



# City of San Juan Bautista

*The "City of History"*

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

**CITY COUNCIL  
SPECIAL MEETING  
TUESDAY, JUNE 13, 2023, 5:00 P.M.**

## **HYBRID MEETING**

**City Hall, Council Chambers**  
311 Second Street, San Juan Bautista, California

## **AGENDA**

### **ZOOM WEBINAR PARTICIPATION**

*The meeting can also be accessed by the public in the following methods: Through Zoom (<https://zoom.us/join>) per the instruction stated below, and on Facebook.*

### **JOIN ZOOM WEBINAR TO PARTICIPATE LIVE**

<https://us02web.zoom.us/j/88373320235>

To participate telephonically:

**call 1 (669) 900-6833**

**Webinar ID: 883 7332 0235**

### **PUBLIC COMMENT - ADVISEMENT**

*Public comments are limited to items on this special meeting agenda pursuant to California Government Code section § 54954.3(b). Public comments are generally limited to three (3) minutes per speaker; the Mayor may further limit the time for public comments depending on the agenda schedule.*

If you wish to make a public comment and are attending in person, please fill out a speaker card and wait for the item to be called. If you are attending via Zoom, join the Zoom Webinar, and use the "Raise Hand" or if joining by telephone, press \*9 on your telephone keypad icon.

Written comments may be submitted via mail to the Deputy City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to [deputycityclerk@san-juan-bautista.ca.us](mailto:deputycityclerk@san-juan-bautista.ca.us) no later than 3:00 p.m. on the day of the meeting. Written comments will be read into the record provided that the reading does not exceed three (3) minutes.

#### **1. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

#### **2. CLOSED SESSION – 5:00 P.M. – 6:00 P.M.**

*Receive public communications from the audience on Closed session items. The City Council will recess to closed session pursuant to:*

- a. **Public Employee Performance Evaluation** – (California Government Code section §54957(b)(1)) – the City Manager.

### 3. PUBLIC HEARING

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

- i. Approve a **RESOLUTION** of the City Council of the City of San Juan Bautista Confirming a Diagram and Levy an Assessment for Fiscal Year 2023-2024;
- ii. Approve a **RESOLUTION** of the City Council of the City of San Juan Bautista Certifying Compliance with State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges.

### 4. CONSENT

*All matters listed under the San Juan Bautista City Council Consent Agenda may be enacted by one motion unless a member of the City Council or the public requests discussion or a separate vote.*

- A. Approve the Affidavit of Posting Agenda.
- B. Waive the Reading of Ordinances and Resolutions on the Agenda Beyond the Title.
- C. Approve a **RESOLUTION** Confirming the Continued Existence of Two Local Emergencies Related to Excessive Winter Storms Affecting the City of San Juan Bautista.
- D. Approve a **RESOLUTION** of the City Council of the City of San Juan Bautista Adopting a City Holiday Schedule for Fiscal Year 2023-2024.
- E. Approve a **RESOLUTION** of the City Council of the City of San Juan Bautista Approving a New Lease for a Photocopier in City Hall, and Authorize the City Manager to Enter into a lease Agreement, with Cannon Solutions America, Inc. (“CSA”), for a five-year term.
- F. Approve the Regular Meeting Minutes of March 21, 2023.
- G. Approve the Strategic Planning Session Meeting Minutes of April 14, 2023.
- H. Approve the Community Town Hall Meeting Minutes of April 15, 2023.
- I. Approve the Regular Meeting Minutes of April 18, 2023.
- J. Approve the Regular Meeting Minutes of May 16, 2023.

### 5. INFORMATIONAL ITEMS AND REPORTS

- A. Reports from City Council Representatives to Regional Organizations and Committees
- B. City Council Announcements  
*This is an opportunity for the Council and staff to share the community calendar and announce upcoming dates of interest to the general public.*
- C. Treasurer’s Report and Monthly Financial Statements  
Receive Report from City Treasurer Michelle Sabathia.
- D. City Manager’s Report
  - a. Fire Department Update
  - b. Sheriff Department Update



## 6. DISCUSSION ITEMS

- A. Discuss the Acceptance of an Award of a \$50,000 Grant for Youth Mentoring from the National Park and Recreation Association (“NRPA”).
- B. Discuss First Annual Report of the Economic Development Citizen Advisory Committee (EDCAC) - a Standing Committee of the City Council for Business Improvement, Resiliency, and Overall Community Economic Development.
- C. Discuss the Status of the Urban Growth Boundary/Sphere Of Influence Ad Hoc Committee and Potential Brown Act Violation.

## 7. ACTION ITEMS

### A. Operational and Capital Improvement Budgets for Fiscal Year Fiscal Year 2023-2024

Recommendation: Approve a **RESOLUTION** of the City Council of the City of San Juan Bautista Adopting the Fiscal Year 2023-2024 Budget and Capital Improvement Plan.

### B. Adopt a List of Projects for Fiscal Year 2023-24 Funded By SB 1: The Road Repair and Accountability Act of 2017

Recommendation: Approve a **RESOLUTION** of the City of San Juan Bautista Adopting a List of Projects for Fiscal Year 2023-24 Funded By SB 1: The Road Repair And Accountability Act Of 2017.

## 8. ADJOURNMENT

## AGENDA MATERIAL / ADDENDUM

Any addendums will be posted within 72 hours of regular meetings or 24 hours of special meetings, unless otherwise allowed under the Brown Act. City Council reports may be viewed at the City of San Juan Bautista City Hall at 311 Second Street San Juan Bautista, and are posted on the City website [www.san-juan-bautista.ca.us](http://www.san-juan-bautista.ca.us) subject to Staff's ability to post the documents before the meeting, or by emailing [deputycityclerk@san-juan-bautista.ca.us](mailto:deputycityclerk@san-juan-bautista.ca.us) or calling the Deputy Clerk (831) 623-4661 during normal business hours.

In compliance with the Americans with Disabilities Act, and Govt. Code 54953(a), the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the Deputy City Clerk, a minimum of 48 hours prior to the meeting at (831) 623-4661.

## PUBLIC NOTIFICATION

This agenda was posted on Friday, June 9, 2023, on the bulletin board at City Hall, 311 Second Street, the bulletin board at the City Library, 801 Second Street, the bulletin board at the entrance to the United States Post Office, 301 The Alameda, and the City's website.

Meetings are streamed live at <https://www.facebook.com/cityofsanjuanbautista/>.

**RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
CONFIRMING A DIAGRAM AND ASSESSMENT IN CONNECTION WITH VALLE  
VISTA LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT  
NO. 1 FOR FISCAL YEAR 2023-24**

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

**WHEREAS**, by prior resolution, this Council declared its intention to levy the assessment in connection with the District for Fiscal Year 2023-24; and

**WHEREAS**, on June 13, 2023, this Council held a full and fair public hearing with respect to the proposed assessment at which all interested persons were permitted to give oral testimony and written protests; and

**WHEREAS**, notice of the hearing was published in accordance with applicable law; and

**WHEREAS**, the City Council desires to proceed with the levy of the assessment in connection with the District for Fiscal Year 2023-24.

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

1. The foregoing recitals are all true and correct.
2. The City Council overrules all objections and protests.
3. The Diagram and Assessment contained in the Report entitled “Assessment Report, Valle Vista Lighting and Landscape Maintenance Assessment District No. 1, Fiscal Year 2023-24” and dated May 16, 2023 (the “Report”), which Report is on file in the Office of the City Clerk and incorporated herein by reference is hereby approved.
4. The adoption of this Resolution constitutes the levy of the assessment within the District for Fiscal Year 2023-24.
5. The assessments for Fiscal Year 2023-24 will be less than the maximum assessment possible of \$1,660.91, applying the cost estimates anticipated in 2008 when property owners approved the assessment with a provision for increases based on the increases in the Consumer Price Index (CPI), and instead the assessment will be increased by 10% (\$60.30) from \$603.26 to a FY 2023/24 assessment of \$663.56.

6. The City Clerk shall certify to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

**PASSED AND APPROVED** at a special meeting of the City Council of the City of San Juan Bautista duly held on the 13th day of June, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, Deputy City Clerk

FISCAL YEAR				
ASSESSMENT	ASSESSOR'S ASSESSMENT	ASSESSMENT	ASSESSMENT	2023-2024
NO.	PARCEL NO.	Per UNIT	UNITS	ASSESSMENT TOTAL
1	002-600-019-0	\$ 663.56	1	\$ 663.56
2	002-600-018-0	\$ 663.56	1.25	\$ 829.45
3	002-600-017-0	\$ 663.56	1.25	\$ 829.45
4	002-600-016-0	\$ 663.56	1.25	\$ 829.45
5	002-600-015-0	\$ 663.56	1.25	\$ 829.45
6	002-600-014-0	\$ 663.56	1	\$ 663.56
7	002-600-013-0	\$ 663.56	1	\$ 663.56
8	002-600-012-0	\$ 663.56	1	\$ 663.56
9	002-600-011-0	\$ 663.56	1	\$ 663.56
10	002-600-035-0	\$ 663.56	1	\$ 663.56
11	002-600-010-0	\$ 663.56	1	\$ 663.56
12	002-600-034-0	\$ 663.56	1	\$ 663.56
13	002-600-009-0	\$ 663.56	1	\$ 663.56
14	002-600-033-0	\$ 663.56	1	\$ 663.56
15	002-600-008-0	\$ 663.56	1	\$ 663.56
16	002-600-032-0	\$ 663.56	1	\$ 663.56
17	002-600-007-0	\$ 663.56	1	\$ 663.56
18	002-600-031-0	\$ 663.56	1	\$ 663.56
19	002-600-006-0	\$ 663.56	1	\$ 663.56
20	002-600-030-0	\$ 663.56	1	\$ 663.56
21	002-600-005-0	\$ 663.56	1	\$ 663.56
22	002-600-029-0	\$ 663.56	1	\$ 663.56
23	002-600-004-0	\$ 663.56	1	\$ 663.56
24	002-600-003-0	\$ 663.56	1	\$ 663.56
25	002-600-002-0	\$ 663.56	1	\$ 663.56
26	002-600-001-0	\$ 663.56	1	\$ 663.56
27	002-600-028-0	\$ 663.56	1	\$ 663.56
28	002-600-027-0	\$ 663.56	1	\$ 663.56
29	002-600-026-0	\$ 663.56	1	\$ 663.56
30	002-600-025-0	\$ 663.56	1	\$ 663.56
31	002-600-024-0	\$ 663.56	1	\$ 663.56
32	002-600-023-0	\$ 663.56	1	\$ 663.56
33	002-600-022-0	\$ 663.56	1	\$ 663.56
34	002-600-021-0	\$ 663.56	1	\$ 663.56
35	002-600-020-0	\$ 663.56	1	\$ 663.56
			36	\$ 23,888.16

**RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
APPROVING THE REPORT PREPARED IN CONNECTION WITH THE FISCAL  
YEAR 2023-24 LEVY OF ASSESSMENTS IN CONNECTION WITH VALLE VISTA  
LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT NO. 1**

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

**WHEREAS**, by prior resolution, this Council ordered preparation of an Assessment Report (“Report”) with respect to the Fiscal Year 2023-24 assessment to be levied in connection with the District; and

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

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

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

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

**PASSED AND APPROVED** at a special meeting of the City Council of the City of San Juan Bautista duly held on the 13th day of June, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, Deputy City Clerk

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

**ASSESSMENT REPORT**

**VALLE VISTA  
LIGHTING AND LANDSCAPE  
MAINTENANCE ASSESSMENT DISTRICT NO. 1  
FISCAL YEAR 2023-2024**

**May 17, 2023**

**MEMBERS OF THE CITY COUNCIL**

**Mayor Leslie Q. Jordan  
Mayor Pro Tem John Freeman  
Scott Freels  
Jackie Morris-Lopez  
EJ Sabathia**

**Don Reynolds  
Robert Rathie, Wellington Law  
Don Reynolds  
Nicholas Bryan**

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

**PREPARED BY:**

**DON REYNOLDS**

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

**FISCAL YEAR 2023-2024**

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

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

16th day of May, 2023.

Elizabeth Soto, Deputy City Clerk  
City of San Juan Bautista  
San Benito County, California

By: \_\_\_\_\_

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

16th day of May, 2023.

Elizabeth Soto, Deputy City Clerk  
City of San Juan Bautista  
San Benito County, California

By: \_\_\_\_\_



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

**FISCAL YEAR 2023 – 2024**

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

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

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

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

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

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

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

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

**FISCAL YEAR 2023 – 2024**

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

**GENERAL RULES**

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

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

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

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

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

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

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

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

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

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

## **AFFIDAVIT OF POSTING**

I, Elizabeth Soto, Do Now Declare, Under the Penalties of Perjury That I Am the Deputy City Clerk / Administrative Services Manager in the City of San Juan Bautista and That I Posted Three (3) True Copies of the attached City Council Agenda. I Further Declare That I Posted Said Agenda on the 9th day of June 2023, and in the Following Locations in said City of San Juan Bautista, County of San Benito, California.

1. On The Bulletin Board at City Hall, 311 Second Street.
2. On The Bulletin Board at The City Library, 801 Second Street.
3. On The Bulletin Board at The Entrance to The United States Post Office, 301 The Alameda

Signed at San Juan Bautista, County of San Benito, California, on the 9th day of June 2023.



---

Elizabeth Soto  
Deputy City Clerk / Administrative Services Manager

## **WAIVER OF READING OF ORDINANCES**

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

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

GC § 36934

**RESOLUTION NO. 2023-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
CONFIRMING THE CONTINUED EXISTENCE OF TWO LOCAL EMERGENCIES  
RELATED TO EXCESSIVE WINTER STORMS AFFECTING THE CITY OF SAN  
JUAN BAUTISTA**

**WHEREAS**, the California Emergency Services Act (Cal. Gov't. Code §§8550-8668) requires the governing body of a city to review the need for continuing a local emergency that has previously been declared at least once every 60 days; and

**WHEREAS**, on January 12, 2023, the City Manager acting as the Director of Emergency Services (Municipal Code 5-33-030) proclaimed a state of emergency in the City of San Juan Bautista to facilitate the City's response to excessive winter storms, which proclamation was subsequently ratified by the City Council by Resolution No. 2023-01 on January 17, 2023; and

**WHEREAS**, on March 10, 2023, the City Manager acting as the Director of Emergency Services (Municipal Code 5-33-030) proclaimed a second state of emergency in the City of San Juan Bautista due to excessive winter storms and flooding, which proclamation was subsequently ratified by the City Council by Resolution No. 2023-17 on March 15, 2023; and

**WHEREAS**, this Council reviewed the need for continuing the two local emergencies on March 21, 2023, and last reviewed the need for continuing the two local emergencies on May 16, 2023; and

**WHEREAS**, state and local public health and safety emergencies resulting from excessive winter storm activities continue pose a threat to the health and safety of residents in the City of San Juan Bautista.

**NOW, THEREFORE**, be it resolved by the City Council of the City of San Juan Bautista, that:

1. The City Council hereby finds and declares that both the local emergencies described in this Resolution continue to exist and shall be deemed to continue to exist until their termination is proclaimed by the City Council of the City of San Juan Bautista, California.

**PASSED AND ADOPTED** at a duly noticed special meeting of the City Council of the City of San Juan Bautista duly held on the 13th day of June, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, Deputy City Clerk



**RESOLUTION 2023-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
ADOPTING A HOLIDAY SCHEDULE FOR THE FISCAL YEAR 2023-2024**

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of San Juan Bautista adopts the following holiday schedule for the Fiscal Year 2023-2024:

Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Friday, November 10, 2023	Veterans Day
Thursday & Friday, November 23 & 24, 2023	Thanksgiving Day and the Day After
Monday & Tuesday, December 26 & 27, 2023	Christmas Eve and Christmas Day
Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King Jr. Day
Monday, February 19, 2024	Presidents Day
Monday, May 27, 2024	Memorial Day
<i>Two (2) Floating Holidays</i>	<i>City Manager Approved</i>

**PASSED AND APPROVED** this 13th day of June, 2023 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

\_\_\_\_\_  
Leslie Q. Jordan, Mayor

**ATTEST:**

\_\_\_\_\_  
Elizabeth Soto, Deputy City Clerk



## **CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT**

---

**DATE:** JUNE 13, 2023

**DEPARTMENT:** CITY CLERK/ADMINISTRATION

**FROM:** ELIZABETH SOTO, CMC, CPMC, DEPUTY CITY CLERK /  
ADMINISTRATIVE SERVICES MANAGER

**BY:** ELIZABETH SOTO, CMC, CPMC, DEPUTY CITY CLERK /  
ADMINISTRATIVE SERVICES MANAGER

**TITLE:** APPROVE A NEW LEASE AGREEMENT FOR A PHOTOCOPIER  
IN CITY HALL

### RECOMMENDED MOTION:

Approve a Resolution approving a new lease for a photocopier in City Hall, and authorize the City Manager to enter into a lease agreement, with Cannon Solutions America, Inc. (“CSA”), for a five-year term.

### RECOMMENDATION:

While staff was satisfied with the basic functions of the current copier, there were a few network issues that could not be resolved, and the current copier’s performance has not met expectations.

For these reasons, staff recommends entering a five-year lease with Cannon Solutions America, Inc. (“CSA”) for a new Canon copier in City Hall.

### EXECUTIVE SUMMARY:

The City’s current five-year lease agreement with KBA Docusys has ended, and the City needs to either go into a new lease with our current vendor or choose a new vendor. Our current vendor, KBA Docusys, submitted two proposals, and both were above the lowest bidder. Cannon Solutions America, Inc. (“CSA”), located in San Jose, is one of the main local distributors, which has allowed us to get direct special pricing.

Staff received five proposals with similar functions. The 60-month lease payment ranged from \$197.91 to \$510.72, and a monthly image charge ~~that~~ ranged from \$182.00 to \$336.00 per month. Canon Solutions American, Inc. (“CSA”) was the lowest proposal received with a lease monthly lease payment of \$219.77 and an average monthly image charge of \$214.06.

### BACKGROUND:

Staff reviewed four lease proposals from Dataflow Business Systems, Cannon Solutions America, Inc. (“CSA”), Image Source, and KBA Docusys. Each unit has the same capabilities: copier, printer, scanner, and fax functions as the current Cannon model. Output speed and maintenance agreement options are relatively the same except for an added large capacity paper tray unit, and this option was requested of each vendor.

### FISCAL IMPACT:

A new Canon copier work center and maintenance agreement will average approximately \$434/month compared to the existing copier which averages \$467/month.

### ATTACHMENTS:

Price Comparison

**RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
APPROVING A LEASE AGREEMENT BETWEEN THE CITY AND CANON  
SOLUTIONS AMERICAN, INC. (“CSA”) FOR A PHOTOCOPIER IN CITY HALL**

**WHEREAS**, the current five-year lease for a photocopier in City Hall has expired; and

**WHEREAS**, staff received five (5) proposals from four (4) photocopier distributors; and

**WHEREAS**, staff reviewed the five proposals and has determined that Canon Business Solutions, Inc. (“CSA”) was the lowest and best proposal; and

**WHEREAS**, the City Council of the City of San Juan Bautista has reviewed the agreement between the City of San Juan Bautista and Canon Business Solutions, Inc. (“CSA”) for a Canon photocopier in city hall.

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

SECTION 1. This Council hereby approves the lease agreement for a Canon photocopier.

SECTION 2. The City Manager or his designee is authorized to execute the Five-Year Lease Agreement with Canon Solutions America, Inc. (“CSA”) on behalf of the City of San Juan Bautista.

**PASSED AND APPROVED** by the San Juan Bautista City Council at a special meeting on the 13th day of June 2023, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, Deputy City Clerk

**City of San Juan Bautista**  
**2023 Photocopier Lease Agreement Comparison**

	<b>Current</b>	<b><u>*DataFlow</u></b>	<b><u>*Canon</u></b>	<b><u>*Kyocera</u></b>	<b><u>*Kyocera</u></b>	<b><u>*Xerox</u></b>	
Base		197.91	99.40			413.80	*60 month
Black	5000			130.00		0.00	
Color	2800			16.00		96.92	
Monthly	231.21	197.91	219.77	266.90	240.08	510.72	

<b>Total Monthly Charge</b>	<b>533.77</b>	<b>433.83</b>	<b>583.30</b>	<b>556.48</b>	<b>692.64</b>
-----------------------------	---------------	---------------	---------------	---------------	---------------

**Coverd Images Included in Base Charges**

Black	5,000.00	-	2,000	2,000	2,000	5,000
Color	2,500.00	-	2,000	2,000	2,000	2,800

**\*\*12 month Average**

**\*\*\*Overage not covered**

Black	5,800		3,800	3,800	3,800	800
Clolor	6,400		4,400	4,400	4,400	3,600

**Service Cost Per Copy**

Black	0.0094	0.0077	0.0077	0.0080	0.0080	0.0069
Color	0.0560	0.0455	0.0420	0.0650	0.0650	0.0490

**\*\*Average Monthly Cost/Based on 12 Month Average**

Black	0.0094	44.66	29.26	30.40	30.40	5.52
Color	0.0656	291.20	184.80	286.00	286.00	176.40

<b>Total Image Charge</b>	<b>335.86</b>	<b>214.06</b>	<b>316.40</b>	<b>316.40</b>	<b>181.92</b>
---------------------------	---------------	---------------	---------------	---------------	---------------

**City of San Juan Bautista**  
**2023 Photocopier Lease Agreement Comparison**

Lease



Canon Solutions America, Inc. ("CSA")  
One Canon Park, Melville, NY 11747  
(800)-613-2228

### Lease Schedule ("Schedule") - Itemized (SER-700)

Page 1 of 1

**Customer:** CITY OF SAN JUAN BAUTISTA

**CFS App #:**

**Salesperson:** Elizabeth Buchanan Williams

**Agreement #:** MA39623

**Transaction #:** S1378730

**Order Date:** 05/24/23

<b>Billing Information</b>		Customer Account:		<b>Payment Information</b>		<b>Equipment Maintenance Information</b>	
		Listed Items Lease Term		# of Lease Payments		Maintenance included for all Equipment	
		60 Months		60		Maint Base charge invoiced Monthly by CFS	
		Payment Summary* (*Plus Applicable Taxes)				Excess Per Image Charge invoiced Monthly by CFS	
		Lease Payment \$219.77		Invoiced by CFS		Per Unit Coverage Plan Fixed Price Plan	
		Total Maintenance				Other Transaction Details	
		Base Charge \$99.40		Invoiced by CFS		Lease Payment shall be invoiced Monthly	
		Due at Signing				Purchase Option: Fair Market Value	
		# of Payments in Advance		Total Due at Signing			
		0		\$0.00			
Rider A applies (Office Equip/Cut Sheet Production)		Maint Base Charge Section A		Covered Images Included in Maint Base Charge		Excess Per Image Charge(s)	
		Included		B&W: 2,000 Color: 2,000		B&W: \$0.007700 Color: \$0.042000	
Item Code	Listed Items Description	Qty	Unit	Pmt	Total	Ship To & Maintenance Billing Information	
3827C002	IRADVDC5840I	1	Included		Included	Shipping: 311 2ND ST Delivery Date: 06/05/23	
0607C002	PAPER DECK UNIT-F1	1	Included		Included	Address 2:	
0126C001	2/3 HOLE PUNCHER UNIT-A1	1	Included		Included	City: SAN JUAN BAUTISTA County: SAN BENITO State: CA Zip: 95045	
4030C002	CASSETTE FEEDING UNIT-AQ1	1	Included		Included	Primary Customer Contact: Liz Liz	
5546C002	BUFFER PASS UNIT-P2	1	Included		Included	Phone #: 831.623.4661 Email: deputycityclerk@san-juan-bautista.ca.us	
5547C002	STAPLE FINISHER-AB2	1	Included		Included	Meter Contact:	
3998C001	SUPER G3 FAX BOARD-AX1	1	Included		Included	Phone #:	
2368V120	MID VOLUME CONNECTIVITY 30+PPM UP TO 79PPM	1	Included		Included	Email:	
3923V843	INSTALL PAK DX C5870I/C5860i/C5850i/C5840i	1	Included		Included	IT Contact: Liz Liz	
IntSupplies	Pre-Installed Supplies Installed in Machine	1	Included		Included	Phone #: 831.623.4661 Email: deputycityclerk@san-juan-bautista.ca.us	
Additional Requirements:						Billing:	
						Address 2:	
						City: County: State: Zip:	
						Billing Contact:	
						Phone #: Email:	
						Elevator: No Loading Dock: No # of Steps: 0 Hrs of Operation: 9-5	
						Consumables: Toner, Staples Inclusive Auto-Toner Fulfillment**	
						Meter Method: Remote Reporting Agent	
						For CSA USE ONLY:	
						Config: A   74446689	
OC: COUNTY OF DUPAGE CONTRACT FI-R-0251-18							
THIS SCHEDULE IS ENTERED INTO PURSUANT TO, AND INCORPORATES THE TERMS OF, THE MASTER SALES AND SERVICES AGREEMENT REFERENCED AS THE AGREEMENT # ABOVE ("AGREEMENT"), INCLUDING THE MASTER LEASE TERMS SET FORTH AS RIDER G THERETO WHICH SHALL CONTROL (THE "LEASE TERMS"). TO THE EXTENT THE TERMS OF AN EXISTING CFS MASTER AGREEMENT ARE REFERENCED ON THIS SCHEDULE (THE "EXISTING MASTER CFS LEASE") AND ARE APPLICABLE TO THIS SCHEDULE, THEY SHALL CONTROL OVER THE MASTER LEASE TERMS SET FORTH AS RIDER G TO THE AGREEMENT FOR SO LONG AS THE EXISTING MASTER CFS LEASE REMAINS IN EFFECT. STANDARD TERMS AND CONDITIONS AND APPLICABLE RIDERS INCORPORATED HEREIN ARE AVAILABLE AT <a href="https://ess.csa.canon.com/customerdocuments">ESS.CSA.CANON.COM/CUSTOMERDOCUMENTS</a> , AND SHALL APPLY TO THE EXTENT NOT MODIFIED BY THE AGREEMENT. THIS SCHEDULE CONSTITUTES A LEASE OF THE LISTED ITEMS, AND IS BINDING ON CUSTOMER UPON SIGNING BY CUSTOMER, AND IS BINDING ON CSA AND LESSOR AS PROVIDED IN THE LEASE TERMS. THIS SCHEDULE IS NON-CANCELABLE BY CUSTOMER. CUSTOMER REPRESENTS THAT EXECUTION OF THIS SCHEDULE HAS BEEN DULY AUTHORIZED. BY YOUR SIGNATURE, CUSTOMER AGREES TO LEASE THE LISTED ITEMS AND, IF SELECTED, TO PURCHASE THE MAINTENANCE SERVICES DESCRIBED HEREIN. YOU ACKNOWLEDGE RECEIPT OF A COPY OF THIS SCHEDULE.							
Customer Authorized Signature:		Printed Name:		Title:		Date:	
ACCEPTANCE CERTIFICATE							
To: CSA and Lessor: Customer certifies that (a) the Listed Items referred to in the above Schedule have been received, (b) installation has been completed, (c) the Listed Items have been examined by Customer and are in good operating order and condition and are, in all respects, satisfactory to the Customer, and (d) the Listed Items are irrevocably accepted by the Customer for all purposes under the Agreement. Accordingly, Customer hereby authorizes billing under this Schedule.							
Authorized Signature:		Printed Name:		Title:		Date:	
For Internal Purposes Only:							
CFS Authorized Signature:		Printed Name:		Title:		Date:	



**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
MARCH 21, 2023**

**1. CALL TO ORDER**

Mayor Jordan called the regular meeting to order at 6:00 p.m. in the City Council Chambers at 311 2nd Street, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

Councilmember Morris-Lopez led the pledge of allegiance.

Mayor Jordan announced that Councilmember Freels has notified the City Council of his need to participate remotely, via the City's two-way audio/visual platform, for "just cause" under the provisions of the Brown Act, CA Government Code Section 54953(f)(2)(A)(i), due to a contagious illness that prevents his attendance in person. In accordance with the Brown Act no further action is required by the City Council, Councilmember Freels to disclose whether any other individuals 18 years or age or older are present in the room and if any are present his relationship with those individuals."

Councilmember Freels stated that there were no other individuals present.

**ROLL CALL**

Present:

Mayor Pro Tem John Freeman  
Councilmember Scott Freels (*via teleconference*)  
Councilmember Jackie Morris-Lopez  
Councilmember EJ Sabathia  
Mayor Leslie Q. Jordan

Staff Present:

Don Reynolds, City Manager  
Robert Rathie, City Attorney  
Brian Foucht, ACM/Community Development Director  
Elizabeth Soto, Deputy City Clerk

**2. CITY COUNCIL ANNOUNCEMENTS**

Councilmember Freels thanked Public Works, City Manager, Mayor Jordan and those that helped out during the recent storm. VF Flea Market will take place on Saturday, March 25<sup>th</sup>. Mayor Pro Tem announced the Arts and Crafts Festival, March 25-26, 2026. Mayor Jordan announced the Poppy Jasper International Film Festival, April 18<sup>th</sup>. The City Council announced upcoming events.

City Manager Don Reynolds announced that on Wednesday, March 22<sup>nd</sup> is the 100<sup>th</sup> Anniversary of the Public Library. On April 20, the County will be giving out Chromebooks to our local community.

### **3. PUBLIC COMMENT**

Received public comment from the following members of the public:

Irana Pisano

Elia Salinas

### **4. CONSENT ITEMS**

- A. Approved a RESOLUTION Terminating the Local Emergency due to COVID-19 Effective March 21, 2023.
- B. Approve a RESOLUTION Confirming the Continued Existence of Local Emergencies in the City of San Juan Bautista.
- C. Waived the Reading of Ordinances and Resolutions on the Agenda Beyond the Title.
- D. Approved the Affidavit of Posting Agenda.
- E. Approved the Minutes of March 15, 2023.
- F. Approve a RESOLUTION Authorizing Closure of Streets for Certain Special Events in 2023.
- G. Approve a RESOLUTION Enabling a Housing Choice Voucher and Project Based Voucher programs within and within a 10-mile radius outside City Limits.

No public comment received.

#### **MOTION:**

Upon motion by Morris-Lopez, second by Mayor Pro Tem Freeman, the Consent Agenda items A, B, C, D, and F was approved. AYES: Councilmembers: Freeman, Freels, Morris-Lopez, Sabathia, and Mayor Jordan. NOES: None; ABSTAIN: None; ABSENT: None

#### Item: E

No public comment received.

#### **MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Morris-Lopez, the minutes of March 15, was approved. AYES: Councilmembers: Freeman, Freels, Morris-Lopez, and Mayor Jordan. NOES: None; ABSTAIN: Councilmember Sabathia; ABSENT: None

## Item G

Public comments received from the following members of the public:

James Pisano

Elia Salinas

Chris Martorana

### **SUBSTITUTE MOTION:**

Upon motion by Sabathia, second by Councilmember Morris-Lopez, Consent item 4G, Enabling a Housing Choice Voucher and Project Based Voucher programs within and within a 10-mile radius outside City Limits, be tabled and brought back for discussion at a later meeting was approved. AYES: Councilmembers: Freeman, Freels, Morris-Lopez, Sabathia, and Mayor Jordan. NOES: None; ABSTAIN: None; ABSENT: None

## **5. ADMINISTRATIVE REPORT**

City Manager Don Reynolds provided an update on the March 10, 2023 Flooding that affected the South and North side of the city. City Engineer Doug Pike, MNS Engineers, provided a PowerPoint presentation and fielded questions from the Council.

Public comment received from the following members of the public:

Darlene S. Boyd

James Pisano

Kurt Kurasak, Mission Farms RV Park

Zooey Diggory

Elia Salinas

Bill Vance

## **6. DISCUSSION ITEMS**

### **A. Discuss “Reach” Codes**

Kevin Miller, Central Coast Community Energy (3CE), Mayra Vega, and Farhad Farahramd provided an overview on Reach Codes and fielded questions from the Council.

