

OCT 18 2022

OFFICE OF THE CITY CLERK

1:10 pm  
JSP

## List of Occurrences

451 San Juan Hollister Rd San Juan Bautista Ca

**Jan. 10, 2019** Violation from fish and wildlife.

**August 26, 2019** California Fish and wildlife review and clearing for violation dated Jan. 10, 2019 see **Exhibit A**

**June 23, 2020** Grading permit # 74 approved. see **Exhibit B**

**June 29, 2020** Refer To **Exhibit B** Grading permit # 74 with the word warehouse crossed out and initiated by Minerva from 4 Leaf, city planning dept. City was well informed what my intentions were in regards to bringing in fill. It is written clearly "elevate property" twice on the application. If the property is in a floodplain why would they give me a permit to elevate the property knowing that we can't? 30,000 Cu. Yards are a whole lot of dirt. We would have needed maybe 200 cu yards for the warehouse. Their confusion makes no sense. They are hired professionals. If they were concerned or confused they could have simply asked for clarification. They did not and they signed a permit.

**July 16, 2020** Fish and wildlife came out. No violation was given to me for the importation of soil by their department. I contacted Warden Kyle Somer and he said there was no violation from his department because he did not notice any dirt being put into or near the creek.

**July 17, 2020** Code enforcement along with other city employees came out and gave me a stop order for apparently exceeding my grading permit. I had a permit 30,000 cu yards that the city gave me a permit for on see **Exhibit B**

**Aug 27, 2020** I received a alleged violation letter from the U.S. Army Corp of Engineers see **Exhibit C** about putting the **permitted** 30,000 cu yards of dirt in the area that is designated wetlands. I have been in contact with USACE Greg Brown.

**Sept. 29, 2020** Code enforcement officer Rich Brown received the letter of recommendation from the (USACE). on **Sept 29, 2020** I received a emailed response from USACE **Exhibit D** Delineation study came inconclusive form



study performed by USACE and hired environmentalist Olberding Environmental group due to dry conditions and no vegetation because of grading. I received a letter from USACE on **Oct. 15 2021** see **Exhibit E** states that the area in question on my property **MAY BE** wetlands. USACE suggested that area should be treated as such until we get rain and another study is done.

**Oct 3, 2020, Oct. 23, 2020 & Nov. 12, 2020** Code enforcement officer sent compliance orders. City was informed that civil engineers were back logged due to COVID and that a SOW was going to be delayed. **Exhibit F**

**Oct 7. 2020** My civil engineer emailed SJB City Manager, Don Reynolds asking for what the city's needs were to resolve the grading violation.

**Nov. 24, 2020** Anne, my civil engineer, sent the city description of scope of work and civil plans to remedy the Violation dated **July 17, 2020**. She informed code enforcement officer by email that she was delayed by her work load but will have the civil plans ready by **Nov. 23, 2020**.

**Jan 4, 2021** City comments were forwarded to my civil engineer of how we are to proceed with correcting the violation.

**March 1, 2021** SOW was approved and Permit # 109 was issued to allow me to remove the dirt and stockpile it on my property. Permit costed me \$1,242.00  
**Exhibit G**

**April 15, 2021** Terry from CSG Engineering came out to inspect the dirt removal and asked us to put in erosion control measures.

**May 6, 2021** Terry from CSG engineering came out and took pictures verifying that the dirt was removed and stored as permitted and erosion control was in place as directed. He said he would forward the pictures to Minerva to complete the remedy of the violation and that Minerva would get back to me. ***There was never anything mentioned to us that we needed another topographic study to verify the elevations that would clear our red tag violation.*** This was the last thing I heard from them in regards to clearing the violation from **July 17, 2020**.

**Jan. 27, 2020** Same neighbor that has made several other complaints against me complained that we were supposedly putting dirt on her fence. We were cutting down the tree branches that have been intertwined with the fence for many years. The tree branches were so thick and heavy they already had part of the fence bent and broken. Terry from CSG Engineering came out and said that the neighbor was complaining that wild animals can get to her horses because I



tore down the fence. She knew clearly that the fence was already down because of their trees. I told Terry that we would put temporary fence panels up so that she would stop complaining although it was not my responsibility. I sent pictures to Don, the city manager. I didn't hear anything about this matter again.

**March 27, 2022** City received a complaint from same neighbor again. She complained about grading taking place and dirt being piled up on site. We did bring base rock in, but from what I understand I have a grading permit #74. **Maybe someone can explain what the grading permit, that I paid for, was actually for.** The supposed stock piles of dirt were from digging some holes. (If the dirt is pushed back into the hole then the dirt disappears. There was no dirt imported at all.

**March 28, 2022** Code enforcement officer issued red tag for grading. **Exhibit I**

**March 31, 2022** several city officials came out to inspect the violation. Their violation consisted of me constructing a 5-6 feet high stockpile along the east west and north-south along the creek/property line. I did add about 2 feet of dirt at the most but the embankment was already about 4 feet tall when I purchased the property. **I did not know this was a violation. My neighbor at the RV park has had it like that for about 2 years now. No violation has been imposed to them although city officials have been informed see pictures** **Exhibit J**

**May 3, 2022** emails between Schaaf & Wheeler agent Robin Lee, City Assistant Manager Brian Foucht and SJB city engineer, Nidal Samhouri talking about the scopes of the proposed study. Robin explains they are not biologist and can not don anything in regards to the environmental impact of wetlands or habitat of the San Juan creek. A environmentalist would need to be hired. *She also recommends the city to perform a detailed restudy holistically instead of piece meal by each property owner. see* **Exhibit K**

**May 9, 2022** City of San Juan Bautista receives proposal from Schaaf and Wheeler to perform a **visual** study on my property covering the entire floodplain and San Juan creek area. **Exhibit L**

**May 16, 2022** City of San Juan Bautista receives re-proposal from Schaaf and Wheeler updating proposal to change a visual inspection to a drone flight **Exhibit M**

**May 24, 2022** Compliance order for March 28, 2022 violation. Order requests a development plan for remediation that will satisfy Jurisdictional bodies and the city of San Juan Bautista. **Exhibit N** I have been in contact with CDFW, Warden Kyle Somer to request their recommendations for the restoration of the San Juan



Creek since CDFW is the jurisdictional body. I have not received any citation from CDFW for this violation.

**June 6, 2022** Notice of Violation was received from Rich Brown. **Exhibit O** Violation states that **1) Recycling pallets with out permission.** *Manufacturing pallets is what we do and is permitted under industrial zoning.* **2) Maintaining a contracts Yard.** *I am not maintaining a contractors yard. This equipment is ours and is used for the maintaining of our property.* **3) Automobile storage** *these vehicles are ours and if requested pick slips can be presented to the city.* **4) Vehicles being dismantled.** We are a transportation operation

**June 13, 2022** Zoom meeting with city officials and attorney's. I questioned the peer review fees if I was to hire S&W directly and Brian said that at that point The city of SJB wanted to have full control and would be hiring S&W directly and sending me the bill for reimbursement. **Exhibit O1**

**June 21, 2022** I granted permission for The City of SJB to conduct S&W study. I was reluctant to allowing the city to perform the study because I already had a prior proposal from S&W dated August 26, 2021 that would help determine if the property can be brought into an X Zone. I felt the study that I was going to perform would cover the violation and help bring the property out of the floodplain. see **Exhibit P**

**July 5, 2022** I granted permission for a drone flight by S&W see **Exhibit Q**

**July 8, 2022** I granted The right of entry to allow Schaaf and Wheeler and city engineer Nidal Samhuri to enter my property to perform a the study. see **Exhibit R**

**July 12, 2022** Study was conducted by S&W. City engineer Nidal Samhuri, my husband and I were present. I expressed my concern to Nidal that from what Robin was explaining of what the study they were performing covered, the creek was not included. He said **"Don't worry about it, it is covering all our concerns."** *Apparently this was not correct.*

**August 15, 2022** I called the city and spoke to Brian to see how the S&W study was coming along so that we can prepare the remediation development plan if needed. He states that we need a second study that will cost an additional amount of money. I asked him why, he said there is part 1 and 2. This was never spoken about during our agreement. A updated S&W proposal was sent to me see **Exhibit S** I requested the first study so that we can begin to work at least in correcting the floodplain area if there was anything to be corrected. Brian said that it could not be given to me since it is in draft form and that I would also need



to sign the reimbursable agreement for the S&W study and past invoices owed to the city. The reimbursable agreement can not be signed because it is not even clear what and if I owe any back Invoices. I requested the bill from S&W so at least that can be paid in full while we clarify what city invoices are actually owed.

**September 16, 2022** I began to receive daily administrative citations for not correcting violation from code enforcement. ***How am I to correct a violation if city refuses to give the invoice from S&W for the study and the study itself? see Exhibit Z1***

**September 23, 2022** I sent all the city invoices in question to Brian by email. The City invoices that I have received along with their attachments have several double billings and many questionable charges. see **Exhibit T** Additionally I am being charged all fees from planning and building reviews for prior permits again in addition to the double invoicing from CSG. Please refer to City of SJB Building Plan Check & Permit Fees. Also notice the documented city engineer fees rate is \$150 an hour not \$185 or \$220 plus city 15% additional charge from which I am being charged. see **Exhibit U**

**September 26, 2022** (On Sept. 23, 2022 Brian said that my emails with the questionable invoices were cryptic at best and he did not understand my request. That he advises me to hire an accountant) on **Sept. 26, 2022** I took the liberty to call CSG accountant, Steven Kanning and sent him the invoices in question and their attachments. I explained my concerns and he said he could see what was wrong and that they had a computer error that needed to be corrected. He would look through them and get back to the city.

**September 28, 2022** I sent a spreadsheet with attachments to Brian of all prior payments that I have given to the city in the last 5 years which are not being credited. To this date (10/16/22 is \$57,072.25) see **Exhibit V** Apparently CSG accountant, Steven Kanning spoke to Brian and Brian told him to hold off of the clarification of invoices. *I don't see how Brian's approach helps to get the city paid.*

**October 3, 2022** I request a meeting with the city to clarify the invoices and obtain the study from S&W. Zoom meeting was held @ 3:30pm. No clarification came from this meeting. Invoices are still not clarified which makes it impossible to have a reimbursable agreement. S&W study invoice and study have not been provided to us for remediation. Brian said that there would be a City council meeting **October 18, 2022** to determine my property a nuisance unless we came up with a Development Plan application with fees and reimbursement agreement by **October 13, 2022**.



**October 6, 2022** I hired Kelly Engineering to preform a Topographic study to give me some clarity what exact elevations are on my property that would impact the floodplain. see **Exhibit X** there is little to no change in the floodplain in comparison to the topographic study done in 2018. The study does show alteration the the San Juan Creek embankments. I have agreed that I did alter the San Juan Creek embankment since I received my violation in March 27, 2022.

**October 13, 2022** My Civil engineer Anne delivered a development application with fees to the city of SJB. see **Exhibit Y** Application does not have any study attached to it because Brian will not release the study or invoice from S&W. There is no reimbursable agreement because Brian has not provided the clarification to the invoices and credits.

\*\*\*\*Please take a look at the pictures of the flood that occurred in 1998. The pictures are of the Mission Farms RV Park empty lot. This area was submerged in water, forcing nearby residents to evacuate. Since this flood Mission Farms Rv park has brought in thousands of yards of dirt and altered the San Juan Creeks embankments. This is a most obvious impact of the floodplain which puts me and neighbors at risk if there is another flood. What is being done to protect our properties from flood due to the ilea fill? **Exhibit J**





State of California – Natural Resources Agency  
DEPARTMENT OF FISH AND WILDLIFE  
Central Region  
1234 East Shaw Avenue  
Fresno, California 93710  
(559) 243-4593  
[www.wildlife.ca.gov](http://www.wildlife.ca.gov)

GAVIN NEWSOM, Governor  
CHARLTON H. BONHAM, Director



August 26, 2019

Maria Cynthia Orozco  
Midnight Express Transportation Inc.  
Post Office Box 1712  
Hollister, California 95024

Subject: No Lake or Streambed Alteration Agreement Needed  
Notification No. 1600-2019-0162-R4  
Culvert Extension – Unnamed Tributary to the Pajaro River  
San Benito County

Dear Ms. Orozco:

The California Department of Fish and Wildlife (Department) has reviewed your Notification of Lake or Streambed Alteration (Notification), submitted in response to a Notice of Violation dated January 10, 2019, that addressed the unauthorized earthwork and installation of sacked concrete in an unnamed tributary to the Pajaro River. The Department has determined that your project was subject to the notification requirement in Fish and Game Code Section 1602, including payment of the Notification fee.

As stated in the Notification, unauthorized activities included the removal of trash and vegetation, earthwork, the placement of two 48-inch diameter culverts, and the placement of clean rock and riprap at the property located at 451 Old San Juan Hollister Road in San Juan Bautista. Activities also included the temporary placement of sacked concrete bags, which were subsequently removed following direction by Department Wildlife Officer Kyle Sommer. Precast 6 foot by 2 foot by 2 cement blocks were installed to replace the sacked concrete headwall. This culvert extension project was constructed to California Department of Transportation (Caltrans) specifications. No further construction or maintenance activities will be conducted.

The Department also determined on August 26, 2019 that your project did not substantially adversely affect an existing fish or wildlife resource if it was conducted as described in the Notification and subsequent correspondence with the Department. The Department has no Project modifications or recommendations for compensatory measures to propose at this time. As a result, you will not need a Lake or Streambed Alteration Agreement for your project. You are responsible for complying with all applicable local, state, and federal laws.

*Conserving California's Wildlife Since 1870*



Maria Cynthia Orozco  
Notification No. 1600-2019-0162-R4  
August 26, 2019  
Page 2

Please note that if the Project changes materially from the one you described in your Notification or if additional work will be done, you will need to submit a new Notification and corresponding fee to the Department.

If you have any questions regarding this matter, please contact Carrie Swanberg, Senior Environmental Scientist (Specialist), at (559) 243-8149 or by email at [carrie.swanberg@wildlife.ca.gov](mailto:carrie.swanberg@wildlife.ca.gov).

Sincerely,



Julie A. Vance  
Regional Manager

cc: Maria Cynthia Orozco  
[cynthia@midnightexpress.company](mailto:cynthia@midnightexpress.company)  
Midnight Express Transportation Inc.

Carrie Swanberg  
Officer Kyle Sommer  
Lieutenant Jeff Heitzenrater  
California Department of Fish and Wildlife

Todd Kennedy  
[CityPlanning@san-juan-bautista.ca.us](mailto:CityPlanning@san-juan-bautista.ca.us)  
City of San Juan Bautista





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

## ENCROACHMENT PERMIT

Permit No:	74
Permit Type:	GRADING ONLY
Issue Date:	June 29, 2020

### SEC I: PROJECT INFORMATION

Project Address	451 Old San Juan Hollister Road	Assessor Parcel No.	002-550-008
Project Description	Grading Permit – 30,000 cu yards. Prepare pad elevation for future <del>water house</del> <i>me</i>		

### SEC II: PERMITTEE INFORMATION

Permittee Type	<input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company <input type="checkbox"/> Authorized Agent for <input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company <input checked="" type="checkbox"/> Owner		
Name: Maria C Orozco	Phone: 831-207-7765	Email:	cynthia@midnightexpresscompany.co
License No: NA	License Class: N/A		
Address: 381 Howard Ct, PO Box 1712 Hollister, CA 95024			

### SEC III: GENERAL PERMIT CONDITIONS

- 1) **Authority:** Each Encroachment Permit is issued in accordance with the City of San Juan Bautista's Municipal Code.
- 2) **Revocation:** These General Provisions, and any Encroachment Permit issued hereunder, are revocable or subject to modification or abrogation at any time, without prejudice, however, to prior rights, including those evidenced by joint use agreements, franchise rights, reserved rights, or any other agreements for operating purposes in the public right-of-way.
- 3) **Responsible Party:** No party other than the named permittee or their agent is authorized to work under any permit.
- 4) **Acceptance of Provisions:** It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
- 5) **Notice Prior to Starting Work:** Before starting work under the Encroachment Permit, the permittee shall notify the designated City representative two (2) working days prior to initial start of work. When work has been interrupted for more than five (5) working days, an additional 24-hour notification is required before restarting work unless a pre-arranged agreement has been made with the City's representative. Unless otherwise specified, all work shall be performed on weekdays and during the normal working hours of the City Inspector (8AM- 5PM).
- 6) **Standards of Construction:** All work performed within the public right-of-way shall conform to recognized standards of construction and the current City of San Juan Bautista Engineering Standards, Standard Specifications, City Policies and CALTRANS Manual of Traffic Controls (for Construction and Maintenance Work Zones).
- 7) **Inspection and Approval by the City:** All work shall be subject to monitoring, inspection, and approval by the City. The inspector must receive all inspection requests at least 24 hours prior to inspection. The permittee shall request a final inspection and acceptance of the work.
- 8) **Keep Permit on the Work Site:** The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer on demand. Work shall be suspended if permit is not at job site as provided.
- 9) **Conflicting Permits:** If a prior encroachment conflicts with the proposed work, the new permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at no expense to the City.
- 10) **Permits From Other Agencies:** The party or parties to whom a permit is issued shall, whenever required by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, OSHA, or any other public agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate this City permit.
- 11) **Provisions for Pedestrians:** Where facilities exist, a minimum sidewalk and bike path width of four feet (4') shall be maintained at all times for safe passage through the work area. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street.
- 12) **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of CALTRANS' Manual of Traffic Controls. Traffic control for day or nighttime lane closures shall comply with Caltrans Standard Plans for Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different than the duty or standard of care imposed by law.
- 13) **Minimum Interference with Traffic:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. The permittee is authorized to place properly attired flagger(s) to stop and warn conventional highway traffic. Traffic shall not be unreasonably delayed. Flagging procedures shall comply with CALTRANS' Manual of Traffic Controls for Construction and Maintenance Work Zones.
- 14) **Storage of Equipment and Materials:** The permittee shall delineate/cone off any obstacle, material stored, or equipment parked adjacent to the lane, to the satisfaction of the City Engineer. Utilities are subject to the provisions of Section 22512 of the California Vehicle Code (CVC).
- 15) **Care of Drainage:** If the work contemplated in any Encroachment Permit shall interfere with the established drainage, ample provisions shall be made by the permittee to provide for it as may be directed by the City Engineer.
- 16) **Making Repairs:** In every case, the permittee shall be responsible for restoring to its former condition as nearly as may be possible any portion of the public right-of-way facilities that have been excavated or otherwise disturbed by permittee. The permittee shall maintain, for one year, all portions of the public right-of-way disturbed and/or placed under any permit. If the highway is not restored as herein provided for, or if the City elects to make repairs, the permittee agrees to bear the cost thereof.
- 17) **Elevation Reference Marks:** The permittee is responsible for locating and identifying all City benchmarks (elevation reference marks) that might be damaged or disturbed prior to the start of any work authorized under this permit. If the permittee damages or disturbs any benchmark, the permittee shall have the benchmark replaced by a registered civil engineer or land surveyor and all supporting documentation shall be submitted to the Director of Public Works for review and approval prior to the final inspection.
- 18) **Clean Up Right-of-Way:** Upon completion of the work, all brush, timber, scraps, material, etc. shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.



City of  
San Juan Bautista  
Building Department

# APPLICATION FOR GRADING PERMIT

311 Second Street  
P.O. Box 1420  
San Juan Bautista, Ca.

Application Date: 6/5/20

Grading Permit No. \_\_\_\_\_

Applicant: Maria C. Orozco Address: 451 Old San Juan City: San Juan Zip: 95045

A.P.N. 002-550-008 Subdivision: Hollister and Lots or Phase: Bautista

Project: Raising property elevation preparing also for building  
Description of Work: Bringing in dirt to raise property elevation

Contractor: Self

Address: 381 Howard St Telephone: 831 207-7765 Mobile: 831 207-7765

Hollister CA  
e-mail address: Cynthiaz@midnightexpress.com Mailing Address: P.O. Box 1712  
Hollister CA 95024

## Amount Material in Cubic Yards

Lot/Phase: FILL: 30,000 yards CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Grading permit fees: Plan Review Fee: \$ \_\_\_\_\_ Grading Inspection Fee: \$ \_\_\_\_\_

Maria Orozco  
APPLICANT SIGNATURE

6/5/20  
DATE

\_\_\_\_\_  
REVIEWED BY

City Engineer

Planning

Public Works

Fire Dept.



# City of San Juan Bautista

031092

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

Telephone  
(831) 623-4661

AMOUNT \$ 2,200- DATE 7-1-2020

RECEIVED FROM Midnight Express

Two Thousand Two Hundred DOLLARS

FOR Brading Permit # 74

MO# 26645552864

# 26645552875

# 26645552886

Chen S



# CUSTOMER'S RECEIPT

BACK OF THIS RECEIPT  
OR IMPORTANT CLAIM  
INFORMATION

NOT  
NEGOTIABLE

Pay to

Address

*San Juan Bautista*  
*Grading Permit*

KEEP THIS  
RECEIPT FOR  
YOUR RECORDS

Serial Number  
**26645552875**

Year, Month, Day

2020-06-30

Post Office

950230

Amount

\$1,000.00

Clerk

10

# CUSTOMER'S RECEIPT

BACK OF THIS RECEIPT  
OR IMPORTANT CLAIM  
INFORMATION

NOT  
NEGOTIABLE

Pay to

Address

*San Juan Bautista*  
*Grading Permit*

KEEP THIS  
RECEIPT FOR  
YOUR RECORDS

Serial Number  
**26645552886**

Year, Month, Day

2020-06-30

Post Office

950230

Amount

\$200.00

Clerk

10

# CUSTOMER'S RECEIPT

BACK OF THIS RECEIPT  
OR IMPORTANT CLAIM  
INFORMATION

NOT  
NEGOTIABLE

Pay to

Address

*Grading Permit*  
*San Juan Bautista*

KEEP THIS  
RECEIPT FOR  
YOUR RECORDS

Serial Number  
**26645552864**

Year, Month, Day

2020-06-30

Post Office

950230

Amount

\$1,000.00

Clerk

10





DEPARTMENT OF THE ARMY  
SAN FRANCISCO DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
450 GOLDEN GATE AVENUE  
SAN FRANCISCO, CALIFORNIA 94102

August 27, 2020

Regulatory Division

Certified Mail

Subject: File No. 2020-00338S

**NOTICE OF ALLEGED VIOLATION**

Ms. Cynthia Orozco  
Midnight Express Company  
381 Howard Court  
PO Box 1712  
Hollister, California 95024  
[cynthia@midnightexpress.company](mailto:cynthia@midnightexpress.company)

Dear Ms. Orozco:

This inquiry concerns an activity for which you may be the responsible party or property owner in question. The property is located at 451 Old San Juan Hollister Road in the City of San Juan Bautista, San Benito County, California. The activity may involve unpermitted grading and fill placement in wetlands and waterways on and adjacent to the property, and may be in violation of Section 404 of the Clean Water Act (33 U.S.C. § 1344).

All discharges of dredged or fill material occurring below the plane of ordinary high water in non-tidal waters of the United States (U.S.); or below the high tide line in tidal waters of the U.S.; or within the lateral extent of wetlands adjacent to these waters, typically require Department of the Army authorization and the issuance of a permit under Section 404 of the Clean Water Act. Waters of the U.S. generally include all waters which are currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to the ebb and flow of the tide; all interstate waters including interstate wetlands; all other waters, the use degradation or destruction of which could affect interstate or foreign commerce; all impoundments of waters otherwise defined as waters of the U.S.; tributaries of the waters identified above; the territorial seas; and wetlands adjacent to all the waters identified above.

The provisions of 33 C.F.R. § 326.3 direct the District Engineer to commence an initial investigation of any unauthorized work, structures, and associated dredged or fill material discharges in waters of the U.S. to determine the appropriate administrative and/or legal actions to be pursued. In the event the alleged violation is subsequently confirmed, administrative actions could include a voluntary restoration of the site, an order requiring the completion of initial corrective measures to alleviate imminent adverse impacts to aquatic resources, and/or the issuance of an after-the-fact Department of the Army Permit to authorize any remaining work,



structures, and dredged or fill material discharges in waters of the U.S. Administrative actions could further include the use of Class I or Class II civil fines for violations under Section 404 of the Clean Water Act. Legal actions could include the initiation of civil or criminal proceedings when circumstances warrant such action.

Section 309 of the Clean Water Act (33 U.S.C. § 1319) provides penalties for violation of Section 301 (33 U.S.C. § 1311) of the Clean Water Act. Pursuant to Section 301, it is illegal to discharge any dredged or fill material without a permit issued by the Corps of Engineers pursuant to Section 404 (33 U.S.C. § 1344) of the Clean Water Act. A person may be subject to civil penalties of as much as \$54,833 per day for each violation. Furthermore, the law also allows criminal penalties for violations. For the most egregious of those violations, the law provides for imprisonment for as much as 15 years or fines of up to \$1,000,000 for a violation (or even higher in some circumstances) (33 U.S.C. § 1319; 18 U.S.C. § 3571).

To facilitate completion of our initial investigation, you are requested to provide this office the information specified in the enclosed *Investigation Questionnaire* within 15 days of receipt of this letter; this requested information may be held against you in the event of any subsequent legal action. You are further requested to contact this office within this timeframe to allow Regulatory staff immediate access to your property to inspect the area of the alleged violation and to formulate any required resolution. You are advised to cease any ongoing work that may be occurring in waters of the U.S. until the inspection has been completed.

You may refer any questions on this matter to me by telephone at 415-503-6791 or by e-mail at [gregory.g.brown@usace.army.mil](mailto:gregory.g.brown@usace.army.mil). All correspondence should be addressed to the Regulatory Division, South Branch, referencing the file number at the head of this letter.

Sincerely,



Digitally signed by  
BROWN.GREGORY.GAVAN.1363545234  
Date: 2020.08.27 14:20:01 -07'00'

Greg Brown  
Senior Project Manager, Regulatory Division

Enclosure



Digital Copies Furnished (w/o encl):

US EPA, San Francisco, CA (mcwhorter.scott@epa.gov)

CA RWQCB, San Luis Obispo, CA (Phillip.Hammer@waterboards.ca.gov)

CA DFW, Fresno, CA (reg4sec@wildlife.ca.gov)

City of San Juan Bautista, CA (citymanager@san-juan-bautista.ca.us)

(CodeEnforcement@san-juan-bautista.ca.us)

Olberding Environmental, Folsom, CA (jeff@olberdingenv.com)





Cynthia Orozco &lt;cynthia@midnightexpress.company&gt;

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**RE: 451 Old San Juan Hollister Road**

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**Brown, Gregory G CIV USARMY CESP (USA)** <Gregory.G.Brown@usace.army.mil> Tue, Sep 29, 2020 at 4:27 PM  
To: "cynthia@midnightexpress.company" <cynthia@midnightexpress.company>  
Cc: "Phillip.Hammer@waterboards.ca.gov" <Phillip.Hammer@waterboards.ca.gov>, Rich Brown  
<CodeEnforcement@san-juan-bautista.ca.us>, Don Reynolds <citymanager@san-juan-bautista.ca.us>, Jeff Olberding  
<jeff@olberdingenv.com>, "McWhorter, Scott" <mcwhorter.scott@epa.gov>, "Galacatos, Katerina CIV USARMY CESP (USA)" <Katerina.Galacatos@usace.army.mil>

All,

A brief update on Corps violation inquiry. The delineation report is inconclusive, but the presence of hydric soil and some remnant hydrophytic vegetation in the southern and western parts of the property could indicate wetlands here. Due to dry conditions and recent grading, it will likely not be possible to determine wetland boundaries until there is some hydrology on the site, so at this point I would probably try to schedule a site visit once things get a little wetter out there. Note that the potential wetlands appear to be in the shaded "no build" area shown in attached grading plans - I haven't seen any evidence of wetlands in the warehouse development area permitted by the City in northeast corner of property. Pending verification of wetlands on the site, I would recommend working on a plan to remove or winterize the fill dirt that has been graded in the southwest part of the property.

Greg Brown  
U.S. Army Corps of Engineers  
San Francisco District, Regulatory Division  
450 Golden Gate Avenue, 4th Floor  
San Francisco, California 94102-3406  
415-503-6791

-----Original Message-----

From: Brown, Gregory G CIV USARMY CESP (USA)  
Sent: Thursday, August 27, 2020 2:23 PM  
To: cynthia@midnightexpress.company  
Cc: Phillip.Hammer@waterboards.ca.gov; Rich Brown <CodeEnforcement@san-juan-bautista.ca.us>; Don Reynolds <citymanager@san-juan-bautista.ca.us>; Jeff Olberding <jeff@olberdingenv.com>; McWhorter, Scott <mcwhorter.scott@epa.gov>; Galacatos, Katerina CIV USARMY CESP (USA) <Katerina.Galacatos@usace.army.mil>; Mazza, James C CIV USARMY CESP (USA) <James.C.Mazza@usace.army.mil>  
Subject: RE: Old San Juan Hollister Road

Ms. Orozco,

Please see attached violation inquiry letter for your property at 451 Old San Juan Hollister Road in San Juan Bautista. A printed copy will also be sent to you by mail next week.

Greg Brown  
U.S. Army Corps of Engineers  
San Francisco District, Regulatory Division  
450 Golden Gate Avenue, 4th Floor  
San Francisco, California 94102-3406  
415-503-6791



-----Original Message-----

From: Galacatos, Katerina CIV USARMY CESP (USA)

Sent: Thursday, August 20, 2020 11:39 AM

To: Jeff Olberding <jeff@olberdingenv.com>

Cc: cynthia@midnightexpress.company; Brown, Gregory G CIV USARMY CESP (USA)

<Gregory.G.Brown@usace.army.mil>; Mazza, James C CIV USARMY CESP (USA)

<James.C.Mazza@usace.army.mil>; Phillip.Hammer@waterboards.ca.gov; Rich Brown <CodeEnforcement@san-juan-bautista.ca.us>; Don Reynolds <citymanager@san-juan-bautista.ca.us>; David Mack <david.mack@weareharris.com>

Subject: RE: Old San Juan Hollister Road

Jeff,

Thank you for your email regarding this project. We have received several inquiries regarding this project, hence the long list of people copied on this email.

The project has the following Corps file number, 2020-00338 and it has been assigned to Greg Brown who is copied on this email. Greg will be following up with correspondence to Cynthia Orozco and yourself regarding the grading. I would suggest that no further construction/grading or importation of fill occur until we can receive your report and Greg has the opportunity to review the report and conduct a site visit. We will be sending correspondence shortly. Please do not hesitate to contact either me or Greg if you have any questions.

Sincerely, Katerina

---

Katerina Galacatos, Ph.D.

Chief South Branch, Regulatory Division

San Francisco District, U.S. Army Corps of Engineers

450 Golden Gate Avenue, 4th Floor

San Francisco, California 94102

Email: katerina.galacatos@usace.army.mil

Telephone: 415-503-6778

-----Original Message-----

From: Jeff Olberding [mailto:jeff@olberdingenv.com]

Sent: Friday, August 14, 2020 11:39 AM

To: Galacatos, Katerina CIV USARMY CESP (USA) <Katerina.Galacatos@usace.army.mil>

Subject: [Non-DoD Source] Old San Juan Hollister Road

Hi Katerina,

I am working on a project in San Juan Batista off Old San Juan Hollister Road (Cynthia Orozco - Midnight Express Transportation). We were asked to do a delineation of the property. Apparently the property owner (Cynthia) has been notified by the City of an alleged violation? She thought that the Corps contact was Deana?

Just wanted to give you a heads-up that we are working on this one. We should have our report and map submitted in a week or two.



Jeff Olberding

---

OLBERDING ENVIRONMENTAL, INC.

193 Blue Ravine Road, Suite 165

Folsom, California 95630

(916) 985-1188 phone

(408) 472-4343 cell

(916) 985-2288 fax



**Pages from 6917185-Grading 74 Approved Midnight Express Imp. Plans.pdf**  
3225K





DEPARTMENT OF THE ARMY  
SAN FRANCISCO DISTRICT, U.S. ARMY CORPS OF ENGINEERS  
450 GOLDEN GATE AVENUE  
SAN FRANCISCO, CALIFORNIA 94102

October 15, 2021

Regulatory Division

Subject: File No. 2020-00338S

Ms. Cynthia Orozco  
Midnight Express Company  
PO Box 1712  
Hollister, California 95024

Dear Ms. Orozco:

This correspondence is in reference to the September 14, 2020 submittal, from Olberding Environmental on your behalf, requesting a preliminary jurisdictional determination of the extent of waters of the United States occurring on your 18-acre property at 451 Old San Juan Hollister Road, in the City of San Juan Bautista, San Benito County, California (36.838032 °N, -121.525332 °W).

All proposed discharges of dredged or fill material occurring below the plane of ordinary high water in non-tidal waters of the United States; or below the high tide line in tidal waters of the United States; and within the lateral extent of wetlands adjacent to these waters, typically require Department of the Army authorization and the issuance of a permit under Section 404 of the Clean Water Act of 1972, as amended, 33 U.S.C. § 1344 *et seq.* Waters of the United States generally include the territorial seas; all traditional navigable waters which are currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including waters subject to the ebb and flow of the tide; wetlands adjacent to traditional navigable waters; non-navigable tributaries of traditional navigable waters that are relatively permanent, where the tributaries typically flow year-round or have continuous flow at least seasonally; and wetlands directly abutting such tributaries. Where a case-specific analysis determines the existence of a "significant nexus" effect with a traditional navigable water, waters of the United States may also include non-navigable tributaries that are not relatively permanent; wetlands adjacent to non-navigable tributaries that are not relatively permanent; wetlands adjacent to but not directly abutting a relatively permanent non-navigable tributary; and certain ephemeral streams in the arid West.

The enclosed delineation map titled "Midnight Express Property," in one (1) sheet dated October 7, 2021, depicts the extent and location of wetlands and other waters of the United States within the boundary area of the site that may be subject to U.S. Army Corps of Engineers' regulatory authority under Section 404 of the Clean Water Act. This preliminary jurisdictional determination is based on the current conditions of the site, as verified during field investigations of November 19, 2020 and April 27, 2021, a review of available digital photographic imagery and other information available to the Corps, and a review of other data included in your submittal. While this preliminary jurisdictional determination was conducted pursuant to



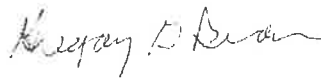
Regulatory Guidance Letter No. 16-01, *Jurisdictional Determinations*, it may be subject to future revision if new information or a change in field conditions becomes subsequently apparent. The basis for this preliminary jurisdictional determination is summarized in the enclosed *Preliminary Jurisdictional Determination Form*. You are requested to sign and date this form and return it to this office within two weeks of receipt.

You are advised that the preliminary jurisdictional determination may **not** be appealed through the U.S. Army Corps of Engineers' *Administrative Appeal Process*, as described in 33 C.F.R. pt. 331 (65 Fed. Reg. 16,486; Mar. 28, 2000). Under the provisions of 33 C.F.R. Section 331.5(b)(9), non-appealable actions include preliminary jurisdictional determinations since they are considered to be only advisory in nature and make no definitive conclusions on the jurisdictional status of the water bodies in question. However, you may request this office to provide an approved jurisdictional determination that precisely identifies the scope of jurisdictional waters on the site; an approved jurisdictional determination may be appealed through the *Administrative Appeal Process*. If you anticipate requesting an approved jurisdictional determination at some future date, you are advised not to engage in any on-site grading or other construction activity in the interim to avoid potential violations and penalties under Section 404 of the Clean Water Act. Finally, you may provide this office new information for further consideration and request a reevaluation of this preliminary jurisdictional determination.

You may refer any questions on this matter to me by telephone at 415-503-6791 or by e-mail at [gregory.g.brown@usace.army.mil](mailto:gregory.g.brown@usace.army.mil). All correspondence should be addressed to the Regulatory Division, South Branch, referencing the file number at the head of this letter.

The San Francisco District is committed to improving service to our customers. My Regulatory staff seeks to achieve the goals of the Regulatory Program in an efficient and cooperative manner while preserving and protecting our nation's aquatic resources. If you would like to provide comments on our Regulatory Program, please complete the Customer Service Survey Form available on our website:  
<http://www.sfn.usace.army.mil/Missions/Regulatory.aspx>.

Sincerely,



Greg Brown  
Senior Project Manager, Regulatory Division

Enclosures



Digital Copies Furnished (w/ encls):

US EPA, San Francisco, CA (mcwhorter.scott@epa.gov)  
CA RWQCB, San Luis Obispo, CA (Mark.Cassady@waterboards.ca.gov)  
City of San Juan Bautista, CA (citymanager@san-juan-bautista.ca.us)  
Olberding Environmental, Folsom, CA (jeff@olberdingenv.com)



**BACKGROUND INFORMATION**

A. REPORT COMPLETION DATE FOR PJD: October 15, 2021

B. NAME AND ADDRESS OF PERSON REQUESTING PJD: Ms. Cynthia Orozco  
Midnight Express Company  
381 Howard Court  
PO Box 1712  
Hollister, California 95024

C. DISTRICT OFFICE, FILE NAME, AND NUMBER:  
SPN, 451 Old San Juan Hollister Road, Unauthorized Wetland Fill, SPN-2020-00338

**D. PROJECT LOCATION(S) AND BACKGROUND INFORMATION:**

State: CA County/parish/borough: San Benito County City: San Juan Bautista  
Center coordinates of site (lat/long in degree decimal format):  
Lat.: 36.838056° Long.: -121.525393°  
Universal Transverse Mercator: 10  
Name of nearest waterbody: San Juan Canyon Creek

**E. REVIEW PERFORMED FOR SITE EVALUATION (CHECK ALL THAT APPLY):**

- ☐ Office (Desk) Determination. Date:  
☒ Field Determination. Date(s): 11/19/2020, 4/27/2021

TABLE OF AQUATIC RESOURCES IN REVIEW AREA WHICH "MAY BE" SUBJECT TO REGULATORY JURISDICTION.

Site Number	Latitude (decimal degrees)	Longitude (decimal degrees)	Estimated amount of aquatic resource in review area (acreage and linear feet, if applicable)	Type of aquatic resource (i.e., wetland vs. non-wetland waters)	Geographic authority to which the aquatic resource "may be" subject (i.e., Section 404 or Section 10/404)
San Juan Cyn Creek	36.838326	-121.525539	1500 feet	Non-wetland waters	Section 404
wetland	36.837287	-121.525822	3.25 acres	Wetland	Section 404

- 1) The Corps of Engineers believes that there may be jurisdictional aquatic resources in the review area, and the requestor of this PJD is hereby advised of his or her option to request and obtain an approved JD (AJD) for that review area based on an informed decision after having discussed the various types of JDs and their characteristics and circumstances when they may be appropriate.
- 2) In any circumstance where a permit applicant obtains an individual permit, or a Nationwide General Permit (NWP) or other general permit verification requiring "pre-construction notification" (PCN), or requests verification for a non-reporting NWP or other general permit, and the permit applicant has not requested an AJD for the activity, the permit applicant is hereby made aware that: (1) the permit applicant has elected to seek a permit authorization based on a PJD, which does not make an official determination of jurisdictional aquatic resources; (2) the applicant has the option to request an AJD before accepting the terms and conditions of the permit authorization, and that basing a permit authorization on an AJD could possibly result in less compensatory mitigation being required or different special conditions; (3) the applicant has the

<sup>1</sup> Districts may establish timeframes for requester to return signed PJD forms. If the requester does not respond within the established time frame, the district may presume concurrence and no additional follow up is necessary prior to finalizing an action.



## Appendix 2 - PRELIMINARY JURISDICTIONAL DETERMINATION (PJD) FORM

right to request an individual permit rather than accepting the terms and conditions of the NWP or other general permit authorization; (4) the applicant can accept a permit authorization and thereby agree to comply with all the terms and conditions of that permit, including whatever mitigation requirements the Corps has determined to be necessary; (5) undertaking any activity in reliance upon the subject permit authorization without requesting an AJD constitutes the applicant's acceptance of the use of the PJD; (6) accepting a permit authorization (e.g., signing a proffered individual permit) or undertaking any activity in reliance on any form of Corps permit authorization based on a PJD constitutes agreement that all aquatic resources in the review area affected in any way by that activity will be treated as jurisdictional, and waives any challenge to such jurisdiction in any administrative or judicial compliance or enforcement action, or in any administrative appeal or in any Federal court; and (7) whether the applicant elects to use either an AJD or a PJD, the JD will be processed as soon as practicable. Further, an AJD, a proffered individual permit (and all terms and conditions contained therein), or individual permit denial can be administratively appealed pursuant to 33 C.F.R. Part 331. If, during an administrative appeal, it becomes appropriate to make an official determination whether geographic jurisdiction exists over aquatic resources in the review area, or to provide an official delineation of jurisdictional aquatic resources in the review area, the Corps will provide an AJD to accomplish that result, as soon as is practicable. This PJD finds that there "may be" waters of the U.S. and/or that there "may be" navigable waters of the U.S. on the subject review area, and identifies all aquatic features in the review area that could be affected by the proposed activity, based on the following information:

### SUPPORTING DATA. Data reviewed for PJD (check all that apply)

Checked items should be included in subject file. Appropriately reference sources below where indicated for all checked items:

- ☒ Maps, plans, plots or plat submitted by or on behalf of the PJD requestor:  
 Map: Figures 5 & 7, September 2020 delineation report (Olberding Environmental)  
 City-approved grading plans (9/3/2019, San Benito Engineering & Surveying Inc)  
 Plate 2 (fault map-EPA markup), 11/6/2017 geotech report (Berlogar Stevens & Associates)
- ☒ Data sheets prepared/submitted by or on behalf of the PJD requestor.  
 \_\_\_\_\_ Office concurs with data sheets/delineation report.  
☒ Office does not concur with data sheets/delineation report. Rationale: abnormal conditions (drought, dr season, highly disturbed by unauthorized fill/grading)
- \_\_\_\_\_ Data sheets prepared by the Corps: \_\_\_\_\_
- \_\_\_\_\_ Corps navigable waters' study: \_\_\_\_\_
- ☒ U.S. Geological Survey Hydrologic Atlas: ORM2 maps  
☒ USGS NHD data.  
☒ USGS 8 and 12 digit HUC maps.
- ☒ U.S. Geological Survey map(s). Cite scale & quad name: 1:24000 San Juan Bautista, CA.
- ☒ Natural Resources Conservation Service Soil Survey. Citation: ORM2 maps.
- ☒ National wetlands inventory map(s). Cite name: ORM2 maps
- \_\_\_\_\_ State/local wetland inventory map(s): \_\_\_\_\_
- ☒ FEMA/FIRM maps: ORM2 maps
- \_\_\_\_\_ 100-year Floodplain Elevation is: \_\_\_\_\_ (NGVD 1929)
- ☒ Photographs: ☒ Aerial (Name & Date): Google Earth 8/1998 – 8/2020.  
 \_\_\_\_\_ or ☒ Other (Name & Date): September 2020 Olberding report.
- \_\_\_\_\_ Previous determination(s). File no. and date of response letter: \_\_\_\_\_
- \_\_\_\_\_ Other information (please specify): \_\_\_\_\_

<sup>1</sup> Districts may establish timeframes for requester to return signed PJD forms. If the requester does not respond within the established time frame, the district may presume concurrence and no additional follow up is necessary prior to finalizing an action.



Appendix 2 - PRELIMINARY JURISDICTIONAL DETERMINATION (PJD) FORM

**IMPORTANT NOTE: The information recorded on this form has not necessarily been verified by the Corps and should not be relied upon for later jurisdictional determinations.**

\_\_\_\_\_  
Signature and date of Regulatory staff  
member completing PJD

\_\_\_\_\_  
Signature and date of person requesting  
PJD (REQUIRED, unless obtaining the  
signature is impracticable)<sup>1</sup>

<sup>1</sup> Districts may establish timeframes for requester to return signed PJD forms. If the requester does not respond within the established time frame, the district may presume concurrence and no additional follow up is necessary prior to finalizing an action.



**OLBERDING ENVIRONMENTAL, INC.**  
Wetland Regulation and Permitting

September 11, 2020

Mr. Greg Brown  
South Branch, Regulatory Division  
U.S. Army Corps of Engineers  
450 Golden Gate Avenue, 4th Floor  
San Francisco, California 94102

**Subject: Old San Juan/Hollister Road Property - Corps Jurisdictional Delineation  
Verification Request (Corps File No. 2020-00338S)**

Dear Mr. Brown:

In response to your Notice of Alleged Violation letter dated August 27, 2020, Olberding Environmental is seeking verification of the U.S. Army Corps of Engineers (Corps) jurisdiction delineation map prepared for the Old San Juan/Hollister Road Property (Property). We have completed an initial jurisdictional investigation within the designated boundaries of the approximately 18.25-acre Property, located in unincorporated San Benito County, California.

We would like to request Corps verification of the jurisdictional delineation map included as an attachment to this submittal. The enclosed map and report represents the extent of Corps jurisdictional wetlands//waters based on "current conditions" within the subject property boundaries during our August 2020 site investigation.

Please contact me if you require any additional information. All correspondence should be sent to my attention at the letterhead address. I can be reached at (916) 985-1188 if you have any questions.

Sincerely,



Jeff Olberding  
Wetland Regulatory Scientist

Cc: Ms. Cynthia Orozco





7. Facing west, the photo shows the southwestern corner of the Property with areas of fill and compacted soil. Little to no vegetation was present in areas containing fill.



8. Facing east from the southern boundary of the site, the photo shows an overview of the vegetation along the southern border of the site that has not been impacted by fill.





11. Facing northwest, the photo shows part of the western boundary of the Property and the riparian habitat that runs the length of the Property.



12. Facing west, the photo depicts the intermittent drainage feature that flows along the western border of the Property. This feature was dry during the August survey.





13. Facing south from the adjacent property, the photo shows the row of riparian trees that borders the intermittent drainage and western boundary of the Property.



14. Facing south, the photo depicts the understory along the length of the intermittent drainage which consisted of California blackberry and poison hemlock. No water was present in the drainage during the August survey.





# City of San Juan Bautista

*The "City of History"*

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

**City Council**  
**Mayor**  
Mary Vazquez Edge

**Vice Mayor**  
Leslie Q. Jordan

**Councilmember**  
Cesar Flores

**Councilmember**  
John Freeman

**Councilmember**  
Dan DeVries

**City Manager**  
Don Reynolds

**City Clerk**  
Laura Cent

**City Treasurer**  
Chuck Geiger

**Fire Chief**  
Bob Martin Del Campo

## City of San Juan Bautista Compliance Order

October 5, 2020

**Owners:** Orozco Flores Luis Ramon ET UX & Maria Cynthia  
**Location:** 451 San Juan Hollister Road  
**Violation(s):** SJBMC 12-1-080.

**Cynthia Orozco**  
451 San Juan Hollister Road  
San Juan Bautista, CA 95045

Dear Cynthia Orozco,

We have been in contact with several agencies involving several jurisdictions and have not been able to come to a consensus in regards to who will be the lead agency regarding the enforcement of the wetland's violation. Rather than waiting any longer, the City is enforcing the violation of San Juan Bautista Municipal Code Section 12-1-080 (Copy attached) which regulates methods of reducing flood losses. You have placed materials in the floodplain as delineated by the attached maps.

In order to avoid any further damage to the flood plain the Stop Work Order will remain in effect until an engineered report is submitted to and approved by the City outlining how the imported materials will be removed and the land restored to its historical condition. In addition, in order to avoid additional damage that may occur during the traditional rainy season (late October-through early April) this report must be submitted by October 19, 2020.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Rich Brown  
Code Enforcement - City of San Juan Bautista  
Office Phone 831-623-4661  
Cell Phone 831-902-0615





# City of San Juan Bautista

*The "City of History"*

## City of San Juan Bautista Second Compliance Order

October 23, 2020

**Owners:** Orozco Flores Luis Ramon ET UX & Maria Cynthia  
**Location:** 451 San Juan Hollister Road  
**Violation(s):** SJBMC 12-1-080.

**Cynthia Orozco**  
PO Box 1712  
Hollister, CA 95024

Dear Cynthia Orozco,

This office sent you a Compliance Order dated October 5, 2020 with a deadline of October 19, 2020 to submit an engineered report to be approved by the City, outlining how the imported materials will be removed and the land restored to its historical condition. As of the date of this Second Compliance Order we have not received the required report. In order to process any new permits for the property all violations must be cleared. In order to go forward with any new permit applications other than those that may be required to clear the violations and avoid any future enforcement action by the City, you must submit the required report by October 30 2020.

I have attached a copy of SJBMC Section 12-1-210 Compliance for your review.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Rich Brown  
Code Enforcement - City of San Juan Bautista  
Office Phone 831-623-4661  
Cell Phone 831-902-0615

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

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# City of San Juan Bautista

The "City of History"

P.O. Box 1420  
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California 95045  
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Don Reynolds

**City Clerk**  
Laura Cent

**City Treasurer**  
Chuck Geiger

**Fire Chief**  
Bob Martin Del Campo

## City of San Juan Bautista Third/Final Compliance Order

November 12, 2020

**Owners:** Orozco Flores Luis Ramon ET UX & Maria Cynthia  
**Location:** 451 San Juan Hollister Road  
**Violation(s):** SJBMC 12-1-080.

**Cynthia Orozco**  
PO Box 1712  
Hollister, CA 95024

Dear Cynthia Orozco,

This office sent you two Compliance Orders one dated October 5, 2020 with a deadline of October 19, 2020 and a second dated October 23, 2020 with a deadline of October 30, 2020 to submit an engineered report to be approved by the City outlining how the imported materials will be removed and the land restored to its historical condition. As of the date of this Third Compliance Order we have not received the required report. In order to process any new permits for the property all violations must be cleared. In order to go forward with any new permit applications other than those that may be required to clear the violations and avoid any future enforcement action by the City, you must submit the required report immediately to prevent legal action.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Rich Brown  
Code Enforcement - City of San Juan Bautista  
Office Phone 831-623-4661  
Cell Phone 831-902-0615



COPY



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

## ENCROACHMENT PERMIT

Permit No: 109  
Permit Type: GRADING -  
Issue Date: 03/01/2021

### SEC I: PROJECT INFORMATION

Project Address: 451 OLD SAN JUAN HOLLISTER ROAD  
Assessor Parcel No. 0025500080  
Project Description: FLOOD PLAIN MGMT - GRADING PERMIT

### SEC II: PERMITTEE INFORMATION

Permittee Type: ☐ Contractor ☐ Utility Company ☐ Authorized Agent for ☐ Contractor ☐ Utility Company  
Name: CYNTHIA OROZCO  
Phone: 831-207-7765  
Email: cynthia@midnightexpresscompany.com  
License No: NA  
License Class: N/A  
Address: Same as project

### SEC III: GENERAL PERMIT CONDITIONS


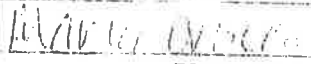
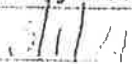
- 1) **Authority:** Each Encroachment Permit is issued in accordance with the City of San Juan Bautista's Municipal Code.
- 2) **Revocation:** These General Provisions, and any Encroachment Permit issued hereunder, are revocable or subject to modification or abrogation at any time, without prejudice, however, to prior rights, including those evidenced by joint use agreements, franchise rights, reserved rights, or any other agreements for operating purposes in the public right-of-way.
- 3) **Responsible Party:** No party other than the named permittee or their agent is authorized to work under any permit.
- 4) **Acceptance of Provisions:** It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
- 5) **Notice Prior to Starting Work:** Before starting work under the Encroachment Permit, the permittee shall notify the designated City representative two (2) working days prior to initial start of work. When work has been interrupted for more than five (5) working days, an additional 24-hour notification is required before restarting work unless a pre-arranged agreement has been made with the City's representative. Unless otherwise specified, all work shall be performed on weekdays and during the normal working hours of the City Inspector (8AM- 5PM).
- 6) **Standards of Construction:** All work performed within the public right-of-way shall conform to recognized standards of construction and the current City of San Juan Bautista Engineering Standards, Standard Specifications, City Policies and CALTRANS Manual of Traffic Controls (for Construction and Maintenance Work Zones).
- 7) **Inspection and Approval by the City:** All work shall be subject to monitoring, inspection, and approval by the City. The inspector must receive all inspection requests at least 24 hours prior to inspection. The permittee shall request a final inspection and acceptance of the work.
- 8) **Keep Permit on the Work Site:** The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer on demand. Work shall be suspended if permit is not at job site as provided.
- 9) **Conflicting Permits:** If a prior encroachment conflicts with the proposed work, the new permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at no expense to the City.
- 10) **Permits From Other Agencies:** The party or parties to whom a permit is issued shall, whenever required by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, OSHA, or any other public agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate this City permit.
- 11) **Provisions for Pedestrians:** Where facilities exist, a minimum sidewalk and bike path width of four feet (4') shall be maintained at all times for safe passage through the work area. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure of the nearest crosswalk or intersection to divert pedestrians across the street.
- 12) **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of CALTRANS' Manual of Traffic Controls. Traffic control for day or nighttime lane closures shall comply with Caltrans Standard Plans for Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different than the duty or standard of care imposed by law.
- 13) **Minimum Interference with Traffic:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. Flagging procedures shall comply with CALTRANS' Manual of Traffic Controls for Construction and Maintenance Work Zones.
- 14) **Storage of Equipment and Materials:** The permittee shall delineate/cone off any obstacle, material stored, or equipment parked adjacent to the lane, to the satisfaction of the City Engineer. Utilities are subject to the provisions of Section 22512 of the California Vehicle Code (CVC).
- 15) **Care of Drainage:** If the work contemplated in any Encroachment Permit shall interfere with the established drainage, ample provisions shall be made by the permittee to provide for it as may be directed by the City Engineer.
- 16) **Making Repairs:** In every case, the permittee shall be responsible for restoring to its former condition as nearly as may be possible any portion of the public right-of-way facilities that have been excavated or otherwise disturbed by permittee. The permittee shall maintain, for one year, all portions of the public right-of-way disturbed and/or placed under any permit. If the highway is not restored as herein provided for, or if the City elects to make repairs, the permittee agrees to bear the cost thereof.
- 17) **Elevation Reference Marks:** The permittee is responsible for locating and identifying all City benchmarks (elevation reference marks) that might be damaged or disturbed prior to the start of any work authorized under this permit. If the permittee damages or disturbs any benchmark, the permittee shall have the benchmark replaced by a registered civil engineer or land surveyor and all supporting documentation shall be submitted to the Director of Public Works for review and approval prior to the final inspection.
- 18) **Clean Up Right-of-Way:** Upon completion of the work, all brush, timber, scraps, material, etc. shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.




- 19) **Cost of Work:** Unless otherwise stated on the permit or other separate written agreement, all costs incurred for work within the public right-of-way pursuant to this Encroachment Permit shall be borne by the permittee, and permittee hereby waives all claims for indemnification or contribution from the City for such work.
- 20) **Submit Plan:** For installation of all underground facilities, and all surface work or other activity of consequence, the permittee shall furnish three (3) sets of plans showing location and construction or other activity. For underground facilities, the permittee shall submit a complete set of "record drawings", prepared by a registered civil engineer, for review and approval prior to placing said facilities into operation.
- 21) **Bonding:** This permit shall not be effective for any purpose unless, and until the permittee files with the City a surety bond when required by the City's Engineer in the form and amount required by the City's Municipal Code. A bond is not ordinarily required of any public corporation or publicly or privately-owned utility but will be required of any utility that fails to meet any obligation arising out of the work permitted or done under an Encroachment Permit or fails to maintain its plant, work, or facilities. The said bond shall remain in force for a period of one (1) year after acceptance of the work by the City.
- 22) **Maintenance of the Public Right-of-Way:** The permittee agrees, by acceptance of a permit, to properly maintain any encroachment. This will require inspection and repair of any damage to any facilities within the public right-of-way resulting from the encroachment. Said maintenance and repair responsibility shall run for the life of the encroachment.
- 23) **Responsibility for Damage:** The City of San Juan Bautista and all officers and employees thereof, including but not limited to the Director of Public Works and the Capital Projects Engineer, shall not be answerable or accountable in any manner, for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or damage to property arising out of work or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity, or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit. The permittee shall indemnify and save harmless the City of San Juan Bautista and all officers and employees thereof, including but not limited to the Director of Public Works and the Capital Projects Engineer, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit, except as otherwise provided by statute. The duty of the permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the City, its officers or employees. It is the intent of the parties that the permittee will indemnify and hold harmless the City, its officers and employees from any and all claims, suits or actions as set forth above regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, or persons acting in behalf of the permittee; provided, however, that permittee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole active negligence or willful misconduct of the City, its agents, officers or employees.
- 24) **No Precedent Established:** This permit is issued with the understanding that any particular action is not to be considered as establishing any precedent: (1) on the question of the expediency of permitting any certain kind of encroachment to be erected within the public right-of-way; or (2) as to any utility of the acceptability of any such permits as to any other or future situation.
- 25) **Archaeological:** The permittee shall cease work in the vicinity of any archaeological resources that are revealed. The Capital Projects Engineer shall be notified immediately. A qualified archaeologist, retained by the permittee, will evaluate the situation, and make recommendations to the Capital Projects Engineer concerning the continuation of the work.
- 26) **Future Moving of Installations:** Permittee understands and agrees that whenever permitted facilities conflict with future City improvements and projects, new construction, reconstruction or maintenance work in the public right-of-way, said facilities shall be relocated, removed, modified or adjusted at permittee's sole expense.

#### SEC IV: SPECIAL PERMIT CONDITIONS

*I have read and understand the requirements above and agree to be bound by them.*

		
SIGNATURE OF PERMITEE	PRINT NAME	DATE

INSPECTION RECORD		
Call (831) 623-4661 for inspection 48 hours in advance		
Inspection Type	Date Approved	Inspector's Signature
Pre-Inspection		
Form/Slab/Footing		
Other		
Final		

  
City Engineer Approval Signature



COPY

  
Date Approved



# City of San Juan Bautista

My Copy

No. 31156

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

Telephone

(831) 623-4661

AMOUNT \$ 1242.00 DATE 3/1/2021

RECEIVED FROM Kulta Farms

One Thousand Two Hundred forty two DOLLARS

FOR Permit 109

(Maria C. Orozco)

CK# 2164

Carmen S



**DETACH AND BRING THIS  
PORTION OF CARD WITH YOU.**

**Location:** 451 OLD

SAN JUAN HOLLISTER RD

**Date:** 12 31-19

**TYPE OF VIOLATION:**

**INSPECTOR:**



DETACH AND BRING THIS  
PORTION OF CARD WITH YOU.

Location: 45 STREET RD

002 550-008

Date: 7-17-20

TYPE OF VIOLATION:

EXCEEDING GRADING

PERMIT

INSPECTOR: R. BROWN



# STOP WORK

CITY OF SAN JUAN BAUTISTA

Building Inspection Office

311 Second Street • P.O. Box 1420

San Juan Bautista, CA 95045

831-623-4661

## NOTICE

CONTACT BUILDING INSPECTION OFFICE  
BEFORE DOING ANY FURTHER WORK  
ON THIS STRUCTURE.

DATE: 3.28.22 INSPECTOR: R BROWN

**DO NOT REMOVE THIS NOTICE**

**DETACH AND BRING THIS  
PORTION OF CARD WITH YOU.**

Location: 451 SAN JUAN HOLLISTER RD

Date: 3.28.22 1400

**TYPE OF VIOLATION:**

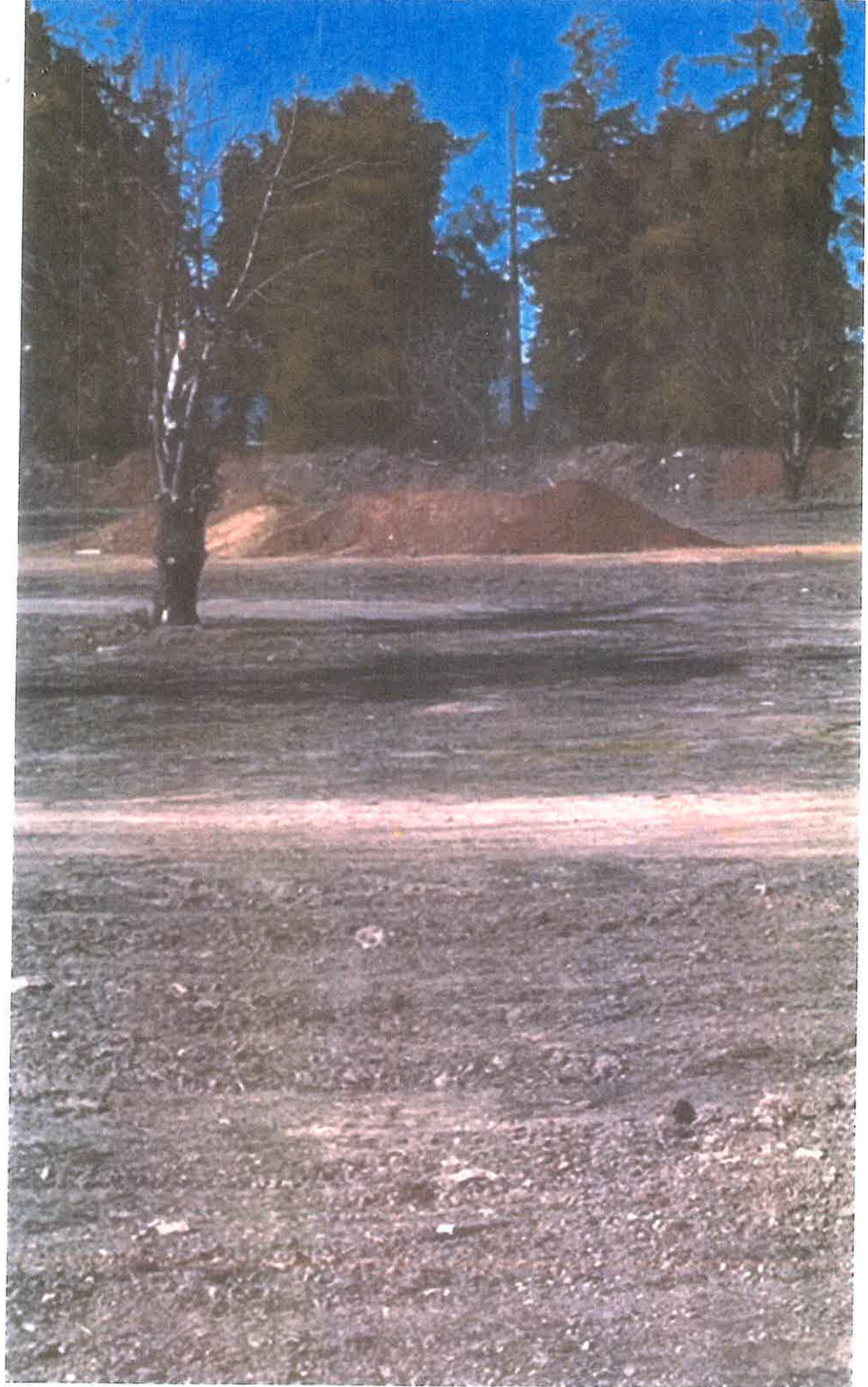
GRADING W/O PERMIT

ELECTRICAL WORK W/O

PERMIT

INSPECTOR: R BROWN









San Juan Bautista  
July 17, 2020 12:40 PM

Edit



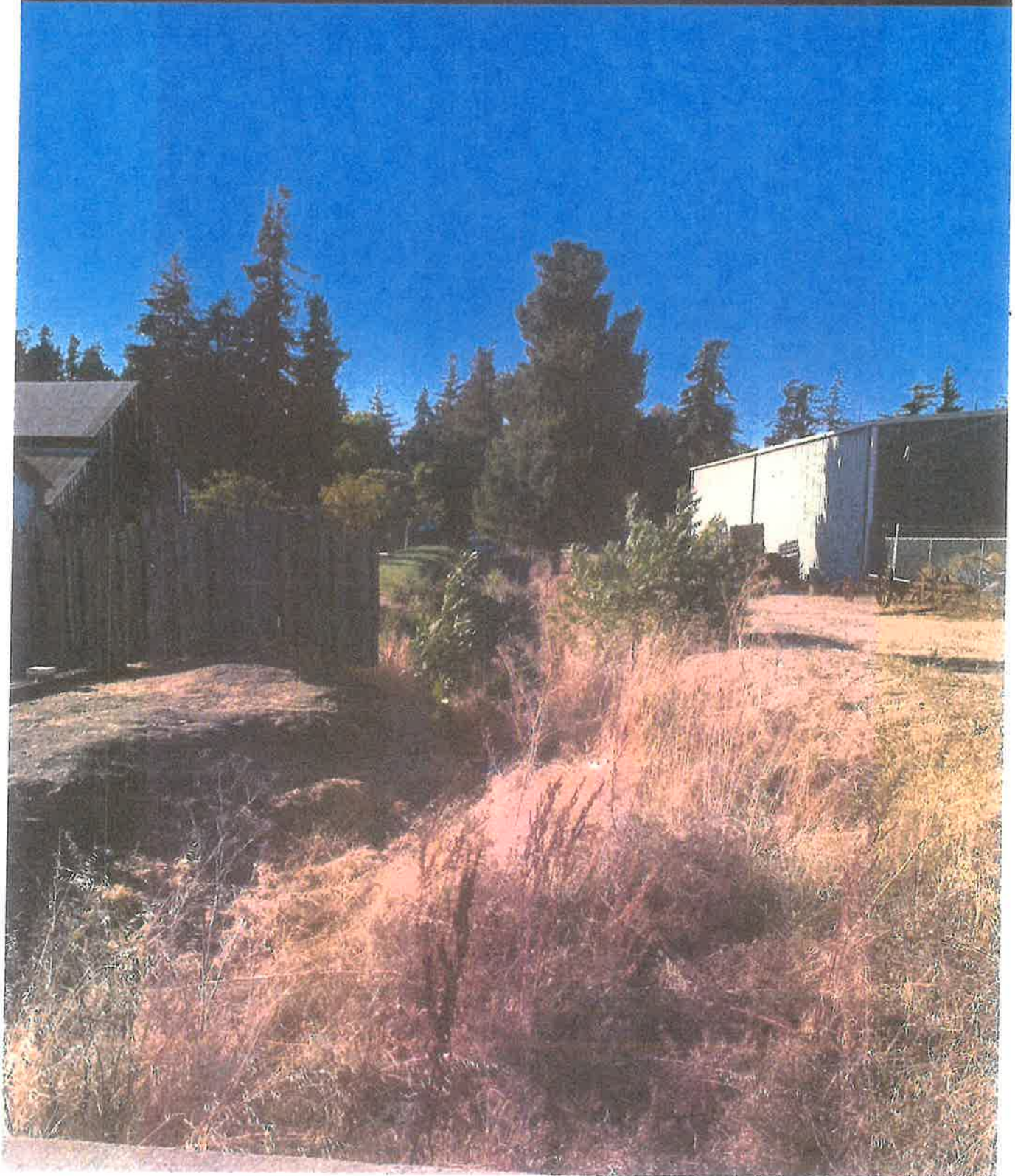




San Juan Bautista

July 18, 2020 6:21 PM

Edit





10:51

LTE



San Juan Bautista

July 31 1:39 PM

Edit







San Juan Bautista  
October 21, 2020 10:55 AM

Edit



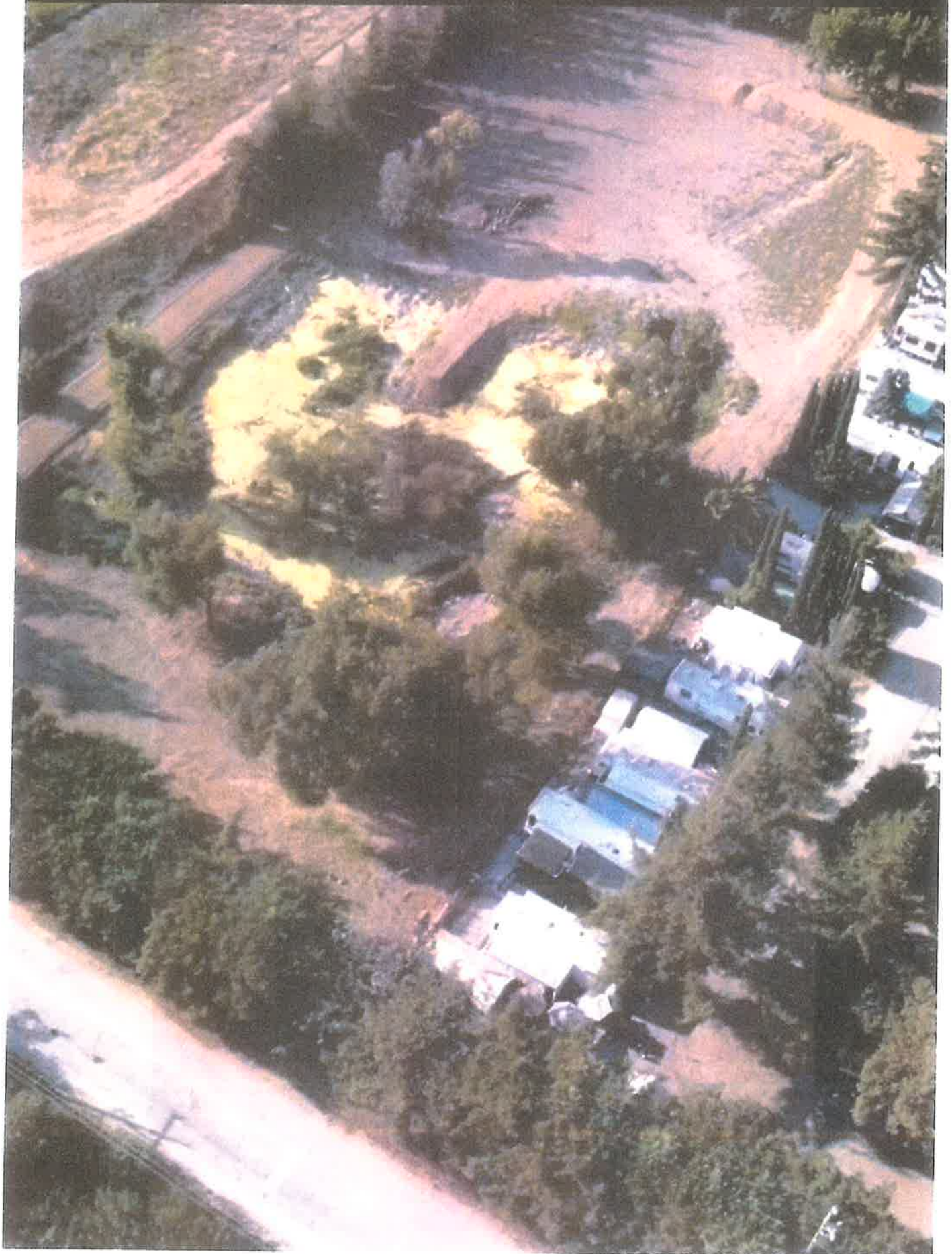




August 31, 2020

8:04 AM

Edit





199 FEET

197 FEET

198.82 FEET

CITY OF SAN JUAN BAUTISTA

060269

Zone AE

201.82 FEET

201 FEET

202 FEET

SAN BENITO COUNTY INCORPORATED AREAS

060267

06069 CD159D

eff. 4/16/2009

Zone AO  
(DEPTH 2 Feet)

AREA OF MINIMAL FLOOD

Zone X



# MISSION FARM

## Exhibit A

Photo of the San Juan Valley during the 1998 Flood.

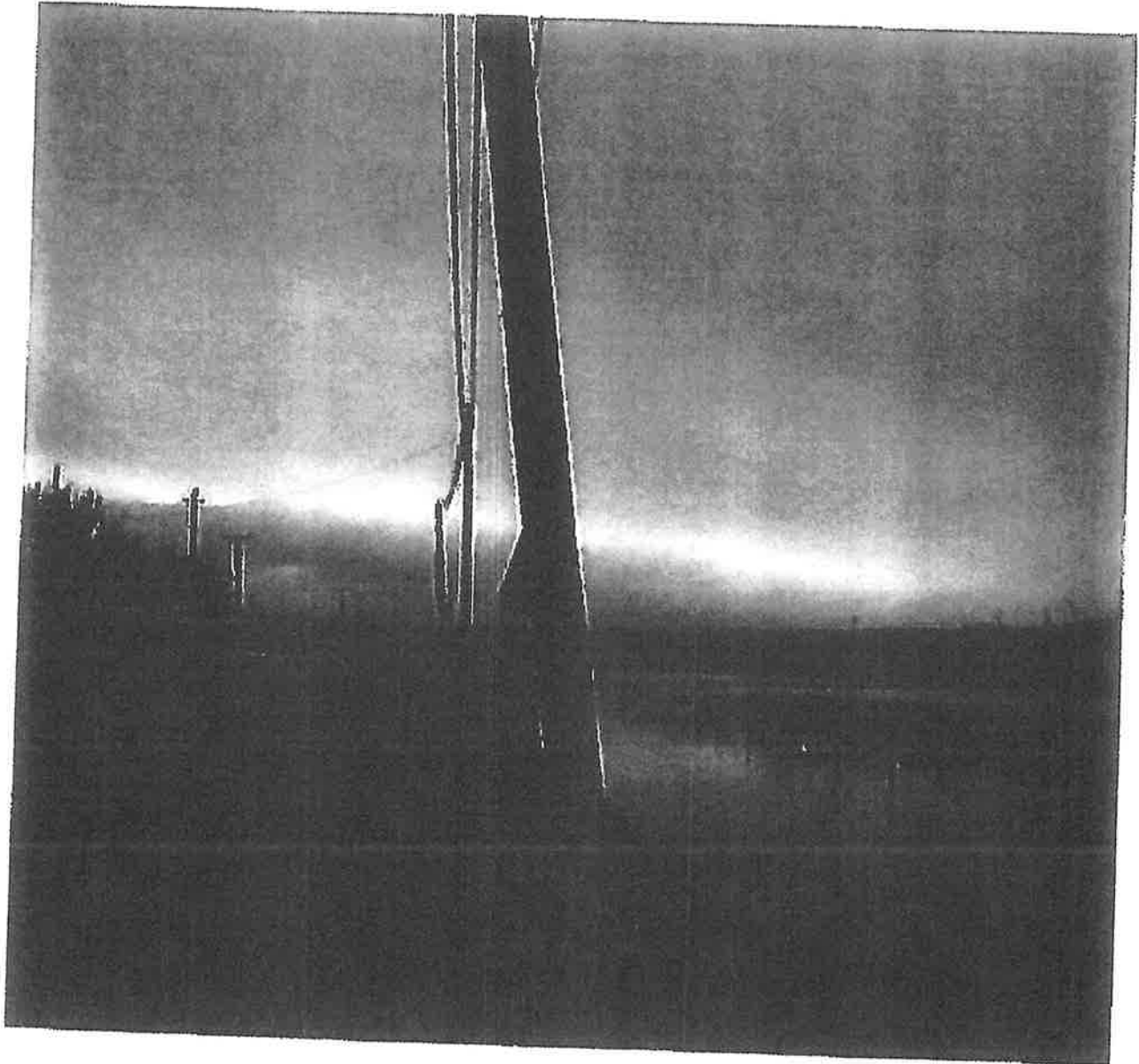




# MISSION FARM

## Exhibit B

Flood water from the east settle on south side of Old San Juan Hollister Road near the proposed entrance of the Midnight Express Project.

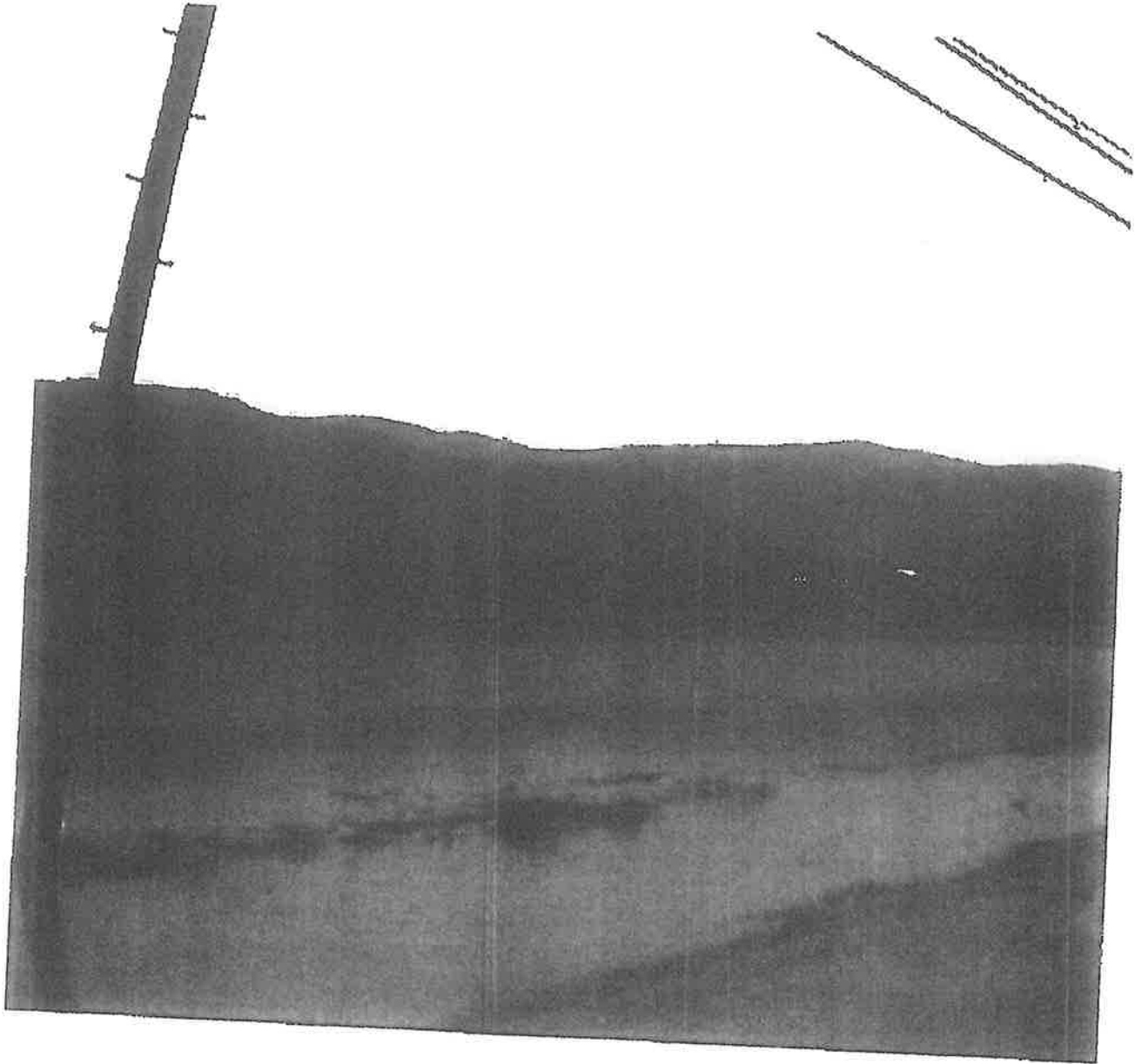




# MISSION FARM

## Exhibit C

Morning of the 1998 Flood. Photo taken near the proposed site of the Midnight Express project.

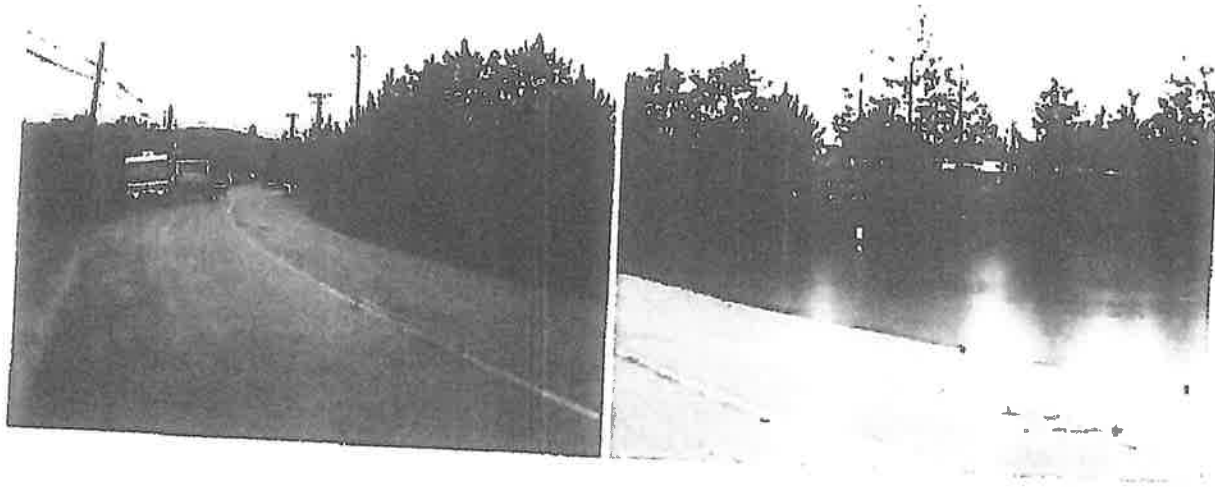




# MISSION FARM

## Exhibit D

Flood water levels after breaching the top of San Juan Creek on Parcel 002-550-005. Just North of the proposed Midnight Express project.





# MISSION FARM

## Exhibit E

Photo taken on the morning of the 1998 Flood. Corner of Mission Vineyard Road and Old San Juan Hollister Road near Highway 156.



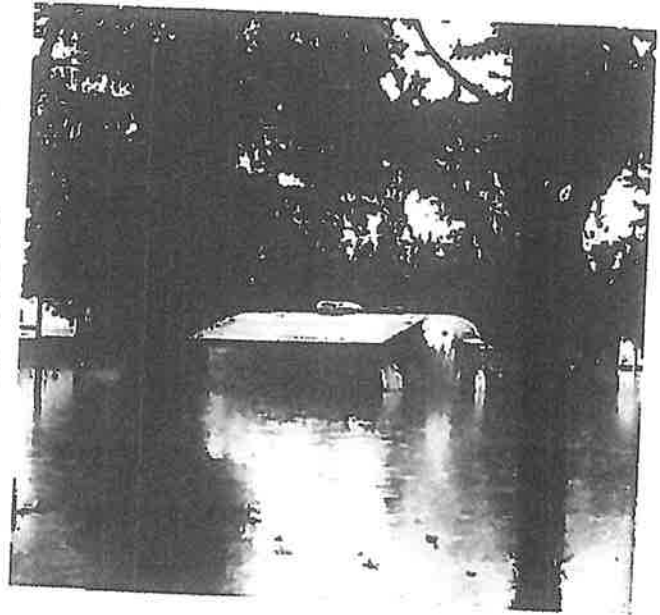
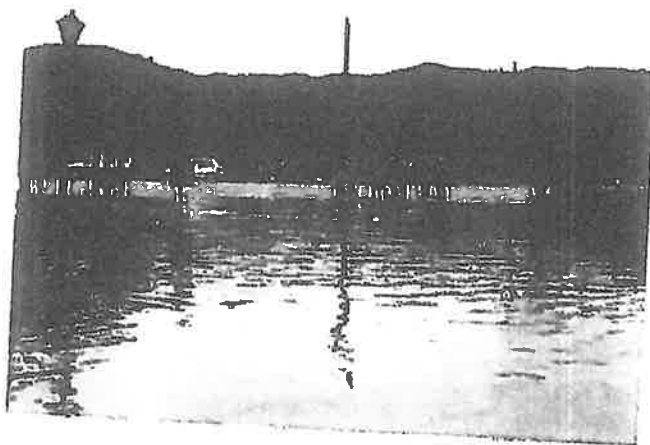
Mission Farm R.V. Park, Inc. • 400 San Juan Hollister Road • San Juan Bautista, CA 95045 • (831) 623-4456



# MISSION FARM

## Exhibit F

Flood water levels around structures and in the parking areas of Mission Farm RV Park. Photo taken on the morning of the 1998 Flood.





**Robin J. Lee, PE | Senior Project Manager**

**Schaaf and Wheeler** Consulting Civil Engineers

870 Market Street, Ste. 1278, San Francisco, CA 94102

C: 415.271-3117; rlee@swsv.com

Santa Clara • San Francisco • Santa Rosa • Salinas



**Cynthia Orozco**

**Phone: (831) 637-2880**

**Fax: (831) 637-2944**



From: Robin Lee <RLee@swsv.com>  
Sent: Tuesday, May 3, 2022 2:52 PM  
To: Nidal Samhouri <nidals@csgengr.com>  
Cc: Julie Behzad <julieb@csgengr.com>; Nourdin Khayata <nourdin@csgengr.com>  
Subject: RE: Midnight Express

Can you markup the attached plans to show where the fill has been placed and a relative footprint?

From: Nidal Samhouri <nidals@csgengr.com>  
Sent: Tuesday, May 3, 2022 2:21 PM  
To: Robin Lee <RLee@swsv.com>  
Cc: Julie Behzad <julieb@csgengr.com>; Nourdin Khayata <nourdin@csgengr.com>  
Subject: FW: Midnight Express

Hi Robin,

Thanks for the below and attached info,

The main scope of our Midnight Express report should focus on the evaluating the existing violations of the Flood Plain across the site, particularly along the western and northern creek system w/ feet above the existing grade. Your report should also include the review of the latest grading plans and to develop recommend remedial measures in line with the regulatory agencies' requiremen

So please draft a SOW to address and evaluate the above issues and provide a cost estimate and schedule of this work and share it with us.

Thanks,

**Ned Samhouri, PE**  
City Engineer

San Juan Bautista

311 Second Street

San Juan Bautista CA 95045

nidals@csgengr.com

650.522.2500 main

408.444.1033 cell

650.522.2599 fax



From: Robin Lee <RLee@swsv.com>  
Sent: Tuesday, May 3, 2022 1:20 PM  
To: Nidal Samhouri <nidals@csgengr.com>  
Subject: Midnight Express

Attached are the plans that I have and the scope I sent the attached proposal for the impact study.

I know this is probably not what the City wants to hear, but this area really could use a detailed restudy hollistically rather than piece meal by each property owner.



Hope this will help!

**Ned Samhour, PE**  
City Engineer

San Juan Bautista

311 Second Street

San Juan Bautista CA 95045

[nidals@csgengr.com](mailto:nidals@csgengr.com)

650.522.2500 *main*

408.444.1033 *cell*

650.522.2599 *fax*



**From:** Nidal Samhour  
**Sent:** Tuesday, May 3, 2022 3:52 PM  
**To:** Robin Lee <[RLee@swsv.com](mailto:RLee@swsv.com)>  
**Subject:** RE: Midnight Express

 <https://csgengr-my.sharepoint.com/:b:/p/nidals/EaFEjNnGH3BDqZfdOLg2nYUBvX2cMM-thZtkayHtJSI4ZA?e=PhVWrqa>

Hi Robin,

I have included a more recent set of plans (dated 1/11/2021) and Sheet C-1 /5 in the above link is marked up to show the extent of the fill and dirt piles along the creek.

Please let me know if you need further info.

Thanks,

**Ned Samhour, PE**  
City Engineer

San Juan Bautista

311 Second Street

San Juan Bautista CA 95045

[nidals@csgengr.com](mailto:nidals@csgengr.com)

650.522.2500 *main*

408.444.1033 *cell*

650.522.2599 *fax*





So, the part I really request your assistance with is "The main scope of our *Midnight Express* report should focus on the evaluating the existing violations of the Flood Plain across the site".

Please let me know if you can handle that SOW.

**Ned Samhour, PE**  
City Engineer

San Juan Bautista

311 Second Street

San Juan Bautista CA 95045

[nidals@csgengr.com](mailto:nidals@csgengr.com)

650.522.2500 main

408.444.1033 cell

650.522.2599 fax



From: Robin Lee <[RLee@swsv.com](mailto:RLee@swsv.com)>  
Sent: Wednesday, May 4, 2022 1:29 PM  
To: Nidal Samhour, <[nidals@csgengr.com](mailto:nidals@csgengr.com)>  
Subject: RE: Midnight Express

Hi Nidal,

We are not biologist or able to comment on wetland encroachment. I think this would be better directed to an environmental firm rather than us.

**Robin J. Lee, PE | Senior Project Manager**

**Schaaf and Wheeler** Consulting Civil Engineers

870 Market Street, Ste. 1278, San Francisco, CA 94102

C: 415.271-3117; [rlcc@swsv.com](mailto:rlcc@swsv.com)

Santa Clara • San Francisco • Santa Rosa • Salinas

From: Nidal Samhour, <[nidals@csgengr.com](mailto:nidals@csgengr.com)>  
Sent: Wednesday, May 4, 2022 12:36 PM  
To: Robin Lee <[RLee@swsv.com](mailto:RLee@swsv.com)>  
Subject: RE: Midnight Express

Hi Robin,

FYI- Attached is the US Army COE violation letter from August 2020. I have also included an email correspondence from the COE indicating the potential presence of Wetland on the property whc



I will try to get that out today, we are swamped and my Friday was taken over by the Rancho Vista review.

Robin

**From:** Nidal Samhoury <nidals@csgengr.com>  
**Sent:** Saturday, May 7, 2022 5:19 PM  
**To:** Robin Lee <RLee@swsv.com>  
**Subject:** RE: Midnight Express

Hi Robin,

What's the ETA of the ME Proposal?

**Ned Samhoury, PE**  
City Engineer

San Juan Bautista

311 Second Street

San Juan Bautista CA 95045

[nidals@csgengr.com](mailto:nidals@csgengr.com)

650.522.2500 *main*

408.444.1033 *cell*

650.522.2599 *fax*



**From:** Robin Lee <RLee@swsv.com>  
**Sent:** Thursday, May 5, 2022 4:08 PM  
**To:** Nidal Samhoury <nidals@csgengr.com>  
**Subject:** RE: Midnight Express

Yes, we can handle a high level review and summary of the floodplain encroachments that are in violation of the NFIP. We can also present the proposed analyses required moving forward.

I have this on my list to do, and hope to get to it tomorrow.

Robin

**From:** Nidal Samhoury <nidals@csgengr.com>  
**Sent:** Thursday, May 5, 2022 4:08 PM  
**To:** Robin Lee <RLee@swsv.com>  
**Subject:** RE: Midnight Express

Robin,

Thanks for the clarification, which I fully understand. I was just trying to respond to a question you've asked me yesterday.



Cc: Don Reynolds <citymanager@san-juan-bautista.ca.us>; Nourdin Khayata <nourdin@csgengr.com>; Julie Behzad <julieb@csgengr.com>  
Subject: Midnight Express Flood Plain Violation

Good morning Brian,

Attached is the SOW and cost of the Engineering Consultant (Shaaf & Wheeler) Flood Plain Violation assessment. I have scheduled a TEAMS meeting with them today at 12:30 PM to review the

I will keep you updated.

**Ned Samhour, PE**  
City Engineer

San Juan Bautista  
311 Second Street  
San Juan Bautista CA 95045  
[nidals@csgengr.com](mailto:nidals@csgengr.com)  
650.522.2500 main  
408.444.1033 cell  
650.522.2599 fax



From: Robin Lee <RLee@swsv.com>  
Sent: Monday, May 9, 2022 11:00 AM  
To: Nidal Samhour <nidals@csgengr.com>  
Subject: RE: Midnight Express

Attached is our scope and fee for the assessment and review of the impacts to the floodplain.

Please note that this scope does not include survey, which means that our calculations will be from visual appearance of fill and from the plan set that you provided showing cut and fill. I also assume and not the property owner as I know that will require a lot more time and effort on our behalf. Once this proposal is signed and we are authorized to proceed I will be letting Cynthia know that we

**Robin J. Lee, PE | Senior Project Manager**

**Schaaf and Wheeler** Consulting Civil Engineers

870 Market Street, Ste. 1278, San Francisco, CA 94102

C: 415.271-3117; [rlee@swsv.com](mailto:rlee@swsv.com)

Santa Clara • San Francisco • Santa Rosa • Salinas

From: Robin Lee  
Sent: Monday, May 9, 2022 8:02 AM  
To: 'Nidal Samhour' <nidals@csgengr.com>  
Subject: RE: Midnight Express



870 Market Street, Suite 1278  
San Francisco, CA 94102  
415-433-4848  
415-433-1029  
rlee@swsv.com

**SCOPE MEMO**  
**VIA EMAIL**

TO: City San Juan Bautista DATE: May 9, 2022

FROM: Dan Schaaf, PE JOB #: S&WP  
Robin J. Lee, PE

SUBJECT: Midnight Express Floodplain Violation and Recommendations

Schaaf & Wheeler is providing you with this scope and fee to provide the City with a high-level review of the floodplain violations that have occurred at the Midnight Express property in San Juan Bautista. Specifically, the site is location within the FEMA mapped Special Flood Hazard Zone AO with a depth of two feet. Grading on the site has been occurring that has the potential to impact the floodplain.

This proposal is a high-level overview of the impacts that have occurred and recommendations as to how the City should proceed to ensure compliance with the National Floodplain Insurance Policy (NFIP). A brief memo with references to both City municipal code and FEMA guidance will be prepared as well as one (1) site visit to document in person the grading and fill that has been placed. Hydraulic modeling is not anticipated under this scope, however, it has been listed as an optional task if the City would like to have a hydraulic impact analysis performed on behalf of the property owner.

Schaaf & Wheeler proposes to complete the following scope of work:

## Task 1: Review of Background Documentation and Site Visit

Schaaf & Wheeler will review the approved grading plans and other material applicable to the placement of fill within the floodplain. Staff will visit the site once to observe the current placement of fill and grading that has occurred as compared to the plans and to the floodplain.

## Task 2: Floodplain Impact based on Volume Fill Placed

Schaaf & Wheeler will perform cursory calculations to determine the volumetric displacement of the floodplain storage that has occurred based on the visual locations of fill placement and the proposed grading plans from . This scope does not include survey, grading that has occurred and the proposed grading on the improvement plans. This task does not involve any detailed hydraulic analysis, that is scoped as an optional task below.



**Task 3: Technical Memorandum of Floodplain Violations and Recommendations**

Schaaf & Wheeler will summarize the observed floodplain violations and reference both City and FEMA codes that have been violated. The memo will also provide some recommendations of how the City should proceed to ensure that the property is in compliance with floodplain regulations.

**Task 4: Coordination**

Schaaf & Wheeler will be available via conference call and telephone for the duration of the project to coordinate with the City. This scope excludes in-person meetings and coordination with property owner. This scope does include one (1) site visit under task 1. This scope is limited to meetings that pertain to the subject property only and the placement of fill, this scope does not include additional violations or review of neighboring properties that have also placed fill.

**Optional Task: Hydraulic Impact Analysis**

Schaaf & Wheeler will prepare a Hydrologic and Hydraulic Impact Analysis for the property at 451 San Juan Hollister Road in San Juan Bautista, California. The proposed project is located in a FEMA mapped Zone AE and AO. This analysis will use the effective FEMA models and updated topography to determine the potential 100-year water surface elevation changes resulting from bringing fill onto the site. Work will conclude with a memo summarizing the impacts from the proposed grading plan and recommendations to mitigate the impacts.

**Schedule and Fee**

Schaaf & Wheeler proposes to complete this work on a time and materials basis for a fee not to exceed \$12,300 (see Table 1). Optional hydraulic modeling task is not included within this fee and is an additional \$20,940.

Work will be billed in accordance with our 2022 charge rate (attached). Standard provisions dated April, 2017 (attached) apply. We look forward to working with you on this important review and helping the City navigate how to proceed to be in compliance with the NFIP. If you have any questions regarding this scope and budget, do not hesitate to contact me at (415) 271-3117 or [ree@swwsv.com](mailto:ree@swwsv.com).




**Table 1 – Project Fee**

Task No.	Description	Senior Project Manager \$235/hr	Assistant Engineer \$185/hr	Labor Costs \$
1	Review Background Data	10	16	\$5,310
2	Floodplain Volume Calculations	2	8	\$1,950
3	Technical Memorandum	4	8	\$2,420
4	Coordination	8	4	\$2,620
<b>TOTAL</b>				<b>\$12,300</b>
<b>Optional Hydraulic Impact Analysis</b>				<b>\$20,940</b>

Best regards,

SCHAAF & WHEELER



Dan Schaaf, PE  
Vice President  
RCE 57617

I DO HEREBY AUTHORIZE SCHAAF & WHEELER TO PROCEED FORWARD WITH THE EXECUTION OF THIS SCOPE OF WORK AS DESCRIBED HEREIN.

Name, Title

Date



870 Market Street, Suite 1278  
San Francisco, CA 94102  
415-433-4848  
415-433-1029  
rlee@swsv.com

**SCOPE MEMO**  
**VIA EMAIL**

TO: CSG Consultants

DATE: May 16, 2022

FROM: Dan Schaaf, PE  
Robin J. Lee, PE

JOB #: S&WP

**SUBJECT: Midnight Express Floodplain Violation and Recommendations**

Schaaf & Wheeler is providing you with this scope and fee to provide the City with a high-level review of the floodplain violations that have occurred at the Midnight Express property in San Juan Bautista. Specifically, the site is location within the FEMA mapped Special Flood Hazard Zone AO with a depth of two feet. Grading on the site has been occurring that has the potential to impact the floodplain.

This proposal is a high-level overview of the impacts that have occurred and recommendations as to how the City should proceed to ensure compliance with the National Floodplain Insurance Policy (NFIP). A brief memo with references to both City municipal code and FEMA guidance will be prepared as well as one (1) site visit to document in person the grading and fill that has been placed. Hydraulic modeling is not anticipated under this scope, however, it has been listed as an optional task if the City would like to have a hydraulic impact analysis performed on behalf of the property owner.

Schaaf & Wheeler proposes to complete the following scope of work:

## Task 1: Review of Background Documentation and Site Visit

Schaaf & Wheeler will review the approved grading plans and other material applicable to the placement of fill within the floodplain. Staff will visit the site once to observe the current placement of fill and grading that has occurred as compared to the plans and to the floodplain.

### Task 2: Floodplain Impact based on Volume Fill Placed and Topographical Changes

Schaaf & Wheeler will perform cursory calculations to determine the volumetric displacement of the floodplain storage that has occurred based on the visual locations of fill placement and the proposed grading plans from. This scope includes one day of survey via drone flight to prepare existing topographical contours to see if there are any changes since the grading plans that the City have provided from 2018. This task does not involve any detailed hydraulic analysis, that is scoped as an optional task below.



**Task 3: Technical Memorandum of Floodplain Violations and Recommendations**

Schaaf & Wheeler will summarize the observed floodplain violations and reference both City and FEMA codes that have been violated. The memo will also provide some recommendations of how the City should proceed to ensure that the property is in compliance with floodplain regulations.

**Task 4: Coordination**

Schaaf & Wheeler will be available via conference call and telephone for the duration of the project to coordinate with the City. This scope excludes in-person meetings and coordination with property owner. This scope does include one (1) site visit under task 1. This scope is limited to meetings that pertain to the subject property only and the placement of fill, this scope does not include additional violations or review of neighboring properties that have also placed fill. It is assumed that three (3) conference calls will be included into this scope.

**Optional Task: Hydraulic Impact Analysis**

Schaaf & Wheeler will prepare a Hydrologic and Hydraulic Impact Analysis for the property at 451 San Juan Hollister Road in San Juan Bautista, California. The proposed project is located in a FEMA mapped Zone AE and AO. This analysis will use the effective FEMA models and updated topography to determine the potential 100-year water surface elevation changes resulting from bringing fill onto the site. Work will conclude with a memo summarizing the impacts from the proposed grading plan and recommendations to mitigate the impacts.

**Schedule and Fee**

Schaaf & Wheeler proposes to complete this work on a time and materials basis for a fee not to exceed \$17,800 (see Table 1). Optional hydraulic modeling task is not included within this fee and is an additional \$20,940, for a total of \$38,740.

Task 1 will be completed one week after receiving all the background data. Task 2 will be completed in the following 2 weeks, for a total of three weeks from notice to proceed and all supporting information. The optional hydraulic modeling task will take 3 months.

Work will be billed in accordance with our 2022 charge rate (attached). Standard provisions dated April, 2017 (attached) apply. We look forward to working with you on this important review and helping the City navigate how to proceed to be in compliance with the NFIP. If you have any questions regarding this scope and budget, do not hesitate to contact me at (415) 271-3117 or rlee@swwsv.com.



Table 1 – Project Fee

Task No.	Description	Senior Project Manager \$235/hr	Assistant Engineer \$185/hr	Topographical Survey	Labor Costs \$
1	Review Background Data	10	16		\$5,310
2	Floodplain Volume Calculations	2	8	\$5,500	\$7,450
3	Technical Memorandum	4	8		\$2,420
4	Coordination	8	4		\$2,620
<b>TOTAL</b>					<b>\$17,800</b>
<b>Optional Hydraulic Impact Analysis</b>					<b>\$20,940</b>

Best regards,

SCHAAF & WHEELER

  
Dan Schaaf, PE  
Vice President  
RCE 57617

I DO HEREBY AUTHORIZE SCHAAF & WHEELER TO PROCEED FORWARD WITH THE EXECUTION OF THIS SCOPE OF WORK AS DESCRIBED HEREIN.

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date





P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

**City Council**

**Mayor**

Mary Vazquez Edge

**Vice Mayor**

Leslie Q. Jordan

**Councilmember**

Cesar Flores

**Councilmember**

John Freeman

**Councilmember**

Dan DeVries

**City Manager**

Don Reynolds

**City Clerk**

Laura Cent

**City Treasurer**

Chuck Geiger

**Fire Chief**

Bob Martin Del Campo

# City of San Juan Bautista

*The "City of History"*

## City of San Juan Bautista Compliance Order

May 24, 2022

**Owners: Kulta Farms LLC**

**Location: 451 San Juan Hollister Road**

**Violation(s): SJBMC 12-1-080.**

**Kulta Farms LLC**

**41728 Chiltern Drive**

**Fremont, CA 94539**

**Cynthia Orozco, Agent**

**451 San Juan Hollister Road**

**San Juan Bautista, CA 95045**

Dear Cynthia Orozco,

The City of San Juan Bautista received complaints on March 28, 2022 regarding a potential violation of the City's flood plain ordinance on property known as on 451 San Juan Hollister Road. City Code Enforcement and Planning staff conducted an off-site inspection on March 28, 2022 in response to these complaints. A Stop Work Order was placed at that time, followed by an on-site inspection by City staff and California Dept of Fish and Wildlife Warden, Kyle Sommer. During these inspections, grading and significant fill was observed (see attached map and photographs) adjacent to and within the flood plain, channel for the San Juan Creek and within areas preliminarily identified as a wetland by the Army Corps of Engineers. Grading and deposition of significant grading as fill deposition was observed within a flood hazard area in violation of San Juan Bautista Municipal Code Title 12 FLOODPLAINS, Section 12-1-210 Compliance. (Copy attached).

