, Salary Schedule and new Job Descriptions**
 - B. Approve Resolution 2020-XX Approving Applying for and Entering Into Agreements for a Regional Early Action Planning Grant (REAP)**
 - C. Adopt Resolution 2020-XX Approving Applying for and Entering into Agreements for Prop 68 Per Capita Grant Funds**
 - D. Approve Resolution 2020-XX Extending the Term of the Temporary Parklets on Third Street Ninety Days until March 31, 2021**
 - E. Consider Appointment of City Treasurer**
- 7. Discussion Items**
 - A. Urban Growth Boundary/Sphere of Influence Ad-Hoc Committee Status Report**
 - B. COVID-19 Update**
 - C. Water Update**
- 8. Comments**
 - A. City Council**
 - B. City Manager**
 - C. City Attorney**
- 9. Adjournment**

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.

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 14th DAY OF NOVEMBER 2020, 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 NOVEMBER 2020.



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 NOTICES. I FURTHER DECLARE THAT I POSTED SAID NOTICES ON THE 6th DAY OF NOVEMBER 2020, 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 12th DAY OF NOBEMBER 2020.



TRISH PAETZ, DEPUTY CITY CLERK

NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **November 17, 2020** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- Consider a General Plan Amendment to change the land use designation from "Public Facilities" to "Industrial" and Zoning Map Amendment to change the land use zoning from "Public Facilities" to "Industrial" of former City well site, located at the corner of Mission Vineyard Road and Old San Juan Hollister Road (Assessor's Parcel Number: 002-550-007).

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **November 12, 2020**. All members of the public are encouraged to attend the **Zoom meeting** and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to citymanager@san-juan-bautista.ca.us, not later than **5:00 p.m., November 17, 2020**.

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

Posted: November 6, 2020

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
COUNCIL CHAMBER, SAN JUAN BUATISTA CITY HALL
AND INTERNET VIDEO/AUDIO CONFERENCE SERVICE
OCTOBER 20, 2020
DRAFT MINUTES**

1. CALL TO ORDER – Mayor Edge called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE – Vice Mayor Jordan led the Pledge of Allegiance.

ROLL CALL Present: Mayor Edge and Vice Mayor Jordan.
Council Members DeVries, Flores and Freeman present
via internet video/audio conference service.

Staff Present: City Manager Reynolds, City Clerk Cent and Deputy City Clerk Paetz.
City Attorney Mall, City Engineer Behzad, City Accountant Cumming, Public Information Officer Eagen, Community Liaison Turner and Fire Marshal Bedolla were present via internet video/audio conference service.

2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Mayor Edge asked those joining via internet video/audio conference service for public comment. There was no public comment.

3. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Approve Minutes of Regular Meeting of September 15, 2020

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

Vice Mayor Jordan made a motion to approve all items in one motion in Item 3. Consent Items. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Monthly Financial Statements

City Manger Reynolds reviewed the statements. He mentioned the recent Bond payment otherwise there was not much activity as it was the beginning of the fiscal year. Mr. Reynolds offered to answer questions. There was no public comment.

B. City Manager's Report

City Manager Reynolds reviewed his report with an onscreen presentation. He reported on the Town Hall and Special Meeting regarding the water and wastewater projects, a rate study is being conducted on the City's water and sewer rates, and plans are progressing for Luck Park Master Plan, Franklin Park, and bathrooms for Verutti Park. Mr. Reynolds also reported his concept of a new full-time "Public Safety Manager" position proposed in the budget. Council Member DeVries reported on the Urban Growth Boundary ad hoc committee meeting. There was no public comment.

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

Vice Mayor Jordan reported the Water Resources Association had not met. Council Member Flores reported on the League of California Cities meeting. Council Member Freeman reported on the AMBAG meeting. There was no public comment.

5. PUBLIC HEARING

A. Consider Approval of a First Amendment to the Franchise Agreement with Recology San Benito County

City Manager Reynolds reviewed the staff report including the history of the delayed rate increase. Kathleen Gallagher of San Benito County Integrated Waste Management presented her report. She described Option Four of establishing a \$250,000 balancing account due to Recology not receiving a rate increase until January 2021, and reported the balancing account requires an amendment to the franchise agreement. Ms. Gallagher reported the County and the City of Hollister have approved the amendment. There was no public comment. Council Member Flores made a motion to approve Resolution 2020-52 Approving Amendment No. 1 to the Franchise Agreement with Recology San Benito County. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

6. ACTION ITEMS

A. Consider an Agreement with CMAP and the Cities of Gilroy and Hollister for Public, Education, and Government Services (PEG)

Sue Buske of CMAP was introduced to gave a report. Due to audio problems she could not be heard and Paul DeSilva, City of Hollister Information Technologies Director and CMAP Board Member, presented a report, including the cities of Hollister and Gilroy have approved the agreement. Council members made comments and asked questions, which Mr. DeSilva answered. There was no public comment. Council Member Flores made a motion to approve Resolution 2020-53 Executing an Agreement with the Cities of Gilroy, Hollister, and the Community Media Access Partnership (CMAP) for Public, Education, and Government (PEG) Services. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

B. Approve a Change Order to The Don Chapin Construction, Inc. to Install an 8" Sanitary Sewer Line on Old San Juan Hollister Road and Coke Water Service

City Manager Reynolds introduced the report and requested Items 6B be followed by Item 6E. City Engineer Behzad presented her report. She reported the cost would be \$177,000 and would include a 10% contingency for a maximum of \$194,000, with the funds coming from Sewer Capital funds and Water Impact fees. Council Member DeVries asked if this was a change order or a separate agreement. City Attorney Mall reported it was a change order to a contract. Ms. Behzad reported installation of the sewer line was urgent. Staff answered questions from council members. Public comment from Jackie Morris-Lopez, read by Vice Mayor Jordan, felt this work was separate from the Third Street project. City Attorney Mall responded it was not a separate project and the change order was okay. Vice Mayor Jordan made a motion to approve Resolution 2020-54 Authorizing the City Manager to Execute Change Order #7 With The Don Chapin Co, Inc. to Install and 8" Sanitary Sewer Line in San Juan Hollister Road and Coke Water Service with a maximum of \$194,000. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

At this point in the meeting, Mayor Edge went to Item 6E.

E. Award of Contract to Central Electric for Installation of a New Panel on the San Juan Hollister Road Lift Station

City Engineer Behzad presented her report, including receiving RFPs from Collins Electrical, Central Electric Company and JM Electrical, and the project is necessary to meet the amperage load of the new pumps to be installed. There was no public comment. Council Member DeVries made a motion to approve Resolution 2020-55 Authorizing the City Manager to Execute a Contract with Central Electric for Installation of a New Panel on the San Juan Hollister Road Lift Station. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

At this point in the meeting, Mayor Edge returned to Item 6C.

C. Approve a Memorandum of Understanding with San Benito County for CARES Act Funding in the Amount of \$23,333 to Support Small and Local Businesses.

City Manager Reynolds presented his report. Council members DeVries and Freeman spoke in support of the Federal funds. Public comment was received from Jackie Morris-Lopez congratulating staff and local businesses. Vice Mayor Jordan made a motion to approve Resolution 2020-56 Authorizing the City Manager to Execute a Memorandum of Understanding Between the City, San Benito County and the City of Hollister to Receive and Disburse an Allocation of CARES Act Funding to Support Small and Local Businesses. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

D. Consider Adoption of a Joint Powers Agreement and ByLaws for California Intergovernmental Risk Authority (CIRA), which will Permit the Merger of PARSAC and REMIF

City Manager Reynolds reviewed the staff report and the City's insurance with PARSAC. Council members made comments regarding the new authority. Administrative Services Manager and PARSAC Board Member Paetz and City Attorney Mall answered questions from Council members. There was no public comment. Council Member Flores made a motion to approve Resolution 2020-57 to adopt a Joint Powers Agreement and Bylaws for California Intergovernmental Risk Authority (CIRA) to Permit the Merger of Public Agency Risk Sharing Authority of California (PARSAC) and the Redwood Empire Municipal Insurance Fund (REMIF). Second by Council Member Freeman. A roll call vote was taken: The motion passed 5-0.

Item 6E was moved to earlier in the meeting, after Item 6B.

F. Fiscal Year 2020-2021 Budget

i. Budget Presentation and Discussion

ii. Consider Resolution 2020-58 to Extend Adoption of the Fiscal Year 2020-2021 Municipal Budget to November 17, 2020

City Manger Reynolds reviewed his report with an onscreen presentation. He reported on the implementation of ClearGov software for the budget preparation and presentation, City personnel changes, and announced a Town Hall budget meeting. City

Accountant Cumming reported on the use of Quickbooks and ClearGov to develop and present the budget. Council members provided comments. Jackie Morris-Lopez asked if ClearGov was free and online. City Manager Reynolds responded ClearGov cost \$10,000 per year and it was online, accessible through the City's website. David Medeiros agreed the ClearGov budget presentation was transparent. Council Member DeVries asked about the personnel changes and City Manager Reynolds responded he will bring back more information in November. Yolanda Delgado asked if the new personnel positions would be open to the public to apply, where the money would come from to pay for the positions and if they were needed. Jackie Morris-Lopez requested the job descriptions be posted on the City's website along with an organizational chart. Vice Mayor Jordan made a motion to approve Resolution 2020-58 Authorizing a Continuation Budget Appropriation From October 20, 2020 Until November 17, 2020. Second by Council Member DeVries. A roll call vote was taken: The motion passed 5-0.

7. DISCUSSION ITEMS

A. COVID-19 Update

City Manager Reynolds presented a report, which included revising parklet design guidelines with the Fire Marshal's ways to improve. Council Member DeVries asked questions, which staff responded to. There was no public comment.

B. Water Update

City Manager Reynolds reported the City has complied with the Federal EPA order and is waiting for a formal response, and would start meeting with the SBC Water District regarding pipe installation. Council members provided comments. There was no public comment.

C. November 3, 2020 Election: Write-in Period for City Clerk and City Treasurer Ended Today, October 20, 2020 – City Clerk

City Clerk Cent reported Shawna Freels had qualified as a write-in candidate for City Clerk. There were no qualified write-in candidates for City Council or City Treasurer. City Attorney Mall would present information at the next meeting on filling the City Treasurer position. There was no public comment.

8. COMMENTS

A. City Council

No comments received.

B. City Manager

City Manager Reynolds reported there would be a better microphone next meeting.

C. City Attorney

No comments received.

9. ADJOURNMENT

Vice Mayor Jordan made a motion to adjourn. Second by Council Member Flores. Mayor Edge adjourned the meeting at 8:42 P.M.

Mary Vasquez Edge, Mayor

ATTEST:

Laura Cent, City Clerk

DRAFT

**CITY OF SAN JUAN BAUTISTA
TOWN HALL MEETING WITH THE CITY COUNCIL
COUNCIL CHAMBER, SAN JUAN BAUTISTA CITY HALL
AND VIA INTERNET VIDEO/AUDIO CONFERENCE SERVICE
OCTOBER 6, 2020
DRAFT MINUTES**

1. CALL TO ORDER – Mayor Edge called the meeting to order at 6:02 P.M.

PLEDGE OF ALLEGIANCE – Vice Mayor Jordan led the Pledge of Allegiance.

ROLL CALL Present: Mayor Edge and Vice Mayor Jordan.
Council Members DeVries, Flores and Freeman were present via internet video/audio conference service.

Staff Present: City Manager Reynolds and Deputy City Clerk Paetz.
City Clerk Cent, Project Manager Bjarke, Community Liaison Turner, Public Information Officer Eagen and Public Works Supervisor Bryan were present via internet video/audio conference service.

2. PUBLIC COMMENT (ONLY ON ITEMS ON THE AGENDA)

Mayor Edge asked those joining by internet video/audio conference service for public comment. There was no public comment.

3. DISCUSSION ITEMS

A. Town Hall meetings are for the free exchange of information of community-wide importance. The City Council desires to receive input from the public to assist in choosing the best solution to the City's water issues.

Mayor Edge gave a welcome and introduction. City Manager Reynolds gave a shared screen presentation, which began with an introduction of the staff and contractors who worked on the water and wastewater project. Mr. Reynolds continued with a history of the City's water, including expenses, problems and procedures. Mr. Reynolds then described the processing of sewage at the Waste Water Treatment Plant (WWTP) including the regulator framework and the history of actions by the California State Water Board and the Federal EPA. He concluded his remarks with actions taken by the City, including the formation of a water subcommittee with Vice Mayor Jordan and Council Member Freeman as members in April 2020, and the deadline of October 15, 2020 to select compliance projects and report to the EPA.

Steve Beck of Stantec Consulting Services, Inc. spoke regarding their preliminary engineering report. Regarding salinity, Mr. Beck spoke on the sources of water for the City and the treating of the City's wastewater. He reported an industrial permit system is being worked on at this time. He reported salt is difficult to remove and describe the sources of salt into the City's wastewater: residential self-generating softeners and wastewater from industrial customers. He listed potential methods of water-source control of salt, including a pellet plant, exchange of cartridges, another well to the north,

and water from the West Hills Water Treatment Plant. He reported cost analysis, monetary factors and scoring factors were studied for these solutions, and the best score and most cost effective was the West Hills WTP importation combined with the City's well water. For the treatment of wastewater, Mr. Beck reported three alternatives, which included onsite or offsite upgrades to the WWTP with the City of Hollister WWTP being the offsite upgrade, and onsite or offsite salt control. Based on a matrix, Mr. Beck recommended the Hollister WWTP and West Hills WTP projects. The City can apply for grant money from the USDA and compliance was estimated to be reached by the end of 2023.

City Manager Reynolds presented the next step in the process and how the costs would be covered. He also reported a rate study was currently in process. Next Mr. Reynolds opened the Town Hall to questions from the public. Vice Mayor Jordan read a question from Dan Fernandez about the West Hills WTP gaining salt in the future. Jeff Cattaneo, General Manager and District Engineer of the San Benito County Water District, answered it would not, due to the sources of the water. Cara Vonk asked about the source of the water and Mr. Cattaneo answered it is from the Central Valley Water Project. Ms. Vonk asked if Hollister's growth would be an issue and Mr. Cattaneo answered Hollister, after upgrading, has double the capacity and the City of San Juan Bautista does not have any capacity available. Ms. Vonk asked about pipes going through agricultural land and Mr. Cattaneo reported the SBC Water District already has easements in place. Jose Bernal asked with the West Hills WTP if the City would attempt to discourage the use of water softeners. Mr. Beck recommended a buy-back of softeners, and Mr. Cattaneo replied customers would be willing to remove water softeners as they would be unnecessary. Zooey Diggory appreciated the clear presentation and asked what Hollister does with their wastewater and what about alternatives to salt in softeners. Mr. Cattaneo answered the SBC Water District worked with Hollister on the urban area in their master plan. Mr. Beck reported speaking with Culligan and frequent replacement of cartridges, working with homeowners and responsibility were concerns. David Medeiros asked what would happen to the City's plants. Mr. Beck replied the City's WWTP would need new pumps and it would have the ability to temporarily store wastewater if needed. City Manager Reynolds replied the West Hills WTP water would be blended with the City's well water so the wells would be kept up but they would not be as busy. Cara Vonk asked if the water would be somewhat hard when mixed with the well water. Mr. Beck replied a blend acceptable to customers would be determined. Zooey Diggory asked how the onsite removal of salt would be done. Mr. Beck replied it would be done by reverse osmosis (RO) and that would lead to costly brine disposal and more property for evaporation ponds. Mayor Edge read a letter from Rachel Ponce, which stated a need for an oversight committee of the City Council and the City Manager, which will help with support, monitor rates and the use of money. Jackie Morris-Lopez supports an oversight committee. Janell commented the survey did not go to those who are apartment residents without water accounts. City Manager Reynolds responded staff would go door to door if necessary to survey those in apartments. Vice Mayor Jordan read a question from Zooey Diggory asking what upfront funding would be needed to make the projects happen. City Manager Reynolds responded a USDA grant and loan. Irvin agreed with Jackie Morris-Lopez.

Mayor Edge asked for questions and comments from members of the Council. Council Member DeVries asked about the cost of laying pipe and the City drilling more wells in the area of San Juan Canyon. Mr. Cattaneo responded with the issues with water from new wells in the area. Council Member Freeman commented this is a difficult area to find good water and the City needs water from the West Hills WTP. Council Member Flores expressed thanks for the information on the water situation. Vice Mayor Jordan commented something needs to be done now and wells can be drilled later. Mayor Edge thanked the experts who are working on the project. Council Member DeVries agreed with Vice Mayor Jordan and Mayor Edge and asked how much had been spent to acquire Dale Coke's well. City Manager Reynolds estimated \$700,000 in all. Council Member DeVries expressed concern about being dependent on the City of Hollister for water and sewer services. Mr. Cattaneo responded the SBC Water District is not the City of Hollister, the Hollister WWTP was intended to be a regional facility, and recommended the City get out of waste water treatment.

Vice Mayor Jordan read a comment from Zooey Diggory supporting redundancy. Vice Mayor Jordan read a comment from Jackie Morris-Lopez supporting community oversight over all water issues. City Manager Reynolds responded there is a strict deadline of October 15, 2020 and the schedule needed to be kept to develop trust; plans can be changed later. Vice Mayor Jordan read a question from Jackie Morris-Lopez asking when a decision needed to be made. Mr. Reynolds responded next week. City Manager Reynolds reported the Public Information Officer would build a website just for this with reports and details. He requested those with questions to call or email City staff. Mayor Edge added to call City Manager Reynolds, Vice Mayor Jordan or Council Member Freeman with questions as they have been involved in the process. Jackie Morris-Lopez asked when and if connecting to the SBC Water District, would rates go down. City Manager Reynolds responded maybe by the end of the year and no, rates would not go down. Vice Mayor Jordan asked what the cost of the water would be from the West Hills WTP. Mr. Beck responded \$1,500 per acre-foot. Mr. Cattaneo responded pennies per gallon. Council Member Freeman responded half a cent per gallon.

4. ADJOURNMENT

Mayor Edge adjourned the meeting at 7:40 P.M.

Mary Vasquez Edge, 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



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: ADOPT THE WATER AND WASTE WATER MASTER PLANS

MEETING DATE: November 17, 2020

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff is asking the City Council to approve a resolution adopting the Water and Waste Water Master Plans.

BACKGROUND INFORMATION:

The City accepted its new Water and Waste Water Master Plans September 15th, and they were sent to the EPA for review. In October the City learned that the EPA had no edits or changes. It also approved the City's selection of the compliance projects identified by the Plan's Preliminary Engineer's report. Having reached these milestones, the Master Plans were finalized by Akel Engineering and Associates, and presented to City staff last week. Both Plans can be found on the City Website at this link:

https://www.san-juan-bautista.ca.us/alert_detail.php

DISCUSSION:

Completion of the Master Plans is a critical step for the City on its path to come into compliance with its National Pollution Discharge Permit and the EPA's Administrative Order on Consent (AOC). The 80-page Preliminary Engineer's Report that analyzed compliance projects for the City was required to be split in two parts; one specifically for Water and one specifically for Waste Water. Having completed this edit the Plans are ready for adoption by the City Council.

The United States Department of Agriculture (USDA) is currently reviewing the City's grant and loan application. It has determined that because the City's utility revenue is split into two different funds, enterprise funds, it needs to have two different PERs. Having now completed this change, the City is meeting with the USDA November 19, to further application forward.

There were no other edits made to the Master Plans presented to the City Council September 15, 2020.

Adoption of the Master Plans is a critical step. They can be used to defend the City in the future if improvement cost or utility rates are challenged by developers. The City is now in a much better position to negotiate these fees.

ATTACHMENT

Resolution

RESOLUTION 2020-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
ADOPTING THE WATER AND WASTE WATER MASTER PLANS**

WHEREAS, on October 15, 2020 the City agreed to work with Akel Consulting and complete a Water and Waste Water Master Plan; and

WHEREAS, on February 25, 2020, the Environmental Protection Agency (“EPA”) and Regional Water Quality Control Board (Water Board) met with the City and agreed that the Master Plans are the best step forward for the City its efforts to bring its water system back into compliance with the permit requirements; and

WHEREAS, on August 18, 2020, the City and EPA entered into an Administrative Order on Consent, (“AOC”) agreeing that the City will bring its water systems into compliance by December 31, 2023, and as part of that process, the City will deliver the Master Plans to them by September 15, 2020; and

WHEREAS, the first draft of the Master Plans were introduced to the City Council September 8, 2020, shared with the EPA and Water Board Wednesday September 9, 2020, and are now ready for presentation to the City Council for acceptance; and

WHEREAS, on September 15, 2020, the City Council adopted a resolution accepting the Master Plans to satisfy the EPA AOC deadline, while the plans were being finalized for approval; and

WHEREAS, the EPA has reviewed the Master Plans, and has no concerns or edits to them, and they are now ready for the City Council’s adoption.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

SECTION 1. That the above recitals are true and correct.

SECTION 2. The City Council of the City of San Juan Bautista, hereby adopts the Water and Waste Water Master Plans.

PASSED, APPROVED AND ADOPTED this 17th day of November, 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mary Vazquez Edge, Mayor

ATTESTED:

Laura Cent, City Clerk

WHEREAS, The City of San Juan Bautista, celebrates our local small businesses and the contributions they make to our local economy and community. According to the Small Business Administration, there are 31.7 million small businesses in the United States, representing 99.9% of all firms with paid employees in the United States; and

WHEREAS, small businesses employ 47.1% of the employees in the private sector in the United States, 62% of U.S. small businesses reported they need to see consumer spending return to pre-COVID levels by the end of 2020 in order to stay in business, 65% of U.S. small business owners say it would be most helpful to their businesses to have their "regulars" return and start making purchases again; and

WHEREAS, 96% of consumers who shopped on Small Business Saturday agree that shopping at small, independently-owned businesses supports their commitment and agree small businesses are essential to their community;

WHEREAS, the City of San Juan Bautista supports our local businesses that create jobs, boost our local economy and preserve our community; and

WHEREAS, the impacts of the Pandemic have emphasized the extra importance of the need to support local businesses and the significance of shopping locally to support our local economy.

NOW, THEREFORE, the City Council of San Juan Bautista does hereby proclaim Saturday, November 28, 2020 as:

SAN JUAN BAUTISTA SMALL BUSINESS SATURDAY

AND authorize Mary Vasquez Edge, Mayor, to sign the proclamation and urge the residents of our community to support small businesses and merchants on Small Business Saturday and throughout the year.

City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Three Month Period Ended September 30, 2020

Item #4B
City Council Meeting
November 17, 2020

REVENUES	FY20	FY21	Annual		YTD	
Fund	Actuals	Actuals	Budget	Difference	25%	Notes
General Fund	327,976	324,281	1,854,841	(1,530,560)	17%	
Special Revenue Funds:						
Capital Projects Fund	-	490,631	1,722,000	(1,231,369)	28%	C
Community Development	84,168	28,461	553,058	(524,597)	5%	B
COPS	41,065	25,000	100,000	(75,000)	25%	
Parking & Restroom Fd	6,701	6,557	32,200	(25,643)	20%	
Gas Tax Fund	23,388	23,290	53,851	(30,561)	43%	A
Valle Vista LLD	5,429	5,429	21,717	(16,288)	25%	
Rancho Vista CFD	23,186	14,414	57,657	(43,243)	25%	
Copperleaf CFD	8,598	5,320	21,278	(15,959)	25%	
Development Impact Fee Funds:						
Public/Civic Facility	21,205	-	25,000	(25,000)	0%	B
Library	28,526	-	33,000	(33,000)	0%	B
Storm Drain	-	22,220	80,000	(57,780)	28%	B
Park In-Lieu	-	11,182	10,000	1,182	112%	B
Public Safety	22,063	-	15,000	(15,000)	0%	B
Traffic	-	24,551	10,000	14,551	246%	B
Internal Service Funds:						
Blg Rehab. & Replace	9,500	9,500	38,000	(28,500)	25%	
Vehicle Replacement	15,000	15,000	60,000	(45,000)	25%	
Enterprise Funds:						
Water						
Operations	272,754	306,501	979,000	(672,499)	31%	
Capital	-	108,029	100,000	8,029	108%	C
Sewer						
Operations	270,466	283,188	1,010,600	(727,412)	28%	
Capital	-	-	100,000	(100,000)	0%	C
TOTAL Funds	832,049	1,379,273	6,877,202	5,497,929	20%	

A ~ Prop. 1B funds are coming in greater than anticipated at the time of last year's budget preparation.

B ~ These funds are developer derived and are recognized when received.

C ~ The timing of the projects and the related revenue does not always align with the year-to-date percentages.

