



# City of San Juan Bautista

*The "City of History"*

[www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us)

## AGENDA

### SPECIAL CITY COUNCIL MEETING

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

TUESDAY – JULY 14, 2020

### ~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

DO NOT ATTEND THIS MEETING IN PERSON\*

Join Zoom Meeting at <https://zoom.us/j/88667902896>

Meeting ID# 886 6790 2896

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](http://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](mailto:deputycityclerk@san-juan-bautista.ca.us) not later than 5:00 p.m., June 16, 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 – Only on items on the agenda

3. Consent Items

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

- A. Approve Affidavit of Posting Agenda
- B. Approve Affidavit of Posting Public Hearing Notice
- C. Approve Minutes of the Regular City Council Meeting of June 16, 2020

- D. Approve Minutes of the Special City Council Meeting of June 23, 2020
  - E. Approve Minutes of the Special City Council Meeting of June 30, 2020
  - F. Approve a Resolution Making Certain Findings and Determinations in Compliance with Section XIIB of the California Constitution (Gann Initiative)
  - G. Approve Resolution 2020-XX Adopting a Holiday Schedule for Fiscal Year 2020-2021
  - H. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title
4. Presentations, Informational Items and Reports
- A. Presentation of Preliminary Engineers Report for City Water Alternatives
  - B. Monthly Financial Statements
  - C. City Manager's Report
  - D. Reports from City Council Appointees to Regional Organizations and Committees
5. Public Hearings
- A. Approve Resolution 2020-XX Levying the Annual Special Tax for Community Facilities District No. 2018-01 for Fiscal Year 2020-21
6. Action Items
- A. Request WiFi Access for Aromas San Juan Unified School District – NTE \$1,400
  - B. Approve Resolution 2020-XX for Dedication of Open Space at Rancho Vista
  - C. Approve Resolution 2020-XX Accepting Subdivision Public Improvements at Copperleaf
  - D. Review Applications and Select Resident to Serve on Urban Growth Boundary Subcommittee
  - E. Designate Voting Delegate and Alternate for League of California Cities Annual Conference & Expo, October 7-9, 2020
7. Discussion Items
- A. COVID-19
    - i. Update
    - ii. Enforcement Order
  - B. Fireworks
  - C. Nomination Period for City Elections Runs through August 7 – City Clerk
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 19<sup>th</sup> DAY OF JULY 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 9<sup>th</sup> DAY OF JULY 2020.



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TRISH PAETZ, DEPUTY CITY CLERK

**AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE**

I, TRISH PAETZ, DO NOW DECLARE UNDER THE PENALTIES OF PERJURY, THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL PUBLIC HEARING NOTICES. I FURTHER DECLARE THAT I POSTED SAID NOTICES ON THE 3<sup>rd</sup> DAY OF JULY 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 8<sup>th</sup> DAY OF JULY 2020.



TRISH PAETZ, DEPUTY CITY CLERK

## **NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA**

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on **July 14, 2020** at 6:00 p.m. in the Council Chambers at San Juan Bautista City Hall, 311 Second Street. During the public hearing, the following items will be discussed:

- Consider a Resolution Levying the Annual Special Tax for Community Facilities District No. 2018-01 for Fiscal Year 2020-21

Staff reports and the full text of all items to be discussed will be available for public review at City Hall on **July 10, 2020**. All members of the public are encouraged to attend the meeting and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or e-mailed to [citymanager@san-juan-bautista.ca.us](mailto:citymanager@san-juan-bautista.ca.us), not later than **5:00 p.m., July 14, 2020**.

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

Posted: July 3, 2020

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL REGULAR MEETING  
COUNCIL CHAMBER, SAN JUAN BUATISTA CITY HALL  
AND INTERNET VIDEO/AUDIO CONFERENCE SERVICE  
JUNE 16, 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 Flores and Freeman present via internet video/audio conference service. Council Member DeVries arrived at 6:05 p.m. via internet video/audio conference service.

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

**MOMENT OF SILENCE FOR GEORGE FLOYD** – Mayor Edge requested a moment of silence for George Floyd, Sergeant Damon Gutzwiller and Rayshard Brooks. Mayor Edge read her thoughts on recent events.

**2. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Mayor Edge asked those joining via internet video/audio conference service for public comment. City Clerk Cent read an email from Irene Guevara of San Benito Health Foundation thanking Mayor Edge for assisting at the Feed the Frontline Event on Saturday, June 13, 2020. Vivian Fernandez thanked Mayor Edge, Council Member Flores and City Manager Reynolds for assisting with last Saturday's event. Elia Salinas thanked those involved with the event last Saturday and announced the handing out of produce next Friday at the soccer field.

**3. CONSENT ITEMS**

**A. Approve Affidavit of Posting Agenda**

**B. Approve Affidavit of Posting Public Hearing Notices**

**C. Approve Minutes of the Regular City Council Meeting of May 19, 2020**

**D. Approve Minutes of the Special City Council Meeting of May 5, 2020**

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

**F. Approve Resolution 2020-26 Conflict of Interest Code, Biennial Notice**

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

#### **4. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS**

##### **A. Planning Commission Presentation of Certificates of Recognition for National Preservation Month to Dennis Riphenburg for his Residence and Inaka Japanese Restaurant Business Owners, the Io Family**

City Manager Reynolds introduced Historic Resources Board Vice Chairman Medeiros. Mr. Medeiros read the Certificate of Recognition for Inaka Japanese Restaurant and the Certificate of Recognition for Mr. Riphenburg's residence at 709 Third Street. Mr. Riphenburg spoke regarding his home and in appreciation of the recognition. Austin Io of Inaka expressed thanks for the support and recognition. Members of the City Council offered their congratulations and thanks. Mr. Medeiros announced each recipient will receive a plaque. There was no other public comment.

##### **B. Observational Organization and Financial Review Presentation by Citygate**

City Manager Reynolds introduced the Citygate review process and citizen survey, and introduced Andy Green and Jane Chambers of Citygate. Mr. Green and Ms. Chambers gave an onscreen presentation. Mr. Green presented the financial review. Ms. Chambers presented the organizational review. Council members gave comments and thanks for Citygate's work. City Manager Reynolds complemented Mr. Green's and Ms. Chambers' work on the study. There was no public comment.

##### **C. Understanding the City's New Pavement Management Program presented by Capital Assets and Pavements Inc. (CAPS)**

City Manager Reynolds introduced City Engineer Behzad, who reviewed Measure G and the required pavement management program. She then introduced Joel Conder of CAPS. Mr. Conder presented the review process, explained the results and gave recommendations for managing the maintenance of the City's streets. Council members offered comments and asked questions of staff. Cara Vonk was very pleased with Third Street being fixed, the response of staff and the sewer connection improvement. Mr. Vonk felt money should be spent on the worst streets first.

##### **D. Monthly Financial Statements**

City Manager Reynolds reviewed the statements, which were through April 30. There was no public comment.

##### **E. City Manager's Report**

City Manager Reynolds reviewed his report. Ms. Arredondo is managing the City's permits with the City's current software. Water and sewer accounts receivables are at \$60,000. Mr. Reynolds announced the Urban Growth Boundary ad hoc committee will consist of Mayor Edge, Council Member DeVires, Planning Commissioner Matchain, Planning Commission Chairman Freels and a fifth member applying from the community. There was no public comment.

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

Council Member Flores reported on LFCo and representing the City on the Tricounty committee dealing with homelessness. Council Member Freeman reported on AMBAG and MBCP.

## **5. PUBLIC HEARINGS**

### **A. Valle Vista Landscape and Lighting Maintenance Assessment District No. 1**

#### **i. Adopt Resolution 2020-27 Confirming a Diagram and Assessment for Fiscal Year 2020-21**

#### **ii. Adopt Resolution 2020-28 Certifying Compliance With State Law With Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges**

City Manager Reynolds gave the annual report for Creekbridge Development (Valle Vista).

Mayor Edge opened the Public Hearing on Resolution 2020-27, asking those joining by internet video/audio conference service for comments. There were no public comments. Mayor Edge closed the Public Hearing.

Vice Mayor Jordan made a motion to approve Resolution 2020-27 Confirming a Diagram and Assessment in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2020-21. Second by Council Member DeVries. A roll call vote was taken: The motion passed 5-0.

Mayor Edge opened the Public Hearing on Resolution 2020-28, asking those joining by internet video/audio conference service for comments. There were no public comments. Mayor Edge closed the Public Hearing.

Council Member Flores made a motion to approve Resolution 2020-28 Certifying Compliance With State Law With Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges. Second by Council Member Freeman. A roll call vote was taken: The motion passed 5-0.

### **B. Approve Solid Waste Collection Rates Effective July 1, 2020 to June 30, 2021**

City Manager Reynolds gave an introduction. Kathleen Gallagher of the San Benito County Integrated Waste Management Regional Agency reviewed her report. Ms. Gallagher included in her report the results of the same item at the last City of Hollister Council Meeting and the County of San Benito Board of Supervisors Meeting: Both governing bodies are delaying a vote until Recology responds. Phil Couchee, General Manager of Recology, spoke to COVID's affect on the situation. Council members asked Ms. Gallagher questions.

Mayor Edge opened the Public Hearing, asking those joining by internet video/audio conference service for comments. Elia Salinas commented that since April she has been asking Recology to put a stay on rates for a year. Mayor Edge closed the Public Hearing.

Council discussion continued and council members asked Ms. Gallagher and Mr. Couchee for more options.



Vice Mayor Jordan made a motion to hold off until the meeting next week for approval of rates and for Recology to respond. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

**C. Consider an Ordinance Revising the Appointment Process for Planning Commissioners**

City Attorney Mall presented her report including a review of the current procedure and the procedure as it was previously. She also made a correction to a typographical error in the proposed Ordinance: Third page of Exhibit A, end of Paragraph (E), should read "Paragraph (D)." Council members discussed the process and made comments. Elia Salinas commented, for transparency, have each Council Member appoint a person to the Planning Commission. Cara Vonk was concerned with the old way being a political appointment and some appointees not being qualified. Wayne Norton expressed council members would be accountable for their Planning Commission appointments. Council Member Freeman made a motion to direct the City Attorney to come back with an Ordinance with language from 2018 to appoint Planning Commissioners. Second by Council Member DeVries who also offered the amendment: That each Council Member appoint their Planning Commissioner. There was no objection from the maker of the motion. A roll call vote was taken: The motion failed 2-3 with Council Member Flores, Vice Mayor Jordan and Mayor Edge voting no. Council Member Flores made a motion to introduce an Ordinance Deleting the Current Section 2-3-110, in Its Entirety and Adding a New Section 2-3-110 to the San Juan Bautista Municipal Code Revising the "Qualifications-Appointment-Term" of Planning Commissioners. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 3-2 with Council Members DeVries and Freeman voting no.

**6. ACTION ITEMS**

**A. Consider Resolution 2020-29 Designating the Third Street Reconstruction Project as the City's Priority Project under the State's Road Repair and Accountability Act of 2017**

City Manager Reynolds introduced City Engineer Behzad, who gave a report. No public comments were received. Council Member Flores made a motion to approve Resolution 2020-29 Designating the Third Street Reconstruction Project From Tualalami Street to Muckeleme Street as the City's Priority Project under the State's Road Repair and Accountability Act of 2017 (SB1). Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

**B. Approve Resolution 2020-30 Extending the Fiscal Year 2020 Budget**

City Manager Reynolds presented his report. A Council Member asked that the September date on the Resolution be corrected from "September 19, 2020" to "September 15, 2020." There was no public comment. Council Member Flores made a motion to approve Resolution 2020-30 Authorizing A Continuation Budget Appropriation For The Period of July 1, 2020 Through September 15, 2020. Second by Vice Mayor Jordan. A roll call vote was taken: The motion passed 5-0.

**C. Award Consulting Services Agreement to Bartle Wells Associates for Water and Wastewater Cost of Service Rate Study**

City Manager Reynolds introduced Project Manager Bjarke who presented the report. Elia Salinas supported hooking up to Hollister for water and sewer, especially with the upcoming construction on Highway 156. David Medeiros supported a study of water usage and from what aquifers the water comes from. Vice Mayor Jordan made a motion to approve Resolution 2020-31 Approving an Agreement Between the City and Bartle Wells Associates for Water and Waste Water Rate Study. Second by Council Member DeVries. A roll call vote was taken: The motion passed 5-0.

**D. Consider Resolution 2020-XX to Extend Sewer Service to 105 San Juan Hollister Road. Applicant: Joyce Ottoboni**

City Manager Reynolds reported the applicant asked that the Council put off this decision for the family to consider cost and affect on the current tenant. There was no public comment. Vice Mayor Jordan made a motion to table extending sewer service to 105 San Juan-Hollister Road. Second by Council Member DeVries. A roll call vote was taken: The motion passed 5-0.

**7. DISCUSSION ITEMS**

**A. COVID-19 Update**

**i. Enforcement Tools**

**ii. CARES Act Funding**

**iii. Draft Traffic Plan for Third Street Transformation**

City Manager Reynolds made an onscreen presentation and reported on items 7Ai, ii, and iii. Council members and staff discussed the Third Street Transformation. Elia Salinas asked if there is a budget for the Third Street project and she liked the name Alameda. Cara Vonk reported De Rose Winery is selling barrels. David Medeiros suggested the name Camino San Juan.

