



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 – MAY 19, 2020

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

DO NOT ATTEND THIS MEETING IN PERSON*

Join Zoom Meeting at <https://zoom.us/j/84385765174>
Meeting ID# 843 8576 5174
NO PASSWORD

Dial by your location +1 669 900 6833 US (San Jose)

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

MEETING LIVE STREAMED AT CMAPTV.ORG, 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., May 19, 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 Resolution 2020-XX Approving the Report Prepared in Connection with the Fiscal Year 2020-21 Levy of Assessments in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District No. 1
 - D. Approve Resolution 2020-XX Declaring its Intention to Levy and Collect Assessments within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal year 2020-21 and Setting the Time and Place for a Hearing on Said Assessment
 - E. Approve Minutes of the Regular City Council Meeting of April 21, 2020
 - F. Approve Minutes of the Special City Council Meeting of April 7, 2020
 - G. Reaffirm a State of Emergency and Approve Resolution 2020-XX Proclaiming the Existence of an Emergency
 - H. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title
 - I. Approve Resolution 2020-XX Calling a General Municipal Election To Be Held On November 3, 2020, Requesting that County of San Benito Agree to Consolidation of Said Election With the Statewide General Election to be Held on Said Date, and Requesting the County to Render Services in Connection With Said Consolidated Election
- 4. Presentations, Informational Items and Reports
 - A. Monthly Financial Statements
 - B. City Manager's Report
 - C. Reports from City Council Appointees to Regional Organizations and Committees
 - 5. Public Hearing
 - A. Property Abatement – Fire Marshal Charlie Bedolla
 - 6. Action Items
 - A. Consider Resolution 2020-XX Adopting a Pavement Management Plan
 - B. Consider Resolution 2020-XX Re-opening the Historic Downtown
 - 7. Discussion Items
 - A. Citygate and Citizen Survey Summary
 - B. COVID-19
 - 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 13th DAY OF MAY 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 13th DAY OF MAY 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 NOTICE. I FURTHER DECLARE THAT I POSTED SAID NOTICE ON THE 8th DAY OF MAY 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 13th DAY OF MAY 2020.



TRISH PAETZ, DEPUTY CITY CLERK

RESOLUTION NO. 2020-14

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Any properties within City limits found to be in neglect are hereby declared to be public nuisances by virtue of the existence of noxious and dangerous weeds and rubbish thereon, which constitute a fire hazard, and will continue to constitute, ongoing, seasonal and recurrent public nuisances.
2. All rubbish, refuse and dirt of a flammable nature on or adjacent to said properties, and all weeds, as the same are defined in Government Code Section 39561.5, on or adjacent to said properties, unless abated by the owners thereof on or by May 15, 2019, shall be removed and abated by the City in the manner provided for by Government Code Sections 39560, et seq., and the costs thereof shall be assessed as a lien against the property and made a personal obligation of the property owner.
3. The City Council shall hear any objections to the proposed abatement of said public nuisances at the Public Hearing on Tuesday, May 19, 2020 at 6:00 p.m., or as soon thereafter as the matter may be heard, in the Council Chambers of the City of San Juan Bautista, City Hall, 311 Second Street, San Juan Bautista, California.
4. The City Clerk of the City of San Juan Bautista is hereby directed to cause the notice of the adoption of this Resolution and notice of the time and place when objections to the proposed abatement of said public nuisances will be heard, to be given in the manner and form provided for in Section 39567.0 of the Government Code of the State of California.

Resolution 2020-14

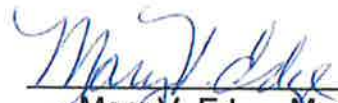
PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a Regular Meeting held this 21st day of April, 2020, by the following vote:

AYES: Edge, DeVries, Freeman, Jordan, Flores

NOES: None

ABSTAIN: None

ABSENT: None



Mary V. Edge, Mayor

ATTEST:



Laura Cent, City Clerk



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: VALLE VISTA FISCAL YEAR 2021 ASSESSMENT

MEETING DATE: May 19, 2020

DEPARTMENT HEAD: Administrative Services Manager Trish Paetz

There are two Valle Vista Landscape and Lighting District resolutions for City Council approval on the consent agenda this month. Last month Council, by resolution, initiated proceedings for the levying of the Valle Vista assessment by asking the city engineer to prepare and file a report. the report does not need to be conducted by the city engineer if we are not substantially increasing the assessment. Staff prepared a budget that with virtually no increase from last fiscal year. (See attachment.)

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

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA APPROVING THE REPORT PREPARED IN CONNECTION
WITH THE FISCAL YEAR 2020-20 LEVY OF ASSESSMENTS IN CONNECTION
WITH VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT
DISTRICT NO. 1

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

WHEREAS, by prior resolution, this Council ordered preparation of an Assessment Report (“Report”) with respect to the Fiscal Year 2020-21 assessment to be levied in connection with the District; and

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 19th day of May, 2020, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Mary V. Edge, Mayor

ATTEST:

Laura Cent, City Clerk

**CITY OF SAN JUAN BAUTISTA
SAN BENITO COUNTY, CALIFORNIA**

ASSESSMENT REPORT

**VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1
FISCAL YEAR 2020-2021**

May 19, 2020

MEMBERS OF THE CITY COUNCIL

**Mayor Mary Vazquez Edge
Vice Mayor Leslie Jordan
Dan DeVries
John Freeman
Cesar E. Flore**

**Don Reynolds
Deborah Mall, Wellington Law
Laura Cent
Nicholas Bryan**

**City Manager
City Attorney
City Clerk
Public Works Supervisor**

PREPARED BY:

DON REYNOLDS

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

FISCAL YEAR 2020-2021

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

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

____ day of _____, 2020.

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

By: _____

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

____ day of _____, 2020.

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

By: _____

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

FISCAL YEAR 2020 – 2021

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

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

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

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

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

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

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

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

FISCAL YEAR 2020 – 2021

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

GENERAL RULES

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

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

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

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

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

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

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

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

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

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

Exhibit A

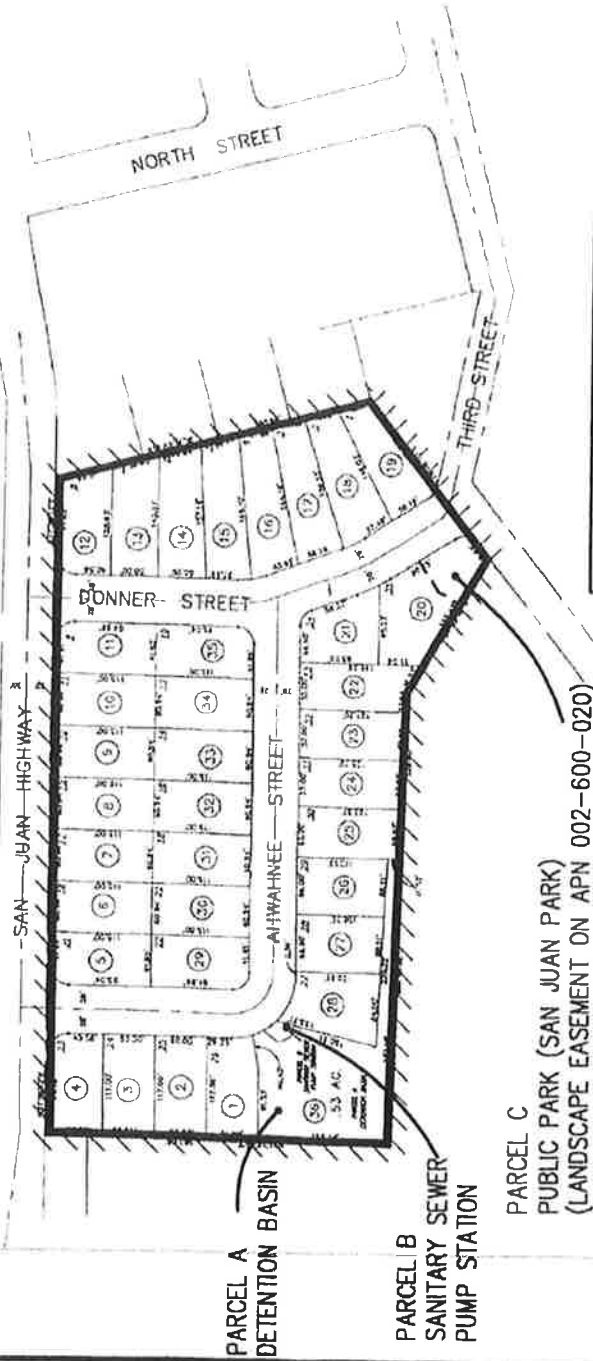
VALLE VISTA LANDSCAPE AND LIGHTING DISTRICT

Estimate of Cost for Budget FY 2020-2021

Item	Account		FY21
<u>No.</u>	<u>No.</u>	<u>Description</u>	<u>Cost</u>
1	485	Utility Water Base Fee	2400
2	485A	Utility Water Usage charge	800
3	560	Advertising Cost	100
4	580	Printing & Copies	100
5	602	Legal Cost	100
6	760	PW Pond Cleanup	1000
7	657	Adminstration Cost	850
8	642	PG&E Cost	720
9	760	Contract Landscaping	15047
10	760A	Contingency	300
11	760B	Reserves	<u>300</u>
Total			21717

Hanna Brunetti
 • Civil Engineers • Land Surveyors •
 • Construction Managers •
 Gilroy California (408) 842-2173

BOOK	PAGE
002	60



BOOK 13 OF MAPS, AT PAGE 49

LEGEND



DISTRICT BOUNDARY

EXHIBIT 'B'

BOUNDARY MAP
 VALLE VISTA LIGHTING AND LANDSCAPE
 MAINTENANCE ASSESSMENT DISTRICT NO. 1
 SAN JUAN BAUTISTA
 SAN BENITO COUNTY, CALIFORNIA

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

RESOLUTION NO. 2020-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA DECLARING ITS
INTENTION TO LEVY AND COLLECT ASSESSMENTS
WITHIN VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE
ASSESSMENT DISTRICT NO. 1 FOR FISCAL YEAR 2020-21 AND SETTING
THE TIME AND PLACE FOR A HEARING ON SAID ASSESSMENT

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

WHEREAS, by prior resolution, this Council ordered preparation of an Assessment Report ("Report") with respect to the assessment proposed to be levied in connection with the District for Fiscal Year 2020-21, and

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

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

WHEREAS, the City Council desires to declare its intention to levy the proposed assessment for Fiscal Year 2020-21.

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

1. The Council hereby declares its intention to levy and collect assessments in connection with the District for Fiscal Year 2020-21, as set forth in the Report.
2. The District is designated by the following distinctive name: "Valle Vista Landscaping and Lighting Maintenance Assessment District No. 1." The District is generally described as a district including the parcels on both sides of Ahwahnee Street and Donner Street, bounded by San Juan Highway and Third Street. Reference is made to the Report for a more complete and exact definition of the territory included in the District.
3. The improvements to be maintained, operated and serviced in connection with the District are generally described as: street lighting and street landscaping within the District; as well as lighting and landscaping associated with the detention basin, sanitary sewer pump station, and a public park located within the District.

4. Reference is hereby made to the Report for a full and detailed description of the public improvements, the boundaries of the District, and the proposed Fiscal Year 2020-21 assessments upon assessable lots and parcels of land within the district.

5. The amount of the assessment for Fiscal Year 2020-21 is not proposed to increase from the rate effective for Fiscal Year 2019-20, adjusted for inflation according to the methodology submitted to property owners as part of a mail ballot protest proceeding in 2008.

6. It is ordered that on June 23, 2020, at the hour of 6:00 o'clock p.m., in the regular meeting place of this Council, the Council Chambers, City Hall, 311 Second Street, San Juan Bautista, California, is the time and place where this Council will hold a public hearing on the proposed assessment. At the Hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment. The City Clerk is directed to give notice of the Hearing by one publication of a copy of this Resolution in the local newspaper published and circulated in the City, pursuant to Section 6061 of the California Government Code, said publication to be had and completed at least ten (10) days before the date herein set for the Hearing.

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

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly held on the 19th day of May, 2020, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Mary V. Edge, Mayor

ATTEST:

Laura Cent, City Clerk

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL REGULAR MEETING
COUNCIL CHAMBER, SAN JUAN BAUTISTA CITY HALL
AND INTERNET VIDEO/AUDIO CONFERENCE SERVICE
APRIL 21, 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, 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, Senior Planner Mack, Sheriff Captain
Taylor, City Accountant Cumming, Lead Library Technician
Eagen, Fire Marshal Bedolla and Project Manager Bjarke
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 Resolution 2020-13 Ordering Preparation of an Engineer's Report for
Fiscal Year 2020-21 for Valle Vista Landscape and Lighting Maintenance
Assessment District No. 1**

C. Approve Minutes of the Regular City Council Meeting of March 17, 2020

D. Approve a Letter of Support for Approval of HR 6469

E. Approve a Letter of Support to Re-open Clinic in the City

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

Mayor Edge requested to pull Item 3.E. She explained the Clinic was short-staffed but will reopen twice a week on April 27 and beginning May 1 will go back to regular hours. Vice Mayor Jordan made a motion to approve all items in Item 3. Consent Items except Item 3.E. Second by Council Member Freeman. A roll call vote was taken: The motion passed 5-0.

4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Proclamation for Water Awareness Month, May 2020

Shawn Novack, Water Conservation Program Manager of the Water Resources Association San Benito County gave a report and accepted the Proclamation.

B. Proclamation for Municipal Clerk's Week, May 3-9

City Clerk Cent read the Proclamation recognizing Municipal Clerk's Week May 3-9, 2020.

C. Proclamation for National Public Works Week, May 17-23

Mayor Edge read the Proclamation recognizing National Public Works Week May 17-23, 2020.

D. Presentation by Bill Nicholson, LAFCo Executive Officer

Bill Nicholson, Executive Officer of the San Benito County Local Agency Formation Commission made a presentation with shared screen slides. He gave a summary of what LAFCo does and who makes up the Commission. He continued with the City's General Plan map and Sphere of Influence, and what is currently on file with LAFCo. The current Sphere of Influence is out of date for the current General Plan. Mr. Nicholson answered questions from council members and staff. Emily Renzel said she sent a letter with comments, she supports LAFCo in its work and felt there was conflict between policy and the urban growth boundary.

E. Monthly Financial Statements

City Manager Reynolds reviewed the statements including the Well 6 project would wrap up soon and there is a drop in revenue due to the current situation. There was no public comment.

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

Council Member Flores thanked Mr. Nicholson for his presentation on LAFCo. Council members Freeman and DeVries, and Vice Mayor Jordan reported there were no meetings. Mayor Edge reported Area Agency on Aging meetings were on hold. The community and the Mission have donated food for home delivered meals, and she thanked those for the donations. There was no public comment.

5. ACTION ITEMS

A. Consider Declaring Abatement of Certain Properties and Noticing a Public Hearing – Fire Marshal Charlie Bedolla

Council Member Flores requested that the day of the week listed in the resolution be corrected to Tuesday for the hearing. Fire Marshal Bedolla presented his report. After making a survey there is a number of property owners to receive a letter, however some are complying on their own. He advised if others saw properties needing abatement to call the Fire Station with an address and a letter will be sent. There was no public comment. Vice Mayor Jordan made a motion to approve Resolution 2020-14 Declaring the Condition of Certain Properties to Constitute a Public Nuisance and Ordering the Abatement of Weeds Thereon, and Noticing a Hearing for the Receipt of Objections to the Proposed Abatement. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

B. Approve Resolution 2020-15 for Issuance of a Proposition 218 Notice for Setting Solid Waste Collection Rates effective July 1, 2020 per approved Franchise Agreement

City Manager Reynolds introduced Kathleen Gallagher of San Benito County Integrated Waste Management, who made a slide presentation about the Proposition 218 Notice of Public Hearing regarding the new rates to go into effect on July 1, 2020. She also reported that Recology was being responsive, offering assistance to customers

regarding their bills and working to keep their employees safe. There was no public comment. Council Member Flores made a motion to approve Resolution 2020-15 Approving the Issuance of a Proposition 218 Notice for Maximum Allowable Solid Waste Collection Rates Effective July 1, 2020. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

C. Proposal to Add Digital Content to Library Collection – Lead Library Tech

Rochelle Eagen

Lead Library Technician Eagen presented her report. The proposal would add over 7000 items for Library patrons to download at no charge, as the per-item charge would be to the City. There was no public comment. Vice Mayor Jordan made a motion to approve Resolution 2020-16 Approving an Agreement with Hoopla to Provide Digital Content Services for the Luck's Library in San Juan Bautista. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

D. Award a Contract for the Third Street Reconstruction Project to Chapin

City Manager Reynolds presented his report. Due to increased costs, the project was being broken into smaller parts. He reported there were a total of five bids. The project will be paid for through street improvement funds and not the general fund. Mr. Reynolds estimated the project to start in a month. Council Member Freeman asked who all the bidders were. City Manager Reynolds responded: Anderson Pacific, Precision Grade, Granite Rock Company, Monterey Peninsula Engineering and Don Chapin Company. Cara Vonk supported approval as she lives on this area of Third Street. Council Member Flores made a motion to approve Resolution 2020-17 Awarding a Contract for the Third Street Reconstruction Project from Tualum Street to Muckelemy Street. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

E. Authorize the City Manager to Execute a Professional Services Agreement with RRM Design Group to Complete the Luck Park Master Plan

City Manager Reynolds presented his report. Mr. Reynolds answered questions from council members including how community input would be gathered. City Clerk Cent read five public comments which had been received: Wanda Guibert, President of the San Juan Historical Society, gave corrections to items in the staff report, including it was Francisca Luck who bequeathed the land and its provisions, the name of Jim Jack Cabin, the Society's interest to be including in the planning, and City Hall should remain where it is. Cara Vonk supported that any plan for the park needed to include context for the buildings already on site, including the Luck Museum and Jim Jack Cabin.

Georgana Gualarte supported using the Historical Society and the Library Auxiliary for help in plans for the park and did not support hiring a consultant. Emily Renzel did not support moving City Hall to this property and that the property should be used for a public library, a public museum and a public park. In a second submitted comment, Ms. Renzel offered ideas for rest rooms in the Museum and the need for proper grading and ADA access around the Museum. Emily Renzel, via the internet conference service, supported enacting the contract but delay the process due to great public interest. Jeff Ferber, the principle-in-charge at RRM Design Group, via internet conference service, gave an introduction to the Group, including the Group specializing in park master plans and bequeath projects throughout California, and the value of community input. Cara Vonk, via the internet conference service, was not clear on the contract as it did not have architectural design included and was vague. Mr. Ferber responded they will show

conception plants and buildings. Mayor Edge asked about the community having an opportunity to voice their opinion. Mr. Ferber responded the proposal includes a number of engagements with the community with multiple meetings to identify those with knowledge. Emily Renzel further commented via internet conference service that there is an existing master plan for the park. Council Member Flores made a motion to approve Resolution 2020-18 Authorizing the City Manager to Execute a Professional Services Agreement with RRM Design Group to Complete the Luck Park Master Plan. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

6. DISCUSSION ITEMS

A. COVID-19 Update, and Reaffirm the City's State of Emergency

City Manager Reynolds presented a report. He stated that every 21 days, the City must confirm the State of Emergency. He reported on funds from the Federal government, and the Governor's possible easing of sheltering in place. Mr. Reynolds reported the anticipation of masks being mandatory in public. Deputy Sheriff Captain Taylor reported enforcement would be like "shoes and shirt" enforcement. City Manager Reynolds introduced Lizz Sanchez Turner, the new Community Liaison. Mr. Reynolds also reported the City has access to the FEMA grant portal to apply for reimbursement, and the City would be mailing postcards to promote the Mighty Networks site along with two banners at each entrance to the City. There was no public comment.

B. Urban Growth Boundary – Senior Planner David Mack

Senior Planner Mack reviewed his report and gave a slide presentation. After giving a history of the City's Urban Growth Boundary, he reported the City does not have an Urban Growth Boundary or a Sphere of Influence in place. Discussion continued regarding how to resolve this situation. City Attorney Mall advised starting with a General Plan amendment first and then the rest of the components. Senior Planner Mack recommended doing the Urban Growth Boundary together with a General Plan update. Mr. Nicholson reported a Sphere of Influence does exist but it is older than the current General Plan. City Clerk Cent read public comment from Cara Vonk: She supported the immediate adoption of an Urban Growth Boundary. Council members discussed the need for the Urban Growth Boundary.

C. Water and Wastewater Update

City Manager Reynolds reviewed his report including the issuing of a blended water permit, Well 6 not in use due to its level of nitrates and will need to be replaced, and the new filtration plant was working. The EPA and State Water Board are following up on the salt discharge from the WWTP. Project Manager Bjarke reported the Master Plans are now 50% complete. Mr. Bjarke also reported bringing good water to the City would resolve the salt issue at the WWTP as well as putting the pellet plant into operation. Cara Vonk, via internet conference service, asked if the pellet plant would solve the salt problem. Mr. Bjarke responded the pellet plant would be the most cost-effective; what it would take to get it going needs to be studied. City Attorney Mall recommended to the Council that further discussion should continue in closed session. Members of the Council scheduled a special meeting closed session for Tuesday, April 28, 2020 at 4:00 P.M. with a special meeting to follow at 6:00 P.M.

7. COMMENTS

A. City Council

Vice Mayor Jordan expressed appreciation to the City Manager and staff, and first responders, and thanked the community for hanging in there.

B. City Manager

No comments received.

C. City Attorney

City Attorney Mall apologized for her dog barking over her internet conference connection.

8. ADJOURNMENT

Council Member Flores made a motion to adjourn. Second by Vice Mayor Jordan. The meeting was adjourned at 9:20 P.M.

Mary Vasquez Edge, Mayor

ATTEST:

Laura Cent, City Clerk

**CITY OF SAN JUAN BAUTISTA
CITY COUNCIL SPECIAL MEETING
COUNCIL CHAMBER, SAN JUAN BAUTISTA CITY HALL
AND VIA INTERNET VIDEO/AUDIO CONFERENCE SERVICE
APRIL 7, 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 were present via internet video/audio conference service.

Staff Present: City Manager Reynolds, City Treasurer Geiger, City Clerk Cent, Deputy City Clerk Paetz and Sheriff Deputy Captain Taylor.
City Attorney Mall, Public Information Officer Eagen, City Accountant Cumming and Code Enforcement Officer Brown were present via internet video/audio conference service.

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

There was no public comment.

3. DISCUSSION ITEMS

A. COVID-19 General Update

City Manager Reynolds' report included documents presented on his shared computer screen. Small Business Administration grant applications were being accepted but no money has been awarded yet. A new order extended shelter in place until May 3. Regarding allowed construction activity which includes affordable housing, City Manager Reynolds reported the Copperleaf development is active but the Meritage development is not. City Manager Reynolds and Council Member Flores attended the weekly County briefing last Friday. Mayor Edge asked if Council Member Freeman or DeVries could attend the next meeting, and Council Member Freeman volunteered to attend. City Manager Reynolds reported street sweeping would be limited as all City staff time had been cut in half and City Hall was closed. Public Works is reduced to essential maintenance with staff working A.M. or P.M. shifts. The City will file a claim against its \$500,000 loss of business insurance policy to recover regular workweek compensation for staff. Meanwhile, City Manager Reynolds reported Code Enforcement Officer Brown is working increased hours to manage the Community Wellness Program. Public Information Officer Eagan made a presentation regarding the City's social media, the City's COVID-19 web page, and a proposal for the City to begin using Mighty Networks.

B. COVID-19 City's Fiscal Impact Update

City Manager Reynolds and City Accountant Cumming reported on the crisis' effects on the City's revenue. They reported the impact is unknown and it is a wait and see situation. Regarding the next fiscal year's budget, City Accountant Cumming reported she is monitoring the situation, recommended a conservative approach, and promised more solid information going forward. Council Member Freeman commented that, as hotels in the city are closed, the City will be experiencing a loss of Transient Occupancy Tax revenue. Council Member DeVries questioned City Accountant Cumming about sales tax and utilities revenue, and reserves. She responded that property, transient occupancy and sales taxes are a large portion of the City's revenue, and she would have to research for the next meeting if reserves could be used.

C. Consider the Status of Public Safety in the City

City Manager Reynolds introduced Sheriff Captain Taylor to report on an incident.

a. Report from the Sheriff

Captain Taylor gave a summary of the drive by shooting incident that occurred last Thursday evening at Fifth and Polk Streets, as well as a report of a missing person which occurred at the same time. He thanked the agencies and City staff that responded: California State Park Rangers, Hollister Fire and Code Enforcement Officer Brown. The Council also thanked those that responded. During public comment via internet video conferencing, Jackie Morris-Lopez commented that continuing non-essential construction was reckless, advised that City staff should check that only essential businesses are operating, thanked the Park Rangers for their assistance during the shooting, and comment more time should be invested in gang suppression.

b. Interagency Collaboration

City Manager Reynolds reported there was a good team effort in responding to the incident.

c. Additional Considerations

City Manager Reynolds reported community safety should be studied more and asked for direction from Council. Council Member DeVries was concerned with the impact to the budget, and City Manager Reynolds commented he would reach out for proposals. Council Member Freeman commented this was a serious incident but not a crime spree. Mayor Edge would like to research about starting a police department.

4. ACTION ITEMS

A. Consider Adopting Resolution 2020-XX Establishing an Emergency Fund using General Fund Reserves that provides immediate assistance to small, local restaurants and business, for the purchase of Personal Protective Equipment for staff and community, and contributes to the County's Emergency Response Fund

City Manager Reynolds reviewed his report to establish criteria for loans and grants for local businesses from the general fund as Federal programs were still rolling out. City Accountant Cumming reported taking Small Business Administration (SBA) classes to learn about two programs available to local businesses: SBA application for a \$10,000 loan and the Paycheck Protection Program loan. However, there are logistical problems

with applying for the loans. Mayor Edge proposed holding off due to uncertainty and the obligation to the City. Vice Mayor Jordan said she was hesitant of making loans but supported contributing in part to the County Emergency Response Fund. City Manager Reynolds reported the County did not have a budget for their Emergency Response Fund and was hesitant to put City money in that fund. Council Member DeVries commented he had a good experience applying for Federal programs, and the City needs its funds to function. Council Member Flores supported holding off and not spending money the City may need. Council Member Freeman supported holding off, but commented, if there are no local businesses there is no City; he encouraged local businesses keep trying to apply. City Treasurer Geiger asked the Council to have patience as the State was in the process of rolling out programs. He commented the City was almost broke ten years ago, so the City should be careful with its money and give the situation more time. There was no public comment. Vice Mayor Jordan made a motion to table approving a resolution establishing an emergency fund using General Fund reserves until a later date. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

B. Approve Affidavit of Posting Agenda

There was no public comment. Vice Mayor Jordan made a motion to approve the affidavit of posting the agenda. Second by Council Member Flores. Motion passed 5-0 by voice vote.

5. REPORTS FROM CITY COUNCIL

Council Member Freeman reported residents are volunteering for jobs during the situation and there is a need to co-ordinate help for the local community. Mayor Edge requested the phone number for Code Enforcement Officer Brown be given out. She also thanked the community for being patient and commended those for staying at home. There was no public comment.

6. ADJOURNMENT

Council Member Freeman made a motion to adjourn. The meeting was adjourned at 7:26 P.M.

ATTEST:

Mary Vasquez Edge, Mayor

Laura Cent, City Clerk

RESOLUTION 2020-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA,
COUNTY OF SAN BENITO, STATE OF CALIFORNIA, PROCLAIMING AND REAFFIRMING
THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, the San Juan Bautista Municipal Code Section 5-33-040 empowers the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, the San Juan Bautista City Council has been requested by the Director of Emergency Services (City Manager) of the City of San Juan Bautista to proclaim and reaffirm the existence of a local emergency therein; and

WHEREAS, conditions of disaster or extreme peril to the safety of persons and property have arisen within the City caused by a pandemic commencing on or about 8:00 a.m. on the 13th day of March, 2020, at which time the City Council of the City of San Juan Bautista was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of San Juan Bautista on the 13th day of March, 2020; and

IT IS FURTHER PROCLAIMED, REAFFIRMED AND ORDERED that during the existence of said local emergency, organization of this City shall be prescribed by law, by Ordinances and Resolutions of the City, and approved by the City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Juan Bautista, State of California.

Dated this 19th day of May, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mary V. 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

RESOLUTION NO. 2020-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA CALLING A GENERAL MUNICIPAL
ELECTION TO BE HELD ON NOVEMBER 3, 2020, REQUESTING
THAT COUNTY OF SAN BENITO AGREE TO CONSOLIDATION
OF SAID ELECTION WITH THE STATEWIDE GENERAL
ELECTION TO BE HELD ON SAID DATE, AND REQUESTING
THE COUNTY TO RENDER SERVICES IN CONNECTION
WITH SAID CONSOLIDATED ELECTION**

-o0o-

WHEREAS, Section 2-1-200 of the San Juan Bautista Municipal Code provides that City's General Municipal Election shall be held on the same day as the Statewide General Election on the first Tuesday following the first Monday of November in every even-numbered year; and

WHEREAS, the terms of two members of the City Council, namely John Freeman and Dan DeVries, will expire as of the regular City Council meeting on November 20, 2018, thus their successors shall be elected at the General Municipal Election in November of 2018; and

WHEREAS, the term of the City Clerk will expire as of the regular City Council meeting on November 17, 2020, thus her successor shall be elected at the General Municipal Election in November 2020; and

WHEREAS, consistent with past practice, this Council desires that City's General Municipal Election be consolidated with the Statewide General Election, and that the County be requested to render specified services in connection with said consolidated election;

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

SECTION 1. Pursuant to San Juan Bautista Municipal Code, Section 2-1-200, this Council hereby calls a General Municipal Election to be held on November 3, 2020, for the purpose of the election of two (2) members of the City Council, and the City Clerk and, if hereafter timely directed, for submission of questions and/or propositions to the electorate.

SECTION 2. This Council hereby requests, pursuant to California Elections Code, Section 10403, that the San Benito County Board of Supervisors consent to consolidation of the General Municipal Election with the Statewide General Election, and therefore to permit the San Benito County Clerk and the County Elections Department to render services in all phases relating to the conduct of the City of San Juan Bautista General Municipal Election to be held on November 3, 2020.

SECTION 3. The ballots to be used at the General Municipal Election shall be in form and content as required by law.

SECTION 4. In all particulars not recited in this Resolution, the General Municipal Election shall be held and conducted as provided by law for holding municipal elections.

SECTION 5. Notice of time and place of holding the General Municipal Election is given and the City Clerk is authorized, instructed, and directed to give further or additional notices of said election, in time, form, and manner as required by law.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Resolution and shall as soon as practicable present and file it with the San Benito County Board of Supervisors, with a copy to the County's election official.

PASSED AND ADOPTED this 19th day of May, 2020, at a regular meeting of the San Juan Bautista City Council, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Mayor Mary V. Edge

Laura Cent, City Clerk

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual

Item #4A
City Council Meeting
May 19, 2020

For the Nine Month Period Ended March 31, 2020

EXPENDITURES	FY19	FY20	Annual		YTD	
Fund	Actuals	Actuals	Budget	Variance	75%	Note
General Fund	1,100,138	1,182,969	1,740,248	(557,279)	68%	
Special Revenue Funds:						
Capital Projects Fund	348,872	57,678	1,763,000	(1,705,322)	3%	A
Community Development	415,728	425,004	553,058	(128,054)	77%	
COPS	75,000	75,000	100,000	(25,000)	75%	
Parking & Restroom Fd	10,933	10,486	15,000	(4,514)	70%	
Gas Tax Fund	13,642	40,388	53,851	(13,463)	75%	
Affordable Housing Fund	24,170	96,796	18,877	77,919	513%	B
Valle Vista LLD	13,389	16,283	26,717	(10,434)	61%	
Rancho Vista CFD	2,809	1,473	40,904	(39,431)	4%	D
Copperleaf CFD	2,809	1,473	21,523	(20,050)	7%	D
Development Impact Fee Funds						
Public/Civic Facility	-	24,750	33,000	(8,250)	75%	
Library	-	18,000	24,000	(6,000)	75%	
Storm Drain	3,000	147,000	196,000	(49,000)	75%	
Park In-Lieu	15,000	86,250	115,000	(28,750)	75%	
Public Safety	-	18,750	25,000	(6,250)	75%	
Traffic	18,000	81,750	109,000	(27,250)	75%	
Internal Service Funds:						
Blg Rehab. & Replace	-	15,000	20,000	(5,000)	75%	
Vehicle Replacement	-	8,918	11,890	(2,973)	75%	
Enterprise Funds:						
Water:						
Operations	422,006	477,267	738,921	261,654	65%	
Capital	694,227	313,300	349,979	36,679	90%	A
Sewer						
Operations	490,791	872,295	1,608,450	736,155	54%	C
Capital	591,988	29,732	638,979	609,247	5%	A
TOTAL Funds	3,142,364	2,817,593	8,203,397	5,385,804	34%	

Footnotes:

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

B ~ Current year to date costs, which over budget, are offset from prior period impact funds received.

C ~ Costs are higher than prior year due to Sludge removal costs in the current year.

D ~ CFD costs anticipated at time of budget have yet to be incurred, but are expected by year end.

City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Nine Month Period Ended March 31, 2020

Item #4A
City Council Meeting
May 19, 2020

REVENUES	FY19	FY20	Annual		YTD	
Fund	Actuals	Actuals	Budget	Difference	75%	Notes
General Fund	1,177,962	1,274,021	1,854,841	(580,820)	69%	A
Special Revenue Funds:						
Capital Projects Fund	-	530,005	1,722,000	(1,191,995)	31%	D
Community Development	76,866	306,628	553,058	(246,430)	55%	B
COPS	115,374	94,662	100,000	(5,338)	95%	
Parking & Restroom Fd	19,940	19,275	32,200	(12,925)	60%	
Gas Tax Fund	56,062	63,824	53,851	9,973	119%	C
Affordable Housing Fund	32,000	80,000	-	80,000		E
Valle Vista LLD	10,037	16,288	21,717	(5,429)	75%	
Rancho Vista CFD	-	69,558	92,744	(23,186)	75%	
Copperleaf CFD	-	25,793	34,390	(8,598)	75%	
Development Impact Fee Funds:						
Public/Civic Facility	19,848	85,536	25,000	60,536	342%	B
Library	26,700	115,067	33,000	82,067	349%	B
Storm Drain	69,421	2,602	80,000	(77,398)	3%	B
Park In-Lieu	10,465	1,309	10,000	(8,691)	13%	B
Public Safety	20,651	88,997	15,000	73,997	593%	B
Traffic	124,455	6,316	10,000	(3,684)	63%	B
Zone 1 TIMF	-	-	30,000	(30,000)	0%	B
Internal Service Funds:						
Blg Rehab. & Replace	41,625	28,500	38,000	(9,500)	75%	
Vehicle Replacement	45,000	45,000	60,000	(15,000)	75%	
Enterprise Funds:						
Water						
Operations	674,571	759,733	979,000	(219,267)	78%	
Capital	817,106	3,646	100,000	(96,354)	4%	D
Sewer						
Operations	710,609	787,075	1,010,600	(223,525)	78%	
Capital	254,123	58,773	600,000	(541,227)	10%	D
TOTAL Funds	3,124,853	3,188,586	7,455,401	4,266,815	43%	

A ~ Increased revenue over prior year is largely due to integral fund transfers established this year to offset administrative costs, and capital expenses of which are covered by special revenue and enterprise funds.

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

C ~ Gas tax funds are received at varying increments during the year, as such the amounts received do not always align with the year to date percentages.

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

E ~ At the time of budget this revenue was not anticipated.