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual

City Council Meeting
November 17, 2020

For the Three Month Period Ended September 30, 2020

EXPENDITURES	FY20	FY21	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>25%</u>	<u>Note</u>
General Fund	326,669	372,256	1,740,248	(1,367,992)	21%	
Special Revenue Funds:						
Capital Projects Fund	36,931	490,631	1,763,000	(1,272,369)	28%	A
Community Development	141,701	151,872	553,058	(401,186)	27%	
COPS	25,000	25,000	100,000	(75,000)	25%	
Parking & Restroom Fd	3,007	607	15,000	(14,393)	4%	
Gas Tax Fund	4,196	4,056	53,851	(49,795)	8%	
Affordable Housing Fund	49,514	-	18,877	(18,877)	0%	
Valle Vista LLD	6,580	5,896	26,717	(20,821)	22%	
Rancho Vista CFD	1,473	13,250	40,904	(27,654)	32%	
Copperleaf CFD	1,473	1,362	21,523	(20,161)	6%	
Development Impact Fee Funds						
Public/Civic Facility	676	676	33,000	(32,324)	2%	
Library	1,110	1,110	24,000	(22,890)	5%	
Storm Drain	859	859	196,000	(195,141)	0%	
Park In-Lieu	75	75	115,000	(114,925)	0%	
Public Safety	214	214	25,000	(24,786)	1%	
Traffic	108	108	109,000	(108,892)	0%	
Internal Service Funds:						
Blg Rehab. & Replace	-	-	20,000	(20,000)	0%	
Vehicle Replacement	2,949	2,906	11,890	(8,984)	24%	
Enterprise Funds:						
Water:						
Operations	160,760	171,991	738,921	566,930	23%	
Capital	244,708	64,269	349,979	285,710	18%	A
Sewer						
Operations	190,941	208,864	1,608,450	1,399,586	13%	
Capital	3,370	52,338	638,979	586,641	8%	A
TOTAL Funds	875,645	1,196,084	8,203,397	7,007,313	15%	

Footnotes:

A ~ Capital costs occur sporadically during the year, and do not always align with the to date percentages, or prior year amounts.

City of San Juan Bautista

Warrant Listing

As of October 31, 2020

Date	Num	Name	Amount
101.000 · Union Bank			
101.001 · Operating Acct. 1948			
10/06/2020	214078	Charter Communications	-554.74
10/06/2020	214079	Harris & Associates	0.00
10/06/2020	214080	Moon Valley Nursery, LLC	-9,649.99
10/06/2020	214081	Harris & Associates	-17,061.25
10/06/2020	214082	Harris & Associates	-12,227.50
10/13/2020	214083	4Leaf, Inc.	-2,970.08
10/13/2020	214084	Abbott's Pro Power	-122.93
10/13/2020	214085	Abraham's Backflow Services	-2,210.00
10/13/2020	214086	Armando Venegas.	-33.88
10/13/2020	214087	Association of California Water Agencies	-6,030.00
10/13/2020	214088	AVAYA	-250.66
10/13/2020	214089	Bartle Wells Associates	-2,961.00
10/13/2020	214090	California Rural Water Association	-643.00
10/13/2020	214091	CMAF	-100.00
10/13/2020	214092	Cypress Water Services	-7,952.56
10/13/2020	214093	Don Chapin Company.	-500.00
10/13/2020	214094	Edges Electrical Group	-3,302.98
10/13/2020	214095	Monterey Bay Analytical Services	-6,142.60
10/13/2020	214096	P G & E	-9,619.01
10/13/2020	214097	R & B Company	-1,283.42
10/13/2020	214098	San Benito County Water District	-5,823.52
10/13/2020	214099	Staples	-534.30
10/13/2020	214100	tri-County Communications	-473.30
10/13/2020	214101	U.S. Postmaster	-900.00
10/13/2020	214102	USABlueBook	-1,029.78
10/13/2020	214103	Wendy L. Cumming, CPA	-3,842.50
10/13/2020	214104	Wright Bros. Industrial Supply	-427.81
10/13/2020	214105	Monterey Bay Analytical Services	0.00
10/13/2020	214106	P G & E	-4,193.86
10/13/2020	214107	Monterey Bay Analytical Services	-531.00
10/13/2020	214108	att.com	-70.21
10/13/2020	214109	Cypress Water Services	-20,150.00
10/13/2020	214110	Fastenal Company	-156.96
10/13/2020	214111	Hamner Jewell Associates	-105.25
10/13/2020	214112	Akel Engineering Group, Inc.	-34,180.15
10/13/2020	214113	All Clear Water Services	-4,695.00
10/13/2020	214114	Central Electric	-583.85
10/13/2020	214115	Clark Pest Control	-95.00
10/13/2020	214116	Costco Wholesale	-360.00
10/13/2020	214117	Hollister Auto Parts, Inc.	-394.94
10/13/2020	214118	MuniBilling	-381.92
10/13/2020	214119	True Value Hardware	-321.01
10/13/2020	214120	Monterey Bay Analytical Services	-1,938.00

City of San Juan Bautista
Warrant Listing
As of October 31, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
10/20/2020	214121	Armando Venegas.	-20.46
10/20/2020	214122	Data Ticket Inc.	-200.00
10/20/2020	214123	Paul Champion	-118.43
10/20/2020	214124	Staples	-289.84
10/20/2020	214125	Walker Construction Company	-357.00
10/27/2020	214126	3T Equipment Company Inc.	-45.18
10/27/2020	214127	Abbott's Pro Power	-169.43
10/27/2020	214128	Anallely Guadarrama.	-700.00
10/27/2020	214129	Data Ticket Inc.	-200.00
10/27/2020	214130	Department of Conservation	-59.82
10/27/2020	214131	Design Line & Granger	-380.19
10/27/2020	214132	Harris & Associates	-12,745.00
10/27/2020	214133	ID Cards Unlimited	-765.08
10/27/2020	214134	J.C.J. Electric Corp.	-170.00
10/27/2020	214135	Mission Linen Service	-38.15
10/27/2020	214136	Monterey Bay Analytical Services	-1,233.90
10/27/2020	214137	Monterey County Health Department	-154.00
10/27/2020	214138	Pet Waste Co	-87.85
10/27/2020	214139	R & B Company	0.00
10/27/2020	214140	Ready Refresh	-66.21
10/27/2020	214141	San Benito Cnty Mosq Abatement Prgm	-277.24
10/27/2020	214142	Smith & Enright Landscaping	-650.00
10/27/2020	214143	State Electric Generator	-585.00
10/27/2020	214144	United Site Services of California, Inc.	-356.15
10/27/2020	214145	Univar Solutions	-3,051.41
10/27/2020	214146	US Bank	-3,172.05
10/27/2020	214147	US Bank Equipment Finance	-249.61
10/27/2020	214148	Wright Bros. Industrial Supply	-119.79
10/27/2020	214149	at&t	-101.24
10/27/2020	214150	Core & Main	-5,488.45
Total 101.001 - Operating Acct. 1948			-196,655.44
Total 101.000 - Union Bank			-196,655.44
TOTAL			-196,655.44



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: **Approve Solid Waste Collection Rates Effective
January 1, 2021 to June 30, 2021**

MEETING DATE: November 17, 2020

SUBMITTED BY: Kathleen Gallagher

RECOMMENDED ACTION:

Adopt a Resolution approving solid waste collection rates effective Jan 1, 2021 to June 30, 2021.

BACKGROUND/SUMMARY:

Current solid waste rates were established through a competitive procurement process for a new Franchise Agreement that was awarded to Recology San Benito County. On November 1, 2018, the new Franchise Agreement commenced and included several program improvements to meet state mandates. Per the new franchise agreement, solid waste rates are adjusted on annual basis using a prescribed index-based methodology. Year over year changes in a consumer price index and a fuel index are primarily used to adjust current solid waste rates to proposed new maximum solid waste rates. Actual changes in disposal and processing costs ("pass through costs") are also included in the annual rate adjustment process. The maximum allowed rate adjustment for non-disposal and processing costs is capped each year at 5% with any excess above the 5% carried over to the next rate year. The proposed maximum allowable rate adjustment for the July 1, 2020 through June 30, 2021 was 4.5% which was calculated using the index-based methodology included in the franchise agreement; the components in the rate adjustment process include two operating components (labor and other non-fuel and fuel) and disposal and processing costs.

On April 28, 2020 the San Juan Bautista City Council adopted a resolution authorizing and directing staff to send a Proposition 218 notice of the proposed maximum allowable solid waste collection rates and the opportunity to submit written protests to affected rate payers and such a notice was mailed by Recology San Benito County to property owners and rate payers within the unincorporated San Juan Bautista.

On June 16, 2020, the City Council held a public hearing to consider the proposed rates and receive any protests received. At the conclusion of public testimony, the Council closed the public hearing and determined there was not a majority protest, which is 50% plus one. The Council, however, requested Recology to provide options to defer a rate increase due to COVID-19 related impacts on residents and businesses.

Regional Agency (RA) senior staff from the County, Hollister and San Juan Bautista met with Recology senior staff to discuss rate increase deferral options on July 13, 2020, August 19, 2020 and September 9, 2020. The three RA Members hadn't acted as required per the Franchise Agreement to approve the rate adjustment though they are contractually obligated to compensate Recology for the revenues it would receive. The 4.5% rate increase for FY20/21 revenue for a six-month deferral totals \$251,914. At the September 9th meeting, the RA senior staff recommended an option for Recology to be compensated the \$251,914 for a six month rate increase deferral by establishing a balancing account which would use any future liquidated damages and performance disincentives paid by Recology to the RA Members as a credit towards paying off the \$251,914. This balancing account mechanism was memorialized in the First Amendment to the Franchise Agreement which was approved by the City Council via resolution at the October 20, 2020 meeting. Therefore, the rate increase was deferred from July 1, 2020 to Jan 1, 2021 and the new rates were posted and mailed and presented at the June 16, 2020 Council meeting and the rate increase item was carried to the November 17, 2020 meeting for the rate increase approval. The Public Hearing Notice included the new rates for residents and businesses.

Important items regarding San Juan Bautista:

- The majority (76%) of San Juan Bautista residents will see a \$1.45 per month or less rate increase
- Recology has expanded outreach/education to help residents increase recycling and organics (e.g. food waste, yard waste, etc.) services which are provided at no additional cost for residents
- Businesses who have a 96-gallon cart will see a \$3.74 per month increase
- State mandates such as AB 939 and SB 1383 require recycling/increased organics diversion and our franchise agreement programs were developed to meet these mandates.

Proposition 218 Noticing Process

The Proposition 218 noticing process is intended to provide rate payers advance notice and an opportunity to file a formal protest regarding the potential new solid

waste rates. While the courts have not yet ruled that Proposition 218 applies to solid waste collection rates, in an abundance of caution, the Council is following the "majority protest" proceedings set forth in Proposition 218. Statements of protest were accepted through the public hearing date on June 16, 2020. At the end of the public hearing, the Clerk tallied and reported the qualifying written protests. The Council would then certify that the written protests in opposition to the new solid waste collection rates meets or does not meet the 50 percent protest threshold. In accordance with Article XIII D, Section 6, of the California Constitution, a "majority protest" exists if written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels". If a majority protest is not received, the Council would then approve adoption of the solid waste collection rates. If a majority protest is received, the Council cannot increase the rates, and the rates will remain unchanged. At the June 16, 2020 meeting, a majority protest was not met; the Public Hearing was carried over to November 17, 2020.

ATTACHMENTS:

SJB Prop 218 Notice with rates

SJB Resolution approving solid waste collection rates

BACKGROUND INFORMATION:

FISCAL IMPACT:

ATTACHMENTS:

1.

BEFORE THE SAN JUAN BAUTISTA CITY COUNCIL

**A RESOLUTION OF THE SAN JUAN BAUTISTA CITY COUNCIL APPROVING THE
MAXIMUM ALLOWABLE SOLID WASTE COLLECTION RATES EFFECTIVE
JANUARY 1, 2021 TO JUNE 30, 2021**

WHEREAS, on November 1, 2018, a new Franchise Agreement with Recology San Benito County as the collection hauler within the County of San Benito took effect, which includes specific provisions related to an annual index-based rate adjustment process; and

WHEREAS, the annual rate adjustment process required Recology San Benito County to submit its application for a rate adjustment on or before April 1 of each year and it was received on March 30, 2020, and staff reviewed the rate adjustment application, found it to be complete for a maximum allowable rate adjustment of 4.5%; and proposed Solid Waste Rates are attached hereto and incorporated herein by reference in the Public Hearing Notice; and

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

WHEREAS, on April 28, 2020 the San Juan Bautista City Council adopted a resolution authorizing staff to send a Proposition 218 notice of the proposed maximum allowable solid waste collection rates and the opportunity to submit written protests to affected rate payers and such a notice was mailed to property owners and rate payers within San Juan Bautista on April 29, 2020; and

WHEREAS, the Council held a public hearing on June 16, 2020 to consider the proposed Solid Waste Rates (Exhibit 1) and to receive and consider any protests received; and at the public hearing, the Council heard and received all oral and written testimony and evidence that was made, presented, or filed, and all persons present at the hearing were given ample opportunity to hear and be heard with respect to any matter related to the Solid Waste Rates; and

WHEREAS, at the conclusion of public testimony, the Council closed the public hearing, determined that there was not a majority protest, and deliberated and considered the merits of the proposed Solid Waste Rates; the Council directed staff to discuss with Recology options to delay the rate increase due to COVID-19 related impacts on residents and businesses; and

WHEREAS, the Regional Agency senior staff from the County, Hollister and San Juan Bautista met with Recology senior staff to discuss rate increase deferral options on July 13, 2020, August 19, 2020 and September 9, 2020; and

WHEREAS, the three Regional Agency Members hadn't acted as required per the Franchise Agreement to approve the rate adjustment though they are contractually obligated to compensate Recology for the revenues it would receive, and the 4.5% rate increase for FY20/21 revenue for a six-month deferral totals \$251,914; and

WHEREAS, at the September 9th meeting, the Regional Agency senior staff approved an option for Recology to be compensated the \$251,914 for a six month rate increase deferral by establishing a balancing account which would use future liquidated damages and performance disincentives paid by Recology to the RA Members as a credit towards paying off the \$251,914, and the balancing account mechanism was memorialized in the First Amendment to the Franchise Agreement and the Council approved the First Amendment to the Franchise Agreement via resolution at their October 20, 2020 meeting; and

WHEREAS, due to the deferral of the rate increase from July 1, 2020 to Jan 1, 2021, the new rates which were presented via the Proposition 218 process, presented to the City Council for Public Hearing at the June 16, 2020 City Council meeting and this Public Hearing was carried over to the November 17, 2020 meeting;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of San Juan Bautista that it hereby finds and determines as follows:

In accordance with Article XIID §6 of the California Constitution:

The revenues derived from the Solid Waste Rates (Exhibit 1) will not exceed the funds required to provide solid waste collection service;

The revenues derived from the Solid Waste Rates (Exhibit 1) will not be used for any purpose other than solid waste collection;

The Solid Waste Rate charged will not exceed the cost of solid waste collection per parcel;

Any surplus monies collected from the Solid Waste Rates will be used to offset revenue requirements;

The Solid Waste Rate is only charged for solid waste collection service that

The Solid Waste Rate is not charged for general governmental services.

BE IT FURTHER RESOLVED by the City Council that it hereby approves the maximum allowable Solid Waste Rates set forth in the Public Hearing Notice, effective January 1, 2021 to June 30, 2021.

PASSED AND ADOPTED BY THE CITY COUNCIL

THIS 17 16 DAY OF NOVEMBER 2020 BY THE FOLLOWING VOTE:

Date: _____

Date: _____

s:

17

18

19

21

By:

22

23

24

25

26

27

28

By:

By:

The Clerk of the Board must receive any written protest via this form (mailed or delivered) to:

City of San Juan Bautista, City Clerk
PO Box 1420, San Juan Bautista, California 95045

NO LATER THAN 5 P.M. ON JUNE 15, 2020

Protests that are incomplete or are not received by the deadline cannot be counted.

No more than one protest per parcel may be submitted.

A written protest may also be hand delivered to the Clerk, at any time before the end of the public hearing.

City of San Juan Bautista
311 Second Street
San Juan Bautista, CA 95045

PRSR STD
U.S. Postage
PAID
Gilroy, CA 95020
Permit No. 527



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

OFFICIAL PROTEST FROM:

Name: _____

Address: _____

City: _____ ZIP Code: _____

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

Signature: _____ Date: _____

Protest Procedure: A property owner may file a written protest as provided above. All protests must be received prior to the end of the public hearing. The written protest must contain the property owner's name, property address and property owner's signature. Only one protest per parcel may be counted. A majority protest exists if written protests are received by the City with respect to 50% plus one of the parcels affected by the rate change.



NOTICE OF PUBLIC HEARING

**Increase for Solid Waste/Recycling/Organics
Collection Rates
for Rate Year 2020/2021**

**City of San Juan Bautista
City Hall**

June 16, 2020

On June 16, 2020 at 6:00 p.m., the San Juan Bautista City Council will hold a Public Hearing to accept public input and testimony on the maximum allowable charge for solid waste collection to be effective July 1, 2020 thru June 30, 2021. Any interested person may present verbal or written input to the Council. Although the Council will consider all input, State law provides that only written protests of property owners may be counted to determine whether a majority protest to the maximum rates exists. If, at the conclusion of the public hearing, a majority protest of property owners does not exist, the Council will adopt the maximum allowable charges as approved per the franchise agreement.

The approved franchise agreement includes programs to meet state mandates AB 939, AB 341, AB 1826 and SB 1383 and includes an annual rate adjustment calculation. The rates pay for collection/disposal of garbage; collection/processing of recycling, yard waste, organics, seasonal recycling programs and public education activities to meet state regulatory requirements. The new rates will be effective July 1, 2020. The schedule of maximum rates is included in this notice. Note the listed rates are the maximum rates and the rate may actually be lower.

The tables below provide the most common residential and commercial rates; all rates are available and provided at the Integrated Waste Management Division at RMA at 2301 Technology Parkway, Hollister.

**Residential rates include fees for weekly
garbage, recyclables, organics collection**

Single family homes are billed bi-monthly

Cart Size	Prior Monthly Rate	Maximum 2020/21 Monthly Rate	Monthly Difference
20-Gallon Cart	\$26.86	\$28.07	\$1.21
32-Gallon Cart	\$32.33	\$33.78	\$1.45
64-Gallon Cart	\$55.28	\$57.76	\$2.48

**Commercial /Multi-Family Collection Rate include
fees weekly garbage and recyclables collection**

Commercial customers are billed monthly

Bin Size	Prior Monthly Rate	Maximum 2020/21 Monthly Rate	Monthly Difference
64-Gallon Cart	\$55.28	\$57.76	\$2.48
96-Gallon Cart	\$83.45	\$87.19	\$3.74
1-2 Yard	\$227.41	\$237.61	\$10.20

**Commercial/Multi-Family Organics Collection Rate
including fees, bin and cart sizes collected weekly**

Commercial customers are billed monthly

Bin Size	Prior Monthly Rate	Maximum 2020/21 Monthly Rate	Monthly Difference
64-Gallon Cart	\$33.17	\$34.67	\$1.50
96-Gallon Cart	\$50.06	\$52.31	\$2.25
1-1 Yard	\$106.39	\$111.18	\$4.79



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: General Plan Amendment to change the land use designation from "Public Facilities" to "Industrial" and Zoning Map Amendment to change the land use zoning from "Public Facilities" to "Industrial" of former City well site, located at the corner of Mission Vineyard Road and Old San Juan Hollister Road (Assessor's Parcel Number: 002-550-007).

MEETING DATE: November 17, 2020

SUBMITTED BY: David J. R. Mack, AICP, Contract Planner

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION(S): Staff recommends the City Council take the following actions:

1. Consider the Staff Report; and
2. Approve the General Plan Amendment; and
3. Approve the Zoning Map Amendment.

BACKGROUND INFORMATION:

On August 30, 2018, the San Juan Bautista City Council considered and approved a land swap/purchase to come into compliance with Compliance Order 02.05.16R.004. The swap/purchase included the following details:

- City actions:
1. Purchase of Well 6 for use by City;
 2. Purchase of 0.73 acres of land from Coke property;
 3. Granting of five (5) water and sewer connection fees for use on the "Well 3" property and adjacent parcel, consisting of 11.77 acres, under Coke's ownership/control.

- Coke actions:
1. Purchase of 0.73 acres of land from City property;
 2. Purchase of Well 3 for use/abandonment by Coke.

The agreement also included a lot line adjustment on the "Well 3" property to separate a 0.05 acre piece of land to allow the City to retain the sewer lift station. The executed agreement between Coke and the City is attached to this report as **ATTACHMENT 3**.

What the agreement did not include was consideration of the underlying land use designations/zoning of the Well 3 parcel. Therefore upon execution of the agreement, and upon finalization of all terms, the "Well 3" property was never rezoned from "Public Facilities" to "Industrial" to replace the land use and zoning of the Well 6 property which was exchanged. The result of the lack of rezoning/land use change, as left the new Coke property with a zoning and designation that is not useable in the manner as the prior Coke owned land (Well 3). The purpose of this project is to remedy the land use/zoning situation and allow the Well 6 property to be utilized in same manner as the Well 3 property was used.

Hearing Background

On November 10, 2020, the Planning Commission held a duly noticed public hearing to consider the application. During this hearing the Planning Commission received the staff report, asked clarifying questions, took public comment, and deliberated on the General Plan Amendment and Zoning Map Amendment requests. Ultimately, the Planning Commission took action, adopting Resolution Nos. 2020-06 and 2020-07, recommending approval of the application to the City Council for final decision.

CEQA Analysis:

The proposed land use change and rezoning activity can be considered exempt from CEQA under pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines, known as the "Common Sense" exemption.

Section 15061(b)(3) states a project is exempt from CEQA if:

The activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA

Staff believes that the proposed land use designation change and zoning change fits the criteria of Section 15061(b)(3) since the an equal amount of land was exchanged from/between City ownership and the Coke's, and the rezoning activity will not result in an increase of industrial zoned land (land use designation or zoning) within the city (*The City will be processing a rezone and land use re-designation for the City property separately*). Therefore the intended and allowed uses analyzed in the General Plan and General Plan EIR will not be altered and no additional environmental impacts would result from the alteration.

RECOMMENDATION

Staff recommends that the City Council approval of the proposed land use designation and zoning change to allow the 0.73-acre Well 6 property, currently owned by the Coke's to be changed from "Public Facilities" to "Industrial".

ATTACHMENTS:

1. Draft Resolution for the proposed General Plan Amendment.
 - a. Exhibit A – Land Use Amendment Map
2. Draft Resolution for the proposed Zoning Map Amendment.
 - a. Exhibit A – Zoning Amendment Map
3. Agreement for Purchase and Sale and Exchange of Real Property and Wells.

ATTACHMENT 1

RESOLUTION NO 2020-XX

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA CITY COUNCIL
APPROVING A GENERAL PLAN LAND USE MAP AMENDMENT
TO RECLASSIFY THE PROPERTY LAND USE DESIGNATION FROM "PUBLIC FACILITY"
TO "INDUSTRIAL" FOR THE PROPERTY LOCATED AT THE CORNER
OF MISSION VINEYARD ROAD AND OLD SAN JUAN HOLLISTER ROAD
(ASSESSOR'S PARCEL NUMBER 002-550-007).

WHEREAS, on August 23, 2020, Dale Coke, applicant and property owner, submitted an application for a general plan amendment and zoning amendment to reclassify the property land use designation from "Public Facilities" to "Industrial", as shown in **"EXHIBIT A"** attached hereto; and

WHEREAS, on November 10, 2020, the Planning Commission of the City of San Juan Bautista conducted a duly noticed public hearing to consider a General Plan Land Use Map Amendment to reclassify the property land use designation from "Public Facilities" to "Industrial", considered all public testimony, written and oral, presented at the public hearing; and received and considered the written information and recommendation of the staff report for the November 10, 2020 meeting and adopted Resolutions **2020-06** (Land Use Designation) and **2020-07** (Zoning Map Amendment) recommending approval to the City Council; and

WHEREAS, on November 17, 2020, the City Council of the City of San Juan Bautista conducted a duly noticed public hearing to consider a General Plan Land Use Map Amendment to reclassify the property land use designation from "Public Facilities" to "Industrial", considered all public testimony, written and oral, presented at the public hearing; and received and considered the written information and recommendation of the staff report for the November 17, 2020 meeting and adopted Resolutions **2020-XX** (Land Use Designation); and

WHEREAS, the proposed land use change and rezoning activity can be considered exempt from CEQA under pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines, known as the "Common Sense" exemption. Section 15061(b)(3) states a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed land use designation change and zoning change fits the criteria of Section 15061(b)(3) since the an equal amount of land was exchanged from/between City ownership and the Coke's, and the rezoning activity will be not result in an increase of industrial zoned land (land use designation or zoning) within the city (*The City is processing the rezone and land use re-designation under a separate action and staff report*). Therefore the intended and allowed uses analyzed in the General Plan and General Plan EIR will not be altered and no additional environmental impacts would result from the alteration.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of San Juan Bautista that it hereby recommend approval of the requested General Plan Land Use Map Amendment to reclassify the property land use designation from “Public Facilities” to “Industrial” for the property located on an approximate 0.73-acre project site located at the corner of Mission Vineyard Road and Old San Juan Hollister Road (APN 002-550-007).

FINDINGS

1. General Plan Land Use Map Amendment – The General Plan Land Use Amendment is not detrimental to the public health, safety, or general welfare of the San Juan Bautista community or the surrounding area and is consistent with the following General Plan Policies:
 - a. LU-4.1.2 and Program LU-4.1.2.1
 - i. Pursue regulatory and investment strategies that promote a healthy mix of uses (e.g., retail, residential, office, and public facilities).