**B. Water Status Report**

City Manager Reynolds gave a report and announced an upcoming Special City Council meeting Wednesday, June 17, 2020 at 1:00 P.M. to discuss water and wastewater master plans. Mr. Reynolds also announced a Closed Session Special City Council Meeting to receive the EPA and State Water Board responses. David Medeiros is concerned about waste and water usage and felt studies should be done.

**8. COMMENTS**

**A. City Council**

No comments received.

**B. City Manager**

No comments received.

**C. City Attorney**

No comments received.

**9. ADJOURNMENT**

Vice Mayor Jordan made a motion to adjourn. Mayor Edge adjourned the meeting at 9:20 P.M.

Mary Vasquez Edge, Mayor

ATTEST:

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Laura Cent, City Clerk

DRAFT

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL SPECIAL MEETING  
COUNCIL CHAMBER, SAN JUAN BUATISTA CITY HALL  
AND VIA INTERNET VIDEO/AUDIO CONFERENCE SERVICE  
JUNE 23, 2020  
DRAFT MINUTES**

Before the meeting was called to order, City Manager Reynolds reported on the Closed Session immediately before the Special Meeting: No reportable action taken.

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

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited during the preceding Closed Session.

**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 Clerk Cent, and Deputy City Clerk Paetz.  
Senior City Planner Mack, City Engineer Behzad, Public Information Officer Eagen and Community Liaison Turner were present via internet video/audio conference service.

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

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

**3. ACTION ITEMS**

**A. Approve Resolution 2020-32 Authorizing a LEAP Grant Application to Update the Zoning Ordinance for Accessory Dwelling Units and to Update the Inclusionary Housing Element**

City Manager Reynolds presented a shared screen presentation. Senior City Planner Mack also reported on how the grant money could be used. Council members offered comments. Cara Vonk supported reviewing inclusionary housing and mandating low income housing by requiring a certain percentage of inclusionary housing. Council Member Flores made a motion to approve Resolution 2020-32 Authorizing Application For, and Receipt of, Local Government Planning Support Grant Program Funds. Second by Vice Mayor Jordan. 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. A roll call vote was taken: The motion passed 5-0.

**4. DISCUSSION ITEMS**

**A. COVID-19 Update and Third Street Transformation**

City Manager Reynolds gave a report, which included photos of the Third Street Transformation underway. Community Liaison Turner reported on the process businesses are following. Council members asked questions, which Ms. Turner responded to. City Engineer Behzad responded to council members' questions on parking, including findings from Traffic Engineer Keith Higgins. Discussion continued with Council members and staff, including ideas for music, speed bumps, evening stop times for music and outside sitting, ADA compliance, and protection of outside property overnight. There was no public comment.

**B. Strategy for Delinquent Utility Payers**

City Manager Reynolds gave a presentation with the numbers regarding past due water accounts. Public Information Officer Eagen and City Treasurer Geiger will be making contact with residents to help. Council members asked questions and made comments regarding costs and help available. Michelle Sabathia supported drafting a letter and calling individuals regarding their situation. She also has noticed inconsistencies with billing due to receiving past due notices.

At this point in the meeting, City Manager Reynolds reported that a state of emergency is still in effect.

**5. ADJOURNMENT**

Vice Mayor Jordan made a motion to adjourn. Second by Council Member Flores. Mayor Edge adjourned the meeting at 7:05 P.M.

ATTEST:

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Mary Vasquez Edge, Mayor

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Laura Cent, City Clerk

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL SPECIAL MEETING  
COUNCIL CHAMBER, SAN JUAN BUATISTA CITY HALL  
AND VIA INTERNET VIDEO/AUDIO CONFERENCE SERVICE  
JUNE 30, 2020  
DRAFT MINUTES**

**1. CALL TO ORDER** – Mayor Edge called the meeting to order at 6:01 P.M.

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

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

**Staff Present:** City Manager Reynolds and City Clerk Cent.  
Public Information Officer Eagen and Community Liaison Turner were present via internet video/audio conference service.

Mayor Edge requested a moment of silence for Joe Gunter, Mayor of the City of Salinas, who recently passed away.

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

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

**3. ACTION ITEMS**

**A. Approve Resolution 2020-33 Authorizing the Reconnection of 105 San Juan Hollister Road to the City's Sewer System**

City Manager Reynolds gave a report with a shared screen presentation. Mr. Reynolds first reported the City continues to be in a state of emergency due to COVID-19 and then continued his report on Item 3A which included a history of the parcel's sewer connection, the agreement would not require a connection fee but a reimbursement of the City's costs, and the agreement would run with the parcel. Council members gave comments and asked questions, which City Manager Reynolds answered. There was no public comment. Council Member Flores made a motion to approve Resolution 2020-33 Authorizing The Connection of 105 San Juan Hollister Road To The City's Sewer System. Second by Vice Mayor Jordan. 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. A roll call vote was taken: The motion passed 5-0.

**4. DISCUSSION ITEMS**

#### **A. COVID-19 Update and Third Street Transformation**

City Manager Reynolds gave a report on COVID-19 in San Benito County including those with questions should contact San Benito County Public Health. Mr. Reynolds reported on the Third Street Transformation including the work being done by Community Liaison Turner, Public Works Supervisor Bryan and the Public Works Department, and a FEMA grant to cover certain costs, and a ribbon-cutting ceremony for the Third Street Transformation is scheduled for July 11, 2020 at 10:00 A.M. Mr. Reynolds reported Public Information Officer Eagen and City Treasurer Geiger have prepared the letter for water customers who have past due accounts and they will go door to door on July 6 & 7 to contact these customers regarding their accounts and county assistance and other resources that are available. Community Liaison Turner reported on the Third Street businesses and the parklets. Council members made comments and asked questions including angle parking, employee parking and reconsider the 10:00 A.M. start time for the ribbon-cutting. Public comment was received from Fran Fitzharris who supported having business owners out in front of their business in the parklets to greet the dignitaries and that it be showcased in a managed way.

#### **B. Water System Status - Update**

City Manager Reynolds gave a report and shared screen presentation. Mr. Reynolds reported distributing an 80-page preliminary draft report on the City's water system to council members, and there will be a meeting tomorrow with the EPA, which will include Council Member Freeman and Vice Mayor Jordan. Mr. Reynolds also reported that the City will try to qualify as a disadvantaged community as the unemployment rate is above average and conduct a community-wide survey. Council members gave comments and asked questions which City Manager Reynolds answered. There was no public comment.

#### **5. ADJOURNMENT**

Vice Mayor Jordan made a motion to adjourn. Second by Council Member DeVries. Mayor Edge adjourned the meeting at 7:01 P.M.

ATTEST:

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Mary Vasquez Edge, Mayor

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Laura Cent, City Clerk

**RESOLUTION No. 2020-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN  
BAUTISTA MAKING CERTAIN FINDINGS AND DETERMINATIONS IN  
COMPLIANCE WITH SECTION XIIB OF THE CALIFORNIA CONSTITUTION  
(GANN INITIATIVE)**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN JUAN  
BAUTISTA** that in compliance with Section XIIB of the Constitution of the State of  
California, the following is hereby found and determined:

1. That the appropriation subject to limitation for the current fiscal year 2019-20 was  
found to be \$1,274,909;
2. That during the fiscal year 2019-20 the California per capita income increased  
1.0373%; and the population of San Juan Bautista increased .67%;
3. That the appropriation subject to limitation for fiscal year 2020-2021 is  
\$1,331,324.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista on this  
14<sup>th</sup> day of July 2020, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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Mary V. Edge, Mayor

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Laura Cent, City Clerk



**City of San Juan Bautista  
Appropriation Limit Calculation**

**Appropriation Limit 2020/2021**

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulation2020.pdf>

Taxes subject to limit  
\$ 1,274,909

**Per capita**  
 $3.73 + 100/100 = 1.0373$

**Population**  
 $.67 + 100/100 = 1.0067$

$1.0385 \times 1.0067 = 1.04424991$

$1.0881403 \times 1,171,640 = 1,331,324$

## RESOLUTION 2020-XX

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA ADOPTING A HOLIDAY SCHEDULE FOR THE FISCAL YEAR 2020-2021

**WHEREAS**, there are holidays to commemorate and celebrate events and lives of people who have made significant contributions to our City, County, State and Country, and

**WHEREAS**, the City of San Juan Bautista wishes to participate in said celebrations, and

**WHEREAS**, the adoption of a holiday schedule is part of the preparation of an annual municipal budget,

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of San Juan Bautista adopts the following holiday schedule for the Fiscal Year 2020-2021:

Friday, July 3, 2020	Independence Day
Monday, September 7, 2020	Labor Day
Wednesday, November 11, 2020	Veterans Day
Thursday & Friday, November 26 & 27, 2020	Thanksgiving Day & the Day After
Thursday & Friday, December 24 & 25, 2020	Christmas Eve & Christmas Day
Friday, January 1, 2021	New Year's Day
Monday, January 18, 2021	Martin Luther King Jr. Day
Monday, February 15, 2021	Presidents Day
Monday, May 31, 2021	Memorial Day
<i>Two (2) Floating Holidays</i>	<i>City Manager Approved</i>

**PASSED AND ADOPTED** this 14th day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

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**Mary V. Edge Flores, Mayor**

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**Laura Cent, City Clerk**

## **WAIVER OF READING OF ORDINANCES**

State law requires that an ordinance be read in its entirety prior to adoption unless the City Council waives reading beyond the title. Reading an entire ordinance at the meeting is extremely time-consuming; reading of the title alone usually gives the audience sufficient understanding of what the Council is considering.

To ensure that this waiver is consistently approved by the Council, Council should make the waiver at each meeting, thus, you should do it at this point on the Consent Agenda. The Council then does not have to worry about making this motion when each ordinance comes up on the agenda.

GC36934



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

**AGENDA TITLE:** PRELIMINARY POTABLE WATER SOURCE CONTROL  
AND WASTE WATER TREATMENT PLANT  
IMPROVEMENTS ALTERNATIVE ANALYSIS

**DATE:** July 14, 2020

**DEPARTMENT HEAD:** Don Reynolds, City Manager

**LINK TO THE REPORT ON THE CITY WEBSITE:**

[https://cms6.revize.com/revize/sanjuanbautistaca/document\\_center/water/2020%20Improvements/wtp%20alternative%20analysis\\_DRAFT1%2007.02.2020.pdf](https://cms6.revize.com/revize/sanjuanbautistaca/document_center/water/2020%20Improvements/wtp%20alternative%20analysis_DRAFT1%2007.02.2020.pdf)

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### **RECOMMENDATION**

It is recommended that the City Council receive this presentation of preliminary alternatives to bring our source of water and waste water treatment plant into compliance with State and Federal standards.

### **BACKGROUND**

On October 15, 2019, the City entered into an agreement with Akel Engineering Group to complete master plans for both Water and Waste Water systems at an estimated cost of \$236,000, budgeted as CIP #20-04 and #20-18. On February 1, 2020, the City executed a change order adding \$30,906 for a special study of City's to include a decision model for justifying the selection of the preferred water and wastewater treatment alternative, and added a task to explore opportunities for San Juan Bautista to apply for a USDA grant to help finance the preferred solution.

The "solution" will be in the form of a complex combination of identifying a modified source for drinking water that has less salt and hardness for the community, and an assessment of the current waste water treatment process that is not designed to remove salt from the waste stream, and potential options to improve that system.

On February 25<sup>th</sup>, the City met with both the EPA and Regional Water Board, and learned that they are both very serious about resolving the City's long-standing history of releasing too much salt into the creek. The City has been negotiating agreements with both regulators to identify the most feasible "compliance project" for the City and set the course for finally reaching compliance. The work tied to the Akel Engineering's change order is intended to identify the best compliance project for the City.

The attached report was received and shared with the City Council at its special meeting held Tuesday June 30, 2020. It is structured to be the required basis for the USDA grant application; a "Preliminary Engineering Report" (PER).

## **DISCUSSION**

The PER explores many different options for the City to consider. It is divided into two parts: 1) source water, and 2) waste water treatment and disposal. The City's current sources of water are "hard" and often carry high levels of dissolve solids that are referred as salts. It asks the question: "where else can our source water come from?" The EPA and Regional Water Board have cited numerous violations of the City's waste water permit, and most of these issues have been resolved except for one: too much salt being discharged into the creek. The PER looks at a cleaner source of water, and ways to help reduce salts in the treatment process.

As a summary, the PER recommended new source water options, from outside the City, including: 1) buying water from Betabel, 2) buying surface water from the San Luis Reservoir which will have to be treated, or 3) buying water from the West Hills Water District. The Betabel water has issues similar to the those seen at City groundwater well sources. The City wells often succumb to high nitrate levels. Building a second treatment plant for the surface water is not feasible. As a preliminary report, there are questions that need to be answered, but the basic recommendation leans towards buying water form the West Hills Water District.

Having the cleanest water entering the system will reduce the treatment necessary to reach compliance. Additionally, some of the City's waste water customers can improve the water they send to the sewer treatment plant: 1) residential customer can remove water softeners, and 2) the largest industrial users (Eastbound and True Leaf) must comply with current industrial standards. For comparison purposes, these two industrial users equal half the City's treatment volumes.

Waste Water options include two basic ideas: improving the existing plant or pumping the waste water to the regional plant in Hollister. The City of Hollister has been very helpful in discussions to explore this regional solution. It would get San Juan Bautista out of the treatment business. But at the current moment, making improvements at the current wastewater treatment plant are the most cost-effective.