Received public comment from the following member of the public:

Elia Salinas

Bill Vance

Mayor Jordan recessed at 8:00 p.m. for a brief break. Mayor Jordan reconvened the meeting at 8:11 p.m.

### **B. Discuss Establishing a Recreation Program**

Don Reynolds, City Manager, Kim Calame provided an overview of the recreation programs and fielded questions from the Council

Councilmember Morris-Lopez expressed concern to adding 10 additional hours to Code Enforcement and the Library Tech.

The job description will be brought back to the for approval at a later date.

No public comment.

**C. Discuss Changing the Zoning code Section 11-04-110 Regarding Large Retail, Formula Retail, and Formula Visitor Accommodations**

Don Reynolds, City Manager, provided an overview of the Zoning code Section 11-04-110 Regarding Large Retail, Formula Retail, and Formula Visitor Accommodations. Two Councilmembers requested to introduce “Reach” Building Codes to the City and City Council for discussion to determine if or how these Building Codes might be considered for San Juan Bautista. City Manager Reynolds stated that the idea is to encourage more hotels to locate in the city, and have pharmacy and banks be excluded from the retail formula calculation.

Councilmember Freeman stated that there are smaller hotel chains that the city could benefit from. There are no pharmacy or hotels but the city needs them.

Councilmember Sabathia mention that he would like to see the town grown and be sustainable, but not in size but in economic development.

Councilmember Morris-Lopez concerned about large businesses coming into the city.

Received comments from the following member of the public:

Margot Tankersley

Darlene S. Boyde

Patricia Baines

Chris Martorana

Mayor Jordan requested to have a Draft Ordinance and bring back to the next meeting for further discussion. Mayor Pro Tem Freeman stated that he would like to see several options.

Mr. Reynolds asked the Council to review the links on the staff report and let us staff know what they would like to see in the Draft Ordinance.

**D. City Hall Office Hours**

City Manager Don Reynolds provided the report.

Councilmember Freels stated that he would like to see city hall open a lot longer its current hours. Have City Hall open 9:00 a.m. 3:00 p.m. or 9:00 a.m. – 4:00 p.m.

Mayor Pro Tem Freeman stated that he prefers to give the City Manager the flexibility of handling of money or to open up City Hall.

Councilmember Morris-Lopez stated that City Hall needs to be open as it was before COVID.

Councilmember Sabathia stated that he would like to see City Hall open.

Mayor Jordan stated that having City Hall is not inviting to the public and it needs to be open longer than 1:00 p.m.

Mayor Jordan requested to have a plan on having the front office open.

No public comment received.

## **7. ACTION ITEMS**

### **A. Removal of Parklets**

Assistant City Manager/Community Development Director Brian Foucht provided the report. The COVID State Of Emergency was lifted, February 28, 2023.

Councilmember Sabathia stated that the only way to make the removal of parklets fair is to encompass all of the parklets.

Mayor Jordan parklets were first started to help hospitality and retail open during COVID when all business were shut down.

Councilmember Morris-Lopez

Received comments from the following members of the public:

Heliena Walton, Thankful Co.

Margot Tankersley

Patricia Baines

Dante Baines

### Substitute Motion

Councilmember Sabathia moved to direct staff to return with a Resolution for parklet disposition that is consistent for all downtown business and it is inclusive of the of the compensation figures currently recommended by staff. Motion amended to include the succulent barrels. Second by Councilmember Morris-Lopez

AYES: Councilmembers: Freeman and Morris-Lopez; NOES: Councilmembers: Freels, Sabathia, and Mayor Jordan; ABSTAIN: None; ABSENT: None. Motion failed.

### Substitute Motion:

Councilmember Morris-Lopez motioned to remove all parklets, to include succulents, on the predetermined date which meets with the 60-day deadline of April 28, 2023 from the Governor's Order. Second by Councilmember Sabathia.

AYES: Councilmembers: Freeman, Morris-Lopez, and Sabathia. NOES: Councilmembers: Freels and Mayor Jordan; ABSTAIN: None; ABSENT: None

- B. Introduce an Ordinance to Amend Chapter 5.1 and Sections 5-1-100 and 5-1-105, Repealing Sections, 5-1-150, 5-1-160, and 5-1-170 of Article 1 of Chapter 5.1 of Title 5 “Public Health, Safety and Welfare,” of the City of San Juan Bautista Municipal Code to Adopt By Reference in its Entirety the California Building Standards Code 2022 Edition of the California Fire Code and Appendices, Title 24, Part 9, of the California Code of Regulations, with Certain Exceptions, Modifications and Additions Required by Local Climatic, Geological or Topographical Conditions, and Approving Findings to Support Local Modifications, and Setting a Public Hearing on the Matter for Tuesday, April 18, 2023.**

City Attorney provided the report.

Public comment

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Morris-Lopez, the Introduction of Ordinance to Amend Chapter 5.1 and Sections 5-1-100 and 5-1-105, Repealing Sections, 5-1-150, 5-1-160, and 5-1-170 of Article 1 of Chapter 5.1 of Title 5 “Public Health, Safety and Welfare,” of the City of San Juan Bautista Municipal Code to Adopt By Reference in its Entirety the California Building Standards Code 2022 Edition of the California Fire Code and Appendices, Title 24, Part 9, of the California Code of Regulations, with Certain Exceptions, Modifications and Additions Required by Local Climatic, Geological or Topographical Conditions, and Approving Findings to Support Local Modifications, and Setting a Public Hearing on the Matter for Tuesday, April 18, 2023. was approved.

AYES: Councilmembers: Freeman, Freels, Morris-Lopez, Sabathia, and Mayor Jordan.

NOES: None; ABSTAIN: None; ABSENT: None

No public comment received.

- C. Introduce an Ordinance to Amend Chapter 10, Article 1-110 “Code Adoption by Reference” of Chapter 10-1 “Buildings” of Title 10 “Buildings and Subdivisions” of the City of San Juan Bautista Municipal Code to Adopt by Reference Certain of the Parts of California Code of Regulations Title 24, the California Building Standards Code 2022 Edition including: Part 1 the California Administrative Code, Part 2 the California Building Code (Vols. 1 & 2), Part 2.5 the California Residential Code, Part 3 the California Electrical Code, Part 4 the California Mechanical Code, Part 5 the California Plumbing Code, Part 6 the California Energy Code, Part 8 the California Historical Building Code, Part 10 the California Existing Building Code, Part 11 the California Green Building Standards Code (CALGreen), and Part 12 the California Reference Standard Code; repealing section 10-1-115; and setting a public hearing for Tuesday, April 18, 2023.**

Assistant City Manager/ Community Development Director Brian Foucht and Building Official Mierva Arredondo provided the report.

No public comment received.

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Morris-Lopez, the Introduction of Ordinance to Amend Chapter 10, Article 1-110 “Code Adoption by Reference” of Chapter 10-1 “Buildings” of Title 10 “Buildings and Subdivisions” of the City of San Juan Bautista Municipal Code to Adopt by Reference Certain of the Parts of California Code of Regulations Title 24, the California Building Standards Code 2022 Edition including: Part 1 the California Administrative Code, Part 2 the California Building Code (Vols. 1 & 2), Part 2.5 the California Residential Code, Part 3 the California Electrical Code, Part 4 the California Mechanical Code, Part 5 the California Plumbing Code, Part 6 the California Energy Code, Part 8 the California Historical Building Code, Part 10 the California Existing Building Code, Part 11 the California Green Building Standards Code (CALGreen), and Part 12 the California Reference Standard Code; repealing section 10-1-115; and setting a public hearing for Tuesday, April 18, 2023 was approved.

AYES: Councilmembers: Freeman, Freels, Morris-Lopez, Sabathia, and Mayor Jordan.

NOES: None; ABSTAIN: None; ABSENT: None

**D. Council’s Selection of Member At Large to the Urban Growth Boundary/Sphere of Influence Subcommittee**

The following member of the public commented on the report:

Chris Martorana

**MOTION:**

Upon motion by Councilmember Morris-Lopez, second by Councilmember Sabathia, Chris Martorana was selected as member at Large to the Urban Growth Boundary/Sphere of Influence Committee was approved. AYES: Councilmembers: Freeman, Morris-Lopez, Sabathia, and Mayor Jordan. NOES: Councilmember Freels; ABSTAIN: None; ABSENT: None

**INFORMATIONAL ITEMS AND REPORTS****A. Reports from City Council Representatives to Regional Organizations and Committees**

The Council reported on the meetings that they attended.

**B. Treasurer’s Report and Monthly Financial Statements**

Receive Report from City Treasurer Michelle Sabathia.

**C. City Manager’s Report**

- a. Fire Department Update
- b. Sheriff Department Update

No public comment received.

**ADJOURNMENT**

Councilmember Sabathia and Mayor Pro Tem Freeman motion to adjourn the meeting. All in favor. There being no further business, Mayor Jordan adjourned the meeting was at 10:55 p.m.

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, Deputy City Clerk



**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
APRIL 14, 2023**

**1. CALL TO ORDER**

Mayor Jordan called the Strategic Planning Session to order at 9:35 a.m. in Veterans of Foreign Wars (VFW), 58 Monterey Street, San Juan Bautista, California, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present:

Mayor Pro Tem John Freeman  
Councilmember Scott Freels  
Councilmember Jackie Morris-Lopez  
Councilmember EJ Sabathia  
Mayor Leslie Q. Jordan

Staff Present:

Don Reynolds, City Manager  
Brian Foucht, ACM/Community Development Director  
Elizabeth Soto, Deputy City Clerk

**2. ACTION ITEMS**

A. Approve the Affidavit of Posting

MOTION:

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Sabathia, the Affidavit of Posting was approved.

**3. DISCUSSION ITEMS**

2023 Strategic Plan

Citygate Associates presenters: Stacey Bristow, Local Government Specialist, Project Manager; Andy Green Local Government Finance Specialist; and Gary Elliot, Police Service Specialist.

A Survey was sent out to all city staff and community members. There were 81 responses as of April 7, 2023.

Top 10 Priorities

- Water Quality (29) - Most significant as #1/#2
- Roads and Streets (23) and Sidewalks and Curbs (11)
- Economic Development (14)
- Water Costs (10) + Water (unspecified) (7)
- Business Friendliness (10) + Downtown Improvement (11)
- Schools (12)

- Youth Recreation (10)
- Cleanliness/ Vacant Lots/ Blight (9)
- Sewers Service Quality (8) + Sewers (unspecified) (3)
- Communications/Responsiveness w/City (8)

#### Fiscal Positives:

- The General Fund is fiscally healthy
- FY22 General Fund unassigned reserves = \$3.01 million (12.2 months of FY22 expenditures)
  - FY22 tax-related revenues grew 49% when compared to FY19
- Water rate increase in August 2022 and ongoing increases through 2026 to help stabilize operations and decrease operating losses
  - FY22 Water Fund unrestricted reserves 8.8 months of FY22 expenditures
- Hiring of the ACM and creation of the EDCAC to improve focus on economic development within the City
- Sewer rate increase in December 2021 and acquisition of grants and loans to help stabilized operations and improve service provision through the construction of the Hollister Force Main Project
- Implementation of a new financial system to enhance fiscal recording and monitoring capabilities

#### Fiscal Issues:

- Sewer Fund is in a weak financial position
  - FY22 unrestricted reserves a negative \$135,493
  - FY22 unrestricted cash - \$241,198
  - FY22 operational results - \$19,451 surplus
- General fees have not been reviewed for several years, indicating that the City may not be recouping cost of providing general services associated with fees
- Lingering impacts of COVID-19
- Aging infrastructure; no formal long-term CIP

Core Values: Collaboration, Honesty, Resourcefulness, Accountability, Integrity

Council Priorities: Fiscal Stability, Infrastructure, Economic Development, Public Safety (disaster Prep/Code Enforcement), Communication, General Plan, Parks and Recreation

Mission: The City of San Juan Bautista strives to provide exceptional service to the community by fostering a sustainable economy, while preserving its uniqueness through collaboration, honesty, and resourcefulness.

Vision: San Juan Bautista is a vibrant thriving community who strives to tell its complete history and cultural heritage while honoring the needs of its residents and business. San Juan Bautista offers the word a unique destination amidst boundless natural beauty, open space, and agricultural resources.

Meeting was adjourned at 5:00 p.m.

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
APRIL 15, 2023**

**1. CALL TO ORDER**

Mayor Jordan called the Community Town Hall meeting to order at 9:02 a.m. in San Juan Bautista Library, 801 Second Street, San Juan Bautista, California, San Juan Bautista, California, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present:

Mayor Pro Tem John Freeman  
Councilmember Jackie Morris-Lopez  
Councilmember EJ Sabathia  
Mayor Leslie Q. Jordan

Absent:

Councilmember Scott Freels

Staff Present:

Don Reynolds, City Manager  
Brian Foucht, ACM/Community Development Director  
Elizabeth Soto, Deputy City Clerk

**2. ACTION ITEMS**

A. Approve the Affidavit of Posting

MOTION:

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Morris-Lopez, the Affidavit of Posting was approved.

**3. DISCUSSION ITEMS**

Citygate Associates Stacey Bristow, Local Government Specialist, Project Manager provided an overview of the Strategic Planning Session that took place on Friday, April 14<sup>th</sup>. Ms. Bristow reviewed the Financial Projections.

The City Council reviewed Council guiding priorities, and Strategic Plan Goals. The Council goals were put into categories of 1-5 years and 1 to 3 tiers.

Received input from the community.

Meeting was adjourned at 11:00 a.m.

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
APRIL 18, 2023**

**1. CALL TO ORDER**

Mayor Jordan called the special meeting to order at 5:30 p.m. in the Council Chambers, 311 Second Street San Juan Bautista.

**TELECONFERENCE NOTICE**

*Pursuant to California Government Code Section §54953(b)(3), this City Council regular meeting will include teleconference participation by Councilmember EJ Sabathia from Hilton Americas-Houston, 1600 Lamar Street, Houston, Texas 77010. The teleconference location shall be accessible to the public for the open session portion of the meeting pursuant to California Government Code Section §54954.3*

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Present:

Mayor Pro Tem John Freeman  
Councilmember Scott Freels  
Councilmember Jackie Morris-Lopez  
Councilmember EJ Sabathia (*via teleconference*)  
Mayor Leslie Q. Jordan

Absent:

None

Staff Present:

Don Reynolds, City Manager  
Robert Rathie, City Attorney  
Wendy Cummings, CPA  
Elizabeth Soto, Deputy City Clerk

**2. CLOSED SESSION – 5:30 P.M.**

**Anticipated Litigation** – California Government Code Section 54956.9(d)(2), conference with legal counsel regarding 16 (eleven) potential cases.

Received written communication via email from the following members of the public:

Steve Io, Inaka Japanese Restaurant  
Maya Dizon, resident  
Megan Duenas, resident  
Eli Duenas 18<sup>th</sup>, Barrel Tasting Room  
Sean Fitzharris, Brewery Twenty-Five  
Fran Fitzharris, Brewery Twenty-Five  
LeeAnna Brothers, Inaka Japanese Restaurant

Monica Ramirez, resident  
Debbie Hernandez Sweet Pea Antiques  
Vickie Sciacqua resident  
Zooey Diggory Inaka Japanese Restaurant  
Gabriela madrigal resident  
Marissa Castaneda  
Lori Wilson, Bear's Hideaway  
Austin Io Inaka, Japanese Restaurant  
Rhonda Io Inaka, Japanese Restaurant

Mayor Jordan recessed to closed session at 5:38 p.m.

The open session reconvened at 6:01 p.m.

City Attorney Rathie stated that there was no reportable action.

### **3. PROCLAMATION**

The City Council proclaimed:

- A. Water Awareness Month, May 2023
- B. Fremont Peak Day, April 30, 2023
- C. National Preservation Month, May 2023

### **4. GENERAL PUBLIC COMMENT**

Received public comments.

### **5. CITY COUNCIL ANNOUNCEMENTS**

The City Council announced upcoming events.

### **6. CONSENT**

- A. Approve the Affidavit of Posting Agenda.
- B. Waive the Reading of Ordinances and Resolutions on the Agenda Beyond the Title.
- C. Approve the Minutes of December 20, 2022.
- D. 2023 Weed Abatement Program
- E. Approve a RESOLUTION Authorizing Closure of Streets for Certain Special Events in 2023.
- F. Amend the Personnel Classification Plan Adding A Recreation Class, and Approving the Part-Time Recreation Assistant Job Description at a Per-Hour Rate of \$19.94-\$26.72 per Hour.

### **MOTION:**

Upon motion by Councilmember Freels, second by Mayor Pro Tem Freeman, Consent Agenda, items A, B, D, and F was approved. AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

Item C

Received public comment from the following members of the public:  
Elia Salinas

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Freels, the Minutes of December 20, 2022 was approved. AYES: Councilmembers: Freels, Freeman, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: Councilmember Morris-Lopez; ABSENT: None.

Item E

Mayor Jordan pointed out that the Rainbow Run event should be June 17 and the Resolution should reflect the date change.

No public comment received.

**MOTION:**

Upon motion by Councilmember Morris-Lopez, second by Mayor Pro Tem Freeman, the Authorization of Closure of Streets for Certain Special Events in 2023 was approved as amended.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

**7. INFORMATIONAL ITEMS AND REPORTS**

**A. Reports from City Council Representatives to Regional Organizations and Committee**

Council reported on meeting and conferences they attended.

No public comment received.

**B. Treasurer's Report and Monthly Financial Statements**

Wendy Cummings, CPA, provided the report.

The following member of the public commented on the report:

Mrs. Pisano

**C. City Manager's Report**

a. Fire Department Update

b. Sheriff Department Update

Fire Marshall Charlie Bedolla provided an update on the Fire department, staffing, and recruitment. Sheriff Department provided a written report to the City Council.

City Manager Don Reynolds provided a brief report, accompanied by a PowerPoint, regarding city activities and fielded questions from the City Council.

The following members of the public commented on the City Manager's report:

Leslie David, BenitoLink  
Robert Eliason, BenitoLink  
Elia Salinas  
Heliena Walton  
Fran Fitzharris  
Mikolai Altenberg  
Tammy Castañeda Huaracha, Doña Esther's Restaurant  
Mrs. Pisano  
Bella

Mayor Jordan recessed to a break at 8:02 p.m. and reconvened at 8:13 p.m.

## **8. PUBLIC HEARING**

- A. (Second Reading) Adopt an ORDINANCE to Amend Chapter 5.1 and Sections 5-1-100 and 5-1-105, Repealing Sections, 5-1-150, 5-1-160, and 5-1-170 of Article 1 of Chapter 5.1 of Title 5 “Public Health, Safety and Welfare,” of the City of San Juan Bautista Municipal Code to Adopt By Reference in its Entirety the California Building Standards Code 2022 Edition of the California Fire Code and Appendices, Title 24, Part 9, of the California Code of Regulations, with Certain Exceptions, Modifications and Additions Required by Local Climatic, Geological or Topographical Conditions, and Approving Findings to Support Local Modifications.**

Received report City Attorney Rathie and Fire Chief.

Mayor Jordan opened the public hearing, seeing no public comment, the public hearing was closed.

### **MOTION:**

Upon motion by Councilmember Freels, second by Mayor Pro Tem Freeman, **ORDINANCE 2023-02** Amending Chapter 5.1 and Sections 5-1-100 and 5-1-105, Repealing Sections, 5-1-150, 5-1-160, and 5-1-170 of Article 1 of Chapter 5.1 of Title 5 “Public Health, Safety and Welfare,” of the City of San Juan Bautista Municipal Code to Adopt By Reference in its Entirety the California Building Standards Code 2022 Edition of the California Fire Code and Appendices, Title 24, Part 9, of the California Code of Regulations, with Certain Exceptions, Modifications and Additions Required by Local Climatic, Geological or Topographical Conditions, and Approving Findings to Support Local Modifications was approved.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

- B. (Second Reading) Adopt an ORDINANCE to Amend Chapter 10, Article 1-110 “Code Adoption by Reference” of Chapter 10-1 “Buildings” of Title 10 “Buildings and Subdivisions” of the City of San Juan Bautista Municipal Code to Adopt by Reference Certain of the Parts of California Code of Regulations Title 24, the California Building Standards Code 2022 Edition including: Part 1 the California Administrative Code, Part 2 the California Building Code (Vols. 1 & 2), Part 2.5 the California Residential Code, Part 3 the California Electrical Code, Part 4 the**

**California Mechanical Code, Part 5 the California Plumbing Code, Part 6 the California Energy Code, Part 8 the California Historical Building Code, Part 10 the California Existing Building Code, Part 11 the California Green Building Standards Code (CALGreen), and Part 12 the California Reference Standard Code; repealing section 10-1-115.**

Received report City Attorney Rathie.

Mayor Jordan opened the public hearing.

The following members from the public commented on the report:  
Bella

Public Hearing closed.

**MOTION:**

Upon motion by Councilmember Mayor Pro Tem Freeman, second by Councilmember Sabathia, **ORDINANCE 2023-03** Amend Chapter 10, Article 1-110 “Code Adoption by Reference” of Chapter 10-1 “Buildings” of Title 10 “Buildings and Subdivisions” of the City of San Juan Bautista Municipal Code to Adopt by Reference Certain of the Parts of California Code of Regulations Title 24, the California Building Standards Code 2022 Edition including: Part 1 the California Administrative Code, Part 2 the California Building Code (Vols. 1 & 2), Part 2.5 the California Residential Code, Part 3 the California Electrical Code, Part 4 the California Mechanical Code, Part 5 the California Plumbing Code, Part 6 the California Energy Code, Part 8 the California Historical Building Code, Part 10 the California Existing Building Code, Part 11 the California Green Building Standards Code (CALGreen), and Part 12 the California Reference Standard Code; repealing section 10-1-115, was approved.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

**9. ACTION ITEMS**

**A. San Juan Bautista Sanitary Sewer Force Main to Hollister Project**

City Manager Reynolds and Paul Greenway provided an overview of the Sanitary Sewer Force Main to Hollister Project and fielded questions from the Council.

Received comments from the following member of public:  
Elise Brentnall

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Sabathia, **RESOLUTION 2023-25** approving Plans and Specifications for City of San Juan Bautista Sanitary Sewer Force Main to Hollister Project, and authorizing the issuance of the Invitation to Bidders with bids to open on May 26, 2023, at 2:00 p.m, was approved.



AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

**B. End the Imposition of Water Conservation Regulations and Restrictions Due to Severe Drought Required by Municipal Code 64-116**

City Manager Reynolds provided the report.

No public comment received.

**MOTION:**

Upon motion by Councilmember Morris-Lopez, second by Mayor Pro Tem Freeman, **RESOLUTION 2023-26** rescinding Resolution and end the imposition of water conservation regulations and restrictions defined in Municipal Code 6-4-116, while continuing to encourage San Juan Bautista citizens to make water conservation a way of life, was approved.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

**C. Consider Approval of a Resolution Rescinding the Matter of the Removal or Other Disposition of Parklets**

City Manager Reynolds, and City Attorney Robert Rathie provided the report. The City Council adopted Resolution 2023-21 ordering the removal of all parklets and the associated traffic barriers on Third Street on or before April 28, 2023. A notice was issued on March 22, 2023 concerning the removal of all parklets. Parklet owners would be eligible for compensation by the City from the General Fund for the reasonable cost of removal, not to exceed \$5.00 per square foot or \$800.00, whichever is less.

Councilmember Freels stated that he would be in favor of allowing all parklets to remain until the sunset of the state of emergency regulations. City Attorney Rathie pointed out the new state regulation pertains to food and beverage parklets.

Mayor Pro Tem Freeman stated that he agrees with Councilmember Freels regarding allowing the parklets to remain until January 1, 2024.

Councilmember Morris Lopez commented that the parklets were approved to help out the business during the pandemic but at the previous meeting, the Council voted to remove all parklets. Councilmember Morris-Lopez expressed concern regarding the process of rescinding an already approved resolution.

Councilmember Sabathia asked the Mayor and fellow Councilmembers to commit themselves in action and speech to unifies the roots that currently run deep in the community, and stop pretending it isn't happening, and would like to see one of the Councilmembers craft an amendment/resolution that unifies the businesses and community on this issue, and would vote on yes on that.

Mayor Jordan expressed concern with the parklets that have not been used as they were intended.

Mayor Pro Tem Freeman motioned to rescind Resolution 2023-21, and hereby move to extend the existing parklets to January 1, 2024 with no new parklets allowed.

City Attorney Rathie stated that there are four options for the Council to consider:

1. Take no action. Allow Resolution 2023-21 to remain in place and to continue to require removal of all parklets and the traffic barriers associated with the parklets by April 28, 2023, in accordance with the notice given, and offer compensation for their removal as provided.
2. Adopt a resolution rescinding Resolution 2023-21, addressing the ban on new or replacement parklets and providing for continuation of existing parklets associated with food serving and other ABC licensed premises (there are no parklets associated with restaurants that are not also licensed as either ABC Type 42 or Type 47 establishments) to a date certain which cannot be later than January 1, 2024, thereafter to be removed, and ordering the removal of the parklets associated with retail establishments by April 28, 2023 or another date set by the City Council, and readopt the offer of compensation to owners at the time of removal.
3. Adopt a resolution rescinding Resolution 2023-21 and direct that the matter return for further consideration.
4. Take other action as appropriate.

Councilmember Morris-Lopez would like to have this issue revisited in 60 days.

Mayor Pro Tem Freeman motioned to rescind Resolution 2023-21, extend (all) existing parklets to January 1, 2024, and not allow new parklets.

Councilmember Freels asked for an amendment to the motion to include Removal of traffic devices and return the street to a two-way street until January 1, 2024.

Mayor Pro Tem Freeman stated that he preferred to keep the wine barrels and succulents. Councilmember Freels rescinded his amendment.

City Attorney Rathie suggested Council direct staff to process the retail parklets in a manner consistent with the Municipal Code at no charge. City Attorney Rathie asked the Council if they wish to impose a charge if there was a charge, and further added that Resolution 2023-21 does provide compensation to the parklet owners for the removal of the parklets, and asked if in fact Resolution 2023-21 is rescinded, they may wish to consider whether or not they wish to add compensation for the removal of the parklets.

City Attorney Rathie further added that Resolution 2023-21 did have a provision that allowed all parklet owners would be compensated for the removal of the parklets at a cost of \$5 dollars a square foot not to exceed \$800 dollars.

Substitute Motion:

Councilmember Freels asked for an amendment to the motion to include compensation to parklet owners for the removal of the parklets at a cost of \$5 dollars a square foot not to exceed \$800 dollars.

Robert Rathie clarification of having the process to continue the retail markets in accordance to the Municipal Code would be without charge to the retail.

Councilmember Sabathia asked for clarification on the amended motion, and asked if the retail parklets would be treated as equivalent to the food and beverage parklets? In response, City Attorney Rathie, stated that retail and food and beverage are included.

The following members of the public commented on the report:

Javier Huaracha, Doña Esther

Amy Covington – in support of the parklets

Fran Fitzharris -

Gina Acevedo

Monica Ramirez– in support of the parklets

Patricia Bains– in support of the parklets

Dante Bains– in support of the parklets

LeeAnna Brothers

Andrew Freeman– in support of the parklets

Heliena Walton– in support of the parklets

Zoey Diggory

Salena Kennedy

Elia Salinas

Debbie Hernandez– in support of the parklets

Luke – support food & beverage and remove retail parklets

Mikolai Altenberg

Joshua Covington

Tammy Castaneda Huaracha, Doña Esther's Restaurant

Lizz Sanchez Turner

Teresa Lavagnino

Bella

Margo Tankersley

Wanda Guibert

Ryan

Received written communication via email from the following members of the public:

Chantal Delay support restaurants & business / Monterey Peninsula resident

Rebecca Mathews – in support parklets / resident

Sadie Johnson – in support of parklet

Kristina Hastings – in support of parklets

Amelia Mesa-Bains - in support parklets

Stephanie Correia - oppose parklets

Sandra Juarez - oppose parklets

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Freels, RESOLUTION 2023-27, rescinding Resolution 2023-21 to rescind Resolution 2023-21, extend (all) existing parklets to January 1, 2024, and not allow new parklets, process the retail parklets in a manner consistent with the Municipal Code at no charge, and provide compensation to the parklet owners for the removal of the parklets, at a cost of \$5 dollars a square foot not to exceed \$800 dollars.

AYES: Councilmembers: Freels, Freeman, Sabathia, and Mayor Jordan; NOES: Councilmember Morris-Lopez; ABSTAIN: None; ABSENT: None.

**D. Determine Specific Times and Place Consistent with Municipal Codes 5-1-166 And 5-16-100, and Authorize Non-Profit Organization Anzar High School Booster Club to Sell Safe and Sane Fireworks for the Fourth of July Holiday**

City Manager Don Reynolds provided the report.

Received comments from the following members of the public:

Gina Acevedo, Anzar Booster Club

Lara Capiano

Fran Fitzharris

Elia Salinas

Heliena Walton

Mayor Pro Tem Freeman motioned to approve the agreement allowing the Anzar High School Booster Club to sell approved fireworks for the Fourth of July Season but changing the time end the sale of fireworks on July 4<sup>th</sup> to 7:00 p.m. instead of 10:00 p.m.

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Freels, the City Council approved **RESOLUTION 2023-28**, permitting the Anzar High School Booster Club to sell “safe and sane” fireworks in the City of San Juan Bautista at the Windmill Market, 301 The Alameda between the hours of 9:00 A.M. to 10:00 P.M. commencing at noon on June 30, 2023 and ending at 7:00 p.m. on July 4, 2023 for the Fourth of July 2023 Season, as amended.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None.

**10. DISCUSSION ITEMS**

**A. Revisiting Zoning Code Section 11-04-110 Regarding Regulation of Large-Scale Retail, Formula Retail, Formula Restaurant and Formula Visitor Accommodations Businesses.**

Mayor Jordan requested item to be continued until the next meeting.

## **11. ADJOURNMENT**

Motion to adjourned the meeting by Mayor Pro Tem Freeman, second by Councilmember Sabathia. All in favor.

There being no other business, Mayor Jordan adjourned the meeting at 11:39 p.m.

APPROVED:

---

Leslie Q. Jordan, Mayor

ATTEST:

---

Elizabeth Soto, Deputy City Clerk

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL  
UNOFFICIAL MEETING MINUTES  
MAY 16, 2023**

**1. CALL TO ORDER**

Mayor Jordan called the regular meeting to order at 5:01 p.m. in the Council Chambers, 311 Second Street, San Juan Bautista, California.

**PLEDGE OF ALLEGIANCE**

Councilmember Sabathia led the pledge of allegiance.

**ROLL CALL**

Present:

Councilmember Scott Freels  
Mayor Pro Tem John Freeman  
Councilmember Jackie Morris-Lopez  
Councilmember EJ Sabathia  
Mayor Leslie Q. Jordan

Absent:

Staff Present:

Don Reynolds, City Manager  
Robert Rathie, City Attorney  
Elizabeth Soto, CMC, CPMC, Deputy City Clerk

**2. CLOSED SESSION – 5:00 P.M. – 6:00 P.M.**

- a. Public Employee Performance Evaluation** – (California Government Code section §54957(b)(1)) – the City Manager.

No public comment received.

City Attorney Rathie reported that there no reportable action.

Reconvened Open Session at 6:01 p.m.

**3. PROCLAMATION**

The City Council proclaimed:

Public Works Week, May 21-27, 2023

LGBTQ+ Pride Month, June 2023

The City Council awarded:

National Preservation Month Awards: *Native Daughters of the Golden West, Parlor 179; and Drew and Peggy Neubauer*

#### **4. PUBLIC COMMENT**

Received public comment.

#### **5. PRESENTATIONS**

A. San Juan Bautista Business Association Annual Report

Jill Pagaran and Fran Fitzharris San Juan Bautista Business Association, provided the Annual Report.