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting duly held on the 17th day of November 2020, by the following vote:

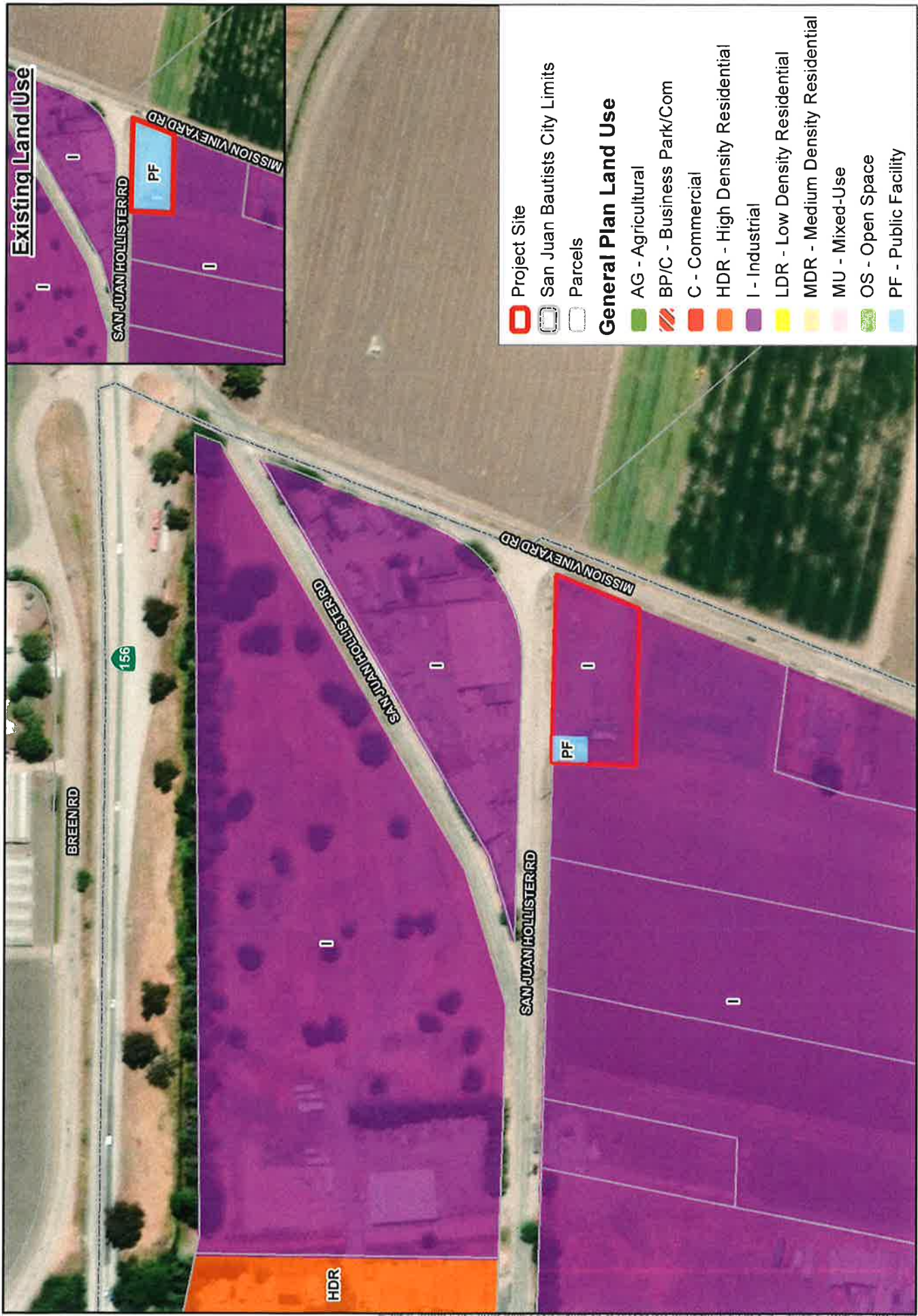
AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

Mary Edge, Mayor



Source: Maxar Imagery 2019.

ATTACHMENT 2

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA CITY COUNCIL ADOPTING AN ORDINANCE
AMENDING THE CITY OF SAN JUAN BAUTISTA
ZONING MAP REZONING THE PROPERTY LOCATED AT THE CORNER OF
MISSION VINEYARD ROAD AND OLD SAN JUAN HOLLISTER ROAD
(APN: 002-550-007) FROM "PUBLIC FACILITIES" TO "INDUSTRIAL".

WHEREAS, on August 23, 2020, Dale Coke, applicant and property owner, submitted an application for a general plan amendment and zoning amendment to reclassify the property land use designation from "Public Facilities" to "Industrial", as shown in "**EXHIBIT A**" attached hereto; and

WHEREAS, on November 10, 2020, the Planning Commission of the City of San Juan Bautista conducted a duly noticed public hearing to consider recommending that the City Council adopt an ordinance amending the City of San Juan Bautista Zoning Map rezoning the property from "Public Facilities" to "Industrial", considered all public testimony, written and oral, presented at the public hearing; and received and considered the written information and recommendation of the staff report for the November 10, 2020 meeting and adopted Resolution **2020-06** (Land Use Designation) and **2020-07** (Zoning Map Amendment) recommending approval to the City Council; and

WHEREAS, on November 17, 2020, the City Council of the City of San Juan Bautista conducted a duly noticed public hearing to consider amending the City of San Juan Bautista Zoning Map rezoning the property from "Public Facilities" to "Industrial", considered all public testimony, written and oral, presented at the public hearing; and received and considered the written information and recommendation of the staff report for the November 17, 2020 meeting and adopted Resolution **2020-xx** (Zoning Map Amendment); and

WHEREAS, the proposed land use change and rezoning activity can be considered exempt from CEQA under pursuant to Section 15061(b)(3) of the California Environmental Quality Act Guidelines, known as the "Common Sense" exemption. Section 15061(b)(3) states a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. The proposed land use designation change and zoning change fits the criteria of Section 15061(b)(3) since the an equal amount of land was exchanged from/between City ownership and the Coke's, and the rezoning activity will be not result in an increase of industrial zoned land (land use designation or zoning) within the city (*The City is processing the rezone and land use re-designation under a separate action and staff report*). Therefore the intended and allowed uses analyzed in the General Plan and General Plan EIR will not be altered and no additional environmental impacts would result from the alteration.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of San Juan Bautista that it hereby approves amending the City of San Juan Bautista Zoning Map rezoning the property located at the corner of Mission Vineyard Road and Old San Juan Hollister Road (APN 002-550-007) from "Public Facilities" to "Industrial", making the following findings:

FINDINGS

1. Zoning Map Amendment – The Zoning Map Amendment will maintain zoning consistency with General Plan Land Use Map Amendment and that the zoning map amendment will not be detrimental to the public health, safety or general welfare of the San Juan Bautista community or the surrounding area.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting duly held on the 17th day of November 2020, by the following vote:

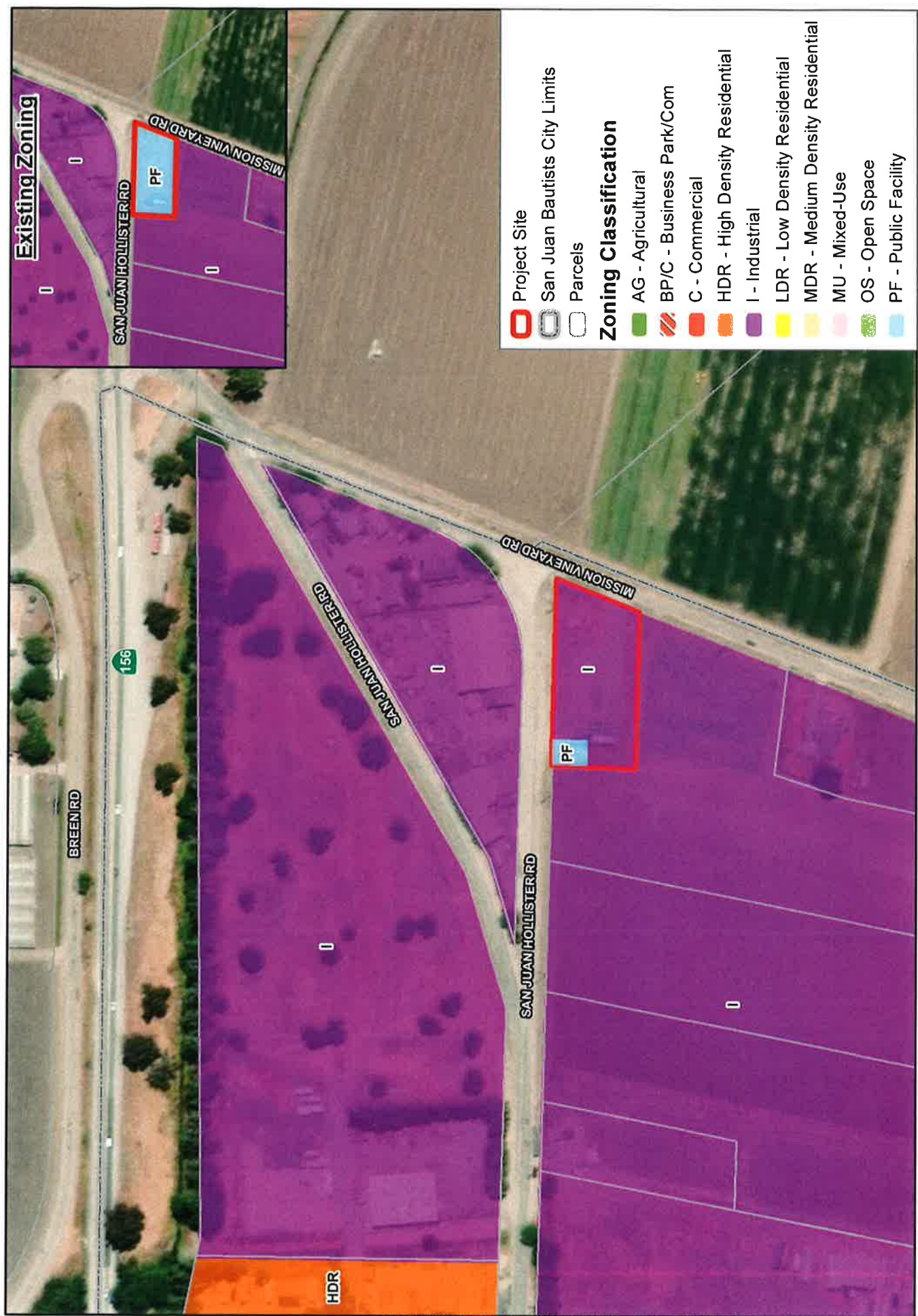
AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

Mary Edge, Mayor



AGREEMENT FOR PURCHASE AND SALE AND EXCHANGE OF REAL PROPERTY AND WELLS

This Agreement (Agreement) is entered into as of the 31st day of August, 2018, by and between the City of San Juan Bautista, a California Municipal Corporation (the City), Coke Farms Inc., and Dale C. Coke and Christine C. Coke, as Trustees of the Dale C. and Christine C. Coke Living Trust dtd 6/29/1989 (Coke). The City and Coke are sometimes referred to herein individually as a "party" and collectively as the "parties."

Recitals

A. Coke Farms, Inc. is the lessee of 12.5 acres of vacant land (APN 002-550-009-000) and the agricultural well situated on the site, owned by the Dale C. and Christine C. Coke Living Trust dtd 6/29/1989. The agricultural well on this site is referred to as "Well 6". The well is located in San Benito County. Due to the acceptable drinking water quality and water volume that Well 6 produces, the City seeks to purchase Well 6 and .73 acres of land of this property, hereinafter referred to as the "Well 6 Property" and more particularly described on Exhibit "A" attached hereto and made a part hereof. The City intends to connect Well 6 to the City's municipal water system to improve water quality for its current customers and to enable the City of San Juan Bautista to add service lines for future customers.

B. The City owns approximately .78 acres of land (APN 002-550-007-000) including a well, commonly referred to as "Well 3" described on Exhibit "B," located in the City of San Juan Bautista and more particularly and hereinafter referred to as the "Well 3 Property". The City seeks to sell .73 acres of the Well 3 Property to Coke, making a lot line adjustment to retain a .05 acre parcel for the City sewer lift station, more particularly described in Exhibit "C" attached hereto and made a part hereof. Coke may use the water from Well 3 or abandon the Well. As additional consideration for the Well 6 Property, City will credit Coke with five (5) water and sewer connection fees for the benefit of the Well 3 Property and the parcels comprising the remainder of Coke's 11.77 acres as described in attached Exhibit "A".

C. As consideration for the Well 6 Property, the City shall pay Dale C. and Christine C. Coke Living Trust three hundred thousand dollars (\$300,000.00). At the close of escrow, with a credit of \$50,000 for the Coke's purchase of .73 acres of the Well 3 Property from the City, the net payment the City will pay to Coke will be two hundred and fifty thousand dollars (\$250,000.00) and Coke shall reserve a right to use water from Well 6 for agricultural purposes on the remainder 11.77 acres, and the .73 acres of the Well 3 Property subject to potential interruption in the event that Well 6 must be operated to meet the City's municipal water demand. Coke will pay the City for the electricity cost for pumping water from Well 6 to reimburse the City for the electricity used for Coke for irrigation on remaining 11.77 acres. Coke will pay the groundwater extraction fee for any water used by Coke directly to San Benito County Water District.

Now, therefore, in consideration of the foregoing and the mutual covenants, agreements, representations and warranties contained in this Agreement, the parties hereto agree as follows:

1. AGREEMENT TO PURCHASE AND SELL

1.01 The Recitals set forth in the foregoing are hereby incorporated into the Agreement.

1.02 Coke hereby agrees to sell to the City the .73 acre Well 6 Property(Exhibit A) and City hereby agrees to purchase from Coke the Well 6 Property, located in San Benito County, California, as set forth in the Grant Deed, substantially in the form and content as set forth in "Exhibit D " attached hereto at the Purchase Price and on the terms set forth herein, together with all existing privileges, rights, water rights, restrictions, reservations, easements and rights-of-way included thereon.

1.03 The City hereby agrees to sell to Coke .73 acres of the Well 3 Property(Exhibit E) and Coke hereby agrees to purchase from City that Property, located in San Benito County, California, as described and set forth in a Grant Deed, substantially in the form and content as set forth in "Exhibit E " attached hereto at the Purchase Price and on the terms set forth herein, together with all existing privileges, rights, water rights, restrictions, reservations, easements and rights-of-way included thereon, except that City agrees to adjust the lot line of Well 3 property to provide a .05 acre remainder lot for the City's sewer lift station located on the Well 3 Property as set forth substantially in the form and content as set forth in "Exhibit C" attached hereto.

2. DELIVERY OF DOCUMENT

2.01 The Grant Deeds conveying the Properties will be executed and delivered by the City and Coke at Closing (as defined in Section 7) to First American Title Insurance Company (the Title Company), Escrow Holder for the parties for the purpose of conveying the Property to the Agency.

3. CONSIDERATION

3.01 Coke shall purchase from City .73 acres of Well 3 Property (APN 002-550-007), for \$50,000. The City shall purchase from Coke .73 acres of land, known as the Well 6 Property for \$300,000. The purchase price of Well 3 Property (\$50,000) shall be credited to the City in consideration for the purchase of Well 6 Property (\$300,000) from Coke.). The Purchase Price will be paid by the City to Coke at the Closing (as defined in Section 7 B Closing) by paying \$250,000.00 at close of escrow. Coke's transfer of Well 6 property shall be subject to a nontransferable reservation of right for Coke to use water from Well 6 for agricultural use for the remainder 11.77 acres and the .73 acres of the Well 3 Property subject to potential interruption in the event that Well 6 must be operated to meet the City's municipal water demand. Coke will pay the City for the electricity charges for pumping water from Well 6 in an amount that will reimburse the City for the charges for electricity used. The City will also credit Coke with five (5) water and sewer connection fees for the benefit of the .73 acre portion of Well 3 parcel and 4 parcels within the Coke 11.77 acres illustrated in "Exhibit A". These connections will be used for the future development of these properties.

4. TITLE

4.01 At Closing, City will deliver good and marketable title to the .73 acre portion of Well 3 Property to Coke and Coke will deliver good and marketable title to the Well 6 Property to City, free of any liens except property taxes not yet payable. Title will be subject only to those restrictions and reservations as set forth in the Grant Deeds attached hereto as Exhibits D and E and the exceptions shown in the preliminary title reports for the Well 3 Property dated as of November 30, 2017, as provided by First American Title Company, or disclosed in any visual inspection of the Property by the Title Company and in the preliminary title reports for the Coke Property APN 002-550-009-000 dated as of November 30, 2017, as provided by First American Title Company, or disclosed in any visual inspection of the Property by the Title Company

4.02 At closing, City shall pay ("Closing costs"):

- (i) all escrow fees;
- (ii) the cost for title insurance policies insuring the respective buyers of the Well 3 for the Well 6 Properties; and
- (iii) the cost of any document preparation.

4.03 No recording fees will be payable with respect to the recording of the City's Grant Deed, pursuant to Government Code Section 6103.

5. REPRESENTATIONS AND WARRANTIES

5.01 The Parties are selling their properties "AS IS" with all faults, but represents and warrants as follows:

- (a) Parties have full power and authority to sell, convey and transfer their properties as provided for in this Agreement and this Agreement is binding and enforceable against Parties.
- (b) To Parties' actual knowledge the Parties have not caused any Hazardous Materials to be placed or disposed of on or at the properties or any part thereof in any manner or quantity which would constitute a violation of any Environmental Law, nor has either Party received any written notices or any information received of any nature which imparted notice that the properties are in violation of any Environmental Law. As used herein:

(i) the term "**Hazardous Materials**" shall mean any hazardous, toxic or dangerous substance, material, waste, gas or particulate matter which is defined as such for purposes or regulation by any local government authority, the State of California, or the United States Government, including, but not limited to any material or substance which is (a) defined as a "hazardous waste," "hazardous material," or "hazardous substance," "extremely hazardous waste," or "restricted hazardous waste" under any

provision of California law, (b) petroleum, (c) asbestos, (d)

polychlorinated biphenyl, (e) radioactive material, (e) designated as a "hazardous substance" pursuant to Section 311 of the Clean Water Act, 33 U.S.C. Sec. 1251 *et seq.* (33 U.S.C. Sec. 1317), (f) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Sec. 6901 *et seq.* (42 U.S.C. Sec. 6903), or (g) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Sec. 9601 *et seq.* (42 U.S.C. Sec. 9601); and

(ii) the term "**Environmental Laws**" shall mean all statutes specifically described in the definition of "**Hazardous Materials**" and all other federal, state or local laws, regulations or orders relating to or imposing liability or standards of conduct concerning any Hazardous Material.

5.02 Except as expressly set forth in this Agreement, the Parties are relying upon no warranties, express or implied, oral or written, regarding the properties and, upon Close of Escrow, the parties will have accepted their respective properties "**AS IS**", with all faults. The parties represent and warrant as follows:

- (a) Neither the execution and delivery of this Agreement nor the consummation of the transaction contemplated hereby will result in any breach or violation of or default under any judgment, decree, order, mortgage, lease, agreement, indenture or other instrument to which either party is a party.
- (b) The parties have full power and authority to execute this Agreement and purchase the Property as provided for in this Agreement and this Agreement is binding and enforceable against the Parties.

5.03 The Parties acknowledge and agree that, except as expressly set forth in this Agreement, no Party(ies) has communicated to other Party(ies) any representations, warranties, promises, covenants, agreements or guaranties of any kind or character whatsoever, whether express or implied, oral or written, past, present or future, of, as to, concerning or with respect to:

- (i) value;
- (ii) income to be derived from the Property;
- (iii) the nature, quality or condition of the Property, including without limitation, soil and geology, except that the potability of Well 6 and the legal ability to connect Well 6 to the municipal water supply has been determined by the City, is accepted as a condition and precedent for entering into this Agreement;
- (iv) compliance with or by the Property or its operation with any laws, rules, ordinances or regulations of any applicable governmental authority or body;

- (v) compliance with any environmental protection, pollution or land use laws, rules, regulation, orders or requirements, including but not limited to, California Health & Safety Code, the Federal Water Pollution Control Act, the Federal Resource Conservation and Recovery Act, the U.S. Environmental Protection Agency regulations at 40 C.F.R, part 261, the Comprehensive Environmental Response Compensation and Liability Act of 1980, as amended, the Resource Conservation and Recovery Act of 1976, the Clean Water Act, the Safe Drinking Water Act, the Hazardous Materials Transportation Act, the Toxic Substances Control Act, and regulations promulgated under any of the foregoing;
- (vi) or; with respect to any other matter.

5.04 The parties further acknowledge and agree that they have been given the opportunity to inspect the Properties and review information and documentation affecting the Properties, and that, they are relying solely on their own investigation of the properties and review of such information and documentation, and not on any information provided or to be provided by the parties. The City, in particular is solely responsible for all testing, installment of fixtures, regulation by the State and any other action necessary to determine that the water from Well 6 is potable and can legally be connected to the Municipal water supply. Except for express representations and warranties contained in Section 5.01 and 5.02 above, the parties are not liable or bound in any manner by any oral or written statements, representations or information pertaining to the properties, or the operation thereof, furnished by any agent, employee, servant or other person. The parties further acknowledge and agree that to the maximum extent permitted by law, except for express representations and warranties contained in Section 5.01 above, the sale of the properties as provided for herein is made on an "AS IS" condition and basis with all faults, and that neither City nor Coke has any obligations to make repairs, replacements or improvements except as may otherwise be expressly stated herein.

5.05 With respect to the waivers and releases set forth in Section 5.04 above, the parties expressly waive any of their rights granted under California Civil Code Section 1542, which provides as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

6. PARTIES' WATER RIGHTS

6.01 City shall obtain all rights to water on the Well 6 Property, whether appurtenant, prescriptive, contractual or other water rights appurtenant to the Property, except that a nontransferable reservation of right is granted to Coke to use water from Well 6 for agricultural use for the remainder of Coke's 11.77 acres (Exhibit "A") and the .73 acres of the Well 3 Property after conveyance of the Well 6 Property, and made a part hereto of this agreement, subject to potential interruption of such rights in the event that Well 6 must be operated to meet the City's municipal water demand. Coke shall not permanently transfer, encumber, lease, sell, or otherwise separate the water rights herein from Well 6. Coke's use of water from Well 6 may only be distributed to the 11.77 acres (Exhibit "A") owned by Coke and the .73 acres of the Well 3 Property. Any distribution of water to Coke as set forth herein shall not impair the operation of

Well 6 or otherwise impede the City's use of the water from Well 6. Coke shall pay the City for Coke's portion of the expenses for electrical charges for pumping water for Coke's use. Coke will pay the agricultural ground water extraction fees to the San Benito County Water District based upon Coke's use of water extracted from the Well 6 Property. The City shall pay for all the necessary well connections (including backflow prevention devices and flow meter) to allow Coke to use the water from Well 6 under the terms and conditions set forth herein. The City shall pay municipal water extraction fees and repair/maintain or replace as needed all well system components for Well 6, except for Coke's agriculture water meter which shall be repaired/maintained or replaced by Coke as needed.

6.02 The parties understand that City is acquiring the Well 6 Property to connect Well 6 to the City's municipal water system and provide potable water to the citizens of the City of San Juan Bautista. Coke shall or has cooperated with the City to allow testing and will allow entry by the City and its agents, to test the water from Well 6.

6.03 In consideration for Coke's sale of the Well 6 Property to the City:

(a) Coke shall obtain the Grant deed to the .73 acre portion of Well 3 Property (Exhibit E) and all rights to water on the Well 3 Property, whether appropriative, prescriptive, contractual or other water right appurtenant to the Property;

(b) the City will credit Coke with five (5) sewer and water connection fees for; Well 3 property and Parcels 1,2,3,and 4 owned by Coke which are described in Exhibit "A" and Well Lot 3 as described in Exhibit B;

(c) the City shall prepare an assessment within fiscal year 2019 regarding providing fiber optic broadband infrastructure to San Juan Bautista; and if a broadband project is approved, the City will extend the optical cable and the ability to tie into the Coke's five (5) industrial lots (consisting of Parcels 1,2,3,4 described in Exhibit A and Well Lot 3 as described in Exhibit E)

(d) the City will retain existing the .05 acre remainder parcel with City sewer lift station formerly part of Well 3 Property which remainder is described by a map attached as Exhibit C and by the metes and bounds description of the Exception to the Well 3 Property in Exhibit E; and,

(e) the City will remove all debris, equipment, excess soil, rubble and trash and grade the Well 3 Property to a grade level acceptable to Coke, including and not limited to, the Pellet Plant and fencing shall be relocated off Well 3 Property within six months after the close of escrow.

7. CLOSING

7.01 Conditions to Closing Escrow. The conditions of closing are as follows:

(a) The City has determined that the Well 6 water is sufficiently potable and that Well 6 can be legally connected to its Municipal Water system.

(b). Both the Well lot 3 Property of .73 acres and the Well 6 property of .73 acres can be insured as legal lots of record as each property is described in Exhibits D and E.