Because of the complexity of this analysis and the many outstanding questions, staff has invited Akel Engineering to present the PER at this meeting, so the community is on the same page as these critical decisions are made.

## **FISCAL IMPACT**

This study is budgeted in the CIP and will get a boost for FY 20/21 to cover \$15,000 of the change order issued last February.

A preliminary fiscal analysis to pay for the Compliance Project(s) is provided in Section 6.6 page 69 of the report.

**ATTACHMENTS:** PER, July 1, 2020 (Please use the link to the report located in the header of this staff report.)

**City of San Juan Bautista**  
**Revenues ~ Budget Vs. Actual**  
**For the Eleven Month Period Ended May 31, 2020**

Item #4B  
City Council Meeting  
July 14, 2020

<b>REVENUES</b>	<b>FY19</b>	<b>FY20</b>	<b>Annual</b>		<b>YTD</b>	
<b>Fund</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Difference</b>	<b>92%</b>	<b>Notes</b>
<b>General Fund</b>	1,439,731	1,301,757	1,854,841	(553,084)	70%	<b>A</b>
<b>Special Revenue Funds:</b>						
Capital Projects Fund	-	622,005	1,722,000	(1,099,995)	36%	<b>C</b>
Community Development	171,670	308,360	553,058	(244,698)	56%	<b>B</b>
COPS	145,757	126,985	100,000	26,985	127%	
Parking & Restroom Fd	24,046	20,553	32,200	(11,647)	64%	
Gas Tax Fund	68,720	81,732	53,851	27,881	152%	
Affordable Housing Fund	38,000	80,000	-	80,000		<b>D</b>
Valle Vista LLD	19,516	19,907	21,717	(1,810)	92%	
Rancho Vista CFD	-	85,015	92,744	(7,729)	92%	
Copperleaf CFD	-	31,524	34,390	(2,866)	92%	
<b>Development Impact Fee Funds:</b>						
Public/Civic Facility	38,096	85,536	25,000	60,536	342%	<b>B</b>
Library	51,249	115,067	33,000	82,067	349%	<b>B</b>
Storm Drain	69,421	2,602	80,000	(77,398)	3%	<b>B</b>
Park In-Lieu	12,839	1,309	10,000	(8,691)	13%	<b>B</b>
Public Safety	39,638	88,997	15,000	73,997	593%	<b>B</b>
Traffic	124,455	6,316	10,000	(3,684)	63%	<b>B</b>
Zone 1 TIMF	-	-	30,000	(30,000)	0%	<b>B</b>
<b>Internal Service Funds:</b>						
Blg Rehab. & Replace	50,875	34,833	38,000	(3,167)	92%	
Vehicle Replacement	55,000	55,000	60,000	(5,000)	92%	
<b>Enterprise Funds:</b>						
Water						
Operations	826,692	871,189	979,000	(107,811)	89%	
Capital	837,861	3,646	100,000	(96,354)	4%	<b>C</b>
Sewer						
Operations	878,085	933,136	1,010,600	(77,464)	92%	
Capital	254,123	433,773	600,000	(166,227)	72%	<b>C</b>
<b>TOTAL Funds</b>	<b>3,706,043</b>	<b>4,007,486</b>	<b>7,455,401</b>	<b>3,447,915</b>	<b>54%</b>	

**A** ~ Decrease in revenue over prior year is largely due to a decrease in transient occupancy and sales taxes.

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

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

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

**City of San Juan Bautista**  
**Expenditures ~ Budget Vs. Actual**  
**For the Eleven Month Period Ended May 31, 2020**

<b>EXPENDITURES</b>	<b>FY19</b>	<b>FY20</b>	<b>Annual</b>		<b>YTD</b>	
<b>Fund</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Variance</b>	<b>92%</b>	<b>Note</b>
<b>General Fund</b>	1,320,778	1,469,926	1,740,248	(270,322)	84%	
<b>Special Revenue Funds:</b>						
Capital Projects Fund	390,750	93,296	1,763,000	(1,669,704)	5%	A
Community Development	523,575	583,437	553,058	30,379	105%	
COPS	91,633	91,667	100,000	(8,333)	92%	
Parking & Restroom Fd	9,666	5,628	15,000	(9,372)	38%	
Gas Tax Fund	16,042	49,363	53,851	(4,488)	92%	
Affordable Housing Fund	38,500	96,796	18,877	77,919	513%	B
Valle Vista LLD	15,830	20,570	26,717	(6,147)	77%	
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
<b>Development Impact Fee Funds</b>						
Public/Civic Facility	-	30,250	33,000	(2,750)	92%	
Library	-	22,000	24,000	(2,000)	92%	
Storm Drain	3,000	179,667	196,000	(16,333)	92%	
Park In-Lieu	15,000	105,417	115,000	(9,583)	92%	
Public Safety	-	22,917	25,000	(2,083)	92%	
Traffic	18,000	99,917	109,000	(9,083)	92%	
<b>Internal Service Funds:</b>						
Blg Rehab. & Replace		18,333	20,000	(1,667)	92%	
Vehicle Replacement		10,899	11,890	(991)	92%	
<b>Enterprise Funds:</b>						
Water:						
Operations	519,027	605,134	738,921	133,787	82%	
Capital	809,982	322,433	349,979	27,546	92%	A
Sewer						
Operations	594,741	1,104,908	1,608,450	503,542	69%	C
Capital	597,158	36,694	638,979	602,285	6%	A
<b>TOTAL Funds</b>	<b>3,648,522</b>	<b>3,502,271</b>	<b>8,203,397</b>	<b>4,701,126</b>	<b>43%</b>	

**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**  
**Warrant Listing**  
**As of June 30, 2020**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
<b>101.000 - Union Bank</b>			
<b>101.001 - Operating Acct. 1948</b>			
06/04/2020	213740	ACWA Health Benefits Authority	-8,481.05
06/04/2020	213741	Akel Engineering Group, Inc.	-36,047.80
06/04/2020	213742	All Clear Water Services	-4,185.00
06/04/2020	213743	at&t	-242.33
06/04/2020	213744	City of Hollister.	-56,006.68
06/04/2020	213745	Citygate Associates, LLC	-4,374.56
06/04/2020	213746	CSG Consultants, Inc.	-22,280.00
06/04/2020	213747	Cypress Water Services	-10,075.00
06/04/2020	213748	Data Ticket Inc.	-200.00
06/04/2020	213749	Don Chapin Company.	0.00
06/04/2020	213750	FedEx	-84.54
06/04/2020	213751	Ferguson Enterprises LLC	-15.75
06/04/2020	213752	Filomeno Garza.	-60.17
06/04/2020	213753	Gary Shingai.	-64.53
06/04/2020	213754	Harry Williams Construction, Inc.	-8,962.00
06/04/2020	213755	iWorQ Systems	-4,500.00
06/04/2020	213756	Level 1 Private Security.	-4,320.00
06/04/2020	213757	Monterey Bay Analytical Services	-477.00
06/04/2020	213758	P G & E	-6,087.32
06/04/2020	213759	Printing Systems Inc	-72.32
06/04/2020	213760	R & B Company	-445.43
06/04/2020	213761	Smith & Enright Landscaping	-1,210.00
06/04/2020	213762	State Compensation Insurance Fund	-1,851.50
06/04/2020	213763	True Value Hardware	-270.87
06/04/2020	213764	United Site Services of California, Inc.	-89.29
06/04/2020	213765	US Bank Equipment Finance	-249.61
06/04/2020	213766	Valero Marketing & Supply	-445.34
06/04/2020	213767	Valero Wex Bank	-252.01
06/04/2020	213768	Wellington Law Offices	-3,668.00
06/04/2020	213769	Wendy L. Cumming, CPA	-5,365.00
06/04/2020	213770	Wright Bros. Industrial Supply	-77.47
06/04/2020	213771	US Bank	-3,863.97
06/08/2020	213773	City of Hollister.	-55,038.00
06/08/2020	213774	Don Chapin Company.	-32,065.35
06/12/2020	213775	CMAA	-772.50
06/12/2020	213776	George Hills	-912.03
06/12/2020	213777	Hollister Auto Parts, Inc.	-959.92
06/12/2020	213778	Laura Cent.	-200.00
06/12/2020	213779	Security Shoring & Steel Plates, Inc.	-349.00
06/12/2020	213780	Charter Communications	-551.63
06/18/2020	213781	P G & E	-1,689.13
06/18/2020	213782	at&t	-70.08
06/18/2020	213783	P G & E	-5,429.31



# City of San Juan Bautista

## Warrant Listing

As of June 30, 2020

Date	Num	Name	Amount
06/18/2020	213784	P G & E	-3,625.74
06/18/2020	213785	3T Equipment Company Inc.	-1,788.95
06/18/2020	213786	4Leaf, Inc.	-9,190.00
06/18/2020	213787	Abbott's Pro Power	-115.62
06/18/2020	213788	at&t	-78.40
06/18/2020	213789	Brigantino Irrigation, Inc.	-86.50
06/18/2020	213790	Clark Pest Control	-95.00
06/18/2020	213791	Hamner Jewell Associates	-551.25
06/18/2020	213792	Harris & Associates	-7,723.75
06/18/2020	213793	Level 1 Private Security.	-4,608.00
06/18/2020	213794	Midwest Tape	-1,000.00
06/18/2020	213795	Monterey Bay Analytical Services	-450.00
06/18/2020	213796	Monterey County Health Department	-105.00
06/18/2020	213797	United Site Services of California, Inc.	-94.69
06/18/2020	213798	Univar Solutions	-770.89
06/18/2020	213799	Wellington Law Offices	-4,468.00
06/18/2020	213800	US Bank	-6,980.05
06/23/2020	213801	Constellation Brands	-541.25
06/23/2020	213802	Underground Service Alert of No. CA & NV	-297.42
06/23/2020	213803	Cypress Water Services	-10,075.00
06/23/2020	213804	Valero Marketing & Supply	0.00
06/25/2020	213805	League of California Cities	-1,477.00
06/25/2020	213806	Valero Wex Bank	-709.79
Total 101.001 - Operating Acct. 1948			-337,193.79
Total 101.000 - Union Bank			-337,193.79
<b>TOTAL</b>			<b>-337,193.79</b>



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

**AGENDA TITLE:** CITY MANAGER'S MONTHLY REPORT

**DATE:** JULY 8, 2020

**FROM:** DON REYNOLDS, CITY MANAGER

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

**DISCUSSION:** A summary of June and July activities follows:

**Administration** – We are settling into the new permit processes and staff. We have remained focused on two primary projects: water and COVID. Employee evaluations have resumed, and summer vacations are occurring. Thank you to everyone who contributed to the City Manager's first anniversary party! I was very surprised.

**Budget/Finance** – The goal for the budget is to have a draft ready by next Friday, and possible review July 28<sup>th</sup>. Current revenue projections have improved showing a 15% loss in sales and transit occupancy tax. The City is also under contract and will be for another \$641,548 in grant funds as described below.

SB2	Specific Plan	\$ 160,000.00	
LEAP	Zoning Code Amendments	\$ 65,000.00	
Cal Trans Env Justice	Active Transportation Plan	\$ 188,596.00	has a \$25,000 local match
Prop. 68	Parks- CIP 20-11	\$ 177,952.00	
CARES Act		\$ 50,000.00	expenses from March 1
		\$ 641,548.00	

We are applying for two more federal grants within the next six weeks related to the COVID crisis. One from the Economic Development Administration to help pay for the Third Street Transformation, and one from HUD to help pay for individual rental and utility payment assistance.

**Planning** – The Urban Growth Boundary will be the first of several community planning efforts to emerge from the Planning efforts of the city this fiscal year with the appointment of a fifth member of the Ad Hoc Committee on the July 14 agenda. We are negotiating a proposal with Harris and Associates to help guide the work. A lot of progress was made this month moving the gas station on the Alameda forward, including the conclusion of design changes, and two meeting to help expedite Cal Trans review of the deceleration lane.

**Public Works** – Third Street improvements have been the focus of much of the Public Works efforts, having basically completed the Third Street Transformation Design. On Third Street, we have drafted some plans for additional angle parking to help the downtown absorb the spaces surrendered to the businesses to help their operations.

**Public Works Crew** – The crew has been temporarily re-purposed planting succulents! Every week brings new surprises (broken pipes, etc). We are certainly lucky to have a dedicated maintenance crew.

**Code Enforcement** – “We are ahead of our time!” We are ever so grateful for Rich Brown who was not feeling well during these past few weeks. We welcome him back and thank him for his tireless efforts during the 4<sup>th</sup> of July weekend.

**Water** – We are steadily making progress towards a commitment to a “compliance project(s).” On this agenda is the preliminary report that describes the various options available to the City to bring us into compliance with state and federal regulators.

**COVID 19** – On a separate item on this agenda, we will discuss several moving parts. Today the parts moved once again, closing all bars in the County. We are so fortunate to have initiated the outdoor dining when we did!