As with the previous violation(s), we have been in contact with USACE, CDFW and RWQCB; however, unlike the previous violation, the City of San Juan Bautista will be the lead agency regarding the enforcement of this violation. You have placed materials in the floodplain along the entire western edge of the property as well as the majority of the northern boundary.

Grading and deposition of significant fill was observed within a flood hazard area in violation of San Juan Bautista Municipal Code Title 12 FLOODPLAINS, Section 12-1-210 Compliance. (Copy attached).

The Stop Work Order will remain in effect until a plan is accepted by the City including: 1) complete characterization of the grading and fill, and 2) a program is developed for remediation including removal of grading spoils and restoration of the hydrology and biological habitat values of the San Juan Creek to the satisfaction of agencies with jurisdiction over these activities and the City of San Juan Bautista. To avoid additional damage that may occur during the traditional rainy season (late October-through early April) this plan must be submitted by July 1, 2022 and restoration diligently pursued and completed prior to October 15, 2022.

City staff is available to meet with you and your representatives at your convenience.

Sincerely,

Rich Brown

Code Enforcement - City of San Juan Bautista

Encl. Maps and Photographs





# City of San Juan Bautista

The "City of History"

## 10-DAY NOTICE OF VIOLATION

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

**City Council**  
**Mayor**  
Mary Vazquez Edge

**Vice Mayor**  
Leslie Q. Jordan

**Councilmember**  
Cesar Flores

**Councilmember**  
John Freeman

**Councilmember**  
Dan DeVries

**City Manager**  
Don Reynolds

**City Clerk**  
Laura Cent

**City Treasurer**  
Chuck Geiger

**Fire Chief**  
Bob Martin Del Campo

June 6, 2022

**Owners:** Kulta Farms LLC  
**Location:** 451 San Juan Hollister Road  
**Violation(s):** SJBMC 12-1-080.

**Kulta Farms LLC**  
41728 Chiltern Drive  
Fremont, CA 94539

**Cynthia Orozco, Agent**  
PO Box 1712  
Hollister, CA 95024

Dear Cynthia Orozco,

On May 31, 2022 I conducted an off-site inspection of the property located at 451 San Juan Hollister Road in San Juan Bautista. During my inspection I observed four separation violations of the San Juan Bautista Municipal Code Section 11-02 Zoning Districts Matrix (Copy attached) as follows:

1. Recycling pallets without a use permit. The Industrial Zone requires a Use Permit prior to conducting this activity. You must cease and remove all materials associated with this activity by June 17, 2022.
2. Maintaining a contractor's yard without a use permit. The Industrial Zone requires a Use Permit prior to conducting this activity. You must remove all heavy equipment not associated with remediating the floodplain violation by June 17, 2022.
3. Automobile storage yard. The Industrial Zone requires a Use Permit prior to conducting this activity. You must remove all inoperable/operable vehicles not registered to you by June 17, 2022.
4. The vehicles that constituted the illegal activity of a dismantler have been removed and the City will not be including this violation unless it resurfaces.

As you have been informed by Brian Fought you will not be permitted to pursue any permits until the flood plain violation has been cleared which has a deadline of July 1, 2022. If you are able to comply sooner, please contact this office. Thank you for your cooperation and if you have any questions please contact me or Brian Fought.

Sincerely,

Rich Brown  
Code Enforcement - City of San Juan Bautista

Attachment: Copy of Chapter 11-02 Zoning District Matrix





# City of San Juan Bautista

*The "City of History"*

## City of San Juan Bautista Compliance Order Revision

June 14, 2022

Owners: Kulta Farms LLC  
451 San Juan Hollister Rd.  
San Juan Bautista, CA 95045

Kulta Farms LLC  
41728 Chiltern Drive  
Fremont, CA 94539

Cynthia Orozco, Agent  
PO Box 1712  
Hollister, CA 95023

Dear Cynthia Orozco,

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

### City Council

#### Mayor

Leslie Jordan

#### Vice Mayor

Cesar Flores

#### Councilmember

Mary Edge

#### Councilmember

John Freeman

#### Councilmember

Dan DeVries

#### City Manager

Don Reynolds

#### City Clerk

Laura Cent

#### City Treasurer

Chuck Geiger

#### Fire Chief

Bob Martin Del Campo

This letter will supersede the Order on the same subject dated May 24, 2022. The City of San Juan Bautista received complaints on March 28, 2022 regarding a potential violation of the City's flood plain ordinance on property known as on 451 San Juan Hollister Road. City Code Enforcement and Planning staff conducted an off-site inspection on March 28, 2022 in response to these complaints. A Stop Work Order was placed at that time, followed by an on-site inspection by City staff and California Dept of Fish and Wildlife Warden, Kyle Sommer. During these inspections, grading and significant fill was observed (see attached map and photographs) adjacent to and within the flood plain, channel for the San Juan Creek and within areas preliminarily identified as a wetland by the Army Corps of Engineers. Grading and deposition of significant grading as fill deposition was observed within a flood hazard area in violation of San Juan Bautista Municipal Code Title 12 FLOODPLAINS, Section 12-1-210 Compliance. (Copy attached).

As with the previous violation(s), we have been in contact with USACE, CDFW and RWQCB; however, unlike the previous violation, **the City of San Juan Bautista will be the lead agency regarding the enforcement of this violation.** You have placed materials in the floodplain along the entire western edge of the property as well as the majority of the northern boundary.

Grading and deposition of significant fill was observed within a flood hazard area in violation of San Juan Bautista Municipal Code Title 12 FLOODPLAINS, Section 12-1-210 Compliance. (Copy attached).

The Stop Work Order will remain in effect until 1) a contractual agreement is executed on or before July 1, 2022 for engineering characterization of the grading and fill; 2) a characterization report is completed by July 16, 2022, any related third party review by July 25, 2022; and 3) a program for remediation is completed by October 15, 2022, including removal of grading spoils and restoration of the hydrology and biological habitat values of the San Juan Creek to the satisfaction of agencies with jurisdiction over these activities and the City of San Juan Bautista.

Please contact me or Brian Foucht of City staff regarding any questions that you may have.

Sincerely,

Rich Brown

Code Enforcement - City of San Juan Bautista  
Encl. Maps and Photographs



**SCOPE MEMO**  
VIA EMAIL

TO: Cynthia Orozco  
Midnight Express

DATE: August 26, 2021

FROM: Daniel J. Schaaf, PE  
Robin Lee, PE

JOB #: S&WP

SUBJECT: Hydrologic and Hydraulic Study for 451 San Juan Hollister Road

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Schaaf & Wheeler is pleased to provide you with this scope and fee to prepare a Hydrologic and Hydraulic Impact Analysis for the proposed development at 451 San Juan Hollister Road in San Juan Bautista, California. The proposed project is located in a FEMA mapped Zone AE and AO. In order to remove future structures they are required to be elevated above the base flood elevations (BFEs). Fill can be placed on site to elevate the natural ground prior to building and a CLOMR-F can be filed with FEMA to remove portions of the parcels from the site based on meets and bounds. However, placing fill on site has the potential to increase the BFEs. FEMA guidelines state that the cumulative increase in water surfaces in the floodplain cannot exceed one foot. This analysis will use the effective FEMA models and updated topography to determine the potential 100-year water surface elevation changes resulting from bringing fill onto the site.

Work will begin once the signed contract is received. This contract includes coordination via telephone, and email, but does not include in person attendance at meetings.

**Task 1: Review Existing Data and Studies and Update Hydrologic Calculations**

Schaaf & Wheeler will request the FEMA model and review the calculations and modeling. Schaaf & Wheeler will coordinate with City and County for any as-built drawings of improvements such as updates to bridges and culverts that might improve the conveyance capacity of the creek systems.

**Task 2: Hydraulic Impact Analysis: Existing Conditions Base Flood Elevation Analysis**

Schaaf & Wheeler will use the effective FEMA hydraulic model of the project area to create the existing conditions model of the San Juan Creek that borders the Project Site. This model will cover enough cross-sections downstream and upstream of the project site to fully assess the project impacts. It is assumed that the topography from the effective FEMA maps can be used. If there is additional surveys or cross section data required, it will be requested at an additional fee or provided by the property owner.



Schaaf & Wheeler will update the model using existing topography and existing condition site plans provided by the project engineer, and then determine the elevations of the 100-year floodwaters throughout the site and immediately upstream and downstream of the site. This information will be provided via Technical Memorandum to assist in development of the proposed project plan elevations.

### **Task 3: Project Conditions Model Analysis & Impact Analysis**

Schaaf & Wheeler will revise the existing FEMA model (Task 1) with the proposed fill and grading on the parcel to remove the majority of the parcel from the floodplain. This revised model will help determine the 100-year floodplain water surface elevations on the site and any changes to the Task 1 model that results from the project. This scope and fee assume that up to **three iterations (site plans)** of the analysis will be sufficient for this project. It is not a guarantee that hydraulic modeling will show no impact, but the idea is to reduce the fill to ensure that the proposed project does not increase over the 1-ft threshold.

The results of this analysis will be presented in a Technical Memorandum, appended to the existing conditions analysis in Task 1. The existing conditions and methodology will be summarized, and floodwater elevations and project impacts calculated via the detailed hydraulic analysis described above will be presented. Figures showing the location of various water surface elevations and project impacts will be included. A Technical Memorandum will be provided for review and comment prior to finalization.

This scope does not include a Conditional Letter of Map Revision (CLOMR-F) at this time as it will only be required if hydraulic impacts are limited to below the one foot threshold. If analysis shows no impacts, then the site will be required to obtain a CLOMR-F from FEMA prior to receiving grading permit from the City/County. The additional fee for the CLOMR-F application will be on the order of \$6-8k.

This Task does not include any drawings or grading plans, it is assumed that property owner site design firm can provide grading plans to be submitted with CLOMR-F if analysis shows no impact.

### **Task 4: Coordination & QAQC**

This scope includes responding to requests by City and County for clarifications and additional data directly related to the flood study. It does not include responding to requests by the County for substantial revisions such as hydraulic analyses of the watershed area downstream of the development. If such substantial requests are made subsequent to County review of the flood study, response to those requests will be scoped at that time. This scope does not include responding to comments or requests for substantial revisions to the hydraulic analysis from City or County. This scope does include attendance at two (2) conference calls with City and County.

Models and calculations will be independently reviewed for quality assurance and quality control prior to sending to City and County.

Schaaf & Wheeler proposes to complete this work on a time and materials basis for a fee not to exceed of: **\$20,940**. Work will be billed in accordance with our 2021 charge rate (attached).



Standard provisions dated April 2017 (attached) apply. If you have any questions regarding this scope and budget, do not hesitate to contact me at (415) 271-3117.

NO.	PHASE & TASK ITEMS DESCRIPTION	Senior Project Manager \$225	Assistant Engineer \$175	LABOR COSTS \$
1	Data Review and FEMA Model Request	4	12	\$3,440*
2	Existing Conditions Hydraulic Analysis	4	40	\$7,900
3	Proposed Conditions Hydraulic Analysis	4	24	\$5,100
4	Coordination & QAQC	20		\$4,500
	<b>TOTAL</b>	<b>32</b>	<b>76</b>	<b>\$20,940</b>

\*Includes \$400 FEMA data request plus 10% markup fee.

Very truly yours,  
SCHAAF & WHEELER



Daniel J. Schaaf  
Vice President  
RCE #57617

I DO HEREBY AUTHORIZE SCHAAF & WHEELER TO PROCEED FORWARD WITH  
THE EXECUTION OF THIS SCOPE OF WORK AS DESCRIBED HEREIN.

Name, Title

Date



**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

1171 Homestead Rd., Suite 255  
Santa Clara, CA 95050-5485  
408-246-4848  
Fax 408-246-5624

**Standard Provisions**

April 2017

Conditions set forth below are incorporated as part of this Agreement. These Standard Provisions and the accompanying proposal constitute the full and complete Agreement between the parties and may be changed, amended, added to, superseded, or waived only if both parties specifically agree in writing to such amendment of the Agreement. In the event of any inconsistency between these Standard Provisions and any proposal, contract, purchase order, requisition, notice to proceed, or like document, these Standard Provisions shall govern.

1. **PROFESSIONAL STANDARDS OF CARE** - Schaaf & Wheeler, its employees, subconsultants, and subcontractors (hereinafter referred to as "CONSULTANT") shall perform its services under this Agreement in accordance with the degree of care and skill ordinarily practiced at the same point in time and under similar circumstances by professionals providing similar services. No other warranty, express or implied, shall apply to the services performed by CONSULTANT.
  2. **INDEMNITY** - CONSULTANT shall indemnify and hold harmless CLIENT (including its officers and employees) against claims, losses, damages, liabilities (including the reimbursement of reasonable attorney's fees), and liability for injury or harm to persons or property to the extent caused by the negligence, recklessness, or willful misconduct of CONSULTANT for professional services performed under this Agreement. The duty to defend obligation of the CONSULTANT shall be limited to the proportionate percentage of any claim arising directly from the services performed by the CONSULTANT under this Agreement.
  3. **FORCE MAJEURE** - Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.
  4. **DISPUTE RESOLUTION** - CLIENT and CONSULTANT agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement to non-binding mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this agreement. This provision shall survive completion or termination of this Agreement; however, neither party shall seek mediation of any claim or dispute arising out of this Agreement beyond the period of time that would bar the initiation of legal proceedings to litigate such claim or dispute under the applicable law.
  5. **APPLICABLE LAWS** - CONSULTANT shall perform its services in accordance with the laws, rules, regulations, and codes that are applicable to the project and in force at the time of the completion of the documents.
  6. **HAZARDOUS MATERIALS** - The scope of CONSULTANT's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.
-



15. PREVAILING WAGE OBLIGATIONS - The Client shall notify Schaaf & Wheeler in writing if the Work contemplated by this Agreement constitutes a "public work" under any and all federal, state and/or local prevailing wage laws, and/or living wage laws, including but not limited to the Davis-Bacon Act and the provisions of California Labor Code §§ 1720 et seq. In the event that Schaaf & Wheeler must adhere to federal, state and/or local prevailing wage obligations for the Work performed, the Client shall notify and provide Schaaf & Wheeler with any and all applicable prevailing wage determinations prior to the Work to being performed under this Agreement. Any prevailing wage obligations might affect the payment terms contemplated by this Agreement and thus constitute a changed condition mandating renegotiation and/or termination of this Agreement. The Client understands and agrees that Schaaf & Wheeler will rely on the representations made by the Client with regard to prevailing wage obligations and the Client agrees to indemnify Schaaf & Wheeler, its officers, directors, employees, agents and/or subcontractors against any and all claims, liabilities, suits, demands, losses, costs and expenses, including but not limited to reasonable attorney's fees and legal costs, arising from Schaaf & Wheeler's reliance upon the Client's representations regarding prevailing wage obligations.



**Schaaf & Wheeler**  
CONSULTING CIVIL ENGINEERS

1171 Homestead Rd., Suite 255

Santa Clara, CA 95050-5485

408-246-4848

Fax 408-246-5624

## Hourly Charge Rate Schedule

### Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

Current rates by classification are listed below:

<u>Classification</u>	<u>Rate/Hr</u>	<u>Classification</u>	<u>Rate/Hr</u>
Principal Project Manager	\$240	Construction Manager	\$225
Senior Project Manager	\$225	Senior Resident Engineer	\$200
Senior Engineer	\$210	Senior Scientist	\$200
Associate Engineer	\$190	Associate Scientist	\$180
Assistant Engineer	\$175	Resident Engineer	\$180
Junior Engineer	\$165	Assistant Resident Engineer	\$165
Designer	\$155		
GIS Analyst	\$150		
Technician	\$150		
Engineering Trainee	\$120		

### Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$350 per hour. Court or deposition time as an expert witness is charged at \$450 per hour.

### Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/21



7. **RIGHT OF ENTRY** - When entry to property is required for the CONSULTANT to perform its services, the CLIENT agrees to obtain legal right-of-entry on the property.
8. **RELIANCE ON INFORMATION PROVIDED BY OTHERS** - CONSULTANT shall be entitled to rely, without liability, on the accuracy and completeness of any and all information provided by CLIENT, CLIENT's consultants and contractors, and information from public records, without the need for independent verification.
9. **THIRD PARTIES** - Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the CLIENT or CONSULTANT. CONSULTANT's services hereunder are being performed solely for the benefit of the CLIENT, and no other entity shall have any claim against CONSULTANT because of this Agreement or CONSULTANT's performance of services hereunder.
10. **OWNERSHIP OF DOCUMENTS** - The CLIENT agrees not to use CONSULTANT-generated documents for marketing purposes, for projects other than the project for which the documents were prepared by CONSULTANT, or for future modifications to this project, without CONSULTANT's express written permission. Any reuse or distribution to third parties without such express written permission or project-specific adaptation by CONSULTANT will be at the CLIENT's sole risk and without liability to CONSULTANT or its employees, independent professional associates, subconsultants, and subcontractors. CLIENT shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless CONSULTANT from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or distribution.
11. **SUSPENSION OR TERMINATION OF CONTRACT** - CLIENT may suspend or terminate this Agreement with seven days prior written notice to CONSULTANT for convenience or cause. CONSULTANT may terminate this Agreement for cause with seven days prior written notice to CLIENT. Failure of CLIENT to make payments when due shall be cause for suspension of services, or, ultimately, termination, unless and until CONSULTANT has been paid in full all amounts due for services, expenses, and other related charges.
12. **SITE VISITS** - In the event that CONSULTANT's scope of services shall include site visits during the construction phase, CONSULTANT shall be serving only in the capacity as a consultant to advise CLIENT on issues involving progress and general design compliance. CONSULTANT does not assume any responsibility for the quality, sequences, techniques, or timeliness of any contractor's work, job site safety, continuous onsite inspections, or any issues that fall outside of the CONSULTANT's scope of services as defined herein.
13. **GOVERNING LAWS** - The laws of the state of California shall govern the validity and interpretation of the Agreement.
14. **INSURANCE** - During the performance of work covered by this Agreement, CONSULTANT shall maintain the following insurance coverage:
  - a) Workers' Compensation Statutory
  - b) Commercial General Liability  
(includes Products & Completed Operations) \$2,000,000 each occurrence; \$4,000,000 aggregate
  - c) Automobile Liability \$1,000,000 combined single limit each accident
  - d) Professional Liability \$5,000,000 each claim; \$5,000,000 aggregate



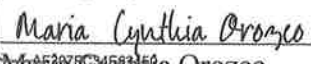
Landowner Drone Flight Consent Form

I, Maria Cynthia Orozco, confirm that I am the Chief Executive of the legal owner, Kulta Farms, LLC, of the real property located at and above 451 Old San Juan - Hollister Road, San Juan Bautista, California, and that on behalf of the legal owner I grant the City of San Juan Bautista and its contractor Schaaf & Wheeler, Inc. permission to access the property on the date of July 7, 2022, without restrictions, to perform the following activities using a drone:

Review the placement of fill within the floodplain on the property in furtherance of determining the volumetric displacement of the floodplain, including due to the displacement of fill and grading activities, from its condition as documented by topographical maps circa 2018 in the City's possession.

I further agree that the costs for this inspection shall be the responsibility of and paid by the Owner.

Signature & Date:

DocuSigned by:  
 July 5, 2022.  
Maria Cynthia Orozco  
For Kulta Farms, LLC

INFORMATION FOR THE LANDOWNER: The City of San Juan Bautista is covered by the insurance for tort liability. Claims may be filed against the City on account of property damage incurred by reason of the negligence of the City or its employees or contractors while acting within the scope of employment. If you have any questions or concerns about property damage or filing a claim you may contact the City Manager at 831-623-4661 ext. 14, 311 Second Street, San Juan Bautista, CA 95045.



## RIGHT OF ENTRY AGREEMENT

THIS RIGHT OF ENTRY AGREEMENT (hereinafter referred to as "Agreement") is entered into by and between Kulta Farms, LLC, a California limited liability company, (hereinafter "Owner") with the address of 381 Howard Court, P.O. Box 1712, Hollister, CA 95024, and the City of San Juan Bautista, a California municipal corporation (hereinafter "City") with the address of 311 Second Street, San Juan Bautista, CA 95045, as of the Effective Date defined herein.

### RECITALS

- A. Kulta Farms, LLC, is the owner of that certain real property located in the City of San Juan Bautista at 451 Old San Juan - Hollister Road (Assessor's Parcel No. 002-550-008) as described by **Exhibit "A"** attached hereto ("Owners' Property").
- B. Owner's Property is located within Federal Emergency Management Agency ("FEMA") Flood Hazard Zones AE and AO identified as a Special Flood Hazard Area (SFHA). SFHA are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year.
- C. The City has obtained credible evidence and has issued two Compliance Orders, Notices of Violation and Stop Work orders concerning conditions and activities which presently exist or have occurred on the Owner's Property which constitute violations of the City's Municipal Code. These conditions and activities include unpermitted grading, the importation of fill, the placement of fill adjacent to and within the floodplain channel for the San Juan Creek and areas preliminarily identified by the Army Corps of Engineers as a wetland.
- D. These violations constitute, but are not necessarily limited to, violations of the City's Zoning Ordinance (San Juan Bautista Municipal Code Title 11) and the Floodplain Ordinance (San Juan Bautista Municipal Code Title 12).
- E. The City has contracted with the firm of Schaaf & Wheeler, consulting civil engineers, to (1) review the placement of fill within the floodplain and to determine the volumetric displacement of the floodplain, including due to the displacement of fill and unpermitted grading activities, from its condition as documented by topographical maps circa 2018 in the City's possession; and (2) if necessary to prepare a hydrologic and hydraulic impact analysis using effective FEMA models and updated topography to determine the potential 100-year water surface elevation changes resulting from bringing fill onto the site including the preparation of a memo summarizing the impacts of the grading activities and recommendations to mitigate those impacts.
- G. In order to assess the above-described conditions on Owner's Property and take the actions described herein, the Owner is willing to grant access to the City and its contractors as described herein.



## AGREEMENT

NOW, THEREFORE, in consideration of the promises and covenants of the parties as set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. Right of Entry.

1.1 Owner hereby grants City a right of entry to permit the City and its contractors and subcontractors of any tier to enter upon and above (including through the use of a drone) Owner's Property, at such times as may be reasonably necessary, in order to assess the conditions now existing on the Owner's Property in furtherance of the development of a plan for remediation of all violations documented during the entry.

The City shall conduct all activities on the Owner's Property in accordance with applicable laws, regulations of the City and the County of San Benito ("County") and any other governmental entities with jurisdiction over the activities, including but not necessarily limited to, the California Department of Fish and Wildlife, the State Regional Water Quality Control Board, and the U.S. Army Corps of Engineers (collectively "Governmental Authority"). Such Governmental Authority may require Owner to enter additional agreements with said Governmental Authority prior to the issuance of the necessary permits for abatement and remediation. City agrees to cooperate with Owner and upon City's receipt of any additional agreements required by the Governmental Authority, City shall promptly review and, if necessary, reasonably approve such agreements; and then City shall fully execute and return them to Owner. Owner shall be responsible for obtaining all permits and a paying all related fees, including inspections. Owner shall pay all fees, costs and expenses associated with all activities conducted and improvements constructed on or about the Owner's Property pursuant to the provisions of this Agreement and/or any additional agreements required by the City or the Governmental Authority. In addition to the foregoing, Owner agrees to promptly provide a copy to the City of any permits, reports, correspondence and plan changes obtained or received from any such Governmental Authority.

1.2 City shall defend, indemnify and hold Owner harmless from any and all claims, losses, demands, liabilities and costs, including reasonable attorney's fees, arising out of or related to: (i) any injury or damage to the Owner's Property or to any person or property caused by City, its employees, contractors, or agents' activities on or about the Owner's Property pursuant hereto or otherwise. Furthermore, City agrees to prevent the recordation of any stop notices, mechanic's liens or encumbrances affecting the Owner's Property. This indemnity obligation by City shall survive the termination of the Agreement.

1.3 Prior to the City or City's contractors, subcontractor and agents entering the Owner's Property to conduct any activities related to this Agreement, the City shall provide Owner, at no cost to Owner, a memorandum of coverage for liability insurance insuring City against claims and liability for bodily injury, death or property damage including contractual liability, personal injury and products and completed operations with a Two Million Dollar (\$2,000,000.00) limit per occurrence and in the aggregate. Coverage shall include owned and non-owned and hired vehicles, as applicable in the amount of One Million Dollars (\$1,000,000),



worker's compensation in the statutorily required amount and Employer's Liability in the amount of \$1,000,000 per accident or disease. Owner shall be an additional insured on City's liability and automobile coverage. City's insurance shall be primary to any coverage maintained by the Owner. City shall cause to be furnished to the Owner evidence satisfactory to the Owner that any contractor with whom it has contracted for the performance of work on the Owner's Property or otherwise pursuant to this Agreement carries commercial general liability, auto insurance, workers' compensation and employer's liability insurance in the form and in the amounts required herein or as may be approved in advance and in writing by the Owner. The required memorandum shall be furnished by the City prior to commencement of any work on the Owner's Property. City shall continuously maintain such insurance coverage in full force and effect until termination of this Right of Entry and such coverage shall not be cancelled or modified.

1.4. If any repair is required by reason of the negligence or willful misconduct of the City or the City's contractor or subcontractor of any tier whose presence on the Owner's Property was permitted by this Agreement, then the City, at its expense, shall promptly make any and all repairs necessary to restore the Owner's Property to its condition immediately preceding such damage.

1.5 The City and its contractor and subcontractors of any tier shall not use, dispense, store, transport, expose Hazardous Material to or upon the Owner's Property, or authorize or direct the use, dispensing, storage, transportation or exposure of Hazardous Materials to or upon the Owner's Property. For purposes of this Agreement, the term "Hazardous Materials" means any material or substance which is (i) defined as a "hazardous waste," extremely hazardous waste," "restricted hazardous waste," "hazardous material," "hazardous substance," or any similar formation under or pursuant to any California or Federal statute or common law rule; (ii) petroleum and natural gas liquids as those terms are used in Section 109(14) of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 6901, et seq. (41 U.S.C. Section 6903); (iii) asbestos; (iv) polychlorinated biphenyls; (v) designated as a "hazardous substance" pursuant to Section 311 of the Clean Water Act, 33 U.S.C., Section 1251, et seq. (33 U.S.C. Section 1321) or listed pursuant to Section 307 of the Clean Water Act (33 U.S.C. Section 1317); (vi) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq. (42 U.S.C. Section 6903); or (vii) defined as a "hazardous substance" pursuant to Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601, et seq. (41 U.S.C. Section 9601).

1.6 Notwithstanding anything to the contrary contained herein, (i) the Owner shall have the right at any time to terminate City's access rights as set forth in subparagraph 1.1 above upon delivery of written notice of termination to City at the address given above, which termination shall be effective not earlier than ten (10) calendar days after delivery to City. City may terminate this Agreement at any time upon written notice to the Owner at the address given above, which termination shall be effective not earlier than ten (10) calendar days after delivery to the Owner. Furthermore the parties hereto agree that this Right of Entry shall expire automatically upon the conclusion of the City's activities on the Owner's Property. Any notice required by this subsection may be personally delivered or may be sent by overnight courier or by facsimile and shall be deemed received when delivered or when delivery is refused.



**Notice to the City:** City Manager  
City of San Juan Bautista  
311 Second Street  
San Juan Bautista, CA 95045  
E-mail: citymanager@san-juan-bautista.ca.us

**Notice to Owner:** Kulta Farms, LLC  
381 Howard Court  
P.O. Bo 1712  
Hollister, CA 95024  
Attention: Ms. Cynthia Orozco  
Email: [cynthia@midnightexpress.company](mailto:cynthia@midnightexpress.company)


2. **Modification.** This Agreement is not subject to amendment or modification except by a writing signed by the parties hereto.
3. **Assignment.** The City shall not assign this Agreement.
4. **Attorney's Fees.** In the event of any controversy, claim or dispute relating to this Agreement, or the breach thereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, attorney's fees, and costs.
5. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of California. Any action arising out of or connected with this Agreement shall be instituted and maintained in the San Benito County Superior Court.
6. **Authority.** The persons signing this Agreement for the Owner and the City hereby represent and warrants that he/she are fully authorized to sign this Agreement on behalf of the Owner and the City.
7. **Incorporation of Recitals.** The above recitals are true and correct, form a material part of this Agreement, and are incorporated herein by this reference.
9. **Counterparts.** This Agreement may be executed in two or more fully or partially executed counterparts, each of which will be deemed an original binding the signer thereof against the other signing parties, but all counterparts together will constitute one and the same instrument.
10. **Signatures.** Signatures to this Agreement given hereunder, transmitted by facsimile or electronic mail shall be valid and effective to bind the party so signing. Each party agrees to promptly deliver an execution original of this Agreement with its actual signature to the other party, but a failure to do so shall not affect the enforceability of this Agreement, it being expressly agreed that each party to this Agreement shall be bound by its own telecopied or e-mailed signature and shall accept the telecopied or e-mailed signature of the other party to this Agreement.



11. Effective Date. The Effective Date of this Agreement is the last date set forth opposite the signatures below.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the Effective Date.

CITY OF SAN JUAN BAUTISTA

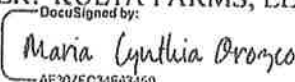
By:   
Don Reynolds, City Manager

Date 7.8.22 2022

Approved as to form:

By: \_\_\_\_\_  
Robert Rathie, City Attorney

OWNER: KULTA FARMS, LLC.

By:   
AF30/FC31E03460...

Maria Cynthia Orozco, Chief Executive  
7/8/2022

Date: \_\_\_\_\_ 2022

Approved as to form:

By: \_\_\_\_\_  
Aaron Johnson, Attorney for the Owner



EXHIBIT "A"

Legal Description of Owners' Property

That certain real property situated in the City of San Juan Bautista, County of San Benito, State of California, described as follows:

Parcel 2, as said parcel is shown on Parcel Map filed April 26, 1976 in Book 3 of Parcel Maps, at Page 8, San Benito County records.

APN 002-550-008



870 Market Street, Suite 1278  
San Francisco, CA 94102  
415-433-4848  
415-433-1029  
rlee@swsv.com

**SCOPE MEMO**  
**VIA EMAIL**

TO: City of San Juan Bautista DATE: August 15, 2022

FROM: Dan Schaaf, PE JOB #: S&WP  
Robin J. Lee, PE

SUBJECT: Midnight Express Floodplain Violation and Hydraulic Conveyance Study  
Recommendations

Schaaf & Wheeler is providing you with this scope and fee to provide the City with a high-level review of the floodplain violations that have occurred at the Midnight Express property in San Juan Bautista. Specifically, the site is location within the FEMA mapped Special Flood Hazard Zone AO with a depth of two feet. Grading on the site has been occurring that has the potential to impact the floodplain. IN addition, the City has stated that material has been placed illegally into the creek channel.

This proposal is a high-level overview of the impacts that have occurred and recommendations as to how the City should proceed to ensure compliance with the National Floodplain Insurance Policy (NFIP). A brief memo with references to both City municipal code and FEMA guidance will be prepared as well as one (1) site visit to document in person the grading and fill that has been placed on site. In addition, cross section surveys will be taken of the creek along the property and compared to FEMA hydraulic models to compare hydraulic conveyance capacity in terms of cross sectional area and slope.

**Schaaf & Wheeler proposes to complete the following scope of work:**

### Task 1: Review of Background Documentation and Site Visit

Schaaf & Wheeler will review the approved grading plans and other material applicable to the placement of fill within the floodplain. Staff will visit the site once to observe the current placement of fill and grading that has occurred as compared to the plans and to the floodplain.

### Task 2: Floodplain Impact based on Volume Fill Placed and Topographical Changes

Schaaf & Wheeler will perform cursory calculations to determine the volumetric displacement of the floodplain storage that has occurred based on the visual locations of fill placement and the proposed grading plans from. This scope includes one day of survey via drone flight to prepare existing topographical contours to see if there are any changes since the grading plans



that the City have provided from 2018. This task does not involve any detailed hydraulic analysis, that is scoped as an optional task below.

### Task 3: Technical Memorandum of Floodplain Violations and Recommendations

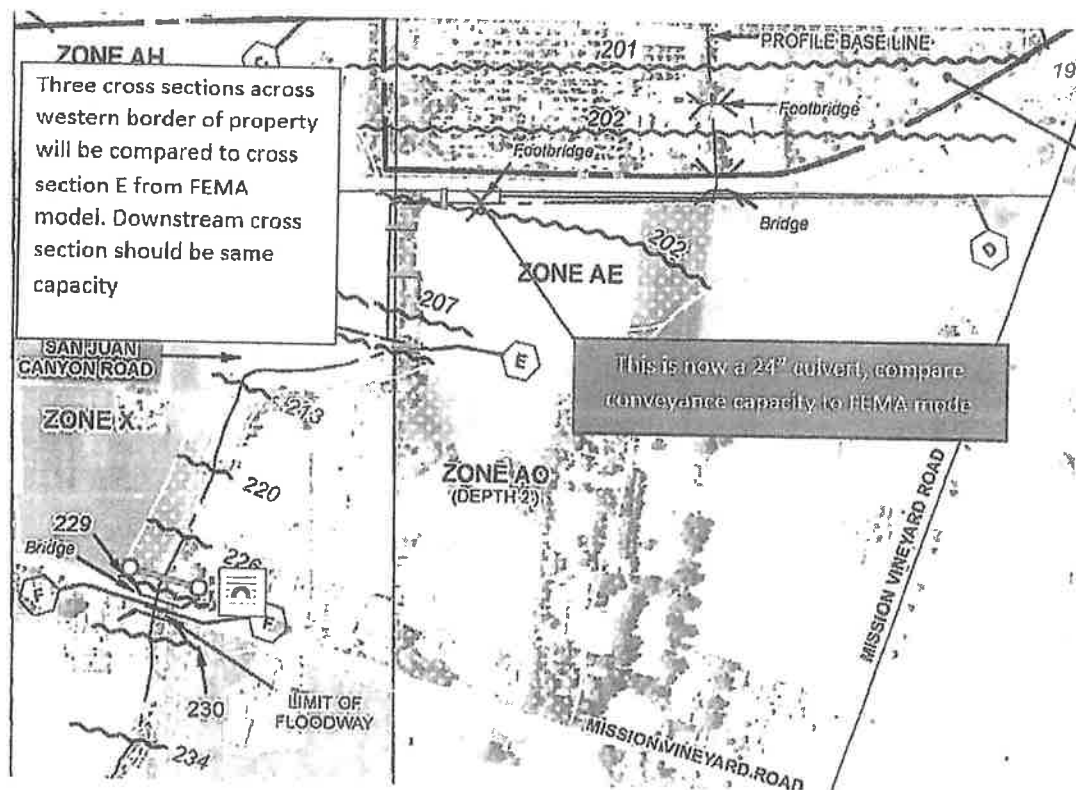
Schaaf & Wheeler will summarize the observed floodplain violations and reference both City and FEMA codes that have been violated. The memo will also provide some recommendations of how the City should proceed to ensure that the property is in compliance with floodplain regulations.

### Task 4: Coordination

Schaaf & Wheeler will be available via conference call and telephone for the duration of the project to coordinate with the City. This scope excludes in-person meetings and coordination with property owner. This scope does include one (1) site visit under task 1. This scope is limited to meetings that pertain to the subject property only and the placement of fill, this scope does not include additional violations or review of neighboring properties that may have also placed fill. It is assumed that three (3) conference calls will be include into this scope.

### Task 5: Creek Survey Cross Sections

Sub consultant Kier + Wright will survey up to five (5) cross sections of the creek bed. Four of the cross sections will be at the creek adjacent to the property and one cross section upstream. Survey points will be at the top of soil or the creek bed and side slopes. This may require the cutting of some debris and vegetation for survey crews to obtain clear GPS shots. Photographs will be taken to show debris buildup. The Figure below shows the survey cross sections in red.





**Task 6: Hydraulic Conveyance Capacity of Creek Compared to FEMA Hydraulic Model**

Schaaf & Wheeler will request the FEMA effective model and compare lettered cross sections E and F with current surveyed cross sections collected in Task 5. A brief technical memorandum will be prepared summarizing the comparison on hydraulic conveyance capacities of the creek and recommended conveyance capacity that the creek should be restored to in order to provide similar conveyance to what creek previously had. The debris will be compared to the Manning's n value to see how the current debris and vegetation compare to the vegetation and debris that FEMA assumed in the Manning's n value.

Note that this scope does not include determination of when or who placed the debris and fill in the creek, it merely compares the capacity and recommends what it should be. This scope also does not include detailed hydraulic modeling as the basis of the conveyance will be cross sectional area provided by the cross sections.

**Schedule and Fee**

Schaaf & Wheeler proposes to complete this work on a time and materials basis for a fee not to exceed \$27,030 (see Table 1).

Task 1 – 3 has been completed at this time. Task 5 will be scheduled within 1-2 weeks of noticed to proceed and survey data will be provided 2 weeks after fieldwork is conducted. Task 6 will be completed in 2 weeks after receiving data from FEMA. It should be noted that it can take up to 4 weeks to receive FEMA data. The total duration of Tasks 5-6 is estimated to be around 6-8 weeks.

Work will be billed in accordance with our 2022 charge rate (attached). Standard provisions dated April, 2017 (attached) apply. We look forward to working with you on this important review and helping the City better understand the hydraulic capacity of San Juan Creek. If you have any questions regarding this scope and budget, do not hesitate to contact me at (415) 271-3117 or rlee@swwsv.com.

**Table 1 – Project Fee**

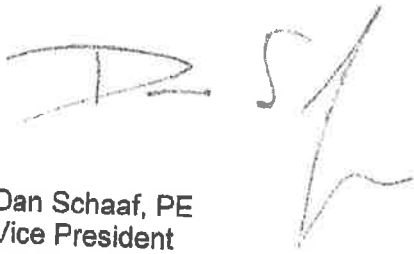
Task No.	Description	Senior Project Manager \$235/hr	Assistant Engineer \$185/hr	Topographical Survey	Labor Costs \$
1	Review Background Data	4	8		\$2,420
2	Floodplain Volume Calculations	4	6		\$7,550
3	Technical Memorandum	4	4	\$5,500	\$1,680
4	Coordination	8	4		\$2,620
5	Creek Survey Cross Section	4		\$5,500	\$6,440
6	Hydraulic Conveyance Capacity Changes*	8	24		\$6,320
<b>TOTAL</b>					<b>\$27,030</b>

\*includes \$400 FEMA fee for data request

Best regards,



SCHAAF & WHEELER

A handwritten signature in dark ink, appearing to be 'D. Schaaf', written in a cursive style.

Dan Schaaf, PE  
Vice President  
RCE 57617

I DO HEREBY AUTHORIZE SCHAAF & WHEELER TO PROCEED FORWARD WITH THE  
EXECUTION OF THIS SCOPE OF WORK AS DESCRIBED HEREIN.

Name, Title

Date



# San Juan Bautista City Invoices

smartsheet

Invoice Date	Agency's Invoice #	Hourly Rate	Time	Total Fee Charged	City's Admin. Fee 15%	Agency + City Fee Total	City's Invoice number
1 July 16, 2019	Harris & Asso. #41741		160	1.5	240	36 Paid \$276	264
2 July 16, 2019	Harris & Asso. #41744		170	6	1020	153 Paid \$1173	264
3 August 9, 2019	Harris & Asso. #41992		170	1	170	25.5 Paid \$195.5	264
4 Sept. 13, 2019	CSG #26556		220	1.5	330	49.5 Paid \$379.5	264
5 Sept. 13, 2019	CSG #26556		165	8	1320	198 Pals \$1518	264
6 Oct. 14, 2019	CSG #27030		220	2	440	66 Paid \$506	264
7 Dec. 12, 2019	4 Leaf #J3602A1		120	?	60	9 Paid \$69	264
8 Feb. 18, 2020	4 Leaf #J3602A3		120	6	720	108	264
9 March 16, 2020	4 Leaf #J3602A4		120	4	480	72	264
10 April 14, 2020	4 Leaf #J3602A5		120	2	240	36	264
11 May 12, 2020	4 Leaf #J3602A6		120	8	960	144	264
12 May 11, 2020	CSG #30588	Need Clarity 220	?	110	16.5	\$0.00	264
13 June 10, 2020	4 Leaf #J3602A7		120	2	240	36	264
14 June 15, 2020	CSG #31155	Need Clarity 220	?	110	15.5 Paid	15.5 Paid	264
15 June 15, 2020	CSG #31155	Need Clarity 220	185	4.5	832.5	124.88 Paid \$957.38	264
16 July 7, 2020	Harris & Asso. #45337						264
17 July 1, 2020	S.B. Eng. #5796	not billable		0	19.8	2.97 Paid	264
18 July 14, 2020	4 Leaf #J3602A8		125	2	\$250.00	37.5 Paid \$287.5	264
19 July 20, 2020	CSG #31783		220	\$2.25	495	74.25 Paid \$569.25	264
20 Total						\$3,036.00	264
21							
22 Aug. 17, 2020	CSG Inv. #32179	Double Billed					
23 Aug. 12, 2020	Harris & Asso. #45754		185	10	1850	277.5	278
24 Aug. 11, 2020	Well. Law Office #25424		195	0.8	156	23.4	278
25 Aug. 17, 2020	CSG #32009		240	0.75	180	27	278
26 Sept. 11, 2020	Harris & Asso. #46084		185	6.25	1156.25	173.44	278
27 Oct. 14, 2020	Harris & Asso. #46429		185	0.5	92.5	13.88	278
28 Nov. 10, 2020	Harris & Asso. #46624		185	4	740	111	278
29 Nov. 23, 2020	Well. Law Office #25545		195	0.2	39	5.85	278
30 Dec. 8, 2020	Harris & Asso. #46842		185	13.25	2451.25	367.69	278
31 Dec. 14, 2020	Well. Law Office #25588		195	0.3	58.5	8.78 Paid \$67.28	278
32 Jan. 08, 2021	CSG #34634	Double Billed					278
33 Jan. 12, 2021	Harris & Asso. #47101		185	1.75	323.75	48.57 Paid \$372.32	278
34 Jan. 12, 2021	CSG #34830		210	4	840	126 Paid \$966	278
35 Feb. 10, 2021	4 Leaf #J3602A15		92	3	246	36.9 Paid \$282.9	278
36 Feb. 12, 2021	CSG #35112	Double Billed					278
37 Feb. 17, 2021	CSG #35371		210	1.5	315	47.5 Paid \$362.25	278
38 Feb. 21, 2021	Harris & Asso. #47594		185	0.75	136.75	20.82 Paid \$159.57	278
39 Feb. 23, 2021	Well. Law Office # 25664		195	0.4	78	11.7 Paid \$89.7	278
40 March 3, 2021	Harris & Asso. #47882		185	1.5	277.5	41.63 Paid \$319.13	278
41 April 9, 2021	Harris & Asso. #48043		185	0.5	92.5	13.88	278
42 May 12, 2021	Harris & Asso. #48392		185	2	370	55.5	278
43 May 14, 2021	CSG #36827		220	2	440	66	278
44 Total						\$6,702.64	278
45							
46							
47 Aug. 10, 2021	Harris & Asso. #49419		185	8.75	1618.75	242.82	279
48 Aug. 13, 2021	4 Leaf #J3602A21		133	2	266	39.9	279



Invoice Date	Agency's Invoice #	Hourly Rate	Time	Total Fee Charged	City's Admin Fee 15%	Agency + City Fee Total	City's Invoice number
49 Aug. 17, 2021	CSG #38424						
50 Sept. 14, 2021	4 Leaf #J3602A22	needs clarity 220	133	6	798	119.7	279
51 Sept. 15, 2021	CSG #39119		240	1.5	360	54	279
52 Sept. 15, 2021	CSG #39119		165	0.5	82.5	12.38	279
53 Sept. 16, 2021	Harris & Asso. #49837		185	2	370	55.5	279
54 Oct. 15, 2021	Harris & Asso. #50158		185	0.5	92.5	13.88	279
55 Feb. 11, 2022	CSG #42013		220	1	220	33	279
56 Total						\$4,378.93	279
57							
58							
59 Feb. 11, 2022	CSG #42013		220	1	220	33	287
60 March 11, 2022	CSG #42516		220	0.5	110	16.5	287
61 April 21, 2022	4 Leaf Inc #J3602A29		133	4	532	79.8	287
62 May 13, 2022	CSG #43850	Need Clarity 220	?				287
63 June 8, 2022	Harris & Asso. #52984		185	6	1110	166.5	287
64 June 10, 2022	CSG #44316	Need Clarity 220	?				287
65 July 8, 2022	Harris & Associates	Need Clarity 220	?				287
66 July 11, 2022	Well. & Rathie #26203		160	4.8	768	115.2	287
67 Aug. 10, 2022	Well. & Rathie #26225	Need Clarity 220	?				287
68 Aug. 2, 2022	CSG #45251		220	6.25	1375	206.25	287
69						1581.25	287
70						\$4,732.25	287
71							
72							
73							
74							



City of San Juan Bautista  
P.O. Box 1420  
San Juan Bautista, CA 95045

Fault Investigation  
Peer Review

# Invoice

Date	Invoice #
12/31/2017	284

Bill To
Midnight Express

Terms	Account #

Description	Rate	Amount
Project expense reimbursement	9,781.00	9,781.00
Administrative Charge 15%	15.00%	1,467.15
Total		\$11,248.15



**Invoice #**

16466

# INVOICE

1870 Olympic Blvd. Suite 100  
Walnut Creek, Ca. 94596  
(925) 935-9771 Fax (925) 935-9773

**FEDERAL TAXPAYER NUMBER: 68-0297918**

**Bill To:**

City of San Juan Bautista  
P.O. Box 1420  
San Juan Bautista, CA 95045  
Attn: Roger Grimsley

**Job Location:**

Midnight Peer Review  
APN 002-550-008  
Old San Juan - Hollister Road

**PLEASE PAY  
THIS AMOUNT**

**\$3,630.00**

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

-----  
PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT



	Terms	Rep	Project	Past Due Date
	Due on receipt	GRF	171420/Midnight Peer ...	11/7/2017
Description	Hours/Qty	Rate	Amount	
Midnight Peer Review APN 002-550-008 Old San Juan - Hollister Road  Progress billing through November 7, 2017  Services provided included: Review of draft fault investigation report; provision of preliminary comments; review of final fault investigation report; preparation of final review letter; telecom City of SJB (ET).  STAFFING: Principal Geologist - RF Project Geologist	14.5 2.5	225.00 147.00	3,262.50 367.50	

WE APPRECIATE YOUR PROMPT PAYMENT FOR PROFESSIONAL SERVICES PROVIDED. ACCOUNTS WHICH REMAIN UNPAID AFTER "PAST DUE DATE" WILL BE SUBJECT TO A SERVICE CHARGE OF 1.5% PER MONTH.

Total	\$3,630.00
Payments/Credits	\$0.00
Balance Due	\$3,630.00





Invoice Date  
10/9/2017

Invoice #  
16425

INVOICE

1870 Olympic Blvd, Suite 100  
Walnut Creek, Ca. 94596  
(925) 935-9771 Fax (925) 935-9773

Job Location:

Midnight Peer Review  
APN 002-550-008  
Old San Juan - Hollister Road

FEDERAL TAXPAYER NUMBER: 68-0297918

Bill To:

City of San Juan Bautista  
P.O. Box 1420  
San Juan Bautista, CA 95045  
Attn: Roger Grimsley

**PAID**  
10/30/2017

PLEASE PAY  
THIS AMOUNT

\$0.00

☐ Please check box if address is incorrect or has changed, and indicate change(s) on reverse side.

PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT



Terms	Rep	Project	Past Due Date	
Due on receipt	GRF	171420/Midnight Peer ...	10/9/2017	
Description		Hours/Qty	Rate	Amount
Midnight Peer Review APN 002-550-008 Old San Juan - Hollister Road  Progress billing through September 30, 2017  Services rendered: Consultation with applicant's consultant; download and preliminary review of draft report.  STAFFING: Principal Geologist - RF		1.5	225.00	337.50

WE APPRECIATE YOUR PROMPT PAYMENT FOR PROFESSIONAL SERVICES PROVIDED. ACCOUNTS WHICH REMAIN UNPAID AFTER "PAST DUE DATE" WILL BE SUBJECT TO A SERVICE CHARGE OF 1.5% PER MONTH.

Total	\$337.50
Payments/Credits	-\$337.50
Balance Due	\$0.00





Invoice Date

9/11/2017

Invoice #

16278

**INVOICE**

1870 Olympic Blvd. Suite 100  
Walnut Creek, Ca. 94596  
(925) 935-9771 Fax (925) 935-9773

FEDERAL TAXPAYER NUMBER: 68-0297918

**Bill To:**

City of San Juan Bautista  
P.O. Box 1420  
San Juan Bautista, CA 95045  
Attn: Roger Grimsley

**Job Location:**

Midnight Peer Review  
002-550-008  
Old San Juan - Hollister Road

**PAID**  
10/19/2017

**PLEASE PAY  
THIS AMOUNT****\$0.00**

☐ Please check box if address is incorrect or has  
changed, and indicate change(s) on reverse side.



PLEASE DETACH AND RETURN TOP PORTION WITH PAYMENT

Terms	Rep	Project	Past Due Date	
Due on receipt	GRF	171420/Midnight Peer ...	9/11/2017	
Description		Hours/Qty	Rate	Amount
Midnight Peer Review APN 002-550-008 Old San Juan - Hollister Road				
Progress billing through August 31, 2017				
Services rendered: Site visit to observe test pits, site visits to review trench excavations, phone consultations, review local geology.				
STAFFING:				
Principal Geologist - RF		27.25	225.00	6,131.25
Project Administrator		0.25	79.00	19.75

WE APPRECIATE YOUR PROMPT PAYMENT FOR PROFESSIONAL  
SERVICES PROVIDED. ACCOUNTS WHICH REMAIN UNPAID AFTER  
"PAST DUE DATE" WILL BE SUBJECT TO A SERVICE CHARGE OF  
1.5% PER MONTH

Total	\$6,151.00
Payments/Credits	-\$6,151.00
Balance Due	\$0.00



City of San Juan Bautista

P.O. Box 1420

San Juan Bautista, CA 95045

# Invoice

Date	Invoice #
7/1/2020	264

<b>Bill To</b>
Midnight Express Cynthia Orozco PO Box 17212 Hollister, CA 95024

Terms	Account #
Due on receipt	

Description	Rate	Amount
CSG Consultants for 7/27/2019 - 6/30/2020 see attached documentation (invoice 26556, 27030, 30588, 31155 & 31783)	2,970.00	2,970.00
4Leaf, Inc. for 7/1/2019 - 6/30/2020 see attached documentation (invoice J3602A1, J3602A3, J3602A4, J3602A5, J3602A6, J3602A7 & J3602A8)	3,670.00	3,670.00
Harris & Associates for 5/26/2019 - 6/27/2020 see attached documentation (invoice 41741, 41744, 41992, & 45337)	2,262.50	2,262.50
San Benito Engineering & Surveying, Inc. Invoice dated 7/1/2020	19.80	19.80
Reimbursable Expenses Subtotal		8,922.30
Administrative Charge 15%	15.00%	1,338.35
Remit to City of San Juan Bautista P.O.Box 1420 San Juan Bautista, CA 95045		<b>Total</b> \$10,260.65





550 Pilgrim Drive  
Foster City, CA 94404

# COPY

## Invoice

Employee-Owned

City of San Juan Bautista  
Ed Tewes  
Interim City Manager  
312 Second Street  
San Juan Bautista, CA 95045

RECEIVED  
SEP 23 2019

BY: 

Invoice 26556  
Invoice Date 09/13/2019


Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Land Development Reviews

Billing Period 07/27/2019 - 08/30/2019

**498 Lasuen Drive - Civil Review  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael				
	07/30/2019	1.00	220.00	220.00
Review of comments with City staff				
SERVICES : Subtotal				1.00 220.00
498 Lasuen Drive - Civil Review				1.00 \$220.00

 619-19  
✓ 619-19

**The Alameda - Civil Review  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Chan, Catherine				
PC#1 - Review plans and stormwater requirements	07/29/2019	2.00	165.00	330.00
PC#1 - review plans	08/01/2019	2.00	165.00	330.00
PC#1 - Review plans; draft comments	08/02/2019	2.00	165.00	330.00
PC#1 - Review COAs and draft comments; review plans	08/06/2019	2.00	165.00	330.00
PC#1 - Review COAs and draft comments; review plans	08/08/2019	4.00	165.00	660.00
PC#1 - Review COAs and draft comments; review plans	08/09/2019	2.00	165.00	330.00
PC#1 - Review COAs and draft comments; review plans	08/12/2019	1.00	165.00	165.00

POSTED  
9/27/19

Info over →



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Land Development Reviews

Invoice  
Invoice Date

26556  
09/13/2019

<i>PC#1 - Continue to review plans and COA; drafted comments</i>	08/14/2019	1.00	165.00	165.00
<i>PC#1 - Continue to review plans and COA; drafted comments</i>	08/15/2019	1.00	165.00	165.00
<i>PC#1 - Finalized comments and return to City Lander, Mark</i>	08/14/2019	2.00	220.00	440.00
<i>1st Plan Review</i>	08/15/2019	0.25	220.00	55.00
<i>1st Plan Review</i>				
SERVICES : Subtotal		19.25		3,300.00
The Alameda - Civil Review		19.25		\$3,300.00

6/19-19  
6/19-19

**Midnight Express  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael	08/19/2019	0.50	220.00	110.00
<i>Coordination of plan review</i>	08/29/2019	1.00	220.00	220.00
<i>Review of CSG comments wit City manager and permit technician</i> Chan, Catherine	08/22/2019	2.00	165.00	330.00
<i>PC#4 - Preliminary review of submittal and sewer calcs</i>	08/23/2019	2.00	165.00	330.00
<i>PC#4 - Review SWMP</i>	08/26/2019	2.00	165.00	330.00
<i>PC#4 - Continue to review SWCP</i>	08/27/2019	1.00	165.00	165.00
<i>PC#4 - finalized draft comments; pending QA/QC</i>	08/28/2019	1.00	165.00	165.00
<i>PC#4 - send comments to City</i>				
SERVICES : Subtotal		9.50		1,650.00
Midnight Express		9.50		\$1,650.00

6/19-19  
6/19-19

**Copperleaf  
SERVICES:**

Date   Hours   Rate   Amount



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Land Development Reviews

Invoice  
Invoice Date

26556  
09/13/2019

Ballard, Michael

08/29/2019 0.50 220.00 110.00

*Review of punchlist status*

604-19  
604-19

SERVICES : Subtotal	0.50	110.00
Copperleaf	0.50	\$110.00

**Rancho Vista  
SERVICES:**

<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
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Ballard, Michael

08/29/2019 1.00 220.00 220.00

*Review of issues w/it City manager and inspector*

604-19  
604-19

SERVICES : Subtotal	1.00	220.00
Rancho Vista	1.00	\$220.00

**Invoice Total \$5,500.00**

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

**PROJECT SUMMARY**

Previously Billed	4,070.00
Current Invoice	5,500.00





550 Pilgrim Drive  
Foster City, CA 94404

POSTED  
12/14/19

COPY

Invoice

Employee-Owned

Invoice 27030  
Invoice Date 10/14/2019

City of San Juan Bautista  
Ed Tewes  
Interim City Manager  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Land Development Reviews

Billing Period 08/31/2019 - 09/27/2019

**Midnight Express  
SERVICES:**

*604-19 OK JSP*

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael	09/03/2019	1.00	220.00	220.00
meeting with City staff	09/05/2019	0.50	220.00	110.00
approve site plans	09/06/2019	0.50	220.00	110.00
review of improvement agreement				

SERVICES : Subtotal	2.00	440.00
Midnight Express	2.00	\$440.00

**Copperleaf  
SERVICES:**

*604-19 OK JSP*

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael	09/17/2019	2.00	220.00	440.00
Meeting with developer	09/19/2019	4.00	220.00	880.00
field meeting with developer rep, review of sewer video				

SERVICES : Subtotal	6.00	1,320.00
Copperleaf	6.00	\$1,320.00

Rancho Vista



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Land Development Reviews

Invoice  
Invoice Date 27030  
10/14/2019

**SERVICES:**

Ballard, Michael

604-19  
Rancho Vista

<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
09/05/2019	0.50	220.00	110.00

*Coordination with Kimley Horn regarding roundabout review*

SERVICES : Subtotal	0.50	110.00
Rancho Vista	0.50	\$110.00

**1112 Third Street  
SERVICES:**

604-19 80 JHP

Chan, Catherine

<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
09/12/2019	4.00	165.00	660.00

*PC#2 - Review project plans and draft comments; QA/QC w/  
PM*

09/13/2019	4.00	165.00	660.00
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*PC#2 - Finalize review, comments and redlines and send to City*

SERVICES : Subtotal	8.00	1,320.00
1112 Third Street	8.00	\$1,320.00

**Invoice Total \$3,190.00**

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

**PROJECT SUMMARY**

Previously Billed	9,570.00
Current Invoice	3,190.00





550 Pilgrim Drive  
Foster City, CA 94404

COPY

PAID  
05/11/2020

Invoice

Employee-Owned

Invoice 30588  
Invoice Date 05/11/2020

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

OG to pay  
S&P

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 04/24/2020

**City Engineer/Staff Augmentation  
SERVICES:**

Ballard, Michael

Review of misc park projects

Calls with rrm and Harris Associates

City Council report for Luck Park  
Meditch, Sandra

staff aug

staff aug

staff aug  
Behzad, Fatemeh

Review emails and project status

Met w/ Sandra to review all project's status, Loayza map, Well #5

Respond to emails, review Loayza's map, conference call with Terry

letter to L&S re. Loayza, CTC webinar, conversation with Chapin, review Third ST bids, conversation with Oliver Well #5 & 6

Lack Pl Project  
604-188  
801

604-19

	Date	Hours	Rate	Amount
	03/30/2020	1.00	220.00	220.00
	04/06/2020	2.00	220.00	440.00
	04/13/2020	3.00	220.00	660.00
	03/31/2020	7.00	210.00	1,470.00
	04/02/2020	3.00	210.00	630.00
	04/03/2020	6.00	210.00	1,260.00
	04/06/2020	2.00	220.00	440.00
	04/07/2020	5.00	220.00	1,100.00
	04/08/2020	4.00	220.00	880.00
	04/09/2020	8.00	220.00	1,760.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

30588  
05/11/2020

	04/10/2020	3.00	220.00	660.00
Review annexation projects, agreement for 3rd st, emails	04/13/2020	4.00	220.00	880.00
Review emails and project status. Review Well No. 6, No.5, contacted Salinas Pump	04/14/2020	4.00	220.00	880.00
Review staff report for Park Project, Conference call with Cal Am and SCADA Rep., Review email from Oliver	04/15/2020	5.00	220.00	1,100.00
Review emails, review Loayza's map, Discussion with Terry re. Well 6&5, email Loayza's letter	04/16/2020	5.00	220.00	1,100.00
Review 3rd st bid package, talked to Mike, SCADA Rep, Review PMP Report	04/17/2020	4.00	220.00	880.00
Review PMP report, Review email from Terry re. Maggiora	04/20/2020	2.50	220.00	550.00
Review emails and project status. Review PMP	04/21/2020	2.00	220.00	440.00
Review emails, PMP and Conference call with Nourdin and Don	04/22/2020	6.00	220.00	1,320.00
Discussion with Terry re. Well No.6 & RV, review emails, conversation with Don re. Loayza's subdivision & 3rd St, drafting Notice of award and contract for Chapin	04/23/2020	6.00	220.00	1,320.00
Finalize NOA & Contract for Chapin, Conversation with Don re. Loayza and Dadwal projects, email to Jeff re. Loayza, talked to Todd re. Loayza, Talked to David re. Loayza, midnight express and Dadwal project, review project status	04/24/2020	5.00	220.00	1,100.00
Review PMP, talked to Jon Cakus, review Ranch Vista punch list				
De Leeuw, Terry	04/01/2020	4.00	140.00	560.00
✓ Construction Management	04/02/2020	2.00	140.00	280.00
✓ Construction Management				

SERVICES : Subtotal  
City Engineer/Staff Augmentation

93.50  
93.50

19,930.00  
\$19,930.00

Invoice Total \$19,930.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice 30588  
Invoice Date 05/11/2020

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

#### PROJECT SUMMARY

Previously Billed	161,888.23
Current Invoice	19,930.00





550 Pilgrim Drive  
Foster City, CA 94404

Employee-Owned

**COPY**  
Invoice

Invoice 31155  
Invoice Date 06/15/2020

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Aug Services

Billed through 05/31/2020

**City Engineer/Staff Augmentation  
SERVICES:**

	Date	Hours	Rate	Amount
Behzad, Fatemeh 604-19	04/27/2020	4.50	220.00	990.00
Review emails and project status. Respond to all emails. <del>Review RMP and contact CAPS. Review RV punch list.</del> contract for tank cleaning	04/28/2020	5.00	220.00	1,100.00 110 -
Review and respond to emails. Calls with Terry Re. Mid Night Express. Review SS design. RV partial Acceptance. Conference call with Mike Maggiora Well 6	04/29/2020	5.50	220.00	1,210.00
Conference call with Paul Re. RMP, Email from Terry Re. Well No. 5&6, Review contract & Bonds for 3rd St CIP	04/30/2020	7.00	220.00	1,540.00 10 -
Conference call with Don & David re. Loayza, Dadwal and Mid night Express project, review COA and reimbursement agreement for Dadwal project, Conversation with Todd & Terry, Loayza PM and RAB dedication	05/01/2020	6.00	220.00	1,320.00
Emails re. encroachment Permit process, calls with Terry, setting up pre-con for 3rd st. with Don re. Copperleaf, calls with Terry re. punch list items for Copperleaf, setting up a meeting for wells, emails on SB1 and funds	05/04/2020	2.50	220.00	550.00
Review emails and project status. Respond to all emails. <del>Review RMP and forward to Don</del>	05/05/2020	5.00	220.00	1,100.00
Review and respond to emails. Calsmart registration, 2021 project list, Copperleaf punch list	05/06/2020	4.00	220.00	880.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Aug Services

Invoice  
Invoice Date

31155  
06/15/2020

Visit RV site with Terry, Copperleaf walk thru /punch list

05/07/2020

5.00

220.00

1,100.00

Conversations with Todd & David re. Dadwal and slope  
easement at RV, review Map Act, COG Meeting, review project  
list for COG

05/08/2020

1.00

220.00

220.00

Review emails and PMP for staff report

05/11/2020

2.00

220.00

440.00

Review emails and project status. Respond to all emails.  
Review open space deeds for Rancho Vista, check map Act,  
Review Dadwal gas station

05/12/2020

2.50

220.00

550.00

Conference call with Dave re. RV variance and open space,  
changing the project list for Veronica, Staff report for PMP

05/13/2020

2.00

220.00

440.00

Review and respond to emails, staff report for PMP

05/14/2020

1.00

220.00

220.00

conversation with Terry re. corrective action for striping at  
Copperleaf, punch list for Copperleaf

05/15/2020

1.50

220.00

330.00

Review Dadwal project and plan check comments, review  
emails re. PG&E, SB1

05/18/2020

1.50

220.00

330.00

Review and respond to emails, multiple emails re. Sanitary  
Sewer

05/19/2020

2.50

220.00

550.00

Review and respond to emails. review Dadwal project, Review  
Ranch Vista punch list items, contacted Crist Re. Re-opening  
SJB

05/20/2020

2.00

220.00

440.00

Conversation with PG&E re. Application for SS lift Station,  
process memo for RV re. Open Space

05/21/2020

2.00

220.00

440.00

Discussion with Keith Higgins, conversation with Don Re. Re-  
opening SJB, visit downtown

05/26/2020

4.00

220.00

880.00

Review punch list for Copperleaf, conference call with Don &  
Keith, review proposal for Higgins, Review emails re. Re-  
opening SJB

05/27/2020

4.00

220.00

880.00

Review 105 sjhol rd ss lateral, meeting with Mayor & merchants,  
Review encroachment permit application

05/28/2020

1.00

220.00

220.00

Review Re-opening SJB, contacting Crisp, conversations w/  
Keith Higgins re. Design

05/29/2020

1.50

220.00

330.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Aug Services

Invoice  
Invoice Date

31155  
06/15/2020

Log in Calsmart re. SB1, review resolution & project list,  
conversations with Keith re. design & contacting Crisp

SERVICES : Subtotal	73.00	16,060.00
City Engineer/Staff Augmentation	73.00	\$16,060.00

**Well 6 - Project 19-26**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh	05/04/2020	1.00	220.00	220.00
Conference Call with Oliver and Danny, Discussion with Oliver	05/05/2020	1.00	220.00	220.00
Discussion on Chlorine Pump, Setting meeting, correspondence w/Danny	05/11/2020	1.00	220.00	220.00
Conference Call with Oliver and Danny to go over the issues with Well No. 6, conference call with Terry re. Well No. 6	05/15/2020	0.50	220.00	110.00
conversation with Terry & Armando re. flowmeter at Well #1 & Well No. 6	05/20/2020	0.50	220.00	110.00
Conversation with Armando Re. Well No. 6, conversation with Nick re. Encroachment Permit	05/22/2020	1.50	220.00	330.00
Memo to Maggiora, contacted Mike Maggiora re. Well No. 6, contacted Oliver re. Well No. 1 & 6	05/28/2020	2.00	220.00	440.00
conversations w/ Maggiora & Danny, respond to Maggiora's email, Well No. 6 punch list	05/29/2020	2.00	220.00	440.00
Review punch list with Terry, mutiple calls w/ Maggiora, review emails from Danny				
SERVICES : Subtotal	9.50		2,090.00	
Well 6 - Project 19-26	9.50		\$2,090.00	

**Third Street Reconstruction, Project 19-9**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh	05/04/2020	1.50	220.00	330.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Aug Services

Invoice  
Invoice Date

31155  
06/15/2020

Discussion w/ Frank Lopez, Pre-con Agenda, setting files	05/05/2020	1.00	220.00	220.00 ✓
Review 3rd Street Specifications, Pre-con discussion with Terry	05/06/2020	3.00	220.00	660.00 ✓
Review project with Terry, pre-construction mtg, submittals	05/07/2020	2.00	220.00	440.00 ✓
Review Transmittals, community letter	05/08/2020	1.00	220.00	220.00 ✓
Review Transmittals	05/11/2020	4.50	220.00	990.00
Discussion with Terry re. Weekly meeting and outstanding issues, conversation with Don re. Community meeting, review multiple submittals	05/12/2020	5.50	220.00	1,210.00
Review schedules, review submittals, review residents letter	05/13/2020	5.00	220.00	1,100.00
Review submittals, COmmunity meeting at SJB, Weekly meeting,	05/14/2020	6.50	220.00	1,430.00
Review submittals, respond to emails re. surveying, contact PG&E re. 3rd st, conversation with ms. Vonk re. sewer lateral	05/15/2020	4.50	220.00	990.00
Review submittals, mutiple contacts with PG&E, Review and discussion on pothole locations, sanitary sewer depth	05/18/2020	5.50	220.00	1,210.00
Review submittals, discussion on construction issues, potholes issues, Discovered concrete	05/19/2020	5.50	220.00	1,210.00
Review submittals, weekly meeting, potholes locations, multiple conversations with Eric & Terry	05/20/2020	5.00	220.00	1,100.00
Review emails for surveying & unit cost for potholing, review base line schedule,	05/21/2020	5.00	220.00	1,100.00
Meeting with Don & Karl, visit project site, review potholes results, review schedule and TCP	05/22/2020	4.00	220.00	880.00
Discussion on adding water valves, discussion with Armando, backfill details, review Water submittals, review wt & ss maps	05/26/2020	4.00	220.00	880.00
Review submittals, Weekly meeting, review schedule, review Concrete claim, review SD & SS changes in design, multiple conversation w/ Eric	05/27/2020	4.00	220.00	880.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Aug Services

Invoice  
Invoice Date

31155  
06/15/2020

3rd St CIP

Review submittals, conference call w/ Chapin, email Tommy Re:  
concrete claim, calls w/ Terry & Eric re. Chapin's claim

05/28/2020 5.00 220.00 1,100.00

Review schedule, correspondence w/ Chapin re. claim,  
Progress report for 3rd st, Review submittals

05/29/2020 3.50 220.00 770.00

Review project's sign, conversation w/ Eric Re. sewer laterals,  
conversations with Nick & Gil, re. Credit from Chapin for SD,  
setting up. Cara's appt for SS lateral  
De Leeuw, Terry

05/07/2020 8.00 140.00 1,120.00

604-19

Construction Management

05/08/2020 8.00 140.00 1,120.00

Construction Management

05/11/2020 5.00 140.00 700.00

Construction Management

05/12/2020 3.00 140.00 420.00

Construction Management

05/13/2020 2.00 140.00 280.00

Construction Management

05/14/2020 2.00 140.00 280.00

Construction Management

05/15/2020 4.00 140.00 560.00

Construction Management

05/26/2020 2.00 140.00 280.00

construction Inspection

05/26/2020 2.00 140.00 280.00

construction Inspection

05/27/2020 2.00 140.00 280.00

construction Inspection

05/29/2020 2.00 140.00 280.00

construction Inspection

SERVICES : Subtotal

116.00

22,320.00

Third Street Reconstruction, Project 19-9

116.00

\$22,320.00

Luck Park Masterplan, CIP 20-10  
SERVICES:

604-16 801

Ballard, Michael

Date	Hours	Rate	Amount
05/04/2020	1.00	220.00	220.00

Coordination of design contract



CSG No. SANJUA10-CA-19-000-O  
 San Juan Bautista Engineering Staff Aug Services

Invoice  
 Invoice Date

31155  
 06/15/2020

05/14/2020	2.00	220.00	440.00
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*Revisions to contract with RRM Design Group*

05/18/2020	1.00	220.00	220.00
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*Admin of design contact*

SERVICES : Subtotal

4.00

880.00

Luck Park Masterplan, CIP 20-10

4.00

\$880.00

**Invoice Total    \$41,350.00**

Please remit payment to: CSG Consultants, Inc.  
 550 Pilgrim Drive Foster City, CA 94404  
 For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

#### PROJECT SUMMARY

Previously Billed	190,350.73
Current Invoice	41,350.00





550 Pilgrim Drive  
Foster City, CA 94404

# COPY

## Invoice

Employee-Owned

Invoice 31783  
Invoice Date 07/20/2020

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

604-19 stuff \$13,530 -  
604-42 Covid \$5170 -  
801-46 19.2.6 \$5710 -  
801-18 19.11 \$16,310 -  
604-18 19.42 \$660 -  
801-42 19 20101 \$2310 -  
604-19 Rancho Vista \$2035 -  
604-19 19.42 \$385 -

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 06/30/2020

### City Engineer/Staff Augmentation SERVICES:

	Date	Hours	Rate	Amount
Slintak, Edward				
	06/22/2020	0.50	220.00	110.00
Initial review of Rancho Vista RAB	06/25/2020	1.00	220.00	220.00
DEvelop review comments for Rancho Vista	06/26/2020	0.50	220.00	110.00
Telecon with City Engr.	06/29/2020	1.00	220.00	220.00
Update RAB comments Aburabi, Husam	06/24/2020	3.00	165.00	495.00
Rancho Vista - Review and Generate comments to the Project, "Draft Ultimate Multi-Legged Roundabout"	06/25/2020	3.00	165.00	495.00
Rancho Vista - Review and Generate comments to the Project, "Draft Ultimate Multi-Legged Roundabout"	06/01/2020	8.00	145.00	1,160.00
Third Street - Signage and Striping Plan Behzad, Fatemeh	06/01/2020	4.50	220.00	990.00
conv. with Nick re. prevailing wages, processing invoice for 5th st sidewalk conversation with Keith, review striping plans for 3rd st mtg w/ Don & Kathy re. Lopez	06/02/2020	3.00	220.00	660.00
Review and research fees for 105 Old SJ&Hol, meeting with Keith and mike re. Auto Cad and design	06/03/2020	3.00	220.00	660.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

31783  
07/20/2020

Meeting Minnie to go over encroachment permit, process fees for 105 SJB&Hol, emails from Rob & Meritage

06/04/2020 4.00 220.00 880.00

review RV's open space inquiry, multiple conversations with David McGovern re. encroachment permit for his driveways, conversation with Terry Re. David McGovern, Meeting with Keith, Frank, Nick & Liz and walk 3rd st to go over the signs, review fees for ss connectins

06/05/2020 3.50 220.00 770.00

Conversation with Minnie and Terry re. Cynthia, email to Cynthia at Midnight Express, email to Meritage, conversation with Armando re. wt Parts, begin staff report for SB1

06/08/2020 4.00 220.00 880.00

conv. with Nick re. contract for Silver leaf, conversation with Kathy (call from Armando) conversation with Keith, review striping plans for 3rd st, conversation with Frank re. Proposals 2.5 hours Covid

06/09/2020 2.50 220.00 550.00

Encroachment permit, conversation with Frank & Keith & CSG, CC mtg at 6 (speed on 3rd) 2 hours Covid

06/10/2020 3.50 220.00 770.00

Staff report for SB1, Review encroachment permit, contract for Silver Leaf

06/11/2020 3.00 220.00 660.00

Staff report for SB1, finalizing PMP report, review PPP for PMP, schedule with Paul@ CAPS

06/12/2020 2.50 220.00 550.00

Meeting with Karl re. WWTP, Master plans, PMP to DOn & Karl, PPP for PMP

06/15/2020 4.00 220.00 880.00

Review CAPS PPP for the council mtg, Review Midnight Express, Review SS easement on Perry, review emails General conversation with Keith, review striping plans for 3rd st, conversation with Frank re. Proposals 2.5 hours Covid

06/16/2020 3.50 220.00 770.00

Conversation with Joel re. PPP, Council mtg re. CAPS PPP and SB1

06/17/2020 2.00 220.00 440.00

Mtg w/Karl re. WWTP and master plans, Review emails

06/18/2020 1.00 220.00 220.00

check emails and respond, general

06/19/2020 3.00 220.00 660.00

Investigating Midnight Express, Dassel Subdivision, Deed from Meritage, review invoice from CAPS

06/22/2020 3.00 220.00 660.00



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San Juan Bautista Engineering Staff Augmentation

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Process Meritage deed review, process Dassel Review, Review Mid night Express permit, Working w/ Edenbridge to close out Copperleaf	06/23/2020	3.50	220.00	770.00 <sup>110</sup>
Loayza package, finalize midnight express permit, talked to Cynthia, review Dassel subdivision, RV open space, Council mtg at 6	06/24/2020	2.00	220.00	440.00
Water leak at Lausen, call with Terry, review McGovern property for permit issues	06/25/2020	1.50	220.00	330.00
RV RAB layout, Loayza subdivision review w/ CSG <sup>50/50</sup>	06/26/2020	3.50	220.00	770.00
Conversation w/ PG&E re. Lift station, conversation w/ Fehr Engr, review informal bid for ss project, RAV RAB layout Lopez SS lateral site visit	06/29/2020	5.00	220.00	1,100.00
Review Dadwal gas station, call with Higgins & Allen, review RAB at RV, Upload reso in Calsmart	06/30/2020	3.00	220.00	660.00
PG&E package for lift station, meeting w/ Lopez, site visit with Rich, review SS project on Old SJ Rd				<sup>13,330</sup>
Ballard, Michael	06/02/2020	1.00	220.00	220.00
Franklin Circle park	06/12/2020	2.00	220.00	440.00
Scope of work for Franklin Circle	06/17/2020	2.00	220.00	440.00
Finalizing and issuing RFP fro Franklin Circle	06/22/2020	0.50	220.00	110.00
call with Landscape architect regarding RFP for Franklin Circle	06/24/2020	2.00	220.00	440.00
Meeting with residents at Franklin Circle	06/25/2020	1.00	220.00	220.00
Followup with Landscape architects regarding scope of work	06/29/2020	2.00	220.00	440.00
Preparation of revised RFP for Franklin Circle <sup>f. circle</sup>				<sup>2,310</sup>
SERVICES : Subtotal			96.00	20,190.00
City Engineer/Staff Augmentation			96.00	\$20,190.00

604-19

Well 6 - Project 19-26  
SERVICES:



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San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

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	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh	06/01/2020	1.00	220.00	220.00
<i>Well 6</i> exchanging emails with Maggiora re. Well No. 6, Conversation with Mike Maggiora	06/02/2020	1.50	220.00	330.00
Emails with Maggiora, review punch list items for well no. 6, conversations with Danny and Terry	06/10/2020	1.00	220.00	220.00
Review emails from Maggiora and setting up a meeting to check chlorine pumps	06/11/2020	1.00	220.00	220.00
Review Well No. 6 punch list items, conversation with Maggiora and re-schedule the meeting	06/12/2020	1.00	220.00	220.00
Meeting with Terry re. Well No. 6 punch list, review electrical proposal	06/17/2020	1.00	220.00	220.00
Conversation with Oliver & Terry, Chlorine leak at Well #6, Notifying Armando of CH leak	06/18/2020	1.50	220.00	330.00
Conversation with Mike Maggiora re. Well No. 6 & punch list, conversation with Terry re. Oliver and punch list	06/22/2020	0.50	220.00	110.00
Conversation with Mike Maggiora, Review punch list and get back to Maggiora	06/24/2020	1.50	220.00	330.00
Conversation with Terry & Danny Re. well #6 close out, calling Maggiora to review agenda	06/25/2020	1.50	220.00	330.00
Well No. 6 issues, punch list, emails to Maggiora	06/26/2020	1.00	220.00	220.00
Conversation with Danny & Armando, Maggiora at the site, Punch List, O&M issue	06/29/2020	0.50	220.00	110.00
Conversation with Terry re. Agenda and punch list items, agenda for Tuesday Mtg	06/30/2020	1.50	220.00	330.00
<i>Well 6</i> Meeting with Terry, meeting at the site to close out Well No. 6				<i>3190</i>
De Leeuw, Terry	06/05/2020	1.00	140.00	140.00
Construction Inspection	06/05/2020	2.00	140.00	280.00
Construction Inspection	06/08/2020	2.00	140.00	280.00



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Construction Inspections

06/10/2020 2.00 140.00 280.00

Construction Inspections

06/12/2020 2.00 140.00 280.00

Construction Inspections

06/15/2020 1.00 140.00 140.00

Construction Inspection

06/18/2020 2.00 140.00 280.00

Construction Inspection

06/23/2020 2.00 140.00 280.00

Construction Inspection

06/29/2020 2.00 140.00 280.00

construction inspection

06/30/2020 2.00 140.00 280.00

construction inspection

SERVICES : Subtotal

32.50

5,710.00

Well 6 Project 19-26

32.50

\$5,710.00

**Third Street Reconstruction, Project 19-9  
SERVICES:**

De Leeuw, Terry

Date Hours Rate Amount

06/01/2020 1.00 140.00 140.00

Construction Inspection

06/01/2020 2.00 140.00 280.00

Construction Inspection

06/03/2020 1.00 140.00 140.00

Construction Inspection

06/03/2020 2.00 140.00 280.00

Construction Inspection

06/24/2020 2.00 140.00 280.00

Construction Inspection

06/26/2020 2.00 140.00 280.00

Construction Inspection

Behzad, Fatemeh

06/01/2020 2.50 220.00 550.00

Review issues at 3rd st, conversation with Eris re. sewer  
laterals, schedules, agenda for weekly meeting

06/02/2020 3.50 220.00 770.00



weekly meeting, meeting with Cara re. sewer lateral, site visit  
review encroachment permit

06/03/2020 3.50 220.00 770.00

project site visit, review storm drain installation issues and  
sewer laterals, meeting resident at Third & Mucheleme, review  
site report & DIR

06/04/2020 3.50 220.00 770.00

Project site visit, conversation with Louise re. sidewalk, multiple  
conversations with Dante re. sidewalk on San Jose st, review  
sidewalks and bid schedules for 3rd st project

06/05/2020 3.50 220.00 770.00

Coveration with Eric & Mike re. Sewer laterals, Chapin broke a  
wt service, check with PW maintenance, conversation with  
Dante re. sidewalk at 507 3rd St.

06/08/2020 4.00 220.00 880.00

Review issues at 3rd st, conversation with Eric re. eater leak on  
2nd, pavement on Jefferson conversation with owner of 503 3rd  
re. trees, dye test for ss laterals, review ss tape record for  
laterals.

06/09/2020 5.50 220.00 1,210.00

Weekly meeting, site visit, review sidewalk and SS, mtg with  
Don re. SS & Sidewalk Meeting with Mr. B

06/10/2020 2.50 220.00 550.00

Review Bid Item 8 for excavation, qty take off for several bids,  
ck with Nick re. missing laterals

06/11/2020 3.00 220.00 660.00

Issues with 3rd st, conversation with Louis, conversation with  
Moki re. trees Negotiating with Chrisp, contrsct for Chrisp (2  
hours Covid)

06/12/2020 3.50 220.00 770.00

Site visit, change TCP, review the trees Process contract for  
Chrisp, re-schedule Chrisp, encroachment permit (1.5 Covid)

06/15/2020 2.00 220.00 440.00

Review issues at 3rd st, Review Water submittal, WSWD,  
conversation with owner of 503 3rd re. trees, dye test for ss  
laterals, review ss tape record for laterals.

06/16/2020 4.00 220.00 880.00

Meetibg with Eric & Terry re. Change order, weekly meeting,  
site visit, SS video, conversation with Nick re. SS video

06/17/2020 2.00 220.00 440.00

Visit project site, sidewalk issues, SS laterals

06/18/2020 2.00 220.00 440.00

Review projects issues, SS laterals, conversation with Moki  
Smith

06/19/2020 2.50 220.00 550.00

project site, review drop manholes and backfill issues, ground  
water problem





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Review issues at 3rd st, Review SS laterals, Contact Gil to TV  
ss Line conversation with owner of 503 3rd re. trees, dye test  
for ss laterals, review ss tape record for laterals.

06/22/2020 2.00 220.00 440.00

Project site visit, review submittal, weekly meeting with Chapin

06/23/2020 2.50 220.00 550.00

Review submittal, review change orders for water valves

06/24/2020 2.00 220.00 440.00

Review schedule for testing water and sewer, notification for  
water shutdown & SS

06/25/2020 2.50 220.00 550.00

Submittal, project site visit, email to Harris re. striping

06/26/2020 2.00 220.00 440.00

Review issues at 3rd st, Review testing, notices to residents,  
submittals conversation with owner of 503 3rd re. trees, dye  
test for ss laterals, review ss tape record for laterals.

06/29/2020 2.00 220.00 440.00

Weekly meeting & site visit to go over CO

06/30/2020 2.00 220.00 440.00

SERVICES Subtotal

72.50

15,150.00

Third Street Reconstruction, Project 19-9

72.50

\$15,150.00

#### Verutti Park, CIP 19-42

#### SERVICES:

Ballard, Michael

Date Hours Rate Amount

06/04/2020 3.00 220.00 660.00

Developed scope of work for architectural services

SERVICES Subtotal

3.00

660.00

Verutti Park, CIP 19-42

3.00

\$660.00

#### Re-Opening SJB, COVID 19

#### SERVICES:

Behzad, Fatemeh

Date Hours Rate Amount

06/15/2020 2.00 220.00 440.00

Processing contract for Chrisp, Proposal from Chrisp,

06/16/2020 2.00 220.00 440.00

Conversation with Chrisp re. schedule, talk to Liz re. notices,  
visiting site



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

31783  
07/20/2020

	06/17/2020	3.00	220.00	660.00
<i>Conversations with Don &amp; Keith re. Bike lane and striping plan, Conversation with Frank re. schedule &amp; limit of work</i>	06/18/2020	2.50	220.00	550.00
<i>Review paint spec, questions on striping, HRB meeting</i>	06/19/2020	1.50	220.00	330.00
<i>Visit 3rd st, Concrete in front of bakery, meeting with Nick and Armando</i>	06/22/2020	2.50	220.00	550.00
<i>Communication with Eric re. Chriso at the site, talk to Liz re. car parked at 3rd, questions on 3rd st striping, review pictures from 3rd st</i>	06/23/2020	2.00	220.00	440.00
<i>Visit 3rd st, communication with Keith Higgins &amp; Chrisp, review encroachment permit</i>	06/24/2020	1.50	220.00	330.00
<i>Encroachment permit, Mtg Re. ADA, conversation w/ Keith Higgins</i>	06/25/2020	1.50	220.00	330.00
<i>Exchange emails on ADA, review encroachment permit</i>	06/30/2020	1.50	220.00	330.00
<i>Visit side street &amp; parking issues, encroachment permits</i>				
SERVICES : Subtotal		20.00		4,400.00
Re-Opening SJB, COVID 19		20.00		\$4,400.00

Invoice Total \$46,110.00

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

#### PROJECT SUMMARY

Previously Billed	231,700.73
Current Invoice	46,110.00



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
12/12/2019	J3602A1

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
Invoice for the period November 1-30, 2019					
11/1/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/4/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/5/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/6/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/7/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/8/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/12/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/13/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/14/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/15/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/18/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/19/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/20/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/21/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/22/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/25/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/26/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/27/2019	2	Eric Martin	Building Inspector	75.00	150.00
11/30/2019	2	Eric Martin	Building Inspector	75.00	150.00
Subtotal: Eric Martin - 38 hours					2,850.00
11/5/2019	8	Tim Parshall	Permit Technician	60.00	480.00
11/7/2019	8	Tim Parshall	Permit Technician	60.00	480.00
11/12/2019	8	Tim Parshall	Permit Technician	60.00	480.00
11/14/2019	8	Tim Parshall	Permit Technician	60.00	480.00
11/19/2019	8	Tim Parshall	Permit Technician	60.00	480.00
11/21/2019	8	Tim Parshall	Permit Technician	60.00	480.00
11/26/2019	8	Tim Parshall	Permit Technician	60.00	480.00
Subtotal: Tim Parshall - 56 hours					3,360.00
11/7/2019	2	Greg Johnsen	Building Official - meeting with City Manager, meeting with Planning, inspect Bluebird bldg, Inspect midnight express	120.00	240.00
11/12/2019	6	Greg Johnsen	Building Official - Fire investigation Church st. 2 hrs, Staff report code changes 4 hrs	120.00	720.00
Thank you for your business.				<b>Total</b>	

609-18 *deja*



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
12/12/2019	J3602A1

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
11/14/2019	1	Greg Johnsen	Building Official - meet with city manager to do inspection on donated house. Inspection cancelled in office	120.00	120.00
11/21/2019	2	Greg Johnsen	Building Official - sign permits	120.00	240.00
			Subtotal: Greg Johnsen - 11 hours		1,320.00
	421	Eric Martin	November 2019 Mileage	0.70	294.70
RECEIVED DEC 18 2019					
Thank you for your business.				<b>Total</b>	\$7,824.70



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**COPY****Invoice**

DATE	INVOICE #
2/18/2020	J3602A3

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

**POSTED**

609-18 ✓

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
Invoice for the period January 1-31, 2020					
1/2/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/6/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/7/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/8/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/9/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/10/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/13/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/14/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/15/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/16/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/17/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/21/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/22/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/23/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/24/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/27/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/28/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/29/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/30/2020	2	Eric Martin	Building Inspector	75.00	150.00
1/31/2020	2	Eric Martin	Building Inspector	75.00	150.00
			Subtotal: Eric Martin - 40 hours		3,000.00
1/2/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/7/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/9/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/14/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/16/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/21/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/23/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/28/2020	8	Tim Parshall	Permit Technician	60.00	480.00
1/30/2020	8	Tim Parshall	Permit Technician	60.00	480.00
			Subtotal: Tim Parshall - 72 hours		4,320.00
1/2/2020	2	Greg Johnsen	Building Official - went out to Midnight express	120.00	240.00
1/3/2020	2	Greg Johnsen	Building Official - report for midnight express	120.00	240.00
1/7/2020	2	Greg Johnsen	Building Official - Met with City Manager regarding Midnight express.	120.00	240.00

Thank you for your business.

**Total**



**4LEAF, INC.**2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959**Invoice**

DATE	INVOICE #
2/18/2020	J3602A3

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
1/15/2020	2	Greg Johnsen	Building Official	120.00	240.00
1/22/2020	2	Greg Johnsen	Building Official - Plan check	120.00	240.00
1/29/2020	2	Greg Johnsen	Building Official - plan check on solar	120.00	240.00
			Subtotal: Greg Johnsen - 12 hours		1,440.00
Thank you for your business.			<b>Total</b>		\$8,760.00



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
3/16/2020	J3602A4

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

(2)

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
Invoice for the period February 1-29, 2020					
2/3/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/4/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/5/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/6/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/7/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/9/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/10/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/11/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/12/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/13/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/14/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/18/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/19/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/20/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/21/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/24/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/25/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/26/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/27/2020	2	Eric Martin	Building Inspector	75.00	150.00
2/28/2020	2	Eric Martin	Building Inspector	75.00	150.00
			Subtotal: Eric Martin - 40 hours		3,000.00
2/4/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/6/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/11/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/13/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/18/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/20/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/25/2020	8	Tim Parshall	Permit Technician	60.00	480.00
2/27/2020	8	Tim Parshall	Permit Technician	60.00	480.00
			Subtotal: Tim Parshall - 64 hours		3,840.00
2/6/2020	2	Greg Johnsen	Building Official - worked on Midnight express	120.00	240.00
2/10/2020	2	Greg Johnsen	Building Official - met with City Manager for Midnight Express	120.00	240.00
2/19/2020	2	Greg Johnsen	Building Official - another review on Midnight Express	120.00	240.00

Thank you for your business.

**Total**



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
3/16/2020	J3602A4

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
2/24/2020	2	Greg Johnsen	Building Official - inspect Midnight Express	120.00	240.00
2/25/2020	2	Greg Johnsen	Building Official - Meeting with City Manager and Owners of Midnight Express	120.00	240.00
			Subtotal: Greg Johnsen - 10 hours		1,200.00
2/5/2020	427	Eric Martin	January 2020 Mileage	0.69	294.63
			<div>609-18</div> <div>Ok to pay JSP</div>		
Thank you for your business.				<b>Total</b>	\$8,334.63



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

OK Sup  
609-18

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Page 4/25/22

**Invoice**

DATE	INVOICE #
4/14/2020	I3602A5

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
Invoice for the period March 1-31, 2020					
3/23/2020	4	Toby Brenton	Building Inspector	75.00	300.00
			Subtotal: Toby Brenton - 4 hours		300.00
3/24/2020	8	Lincoln Glad	Building Inspector	75.00	600.00
			Subtotal: Lincoln Glad - 8 hours		600.00
3/2/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/3/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/4/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/5/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/6/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/9/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/10/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/11/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/12/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/13/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/16/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/17/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/18/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/19/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/20/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/23/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/25/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/26/2020	2	Eric Martin	Building Inspector	75.00	150.00
3/27/2020	2	Eric Martin	Building Inspector	75.00	225.00
3/30/2020	3	Eric Martin	Building Inspector	75.00	150.00
3/31/2020	2	Eric Martin	Building Inspector	75.00	150.00
			Subtotal: Eric Martin - 43 hours		3,225.00
3/3/2020	8	Tim Parshall	Permit Technician	60.00	480.00
3/5/2020	8	Tim Parshall	Permit Technician	60.00	480.00
3/10/2020	8	Tim Parshall	Permit Technician	60.00	480.00
3/12/2020	8	Tim Parshall	Permit Technician	60.00	480.00
3/17/2020	8	Tim Parshall	Permit Technician	60.00	480.00
3/19/2020	8	Tim Parshall	Permit Technician	60.00	480.00
3/24/2020	4	Tim Parshall	Permit Technician	60.00	240.00
3/25/2020	4	Tim Parshall	Permit Technician	60.00	240.00
Thank you for your business.				<b>Total</b>	

(over)



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
4/14/2020	J3602A5

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

**TERMS**

Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
3/26/2020	4	Tim Parshall	Permit Technician	60.00	240.00
3/30/2020	4	Tim Parshall	Permit Technician	60.00	240.00
			Subtotal: Tim Parshall - 64 hours		3,840.00
3/5/2020	2	Greg Johnsen	Building Official - special events meeting	120.00	240.00
3/26/2020	2	Greg Johnsen	Building Official - Midnight Express	120.00	240.00
			Subtotal: Greg Johnsen - 4 hours		480.00
	426	Eric Martin	March 2020 Mileage	0.69	293.94
	18	Lincoln Glad	Mileage 3/23	0.69	12.42
Thank you for your business.				<b>Total</b>	<b>\$8,751.36</b>



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

COPY

POSTED

**Invoice**

DATE	INVOICE #
5/12/2020	I3602A6

609-18 2

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
			Invoice for the period April 1-30, 2020		
4/17/2020	2	Jane Alexander	Building Inspector	75.00	150.00
4/23/2020	2	Jane Alexander	Building Inspector	75.00	150.00
4/27/2020	2	Jane Alexander	Building Inspector	75.00	150.00
4/30/2020	2	Jane Alexander	Building Inspector	75.00	150.00
			Subtotal: Jane Alexander - 8 hours		600.00
4/1/2020	2	Eric Martin	Building Inspector	75.00	150.00
4/2/2020	3	Eric Martin	Building Inspector	75.00	225.00
4/3/2020	3.5	Eric Martin	Building Inspector	75.00	262.50
			Subtotal: Eric Martin - 8.5 hours		637.50
4/6/2020	2	Gabriel Regalado	Building Inspector	75.00	150.00
4/8/2020	2	Gabriel Regalado	Building Inspector	75.00	150.00
4/9/2020	2	Gabriel Regalado	Building Inspector	75.00	150.00
4/10/2020	2	Gabriel Regalado	Building Inspector	75.00	150.00
			Subtotal: Gabriel Regalado - 8 hours		600.00
4/13/2020	4	Chuck Venook	Building Inspector	75.00	300.00
			Subtotal - Chuck Venook - 4 hours		300.00
4/1/2020	1	Tim Parshall	Permit Technician	60.00	60.00
			Subtotal: Tim Parshall - 1 hour		60.00
4/1/2020	2	Greg Johnsen	Building Official - went over Health Order with City Manager	120.00	240.00
4/8/2020	2	Greg Johnsen	Building Official - Discussed Copper Leaf and Operations in general	120.00	240.00
4/15/2020	2	Greg Johnsen	Building Official - Review Midnight express with city planner	120.00	240.00
4/20/2020	2	Greg Johnsen	Building Official - Talked to City Manager about permits and Midnight Express	120.00	240.00
4/21/2020	2	Greg Johnsen	Building Official - talked to Planning about Midnight Express (David)	120.00	240.00
4/22/2020	2	Greg Johnsen	Building Official - Talked to Planning about Midnight Express (Todd)	120.00	240.00
			Subtotal: Greg Johnsen - 12 hours		1,440.00
Thank you for your business.				<b>Total</b>	



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
5/12/2020	J3602A6

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
4/14/2020	2	Raylee Glasser	Building Official - At Dons request to help permit TI	120.00	240.00
4/16/2020	2	Raylee Glasser	Building Official- issue permit and plan review.	120.00	240.00
4/17/2020	2.75	Raylee Glasser	Building Official	120.00	330.00
4/23/2020	2	Raylee Glasser	Building Official	120.00	240.00
4/27/2020	2	Raylee Glasser	Building Official	120.00	240.00
4/28/2020	2.5	Raylee Glasser	Building Official	120.00	300.00
4/29/2020	2	Raylee Glasser	Building Official	120.00	240.00
4/30/2020	2	Raylee Glasser	Building Official	120.00	240.00
			Subtotal: Raylee Glasser - 17.25 hours		2,070.00
Thank you for your business.				<b>Total</b>	<b>\$5,707.50</b>



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

**Invoice**

DATE	INVOICE #
6/10/2020	J3602A7

**BILL TO**

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

**PROJECT**

Building Services

**TERMS**

Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
Invoice for the period May 1-31, 2020					
5/1/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/4/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/5/2020	3	Jane Alexander	Senior Combination Building Inspector	105.00	315.00
5/6/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/8/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/11/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/13/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/14/2020	3	Jane Alexander	Senior Combination Building Inspector	105.00	315.00
5/18/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/19/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/20/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/21/2020	3	Jane Alexander	Senior Combination Building Inspector	105.00	315.00
5/22/2020	3	Jane Alexander	Senior Combination Building Inspector	105.00	315.00
5/26/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/27/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
5/28/2020	2	Jane Alexander	Senior Combination Building Inspector	105.00	210.00
			Subtotal: Jane Alexander - 36 hours		3,780.00
5/5/2020	2	Todd Sylla	Building Inspector	75.00	150.00
			Subtotal: Todd Sylla - 2 hour		150.00
5/26/2020	2	Minnie Arredondo	Permit Technician - Adams permit email and review permits in iWorQs system	80.00	160.00
			Subtotal: Minnie Arredondo - 2 hours		160.00
5/1/2020	2.5	Raylee Glasser	Building Official	120.00	300.00
5/4/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/6/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/7/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/8/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/12/2020	2.5	Raylee Glasser	Building Official	120.00	300.00
5/14/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/18/2020	2.5	Raylee Glasser	Building Official	120.00	300.00
5/20/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/21/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/22/2020	5	Raylee Glasser	Building Official	120.00	600.00
5/26/2020	2	Raylee Glasser	Building Official	120.00	240.00
Thank you for your business.				<b>Total</b>	



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959

~~PAID~~  
*already paid PSE*  
**COPY**

**Invoice**

DATE	INVOICE #
6/10/2020	J3602A7

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
5/27/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/28/2020	2	Raylee Glasser	Building Official	120.00	240.00
5/29/2020	2	Raylee Glasser	Building Official	120.00	240.00
			Subtotal: Raylee Glasser - 34.5 hours		4,140.00
5/1/2020	2	Greg Johnsen	Building Official - Spoke to Midnight Express on phone to explain encroachment permits. Tried to call City Manager no response	120.00	240.00
5/14/2020	2	Greg Johnsen	Building Official - Spoke to Todd re: Polk St project	120.00	240.00
5/21/2020	2	Greg Johnsen	Building Official - Met with city manager re: lot 81	120.00	240.00
5/27/2020	2	Greg Johnsen	Building Official	120.00	240.00
			Subtotal: Greg Johnson - 8 hours		960.00
<p>607-18</p> <p>PAID CHECK 213786</p> <p>on 6/18/20</p> <p>PSE</p>					
Thank you for your business.				<b>Total</b>	\$9,190.00



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

POSTED  
7/20/20

**Invoice**

DATE	INVOICE #
7/14/2020	J3602A8

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

609-18 OK to pay Jap

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
Invoice for the period June 1-30, 2020					
6/2/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/3/2020	3	Jane Alexander	Senior Building Inspector	105.00	315.00
6/4/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/5/2020	4	Jane Alexander	Senior Building Inspector	105.00	420.00
6/9/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/10/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/11/2020	3	Jane Alexander	Senior Building Inspector	105.00	315.00
6/15/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/17/2020	4	Jane Alexander	Senior Building Inspector	105.00	420.00
6/18/2020	3	Jane Alexander	Senior Building Inspector	105.00	315.00
6/19/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/22/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/23/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
6/25/2020	2	Jane Alexander	Senior Building Inspector	105.00	210.00
			Subtotal: Jane Alexander - 35 hours		3,675.00
6/29/2020	3	Todd Shaffer	Building Inspector II	90.00	270.00
			Subtotal: Todd Shaffer - 3 hours		270.00
6/1/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/2/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/3/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/4/2020	2	Minnie Arredondo	Counter Manager - answered emails and phone calls	80.00	160.00
6/5/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/8/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/9/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/10/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/12/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/15/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/16/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/17/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/22/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/23/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/24/2020	6	Minnie Arredondo	Counter Manager	80.00	480.00
6/25/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
6/29/2020	8	Minnie Arredondo	Counter Manager	80.00	640.00
6/30/2020	2	Minnie Arredondo	Counter Manager	80.00	160.00
Thank you for your business.				<b>Total</b>	



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

**Invoice**

DATE	INVOICE #
7/14/2020	J3602A8

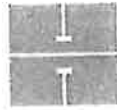
<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
			Subtotal: Minnie Arredondo - 88 hours		7,040.00
6/3/2020	2	Greg Johnson	Building Official - Meet with City Manager and Minnie duplex on 3rd st	125.00	250.00
6/11/2020	2	Greg Johnson	Building Official - Wednesday talked to Minnie regarding 3rd St bakery Thursday, talked with City Manager re: red tag	125.00	250.00
6/23/2020	2	Greg Johnson	Building Official - Midnight Express	125.00	250.00
6/29/2020	2.75	Greg Johnson	Building Official - 3rd St. Rancho Vista	125.00	343.75
			Subtotal: Greg Johnson - 8.75 hours		1,093.75
Thank you for your business.				<b>Total</b>	\$12,078.75





# Harris & Associates

## INVOICE

Michael LaForge  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

July 16, 2019  
Project No: 1700479006  
Invoice No: 41741  
Project Manager: Frank Lopez

**Total this Invoice** **\$240.00**

Site Development Reviews

**Professional Services from May 26, 2019 to June 29, 2019**

Phase 101 Midnight Express

	Hours	Rate	Amount
Fernandez, Armando	1.50	160.00	240.00
Totals	1.50		240.00
<b>Labor Total</b>			<b>240.00</b>
<b>Total this Phase</b>			<b>\$240.00</b>

Budget Summary	Current	Prior	To-Date
Total Billings	240.00	9,756.25	9,996.25
Budget			10,120.00
Budget Remaining			123.75
<b>Total this Invoice</b>			<b>\$240.00</b>

POSTED  
9/18/19

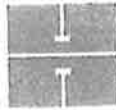
619  
604-19  
**RECEIVED**  
SEP 16 2019

BY: 

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 800-827-4901 x1124.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

## INVOICE

Michael LaForge  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

July 16, 2019

Project No: 1700479014  
Invoice No: 41744  
Project Manager: Frank Lopez

**Total this Invoice \$1,020.00**

Site Development Reviews (FY 2018/19) - TO # 014

**Professional Services from May 26, 2019 to June 29, 2019**

Phase 202 Midnight Express

	Hours	Rate	Amount
Fernandez, Armando	6.00	170.00	1,020.00
Totals	6.00		1,020.00
<b>Labor Total</b>			<b>1,020.00</b>

**Total this Phase \$1,020.00**

### Budget Summary

	Current	Prior	To-Date
Total Billings	1,020.00	17,761.25	18,781.25
Budget			20,280.00
Budget Remaining			1,498.75

**Total this Invoice \$1,020.00**

POSTED  
9/18/19

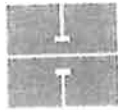
619  
604-19  
**RECEIVED**  
SEP 16 2019

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 800-827-4901 x1124.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.