7.02 Closing Date.

- (a) The consummation of the purchase and sale of the Well 6 Property and the conveyance of the .73 acre portion of Well 3 Property will be held at the offices of the Title Company. The closing of the sale (the Closing Date) only after the following occur:
- (b) the City has determined that the well on the Well 6 Property can be connected to the Municipal Water system. This determination by the city and notification to Coke and Title Company will occur on or before sixty days prior to the consummation of the purchase.
- (c) performance by City and Coke of their respective obligations under this Agreement directly or through the completion of escrow deposits required of them to be made, delivery of the Purchase Price to Coke by Escrow Holder
- (d) recording of the Grant Deeds for: Well 6 Property and Well 3 Property
- (e) upon title insurer's commitment to issue the title policy to City regarding the Well 6 Property described in Exhibit D and to issue the title policy to Dale C. Coke and Christine C Coke as Trustees of the Dale C. and Christine C. Coke Living Trust dtd 6/29/1989 as to the .73 acres of the Well 3 Property described in Exhibit E
- (f) delivery of the .73 acre Well 6 Property(Exhibit D) to City
- (g) delivery of the .73 acre Well 3 Property(Exhibit E) to Coke

7.03 City's Deposits into Escrow. Once City has ascertained that the Well 6 Property can be connected to the Municipal Water system and given the notice to Coke set forth in section 7.02, City shall deposit the following documents and items into escrow:

- (a) a bank cashier's check payable to Coke or a wire transfer to escrow in an amount equal to \$250,000;
- (b) a duly executed and acknowledged Grant Deed, in the form attached as Exhibit E, conveying the .73 acre portion of Well 3 Property to Dale C. Coke and Christine C Coke as Trustees of the Dale C. and Christine C. Coke Living Trust dtd 6/29/1989 ;
- (c) an affidavit in the customary form required by escrow holder and Federal law stating that City is not a foreign person under IRC Section 1445(f)(3);
- (d) title insurance premiums and closing costs;
- (e) all documents in the City's possession related to the Well 3 Property including, but not limited to, all well drilling logs and other well production and potability records;

- (f) such other discounts as may reasonably be required to complete the Closing, including a document certifying to the escrow holder that all acts or legal conditions precedent necessary to be taken or performed by the District to authorize execution of the documents have been taken or performed.
- (g) a duly executed and surveyor certified legal description of the .05 acre Public Utility Sewer Lift Station parcel remainder retained by City attached as Exhibit "C"

7.04 Coke Deposits into Escrow. Prior to Closing, Coke must deposit the following into escrow:

- (a) a duly executed and acknowledged Grant Deed, in the form attached as Exhibit D, conveying the Well 6 Property to City;
- (b) such other documents as may reasonably be required to complete the Closing including a document certifying to the escrow holder that all acts or legal conditions precedent necessary to be taken or performed by Coke to authorize execution of the documents have been taken or performed
- (c) all documents in the Coke's possession related to the Well 6 Property including, but not limited to, all well drilling logs and other well production and potability records

7.05 Pro-ration of Taxes. All real and personal property *ad valorem* taxes and special assessments, if any, will be prorated to the Closing Date, based on the latest available tax rate and assessed valuation.

7.06 Closing Costs. City shall pay all costs of escrow, title insurance and recording fees incurred in this transaction.

7.07 Closing. Title Company shall close the escrow by doing the following:

- (a) Recording the Grant Deeds and Easement in the Official Records of the San Benito County Recorder;
- (b) Delivering to Coke the amount due Coke as shown on the closing statement for the escrow consistent with this Agreement (A Closing Statement) and a signed original of City Closing Statement; and
- (c) Delivering to City a signed original of the Closing Statement and copies of all recorded documents and any refund due.

7.08 Possession. Coke will deliver possession of the Well 6 Property to City on the Closing Date. City will deliver possession of the .73 acre portion of Well 3 Property to Coke on the Closing Date.

8. REPRESENTATIONS AND WARRANTIES

8.01 Representations and Warranties of City. City represents and warrants to Coke as of the date of this Agreement and the Closing Date, as follows:

- (a) Organization, Qualification and Corporate Power. City is a municipal corporation. City has the full power and authority to enter into and perform this Agreement and the execution, delivery and performance of this Agreement by City has or will be duly and validly authorized by all necessary action on the part of City. This Agreement is a legal, valid and binding obligation of City enforceable in accordance with its terms, except, as enforceability may be limited by bankruptcy, reorganization, insolvency or similar laws and subject to general principles of equity.

8.02 Representations and Warranties of Coke. Coke represents and warrants to District as of the date of this Agreement and the Closing Date, as follows:

- (a) Authority. Dale C. Coke and Christine C. Coke, as Trustees of the Dale C. and Christine C. Coke Living Trust dtd 6/29/1989 hold title to the Well 6 Property and Coke Farms, Inc is the lessee, which has consented to this Agreement (both referred to as "Coke"). This Agreement and all documents executed by Coke which are to be delivered to City at the Closing are, or at the time of Closing will be, duly authorized, executed and delivered by Coke, and are, or at the Closing will be, legal, valid, and binding obligations of Coke, and do not, and at the time of Closing will not, violate any provisions of any agreement to which Coke is a party or to which it is subject or any law, judgment or order applicable to Coke.

9. ATTORNEY'S FEES

9.01 In the event of any dispute between the parties, in any way related to this Agreement or in connection with the Property, the prevailing party shall be entitled to, in addition to all expenses, costs or damages, reasonable attorney's fees whether or not the dispute is litigated or prosecuted to final judgment. The prevailing party will be that party who was awarded judgment, including specific performance or injunctive relief, as a result of trial or arbitration, or who receives a payment of money from the other party in settlement of claims asserted by the party.

10. LOT LINE ADJUSTMENT

10.01 The City agrees to pay for all costs and to initiate the process for the land subdivision entitlements as necessary to complete the land transfer including, but not limited to, surveying the Property. The City shall bear responsibility for preparation and payment for all necessary planning entitlements and documents and pay all fees for the creation of a separate parcel for the Well 6 Property, the lot line adjustment of Well 3 and the remainder Public Utility Sewer Lift Station Parcel, if necessary.

11. GOVERNING LAW

11.01 This Agreement is entered into and shall be governed by and construed in accordance with the laws of the State of California (without giving effect to its choice of law principles).

12. WAIVER OF DEFAULT

12.01 Any waiver by City or Coke of a default of this Agreement arising out of the breach of any of the covenants, conditions, or restrictions of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding default arising out of a breach of the same or any other covenant, condition, or restriction of this Agreement.

13. COUNTERPARTS

13.01 This Agreement may be signed in any number of counterparts with the same effect as if the signatures to each counterpart were upon a single instrument and is intended to be binding when all parties have delivered their signatures to the other parties. Signatures may be delivered by facsimile transmission. All counterparts shall be deemed an original of this Agreement.

14. NOTICE

14.01 All notices, demands, requests, or other communications that may be or are required to be given, served, or sent by any party to any other party pursuant to this Agreement shall be in writing and shall be delivered in person, mailed by registered or certified mail, return receipt requested, or delivered by a commercial courier guaranteeing overnight delivery, addressed as follows:

If to City:

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

If to Coke:

Dale C. Coke and Christine C. Coke
P.O. Box 186
Aromas, CA 95004

15. SUCCESSORS AND ASSIGNS

15.01 Except as expressly stated in this Agreement and the rights, interests, and obligations hereunder shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns.

16. AMENDMENT OR MODIFICATION.

16.01 This Agreement may be amended, altered or modified only by a writing specifying such amendment, alteration or modification, executed by authorized representatives of all of the parties hereto.

17. COVENANT & CONDITION

17.01 Each term and provision of this Agreement performable by a party shall be construed to be both a covenant and a condition.

18. TIME.

18.01 Time is and shall be of the essence of each term and provision this Agreement.

19. FURTHER ACTIONS

19.01 Each of the parties agrees to execute and deliver to the other all such documents and instruments, and to take such actions, as may reasonably be required to give effect to the terms and conditions of this Agreement.

20. INTERPRETATION.

20.01 This Agreement has been negotiated by and between the representatives of both parties. Accordingly, any rule of law (including Civil Code '1654) or legal decision that would require interpretation of any ambiguities in this Agreement against the party that has drafted it is not applicable and is waived. The provisions of this Agreement shall be interpreted in a reasonable manner to affect the purpose of the parties and this Agreement.

21. CAPTIONS

21.01 Titles or captions of articles and sections contained in this Agreement are inserted only as a matter of convenience and for reference, and in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision of it.

22. SEVERABILITY

22.01 If any of the provisions of this Agreement are determined to be invalid or unenforceable, those provisions shall be deemed severable from the remainder of this Agreement and shall not cause the invalidity or unenforceability of the remainder of this Agreement, unless this Agreement without the severed provisions would frustrate a material purpose of either party in entering into this Agreement.

23 BUSINESS DAYS

23.01 Except as may otherwise be provided in this Agreement, if any date specified in this Agreement for commencement or expiration of time periods occurs on a day other than a Business Day, then any such date shall be postponed to the following Business Day. As used herein "Business Day" shall mean any day other than a Saturday, Sunday or a holiday observed by national banks.

24. ASSIGNMENT

24.01 Prior to close of escrow of the transfers of the Well 3 Property and Well 6 Property, Coke may not assign any of its rights under this Agreement. After close of escrow, the rights and obligations under this Agreement shall survive close of escrow and be incorporated into the respective deeds as covenants running with the respective Properties.

25. ENTIRE AGREEMENT

25.01 This Agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof except as may be set forth in writing executed by both parties contemporaneously with or subsequent to this Agreement. The performance of this Agreement constitutes the entire consideration for the property or interest described in said

In witness whereof, the parties have executed this Agreement as of the date and year first above written.

CITY OF SAN JUAN BAUTISTA:

COKE FARMS INC.:

By: Michael LaForge
Michael LaForge, City Manager

Date: 8/31/18

By: Dale C. Coke
Dale C. Coke, President

Date: 8/31/18



DALE C. COKE and CHRISTINE C. COKE

Trustee of the Dale C. Coke and Christine C. Coke Living Trust dtd 6/29/1989

By: Dale C. Coke
Dale C. Coke

Date: 8/31/18

By: Christine C. Coke
Christine C. Coke

Date: 8/31/2018



Exhibit A
Well 6 Property
(Well 6 and .73 acres)

Exhibit A
Well 6 Property
(Well 6 and .73 acres)

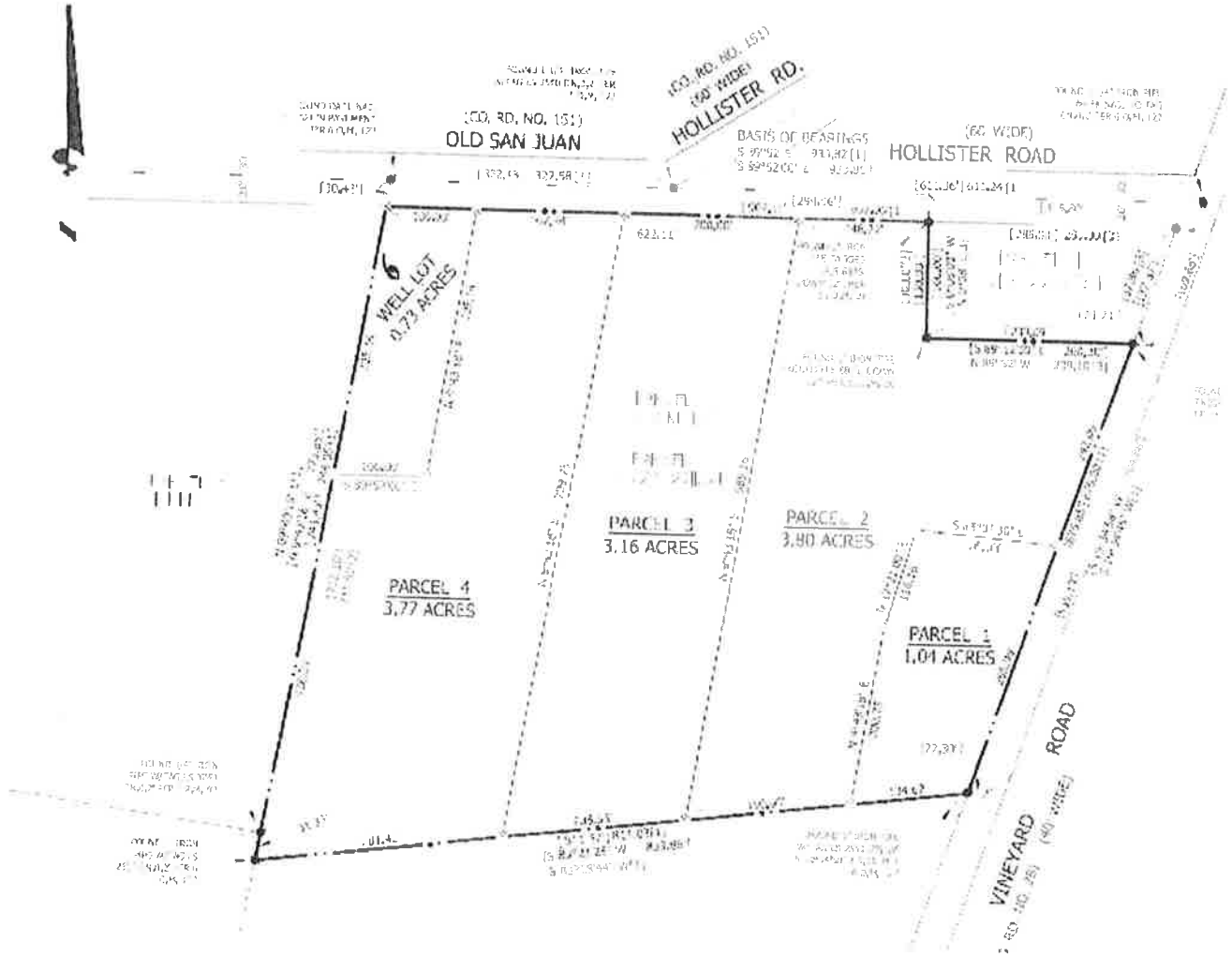


Exhibit B
Legal Description of Well 3 Property pre-
agreement close
(.78 acres)

Order Number: 4410-5605293
Page Number: 5

LEGAL DESCRIPTION

Real property in the City of San Juan Bautista, County of San Benito, State of California, described as follows:

BEING A PORTION OF SECTION 3, TOWNSHIP 13 SOUTH, RANGE 4 EAST, MOUNT DIABLO BASE AND MERIDIAN AND BEING ALSO A PORTION OF THAT CERTAIN PARCEL OF LAND DESIGNATED AS PARCEL 2 UPON THE RECORD OF SURVEY OF RACHELLA ARCEO ESTATE, WHICH SURVEY WAS FILED IN BOOK 6 OF MAPS, AT PAGE 127, SAN BENITO COUNTY RECORDS, AND BEING BOUNDED BY A LINE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE SOUTHERLY LINE OF THE OLD SAN JUAN-HOLLISTER ROAD, 60 FEET WIDE, WITH THE WESTERLY LINE OF MISSION VINEYARD ROAD, 40 FEET WIDE; THENCE ALONG SAID SOUTHERLY LINE OF THE OLD SAN JUAN-HOLLISTER ROAD NORTH 89° 52' WEST 285.00 FEET; THENCE AT RIGHT ANGLES SOUTH 0° 08' WEST 130.00 FEET; THENCE PARALLEL WITH THE SOUTHERLY LINE OF THE OLD SAN JUAN-HOLLISTER ROAD SOUTH 89° 52' EAST 239.10 FEET TO THE WESTERLY LINE OF MISSION VINEYARD ROAD; THENCE ALONG SAID WESTERLY LINE OF MISSION VINEYARD ROAD NORTH 19° 34' 45" EAST 137.86 FEET TO THE POINT OF BEGINNING.

THIS LEGAL DESCRIPTION MADE PURSUANT TO THAT CERTAIN LOT LINE ADJUSTMENT (09-533) RECORDED DECEMBER 02, 2009 AS INSTRUMENT NO(5), 2009-11663 AND 2009-11664, BOTH OF OFFICIAL RECORDS.

APN: 002-550-007

First American Title


Exhibit C (1 of 2 sheets)
Legal Description Public Utility Sewer Lift Station
Parcel

BEING A PORTION of that certain parcel of land conveyed to the City of San Juan Bautista by Grant Deed from Robert Vaccarezza and Audra Vaccarezza, husband and wife as joint tenants, recorded April 6, 2010 as Instrument No. 2010-0002964, San Benito County Records, bounded by a line more particularly described as follows.

BEGINNING AT A point on the southerly line of Old San Juan Hollister Road, said point being at the northwesterly corner of said parcel and running along the northerly line thereof South 89°52' East, 40.00 feet, thence leaving said northerly line and running parallel to the westerly line of said parcel South 0°08' West, 55.00 feet, thence running parallel to the said northerly line North 89°52' West, 40.00 feet to a point in the said westerly line of said parcel; thence along said westerly line North 0°08' East, 55.00 feet to the point of beginning.

 6/29/18
Kenneth J. Weatherly Date
PLS 6875 exp 09/30/2018



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: ADOPT THE FISCAL YEAR 20/21 BUDGET

DATE: November 17, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDATION

It is recommended that the City adopt the attached Resolution and adopt the Budget for Fiscal Year 20/21, an updated salary schedule, and job descriptions converting three part-time positions to full-time.

BACKGROUND

At its September 15, 2020 meeting the City Council approved a Resolution extending the adoption of the City's Fiscal Year 20/21 Budget until October 20, 2020. The draft budget was presented to the City Council Tuesday October 20, 2020. Resolution 2020-58 was approved by the City Council at that meeting, extending its adoption until November 17, 2020. On November 5th, 2020, a Town Hall meeting focusing on the Budget was held. Staff presented its plan to change the organizational structure of the staffing and its capital improvement plan a second time.

Here is the budget summary provided November 5th:

Reduced Expenses to meet Reduced Revenues

- General Fund Revenues have decreased
 - From FY18/19 from \$1.816 million grew \$169,000 to FY19/20 \$1.985 million (9.3% increase)
 - From FY 19/20 \$1.985 decreased \$175,000 to a budgeted FY 20/21 \$1.81 million (8.8% decrease)
 - An 18.1%, \$244,000 swing back to FY 18/19 status
- Conservative Expenses are Recommended until a recovery is certain
- Reduced Staff from 13.5 FTE to 12.5 FTEs, no Deputy City Manager Position
- No Cost of Living Salary Increases
- General Fund Expenditure Budget is 6.8% less than last year

Here is the Capital Improvement Summary from November 5th:

- \$3.6 Million Total
- Kept General Fund to 3.5% of CIP
 - \$50,000 Verutti Park
 - \$50,000 Urban Growth Boundary
 - \$25,000 for the Grant Match for the Trail Plan
- Added 19 New Projects
 - Equipment for Public Works Crew
 - Water and Sewer immediate needs
 - No new street projects
 - At Mid-Year will add street projects after 3rd Street project is final
 - At Mid-Year we will add Water and Sewer projects

The budget is available on the City's website and in the ClearGov program at this link:

<https://city-san-juan-bautista-ca-budget-book.cleargov.com/draft-budget-book/2021/introduction/transmittal-letter>

DISCUSSION

Staff has not made any changes to the budget. It remains with the recommendation to reduce staff from 13.5 positions to 12.5 positions, and it recommends an additional 6.8% reduction on top of the 9% reduction it began last April and accomplished by the end of FY 2019/20.

In its response to the pandemic, the City broadened the responsibilities to two part-time staff as the Code Enforcement Officer became the Incident Command System's Director of Operations, and the Lead Library Technician became the City's Public Information Officer. The Disaster Services Community Liaison was approved at 20-hours per week, but often worked more than 40-hours a week to help businesses re-open as soon as possible. Staff is recommending the conversion of these three part-time positions to full-time;

Lead Library Technician would become Community Services Coordinator;

Disaster Service Worker Community Liaison would become Economic Development Coordinator, and

Code Enforcement Officer is recommended as an upgrade to Public Safety Manager.

In April the City reduced its staff from 13.5 full time equivalents (FTE) by two full-time positions and two part-time positions. This recommendation keeps the FTE's at 12.5 positions without offering a salary increase except for the Community Service Coordinator. It is recommended (and

justified below) that this position step up 2.5% on the Salary Schedule. A revised organizational chart is attached that reflects these changes.

The effects of the pandemic don't seem to be slowing, and the benefits of the temporary re-structure deserve consideration as permanent changes. The CARES Act has paid for \$50,000 of the \$185,000 in COVID related expenses and, if new relief becomes available, it could pay for more of these costs. The HEROES Act passed by the House of Representatives on Memorial Day included \$700,000 for San Juan Bautista according to Congressman Panetta's office, but it never went to the Senate for approval.

"RULE IV. RECRUITMENT," and "RULE VI - METHOD FOR FILLING VACANCIES" of the City's personnel rules defines the selection process for new recruits to include a method by which all segments of the community are aware of the forthcoming examinations for regular full-time positions. The job announcement will include the job title, rate of pay, the nature of the work to be performed, and training required. Although the positions referenced in this report are currently filled by an incumbent, they are all filled on a temporary basis. Should any or all of the three positions become regular full-time positions, the City Manager will conduct a fair and just recruitment for each. Incumbents are welcome to apply.

Salary Schedule

Attached to the Resolution is an updated Salary Schedule. The updated Salary Schedule increases the number of ranges from 70 to 90. It begins with Range 20 with an hourly rate of \$11.34 per hour, and tops out at Range 90 which pays \$63.93 per hour. Each step (Range 20, 21, 22, etc.) increases vertically by 2.5%. Each step has five levels that are 5% apart. An employee that meets the job standards in an annual review is eligible, per the Personnel Rules, to receive a merit increase. It also provides bi-weekly pay ranges and annual pay ranges. In the past twelve months, the City has completed all but a few job evaluations. (This was most employee's first evaluation ever at the City of San Juan Bautista). This incentive system holds staff accountable and staff is implementing it. It was first approved last Fiscal Year, and this Salary Schedule simply adds 20 new steps to it.

In review of staff salaries and the salary ranges, it was discovered that the Administrative Services Manager's salary was not on the Salary Schedule. This current salary should be in Range 68, so the attached Budget Resolution request that this correction be made.

Community Services Coordinator

By changing the Lead Library Technician to Community Services Coordinator, a more realistic description of the current duties is established. When this position went from 20-hours per week operating the library, to 3-5 hours per week at a library that was closed, the employee skills were re-programmed. This position became the Public Information Officer, and continues to be a vital part of the administration, updating the website and monitoring social media. Over the past three months, park development has been added to the duties. This position took the lead on the Luck Park Master Plan and Franklin Park design. It also helps with accounts payable and printing checks, and with completing special accounting related research projects.

It is recommended that this position be stepped up one level in the Salary Schedule from 46 to 47 (2.5%) as it assumes responsibility for the Youth Commission. This way the youth can be directly connected to the City's parks and recreation programming as it develops. This includes recruiting members, convening a quorum for meetings, writing staff reports and sharing their feedback with the City's Planning Commission and City Council. In the past the Associate Planner was responsible for this duty, and the Associate Planner position has been eliminated. The Community Services Coordinator position is flexible, and can grow as the City needs it. It adds a lot of flexibility to the organization and the potential to grow its own recreation program.

Economic Development Coordinator

The Economic Development Coordinator job description is a simple adjustment to the Disaster Services Community Liaison position approved in April, updating its title and moving it from part-time to full-time. Since its initiation in April, it has been almost impossible to keep this position at less than 40-hours a week. It is recommended that it become a full-time position and be funded at the current Salary Schedule at Range 53. A few permanent "COVID" adjustments are recommended to remain for the near future, including the outdoor dining in one form or another, and the weekly business forum meetings. This position has also assumed the role of taking in new planning applications and greeting new business owners interested in moving to our City. Three new businesses have met with the "Economic Development Coordinator" and opened in the past 6-weeks. What is new for this position is becoming more active in regional tourism, planning and collaboration. This position will develop a formal Economic Development Strategy, that can grow into a new Economic Development Element of the General Plan. This strategy is needed in this prolonged period of economic uncertainty.

The City's Economic Development Strategy has to be developed in a resilient and sustainable manner. Prior to the pandemic, tourism and events in the region were beginning to suffer from too much traffic, waste, and carelessness. CSUMB led a community forum about how to better manage crowds and control waste, reduce the single use of plastics, and improve safety. One can only hope that crowds return to the City's special events, but the City needs to be prepared.

When appropriate, this position will assume the role of coordinating the City's special events. This was previously the role of the Associate Planner position which has been eliminated. The special event process includes convening various City disciplines and reviewing applications to assure the events are safe and well managed. It also includes monthly reports to the City Council for street closures and other details.

Public Safety Manager

At the November 5, 2020 Budget presentation, a few members of the City Council noted that "too many departments report directly to the City Manager." I have discussed the concept of "public safety manager" with the Sheriff's Department and Fire Department and they support adding this management position to the public safety organization of San Juan Bautista. This is a position that they can rely on 24/7, report to on a daily basis as needed, and assure that all of the safety concerns in the City are coordinated efficiently and effectively. This centralized safety position would also be key to increasing safety awareness and prevention. The job descriptions and salaries for this

role are most common to college campuses, including Santa Clara Community College District where the position is referred as the Public Safety Director. This position is recommended to be filled at Salary Range 73, and report directly to the City Manager.

As proposed, the Public Safety Manager is directly responsible for the daily activities of the Sheriff, Fire, Code Enforcement and Private Security functions. It requires an extensive background and training in either fire-fighting or as a law enforcement officer, and at least 10-years of experience. One of the key abilities is to maintain cooperative relationships with City officials and residents.

This position will provide safety assessments like the one currently underway at the Windmill Market. Working with the business and property owners, new security cameras have been installed, the Post Office has agreed to resume longer hours of operation, and a store front office is being negotiated for the Sheriff.

This position will follow-through on investigations of vandalism and crime in the City. It will prepare a law enforcement strategy with the Sheriff that will hopefully result in the City returning to a dedicated officer 40-hours a week supplemented by on-call deputies. This support is cost effective and allows the deputies to remain in the field while the research is done by the Manager.

In regards to working with residents, this position will initiate a new and vigorous neighborhood watch program. It will step in where social media falls short, and prevent crime rather than complain about it. It will help the community work together to increase public safety and prevention.