City of San Juan Bautista
Warrant Listing
As of April 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
101.000 · Union Bank			
101.001 · Operating Acct. 1948			
04/02/2020	213569	Akel Engineering Group, Inc.	-17,948.63
04/02/2020	213570	at&t	-243.33
04/02/2020	213571	Denise King	-74.30
04/02/2020	213572	Don Reynolds	-290.98
04/02/2020	213573	Roger and Cindy Lopez	-2,301.79
04/02/2020	213574	Yolanda S Mora	-500.00
04/08/2020	213575	4Leaf, Inc.	-8,334.63
04/08/2020	213576	Abbott's Pro Power	-125.50
04/08/2020	213577	All Clear Water Services	-4,610.00
04/08/2020	213578	Armando Venegas.	-80.00
04/08/2020	213579	Armondo Venegas	-36.08
04/08/2020	213580	Brenntag Pacific, INc.	-2,087.36
04/08/2020	213581	Brigantino Irrigation, Inc.	-118.90
04/08/2020	213582	Charter Communications	-1,108.01
04/08/2020	213583	Citygate Associates, LLC	-23,011.13
04/08/2020	213584	Clark Pest Control	-95.00
04/08/2020	213585	CSG Consultants, Inc.	-27,092.50
04/08/2020	213586	Cypress Water Services	-10,075.00
04/08/2020	213587	Data Ticket Inc.	-200.00
04/08/2020	213588	Dilia Blanco -	-573.00
04/08/2020	213589	Don Reynolds	-189.27
04/08/2020	213590	Hamner Jewell Associates	-227.75
04/08/2020	213591	Hollister Auto Parts, Inc.	-209.03
04/08/2020	213592	Home Depot Credit Services	-150.61
04/08/2020	213593	Laura Cent.	-287.50
04/08/2020	213594	Les Schwab Tires	-591.59
04/08/2020	213595	Level 1 Private Security.	-8,928.00
04/08/2020	213596	Monterey Bay Air Resources Dist.	-784.00
04/08/2020	213597	Monterey Bay Analytical Services	-730.80
04/08/2020	213598	MuniBilling	-381.92
04/08/2020	213599	P G & E	0.00
04/08/2020	213600	Paul Champion	-15.50
04/08/2020	213601	R & B Company	-564.00
04/08/2020	213602	Ready Refresh	-50.83
04/08/2020	213603	Smith & Enright Landscaping	-1,210.00
04/08/2020	213604	Staples	-528.24
04/08/2020	213605	State Compensation Insurance Fund	-1,851.50
04/08/2020	213606	Tri-County Fire Protection, Inc.	-115.84
04/08/2020	213607	True Value Hardware	-326.67
04/08/2020	213608	United Site Services of California, Inc.	-356.15
04/08/2020	213609	Univar Solutions	-611.07
04/08/2020	213610	USABlueBook	-93.41
04/08/2020	213611	Wellington Law Offices	-11,008.00

City of San Juan Bautista
Warrant Listing
As of April 30, 2020

Date	Num	Name	Amount
04/08/2020	213612	Wendy L. Cumming, CPA	-5,220.00
04/08/2020	213613	Wright Bros. Industrial Supply	-25.50
04/08/2020	213614	Daniel Lee	-85.23
04/08/2020	213615	P G & E	-4,770.06
04/08/2020	213616	Cheri Kao	-80.31
04/08/2020	213617	P G & E	-5,795.82
04/08/2020	213618	Pedro Bermudez -	-500.00
04/13/2020	213620	Samuel Juarez	0.00
04/14/2020	213621	Samuel Juarez	-605.50
04/27/2020	213622	4Leaf, Inc.	-8,751.36
04/27/2020	213623	A Tool Shed, Inc.	-7.58
04/27/2020	213624	ACWA Health Benefits Authority	0.00
04/27/2020	213625	AFLAC	-290.69
04/27/2020	213626	Akel Engineering Group, Inc.	-11,363.00
04/27/2020	213627	Ana Maria Garcia.	-706.59
04/27/2020	213628	Araceli Lara Garcia.	-500.00
04/27/2020	213664	Arecely Perez.	-2,276.59
04/27/2020	213629	at&t	-70.08
04/27/2020	213630	Aurelio Villarreal.	0.00
04/27/2020	213631	AVAYA	-250.66
04/27/2020	213632	Bernice Jimenez.	0.00
04/27/2020	213633	CSG Consultants, Inc.	-140.00
04/27/2020	213634	Department of Conservation	-7.97
04/27/2020	213635	Department of Transportation	-420.88
04/27/2020	213636	Design Line & Granger	-731.98
04/27/2020	213637	Dora Sandoval.	-500.00
04/27/2020	213638	Erika Becerra Garibay.	-500.00
04/27/2020	213639	FedEx	-35.16
04/27/2020	213640	Harris & Associates	-20,635.00
04/27/2020	213641	Jardines, Inc.	-150.00
04/27/2020	213642	Justin Sanders	-330.00
04/27/2020	213643	KBA Docusys	-361.66
04/27/2020	213644	Laura Cent -	-100.00
04/27/2020	213645	Level 1 Private Security.	-4,320.00
04/27/2020	213646	Lizbeth Servin.	-500.00
04/27/2020	213647	Maida Garcia.	-700.00
04/27/2020	213648	Monterey Bay Analytical Services	-1,571.40
04/27/2020	213649	Monterey County Health Department	-28.00
04/27/2020	213650	P G & E	-909.94
04/27/2020	213651	PG&E CFM	-909.94
04/27/2020	213652	Phillip Galvan.	-500.00
04/27/2020	213653	R & B Company	-211.34
04/27/2020	213654	Ready Refresh	-135.74
04/27/2020	213655	Revize LLC	-1,800.00
04/27/2020	213656	Rx-Tek	-40.00

City of San Juan Bautista
Warrant Listing
As of April 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
04/27/2020	213657	Smith & Enright Landscaping	-1,210.00
04/27/2020	213658	Sprint	-112.97
04/27/2020	213659	Staples	-492.21
04/27/2020	213660	United Site Services of California, Inc.	-89.29
04/27/2020	213661	University Corporation at Monterey Bay	-3,600.00
04/27/2020	213662	US Bank Equipment Finance	-249.61
04/27/2020	213663	Valero Marketing & Supply	-568.82
04/27/2020	213665	at&t	-245.03
04/27/2020	213666	at&t	-69.15
04/27/2020	213667	San Benito County Chamber of Commerce	-5,000.00
04/27/2020	213668	U.S. Postmaster	-240.00
04/27/2020	213669	Cypress Water Services	-10,075.00
04/27/2020	213670	Freitas + Freitas	-750.00
04/27/2020	213671	P G & E	-307.80
04/27/2020	213672	Patricia Paetz	-141.03
04/27/2020	213673	State Compensation Insurance Fund	-1,851.50
04/27/2020	213674	U.S. Postmaster	-900.00
04/27/2020	213675	Uline	-69.77
04/28/2020	213676	Wendy L. Cumming, CPA	-6,162.50
Total 101.001 - Operating Acct. 1948			-237,090.48
Total 101.000 - Union Bank			-237,090.48
TOTAL			-237,090.48



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: CITY MANAGER'S MONTHLY REPORT

DATE: May 19, 2020

FROM: Don Reynolds, City Manager

RECOMMENDATION: That the City Council receive and file this report.

DISCUSSION: A summary of March and April activities follows:

Administration – We are wrapping up the Citygate report with two sets of organizational strategies: 1) one without COVID 19 and, 2) one with COVID 19. We are re-thinking the way we develop in this City and the whole permit process. We are relying entirely on contractual services under the COVID 19 scenario, but hope to return to staffing this function. This staff position would also be responsive to long-term planning needs, historical preservation and economic development. They would manage the Historic Resources Board and Planning Commission. For now, our abilities are limited, but City Hall will re-open June 1.

Budget/Finance - At mid-year, the City invested not only in a fiscal assessment of its General Fund and water and waste water Enterprise Fund, but it also invested in a product called "ClearGov." We are piloting their new product that integrates the Quick Books fiscal data, with a more generalized and transparent budget presentation. It reduces our reliance on manual tasks to develop and produce a budget, and provides a more illustrative budget document that is simplified and easier to understand. As a "COVID 19" Budget, it is austere; no new cost reductions and certainly no new programs to describe. The CIP (Capital Improvement Projects) is reliant upon mostly state and COG funding, and we are waiting to see how that turns out May 14. I am only contemplating one general fund study related to the Urban Growth Boundary and/or General Plan update.

Planning – We are seeking a proposal for developing the Urban Growth Boundary next fiscal year. David Mack of Harris and Associates is qualified to complete this work for the City due to his unique understanding of the history and details that brought the City's General Plan forward to its current state.

Public Works – The Pavement Management Plan has been completed and is presented on this agenda for adoption. The Third Street construction project will break ground the third week in May. We are out to bid for the new sewer line on San Juan Hollister Road.

Public Works Crew – The new job description, drafted for the Maintenance Worker job classification March 17, has been re-written for the crew's review. It will come back in June.

Meanwhile, the crew has been busy keeping our facilities in top shape, and acting as the Safety Branch of the Emergency Action Plan.

Code Enforcement – Re-assigned as the Emergency Operations Chief, several tests of the Code Enforcement Officer's skills have been put to the task. Whether we are building new programs in response to the COVID-19 crisis, or responding to the some of the same old code enforcement issues, this has become a fulltime job, flexed to provide some enforcement coverage on weekends. The biggest enforcement concern is the new rash of folks living in their cars or RVs. During the emergency, homeless are protected, making this issue is hard to tackle.

Plastics Ban – We lost the help of the CSUMB students' assistance in helping promote the ban on single use plastics this spring. The ordinance went into effect this month and some to-go restaurants have adjusted, while others have not. We will have to re-start communicating the new policy in July.

Water – The water supply is once again under scrutiny as, on Monday, May 11, we learned that the state will take the new Well 6 off-line because the nitrates are too high. We must find a new source, and the Water and Waste Water Master Plans are assessing some of this potential. We are reviewing a draft Administrative Order of Compliance that came from the EPA's surprise inspection of June 2019. As drafted, by December 2023 we will stop discharging water with salt in it into the creek, but we don't know what this will cost yet. On May 12th the City received an offer from the Water Board to settle the fines that have been accumulating as a result of this salty discharge. All of these topics are confidential and will be discussed in closed session.

According to the timesheets submitted every two weeks, approximately 80% of staff's time has been dedicated to the COVID 19 crisis since March 17, 2020. It is estimated that the City is spending \$15,000 a month in response to this crisis. Additionally, it is estimated that the City is experiencing a sales tax reduction of 50% (roughly \$51,000 per month), or more than half the General Fund.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: ABATEMENT HEARING

MEETING DATE: May 19, 2020

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

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



CITY OF SAN JUAN BAUTISTA STAFF REPORT

AGENDA TITLE: Accept and Approve the March 2020 Pavement Management Budget Options Report Prepared by Capitol Asset & Pavement Services (CAPS) Inc.

MEETING DATE: May 19, 2020

SUBMITTED BY: Julie Behzad, City Engineer

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

That the City Council adopt the attached March 2020 Pavement Management Budget Options Report prepared by Capitol Asset & Pavement Services (CAPS) Inc.

BACKGROUND INFORMATION:

In November 2018, the voters of San Benito County approved Ordinance Number 2018-01, and a special 1% sales tax to help pay for street improvements known as “Measure G.” Below is the list of local neighborhood street and road maintenance priorities submitted by the City as its “priority investment plan.”

City of San Juan Bautista

Local neighborhood street and road maintenance by priority from San Benito County pavement index study and capital improvement projects, re-evaluated on an annual basis, including but not limited to:

- Complete Third Street
- Replace and widen San Juan-Hollister Road and add bike lanes
- Replace South Fifth Street
- Replace Mission Street
- Replace East Church Street
- Restore and restripe for diagonal parking on Muckulemi Street
- Speed control on Fourth Street
- Crosswalk and safe pedestrian travel traversing east side of Hwy 156 traffic light
- Bike lanes through the city
- Downtown crosswalk restoration and beautification
- Local street and roadway maintenance and life span protection (pothole repair, road conditioning, chip sealing, crack mitigation, asphalt shoulders) 2019-2040

“Complete Third Street” is the first project listed, and this project is breaking ground this month. It will use 100% of the Measure G Funds received to date, or \$154,000. Section 12 of the

ordinance establishes a prerequisite to accessing the funds requiring the City to adopt and implement a Pavement Management Program. This study is paid for by Measure G Funds, and \$32,000 was budgeted in the City's Capital Improvement Plan as CIP # 20-1.

DISCUSSION

Capitol Asset & Pavement Services, Inc. was contracted by the City of San Juan Bautista to perform visual inspections of all the paved streets maintained by the City. All 9.85 centerline miles of paved streets maintained by the City were evaluated in accordance with MTC standards and the Streetsaver Online 9.0 database was updated with the inspection data. Inspections were completed in February 2020.

The City's street network consists of 9.85 centerline miles of streets. A detailed visual inspection of the City's streets resulted in a calculated average Pavement Condition Index (PCI) of 62. Using a 0-100 PCI scale, with 100 being the most favorable, a rating of 62 places the City's street network in the 'Fair' condition category.

This report is intended to assist the City of San Juan Bautista with identifying street maintenance priorities specific to the City. The report examines the overall condition of the street network and highlights the impacts of various funding levels on the network pavement condition and deferred maintenance funding shortfalls. The Metropolitan Transportation Commission, MTC, Streetsaver Pavement Management Program (PMP) was used for this evaluation. The intent of this program is to develop a maintenance strategy that will improve the overall condition of the street network to an optimal PCI in the low to mid 80's and also to maintain it at that level. The MTC Streetsaver program maximizes the cost-effectiveness of the maintenance treatment plan by recommending a multi-year street maintenance and rehabilitation plan based on the most cost effective repairs available.

A comprehensive preventative maintenance program is a critical component of this plan, as these treatments extend the life of good pavements at a much lower cost than rehabilitation overlay or reconstruction treatments. To this end, various 'what-if' analyses (scenarios) were conducted to determine the most cost-effective plan for maintaining the City's street network over five years and at various funding levels.

The maintenance decision tree treatments and costs were reviewed and updated to reflect current pavement maintenance treatment prices. A budgetary needs analysis was performed based on the updated inspections and treatment costs and four budget scenarios were evaluated to compare the effects of various funding levels.

Four scenarios were analyzed for various street maintenance funding levels. The budgets include preventative maintenance and rehabilitation work for existing paved street surfaces. The recommended strategy for street maintenance, along with current prices for the treatments, is represented in the Streetsaver decision tree matrix. This matrix defines what treatments need to be applied to streets in varying PCI conditions. Utilizing this decision matrix, it was determined that the City will need to spend \$5.88 million over the next five years to bring the street network into 'optimal' condition, or an overall street network PCI of 89. At this level, the City should be able to maintain the street network in the future with primarily cost-effective preventative

maintenance treatments (crack seals and surface seals). Comparing this with the current proposed funding level of \$0.9 million over the next five years shows that the average network PCI decreases by three points, to 59 by 2024. Scenarios were also run to determine the funding level required to maintain the overall network PCI at the current level 62 as well as increase the overall network PCI by five points over the next five years. Scenario analyses show that at current funding levels, the overall street condition will likely decline.

City staff will coordinate a workshop in the next few weeks to present the report in detail, including all of the four scenarios analyzed.

FISCAL IMPACT:

The study cost \$19,500, to be paid for by the San Benito County COG and Measure G.

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SAN JUAN BAUTISTA ADOPTING A
PAVEMENT MANAGEMENT PROGRAM**

WHEREAS, in November 2018, the San Benito County voters approved Ordinance Number 2018-01, a special sales tax measure known as “Measure G,” to help pay for deferred maintenance to county streets and roads;

WHEREAS, Ordinance 2018-01 includes a project list from the City of San Juan Bautista but Section 12 of the Ordinance requires that before these projects can be funded, the City is required to adopt a Pavement Management Program (“PMP”); and

WHEREAS, the City Engineer solicited informal bids to prepare the PMP, and the contract was awarded to Capitol Asset & Pavement Services, Inc.; and

WHEREAS, the City Engineer has reviewed the PMP, attached hereto by reference, and agrees that it satisfies the City’s needs for planning future investments in its infrastructure, and is now seeking the Council’s concurrence and adoption of this plan as a budget guide for future decisions of how to best use its Measure G funds.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the City Council agrees with the City Engineer’s recommendation to adopt the PMP.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista on this 19th day of May 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mary Vazquez Edge, Mayor

Laura Cent, City Clerk

Pavement Management Budget Options Report



DRAFT



March, 2020

City of
San Juan Bautista

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DRAFT

Executive Summary

Capitol Asset & Pavement Services, Inc. was contracted by the City of San Juan Bautista to perform visual inspections of all of the paved streets maintained by the City. All 9.85 centerline miles of paved streets maintained by the City were evaluated in accordance with MTC standards and the Streetsaver Online 9.0 database was updated with the inspection data. Inspections were completed in February, 2020.

The maintenance decision tree treatments and costs were reviewed and updated to reflect current pavement maintenance treatment prices. A budgetary needs analysis was performed based on the updated inspections and treatment costs and four budget scenarios were evaluated to compare the effects of various funding levels.

The City's street network consists of 9.85 centerline miles of streets. A detailed visual inspection of the City's streets resulted in a calculated average PCI of 62. Using a 0-100 PCI scale, with 100 being the most favorable, a rating of 62 places the City's street network in the 'Fair' condition category.

Four scenarios were analyzed for various street maintenance funding levels. The budgets include preventative maintenance and rehabilitation work for existing paved street surfaces. The recommended strategy for street maintenance, along with current prices for the treatments, is represented in the Streetsaver decision tree matrix. This matrix defines what treatments need to be applied to streets in varying PCI conditions. Utilizing this decision matrix, it was determined that the City will need to spend \$6.36 million over the next five years to bring the street network into 'optimal' condition, or an overall street network PCI of 88. At this level, the City should be able to maintain the street network in the future with primarily cost-effective preventative maintenance treatments (crack seals and surface seals). Comparing this with the current funding level of \$0.9 million over the next five years shows that the average network PCI decreases by five points, to 57 by 2024. Scenarios were also run to determine the funding level required to maintain the overall network PCI at the current level 62 as well as increase the overall network PCI by five points over the next five years. Scenario analyses show that at current funding levels, the overall street condition will likely decline. Table 1 summarizes the findings of the Scenarios.

DRAFT

Table 1 – Summary of outcome of different funding levels (Scenarios)

Average yearly budget	\$1.27 million (1-Unconstrained Needs)	\$175,624 (2-Current Funding - \$176kyear)	\$322,201 (3-Maintain Current PCI (62))	\$491,149 (4-Increase PCI 5 points (to 67))
Total budget for 5 years	\$6.36 million	\$0.9 million	\$1.6 million	\$2.5 million
Current PCI	62	62	62	62
Current % in 'Good' condition	47.6%	47.6%	47.6%	47.6%
PCI after 5 years (change)	88 (+26)	57 (-5)	62 (0)	67 (+5)
Backlog after 5 years	\$0	\$5.6 million	\$4.8 million	\$3.8 million
% 'Good' in 5 years	98.9%	55.9%	63.2%	70.4%
% 'Fair' in 5 years	1.1%	1.1%	1.1%	1.1%
% 'Poor' in 5 years	0.0%	15.7%	9.7%	8.6%
% 'Very Poor' in 5 years	0.0%	27.4%	26.0%	19.9%

Purpose

This report is intended to assist the City of San Juan Bautista with identifying street maintenance priorities specific to the City.

The report examines the overall condition of the street network and highlights the impacts of various funding levels on the network pavement condition and deferred maintenance funding shortfalls. The Metropolitan Transportation Commission, MTC, Streetsaver Pavement Management Program (PMP) was used for this evaluation. The intent of this program is to develop a maintenance strategy that will improve the overall condition of the street network to an optimal Pavement Condition Index (PCI) in the low to mid 80's and also to maintain it at that level.

The MTC Streetsaver program maximizes the cost-effectiveness of the maintenance treatment plan by recommending a multi-year street maintenance and rehabilitation plan based on the most cost-effective repairs available. A comprehensive preventative maintenance program is a critical component of this plan, as these treatments extend the life of good pavements at a much lower cost than rehabilitation overlay or reconstruction treatments. To this end, various 'what-if' analyses (scenarios) were conducted to determine the most cost-effective plan for maintaining the City's street network over five years and at various funding levels.

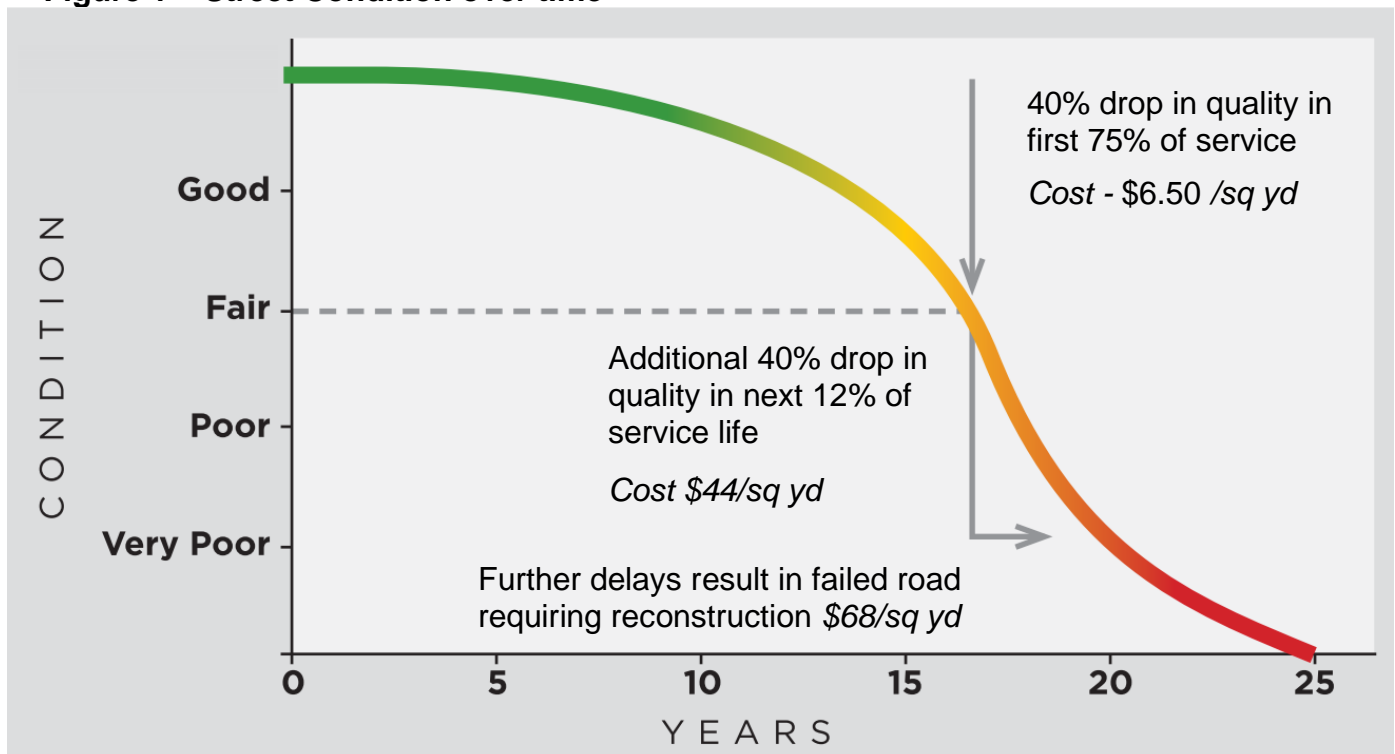
Pavement Management Strategy

Pavement Management is a set of tools and philosophies designed to manage the maintenance activities of asphalt concrete and Portland concrete pavements. A Pavement Management System consists of a module to keep track of existing and historical pavement condition data and a decision making process to help choose the most cost-effective maintenance strategies and which streets to treat when.

Conventional wisdom of most public works and street department agencies has been to treat streets in a “worst-first” philosophy. Under this “worst-first” policy, streets are allowed to deteriorate to a nearly failed condition before any rehabilitation (such as overlays or reconstructions), are applied. This can also be called the “don’t fix if it isn’t broke” mentality.

Pavement management systems are designed with a more cost-effective, “best-first” approach. The reasoning behind this philosophy, is that it is better to treat streets with lower-cost, preventative maintenance treatments, such as slurry seals, chip seals, and crack seals, and extend their life cycle before the street condition deteriorates to a state where it requires more costly rehabilitation and reconstruction treatments. Generally, paved streets spend about three-quarters of their life-cycle in fair to good condition, where the street shows little sign of deterioration and has a high service level. After this time, the street condition begins to deteriorate at a rapid rate and, if not maintained properly, will soon reach a condition where it will require costly overlays and reconstructions. If treated with a surface seal and other preventative measures, the street condition will remain at a good level for a longer period of time. Figure 1 shows a typical condition deterioration curve for a street.

Figure 1 – Street Condition over time



Existing Pavement Condition

The City is responsible for the repair and maintenance of 9.85 centerline miles of paved streets. The City's street network replacement value is estimated at \$12.93 million.¹ This asset valuation assumes replacement of the entire street network in present day dollars (street base and surface only, not curbs or sidewalk). This represents a significant asset for City officials to manage.

The average overall network Pavement Condition Index (PCI) of the City's street network is 62, which indicates that the street network is in 'Fair' condition. The PCI is a measurement of pavement condition that ranges from 0 to 100. A newly constructed or overlaid street would have a PCI of 100, while a failed street (requiring complete reconstruction) would have a PCI under 25. Appendix B contains a report detailing the PCI information for each street.

Table 2 details the network statistics and pavement condition by functional class.

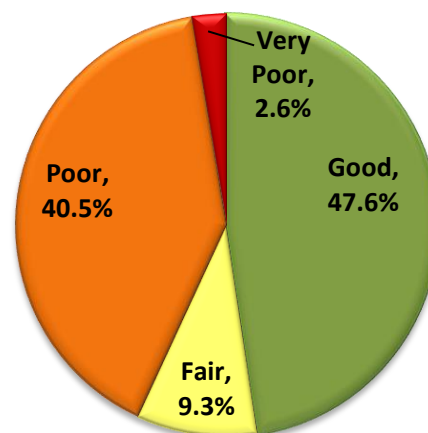
Table 2 – Street Network Statistics and Average PCI by Functional Class

Functional Class	# of Sections	Centerline Miles	Lane Miles	Average PCI
Arterial	1	0.13	0.27	83
Collector	28	3.65	7.30	61
Residential	63	6.07	12.13	63
Totals	92	9.85	19.70	62

Table 3 and Figure 2 details the percentage of the street network area by each PCI range or condition category.

Table 3 and Figure 2 – Percent Network Area by Functional Class and Condition

Condition Class	PCI Range	Arterial	Collector	Residential	Total
Good (I)	70-100	1.5%	17.1%	29.1%	47.6%
Fair (II/III)	50-70	0.0%	2.3%	7.0%	9.3%
Poor (IV)	25-50	0.0%	16.5%	24.1%	40.5%
Very Poor (V)	0-25	0.0%	0.9%	1.7%	2.6%
Totals		1.5%	36.7%	61.9%	



¹ Replacement value is calculated as the current cost to reconstruct each street in the network, based on the values in the Streetsaver decision tree. This does not include sidewalks or curb.

Present Cost to Repair the Street Network

The MTC Pavement Management Program (PMP) is designed to achieve an optimal network PCI somewhere between the low and mid 80's, which is in the middle of the good condition category. In other words, the system will recommend maintenance treatments in an attempt to bring all of the streets in the City to a 'Good' condition, with the majority of the streets falling in the low to mid 80's PCI range. Streets will remain in the 'Good' condition category for a longer period of time if relatively inexpensive preventive maintenance treatments are used. Once the PCI falls below 70, more expensive rehabilitation treatments will be needed.

The Budget Needs module of the PMP estimates a necessary funding level for the City's pavement preservation and rehabilitation program of \$6.36 million² over the next five-year period (2020–2024) in order to improve and maintain the street network PCI at an optimal level in the lower to mid 80's. Of this total, approximately \$1.6 million is needed in the first year alone. As mentioned earlier, the average PCI for the City's streets is 62, which is in the 'Fair' condition category. Why then, does it cost so much to repair the City's streets, and why bother improving them?

First, the cost to repair and maintain a pavement depends on its current PCI. In the 'Good' category, it costs very little to apply preventive maintenance treatments such as crack and surface seals (slurry seal), which can extend the life of a pavement by correcting minor faults and reducing further deterioration. Minor treatments are applied before pavement deterioration has become severe and typically costs less than \$6.50 per square yard³. 47.6% of the City's street network would benefit from these relatively inexpensive, life-extending treatments.

9.3% of the City's street network falls into the 'Fair' condition category. Pavements in this range show some form of distress caused by traffic load related activity or environmental distress that requires more than a life-extending treatment. At this point, a well-designed pavement will have served at least 75 percent of its life, with the quality of the pavement dropping approximately 40 percent. The street surface may require a thin AC overlay at a cost from \$26 /square yard.

40.5% of the City's street network falls into the 'Poor' condition category. These pavements are near the end of their service lives, and often exhibit major forms of distress such as potholes, extensive cracking, etc. At this stage, the street typically requires 3 inch overlay with digouts at a cost of \$44 /square yard.

2.6% of the City's street network falls into the 'Very Poor' condition category. Streets in the 'Very Poor' condition category indicate that the street has failed. These pavements are at the end of their service lives and have major distresses, often indicating the failure of the sub base. Streets at this stage require major rehabilitation, usually the complete reconstruction of the street surface and sub-base. An alternative treatment to a full reconstruction is a full depth reclamation (FDR). The FDR procedure pulverizes the existing failed asphalt and blends it with the underlying base, sub base, and/or underlying materials. These materials are then mixed together with cement and compacted to provide a new thicker and stabilized base. An asphalt concrete overlay is then applied to complete the FDR process. This provides a new stronger, longer-lasting street structure using recycled

² Treatment costs are based on this year's average costs per square yard, with future years including a 3% inflation adjustment per year after 2020.

³ For detailed treatments and costs used in analysis for this report, see appendix C – Decision Tree report

materials from the previously failed street. The FDR treatment costs approximately \$68 per square yard.

One of the key elements of a pavement repair strategy is to keep streets that are in the 'Good' or 'Fair' categories from deteriorating. This is particularly true for streets in the 'Fair' range, because they are at the point where pavement deterioration accelerates if left untreated. However, the deterioration rate for pavements in the 'Poor' to 'Very Poor' range is relatively flat and the condition of these streets will not decline significantly if repairs are delayed. As more 'Good' streets deteriorate into the 'Fair', 'Poor', and 'Very Poor' categories, the cost of deferred maintenance will continue to increase. The cost of the deferred maintenance backlog will stop increasing only when enough funds are provided to prevent streets from deteriorating into a worse condition category, or the whole network falls into the 'Very Poor' category (i.e. cannot deteriorate any further). The deferred maintenance backlog refers to the dollar amount of maintenance and rehabilitation work that should have been completed to maintain the street in 'Good' condition, but had to be deferred due to funding deficiencies for preventative maintenance and/or pavement rehabilitation programs. The actual repairs that are being deferred are often referred to as a "backlog."

Future Expenditures for Pavement Maintenance

Assuming projected funding is allocated for pavement maintenance; we anticipate that the City will spend \$0.9 million on pavement maintenance rehabilitation during the next five years (2020- 2024) as detailed on Table 4.

Table 4. Projected Pavement Budget for 2020 to 2024

2020	2021	2022	2023	2024	Total
\$173,550	\$175,010	\$174,200	\$185,300	\$170,060	\$878,120

Budget Needs

Based on the principle that it costs less to maintain streets in good condition than bad, the MTC PMP strives to develop a maintenance strategy that will first improve the overall condition of the network to an optimal PCI somewhere between the low and mid 80's, and then sustain it at that level. The average PCI for the City is 62, which is in the 'Fair' condition category. Current funding strategies demonstrate there is a \$3.9 million deferred maintenance backlog⁴ in the first year of the scenario. If these issues are not addressed, the quality of the street network will inevitably decline. In order to correct these deficiencies, cost-effective funding and street maintenance strategies must be implemented.

The first step in developing a cost-effective maintenance and rehabilitation strategy is to determine, assuming unlimited revenues, the maintenance "needs" of the City's street network. Using the PMP budget needs module; street maintenance needs are estimated at \$6.36 million over the next five years. If the City follows the strategy recommended by the program, the average network PCI will increase to 88. If, however, current pavement maintenance funding is exhausted and little or no maintenance is applied over the next five years, already distressed streets will continue to

⁴ Definition of deferred maintenance backlog can be found in Appendix A

deteriorate, and the network PCI will drop to 52. The results of the budget needs analysis are summarized in Table 5.⁵

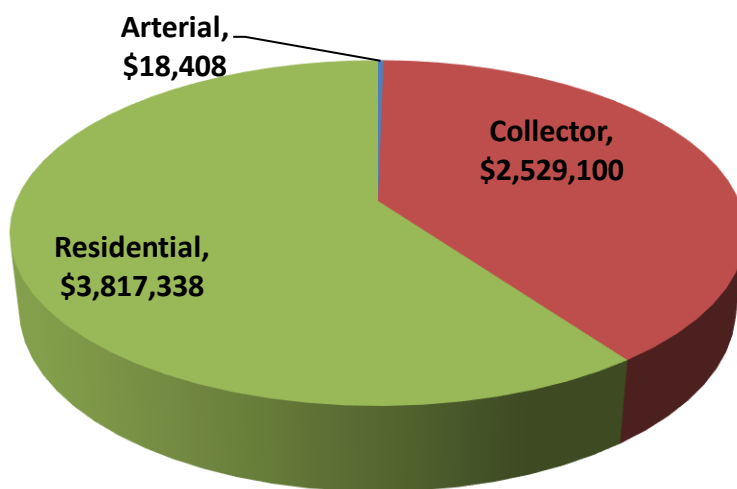
Table 5. Summary of Results from Needs Analysis

<i>Fiscal Years</i>	2020	2021	2022	2023	2024	Total
PCI with Treatment	74	72	73	82	88	---
PCI, no Treatment	63	60	57	55	52	---
Budget Needs Total	\$1,593,421	\$346,877	\$750,097	\$2,003,137	\$1,671,314	\$6,364,846
Rehabilitation Portion	\$1,545,740	\$334,461	\$744,626	\$2,002,819	\$1,595,234	\$6,222,880
Preventative Maintenance Portion	\$47,681	\$12,416	\$5,471	\$318	\$76,080	\$141,966

Table 5 shows the level of expenditure required to raise the City’s pavement condition to an optimal network PCI of 88 and eliminate the current maintenance and rehabilitation backlog. The results of the budget needs analysis represent the ideal funding strategy recommended by the MTC PMP. Of the \$6.4 million in maintenance and rehabilitation needs shown, approximately \$6.2 million or 97.8% is allocated for the more costly rehabilitation and reconstruction treatments, while \$141,966 or 2.2% is earmarked for preventive maintenance or life-extending treatments. \$105,897 of the rehabilitation portion is for “rehabilitative” slurry seals (seals applied to streets with a PCI between 50 and 70).

Figure 4 is based on the budget needs predictive module. The pavement management program is recommending a funding level of \$6.36 million over a five-year period. Figure 4 illustrates the funding distribution by street functional classification.

Figure 4. Budget Needs Funding Distribution by Functional Classification



⁵ Actual program outputs are included in Appendixes B through F

Budget Scenarios

Having determined the maintenance and rehabilitation needs of the City’s street network, the next step in developing a cost-effective maintenance and rehabilitation strategy is to conduct ‘what-if’ analyses. Using the PMP budget scenarios module, the impact of various budget scenarios can be evaluated. The program projects the effects of the different scenarios on pavement condition PCI and deferred maintenance (backlog). By examining the effects on these indicators, the advantages and disadvantages of different funding levels and maintenance strategies become clear. For the purpose of this report, the following scenarios were run for five (5)-year periods (2020-2024). The results are summarized in Table 6.

1. *Unconstrained (zero “deferred maintenance”)* — The annual amounts, as identified in the budget needs analysis totaling \$6.36 million, were input into the scenarios module. This scenario shows the effects of implementing the ideal investment strategy (as recommended by the MTC PMP Needs module).
2. *Current Investment Level* — An average annual budget of \$175,624 was evaluated over five years, for a total of \$0.9 million, to determine the effects of continuing pavement maintenance at the current budget level. The overall network PCI decreases by five points, to 57, under this funding level.
3. *Maintain Current PCI* — An annual funding level of \$322,201 per year, for a five year total of \$1.6 million, should maintain the overall network PCI of 62 over the duration of the five-year analysis period.
4. *Increase PCI 5 points* — A scenario to determine the funding required to increase the overall network PCI by 5 points over the next five years was analyzed. It was determined that \$2.5 million would be required over the next five years to achieve this goal. This would result in an overall network PCI increases by five points, to 67 over the next five years.

Table 6. Scenario Summary

Scenario Name	5 Year Budget	2024 PCI (change)	2024 Deferred Maintenance	2024 % Good	2024 % Very Poor
1 – Unconstrained	\$6.36 million	88 (+26)	\$0	98.9%	0.0%
2 – Current Investment	\$0.9 million	57 (-5)	\$5.6 million	55.9%	27.4%
3 – Maintain Current PCI	\$1.6 million	62 (0)	\$4.8 million	63.2%	26.0%
4 – Increase PCI 5 points	\$2.5 million	67 (+5)	\$3.8 million	70.4%	19.9%

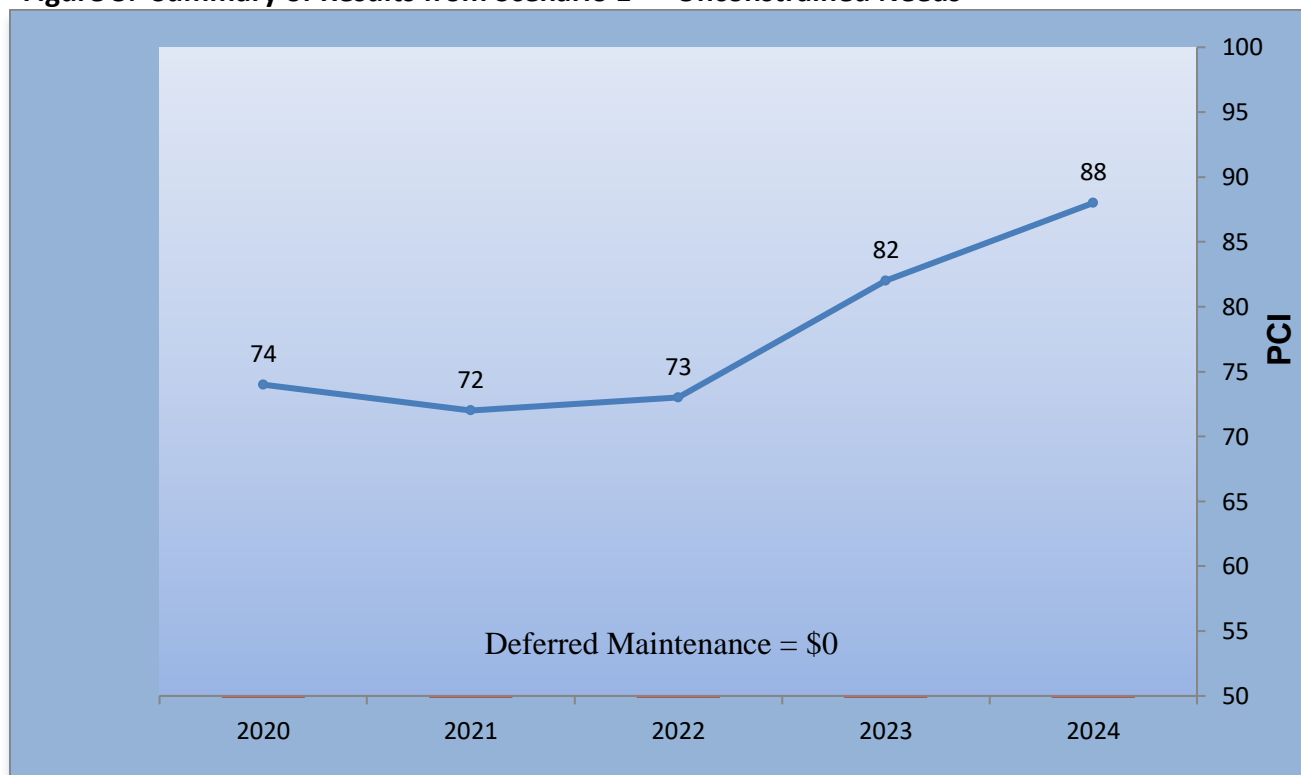
Scenario 1 — Unconstrained Needs (zero deferred maintenance)

This scenario shows the effects of implementing the ideal investment strategy (as recommended by the MTC PMP needs module). Because it is more cost-effective to eliminate the deferred maintenance backlog as quickly as possible, the bulk of the deferred maintenance needs are addressed in the first year of the five-year program, raising the overall average network PCI to 62. The PCI continues to increase over the entire time period, reaching 88 by 2024. By 2024, 98.9% of the network improves into the 'Good' condition category, a significant increase from the current level of 47.6% in 'Good' condition. These results are shown in both Table 7 and Figure 5.