BY:





# Harris & Associates

## INVOICE

Michaela LaForge  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

August 9, 2019  
Project No: 1700479014  
Invoice No: 41992  
Project Manager Frank Lopez

**Total this Invoice** **\$170.00**

Site Development Reviews (FY 2018/19) - TO # 014

**Professional Services from June 30, 2019 to July 27, 2019**

Phase 202 Midnight Express

	Hours	Rate	Amount
Fernandez, Armando	1.00	170.00	170.00
Totals	1.00		170.00
<b>Labor Total</b>			<b>170.00</b>

**Total this Phase** **\$170.00**

Budget Summary	Current	Prior	To-Date
Total Billings	170.00	18,781.25	18,951.25
Budget			20,280.00
Budget Remaining			1,328.75
<b>Total this Invoice</b>			<b>\$170.00</b>

### Outstanding Invoices

Number	Date	Balance
41744	7/16/2019	1,020.00
<b>Total</b>		<b>1,020.00</b>

POSTED  
8/11/19

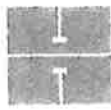
619  
604-19  
AUG 15 2019  
[Signature]

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 800-827-4901 x1124.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



COPY



Harris & Associates

INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

July 7, 2020  
Project No: 1700479019  
Invoice No: 45337  
Project Manager David Mack

Total this Invoice \$17,061.25

San Juan Bautista - Planning Services

Professional Services from May 24, 2020 to June 27, 2020

Phase 01 Planning Services

	Hours	Rate	Amount
Giberson, Kathryn	.75	240.00	180.00
Mack, David	91.25	185.00	16,881.25
Totals	92.00		17,061.25
Labor Total			17,061.25
Total this Phase			\$17,061.25

Budget Summary	Current	Prior	To-Date
Total Billings	17,061.25	113,891.25	130,952.50
Budget			158,920.00
Budget Remaining			27,967.50
Total this Invoice			\$17,061.25

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

## Billing Backup

Harris & Associates, Inc.

Invoice 45337 Dated 7/7/2020

Wednesday, July 8, 2020

7:49:02 AM

Phase	01	Planning Services	Hours	Rate	Amount
2542	Giberson, Kathryn	6/3/2020	.50	240.00	120.00
	Scope/budget amendment/management				
2542	Giberson, Kathryn	6/8/2020	.25	240.00	60.00
	Scope/budget management (work at risk form for amendment)				
2796	Mack, David	5/8/2020	1.50	185.00	277.50
	Review Lot 81 plot plan and phone call w/ Rob Wilson (1.5)				
2796	Mack, David	5/15/2020	2.50	185.00	462.50
	Harveys Gas Station email reviews (0.75); Review of T Kennedy letter re: County rock crushing project (0.5); phone call with T Kennedy re: projects, Iworq update; pending projects (0.75); RV Open Space emails/discussion (0.5)				
2796	Mack, David	5/18/2020	2.00	185.00	370.00
	review of emails from T Kennedy (0.5); emails with D Reynolds (0.25); review of emails on Harvey's as Station (0.75); Phone call with Keith Higgins (0.5);				
2796	Mack, David	5/19/2020	2.00	185.00	370.00
	Emails with T Kennedy / D Reynolds (0.75); Call with T Kennedy (.5); 730 Mission Vineyard email/photo review (.75);				
2796	Mack, David	5/20/2020	2.00	185.00	370.00
	Phone call w/ D Reynolds (0.75); Review of 730 Mission Vineyard Information (0.75); Call w/T Kennedy (0.5)				
2796	Mack, David	5/21/2020	2.00	185.00	370.00
	Phone call w/ T Kennedy (0.5); 730 Mission Vineyard review (0.75); Rancho Vista Open Space emails/discussion (0.75);				
2796	Mack, David	5/22/2020	3.00	185.00	555.00
	RV Open Space emails/project description reviews (x5) (0.75); Harvey's Gas Amendment emails (0.25); EMail on Stephens Drive project/review (0.75); Emails on Loazya TM to Don/Deb (0.5); Call with T Kennedy (0.5); review of Harvey's Canopy Notice (0.25);				
2796	Mack, David	5/26/2020	4.00	185.00	740.00
	Review of outdoor dining letter and regulations; email back to Julie/Don on advice (1.0); emails to Todd/Don re: Harvey's Canopy (.5); Draft PCSR for SDR 2020-1 (canopy project) (2); General Project emails with Todd (0.5);				
2796	Mack, David	5/27/2020	4.50	185.00	832.50
	review of Harvey Gas Station file (2.5); Draft Approval Resolution (1.0); Revise PCSR - Canopy (0.5); Phone Call with T Kennedy (0.5)				
2796	Mack, David	5/28/2020	3.00	185.00	555.00
	Harvey's Canopy Material Review (1.0); Call phone with T Kennedy (0.75);				
2796	Mack, David	5/29/2020	2.50	185.00	462.50
	Phone Call w/ T Kennedy (0.75); Email to Harvey (0.25); Emails w/ D Reynolds (0.5); Canopy Attachment revision (0.5); Phone call re: Harveys Canopy (0.5)				
2796	Mack, David	6/1/2020	3.75	185.00	693.75
	Make Harvey's Gas Canopy PP (2.0); emails to/from Olivier Griss (1); emails to/from H Dadwal (0.5); Direction email to D Reynold re: 730 Mission Vineyard (0.25);				
2796	Mack, David	6/2/2020	4.50	185.00	832.50
	Review of Baumgartner Ranch (1.5); Dadwal PC Hearing (Zoom) (3));				
2796	Mack, David	6/3/2020	2.00	185.00	370.00
	EMail to H Dadwal re: PC summary, steps forward (0.5); Preparation of Draft UGB proposal and emails (0.5); Ranch Vista Legal Description Review (1.0);				

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

2796	Mack, David	6/4/2020	1.00	185.00	185.00	LEAP 1.0
	LEAP and PHLA coordination emails (1.0)					
2796	Mack, David	6/5/2020	1.75	185.00	323.75	
	Zoning email/research to Minnie (1171 Third Street) (0.5); Phone call with Harvey re: gas station (0.75); Phone call w/ R Frahat re: Casa Rosa (0.5)					
2796	Mack, David	6/8/2020	1.00	185.00	185.00	
	Zoning Ordinance Review/Info for Minnie (1.0)					
2796	Mack, David	6/9/2020	1.00	185.00	185.00	
	Review of routed plans from Minnie (1)					
2796	Mack, David	6/10/2020	2.25	185.00	416.25	
	Review of AdHoc Committee Form (0.5); Continue UGB Proposal Refinement (0.75); Planning information emails to/from Minnie (.75); Baumgartner Review emails to Arrelle Goodspeed (0.25);					
2796	Mack, David	6/11/2020	1.50	185.00	277.50	
	LEAP Conference Call (0.5)					
2796	Mack, David	6/12/2020	1.00	185.00	185.00	
	Review of routed plans/Applications					
2796	Mack, David	6/14/2020	1.50	185.00	277.50	
	Emails from D Reynolds on projects (1.5)					
2796	Mack, David	6/15/2020	6.00	185.00	1,110.00	302nd St. 1.0
	Emails on 1113 Third Street, 333 Mission Vineyard, Midnight Express, CEQA review of Third Street closure and staff report review; building permit reviews from Minnie; Verizon cell tower 2020024; 67 Polk Street - 2020025					
2796	Mack, David	6/16/2020	5.50	185.00	1,017.50	
	NOE - Third Street; Project Review Information - Alameda/Pearce; and 1112 Third Street.					
2796	Mack, David	6/17/2020	5.00	185.00	925.00	11/6/2020 1.0
	Building permit review from Minnie (2.5); Review information for 70 Muckelemi St (1.5); Impact Fee - Rancho Vista/Copperleaf research (1.0);					
2796	Mack, David	6/18/2020	3.25	185.00	601.25	LEAP 1.0
	70 Muckelemi Conference Call (1.0); LEAP Grant research/emails (1); 302 7th Street inquiry/phone call (x3)(1.25)					
2796	Mack, David	6/19/2020	1.00	185.00	185.00	
	Dassel Subdivision phone call w/ Julie and emails (1.0)					
2796	Mack, David	6/21/2020	.75	185.00	138.75	
	Emails with Arielle Goodspeed - Dassel Subdivision - Pending comments/planning concerns (.75)					
2796	Mack, David	6/22/2020	5.00	185.00	925.00	1.0 1.0 1.0 1.0
	Emails on Rancho Vista; LEAP Grant; Loazya Parcel Map; Dasse; Subdivision (333 Mission Vineyard);					
2796	Mack, David	6/23/2020	5.00	185.00	925.00	Loazya 1.0
	Loazya resubmittal emails and information request (0.5); Project list review and feedback to Minnie (0.75); Phone call to Cynthia Orozco - subdivision/CEQA (.75); review of cell tower permit at 500 Lausen Road (0.75); City Council Meeting (LEAP Grant) (1.25); Various emails from/to Cynthia Orozco (1.0)					
2796	Mack, David	6/24/2020	4.00	185.00	740.00	Midnight Ex. 1.0
	Additional Phone Calls/emails to/from Cynthia Orozco (.75); Project review/referrals from Minnie (1.5); Phone Call with H Dadwal re: Canopy update (0.75); Research and phone call re: 1149 Third St and 17 Awahnee St (email from Carmen) (1.0)					
2796	Mack, David	6/25/2020	2.50	185.00	462.50	
	Permit Review; Emails with Cynthia Orozco; Return calls on inquiries; Call with A Goodspeed (SBC)					
2796	Mack, David	6/26/2020	3.00	185.00	555.00	Loazya 2.0





## Harris & Associates

Loayya Parcel Map resubmittal review (2.0); EMails from Minnie and Carmen re:  
planning inquiries (1.0)

Totals	92.00	17,061.25	17,061.25
Labor Total			
		Total this Phase	\$17,061.25
		Total this Project	\$17,061.25
		Total this Report	\$17,061.25



**San Benito Engineering &  
Surveying, Inc.**

502 Monterey St.  
Hollister, Ca 95023  
Ph. (831) 637-2763

PAID  
7/7/20

**COPY**

Date	Invoice #
7/1/2020	5796

Bill To
CITY OF SAN JUAN BAUTISTA

Project Description
Midnight Express

Description	Servicod	Amount
Copies 9 pages - Midnight Express @ 2.20 Each		19.80
OK to pay 2sp 18 - 558		
Total		\$19.80



City of San Juan Bautista

P.O. Box 1420

San Juan Bautista, CA 95045

# Invoice

Date	Invoice #
12/31/2021	279

<b>Bill To</b>
Midnight Express Cynthia Orozco PO Box 17212 Hollister, CA 95024

Terms	Account #

Description	Rate	Amount
CSG Consultants for 7/01/2021 – 12/31/2021 see attached documentation (invoice 38424, 39119, 42013)	882.50	882.50
4Leaf, Inc. for 7/01/2021 – 12/31/2021 see attached documentation (invoice J3602A21, J3602A22)	1,064.00	1,064.00
Harris & Associates for 7/01/2021 – 12/31/2021 see attached documentation (invoice 49419, 49837, 50158)	1,896.25	1,896.25
Reimbursable Expenses Subtotal		3,842.75
Administrative Charge 15%	15.00%	576.41
<b>Total</b>		<b>\$4,419.16</b>





550 Pilgrim Drive  
Foster City, CA 94404

## Invoice

Employee-Owned

Invoice 38424  
Invoice Date 08/17/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 07/30/2021

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	07/01/2021	3.00	220.00	660.00
1130 First ST, Corrs w/ Jon Cakus, Park Project, Microvi Demo				
	07/02/2021	7.00	220.00	1,540.00
Stantec Mtg, CD agenda, Mtg w/ Deb & Don, Encroachment issues, RAB reimbursement, Striping project, Engie's conference call, Corrs w/ PG&E				
	07/06/2021	8.00	220.00	1,760.00
Chrisp CONtrac, PC#2 for 313 4th, Microvi, RAB, working w/Engie				
	07/07/2021	4.00	220.00	880.00
Working w/ Engie, Microvi issues, RAB issues				
	07/08/2021	5.50	220.00	1,210.00
RAB reimbursement agreement, Microvi, working w/ Engie, responding to emails				
	07/09/2021	8.00	220.00	1,760.00
meetingw/ Karl&Don, working w/ Trish for scheduling council members, grant for Microvi, scheduling CHRisp Scheduling Higgins, notices, issues w/ Dias LS & Well #6				
	07/12/2021	4.00	220.00	880.00
Diagonal Parking, Franklin Park, conv w/ Nick re. LS, following up w/ SHape				
	07/13/2021	9.00	220.00	1,980.00
Process enc. permit, Microvi demonstration at the site, 313 4th St, following up on Verutti Park, Council mtg (RAB, 3rd St landscaping)				
	07/14/2021	3.00	220.00	660.00



<i>COnversation w/ Cakus, working w/ Miles re. Microvi, review schedule for striping, notices for diagonal parking</i>	07/15/2021	4.00	220.00	880.00
<i>Microvi weekly meeting, follow up w/ Nick, LS info to Nick, reimbursement agreement, LS final cost</i>	07/16/2021	8.00	220.00	1,760.00
<i>Meeting w/ DOn, enc. permit for Hotel Plaza, talk to Central ELec. re. new control panel, Stantec Mtg, 303 4th ST., talk to Lora re. creek Scheduling Higgins, notices, issues w/ Dias LS &amp; Well #6</i>	07/19/2021	4.00	220.00	880.00
<i>Diagonal Parking, Review comments for Franklin Park, Review emails and comment for Midnight Express, Conference call w/ Nick, Microvi</i>	07/20/2021	7.00	220.00	1,540.00
<i>DRC meeting, Microvi, Lift station issues, encroachment permit, reimbursement agreement, Loayza, diagonal parking schedule</i>	07/21/2021	4.00	220.00	880.00
<i>RAB precon, corrs w/ Jacquie &amp; Deb, Diagonal parking notices and schedule, coordinating w/ Nick, encroachment permit for State Park, Midnight Express Memo</i>	07/22/2021	7.00	220.00	1,540.00
<i>Reimbursement agreement, Temp construction license, Meritage conference call, conference call w/ Tony Akel, Forcemain project</i>	07/23/2021	2.00	220.00	440.00
<i>Engie email, Hollister SWR, conversation w/Shape, conervation w/ Nick</i>	07/26/2021	5.00	220.00	1,100.00
<i>Diagonal Parking, Review emails, lift station, central elec, RAB</i>	07/27/2021	7.50	220.00	1,650.00
<i>Diag. pkg notice, Orchard Meadow, RAB, Downtown traffic study, lift station</i>	07/28/2021	2.50	220.00	550.00
<i>Conversations w/ SHape, conversations w/ Nick &amp; Gil, RAB corrs</i>	07/29/2021	1.00	220.00	220.00
<i>Lift station, RAB Ballard, Michael</i>	07/09/2021	2.00	220.00	440.00
<i>Review of Verutti Park documents</i>	07/15/2021	2.00	220.00	440.00
<i>Provide comments on plans and specs for Franklin Park</i>				

SERVICES : Subtotal	107.50	23,650.00
City Engineer/Staff Augmentation	107.50	\$23,650.00



**Luck Park Masterplan, CIP 20-10  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael				
	07/07/2021	0.50	220.00	110.00
Coordination with consultant and City				
	07/08/2021	0.50	220.00	110.00
Coordination with consultant and City				
	07/29/2021	1.00	220.00	220.00
Meeting with City				
SERVICES : Subtotal		2.00		440.00
Luck Park Masterplan, CIP 20-10		2.00		\$440.00

**Invoice Total      \$24,090.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Contract Amount	10,000.00
Previously Billed	621,910.73
Current Invoice	24,090.00
<b>Contract Balance</b>	<b>-636,000.73</b>





550 Pilgrim Drive  
Foster City, CA 94404

Employee-Owned

POSTED  
10/12/2021

*Self*

# Invoice

Invoice 39119  
Invoice Date 09/15/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Land Development Reviews

Billed through 08/27/2021

## Rancho Vista SERVICES:

*paid Rancho Eng. fees 604-19*

Lee, Charles

Date	Hours	Rate	Amount
08/16/2021	3.00	210.00	630.00

*Roundabout Bike Lane Review*  
Lander, Mark

08/10/2021	1.00	240.00	240.00
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*discussion 2/ staff re. Roundabout design*

08/16/2021	0.25	240.00	60.00
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*roundabout review*

SERVICES : Subtotal	4.25	930.00
Rancho Vista	4.25	\$930.00

## Loayza Parcel Map SERVICES:

*604-19 Keep track of this*

Lander, Mark

Date	Hours	Rate	Amount
08/09/2021	7.50	240.00	1,800.00

*3rd plan submittal review, forwarded comments to City.*

08/16/2021	0.25	240.00	60.00
------------	------	--------	-------

*reviewed First Street bike lane drop at Roundabout*

SERVICES : Subtotal	7.75	1,860.00
Loayza Parcel Map	7.75	\$1,860.00



**0 Monterey Street, New Residence**  
**SERVICES:**

457-19

Lander, Mark

CP fees

Date	Hours	Rate	Amount
08/24/2021	0.75	240.00	180.00

*reviewed encroachment permit submittal, forwarded plans to City*

Chan, Catherine

08/19/2021	1.00	165.00	165.00
------------	------	--------	--------

*PC#1 - QA/QC engr estimate and draft comments for encroachment permit of off-site improvements*

SERVICES : Subtotal	1.75	345.00
0 Monterey Street, New Residence	1.75	\$345.00

604-19

**451 Old San Juan Hollister Road, Greenhouses**  
**SERVICES:**

Lander, Mark

Eng fees

Date	Hours	Rate	Amount
08/18/2021	1.50	240.00	360.00

*reviewed applicant response to Engineering comments*

Chan, Catherine

08/12/2021	0.50	165.00	82.50
------------	------	--------	-------

*Review email correspondence from Julie regarding agenda items and site plan for applicant to discuss with City. No Engineering documents submitted for review.*

SERVICES : Subtotal	2.00	442.50
451 Old San Juan Hollister Road, Greenhouses	2.00	\$442.50

**Invoice Total \$3,577.50**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed	76,338.75
Current Invoice	3,577.50





550 Pilgrim Drive  
Foster City, CA 94404

## Invoice

Employee-Owned

Invoice 42013  
Invoice Date 02/11/2022

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 01/28/2022

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	01/04/2022	8.00	220.00	1,760.00
<i>RFI &amp; Issues w/ RV RAB 1 hr, Meeting re. Casa Rosa 1 hr, Mtg w/ Corp Yard &amp; Don 1 hr, Sewer lateral issues 1 hr, Emails &amp; Corrs 2 hr, Review Stantec contract &amp; proposals 1 hr, Frank Bozo's lateral 1 hr</i>				
	01/10/2022	6.00	220.00	1,320.00
<i>Email &amp; Corrs 1 hr, 1112 3rd st 0.5, RV and flooding issues 1 hr, Franklin Circle 1 hr, Special event permit 0.5 hr, Washington SS issues 1 hr, Casa Rosa Utilities 1 hr</i>				
	01/11/2022	7.50	220.00	1,650.00
<i>Emails &amp; Corrs 0.5 hr, Casa Rosa issues &amp; Site Visit 1 hr, RV acceptance report and drainage issues 1.5 hr Meeting w/ Microvi 1 hr, Mtg w/ Cathey Re. Dadwal ROW 1.5, Submittal for Verutti 1.5 hr</i>				
	01/12/2022	7.00	220.00	1,540.00
<i>Park Projects RFI &amp; Submittals 2 hrs, corrs 1 hr, Orchard Meadows 1 hr, Casa Rosa 1 hr, RV storm drain system 1 hr, RAB RFI &amp; Conflict 1 hr</i>				
	01/13/2022	8.00	220.00	1,760.00
<i>Meeting at RV 1.5 hr, Mtg w/ Terry re. RAB 1 hr, Orchard Meadows mtg 1hr, Mtg re. LSRP w/ KH &amp; SJB County 1 hr Mtg w/ Nick re. SS laterals 1 hr, Casa Rosa 1.5 hr, Park projects summary 1 hr</i>				
	01/14/2022	6.00	220.00	1,320.00
<i>Emails &amp; Corrs 1 hr, Submittals for Franklin Circle 2. hr, Casa Rosa &amp; WT &amp; SS issues 1 hr, RAB RFI 1 hr Dadwal Project 0.5 hr, Orchard Meadows 0.5 hr</i>				
	01/18/2022	8.00	220.00	1,760.00



*Emails & Corrs 1 hr, Orchard Meadow 1.5 hr, JJ Burger 2 hrs,  
Franklin Circle 1.5 hr, Enc. Permit (Tmobile) 0.5 hr, Calls w/  
Terry Re. RAB 1.5 hr*

01/19/2022 6.00 220.00 1,320.00

*RAB RFI & Issues 1.5, Orchard Meadows FEMA 1 hr, force  
main emails and 90% plans 1.5 hr, Franklin Circle RFI & Notice  
1 hr, Casa Rosa 0.5 hr, Etheric plans and comments 0.5 hr*

01/20/2022 8.00 220.00 1,760.00

*Corrs 1 hr, Etheric MTG 0.5 hr, DRC mtg 2 hrs, Verutti submittal  
1 hr Franklin Circle submittals 2 hrs, Enc permit car show & 10K  
run & ck Loayza's permit 1.5 hr*

01/21/2022 5.00 220.00 1,100.00

*Verutti submittals 2 hr, Corrs 1 hr, Force main 90% 2 hr*

01/24/2022 3.00 220.00 660.00

*RAB questions and issues 1 hr, Franklin Circle 2 hr,*

01/25/2022 6.50 220.00 1,430.00

*Emails & Corrs 1 hr, Enc permit 100 Alameda 1 hr, Orchard  
Meadows 1 hr, Loayza project 1.5 hr, Franklin Circle project 2 hr*

01/26/2022 8.00 220.00 1,760.00

*Franklin submittals 2 hr, Verutti submittals 2 hr, Orchard  
Meadow 1 hr, Stantec invoice & forcemain project 1.5, LSRP  
corrs 1 hr, emails & corrs 0.5 hr*

01/27/2022 8.00 220.00 1,760.00

*Franklin circle mtg & notices 2.5 hr, midnight express 1 hr,  
Franklin circle submittals 1.5 hr, Special event 10k run 1 hr,  
RAB 1 hr, flyers for Franklin & verutti 1 hr*

01/28/2022 6.50 220.00 1,430.00

*Structural submittals for Verutti 2.5 hr, Con w/ Jacki re. Loayzas  
status 1 hr, Franklin Circle Auto cad 1 hr, Lift station transfer  
switch 1 hr, emails & corrs 1 hr*

SERVICES : Subtotal	101.50	22,330.00
City Engineer/Staff Augmentation	101.50	\$22,330.00

**Invoice Total \$22,330.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

#### PROJECT SUMMARY

Previously Billed	770,480.73
Current Invoice	22,330.00



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

PSE 8/18

**Invoice**

DATE	INVOICE #
8/13/2021	J3602A21

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

609 - PSE  
Midnight Express \$266.00

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
			Invoice for the period July 1-31, 2021		
7/8/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/9/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/13/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/15/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/16/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/19/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/21/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/23/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/27/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/29/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
7/30/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
			Subtotal: Robert Mantia - 44 hours		4,180.00
7/27/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
7/29/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
			Subtotal: Azie Rodriguez - 16 hours		1,232.00
7/1/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/6/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/8/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/13/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/15/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/19/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/20/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
7/22/2021	8	Andrea Yanez	Sr. Permit Technician	85.00	680.00
			Subtotal: Andrea Yanez - 64 hours		5,440.00
7/20/2021	2	Minnie Arredondo	Building Official - DRC Meeting 451 Old San Juan Hwy - Cannabis	133.00	266.00
7/23/2021	2	Minnie Arredondo	Building Official - Meeting re plan review comments: with Sean F. (Brewery25 ), David Huboi, Scott Martin (4 Leaf), Brian F, Mayor Jordon	133.00	266.00
7/26/2021	2	Minnie Arredondo	Building Official - Address 49 Monterey and	133.00	266.00
7/30/2021	2	Minnie Arredondo	Building Official - *Meeting regarding 10 Franklin *Reviewed Short Term Application	133.00	266.00
			Subtotal: Minnie Arredondo - 8 hours		1,064.00
Thank you for your business.			<b>Total</b>		<b>\$11,916.00</b>



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

**Invoice**

DATE	INVOICE #
9/14/2021	J3602A22

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
			Invoice for the period August 1-31, 2021		
8/6/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/10/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/12/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/13/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/16/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/18/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/25/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/26/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/30/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
8/31/2021	4	Robert Mantia	Building Inspector II	95.00	380.00
			Subtotal: Rober Mantia - 40 hours	95.00	3,800.00
8/4/2021	4	Todd Shaffer	Commercial Building Inspector	111.00	444.00
8/5/2021	4	Todd Shaffer	Commercial Building Inspector	111.00	444.00
			Subtotal: Todd Sylla - 8 hours		888.00
8/3/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
8/5/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
8/10/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
8/12/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
8/17/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
8/19/2021	8	Azie Rodriguez	Permit Technician	77.00	616.00
8/23/2021	4	Azie Rodriguez	Permit Technician	77.00	308.00
8/24/2021	4	Azie Rodriguez	Permit Technician	77.00	308.00
			Subtotal: Azie Rodriguez - 56 hoiurs	77.00	4,312.00
8/26/2021	4	Andrea Yanez	Sr. Permit Technician	85.00	340.00
8/30/2021	4	Andrea Yanez	Sr. Permit Technician	85.00	340.00
8/31/2021	4	Andrea Yanez	Sr. Permit Technician	85.00	340.00
			Subtotal: Andrea Yanez - 12 hours		1,020.00
8/5/2021	2	Minnie Arredondo	Building Official - Address Announcement 49* Monterey St & Emails	133.00	266.00
8/6/2021	2	Minnie Arredondo	Building Official - phone call with Ann Hall re 49 Monterey & Don Reynolds, Reports, and STR con with Brian	133.00	266.00
Thank you for your business.			<b>Total</b>		



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

**Invoice**

DATE	INVOICE #
9/14/2021	J3602A22

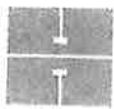
<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
8/9/2021	2	Minnie Arredondo	Building Official - Met with Brian to go over Short Term Rental Process	133.00	266.00
8/17/2021	2	Minnie Arredondo	Building Official - DRC Meeting	133.00	266.00
8/19/2021	2	Minnie Arredondo	Building Official - Midnight Express - Meeting with Don and Brian	133.00	266.00
8/23/2021	2	Minnie Arredondo	Building Official - Letter to Midnight Express - Re: Permit Extension	133.00	266.00
8/25/2021	2	Minnie Arredondo	Building Official - Meeting regarding 401 The Alameda Gas Station <i>DAP WEL</i>	133.00	266.00
8/26/2021	2	Minnie Arredondo	Building Official - Various Tasks involving Emails and conversations with Cynthia re Midnight Express	133.00	266.00
8/31/2021	3	Minnie Arredondo	Building Official - DRC meeting, Casa Rosa emails phone calls	133.00	399.00
Subtotal: Minnie Arredondo - 19 hours					2,527.00
Thank you for your business.				<b>Total</b>	\$12,547.00





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

August 10, 2021  
Project No: 2000363001  
Invoice No: 49419  
Project Manager David Mack

Total this Invoice	\$3,176.25
--------------------	------------

### Planning Services

Professional Services from July 4, 2021 to July 31, 2021

Phase	01	Planning Services
-------	----	-------------------

	Hours	Rate	Amount	
Barton, Alexander	.25	125.00	31.25	
Mack, David	17.00	185.00	3,145.00	
Totals	17.25		3,176.25	
Labor Total				3,176.25
Total this Phase				\$3,176.25

### Budget Summary

	Current	Prior	To-Date
Total Billings	3,176.25	82,725.00	85,901.25
Budget			105,000.00
Budget Remaining			19,098.75

Total this Invoice	\$3,176.25
--------------------	------------

170.17.60%

TJ

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



**Billing Backup**

Harris &amp; Associates, Inc.

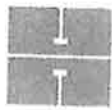
Invoice 49419 Dated 8/10/2021

Tuesday, August 10, 2021

12:38:35 PM

Phase	01	Planning Services			
			Hours	Rate	Amount
2859	Barton, Alexander	7/30/2021	.25	125.00	31.25
	Responded to emails regarding staff report for 0 Monterey Street				
2796	Mack, David	7/6/2021	2.50	185.00	462.50
	Drive to/from SJB & meeting w/ Brian and Don				
2796	Mack, David	7/8/2021	.50	185.00	92.50
	Phone call re: Niels Market (54 Muckemi(.5)				
2796	Mack, David	7/9/2021	.50	185.00	92.50
	Phoen call w/ Lizz Turner (.5)				
2796	Mack, David	7/12/2021	3.25	185.00	601.25
	STR email review (0.25); call w/ B Foucht re: Midnight Express cannabis (0.25); Midnight express cannabis site plan review and email response (2); review of Wetland Delin Report re: Midnight Express (.75)				
2796	Mack, David	7/13/2021	1.25	185.00	231.25
	Midnight Express emails with applicant and B Foucht (.5); call w/ L Turner (.5); email re: DRC agenda (0.25)				
2796	Mack, David	7/14/2021	1.00	185.00	185.00
	Food truck CUP question/phone call w/ Lizz Turner (0.5); Review conditions/email on Casa Rosa and respond to Raeid (.5)				
2796	Mack, David	7/15/2021	1.25	185.00	231.25
	Email re: PHN Nino (Monterey St) project (.5); Preparation and email of the PHN for Nino Project (0.5); email to T Nino re: 300' list and envelopes (0.25)				
2796	Mack, David	7/19/2021	1.00	185.00	185.00
	EMails on TM/VTM applications (.25); emails on Nino PCSR (.25); phone call re: Cannabis Application (.5)				
2796	Mack, David	7/20/2021	3.50	185.00	647.50
	DRC Meeting, drive time, and discussion re: Midnight Express Cannabis (3.5)				
2796	Mack, David	7/22/2021	2.25	185.00	416.25
	Prepare and email Kuda Farms (midnight Express) Cannabis comments to Brian (1); Email from Scott re: Orchard Meadows subdivision (.5); check in call w/ Tom Nino (.25); Phone call w/ Raeid re: Casa Rosa status (.5)				
	Totals		17.25		3,176.25
	Labor Total				3,176.25
		Total this Phase			\$3,176.25
		Total this Project			\$3,176.25
		Total this Report			\$3,176.25





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

September 16, 2021  
Project No: 2000363001  
Invoice No: 49837  
Project Manager David Mack

**Total this Invoice** **\$3,561.25**

### Planning Services

Professional Services from August 1, 2021 to August 28, 2021

Phase	01	Planning Services			
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
		Mack, David	19.25	185.00	3,561.25
		Totals	19.25		3,561.25
		Labor Total			3,561.25
					<b>3,561.25</b>
				<b>Total this Phase</b>	<b>\$3,561.25</b>

### Budget Summary

	Current	Prior	To-Date
Total Billings	3,561.25	85,901.25	89,462.50
Budget			105,000.00
Budget Remaining			15,537.50
		<b>Total this Invoice</b>	<b>\$3,561.25</b>

for Brian's  
Review

D

9/29/21 PSC

ok to pay - ~~PSC~~ 9/29/21

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

## Billing Backup

Harris & Associates, Inc.

Invoice 49837 Dated 9/16/2021

Thursday, September 16, 2021

2:49:20 PM

Phase 01 Planning Services

			Hours	Rate	Amount
2796	Mack, David	8/2/2021	1.00	185.00	185.00
	emails re: PC hearing 8/3 for Nino (.5); phone call w/ L Turner re: status of projects and departure from city (.5)				
2796	Mack, David	8/3/2021	2.00	185.00	370.00
	Drive to SJB, chat w/ Brian and Don (canceled DRC meeting); drive back to office (2)				wow!
2796	Mack, David	8/4/2021	.50	185.00	92.50
	Cannabis water use calculations and emails to B Foucht (.5)				
2796	Mack, David	8/9/2021	.50	185.00	92.50
	DRC email from B Foucht and response (.5)				
2796	Mack, David	8/11/2021	1.75	185.00	323.75
	Review of 507 Third St and update lworq (0.75); Phone call w/ Ambrose (Garavaglia) re: Casa Rosa (0.25); Review of Casa Rosa conditions of approval (0.25); email to Ambrose re: confirmation of condition 14 (0.25); Additional phone call w/ Ambrose re: casa Rosa (0.25)				Casa Rosa R. Hill + Casa Rosa
2796	Mack, David	8/12/2021	1.50	185.00	277.50
	Klits Farms/Midnight Express meeting (phone in) (1.5)				Midnight Express
2796	Mack, David	8/13/2021	.50	185.00	92.50
	Review of submitted invoice (.5)				
2796	Mack, David	8/16/2021	.25	185.00	46.25
	Emails re: DRC emails (0.25)				
2796	Mack, David	8/17/2021	1.75	185.00	323.75
	DRC Meeting via Zoom (1.25); call w/ Jerome re: ADU proposal in SJB (.5)				
2796	Mack, David	8/18/2021	1.00	185.00	185.00
	SJB debrief call w/ Hitta re: ADU and Inclusionary housing progress (1)				ADU call
2796	Mack, David	8/19/2021	2.50	185.00	462.50
	Teams Meeting w/ Hitta re: ADU applications throughout city (.5); emails on meeting setup (.5) w/ Brian; Lang St sewer lift station emails (.5); call w/ Brian re: 45 Washington St ADU (.5); research ADU law and email on thoughts (.5)				
2796	Mack, David	8/20/2021	1.25	185.00	231.25
	ADU size (45 Washinton St) email from B Foucht (.5); ADU/Inclusionary Housing Scope Zoom Meeting (.75)				ADU
2796	Mack, David	8/23/2021	1.25	185.00	231.25
	Emails and phone call w/ Raeid (.75); review ADU indo and emails for 45 Washington St (.5)				
2796	Mack, David	8/24/2021	1.00	185.00	185.00
	Phone Call w/ Raeid (.5); condition compliance check and emails re: Casa Rosa (.5)				Casa Rosa
2796	Mack, David	8/25/2021	.50	185.00	92.50
	Phone call/emails with ISA re: Historic report (.5)				ISA

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



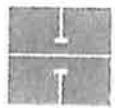


## Harris & Associates

2796	Mack, David	8/26/2021	1.50	185.00	277.50	
	Review of Historic Report re: JJ Burgers (1.25); EMail to Luis Vargas re: JJ Burger revision status (.25)					
2796	Mack, David	8/27/2021	.50	185.00	92.50	Billable
	JJ burgers emails (.5)					
	Totals		19.25		3,561.25	
	Labor Total					3,561.25
				Total this Phase		\$3,561.25
				Total this Project		\$3,561.25
				Total this Report		\$3,561.25



POSTED  
12/15/21



**Harris & Associates**

**INVOICE**

Code 17  
Agmt - OK'd  
PY #  
12/15/21

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

15 October 2021  
Project No: 2000363001  
Invoice No: 50158  
Project Manager David Mack

**Total this Invoice \$2,961.25**

**Planning Services**

Professional Services from August 29, 2021 to October 2, 2021

Phase 01 Planning Services

	Hours	Rate	Amount	
Barton, Alexander	.75	125.00	93.75	
Mack, David	15.50	185.00	2,867.50	
Totals	16.25		2,961.25	
Labor Total				2,961.25
<b>Total this Phase</b>				<b>\$2,961.25</b>

**Budget Summary**

	Current	Prior	To-Date
Total Billings	2,961.25	89,462.50	92,423.75
Budget			105,000.00
Budget Remaining			12,576.25
<b>Total this Invoice</b>			<b>\$2,961.25</b>

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

## Billing Backup

Harris & Associates, Inc.

Invoice 50158 Dated 10/15/2021

Wednesday, December 15, 2021

12:13:33 PM

Phase 01 Planning Services

			Hours	Rate	Amount
2859	Barton, Alexander	9/2/2021	.75	125.00	93.75
	Meeting to discuss JJ's Burgers/On The Alameda project				
2796	Mack, David	8/30/2021	3.00	185.00	555.00
	Smoke Point emails/phone call w/ Brian F (.5); casa Rosa condition review (.75); Phone call w/ Raeid (0.5); Casa Rosa email re: conditions (multiple) (0.5); Create and Schedule Zoom Meeting for JJ burgers (.25); EMail Indem Agreement to Raeid for review and completion (0.25); emails on errors in Indem Agreement (0.25)				
2796	Mack, David	8/31/2021	4.50	185.00	832.50
	Drive to/from SJB City Hall re: DRC Meeting (1); DRC meeting (2.5); CCondition compliance emails on Casa Rosa (1)				
2796	Mack, David	9/1/2021	1.00	185.00	185.00
	Calls and emails with Raeid re: Casa Rosa (.5); Invoice review and Approval (.5)				
2796	Mack, David	9/2/2021	1.25	185.00	231.25
	JJ BURger Zoom Call (1); follow up email re: Casa Rosa (.25)				
2796	Mack, David	9/13/2021	.50	185.00	92.50
	Loazya Engineering comment review and tracking (0.5) review of IWorq (0.5)				
2796	Mack, David	9/14/2021	1.00	185.00	185.00
	Email and phone call w/ Luis Vargas re: JJ Butger CUP and LLA process (0.5); review Casa Rosa color board and email SJB on status/process (0.5)				
2796	Mack, David	9/15/2021	1.00	185.00	185.00
	Emails w/ B Foucht (.5); review ADU Ordinance emails and comments (0.5)				
2796	Mack, David	9/16/2021	1.00	185.00	185.00
	Emails on Midnight Express RV Park (.5); email with Raeid re: Casa Rosa (0.25); Phone call w/ Luis V re: JJ Burger (0.25)				
2796	Mack, David	9/20/2021	.25	185.00	46.25
	ADU emails/discussion w/ Hitta (0.25)				
2796	Mack, David	9/21/2021	.25	185.00	46.25
	DRC Meeting emails/comments (0.25)				
2796	Mack, David	9/23/2021	.50	185.00	92.50
	Casa Rosa color board review and calls/emails w/ B Foucht (.5)				
2796	Mack, David	9/24/2021	.75	185.00	138.75
	Casa Rose emails/color samples (0.75)				
2796	Mack, David	9/28/2021	.50	185.00	92.50
	Email check w/ Luis Vargas re: JJ Burger (0.5)				
	Totals		16.25		2,961.25
	<b>Labor Total</b>				<b>2,961.25</b>
	<b>Total this Phase</b>				<b>\$2,961.25</b>

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Harris & Associates

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Total this Project	\$2,961.25
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Total this Report	\$2,961.25
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City of San Juan Bautista

P.O. Box 1420

San Juan Bautista, CA 95045

# Invoice

Date	Invoice #
8/19/2022	287

<b>Bill To</b>
Midnight Express Cynthia Orozco PO Box 17212 Hollister, CA 95024

Terms	Account #

Description	Rate	Amount
CSG Consultants for 01/01/2022- 06/30/2022 see attached documentation (invoice 42013, 42516, 43850, 44316, 45291)	9,385.00	9,385.00
4Leaf, Inc. for 01/01/2022- 06/30/2022 see attached documentation (invoice J3602A29)	532.00	532.00
Harris & Associates for 01/01/2022- 06/30/2022 see attached documentation (invoice 52984, 53403)	1,918.45	1,918.45
Wellington & Rathie for 01/01/2022- 06/30/2022 see attached documentation (invoice 26203, 26225)	3,600.00	3,600.00
Reimbursable Expenses Subtotal		15,435.45
Administrative Charge 15%	15.00%	2,315.32
<b>Total</b>		<b>\$17,750.77</b>





550 Pilgrim Drive  
Foster City, CA 94404

## Invoice

Employee-Owned

Invoice 42013  
Invoice Date 02/11/2022

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 01/28/2022

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	01/04/2022	8.00	220.00	1,760.00
<i>RFI &amp; Issues w/ RV RAB 1 hr, Meeting re. Casa Rosa 1 hr, Mtg w/ Corp Yard &amp; Don 1 hr, Sewer lateral issues 1 hr, Emails &amp; Corrs 2 hr, Review Stantec contract &amp; proposals 1 hr, Frank Bozo's lateral 1 hr</i>				
	01/10/2022	6.00	220.00	1,320.00
<i>Email &amp; Corrs 1 hr, 1112 3rd st 0.5, RV and flooding issues 1 hr, Franklin Circle 1 hr, Special event permit 0.5 hr, Washington SS issues 1 hr, Casa Rosa Utilities 1 hr</i>				
	01/11/2022	7.50	220.00	1,650.00
<i>Emails &amp; Corrs 0.5 hr, Casa Rosa issues &amp; Site Visit 1 hr, RV acceptance report and drainage issues 1.5 hr Meeting w/ Microvi 1 hr, Mtg w/ Cathey Re. Dadwal ROW 1.5, Submittal for Verutti 1.5 hr</i>				
	01/12/2022	7.00	220.00	1,540.00
<i>Park Projects RFI &amp; Submittals 2 hrs, corres 1 hr, Orchard Meadows 1 hr, Casa Rosa 1 hr, RV storm drain system 1 hr, RAB RFI &amp; Conflict 1 hr</i>				
	01/13/2022	8.00	220.00	1,760.00
<i>Meeting at RV 1.5 hr, Mtg w/ Terry re. RAB 1 hr, Orchard Meadows mtg 1 hr, Mtg re. LSRP w/ KH &amp; SJB County 1 hr Mtg w/ Nick re. SS laterals 1 hr, Casa Rosa 1.5 hr, Park projects summary 1 hr</i>				
	01/14/2022	6.00	220.00	1,320.00
<i>Emails &amp; Corrs 1 hr, Submittals for Franklin Circle 2. hr, Casa Rosa &amp; WT &amp; SS issues 1 hr, RAB RFI 1 hr Dadwal Project 0.5 hr, Orchard Meadows 0.5 hr</i>				
	01/18/2022	8.00	220.00	1,760.00



*Emails & Corrs 1 hr, Orchard Meadow 1.5 hr, JJ Burger 2 hrs, Franklin Circle 1.5 hr, Enc. Permit (Tmobile) 0.5 hr, Calls w/ Terry Re. RAB 1.5 hr*

01/19/2022 6.00 220.00 1,320.00

*RAB RFI & Issues 1.5, Orchard Meadows FEMA 1 hr, force main emails and 90% plans 1.5 hr, Franklin Circle RFI & Notice 1 hr, Casa Rosa 0.5 hr, Etheric plans and comments 0.5 hr*

01/20/2022 8.00 220.00 1,760.00

*Corrs 1 hr, Etheric MTG 0.5 hr, DRC mtg 2 hrs, Verutti submittal 1 hr Franklin Circle submittals 2 hrs, Enc permit car show & 10K run & ck Loayza's permit 1.5 hr*

01/21/2022 5.00 220.00 1,100.00

*Verutti submittals 2 hr, Corrs 1 hr, Force main 90% 2 hr*

01/24/2022 3.00 220.00 660.00

*RAB questions and issues 1 hr, Franklin Circle 2 hr,*

01/25/2022 6.50 220.00 1,430.00

*Emails & Corrs 1 hr, Enc permit 100 Alameda 1 hr, Orchard Meadows 1 hr, Loayza project 1.5 hr, Franklin Circle project 2 hr*

01/26/2022 8.00 220.00 1,760.00

*Franklin submittals 2 hr, Verutti submittals 2 hr, Orchard Meadow 1 hr, Stantec invoice & forcemain project 1.5, LSRP corrs 1 hr,,emails & corrs 0.5 hr*

01/27/2022 8.00 220.00 1,760.00

*Franklin circle mtg & notices 2.5 hr, midnight express 1 hr, Franklin circle submittals 1.5 hr, Special event 10k run 1 hr, RAB 1 hr, flyers for Franklin & verutti 1 hr*

01/28/2022 6.50 220.00 1,430.00

*Structural submittals for Verutti 2.5 hr, Con w/ Jacki re. Loayzas status 1 hr, Franklin Circle Auto cad 1 hr, Lift station transfer switch 1 hr, emails & corrs 1 hr*

SERVICES : Subtotal	101.50	22,330.00
City Engineer/Staff Augmentation	101.50	\$22,330.00

**Invoice Total \$22,330.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

#### PROJECT SUMMARY

Previously Billed	770,480.73
Current Invoice	22,330.00





550 Pilgrim Drive  
Foster City, CA 94404

## Invoice

Employee-Owned

Invoice 42516  
Invoice Date 03/11/2022

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 02/25/2022

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	01/31/2022	5.00	220.00	1,100.00
<i>RAB questions and RFI 1 hr, Franklin Circle submittal 1 hr, mtg w/ Waterboard &amp; Wallace group 1 hr, midnight Express 1 hr, Forcemain project 1 hr</i>				
	02/01/2022	8.00	220.00	1,760.00
<i>Mtg re. RAB 1 hr, Mrg re. Casa Rosa utilities 1 hr, forcemain project 2 hrs, verutti park 1 hr, Microvi and corrs 1 hr, Loayza and RAB projects 1 hr, Well #6 permit 1 hr,</i>				
	02/02/2022	7.00	220.00	1,540.00
<i>Casa Rosa &amp; conf call w/ Terry 1.5 hr, structural submittals for Verutti 2hr, Submittal for Franklin 2 hr, Lang St alignment 1 hr, Enc. permit #163 0.5 hr</i>				
	02/03/2022	8.00	220.00	1,760.00
<i>Casa Rosa &amp; site Visit 2 hr, RAB RFI and site visit 2 hr, Loayza map 1hr, submittals for Franklin 1 hr, Submittal and bldg permit for Verutti park 2 hr</i>				
	02/04/2022	6.50	220.00	1,430.00
<i>RAB RFI &amp; schedule 1 hr, Verutti restroom 2 hr, Franklin park 1.5 hr, JJA invoice 0.5 hr, Stantec Invoice 0.5 hr, RFP for lift station 1 hr</i>				
	02/07/2022	6.00	220.00	1,320.00
<i>RAB questions and RFI 1 hr, Franklin Circle submittal and change order for vertical curb 2 hrs, lift station proposals for Pump and control panel installations 1 hr, Forcemain project 1 hr, Orchard Meadows street alignment 1 hr</i>				
	02/08/2022	8.00	220.00	1,760.00
<i>RAB site visit, RFI 2 hrs, Meeting w/ Wallace Group 1 hr, Orchard Meadows circulation 1 hr, Franklin Park 1 hr, Verutti park 1.5 hr, emails &amp; corrs 1.5 hr</i>				



	02/09/2022	8.00	220.00	1,760.00
<i>Franklin Park 1hr, Midnight Express 0.5 hr, Orchard Meadows 1.5 hr, Parklet &amp; 3rd St 1 hr, enc permit 500 Lausen 0.5 hr, 903 3rd st 0.5 hr pg&amp;E permit extension 0.5 hr, permit for well #6 0.5 hr, Franklin Circle sign 1 hr, LS proposal 0.5 hr and Loayza 0.5 hr</i>				
	02/10/2022	7.00	220.00	1,540.00
<i>Franklin Circle Park 2 hr, Loayza 1 hr, Verutti Park 1.5 hr, Emails &amp; Corrs 1 hr, Mtg w/ Chapin &amp; Meritage 1.5 hr</i>				
	02/11/2022	4.00	220.00	880.00
<i>Grant opportunity 0.5 hr, permit for well #6 0.5 hr, Franklin Circle park 1.5 hr, verutti park 1.5 hr</i>				
	02/14/2022	7.00	220.00	1,540.00
<i>Verutti Project 2 hr, Franklin Circle 1 hr, RAB stamped concrete &amp; closure 1.5 hr, Well #6 1 hr, Building permit for Verutti 0.5 hr, Microvi system 1 hr</i>				
	02/15/2022	7.50	220.00	1,650.00
<i>Force main project 1 hr, Verutti submittal 1.5 hr, RAB delineators &amp; RFI 1.5 hr, Franklin submittal 1 hr, Shape&amp; Stantec invoice 1 hr, Dadwal project 0.5, communication w/ School &amp; Emergency RAB 1 hr</i>				
	02/16/2022	6.50	220.00	1,430.00
<i>Franklin Circle 1.5, Force main 1 hr, Verutti lights &amp; submittal 1.5 hr, RAB RFI 1.5 hr, corrs &amp; emails 1 hr</i>				
	02/17/2022	8.00	220.00	1,760.00
<i>RAB RFI &amp; Issues 1.5hr, Verutti RFI &amp; Submittal 1.5hr, 46 Polk ST 1.5 hr, Building dept permit 1.5 hr, Loayza project 1 hr, Franklin Circle 1 hr</i>				
	02/18/2022	6.50	220.00	1,430.00
<i>Mtg w/ Stantec 1.5 hr, Franklin Submittal 1 hr, Verutti Submittals 1 hr, PMP project 1.5 hr, Force main tribe letter 1 hr, emails &amp; corrs 0.5</i>				
	02/22/2022	8.00	220.00	1,760.00
<i>Force main project 2 hr, Verutti submittal 1.5 hr, RAB revised cost &amp; RFI 1.5 hr, Franklin submittal &amp; complain 1 hr, Well #6 blending Wallace Group 1 hr, emails &amp; corrs 1 hr</i>				
	02/23/2022	7.00	220.00	1,540.00
<i>Bldg permit and bldg submittal for Verutti 2 hr, Franklin Park 1 hr, Corrs &amp; emails 1 hr, PMP project 3 hr</i>				
	02/24/2022	8.00	220.00	1,760.00
<i>Force main project 2 hrs, PMP 3 hrs, Franklin Park 1 hr, Enc permit 313 4th st &amp; 100 The Alameda 1 hr, RAB 1 hr</i>				
	02/25/2022	7.50	220.00	1,650.00
<i>ATP mtg 0.5 hr, Mtg w/ Wallace Group 1.5 hr, RAB RFI 1 hr, Franklin Park 1.5 hr, emails &amp; corrs 1 hr, West Hill water 1 hr, PMP 1 hr</i>				
Slintak, Edward	02/07/2022	1.50	220.00	330.00



<i>Receive FOrce main package to review.</i>	02/08/2022	2.00	220.00	440.00
<i>Force main package review.</i>	02/11/2022	1.50	220.00	330.00
<i>Force main package review.</i>	02/15/2022	2.00	220.00	440.00
<i>FOrce Main project review.</i>	02/16/2022	3.00	220.00	660.00
<i>FOrce Main project review.</i>	02/17/2022	2.00	220.00	440.00
<i>FOrce Main project review.</i>	02/23/2022	2.00	220.00	440.00
<i>Review 90% submittal of SSFM project</i>	02/24/2022	3.50	220.00	770.00
<i>Review 90% submittal of SSFM project</i>	02/25/2022	4.50	220.00	990.00
<i>Review 90% submittal of SSFM project, Review Seismic risk email.</i> Samhuri, Nidal	02/15/2022	1.25	220.00	275.00
<i>ATM meeting with Brian Faucht Contact Consultant for Peer Review task of Rancho Vista Flood Control issue</i>	02/16/2022	0.50	220.00	110.00
<i>of Rancho Vista Flood Control issue</i>	02/17/2022	0.50	220.00	110.00
<i>of Rancho Vista Flood Control issue ATM meeting with Brian Faucht</i>	02/24/2022	3.25	220.00	715.00
<i>Evaluate pavement conditions at 6 SJB streets for PMP report and bid docs Review initial findings and recommendation with Julie Prepare Peer Review solicitation emails for two consultants: Shaaf &amp; Wheeler ands HDR</i>	02/25/2022	0.75	220.00	165.00
<i>ATP Team Meeting in preparation for upcoming functions and site visit with Don R, Brian F. and Team</i>				

SERVICES : Subtotal	161.75	35,585.00
City Engineer/Staff Augmentation	161.75	\$35,585.00

**San Juan Hollister Road lift station (new panel)**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhuri, Nidal				



02/24/2022	1.00	220.00	220.00
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*Review and obtain feedback on the use of Rancho Vista  
geotechnical report data as reference*

SERVICES : Subtotal	1.00	220.00
San Juan Hollister Road lift station (new panel)	1.00	\$220.00

**Franklin Circle Park Project  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
De Leeuw, Terry				
	02/15/2022	2.00	140.00	280.00
Construction Inspection				
	02/17/2022	2.00	140.00	280.00
Construction Inspection				
	02/22/2022	1.00	140.00	140.00
Construction Inspection				
	02/23/2022	1.00	140.00	140.00
Construction Inspection				
	02/24/2022	2.00	140.00	280.00
Construction Inspection				

SERVICES : Subtotal	8.00	1,120.00
Franklin Circle Park Project	8.00	\$1,120.00

**Invoice Total    \$36,925.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed	792,810.73
Current Invoice	36,925.00





550 Pilgrim Drive  
Foster City, CA 94404

## Invoice

Employee-Owned

Invoice 43850  
Invoice Date 05/13/2022

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 04/29/2022

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal				
	03/28/2022	2.00	220.00	440.00
<i>Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Loayza Site Improvement Map Technical Review with L&amp;S, Marl L, and Julie B. Loayza Site Improvement Map Technical Review with L&amp;S, Marl L, and Julie B. Resolve outstanding comments.</i>				
	03/29/2022	7.50	220.00	1,650.00
<i>Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Loayza Site Improvement Map Technical Review with L&amp;S, Marl L, and Julie B. Loayza Site Improvement Map Technical Review with L&amp;S, Marl L, and Julie B. Resolve outstanding comments. Review Dante Baines complaint regarding \$11,700 Impact Fees assessed by SJB Building Department Inspector (Minnie) Review Dante Baines complaint regarding \$11,700 Impact Fees assessed by SJB Building Department Inspector (Minnie) Clarified to Don the reason for imposing such an amount Reviewed Photos with Tony Hull and discussed 3rd St. ADA Spaces configuration Reviewed Photos with Tony Hull and discussed 3rd St. ADA Spaces configuration Reviewed Photos with Tony Hull and discussed 3rd St. ADA Spaces configuration</i>				
	03/30/2022	0.75	220.00	165.00
<i>Loayza Site Improvement Map Technical Review with L&amp;S, Marl L, and Julie B. Loayza Site Improvement Map Technical Review with L&amp;S, Marl L, and Julie B. Resolve outstanding comments. Reviewed and signed Encroachment permits with Brian and Michelle Reviewed and signed Encroachment permits with Brian and Michelle Reviewed and signed Encroachment permits with Brian and Michelle</i>				
	03/31/2022	7.75	220.00	1,705.00



Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Loayza Site Improvement Map Technical Review with L&S, Marl L, and Julie B. Loayza Site Improvement Map Technical Review with L&S, Marl L, and Julie B. Resolve outstanding comments. Got update from Terry on Franklin Circle ETA Schedule following the Shut down and rain even last weekend Got update from Terry on Franklin Circle ETA Schedule following the Shut down and rain even last weekend Reviewed and signed Encroachment permits with Brian and Michelle Reviewed and signed Encroachment permits with Brian and Michelle Reviewed and signed Encroachment permits with Brian and Michelle Drafting Fire House Painting & Repair Contract for Nick B Drafting Fire House Painting & Repair Contract for Nick B	04/01/2022	1.00	220.00	220.00
Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Loayza Site Improvement Map Technical Review with L&S, Marl L, and Julie B. Loayza Site Improvement Map Technical Review with L&S, Marl L, and Julie B. Resolve outstanding comments. Reviewed and signed Encroachment permits with Brian and Michelle Reviewed and signed Encroachment permits with Brian and Michelle Reviewed and signed Encroachment permits with Brian and Michelle	04/03/2022	0.50	220.00	110.00
Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Verutti Park Restroom Structural Submittals Review Loayza Site Improvement Map Technical Review with L&S, Marl L, and Julie B. Loayza Site Improvement Map Technical Review with L&S, Marl L, and Julie B. Resolve outstanding comments.	04/04/2022	0.75	220.00	165.00
SJB-Hollister FM: Water Board Meeting SJB-Hollister FM: Water Board Meeting Flood Peer Review; 1st Street RAB Closure notification letters and traffic control review	04/05/2022	7.50	220.00	1,650.00
SJB-Hollister FM: Water Board Meeting SJB-Hollister FM: Water Board Meeting Verutti Park Solar Follow up with Nick Review Submittals and communicate with 4Leaf Verutti Park Solar Follow up with Nick Verutti Park Solar Follow up with Nick Arts & Crafts Festival review of activities Flood Peer Review; 1st Street RAB Closure notification letters and traffic control review Verutti Park Restroom resubmittals review Water Tank Intro & Phone conversation- Etheric Well 6 Strategy with Greg Hubbard	04/06/2022	1.00	220.00	220.00
SJB-Hollister FM: Water Board Meeting SJB-Hollister FM: Water Board Meeting Flood Peer Review; 1st Street RAB Closure notification letters and traffic control review	04/07/2022	6.75	220.00	1,485.00



*SJB-Hollister FM: Water Board Meeting SJB-Hollister FM: Water Board Meeting Verutti Park Solar Follow up with Nick Review Submittals and communicate with 4Leaf Verutti Park Solar Follow up with Nick Verutti Park Solar Follow up with Nick Verutti Park Solar Follow up with Nick Flood Peer Review; 1st Street RAB Closure notification letters and traffic control review Verutti Park Restroom resubmittals review Water Tank Intro & Phone conversation- Etheric*

04/08/2022 1.75 220.00 385.00

*SJB-Hollister FM: Water Board Meeting SJB-Hollister FM: Water Board Meeting Verutti Park Solar Follow up with Nick Review Submittals and communicate with 4Leaf Verutti Park Solar Follow up with Nick Verutti Park Solar Follow up with Nick Verutti Park Solar Follow up with Nick Flood Peer Review; 1st Street RAB Closure notification letters and traffic control review*

04/10/2022 0.50 220.00 110.00

*SJB-Hollister FM: Water Board Meeting SJB-Hollister FM: Water Board Meeting*

04/11/2022 1.75 220.00 385.00

*SJB- Hollister FM pipeline Meetings and Update with Regional Water Board*

04/12/2022 7.75 220.00 1,705.00

*Lang Street Hydraulic Impact Analysis with Shaaf & Wheelier Loayza Overhead Undergrounding Issue with L&S Engineering and Mark Lander Rancho Vista Flood Event Peer Review estimate review SJB- Hollister FM pipeline Meetings and Update with Regional Water Board Verutti Park Submittals Review*

04/14/2022 7.50 220.00 1,650.00

*Franklin Street Park Dedication Seat Selection with Don and Terry Loayza Overhead Undergrounding Issue with L&S Engineering and Mark Lander Midnight Express Flood Plain Violation- Discuss with Brian and Nourdin Rancho Vista Flood Event Peer Review estimate review SJB- Hollister FM pipeline Meetings and Update with Regional Water Board Special Events Coordination Meeting - Preparation for next cook off event with Brian and Team Verutti Park Submittals Review*

04/15/2022 1.50 220.00 330.00

*Loayza Overhead Undergrounding Issue with L&S Engineering and Mark Lander Midnight Express Flood Plain Violation- Discuss with Brian and Nourdin SJB- Hollister FM pipeline Meetings and Update with Regional Water Board Verutti Park Submittals Review*

04/16/2022 0.25 220.00 55.00

*Midnight Express Flood Plain Violation- Discuss with Brian and Nourdin*

04/17/2022 0.75 220.00 165.00

*Loayza Overhead Undergrounding Issue with L&S Engineering and Mark Lander Midnight Express Flood Plain Violation- Discuss with Brian and Nourdin Verutti Park Submittals Review*

04/18/2022 1.25 220.00 275.00



Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and ACM Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and Loayza Site Improvement Plan reviews Verutti Park Restroom Solar Light Sample installation and check/select 5 lights locations with Paul & Minneo	04/19/2022	7.00	220.00	1,540.00
Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and ACM Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and Loayza Site Improvement Plan reviews Rancho Vista Roundabout Site Visits and inspection of RAB damage duerun over; Striping Inspection with Terry and subcontractor Verutti Park Restroom Solar Light Sample installation and check/select 5 lights locations with Paul & Minneo	04/20/2022	0.25	220.00	55.00
Rancho Vista Roundabout Site Visits and inspection of RAB damage duerun over; Striping Inspection with Terry and subcontractor	04/21/2022	7.75	220.00	1,705.00
Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and ACM Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and Loayza Site Improvement Plan reviews Rancho Vista Flood Event Peer review i Don signed Peer Review Contract approval by Don and transmittal to Shaaf & Wheeler Rancho Vista Roundabout Site Visits and inspection of RAB damage duerun over; Striping Inspection with Terry and subcontractor Verutti Park Restroom Solar Light Sample installation and check/select 5 lights locations with Paul & Minneo ncroachment Permit Review EC173 - Rte.156 Review with Michelle	04/22/2022	3.25	220.00	715.00
Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and ACM Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and Discussions with Terry and Julie; Teleconference with Ann Hall Rancho Vista Flood Event\and Peer review, Don approval and SOW Contract transmittal to Shaaf & Wheeler	04/23/2022	1.25	220.00	275.00
Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and ACM Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and Loayza Site Improvement Plan reviews Rancho Vista Roundabout Site Visits and inspection of RAB damage duerun over; Striping Inspection with Terry and subcontractor				



	04/24/2022	0.75	220.00	165.00
<i>Loayza Site Improvement Plan reviews Midnight Express Flood Plain Violation Records Review/ Site Observation, investigation, meeting with owners at site and Reporting to City Manager and ACM Rancho Vista Roundabout Site Visits and inspection of RAB damage duerun over; Striping Inspection with Terry and subcontractor</i>				
Behzad, Fatemeh				
	03/29/2022	2.50	220.00	550.00
<i>Corrs and emails &amp; Meeting w/ Loayza's technical team 1.5 hr, treatment system for RAB &amp; Loayza's project 1 hr</i>				
	03/30/2022	1.50	220.00	330.00
<i>Mr. B's permit &amp; Fees 0.5 hr, Review Verutti's submittal status 1 hr</i>				
	03/31/2022	1.00	220.00	220.00
<i>Verutti Project , Bldg Permit and submittal 1 hr</i>				
	04/01/2022	1.00	220.00	220.00
<i>Loayza project 1 hr</i>				
	04/05/2022	1.50	220.00	330.00
<i>Corrs and emails, conversations w/ Nidal re. Loayza's sub, Verutti project, RAB</i>				
	04/12/2022	2.00	220.00	440.00
<i>Corrs and emails , Undergrounding OHU for Loayza's project, Lang St. Hydrology Report</i>				
	04/13/2022	1.50	220.00	330.00
<i>Conference call w/ Terry Re. Midnight Express grading issues &amp; RAB</i>				
	04/19/2022	1.50	220.00	330.00
<i>Corrs and emails, Mr. B Appeal 0.5 hr, 1 hr Loayza's improvement and landscaping plans</i>				
	04/21/2022	1.50	220.00	330.00
<i>Midnight Express Project 1 hr, Ranch Vista remaining items 0.5</i>				
	04/22/2022	2.00	220.00	440.00
<i>Midnight Express/conference call w/ Terry &amp; Nidal 1.5 hr, Loayza project 0.5</i>				
	04/25/2022	1.50	220.00	330.00
<i>Loayza's Maps</i>				
	04/26/2022	1.00	220.00	220.00
<i>Loayza Project</i>				
	04/27/2022	2.50	220.00	550.00
<i>Loayza Project SIA, PM, conditions 1.5 hr, Permit water tank 1 hr</i>				
	04/28/2022	2.00	220.00	440.00
<i>Loaza 1 hr, RAB 1 hr, Enc permit 1.5 hr (2 PGE permits 175 &amp; 179)</i>				
	04/29/2022	1.00	220.00	220.00



*Rancho Vista 0.5 hr, RAB 0.5 hr*  
De Leeuw, Terry

04/01/2022 1.00 140.00 140.00

*Midnight Express Inspection*

04/21/2022 2.00 140.00 280.00

*Engineering Staff Augmentation Midnight Express*

04/22/2022 4.00 140.00 560.00

*Engineering Staff Augmentation Midnight Express*

SERVICES : Subtotal	109.75	23,585.00
City Engineer/Staff Augmentation	109.75	\$23,585.00

**Franklin Circle Park Project  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal				
	04/18/2022	0.25	220.00	55.00
<i>Franklin Circle Park Submittals Review</i>				
	04/19/2022	0.25	220.00	55.00
<i>Franklin Circle Park Submittals Review</i>				
	04/20/2022	0.25	220.00	55.00
<i>Franklin Circle Park Submittals Review</i> De Leeuw, Terry				
	03/28/2022	2.00	140.00	280.00
<i>Construction Inspect</i>				
	04/01/2022	2.00	140.00	280.00
<i>Construction Inspect</i>				
	04/04/2022	2.00	140.00	280.00
<i>Construction Inspection</i>				
	04/05/2022	2.00	140.00	280.00
<i>Construction Inspection</i>				
	04/06/2022	1.00	140.00	140.00
<i>Construction Inspection</i>				
	04/07/2022	2.00	140.00	280.00
<i>Construction Inspection</i>				
	04/08/2022	2.00	140.00	280.00
<i>Construction Inspection</i>				
	04/11/2022	1.00	140.00	140.00
<i>Construction Inspection</i>				
	04/12/2022	1.00	140.00	140.00
<i>Construction Inspection</i>				



	04/13/2022	1.00	140.00	140.00
Construction Inspection				
	04/20/2022	2.00	140.00	280.00
Construction Inspection				

SERVICES : Subtotal	18.75	2,685.00
Franklin Circle Park Project	18.75	\$2,685.00

Invoice Total \$26,270.00

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed	863,435.73
Current Invoice	26,270.00





550 Pilgrim Drive  
Foster City, CA 94404

Employee-Owned

## Invoice

Invoice 44316  
Invoice Date 06/10/2022

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 05/27/2022

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	05/02/2022	1.50	220.00	330.00
<i>Encroachment permit 173 1 hr, TCL &amp; Fence for RAB 1 hr</i>				
	05/03/2022	2.00	220.00	440.00
<i>RAB punch list &amp; Loayza's fence 1 hr, midnight express 1 hr</i>				
	05/04/2022	3.50	220.00	770.00
<i>RAB &amp; Franklin Park 1 hr, Midnight Express 2.5 hr</i>				
	05/05/2022	3.00	220.00	660.00
<i>RAB, Franklin &amp; Verutti Parks 1 hr, Meeting w/ MPE &amp; Nidal re. Verutti Park 2 hr</i>				
	05/09/2022	1.50	220.00	330.00
<i>Encroachment permit general 0.5 hr, S&amp;W proposal for Midnight express &amp; emails 1 hr</i>				
	05/10/2022	1.00	220.00	220.00
<i>conference call re. Loayza staff report 1 hr</i>				
	05/12/2022	2.50	220.00	550.00
<i>Verutti park submittals 0.5 hr, Rancho Vista flood study 0.5 hr, Midnight Express 0.5 hr, Loayza subdivision 0.5 hr, Franklin Circle Park project 0.5 hr</i>				
	05/13/2022	1.00	220.00	220.00
<i>Verutti compaction testing/specifications 0.5 hr, submittal &amp; outside lighting 0.5 hr</i>				
	05/18/2022	1.00	220.00	220.00
<i>Loayza PM &amp; timeline to approve, all correspondence &amp; emails</i>				
	05/19/2022	3.00	220.00	660.00
<i>DRC 0.5 hr, Midnight Express and follow up mtg 2 hrs, Microvi report and correspondence 0.5 hr</i>				



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

44316  
06/10/2022

	05/20/2022	4.50	220.00	990.00
<i>Meeting w/ Microvi 1 hr, Staff report and review and follow up with all emails &amp; corrs. 3.5 hr</i>				
	05/22/2022	1.00	220.00	220.00
<i>Review City attorney's revise staff report &amp; reso of Loayza project, corrs &amp; emails</i>				
	05/24/2022	1.50	220.00	330.00
<i>1 hr PMP, 0.5 hr Midnight Express</i>				
	05/25/2022	1.00	220.00	220.00
<i>PMP project</i>				
	05/26/2022	2.50	220.00	550.00
<i>2 hr PMP, 0.5 hr Verutti project Samhour, Nidal</i>				
	05/02/2022	0.25	220.00	55.00
<i>Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf &amp; Wheeler) re: Violation impact assessment &amp; proposed remedies</i>				
	05/03/2022	0.50	220.00	110.00
<i>Rancho Vista Punch List - Site Walk Through with Miritage PM and Subcontractor. Check 12 main items, including flood event damages Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Loayza Site Improvement 100 % submittal -discussion with Terry D re; Additional comments on constructability issues. Discussed with Mark Lander to advise. Also, call Bob Rathe to discuss final SIP agreement. Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf &amp; Wheeler) re: Violation impact assessment &amp; proposed remedies Midnight express flood plain violation Verutti Park Restroom: Meeting with MPE to check Status of Submittals and project execution plan, particularly, MPE delayed submittals and time extension request.</i>				
	05/03/2022	6.25	220.00	1,375.00
<i>Rancho Vista Punch List - Site Walk Through with Miritage PM and Subcontractor. Check 12 main items, including flood event damages Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Loayza Site Improvement 100 % submittal -discussion with Terry D re; Additional comments on constructability issues. Discussed with Mark Lander to advise. Also, call Bob Rathe to discuss final SIP agreement. Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf &amp; Wheeler) re: Violation impact assessment &amp; proposed remedies Midnight express flood plain violation Verutti Park Restroom: Meeting with MPE to check Status of Submittals and project execution plan, particularly, MPE delayed submittals and time extension request.</i>				
	05/04/2022	4.75	220.00	1,045.00



*Rancho Vista Punch List - Site Walk Through with Miritage PM and Subcontractor. Check 12 main items, including flood event damages Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf & Wheeler) re: Violation impact assessment & proposed remedies Verutti Park Restroom: Meeting with MPE to check Status of Submittals and project execution plan, particularly, MPE delayed submittals and time extension request.*

05/05/2022 0.50 220.00 110.00

*Rancho Vista Punch List - Site Walk Through with Miritage PM and Subcontractor. Check 12 main items, including flood event damages Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Casa Rosa Utility Resubmittal Comments to Saidi Farhat and Engineer Bob Roper Loayza Site Improvement 100 % submittal -discussion with Terry D re; Additional comments on constructability issues. Discussed with Mark Lander to advise. Also, call Bob Rathe to discuss final SIP agreement. Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf & Wheeler) re: Violation impact assessment & proposed remedies Midnight express flood plain violation SJB Local Streets Truck Access Restriction. Call Travis Low -CT Traffic Safety Verutti Park Restroom: Meeting with MPE to check Status of Submittals and project execution plan, particularly, MPE delayed submittals and time extension request.*

05/05/2022 5.25 220.00 1,155.00

*Rancho Vista Punch List - Site Walk Through with Miritage PM and Subcontractor. Check 12 main items, including flood event damages Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Casa Rosa Utility Resubmittal Comments to Saidi Farhat and Engineer Bob Roper Loayza Site Improvement 100 % submittal -discussion with Terry D re; Additional comments on constructability issues. Discussed with Mark Lander to advise. Also, call Bob Rathe to discuss final SIP agreement. Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf & Wheeler) re: Violation impact assessment & proposed remedies Midnight express flood plain violation SJB Local Streets Truck Access Restriction. Call Travis Low -CT Traffic Safety Verutti Park Restroom: Meeting with MPE to check Status of Submittals and project execution plan, particularly, MPE delayed submittals and time extension request.*

05/06/2022 3.75 220.00 825.00

*Rancho Vista Punch List - Site Walk Through with Miritage PM and Subcontractor. Check 12 main items, including flood event damages Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Loayza Site Improvement 100 % submittal -discussion with Terry D re; Additional comments on constructability issues. Discussed with Mark Lander to advise. Also, call Bob Rathe to discuss final SIP agreement. Midnight Express Flood Plain Violation Observation and Summary Report. Follow up with Consultant (Shaaf & Wheeler) re: Violation impact assessment & proposed remedies Verutti Park Restroom: Meeting with MPE to check Status of Submittals and project execution plan, particularly, MPE delayed submittals and time extension request.*



	05/07/2022	1.50	220.00	330.00
<i>Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Rancho Vista Punch List Walk Through with Miritage PM and Subcontractor Rancho Vista Review Consultant Flood Event Peer Review summary &amp; Recommendations Statewide Pavement Need Assessment Survey</i>				
	05/09/2022	2.50	220.00	550.00
<i>Fill out and submit Statewide Pavement Needs Assessment Survey Midnight Express - Meet and review SOW with Consultant (S&amp;W). RV Flood Event Peer Review Summary and recommendations review and discussion/update with Terry &amp; Consultant Verutti Park -Meet &amp; Resolve Contractor's outstanding submittals issues and update completion schedule</i>				
	05/10/2022	2.00	220.00	440.00
<i>Encroachment Permit (EC 173)Review and Approval Fill out and submit Statewide Pavement Needs Assessment Survey Loayza Site Development and Parcel Map - Review Agreement with Bob R (City Attorney) &amp; Mark L.; Staff Report with Julie Midnight Express - Meet and review SOW with Consultant (S&amp;W). RV Flood Event Peer Review Summary and recommendations review and discussion/update with Terry &amp; Consultant Verutti Park -Meet &amp; Resolve Contractor's outstanding submittals issues and update completion schedule</i>				
	05/10/2022	5.00	220.00	1,100.00
<i>Encroachment Permit (EC 173)Review and Approval Fill out and submit Statewide Pavement Needs Assessment Survey Loayza Site Development and Parcel Map - Review Agreement with Bob R (City Attorney) &amp; Mark L.; Staff Report with Julie Midnight Express - Meet and review SOW with Consultant (S&amp;W). RV Flood Event Peer Review Summary and recommendations review and discussion/update with Terry &amp; Consultant Verutti Park -Meet &amp; Resolve Contractor's outstanding submittals issues and update completion schedule</i>				
	05/11/2022	3.50	220.00	770.00
<i>Fill out and submit Statewide Pavement Needs Assessment Survey Loayza Site Development and Parcel Map - Review Agreement with Bob R (City Attorney) &amp; Mark L.; Staff Report with Julie Midnight Express - Meet and review SOW with Consultant (S&amp;W). RV Flood Event Peer Review Summary and recommendations review and discussion/update with Terry &amp; Consultant Verutti Park -Meet &amp; Resolve Contractor's outstanding submittals issues and update completion schedule</i>				
	05/12/2022	2.00	220.00	440.00
<i>Fill out and submit Statewide Pavement Needs Assessment Survey Loayza Site Development and Parcel Map - Review Agreement with Bob R (City Attorney) &amp; Mark L.; Staff Report with Julie Midnight Express - Meet and review SOW with Consultant (S&amp;W). Rancho Vista Roundabout &amp; Site Development Punch List Verutti Park -Meet &amp; Resolve Contractor's outstanding submittals issues and update completion schedule</i>				
	05/12/2022	6.50	220.00	1,430.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice 44316  
Invoice Date 06/10/2022

*Fill out and submit Statewide Pavement Needs Assessment Survey Loayza Site Development and Parcel Map - Review Agreement with Bob R (City Attorney) & Mark L.; Staff Report with Julie Midnight Express - Meet and review SOW with Consultant (S&W). Rancho Vista Roundabout & Site Development Punch List Verutti Park -Meet & Resolve Contractor's outstanding submittals issues and update completion schedule*

05/13/2022 2.25 220.00 495.00

*Fill out and submit Statewide Pavement Needs Assessment Survey Loayza Site Development and Parcel Map - Review Agreement with Bob R (City Attorney) & Mark L.; Staff Report with Julie Midnight Express - Meet and review SOW with Consultant (S&W). Rancho Vista Roundabout & Site Development Punch List Verutti Park -Meet & Resolve Contractor's outstanding submittals issues and update completion schedule*

05/14/2022 1.00 220.00 220.00

*Fill out and submit Statewide Pavement Needs Assessment Survey Midnight Express - Meet and review SOW with Consultant (S&W). Verutti Park -Meet & Resolve Contractor's outstanding submittals issues and update completion schedule*

05/16/2022 3.50 220.00 770.00

*Franklin Circle Park Bench Selection Midnight Express Flood Plain Violation- Sub-consultant Agreement with S&W, Meeting between team, attorney + Mayor Verutti Park Submittals review & Schedule Update*

05/17/2022 1.50 220.00 330.00

*Loayza Parcel Map and Agreement & Staff Report Microvi-Wallace Group Reports Review and Meetings -Well No 6 Midnight Express Flood Plain Violation- Sub-consultant Agreement with S&W, Meeting between team, attorney + Mayor Verutti Park Submittals review & Schedule Update*

05/17/2022 6.50 220.00 1,430.00

*Loayza Parcel Map and Agreement & Staff Report Microvi-Wallace Group Reports Review and Meetings -Well No 6 Midnight Express Flood Plain Violation- Sub-consultant Agreement with S&W, Meeting between team, attorney + Mayor Verutti Park Submittals review & Schedule Update*

05/18/2022 1.25 220.00 275.00

*Loayza Parcel Map and Agreement & Staff Report Microvi-Wallace Group Reports Review and Meetings -Well No 6 Midnight Express Flood Plain Violation- Sub-consultant Agreement with S&W, Meeting between team, attorney + Mayor Verutti Park Submittals review & Schedule Update*

05/19/2022 1.50 220.00 330.00

*Cookoff Event - DRC Loayza Parcel Map and Agreement & Staff Report Microvi- Wallace Group Reports Review and Meetings -Well No 6 Midnight Express Flood Plain Violation-Sub-consultant Agreement with S&W, Meeting between team, attorney + Mayor Verutti Park Submittals review & Schedule Update*

05/19/2022 6.50 220.00 1,430.00



# San Juan Bautista City Invoices

smartsheet

Invoice Date	Agency's Invoice #	Hourly Rate	Time	Total Fee Charged	City's Admin. Fee 15%	Agent's + City Fee Total	City's Invoice number
1 July 16, 2019	Harris & Asso. #41741		180	1.5	240	36 Paid \$276	264
2 July 16, 2019	Harris & Asso. #41744		170	6	1020	153 Paid \$1173	264
3 August 9, 2019	Harris & Asso. #41992		170	1	170	25.5 Paid \$195.5	264
4 Sept. 13, 2019	CSG #26556		220	1.5	330	49.5 Paid \$379.5	264
5 Sept. 13, 2019	CSG #26556		165	8	1320	198 Paid \$1518	264
6 Oct. 14, 2019	CSG #27030		220	2	440	66 Paid \$506	264
7 Dec. 12, 2019	4 Leaf #J3602A1		120 ?		60	9 Paid \$69	264
8 Feb. 18, 2020	4 Leaf #J3602A3		120	6	720		264
9 March 16, 2020	4 Leaf #J3602A4		120	4	480	72	264
10 April 14, 2020	4 Leaf #J3602A5		120	2	240	36	264
11 May 12, 2020	4 Leaf #J3602A6		120	8	960	144	264
12 May 11, 2020	CSG #30588	Need Clarity 220	?		110	16.5	264
13 June 10, 2020	4 Leaf #J3602A7		120	2	240	36	264
14 June 15, 2020	CSG #31155	Need Clarity 220	?		110	16.5 Paid	264
15 June 15, 2020	CSG #31155	Need Clarity 220	?		110	16.5 Paid	264
16 July 7, 2020	Harris & Asso. #45337		185	4.5	832.5	124.88 Paid \$957.38	264
17 July 1, 2020	S.B Eng. #5796	not billable		0	19.8	2.97 Paid	264
18 July 14, 2020	4 Leaf #J3602A8		125	2	\$250.00	37.5 Paid \$287.5	264
19 July 20, 2020	CSG #31783		220	\$2.25	495	74.25 Paid \$569.25	264
20 Total						\$3,036.00	
21							
22 Aug. 17, 2020	CSG Inv. #32179		Double Billed	see Inv. # 32009			278
23 Aug. 12, 2020	Harris & Asso. #45754		185	10	1850	277.5	278
24 Aug. 11, 2020	Well, Law Office #25424		195	0.8	156	23.4	278
25 Aug. 17, 2020	CSG #32009		240	0.75	180	27	278
26 Sept. 11, 2020	Harris & Asso. #46084		185	6.25	1156.25	173.44	278
27 Oct. 14, 2020	Harris & Asso. #46429		185	0.5	92.5	13.88	278
28 Nov. 10, 2020	Harris & Asso. #46624		185	4	740	111	278
29 Nov. 23, 2020	Well, Law Office #25545		195	0.2	39	5.85	278
30 Dec. 8, 2020	Harris & Asso. #46842		185	13.25	2451.25	367.69	278
31 Dec. 14, 2020	Well, Law Office #25588		195	0.3	58.5	8.78 Paid \$67.28	278
32 Jan. 08, 2021	CSG #34634		Double Billed	see Inv. #34630			278
33 Jan. 12, 2021	Harris & Asso. #47101		185	1.75	323.75	48.57 Paid \$372.32	278
34 Jan. 12, 2021	CSG #34830		210	4	840	126 Paid \$966	278
35 Feb. 10, 2021	4 Leaf #J3602A15		82	3	246	36.9 Paid \$282.9	278
36 Feb. 12, 2021	CSG #35112		Double Billed	see Inv. # 35371			278
37 Feb. 17, 2021	CSG #35371		210	1.5	315	47.5 Paid \$362.25	278
38 Feb. 21, 2021	Harris & Asso. #47594		185	0.75	138.75	20.82 Paid \$159.57	278
39 Feb. 23, 2021	Well, Law Office # 25664		195	0.4	78	11.7 Paid \$89.7	278
40 March 3, 2021	Harris & Asso. #47682		185	1.5	277.5	41.63 Paid \$319.13	278
41 April 9, 2021	Harris & Asso. #48043		185	0.5	92.5	13.88	278
42 May 12, 2021	Harris & Asso. #48392		185	2	370	55.5	278
43 May 14, 2021	CSG #36627		220	2	440	66	278
44 Total						\$6,702.64	
45							
46							
47 Aug. 10, 2021	Harris & Asso. #49419		185	8.75	1618.75	242.82	279
48 Aug. 13, 2021	4 Leaf #J3602A21		133	2	266	39.9	279



Invoice Date	Agency's Invoice #	Hourly Rate	Time	Total Fee Cited/Agreed	City's Admin Fee 15%	Agency + City Fee Total	City's Invoice number
49 Aug. 17, 2021	CSG #38424	needs clarity 220					
50 Sept. 14, 2021	4 Leaf #J3602A22		133	6	798	917.7	279
51 Sept. 15, 2021	CSG #39119		240	1.5	360	414	279
52 Sept. 15, 2021	CSG #39119		165	0.5	82.5	94.88	279
53 Sept. 16, 2021	Harris & Asso. #49837		185	2	370	425.5	279
54 Oct. 15, 2021	Harris & Asso. #50158		185	0.5	92.5	106.38	279
55 Feb. 11, 2022	CSG #42013		220	1	220	253	279
56 Total						\$4,378.93	
57							
58							
59 Feb. 11, 2022	CSG #42013		220	1	220	253	287
60 March 11, 2022	CSG #42516		220	0.5	110	126.5	287
61 April 21, 2022	4 Leaf Inc #J3602A29		133	4	532	611.8	287
62 May 13, 2022	CSG #43850	Need Clarity 220	?				287
63 June 8, 2022	Harris & Asso. #52984		185	6	1110	1276.5	287
64 June 10, 2022	CSG #44316	Need Clarity 220	?				287
65 July 8, 2022	Harris & Associates	Need Clarity 220	?				287
66 July 11, 2022	Well. & Rathie #26203		160	4.8	768	883.2	287
67 Aug. 10, 2022	Well. & Rathie #26225	Need Clarity 220	?				287
68 Aug. 2, 2022	CSG #45291		220	6.25	1375	1581.25	287
69						\$4,732.25	287
70							
71							
72							
73							
74							



<i>Cookoff Event - DRC Loayza Parcel Map and Agreement &amp; Staff Report Microvi- Wallace Group Reports Review and Meetings -Well No 6 Midnight Express Flood Plain Violation- Sub-consultant Agreement with S&amp;W, Meeting between team, attorney + Mayor Verutti Park Submittals review &amp; Schedule Update</i>	05/20/2022	5.25	220.00	1,155.00
<i>Loayza Parcel Map and Agreement &amp; Staff Report Microvi- Wallace Group Reports Review and Meetings -Well No 6 Verutti Park Submittals review &amp; Schedule Update</i>	05/22/2022	1.00	220.00	220.00
<i>Loayza Parcel Map and Agreement &amp; Staff Report Microvi- Wallace Group Reports Review and Meetings -Well No 6 Midnight Express Flood Plain Violation- Sub-consultant Agreement with S&amp;W, Meeting between team, attorney + Mayor Verutti Park Submittals review &amp; Schedule Update</i>	05/23/2022	5.00	220.00	1,100.00
<i>Franklin Circle Park Bench and Boulder Placards Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Solicit K&amp;M Sean Houck (Traffic Engineer) Consultant for Truck Access Restriction Consulting Verutti Park Site Mobilization and staking; Initiate Geotech Service Agreement; &amp; Submittal Reviews Well No 6 Blending Strategy Review &amp; Forward Wallace Group proposal to Microvi</i>	05/24/2022	1.00	220.00	220.00
<i>City Council Special meeting Franklin Circle Park Bench and Boulder Placards Loayza Parcel Agreement, SIP Review and meeting with the Loayza's; City Council Resolution Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Draft Contract Specs Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Strat drafting Contract Specs Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Solicit K&amp;M Sean Houck (Traffic Engineer) Consultant for Truck Access Restriction Consulting Verutti Park Site Mobilization and staking; Initiate Geotech Service Agreement; &amp; Submittal Reviews Well No 6 Blending Strategy Review &amp; Forward Wallace Group proposal to Microvi</i>	05/24/2022	2.50	220.00	550.00
<i>City Council Special meeting Franklin Circle Park Bench and Boulder Placards Loayza Parcel Agreement, SIP Review and meeting with the Loayza's; City Council Resolution Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Draft Contract Specs Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Strat drafting Contract Specs Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Solicit K&amp;M Sean Houck (Traffic Engineer) Consultant for Truck Access Restriction Consulting Verutti Park Site Mobilization and staking; Initiate Geotech Service Agreement; &amp; Submittal Reviews Well No 6 Blending Strategy Review &amp; Forward Wallace Group proposal to Microvi</i>	05/24/2022	8.00	220.00	1,760.00



City Council Special meeting Franklin Circle Park Bench and Boulder Placards Loayza Parcel Agreement, SIP Review and meeting with the Loayza's; City Council Resolution Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Draft Contract Specs Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Strat drafting Contract Specs Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Solicit K&M Sean Houck (Traffic Engineer) Consultant for Truck Access Restriction Consulting Verutti Park Site Mobilization and staking; Initiate Geotech Service Agreement; & Submittal Reviews Well No 6 Blending Strategy Review & Forward Wallace Group proposal to Microvi

05/25/2022 6.00 220.00 1,320.00

City Council Special meeting Loayza Parcel Agreement, SIP Review and meeting with the Loayza's; City Council Resolution Pavement Rehabilitation estimate for 6 main SJB City Streets - Cost Estimate and Scope Review; Draft Contract Specs Verutti Park Site Mobilization and staking; Initiate Geotech Service Agreement; & Submittal Reviews

05/26/2022 0.50 220.00 110.00

1130 First Street Building Plan Review Franklin Circle Park Bench and Boulder Placards Loayza Parcel Agreement, SIP Review and meeting with the Loayza's; City Council Resolution Pavement Rehabilitation estimate for 6 main SJB City Streets - Cost Estimate and Scope Review; Draft Contract Specs Pavement Rehabilitation estimate for 6 main SJB City Streets - Cost Estimate and Scope Review; Strat drafting Contract Specs Property Line Adjustment (Brian F) Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Well No 6 Blending Strategy Review & Forward Wallace Group proposal to Microvi

05/26/2022 6.50 220.00 1,430.00

1130 First Street Building Plan Review Franklin Circle Park Bench and Boulder Placards Loayza Parcel Agreement, SIP Review and meeting with the Loayza's; City Council Resolution Pavement Rehabilitation estimate for 6 main SJB City Streets - Cost Estimate and Scope Review; Draft Contract Specs Pavement Rehabilitation estimate for 6 main SJB City Streets - Cost Estimate and Scope Review; Strat drafting Contract Specs Property Line Adjustment (Brian F) Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Well No 6 Blending Strategy Review & Forward Wallace Group proposal to Microvi

05/27/2022 3.00 220.00 660.00

1130 First Street Building Plan Review Pavement Rehabilitation estimate for 6 main SJB City Streets -Cost Estimate and Scope Review; Draft Contract Specs Rancho Vista Punch List and Flood Peer Review SJB-Hollister FM Review Well No 6 Blending Strategy Review & Forward Wallace Group proposal to Microvi

SERVICES : Subtotal	137.50	30,250.00
City Engineer/Staff Augmentation	137.50	\$30,250.00



<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
05/10/2022	2.00	140.00	280.00
05/17/2022	1.00	140.00	140.00
05/23/2022	1.00	140.00	140.00
05/26/2022	2.00	140.00	280.00
05/27/2022	1.00	140.00	140.00



*Construction Inspection*  
Siintak, Edward

05/20/2022 1.00 220.00 220.00

*Review building plans for coordination in locating building on site.*

05/23/2022 4.50 220.00 990.00

*Verutti restroom - site visit working with contractors superintendent, performed locating of building on site.*

SERVICES : Subtotal

12.50

2,190.00

Verutti Park Restroom

12.50

\$2,190.00

**Invoice Total \$33,320.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed  
Current Invoice

889,705.73  
33,320.00





550 Pilgrim Drive  
Foster City, CA 94404

## Invoice

Employee-Owned

Invoice 45291  
Invoice Date 08/02/2022

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 06/30/2022

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhouri, Nidal				
	05/28/2022	0.25	220.00	55.00
1130 First Street Building Plan Review				
	06/04/2022	2.50	220.00	550.00
LSRFP- Fiscal Year Funding Eligibility -Review and Draft Eligibility List				
	06/10/2022	1.50	220.00	330.00
313 4th St. Building Permit Review 2021021 Single Audit Report (SAR) CALTRANS Exemption Letter				
	06/30/2022	0.75	220.00	165.00
Plan Review Mucklemi & San Antonio Store TI				
Behzad, Fatemeh				
	05/31/2022	3.50	220.00	770.00
Casa Rosa 0.5 hr, Mtg w/ Wallace Group & Microvi 1.5 hr, Review Wallace Group proposal and report 0.5 hr, PMP 1 hr				
	06/01/2022	4.00	220.00	880.00
Casa Rosa & Conversation w/ Terry 0.5 hr, Verutti 0.5 hr, , PMP project 3 hr				
	06/02/2022	5.00	220.00	1,100.00
PMP project specification and scope for additional funding 4.5 hr, Franklin St. Newbauer conversations with Nidal 0.5 hr				
	06/03/2022	5.50	220.00	1,210.00
PMP project 5 hr, Verutti park CO 0.5 hr				
	06/08/2022	2.00	220.00	440.00
Staff report, resolution and list of project for RMRA 2 hrs				
	06/09/2022	1.00	220.00	220.00
RMRA staff report review, Caltrans website for SB1 1 hr				



	06/10/2022	2.50	220.00	550.00
<i>Review info for KH report for Downtown District &amp; Meeting w/ Nidal 1.5 hr, information for Cal Smart/Caltrans SB1 &amp; mtg w/ Nidal 1 hr</i>				
	06/17/2022	1.00	220.00	220.00
<i>Enc Permit for water tank 0.5 hr, Franklin Circle 0.5 hr</i>				
	06/21/2022	2.50	220.00	550.00
<i>Verruti Park &amp; Force Main 1 hr, PMP &amp; Cal Smart 1 hr, Etheric 0.5 hr</i>				
	06/24/2022	2.50	220.00	550.00
<i>Rancho Vista 1 hr, Neubauer plan check 0.5 hr, PMP &amp; Cal Smart &amp; Franklin Circle 1 hr</i>				
	06/27/2022	1.00	220.00	220.00
<i>Loayza 0.5 hr, Meritage RAB 0.5 hr</i>				
	06/28/2022	1.00	220.00	220.00
<i>SB1 0.5 hr, PMP 0.5 hr</i>				
SERVICES : Subtotal		36.50		8,030.00
City Engineer/Staff Augmentation		36.50		\$8,030.00

**Sanitary sewer Old San Juan Hollister Road  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Gong Cho, Samantha				
	06/23/2022	2.50	145.00	362.50
<i>bid doc review</i>				

SERVICES : Subtotal		2.50		362.50
Sanitary sewer Old San Juan Hollister Road		2.50		\$362.50

**Downtown Additional Parking  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal				
	06/28/2022	1.25	220.00	275.00
<i>3rd St. Survey ADA Parking &amp; Ramps with Tony Hull</i>				
	06/30/2022	2.00	220.00	440.00
<i>3rd St. Survey ADA Parking &amp; Ramps with Tony Hul</i>				

SERVICES : Subtotal		3.25		715.00
Downtown Additional Parking		3.25		\$715.00



**Franklin Circle Park Project  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhouri, Nidal				
	05/31/2022	0.50	220.00	110.00
<i>Landscape Architect punch list follow up and succulent garden boulder selectioj</i>				
	06/02/2022	1.00	220.00	220.00
<i>Landscape Architect punch list follow up and succulent garden boulder selectioj</i>				
	06/03/2022	0.50	220.00	110.00
<i>Landscape Architect punch list follow up and succulent garden boulder selectioj</i>				
	06/09/2022	0.50	220.00	110.00
<i>Franklin Circle Park - Update Status of Benches and Boulder</i>				
	06/16/2022	0.25	220.00	55.00
<i>Status Update of Long Lead Items</i>				
	06/20/2022	0.25	220.00	55.00
<i>Respond to Don Reynolds on Park on status of opening the park</i>				
	06/23/2022	0.50	220.00	110.00
<i>Respond to Don Reynolds on Park on status of opening the park</i>				
	06/30/2022	0.50	220.00	110.00
<i>Soft Opening sign with Nick</i>				

SERVICES : Subtotal	4.00	880.00
Franklin Circle Park Project	4.00	\$880.00

**Verutti Park Restroom Project  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhouri, Nidal				
	05/28/2022	0.25	220.00	55.00
<i>Verutti Park Site Mobilization and staking; Initiate Geotech Service Agreement; &amp; Submittal Reviews</i>				
	05/31/2022	1.00	220.00	220.00
<i>Submittals and Change Order reviews</i>				
	06/02/2022	1.50	220.00	330.00
<i>Submittals and Change Order reviews</i>				
	06/03/2022	0.75	220.00	165.00
<i>Submittals and Change Order reviews</i>				



	06/06/2022	0.50	220.00	110.00
<i>Verutti Park - MPE Solar Light SOW and Cost Evaluation</i>				
	06/07/2022	1.00	220.00	220.00
<i>Verutti Park - MPE Solar Light SOW and Cost Evaluation</i>				
	06/08/2022	1.25	220.00	275.00
<i>Verutti Park - MPE Solar Light SOW and Cost Evaluation</i>				
	06/09/2022	0.25	220.00	55.00
<i>Verutti Park - MPE Solar Light SOW and Cost Evaluation</i>				
	06/14/2022	0.25	220.00	55.00
<i>Verutti Park Restroom Encroachment Permit</i>				
	06/16/2022	0.50	220.00	110.00
<i>Verutti Park Restroom Encroachment Permit</i>				
	06/21/2022	0.25	220.00	55.00
<i>Status of Precast Structure &amp; Encroachment Permit; Schedule Update</i>				
	06/22/2022	0.25	220.00	55.00
<i>Status of Precast Structure &amp; Encroachment Permit; Schedule Update</i>				
	06/23/2022	0.25	220.00	55.00
<i>Status of Precast Structure &amp; Encroachment Permit; Schedule Update</i>				
	06/24/2022	0.25	220.00	55.00
<i>Status of Precast Structure &amp; Encroachment Permit; Schedule Update</i>				
	06/30/2022	0.50	220.00	110.00
<i>Precast Restroom Inspection follow up</i> <i>De Leeuw, Terry</i>				
	06/02/2022	2.00	140.00	280.00
<i>Construction Inspection</i>				

SERVICES : Subtotal	10.75	2,205.00
Verutti Park Restroom Project	10.75	\$2,205.00

**Hipolito Cerda - Lot Line Adjustment (100 The Alameda)**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Truong, Sophie				
	06/03/2022	0.75	220.00	165.00
<i>Hipolito Cerda - Lot Line Adjustment</i>				
	06/15/2022	2.00	220.00	440.00
<i>Analysis of documents &amp; process.</i> <i>Samhourl, Nidal</i>				
	06/30/2022	0.25	220.00	55.00



*LLA Review Charges*

SERVICES : Subtotal	3.00	660.00
Hipolito Cerda - Lot Line Adjustment	3.00	\$660.00

**San Juan Bautista PMP Pavement Condition Evaluation and Rehabilitation  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Gong Cho, Samantha				
	06/21/2022	8.00	145.00	1,160.00
<i>sidewalk,curb&amp;gutter assessment</i>				
	06/22/2022	4.50	145.00	652.50
<i>sidewalk,curb&amp;gutter exhibits</i>				
	06/23/2022	5.50	145.00	797.50
<i>street assessment</i>				
	06/28/2022	8.00	145.00	1,160.00
<i>street pavement measurements and exhibits</i>				
Samhour, Nidal				
	05/28/2022	0.25	220.00	55.00
<i>Pavement Rehabilitation estimate for 6 main SJB City Streets - Cost Estimate and Scope Review; Draft Contract Specs</i>				
	05/31/2022	2.00	220.00	440.00
<i>PMP - Pavement Rehabilitation Contract Pavement Rehabilitation Contract</i>				
	05/31/2022	1.00	220.00	220.00
<i>PMP - Pavement Rehabilitation Contract Pavement Rehabilitation Contract</i>				
	06/01/2022	0.75	220.00	165.00
<i>PMP - Pavement Rehabilitation Contract</i>				
	06/02/2022	2.50	220.00	550.00
<i>PMP - Pavement Rehabilitation Contract Pavement Rehabilitation Contract</i>				
	06/02/2022	1.75	220.00	385.00
<i>PMP - Pavement Rehabilitation Contract Pavement Rehabilitation Contract</i>				
	06/03/2022	1.50	220.00	330.00
<i>PMP - Pavement Rehabilitation Contract</i>				
	06/04/2022	2.25	220.00	495.00
<i>PMP - Pavement Rehabilitation Contract</i>				
	06/06/2022	2.25	220.00	495.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

45291  
08/02/2022

*PMP - Pavement Rehab Update for City Council Staff Report & Resolution 6/14/2022 Meeting*

06/07/2022 5.50 220.00 1,210.00

*PMP - Pavement Rehab Update for City Council Staff Report & Resolution 6/14/2022 Meeting*

06/08/2022 4.50 220.00 990.00

*PMP - Pavement Rehab Update for City Council Staff Report & Resolution 6/14/2022 Meeting*

06/13/2022 2.00 220.00 440.00

*Pavement Management - Street Rehabilitation and Preventive Maintenance Contract Update & City Council Resolution Meeting*

06/14/2022 1.75 220.00 385.00

*Pavement Management - Street Rehabilitation and Preventive Maintenance Contract Update & City Council Resolution Meeting*

06/15/2022 0.25 220.00 55.00

*Pavement Management - Street Rehabilitation and Preventive Maintenance Contract Update & City Council Resolution Meeting*

06/16/2022 0.25 220.00 55.00

*Pavement Management - Street Rehabilitation and Preventive Maintenance Contract Update & City Council Resolution Meeting*

06/17/2022 0.50 220.00 110.00

*Pavement Management - Street Rehabilitation and Preventive Maintenance Contract Update & City Council Resolution Meeting*

06/18/2022 0.50 220.00 110.00

*Pavement Management - Street Rehabilitation and Preventive Maintenance Contract Update & City Council Resolution Meeting*

06/20/2022 1.25 220.00 275.00

*San Juan Bautista PMP Pavement Rehabilitation*

06/21/2022 2.00 220.00 440.00

*San Juan Bautista PMP Pavement Rehabilitation*

06/21/2022 1.75 220.00 385.00

*San Juan Bautista PMP Pavement Rehabilitation*

06/22/2022 1.00 220.00 220.00

*San Juan Bautista PMP Pavement Rehabilitation*

06/23/2022 2.50 220.00 550.00

*San Juan Bautista PMP Pavement Rehabilitation*

06/23/2022 1.00 220.00 220.00

*San Juan Bautista PMP Pavement Rehabilitation*

06/24/2022 0.75 220.00 165.00



<i>San Juan Bautista PMP Pavement Rehabilitation</i>	06/25/2022	0.50	220.00	110.00
<i>San Juan Bautista PMP Pavement Rehabilitation</i>	06/28/2022	1.00	220.00	220.00
<i>PMP Pavement Rehabilitation SOW</i>	06/28/2022	1.50	220.00	330.00
<i>PMP Pavement Rehabilitation SOW</i>	06/29/2022	1.00	220.00	220.00
<i>PMP Pavement Rehabilitation SOW</i>	06/30/2022	1.75	220.00	385.00
<i>PMP Pavement Rehabilitation SOW</i>	06/30/2022	0.75	220.00	165.00
<i>PMP Pavement Rehabilitation SOW</i>				
SERVICES : Subtotal		72.25		13,945.00
San Juan Bautista PMP Pavement Condition Evaluation and Rehabilitation		72.25		\$13,945.00