The public safety officer will represent the City at the Fire Safety Council meetings. It will coordinate fire prevention efforts with the Fire Department including weed and brush clearing. It will work with the County Office of Emergency Services and help train emergency response volunteers. It will also coordinate enforcement efforts with the other agencies to improve traffic and illegal truck traffic. It will explore grant opportunities to increase traffic enforcement in the City.

Before hiring a code enforcement officer last October, the City paid \$75 hour to a contractor, that focused less than 50-hours on this task in all of FY 2018/19. This position will remain in charge of code enforcement and perhaps in the future the City can hire a part-time code enforcement officer to do this work. The City was also able to remove several abandoned vehicles, and increase parking enforcement. This position will continue to respond to animal control calls, including Chicken Patrol. All of these duties will continue to be to the responsibility of this position.

Summary

This Operating Budget is conservative and focuses its attention on different ways to conserve the General Fund. After achieving a 9% decrease in general fund expenditures last year, is recommending an additional savings of 6.8% percent this year. If the sales tax does not decrease at the anticipated rate of 54%, there might be room to reconsider more organizational improvement. But for now, it recommends changing three part-time jobs to full-time will

strengthen the City's services, and demonstrates that this can be achieved while making the 6.8% reduction on General Fund expenses.

ATTACHMENT: Budget Resolution, Salary Range and Job Descriptions & Revised Org Chart

RESOLUTION 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA ADOPTING THE SAN JUAN BAUTISTA MUNICIPAL BUDGET FOR FY 2020-2021

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

WHEREAS, on October 20, 2020, the City Manager presented a recommended budget for FY 2020-2021 to the City Council in accordance with all State and Municipal Code requirements, and

WHEREAS, the Budget presentation introduced the City Manager's balanced budget and recommends a reduction from 13.5 approved Full Time Equivalent ("FTE) positions in Fiscal Year 2019/20, to 12.5 FTE's in FY 2020/21, the conversion of three part-time positions into full-time positions, the capital improvement budget with a General Fund expenditure plan that is 6.8% below the anticipated revenues, and a request to allow the community one month to review the draft budget before considering its approval; and

WHEREAS, on October 20, 2020, the City Council approved Resolution 2020-58 extending the budget adoption until November 17, 2020; and

WHEREAS, the City Council reviewed the budget at a special meeting on November 5, 2020, to establish an expenditure plan for various departments, utilities and service budgets of the City.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of San Juan Bautista take the following actions:

1. Adopt the FY 2020/21 San Juan Bautista Municipal Budget; and
2. Adopt the attached salary schedule adding several ranges to it, but keeping salaries the same; and
3. Adopt three attached job descriptions for Community Services Coordinator at Salary Range 47, Economic Development Coordinator at Salary Range 53, and Public Safety Manager at Salary Range 73; and

4. Correct the unassigned salary range of the current Administrative Services Manager assigning Range 68 to it which best suits the current salary and budget for this position.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a meeting held on the 17th day of November, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mary V. Edge, Mayor

ATTEST:

Laura Cent, City Clerk

Job Descriptions and Salary Range Attached

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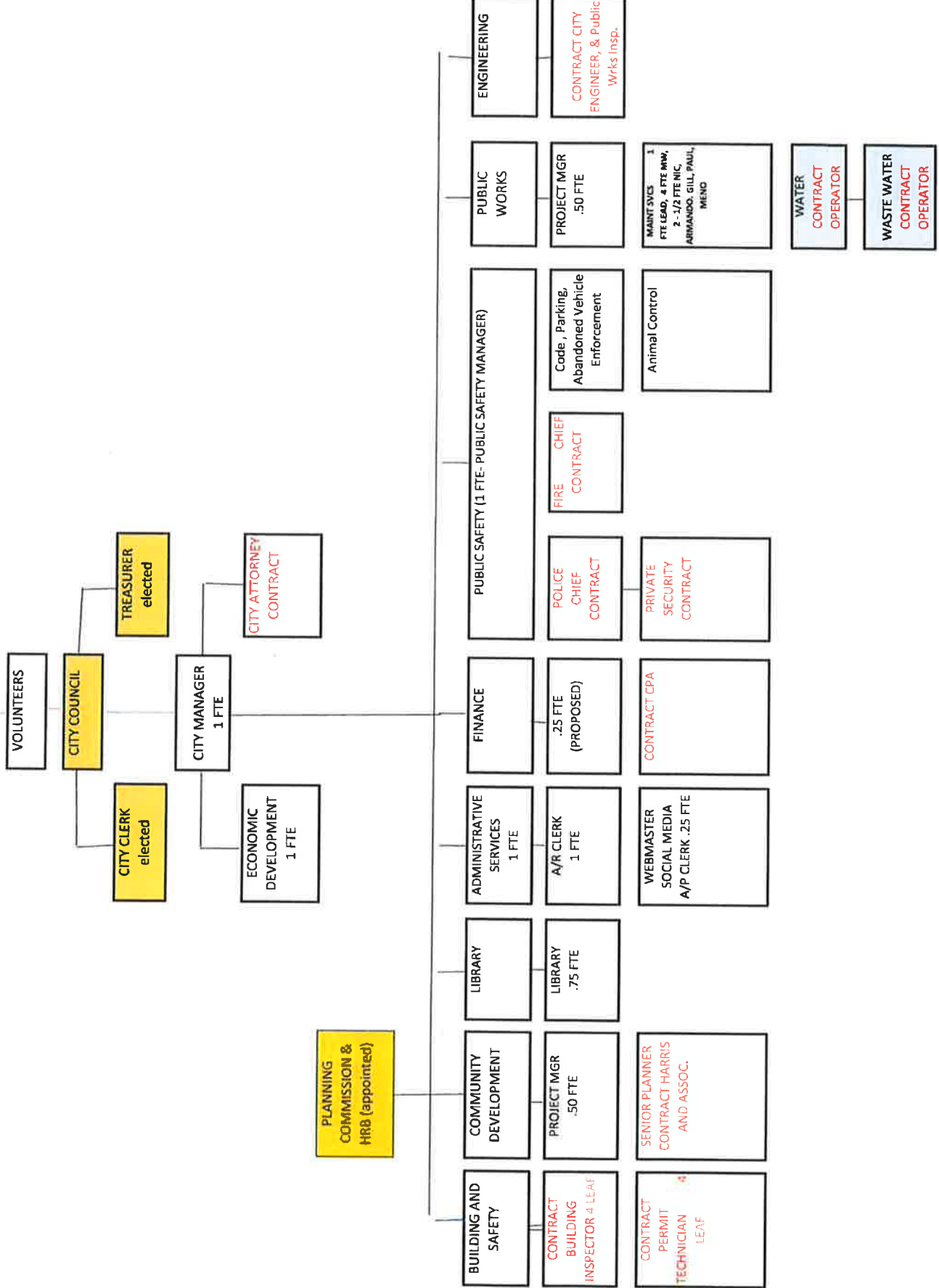
ABSTAIN:

Mary V. Edge, Mayor

ATTEST:

Laura Cent, City Clerk

CITIZENS OF THE CITY OF SAN JUAN BAUTISTA



SALARY SCHEDULE

17-Nov-20

Hourly*

Range	Step A	Step B	Step C	Step D	Step E	Bi-Weekly Step A	Step B	Step C	Step D	Step E	Annual Step A	Step B	Step C	Step D	Step E
20	11.34	11.92	12.51	13.16	13.81	907	954	1,001	1,053	1,105	23,588	24,794	26,027	27,367	28,734
21	11.61	12.20	12.80	13.46	14.16	929	976	1,024	1,077	1,132	24,145	25,376	26,634	27,999	29,445
22	11.91	12.50	13.14	13.80	14.49	953	1,000	1,051	1,104	1,160	24,766	25,998	27,336	28,702	30,148
23	12.20	12.80	13.46	14.15	14.85	976	1,024	1,076	1,132	1,188	25,366	26,624	27,988	29,433	30,878
24	12.49	13.14	13.79	14.49	15.23	1,000	1,051	1,103	1,159	1,219	25,987	27,325	28,690	30,136	31,688
25	12.82	13.48	14.18	14.87	15.63	1,026	1,078	1,134	1,190	1,251	26,673	28,040	29,488	30,935	32,517
26	13.14	13.80	14.49	15.24	16.01	1,051	1,104	1,160	1,219	1,281	27,337	28,703	30,148	31,701	33,308
27	13.47	14.17	14.86	15.62	16.41	1,078	1,133	1,189	1,250	1,313	28,023	29,469	30,916	32,497	34,131
28	13.81	14.51	15.26	16.03	16.83	1,105	1,161	1,220	1,282	1,346	28,730	30,177	31,731	33,339	35,001
29	14.15	14.85	15.61	16.39	17.23	1,132	1,188	1,248	1,311	1,378	29,437	30,882	32,461	34,093	35,832
30	14.50	15.25	16.02	16.82	17.57	1,160	1,220	1,282	1,346	1,405	30,165	31,719	33,326	34,987	36,541
31	14.86	15.62	16.41	17.25	18.12	1,189	1,250	1,313	1,380	1,450	30,915	32,495	34,130	35,871	37,693
32	15.25	16.03	16.83	17.57	18.58	1,220	1,282	1,346	1,406	1,486	31,729	33,337	34,998	36,553	38,643
33	15.63	16.41	17.25	18.12	19.04	1,250	1,313	1,380	1,450	1,523	32,500	34,135	35,876	37,698	39,600
34	16.02	16.81	17.56	18.57	19.51	1,281	1,345	1,405	1,485	1,560	33,314	34,975	36,528	38,617	40,572
35	16.41	17.25	18.12	19.04	19.99	1,313	1,380	1,450	1,523	1,599	34,128	35,870	37,691	39,593	41,576
36	16.82	17.57	18.57	19.51	20.49	1,346	1,405	1,486	1,561	1,639	34,985	36,539	38,629	40,584	43,738
37	17.24	18.12	19.03	19.98	21.03	1,379	1,449	1,523	1,599	1,682	35,864	37,685	39,587	41,569	44,762
38	17.66	18.67	19.62	20.60	21.64	1,413	1,494	1,570	1,648	1,731	36,742	38,843	40,810	42,857	45,012
39	18.12	19.03	19.98	21.03	22.07	1,449	1,523	1,599	1,682	1,766	37,685	39,586	41,568	43,738	45,907
40	18.57	19.51	20.49	21.52	22.63	1,486	1,561	1,639	1,722	1,810	38,627	40,583	42,619	44,762	47,066
41	19.03	19.99	21.03	22.07	23.18	1,523	1,599	1,682	1,766	1,855	39,592	41,574	43,744	45,913	48,217
42	19.51	20.49	21.52	22.62	23.77	1,561	1,639	1,721	1,810	1,902	40,577	42,613	44,755	47,059	49,442
43	19.99	21.04	22.08	23.19	24.37	1,599	1,683	1,766	1,855	1,950	41,584	43,754	45,925	48,229	50,694
44	20.49	21.52	22.62	23.77	24.98	1,639	1,721	1,810	1,902	1,998	42,612	44,755	47,058	49,442	51,960
45	21.02	22.07	23.17	24.36	25.61	1,682	1,765	1,854	1,949	2,048	43,726	45,895	48,198	50,662	53,259
46	21.52	22.62	23.77	24.98	26.24	1,721	1,810	1,902	1,998	2,099	44,755	47,058	49,442	51,959	54,584
47	22.06	23.17	24.35	25.60	26.89	1,765	1,854	1,948	2,048	2,151	45,890	48,193	50,656	53,253	55,930
48	22.62	23.76	24.97	26.24	27.56	1,810	1,901	1,998	2,099	2,205	47,047	49,430	51,947	54,571	57,329
49	23.19	24.37	25.62	26.91	28.27	1,855	1,950	2,050	2,153	2,262	48,225	50,690	53,289	55,968	58,808
50	23.76	24.97	26.23	27.56	28.96	1,901	1,998	2,099	2,205	2,317	49,425	51,942	54,566	57,324	60,242
51	24.36	25.61	26.90	28.26	29.69	1,949	2,049	2,152	2,261	2,375	50,668	53,265	55,943	58,782	61,755
52	24.98	26.24	27.57	28.97	30.44	1,998	2,099	2,205	2,318	2,435	51,953	54,578	57,336	60,255	63,308
53	25.61	26.89	28.26	29.69	31.19	2,048	2,151	2,261	2,375	2,495	53,260	55,938	58,776	61,748	64,881
54	26.24	27.57	28.97	30.44	31.97	2,100	2,206	2,318	2,435	2,558	54,588	57,347	60,267	63,320	66,508
55	26.89	28.26	29.69	31.19	32.79	2,151	2,261	2,375	2,495	2,623	55,938	58,776	61,749	64,882	68,202
56	27.57	28.98	30.45	31.98	33.60	2,206	2,318	2,436	2,558	2,688	57,352	60,272	63,326	66,513	69,889
57	28.26	29.69	31.20	32.80	34.43	2,261	2,375	2,496	2,624	2,754	58,787	61,760	64,894	68,215	71,616
58	28.96	30.43	31.96	33.58	35.28	2,317	2,434	2,557	2,687	2,823	60,244	63,297	66,483	69,857	73,391
59	29.69	31.20	32.80	34.43	36.19	2,376	2,496	2,624	2,755	2,895	61,765	64,899	68,220	71,622	75,265
60	30.44	31.97	33.59	35.29	37.09	2,435	2,557	2,687	2,823	2,967	63,308	66,495	69,869	73,404	77,153
61	31.20	32.80	34.43	36.18	38.00	2,496	2,624	2,754	2,895	3,040	64,893	68,214	71,616	75,258	79,034
62	31.97	33.59	35.29	37.10	38.96	2,558	2,687	2,823	2,968	3,117	66,500	69,875	73,410	77,159	81,043
63	32.80	34.43	36.18	37.87	39.77	2,624	2,754	2,895	3,029	3,182	68,214	71,615	75,258	78,766	82,730
64	33.59	35.29	37.09	38.96	40.90	2,687	2,823	2,967	3,117	3,272	69,864	73,398	77,147	81,030	85,074

65	34.43	36.18	38.00	39.89	41.89	2,755	2,895	3,040	3,191	3,351	71,620	75,263	79,040	82,977	87,128
66	35.29	37.09	38.96	40.90	42.95	2,823	2,967	3,117	3,272	3,436	73,399	77,148	81,030	85,074	89,332
67	36.17	37.86	39.88	41.88	43.97	2,894	3,029	3,190	3,350	3,518	75,241	78,749	82,953	87,103	91,467
68	37.09	38.97	40.91	42.96	45.10	2,968	3,117	3,273	3,437	3,608	77,168	81,052	85,096	89,355	93,802
69	38.00	39.89	41.89	43.98	46.19	3,040	3,191	3,351	3,519	3,695	79,033	82,970	87,121	91,487	96,066
70	38.95	40.90	42.95	45.08	47.34	3,116	3,272	3,436	3,607	3,787	81,026	85,069	89,326	93,771	98,457
71	39.93	41.92	44.02	46.22	48.53	3,194	3,354	3,522	3,698	3,883	83,051	87,204	91,564	96,142	100,949
72	40.93	42.97	45.12	47.38	49.75	3,274	3,438	3,610	3,790	3,980	85,127	89,384	93,853	98,546	103,473
73	41.95	44.05	46.25	48.56	50.99	3,356	3,524	3,700	3,885	4,079	87,256	91,618	96,199	101,009	106,060
74	43.00	45.15	47.41	49.78	52.27	3,440	3,612	3,792	3,982	4,181	89,437	93,909	98,604	103,535	108,711
75	44.07	46.28	48.59	51.02	53.57	3,526	3,702	3,887	4,082	4,286	91,673	96,257	101,069	106,123	111,429
76	45.18	47.43	49.81	52.30	54.91	3,614	3,795	3,984	4,184	4,393	93,965	98,663	103,596	108,776	114,215
77	46.30	48.62	51.05	53.60	56.28	3,704	3,890	4,084	4,288	4,503	96,314	101,130	106,186	111,495	117,070
78	47.46	49.84	52.33	54.94	57.69	3,797	3,987	4,186	4,395	4,615	98,722	103,658	108,841	114,283	119,997
79	48.65	51.08	53.64	56.32	59.13	3,892	4,087	4,291	4,505	4,731	101,190	106,249	111,562	117,140	122,997
80	49.87	52.36	54.98	57.73	60.61	3,989	4,189	4,398	4,618	4,849	103,720	108,906	114,351	120,068	126,072
81	51.11	53.67	56.35	59.17	62.13	4,089	4,293	4,508	4,733	4,970	106,313	111,628	117,210	123,070	129,224
82	52.39	55.01	57.76	60.65	63.68	4,191	4,401	4,621	4,852	5,094	108,970	114,419	120,140	126,147	132,454
83	53.70	56.38	59.20	62.16	65.27	4,296	4,511	4,736	4,973	5,222	111,695	117,279	123,143	129,301	135,766
84	55.04	57.79	60.68	63.72	66.90	4,403	4,624	4,855	5,097	5,352	114,487	120,211	126,222	132,533	139,160
85	56.42	59.24	62.20	65.31	68.58	4,513	4,739	4,976	5,225	5,486	117,349	123,217	129,377	135,846	142,639
86	57.83	60.72	63.76	66.94	70.29	4,626	4,858	5,100	5,355	5,623	120,283	126,297	132,612	139,243	146,205
87	59.27	62.24	65.35	68.62	72.05	4,742	4,979	5,228	5,489	5,764	123,290	129,454	135,927	142,724	149,860
88	60.76	63.79	66.98	70.33	73.85	4,860	5,103	5,359	5,627	5,908	126,372	132,691	139,325	146,292	153,606
89	62.27	65.39	68.66	72.09	75.70	4,982	5,231	5,493	5,767	6,056	129,532	136,008	142,809	149,949	157,446
90	63.83	67.02	70.37	73.89	77.59	5,107	5,362	5,630	5,911	6,207	132,770	139,408	146,379	153,698	161,383

* Hourly rates adjusted for cost of living 3% July 1, 2019

JOB DESCRIPTION: COMMUNITY SERVICES COORDINATOR

SALARY RANGE: 47

REPORTS TO: City Manager

SUMMARY DESCRIPTION

Under general direction of the City Manager, this position oversees and coordinates community-oriented programs and activities, implements program goals and objectives, and performs a variety of administrative, professional, and technical tasks in support of the assigned area of responsibility.

The Community Services Coordinator is responsible for the daily activities, programs, and the administration of the City's library, parks, and parks and recreation programs. The Community Services Coordinator is directly responsible for the day-to-day operations of the Library, planning and managing its recreational programs, and the support technology and services needed to make the programs successful. This position coordinates the City library and recreational resources with the Aromas San Juan Union School District, and a variety of contractual services including web-based educational programs and resources.

This position will assume responsibility for the City's Youth Council. It will help recruit members, and train representatives in the proper management of public meetings according to Robert's Rule of Order or other high standards. Publish meeting agendas and produce Youth Council reports. Events and activities considered by the Youth Council will be vetted with the School District and City Council, and be considered in the City's annual budget.

This position is the City's technology point of contact, and helps to serve the City and residents with the best internet and networking services that it can provide. This position will also monitor the City's social media accounts, point out when concerns arise, and help publish messages to clarify the City's policies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform listed duties and/or may be required to perform additional or different duties to address the City's business needs and changing business practices.

- Keep the community and City Council informed about its community service programs, publish calendars and schedules to promote its programs, hours of operations, and new ideas;
- Coordinate with other service providers and the local educational efforts to assure a comprehensive list of programs that address the needs, different interests, ages and sub-cultures in the community;
- Administer framework necessary to ensure healthy and wholistic community services are delivered efficiently;

- Assess the built environment of the City's parks, library and community hall and recommend capital improvements that enhance the use of these facilities;
- Lead and/or participate in community engagement efforts to ascertain the Community's perception of its strengths, weaknesses and needs for the City's parks and recreation facilities;
- Promote and coordinate specific activities within an assigned area; prepare informational flyers, news releases, schedule of events, pamphlets and brochures as appropriate. Assist with the analysis and interpretation of trends and regulatory changes;
- Recommend new policies, procedures, programs, and services for continual improvement;
- Communicate information regarding procedural requirements and other government and local mandates;
- Assist with program budgets, and purchase supplies and materials within these established and approved budgets;
- Seek grant funding to support the programs, execute grant agreements and manage the City's use of the grant funds;
- Assume the duties of the lead Public Information Officer in the Incident Command System during a declared State of Emergency;
- Collaborate with regional partners connecting the community to recreation and community service opportunities within the region;
- Hire, train, coach, supervise, schedule, evaluate assigned employees; and
- Perform other duties as assigned.

General City Support

All City staff is cross trained to help cover other staff members when needed. This position will help with accounts payable, special accounting research projects, and web-site management when needed. It will take on other duties as assigned to assure the basic city functions can continue uninterrupted.

KNOWLEDGE, SKILLS AND ABILITIES

The following knowledge, skills and abilities are examples of those skills best suited for performing the duties of this position:

- Knowledge of library, recreation, park facility and administration methods and such applicable laws, codes and ordinances;
- Knowledge of the library catalogue system;
- Knowledge of City Codes and protocols;
- Ability to develop and maintain cooperative relationships with City officials and residents;
- The ability to express ideas clearly and communicate both verbally and in writing to a diverse audience of community members, and government officials;

- The ability to use a personal computer, Microsoft Office suite, and job-related software including the City's web-site;
- The ability to interpret various technical written codes and public management strategies;
- Ability to integrate the use of complex techniques including statistics, research and data analysis, and interpret technical data in the course of an ordinary day;
- Ability to occasionally work outdoors, evenings, on weekends and on holidays,
- The physical ability and agility to work on one's feet for hours at a time, in the field, in poor weather conditions, and lift on occasion as much as 25-pounds.

EDUCATION AND TRAINING

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be a Bachelor's degree in Library Sciences, Recreation, Social Leisure Studies, or related field preferred, and/or adequate and related experience in any of these disciplines.

Three years of experience to library services, community services, recreation services.

Must be able to use all of the different Microsoft Office suite applications, and be able to type proficiently on a PC or Mac.

Must be knowledgeable of technical networking system, programing for web-based systems, and be comfortable using different social medias of all types.

Valid California Driver's License

JOB DESCRIPTION: ECONOMIC DEVELOPMENT COORDINATOR

SALARY RANGE: 53

REPORTS TO: City Manager

SUMMARY DESCRIPTION

Under the general direction of the City Manager, oversees and coordinates business and economic development programs and activities that help retain local businesses, and attract new businesses to the City. Helps to establish and implement the economic development programs and goals of the City, and performs a variety of administrative, professional, and technical tasks in support of the City's economic development objectives.

The Economic Development Coordinator serves as a link between the City and the merchants and businesses. They work in a variety of tasks connecting the regulatory process and framework of the City and other government agencies with business and property owners. The Economic Development Coordinator connects business interests to resources that help local businesses thrive and build resiliency in the ever-changing economic environment.

Advocating for others is a key responsibility. During their workday, the Economic Development Coordinator will split their time between City Hall and meeting with individuals in the local community. This position brings the City's policies to the business and property owners, and may have to schedule work in the evenings and on weekends.

DUTIES AND RESPONSIBILITIES

Serve as a Point of Contact

The Economic Development Coordinator is a personal contact for an organization's clients or customers. They help orient people with new programs established in the City, County, State and federal government. They will meet business owners individually and offer them advice, provide referrals to services and help them apply for assistance in the form of grants and loans.

This position serves as the first point for those wishing to open a new business in the City. It will assist with finding the best location, then help with community development,

business licensing and other start-up need. Works with property owners to help fill vacant commercial and retail spaces in the City.

Hold Community Outreach Meetings

The Economic Development Coordinator will convene regular meetings and trainings via zoom or other web-based meeting platform, amongst the business community to share ideas and objectives. Business owners will discuss their issues, and discover solution to concerns that they have. Following a business meeting, the liaison will write reports to share insights with the various organizations and link to other efforts to learn new ideas, and follow changes to the rules and regulations. They may conduct further research and organize follow-up meetings with certain community programs as needed.

Manage Community Public Relations

Promoting grassroots marketing initiatives is a key task. Work with the San Juan Committee and other public relation interests and help them promote the City to the region. Perform marketing related functions to be certain that every business is aware of their services, such as hosting virtual events, making presentations, and calling clients. The marketing activities help develop strong and lasting relationships on behalf of the City, and prepare businesses to be resilient during economic hard-times.

Interfacing with communities and openly representing an organization among public officials, businesses, other agencies, news outlets, and the general public is another responsibility of the Economic Development Coordinator. Additionally, they may take charge of business-related training, planning, preparing, and distributing written economic development and business retention press releases. Overall, the Economic Development Coordinator's goal is to increase public awareness of the City's activities in a favorable way.

Economic Strategy

Coordinate and develop the City's economic development plan that identifies specific strategies for retaining and attracting business opportunities in the City. Learn the trade of sustainable tourism, and learn how to balance growing tourism to the city, while preserving its culture, historic nature, its prized assets and infrastructure. The City's Economic Development Strategy has to be developed in a resilient and sustainable manner that better manages crowds, controls solid waste, reduce the single use of plastics, and improve safety.

Special Events

This position will assume the role of coordinating the City's special events. The special event process includes convening various City disciplines and reviewing applications to assure the events are safe, and well managed. It also includes monthly reports to the City Council for street closures and other details.