Table 7. Summary of Results from Scenario 1 — Unconstrained Needs

	2020	2021	2022	2023	2024	Total
Budget Total	\$1,593,421	\$346,877	\$750,097	\$2,003,137	\$1,671,314	\$6,364,846
Rehabilitation budget	\$1,545,740	\$334,461	\$744,626	\$2,002,819	\$1,595,234	\$6,222,880
Preventative Maintenance budget	\$47,681	\$12,416	\$5,471	\$318	\$76,080	\$141,966
Deferred Maintenance	\$0	\$0	\$0	\$0	\$0	---
PCI	74	72	73	82	88	

Figure 5. Summary of Results from Scenario 1 — Unconstrained Needs



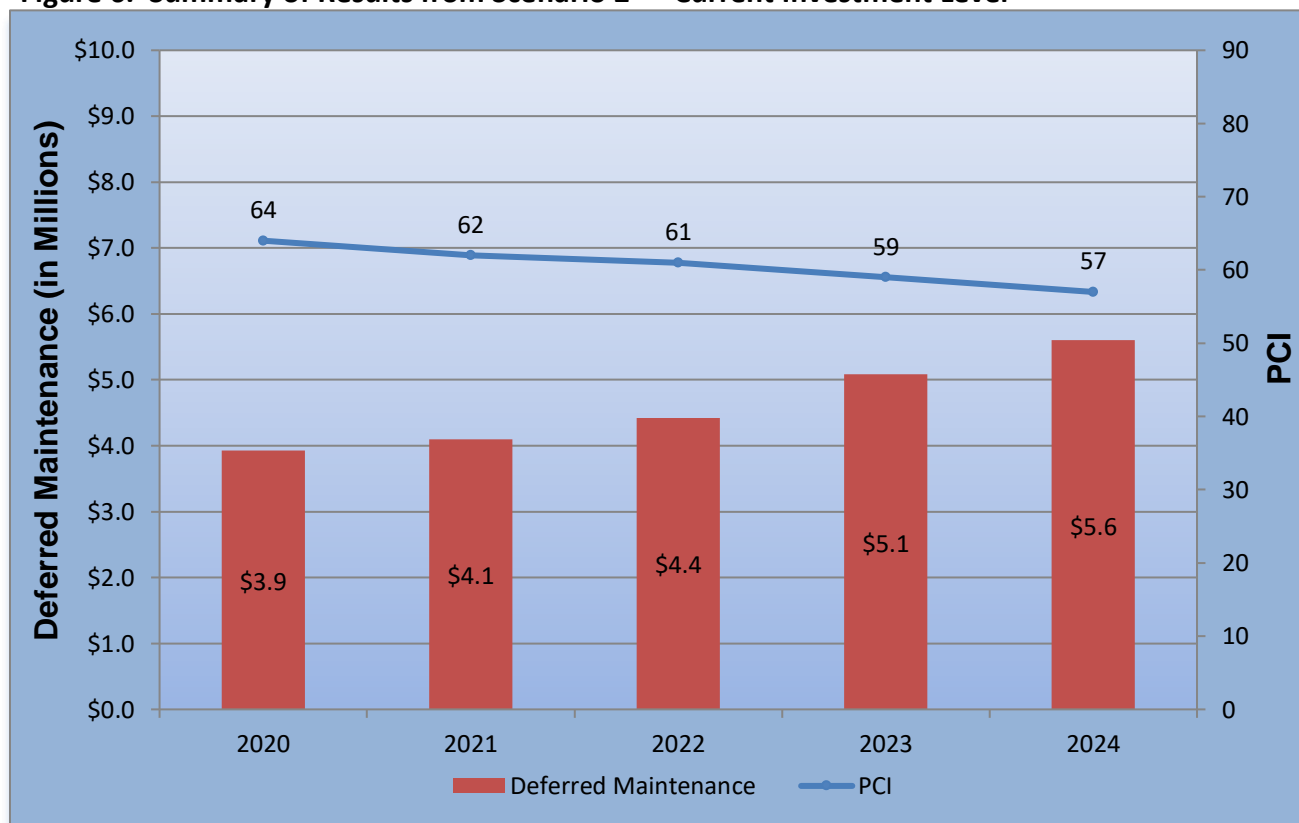
Scenario 2 — Current Investment Level

This scenario shows the effects of the City’s current planned budget for street maintenance of \$0.9 million over five years. Under this scenario, the overall network PCI decreases by five points, from 62 currently, to 57 by 2024. The deferred maintenance backlog increases from \$3.9 million in 2020, to \$5.6 million in 2024. The percentage of the street network in ‘Very Poor’ condition increases from 2.6% currently, to 27.4% in 2024. The percentage of the street network in ‘Good’ condition increases, from 47.6% currently, to 55.9% in 2024. Results are illustrated in Table 8 and Figure 6.

Table 8. Summary of Results from Scenario 2 — Current Investment Level

	2020	2021	2022	2023	2024	Total
Budget Total	\$173,550	\$175,010	\$174,200	\$185,300	\$170,060	\$878,120
Rehabilitation budget	\$173,542	\$164,037	\$168,682	\$171,391	\$168,683	\$846,335
Preventative Maintenance budget	\$0	\$10,970	\$5,471	\$13,904	\$1,369	\$31,714
Deferred Maintenance	\$3,928,470	\$4,098,194	\$4,421,052	\$5,083,361	\$5,599,717	---
PCI	64	62	61	59	57	

Figure 6. Summary of Results from Scenario 2 — Current Investment Level



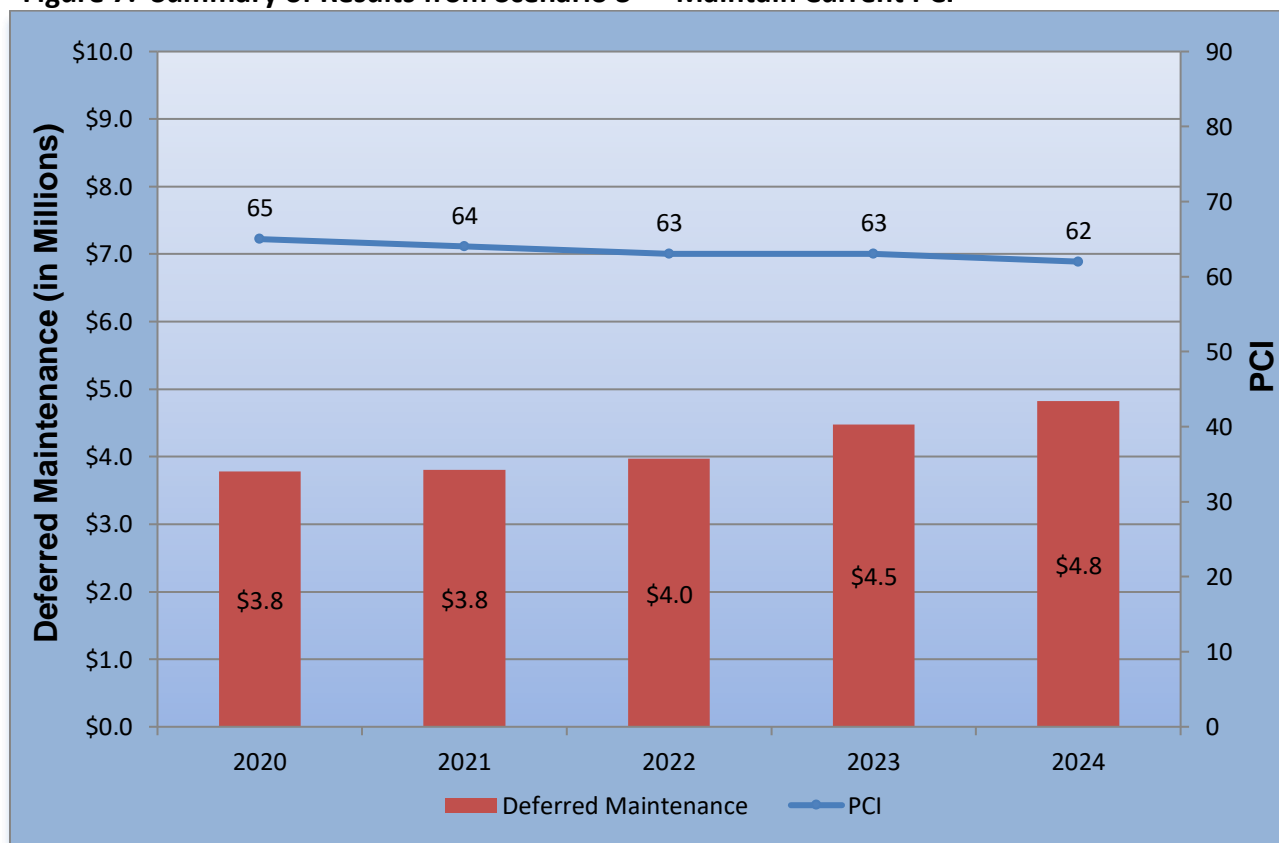
Scenario 3 — Maintain Current PCI

This scenario analyzes the funding level that would be required to maintain the current network PCI of 62 over the next five years. An annual investment level of \$322,201, for a total of \$1.6 million over five years, would be needed. Under this scenario, the PCI remains at the current level of 62 through 2024. At this funding level the deferred maintenance backlog increases from \$3.8 million in 2020, to \$4.8 million by 2024. The percentage of the street network in the ‘Good’ condition category increases to 63.2% in 2024, from the current level of 47.6%. The percentage of roads in ‘Very Poor’ condition increases to 26.0% from the current level of 2.6%. These results are illustrated in Table 9 and Figure 7.

Table 9. Summary of Results, Scenario 3 — Maintain Current PCI

	2020	2021	2022	2023	2024	Total
Budget Total	\$319,490	\$319,282	\$323,685	\$324,912	\$323,636	\$1,611,005
Rehabilitation budget	\$307,056	\$315,972	\$315,796	\$324,692	\$301,548	\$1,565,064
Preventative Maintenance budget	\$12,434	\$3,310	\$7,889	\$220	\$22,088	\$45,941
Deferred Maintenance	\$3,782,523	\$3,803,594	\$3,968,082	\$4,477,184	\$4,821,673	---
PCI	65	64	63	63	62	

Figure 7. Summary of Results from Scenario 3 — Maintain Current PCI



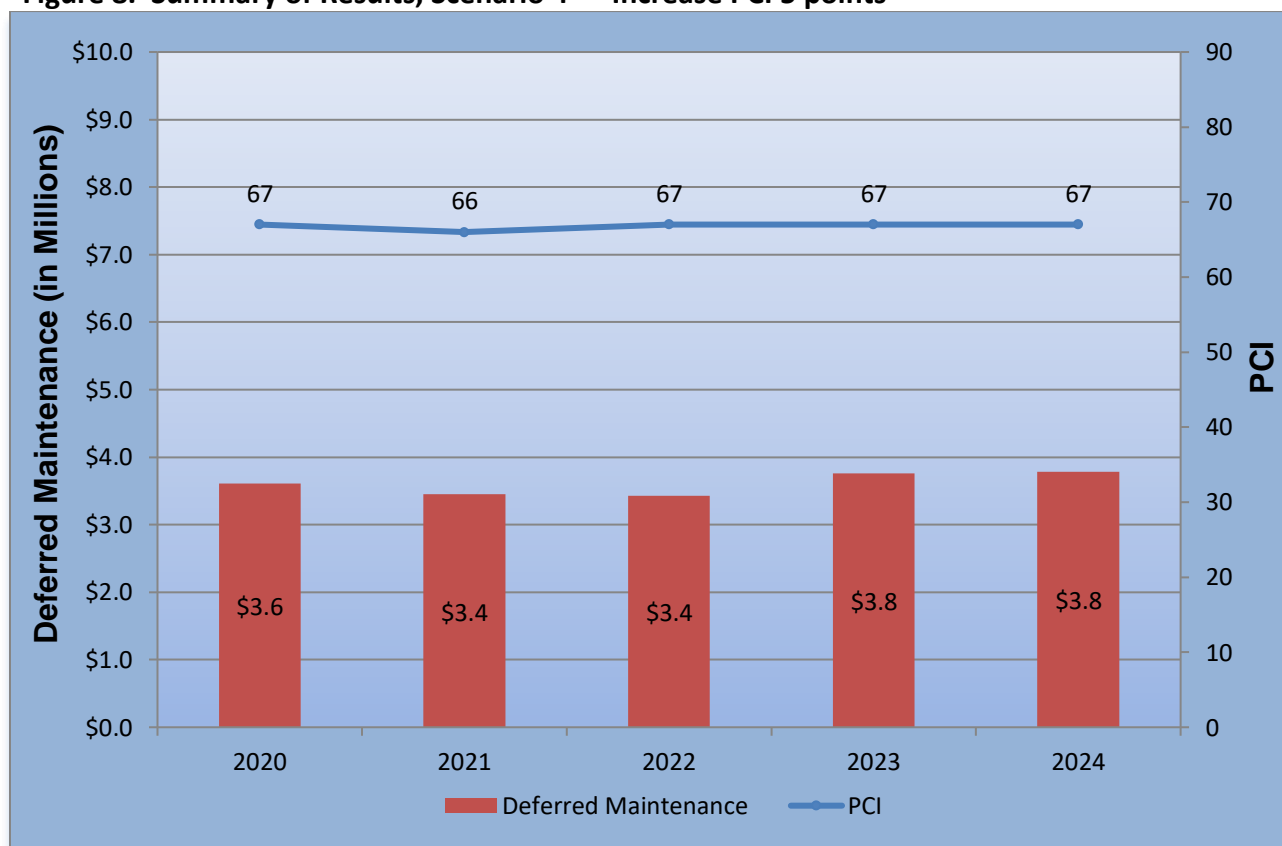
Scenario 4 — Increase PCI 5 points

This scenario analyzes the funding level that would be required to increase the current network PCI by five points over the next five years. Under this scenario the PCI increases by five points, from the current level of 62, to 67 in 2024. Even at this funding level the deferred maintenance backlog increases from \$3.6 million in 2020, to \$3.8 million in 2024. The percentage of the street network in the ‘Good’ condition category increases to 70.4% in 2024, from the current level of 47.6%. The percentage of roads in ‘Very Poor’ condition increases to 19.9% from the current level of 2.6%. These results are illustrated in Table 10 and Figure 8.

Table 10. Summary of Results, Scenario 4 — Increase PCI 5 points

	2020	2021	2022	2023	2024	Total
Budget Total	\$493,378	\$495,367	\$499,968	\$484,782	\$482,248	\$2,455,743
Rehabilitation budget	\$480,944	\$484,397	\$480,613	\$458,714	\$480,879	\$2,385,547
Preventative Maintenance budget	\$12,434	\$10,970	\$19,355	\$26,068	\$1,369	\$70,196
Deferred Maintenance	\$3,608,635	\$3,448,406	\$3,425,958	\$3,758,928	\$3,784,857	---
PCI	67	66	67	67	67	

Figure 8. Summary of Results, Scenario 4 — Increase PCI 5 points



A comparison of the four scenarios is summarized in Figures 9 and 10. Figure 9 depicts the deferred maintenance costs as they relate to PCI for the four scenarios evaluated. Figure 10 depicts the percent of the street network in the various condition categories for the four scenarios evaluated.

Figure 9 - Deferred Maintenance and PCI of Scenarios 1-4

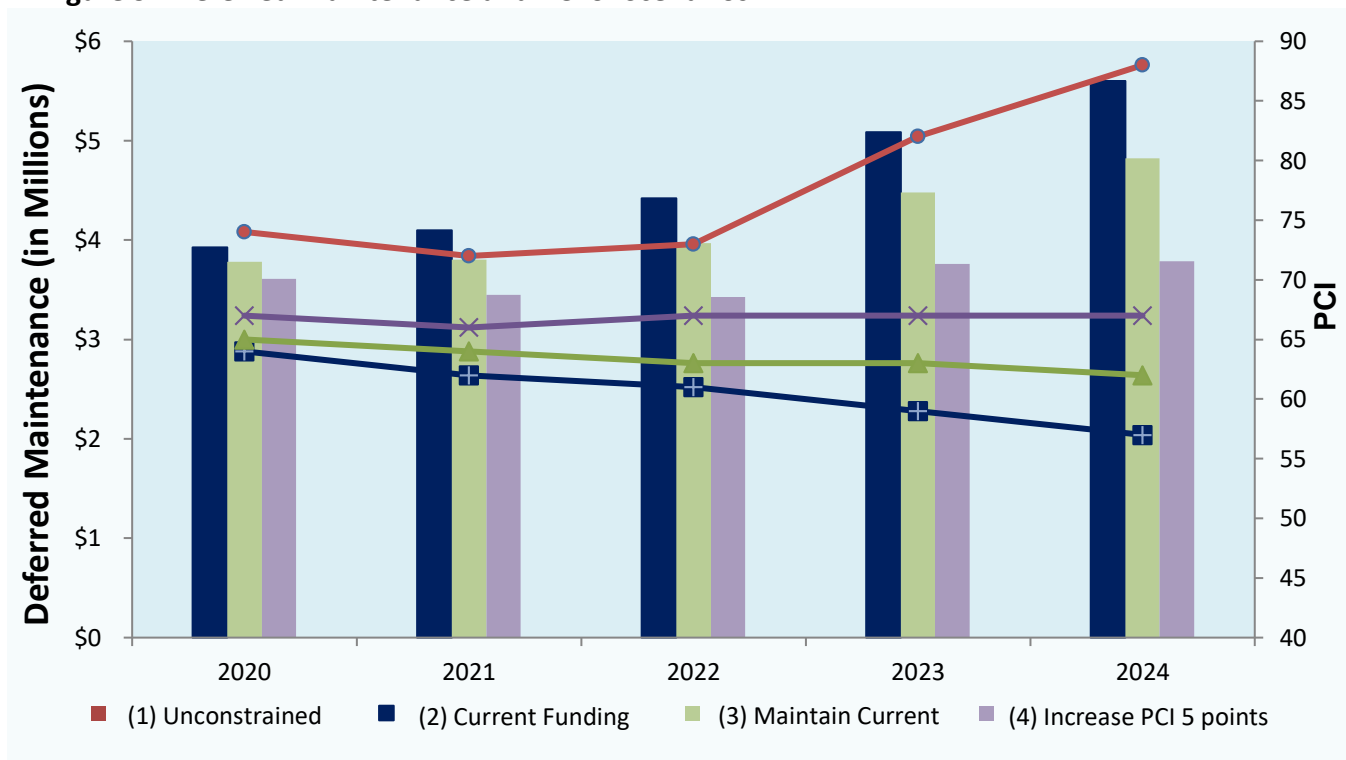
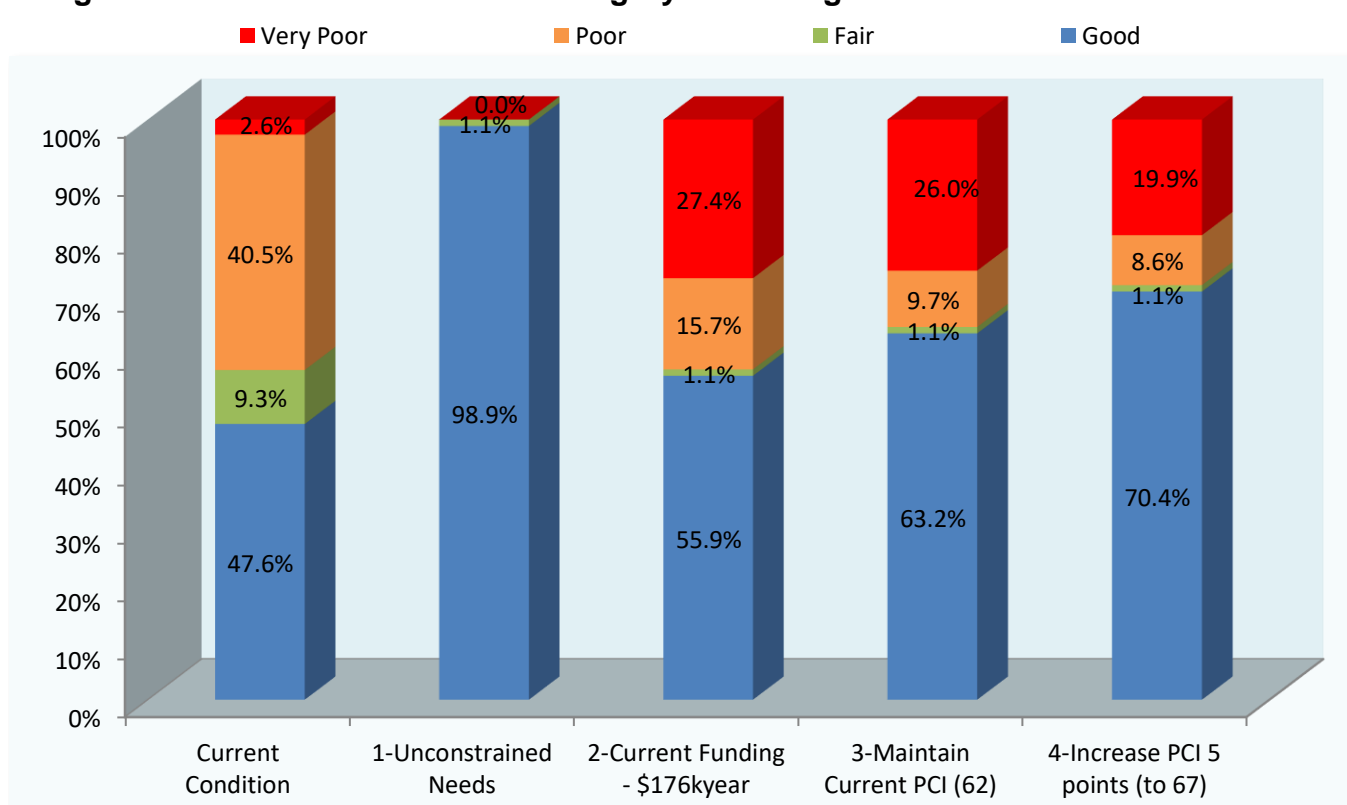


Figure 10 – Pavement Condition Category Percentages in 2024 – Scenarios 1-4



Recommendations

Of the various maintenance and funding options considered, the *ideal* strategy for the City is presented in Scenario 1, with a five-year expenditure total of \$6.36 million. Not only does this surface management plan improve the network to an optimal level of 88, it also eliminates the entire deferred maintenance backlog in the first year. As examined scenarios deviate from this strategy, the cost to the City will increase in the long term. However, the amount of funds in the first year of expenditure, approximately \$1.6 million, may make this strategy unrealistic for the City. This scenario can, however, be used as a base line for comparing other scenarios.

The current five-year funding level totaling \$0.9 million (Scenario 2) will result in the current network PCI of 62 decreasing by five point over the course of five. The deferred maintenance price tag increases by , from \$3.9 million in 2020, to \$5.6 million in 2024. By following this strategy through 2024, 55.9% of the City's street will be in the 'Good' condition category, an increase from the current level of 47.6% in 'Good' condition. At the City's current funding level, the street network condition will decline over the foreseeable future.

Scenario and Needs analyses assume that the City follows a good pavement management philosophy of prioritizing preventative maintenance over rehabilitation. By first ensuring that Good streets stay Good, through the use of a cost-effective slurry and crack seal program, the City will save money in the long run. The use of slurry seals with digouts or thin overlays to rehabilitate streets in Fair condition should be the second priority, followed by thick overlays with digouts and fabric on Poor streets. Failed streets should be the lowest priority, as the reconstruction (or full depth reclamation) that would be required to rehabilitate them are very expensive, and the money is better used on more cost-effective treatments to maintain and rehabilitate better streets.

The PMP Budget Needs Module is recommending \$4.94 million for streets in the 'Poor' to 'Very Poor' condition. Because these categories require extensive rehabilitation and reconstruction work, the work will consume approximately 77.7% of the planned costs, as estimated by the PMP. This places the City in a challenging position of trying to avoid increasing future street rehabilitation costs coupled with the risk of a substantial increase in an already significant five year shortfall projection. Currently, 2.6% of the street network is in 'Very Poor' condition. This is likely to increase to 27.4% in five years if current funding levels continue. This conclusion is noteworthy to the City Council. Unless funding is allocated to support the planned increase in the City's street rehabilitation program, the City may lose the opportunity to utilize lower cost preventative maintenance and light overlay treatment options.

As demonstrated in the different scenarios, the City needs to invest a significant amount of money on expensive rehabilitation and reconstruction projects. This will reduce the deferred maintenance backlog, increase the network PCI, and allow money to be spent for less capital-intensive treatments such as slurry seals, crack sealing, and thin overlays in the future.

Preparation of a budget options report is just one step in using the MTC PMP to build an effective street maintenance program. Recommendations for further steps are:

- Link major street repairs with utility maintenance schedules to prevent damage to newly paved street surfaces.

-
- Obtain detailed subsurface information on selected sections before major rehabilitation projects are contracted. Costs for large rehabilitation projects are extremely variable and estimates can sometimes be reduced following project-level engineering analysis. It is possible that only a portion of a street recommended for reconstruction actually requires such heavy-duty repair.
 - Evaluate the specific treatments and costs recommended by the PMP, and modify them to reflect the actual repairs and unit costs that are expected to be used.
 - Test other budget options with varying revenues and preventive maintenance and rehabilitation splits.

In addition to performing cyclic pavement condition inspections, unit cost information for the applications of various maintenance and rehabilitation treatments should be updated annually in the PMP 'Decision Tree Module'. If this data is not kept current, the City runs the risk of understating actual funding requirements to adequately maintain the street network. A pavement inspection cycle that would allow for the inspection of streets every three years is recommended.

The City has completed the foundation work necessary to execute a successful pavement management plan. At the current investment level, the overall street condition will likely decline, and the deferred maintenance backlog will likely increase. Additional funding should be allocated for street maintenance.

As more 'Fair' streets deteriorate into the 'Poor' and 'Very Poor' categories, the cost of deferred maintenance will continue to increase. The cost of the deferred maintenance backlog will stop increasing only when enough funds are provided to prevent streets from deteriorating into a worse condition category, or when the whole network falls into the 'Very Poor' category (i.e. cannot deteriorate any further). At that time, the network would have to be replaced at a cost of \$12.93 million.

Appendix A

Definitions

The *Pavement Condition Index*, or PCI, is a measurement of the health of the pavement network or condition and ranges from 0 to 100. A newly constructed street would have a PCI of 100, while a failed street would have a PCI of 10 or less. The PCI is calculated based on pavement distresses identified in the field.

Network is defined as a complete inventory of all streets and other pavement facilities in which the City has jurisdiction and maintenance responsibilities. To facilitate the management of streets, they are subdivided into management sections identified as a segment of street, which has the same characteristics.

Urban Arterial street system carries the major portion of trips entering and leaving the urban area, as well as the majority of through movements desiring to bypass the central City. In addition, significant intra-area-travel such as between central business districts and outlying residential areas exists.

Urban Collector Street provides land access service and traffic circulation within residential neighborhoods, commercial, and industrial areas. It differs from the arterial system in that facilities on a collector system may penetrate residential neighborhoods.

Urban Local Street system comprises all facilities not one of the higher systems. It serves primarily to provide direct access to abutting land and access to the higher systems.

Preventive Maintenance refers to repairs applied while the pavement is in “good” condition. Such repairs extend the life of the pavement at relatively low costs, and prevent the pavement from deteriorating into conditions requiring more expensive treatments. Preventive maintenance treatments include slurry seals, crack sealing, and deep patching. Treatments of this sort are applied before pavement deterioration has become severe and usually cost less than \$3.00/sq. yd.

Deferred Maintenance refers to the dollar amount of maintenance and rehabilitation work that should have been completed to maintain the street in “good” condition, but had to be deferred due to funding deficiencies for preventative maintenance and/or pavement rehabilitation programs. The actual repairs that are being deferred are often referred to as a “backlog.”

Stop Gap refers to the dollar amount of repairs applied to maintain the pavement in a serviceable condition (e.g. pothole patching). These repairs are a temporary measure to stop resident complaints, and do not extend the pavement life. Stopgap repairs are directly proportional to the amount of deferred maintenance.

Surface Types – AC is an Asphalt Concrete street that has one year’s asphalt, for example a street that has been newly constructed or reconstructed. In contrast AC/AC is a street that has an overlay treatment over the original asphalt construction. Streets marked as ST do not have an asphalt concrete layer, only a surface composed of layers of oil and rock (macadam or chip seal). Portland Concrete Cement streets (PCC) are a mix of Portland cement, coarse aggregate, and sand.

Load related distress - Load related distresses, such as alligator cracking, rutting, and depressions are usually a sign of a sub-base issue, caused by repeated traffic loads.

Non-load related distress - Non-load (or environmental), distresses typically have environmental causes related to the pavement becoming older and less elastic (brittle). Typical non-load distresses are longitudinal or transverse cracking, block cracking, and surface weathering and raveling.

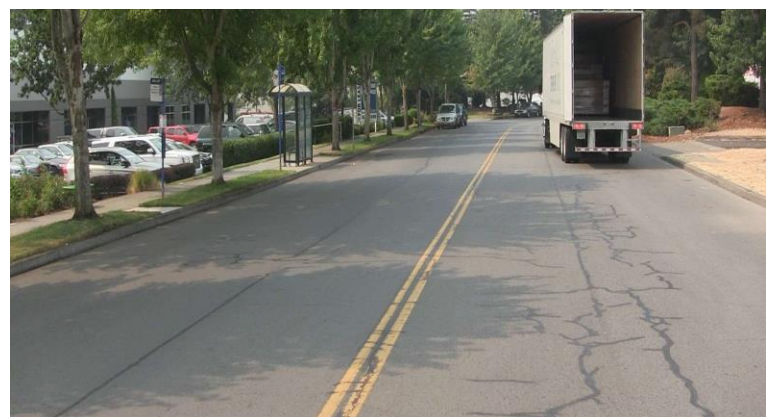
'Good' Condition Category – Streets in 'Good' condition have no to little distresses found on them. These streets may have some minor surface weathering or light cracking, but can generally be maintained with cost-effective preventative maintenance treatments (surface seals and crack seals).

Pavement is stable. New or lightly worn appearance. Minor cracking may be present, but cracks are generally less than $\frac{1}{4}$ " wide or are well sealed. May have sporadic cracking in the wheel paths with no or only a few interconnecting cracks and no spalling or pumping. Minor patching and possibly some minor deformation evident. Good riding qualities. Rutting may be present but is generally less than $\frac{1}{2}$ ".



'Fair' Condition Category – Streets in 'Fair' condition show some form of distress caused by traffic load related activity or environmental distress that requires more than a life-extending treatment. The MTC Streetsaver program separates these into two condition categories for the purposes of the analysis. Category II – 'non-load' and Category III – 'load-related', based on whether a majority of the distresses found had load or environmental related causes

Pavement structure is generally stable with only minor areas of structural weakness or pavement deterioration evident. Cracks, if present, have widths generally less than $\frac{3}{4}$ ". Wheel paths may have widespread, but not continuous, cracking with no or only a few interconnecting cracks and no spalling or pumping. Interconnected alligator cracks forming complete patterns, or with spalling, are very small localized areas and are not representative of the rest of the section. The pavement may be patched but not excessively. Rutting may be present but is generally less than $\frac{3}{4}$ ".



'Poor' Condition Category – Streets in 'Poor' condition are near the end of their service lives and often exhibit major forms of distress such as potholes, extensive alligator cracking, and/or pavement depressions.

Areas of instability, structural deficiency, or advanced pavement deterioration present in small areas (generally <10% of total pavement area). Continuous, interconnected alligator cracking often present (mostly in wheel paths). Wheel paths may have widespread, and continuous, cracking with some interconnecting cracks and/or spalling (none or isolated areas of pumping). Deformation may be somewhat noticeable.



'Very Poor' Condition Category - Streets in the 'Very Poor' condition category indicate that the street has failed. These pavements are at the end of their service lives and have major distresses, often indicating the failure of the sub base

Areas of instability, structural deficiency, or advanced pavement deterioration are frequent. Large crack patterns (alligatoring), heavy and numerous patches, potholes, or deformation is very noticeable. Rutting, if present, is generally greater than 3/4".



Appendix B

Network Summary Statistics

Network Replacement Cost

Printed: 03/30/2020

	Total Sections	Total Center Miles	Total Lane Miles	Total Area (sq. ft.)	PCI
Arterial	1	0.13	0.27	25,488	83
Collector	28	3.65	7.30	631,749	61
Residential/Local	62	5.92	11.84	1,031,886	62
Local (7)	1	0.15	0.29	33,968	83
Total	92	9.85	19.70	1,723,091	
Overall Network PCI as of 3/30/2020:					62

Functional Class	Surface Type	Lane Miles	Unit Cost/ Square Foot	Pavement Area/ Square Feet	Cost To Replace (in thousands)
Arterial	AC	0.3	\$7.56	25,488	\$193
Collector	AC	5.5	\$7.56	471,387	\$3,562
	AC/AC	1.6	\$7.56	148,686	\$1,123
	AC/PCC	0.2	\$0.00	11,676	\$0
Local (7)	AC/AC	0.3	\$7.56	33,968	\$257
Residential/Local	AC	11.8	\$7.56	1,031,886	\$7,796
Grand Total:		19.7		1,723,091	\$12,931

Appendix C

Decision Tree

Decision Tree

Printed: 03/31/2020

Functional Class	Surface	Condition Category	Treatment Type	Treatment	Cost/Sq Yd, except Seal Cracks in LF:	Yrs Between Crack Seals	Yrs Between Surface Seals	# of Surface Seals before Overlay
Arterial	AC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	SLURRY SEAL	\$6.50		9	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		6	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+20%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	AC/AC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	SLURRY SEAL	\$6.50		9	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		6	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+20%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	AC/PCC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	SLURRY SEAL	\$6.50		9	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		6	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+20%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL R&R+4IN OL/27IN AB	\$95.00			
	PCC	I - Very Good	Crack Treatment	DO NOTHING	\$0.00	99		
			Surface Treatment	DO NOTHING	\$0.00		99	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		DO NOTHING	\$0.00			
		III - Good, Load Related		DO NOTHING	\$0.00			
		IV - Poor		DO NOTHING	\$0.00			
		V - Very Poor		DO NOTHING	\$0.00			

Functional Class and Surface combination not used

Selected Treatment is not a Surface Seal

Decision Tree

Printed: 03/31/2020

Functional Class	Surface	Condition Category	Treatment Type	Treatment	Cost/Sq Yd, except Seal Cracks in LF:	Yrs Between Crack Seals	Yrs Between Surface Seals	# of Surface Seals before Overlay
Collector	AC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	SLURRY SEAL	\$6.50		9	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		6	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+25%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	AC/AC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	SLURRY SEAL	\$6.50		9	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		6	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+20%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	AC/PCC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	SLURRY SEAL	\$6.50		9	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		9	
		III - Good, Load Related		THIN AC OVERLAY (1.5") - CAT II	\$26.00			
		IV - Poor		EDGE GRD+25%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	PCC	I - Very Good	Crack Treatment	DO NOTHING	\$0.00	99		
			Surface Treatment	DO NOTHING	\$0.00		99	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		DO NOTHING	\$0.00			
		III - Good, Load Related		DO NOTHING	\$0.00			
		IV - Poor		DO NOTHING	\$0.00			
		V - Very Poor		DO NOTHING	\$0.00			

Functional Class and Surface combination not used

Selected Treatment is not a Surface Seal

Decision Tree

Printed: 03/31/2020

Functional Class	Surface	Condition Category	Treatment Type	Treatment	Cost/Sq Yd, except Seal Cracks in LF:	Yrs Between Crack Seals	Yrs Between Surface Seals	# of Surface Seals before Overlay
Residential/Local	AC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	DO NOTHING	\$0.00		7	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		7	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+20%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	AC/AC	I - Very Good	Crack Treatment	SEAL CRACKS	\$2.50	6		
			Surface Treatment	DO NOTHING	\$0.00		7	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		SLURRY SEAL	\$6.50		7	
		III - Good, Load Related		THIN OVERLAY	\$26.00			
		IV - Poor		EDGE GRD+20%DIG+FAB+3IN OL	\$44.00			
		V - Very Poor		FULL DEPTH RECLAMATION	\$68.00			
	AC/PCC	I - Very Good	Crack Treatment	DO NOTHING	\$0.00	99		
			Surface Treatment	DO NOTHING	\$0.00			
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		DO NOTHING	\$0.00			
		III - Good, Load Related		DO NOTHING	\$0.00			
		IV - Poor		DO NOTHING	\$0.00			
		V - Very Poor		DO NOTHING	\$0.00			
	PCC	I - Very Good	Crack Treatment	DO NOTHING	\$0.00	99		
			Surface Treatment	DO NOTHING	\$0.00		99	
			Restoration Treatment	DO NOTHING	\$0.00			99
		II - Good, Non-Load Related		DO NOTHING	\$0.00			
		III - Good, Load Related		DO NOTHING	\$0.00			
		IV - Poor		DO NOTHING	\$0.00			
		V - Very Poor		DO NOTHING	\$0.00			

Functional Class and Surface combination not used

Selected Treatment is not a Surface Seal

Appendix D

Scenario Analysis Reports

Interest: 3%

Inflation: 3%

Printed: 03/31/2020

Scenario: (1) Unconstrained Needs

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$1,593,421	0%	2022	\$750,097	0%	2024	\$1,671,314	0%
2021	\$346,877	0%	2023	\$2,003,137	0%			

Projected Network Average PCI by year

Year	Never Treated	With Selected Treatment	Treated Centerline Miles	Treated Lane Miles
2020	63	74	2.25	4.49
2021	60	72	1.00	2.00
2022	57	73	1.05	2.10
2023	55	82	2.00	4.00
2024	52	88	3.01	6.02

Percent Network Area by Functional Class and Condition Category

Condition in base year 2020, prior to applying treatments.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	17.1%	29.1%	0.0%	47.6%
II / III	0.0%	2.3%	7.0%	0.0%	9.3%
IV	0.0%	16.5%	24.1%	0.0%	40.5%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2020 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	22.7%	42.9%	0.0%	67.0%
II / III	0.0%	1.2%	3.1%	0.0%	4.3%
IV	0.0%	12.9%	15.8%	0.0%	28.7%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2024 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	35.6%	61.9%	0.0%	98.9%
II / III	0.0%	1.1%	0.0%	0.0%	1.1%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (1) Unconstrained Needs