**Rancho Vista Roundabout & Subdivision Punchlist and Flood Event Peer Review**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhourri, Nidal				
	05/28/2022	0.25	220.00	55.00
<i>Rancho Vista Punch List and Flood Peer Review</i>				
	05/31/2022	0.50	220.00	110.00
<i>Rancho Vista Punch List Follow up</i>				
	06/03/2022	0.50	220.00	110.00
<i>Rancho Vista Punch List Follow up</i>				
	06/09/2022	0.75	220.00	165.00
<i>Rancho Vista Punch List and Flood Control Peer Review</i>				
	06/17/2022	0.75	220.00	165.00
<i>Rancho Vista Punch List Status Follow Up</i>				
	06/20/2022	0.25	220.00	55.00
<i>Rancho Vista Completion Status with Bob R &amp; Punchlist update with Terry D</i>				
	06/23/2022	1.25	220.00	275.00
<i>Rancho Vista Completion Status with Bob R &amp; Punchlist update with Terry D</i>				
	06/24/2022	1.25	220.00	275.00
<i>Rancho Vista Completion Status with Bob R &amp; Punchlist update with Terry D</i>				



06/25/2022 0.50 220.00 110.00

*Rancho Vista Completion Status with Bob R & Punchlist update  
with Terry D*

SERVICES : Subtotal	6.00	1,320.00
Rancho Vista Roundabout & Subdivision Punchlist and Flood Event Peer Review	6.00	\$1,320.00

**Midnight Express Flood Plain Violation  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal				
	06/06/2022	0.25	220.00	55.00
<i>Midnight Express Shaaf &amp; Wheeler Update</i>				
	06/09/2022	1.00	220.00	220.00
<i>Midnight Express Shaaf &amp; Wheeler Update</i>				
	06/10/2022	1.25	220.00	275.00
<i>Midnight Express Shaaf &amp; Wheeler Update</i>				
	06/14/2022	1.75	220.00	385.00
<i>Midnight Express Flood Plain Violation- Meeting with Attorneys and Owner.</i>				
	06/21/2022	0.25	220.00	55.00
<i>Coordinate and Follow up with Shaaf &amp; Wheeler Robin Lee PM.</i>				
	06/27/2022	0.75	220.00	165.00
<i>ME Review and update Billing and Access Agreements with Bob &amp; Brian; Coordinate with S&amp;W</i>				
	06/28/2022	0.50	220.00	110.00
<i>ME Review and update Billing and Access Agreements with Bob &amp; Brian; Coordinate with S&amp;W</i>				
	06/29/2022	0.25	220.00	55.00
<i>ME Review and update Billing and Access Agreements with Bob &amp; Brian; Coordinate with S&amp;W</i>				
	06/30/2022	0.25	220.00	55.00
<i>ME Review and update Billing and Access Agreements with Bob &amp; Brian; Coordinate with S&amp;W</i>				

SERVICES : Subtotal	6.25	1,375.00
Midnight Express Flood Plain Violation	6.25	\$1,375.00

**Loayza Site Improvement  
SERVICES:**

Date Hours Rate Amount



Samhour, Nidal

05/28/2022 0.25 220.00 55.00

*Loayza Parcel Agreement, SIP Review and meeting with the  
Loayza's; City Council Resolution*

06/10/2022 0.25 220.00 55.00

*Loayza's - Bob R Update on Bonds*

06/17/2022 1.00 220.00 220.00

*Loayza Development Surety Bond Meeting with Attorneys*

06/23/2022 0.75 220.00 165.00

*Follow up wit City Attorney on outstanding Bond Issue and  
Rancho Vista Completion Status*

SERVICES : Subtotal

2.25

495.00

Loayza Site Improvement

2.25

\$495.00

**SJB Local Streets Truck Access Restriction and Stop Sign  
Study  
SERVICES:**

Date Hours Rate Amount

Samhour, Nidal

06/08/2022 0.25 220.00 55.00

*Truck Access Restriction SSOW Review by K-H*

06/09/2022 1.75 220.00 385.00

*Truck Access Restriction SSOW Review by K-H*

06/10/2022 0.50 220.00 110.00

*Truck Access Restriction SSOW Review by K-H*

06/11/2022 0.25 220.00 55.00

*Truck Access Restriction SSOW Review by K-H*

06/16/2022 2.00 220.00 440.00

*Traffic Study and Circulation Study Invoice Processing Traffic  
Study for Traffic Access Restriction*

06/16/2022 0.75 220.00 165.00

*Traffic Study and Circulation Study Invoice Processing Traffic  
Study for Traffic Access Restriction*

06/17/2022 0.50 220.00 110.00

*Traffic Study for Traffic Access Restriction*

SERVICES : Subtotal

6.00

1,320.00

SJB Local Streets Truck Access Restriction and Stop Sign Study

6.00

\$1,320.00

**Casa Rosa Utility Resubmittal, Site Inspections and Meetings  
SERVICES:**



	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal				
	05/31/2022	1.00	220.00	220.00
<i>Casa Rosa existing utilities conflict</i>				
	06/01/2022	0.50	220.00	110.00
<i>Casa Rosa existing utilities conflict</i>				
	06/02/2022	1.00	220.00	220.00
<i>Casa Rosa existing utilities conflict</i>				
	06/09/2022	0.75	220.00	165.00
<i>Casa Rosa Abandoned Utilities Investigation</i>				
	06/09/2022	2.00	220.00	440.00
<i>Casa Rosa Abandoned Utilities Investigation</i>				
	06/20/2022	0.50	220.00	110.00
<i>Casa Rosa Pending Items and Consultant/Contractor Site Meeting with Terry D. Review Utility Submittals</i>				
	06/21/2022	0.75	220.00	165.00
<i>Casa Rosa Pending Items and Consultant/Contractor Site Meeting with Terry D. Review Utility Submittals</i>				
	06/22/2022	0.75	220.00	165.00
<i>Casa Rosa Pending Items and Consultant/Contractor Site Meeting with Terry D. Review Utility Submittals</i>				
	06/23/2022	0.50	220.00	110.00
<i>Casa Rosa Pending Items and Consultant/Contractor Site Meeting with Terry D. Review Utility Submittals</i>				
	06/24/2022	0.25	220.00	55.00
<i>Casa Rosa Pending Items and Consultant/Contractor Site Meeting with Terry D. Review Utility Submittals</i>				
	06/30/2022	0.50	220.00	110.00
<i>Review and Approve Utility Plans and Fire Material Submittals</i>				

SERVICES : Subtotal	8.50	1,870.00
Casa Rosa Utility Resubmittal, Site Inspections and Meetings	8.50	\$1,870.00

**Well 6 - Water Blending Strategy**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal				
	05/31/2022	1.50	220.00	330.00
<i>Well No 6 Blending Strategy reviews with Wallace and Micovi</i>				
	06/02/2022	1.00	220.00	220.00
<i>Well No 6 Blending Strategy reviews with Wallace and Micovi</i>				
	06/04/2022	0.75	220.00	165.00



<i>Well No 6 Blending Strategy reviews with Wallace and Micovi</i>	06/06/2022	1.25	220.00	275.00
<i>Well No. 6 Blending Strategy</i>	06/20/2022	0.25	220.00	55.00
<i>Well No 6 Blending Strategy and Microvi System - Develop Final Proposal</i>	06/21/2022	1.00	220.00	220.00
<i>Well No 6 Blending Strategy and Microvi System - Develop Final Proposal</i>	06/30/2022	0.25	220.00	55.00
<i>Well 6 Blending Strategy review and update Wallace Group Proposal</i>				
SERVICES : Subtotal		6.00		1,320.00
Well 6 - Water Blending Strategy		6.00		\$1,320.00

**CalSMART 2022/2023 Fiscal Year Funding Eligibility  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhouri, Nidal				
	06/10/2022	1.00	220.00	220.00
<i>CALSMART SR1 Process Draft Application</i>	06/11/2022	1.50	220.00	330.00
<i>CALSMART SR1 Process Draft Application</i>	06/13/2022	0.50	220.00	110.00
<i>CalSMART Application</i>	06/14/2022	1.50	220.00	330.00
<i>CalSMART Application CalSMART Application</i>	06/14/2022	2.75	220.00	605.00
<i>CalSMART Application CalSMART Application</i>	06/15/2022	0.50	220.00	110.00
<i>CalSMART Application</i>	06/16/2022	1.75	220.00	385.00
<i>CalSMART Application</i>	06/17/2022	0.50	220.00	110.00
<i>CalSMART Application</i>	06/18/2022	0.50	220.00	110.00
<i>CalSMART Application</i>	06/20/2022	0.75	220.00	165.00
<i>CalSMART Application- Communicate with CalTrans</i>	06/21/2022	1.50	220.00	330.00



<i>CalSMART Application- Communicate with CalTrans</i>	06/22/2022	0.25	220.00	55.00
<i>CalSMART Application- Communicate with CalTrans</i>	06/23/2022	1.25	220.00	275.00
<i>CalSMART Application- Communicate with CalTrans</i>	06/27/2022	2.00	220.00	440.00
<i>CalSMART Application</i>	06/28/2022	1.00	220.00	220.00
<i>CalSMART Application</i>	06/28/2022	2.00	220.00	440.00
<i>CalSMART Application</i>	06/30/2022	0.50	220.00	110.00
<i>CalSMART Application</i>				
SERVICES : Subtotal		19.75		4,345.00
CalSMART 2022/2023 Fiscal Year Funding Eligibility		19.75		\$4,345.00

**Hwy 156 RTL at The Alameda**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal	06/06/2022	0.75	220.00	165.00
<i>Hwy 156 RTL at The Alameda</i>	06/10/2022	0.25	220.00	55.00
<i>Hwy 156 RTL at The Alameda</i>				
SERVICES : Subtotal		1.00		220.00
Hwy 156 RTL at The Alameda		1.00		\$220.00

**Neubauer Property Improvement with Anne Hall**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Samhour, Nidal	06/09/2022	0.75	220.00	165.00
<i>Neubauer Property Improvement with Anne Hall</i>	06/24/2022	0.50	220.00	110.00
<i>Neubauer Property Land Improvement Conceptual</i>	06/27/2022	0.50	220.00	110.00
<i>Neubauer Public Improvements Review with Anne Hall (CE)</i>	06/28/2022	0.25	220.00	55.00



*Neubauer Public Improvements Review with Anne Hall (CE)*

06/29/2022 0.25 220.00 55.00

*Neubauer Public Improvements Review with Anne Hall (CE)*

06/30/2022 0.25 220.00 55.00

*Neubauer Public Improvements Review with Anne Hall (CE)*

SERVICES : Subtotal

2.50

550.00

Neubauer Property Improvement with Anne Hall

2.50

\$550.00

**Etheric Wireless - Antennas Encroachment Permit Verification  
SERVICES:**

Date Hours Rate Amount

Samhouri, Nidal

06/07/2022 1.25 220.00 275.00

*Ethric Microwave Antenna*

06/16/2022 1.00 220.00 220.00

*Ethric Network Building & Encroachment Permit Search*

06/22/2022 0.75 220.00 165.00

*Etheric Wireless - Antennas Encroachment Permit Verification*

06/27/2022 0.25 220.00 55.00

*Etheric Antennas Encroachment Permit*

SERVICES : Subtotal

3.25

715.00

Etheric Wireless - Antennas Encroachment Permit Verification

3.25

\$715.00

**SJB - Hollister Sewer Pipeline Force Main Project  
SERVICES:**

Date Hours Rate Amount

Samhouri, Nidal

05/31/2022 1.00 220.00 220.00

*SJB- Hollister FM Project follow up*

06/01/2022 0.50 220.00 110.00

*SJB-Hollister FM Utilities at Prescott Road - Anne Hall (SBE&S)*

06/02/2022 0.25 220.00 55.00

*SJB-Hollister FM Utilities at Prescott Road - Anne Hall (SBE&S)*

06/09/2022 0.75 220.00 165.00

*SJB- Hollister FM Project*

06/16/2022 2.00 220.00 440.00

*San Juan Bautista Force Main -18 Potential Contractor Staging  
Areas*



	06/20/2022	0.50	220.00	110.00
<i>SJB-Hollister Sewer Force Main Submittals and follow up</i>				
	06/21/2022	1.00	220.00	220.00
<i>SJB-Hollister Sewer Force Main Submittals and follow up</i>				
	06/22/2022	0.50	220.00	110.00
<i>SJB-Hollister Sewer Force Main Submittals and follow up</i>				
	06/23/2022	0.75	220.00	165.00
<i>SJB-Hollister Sewer Force Main Submittals and follow up</i>				
	06/28/2022	1.00	220.00	220.00
<i>SJB-Hollister FM Pipeline Reviews and communications with Stantec and Anne Hall on 18 Potential Staging Sites</i>				
	06/29/2022	0.25	220.00	55.00
<i>SJB-Hollister FM Pipeline Reviews and communications with Stantec and Anne Hall on 18 Potential Staging Sites</i>				
SERVICES : Subtotal		8.50		1,870.00
SJB - Hollister Sewer Pipeline Force Main Project		8.50		\$1,870.00

Invoice Total    \$42,197.50

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed	923,025.73
Current Invoice	42,197.50



**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

**Invoice**

DATE	INVOICE #
4/21/2022	J3602A29

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services

<b>TERMS</b>
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
			Invoice for the period March 1-31, 2022		
3/1/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/15/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/16/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/18/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/24/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/25/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/28/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
3/29/2022	4	Jessica Edwards	Building Inspector II	95.00	380.00
			Subtotal: Jessica Edwards - 32 hours		3,040.00
3/3/2022	4	Robert Mantia	Building Inspector II	95.00	380.00
3/4/2022	4	Robert Mantia	Building Inspector II	95.00	380.00
3/26/2022	4	Robert Mantia	Building Inspector II	95.00	380.00
			Subtotal: Robert Mantia - 12 hours		1,140.00
3/1/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/2/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/3/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/7/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/8/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/9/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/10/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/14/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/15/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/16/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/17/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/21/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/22/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/23/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/24/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/28/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/29/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/30/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
3/31/2022	4	Michelle Blagr...	Permit Technician	77.00	308.00
			Subtotal: Michelle Blagrove - 76 hours		5,852.00
3/1/2022	4	Minnie Arredo...	Building Official	133.00	532.00

Thank you for your business.	<b>Total</b>
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**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

# Invoice

DATE	INVOICE #
4/21/2022	J3602A29

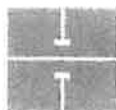
<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

PROJECT
Building Services

TERMS
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
3/11/2022	4	Minnie Arredo...	Building Official	133.00	532.00
3/17/2022	4	Minnie Arredo...	Building Official - DRC Meeting and Casa Rosa	133.00	532.00
3/31/2022	4	Minnie Arredo...	Building Official - midnight express	133.00	532.00
			Subtotal: Minnie Arredondo - 16 hours		2,128.00
Thank you for your business.			<b>Total</b> \$12,160.00		





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

June 08, 2022  
Project No: 2000363001  
Invoice No: 52984  
Project Manager David Mack

<b>Total this Invoice</b>	<b>\$1,665.00</b>
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### Planning Services

Professional Services from May 1, 2022 to May 28, 2022

Phase	01	Planning Services			
			Hours	Rate	Amount
		Mack, David	9.00	185.00	1,665.00
		Totals	9.00		1,665.00
		Labor Total			1,665.00
Total this Phase					\$1,665.00

Budget Summary	Current	Prior	To-Date	
Total Billings	1,665.00	107,686.25	109,351.25	
Budget			130,000.00	
Budget Remaining			20,648.75	
Total this Invoice				\$1,665.00

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 52984 Dated 6/8/2022

Wednesday, June 8, 2022

9:33:15 AM

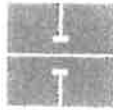
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Phase 01 Planning Services

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			Hours	Rate	Amount
2796	Mack, David	5/13/2022	1.25	185.00	231.25
	Review email from B Foucht; review Midnight Express site plan and new CUP project Description (1.25)				
2796	Mack, David	5/16/2022	1.00	185.00	185.00
	Phone Call w/ Brian F / Review of proposed project (1)				
2796	Mack, David	5/18/2022	1.00	185.00	185.00
	review of Muni Code and Site Plan (1)				
2796	Mack, David	5/19/2022	1.75	185.00	323.75
	SJB DRC - Rib Cook-off debrief and Midnight Express discussion (0.75); review of email from City Attorney (1)				
2796	Mack, David	5/23/2022	.50	185.00	92.50
	Email from Cynthia Orozco and responses (0.5)				
2796	Mack, David	5/24/2022	2.25	185.00	416.25
	Midnight Express CUP 2022 review (2); proposal amendment from Cynthia Orozco (0.25)				
2796	Mack, David	5/25/2022	1.25	185.00	231.25
	Midnight Express Review (Cont)				
	Totals		9.00		1,665.00
	<b>Labor Total</b>				<b>1,665.00</b>
				<b>Total this Phase</b>	<b>\$1,665.00</b>
				<b>Total this Project</b>	<b>\$1,665.00</b>
				<b>Total this Report</b>	<b>\$1,665.00</b>





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

July 08, 2022  
Project No: 2000363001  
Invoice No: 53403  
Project Manager David Mack

<b>Total this Invoice</b>	<b>\$1,942.50</b>
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### Planning Services

Professional Services from May 29, 2022 to July 2, 2022

Phase	01	Planning Services				
			Hours	Rate	Amount	
		Mack, David	10.50	185.00	1,942.50	
		Totals	10.50		1,942.50	
		<b>Labor Total</b>				<b>1,942.50</b>
				<b>Total this Phase</b>		<b>\$1,942.50</b>
<b>Budget Summary</b>			Current	Prior	To-Date	
Total Billings			1,942.50	109,351.25	111,293.75	
Budget					130,000.00	
Budget Remaining					18,706.25	
				<b>Total this Invoice</b>		<b>\$1,942.50</b>

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



**Billing Backup**

Harris &amp; Associates, Inc.

Invoice 53403 Dated 7/8/2022

Friday, July 8, 2022

9:39:21 AM

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**Phase**                      **01**                      **Planning Services**

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			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
2796	Mack, David	5/31/2022	.25	185.00	46.25
	Emails from Cynthia Orozco and B Foucht (0.25)				
2796	Mack, David	6/1/2022	4.50	185.00	832.50
	Review numerous emails from B Foucht to Midnight Express (0.5); Review Zoning Ordinance for Industrial Uses and Floodplain Requirements (1.25); Review Proposes Uses and Site Plan and other materials (1.25); Draft Memo re: recommendation to City (1.5)				
2796	Mack, David	6/8/2022	.50	185.00	92.50
	Emails on NOP for San Benito Country project and Notice to proceed (.5)				
2796	Mack, David	6/9/2022	1.00	185.00	185.00
	DRC Meeting - Midnight Express discussion and Update (1)				
2796	Mack, David	6/13/2022	2.00	185.00	370.00
	Strada Verde NOP and File Review (2)				
2796	Mack, David	6/14/2022	2.00	185.00	370.00
	Continue NOP/file review and provide comments (2)				
2796	Mack, David	6/16/2022	.25	185.00	46.25
	Email from D Reynolds (0.25)				
	<b>Totals</b>		10.50		1,942.50
	<b>Labor Total</b>				<b>1,942.50</b>
				<b>Total this Phase</b>	<b>\$1,942.50</b>
				<b>Total this Project</b>	<b>\$1,942.50</b>
				<b>Total this Report</b>	<b>\$1,942.50</b>



Wellington & Rathie  
P. O. Box 4523  
Carmel By-The-Sea, CA 93921-4523

July 11, 2022

CONFIDENTIALITY NOTICE  
This is an attorney's invoice. It may contain confidential and/or privileged information. Do Not Disclose without first verifying confidentiality.

City of San Juan Bautista  
311 -2nd Street  
San Juan Bautista, CA 95045  
Jan McClintock, City Manager

Invoice No. 26203

Re: Midnight Express

Professional services rendered for May 2022

	<u>Hours</u>	
5/16/2022 RWR E-mails from and to Assistant City Manager re Midnight Express grading violations at 451 San Juan Hollister Road, review	0.70	
5/17/2022 RWR E-mail from Assistant City Manager re inspection warrant for 451 San Juan Hollister Road re grading violations, review	0.50	
5/18/2022 RWR E-mail from Assistant City Manager re grading violation by Midnight Express, review docus	0.60	
5/19/2022 RWR Review documents and correspondence re grading and floodplain violations by Midnight Express at 451 San Juan Hollister Road, Zoom conference with Assistant City Manager, N. Samhouri, J. Behzad, D. Mack and C. Bullido	1.60	
5/27/2022 RWR Telephone call to S. Atigh re Midnight Express code enforcement matter	0.30	
5/31/2022 RWR Review file and correspondence, e-mail to S. Atigh, e-mail from Assistant City Manager and Code Enforcement Officer	1.10	
For professional services rendered	4.80	<u>Amount</u> \$768.00
Balance due		<u>\$768.00</u>

Name  
Robert W. Rathie

Attorney Summary

Hours  
4.80



Wellington & Rathie  
P. O. Box 4523  
Carmel By-The-Sea, CA 93921-4523

August 10, 2022

<b>CONFIDENTIALITY NOTICE</b> This is an attorney's invoice. It may contain confidential and/or privileged information. Do Not Disclose without first verifying confidentiality.
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City of San Juan Bautista  
311 -2nd Street  
San Juan Bautista, CA 95045  
Jan McClintock, City Manager

Invoice No. 26225

Re: Midnight Express

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Professional services rendered for June 2022

	<u>Hours</u>
6/1/2022 SA Phone conference with RWR and San Juan Bautista staff.	1.40
6/2/2022 SA Review forms and begin drafting declarations in support of inspection warrant.	1.00
6/6/2022 SA Review email from RWR. Review emails from and to city staff. Email to RWR re outstanding issues.	0.40
RWR Telephone call from S. Atigh re inverse condemnation, e-mails from and to Assistant City Manager	0.40
6/7/2022 SA Review email from staff.	0.10
6/8/2022 SA Text to RWR. Phone call to RWR.	0.20
RWR Telephone call from S. Atigh, e-mail to Assistant City Manager	0.30
6/9/2022 SA Review line of emails between RWR and staff	0.20
RWR E-mail from Assistant City Manager, review file and documents	0.40
6/10/2022 SA Email re meeting schedule. Phone conference with staff.	1.50
RWR Review file and correspondence re code violations, e-mail from Assistant City Manager, Zoom meeting with Assistant City Manager, City Engineer and S. Atigh, review documents	3.00
6/13/2022 RWR E-mail to Assistant City Manager	0.20
6/14/2022 SA Phone call with RWR.	0.20
RWR Review file, e-mail to Assistant City Manager, telephone call from S. Atigh, Zoom conference with C. Orozco, atty. A. Johnson, Assistant City Manager and Code Enforcement Officer re 415 San Juan-Hollister Road code violations, review file and correspondence	2.10
6/21/2022 SA Emails (2) re hydrology report	0.10
RWR E-mail from C. Orozco, telephone call to, e-mail from City Engineer N. Samhouri, e-mail to atty. A. Johnson and C. Orozco re Schaaf & Wheeler study	0.60
6/23/2022 RWR Email to and from City Engineer N. Samhouri re right-of-entry for 451 San Juan-Hollister Road code violations	0.30
6/26/2022 RWR Review file and notes from June 14 Zoom conference	0.60



	<u>Hours</u>	
6/27/2022 RWR E-mails from and to City Engineer N. Samhouri re Agreement and Scope Memo with Schaaf & Wheeler, e-mails from and to Assistant City Manager and N. Sanhouri re Right of Entry and Repayment-Reimbursement Agreement, draft both documents	1.60	
6/28/2022 RWR E-mails from and to Assistant City Manager and City Engineer N. Samhouri re Schaaf & Wheeler scope memo	0.40	
6/29/2022 RWR E-mails from and to City Engineer N. Samhouri, e-mails from and to Assistant City Manager, redraft Agreement with Schaaf & Wheeler, review re Kulta Farms LLC Title report, e-mails from and to N. Samhouri	1.10	
6/30/2022 RWR E-mail to City Engineer N. Samhouri re documents for 451 San Juan-Hollister Road - Midnight Express code violations and abatement matters, review, and draft Agreements for Right of Entry, Repayment-Reimbursement Agreement	1.60	
		<u>Amount</u>
For professional services rendered	17.70	\$2,832.00
Previous balance		\$768.00
Accounts receivable transactions		
8/8/2022 Payment - thank you. Check No. 215883		(\$768.00)
Total payments and adjustments		(\$768.00)
Balance due		<u>\$2,832.00</u>

<u>Name</u>	<u>Attorney Summary</u>	<u>Hours</u>
Robert W. Rathie		12.60
Stephanie Atigh		5.10



City of San Juan Bautista

P.O. Box 1420

San Juan Bautista, CA 95045

# Invoice

Date	Invoice #
7/1/2021	278

<b>Bill To</b>
Midnight Express Cynthia Orozco PO Box 17212 Hollister, CA 95024

Terms	Account #

Description	Rate	Amount
CSG Consultants for 7/01/2020 – 6/30/2021 see attached documentation (invoice 31783, 32009, 32179, 34433, 34634, 34830, 35112, 35371, 36627)	3,535.00	3,535.00
4Leaf, Inc. for 7/01/2020 – 6/30/2021 see attached documentation (invoice J3602A15)	246.00	246.00
Harris & Associates for 7/01/2020 – 6/30/2021 see attached documentation (invoice 45337, 45754, 46084, 46429, 46624, 46842, 47101, 47594, 47682, 48043, 48392)	9,203.75	9,203.75
Wellington Law Offices for 7/01/2020 – 6/30/2021 see attached documentation (invoice 25424, 25545, 25588, 25664)	330.00	330.00
Reimbursable Expenses Subtotal		13,314.75
Administrative Charge 15%	15.00%	1,997.21
<b>Total</b>		<b>\$15,311.96</b>





550 Pilgrim Drive  
Foster City, CA 94404

# Invoice

Employee-Owned

Invoice 31783  
Invoice Date 07/20/2020

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 06/30/2020

## City Engineer/Staff Augmentation SERVICES:

	Date	Hours	Rate	Amount
Slintak, Edward				
	06/22/2020	0.50	220.00	110.00
Initial review of Rancho Vista RAB				
	06/25/2020	1.00	220.00	220.00
DEvelop review comments for Rancho Vista				
	06/26/2020	0.50	220.00	110.00
Telecon with City Engr.				
	06/29/2020	1.00	220.00	220.00
Update RAB comments				
Aburabi, Husam				
	06/24/2020	3.00	165.00	495.00
Rancho Vista - Review and Generate comments to the Project, "Draft Ultimate Multi-Legged Roundabout"				
	06/25/2020	3.00	165.00	495.00
Rancho Vista - Review and Generate comments to the Project, "Draft Ultimate Multi-Legged Roundabout"				
Masri, Heba				
	06/01/2020	8.00	145.00	1,160.00
Third Street - Signage and Striping Plan				
Behzad, Fatemeh				
	06/01/2020	4.50	220.00	990.00
conv. with Nick re. prevailing wages, processing invoice for 5th st sidewalk conversation with Keith, review striping plans for 3rd st mtg w/ Don & Kathy re. Lopez				
	06/02/2020	3.00	220.00	660.00
Review and research fees for 105 Old SJ&Hol, meeting with Keith and mike re. Auto Cad and design				
	06/03/2020	3.00	220.00	660.00



Meeting Minnie to go over encroachment permit, process fees for 105 SJB&Hol, emails from Rob & Meritage	06/04/2020	4.00	220.00	880.00
review RV's open space inquiry, multiple conversations with David McGovern re. encroachment permit for his driveways, conversation with Terry Re. David McGovern, Meeting with Keith, Frank, Nick & Liz and walk 3rd st to go over the signs, review fees for ss connectins	06/05/2020	3.50	220.00	770.00
Conversation with Minnie and Terry re. Cynthia, email to Cynthia at Midnight Express, email to Meritage, conversation with Armando re. wt Parts, begin staff report for SB1	06/08/2020	4.00	220.00	880.00
conv. with Nick re. contract for Silver leaf, conversation with Kathy (call from Armando) conversation with Keith, review striping plans for 3rd st, conversation with Frank re. Proposals 2.5 hours Covid	06/09/2020	2.50	220.00	550.00
Encroachment permit, conversation with Frank & Keith & CSG, CC mtg at 6 (speed on 3rd) 2 hours Covid <i>Covid</i>	06/10/2020	3.50	220.00	770.00
Staff report for SB1, Review encroachment permit, contract for Silver Leaf	06/11/2020	3.00	220.00	660.00
Staff report for SB1, finalizing <i>PMP</i> report, review <i>PPP</i> for <i>PMP</i> , schedule with Paul@ CAPS	06/12/2020	2.50	220.00	550.00
Meeting with Karl re. WWTP, Master plans, PMP to DOn & Karl, PPP for PMP	06/15/2020	4.00	220.00	880.00
Review CAPS PPP for the council mtg, Review Midnight Express, Review SS easement on Perry, review emails General conversation with Keith, review striping plans for 3rd st, conversation with Frank re. Proposals 2.5 hours Covid	06/16/2020	3.50	220.00	770.00
Conversation with Joel re. PPP, Council mtg re. CAPS PPP and SB1	06/17/2020	2.00	220.00	440.00
Mtg w/Karl re. WWTP and master plans, Review emails	06/18/2020	1.00	220.00	220.00
check emails and respond, general	06/19/2020	3.00	220.00	660.00
Investigating Midnight Express, Dassel Subdivision, Deed from Meritage, review invoice from CAPS	06/22/2020	3.00	220.00	660.00



Process Meritage deed review, process Dassel Review, Review  
Mid night Express permit, Working w/ Edenbridge to close out  
Copperleaf

06/23/2020 3.50 220.00 770.00

Loayza package, finalize midnight express permit, talked to  
Cynthia, review Dassel subdivision, RV open space, Council  
mtg at 6

06/24/2020 2.00 220.00 440.00

Water leak at Lausen, call with Terry, review McGovern property  
for permit issues

06/25/2020 1.50 220.00 330.00

RV RAB layout, Loayza subdivision review w/ CSG

06/26/2020 3.50 220.00 770.00

Conversation w/ PG&E re. Lift station, conversation w/ Fehr  
Engr, review informal bid for ss project, RAV RAB layout Lopez  
SS lateral site visit

06/29/2020 5.00 220.00 1,100.00

Review Dadwal gas station, call with Higgins & Allen, review  
RAB at RV, Upload reso in Calsmart

06/30/2020 3.00 220.00 660.00

PG&E package for lift station, meeting w/ Lopez, site visit with  
Rich, review SS project on Old SJ Rd

Ballard, Michael

06/02/2020 1.00 220.00 220.00

Franklin Circle park

06/12/2020 2.00 220.00 440.00

Scope of work for Franklin Circle

06/17/2020 2.00 220.00 440.00

Finalizing and issuing RFP fro Franklin Circle

06/22/2020 0.50 220.00 110.00

call with Landscape architect regarding RFP for Franklin Circle

06/24/2020 2.00 220.00 440.00

Meeting with residents at Franklin Circle

06/25/2020 1.00 220.00 220.00

Followup with Landscape architects regarding scope of work

06/29/2020 2.00 220.00 440.00

Preparation of revised RFP for Franklin Circle

SERVICES : Subtotal

96.00

20,190.00

City Engineer/Staff Augmentation

96.00

\$20,190.00

Well 6 - Project 19-26

SERVICES:

604-19



	Date	Hours	Rate	Amount
Behzad, Fatemeh	06/01/2020	1.00	220.00	220.00
Well 6 exchanging emails with Maggiora re. Well No.6, Conversation with Mike Maggiora	06/02/2020	1.50	220.00	330.00
Emails with Maggiora, review punch list items for well no. 6, conversations with Danny and Terry	06/10/2020	1.00	220.00	220.00
Review emails from Maggiora and setting up a meeting to check chlorine pumps	06/11/2020	1.00	220.00	220.00
Review Well No. 6 punch list items, conversation with Maggiora and re-schedule the meeting	06/12/2020	1.00	220.00	220.00
Meeting with Terry re. Well No. 6 punch list, review electrical proposal	06/17/2020	1.00	220.00	220.00
Conversation with Oliver & Terry, Chlorine leak at Well #6, Notifying Armando of CH leak	06/18/2020	1.50	220.00	330.00
Conversation with Mike Maggiora re. Well No. 6 & punch list, conversation with Terry re. Oliver and punch list	06/22/2020	0.50	220.00	110.00
Conversation with Mike Maggiora, Review punch list and get back to Maggiora	06/24/2020	1.50	220.00	330.00
Conversation with Terry & Danny Re. well #6 close out, calling Maggiora to review agenda	06/25/2020	1.50	220.00	330.00
Well No. 6 issues, punch list, emails to Maggiora	06/26/2020	1.00	220.00	220.00
Conversation with Danny & Armando, Maggiora at the site, Punch List, O&M issue	06/29/2020	0.50	220.00	110.00
Conversation with Terry re. Agenda and punch list items, agenda for Tuesday Mtg	06/30/2020	1.50	220.00	330.00
Meeting with Terry, meeting at the site to close out Well No. 6				
De Leeuw, Terry	06/05/2020	1.00	140.00	140.00
Construction Inspection	06/05/2020	2.00	140.00	280.00
Construction Inspection	06/08/2020	2.00	140.00	280.00

3190



Construction Inspections

06/10/2020 2.00 140.00 280.00

Construction Inspections

06/12/2020 2.00 140.00 280.00

Construction Inspections

06/15/2020 1.00 140.00 140.00

Construction Inspection

06/18/2020 2.00 140.00 280.00

Construction Inspection

06/23/2020 2.00 140.00 280.00

Construction Inspection

06/29/2020 2.00 140.00 280.00

construction inspection

06/30/2020 2.00 140.00 280.00

construction inspection

SERVICES : Subtotal  
Well 6 - Project 19-26

32.50  
32.50

5,710.00  
\$5,710.00

**Third Street Reconstruction, Project 19-9  
SERVICES:**

De Leeuw, Terry

Date Hours Rate Amount

06/01/2020 1.00 140.00 140.00

Construction Inspection

06/01/2020 2.00 140.00 280.00

Construction Inspection

06/03/2020 1.00 140.00 140.00

Construction Inspection

06/03/2020 2.00 140.00 280.00

Construction Inspection

06/24/2020 2.00 140.00 280.00

Construction Inspetion

06/26/2020 2.00 140.00 280.00

Construction Inspetion

Behzad, Fatemeh

06/01/2020 2.50 220.00 550.00

Review issues at 3rd st, conversation with Eris re. sewer  
laterals, schedules, agenda for weekly meeting

06/02/2020 3.50 220.00 770.00



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

31783  
07/20/2020

weekly meeting, meeting with Cara re. sewer lateral, site visit  
review encroachment permit

06/03/2020 3.50 220.00 770.00

project site visit, review storm drain installation issues and  
sewer laterals, meeting resident at Third & Muchelemei, review  
site report & DIR

06/04/2020 3.50 220.00 770.00

Project site visit, conversation with Louise re. sidewalk, multiple  
conversations with Dante re. sidewalk on San Jose st, review  
sidewalks and bid schedules for 3rd st project

06/05/2020 3.50 220.00 770.00

Coversation with Eric & Mike re. Sewer laterals, Chapin broke a  
wt service, check with PW maintenance, conversation with  
Dante re. sidewalk at 507 3rd St.

06/08/2020 4.00 220.00 880.00

Review issues at 3rd st, conversation with Eric re. eater leak on  
2nd, pavement on Jefferson conversation with owner of 503 3rd  
re. trees, dye test for ss laterals, review ss tape record for  
laterals.

06/09/2020 5.50 220.00 1,210.00

Weekly meeting, site visit, review sidewalk and SS, mtg with  
Don re. SS & Sidewalk Meeting with Mr. B

06/10/2020 2.50 220.00 550.00

Review Bid Item 8 for excavation, qty take off for several bids,  
ck with Nick re. missing laterals

06/11/2020 3.00 220.00 660.00

Issues with 3rd st, conversation with Louis, conversation with  
Moki re. trees Negotiating with Chrisp, contrsct for Chrisp (2  
hours Covid)

06/12/2020 3.50 220.00 770.00

Site visit, change TCP, review the trees Process contract for  
Chrisp, re-schedule Chrisp, encroachment permit (1.5 Covid)

06/15/2020 2.00 220.00 440.00

Review issues at 3rd st, Review Water submittal, WSWD,  
conversation with owner of 503 3rd re. trees, dye test for ss  
laterals, review ss tape record for laterals.

06/16/2020 4.00 220.00 880.00

Meetibg with Eric & Terry re. Change order, weekly meeting,  
site visit, SS video, conversation with Nick re. SS video

06/17/2020 2.00 220.00 440.00

Visit project site, sidewalk issues, SS laterals

06/18/2020 2.00 220.00 440.00

Review projects issues, SS laterals, conversation with Moki  
Smith

06/19/2020 2.50 220.00 550.00

project site, review drop manholes and backfill issues, ground  
water problem

↓



	06/22/2020	2.00	220.00	440.00
<i>Review issues at 3rd st, Review SS laterals, Contact Gil to TV ss Line conversation with owner of 503 3rd re. trees, dye test for ss laterals, review ss tape record for laterals.</i>				
	06/23/2020	2.50	220.00	550.00
<i>Project site visit, review submittal, weekly meeting with Chapin</i>				
	06/24/2020	2.00	220.00	440.00
<i>Review submittal, review change orders for water valves</i>				
	06/25/2020	2.50	220.00	550.00
<i>Review schedule for testing water and sewer, notification for water shutdown &amp; SS</i>				
	06/26/2020	2.00	220.00	440.00
<i>Submittal, project site visit, email to Harris re. striping</i>				
	06/29/2020	2.00	220.00	440.00
<i>Review issues at 3rd st, Review testing, notices to residents, submittals conversation with owner of 503 3rd re. trees, dye test for ss laterals, review ss tape record for laterals.</i>				
	06/30/2020	2.00	220.00	440.00
<i>Weekly meeting &amp; site visit to go over CO</i>				
SERVICES : Subtotal			72.50	15,150.00
Third Street Reconstruction, Project 19-9			72.50	\$15,150.00

**Verutti Park, CIP 19-42**  
**SERVICES:**

Ballard, Michael

*Developed scope of work for architectural services*

	Date	Hours	Rate	Amount
	06/04/2020	3.00	220.00	660.00
<i>Developed scope of work for architectural services</i>				
SERVICES : Subtotal			3.00	660.00
Verutti Park, CIP 19-42			3.00	\$660.00

**Re-Opening SJB, COVID 19**  
**SERVICES:**

Behzad, Fatemeh

*Processing contract for Chrisp, Proposal from Chrisp,*

*Conversation with Chrisp re. schedule, talk to Liz re. notices, visitig site*

	Date	Hours	Rate	Amount
	06/15/2020	2.00	220.00	440.00
	06/16/2020	2.00	220.00	440.00



	06/17/2020	3.00	220.00	660.00
<i>Conversations with Don &amp; Keith re. Bike lane and striping plan, Conversation with Frank re. schedule &amp; limit of work</i>				
	06/18/2020	2.50	220.00	550.00
<i>Review paint spec, questions on striping, HRB meeting</i>				
	06/19/2020	1.50	220.00	330.00
<i>Visit 3rd st, Concrete in front of bakery, meeting with Nick and Armando</i>				
	06/22/2020	2.50	220.00	550.00
<i>Communication with Eric re. Chriso at the site, talk to Liz re. car parked at 3rd, questions on 3rd st striping, review pictures from 3rd st</i>				
	06/23/2020	2.00	220.00	440.00
<i>Visit 3rd st, communication with Keith Higgins &amp; Chrisp, review encroachment permit</i>				
	06/24/2020	1.50	220.00	330.00
<i>Encroachment permit, Mtg Re. ADA, conversation w/ Keith Higgins</i>				
	06/25/2020	1.50	220.00	330.00
<i>Exchange emails on ADA, review encroachment permit</i>				
	06/30/2020	1.50	220.00	330.00
<i>Visit side street &amp; parking issues, encroachment permits</i>				

SERVICES : Subtotal	20.00	4,400.00
Re-Opening SJB, COVID 19	20.00	\$4,400.00

Invoice Total \$46,110.00

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

**PROJECT SUMMARY**

Previously Billed	231,700.73
Current Invoice	46,110.00





550 Pilgrim Drive  
Foster City, CA 94404

# Invoice

Employee-Owned

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Invoice 32009  
Invoice Date 08/17/2020

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Land Development Reviews

Billed through 07/31/2020

## The Alameda - Civil Review SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Chan, Catherine				
	07/15/2020	2.00	165.00	330.00
PC#3				
	07/16/2020	2.00	165.00	330.00
PC#3				
	07/17/2020	4.00	165.00	660.00
PC#3				
	07/21/2020	4.00	165.00	660.00
PC#3 - Review and draft comments				
	07/22/2020	2.00	165.00	330.00
PC#3 - Revise and phone call w/ PM				
	07/23/2020	2.50	165.00	412.50
PC#3 - Phone call w/ PM and revise per direction				
Lander, Mark				
	07/22/2020	0.25	240.00	60.00
QC plan review				
SERVICES : Subtotal		16.75		2,782.50
The Alameda - Civil Review		16.75		\$2,782.50

## Midnight Express SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Lander, Mark				
	07/17/2020	0.75	240.00	180.00



*discussion w/ staff re. unpermitted fill import*

SERVICES : Subtotal	0.75	180.00
Midnight Express	0.75	\$180.00

**Loayza Parcel Map  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Lander, Mark				
	07/17/2020	0.25	240.00	60.00
<i>discussion w/ staff re. 1st Street access</i>				
	07/30/2020	0.25	240.00	60.00
<i>emails re. infrastructure improvements</i>				
Allen, Fred				
	07/01/2020	2.25	220.00	495.00
<i>PC#2 - QC review of resubmitted Parcel Map and support documents;</i>				
Hoang, Son				
	07/01/2020	2.00	165.00	330.00
<i>PC#2 - Review of resubmitted Parcel Map and support documents;</i>				
	07/02/2020	2.00	165.00	330.00
<i>PC#2 - Review of resubmitted Parcel Map and support documents;</i>				
SERVICES : Subtotal	6.75	1,275.00		
Loayza Parcel Map	6.75	\$1,275.00		

**Rancho Vista Open Space Dedication P&Ls  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Weis, Lori				
	07/02/2020	1.00	190.00	190.00
<i>PC#1 - P&amp;L(s) review</i>				
	07/05/2020	4.00	190.00	760.00
<i>PC#1 - P&amp;L(s) review</i>				
SERVICES : Subtotal	5.00	950.00		
Rancho Vista Open Space Dedication P&Ls	5.00	\$950.00		



**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Meditch, Sandra				
	07/14/2020	2.00	210.00	420.00

PC#3

SERVICES : Subtotal	2.00	420.00
Planning Permit #31, 302 7th Street	2.00	\$420.00

**Invoice Total      \$5,607.50**

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

**PROJECT SUMMARY**

Previously Billed	37,338.75
Current Invoice	5,607.50





550 Pilgrim Drive  
Foster City, CA 94404

# Invoice

Employee-Owned

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

604-42 \$4070

Invoice 32179  
Invoice Date 08/17/2020

604-19 \$18810

801-18 \$4100 + 19-11

12226.50 Comm. D  
4702.50 Water  
1881.- Sewer

801-19 \$330

801-19 \$330

801-19 \$2860

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

604-19 \$110 Parcho Vela

Billed through 07/31/2020

## City Engineer/Staff Augmentation SERVICES:

	Date	Hours	Rate	Amount
Behzad, Fatemeh				
	07/01/2020	4.00	220.00	880.00
Mtg w/Harold re. donated trees, meeting re. WWTP, email from Michelle re. RV, email to Rob @Meritage working on Dadwal gas station, setting up mtg with the team				
	07/02/2020	4.00	220.00	880.00
Review SS main project, review and respond emails, review landscaping plans for RV, Lift station pump size research Review Loayza map and comments				
	07/06/2020	4.00	220.00	880.00
Review Dadwal gas station, Loayza's map, Meritage dedication				
	07/07/2020	6.00	220.00	1,320.00
Staff report for Copperleaf & Meritage, visit Copperleaf for punch list, meeting with Lopez				
	07/08/2020	4.00	220.00	880.00
Review Meritage submittal, Correspondence WWTP meeting				
	07/09/2020	4.00	220.00	880.00
Review legals and plats, staff reports for Copperleaf and Meritage, review submittals for Meritage Review Loayza map and comments				
	07/10/2020	3.00	220.00	660.00
Check punch list for Copperleaf, exhibits for staff reports, check bonds WWTP meeting				
	07/13/2020	4.00	220.00	880.00
Acceptance of Copperleaf, Plan ck 302 7th, Ariel email re. Dassel, Rob Wilson re. Acceptance, conversation with Minnie re. Dadwal, PMP estimate for OldSJ				
	07/14/2020	4.00	220.00	880.00



<i>Meeting with Nyland, visit Nyland property, USA Old SJ, Conversation w/ Jon Cakus re. RAB, Process Comments for 302 7th st, site visit with Chapin at Old SJB</i>	07/15/2020	3.00	220.00	660.00
<i>Meeting with Minnie, Review SS project, Process NOC, Mtg w/ Dave &amp; Don, Process Grant Deed for Meritae, review PG&amp;E contract, lift station design ,</i>	07/16/2020	5.50	220.00	1,210.00
<i>Master plans workshop, mtg with Jon Cakus re. RAB, midnight express plan review, letter to Nyland</i>	07/17/2020	5.00	220.00	1,100.00
<i>Midnight Express Site Visit, Mtg with Loayza, conversation with Karl, Meeting with Terry Re. SS on Old SJ</i>	07/20/2020	3.50	220.00	770.00
<i>Call PG&amp;E, conversation re. Diaz LS, Conference call with Gill, Nick, Mike Balard re. Lift Station, meeting with Terry re. RV ans punch list items, Lot 71 inspection</i>	07/21/2020	4.00	220.00	880.00
<i>Process grant deed for RV, NOC for COpperleaf,conference call with Tom &amp; Gil re. Lift station design,water leak at RV, SB engr re. staking Diez, searching wetland @Midnight Express, Perry's sewer lateral</i>	07/22/2020	4.00	220.00	880.00
<i>Review condition for 302 7th st, review master plans &amp; coordinate with Nick, review proposals for Franklin Circle Park</i>	07/23/2020	6.00	220.00	1,320.00
<i>Review Dadwal's project and process comment, Conversation with Danny re. high CL residual, review D. Mack's staff report re. 302 7th, conversations with Loayza, recieved re-design of lift station Issues re. Jon Cakus &amp; RV and inspection</i>	07/24/2020	3.00	220.00	660.00
<i>Conversation with Danny and Erik re. water tie in and high cl, process Dadwal's comments, ck with Terry and status of concrete at RV</i>	07/27/2020	4.00	220.00	880.00
<i>Review water and sewer master plans, Rancho Vista issues and complaints, emails w/ Eric at Edenbridge, conference call re. SS on Old SJ</i>	07/28/2020	3.00	220.00	660.00
<i>Check the USA marks on Old SJ, meeting with Corp Yard Re. Master Plans, check Meritage access Road and proposed trees</i>	07/29/2020	3.00	220.00	660.00
<i>Contact SB Engr re. Diaz property, contact SHape re. Lift station, review modified lift station plan</i>	07/30/2020	2.50	220.00	550.00
<i>Meeting w/ Corp yard &amp; SHape re. Lift station, review SS line on Old SJ</i>	07/31/2020	2.00	220.00	440.00



Conversation with Ed at Meritage, conversation with Danny re.  
water operations, process PG&E contract, review RV punch list  
De Leeuw, Terry

07/08/2020	2.00	140.00	280.00
Construction Inspection			
07/13/2020	2.00	140.00	280.00
Construction Management			
07/15/2020	2.00	140.00	280.00
Construction Management			
07/16/2020	2.00	140.00	280.00
Construction Management			
07/17/2020	2.00	140.00	280.00
Construction Management			
07/23/2020	2.00	140.00	280.00

3rd sheet  
801  
\$ 1,680.00

San Juan Construction Inspection - Hollister Road S.S Project.  
Ballard, Michael

07/08/2020	1.00	220.00	220.00
Review of proposals for Franklin Circle Park			
07/20/2020	0.50	220.00	110.00

Discussion with Julie regarding PG&E service, review of  
Franklin Circle

Slintak, Edward

07/16/2020	0.50	220.00	110.00
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Telecon w/ Kimley Horn, developer and City Engr. about  
roundabout design.

Rx

SERVICES : Subtotal	99.50	20,930.00
City Engineer/Staff Augmentation	99.50	\$20,930.00

Well 6 Project 19-26  
SERVICES:

801

Behzad, Fatemeh

Date	Hours	Rate	Amount
07/01/2020	1.00	220.00	220.00
Follow up with Mike Maggiora, conversation with Terry re. Manhole on the Old SJ Rd			
07/06/2020	1.00	220.00	220.00
Conversation with Terry re. punchlist, emails with Maggiora			
07/08/2020	1.00	220.00	220.00
Follow up with Mike Maggiora, conversation with Terry and Armando to schedule Friday work			
07/09/2020	0.50	220.00	110.00

Conversation with Danny, Communication with Maggiora



	07/14/2020	1.00	220.00	220.00
<i>Oliver at the site, Recieve O&amp;M, conervation with Armando</i>				
	07/16/2020	0.50	220.00	110.00
<i>Conversation with Danny re. O&amp;M, following up with Maggiora</i>				
	07/20/2020	0.50	220.00	110.00
<i>contacting Mike Maggiora and discuss as-built</i>				
	07/23/2020	1.00	220.00	220.00
<i>conversation with Terry, Armando and Danny re. O&amp;M and as-buits</i>				
	07/24/2020	1.00	220.00	220.00
<i>Review email from Maggiora and conversation with Armando</i>				
	07/28/2020	1.00	220.00	220.00
<i>Conference call with Danny re. issues with Well No. 5 &amp; 6, conversation with Armando re. Well #6</i>				
	07/29/2020	1.00	220.00	220.00
<i>email exchanges with Mike Maggiora re. Well No. 6, conversation with Armando</i>				
	07/30/2020	2.00	220.00	440.00
<i>email exchanges with Maggiora, conversations with Danny &amp; Armando re. Flow meters,</i>				
	07/31/2020	1.50	220.00	330.00
<i>emails with Mike Maggiora, review data from sounding the well, conversation with Danny</i>				

SERVICES : Subtotal  
 Well 6 - Project 19-26

13.00  
 13.00

2,860.00  
 \$2,860.00

**Third Street Reconstruction, Project 19-9**  
**SERVICES:**

50/50  
 (19-11)

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	07/02/2020	2.50	220.00	550.00
<i>Conversation with Eric re. Manhole at 3rd &amp; Muckelemei, color concrete, sewer laterals, cleaning up for the long weekend and TCP removal</i>				
	07/06/2020	2.00	220.00	440.00
<i>Review issues at 3rd st, Review laterals, Sewer lateral at Cara conversation with owner of 503 3rd re. trees, dye test for ss laterals, review ss tape record for laterals.</i>				
	07/07/2020	2.00	220.00	440.00
<i>SS laterals, curb &amp; gutter &amp; sidewalk</i>				
	07/09/2020	2.50	220.00	550.00
<i>Weekly meeting, review excavation item</i>				
	07/10/2020	2.00	220.00	440.00



site visit, potholing, water valve locations

19-11 50/50 19-9

SERVICES : Subtotal	11.00	2,420.00
Third Street Reconstruction, Project 19-9	11.00	\$2,420.00

**Verutti Park, CIP 19-42**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael				
	07/06/2020	1.00	220.00	220.00
Review of proposal from architect				
	07/20/2020	0.50	220.00	110.00
Review of design proposal				

SERVICES : Subtotal	1.50	330.00
Verutti Park, CIP 19-42	1.50	\$330.00

**Re-Opening SJB, COVID 19**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	07/01/2020	2.00	220.00	440.00
Mtg with businesses, angled parking with Keith, encroachment permit				
	07/06/2020	1.00	220.00	220.00
Encroachment Permit				
	07/08/2020	1.00	220.00	220.00
Review Diagonal parking, Conversation with Chrisp				
	07/09/2020	1.00	220.00	220.00
Encroachment Permit, Follow up with Chrisp				
	07/10/2020	2.00	220.00	440.00
Site visit, follow up with Frank, ADA back to contractor and Nick				
	07/13/2020	1.00	220.00	220.00
Review striping plan for angled parking, conversation with Chrisp for proposals				
	07/15/2020	2.00	220.00	440.00
Mtg with Downtown, Review parking at JJ & Muckelemei, conversation with Higgins				
	07/17/2020	1.50	220.00	330.00
conversation with Chrisp re. their proposal, conversation with Liz and site visit re. Mission Cafe and parklet locations				



	07/20/2020	2.00	220.00	440.00
<i>conversation with Liz re. Lola &amp; Dona Ester, review striping plan for angled parking</i>				
	07/21/2020	1.00	220.00	220.00
<i>3rd st site visit for Lola's parklet, outdoor barber and ADA</i>				
	07/22/2020	1.00	220.00	220.00
<i>Review proposal from Chrisp, conference call with Frank</i>				
	07/28/2020	1.00	220.00	220.00
<i>Check issues w/ angled parking, check Mission Cafe</i>				
	07/29/2020	2.00	220.00	440.00
<i>Meeting w/ Downtown businesses, review parklet issues</i>				

SERVICES : Subtotal	18.50	4,070.00
Re-Opening SJB, COVID 19	18.50	\$4,070.00

Invoice Total \$30,610.00

Please remit payment to: CSG Consultants, Inc.  
550 Pilgrim Drive Foster City, CA 94404  
For billing inquiries, please call (650) 522-2500 or Fax (650) 522-2599

#### PROJECT SUMMARY

Previously Billed	277,810.73
Current Invoice	30,610.00





550 Pilgrim Drive  
Foster City, CA 94404

POSTED

# Invoice

## Employee-Owned

801-19

Invoice 34433  
Invoice Date 12/14/2020

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

CIP 9-11 \$ 24340

CIP 19-42 \$ 220.-

CIP 21.05 \$ 1050.-

CIP 21.04 \$ 1260

801-16 CIP 20.10 \$ 440.-

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 11/27/2020

### City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
De Leeuw, Terry				
	11/20/2020	1.00	140.00	140.00
Construction Inspection Slintak, Edward				
	11/03/2020	1.50	220.00	330.00
Skype call with KH and Meritage about 100% submittal for Rancho Vista RAB.				
	11/05/2020	1.00	220.00	220.00
Review background docs on WWTP RFP				
	11/09/2020	2.00	220.00	440.00
Review WWMP for pipeline RFP				
	11/10/2020	2.00	220.00	440.00
Research WWMP, telecon w/ Tony Akel				
	11/13/2020	3.00	220.00	660.00
Follow up w/ Akel, review alignment details, develop RFP.				
	11/16/2020	6.00	220.00	1,320.00
SS Force main and pump sta RFP development				
	11/17/2020	6.00	220.00	1,320.00
SS Force main and pump sta RFP development				
	11/18/2020	5.50	220.00	1,210.00
SS Force main and pump sta RFP development Behzad, Fatemeh				
	11/02/2020	6.00	220.00	1,320.00
Correspondence with Jon Cakus, working on street dedications				



<i>for Dadwal project, process submittal for 105 SJHollister Review encroachment permit, review RAB comments, Review emails for Water &amp; WWTP, conversation with Minnie re. McGovert</i>	11/03/2020	6.00	220.00	1,320.00
<i>Mtg with Don, Karl &amp; Akel Team, Mtg re. Rancho Vista RAB, Meeting with Terry re. SS line, distributing plans to S&amp;E</i>	11/04/2020	4.00	220.00	880.00
<i>Mtg w/ Don, EPA, conversation with Rick @ S&amp;E, encroachment permit,</i>	11/05/2020	3.00	220.00	660.00
<i>Conversation with Maggiora re. VFD, complete review of 105 SJHollister, working on RFP for WWTP</i>	11/06/2020	4.00	220.00	880.00
<i>process 302 7h st, meeting with Don, review schedule, process multiple invoices, encroachment permits</i>	11/09/2020	4.00	220.00	880.00
<i>Correspondence with Jon Cakus, working on encroachment permit for McGovert, working on 302 7th St, working with Nick &amp; Rick to walk Rancho Vista landscaping and review the plans</i>	11/10/2020	6.00	220.00	1,320.00
<i>Review email, review invoices for Maggiora and Chapin, meeting with Terry re. RV, visited 302 7th st to ck overhead utilities</i>	11/12/2020	6.00	220.00	1,320.00
<i>emails re. RAB, talk to Jon Cakus and Rosa, conversation with Jeff, talked to Keith Higgins re. Dadwal, talk to Terry re. 105 SJ Hollister</i>	11/13/2020	6.00	220.00	1,320.00
<i>Review emails, meeting with Jon Cakus re. punch list, review the utility design at RV, Meeting with Armando re. Water line on First Talk to Rosa, conference call with Ed re. WWTP RFP and schedule</i>	11/16/2020	5.00	220.00	1,100.00
<i>Correspondence with Jon Cakus, working on encroachment permit, working on Midnight Express changes, talking to Microvi re. conversation with Waterboard, correspondence with Nick, Loayza, final inspection at Loayza</i>	11/17/2020	6.00	220.00	1,320.00
<i>Meeting with USDA, conference call with Jon Cakus, Correspondence with S&amp;E, process submittals for Dadwal project,</i>	11/18/2020	4.00	220.00	880.00
<i>Email from Noe, email from Veronica, Talked to Mike Ballard re. Parks projects, encroachment permit 6th st</i>	11/19/2020	2.00	220.00	440.00
<i>Zoom Meeting with USDA, review emails, review utilities for RAB</i>	11/20/2020	6.00	220.00	1,320.00



*RAB conversation with Jeff and Jon Cakus, meeting with Terry re. RV, Visit the site for RFP (alignment for force main), emails and correspondence*

11/22/2020 1.00 220.00 220.00

*Review SB Transportation response, review the list of projects*

11/23/2020 5.00 220.00 1,100.00

*Correspondence with Jon Cakus, Meeting with Waterboard, listen to COG mtg, Review list for COG, Encroachment Permits, Call with Ali Dorri, Con w/ Jeff re. Loayza*

11/24/2020 6.00 220.00 1,320.00

*Mtg w/ Don, Mtg w/ Mayor & Don, Working on RFP, Working on RAB, conversation w/ Cakus, Working w/ Minne*

11/25/2020 3.00 220.00 660.00

*Working on RFP, Conversation with Rosa, correspondence w/ Jon Cakus, conversation w/ Terry re. Lift Station, correspondence w/Karl*

SERVICES : Subtotal

111.00 24,340.00

City Engineer/Staff Augmentation

111.00 \$24,340.00

**Luck Park Masterplan, CIP 20-10**

**SERVICES:**

Date Hours Rate Amount

Ballard, Michael

11/13/2020 1.00 220.00 220.00

*Review of public survey*

11/19/2020 0.50 220.00 110.00

*Coordination of public survey*

11/20/2020 0.50 220.00 110.00

*Coordination of public survey*

SERVICES : Subtotal

2.00 440.00

Luck Park Masterplan, CIP 20-10

2.00 \$440.00

**San Juan Hollister Road lift station (new panel)**

**SERVICES:**

Date Hours Rate Amount

Behzad, Fatemeh

11/06/2020 2.00 220.00 440.00

*Conference call with Central Electric, review submittals, processing submittals*

11/13/2020 1.00 220.00 220.00

*Conference call with Central Electric, visit the site to review the utilities and pad location*

11/16/2020 1.00 220.00 220.00



*Review submittals, reviewing schedule and conference call with Contractor re. compaction and certified payroll*

11/17/2020 1.00 220.00 220.00

*Scheduling PG&E, conversation with Central Electric*

11/20/2020 1.00 220.00 220.00

*Visit job site and review trench for conduits*

11/23/2020 0.50 220.00 110.00

*Review submittals, reviewing schedule and conference call with Contractor re. compaction and certified payroll*

11/24/2020 1.00 220.00 220.00

*Scheduling PG&E, conversation with Central Electric*

SERVICES : Subtotal

7.50 1,650.00

San Juan Hollister Road lift station (new panel)

7.50 \$1,650.00

**Sanitary sewer Old San Juan Hollister Road  
SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	11/02/2020	1.00	220.00	220.00
<i>Working on issues with potholing and change order</i>				
	11/03/2020	1.00	220.00	220.00
<i>Working on results of potholing</i>				
	11/05/2020	1.00	220.00	220.00
<i>Working on issues with water and sewer line separations</i>				
	11/06/2020	2.00	220.00	440.00
<i>processing submittals, meeting with Terry re. USA, visiting the site, meeting with the contractor at the site</i>				
	11/09/2020	1.00	220.00	220.00
<i>Working on issues with utilities conflict</i>				
	11/10/2020	1.00	220.00	220.00
<i>Visit the project site, meeting with Chapin</i>				
	11/12/2020	1.00	220.00	220.00
<i>Review status and schedule, review working days</i>				
	11/16/2020	1.00	220.00	220.00
<i>Working on utilities conflict and the final alignment</i>				
	11/17/2020	1.00	220.00	220.00
<i>Project Site visit, process invoice</i>				
	11/19/2020	1.00	220.00	220.00
<i>Review issues with the current alignment, review billing</i>				
	11/20/2020	1.00	220.00	220.00



<i>Visit job site to review manhole location</i>	11/23/2020	1.00	220.00	220.00
<i>Working on utilities conflict and the final alignment</i>	11/24/2020	1.00	220.00	220.00
<i>Project Site visit, process invoice</i> De Leeuw, Terry	11/02/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/03/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/04/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/05/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/06/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/09/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/10/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/12/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/13/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/16/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/17/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/18/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/19/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/20/2020	4.00	140.00	560.00
<i>Construction Inspection</i>	11/23/2020	2.00	140.00	280.00
<i>Construction Inspection</i>	11/24/2020	2.00	140.00	280.00
<i>Construction Inspection</i>	11/25/2020	2.00	140.00	280.00
<i>Construction Inspection</i>				



SERVICES : Subtotal	76.00	11,760.00
Sanitary sewer Old San Juan Hollister Road	76.00	\$11,760.00

**Verutti Park, CIP 19-42**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael				
	11/02/2020	1.00	220.00	220.00
Project management				

SERVICES : Subtotal	1.00	220.00
Verutti Park, CIP 19-42	1.00	\$220.00

**Invoice Total      \$38,410.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Contract Amount	8,000.00
Previously Billed	391,325.73
Current Invoice	38,410.00
<b>Contract Balance</b>	<b>-421,735.73</b>





550 Pilgrim Drive  
Foster City, CA 94404

PAID

# Invoice

Employee-Owned

Invoice 34634  
Invoice Date 01/08/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

604-19 65% \$13013  
604-46 25% \$5005  
604-48 10% \$2002  
801-17 21.01 \$550-  
801-16 20.10 \$440.-  
801-17 21.05 \$5540  
801-17 21.04 \$1540  
619-19 \$880-

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type:  
San Juan Bautista Engineering Staff Augmentation

Billed through 12/25/2020

## City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael				
Franklin Park Planning Commission	12/01/2020	1.00	220.00	220.00
Project management	12/10/2020	0.50	220.00	110.00
Project management	12/11/2020	0.50	220.00	110.00
Franklin Park management	12/15/2020	1.00	220.00	220.00
Franklin Park management	12/18/2020	0.50	220.00	110.00
Behzad, Fatemeh				
	11/30/2020	6.00	220.00	1,320.00
Correspondence with Jon Cakus, Working on COG list, correspondence with Veronica, working on RV punch list with Terry and Jon Cakus, process Dadwal's plans and street dedication, working on RFP	12/01/2020	6.50	220.00	1,430.00
Working on RFP, working on landscaping acceptance at RV, Meeting with Gil re. Loayza's sanitary sewer	12/02/2020	6.00	220.00	1,320.00
Reviewing USDA agreement, Working on the RAB comments, conversations with Jon Cakus, working w/ Jeff re. sanitary sewer to Loayza, process plans for Midnight Express	12/03/2020	6.50	220.00	1,430.00
Process 302 7th, working on RAB w/ Jon, checking fees for				



Loayza, scheduling Maggiora for VFD, process Dadwal project, calling 404 7th st, scheduling Terry for inspection, working w/ Ali	12/04/2020	7.00	220.00	1,540.00
404 7th St, processing encroachment permit, working on RFP, working on Loayza's, working on RAB	12/07/2020	4.00	220.00	880.00
Review RFP, coordinating with Don re. RFP, emails w/ Karl re. Loan <i>21.21</i> <i>new CIP</i>	12/08/2020	6.00	220.00	1,320.00
Mtg w/ Ali re. Microvi, Revising RFP, Incorporating Don's email, Posting RFP, working on RAB, Loayza's sub	12/09/2020	6.00	220.00	1,320.00
Respond to RFP questions. water leak at SJH, contact Chapin, talk to Rosa, respond to Jeff, talk to Anne Hall, encroachment permit at 302 7th st, Midnight Express comments	12/10/2020	5.00	220.00	1,100.00
Get back to Ali, follow up with Chapin, talk t Rosa and John C, review encroachment permit for PG&E, respond to RFP questions	12/11/2020	5.00	220.00	1,100.00
Respond to RFP questions, review the quantities for San Juan H. SS line, meeting with Microvi, <u>encroachment permit</u> issue with McGovert	12/14/2020	6.50	220.00	1,430.00
RFP Addendum, talk to Rosa, Lang St. tentative map, encroachment permit, water leak, finalizing RAB plans, Dadwal project, Nino Application	12/15/2020	8.00	220.00	1,760.00
RFP, RAB plans, encroachment permits, McGovert permit, Mtg with Terry re. encroachment permit, 1112 3rd St permit, Loayza's project, Talk to Keith re. Dadwal project	12/16/2020	3.00	220.00	660.00
RFP questions, conference call with Jim Merritt, conversation with Ali, Mtg with Bartle Wells	12/17/2020	7.00	220.00	1,540.00
Review Marquez solution for RV, MOU review, Nin encroachment permit, processing Lang map, Talk to Ca DOT re. expenditure report, price for water leak, followed up with Manzo	12/18/2020	6.50	220.00	1,430.00
RAB map review, encroachment permits, review lift station schedule, conference call with Central Electric	12/21/2020	1.00	220.00	220.00
RFP Addendum questions, review PMP to get back to Tim	12/22/2020	3.50	220.00	770.00
Process Lang St Tentative map, review Jon's email, process 3rd st change orders	12/23/2020	3.50	220.00	770.00



Search the record for map on 3rd st, talk to PG&E re. their encroachment permit, talk to Terry re. PG&E application, correspondence with Rosa Slintak, Edward

12/01/2020 4.00 220.00 880.00

Review 11/25 submittal of Rancho Vista roundabout plans.

12/02/2020 2.00 220.00 440.00

Pump station RFP

12/03/2020 2.00 220.00 440.00

Pump station RFP

12/14/2020 0.50 220.00 110.00

SS force main RFP addendum

12/15/2020 0.50 220.00 110.00

SS force main RFP addendum

Dian  
21.05  
\$1100-

65% #13013  
25% #5005  
10% #2002

SERVICES : Subtotal	109.50	24,090.00
City Engineer/Staff Augmentation	109.50	\$24,090.00

20020 -

**Luck Park Masterplan, CIP 20-10  
SERVICES:**

Ballard, Michael

Date	Hours	Rate	Amount
12/09/2020	1.00	220.00	220.00

Project Management

12/14/2020	1.00	220.00	220.00
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Project management

SERVICES : Subtotal	2.00	440.00
Luck Park Masterplan, CIP 20-10	2.00	\$440.00

801-16  
20.10

**San Juan Hollister Road lift station (new panel)  
SERVICES:**

Behzad, Fatemeh

Date	Hours	Rate	Amount
11/30/2020	1.00	220.00	220.00

Review submittals, Forming concrete at the site, talk to Terry re. changing the dimensions of the pad

12/01/2020	1.50	220.00	330.00
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Inspecting the site, pouring concrete, meeting with Justin

12/04/2020	1.00	220.00	220.00
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Meeting with Terry Re. encroachment permit, inspection process, issues at the lift station

12/07/2020	2.00	220.00	440.00
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21.05



Conference call with Central Electric, Scheduling PG&E , Scheduling inspections	12/08/2020	2.00	220.00	440.00
Visiting site, review changes with Central Electric, Review ele. panels	12/11/2020	1.00	220.00	220.00
Lift station schedule	12/16/2020	1.00	220.00	220.00
Talk to Dave McKeena at PG&E, conversation with Central Electric, conversation with Shape	12/21/2020	0.50	220.00	110.00
Process Invoice and schedule De Leeuw, Terry	11/30/2020	4.00	140.00	560.00
Construction Inspection	12/02/2020	2.00	140.00	280.00
Construction Inspection	12/03/2020	2.00	140.00	280.00
Construction Inspection	12/04/2020	4.00	140.00	560.00
Construction Inspection	12/08/2020	2.00	140.00	280.00
Construction Inspection	12/15/2020	2.00	140.00	280.00
Construction Inspection				

801-17  
2105

SERVICES : Subtotal	26.00	4,440.00
San Juan Hollister Road lift station (new panel)	26.00	\$4,440.00

Invoice Total \$28,970.00

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or Accountingservices@csgengr.com.

**PROJECT SUMMARY**

Contract Amount	8,000.00
Previously Billed	429,735.73
Current Invoice	28,970.00
<b>Contract Balance</b>	<b>-450,705.73</b>





550 Pilgrim Drive  
Foster City, CA 94404

2/16/21 RSE

# Invoice

Employee-Owned

Invoice 34830  
Invoice Date 01/12/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Land Development Reviews

Billed through 12/25/2020

## The Alameda - Civil Review SERVICES:

	Date	Hours	Rate	Amount
Lander, Mark	12/02/2020	0.50	240.00	120.00
plan review QC				
604-19 Alameda Dadwal				
SERVICES : Subtotal		0.50		120.00
The Alameda - Civil Review		0.50		\$120.00

## Midnight Express SERVICES:

	Date	Hours	Rate	Amount
Meditch, Sandra	12/02/2020	1.50	210.00	315.00
PC#1				
	12/03/2020	2.50	210.00	525.00
PC#1				
604-19 Midnight Express ✓				
SERVICES : Subtotal		4.00		840.00
Midnight Express		4.00		\$840.00

## Planning Permit #31, 302 7th Street SERVICES:

	Date	Hours	Rate	Amount
Meditch, Sandra	12/10/2020	5.00	210.00	1,050.00
604-19 302 7th ✓				



PC#5

12/11/2020 1.50 210.00 315.00

PC#5

382 7th St.

SERVICES : Subtotal

6.50

1,365.00

Planning Permit #31, 302 7th Street

6.50

\$1,365.00

**404-408 The Alameda (Gas Station) - Easement Dedication  
SERVICES:**

Arabi, Kareem

Date Hours Rate Amount

12/01/2020 1.00 145.00 145.00

PC#3

604-19  
Dadwell

SERVICES : Subtotal

1.00

145.00

404-408 The Alameda (Gas Station) - Easement Dedication

1.00

\$145.00

**Lang St Entitlement Project** ← new?  
**SERVICES:**

Kaderi, Babak

Date Hours Rate Amount

12/18/2020 3.00 165.00 495.00

Development review and process  
Meditch, Sandra

12/14/2020 0.50 210.00 105.00

entitlement review

12/17/2020 2.00 210.00 420.00

entitlement review

12/21/2020 2.50 210.00 525.00

PC#1

SERVICES : Subtotal

8.00

1,545.00

Lang St Entitlement Project

8.00

\$1,545.00

**Invoice Total \$4,015.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).



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**PROJECT SUMMARY**

Previously Billed	54,981.25
Current Invoice	4,015.00





550 Pilgrim Drive  
Foster City, CA 94404

POST  
11/26/21

# Invoice

Employee-Owned

Invoice 35112  
Invoice Date 02/12/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

- staff 604-19 \$13156 -  
- staff 604-46 \$5060 -  
- staff 604-18 \$2024  
- 801-16 Luck 2010 \$1100 -  
- 801-19 Franklin 2101 \$320 -  
- 801-19 Verrelli 1742 \$330 -  
- 801-17 WLF 2105 \$2800 -  
- 801-450p Saver 2120 \$1100 -  
- 604-19 Long 20 \$1430 -  
- 604-19 Midnight 6550 -

- 604-19 ench permit \$990 -  
- 604-19 Ranch 4.50 \$880 -  
- 604-19 Lang \$550  
- 604-19 202 7th \$550 -  
- 604-19 5000 110 \$110 -

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 01/29/2021

## City Engineer/Staff Augmentation SERVICES:

Navarro, Francis

Date	Hours	Rate	Amount
01/04/2021	0.50	220.00	110.00

Respond to floodplain development policy question  
Slintak, Edward

01/05/2021	0.50	220.00	110.00
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Force main RFP addendum prep CIP 21.20

01/12/2021	2.50	220.00	550.00
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Develop power point presentation for First St RAB construction schedule

01/13/2021	1.50	220.00	330.00
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Develop power point presentation for First St RAB construction schedule

Ballard, Michael

12/29/2020	0.50	220.00	110.00
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Project Coordination

01/06/2021	0.50	220.00	110.00
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Franklin Park project management

01/07/2021	0.50	220.00	110.00
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Franklin Park project management

01/20/2021	0.50	220.00	110.00
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Project management

01/26/2021	0.50	220.00	110.00
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Project Management

Behzad, Fatemeh

12/28/2020	3.00	220.00	660.00
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Talked to Rosa re. dedication, review the license agreement,  
Talked to Don re. Conversation with Rosa, Review the final  
plans for RAB.

LOA 439

12/29/2020 5.00 220.00 1,100.00

Talked to Nick re. Easement for Lang ST, Review lang st map,  
talked to Jon Cakus re. Dedication and license agreement,  
reviewed Chapin's invoice, Talked to Jeff re. RAB final plans  
and dedication status, Respond to Tim

Lang's 2

12/30/2020 3.50 220.00 770.00

Email to Don and Nick, review the easements for Nick, process  
the drainage issue for Loayza's project, review Nick's and  
David's emails

Lang's 110

01/04/2021 4.00 220.00 880.00

RFP questions, process 302 7th st, process Mid-Night Express,  
conversation with Terry re. Lift ST & PG&E

01/05/2021 7.00 220.00 1,540.00

Review emails, RFP questions, mtg w/ Don, Follow up with  
Brigantino re. water leak, talk to Rosa re. Loayza's project, talk  
to Jay re. energy assessment, working on Loayza's storm drain  
project, review invoice

Loayza 625

01/06/2021 4.00 220.00 880.00

Working on Loayza's SD, coordinating with Nick re. energy  
assessment & water leak, conference call with Keith, looking  
into DBE goal for RFP, review 302 7th st

Loayza 302 7th st

01/07/2021 4.00 220.00 880.00

Talked to Nick re. water leak & pine tree invoice, called Ralph re.  
water leak, coordinate with Jeff re. SD meeting, talk to Keith re.  
Dadwal's project

Dadwal

01/08/2021 8.00 220.00 1,760.00

Mtg w/ Don, Conversation with Nick re. CIP, Mtg with Rosa,  
DON & Review encroachment permit with Liz, review Midnight  
Express and process their application, Mtg with Babak, Jeff &  
Chris re. Loayza, review RAB plans

Loayza 1,760

01/11/2021 5.00 220.00 1,100.00

RFP questions, process 302 7th st, process Mid-Night Express,  
processing encroachment permits, PPP for RAB

Loayza 1,100

01/12/2021 7.00 220.00 1,540.00

RFP questions & Addendum, mtg w/ Nick & Paul, Visit RAB site,  
Ck w/ Fire & Sheriff, Easement for Lang Crt, Talked to Michele at  
School District

Lang's 1,110

01/13/2021 3.00 220.00 660.00

RFP Questions, Encroachment Permit, Mid-night Express plans,  
Perry Easement

Midnight Express

01/14/2021 2.00 220.00 440.00

RFP questions, contract for Brigantino, working on 302 7th St

Brigantino

01/15/2021 5.00 220.00 1,100.00

RFP, Meeting with Anne & Sandra, process order for brush  
cutter, talk to Ricardo @ Lang Crt, encroachment permit

Lang's 1,110



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation

Invoice  
Invoice Date

35112  
02/12/2021

	01/19/2021	10.00	220.00	2,200.00	302 7th st meeting with Ricardo @Lang St, Conversation w/ Kimley Horn, Council Meeting
	01/20/2021	4.00	220.00	880.00	Meeting with Don & Tony, conversation with Terry re. Perry's permit, talked to Steve at Stantec, Review slides from Hollister
	01/21/2021	3.00	220.00	660.00	Hours for Midnight Ex, conversation with Hydro-science, conversation with Mary Edge, Proposals
	01/22/2021	6.00	220.00	1,320.00	Process proposals for scoring, contract for S&E, Review signed RAB design, conversation with Rosa, processing invoice for Central Electric, conversation with Nick re. Caltrans
	01/25/2021	3.50	220.00	770.00	Process invoice for Central elec., permit for Perry, process S&E contract, review proposals for RFP, Review Central's proposal for generator
	01/26/2021	6.50	220.00	1,430.00	Emails to Jon Cakus re. water bills, scores for Stantec & hydroscience, talk to trish & Jan re. Maggiora invoice, talk to Nick and Justin re. City's generator, permits
	01/27/2021	4.50	220.00	990.00	Checking references for hydroscience and stantec, working on CIP projects for rate study, scheduling interviews, encroachment permits
	01/28/2021	3.00	220.00	660.00	Checking references, interview questions, maggiora invoice, Chapin as-builts
	01/29/2021	8.00	220.00	1,760.00	reviewing references, mtg with Karl & Don, questions for interview, conversation with Nick re. water leak and generator, encroachment permit

90% Augmentation except where noted

SERVICES : Subtotal	116.50	25,630.00
City Engineer/Staff Augmentation	116.50	\$25,630.00

**Luck Park Masterplan, CIP 20-10  
SERVICES:**

	Date	Hours	Rate	Amount
Ballard, Michael	12/29/2020	0.50	220.00	110.00
Project Coordination	01/07/2021	0.50	220.00	110.00
Project Management	01/08/2021	0.50	220.00	110.00



<i>Project Management</i>	01/14/2021	1.50	220.00	330.00
<i>Zoom meeting with City and Consultant</i>	01/27/2021	2.00	220.00	440.00
<i>Meeting with City</i>				
SERVICES : Subtotal				5.00
Luck Park Masterplan, CIP 20-10				5.00
				1,100.00
				\$1,100.00

**Verutti Park, CIP 19-42**  
**SERVICES:**

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Ballard, Michael	01/19/2021	1.00	220.00	220.00
<i>Project management</i>	01/20/2021	0.50	220.00	110.00
<i>Project management</i>				
SERVICES : Subtotal				1.50
Verutti Park, CIP 19-42				1.50
				330.00
				\$330.00

**San Juan Hollister Road lift station (new panel)**  
**SERVICES:**

CIP 21-05

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
De Leeuw, Terry	01/14/2021	1.00	140.00	140.00
<i>Construction Inspection</i>	01/15/2021	4.00	140.00	560.00
<i>Construction Inspection</i>	01/22/2021	4.00	140.00	560.00
<i>Construction Inspection</i>				
Behzad, Fatemeh	12/28/2020	1.00	220.00	220.00
<i>Review the schedule for lift station, Talk to Central Electric</i>	12/29/2020	1.00	220.00	220.00
<i>Talked to Terry re. the status of Lift Station, reviewing the panels status and PG&amp;E schedule</i>	01/05/2021	1.00	220.00	220.00
<i>Review schedule, conference call with Central Electric</i>	01/13/2021	0.50	220.00	110.00



Coordinating inspection with Terry and PG&E

01/19/2021 2.00 220.00 440.00

Project inspection coordination, processing inspection report  
and forwarding to PG&E, Approval from PG&E for scheduling

01/26/2021 1.50 220.00 330.00

email to and from PG&E regarding schedule, conversation with  
Justin Re. Lift Station panel

21.05

SERVICES : Subtotal

16.00 2,800.00

San Juan Hollister Road lift station (new panel)

16.00 \$2,800.00

Invoice Total \$29,860.00

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed	458,705.73
Current Invoice	29,860.00





550 Pilgrim Drive  
Foster City, CA 94404

Employee-Owned

4/26 PSC

# Invoice

Invoice 35371  
Invoice Date 02/17/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Land Development Reviews

Billed through 01/29/2021

## Midnight Express SERVICES:

604-19

Meditch, Sandra

PC#2

PC#2

PC#2

<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
01/05/2021	0.50	210.00	105.00
01/07/2021	0.50	210.00	105.00
01/08/2021	0.50	210.00	105.00

SERVICES : Subtotal

1.50

315.00

Midnight Express

1.50

\$315.00

## Loayza Parcel Map SERVICES:

604-19

Kaderi, Babak

Drainage review and process

Drainage review and process

<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
01/06/2021	1.50	165.00	247.50
01/08/2021	1.50	165.00	247.50

SERVICES : Subtotal

3.00

495.00

Loayza Parcel Map

3.00

\$495.00

Planning Permit #31, 302 7th Street



**SERVICES:**

Meditch, Sandra

PC#5

PC#5

PC#6

PC#6

PC#6

Date Hours Rate Amount

01/07/2021 0.50 210.00 105.00

01/08/2021 0.50 210.00 105.00

01/11/2021 0.50 210.00 105.00

01/12/2021 2.00 210.00 420.00

01/15/2021 1.00 210.00 210.00

SERVICES : Subtotal

4.50

945.00

Planning Permit #31, 302 7th Street

4.50

\$945.00

**Invoice Total \$1,755.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Previously Billed 58,996.25  
Current Invoice 1,755.00





550 Pilgrim Drive  
Foster City, CA 94404

PG&E  
269 611 1111

# Invoice

Employee-Owned

Invoice 36627  
Invoice Date 05/14/2021

City of San Juan Bautista  
Don Reynolds  
312 Second Street  
San Juan Bautista, CA 95045

Ok to pay per Don  
Jap

Fed ID 91-2053749  
CSG No. SANJUA10-CA-19-000-O

Billing Type :  
San Juan Bautista Engineering Staff Augmentation

Billed through 04/30/2021

## City Engineer/Staff Augmentation SERVICES:

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Behzad, Fatemeh				
	03/29/2021	5.00	220.00	1,100.00
Talking to Lopez re. encroachment permit, conversation with Lizz re. Daisy's parklet, review encroachment permit for 6th St and schedule Terry, Loayzas project, Dadwal project Email re. tank site, schedule Ed, Water District corres., reviewing generators, staff report				Covid 110 - Loayza 110 - Dadwal 110 -
	03/30/2021	7.00	220.00	1,540.00
Forcemain project, Parking lot layout, Loayzas, Utility companies/Verruti Park, Midnight Express, emails and correspondence				Loayza 110 - Verruti 49.42 110 - Midnight Express 110 -
	03/31/2021	3.50	220.00	770.00
Working w/ Central Electric re. transfer switch & cellular alarm, emails on the tank site, Jacqui's email				
	04/01/2021	4.00	220.00	880.00
Microvi, Tank layout at well#6, Jacqui's questions re. Loayza, conversation with Jon Cakus, forwarding Microvi control panel to Central Electric				Well #6 19.26 110 -
	04/02/2021	6.00	220.00	1,320.00
Mtg w/ Microvi & Waterboard, Measure G email, mtg with Nick, Perry's encroachment permit and scheduling inspection				
	04/05/2021	3.00	220.00	660.00
Mtg w/ Stantec, reviewing and searching fee for Loayzas, Mtg with Microvi, encroachment permits PG&E i Email re. tank site, schedule Ed, Water District corres., reviewing generators, staff report				Loayza 110 -
	04/06/2021	5.00	220.00	1,100.00
Mtg w/ Loayzas & attorney, inspection request, schedule Terry, emails and corpps for Force Main project				Loayza 110 -



	04/07/2021	4.00	220.00	880.00 Loayza 110 - Midnight Express 110 -
Process Loayzas maps, emails from Gabe, water services, Midnight Express insection schedule, Jon Cakus's email and review, WWTP's correspondence				
	04/08/2021	3.00	220.00	660.00 Midnight Express 110 - Loayza 110 -
Inspection report for 111 3rd st, Inspection for Midnight Express, correspondence w/ Veronica, conference call w/ Mark Landers re. Loayzas, correspondence w/ Jeff				
	04/09/2021	5.00	220.00	1,100.00
Mtg w/ Stantec, conversation with Nick re. Generator's staff report, Conversation w/ Terry re. encroachment permits & Microvi's project, Gabe's corres.				
	04/12/2021	3.00	220.00	660.00 ADUS 110 -
Working on Well #1, scheduling Salinas Pump, COrrspondence with Mar Landers re. ADu and 4th st. project Email re. tank site, schedule Ed, Water District corres., reviewing generators, staff report				
	04/13/2021	7.00	220.00	1,540.00 Well #6 110 -
Meeting with Terry, Nick & Armando at Well #6 re. tanks and Microvi project, Meeting with Paul and Nick re. generator's staff report, force main project corres, water tower email				
	04/14/2021	4.00	220.00	880.00
Permit for HWY 156, working on generator staff report, scheduling Terry for Midnight Express, Dassell project comments, Allen's correspondence, pulling the pump and motor for Well #1				
	04/15/2021	4.50	220.00	990.00
Working on staff report, conference call with Central Electric re. Microvi and transfer switch #5, coneveration with Salinas pump re. cost, Conversation re. water Tower, NTP to Central Electric, proposal for Well #1 transfer switch				
	04/16/2021	3.50	220.00	770.00 Well #6 110 -
weekly meeting with Stantec, conversation with Gabe, several conversation with Salina Pump, scheduling Central Electric for Well #6 power, call with Don & John Freeman				
	04/19/2021	3.00	220.00	660.00
Encroachment permit, Watertank tower, conference call with Salinas Pump, checking pump and motor design for Well #1				
	04/20/2021	5.50	220.00	1,210.00 Loayza 110 -
Transfer switch for Well #5, Working on Well #1, Loayzas project, encroachment permit response				
	04/21/2021	5.00	220.00	1,100.00 Dadwall 110 - Loayza 110 -
PO for generator, Dadwall project correspondence, Loayzas plan checking, Salinas Pump Well #1, permit for 1110 3rd st, Microvi System				
	04/22/2021	2.00	220.00	440.00
Working with Salinas pump on Well #1, force main project, encroachment permit 1110 3rd st				
	04/23/2021	8.00	220.00	1,760.00 Loayza 110 -



Mtg w/ Stantec, review notes from Gabe, Mtg w/ Microvi,  
scheduling work w/ Salinas Pump, working on Loayzas maps

04/26/2021 3.00 220.00 660.00  
Loayza 220.00

Loayza project, Jacquie correspondence, Hollister MOU, Invoice  
for Central ELEC, subdivision Guarantee for Loayza

04/27/2021 6.50 220.00 1,430.00  
Loayza 110.00  
Verutti 19.42 110.00

Loayza plans and comments, mtg w/ don and D. Mack re. JJ,  
mtg w/Nick re. Verrutti Seetng up to rent forklift, well #1 issues  
at the site

04/28/2021 4.00 220.00 880.00

transfer switch, report from Salinas pump, Justin's proposal for  
Microvi, review valves exercises Meeting with Etheric, process  
Lang St project

04/29/2021 4.00 220.00 880.00  
Loayza 110.00  
Well # 6 19.26 110.00

M'icrovi's agenda, encroachment permit, Loayzas plans, Nick re.  
Well #6, Stantec's emails re. MOU

04/30/2021 7.00 220.00 1,540.00

Mtg w/ Nick re. CIP, Mtg with Corp Yard re. Microvi, Mtg w/  
Stantec, Mtg w/ Microvi, Mtg w/ Trish re. Salinas Pump claim  
Ballard, Michael

04/07/2021 1.00 220.00 220.00

Franklin Park Coordination

04/09/2021 2.00 220.00 440.00

Verutti Park Site Visit

21-01

19-42

SERVICES : Subtotal

118.50 26,070.00

City Engineer/Staff Augmentation

118.50 \$26,070.00

# Luck Park Masterplan, CIP 20-10

## SERVICES:

Ballard, Michael

Date Hours Rate Amount

04/09/2021 1.00 220.00 220.00

Meet with resident

04/15/2021 0.50 220.00 110.00

Zoom meeting

04/22/2021 1.00 220.00 220.00

Zoom meeting

SERVICES : Subtotal

2.50 550.00

Luck Park Masterplan, CIP 20-10

2.50 \$550.00

# Well 6 - Project 19-26

## SERVICES:



CSG No. SANJUA10-CA-19-000-O  
San Juan Bautista Engineering Staff Augmentation \*

Invoice 36627  
Invoice Date 05/14/2021

4 of 4

	<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
De Leeuw, Terry				
	04/12/2021	4.00	140.00	560.00

*Construction Inspection*

SERVICES : Subtotal	4.00	560.00
Well 6 - Project 19-26	4.00	\$560.00

**Invoice Total \$27,180.00**

Please remit payment to: CSG Consultants, Inc.  
PO Box 8485 Pasadena, CA 91109-8485  
For billing inquiries, please call (650) 522-2500 or [Accountingservices@csgengr.com](mailto:Accountingservices@csgengr.com).

**PROJECT SUMMARY**

Contract Amount	10,000.00
Previously Billed	543,030.73
Current Invoice	27,180.00
<b>Contract Balance</b>	<b>-560,210.73</b>





**4LEAF, INC.**

2126 Rheem Drive  
Pleasanton, CA 94588  
Phone (925) 462-5959  
Tax ID# 94-3393574

**Invoice**

DATE	INVOICE #
2/10/2021	J3602A15

<b>BILL TO</b>
City of San Juan Bautista 311 2nd Street / P.O. Box 1420 San Juan Bautista, CA 95045

<b>PROJECT</b>
Building Services   

TERMS
Due on receipt

DATE	QTY	EMPLOYEE	DESCRIPTION	RATE	AMOUNT
			Invoice for the period January 1-31, 2021		
1/4/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/7/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/8/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/11/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/12/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/13/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/15/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/19/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/20/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
1/27/2021	4	Todd Shaffer	Building Inspector II	92.50	370.00
			Subtotal: Todd Shaffer - 40 hours		3,700.00
1/4/2021	8	Minnie Arredondo	Counter Manager	82.00	656.00
1/6/2021	3	Minnie Arredondo	Counter Manager	82.00	246.00
1/7/2021	5	Minnie Arredondo	Counter Manager	82.00	410.00
1/11/2021	8	Minnie Arredondo	Counter Manager - 3.5 hours / encroachment permits	82.00	656.00
1/13/2021	4	Minnie Arredondo	Counter Manager	82.00	328.00
1/14/2021	3	Minnie Arredondo	Counter Manager - Responding to emails and processing plans - 1 hours Encroachment permits - picked up plans from Anne Hall - Midnight express project.	82.00	246.00
1/15/2021	2	Minnie Arredondo	Counter Manager	82.00	164.00
1/18/2021	8	Minnie Arredondo	Counter Manager	82.00	656.00
1/19/2021	2	Minnie Arredondo	Counter Manager	82.00	164.00
1/21/2021	2	Minnie Arredondo	Counter Manager	82.00	164.00
1/25/2021	8	Minnie Arredondo	Counter Manager	82.00	656.00
1/27/2021	3	Minnie Arredondo	Counter Manager	82.00	246.00
1/28/2021	2	Minnie Arredondo	Counter Manager	82.00	164.00
1/29/2021	4	Minnie Arredondo	Counter Manager	82.00	328.00
			Subtotal: Minnie Arredondo - 62 hours - Counter Manager		5,084.00
1/19/2021	2	Minnie Arredondo	Building Official - Mission Cafe reroof communications with Gary Welsh -	128.75	257.50
			Subtotal: Minnie Arredondo - 62 hours - Building Official		257.50
Thank you for your business.				<b>Total</b>	<b>\$9,041.50</b>



COPY



Harris & Associates

**INVOICE**

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

July 7, 2020  
Project No: 1700479019  
Invoice No: 45337  
Project Manager David Mack

**Total this Invoice** **\$17,061.25**

San Juan Bautista - Planning Services

**Professional Services from May 24, 2020 to June 27, 2020**

Phase 01 Planning Services

	Hours	Rate	Amount
Giberson, Kathryn	.75	240.00	180.00
Mack, David	91.25	185.00	16,881.25
Totals	92.00		17,061.25
<b>Labor Total</b>			<b>17,061.25</b>

**Total this Phase** **\$17,061.25**

**Budget Summary**

	Current	Prior	To-Date
Total Billings	17,061.25	113,891.25	130,952.50
Budget			158,920.00
Budget Remaining			27,967.50

**Total this Invoice** **\$17,061.25**

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 45337 Dated 7/7/2020

Wednesday, July 8, 2020

7:49:02 AM

Phase 01 Planning Services

			Hours	Rate	Amount
2542	Giberson, Kathryn	6/3/2020	.50	240.00	120.00
	Scope/budget amendment/management				
2542	Giberson, Kathryn	6/8/2020	.25	240.00	60.00
	Scope/budget management (work at risk form for amendment)				
2796	Mack, David	5/8/2020	1.50	185.00	277.50
	Review Lot 81 plot plan and phone call w/ Rob Wilson (1.5)				
2796	Mack, David	5/15/2020	2.50	185.00	462.50
	Harveys Gas Station email reviews (0.75); Review of T Kennedy letter re: County rock crushing project (0.5); phone call with T Kennedy re: projects, Iworq update; pending projects (0.75); RV Open Space emails/discussion (0.5)				
2796	Mack, David	5/18/2020	2.00	185.00	370.00
	review of emails from T Kennedy (0.5); emails with D Reynolds (0.25); review of emails on Harvey's as Station (0.75); Phone call with Keith Higgins (0.5);				
2796	Mack, David	5/19/2020	2.00	185.00	370.00
	Emails with T Kennedy / D Reynolds (0.75); Call with T Kennedy (.5); 730 Mission Vineyard email/photo review (.75);				
2796	Mack, David	5/20/2020	2.00	185.00	370.00
	Phone call w/ D Reynolds (0.75); Review of 730 Mission Vineyard Information (0.75); Call w/T Kennedy (0.5)				
2796	Mack, David	5/21/2020	2.00	185.00	370.00
	Phone call w/ T Kennedy (0.5); 730 Mission Vineyard review (0.75); Rancho Vista Open Space emails/discussion (0.75);				
2796	Mack, David	5/22/2020	3.00	185.00	555.00
	RV Open Space emails/project description reviews (x5) (0.75); Harvey's Gas Amendment emails (0.25); Email on Stephens Drive project/review (0.75); Emails on Loazya TM to Don/Deb (0.5); Call with T Kennedy (0.5); review of Harvey's Canopy Notice (0.25);				
2796	Mack, David	5/26/2020	4.00	185.00	740.00
	Review of outdoor dining letter and regulations; email back to Julie/Don on advice (1.0); emails to Todd/Don re: Harvey's Canopy (.5); Draft PCSR for SDR 2020-1 (canopy project) (2); General Project emails with Todd (0.5);				
2796	Mack, David	5/27/2020	4.50	185.00	832.50
	review of Harvey Gas Station file (2.5); Draft Approval Resolution (1.0); Revise PCSR - Canopy (0.5); Phone Call with T Kennedy (0.5)				
2796	Mack, David	5/28/2020	3.00	185.00	555.00
	Harvey's Canopy Material Review (1.0); Call phone with T Kennedy (0.75);				
2796	Mack, David	5/29/2020	2.50	185.00	462.50
	Phone Call w/ T Kennedy (0.75); Email to Harvey (0.25); Emails w/ D Reynolds (0.5); Canopy Attachment revision (0.5); Phone call re: Harveys Canopy (0.5)				
2796	Mack, David	6/1/2020	3.75	185.00	693.75
	Make Harvey's Gas Canopy PP (2.0); emails to/from Olivier Griss (1); emails to/from H Dadwal (0.5); Direction email to D Reynold re: 730 Mission Vineyard (0.25);				
2796	Mack, David	6/2/2020	4.50	185.00	832.50
	Review of Baumgartner Ranch (1.5); Dadwal PC Hearing (Zoom) (3));				
2796	Mack, David	6/3/2020	2.00	185.00	370.00
	Email to H Dadwal re: PC summary, steps forward (0.5); Preparation of Draft UGB proposal and emails (0.5); Ranch Vista Legal Description Review (1.0);				

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

2796	Mack, David	6/4/2020	1.00	185.00	185.00	LEAP 1.0
	LEAP and PHLA coordination emails (1.0)					
2796	Mack, David	6/5/2020	1.75	185.00	323.75	
	Zoning email/research to Minnie (1171 Third Street) (0.5); Phone call with Harvey re: gas station (0.75); Phone call w/ R Frahat re: Casa Rosa (0.5)					
2796	Mack, David	6/8/2020	1.00	185.00	185.00	
	Zoning Ordinance Review/Info for Minnie (1.0)					
2796	Mack, David	6/9/2020	1.00	185.00	185.00	
	Review of routed plans from Minnie (1)					
2796	Mack, David	6/10/2020	2.25	185.00	416.25	
	Review of AdHoc Committee Form (0.5); Continue UGB Proposal Refinement (0.75); Planning information emails to/from Minnie (.75); Baumgartner Review emails to Arrelle Goodspeed (0.25);					
2796	Mack, David	6/11/2020	1.50	185.00	277.50	
	LEAP Conference Call (0.5)					
2796	Mack, David	6/12/2020	1.00	185.00	185.00	
	Review of routed plans/Applications					
2796	Mack, David	6/14/2020	1.50	185.00	277.50	
	Emails from D Reynolds on projects (1.5)					
2796	Mack, David	6/15/2020	6.00	185.00	1,110.00	302nd St 1.0
	Emails on 1113 Third Street, 333 Mission Vineyard, Midnight Express, CEQA review of Third Street closure and staff report review; building permit reviews from Minnie; Verizon cell tower 2020024; 67 Polk Street - 2020025					
2796	Mack, David	6/16/2020	5.50	185.00	1,017.50	302nd St 1.0
	NOE - Third Street; Project Review Information - Alameda/Pearce; and 1112 Third Street.					
2796	Mack, David	6/17/2020	5.00	185.00	925.00	21/6/2020 1.0
	Building permit review from Minnie (2.5); Review information for 70 Muckelemi St (1.5); Impact Fee - Rancho Vista/Copperleaf research (1.0);					
2796	Mack, David	6/18/2020	3.25	185.00	601.25	LEAP 1.0
	70 Muckelemi Conference Call (1.0); LEAP Grant research/emails (1); 302 7th Street inquiry/phone call (x3)(1.25)					
2796	Mack, David	6/19/2020	1.00	185.00	185.00	
	Dassel Subdivision phone call w/ Julie and emails (1.0)					
2796	Mack, David	6/21/2020	.75	185.00	138.75	
	Emails with Arielle Goodspeed - Dassel Subvision - Pending comments/planning concerns (.75)					
2796	Mack, David	6/22/2020	5.00	185.00	925.00	21/6/2020 1.0
	Emails on Rancho Vista; LEAP Grant; Loazya Parcel Map; Dasse; Subdiviosn (333 Mission Vineyard);					
2796	Mack, David	6/23/2020	5.00	185.00	925.00	Loazya 1.5
	Loazya resubmittal emails and information request (0.5); Project list review and feedback to Minnie (0.75); Phone call to Cynthia Orozco - subdivision/CEQA (.75); review of cell tower permit at 500 Lausen Road (0.75); City Council Meeting (LEAP Grant) (1.25); Various emails from/to Cynthia Orozo (1.0)					
2796	Mack, David	6/24/2020	4.00	185.00	740.00	Midnight Ex. 1.75
	Additional Phone Calls/emails to/from Cynthia Orozco (.75); Project review/referrals from Minnie (1.5); Phone Call with H Dadwal re: Canopy update (0.75); Research and phone call re: 1149 Third St and 17 Awahnee St (email from Carmen) (1.0)					
2796	Mack, David	6/25/2020	2.50	185.00	462.50	Midnight Ex. 1.0
	Permit Review; Emails with Cynthia Orozco; Return calls on inquiries; Call with A Goodspeed (SBC)					
2796	Mack, David	6/26/2020	3.00	185.00	555.00	Loazya 2.0

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 3

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



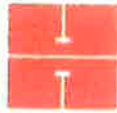


Loazy Parcel Map resubmittal review (2.0); EMail from Minnie and Carmen re:  
planning Inquiries (1.0)

Totals	92.00	17,061.25	
Labor Total			17,061.25
		Total this Phase	\$17,061.25
		Total this Project	\$17,061.25
		Total this Report	\$17,061.25



POSTED



# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

August 12, 2020  
Project No: 1700479019  
Invoice No: 45754  
Project Manager David Mack

**Total this Invoice \$14,337.50**

San Juan Bautista - Planning Services

**Professional Services from June 28, 2020 to July 25, 2020**

Phase 01 Planning Services

	Hours	Rate	Amount
Mack, David	77.50	185.00	14,337.50
<b>Totals</b>	77.50		14,337.50
<b>Labor Total</b>			<b>14,337.50</b>
<b>Total this Phase</b>			<b>\$14,337.50</b>

### Budget Summary

	Current	Prior	To-Date
Total Billings	14,337.50	130,952.50	145,290.00
Budget			158,920.00
Budget Remaining			13,630.00

**Total this Invoice \$14,337.50**

### Outstanding Invoices

Number	Date	Balance
45337	7/7/2020	17,061.25
<b>Total</b>		<b>17,061.25</b>

600-17 Dadwell \$1248.75  
801-17 Leap 21-12 \$236.25  
600-17 Leap 20 \$462.50  
600-17 Midnight Exp. \$1850.-  
600-42 packet/Covid \$3330.-  
201-17 501 21-11 \$277.50  
600-17 General \$6937.50  
**\$14,337.50**

*OK to pay Josh (Dan)  
(see attached)*

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 45754 Dated 8/12/2020

Wednesday, August 12, 2020

5:20:22 PM

Phase 01 Planning Services

			Hours	Rate	Amount
2796	Mack, David	6/29/2020	4.50	185.00	832.50
	Rearrange and Finalize LEAP Grant application (1.25); Permit reviews from Minnie (1.5); Harveys RTL emails and research (1.0); Storage shed emails (0.75)				
2796	Mack, David	6/30/2020	4.00	185.00	740.00
	Permit review (0.75); Phone calls/emails to applicants (various) (0.75); Harvey Canopy plan review/emails (1.5); Discussion with Keith Higgins (Harvey RTL) (1.0);				
2796	Mack, David	7/1/2020	4.00	185.00	740.00
	Harvey RTL lane emails (0.75); Permit review from Minnie (1.0); Phone call on Baumgartner Ranch proposal (SBC proposal) (1.5); Rancho Vista RAB comments/plan review (0.75)				
2796	Mack, David	7/2/2020	4.00	185.00	740.00
	review of 302 Third St and Comments (1.0); Phone call to Wendy re: 1149 Third St and 17 Awahnee (0.75); Discussion with Nick re: 1020 Mission Vineyard Rd (.75); Call with Claire re: 312 Third Street (0.5); emails with Jason Guera re: 302 Third Street (0.5)				
2796	Mack, David	7/6/2020	2.50	185.00	462.50
	Harvey RTL Emails (0.75); General Inquires/emails (0.75); Ranch Vista Emails/Info (0.5); Loazya EMail/Discussion (0.5);				
2796	Mack, David	7/7/2020	3.75	185.00	693.75
	review BP for 1228 Vista Way (0.75); Harvey RTL Zoom/Phone Call (1.75); 33 Washington (BBQ) information request (Ben) and emails (0.75); Business License review (Seal Rock) (0.5);				
2796	Mack, David	7/8/2020	3.00	185.00	555.00
	Phone Call with Minnie (0.5); Orozco Minor Subdivision Research/review and emails/phone calls (2.5);				
2796	Mack, David	7/9/2020	2.75	185.00	508.75
	Catchup Phone Call with D Reynolds (0.5); Email/guidance to Carlos Trujillo re: 302 Third Street (1.0); Review business license application emailed from Carmen (0.75); Call with Ben Zinger re: 302 Third Street (0.5);				
2796	Mack, David	7/10/2020	2.25	185.00	416.25
	Phone call with J Guerra re: 302 Seventh St Application (0.5); Plan review 302 Seventh Street (.75); Emails to D Reynold and J Bezhad (0.25); Business license review re: San Juan Spice Company (0.75);				
2796	Mack, David	7/13/2020	5.50	185.00	1,017.50
	Copperleaf Finalization emails (0.5); Coke Zoom meeting (1.0); PW/Engineering comment review for 302 Third St (0.75); General planning inquiries/phone calls (1.25); Coke CEQA Research (1.0); Phone call with Jason Guerrero re: 302 Third Street resubmittal (0.5); Prepare PHN for 302 Third Street (0.5);				
2796	Mack, David	7/14/2020	4.50	185.00	832.50
	Phone call with J Bezhad re: 302 Third Street (0.25); email review of 360 Breen Rd (.5); Begin 302 Seventh St PCSR (1.5); Revise 302 Seventh St PHN (.25); Building Permit application re: 14 Awahnee St (0.5); Review PW comments on 302 Seventh Street (0.5); Discussion with SBC on SOI projects/referrals to City (.75);				
2796	Mack, David	7/15/2020	5.00	185.00	925.00
	General permit inquire emails (2.5); Midnight express meeting (1.0); 302 Seventh Street Condition Development discussion with Julie (PW review) (1); 302 Seventh Street call w/ J Guerrero (.5)				
2796	Mack, David	7/16/2020	5.25	185.00	971.25
	Phone call w/ D Devries (0.75); Business permit review (.5); Coke CEQA research (.75); 302 Seventh St PCSR Prep (1.0); Review Loazya TM file (1.0); Midnight Express Grading emails (0.5); Midnight Express IS review; emails to Don (.75)				

CIP 801

fy 19/20

1572.50

647.50

check midnight +  
Express Deposit  
date.