**City of San Juan Bautista**  
**Community Facilities District No. 2018-01**

**Fiscal Year 2020-21 Cost Estimate Summary - Rancho Vista**

<b>Item</b>	<b>Cost</b>
<b>Maintenance</b>	
Landscape Maintenance	\$18,132.49
Street Lighting Maintenance	\$2,190.27
Street Maintenance	<u>\$2,490.33</u>
<b>Total Maintenance Cost</b>	<b>\$22,813.09</b>
<b>Administrative Cost</b>	<b>\$4,562.62</b>
<b>Reserves</b>	
Operating Reserve (10% of Total Maintenance Cost)	\$2,281.31
Annual Capital Replacement Reserve	<u>\$28,000.18</u>
<b>Total Reserves</b>	<b>\$30,281.49</b>
<b>Total Estimated Special Tax Amount - Fiscal Year 2020-21</b>	<b>\$57,657.20</b>
<b>Total Number of Developed Single Family Parcels</b>	<b>85</b>
<b>Fiscal Year 2020-21 Applied Special Tax per Parcel</b>	<b>\$678.32</b>
<b>Fiscal Year 2020-21 Maximum Special Tax per Parcel</b>	<b>\$1,169.89</b>
<b>Operating Reserve Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2020)	\$2,060.92
2020-21 Operating Reserve Fund Collection/(Reduction)	<u>\$2,281.31</u>
Estimated Reserve Fund Ending Balance (6/30/2021)	<b>\$4,342.23</b>
<b>Capital Replacement Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2020)	\$27,289.47
2020-21 Contribution to Capital Replacement	<u>\$28,000.18</u>
Estimated Reserve Fund Ending Balance (6/30/2021)	<b>\$55,289.65</b>

Expenditures increased by 3.3% (Annual CPI)

Collected over 5 years until reaching 50% of Annual costs

Rancho Vista has had all building permits issued as of June 2020

Beginning Balance is what was collected last year, minus any expenditures  
From above, line 19

Beginning Balance is what was collected last year, minus any expenditures  
From above, line 20

## **CITY OF SAN JUAN BAUTISTA**

### **CITY COUNCIL STAFF REPORT**

**DATE:** July 14, 2020

**SUBJECT:** RESOLUTION FOR ANNUAL LEVY APPROVAL – CFD NO. 2018-01

**FROM:** DON REYNOLDS, CITY MANAGER

#### **Recommendation:**

1. Open public comment to accept any input from the public and consider any comments or questions. No action is required at this time.
2. Consider and adopt Resolution No. 2020-XX, Levying the Annual Special Tax for Community Facilities District No. 2018-01, Fiscal Year 2020/21.

#### **Background:**

On October 16, 2018 the City Council officially formed San Juan Bautista Community Facilities District No. 2018-01 in order to levy a special tax to fund the public services (the “Services”) required to maintain certain public improvements within the boundaries of the CFD pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (the “Act”). Each year, the City Council will be asked to adopt a Resolution establishing the annual special tax levy for the District. The Resolution shows the special tax amount for each parcel, in each tax area (Copperleaf and Rancho Vista).

#### **Fiscal Impact:**

There is no impact to the City’s General Fund, so long as the special taxes for the CFD are collected and are sufficient to cover the annual costs.

#### **Attachments:**

1. Resolution Approving the Levy of the 2020-21 Annual Special Tax for the CFD.
2. Annual Levy Report

**2020/21 SPECIAL TAX ROLL FOR TAX ZONE 1 (COPPERLEAF)**

<b>2020/21</b>			<b>2020/21</b>		
<b><u>APN</u></b>	<b><u>Lot</u></b>	<b><u>Special Tax</u></b>	<b><u>APN</u></b>	<b><u>Lot</u></b>	<b><u>Special Tax</u></b>
002-610-007	1	\$472.86	002-610-030	24	\$472.86
002-610-008	2	\$472.86	002-610-031	25	\$472.86
002-610-009	3	\$472.86	002-610-032	26	\$472.86
002-610-010	4	\$472.86	002-610-033	27	\$472.86
002-610-011	5	\$472.86	002-610-034	28	\$472.86
002-610-012	6	\$472.86	002-610-035	29	\$472.86
002-610-013	7	\$472.86	002-610-036	30	\$472.86
002-610-014	8	\$472.86	002-610-037	31	\$472.86
002-610-015	9	\$472.86	002-610-038	32	\$472.86
002-610-016	10	\$472.86	002-610-039	33	\$472.86
002-610-017	11	\$472.86	002-610-040	34	\$472.86
002-610-018	12	\$472.86	002-610-041	35	\$472.86
002-610-019	13	\$472.86	002-610-042	36	\$472.86
002-610-020	14	\$472.86	002-610-043	37	\$472.86
002-610-021	15	\$472.86	002-610-044	38	\$472.86
002-610-022	16	\$472.86	002-610-045	39	\$472.86
002-610-023	17	\$472.86	002-610-046	40	\$472.86
002-610-024	18	\$472.86	002-610-047	41	\$472.86
002-610-025	19	\$472.86	002-610-048	42	\$472.86
002-610-026	20	\$472.86	002-610-049	43	\$472.86
002-610-027	21	\$472.86	002-610-050	44	\$472.86
002-610-028	22	\$472.86	002-610-051	45	<u>\$472.86</u>
002-610-029	23	\$472.86			<b>\$21,278.70</b>

**2020/21 SPECIAL TAX ROLL FOR TAX ZONE 2 (RANCHO VISTA)**

<b>2020/21</b>			<b>2020/21</b>		
<b><u>APN</u></b>	<b><u>Lot</u></b>	<b><u>Special Tax</u></b>	<b><u>APN</u></b>	<b><u>Lot</u></b>	<b><u>Special Tax</u></b>
002-620-001	11	\$678.32	002-620-047	57	\$678.32
002-620-002	10	\$678.32	002-620-048	58	\$678.32
002-620-003	9	\$678.32	002-620-049	Basin	\$0.00
002-620-004	8	\$678.32	002-620-051	Park	\$0.00
002-620-005	7	\$678.32	002-620-052	4	\$678.32
002-620-006	6	\$678.32	002-620-053	3	\$678.32
002-620-007	5	\$678.32	002-620-054	2	\$678.32
002-620-008	12	\$678.32	002-620-055	1	\$678.32
002-620-009	13	\$678.32	002-620-056	50	\$678.32
002-620-010	14	\$678.32	002-620-057	49	\$678.32
002-620-011	15	\$678.32	002-620-058	48	\$678.32
002-620-012	16	\$678.32	002-620-059	53	\$678.32
002-620-013	17	\$678.32	002-620-060	52	\$678.32
002-620-014	18	\$678.32	002-620-061	51	\$678.32
002-620-015	19	\$678.32	002-620-062	N/A	\$0.00
002-620-016	20	\$678.32	002-220-012	75	\$678.32
002-620-017	21	\$678.32	002-220-013	74	\$678.32
002-620-018	22	\$678.32	002-220-014	73	\$678.32
002-620-019	23	\$678.32	002-220-015	72	\$678.32
002-620-020	24	\$678.32	002-220-016	71	\$678.32
002-620-021	25	\$678.32	002-220-017	70	\$678.32
002-620-022	26	\$678.32	002-220-018	80	\$678.32
002-620-023	27	\$678.32	002-220-019	79	\$678.32
002-620-024	28	\$678.32	002-220-020	78	\$678.32
002-620-025	29	\$678.32	002-220-021	77	\$678.32
002-620-026	30	\$678.32	002-220-022	76	\$678.32
002-620-027	31	\$678.32	002-220-023	C	\$0.00
002-620-028	32	\$678.32	002-220-024	81	\$678.32
002-620-029	33	\$678.32	002-220-025	82	\$678.32
002-620-030	34	\$678.32	002-220-026	83	\$678.32
002-620-031	35	\$678.32	002-220-027	84	\$678.32
002-620-032	36	\$678.32	002-220-028	85	\$678.32
002-620-033	37	\$678.32	002-220-029	D	\$0.00
002-620-034	38	\$678.32	002-220-030	59	\$678.32
002-620-035	39	\$678.32	002-220-031	60	\$678.32
002-620-036	40	\$678.32	002-220-032	61	\$678.32
002-620-037	41	\$678.32	002-220-033	62	\$678.32
002-620-038	42	\$678.32	002-220-034	63	\$678.32
002-620-039	43	\$678.32	002-220-035	64	\$678.32
002-620-040	44	\$678.32	002-220-036	69	\$678.32
002-620-041	45	\$678.32	002-220-037	68	\$678.32
002-620-042	46	\$678.32	002-220-038	67	\$678.32
002-620-043	47	\$678.32	002-220-039	66	\$678.32
002-620-044	54	\$678.32	002-220-040	65	\$678.32
002-620-045	55	\$678.32	002-220-041	E	\$0.00
002-620-046	56	\$678.32	002-220-042	G	\$0.00
					<b>\$57,657.20</b>

**RESOLUTION NO. 2020-XX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
SAN JUAN BAUTISTA LEVYING THE ANNUAL SPECIAL  
TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2018-01  
FOR FISCAL YEAR 2020/21**

**WHEREAS**, the City Council of the City of San Juan Bautista, California (the “City Council”), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors authorizing the levy of a special tax in a community facilities district, all as authorized pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982,” being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the “Act”). Said special tax district is known and designated as Community Facilities District No. 2018-01 (the “CFD”).

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

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

**SECTION 2.** The specific special tax to be collected for the CFD, for Fiscal Year 2020/21 is hereby determined and established as shown on the attached special tax rolls for each Tax Zone.

**SECTION 3.** The special tax as set forth on said attachment does not exceed the amount as previously authorized by Ordinance of this City Council and is not in excess of that as previously approved by the individual electors of the CFD, and is in compliance with the provisions of Proposition 218, Section XIII C of the California Constitution.

**SECTION 4.** The proceeds of the special tax shall be used to pay, in whole or in part, the costs of the following, and shall not be used for any other purpose:

- Landscape Maintenance
- Park Maintenance
- Recreational Equipment
- Street and Sidewalk Maintenance
- Curb & Gutter Maintenance
- Street Lighting Maintenance
- Storm Drain Maintenance
- Sound Wall Maintenance
- Fencing
- Graffiti Abatement
- Mosquito Abatement

**SECTION 5.** The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and same procedure and sale in cases of delinquent ad valorem taxes, and the Tax Collector is hereby authorized to deduct reasonable administrative costs incurred in collecting said special tax.



**SECTION 6.** All monies collected shall be paid into a fund for the CFD, including any reserve amounts.

**SECTION 7.** The County Auditor-Controller is hereby directed to enter in the next County assessment roll on which property taxes will become due, opposite each lot or parcel of land affected in a space marked "public service" or "special tax", or by any other suitable designation, the installment of the special tax and the exact amount of the special tax as submitted.

**SECTION 5.** The County Auditor-Controller shall then, at the close of the tax collection period, provide a detailed report showing the parcels and corresponding special tax amounts.

**PASSED, APPROVED AND ADOPTED** this 14<sup>th</sup> day of July, 2020, by the following roll call vote:

**AYES, COUNCIL MEMBERS:**

**NOES, COUNCIL MEMBERS:**

**ABSENT, COUNCIL MEMBERS:**

**ABSTAIN, COUNCIL MEMBERS:**

CITY OF SAN JUAN BAUTISTA

---

Mary Vazquez Edge, Mayor

**ATTESTED:**

---

Laura Cent, City Clerk

**I HEREBY CERTIFY** that the foregoing resolution was duly and regularly passed and adopted by the City Council of the City of San Juan Bautista at a regular meeting thereof held on the 14<sup>th</sup> day of July, 2020, and that the foregoing is a full, true and correct copy of said Resolution.

---

Laura Cent, City Clerk



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

**AGENDA TITLE:** WIFI ACCESS FOR AROMAS SAN JUAN SCHOOL DISTRICT

**DATE:** July 14, 2020

**DEPARTMENT HEAD:** Rochelle Eagen, Led Library Tech

---

### **Recommendation:**

Request use of Summer Programming funds for Aromas San Juan Union School District (ASJUSD) Wireless Routers to be installed at location(s) chosen by ASJUSD

### **Background:**

During FY18/19 I partnered with the San Juan Elementary School to provide Accelerated Reader (AR) quizzes for their students at the library. We purchased nearly \$800 in books that had quizzes available in both English and Spanish to support their Dual Immersion Language Program. We saw many students and their parents/guardians using this program throughout the summer months last year.

Over the past few months I have been a guest to meetings hosted by the San Juan Bautista Rotary Access Committee as they work with the Aromas San Juan Union School District, the San Juan Bautista City Library and the San Benito County Free Library to provide internet access to students studying at home. Thus far, the SJB Rotary has self-funded three mobile wi-fi access points located within "smart" buses throughout the county. One is often parked near Abbe Park on Fourth Street. It's my understanding that these buses are available during "normal school hours" throughout the regular school year and the summer session. They have researched free wi-fi access at several locations, including at Luck Park, as well as different service providers and wi-fi router devices.

Moving forward they are considering installing wi-fi access points near each campus that can be made available during "normal school hours" and on select nights during "homework hours" so that students can do their work online while their parent/guardian is parked near the access point. By providing a location on school property they hope that teachers might also be made available during those hours to answer any socially distanced in person questions. By doing this they hope to help nearly 300 students that are without wi-fi at home.

Considering that libraries are not included in any of the reopening guidelines thus far it does not look like we will be able to provide summer programming options as we have in the past. (In general we are "allowed" to follow the guidelines set forth for Retail locations and can therefore provide "curbside pickup" which I have advertised as being available.) The San Juan Bautista Library Auxiliary is providing limited sponsored programming each week funded in part with donations received from the loose change container at Windmill Market. I am asking for, at a minimum, a matching donation from the Auxiliary so that together we can sponsor the low price point wi-fi router option being considered so that they might be able to upgrade to a better unit through other funding options. The San Juan Bautista Rotary is looking at units that cost anywhere from \$754 to \$2,227 each and they will need to purchase 3 units along with the associated hardware.