The following members of the public commented on the report:

Heliena Walton

#### **6. PUBLIC HEARING**

A. Weed Abatement

Hollister Fire Marshall Charlie Bedolla provided the report.

Mayor Jordan opens the public hearing.

Received comments from the following members of the public:

Chris Martorana, 0 Franklin Road.

Cynthia Orozco, 451 San Juan Hollister Road.

Public hearing closed.

#### **MOTION:**

Upon motion by Councilmember Sabathia, second by Mayor Pro Tem Freeman, the Resolution Declaring the condition of certain properties to constitute a public nuisance, ordering the abatement of weeds thereon, and conduct a public hearing for the receipt of objections was approved.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan;

NOES: None; ABSTAIN: None; ABSENT: None.

#### **7. CONSENT**

- A. Approve the Affidavit of Posting Agenda.
- B. Waive the Reading of Ordinances and Resolutions on the Agenda Beyond the Title.
- C. Approve the Regular Meeting Minutes of January 24, 2023.
- D. Approve the Joint Workshop Meeting Minutes of January 31, 2023.
- E. Approve the Special Meeting Minutes of January 31, 2023.
- F. Approve the Regular Meeting Minutes of February 21, 2023.
- G. Approve the Joint Workshop Meeting Minutes of March 7, 2023.

- H. Approve a **RESOLUTION** 2023-30 Confirming the continued Existence of Two Local Emergencies Related to Excessive Winter Storms Affecting the City of San Juan Bautista.
- I. Approve a **RESOLUTION** 2023-31 Ratifying the Engineer's Report for Fiscal Year 2023-2024 for Valle Vista Landscape and Lighting Maintenance Assessment District No. 1.
- J. Approve a **RESOLUTION** 2023-32 Declaring the City's Intention to Levy and Collect Assessments Within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2023-24 and Setting the Time and Place for a Hearing on Said Assessment.
- K. Approve a **RESOLUTION** 2023-33 Authorizing approval of a contract with David J Powers and Associates, Inc. for environmental review of Development Permit In Response to a Notice To Abate A Public Nuisance: 451 San Juan Hollister Rd.
- L. Approve a **RESOLUTION** approving a grant application to the Land and Water Conservation Fund program to help fund the Abbe Park Renovation project; committing to providing matching funds; agreeing to maintain Abbe Park for outdoor uses; and appointing the City Manager as the agent for the City administering the grant through the completion of the project.
- M. Approve a **RESOLUTION** 2023-34 authorizing the City Manager to approve a Professional Services Contract with Realty Group Inc. to prepare and obtain Certification of the City of San Juan Bautista 6<sup>th</sup> Cycle Housing Element Update (2024-2031).

**MOTION:**

Upon motion by Mayor Pro Tem Freeman, second by Councilmember Morris-Lopez, Consent Agenda items A-J was approved. AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None. Motion Carried.

Item K:

The following member of the public commented on the report:  
Cynthia Orozco

**MOTION:**

Upon motion by Councilmember Freels, second by Councilmember Sabathia, the Resolution Authorizing approval of a contract with David J Powers and Associates, Inc. for environmental review of Development Permit In Response to a Notice To Abate A Public Nuisance: 451 San Juan Hollister Rd. was approved. AYES: Councilmembers: Freels, Freeman, Sabathia, and Mayor Jordan; NOES: Councilmember Morris-Lopez; ABSTAIN: None; ABSENT: None. Motion Carried.

Item L:

The following members of the public commented on the report:  
Linda Ginn  
LeeAnna Brothers  
Heliena Walton  
Wanda Guibert



Jill Pagan  
David Medeiros  
Armando Venegas  
Rhonda Io  
Dan DeVries

Councilmember Freels motion to deny grant application.

Item failed. No action was taken on this item.

Item M:

Assistant City Manager Brian Foucht provided the report. State law requires housing elements to be updated periodically, and the most recent update is due on December 31, 2023. This will update the current Housing Element 2019-2023.

Received comments from the following members of the public:  
Elia Salinas

**MOTION:**

Upon motion by Councilmember Sabathia, second by Mayor Pro Tem Freeman, a Resolution authorizing the City Manager to approve a Professional Services Contract with Realty Group Inc. to prepare and obtain Certification of the City of San Juan Bautista 6th Cycle Housing Element Update (2024-2031), with the stipulation that there be firm deadlines for completion of the work was approved. AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None. Motion Carried.

**8. INFORMATIONAL ITEMS AND REPORTS**

A. Reports from City Council Representatives to Regional Organizations and Committees  
The Council reported on the meetings that they attended.

No public comment received,

B. City Council Announcements  
The City Councilmembers shared upcoming events.

C. Treasurer's Report and Monthly Financial Statements  
City Treasurer Michelle Sabathia provided the report.

No public comment received.

D. City Manager's Report  
a. Fire Department Update  
b. Sheriff Department Update  
City Manager Reynolds provided a PowerPoint presentation and fielded questions from the Council. Fire Chief Bob Martin del Campo provided an update on recent accidents, fires and medical emergencies. Commander Silvestre Yerena provided an update on recent incidents

and announced that there will be a second dedicated Deputy assigned to San Juan Bautista.

No public comment received.

## **9. DISCUSSION ITEMS**

- A. Economic Development Corporation of San Benito County (EDC) - San Benito County Comprehensive Economic Development Strategy (CEDS) strategy schedule for publication of the draft and public review.

Renee Wells, Economic Development Corporation of San Benito County provided the report.

The following members of the public commented on the report:

Diana De La Paz  
Cynthia Orozco  
Heliena Walton  
Elia Salinas  
Lori Wilson

- B. Revising Title 13 “Violations” by Repealing and Replacing Article 4 “Noticed Nuisance Abatement Procedure” and Article 5 “Emergency Nuisance Abatement Procedures” of Chapter 1 “Enforcement” by Adoption of an Ordinance Entitled “Alternative Public Nuisance Abatement Procedures.”

Mayor Jordan requested item be tabled and brought back to the next meeting.

- C. Receive presentation of the City’s Draft Budget for Fiscal Year 2023/24, and schedule workshops. Draft Fiscal Year 2023/34 Budget.

City Manager Reynolds introduced the City’s Draft Budget for Fiscal Year 2023-24. The Draft Budget is at City Hall and on the city’s website for review. The budget workshops will take place on Thursday, May 25, 2023 at 6:00 p.m.

No public comment received.

- D. Discussion related to letter dated April 26, 2023 regarding the Use of Name “San Juan Bautista Business Association.

Councilmember Sabathia requested this item be brought before the Council for discussion.

City Attorney Rathie reported on a letter the City received regarding the Use of the name San Juan Bautista Business Association.

The following members of the public commented on the report:

Gary Byrne, Community Foundation – via email  
Kathy Z. Johnson – via email  
Jeana Arnold, PG&E Government Affairs – via email  
Linda Ginn  
Jill Pagan  
Fran Fitzharris  
Heliena Walton

- E. Revisiting Zoning Code Section 11-04-110 Regarding Regulation of Large-Scale Retail, Formula Retail, Formula Restaurant and Formula Visitor Accommodations Businesses.

Mayor Jordan requested this item be tabled and brought back to the next meeting.

## **10. ACTION ITEMS**

### **A. Approve the Agreement with the City of Hollister for Domestic Wastewater Treatment**

City Manager Don Reynolds provided the report.

No public comment received.

MOTION:

Upon motion by Councilmember Sabathia, second by Mayor Pro Tem Freeman, Resolution 2023-35 authorizing the Mayor to execute the Agreement with the City of Hollister, and directing the City Manager to present the Agreement to the City of Hollister for approval, was approved.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None. Motion Carried.

### **B. Approve a Public Utility Easement Deed from the City of Hollister for the Sanitary Sewer Force Main to Hollister Project.**

City Manager Reynolds provided the report.

No public comment received.

MOTION:

Upon motion by Councilmember Sabathia, second by Mayor Pro Tem Freeman, Resolution 2023-36 authorizing the Mayor to execute the Public Utility Easement Deed (“Deed”) for the transportation of domestic wastewater (the “Grantee’s Facilities”) along with the right of ingress and egress over, upon and across that certain real property commonly known as San Benito County APNs 052-100-0010 (2690 Old San Juan Hollister Road) and 052-100-0070 (2690 Old San Juan Hollister Road. and direct the City Manager to present this Easement to the City of Hollister for approval, was approved.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None. Motion Carried.

### **C. Review Zoning Ordinance Chapter 11-04 Additional Development Standards, Section 11-04-030 Mixed Use, Commercial and Industrial Districts.**

City Manager Reynolds provided the report. Staff recommends the matter be referred back to the Planning Commission for deliberation.

The Council agreed that Zoning Ordinance Chapter 11-04 stay and have the Planning Commission reevaluate and bring back recommendations to the City Council.

The following members of the public commented on the report:

Lori Wilson  
Jim Leibold  
Jose Aranda  
Cynthia Orozco  
Chris Martorana  
Diana Del Paz

Assistant City Manager/Community Development Director Brian Foucht pointed out that the characteristics of the Ordinance and that is that it applies to all commercial uses and Industrial uses not simply commercial uses in the downtown district or the mixed-use area. By staying the Ordinance, generally, all commercial and all industrial uses in the community are affected.

**MOTION:**

Upon motion by Councilmember Sabbatia, second by Councilmember Freels, the City Council directed the Planning Commission to evaluate and recommend to the City Council alternatives for amendment of Zoning Ordinance Section 11-04-030 and any related Zoning Ordinance provisions.

AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan; NOES: None; ABSTAIN: None; ABSENT: None. Motion Carried.

**11. ADJOURNMENT**

Motion to adjourn by Councilmember Freels, second by Councilmember Sabathia. All in favor. There being no other business, Mayor Jordan adjourned the meeting at 10:55 p.m.

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, Deputy City Clerk

**Treasurer's Report**  
**For the Ten-Month Period Ended April 30, 2023**  
**(83% of fiscal year)**

**General Fund ~**

General revenues are at 85% for the year to date. Correspondingly, general fund expenditures are at 64% for the year to date. The net effect is a positive change in general fund balance of \$785k.

**Water Enterprise Fund ~**

The water enterprise fund revenues are at 85% for the year to date, and expenses are at 78%. The net effect is a positive change in the water enterprise fund of \$401k.

**Sewer Enterprise Fund ~**

The sewer enterprise fund revenues are running at 106% for the year to date, and expenses are at 83%. The net effect is a positive change in the sewer enterprise fund of \$486k.

**City of San Juan Bautista**  
**Revenues ~ Budget Vs. Actual**  
**For the Ten Month Period Ended April 30, 2023**

Item #5E  
City Council Meeting  
June 13, 2023

<b>REVENUES</b>	<b>FY22</b>	<b>FY23</b>	<b>Annual</b>		<b>YTD</b>	
<b>Fund</b>	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Difference</b>	<b>83%</b>	<b>Notes</b>
<b>General Fund</b>	2,123,523	2,328,531	2,737,935	(409,404)	85%	
<b>Special Revenue Funds:</b>						
Capital Projects Fund	313,693	1,909,088	3,186,996	(1,277,908)	60%	<b>B</b>
Community Development	69,016	52,018	404,514	(352,496)	13%	<b>A</b>
COPS	134,870	127,027	100,000	27,027	127%	<b>C</b>
Parking & Restroom Fd	37,481	23,417	26,000	(2,583)	90%	
Gas Tax Fund	80,719	78,829	98,520	(19,691)	80%	
Valle Vista LLD	17,587	22,108	26,529	(4,422)	83%	
Rancho Vista CFD	53,774	55,434	66,521	(11,087)	83%	
Copperleaf CFD	17,464	18,875	22,650	(3,775)	83%	
<b>Internal Service Funds:</b>						
Blg Rehab. & Replace	31,667	31,667	38,000	(6,333)	83%	
Vehicle Replacement	50,000	50,000	60,000	(10,000)	83%	
<b>Enterprise Funds:</b>						
Water						
Operations	933,663	1,026,665	1,213,800	(187,135)	85%	
Capital	92,555	-	79,350	(79,350)	0%	<b>B</b>
Sewer						
Operations	1,044,830	1,253,276	1,185,000	68,276	106%	
Capital	6,244	-	484,352	(484,352)	0%	<b>B</b>
<b>TOTAL Funds</b>	<b>2,883,563</b>	<b>4,648,403</b>	<b>9,730,167</b>	<b>5,081,764</b>	<b>48%</b>	

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

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

C ~ COPS revenues are coming in higher than anticipated at the time of budget.

**City of San Juan Bautista**  
**Expenditures ~ Budget Vs. Actual**

Item #5E  
City Council Meeting  
June 13, 2023

**For the Ten Month Period Ended April 30, 2023**

<b>EXPENDITURES</b>	<b>FY22</b>	<b>FY23</b>	<b>Annual</b>		<b>YTD</b>	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>83%</u>	<u>Note</u>
<b>General Fund</b>	1,360,089	1,543,340	2,425,349	(882,009)	64%	
<b>Special Revenue Funds:</b>						
Capital Projects Fund	313,693	1,909,088	3,186,996	(1,277,908)	60%	A
Community Development	547,402	569,571	671,289	(101,718)	85%	
COPS	83,333	83,333	100,000	(16,667)	83%	
Parking & Restroom Fd	-	-	2,500	(2,500)	0%	
Gas Tax Fund	13,994	17,274	19,000	(1,726)	91%	
Valle Vista LLD	54,438	23,336	26,529	(3,193)	88%	
Rancho Vista CFD	37,904	30,744	66,521	(35,777)	46%	
Copperleaf CFD	13,810	16,268	22,650	(6,382)	72%	
<b>Development Impact Fee Funds</b>						
Public/Civic Facility	2,254	2,250	2,700	(450)	83%	
Library	10,499	3,700	4,440	(740)	83%	
Storm Drain	2,862	2,860	3,432	(572)	83%	
Park In-Lieu	249	250	300	(50)	83%	
Public Safety	714	710	852	(142)	83%	
Traffic	360	360	432	(72)	83%	
<b>Enterprise Funds:</b>						
Water:						
Operations	662,231	625,850	805,232	179,382	78%	
Capital	96,807	13,475	79,350	65,875	17%	A
Sewer						
Operations	674,808	767,024	923,911	156,887	83%	
Capital	751,558	474,657	484,352	9,695	98%	
<b>TOTAL Funds</b>	<b>3,316,430</b>	<b>4,540,750</b>	<b>8,825,835</b>	<b>4,285,085</b>	<b>51%</b>	

**Footnotes:**

A ~ Capital fund transfers/costs are budgeted to be incurred by these funds. Since the costs/transfers occur sporadically during the year, they do not always align with the to date percentages, or prior year amounts. Additionally, some projects have been moved to the next fiscal year.

1110 - Operating  
Acct. 1948

<u>Effective Date</u>	<u>Check Number</u>	<u>Vendor Name</u>	<u>Matching Document Date</u>	<u>Check Amount</u>
4/3/2023	216596	Able Septic Tank Service	1/18/2023	1,740.00
4/3/2023	216597	Adriana Ambriz	4/3/2023	38.74
4/3/2023	216598	All Clear Water Services	3/31/2023	4,100.00
4/3/2023	216599	AVAYA	4/5/2023	250.66
4/3/2023	216600	Baker Supplies and Repairs	2/10/2023	291.80
4/3/2023	216601	Bill Jacobson Trucking	3/10/2023	435.00
4/3/2023	216602	Citygate Associates, LLC	3/31/2023	21,449.40
4/3/2023	216603	Clark Pest Control	4/1/2023	111.00
4/3/2023	216604	Clear Gov Inc.	3/3/2023	11,330.00
4/3/2023	216605	Cypress Water Services	3/31/2023	11,175.00
4/3/2023	216606	Data Ticket Inc.	2/28/2023	400.00
4/3/2023	216607	Department of Conservation	3/31/2023	162.79
4/3/2023	216608	Hollister Auto Parts, Inc.	3/15/2023	334.65
4/3/2023	216609	Civic Well	2/28/2023	10,078.26
4/3/2023	216610	Mc Kinnon Lumber Co., Inc.	2/28/2023	329.41
4/3/2023	216611	McKim Corporation	3/20/2023	584,113.92
4/3/2023	216612	Monterey Bay Analytical Services	3/21/2023	1,707.00
4/3/2023	216613	MuniBilling	4/1/2023	449.31
4/3/2023	216614	New SV Media	3/31/2023	308.40
4/3/2023	216615	Ridgeline Municipal Strategies, LLC	3/31/2023	7,817.50
4/3/2023	216616	Ross Recreation Equipment, Inc.	3/31/2023	152.97
4/3/2023	216617	True Value Hardware	2/27/2023	261.16
4/3/2023	216618	United Rotary Brush Corporation	1/20/2023	968.70
4/3/2023	216619	Wallace Group	2/28/2023	847.51
4/3/2023	216620	Wendy L. Cumming, CPA	3/31/2023	5,651.25
4/19/2023	216621	4Leaf, Inc.	3/31/2023	1,679.20
4/19/2023	216622	ACWA Health Benefits Authority	5/1/2023	12,950.65
4/19/2023	216623	at&t	4/7/2023	101.36
4/19/2023	216624	att.com	4/1/2023	66.69
4/19/2023	216625	Brian Foucht	3/31/2023	365.14
4/19/2023	216626	ByWater Solutions	5/1/2023	1,050.00
4/19/2023	216627	C & N Tractors	3/22/2023	120.92
4/19/2023	216628	Carmen Lujan	3/17/2023	14.41
4/19/2023	216629	CCMF City Management Foundation	7/1/2023	400.00
4/19/2023	216630	Charter Communications	3/27/2023	581.96
4/19/2023	216631	City of Hollister	3/31/2023	60,103.91
4/19/2023	216632	EMC Planning Group Inc.	3/31/2023	353.10
4/19/2023	216633	Ferguson Enterprises LLC	3/31/2023	51.44
4/19/2023	216634	Hamner Jewell Associates	3/31/2023	679.25
4/19/2023	216635	Herc Rentals	3/10/2023	4,561.00
4/19/2023	216636	Jessica Sin	4/11/2023	36.28
4/19/2023	216637	John Freeman	4/5/2023	148.16
4/19/2023	216638	Leslie Q. Jordan	4/5/2023	49.39
4/19/2023	216639	Mishele NewKirk-Smith	4/3/2023	675.56
4/19/2023	216640	MNS Engineers, Inc.	3/31/2023	9,855.00
4/19/2023	216641	Monterey Bay Air Resources Dist.	3/31/2023	832.00
4/19/2023	216642	Monterey Bay Analytical Services	3/27/2023	2,027.00



4/19/2023	216643	New SV Media	4/7/2023	1,139.80
4/19/2023	216644	P G & E	3/31/2023	11,851.21
4/19/2023	216645	Petty Cash	4/4/2023	165.50
4/19/2023	216646	Ready Refresh	4/13/2023	258.09
4/19/2023	216647	Rx-Tek	2/3/2023	300.00
4/19/2023	216648	San Benito County Communications Div.	1/1/2023	68,436.42
4/19/2023	216649	San Benito County Sheriff	1/1/2023	91,162.48
4/19/2023	216650	San Juan Bautista Historical Society	3/7/2023	570.00
4/19/2023	216651	Sprint	4/7/2023	452.72
4/19/2023	216652	US Bank Equipment Finance	5/7/2023	249.61
4/19/2023	216653	ACWA Health Benefits Authority	5/1/2023	5,051.56
4/28/2023	216654	4Leaf, Inc.	3/31/2023	8,541.43
4/28/2023	216655	AFLAC	4/30/2023	934.44
4/28/2023	216656	C & N Tractors	3/10/2023	2,176.79
4/28/2023	216657	CALNET	4/19/2023	374.60
4/28/2023	216658	Code Publishing Company	3/22/2023	775.50
4/28/2023	216659	Design Line & Granger	4/20/2023	434.82
4/28/2023	216660	EMC Planning Group Inc.	1/31/2023	2,606.29
4/28/2023	216661	Ferguson Enterprises LLC	4/14/2023	42.48
4/28/2023	216662	Herc Rentals	3/11/2023	1,442.18
4/28/2023	216663	KBA Docusys	4/6/2023	405.05
4/28/2023	216664	Kysmet Security & Patrol Inc	1/31/2023	30,377.00
4/28/2023	216665	Monterey Bay Analytical Services	3/3/2023	4,226.00
4/28/2023	216666	Pacific Coast Tree Service	3/31/2023	2,925.00
4/28/2023	216667	Postmaster	4/20/2023	290.00
4/28/2023	216668	Regional Government Services	3/31/2023	2,598.53
4/28/2023	216669	Revize LLC	5/1/2023	1,975.00
4/28/2023	216670	Ridgeline Municipal Strategies, LLC	3/31/2023	5,015.00
4/28/2023	216671	Ross Recreation Equipment, Inc.	4/25/2023	145.32
4/28/2023	216672	Smith & Enright Landscaping	4/30/2023	3,915.00
4/28/2023	216673	Staples	4/12/2023	733.08
4/28/2023	216674	State Compensation Insurance Fund	5/21/2023	5,338.75
4/28/2023	216675	State Water Resources Control Board	5/16/2023	34,800.00
4/28/2023	216676	Tri-County Fire Protection, Inc.	4/20/2023	311.20
4/28/2023	216677	Valero Wex Bank	4/15/2023	<u>1,008.80</u>

Report Total				<u>1,052,236.50</u>
--------------	--	--	--	---------------------

# City Manager Monthly Report June 13, 2023

## Sewer Project

Closed Bids June 2, 2023

Award Contract July 18, 2023

2 Agreements with Hollister for approval 06.20.2023

Permanent 40-yr Agrmt. to accept SJB wastewater

Easement Agreement

Buying Environmental Mitigation Credits 07.18.2023

Completing the Financial Plan now that bids have come in

# City Manager Monthly Report

Water District and Import Surface Water Status

Met May 16th with the new General Manager

Goal to completion is Summer of 2025

Agreed to pursue the simplest path forward

Focus on using old Highway 156 after Relinquishment

Will require some form of chlorination at Well 6

Updating the MOU to reflect these changes

Confirming cost assumptions from 2021

# City Manager Monthly Report

Water District continued

Pipe from West Hills Treatment Plant

Owned by the City not the District

District will construct and finance it

Easier for the City to secure grants and loans

Will have an easement to prevent any outside hook ups

City will provide the Operations and Maintenance of the pipe

Negotiating two easements from Cal Trans

Cal Trans Contractor to install two casings across Hwy 156

# City Manager Monthly Report

## Regional Water Master Plan

Completed, and City to receive a presentation

## Special Districts

City will publish a Request For Proposals for landscaping for all 3 special districts

Met with Rancho Vista May 18 –

Proposing a 3.3% increase (\$768.50 - \$793.86)

Truck Traffic, Animal Control, flooding and repairs, emergency preparedness

Met with Valle Vista (Creek Bridge) May 24-

Proposing a 10% Increase (\$603.36 to \$663.56)

Exploring ways to reduce the need for a landscape contractor, drought tolerant

Met with Copperleaf May 31-

Proposing a 5% increase (\$487.68 to \$514.78)

Flooding, Cal Trans 156 project, pans for industrial properties

# City Manager Monthly Report

415 San Juan Hollister Road-

nuisance property status-

approved JD Powers for CEQA

met with realtor several times

“negotiating” temporary use limitations with the owner

Urban Growth Boundary/Sphere of Influence Committee met twice

Reviewed definitions, and role of Committee, status of mapping

Fireworks- Cal Cities Workshop 05.23.2023

300 plus attended

Focus on adopting an ordinance for property owner’s liability

Almost all cities allowed safe and sane fireworks

High rates of intoxicated constituents = law enforcement needed

City placing banners out now, will have cameras and special duty officers

# City Manager Monthly Report

Strategic Plan –

Workshops June 2 and 3

Incorporated updated survey results into the Budget

7 of the 158 responses were in Spanish

Surveys include comments

Posted on the City website

Expect a draft report in July

5-year Plan completed in August/September

“Respectful, Respond, Helpful, Friendly” service branding

Completed 2 Budget Workshops

Rolling out Summer programs

City Manager Monthly Report

**QUESTIONS?**





## **CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT**

---

**DATE:** JUNE 13, 2023

**DEPARTMENT:** CITY MANAGER

**FROM:** DON REYNOLDS

**BY:** DON REYNOLDS

**TITLE:** DISCUSS THE AWARD OF A \$50,000 GRANT FOR YOUTH MENTORING FROM THE NATIONAL PARK AND RECREATION ASSOCIATION (“NRPA”)

### RECOMMENDED MOTION:

No motion is being recommended.

### RECOMMENDATION:

That the City Council discuss the attached grant application and award from the National Park and Recreation Association, (“NRPA”) and the proposed Memorandum of Understanding and direct staff as deemed appropriate.

### EXECUTIVE SUMMARY:

On April 18, the City Manager was informed that a grant had been submitted on behalf of the City March 30<sup>th</sup>, 2022. On May 19<sup>th</sup>, I was emailed news that the City had been awarded this grant a grant referred to as a “Out of School” Youth Mentoring Grant (“Grant”), for \$50,000 for three years (turns out to be \$50,000 to spent over three years, not \$150,000). I informed the City Council of this news, stating that I was looking into it, but it relies upon administrative systems not yet in place in our City. The attached MOU with the NRPA is required to be signed by June 15, 2023. I talked with the NRPA and explained that the City was not prepared to sign the MOU and they granted an extension allowing the City time for further consideration until July 31, 2023. This is why the NRPA grant is being presented to City Council for consideration at this time.

### BACKGROUND:

The City has been developing interest in the community to develop a recreation program. This why the City approved a new position and job description at its med-year budget deliberation February 21, 2023. A part-time Recreation Technician is being recruited for now. There are funds budgeted to support this position in the proposed budget for Fiscal Year 2023/24.

The grant is sponsored by the Department of Justice. Its fiscal administration requires specific training of City staff, that will have to be completed before funds are disbursed. Staff received the budget after talking with the NRPA Friday June 2. The budget identifies two City recreation positions to support this program, when only one has been approved, part-time, that has not yet been filled.

#### DISCUSSION:

Mentoring youth requires staff and volunteers to have credentials not limited to extensive background checks and finger printing. The City would have to rely volunteers to do this. The City has no system in place for recruiting and qualifying sufficient volunteers to work with youth for this program. It recommends one-one mentoring opportunities and the protocol for working with youth is to always have two adults present. The City Attorney recommended before agreeing to do this, that several volunteer related personnel policies be adopted, addressing the potential for abuse and neglect. The City's risk insurance carrier suggested subcontracting to an experienced and qualified service provider.

With these concerns in mind, staff reached out to the Aromas San Juan Bautista School District and Central Coast YMCA. Perhaps the City could contract with an organization that is already geared up for this work. The School District is unable to respond but support the program with students if the City found a way to move forward. It already has a summer enrichment program with 90-students enrolled in June 15<sup>th</sup> and July 28 that include lunch (flyer attached and being promoted with the City's help). The Central Coast YMCA is excited about the opportunity to return to San Benito County where they used to do a lot of work, but have not recently. They can offer two programs geared towards teens related to "Government Model Legislation and Court" and Government and United Nations program (flyers for Monterey County and Santa Cruz County attached).

In conversation with the NRPA, the CCYMCA programs may be able to fit into this grant model. Further exploration and understanding is required. The final budget and MOU are due at the end of July. If necessary, the City could consider this matter and possible agreement with the Central Coast YMCA at its July 18, 2023 City Council meeting.

#### ATTACHMENTS:

1. Grant Application
2. Grant Budget (one for each year)
3. National Recreation and Park Association Out of School Time Youth Mentoring Grant Team
4. Grantee Check List
5. Memorandum of Understanding with the National Park and Recreation Association

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), entered into as of the date of the last signature affixed hereto (Effective Date), is made between **National Recreation and Park Association, Incorporated**, (UEI #: P3MFNAKCQZJ6), a New York not-for-profit corporation and Section 501(c)(3) organization located at 22377 Belmont Ridge Road, Ashburn, Virginia, 20148 (NRPA) and the **City of San Juan Bautista** (UEI #: F3MJXGR7KXW5) with a mailing address of 311 2nd St, San Juan Bautista, California 95045, a provider of park, recreation, or community services in San Juan Bautista, California (Subgrantee).

### 1. Purpose

The purpose of this MOU is to confirm approval of the terms governing the acceptance and use of Fifty Thousand Dollars (\$50,000) made available to Subgrantee for the implementation of the project selected for grant funding (Project): Mentoring Opportunities for Youth Initiative. This award is made possible through the support of the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) Award Number 15PJDP-22-GG-03844-MENT in the total amount of \$1,995,833 and approved by DOJ Official Maureen Henneberg on September 28, 2022. NRPA is managing the administration of CFDA #: 16.726 – Juvenile Mentoring Program, the 2022 OJJDP FY22 Multistate Mentoring Programs Initiative (Program). Grants made through this Program are intended to provide mentoring services for youth through local park and recreation agencies. The full project description is attached as Appendix B.

Having been selected as a recipient of funding through this Program, Subgrantee is required to accept the terms contained within this MOU in order to receive funding as a grant recipient.

### 2. Project Funding

In compensation for services rendered pursuant to this Agreement, Subgrantee shall be paid a total of \$50,000 over the full grant period. Subgrantee will submit a budget for approval to NRPA by July 31, 2023, and upon written approval Subgrantee will receive funds through a cost reimbursable model, submitting quarterly financial reports to the NRPA program officer that will contain an invoice, itemized transactions, and receipts for all expenses to NRPA. Subgrantee must be in good standing, complete all project requirements, and all expenses must be allowable and in accordance with the DOJ Financial Guide and with the goals of the grant in order to receive funds. No matching funds are required and it is expressly understood that the NRPA has no obligation to provide additional support or funds to the Subgrantee for this Project or any other project of purposes.

The annual performance period and reimbursement schedule is outlined as follows:

- Performance period of October 1 – December 31, report to be submitted to NRPA by January 31
- Performance period of January 1 – March 30, report to be submitted to NRPA by April 30
- Performance period of April 1 – June 30, report to be submitted to NRPA by July 31
- Performance period of July 1 – September 30, report to be submitted to NRPA by October 31
- \*Final report - all grant funds must be spent by September 29, 2025. The final financial report will be due to NRPA by September 29, 2025, and final reimbursement will occur shortly thereafter.

### 3. Subgrantee Program Administration and Implementation Requirements

Subgrantee will implement Project in alignment with NRPA guidelines and timeline below:

- A. Work with NRPA staff to complete all grant administrative tasks including:
  - a. Submit a copy of the last 2 years of audited financial statements for the organization.
  - b. Submit a proposed budget for approval to NRPA outlining all anticipated and allowable expenses for the grant period by July 31, 2023. Adhere to cost reimbursement schedule outlined above to receive grant funds on a quarterly basis. Any changes to the budget that are greater than 10% of

- the total budget and outside of a pre-approved line item require submission of a new budget and written approval by NRPA.
- c. Implement a financial management process to track expenses against the grant, document and ensure receipts of all expenditures, including staff time.
  - d. Submit quarterly financial reports to NRPA for reimbursement providing documentation of all expenses.
  - e. Complete all required data collection and performance measure reporting.
  - f. Participate in data collection efforts to include administering surveys provided by NRPA, hosting site visits (virtual or in-person) and supporting focus groups as requested and administered by NRPA.
  - g. Participate in required trainings and technical assistance offerings.
  - h. Maintain and protect programmatic records for staff, mentors and mentees.
  - i. Adhere to all Special Conditions on the award outlined in Appendix A of the MOU.
- B. Work with NRPA staff to complete all grant programmatic and implementation tasks including:**
- a. Work with the National Mentoring Resource Center to receive no-cost technical assistance.
  - b. Develop a youth mentoring program utilizing NRPA's Youth Mentoring Framework, to implement group and one-on-one youth mentorship and family engagement opportunities within parks and recreation.
  - c. Engage partners, stakeholders, and youth in the development and design of the mentoring program.
  - d. Develop program practices and policies that support effective mentoring practices and prioritize the safety and well-being of all participants.
  - e. Administer surveys to mentees, mentors and program staff at the beginning and end of the mentoring cycle.
  - f. Participate in trainings, technical assistance, monitoring activities, and peer networking offerings (approximately one per month via virtual meetings, emails or phone calls) throughout the course of the grant focused on core standards of practice, family engagement, and substance use prevention.
  - g. Host a site visit for NRPA staff and stakeholders to observe program, provide capacity building support and monitor the award.
  - h. Share stories, lessons learned and challenges with NRPA on an ongoing basis.