Year	PM	Budget	Rehabilitation		Preventative Maintenance		Surplus PM	Deferred	Stop Gap	
2020	0%	\$1,593,421	II	\$13,702	Non-Project	\$47,681	\$0	\$0	Funded	\$0
			III	\$193,874					Unmet	\$0
			IV	\$999,282	Project	\$0				
			V	\$338,882						
			Total	\$1,545,740						
			Project	\$0						
2021	0%	\$346,877	II	\$6,106	Non-Project	\$12,416	\$0	\$0	Funded	\$0
			III	\$46,812					Unmet	\$0
			IV	\$207,331	Project	\$0				
			V	\$74,212						
			Total	\$334,461						
			Project	\$0						
2022	0%	\$750,097	II	\$56,946	Non-Project	\$5,471	\$0	\$0	Funded	\$0
			III	\$55,388					Unmet	\$0
			IV	\$66,286	Project	\$0				
			V	\$566,006						
			Total	\$744,626						
			Project	\$0						
2023	0%	\$2,003,137	II	\$12,021	Non-Project	\$318	\$0	\$0	Funded	\$0
			III	\$0					Unmet	\$0
			IV	\$0	Project	\$0				
			V	\$1,990,798						
			Total	\$2,002,819						
			Project	\$0						
2024	0%	\$1,671,314	II	\$17,122	Non-Project	\$76,080	\$0	\$0	Funded	\$0
			III	\$0					Unmet	\$0
			IV	\$109,230	Project	\$0				
			V	\$592,491						
			Total	\$718,843						
			Project	\$876,391						

Summary

Functional Class	Rehabilitation	Prev. Maint.	Funded Stop Gap	Unmet Stop Gap
Arterial	\$0	\$18,408	\$0	\$0
Collector	\$2,406,805	\$122,295	\$0	\$0
Residential/Local	\$3,816,075	\$1,263	\$0	\$0
Grand Total:	\$6,222,880	\$141,966	\$0	\$0

Scenarios - Network Condition Summary

Interest: 3%

Inflation: 3%

Printed: 03/31/2020

Scenario: (2) Current Funding - \$176k/year

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$173,550	0%	2022	\$174,200	0%	2024	\$170,060	0%
2021	\$175,010	0%	2023	\$185,300	0%			

Projected Network Average PCI by year

Year	Never Treated	With Selected Treatment	Treated Centerline Miles	Treated Lane Miles
2020	63	64	0.42	0.84
2021	60	62	0.89	1.78
2022	57	61	0.65	1.30
2023	55	59	0.78	1.56
2024	52	57	1.56	3.12

Percent Network Area by Functional Class and Condition Category

Condition in base year 2020, prior to applying treatments.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	17.1%	29.1%	0.0%	47.6%
II / III	0.0%	2.3%	7.0%	0.0%	9.3%
IV	0.0%	16.5%	24.1%	0.0%	40.5%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2020 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	18.2%	32.0%	0.0%	51.6%
II / III	0.0%	1.2%	4.5%	0.0%	5.7%
IV	0.0%	16.5%	23.6%	0.0%	40.1%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2024 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	18.2%	36.2%	0.0%	55.9%
II / III	0.0%	1.1%	0.0%	0.0%	1.1%
IV	0.0%	3.1%	12.5%	0.0%	15.7%
V	0.0%	14.2%	13.1%	0.0%	27.4%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (2) Current Funding - \$176k/year

Year	PM	Budget	Rehabilitation		Preventative Maintenance	Surplus PM	Deferred	Stop Gap		
2020	0%	\$173,550	II	\$13,702	Non-Project	\$0	\$0	\$3,928,470	Funded	\$0
			III	\$123,466					Unmet	\$20,660
			IV	\$36,374	Project	\$0				
			V	\$0						
			Total	\$173,542						
			Project	\$0						
2021	0%	\$175,010	II	\$6,106	Non-Project	\$10,970	\$0	\$4,098,194	Funded	\$0
			III	\$119,333					Unmet	\$0
			IV	\$38,598	Project	\$0				
			V	\$0						
			Total	\$164,037						
			Project	\$0						
2022	0%	\$174,200	II	\$56,946	Non-Project	\$5,471	\$0	\$4,421,052	Funded	\$0
			III	\$55,388					Unmet	\$0
			IV	\$56,348	Project	\$0				
			V	\$0						
			Total	\$168,682						
			Project	\$0						
2023	0%	\$185,300	II	\$12,021	Non-Project	\$13,904	\$0	\$5,083,361	Funded	\$0
			III	\$0					Unmet	\$0
			IV	\$159,370	Project	\$0				
			V	\$0						
			Total	\$171,391						
			Project	\$0						
2024	0%	\$170,060	II	\$17,122	Non-Project	\$1,369	\$0	\$5,599,717	Funded	\$0
			III	\$42,331					Unmet	\$0
			IV	\$109,230	Project	\$0				
			V	\$0						
			Total	\$168,683						
			Project	\$0						

Summary

Functional Class	Rehabilitation	Prev. Maint.	Funded Stop Gap	Unmet Stop Gap
Arterial	\$0	\$0	\$0	\$0
Collector	\$204,665	\$30,451	\$0	\$7,914
Residential/Local	\$641,670	\$1,263	\$0	\$12,746
Grand Total:	\$846,335	\$31,714	\$0	\$20,660

Interest: 3%

Inflation: 3%

Printed: 03/31/2020

Scenario: (3) Maintain Current PCI (62)

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$325,000	0%	2022	\$325,000	0%	2024	\$325,000	0%
2021	\$325,000	0%	2023	\$325,000	0%			

Projected Network Average PCI by year

Year	Never Treated	With Selected Treatment	Treated Centerline Miles	Treated Lane Miles
2020	63	65	0.67	1.35
2021	60	64	0.90	1.80
2022	57	63	0.85	1.71
2023	55	63	0.75	1.49
2024	52	62	1.77	3.55

Percent Network Area by Functional Class and Condition Category

Condition in base year 2020, prior to applying treatments.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	17.1%	29.1%	0.0%	47.6%
II / III	0.0%	2.3%	7.0%	0.0%	9.3%
IV	0.0%	16.5%	24.1%	0.0%	40.5%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2020 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	18.2%	34.1%	0.0%	53.8%
II / III	0.0%	1.2%	3.1%	0.0%	4.3%
IV	0.0%	16.5%	22.9%	0.0%	39.4%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2024 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	20.7%	41.0%	0.0%	63.2%
II / III	0.0%	1.1%	0.0%	0.0%	1.1%
IV	0.0%	1.6%	8.2%	0.0%	9.7%
V	0.0%	13.3%	12.7%	0.0%	26.0%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (3) Maintain Current PCI (62)

Year	PM	Budget	Rehabilitation		Preventative Maintenance		Surplus PM	Deferred	Stop Gap	
2020	0%	\$319,490	II	\$13,702	Non-Project	\$12,434	\$0	\$3,782,523	Funded	\$0
			III	\$193,874					Unmet	\$20,021
			IV	\$99,480	Project	\$0				
			V	\$0						
			Total	\$307,056						
			Project	\$0						
2021	0%	\$319,282	II	\$6,106	Non-Project	\$3,310	\$0	\$3,803,594	Funded	\$0
			III	\$46,812					Unmet	\$0
			IV	\$263,054	Project	\$0				
			V	\$0						
			Total	\$315,972						
			Project	\$0						
2022	0%	\$323,685	II	\$56,946	Non-Project	\$7,889	\$0	\$3,968,082	Funded	\$0
			III	\$55,388					Unmet	\$0
			IV	\$203,462	Project	\$0				
			V	\$0						
			Total	\$315,796						
			Project	\$0						
2023	0%	\$324,912	II	\$12,021	Non-Project	\$220	\$0	\$4,477,184	Funded	\$0
			III	\$0					Unmet	\$0
			IV	\$247,282	Project	\$0				
			V	\$65,389						
			Total	\$324,692						
			Project	\$0						
2024	0%	\$323,636	II	\$17,122	Non-Project	\$22,088	\$0	\$4,821,673	Funded	\$0
			III	\$42,331					Unmet	\$0
			IV	\$109,230	Project	\$0				
			V	\$132,865						
			Total	\$301,548						
			Project	\$0						

Summary

Functional Class	Rehabilitation	Prev. Maint.	Funded Stop Gap	Unmet Stop Gap
Arterial	\$0	\$20,719	\$0	\$0
Collector	\$472,252	\$24,057	\$0	\$7,914
Residential/Local	\$1,092,812	\$1,165	\$0	\$12,107
Grand Total:	\$1,565,064	\$45,941	\$0	\$20,021

Interest: 3%

Inflation: 3%

Printed: 03/31/2020

Scenario: (4) Increase PCI 5 points (to 67)

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$500,000	0%	2022	\$500,000	0%	2024	\$500,000	0%
2021	\$500,000	0%	2023	\$500,000	0%			

Projected Network Average PCI by year

Year	Never Treated	With Selected Treatment	Treated Centerline Miles	Treated Lane Miles
2020	63	67	0.86	1.72
2021	60	66	1.16	2.32
2022	57	67	1.08	2.16
2023	55	67	1.01	2.02
2024	52	67	1.81	3.63

Percent Network Area by Functional Class and Condition Category

Condition in base year 2020, prior to applying treatments.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	17.1%	29.1%	0.0%	47.6%
II / III	0.0%	2.3%	7.0%	0.0%	9.3%
IV	0.0%	16.5%	24.1%	0.0%	40.5%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2020 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	20.2%	34.1%	0.0%	55.8%
II / III	0.0%	1.2%	3.1%	0.0%	4.3%
IV	0.0%	14.4%	22.9%	0.0%	37.3%
V	0.0%	0.9%	1.7%	0.0%	2.6%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Condition in year 2024 after schedulable treatments applied.

Condition	Arterial	Collector	Res/Loc	Other	Total
I	1.5%	27.4%	41.7%	0.0%	70.5%
II / III	0.0%	1.1%	0.0%	0.0%	1.1%
IV	0.0%	1.6%	7.1%	0.0%	8.6%
V	0.0%	6.6%	13.1%	0.0%	19.7%
Total	1.5%	36.7%	61.9%	0.0%	100.0%

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (4) Increase PCI 5 points (to 67)

Year	PM	Budget	Rehabilitation		Preventative Maintenance		Surplus PM	Deferred	Stop Gap	
2020	0%	\$493,378	II	\$13,702	Non-Project	\$12,434	\$0	\$3,608,635	Funded	\$0
			III	\$193,874					Unmet	\$19,231
			IV	\$273,368	Project	\$0				
			V	\$0						
			Total	\$480,944						
			Project	\$0						
2021	0%	\$495,367	II	\$6,106	Non-Project	\$10,970	\$0	\$3,448,406	Funded	\$0
			III	\$46,812					Unmet	\$0
			IV	\$431,479	Project	\$0				
			V	\$0						
			Total	\$484,397						
			Project	\$0						
2022	0%	\$499,968	II	\$56,946	Non-Project	\$19,355	\$0	\$3,425,958	Funded	\$0
			III	\$55,388					Unmet	\$0
			IV	\$368,279	Project	\$0				
			V	\$0						
			Total	\$480,613						
			Project	\$0						
2023	0%	\$484,782	II	\$12,021	Non-Project	\$26,068	\$0	\$3,758,928	Funded	\$0
			III	\$0					Unmet	\$0
			IV	\$0	Project	\$0				
			V	\$446,693						
			Total	\$458,714						
			Project	\$0						
2024	0%	\$482,248	II	\$17,122	Non-Project	\$1,369	\$0	\$3,784,857	Funded	\$0
			III	\$0					Unmet	\$0
			IV	\$109,230	Project	\$0				
			V	\$354,527						
			Total	\$480,879						
			Project	\$0						

Summary

Functional Class	Rehabilitation	Prev. Maint.	Funded Stop Gap	Unmet Stop Gap
Arterial	\$0	\$20,115	\$0	\$0
Collector	\$1,272,164	\$48,818	\$0	\$7,124
Residential/Local	\$1,113,383	\$1,263	\$0	\$12,107
Grand Total:	\$2,385,547	\$70,196	\$0	\$19,231

Appendix E

Section PCI/Remaining Service Life (RSL) Listing Report

Printed: 03/30/2020

Street ID	Section ID	Street Name	From	To	Length	Width	Area	Functional Class	Surface Type	Current PCI	Remaining Life
AHWAHN	010	AHWAHNEE ST	FIRST ST	DONNER ST	708	36	25,488	A - Arterial	A - AC	83	20.64
CAETAN	010	CAETANO PL	DEAD END W OF RANCHO WY	CUL DE SAC EAST	856	38	32,528	R - Residential/Local	A - AC	96	34.03
CEDARC	010	CEDAR CT	DEAD END SOUTH	COPPERLEAF LN	296	32	9,472	R - Residential/Local	A - AC	96	34.03
CHURCH	010	CHURCH ST	MONTEREY ST	CEMETERY ENTRANCE	256	27	6,912	R - Residential/Local	A - AC	75	25.37
CHURCH	020	CHURCH ST	CEMETERY ENTRANCE	THIRD ST	609	28	17,052	R - Residential/Local	A - AC	48	8.89
CHURCH	030	CHURCH ST	THIRD ST	SECOND ST	219	35	7,665	R - Residential/Local	A - AC	50	9.36
CHURCH	040	CHURCH ST	SECOND ST	FIRST ST	264	30	7,920	R - Residential/Local	A - AC	5	0
COPPER	010	COPPERLEAF LN	OLD SJ HOLLISTER RD	CUL-DE-SAC WEST	1,335	32	42,720	R - Residential/Local	A - AC	96	34
CYPRES	010	CYPRESS LN	OLD SJ HOLLISTER RD	COPPERLEAF LN	288	32	9,216	R - Residential/Local	A - AC	96	34.03
DONNER	010	DONNER ST	THIRD ST	FIRST ST	512	36	18,432	R - Residential/Local	A - AC	83	34.23
FIFTHS	010	FIFTH ST	MUCKELEMI ST	POLK ST	495	36	17,820	R - Residential/Local	A - AC	43	6.45
FIFTHS	020	FIFTH ST	POLK ST	WASHINGTON ST	603	36	21,708	R - Residential/Local	A - AC	20	0
FIFTHS	030	FIFTH ST	FRANKLIN ST	DEAD END EAST	466	32	14,912	R - Residential/Local	A - AC	30	1.59
FIRSTS	010	FIRST ST	WEST CITY LIMITS	LAVAGNINO DR	528	32	16,896	C - Collector	A - AC	30	1.03
FIRSTS	020	FIRST ST	LAVAGNINO DR	NORTH ST	969	32	31,008	C - Collector	A - AC	74	13.06
FIRSTS	030	FIRST ST	NORTH ST	MONTEREY ST	568	38	21,584	C - Collector	A - AC	33	1.63
FIRSTS	040	FIRST ST	MONTEREY ST	SAN JOSE ST	704	29	20,416	C - Collector	A - AC	74	13.06
FOURTH	010	FOURTH ST	MONTEREY ST	MUCKELEMI ST	878	35	30,730	C - Collector	A - AC	87	18.51
FOURTH	020	FOURTH ST	MUCKELEMI ST	WASHINGTON ST	814	35	28,490	C - Collector	A - AC	85	16.57
FOURTH	030	FOURTH ST	WASHINGTON ST	THE ALAMEDA	908	36	32,688	C - Collector	A - AC	87	18.51
FRACIR	010	FRANKLIN CIR	SIXTH ST	FRANKLIN ST	526	36	18,936	R - Residential/Local	A - AC	44	6.46
FRANST	010	FRANKLIN ST	SIXTH ST	FOURTH ST	615	26	15,990	R - Residential/Local	A - AC	66	18.23
FRANST	020	FRANKLIN ST	FOURTH ST	THIRD ST	377	28	10,556	R - Residential/Local	A - AC	40	5.36
FRANST	030	FRANKLIN ST	THIRD ST	SECOND ST	355	26	9,230	R - Residential/Local	A - AC	91	32.48
FRANST	040	FRANKLIN ST	SECOND ST	END OF PAVEMENT	510	24	12,240	R - Residential/Local	A - AC	85	34.43
JEFFER	010	JEFFERSON ST	THIRD ST	FIRST ST	511	29	14,819	R - Residential/Local	A - AC	34	3.01
LANGCT	010	LANG CT	LANG ST	CUL-DE-SAC NORTH	272	36	9,792	R - Residential/Local	A - AC	41	5.74
LANGST	010	LANG ST	WASHINGTON ST	DEAD END E OF LANG CT	1,064	36	38,304	R - Residential/Local	A - AC	42	6.16
LANGST	020	LANG ST	DEAD END WEST	THE ALAMEDA	388	28	10,864	R - Residential/Local	A - AC	51	10.36
LASUEN	010	LASUEN DR	DEAD END WEST	WASHINGTON ST	1,088	14	15,232	R - Residential/Local	A - AC	73	24.37
LAVAGI	010	LAVAGNINO DR	DEAD END S OF THIRD ST	VISTA WAY	438	46	20,148	R - Residential/Local	A - AC	95	33.93

Printed: 03/30/2020

Street ID	Section ID	Street Name	From	To	Length	Width	Area	Functional Class	Surface Type	Current PCI	Remaining Life
LAVAGI	020	LAVAGNINO DR	VISTA WAY	FIRST ST	544	39	21,216	R - Residential/Local	A - AC	95	33.93
MARENT	010	MARENTIS CIR	MONTEREY ST	CUL-DE-SAC EAST	198	26	5,148	R - Residential/Local	A - AC	35	3.39
MARIPO	010	MARIPOSA ST	FOURTH ST	THIRD ST	332	23	7,636	R - Residential/Local	A - AC	32	2.3
MARIPO	020	MARIPOSA ST	THIRD ST	SECOND ST	316	27	8,532	R - Residential/Local	A - AC	38	4.57
MISSIO	010	MISSION ST	FIFTH ST	FOURTH ST	306	26	7,956	R - Residential/Local	A - AC	84	28.57
MONTER	010	MONTEREY ST	MUCKELEMI ST/HWY ONRAMP	CHURCH ST	417	28	11,676	C - Collector	C - AC/PCC	30	1.22
MONTER	020	MONTEREY ST	CHURCH ST	FOURTH ST	558	34	18,972	C - Collector	O - AC/AC	60	11.73
MONTER	030	MONTEREY ST	FOURTH ST	FIRST ST	802	34	27,268	C - Collector	O - AC/AC	39	3.91
MUCKLE	010	MUCKELEMI ST	MONTEREY ST	SAN ANTONIA ST	988	36	35,568	C - Collector	A - AC	41	3.14
MUCKLE	020	MUCKELEMI ST	SAN ANTONIA ST	FOURTH ST	636	55	34,980	C - Collector	A - AC	37	2.54
MUCKLE	030	MUCKELEMI ST	FOURTH ST	THIRD ST	335	32	10,720	C - Collector	A - AC	35	2.05
MUCKLE	040	MUCKELEMI ST	THIRD ST	FIRST ST	277	47	13,019	C - Collector	A - AC	78	14.73
NORTHS	010	NORTH ST	THIRD ST	FIRST ST	492	36	17,712	R - Residential/Local	A - AC	61	15.19
NYLAND	010	NYLAND DR	THE ALAMEDA	END OF PVMT	956	35	33,460	R - Residential/Local	A - AC	78	29.08
OLDSAN	010	OLD SAN JUAN HOLLISTER RD	THE ALAMEDA	300FT E OF COPPERLEAF LN	1,662	31	51,522	C - Collector	A - AC	89	20.08
OLDSAN	020	OLD SAN JUAN HOLLISTER RD	300FT E OF COPPERLEAF LN	HWY 156	3,280	24	78,720	C - Collector	A - AC	38	2.7
PEARCE	010	PEARCE ST	FOURTH ST	THE ALAMEDA	215	26	5,590	R - Residential/Local	A - AC	37	3.85
POLKST	010	POLK ST	DEAD END S. OF SEVENTH ST	FOURTH ST	1,094	36	39,384	R - Residential/Local	A - AC	36	3.8
POLKST	020	POLK ST	FOURTH ST	SECOND ST	355	36	12,780	R - Residential/Local	A - AC	53	11.38
POLKST	030	POLK ST	SECOND ST	FIRST ST	298	32	9,536	R - Residential/Local	A - AC	25	0
RANCHO	010	RANCHO WY	DEAD END S OF THIRD ST	CAETANO PL	778	36	28,008	R - Residential/Local	A - AC	96	34
SALINA	010	SALINAS RD	OLD SAN JUAN HOLLISTER RD	CITY LIMITS	185	22	4,070	C - Collector	O - AC/AC	36	2.78
SANANT	010	SAN ANTONIO ST	SEVENTH ST	200FT S OF SIXTH ST	238	38	9,044	R - Residential/Local	A - AC	93	33.27
SANANT	020	SAN ANTONIO ST	200FT S OF SIXTH ST	MUCKELEMI ST	414	38	15,732	R - Residential/Local	A - AC	71	16.94
SANJOS	010	SAN JOSE ST	FOURTH ST	THIRD ST	310	24	7,440	R - Residential/Local	A - AC	42	6.22
SANJOS	020	SAN JOSE ST	THIRST ST	FIRST ST	534	26	13,884	R - Residential/Local	A - AC	35	3.42
SECOND	010	SECOND ST	NORTH ST	MONTEREY ST	526	34	17,884	R - Residential/Local	A - AC	33	2.59
SECOND	020	SECOND ST	MONTEREY ST	SAN JOSE ST	677	36	24,372	R - Residential/Local	A - AC	67	19.31
SECOND	030	SECOND ST	SAN JOSE ST	MARIPOSA ST	882	36	31,752	R - Residential/Local	A - AC	35	3.04

Printed: 03/30/2020

Street ID	Section ID	Street Name	From	To	Length	Width	Area	Functional Class	Surface Type	Current PCI	Remaining Life
SECOND	040	SECOND ST	MARIPOSA ST	FRANKLIN ST	566	25	14,150	R - Residential/Local	A - AC	75	23.1
SEVENT	010	SEVENTH ST	SAN ANTONIO ST	POLK ST	616	36	22,176	R - Residential/Local	A - AC	46	7.98
SEVENT	020	SEVENTH ST	POLK ST	WASHINGTON ST	629	36	22,644	R - Residential/Local	A - AC	51	10.35
SIXTHS	010	SIXTH ST	SAN ANTONIO ST	POLK ST	623	36	22,428	R - Residential/Local	A - AC	31	1.94
SIXTHS	020	SIXTH ST	POLK ST	WASHINGTON ST	619	36	22,284	R - Residential/Local	A - AC	36	3.79
SIXTHS	030	SIXTH ST	WASHINGTON ST	FRANKLIN CIR	228	36	8,208	R - Residential/Local	A - AC	70	21.11
STEVEN	010	STEVENS DR	DEAD END SOUTH	LANG ST	154	36	5,544	R - Residential/Local	A - AC	29	1.21
TAHUAL	010	TAHUALAMI ST	FOURTH ST	THIRD ST	317	36	11,412	R - Residential/Local	A - AC	92	32.91
TAHUAL	020	TAHUALAMI ST	THIRD ST	FIRST ST	498	30	14,940	R - Residential/Local	A - AC	31	1.91
ALAMED	020	THE ALAMEDA	PEARCE ST	STATE HWY 156	772	44	33,968	L - Local (7)	O - AC/AC	83	32.5
ALAMED	030	THE ALAMEDA	STATE HWY 156	LANG ST	103	36	3,708	C - Collector	O - AC/AC	89	34.02
ALAMED	040	THE ALAMEDA	LANG ST	OLD SAN JUAN HOLLISTER RD	434	36	15,624	C - Collector	O - AC/AC	34	2.23
THIRDS	100	THE ALAMEDA	FRANKLIN ST	PEARCE ST	313	55	17,215	C - Collector	O - AC/AC	78	22.99
THIRDS	010	THIRD ST	RANCHO WY	LAVAGNINO DR	615	36	22,140	R - Residential/Local	A - AC	93	39.1
THIRDS	020	THIRD ST	LAVAGNINO DR	TRAILSIDE CT	538	45	24,210	C - Collector	A - AC	96	28.81
THIRDS	030	THIRD ST	TRAILSIDE CT	DONNER ST	372	30	11,160	C - Collector	A - AC	98	24.15
THIRDS	040	THIRD ST	DONNER ST	NORTH ST	468	22	10,296	C - Collector	A - AC	84	19.25
THIRDS	050	THIRD ST	NORTH ST	MONTEREY ST	408	30	12,240	C - Collector	A - AC	91	21.13
THIRDS	060	THIRD ST	MONTEREY ST	TUHAULAMI ST	238	30	7,140	C - Collector	A - AC	93	22.16
THIRDS	070	THIRD ST	TUHAULAMI ST	MUCKELEMI ST	692	22	15,224	C - Collector	O - AC/AC	15	0
THIRDS	080	THIRD ST	MUCKELEMI ST	MARIPOSA ST	686	39	26,754	C - Collector	O - AC/AC	48	6.73
THIRDS	090	THIRD ST	MARIPOSA ST	FRANKLIN ST	509	39	19,851	C - Collector	O - AC/AC	59	10.83
TRAILS	010	TRAILSIDE CT	CUL-DE-SAC SOUTH	THIRD ST	407	38	15,466	R - Residential/Local	A - AC	96	34.03
TRAILD	010	TRAILSIDE DR	THIRD ST	CUL-DE-SAC NW	492	38	18,696	R - Residential/Local	A - AC	96	34.03
VIAPAD	010	VIA PADRE	FIRST ST	CUL-DE-SAC NORTH	251	36	9,036	R - Residential/Local	A - AC	63	17.08
VIASER	010	VIA SERRA	FIRST ST	CUL-DE-SAC NORTH	238	36	8,568	R - Residential/Local	A - AC	85	29.19
VISTAW	010	VISTA WY	RANCHO WY	LAVAGNINO DR	668	36	24,048	R - Residential/Local	A - AC	96	34
WASHIN	010	WASHINGTON ST	CUL-DE-SAC SOUTH	100FT N OF LANG ST	417	36	15,012	R - Residential/Local	A - AC	32	2.28
WASHIN	020	WASHINGTON ST	100FT N OF LANG ST	SEVENTH ST	502	36	18,072	R - Residential/Local	A - AC	72	21.01
WASHIN	030	WASHINGTON ST	SEVENTH ST	FIFTH ST	636	36	22,896	R - Residential/Local	A - AC	73	21.62
WASHIN	040	WASHINGTON ST	FIFTH ST	FOURTH ST	318	36	11,448	R - Residential/Local	A - AC	89	31.5
WASHIN	050	WASHINGTON ST	FOURTH ST	SECOND ST	644	36	23,184	R - Residential/Local	A - AC	33	2.49

Printed: 03/30/2020

Street ID	Section ID	Street Name	From	To	Length	Width	Area	Functional Class	Surface Type	Current PCI	Remaining Life
Total Section Length:										51,996	
Total Section Area:										1,723,091	

Appendix F

Scenarios -Sections Selected for Treatment

Scenario 1 - Unconstrained Needs

Scenario 2 - Current Budget Scenario

Scenario 3 - Maintain Current PCI

Scenario 4 - Increase PCI 5 points

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$1,593,421	0%	2022	\$750,097	0%	2024	\$1,671,314	0%
2021	\$346,877	0%	2023	\$2,003,137	0%			

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment PCI Before	PCI After	Cost	Rating	Treatment
MUCKELEMI ST	MONTEREY ST	SAN ANTONIA ST	MUCKLE	010	988	36	35,568	C	AC		40	41	100	\$173,888	12,070	EDGE GRD+25% DIG+FAB+3IN OL
Treatment Total												\$173,888				
CHURCH ST	SECOND ST	FIRST ST	CHURCH	040	264	30	7,920	R	AC		4	5	100	\$59,840	6,531	FULL DEPTH RECLAMATION
FIFTH ST	POLK ST	WASHINGTON ST	FIFTHS	020	603	36	21,708	R	AC		19	20	100	\$164,016	6,531	FULL DEPTH RECLAMATION
THIRD ST	TUHAULAMI ST	MUCKELEMI ST	THIRDS	070	692	22	15,224	C	AC/AC		15	16	100	\$115,026	7,761	FULL DEPTH RECLAMATION
Treatment Total												\$338,882				
FRANKLIN ST	SIXTH ST	FOURTH ST	FRANST	010	615	26	15,990	R	AC		65	66	100	\$46,194	12,953	THIN OVERLAY
NORTH ST	THIRD ST	FIRST ST	NORTHS	010	492	36	17,712	R	AC		60	61	100	\$51,168	14,397	THIN OVERLAY
SECOND ST	MONTEREY ST	SAN JOSE ST	SECOND	020	677	36	24,372	R	AC		66	67	100	\$70,408	12,460	THIN OVERLAY
VIA PADRE	FIRST ST	CUL-DE-SAC NORTH	VIAPAD	010	251	36	9,036	R	AC		62	63	100	\$26,104	13,612	THIN OVERLAY
Treatment Total												\$193,874				
CHURCH ST	CEMETERY ENTRANCE	THIRD ST	CHURCH	020	609	28	17,052	R	AC		47	48	100	\$83,366	9,916	EDGE GRD+20% DIG+FAB+3IN OL
FIFTH ST	MUCKELEMI ST	POLK ST	FIFTHS	010	495	36	17,820	R	AC		42	43	100	\$87,120	10,275	EDGE GRD+20% DIG+FAB+3IN OL
FRANKLIN CIR	SIXTH ST	FRANKLIN ST	FRACIR	010	526	36	18,936	R	AC		43	44	100	\$92,576	10,249	EDGE GRD+20% DIG+FAB+3IN OL
FRANKLIN ST	FOURTH ST	THIRD ST	FRANST	020	377	28	10,556	R	AC		39	40	100	\$51,608	10,416	EDGE GRD+20% DIG+FAB+3IN OL
LANG CT	LANG ST	CUL-DE-SAC NORTH	LANGCT	010	272	36	9,792	R	AC		40	41	100	\$47,872	10,373	EDGE GRD+20% DIG+FAB+3IN OL
LANG ST	WASHINGTON ST	DEAD END E OF LANG CT	LANGST	010	1,064	36	38,304	R	AC		41	42	100	\$187,264	10,319	EDGE GRD+20% DIG+FAB+3IN OL
SAN JOSE ST	FOURTH ST	THIRD ST	SANJOS	010	310	24	7,440	R	AC		41	42	100	\$36,374	10,313	EDGE GRD+20% DIG+FAB+3IN OL
SEVENTH ST	SAN ANTONIO ST	POLK ST	SEVENT	010	616	36	22,176	R	AC		45	46	100	\$108,416	10,064	EDGE GRD+20% DIG+FAB+3IN OL
THIRD ST	MUCKELEMI ST	MARIPOSA ST	THIRDS	080	686	39	26,754	C	AC/AC		47	48	100	\$130,798	11,454	EDGE GRD+20% DIG+FAB+3IN OL
Treatment Total												\$825,394				
AHWAHNEE ST	FIRST ST	DONNER ST	AHWAHN	010	708	36	25,488	A	AC		82	83	90	\$18,408	23,872	SLURRY SEAL
MONTEREY ST	CHURCH ST	FOURTH ST	MONTER	020	558	34	18,972	C	AC/AC		59	60	70	\$13,702	22,909	SLURRY SEAL

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (1) Unconstrained Needs

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
MUCKELEMI ST	THIRD ST	FIRST ST	MUCKLE	040	277	47	13,019	C	AC		77	78	86	\$9,403	20,716	SLURRY SEAL
THIRD ST	DONNER ST	NORTH ST	THIRDS	040	468	22	10,296	C	AC		83	84	91	\$7,436	25,118	SLURRY SEAL
THE ALAMEDA	FRANKLIN ST	PEARCE ST	THIRDS	100	313	55	17,215	C	AC/AC		77	78	86	\$12,434	31,790	SLURRY SEAL
											Treatment Total			\$61,383		
Year 2020 Area Total											401,350		Year 2020 Total		\$1,593,421	

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
POLK ST	SECOND ST	FIRST ST	POLKST	030	298	32	9,536	R	AC		24	22	100	\$74,212	6,341	FULL DEPTH RECLAMATION
											Treatment Total			\$74,212		
SAN ANTONIO ST	200FT S OF SIXTH ST	MUCKELEMI ST	SANANT	020	414	38	15,732	R	AC		70	68	100	\$46,812	13,087	THIN OVERLAY
											Treatment Total			\$46,812		
CHURCH ST	THIRD ST	SECOND ST	CHURCH	030	219	35	7,665	R	AC		49	48	100	\$38,598	9,689	EDGE GRD+20% DIG+FAB+3IN OL
LANG ST	DEAD END WEST	THE ALAMEDA	LANGST	020	388	28	10,864	R	AC		50	49	100	\$54,707	9,545	EDGE GRD+20% DIG+FAB+3IN OL
SEVENTH ST	POLK ST	WASHINGTON ST	SEVENT	020	629	36	22,644	R	AC		50	49	100	\$114,026	9,544	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$207,331		
THE ALAMEDA	STATE HWY 156	LANG ST	ALAMED	030	103	36	3,708	C	AC/AC		88	88	94	\$2,759	28,772	SLURRY SEAL
SIXTH ST	WASHINGTON ST	FRANKLIN CIR	SIXTHS	030	228	36	8,208	R	AC		69	68	77	\$6,106	19,257	SLURRY SEAL
THIRD ST	NORTH ST	MONTEREY ST	THIRDS	050	408	30	12,240	C	AC		90	89	94	\$9,106	16,736	SLURRY SEAL
											Treatment Total			\$17,971		
FOURTH ST	MONTEREY ST	MUCKELEMI ST	FOURTH	010	878	35	30,730	C	AC		86	85	86	\$174	695,906	SEAL CRACKS
FOURTH ST	MUCKELEMI ST	WASHINGTON ST	FOURTH	020	814	35	28,490	C	AC		84	82	84	\$192	594,323	SEAL CRACKS
FOURTH ST	WASHINGTON ST	THE ALAMEDA	FOURTH	030	908	36	32,688	C	AC		86	85	86	\$185	695,906	SEAL CRACKS
											Treatment Total			\$551		
Year 2021 Area Total											182,505		Year 2021 Total		\$346,877	

Year: 2022

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
FIFTH ST	FRANKLIN ST	DEAD END EAST	FIFTHS	030	466	32	14,912	R	AC		29	24	100	\$119,530	6,156	FULL DEPTH RECLAMATION

Year: 2022

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
FIRST ST	WEST CITY LIMITS	LAVAGNINO DR	FIRSTS	010	528	32	16,896	C	AC		30	20	100	\$135,434	7,316	FULL DEPTH RECLAMATION
FIRST ST	NORTH ST	MONTEREY ST	FIRSTS	030	568	38	21,584	C	AC		33	24	100	\$173,011	7,316	FULL DEPTH RECLAMATION
MONTEREY ST	MUCKELEMI ST/HWY ONRAMP	CHURCH ST	MONTER	010	417	28	11,676	C	AC/PCC		29	22	100	\$93,592	7,316	FULL DEPTH RECLAMATION
STEVENS DR	DEAD END SOUTH	LANG ST	STEVEN	010	154	36	5,544	R	AC		28	23	100	\$44,439	6,156	FULL DEPTH RECLAMATION
											Treatment Total			\$566,006		
WASHINGTON ST	100FT N OF LANG ST	SEVENTH ST	WASHIN	020	502	36	18,072	R	AC		71	68	100	\$55,388	11,697	THIN OVERLAY
											Treatment Total			\$55,388		
POLK ST	FOURTH ST	SECOND ST	POLKST	020	355	36	12,780	R	AC		52	49	100	\$66,286	9,265	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$66,286		
FIRST ST	LAVAGNINO DR	NORTH ST	FIRSTS	020	969	32	31,008	C	AC		73	69	78	\$23,759	17,136	SLURRY SEAL
FIRST ST	MONTEREY ST	SAN JOSE ST	FIRSTS	040	704	29	20,416	C	AC		73	69	78	\$15,643	17,136	SLURRY SEAL
THIRD ST	MONTEREY ST	TUHAULAMI ST	THIRDS	060	238	30	7,140	C	AC		92	89	94	\$5,471	16,185	SLURRY SEAL
WASHINGTON ST	SEVENTH ST	FIFTH ST	WASHIN	030	636	36	22,896	R	AC		72	69	78	\$17,544	16,821	SLURRY SEAL
											Treatment Total			\$62,417		
Year 2022 Area Total									182,924		Year 2022 Total			\$750,097		

Year: 2023

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
THE ALAMEDA	LANG ST	OLD SAN JUAN HOLLISTER RD	ALAMED	040	434	36	15,624	C	AC/AC		33	22	100	\$128,995	7,103	FULL DEPTH RECLAMATION
MARIPOSA ST	FOURTH ST	THIRD ST	MARIPO	010	332	23	7,636	R	AC		31	23	100	\$63,045	5,977	FULL DEPTH RECLAMATION
MUCKELEMI ST	SAN ANTONIA ST	FOURTH ST	MUCKLE	020	636	55	34,980	C	AC		37	23	100	\$288,801	7,103	FULL DEPTH RECLAMATION
MUCKELEMI ST	FOURTH ST	THIRD ST	MUCKLE	030	335	32	10,720	C	AC		35	21	100	\$88,507	7,103	FULL DEPTH RECLAMATION
OLD SAN JUAN HOLLISTER RD	300FT E OF COPPERLEAF LN	HWY 156	OLDSAN	020	3,280	24	78,720	C	AC		38	24	100	\$649,925	7,103	FULL DEPTH RECLAMATION
SECOND ST	NORTH ST	MONTEREY ST	SECOND	010	526	34	17,884	R	AC		32	24	100	\$147,654	5,977	FULL DEPTH RECLAMATION
SIXTH ST	SAN ANTONIO ST	POLK ST	SIXTHS	010	623	36	22,428	R	AC		30	22	100	\$185,170	5,977	FULL DEPTH RECLAMATION
TAHUALAMI ST	THIRD ST	FIRST ST	TAHUAL	020	498	30	14,940	R	AC		30	22	100	\$123,348	5,977	FULL DEPTH RECLAMATION