Original FY19/20 Summer Programming budget: \$10,000

Post-Covid FY19/20 Summer Programming budget: \$5,000

Cost of this program: up to \$700

**Recommendation:** Providing up to \$700 in funding for this program will serve far more students than I will be able to during this time, while still reserving 85% of our post-Covid budget for any future programming options.



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

**AGENDA TITLE:** ACCEPTING LAND DEDICATIONS FROM MERITAGE HOMES FOR OPEN SPACE WITHIN THE RANCHO VISTA SUBDIVISION

**DATE:** July 14, 2020

**PREPARED BY:** Julie Behzad, City Engineer

---

### **RECOMMENDATION**

1. Accept land dedications from Meritage Homes for Open Space within the Rancho Vista Subdivision, and;
2. Direct the City Clerk to file the Grant Deed with the County Recorder's Office.

### **BACKGROUND**

On February 3, 2016 the Planning Commission approved the tentative map for the Rancho Vista Development Project phases 1-4.

The City Council adopted Resolution 2018-38, the final map for the Rancho Vista Development phases 5, 6 and 7 on June 26, 2018.

Due to the close proximity of 5 parcels in Phase 7 and the existing Creekbridge Development to the east of Rancho Vista, the Council requested the map for Phase 7 to be revised in order to move the homes away from the border between the two developments. The new revised map was intended to change the original orientations of the five homes to be built to reduce the visibility and potential for intrusion on the existing homes in Creekbridge Development.

These modifications resulted in an additional dedication of open space to the City in the form of five small remnant parcels which creates a buffer between the new homes and the existing homes.

### **DISCUSSION:**

According to Sections 66426.5 and 66428 of the State Subdivision Map Acts, no subdivision map (neither tentative and final map, nor parcel map) is required to lawfully create parcels by conveyance, condemnation, etc. when a government agency is involved with the transaction.

Since there is no provision for merging all the remnants parcel prior to the City Council acceptance, the developer has prepared the legal descriptions and plats for these 5 parcels to be accepted by the City. The City Engineer has reviewed the legal descriptions and plat maps for these small parcels and is prepared to recommend the acceptance of these land by the City Council to be dedicated as open space, and to be owned and controlled by the City.

The resulted additional open space area which will be made up of portions of lots 81-85 can be merged into one parcel upon the City Council's acceptance.

**FISCAL IMPACT**

There will be no fiscal impacts to the City with this action.

**ATTACHMENT:**

Resolution

Grant Deed

Legal Descriptions and plats- Exhibit A through F

## **RESOLUTION 2020-XX**

### **A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ACCEPTING DEDICATIONS OF LAND FROM MERITAGE HOMES FOR OPEN SPACE WITHIN THE RANCHO VISTA SUBDIVISION**

**WHEREAS**, On February 3, 2016 the Planning Commission approved the tentative map for the Rancho Vista Development Project phases 1-4; and

**WHEREAS**, on June 26<sup>th</sup>, 2018, the City Council approved Resolution 2018-38, the Final map for phases 5, 6 and 7; and

**WHEREAS**, the City Council changed the map for Phase 7, where the project meets the existing Creekbridge Development to the east by agreeing to move the homes away from the border between the two developments, and changing the original orientations of the five homes to be built there so as reduce the visibility and potential for intrusion on the existing homes below; and

**WHEREAS**, this modification results in an additional dedication of open space to the City in the form of five small remnant parcels creating a buffer of city owned property between the new homes and the existing homes; and

**WHEREAS**, these are the final homes five homes to be built in the Rancho Vista Tract, and are under construction now, requiring the City to act at accept these new small parcels and formalize this arrangement; and

**WHEREAS**, consistent with Article 3, Chapter 4 of the State Subdivision Map Act and Chapter 10, Section 2 Article 1 subsection G of the City Municipal Code, the City Council shall consider for acceptance lands and/or improvements proposed for dedication to the City in subdivisions of five or more parcels; and

**WHEREAS**, the City Engineer has reviewed the legal descriptions and plat maps for these small parcels and is prepared to recommend the acceptance of these land by the City Council to be dedicated as open space, and to be owned and controlled by the City.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that the City Council approves and accepts the dedication of real property and the attached legal description and plat map of the five parcels to the City by Meritage Homes for the Rancho Vista Tract Phase 7, to be held by the City for the purpose of establishing additional open space in this subdivision.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista on this 14<sup>th</sup> day of July 2020 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**ATTEST:**

---

Mary Vazquez Edge, Mayor

---

Laura Cent, City Clerk

**RECORDING REQUESTED BY:**

**MAIL TAX STATEMENT  
AND WHEN RECORDED MAIL DOCUMENT TO:**

City of San Juan Bautista  
311 2<sup>nd</sup> Street  
San Juan Bautista, Ca. 95045

Space Above This Line for Recorder's Use Only

A.P.N.: 002-220-024 through 002-220-028  
(portions)

### **GRANT DEED**

The Undersigned Grantor(s) Declare(s): DOCUMENTARY TRANSFER TAX \$-0- (Transfer to Public Entitle)

[ ☒ ] computed on the consideration or full value of property conveyed, OR  
[ ☐ ] computed on the consideration or full value less value of liens and/or encumbrances remaining at time of sale,  
[ ☐ ] unincorporated area; [ ☒ ] City of **San Juan Bautista**, and  
EXEMPT FROM BUILDING HOMES AND JOBS ACTS FEE PER GOVERNMENT CODE 27388.1(a)(2)

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,  
Meritage Homes of California, Inc., a California Corporation  
hereby GRANTS to

The City of San Juan Bautista, a Municipal Corporation  
the following described property in the City of **San Juan Bautista**, County of **San Benito**, State of **California**:

ATTACHED EXHIBIT "A"

Mail Tax Statements To: **SAME AS ABOVE**



**EXHIBIT A**  
**TRACT NO. 322 – PHASE 5, 6 & 7, RANCHO VISTA**  
**SLOPE AREA CONVEYANCE TO THE CITY SAN JUAN BAUTISTA**  
**PORTION OF LOT 81**  
**LEGAL DESCRIPTION**

Being a portion of Lot 81, as shown on that certain map entitled "Tract No. 322 – Phase 5, 6 & 7, Rancho Vista", City of San Juan Bautista, County of San Benito, State of California, filed for record on August 8, 2018, in Book 16 Of Maps, Page 45, San Benito County Records, described as follows:

**BEGINNING** at Northwest corner of said Lot 81; thence South 76°07'34" East along the Northerly line of said Lot 81, a distance of 27.53 feet to the Northeast corner of said Lot 81; thence South 13°52'26" West along the Easterly line of said Lot 81, a distance of 31.62 feet to the existing top of the slope line of the finished grade; thence leaving last said Lot line and along said existing top of the slope line of the finished grade, North 76°43'14" West 41.25 feet to the Westerly line of said Lot 81; thence North 37°02'49" East along the Westerly line of said Lot 81, a distance of 34.86 feet to **THE POINT OF BEGINNING**.

Containing a net area of 1,093 square feet, more or less.

Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

See Exhibit B attached hereto and made a part hereof.



Kaiser I. Shahbaz, L. S. 8599

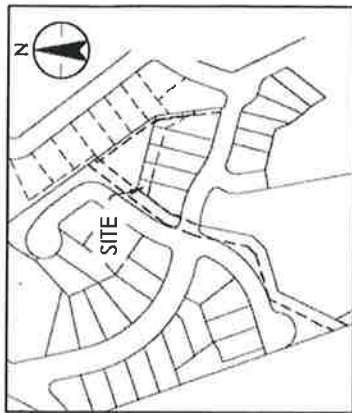
7/8/2020

Date

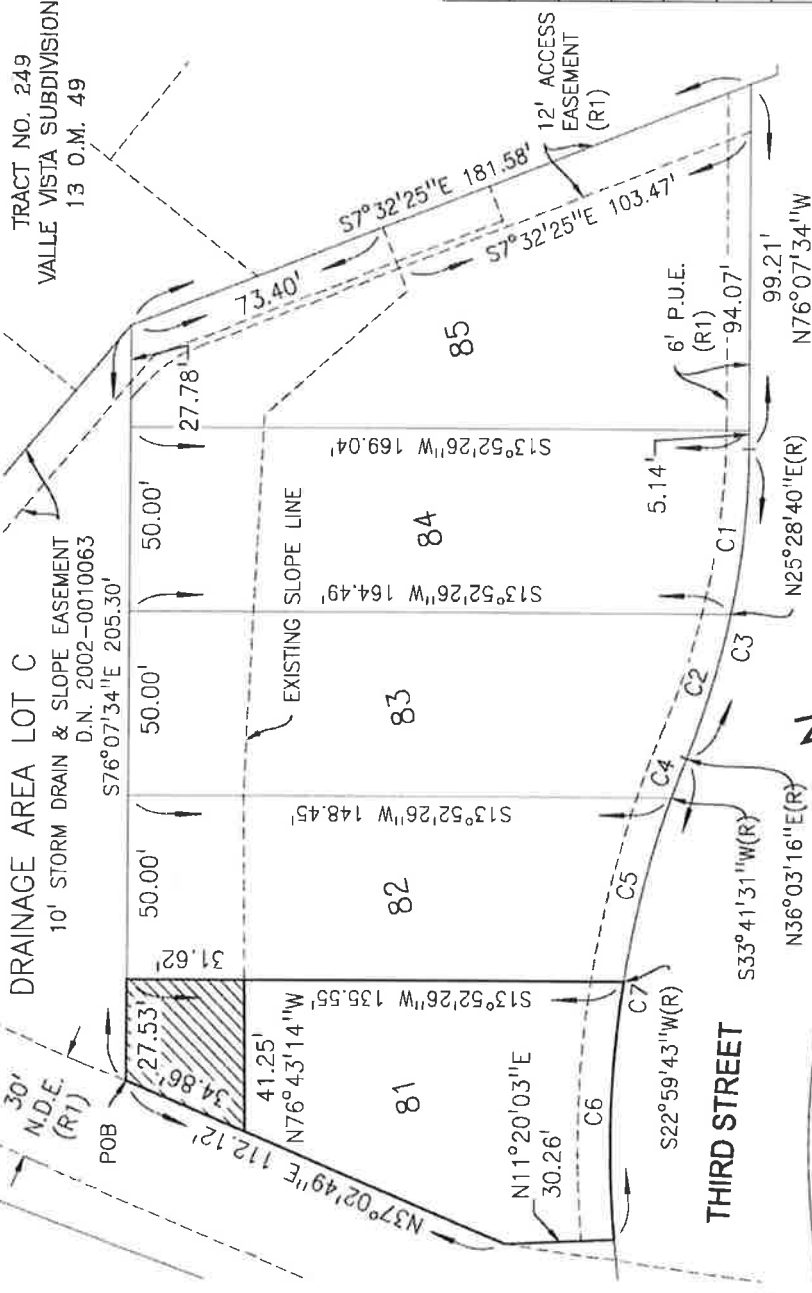


TRACT NO. 249  
VALLE VISTA SUBDIVISION  
13 O.M. 49

DRAINAGE AREA LOT C  
10' STORM DRAIN & SLOPE EASEMENT  
D.N. 2002-0010063



**KEY MAP**  
NOT TO SCALE



CURVE DATA TABLE				
CURVE	DELTA	RADIUS	LENGTH	
C1	11°36'15"	223.00'	45.16'	
C2	10°34'36"	223.00'	41.16'	
C3	22°10'50"	223.00'	86.33'	
C4	2°21'46"	277.00'	11.42'	
C5	10°41'47"	277.00'	51.71'	
C6	14°35'24"	277.00'	70.54'	
C7	27°38'57"	277.00'	133.67'	

**LEGEND:**

- BK BOOK
- (R) RADIAL
- POB POINT OF BEGINNING
- S.B.C.R. SAN BENITO COUNTY RECORDS
- P.U.E. PUBLIC UTILITY EASEMENT
- N.D.E. NATURAL DRAINAGE EASEMENT
- D.N. DOCUMENT NUMBER

**BASIS OF BEARINGS:**  
AS USED BY BK 16 OF MAPS,  
PAGE 45, S.B.C.R.

SLOPE AREA TO BE  
DEDICATED TO THE  
CITY=1,093 S.F.



**REFERENCES:**

(R1) BOOK 16 OF MAPS, PAGE 45, S.B.C.R.