#### **4. Promotion**

NRPA and OJJDP may use the Subgrantee and/or park names, photos, and/or information in connection with the Project for promotional or other purposes associated with the Project, in any and all media, without limitation and without further payment, notification, or permission, except where prohibited by law. If the Subgrantee's photo release form does not cover promotional and other uses, NRPA can provide one upon request.

NRPA also grants Subgrantee a limited, non-exclusive, and royalty-free license to use NRPA's name, trademark, logos, and other identifying marks ("Licensed Marks") for promotional or other purposes associated with the Project, unless prohibited by law. NRPA shall have the right to review and approve the use of the Licensed Marks, as well as any and all related promotional and advertising material, in order to ensure that the use of the Licensed Marks meets NRPA's quality assurance standards.

Subgrantee shall provide NRPA and OJJDP an opportunity to review and approve any statement, message or use of the NRPA logo related to this grant or Project in advance of its release to the public. Any promotion, public announcement, annual report or promotion relating to the Grant Funds or Project shall be subject to the prior review of the National Recreation and Park Association and OJJDP.

All Parties shall retain all title, ownership, rights, and intellectual property rights in their own respective marks, logos, content, materials, tools and intellectual property. Under no circumstance will any Party to this MOU use

another Party's Licensed Marks in a false, misleading, or disparaging manner. Upon completion of the Project, Parties shall, at their own expense, return all copies Licensed Marks to their respective owners beyond what is necessary for record-keeping purposes.

## **5. Limits of Liability**

To the fullest extent permitted by applicable law, Subgrantee hereby release OJJDP and NRPA, and each of their directors, officers, managers, members, employees, agents, attorneys, advisors, consultants, volunteers and other like parties (collectively the "Support Parties"), from any liability whatsoever relating to or arising out of the Project or the use of the Grant Funds. Subgrantee further waives any right to sue or bring any action of any kind against the Support Parties relating to or arising out of the Project or the use of the Grant Funds. This limitation of liability shall apply whether the Support Parties' liability arises due to breach of contract, breach of warranty, or as a result of tortious conduct, including, but not limited to, negligence (of any kind), strict liability, statutory liability, or any other causes of action.

NRPA's liability, if any, arising out of or in any way related to the relationship and/or dealings between NRPA and Subgrantee, shall be limited to the payment amounts paid pursuant to this MOU. NRPA shall not be liable for any damages caused by or arising out of the acts or omissions of a third party.

## **6. Indemnification**

To the fullest extent permitted by applicable law, Subgrantee shall indemnify, defend and hold harmless the Support Parties from any and all causes of action, suits, settlements, judgments, liens, indebtedness, damages, losses, costs, expenses, fees (including attorney's fees and costs), penalties, claims, claims for relief, liabilities and demands of every kind, nature, and character (collectively, "Claims") relating to or arising out of: (i) Subgrantees' involvement in the development, planning, demolition, construction, installation, implementation, maintenance, repair and/or management of the Project; (ii) any failure by Subgrantees to comply with any applicable laws, rules and/or regulations (including, without limitation, building, safety and fire codes, etc.); (iii) Subgrantee's negligence, misconduct, or malfeasance of Subgrantee or their agents or representatives; or (iv) any breach by Subgrantee of any agreement involving the Project or the use of the Grant Funds. In no event shall the Support Parties be liable for any punitive, exemplary, special, incidental, indirect or consequential damages of any kind (including, but not limited to loss of profits, loss of reputation and/or loss of current or prospective business advantage, even where such losses are characterized as direct damages) arising out of or in any way related to the relationship and/or dealings between the parties, regardless of whether the claim under which damages are sought is based upon contract, tort, negligence (of any kind), strict liability or otherwise, and regardless of whether the parties have been advised of the possibility of such damages at the time of contracting or otherwise. In such cases where Subgrantee's obligation to indemnify may be limited due to the requirements of federal, state, or local laws, Subgrantee shall be responsible for the ordinary negligent acts and omissions of Subgrantee's agents and employees causing harm to persons not a Party to this MOU.

## **7. Confidentiality**

During the term of this MOU, the Parties may learn certain Confidential Information of each other. For purposes of this MOU, "Confidential Information" means the confidential and proprietary information, not generally known by non-party personnel, used by the disclosing party and which is proprietary to the disclosing party, and includes, without limitation, the disclosing party's trade secret or proprietary personnel, financial, marketing and business information, including strategic, operations and other business plans or forecasts, and Confidential Information provided by the disclosing party regarding its employees, customers, vendors, sponsors and other contractors. The receiving party shall: (i) protect and safeguard the confidentiality of the disclosing party's Confidential Information with at least the same degree of care as the receiving party would protect its own Confidential Information, but in no event with less than a commercially reasonable degree of care; (ii) not use the

disclosing party's confidential information, or permit it to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this MOU; and (iii) not disclose any such Confidential Information to any person, except to the receiving party's officers, employees, consultants, accountants, and legal advisors who are bound by written confidentiality obligations and have a need to know the Confidential Information to assist the receiving party, or act on its behalf, to exercise its rights or perform its obligations under this MOU.

## **8. Term**

The term of this MOU will commence on the Effective Date and shall continue until September 29, 2025.

## **9. Use of Grant Funds**

The Subgrantee shall use the full amount of the grant for the purposes set forth in Section 1. Unless otherwise agreed in writing by the Grantor, the Subgrantee shall return any portion of the grant and the income earned thereon that is not expended for such purposes in accordance with Section 11. Per the DOJ Financial Guidelines, the Subgrantee is allowed to use the de minimis indirect cost rate of 10% applied to all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel. The indirect cost rate cannot be applied to equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, and participant support costs.

The Subgrantee agrees not to use any portion of the grant or any income derived from the grant for the following:

- A. To carry on propaganda or otherwise attempt to influence legislation within the meaning of Section 4945(d)(1) of the Code of 1986, as amended (the Code);
- B. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of the Code;
- C. To provide a grant to an individual for travel, study, or similar purpose within the meaning of Section 4945(g) of the Code, without prior written approval of Grantor.
- D. Payments of salaries, other compensation, or expense reimbursement to employees of the Subgrantee within the scope of their employment do not constitute "grants" for these purposes and are not subject to these restrictions;
- E. Except as expressly may be authorized in the Grant Description, to provide a grant to any other organization without prior written approval of the Grantor; or
- F. To promote or engage in criminal acts of violence, terrorism, hate crimes, the destruction of any state, or discrimination on the basis of race, national origin, religion, military and veteran status, disability, sex, age, sexual orientation, or gender identity or expression, or support of any entity that engages in these activities.
- G. To travel to NRPA's Annual Conference or any other conference travel without prior written approval from Grantor.

The Subgrantee should adhere to DOJ's financial guide, which outlines allowable and unallowable expenses. A proposed budget must be approved in writing by NRPA at the beginning of the grant to ensure all expenses are allowable and in alignment with the goals of the grant. Subgrantee must notify NRPA in writing and obtain written approval of any proposed changes to the budget that are greater than 10% of the total project budget.

The subrecipient is expected to keep and maintain detailed books and records of all expenses relating to the Grant, and the Grant Funds (including, without limitation, all uses thereof and expenditures therefrom) during the Term and for a period of seven (7) years thereafter.

## **10. Observance of All Special Conditions**

Subgrantee agrees to accept all Special Conditions, as applicable to Subgrantee. A copy of all Special Conditions are attached to this MOU in Appendix A.

#### **11. Audit**

Grantee is expected to keep and maintain detailed books and records relating to the Grant, and the Grant Funds (including, without limitation, all uses thereof and expenditures therefrom) (collectively, the "Records") during the Term and for a period of seven (7) years thereafter (the "Audit Period"). NRPA and its assigns have the right to audit the Subgrantees' financial records relating to this MOU upon not less than ten (10) business days' advance written notice to Subgrantees by NRPA at any time during the Audit Period, at NRPA's sole expense, during Subgrantee's normal business hours. If as a result of an audit, NRPA determines that Grant Funds were not spent in accordance with the purposes of this Grant, the Subgrantees shall: (1) be required to return any Grant Funds not substantiated, and (2) reimburse NRPA for all costs and expenses incurred in connection with such audit. If NRPA determines that Grant Funds were used for fraudulent purposes, the Subgrantees shall be barred from participation in any further programs. Subgrantees shall further indemnify, defend, and hold the Support Parties harmless from any acts or omissions relating to its fraudulent use of the Grant Funds.

#### **12. Audited Financial Statements**

Subgrantee agrees to provide NRPA annually with a copy of its most recent Audited Financial Statement (AFS), including its OMB A-133 Audit, if applicable, within 120 days after the close of the fiscal year.

#### **13. Termination**

Either party may terminate this MOU at any time effective upon receipt of written notice by the other party of failure to perform. The non-performing party shall have sixty (60) days to cure its obligation. If the non-performing party fails to satisfactorily cure its obligation within this time this MOU will be terminated.

Neither party shall be liable to the other by reason of termination of this MOU for compensation, reimbursement or damages for any loss of prospective profits on anticipated sales or for expenditures, investments, leases or other commitments relating to the business or goodwill of any of the parties, notwithstanding any law to the contrary. No termination of this MOU shall release the obligation to pay any sums due to the terminating party which accrued prior to such termination.

#### **14. Compliance with Laws.**

Subgrantee will comply in full with all applicable federal, state, and local laws and regulations and rules of governmental agencies and bodies relating to Subgrantee's acceptance and use of the Grant Funds, including those that govern gifts, donations, contributions, expenditures, and anything else of value that benefit, directly or indirectly, public officials. Subgrantee agrees to notify Grantor immediately: (a) of any conduct on Subgrantee's part that may be in violation of any applicable federal, state and local laws and (b) if Subgrantee receives notice of, or otherwise becomes aware of, any actual or threatened investigation, action, litigation, or disciplinary or other proceeding of which Subgrantee is or may be a subject in connection with the Grant Funds and to the extent permitted by applicable law, shall provide Grantor with all written notices and communications received by Subgrantee relating to or any such investigation, action, litigation, or disciplinary proceeding.

#### **15. Governing Law, Jurisdiction, Venue and Dispute Resolution**

This MOU and the performance thereof shall be governed, interpreted, construed and regulated by the law of the Commonwealth of Virginia, without reference to or application of principles concerning conflicts of laws of any jurisdiction. Notwithstanding the foregoing, this governing law and venue provision shall not apply to a Subgrantee that is a state or public institution and afforded sovereign immunity under applicable state law. Before commencing any litigation arising out of or relating to the relationship of the parties, this MOU, or the breach hereof, the parties agree to negotiate in good faith to resolve such dispute within fifteen (15) business days of notice by the other party of such dispute. Should the parties fail to mutually resolve their dispute and commence

litigation, the parties hereby irrevocably consent to venue before the federal and state courts situated in the Commonwealth of Virginia and each party hereby irrevocably submits to the jurisdiction of such courts. The prevailing party in any action or litigation, including appeals, arising out of or related to this MOU shall be awarded its reasonable attorney's fees and costs. The Parties agree that NRPA would not have an adequate remedy at law and would be irreparably injured if Subgrantee breaches its covenants hereunder and NRPA shall be entitled to injunctive relief as a remedy for any breach or threatened breach hereof without showing or proving any actual damages.

#### **16. No Agency; Relationship of the Parties**

Each party and their respective officers, employees, agents, contractors and/or consultants are independent contractors and are not, nor shall they hold themselves out to as or claim to be, employees or agents of the other party or any department, agency or unit thereof; accordingly, neither party shall have any authority to enter into any agreement on behalf of the other party or otherwise cause the other party to incur any obligations whatsoever other than as set forth herein.

#### **17. Notices**

All notices, requests, demands and other communications required or permitted under this MOU must be in writing and will be deemed to have been duly given, made and received only (a) when personally delivered, or (b) on the date specified for delivery when deposited with an overnight courier service such as Federal Express for delivery to the intended addressee, or (c) when sent via facsimile, only so long as followed by a hard copy sent in a manner set forth in (a) or (b) above, or (d) when delivered via email, only so long as followed by a hard copy sent in a manner set forth in (a) or (b) above, each of the foregoing addressed as set forth below:

If to Subgrantee, to:

City of San Juan Bautista

311 2nd Street

San Juan Bautista, California 95045

Attn: Kim Calame

Email: [kim.calame@gmail.com](mailto:kim.calame@gmail.com)

If to NRPA, to:

National Recreation and Park Association

22377 Belmont Ridge Road

Ashburn, VA 20148

Attn: Kent Hunt, Program Manager

Email: [khunt@nrpa.org](mailto:khunt@nrpa.org)

#### **18. Entire Agreement.**

This MOU supersedes any and all agreements, either oral or written, between the parties hereto with respect to the subject matter covered herein and contains all of the covenants and agreements between the parties with respect to the Grant purpose and Project in any manner whatsoever. Each party to this MOU acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein, and that no other agreement, statement, or promise not contained in this MOU shall be valid or binding. Any modification of this MOU will be effective only if it is in writing signed by the parties hereto. Any changes, additions or deletions to this MOU, including the Project, must be approved in writing by all the parties. This MOU and all amendments may be signed in counterparts, each of which will constitute one and the same document. Any signature delivered via facsimile or



other electronic means shall be deemed an original signature to this MOU. The section headings contained in this MOU are for reference purposes only and shall not affect in any way the meaning or interpretation of this MOU.

**19. Severability.**

If any term, covenant, or condition of this MOU or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this MOU, or the application of such term, covenant, or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each and every remaining term, covenant, or condition of this MOU shall be valid and enforced to the fullest extent permitted by law.

*These parties have caused this MOU to be signed by their duly authorized representatives as of the date set forth.*

**National Recreation and Park Association**

**City of San Juan Bautista**

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

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

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

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

## **APPENDIX A: SPECIAL CONDITIONS**

### **1. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

### **2. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

### **3. Requirement to report actual or imminent breach of personally identifiable information (PII)**

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable

Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

#### **4. OJP Training Guiding Principles**

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

#### **5. Required training for Grant Award Administrator and Financial Manager**

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

#### **6. Effect of failure to address audit issues**

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

**7. Requirements of the award; remedies for non-compliance or for materially false statements**

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

**8. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to

attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

**9. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

**10. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

**11. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

**12. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and

reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

### **13. Requirement for data on performance and effectiveness under the award**

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

### **14. Requirements related to "de minimis" indirect cost rate**

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

### **15. Determination of suitability to interact with participating minors**

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

### **16. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ**

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

#### **17. Compliance with DOJ Grants Financial Guide**

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

#### **18. Encouragement of policies to ban text messaging while driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

#### **19. Potential imposition of additional requirements**

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

#### **20. Employment eligibility verification for hiring under the award**

##### **1. The recipient (and any subrecipient at any tier) must--**

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in

activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

## **2. Monitoring**

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

## **3. Allowable costs**

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

## **4. Rules of construction**

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.



D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

## **21. Restrictions and certifications regarding non-disclosure agreements and related matters**

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

### **1. In accepting this award, the recipient--**

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

### **2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--**

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

## **22. Reclassification of various statutory provisions to a new Title 34 of the United States Code**

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

## **23. All subawards ("subgrants") must have specific federal authorization**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

#### **24. Requirements related to System for Award Management and Universal Identifier Requirements**

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

#### **25. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

#### **26. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement

contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

**27. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)**

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

**28. Requirement to report potentially duplicative funding**

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

**29. Reporting potential fraud, waste, and abuse, and similar misconduct**

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at

<https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

- 30.** The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 120 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://justgrants.usdoj.gov/>

**31. Limit on use of grant funds for grantees' employees' salaries**

With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

- 32.** The recipient is authorized to incur obligations, expend, and draw down funds for travel, lodging, and per diem costs only, in an amount not to exceed \$15,000, for the sole purpose of attending a required OJP conference associated with this grant award. The grantee is not authorized to incur any additional obligations, or make any additional expenditures or draw downs until the awarding agency and the Office of the Chief Financial Officer (OCFO) have reviewed and approved the recipient's budget and budget narrative, and an Award Condition Modification (ACM) has been issued to remove this award condition.

**33. Justification of consultant rate**

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

**34. FFATA reporting: Subawards and executive compensation**

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

**35. Cooperating with OJP Monitoring**

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

- 36.** The award recipient must attend the Office of Juvenile Justice and Delinquency Prevention (OJJDP)-sponsored New Grantee Orientation training to be held during the first year of the project period at a location to be determined by OJJDP.

**37. Copyright; Data rights**

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce,

publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

### **38. OJJDP - Web Site Notice of Federal Funding and Disclaimer**

Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded in whole or in part through a grant from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

### **39. Recipient integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS**

The recipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, recipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

40. The recipient shall submit semiannual performance reports. Performance reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://justgrants.usdoj.gov>

**41. Withholding of funds: Disclosure of pending applications**

The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) an Award Condition Modification (ACM) has been issued to remove this condition.

42. The recipient may not obligate, expend, or draw down any award funds for indirect costs, unless and until either -- (1) the recipient submits to OJP a current, federally-approved indirect cost rate agreement, or (2) the recipient determines that it is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and advises OJP in writing of both its eligibility and its election.

The financial review of the budget for this award is pending. If the OJP Office of the Chief Financial Officer (OCFO) determines as part of its financial review that the recipient already has submitted the documentation concerning indirect costs described above, this condition will be released through a Grant Award Condition Modification (ACM) upon completion of the OCFO final budget review.

If the OJP OCFO instead determines as part of its financial review that the recipient has not yet submitted the required documentation concerning indirect costs, this condition will not be released until OJP (including its OCFO) receives and reviews a satisfactory submission.



## **APPENDIX B – PROJECT DESCRIPTION**

The National Recreation and Park Association (NRPA) seeks to build the capacity of park and recreation (P&R) agencies to develop, implement, and deliver evidence-based mentoring programs that increase youth academic performance and prevent, reduce, and address juvenile delinquency and other problem behaviors among at-risk youth in under-resourced communities through out-of-school time (OST) programs in local P&R. NRPA will build upon the success of our Mentoring in Parks and Rec Initiative, currently operating in 10 states, to expand youth mentoring services into a minimum of 10 new states while integrating two core focus areas: 1) OST Programming: the proposed approach leverages the power of P&R as safe OST settings for youth to participate in extracurricular activities that foster positive youth development; and 2) Diversity, Equity, and Inclusion (DEI): intentionally advancing DEI by targeting racially diverse and historically marginalized communities while increasing the ability of P&R professionals, mentoring/program staff, and mentors to apply DEI core competencies in mentorship programs.

NRPA will provide funding and capacity building assistance to up to 20 local P&R agencies to leverage NRPA's Youth Mentoring Framework to develop and expand evidence-based OST mentorship programs that center youth developmental assets. Through NRPA's request for proposal process, NRPA will engage a diverse cohort of P&R agencies to provide mentoring services to youth disproportionately at risk or high risk for juvenile delinquency, victimization, and juvenile justice system involvement, and/or who have less access to quality mentoring services, specifically Black, Hispanic, American Indian and Alaska Native youth; LGBTQ+ youth; and youth from low-income communities. P&R agencies will establish one-on-one and group mentoring opportunities, plus implement family engagement activities to improve social, emotional, academic, and behavioral outcomes and reduce risk factors for juvenile delinquency.

Each grantee will serve an average of 350 youth, including 50 youth through one-on-one mentoring and 300 through group mentoring, for a total of 7,000 youth served through this project. NRPA will recruit and train 1,200 adult mentors (including OST teachers/counselors/coaches) to provide evidence-based mentoring services. NRPA will support grantees' implementation of family engagement activities to reach at least 5,000 family members.

The cohort of P&R subgrantees will participate in NRPA's Equity in Practice Fellowship program to build core competencies in DEI for application into their mentorship programs. NRPA will create additional resources for applying DEI in mentoring programs, and for family engagement, and program resources will be disseminated to 1,500 P&R professionals nationwide to support expansion of mentoring programs in additional communities.

## Page: Overview

Park and recreation agencies reach more than 40 million youth annually through OST (out-of-school) programs. As community-based providers of vital programming that supports youth development, park and recreation agencies are well-positioned to integrate evidence-based mentoring practices into these offerings to promote positive behavioral and social outcomes in communities where youth grow, live, learn, and play.

Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter.

Mentoring is proven to be a successful tool for increasing positive life outcomes in youth, including academic performance, school dropout rates, and self-confidence, while also decreasing risk factors and engaging in harmful behaviors. While mentoring can take many forms, most park and recreation agencies already deliver mentoring services to youth in some capacity and often serve as mentors themselves (examples include traditional OST activities like afterschool and summer programs, youth sports, workforce development programs, arts and cultural programs, etc.).

Given the many challenges facing youth today, the need for high-quality and community-based mentoring programs is growing rapidly.

The Out-of-School Time (OST) Youth Mentoring Program will provide funding, training, and peer networking opportunities to support park and recreation agencies as they develop and implement evidence-based mentoring practices into parks and recreation. Leveraging existing youth programs and using NRPA's Youth Mentoring Framework as a guide, grantees will establish or expand one-on-one and group mentoring programs. This opportunity will also support agencies to implement additional activities focused on improving social, emotional, academic, and behavioral outcomes, including family engagement and bullying prevention. The goal of this opportunity is to increase positive behaviors in youth, specifically academic performance and social-emotional well-being.

Agencies are encouraged to submit proposals that integrate more intentional one-on-one and group mentoring services and activities into their existing youth/out-of-school time offerings (afterschool care, STEAM, youth sports, environmental education, outdoor recreation, arts, cultural activities, etc.). Programs should prioritize youth who have historically faced barriers to high-quality youth development and mentoring programs. In alignment with NRPA's equity goals, programs should prioritize mentoring services to reach historically disenfranchised populations, specifically Black, American Indian/Alaska Native; Hispanic/Latino; Asian American; LGBTQ+ youth; and youth living in low-income communities.

Agencies selected will have access to the following benefits:

- Funding to support developing and managing a youth mentoring program.
  - Access to and training on NRPA's Youth Mentoring Framework (<https://www.nrpa.org/our-work/partnerships/initiatives/mentoring-in-parks-and-rec/nrpas-youth-mentoring-framework/>) and additional youth mentoring resources (<https://www.nrpa.org/our-work/partnerships/initiatives/mentoring-in-parks-and-rec/nrpas-mentoring-resources/>) to support the integration of evidence-based mentoring practices in one-on-one and group mentoring programs.
  - Ongoing coaching, peer networking support, and grants management support from NRPA and no-cost technical assistance and training from the National Mentoring Resource Center (<https://nationalmentoringresourcecenter.org/>) to support the implementation of evidence-based, high-quality mentoring programs through activities like:
    - Site visits from local and national professionals.
    - Training on the Elements of Effective Practice for Mentoring (<https://www.mentoring.org/resource/elements-of-effective-practice-for-mentoring/>).
    - Needs assessments, goal setting, program design, and action planning exercises.
    - Guidance on centering equity and cultural humility within youth mentoring programs.
    - Individual/group coaching and networking calls to help advance project/program goals.
    - Developing program policies and procedures to ensure the safety and well-being of mentees and mentors.
  - Access to NRPA's Equity in Practice (<https://learning.nrpa.org/equity-in-practice-certificate-program>) resources, including a resource database, virtual talks, and peer dialogue opportunities.
  - National visibility through channels including, but not limited to:
    - Articles in NRPA's *Parks and Recreation* magazine, NRPA's Open Space blog and podcast, social media, partner publications, and/or national press releases.
  - Opportunities to present at national conferences, including the NRPA Annual Conference.
  - Evaluation and performance measure tracking to support continuous improvement, program impacts, and program sustainability beyond the grant.
- Total amount of funding available: \$1,000,000
  - Number of grants to be awarded: up to 20 grants total
  - Grant amount: \$50,000 over a 3-year period

This award is supported by **Grant # 15PJDP-22-GG-03844-MENT** awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect those of the Department of Justice.

- The main applicant must be a local government agency that plans, builds and/or operates parks (e.g., municipal park and recreation department, tribal recreation department, etc.) OR an affiliated 501(c)(3) non-profit organization.
  - If the applicant is not a local government agency, the applicant is required to submit a letter of support from the park and recreation agency director or equivalent.
- Community leadership and community members (i.e., community-based organizations) should be included in planning and implementation of mentoring programs.
- At least one signed letter, email or video/audio interview demonstrating support and passion for starting a mentoring program from at least one of the following categories:
  - local elected leader (for example, mayor or county executive);
  - park and recreation director, and/or
  - community leader (outside of parks and recreation)
- Demonstration of a clear commitment to support youth and create opportunities for all that prioritizes justice, diversity, equity, and inclusion.

NRPA strives for a future where all people have access to the benefits of quality parks and recreation. When we achieve equity, all people thrive.

NRPA recognizes we are all on a journey to learning and understanding justice, diversity, equity and inclusion and how our personal and organizational actions, practices and policies impact Black, Indigenous, people of color, low-income individuals, and people with disabilities. Equity is a core pillar of NRPA, and we will award agencies who are committed to continued learning and action to break down barriers to opportunity and systemic racism through the power of parks and recreation.

An exemplary applicant will leverage this project to address inequities in their community and ensure that Black, American Indian/Alaska Native; Hispanic/Latino; Asian American; LGBTQ+ youth; youth living in low-income communities; and youth disproportionately at risk for poor academic performance, juvenile delinquency, victimization, and/or juvenile justice system involvement benefit from parks and recreation. As a means for advancing restorative justice, this project should prioritize investments in Black, Indigenous, low-income communities and communities of color that experience chronic underinvestment. The applicant will demonstrate strong community support and involvement in the planning, implementation, and facilitation of the mentoring program, while also recognizing and supporting the various benefits of a local community.

NRPA will conduct a two-part review process. Reviewers will undergo implicit bias training ahead of the review process to ensure all applications are fairly judged. **Applicants can download a copy of the RFP scoring rubric here.**

(<https://www.dropbox.com/s/k15tcvc2g62sl5v/2022%20OJJDP%20Multistate%20Scoring%20Rubric.pdf?dl=0>)

The first round of reviews will be based on the application itself including:

- Commitment to the goals of the grant and alignment with agency and community priorities.
- Commitment to increasing access to mentoring for historically disenfranchised populations, specifically Black, American Indian/Alaska Native; Hispanic/Latino; Asian American; LGBTQ+ youth; youth living in low-income communities; and youth disproportionately at risk for poor academic performance, juvenile delinquency, victimization, and/or juvenile justice system involvement.
- Commitment to prioritizing justice, diversity, equity and inclusion.
- Intention to partner with community-based organizations (CBOs), community leaders, and community members in the mentoring program planning, implementation, and stewardship.
- Community-level and agency leadership support.
- Strong project management plan.

The second round of reviews will include objective demographic, geographic, and community metrics (CDC's social vulnerability index and NORC's prosperity index) that will aid in the identification of a diverse cohort of finalists. The finalists will then participate in a short phone interview before final grantees are selected.

- Develop and implement a unique mentoring program, utilizing NRPA's Youth Mentoring Framework, focused on increasing academic performance and decreasing juvenile delinquency, victimization, and/or juvenile justice system involvement.
  - Work to engage Black, American Indian/Alaska Native; Hispanic/Latino; Asian American; LGBTQ+ youth; youth living in low-income communities; and youth disproportionately at risk for poor academic performance, juvenile delinquency, victimization, and/or juvenile justice system involvement.
  - You should set a goal of reaching at least 350 youth and 60 adult mentors over the course of the grant. Mentoring can be conducted in one-on-one or group settings.
  - Build a diverse leadership team with community leaders and members.
  - Develop mentoring program policies, practices, and plans grounded in equity.
- Participate in ongoing coaching, technical assistance calls, meetings (combination of individual, small group, and large group with NRPA, national partners, and other P&R agencies).
  - Attend virtual grantee kickoff training in 2023 (on or before June 19, 2023).
- Participate in evaluation efforts that include tracking your mentoring program activities (such as mentees and mentors involved and engagement events held), administering participant surveys, organizing interviews/focus groups and assisting with other data collection activities. Evaluation activities will foster mentoring program development while meeting the reporting requirements of our funder.
- Host family engagement events with a focus on bullying prevention.
- Share impact stories locally and with NRPA for national dissemination.
- Host NRPA for a site visit (in-person or virtual) over the course of the grant period and participate in monitoring activities.

Application Open	February 1, 2023
Application Closes	March 31, 2023
Communities Selected	On or before May 12, 2023
Kick-Off Call	On or before June 19, 2023
Training	Ongoing virtual training between July-September 2023

**A list of frequently asked questions can be found here**

([https://www.dropbox.com/s/yfm6h3kcgnu449v/Frequently%20Asked%20Questions\\_OJJDP%20Multistate%202022.pdf?dl=0](https://www.dropbox.com/s/yfm6h3kcgnu449v/Frequently%20Asked%20Questions_OJJDP%20Multistate%202022.pdf?dl=0)). NRPA will provide a pre-recorded webinar to provide an overview of the program and help answer applicant questions. If your question has not been answered in any of the resources above, please e-mail: [mentoring@nrpa.org](mailto:mentoring@nrpa.org) (mailto:mentoring@nrpa.org).

**Applications are due by March 31 at 11:59 PM PST**, and NRPA anticipates notifying applicants on or before May 12, 2023.

2

## Completing the Application

To help you fill out this form, NRPA allows multiple people to work on a single application. If you would like to invite a colleague or multiple colleagues to assist you in completing your application, click the Manage Collaborators button at the top-right of this form. From there, you will be able to add collaborators (all you need is their name and valid e-mail address). Keep in mind that your application can only be submitted by the individual who started this application. You may also revoke a collaborator's access at any time using the same menu.

## Multimedia Submissions

Applicants have the option of submitting parts of the application in written, video, or voice recording forms. These are clearly marked on each question. We encourage applicants to use the methods they feel most comfortable using but note that some questions require a written response. The video and voice recordings should clearly answer all components of each question. However, creativity is welcome. All methods of response will be equally scored during the review process without preference given to any one method. Examples of video or voice recordings could include: interview style with stakeholders (municipal or community partners, community members, park and recreation professionals, etc.), a story-telling format with images, clips, or descriptions of project focus areas (like a podcast), or a multimedia presentation.

You have the option to complete the entire application in writing or partially written and media. All written components must be submitted through this online application. If you are submitting a partial media application, you must provide written statements to questions where indicated. For all media question responses, you must indicate the questions covered through media response – this could simply be a sentence "Answered in the video" or "Answered in the attached podcast." There will be space at the end of the application to upload all media files. **Multimedia submissions should not exceed a total of 30 minutes combined.** Partial media applications must cover all points of each question. All applications, written or partial media, will be judged equally without preference to one method.

Regardless of written, video or voice recorded submissions, a complete application must be submitted through NRPA's online grant application system. **Applications are due by March 31 at 11:59 PM PST**, and NRPA anticipates notifying applicants on or before May 12, 2023.