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (1) Unconstrained Needs

Year: 2023

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
WASHINGTON ST	CUL-DE-SAC SOUTH	100FT N OF LANG ST	WASHIN	010	417	36	15,012	R	AC		31	23	100	\$123,942	5,977	FULL DEPTH RECLAMATION
WASHINGTON ST	FOURTH ST	SECOND ST	WASHIN	050	644	36	23,184	R	AC		32	24	100	\$191,411	5,977	FULL DEPTH RECLAMATION
											Treatment Total		\$1,990,798			
LASUEN DR	DEAD END WEST	WASHINGTON ST	LASUEN	010	1,088	14	15,232	R	AC		72	69	78	\$12,021	20,350	SLURRY SEAL
											Treatment Total		\$12,021			
LAVAGNINO DR	DEAD END S OF THIRD ST	VISTA WAY	LAVAGI	010	438	46	20,148	R	AC		95	88	89	\$93	518,601	SEAL CRACKS
LAVAGNINO DR	VISTA WAY	FIRST ST	LAVAGI	020	544	39	21,216	R	AC		95	88	89	\$98	518,601	SEAL CRACKS
RANCHO WY	DEAD END S OF THIRD ST	CAETANO PL	RANCHO	010	778	36	28,008	R	AC		95	88	89	\$127	519,778	SEAL CRACKS
											Treatment Total		\$318			
Year 2023 Area Total											325,732		Year 2023 Total		\$2,003,137	

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
JEFFERSON ST	THIRD ST	FIRST ST	JEFFER	010	511	29	14,819	R	AC		33	22	100	\$126,019	5,803	FULL DEPTH RECLAMATION
MARENTIS CIR	MONTEREY ST	CUL-DE-SAC EAST	MARENT	010	198	26	5,148	R	AC		34	23	100	\$43,778	5,803	FULL DEPTH RECLAMATION
**MARIPOSA ST	THIRD ST	SECOND ST	MARIPO	020	316	27	8,532	R	AC		37	27	100	\$72,555	5,792	FULL DEPTH RECLAMATION
**MONTEREY ST	FOURTH ST	FIRST ST	MONTER	030	802	34	27,268	C	AC/AC		38	25	100	\$231,883	6,892	FULL DEPTH RECLAMATION
**PEARCE ST	FOURTH ST	THE ALAMEDA	PEARCE	010	215	26	5,590	R	AC		36	25	100	\$47,537	5,801	FULL DEPTH RECLAMATION
**POLK ST	DEAD END S. OF SEVENTH ST	FOURTH ST	POLKST	010	1,094	36	39,384	R	AC		35	25	100	\$334,916	5,802	FULL DEPTH RECLAMATION
SALINAS RD	OLD SAN JUAN HOLLISTER RD	CITY LIMITS	SALINA	010	185	22	4,070	C	AC/AC		35	20	100	\$34,611	6,896	FULL DEPTH RECLAMATION
SAN JOSE ST	THIRST ST	FIRST ST	SANJOS	020	534	26	13,884	R	AC		34	23	100	\$118,068	5,803	FULL DEPTH RECLAMATION
SECOND ST	SAN JOSE ST	MARIPOSA ST	SECOND	030	882	36	31,752	R	AC		34	22	100	\$270,015	5,803	FULL DEPTH RECLAMATION
**SIXTH ST	POLK ST	WASHINGTON ST	SIXTHS	020	619	36	22,284	R	AC		35	25	100	\$189,500	5,802	FULL DEPTH RECLAMATION
											Treatment Total		\$1,468,882			
THIRD ST	MARIPOSA ST	FRANKLIN ST	THIRDS	090	509	39	19,851	C	AC/AC		58	49	100	\$109,230	10,104	EDGE GRD+20% DIG+FAB+3IN OL

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (1) Unconstrained Needs

										Treatment Total		\$109,230			
CHURCH ST	MONTEREY ST	CEMETERY ENTRANCE	CHURCH	010	256	27	6,912	R	AC	74	69	78	\$5,619	18,818	SLURRY SEAL
FOURTH ST	MONTEREY ST	MUCKELEMI ST	FOURTH	010	878	35	30,730	C	AC	86	80	88	\$24,980	17,861	SLURRY SEAL
FOURTH ST	MUCKELEMI ST	WASHINGTON ST	FOURTH	020	814	35	28,490	C	AC	84	78	86	\$23,159	16,387	SLURRY SEAL
FOURTH ST	WASHINGTON ST	THE ALAMEDA	FOURTH	030	908	36	32,688	C	AC	86	80	88	\$26,572	17,861	SLURRY SEAL
SECOND ST	MARIPOSA ST	FRANKLIN ST	SECOND	040	566	25	14,150	R	AC	74	68	77	\$11,503	16,008	SLURRY SEAL
										Treatment Total		\$91,833			
CAETANO PL	DEAD END W OF RANCHO WY	CUL DE SAC EAST	CAETAN	010	856	38	32,528	R	AC	95	86	87	\$178	490,270	SEAL CRACKS
CEDAR CT	DEAD END SOUTH	COPPERLEAF LN	CEDARC	010	296	32	9,472	R	AC	95	86	87	\$52	490,294	SEAL CRACKS
COPPERLEAF LN	OLD SJ HOLLISTER RD	CUL-DE-SAC WEST	COPPER	010	1,335	32	42,720	R	AC	95	86	87	\$235	489,954	SEAL CRACKS
CYPRESS LN	OLD SJ HOLLISTER RD	COPPERLEAF LN	CYPRES	010	288	32	9,216	R	AC	95	86	87	\$51	490,294	SEAL CRACKS
OLD SAN JUAN HOLLISTER RD	THE ALAMEDA	300FT E OF COPPERLEAF LN	OLDSAN	010	1,662	31	51,522	C	AC	88	81	82	\$424	546,040	SEAL CRACKS
THIRD ST	RANCHO WY	LAVAGNINO DR	THIRDS	010	615	36	22,140	R	AC	92	87	88	\$109	585,223	SEAL CRACKS
TRAILSIDE DR	THIRD ST	CUL-DE-SAC NW	TRAILD	010	492	38	18,696	R	AC	95	86	87	\$103	273,287	SEAL CRACKS
TRAILSIDE CT	CUL-DE-SAC SOUTH	THIRD ST	TRAILS	010	407	38	15,466	R	AC	95	86	87	\$85	490,294	SEAL CRACKS
VISTA WY	RANCHO WY	LAVAGNINO DR	VISTAW	010	668	36	24,048	R	AC	95	86	87	\$132	489,954	SEAL CRACKS
										Treatment Total		\$1,369			
										Year 2024 Area Total		531,360			
										Year 2024 Total		\$1,671,314			
										Total Section Area:		1,623,871			
										Grand Total		\$6,364,846			

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (2) Current Funding - \$176k/year

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$173,550	0%	2022	\$174,200	0%	2024	\$170,060	0%
2021	\$175,010	0%	2023	\$185,300	0%			

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
FRANKLIN ST	SIXTH ST	FOURTH ST	FRANST	010	615	26	15,990	R	AC		65	66	100	\$46,194	12,953	THIN OVERLAY
NORTH ST	THIRD ST	FIRST ST	NORTHS	010	492	36	17,712	R	AC		60	61	100	\$51,168	14,397	THIN OVERLAY
VIA PADRE	FIRST ST	CUL-DE-SAC NORTH	VIAPAD	010	251	36	9,036	R	AC		62	63	100	\$26,104	13,612	THIN OVERLAY
											Treatment Total			\$123,466		
SAN JOSE ST	FOURTH ST	THIRD ST	SANJOS	010	310	24	7,440	R	AC		41	42	100	\$36,374	10,313	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$36,374		
MONTEREY ST	CHURCH ST	FOURTH ST	MONTER	020	558	34	18,972	C	AC/AC		59	60	70	\$13,702	22,909	SLURRY SEAL
											Treatment Total			\$13,702		
Year 2020 Area Total											69,150			Year 2020 Total	\$173,542	

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
SAN ANTONIO ST	200FT S OF SIXTH ST	MUCKELEMI ST	SANANT	020	414	38	15,732	R	AC		70	68	100	\$46,812	13,087	THIN OVERLAY
SECOND ST	MONTEREY ST	SAN JOSE ST	SECOND	020	677	36	24,372	R	AC		66	65	100	\$72,521	12,597	THIN OVERLAY
											Treatment Total			\$119,333		
CHURCH ST	THIRD ST	SECOND ST	CHURCH	030	219	35	7,665	R	AC		49	48	100	\$38,598	9,689	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$38,598		
THE ALAMEDA	STATE HWY 156	LANG ST	ALAMED	030	103	36	3,708	C	AC/AC		88	88	94	\$2,759	28,772	SLURRY SEAL
SIXTH ST	WASHINGTON ST	FRANKLIN CIR	SIXTHS	030	228	36	8,208	R	AC		69	68	77	\$6,106	19,257	SLURRY SEAL
THIRD ST	DONNER ST	NORTH ST	THIRDS	040	468	22	10,296	C	AC		83	82	89	\$7,660	24,338	SLURRY SEAL
											Treatment Total			\$16,525		
FOURTH ST	MONTEREY ST	MUCKELEMI ST	FOURTH	010	878	35	30,730	C	AC		86	85	86	\$174	695,906	SEAL CRACKS
FOURTH ST	MUCKELEMI ST	WASHINGTON ST	FOURTH	020	814	35	28,490	C	AC		84	82	84	\$192	594,323	SEAL CRACKS
FOURTH ST	WASHINGTON ST	THE ALAMEDA	FOURTH	030	908	36	32,688	C	AC		86	85	86	\$185	695,906	SEAL CRACKS
											Treatment Total			\$551		
Year 2021 Area Total											161,889			Year 2021 Total	\$175,007	

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (2) Current Funding - \$176k/year

Year: 2022

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
WASHINGTON ST	100FT N OF LANG ST	SEVENTH ST	WASHIN	020	502	36	18,072	R	AC		71	68	100	\$55,388	11,697	THIN OVERLAY
											Treatment Total			\$55,388		
LANG ST	DEAD END WEST	THE ALAMEDA	LANGST	020	388	28	10,864	R	AC		50	47	100	\$56,348	9,428	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$56,348		
FIRST ST	LAVAGNINO DR	NORTH ST	FIRSTS	020	969	32	31,008	C	AC		73	69	78	\$23,759	17,136	SLURRY SEAL
FIRST ST	MONTEREY ST	SAN JOSE ST	FIRSTS	040	704	29	20,416	C	AC		73	69	78	\$15,643	17,136	SLURRY SEAL
THIRD ST	MONTEREY ST	TUHAULAMI ST	THIRDS	060	238	30	7,140	C	AC		92	89	94	\$5,471	16,185	SLURRY SEAL
WASHINGTON ST	SEVENTH ST	FIFTH ST	WASHIN	030	636	36	22,896	R	AC		72	69	78	\$17,544	16,821	SLURRY SEAL
											Treatment Total			\$62,417		
Year 2022 Area Total											110,396		Year 2022 Total		\$174,153	

Year: 2023

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
CHURCH ST	CEMETERY ENTRANCE	THIRD ST	CHURCH	020	609	28	17,052	R	AC		47	41	100	\$91,096	9,477	EDGE GRD+20% DIG+FAB+3IN OL
POLK ST	FOURTH ST	SECOND ST	POLKST	020	355	36	12,780	R	AC		52	47	100	\$68,274	9,151	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$159,370		
LASUEN DR	DEAD END WEST	WASHINGTON ST	LASUEN	010	1,088	14	15,232	R	AC		72	69	78	\$12,021	20,350	SLURRY SEAL
THE ALAMEDA	FRANKLIN ST	PEARCE ST	THIRDS	100	313	55	17,215	C	AC/AC		77	74	82	\$13,586	27,788	SLURRY SEAL
											Treatment Total			\$25,607		
LAVAGNINO DR	DEAD END S OF THIRD ST	VISTA WAY	LAVAGI	010	438	46	20,148	R	AC		95	88	89	\$93	518,601	SEAL CRACKS
LAVAGNINO DR	VISTA WAY	FIRST ST	LAVAGI	020	544	39	21,216	R	AC		95	88	89	\$98	518,601	SEAL CRACKS
RANCHO WY	DEAD END S OF THIRD ST	CAETANO PL	RANCHO	010	778	36	28,008	R	AC		95	88	89	\$127	519,778	SEAL CRACKS
											Treatment Total			\$318		
Year 2023 Area Total											131,651		Year 2023 Total		\$185,295	

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
MUCKELEMI ST	THIRD ST	FIRST ST	MUCKLE	040	277	47	13,019	C	AC		77	68	100	\$42,331	14,395	THIN OVERLAY
											Treatment Total			\$42,331		

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
THIRD ST	MARIPOSA ST	FRANKLIN ST	THIRDS	090	509	39	19,851	C	AC/AC		58	49	100	\$109,230	10,104	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$109,230		
CHURCH ST	MONTEREY ST	CEMETERY ENTRANCE	CHURCH	010	256	27	6,912	R	AC		74	69	78	\$5,619	18,818	SLURRY SEAL
SECOND ST	MARIPOSA ST	FRANKLIN ST	SECOND	040	566	25	14,150	R	AC		74	68	77	\$11,503	16,008	SLURRY SEAL
											Treatment Total			\$17,122		
CAETANO PL	DEAD END W OF RANCHO WY	CUL DE SAC EAST	CAETAN	010	856	38	32,528	R	AC		95	86	87	\$178	490,270	SEAL CRACKS
CEDAR CT	DEAD END SOUTH	COPPERLEAF LN	CEDARC	010	296	32	9,472	R	AC		95	86	87	\$52	490,294	SEAL CRACKS
COPPERLEAF LN	OLD SJ HOLLISTER RD	CUL-DE-SAC WEST	COPPER	010	1,335	32	42,720	R	AC		95	86	87	\$235	489,954	SEAL CRACKS
CYPRESS LN	OLD SJ HOLLISTER RD	COPPERLEAF LN	CYPRES	010	288	32	9,216	R	AC		95	86	87	\$51	490,294	SEAL CRACKS
OLD SAN JUAN HOLLISTER RD	THE ALAMEDA	300FT E OF COPPERLEAF LN	OLDSAN	010	1,662	31	51,522	C	AC		88	81	82	\$424	546,040	SEAL CRACKS
THIRD ST	RANCHO WY	LAVAGNINO DR	THIRDS	010	615	36	22,140	R	AC		92	87	88	\$109	585,223	SEAL CRACKS
TRAILSIDE DR	THIRD ST	CUL-DE-SAC NW	TRAILD	010	492	38	18,696	R	AC		95	86	87	\$103	273,287	SEAL CRACKS
TRAILSIDE CT	CUL-DE-SAC SOUTH	THIRD ST	TRAILS	010	407	38	15,466	R	AC		95	86	87	\$85	490,294	SEAL CRACKS
VISTA WY	RANCHO WY	LAVAGNINO DR	VISTAW	010	668	36	24,048	R	AC		95	86	87	\$132	489,954	SEAL CRACKS
											Treatment Total			\$1,369		
Year 2024 Area Total										279,740	Year 2024 Total			\$170,052		
Total Section Area:										752,826	Grand Total			\$878,049		

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (3) Maintain Current PCI (62)

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$325,000	0%	2022	\$325,000	0%	2024	\$325,000	0%
2021	\$325,000	0%	2023	\$325,000	0%			

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
FRANKLIN ST	SIXTH ST	FOURTH ST	FRANST	010	615	26	15,990	R	AC		65	66	100	\$46,194	12,953	THIN OVERLAY
NORTH ST	THIRD ST	FIRST ST	NORTHS	010	492	36	17,712	R	AC		60	61	100	\$51,168	14,397	THIN OVERLAY
SECOND ST	MONTEREY ST	SAN JOSE ST	SECOND	020	677	36	24,372	R	AC		66	67	100	\$70,408	12,460	THIN OVERLAY
VIA PADRE	FIRST ST	CUL-DE-SAC NORTH	VIAPAD	010	251	36	9,036	R	AC		62	63	100	\$26,104	13,612	THIN OVERLAY
											Treatment Total		\$193,874			
FRANKLIN ST	FOURTH ST	THIRD ST	FRANST	020	377	28	10,556	R	AC		39	40	100	\$51,608	10,416	EDGE GRD+20% DIG+FAB+3IN OL
LANG CT	LANG ST	CUL-DE-SAC NORTH	LANGCT	010	272	36	9,792	R	AC		40	41	100	\$47,872	10,373	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total		\$99,480			
MONTEREY ST	CHURCH ST	FOURTH ST	MONTER	020	558	34	18,972	C	AC/AC		59	60	70	\$13,702	22,909	SLURRY SEAL
THE ALAMEDA	FRANKLIN ST	PEARCE ST	THIRDS	100	313	55	17,215	C	AC/AC		77	78	86	\$12,434	31,790	SLURRY SEAL
											Treatment Total		\$26,136			
Year 2020 Area Total											123,645		Year 2020 Total \$319,490			

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
SAN ANTONIO ST	200FT S OF SIXTH ST	MUCKELEMI ST	SANANT	020	414	38	15,732	R	AC		70	68	100	\$46,812	13,087	THIN OVERLAY
											Treatment Total		\$46,812			
CHURCH ST	THIRD ST	SECOND ST	CHURCH	030	219	35	7,665	R	AC		49	48	100	\$38,598	9,689	EDGE GRD+20% DIG+FAB+3IN OL
FIFTH ST	MUCKELEMI ST	POLK ST	FIFTHS	010	495	36	17,820	R	AC		42	40	100	\$89,734	10,097	EDGE GRD+20% DIG+FAB+3IN OL
THIRD ST	MUCKELEMI ST	MARIPOSA ST	THIRDS	080	686	39	26,754	C	AC/AC		47	45	100	\$134,722	11,348	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total		\$263,054			
THE ALAMEDA	STATE HWY 156	LANG ST	ALAMED	030	103	36	3,708	C	AC/AC		88	88	94	\$2,759	28,772	SLURRY SEAL
SIXTH ST	WASHINGTON ST	FRANKLIN CIR	SIXTHS	030	228	36	8,208	R	AC		69	68	77	\$6,106	19,257	SLURRY SEAL
											Treatment Total		\$8,865			
FOURTH ST	MONTEREY ST	MUCKELEMI ST	FOURTH	010	878	35	30,730	C	AC		86	85	86	\$174	695,906	SEAL CRACKS

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (3) Maintain Current PCI (62)

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
FOURTH ST	MUCKELEMI ST	WASHINGTON ST	FOURTH	020	814	35	28,490	C	AC		84	82	84	\$192	594,323	SEAL CRACKS
FOURTH ST	WASHINGTON ST	THE ALAMEDA	FOURTH	030	908	36	32,688	C	AC		86	85	86	\$185	695,906	SEAL CRACKS
											Treatment Total			\$551		
Year 2021 Area Total											171,795		Year 2021 Total		\$319,282	

Year: 2022

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
WASHINGTON ST	100FT N OF LANG ST	SEVENTH ST	WASHIN	020	502	36	18,072	R	AC		71	68	100	\$55,388	11,697	THIN OVERLAY
											Treatment Total			\$55,388		
CHURCH ST	CEMETERY ENTRANCE	THIRD ST	CHURCH	020	609	28	17,052	R	AC		47	43	100	\$88,443	9,639	EDGE GRD+20% DIG+FAB+3IN OL
SEVENTH ST	SAN ANTONIO ST	POLK ST	SEVENT	010	616	36	22,176	R	AC		45	41	100	\$115,019	9,750	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$203,462		
FIRST ST	LAVAGNINO DR	NORTH ST	FIRSTS	020	969	32	31,008	C	AC		73	69	78	\$23,759	17,136	SLURRY SEAL
FIRST ST	MONTEREY ST	SAN JOSE ST	FIRSTS	040	704	29	20,416	C	AC		73	69	78	\$15,643	17,136	SLURRY SEAL
THIRD ST	DONNER ST	NORTH ST	THIRDS	040	468	22	10,296	C	AC		83	80	88	\$7,889	23,326	SLURRY SEAL
WASHINGTON ST	SEVENTH ST	FIFTH ST	WASHIN	030	636	36	22,896	R	AC		72	69	78	\$17,544	16,821	SLURRY SEAL
											Treatment Total			\$64,835		
Year 2022 Area Total											141,916		Year 2022 Total		\$323,685	

Year: 2023

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
CHURCH ST	SECOND ST	FIRST ST	CHURCH	040	264	30	7,920	R	AC		4	0	100	\$65,389	5,977	FULL DEPTH RECLAMATION
											Treatment Total			\$65,389		
LANG ST	DEAD END WEST	THE ALAMEDA	LANGST	020	388	28	10,864	R	AC		50	44	100	\$58,038	9,295	EDGE GRD+20% DIG+FAB+3IN OL
POLK ST	FOURTH ST	SECOND ST	POLKST	020	355	36	12,780	R	AC		52	47	100	\$68,274	9,151	EDGE GRD+20% DIG+FAB+3IN OL
SEVENTH ST	POLK ST	WASHINGTON ST	SEVENT	020	629	36	22,644	R	AC		50	44	100	\$120,970	9,294	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$247,282		
LASUEN DR	DEAD END WEST	WASHINGTON ST	LASUEN	010	1,088	14	15,232	R	AC		72	69	78	\$12,021	20,350	SLURRY SEAL

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (3) Maintain Current PCI (62)

											Treatment Total		\$12,021			
LAVAGNINO DR	DEAD END S OF THIRD ST	VISTA WAY	LAVAGI	010	438	46	20,148	R	AC		95	88	89	\$93	518,601	SEAL CRACKS
RANCHO WY	DEAD END S OF THIRD ST	CAETANO PL	RANCHO	010	778	36	28,008	R	AC		95	88	89	\$127	519,778	SEAL CRACKS
											Treatment Total		\$220			
Year 2023 Area Total											117,596		Year 2023 Total		\$324,912	

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
THE ALAMEDA	LANG ST	OLD SAN JUAN HOLLISTER RD	ALAMED	040	434	36	15,624	C	AC/AC		33	18	100	\$132,865	6,896	FULL DEPTH RECLAMATION
											Treatment Total		\$132,865			
MUCKELEMI ST	THIRD ST	FIRST ST	MUCKLE	040	277	47	13,019	C	AC		77	68	100	\$42,331	14,395	THIN OVERLAY
											Treatment Total		\$42,331			
THIRD ST	MARIPOSA ST	FRANKLIN ST	THIRDS	090	509	39	19,851	C	AC/AC		58	49	100	\$109,230	10,104	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total		\$109,230			
AHWAHNEE ST	FIRST ST	DONNER ST	AHWAHN	010	708	36	25,488	A	AC		82	74	83	\$20,719	24,300	SLURRY SEAL
CHURCH ST	MONTEREY ST	CEMETERY ENTRANCE	CHURCH	010	256	27	6,912	R	AC		74	69	78	\$5,619	18,818	SLURRY SEAL
SECOND ST	MARIPOSA ST	FRANKLIN ST	SECOND	040	566	25	14,150	R	AC		74	68	77	\$11,503	16,008	SLURRY SEAL
											Treatment Total		\$37,841			
CAETANO PL	DEAD END W OF RANCHO WY	CUL DE SAC EAST	CAETAN	010	856	38	32,528	R	AC		95	86	87	\$178	490,270	SEAL CRACKS
CEDAR CT	DEAD END SOUTH	COPPERLEAF LN	CEDARC	010	296	32	9,472	R	AC		95	86	87	\$52	490,294	SEAL CRACKS
COPPERLEAF LN	OLD SJ HOLLISTER RD	CUL-DE-SAC WEST	COPPER	010	1,335	32	42,720	R	AC		95	86	87	\$235	489,954	SEAL CRACKS
CYPRESS LN	OLD SJ HOLLISTER RD	COPPERLEAF LN	CYPRES	010	288	32	9,216	R	AC		95	86	87	\$51	490,294	SEAL CRACKS
OLD SAN JUAN HOLLISTER RD	THE ALAMEDA	300FT E OF COPPERLEAF LN	OLDSAN	010	1,662	31	51,522	C	AC		88	81	82	\$424	546,040	SEAL CRACKS
THIRD ST	RANCHO WY	LAVAGNINO DR	THIRDS	010	615	36	22,140	R	AC		92	87	88	\$109	585,223	SEAL CRACKS
TRAILSIDE DR	THIRD ST	CUL-DE-SAC NW	TRAILD	010	492	38	18,696	R	AC		95	86	87	\$103	273,287	SEAL CRACKS
TRAILSIDE CT	CUL-DE-SAC SOUTH	THIRD ST	TRAILS	010	407	38	15,466	R	AC		95	86	87	\$85	490,294	SEAL CRACKS
VISTA WY	RANCHO WY	LAVAGNINO DR	VISTAW	010	668	36	24,048	R	AC		95	86	87	\$132	489,954	SEAL CRACKS
											Treatment Total		\$1,369			
Year 2024 Area Total											320,852		Year 2024 Total		\$323,636	
Total Section Area:											875,804		Grand Total		\$1,611,005	

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (4) Increase PCI 5 points (to 67)

Year	Budget	PM	Year	Budget	PM	Year	Budget	PM
2020	\$500,000	0%	2022	\$500,000	0%	2024	\$500,000	0%
2021	\$500,000	0%	2023	\$500,000	0%			

Year: 2020

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
MUCKELEMI ST	MONTEREY ST	SAN ANTONIA ST	MUCKLE	010	988	36	35,568	C	AC		40	41	100	\$173,888	12,070	EDGE GRD+25% DIG+FAB+3IN OL
											Treatment Total			\$173,888		
FRANKLIN ST	SIXTH ST	FOURTH ST	FRANST	010	615	26	15,990	R	AC		65	66	100	\$46,194	12,953	THIN OVERLAY
NORTH ST	THIRD ST	FIRST ST	NORTHS	010	492	36	17,712	R	AC		60	61	100	\$51,168	14,397	THIN OVERLAY
SECOND ST	MONTEREY ST	SAN JOSE ST	SECOND	020	677	36	24,372	R	AC		66	67	100	\$70,408	12,460	THIN OVERLAY
VIA PADRE	FIRST ST	CUL-DE-SAC NORTH	VIAPAD	010	251	36	9,036	R	AC		62	63	100	\$26,104	13,612	THIN OVERLAY
											Treatment Total			\$193,874		
FRANKLIN ST	FOURTH ST	THIRD ST	FRANST	020	377	28	10,556	R	AC		39	40	100	\$51,608	10,416	EDGE GRD+20% DIG+FAB+3IN OL
LANG CT	LANG ST	CUL-DE-SAC NORTH	LANGCT	010	272	36	9,792	R	AC		40	41	100	\$47,872	10,373	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$99,480		
MONTEREY ST	CHURCH ST	FOURTH ST	MONTER	020	558	34	18,972	C	AC/AC		59	60	70	\$13,702	22,909	SLURRY SEAL
THE ALAMEDA	FRANKLIN ST	PEARCE ST	THIRDS	100	313	55	17,215	C	AC/AC		77	78	86	\$12,434	31,790	SLURRY SEAL
											Treatment Total			\$26,136		
Year 2020 Area Total											159,213		Year 2020 Total		\$493,378	

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
SAN ANTONIO ST	200FT S OF SIXTH ST	MUCKELEMI ST	SANANT	020	414	38	15,732	R	AC		70	68	100	\$46,812	13,087	THIN OVERLAY
											Treatment Total			\$46,812		
FIFTH ST	MUCKELEMI ST	POLK ST	FIFTHS	010	495	36	17,820	R	AC		42	40	100	\$89,734	10,097	EDGE GRD+20% DIG+FAB+3IN OL
FRANKLIN CIR	SIXTH ST	FRANKLIN ST	FRACIR	010	526	36	18,936	R	AC		43	41	100	\$95,354	10,079	EDGE GRD+20% DIG+FAB+3IN OL
SEVENTH ST	SAN ANTONIO ST	POLK ST	SEVENT	010	616	36	22,176	R	AC		45	44	100	\$111,669	9,914	EDGE GRD+20% DIG+FAB+3IN OL
THIRD ST	MUCKELEMI ST	MARIPOSA ST	THIRDS	080	686	39	26,754	C	AC/AC		47	45	100	\$134,722	11,348	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$431,479		
THE ALAMEDA	STATE HWY 156	LANG ST	ALAMED	030	103	36	3,708	C	AC/AC		88	88	94	\$2,759	28,772	SLURRY SEAL

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (4) Increase PCI 5 points (to 67)

Year: 2021

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
SIXTH ST	WASHINGTON ST	FRANKLIN CIR	SIXTHS	030	228	36	8,208	R	AC		69	68	77	\$6,106	19,257	SLURRY SEAL
THIRD ST	DONNER ST	NORTH ST	THIRDS	040	468	22	10,296	C	AC		83	82	89	\$7,660	24,338	SLURRY SEAL
											Treatment Total			\$16,525		
FOURTH ST	MONTEREY ST	MUCKELEMI ST	FOURTH	010	878	35	30,730	C	AC		86	85	86	\$174	695,906	SEAL CRACKS
FOURTH ST	MUCKELEMI ST	WASHINGTON ST	FOURTH	020	814	35	28,490	C	AC		84	82	84	\$192	594,323	SEAL CRACKS
FOURTH ST	WASHINGTON ST	THE ALAMEDA	FOURTH	030	908	36	32,688	C	AC		86	85	86	\$185	695,906	SEAL CRACKS
											Treatment Total			\$551		
Year 2021 Area Total											215,538		Year 2021 Total		\$495,367	

Year: 2022

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
WASHINGTON ST	100FT N OF LANG ST	SEVENTH ST	WASHIN	020	502	36	18,072	R	AC		71	68	100	\$55,388	11,697	THIN OVERLAY
											Treatment Total			\$55,388		
CHURCH ST	CEMETERY ENTRANCE	THIRD ST	CHURCH	020	609	28	17,052	R	AC		47	43	100	\$88,443	9,639	EDGE GRD+20% DIG+FAB+3IN OL
CHURCH ST	THIRD ST	SECOND ST	CHURCH	030	219	35	7,665	R	AC		49	45	100	\$39,756	9,558	EDGE GRD+20% DIG+FAB+3IN OL
LANG ST	DEAD END WEST	THE ALAMEDA	LANGST	020	388	28	10,864	R	AC		50	47	100	\$56,348	9,428	EDGE GRD+20% DIG+FAB+3IN OL
POLK ST	FOURTH ST	SECOND ST	POLKST	020	355	36	12,780	R	AC		52	49	100	\$66,286	9,265	EDGE GRD+20% DIG+FAB+3IN OL
SEVENTH ST	POLK ST	WASHINGTON ST	SEVENT	020	629	36	22,644	R	AC		50	47	100	\$117,446	9,427	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$368,279		
FIRST ST	LAVAGNINO DR	NORTH ST	FIRSTS	020	969	32	31,008	C	AC		73	69	78	\$23,759	17,136	SLURRY SEAL
FIRST ST	MONTEREY ST	SAN JOSE ST	FIRSTS	040	704	29	20,416	C	AC		73	69	78	\$15,643	17,136	SLURRY SEAL
MUCKELEMI ST	THIRD ST	FIRST ST	MUCKLE	040	277	47	13,019	C	AC		77	73	82	\$9,976	18,415	SLURRY SEAL
THIRD ST	NORTH ST	MONTEREY ST	THIRDS	050	408	30	12,240	C	AC		90	87	93	\$9,379	17,853	SLURRY SEAL
WASHINGTON ST	SEVENTH ST	FIFTH ST	WASHIN	030	636	36	22,896	R	AC		72	69	78	\$17,544	16,821	SLURRY SEAL
											Treatment Total			\$76,301		
Year 2022 Area Total											188,656		Year 2022 Total		\$499,968	

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (4) Increase PCI 5 points (to 67)

Year: 2023

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
THE ALAMEDA	LANG ST	OLD SAN JUAN HOLLISTER RD	ALAMED	040	434	36	15,624	C	AC/AC		33	22	100	\$128,995	7,103	FULL DEPTH RECLAMATION
FIRST ST	WEST CITY LIMITS	LAVAGNINO DR	FIRSTS	010	528	32	16,896	C	AC		30	15	100	\$139,497	7,103	FULL DEPTH RECLAMATION
FIRST ST	NORTH ST	MONTEREY ST	FIRSTS	030	568	38	21,584	C	AC		33	18	100	\$178,201	7,103	FULL DEPTH RECLAMATION
											Treatment Total			\$446,693		
AHWAHNEE ST	FIRST ST	DONNER ST	AHWAHN	010	708	36	25,488	A	AC		82	76	85	\$20,115	24,851	SLURRY SEAL
LASUEN DR	DEAD END WEST	WASHINGTON ST	LASUEN	010	1,088	14	15,232	R	AC		72	69	78	\$12,021	20,350	SLURRY SEAL
THIRD ST	MONTEREY ST	TUHAULAMI ST	THIRDS	060	238	30	7,140	C	AC		92	87	93	\$5,635	17,295	SLURRY SEAL
											Treatment Total			\$37,771		
LAVAGNINO DR	DEAD END S OF THIRD ST	VISTA WAY	LAVAGI	010	438	46	20,148	R	AC		95	88	89	\$93	518,601	SEAL CRACKS
LAVAGNINO DR	VISTA WAY	FIRST ST	LAVAGI	020	544	39	21,216	R	AC		95	88	89	\$98	518,601	SEAL CRACKS
RANCHO WY	DEAD END S OF THIRD ST	CAETANO PL	RANCHO	010	778	36	28,008	R	AC		95	88	89	\$127	519,778	SEAL CRACKS
											Treatment Total			\$318		
Year 2023 Area Total											171,336		Year 2023 Total		\$484,782	

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
MONTEREY ST	MUCKELEMI ST/HWY ONRAMP	CHURCH ST	MONTER	010	417	28	11,676	C	AC/PCC		29	14	100	\$99,291	6,896	FULL DEPTH RECLAMATION
MUCKELEMI ST	FOURTH ST	THIRD ST	MUCKLE	030	335	32	10,720	C	AC		35	15	100	\$91,162	6,896	FULL DEPTH RECLAMATION
SALINAS RD	OLD SAN JUAN HOLLISTER RD	CITY LIMITS	SALINA	010	185	22	4,070	C	AC/AC		35	20	100	\$34,611	6,896	FULL DEPTH RECLAMATION
THIRD ST	TUHAULAMI ST	MUCKELEMI ST	THIRDS	070	692	22	15,224	C	AC/AC		15	0	100	\$129,463	6,896	FULL DEPTH RECLAMATION
											Treatment Total			\$354,527		
THIRD ST	MARIPOSA ST	FRANKLIN ST	THIRDS	090	509	39	19,851	C	AC/AC		58	49	100	\$109,230	10,104	EDGE GRD+20% DIG+FAB+3IN OL
											Treatment Total			\$109,230		
CHURCH ST	MONTEREY ST	CEMETERY ENTRANCE	CHURCH	010	256	27	6,912	R	AC		74	69	78	\$5,619	18,818	SLURRY SEAL
SECOND ST	MARIPOSA ST	FRANKLIN ST	SECOND	040	566	25	14,150	R	AC		74	68	77	\$11,503	16,008	SLURRY SEAL
											Treatment Total			\$17,122		

Scenarios - Sections Selected for Treatment

Interest: 3.00%

Inflation: 3.00%

Printed: 03/31/2020

Scenario: (4) Increase PCI 5 points (to 67)

Year: 2024

Street Name	Begin Location	End Location	Street ID	Section ID	Length	Width	Area	FC	Surf Type	Area ID	Current PCI	Treatment		Cost	Rating	Treatment
												PCI Before	PCI After			
CAETANO PL	DEAD END W OF RANCHO WY	CUL DE SAC EAST	CAETAN	010	856	38	32,528	R	AC		95	86	87	\$178	490,270	SEAL CRACKS
CEDAR CT	DEAD END SOUTH	COPPERLEAF LN	CEDARC	010	296	32	9,472	R	AC		95	86	87	\$52	490,294	SEAL CRACKS
COPPERLEAF LN	OLD SJ HOLLISTER RD	CUL-DE-SAC WEST	COPPER	010	1,335	32	42,720	R	AC		95	86	87	\$235	489,954	SEAL CRACKS
CYPRESS LN	OLD SJ HOLLISTER RD	COPPERLEAF LN	CYPRES	010	288	32	9,216	R	AC		95	86	87	\$51	490,294	SEAL CRACKS
OLD SAN JUAN HOLLISTER RD	THE ALAMEDA	300FT E OF COPPERLEAF LN	OLDSAN	010	1,662	31	51,522	C	AC		88	81	82	\$424	546,040	SEAL CRACKS
THIRD ST	RANCHO WY	LAVAGNINO DR	THIRDS	010	615	36	22,140	R	AC		92	87	88	\$109	585,223	SEAL CRACKS
TRAILSIDE DR	THIRD ST	CUL-DE-SAC NW	TRAILD	010	492	38	18,696	R	AC		95	86	87	\$103	273,287	SEAL CRACKS
TRAILSIDE CT	CUL-DE-SAC SOUTH	THIRD ST	TRAILS	010	407	38	15,466	R	AC		95	86	87	\$85	490,294	SEAL CRACKS
VISTA WY	RANCHO WY	LAVAGNINO DR	VISTAW	010	668	36	24,048	R	AC		95	86	87	\$132	489,954	SEAL CRACKS
											Treatment Total		\$1,369			
									Year 2024 Area Total		308,411		Year 2024 Total		\$482,248	
									Total Section Area:		1,043,154		Grand Total		\$2,455,743	

Appendix G

Maps

Map – Current PCI

Scenario Maps – PCI Condition after Treatments in 2024 (all Scenarios)

Scenario Maps – Section Selected for Treatment (all Scenarios)