*Isaac Shahbaz*  
7/8/2020



W:\10130600\survey\drawing\sheet files\10130600\_Lot 81.dwg 7/6/20 1:508

PREPARED FOR  
**MERITAGE HOMES OF CALIFORNIA**  
2603 CAMINO RAMON, STE. 140  
SAN RAMON, CA 94583

SLOPE AREA OF LOT 81 PLAT  
TRACT NO. 322-PHASE 5,6 & 7  
PER BOOK 16 OF MAPS, PAGE 45

**B**

JUNE 2020

K3

SHEET 1 OF 1

**TRACT NO. 322 – PHASE 5, 6 & 7**  
**RANCHO VISTA**  
**BOOK 16 OF MAPS, PAGE 45**  
**LOTS 81 SLOPE AREA**

North: 23629.5964' East: 23287.1134'

Segment #1: Line

Course: N76° 43' 14.10"W Length: 41.248'

North: 23639.0710' East: 23246.9683'

Segment #2: Line

Course: N37° 02' 48.61"E Length: 34.858'

North: 23666.8927' East: 23267.9691'

Segment #3: Line

Course: S76° 07' 34.15"E Length: 27.529'

North: 23660.2917' East: 23294.6950'

Segment #4: Line

Course: S13° 52' 25.85"W Length: 31.618'

North: 23629.5961' East: 23287.1135'

Perimeter: 135.254' Area: 1093.16 Sq. Ft.

Error Closure: 0.0003 Course: S16° 28' 04.71"E

Error North: -0.00027 East: 0.00008

Precision 1: 450843.333

**EXHIBIT C**  
**TRACT NO. 322 – PHASE 5, 6 & 7, RANCHO VISTA**  
**SLOPE AREA CONVEYANCE TO THE CITY SAN JUAN BAUTISTA**  
**PORTION OF LOT 82**  
**LEGAL DESCRIPTION**

Being a portion of Lot 82, as shown on that certain map entitled "Tract No. 322 – Phase 5, 6 & 7, Rancho Vista", City of San Juan Bautista, County of San Benito, State of California, filed for record on August 8, 2018, in Book 16 Of Maps, Page 45, San Benito County Records, described as follows:

**BEGINNING** at Northwest corner of said Lot 82; thence South  $76^{\circ}07'34''$  East along the Northerly line of said Lot 82, a distance of 50.00 feet to the Northeast corner of said Lot 82; thence South  $13^{\circ}52'26''$  West along the Easterly line of said Lot 82, a distance of 31.10 feet to the existing top of the slope line of the finished grade; thence leaving last said Lot line and along said existing top of the slope line of the finished grade, North  $76^{\circ}43'14''$  West 50.00 feet to the Westerly line of said Lot 82; thence North  $13^{\circ}52'26''$  East along the Westerly line of said Lot 82, a distance of 31.62 feet to **THE POINT OF BEGINNING**.

Containing a net area of 1,568 square feet, more or less.

Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

See Exhibit D attached hereto and made a part hereof.

  
Kaiser I. Shahbaz, L. S. 8599

7/8/2020  
Date





BASIS OF BEARINGS:  
AS USED BY BK 16 OF MAPS,  
PAGE 45, S.B.C.R.



Figure 1 shows a scale bar for the 100% and 50% scale bars. The bar is divided into two equal halves, each labeled '50'.

SLOPE AREA TO BE  
DEDICATED TO THE  
CITY=1,568 S.F.

REFERENCES:

(R1) BOOK 16 OF MAPS, PAGE 45, S.B.C.R.

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KS | JUNE 2020

7/8/2020

**WAT CONSULTING ENGINEERS**  
430 10th Street  
Modesto, CA 95354  
Tel: 209.568.4477 Fax: 209.568.4478

PREPARED FOR  
MERITAGE HOMES OF CALIFORNIA  
2603 CAMINO RAMON, STE. 140  
SAN RAMON, CA 94583

EXHIBIT

TRACT NO. 322-PHASE 5, 6 & 7  
PER BOOK 16 OF MAPS, PAGE 45

CURVE	DELTA	RADIUS	LENGTH
C1	11°36'15"	223.00'	45.16'
C2	10°34'36"	223.00'	41.16'
C3	22°10'50"	223.00'	86.33'
C4	2°21'46"	277.00'	11.42'
C5	10°41'47"	277.00'	51.71'
C6	14°35'24"	277.00'	70.54'
C7	27°38'57"	277.00'	133.67'

LEGEND:

BK BOOK

RADIAL

POINT OF BEGINNING

S.B.C.R. SAN BENITO COUNTY RECORDS

P.U.E. PUBLIC UTILITY EASEMENT

N.D.E. NATURAL DRAINAGE EASEMENT

D.N. DOCUMENT NUMBER

SHEET 1 OF 1

**TRACT NO. 322 – PHASE 5, 6 & 7**  
**RANCHO VISTA**  
**BOOK 16 OF MAPS, PAGE 45**  
**LOTS 82 SLOPE AREA**

North: 23660.2920' East: 23294.6949'

Segment #1: Line

Course: S76° 07' 34.15"E Length: 50.000'

North: 23648.3028' East: 23343.2362'

Segment #2: Line

Course: S13° 52' 25.85"W Length: 31.099'

North: 23618.1110' East: 23335.7792'

Segment #3: Line

Course: N76° 43' 14.10"W Length: 50.003'

North: 23629.5967' East: 23287.1132'

Segment #4: Line

Course: N13° 52' 25.85"E Length: 31.618'

North: 23660.2923' East: 23294.6947'

Perimeter: 162.720' Area: 1567.93 Sq. Ft.

Error Closure: 0.0004 Course: N38° 19' 32.14"W

Error North: 0.00031 East: -0.00024

Precision 1: 406800.000



**EXHIBIT E**  
**TRACT NO. 322 – PHASE 5, 6 & 7, RANCHO VISTA**  
**SLOPE AREA CONVEYANCE TO THE CITY SAN JUAN BAUTISTA**  
**PORTION OF LOT 83**  
**LEGAL DESCRIPTION**

Being a portion of Lot 83, as shown on that certain map entitled "Tract No. 322 – Phase 5, 6 & 7, Rancho Vista", City of San Juan Bautista, County of San Benito, State of California, filed for record on August 8, 2018, in Book 16 Of Maps, Page 45, San Benito County Records, described as follows:

**BEGINNING** at Northwest corner of said Lot 83; thence South 76°07'34" East along the Northerly line of said Lot 83, a distance of 50.00 feet to the Northeast corner of said Lot 83; thence South 13°52'26" West along the Easterly line of said Lot 83, a distance of 33.55 feet to the existing top of the slope line of the finished grade; thence leaving last said Lot line and along said existing top of the slope line of the finished grade, North 73°19'13" West 50.06 feet to the Westerly line of said Lot 83; thence North 13°52'26" East along the Westerly line of said Lot 83, a distance of 31.10 feet to **THE POINT OF BEGINNING**.

Containing a net area of 1,616 square feet, more or less.

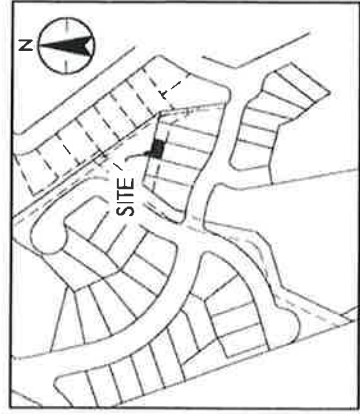
Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

See Exhibit F attached hereto and made a part hereof.

  
Kaiser I. Shahbaz, L. S. 8599

7/8/2020  
Date



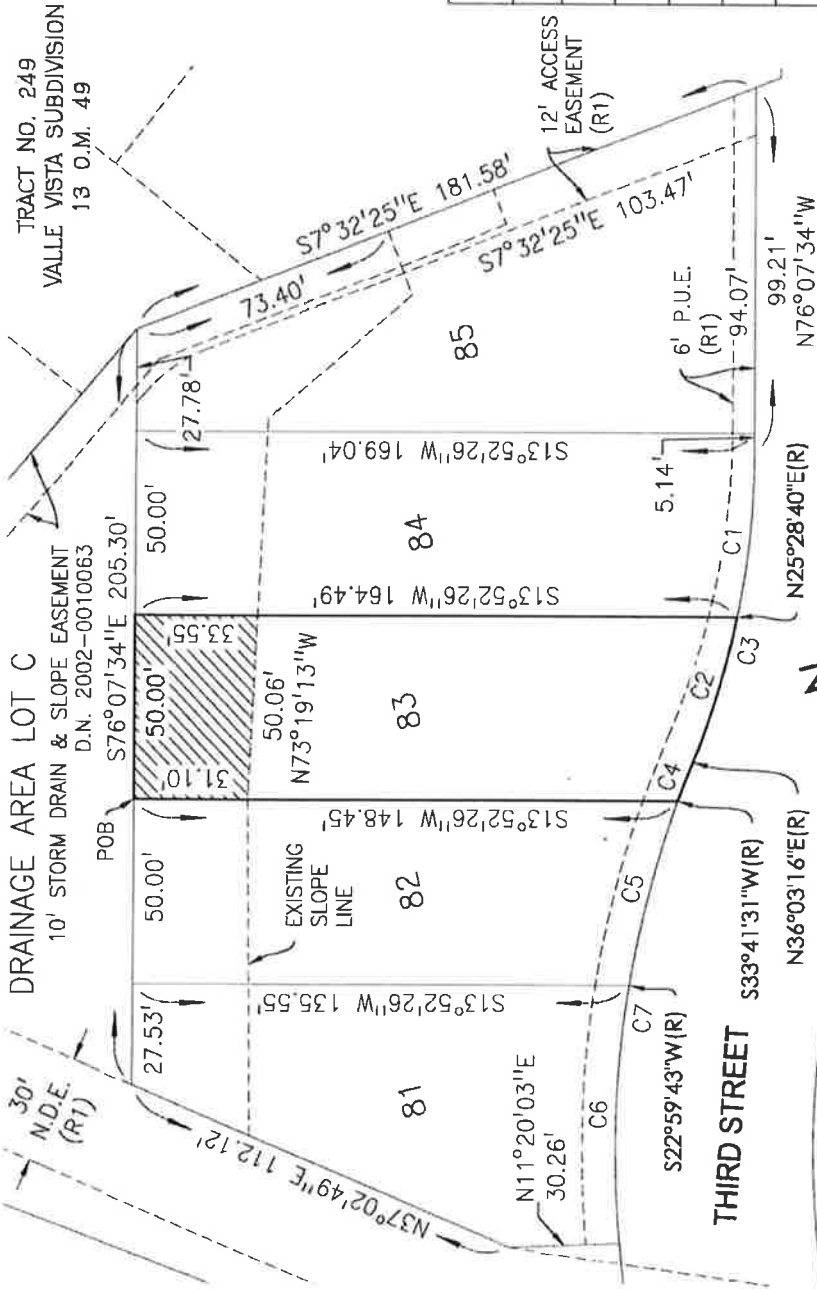


**KEY MAP**  
NOT TO SCALE

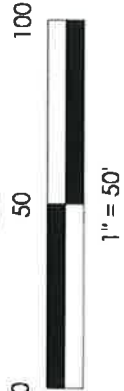
TRACT NO. 249  
VALLE VISTA SUBDIVISION  
13 O.M. 49

DRAINAGE AREA LOT C

10' STORM DRAIN & SLOPE EASEMENT  
D.N. 2002-0010063



**BASIS OF BEARINGS:**  
AS USED BY BK 16 OF MAPS,  
PAGE 45, S.B.C.R.



**REFERENCES:**  
(R1) BOOK 16 OF MAPS, PAGE 45, S.B.C.R.

**LEGEND:**

- BK BOOK
- (R) RADIAL
- POB POINT OF BEGINNING
- S.B.C.R. SAN BENITO COUNTY RECORDS
- P.U.E. PUBLIC UTILITY EASEMENT
- N.D.E. NATURAL DRAINAGE EASEMENT
- D.N. DOCUMENT NUMBER

CURVE DATA TABLE			
CURVE	DELTA	RADIUS	LENGTH
C1	11°36'15"	223.00'	45.16'
C2	10°34'36"	223.00'	41.16'
C3	22°10'50"	223.00'	86.33'
C4	2°21'46"	277.00'	11.42'
C5	10°41'47"	277.00'	51.71'
C6	14°35'24"	277.00'	70.54'
C7	27°38'57"	277.00'	133.67'



*Handwritten signature and date:*  
Kaiser Isaac Shahbaz  
7/8/2020



PREPARED FOR  
**MERITAGE HOMES OF CALIFORNIA**  
2603 CAMINO RAMON, STE. 140  
SAN RAMON, CA 94583

SLOPE AREA OF LOT 83 PLAT  
TRACT NO. 322-PHASE 5.6 & 7  
PER BOOK 16 OF MAPS, PAGE 45

KS JUNE 2020

EXHIBIT

**F**

SHEET 1 OF 1

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**TRACT NO. 322 – PHASE 5, 6 & 7**  
**RANCHO VISTA**  
**BOOK 16 OF MAPS, PAGE 45**  
**LOTS 83 SLOPE AREA**

North: 23648.3028' East: 23343.2362'

Segment #1: Line

Course: S76° 07' 34.15"E Length: 49.996'

North: 23636.3145' East: 23391.7737'

Segment #2: Line

Course: S13° 52' 25.85"W Length: 33.550'

North: 23603.7433' East: 23383.7289'

Segment #3: Line

Course: N73° 19' 13.40"W Length: 50.056'

North: 23618.1103' East: 23335.7790'

Segment #4: Line

Course: N13° 52' 25.85"E Length: 31.099'

North: 23648.3020' East: 23343.2361'

Perimeter: 164.701' Area: 1616.09 Sq. Ft.