## Page: General Information

### Organization Name

City of San Juan Bautista

### Organization Category

Local government agency that plans, builds, and/or operates parks (e.g., municipal park and recreation department, tribal recreation department, public works department)

### Organization Address

311 2nd St  
San Juan Bautista California 95045 US

### Organization Director Name

Don Reynolds

### Organization Director Email

citymanager@san-juan-bautista.ca.us

### Grant Contact Name

Kim Calame

### Grant Contact Email

kim.calame@gmail.com

### Unique Entity Identifier

SJB Community Recreation

## Page: Mentoring Project Proposal

alias24c6f5e476df4478b89525ee64e66e22

San Juan Bautista (SJB) is a small, historic community of 2,086 residents. We are also a destination for local outdoor recreation tourism, our historic mission, and our small shopping district. We are building a community recreation program. We are small but have a strong "volunteer" mindset. Our City Council members are all volunteers. As the lead for the effort, I have over 40 years of experience in youth/teen mentorship. In SJB, we have had an influx of newer homes with children, with limited opportunities for extracurricular recreation and socialization activities. We have a population of 54% Hispanic, and we need and will deliver recreation programs that mentor students by building life skills, homework support, and providing healthy activities that have a positive impact on our youth. I have worked with the YMCA and I have developed and implemented teen leadership and afterschool programs for Portland Parks and Recreation for over 32 years. I also managed 30 sites during summer programs where we provided a free lunch and positive recreation activities for youth. I have the ability to establish and facilitate youth/teen mentorship programs. We have also partnered with the local school district, and non-profit organization like Youth Recovery Connections, a substance abuse program.

alias6a6096b817dd4db2b66347e722c825a0

3

**alias3d94305b984b43bfad25494e6ebec912**

The biggest challenge for the youth and teen in our community is the lack of positive extracurricular activities. We are building a community driven, grassroots process in partnership with the city that will facilitate parks and recreation. Kids are asking for recreational sports programs, arts and music, and engagement to positively impact the community. With 54% Hispanic agricultural worker families we need to support the youth in our community with afterschool programming that involves homework support and recreational activities. Community Recreation programs will allow us to better engage the youth in our community through passive and active recreation programs. Our programs help develop confidence, build skills, provide experiences that become foundational thru life, and provides a connection and "place" within our whole community. Our programs are designed positively impact the quality of life for our families of all ethnic and economic levels. By facilitating mentors within the program structure, we provide options that will decrease obesity in kids, address and guide youth and teens about the hazards of drug use and provide appropriate options and encouragement for participation in living healthy lifestyles. Studies show that youth and teens that feel connected and are engaged within their community experience improved academic performance, a decreased in dropout rates, and they gain experience that build confidence and self-esteem.

**aliasd72e9b4cc1344c00a50868a662418195**

**alias63d6393b08b144d08c7af6ebe97bd635**

We are in our task oriented developmental stage and are working with the school district, which is starting an afterschool program. We will create a volunteer youth core to better engage our youth in the civic process of developing a community recreation program. Our program will focus on small groups with special attention provided to individuals as needed. We are also in development for a city sponsored SJB Teen Council program that will connect and give an advisory voice to our local government regarding the issues and needs surrounding our youth and teens. We will partner with Youth Recovery Connections, a non-profit partner in our community to address priorities for social issues which include drug abuse, socialization, obesity, and pathways to leadership. They have created relationships in our community and will collaborate with us to identify individual needs. Our school district partners, which includes teachers and administrators, have surveyed their students which has provided more information regarding the needs of the youth/teens in our community. Community Recreation programs have a positive impact on the health and wellness, both mental and physical, on our community. We are reacted to the needs and wants in our community, and we look at our Community Recreation program as a conduit to address individual and community issues.

**alias543145f34ee5426fa86e490bf37f70ce**

**aliasf672ed865d0844c89c87a3082a2eef0f**

We will incorporate the Youth Mentoring Framework to develop our SJB Youth Council program and as a framework for all of our recreation programs for all youth and teens. This framework is perfect for our visioning of future planning of programs for our community. It encompasses the necessary components that will address issues in our community.

**alias5276b1e5cef24197996eeaa615ec88b7**

**alias4784348b2241401f869af2ea54e136ed**

We are building our programs with a social equity mindset to open opportunities for community members of all backgrounds and ages to become active volunteers, leaders and participants in engaging programs that hold their interest, while also providing critical thinking skills to make healthy choices. As a public program, we welcome the opportunity to work with our very diverse population and to address the different needs within our community. We will work with our non-profit partners to provide positive alternatives through homework support, recreational opportunities, community engagement projects, and mentoring programs that support skills that can lead to employment.

**alias70226fe6b5d7416a95bfc975d9283544**

What race/ethnicity are the participants who will be served by your program? Please provide an estimated percentage for each to total 100%.

**American Indian or Alaskan Native**

4

**Asian and Pacific American Islander**

3%

**African American or Black**

2

**Hispanic or Latino**

54%

**White or Caucasian**

36%

**Bi-racial or Multi-racial**

7%

4

## Other

1

### Page: Project Management

#### projectTeam

The city council approved hiring a recreational employee to facilitate the organizational development of these community-based programs. They will become part of the project team.

Our team consists of 11 volunteers, appointed by the city, to facilitate an Economic Development Citizens Advisory Committee (EDCAC). One sub-committee is responsible for Community Relations/Resources. We hosted 3 community meetings regarding recreation with volunteers, government leaders, students, school administrators, teachers, non-profit and for-profit representatives. All have committed to collaborating to expand programming for youth and teens. As a committee, we have contributed over 4200 hours.

Community Relations and Resources Community: They have facilitated community engagement meetings to garner support and facilitate a community recreation program. They have connected with partners local and regional, and we have now moved to a task force style committees to address, programming, administrative structure and strategic funding. We are collaborating and prioritizing program delivery, budget development, administration, and funding. We are committed to this program and have the capacity and knowledge to build a sustainable program that serves the needs of our community, locally and regionally.

Non-profits: First Five and Youth Recovery Connections, will help identify needs and individuals that need support. They have the capacity and contacts to identify individual needs.

School District: The superintendent and principals at both schools are committed to this project. They have the capacity and some facilities that will support space for essential programming for the students. They provide educational support within the schools, and we piggyback to provide positive alternatives and skill building programs outside of school, such as out of school activities, homework support, a Teen Volunteer Corp, and a Teen Council.

There is a buzz in our community. We are filling a huge gap for our community and are committed to bringing an increased "Quality of Life" to our community.

**aliasbd84a3aa58fd404185d0b4c5eb55254c**

#### partnerships

We are partnering with such non-profit organizations such as Guitars Not Guns, which brings the skills of learning how to play instruments and then donates the instruments for each student that completes the first level class. This allows them to continue their music explorations as well as opportunities to continue on-going levels of instruction with this organization. We have built relationships with First 5 in order to service our very young community members and their families in a wholistic program of development and wrap around services for those in need of such. We partner with Boy Scouts to give them a space in which to safely meet and engage in some of their explorations for badges and leadership. We have several young adults in our community interested in building on and further developing and mentoring athletic activities for several as role models for younger children. We have several arts related activities through involvement with the San Benito Arts Council, local artists and artisans, the Teatro Campesino and our local school district. Our high school houses facilities such as a professional culinary kitchen, wood shop, theater facilities, visual arts studio, and lab facilities and equipment for media development. Add to this we have active engineer and data professionals interested in creating extracurricular STEAM activities in after school programs for coding and robotics. Youth Recovery Connections is important in addressing substance abuse and training for healthier life choices.

It takes a village! Our community is committed to elevating our services for all residents, but especially youth and teens. We know that we are our best resources because we have the passion to make our community more livable for everyone. We are small, but mighty! With a variety of funding strategies, we will make this happen for our community.

**alias46b922313c2a436187bdfc725027b540**

5

## untitled5

We are resurrecting a Teen Council and working with the school district to recruit applicants. This council will be attached to our City Council and will address teen issues. An adult volunteer will guide the council in learning civic processes such as community engagement, teen leadership, elections, and will facilitate events/programs designed to engage teens.

### Year 1

- Recruit teens for Teen Council in the Fall of 2023
- Begin monthly Teen Council elections/meetings in January 2024.
- Develop Mission/Vision/Goals
- Needs Assessment: Survey Teen community
- Partner with non-profits (Youth Recovery Connections for substance abuse)
- Provide teen recreation leadership programs as a pathway to employment, by training teens to assist in the facilitation of recreation programs and events. At age 13, teens can volunteer to assist with sports programs, camps, afterschool programs and more.
- Partner with schools to provide afterschool programs that include homework help, recreation activities, and arts/crafts. Mentors will work with youth to provide individual assistance and lead positive activities so that when the kids go home, they can enjoy family time.

### Year 2

- Develop STEM/STEAM programs for youth/teens.
- Provide nature-based activities; hiking, survival, stewardship, environmental recreation, working with local state/ national parks.
- Facilitate teen programs lead by the Teen Council
- Develop a Teen Corp to develop and implement projects that support the community.

### Year 3

- Build a calendar of teen mentoring and volunteer opportunities,
- Team up with Girls Inc. to provide leadership preparation training to assist girls in establishing a professional career.
- Provide tours of regional colleges to encourage extended education opportunities.
- Continue Year 2 programs/activities.
- Provide ongoing recreational activities and programs to engage youth and teens, improve mental health, and increased social opportunities.
- Survey to assess success and to identify needs and improvements.

aliasd9e1c2a861fd47c58ebd24ab04737ddc

## Page: Commitment to DEI and Youth Development

### commitmentToDei

We are a small, but diverse community which has housed an historically diverse crossroads of many ethnic groups that have settled in this area over generations. These community members have had diverse leadership opportunities and active participants in our government and city staff. Historically, we have celebrated many cultural events of our varied ethnic groups. We have the only Japanese American Community League in the state that has continued its operations since its inception, even through the internment era of WWII, when all other JACLs had to disband. We are currently engaged in augmenting historical and eco-tourism opportunities in our city and surrounding region. With the historical significance of so many ethnic groups we have continued to honor our commitment to everyone's worth and contributions. The pandemic has created issues with isolation, challenges with schools, and the inability to socialize with peers. It's imperative that we provide tools and programs that will increase inclusivity and address the diverse needs of our communities. Our youth and teen populations have distinct issues for which we are collaborating to improve as a community. Some issues are related to economic challenges, social isolation, educational and life-skill building, and social equity within our community.

As a small community, we do not have the resources that a larger city may realize. We know that if we want our community to thrive that we, as volunteer residents, must work with our city leaders and community partners to address and improve how we live in our community. We are capable, resilient, and recognize that parks and recreation programs are the perfect conduit to make our lives better through collaboration, strategic funding, and sweat equity.

alias8fa5a858962846cc84e9dbd9fa70fc11

### commitmentToYouthDevelopment

With current limited opportunities for youth activities, we have engaged in attracting more youth-oriented organizations for both activities and services. We have also continued to augment the existing and long-standing development of our famous El Teatro Campesino, which was originally founded to offer entertainment to migrant farm workers in the fields where they worked. We have consistently had junior league baseball trainings, and soccer teams. We have held a 2nd grade to 8th grade visual art and creative writing workshop to build both visual arts and language arts skills, which was developed to enrich English language learning for immigrants. We have young adults begging to become "role models" for younger people in many areas of interest. Our new Teen Volunteer Corp will help to serve those needs. All of these beginnings and more is something for which we are striving for every day. There is now and future demand for developing creative and critical thinking skills combined with career pathways into engineering and support services to allow families to live and work in this county at higher wage jobs which create more sustainable communities. Hispanic youth/teens are a majority in our community and we also serve Asian American; LGBTQ+ youth; youth living in low-income communities; and youth disproportionately at risk for poor academic performance. In the future, we will work in collaboration with foster families and the juvenile justice system to provide positive alternatives for youth and teens.

aliasa5233d98da214b3fb66c46c2d8449ae5

6

**Page: Community Engagement**

**alias3c1ade0a2a9542dda8dda826a048413f**

The city of San Juan Bautista is excited and committed to provide these important services to our community. Staff and volunteers have been working for the last year to develop systems, partners, volunteers, and outside agencies to identify needs and to plan and implement programs to serve those needs. Truly a grassroots community effort!

**alias4e6fa87feb224ca8960401422194c562**

We are a small community with two local schools. Much of our communications with youth and teens will happen through the schools. We also promote and inform programs through city systems, such as city activity information included in the water billing system that goes to each resident. This enables us to save money that can be dedicated to programs. We have also developed and provided information located on the city website and Facebook page to keep the community informed. We will work with students to help with graphic design and social media strategies to further develop programs and inform our community and to build skills that will benefit them in the future. We presented a 38 page annual report to our city council information that resulted from our community engagement meetings and surveys. This is a recorded meeting available for all residents. The support for our grassroots, community driven efforts were highly supported and praised by our council and by our community members.

We have had three community engagement meetings with representatives from all areas in our community. Community engagement will continue as we have dedicated this process to be "community driven". Our community issues, with all ages in our community, have been identified by residents and we will continue to inform and engage our residents on an ongoing basis. We also have the support of our local service clubs. This is important as we develop funding strategies to support our efforts. In addition, we are collaborating with local businesses to provide funding support for our project of developing a sustainable community recreation program. This is truly a "community driven" effort that will sustainably and positively impact our community for years to come.

**alias23735d62b1224fd69254c8cc3722f67e**

**Page: Budget**

**Budget**

Download File (<https://nrpa-grants.secure-platform.com/file/17559/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJtZWRRpYUlkIjoxNzU1OSwiYWxs3dOb3RTaWduZWRVcmwiOiJGYWxzZSI6ImInbm9OJJDP%20Budget%20Template%20%20Final%20%2003%2030%202023.xlsx>)

**Page: Letters of Support**

**supportingDocuments**

Download File (<https://nrpa-grants.secure-platform.com/file/17561/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJtZWRRpYUlkIjoxNzU2MSwiYWxs3dOb3RTaWduZWRVcmwiOiJGYWxzZSI6ImInbm9T%20Lavagnino%20support%20letter%20Final.docx>)

**additionalLetterOfSupport**

Download File (<https://nrpa-grants.secure-platform.com/file/17580/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJtZWRRpYUlkIjoxNzU4MCwiYWxs3dOb3RTaWduZWRVcmwiOiJGYWxzZSI6ImInbm93-31-2023%20NRPA%20JCF%20letter%20%283%29.pdf>)

**aliasf6117f4d69d5406abfc21b3708c29471**

Download File (<https://nrpa-grants.secure-platform.com/file/17580/eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJtZWRRpYUlkIjoxNzU4MCwiYWxs3dOb3RTaWduZWRVcmwiOiJGYWxzZSI6ImInbm93-31-2023%20NRPA%20JCF%20letter%20%283%29.pdf>)

**Page: Submission Page**

Please review your application before final submission. Only the application owner, not collaborators, can submit the application. Applications are due by Friday, March 31 at 11:59 PM PST.

For any questions, email [mentoring@nrpa.org](mailto:mentoring@nrpa.org) (mailto:mentoring@nrpa.org?subject=Mentorship%20for%20Rural%20Youth%20Impacted%20by%20Opioids%3A%20Grant%20Application%202021)

**Ready to Submit Your Application?**

Yes (Click Save and Finalize)

7



Year 1

Organization Name  
Total Project Budget  
Year 1 Proposed Budget

\$ 16,383.74

Budgetary Item	Additional Detail	Amount per Item	Quantity	Total Amount	Justification/Narrative (Provide a detailed explanation of how expenses support the goals of the grant).
Staff Name (TBD if not hired)	List position title of each staff member	Average Pay Per Payroll	Number of Payrolls over Year 1	Total Annual Pay Per Person	
Afterschool Enrichment	Recreation Leader	\$ 150.00	26.00	\$ 3,900.00	
City staff support/ In recruitment	Recreation Coordinator	\$ 200.00	26.00	\$ 5,200.00	
				\$ -	
				\$ -	
			Total Staffing	\$ 9,100.00	
Fringe (FICA, retirement, etc.)	Include total cost for fringe benefits per staff person	Average Fringe Per Payroll	Number of Payrolls over Year 1	Total Annual Fringe Per Person	
Afterschool staff	Taxes, SS, Medicare, SDI	\$ 3.03	18.00	\$ 54.54	
portion of city staff	Taxes, SS, Medicare, SDI	\$ 15.20	26.00	\$ 395.20	
				\$ -	
			Total Fringe	\$ 449.74	
Travel	Include purpose of each trip and itemize lodging, transportation, meals, etc.	Amount per item	Quantity		
Transportation for field trips	Bus rental-	\$ 1,028.00	3.00	\$ 3,084.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
			Total Travel	\$ 3,084.00	
Supplies	Please provide a list of all supply items (pens, paper, printer ink, folders, notebooks, etc.) to be purchased.	Amount per item	Quantity		
Recreational equipment-non-sports	3,000-art supplies, science, camps supplies,	\$ 2,500.00	1.00	\$ 2,500.00	
Teen Council	Council t-shirts, training and snacks	\$ 200.00	1.00	\$ 200.00	
Recognition	snacks, marketing, awards,wetc	\$ 250.00	3.00	\$ 750.00	
Afterschool programming	snacks, rec equipment, arts & craft materials	\$250	12.00	\$ 3,000.00	
				\$ -	

Budget



Year 2

Organization Name  
 Year 2 Total Budget (Balance from Year 1)  
 Year 2 Proposed Budget

\$ 16,383.74

Budgetary Item	Additional Detail	Amount per Item	Quantity	Total Amount	Justification/Narrative (Provide a detailed explanation of how expenses support the goals of the grant).
Staff Name (TBD if not hired)	List positions title of each staff person	Average Pay Per Payroll	Number of Payrolls over Year 1	Total Annual Pay Per Person	
Afterschool Enrichment	Recreation Leader	\$ 150.00	26.00	\$ 3,900.00	
Portion of city support	Recreation Coordinator	\$ 200.00	26.00	\$ 5,200.00	
				\$ -	
				\$ -	
			Total Staffing	\$ 9,100.00	
Fringe (FICA, retirement, etc.)	Include total cost for fringe benefits per staff person	Average Fringe Per Payroll	Number of Payrolls over Year 1	Total Annual Fringe Per Person	
Afterschool staff	54.54 \$	3.03	18.00	\$ 54.54	
City staff support/ In recruitment	395.2 \$	15.20	26.00	\$ 395.20	
				\$ -	
				\$ -	
			Total Fringe	\$ 449.74	
Travel	Include purpose of each trip and estimate lodging, transportation, meals, etc.	Amount per item	Quantity		
Transportation for field trips	Bus rental for 3 field trips	\$ 1,028.00	3.00	\$ 3,084.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
			Total Travel	\$ 3,084.00	
Supplies	Please provide a list of all supply items (pens, paper, printer ink, folders, notebooks, calendars, etc.) to be purchased.	Amount per item	Quantity		
Teen Council event supplies		\$ 175.00	2.00	\$ 350.00	
program supplies		\$ 300.00	1.00	\$ 300.00	
				\$ -	
				\$ -	
				\$ -	









NATIONAL  
RECREATION AND PARK  
ASSOCIATION

## 2022 Out-of-School Time Youth Mentoring Grant Team



**Kent Hunt (he/him)**

**Role: Program Manager**

**About:** Kent will serve as the primary point of contact for all grant-related questions, lead grantee training and review budgets and quarterly financial reports. Kent recently joined NRPA after 10+ years in the field working with youth and teens for Raleigh Parks. When Kent is not at work, he is playing outside with his 4 kids or coaching his oldest son's youth baseball team.



**Teresa Morrissey (she/her)**

**Role: Senior Program Manager**

**About:** Teresa will oversee the grant portfolio and will support adherence to OJJDP practices and policies. Teresa just returned from a six-week adventure in Asia, where she climbed mountains and tried many new foods (including jellyfish)!



**Cina Makres (she/her)**

**Role: Program Specialist**

**About:** Cina will lead day-to-day administrative activities for the grant including tracking deliverables and more. Cina has a Public Health background and experience with project management, including providing communication and technical assistance support to subgrantees. Cina's favorite outdoor activity is biking!



**Austin Barrett (he/him)**

**Role: Evaluation Manager**

**About:** Austin will lead evaluation measures including tracking performance metrics, developing tools, and evaluating the program for continuous improvement. Austin is named after the capital of his home state of Texas. His brothers are named after other Texas places: Tyler (a town in East Texas) and Travis (the county Austin is in). But, most remarkably, Austin's grandmother is named Texas. Yes, "Texas" is her name.



**Allison Colman (she/her)**

**Role: Director of Health**

**About:** Allison will oversee the project team and is the lead contact between NRPA and OJJDP. She will ensure that grant progress is in line with project goals and strategic priorities. Allison is a park and rec kid at heart. Her first "official" job was as a summer camp counselor with the Fairfax County Park Authority's Rec-Pac program.

**For all grant related questions including program requirements, grant reporting, technical assistance, or something else reach out to Kent at [khunt@nrpa.org](mailto:khunt@nrpa.org) / 571-223-2414**



## Parks and Recreation OST Youth Mentoring – Grantee Checklist

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

Activity Name	Description	Deadline/Date	Required or Highly Recommended	Completed?
Attend grantee virtual kick-off orientation	NRPA will host a virtual grantee orientation/kick off call on May 31, 2023 at 2:30pm ET/11:30am PT. At least one representative from your agency should plan to attend. NRPA recommends lead project/program supervisor to attend.	5/31/23	Required	
Sign and return MOU	Submit a signed copy of the MOU to NRPA. MOU outlines expectations, responsibilities, and all special conditions of the award. Please email to <a href="mailto:khunt@nrpa.org">khunt@nrpa.org</a> .	6/15/23	Required	
Submit a copy of your agency's Audited Financial Statements from the last 2 years	All grantees must submit a copy of their organization's/city's audited financial statements for the last 2 years. Please email to <a href="mailto:khunt@nrpa.org">khunt@nrpa.org</a> with your signed MOU.	6/15/23	Required	
Submit a copy of your agency's W-9	NRPA needs a copy of your agency's most recent W-9 to process payments. W-9 should be uploaded using this link: <a href="http://www.nrpa.leapfile.net">www.nrpa.leapfile.net</a> * select "file upload" then RSM-US.	6/15/23	Required	
Set up a one-on-one call w/ NRPA staff	NRPA staff will reach out to set up a one-on-one call at the beginning of the grant. One-on-one calls will be scheduled on a recurring basis from there.	ongoing	Required	
Attend virtual grants administration training.	NRPA will host a virtual grants administration call on training June 22, 2023 1pm ET/10am PT. At least one representative from your agency should plan to attend. NRPA recommends lead project/program supervisor and member of agency's finance team to attend.	6/22/23	Required	
Submit an updated, itemized budget to NRPA for OJDP approval	Grantees will need to submit an updated, itemized, detailed budget spreadsheet outlining all expenses for the grant. NRPA will provide a template, sample program budget, and list of allowable and unallowable costs. NRPA will provide support via training and one-on-one calls to assist with budget updates.	7/31/2023	Required	



<b>Complete Mentoring Program Profile Document and Workplan</b>	Grantees will develop a mentoring program profile document and workplan outlining their proposed mentoring program and specific actions they will take to implement their program and achieve their goals.	7/31/23	Required	
<b>Attend NRPA New Grantee Virtual Convening</b>	NRPA will host a New Grantee Virtual Convening on August 30 at 1pm ET/10am PT. This convening will provide a deeper look at all program requirements, an overview on the elements of effective mentoring, a review of how to use NRPA's Youth Mentoring Framework, best practices for developing program policies, recruiting mentors and mentees, providing mentor training, centering equity in youth mentoring, and more. At least one representative from your agency should plan to attend. NRPA recommends lead project/program supervisor and additional staff focused on implementing the mentoring program to attend. <b>Note: review NRPA's Youth mentoring Framework prior to this meeting.</b>	8/30/23	Required	
<b>Administer pre- and post-surveys</b>	NRPA will provide grantees with training and surveys to administer to mentees, mentors, parents/caregivers, training participants, and staff in your programs. These surveys will be administered at specific timepoints throughout the grant period. NRPA Evaluation staff will maintain frequent communication to address grantee questions, ensure the collection of complete data, and minimize the administrative burden to complete these requirements.	Ongoing	Required	
<b>Utilize NRPA's Youth Mentoring Framework</b>	Grantees are expected to provide evidence-based youth mentoring services in 1:1 or group settings. Grantees can utilize NRPA's Youth Mentoring Framework to help inform the design of their mentoring activities and integration of mentoring services into existing youth programs.	Ongoing	Required	
<b>Develop Mentoring Program Policies</b>	Grantees will develop mentoring program policies that help ensure formal procedures and policies are in place regarding screening and suitability of mentors, communication with mentors, mentees and caregivers, mentor training, codes of conduct, etc. NRPA will provide templates for program policies that can be modified for your specific program.	Ongoing	Required	

<b>Connect with the National Mentoring Resource Center</b>	All grantees can receive no-cost 1:1 support from the National Mentoring Resource Center to support development and quality improvement of your mentoring program.	Ongoing	Required	
<b>Join grantee networking calls</b>	Grantees will gather for bi-monthly calls with fellow grantees to discuss efforts, collaborations and spark new thinking.	Ongoing	Required	
<b>Connect with fellow grantees on online portal</b>	Grantees will have access to a private group in NRPA's Connect Portal to share ideas, challenges, brainstorm and track progress throughout the grant period.	Ongoing	Highly Recommended	
<b>Complete performance measure and biannual progress reporting</b>	Grantees must complete a brief interim report so NRPA can share initial impacts with funder. NRPA will provide a template.	6/15 and 12/15	Required	
<b>Complete quarterly financial reporting to receive reimbursement</b>	Grantees must complete quarterly financial reports to receive reimbursements. Training will be provided on how to submit reports, and templates will be provided to guide you. Receipts must be submitted with reports for all expenses.  <ul style="list-style-type: none"> <li>•Performance period: October 1 – December 31, due January 31</li> <li>•Performance period: January 1 – March 30, due April 30</li> <li>•Performance period: April 1 – June 30, due July 31</li> <li>•Performance period: July 1 – September 30, due October 31</li> </ul>	7/31, 10/31, 1/31, 4/30	Required	
<b>Share stories and photos with NRPA</b>	NRPA will be collecting stories throughout the grant period—share what's happening in your community!	Ongoing	Required	
<b>Host a monitoring site visit for NRPA staff and project evaluators (may include focus groups)</b>	If selected to host a site visit, NRPA and project evaluators will ask you to participate in monitoring activities regarding programmatic, administrative, and financial aspects of the grant. NRPA may also ask you to identify participants for a focus group, including program beneficiaries and community stakeholders/partners. NRPA will provide more information and arrange a schedule with you. Site visits may be virtual and in person.	TBD	Required if selected	

# ASJ+



AROMAS SAN JUAN UNIFIED SCHOOL DISTRICT'S

## EXPANDED LEARNING SUMMER ENRICHMENT!



**DATES**  
**JUNE 15TH -**  
**JULY 28TH**

### PLAY AND LEARN!

Join our Summer Learning Program for Engaging Activities: STEAM, ARTS, SEL, Healthy Living & Nutrition!

Community collaboration to explore dance, music, and photography. Experiences with horses too!

#### Camp Information:

🕒 8am-5:30pm breakfast & lunch offered daily!

📍 San Juan School  
(100 Nyland Dr, San Juan Bautista)

**CASA**  
SUMMER PROGRAM



Registration Packets can be picked up at front office or with Samuel Robles  
San Juan CASA Coordinator

☎ (831) 673.9962

✉ [samuel@youthall.org](mailto:samuel@youthall.org)





# IT'S YOUR WORLD!



## Youth & Government Model United Nations

YMCA Youth & Government's Model United Nations program simulates the "real life" United Nations.

This program is designed to develop students' skills in cultural competency, evidence-based persuasion, planning and decision making, and passion for team work and collaboration. Students are challenged to take positions on and debate current day issues - not to mention travel the state and make 1000 new friends. It's your world—time to learn how to lead it!

### **Meets Weekly Starting January 2020**

Salinas Meetings - Thursdays from 6:00pm to 8:00pm at the Salinas Family YMCA

### **Two conferences in March and April**

Participants travel to Camp Jones Gulch in the Santa Cruz Mountains March 14-15, for a training conference and to Los Angeles, April 23-26, for the Model United Nations Summit.

**Cost:** \$1020 per delegate

**For more info, join our mailing list:** <http://bit.ly/CCYGInfo>

### **Questions:**

Please contact YMCA Y&G Coordinator at [centralcoastymcayouthandgovt@gmail.com](mailto:centralcoastymcayouthandgovt@gmail.com)



## Youth & Government Model Legislature and Court

In school you might learn about the basics of government, but do you know how your state really works? Can you turn an idea into a law? Are you ready to lead? Through the YMCA Youth & Government Model Legislature & Court program, you'll learn how government really works – not just what government does. You will have the chance to discuss, analyze, and think about the world in a different way. You will be challenged to take positions on and debate current day issues – not to mention travel the state, make 3400 new friends, and change the world. You have a voice – time to use it.

**Meetings run from September through February—there's still time to join!**

Salinas Meetings – Thursdays from 6:00pm to 8:00pm at the Salinas Family YMCA

**Cost:** \$1020 per delegate

**For more info, join our mailing list:** <http://bit.ly/CCYGInfo>

**Questions:**

Please contact YMCA Y&G Coordinator at [centralcoastymcayouthandgovt@gmail.com](mailto:centralcoastymcayouthandgovt@gmail.com)



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

**AGENDA TITLE:** **FIRST ANNUAL REPORT OF THE ECONOMIC DEVELOPMENT CITIZEN ADVISORY COMMITTEE (EDCAC) - A STANDING COMMITTEE OF THE CITY COUNCIL FOR BUSINESS IMPROVEMENT, RESILIENCY, AND OVERALL COMMUNITY ECONOMIC DEVELOPMENT**

**MEETING DATE:** June 13, 2023

**DEPARTMENT HEAD:** Brian Foucht, Community Development Director

---

### **RECOMMENDED ACTION(S):**

Accept the report of the EDCAC and direct staff and the committee toward preparation of an economic development strategy for San Juan Bautista.

### **BACKGROUND:**

In September, an informal group of San Juan Bautista business interests (San Juan Bautista Business Forum) expressed a desire to establish a formal, organized approach to address business improvement, resiliency and overall economic development in San Juan Bautista. The Business Forum discussion focused on the need for 1) enhanced resources for local business development and support; 2) organized communication and follow up with staff and City Council regarding these concerns, and 3) ongoing liaison and follow up with economic development resources in San Benito County and through State and Federal agencies.

In September 2021, Mayor Jordan asked that this discussion be placed on the City Council agenda for discussion and possible direction to staff, resulting in formation of the EDCAC. The attached report contains a brief history of the formation of the EDCAC, followed by a report and recommendations prepared by three subcommittees established by the EDCAC as working groups to address various aspects of economic development.

### **DISCUSSION:**

The 11 - member (as constituted) EDCAC provides an invaluable filter to identify economic development connections and relationships initiatives most helpful to the City's business and

overall economic outlook. The EDCAC has struggled at times, but prevailed collaboratively to achieve a unified set of prescriptions capable of evolving a local strategy.

Nonetheless, the Committee, through the activities of its subcommittees, ultimately over-reached beyond the intent of the City Council; i.e. subcommittee members have developed and implemented specific programs well ahead of City Council acknowledgement, direction and assignment of administrative support. In a few instances lines have been blurred between private or individual member interests and those local public interest initiatives that require support from strategic and leveraged grant funding or the City's general fund. These are not bad things; instead, it means that aspirations of Committee members for the City, commitment and excitement among members regarding a new way of looking community health and economic resilience, and communication between EDCAC members, its subcommittees and community affiliates is at a very high level. The EDCAC was designed to accommodate this sort of integrated outreach, as a way of enriching the Committee's knowledge base necessary for informed recommendations to the City Council.