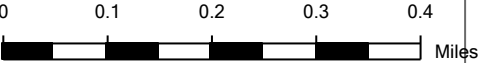
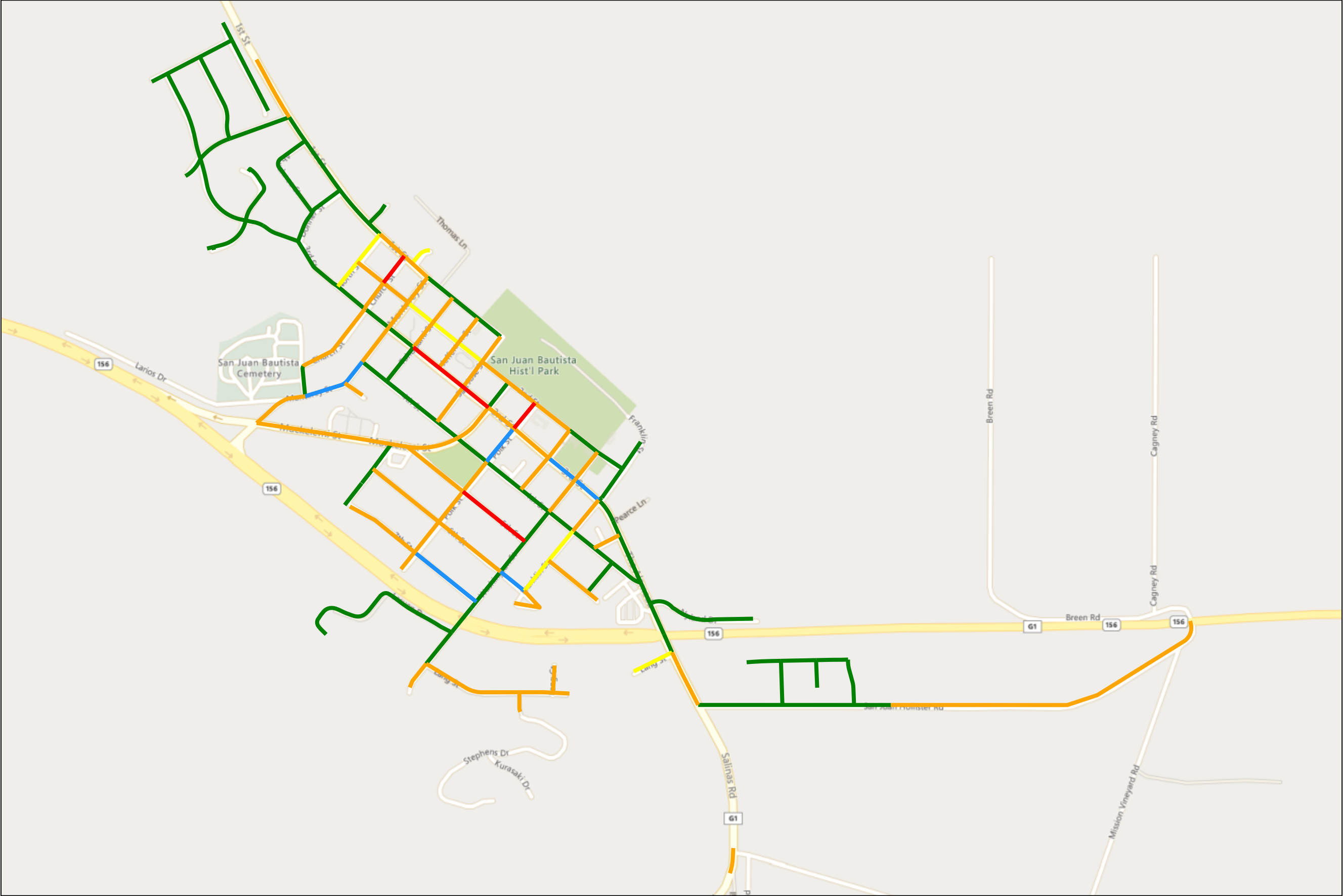
City of San Juan Bautista

Current PCI Condition

Printed: 4/14/2020

Feature Legend

- Category I - Very Good
- Category II - Good (Non-Load)
- Category III - Good (Load)
- Category IV - Poor
- Category V - Very Poor



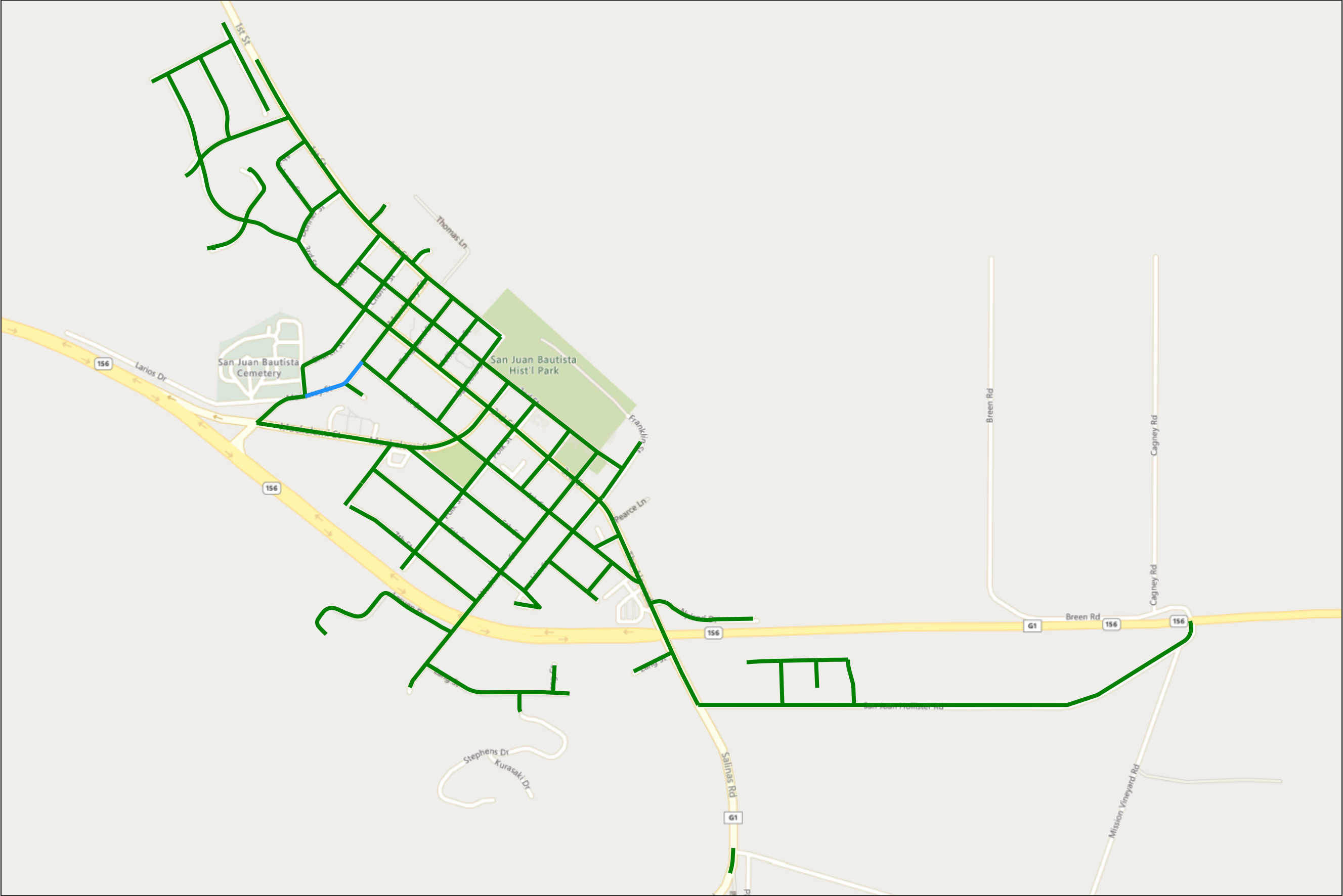


City of San Juan Bautista

Scenario PCI Condition

(1) Unconstrained Needs - 2024 Project Period - Printed: 4/14/2020

- Feature Legend**
- Category I - Very Good
 - Category II - Good (Non-Load)





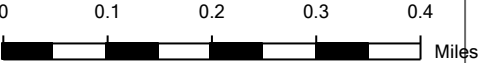
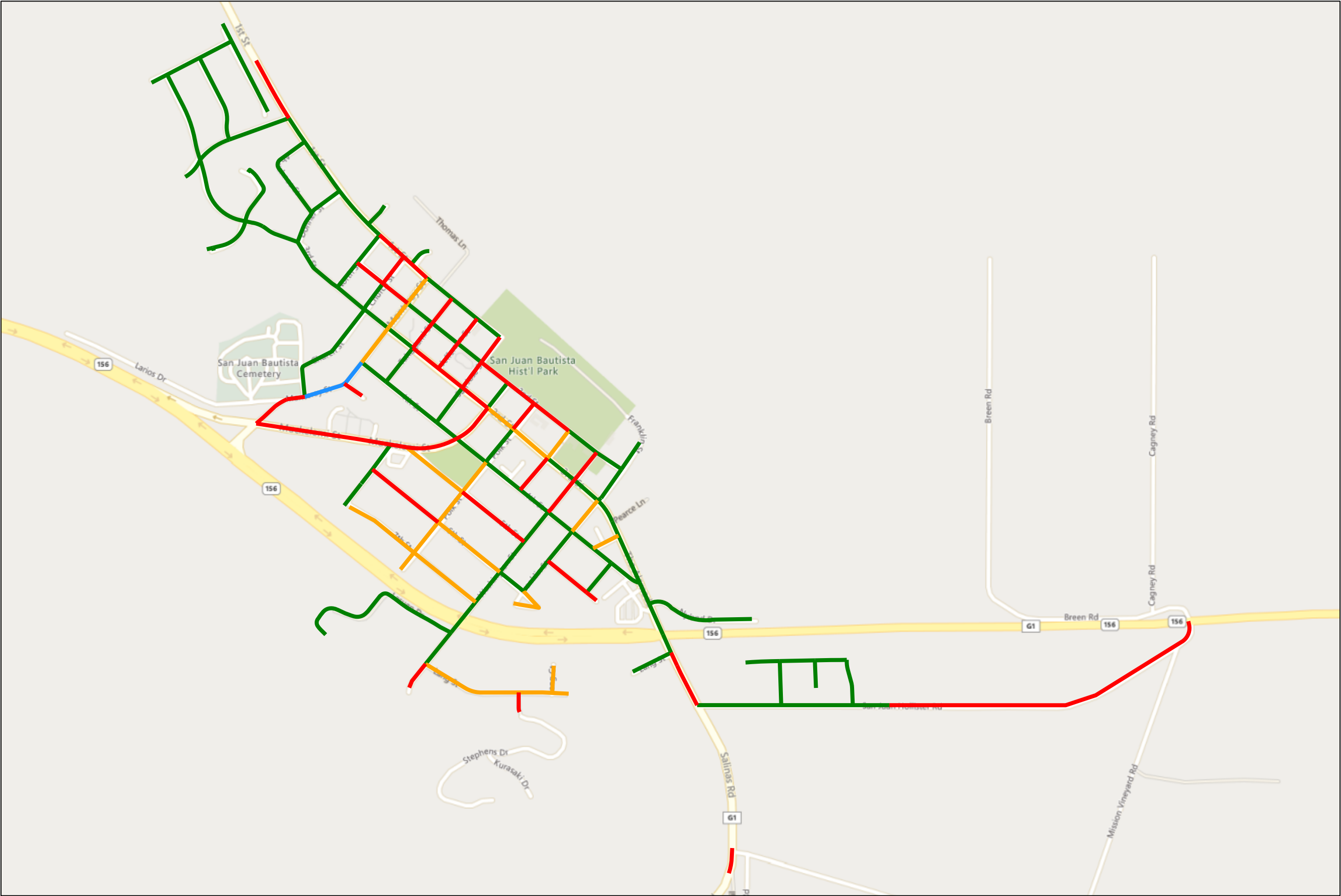
City of San Juan Bautista

Scenario PCI Condition

(2) Current Funding - \$176k/year - 2024 Project Period - Printed: 4/14/2020

Feature Legend

- Category I - Very Good
- Category II - Good (Non-Load)
- Category IV - Poor
- Category V - Very Poor





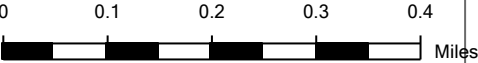
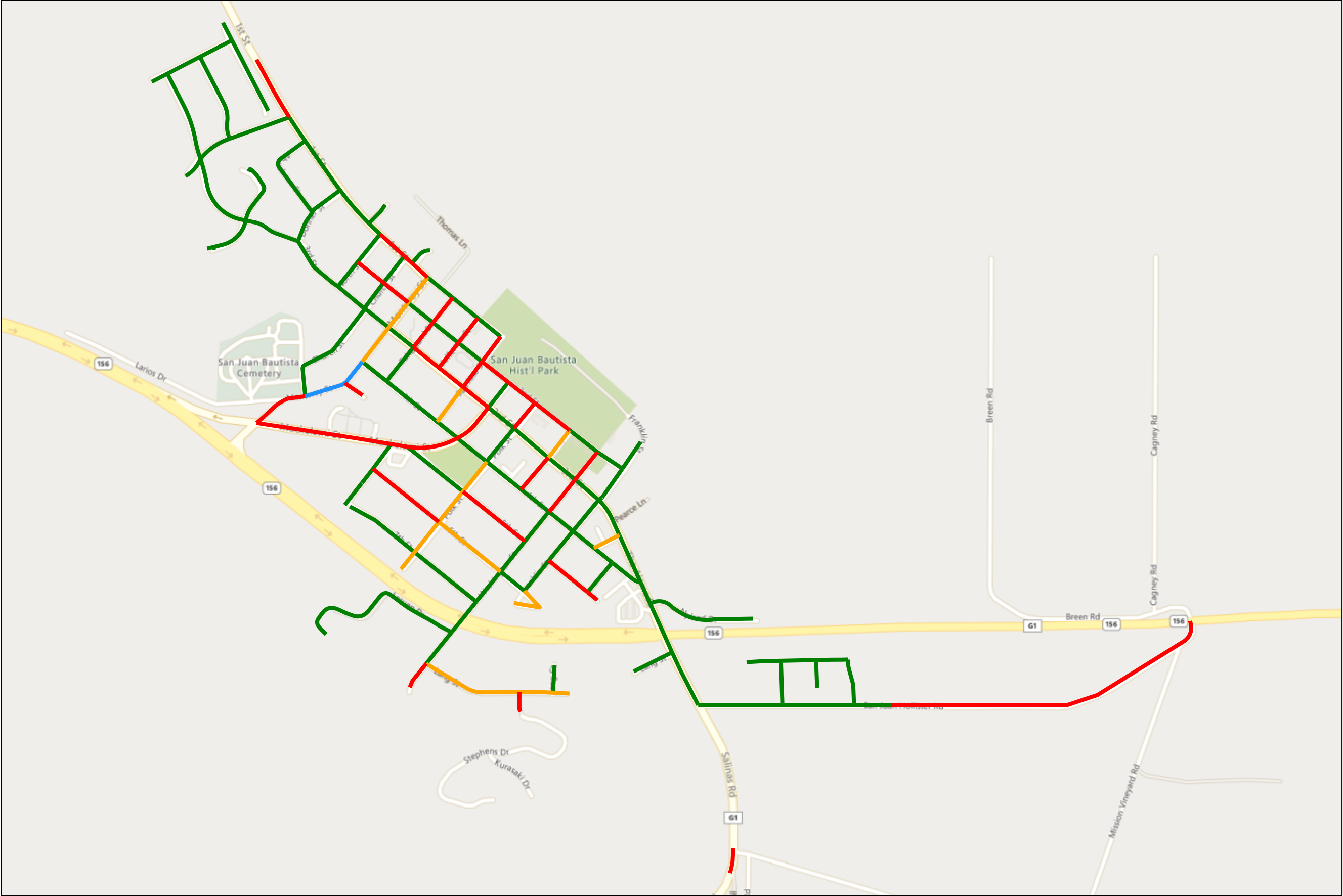
City of San Juan Bautista

Scenario PCI Condition

(3) Maintain Current PCI (62) - 2024 Project Period - Printed: 4/14/2020

Feature Legend

- Category I - Very Good
- Category II - Good (Non-Load)
- Category IV - Poor
- Category V - Very Poor





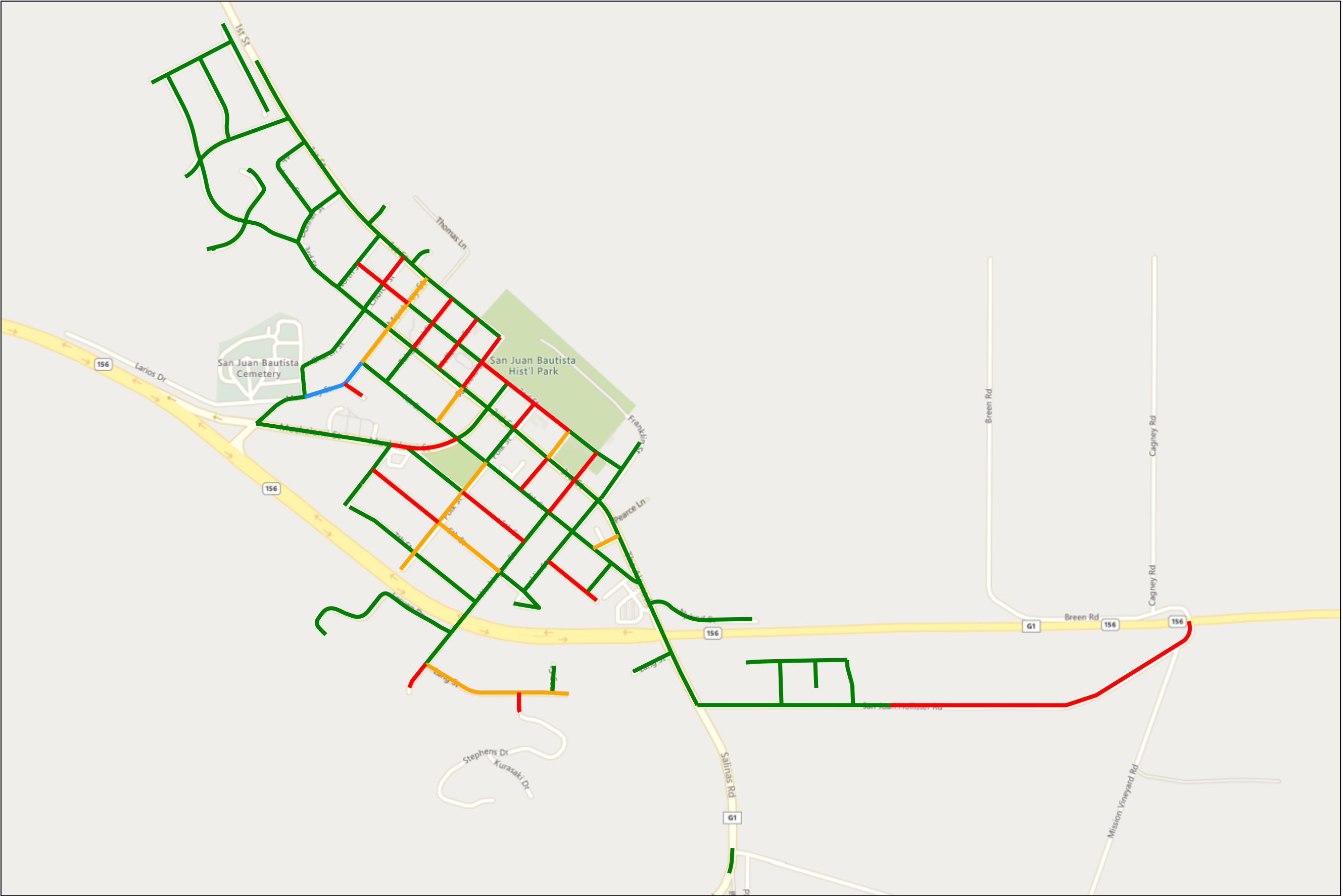
City of San Juan Bautista

Scenario PCI Condition

(4) Increase PCI 5 points (to 67) - 2024 Project Period - Printed: 4/14/2020

Feature Legend

- Category I - Very Good
- Category II - Good (Non-Load)
- Category IV - Poor
- Category V - Very Poor



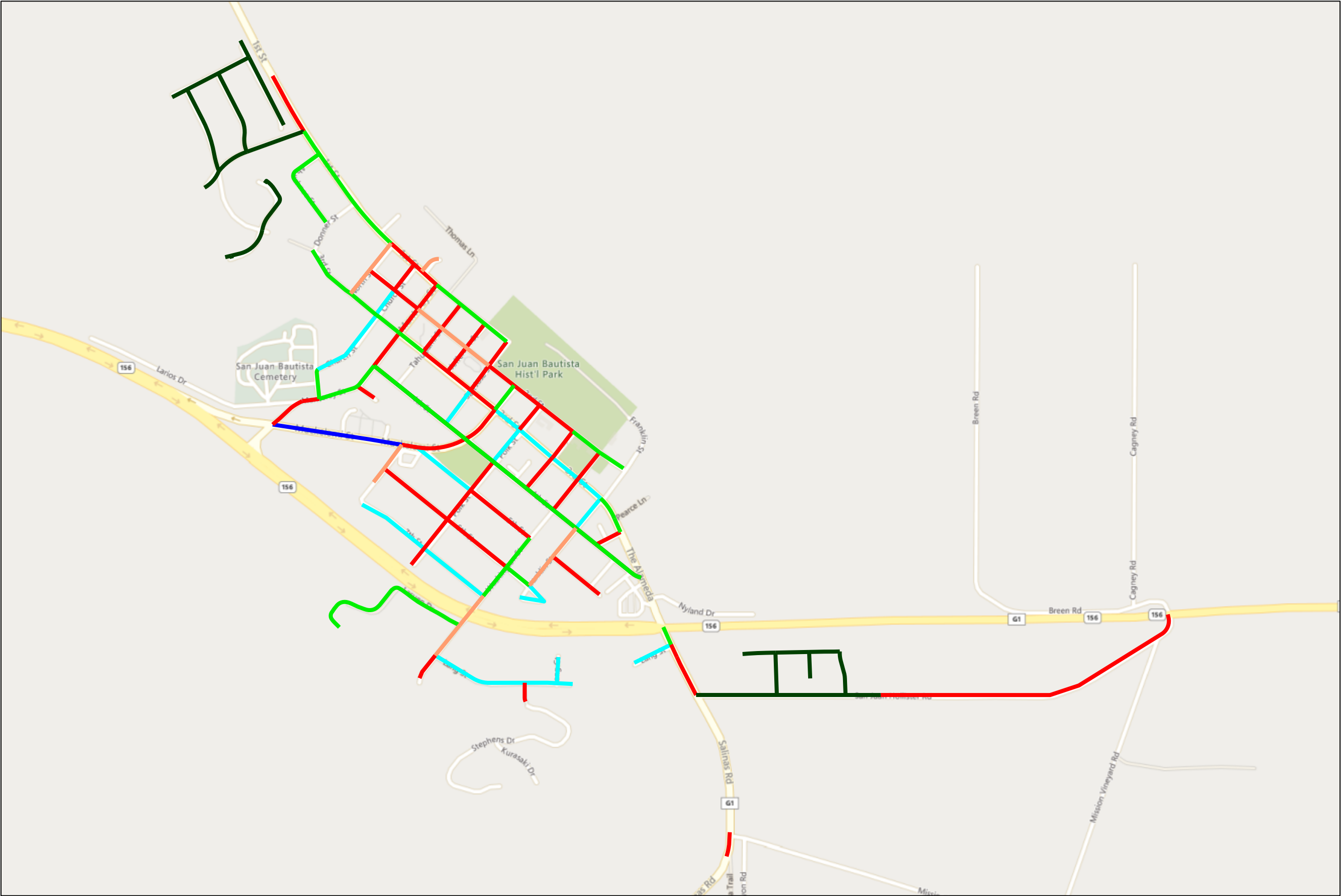


City of San Juan Bautista

Scenario Treatments

(1) Unconstrained Needs - All Project Periods - Printed: 4/14/2020

- Feature Legend**
- EDGE GRD+20%DIG+FAB+3IN OL
 - EDGE GRD+25%DIG+FAB+3IN OL
 - FULL DEPTH RECLAMATION
 - SEAL CRACKS
 - SLURRY SEAL
 - THIN OVERLAY



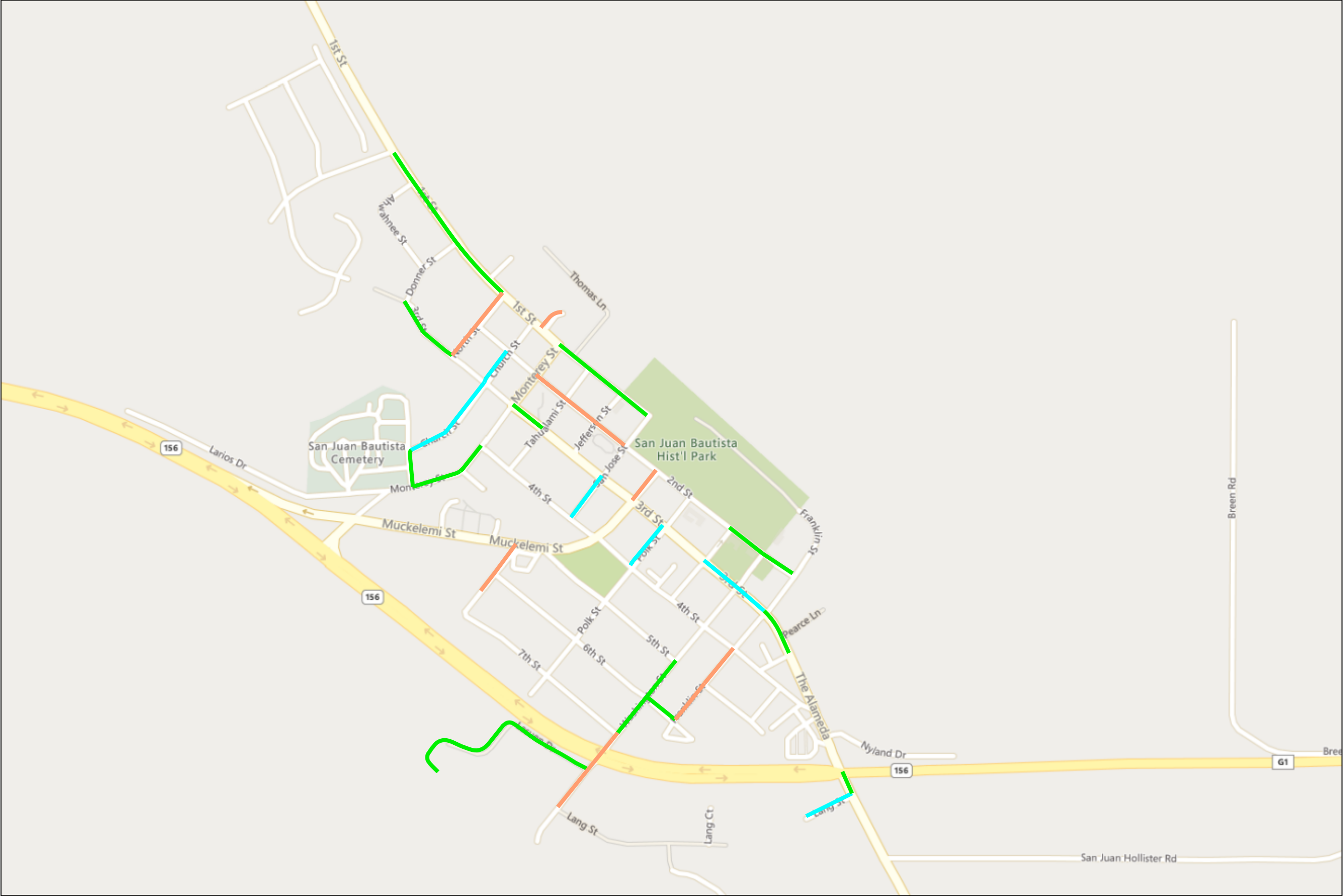


City of San Juan Bautista

Scenario Treatments

(2) Current Funding - \$176k/year - All Project Periods - Printed: 4/14/2020

- Feature Legend**
- EDGE GRD+20%DIG+FAB+3IN OL
 - SLURRY SEAL
 - THIN OVERLAY





City of San Juan Bautista

Scenario Treatments

(3) Maintain Current PCI (62) - All Project Periods - Printed: 4/14/2020

Feature Legend

- EDGE GRD+20%DIG+FAB+3IN OL
- FULL DEPTH RECLAMATION
- SLURRY SEAL
- THIN OVERLAY



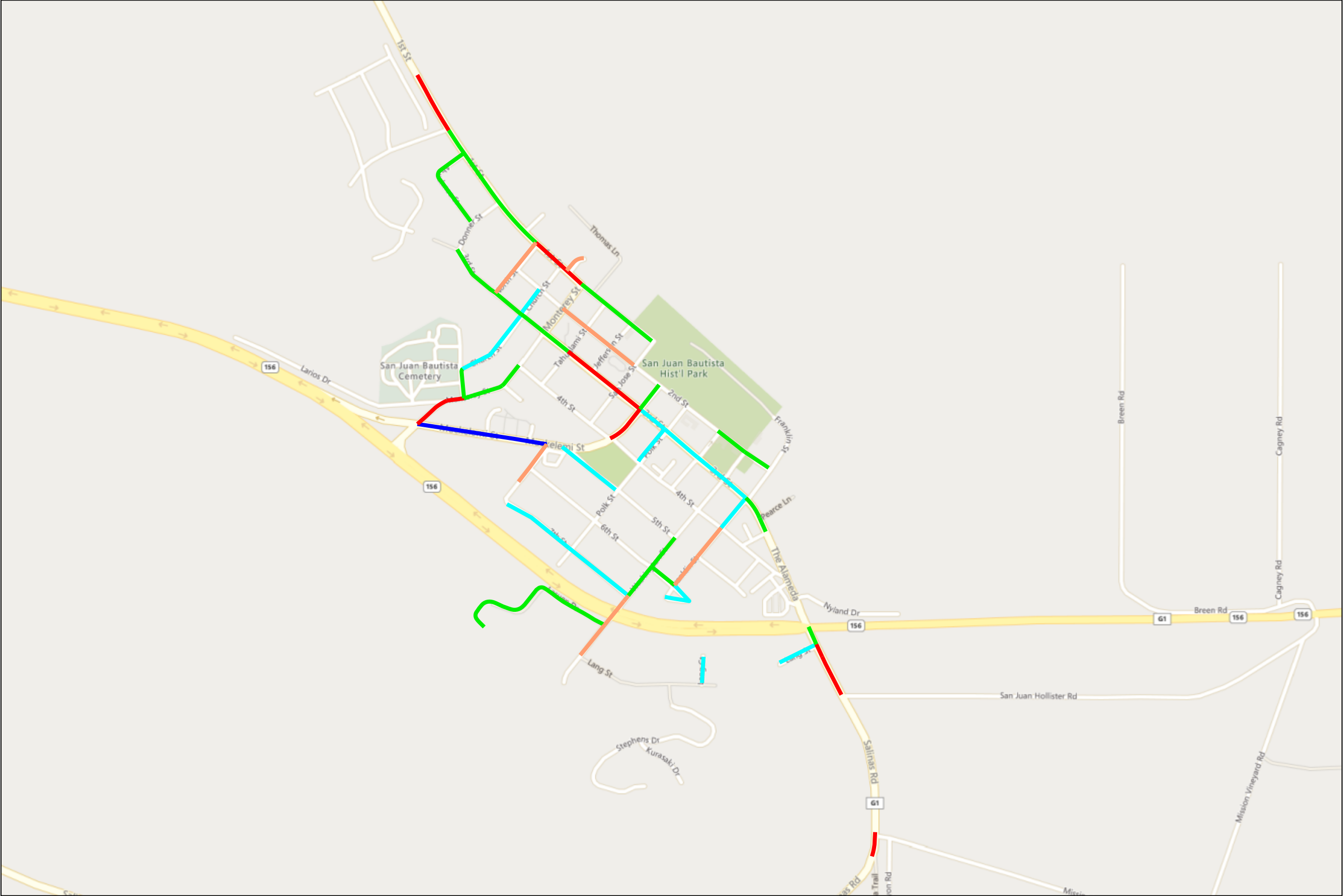


City of San Juan Bautista

Scenario Treatments

(4) Increase PCI 5 points (to 67) - All Project Periods - Printed: 4/14/2020

- Feature Legend**
- EDGE GRD+20%DIG+FAB+3IN OL
 - EDGE GRD+25%DIG+FAB+3IN OL
 - FULL DEPTH RECLAMATION
 - SLURRY SEAL
 - THIN OVERLAY





CITY OF SAN JUAN BAUTISTA STAFF REPORT

AGENDA TITLE: RE-OPENING SAN JUAN BAUTISTA

MEETING DATE: May 19, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION:

That the City Council adopt a Resolution to:

1. Approve the concept of re-opening the City's retail and restaurant business citywide, by allowing them to expand on their property into privately owned parking lots, other privately controlled property, or where appropriate on to the public right-of-way; and
2. Approve changes to 3rd Street, by reducing traffic between Franklin and Muckeleme Streets to one west bound lane, in the center of the road, and allow businesses to apply for Encroachment Permits at no cost to them, and use the space in front of their business for additional restaurant seating and retail display, and where no encroachment permit is in place, convert the space to angled parking; and
3. Continue to work with the business community to establish design standards for establishing street uses for their businesses.

BACKGROUND INFORMATION:

In an effort to control the spread of the Corona Virus ("COVID 19"), the County Public Health Department issued a Shelter In Place ("SIP") Order closing all but "essential" businesses. Earlier this month, the County Public Health Department allowed their SIP to expire. When that occurred, the State's SIP became the governing authority that control when and how businesses will re-open as the epidemic becomes more controlled and predictable.

Essential business that have been open, and businesses that re-open are subject to strict guidance protocols issued by the State and by County Public Health, to assure that among many safety-measures, that safe spacing of 6-feet be maintained while customer access their business facilities. Members of the public and employees are required to wear face coverings when the likelihood of being near others may be less than 6-feet.

In the past three weeks, the State has been under a lot of pressure to "re-open" California. The Governor presented a four-phase strategy that until last week, kept the SIP in strict order by concluding that we all needed to stay in "Phase 1." But on Thursday May 7, the Governor announced that the State is moving into Phase 2. This allowed for retail curbside pick-up as well

as loosening some other restrictions. He added that if a County submitted a certification to the State requesting a “variance” to the Phase 2 rules, and the Variance was approved, then a county can move into the more liberal Phase 2 “b”.

Tuesday May 12, the County submitted its variance and Wednesday afternoon, May 13, it was approved. This allows retail to invite customers back to their business, as long as they can maintain safe distancing protocols. The same is true for dine-in restaurants. They are now allowed to re-open assuming they can maintain safe distancing. The challenge is that most of the retail and food and beverage businesses in San Janu Bautista are small.

Last Wednesday, the City and members of the business community began hosting a virtual weekly “Business Town Hall” meeting. The Mayor and Councilmember Jordan are part of this team. A second meeting was held Wednesday morning, May 12th before the news about re-opening happened. Nonetheless, the topic of the most recent meeting was how to allow businesses to expand their footprint to allow more customers at their place of business, until we reach “Phase 4.” It was agreed that this Business Town Hall would meet again on Friday May 14, and that the city staff and others would come forward with a recommendation on what this could look like.

DISCUSSION

It is acknowledged by everyone consulted that retail and hospitality business owners need to have as much space as possible to re-open and return to a profitable business plan. It is recommended that every business be able to provide a strategy for social distancing that provides both profit and ensures the safety of employees and customers. Following the guidelines for the various business types is the best way to make sure this happens. Follow this link: covid19.ca.us/roadmap. Regardless of the exact location of a business, the City is ready to help businesses re-open in any way it can.

Re-Opening 3rd Street

Members of the business task force met the morning of May 14 on Third Street with the Fire Department to plan for re-opening 3rd Street. By general consensus, these actions were agreed upon:

City will;

1. Re-design, then re-stripe, provide signs, barricades, planters and other amenities necessary to close one lane of 3rd Street that reduces traffic flow to one center lane, with one-way traffic heading west from Franklin to Muckelemi Street;
2. Keep the north/south cross streets open (Mariposa, Polk, Washington...)
3. Establish design standards for businesses considering opening into the public right-of-way (“ROW”) created by closing one lane;
4. Offer no-cost encroachment permits for the frontage of businesses that want to open in the ROW;
5. Establish angle parking where no encroachment permit is requested;
6. Assist businesses as necessary with health permits, ABC licenses, etcetera, to help them open on the ROW; and
7. Help promote the re-opening of San Juan Bautista to the greater community.

Businesses will:

1. Assist with the development of design standards for expanding into the ROW;
2. Invest in tables, chairs, umbrellas, and “fencing” necessary to establish their unique space on the ROW;
3. Maintain pedestrian traffic flow for all capabilities by not blocking sidewalks;
4. Maintain a clean and healthy environment for their customers; and
5. Invest in marketing strategies to help make the re-opening successful.

The City will help re-design the traffic flow on the street, and provide guidance for a slower speed limit (5-mph?), speed humps, signs and other safety considerations to help vehicles and pedestrians share the new open spaces safely. Encroachment permits are also issued by the City Engineer, and will require a simple inspection to make certain that accessibility remains open to persons of all abilities. They help protect the City from frivolous lawsuits, and can be revoked if not followed. They would be issued in 6-months increments.

The City will verify with business and property owners when no encroachment permit is requested. After verification, angle parking will be installed. This will include businesses not currently open, and in front of the State Historic Park Orchard.

The City will find an attractive way to close the street at each intersection. The use of planters painted with bright colors was considered. This will require two at each cross street for a total of 16. These planters could be adopted by local community service groups, to help water and re-plant as needed. If not, part-time maintenance help may be needed to support the project.

The City and business owners will work together to establish design standards to help keep each use of the public ROW consistent and attractive. A pallet of colors for umbrellas and tables will be established. Certain types of four-foot tall fencing to surround the eating areas will be established as well.

The business community is ready to promote this effort in every way it can to bring the public back to San Juan Bautista. The San Juan Committee is gearing up with special 30-second spots for television, and the use of others resources to reach out to Monterey, Santa Cruz and the Santa Clara counties.

It is important to remember that this program as it rolls out, has to remain flexible. In the event the virus surges, the program may have to be suspended.

FISCAL IMPACT:

The City budgeted \$20,000 from its reserves to pay for its response to COVID-19 issues. Much of these funds have been encumbered to pay for the Community Liaison and Personal Protective Equipment. This heightened response will require additional funds to pay for the re-engineering of the traffic flow on 3rd Street, and the effort to implement and promote the program. Staff is seeking an additional \$20,000 allocation from the General Fund Reserve for this purpose.