786.25





CIP 801





# Harris & Associates

2796	Mack, David	7/17/2020	5.00	185.00	925.00	
	Midnight Express CE site visit/discussion (2.5); Loazya Meeting/Discussion (1.0); Call w/ Ann Hall re: Midnight Express (0.75); Review business license for 209 Third Street (0.75)					
2796	Mack, David	7/20/2020	4.25	185.00	786.25	
	Dona Esters (liz, Minnie, David) emails (1.5); Call with D Devries (1.25); Condition development re: 302 Seventh (0.75); Inquiry on Rancho Vista (0.25); Midnight Express call with CDFW (0.5)					
2796	Mack, David	7/21/2020	4.00	185.00	740.00	
	Dona Ester's emails with Minnie, Don, Liz, David (2.0); 302 Seventh Street phone call w/ Tom Nino (0.75); General inquiries/emails (1.0); EMail/phone calls to D Devries (0.25)					
2796	Mack, David	7/22/2020	4.25	185.00	786.25	
	Inquiry/research on 630 Breen Road (0.75); 302 Seventh St PCSR (1.0); Dona Esther's emails/Code Enforcement discussion (1.0); Phone call w/ Dan Devries (0.75); Phone call with Liz and Minnie (0.75)					
2796	Mack, David	7/23/2020	4.75	185.00	878.75	
	Phone call w/ D Reynolds re: Dona's (0.25); Phone call w/ Julie (0.5); Revise PCSR for 302 Seventh Street (0.75); Phone call w/ Liz re: Dona's (0.25); Emails with Rich re: Midnight Express USEFW and CDFW (0.5); Draft timeline of events re: Dona's (1.5); Coke Zoning CHnage/CEQA research (1.0)					
2796	Mack, David	7/24/2020	4.25	185.00	786.25	
	Review and augment DONa timeline (1.0); Midnight Express vioaltion email review and correspondence (1.0); Phone call and emails to T Nino re: 302 Seventh St and email of draft conditions (1.5); Continue Coke CEQA Research (.75)					
	Totals		77.50		14,337.50	
	Labor Total					14,337.50
				Total this Phase		\$14,337.50
				Total this Project		\$14,337.50
				Total this Report		\$14,337.50

 Dadwall Gas Station  
 Midnight Express  
 Deposit  
 COVIP/Parklets  
 → CIP's

Balance from C.D. Fund

<1572.50>  
 12,845.00  
 fy 20/21





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

September 11, 2020  
Project No: 1700479019  
Invoice No: 46084  
Project Manager David Mack

<b>Total this Invoice</b>	<b>\$12,227.50</b>
---------------------------	--------------------

San Juan Bautista - Planning Services

**Professional Services from July 26, 2020 to August 22, 2020**

Phase 01 Planning Services

	Hours	Rate	Amount	
Giberson, Kathryn	2.00	240.00	480.00	
Mack, David	63.50	185.00	11,747.50	
Totals	65.50		12,227.50	
Labor Total				12,227.50
			<b>Total this Phase</b>	<b>\$12,227.50</b>

Budget Summary	Current	Prior	To-Date	
Total Billings	12,227.50	145,290.00	157,517.50	
Budget			158,920.00	
Budget Remaining			1,402.50	
			<b>Total this Invoice</b>	<b>\$12,227.50</b>

**Outstanding Invoices**

Number	Date	Balance
45337	7/7/2020	17,061.25
45754	8/12/2020	14,337.50
<b>Total</b>		<b>31,398.75</b>

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 46084 Dated 9/11/2020

Friday, September 11, 2020

4:23:58 PM

Phase	01	Planning Services				
			Hours	Rate	Amount	
2542	Giberson, Kathryn	8/4/2020	1.00	240.00	240.00	
	Management - budget, contract, necessary amendments					
2542	Giberson, Kathryn	8/21/2020	1.00	240.00	240.00	
	budget management, new task order, info to Finance					
2796	Mack, David	7/27/2020	3.50	185.00	647.50	Midnight Express
	Review Midnight Express email from CE (0.75); EMail from Minnie ADUs (1.0); EMail from Don (various) (1); phone call w/ T Nino re: 302 Third Street (0.7);					
2796	Mack, David	7/28/2020	3.75	185.00	693.75	
	Business license for 302 Third St (0.5); Business License for 507 Third (.5); EMail to Oliver Griss (.75); Coke emails/phone call (0.5); General permit/land use inquiries/phone calls (1.5)					
2796	Mack, David	7/29/2020	3.00	185.00	555.00	
	emails on Coke property (.5); ADU inquiry from Jim Vocelka and email (1); Midnight Express CE email update (0.25); 302 Third Street PCSR finalization and emails to Trish (0.5); EMail re: confrontation at Rancho Vista (0.25); General Permit inquiry emails/phone calls (0.5)					
2796	Mack, David	7/30/2020	4.25	185.00	786.25	
	O Griss accessroy structure letter for file (1); Begin 302 Third Street PP (.75); Outdoor parklet research for D Reynolds (1); ADU allowance research for Minnie and public inquiry and emails (1.5)					
2796	Mack, David	7/31/2020	3.50	185.00	647.50	
	Coke property CEQA phone call (1.0); CEQA/Rezoning research (1.0); ADU emails/replies w/ J Vockela (0.5); Research re: parklet establishment/ Third St process/permitting (1.0)					
2796	Mack, David	8/3/2020	3.50	185.00	647.50	
	Finalize 302 Seventh St PP (1.25); Midnight Express emails (0.5); Loazaya Map emails (0.75); General planning inquiry phone calls/emails (1)					
2796	Mack, David	8/4/2020	3.75	185.00	693.75	
	Loazaya Parcel Map review(0.5); Loazaya Parcel Map coference call (1.50); Planning Commission Zoom Hearing (1.5); Loazaya debrief call w/ Julie (0.5);					
2796	Mack, David	8/5/2020	2.75	185.00	508.75	
	Prep of NOE for 302 Seventh St (0.5); 67 Polk Street emails (0.25); Midnight Express emails (0.25); General permit inquires (1.0); Call to Linda re: ADUs (0.75)					
2796	Mack, David	8/6/2020	3.00	185.00	555.00	
	General Inquiry calls (1); ABC license review re: 300 Third Street (0.75); Partial Midnight Express Geologic Report review (0.75); Call w/ T Nino re: permit approval (0.5);					
2796	Mack, David	8/7/2020	3.00	185.00	555.00	
	Mission Cafe Alcohol license discussion w/ Liz Turner (1); ADU review re: 53 Franklin St (0.75); CUP/Planning process phone call w/ Liz Turner (0.25); Midnight Express Geoloic Report Review (1.0);					
2796	Mack, David	8/10/2020	3.50	185.00	647.50	
	General Permit inquiries (1.0); 53 Franklin Ave ADU emails (.75); Mission Cafe phone call/emails (1); Coke rezone emails (0.25);					
2796	Mack, David	8/11/2020	3.00	185.00	555.00	
	emails with Don (.5); Mission Cafe emails/discussion w/ Liz (1.0); UGB emails w/ Don, M Edge, D Devries (.75); general permit inquire phone calls/emails (0.75)					
2796	Mack, David	8/12/2020	3.00	185.00	555.00	
	Midnight Express emails (.75); Mission Cafe emails and call with Liz Turner (0.75); ADU in historic district research (0.75); phone call w/ Raeid re: Casa Rosa (0.75)					

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

2796	Mack, David	8/13/2020	3.50	185.00	647.50	UGB 1.75 Midnight Ex 1.0
	Phone Call w/ Don (0.75); UGB Agenda Development (0.75); Lot 81-85 fence emails/photo review (0.75); Midnight Express phone call/emails (0.5); TULP (dome) emails (0.5); Harvey Gas Station emails (0.25);					
2796	Mack, David	8/14/2020	3.00	185.00	555.00	Midnight Ex 1.0
	Midnight Express Cannabis response email (1); General Permit inquiries/phone calls (1.5); Coke Rezoning Application emails (0.5)					
2796	Mack, David	8/17/2020	5.00	185.00	925.00	UGB 1.5 + 1.75
	UGB Presentation Preparation (1.75); Nyland Ranch parcel/water connection work (1.5); UGB Adhoc Committee Zoom Meeting (1.75)					
2796	Mack, David	8/18/2020	2.25	185.00	416.25	PV 1.0
	Zoning/permit inquiry (rancho vista ADUs - 0.75; 213 Third Street - 0.5; Nyland Ranch zoning/water connections - 1)					
2796	Mack, David	8/19/2020	2.00	185.00	370.00	
	Business License - 625 San Juan Hollister Road (0.5); permit reviews from Minnie (Iworq) (1.5);					
2796	Mack, David	8/20/2020	2.75	185.00	508.75	Midnight Ex 1.0
	Nyland Ranch zoning information (.5); Midnight express call with Cynthis (0.5); Review Gas Station Canopy plans (1.0); Phone calls w/ Don (0.75)					
2796	Mack, David	8/21/2020	1.50	185.00	277.50	
	Zoning/Permit information requests/phone calls (1.5)					
	<b>Totals</b>		65.50		12,227.50	
	<b>Labor Total</b>					<b>12,227.50</b>
				<b>Total this Phase</b>		<b>\$12,227.50</b>
				<b>Total this Project</b>		<b>\$12,227.50</b>
				<b>Total this Report</b>		<b>\$12,227.50</b>





Harris & Associates

POSTED  
10/27/2020

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

October 14, 2020  
Project No: 2000363001  
Invoice No: 46429  
Project Manager David Mack

Total this Invoice	\$11,377.50
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### Planning Services

Professional Services from August 23, 2020 to September 26, 2020

Phase	01	Planning Services
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	Hours	Rate	Amount
Mack, David	61.50	185.00	11,377.50
Totals	61.50		11,377.50
Labor Total			11,377.50
Total this Phase			\$11,377.50

### Budget Summary

	Current	Prior	To-Date
Total Billings	11,377.50	0.00	11,377.50
Budget			55,000.00
Budget Remaining			43,622.50

Total this Invoice	\$11,377.50
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17-606 D

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Wednesday, October 14, 2020

Harris &amp; Associates, Inc.

Invoice 46429 Dated 10/14/2020

10:01:06 AM

Phase	01	Planning Services				
			Hours	Rate	Amount	
2796	Mack, David	8/24/2020	2.50	185.00	462.50	Rancho Vista (1)
	Rancho Vista fence emails/discussion (1); phone calls/emails on zoning inquiries (1); phone call re: vacant lot and development fee (0.5)					
2796	Mack, David	8/25/2020	2.50	185.00	462.50	
	Emails re: RAB and phone call with Jon Cakus (1.5); Emails on 302 Seventh St (.25); General Permit inquiries and calls (0.75)					
2796	Mack, David	8/26/2020	5.25	185.00	971.25	Midnight Express (1.5) 21.11 SOI (1.5)
	Harbey Lock up email (0.25); Midnight Express emails (0.5); Meritage emails (0.5); Call w/ J Cakus (0.5); Call w/ Julie re: RAB general updates (0.75); Prepare SOI Ad Hoc Agenda (0.5); Draft SOI minutes from 08/17 meeting (1.0); Email review of 401 Third Street (0.5); call on Nyland Ranch water connections (0.75)					
2796	Mack, David	8/31/2020	7.00	185.00	1,295.00	21.11 SOI (1.5) Casa Rosa (0.25)
	Phone call w/ Don Reynolds re: SOI and catch up (0.75); emails on Nyland Ranch water connections and response to Laura G (0.75); UGB/SOI map/information review (1.0); Phone call w/ Lizz Turner re: Bluebird repainting (0.5); Email re: 720 sq ft butler building permit issuance (0.5); Phone call re: vacant parcel (Third St) for development and development fees (general inquiry) (0.5); Research zoning for school solar panel placement (0.75); phone call w/ Minnie re: Casa Rosa (0.25); UGB/SOI ad hoc meeting (2);					
2796	Mack, David	9/1/2020	3.25	185.00	601.25	21.11 SOI (1) 42-Basque/Mission (1.5)
	SOI/UGB Ad Hoc Committee minute development (1.0); Zoom call w/San Benito County (0.75); Phone call w/ Liz Turner re: basque restaurant and sign requirements (0.5); General Zoning/Permit calls (1)					
2796	Mack, David	9/3/2020	1.75	185.00	323.75	
	Call w/ D Reynolds re: Budget numbers (0.5); general permit inquiry phone calls (0.75); Bluebird repaint review (.5)					
2796	Mack, David	9/4/2020	2.50	185.00	462.50	21.11 SOI (1.5)
	Revise SOI Committee Minutes (0.5); Business license review/approval (1.0); Review plans from 103 The Alameda (Luis Lopez) (1)					
2796	Mack, David	9/8/2020	2.75	185.00	508.75	
	SDR permit review for Bluebird Inn (1.0); Phone call w/ Lizz Turner (0.75); Phone calls re: general planning inquiries (1)					
2796	Mack, David	9/9/2020	2.75	185.00	508.75	21.11 SOI (1.75) Casa Rosa (2)
	Review Casa Rosa plans (1); Phone call w/ Marti re: SOI (.75); Casa Rosa emails (.5); Phone Call w/ Minnie re: Casa Rosa conditions (.5)					
2796	Mack, David	9/10/2020	1.25	185.00	231.25	42-Basque/Mission (1.5)
	Call with Liz Turner re: Home Occupations, catering, on- and off-site alcohol services and CUP requirements (.75); 302 Seventh St Conditions of Approval Review for Minnie and Julie (0.5)					
2796	Mack, David	9/11/2020	1.00	185.00	185.00	
	Zoning inquiry re: 401 Third Street (0.5); Nyland Ranch appraisal phone call (.5);					
2796	Mack, David	9/14/2020	3.25	185.00	601.25	
	Emails on Mission Garden Apts (0.5); General Zoning inquiries (1); Conditions for 301 Seventh St (.5); Call w/ Jason Guerrero (.25); Nyland Ranch zoning/water phone call (1)					
2796	Mack, David	9/15/2020	5.25	185.00	971.25	
	San Benito Health Foundation Zoom Meeting (1.5); Review Mission Garden emails (.50); Review Mission Garden Inclusion Housing Agreement and email Deb Mail for guidance (.75); SJB City Council meeting (1.5); Zoning/Business License inquiry phone calls (1)					





# Harris & Associates

2796	Mack, David	9/16/2020	2.50	185.00	462.50	21.11 SOI (1.25)
	Emails re: Blue bird (0.25); Phone call w/ Liz Turner re: Blue Bird (0.25); Phone call w/ Marti Brown re: SOI/LAFCO (0.5); SOI Ad Hoc Committee Agenda preparation (.75); Zoning/Permitting Inquiry phone calls (0.75);					
2796	Mack, David	9/17/2020	3.50	185.00	647.50	21.11 SOI (2.5) Casa Rosa (1.5) 42-JJ (1.25)
	San Juan Bakery emails with Rich/Don (0.5); Phone call with Minnie (0.25); Phone call with Marti Brown re: Grant Revisions (0.5); SOI Agenda revisions (0.25); General Permit/Zoning Inquires (.75); EMail/phone call re: JJ BURGERS rebuild (0.75); EMail/phone call re: Casa Rosa parking (0.5)					
2796	Mack, David	9/18/2020	3.50	185.00	647.50	Casa Rosa (1.25) 42-JJ (1)
	Casa Rosa emails (.25); Call w/ Liz Turner re: Bluebird Approval (0.25); Phone call w/ Raed Farhat (0.5); Begin Coke Rezone work (1.5); JJ Burger Plan review (1);					
2796	Mack, David	9/21/2020	5.00	185.00	925.00	42-JJ (2) 21.11 SOI (1.5)
	Plan Review of JJ Burger Mixed Use Development (2); 45 Washinton and 207 The Alameda zoning research and emails (1); Phone call with Lizz Turner (0.25); EMail/Text exchanges with Marti Brown (0.25); Ad Hoc Committee Meeting (1.5)					
2796	Mack, David	9/22/2020	1.50	185.00	277.50	21.11 SOI (1.75)
	Zoning phone call w/ Tyrone 45 Washington and 207 Alameda (0.75); phone call w/ Marti Brown re: SOI (0.75)					
2796	Mack, David	9/23/2020	3.50	185.00	647.50	42-Bakery (2.5)
	Zoning Inquiry - John Dyle - 312 Third Street (0.5); SB2 emails with Marti Brown (0.75); Coke Rezone - prepare GPA resolution (2); call w/ Liz Turner re: Bakery patio (0.25)					
2796	Mack, David	9/24/2020	1.00	185.00	185.00	42-JJ (1.5)
	Phone call w Marti Brown (.5); email to Luis Vargas re: JJ Burgers (0.5);					
	Totals		61.50		11,377.50	
	<b>Labor Total</b>					<b>11,377.50</b>
				<b>Total this Phase</b>		<b>\$11,377.50</b>
				<b>Total this Project</b>		<b>\$11,377.50</b>
				<b>Total this Report</b>		<b>\$11,377.50</b>





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

November 10, 2020  
Project No: 2000363001  
Invoice No: 46624  
Project Manager David Mack

Total this Invoice	\$9,920.00
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### Planning Services

Professional Services from September 27, 2020 to October 24, 2020

Phase	01	Planning Services
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	Hours	Rate	Amount	
Deodat, Randy	1.50	120.00	180.00	
Giberson, Kathryn	.50	240.00	120.00	
Mack, David	52.00	185.00	9,620.00	
Totals	54.00		9,920.00	
Labor Total				9,920.00
Total this Phase				\$9,920.00

### Budget Summary

	Current	Prior	To-Date
Total Billings	9,920.00	11,377.50	21,297.50
Budget			55,000.00
Budget Remaining			33,702.50

Total this Invoice	\$9,920.00
--------------------	------------

11.18.20

DAVID, we are paying an  
invoice from Harris for work on the  
S O F Ad hoc Committee. I see  
it mentioned here too. Are we  
paying twice?

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Tuesday, November 10, 2020

Harris &amp; Associates, Inc.

Invoice 46624 Dated 11/10/2020

11:45:36 AM

Phase	01	Planning Services			
			Hours	Rate	Amount
2775	Deodat, Randy	10/12/2020	1.00	120.00	120.00
	Create Land Use and Zoning Maps				
2775	Deodat, Randy	10/13/2020	.50	120.00	60.00
	Modify Land Use and Zoning Maps				
2542	Giberson, Kathryn	9/29/2020	.50	240.00	120.00
	Project contracting				
2796	Mack, David	9/28/2020	2.50	185.00	462.50
	67 Poll St - BP review (1); Verrutti Park ADA Bathroom review (0.25); JJ Burger re: 207 Alameda follow up (0.25); Projectr setup re: Coke rezone (0.25); Review of Kawhara project (SBC collaboration) (0.75);				
2796	Mack, David	9/29/2020	6.50	185.00	1,202.50
	Review of SDR routed project (53 Franklin St) (0.25); Review of SDR routed project (103 Alameda) (0.25); Coke Rezone - CEQA Research (0.5); Business license for 206 4th Street (0.5); Email on potential PHLA grant (.25); 302 Seventh Street permit review (1); Prepare minutes from prior SOI meeting (0.75); Prepare SOI Agenda for 10/5 (0.5); Phone call w/ Lizz Turner (blue bird, bakery, other items) (0.5); Business license for J&S Barrels (0.5); Draft portion of Coke Rezone PCSR (1); Phone call w/ Lizz Turner re: outside BBQ smoker regulations.				
2796	Mack, David	9/30/2020	2.00	185.00	370.00
	Update/revise SOI Minues and finalize new agenda; email for distribution (0.5); Research ability to utilized outside BBQ smoker for new restaurant re: Smoke Point (0.5); email Don re: Coke Rezone hearing date (0.25); General permit related emails/phone calls (0.75);				
2796	Mack, David	10/1/2020	4.50	185.00	832.50
	LAFCO meeting in SJB (2.5); Phone call w/ Marti Brown (0.5); Permit update/discussion w/ Minnie (0.5); Coke Rezone PCSR (1);				
2796	Mack, David	10/2/2020	1.25	185.00	231.25
	Emails to Lizz/Don re: 18 Barrels food truck (0.5); email to Don re: SOI and concerns from PC (0.5); email re: Smoke BBQ CUP (0.25);				
2796	Mack, David	10/5/2020	2.50	185.00	462.50
	18 Barrel CUP amendment email (0.5) 53 Franklin St MSDR application email (1); EMail to Don re: Coke rezone information (0.25); Phone call with Marti Brown re: SB2 grant (0.75)				
2796	Mack, David	10/6/2020	1.25	185.00	231.25
	Application and project review for 53 Franklin Street (1.25);				
2796	Mack, David	10/7/2020	3.50	185.00	647.50
	Zoning inquiry emails/phone call re: 4th/Franklin St (0.5); Miches and Ceviches Food Truck business license and revision (0.75); 39 Church Street zoning inquiry (0.25); Loazya Parcel map emails (0.25); Coke PCSR (1); Midnight Express zoning information - cannabis proposal (ken Turgen) (0.75)				
2796	Mack, David	10/8/2020	3.00	185.00	555.00
	Midnight Express Cannabis call w/ Ken Turgeon (Dave) (1); Dale Coke PCSR (2)				
2796	Mack, David	10/9/2020	3.00	185.00	555.00
	Finalize Coke PCSR and Resolutions (2); Loazya Internal Discussion (1)				

*File had a deposit on file*

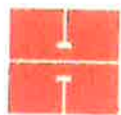




# Harris & Associates

2796	Mack, David	10/12/2020	5.00	185.00	925.00
	203-A Third Street Business license review (0.5); Coke PCSR continued development; CEQA research (3); GPA and Zoning Map Amendment Maps (1); Phone call w/ Lizz Turner re: TI improvement process for vacant buildings (0.5)				
2796	Mack, David	10/13/2020	2.50	185.00	462.50
	Email to Liz on weatherizing outdoor eating (0.5); Phone call with Don re: Update on projects (0.5); Public Hearing Notice for Coke Rezone (0.5); Finalization GPA and Zoning Maps (0.5); Email on Mission Cafe Improvements (0.25); Review email on Midnight Express (0.25);				
2796	Mack, David	10/14/2020	1.50	185.00	277.50
	Midnight Express Floodplain/Cannabis research (1); emails to WRD re: Midnight Express (.5)				
2796	Mack, David	10/15/2020	1.50	185.00	277.50
	Phone call w/ Liz Turner (0.5); Research and Respond to email to WRD - 451 San Juan Hollister Road re: Cannabis Uses (1)				
2796	Mack, David	10/16/2020	1.25	185.00	231.25
	Emails to Don (Parklet CEQA review) (0.25); Respond to zoning inquiry on Mixed Use Development (Franklin/Alameda) (0.5); Phone call with Lizz Turner re: Mission Cafe Alcohol License (0.5)				
2796	Mack, David	10/19/2020	1.00	185.00	185.00
	San Juan Bakery emails (0.5); Phone call w/ Marti Brown (0.5)				
2796	Mack, David	10/20/2020	3.75	185.00	693.75
	Photo review/emails on Mission Cafe parklets (1); Mission Garden Apartment Inclusionary release emails (1.25); Check in email with D Reynolds re: Coke PCSR (0.25); Smoke Point opening emails (0.25); Fence research/emails for Franklin/4th Street (1)				
2796	Mack, David	10/21/2020	3.25	185.00	601.25
	Franklin/4th Street fence email (0.5); Mission Garden Appt email to Wes (0.5); Review of Mission Gardens resolutions and email to Deb Mall and D Reynolds (1.25); Email to Liz re: "Smells Like Vinyl" sign permit (0.25); Phone call and email w/ David Dunnigan (WRD) re: Request for Cannabis Application materials for Midnight Express (0.75)				
2796	Mack, David	10/22/2020	1.00	185.00	185.00
	Phone call w/ D Reynolds (0.5); Midnight Express Cannabis emails (David Quan) (0.5);				
2796	Mack, David	10/23/2020	1.25	185.00	231.25
	Call w/ Liz re: Mission Cafe ABC license and fees (0.5); Midnight Express flood plan hazard/creek setback research re: email from David Quan (0.75)				
	Totals		54.00		9,920.00
	Labor Total				9,920.00
				Total this Phase	\$9,920.00
				Total this Project	\$9,920.00
				Total this Report	\$9,920.00





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

December 8, 2020  
Project No: 2000363001  
Invoice No: 46842  
Project Manager David Mack

**Total this Invoice** **\$8,167.50**

### Planning Services

Professional Services from October 25, 2020 to November 21, 2020

Phase 01 Planning Services

	Hours	Rate	Amount
Deodat, Randy	1.00	120.00	120.00
Mack, David	43.50	185.00	8,047.50
Totals	44.50		8,167.50
Labor Total			8,167.50
Total this Phase			\$8,167.50

### Budget Summary

	Current	Prior	To-Date
Total Billings	8,167.50	21,297.50	29,465.00
Budget			55,000.00
Budget Remaining			25,535.00
Total this Invoice			\$8,167.50

Planning \$2422.50  
Coke/willie \$1,942.50  
3rd St/covid \$555.-  
Arroyo \$462.50  
Midnight Express \$2,636.25  
SOI \$138.75

106-17 \$2422.50/\$1942.50/\$2636.  
21.13 801-17 \$462.50  
606-42 \$555.-  
21.11 801-17 \$138.75

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 46842 Dated 12/8/2020

Tuesday, December 8, 2020

12:09:58 PM

Phase	01	Planning Services			
			Hours	Rate	Amount
2775	Deodat, Randy	11/11/2020	1.00	120.00	120.00
	Create updated Land Use and Zoning maps				
2796	Mack, David	10/26/2020	.75	185.00	138.75
	Midnight Express Cannabis correspondence emails (0.5); Phone call from Lizz Turner (0.25)				
2796	Mack, David	10/27/2020	.50	185.00	92.50
	SOI Agenda Email from D Reynolds (0.25); Finalize Coke attachment package per review from D Reynolds (0.25)				
2796	Mack, David	10/28/2020	3.00	185.00	555.00
	Email to Trish re: Coke PC posting reminder and Attachments (0.25); Email to J Retter and D Coke re: upcoming PC and Draft SR (0.25); Email to Midnight Express and D Quan re: ability to keep dirt on site (0.25); COde Enforcement re: Midnight Express emails (0.25); General Plan and Zoning Code research for Midnight Express & email to D QUn (1.5); Phone call with WRD (.5)				
2796	Mack, David	10/29/2020	1.50	185.00	277.50
	Midnight Express Emails (0.75); Phone call w J Retter re: Coke rezone (0.25); Revise Coke PCSR and Attachment Package (0.5); Midnigh				
2796	Mack, David	10/30/2020	3.00	185.00	555.00
	Email from WRD re: Midnight Express (0.25); Midnight Express file review (2.25); Coke Rezone (.5)				
2796	Mack, David	11/2/2020	3.00	185.00	555.00
	Midnight Express File review and Site Meeting (3);				
2796	Mack, David	11/3/2020	.50	185.00	92.50
	Call w/ Marti Brown re: project updates (0.5)				
2796	Mack, David	11/4/2020	1.50	185.00	277.50
	Email to Trish re: Coke rezone (0.25); General Plan map emails for Alan Allerande (0.25); Midnight Express Coverage and FAR emails (0.5); Email re: 45 Washington Street - mutiple unit development(s) (0.5);				
2796	Mack, David	11/5/2020	1.75	185.00	323.75
	Call w/ Liz Turner re: Mission Cafe (0.5); Email Lausen property (well inquiry) w/ Julie and Minnie (.5); Review 302 Seventh St corrections and submittal (.75)				
2796	Mack, David	11/6/2020	1.75	185.00	323.75
	Review of 39 Church Street car shade permit (0.5); Review of condition compliance on 302 Seventh Street.(0.75); Email to/from D Reynolds re: parklets (0.5)				
2796	Mack, David	11/9/2020	1.50	185.00	277.50
	Well 6 PCSR Draft (1.5)				



**Harris & Associates**

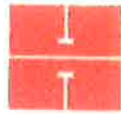
2796	Mack, David	11/10/2020	5.50	185.00	1,017.50
	Review of Midnight Express emails re: fault exclusion zone and response (0.5); review and printing of HRB and PC packets for 11/10 meeting (0.75); Phone call with Marti Brown (1) re: update on ADU/IZ contract; Coke PP preparation (1); HRB hearing attendance (2); PC Hearing re: Coke (0.25)				
2796	Mack, David	11/11/2020	4.00	185.00	740.00
	Prepare Coke Rezone documents for 11/17 CC HRG (1.0); Finalize Coke PC Resolutions (0.5); Finalize "Well 6" PCSR and Exhibit for future PC and CC consideration (1.5); Communication w/ Lizz Turner re: Home Occupations (0.5); Review and Finalize Map Attachments for City Well 6 rezone project (0.5)				
2796	Mack, David	11/12/2020	1.50	185.00	277.50
	Preparation of PHN for City Well 6 rezone (0.25); email inquiry re: accessory structure SDR requirement (0.25); Finalize PCSR and attachment; email to SJB for review for 12/8 PC (0.75); Call with Lizz Turner re: Home Occupation Permit re: 645 Via Vaquero Norte (0.25)				
2796	Mack, David	11/13/2020	2.25	185.00	416.25
	EMail w/ Marti Brown (0.25); Midnight Express site plan review and email back to applicant (0.75); Mission Cafe color review and email (0.25); Phone call with David (WRD) re: Midnight Express changes/cannabis (0.5); emails to C Orozco re: Midnight Express options (0.5)				
2796	Mack, David	11/16/2020	1.75	185.00	323.75
	Midnight Express emails to DQ (1); review cannabis emails from DQ and Victor (0.25); Midnight Express email forwarded to Julie w/ explanation (0.5);				
2796	Mack, David	11/17/2020	4.50	185.00	832.50
	Review time logs and calculate Coke Rezone costs (0.5); Prepare Coke PP for CC hearing (0.5); City Council Meeting Attendance (3.5)				
2796	Mack, David	11/18/2020	2.75	185.00	508.75
	Enter Coke Resolutions No into Well 6 PCSR (0.25); revise and email PHN for Well 6 Rezone (0.25); Driveway review re: 404 Seventh St (0.5); Zoning review for 507 3rd Street (0.5); emals on J&S Barrles re: required sign permit (0.25); Business license for "Better Living Therapy" (0.5); Phone call w/ M Brown re: SOI update, LEAP Update, etc (0.5)				
2796	Mack, David	11/19/2020	2.00	185.00	370.00
	ADU inquiry re: 9 Thomas Lane and email/application information (0.75); Phone call with M Brown re: LEAP Grant, SJ SSpecific Plan, SOI, etc (0.75); Coke Well Ordinance correction (0.25); Well 6 Ordinance Correction (0.25)				
2796	Mack, David	11/20/2020	.50	185.00	92.50
	Midnight Express Cannabis emails (0.5)				
	Totals		44.50		8,167.50
	<b>Labor Total</b>				<b>8,167.50</b>
				<b>Total this Phase</b>	<b>\$8,167.50</b>
				<b>Total this Project</b>	<b>\$8,167.50</b>
				<b>Total this Report</b>	<b>\$8,167.50</b>

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 3

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

January 12, 2021

Project No: 2000363001

Invoice No: 47101

Project Manager David Mack

**Total this Invoice \$8,972.50**

### Planning Services

Professional Services from November 22, 2020 to January 2, 2021

Phase 01 Planning Services

	Hours	Rate	Amount
Mack, David	48.50	185.00	8,972.50
Totals	48.50		8,972.50
<b>Labor Total</b>			<b>8,972.50</b>
<b>Total this Phase</b>			<b>\$8,972.50</b>

### Budget Summary

	Current	Prior	To-Date
Total Billings	8,972.50	29,465.00	38,437.50
Budget			55,000.00
Budget Remaining			16,562.50
<b>Total this Invoice</b>			<b>\$8,972.50</b>

Midnight Express 1.75 = \$323.75  
Well 6 3.75 = \$693.75  
Businessman 22.25 = \$4,116.25  
SOI 1 = \$185.00  
Loayza 6.75 = \$1,256.25  
Luck Bank .5 = \$92.50  
Planning General 17.50 = \$3,237.50

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 47101 Dated 1/12/2021

Tuesday, January 12, 2021

11:53:09 AM

Phase	01	Planning Services			
			Hours	Rate	Amount
2796	Mack, David	11/23/2020	.50	185.00	92.50
	Email back re: ADU for 9 Thomas Lane (0.25); Email to David Q re: CAnnabis/CEQA (Midnight Express) (0.25);				
2796	Mack, David	11/24/2020	1.00	185.00	185.00
	City Well 6 Finalization and email to Trish (.5); Phone call w/ David Q re: Midnight Express (0.5)				
2796	Mack, David	11/30/2020	2.25	185.00	416.25
	Phone call w/ L Turner (0.75); Cottage food emails (0.5); Call with L Turner re: Cottage Foods (0.5); Emails re: December 1 PC meeting (0.5)				
2796	Mack, David	12/1/2020	5.75	185.00	1,063.75
	Loazya emails (0.5); City Well 6 Ordinance emails and fix(0.5); Review of Rldgemark NOP (SBC) (1.5); Phone call w/ Lizz Turner re: Mission Cafe (0.5); Mission Cafe CUP emails (0.25); PowerPoint for Well 6 (0.5); Phone call w/ Liz Turner re: discuss review email to Mission Cafe (0.5); response to Mission Cafe CUP emails (0.5); PC Meeting (1)				
2796	Mack, David	12/2/2020	2.25	185.00	416.25
	Revise City Well 6 City Council report and email to City (1.5); Call w/ Lizz Turner re: Smoke Point and Mission Cafe (.75)				
2796	Mack, David	12/3/2020	2.75	185.00	508.75
	Draft email to D Reynolds re: anticipated development fees for 4 SFDs for Loazya development (0.75); email to D Reynolds re: PC quarum for 1/5/2021 (0.25); call w/ D Reynolds (0.25); call w/ Lizz Turner (0.5); Call w/ Trish re: Mission Cafe (0.5); prepare PHN re: Mission Cafe 12/14 PC (0.5)				
2796	Mack, David	12/4/2020	5.00	185.00	925.00
	Draft PCSR, Resolution, and conditions of approval for Mission Cafe (4.5); Call w/ Lizz Turner (0.5)				
2796	Mack, David	12/6/2020	.50	185.00	92.50
	Review PHN for City Well 6 and Mission Cafe (0.5)				
2796	Mack, David	12/7/2020	1.00	185.00	185.00
	Start review of ADU application for 313 Fourth St (1)				
2796	Mack, David	12/8/2020	.50	185.00	92.50
	emails and call w/ Lizz re: Smoke Point CUP requirement				
2796	Mack, David	12/9/2020	3.25	185.00	601.25
	Ottoboni and Nyland Ranch email to M Brown and D Reynolds (0.5); Emails on Smoke Point CUP and review of prior AB C zoning form (.5); email on SBC zoning interview (0.25); Havrey D development agreement emails (0.25); email with Ann Hall (Lang Street (0.25); Perez ADU (iworq Permit 99) review, approval letter, conditions of approval, and Iworq completion/update (1.5)				
2796	Mack, David	12/10/2020	2.50	185.00	462.50
	Lang Street comment review (1); phone call with Ann Hall re: Lang Street (0.5); Review Midnight Express Grading permit emails/comments (1)				

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



**Harris & Associates**

2796	Mack, David	12/14/2020	3.00	185.00	555.00
	SBC Zoning Code Update Zoom Meeting (Interwest Group); Prepare PP for Mission Cafe (0.5); Review Permit for 1135 Trailside Court (patio cover)(0.75); EMails to Trish (public comment Mission Cafe)(0.25); Mission Cafe PC (0.5); Call with Lizz Turner (0.25)				
2796	Mack, David	12/15/2020	5.00	185.00	925.00
	Prepared Mission Cafe ZOning Affidavit for review (0.5); Phone call w/ Any Moore re: 801 First St zoning and options (0.75); Mission Cafe appeal question (0.25); emails on Mission Cafe (0.5); Call w/ Any Moore re: garage conversion questions (.5); Finalize PP for City Well 6 CC hearing (0.5); City Council Meeting (2)				
2796	Mack, David	12/16/2020	1.00	185.00	185.00
	Call w/ Marti Brown re: MSR, ADU/ZU (1)				
2796	Mack, David	12/21/2020	.25	185.00	46.25
	email to D Reynolds re: 01.05.21 HRB/PC agenda (0.25)				
2796	Mack, David	12/22/2020	.75	185.00	138.75
	Email w/ Rachelle re: Park PLaN review (0.5); email on Harvey's Station Development Agreement (0.25)				
2796	Mack, David	12/23/2020	.50	185.00	92.50
	Email from B Nicholson on SOI, Ottoboni Annexation, etc.(0.25); phone call w/ L Turner (0.25)				
2796	Mack, David	12/27/2020	1.50	185.00	277.50
	Review Smoke Point CUP Application and research Type 47A license requirements.				
2796	Mack, David	12/28/2020	3.50	185.00	647.50
	Smoke Point CUP, PCSR, Resolution and Conditions of Approval (3.5);				
2796	Mack, David	12/29/2020	3.75	185.00	693.75
	emails to Jerry (ABC) re: Mission Cafe approval and resolution (0.75); AB68 (ADU) legislation research (1.5); email to application for 45 Washington St (0.25); email on ADU Update (0.25); Call with Lizz Turner (0.5); revised Smoke Point LLC PCSR (0.5)				
2796	Mack, David	12/31/2020	2.00	185.00	370.00
	Pergola site plan review and emails re: 230 Cypress Lane (0.75); Lang St emails (0.5); Loayaza emails (0.5); Call re: daycare zoning inquiry (0.25)				
	Totals		48.50		8,972.50
	<b>Labor Total</b>				<b>8,972.50</b>
			<b>Total this Phase</b>		<b>\$8,972.50</b>
			<b>Total this Project</b>		<b>\$8,972.50</b>
			<b>Total this Report</b>		<b>\$8,972.50</b>





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

February 21, 2021  
Project No: 2000363001  
Invoice No: 47594  
Project Manager David Mack

**Total this Invoice \$5,735.00**

### Planning Services

Professional Services from January 3, 2021 to January 30, 2021

Phase 01 Planning Services

	Hours	Rate	Amount
Mack, David	31.00	185.00	5,735.00
Totals	31.00		5,735.00
<b>Labor Total</b>			<b>5,735.00</b>
<b>Total this Phase</b>			<b>\$5,735.00</b>

### Budget Summary

	Current	Prior	To-Date
Total Billings	5,735.00	38,437.50	44,172.50
Budget			55,000.00
Budget Remaining			10,827.50

**Total this Invoice \$5,735.00**

*OK to pay JSP  
(see attached allocations)*

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 47594 Dated 2/21/2021

Sunday, February 21, 2021

9:52:48 PM

Phase	01	Planning Services			
			Hours	Rate	Amount
2796	Mack, David	1/3/2021	.75	185.00	138.75
	Call w/ Any Moore re: 810 First Street Zoning (0.75)				
2796	Mack, David	1/4/2021	2.00	185.00	370.00
	Call to Bill Adams re: 810 First Street and follow up emails (1); Phone call with M Brown (1)				
2796	Mack, David	1/5/2021	1.75	185.00	323.75
	PowerPoint Preparation (1); Planning Commission re: Smoke Point (0.75);				
2796	Mack, David	1/8/2021	2.50	185.00	462.50
	Parklet research (1.5); ADU phone call re: 45 Washington Street (1)				
2796	Mack, David	1/11/2021	2.50	185.00	462.50
	SOI/UGB Boundary emails and map reviews (1.5); ADU Ordinance emails/phone call (0.5); email to/from Minnie re: ground mounted solar panels (0.25); email Ordinance template to Hitta for use for SJB ADU development (0.25)				
2796	Mack, David	1/12/2021	1.25	185.00	231.25
	Zoning inquiry re: Mixed Use properties (0.5); email to Minnie re: 507 Third Street (0.25); Zoning Inquiry re: 0 Monterey St (0.5)				
2796	Mack, David	1/13/2021	4.00	185.00	740.00
	Email w/ Minnie 507 3rd St (0.25); emails w/ Don parklet process (0.5); Call re: 700 3rd St (0.5); zoning call re 47 Monterey St (0.25); ADU Emails to applicant and Deb Mall (for opinion) (0.75); Call with Hitta Moseman re: ADU laws/development (0.5); Zoom meeting with Don re: parklets (1.25)				
2796	Mack, David	1/14/2021	1.75	185.00	323.75
	Zoning Inquiry re: 47 Washington (0.5); ADU law/legislation research (.75); Call w/ Marti re: projects moving forward (0.5)				
2796	Mack, David	1/15/2021	.75	185.00	138.75
	email Minnie zoning information for ground mounted solar (0.25); 45 Washington ADU emails (0.5)				
2796	Mack, David	1/19/2021	3.75	185.00	693.75
	Condition review and response re: 302 Seventh St - email to Minnie and Julie (1); Zoning Inquiry 0 Washington St (3 calls); City Council Meeting (1.75)				
2796	Mack, David	1/20/2021	2.00	185.00	370.00
	Free Pantry permit emails (0.5); call with agent (george) re: planning conditions and what is needed (0.5); phone call with Minnie re: 302 Seventh St and Harvey's Development Agreement (1)				
2796	Mack, David	1/21/2021	.75	185.00	138.75
	Call w/ Lizz Turner re: Jardins tent (0.25); Zoning Inquiry re: 0 Washington St (.5);				

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 2

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.



**Harris & Associates**

2796	Mack, David	1/25/2021	.75	185.00	138.75	
	Read/review email from K Higgins re: Harvey D permit submittal (0.5); email on Midnight express permits (0.25)					
2796	Mack, David	1/26/2021	3.50	185.00	647.50	
	Review of new planning application formats and comments to R Eagan (2); Call with applicant 45 Washington ADU project (0.5); email to D Mall re: legal guidance on ADU project (0.25); emails on Mission Cafe reroof (0.25); Zoning inquiry call 0 Washington St (.5)					
2796	Mack, David	1/27/2021	1.25	185.00	231.25	
	Various emails on Midnight Express (0.75); emails w D Mall re: ADU guidance (0.5)					
2796	Mack, David	1/28/2021	.75	185.00	138.75	
	PLanning/zoning email inquiry on 0 Monterey Street; referred to building and PW for additional answers (0.75)					
2796	Mack, David	1/29/2021	1.00	185.00	185.00	
	Phone call with applicant at 45 Washington St : re: ADU development (1)					
	Totals		31.00		5,735.00	
	<b>Labor Total</b>					<b>5,735.00</b>
				<b>Total this Phase</b>		<b>\$5,735.00</b>
				<b>Total this Project</b>		<b>\$5,735.00</b>
				<b>Total this Report</b>		<b>\$5,735.00</b>



POSTED  
3/12/21 KSE



# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

March 3, 2021  
Project No: 2000363001  
Invoice No: 47682  
Project Manager David Mack

**Total this Invoice** **\$6,556.25**

### Planning Services

Professional Services from January 31, 2021 to February 27, 2021

Phase 01 Planning Services

	Hours	Rate	Amount	
Barton, Alexander	2.50	125.00	312.50	
Mack, David	33.75	185.00	6,243.75	
Totals	36.25		6,556.25	
<b>Labor Total</b>				<b>6,556.25</b>
<b>Total this Phase</b>				<b>\$6,556.25</b>

### Budget Summary

	Current	Prior	To-Date	
Total Billings	6,556.25	44,172.50	50,728.75	
Budget			55,000.00	
Budget Remaining			4,271.25	
<b>Total this Invoice</b>				<b>\$6,556.25</b>

### Outstanding Invoices

Number	Date	Balance
47594	2/21/2021	5,735.00
<b>Total</b>		<b>5,735.00</b>

606-17 staff augmentation \$3,300.-  
606-42 Covid \$1360.-  
606-17 Casa Rosa \$1,180.-  
606-17 Loayza \$1,887.75  
606-17 Midway Exp. \$2,775.00

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 47682 Dated 3/3/2021

Wednesday, March 3, 2021

5:27:40 PM

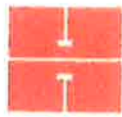
Phase	01	Planning Services			
			Hours	Rate	Amount
2859	Barton, Alexander	2/9/2021	2.00	125.00	250.00
	CC/PC Meeting - Parklets				
2859	Barton, Alexander	2/16/2021	.50	125.00	62.50
	City Council meeting - staff introduction.				
2796	Mack, David	2/2/2021	1.75	185.00	323.75
	Business License for 308 Third Street (0.5); Discussion with Deb re: 45 Washinton St (0.5); email and phone call to applicant re: 45 Washington Street ADU (0.75)				
2796	Mack, David	2/3/2021	2.00	185.00	370.00
	Phone call w/ L Turner (.5); Muni Code review - HRB Admin hearing potential re: Mission Cafe reroof (1); email to Minnie and Don re: Mission Cafe (.5)				
2796	Mack, David	2/4/2021	1.50	185.00	277.50
	Admin review, and preparation of approval memo re: Mission Cafe reroof project (1); Zoning inquiry regarding vacant lots in SJB - Janene (.5)				
2796	Mack, David	2/9/2021	4.50	185.00	832.50
	EMail to D Reynolds re: Alec Barton and Street closure town hall meeting (0.25); Invoice review and approval (0.25); emails re: Casa Rose BP review/routing (0.25); email D Reynolds / D Mall re: Casa Rosa condition amendment (parking) (0.25); Loayza Parcel Map agreement letter review (0.25); CC Town Hall meeting re: parklets (2); Zoning inquiry for 314 3rd St (0.75); Phone call w/ L Turner re: Meeting debrief (0.5)				
2796	Mack, David	2/10/2021	3.25	185.00	601.25
	Phone call from J Morris-Lopez re: Parklet debrief discussion (0.75); review and approval of Black Pot Artisans business license (.5); review and approval of BFC & Co. business license (0.5); review and approval of Water Store/Well business license (0.5); Informal review and permit/fee advise for Water Well/Store application (0.5); Email and Application/Fee information for Casa Rosa amendment (0.5)				
2796	Mack, David	2/11/2021	1.50	185.00	277.50
	Casa Rosa AMendment emails (0.5); review of information from D Devries re: parklets/outside dining (1)				
2796	Mack, David	2/12/2021	2.00	185.00	370.00
	Casa Rosa amendment emails (0.5); Midnight Express 500' radius email for Cannabis Subcommittee (0.5); Cannabis Subcommittee Meeting (1)				
2796	Mack, David	2/16/2021	4.25	185.00	786.25
	Call w/ L Turner Smoke Point CUP (0.25); emails from Liz and Trish re: Smoke Point approval (0.25); Contract extension emails (.25); Loayza Map emails and discussion (0.5); CC Meeting (3)				



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2796	Mack, David	2/17/2021	1.25	185.00	231.25
	Phone Call w/ L Turner re: Smoke Point and Mission Cafe ABC license and debrief from CC meeting (.75); JJ Burgers (Luis Vargas) emails/phone call re: forthcoming application/plans (.5)				
2796	Mack, David	2/22/2021	2.75	185.00	508.75
	Email from Andy Moore (106 Third St) (0.25); Call from Lizz Turner re: Smoke Point Res (0.5); Casa Rosa emails re: building code (0.75); preliminary review of Casa Rosa plans (29 pages) (1.25)				
2796	Mack, David	2/23/2021	3.00	185.00	555.00
	Email to Andy Moore re: 106 Third Street and MU zoning regulations (.5); CC hearing (2.5)				
2796	Mack, David	2/24/2021	1.50	185.00	277.50
	Lang Street emails/phone call from Ann Hall (.5); Review Casa Rosa Amendment information (1)				
2796	Mack, David	2/25/2021	2.50	185.00	462.50
	emails and response on 45 Washington re: ADU (0.5); review emails on PC/HRB/CDD from Don (0.5); ADU/Zoning information 507 Sixth Street (0.25); ADU/Zoning Information 15 North Street (0.25); CCSR Casa Rosa Amendment (1)				
2796	Mack, David	2/26/2021	2.00	185.00	370.00
	CCSR Casa Rosa Amendment (2)				
	Totals		36.25		6,556.25
	Labor Total				6,556.25
				Total this Phase	\$6,556.25
				Total this Project	\$6,556.25
				Total this Report	\$6,556.25





# Harris & Associates

## INVOICE

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

April 9, 2021  
Project No: 2000363001  
Invoice No: 48043  
Project Manager David Mack

**Total this Invoice** **\$6,798.75**

### Planning Services

Professional Services from February 28, 2021 to April 3, 2021

Phase 01 Planning Services

	Hours	Rate	Amount
Barton, Alexander	2.00	125.00	250.00
Giberson, Kathryn	.50	240.00	120.00
Mack, David	34.75	185.00	6,428.75
Totals	37.25		6,798.75

**Labor Total**

**6,798.75**

**Total this Phase**

**\$6,798.75**

### Budget Summary

	Current	Prior	To-Date
Total Billings	6,798.75	50,728.75	57,527.50
Budget			105,000.00
Budget Remaining			47,472.50

**Total this Invoice**

**\$6,798.75**

*OK to pay JSP*

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





## Billing Backup

Friday, April 9, 2021

Harris &amp; Associates, Inc.

Invoice 48043 Dated 4/9/2021

4:47:22 PM

Phase	01	Planning Services			
			Hours	Rate	Amount
2859	Barton, Alexander	3/15/2021	.75	125.00	93.75
	Staff call to discuss projects, reviewed zoning ordinance				
2859	Barton, Alexander	3/23/2021	.75	125.00	93.75
	Responded to calls and emails regarding signs and parking				
2859	Barton, Alexander	3/24/2021	.25	125.00	31.25
	Responded to phone call regarding parklets				
2859	Barton, Alexander	3/25/2021	.25	125.00	31.25
	Responded to email regarding nonconforming uses and zoning				
2542	Giberson, Kathryn	3/19/2021	.50	240.00	120.00
	management/contracting				
2796	Mack, David	3/1/2021	1.00	185.00	185.00
	Confirmation of Town Hall meeting on 3/9 (0.25); Preparation of PHN - Casa Rosa Appeal (0.75)				
2796	Mack, David	3/2/2021	2.75	185.00	508.75
	Casa Rosa Amendment CCSR (2); phone call re: ADU development re: 507 Sixth St w/ agent (.75)				
2796	Mack, David	3/3/2021	5.50	185.00	1,017.50
	Additional emails on 507 Sixth St (.5); Emails on Midnight Express (.5); Mission Cafe (0.25) emails; EMail re: contract amendment (0.25); Invoice review and approval (0.25); Smoke Point plan review (.5) and email to L Turner (0.25); Casa Rosa Amendment CCSR (2); Casa Rosa CCSR Resolution preparation (1);				
2796	Mack, David	3/4/2021	.75	185.00	138.75
	EMails on Pergola re: 302 Cypress (.75);				
2796	Mack, David	3/5/2021	2.50	185.00	462.50
	1114 Third Street Research for information request from EMC PLanning (1); JJ Burgers application CUP/LLA emails w/ Carmen and Lizz (.5); Process contract amendment (1)				
2796	Mack, David	3/8/2021	.50	185.00	92.50
	Review Casa Rosa email from D DeVries (0.5);				
2796	Mack, David	3/9/2021	3.75	185.00	693.75
	Phone call w/ D Reynolds re: Casa Rosa/ parking (0.5); Response to Shosana re: 2020 APR (0.75); phone call and email from R Farhat re: Casa Rose (0.75); Luck Park community meeting w/ RRM Design (1.75)				
2796	Mack, David	3/10/2021	1.00	185.00	185.00
	Casa Rosa emails to/from Raeid re: Amendment processing (.75); email to Trish re: Staff Report availability (0.25)				
2796	Mack, David	3/11/2021	1.00	185.00	185.00
	Phone call w/ D DeVries re: Casa Rosa (.5); Add contract amendment to billing system (0.5)				
2796	Mack, David	3/12/2021	1.50	185.00	277.50
	Phone call w/ Raeid (.5); phone call w/ Minnie re: Nino BP (0.5); ADU email re: 45 Washington ST (0.5)				



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2796	Mack, David	3/15/2021	.75	185.00	138.75
	Contract Amendment emails w/ D Reynolds (0.75)				
2796	Mack, David	3/16/2021	4.00	185.00	740.00
	Emails to Susan to review Contract Amendment (.5); Call w/ D Reynolds (0.25); City Council Hearing 3/16 (3.25)				
2796	Mack, David	3/17/2021	.75	185.00	138.75
	Call w/ Lizz Turner re: CC debrief, coverage during next week; water store permit (0.75)				
2796	Mack, David	3/18/2021	1.50	185.00	277.50
	Business License for Biz2Biz (.5); Vertigo noise/smell complaint emails (.5) and response (0.25); contract emails (0.25)				
2796	Mack, David	3/19/2021	.50	185.00	92.50
	Food truck/mobile vendor inquiry re: explanation of muni code (0.25); Review contract amendment information (0.25)				
2796	Mack, David	3/29/2021	2.75	185.00	508.75
	Phone call w/ Mayor Jordan (0.5); Phone call w/ Lizz Turner re: water store and SJB update (0.75); Brewery 21 Tasting room review/emails (.5); Smoke Point expansion request review (0.75); email to Trish re: potential special meeting on 3/30 (0.25)				
2796	Mack, David	3/30/2021	1.75	185.00	323.75
	Brewery 25 CUP emails (0.5); Phone call w/ Sean re: Twenty 25 CUP and proposed tasting room (.5); email from Trish re: CC meeting (0.25); emails on SDR permit errors and fixes (.5)				
2796	Mack, David	4/1/2021	1.25	185.00	231.25
	email and phone call to ABC re: Dadwal gas station permit (0.25); phone call with Marilyn and provision of Apporval resoltion and consitions of approval (.75); call with Lizz Turner (0.25)				
2796	Mack, David	4/2/2021	1.25	185.00	231.25
	email from ABC confirming resolution and conditions of approval (0.25); email from D Reynolds re: upcoming HRB/PC (0.25); email to L Vargas re: JJ Burgers plans (0.25); review of BP for 53 Franklin St (ADU) (0.5)				
	Totals		37.25		6,798.75
	<b>Labor Total</b>				<b>6,798.75</b>
				<b>Total this Phase</b>	<b>\$6,798.75</b>
				<b>Total this Project</b>	<b>\$6,798.75</b>
				<b>Total this Report</b>	<b>\$6,798.75</b>





# Harris & Associates

## INVOICE

PAID 5/21

Don Reynolds  
City Manager  
City of San Juan Bautista  
P.O. Box 1420  
311 Second St  
San Juan Bautista, CA 95045

May 12, 2021  
Project No: 2000363001  
Invoice No: 48392  
Project Manager David Mack

**Total this Invoice \$10,706.25**

### Planning Services

Professional Services from April 4, 2021 to May 1, 2021 (dated 4/4 → 4/30) 196

Phase 01 Planning Services

	Hours	Rate	Amount
Barton, Alexander	13.50	125.00	1,687.50
Mack, David	48.75	185.00	9,018.75
<b>Totals</b>	<b>62.25</b>		<b>10,706.25</b>
<b>Labor Total</b>			<b>10,706.25</b>

**Total this Phase \$10,706.25**

### Budget Summary

	Current	Prior	To-Date
Total Billings	10,706.25	57,527.50	68,233.75
Budget			105,000.00
Budget Remaining			36,766.25

**Total this Invoice \$10,706.25**

Handwritten:  $JS's \text{ Burgers} = 10.75 \text{ Hrs}$   
 $3.25 \text{ Hrs}$

Handwritten:  $14.00 \text{ hrs} @ 185 = 2,590.00$

Handwritten:  $Bn. 25 = 1068.25$

Handwritten:  $Orch Meadows = 1.5 + 2.0 = 3.5$   
 $1.5 + 2.0 = 3.5$   
 $7.75$

Handwritten:  $\$5,462$   
Billable to these

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.

Handwritten:  $midnight \text{ Exp} = 2.0 = 370.00$





## Billing Backup

Harris &amp; Associates, Inc.

Invoice 48392 Dated 5/12/2021

Wednesday, May 12, 2021

8:09:31 PM

Phase 01 Planning Services

			Hours	Rate	Amount
2859	Barton, Alexander	4/12/2021	.25	125.00	31.25
	Responded to question about fence height				
2859	Barton, Alexander	4/13/2021	.25	125.00	31.25
	Responded to question from Kristen Jurevich about zoning (700 Third St)				
2859	Barton, Alexander	4/14/2021	.25	125.00	31.25
	Responded to applicant's question regarding site and design review (George Barajas)				
2859	Barton, Alexander	4/15/2021	.50	125.00	62.50
	Responded to questions about Brewery Twenty Five (.25) and The Smoke Point (.25)				
2859	Barton, Alexander	4/16/2021	.25	125.00	31.25
	Responded to question about building an addition (Jeremy - 15 North St)				
2859	Barton, Alexander	4/19/2021	.75	125.00	93.75
	Reviewed zoning ordinance for information about development standards, site & design review (.5)				
	Emailed George Barajas regarding question about site and design review at APN 002-290-043 (.25)				
2859	Barton, Alexander	4/20/2021	1.75	125.00	218.75
	Began work on staff report for On The Alameda (JJ's Homemade Burgers)				
2859	Barton, Alexander	4/21/2021	4.00	125.00	500.00
	Continued work on staff report for On The Alameda (JJ's Homemade Burgers)				
2859	Barton, Alexander	4/22/2021	1.75	125.00	218.75
	Continued work on staff report for On The Alameda (JJ's Homemade Burgers)				
2859	Barton, Alexander	4/23/2021	1.50	125.00	187.50
	Continued work on staff report for On The Alameda (JJ's Homemade Burgers) (.75)				
	Researched and responded to questions from Bernadette Luz regarding zoning, permitted uses, and a possible short-term rental at 700 Third Street (.75)				
2859	Barton, Alexander	4/26/2021	.50	125.00	62.50
	Responded to email from Bernadette Luz regarding proposed land use at 700 Third St (.25)				
	Accessed iWorq and changed password (.25)				
2859	Barton, Alexander	4/27/2021	1.00	125.00	125.00
	Discussed plans for JJ's Burgers informational item, began work on presentation				

= JJ's

JJ's





# Harris & Associates

2859	Barton, Alexander	4/30/2021	.75	125.00	93.75	125.00	JJ's
	Prepared powerpoint presentation for JJ's Burgers/On The Alameda						
2796	Mack, David	4/4/2021	.50	185.00	92.50		
	Emails from Don re: Grant approval; and PC/HRB meeting on 4/6/21 (.5)						
2796	Mack, David	4/5/2021	.75	185.00	138.75		
	phone call with Sean FitzHarris (.25); Follow up with Sean (.5)						
2796	Mack, David	4/6/2021	3.50	185.00	647.50		
	HRB/PC Meeting (2); Begin review of Draft ADU ordinance (1); Preparation of project list for update to HRB/PC (0.5)						
2796	Mack, David	4/7/2021	3.75	185.00	693.75		
	Call with K Turgen and follow up email re: <u>Midnight Express</u> Cannabis application (1); Invoice review/Approval (0.5); Phone call with L Turner re: debrief of PC (0.75); Finish review of DRAFT ADU ordinance and provide comments back to housing team (1.5)						
2796	Mack, David	4/8/2021	1.00	185.00	185.00		
	Email to K Turgen re: Midnight Express CEQA options (0.5); email to D Reynolds re: City CEQA options (.25); Finalize Contract Amendment (.25)						
2796	Mack, David	4/9/2021	1.25	185.00	231.25		
	Emails on Midnight Express Deposit (0.5); Business license for Air BNB (.75) and research						
2796	Mack, David	4/12/2021	3.00	185.00	555.00		
	Phone call w/ D Reynolds and Minnie re: permit routing (1.25); phone call w/ Sean re: <u>Brewery 25</u> (0.5); review of proposed Brewery 25 site plan (0.25); email to A Barton re: JJ Burgers (0.25); email to Minnie re: deck height and no need for planning permit (0.25); Call w/ Lizz Turner re: Business license address change (0.5)						
2796	Mack, David	4/13/2021	3.25	185.00	601.25		
	Call with JRG re: Kulta Farms (.75); Emails from JRG re: Project status (0.25); call w/ Sean re: Brewery 25 ABC/CUP application (0.25); ADU Ver 6.2 review (1.5); email ADU Ordinance Draft to D Reynolds (.25); email w/ D Reynolds re: Brwery 25 CUP fees (.25)						
2796	Mack, David	4/14/2021	3.00	185.00	555.00		
	Email to Don on ADU Ordinance (0.25); email on Brwy 25 (0.25); Emails to Minnie re: Iworq access for Alec and Planning Statuses (.5); email from D Reynolds re: Brwy 25 CUP cost (0.25); review BP 2021023 and enter comments into Iworq (0.5); review BP 2021021 and enter comments into Iworq (0.5); review STR regulations and approve business license for 48 Mission St (San Juan Living) (0.5); Phone call w/ Sean re: Brwy 25 (0.25)						
2796	Mack, David	4/15/2021	2.50	185.00	462.50		
	phone call and emails w/ L Turner re: Brewery 25 (.5); phone call with Sean re: B-25 (0.25); receipt and review of B-25 plan submittal (.5); Start PCSR for B-25 (1.25)						
2796	Mack, David	4/16/2021	1.00	185.00	185.00		
	Smoke Point application emails (0.5); Review B-25 materials (0.5)						
2796	Mack, David	4/19/2021	3.25	185.00	601.25		
	Finalize PHN for B-25 (0.5); call w/ Sean (applicant) (.25); call w/ Lizz Turner (0.75); email to Trish re: CC meeting on 4/20 (0.25); PCSR for B-25 (1.5)						
2796	Mack, David	4/20/2021	6.00	185.00	1,110.00		

For invoice questions or interest in sending payments via EFT, please contact Teresa Cooper at 925.969.8016.

Page 3

Please remit payment to: 1401 Willow Pass Road, Suite 500 Concord, CA 94520.





# Harris & Associates

email on Smoke Point SDR (0.25); phone call with D Reynolds re: CEQA (.5); Finalize B-25 PCSR, Conditions, and Reso (2); preliminary review of JJ burgers plans and routing to ALec B for processing (.5); Orchard Meadoms/Lang Street subdivision resubmittal review (2); email/discussion w/ Hitta re: ADU presentation (0.5); emails to D Mall re: ADU Ordinance review (0.25)

2796	Mack, David	4/21/2021	2.75	185.00	508.75
	Skype call w/ Alec re: JJ Burger review (.5); Review FEMA Map, and new site plan for Orchard Meadoms (1.5); ADU Ordinance coordination PCSR/PP with Harris housing team (phone and email discussions) (.75)				
2796	Mack, David	4/22/2021	4.75	185.00	878.75
	Review of ADU Ordinance and emails back to D Reynolds re: "converted ADU" (0.75); Review JJ Burger PCSR Draft from Alec (1.5) and provide guidance; Mldnight Express CE emails (.5); Start Orchard Meadow PCSR (2)				
2796	Mack, David	4/25/2021	1.25	185.00	231.25
	Emails re: PHN w/ D Reynolds and Trish (.5); emails w/ Engineering (.5); set up meeting for Tuesday re: JJ Burger (0.25)				
2796	Mack, David	4/26/2021	2.25	185.00	416.25
	Review cannabis ordinance a H&S code section 11018.5 (a) for definition of cannabis (1); respond to email re: potential business (0.25); call with Sean B-25 (0.25); email to Engineering re: Orchard Meadows (0.25); Meritage Home CCR Fence/driveway CE email (0.25); Email to L Vargas re: JJ Burgers (0.25)				
2796	Mack, David	4/27/2021	3.00	185.00	555.00
	Fence emails - Rancho Vista (.5); email on JJ from Commission Morris-Lopez (.5); Zoom Meeting (JJ Burgers) (.5); Zoom Meeting (Orchard Meadows) (.5); Skype meeting w/ Alec re: JJ analysis (0.25); Zoom meeting w/ D Reynolds and T Paetz re: PC Agenda (.75);				
2796	Mack, David	4/28/2021	1.50	185.00	277.50
	Orchard Meadows review cont (1.5)				
2796	Mack, David	4/29/2021	.50	185.00	92.50
	Call w/ L Turner re: event applications (.5)				
	Totals		62.25		10,706.25
	<b>Labor Total</b>				<b>10,706.25</b>

**Total this Phase** \$10,706.25  
**Total this Project** \$10,706.25  
**Total this Report** \$10,706.25

15.55  
 5.55  
 1.5 = 33  
 1.5 = 33  
 1.25  
 3.25

orch. Meadows =



# Wellington Law Offices

857 Cass Street, Suite D  
Monterey, California 93940  
(831) 373-8733

POSTED  
AUG 11 2020

August 11, 2020

## CONFIDENTIALITY NOTICE

This is an attorney's invoice. It may contain confidential and/or privileged information. Do Not Disclose without first verifying confidentiality.

City of San Juan Bautista  
311 -2nd Street  
San Juan Bautista, CA 95045  
Attn: Trish Paetz

Invoice No. 25424

Re: General

### Professional services rendered for July 2020

		Hours
7/1/2020	DAM E-mail from City Manager re: 105 San Juan Rd	0.20
7/2/2020	DAM E-mail from J. Pierce	0.20
	DAM Draft Ottoboni sewer agreement, e-mail to and from staff and review Resolution 95-41	1.80
7/7/2020	DAM Telephone conference with City Manager	0.30
	DAM E-mails from City Manager re: pre-treatment regulations	0.20
7/8/2020	DAM Telephone conference with Catherine Hawe, e-mail to City Manager	0.60
7/9/2020	DAM Review Alternatives Analysis Report	0.20
	DAM Review e-mail from City Manager and article in Benito Link	0.30
	DAM E-mail to and from City Engineer and legal research	0.50
	DAM E-mail to and from City Manager re: Midnight Express and review letter	0.50
	DAM Review and revise letter to Central Coast Water Quality Control Board	1.30
7/10/2020	DAM E-mail to and from EPA	0.30
	DAM Review Agenda Packet for Council Meeting	0.60
7/14/2020	DAM Zoom conference call	0.80
	DAM City Council Meeting	5.40
7/24/2020	DAM Review Agenda for Council Meeting	0.20
7/28/2020	DAM E-mail from City Manager re: industrial users issue	0.20
	DAM Review e-mail from City Manager re: AOC and employment data	0.40
	DAM E-mail to and from City Manager re: pre-treatment regulations and legal research	0.70
	DAM Attend Closed Session	0.80
7/30/2020	DAM E-mail to and from City Manager re: Midnight Express	0.30
	DAM Telephone conference with City Manager re: SWRQCB Regulations and legal research regulations	0.90
	DAM Review e-mail from Thea Tryon	0.20
7/31/2020	DAM Legal research re: water code and e-mail to City Manager, legal research re CEQA exemptions for gardens and e-mail to City Manager, review draft letter to RWQRB and e-mail to City Manager	3.30



	<u>Hours</u>	<u>Amount</u>
For professional services rendered	20.20	\$32.00
Additional Charges :		
7/31/2020 Monthly Retainer Fee - August 2020		2,500.00
Total additional charges		<u>\$2,500.00</u>
Total amount of this bill		<u>\$2,532.00</u>
Previous balance		\$4,484.00
Accounts receivable transactions		
8/11/2020 Payment - thank you. Check No. 213935		<u>(\$4,484.00)</u>
Total payments and adjustments		<u>(\$4,484.00)</u>
Balance due		<u><u>\$2,532.00</u></u>

Name	Attorney Summary	<u>Hours</u>
Deborah A. Mall		0.20

602-11  
ZSP



POSTED  
FSC 12/8

# Wellington Law Offices

857 Cass Street, Suite D  
Monterey, California 93940  
(831) 373-8733

OK to pay JSP  
602-11

November 23, 2020

## CONFIDENTIALITY NOTICE

This is an attorney's invoice. It may contain confidential and/or privileged information. Do Not Disclose without first verifying confidentiality.

City of San Juan Bautista  
311 -2nd Street  
San Juan Bautista, CA 95045  
Attn: Trish Paetz

Invoice No. 25545

Re: General

### Professional services rendered for October 2020

		<u>Hours</u>
10/1/2020	DAM E-mail from Deputy City Clerk	0.10
10/6/2020	DAM Review agenda packet for town hall meeting	0.20
10/7/2020	DAM Review e-mails re: Midnight express	0.20
10/8/2020	DAM Review e-mails re: agricultural industrial waste and e-mail to City Manager	0.40
10/13/2020	DAM Review agenda for special meeting and e-mail to City Manager	0.20
	DAM E-mail to and from City Manager re: Third Street transformation and review file	0.40
10/14/2020	DAM E-mail from City Manager re: Third Street	0.20
	DAM Review Recology agreement and staff report, county counsel resolution	0.40
10/15/2020	DAM Review CMAP agreement and e-mail to City Manager with issues	0.50
	DAM Review draft aoc e-mail to Waterboard	0.20
10/19/2020	DAM Review Agenda Packet	1.30
10/20/2020	DAM E-mail to and from David Mack re: Missions Garden issue, review document and resolve course of action	0.60
	DAM Prepare for and attend Council Meeting	4.20
10/21/2020	DAM E-mail to and from David Mack re: Mission Gardens	0.20
10/22/2020	DAM E-mail from City Manager re: illegal grading	0.20
10/23/2020	DAM Telephone conference with City Manager	0.20
	DAM E-mail to and from City Manager and search for fee agreement	0.40
10/26/2020	DAM E-mail to and from City Manager and review files re: SCIP Funds	0.50
10/27/2020	DAM E-mail to and from City Clerk re: treasurer	0.20
	DAM Review multiple e-mail to and from City Manager and Cyrus Torabi and set appointment	0.30
	DAM E-mail to and from City Manager, legal research bond counsel and telephone conference with City Manager	1.00
10/28/2020	DAM Review and revise City Manager Update, legal research re: Covid requirements for Utility shut-offs	0.50



			<u>Hours</u>		
10/28/2020	DAM	Telephone conference with Cyrus Torabi	0.60		
	DAM	Legal research re: appointment of Treasurer, multiple e-mail to and from Deputy City Clerk	1.00		
10/29/2020	DAM	E-mail to and from Deputy City Clerk re: Treasurer replacement staff report	0.20		
	DAM	E-mail from staff re: 451 Old San Juan Road	0.20		
	DAM	Review Stn Construction Contract and e-mail to and from Deputy City Clerk	0.30		
	DAM	Review e-mail from Torabi, review Development Agreement and e-mail to City Manager	0.40		
10/30/2020	DAM	E-mail from Deputy City Clerk and review Agenda for special meeting	0.20		
	DAM	Review e-mail to and from C. Torabi	0.20		
				<u>Amount</u>	
For professional services rendered			15.50		\$0.00
Additional Charges :					
10/31/2020	Monthly Retainer Fee - November 2020			2,500.00	
Total additional charges				\$2,500.00	
Total amount of this bill				\$2,500.00	
Previous balance				\$2,500.00	
Accounts receivable transactions					
11/23/2020	Payment - thank you. Check No. 214194. Check No. 214194			(\$2,500.00)	
Total payments and adjustments				(\$2,500.00)	
Balance due				\$2,500.00	



# Wellington Law Offices

857 Cass Street, Suite D  
Monterey, California 93940  
(831) 373-8733

PSE 1/12/21  
OK to pay  
Jep

December 18, 2020

## CONFIDENTIALITY NOTICE

This is an attorney's invoice. It may contain confidential and/or privileged information. Do Not Disclose without first verifying confidentiality.

City of San Juan Bautista  
311 -2nd Street  
San Juan Bautista, CA 95045  
Attn: Trish Paetz

Invoice No. 25588

Re: General

602-11

### Professional services rendered for November 2020

		Hours
11/3/2020	DAM E-mail to and from Cyrus Torabi and review letter	0.20
	DAM E-mail to and from Cyrus Torabi	0.20
	DAM Review multiple e-mail to and from Cyrus Torabi and staff, bond counsel, etc.	0.30
	DAM E-mail to and from City Manager re: Freels conflict question	0.30
11/5/2020	DAM E-mail to City Manager and legal research re: indemnification agreement	0.50
	DAM Review e-mail from City Manager re: Parklet extensions	0.20 — 42
	DAM Legal research re: Fee Reimbursement Agreement and e-mail from City Manager	0.30
11/6/2020	DAM E-mail from City Manager re: survey	0.20
	DAM Review e-mail from City Engineer re: Third Street and legal research and e-mail to staff re: process for permanent structures	0.50 — 42
11/9/2020	DAM Multiple e-mail from City Manager and telephone conference, review law re: survey	0.60
11/10/2020	DAM E-mail to City Manager re: survey	0.20
	DAM Draft Staff Report for Treasurer Appointment and e-mail to and from City Manager and Deputy City Clerk	2.60
11/13/2020	DAM E-mail to Don re: development agreement	0.20
11/14/2020	DAM Review Packet and e-mail from staff re: Brown Act Violation	1.30
11/16/2020	DAM Multiple e-mail from staff re: Brown Act violation	0.20
	DAM Review E-mail to Thea Tryon and e-mail to Council	0.20
	DAM E-mail to and from Deputy City Clerk re: swearing in	0.30
11/17/2020	DAM E-mail to and from City Manager re: Coke issue and attend Council meeting	5.30 — coke
11/20/2020	DAM E-mail to and from City Manager re: negotiator for fine amount	0.30
	DAM E-mail to and from D. Mack re: 451 Old San Juan Hollister Road	0.30
11/24/2020	DAM Review Una Mas letter and e-mail to and from City Manager	0.30 — 42
	DAM E-mail to and from Deputy City Clerk re: Well 6 Ordinance	0.30



			<u>Hours</u>	
11/24/2020	DAM	E-mail to City Manager re: Una Mas and legal research	0.50	42
11/25/2020	DAM	E-mail from City Manager	0.10	
11/30/2020	DAM	E-mail to and from City Manager re: Loazya agreement	0.20	Loazya
	DAM	Multiple e-mail to and from Central Coast Board	0.40	
				<u>Amount</u>
For professional services rendered			16.00	\$0.00
Additional Charges :				
11/30/2020	Monthly Retainer Fee - December 2020			2,500.00
Total additional charges				\$2,500.00
Total amount of this bill				\$2,500.00
Previous balance				\$2,500.00
Accounts receivable transactions				
12/8/2020	Payment - thank you. Check No.214260			(\$2,500.00)
Total payments and adjustments				(\$2,500.00)
Balance due				\$2,500.00



# Wellington Law Offices

857 Cass Street, Suite D  
Monterey, California 93940  
(831) 373-8733

3/2/21 PSE  
OK to pay  
JHP

February 23, 2021

CONFIDENTIALITY NOTICE  
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City of San Juan Bautista  
311 -2nd Street  
San Juan Bautista, CA 95045  
Attn: Trish Paetz

Invoice No. 25664

Re: General

602-71 Agreement  
\$49,134.42 correct  
3/2/21 11 Monday 0.4  
Expense

## Professional services rendered for January 2021

		Hours
1/5/2021	DAM Multiple e-mail to and from staff re: PRA request, e-mail to Council and Staff regarding new Brown Act requirements	0.50
	DAM Multiple e-mail from council members	0.30
1/6/2021	DAM E-mail from Council Members	0.30
	DAM E-mail from Council Members re: PRA response	0.20
	DAM E-mail to and from M. Thorne	0.30
	DAM E-mail to Courtney Evans	0.30
	DAM E-mails from City Manager re: Water Board issues	0.60
	DAM E-mail to and from City Manager re: Una Mas	0.20
1/7/2021	DAM E-mail to and from City Manager re: Planning commission applications, PRA responses, M. Thorne , e-mail to M. Thorne	1.20
1/8/2021	DAM Review retention letter	0.20
	DAM E-mail to and from M. Thorne	0.30
	DAM Review documents produced by City for PRA Request	0.50
	DAM Collect, review and send documents to Courtney Evans	1.00
1/11/2021	DAM Review documents produced by City for Courtney Evans and e-mail to Evans, e-mail to Mayor and vice Mayor to remind	1.70
1/13/2021	DAM E-mail from David Mack re: 45 Washington	0.50
	DAM Telephone conference with City Manager and David Mack	1.00
1/15/2021	DAM Review e-mail from Deputy City Clerk and e-mail to	0.20
	DAM E-mail to and from City Manager re: Rancho Vista Bond issue	0.30
	DAM Review Packet	1.00
	DAM Telephone Conference with M. Thorne	1.10
1/18/2021	DAM E-mail from City Manager re: Una Mas (2)	0.20
1/19/2021	DAM E-mail to and from Mayor, review documents for PRA request and send to Courtney Evans, Telephone conference with Courtney Evans	0.90
	DAM Review e-mail from City Manager, C. Torabi, attend Council meeting	5.80



			<u>Hours</u>		
1/20/2021	DAM	E-mail to and from C. Torabi	0.20		
	DAM	E-mail from M. Thorme	0.20		
1/21/2021	DAM	Telephone conference with City Manager re: harassment issue and Meritage issue	0.30		
1/22/2021	DAM	E-mail from M. Thorme	0.20		
	DAM	Multiple e-mail from City Manager	0.40		
	DAM	E-mail to and from City Manager (3x)	0.50		
1/25/2021	DAM	E-mail from and to City Manager re: County ordinance enforcement	0.30		
1/26/2021	DAM	E-mail to and from David Mack re: 45 Washington	0.20		
	DAM	E-mail from City Manager and C. Torabi	0.20		
1/27/2021	DAM	E-mail from City Manager	0.20		
	DAM	Legal research and e-mail to David Mack re: 45 Washington	1.00		
	DAM	E-mail from City Manager re: Cannabis ordinance	0.20		
1/28/2021	DAM	E-mail from Rochelle re: conflict of interest question, legal research and response	0.50		
	DAM	E-mail to and from City Manager re: Midnight Express →	0.20		
	DAM	E-mail from City Manager re: Midnight Express →	0.20		
	DAM	Lengthy e-mail to City Manager re: issues with parkets and legal research and conflict of interest analysis 42	1.10		
1/29/2021	DAM	Review memorandum from M. Thorme	0.40		
1/30/2021	DAM	E-mail from Don and e-mail from Deputy City Clerk and review planning commission agenda and packet	0.50		
				<u>Amount</u>	
For professional services rendered			25.40		\$832.00
Additional Charges :					
1/31/2021	Monthly Retainer Fee - February 2021				2,500.00
Total additional charges					<u>\$2,500.00</u>
Total amount of this bill					<u>\$3,332.00</u>
Previous balance					\$5,616.00
Accounts receivable transactions					
2/23/2021	Payment - thank you. Check No. 214449				(\$5,616.00)
Total payments and adjustments					<u>(\$5,616.00)</u>
Balance due					<u>\$3,332.00</u>



Attorney Summary

Name

Hours

Deborah A. Mall

5.20



Building Fee  
Calculations  
 my copies

Fees										
Fee	Type	Description	Notes	Factor	History	Add Payment	Recalculate	Save Fee		
Building Permit Fee	Building			0		\$ 4,421.25		\$4,421.25	X	
Documentation Fee	Building	enter number pages	40+81	0		\$ 131.00		\$131.00	X	
Electrical Sub Permit	Building					\$ 884.25		\$884.25	X	
Engineering Plan Check Fee	Engineering Fee					\$300.00		\$0.00		
Green Fee	Misc/Other					\$ 30.00		\$30.00	X	
Mechanical Sub Permit	Building					\$ 795.83		\$795.83	X	
Plan Review Fee	Building					\$ 2,873.81		\$2,873.81	X	
Planning - Plan Check	Planning	Over 100,000 300.00				\$ 300.00		\$300.00	X	
Plumbing Sub Permit	Building					\$ 751.61		\$751.61	X	
Plumbing/Electrical/Mechanical Plan Review	Building					\$ 1,580.60		\$1,580.60	X	
SMIP Commercial	Building	SMIP Commercial				\$ 75.00		\$75.00	X	
Total						\$12,143.35		\$11,843.35	X	



# City of San Juan Bautista

## Building Plan Check & Permit Fees

<b><u>Building Permit</u></b>	<b><u>Fee</u></b>
Building Permit Fee (includes Inspection)	As permitted by the California Building Code - shown in table below
Electrical Sub-Permit	20% of building permit fee
Plumbing Sub-Permit	17% of building permit fee
Mechanical Sub-Permit	18% of building permit fee

<b><u>Plan Review</u></b>	<b><u>Fee</u></b>
Structural and Architectural Plan Review	65% of building fee
Plumbing/Electrical/Mechanical Plan Review	55% of structural/architectural plan review
Master Plan Verification Review (subdivisions)	75% of structural/architectural plan review <sup>2</sup>
Planning Division Plan Check	\$150
Over \$100,000 valuation	\$300
Engineering Division Plan Check <sup>3</sup>	\$100
Over \$300,000 valuation	\$300

<sup>3</sup>Includes Storm Water Review

### **Investigations**

As determined by Chief Building Official, not to exceed \$1,000

### **Fees Assessed By Other Agencies**

Actual cost incurred by the City

<b>Building Permit Fee Table</b>	
<b><u>Total Valuation</u></b>	<b><u>Fee</u></b>
\$1.00 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500 plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2001 to \$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$391.25 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000



\$100,001 to \$500,000

\$993.75 for the first \$100,000  
plus \$5.60 for each additional  
\$1,000, or fraction thereof, to  
and including \$500,000

\$500,001 to \$1,000,000

\$3,233.75 for the first \$500,000  
plus \$4.75 for each additional or  
fraction thereof, to and including  
\$1,000,000

\$1,000,001 and up

\$5,608.75 for the first \$1,000,000  
plus \$3.15 for each  
addition \$1,000 or fraction  
thereof

### **Established Fees**

### **Amount**

Minimum Permit fee	\$119
Kitchen Remodel/Alteration - Non Structural	\$630
Bathroom Remodel/Alteration - Non Structural	\$440
Powder Room Remodel/Alteration	\$330
Residential Window Replacement Permit	\$109 each (1-2 windows), \$225 (3-13 windows), \$325 (14-26 windows), \$430 (27 windows or more)
Residential Patio Door Replacement Permit	\$119 each (2 or less) \$180 (3 or more)
Residential Home Demolition Permit	\$480
Pool and/or Spa Remodel	\$520
Pool Demolition Permit	\$295
Detached Storage Shed - with no trades (not to exceed 250 square feet)	\$350
Standard Residential Re-roof Permit	\$295
Furnace and A/C Replacement Permit	\$186
Water Heater, Furnace, A/C Replacement	\$119 each
Photovoltaic Residential	\$320
Photovoltaic Non-Residential 1/3 of 1% of total valuation	\$475.00 minimum

### **Administrative Fees that apply to all permits**

### **Amount**

Strong Motion Instrumentation Program	
Residential	0.01% of valuation (minimum \$0.50)
Commercial	0.021% of valuation (minimum \$0.50)
California Building Standards Fee	\$1 per \$25,000 of total valuation
Documentation Fee	\$10 plus \$1 per page

### **Additional Fees that May Apply**

### **Amount**

Inspections outside of normal business hours	\$167 per hour <sup>1</sup> (4 hour minimum)
Reinspection Fees	\$119 minimum <sup>1</sup>
Inspections for which no fee is specifically indicated	\$119 minimum <sup>1</sup>
Additional plan review required by changes, additions or revisions to plans	\$141 per hour <sup>1</sup>
Permit Reactivation	\$119 (minimum fee) <sup>2</sup>



- Request for Duplicate Plans \$60 plus cost of copies
- Temporary Certificate of Occupancy \$250 (commercial/industrial only)

*<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.*

*<sup>2</sup>Only applies to eligible permits as determined by the Chief Building Official.*



# CITY OF SAN JUAN BAUTISTA PLANNING APPLICATION FEES

Adopted April 16, 2019  
City Council Resolution 2019-17

## Planning Application Fees

Conditional Use Permit (Major/Minor)	\$1,575/\$787.50
Conditional Use Permit (Amendment)	\$603.75
Site Plan and Design Review – Major	\$1,575
Site Plan and Design Review – Minor	\$603.75
Variance	\$1,575
Signs Permit – Banners and Flags	\$52.50
Sign Permit (New)	\$157.50
Sign Permit (Relocating/Changing existing)	\$52.50
Sign Program (Master sign)	\$525
Sign Permit – Portable Freestanding	\$105
Historic Design Review (Major)	\$1,575
Historic Design Review (Minor)	\$262.50
Informal Review (Planning-HRB)	\$0
Planned Unit Development Permit/Amendment	\$5,250
Tentative Map Major 5 lots or more	\$5,250
Tentative Map Minor 4 lots or less	\$2,625
Final Map	\$525
Lot Line Adjustment	\$525
Annexation	\$5,250
Pre-zoning	\$3,675
Rezoning	\$3,675
General Plan Amendment	\$3,675
Home Occupancy Permit/Appeal	\$367.50/50%
Misc. Permit Amendments & Time Extension	30% of Application
Specific Plan	\$5,250
Appeal to City Council	\$525
Tree Removal Permit	\$25 per Tree
Lighting Plan - Major	\$525
Lighting Plan - Minor	\$262.50
Urban Growth Boundary	\$5,250



**Environmental Review Fees**

Initial Study	Consultant Cost + DF&W Fee
Environmental Impact Report	Consultant Cost + DF&W Fee
Notice of Exemption	\$262.50
Notice of Determination – County Clerk Fee	\$52.50

**Staff / Consultant Rates**

City Manager	\$175/Hour
City Attorney	\$200/Hour
City Engineer	\$150/Hour
City Planner/Building Inspector/Code Enforcement	\$150/Hour
City Clerical	\$40/Hour
Public Works	\$40/Hour
Consultants/Others	Consultant Costs + 15%

**Miscellaneous Charges**

Copies - 8 x 11 and Color	\$0.30/\$1.00 /Page
Copies - 11 x 17 and Color	\$0.50/\$2.00 /Page
City Maps/Blueprints	Actual Cost + 15%
Postage	Actual Cost + 15%
Copy of General Plan/IS-MND/IS-ND	Actual Cost + 15%
Other	To be Determined by City Manager + 15%



City of San Juan Bautista  
Master Fee Schedule- Building

Building Permit Valuation Table Cont:

Average Cost per Square foot by Occupancy & Type

Occupancy & Type								
<b>PRIVATE GARAGES:</b>	New	Remodel	<b>SCHOOLS:</b>	New	Remodel	<b>Warehouses<sup>1</sup></b>	New	Remodel
Wood Frame	\$122.46	\$35.04	Type I or II F.R	228.29	136.84	Type I or II F.R	101.42	66.14
Masonry	\$56.24	\$35.37	Type II: 1-Hour	155.82	108.08	Type II or V- 1 Hr	60.14	39.64
Open Carports	\$34.10	\$23.21	Type III: 1-Hour	166.7	108.09	Type II or V-N	56.45	38.59
<b>PUBLIC BUILDINGS:</b>			Type III: N	160.34	94.65	Type III: 1-Hour	68.15	39.62
Type I or II F.R <sup>1</sup>	\$253.32	\$134.63	Type V: 1-Hour	156.26	104.14	Type III: N	64.89	36.94
Type II: 1-Hour	\$205.30	\$102.67	Type V: N	149.07	92.35	<b>Air Conditioning:</b>		
Type II: N	\$196.28	\$98.97	<b>SERVICE STATIONS:</b>			Commercial	8.62	
Type III: 1-Hour	\$213.10	\$105.47	Type II: N	137.95	69.31	Residential	7.18	
Type III: N	\$205.69	\$98.53	Type III: 1-Hour	143.93	72.58	<b>Misc.</b>		
Type V: 1-Hour	\$195.03	\$102.28	Type V: 1-Hour	122.56	69.2	Deck/Covrd Porch	44.25	
Type V: N	\$188.07	\$95.09	Canopies	57.49	38.24	Retaining Wall:		
<b>PUBLIC GARAGES:</b>			<b>STORES:</b>			Less than 4'	76.19	
Type I or II F.R <sup>1</sup>	\$100.37	\$57.32	Type I or II F.R <sup>1</sup>	\$169.17	\$91.91	4' or greater	142.84	
Type I or II open p	\$75.34	\$53.43	Type II: 1-Hour	\$103.46	\$79.67	Balcony	53.1	
Type II: N	\$57.49	\$50.87	Type II: N	\$101.21	\$77.70	Trellis/Arbor	26.54	
Type III: 1-Hour	\$75.95	\$54.79	Type III: 1-Hour	\$125.85	\$79.26	Sprinklers	5.33	
Type III: N	\$67.54	\$51.16	Type III: N	\$118.05	\$92.06			
Type V: 1-Hour	\$69.18	\$54.12	Type V: 1-Hour	\$105.95	\$78.21			
<b>RESTAURANTS:</b>			Type V: N	\$97.92	\$75.84			
Type III: 1-Hour	\$199.97	\$138.85	<b>THEATERS:</b>					
Type III: N	\$183.13	\$134.37	Type I or II F.R	\$225.42	\$122.16			
Type V: 1-Hour	\$183.13	\$136.82	Type III: 1-Hour	\$164.24	\$96.36			
Type V: N	\$175.93	\$132.01	Type III: N	\$156.43	\$89.24			
			Type V: 1-Hour	\$154.58	\$94.48			
			Type V: N	\$146.18	\$80.05			

1 Add .05% to total cost for each story over three

2. Deduct 20% for shell-only permits



# Payments to The City of San Juan Bautista

smartsheet

	Reason For Payment	Date	Check #	Amount
1	Building Permit Deposit	11/8/2017	Check #1250	\$1,130.00
2	Building Permit Deposit	11/8/2017	Check #1131	\$1,000.00
3	Fault Inv. Review	11/13/2017	Check # 1134	\$10,118.50
4	Electric. Bldg Permit	6/29/18	credit card	\$120.50
5	Temporary CUP	6/14/19	Check # 1649	\$500.00
6	Building Permit	9/20/2019	Cashier CK XXX379	\$3,000.00
7	Building Permit	9/20/19	Cashier CK XXX845	\$8,868.25
8	Grading Permit #74	6/29/20	Credit Card Deposit	\$300.00
9	Grading Permit #74	07/01/20	Money Order XXX864	\$1,000.00
10	Grading Permit #74	07/01/20	Money Order XXX875	\$1,000.00
11	Grading Permit #74	07/1/20	Money Order XXX886	\$200.00
12	Deposit City Engineer	10/22/20	Money Order XXX730	\$1,000.00
13	Deposit City Engineer	10/22/20	Money Order XXX741	\$1,000.00
14	Grading Permit	03/01/21	Check #2164	\$1,242.00
15	Cannabis App. Fee	06/16/21	Check# 2184	\$6,818.00
16	Payment	07/12/22	Check #2964	\$10,000.00
17	Payment	08/23/22	Check # 2977	\$2,900.00
18	Development App Fee	10/12/22	Check# 2990	\$1,575.00
19	CEQA Review	10/12/22	Check # 2991	\$5,300.00
20				
21	Total Payments			\$57,072.25





Online Bankin

Midnight Express Trans Inc: Account Activity Transaction Details

Check number: 00000001130

Post date: 12/13/2017

Amount: -1,250.00

Type: Check

Description: Check

Merchant name: Check

Transaction category: Cash, Checks & Misc: Checks

MIDNIGHT EXPRESS TRANSPORTATION INC  
PO BOX 1712  
HOLLISTER, CA 95024-1712

DATE 11/8/17

1130

11-25/18 CA 95732

PAY TO THE ORDER OF City of San Juan Bautista

twelve hundred fifty and 00/100 \$ 1,250.00

Bank of America

FOR San Juan Permit

Maria Orozco

0001130 121000358 325084252520

17121302313001001233



FAULT

7/31/18, 3:39



Investigation

Online Bankin

Midnight Express Trans Inc: Account Activity Transaction Details

Check number: 00000001131

Post date: 12/13/2017

Amount: -1,000.00

Type: Check

Description: Check

Merchant name: Check

Transaction category: Cash, Checks & Misc: Checks

MIDNIGHT EXPRESS TRANSPORTATION INC  
PO BOX 1712  
HOLLISTER, CA 95024-1712

DATE 11/8/17

PAY TO THE ORDER OF City of San Juan Bautista

One Thousand and 00/100 \$1,000.00

Bank of America

FOR San Juan Permit

Maria Ochoa

1131

11-201710 CA 00122

0001131 121000358 325084252520

17121203313001001322



# City of San Juan Bautista

No. 28113

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

Telephone  
(831) 623-4661

AMOUNT \$ 10,118.<sup>50</sup> DATE 11/13/2017

RECEIVED FROM Midnight Express

Ten Thousand one hundred DOLLARS  
sixteen and 50¢

FOR invoice # 16278, 16425  
and 16460

OK# 1134

Command



Bank of America

Fault Investigation  
Review by  
city

Online Banking

Midnight Express Trans Inc: Account Activity Transaction Details

Check number: 00000001134

Post date: 11/14/2017

Amount: -10,118.50

Type: Check

Description: Check

Merchant name: Check

Transaction category: Cash, Checks &amp; Misc: Checks

MIDNIGHT EXPRESS TRANSPORTATION INC PO BOX 1712 HOLLISTER, CA 95024-1712		1134
DATE 11/13/17		11-13/2018 CA 95024
PAY TO THE ORDER OF	City of San Juan Bautista	\$ 10,118.50
Ten thousand One hundred Eighteen and 54/100 DOLLARS		
Bank of America		
FOR San Juan Project		Howie Dwyer
⑈001134⑈ ⑆121000358⑆ 325084252520⑈		

47111403313001001474

CREDITED TO THE ACCOUNT OF  
WITHIN NAMED PAYEE(S)  
MUFG Union Bank, N.A.





## Building Permit

Job Site Address: Permit #: 2018095

APN#: 002-550-008

Work Description: Main Service Panel Upgrade - 200AMP Panel

**Owner**

**Address**

**Phone**

Maria Orozco

002-550-008

831 207-7765

**Applicant**

**Address**

**Phone**

Maria Orozco

381 Howard Ct.

831-207-7765

**Contractor**

**Address**

**Phone**

Owner/Builder

### Licensed Contractor Declaration

I hereby affirm under penalty of perjury that I am licensed under provisions of chapter 9 (commencing with Section 7000) of Division 3 of the Business and Profession Code, and my license is in full force effect.

### Worker's Compensation Declaration

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN THE SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty

I certify that the permit valuation is for five hundred Dollars (\$500.00) or less, and therefore exempt from worker's compensation as provided for by Section 7048 of the Business and Professions Code.

I certify that the permit valuation is for five hundred Dollars (\$500.00) or less, and therefore exempt from worker's compensation as provided for by Section 7048 of the Business and Professions Code.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

### Project Valuation:

2500

### Permit Fees

Total Fee: 120.50

Total Paid: 120.50

Balance Due: 0.00

### Construction Lending Agency

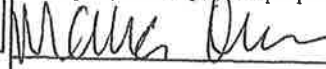
I hereby affirm under penalty of perjury that there is a construction lending agency for performance of the work for which this permit is issued (Section 8172, Civil Code).

Lender's Name \_\_\_\_\_

Lender's Address \_\_\_\_\_

### Authorization of Entry

I certify that I have read this application and state the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize a representative to the City enter upon the above-mentioned property for inspection purposes.

  
Signature of Applicant or Agent





**Receipt for City of San Juan Bautista**

**Maria Orozco**

Customer ID:: 2018095

381 Howard Ct.

HOLLISTER, CA 95023

Phone: 8316370792

Email: cynthia@midnightexpress.com

Comment:

**Building Permit**

Permit Number: 2018095

Payment Status: ~~Approved~~

Payment Result: Approved

Payment Date: 06/29/2018 12:00:00

Authorization Code: 155294

Reference Code: C13001704P13033692

Payment Amount: \$120.50

Fee: \$3.00

Name on Card: Maria C. Orozco

On card: 4...9350



# Inspection Record

Building	Date	Inspector	Electrical	Date	Inspector	Grading	Date	Inspector
Piers			Service			Rgh. Grading		
Forms			Subpanel			Final Grading		
Grade Beam			Temp. Pole	7/17/18		Erosion Control		
Slab			Rgh. Electric			Stormwater		
Hold Downs			UFER Ground			<b>Fireplace</b>		
Block Wall			Motor Release	7/17/18		Footings		
Underfloor			<b>Mechanical</b>			Damper		
Underfloor ins.			Furnace			Gas		
Shear Int.			A/C			Spark Arrestor		
Shear Ext.			Ducts			Reinforcement		
Roof/Deck Nail			Fire Damper			<b>Pool/Spa</b>		
Roof Truss			Comm. Hood			Pregunite		
Floor Truss			Rgh. Mechanical			Predeck		
Frame			Exhaust			Preplaster		
Fire Protection						Fnce/Latch/Alarm		
Retaining Wall			<b>Plumbing</b>			Pool Electrical		
Siding			Water Heater			Pool Plumbing		
Flashing			Rgh. Plumbing			Pool Gast test		
Ceiling Insul.			Gas Test			Pool Demo		
Frame Insul			Underground					
Ext. Lath			U. Gas Test			<b>Final</b>		
Roof Tear Off						Engineering		
Susp. Ceiling			<b>Shower/Tub</b>			Fire		
Rated Assemb			Int. Lath			Health		
Drywall			Tile Backer			Planning		
Info/Misc			Pan			Building		

## Owner Building Declaration

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☒ I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.). Completion of the contractor's information above is required.

☐ I am exempt from licensure under the Contractors' State License Law for the following reason: By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner/builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions

## Contractor, Owner or Authorized Agent's Signature

I hereby affirm under penalty of perjury that each of the above declarations are true.

Name: Maria Drozco

Signature: Maria Drozco

Check One:

☐ Contractor

☒ Owner

☐ Agent

Date: 6/29/18



# City of San Juan Bautista

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

030520

Telephone

(831) 623-4661

AMOUNT \$ 500.00 DATE 6/14/2019

RECEIVED FROM Midnight express

five hundred DOLLARS

FOR Temporary use Permit

CK#1659

A handwritten signature in black ink, appearing to be 'Carmen' followed by a stylized flourish.