**Further Discussion Items:** As the Committee goes forward staff recommends that the City Council request that the EDCAC incorporate the following measures:

1. EDCAC more frequently (quarterly) involve the City Council in dialogue;
2. Prioritize and report EDCAC subcommittee recommendations, endorsed by the Committee as a whole, as a set of economic development policies and implementation programs for reference in the SJB Economic Development Strategy Plan and General Plan;
3. Continue to work to evolve relationships using resources referenced in the City's 2023-24 Budget;
4. Reemphasize and confirm the valuable role of each subcommittee, as currently constituted. Staff recommends that the existing EDCAC subcommittees demonstrate the continued ability to work to accomplish their objectives in the manner established by the EDCAC. In particular, staff recommends that the City Council direct the EDCAC to ensure that working subcommittees are integrated, interdependent and mutually supportive.

Attachments:

EDCAC Report 2022-23

EDCAC Bylaws





## San Juan Bautista Economic Development Citizens Advisory Committee Overview Of Activities and Report 2022-23 With Recommendations

### Formation, Organization and Support

The City Council formally established the Economic Development Citizens Advisory Committee (EDAC) via Resolution 2021-65 in November 2021 in response to a desire by the business community to establish a formal, organized approach to addressing business improvement, resiliency and overall economic development in San Juan Bautista. The focus at the time was on 1) enhanced resources for local business development and support; 2) organized communication and follow up with staff and City Council regarding these concerns, and 3) ongoing liaison and follow up with economic development resources in San Benito County and through State and Federal agencies.

The need for organized community input to the then impending San Benito County Comprehensive Economic Development Strategy (CEDS) was cited a persuasive reason to establish the EDCAC. The importance of the EDCAC in addressing economic development initiatives for the benefit of the SJB community remains significant with the ongoing development of the Comprehensive Economic Recovery Fund (CERF) program. This top down economic development planning exercise is paving the way for funding economic development projects at the local San Benito County and SJB City levels.

EDCAC was established as a “standing committee” , first with 7 members and then subsequently increased membership to 11 members shortly thereafter via Resolution 2021-74. Subsequent resolutions have been adopted recognizing member resignations and appointments; however, despite several opportunities to do so, the City Council’s intent and the assigned activities have not been amended in any way.

The City Council determined that organized, ongoing and formal communication regarding economic development requires a concerted partner-driven effort involving local education, the arts and culture, education, transportation, land development, public and private investment priorities, marketing and promotion. To accomplish this objective, the City Council established the EDCAC as a “standing committee” with the following purpose:

- 1) Stimulate the provision of enhanced resources for local business development and support;



- 2) Establish and maintain communication with City staff and City Council regarding business support, development and overall economic development;
- 3) Establish and maintain an ongoing liaison with economic development resources in San Benito County and State and Federal agencies.

To accomplish this purpose, the City Council directed the EDCAC to conduct activities including but not limited to the following:

- 1) Host an active forum for exchange of ideas and information and otherwise reach out to the business community, residents, and visitors to promote business development;
- 2) Evaluate and determine the economic needs of the business community and residents;
- 3) Interact proactively with a broad spectrum of economic development interests;
- 4) Recommend strategies to the City Council to provide resources directly to local businesses.

A standing committee of this sort, distinguished from an ad hoc committee, is subject to the Brown Act (Government Code Section 54952) and also the “Maddie Act” (Government Code Section 54970 et seq) designed to increase public awareness of appointments made by the City Council and to provide the local legislative bodies access to critical talent resources that would otherwise go unused. This type of committee is subject to specific reporting requirements regarding appointments, terms and qualifications of committee members. Staff resources are necessary to support such committees, including preparation of the list of appointees, management of agendas and minutes, arrangement of resources, research, report preparation, and meeting facilitation, and implementation, via grants and staffing, of programs and activities. The EDCAC adopted Bylaws on December 21, 2022.

(EDCAC meetings are recorded video meetings, and agendas, minutes and videos can be accessed on the City’s website at the following location: [Welcome to San Juan Bautista, CA \(san-juan-bautista.ca.us\)](https://www.san-juan-bautista.ca.us))

This model is precisely what the Business Forum participants suggest is an important objective for the committee - a way to bring information, resources, and feedback to the City Council that would otherwise be difficult to access or obtain. Information and resources would be expected to come to the committee from staff, advisors, and committee research and outreach for organized presentation to the City Council.

The EDCAC has been supported from the beginning, at nearly every meeting, by a dedicated and knowledgeable technical advisory group (“advisors”) group of economic development professionals via the San Benito County Economic Development Corporation (Renee’ Wells) and Governor’s Office of Business and Economic Development (GoBiz: Danna Stroud and Brian

Coleman). Staff at the Monterey Bay Economic Partnership (MBEP) recently joined with GoBiz staff to provide support in connecting key resources discussed later in this report.

To date, the EDCAC has functioned without specific budget as a general fund expenditure as a Community Development Department Program.

The EDCAC very quickly understood the importance of establishing both a Mission Statement aligned with the City Council's statement of purpose and of establishing a San Juan Bautista Vision statement as a way of ensuring that the Committee would work toward results that are aligned with the community values and long-term aspirations. The following are EDCAC Mission and City Vision statements adopted by the EDCAC to guide the work of the Committee and to frame recommendations to the City Council:

### ***EDCAC MISSION STATEMENT***

*The San Juan Bautista EDCAC's Mission is to engage, support and attract local business to create a sustainable, diverse community that promotes, increases and sustains economic opportunities and success, facilitates and promotes community activities that attract local citizens and visitors alike, and improves the quality of life in San Juan Bautista.*

### ***EDCAC VISION (statement) OF SAN JUAN BAUTISTA***

*San Juan Bautista is a small, welcoming City with a vibrant economy that is surrounded by protected and conserved open space. The City is enriched through preservation of its historical resources and creative expression through the arts and within its public places. The City rests on a rural foundation that celebrates diversity, connectivity and supports residents and visitors alike with quality services and amenities within a well-developed central business district, a new employment center, and well-maintained neighborhoods. These attributes are made possible through education at all levels, focused government programs, and enlightened and compassionate governance.*

Key work products attached as exhibits to this report explain the process used to derive these statements, including a member questionnaire, organized discussion of key topics of concern derived from the questionnaire, content analysis by staff of alternatives (interpretive guide) and finally a limited menu of preferred statements from which the above statements were derived.

These statements are the result of a successful EDCAC practice of establishing subcommittees to set the stage for action by full EDCAC.

### **Subcommittees**

The depth and variety of the topics in the member responses to the questionnaire prompted staff and advisors to work with the Committee to establish subcommittees arranged by key topics derived from the City Council Resolution and the Mission and Vision Statements.

The EDCAC thereafter shifted the most significant work of the EDCAC to these subcommittees, with coordination by the EDCAC of subcommittee findings and recommendations during monthly meetings. Due to Brown Act requirements, such a structure prompted the EDCAC to establish rules of member conduct within and between subcommittees and with the EDCAC. The EDCAC determined that all voting members must participate in one of three (3) subcommittees, with a requirement that not more than a quorum of EDCAC members may serve on an individual subcommittee, no member may serve on more than one subcommittee, and committee members may not discuss their work with members of other subcommittees outside an EDCAC meeting.

Each subcommittee has been responsible to develop an agenda, methods and cultivate resources necessary to accomplish their objective.

The work of subcommittees, taken together, are the basis for development of a local economic development strategy that can then be integrated with the City's Economic Development planning, County CEDS program, CA GoBiz CERF program, and other ED programs.

The following are subcommittee roles, responsibilities membership and recommendations of each subcommittee

**I. Economic Development Outreach Subcommittee** (2022 members: Darlene Boyd, Lizz Sanchez-Turner, Fran Fitzharris; 2023 Members: Leslie Jordan, Fran Fitzharris, Lizz Sanchez - Turner) :

A. Role and Responsibility: This subcommittee will research and inform the EDCAC and other subcommittees of work by economic development organizations and entities within San Juan Bautista, the County and the broader region including: the San Juan Business Association; San Juan Committee; San Benito County Economic Development Corporation (CEDS initiative); San Benito County Economic Development Advisory Committee; San Benito County Business Council; San Benito County Chamber of Commerce; Hollister Downtown Association; Economic Development Corporation Partnership (San Benito County); Monterey Bay Economic Partnership; Rural Counties Representatives of California, Central Coast Coalition (Uplift Central Coast), and GoBiz (CERF initiative); and CALED.

- Current EDCAC appointed Members: Fran Fitzharris, Lizz Sanchez-Turner, Leslie Jordan.
- Previously Appointed Members: Luke Kerbs (resigned); Beverly Meamber (resigned); Darlene Boyd (appointed to Community Relations and Resources subcommittee)

## B. Recommendations of the Outreach Subcommittee for the 2023 SJB EDCAC

Outreach subcommittee researched nearly 40 organizations to obtain an idea of who might be positioned to:

- 1- Offer grants that may be pertinent to our planning – what are our priorities?
- 2- Might become suitable partners with our plans – what are our priorities?
- 3- Tools to guide us through the planning processes to create & review priorities, including sustainability.

San Juan Committee DBA: San Juan Bautista Business Association	The mission of this organization is to promote economic vitality while maintaining the charm and history of San Juan Bautista. .(This group can function to provide programs, offer services and engage in other activities that promote and support community development, acting much like a community development corporation.)
San Benito County Economic Development Corporation (CEDS initiative development)	promotes economic growth and development in San Benito County, California through business attraction, retention, expansion and creation, while maintaining and preserving our agricultural land and rural environment.
San Benito County Economic Development Advisory Committee	is committed to preserving and nurturing public access and participation in economic development and revitalization
San Benito County Business Council	Local business, agency & government leaders committed to actively contributing to the economic vitality and wellbeing of the communities of SBC
San Benito County Chamber of Commerce	provide benefits and resources to support member businesses for a strong community and regional economy, civic, cultural and educational climate.
Economic Development Corporation Partnership (San Benito County)	promotes economic development through business attraction and support, creating economic opportunities to improve our quality of life.
Central Coast Coalition	California's Economic Development Network
California Main Street	Transformation strategies that articulate a focused, deliberate path to revitalizing or strengthening a downtown or commercial district's economy
Save Our Town <a href="https://saveyour.town/">https://saveyour.town/</a>	specialize in low or no cost solutions, ones that will work in even the tiniest of towns.

SERP = CEQA Statutory Exemption Restoration Projects: <a href="https://wildlife.ca.gov/Cutting-Green-Tape/SERP">https://wildlife.ca.gov/Cutting-Green-Tape/SERP</a>	for fish and wildlife <b>restoration</b> ... San Juan Creek? Marsh/riparian restoration habitat? Upland restoration habitat?
---	--

### C. EDCAC Adopted Outreach Recommendations

#### 1. City Council

Immediately update the City Community Center to a variable use facility. (i.e.: sound proofing, installing WIFI access, white board(s) projector, zoom live stream camera, microphone(s) for use by city committees and other organizations. Create a “Room Request Form” and calendar and access protocols for use.

#### 2. Planning Commission

Legislate for the Historic Downtown Business zone property owners to maintain certain building and upgrade standards for appearance, safety, useability of space and timeliness of vacancies to help support city infrastructure and services to benefit the City, property owners, attract upscale tenants and economic development.

#### 3. SJBBA (staff note: formerly San Juan Committee)

- Prepare actuary of city grants and statistical analysis upon the impact of advocacy efforts, marketing, and visitor attraction to our city.
- Consider hiring a part/full-time social media producer and coordinator to attract visitors to our city/region. Use of grants with developing plans to sustain this position.

#### 4. 2023 EDCAC planning

- Create a handbook for EDCAC members to allow for easy access to organizational expectations and processes as well as updating subcommittees and other task force formations and activities.
- Do a review of the Brown Act as presented to the City Council and the Planning Commission. Include this slide presentation and any updates in the handbook.
- Study the **SJB Strategic Plan** to determine areas in which to pursue assistance, grants, partnerships. Brainstorm ideas, choose best ones to pursue.

- Find funding sources ( and partners) that fit our priorities, rather than shaping our priorities to fit funding sources (and partners).
- Urge **Business Development and Retention** subcommittee to create a work plan (Pg. 18 in Revitalizing Main Street), including timelines, assignments, itemized budget if needed, pertinent data, and evaluation (benchmarks) procedure. Also read and adopt significant ideas of the book Recast Your City by Ilana Preuss. Also review “Why Business Retention and Expansion Plans are Important for Downtowns” at <https://www.mainstreet.org/blogs/national-main-street-center/2017/05/24/why-business-retention-and-expansion-plans-are-important-for-downtowns>.
- Urge both **Business Development and Retention** and **Community Relations and Resources** subcommittee to review the **Community Heart & Soul** grant ( i.e.: seed funds to establish the CHS community engagement model in your district; <https://www.mainstreet.org/howwecanhelp/fundingopportunities>) and **Mobile-T** grants (<https://www.t-mobile.com/brand/hometown-grants>).

**II. Business Development and Retention subcommittee** (3 members: Heliena Walton, Patricia Bains, Stephanie Correia ):

A. Role and Responsibility: This committee will take a hard and critical look to develop recommendations for establishing and enhancing business development and retention tools and practices in the City. The focus will be on the experience of prospective, new, and existing business interactions with the City, County, State and economic development entities to achieve stability and success.

- Current Appointed members: Heliena Walton, Patricia Bains, Stephanie Correia, Deanna Snyder;
- Previously Appointed Members: Fran Fitzharris (appointed to Outreach subcommittee)

B. The Business Development & Retention Sub-Committee Recommendations:

1. Update the City's website with a tab for business resources to make it user-friendly for potential businesses and resources for new and existing companies to utilize with actionable intel. We should have periodic workshops, such as the one provided by GoBiz, to educate and instruct our businesses regarding available resources and to stay up to date with emerging business support resources.
2. Having a roster of strategic partnerships with community-based organizations, county,

and state resources would be beneficial. For example, collaborating with a Business Association to establish a Business Resource Center in the downtown area, following the GoBiz approach of providing locally sourced information to support nearby businesses.

3. Create a strategic plan for our new Business District and implement outsourced resources with the core competency to accomplish the goals. One measure of such a strategy would be to create disincentives for vacant buildings in Downtown.
4. Create a healthy City with Tourism which is a critical component to maintaining existing businesses and attracting new businesses to our City. We need to create a business retention and expansion plan. One way to do this is to create a marketing tool that emphasizes San Juan Bautista charm, such as a “San Juan Bautista Insider” magazine.
5. The revitalization of the main street is essential, whether we use Retail Strategies or piggyback on some options with the downtown Main Street program. Whatever source(s) are chosen, the bottom line is that we need professional assistance in order to reach our desired goal. The City should invest in a staff person that is contracted specifically to work directly and closely with local businesses and groups to accelerate ED.
6. We need to develop and maintain a social presence and marketing strategies with quantitative and qualitative rates with measurable outcomes.
7. It is important to develop onboarding experiences that create "aha" moments for visitors. A great way to achieve this would be to collaborate with the State Park to offer re-enactments and maintain a regular presence on the main street. The idea is to ensure that activities at the State Park and the Mission are integrated into the downtown area in a meaningful way.
8. We need to create strategic alliances around tourism with Tour Bus Companies and create actionable moments. Revitalization must be accompanied by a reimagined and vibrant social atmosphere for locals that visitors would enjoy participating in. For example, some of the things that are in the planning stages through one of our partners will be a “Murder Mystery” for the City which will create a “buzz” and draw in new people to participate in functions. These types of events will bring excitement as well as anticipation of things to come.
9. We have identified some funding sources to support our efforts; however, we need a Grant Writer in order to gain access to the additional funding options such as Grants, funding from City, County, State and Federal sources.
10. We would like to work with the San Juan Committee to identify marketing benchmarks in the effectiveness of our current marketing strategy. It would be great to have a

facilitated retreat with the San Juan Committee and the SJB Business Association to create a cohesive and mutually supportive, unified strategy.

### **III. Community Relations and Resources subcommittee (3 members):**

- A. Role and Responsibilities: This subcommittee will look ways to enhance the SJB Community with relationships and resources necessary to support the health, safety and well-being of City residents and business owners/employees, including creative placemaking, parks and recreation, business and resident collaborative groups, active transportation support amenities, the arts, security (connections with the safety committee) and health and wellness community and neighborhood activities and events. Appointed Members: Teresa Lavagnino, Kim Calame, Darlene Boyd; Previously Appointed Members: Rosa Velez (resigned); Kristina Hastings (resigned); Stephanie Correia (appointed to Business Development and Retention subcommittee)

B. Subcommittee Report Summary:

Community Engagement This report reflects the work lead by the Community Resources sub- Committee of EDCAC. The committee is apprised of three volunteers from within the SJB community that strive to facilitate a process leading to a community- driven community recreation program. Rather than reformat the report delivered to the EDCAC and approved, the Community Relations and Resources Report is Attachment 1, as submitted.

The work of this subcommittee focusses on the health of residents and employees via recreation as a means of enhancing quality of life and establishing San Juan Bautista as a desirable place to live and invest in the future.

### **D. RESOURCES CONSIDERED BY EDCAC**

- GoBiz: Governor's Office Of Business Development

[Business Forum CALOSBA - YouTube](#) (January 11, 2023)

[linda.quinones-vaughan@gobiz.ca.gov](mailto:linda.quinones-vaughan@gobiz.ca.gov); [bob.adams@gobiz.ca.gov](mailto:bob.adams@gobiz.ca.gov)

Linda Quiñones-Vaughan  
Central California Regional Advisor  
California Office of the Small Business Advocate (CalOSBA)  
Governor's Office of Business and Economic Development  
1325 J Street, Suite 1800 | Sacramento, CA 95814  
(916) 447-7937 [Office]  
(916) 716-2614 [Mobile]



- Comprehensive Economic Development Resilience Fund (CERF): See initial EDCAC presentation [2022 February 16 EDCAC \(Economic Development Citizens Advisory Committee\) - YouTube](#)
- Retail Strategies Inc.: See EDCAC presentation September 21, 2022 [2022 September 21 EDCAC \(Economic Development Citizens Advisory Committee\) - YouTube](#)
- California Main Street (Main Street USA): See EDCAC presentation October 26, 2022 [2022 October 26 EDCAC \(Economic Development Citizens Advisory Committee\) - YouTube](#)
- San Benito County Economic Development Corporation Comprehensive Economic Development Strategy (CEDS) See September 21, 2022 [2022 September 21 EDCAC \(Economic Development Citizens Advisory Committee\) - YouTube](#)

#### E. EDCAC AFFILIATED MEMBERSHIPS

Affiliated Memberships Various subcommittee members are also involved in other economic development initiatives and organizations as follows:

- Leslie Jordan and Stephanie Correia: EDCAC liaison to San Benito County Comprehensive Economic Development Strategy (CEDS) Steering Committee;
- Fran Fitzharris, Leslie Jordan: San Juan Bautista Business Association (501C3) (Formerly San Juan Committee / San Juan Bautista Community Business Association)
- Heliena Walton, Patricia Bains: San Juan Bautista Business Association (501(c ) (3); Discover San Juan Bautista (501C3) (501C6 in process)
- California Main Street (CAMS): The City is a member of California Main Street as a basic member. Sub members with access : Darlene Boyd, Leslie Jordan, Heliena Walton (in addition to Don Reynolds, with Brian Foucht as Main Street membership lead)
- San Benito County Economic Development Advisory Committee (now combined with the SBC EDP): the SJB EDCAC is formally established as an ex-officio member. An EDCAC liaison has not been assigned.
- The City is a member of California Association for Local Economic Development (CalED) with free individual member access to webinars. CalEd programs include [California Academy for Economic Development - CALED](#); AND [Local Economic Advisory Program \(LEAP\) | edacademy.org](#)

## F. STAFF RECOMMENDATIONS

- Contract or employ an economic development coordinator/specialist. This limited-hours position would be expected to work directly with City management staff, EDCAC subcommittees and the EDCAC as a whole to advance key EDCAC recommendations and then to work together with ED staff to manage programs and obtain and manage funding resources.
- Establish a SJB Chamber of Commerce with responsibility to coordinate business association communications, establish and monitor thresholds and metrics for success, determine workable programs, recommend education and training opportunities etc.
- Assist businesses to target maximum use of GoBiz Resources, e.g. [About CPBS | California Community Economic Development](#); [Place-Based Strategies | California Community Economic Development](#)
- Promote business development through our Opportunity Zone [Tax Incentives | Economic Development Corporation of San Benito County \(edcsanbenito.org\)](#)
- Promote the use of San Benito County Economic Development Corporation Resources [Resources | Economic Development Corporation of San Benito County \(edcsanbenito.org\)](#)
- Participate in the CalED CED : [California Enterprise Development Authority - CALED](#)
- Utilize Infrastructure and Revitalization Financing Districts (IRFD)
- Establish an incentive program for SJB ED program participants (EDCAC member / staff to complete the [Introduction to Economic Development Certificate Program \("Keys Course"\)-Fresno, CA - CALED](#) and the ACE program [Accredited California Economic Developer \(ACE\) Program - CALED](#)
- Work with Infrastructure and Business Development Funding Agencies:
  - IBANK [About IBank | California Infrastructure and Economic Development Bank \(IBank\)](#), USDA
  - CA Rebuilding Fund [Home - California Rebuilding Fund \(caloanfund.org\)](#)
- Community Development Plans:
  - Community Plan (SOI – UGB)

- Implement Active Transportation Plan multi-modal recommendations
  - Complete Third Street Master Plan
  - Target Industry Study
  - Industrial Areas Specific Plan
  - Residential Rehabilitation Survey and Program
  - Historic Preservation Grant
- Require Planning Commissioner Attendance at training programs

**CITY OF SAN JUAN BAUTISTA**  
**ECONOMIC DEVELOPMENT CITIZEN ADVISORY COMMITTEE BYLAWS**  
**Adopted January 6, 2023**

**A. POWERS AND DUTIES**

The Economic Development Citizens Advisory Committee (EDCAC) is established pursuant to Attachment “A” of City Council Resolution 2021-74 and the respective members thereof shall perform the duties and activities described therein in order to accomplish the limited objective of recommending economic development strategies to the City Council.

The EDCAC may establish ad hoc committees. The EDCAC shall establish roles and responsibilities of any such committee deemed necessary by the EDCAC to accomplish the duties and complete the activities described in Attachment “A” of City Council Resolution 2021-74.

**B. MEMBERSHIP**

The EDCAC shall be established with eleven (11) voting members. Membership requirements and considerations include the following established via City Council resolution 2021-74:

1. Members shall reside, operate a business within, have gainful employment with, or be involved in a substantial, meaningful way with entities whose mission and activity includes education, social services, health services, historic preservation activities, culture and the arts.
2. Members shall take an interest in issues associated with economic development, business development, resiliency, the arts, culture, historic preservation, recreation and public education.
3. Members may have special knowledge, expertise, or skills related to economic development, business operation, public private partnerships including finance, federal state and local economic development programs.
4. Members may also have special knowledge or experience in the arts and culture, education, recreation, transportation or other qualifications related to economic development. Special knowledge, skills, or expertise is not mandatory for appointment to the committee.

In addition to membership requirements stated above, members shall review the City of San Juan Bautista Code of Ethics established by the City Council via Resolution 2018-17.

**C. APPOINTMENTS**

Appointments to the EDCAC shall be made by the City Council based on review of applications submitted on the City of San Juan Bautista standard application form.

**D. TERMS**

The Terms of the Committee members shall be as set forth in City Council Resolution 2021-74.

#### **E. OFFICERS AND ROLES**

1. The Chairperson shall be selected by the membership, from among the membership, to serve a one-year term.
2. The Chairperson shall preside at all regular meetings of the committee and may delegate duties to the members, subject to the approval of the Committee.
3. The Vice Chairperson shall serve in the capacity of the Chairperson in his or her absence, and shall assist the Chairperson in fulfilling his or her duties as requested.
4. A Recording Secretary shall keep a true record of minutes of all Committee meetings to be presented to the Committee for approval at the following regular meeting. The Committee may delegate this function to a City staff person. Minutes and any recordings shall be posted to the City's website.

#### **F. MEETINGS**

1. The EDCAC shall typically meet monthly at a time and place established by the EDCAC and shall meet at least once quarterly.
2. Meetings shall be conducted in accordance with Roberts Rules of Order.
3. EDCAC meetings and communications shall be subject to the Brown Act, California Government Code Section 54950 et. seq.
4. Consistent with Powers and Duties Ad hoc sub-committee meetings of less than a quorum of the full membership of the committee may be held as needed to research and compile information to apprise the EDCAC. Such meetings shall not be subject to the Brown Act requirements.
5. Any member of the EDCAC who has a conflict of interest on any item before the EDCAC shall announce on the public record the nature of the conflict, vacate his/her seat, and recuse themselves from discussing and voting on said item.

#### **G. QUORUM**

A majority of the members of the committee shall constitute a quorum. A quorum is necessary at a regular meeting of the EDCAC for any action to be taken. In the event that there is no quorum, any discussions which are held by those assembled shall be regarded as informal and meeting minutes will not be prepared.

#### **H. ATTENDANCE**

An EDCAC member who is absent without excuse from two (2) regular meetings of the Committee in a six (6) month period shall automatically forfeit his/her position.

Absences will be deemed excused if the Chairperson receives notification in advance of the meeting and identifies the member as excused in the minutes of the meeting during which the absence is noted.

### **AMENDMENTS**

Amendments to these bylaws may be initiated at any EDCAC meeting, to be voted upon not sooner than the next regularly scheduled meeting. Bylaws shall not conflict with the City Code or other Council approved policy, rule, or regulation.

Recommendation of any amendment shall require a majority vote of the Committee members.

Upon approval by the EDCAC, these bylaws and future amendments to these bylaws, shall take effect immediately.



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 13, 2023

**DEPARTMENT:** CITY MANAGER

**FROM:** DON REYNOLDS

**BY:** DON REYNOLDS

**TITLE:** ADOPT THE CITY'S BUDGET FOR FISCAL YEAR 2023/24

RECOMMENDED MOTION:

Staff is seeking a motion to approve a Resolution Adopting the City's Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

RECOMMENDATION:

After receiving public testimony and discussing the final draft of the City's Budgets, it is recommended that the City Council adopt the attached Resolution, to include the adoption of the Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

EXECUTIVE SUMMARY:

The draft Operational and Capital Improvement Budgets for Fiscal Year 2023/24 were introduced at the City Council's May 16, 2023, City Council meeting and are available to the public online and on the City's web page. The City embarked on developing a 5-year Strategic Plan in January 2023. A city-wide survey, interviews with community members, and two workshops have been held. Attached are three slides from the June 2, 2023 workshop summarizing the top ten community priorities, top ten concerns, and a summary of all the feedback. Two budget workshops have occurred; one on May 25, and the second on June 6, 2023. After several revisions, the Budgets are now in their final draft form online at "Cleargov" and are presented with the attached Resolution for adoption.

<https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219>

The "Cleargov" Budget Book includes this and previous memoranda describing the proposed Budget and its progressions since May 16<sup>th</sup>'s introduction. It also includes narratives that are provided in Attachment 3 to this transmittal; "Priorities and Issues," "Personnel Changes," and "Capital Improvements." These narratives provide critical details for the City, heading into the new fiscal year. Attachment 4 includes spreadsheets summarizing new programs proposed in this Budget in detail and the CIP project list with a summary of new CIPs.

## BACKGROUND:

State law for “General Law Cities” require that cities adopt a budget before June 30<sup>th</sup> of each year, to start a new fiscal year on July 1. Last fall the City closed its fiscal year ending June 30, 2022, on January 24, 2023, adopted Resolution 2023-04 and approved a clean Audit for FY 2021/22, and on February 21, 2023, adopted Resolution 2023-16 amending the Budgets by approving the Mid-Year budget review.

The Mid-Year budget allocated \$60,000 for the City to conduct a fiscal review of its finances, a high-level organizational review, a review of its public safety functions, and provide the City with a new 5-year strategic plan. This work was initiated to inform the new FY 23/24 budget. It includes a City-wide survey yielding 158 replies, and two community workshops to discuss findings and priorities on April 14-15, 2023, and on June 2–3, 2023 (Attachment 2).

The original May 16, 2023 Staff “Budget Transmittal” report (attachment 5) includes these preliminary budget numbers for the City:

	FUND SUMMARY - EXHIBIT A		
Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,042,966	\$ 99,534
Sewer Enterprise	1,390,000	1,222,921	167,079
Water Enterprise	1,345,000	823,797	521,203
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
TOTAL	\$ 5,587,576	\$ 4,916,282	\$ 671,294
* Community Development revenue rarely covers 100% of the costs, and is subsidized by the General Fund Each year			

The three most important funds are shown at the top, (General Fund, Sewer, and Water Enterprise Funds) and in May, all three were projected to include a healthy balance. The two Enterprise funds are beginning to build reserves that will pay for the debt service for the capital improvements to implement the necessary upgrades to the City water and sewer systems. The General Fund is balanced but caution is recommended.

The General Fund revenues are projected to be 15% lower than last year, or a decrease of \$400,000. Economic predictions for the next 18 months describe a “flattening of the economy” so the sales tax portion of the General Fund was projected lower than the current fiscal year. The reorganization of the Public Safety Department with the recommendation to eliminate the private security contract, will help cut costs. Staff has found other ways to reduce the General Fund Expenditures to avoid deficit spending, and this May 16 chart shows a cost reduction of 11%; \$2.043 million, down from \$2.3 million in FY 22/23.



The one negative balance on this chart is related to the City's General fund subsidy for Community Development Services. This subsidy was projected May 16 2023 to be one-third of the Department's expenses. This is work related mostly to "Advance Planning" that includes the General Plan Amendment related to work being done to the Sphere of Influence and Urban Growth Boundary, work on ADU policies, Zoning Code Updates, historical preservation not off-set by private development and other urban design work that cannot be attributed to a private developer, and off-set by fees. There are sufficient savings this year in the General Fund to pay for this subsidy. The four funds with a "\$0" balance include the three special districts and the COPS grant that helps pay for law enforcement.

## INITIATIVES

The three initiatives budgeted in FY 22/23 include Public Safety, Third Street Master Plan, and Urban Growth Boundary/Sphere of Influence ("SOI") Subcommittee work. From a budget of \$260,000, the UGB Committee has a balance of \$103,203. Expenses from this budget were incurred by EMC Consultants that led the City last year through two community meeting related to the UGB/SOI and the draft "Community Plan" that was placed on hold last fall. The Community Plan explores pre-zoning for areas of the proposed SOI. In the coming months, it will come before the Committee for consideration. The Third Street Master Plan has a balance of \$215,000 with a grant application pending that could add \$330,000. The grant is for the design of a multi-modal transportation hub to be located at the entrance to the City on the Alameda, consistent with the recommendations from the Active Transportation Plan approved last year. The Public Safety commitment of \$200,000 remains untouched as staff continues to collect and evaluate informal bids for a security camera system. If approved in this Budget, the proposed "Public Safety Coordinator" will be hired to help manage this system. A Recreation Initiative was launched this fiscal year, and the City is currently recruiting for a new part-time "Recreation Technician" position. Funding for Recreation is proposed in the new Budget.

## CAPITAL IMPROVEMENT PROJECTS

A detailed update is provided in the attached May 16, 2023 Staff report and the Cleargov Budget Book CIP Narrative. It summarizes the many accomplishments achieved this year. It includes 33 different CIP projects, many of which have been carried forward from previous years. The three main projects completed in FY 22/23 include Verutti and Franklin Circle parks, and the Pavement Management Plan. The "PMP" as it is known, was a \$1.4 million street repair project just completed in June 2023. Next year's big project is the sanitary sewer force main to Hollister. Bidding was closed on June 9, 2023. The contract will be awarded for that project on July 18, 2023. The City is out to bid currently to improve the acoustics at the Community Center, but it will need additional funds after not receiving a \$50,000 grant.

## DISCUSSION

The May 25 and June 6, 2023 workshops included a balanced Operational Budget, plus consideration of the savings and costs to re-organize the City operations after receiving feedback from the Strategic Planning effort. The results of these deliberations are reflected in the attached

narratives and summary spreadsheets. The chart below is an update of the one provided above from May 16<sup>th</sup>, showing the proposed Revenues and Expenses of all City Funds projected for June 30, 2024.