SCHEDULE:

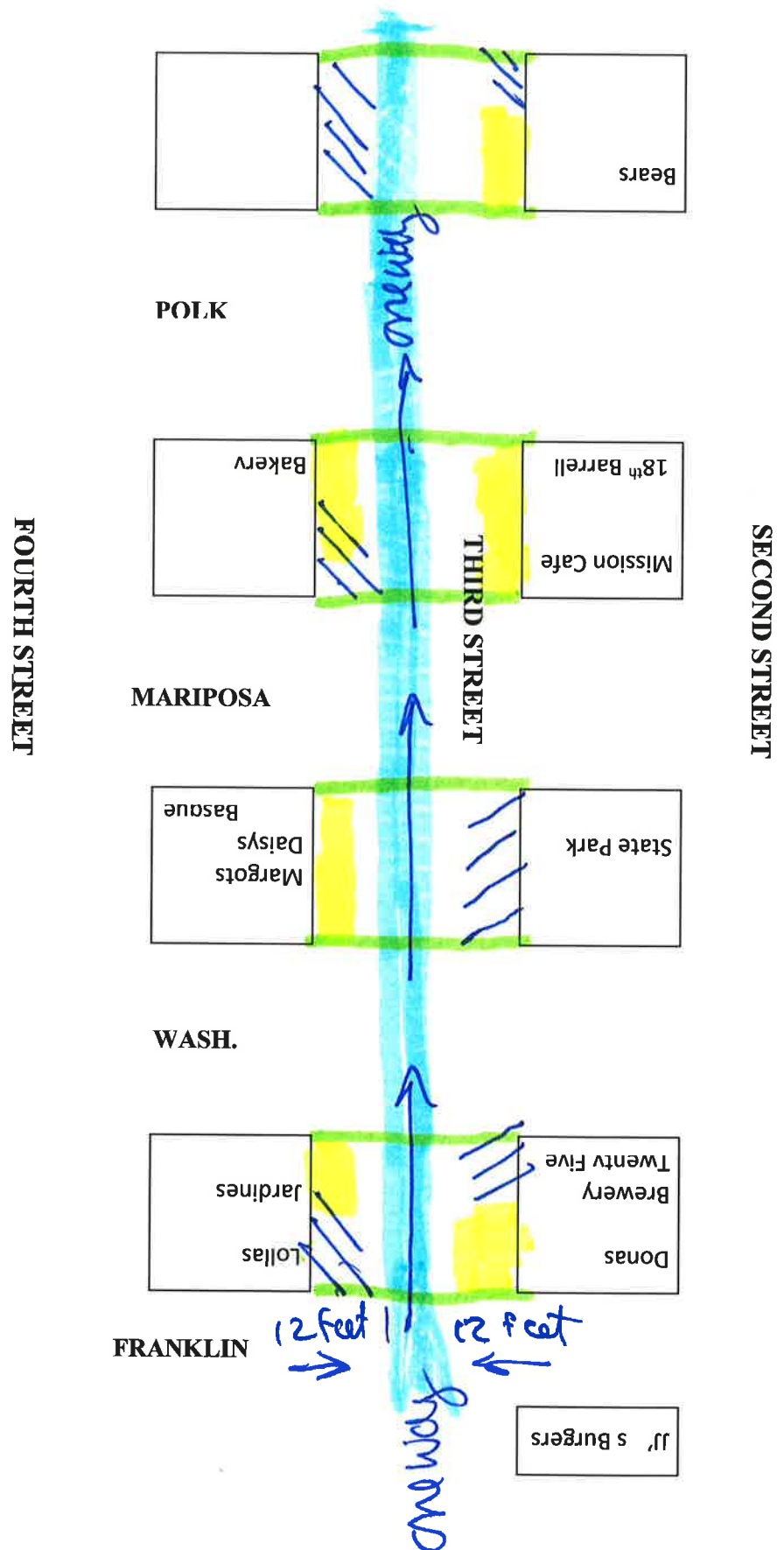
The following is the tentative schedule for this project.

- | | |
|--|-------------------------------------|
| 1. Re-Design of 3 rd Street | One week (May 29 th) |
| 2. Establishing Design Standards | Three weeks (June 12) |
| 3. Physical Changes to the Street | Two weeks (June 12) |
| 4. Opening of Businesses on the ROW | Four weeks (June 19 th) |

ATTACHMENTS

Resolution

MUCKELEMI



Attachment 1

RESOLUTION 2020 – XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN
JUAN BAUTISTA ASSISTING BUSINESSES TO REOPEN, AND CHANGING
TRAFFIC ON THIRD STREET DURING THE COVID 19 CRISIS**

WHEREAS, on March 17, 2020, the City declared a state of emergency due to the outbreak of the Corona Virus pandemic and reaffirmed the need to continue this state of emergency every 21-days since that date; and

WHEREAS, on May 3rd, the County Public Health Order to Shelter in Place expired, and since May 4, 2020, the City began following the State of California's "Sheltering in Place" and related policies, including those that apply to the re-opening of businesses that were closed due to the outbreak of the COVID 19 crisis; and

WHEREAS, On Wednesday May 13, 2020, the State approved a variance for San Benito County allowing more businesses to re-open if they can provide safe spacing among their employees and customers, per the business protocols and guidance published by the State; and

WHEREAS, the City supports all of its businesses in their efforts to assess and implement a re-opening strategy under these guidelines; and

WHEREAS, the businesses located on Third Street are typically small in nature, and have limited space to follow these guidelines in a profitable fashion; and

WHEREAS, it is in the City's best interest to help these particular businesses by changing the use of the street, and opening some of the right-of-way so they can expand while maintaining safe spacing for employees and the public; and

WHEREAS, the City Engineer can re-design traffic flow on Third Street to provide additional space for businesses but that will require eliminating one lane of traffic, and the installation of new signs and road-closures to accommodate the change in a safe manner; and

WHEREAS, the best tool the City can use to assure adherence to the City Engineer's safety protocols for the public's vehicular and pedestrian use of the Right Of Way, is the issuance of Encroachment Permits, that can be amended and revoked if necessary; and

WHEREAS, the City and business community have been working together to form a plan to change 3rd Street and work together to re-open the City as provided in the actions described below in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of San Juan Bautista that above recitals and staff report are true and correct, and the City Council agrees to these findings and facts.

BE IT FURTHER RESOLVED, that City Council directs that the following actions be taken to help businesses reopen during the COVID 19 crisis:

1. Re-design, then re-stripe, provide signs, barricades, planters and other amenities necessary to close one lane of 3rd Street that reduces traffic flow to one center lane, with one-way traffic heading west from Franklin to Muckelemei Street;
2. Keep the north/south cross streets open (Mariposa, Polk, Washington, Franklin, Pearce)
3. Establish design standards for businesses considering opening into the public right-of-way ("ROW") created by closing one lane;
4. Offer no-cost encroachment permits for the frontage of businesses that want to open on the ROW;
5. Establish angle parking where no encroachment permit is requested;
6. Assist businesses as necessary with health permits, ABC licenses, etcetera, to help them open on the ROW; and
7. Help promote the re-opening of San Juan Bautista to the greater community.

BE IT FURTHER RESOLVED, that City Council appropriates \$20,000 from its General Fund Reserve to pay for the changes needed in the City's Right-Of-Way to accommodate business expansion during the COVID 19 crisis.

ED AND ADOPTED at a regular meeting of the San Juan Bautista City Council on the 19th day of May, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Mary Vazquez Edge, Mayor

Laura Cent, City Clerk



CITY OF SAN JUAN BAUTISTA STAFF REPORT

AGENDA TITLE: CITYGATE AND CITIZEN SURVEY SUMMARY

MEETING DATE: May 19, 2020

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION:

That the City Council receive and file this report, but use the data for budget considerations.

BACKGROUND:

As the City Council prepares for its FY 20/21 Budget, it first reviewed the audit in December, and made mid-year adjustments in January. The mid-year budget also funded special studies from consulting firm Citygate, to review the City's fiscal condition and provide an organizational study. The first "deliverable" from Citygate was to hold a City Council strategic session with the community. A summary of this February 15, 2020 study session is the initial part of the Organizational Assessment in the Citygate Report, page 24. Five broad objectives came forward:

1. Create, promote and nurture partnerships within our community;
2. Preserve, protect, and promote our community assets and economic vitality while maintaining historical and cultural charm;
3. Invest, maintain, strengthen, plan, and renew our vital infrastructure;
4. Promote public amenities; and
5. Quality of life.

Following the workshop, staff launched a survey for all citizens to consider using the utility billing distribution, website, Facebook and email. More than 150 replies were received, and these are summarized in the second attachment.

During the first week in March, Citygate interviewed both city employees and City contract service providers. Several conversations occurred between the City's CPA and Citygate retired Finance Director Andy Green. The third attachment is the Citygate "Observational Organizational and Financial Review" that came from these efforts. In addition to this report is a set of spreadsheets that are meant to be used as a tool going forward to help the City project its revenues and expenses. Several years of actual data have been entered to develop revenue and spending trends to help refine these estimates. All of this was done "pre-COVID 19," but we are fortunate to have it because we now have a clear description of where we were the "day the world changed."

The State Budget will not be released until May 14, too late for consideration as staff prepares for the May 19 City Council meeting. The Budget Calendar is changing slightly, with the presentation of these background materials on May 19th, and presentation of the draft budget May 24th. We will plan a budget workshop the first week in June, and finalize the budget June 16.

DISCUSSION:

The survey was fairly successful, receiving a response of 8%. The questions are separated into three sections, beginning with the question, “What do you like best about the City?” Out of nine different categories, the “small city” culture was by far the most popular part of San Juan Bautista. Others include safe neighborhoods, cultural heritage and local festivals. The most concerning issue is the failing condition of the City’s infrastructure. Of the ten statements in the third section, infrastructure is by far the highest priority for the community, receiving more than 70% of the votes in two distinct areas: water/sewer and roads.

The Strategic Facilitation Session (February 15th) summary describes the activities of the Session, and strategic goals around preservation of the City’s small-town culture and historic assets, while maintaining its infrastructure. Public/private partnerships will be relied upon to re-build the water and waste water systems. Water, power sewer and streets are the top four infrastructure priorities listed in the strategic planning summary. Quality of life ties it all together, connecting to safe residential neighborhoods. This summary has become a part of the final Organizational Study.

Citygate Report

The Citygate report is a point-in-time study of the City as an organization, and its fiscal capacities. It includes a set of 19 findings and 17 recommendations. The Organizational Assessment begins on page 24, with the strategic planning summary. The study was initiated prior to the pandemic, and sets the standards for the City’s recovery from this devastating event.

Section 1.3.1 on Page 20 lists 15 findings, which are all familiar to those working closely with the City. There is a need to formalize the capital improvement budget process and long-range financial planning process. It states in three different findings that the City’s water systems are under-capitalized, antiquated and the cause of citizen complaints, yet the rates are relatively high for a community with moderate income levels. The best news is the confirmation that the general fund, under “normal” conditions, is healthy.

Section 1.3.2 “Recommendations, Page 21, lists 13 recommendations. Many of these are intended to address and formalize financial systems and processes. Number 2 speaks to the need for annual fee reviews. Research indicates this was the practice of the City ten to fifteen years ago. The report includes tools to use for financial projections and it puts the City in position to begin long-term financial planning. Recommendation 9 is underway. The City’s water and sewer rates are being reviewed and will be updated by the end of the fiscal year. Issues raised like “cross training,” “succession plans” and reference to “Departments” all speak to an organization with a staff large enough to make these recommendations meaningful. The City’s CPA is dedicated to processes

we have and makes certain that every process is checked and double checked. At some point in the next three years, the City will move to a more integrated and automated financial system.

The Organizational Assessment begins on Page 24 with the need for the limited staff to remain focused on the City's key priorities. Recommendation #14 supports the use of strategic planning to set and confirm priorities. Finding #18 speaks to the need to design a path forward to catch-up on deferred infrastructure maintenance. This is being done with the completion of the Pavement Management Plan, and the nearly completed Water and Waste Water Master Plans.

Findings #19 and Recommendation #17 are also being addressed. These speak to the need for better long-range community development planning which aligns with recent discussions by the Council to address the need for Urban Growth Boundary. The Urban Growth Boundary is the best response to the survey results about keeping the small-town culture in San Juan Bautista. When fiscally feasible, the City will move toward (and return to) a highly-skilled planning professional as part of the staff, serving as a deputy city manager to help guide all aspects of current development permitting and long-range planning efforts. There is a need to have a skilled and experienced staff guide the Planning Commission, while the City Manager coordinates these efforts and other priorities with the City Council.

Other Considerations

Economic Development is a function of the City that requires immediate and continued attention. The City's economy has been forced to "re-invent" itself in the past three months as a result of the pandemic. The need to retain businesses, and attract businesses to fill a growing vacancy rate downtown will continue for the next two to three years.

While the Strategic Planning Committee has been discontinued, there remains a need to harness the great volunteer spirit in the community. This can be achieved through community planning efforts that include the urban growth boundary and general plan update, and expand efforts to plan the development of city parks that are in alignment with the preservation of our historic heritage. As the City evolves, consideration should be given to the expansion of Library Services to include Recreation Services.

The impact of COVID 19 has already been described in relation to the current fiscal year, as 50% loss to the general fund due to revenue losses associated with sales tax and transit-oriented taxes. Some economists speculate recovery of the economy to begin in the fall of 2020. But will this "recovery" apply to the City's key economic indicators associated around festivals and tourism? This will certainly be the City's biggest challenge it faces as we move into the new fiscal year.

Budget Considerations for FY 20/21

These studies are timely for the City Council to consider as the City moves next week into the draft budget. The cost reduction made in FY 19/20 will be carried forward to help preserve the City's reserve funds. These reductions will limit some of the services the City has been able to offer. It is not clear yet how or when the Library will re-open, but currently the Library staffing

budget has reduced by 50%. We will continue to keep the community development function on a contractual basis to maximize its flexibility. If the demand grows, a mid-year budget amendment may come forward recommending permanent staffing return in some form or another.

Infrastructure remains a top priority. There are dedicated funds associated with the water, waste water and street improvement programs that can be used for smaller repairs. The Waste Water Master Plan will provide a path toward compliance with the EPA standards, but the ultimate solution will require a significant capital investment. The Water Master Plan will point towards a large capital investment needed for a new source of water that contains less salt and will replace Well 6 that has recently become contaminated with nitrates. For streets and road improvements, the State's budget, released May 14, 2020, will help the City estimate its share of SB1 Funds for street improvements, augmented by Measure G Funds. But if sales tax is expected to decline by 50%, these sources of funds will be impacted as well.

As the budget comes forward, there will be an ample amount of time for community input and updates to the uncertain sales tax revenue projections.

City of San Juan Bautista

Citizen Survey – Strategic Goal Setting and Budgeting Priorities

On February 15, 2020, San Juan Bautista City Council members, City staff, and members of the public participated in a goal setting meeting, the first of what is hoped will be an annual goal setting practice in the City's annual budget adoption cycle. The purpose of this survey is to offer an opportunity for others in the community to participate by sharing their ideas, needs, and input in this brief survey. The results will help the City Council as it adopts priorities for Fiscal Year 2020/2021 and beyond.

Take the Survey On-line: <https://www.surveymonkey.com/r/YFVMYQJ>

Print, complete and mail (or drop-off) to either City Hall or the Library by March 30th.

Thank you in advance for your input!

60% or More
40% - 59%

1.	Which do you like best about living in San Juan Bautista?	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
A	Proximity to Silicon Valley	11.54	17.31	46.79	12.82	11.54
B	Close to State/Reg. Parks	24.52	44.52	26.45	3.87	.65
C	Access to local parks	20.39	39.47	34.21	5.92	0
D	City's Cultural Heritage	47.40	38.96	11.04	2.6	0
E	Local festivals and events	34.84	33.55	23.87	7.10	.65
F	Safe Residential neighborhoods	48.08	39.10	8.97	3.85	0
G	Small Town Population	69.62	22.15	5.7	2.53	0
H	Historic Downtown shopping	32.24	33.55	23.68	9.21	1.32
I	City has its own elected and appointed officials	23.23	38.06	31.61	5.81	1.29

2.	Which if these statements concern you?	Strongly Agree	Agree	Neither Agree or Disagree	Disagree	Strongly Disagree
A	Heavy commercial truck traffic takes short cuts through city streets	49.04	31.21	10.83	3.82	5.10
B	Lack of affordable housing to rent	25.64	18.59	35.26	13.46	7.05
C	Lack of affordable housing to purchase	23.38	24.03	33.12	13.64	5.84
D	The roads, sewers, and water infrastructure are old and aging	77.22	18.35	3.16	1.27	0
E	Response times for sheriff services are long	36.54	27.56	33.33	1.92	.64
F	Parking is inadequate in historic downtown area	18.18	20.78	37.01	16.23	7.79
G	Limited job and economic opportunities within San Juan Bautista	22.44	26.92	37.18	10.9	2.56
H	Park landscaping and facilities are old and aging	25.00	26.92	30.77	12.82	4.49

Please rate the priorities you would choose for spending City revenues by showing your degree of AGREEMENT with the following statements on a scale from DISAGREE with the statement to AGREE with the statement.

3.	Statement	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
A	The City should work to repair and maintain City roads	71.61	22.58	5.16	.65	0
B	The City should work to repair and maintain City parks	33.55	44.74	17.11	2.63	1.97
C	The City should work to maintain City facilities such as City Hall	19.08	39.47	29.61	7.24	4.61
D	The City should work to promote local economic development efforts	33.33	37.33	20.67	6.0	2.67
E	The City should work to improve and maintain sewer and water facilities	79.08	16.34	3.92	.65	0
F	The City should address parking issues in the to downtown area	15.23	21.19	39.74	15.23	8.61
G	The City should work to improve the availability of sheriff response in San Juan, Bautista	45.10	28.10	24.18	2.61	0
H	The City should protect its historic nature when considering development proposals	65.13	23.03	8.55	1.32	1.97
I	The City should work to improve traffic flow in downtown and historic sites	16.34	22.88	43.14	12.42	5.23
J	The City should seek to build a professional and adequately paid work force	24.00	38.67	30.00	6.0	1.33

Please share additional ideas, needs, or input for the City to consider in the space provided below:

THANK YOU FOR YOUR PARTICIPATION!

**CELEBRATING
30 YEARS!**



**ANNIVERSARY
1990 | 2020**

CITYGATE ASSOCIATES, LLC

600 Coolidge Drive, Suite 150 ■ Folsom, CA 95630 ■ PH 916-458-5100 ■ FAX 916-983-2090

May 15, 2020

Don Reynolds
City Manager
City of San Juan Bautista
311 Second Street / PO Box 1420
San Juan Bautista, CA 95045
citymanager@san-juan-bautista.ca.us

RE: OBSERVATIONAL ORGANIZATION AND FINANCIAL REVIEW FOR THE CITY OF SAN JUAN BAUTISTA

Dear Mr. Reynolds:

Thank you for the opportunity to be of service to the City of San Juan Bautista (City). Based on interviews with staff and elected official, as well as study of City data and materials, our Project Team members have developed a management letter for you in keeping with the project proposal.

Citygate recognizes this management letter comes to you at a time of significant upheaval due to the impacts of the COVID-19 pandemic. Although the financial and organizational analysis work for this study was completed prior to the onslaught of the pandemic and its impacts on local government revenues and workload, Citygate Associates, LLC (Citygate) can attest to the timeliness of this body of work for your community. The business principles and practices referred to in this letter can be of great assistance to the City. The basic financial planning principles and practices outlined and integrated into the financial planning models are foremost in guiding the community through the impacts of the pandemic.

This management letter is organized as follows:

Section 1: Financial Analysis

Section 2: Organizational Assessment

Together, these two sections contain 19 findings and 17 recommendations for your consideration and action.

In addition, Citygate has produced financial models for the City's use and has included several other appendices. These are:

- ◆ Various Financial Tables and Appendices 1–11
- ◆ Appendix 12 – A five-year financial forecast instrument for the General Fund
- ◆ Appendix 13 – A five-year financial forecast instrument for the Water Fund
- ◆ Appendix 14 – A five-year financial forecast instrument for the Sewer Fund
- ◆ Appendix 15 – A sample Capital Improvement Plan document

These models, financial tables, and other appendices have been provided with this report for use by City staff.

Section 1 of the management letter includes:

- ◆ Analysis of the revenues and expenditures, focusing on the General Fund and the Water and Sewer Funds.
- ◆ Review of the City’s Annual Audit.
- ◆ Budget sustainability recommendations.
- ◆ Guidance to establishing financial and budgetary policies and procedures.
- ◆ In-depth review of the current issue before the City to strengthen its overall financial performance, including all funds. Together, with the four current issues in **Section 2**, five current issues were examined.

Section 2 of the management letter includes:

- ◆ Assessment of four current issues before the City and suggested priorities through a series of findings and recommendations. These four current issues are:
 - Building on Strategic Planning Priorities
 - Building on Staffing Expertise and Skills
 - Designing a Path for Infrastructure Renewal and Upkeep
 - Developing an Enhanced Role for Community Planning and Development

Recommendations for workload management are included throughout both sections of the management letter narrative, as are suggested topics for further in-depth study.

The discussion, findings, and recommendations of this report are based on Citygate’s review of conditions as of early March when on-site interviews were conducted per the project scope. Changes in conditions that have occurred since then should be noted in the City staff report that prefaces this report.

SECTION 1—FINANCIAL ANALYSIS

The City has approximately 10 full-time equivalent staff. As a result of this small operational staff level, employees are required to share responsibilities to conduct City operations. As Citygate determined through interviews, finance-related staff consists of the City Accountant (contractor), the Administrative Services Manager, and the Finance Administrative Services Clerk. Citygate found the staff associated with finance-related functions to be very knowledgeable regarding the financial operations of the City. Some areas of improvement identified by Citygate include the following:

- ◆ Additional formalized operational documentation should be developed to help ensure procedural application consistency to reduce any confusion on the part of departmental staff.
- ◆ Increased formal cross-training in all finance-related areas should be explored to ensure continuity of operations. For example, the City Accountant seems to be the only personnel with total familiarity regarding the QuickBooks system, which handles all the City's financial information for reporting and monitoring. The City Accountant is very competent and does a good job for the City; however, a backup should be efficiently trained as a continuity measure.
- ◆ Although not an immediate issue, the City should explore acquiring an integrated financial system to reduce manual processes and reduce the potential for input errors regarding financial information. The system should be cloud-based to allow staff from other departments inquiry access to financial information to aid decision making regarding their respective operations.

1.1 FINANCIAL SYSTEM

Citygate reviewed financial activity for the City using the City's published budget and audit documents. The City uses QuickBooks as its financial system. Although QuickBooks has served the City's needs to date, based on interviews with staff, it is the desire of the City to transition to a new budgeting system that is oriented more toward governmental entities. The City is beta-testing the ClearGov software for this purpose.

Payroll is handled through ADP, a payroll services system. Staff responsible for inputting into the ADP system to produce checks are separate from staff responsible for inputting payroll information into the financial system. The payroll process consists of entirely manual timesheet preparation through input into the financial system.

The current method used by the City for financial transaction processing relies heavily on manual processes. Even though the City is small, manual processes tend to result in increased errors (input

errors, lost paperwork issues, internal control issues, etc.), which decrease overall staff productivity.

1.2 FINANCIAL OPERATIONS

For all funds, the City's total revised budgeted revenues for fiscal year (FY) 2020 totaled approximately \$7.6 million compared to FY 2020 budgeted expenditures of approximately \$8.5 million, resulting in an anticipated deficit of approximately \$900,000. This deficit results from the recognition timing of revenues and expenditures in some of the funds. Timing recognition means that collection of revenues and the expenditure of those revenues are reflected in different fiscal years. This is not uncommon in municipal government finance, especially regarding grant and capital funds.

For its analysis, Citygate categorized total Citywide financial operations into the following four categories:

1. General Fund
2. Water Operations and Capital Funds
3. Sewer Operations and Capital Funds
4. All Other Funds (Combined)

Citygate's focus for the purposes of this project were the General Fund, Water Operations and Capital Funds, and the Sewer Operations and Capital Funds. In previous years, the City's financial audit included community development activities in the General Fund. Consequently, to provide accurate comparisons to prior years, Citygate included community development activities within the General Fund for this analysis.

1.2.1 General Fund

The City has a very healthy General Fund. FY 2020 General Fund revised revenues and expenditures are budgeted at approximately \$2.4 million and \$2.4 million, respectively, resulting, for all intents and purposes, in a balanced budget. In FY 2017 and FY 2018, the City's General Fund experienced significant surpluses primarily related to the permits and charges for services associated with the construction of the Rancho Vista (85 lots) and Copperleaf (45 lots) housing projects. Combining these two fiscal years, the City experienced an approximately \$1.1 million operating surplus. This was partially offset by an approximately \$167,000 operating deficit in FY 2019 due mainly to increased expenditures for capital outlay. Revenues increased approximately 25 percent between FY 2017 and FY 2019, due primarily to the completion of the two previously mentioned major housing development projects.

Tax-related revenue constitutes approximately 56 percent of FY 2020 budgeted revenues. The major tax revenue sources, which make up 99 percent of tax-related revenues, are property tax, (34 percent); sales tax (41 percent); transient lodging tax (11 percent); and vehicle license fee swap tax (13 percent). Over the past three fiscal years, tax-related revenues have grown by an average of approximately seven percent. However, FY 2020 budgeted tax-related revenues are relatively flat when compared to FY 2019 actual collections, due primarily to an anticipated decrease in sales tax revenue of approximately 14 percent based on sales tax revenue trends at the time the budget was adopted.

Although it is difficult to estimate the City's economic impact from COVID-19 at this point, it is certain that it will adversely impact revenue sources such as sales tax and transient lodging tax. Fortunately, as discussed previously, the City has strong General Fund reserves that can be utilized to address short-term adverse economic impacts and provide the City with time to develop a comprehensive plan to quantify and address COVID-19 economic impacts. However, the situation must be carefully monitored and analyzed over the coming months to determine any potential long-term economic effects. Absent a well-developed plan regarding how, when, and where to use reserves, and how and when the used reserves will be replenished, the City could find itself with reserve depletion levels that could negatively impact the City's ability to address other economic downturns or needs. Utilization of the financial forecast model provided with this report will help in this regard.

Personnel-related (26 percent) and contractual service-related (52 percent) expenditures constitute approximately 78 percent of FY 2020 revised budgeted expenditures. Personnel costs spiked by approximately \$279,000, or 68 percent, between FY 2018 and FY 2019. This spike was caused by the turnover relating to the City Manager position. Contractual service-related expenditures had a spike of approximately \$592,000 between FY 2017 and FY 2018 due to the need to increase services related to two major housing projects, Rancho Vista and Copperleaf. An additional spike of approximately \$199,000 is anticipated between FY 2019 and FY 2020 due to additional expertise needed for various projects.

Detailed information regarding General Fund revenues and expenditures are reflected in **Appendices 1 and 2** of this report.

Citygate found the current budget estimates reasonable given the City's experience over the past three fiscal years and the items discussed in the FY 2020 budget document. However, as the impacts of COVID-19 are determined, budget estimates should be revised.

The following table summarizes the General Fund financial activity for FY 2017 through FY 2020.

Table 1—Multiple Year Actual – General Fund (\$)

Component	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	
Revenues	1,774,821	2,369,044	2,213,109	2,407,899	
Expenditures	1,322,480	1,720,933	2,380,281	2,394,641	
Prior Period adj.					
Net Operating Income/(Loss)	452,341	648,111	(167,172)	13,258	
Beginning Total Fund Balance	3,597,047	4,049,388	4,697,499	4,530,327	
Ending Total Fund Balance	4,049,388	4,697,499	4,530,327	4,543,585	
Beginning Unassigned Fund Balance	1,694,106	2,198,843	3,051,788	2,674,751	
Ending Unassigned Fund Balance	2,198,843	3,051,788	2,674,751	2,688,009	Est
Cash Balance (unrestricted)	2,113,715	3,207,006	2,967,569	2,980,827	Est

One area that Citygate would recommend be changed relating to the General Fund is utilizing a more complete designation of the fund's unassigned fund balance. Per the FY 2019 audit, the City had approximately \$2.7 million in unassigned fund balance in the General Fund. This is a healthy balance, representing approximately 112 percent of FY 2019 General Fund expenditures. The Government Finance Officer Association (GFOA), a nationally recognized organization relating to municipal finance operations, recommends a minimum of 17 percent (two months' operations).¹ The City has a very well-written reserve policy that establishes the unassigned fund balance at a minimum level of 20 percent. However, the City's reserve policy also lays out a policy for unassigned fund balance in excess of a 20 percent minimum, which is also typical in other governmental jurisdictions. Per the City's policy, the components of distribution of excess unassigned fund balance include:

- ◆ Offsetting projected future deficits
- ◆ Addressing anticipated intergovernmental fiscal impacts
- ◆ Addressing one-time funding, non-recurring needs
- ◆ Addressing capital improvement projects
- ◆ Paydown of long-term debt

¹ GFOA fund balance guidelines: <https://www.gfoa.org/fund-balance-guidelines-general-fund>.

◆ Other

Citygate was told by staff that the City intends to complete a Master Plan and various specific plans, which will further identify the City's future capital needs. Based on the interviews conducted by Citygate, this process will likely result in major capital costs that should be reflected at some amount in reservations of unassigned fund balance. The General Fund is typically the support fund for all operations of the City, even though there may not be a legal support requirement. This has been the case in the City before, as evidenced by the approximately \$1.9 million advance made from the General Fund to the Water and Sewer Funds in FY 2017.² The advance agreement calls for repayment of principle at 1.5 percent annual interest over a 29-year period. Per City staff, the purpose of this advance was to address project cost overruns for water and sewer improvements.

Additionally, a plan identifying potential impacts relating to the current COVID-19 crisis should be developed to identify where reserves may be necessary to postpone immediate reductions in service levels. Consequently, as recommended by the GFOA, fund balance reserves should be specified, where possible, to address the risks of the previously mentioned areas. Citygate recommends that some portion of the unassigned fund balance in excess of the minimum required by the City's fund balance reserve policy be designed as committed for some or all the items listed.

1.2.2 Water Funds

The FY 2020 Water Operations and Capital Improvement Projects Funds revised budgeted revenues of approximately \$1.1 million and revised budgeted expenditures of approximately \$1.3 million result in an anticipated operating deficit of approximately \$200,000. This deficit is caused by the timing difference between fees that were collected in prior years anticipated to be spent in FY 2020.

Approximately 98 percent of Water Operations Fund revenues consist of revenues related to utility rates, which are comprised of connection fees (10 percent), commercial utility fees (13 percent), residential utility fees (76 percent), and water meter maintenance fees (1 percent). Over the last three fiscal years, the City has experienced spikes in operating and capital revenues due to two large housing projects. The City has not had and currently does not have independent structured fiscal analysis of projects, which has resulted in underestimated operating revenues in the Water Funds. Based on the prior three fiscal years, operations revenues estimates have been understated by approximately \$195,000 per year when compared to actual collections. For the most part, this is due to one-time connection fee revenues related to development projects that were not included in original budget estimates. It is a budgeting best practice to strive to minimize budget-to-actual variances to those things that are unforeseen to ensure that the initial budget plan is as accurate as

² City of San Juan Bautista FY 2019 audited financial report, page 27.

possible. Significant fiscal impacts that were unforeseen at the time the budget was produced and adopted should be addressed in formal budget amendments as soon as possible to ensure budget accuracy.

The FY 2020 budget estimate for operating revenue of \$979,000 is approximately 16 percent above prior actual collections due to development.

FY 2020 budgeted expenditures in the Water Operations Fund total approximately \$940,900. This represents an approximate 44 percent increase over prior year actuals. The increase is caused by a combination of factors: the anticipated increase in personnel costs of approximately 20 percent due to allocation of City Manager changes, the FY 2020 budget estimate for debt service that includes payment of principal that is capitalized in the prior year audit per generally accepted accounting principles, and the added payment of approximately \$190,000 for contractual services needed related to projects where fees were collected in prior years. Expenditures for personnel (21 percent), debt service (51 percent), and contractual (9 percent) comprise 81 percent of overall expenditures.

If revised budget estimates are realized, FY 2020 will end with an operating deficit of approximately \$181,000.

Water-related capital activity is reflected in the Water Capital Improvements Projects Fund. Over the previous three fiscal years, the City has collected approximately \$2 million in revenues and expended approximately \$1.5 million related to its capital program. For FY 2020, the City anticipates receiving \$100,000 in revenue and expending approximately \$350,000. The shortfall of approximately \$250,000 will be addressed by funds received in prior years.

The City does not budget for depreciation during the budget process; however, the Government Accounting Standards Board (GASB) Statement 34 requires that depreciation expense be calculated and recorded as a use of resources in the audited financial statements. This requirement does not impact cash, but it does reduce the fund's net position. Per generally accepted accounting principles, fund balance is called "net position" or "net assets" in proprietary funds such as Water Funds and Sewer Funds. Depreciation expense for FY 2019 was calculated at approximately \$327,000.

The City should have a structured and comprehensive multiple-year capital projects improvement plan to identify accurate capital improvement needs in the future and to determine potential funding mechanisms to meet the need.

The net position in the Water Operations and Capital Funds total approximately \$2.9 million per the FY 2019 audited financial statements. However, only approximately \$1.8 million is supported by cash. Additionally, roughly \$863,000 of the approximately \$1.8 million cash balances is restricted because it is required to meet the debt service reserve requirements of the City's bonded debt through the Statewide Community Infrastructure Program. Per the FY 2019 audit, after

accounting for year-end payables, approximately \$687,000 is reflected as unrestricted net position. The City's reserve policy calls for three separate reserves as follows:

- ◆ Emergency Operating Reserve – equivalent to 90 days of operations
- ◆ Emergency Capital Reserve – budgeted at \$57,000 per year until \$171,000 is attained
- ◆ Rate Stabilization Fund Reserve – equivalent to five percent of the prior year's water operating revenues, which would equate to approximately \$67,000 for FY 2020

At a ratio of approximately 70 percent, or approximately 13 months of normal operations (excluding one-time expenditures and capital), the FY 2019 ending unrestricted net position (reserves) meets both the GFOA-recommended levels (90 days operations) and the City's reserve policy as previously outlined. If FY 2020 budget estimates are achieved, the ending unrestricted net position (reserves) will also meet the City's reserve policy requirements.

However, Citygate believes that this level of unrestricted net position will not be enough to address large capital needs that may be identified from completion of the Master Plan and other capital needs analyses. The City should explore rate increases and other revenue options to better position itself to address future essential water capital needs.

The following table reflects Water Operating and Capital Funds using the information retrieved for the audited financial statements.

Table 2—Multiple-Year Water Funds (\$)

Component	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Revised Budget	
Revenues	956,761	2,277,458	1,382,582	1,079,000	
Expenditures	982,610	920,025	977,971	1,260,287	
Prior Period adj.					
Net Operating Income/(Loss)	(25,849)	1,357,433	404,611	(181,287)	
Beginning Total Net Position	1,119,840	1,093,991	2,451,424	2,856,035	
Ending Total Net Position	1,093,991	2,451,424	2,856,035	2,674,748	
Beginning Unrestricted Net Position	499,608	424,829	662,012	686,973	
Ending Unrestricted Net Position	424,829	662,012	686,973	505,686	Est
Cash Balance (unrestricted)	756,725	1,227,891	895,507	714,220	Est

The large jump in revenues from FY 16/17 to FY 17/18 reflected in the previous table resulted from increased impact fees and operating revenues related to the construction of the Rancho Vista (85 lots) and Copperleaf (45 lots) housing projects. Increased impact fees represent approximately \$1 million of the revenue increase.

Details of the revenues and expenditures for the Water Funds are reflected in **Appendices 3 and 4** of this report.

1.2.3 Sewer Funds

Sewer Operations and Capital Funds revenues and expenditures for FY 2020 are budgeted at approximately \$1.6 million and \$2.3 million, respectively, resulting in an anticipated deficit of approximately \$678,000. This deficit is due primarily to the budgeted capital improvements of approximately \$638,000 and anticipated one-time funding of approximately \$130,000 for rate and Master Plan studies, which will be funded through available net position (reserves).

Approximately 98 percent of Sewer Operations Fund revenues consist of utility-related fees. These utility-related fees are comprised of commercial utility fees (18 percent) and residential utility fees (80 percent). As was the case in the Water Operations Fund, Sewer Operations also experienced a spike in revenues in FY 2018 due to the construction of the two major housing projects discussed previously.

Over the last three fiscal years, the City has underestimated revenues in the Sewer Funds collected by approximately \$244,000 per year. A partial explanation for the underestimation, as mentioned in the Water Operations Fund discussion, could be the two large housing developments currently being constructed. However, the FY 2020 estimate for operating revenue of \$1,010,600 is in line with prior year actual collections.

Sewer Operations Fund expenditures for FY 2020 are budgeted at approximately \$1.6 million, which includes a one-time transfer to the Sewer Capital Improvement Projects Fund of \$500,000. Adjusting for this amount to reflect normal operating expenditures would result in normal operating budgeted expenditures of approximately \$1.1 million (excluding depreciation expense), which is in line with the prior year. Although increases and decreases are for the most part offset, it should be pointed out the personnel costs increased approximately \$65,000, or 57 percent, between actual FY 2019 costs and estimated FY 2020 costs. This is due to allocations of the additional costs associated with the transition related to the City Manager position. Based on the current budget estimate operating results, excluding the transfer for capital reflects a deficit of approximately \$100,000.

Sewer capital activity is reflected in the Sewer Capital Improvement Projects Fund. Over the previous three fiscal years, the City has collected approximately \$726,000 in revenues and expended approximately \$531,000 related to the capital program. For FY 2020, the City anticipates

receiving \$600,000 in revenue (\$100,000 in connection fees and a one-time \$500,000 transfer from the Sewer Operations Fund) and expending approximately \$639,000. Reserve funds will be used to address any additional short fall.

Depreciation is not annually budgeted by the City, but the expense is required by the GASB to be recorded as an expense in the City's audited financial report. In FY 2019, depreciation expenses were recorded at approximately \$309,000. Given that the FY 2020 budget anticipates a large capital asset purchase, the depreciation calculation made by City staff and the auditors will be recalculated based on the revised useful life of the new assets.

Sewer capital should also be part of a comprehensive, multiple-year capital improvement plan (CIP), which is discussed later in this report.