Error Closure: 0.0007 Course: S13° 23' 44.49"W

Error North: -0.00073 East: -0.00017

Precision 1: 235287.143

**EXHIBIT G**  
**TRACT NO. 322 – PHASE 5, 6 & 7, RANCHO VISTA**  
**SLOPE AREA CONVEYANCE TO THE CITY SAN JUAN BAUTISTA**  
**PORTION OF LOT 84**  
**LEGAL DESCRIPTION**

Being a portion of Lot 84, as shown on that certain map entitled "Tract No. 322 – Phase 5, 6 & 7, Rancho Vista", City of San Juan Bautista, County of San Benito, State of California, filed for record on August 8, 2018, in Book 16 Of Maps, Page 45, San Benito County Records, described as follows:

**BEGINNING** at Northwest corner of said Lot 84; thence South 76°07'34" East along the Northerly line of said Lot 84, a distance of 50.00 feet to the Northeast corner of said Lot 84; thence South 13°52'26" West along the Easterly line of said Lot 84, a distance of 36.00 feet to the existing top of the slope line of the finished grade; thence leaving last said Lot line and along said existing top of the slope line of the finished grade, North 73°19'13" West 50.06 feet to the Westerly line of said Lot 84; thence North 13°52'26" East along the Westerly line of said Lot 84, a distance of 33.55 feet to **THE POINT OF BEGINNING**.

Containing a net area of 1,739 square feet, more or less.

Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

See Exhibit H attached hereto and made a part hereof.

  
Kaiser I. Shahbaz, L. S. 8599

7/8/2020  
Date



**KEY MAP**  
**NOT TO SCALE**

CURVE DATA TABLE			
CURVE	DELTA	RADIUS	LENGTH
C1	11°36'15"	223.00'	45.16'
C2	10°34'36"	223.00'	41.16'
C3	22°10'50"	223.00'	86.33'
C4	2°21'46"	277.00'	11.42'
C5	10°41'47"	277.00'	51.71'
C6	14°35'24"	277.00'	70.54'
C7	27°38'57"	277.00'	133.67'

LEGEND:

**LEGEND.**  
BK BOOK  
(R) RADIATION  
POB POINT OF BIRTH  
S.B.C.R. SAN BARTOLOME  
P.U.E. PUBLIC UTILITIES  
N.D.E. NATURAL DEATH  
D.N. DOCUMENT

SHEET 1 OF 1

W:\10130600\survey\drawing\sheet files\10130600\_Lot 84.dwg 7/8/20 14:51

KS

JUNE 2020

EXHIBIT

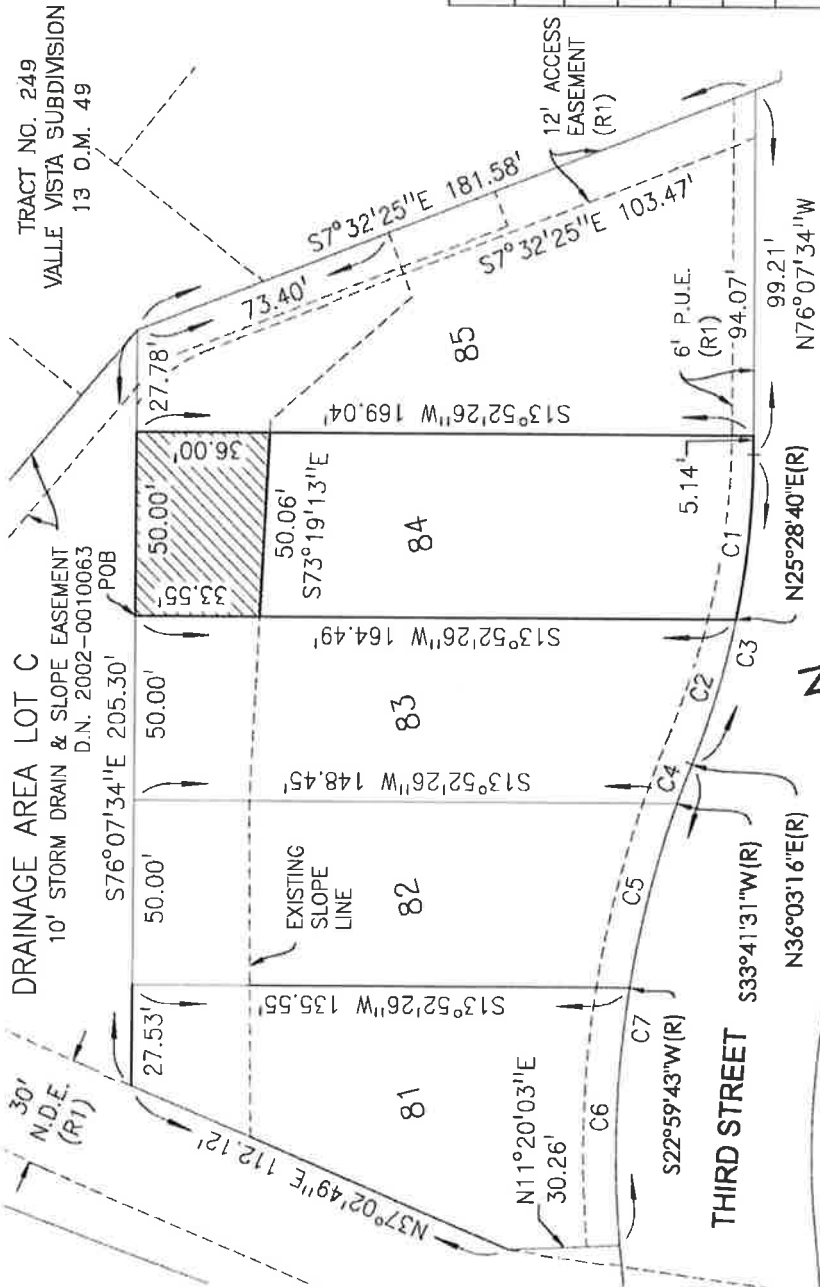
SLOPE AREA OF LOT 84 PLAT  
TRACT NO. 322-PHASE 5.6 & 7  
PER BOOK 16 OF MAPS, PAGE 45

**MERITAGE HOMES OF CALIFORNIA**  
2603 CAMINO RAMON, STE. 140  
SAN RAMON, CA 94583

**Tel: 209.568.4477      Fax: 209.568.4478**  
**PO BOX 100, CA 95354**



7/8/2020



BASIS OF BEARINGS:  
AS USED BY BK 16 OF MAPS,  
PAGE 45, S.B.C.R.



SLOPE AREA TO BE  
DEDICATED TO THE  
CITY=1,739 S.F.

## REFERENCES:

RELEVANT:  
(R1) BOOK 16 OF MAPS, PAGE 45, S.B.C.R.



**TRACT NO. 322 – PHASE 5, 6 & 7**

**RANCHO VISTA**

**BOOK 16 OF MAPS, PAGE 45**

**LOTS 84 SLOPE AREA**

North: 23624.3252' East: 23440.3150'

Segment #1: Line

Course: S13° 52' 25.85"W Length: 36.000'

North: 23589.3755' East: 23431.6827'

Segment #2: Line

Course: N73° 19' 13.40"W Length: 50.060'

North: 23603.7437' East: 23383.7290'

Segment #3: Line

Course: N13° 52' 25.85"E Length: 33.550'

North: 23636.3149' East: 23391.7738'

Segment #4: Line

Course: S76° 07' 34.15"E Length: 50.000'

North: 23624.3257' East: 23440.3151'

Perimeter: 169.610' Area: 1738.74 Sq. Ft.

Error Closure: 0.0004 Course: N15° 16' 44.31"E

Error North: 0.00043 East: 0.00012

Precision 1: 424025.000

**EXHIBIT I**  
**TRACT NO. 322 – PHASE 5, 6 & 7, RANCHO VISTA**  
**SLOPE AREA CONVEYANCE TO THE CITY SAN JUAN BAUTISTA**  
**PORTION OF LOT 85**  
**LEGAL DESCRIPTION**

Being a portion of Lot 85, as shown on that certain map entitled "Tract No. 322 – Phase 5, 6 & 7, Rancho Vista", City of San Juan Bautista, County of San Benito, State of California, filed for record on August 8, 2018, in Book 16 Of Maps, Page 45, San Benito County Records, described as follows:

**BEGINNING** at Northwest corner of said Lot 85; thence South  $76^{\circ}07'34''$  East along the Northerly line of said Lot 85, a distance of 27.78 feet to the Northeast corner of said Lot 85; thence South  $7^{\circ}32'25''$  East along the Easterly line of said Lot 85, a distance of 73.40 feet to the existing top of the slope line of the finished grade; thence leaving last said Lot line and along said existing top of the slope line of the finished grade the following three (3) courses: (1) thence South  $82^{\circ}26'38''$  West 18.34 feet; (2) thence North  $27^{\circ}14'55''$  West 51.58 feet; (3) thence North  $73^{\circ}19'13''$  West 3.58 feet to the Westerly line of said Lot 85; thence North  $13^{\circ}52'26''$  East along the Westerly line of said Lot 85, a distance of 36.00 feet to **THE POINT OF BEGINNING**.

Containing a net area of 2,324 square feet, more or less.

Subject to covenants, conditions, restrictions, reservations, rights, rights-of-way, and easements of record, if any.

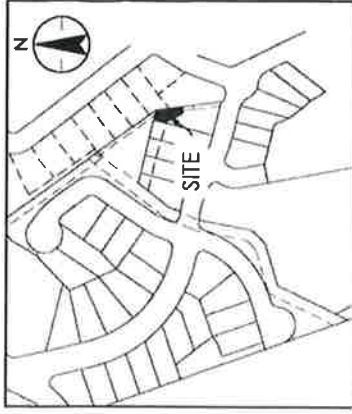
See Exhibit J attached hereto and made a part hereof.

  
Kaiser I. Shahbaz, L. S. 8599

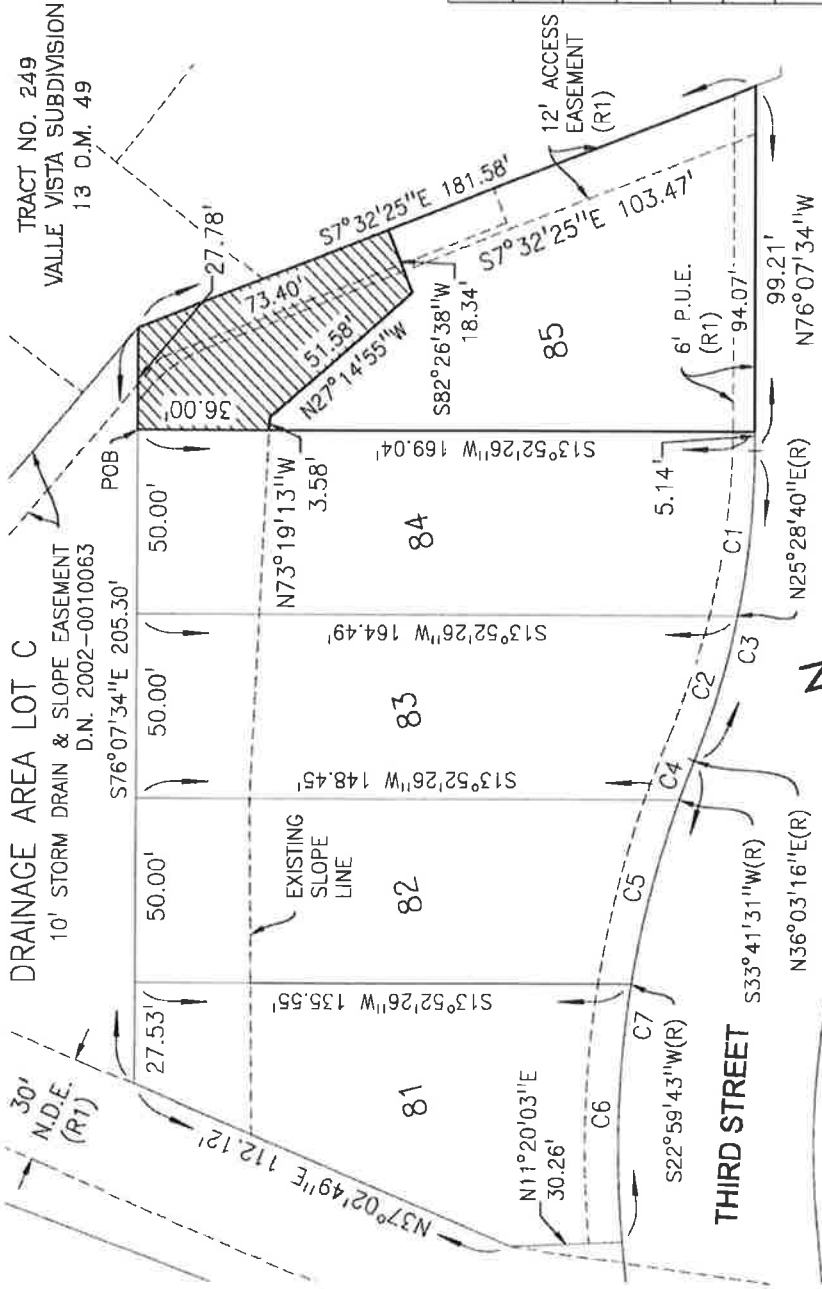
7/8/2020  
Date



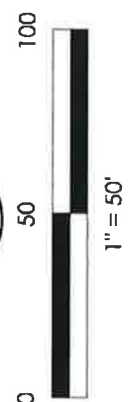
DRAINAGE AREA LOT C  
10' STORM DRAIN & SLOPE EASEMENT  
D.N. 2002-0010063  
S76°07'34"E 205.30'



KEY MAP  
NOT TO SCALE



BASIS OF BEARINGS:  
AS USED BY BK 16 OF MAPS,  
PAGE 45, S.B.C.R.