## Building Permit

**Job Site Address:** 451 Old San Juan Hollister Road **Permit #:** 2018125  
**APN#:** 0025500080  
**Work Description:** New Warehouse, Shipping Services 5250 SF

### Owner

**Cynthia Orozco** **Address** 996 SAN BENITO ST **Phone** 831-207-7765

### Applicant

**Reid Lerner Architects** **Address** 7680 Monterey Street #105 **Phone** 408-842-9942

### Contractor

**CENTRAL COAST AGRI-BUILDINGS** **Address** P O BOX 1402 **Phone** 8331-637-7493

### Licensed Contractor Declaration

I hereby affirm under penalty of perjury that I am licensed under provisions of chapter 9 (commencing with Section 7000) of Division 3 of the Business and Profession Code, and my license is in full force effect.

### Worker's Compensation Declaration

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN THE SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty

☐ I certify that the permit valuation is for five hundred Dollars (\$500.00) or less, and therefore exempt from worker's compensation as provided for by Section 7048 of the Business and Professions Code.

☐ I certify that the permit valuation is for five hundred Dollars (\$500.00) or less, and therefore exempt from worker's compensation as provided for by Section 7048 of the Business and Professions Code.

☒ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

**Carrier Name:** STATE COMPENSATION INSURANCE FUND **Policy Number:** 1765829

**Expiration Date:** 01/01/2020

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

### Project Valuation:

750000

### Permit Fees

**Total Fee:** 12,143.35

**Total Paid:** 300.00

**Balance Due:** 11,843.35

### Construction Lending Agency

I hereby affirm under penalty of perjury that there is a construction lending agency for performance of the work for which this permit is issued (Section 8172, Civil Code).

**Lender's Name** \_\_\_\_\_

**Lender's Address** \_\_\_\_\_

### Authorization of Entry

I certify that I have read this application and state the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize a representative to the City enter upon the above-mentioned property for inspection purposes.

*Maria Lina*  
Signature of Applicant or Agent



Building			Inspection Record					
Piers	Date	Inspector	Electrical	Date	Inspector	Grading	Date	Inspector
Forms			Service			Rgh. Grading		
Grade Beam			Subpanel			Final Grading		
Slab			Temp. Pole			Erosion Control		
Hold Downs			Rgh. Electric			Stormwater		
Block Wall			UFER Ground			Fireplace		
Underfloor						Footings		
Underfloor ins.			<b>Mechanical</b>			Damper		
Shear Int.			Furnace			Gas		
Shear Ext.			A/C			Spark Arrestor		
Roof/Deck Nail			Ducts			Reinforcement		
Roof Truss			Fire Damper			<b>Pool/Spa</b>		
Floor Truss			Comm. Hood			Pregunite		
Frame			Rgh. Mechanical			Predeck		
Fire Protection			Exhaust			Preplaster		
Retaining Wall						Fence/Latch/Alarm		
Siding			<b>Plumbing</b>			Pool Electrical		
Flashing			Water Heater			Pool Plumbing		
Ceiling Insul.			Rgh. Plumbing			Pool Gast test		
Frame Insul			Gas Test			Pool Demo		
Ext. Lath			Underground					
Roof Tear Off			U. Gas Test			<b>Final</b>		
Susp. Ceiling						Engineering		
Rated Assemb			<b>Shower/Tub</b>			Fire		
Drywall			Int. Lath			Health		
Info/Misc			Tile Backer			Planning		
			Pan			Building		

### Owner Building Declaration

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

☐ I, as owner of the property, or my employees with wages as their sole compensation, will do all of or portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.).

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.). Completion of the contractor's information above is required.

☐ I am exempt from licensure under the Contractors' State License Law for the following reason: By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner/builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions

### Contractor, Owner or Authorized Agent's Signature

I hereby affirm under penalty of perjury that each of the above declarations are true.

Name: Maria Orusco

Signature: Maria Orusco

Check One: ☐ Contractor ☒ Owner ☐ Agent

Date: 9/10/19



prior to replacement. This check should be negotiated within 90 days.

NORTH SALINAS

0011 0000526 0195

Void After 90 Days

91-170/1221

NAZ

No. 1094016379

Date 09/20/19 04:41:12 PM

Pay



\*\*Three Thousand and 00/100 Dollars\*\*

To The  
Order Of CITY OF SAN JUAN BAUTISTA

**\*\*\$3,000.00\*\***

Remitter (Purchased By): MIDNIGHT EXPRESS TRANSPORTATION INC

Bank of America, N.A.  
PHOENIX, AZ

Not-Negotiable  
Customer Copy  
Retain for your Records

457002931717

Notice to Purchaser - In the event that this check is lost, misplaced or stolen, a sworn statement and 90-day waiting period will be required prior to replacement. This check should be negotiated within 90 days.

SALINAS

0010 0000072 0200

Cashier's Check - Customer Copy

Void After 90 Days

91-170/1221

NAZ

No. 0911722845

Date 09/20/19 03:46:53 PM

Pay



\*\*Eight Thousand Eight Hundred Sixty Eight and 25/100 Dollars\*\*

To The  
Order Of THE CITY OF SAN JUAN BAUTISTA

**\*\*\$8,868.25\*\***

Remitter (Purchased By): MIDNIGHT EXPRESS TRANSPORTATION

Bank of America, N.A.  
PHOENIX, AZ

Not-Negotiable  
Customer Copy  
Retain for your Records

457002931717



Building Permit

City of San Juan Bautista

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

030285

Telephone

(831) 623-4661

AMOUNT \$ 11,843.35 DATE 9/6/2019

RECEIVED FROM Midnight Express Transp.

Eleven Thousand Eight Hundred  
Forty-Three and 35/100 — DOLLARS

FOR Permit # 2018125

ck #1714

J





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

## ENCROACHMENT PERMIT

Permit No:	74
Permit Type:	GRADING ONLY
Issue Date:	June 29, 2020

### SEC I: PROJECT INFORMATION

Project Address	451 Old San Juan Hollister Road	Assessor Parcel No.	002-550-008
Project Description	Grading Permit – 30,000 cu yards Prepare pad elevation for future <del>warehouse</del> <i>me</i>		

### SEC II: PERMITTEE INFORMATION

Permittee Type	<input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company <input type="checkbox"/> Authorized Agent for <input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company <input checked="" type="checkbox"/> Owner		
Name: Maria C Orozco	Phone: 831-207-7765	Email: cynthia@midnightexpresscompany.co	
License No: NA	License Class: N/A		
Address: 381 Howard Ct, PO Box 1712 Hollister, CA 95024			

### SEC III: GENERAL PERMIT CONDITIONS

- 1) **Authority:** Each Encroachment Permit is issued in accordance with the City of San Juan Bautista's Municipal Code.
- 2) **Revocation:** These General Provisions, and any Encroachment Permit issued hereunder, are revocable or subject to modification or abrogation at any time, without prejudice, however, to prior rights, including those evidenced by joint use agreements, franchise rights, reserved rights, or any other agreements for operating purposes in the public right-of-way.
- 3) **Responsible Party:** No party other than the named permittee or their agent is authorized to work under any permit.
- 4) **Acceptance of Provisions:** It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
- 5) **Notice Prior to Starting Work:** Before starting work under the Encroachment Permit, the permittee shall notify the designated City representative two (2) working days prior to initial start of work. When work has been interrupted for more than five (5) working days, an additional 24-hour notification is required before restarting work unless a pre-arranged agreement has been made with the City's representative. Unless otherwise specified, all work shall be performed on weekdays and during the normal working hours of the City Inspector (8AM- 5PM).
- 6) **Standards of Construction:** All work performed within the public right-of-way shall conform to recognized standards of construction and the current City of San Juan Bautista Engineering Standards, Standard Specifications, City Policies and CALTRANS Manual of Traffic Controls (for Construction and Maintenance Work Zones).
- 7) **Inspection and Approval by the City:** All work shall be subject to monitoring, inspection, and approval by the City. The inspector must receive all inspection requests at least 24 hours prior to inspection. The permittee shall request a final inspection and acceptance of the work.
- 8) **Keep Permit on the Work Site:** The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer on demand. Work shall be suspended if permit is not at job site as provided.
- 9) **Conflicting Permits:** If a prior encroachment conflicts with the proposed work, the new permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at no expense to the City.
- 10) **Permits From Other Agencies:** The party or parties to whom a permit is issued shall, whenever required by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, OSHA, or any other public agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate this City permit.
- 11) **Provisions for Pedestrians:** Where facilities exist, a minimum sidewalk and bike path width of four feet (4') shall be maintained at all times for safe passage through the work area. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street.
- 12) **Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of CALTRANS' Manual of Traffic Controls. Traffic control for day or nighttime lane closures shall comply with Caltrans Standard Plans for Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different than the duty or standard of care imposed by law.
- 13) **Minimum Interference with Traffic:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. The permittee is authorized to place properly attired flagger(s) to stop and warn conventional highway traffic. Traffic shall not be unreasonably delayed. Flagging procedures shall comply with CALTRANS' Manual of Traffic Controls for Construction and Maintenance Work Zones.
- 14) **Storage of Equipment and Materials:** The permittee shall delineate/cone off any obstacle, material stored, or equipment parked adjacent to the lane, to the satisfaction of the City Engineer. Utilities are subject to the provisions of Section 22512 of the California Vehicle Code (CVC).
- 15) **Care of Drainage:** If the work contemplated in any Encroachment Permit shall interfere with the established drainage, ample provisions shall be made by the permittee to provide for it as may be directed by the City Engineer.
- 16) **Making Repairs:** In every case, the permittee shall be responsible for restoring to its former condition as nearly as may be possible any portion of the public right-of-way facilities that have been excavated or otherwise disturbed by permittee. The permittee shall maintain, for one year, all portions of the public right-of-way disturbed and/or placed under any permit. If the highway is not restored as herein provided for, or if the City elects to make repairs, permittee agrees to bear the cost thereof.
- 17) **Elevation Reference Marks:** The permittee is responsible for locating and identifying all City benchmarks (elevation reference marks) that might be damaged or disturbed prior to the start of any work authorized under this permit. If the permittee damages or disturbs any benchmark, the permittee shall have the benchmark replaced by a registered civil engineer or land surveyor and all supporting documentation shall be submitted to the Director of Public Works for review and approval prior to the final inspection.
- 18) **Clean Up Right-of-Way:** Upon completion of the work, all brush, timber, scraps, material, etc. shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.



- 19) Cost of Work:** Unless otherwise stated on the permit or other separate written agreement, all costs incurred for work within the public right-of-way pursuant to this Encroachment Permit shall be borne by the permittee, and permittee hereby waives all claims for indemnification or contribution from the City for such work.
- 20) Submit Plan:** For installation of all underground facilities, and all surface work or other activity of consequence, the permittee shall furnish three (3) sets of plans showing location and construction or other activity. For underground facilities, the permittee shall submit a complete set of "record drawings", prepared by a registered civil engineer, for review and approval prior to placing said facilities into operation.
- 21) Bonding:** This permit shall not be effective for any purpose unless, and until the permittee files with the City a surety bond when required by the City's Engineer in the form and amount required by the City's Municipal Code. A bond is not ordinarily required of any public corporation or publicly or privately-owned utility but will be required of any utility that fails to meet any obligation arising out of the work permitted or done under an Encroachment Permit or fails to maintain its plant, work, or facilities. The said bond shall remain in force for a period of one (1) year after acceptance of the work by the City.
- 22) Maintenance of the Public Right-of-Way:** The permittee agrees, by acceptance of a permit, to properly maintain any encroachment. This will require inspection and repair of any damage to any facilities within the public right-of-way resulting from the encroachment. Said maintenance and repair responsibility shall run for the life of the encroachment.
- 23) Responsibility for Damage:** The City of San Juan Bautista and all officers and employees thereof, including but not limited to the Director of Public Works and the Capital Projects Engineer, shall not be answerable or accountable in any manner, for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or damage to property arising out of work or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity, or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit. The permittee shall indemnify and save harmless the City of San Juan Bautista and all officers and employees thereof, including but not limited to the Director of Public Works and the Capital Projects Engineer, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit, except as otherwise provided by statute. The duty of the permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the City, its officers or employees. It is the intent of the parties that the permittee will indemnify and hold harmless the City, its officers and employees from any and all claims, suits or actions as set forth above regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, or persons acting in behalf of the permittee; provided, however, that permittee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole active negligence or willful misconduct of the City, its agents, officers or employees.
- 24) No Precedent Established:** This permit is issued with the understanding that any particular action is not to be considered as establishing any precedent: (1) on the question of the expediency of permitting any certain kind of encroachment to be erected within the public right-of-way; or (2) as to any utility of the acceptability of any such permits as to any other or future situation.
- 25) Archaeological:** The permittee shall cease work in the vicinity of any archaeological resources that are revealed. The Capital Projects Engineer shall be notified immediately. A qualified archaeologist, retained by the permittee, will evaluate the situation, and make recommendations to the Capital Projects Engineer concerning the continuation of the work.
- 26) Future Moving of Installations:** Permittee understands and agrees that whenever permitted facilities conflict with future City improvements and projects, new construction, reconstruction or maintenance work in the public right-of-way, said facilities shall be relocated, removed, modified or adjusted at permittee's sole expense.

#### SEC IV: SPECIAL PERMIT CONDITIONS

*I have read and understand the requirements above and agree to be bound by them.*

<i>Maria Orozco</i>	<i>MARIA OROZCO</i>	<i>7/1/20</i>
SIGNATURE OF PERMITEE	PRINT NAME	DATE

#### INSPECTION RECORD

Call (831) 623-4661 for inspection 24 hours in advance

Inspection Type	Date Approved	Inspector's Signature
Final		

*For Duke Belzok by M. Mandel*  
City Engineer Approval Signature

*6/29/2020*  
Date Approved



City of  
San Juan Bautista  
Building Department

## APPLICATION FOR GRADING PERMIT

311 Second Street  
P.O. Box 1420  
San Juan Bautista, Ca.

Application Date: 6/5/20

Grading Permit No. \_\_\_\_\_

Applicant: Maria C. Orozco Address: 451 Old San Juan City: San Juan Zip: 95045  
Hollister Rd Bautista

A.P.N. 002-550-008 Subdivision: \_\_\_\_\_ Lots or Phase: \_\_\_\_\_

Project: Raising property elevation preparing also for building  
Description of Work: Bringing in dirt to raise property elevation

Contractor: Self

Address: 381 Howard Ct Telephone: 831 207-7765 Mobile: 831 207-7765

Hollister CA  
e-mail address: Cynthia@midnightexpress Mailing Address: P.O. Box 1712  
company Hollister CA 95024

### Amount Material in Cubic Yards

Lot/Phase: FILL: 30,000 yards CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Lot/Phase: FILL: \_\_\_\_\_ CUT: \_\_\_\_\_

Grading permit fees: Plan Review Fee: \$ \_\_\_\_\_ Grading Inspection Fee: \$ \_\_\_\_\_

Maria Orozco  
APPLICANT SIGNATURE

6/5/20  
DATE

\_\_\_\_\_  
REVIEWED BY

City Engineer

Planning

Public Works

Fire Dept.



# City of San Juan Bautista

031092

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

Telephone

(831) 623-4661

AMOUNT \$ 2,200- DATE 7-1-2020

RECEIVED FROM Midnight Express

Two Thousand Two Hundred DOLLARS

FOR Brading Permit # 74

MO# 2664 555 2864

# 2664 555 2875

# 2664 555 2886

Chen S





## CUSTOMER'S RECEIPT

SEE BACK OF THIS RECEIPT  
FOR IMPORTANT CLAIM  
INFORMATION

**NOT  
NEGOTIABLE**

Pay to

Address

*Grading Permit  
San Juan Bautista*

KEEP THIS  
RECEIPT FOR  
YOUR RECORDS

Serial Number  
**26645552864**

Year, Month, Day 2020-06-30 Post Office 950230 Amount \$1,000.00 Clerk 10



## CUSTOMER'S RECEIPT

SEE BACK OF THIS RECEIPT  
FOR IMPORTANT CLAIM  
INFORMATION

**NOT  
NEGOTIABLE**

Pay to

Address

*San Juan Bautista  
Grading Permit*

KEEP THIS  
RECEIPT FOR  
YOUR RECORDS

Serial Number  
**26645552875**

Year, Month, Day 2020-06-30 Post Office 950230 Amount \$1,000.00 Clerk 10



## CUSTOMER'S RECEIPT

SEE BACK OF THIS RECEIPT  
FOR IMPORTANT CLAIM  
INFORMATION

**NOT  
NEGOTIABLE**

Pay to

Address

*San Juan Bautista  
Grading permit*

KEEP THIS  
RECEIPT FOR  
YOUR RECORDS

Serial Number  
**26645552886**

Year, Month, Day 2020-06-30 Post Office 950230 Amount \$200.00 Clerk 10



# City of San Juan Bautista

# INVOICE

**Building & Planning Division**  
311 Second Street

DATE: 06/29/20

San Juan Bautista, CA 95045  
Phone 831.623-4661 Ext 11

**Permit #**      **Grading Permit #74**  
**FOR:**          Grading Permit

**Bill To:**

Cynthia Orozco  
451 Old San Juan Hollister Road  
San Juan Bautista, CA 95045

**Project:**

**Midnight Express Grading Permit**  
**451 Old San Juan Hollister Road**

DESCRIPTION	AMOUNT
Deposit/Cost Recover Account	\$2,500.00
Plan Check Deposit Collected At Permit Application	(\$300.00)
TOTAL	\$2,200.00

Due Date: Upon Receipt

Payment options:

1. Make all checks payable to: **City of San Juan Bautista.**

Mail to: City of San Juan Bautista, PO Box 1420, San Juan Bautista, CA 95045

Please make sure to reference your permit # on your check to ensure proper allocation of funds.

2. Credit Cards payments may be called into 831.623.4661 ext 10

Credit Cards accepted: Visa and Master Card All credit card transaction will be subject to a 2% service surcharge

If you have any questions concerning this invoice, contact Minnie Arredondo at 831.623.4661 Ext 11 or email at: [building@san-juan-bautista.ca.us](mailto:building@san-juan-bautista.ca.us)

**THANK YOU FOR YOUR BUSINESS!**



UNITED STATES POSTAL SERVICE®		POSTAL MONEY ORDER	
Serial Number	Year, Month, Day	Post Office	U.S. Dollars and Cents
26645561730	2020-10-22	950230	\$1000.00
Amount		One Thousand Dollars and 00/100 *****	
Pay to	City of San Juan Bautista		Clerk 05
Address	311 2nd St	From	Kulta Farms rd
	San Juan Bautista	Address	451 Old San Juan Hollister
Memo	engineering deposit San Juan Bautista - CA		
© 2008 United States Postal Service. All Rights Reserved.		SEE REVERSE WARNING - NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS	
⑈00000800⑈		26645561730⑈	

Received 10/22/2020  
City of San Juan Bautista JSP

UNITED STATES POSTAL SERVICE®		POSTAL MONEY ORDER	
Serial Number	Year, Month, Day	Post Office	U.S. Dollars and Cents
26645561741	2020-10-22	950230	\$1000.00
Amount		One Thousand Dollars and 00/100 *****	
Pay to	City of San Juan Bautista		Clerk 05
Address	311 2nd St	From	Kulta Farms rd
	San Juan Bautista	Address	451 Old San Juan Hollister
Memo	Engineering deposit San Juan Bautista -		
© 2008 United States Postal Service. All Rights Reserved.		SEE REVERSE WARNING - NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS	
⑈00000800⑈		26645561741⑈	

Received 10/22/2020  
City of San Juan Bautista JSP



# COPY



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

## ENCROACHMENT PERMIT

Permit No:	109
Permit Type:	GRADING -
Issue Date:	03/01/2021

### SEC I: PROJECT INFORMATION

Project Address	451 OLD SAN JUAN HOLLISTER ROAD	Assessor Parcel No.	0025500080
Project Description	FLOOD PLAIN MGMT - GRADING PERMIT		

### SEC II: PERMITTEE INFORMATION

Permittee Type	<input type="checkbox"/> Contractor <input type="checkbox"/> Utility Company <input type="checkbox"/> Authorized Agent for <u>Contractor</u> <u>Utility Company</u>		
Name: CYNTHIA OROZCO	Phone: 831-207-7765	Email:	cynthia@midnightexpresscompanycom
License No: NA	License Class: N/A		
Address: Same as project			

### SEC III: GENERAL PERMIT CONDITIONS

- Authority:** Each Encroachment Permit is issued in accordance with the City of San Juan Bautista's Municipal Code.
- Revocation:** These General Provisions, and any Encroachment Permit issued hereunder, are revocable or subject to modification or abrogation at any time, without prejudice, however, to prior rights, including those evidenced by joint use agreements, franchise rights, reserved rights, or any other agreements for operating purposes in the public right-of-way.
- Responsible Party:** No party other than the named permittee or their agent is authorized to work under any permit.
- Acceptance of Provisions:** It is understood and agreed by the permittee that the doing of any work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
- Notice Prior to Starting Work:** Before starting work under the Encroachment Permit, the permittee shall notify the designated City representative two (2) working days prior to initial start of work. When work has been interrupted for more than five (5) working days, an additional 24-hour notification is required before restarting work unless a pre-arranged agreement has been made with the City's representative. Unless otherwise specified, all work shall be performed on weekdays and during the normal working hours of the City Inspector (8AM- 5PM).
- Standards of Construction:** All work performed within the public right-of-way shall conform to recognized standards of construction and the current City of San Juan Bautista Engineering Standards, Standard Specifications, City Policies and CALTRANS Manual of Traffic Controls (for Construction and Maintenance Work Zones).
- Inspection and Approval by the City:** All work shall be subject to monitoring, inspection, and approval by the City. The inspector must receive all inspection requests at least 24 hours prior to inspection. The permittee shall request a final inspection and acceptance of the work.
- Keep Permit on the Work Site:** The Encroachment Permit or a copy thereof shall be kept at the site of the work and must be shown to any representative of the City or any law enforcement officer on demand. Work shall be suspended if permit is not at job site as provided.
- Conflicting Permits:** If a prior encroachment conflicts with the proposed work, the new permittee must arrange for any necessary removal or relocation with the prior permittee. Any such removal or relocation will be at no expense to the City.
- Permits From Other Agencies:** The party or parties to whom a permit is issued shall, whenever required by law, secure the written authorization for any work that must be approved by the Public Utilities Commission (PUC) of the State of California, OSHA, or any other public agency having jurisdiction. Failure to comply with the law, as noted above, will invalidate this City permit.
- Provisions for Pedestrians:** Where facilities exist, a minimum sidewalk and bike path width of four feet (4') shall be maintained at all times for safe passage through the work area. At no time shall pedestrians be diverted onto a portion of the street used for vehicular traffic. At locations where adjacent alternate walkways cannot be provided, appropriate signs and barricades shall be installed at the limits of construction and in advance of the closure at the nearest crosswalk or intersection to divert pedestrians across the street.
- Protection of Traffic:** Adequate provisions shall be made for the protection of the traveling public. Warning signs, lights and safety devices and other measures required for the public safety, shall conform to the requirements of CALTRANS' Manual of Traffic Controls. Traffic control for day or nighttime lane closures shall comply with Caltrans Standard Plans for Traffic Control Systems. Nothing in the permit is intended, as to third parties, to impose on permittee any duty, or standard of care, greater than or different than the duty or standard of care imposed by law.
- Minimum Interference with Traffic:** All work shall be planned and carried out so that there will be the least possible inconvenience to the traveling public. The permittee is authorized to place properly attired flagger(s) to stop and warn conventional highway traffic. Traffic shall not be unreasonably delayed. Flagging procedures shall comply with CALTRANS' Manual of Traffic Controls for Construction and Maintenance Work Zones.
- Storage of Equipment and Materials:** The permittee shall delineate/cone off any obstacle, material stored, or equipment parked adjacent to the lane, to the satisfaction of the City Engineer. Utilities are subject to the provisions of Section 22512 of the California Vehicle Code (CVC).
- Care of Drainage:** If the work contemplated in any Encroachment Permit shall interfere with the established drainage, ample provisions shall be made by the permittee to provide for it as may be directed by the City Engineer.
- Making Repairs:** In every case, the permittee shall be responsible for restoring to its former condition as nearly as may be possible any portion of the public right-of-way facilities that have been excavated or otherwise disturbed by permittee. The permittee shall maintain, for one year, all portions of the public right-of-way disturbed and/or placed under any permit. If the highway is not restored as herein provided for, or if the City elects to make repairs, the permittee agrees to bear the cost thereof.
- Elevation Reference Marks:** The permittee is responsible for locating and identifying all City benchmarks (elevation reference marks) that might be damaged or disturbed prior to the start of any work authorized under this permit. If the permittee damages or disturbs any benchmark, the permittee shall have the benchmark replaced by a registered civil engineer or land surveyor and all supporting documentation shall be submitted to the Director of Public Works for review and approval prior to the final inspection.
- Clean Up Right-of-Way:** Upon completion of the work, all brush, timber, scraps, material, etc. shall be entirely removed and the right-of-way shall be left in as presentable a condition as existed before work started.



- 19) **Cost of Work:** Unless otherwise stated on the permit or other separate written agreement, all costs incurred for work within the public right-of-way pursuant to this Encroachment Permit shall be borne by the permittee, and permittee hereby waives all claims for indemnification or contribution from the City for such work.
- 20) **Submit Plan:** For installation of all underground facilities, and all surface work or other activity of consequence, the permittee shall furnish three (3) sets of plans showing location and construction or other activity. For underground facilities, the permittee shall submit a complete set of "record drawings", prepared by a registered civil engineer, for review and approval prior to placing said facilities into operation.
- 21) **Bonding:** This permit shall not be effective for any purpose unless, and until the permittee files with the City a surety bond when required by the City's Engineer in the form and amount required by the City's Municipal Code. A bond is not ordinarily required of any public corporation or publicly or privately-owned utility but will be required of any utility that fails to meet any obligation arising out of the work permitted or done under an Encroachment Permit or fails to maintain its plant, work, or facilities. The said bond shall remain in force for a period of one (1) year after acceptance of the work by the City.
- 22) **Maintenance of the Public Right-of-Way:** The permittee agrees, by acceptance of a permit, to properly maintain any encroachment. This will require inspection and repair of any damage to any facilities within the public right-of-way resulting from the encroachment. Said maintenance and repair responsibility shall run for the life of the encroachment.
- 23) **Responsibility for Damage:** The City of San Juan Bautista and all officers and employees thereof, including but not limited to the Director of Public Works and the Capital Projects Engineer, shall not be answerable or accountable in any manner, for injury to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or for damage to property from any cause. The permittee shall be responsible for any liability imposed by law and for injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee, or damage to property arising out of work or other activity permitted and done by the permittee under a permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity, or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit. The permittee shall indemnify and save harmless the City of San Juan Bautista and all officers and employees thereof, including but not limited to the Director of Public Works and the Capital Projects Engineer, from all claims, suits or actions of every name, kind and description brought for or on account of injuries to or death of any person, including but not limited to the permittee, persons employed by the permittee, persons acting in behalf of the permittee and the public, or damage to property resulting from the performance of work or other activity under the permit, or arising out of the failure on the permittee's part to perform his obligations under any permit in respect to maintenance or any other obligations, or resulting from defects or obstructions, or from any cause whatsoever during the progress of the work, or other activity or at any subsequent time work or other activity is being performed under the obligations provided by and contemplated by the permit, except as otherwise provided by statute. The duty of the permittee to indemnify and save harmless includes the duties to defend as set forth in Section 2778 of the Civil Code. The permittee waives any and all rights to any type of expressed or implied indemnity against the City, its officers or employees. It is the intent of the parties that the permittee will indemnify and hold harmless the City, its officers and employees from any and all claims, suits or actions as set forth above regardless of the existence or degree of fault or negligence, whether active or passive, primary or secondary, on the part of the City, the permittee, persons employed by the permittee, or persons acting in behalf of the permittee; provided, however, that permittee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole active negligence or willful misconduct of the City, its agents, officers or employees.
- 24) **No Precedent Established:** This permit is issued with the understanding that any particular action is not to be considered as establishing any precedent: (1) on the question of the expediency of permitting any certain kind of encroachment to be erected within the public right-of-way; or (2) as to any utility of the acceptability of any such permits as to any other or future situation.
- 25) **Archaeological:** The permittee shall cease work in the vicinity of any archaeological resources that are revealed. The Capital Projects Engineer shall be notified immediately. A qualified archaeologist, retained by the permittee, will evaluate the situation, and make recommendations to the Capital Projects Engineer concerning the continuation of the work.
- 26) **Future Moving of Installations:** Permittee understands and agrees that whenever permitted facilities conflict with future City improvements and projects, new construction, reconstruction or maintenance work in the public right-of-way, said facilities shall be relocated, removed, modified or adjusted at permittee's sole expense.

#### SEC IV: SPECIAL PERMIT CONDITIONS

*I have read and understand the requirements above and agree to be bound by them.*

<i>[Signature]</i>	<i>[Print Name]</i>	<i>[Date]</i>
SIGNATURE OF PERMITEE	PRINT NAME	DATE

INSPECTION RECORD		
Call (831) 623-4661 for inspection 48 hours in advance		
Inspection Type	Date Approved	Inspector's Signature
Pre-Inspection		
Form/Slab/Footing		
Other		
Final		

*[Signature]*  
City Engineer Approval Signature



COPY

*[Date]*  
Date Approved



# City of San Juan Bautista

No. 31156

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

Telephone

(831) 623-4661

AMOUNT \$ 1242.00 DATE 3/1/2021

RECEIVED FROM Kulta Farms

One Thousand Two Hundred forty two DOLLARS

FOR Permit 109

(Maria C. Orozco)

CK# 2164

Carmen S



# City of San Juan Bautista

No. 31714

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

Telephone

(831) 623-4661

AMOUNT \$ 10,000 - DATE 7/12/2022

RECEIVED FROM Midnight Express

Ten Thousand DOLLARS

FOR reimburse to City STB

OK # 2964

Carmen





Online Banking

## Midnight Express Trans Inc: Account Activity Transaction Details

Check number: 00000002964

Post date: 07/13/2022

Amount: -10,000.00

Type: Check

Description: Check

Merchant name: Check

## Merchant information:

Transaction category: Cash, Checks &amp; Misc: Checks

MIDNIGHT EXPRESS TRANSPORTATION INC  
PO BOX 1712  
HOLLISTER, CA 95024-1712

DATE 7/12/22

2964

11-20718-01  
07/23

PAY TO THE ORDER OF City of San Juan Bautista \$10,000.00  
Ten thousand and 00/100 DOLLARS

BANK OF AMERICA

FOR Maria Ruiz

⑈002964⑈ ⑆121000358⑆ 325084252520⑈

121000358 002964

⑈002964⑈ 07132022 04:12 RC:03313 Emp No:ub43890 Seq:73

MIDNIGHT EXPRESS TRANSPORTATION INC

Scanned 07/13/2022 04:12 RC:03313 Emp No:ub43890 Seq:73

- Please check the back of the check for the following information:
- Signature: The check must be signed by the person or entity that has deposited the check.
- The Security Guard: The check must be signed by the person or entity that has deposited the check.
- The check must be signed by the person or entity that has deposited the check.
- The check must be signed by the person or entity that has deposited the check.
- The check must be signed by the person or entity that has deposited the check.

- Do not cash it.
- Any of the features listed above are missing or appear altered.
- The check is not a valid check.
- The check is not a valid check.
- The check is not a valid check.

ENDORSE HERE

X

PAY TO THE ORDER OF

FOR DEPOSIT ONLY

122000496

CITY OF SAN JUAN BAUTISTA

CHICK 800064301948

WRITE NAME OF FINANCIAL INSTITUTION ON LINE AND DATE



# City of San Juan Bautista

No. 31780

311 2nd Street

P.O. Box 1420

San Juan Bautista, CA 95045

Telephone

(831) 623-4661

AMOUNT \$ 2900<sup>00</sup> DATE 8/23/2000

RECEIVED FROM Midnight Express

Two Thousand Nine Hundred DOLLARS

FOR payment adjustment

OK 2977

Carmen S





## Online Banking

## Midnight Express Trans Inc: Account Activity Transaction Details

**Check number:** 00000002991

**Post date:** 10/13/2022

**Amount:** -5,300.00

**Type:** Check

**Description:** Check

**Merchant name:** Check

**Merchant information:**

**Transaction category:** Cash, Checks & Misc: Checks

(3)  
 MIDNIGHT EXPRESS TRANSPORTATION INC  
 PO BOX 1712  
 HOLLISTER, CA 95024-1712  
 DATE 10/12/22  
 11-321718 CA  
 00732  
 PAY TO THE ORDER OF City of San Juan Bautista \$ 5,300.00  
Fifty three hundred and 00/100 DOLLARS  
 BANK OF AMERICA  
 ACH NYT 1210000055  
 FOR \_\_\_\_\_  
Maria Orzua  
 ⑈00299⑈ ⑆1⑆2⑈000358⑆ 325084252520⑈

10132022 04:52 RC:03313 Emp No:ub43890 Seq:22

Seq:10132022 04:52 RC:03313 Emb No:ub43890 Seq:22

- [illegible]

**Do not cash if:**

- Any of the features listed above are missing or appear altered
- Fugitive ink on back looks pink or has disappeared
- Brown stains or colored spots appear on both front and back, and on Chequers Wash Detection box

**MUFJ UNION BANK, N.A.**  
12200496  
FOR DEPOSIT ONLY  
CITY OF SAN JUAN BAUTISTA  
CUBA BOX 0064301948 / E DEPOSIT  
WE ARE MAKING OUR FINANCIAL INSTITUTION ONLINE APPROV





Online Banking

## Midnight Express Trans Inc: Account Activity Transaction Details

Check number: 00000002990

Post date: 10/13/2022

Amount: -1,575.00

Type: Check

Description: Check

Merchant name: 6 C

Merchant information:

Transaction category: Cash, Checks &amp; Misc: Checks

MIDNIGHT EXPRESS TRANSPORTATION INC  
PO BOX 1712  
HOLLISTER, CA 95024-1712

DATE 10/12/22

2990

11/30/21 CA 9070

PAY TO THE ORDER OF City of San Juan Bautista \$ 1,575<sup>00</sup>

Fifteen hundred Seventy Five <sup>00</sup>/<sub>100</sub> DOLLARS

BANK OF AMERICA

ACH/NY 121000028

FOR

Maria Ojeda

⑈002990⑈ ⑆121000358⑆ 325084252520⑈

10132022 04:52 RC:03313 Emp No:ub43890 Seq:23

10132022 04:52 RC:03313 Emp No:ub43890 Seq:23

- If you are making a deposit, please use the back of the check to make your deposit.
- If you are making a withdrawal, please use the front of the check to make your withdrawal.
- If you are making a payment, please use the back of the check to make your payment.
- If you are making a transfer, please use the front of the check to make your transfer.
- If you are making a deposit, please use the back of the check to make your deposit.
- If you are making a withdrawal, please use the front of the check to make your withdrawal.
- If you are making a payment, please use the back of the check to make your payment.
- If you are making a transfer, please use the front of the check to make your transfer.

- If you are making a deposit, please use the back of the check to make your deposit.
- If you are making a withdrawal, please use the front of the check to make your withdrawal.
- If you are making a payment, please use the back of the check to make your payment.
- If you are making a transfer, please use the front of the check to make your transfer.

ENDORSE HERE

X

PAY TO THE ORDER OF

MFG UNION BANK, N.A.

FOR DEPOSIT ONLY

122000496

CITY OF SAN JUAN BAUTISTA

0064301948

WRITE "CITY OF SAN JUAN BAUTISTA" ON THE BACK OF THE CHECK





# CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, CA 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661

Fax: (831) 623-4093

### PLANNING APPLICATION COVER PAGE

#### TYPE OF APPLICATION (CHECK ALL THAT APPLY).

- |   |  |
|---|--|
| <input type="checkbox"/> <u>Historic Resource Design Review</u> | <input type="checkbox"/> Annexation                                    |
| <input type="checkbox"/> Informal Project Review                | <input type="checkbox"/> Urban Growth Boundary                         |
| <input type="checkbox"/> Major Projects                         | <input type="checkbox"/> Rezoning / Pre-zoning                         |
| <input type="checkbox"/> Minor Projects                         | <input type="checkbox"/> General Plan Amendment                        |
| <input type="checkbox"/> <u>Design Review</u>                   | <input type="checkbox"/> Zoning Text Amendment                         |
| <input type="checkbox"/> Informal Project Review                | <input type="checkbox"/> Certificate of Compliance                     |
| <input type="checkbox"/> Major Projects                         | <input type="checkbox"/> Lot Line Adjustment                           |
| <input type="checkbox"/> Minor Projects                         | <input type="checkbox"/> Secondary Dwelling Unit                       |
| <input type="checkbox"/> Sign Permit                            | <input type="checkbox"/> Variance                                      |
| <input type="checkbox"/> Conditional Use Permit/Amendment       | <input type="checkbox"/> Permit Amendment                              |
| <input type="checkbox"/> Tentative Map Major                    | <input type="checkbox"/> Appeal  |
| <input type="checkbox"/> Tentative Map Minor                    | <input checked="" type="checkbox"/> Other <u>Development Agreement</u> |
| <input type="checkbox"/> Planning Unit Development              |  |

#### Applicant(s):

Name: Cynthia Orozco

Mailing Address: P.O. Box 17212, Hollister, CA 95024

Phone: 831-207-7765

email: \_\_\_\_\_

#### Property/Land Owner(s):

Name: Kulta Farms

Mailing Address: 381 Howard Ct, Hollister, CA

Phone: 831-207-7765

**Name and mailing address of property owner's or applicant's duly authorized agent who is to be furnished with notice of hearing (Section 65091 – California Government Code):**

Name: Anne Hall/San Benito Engineering

Mailing Address: 502 Monterey St, Hollister, CA 95023

Phone: 831-637-2763

email: info@sanbenitoeng.com

**Project Address/Location:** 451 San Juan Hollister Rd

**Most Current Assessor's Parcel Number:** 002-550-008

#### For Office Use Only:

Date Application Submitted \_\_\_\_\_ Deposit Collected \$ \_\_\_\_\_ Date \_\_\_\_\_

Date Application Complete \_\_\_\_\_ Billing Number \_\_\_\_\_

File Number(s) \_\_\_\_\_

12/17/2013

P:\Forms\Planning Application Cover Page.DOC





## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, CA 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### PROJECT DESCRIPTION

Name of Project Applicant: Cynthia Orozco

Mailing Address: P.O. Box 17212, Hollister CA 95023 Phone: 831-207-7765

Name of the project: Grading Remediation Project

Project location (address and/or Assessor's Parcel Number(s): \_\_\_\_\_

APN 002-550-008 451 San Juan Hollister Rd, San Juan Bautista

Size of project site (acreage): 18.08

Existing General Plan Land Use Designation: Industrial

Existing Zoning Designation: Agricultural Business Industrial

Describe the existing land use(s) of the site: The property has been used in the past for agriculture, but the current property owner has been exploring other options allowed under the city zoning. As part of this exploration, grading work has occurred without a permit. This application is to address the existing grading violations, and determine how best to re-mediate them. The city has commissioned a study by Schaff & Wheeler, currently partially completed, to define the extent of the required remediation. The property owner agrees to update this Development Agreement to reflect the results of the study once it is completed.

Describe the existing land use of properties surrounding the site: \_\_\_\_\_

North - mobile home park

East - City well site, Industrial zoned land, currently farmed

South - rural residential

West - agricultural



Describe the proposed land use(s)/Project: \_\_\_\_\_

This Development Agreement application is to address the grading violation, in accordance with direction from the City of San Juan Bautista. Upon the completion of the Schaff & Wheeler study, the application proposes to submit grading plans in accordance with the report recommendations.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For residential uses, indicate the number, type, and size of the units: \_\_\_\_\_

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For proposed use, the estimated number of employees, and the hours of operation: \_\_\_\_\_

N/A

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List and describe any other permits or public approvals required for this project, including those required by city, regional, state, and federal agencies: \_\_\_\_\_

The current violations have included conversations with California Department of Fish and Wildlife, the Army Corps of Engineers, Regional Water Quality Control Board and the City of San Juan Bautista. A final determination of permits required will be made after the extent of the remediation is determined.



Please describe the proposed scheduling and implementation of the project: \_\_\_\_\_

This Development Agreement application is to address the grading violation, in accordance with direction from the City of San Juan Bautista. Upon the completion of the Schaff & Wheeler study, the application proposes to submit grading plans in accordance with the report recommendations.

\_\_\_\_\_

\_\_\_\_\_

Please provide any additional relevant information that can assist in the processing of this application: \_\_\_\_\_

An aerial survey was done in 2018, upon the purchase of the property by the current owner. This serves as a benchmark of the topography of the property at that time. The full Schaff & Wheeler study will compare the current topography against the 2018 study to catalogue any differences, and recommend methods of remediation, which will be incorporated into new grading plans.

\_\_\_\_\_

\_\_\_\_\_





## CITY OF SAN JUAN BAUTISTA

P.O. Box 1420, 311 Second Street  
San Juan Bautista, Ca 95045

## PLANNING DEPARTMENT

Phone: (831) 623-4661  
Fax: (831) 623-4093

### ENVIRONMENTAL INFORMATION

#### ENVIRONMENTAL SETTING

Please provide the following information on a separate piece of paper:

- ☐ Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, cultural and historic resources, and any scenic aspects of the sites. Describe any existing structures on the site and the uses of those structures.
- ☐ Describe the surrounding properties, including information on topography, soil stability, plants and animals, cultural and historic resources, and any scenic aspects of the area. Indicate the type and intensity of land uses, and the scale of the development.

#### ENVIRONMENTAL CHECKLIST:

Would the Project result in the following (provide a brief description for each item checked "yes"):

Change in existing features of any streams, creeks, lakes, or wetlands: ( ) Yes ( ) No

The intent is to correct any grading violations, and ensure the creek is not changed from its 2018 condition.

Change in scenic views or vistas from existing residential areas or public land or roads: ( ) Yes (X) No

Use or disposal of hazardous materials, toxic substances, flammable materials, or explosives: ( ) Yes (X) No

Change in ocean, bay, lake, stream, or ground water quality or quantity, or alteration of existing drainage patterns: ( ) Yes ( ) No

The intent is to correct any grading violations and ensure the topography is not changed from its 2018 condition.

Change in pattern, scale, or character of surrounding area of project: ( ) Yes (X) No



Significant amounts of solid waste or litter:

( ) Yes

( ☒ ) No

Substantial alteration to topography or ground contours:

( ) Yes

( ) No

The intent is to correct any grading violations and ensure the topography is not changed from its 2018 condition.

Change in dust, ash, smoke, fumes, or odors in the vicinity of the project:

( ) Yes

( ☒ ) No

Substantial change in existing noise or vibration levels in the vicinity:

( ) Yes

( ☒ ) No

Building on filled land or on a slope of 10 percent or more:

( ) Yes

( ☒ ) No

Substantial change in demand for municipal services (police, fire, water, sewer, etc.):

( ) Yes

( ☒ ) No

Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc):

( ) Yes

( ☒ ) No

Relationship to a larger project or a series of projects:

( ) Yes

( ☒ ) No

Substantial change or increase of traffic on surrounding roads and highways:

( ) Yes

( ☒ ) No



**APN 002-550-003,004,020**  
KAZUKO KURASAKI  
P O BOX 1450  
SAN JUAN BAUTISTA CA 95045-

**APN 002-550-008-000**  
KULTA FARMS LLC  
381 HOWARD COURT  
HOLLISTER CA 95023

**APN 002-550-015-000**  
CITY OF SAN JUAN BAUTISTA

**APN 002-550-016,017-000**  
DALE C & CHRISTINE C COKE  
P O BOX 186  
AROMAS CA 95004

**APN 002-610-031-000**  
JACK C & CASEY D ANDREWS  
288 COPPERLEAF LN  
SAN JUAN BAUTISTA CA 95045

**APN 002-610-032-000**  
JENNIFER L & JOSE G ESPINOZA  
294 COPPERLEAF LN  
SAN JUAN BAUTISTA CA 95045

**APN 002-610-033-000**  
MATSUDA FAMILY TR  
298 COPPERLEAF LN  
SAN JUAN BAUTISTA CA 95045

**APN 002-610-052,053-000**  
SAN JUAN EDENBRIDGE LP  
21771 STEVENS CREEK BLVD  
CUPERTINO CA 94014

**APN 012-190-014-000**  
JEANETTE & FLORENCE  
OTTOBONI  
PO BOX 1496  
SAN JUAN BAUTISTA CA 95045

**APN 012-190-021-000**  
MOORE J ASHTON  
334 MISSION VINEYARD RD  
SAN JUAN BAUTISTA CA 95045

**APN 012-190-023-000**  
CHARLES & SANDRA RAFF  
724 HILLSIDE RD  
SAN JUAN BAUTISTA CA 95045

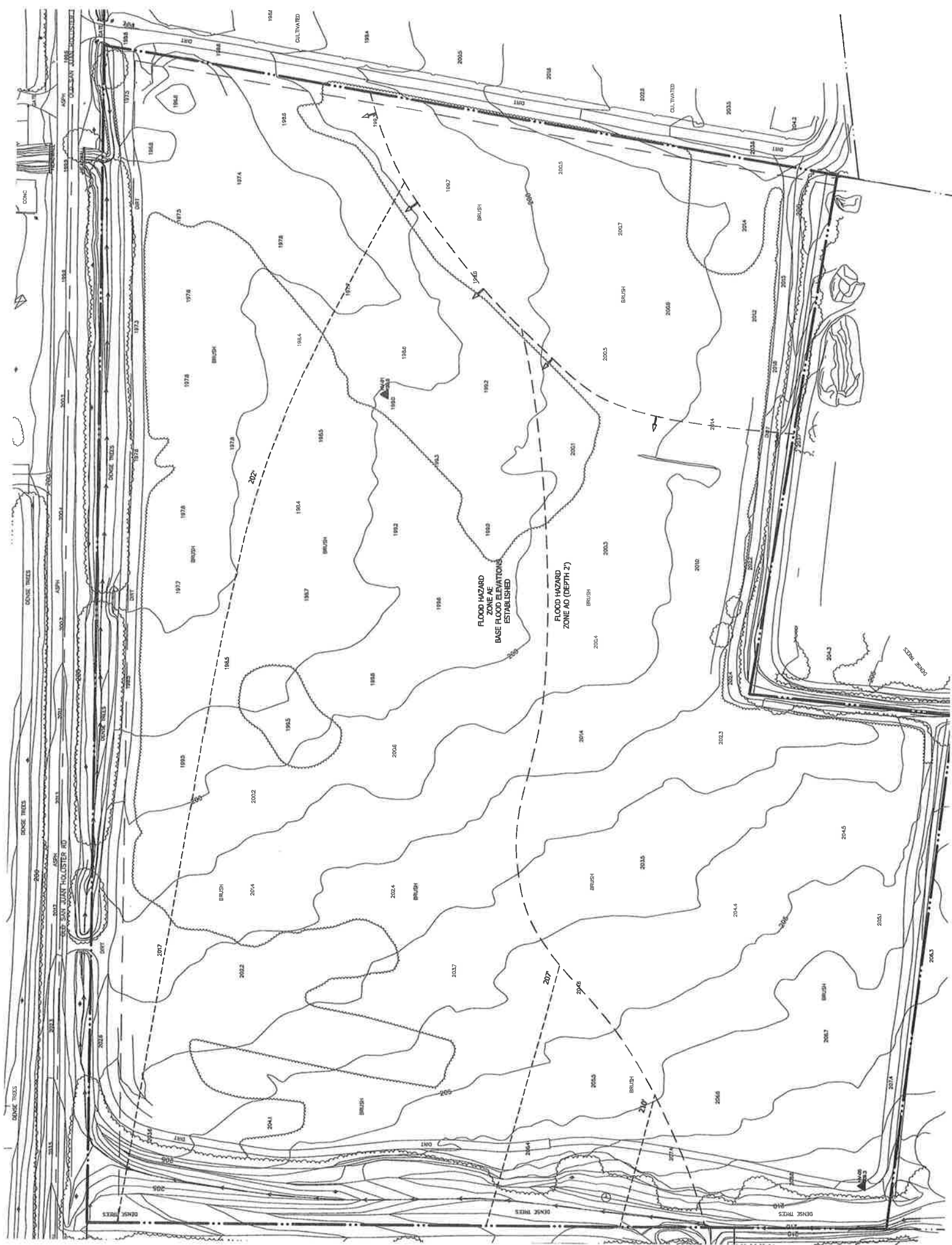
**APN 012-190-032-000**  
ALLYSON BOTTINI  
13095 HARDING AVE  
SAN MARTIN CA 95046

**APN 012-190-033-000**  
LINDA A MACKENZIE  
PO BOX 1089  
SAN JUAN BAUTISTA CA 95045

**APN 012-190-035-000**  
MICHAEL & TANGMAN BEEBE  
MANEERAT BEEBE  
790 MISSION VINEYARD RD  
SAN JUAN BAUTISTA CA 95045

**APN 910-001-019-000**  
CHALMER & JACQUELINE R  
RAYMER  
P O BOX 449  
SAN JUAN BAUTISTA CA 95045





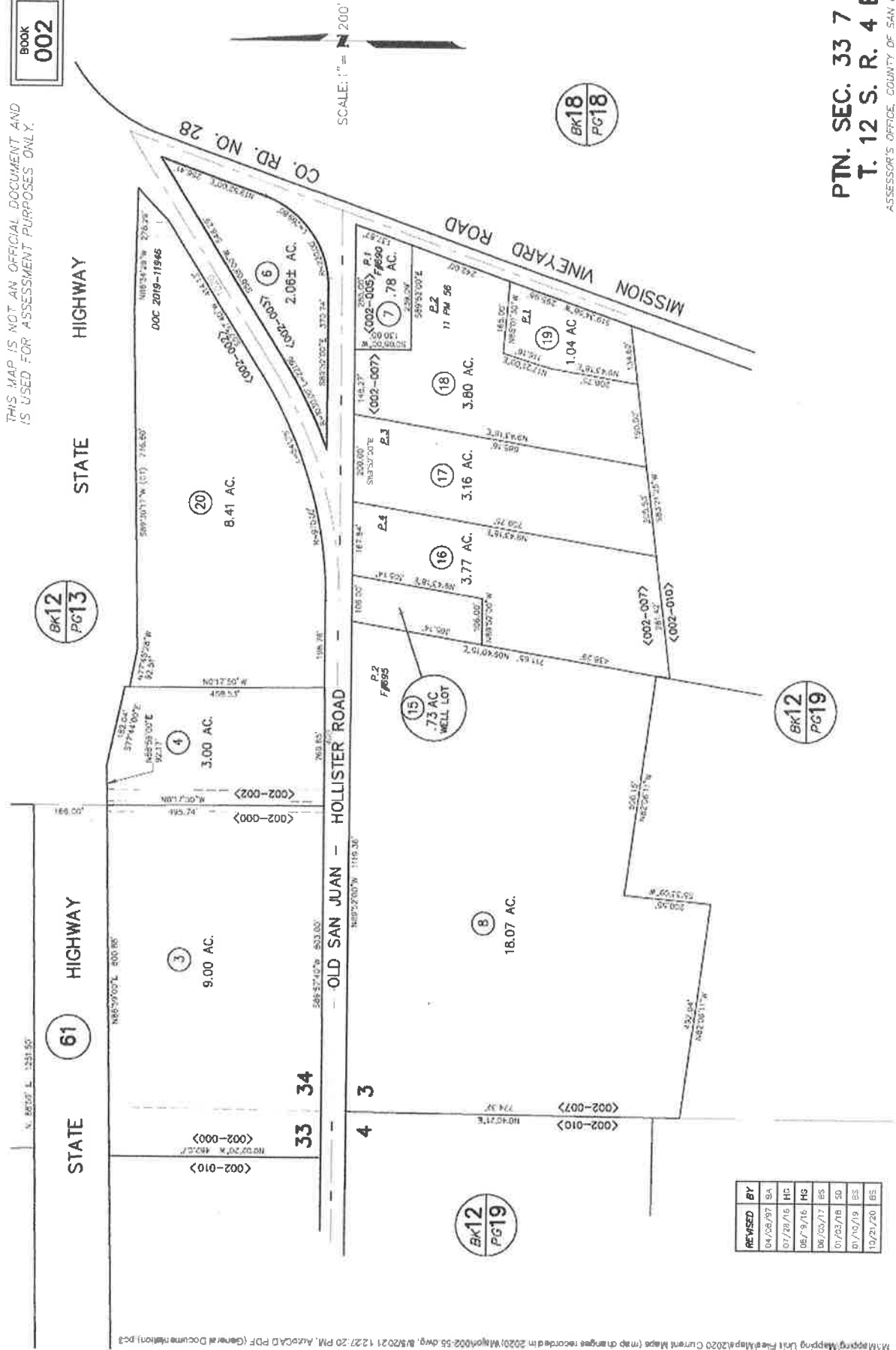


THIS MAP IS NOT AN OFFICIAL DOCUMENT AND IS USED FOR ASSESSMENT PURPOSES ONLY.

BOOK  
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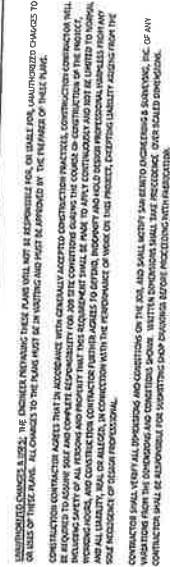
REVISED	BY
04/05/97	SA
07/20/16	HC
06/19/16	HG
06/03/17	BS
07/23/18	SD
01/10/19	BS
12/21/20	BS

PTN. SEC. 33 7 34  
T. 12 S. R. 4 E.  
ASSESSOR'S OFFICE, COUNTY OF SAN BENITO, CA



**SAN BENITO ENGINEERING & SURVEYING, INC.**  
502 MONTEREY STREET  
HOLLISTER, CALIFORNIA 95023  
(831) 637-2763 FAX: (831) 637-8855  
E-MAIL: info@sbenitong.com

MAINTAIN REACTED BY THE CITY SHALL BE IMMEDIATELY REMOVED FROM THE JOB SITE.

[illegible]

JULY BOARD, CITY ENGINEER  
 PO BOX 1000, CHICAGO, ILL 60604







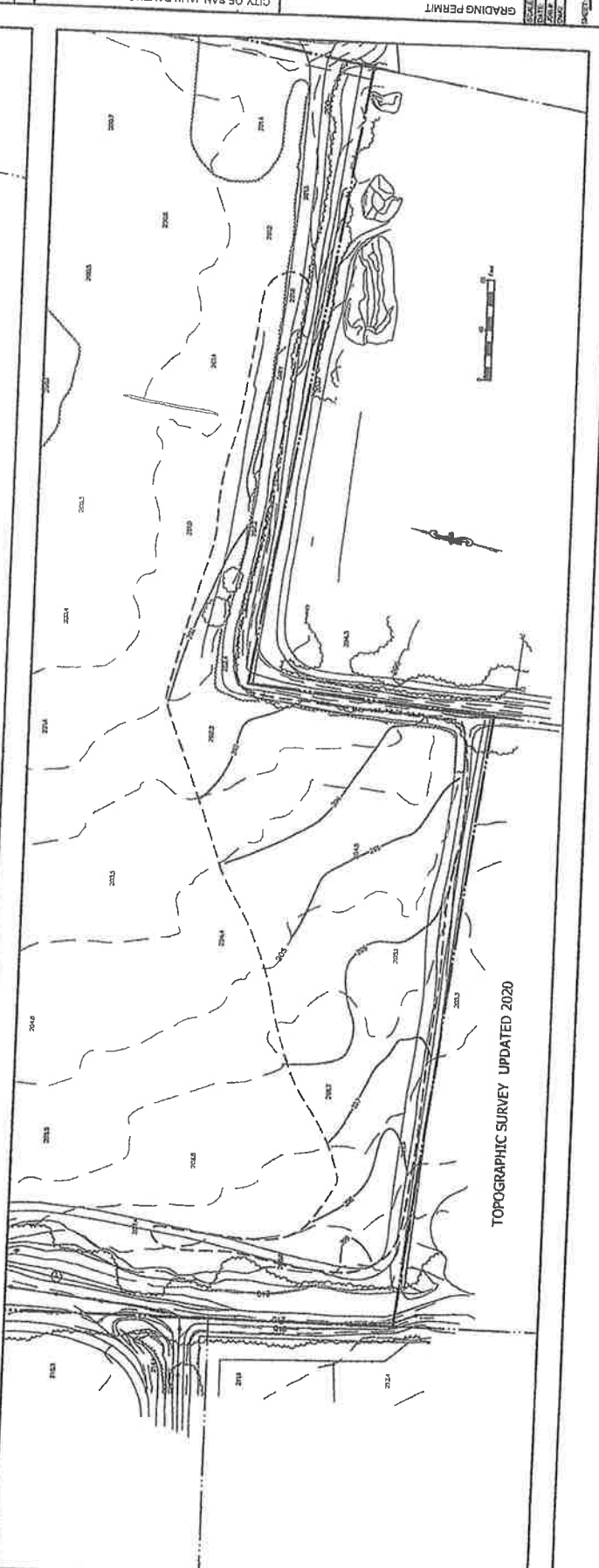
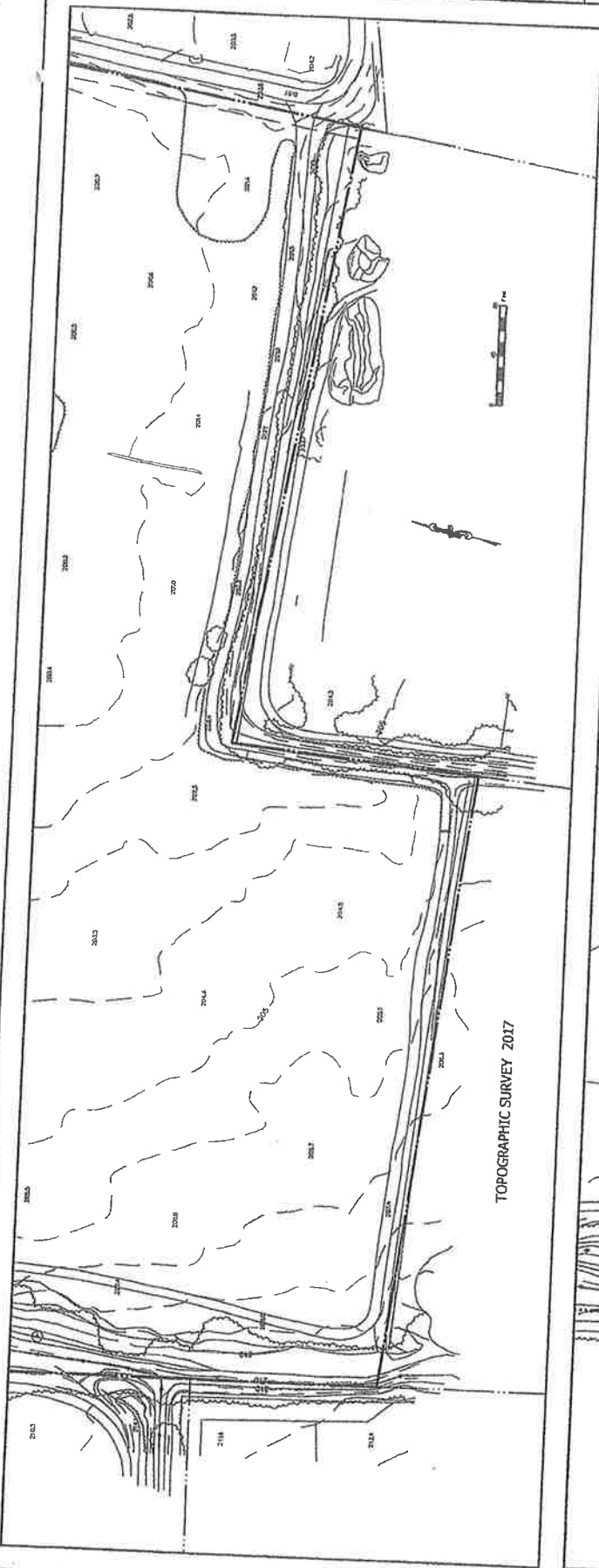
MIDNIGHT EXPRESS  
 TOPO BEFORE/AFTER

CITY OF SAN JUAN BAUTISTA  
 APN 002-0550-008-0  
 451 SAN JUAN HOLLISTER RD  
 SAN BENITO COUNTY, CALIFORNIA

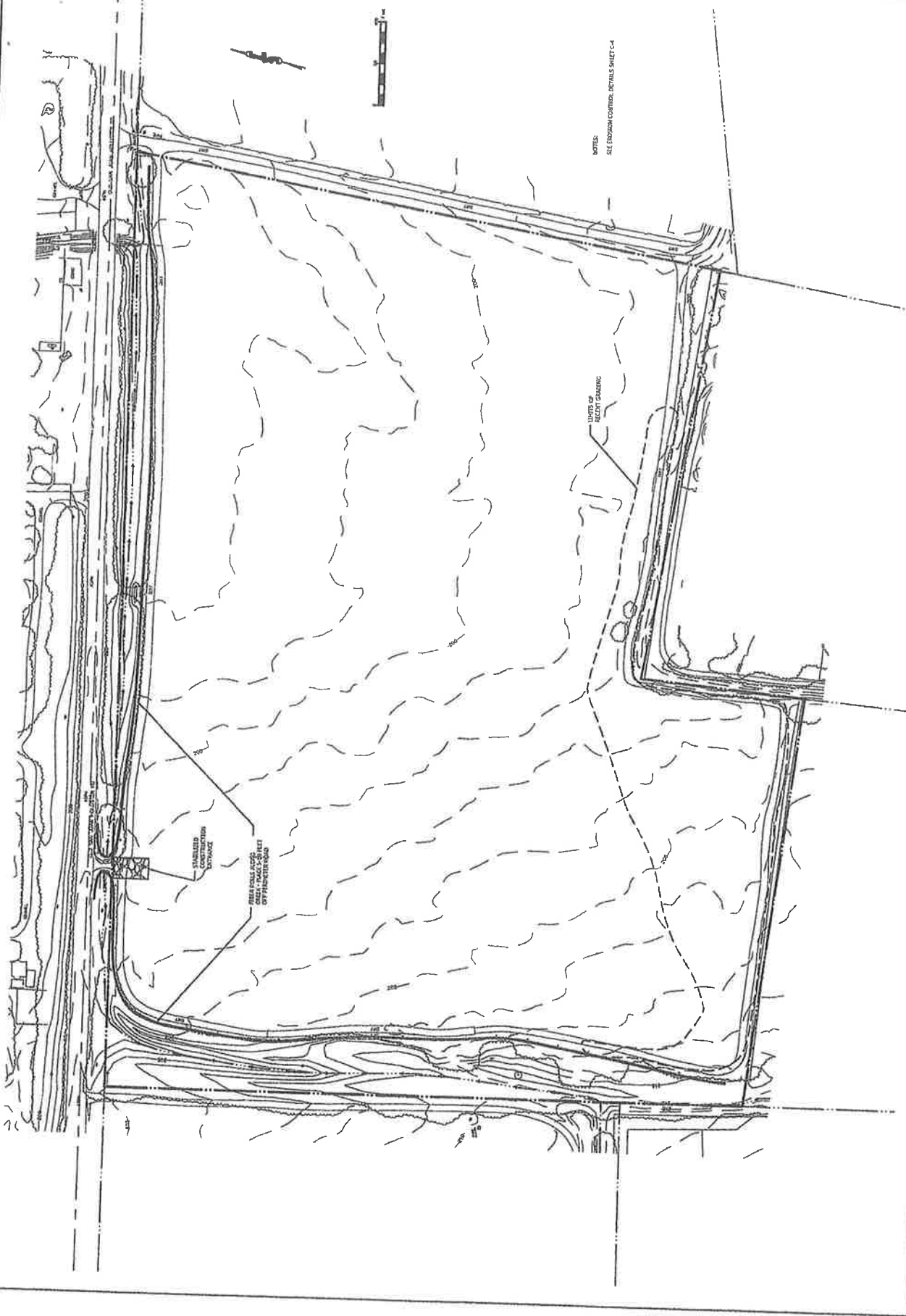
SAN BENITO ENGINEERING  
 & SURVEYING, INC.  
 Hollister, California 95023  
 502 Monterey Street  
 (831) 637-2763 FAX (831) 854-9581 email: info@sanbenitoeng.com



NO.	REVISIONS	DATE



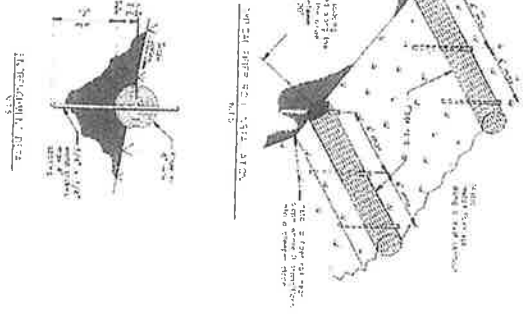






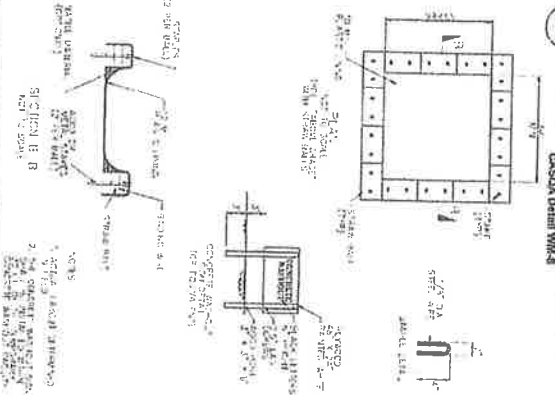
# Fiber Rolls

CASQA Detail SE-5



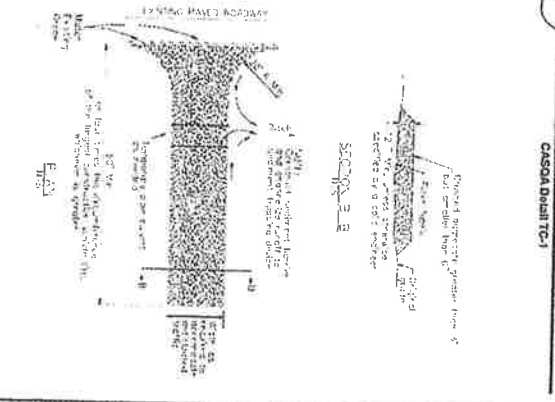
# Concrete Waste Management

CASQA Detail WM-5



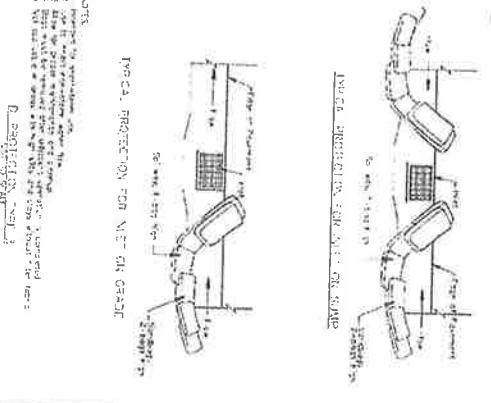
# Stabilized Construction Entrance/Exit

CASQA Detail TC-1



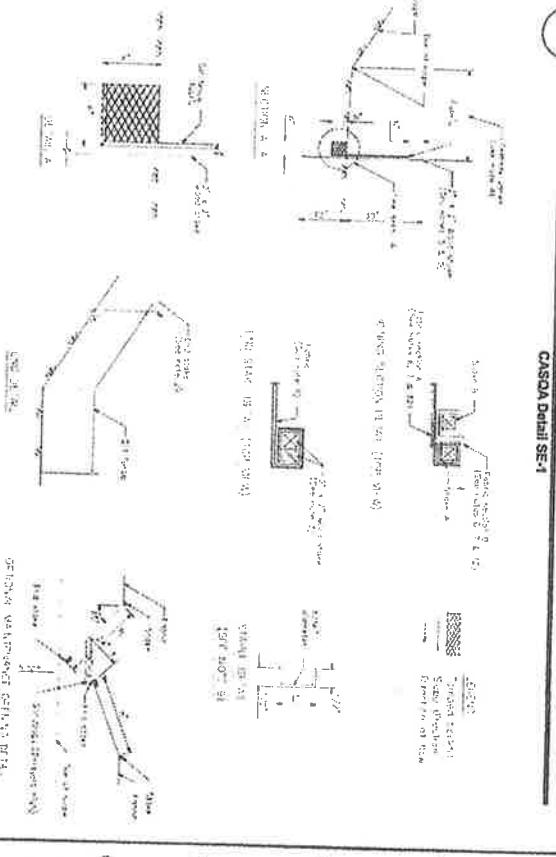
# Storm Drain Inlet Protection

CASQA Detail SE-10



# Silt Fence

CASQA Detail SE-1



1. STORM DRAIN INLET PROTECTION SHALL BE INSTALLED AT ALL STORM DRAIN INLETS TO PREVENT EROSION AND SEDIMENTATION FROM ENTERING THE DRAINAGE SYSTEM. THE PROTECTION SHALL BE INSTALLED UPSTREAM OF THE DRAINAGE SYSTEM AND SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
2. STORM DRAIN INLET PROTECTION SHALL BE INSTALLED AT ALL STORM DRAIN INLETS TO PREVENT EROSION AND SEDIMENTATION FROM ENTERING THE DRAINAGE SYSTEM. THE PROTECTION SHALL BE INSTALLED UPSTREAM OF THE DRAINAGE SYSTEM AND SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
3. STORM DRAIN INLET PROTECTION SHALL BE INSTALLED AT ALL STORM DRAIN INLETS TO PREVENT EROSION AND SEDIMENTATION FROM ENTERING THE DRAINAGE SYSTEM. THE PROTECTION SHALL BE INSTALLED UPSTREAM OF THE DRAINAGE SYSTEM AND SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
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10. STORM DRAIN INLET PROTECTION SHALL BE INSTALLED AT ALL STORM DRAIN INLETS TO PREVENT EROSION AND SEDIMENTATION FROM ENTERING THE DRAINAGE SYSTEM. THE PROTECTION SHALL BE INSTALLED UPSTREAM OF THE DRAINAGE SYSTEM AND SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.





# SAN BENITO ENGINEERING & SURVEYING, INC.

Anne E. Hall, R.C.E. 55611

Kenneth J. Weatherly, P.L.S. 6875

Jan 4, 2021

City of San Juan Bautista  
Public Works  
10 Jefferson St  
San Juan Bautista, CA 95045

Re: PC#1, Midnight Express

In response to the comments dated Dec 2, 2020:

PC#1

1. WDID# is shown sheet T-1.
2. FEMA panel number shown sheet C-1.
3. Volume of import shown sheets T-1, C-1.
4. Erosion Control sheet added, sheet C-3.
5. Existing contours shown as dashed, all sheets.
6. Asking the city in this response.
7. Volumes corrected.

In response to some comments on the redlines:

- Both the legend and the Erosion Control details sheet are standard information , used on various projects. I do not delete off information on every project.
- The flood zone legend information is added sheet C1, since it is only used on that sheet.

If you have any questions, please call me at 831-637-2763.

Anne E. Hall

502 MONTEREY STREET HOLLISTER, CA 95023  
PHONE (831) 637-2763 FAX (831) 854-9581  
E-MAIL: info@sanbenitoeng.com





# City of San Juan Bautista

## The "City of History"

April 28, 2020

P.O. Box 1420  
311 Second Street  
San Juan Bautista,  
California 95045  
Main: (831) 623-4661  
Fax: (831) 623-4093

Cynthia Orozco  
c/o Midnight Express  
P. O. Box 1712  
Hollister, CA 95024-1712

Re: Temporary Use Permit (Trucking Company) and Potential Cannabis Use

### City Council

**Mayor**  
*Mary V. Edge*

**Vice Mayor**  
*Leslie Jordan*

**Councilmember**  
*John Freeman*

**Councilmember**  
*Dan DeVries*

**Councilmember**  
*Cesar Flores*

**City Manager**  
*Don Reynolds*

**City Clerk**  
*Laura Cent*

**City Treasurer**  
*Chuck Geiger*

Dear Ms. Orozco:

As you know, Midnight Express' temporary use permit (TUP) was extended for 30 days, until April 30, 2020. The City will not extend the temporary use permit. Recognizing that you provide an essential service and that the City has declared a disaster, I am going to allow you to operate as permitted by the authority delegated to me as the Director of Emergency Services under the City Code. However, this is extremely temporary and will expire when the disaster ends. The expiration of the TUP will not affect the validity of any "applied" or "issued" building permits, but will negate the ability of Midnight Express to operate with a temporary loading dock without a permanent structure after the expiration of the Emergency. The purpose of the TUP was to allow Midnight Express to operate and generate revenue, while actively pursuing the construction of the permanent structure, not to allow industrial operations in perpetuity without a permanent structure.

In order to continue to operate after the Emergency, you must do the following:

1. You must keep the building permits current and show substantial progress.

City records show that Midnight Express has applied for three building permits (Nos. 2018125, 2020003, and 2020007), to allow a new 5250 square foot warehouse for shipping services, a commercial 1950 square foot temporary tent, and a commercial post with a flood light fixture. Building Permits are valid for a period of 180 days (approximately 6 months), unless substantial progress is shown and inspections are logged on the permit card, then each approved inspection grants an additional 180 days of permit validity.

In the case of Permit No. 2018125, the permit for the new 5,250-square foot warehouse was issued on September 6, 2019 and was valid for a period of 180 days (approximately 6 months), and set to expire on **March 6, 2020**. However, prior to expiration, the Building Official authorized an extension of 180 days, making the new permit expiration date **September 3, 2020**.



In the case of Permit No. 2020003, a permit for the 1,950 square foot temporary tent; and Permit No. 2020007, a permit for the commercial post with a flood light fixture, each permit was applied for on January 14, 2020. Building permit applications are valid for a period of 180 days (6 months), unless issued or an extension is granted by the Building Official; therefore, both permits must be issued prior to July 14, 2020 or an extension shall be requested and granted, or permit re-application may be required.

2. You must start construction of your permanent improvements to keep your Conditional Use Permits active. You are dangerously close to losing your current entitlements for the property.

On March 6, 2018, the City approved a Conditional Use Permit (CUP), Site Plan and Design Review Permit, and adopted a Negative Declaration to allow an agricultural transfer warehouse facility (Planning Commission Resolution Nos. 2018-01, 2018-02, and 2018-03).

The CUP issued by the City remains valid for a period of two (2) years, unless otherwise specified in the permit, or upon vesting of the project, based upon issuance of building permits and construction of permitted facilities. You currently have building permits without much, if any, physical improvements to the property in accordance with the projects you submitted to the City for approval. My determination at this time is that your CUP is valid but will not remain valid if you do not have active building permits and show construction of the projects approved by the City on the property.

If your CUP expires, a discretionary permit extension (Conditional Use Permit) can only be granted by the decision-making body that originally approved the entitlement; so in this case, you would have to go back to the Planning Commission for an extension. Furthermore, permit extensions require the City make a finding that the initial CEQA (California Environmental Quality Act) document remains consistent and valid, just like at the time of permit approval. In the case of Midnight Express, it is not clear that CEQA are appropriately completed; and an extension would require further analysis and possible additional CEQA work to be prepared, depending on the conditions and species (animal and plant) surrounding the site.

The second portion of this letter addresses your query regarding a potential Cannabis Use on the Site.

The site is zoned "Industrial" which allows a variety of both permitted and conditional uses as detailed in the land use matrix found in San Juan Bautista Municipal Code (SJBMC) Section 11-02-050, specifically the following uses:

- Conditional Uses (Planning Permit required from Planning Commission and/or City Council)
  - Cannabis Facilities - pursuant to the requirements found in SJBMC Chapter 5-31.
  - Warehousing
- Permitted Uses (No Planning Permit required)
  - Manufacturing, assembly, packaging, processing, and other industrial



operation where all emissions are effectively confined – pursuant to an Administrative Site Plan Review.

- Offices (business, professional, administrative, and executive).

As set forth above, this is a Conditionally Permitted Use within the industrial zoning district. If you would like to pursue this potential use, a Cannabis Facilities Regulatory Permit, all required materials, and appropriate processing fee of \$1575.00 (Major) \$787.50 (Minor), shall be submitted to the City. This permit application will be subject to all regulations/review as detailed in SJBMC Chapter 5-31. Also, this application will be subject to applicable standards and/or requirements as set forth by reviewing agencies including, but not limited to Building, Planning, Engineering, Fire, Sheriff, and Health. Similar to other discretionary permits, Cannabis Applications will require a CEQA determination to be made prior to approval.

Furthermore, it is possible that Midnight Express could have both the warehouse and cannabis facilities operating and permitted on the site concurrently.

1. It should be noted, however that this would require additional environmental review. The original “Negative Declaration” attached only addresses the permanent use at the new warehouse, without reference to the existing use. It assumes the temporary use will move to the warehouse.
2. Additionally, having two permanent businesses on this site where one is cannabis related, will require the submittal of the Cannabis Facilities Regulatory Permit application. If you desire to pursue this option, please contact City Hall, make your request in writing no later than May 15, 2020, and schedule a time to discuss the entitlement/amendment process.
3. Please note that any additional uses granted on the site, or expansion of any permitted uses would trigger the previously recorded Deferred Development Agreement, and would require development of surrounding roadways and infrastructure as outlined in that agreement, which is attached. The Deferred Development Agreement can be discussed in more detail at a later date, if an expansion of use(s) or additional use(s) are pursued.

The City of San Juan Bautista looks forward to continue working with you on this matter.

Sincerely,



Don Reynolds  
City Manager

cc: Deborah Mall, City Attorney  
Greg Johnsen, Building Official  
David Mack, Contract Senior Planner (Harris & Associates)

Attachments: Deferred Development Agreement  
Negative Declaration





P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

**City Council**

**Mayor**

César E. Flores

**Vice V. Mayor**

Mary Edge

**Councilmember**

John Freeman

**Councilmember**

Dan DeVries

**Councilmember**

Leslie Jordan

**City Manager**

Don Reynolds

**City Clerk**

Laura Cent

**City Treasurer**

Chuck Geiger

# City of San Juan Bautista

*The "City of History"*

April 7, 2020

Cynthia Orozco

PO Box 1712

Hollister CA 95024

RE: Second 30-day Extension of the Temporary Use of Land Permit

Ms. Orozco,

On September 6, 2019, the City issued a temporary use of land permit (TULP) to Midnight Express, located at 451 San Juan Hollister Road, San Juan Bautista and on February 28, this TULP was extended for 30-days until March 31<sup>st</sup>, 2020, to allow you time to clear up a Mechanic's Lien with Reid Lerner Architects and resolve any and all lingering code violations.

In the attached copy of an Email received March 31, 2020, Mr. Lerner is asking the City to consider another extension of the Temporary Land Use Permit because he is satisfied that Midnight Express is doing their best to resolve the Lien issue.

Unfortunately, a new issue has come up concerning the Building Permit. Building Permits are valid for 6-months, and Midnight Express' Building Permit expired March 31. Per the code, the City can grant one 180-day extension, if the permit holder submits a request to do so, with justification for the extension.

*This letter grants a second 30-day extension to the TULP, or until April 30, 2020,* to allow Midnight Express time to request and receive an extension of its Building Permit. If the Permit is extended, and after 30-days, Mr. Lerner confirms that Midnight Express remains in good standing with them in regards to the Mechanics Lien, a third extension maybe considered. All other aspects of the City Code 11-19 et al continue to apply to this extension, including these five provisions:

The City Manager has made the following findings regarding your application:

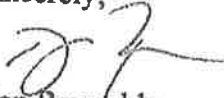
- 1) *The proposed use will not adversely affect adjacent structures and uses of the surrounding neighborhood;*
- 2) *The proposed use will not adversely affect the circulation and flow of vehicular and pedestrian traffic in the immediate area;*
- 3) *The proposed use will not create a demand for additional parking which cannot be met safely and efficiently in existing parking areas;*
- 4) *The proposed use will not conflict with the terms or intent of any other use permit, of any type, currently in effect on the property; and*
- 5) *The proposed use will not otherwise constitute a nuisance or be detrimental to the public welfare of the community.*



Lastly, in various communications, and emails, it has been mentioned that Midnight Express is considering a cannabis use for the building to be built on this property. If the proposed development will be used for cannabis, this new use will require an entirely new plan-check process. Extra security measures and many other design features will need to be re-evaluated, before a new building permit will be issued for cannabis use. I have asked the Community Development and Building Department to draft a letter that explains this process for Midnight Express.

Please send a request to extend the building permit before April 30, 2010. This TULP will expire if the request is not received and approved before this 30-day extension ends. on time. let me know if you have any questions or concerns by calling City Hall, or by sending an Email to [citymanager@san-juan-bautista.ca.us](mailto:citymanager@san-juan-bautista.ca.us).

Sincerely,



Don Reynolds  
City Manager

CC: Deb Mall, City Attorney  
Greg Johnsen, Building Official  
Todd Kennedy, Associate Planner  
David Mack, Contract Planner, Harris and Associates





# City of San Juan Bautista

The "City of History"

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

## **City Council**

### **Mayor**

César E. Flores

### **Vice V. Mayor**

Mary Edge

### **Councilmember**

John Freeman

### **Councilmember**

Dan DeVries

### **Councilmember**

Leslie Jordan

## **City Manager**

Don Reynolds

## **City Clerk**

Laura Cent

## **City Treasurer**

Chuck Geiger

February 28, 2020

Cynthia Orozco

PO Box 1712

Hollister CA 95024

RE: 30-day Extension of the Temporary Use of Land Permit

Ms. Orozco,

On September 6, 2019, the City issued a temporary use of land permit (TULP) to Midnight Express, located at 451 San Juan Hollister Road, San Juan Bautista. This second TULP is set to expire at the end of February unless extended by the City Manager. A meeting was held Tuesday February 25 to discuss the status of the permit. We agreed to a 30-day extension of the TULP, allowing time to satisfy the mechanic's lien filed by REID LERNER Architects, and assure that no lingering code violations exist.

This letter grants a 30-day extension to resolve all lingering issues related to the Lien and building code safety items. If cleared by the Building Official, an additional extension to the term will be considered. All other aspects of the City Code 11-19 et al continue to apply to this extension, including these five provisions:

The City Manager has made the following findings regarding your application:

- 1) *The proposed use will not adversely affect adjacent structures and uses of the surrounding neighborhood;*
- 2) *The proposed use will not adversely affect the circulation and flow of vehicular and pedestrian traffic in the immediate area;*
- 3) *The proposed use will not create a demand for additional parking which cannot be met safely and efficiently in existing parking areas;*
- 4) *The proposed use will not conflict with the terms or intent of any other use permit, of any type, currently in effect on the property; and*
- 5) *The proposed use will not otherwise constitute a nuisance or be detrimental to the public welfare of the community.*



This TULP is extended until March 30<sup>th</sup> 2020. Feel free to contact me if you have questions  
831.632-4661 X 14.

Sincerely,

A handwritten signature in black ink, appearing to be 'Don Reynolds', with a long horizontal stroke extending to the right.

Don Reynolds  
City Manager

CC: City Council  
Building Official  
Code Enforcement





# City of San Juan Bautista

*The "City of History"*

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

**City Council  
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John Freeman

**Councilmember**  
Dan DeVries

**Councilmember**  
Leslie Jordan

**City Manager**  
Don Reynolds

**City Clerk**  
Laura Cent

**City Treasurer**  
Chuck Geiger

**Fire Chief**  
Bob Martin Del  
Campo

September 6, 2019

Cynthia Orozco

PO Box 1712

Hollister, CA 95024

(831) 207-7765

[cynthia@midnightexpress.company](mailto:cynthia@midnightexpress.company)

**Re: Temporary Use of Land Permit**

Dear Mrs. Orozco,

City staff has received and reviewed your request for a renewal of Temporary Use of Land Permit for an Industrial Site at 451 Old San Juan Hollister Road (APN – 002-550-008) “the Property,” and the document regarding the deferral of several conditions listed in your resolution issued from Planning Commission as provided for in Resolution 2018-3, adopted at their hearing in March of 2018.

As stated in San Juan Bautista Municipal Code §11-19-110 “Intent,” “The intent of the temporary use of land permit is to permit uses conducted on an intermittent or short-term basis,” and only “for a limited period of time not exceeding six (6) months.” On September 6, you executed the Deferred Improvement Agreement, and received your building permit. Therefore, it is appropriate to consider issuance of a short-term Temporary Use of Land Permit to allow you to begin using the property for events while the rest of the project is moving through the approval process.

Please note, as stated above, the issuance of a Temporary Use Permit shall not exceed six months. The application was received on June 14, 2019, but issuance was postponed until the Fish and Wildlife violations were cleared up. This occurred August 28, 2019. This permit is being issued for the six-month period beginning August 29 2019, through the end of February 2020.

As long as the temporary use remains in compliance with the standards set forth below, and the fees are paid for each renewal, the Permit can be extended in six month increments until the permanent improvements are completed. The continued use of the property must comply with these and all City, State and Federal laws.



The City Manager has made the following findings regarding your application:

- 1) *The proposed use will not adversely affect adjacent structures and uses of the surrounding neighborhood;*
- 2) *The proposed use will not adversely affect the circulation and flow of vehicular and pedestrian traffic in the immediate area;*
- 3) *The proposed use will not create a demand for additional parking which cannot be met safely and efficiently in existing parking areas;*
- 4) *The proposed use will not conflict with the terms or intent of any other use permit, of any type, currently in effect on the property; and*
- 5) *The proposed use will not otherwise constitute a nuisance or be detrimental to the public welfare of the community.*

The City Manager hereby approves your application for a Temporary Use of Land Permit. This letter shall serve as your Temporary Use of Land Permit until the end of February, 2020. Please retain a copy for your records.

Sincerely,



Don Reynolds  
City Manager  
City of San Juan Bautista  
311 2<sup>nd</sup> Street  
San Juan Bautista, CA 95045  
(831) 623-4661 x 20  
[cityplanning@san-juan-bautista.ca.us](mailto:cityplanning@san-juan-bautista.ca.us)





Cynthia Orozco &lt;cynthia@midnightexpress.company&gt;

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**Documents re Abatement of Violations at 451 Old San Juan Road/  
Orozco/Midnight Express/Kulta Farms**2 messages

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**Attys@WellingtonLaw.com** <attys@wellingtonlaw.com>

Fri, Jul 1, 2022 at 3:18 PM

To: aaron@jrgattorneys.com

Cc: citymanager@san-juan-bautista.ca.us, Brian Foucht &lt;ACM-CDDirector@san-juan-bautista.ca.us&gt;, Nidal Samhouri &lt;nidals@csgengr.com&gt;, trinh@jrgattorneys.com, Cynthia Orozco &lt;cynthia@midnightexpress.company&gt;, "Attys@WellingtonLaw.com" &lt;attys@wellingtonlaw.com&gt;

Mr. Johnson –

Please find attached to this email the following for your review and that of your client Ms. Orozco:

1. A Right of Entry
2. A Repayment & Reimbursement Agreement (This agreement needs information on what the Owner proposes to pay monthly to repay the city for costs previously incurred.)
3. Exhibit B to the Repayment & Reimbursement Agreement with Invoices for Amounts to the City due through 12/31/2021. I will supply the detailed support for these invoices by separate email.
4. Schaaf & Wheeler's Scope Memo for the floodplain violation and recommendations.
5. A Landowner Drone Flight Consent Form (for a planned July 7 drone inspection of the property)

The City is prepared to move ahead quickly as requested by Ms. Orozco to assess and abate the violations existing on the property. To that end the City has a contract pending with Schaaf & Wheeler and has scheduled drone inspection scheduled for July 7. As I understand that you will require time to review the terms of the Right of Entry and the Repayment & Reimbursement Agreement, I have made the Landowner Drone Flight Consent a stand-alone document with the owner responsible for the cost of that activity.

Please note that I have copied both Ms. Retterer and Ms. Orozco on this email as both were copied on Ms. Orozco's email of June 29 with the title report for the property).



Please feel free to contact me should you have any questions or wish to discuss any of these documents.

I appreciate your courtesy, cooperation, and attention to this matter.

I close by wishing you a safe and Happy 4<sup>th</sup> of July weekend,

Bob Rathie

Wellington & Rathie

(831) 424-3672

attys@wellingtonlaw.com

ROBERT W. RATHIE - WELLINGTON LAW OFFICES - 857 CASS STREET - SUITE D - MONTEREY - CA - 93940 -

(831) 373-8733 - FAX (831) 373-7106

**CONFIDENTIALITY NOTICE:** This communication and any accompanying document(s) are confidential and privileged. They are intended for the sole use of the addressee. If you received this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. Moreover, any such inadvertent disclosure shall not compromise or waive the attorney-client or work product privileges as to this communication. If you received this communication in error, please immediately notify us by return email or telephone and then delete this communication. Thank you.

Please consider the environment before printing this email.

**5 attachments**



**Right of Entry - 451 San Juan Hollister Road.doc**  
57K



**Repayment-Reimbursement Agreement for Costs of Abatement.docx**  
39K



**Repayment-Reimbursement Agreement - Exhibit B Costs Incurred to Date.pdf**  
585K



**Updated Schaaf & Wheeler Scope Fee\_May 16 2022.pdf**  
198K



# CERTIFICATE OF COMPLIANCE

AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT  
2300 SAN JUAN HIGHWAY  
SAN JUAN BAUTISTA, CA 95045  
(831) 623-4500

Project Address: 451 Old San Juan Hollister Rd.  
Project Owner's Name: Cynthia Orozco Phone No.: 831-207-7765  
Project Description: New Warehouse, 5250 SF  
Building Type: ☒ Commercial ☐ Residential  
☒ New ☐ No. of Dwellings  
☐ Addition ☐ New  
☐ Addition

Value of Development Project: \$ 750,000  
Assessor's Parcel No.: 002-550-008 (If Schedule "A" is used, show  
Assessor's Parcel No. for each lot if one exists or Assessor's Parcel No. for parcels before subdivided.)  
Square footage created by this permit: 5250

**Certification of Applicant/Owner.** The person signing certifies that the above information is correct and makes this statement under penalty of perjury and further represents that he/she is authorized to sign on behalf of the owner/developer.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

City/County Certification: \_\_\_\_\_  
(SIGNATURE)  
Permit Tech  
(TITLE)

## • NO PERSONAL CHECKS ACCEPTED •

THE FOLLOWING TO BE COMPLETED BY AROMAS-SAN JUAN UNIFIED SCHOOL DISTRICT:

School District requirements for the above project have been satisfied in accordance with one of the following (Circle one):

Government Code 53080 (AB 2926)	Not subject to fee requirements	\$2.97 per square foot for residential projects \$0.47 per square foot commercial projects
------------------------------------	------------------------------------	---

Total Number of Square Feet: 5250  
Amount per square foot: \$ .47  
Amount collected: \$ 2467.50

Payment received: Certified/Cashier's Check \_\_\_\_\_ Money Order \_\_\_\_\_ Cash \_\_\_\_\_

## • NO PERSONAL CHECKS ACCEPTED •

School District Official: Bridget Barnett  
Title: Permit A/P. Payroll Tech Date: 8/29/19  
Comments (if necessary): \_\_\_\_\_

White - City/County Planning Office  
Effective 11-03-09

Yellow - Project Owner

Pink - School District

You are hereby notified that you have ninety (90) days from the date of payment of fees identified herein to file a protest against the imposition of these fees pursuant to Government Code Section 66020.





Online Banking

## Midnight Express Trans Inc: Account Activity Transaction Details

Check number: 00000001711

Post date: 09/20/2019

Amount: -2,467.50

Type: Check

Description: Check

Merchant name: Check

Transaction category: Cash, Checks &amp; Misc: Checks

MIDNIGHT EXPRESS TRANSPORTATION INC  
PO BOX 1712  
HOLLISTER, CA 95024-1712

DATE 8/29/19

1711

11-2971210 CA  
96723

PAY TO THE ORDER OF ASTUSD

\$ 2467.50

Twenty four hundred Sixty Seven and 50/100 DOLLARS

Bank of America

FOR San Juan Property School

Maria Orozco

0001711 1210003581 325084252520

ENDORSE HERE

X

FOR DEPOSIT/SAN BENITO CO. TREAS.  
AROMAS/SAN JUAN USD

WELLS FARGO BANK NA INC  
2487274454  
1221-0527-84  
3110062386



Robert W. Rathie (SBN 171169)  
WELLINGTON & RATHIE  
Villa Carmel, Suite 2  
SW 4<sup>th</sup> & Mission  
P.O. Box 4523  
Carmel-by-the-Sea CA 93921-4523  
Tel: (831) 373-8733  
Fax: (831) 373-7106

Attorney for Defendant

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN BENITO**

In the Matter of the	)	
Confession of Judgment by	)	NO.
Kulta Farms, LLC	)	
Defendant,	)	CONFESSION OF JUDGMENT
In favor of the	)	STATEMENT [C.C.P. §1132]
City of San Juan Bautista	)	
<u>Plaintiff.</u>	)	

This confession of judgment is made for the purpose of securing payment of money due arising out of the following facts: Plaintiff provided services to Defendant under terms of the Agreement for the Provision of Planning, Engineering, and Other Services Related to Code Violations Existing at 451 San Juan Hollister Road between Defendant and Plaintiff made and entered into on August \_\_\_, 2022, (the "Agreement") a copy of which is attached hereto as Exhibit "A." As of \_\_\_, 20 \_\_\_, Defendant owes to Plaintiff under the Agreement the sum of \$\_\_\_\_\_ and after having provided the written notice to Plaintiff, Defendant cancelled the Agreement. Defendant did not pay the amount due for the services provided by the Agreement.

As its Managing Member and Chief Executive Officer, Defendant is authorized to confess judgment in favor of the Plaintiff and, I, Maria Cynthia Orozco, do hereby confess judgment in the above-entitled cause in favor of the Plaintiff in the sum of \$\_\_\_\_\_.



Thereafter, Plaintiff's attorney may appear in any court of record in San Benito County and waive the issuing and service of process and file this Confession of Judgment Statement, together with the Defendant's Attorney's Certificate executed concurrently and have judgment entered thereon.

### VERIFICATION

I, Maria Cynthia Orozco, as the Managing Member and Chief Executive Officer of the Defendant in the above-entitled cause, have read the foregoing statement and know the contents thereof. The same is true of my own knowledge, except to any matters which are therein alleged on information and belief, and as to those matters, I believe it to be true. I hereby authorize entry of judgment against Kulta Farms, LLC in the sum of \$ \_\_\_\_\_ for money due under the terms of the Agreement entered into by and between the City of San Juan Bautista and Kulta Farms, LLC.

I declare under penalty of perjury that the foregoing is true and correct and that this declaration was executed on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, California.

KULTA FARMS, LLC

By \_\_\_\_\_  
Maria Cynthia Orozco



Robert W. Rathie (SBN 171169)  
WELLINGTON & RATHIE  
Villa Carmel, Suite 2  
SW 4<sup>th</sup> & Mission  
P.O. Box 4523  
Carmel-by-the-Sea CA 93921-4523  
Tel: (831) 373-8733  
Fax: (831) 373-7106

Attorney for Defendant

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN BENITO

In the Matter of the	)	
Confession of Judgment by	)	NO.
Kulta Farms, LLC	)	
Defendant,	)	CONFESSION OF JUDGMENT
In favor of the	)	STATEMENT [C.C.P. §1132]
City of San Juan Bautista	)	
<u>Plaintiff.</u>	)	

I, Aaron Johnson, am an attorney licensed to practice law in the State of California and the attorney of record for the Kulta Farms, LLC, Defendant in the above-entitled matter.

I independently represent the Defendant in the above-entitled matter.

I have examined the proposed judgment and have advised the Defendant with respect to the waiver or rights and defenses under the confession of judgment procedure and have advised the Defendant to utilize the confession of judgment procedure.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Aaron Johnson,  
Attorney for Kulta Farms. LLC



## EXHIBIT C

### Listing of Reimbursable Expenses Incurred to Date Amount and Brief Explanation

Shaaf & Wheeler Study (per Scope Memo of 8/15/2022)	\$27,030.00
Previously Invoiced Amounts (City's Invoices: 264 of 7/1/20, 278 of 7/1/21, and 279 of 12/31/21 all of which were previously provided to the Property Owner. Copies attached.)	\$29,991.77
Invoice 287 of 8/19/22 (Copy attached.)	\$17,750.77
Less Amount Paid on Account on 7/12/22 (See Recital L and Sec. 7(a)) (Copy of receipt attached)	- \$10,000.00
	=====
Promissory Note/Deed of Trust Total	\$64,772.54





## HOLLISTER FIRE DEPARTMENT

Fire Station 1 110 Fifth Street • Hollister, CA 95023-3926  
Headquarters (831) 636-4325 • Fax (831) 636-4329

August 1, 2022

Cynthia Orozco/Kulta Farms  
451 San Juan Hollister Road  
San Juan Bautista, CA 95045

Re: 451 San Juan Hollister Road - **Abate and mitigate weeds**  
Parcel #: 002-550-008-000

### NOTICE TO DESTROY WEEDS [CALIFORNIA LAW PC 4291]


**California law requires property owners and/or occupants to create 100 feet of DEFENSIBLE SPACE around homes and buildings.**

The Hollister Fire Department has declared that the growth and accumulation of weeds in the incorporated and unincorporated areas of San Benito County pose a fire, safety and public health risk and therefore declared weeds a recurring nuisance. Each property owner is responsible for abating the nuisance on the property/properties referenced above. THIS NOTICE APPLIES TO ALL LOTS AND PROPERTIES, whether vacant, undeveloped or improved lots. Undeveloped lot owners/caretakers must disc the properties and cross disc until weeds have been abated. **Weeds must be mitigated all the way to property line, fence line, and sidewalks.** Improved lots less than 3 acres in size may abate the nuisance by mowing weeds to a height of ½ to 1 inch of the ground and **maintain** it at that height all year in accordance with Government Code 39560. Please inquire with San Juan Bautista Code Enforcement.

**YOU ARE FURTHER NOTIFIED** that you must remove all weeds and over grown vegetation and maintain the property throughout the year, or the Hollister Fire Department will proceed to abate the nuisance and assess the costs thereof against the Property. If the Hollister Fire Department abates your lot(s), there will be an added \$250.00 administration fee per parcel in addition to the abatement costs.

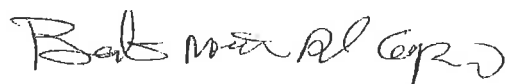
Please attend to this matter with-in ten days of receiving this letter. If you have any questions, please contact the Hollister Fire Department at 831-636-4325

Sincerely,

  
Charlie Bedolla

Fire Marshal

Hollister Fire Department



Fire Chief Martin Del Campo  
Hollister Fire Department





# City of San Juan Bautista

*The "City of History"*

## City of San Juan Bautista First Administrative Citation

September 19, 2022

P.O. Box 1420  
311 Second Street  
San Juan Bautista  
California 95045  
(831) 623-4661  
Fax (831) 623-4093

### **City Council**

#### **Mayor**

Mary Vazquez Edge

#### **Vice Mayor**

Leslie Q. Jordan

#### **Councilmember**

Cesar Flores

#### **Councilmember**

John Freeman

#### **Councilmember**

Dan DeVries

### **City Manager**

Don Reynolds

### **City Clerk**

Laura Cent

### **City Treasurer**

Chuck Geiger

### **Fire Chief**

Bob Martin Del Campo

**Owners: Kulta Farms LLC**

**Location: 451 San Juan Hollister Road**

**Violation(s): SJBMC 12-1-080.**

**Cynthia Orozco, Agent, Kulta Farms LLC**

**381 Howard Court**

**Hollister, CA 95023**

Dear Cynthia Orozco,

The City of San Juan Bautista has attempted, without satisfactory response from you., to reach agreement with you for your remediation of any adverse effect due to your illegal grading on the property (within the flood plain and adjacent to and within the San Juan Creek) located at 451 San Juan Hollister Road. Potential adverse effects include those on riparian habitats, cultural/archaeological resources and those that may occur to upstream and downstream public and private properties and facilities from extensive unauthorized fill within the creek. Due to the rapidly approaching rainy season, it is imperative that corrective measures be completed to prevent damage to the flood plain, wetlands, creek, and properties.

The City has issued three (3) Compliance Orders notifying you of the violation. The City will now issue and include in this letter, an Administrative Citation for violation of Section 12-1-210 of the municipal code. The first citation has a fine of \$50.00, a second citation would be \$100.00 and a third and any subsequent citation will be \$500.00. In addition, the City has begun the Emergency Nuisance Abatement Procedure. Under this procedure the City will attempt to classify the property as a nuisance and take corrective action to eliminate any threats to health and safety at the property owner(s) expense.

Your cooperation in this matter is greatly appreciated.

Sincerely,

Rich Brown

Code Enforcement - City of San Juan Bautista

Office Phone 831-623-4661

Cell Phone 831-902-0615

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



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJBA 1005

DATE	9/16/00	TIME	1600	DAY	THU	CASE #	41
LOCATION OF VIOLATION(S):	450 SAN JUAN HWY HWY RD						
CITY	SAN JUAN BAUTISTA		STATE	CA	ZIP	95045	
RESPONSIBLE PARTY:	CYNTHIA OROZCO						
<input checked="" type="checkbox"/> BUSINESS OWNER <input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER							
NAME (First, Middle, Last)	SAME AS RP		DOB	W/L			
DRIVER'S LICENSE	CLASS	STATE	PHONE				
ADDRESS	381 HOWARD CT HWY CA 95043						
VEHICLE LICENSE OR LAST 4 OF VIN:	STATE		REG. MO/YR				
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR			

## SAN JUAN BAUTISTA MUNICIPAL CODE

CODE SECTION: 57BMC 12-1-210

DESCRIPTION: GRADING IN A FLOOD

PLAN/HAZARD AREA

PHOTOS TAKEN? ☒ Yes ☐ No☒ 1<sup>ST</sup> CITATION \$50 ☐ 2<sup>ND</sup> CITATION \$100 ☐ 3<sup>RD</sup> CITATION \$500

## ACTIONS(S) REQUIRED:

- ☒ CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.  
☒ CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.  
☒ EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.