	FUND SUMMARY - EXHIBIT A		
<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Surplus</b>
General Fund	\$ 2,142,500	\$ 2,107,694	\$ 34,806
Sewer Enterprise	1,390,000	1,227,618	162,382
Water Enterprise	1,345,000	828,749	516,251
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
<b>TOTAL</b>	<b>\$ 5,587,576</b>	<b>\$ 4,990,659</b>	<b>\$ 596,917</b>

### Human Resources

The “Personnel Changes” narrative from the Cleargov Budget Book is attached to this report and describes the complete picture of City human resources now, and proposed for the next fiscal year.

Reorganizing the Public Safety Department will add two new full-time positions to the City, after eliminating private security. This effort is described in detail in the attached Cleargov narrative describing the City’s “Priorities and Concerns” and in staff’s May 16 staff report. This will save the City \$21,295 (this amount has been adjusted from two part-time positions to a second full-time position, adding the cost of benefits for the full-time position and reducing the savings of \$35,000 June 2, 2023, to \$21,295 June 5<sup>th</sup>).

Reorganizing City Hall and adding a part-time Administrative Assistant are provided in the operations budget. This is intended to improve City communication with the residents and includes expanding the operating hours of City Hall from 9 AM to 5 PM Monday through Friday.

The full-time maintenance worker was not supported by the City Council at the May 25 workshop. The proposed part-time Economic Development Specialist was not approved. There are no other personnel changes related to other funding sources to report.

### New Initiatives

The attached narrative from the Cleargov Budget Books “Priorities and Issues” summarizes several of the City’s priorities that are proposed to be funded in the Fiscal Year 2023/24 Budget. Also attached in the Summary Spread Sheets are the fiscal impacts of these initiatives considered during the Budget workshops, adjusted on June 7, 2023, and presented for final consideration in this report and Resolution. Staff removed the \$18,000 proposed for in Economic Development for

a downtown organization feasibility study. These projects if approved will be funded as “One-Time Expenses” using \$449,065 from the General Fund Reserve. They include 9 different projects.

The CIP for FY 2023/24 includes \$300,000 of the \$449,065. The attached CIP Narrative describes the use of these funds for Abbe Park, (\$150,000) the Community Hall (adding \$75,000), and the historic improvements at Luck Park (adding \$75,000). Water and Wastewater improvements are carried over from last Year’s CIP and are in design (water) or will be under construction this summer (sewer).

*As the June 2, 2023 bids are evaluated for the new sewer force-main, staff will present its revised cost of the project, and any need for CIP budget amendment at the July 18, 2023, City Council meeting, when it is anticipated that the contract will be awarded. At this time, it is anticipated that the General Fund Reserve may be needed to fill a relatively small budget gap, but staff is also exploring the use of Measure G funds to address pavement costs associated with the trenching and related street repairs.*

Of the 8 other projects summarized in the Priorities and Issues Narrative, (\$149,065), it is proposed that the top ten list from the Strategic Planning work be funded. These include water sewer projects, improved City communication, economic development, historic preservation, and recreation. The chart below summarizes all of the considerations.

MAY 25, 2023 BUDGET WORKSHOP						
UPDATED	6/7/2023					
BUDGET CONSIDERATION				FINAL DRAFT BUDGET TO INCLUDE		
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST GENERAL FUND	SUPPORT	OUTCOME		
				Operations	GF Reserve	
1 Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security Adjusted June 5, 2023 for second FT position (+\$13,705)	\$ (21,295)	\$ (21,295)	\$ (21,295)		
2 Reorganize City general services	Add PT Admin Asst Add FT Maintenance Worker	\$ 15,000 \$ 15,000	\$ 15,000 \$ -	\$ 15,000 \$ -	\$ - \$ -	
3 Economic Development	Add PT Econ. Dev Assistant Catalyst One Time funding for Training Implementation projects	\$ 40,000 \$ 50,000	\$ - \$ 31,165	\$ - \$ -	\$ - \$ 31,165	
4 Historic Preservation	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500	
5 Recreation	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -		\$ 15,400	
6 Capital Improvement Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000	
7 Climate Action Plan	Consultant		\$ 50,000		\$ 50,000	
8 Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000	
9 CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000	
Totals		\$ 473,705	\$ 462,370	\$ (6,295)	\$ 449,065	
Proposed Budget May 16, 2023				\$ 43,000	\$ 425,000	

The purpose of the attached Cleargov “Priorities and Issues” narrative is to dive into the details of each of these proposed projects. Also in the attached spreadsheets, extra detail is provided for the two issues of highest concern; Recreation and Economic Development. These topics were discussed at length during the June 6, 2023 workshop.

### Summary

Presented in the attached resolution is a cautious Operational Budget, and an optimistic Capital Improvement Budget for fiscal year 2023/24. Growth in this budget is funded by \$449,065 of the General Fund Reserve, and these are one-time uses from this resource that must be guarded carefully.

If as projected, the sales tax revenues flatten out, while costs increase and inflation persists, the FY 2024/25 budget will be even more conservative. Fortunately, the CIP does not rely much on sales tax revenues, but the City will have to be more cautious about the use of its General Fund Reserves.

The City Council has worked hard and has been transparent with the community to build a common understanding of San Juan Bautista’s priorities and concerns. The proposed budget provided in Cleargov, on the City website, and attached to the proposed Resolution, provides funds for these priorities, and attempts to resolve these concerns. The five-year Strategic Plan is expected later this summer. Together, these two documents will provide for, and safeguard the City’s future.

### ATTACHMENTS:

1. Resolution
2. Priorities and Concerns slides from Strategic Planning work
3. ClearGov Budget Book Narratives- Priorities and Issues, Personnel Changes, CIP narrative with a complete list of projects
4. Summary Spread Sheets- New initiatives, cost detail of Recreation and Economic Development programs
5. May 16, 2023, City Manager Budget Introduction

## **RESOLUTION 2023- XX**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA ADOPTING THE SAN JUAN BAUTISTA OPERATIONS AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR 2023-2024**

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

**WHEREAS**, pursuant to the Municipal Code Article 2, Chapter 115, Section 2-115(G), it is the duty of the City Manager to present a recommended Operation and Capital Improvement Budgets for FY 2022-2023 to the City Council; and

**WHEREAS**, the City initiated the development of a five-year community based Strategic Plan in January, conducted a city-wide survey in which 158 replies were received, and conducted two Strategic Plan Workshops April 14 and 15, 2023, and June 2 and 3<sup>rd</sup> 2023 and the written Plan is expected later this summer; and

**WHEREAS**, the feedback received from these surveys, interviews and workshops are summarized as the “Top Ten Priorities” and the “Top Ten Concerns,” and have been incorporated into the “Priorities and Issues” narrative of the Budget, and Budget Book presented on-line at this link <https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219> ; and

**WHEREAS**, the City Council received the City Manager’s draft Budgets and reviewed them at a regular meeting on May 16, 2023, and at two Budget Workshops held on May 25, 2023, and June 6, 2023, to discuss and amend the draft expenditure plan for various departments, utilities, capital improvements, special districts and service budgets of the City; and

**WHEREAS**, a few changes were presented to the City Council at the Townhall meetings, the amendments were made to the draft Operational and Capital Improvement Budgets, and a refreshed Budget Message and a final draft Budget were prepared and presented for adoption at the City Council meeting held June 13, 2023.

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

**Section 1.** The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

**Section 2.** The City Council finds that the presentation of the final draft budget reflects the changes approved during budget workshops, and is in alignment with the City’s top ten priorities and top ten concerns as will be reflected in the City’s draft 5-year Strategic Plan.

**Section 3.** The City Council agrees with the proposed revenue projects and proposed expenditures for each of the City funds as presented in this table:

	FUND SUMMARY - EXHIBIT A		
Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,107,694	\$ 34,806
Sewer Enterprise	1,390,000	1,227,618	162,382
Water Enterprise	1,345,000	828,749	516,251
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
TOTAL	\$ 5,587,576	\$ 4,990,659	\$ 596,917

**Section 4.** Consistent with the parameters established in the City's General Fund Reserve Policy, adopted June 16, 2015, and amended in November 17, 2015, the City Council agrees to the use of its General Fund Reserve to support Capital improvements and one-time funding for special programs \$449,065 as presented in the attached Table.

**Section 5.** The City Council agrees with the Capital Improvement Budget as amended, and presented in the second attached Table, that will use \$300,000 of the proposed use of \$449,065 from the General Fund Reserve to fund new and expanded projects in Fiscal Year 2023/24.

**Section 3.,** The City Council hereby adopts its new Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista at a meeting held on the 13th day of June, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Leslie Q. Jordan, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth Soto, Deputy City Clerk

Attachment 1: General Fund Reserve Table

Attachment 2: Capital Improvement Budget  
for Fiscal Year 2023/24

Operations Budget (Binder and Clear.gov)

<https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219>

# ATTACHMENT 1

MAY 25, 2023 BUDGET WORKSHOP					
UPDATED	6/7/2023				
BUDGET CONSIDERATION				FINAL DRAFT BUDGET TO INCLUDE	
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST GENERAL FUND	SUPPORT	OUTCOME	
				Operations	GF Reserve
1 Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security	\$ (21,295)	\$ (21,295)	\$ (21,295)	
	Adjusted June 5, 2023 for second FT position (+\$13,705)				
2 Reorganize City general services	Add PT Admin Asst	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
	Add FT Maintenance Worker	\$ 15,000	\$ -	\$ -	\$ -
3 Economic Development	Add PT Econ. Dev Assistant	\$ 40,000	\$ -	\$ -	\$ -
	Catalyst One Time funding for Training Implementation projects	\$ 50,000	\$ 31,165	\$ -	\$ 31,165
4 Historic Preservation	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
5 Recreation	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -		\$ 15,400
6 Capital Improvement Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000
7 Climate Action Plan	Consultant		\$ 50,000		\$ 50,000
8 Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000
9 CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000
Totals		\$ 473,705	\$ 462,370	\$ (6,295)	\$ 449,065
Proposed Budget May 25				\$ 43,000	\$ 425,000

# ATTACHMENT 2

CAPITAL IMPROVEMENT BUDGET FY 23/24						6/7/2023		
	Projects	Project #	FY 22/23 Budget/Balance	Spent in FY 22/23	Balance	New, Decrease, & Additional Funds	FY 23/24 Budget	
Street Projects								
	Hwy 156 RTL	20.03	580,364	21,105	559,259		559,259	
	PMP- Slurry Seal (7 streets)	21.22	1,499,216	1,296,491	202,725		202,725	
	Landscape for Third Street Improvements	22.06	40,500	-	40,500		40,500	
	Third Street Transformation	22.01	552,580	440	552,140		552,140	
	Sidewalk Repairs (combined with PMP)	23.01					-	
Utility projects								
							-	
*	Rancho Vista Lift Station	20.05	125,000	-	125,000		125,000	
	Transfer Switches for Wells 1 + 5	21.07	10,262	-	10,262		10,262	
	Construct Fore Main to Hollister	23.02	18,000,000	65,393	17,934,607		17,934,607	
EXTRA	Dias Lift Station Pump Ungrades	22.03	(76,408)	1,894	(78,302)	150,000	71,698	
	Telemetry	22.04	150,000	-	150,000		150,000	
	Lift Station Pump-Emergency Repl	22.05	25,000	12,327	12,673		12,673	
	Emergency Generators	21.23	170,000	-	170,000		170,000	
	WTPP Mid Year	22.06	23,000	-	23,000		23,000	
Parks Projects								
							-	
NEW	Abbe Park Ball Field Lights	24.01	-			150,000	150,000	
	Track and Field Contribution		50,000	-	50,000		50,000	
	Park Tables and Benches	23.05	20,000	-	20,000		20,000	
EXTRA	Luck Park Historical Improvements	23.03	23,520	-	23,520	75,000	98,520	
Community Facilities Projects								
							-	
MY*	City Hall Improvements	23.08	25,000		25,000		25,000	
EXTRA	Community Hall Acoustics	21.24	50,000	-	50,000	75,000	125,000	
	Corporation Yard + Kennels	20-15	20,000	-	20,000		20,000	
MY*	Library 2 New PC's	23.1	5,000	-	5,000	(5,000)	-	
	Fire Station-City Hall Emerg Gen	21.15	125,000	-	125,000		125,000	
	File Storage	20-04	15,000	-	15,000		15,000	
NEW	Library Rain Gutters	24.02				5,000	5,000	
	Fire Station Ap Bay Improvements	21.23	50,000	-	50,000		50,000	
Equipment								
							-	
NEW	Fleet Electricification/Replacement	24.02				250,000	250,000	
	Steel Trench Plates	21.25	5,000	-	5,000		5,000	
Studies								
							-	
EXTRA	Impact Fee Nexus Study & CD Fee Study	21.10	35,000	-	35,000	35,000	70,000	
MY*	Citygate Strategic Plan	23.09	60,000	43,755	16,245		16,245	
Special Initiatives								
							-	
	Urban Growth/Sphere of Infl	21.11	200,752	93,297	107,455		107,455	
MY*	Housing Element	23.07	175,000	-	175,000		175,000	
	Public Safety Committee Initiative	22.02	200,000		200,000		200,000	
	Homeless Programs		10,000	-	10,000	(10,000)	-	
	TOTAL		22,168,786	1,534,701	20,634,085	725,000	21,359,085	



# DRAFT



## City of San Juan Bautista **Digital Budget Book**



Last updated 06/08/23





# TABLE OF CONTENTS

---

<b>Introduction</b>	<b>3</b>
Transmittal Letter	4
Organization Chart	9
<b>Budget Overview</b>	<b>10</b>
Strategic Plan	11
Priorities & Issues	14
Personnel Changes	16
<b>Fund Summaries</b>	<b>21</b>
General Fund	22
Community Development	28
Water Enterprise Fund	34
Sewer Enterprise Fund	37
COPS (Fund 50)	40
Valle Vista Lght Dst (Fund 60)	43
CFD Z1 Copperleaf (Fund 65)	47
CFD Z2 Rancho Vista (Fund 66)	51
Gas Tax (Fund 75)	55
Parking and Restrooms (Fund 55)	57
<b>Departments</b>	<b>59</b>
City Council (Dept. 10)	60
City Manager (Dept. 12)	63
City Attorney (Dept. 11)	66
Treasurer (Dept. 14)	69
Finance (Dept. 15)	72
City Library (Dept. 16)	75
Public Works (Depts 40 and 44)	78
Streets (Dept. 40)	81
Building and Grounds (Dept. 44)	84
Public Safety	87
Fire and EMS (Dept. 20)	90
Law Enforcement (Dept. 30)	93
Animal Control (Dept. 36)	96
Code Enforcement (Dept. 25)	99
Parks and Rec. (Dept. 33)	102
General Government (Dept. 45)	105
Admin Services (Dept. 13)	108
Building Dept.	111
Planning (Dept. 17)	114
Engineering (Dept. 19)	117



---

# INTRODUCTION

---



# Transmittal Letter

Don Reynolds, City Manager



**DATE: JUNE 13, 2023**

**DEPARTMENT: CITY MANAGER**

**FROM: DON REYNOLDS**

**BY: DON REYNOLDS**

**TITLE: ADOPT THE CITY'S BUDGET FOR FISCAL YEAR 2023/24**

## RECOMMENDED MOTION:

Staff is seeking a motion to approve a Resolution Adopting the City's Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

## RECOMMENDATION:

After receiving public testimony and discussing the final draft of the City's Budgets, it is recommended that the City Council adopt the attached Resolution, to include the adoption of the Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

## EXECUTIVE SUMMARY:

The draft Operational and Capital Improvement Budgets for Fiscal Year 2023/24 were introduced at the City Council's May 16, 2023, City Council meeting and are available to the public online and on the City's web page. The City embarked on developing a 5-year Strategic Plan in January 2023. A city-wide survey, interviews with community members, and two workshops have been held. Attached are three slides from the June 2, 2023 workshop summarizing the top ten community priorities, top ten concerns, and a summary of all the feedback. Two budget workshops have occurred; one on May 25, and the second on June 6, 2023. After several revisions, the Budgets are now in their final draft form online at "Cleargov" and are presented with the attached Resolution for adoption.

[https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219\\_](https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219_) ([https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219\\_](https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219_))

The "Cleargov" Budget Book includes this and previous memoranda describing the proposed Budget and its progressions since May 16<sup>th</sup>'s introduction. It also includes narratives that are provided in Attachment 3 to this transmittal; "Priorities and Issues," "Personnel Changes," and "Capital Improvements." These narratives provide critical details for the City, heading into the new fiscal year. Attachment 4 includes spreadsheets summarizing new programs proposed in this Budget in detail and the CIP project list with a summary of new CIPs.

## BACKGROUND:



State law for “General Law Cities” require that cities adopt a budget before June 30<sup>th</sup> of each year, to start a new fiscal year on July 1. Last fall the City closed its fiscal year ending June 30, 2022, on January 24, 2023, adopted Resolution 2023-04 and approved a clean Audit for FY 2021/22, and on February 21, 2023, adopted Resolution 2023-16 amending the Budgets by approving the Mid-Year budget review.

The Mid-Year budget allocated \$60,000 for the City to conduct a fiscal review of its finances, a high-level organizational review, a review of its public safety functions, and provide the City with a new 5-year strategic plan. This work was initiated to inform the new FY 23/24 budget. It includes a City-wide survey yielding 158 replies, and two community workshops to discuss findings and priorities on April 14-15, 2023, and on June 2–3, 2023 (Attachment 2).

The original May 16, 2023 Staff “Budget Transmittal” report (attachment 5) includes these preliminary budget numbers for the City:

Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,042,966	\$ 99,534
Sewer Enterprise	1,390,000	1,222,921	167,079
Water Enterprise	1,345,000	823,797	521,203
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
<b>TOTAL</b>	<b>\$ 5,587,576</b>	<b>\$ 4,916,282</b>	<b>\$ 671,294</b>

\* Community Development revenue rarely covers 100% of the costs, and is subsidized by the General Fund each year.

The three most important funds are shown at the top, (General Fund, Sewer, and Water Enterprise Funds) and in May, all three were projected to include a healthy balance. The two Enterprise funds are beginning to build reserves that will pay for the debt service for the capital improvements to implement the necessary upgrades to the City water and sewer systems. The General Fund is balanced but caution is recommended.

The General Fund revenues are projected to be 15% lower than last year, or a decrease of \$400,000. Economic predictions for the next 18 months describe a “flattening of the economy” so the sales tax portion of the General Fund was projected lower than the current fiscal year. The reorganization of the Public Safety Department with the recommendation to eliminate the private security contract, will help cut costs. Staff has found other ways to reduce the General Fund Expenditures to avoid deficit spending, and this May 16 chart shows a cost reduction of 11%; \$2.043 million, down from \$2.3 million in FY 22/23.

The one negative balance on this chart is related to the City’s General fund subsidy for Community Development Services. This subsidy was projected May 16 2023 to be one-third of the Department’s expenses. This is work related mostly to “Advance Planning” that includes the General Plan Amendment related to work being done to the Sphere of Influence and Urban Growth Boundary, work on ADU policies, Zoning Code Updates, historical preservation not off-set by private development and other urban design work that cannot be attributed to a private developer, and off-set by fees. There are sufficient savings this year in the General Fund to pay for this subsidy. The four funds with a “\$0” balance include the three special districts and the COPS grant that helps pay for law enforcement.

## INITIATIVES

The three initiatives budgeted in FY 22/23 include Public Safety, Third Street Master Plan, and Urban Growth Boundary/Sphere of Influence (“SOI”) Subcommittee work. From a budget of \$260,000, the UGB Committee has a balance of \$103,203. Expenses from this budget were incurred by EMC Consultants that led the City last year through two community meeting related to the UGB/SOI and the draft “Community Plan” that was placed on hold last fall. The Community Plan explores pre-zoning for areas of the proposed SOI. In the coming months, it will come before the Committee for consideration. The Third Street Master Plan has a balance of \$215,000 with a grant application pending that could add \$330,000. The grant is for the design of



a multi-modal transportation hub to be located at the entrance to the City on the Alameda, consistent with the recommendations from the Active Transportation Plan approved last year. The Public Safety commitment of \$200,000 remains untouched as staff continues to collect and evaluate informal bids for a security camera system. If approved in this Budget, the proposed "Public Safety Coordinator" will be hired to help manage this system. A Recreation Initiative was launched this fiscal year, and the City is currently recruiting for a new part-time "Recreation Technician" position. Funding for Recreation is proposed in the new Budget.

## CAPITAL IMPROVEMENT PROJECTS

A detailed update is provided in the attached May 16, 2023 Staff report and the Cleargov Budget Book CIP Narrative. It summarizes the many accomplishments achieved this year. It includes 33 different CIP projects, many of which have been carried forward from previous years. The three main projects completed in FY 22/23 include Verutti and Franklin Circle parks, and the Pavement Management Plan. The "PMP" as it is known, was a \$1.4 million street repair project just completed in June 2023. Next year's big project is the sanitary sewer force main to Hollister. Bidding was closed on June 9, 2023. The contract will be awarded for that project on July 18, 2023. The City is out to bid currently to improve the acoustics at the Community Center, but it will need additional funds after not receiving a \$50,000 grant.

## DISCUSSION

The May 25 and June 6, 2023 workshops included a balanced Operational Budget, plus consideration of the savings and costs to re-organize the City operations after receiving feedback from the Strategic Planning effort. The results of these deliberations are reflected in the attached narratives and summary spreadsheets. The chart below is an update of the one provided above from May 16<sup>th</sup>, showing the proposed Revenues and Expenses of all City Funds projected for June 30, 2024.

FUND SUMMARY - EXHIBIT A

Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,107,694	\$ 34,806
Sewer Enterprise	1,390,000	1,227,618	162,382
Water Enterprise	1,345,000	828,749	516,251
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
<b>TOTAL</b>	<b>\$ 5,587,576</b>	<b>\$ 4,990,659</b>	<b>\$ 596,917</b>

## Human Resources

The "Personnel Changes" narrative from the Cleargov Budget Book is attached to this report and describes the complete picture of City human resources now, and proposed for the next fiscal year.

Reorganizing the Public Safety Department will add two new full-time positions to the City, after eliminating private security. This effort is described in detail in the attached Cleargov narrative describing the City's "Priorities and Concerns" and in staff's May 16 staff report. This will save the City \$21,295 (this amount has been adjusted from two part-time positions to a second full-time position, adding the cost of benefits for the full-time position and reducing the savings of \$35,000 June 2, 2023, to \$21,295 June 5<sup>th</sup>).

Reorganizing City Hall and adding a part-time Administrative Assistant are provided in the operations budget. This is intended to improve City communication with the residents and includes expanding the operating hours of City Hall from 9 AM to 5 PM Monday through Friday.

The full-time maintenance worker was not supported by the City Council at the May 25 workshop. The proposed part-time Economic Development Specialist was not approved. There are no other personnel changes related to other funding sources to report.

## New Initiatives



The attached narrative from the Cleargov Budget Books “Priorities and Issues” summarizes several of the City’s priorities that are proposed to be funded in the Fiscal Year 2023/24 Budget. Also attached in the Summary Spread Sheets are the fiscal impacts of these initiatives considered during the Budget workshops, adjusted on June 7, 2023, and presented for final consideration in this report and Resolution. Staff removed the \$18,000 proposed for in Economic Development for a downtown organization feasibility study. These projects if approved will be funded as “One-Time Expenses” using \$449,065 from the General Fund Reserve. They include 9 different projects.

The CIP for FY 2023/24 includes \$300,000 of the \$449,065. The attached CIP Narrative describes the use of these funds for Abbe Park, (\$150,000) the Community Hall (adding \$75,000), and the historic improvements at Luck Park (adding \$75,000). Water and Wastewater improvements are carried over from last Year’s CIP and are in design (water) or will be under construction this summer (sewer).

*As the June 2, 2023 bids are evaluated for the new sewer force-main, staff will present its revised cost of the project, and any need for CIP budget amendment at the July 18, 2023, City Council meeting, when it is anticipated that the contract will be awarded. At this time, **it is anticipated that the General Fund Reserve may be needed to fill a relatively small budget gap, but staff is also exploring the use of Measure G funds to address pavement costs associated with the trenching and related street repairs.***

Of the 8 other projects summarized in the Priorities and Issues Narrative, (\$149,065), it is proposed that the top ten list from the Strategic Planning work be funded. These include water sewer projects, improved City communication, economic development, historic preservation, and recreation. The chart below summarizes all of the considerations.

MAY 25, 2023 BUDGET WORKSHOP					
BUDGET CONSIDERATION		FINAL DRAFT BUDGET TO INCLUDE			
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST GENERAL FUND	SUPPORT	OUTCOME Operations (GF Reserve)	
1 Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security Adjusted June 5, 2023 for second FT position (+\$13,705)	\$ (21,295)	\$ (21,295)	\$ (21,295)	
2 Reorganize City general services	Add PT Admin Asst Add FT Maintenance Worker	\$ 15,000 \$ 15,000	\$ 15,000 -	\$ 15,000 -	\$ - -
3 Economic Development	Add PT Econ. Dev Assistant Catalyst One Time funding for Training Implementation projects	\$ 40,000 \$ 50,000	\$ - \$ 31,165	\$ - -	\$ - \$ 31,165
4 Historic Preservation	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
5 Recreation	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -		\$ 15,400
6 Capital Improvement Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000
7 Climate Action Plan	Consultant		\$ 50,000		\$ 50,000
8 Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000
9 CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000
Totals:		\$ 473,705	\$ 462,370	\$ (6,295)	\$ 449,065
Proposed Budget May 16, 2023				\$ 43,000	\$ 425,000

The purpose of the attached Cleargov “Priorities and Issues” narrative is to dive into the details of each of these proposed projects. Also in the attached spreadsheets, extra detail is provided for the two issues of highest concern; Recreation and Economic Development. These topics were discussed at length during the June 6, 2023 workshop.

### Summary

Presented in the attached resolution is a cautious Operational Budget, and an optimistic Capital Improvement Budget for fiscal year 2023/24. Growth in this budget is funded by \$449,065 of the General Fund Reserve, and these are one-time uses from this resource that must be guarded carefully.



If as projected, the sales tax revenues flatten out, while costs increase and inflation persists, the FY 2024/25 budget will be even more conservative. Fortunately, the CIP does not rely much on sales tax revenues, but the City will have to be more cautious about the use of its General Fund Reserves.

The City Council has worked hard and has been transparent with the community to build a common understanding of San Juan Bautista's priorities and concerns. The proposed budget provided in ClearGov, on the City website, and attached to the proposed Resolution, provides funds for these priorities, and attempts to resolve these concerns. The five-year Strategic Plan is expected later this summer. Together, these two documents will provide for, and safeguard the City's future.

#### ATTACHMENTS:

1. Resolution
2. Priorities and Concerns slides from Strategic Planning work
3. ClearGov Budget Book Narratives- Priorities and Issues, Personnel Changes, CIP narrative with a complete list of projects
4. Summary Spread Sheets- New initiatives, cost detail of Recreation and Economic Development programs
5. May 16, 2023, City Manager Budget Introduction

## **Attachments**

The attachments for the City Manager budget memorandum are provided in separate Section in the Budget Book except for these:

- 1- Resolution
- 2- Strategic Planning Priorities Slides
- 3- Capital Improvement Budget and Narrative
- 4- May 16, 2023 Transmittal Letter





## **RESOLUTION 2023- XX**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA ADOPTING THE SAN JUAN BAUTISTA OPERATIONS AND CAPITAL IMPROVEMENT BUDGETS FOR FISCAL YEAR 2023-2024**

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

**WHEREAS**, pursuant to the Municipal Code Article 2, Chapter 115, Section 2-115(G), it is the duty of the City Manager to present a recommended Operation and Capital Improvement Budgets for FY 2022-2023 to the City Council; and

**WHEREAS**, the City initiated the development of a five-year community based Strategic Plan in January, conducted a city-wide survey in which 158 replies were received, and conducted two Strategic Plan Workshops April 14 and 15, 2023, and June 2 and 3<sup>rd</sup> 2023 and the written Plan is expected later this summer; and

**WHEREAS**, the feedback received from these surveys, interviews and workshops are summarized as the "Top Ten Priorities" and the "Top Ten Concerns," and have been incorporated into the "Priorities and Issues" narrative of the Budget, and Budget Book presented on-line at this link <https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219>; and

**WHEREAS**, the City Council received the City Manager's draft Budgets and reviewed them at a regular meeting on May 16, 2023, and at two Budget Workshops held on May 25, 2023, and June 6, 2023, to discuss and amend the draft expenditure plan for various departments, utilities, capital improvements, special districts and service budgets of the City; and

**WHEREAS**, a few changes were presented to the City Council at the Townhall meetings, the amendments were made to the draft Operational and Capital Improvement Budgets, and a refreshed Budget Message and a final draft Budget were prepared and presented for adoption at the City Council meeting held June 13, 2023.

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

**Section 1.** The foregoing recitals are adopted as findings of the City Council as though set forth fully herein.

**Section 2.** The City Council finds that the presentation of the final draft budget reflects the changes approved during budget workshops, and is in alignment with the City's top ten priorities and top ten concerns as will be reflected in the City's draft 5-year Strategic Plan.

**Section 3.** The City Council agrees with the proposed revenue projects and proposed expenditures for each of the City funds as presented in this table:

*Attach 2*

**FUND SUMMARY - EXHIBIT A**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Surplus</b>
General Fund	\$ 2,142,500	\$ 2,107,694	\$ 34,806
Sewer Enterprise	1,390,000	1,227,618	162,382
Water Enterprise	1,345,000	828,749	516,251
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
<b>TOTAL</b>	<b>\$ 5,587,576</b>	<b>\$ 4,990,659</b>	<b>\$ 596,917</b>

**Section 4.** Consistent with the parameters established in the City's General Fund Reserve Policy, adopted June 16, 2015, and amended in November 17, 2015, the City Council agrees to the use of its General Fund Reserve to support Capital improvements and one-time funding for special programs \$449,065 as presented in the attached Table.

**Section 5.** The City Council agrees with the Capital Improvement Budget as amended, and presented in the second attached Table, that will use \$300,000 of the proposed use of \$449,065 from the General Fund Reserve to fund new and expanded projects in Fiscal Year 2023/24.