The net position in the Sewer Operations and Capital Funds total approximately \$2.05 million per the FY 2019 audited financial statements. However, only approximately \$1.6 million is supported by cash. Additionally, roughly \$369,000 of the approximately \$1.6 million cash balances is restricted because it is required to meet the debt service reserve requirements of the City's bonded debt through the Statewide Community Infrastructure Program. Per the FY 2019 audit, approximately \$607,000 is reflected as unrestricted net position. The City's Sewer Fund reserve policy calls for three separate reserves as follows:

- ◆ Emergency Operating Reserve – equivalent to 90 days of operations
- ◆ Emergency Capital Reserve – budgeted at \$75,000 per year
- ◆ Rate Stabilization Fund Reserve – equivalent to five percent of the prior year's water operating revenues, which would equate to approximately \$60,000 for FY 2020

At a ratio of approximately 39 percent, or approximately 11 months of normal operations (excluding one-time expenditures and capital), the FY 2019 ending unrestricted new position (reserves) meets both the GFOA-recommended levels (90 days operations) and the City's reserve policy as previously outlined.³ If FY 2020 budget estimates are achieved, however, the Sewer Funds will not be in compliance with the City's reserve policy due to an anticipated year-end deficit of approximately \$678,000 that will bring the unrestricted net position to a negative of approximately \$71,000. There would be approximately \$512,000 of cash remaining due to depreciation expense not impacting cash. However, one of the purposes of reflecting depreciation is to set aside funds to replace aging capital. Also contributing to this situation are several one-time costs reflected in FY 2020, such as capital outlay for equipment of \$107,000 and estimated costs for rate and Master Plan studies of \$130,000.

³ GFOA Enterprise Fund Reserve Best Practice: <https://www.gfoa.org/working-capital-targets-enterprise-funds>.

Even with the availability of cash at the end of FY 2020, Citygate believes that the Sewer Funds will still not be enough to address ongoing annual deficits and the large capital needs that may be identified from completion of the Master Plan and other capital needs analyses. A plan of action to address this operating issue needs to be developed as soon as possible and include potential expenditure reductions and the exploration of rate increases and other revenue options to better position the Sewer Funds to address future operation and capital needs.

The following table reflects Sewer Operating and Capital Funds using the information retrieved from the audited financial statements.

Table 3—Multiple-Year Sewer Funds (\$)

Component	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Revised Budget	
Revenues	889,441	1,145,897	1,369,262	1,610,600	
Expenditures	853,647	1,093,093	1,544,126	2,288,817	
Prior Period adj.					
Net Operating Income/(Loss)	35,794	52,804	(174,864)	(678,217)	
Beginning Total Net Position	2,135,667	2,171,461	2,224,265	2,049,401	
Ending Total Net Position	2,171,461	2,224,265	2,049,401	1,371,184	
Beginning Unrestricted Net Position	964,573	1,341,058	1,215,865	607,038	
Ending Unrestricted Net Position	1,341,058	1,215,865	607,038	(71,179)	Est
Cash Balance (unrestricted)	1,408,637	1,556,460	1,189,873	511,656	Est

As was the case with Water Fund operations, Sewer Fund operations also saw a significant increase in operating revenues relating to the construction of the Rancho Vista and Copperleaf housing projects.

Details of the revenues and expenditures for the Sewer Funds are reflected in **Appendices 5 and 6** of this report.

1.2.4 Budget

As determined through interviews with staff, the City's budget process is very simple. The budget process begins in February when applicable financial information is provided by the City Accountant to the respective departments to prepare budget requests. The information provided includes estimates for salary and benefits based on existing authorized positions and other line-item, to-date financial information for the respective departments. Departments must prepare their

requests and submit them to the City Manager. Working with the City Accountant, the City Manager identifies necessary augmentations to the budget requests and develops a recommended budget to present to the City Council in April. Per interviews with staff, departments are presented with final recommendation before it is presented to Council. However, Citygate received some interview responses that conflicted with this. To help address the confusion, a written budget calendar could be established, including timing for when the applicable members in respective departments will be notified of the final budget recommendations before being presented to the City Council.

There are no performance measures reflected in the budget document and, per interviews with staff, performance measures are not developed by departments during the budget process. Performance measurement is an essential element of budget development and monitoring, regardless of the size of the organization. The GFOA recommends that all organizations identify, track, and communicate performance measures to monitor financial and budgetary status, service delivery, program outcomes, and community conditions as a best practice.

The GFOA recommends that when identifying performance measurements governments should focus on making sure that measures meet the following conditions:⁴

- ◆ Useful – measures should provide information that is helpful to decision making, understanding, or accountability efforts.
- ◆ Relevant – measures can be clearly linked to the service delivery/program outcomes that they are intended to measure, appropriate for the outcome being measured, and are readily understandable.
- ◆ Reliable – collection methods and measure definitions need to be understood so stakeholders can rely on the information.
- ◆ Adequate – ensure enough and an appropriate variety of measures are used to measure performance and that measures do not incentivize behavior that adversely impacts the measures, such as a quantity versus quality scenario. There is often not a single measure that can provide sufficient context and understanding.
- ◆ Collectible – measures are readily available and do not involve excessive time/effort to collect.
- ◆ Consistent – measures can be regularly collected to track outcomes over time and avoid need to continuously identify new measures.

⁴ GFOA Performance Measurement Best Practice: <https://gfoa.org/performance-measures>.

- ◆ Environment – measures include variables related to externalities that impact service delivery and program performance.
- ◆ Responsibility – clearly identify responsibilities for collection, storage, and dissemination of the data.
- ◆ Systems – existing data collection capacities are leveraged appropriately, or new systems are identified to ease the burden of data collection.

Citygate is not recommending that the City establish extensive and complicated performance measures, but it is recommended that the City identified a few applicable performance measures to each department, which should be developed to reflect that the use of resources supports City goals and objectives.

It is also recommended that the multiple-year CIP be included in the budget document to help maintain a multiple-year focus on anticipated capital needs and assist in long-term planning.

1.2.5 Policies/Procedures

A GFOA best practice is the development of financial policies. The City financial policies reviewed by Citygate included the following topics:

- ◆ Reserves
- ◆ Investments
- ◆ Travel
- ◆ Purchasing
- ◆ Personnel

Citygate found these policies to be comprehensive and well written. However, there were some important financial policies that the City lacked. Some of the more important policies that the City should adopt include the following:

- ◆ Cash Handling
- ◆ Debt
- ◆ Budget

Another important financial area that could be improved is documented financial operating procedures. These procedures address how various financial operating processes are completed. Examples include:

- ◆ Accounts payable

- ◆ Payroll
- ◆ Journal voucher and other general ledger posting
- ◆ Accounts receivable
- ◆ Utility billing
- ◆ Business licensing
- ◆ Permitting

The GFOA website has many examples of best practices, including policies and procedures, that can be used by the City.⁵

A crucial step in developing effective financial policies and procedures is ensuring that they are readily available and understood by all City staff. The consequences for not adhering to policies and procedures should be clearly conveyed, and City staff should be held accountable.

The City should expand documented financial policies to include purchasing, cash handling, personnel, debt, and budget, per the sample information located on the GFOA website.

The City should also develop an accounting manual that includes the various financial processes identified in this report.

1.2.6 Internal Control/Auditing

Although interviews with City staff indicated that there are internal control measures that are followed, Citygate was not provided with any written procedures or policies regarding items such as cash handling, accounts payable processing, or bill processing. Given the City's size, it is understandable that there may not be formal written procedures for some of these processes; however, this is not best practice. Strong, documented procedures are essential to minimize intentional or unintentional loss of City assets. Agencies such as the GFOA, the California Society of Municipal Finance Officers, and International City/County Management Association have extensive examples of written policies and procedures for all sizes of governmental jurisdictions that the City can use. Once established, these documented policies and procedures must include staff training and monitoring to ensure procedures are followed. One example found by Citygate of non-compliance with written procedures relates to the City's purchasing policy.

The City's purchasing policy is set out in a purchasing ordinance. Per the ordinance, the City Manager is designated as the City's purchasing agent. Under the ordinance, public projects under \$45,000 have no bidding requirements, public projects between \$45,001 and \$175,000 only require

⁵ GFOA best practices can be found at <https://www.gfoa.org/best-practices>, and GFOA financial policy examples can be found at <https://www.gfoa.org/financialpolicies>.

informal bidding, and public projects over \$175,000 require a formal bidding process. All other purchases not considered public projects as defined in the ordinance can be authorized by the City Manager for amounts up to \$20,000. Purchases in excess of \$20,000 must be approved by City Council, as recommended by the City Manager. The purchasing ordinance also requires that all real property acquisitions or real property lease contracts, regardless of term or amount, shall be approved by the City Council. The City's purchasing ordinance is similar in structure to that of other jurisdictions reviewed by Citygate. Citygate was told during interviews that the City did not use purchase orders for procurement. However, section 2-8-07 of the purchasing ordinance states that "purchases of supplies, services, and equipment shall be made by purchase order." Consequently, the City is not operating in compliance with its purchasing ordinance in these instances. Utilization of a formal purchase order document is an essential practice to help strengthen internal control. Citygate recommends that a formal purchase order approval process be developed, monitored, and enforced.

Per the California Government Code section 12410.6.(b), commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm whose lead audit partner or coordinating audit partner having primary responsibility for the audit, nor shall the audit partner responsible for reviewing the audit have performed audit services for that local agency for six consecutive fiscal years. The City's current audit firm has conducted the City's audit since FY 2014 and, as of the FY 2019 audit, will have conducted the City's audit for six years. Consequently, the City will be required to change audit firms unless the current firm is large enough to assign a different partner lead or the City gets a waiver from the State Controller based on no other eligible public accounting firm being available to perform the audit.

1.2.7 Succession Planning / Cross-Training

It is always difficult to address the need for succession planning and cross-training in small jurisdictions like San Juan Bautista. However, smaller jurisdictions are impacted more severely than larger jurisdictions by the sudden loss of staff because individual staff members tend to be responsible for numerous operational tasks that are taken on out of necessity and with little training. Consequently, the loss of any single staff member has the potential of causing a major disruption in operations until a new staff member is hired and trained. Larger jurisdictions with larger staffs can usually absorb a sudden loss of a staff member. Citygate recommends that the City identify its critical operational areas, such as finance, water, sewer, etc., for continuity weaknesses and develop a succession plan, including structured cross-training to help address unanticipated operational disruption due to loss of staff.

1.2.8 Long-Range Financial Planning

An essential component of the operations of any organization is the development of a financial forecast. The budget is an example of a financial forecast; however, most budgets are for periods

of one or two years. It is also important to keep a focus on a five- to 10-year window when developing revenue and expenditure estimates so that the achieved results are not short-sighted. An example of this is using current resource windfalls without considering critical needs that will materialize in three to five years. This long-range resource collection and use should be identified to the extent possible and included in a formal plan document. This document can be used by the City to maintain a long-range operational focus to help identify potential issues early to allow sufficient time to develop effective plans to address any issues.

Based on Citygate's review, the City does not conduct organized or comprehensive long-range financial planning. Although the City produces a CIP document, Citygate was informed by City staff that it is not very comprehensive or valid. With issues facing municipal government, such as the current COVID-19 crisis, comprehensive long-range planning is essential to development of plans to minimize service reductions and maintain fiscal stability.

Financial Forecasting Model

Citygate has developed a basic financial plan model that can be used by the City. The basic purpose of the model is to assist the City in maintaining a long-term focus when developing strategies and implementing financial decisions. The model provides financial operational information relating to previous years, the current year, and projections for the next five years. The model is developed using Microsoft Excel and can be amended by the City as needed. The City will create financial assumptions based on past activity and known or anticipated activity and input them into the model. Based on the assumptions input, a summary of operational results and effects on operational reserves will be calculated automatically. A sample of the model's summary pages based on basic assumptions developed by Citygate for the General, Water, and Sewer Funds are included as **Appendices 7 through 9** of this report. The actual model consists of numerous spreadsheets reflecting assumptions and the estimated impact of those assumptions on both revenues and expenditures on a line-item detail level. The model also reflects the operational results impact on fund balance in the General Fund and net position in the Water and Sewer Funds. This model and instructions on how it is used will be provided to the City as a part of this engagement.

For the purposes of this model, Citygate utilized various general assumptions based on basic financial information gathered through staff interviews and high-level research as of early March 2020. Due to the uncertainty regarding impacts of COVID-19, the model does not reflect any potential COVID-19 impacts, positive (state and federal assistance) or negative. The City will need to update the model assumptions based on its in-depth knowledge of City operations and history and as COVID-19 impacts become clearer.

The following are the estimated operational results for FY 2021 through FY 2025 based on Citygate's high-level review for the City's General Fund, Water Operations and Capital Funds, and Sewer Operations and Capital Funds. This information was relayed to Citygate by City staff

and incorporated into the financial forecast model. Although this information provided by staff seems reasonable, Citygate did not independently validate this information.

Development Information Provided by City Staff

A total of 130 (85 plus 45) new single-family homes have been sold in the past 12 months, with only a few remaining to be built and sold. The average sale price is \$760,000.

Based upon the number of development units, equaling an increase of 18 percent in total units in the City, City staff anticipate revenues for property tax and utility revenue to grow significantly. With this said, staff think it would be fair to increase residential utility revenue in FY 2021 by 18 percent over the FY 2020 budget. Based on staff estimates, sewer residential revenue should grow by \$140,000 in FY 2021 and water residential revenue should grow by \$145,000.

Property taxes are not linear but are based on property values that are greatly higher than the historical values of the existing properties. City staff believe that, for Citygate's projections, the property tax revenues should be \$100,000 higher for the FY 2021 base year.

Although not an urgent need, given the City's size and infrequency of major projects, consideration should be given to a process to engage consultants to perform an independent fiscal analysis of projects that would have short- and long-term fiscal impacts on City operations. This will provide the City with a more realistic and unbiased estimate of a project's cost versus benefits to the City. This information should also be used to update the following financial forecast models.

General Fund Five-Year Financial Forecast

Based on high-level assumptions, the model results in a continuation of operational surpluses in the General Fund over the next five years. The surpluses range from approximately \$250,000 in FY 2021 to approximately \$341,000 in FY 2025. The ratio of unassigned fund balance to expenditures increases from 133 percent in FY 2021 to 171 percent in FY 2025, indicating a continuing strong financial position. However, as stated previously, the model results will change based on fine-tuned assumptions developed by City staff relating to future expected fiscal impacts such as those resulting from the COVID-19 crisis that are placed into the model.

Water Funds Five-Year Financial Forecast

Based on high-level assumptions, the model results in a continuation of operational surpluses in the combined Water Funds over the next five years. The surpluses begin in FY 2021 at approximately \$280,000 and increase to approximately \$294,000 in FY 2025. The ratio of net position to expenditures increases from 105 percent in FY 2021 to a high of 249 percent in FY 2025. This model assumes a capital investment of \$200,000 as a general estimate based on high-level staff interviews. Although the model indicates a fairly stable financial condition, it must be emphasized that the assumptions made in developing this model do not account for major capital improvements that will more than likely be identified with future Master Plans and other studies

the City plans to initiate that exceed the \$200,000 amount included in the current model, as well as other fine-tuning as discussed previously.

Sewer Funds Five-Year Financial Forecast

Based on high-level assumptions, the model results in a continuation of operational deficits in the combined Sewer Funds over the next five years. The deficits begin at approximately \$29,000 in FY 2021 and increase to a deficit of approximately \$71,000 in FY 2025. The ratio of net position to expenditures begins at -8 percent in FY 2021 and becomes -23 percent in FY 2025. This pattern reflects a weak financial condition relating to sewer operations that should be addressed. One of the assumptions included in this model was CIP expenditures of \$200,000 per year beginning in FY 2021. This assumption will change based upon the results of the various studies that will be initiated by the City over the next couple of years. However, the study results could recommend a CIP contribution of more than \$200,000 per year. Additionally, this model does not reflect any negative impact that may result from fine-tuning by staff.

Options that should be considered for these potential capital improvements include debt financing, grants, joint powers agreements, etc. However, any plan will need to include some amount of rate increase to ensure adequate service provision.

Use of this five-year financial forecast model with revised assumptions and other financial information available to City staff will help the City maintain a long-range focus on its financial condition and help identify issues early to provide time to develop plans to address them.

Capital Improvement Plan (CIP) Model

Citygate has also developed a CIP model that can be used by the City to identify and plan for capital needs using a long-term focus. Although the City does prepare a five-year CIP, it is more of a summary. Additionally, the process used to develop the plan could be improved with more structure to increase overall understanding. The CIP model provided by Citygate includes a recommended CIP development process that includes document forms that can be used to consolidate the various project costs, potential funding sources, and other pertinent project information, such as project history description, using a six-year window into a single document. This CIP document includes a project cost and funding summary supported by the detail for each identified and recommended project. A sample CIP document has been provided as **Appendix 15**. The CIP Model Summary and Project Detail Sheet are included as **Appendices 10 and 11**, respectively.

As is the case with the financial plan model, the CIP process and documents will assist the City in making informed decisions to maintain good financial health and stability. The current CIP document located on the City's website does not represent the City's anticipated capital project needs over the next five years, per interviews with City staff. The projects listed and the anticipated amounts are incorrect and need to be updated. Based on staff interviews, the City is facing major

capital needs in the future, especially in the areas of water, sewer, and streets. The City does not currently have a formal process for identifying long-term capital needs, such as the process provided and recommended by Citygate with this engagement. Citygate's CIP process recommendations can be customized to fit the City's size and capabilities. Citygate will provide the City with a written process, supporting forms, and instructions as a part of this engagement.

1.3 SUMMARY OF FINDINGS AND RECOMMENDATIONS

1.3.1 Findings

- Finding #1:** Due its size, City staff must perform many duties that would be performed by separate staff in larger jurisdictions.
- Finding #2:** The General Fund is fiscally healthy.
- Finding #3:** The departments do not prepare performance measures to document effective use of resources on City and department goals.
- Finding #4:** The City lacks a succession plan to ensure City operational continuity.
- Finding #5:** There is no formal capital improvement planning process.
- Finding #6:** There is no formal long-range financial planning process.
- Finding #7:** Cross-training is sporadic and inefficient.
- Finding #8:** Water and sewer operations are undercapitalized. The capital items included in the CIP online are inaccurate.
- Finding #9:** Internal controls could be improved through documentation.
- Finding #10:** Communications between departments relating to financial information and results could be improved.
- Finding #11:** Improvement can be made on documenting financial policies and procedures.
- Finding #12:** Water infrastructure is antiquated, creating customer complaints regarding water quality.

Finding #13: Utility rates have not been adjusted in several years. However, the average water and sewer bill is \$150 per month, which is high for the average income levels of the City.

Finding #14: City technology is not utilized to its full potential and in some cases is inadequate. The City lacks an integrated financial system to reduce manual processes.

Finding #15: Sewer funds are in a weak financial position.

1.3.2 Recommendations

Recommendation #1: Formal cross-training should be increased to ensure continuity of operations, especially in finance-related areas.

Recommendation #2: A Citywide fee review is needed, including development fee deposit structure to ensure City costs are being covered.

Recommendation #3: The City should adopt the five-year financial plan and capital improvement models presented by Citygate.

Recommendation #4: The City should expand documented financial policies to include purchasing, cash handling, personnel, debt, and budget, per the sample information located on the GFOA website.

Recommendation #5: The City should develop an accounting manual that includes the various financial processes identified in this report.

Recommendation #6: The City should identify a few applicable performance measures to each department during the budget process and for inclusion in the budget document, which should be developed to reflect that the use of resources supports the overall City goals and objectives. These performance measures should be reviewed semi-annually.

Recommendation #7: The budget schedule should include the ability for departments to review and understand the recommended budget prior to delivery to the City Council through the creation of a budget calendar. This will help to reduce confusion on the part of the departments regarding their respective budgets.

Recommendation #8: The multiple-year CIP should be included in the budget document to help maintain a multiple-year focus on anticipated capital needs and to assist in long-term planning.

Recommendation #9: The City should explore water/sewer rate increases and other revenue options to better position itself to address future capital needs. This exploration should include evaluation of the water/sewer infrastructure to determine condition.

Recommendation #10: Some portion of the General Fund unassigned reserve in excess of the minimum required in the City's reserve policy should be designated as committed for some or all the items listed in the policy.

Recommendation #11: Although not an immediate issue, the City should explore acquiring an integrated financial system to reduce manual processes and reduce the potential for input errors regarding financial information. The system should be cloud-based to allow staff from other departments inquiry access to financial information to help them with making decisions regarding their respective operations.

Recommendation #12: A formal purchase order approval process should be developed, monitored, and enforced to enhance internal control and comply with the existing City purchasing ordinance.

Recommendation #13: The City should consider implementation of a process to engage consultants to perform an independent fiscal analysis of projects that would have short- and long-term fiscal impacts on City operations. This will provide the City with a more realistic and unbiased estimate of each project's cost versus benefits to the City.

SECTION 2—ORGANIZATIONAL ASSESSMENT

Citygate interviewed thirteen personnel associated with City operations, including the City Manager. Of these thirteen persons, three currently serve as contracted personnel from outside agencies. Of the ten City-employed personnel, two served in part-time positions (Lead Librarian and City Clerk).

Citygate observed the following themes:

- ◆ With the advent of the current City Manager and through the assistance of staff members, the City organization is working hard to address a variety of inherited, chronic, long-standing issues facing the City. These issues include:
 - Deferred maintenance of City streets, water, and sewer infrastructure systems.
 - Fines and/or penalty assessments from state and federal agencies regarding regulatory compliance shortfalls associated with water and/or sewer operations.
 - Immediate repairs associated with the City streets, water, and sewer infrastructure systems, and dysfunctional equipment needed to make repairs.
 - Resident concerns, calls, and service requests associated with various street, water, and sewer functionality issues.
- ◆ City staff exhibited a united and high desire to be of service in San Juan Bautista by interacting with residents, responding to their concerns, and wanting to secure the City's economic well-being and quality of life in the future.
- ◆ Both City staff and elected officials expressed a desire to improve communication inside and outside of the City organization, along with a desire to help residents understand where the City stands with regards to services and service levels, and a desire to be responsive to citizen requests and needs.
- ◆ The high number of issues being juggled by a small staff can be overwhelming, especially when many of those issues can only be solved through capital improvement projects, capital equipment purchases, and/or operational changes beyond the capacity of any single staff member.

2.1 BUILDING ON STRATEGIC PLANNING PRIORITIES

At the City Council strategic planning session February 15, 2020, the Council worked through a process of arriving at initial strategic objectives. The initial objectives were to:

1. Create, promote, and nurture partnerships within our community.
 - Public
 - Private
 - Community based
 - Governmental
 - Non-profit
 - Business
 - Schools
 - Agriculture
2. Preserve, protect, promote our community assets and economic vitality while maintaining historical and cultural charm.
3. Invest, maintain, strengthen, plan, and renew our vital infrastructure:
 - Water
 - Power
 - Sewer
 - Streets
 - Sidewalks
 - Stormwater
 - Facilities
 - Open Space
4. Promote public amenities:
 - Parks
 - Trail system
 - Recreation

- Cultural Arts and Activities
- 5. Quality of Life
 - Enforce ordinances maintaining quality of life, promoting health and safety for the community.

Finding #16: The City organization can improve focus. The community faces a wide range of issues, with a small cohort of staff and resources from which to respond. The sense that every issue/problem is “urgent” tends to erode both elected official policy maker and staff member effectiveness. It leads to chaotic start and stop attempts that do not resolve objectives and projects.

The City Council and staff have taken a significant and wise first step in prioritizing needs by going through the steps to establish the initial strategic objectives.

Recommendation #14: To continue the Council’s prioritization efforts, decisions about how best to spend the City’s human and financial resources should be made around its Strategic Objectives, both as budgets are developed and adopted, and in every-day project delivery.

Suggested practices that can help both elected officials and staff members spend the City’s human and financial resources for strategic outcomes include:

1. Use of annual work plans for each department, outlining major work areas with accompanying performance outcome measures. Example: Initiate a Public Works parts inventory methodology in the first quarter of FY 2021 and implement by fourth quarter FY 2021.
2. New ideas, new projects, and requests for information from City Council members not included within the current budget year work plans can be “parked” for consideration in the future year budget. If considered necessary for the current year, the Council can establish a procedure for requiring three votes before asking staff to move forward on items not included in the annual work plans.
3. The City Council can adopt a practice of receiving staff “best estimates” for the time impacts of new projects, research, and/or requests before staff is asked to proceed on items that are not contained within the annual work plans.

4. In establishing annual work plans and performance goals, less may be more. Avoid lining up a long list of items that cannot realistically be accomplished. Instead, use disciplined lists that reflect a reasonable use of time and staff resources within the realities of the high level of day-to-day demands the City faces to deliver services. Choosing to accomplish a series of achievable small steps will build Council, community, and staff confidence in lieu of making long lists of items, none of which receives enough care and attention to be completed.

2.2 BUILDING ON STAFFING EXPERTISE AND SKILLS

Finding #17: The City has a strong set of current personnel and leadership. Within this group is powerful expertise and experience from which the community benefits.

Recommendation #15: Maximize the use of staff resources and skill sets to determine if and when to outsource tasks, examine procurement processes for efficiency opportunities, and examine where routine staff reports can be standardized.

Draw upon the expertise of current staff members to:

1. Determine what tasks in each service area are best conducted with “in town” staff and City resources, and which tasks can most successfully be conducted through contracted services and personnel. Criteria for “in town” service responses can be:
 - Events that require immediate responses, immediate assistance, immediate repair, and/or temporary mitigation.
 - Events for which City staff are trained and equipped to respond.Criteria for contracted services can be:
 - Events, repairs, and/or improvements that can be anticipated and/or scheduled and require a specialized work force and/or equipment.
 - Work that lends itself to annual or longer contracts for services available within the region through a competitive procurement process.
2. Examine where procurement of annual and/or multi-year goods and/or services can reduce routine staff report writing and procurement processes as part of developing a written procurement policy.

3. Examine where routine staff reports can be standardized, delivered on a quarterly and/or semi-annual basis, thus lessening the month-to-month work impacts for both City staff in preparation of the reports, and focus Council attention on larger scale objectives.

2.3 DESIGNING A PATH FOR INFRASTRUCTURE RENEWAL AND UPKEEP

Finding #18: City street, water, and sewer infrastructure is in a state of deferred maintenance. These conditions cannot be blamed and/or wished away and must be addressed for the sake of the community's future sustainability.

Recommendation #16: Design a path forward for infrastructure renewal and upkeep.

The City Manager and staff have already begun some of this work by initiating Master Plan studies and by initiating routine maintenance activities, such as regular water pipe flushing. Elements of a path forward for Water and Sewer Funds include:

1. Resolving outstanding fine and regulatory oversight issues for the Sewer and Water systems.
2. Conducting Master Plan studies to organize and illuminate the capital needs in the sewer and water systems.
3. Examining, by a third party, if there are financially and physically feasible alternative operations opportunities with larger water and/or sewer systems and/or operators within the region.
4. Conducting a fee schedule study and progressive fee increments over an extended period to fund necessary capital improvements identified in the Master Plan studies.
5. Positioning water and sewer enterprises to receive grants and other state and federal assistance when opportunities arise by having plans and specifications prepared in advance for capital improvement projects identified within the capital improvement budgets / Master Plans. This is an "off-the-shelf" strategy that can be used successfully to become "first-in-line" for new funding opportunities.
6. Investing in improved maintenance activities, such as complete camera review of pipes and their conditions. The data yield from such activities can be used to identify system points that could most benefit from repairs/upgrade, resulting in system wide improvement as these repairs are made.

Elements of a path forward for Streets include:

1. Positioning the City to effectively tap any grant or state/federal assistance for street repairs by having plans and specifications for a key project(s) “shelf-ready” to take advantage of first-in-line timing that may become available.
2. Considering raising funds for street repairs through local tax initiatives.
3. Investing in modest annual repair program(s) to the extent feasible, focused on reducing pothole eruptions.
4. Following Recommendation #15, determine how pothole, street painting, and overlay projects can be accomplished using a combination of staff and City-owned equipment and contracted work services from paving companies.

2.4 DEVELOPING AN ENHANCED ROLE FOR COMMUNITY PLANNING AND DEVELOPMENT

Finding #19: There is a need for the community planning and development function to play an enhanced role within the City organization.

The initial strategic goal of desired preservation, protection, and promotion of community assets and economic vitality while maintaining historical and cultural charm implies the City will have some measure and means for achieving consensus on how land use and development can be used to maintain historical and cultural charm. Implementation of the City’s General Plan, and consideration of development application projects through the Planning Commission and City Council entitlement process will play a major role in what the community looks and feels like in years to come.

Recommendation #17: Develop the ability to effectively work through both current and long-range planning efforts.

Working through current and long-range planning efforts will help to:

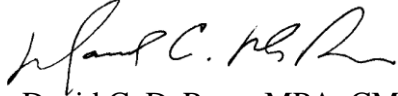
1. Position the City to make the highest and best use of potential development investments in the community to achieve General Plan, Master Plan, and capital project improvement objectives.
2. Use the tools of good current and long-range planning efforts to help improve local economic vitality.
 - Achieving these will include active and knowledgeable use of in-lieu payments and contributions, early recognition of mutually beneficial

opportunities to pursue with potential developers, well-planned use of development fees for parks and facilities, and up-to-date, ready-to-go capital projects and improvements.

3. Build the City's reputation for being a fair processor of land use and development processes, taking the steps within the process to assure equity for all applicants, stakeholders, residents, and community members.
4. Engage the community in visioning its future by how it approaches land use and development decisions today.

* * *

Sincerely,



David C. DeRoos, MPA, CMC
President

cc: Project Team

Attachments

Appendices 1–15

APPENDICES 1 THROUGH 14
(DIGITALLY PROVIDED SEPARATELY)

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General Fund Financial Plan (05-15-20)

Appendix 12—General Fund Financial Plan

Water Fund Financial Plan (05-15-20)

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Sewer Fund Financial Plan (05-15-20)

Appendix 14—Sewer Funds Financial Plan

APPENDIX 15

**SAMPLE CAPITAL IMPROVEMENT PLAN
DOCUMENT**

Appendix #15

Sample Capital Improvement Plan Document

Source: City of Reno FY 17-18 budget document

Source: City of Pasadena, Ca FY 2018-19 Capital Improvement Plan document

CAPITAL IMPROVEMENT PLAN

The *[insert jurisdiction here]* updates its Capital Improvement Plan (CIP) each year. The responsibility for updating the plan and presenting it to the City Council rests with the CIP Committee, a Citywide group of employees representing the major departments of the City involved in the construction, improvement, operation, and financing of capital facilities. The Finance Department is the lead department and serves as chair of the Committee. The approved CIP for this year follows this report.

Process

The CIP process begins early each fiscal year when departments submit to the Committee their requests or revisions for capital projects. The requests are submitted on approved forms which include the description of the project, estimated cost, time frame, justification, and impact on operating budgets. The CIP is a 10-year plan where projects are identified in the outlying years and listed based on known conditions, estimated growth rates, the City's *[insert various jurisdiction plans such as the general plan, area specific plans, etc]*. The CIP Committee uses an established set of criteria to evaluate CIP requests. The criteria include legal constraints and requirements, health and safety, project life, impact on the City's operating budget, consistency with City Council and Management priorities, conformance with adopted plans, cost effectiveness, frequency of use and population impacted. Projects are ranked in order of program and funding priority which is explained further in this section.

While progress in repair and maintenance of City infrastructure is being made, the CIP Committee recommends that *[insert recommendations and rationale]*.

Capital Improvement Program Definitions

The Capital Improvement Program is a planning and budgeting tool which provides information about the City's infrastructure needs for a ten-year time frame. Each year, the list of projects is reviewed for need, cost and priority. New projects may be added, and other projects deleted. Generally, capital improvements are defined as physical assets, constructed or purchased, that have a useful life of ten-years or longer and a cost of \$25,000 or more. The following are capital improvement categories included in the plan:

- a. New and expanded facilities for the community
- b. Large scale rehabilitation or replacement of existing facilities
- c. Equipment for any public facility or improvement when first constructed or acquired
- d. The cost of engineering or architectural studies and services relative to the improvement.

- e. The acquisition of land for a community facility such as park, road, sewer line, etc.

In addition, the City includes Capital Maintenance needs in the CIP plan. Capital Maintenance projects are generally rehabilitative maintenance on City-owned facilities that are required to maintain facilities in good operating condition. Finally, the City's budget process includes major purchases in the CIP plan. These include major equipment, vehicles, computer hardware and computer software that, over the life of the project, cost \$250,000 or more.

What are Capital Outlays?

Capital Outlays, which are budgeted within the City's operating budget, include such things as furniture, equipment, vehicles, and motorized equipment needed to support the operation of the City's programs. Generally, a capital outlay item may be defined as an item valued more than \$10,000 with a life expectancy of less than 10 years.

What are Capital Projects?

There are two types of capital expenditures. The first deals with infrastructure projects and the second with operating programs. Capital Projects, which are addressed in the CIP and budgeted within the City's Adopted Budget, generally include major fixed assets or infrastructure with long term value, such as buildings, roads, bridges, and parks; major equipment purchases (vehicles), computer hardware and computer software that, over the life of the project, cost \$250,000 or more, and capital maintenance projects. Any of these may involve some form of financing. Capital projects costs include all expenditures related to the planning, design, construction and equipment necessary to bring a project on line.

Why have a Capital Improvement Program?

The CIP provides information on the current and long-range infrastructure and equipment requirements of the City. It provides a mechanism for balancing needs and resources and for setting priorities and schedules for capital projects. It is based on needs identified through the planning process, requests and recommendations of City departments and the concerns of citizens and elected officials. The CIP includes the identification of revenue sources which will be utilized to fund capital improvements. Projects are included even if revenues are not available to fund them. These projects are prioritized and may be funded by current revenues or by debt financing, depending on the availability of funds, the nature of the project, and the policies of the Council. The CIP strives for efficient use of capital improvement funds by identifying CIP projects and prioritizing them according to their relative importance and urgency of need. Identification assures needed projects are known, while prioritization ensures that those projects which are most urgently needed are funded first.

Why a Separate Capital Improvement Program?

The Capital Improvement Program outlines long range capital improvement expenditures. Funds budgeted through the CIP for a specific project during a specific year remain with that project until the project is completed, while the operating budget

terminates at the end of the fiscal year. Each year project costs are reviewed and additional funds may be allocated to a project which, when combined with resources carried over from the prior year, result in the continuing project budget for the new year.

How are Projects Prioritized?

The City does not have enough funding to meet all of its capital needs each year. Projects are prioritized based on the effect of each project on the list and the City's ability to meet community goals. All projects are compared based on a common set of selection criteria. The cornerstone of this process is a worksheet which requires departments to explain anticipated funding sources, legal constraints/requirements, health and safety, project life, City Council and Management priorities, conformity with adopted plans and goals, impact on the City's operating budget, cost effectiveness, environmental impacts, population impacted, and frequency of use. Projects are ranked in order of program and funding priority. A numerical score is assigned to each project. The projects are then ranked according to how each contributes to maintaining current service levels.

A given project is then placed within one of several categories, suggesting a final priority position. The priority categories represent a relative degree of need for any particular project and are described below.

1. A project which is needed to comply with a court order, legislative mandate, or is critical to the health, safety, and general welfare of the public or which has a dedicated funding source that cannot be used for any other project, or which would provide for a public or operational improvement.
2. A project which is needed to comply with a court order, legislative mandate, or is critical to the health, safety, and general welfare of the public or which would provide for a public or operational improvement, but there are no available funds in the current year to fund the project. Any funds that become available will be used for these priorities.
3. A project which would provide for a public or operational improvement that City Staff anticipates funding in the third year of the Capital Improvement Plan.
4. A project which would provide for a public or operational improvement that City Staff anticipates funding in the fourth year of the Capital Improvement Plan.
5. A project which would provide for a public or operational improvement that City Staff anticipates funding in the fifth year of the Capital Improvement Plan.

6. A project which would provide for a public or operational improvement that City Staff anticipates funding in the sixth to tenth year of the Capital Improvement Plan.

The Capital Improvement Plan represents the mutual efforts of all City departments to meet the infrastructure needs of City residents, businesses and visitors. These guidelines provide a basis for the conception and preparation of the City's Capital Improvement Plan.

Revenue Sources

The Capital Improvement Plan indicates the Fund responsible for funding the specific projects. However, CIP's generally include a variety of revenues that are used both for the direct funding of projects and as a source for debt service to retire bonds. This section will describe each of the major revenue sources.

Capital Projects Funds - The City has established various Capital Projects Funds. These funds are generally used for park projects, various bond projects, street impact fee projects, special assessment district projects and projects funded by the General Fund.

General Fund - In building the budget, the goal is to set aside *[insert percentage goal]* of prior year General Fund operating expenditures less capital outlay and debt service to fund capital projects. In addition, some of the computer hardware, software and vehicles included in the CIP will be funded through the General Fund.

[insert fund name] - The *[insert fund name]* *[insert description of revenue source(s) of the fund, how they are used and any restrictions or legal obligations]* This *subsection should be repeated for each potential CIP funding source*

Potential Revenue Sources

The City must also utilize additional revenue sources to help meet the needs of the Capital Improvement Plan. Examples of these additional revenue sources which could be used are identified below:

Bonds – *[insert discussion of the types of bonds and the respective characteristics that could be used to fund CIP projects]*

Other Resources - *[insert discussion of other potential revenue sources such as public private partnerships, additional assessment/business improvement districts, fee increases or additions, etc.]*

Types of Proposed Projects

The CIP is further organized by the type of improvement the project represents. This format enables the Council and staff to easily discuss projects on their relative merits. The project types are assigned as follows.

- Annual Maintenance Program – this type includes the annual funding amounts for capital maintenance and annual construction projects. Items such as Parks Maintenance funding, Facilities Maintenance funding and ADA funding are included in this category.
- One-time Infrastructure Projects – this type includes projects that are one-time construction or rehabilitation of City facilities. New pools and extraordinary fire station maintenance fall into this category.
- Wastewater/Stormwater Collection and Treatment, Drainage Projects - this type includes all projects related to the sewer treatment plants, major repairs, upgrades or reconstruction of existing drainage systems, sewer separation projects, and treatment plant expansions.
- Water Projects - this type includes all projects related to the water treatment plants, major repairs, upgrades or reconstruction of existing treatment and delivery systems, and treatment plant expansions.
- Transportation Projects – this type includes all projects related to transportation needs including streets/roads, public transportation, street lights/signage, etc.
- Parks, Recreation, and Municipal Facilities – this type is related to all parks, recreational projects (e.g., museum), and municipal facilities (e.g., city hall, police and fire stations)
- *[insert other types specific to City]*