SLOPE AREA TO BE  
DEDICATED TO THE  
CITY=2,324 S.F.

REFERENCES:

(R1) BOOK 16 OF MAPS, PAGE 45, S.B.C.R.

CURVE	DELTA	RADIUS	LENGTH
C1	11°36'15"	223.00'	45.16'
C2	10°34'36"	223.00'	41.16'
C3	22°10'50"	223.00'	86.33'
C4	2°21'46"	277.00'	11.42'
C5	10°41'47"	277.00'	51.71'
C6	14°35'24"	277.00'	70.54'
C7	27°38'57"	277.00'	133.67'

LEGEND:

- BK BOOK
- (R) RADIAL
- POB POINT OF BEGINNING
- S.B.C.R. SAN BENITO COUNTY RECORDS
- P.U.E. PUBLIC UTILITY EASEMENT
- N.D.E. NATURAL DRAINAGE EASEMENT
- D.N. DOCUMENT NUMBER

SHEET 1 OF 1

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K3 JUNE 2020

PREPARED FOR  
**MERITAGE HOMES OF CALIFORNIA**  
2603 CAMINO RAMON, STE. 140  
SAN RAMON, CA 94583

SLOPE AREA OF LOT 85 PLAT  
TRACT NO. 322-PHASE 5.6 & 7  
PER BOOK 16 OF MAPS, PAGE 45

430 10th Street  
Modesto, CA 95354  
Tel: 209.581.4477 Fax: 209.581.4478

EXHIBIT  
**J**

*Kaiser Isaac Shahzad*  
7/8/2020

**TRACT NO. 322 – PHASE 5, 6 & 7**  
**RANCHO VISTA**  
**BOOK 16 OF MAPS, PAGE 45**  
**LOTS 85 SLOPE AREA**

North: 23617.6647' East: 23467.2815'

Segment #1: Line

Course: S07° 32' 25.41"E Length: 73.400'

North: 23544.8995' East: 23476.9134'

Segment #2: Line

Course: S82° 26' 38.22"W Length: 18.341'

North: 23542.4877' East: 23458.7316'

Segment #3: Line

Course: N27° 14' 55.06"W Length: 51.584'

North: 23588.3473' East: 23435.1138'

Segment #4: Line

Course: N73° 19' 13.40"W Length: 3.582'

North: 23589.3754' East: 23431.6825'

Segment #5: Line

Course: N13° 52' 25.85"E Length: 36.000'

North: 23624.3252' East: 23440.3147'

Segment #6: Line

Course: S76° 07' 34.15"E Length: 27.777'

North: 23617.6647' East: 23467.2814'

Perimeter: 210.684' Area: 2323.74 Sq. Ft.

Error Closure: 0.0001 Course: S42° 47' 07.34"W

Error North: -0.00009 East: -0.00008

Precision 1: 2106840.000



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

**AGENDA TITLE:** ACCEPT SUBDIVISION PUBLIC IMPROVEMENTS – COPPERLEAF  
DEVELOPMENT – TRACT NO. 337

**DATE:** July 14, 2020

**DEPARTMENT HEAD:** Julie Behzad, City Engineer

---

### **RECOMMENDATION**

1. Accept the subdivision public improvements for Copperleaf Development – Tract 337;
2. Authorize the City Engineer to sign a Notice of Completion; and
3. Direct the City Clerk to file the Notice of Completion with the County Recorder's Office.

### **BACKGROUND**

On February 21, 2017, the City entered into a Subdivision Improvements Agreement with Edenbridge, L.P. ("Subdivider") for Tract No. 337 consisting of 45-single family homes, and related public improvements.

On March 20, 2017, a Monumentation Bond for Subdivision was issued to the City in the amount of \$6,000; which is 100% of the estimated cost of setting subdivision monuments as stated in the original Engineer's Estimate of Public Improvements; as collateral to assure that the monuments will be installed to the Engineer's design standards and approved plans upon completion of the subdivision improvements and prior to acceptance.

In November of 2019, the City was informed that: 1) All the final monuments have been installed as shown on the approved map and certified as of August 7, 2019 by Bryan Pierce, Land Surveyor of Ruggeri-Jensen-Azar in conformance with the requirement of Section 66497(a) of the Subdivision Map Act, 2) The public improvements were substantially completed.

On November 19, 2019, the City council adopted resolutions to: 1) release the Monumentation Bond issued for Copperleaf, Tract No. 337 per Section 5 (c) of the Subdivision Improvements Agreement dated February 21, 2017 2) Partial release of a faithful performance bond for the Copperleaf Subdivision.



**DISCUSSION:**

The subdivision improvements have been completed in accordance with the requirements of the Subdivision Improvements Agreement between the City of San Juan Bautista and San Juan Edenbridge L.P. as specifically set forth in the plans and specifications approved by the City. Upon acceptance of Subdivision Public Improvements, San Juan Edenbridge L.P. shall secure a warranty bond in an amount of 10% of the estimated cost of improvements to guarantee or warranty the work done pursuant to the Subdivision Improvement Agreement for a period of one (1) year following acceptance thereof by City against any defective work or labor done or defective materials furnished.

**FISCAL IMPACT**

Staff time for this project was paid by the developer's land development fees. There will be no fiscal impacts to the City with this action.

**ATTACHMENT:**

Notice of Completion

Record at the Request of  
and When Recorded Mail to:

City of San Juan Bautista  
311 2<sup>nd</sup> Street  
San Juan Bautista, CA  
95045

Record at No Fee Pursuant to  
Government Code Section 27383

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, pursuant to Civil Code Section 9204, that:

- 1) On **February 21, 2017**, the City of San Juan Bautista, a Municipal Corporation, entered into an agreement with **San Juan Edenbridge, L.P.** for the **Copperleaf Subdivision – Tract No. 337** project located on San Juan Hollister Road, San Juan Bautista, California.
- 2) The owner of the subdivision public improvements is the City of San Juan Bautista, a Municipal Corporation, located at 311 2<sup>nd</sup> Street, San Juan Bautista, CA 95045
- 3) The contractor is **San Juan Edenbridge, L.P.**
- 4) The surety is **Developers Surety and indemnity Company**
- 5) The project was completed on **July 1, 2020** and accepted by the City Council of the City of San Juan Bautista on **July 14, 2020**.

CITY OF SAN JUAN BAUTISTA, a Municipal  
Corporation

By \_\_\_\_\_

Julie Behzad,

City Engineer

I, the undersigned, declare that I am the City Engineer for the City of San Juan Bautista. I have read the forgoing Notice of Completion and know and understand the contents thereof and that the facts stated therein are true and correct. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_, at San Juan Bautista, California.

\_\_\_\_\_  
Julie Behzad  
City Engineer

# **PUBLIC NOTICE**

## **City Council Seeks Interested Person to Serve on the Urban Growth Boundary Subcommittee**

*“An urban growth boundary, or UGB, is a regional boundary, set in an attempt to control urban sprawl by, in its simplest form, mandating that the area inside the boundary be used for urban development and the area outside be preserved in its natural state or used for agriculture.” Wikipedia*

The City Council for the City of San Juan Bautista has formed a committee to re-establish the City’s Urban Growth Boundary and desires to include a member of the public.

Any resident of the City of San Juan Bautista interested in participating can obtain an application to serve on the committee by contacting either Deputy City Clerk Trish Paetz at [deputycityclerk@san-juan-bautista.ca.us](mailto:deputycityclerk@san-juan-bautista.ca.us), or by calling 831-623-4661, extension 13, or Mayor Mary Edge at [m.edge@san-juan-bautista.ca.us](mailto:m.edge@san-juan-bautista.ca.us), or by calling 831-623-2582.

The matter will be addressed by the City Council on Tuesday, July 14, 2020 at 6:00 p.m. The meeting will be accessible by Zoom.

City of San Juan Bautista  
311 Second Street  
P.O. Box 1420  
San Juan Bautista, CA 95045  
(831) 623-4661



## CITY OF SAN JUAN BAUTISTA PLANNING COMMISSION STAFF REPORT

**AGENDA TITLE:** Ad-Hoc Committee for the Urban Growth Boundary Project

**MEETING DATE:** June 2, 2020

**DEPARTMENT HEAD:** Don Reynolds, City Manager

---

At their meeting March 10, 2020, the Planning Commission reviewed the urban growth boundary. (Staff report attached.) The item was then taken to Council on April 21. The next action is to develop an ad hoc committee for the project.

An ad hoc committee is needed to guide formation of an urban growth boundary policy. The committee will lead community feedback during town hall meetings and stakeholder meetings. The ad hoc committee will consist of two council members, two planning commissioners, and one at-large member.

At the City Council meeting in May, the Mayor appointed Council Member DeVries and herself to the ad hoc committee. The Planning Commission is asked to nominate and then select two from the body to represent the Commission on the ad hoc committee.

Whereupon, Planning Commissioners Scott Freels and Luis Matchain were appointed by the Planning Commission to the ad hoc committee for development of an Urban Growth Boundary.



<b>Council Action Advised by August 31, 2020</b>
--

June 30, 2020

**TO: Mayors, City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference & Expo – October 7 – 9, 2020**

The League's 2020 Annual Conference & Expo is scheduled for October 7 – 9. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, October 9. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, September 30. This will allow us time to establish voting delegate/alternate records prior to the conference.**

Please note the following procedures are intended to ensure the integrity of the voting process at the Annual Business Meeting. These procedures assume that the conference will be held in-person at the Long Beach Convention Center as planned. Should COVID-19 conditions and restrictions prohibit the League from holding an in-person conference, new procedures will be provided.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by the end of July at [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the



**CITY:** \_\_\_\_\_

**2020 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM**

**Please complete this form and return it to the League office by Wednesday, September 30, 2020. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.**

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.**

**OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_  
(circle one) (signature)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete and return by Wednesday, September 30, 2020**

League of California Cities  
**ATTN: Darla Yacub**  
1400 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

**FAX: (916) 658-8240**  
E-mail: [dyacub@cacities.org](mailto:dyacub@cacities.org)  
(916) 658-8254



## **Annual Conference Voting Procedures**

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.



## NOVEMBER 3, 2020 GENERAL ELECTION CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

During the Stay at Home Order issued by the Governor, the San Juan Bautista City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020 election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

### **1. Issuing Candidate Nomination Documents /During the Nomination Period: July 13, 2020 to August 7, 2020**

***Appointments must be made 24 hours in advance.***

- **In-person appointments – 9 a.m. – 4 p.m.** – Candidates may be issued nomination documents in-person during available hours by appointment at the San Juan Bautista City Clerk's Office, 311 Second Street, San Juan Bautista. Prior to making your in-person appointment, we also offer appointments by Zoom, an online video conferencing service, in conjunction with the issuance of documents. Appointments must be made 24 hours in advance.
- **Zoom online video conferencing appointments** – Candidates may choose to be issued nomination documents by mail (USPS) after attending a Zoom online video appointment, during available hours by appointment. Appointments must be made 24 hours in advance.

#### ***Procedure to be issued nomination documents:***

- a. Candidates must first contact the City Clerk's Office (831) 623-4661, ext. 13 to speak to the Deputy City Clerk to determine their preference for receiving nomination documents:
  - i. Appointment in person during available business hours; or,
  - ii. Appoint via Zoom online video conferencing service.
- b. After setting an appointment but prior to issuing nomination documents, the Deputy City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- c. In-person appointment requirements – All participants must wear a mask/face covering. Physical distancing of 6 feet is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, door knob, chair (hard surfaces), and pens prior to each appointment.
- d. If the candidate requests to receive nomination documents by mail or electronically via email, and their eligibility has been verified, the deputy City Clerk will send the candidate a "Request to Receive Documents" form to complete and return by the candidate via USPS mail or email. To meet the requirements of Elections Code section 8028(b), the Request to Receive Documents form must be filed with the Deputy City Clerk prior to issuing nomination documents to the candidate.
- e. Nomination documents will be issued via the candidate's preferred method by way of one or more of the following methods:
  - i. In Person
  - ii. Hard copy by USPS mail
  - iii. By email



2. **Execution of Candidate Documents** – Any documents that require an oath by the candidate may be executed by one or more of the following methods:
  - a. In the presence of a notary then delivered to the San Juan Bautista City Clerk's office via USPS mail (with original wet signature(s), preferable in blue ink); or
  - b. In-person during available business hours, by appointment; or
  - c. By placing in the grey box outside City Hall.
3. **Receipt of Candidate Documents and Filing Deadlines** – A candidate may electronically submit has or her completed documents to the Deputy City Clerk by email, to allow us to begin the review and verification process as soon as practical.

In order to be a qualified candidate for the office, ***the completed documents with original signatures, preferably in blue ink, must be received by the Deputy City Clerk by the close of the nomination period (4:00 p.m. on August 7, 2020).***

**PLEASE NOTE:** Electronic versions of forms will be used solely for the purpose of review by the County Recorder's office to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received.

4. To submit the original documents, the candidate may do so during available business hours by one or more of the following methods:
  - a. In person, by appointment; or
  - b. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink); or
  - c. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, or by appointment, or placed in the grey box outside City Hall.