General City Support

All City staff is cross trained to help cover other staff members when needed. This position will help with social media, accounts payable, web-site management if needed. It will take on other duties as assigned to assure the basic city functions can continue uninterrupted.

KNOWLEDGE, SKILLS AND ABILITIES

The following are examples of the required knowledge, skills and abilities required for this job:

- Ability to develop and maintain cooperative relationships with City officials, other government agencies, business owners, property owners, residents and tourists;
- Knowledge of City codes and interdisciplinary City services and programs, and the software and permitting systems that they rely upon;
- Knowledge of and help to develop the City's Strategic Plan and County's Economic Development Plan for furthering the economic development of the business community;
- Familiarity with retail and commercial business practices;
- Good listening and communication skills in writing, in conversation, and while making public presentations;
- Knowledge of a County, State and Federal programs and resources to help local businesses;
- Familiarity with regulatory requirements from local, county and State authorities;
- Ability to interpret technical drawings, data and policies that are intended to inform the business community;
- Ability to work in a physical environment that includes outdoors, inclement weather, working on their feet, and the ability lift 25 pounds
- Willingness to work different hours that may include weekends, evenings, and holidays.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be a Bachelor's degree in economics, sociology, political science, or public administration. A college degree can be substituted for a minimum of 3-years of experience working in local government, a chamber of commerce, business district or other related organization.

Must be able to use all of the different job related Microsoft Office suite applications, and be able to type proficiently on a PC or Mac.

Possess a California Driver's License and be insurable by the City

JOB DESCRIPTION: PUBLIC SAFETY MANAGER

SALARY RANGE: 73

REPORTS TO: City Manager

SUMMARY DESCRIPTION

The Public Safety Manager reports to the City Manager and together, they are responsible for the daily activities and administration of the City's law enforcement, private security, and fire contract services. The Public Safety Manager is directly responsible for code enforcement, parking enforcement and animal control duties. This position coordinates the City emergency response program, development of a neighborhood watch program, the enforcement of illegal truck traffic and removal of abandoned vehicles. These duties include technical, administrative, management, investigative, crime prevention, fire prevention, interacting with the public, planning for special events and emergency response, supervision of employees, and other such duties as necessary, required, or directed by the City Manager or his or her designee.

REPRESENTATIVE DUTIES

The following duties are examples of the role of Public Safety Manager:

- Keep the community and City Council informed about its safety and enforcement programs, preventative efforts, strategies, trends and potential vulnerabilities;
- Working with the community, investigate allegations and violations of City Codes, and enforce and resolve violations as necessary;
- Coordinate with other regulatory agencies to assure a comprehensive code enforcement program is resolving issues in the best interest of public safety;
- Administer framework necessary to ensure safety and security operations, policies, and procedures; oversee the correction of all issues in the interest of safety, security and risk reduction;
- Assess safety risks of various City programs and assist in the development of appropriate strategy;
- Lead when appropriate: investigations, audits, and security inspections;
- Assist with the analysis and interpretation of trends and regulatory changes;
- Recommend new policies, procedures, programs, and services for continual improvement;
- Communicate information regarding procedural requirements and other government and local mandates;
- Collaborate safety strategies with other regulatory agencies;
- Ensure the safe operation of special events and programs;

- Assume the duties of the lead of Operations Director in the Incident Command System during a declared State of Emergency, and lead training for staff and volunteers;
- Collaborate with regional partners connecting the community to safety resources including the establishment of Neighborhood Watch Groups;
- Hire, train, coach, supervise, schedule, evaluate assigned employees; and
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The following knowledge, skills and abilities are examples of those skills best suited for performing the duties of this position:

- Knowledge of police, fire administration, emergency response, code enforcement methods and such applicable laws, codes and ordinances;
- Knowledge of the criminal justice system;
- Knowledge of City Codes and enforcement protocols;
- Ability to develop and maintain cooperative relationships with City officials and residents;
- The ability to express ideas clearly and communicate both verbally and in writing to a diverse audience of community members, and regulatory officials;
- The ability to use a personal computer, Microsoft Office suite, and permit tracking software;
- The ability to interpret various technical written codes and enforcement strategies;
- Ability to integrate the use of complex techniques including statistics, research and data analysis, and interpret technical data in the course of an ordinary day;
- Ability to work outdoors, evenings, on weekends and on holidays, and be available on a 24-hour emergency call-out basis;
- The physical ability and agility to work on one's feet for hours at a time, in the field, in poor weather conditions, and lift on occasion as much as 25-pounds.

EDUCATION AND TRAINING

Bachelor's degree in Criminology, Law Enforcement, Fire science, public administration or related field preferred, but can be substituted with adequate and related experience in any of these disciplines.

Ten years of related experience to Police, Fire, or Public Safety Department with progressively responsible supervisory and management positions.

Basic Course credentials from the California Commission of Police Officer Standards Training preferred. Similar training credential for fire fighter I or 2 may be substituted for police officer credentials. Other training credentials and experience applicable to the duties described herein may be considered.

Valid California Driver's License



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: REGIONAL EARLY ACTION PLANNING GRANT

MEETING DATE: November 17, 2020

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff is asking the City Council to approve a resolution requesting its per capita allocation of State Department of Housing and Community Development ("HCD") funds from Regional Early Action Planning ("REAP") grant program administered by AMBAG in the amount of \$26,581 for improving the City's housing deliver systems.

BACKGROUND INFORMATION:

In the past year, the City has received several HCD grants including the SB2 funds (\$160,000) and Local Early Action Planning ("LEAP") grant funds (\$60,000). Both of these programs are intended to help the City respond to the State's housing crisis by making the delivery of housing more effective and efficient. The SB2 funds are being used for a specific plan that considers the development of housing south of the City along the Alameda. One property owner in this area is looking to develop 100 new single-family homes. The second LEAP Grant was approved to update and complete the City's Accessory Dwelling Units (ADU Codes) program, and update and improve the City's Inclusionary Housing Ordinance.

The City brought on a part-time project manager to help implement these two grants (plus the State Cal Trans Active Transportation Grant (\$250,000) that ties the City's cultural and park assets together in a walking a bike trail system).

DISCUSSION:

The REAP funds are an eligible source of funds to pay the part-time project manager to implement the two other State HCD grants. It is staff's recommendation that these funds be programmed for this purpose.

ATTACHMENT

Resolution

Regional Early Action Planning (REAP) Suballocation Grant Application

Deadline: November 27, 2020

The applicant is applying to the Council of San Benito County Governments (COG) and the Association of Monterey Bay Area Governments (AMBAG) for a grant authorized under the Regional Early Action Planning Grants (REAP) provisions pursuant to Health and Safety Code Sections 50515 to 50515.05. The grant is to be used for technical assistance, preparation, and adoption of planning documents and process improvements to accelerate housing production and facilitate compliance to implement the sixth cycle of the regional housing needs allocation. In order to be considered for funding, all sections of this application, including attachments, must be complete and accurate.

All applicants must submit the following to COG by **November 27, 2020** in order to be considered for the award:

1. A completed application
2. A fully executed resolution authorizing application for, and receipt of funds (see Attachment 1 for template resolution).
3. A fully executed Government Agency Taxpayer ID Form (see Attachment 2).

All applications must be submitted electronically to COG and AMBAG by email to veronica@sanbenitocog.org, CC:phierling@ambag.org. No hard copies will be accepted.

Contact:

If you have questions regarding this application or REAP, contact Paul Hierling at phierling@ambag.org or 831-264-5092.

Regional Early Action Planning (REAP) Suballocation Grant Application

Council of San Benito County Governments (COG) Jurisdiction Funding:

On June 18, 2020, the COG Board of Directors directed staff to allocate REAP funds to jurisdictions in San Benito County based on population tier formula. Jurisdictions are eligible for the following amounts:

Jurisdiction	Grant Amount Available
City of San Juan Bautista	\$26,581.30
City of Hollister	\$159,487.80
County of San Benito	\$79,743.90

A. Applicant Information

Complete the following Applicant information			
Agency Name		City of San Juan Bautista	
Agency Type		City Government	
Applicant's Mailing Address		311 2 nd Street/PO Box 1420	
City		San Juan Bautista	
State	California	Zip Code	95045
County		San Benito County	
Website		www.san-juan-bautista.ca.us	
Authorized Representative Name		Don Reynolds	
Authorized Representative Title		City Manager	
Phone	831-623-4661	Fax	
Email	citymanager@san-juan-bautista.ca.us		
Contact Person Name		Don Reynolds	
Contact Person Title		City Manager	
Phone	831-623-4661	Fax	
Email	citymanager@san-juan-bautista.ca.us		
Grant Amount		\$	26,581.30

Regional Early Action Planning (REAP) Suballocation Grant Application

B. Threshold Requirements

All applicants must meet all of the following threshold criteria to be eligible for an award.

1. Does the application demonstrate a nexus to accelerating housing production?	Yes	X	No	
2. Does the application include a completed and signed resolution <i>See attachment 1, "Template Resolution"</i>	Yes	X	No	
3. Does the address on the Government Agency Taxpayer ID Form exactly match the address listed above? <i>See attachment 2, "Government Agency Taxpayer ID Form"</i>	Yes	X	No	

As the official designated by the governing body, I hereby certify that if approved by COG for a suballocation of funding through the Regional Early Planning Program (REAP), the **City of San Juan Bautista** assumes the responsibilities specified in this application and certifies that the information statements and other content contained in this application are true and correct.

Signature: _____ Name: _____

Date: _____ Title: _____

Regional Early Action Planning (REAP) Suballocation Grant Application

C. Eligible Activities Checklist

Check at least one or more eligible project activity.

	Accommodating development of housing and infrastructure that accelerates housing production that aligns with state planning priorities, housing, transportation, equity, and climate goals
	Implementing sustainable communities strategies related to housing planning and accelerating housing production
	Establishing Prohousing Policies pursuant to Government Code section 65589.9
	Providing technical assistance in improving housing permitting processes, tracking systems, and planning tools
	Establishing regional or countywide housing trust funds for affordable housing (e.g. planning activities and processes, guidelines, charters)
	Performing infrastructure planning, including sewers, water systems, transit, roads, or other public facilities necessary to support new housing and new residents
	Performing feasibility studies to determine the most efficient locations to site housing consistent with Government Code sections 65040.1 (State Planning Priorities) and 65080 (Regional Transportation Plans)
X	Covering the costs of temporary staffing or consultant needs associated with eligible activities
	Covering the cost of technical assistance, planning, temporary staffing, or consultant needs associated with updating local planning and zoning documents, expediting application processing, and other actions to accelerate additional housing production
	Reimbursing the cost of approved and eligible costs incurred for work after October 1, 2019

Regional Early Action Planning (REAP) Suballocation Grant Application

D. Project Description

Provide a description of the project scope and tasks including a description of the project's impact on accelerating housing production. Indicate how your project addresses regional housing issues that affect the Central Coast. Include whether plans will be adopted. If consultants will be used, identify what tasks they will be responsible for. Use Appendix A if additional space is needed.

Earlier this year, the City received a \$160,000 State SB 2 Grant to develop the South San Juan Area Plan ('Plan') that will focus on four contiguous parcels totaling 91.04 acres south of and adjacent to the City's southern limit and bifurcated by The Alameda. The Plan will lay the groundwork for residential land use designations and annexation into the City limits in an effort to satisfy the City's Regional Housing Need Allocation (RHNA) and accelerate housing production.

The Scope of Work would include:

- Ensuring consistency between the San Juan Bautista 2035 General Plan and the South San Juan Area Plan;
- Rationalizing land use designations and zoning districts to create a housing development plan with wide acceptance in the community;
- Providing technical analysis on water and sewer services, biological resources, flooding and fire hazards, and to support land use changes;
- Developing design guidelines for the Area Plan that are consistent with Blue Zones principles; and
- Preparing an Area Plan document for the 91.04 acre site.

As the City does not have a City Planner at this time, these funds would pay for a Project Manager to manage the project with the City consultant, EMC Planning Group Inc based in Monterey, CA. The Project Manager would directly coordinate with and oversee the consultant and other city staff; develop and prepare communication to the public about the project; coordinate and facilitate public outreach and input; general administration; review consultant work including the draft Plan and Urban Design, Development Standard, and Design Guidelines; and coordinate Planning Commission and City Council meetings, as well as prepare staff reports and presentations.

The South San Juan Area Plan Scope of Work is included in Appendix A.

Regional Early Action Planning (REAP) Suballocation Grant Application

E. Project Timeline and Budget

Include tasks, budget amounts, dates and deliverables. Indicate what tasks will be completed by consultant, and include dates for draft and final deliverables if applicable. Budget must account for full amount the jurisdiction is eligible to apply for. Include project location if different from applicant's mailing address. All tasks and spending must be completed by October 15, 2023.

Project Title:

Task	Budget	Start Date	End Date	Description and Deliverables
Project Coordination & Communication	\$2,000	January 1, 2021	July 1, 2022	<ul style="list-style-type: none"> Coordinate, schedule, and facilitate Project Kick Off Meeting with city staff and consultant. Coordinate, schedule, and facilitate at least four staff meetings with consultant. Coordinate, schedule and facilitate monthly progress report meetings.
Coordinate and Facilitate Public Outreach and Input.	\$11,000	January 1, 2021	September 30, 2021	<ul style="list-style-type: none"> Develop a comprehensive list of stakeholders to reach out to. Coordinate and schedule at least three virtual meetings. Coordinate and schedule at least three in-person workshops (employing social distancing and facial covering guidelines). Field follow up questions/concerns from stakeholders. Develop communication materials for the public and about the project. Work with Blue Zones LLC to prepare for public outreach meetings.
Oversee and review consultant work and provide feedback.	\$5,000	October 1, 2021	March 1, 2022	<ul style="list-style-type: none"> Review and provide feedback/revisions to consultant on draft Plan (as many times as needed). Review and provide feedback/revisions Urban Design Guidelines and draft Development Standards.

Regional Early Action Planning (REAP) Suballocation Grant Application

Coordinate Planning Commission and City Council Presentations; and prepare staff reports.	\$4,050	March 2, 2022	July 1, 2022	<ul style="list-style-type: none"> ▪ Coordinate and schedule Planning Commission and City Council meetings. ▪ Co-author with the Consultant the Planning Commission and City Council staff reports and presentations.
Contingency	\$4,000	January 1, 2021	July 1, 2022	Additional staff time for the project, as well as materials for public outreach meetings and input (if needed).
Administration, Reporting and	\$531			Administration costs not to exceed 2% of total grant.
Total:	\$26,581			

A RESOLUTION
OF THE CITY COUNCIL OF THE
CITY OF SAN JUAN BAUTISTA
TO APPROVE
APPLYING FOR AND ENTERING INTO AGREEMENTS
FOR THE REGIONAL EARLY ACTION PLANNING GRANT

RECITALS

WHEREAS, Governor Gavin Newsom signed Assembly Bill 101 in September 2019, which established the Local Government Planning Support Grants Program which allocates \$125 million in housing planning funds to regional entities throughout the state; and

WHEREAS, the California Department of Housing and Community Development (HCD) has been assigned as the state agency overseeing this program; and

WHEREAS, the provisions of AB 101 require the California Central Coast's Councils of Government form a multiagency group comprising three representatives from each of the region's five counties to administer approximately \$8 million in housing planning funds dedicated to the Central Coast region; and

WHEREAS, the Central Coast Housing Working Group has been established as the multiagency working group to administer these funds pursuant to AB 101; and

WHEREAS, the Association of Monterey Bay Area Governments (AMBAG) will serve as the fiscal agent of the Central Coast Housing Working Group and will staff the group; and

WHEREAS, AMBAG will use three percent of the AB 101 Central Coast regional funding to administer the mega regional grant program, staff the Central Coast Housing Working Group, provide required reporting, and provide oversight of the grant program from 2020 to 2024; and

WHEREAS, AMBAG will allocate AB 101 housing planning funds to the four COGs in the Central Coast area: AMBAG, the San Luis Obispo Council of Governments, the Santa Barbara County Association of Governments, and the Council of San Benito County Governments; and

WHEREAS, the City of San Juan Bautista is eligible to submit a request for allocation for a portion of Central California AB 101 housing planning funds from AMBAG; and

Regional Early Action Planning (REAP) Suballocation Grant Application

WHEREAS, the amounts allocated to the Association of Monterey Bay Area Governments (AMBAG) are based on the allocation method approved by the Central Coast Housing Working Group; and

WHEREAS, the amounts allocated to the City of San Juan Bautista will be based on the allocation method approved by AMBAG; and

WHEREAS, AMBAG shall approve allocation requests subject to the terms and conditions of eligibility, guidelines, Notices of Funding Availability, and program requirements.

THEREFORE, BE IT RESOLVED:

1. The City of San Juan Bautista is hereby authorized to request an allocation not to exceed \$26,581 from the Association of Monterey Bay Area Governments which acts on behalf of the Central Coast Housing Working Group, and
2. The City of San Juan Bautista is hereby authorized to enter into agreements, and take further actions as may be necessary to give effect to this resolution, such as executing amendments and approving funding applications with the Association of Monterey Bay Area Governments and the Council of Benito County Governments for REAP grant funding.

[INSERT SIGNATURE BLOCK HERE]

Attachment 2: Government Agency Taxpayer ID Form

Financial Information System for California (FI\$Cal)

GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215

Sacramento, CA 95815

www.fiscal.ca.gov

1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal
Government
Agency Name

Remit-To
Address (Street
or PO Box)

City

State

Zip Code+4

Government Type:

☐

City

☐

County

☐

Special District

☐

Federal

☐

Other (Specify)

Federal
Employer

Identification
Number
(FEIN)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Dept/Division/Unit
Name

Complete
Address

Contact Person

Title

Phone number

Email Address

Signature

Date

Regional Early Action Planning (REAP) Suballocation Grant Application

Regional Early Action Planning (REAP) Suballocation Grant Application

Appendix A

Use this area for additional information if necessary.

Please see attached Scope of Work for the South San Juan Area Plan.

RESOLUTION 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA TO APPROVE
APPLYING FOR AND ENTERING INTO AGREEMENTS FOR THE REGIONAL EARLY ACTION
PLANNING GRANT

RECITALS

WHEREAS, Governor Gavin Newsom signed Assembly Bill 101 in September 2019, which established the Local Government Planning Support Grants Program which allocates \$125 million in housing planning funds to regional entities throughout the state; and

WHEREAS, the California Department of Housing and Community Development (HCD) has been assigned as the state agency overseeing this program; and

WHEREAS, the provisions of AB 101 require the California Central Coast's Councils of Government form a multiagency group comprising three representatives from each of the region's five counties to administer approximately \$8 million in housing planning funds dedicated to the Central Coast region; and

WHEREAS, the Central Coast Housing Working Group has been established as the multiagency working group to administer these funds pursuant to AB 101; and

WHEREAS, the Association of Monterey Bay Area Governments (AMBAG) will serve as the fiscal agent of the Central Coast Housing Working Group and will staff the group; and

WHEREAS, AMBAG will use three percent of the AB 101 Central Coast regional funding to administer the mega regional grant program, staff the Central Coast Housing Working Group, provide required reporting, and provide oversight of the grant program from 2020 to 2024; and

WHEREAS, AMBAG will allocate AB 101 housing planning funds to the four COGs in the Central Coast area: AMBAG, the San Luis Obispo Council of Governments, the Santa Barbara County Association of Governments, and the Council of San Benito County Governments; and

WHEREAS, the City of San Juan Bautista is eligible to submit a request for allocation for a portion of Central California AB 101 housing planning funds from AMBAG; and

WHEREAS, the amounts allocated to the Association of Monterey Bay Area Governments (AMBAG) are based on the allocation method approved by the Central Coast Housing Working Group; and

WHEREAS, the amounts allocated to the City of San Juan Bautista will be based on the allocation method approved by AMBAG; and

WHEREAS, AMBAG shall approve allocation requests subject to the terms and conditions of eligibility, guidelines, Notices of Funding Availability, and program requirements.

THEREFORE, BE IT RESOLVED THAT:

1. The City of San Juan Bautista is hereby authorized to request an allocation not to exceed \$26,581 from the Association of Monterey Bay Area Governments which acts on behalf of the Central Coast Housing Working Group, and
2. The City of San Juan Bautista is hereby authorized to enter into agreements, and take further actions as may be necessary to give effect to this resolution, such as executing amendments and approving funding applications with the Association of Monterey Bay Area Governments and the Council of Benito County Governments for REAP grant funding.

PASSED and ADOPTED at a regular meeting of the San Juan Bautista City Council on the 17th day of November, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mary Vazquez Edge, Mayor

ATTEST:

Laura Cent, City Clerk



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: RESOLUTION FOR PER CAPITAL GRANT FUNDS
THROUGH OGALS

DATE: November 17, 2020

SUBMITTED BY: Rochelle Eagen, Community Svcs. Coordinator

DEPARTMENT HEAD: City Manager Don Reynolds

Recommended Action

Approve Resolution authorizing submittal of a grant application.

Background Information

The State of California Natural Resources Agency Department of Parks and Recreation Office of Grants and Local Services (OGALS) per capita program, originating from Proposition 68 placed on the ballot via Senate Bill 5 (DeLeon, Chapter 852, statutes of 2017), and approved by voters on June 5, 2018 has allocated to the City of San Juan Bautista \$177,952.

In order to receive these funds a resolution by City Council to accept the allocation must be passed. Per Capita Grant money may be used across multiple projects so long as individual applications are submitted. Supplanting is not allowed. Grantees must use Per Capita grant funds to supplement existing expenditures, rather than replace them (PRC §80062(d)). For example, the Verutti Park Restroom General Fund allocation could not be replaced with \$50,000 in Per Capita grant funds. The primary purpose of any building constructed or improved must be public recreation.

Project completion packets must be submitted by March 31st of the year the contract expires. Grant performance period is from July 1, 2018 through June 30, 2024.

Contract performance period is from July 1, 2018 through June 30, 2048.

Payment requests prior to groundbreaking are limited to 25% of the grant amount.

Payments before the final payment may not exceed 80% of the grant amount. 20% of the project amount is retained for the final reimbursement after inspections are completed.

CEQA must be completed before requesting any construction reimbursement.

Capital Improvement Budget FY 20/21 Qualifying Project

	General Fund	Park Impact Funds	Public Facility Impact funds	Parking & RR Fund
Verutti Park Restroom	\$50,000		\$49,340	\$65,000
Luck Park Masterplan		\$28,565		
Franklin Park				
Trail Plan (ATP)	\$25,000			
Community Center Acoustics				

Fiscal Impact:

These funds are allocated to the City on a per capita basis and require no matching funds. They can be used on multiple projects with individual applications.

Attachments:

1. Franklin Park preliminary draft plans

RESOLUTION 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA APPROVING APPLICATION FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing applications; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project applications before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete projects;

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

1. Approves the filing of project applications for Per Capita program grant projects; and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the projects; and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the projects, and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the City of San Juan Bautista general plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the City of San Juan Bautista will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.

- (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
 - (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
 - (G) Identifying possible staff liaisons to diverse populations.
- 8. Agrees that to the extent practicable, the projects will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
 - 9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
 - 10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
 - 11. Delegates the authority to the City Manager, or his designee, to conduct all negotiations, sign and submit all documents including, but not limited to, applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scopes; and
 - 12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

APPROVED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting held this 17th day of November, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mary Vazquez Edge, Mayor

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City Council following a roll call vote.

Laura Cent, City Clerk

EXHIBIT A
Franklin Circle Park
Key for Concept site Plan

1. Boci Ball Court
2. Arbutus marinara trees
3. Two planter boxes for children to plant vegetables
4. Lawn for play area
5. Crushed stone for picnic tables and grill
6. Ramp for ADA accessibility

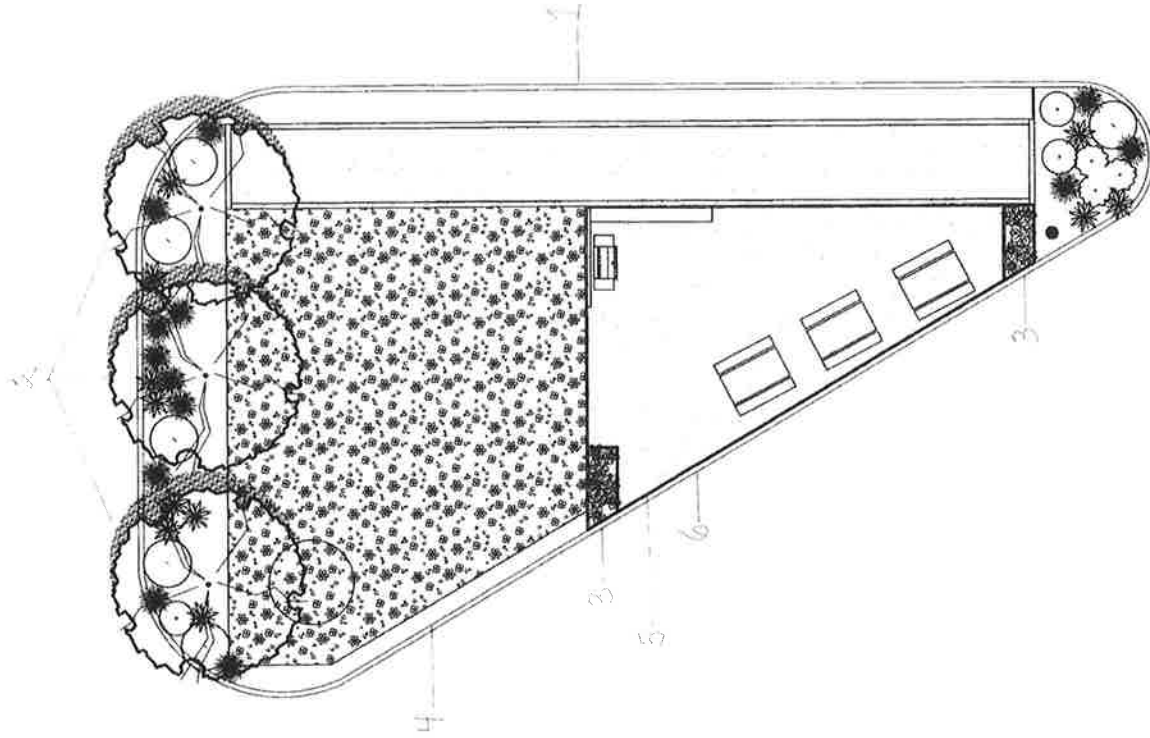


EXHIBIT A SITE PLAN



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: NINETY DAY EXTENSION OF THE THIRD STREET PARKLETS

MEETING DATE: November 17, 2020

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff is asking the City Council to approve a resolution that extends the current term of the encroachment permits allowing the temporary use of the public right of way to accommodate private, outdoor business activity ("Parklets") for 90-days, from December 31, 2020 to March 30, 2021, and request staff during that time to develop draft policies and procedures to consider should the City agree to make Parklets permanent..