SIGNATURE OF RESPONSIBLE PARTY

REFUSED ☐

COMMENTS:

ISSUING ENFORCEMENT OFFICER: R. BROWN ID # 0460 9-16-00  
Type of Service: ☐ Personal ☒ Mail ☐ Left on Vehicle ☐ Left at Residence

SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION



ISSUING AGENCY: ☒ X CODE ENF. ☐ OTHER

#0000

A. V. V.

DATE	9/23/22	TIME	0730	<input type="checkbox"/> DAY <input type="checkbox"/> PM	CASE #	41
LOCATION OF VIOLATION(S): 451 SAN JUAN HOLL RD.						
CITY	SAN JUAN BAUTISTA	STATE	CA	95045		
RESPONSIBLE PARTY: CYNTHIA OROZCO						
<input checked="" type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER						
NAME: (First, Middle, Last)		SSANEAS RP		DOB	UNK	
DRIVERS LICENSE		UNK	CLASS	STATE	PHONE	
ADDRESS: 381 HOWARD CT, HOLLY CA 95023						
VEHICLE LICENSE OR LAST 4 OF VIN: N/A				STATE	REG. MO/VR	
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR		
SAN JUAN BAUTISTA MUNICIPAL CODE						
CODE SECTION: SUBMC 12-1-210						
DESCRIPTION: GRADING IN A FLOOD PLAIN/HAZARD AREA						
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50 <input checked="" type="checkbox"/> 2 <sup>ND</sup> CITATION \$100 <input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500						
ACTION(S) REQUIRED:						
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.						
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.						
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.						
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>		
COMMENTS:						
R. BRENN ID # 0460 9.23.22						
Issuing Enforcement Officer						
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence						
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION						



DATE	9/24/22	TIME	0800	<input type="checkbox"/> AM <input type="checkbox"/> PM	CASE #	41
LOCATION OF VIOLATION(S)	451 SAN JUAN HOL RD					
CITY	SAN JUAN BAUTISTA			STATE	CA	ZIP 95045
RESPONSIBLE PARTY:	SAME AS PROPERTY OWNER					
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER						
NAME (First, Middle, Last)	CYNTHIA OROZCO			DOB	UNK	
DRIVER'S LICENSE	CLASS	STATE	PHONE			
UNK						
ADDRESS	381 HOWARD CT. HOL. CA 95023					
VEHICLE LICENSE OR LAST 4 OF VIN:	N/A			STATE	REG. MO/YR	
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR		
SAN JUAN BAUTISTA MUNICIPAL CODE						
CODE SECTION: STBMC 12-1-210						
DESCRIPTION: GRADING IN A FLOOD PLAIN HAZARD AREA WITHOUT PERMIT						
PHOTOS TAKEN?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50 <input type="checkbox"/> 2 <sup>ND</sup> CITATION \$100 <input checked="" type="checkbox"/> 3 <sup>RD</sup> CITATION \$500						
ACTIONS(S) REQUIRED:						
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.						
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.						
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.						
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>		
COMMENTS:						
R. BROWN ID # 0460 9.24.22						
Issuing Enforcement Officer						
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence						
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION						



ISSUING AGENCY: ☒ CODE ENF ☐ OTHER

#SJBA 1000

DATE	9/25/22	TIME	1:300 PM	JAM	CASE #	41
LOCATION OF VIOLATION(S)	451 SAN JUAN HALL RD.					
CITY	SAN JUAN BAUTISTA		STATE	CA	ZIP 95045	
RESPONSIBLE PARTY	CYNTHIA OROZCO					
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER						
NAME: (First, Middle, Last)	CYNTHIA OROZCO			DOB	LXX	
DRIVER'S LICENSE	CLASS	STATE	PHONE			
LYLE						
ADDRESS	381 HOWARD CT. HOLLY. CA 95023					
VEHICLE LICENSE OR LAST 4 OF VIN	N/A					
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR		
SAN JUAN BAUTISTA MUNICIPAL CODE						
CODE SECTION: STBMC 12-1-210						
DESCRIPTION: GRADING IN A FLOOD PLAIN/HAZARD AREA WITHOUT PERMIT						
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50 <input type="checkbox"/> 2 <sup>ND</sup> CITATION \$100 <input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500						
ACTIONS(S) REQUIRED:						
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.						
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.						
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.						
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>		
COMMENTS: 4TH CITATION \$500.00						
R. BROWN 0460 9-25-22						
Issuing Enforcement Officer ID # Issue Date						
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence						
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION						



ISSUING AGENCY: ☒ CODE ENF ☐ OTHER

#SJBA 1003

DATE	9/26/22	TIME	1/3/5	DAY	CASE #	41
LOCATION OF VIOLATION(S): 451 SAN JUAN HILL RD.						
CITY	SAN JUAN BAUTISTA	STATE	CA	ZIP	95045	
RESPONSIBLE PARTY: CYNTHIA OROZCO						
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER						
NAME (First, Middle, Last)			CYNTHIA OROZCO		DOB	
DRIVER'S LICENSE			CLASS		STATE	
DATE			PHONE			
ADDRESS						
VEHICLE LICENSE OR LAST 4 OF VIN:						
N/A						
VEHICLE YEAR	MAKE	MODEL	STATE	REG. MO./YR.	COLOR	

## SAN JUAN BAUTISTA MUNICIPAL CODE

CODE SECTION: STBMC 12-1-210

DESCRIPTION: GRADING IN A FLOOD

PLAIN/HAZARD AREA WITHOUT PERMIT

PHOTOS TAKEN? ☒ Yes ☐ No☐ 1<sup>ST</sup> CITATION \$50 ☐ 2<sup>ND</sup> CITATION \$100 ☐ 3<sup>RD</sup> CITATION \$500

## ACTIONS(S) REQUIRED:

☒ CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.☒ CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.☒ EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.

SIGNATURE OF RESPONSIBLE PARTY

REFUSED ☐

COMMENTS: 5TH CITATION \$500.00

ISSUED BY: P. BROWN ID # 0460 DATE 9-26-22

ISSUING ENFORCEMENT OFFICER

TYPE OF SERVICE: ☐ Personal ☒ Mail ☐ Left on Vehicle ☐ Left at Residence

SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJBA

1010

DATE	9/27/22	TIME	1:315 PM	CASE #	41
LOCATION OF VIOLATION(S): 451 SAN JUAN HOLLY RD					
CITY	SAN JUAN BAUTISTA	STATE	CA	ZIP	95045
RESPONSIBLE PARTY: CYNTHIA OROZCO					
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER					
NAME: (First, Middle, Last)		CYNTHIA OROZCO		DOB	UNK
DRIVER'S LICENSE		CLASS	STATE	PHONE	
UNK					
ADDRESS					
VEHICLE LICENSE OR LAST 4 OF VIN:					
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR	
SAN JUAN BAUTISTA MUNICIPAL CODE					
CODE SECTION: 50BMC 12-1-210					
DESCRIPTION: GRADING IN A FLOOD PLAIN/					
HAZARD WITHOUT A PERMIT					
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50 <input type="checkbox"/> 2 <sup>ND</sup> CITATION \$100 <input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500					
ACTION(S) REQUIRED:					
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.					
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.					
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.					
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>	
COMMENTS: 6TH CITATION \$500.00					
R. Brown ID # 0460 9-27-22					
Issuing Enforcement Officer					
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence					
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION					



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJBA

1011

DATE	9/28/22	TIME	1316	DAY	THU	CASE #	41
LOCATION OF VIOLATION(S): 451 SAN JUAN HILL RD							
CITY	SAN JUAN BAUTISTA	STATE	CA	ZIP	95045		
RESPONSIBLE PARTY: CYNTHIA OROZCO							
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER							
NAME (First, Middle, Last)		CYNTHIA OROZCO		DOB		WKE	
DRIVER'S LICENSE		WKE		CLASS		STATE	
ADDRESS							
VEHICLE LICENSE OR LAST 4 OF VIN:		STATE		REG. MO/YR.			
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR			
SAN JUAN BAUTISTA MUNICIPAL CODE							
CODE SECTION: 50BVC 12-1-210							
DESCRIPTION: GRADING IN A FLOOD PLAIN							
HAZARD AREA WITHOUT A PERMIT							
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50 <input type="checkbox"/> 2 <sup>ND</sup> CITATION \$100 <input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500							
ACTION(S) REQUIRED:							
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.							
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.							
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.							
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>			
COMMENTS: 7TH CITATION \$500.00							
R. Brown 0460 9-28-22							
Issuing Enforcement Officer ID # Issue Date							
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence							
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION							



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJB 1012

DATE	9/29/22	TIME	1:317	CLAM	CASE #	41
LOCATION OF VIOLATION(S)	451 SAN JUAN HILL RD					
CITY	SAN JUAN BAUTISTA		STATE	CA	ZIP	95045
RESPONSIBLE PARTY	CYNTHIA OROZCO					
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER						
NAME: (First, Middle, Last)	CYNTHIA OROZCO		DOB	UNK		
DRIVER'S LICENSE	CLASS	STATE	PHONE			
ADDRESS	UNK					
VEHICLE LICENSE OR LAST 4 OF VIN:						
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR		
SAN JUAN BAUTISTA MUNICIPAL CODE						
CODE SECTION: 50BMC 12-1-210						
DESCRIPTION: GRADING IN A FLOOD						
DRAINAGE AREA WITH OUT						
A PERMIT						
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
<input type="checkbox"/> 1st CITATION \$50 <input type="checkbox"/> 2nd CITATION \$100 <input type="checkbox"/> 3rd CITATION \$500						
ACTION(S) REQUIRED:						
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.						
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.						
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.						
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>		
COMMENTS: 8TH CITATION \$500.00						
P. BRAVO 0460 9.29.22						
Issuing Enforcement Officer ID # Issue Date						
Type of Service: <input type="checkbox"/> Personal <input type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence						
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION						



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJB 1013

DATE	9/30/22	TIME	1:31 PM	CASE #	41
LOCATION OF VIOLATION(S): 451 SAN JUAN HILL RD					
CITY	SAN JUAN BAUTISTA	STATE	CA	ZIP	95045
RESPONSIBLE PARTY: CYNTHIA OROZCO					
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER					
NAME: (First, Middle, Last)		CYNTHIA OROZCO		ID#	unk
DRIVER'S LICENSE		CLASS	STATE	PHONE	
ADDRESS					
VEHICLE LICENSE OR LAST 4 OF VIN:					
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR	
SAN JUAN BAUTISTA MUNICIPAL CODE					
CODE SECTION: SBMC 12-1-210					
DESCRIPTION: GRADING IN A FLOOD PLAIN/HAZARD AREA WITHOUT A PERMIT					
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50 <input type="checkbox"/> 2 <sup>ND</sup> CITATION \$100 <input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500					
ACTIONS(S) REQUIRED:					
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.					
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.					
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.					
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>	
COMMENTS: 9TH CITATION \$500.00					
R. BREW 0400 9-30-22					
Issuing Enforcement Officer ID # Issue Date					
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence					
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION					



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJBA 1016

DATE	10/13/22	TIME	1:32 PM	CASE #	41
LOCATION OF VIOLATION(S)	451 SAN JUAN HILL RD				
CITY	SAN JUAN BAUTISTA	STATE	CA	ZIP	95045
RESPONSIBLE PARTY	CYNTHIA OROZCO				
<input type="checkbox"/> BUSINESS OWNER <input checked="" type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> OTHER					
NAME: (First, Middle, Last)	CYNTHIA OROZCO			DOB	last
DRIVERS LICENSE	CLASS	STATE	PHONE		
ADDRESS					
VEHICLE LICENSE OR LAST 4 OF VIN:					
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR	
SAN JUAN BAUTISTA MUNICIPAL CODE					
CODE SECTION: SDBMC 12-1-210					
DESCRIPTION: GRADING IN A FLOOD					
DRAIN / HAZARD AREA WITHOUT					
A PERMIT					
PHOTOS TAKEN? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> 1st CITATION \$50 <input type="checkbox"/> 2nd CITATION \$100 <input type="checkbox"/> 3rd CITATION \$500					
ACTION(S) REQUIRED:					
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.					
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.					
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE					
AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED					
PENALTIES.					
SIGNATURE OF RESPONSIBLE PARTY			REFUSED <input type="checkbox"/>		
COMMENTS: 12TH CITATION \$500.00					
ISSUING OFFICER: R. BROWN ID # 0460 Issue Date 10-3-22					
Type of Service: <input type="checkbox"/> Personal <input type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence					
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION					



## CITY OF SAN JUAN BAUTISTA ADMINISTRATIVE CITATION

ISSUING AGENCY: ☒ CODE ENF. ☐ OTHER

#SJBA 1035

DATE	10/21/22	TIME	1320	DAY	41	CASE #	
LOCATION OF VIOLATION(S)	451 SAN JUAN HOLC RD						
CITY	SAN JUAN BAUTISTA		STATE	GA	ZIP	30645	
RESPONSIBLE PARTY	CYNTHIA OROZCO						
<input type="checkbox"/> BUSINESS OWNER	<input checked="" type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT	<input type="checkbox"/> OTHER				
NAME: (First, Middle, Last)	CYNTHIA OROZCO		DOB	N/A			
DRIVERS LICENSE	CLASS	STATE	PHONE				
ADDRESS							
VEHICLE LICENSE OR LAST 4 OF VIN	STATE		REG. MO/YR.				
VEHICLE YEAR	MAKE	MODEL	STYLE	COLOR			
SAN JUAN BAUTISTA MUNICIPAL CODE							
CODE SECTION: SBMC 12-1-210							
DESCRIPTION: GRADING IN A FLOOD HAZARD AREA WITHOUT A PERMIT							
PHOTOS TAKEN?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No					
<input type="checkbox"/> 1 <sup>ST</sup> CITATION \$50	<input type="checkbox"/> 2 <sup>ND</sup> CITATION \$100	<input type="checkbox"/> 3 <sup>RD</sup> CITATION \$500					
ACTIONS(S) REQUIRED:							
<input checked="" type="checkbox"/> CONTACT THIS OFFICE UPON RECEIPT OF THIS CITATION.							
<input checked="" type="checkbox"/> CEASE ALL ILLEGAL ACTIVITY(S) IMMEDIATELY.							
<input checked="" type="checkbox"/> EACH DAY THE VIOLATION CONTINUES IS A SEPARATE OFFENSE AND ADDITIONAL CITATIONS WILL BE ISSUED WITH INCREASED PENALTIES.							
SIGNATURE OF RESPONSIBLE PARTY				REFUSED <input type="checkbox"/>			
COMMENTS: 11th CITATION \$500.00							
E. Brown 0460 10-2-22							
Issuing Enforcement Officer ID # Issue Date							
Type of Service: <input type="checkbox"/> Personal <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Left on Vehicle <input type="checkbox"/> Left at Residence							
SEE REVERSE SIDE FOR PAYMENT AND OTHER INFORMATION							



EDITION: JULY 12, 2020

# ***COVID-19: SIMPLE ANSWERS TO TOP QUESTIONS***

***RISK COMMUNICATION FIELD GUIDE  
QUESTIONS AND KEY MESSAGES***



**VINCENT T. COVELLO, MA, PHD\***  
**RANDALL N. HYER, MD, PHD, MPH\***

**NOTE – THE UNDERSTANDING OF COVID-19 IS RAPIDLY EVOLVING AND  
THIS DOCUMENT WILL BE UPDATED PERIODICALLY TO REFLECT NEW INFORMATION  
AND RECOMMENDATIONS AS THEY BECOME AVAILABLE.**

**CITATION: COVELLO, V. AND HYER, R. (2020). COVID-19: SIMPLE ANSWERS TO TOP QUESTIONS, RISK COMMUNICATION GUIDE.  
ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS, JULY 12, 2020. ARLINGTON, VIRGINIA.**

**\*CENTER FOR RISK COMMUNICATION/CRISISCOMMUNICATION.NET**



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## I. INTRODUCTION

This document is the fifth edition of *COVID-19: Simple Answers to Top Questions*. It is an updated version of the original document published on March 10, 2020. With the rapid evolution of knowledge and policy regarding COVID-19, future revisions will be produced on an ongoing basis.

In February 2020, ASTHO sponsored the development of the first edition of *COVID-19: Simple Answers to Top Questions*<sup>1</sup> with risk communication experts and a working group of State Health Officials using the science-based, risk communication message mapping development process.<sup>2</sup> “Message Maps” are risk communication tools used to help organize complex information and make it easier to express current knowledge. The development process distills information into clear and easily understood messages. For ease of use, each complete message map is fully contained on a single page.

ASTHO’s *COVID-19: Simple Answers to Top Questions* is based on message maps and follows the belief that state health officials need both short and long answers. Messages are presented initially in no more than 3-5 short sentences and convey 3-5 key messages, ideally in the least number of words possible. The approach is based on surveys showing that lead or front-page media and broadcast stories usually convey only the soundbite: 3-5 messages usually in less than 9 seconds for broadcast media or 27 words for print. Each primary message normally has 3 to 5 supporting messages that can be used when and where appropriate to provide context for the issue being mapped. A brief description of the message mapping strategy is in the Appendices.

In the following pages, you will find 60+ top questions about COVID-19 answered with detailed message maps. ASTHO recommends that you review the Appendix “Media Interviews: Tips and Pitfalls” before you engage with the media.

Appendix G is intended for a technical audience. It contains extensive scientific and technical information on COVID-19.

Given the propensity for rumors and misinformation during a pandemic like COVID-19, this edition has a new Appendix H, Coronavirus disease (COVID-19) advice for the public: Myth busters. This Appendix contains information on the most common COVID-19 myths.

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<sup>1</sup> Please cite this publication as follows: Covello V. and Hyer R. *COVID-19: Simple Answers to Top Questions, Risk Communication Guide*. Association of State and Territorial Health Officials, June 8, 2020. Arlington, Virginia.

<sup>2</sup> Contributions from the following people are acknowledged: Glen Nowak, Tom Hipper, Craig Manning, and Paula Hoelker-Williams.



## II. PREFACE

State and Territorial Health Officials (S/THOs) play a critical role in the health security of our nation. The demands are many and the margin of error is small. S/THOs must translate the best available public health evidence and science into actionable policy advice for elected leaders and other cabinet agencies. They must act as a credible, timely, source of accurate information to a variety of stakeholders. Equally important, the SHO and the public health team must convey a clear, compassionate, and caring message to the public to motivate appropriate protective behaviors without instilling inappropriate fear. All of this must occur while leading and managing complex public health agencies strained under the demands of an emergency response.

The role is all the more complex in a rapidly evolving situation in which many unknowns remain. Overconfidence or utilizing an inaccurate mental model of an issue can lead to missteps and diminish public trust. It is critical for this reason to be very cognizant of what is known, what is unknown, what is controllable, and what is not controllable. This humility allows rapid adjustments to strategies and tactics and allows an accurate and credible message to be delivered to and received by the public and policymakers.

ASTHO worked closely with Drs. Randall Hyer and Vincent Covello from the Center for Risk Communication/CrisisCommunication.net to develop this communication guide to assist S/THOs in preparing to communicate with the public, media, and policymakers about COVID-19.

State and territorial health officials prioritized the top 60+ questions on COVID-19 for which these message map style answers were developed. Of course, a S/THO's judgment will determine the most appropriate response to an issue in his or her jurisdiction. It is our hope that this messaging guide can provide S/THOs with a baseline of consistent messages across our nation.

*COVID-19: Simple Answers to Top Questions* will be modified and updated as events evolve and more is known.

Thank you for your service of protecting and improving the health of our nation.

Michael Fraser, PhD, CAE  
Chief Executive Officer  
Association of State and Territorial Health Officials



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## IV. COMMUNICATING WITH MESSAGE MAPS

This risk communication toolkit contains information about COVID-19. Answers to important questions are presented in a format called a “message map.” According to the Centers for Disease Control and Prevention (CDC), a message map is a science-based risk communication tool used to help organize complex information and make it easier for information to be shared.

A message map distills information into a series of layered messages, from basic to more complex. Messages — e.g., answers to questions — are presented initially in a few bullets that convey key messages, ideally using the least number of words possible.<sup>3</sup> The key messages are then followed by additional information.

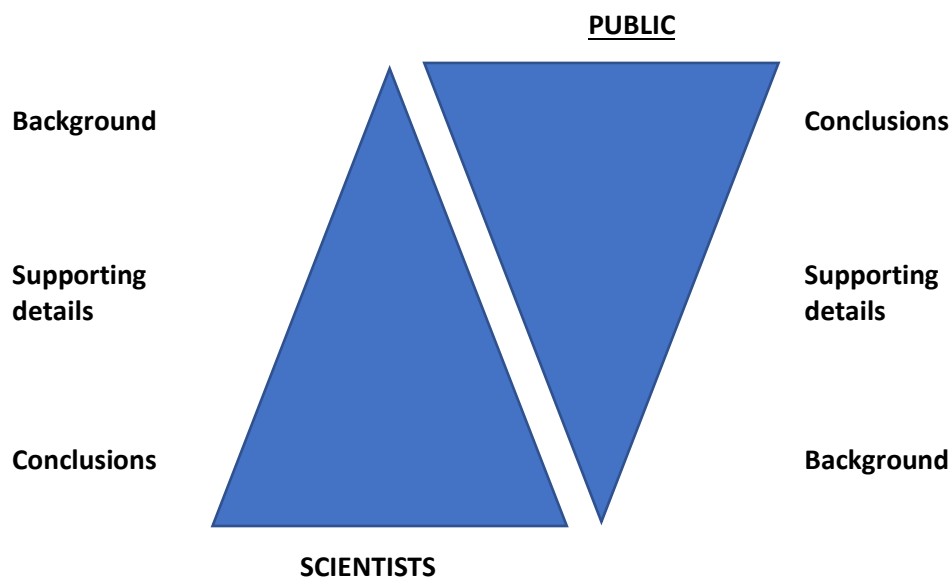
A key assumption of message mapping is people want clear answers to their questions about complex scientific issues as well as access to more detailed answers to those same questions.<sup>4</sup> A second key assumption is if stakeholders — all those interested or impacted by the risk — are well-informed by the best and most up-to-date information about a complex scientific or technical issue, they are in a better position to engage, exchange information, and participate constructively in the decision-making process.

Unfortunately, many scientists face challenges in sharing complex scientific information. These challenges are addressed in part by message maps. First, scientists must overcome a basic obstacle to effective communication: people facing a perceived threat and under stress typically have difficulty processing information — hearing, understanding, and remembering. Second, as shown in Figure 2 on next page, scientists are used to communicating with their peers in a particular format, beginning with background information, moving to supporting details, and finally coming to their results and conclusions. For communicating with the public, however, a more effective approach is to invert that pyramid and begin with the conclusions — the bottom lines up front. The top line of a message map — the key messages — are the conclusions.

<sup>3</sup> See <https://www.cdc.gov>

<sup>4</sup> For more information about message mapping, see the U.S. Environmental Protection Agency: <https://www.epa.gov>



**Figure 2: Scientific and Public Communication**

Third, scientists often fail to craft clear messages that can be easily understood and recalled by non-experts. Message maps are designed to start with clear messages and build complexity through hierarchical layers. Fourth, because of details and lack of hierarchical structure, non-experts often have difficulty sorting out what is important from what is less important. Fifth, scientists sometimes speak in a code known only to other scientists, using the technical jargon of their field instead of plain language. Many words that seem perfectly normal to scientists are incomprehensible jargon to a lay audience. Sixth, scientists often fail to put findings into the context of the larger body of knowledge of what is scientifically well understood. Seventh, scientists often lead with what they do not know instead of what they do know. Eighth, scientists often fail to anticipate common misunderstandings and misperceptions.

### **Answering Questions with Message Maps**

Message maps can be used to answer important questions in the form of a short answer consisting of ideally 3 (no more than 5) key messages expressed in 27 words. A longer answer consists of the shorter answer with supporting details. Best practices are to complete the answer to a question with repeating the shorter answer or key messages, which provides a soundbite that is easy to quote and to remember.



## V. MESSAGE MAPS: SHORTER AND LONGER ANSWERS

### 100 Series: Basic Questions

100.	<i>What are key facts about the global COVID-19 pandemic in the U.S.?</i>	12
101.	<i>What are the signs/symptoms of COVID-19 and when do they appear?</i>	13
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107.	<i>What is the difference between COVID-19 and the common cold?</i>	19
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## 100. What are key facts about the global COVID-19 pandemic in the U.S.?

### Key Messages/Shorter Answer (Soundbite):

1. *The U.S., states, territories, and local communities are using public health measures to reduce the spread of the virus and the burden on the healthcare system.*
2. *Social distancing, diagnostic testing, and people wearing face coverings in public are slowing the spread of COVID-19.*
3. *Public health measures and basic hygiene help prevent COVID-19 infection and spread.*

### Longer Answer:

1. ***The U.S., states, territories, and local communities are using public health measures to reduce the spread of the virus and the burden on the healthcare system.***
  - Multiple jurisdictions have achieved promising results with public health measures, but continue to face significant challenges.
  - Public health authorities are detecting, testing, treating, isolating, and finding contacts of those who have COVID-19 to help reduce spread.
  - Health care systems are strengthening protection for healthcare workers; expanding COVID-19 treatment; expanding testing; and implementing best practices in risk communication.
  - Public health measures can be relaxed in a phased approach based on confirmed cases.
2. ***Social distancing, diagnostic testing, and people wearing face coverings in public are slowing the spread of COVID-19.<sup>5</sup>***
  - People should follow social distancing guidelines to help “flatten the curve” and help slow the spread of COVID-19.
  - Experts are calling for widespread COVID-19 testing to facilitate identification, isolation, treatment, and contact tracing.
    - Testing availability remains insufficient and results are limited by false negatives and inability to detect low virus levels.
  - Individual responsibility and public support for actions and steps to slow COVID-19 are needed.
3. ***Public health measures and basic hygiene help prevent COVID-19 infection and spread.<sup>6</sup>***
  - Everyone should follow the orders of federal, state, territorial, and local officials to stay home if possible, maintain at least 6 feet of space from others, and avoid gatherings.
    - Most experts believe that the virus that causes COVID-19 is transmitted primarily by large airborne droplets that typically travel no more than 6 feet.
    - Small droplets may cause COVID-19 but it is not clear whether they carry sufficient virus.
    - People should wash their hands often; avoid touching their faces; and cover coughs/sneezes.
  - People should wear face coverings and practice physical distancing in public settings and disinfect frequently touched surfaces.
  - People should follow expert advice, verify information, and avoid dangerous myths.<sup>7</sup>

<sup>5</sup> <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

<sup>6</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<sup>7</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 101. What are the signs/symptoms of COVID-19 and when do they appear?

### Key Messages/Shorter Answer (Soundbite):

1. *Common COVID-19 symptoms include fever, dry cough, fatigue, and shortness of breath.*
2. *Symptoms of COVID-19 may appear 2-14 days after exposure.*
3. *The disease is often much more severe in the elderly and people with health conditions that make them more susceptible to illness.*

### Longer Answer:

1. ***Common COVID-19 symptoms include fever, dry cough, fatigue, and shortness of breath.<sup>8</sup>***
  - Many people with COVID-19 have a mild to moderate upper respiratory tract infection similar to a cold.
    - COVID-19 symptoms may include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
  - Most people who test positive for COVID-19 commonly have had very mild or no symptoms.
  - Symptoms of COVID-19 in severe cases include pneumonia or breathing difficulties and constant pain or pressure in the chest area.
  - Older people and people with underlying medical conditions, such as diabetes, asthma and heart disease, are more at risk for becoming severely ill from COVID-19.
2. ***Symptoms of COVID-19 may appear 2-14 days after exposure.<sup>6</sup>***
  - The time between when a person is exposed to an infectious agent (like the virus that causes COVID-19) and when symptoms appear is called the incubation period.
  - The current incubation period of COVID-19 is based on what is being learned from the infections taking place across the U.S. and the world.
  - The average incubation period is about 5 days and COVID-19 symptoms often start as mild and gradually get worse over a few days.
3. ***The disease is often much more severe in elderly and people with health conditions that make them more susceptible to illness.<sup>9</sup>***
  - The fatality rate for COVID-19 varies depending upon a person's underlying health conditions, age, gender, and access to care.
  - More is being learned about how many people have severe illness or die from COVID-19 as new cases and data are being reported.
  - Estimates of the overall fatality rate for COVID-19 are uncertain, changing based on new data, and appear to range from less than 1% to 12% or greater.
  - COVID-19 illness is more severe for people over 60 years old and those with an underlying health condition like diabetes, asthma, or heart disease.
  - COVID-19 illness may be more severe in places where health resources are limited or overburdened by the outbreak.

<sup>8</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/index.html>

<sup>9</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



## 102. Does COVID-19 affect children and adults differently?

### Key Messages/Shorter Answer (Soundbite):

1. *Older adults with underlying health conditions are at greatest risk for severe illness.*
2. *Youth appears to offer some protection from severe COVID-19 illness.*
3. *Researchers have discovered in some children with COVID-19 a severe illness called Multisystem Inflammatory Syndrome in Children (MIS-C).*

### Longer Answer:

1. ***Older adults with underlying health conditions are at greatest risk for severe illness.***<sup>10 11 12</sup>
  - Age has been shown to be an independent risk factor for severe disease and death from COVID-19.
    - CDC found that 80% of COVID-19 deaths were among adults more than 65 years old, with the highest percentage among people more than 85 years old.
  - Higher COVID-19 cases and deaths among the elderly may be aggravated by underlying medical conditions.
  - Nearly 40% of all US COVID-19 patients have had an underlying health condition and nearly 80% of people having such a condition require admission to an intensive care unit.
2. ***Youth appears to offer some protection from severe COVID-19 illness.***<sup>9 10 13</sup>
  - If a child has symptoms of COVID-19, medical care should be sought.
  - While some children have been sick with COVID-19, adults make up most of the known cases.
  - Children age 10 and under currently account for just 1% of all COVID-19 cases.
  - Most of the children infected appear to have milder symptoms compared to adults.
  - CDC has reported that 20% of hospitalized patients in the U.S. are between 20 - 44 years old.
3. ***Researchers have discovered in some children with COVID-19 a severe illness called Multisystem Inflammatory Syndrome in Children (MIS-C).***<sup>14</sup>
  - Symptoms of MIS-C include persistent fever, rash or change in skin color, red eyes or conjunctivitis, abdominal pain, and swollen lymph nodes.
  - The first cases of Multisystem Inflammatory Syndrome in Children (MIS-C) appeared in April 2020 and 100+ children have been diagnosed with several deaths.
  - According to CDC regarding MIS-C, there currently no guidelines, no recommendations, nor studies comparing treatment options.
  - MIS-C treatments have consisted primarily of supportive care and directed care against the underlying inflammatory process.
  - Healthcare providers should report suspected cases of MIS-C to health departments.

<sup>10</sup> <https://www.cdc.gov/mmwr/volumes/69/wr/mm6912e2.htm>

<sup>11</sup> <https://www.statista.com/statistics/1106372/coronavirus-death-rate-by-age-group-italy/>

<sup>12</sup> [https://journal.chestnet.org/article/S0012-3692\(20\)30710-8/fulltext](https://journal.chestnet.org/article/S0012-3692(20)30710-8/fulltext)

<sup>13</sup> <https://www.nejm.org/doi/full/10.1056/NEJMc2005073>

<sup>14</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html>; <https://www.cdc.gov/mis-c/hcp/>



## 103. What about pregnant women and COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Experts believe pregnancy does not increase risk for acquiring COVID-19 or developing severe symptoms.*
2. *Given that this is a novel virus, little is known about its impact on pregnant women.*
3. *Experts believe that pregnant women are just as likely as the general public to develop symptoms if infected with the novel coronavirus that causes COVID-19.*

### Longer answer:

1. ***Experts believe pregnancy does not increase risk for acquiring COVID-19 or developing severe symptoms.***<sup>15 16</sup>
  - Symptoms of COVID-19 in pregnant women appear to be similar to non-pregnant women.
  - Initial pregnancy findings are based on a small number of cases, over a short period of time, and only included women late in their pregnancy and who gave birth by caesarean section.
  - Research is underway regarding COVID-19 effects on pregnant women and newborn babies.
2. ***Given that this is a novel virus, little is known about its impact on pregnant women.***<sup>17</sup>
  - A novel coronavirus is a new coronavirus that has not been previously identified.
  - Coronaviruses other than the virus that causes COVID-19 have the potential to cause severe harm to pregnant women and their developing child.
  - Based on similarities to SARS (Severe Acute Respiratory Syndrome), pregnant women could be at increased risk of severe infections and illness.
  - Although pregnancy can change the body's immune system with a potential increase of serious illness from viral infections, this yet to be observed with COVID-19.
3. ***Experts believe that pregnant women are just as likely as the general public to develop symptoms if infected with the novel coronavirus that causes COVID-19.***<sup>18 19 20 21</sup>
  - Current information suggests symptoms are likely to be mild to moderate, as is true for women (and men) in this age range who are not pregnant.
  - Pregnant women who believe they have been exposed to COVID-19 should inform their doctor.
  - Although there are currently little data showing that COVID-19 affects pregnant people differently, scientists believe that pregnant people are at greater risk of getting sick from other respiratory viruses.

<sup>15</sup> <https://www.nejm.org/coronavirus>

<sup>16</sup> [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)30360-3/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)30360-3/fulltext)

<sup>17</sup> [https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736\(20\)30311-1.pdf](https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736(20)30311-1.pdf)

<sup>18</sup> <https://jamanetwork.com/journals/jama/pages/coronavirus-alert>

<sup>19</sup> <https://parenting.nytimes.com/childrens-health/coronavirus-children-pregnant-women>

<sup>20</sup> <https://www.health.harvard.edu/blog/pregnant-and-worried-about-the-new-coronavirus-2020031619212>

<sup>21</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/pregnancy-breastfeeding.html>



## 104. Can pets and livestock be infected with COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *The virus that causes COVID-19 can cause infections in animals.*
2. *There is no evidence that pets in the U.S. are spreading the virus that causes COVID-19.*
3. *Much remains unknown regarding the virus that causes COVID-19 and infections in pets and livestock.*

### Longer Answer:

1. ***The virus that causes COVID-19 can cause infections in animals.***<sup>22 23</sup>
  - Coronaviruses are common in several species of domestic and wild animals, including cattle, horses, dogs, cats, ferrets, camels, bats, and others.
  - Coronaviruses are named for the crown-like spikes on their surface.
    - Examples of coronaviruses that infect humans include common colds, SARS (Severe Acute Respiratory Disease) and MERS (Middle East Respiratory Syndrome).
  - Some coronaviruses, such as COVID-19, are zoonotic, meaning they normally exist in animals but can be transmitted to humans.
  - The United States Department of Agriculture identified one tiger at New York zoo that has tested positive for the virus that causes COVID-19 in humans.
    - Public health officials believe that a zoo employee spread the virus to the tiger.
2. ***There are only a few isolated and confirmed cases of pets carrying COVID-19 in the U.S.***<sup>24</sup>
  - The Department of Agriculture confirmed cases of COVID-19 in two pet cats in New York.<sup>25</sup>
    - Both cats had mild respiratory illness and have made a full recovery.
  - There have been few reported cases in animals worldwide, with most having close contact with people with COVID-19.
  - There are very limited reports of dogs testing positive for the virus that causes COVID-19.
  - While there have been reports of pets being infected with the virus that causes COVID-19, there is no evidence to indicate that pets can spread COVID-19 to people.
3. ***Much remains unknown regarding the virus that causes COVID-19 and illness in pets and livestock.***<sup>26</sup>
  - People should always wash their hands with soap and water after contact with animals.
  - Washing one's hands protects one against various common bacteria such as E. coli and Salmonella that can pass between animals and humans.
  - If you are sick with COVID-19 or suspect that you might be, avoid contact with your pets and other animals, just like you would around other people.

<sup>22</sup> [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

<sup>23</sup> [https://www.aphis.usda.gov/aphis/newsroom/news/sa\\_by\\_date/sa-2020/ny-zoo-covid-19](https://www.aphis.usda.gov/aphis/newsroom/news/sa_by_date/sa-2020/ny-zoo-covid-19)

<sup>24</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/animals.html>

<sup>25</sup> <https://www.cdc.gov/media/releases/2020/s0422-covid-19-cats-NYC.html>

<sup>26</sup> <https://www.osha.gov/SLTC/covid-19/>



## 105. How is COVID-19 different from the flu and the common cold?

### Key Messages/Shorter Answer (Soundbite):

1. *COVID-19 spreads faster and can be more severe and deadly than influenza or the common cold.*
2. *Most coronavirus infections cause very similar types of respiratory illness at the onset.*
3. *Confirmed COVID-19 illness has ranged from mild symptoms to severe illness and death.*

### Longer Answer:

1. ***COVID-19 spreads faster and can be more severe and deadly than influenza or the common cold.***<sup>27</sup>

<sup>28</sup>

- The main symptoms of COVID-19 include fever, dry cough, fatigue, and shortness of breath.
  - COVID-19 symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
- People with COVID-19 can variably progress and regress from mild symptoms to high fever, difficulty breathing, persistent pain in the chest, and even pneumonia.
- Since initial symptoms are often similar to some of the symptoms of colds and flu (e.g., cough and fever) diagnostic tests help determine if a person has COVID-19.
- The sheer number of people with, or suspected to have, COVID-19 has already overwhelmed several healthcare facilities and systems.

2. ***Most coronavirus infections cause very similar types of respiratory illness at the onset.***<sup>29</sup>

- In some mild cases, COVID-19 causes runny nose, dry cough, fatigue, sore throat, and fever.
- COVID-19 symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
- Diagnostic tests are needed to help determine if someone has COVID-19.
- Doctors are still trying to understand the full picture of disease caused by COVID-19.

3. ***Confirmed COVID-19 illness has ranged from mild symptoms to severe illness and death.***<sup>30</sup>

- For confirmed COVID-19, reported illnesses have ranged from people with mild symptoms to people being severely ill and dying.
- Estimates of the overall fatality rate for COVID-19 are uncertain, changing based on new data, and appear to range from less than 1% to 12% or greater.
- Even if someone has mild symptoms of a cold or influenza and if they are concerned about having contact with COVID-19, they should contact a local health care provider.

<sup>27</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

<sup>28</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>29</sup> <https://www.livescience.com/new-coronavirus-compared-with-flu.html>

<sup>30</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>



## 106. How deadly is COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *COVID-19 is deadly with wide variation in fatality rates.*
2. *Older people and those with underlying medical conditions are more likely to die from COVID-19.*
3. *Most people with COVID-19 have mild symptoms and survive.*

### Longer Answer:

#### 1. **COVID-19 is deadly with wide variation in fatality rates.**<sup>31 32 33 34</sup>

- Fatality rates appear to vary from as high as 12% in Italy, less than 3% in the USA, and to less than 1% in Iceland.<sup>35</sup>
- Most COVID-19 deaths are among the elderly.
  - 80% of deaths occurred amongst those aged 60 years or older and the highest percentage of severe outcomes were among persons aged 85 years or older.
  - In Italy, one of the most affected European countries, nearly 90% of deaths are in those aged 60 years or older.
- Estimated fatality rates vary based on many factors including testing, confirmed cases, age, gender, country, availability of healthcare resources, reporting systems, socio-economic factors, severity of patients' illness, and medical treatment.
  - Testing availability remains insufficient and results are limited by false negatives and inability to detect low virus levels.
- Fatality rates can change as hospitals become overwhelmed with cases.

#### 2. **Older people and those with underlying medical conditions are more likely to die from COVID-19.**<sup>31 32 33 34 35</sup>

- Higher COVID-19 cases and deaths among the elderly appears to be linked to presence of other health problems, a weaker immune or respiratory system, and poor overall health.
- People with diabetes, chronic lung disease, and cardiovascular disease appear to be at higher risk for severe COVID-19 illness than people without these conditions.
- Just under one-half of all US COVID-19 patients have an underlying health condition.
- Many people having underlying health conditions require Intensive Care Unit admission.

#### 3. **Most people with COVID-19 have mild symptoms and survive.**<sup>31 34 36</sup>

- More is being learned each week about the severity and mortality of COVID-19 as new cases and data are being reported.
- Many people experiencing mild symptoms do not inform public health authorities and therefore are not included in reported case counts.
- COVID-19 illness may be more severe where health resources are limited or overburdened.

<sup>31</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>32</sup> <https://www.cdc.gov/mmwr/volumes/69/wr/mm6912e2.htm>

<sup>33</sup> <https://www.statista.com/statistics/1106372/coronavirus-death-rate-by-age-group-italy/>

<sup>34</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

<sup>35</sup> <https://who.sprinklr.com>

<sup>36</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 107. What is the difference between COVID-19 and the common cold?

### Key Messages/Shorter Answer (Soundbite):

1. *The common cold is caused by a different strain of coronavirus than COVID-19.*
2. *COVID-19 can be more dangerous than the common cold.*
3. *Recommended preventive measures are stricter for COVID-19 than the common cold.*

### Longer Answer:

1. ***The common cold is caused by a different strain of coronavirus than COVID-19.***<sup>37 38</sup>
  - Coronaviruses are a large family of viruses found in both animals and humans.
  - Many coronaviruses circulate in the U.S. and the novel coronavirus that causes COVID-19 is a virus for which humans have no immunity.
  - A novel coronavirus is a new coronavirus that has not been previously identified.
  - The coronaviruses that normally circulate in the U.S. and the world cause 10% to 30% of upper respiratory tract infections, or the common cold, in adults.
  - For most people, COVID-19 symptoms usually peak within the first two to three days of infection, while the more serious consequences of COVID-19 usually appear two to 14 days after exposure.
  - COVID-19 is a new disease and is neither SARS (Severe Acute Respiratory Syndrome) nor MERS (Middle Eastern Respiratory Syndrome).
2. ***COVID-19 can be more dangerous than the common cold.***<sup>39 40</sup>
  - Most people with COVID-19 and the common cold have mild illness or symptoms, but those with COVID-19 more frequently become very ill.
  - Unlike the common cold, COVID-19 more frequently produces kidney failure, severe pneumonia, respiratory failure, and death.
  - While some children and infants have been sick with COVID-19, it is more dangerous to adults.
  - COVID-19 has the potential to develop severe symptoms that can lead to death.
3. ***Recommended preventive measures are stricter for COVID-19 than the common cold.***<sup>38 39 41</sup>
  - Federal, state, territorial, and local authorities have implemented physical and social distancing rules and recommendations to slow COVID-19.
    - Social distancing guidelines are intended to “flatten the curve,” i.e., slow the spread of COVID-19.
  - Federal, state, territorial, and local officials have issued travel recommendations.
  - People are being strongly encouraged to follow strict hygiene measures to help prevent COVID-19 infection and spread.
  - People should avoid dangerous myths and rumors.

<sup>37</sup> <https://www.cdc.gov/coronavirus/types.html>

<sup>38</sup> <https://jamanetwork.com/journals/jama/pages/coronavirus-alert>

<sup>39</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

<sup>40</sup> <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

<sup>41</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>



## 108. How infectious is the virus that causes COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *The virus that causes COVID-19 is very infectious.*
2. *How easily the virus spreads from person-to-person appears highly variable.*
3. *Much is still unknown about the spread of the virus that causes COVID-19.*

### Longer Answer:

#### 1. ***The virus that causes COVID-19 is very infectious.***<sup>42 43 44</sup>

- The virus that causes COVID-19 can spread from people who are infected but who do not have or notice their symptoms.
  - Between 25 and 50 percent of people infected with the virus appear to show no symptoms in the days following infection.
  - New research suggests just breathing or talking may be enough to spread COVID-19.
- The coronavirus that causes COVID-19 may spread through the air in tiny particles that people who are infected exhale during normal breathing and talking.
- The virus can be spread through droplets that are created when a person coughs or sneezes, or through droplets of saliva or discharge from the nose.
- People infected with COVID-19 appear to be most infectious when they are most ill and producing droplets.

#### 2. ***How easily the virus spreads from person-to-person appears highly variable.***<sup>42 43 44</sup>

- Since most cases of COVID-19 are mild, many more people are likely to be or have been infected than current testing numbers indicate.
- As more people are tested, experts will better understand the extent of COVID-19.
- Scientists have estimated that one infected person could spread COVID-19 to approximately two or three other people unless preventive actions are taken.
- Person-to-person spread usually happens with close contact (within 6 feet) with an infected person.

#### 3. ***Much is still unknown about the spread of the virus that causes COVID-19.***<sup>42 43 45</sup>

- Based on currently available data, people who have symptoms are believed to be causing the majority of virus spread, but those with no or mild symptoms can also spread the virus.
- Research is needed to learn more specifics about how the virus that causes COVID-19 is spread, including how well it spreads from touching contaminated surfaces.
- As experts identify more cases, guidance and control strategies may need to change.

<sup>42</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html>

<sup>43</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<sup>44</sup> <https://www.nytimes.com/news-event/coronavirus>

<sup>45</sup> [https://www.thelancet.com/journals/lancet/article/PIIS0140-6736\(20\)30183-5/fulltext](https://www.thelancet.com/journals/lancet/article/PIIS0140-6736(20)30183-5/fulltext)



## 109. Can you get COVID-19 from mail packages or imported goods that arrive from infected areas?

### Key Messages/Shorter Answer (Soundbite):

1. *No cases of people contracting COVID-19 have been reported from packages or imported goods.*
2. *The virus that causes COVID-19 may persist on surfaces for a few hours or up to several days, but the true health significance is still unknown.*
3. *The risk of catching COVID-19 from a package is believed to be low.*

### Longer Answer:

1. ***No cases of people contracting COVID-19 have been reported from packages or imported goods.***<sup>46</sup>
  - Experts believe there is little or no risk of COVID-19 from shipped products or packages.
  - If you think a package may be suspect, clean it with disinfectant.
  - Wash your hands with soap for at least 20 seconds after handling a package.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
2. ***The virus that causes COVID-19 may persist on surfaces for a few hours or up to several days, but the true health significance is still unknown.***
  - Survival of COVID-19 on surfaces appears to behave like other coronaviruses.
  - Initial studies suggest the virus that causes COVID-19 can survive on surfaces for at least few hours and may survive on plastic, glass, and metal for several days.
  - Virus survival varies under different conditions, such as type of surface, temperature, or humidity.
3. ***The risk of catching COVID-19 from a package is believed to be low.***
  - People receiving packages from countries with confirmed COVID-19 are unlikely to be at increased risk of infection from the package or packaging.
  - Recent laboratory research has shown that although the virus can be detected on some surfaces for up to a day, the reality is that the virus levels drop off quickly.
  - People should wash their hands for at least 20 seconds with soap and water after bringing in packages, or after trips to the grocery store or other places where they may have come into contact with infected surfaces.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.

<sup>46</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Cleaning-and-Disinfection>



## 110. How can people avoid or reduce social stigma associated with COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Stigma can be as dangerous as the virus that causes COVID-19.*
2. *A virus can infect anyone regardless of race, ethnicity, country, or beliefs.*
3. *There are things people can do to prevent and reduce stigma.*

### Longer Answer:

1. ***Stigma can be as dangerous as the virus that causes COVID-19.***
  - Viruses are a threat to all people, regardless of race, ethnicity, or the country one lives in.
  - Stigma and discrimination can occur when people associate an infectious disease with a specific geographical region or area.
  - Stigma hurts everyone by creating fear or anger towards ordinary people instead of the virus that is causing the problem.
    - Stigmatization of special populations, such as the homeless and non-English speaking people, can spark dangerous incidents.
  - Stigma is dangerous because it can make some people less likely to seek healthcare thereby enabling the virus to spread more rapidly.
2. ***A virus can infect anyone regardless of race, ethnicity, country, or beliefs.***
  - COVID-19 infections and spread are happening all across the U.S. and the world.
  - Ancestry does not make a person more vulnerable to COVID-19.
  - People wear face coverings for many reasons, including air pollution and pollen.
  - As COVID-19 continues to spread in the U.S. and the world, any person could become infected and get sick.
3. ***There are things people can do to prevent and reduce stigma.***<sup>47</sup>
  - Speak up if you hear, see, or read misinformation or harassment.
  - Show compassion and support for those most closely impacted.
  - Report harassment to appropriate authority.
  - Avoid prejudicial language and actions that imply blame.
  - Share accurate information and be cautious about images that reinforce stereotypes.
  - Share stories of people experiencing stigma and the damage it has done.

<sup>47</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html>



## 111. Will COVID-19 persist next year as a pandemic?

### Key Messages/Shorter Answer (Soundbite):

1. *It is too early to know whether COVID-19 will persist as a pandemic next year.*
2. *The COVID-19 pandemic can be shortened by reducing new cases through widespread testing, preventive medicines, contact tracing, treatments, and vaccines.*
3. *Experts believe that the COVID-19 pandemic can be shortened with preventive behaviors that reduce new cases.*

### Longer Answer:

1. ***It is too early to know whether COVID-19 will persist as a pandemic next year.***
  - If there are many people infected with COVID-19 and if infections are occurring at a high rate in many places across the globe, it is possible it will be considered a pandemic again.
  - In the near future, the world could enter a “post-pandemic” period, which means the virus that causes COVID-19 becomes endemic — that is, circulating in the world and causing infections similar to seasonal flu and colds.
  - If the number of cases and places with COVID-19 decreases significantly, it is unlikely that COVID-19 will persist as a pandemic.
  - The World Health Organization will likely continue to classify COVID-19 as a pandemic until there are no longer large outbreaks of new cases and deaths in many countries for a specified time period.
2. ***The COVID-19 pandemic can be shortened by reducing new cases through widespread testing, preventive medicines, contact tracing, treatments, and vaccines.<sup>48</sup>***
  - Most experts believe the COVID-19 pandemic will end with herd immunity.
    - Most experts believe herd immunity is achieved when 60-70% of the population has immunity to the virus that causes COVID-19.
    - Herd immunity can be achieved through both natural infection and vaccination.
  - Experts believe the COVID-19 pandemic can be shortened with a safe and effective vaccine.
    - It may be 12 to 18 months before a safe and effective vaccine becomes widely available.
  - Experts believe that the COVID-19 pandemic can be shortened with innovations including better air circulation, facial scanning, anti-viral electrostatic coatings, and touchless knobs.
3. ***Experts believe that the COVID-19 pandemic can be shortened with preventive behaviors that reduce new cases.***
  - Everyone should follow preventive practices guidance, especially social distancing.
  - People should wash their hands often; avoid touching their eyes, nose, and mouth; and cover coughs and sneezes.
  - People should wear face coverings in public to help prevent the spread of COVID-19.
  - People should clean frequently touched surfaces with regular household cleaners.
  - People should follow expert guidance and avoid dangerous unproven myths and rumors.

<sup>48</sup> <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>



## 112. How far can the virus that causes COVID-19 travel in the air?

### Key Messages/Shorter Answer (Soundbite):

1. *The virus that causes COVID-19 is transmitted primarily by large airborne droplets.*
2. *Experts warn that the virus that causes COVID-19 can be carried by aerosols — small airborne droplets — but are unclear about how dangerous they are.*
3. *Surfaces potentially contaminated with virus must be thoroughly disinfected.*

### Longer Answer:

1. ***The virus that causes COVID-19 is transmitted primarily by large airborne droplets.***<sup>49 50</sup>
  - Large airborne droplets with the virus that causes COVID-19 are typically expelled from an infected person by coughs or sneezes.
  - Droplets that carry COVID-19 can range in size from large ones that fall to the ground to small ones that stay aloft.
  - Large airborne droplets with the virus that causes COVID-19 can travel up to 6 feet.
  - Cloth face coverings may help reduce transmission of large airborne droplets containing the virus that causes COVID-19.
2. ***Experts warn that the virus that causes COVID-19 can be carried by aerosols — small airborne droplets — but are unclear about how dangerous they are.***
  - Because of their small size and launch characteristics from a sneeze, experts believe that a small airborne droplet can travel as far as 20 feet.
    - Aerosols with small airborne droplets are emitted when a person is breathing and talking.
    - Aerosols consist of particles about the size of a red blood cell.
  - Because a small airborne droplet with the virus that causes COVID-19 is detectable in the air does not mean that there is enough virus present to infect someone.
    - If small airborne droplets prove to be significant in spreading COVID-19, a 6-foot distance between persons would not be completely protective.
  - Concerns about small airborne droplets is greatest in laboratory settings and intensive care units where virus counts are high and where close, sustained contact takes place.
  - Environmental conditions, such as air currents, determine how far droplets can travel.
3. ***Surfaces potentially contaminated with virus must be thoroughly disinfected.***
  - Frequent cleaning and disinfection of surfaces is a best way to prevent viral respiratory illnesses in households and community settings.
  - Disinfecting of high-use surfaces is very effective for preventing illness.
    - Surfaces should be sanitized with soap, disinfecting sprays, or wipes.
  - Frequent cleaning surfaces should be one of many personal hygiene practices, including handwashing, to prevent virus transmission.
  - People are more likely to become infected with COVID-19 from contact with respiratory droplets rather than from surface transmission.

<sup>49</sup> <https://www.nature.com/articles/d41586-020-00974-w>

<sup>50</sup> <https://doi.org/10.17226/25769>



## 200 Series: Travel Questions

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## 201. How effective are travel restrictions and quarantines?

### Key Messages/Shorter Answer (Soundbite):

1. *Travel restrictions and quarantines help limit the spread of contagious disease.*
2. *Travel restrictions and quarantine measures can help public health authorities control outbreaks.*
3. *Effective travel restrictions and quarantine alone may not stop disease spread.*

### Longer Answer:

#### 1. *Travel restrictions and quarantines help limit the spread of contagious disease.*

- Travel restrictions and quarantines give public health officials important tools for limiting the person-to-person spread of a contagious disease.
- The primary purpose of a travel restriction is typically to restrict the geographical movement of people who are, or may be, infected with an infectious disease and thus the geographic range of contact with the disease.
- Quarantines separate people who might be infected or who may have been exposed to an infectious disease from others in the community.

#### 2. *Travel restrictions and quarantine measures can help public health authorities control outbreaks.*

- Travel restrictions and quarantines help limit and slow the transmission of cases in the general population by reducing exposures to infected individuals.
- Travel restrictions and quarantines facilitate contact tracing — the process of tracking down individuals who were in contact and may have been infected by someone confirmed to be sick.
- For a new virus, travel restrictions and quarantine measures give scientists more time to understand the virus, develop testing, and explore treatment options.
- Travel restrictions and quarantines help reduce strain on treatment facilities and health care providers.

#### 3. *Effective travel restrictions and quarantine alone may not stop disease spread.*

- Travel restrictions and quarantines are typically less effective when people are infected with a disease but do not display signs or symptoms of illness.
- Travel restrictions can limit and restrict the movement of needed and critical goods and services, such as prescription drugs, personal protective equipment, and healthcare personnel.
- Travel restrictions and quarantine can result in stigmatizing people.<sup>51</sup>
- Restrictions such as social distancing, school closures, or cancelling large public gatherings can help limit the spread of disease.

<sup>51</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html>



## 202. Should people be concerned about travel within the U.S.?

### Key Messages/Shorter Answer (Soundbite):

1. *It is understandable that people are concerned about travelling.*
2. *Travelling increases the chances of getting COVID-19.*
3. *When travelling, people should practice good hygiene and minimize close contact with others.*

### Longer Answer:

1. ***It is understandable that people are concerned about travelling.***
  - COVID-19 is a new and potentially deadly disease infecting large numbers of people in numerous countries.
  - As COVID-19 continues to spread, travel operations, advisories, and guidance are changing.
  - People should avoid all non-essential travel, especially where transmission is widespread.
    - People should continue to stay informed by following the Centers for Disease Control and Prevention (CDC) and U.S. State Department travel websites<sup>52</sup> for the latest information.<sup>53</sup>
2. ***Travelling increases the chances of getting COVID-19.***
  - Federal and state guidelines advise against nonessential travel due to the COVID-19 outbreak.
  - Travel presents an opportunity for getting sick due to an often crowded and confined environment.
  - Cases of COVID-19 have been reported in all 50 states and many territories, and many areas are experiencing community spread of the disease.
  - If people have questions about their destination, they should check public health department websites for current information.
  - CDC recommends that those at higher risk for COVID-19, such as older adults and people with underlying conditions, avoid all cruise travel and nonessential air travel.
3. ***When travelling, people should practice good hygiene and minimize close contact with others.***
  - Travelers should do their best to avoid close contact (within six feet) of people who are sick, especially those who are coughing and sneezing.
  - Travelers should take precautionary actions including frequent hand washing, use of hand sanitizer, covering coughs and sneezes, and avoiding touching their eyes, nose, and mouth.
  - Travelers should use alcohol wipes to wipe surfaces such as tray tables, seat belts, and arm rests.
  - People who are sick with fever, cough, or difficulty breathing should postpone traveling.

<sup>52</sup> <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>

<sup>53</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>



## 203. How are international travel restriction decisions made?

### Key Messages/Shorter Answer (Soundbite):

1. *International travel restrictions must balance risk of exposure against costs of disrupting the economy.*
2. *The U.S. has imposed international travel restrictions as a result of widespread transmission of COVID-19.*
3. *International travel restrictions are being imposed to limit spread of COVID-19.*

### Longer Answer:

1. ***International travel restrictions must balance risk of exposure against costs of disrupting the economy.***
  - Free movement of persons and goods between the U.S. and other countries is important to the global economy.
  - Travel restrictions can adversely impact the ability of Americans traveling abroad to return to the US without undue interference.
  - Severe travel restrictions are normally imposed only when the risks arising from the free movement of goods and persons outweigh the benefits of free movement.
2. ***The U.S. has imposed international travel restrictions as a result of widespread transmission of COVID-19.***
  - Balancing of risks, costs and benefits of travel restrictions is reassessed and re-evaluated as conditions change.
  - U.S. travel restrictions may change as more is known about the spread of the disease and about why there is so much variability in sickness from the disease.
3. ***International travel restrictions are being imposed to limit spread of COVID-19.***
  - Travel restriction information is continually updated at the CDC and US State Department websites.<sup>54 55</sup>
  - U.S. travel restrictions may change as outbreaks of COVID-19 change.
  - Travel health warnings and notices can be issued to discourage non-essential travel to countries where widespread transmission is taking place.
  - U.S. travel restrictions may change as more is known about the extent to which a person infected with COVID-19 and experiencing no symptoms can spread the disease to others.

<sup>54</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<sup>55</sup> <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>



## 204. Why has the U.S. adopted international travel restrictions that are more stringent than those recommended by the World Health Organization?

### Key Messages/Shorter Answer (Soundbite):

1. *Each country must weigh many factors in setting COVID-19 international travel restrictions.*
2. *WHO has called on countries not to impose excessive COVID-19 international travel restrictions.*
3. *The U.S. has adopted an individualized approach to setting COVID-19 international travel restrictions.*

### Longer Answer:

1. ***Each country must weigh many factors in setting COVID-19 international travel restrictions.***
  - Risk factors include the number of cases, deaths from the cases, the ease of transmission, and the effectiveness of risk management controls.
  - Geographic factors include proximity between the countries, the length of a common border, and the ease of evading restrictions.
  - Economic factors include adverse effects on the trade of needed goods and services.
  - Risk and other factors important to one country may be different from those important to other countries.
2. ***WHO has called on countries not to impose excessive COVID-19 international travel restrictions.***
  - Excessive travel restrictions may encourage evasion, deliberate self-concealment of illness, and illegal border crossings to avoid scrutiny and possible detection.
  - Excessive travel restrictions can limit and restrict the movement of needed goods and services, including personal protective equipment.
  - Excessive travel restrictions may result in stigmatizing the sick and impinging on civil liberties.
3. ***The U.S. has adopted an individualized approach to setting COVID-19 international travel restrictions.***<sup>56 57</sup>
  - The U.S. balances risks and other factors in setting COVID-19 travel restrictions.
  - The U.S. has established limited and controllable entry points for international travelers.
  - The U.S. has a risk-based program for screening international travelers.

<sup>56</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<sup>57</sup> <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>



## 205. Why is the U.S. restricting travel from some countries but not from other countries with COVID-19 cases?

### Key Messages/Shorter Answer (Soundbite):

1. *The U.S. has set international travel restrictions on countries with COVID-19 outbreaks.*
2. *In setting international travel restrictions, experts balance risks, costs, and benefits.*
3. *CDC has established risk-based criteria for setting international travel restrictions.*

### Longer Answer:

1. ***The U.S. has set international travel restrictions on countries with COVID-19 outbreaks.***
  - The U.S. Government provides a daily update of destinations to be avoided.<sup>58</sup>
  - U.S. border patrol agents are asking travelers about their recent travel history and passing out educational materials.
    - CDC has deployed additional staff to screen travelers at entry points.
  - CDC has asked healthcare providers to be alert for travelers from countries with significant COVID-19 outbreaks.
2. ***In setting international travel restrictions, experts balance risks, costs, and benefits.***
  - Excessive travel restrictions may encourage evasion, deliberate self-concealment of illness, and illegal border crossings to avoid scrutiny and possible detection.
  - Excessive travel restrictions can limit and restrict the movement of needed goods and services.
  - Excessive travel restrictions may result in stigmatizing populations and impinging on civil liberties.
  - U.S. travel restrictions may change as greater clarity is gained about COVID-19.
3. ***CDC has established risk-based criteria for setting international travel restrictions.***
  - CDC's risk assessment travel restriction criteria include:
    - Widespread sustained (ongoing) transmission;
    - Sustained (ongoing) community transmission; and
    - Limited community transmission.
  - Travelers should consult the CDC and State Department travel information web page for current information.<sup>58 59</sup>

<sup>58</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<sup>59</sup> <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>



## 206. Why isn't the U.S. government placing travel and other restrictions on people from any country that has COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *The U.S. has set travel and other restrictions on countries experiencing significant COVID-19 outbreaks.*
2. *In setting travel restrictions and other restrictions, experts balance risks, costs, and benefits.*
3. *CDC has established risk-based criteria for setting travel and other restrictions for COVID-19.*

### Longer Answer:

1. ***The U.S. has set travel and other restrictions on countries experiencing significant COVID-19 outbreaks.***
  - U.S. border patrol agents are asking travelers about their recent travel history and distributing educational materials.
    - CDC has deployed additional staff to screen travelers at entry points.
  - CDC has asked healthcare providers to be alert for travelers from countries with significant COVID-19 outbreaks.
  - CDC provides a daily update of destinations to be avoided.<sup>60</sup>
2. ***In setting travel restrictions and other restrictions, experts balance risks, costs, and benefits.***
  - Excessive travel restrictions may encourage evasion, deliberate self-concealment of illness, and illegal border crossings to avoid scrutiny and possible detection.
  - Excessive travel restrictions can limit and restrict the movement of needed goods and services.
  - Excessive travel restrictions may result in stigmatizing populations and impinging on civil liberties.
  - U.S. travel restrictions may change as greater clarity is gained about COVID-19.
3. ***CDC has established risk-based criteria for setting travel and other restrictions for COVID-19.***
  - CDC's risk assessment levels for travel restriction criteria include: widespread sustained (ongoing) transmission; sustained (ongoing) community transmission; and limited community transmission.
  - For up-to-date information, travelers should consult the CDC travel information web page<sup>60</sup> or U.S. State Department travel advisory web page.<sup>61</sup>
  - If the spread of COVID-19 increases in other countries, travel notices or public health precautions such as quarantine procedures may be implemented as needed.

<sup>60</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<sup>61</sup> <https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>



## 300 Series: Protection Questions

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## 301. What should I do if I had close contact with someone with COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *You should inform your health care provider about close contact with someone with COVID-19.*
2. *Inform yourself about person-to-person transmission of the virus that causes COVID-19.*
3. *Call your health care provider if you notice symptoms of COVID-19.*

### Longer Answer:

1. ***You should inform your health care provider about close contact with someone with COVID-19.*<sup>62</sup>**
  - You should monitor yourself for fever, dry cough, fatigue, and shortness of breath during the 14 days after the last day you were in close contact with the sick person with COVID-19.
    - COVID-19 symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
  - Call your health care provider and tell them about your close contact with the infected person and ask for guidance regarding quarantine.
  - Your health care provider will work with your local or state public health department and the Centers for Disease Control and Prevention (CDC) to determine if you need to be tested.
  - If seeing a health care provider is not possible, you can check your local or state health department websites, the CDC website, the CDC screening App, or contact the CDC (800-CDC-INFO) to get advice on next steps.
2. ***Inform yourself about person-to-person transmission of the virus that causes COVID-19.*<sup>63 64</sup>**
  - Person-to-person spread occurs mainly via respiratory droplets produced when an infected person coughs or sneezes.
  - Person-to-person spread usually happens with close contact with an infected person.
  - Much is unknown about how the virus spreads and current knowledge is largely based on what is known about similar viruses.
3. ***Call your health care provider if you notice symptoms of COVID-19.*<sup>60 62 65</sup>**
  - Watch for signs and symptoms of COVID-19 infection, such as fever, dry cough, fatigue, and shortness of breath.
    - COVID-19 symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
  - If you notice COVID-19 symptoms, first call your health care provider for advice.
  - Call before you show up for care to help prevent spreading COVID-19 to others.
  - If you notice COVID-19 symptoms, seek advice before travelling to get medical care.
  - Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>66 67</sup>

<sup>62</sup> <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/COVIDExposed.pdf>

<sup>63</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>64</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>65</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>66</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

<sup>67</sup> <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/2019-novel-coronavirus-myth-versus-fact>



## 302. What can people do to prevent infection with COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *The best way to prevent infection is avoiding exposure to the virus.*
2. *Cloth face coverings can help reduce the spread of the virus from people who are infected, including those who do not have symptoms.*
3. *Everyday basic hygiene is important to prevent infection.*

### Longer Answer:

1. ***The best way to prevent infection is avoiding exposure to the virus.***<sup>68 69 70</sup>
  - Avoid close contact (approximately 6 feet) with people who are sick.
  - If you are sick, stay home and limit contact with others to avoid spreading the virus.
  - Avoid non-essential travel, especially to places where widespread transmission is occurring.
  - If the virus is spreading in your community, stay home as much as possible to reduce your risk of being exposed.
  - Avoiding exposure slows the spread of COVID-19 and reduces strain on the healthcare system.
2. ***Cloth face coverings can help reduce the spread of the virus from people who are infected, including those who do not have symptoms.***<sup>68</sup>
  - Cloth face coverings prevent the person wearing it from spreading respiratory droplets when talking, sneezing, or coughing, which is known as source control.
  - Since many people who are infected are not aware of their infection, it is recommended that all people wear a cloth face covering in public settings.
  - If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of being exposed to COVID-19 can be reduced for the community.
  - People known to be sick with COVID-19 at a minimum should wear a surgical facemask.
  - People should wear a surgical facemask and eye protection when caring for someone with suspected COVID-19 infection when in close quarters.<sup>69</sup>
3. ***Everyday basic hygiene is important to prevent infection with the virus that causes COVID-19.***<sup>71</sup>
  - Wash your hands often with soap and water for at least 20 seconds.
    - Wash your hands especially after going to the toilet, before eating, and after coughing, sneezing, and blowing your nose.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your coughs and sneezes with a sleeve or tissue (and then throw away the tissue).
  - Clean frequently touched surfaces around the house with regular household cleaners.
  - Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>72</sup>

<sup>68</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<sup>69</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>70</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<sup>71</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<sup>72</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 303. Are cloth face coverings useful to prevent COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Cloth face coverings may help reduce the spread of the virus from people who are infected, including those who do not have symptoms (asymptomatic people).*
2. *People should wear cloth face coverings in public to help prevent the spread of COVID-19.*
3. *Even if you wear a cloth face covering in public, it is important that you also use other preventive measures.*

### Longer Answer:

1. ***Cloth face coverings may help reduce the spread of the virus from people who are infected, including those who do not have symptoms (asymptomatic people).***<sup>73 74 75</sup>
  - Cloth face coverings prevent the person wearing it from spreading respiratory droplets when talking, sneezing, or coughing. This is called source control.
  - Since people can possibly spread the virus even if they don't have symptoms (asymptomatic people), wearing a face covering can protect others.
  - A cloth face covering is a type of non-medical grade facemask, typically made of fabric, that fits snugly against the side of the face, is secure, may include multiple layers of fabric, allows for breathing without restriction, and can be laundered and machine dried.
  - Medical grade surgical facemasks and N95 respirators should not be worn by the general public because they are critical supplies reserved for healthcare workers.
2. ***People should wear cloth face coverings in public to help prevent the spread of COVID-19.***<sup>76</sup>
  - Since many people who are infected are not aware of their infection (asymptomatic people), it is recommended that all people wear a cloth face covering in public settings.
  - Even if a person has tested negative for COVID-19, wearing a cloth face covering in public is recommended because a person's infection status can change quickly and unknowingly.
  - If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of being exposed to COVID-19 can be reduced for the community.
3. ***Even if you wear a cloth face covering in public, it is important that you also use other preventive measures.***<sup>70 74</sup>
  - You should still stay at least six feet away from other people when in public, even while wearing a cloth face covering.
  - Wash your hands often with soap and water for at least 20 seconds.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Avoid touching your face with unwashed hands; cover your coughs and sneezes.
  - Clean frequently touched surfaces around the house with regular household cleaners.

<sup>73</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>74</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>75</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<sup>76</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>



## 304. What type of mask may be effective against COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Cloth face coverings may help prevent the spread of COVID-19.*
2. *Surgical masks and N95 respirators are often used by healthcare personnel when caring for an infected patient.*
3. *Even when wearing a face covering, you should still practice basic hygiene.*

### Longer Answer:

1. ***Cloth face coverings may help prevent the spread of COVID-19.*<sup>77 78</sup>**
  - A cloth face covering is a type of facemask, typically made of fabric, that fits snugly against the side of the face, is secure, may include multiple layers of fabric, allows for breathing without restriction, and can be laundered and machine dried.
  - The role of a cloth face covering or surgical mask is to help prevent contamination of the surrounding area when an infected person coughs or sneezes.
  - A cloth face covering or surgical mask should be used by people who have been exposed to COVID-19 and are showing symptoms of illness like coughing or sneezing.
  - People should wear cloth face coverings in public to help prevent the spread of COVID-19 because even people without symptoms also appear capable of spreading the virus.
2. ***Surgical masks and N95 respirators are often used by healthcare personnel when caring for an infected patient.*<sup>74</sup>**
  - Surgical masks are flat or pleated and are attached to the head with straps.
    - A surgical mask is a loose-fitting often pleated facepiece that is fluid resistant and provides the wearer protection against large droplets, splashes, or sprays of body fluids.
  - A N95 respirator is a tight-fitting personal protective device and requires training and testing to ensure a proper seal.
  - The N95 respirator filters out at least 95% of particles in the air, including small particles.
  - In light of limited supply, N95 respirators should be prioritized for those most in need.
3. ***Even when wearing a face covering, you should still practice basic hygiene.*<sup>73 78 79</sup>**
  - Wash your hands often with soap and water for at least 20 seconds.
    - Wash your hands especially after going to the toilet, before eating, and after coughing, sneezing, and blowing your nose.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your coughs and sneezes with a sleeve or tissue.
  - Clean frequently touched surfaces around the house with regular household cleaners.
  - Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>79</sup>

<sup>77</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<sup>78</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<sup>79</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 305. Is there a sufficient supply of surgical masks and N95 respirators?

### Key Messages/Shorter Answer (Soundbite):

1. *Public health officials are working to ensure adequate supply for critical personnel.*
2. *Surgical masks and N95 respirators should be used where recommended.*
3. *Given limited availability of surgical masks and N95 respirators, other face coverings may help prevent infection in healthy people.*

### Longer Answer:

1. ***Public health officials are working to ensure adequate supply for critical personnel.***<sup>80 81 82 83</sup>
  - Supplies of N95 respirators — 95% effective in filtering infectious agents — can become depleted when in exceptionally high demand.
  - Supplies and demand for surgical masks and N95 respirators will vary by location.
    - It is likely that high demand and high need may cause shortages in some places.
  - Countries, public health officials, and suppliers are continually and closely monitoring the availability of surgical masks as well as N95 respirators.
2. ***Surgical masks and N95 respirators should be used where recommended.***<sup>73 77</sup>
  - Surgical masks are recommended for use by people who have a confirmed respiratory infection and for people who are taking care of someone in close settings.
  - N95 respirators are recommended for health care workers and are not recommended for routine use in the community.
  - Hoarding of surgical masks and N95 respirators could prevent the people who need them most from getting them.
3. ***Given limited availability of surgical masks and N95 respirators, other face coverings may help prevent infection in healthy people.***<sup>77 80</sup>
  - People should wear face coverings or cloth masks in public to help prevent the spread of COVID-19 because even people without symptoms also appear capable of spreading the virus.
  - Surgical masks should be worn by people who show symptoms of COVID-19 to help prevent the spread of disease to others.
  - The use of surgical masks and N95 respirators are crucial for health workers and people who are taking care of someone in close settings (at home or at a health care facility).
  - Unnecessary use of surgical masks and N95 respirators increases the likelihood of a limited supply.
  - Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>79</sup>

<sup>80</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<sup>81</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirator-use-faq.html>

<sup>82</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

<sup>83</sup> <https://www.cidrap.umn.edu/news-perspective/2020/02/unmasked-experts-explain-necessary-respiratory-protection-covid-19>



## 400 Series: Transmission Questions

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## 401. How is COVID-19 acquired?

### Key Messages/Shorter Answer (Soundbite):

1. *The virus that causes COVID-19 spreads mainly from person-to-person.*
2. *Much is unknown about how COVID-19 is acquired.*
3. *The best way to prevent infection is avoiding exposure to the virus.*

### Longer Answer:

1. ***The virus that causes COVID-19 spreads mainly from person-to-person.*<sup>84 85</sup>**
  - Person-to-person spread usually happens after close contact (within 6 feet) with an infected person mainly via respiratory droplets produced from coughing or sneezing.
  - New data suggests that COVID-19 may be spread by people who are not showing symptoms, including in the days before symptoms appear.
  - Research shows coronavirus can be spread not just by sneezes or coughs, but also just by talking, or possibly even just breathing.
  - A person may be able to get COVID-19 by touching a surface or object with high virus content and then touching their own mouth, nose, or their eyes.
2. ***Much is unknown about how COVID-19 is acquired.*<sup>86</sup>**
  - Current knowledge about COVID-19 is based in part on what is known about other similar coronaviruses.
  - Since the virus that causes COVID-19 is a novel coronavirus, the evolving pandemic continues to generate unanswered questions.
  - Experts believe three key questions regarding COVID-19 are: the extent that transmission is seasonal, whether long-lasting immunity is induced, and what role do children play.
3. ***The best way to prevent infection is avoiding exposure to the virus.*<sup>80</sup>**
  - People should avoid close contact with people who are sick.
  - People should wash their hands often with soap and water for at least 20 seconds, especially after going to the toilet, before eating, and after coughing, sneezing, or blowing their nose.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - People should cover their mouth and nose with a tissue or your sleeve (not their hands) when coughing or sneezing.
  - People should avoid touching their eyes, nose, and mouth with unwashed hands.
  - People should follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>87</sup>

<sup>84</sup> <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

<sup>85</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>86</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>87</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 402. Can a person spread the virus that causes COVID-19 even if they have no symptoms?

### Key Messages/Shorter Answer (Soundbite):

1. *People can infect others with the virus that causes COVID-19 before showing symptoms.*
2. *Asymptomatic transmission of COVID-19 supports calls for wider testing.*
3. *People are thought to be highly contagious when they are most symptomatic (the sickest).*

### Longer Answer:

1. ***People can infect others with the virus that causes COVID-19 before showing symptoms.*<sup>88</sup>**
  - There have been credible reports that people have acquired COVID-19 from infected people who did not have noticeable symptoms nor signs of illness.
  - Transmission of COVID-19 can occur in the days following infection and as a result of being pre-symptomatic and asymptomatic.
  - There is still much to be learned about how COVID-19 is acquired.
2. ***Asymptomatic transmission of COVID-19 supports calls for wider testing.*<sup>89 90 91 92 93 94</sup>**
  - Experts have called for improved COVID-19 testing capabilities with results quickly available.
    - To improve COVID-19 testing, facilities need adequate supplies and trained personnel.
  - Experts are calling for widespread COVID-19 testing to facilitate identification, isolation, treatment, and contact tracing.
  - Experts believe the most important enabler for slowing COVID-19 will be the public, whose buy-in and sense of personal responsibility can ensure comprehensive testing.
3. ***People are thought to be highly contagious when they are most symptomatic (the sickest).*<sup>91 95</sup>**
  - COVID-19 is most likely acquired from someone who is actively sick.
  - Person-to-person spread frequently happens after close contact (within 6 feet) with an infected person.
    - Most experts believe that the virus that causes COVID-19 is transmitted primarily by large airborne droplets that typically travel no more than 6 feet.
    - Droplets that carry COVID-19 can range in size from large ones that fall to the ground to small ones that stay aloft.
    - Small airborne droplets can travel as far as 20 feet.
  - Most viral respiratory infections, including those caused by coronaviruses, are spread through the coughs and sneezes of infected people who have symptoms.
  - People should follow expert advice, verify information, and avoid dangerous myths and rumors.

<sup>88</sup> <https://www.cdc.gov/mmwr/volumes/69/wr/mm6914e1.htm>

<sup>89</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

<sup>90</sup> <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<sup>91</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>92</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>93</sup> <https://www.nih.gov/health-information/coronavirus>

<sup>94</sup> <https://www.nejm.org/coronavirus>

<sup>95</sup> <https://www.who.int/emergencieshjk/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 403. How efficient is the spread of COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Data suggest that each person with COVID-19 may infect up to two or three additional people if no control measures are used.*
2. *COVID-19 may spread before people show symptoms.*
3. *Person-to-person infection of COVID-19 usually happens after close contact with an infected person.*

### Longer Answer:

1. ***Data suggest that each person with COVID-19 may infect up to two or three additional people if no control measures are used.***<sup>96 97 98 99</sup>
  - How easily a virus spreads depends on properties of the virus and the environment.
  - The virus that causes COVID-19 seems to be more contagious than most strains of flu, but less contagious than measles.
  - Data indicate that the virus that causes COVID-19 is more contagious but less deadly than the virus that causes SARS (Severe Acute Respiratory Syndrome).
  - The virus that causes COVID-19 seems to be acquired easily in confined spaces.
2. ***COVID-19 may spread before people show symptoms.***<sup>93 100 101</sup>
  - Experts believe people are most contagious when they are sickest and producing the most droplets, but transmission can occur from people without symptoms of COVID-19.
  - Experts believe that transmission of the virus that causes COVID-19 can occur before clinical symptoms or in association with the very first mild symptoms.
  - There are credible reports that people can acquire COVID-19 from infected people who do not have noticeable symptoms or signs of illness.
3. ***Person-to-person infection of COVID-19 usually happens after close contact with an infected person.***<sup>84</sup>
  - Person-to-person spread of COVID-19 usually happens between people within 6 feet.
    - Most experts believe that the virus that causes COVID-19 is transmitted primarily by large airborne droplets that typically travel no more than 6 feet.
    - Small droplets that carry COVID-19 can travel by air as far as 20 feet, but experts believe insufficient virus is present to cause infection.
  - Person-to-person acquisition occurs mainly via respiratory droplets produced when an infected person coughs or sneezes or through droplets of saliva or discharge from the nose.
  - A person may be able to get COVID-19 by touching a surface or object with high virus content and then touching their own mouth, nose, or their eyes.

<sup>96</sup> [https://www.who.int/news-room/detail/30-01-2020-statement-on-the-second-meeting-of-the-international-health-regulations-\(2005\)-emergency-committee-regarding-the-outbreak-of-novel-coronavirus-\(2019-ncov\)](https://www.who.int/news-room/detail/30-01-2020-statement-on-the-second-meeting-of-the-international-health-regulations-(2005)-emergency-committee-regarding-the-outbreak-of-novel-coronavirus-(2019-ncov))

<sup>97</sup> <https://www.cidrap.umn.edu/news-perspective/2020/02/study-72000-covid-19-patients-finds-23-death-rate>

<sup>98</sup> <https://www.nejm.org/doi/full/10.1056/NEJMe2002387>

<sup>99</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>100</sup> <https://jamanetwork.com/journals/jama/fullarticle/2762028>

<sup>101</sup> <https://www.nejm.org/doi/10.1056/NEJMc2004973>



## 404. Can the virus that causes COVID-19 be spread from contaminated surfaces?

### Key Messages/Shorter Answer (Soundbite):

1. *A person may be able to get COVID-19 by touching a surface or object with high virus content.*
2. *Clean and disinfect frequently touched objects and surfaces.*
3. *Most often, spread happens among close contacts through respiratory droplets.*

### Longer Answer:

1. ***A person may be able to get COVID-19 by touching a surface or object with high virus content.***<sup>102</sup>  
103 104

- Spreading of COVID-19 may happen by touching a contaminated surface with high virus content and then touching the eyes, nose, or mouth.
- CDC does not believe that the virus spreads easily from surfaces and objects.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the toilet, before eating, and after coughing, sneezing, or blowing your nose.
  - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
- Though the virus that causes COVID-19 can exist for hours to days on surface, it is unknown how long the virus remains infectious.
  - COVID-19 viral genetic material was identified on surfaces in cruise ship cabins of symptomatic and asymptomatic infected passengers up to 17 days after being vacated.

2. ***Clean and disinfect frequently touched objects and surfaces.***<sup>105</sup>

- Simple disinfectants can inhibit the virus that causes COVID-19 from infecting people.
- If you are sick with COVID-19, do not share personal items with other people in your home.
- Personal items used by a person with COVID-19 should be thoroughly washed with soap.
- Research has shown that although the virus can be detected on some surfaces for up to a day, the reality is that the virus levels drop off quickly.

3. ***Most often, spread happens among close contacts through respiratory droplets.***<sup>106</sup>

- Acquisition of COVID-19 occurs primarily through respiratory droplets produced when an infectious person coughs or sneezes.
- Close contact is defined as being within 6 feet of a person with COVID-19.
- Close contact can occur while caring for, living with, visiting, or sharing a health care waiting area with a person with COVID-19.
- Surfaces contaminated with the virus that causes COVID-19 are not thought to be the primary way the virus is spread.
- Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>107</sup>

<sup>102</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>103</sup> [https://www.journalofhospitalinfection.com/article/S0195-6701\(20\)30046-3/fulltext](https://www.journalofhospitalinfection.com/article/S0195-6701(20)30046-3/fulltext)

<sup>104</sup> [https://www.cdc.gov/mmwr/volumes/69/wr/mm6912e3.htm?s\\_cid=mm6912e3\\_w](https://www.cdc.gov/mmwr/volumes/69/wr/mm6912e3.htm?s_cid=mm6912e3_w)

<sup>105</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>106</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>107</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 405. Can COVID-19 be spread in the air like measles or tuberculosis?

### Key Messages/Shorter Answer (Soundbite):

1. *Measles and tuberculosis are primarily spread via small airborne droplets.*
2. *Unlike measles and tuberculosis, the virus that causes COVID-19 is transmitted primarily by large airborne droplets.*
3. *Airborne transmission of COVID-19 is most likely in healthcare settings in which procedures or treatments generate small droplets.*

### Longer Answer:

1. ***Measles and tuberculosis are primarily spread via small airborne droplets.***
  - The measles virus is transmitted by direct contact with infectious droplets or by airborne spread when an infected person breathes, coughs, or sneezes.
  - Tuberculosis bacteria transmission occurs when a person inhales small droplets containing bacteria that travel via the mouth or nasal passages deep into the lungs.
2. ***Unlike measles and tuberculosis, the virus that causes COVID-19 is transmitted primarily by large airborne droplets.***<sup>108 109</sup>
  - Droplets that carry COVID-19 can range in size from large ones that fall to the ground to small ones that stay aloft.
  - Large airborne droplets containing the virus that causes COVID-19 are typically expelled from an infected person by coughs or sneezes.
  - Large airborne droplets containing the virus that causes COVID-19 typically travel no more than 6 feet.
  - Face coverings may help reduce COVID-19 transmission via large airborne droplets.
3. ***Airborne transmission of COVID-19 is most likely in healthcare settings in which procedures or treatments generate small droplets.***<sup>110 111 112</sup>
  - Research indicates that small droplet transmission of the virus that causes COVID-19 is plausible since the virus can remain viable and infectious in aerosols for hours.
    - Small airborne droplets (about the size of a red blood cell) are emitted when a person is breathing and talking.
  - Because of launch characteristics from a sneeze, a small airborne droplet containing the virus that causes COVID-19 can travel as far as 20 feet.
  - Because a small airborne droplet with the virus that causes COVID-19 is detectable in the air does not mean that there is enough virus present to infect someone.
  - Concerns about small airborne droplets is greatest in laboratory settings and intensive care units where virus counts are high and where close, sustained contact takes place.

<sup>108</sup> <https://www.nature.com/articles/d41586-020-00974-w>

<sup>109</sup> <https://doi.org/10.17226/25769>

<sup>110</sup> <https://www.nejm.org/doi/10.1056/NEJMc2004973>

<sup>111</sup> <https://www.who.int/news-room/commentaries/detail/modes-of-transmission-of-virus-causing-covid-19-implications-for-ipc-precaution-recommendations>

<sup>112</sup> <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4517735/>



## 406. Should schools and social gatherings be canceled?

### Key Messages/Shorter Answer (Soundbite):

1. *Many communities are implementing social distancing by closing schools, rearranging seating, and limiting gatherings.*
2. *Sustained action by communities helps slow and prevent person-to-person spread of COVID-19.*
3. *Communities should follow federal, state, territorial, and local health departments for guidance on social distancing and reopening schools.*

### Longer Answer:

1. ***Many communities are implementing social distancing by closing schools, rearranging seating, and limiting gatherings.***
  - “Social distancing” is the public health practice of putting distance between people to help prevent the spread of a disease.
    - Most exposures to coronavirus occur after close contact with infected persons.
  - Social distancing measures include closing schools, rearranging seating, and cancelling public gatherings like church services, sporting events, conferences, and festivals.
  - Many communities around the U.S. have implemented social distancing.
  - Public health officials are asking communities and schools to think ahead and prepare for the possible challenges ahead.
  - Communities should work with their state, territorial, and local health departments to determine the risk and impact of disease in each of their communities.
2. ***Sustained action by communities helps slow and prevent person-to-person spread of COVID-19.***
  - Schools may need to close or rearrange seating because they are places where people congregate.
    - To protect parents, teachers, school staff, and children from becoming infected, school closures may be an important social distancing tool.
    - Children may be unaware that they are carrying the virus that causes COVID-19 and could infect others.
  - Communities should encourage people to avoid close contact – maintain at least 6 feet – with people who are coughing, sneezing, and have a fever.
  - Unintended consequences of school closures, such as impact on working parents, need to be thoroughly considered.
3. ***Communities should follow federal, state, territorial, and local health departments for guidance on social distancing and reopening schools.***
  - Social distancing has been used successfully in the past to help prevent the spread of communicable diseases.
    - Public health authorities have seen the value of social distancing from experiences with measles, SARS, pandemic influenza, and seasonal influenza.
  - Communities should coordinate their planned social distancing efforts with the business sector, such as teleworking and changes to leave policies.
  - Communities should coordinate the social distancing efforts of employers, faith-based organizations, and non-profit organizations.



## 407. Do you think state, territorial, and local health departments are doing enough to slow the spread of COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Implementing State, territorial, and local health departments are providing timely and accurate information on COVID-19.*
2. *Availability of COVID-19 testing is improving but serious shortages remain.*
3. *State, territorial, and local health departments rely on the public to help in control COVID-19.*

### Longer Answer:

#### 1. ***State, territorial, and local health departments are providing timely and accurate information on COVID-19.***

- State, territorial, and local health departments are disseminating information on the progress of their response efforts.
- State, territorial, and local health departments are responding quickly to dispel rumors, misperceptions, and stigmatization of affected groups.
- State, territorial, and local health departments are providing guidance to private and public sector organizations on social distancing.
- State, territorial, and local health departments are working closely with federal agencies, Governors, and local and state emergency management agencies to help inform and plan for the response to COVID-19.
- State, territorial, and local health departments have a highly trained and experienced workforce with years of preparing and practicing for situations like coronavirus.

#### 2. ***Availability of COVID-19 testing is improving but serious shortages remain.***

- Commercial and private services are augmenting CDC's efforts to provide testing for the virus that causes COVID-19 as well as antibodies to the virus and to run diagnostic samples.
- As data from testing is shared back to state, federal, and local governments, our understanding of the coronavirus pandemic will improve.
- As case numbers rise as a result of testing, it's important to understand this increase as an improvement in our ability to detect cases earlier and thereby help prevent transmission.

#### 3. ***State, territorial, and local health departments rely on the public to help control COVID-19.***

- The best way to prevent the spread of COVID-19 is to avoid being exposed to COVID-19.
  - Everyday preventive actions such as hand washing help prevent the spread of COVID-19.
- The public and communities can help state and local health departments by following local guidelines for social distancing.
- State and local health departments, together with community support, have successfully controlled outbreaks of SARS (Severe Acute Respiratory Syndrome), Ebola, Zika, measles, pandemic influenza, seasonal influenza, and food borne diseases.



## 408. How long does the virus that causes COVID-19 live on surfaces?

### Key Messages/Shorter Answer (Soundbite):

1. *When the virus that causes COVID-19 lands on a surface it starts to degrade.*
2. *Virus survival is influenced by the type of the surface material.*
3. *The virus that causes COVID-19 can be cleaned from surfaces.*

### Longer Answer:

1. ***When the virus that causes COVID-19 lands on a surface it starts to degrade.***
  - Virus survival depends highly on environmental conditions like temperature, air currents, humidity, and sunlight.
  - Viruses need a living host in order to replicate and produce more viruses.
  - Regular hand washing and surface cleaning can accelerate virus degradation.
2. ***Virus survival is influenced by the type of the surface material.***<sup>113 114</sup>
  - The virus that causes COVID-19 decays more slowly on plastic and stainless steel than on copper and cardboard.
    - The virus that causes COVID-19 may be able to last as long as 2-3 days on plastic and stainless steel; up to 1 day on cardboard; and up to 4 hours on copper.
  - It may also be possible for a person to contract the virus that causes COVID-19 by touching a surface that has contaminated droplets on it, then touching their mouth, nose, or eyes.
  - Even if the COVID-19 virus is detectable on a surface that does not mean there is enough virus present to infect someone.
  - While the detection of viable virus means it's theoretically possible to transmit the disease from contaminated surfaces, studies to date have only been done in laboratory conditions.
3. ***The virus that causes COVID-19 can be cleaned from surfaces.***
  - Frequent cleaning and disinfection of surfaces is a best way to prevent viral respiratory illnesses in households and community settings.
  - Daily disinfection of high-use surfaces is effective for preventing illness.
    - Surfaces should be sanitized with soap, disinfecting sprays, or wipes.
  - Frequent cleaning of surfaces should be done to prevent transmission of the virus that causes COVID-19.
  - People are more likely to become infected with the virus that causes COVID-19 from close contact with infected individuals producing large respiratory droplets than from contaminated surfaces.
  - Frequent cleaning of face coverings should be done as studies have found the virus that causes COVID-19 can survive on the inside of a mask for up to a few days.

<sup>113</sup> <https://health.clevelandclinic.org/how-long-will-coronavirus-survive-on-surfaces/>

<sup>114</sup> <https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>



## 409. If funerals cannot be held because of COVID-19, what can family and friends do?

### Key Messages/Shorter Answer (Soundbite):

1. *Memorial and funeral processes have changed in important ways since COVID-19 struck America.*
2. *Family members and friends are advised to consider memorials that respect social distancing guidelines.*
3. *Families and friends who attend funeral and memorial services for COVID-19 victims should adhere to social distancing and basic hygiene.*

### Longer Answer:

1. ***Memorial and funeral processes have changed in important ways since COVID-19 struck America.***
  - Authorities have issued stay-at-home orders and banned large gatherings including funeral and memorial services.
    - Some authorities allow mourners to attend a service in person if they can maintain appropriate social distancing.
  - Many funeral homes are limiting the number of people allowed to gather for visitations, memorials, and funerals based on state and local public health guidelines.
  - In order to hold visitations, funeral homes are asking mourners to stagger when they arrive for visitation and not to linger.
  - Families should expect delays in holding a memorial service as funeral homes must clean and disinfect between services.
2. ***Family and friends are advised to consider memorials that respect social distancing guidelines.***
  - Family and friends can choose their preferred type of memorial practice for COVID-19 victims.
  - Many people have chosen to delay memorial services and celebrations of life until a later date.
  - Many people and funeral homes are using video technology, such as livestreaming, for memorial services and celebrations of life.
3. ***Families and friends who attend funeral and memorial services for COVID-19 victims should adhere to social distancing and basic hygiene.***
  - Mourners should consider walking past the casket one at a time or driving by in their cars.
  - In an abundance of caution, touching the body in any way — kissing, handholding, hugging — is highly discouraged to prevent the transfer of COVID-19.
  - Small memorials and funeral services involving only a few family members or close friends can be done provided social distancing is maintained.
  - Mourners should consider calling, sending letters, and using other ways to reach out and express condolences.



## 410. What should be done with the bodies of those who have died from COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Scientists believe that deceased persons pose little or no risk of spreading COVID-19.*
2. *Personnel who interact with a deceased person should use appropriate personal protective equipment according to the level of interaction with the body*
3. *In many cases, professional services manage the remains of those who have died from COVID-19.*

### Longer Answer:

1. ***Scientists believe that deceased persons pose little or no risk of spreading COVID-19.***
  - Scientists believe that the virus that causes COVID-19 does not survive long after death.
  - Current understanding indicates COVID-19 transmission happens with close contact with a living, infected person.
    - Scientists in Thailand have reported the first known case in a forensic medical professional of COVID-19 infection from a dead person.
  - To be safe, people should avoid touching the body of deceased person suspected of having died from COVID-19.
2. ***The Personnel who interact with a deceased person should use appropriate personal protective equipment according to the level of interaction with the body.<sup>115 116</sup>***
  - Guidelines may vary depending upon whether a person dies of COVID-19 in health care facilities, homes, or other locations.
  - Responsible parties should ensure that the necessary hand hygiene and personal protective equipment supplies are available for those attending COVID-19 victims.
  - The dignity of the deceased, their cultural and religious traditions, and their families should be respected.
3. ***In many cases, professional services manage the remains of those who have died from COVID-19.***
  - National and local requirements guide the handling and disposition of the bodies.
    - Families and traditional burial attendants can be equipped to conduct safe burials of people who died of COVID-19.
  - Safety procedures for deceased persons infected with COVID-19 should be consistent with those who have died from an acute respiratory illness.
  - Families and friends who attend funeral and memorial services should receive guidance on social distancing and basic hygiene.
  - People should seek guidance from competent authorities before transferring a deceased person to a funeral home, autopsy unit, mortuary, crematorium, or burial site.
    - Checklists are available for what to do if someone dies of COVID-19.<sup>117</sup>
  - The type of burial practice associated with COVID-19 is a matter of regulation and cultural choice.

<sup>115</sup> [https://apps.who.int/iris/bitstream/handle/10665/331538/WHO-COVID-19-IPC\\_DBMgmt-2020.1-eng.pdf](https://apps.who.int/iris/bitstream/handle/10665/331538/WHO-COVID-19-IPC_DBMgmt-2020.1-eng.pdf)

<sup>116</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID-19-and-Funerals>

<sup>117</sup> <https://www.consumerreports.org/cro/magazine/2012/10/what-to-do-when-a-loved-one-dies/index.htm>



## 500 Series: Outbreak Questions

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## 501. What is the source of COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *COVID-19 is a coronavirus – a large family of viruses that circulate among humans and animals.*
2. *An animal is the likely source for the coronavirus that causes COVID-19.*
3. *There are only a few isolated and confirmed cases of animals and pets carrying COVID-19 in the U.S.*

### Longer Answer:

1. ***COVID-19 is a coronavirus – a large family of viruses that circulate among humans and animals.***
  - Coronaviruses occur in several species of animals and reptiles.
    - Potential animal sources of COVID-19 include bats, cattle, horses, dogs, cats, ferrets, camels, bats, and snakes.
  - The virus that causes COVID-19 is zoonotic, meaning it normally exists in animals before jumping into humans.
  - For a coronavirus to spread from animals to humans, the virus must first go through a series of genetic mutations to become easily transmissible between humans.
2. ***An animal is the likely source for the coronavirus that causes COVID-19.***
  - The first persons infected with COVID-19 likely acquired the virus directly from animals.
  - The virus that causes COVID-19 has genetic characteristics that suggest it has its origins in bats.
  - Chinese researchers suggested that pangolins, which are long-snouted mammals often used in traditional Chinese medicine, may be the animal source of the virus that causes COVID-19.
  - Scientists do not know whether bats were the source of infection for other animals in China.
  - Genetic evidence does not support the idea that the virus that causes COVID-19 has laboratory origination.<sup>118 119</sup>
3. ***There are only a few isolated and confirmed cases of animals and pets carrying COVID-19 in the U.S.***<sup>120</sup>
  - There are very limited reports of dogs testing positive for the virus that causes COVID-19.
  - The Department of Agriculture confirmed cases of COVID-19 in two pet cats in New York.<sup>121</sup>
    - Both cats had mild respiratory illness and have made a full recovery.
  - There is no evidence to indicate that pets can spread COVID-19 to humans.
  - The Department of Agriculture identified one tiger at New York zoo that has tested positive for the virus that causes COVID-19 in humans.
    - Public health officials believe that a zoo employee spread the virus to the tiger.
  - There have been few reported cases in animals worldwide, with most having close contact with people with COVID-19.
  - If a person is sick with or suspected to have COVID-19, they should avoid contact with pets and other animals.

<sup>118</sup> <https://doi.org/10.1038/s41591-020-0820-9>

<sup>119</sup> [https://www.dhs.gov/sites/default/files/publications/mql\\_sars-cov-2\\_-\\_cleared\\_for\\_public\\_release\\_20200602.pdf](https://www.dhs.gov/sites/default/files/publications/mql_sars-cov-2_-_cleared_for_public_release_20200602.pdf)

<sup>120</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/animals.html>

<sup>121</sup> <https://www.cdc.gov/media/releases/2020/s0422-covid-19-cats-NYC.html>



## 502. How worried should people be about COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *COVID-19 is concerning because it is a new disease infecting many people and spreading rapidly throughout the world.*
2. *As the COVID-19 outbreak expands, the risk of being exposed to the virus will increase.*
3. *The best way to prevent becoming infected is to avoid being exposed to the virus.*

### Longer Answer:

1. ***COVID-19 is concerning because it is a new disease infecting many people and spreading rapidly throughout the world.***
  - COVID-19 can result in severe illness, particularly in older adults or individuals with underlying medical conditions.
  - People are concerned because everyday life presents multiple opportunities for getting sick due to often crowded and confined environments.
  - People are concerned because of the dramatic effect of COVID-19 on the economy and jobs.
  - People are concerned because of the increasing number of dramatic media stories.
  - People are concerned because of changing guidelines and recommendations.
2. ***As the COVID-19 outbreak expands, the risk of being exposed to the virus will increase.*<sup>122</sup>**
  - As testing continues to increase, we should expect to see more reported cases of COVID-19.
  - People in places where ongoing community spread is happening are at increased risk for exposure.
  - Public health officials are closely monitoring communities in the U.S. and will adjust guidance and recommendations as needed in order to help keep communities safe.
    - CDC routinely updates guidelines for employees returning to work.
  - Multiple countries have achieved promising results, such as reducing new COVID-19 cases, with public health measures.
3. ***The best way to prevent becoming infected is to avoid being exposed to the virus.***
  - If COVID-19 is spreading in your community, stay home as much as possible and put distance between you and other people.
  - Avoiding exposure slows the virus' spread and reduces the strain on the healthcare system.
  - Everyone should do their best to avoid close contact (within six feet) of people who are sick, especially those who are coughing and sneezing.
  - People should take precautionary actions including frequent hand washing, use of hand sanitizer, covering coughs and sneezes, wearing face coverings, and avoiding touching their eyes, nose, and mouth after touching surfaces.
  - People who are sick with fever, dry cough, or difficulty breathing should stay home and contact their health care provider.
  - People should follow expert advice, verify information, and avoid dangerous myths.<sup>123</sup>

<sup>122</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html>

<sup>123</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 503. How contagious is the virus that causes COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *The virus that causes COVID-19 is transmitted similarly to viruses that cause the common cold.*
2. *Data support that the virus that causes COVID-19 is more contagious than the viruses that cause the common cold and the 1918 influenza pandemic strain.*
3. *Much is unknown about the spread of the virus that causes COVID-19.*

### Longer Answer:

1. ***The virus that causes COVID-19 is transmitted similarly to viruses that cause the common cold.***<sup>124</sup>  
125 126

- The virus that causes COVID-19 is a respiratory virus which spreads primarily through close contact with an infected person.
- The virus can be spread through droplets that are created when a person coughs or sneezes, or through droplets of saliva or discharge from the nose.
- People infected with COVID-19 are most infectious when they are most ill.
- An infected person without symptoms can transmit the virus that causes COVID-19.

2. ***Data support that the virus that causes COVID-19 is more contagious than the viruses that cause the common cold and the 1918 influenza pandemic strain.***<sup>125 126 127 128</sup>

- Since most cases of COVID-19 are mild, the disease may be more widespread than current testing numbers indicate.
- Scientists have estimated that an infected person could spread COVID-19 to two or three additional people (and possibly more) if no control measures are used.
- Person-to-person spread usually happens after close contact with an infected person.
  - Most experts believe that the virus that causes COVID-19 is transmitted primarily by large airborne droplets that typically travel no more than 6 feet.
  - Small droplets may carry COVID-19 as far as 20 feet but it is not clear if they are infectious.
- People are thought to be highly contagious when they are most symptomatic (the sickest).
- Early and potentially highly efficient transmission of the virus may occur before clinical symptoms or in conjunction with the very first mild symptoms.