BACKGROUND INFORMATION:

On November 10, 2020, the Historic Resources Board (HRB) and Planning Commission considered extending the Parklets from December 31, 2020, by 90-days, until March 30, 2021. The Planning Commission approved Resolution 2020-08 recommending to the City Council that the extension be approved. The staff report and draft resolution is attached.

DISCUSSION:

The discussion about extending the Parklets was unanimously approved by both the HRB and Planning Commission. But when a discussion of what a permanent parklet program will look like, there was some differences expressed. It is helpful if the City Council can consider these differences to help direct staff as it considers permanent Parklet policies.

There was a conversation about ownership transitions. What if the new business owners doesn't like or want a parklet? A lease would help with this transition because it could condition some form of transfer or removal. There may be a method by which a new owner can modify the parklet to fit the new business model.

But several Commissioners and members of the public disliked the concept of a lease for the parklet. Concerns were expressed that the City would be adding a financial burden to the business plan. Of course, this depends on how much rent is sought, and if the rent revenue was used to

maintain 3rd Street and public restrooms maybe a compromise could be worked out. A lease would provide for a solid enforceable tool to use should anything change during the term of the lease. The Parklet could be sub-let to a vendor during special events

Moving forward, it was expressed that the Parklets should be an extension of the seating for the establishment. The building official is clear that any form of roofing will require an engineer and structural support that includes footings. Permanent parklets need to remain simple in their form.

ATTACHMENT

Resolution

RESOLUTION 2020-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
APPROVING THE EXTENSION OF THE TERM OF THE TEMPORARY PARKLETS
ON THIRD STREET NINETY-DAYS OR
UNTIL MARCH 30TH 2021**

WHEREAS, in an effort to control the pandemic caused by the COVID-19 Virus, City Council declared a State of Emergency March 17, 2020; and

WHEREAS, the shelter in place health orders that followed the state of emergency closed all but essential businesses; and

WHEREAS, this closure of businesses was harmful to the City's economy and the City, among many other things, initiated the Transformation of Third Street by adopting Resolution 2020-24, on May 19, 2020; and

WHEREAS, to implement the Transformation of Third Street, business owners were offered the opportunity to expand their business onto the public right-of-way and build decks, also known as "parklets," where customers could sit safely and enjoy their services; and

WHEREAS, in an effort to protect the historic nature of the downtown, these Parklets have to be built in compliance with the City historic design guidelines and, on June 18, 2020, the Historic Resources Board approved design guidelines, and approved an amendment to them November 10, 2020 for this purpose; and

WHEREAS, the Parklet program was approved by the City Council for a period of six months ending December 31, 2020, but many have asked the City to consider making them permanent; and

WHEREAS, making the Parklets permanent takes time to develop several different policies, lease agreements and environmental review, but this could be accomplished in ninety-days; and

WHEREAS, the Historic Resources Board recommends to the Planning Commission that it adopt a Resolution recommending a ninety-day extension of the parklet program to the City Council for approval to allow time for consideration of making parklets permanent; and

WHEREAS, on November 10, 2020, the Planning Commission approved a Resolution 2020-08, recommending to the City Council that the term of the Parklets on Third Street be extended for 90-days or until March 30, 2021.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL:

1. Agrees with the recommendation from the Historic Resources Board and Planning Commission;
2. Extends the term of the Transformation of Third Street and the Parklets for ninety-days, or until March 30, 2020; and
3. Directs staff to prepare the policies and procedures necessary for a public debate for making the parklets permanent.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista on the 17th of November, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Mary Vasquez Edge

ATTEST:

Trish Paetz, Deputy City Clerk



CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION

AGENDA TITLE: Ninety-day Extension of the Third Street Parklet Program

MEETING DATE: November 10, 2020

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff is asking the Planning Commission approve a resolution that recommends to the City Council that they extend the term of the encroachment permits allowing the temporary use of the public right of way to accommodate private, outdoor business activity ("Parklets") for 90-days, from December 31, 2020 to March 30, 2021, and request staff during that time to develop draft policies and procedures to consider should the City agree to make Parklets permanent..

BACKGROUND INFORMATION:

On March 17, 2020, the City declared a State of Emergency in response to the pandemic caused by the spread of the COVID-19. The State and County Public Health Department issued an immediate "shelter-in-place" order, causing all but essential businesses to close their doors. In April, the City started meeting with its downtown businesses, and has since held 26 meetings of the "Business Forum." From the Business Forum came a plan to help businesses re-open.

In support of this plan, the City Council adopted Resolution 2020-24 on May 19, 2020, to assist businesses that could remain open, to re-open outdoors onto the public right of way (Third Street) during the Emergency. This was called the Transformation of Third Street, and was approved for a six-month period ending December 31, 2020. On June 12, 2020, the HRB approved design guidelines for these parklets. Since then, 12 businesses have opened or are planning to open a parklet.

This change to Third Street has been well received. The Parklets are generally attractive and add to small town ambiance of the downtown. The State Parks Department is aware of these changes to the historic downtown, and did not express concerns that they compromised the historic district. The parklets are intended to add to the ambiance, not be connected to any historic buildings, and allow the facades of the building to be easily seen from the curb. The Business Forum has requested that this temporary change become permanent. There is a lot to consider to make parklets permanent, so staff is seeking a 90-day extension of the original six-month plan to allow

enough time for public input regarding this serious consideration in its Downtown Historic District.

DISCUSSION:

Current City policies that require consideration to make a temporary parklet permanent, include:

1. The environmental impact of this change;
2. The adequacy of the current design guidelines;
3. Compliance with health and safety of the designs;
4. Accessibility of the parklets;
5. Maintenance of the parklets, and
6. Transition from a temporary encroachment permit to a permanent lease or license for the use of City property.

The change in the traffic patterns are disrupted by the removal of the eastbound lane, causing this traffic to use the adjacent streets. This change may require a traffic study to justify and determine if additional traffic control measures are needed on the streets where the traffic may increase. When the business owners are able to resume 100% use of their existing floor-plan, the parklets will add to the overall impact and number of people downtown. Downtown's capacity to handle the additional pedestrians and vehicles may need to be assessed, with additional parking or other mitigation measures required.

The design guidelines are fluid. They are changing as necessary to meet a wide variety of standards that extend beyond the historical nature of Third Street. They are responsive to temporary adaptations that respond to the change of the season, holiday, or the weather. They meet up to the State uniform building codes, and the Americans with Disabilities Act. There needs to be maintenance standards to assure that as they age, they are kept in good order.

For a parklet to become permanent, a lease may be executed to account for those details described above, with a set term and a dollar amount for consideration. This consideration, or rent, may equal the value of the space on a per square foot basis, or the value of a parking space, or some other common metric based on size that can be applied to all parklets.

ATTACHMENT

Resolution

RESOLUTION 2020-XX

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN JUAN
BAUTISTA RECOMMENDING THAT THE CITY COUNCIL EXTEND THE TERM
OF THE TEMPORARY PARKLETS ON THIRD STREET NINETY-DAYS OR
UNTIL MARCH 30TH 2021**

WHEREAS, in an effort to control the pandemic caused by the COVID-19 Virus, City Council declared a State of Emergency March 17, 2020; and

WHEREAS, the shelter in place health orders that followed the state of emergency closed all but essential businesses; and

WHEREAS, this closure of businesses was harmful to the City's economy and the City, among many other things, initiated the Transformation of Third Street by adopting Resolution 2020-24, on May 19, 2020; and

WHEREAS, to implement the Transformation of Third Street, business owners were offered the opportunity to expand their business onto the public right-of-way and build decks, also known as "parklets," where customers could sit safely and enjoy their services; and

WHEREAS, in an effort to protect the historic nature of the downtown, these parklets have to be built in compliance with the City historic design guidelines and, on June 18, 2020, the Historic Resources Board approved design guidelines for this purpose; and

WHEREAS, the parklet program was approved by the City Council for a period of six months ending December 31, 2020, but many have asked the City to consider making them permanent; and

WHEREAS, making the parklets permanent takes time to develop several different policies, lease agreements and environmental review, but this could be accomplished in ninety-days; and

WHEREAS, the Historic Resources Board recommends to the Planning Commission that it adopt a Resolution recommending a ninety-day extension of the parklet program to the City Council for approval to allow for consideration of making parklets permanent.

NOW THEREFORE, BE IT RESOLVED THAT THE PLANNING COMMISSION:

1. Agrees with the recommendation from the Historic Resources Board;
2. Recommends to the City Council that the term of the Transformation of Third Street and the parklets be extended for ninety-days, or until March 30, 2020.
3. That staff prepare the policies and procedures necessary for a public debate for making the parklets permanent.

PASSED AND ADOPTED by the Planning Commission of the City of San Juan Bautista on the 10th of November, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Scott Freels, Chairperson

ATTEST:

Trish Paetz, Deputy City Clerk

4.B. Permanent Parklets

- 90-day extension until March 30, 2021
- Time to complete a CEQA Review
- Time to vet the public concerns
- Time to establish lease and rent
- Time to establish special considerations
 - Roof structures would have to be engineered with footings
 - Maintenance requires adherence to strict guidelines
 - Repairs have to be happen timely



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: APPOINTMENT OF TREASURER

MEETING DATE: NOVEMBER 17, 2020

SUBMITTED BY: THE CITY ATTORNEY

BACKGROUND INFORMATION:

A vacancy has occurred in the City Treasurer position by virtue of the fact that nobody ran for City Treasurer and the position was therefore not filled at the recent General Election.

Pursuant to California Government Code Sec. 36512, subsection (b), if a vacancy occurs in an elective office, the council shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election. A special election on the heel of an election, where no one ran, would not seem to accomplish the goal of filling the position. As such, it is assumed that the Council will want to appoint a City Treasurer. It is also noted that under California law, a City must have a Treasurer.

The City Council should decide upon a process for the appointment of a City Treasurer at tonight's meeting. The applicant must be eighteen years of age, a registered voter, and a resident of the City. It is recommended that staff prepare a job description. It is worth noting that this position does not have a heavy work load, since staff and hired accountants and auditors do the majority of the work. The position then should be advertised, a date given to submit applications, with the application requirements to be decided by the City Council.)

RECOMMENDATION:

Staff recommends the following process, for City Council consideration:

The Position be advertised on the City Website and at such other places as determined by the City Council.

The applicants be asked to submit a biography or resume and a statement of interest for his or her application.

The application period should close on December 1.

The City Council should direct the City Manager to review the applications and make a recommendation to the City Council.

The appointment of the Treasurer should be voted upon by the City Council at the regular City Council meeting on December 15.

Finally, the City Council should consider placing a measure on the ballot at the next regular election (in two years) to propose a change for the City Treasurer from an elected to an appointed position. The majority of cities in California have voted to change the position from an elected to an appointed position. Because a citizen of the City can run for and win the position, having no skills or training in governmental accounting, cash management or investment; staff and outside accountants have been forced to take over the essential functions of a treasurer. The elected position has become an almost ceremonial position. It is more functional to allow an appointment to the position (of preferably a City staff person), who can be selected from among qualified individuals and be trained on a regular basis in government accounting cash management and investments. If the Council expresses an interest in considering changing from elected to appointed, a resolution can be brought to the Council closer to the 2022 General Election.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: STATUS OF THE URBAN GROWTH BOUNDARY/SPHERE
OF INFLUENCE AD-HOC COMMITTEE

DATE: November 17, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDATION

Receive and File the following update on the work of the City's Urban Growth/Sphere of Influence Ad-Hoc Committee.

BACKGROUND

On November 10, 2020, the Planning Commission received a status report regarding the work of the Urban Growth/Sphere of Influence Ad-Hoc Committee. Attached for the City Council's consideration is the staff report, and slide presentation shared November 10, 2020. In general, the Commission supported the work of the Committee.

DISCUSSION

The presentation to the Planning Commission included some "new" information and a maps provided in the slides. The "new" information includes excerpts from the 1998 General Plan, and a 1998 map. The 1998 General Plan includes descriptions of three concentric circles in and around the City's incorporated boundaries. They include the City limits at that time, an Urban Growth Boundary (UGB), a Sphere of Influence (SOI) and a Planning Area. The Planning Area outlines the largest geographic boundary and helps sends a message to the County and developers, that the City does have an interest in establishing a broad "buffer" zone that preserves agricultural lands.

Staff was asked to look into the practical nature of this additional boundary. It may be part of future considerations for the Committee. Its 6th meeting is scheduled for Monday the 16th.

ATTACHMENT:

Attachments: Staff Report and slide presentation from the November 10 Planning Commission meeting



CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

AGENDA TITLE: STATUS OF THE URBAN GROWTH BOUNDARY/SPHERE
OF INFLUENCE AD-HOC COMMITTEE

DATE: November 10, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDATION

Receive and File the following update on the City's Urban Growth/Sphere of Influence Ad-Hoc Committee

BACKGROUND

On May 26, 2020, the City Council established an Urban Growth Boundary/Sphere of Influence Ad Hoc Committee consisting of two Councilmembers, two Planning Commissioners and one at-large community member. Committee members include Mayor Edge, Councilmember DeVries, Planning Commission Chair Freels, HRB Chair Matchain, and at-large member Jackie Morris Lopez. The Ad Hoc Committee has held five meetings. Details of the past meeting are available on the City's website:

https://www.san-juan-bautista.ca.us/government/commissions_boards_and_committees/urban_growth_boundary.php

At the August 31, 2020 meeting, the Ad Hoc Committee discussed moving forward with a scope of work to establish a SOI and UGB, as well as the need for a Local Agency Formation Commission (LAFCO) approved SOI and Municipal Service Review (MSR). A contract was approved with Harris and Associate's Senior Planner David Mack to help guide the project. The original focus of the Committee was narrowed to specifically address a new sphere of influence.

The draft minutes from the last meeting held November 2, 2020 are attached. This meeting focused on each Committee member's preference for re-defining the City Sphere of Influence. This is because the 2016 General Plan's sphere of influence is perceived to be too large by Committee members, providing land outside the city limits to potentially growth beyond the community's preference. It consists of 1,400 acres, and would have the City grow to a population more than double its current size, and build 46 homes per year until 2036. This is most likely the reason why this proposed sphere of influence was never presented to LAFCO for approval. The maps and list of properties surrounding the City's limits are also attached for the Commission.

DISCUSSION

The fourth attachment is the map resulting from the Committee's work to re-draw the sphere of influence.

At this meeting, there was consideration that both the Urban Growth Boundary and Sphere of Influence be the same. An Urban Growth Boundary is a more rigid instrument that better protects the City's ability to grow. It was a part of past General Plans. Changing an Urban Growth Boundary requires a General Plan Amendment.

The map has a different color representing each Committee member's preference for the SOI. All committee members seem to agree that making the SOI smaller than that proposed in 2016 is the goal. So this exercise attempts to identify exactly how much smaller. Most Committee members agree with some variances. One Committee member is more conservative, drawing a smaller sphere of influence than the others.

The Ad-Hoc Committee is invited to the Planning Commission conversation. They can help the Commission understand their thinking to develop this new SOI.

The process moving forward will eventually be presented in a final draft to the Commission for approval. The Planning Commission's feedback is appreciated and will be considered at the next Ad-Hoc Committee meeting. Eventually, the Planning Commission will be asked to approve a new SOI and recommend its adoption to the City Council. There will be a CEQA review, and finally the City's recommendation will be considered for approval by LAFCO.

ATTACHMENT:

Attachments:

1. Draft Minutes from Committee Meeting 5, 11.02.2020
2. Urban Growth Boundary/Sphere Maps and property spreadsheet
3. SOI Maps resulting from the 11.02.2020 Committee meeting



City of San Juan Bautista

The "City of History"

AGENDA TITLE: Sphere of Influence Ad-Hoc Committee Meeting (#5) Minutes

DATE: October 19, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

DEPARTMENT STAFF: David J. R. Mack, AICP (Contract Senior Planner)
Marti Brown (Project Manager)

1. Call to Order – 6:00pm

Meeting was called to order at 6:02pm.

2. Welcome/Comments

- a. Luis Matchain – Chair of the Historic Resources Board
- b. Scott Freels – Chair of the Planning Commission
- c. Dan Devries – Council Member
- d. Mary Edge – Mayor
- e. Jacki Morris Lopez – Member At-Large

Committee Members Matchain, Freels, Devries, and Edge were all present at the beginning of the meeting; Committee Member Morris-Lopez arrived at approximately 6:16pm. Staff Members Reynolds and Mack were present at the beginning of the meeting. Staff Member Brown arrived at approximately 6:20pm.

3. Consider Minutes from Prior Meeting(s)

- a. October 5, 2020

Prior minutes were considered and accepted.

4. Sphere of Influence Development Ideas/Considerations

- a. Discuss committee member proposed Maps.
 - i. What do we want to keep?
 - ii. What do we want to eliminate?

Prior to the start of the meeting, only two member maps had been submitted for scanning and presentation, from Mayor Edge and Member Freels. The committee begun consideration of the submitted maps, starting with Member Freels, followed by Member Edge

Committee Member Freels explained that his map was proposing to exclude Parcel 46, due to the immediate development potential of the parcel, citing that the property owner has been waiting for years

for the City to supply water and sewer to the site, and he does not feel this parcel/land should be developed. Member Freels map included Parcels 32, 35, 55, 38, and 37, since they are remnants of the existing Rancho Vista development and utilities (water, sewer, electricity, roads, etc.). Parcels 7, 13, 5, 9, 6, 48, 49, 50, 51, 52, 53, 3, 1, 17, 11, 18, 10, and 19 were also included due to their location(s) to existing utilities/services. Member Freels included Parcels 40, 39, 33, 34, 36, 26, 27, 2, 24, 4, 8, and 25 although they are located in the floodplain, because the floodplain policies of SJB would discourage quick development.

Member Edge's Map proposes to include the "Ottononi" property (Parcels 7 and 13) as well as the "Health Foundation Parcel" (Parcel 3) into the SOI for future annexation, due to highly development potential which already exists. The following parcels are proposed for inclusion, but only as potential "Green Belt" properties: Parcel 49, 50, 51, 52, 48, 6, 9, 5, 1, 17, 18, 10, 19, 46, and 11. This proposal also would add the "Cement Plant" property within the SOI, but only as a public (park, entertainment, open space) area. The committee discussed that not all parcels identified in the "green belt" proposal could be converted to a green belt, due to existing residential development, mainly on parcels 49, 50, 51, 52, 53, 48, 18, 17, 11, 1, and 19. A discussion on transfer of development credit and tax credits was also briefly had.

Member DeVries, explained his ideal map, in which we could desire to remove all properties south of San Juan Hollister Road (Parcels 7, 13, 5, 9, 6, 48, 49, 50, 51, 52, and 53). The removal of Parcel 25 and 8, due to the desire to maintain a visually aesthetic entrance point from Highway 156 on the eastern side of the City. The removal of Parcels 43, 54 in the north, and the removal of Parcel 46 in the south-west. Retain Parcels 35, 36, 37, and 55, since they are remnants of the existing Rancho Vista development and utilities (water, sewer, electricity, roads, etc.). Remove 19, 10, 18, 17, 11, 1, and 3, and not include the "cement plant" property or any properties moving toward/through the San Juan Canyon.

Member Matchain, shared his screen to show his proposal (Staff did not have copy of the map). Member Matchain showed multiple/phased area of potential future development, primarily moving south near/through the San Juan Canyon, and north beginning with connections to Rancho Vista and continuing to Anzar High School/US-101 area. Extensive discussion was had amongst the committee members on this proposal, many stating they did not agree on this level of growth, or future annexation.

Member Morris-Lopez stated she did not agree with Member Matchain and his proposal/ideas. Member Morris-Lopez did not have a map to submit or share. Member Morris explained her desire to keep the SOI small and specifically stated she wanted to exclude Parcels 25 and 8 to maintain the rural aesthetic entrance to the City.

Following all presentations/discussions, Staff Member Mack proposed that the Committee meeting in person, and that all members think about their own individual proposals, and arrive prepared to both draw separate individual maps, and cooperate in the development of one large "committee" map (using separate colors for each member) to development an overall map showing commonality and "outlier" parcels. Upon development of the "Committee Map", then the Ad Hoc Committee could focus on the



City of San Juan Bautista

The "City of History"

"outlier parcels" and determine which direction should be taken. This next meeting was proposed to occur on Monday, November 2, 2020 starting at 5:30pm in the Library, to allow for adequate social distancing. City Manager Reynolds was assigned the task of securing the room, and having large maps and markers available for use (one color for each committee members).

5. Other Tasks/Suggestions/Comments from Committee.

None.

6. Provide Direction to Staff for Next Steps.

None until after Monday, November 2, 2020 meeting.

7. Adjournment

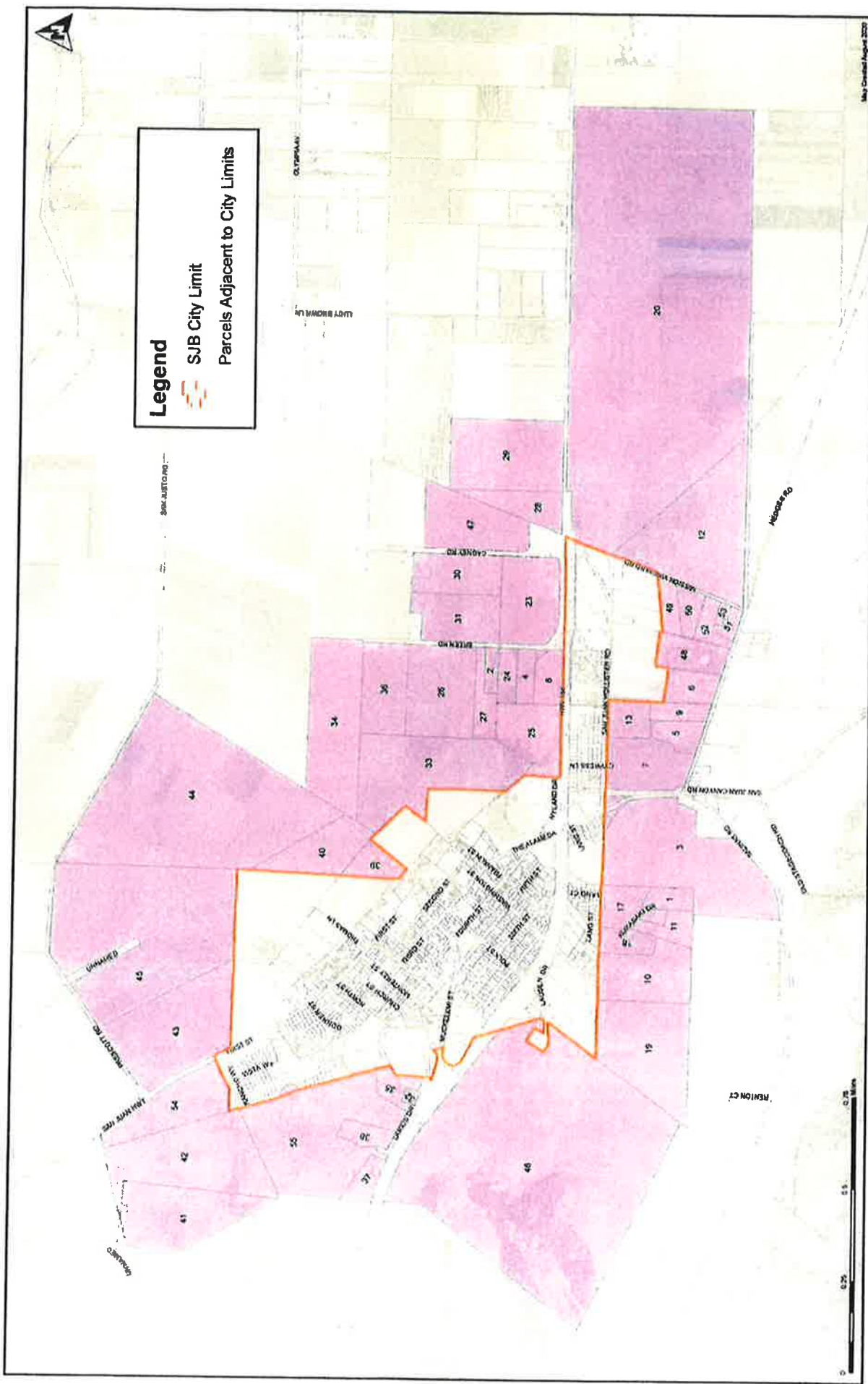
Meeting was adjourned at 7:37pm.