3. ***Much is unknown about the spread of the virus that causes COVID-19.***<sup>125 126 127</sup>

- Current data indicates that people who have symptoms cause the majority of virus spread.
- Research is needed to learn more about how the virus that causes COVID-19 can be spread by touching contaminated surfaces.
- Effective control of COVID-19 is difficult because the virus is highly contagious.

<sup>124</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

<sup>125</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/faq.html>

<sup>126</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<sup>127</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>128</sup> [https://wwwnc.cdc.gov/eid/article/26/7/20-0282\\_article](https://wwwnc.cdc.gov/eid/article/26/7/20-0282_article)



## 504. How rapidly does COVID-19 move from place to place?

### Key Messages/Shorter Answer (Soundbite):

1. *The virus that causes COVID-19 has moved rapidly from place to place.*
2. *Scientists are uncertain about how rapidly COVID-19 will continue to spread.*
3. *The virus that causes COVID-19 appears to move more rapidly than influenza or the SARS viruses.*

### Longer Answer:

1. ***The virus that causes COVID-19 has moved rapidly from place to place.***
  - COVID-19 is thought to move mainly from person-to-person through the large droplets produced when an infected person coughs or sneezes.
  - Some transmission of COVID-19 may occur before people show symptoms.
2. ***Scientists are uncertain about how rapidly COVID-19 will continue to spread.***
  - How easily a virus like COVID-19 spreads from person-to-person can vary depending on different conditions, such as environment.
  - People are thought to be highly contagious when they are most symptomatic (the sickest), but can also be contagious without showing symptoms.
    - Early and potentially highly efficient transmission of the virus may occur before clinical symptoms or in conjunction with the very first mild symptoms.
  - More testing of people for COVID-19 will bring more confirmed cases but that does not mean the virus is spreading more rapidly.
  - Contact tracing is a core disease control measure that is being used to understand and reduce the spread of COVID-19.
  - More needs to be learned about the time it takes the virus to go from one person to the next.
3. ***The virus that causes COVID-19 appears to move more rapidly than influenza or the SARS viruses.***

<sup>129</sup>

  - Scientists estimate that each person who gets sick with COVID-19 could potentially spread it to two or three additional people.
    - How easily a virus spreads from person-to-person varies.
  - People with the flu tend to infect one or slightly more than one additional person on average.
  - The faster public health officials can find people who are infected and isolate them from other people, the more successful they will be in controlling COVID-19.
  - Even if the virus that causes COVID-19 spreads slowly, prevention and control will be difficult if COVID-19 can be easily transmitted to other people.

<sup>129</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>



## 505. How long will concerns about COVID-19 last?

### Key Messages/Shorter Answer (Soundbite):

1. *Scientific data and testing will help address lingering questions and concerns about COVID-19.*
2. *Concerns will persist while the coronavirus that causes COVID-19 continues to circulate and spread.*
3. *Concerns will persist as long as COVID-19 continues to impact economies, employers, workers, and everyday life.*

### Longer Answer:

#### 1. *Scientific data and testing will help address lingering questions and concerns about COVID-19.*<sup>130</sup>

131 132 133 134 135

- Viruses are often highly unpredictable in terms of when, where, and why they spread.
  - Viruses are unpredictable in terms of who will be exposed, who will become infected, and the severity of illness that people who are infected will experience.
  - The ability of viruses to spread depends on many things, including the time of year, humidity, and indoor and outdoor temperatures.
- Experts have called for improved COVID-19 testing capabilities with results quickly available.
  - To improve COVID-19 testing, facilities need adequate supplies and trained personnel.
  - Testing availability remains insufficient and results are limited by false negatives and inability to detect low virus levels.
- Experts are calling for widespread COVID-19 testing to aid identification, isolation, treatment, contact tracing, and antibodies that may indicate immunity.
- Experts believe the most important enabler for slowing COVID-19 will be the public, whose buy-in and sense of personal responsibility is critical regarding social distancing and testing.

#### 2. *Concerns will persist while the coronavirus that causes COVID-19 continues to circulate.*

- The common cold has a generic name because it is caused by many respiratory viruses, of which some (10-30%) are coronaviruses.
- Public health departments and experts will be working with communities and healthcare providers to limit the spread of COVID-19.
- Like influenza, experts believe that the virus that causes COVID-19 will likely mutate to a weakened state that will continue to circulate in humans.

#### 3. *Concerns will persist as long as COVID-19 continues to impact economies, employers, workers, and everyday life.*

- Concerns will last depending upon rate of global spread.
- Concerns will last depending upon time to develop safe and effective medicines and vaccines.
- Hospitals, healthcare organizations, and communities need to be prepared to handle surges.
- Hospitals, healthcare facilities, nursing homes, and places with older patients and people with underlying medical conditions need to protect vulnerable people from severe COVID-19 illness.

<sup>130</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

<sup>131</sup> <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<sup>132</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>133</sup> <https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<sup>134</sup> <https://www.nih.gov/health-information/coronavirus>

<sup>135</sup> <https://www.nejm.org/coronavirus>



## 600 Series: Response Questions

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## 601. How long will it take to develop a vaccine for COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *A massive effort is underway to develop a vaccine for COVID-19 using exciting new technologies.*
2. *Before being licensed for wide use, new vaccines have to first be tested to see if they are safe and effective.*
3. *Initial supplies of a COVID-19 vaccine would be for those at highest risk of infection.*

### Longer Answer:

1. ***A massive effort is underway to develop a vaccine for COVID-19 using exciting new technologies.***<sup>136</sup>
  - Many countries are accelerating projects using new technologies to create safe and effective COVID-19 vaccines.
    - Using DNA and RNA technologies, scientists quickly developed a test, within two weeks from discovery of how the virus enters cells, and within two months initiated clinical trials of therapeutics and vaccines.
    - Historically it has taken years to make a vaccine.
  - Potential vaccines for COVID-19 have already advanced in clinical trials.
  - Experts believe that many new and approved vaccine technologies will speed up development.
  - Many new vaccine technologies engage the body's natural immune system to fight the virus.
    - Recently approved immune stimulants (technically known as *adjuvants*) can enhance vaccine performance.
2. ***Before being licensed for wide use, new vaccines have to first be tested to see if they are safe and effective.***<sup>137</sup>
  - In the U.S., a vaccine can be used before it is licensed but this requires an Emergency Use Authorization and an informed consent process.
  - If a vaccine appears to be safe and effective in early stage trials, it might become more widely available under an Emergency Use Authorization rather than as an FDA licensed vaccine.
3. ***Initial supplies of a COVID-19 vaccine would be for those at highest risk of infection.***
  - Indications for vaccine use will likely be prioritized for those at highest risk of complications from disease and those who have the highest risk of exposure.
  - Guidance for vaccine use will be provided by the U.S. Department of Health and Human Services (HHS)/Centers for Disease Control and Prevention (CDC).
  - People at highest risk of infection include doctors, nurses, and others who would be caring for infected patients.
  - Availability and decisions on how to use the first available COVID-19 vaccines will likely vary.
  - Until a vaccine is licensed for use, only limited amounts of the vaccine may be available.

<sup>136</sup> <https://www.niaid.nih.gov/diseases-conditions/coronaviruses>

<sup>137</sup> <https://www.mayoclinic.org/diseases-conditions/coronavirus/in-depth/coronavirus-vaccine/art-20484859>



## 602. What is the medical treatment for people affected by COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Currently there are no specific medical treatments proven safe and effective against COVID-19.*
2. *If you believe you have been exposed to COVID-19, contact your health care provider immediately.*
3. *The best way to prevent illness is avoiding exposure to COVID-19.*

### Longer Answer:

1. ***Currently there are no specific medical treatments proven safe and effective against COVID-19.***
  - Current COVID-19 treatment is almost exclusively supportive, including assisted breathing.<sup>138</sup>
  - Medicines that can treat COVID-19 are being aggressively developed.
  - Large numbers of clinical trials are ongoing.
    - Based on preliminary data, the US Food and Drug Administration (FDA) authorized remdesivir, which appears to shorten COVID-19 illness, for treatment of patients under an emergency use authorization.<sup>139</sup>
    - Preliminary data indicate the anti-malarial medicine, hydroxychloroquine, either with or without other medicines, does not reduce the need for mechanical ventilation in patients hospitalized with COVID-19.<sup>140</sup>
2. ***If you believe you have been exposed to COVID-19, contact your health care provider immediately.***
  - Common symptoms of COVID-19 include fever, dry cough, fatigue, and shortness of breath.
    - COVID-19 symptoms may include chills, repeated shaking with chills, muscle pain, headache, sore throat, and loss of taste or smell.
  - Call your health care provider if you have COVID-19 symptoms and have been in an area where COVID-19 has been identified.
  - Call your health care provider if you have COVID-19 symptoms and have been in contact with someone confirmed or being evaluated for COVID-19.
  - Call ahead before you go to a health care provider office or emergency room and tell them about your recent travels, contacts, and symptoms.
  - Health care providers will evaluate whether you have COVID-19.
3. ***The best way to prevent illness is avoiding exposure to COVID-19.***
  - Avoid close contact with people who are sick with COVID-19.
  - Wash your hands often with soap and water for at least 20 seconds.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Cover your mouth and nose when coughing or sneezing.
  - Asymptomatic transmission of COVID-19 supports calls for wider testing.
  - Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>141</sup>

<sup>138</sup> <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4173887>

<sup>139</sup> <https://www.niaid.nih.gov/news-events/nih-clinical-trial-shows-remdesivir-accelerates-recovery-advanced-covid-19>

<sup>140</sup> <https://www.medrxiv.org/content/10.1101/2020.04.16.20065920v2>

<sup>141</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 603. How are hospitals managing major surges of COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Many hospitals are managing surges of patients with COVID-19.*
2. *Hospital staff are trained to manage surges of patients with COVID-19.*
3. *Most hospitals have experience managing disease outbreaks.*

### Longer Answer:

#### 1. *Many hospitals are managing surges of patients with COVID-19.*

- Many hospitals have exceeded their capacity by the number of COVID-19 patients seeking care.
- Hospitals are expanding their COVID-19 treatment and isolation facilities.
- Hospitals are providing additional training for staff on COVID-19 prevention, containment, and control.
- Many hospitals are reporting shortages of available beds, testing kits, protective gear, trained staff, and necessary medical equipment like ventilators.
- Whether a hospital is overwhelmed by COVID-19 depends upon many factors including current capacity and the number of patients who seek care.

#### 2. *Hospital staff are trained to manage surges of patients with COVID-19.*

- Hospital workers are being trained to quickly identify potential COVID-19 cases.
  - Health care workers are being trained to be on the watch for patients with symptoms that in the early stages of illness may seem like the flu.
  - Health care workers can test for COVID-19 in suspected individuals.
- Hospital workers are being trained to take travel histories that may indicate COVID-19 infection.
- Hospital workers are being trained how to put on and take off protective gear, draw blood safely, and dispose of biohazardous materials.
- In hard hit settings, COVID-19 has led to exhausted staff, shortages of PPE and ventilators, while also fostering innovation.

#### 3. *Most hospitals have experience managing disease outbreaks.*

- Working with federal, state, territorial, and local health departments, hospitals have helped control previous outbreaks of SARS, Ebola, Zika, measles, pandemic influenza, seasonal influenza, and food-borne diseases.
- Hospital early detection and containment systems are based on lessons learned from previous disease outbreaks.
- Hospitals train, equip, and practice in simulated emergencies for situations like coronavirus.
- CDC has developed a highly specific Hospital Preparedness Assessment Tool for COVID-19.<sup>142</sup>

<sup>142</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/hcp-hospital-checklist.html>



## 604. Are the anti-malaria drugs hydroxychloroquine and chloroquine safe and effective treatment for COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Hydroxychloroquine and chloroquine have not been proven to be safe and effective for treating COVID-19.*
2. *Medical interventions other than hydroxychloroquine and chloroquine are being tested for safety and effectiveness.*
3. *Hydroxychloroquine and chloroquine can be used to treat malaria and medical conditions other than COVID-19.*

### Longer Answer:

1. ***Hydroxychloroquine and chloroquine have not been proven to be safe and effective for treating COVID-19.***<sup>143 144</sup>
  - Hydroxychloroquine and chloroquine, along with many other potential treatments, are being studied in clinical trials for COVID-19.
  - FDA authorizes use of hydroxychloroquine and chloroquine for COVID-19 in clinical trial settings or when treating patients through an Emergency Use Authorization.
  - FDA has issued a safety warning that hydroxychloroquine and chloroquine can cause abnormal heart rhythms and a dangerously rapid heart rate.
    - Hydroxychloroquine and chloroquine can cause abnormal heart rhythms, a dangerously rapid heart rate, and carry higher risk in persons with underlying kidney disease or heart conditions other than rhythm disturbances.
  - People should not take hydroxychloroquine and chloroquine that has not been prescribed.
2. ***Medical interventions other than hydroxychloroquine and chloroquine are being tested for safety and effectiveness.***<sup>145</sup>
  - People infected with COVID-19 are treated with supportive care to help relieve symptoms.
  - For severe cases of COVID-19, treatment includes support for vital organs such as mechanical ventilation to support the lungs.
  - A safe and effective vaccine for COVID-19 is the ultimate control tool and is being developed.
  - Medicines that can stimulate the human immune system to neutralize the virus that causes COVID-19 are among the most promising preventive medicines.
3. ***Hydroxychloroquine and chloroquine can be used to treat malaria and medical conditions other than COVID-19.***<sup>144</sup>
  - Patients taking hydroxychloroquine or chloroquine to treat malaria or other conditions for which the drug has been approved should continue taking the medicine as prescribed.
  - Patients should not combine hydroxychloroquine or chloroquine with other medicines like azithromycin (commonly for other respiratory illness) unless prescribed.

<sup>143</sup> <https://www.fda.gov/drugs/drug-safety-and-availability/2020-drug-safety-communications>

<sup>144</sup> <https://www.cdc.gov/malaria/resources/pdf/fsp/drugs/chloroquine.pdf>

<sup>145</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html>



## 605. What are the highest-priority medical interventions being developed for COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *A safe and effective vaccine for COVID-19 is the ultimate control tool.*
2. *Medicines that can prevent new COVID-19 cases are being explored.*
3. *Currently there are no specific medical treatments proven safe and effective against COVID-19.*

### Longer Answer:

#### 1. ***A safe and effective vaccine for COVID-19 is the ultimate control tool.***

- Large numbers of potential vaccines related to COVID-19 are being explored for development.
  - Vaccine development and testing typically takes years.<sup>146</sup>
  - Vaccine research and development is very expensive and only a small percentage of vaccines that enter clinical trials receive regulatory approval.
- Recently approved vaccine technologies, such as highly active immune stimulants (technically known as *adjuvants*), could accelerate COVID-19 vaccine development.
- Many experimental technologies using DNA and RNA based vaccines are being explored that help the body mount an immune response to viruses.
- Vaccines typically provide protection by giving people a bit of the natural virus in order to trigger an immune response including production of antibodies.

#### 2. ***Medicines that can prevent new COVID-19 cases are being explored.***

- Preventive medicines that activate the inherent immune system are important for strategies aimed at containing COVID-19 through testing, treatment, and tracing.
- Medicines that can stimulate the human immune system to neutralize the virus that causes COVID-19 are among the most promising preventive medicines.
  - Medicines that activate the inherent immune system may be able to overcome mutations in the virus that causes COVID-19 that could render vaccines ineffective.
  - Medicines that activate the inherent immune system can be used in settings with active virus transmission, such as hospitals, nursing homes, or ships.
- Medicines that kill or inhibit the virus that causes COVID-19 could also be used for prevention.
- Preventive COVID-19 medicines are likely to be available well before a vaccine.

#### 3. ***Currently there are no specific medical treatments proven safe and effective against COVID-19.***

- Current COVID-19 treatment is almost exclusively supportive, including assisted breathing.
- Medicines that can treat COVID-19 are being aggressively developed and large number of clinical trials are ongoing.
  - Based on preliminary data, the US Food and Drug Administration (FDA) authorized remdesivir, for treatment of patients under an Emergency Use Authorization.<sup>147</sup>
  - Preliminary data indicate the anti-malarial medicine, hydroxychloroquine, does not reduce the need for mechanical ventilation in patients hospitalized with COVID-19.

<sup>146</sup> <http://pennstatehershey.adam.com/content.aspx?pid=35&gid=12623>

<sup>147</sup> <https://www.niaid.nih.gov/news-events/nih-clinical-trial-shows-remdesivir-accelerates-recovery-advanced-covid-19>



## 606. What is being done to make COVID-19 testing more available in the U.S.?

### Key Messages/Shorter Answer (Soundbite):

1. *Public health authorities are expanding testing for COVID-19 but large challenges remain.*
2. *Testing for COVID-19 could vary by location.*
3. *Public health authorities are expanding testing for past exposure and immunity.*

### Longer Answer:

#### 1. **Public health authorities are expanding testing for COVID-19 but large challenges remain.**<sup>148</sup>

- Experts are calling for widespread COVID-19 testing to facilitate identification, isolation, treatment, and contact tracing.
- There are many COVID-19 tests including a viral test for current infection and an antibody test for evidence of previous infection.
- CDC developed a diagnostic test for COVID-19 and continues to provide those tests to state and local public health departments.
- Commercial manufacturers are producing diagnostic tests and are making them available to medical providers.
  - The supply of diagnostic tests continues to increase.
  - Public health authorities are working to reduce shortages of testing supplies, including chemical reagents and nasal swabs.

#### 2. **Testing for COVID-19 could vary by location.**<sup>149</sup>

- Testing for COVID-19 may vary by location due to many factors including availability of test kits, regulatory barriers, restrictive policies regarding who is tested, and community readiness and capacity.
- Even though testing is increasing, state and local governments are asking for many more individuals to be tested.
- Current testing criteria include:
  - Persons with symptoms of potential COVID-19 infection.
  - Persons without symptoms who are prioritized by health departments or clinicians.
- For more information on testing, people should contact their state, local, tribal, or territorial health department or their medical provider.

#### 3. **Public health authorities are expanding testing for past exposure and immunity.**<sup>150</sup>

- An antibody (or serology) test checks a sample of the person's blood to look for antibodies to the virus, which are produced when someone has been infected.
- Antibody tests can provide information needed to guide the response to the pandemic, by indicating how many people were infected and who may have immunity to the virus.
  - It is not yet known if the antibodies that result from COVID-19 can protect someone from reinfection or for how long.
- Public health authorities are working to evaluate the effectiveness of the many different tests for antibodies that are being developed.

<sup>148</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>

<sup>149</sup> <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Symptoms-&-Testing>

<sup>150</sup> <https://www.fda.gov/medical-devices/emergency-situations-medical-devices/faqs-testing-sars-cov-2>



## 607. What are the COVID-19 tests?

### Key Messages/Shorter Answer (Soundbite):

1. *There are diagnostic tests for COVID-19.*
2. *There are antibody tests for COVID-19.*
3. *There are COVID-19 tests for antigens – virus particles that cause the body to create an antibody.*

### Longer Answer:

#### 1. *There are diagnostic tests for COVID-19.*<sup>151</sup>

- Doctors use diagnostic tests to determine who is currently sick with COVID-19.
  - Diagnostic tests use a sample of mucus typically taken from a person's nose or throat to look for the genetic material of the coronavirus.
  - Scientists are investigating better diagnostic tests using saliva.
- A positive diagnostic result can generally be trusted to be accurate.
  - The likelihood of a falsely negative result depends upon several factors including timing of sample collection and the type of specimen collected.
  - The diagnostic test may not identify someone who has recently been infected.
  - Swabs can fail to pick up signs of active infection with the virus that causes COVID-19.
- Most COVID-19 diagnostic tests can produce results within hours to days.
  - COVID-19 diagnostic samples sent to central labs (laboratories exclusively responsible for testing and consistency) can take several days to get results.
  - Rapid tests can be run on specialized equipment and produce results within minutes, but questions have been raised regarding reliability of the results.

#### 2. *There are antibody tests for COVID-19.*

- The body produces antibodies in response to the virus that causes COVID-19.
- Antibody tests can help scientists understand the extent of COVID-19's spread in populations. but the accuracy of the available tests is still uncertain.
- Antibody tests identify people who have previously been infected and may have immunity.
  - Antibody tests do not show whether a person is currently infected.
  - Antibody tests help track the spread of the coronavirus through a population.
- It is not yet known whether having antibodies gives a person immunity.
  - Antibody tests provide unverified information about community rates of immunity.
- Antibody test quality is a concern as many antibody tests do not have full regulatory approval.
  - Only a few antibody tests have voluntarily submitted data for regulatory approval.
  - Some antibody tests are being validated by individual medical labs or universities.

#### 3. *There are COVID-19 tests for antigens – virus particles that cause the body to create an antibody.*

- The COVID-19 antigen test provides valuable information regarding whether people are currently infected with the virus.
- The antigen (viral proteins) test can be a quick, screening test for active infections.
- The antigen test looks for viral proteins in nose and throat secretions.
- Health care providers typically confirm a positive antigen test with the COVID-19 diagnostic test.

<sup>151</sup> <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html>



## 608. What is contact tracing and how will it be done?

### Key Messages/Shorter Answer (Soundbite):

1. *Contact tracing is a key public health strategy for preventing further spread of COVID-19.*
2. *Communities are working to train a large contact tracing workforce.*
3. *Public awareness and acceptance of contact tracing is critical.*

### Longer Answer:

#### 1. ***Contact tracing is a key public health strategy for preventing further spread of COVID-19.***<sup>152</sup>

- Contact tracing is a core disease control measure that has been used successfully for decades to prevent and reduce the spread of other communicable diseases.
- Public health staff work with an infected patient to help them recall everyone with whom they had extended close contact during the time they may have been infectious.
  - To protect patient privacy, contacts are informed that they may have been exposed to an infected person but are not told the identity of the person.
- Contacts are identified and provided information so they understand their risk, how to self-quarantine, and how to monitor themselves for illness.
- Support services, including housing, food, and medicine, can be provided to help ensure that contacts can separate themselves from others.

#### 2. ***Many communities are working to train a large contact tracing workforce.***

- Communities will need many trained contact tracers to support relaxing social distancing measures.
- Health departments are seeking and training volunteers to assist with contact tracing.
- Public health authorities are providing training, guidance, and sharing best practices on how to scale up and implement contact tracing in their communities.
- If communities can effectively trace and self-quarantine contacts and isolate infected persons, strict social distancing strategies can be relaxed.

#### 3. ***Public awareness and acceptance of contact tracing is critical.***

- Contact tracing must be widely accepted in order to protect friends, family, and community members from potential infection.
- Contacts of infected persons are typically asked to self-quarantine until 14 days after their last exposure.
- Contacts of infected persons should monitor themselves by checking their temperature twice a day and watching for dry cough or shortness of breath.
- Contacts of infected persons who develop symptoms should promptly isolate themselves and notify their health department.

<sup>152</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>



## 700 Series: Control Questions

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## 701. What are public health departments doing to prevent the spread of COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Public health authorities are testing, treating, isolating, and finding contacts of those who have COVID-19.*
2. *Federal, state, and local authorities are slowing the spread of COVID-19 through social distancing.*
3. *Health departments and hospitals have training and experience controlling disease outbreaks.*

### Longer Answer:

1. ***Public health authorities are testing, treating, isolating, and finding contacts of those who have COVID-19.***
  - Health care providers are strengthening early detection and containment systems.
    - Strengthening efforts include better training and protocols for healthcare workers; expanding COVID-19 treatment facilities; targeting and expanding testing; and implementing best practices in public health risk and crisis communications.
  - Testing, identifying, treating, and isolating people infected with COVID-19, as well as testing for possible immunity, can reduce further spread.
    - Health care workers watch for people with symptoms or contact with COVID-19 and conduct appropriate testing.
  - Early tracing of COVID-19 contacts can significantly reduce further spread.
    - People who have had contact with a COVID-19 infected person should self-quarantine and monitor themselves for symptoms.
2. ***Federal, state, and local authorities are slowing the spread of COVID-19 through social distancing.<sup>153</sup>***
  - People are thought to be highly contagious when they are most symptomatic (the sickest), but people without symptoms can also be contagious.
  - CDC has detailed guidelines on monitoring and movement related to COVID-19.
  - Social distancing guidelines are intended to “flatten the curve,” i.e., slow the spread of COVID-19 so that fewer people seek treatment at any given time.
3. ***Health departments and hospitals have training and experience controlling disease outbreaks.***
  - Federal, state and local health departments have experience monitoring travelers to help prevent disease outbreaks.
  - Health departments and hospitals have successfully controlled outbreaks of SARS, Ebola, Zika, measles, pandemic influenza, seasonal influenza, and food-borne diseases.
  - Health departments and hospitals have highly trained and experienced workforces with years of preparing and practicing for situations like COVID-19.
  - State and local health departments are helping guide their communities regarding potential impacts from the spread of COVID-19.
  - Health professionals and departments are helping educate communities regarding the risks of COVID-19 transmission and how to best prevent and respond to the spread of COVID-19.

<sup>153</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>



## 702. What happens when a person infected with COVID-19 is identified?

### Key Messages/Shorter Answer (Soundbite):

1. *Health care workers quickly isolate a person identified to have COVID-19.*
2. *Persons identified as having COVID-19 receive treatment.*
3. *Persons infected with COVID-19 will be interviewed for contacts following detailed guidelines.*

### Longer Answer:

1. ***Health care workers quickly isolate a person identified to have COVID-19.***<sup>154</sup>
  - Health care workers are trained to identify patients with COVID-19 symptoms.
  - Health care workers are trained to take travel histories indicating contact with COVID-19.
  - If a person has already been tested for COVID-19, they may be re-tested.
  - Health care workers are trained and practiced in patient isolation.
2. ***Persons identified as having COVID-19 receive treatment.***
  - Health care workers are trained and practiced in treating COVID-19 cases.
  - Persons identified as having mild to moderate symptoms are typically isolated at home for 14 days with home treatment guidance.
    - Most people diagnosed with COVID-19 will experience mild to moderate symptoms.
  - Persons identified as having severe symptoms of COVID-19 may require hospitalization and possibly intensive care with supportive measures.
    - Supportive care can include fluids, pain-killers, infection prevention and control measures, supplemental oxygen, and mechanical ventilatory support when indicated.
  - Many health care systems are experienced in caring for patients with infectious disease.
3. ***Persons infected with COVID-19 will be interviewed for contacts following detailed guidelines.***
  - Early tracing of COVID-19 contacts can help reduce transmission.
  - Health care workers identify COVID-19 cases quickly to reduce transmission.
  - People who have been in contact with a COVID-19 patient may be quarantined.
  - People are thought to be highly contagious when they are most symptomatic (the sickest).
  - People who have been in contact with a COVID-19 patient are monitored for temperature and symptoms.
  - Early and potentially highly efficient transmission of the virus may occur before clinical symptoms or in conjunction with the very first mild symptoms.

<sup>154</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>



## 703. What can communities do to prepare for COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Communities working together is critical to the effectiveness of the COVID-19 response effort.*
2. *Communities are planning for and implementing social distancing measures.*
3. *Communities should help prevent discrimination and stigma.*

### Longer Answer:

1. ***Communities working together is critical to the effectiveness of the COVID-19 response effort.***<sup>155</sup>
  - Community hospitals and other healthcare organizations are strengthening their ability to detect and track suspected cases of COVID-19.
  - Employers should plan for extended absences of employees due to illness or taking care of family members.
  - Communities should work with their health departments and local organizations to address racial and ethnic disparities.
  - Communities should improve outreach to the elderly, non-English speaking communities, and those without access to care.
    - Translated COVID-19 guidance in multiple languages is available for non-English speakers.<sup>156</sup>
  - As trusted sources, community- and faith-based organizations can reinforce the importance of everyday preventive action steps to members of the community to help prevent spread.
2. ***Communities are planning for and implementing social distancing measures.***
  - Health officials are recommending social distancing actions that reduce face-to-face contact to limit exposure and illness.
  - Social distancing measures may include canceling large public gatherings and closing schools.
  - Decisions regarding closing and opening schools are made carefully given the disruption such decisions can cause.
  - Communities can work closely with public health authorities to address high risk concerns at nursing homes and assisted living.
3. ***Communities can help prevent discrimination or stigma.***<sup>157</sup>
  - Viruses are a threat to all people, regardless of race, ethnicity, or the country one lives in.
  - Viruses do not target people from specific populations, ethnicities, or racial backgrounds.
  - Viruses do not respect borders and do not discriminate among different types of people.
  - People can help prevent discrimination and stigmatization by staying informed through trusted sources and avoid dangerous myths and rumors.

<sup>155</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/>

<sup>156</sup> <https://www.uvmhealth.org/Pages/Coronavirus/Translated-COVID-19-Guidance.aspx>

<sup>157</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/reducing-stigma.html>



## 704. What are emergency responders doing about COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Emergency responders are trained to handle persons with possible COVID-19.*
2. *Emergency response clinicians and first responders need to modify their practices for COVID-19.*
3. *The emergency response system works closely with many health partners.*

### Longer Answer:

1. ***Emergency responders are trained to handle persons with possible COVID-19.***
  - Emergency response personnel include first responders, law enforcement, fire services, emergency medical services, and emergency management officials.
  - Emergency responders question callers about signs, symptoms, and risk factors for COVID-19.
  - Care and transport of COVID-19 patients by emergency response personnel presents unique challenges because of enclosed space during transport, frequent need for rapid medical decision-making, interventions with limited information, and a varying range of patient acuity and jurisdictional healthcare resources.
2. ***Emergency response clinicians and first responders need to modify their practices for COVID-19.<sup>158</sup>***
  - CDC has extensive guidance for emergency responders handling COVID-19.
  - CDC guidelines recommends modifications to emergency response practices for COVID-19.
    - CDC modifications to emergency response practices for COVID-19 include patient assessment, precautions for high risk field medical procedures, and transportation of a suspected or confirmed COVID-19 patient.
3. ***The emergency response system works closely with many health partners.***
  - Emergency response begins with close coordination and effective communication among the 911 call centers, the Emergency Medical System (EMS), healthcare facilities, and the public health system.
  - If COVID-19 is suspected, emergency responders will notify healthcare facilities in advance that they may be transporting, caring for, and/or receiving a patient.

<sup>158</sup> <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html>



## 705. What is isolation and quarantine?

### Key Messages/Shorter Answer (Soundbite):

1. *Isolation separates infected people from others whereas quarantine separates individuals believed to be exposed who are not yet ill.*
2. *Isolation is an effective control measure for COVID-19.*
3. *Quarantine is an effective control measure for COVID-19.*

### Longer Answer:

1. ***Isolation separates infected people from others whereas quarantine separates individuals believed to be exposed who are not yet ill.***<sup>159</sup>
  - Isolation and quarantine can help limit the spread of contagious disease.
  - Quick action by health officials is needed to prevent person-to-person spread of a contagious disease.
  - Both isolation and quarantine have been used successfully to help prevent the spread of communicable disease.
2. ***Isolation is an effective control measure for COVID-19.***
  - Isolation is:
    - a way to limit the spread of disease.
    - a standard public health practice for disease control.
    - a medical action that can be legally enforced.
    - putting an infected person in a separate room or special area, for example, of a hospital.
    - protecting healthy people and caregivers from disease.
    - protecting infected people from getting other diseases.
    - protecting family and friends of infected people from getting sick.
    - allowing for the delivery of specialized care to infected persons.
  - Hospitals have plans that describe how to isolate patients.
3. ***Quarantine is an effective control measure for COVID-19.***
  - Quarantine is:
    - separation and restriction of the movement of people.
    - an action taken for an individual with a believed exposure who is not yet ill (not presenting signs/symptoms).
    - where a person is asked to remain separate from other people to avoid spreading infection if they become ill.
    - often used to successfully help prevent the spread of communicable disease.
    - voluntary or involuntary based on medical evaluation.
  - CDC has published guidelines on monitoring symptoms and controlling movement of persons that relate to quarantine.

<sup>159</sup> <https://www.cdc.gov/quarantine/index.html>



## 706. Where will sick people be placed if they are under quarantine orders?

### Key Messages/Shorter Answer (Soundbite):

1. *Quarantine can be done at homes as well as at special facilities.*
2. *Special facilities for quarantine may be needed if large numbers of people are involved.*
3. *Many communities have plans for quarantine procedures during a disease outbreak.*

### Longer Answer:

1. ***Quarantine can be done at home as well as at special facilities.<sup>160</sup>***
  - Quarantine sites are determined in part by the number of cases.
  - Based on medical evaluation, quarantine may be done at a private residence or specialized facility.
2. ***Special facilities for quarantine may be needed if large numbers of people are involved.***
  - Facilities may be needed to quarantine many people in many locations, particularly individuals who become ill when they are not near their home.
  - Local and state emergency plans identify facilities that can be used for quarantine.
  - The federal government is working with states and cities to identify additional facilities for quarantine.
3. ***Many communities have plans for quarantine procedures during a disease outbreak.***
  - Disease control plans describe the facilities and protocols needed to implement quarantine.
  - Disease control plans describe the supplies needed for quarantine.
  - Disease control plans describe the medicines needed for quarantine.

<sup>160</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>



## 707. Can quarantined or isolated people stay at home, or will they be forced to go to hospitals or some secure location?

### Key Messages/Shorter Answer (Soundbite):

1. *In most cases, individuals are asked to voluntarily quarantine at home.*
2. *People in isolation may be cared for in their homes, in hospitals, or in designated healthcare facilities.*
3. *Quarantine and isolation measures require the trust and participation of the public.*

### Longer Answer:

1. ***In most cases, individuals are asked to voluntarily quarantine at home.***<sup>161 162 163</sup>
  - Quarantine is a public health measure used to separate or restrict the movement of people who are not yet sick but may have been exposed to a contagious illness.
  - Quarantined individuals do not have symptoms and may not be sick or contagious.
  - Quarantine may involve a variety of control strategies including short-term, voluntary home confinement; restrictions on travel for those who may have been exposed; or restrictions on passage into and out of an area.
2. ***People in isolation may be cared for in their homes, in hospitals, or in designated healthcare facilities.***<sup>164 165</sup>
  - Isolation is a public health measure that separates sick people with a contagious disease from people who are not sick.
  - The decision of where to isolate a person is based on multiple factors including severity of illness, need for testing, and appropriateness of a home environment for isolation purposes.
  - Seriously ill patients may be cared for in hospitals, while individuals with mild illness may be cared for at home.
  - Patients who aren't hospitalized should stay at home, except for getting medical care, and avoid contact with others until they are no longer contagious.
  - The decision to end home isolation should be made with your doctor.
3. ***Quarantine and isolation measures require the trust and participation of the public.***<sup>161 162</sup>
  - In most cases, quarantine and isolation are done voluntarily and participation of the public is necessary to help prevent the spread of contagious diseases.
  - Federal, state, and local health officials have the authority to enforce quarantine and isolation if necessary.

<sup>161</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<sup>162</sup> <https://www.cdc.gov/quarantine/index.html>

<sup>163</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/from-other-countries.html>

<sup>164</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

<sup>165</sup> <https://www.cdph.ca.gov/programs/cid/dcdc/pages/immunization/ncov2019.aspx>



## 708. What actually happens in quarantine?

### Key Messages/Shorter Answer (Soundbite):

1. *Quarantine is a public health measure used to limit the spread of contagious disease.*
2. *In most cases, individuals are asked to voluntarily quarantine at home.*
3. *Health departments can assist individuals with the quarantine process.*

### Longer Answer:

1. ***Quarantine is a public health measure used to limit the spread of contagious disease.*<sup>166</sup>**
  - Quarantine separates or restricts the movement of people who may have been exposed to a contagious illness.
  - Quarantined individuals do not have symptoms and may not be sick or contagious.
  - Quarantine is different from isolation, another common public health measure.
  - Isolation separates people infected with a contagious disease from other people.
2. ***In most cases, individuals are asked to voluntarily quarantine at home.*<sup>167</sup>**
  - Public health officials regularly ask people who may have been exposed to a communicable disease to stay at home and avoid contact with other people.
  - Representatives from the health department will monitor these individuals and will provide further instructions as needed.
  - Implementing quarantine measures requires the trust and participation of the public to help prevent the spread of contagious diseases.
3. ***Health departments can assist individuals with the quarantine process.*<sup>168</sup>**
  - Health departments have plans in place to assist individuals with the quarantine process and often work with community organizations to provide key services.
  - Health departments can assist individuals under quarantine with services that will allow them to stay home and limit their contact with others, including the delivery of food, prescriptions, and other basic necessities.
  - Other services, including mental health resources or assistance talking with an employer may also be available.
  - If you have specific questions or are having difficulty remaining at home during your quarantine, contact your health department for assistance.

<sup>166</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<sup>167</sup> <https://www.cdc.gov/quarantine/index.html>

<sup>168</sup> <https://www.kingcounty.gov/depts/health/emergency-preparedness/professionals/~media/depts/health/emergency-preparedness/documents/isolation-quarantine-response-plan-2014.ashx>



## 709. How can individuals prepare for COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *People should comply with the social distancing actions and recommendations being implemented in states and communities.*
2. *Individuals should create a household plan of action, based on current guidance.*
3. *Individuals should practice every day basic hygiene to help prevent infection.*

### Longer Answer:

1. ***People should comply with the social distancing actions and recommendations being implemented in states and communities.***<sup>169</sup>
  - In many communities, health officials are recommending social distancing actions that reduce face-to-face contact to limit exposure and illness.
  - Social distancing measures include canceling social gatherings and closing schools.
  - Parents should reach out to understand the school plan for continuing education and social services (such as student meal programs) during school dismissals.
2. ***Individuals should create a household plan of action, based on current guidance.***<sup>170</sup>
  - Meet with members of your household, relatives, friends, and neighbors to discuss what to do if a COVID-19 outbreak occurs in your community.
  - Plan ways to care for those who might be at greater risk for serious complications, including the elderly and people with underlying conditions.
  - Make arrangements for back-up care for children or elderly relatives in case their regular caregiver is sick or their school is closed.
3. ***Individuals should practice every day basic hygiene to help prevent infection.***<sup>171</sup>
  - Wash your hands often with soap and water for at least 20 seconds.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Wash your hands especially after going to the toilet, before eating, and after coughing, sneezing, or blowing your nose.
  - Avoid touching your eyes, nose, and mouth with unwashed hands and cover your coughs and sneezes with a sleeve or tissue.
  - Clean frequently touched surfaces around the house with regular household cleaners.
  - Follow your local and state health department for specific recommendations about how you can stay safe.
  - Follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>172</sup>

<sup>169</sup> <https://www.phila.gov/2020-02-29-what-to-expect-from-covid-19/>

<sup>170</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/get-your-household-ready-for-COVID-19.html>

<sup>171</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<sup>172</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 710. Who is most at risk and how can individuals reduce their risk of COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Older adults and people with underlying illnesses are especially vulnerable to COVID-19.*
2. *Practicing everyday preventive measures is very important.*
3. *If you know someone who is at increased risk, help them stay healthy.*

### Longer Answer:

1. ***Older adults and people with underlying illnesses are especially vulnerable to COVID-19.***<sup>173 174</sup>
  - Older adults, and people who have an underlying condition making them more susceptible to COVID-19, are at higher risk for getting seriously ill or dying from COVID-19.
    - Underlying medical conditions include chronic lung disease, moderate to severe asthma, serious heart conditions, immunocompromised status, severe obesity, diabetes, chronic kidney disease undergoing dialysis, and liver disease.
  - The vast majority of people with COVID-19 do not require hospital care.
  - A smaller percentage of people with COVID-19 get severely ill with respiratory problems like pneumonia.
2. ***Practicing everyday preventive measures is very important.***<sup>175</sup>
  - Wash your hands often with soap and water for at least 20 seconds.
    - Wash your hands especially after going to the toilet, before eating, and after coughing, sneezing, or blowing your nose.
    - If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your coughs and sneezes with a sleeve or tissue and wear a face covering in public.
  - Clean frequently touched surfaces around the house with regular household cleaners.
  - Follow expert advice, verify information, and avoid dangerous myths.<sup>176</sup>
3. ***If you know someone who is at increased risk, help them stay healthy.***<sup>177</sup>
  - If you live with a person at increased risk, make sure to wash your hands every time you come in from outside.
  - Consider running errands, such as picking up groceries, for people at risk of severe COVID-19 illness so they do not have to go out.
  - Everyone should take special precautions against COVID-19 when visiting the elderly in their homes or in nursing homes.

<sup>173</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

<sup>174</sup> <https://www.statnews.com/2020/03/03/who-is-getting-sick-and-how-sick-a-breakdown-of-coronavirus-risk-by-demographic-factors/>

<sup>175</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/get-your-household-ready-for-COVID-19.html>

<sup>176</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

<sup>177</sup> <https://www.nytimes.com/article/prepare-for-coronavirus.html>



## 711. What can employers do to prepare for COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Employers should plan for extended absences of employees and encourage teleworking.*
2. *Employers should apply infection control measures in the office.*
3. *Employers should stay informed and clearly communicate updates to employees.*

### Longer Answer:

1. ***Employers should plan for extended absences of employees and encourage teleworking.***<sup>178 179</sup>
  - Employers can cross-train employees to carry out key functions.
  - Employers should actively encourage sick employees to stay home.
  - Employers should ensure that sick leave policies are flexible and consistent with public health guidance, state and local policies, and that employees are aware of these policies.
  - Employers should encourage teleworking and working from home where possible.
2. ***Employers should apply infection control measures in the office.***<sup>180 181</sup>
  - Employers should promote hand-washing by employees, contractors, and customers.
  - Employers should put hand sanitizer dispensers in prominent places around the workplace.
  - Surfaces (desks and tables) and objects (telephones and keyboards) should be wiped with disinfectant regularly.
  - Employees who report symptoms of COVID-19 at work should be separated from others and immediately sent home.
  - Employers should designate separate areas where sick employees can temporarily be isolated.
3. ***Employers should stay informed and clearly communicate updates to employees.***<sup>182</sup>
  - Employers should determine how to get updated information from credible sources and relay information about the outbreak to employees and business partners.
  - Employers should direct employees to U.S. State Department<sup>183</sup> and CDC travel advisories.<sup>184</sup>
  - Employers should reinforce key preventive measures for employees to include frequent hand washing and staying home while sick.
  - Employers should stay current with local and state policies regarding returning to work.

<sup>178</sup> <https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide/>

<sup>179</sup> <https://www.natlawreview.com/article/9-telecommuting-tips-employers-covid-19-spreads-across-united-states>

<sup>180</sup> <https://www.osha.gov/SLTC/covid-19/controlprevention.html>

<sup>181</sup> <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

<sup>182</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<sup>183</sup> <https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

<sup>184</sup> <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>



## 712. Should people go outdoors, including to exercise?

### Key Messages/Shorter Answer (Soundbite):

1. *Getting outdoors is one of the best ways to keep one's mind and body healthy.*
2. *When leaving the house, take steps to reduce your risk of getting or spreading COVID-19.*
3. *Staying physically active is a healthy coping strategy for COVID-19.*

### Longer Answer:

1. ***Getting outdoors is one of the best ways to keep one's mind and body healthy.*<sup>185</sup>**
  - In many areas, people can visit parks, trails, open spaces, and be in nature to relieve stress.
    - People should check state and local guidance and restrictions regarding outdoor activities and facilities.
  - If outdoors, people must protect themselves and others from COVID-19 by maintaining at least six feet from others.
    - When deciding where to go outside, people should avoid busy areas that might make it hard to keep distance from others.
  - A growing body of scientific evidence indicates that spending time outdoors is important to the developmental health of children.
2. ***When going outside the house, people should take steps to reduce risk of getting or spreading COVID-19.*<sup>186</sup>**
  - People should wear a face covering if in areas where social distancing may be difficult.
  - People should use hand sanitizers or antiseptic wipes for public surfaces.
  - People should wash their hands when returning from outdoor to protect from inadvertent exposure to the virus that causes COVID-19.
  - People who are sick should stay home.
3. ***Staying physically active is a healthy coping strategy for COVID-19.***
  - Physical activity can help boost your mood, reduce stress, and strengthen one's immune system.
  - Physical activity includes all forms of active recreation, sports participation, cycling and walking, as well as activities you do at work and around the home and garden.
  - There are ways to stay active without going outdoors, such as workout videos, online fitness classes, household chores, and even physically active video games.

<sup>185</sup> <https://www.welldoc.com/staying-active-while-social-distancing/>

<sup>186</sup> <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>



## 800 Series: Media Questions

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## 801. What is expected from the news media regarding COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *News media are vital for getting information about COVID-19 to interested and affected populations.*
2. *News media are a useful platform for reaching many people during a COVID-19.*
3. *Effective media communication enables public health officials to help the public make informed and better decisions.*

### Longer Answer:

1. ***News media are vital for getting information about COVID-19 to interested and affected populations.***
  - News media play a critical role in keeping the public informed about COVID-19.
  - News media serve as an important source of information for the public about changes in the COVID-19 situation.
  - News media provide key information about public concerns to public health officials.
  - News media can help inform the public about COVID-19 guidance, recommendations, and available services.
2. ***News media are a useful platform for reaching many people during a COVID-19.***
  - News media can quickly provide urgent information during a major COVID-19 outbreak.
  - News media can reach large numbers of people during a major COVID-19 outbreak.
  - News media can help public health officials reach major target audiences during a major COVID-19 outbreak.
  - News media can assist public health officials in countering rumors and misinformation.
  - News media can assist public health officials in encouraging appropriate behaviors during a major COVID-19 outbreak.
  - News media should verify claims and instruct people to follow expert advice, verify information, and avoid dangerous myths and rumors.<sup>187</sup>
3. ***Effective media communication enables public health officials to help the public make informed and better decisions.***
  - News media can enhance public confidence in the ability of public health officials to deal with COVID-19.
  - News media can raise awareness of actual or potential risks.
  - News media can direct readers and viewers to federal, state, and local public health websites and other trusted sources of information about COVID-19.

<sup>187</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 802. Has the news media over-reacted and sensationalized COVID-19?

### Key Messages/Shorter Answer (Soundbite):

1. *Characteristics of COVID-19 generate intense media interest.*
2. *COVID-19 creates many opportunities for news media sensationalism.*
3. *News media sensationalism can be tempered by effective risk and crisis communication.*

### Longer Answer:

1. ***Characteristics of COVID-19 generate intense media interest.***
  - COVID-19 is a new threat to health in the United States and the world.
  - Invisible, deadly risk agents such as COVID-19 generate high levels of public fear and anxiety.
  - The global COVID-19 outbreak has many scientific uncertainties.
2. ***COVID-19 creates many opportunities for news media sensationalism.***
  - Many actions related to COVID-19 taken are unprecedented and are often sensationalized when reported by the media.
  - Missteps, mistakes, and disagreements are likely to be sensationalized by parts of the news media.
  - COVID-19 presents the news media with many dramatic photographic and video opportunities.
  - News media are often messengers who are reporting information that can often be interpreted as sensational.
3. ***News media sensationalism can be tempered by effective risk and crisis communication.***
  - News media should verify information, instruct people to follow expert advice, and avoid repeating or endorsing dangerous myths and rumors.<sup>188</sup>
  - Public health officials can temper media sensationalism by providing timely, accurate, transparent, and credible information.
  - Public health officials can temper media sensationalism by acknowledging uncertainties.
  - Public health officials can temper media sensationalism by being willing to admit mistakes.
  - Public health can temper media sensationalism by expressing authentic empathy and acknowledging emotions.

<sup>188</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>



## 900 Series: Infection and Illness Questions

901. *Why do some people have very severe COVID-19 illness while most people do not?* .....81
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## 901. Why do some people have very severe COVID-19 illness while most people do not?

### Key Messages/Shorter Answer (Soundbite):

1. *Most experts agree that there may be no single reason for why some people are more severely affected than others.*
2. *Experts believe that age, health, genetics, access to quality care, and underlying conditions are important to severity of COVID-19.*
3. *Experts believe that environmental factors are important to the severity of COVID-19.*

### Longer Answer:

1. ***Most experts agree that there may be no single reason for why some people are more severely affected than others.***
  - COVID-19 has impacted almost every person on earth, but its severity has varied greatly.
  - The question of why the virus has overwhelmed some people and left others unaffected is a puzzle that has led to numerous theories and speculations with as yet no definitive answers.
  - The answer to the question of COVID-19's variable severity could determine how society can best protect itself and the duration of strong preventive measures.
2. ***Experts believe that age, health, genetics, access to healthcare, and underlying conditions are important to the severity of COVID-19.<sup>189</sup>***
  - Young people are more likely to experience mild or no symptoms but continue to spread COVID-19.
  - Good health can lessen the impact of the virus among those who are infected.
    - Underlying conditions — notably hypertension, diabetes and obesity — can worsen the severity of COVID-19.
  - Shortages of COVID-19 tests can result in undercounting the number COVID-19 victims.
  - It is unclear why some patients have remained stable or appeared to be recovering and then suddenly develop severe symptoms.
3. ***Experts believe that environmental factors are important to severity of COVID-19.***
  - Infections are more likely to occur in crowded living situations where there are a greater number of infected people, such as ships and dormitories.
  - Scientists believe that warmer temperatures, humidity, and sunlight may be severity factors but still much is unknown.
    - The virus that causes COVID-19 appears to be so contagious that even if hot outdoor temperatures, sunlight, and humidity slow its spread, many people will still become infected.
  - Some experts believe that an environmental-induced virus mutation could change COVID-19.
    - The 1918 Spanish flu seemed to die down during the summer only to come back with a deadlier, mutated strain in the fall.
  - Social distancing, face protection measures, and limits on gathering can affect how many people become infected.

<sup>189</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>



## 902. Why are rates of infection, severe illness, and death from COVID-19 higher among African- and Hispanic-Americans?

### Key Messages/Shorter Answer (Soundbite):

1. *Data indicate that African- and Hispanic-Americans are at higher risk of COVID-19.*
2. *Living conditions, work circumstances, underlying health conditions, and access to care contribute to higher rates of COVID-19 disease among that African- and Hispanic-Americans.*
3. *Authorities and the public can help address COVID-19 racial and minority disparities.*

### Longer Answer:

1. ***Data indicate that African- and Hispanic-Americans are at higher risk of COVID-19.***
  - Consistent with prior public health emergencies, COVID-19 infection, severe illness and death rates tend to be higher for racial and ethnic minority groups.
  - Public health authorities have found more confirmed infections, severe illness, and death among African- and Hispanic-American persons than that of white or Asian persons.
    - In New York City, death rates from COVID-19 among African- and Hispanic-American persons have been higher than that of white or Asian persons.
    - In Louisiana, over two-thirds of COVID-19 deaths have occurred among black persons, who represent roughly one-third of the state's population.
2. ***Living conditions, work circumstances, underlying health conditions, and access to care contribute to higher rates of COVID-19 disease among that African- and Hispanic-Americans.<sup>190</sup>***
  - Living conditions for some African- and Hispanic-Americans, such as densely populated housing, may make it difficult to follow prevention measures such as physical distancing.
  - Economic circumstances for some African- and Hispanic- Americans, such as employment in essential or service industries, limited opportunities for working remotely, less access to paid sick leave, and limited health insurance coverage may all lead to higher rates of COVID-19.
  - Underlying health conditions for some African- and Hispanic-Americans may contribute to higher rates of COVID-19.
  - Access to health care for some African and Hispanic Americans, such as poor health insurance coverage, language barriers, and financial factors may contribute to higher rates of COVID-19 disease and severe illness.
3. ***Authorities and the public can help address COVID-19 racial and minority disparities.<sup>190</sup>***
  - Health officials are collecting data that can help prevent and reduce health disparities in African and Hispanic Americans.
  - Public health professionals can ensure that communication about COVID-19 and its impact on different population groups is frequent, clear, and transparent.
  - Community organizations can endorse and reinforce health recommendations about COVID-19.
  - Healthcare providers can connect patients with community resources and promote a trusted relationship by encouraging patients to call and ask questions.

<sup>190</sup> <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/racial-ethnic-minorities.html>



## 1000 Series: Mitigation and Long-term Response Questions

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## 1001. Are there any restrictions on people who have recovered from a confirmed COVID-19 infection?

### Key Messages/Shorter Answer (Soundbite):

1. *Public health restrictions for returning to work and everyday life are based upon either symptoms, time, or testing.*
2. *Scientists are still uncertain whether people who have recovered from COVID-19 have protective immunity.*
3. *A person recovered from COVID-19 should follow public health guidelines and their healthcare provider's advice regarding work and everyday life.*

### Longer Answer:

1. ***Public health restrictions for returning to work and everyday life are based upon either symptoms, time, or testing.*<sup>191</sup>**
  - A person is considered recovered from COVID-19 after they no longer have fever without the use of fever-reducing medications and have improvement in respiratory symptoms.
  - Depending on the severity of the COVID-19 illness, people should continue to monitor their health after symptoms disappear.
  - Even after symptoms are gone, small amounts or traces of the virus that causes COVID-19 may remain in a person's body for several weeks.
  - Public health authorities provide updates on how long people should wait after their first positive COVID-19 test before lifting restrictions.
  - Ideally, recovery criteria include no symptoms and two negative tests spaced apart.
  - Guidelines regarding recovery criteria are rapidly changing.
2. ***Scientists are still uncertain whether people who have recovered from COVID-19 have protective immunity.*<sup>192</sup>**
  - Immune response to COVID-19 is not clearly understood, and reinfection may be possible.
  - Antibodies to the virus that causes COVID-19 could provide some protection but scientists need more data regarding immunity.
  - Knowing whether people are immune to COVID-19 after they recover is important for determining what, if any, restrictions are needed.
3. ***A person recovered from COVID-19 should follow public health guidelines and their healthcare provider's advice regarding work and everyday life.***
  - Upon returning to everyday life or work, people should still wear a face covering because small amounts or traces of the virus that causes COVID-19 may remain.
  - People should continue to follow public health guidelines regarding social distancing, washing hands, keeping surfaces clean, avoiding groups, and not visiting people in high-risk groups.
  - Some people who have recovered from COVID-19 may be advised by their doctors or employers to work remotely and maintain social distancing for an additional time period.

<sup>191</sup> <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

<sup>192</sup> <https://www.who.int/news-room/commentaries/detail/immunity-passports-in-the-context-of-covid-19>



## 1002. How long will it be necessary to have social distancing in the U.S.?

### Key Messages/Shorter Answer (Soundbite):

1. *Social distancing will be important until there is widespread testing, preventive medicines, treatments, and vaccines against COVID-19.*
2. *Some social distancing is likely to be recommended while COVID-19 continues to spread.*
3. *If COVID-19 cannot be controlled under relaxed social distancing, a return to more strict measures may be needed.*

### Longer Answer:

1. ***Social distancing will be important until there is widespread testing, preventive medicines, treatments, and vaccines against COVID-19.<sup>193</sup>***
  - Social distancing means keeping space between yourself and others.
    - Social distancing includes maintaining 6 feet from others, staying home, limiting large groups, rearranging seating in offices and schools, and canceling or modifying events.
  - Experts believe a critical enabler for slowing COVID-19 will be the public, whose buy-in and sense of personal responsibility is needed for effective social distancing and testing.
  - Experts are calling for widespread testing to identify, isolate and treat those infected, find the contacts of infected people, and better understand COVID-19.
  - Social distancing is especially important with COVID-19 because the virus can be spread by people with no or very mild symptoms.
2. ***Some social distancing is likely to be recommended while COVID-19 continues to spread.***
  - Social distancing to prevent the circulation of COVID-19 can be reduced when a state or community has essentially no new cases or deaths for at least two weeks.
  - Public health departments and experts will be working with communities and healthcare providers to limit the spread of COVID-19 through social distancing.
  - Like influenza, the virus that causes COVID-19 will likely become a chronically circulating coronavirus in humans like the viruses that cause the common cold.
3. ***If COVID-19 cannot be controlled under relaxed social distancing, a return to more strict measures may be needed.<sup>194</sup>***
  - Relaxed social distancing means less strict implementation of accepted measures.
  - Social distancing will likely persist in healthcare settings and COVID-19 hot zones.
    - Hospitals, healthcare facilities, nursing homes, and places with older patients and people with chronic disease need to protect vulnerable people.
  - In the 1918 influenza pandemic, relaxation of social distancing was associated with a sharp increase in cases and deaths.
  - With evidence of COVID-19 control, such as flattening the curve, social distancing can be more flexible and targeted.
  - Until a vaccine is widely available, some degree of social distancing will likely be needed.

<sup>193</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

<sup>194</sup> <https://www.nationalgeographic.com/history/2020/03/how-cities-flattened-curve-1918-spanish-flu-pandemic-coronavirus/>



## 1003. If social distancing works, will we have another spike or continued cases?

### Key Messages/Shorter Answer (Soundbite):

1. *If most people follow social distancing recommendations, large increases in COVID-19 infections should be prevented.*
2. *Social distancing will best prevent large increases in infections when combined with other public health recommendations.*
3. *If there is a large increase in COVID-19 infections, then communities or states may return to more strict social distancing measures.*

### Longer Answer:

1. ***If most people follow social distancing recommendations, large increases in COVID-19 infections should be prevented.<sup>195</sup>***
  - COVID-19 spikes can be prevented with effective social distancing.
  - Not adhering to community recommended social distancing guidelines increases the risk of becoming infected and the risk for spikes or outbreaks of COVID-19.
  - Social distancing means keeping space between yourself and others.
  - Since people can spread the virus before they know they are sick, it is important to implement effective social distancing especially for people who are at high risk of severe COVID-19.
  - Public support, personal responsibility, and voluntary participation are critical for effective social distancing to prevent COVID-19 spikes.
  - Public health authorities and communities are exploring the best methods to enforce social distancing to prevent COVID-19 spikes, including punitive measures.
2. ***Social distancing will best prevent large increases in infections when combined with other public health recommendations.***
  - Social distancing to prevent spikes will be most effective when combined with widespread and effective testing, preventive medicines, and safe and effective treatments and vaccines.
  - Social distancing can help slow COVID-19 but cannot prevent new infections and outbreaks.
  - Social distancing that prevents spikes can result in untreated health problems.
  - Public health authorities are exploring different combinations of social distancing measures.
    - Several states have lifted stay at home orders and still recommend wearing face coverings, maintaining at least 6 feet from others, and avoiding large gatherings.
3. ***If there is a large increase in COVID-19 infections, then communities or states may return to more strict social distancing measures.***
  - Social distancing will likely persist in healthcare settings and COVID-19 hot zones.
    - Hospitals, healthcare facilities, nursing homes, and places with older patients and people with chronic disease need to protect those vulnerable to severe COVID-19.
  - Once effective testing, contact tracing, and isolation/quarantine are established, social distancing can be more flexible and precise.
  - Until a safe and effective vaccine is available, some social distancing will likely be needed.

<sup>195</sup> <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>



## 1004. When will there be a return to everyday life and work activities?

### Key Messages/Shorter Answer (Soundbite):

1. *A return towards everyday life and work will occur when there is widespread testing, preventive medicines, treatments, and vaccines against COVID-19.*
2. *A return towards everyday life and work will occur when COVID-19 ceases to spread.*
3. *Until COVID-19 is controlled, a return to everyday life and work will look different.*

### Longer Answer:

1. ***A return towards everyday life and work will occur when there is widespread testing, preventive medicines, treatments, and vaccines against COVID-19.*<sup>196</sup>**
  - Experts believe a return towards everyday life and work will occur with widespread COVID-19 testing to facilitate identification, isolation, treatment, contact tracing, and identification of antibodies that may indicate immunity.
  - Experts believe a return towards everyday life and work will occur when safe and effective medicines and vaccines are available.
    - Many experts believe it could be 12 to 18 months before a safe and effective vaccine is approved and widely available.
  - Experts believe that a return towards everyday life and work will be facilitated by technological solutions including better air circulation, facial scanning for fever, anti-viral electrostatic coatings, and touchless knobs.
2. ***A return towards everyday life and work will occur when COVID-19 ceases to spread.*<sup>197</sup>**
  - A return towards everyday life and work will begin when a state or community has essentially no new COVID-19 cases or deaths for a time period specified by public health authorities.
  - Experts suspect that the coronavirus that causes COVID-19 is likely to join other coronaviruses that continue to circulate, but much is still unknown.
  - Localized COVID-19 outbreaks are likely to continue because most people are not yet immune.
3. ***Until COVID-19 is controlled, a return to everyday life and work will look different.***
  - Everyday life and work are likely to be different for the foreseeable future and may include selective social distancing and technological innovations to reduce contact.
  - Everyday life and work are likely to be different in healthcare settings and COVID-19 hot zones.
    - Hospitals, healthcare facilities, nursing homes, and places with older patients and people with chronic disease need to protect vulnerable people.
  - Experts are uncertain as to when it would be safe to allow large gathering and crowds, such as for sporting and entertainment events without careful social distancing.
  - Once effective testing, contact tracing, and isolation/quarantine are established, people can start returning towards everyday life and work with relaxed social distancing measures.
  - Until a safe and effective vaccine is available, some social distancing will likely be needed.

<sup>196</sup> <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>

<sup>197</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>



## 1005. When and how will the COVID-19 pandemic end?

### Key Messages/Shorter Answer (Soundbite):

1. *It is too early to know whether COVID-19 will persist as a pandemic next year.*
2. *The COVID-19 pandemic will end sooner with widespread testing, preventive medicines, contact tracing, treatments, and vaccines.*
3. *It is believed the COVID-19 pandemic will end sooner if most people in most countries take actions to prevent or reduce its spread.*

### Longer Answer:

1. ***It is too early to know whether COVID-19 will persist as a pandemic next year.***
  - If there are many people infected with COVID-19 and if infections are occurring at a high rate in many places across the globe, it is possible it will be considered a pandemic again.
  - In the near future, the world could enter a “post-pandemic” period, which means the virus that causes COVID-19 becomes endemic - that is, circulating in the world and causing infections similar to seasonal flu and colds.
  - If the number of cases and places with COVID-19 decreases significantly, it is unlikely that COVID-19 will persist as a pandemic.
  - The World Health Organization will likely continue to classify COVID-19 as a pandemic until there are no longer large outbreaks of new cases and deaths in many countries for a specified time period.
2. ***The COVID-19 pandemic will end sooner with widespread testing, preventive medicines, contact tracing, treatments, and vaccines.<sup>198</sup>***
  - Most experts believe the COVID-19 pandemic will end with herd immunity.
    - Most experts believe herd immunity is achieved when 60-70% of the population has immunity to the virus that causes COVID-19.
    - Herd immunity can be achieved through both natural infection and vaccination.
  - Experts believe the COVID-19 pandemic will end sooner with a safe and effective vaccine.
    - It may be 12 to 18 months before a safe and effective vaccine becomes widely available.
  - Experts believe that the COVID-19 pandemic will end sooner with innovations including better air circulation, facial scanning for fever, anti-viral electrostatic coatings, and touchless knobs.
  - For every indication of controlling COVID-19, new outbreaks have occurred elsewhere.
3. ***It is believed the COVID-19 pandemic will end sooner if most people in most countries take actions to prevent or reduce its spread.***
  - To help end the COVID-19 sooner, people should practice social distancing, wash their hands often; avoid touching their face; and cover coughs and sneezes.
  - To help end the COVID-19 pandemic sooner, people should wear face coverings in public, clean frequently touched surfaces, follow expert guidance, and avoid dangerous myths.

<sup>198</sup> <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>



## Appendices

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## Appendix A: COVID-19 Resources

### Webpages:

#### Reopening:

- Guidelines for Opening Up America Again.  
<https://www.whitehouse.gov/openingamerica/>
- This is where all 50 states stand on reopening.  
<https://www.cnn.com/interactive/2020/us/states-reopen-coronavirus-trnd/>
- State of California Resilience Roadmap (reopening plan).  
<https://www.gov.ca.gov/wp-content/uploads/2020/04/Update-on-California-Pandemic-Roadmap.pdf>
- A Transition Plan for a Healthy Wyoming.  
<https://drive.google.com/file/d/1cbsfljNr3b-jBWwSo194OdW9H1JsppUC/view>
- COVID-19 Responsible Protocols for Getting Ohio back to Work.  
<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Responsible-Protocols/Responsible-Protocols>
- New Jersey: The Road Back, Restoring Economic Health through Public Health.  
<https://covid19.nj.gov/faqs/nj-information/general-public/when-and-how-is-new-jersey-lifting-restrictions-what-does-a-responsible-and-strategic-restart-of-new-jerseys-economy-look-like>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- COVID-19 Forecasts.  
<https://www.cdc.gov/coronavirus/2019-ncov/covid-data/forecasting-us.html>
- Communities, Schools, Workplaces, and Events: Guidance for Where You Live, Work, Learn, Pray, and Play.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- Steps to Stay Safe.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/stay-safe.html>



## Continued – Appendix A: COVID-19 Resources

### CDC

- CDC’s COVID-19 homepage – including latest updates and overview.  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- CDC “COVIDView” Weekly Summary.  
<https://www.cdc.gov/coronavirus/2019-ncov/covid-data/covidview/index.html>
- Contact tracing.  
<https://www.cdc.gov/coronavirus/2019-ncov/php/open-america/contact-tracing.html>
- Contact Tracing: Part of a Multipronged Approach to Fight the COVID-19 Pandemic.  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/principles-contact-tracing-booklet.pdf>
- Serologic (Antibody) Testing.  
<https://www.cdc.gov/coronavirus/2019-ncov/lab/serology-testing.html>
- Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.  
<https://cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- How COVID-19 Spreads.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>
- Preventing Spread of COVID-19 in Communities.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>
- Resources for State, Local, Territorial and Tribal Health Departments.  
<https://www.cdc.gov/coronavirus/2019-ncov/php/index.html>
- Cases in the U.S.  
<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>
- Coronavirus Travel Information.  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Coronavirus Information for Healthcare Professionals.  
<https://www.cdc.gov/coronavirus/2019-nCoV/hcp/index.html>
- Interim Infection Prevention and Control Guidance for Veterinary Clinics During the COVID-19 Response.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/veterinarians.html>
- Laboratories and Diagnostic Testing of Specimens.  
<https://www.cdc.gov/coronavirus/2019-nCoV/lab/index.html>
- Coronavirus Communication Resources.  
<https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>
- CDC Transcripts and Press Releases on Coronavirus and COVID-19.  
<https://www.cdc.gov/media/dpk/diseases-and-conditions/coronavirus/coronavirus-2020.html>



## Continued – Appendix A: COVID-19 Resources

- Respirator Fact Sheet.  
<https://www.cdc.gov/niosh/npptl/topics/respirators/factsheets/respsars.html>
- Cleaning and Disinfection of Households.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>
- Decontamination and Reuse of Filtering Facepiece Respirators.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/decontamination-reuse-respirators.html>
- Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission.  
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

### WHO

- Global research on novel coronavirus.  
<https://www.who.int/csr/don/05-january-2020-pneumonia-of-unknown-cause-china/en/>
- Technical guidance by topic and by date.  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance>
- Coronavirus disease (COVID-2019) press briefings and press conferences, including transcripts.  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/media-resources/press-briefings>
- Coronavirus disease (COVID-2019) situation reports.  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>
- Risk communication and community engagement (RCCE) readiness and response to the 2019 novel coronavirus (2019-nCoV). Interim guidance, v2. January 26, 2020.  
[https://www.who.int/publications-detail/risk-communication-and-community-engagement-readiness-and-initial-response-for-novel-coronaviruses-\(-ncov\)](https://www.who.int/publications-detail/risk-communication-and-community-engagement-readiness-and-initial-response-for-novel-coronaviruses-(-ncov))



## Continued – Appendix A: COVID-19 Resources

### Other Institutions' COVID-19 Specific Pages:

- Association of State and Territorial Health Officials (ASTHO).  
<https://www.astho.org/>
- British Medical Journal (BMJ), BMJ.  
<https://www.bmj.com/coronavirus>
- Cambridge University Press.  
<https://www.cambridge.org/core/browse-subjects/medicine/coronavirus-free-access-collection>
- Chinese Medical Association.  
<http://medjournals.cn/COVID-19/index.do>
- Cochrane.  
<https://www.cochrane.org/coronavirus-covid-19-cochrane-resources-and-news>
- Disease Outbreak News (DON).  
[https://www.who.int/csr/don/archive/disease/novel\\_coronavirus/en/](https://www.who.int/csr/don/archive/disease/novel_coronavirus/en/)
- Elsevier.  
<https://www.elsevier.com/connect/coronavirus-information-center>
- European Centre for Disease Prevention and Control (ECDC).  
<https://www.ecdc.europa.eu/en/covid-19-pandemic>
- Journal of the American Medical Association (JAMA) Network.  
<https://jamanetwork.com/journals/jama/pages/coronavirus-alert>
- The Lancet.  
<https://www.thelancet.com/coronavirus>
- LITCOVID: US National Library of Medicine.  
<https://www.ncbi.nlm.nih.gov/research/coronavirus/docsum?filters=topics.General%20Info>
- New England Journal of Medicine.  
<https://www.nejm.org/coronavirus>
- Oxford University Press.  
<https://academic.oup.com/journals/pages/coronavirus?cc=us&lang=en&>
- Public Library of Science (PLOS).  
<https://blogs.plos.org/plos/2020/01/novel-coronavirus-2019-ncov-outbreak/>
- Science.  
<https://www.sciencemag.org/collections/coronavirus>
- Springer Nature.  
<https://www.springernature.com/gp/researchers/campaigns/coronavirus>
- Social Science Reprint Network (SSRN) (Preprints).  
<https://www.ssrn.com/index.cfm/en/coronavirus/>
- Wiley.  
<https://novel-coronavirus.onlinelibrary.wiley.com/>



## Continued – Appendix A: COVID-19 Resources

### Background Research – Articles and White Papers:

- Substantial undocumented infection facilitates the rapid dissemination of novel coronavirus (SARS-CoV2).  
<https://www.ncbi.nlm.nih.gov/pubmed/32179701/>
- Presymptomatic Transmission of SARS-CoV-2 — Singapore, January 23 – March 16, 2020. Wei WE, Li Z et al.  
<https://www.cdc.gov/mmwr/volumes/69/wr/mm6914e1.htm>
- CDC MMWR: Asymptomatic and Presymptomatic SARS-CoV-2 Infections in Residents of a Long-Term Care Skilled Nursing Facility — King County, Washington, March 2020.  
<https://www.cdc.gov/mmwr/volumes/69/wr/mm6913e1.htm>
- Presymptomatic SARS-CoV-2 Infections and Transmission in a Skilled Nursing Facility.  
<https://www.nejm.org/doi/full/10.1056/NEJMoa2008457?query=RP>
- Presumed Asymptomatic Carrier Transmission of COVID-19.  
<https://jamanetwork.com/journals/jama/fullarticle/2762028>
- Rapid Expert Consultation on the Possibility of Bioaerosol Spread of SARS-CoV-2 for the COVID-19 Pandemic. National Academies of Sciences, Engineering, and Medicine.  
<https://doi.org/10.17226/25769>
- Aerosol and Surface Stability of SARS-CoV-2 as Compared to SARS-CoV-1, Van Doremalen, N., Bushmaker, T. et al.  
<https://www.nejm.org/doi/full/10.1056/NEJMc2004973>

### Other Resources:

- Map/dashboard: Coronavirus COVID-19 Global Cases by Johns Hopkins CSSE.  
<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>
- Map/dashboard: WHO Novel Coronavirus (COVID-19) Situation.  
<https://covid19.who.int/>
- Map/dashboard/tracker: COVID-19 In US and Canada with real-time updates.  
<https://coronavirus.1point3acres.com/en>
- Institute for Health Metrics and Evaluation (IHME): COVID-19 US state-by-state projections.  
<https://covid19.healthdata.org/united-states-of-america>
- Training for Contact Tracing.  
<https://learn.astho.org/p/ContactTracer>
- Coronavirus Disease 2019: Myth vs. Fact.  
<https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/2019-novel-coronavirus-myth-versus-fact>



## Appendix B: Message Mapping

### I. Overview

"Message maps" are risk communication tools used to help organize complex information and make it easier to express current knowledge. The development process distills information into easily understood messages written at an approximately 6th to 8th grade reading level.

Messages are presented initially in no more than 3-5 short sentences that convey 3-5 key messages, in as few words as possible. The approach is based on surveys showing that lead or front-page media and broadcast stories usually convey only 3 key messages usually in less than 9 seconds for broadcast media or 27 words for print.

Each key message has 3-5 supporting messages. These can be used when and where appropriate to provide context for the issue being mapped.

### II. SAMPLE MESSAGE MAP – SMALLPOX (WITH KEYWORDS IN ITALICS)

Stakeholder: Public

Question or Concern: How contagious is smallpox?

#### a. Bullet format message map

Shorter Answer:

- Smallpox *spreads slowly* compared to other diseases.
- The slow spread of smallpox allows time *to find those infected*.
- People infected with smallpox *can be vaccinated* to prevent illness.

Longer Answer:

- Smallpox *spreads slowly* compared to other diseases.
  - People are only infectious when the rash appears.
  - Smallpox typically requires hours of face-to-face contact.
  - There are no smallpox carriers without symptoms.
- The slow spread of smallpox *allows time to find those infected*.
  - The time period before smallpox symptoms appear is 10–14 days
  - Resources are available for finding people who may have become infected with smallpox.
  - Finding people who have been exposed to smallpox and vaccinating them has proven successful in the past.
- People infected with smallpox *can be vaccinated* to prevent illness.
  - People who have never been vaccinated are the most important to vaccinate.
  - Adults who were vaccinated for smallpox as children may still have some immunity.
  - Adequate smallpox vaccine is on hand.



## Continued – Appendix B: Message Mapping

## b. Box Format Message Map

<b>Stakeholder: Public</b> <b>Question or Concern: How contagious is smallpox?</b>		
<b><u>Key Message 1</u></b>	<b><u>Key Message 2</u></b>	<b><u>Key Message 3</u></b>
<b>Smallpox <i>spreads slowly</i> compared to other diseases.</b>	<b>The slow spread of smallpox allows <i>time to find</i> those infected.</b>	<b>People infected with smallpox <i>can be vaccinated</i> to prevent illness.</b>
<b>Supporting Information 1-1</b>	<b>Supporting Information 2-1</b>	<b>Supporting Information 3-1</b>
People are only infectious when the rash appears.	The time period before smallpox symptoms appear is 10–14 days	People who have never been vaccinated are the most important to vaccinate.
<b>Supporting Information 1-2</b>	<b>Supporting Information 2-2</b>	<b>Supporting Information 3-2</b>
Smallpox typically requires hours of face-to-face contact.	Resources are available for finding people who may have become infected with smallpox.	Adults who were vaccinated as children may still have some immunity.
<b>Supporting Information 1-3</b>	<b>Supporting Information 2-3</b>	<b>Supporting Information 3-3</b>
There are no smallpox carriers without symptoms.	Finding people who have been exposed to smallpox and vaccinating them has proven successful in the past.	Adequate vaccine is on hand.



## Continued – Appendix B: Message Mapping

### III. Nine Principles of Message Mapping

- 1) Limiting the number of key messages to a maximum of 3-5 using as few words as possible, ideally no more than 9 seconds or 27 words to express the necessary information.
- 2) Constructing messages that can be easily understood by an adult with a 6th to 8th grade education. This can be tested using the “readability” utility in word-processing programs.
- 3) Adhering to the “primacy/recency” or “first/last” principle. This principle states that the most important messages should occupy the first and last position in a list.
- 4) Citing third parties or sources that would be perceived as credible by the receiving audience.
- 5) Providing a preamble to the message map that indicates genuine empathy, listening, caring and compassion – crucial factors in establishing trust in high-concern, high-stress situations.
- 6) Developing graphics, visual aids, analogies and narratives (such as personal stories), which can increase an individual’s ability to hear, understand and recall a message by more than 50%.
- 7) Constructing messages while recognizing the dominant role of negative thinking in high-concern situations. Examples include: avoiding unnecessary, indefensible or non-productive uses of absolutes, and of the words “no”, “not”, “never”, “nothing” and “none”; balancing or countering a negative key message with positive, constructive or solution-oriented key messages; and providing three or more positive points to counter a single negative point or bad news.
- 8) Presenting the full message map using the repetitive structure found in the “Tell me, Tell me more, Tell me again model” (the “Triple T Model”): telling people the information in summary form (i.e., the three key messages; telling people more (i.e., the supporting information); and telling people again what was told in summary form (i.e., repeat the three key messages).
- 9) Developing key messages and supporting information that address important risk perception, outrage and fear factors such as trust, benefits, control, voluntariness, dread, fairness, reversibility, catastrophic potential, effects on children, morality, origin and familiarity.



## Appendix C: Media Interviews: Tips and Pitfalls

### Authors:

Dr. Vincent T. Covello, Center for Risk Communication and CrisisCommunication.net

Dr. Randall N. Hyer, Center for Risk Communication and CrisisCommunication.net

### 1. Overview

In general, the media is interested in the following:

- Human interest stories
- Bad news more than good news
- People's perspectives
- Yes or no/safe or unsafe answers
- Front-page news stories.

With a disease outbreak, the media is likely to show increased interest in:

- Actions and developments that impact or would be of interest to their readers and viewers
- The reasons for state and local public health recommendations and actions, including the basis for implementing and changing them
- Access to public health and medical experts who can explain the evidence and rationale behind public health actions and provide helpful insights for media audience members
- Timely access to public health officials and experts
- Issues where conflict and disagreements exist

### 2. Preparing for the Media Interview

- The media will be seeking information on: Who? What? When? Where? Why? How?
- To maximize your impact, prepare and practice delivering your key message.
- For broadcast media: 27 words or 9-second "sound bite."
- For print media: 1 to 3 key messages.



## Continued – Appendix C: Media Interviews: Tips and Pitfalls

### 3. Before, During, and After a Media Interview

#### a. Before the Media Interview

##### Do:

- Ask who will be conducting the interview.
- Ask which subjects they want to cover.
- Caution them when you are not the correct person to interview because there are topics you cannot discuss (because lack of knowledge, etc.).
- Inquire about the format and duration.
- Ask who else will be interviewed.
- Prepare the key take away messages you want the media to report.
- Practice.

##### Don't:

- Tell the news organization which reporter you prefer.
- Ask for all the questions in advance.
- Insist they do not ask about certain subjects.
- Demand your remarks not be edited.
- Insist an adversary not be interviewed.
- Think that keeping a lid on the story will prevent the media from finding out.
- Assume it will be easy.

#### b. During the Media Interview

##### Do:

- Express caring, concern, or empathy.
- Acknowledge the legitimacy of people's emotions and concerns.
- Be honest and accurate.
- Stick to your key message(s).
- State your conclusions first, then provide supporting data.
- Offer to get information you don't have.
- Stress the facts.
- Give a reason if you can't discuss a subject.
- Correct mistakes by stating you would like an opportunity to clarify.



## Continued – Appendix C: Media Interviews: Tips and Pitfalls

### Don't:

- Lie or try to cloud the truth.
- Improvise or dwell on negative allegations.
- Raise issues you don't want to see in the story.
- Fail to think it through ahead of time.
- Guess.
- Use jargon or assume the facts speak for themselves.
- Speculate or discuss hypothetical situations.
- Lose your composure.
- Say, "No comment."
- Demand an answer not be used.

### **c. After the Media Interview**

### Do:

- Remember you are still on the record.
- Be helpful. Volunteer to get information. Make yourself available.
- Respect deadlines.
- Watch for and read the resulting report.
- Call the reporter to politely point out inaccuracies, if any.

### Don't:

- Assume the interview is over or the equipment is off.
- Refuse to talk further.
- Ask, "How did I do?"
- Ask to review the story before publication or broadcast.
- Complain to the reporter's boss first.







## Appendix E: WHO Guidebooks on “Effective Media Communication during Public Health Emergencies”

### ***Handbook***

The handbook describes a seven-step process to assist officials and others to communicate effectively through the media during emergencies.

- [Handbook \(pdf, 448 kb\)](#)

### ***Field Guide***

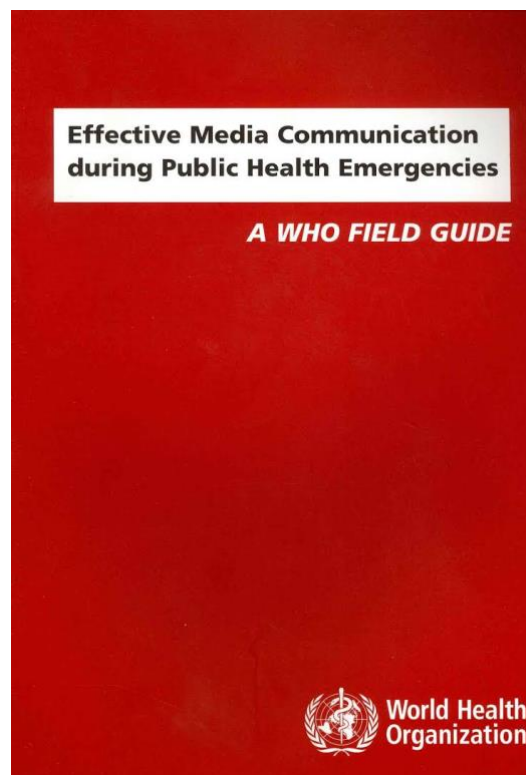
The Field Guide is a shortened version of the Handbook. It highlights the practical aspects of the seven-step approach.

- [Field Guide \(pdf, 218 kb\)](#)

### ***Wall Chart***

The chart shows the seven-step approach and provides easily recalled key information and advice.

- [Wall Chart \(pdf, 218 kb\)](#)





## Appendix F: CDC's Crisis and Emergency Risk Communication (CERC) Toolkit

### *Manual*

The [CERC Manual](https://emergency.cdc.gov/cerc/manual/index.asp) describes the principles of crisis and emergency risk communication and how to address different challenges while communicating during a crisis or emergency. It provides guidance for all stages of an emergency and can be applied to any public health emergency.

- Online Handbook:

<https://emergency.cdc.gov/cerc/manual/index.asp>



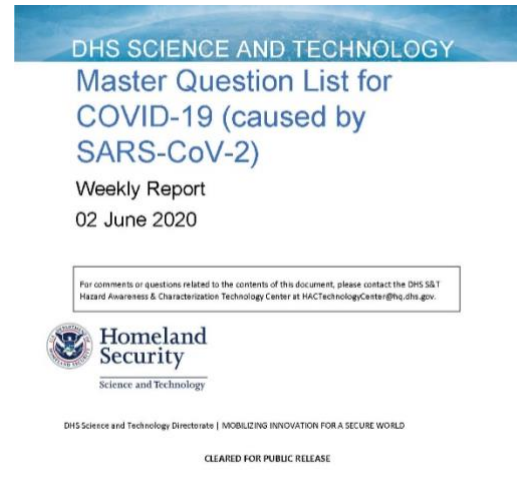


## Appendix G: Master Question List for COVID-19 (caused by SARS-CoV-2)

### ***Weekly Report***

This DHS Science and Technology Directorate (DHS S&T) developed Master Question List summarizes current information known about COVID-19. The document can assist government decision makers in the operational response to COVID-19 and allow structured and scientifically guided discussions.

- Online Handbook:  
[https://www.dhs.gov/sites/default/files/publications/mql\\_sars-cov-2\\_-\\_cleared\\_for\\_public\\_release\\_20200707.pdf](https://www.dhs.gov/sites/default/files/publications/mql_sars-cov-2_-_cleared_for_public_release_20200707.pdf)





## Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

Accessed 6/08/2020: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/myth-busters>

Misinformation and disinformation about COVID-19 can spread far and fast through the Internet. To fight these myths and lies, WHO created a series called "Myth busters" based on the latest clinical and research information about COVID-19.

### **The prolonged use of medical masks\* when properly worn, DOES NOT cause CO<sub>2</sub> intoxication nor oxygen deficiency**

The prolonged use of medical masks can be uncomfortable. However, it does not lead to CO<sub>2</sub> intoxication nor oxygen deficiency. While wearing a medical mask, make sure it fits properly and that it is tight enough to allow you to breathe normally. Do not re-use a disposable mask and always change it as soon as it gets damp.

\* Medical masks (also known as surgical masks) are flat or pleated; they are affixed to the head with straps or have ear loops.


**The prolonged use of medical masks can be uncomfortable. However, it does not lead to CO<sub>2</sub> intoxication nor oxygen deficiency.**

While wearing a medical mask, make sure it fits properly and that it is tight enough to allow you to breathe normally. Do not re-use a disposable mask and always change it as soon as it gets damp.


\* Medical masks (also known as surgical masks) are flat or pleated; they are affixed to the head with straps or have ear loops.

**FACT:**

**The prolonged use of medical masks\* when properly worn, DOES NOT cause CO<sub>2</sub> intoxication nor oxygen deficiency**



5 June 2020



World Health Organization

**#Coronavirus** **#COVID19**




Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Most people who get COVID-19 recover from it

Most people who get COVID-19 have mild or moderate symptoms and can recover thanks to supportive care. If you have a cough, fever and difficulty breathing seek medical care early - call your health facility by telephone first. If you have fever and live in an area with malaria or dengue seek medical care immediately.

**Most people who get COVID-19 have mild or moderate symptoms and can recover thanks to supportive care.**  
If you have a cough, fever and difficulty breathing seek medical care early – call your health facility by telephone first.  
If you have fever and live in an area with malaria or dengue seek medical care immediately.

**FACT:**  
**Most people who get COVID-19 recover from it**



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Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters


## Drinking alcohol does not protect you against COVID-19 and can be dangerous

The harmful use of alcohol increases your risk of health problems.

**FACT:**  
Drinking alcohol does not protect you against COVID-19 and can be dangerous.

The harmful use of alcohol increases your risk of health problems.



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## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

**Thermal scanners CANNOT detect COVID-19**

Thermal scanners are effective in detecting people who have a fever (i.e. have a higher than normal body temperature). They cannot detect people who are infected with COVID-19. There are many causes of fever. Call your healthcare provider if you need assistance or seek immediate medical care if you have fever and live in an area with malaria or dengue.

Thermal scanners are effective in detecting people who have a fever (i.e. have a higher than normal body temperature). They cannot detect people who are infected with COVID-19.

There are many causes of fever. Call your healthcare provider if you need assistance or seek immediate medical care if you have fever and live in an area with malaria or dengue.

**FACT:**  
Thermal scanners  
**CANNOT** detect  
COVID-19



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27 May 2020



Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## There are currently no drugs licensed for the treatment or prevention of COVID-19

While several drug trials are ongoing, there is currently no proof that hydroxychloroquine or any other drug can cure or prevent COVID-19. The misuse of hydroxychloroquine can cause serious side effects and illness and even lead to death. WHO is coordinating efforts to develop and evaluate medicines to treat COVID-19.

**FACT:**  
There are currently no drugs licensed for the treatment or prevention of COVID-19

While several drug trials are ongoing, there is currently no proof that hydroxychloroquine or any other drug can cure or prevent COVID-19. The misuse of hydroxychloroquine can cause serious side effects and illness and even lead to death. WHO is coordinating efforts to develop and evaluate medicines to treat COVID-19.

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Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters


## Adding pepper to your soup or other meals DOES NOT prevent or cure COVID-19

Hot peppers in your food, though very tasty, cannot prevent or cure COVID-19. The best way to protect yourself against the new coronavirus is to keep at least 1 metre away from others and to wash your hands frequently and thoroughly. It is also beneficial for your general health to maintain a balanced diet, stay well hydrated, exercise regularly and sleep well.

**Hot peppers in your food, though very tasty, cannot prevent or cure COVID-19.** The best way to protect yourself against the new coronavirus is to keep at least 1 metre away from others and to wash your hands frequently and thoroughly. It is also beneficial for your general health to maintain a balanced diet, stay well hydrated, exercise regularly and sleep well.

**FACT:**  
**Adding pepper to your soup or other meals DOES NOT prevent or cure COVID-19.**





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## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

**COVID-19 IS NOT transmitted through houseflies**

To date, there is no evidence or information to suggest that the COVID-19 virus transmitted through houseflies. The virus that cause COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. To protect yourself, keep at least 1-metre distance from others and disinfect frequently-touched surfaces. Clean your hands thoroughly and often and avoid touching your eyes, mouth and nose.

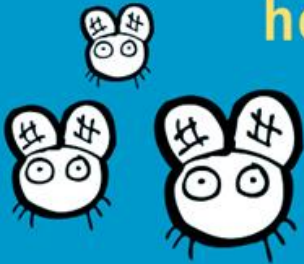
**To date, there is no evidence or information to suggest that the COVID-19 virus is transmitted through houseflies.**

**The virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks.**

**You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.**

**To protect yourself, keep at least 1-metre distance from others and disinfect frequently-touched surfaces. Clean your hands thoroughly and often and avoid touching your eyes, mouth and nose.**

**FACT:  
COVID-19 IS NOT  
transmitted  
through  
houseflies**



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Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## **Spraying and introducing bleach or another disinfectant into your body WILL NOT protect you against COVID-19 and can be dangerous**

Do not under any circumstance spray or introduce bleach or any other disinfectant into your body. These substances can be poisonous if ingested and cause irritation and damage to your skin and eyes.

Bleach and disinfectant should be used carefully to disinfect surfaces only. Remember to keep chlorine (bleach) and other disinfectants out of reach of children.

**Do not under any circumstance spray or introduce bleach or any other disinfectant into your body. These substances can be poisonous if ingested and cause irritation and damage to your skin and eyes.**

**Bleach and disinfectant should be used carefully to disinfect surfaces only.**

**Remember to keep chlorine (bleach) and other disinfectants out of the reach of children.**

**FACT:**  
**Spraying or introducing bleach or another disinfectant into your body WILL NOT protect you against COVID-19 and can be dangerous**



 World Health Organization

**#COVID19 #coronavirus**

27 April 2020



## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters


## Drinking methanol, ethanol or bleach DOES NOT prevent or cure COVID-19 and can be extremely dangerous


Methanol, ethanol, and bleach are poisons. Drinking them can lead to disability and death. Methanol, ethanol, and bleach are sometimes used in cleaning products to kill the virus on surfaces – however you should never drink them. They will not kill the virus in your body and they will harm your internal organs.

To protect yourself against COVID-19, disinfect objects and surfaces, especially the ones you touch regularly. You can use diluted bleach or alcohol for that. Make sure you clean your hands frequently and thoroughly and avoid touching your eyes, mouth and nose.

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[#COVID19](#)
[#coronavirus](#)

5 April 2020

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Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## 5G mobile networks DO NOT spread COVID-19

Viruses cannot travel on radio waves/mobile networks. COVID-19 is spreading in many countries that do not have 5G mobile networks.

COVID-19 is spread through respiratory droplets when an infected person coughs, sneezes or speaks. People can also be infected by touching a contaminated surface and then their eyes, mouth or nose.

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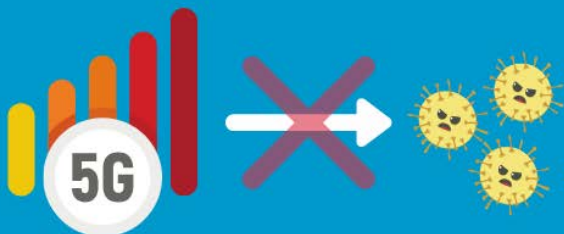
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**FACT:**

**5G mobile networks DO NOT spread COVID-19**





**#Coronavirus #COVID19**

8 April 2020




Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

**Exposing yourself to the sun or to temperatures higher than 25C degrees DOES NOT prevent the coronavirus disease (COVID-19)**

You can catch COVID-19, no matter how sunny or hot the weather is. Countries with hot weather have reported cases of COVID-19. To protect yourself, make sure you clean your hands frequently and thoroughly and avoid touching your eyes, mouth, and nose.

**FACT:**  
**Exposing yourself to the sun or to temperatures higher than 25C degrees DOES NOT prevent nor cure COVID-19**

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World Health Organization #Coronavirus #COVID19 27 April 2020




## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters


**Being able to hold your breath for 10 seconds or more without coughing or feeling discomfort DOES NOT mean you are free from the coronavirus disease (COVID-19) or any other lung disease.**

The most common symptoms of COVID-19 are dry cough, tiredness and fever. Some people may develop more severe forms of the disease, such as pneumonia. The best way to confirm if you have the virus producing COVID-19 disease is with a laboratory test. You cannot confirm it with this breathing exercise, which can even be dangerous.

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 World Health Organization #Coronavirus #COVID19



Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## COVID-19 virus can be transmitted in areas with hot and humid climates

The best way to protect yourself against COVID-19 is by maintaining physical distance of at least 1 metre from others and frequently cleaning your hands. By doing this you eliminate viruses that may be on your hands and avoid infection that could occur by then touching your eyes, mouth, and nose.

The infographic has a blue background. On the left, white text states: 'The COVID-19 virus can be transmitted in any climate, including areas with hot and humid weather. The best way to protect yourself against COVID-19 is by maintaining physical distance of at least 1 metre from others and frequently cleaning your hands. By doing this you eliminate viruses that may be on your hands and avoid infection that could occur by then touching your eyes, mouth, and nose.' On the right, the word 'FACT:' is in white, followed by 'COVID-19 can be transmitted in areas with hot and humid climates' in yellow. Below this text are stylized icons of blue raindrops and a yellow sun with orange rays. At the bottom left is the WHO logo and name. In the center bottom are the hashtags #Coronavirus and #COVID19 in yellow. At the bottom right is the date '27 April 2020'.

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COVID-19 can be transmitted in areas with hot and humid climates

World Health Organization #Coronavirus #COVID19

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## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

**Cold weather and snow CANNOT kill the new coronavirus.**


There is no reason to believe that cold weather can kill the new coronavirus or other diseases. The normal human body temperature remains around 36.5°C to 37°C, regardless of the external temperature or weather. The most effective way to protect yourself against the new coronavirus is by frequently cleaning your hands with alcohol-based hand rub or washing them with soap and water.


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 World Health Organization **#Coronavirus** **#COVID19**



## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters


**Taking a hot bath does not prevent the new coronavirus disease**


Taking a hot bath will not prevent you from catching COVID-19. Your normal body temperature remains around 36.5°C to 37°C, regardless of the temperature of your bath or shower. Actually, taking a hot bath with extremely hot water can be harmful, as it can burn you. The best way to protect yourself against COVID-19 is by frequently cleaning your hands. By doing this you eliminate viruses that may be on your hands and avoid infection that could occur by then touching your eyes, mouth, and nose.

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## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

**The new coronavirus CANNOT be transmitted through mosquito bites.**

To date there has been no information nor evidence to suggest that the new coronavirus could be transmitted by mosquitoes. The new coronavirus is a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. To protect yourself, clean your hands frequently with an alcohol-based hand rub or wash them with soap and water. Also, avoid close contact with anyone who is coughing and sneezing.

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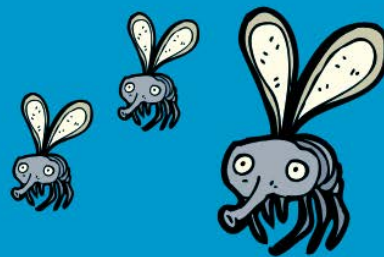


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**The new coronavirus CANNOT be transmitted through mosquito bites**





Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Are hand dryers effective in killing the new coronavirus?

No. Hand dryers are not effective in killing the 2019-nCoV. To protect yourself against the new coronavirus, you should frequently clean your hands with an alcohol-based hand rub or wash them with soap and water. Once your hands are cleaned, you should dry them thoroughly by using paper towels or a warm air dryer.

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#2019nCoV

**Are hand dryers effective in killing the new coronavirus?**





Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Ultra-violet (UV) lamps should not be used to disinfect hands or other areas of your skin

UV radiation can cause skin irritation and damage your eyes.

Cleaning your hands with alcohol-based hand rub or washing your hands with soap and water are the most effective ways to remove the virus.

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 World Health Organization #Coronavirus #COVID19

27 April 2020



## Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

### Do vaccines against pneumonia protect you against the new coronavirus?

No. Vaccines against pneumonia, such as pneumococcal vaccine and Haemophilus influenza type B (Hib) vaccine, do not provide protection against the new coronavirus.


The virus is so new and different that it needs its own vaccine. Researchers are trying to develop a vaccine against 2019-nCoV, and WHO is supporting their efforts.

Although these vaccines are not effective against 2019-nCoV, vaccination against respiratory illnesses is highly recommended to protect your health.

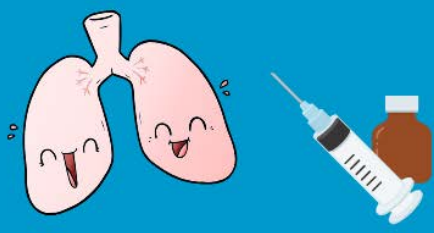
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### Do vaccines against pneumonia protect you against the new coronavirus?



#2019nCoV



Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters


## Can regularly rinsing your nose with saline help prevent infection with the new coronavirus?

No. There is no evidence that regularly rinsing the nose with saline has protected people from infection with the new coronavirus.


There is some limited evidence that regularly rinsing nose with saline can help people recover more quickly from the common cold. However, regularly rinsing the nose has not been shown to prevent respiratory infections.

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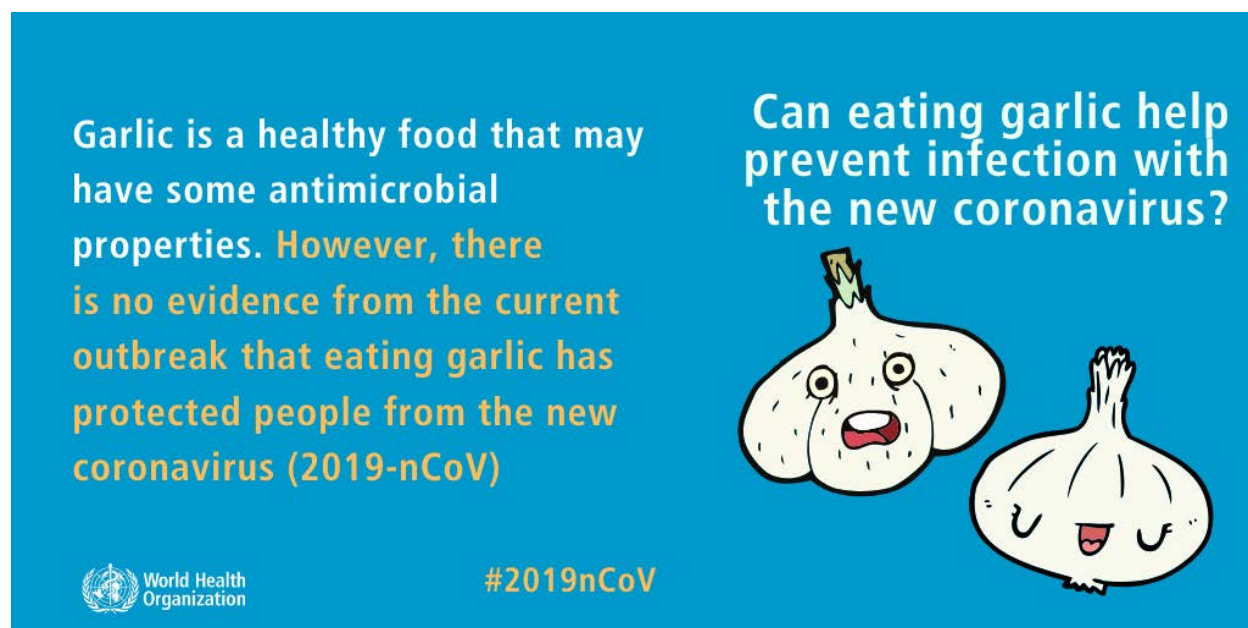
**#2019nCoV**



Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Can eating garlic help prevent infection with the new coronavirus?

Garlic is a healthy food that may have some antimicrobial properties. However, there is no evidence from the current outbreak that eating garlic has protected people from the new coronavirus.



The infographic has a blue background. On the left, white text states: "Garlic is a healthy food that may have some antimicrobial properties. However, there is no evidence from the current outbreak that eating garlic has protected people from the new coronavirus (2019-nCoV)". The words "However, there is no evidence from the current outbreak that eating garlic has protected people from the new coronavirus (2019-nCoV)" are in orange. On the right, the question "Can eating garlic help prevent infection with the new coronavirus?" is written in white. Below the text are two cartoon garlic bulbs with faces. The one on the left has wide eyes and an open mouth, while the one on the right has a content smile. At the bottom left is the World Health Organization logo, and at the bottom right is the hashtag "#2019nCoV" in orange.

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Can eating garlic help prevent infection with the new coronavirus?

World Health Organization

#2019nCoV



Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Does the new coronavirus affect older people, or are younger people also susceptible?

People of all ages can be infected by the new coronavirus (2019-nCoV). Older people, and people with pre-existing medical conditions (such as asthma, diabetes, heart disease) appear to be more vulnerable to becoming severely ill with the virus.

WHO advises people of all ages to take steps to protect themselves from the virus, for example by following good hand hygiene and good respiratory hygiene.

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 World Health Organization

## Does the new coronavirus affect older people, or are younger people also susceptible?



**#Coronavirus**



Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Are antibiotics effective in preventing and treating the new coronavirus?

No, antibiotics do not work against viruses, only bacteria.

The new coronavirus (2019-nCoV) is a virus and, therefore, antibiotics should not be used as a means of prevention or treatment.


However, if you are hospitalized for the 2019-nCoV, you may receive antibiotics because bacterial co-infection is possible.


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 World Health Organization

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Continued – Appendix H: Coronavirus disease (COVID-19) advice for the public: Myth busters

## Are there any specific medicines to prevent or treat the novel coronavirus?

To date, there is no specific medicine recommended to prevent or treat the novel coronavirus (2019-nCoV).

However, those infected with the virus should receive appropriate care to relieve and treat symptoms, and those with severe illness should receive optimized supportive care. Some specific treatments are under investigation and will be tested through clinical trials. WHO is helping to accelerate research and development efforts with a range of partners.

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#Coronavirus

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