Legend



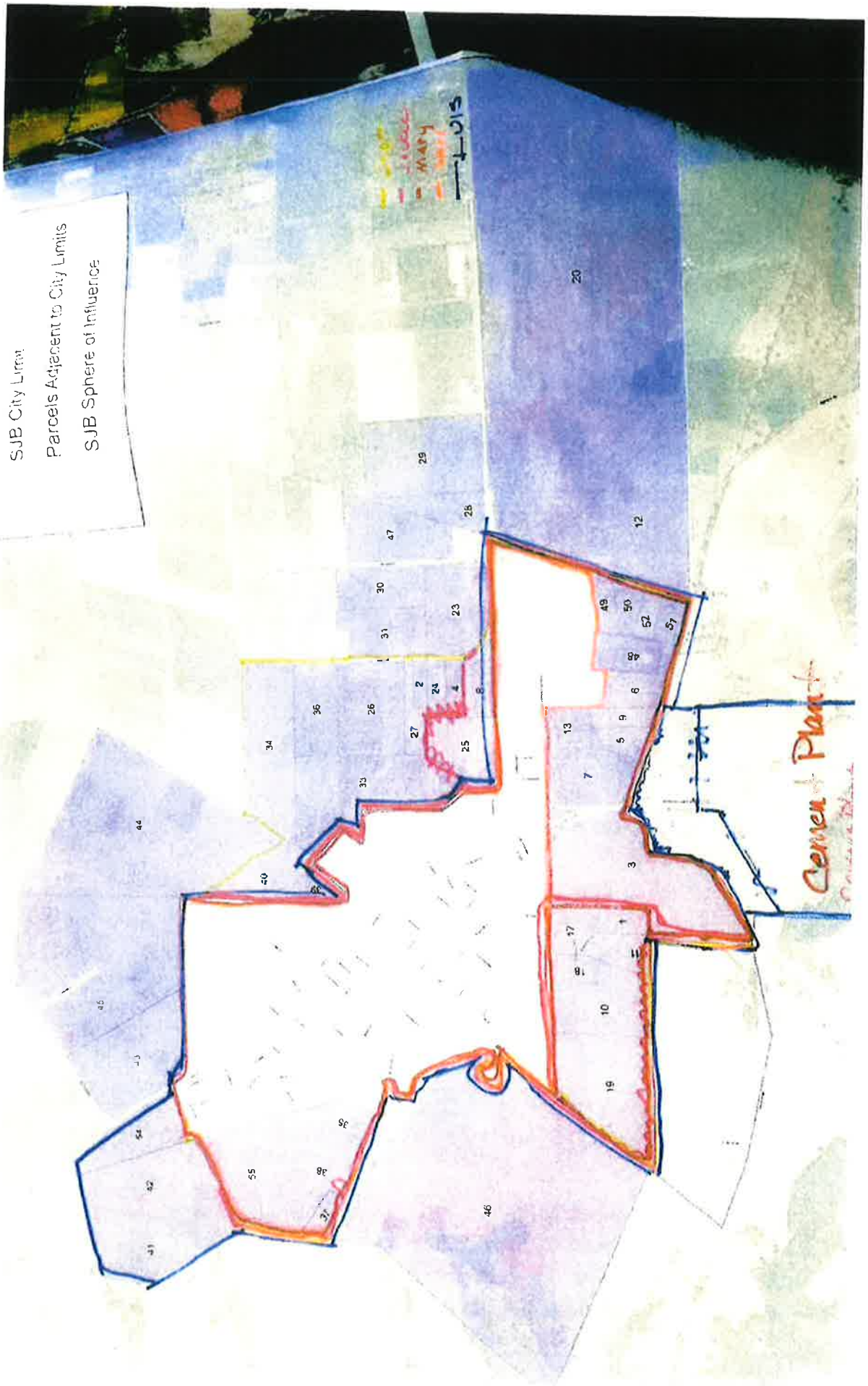
SJB City Limit
Parcels Adjacent to City Limits



Number on Map	APN	TRA	Site Address	Site City/State/Zip	Land Use	Acres
1	0121600170	79007	11 KURASAKI DR	SAN JUAN BAUTISTA CA 95045	RS01	5.00
2	0121300400	79009	400 BREEN RD	SAN JUAN BAUTISTA CA 95045	RS01	3.42
3	0121600030	79007	419B SAN JUAN CANYON RD	SAN JUAN BAUTISTA CA 95004	AGRA	62.77
4	0121300360	79009	380 BREEN RD	SAN JUAN BAUTISTA CA 95045	RS01	5.00
5	0121900330	79010	170 MISSION VINEYARD RD SJB	SAN JUAN BAUTISTA CA 95004	RS02	5.58
6	0121900230	79010	264 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	RS01	7.90
7	0121700010	79010	211 SAN JUAN HOLLISTER HWY	SAN JUAN BAUTISTA CA 95004	WROW	18.75
8	0121300330	79010	360 SAN JUAN HOLLISTER RD	SAN JUAN BAUTISTA CA 95004	AROW	5.97
9	0121900320	79010	200 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	RS01	5.00
10	0121600270	79007	15 STEPHENS DR	SAN JUAN BAUTISTA CA 95004	AGRA	22.54
11	0121600290	79007	20 STEPHENS DR	SAN JUAN BAUTISTA CA 95045	RS01	6.44
12	0181800050	79010	909 MISSION VINEYARD RD	HOLLISTER CA 95023	WROW	55.00
13	0121900140	79010	0 SAN JUAN HOLLISTER HWY	SAN JUAN BAUTISTA CA 95045	WROW	7.52
14	0121600320	79007	421 SALINAS RD	SAN JUAN BAUTISTA CA 95045	SS01	0.47
15	0121700040	79010	105 SAN JUAN HOLLISTER HWY	SAN JUAN BAUTISTA CA 95045	RS01	2.00
16	0121600310	79007	419 SALINAS RD	SAN JUAN BAUTISTA CA 95045	SS01	0.37
17	0121600300	79007	30 STEPHENS DR	SAN JUAN BAUTISTA CA 95045	RS01	9.17
18	0121600280	79007	10 STEPHENS DR	SAN JUAN BAUTISTA CA 95045	RS01	5.21
19	0121600190	79007	0 OLD SALINAS RD	SAN JUAN BAUTISTA CA 95045	AGRA	40.00
20	0181800040	79009	500 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95004	WROW	349.16
21	0181200110	29099	0 SAN JUAN HOLLISTER HWY		XXXX	0.00
22	0121300340	79010	370 BREEN RD	SAN JUAN BAUTISTA CA 95045	RS01	0.56
23	0121300260	79009	100 BREEN RD	SAN JUAN BAUTISTA CA 95045	AROW	23.14
24	0121300350	79009	384 BREEN RD	SAN JUAN BAUTISTA CA 95024	RS01	5.00
25	0121300280	79010	0 SAN JUAN RD	SAN JUAN BAUTISTA CA 95045	AGDX	18.66
26	0121300050	79009	460 BREEN RD	SAN JUAN BAUTISTA CA 95045	WROW	29.32
27	0121300390	79009	410 BREEN RD	SAN JUAN BAUTISTA CA 95045	RS01	6.58
28	0181200120	79009	0 SAN JUAN HWY	SAN JUAN BAUTISTA CA 95045	AROW	8.97
29	0181200050	79009	0 SAN JUAN HWY	SAN JUAN BAUTISTA CA 95045	AROW	35.60
30	0121300080	79009	500 CAGNEY RD	SAN JUAN BAUTISTA CA 95004	WROW	17.99
31	0121300070	79009	0 BREEN RD	SAN JUAN BAUTISTA CA 95045	AROW	18.33
32	0122000050	79007	315 LARIOS DR	SAN JUAN BAUTISTA CA 95045	SS01	0.96
33	0121300220	79009	0 SAN JUAN HOLLISTER HWY	SAN JUAN BAUTISTA CA 95045	AROW	48.72
34	0121200020	79009	0 BREEN RD	SAN JUAN BAUTISTA CA 95045	AROW	40.00
35	0122000020	79007	305 LARIOS DR	SAN JUAN BAUTISTA CA 95045	RS01	4.78
36	0121300020	79009	570 BREEN RD	SAN JUAN BAUTISTA CA 95045	AROW	19.55
37	0122000070	79007	350 LARIOS DR	SAN JUAN BAUTISTA CA 95045	RS01	5.06
38	0122000030	79007	0 SAN JUAN HWY	SAN JUAN BAUTISTA CA 95045	R000	4.99
39	0121100040	79009	0 SAN JUSTO RD	SAN JUAN BAUTISTA CA 95045	AROW	7.48
40	0121100030	79009	0 SAN JUSTO RD	SAN JUAN BAUTISTA CA 95045	AROW	18.29
41	0121000130	79010	0 SAN JUAN LATERAL	SAN JUAN BAUTISTA CA 95004	WGRA	31.27
42	0121000140	79010	0 SAN JUAN LATERAL	SAN JUAN BAUTISTA CA 95004	WGRA	48.62
43	0121000170	79009	131 SAN JUAN HWY	SAN JUAN BAUTISTA CA 95004	AROW	45.87
44	0121100050	79009	1681 SAN JUSTO RD	SAN JUAN BAUTISTA CA 95045	CCOS	132.03
45	0121000110	79009	85 PRESCOTT RD	SAN JUAN BAUTISTA CA 95045	ARGX	106.58
46	0121400280	79007	0 SAN JUAN LATERAL	SAN JUAN BAUTISTA CA 95004	AGRA	231.10
47	0121300410	79009	211 CAGNEY LN	SAN JUAN BAUTISTA CA 95045	WROW	0.00
48	0121900210	79010	334 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	ASTA	11.00
49	0121900350	79010	790 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	RS01	5.00
50	0121900360	79010	734 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	RSM2	4.78
51	0121900270	79010	490 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	RS02	2.27

52	0121900370	79010	440 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	SMH2	4.46
53	0121900260	79010	600 MISSION VINEYARD RD	SAN JUAN BAUTISTA CA 95045	RS01	1.08
54	0121000160	79010	130 SAN JUAN HWY	SAN JUAN BAUTISTA CA 95004	WPAS	22.39
55	0122000080	79007	1149 SAN JUAN HWY	SAN JUAN BAUTISTA CA 95004	AGRA	58.68

SJB City Limit
Parcels Adjacent to City Limits
SJB Sphere of Influence



6.a- Update UGB/SOI Ad Hoc Committee's Work

Consists of Councilmember Devries and Mayor Edge, PC Chair Freels and HRB Chair Matchain, and At Large Member Jackie Morris-Lopez

Mission Statement-

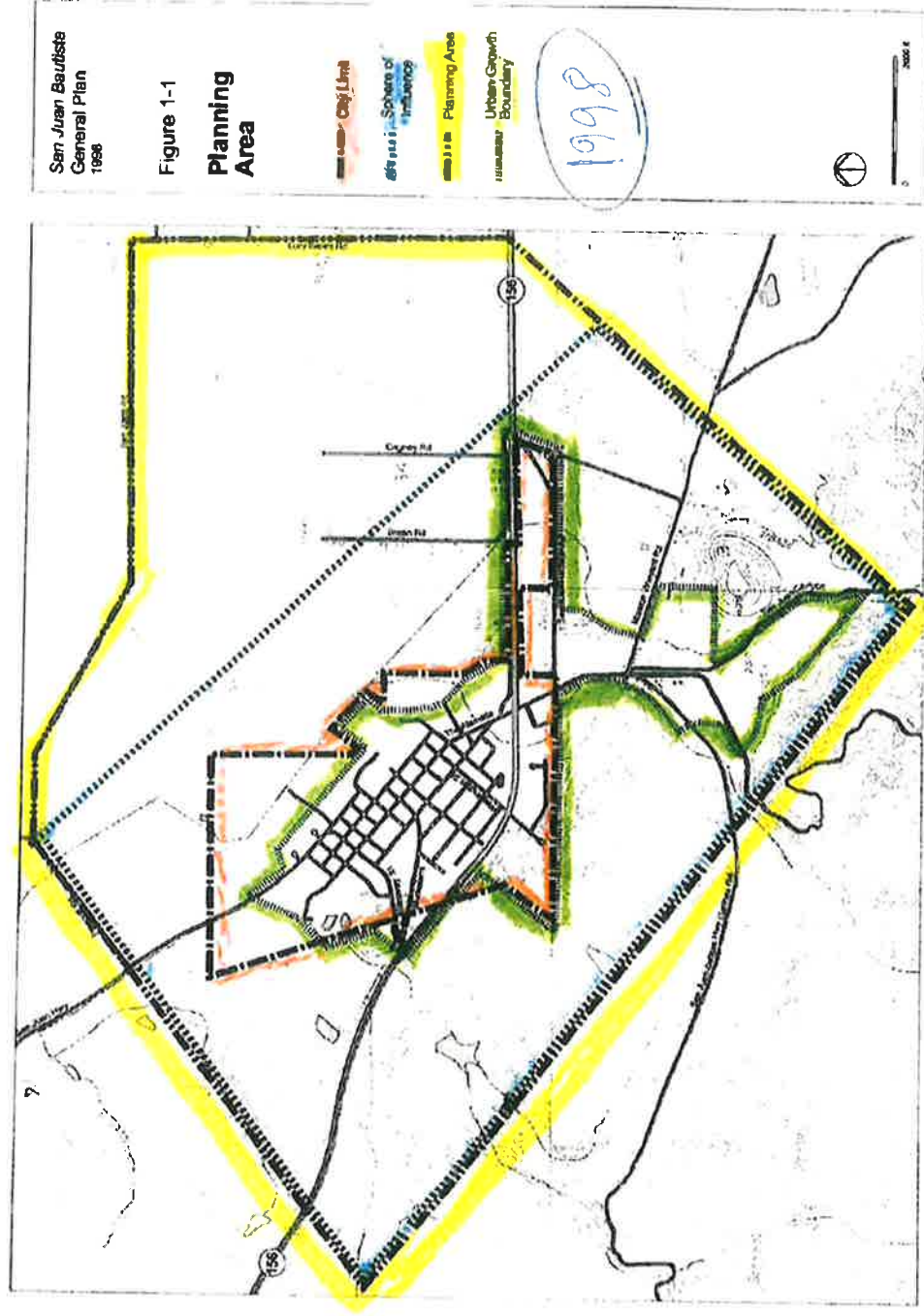
"The mission of this committee is to establish limits to and boundaries for growth that will serve and protect the City of San Juan Bautista now and into the future."

Met 5 Times to discuss history and purpose

Changed focus to Sphere of Influence ("SOI)

LAFCO Presented at the Second Meeting; County engaged as well

1998 General Plan



1998 General Plan

Preserving Small Town Character

One of San Juan Bautista's most cherished qualities is that it looks and feels like a small town. While other communities in the region have grown into large cities and suburbs, San Juan Bautista has remained a quiet community with strong ties to agriculture and history. Preserving this quality is a major theme of the General Plan and is reflected in the policies in all of the Plan's Elements.

Maintaining Agricultural Land Uses Around the City

The Plan establishes an Urban Growth Boundary which marks the ultimate boundary of urban development in San Juan Bautista during the lifetime of this Plan. Land outside this boundary will remain in agricultural and open space uses. The Plan emphasizes the importance of preserving farmland and open space throughout the San Juan Valley, not just in and around San Juan Bautista.

Plan Authority Outside the City Limits

The box at the top of Page 1-2 describes the different geographic areas covered by the General Plan, including the City, the *Sphere of Influence*, the *Planning Area*, and the *Urban Growth Boundary*. Only about 15 percent of the area covered by the Plan lies within the current City limits. The balance of the area is in unincorporated San Benito County. The County will retain planning and building authority over these areas until and unless they are annexed by San Juan Bautista. The policies in this document and the designations on the Land Use Diagram are intended to assist the County as it considers development applications in the unincorporated parts of the Planning Area, and to identify which areas will eventually be annexed by the City. This General Plan has been structured to be consistent with the County Plan to avoid future conflicts between County actions and the City's policies for these areas.

Allow Managed Growth Within the Former "Development Reserve"

The 1983 General Plan designated a 368-acre "development reserve" for the City's eventual expansion into the area south of Highway 156. The 1998 Plan designates a portion of that reserve for urban uses, including a new residential neighborhood, several commercial sites, and a 65-acre opportunity site which may support a future business and / or commercial recreation use. This development will be carefully managed and phased. The Plan also endorses the continuation of the City's Residential Development Control Ordinance.

Plan

46 new homes/year

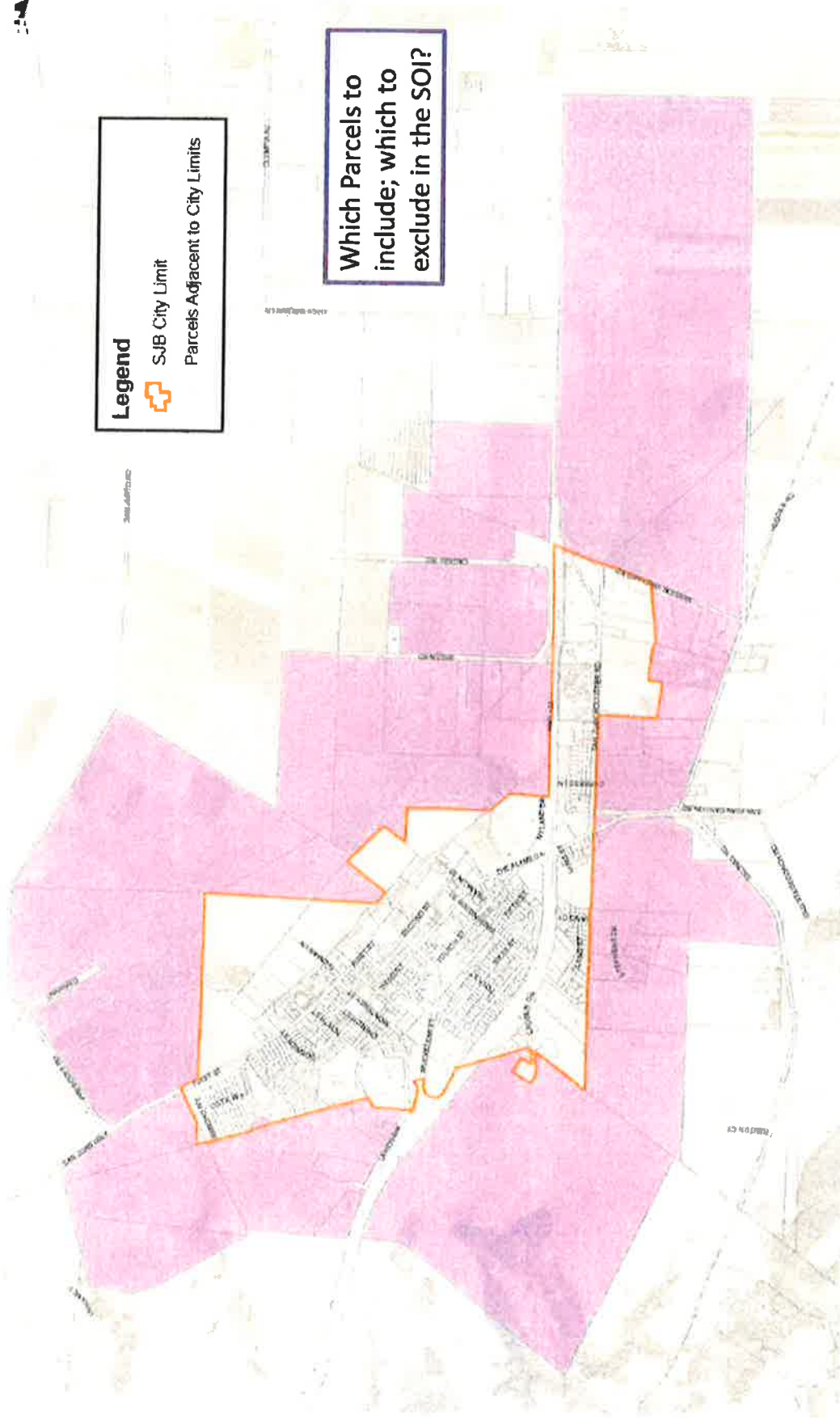
Boundary



 SJB City Limit

Parcels Adjacent to City Limits

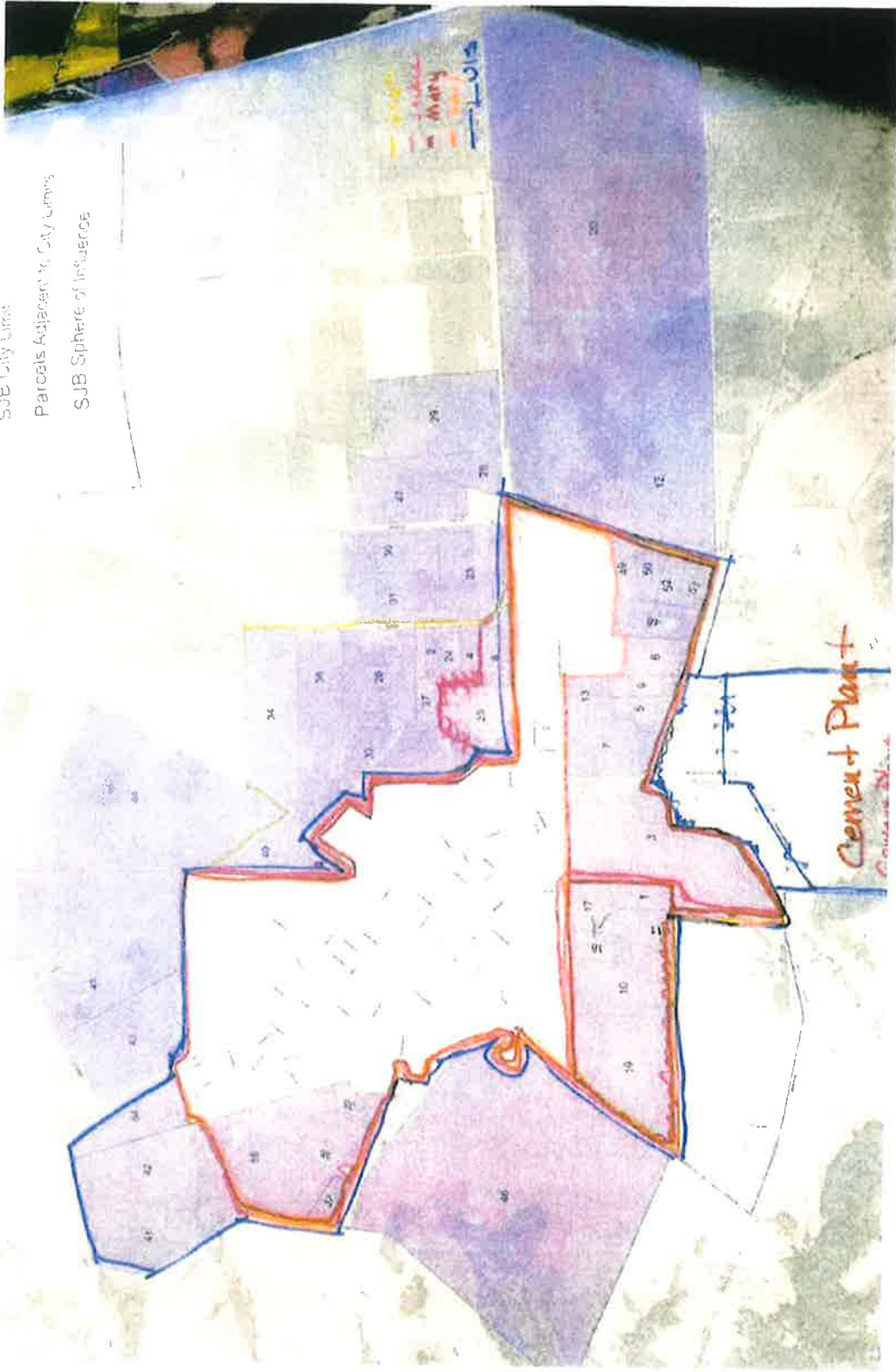
Which Parcels to include; which to exclude in the SOL?



SUB City Limits

Parcels Adjacent to City Limits

SJB Sphere of Influence



Jackie Morris-Lopez <morrislopezj@gmail.com>

Reply all

Tue 11/10, 4:03 PM

Don Reynolds;

Dan DeVries <djdv@Devrieslawgroup.net>

You forwarded this message on 11/10/2020 5:05 PM

Hi Don,

I'm out of town for tonight's Planning Commission Meeting - in Southern Cal next couple of days .

I want to amend my input and SOI

Boundaries . I don't want to include the Mission Vineyard beyond what is currently in our City Limits and keep the SOI consistent with that line .

I am concerned with the encouragement of more housing or urban sprawl in that area.

I also very much agree with Mayor Edge of trying to find a way to keep the old Ideal Cement Plant in our influence or SOI . If this can be done without opening up the surrounding areas to future growth I would support this .

Please pass on my amendments to Mr. David Mack before tonight's Planning Commission .

Thank you,
Jackie

Jackie Morris-López
UGB AD - HOC Committee
Community Member

Sent from my iPhone

Seeking Feedback

Ad Hoc Committee Members

Planning Commission