**Section 3.,** The City Council hereby adopts its new Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

**PASSED AND ADOPTED** by the City Council of the City of San Juan Bautista at a meeting held on the 13th day of June, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Leslie Q. Jordan, Mayor

ATTEST:

\_\_\_\_\_  
Elizabeth Soto, Deputy City Clerk

Attachment 1: General Fund Reserve Table

Attachment 2: Capital Improvement Budget  
for Fiscal Year 2023/24

Operations Budget (Binder and Clear.gov)

<https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219>

# ATTACHMENT 1

## MAY 25, 2023 BUDGET WORKSHOP

UPDATED 6/7/2023

BUDGET CONSIDERATION		FINAL DRAFT BUDGET TO INCLUDE			
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST	SUPPORT	OUTCOME	
		GENERAL FUND		Operations	GF Reserve
1 Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security Adjusted June 5, 2023 for second FT position (+\$13,705)	\$ (21,295)	\$ (21,295)	\$ (21,295)	
Reorganize City general					
2 services	Add PT Admin Asst	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
	Add FT Maintenance Worker	\$ 15,000	\$ -	\$ -	\$ -
3 Economic Development	Add PT Econ. Dev Assistant	\$ 40,000	\$ -	\$ -	\$ -
	Catalyst One Time funding for Training Implementation projects	\$ 50,000	\$ 31,165	\$ -	\$ 31,165
4 Historic Preservation	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
5 Recreation	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -		\$ 15,400
Capital Improvement					
6 Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000
7 Climate Action Plan	Consultant		\$ 50,000		\$ 50,000
8 Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000
9 CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000
Totals		\$ 473,705	\$ 462,370	\$ (6,295)	\$ 449,065
Proposed Budget May 25				\$ 43,000	\$ 425,000

# ATTACHMENT 2

## CAPITAL IMPROVEMENT BUDGET FY 23/24

6/7/2023

		FY 22/23		Spent in		New, Decrease,	
Projects		Project #	Budget/Balance	FY 22/23	Balance	& Additional	FY 23/24
						Funds	Budget
<b>Street Projects</b>							
	Hwy 156 RTL	20.03	580,364	21,105	559,259		559,259
	PMP- Shury Seal (7 streets)	21.22	1,499,216	1,296,491	202,725		202,725
	Landscape for Third Street Improvements	22.06	40,500	-	40,500		40,500
	Third Street Transformation	22.01	552,580	440	552,140		552,140
	Sidewalk Repairs (combined with PMP)	23.01					-
<b>Utility projects</b>							
*	Rancho Vista Lift Station	20.05	125,000	-	125,000		125,000
	Transfer Switches for Wells 1 + 5	21.07	10,262	-	10,262		10,262
	Construct Fore Main to Hollister	23.02	18,000,000	65,393	17,934,607		17,934,607
EXTRA	Dias Lift Station Pump Upgrades	22.03	(76,408)	1,894	(78,302)	150,000	71,698
	Telemetry	22.04	150,000	-	150,000		150,000
	Lift Station Pump-Emergency Repl	22.05	25,000	12,327	12,673		12,673
	Emergency Generators	21.23	170,000	-	170,000		170,000
	WTTP Mid Year	22.06	23,000	-	23,000		23,000
<b>Parks Projects</b>							
NEW	Abbe Park Ball Field Lights	24.01	-			150,000	150,000
	Track and Field Contribution		50,000	-	50,000		50,000
	Park Tables and Benches	23.05	20,000	-	20,000		20,000
EXTRA	Luck Park Historical Improvements	23.03	23,520	-	23,520	75,000	98,520
<b>Community Facilities Projects</b>							
MY*	City Hall Improvements	23.08	25,000		25,000		25,000
EXTRA	Community Hall Acoustics	21.24	50,000	-	50,000	75,000	125,000
	Corporation Yard + Kennels	20-15	20,000	-	20,000		20,000
MY*	Library 2 New PC's	23.1	5,000	-	5,000	(5,000)	-
	Fire Station-City Hall Emerg Gen	21.15	125,000	-	125,000		125,000
	File Storage	20-04	15,000	-	15,000		15,000
NEW	Library Rain Gutters	24.02				5,000	5,000
	Fire Station Ap Bay Improvements	21.23	50,000	-	50,000		50,000
<b>Equipment</b>							
NEW	Fleet Electrification/Replacement	24.02				250,000	250,000
	Steel Trench Plates	21.25	5,000	-	5,000		5,000
<b>Studies</b>							
EXTRA	Impact Fee Nexus Study & CD Fee Study	21.10	35,000	-	35,000	35,000	70,000
MY*	Citygate Strategic Plan	23.09	60,000	43,755	16,245		16,245
<b>Special Initiatives</b>							
	Urban Growth/Sphere of Infl	21.11	200,752	93,297	107,455		107,455
MY*	Housing Element	23.07	175,000	-	175,000		175,000
	Public Safety Committee Initiative	22.02	200,000		200,000		200,000
	Homeless Programs		10,000	-	10,000	(10,000)	-
<b>TOTAL</b>			<b>22,168,786</b>	<b>1,534,701</b>	<b>20,634,085</b>	<b>725,000</b>	<b>21,359,085</b>

## Updated Confidential Community Survey Data

- Both quantitative and qualitative questions
- Community 3.8% (7.3%) return (Above Average)
- Staff 75% return (Well Above Average)
- 81 responses as of 4/7/23 | 158 Responses as of 4/27/23

Attan2

## Community Survey Results (cont.)

- **Top 10 Priorities (new data)**
  - **Water Quality (29) (50)** – Most significant as #1/#2
  - Roads and Streets (23) (44) and Sidewalks and Curbs (11) (19)
  - \*Economic Development (14) (25)
  - Water Costs (10) (19) + Water (unspecified) (7)
  - \**Business Friendliness (10) (17) + Downtown Improvement (11) (23)*
  - \**Crime & Safety (22)*
  - Schools (12) (17)
  - \*Youth Recreation (10) (14) | **Development (16)**
  - \*Cleanliness / Vacant Lots / Blight (9)
  - Sewers Service Quality (8) + Sewers (unspecified) (3)
  - Communications/Responsiveness w/City (8)
  - \*73

## Community Survey Results (cont.)

- **Top 10 Biggest Concerns (new)**

- *Staff or Leadership Capability (15) (18)*
- *Water Quality (14) + Water Unspecified (3) (21)*
- Growing too fast (11) (16)
- Water Cost (6) (9)
- Infrastructure (4) (7)
- Sewer Services Costs (3) & Roads and Streets (5)
- Schools (2)
- Growing to slow (2) – 60% moderate to slow growth ok (0 at not at all/very fast, 15% no opinion, 23% very slow)
- Economic Development (2)

## We listened...

- Part-time staff for city hall (Stay Open)
- Recreation
- ED Strategy
- Budget Workshops
- Public Safety Re-Org.
- Communications:
  - CM is out and about (neighborhood meetings) Visibility
  - Mentor



# SAN JUAN BAUTISTA CAPITAL IMPROVEMENT PROJECT ("CIP")

## BUDGET FISCAL YEAR 2023/23

June 8, 2023

The following narrative will describe the status of the City's CIP as Fiscal Year 22/23 is ending, and a new Budget for Fiscal Year for 2023/24 that is ready to begin. Two big projects for this coming Fiscal Year include the construction of the sanitary sewer force main to Hollister, and upgrading the ball field lights at Abbe Park.

### FISCAL YEAR 2022/23

The City worked on 21-different CIP's during fiscal year 2022/23, completing 13 of these and starting 8 others. The completed projects used \$937,563 during the fiscal year, with the total expense for the 4se projects of \$2.3 million. They include 4 projects related to parks and trails, including Verutti Park restrooms, Franklin Park, the Active Transportation Plan, and the Joint School Use fencing project. The \$1 million design of the sanitary sewer force main was completed spending \$306,938 in FY 23/23. These funds are eligible for the EPA grant and will be reimbursed. The City completed its upgrade of the Council Chambers, and fumigated its Library and Community Hall.

The City spent \$50,000 in American Rescue Plan funds for grants to local businesses, for new businesses start-ups, and non-profit organizations. Another \$40,000 was used to complete special studies including the Water Rate study and State SB2 grant to fund the draft "Community Plan" related to pre-zoning the areas outside the City boundaries but within the sphere of influence, and the work of the Urban Growth/Sphere of Influence Committee. The draft Community Plan will be presented to the Urban Growth Boundary Committee in the next few weeks.

Projects that began this fiscal year but are not completed yet, or were unable to begin last year, (including the track and field contribution), are carried into the new fiscal year. Of the \$1.5 million spent on these projects, most of that went into the City street improvements (\$1.3 million). The City initiated the construction of its sanitary sewer force main. Special studies include work on the Urban Growth Boundary Committee and Citygate Strategic Plan.

In total, the City spent \$2.5 million on a variety of capital improvements this fiscal year. Almost all of the funds spent were grants, or dedicated for specific purposes like street improvements.

Less than \$50,000 of these funds spent on CIP's are from the General Fund, which was needed for the to fill the State and Local funding gap for the two Park Improvements.

<b>Completed Projects</b>			
<b>Parks Projects</b>	Project #	Spent in FY 22/23	Project Totals
Joint Use of School	22-07	91,480	91,480
Verutti Park Restroom	19-42	272,747	320,258
Franklin Park	21-01	47,963	239,740
Trail Plan (ATP)	21-02	97,145	186,287
<b>Utility projects</b>			
Design Force Main to Hollister	21-20	306,938	1,066,410
<b>Community Facilities Projects</b>			
City Hall & Council Chamber	20-13	8,894	83,769
MY* Fumigate Library and Community Hall	2310	17,250	17,250
<b>Equipment</b>			
Pipe Threader	2118	1,299	3,377
<b>Studies</b>			
Water/Sewer Rate Study (Prop 218)	2109	3,442	79,751
SB 2 Grant HCD	2112	40,405	160,000
<b>Special Initiatives</b>			
Business Grants	-	25,000	25,000
New Start-Up Business Grants	-	15,000	15,000
Non-Profit Grants	-	10,000	10,000
		937,563	2,298,323

#### FISCAL YEAR 23/24

The CIP Budget for FY 23/24 is \$22.3 million, down \$900,000 from last FY. 31 projects are on this schedule and 8 of them are under construction. \$18 million is attributed to the Sanitary Sewer Force Main to Hollister. This contract is expected to be executed July 18, 2023 and start construction before the summer ends. None of sewer project costs are from the General Fund thanks to the \$8 million in grant funds and the \$10 million low interest loan. The debt service for the loan is paid by the increase in the sewer rates approved in the fall of 2021.

Four existing projects require additional funds to be completed. They include the Community Hall acoustics project, which was recently notified that the \$50,000 grant application was not approved. Luck Park Historical Improvements was budgeted for \$15,000 in last year's budget, for exterior ADA improvements and landscaping. It received a small increase at mid-year and after an inspection revealed that the Luck Gas Station may need structural work. Staff is initiating the site and accessibility work, and will hire a structural engineer to assess the building integrity and recommend improvements if needed. It is recommended that \$75,00 be added to this budget for a total of \$98,520 to help improve the Gas Station and move the Luck Park Master Plan

forward. The Dias Lift Station on San Juan Hollister Road needs to continue its upgrade. New larger pumps have been purchased but the control panels have not been upgraded. Staff is recommending that the Sewer Enterprise Fund budget \$150,000 for this purpose.

## CAPITAL IMPROVEMENT BUDGET FY 23/24

6/7/2023

	Projects	Project #	FY 22/23 Budget/Balance	Spent in FY 22/23	Balance	New, Decrease, & Additional Funds	FY 23/24 Budget
<b>Street Projects</b>							
	Hwy 156 RTL	20.03	580,364	21,105	559,259		559,259
	PMP- Slurry Seal (7 streets)	21.22	1,499,216	1,296,491	202,725		202,725
	Landscape for Third Street Improvements	22.06	40,500	-	40,500		40,500
	Third Street Transformation	22.01	552,580	440	552,140		552,140
	Sidewalk Repairs (combined with PMP)	23.01					-
<b>Utility projects</b>							
*	Rancho Vista Lift Station	20.05	125,000	-	125,000		125,000
	Transfer Switches for Wells 1 + 5	21.07	10,262	-	10,262		10,262
	Construct Fore Main to Hollister	23.02	18,000,000	65,393	17,934,607		17,934,607
<b>EXTRA</b>	Dias Lift Station Pump Ungrades	22.03	(76,408)	1,894	(78,302)	150,000	71,698
	Telemetry	22.04	150,000	-	150,000		150,000
	Lift Station Pump-Emergency Repl	22.05	25,000	12,327	12,673		12,673
	Emergency Generators	21.23	170,000	-	170,000		170,000
	WTTTP Mid Year	22.06	23,000	-	23,000		23,000
<b>Parks Projects</b>							
<b>NEW</b>	Abbe Park Ball Field Lights	24.01	-	-		150,000	150,000
	Track and Field Contribution		50,000	-	50,000		50,000
	Park Tables and Benches	23.05	20,000	-	20,000		20,000
<b>EXTRA</b>	Luck Park Historical Improvements	23.03	23,520	-	23,520	75,000	98,520
<b>Community Facilities Projects</b>							
<b>MY*</b>	City Hall Improvements	23.08	25,000		25,000		25,000
<b>EXTRA</b>	Community Hall Accoustics	21.24	50,000	-	50,000	75,000	125,000
	Corporation Yard + Kennels	20-15	20,000	-	20,000		20,000
<b>MY*</b>	Library 2 New PC's	23.1	5,000	-	5,000	(5,000)	-
	Fire Station-City Hall Emerg Gen	21.15	125,000	-	125,000		125,000
	File Storage	20-04	15,000	-	15,000		15,000
<b>NEW</b>	Library Rain Gutters	24.02				5,000	5,000
	Fire Station Ap Bay Improvements	21.23	50,000	-	50,000		50,000
<b>Equipment</b>							
<b>NEW</b>	Fleet Electricification/Replacement	24.02				250,000	250,000
	Steel Trench Plates	21.25	5,000	-	5,000		5,000
<b>Studies</b>							
<b>EXTRA</b>	Impact Fee Nexus Study & CD Fee Study	21.10	35,000	-	35,000	35,000	70,000
<b>MY*</b>	Citygate Strategic Plan	23.09	60,000	43,755	16,245		16,245
<b>Special Initiatives</b>							
	Urban Growth/Sphere of Infl	21.11	200,752	93,297	107,455		107,455
<b>MY*</b>	Housing Element	23.07	175,000	-	175,000		175,000
	Public Safety Committee Initiative	22.02	200,000		200,000		200,000
	Homeless Programs		10,000	-	10,000	(10,000)	-
<b>TOTAL</b>			<b>22,168,786</b>	<b>1,534,701</b>	<b>20,634,085</b>	<b>725,000</b>	<b>21,359,085</b>

Only one new project is recommended in the CIP; Abbe Park Ball-Field Lights Upgrade. Staff presented a grant proposal to the Council for a park upgrade at its May 16, 2023, City Council meeting, but the project included new amenities not favored by the Council. The grant had a 50% match and staff was directed to add the same match amount to this CIP to upgrade the ball field lights. Staff has included \$150,000 for this project that would also allow the wooden poles to be replaced. A cost estimate has been requested from Watt Electric that has access to energy efficiency grants.

Following the June 6, 2023 Budget Workshop, staff added \$5,000 from the General Fund Reserve for rain gutters at the Library, and \$35,000 for a community development fee study. It also removed reference to Library PC's as these were donated, and the \$10,000 homeless appropriation. The table below describes the new funds being recommended for the CIP. The General Funds of \$340,000 are recommended to be come from the General Fund Reserve.

FUNDING SOURCES FOR THE ADDITIONAL WORK AND NEW PROJECTS					
6/8/2023		General Fund Reserve	3CE Grant	Sewer	TOTAL
Existing	Community Hall Accoustics	75,000			
	Luck Park Historic Improvments	75,000			
	Diaz Lift Station			150,000	
New	Fee Studies	35,000			
	Abbe Park	150,000			
	Library Rain Gutters	5,000			
	Electrify Fleet/Replacement		250,000		
		340,000	250,000	150,000	740,000

# MAY 25, 2023 BUDGET WORKSHOP

UPDATED

6/7/2023

BUDGET CONSIDERATION		FINAL DRAFT BUDGET TO INCLUDE			
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST GENERAL FUND	SUPPORT	Operations	OUTCOME GF Reserve
1 Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security Adjusted June 5, 2023 for second FT positon (+\$13,705)	\$ (21,295)	\$ (21,295)	\$ (21,295)	
Reorganize City general					
2 services	Add PT Admin Asst	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
	Add FT Maintenance Worker	\$ 15,000	\$ -	\$ -	\$ -
3 Economic Development					
	Add PT Econ. Dev Assistant	\$ 40,000	\$ -	\$ -	\$ -
	Catalyst One Time funding for Training Implementation projects	\$ 50,000	\$ 31,165	\$ -	\$ 31,165
4 Historic Preservation					
	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
5 Recreation					
	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -	\$ -	\$ 15,400
Capital Improvement					
6 Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000
7 Climate Action Plan	Consultant		\$ 50,000		\$ 50,000
8 Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000
9 CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000
Totals		\$ 473,705	\$ 462,370	\$ (6,295)	\$ 449,065
Proposed Budget May 25				\$ 43,000	\$ 425,000

Attach 4

## Recreation One Time Budget Catalyst Funding Detail

Line Item	Maximum Cost Estimate	Budgeted	One-Time Fund Recommendation	Comments
Recreation Technician	\$ 35,000	\$ 26,422	\$ -	Recruitment will determine- underway now
Volunteer Processing			\$ 2,000	background checks, finger-printing, etc
New Summer Program Funding			\$ 5,000	To start July 1 before the Rec Tech is hired
Program Supplies	\$ 52,000	\$ 750	\$ 5,200	
Equipment, Tables & chairs	\$ 6,000	\$ -	\$ 1,200	\$1,000 a week is a lot; suggesting \$100 a week for starting new programs
Staff/Volunteer Training	\$ 2,000	\$ 1,000	\$ 2,000	\$3,400 was suggested s for a portable stage
Uniform Allowance- T Shirts	\$ 5,000	\$ 500		Annual Conference for Rec Tech = \$1,500
	\$ 100,000	\$ 28,672	\$ 15,400	Total 1st Year Budget would be \$29,072

## Economic Development One Time Budget Catalyst Funding Detail

Line Item	Maximum Cost Estimate	Budgeted	One-Time Fund Recommendation	Comments
CAL-ED Membership- City	\$ 350	\$ -	\$ 350	<a href="https://caled.org/">https://caled.org/</a>
CAL-ED Membership- EDCAC Members	\$ 1,000	\$ -	\$ 1,000	Access to resources on-line, and other cities
CAL-ED Conference- City staff	\$ 1,200	\$ -	\$ 1,200	<a href="https://caled.org/2023-caled-pre-conference-conference-agenda/">https://caled.org/2023-caled-pre-conference-conference-agenda/</a>
CAL ED Conference EDCAC 5-members	\$ 6,000	\$ -	\$ 6,000	\$3,400 was suggested s for a portable stage
CAL ED Basic Training- ED Cert for city staff	\$ 2,350	\$ -	\$ 2,350	<a href="https://caled.org/introduction-economic-development-certificate-program/">https://caled.org/introduction-economic-development-certificate-program/</a>
California Main Street Membership	\$ 1,765	\$ -	\$ 1,765	<a href="https://www.californiamainstreet.org/">https://www.californiamainstreet.org/</a>
Community Engagement and Assessment	\$ 15,000	\$ -	\$ 15,000	Third Street Transformation- in the Main Street framework described at the link above
Tool Kits and Self Trainings	\$ 3,500	\$ -	\$ 3,500	Specific programs to the benefit of City needs
Catakyst funding for Downtown	\$ 18,000	\$ -	\$ -	Downtown Organizational needs- feasibility study remove 6.6.23 wrk shp
	\$ 49,165	\$ -	\$ 31,165	

# CAPITAL IMPROVEMENT BUDGET FY 23/24

6/7/2023

		FY 22/23		Spent in FY 22/23		Balance		New, Decrease, & Additional Funds		FY 23/24 Budget	
Street Projects		Project #	Budget/Balance	22/23	22/23	Balance	Balance	Funds	Funds	Budget	Budget
	Hwy 156 RTL	20.03	580,364	21,105	21,105	559,259	559,259			559,259	559,259
	PMP- Slurry Seal (7 streets)	21.22	1,499,216	1,296,491	1,296,491	202,725	202,725			202,725	202,725
	Landscape for Third Street Improvements	22.06	40,500	-	-	40,500	40,500			40,500	40,500
	Third Street Transformation	22.01	552,580	440	440	552,140	552,140			552,140	552,140
Sidewalk Repairs (combined with PMP)		23.01									
Utility projects											
*	Rancho Vista Lift Station	20.05	125,000	-	-	125,000	125,000			125,000	125,000
	Transfer Switches for Wells 1 + 5	21.07	10,262	-	-	10,262	10,262			10,262	10,262
EXTRA	Construct Fore Main to Hollister	23.02	18,000,000	65,393	65,393	17,934,607	17,934,607			17,934,607	17,934,607
	Dias Lift Station Pump Upgrades	22.03	(76,408)	1,894	1,894	(78,302)	(78,302)	150,000		71,698	71,698
	Telemetry	22.04	150,000	-	-	150,000	150,000			150,000	150,000
	Lift Station Pump-Emergency Repl	22.05	25,000	12,327	12,327	12,673	12,673			12,673	12,673
	Emergency Generators	21.23	170,000	-	-	170,000	170,000			170,000	170,000
	WTTP Mid Year	22.06	23,000	-	-	23,000	23,000			23,000	23,000
	Parks Projects										
NEW	Abbe Park Ball Field Lights	24.01	-	-	-	-	-	150,000		150,000	150,000
	Track and Field Contribution		50,000	-	-	50,000	50,000			50,000	50,000
	Park Tables and Benches	23.05	20,000	-	-	20,000	20,000			20,000	20,000
	Luck Park Historical Improvements	23.03	23,520	-	-	23,520	23,520	75,000		98,520	98,520
Community Facilities Projects											
MY*	City Hall Improvements	23.08	25,000	-	-	25,000	25,000			25,000	25,000
	Community Hall Acoustics	21.24	50,000	-	-	50,000	50,000	75,000		125,000	125,000
EXTRA	Corporation Yard + Kennels	20-15	20,000	-	-	20,000	20,000			20,000	20,000
	Library 2 New PC's	23.1	5,000	-	-	5,000	5,000	(5,000)		-	-
MY*	Fire Station-City Hall Emerg Gen	21.15	125,000	-	-	125,000	125,000			125,000	125,000
	File Storage	20-04	15,000	-	-	15,000	15,000			15,000	15,000
NEW	Library Rain Gutters	24.02		-	-			5,000		5,000	5,000
	Fire Station Ap Bay Improvements	21.23	50,000	-	-	50,000	50,000			50,000	50,000
Equipment											
NEW	Fleet Electrification/Replacement	24.02		-	-			250,000		250,000	250,000
	Steel Trench Plates	21.25	5,000	-	-	5,000	5,000			5,000	5,000
Studies											
EXTRA	Impact Fee Nexus Study & CID Fee Study	21.10	35,000	-	-	35,000	35,000	35,000		70,000	70,000
	Citygate Strategic Plan	23.09	60,000	43,755	43,755	16,245	16,245			16,245	16,245
Special Initiatives											
MY*	Urban Growth/Sphere of Infl	21.11	200,752	93,297	93,297	107,455	107,455			107,455	107,455
	Housing Element	23.07	175,000	-	-	175,000	175,000			175,000	175,000
	Public Safety Committee Initiative		200,000	-	-	200,000	200,000			200,000	200,000
	Homeless Programs	22.02	10,000	-	-	10,000	10,000	(10,000)		-	-
TOTAL			22,168,786	1,534,701	1,534,701	20,634,085	20,634,085	725,000		21,359,085	21,359,085

FUNDING SOURCES FOR THE ADDITIONAL WORK AND NEW PROJECTS				
6/8/2023		General Fund Reserve	3CE Grant	Sewer
Existing	Community Hall Acoustics	75,000		
	Luck Park Historic Improvements	75,000		
	Diaz Lift Station			150,000
	Fee Studies	35,000		
	Abbe Park	150,000		
	Library Rain Gutters	5,000	250,000	
	Electrify Fleet/Replacement			
		340,000	250,000	150,000
				740,000





## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** MAY 16, 2023

**DEPARTMENT:** CITY MANAGER

**FROM:** DON REYNOLDS

**BY:** DON REYNOLDS

**TITLE:** DRAFT BUDGET FOR FISCAL YEAR 2023/24 TRANSMITTAL

### RECOMMENDED MOTION:

Introduce the proposed Operating and Capital Improvement Project budgets for Fiscal Year 2023/24, and schedule budget town-hall meeting May 25, 2023, and others, if necessary, in time for final approval on June 13, 2023.

### RECOMMENDATION:

Provide staff with recommendations and considerations necessary to produce a final draft budget, and schedule budget town hall meetings May 25, 2023 and if needed May 29, 2023, or June 1<sup>st</sup>.

### EXECUTIVE SUMMARY:

State law requires the City to adopt its budget before the end of the fiscal year, or before June 30<sup>th</sup>. The attached draft Budget for Fiscal Year 2023/24 is a straight forward, straight-line budget with no spikes in operational expenses. The City's finances remain solid as anticipated during the Mid-Year Budget Review February 21, 2023. Staff is seeking feedback from the City Council May 16, 2023, and suggesting a special town hall meeting May 25<sup>th</sup>. The goal is to adopt the budget at a special meeting June 13, 2023 and cancelling the regular meeting June 20, 2023. If necessary, this allows for a third special meeting to approve the budget June 27, 2023.

The draft budget includes a total expected revenue of \$4.88 million, with expenses of \$4.09 million, and a projected surplus of \$788,000. The first attachment to this report is a summary of all funds.

Attach 5

DRAFT BUDGET	Revenues	Expenses	Positive Net effect
General Fund	\$ 2,142,500	\$ 2,042,966	\$ 99,534
Sewer Fund	\$ 1,390,000	\$ 1,222,921	\$167,079
Water Fund	\$ 1,345,000	\$ 823,797	\$ 521,203

#### BACKGROUND:

The City's budget cadence has remained the same since 2019, except when it was interrupted by COVID 19 Pandemic. The fiscal year starts July 1 of every year, the day after the close of the prior fiscal year. The City then completes its accounts payable and receivables for the prior fiscal year, and in the fall, prepares the annual audit. The audit is a critical milestone, because it confirms or refutes the assumptions made while preparing the Budget before actual end of the fiscal year. Accountability is measured by the audit.

At the start of the calendar year, the mid-year budget is prepared for the City that highlights the differences between the projected revenues and expenses in the budget, and the actuals presented in the audit. Typically, there are unexpected savings or increased revenues, and special projects can be funded before the end of the fiscal year. Between February and March, research is done to begin building the next budget, with strategic planning to occur in April and May. That new or updated strategic plan informs the next budget priorities. The budget and new narratives are placed into the "Cleargov" software and published to be accessible to all in an easy-to-understand way, on-line, in PDF and paper formats. Resolution 2022-49 was approved June 14, 2022, adopting the current Budget.

This year, the City's audit was a month behind schedule due to the many changes required by the State law, the implementation of a new chart of accounts, and the implementation of a new financial software designed specifically for small municipalities. The Audit for FY 2021/22 was clean and accepted by the City Council when they adopted Resolution 2023-04, on the 24<sup>th</sup> of January, 2023.

#### OPERATIONAL BUDGET STATUS

The Mid-Year Budget Resolution 2023-16 was adopted February 21, 2023. It provided the status of the City's revenues and expenses, describing the critical General Fund, Sewer, and Water Funds in more detail.

MIDYEAR BUDGET REPORT			
at 50% of the year			Positive
	Revenues	Expenses	Net effect
General Fund	49%	39%	\$432,000
Sewer Fund	64%	53%	\$274,000
Water Fund	51%	51%	\$212,000

The General Fund is experiencing some concern with sales tax, but property taxes and transient occupancy taxes are stronger than expected. The second Sheriff deputy position has not been filled, and the new Recreation Technician positions is being recruited for now. These are two big savings that have resulted in lower expenses than budgeted.

The sewer fund is advancing funds to pay for the design of the sewer force main, until the \$1 million federal Environmental Protection Agency grant can be used to reimburse it ("EPA STAG" expected in July 2023). The revenues are high due to the rate increase that will be needed to cover the debt service for the sewer force main on \$10 million dollar loan through the USDA. When these federal resources become available, the sewer fund will be healthy.

The water fund is only now beginning to see revenue increases from the rate increase approved last fall. It has incurred slightly higher expenses than anticipated due to the cost of bringing the Microvi system on-line. "Microvi" is the name of the firm that provided the technology to remove nitrates from the well water at Well 6. Having passed all pilot tests the permit application had to be prepared or the Waterboard, that includes a detailed operational component unique to the City's needs. The "blending" of Well 6 has been approved by the Water Board in March 2023, and the plans to connect Microvi to the City's system are being engineered now.

The Council also received the status of the City's \$500,000 of American Rescue Act funds.

#### AMERICAN RESCUE PLAN

BASED ON THE JUNE 14, 2022 BUDGET STAFF REPORT		BUDGET	BUDGET	TOTAL	YTD FY 22/23	BALANCE	REAPP?
	CIP	FY 21/22	FY 22/23				
COVID Tests	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Business Grants	-	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	
New Start-Up Business Grants	-	\$ 20,000	\$ 15,000	\$ 35,000	\$ 35,000	\$ -	
Homeless Programs	-	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
Non-Profit Grants	-	\$ 15,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ -	
School Facility/Joint Use Access	22.07	\$ 175,000	\$ (75,000)	\$ 100,000	\$ 91,480	\$ 8,520	\$ 8,520
Third Street Transformation	22.01		\$ 115,000	\$ 115,000	\$ -	\$ 115,000	
Public Safety Initiative	22.02		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	
Track and Field Contribution	-		\$ 50,000	\$ 50,000	\$ -	\$ 50,000	
Luck Park Historic Improvement	23.03		\$ 15,000	\$ 15,000	\$ -	\$ 15,000	
		\$ 245,000	\$ 255,000	\$ 500,000	\$ 201,480	\$ 298,520	\$ 8,520

#### CIP STATUS

The second attachment to this report, is Exhibit D from the mid-year Budget Resolution 2023-16 that describes the status of the City's capital Improvement ("CIP") Budget. Not much has changed.

The Pavement Management Plan (street improvements) are almost complete awaiting warm weather for striping. The City's largest CIP in decades, the sewer force main is out to bid now, as well as the RFP for the Construction Management/Inspection firm for this project. The City is finally out to bid for the Community Hall acoustics.

The third attachment to this report are the new or changed CIPs approved at Mid-Year. The Strategic Plan was approved and is well underway with Citygate. Fumigation of city facilities has been completed, and Meg Clovis, Historic Preservation consultant has been retained. The biggest change approved at Mid-Year was the need for the Housing Element to be completed before December 31, 2023. The Council approved \$150,000 for that study and community engagement process and this consultant is under contract. The remaining projects on this list have not been able to move forward yet.

The City has completed 7 CIPs in 2022/23, spending close to \$2 million. The Pavement Management Plan (street repair work) at a cost of \$1.4 million, is the primary recipient of this funding. None of these street improvement costs relied upon the General Fund. With \$500,000 going toward park improvements, and of this \$170,000 was from using State Proposition 68 grant funds.

In 2019, the City had no grants pending, in process or recently completed. The City now has more than \$20 million in grants, paying for sewer system upgrades, park improvements, urban planning projects including the completed Active Transportation Plan, and technology upgrades. Grants pending or being applied for include more of the State housing funds, Permanent Local Housing Allocation ("PLHA, "SB2, LEAP and REAP). New grants are being written for Abbe Park upgrades, ( a separate report on this agenda, due June 1, 2023), historic preservation, more active transportation planning and street/sidewalk improvements.

There is no record of the City ever filing a disaster claim with FEMA. Today City has three pending claims with FEMA worth more than \$350,000. Inspections of flooding damages occurred the week of May 1<sup>st</sup>, and will continue through the end of June. Outreach to individual victims for FEMA assistance has been on going and was included in the most recent utility billing. The City is finally ending its COVID 19 Claim.

## DISCUSSION

The City uses two budgets: Operational and Capital Improvement Project budgets. The operational budget is the heart to the matters where the business gets done. The CIP consists of one-time expenses that have a beginning, implementation, and an end to them.

## OPERATIONAL BUDGET FOR FY 2023/24

The City's Operations Budget is stronger than in past years for a few reasons. Revenues for the General Fund are higher, due to an increase in sales tax, property tax, and transit occupancy tax. The sewer and water enterprise fund are healthy and able to carry the debt needed to improve these systems to federal and State Water Board standards.

But economists warn of the economy slowing, and this has a chilling effect on the City's revenues. The City relies heavily on its sales tax. It is projected to be flat for the next 12-24 months. The City can afford to grow cautiously with its general fund (mostly used for public safety). Staff is recommending that expenses remain where they are, while making some small but important adjustments.

General Fund expenses are well below budget primarily due to the budget unspent for a second dedicated Sheriff deputy. This \$150,000 in funding from the General Fund remains in the budget until a deliberation concerning the reorganization of public safety occurs. This effort is described in the attached narrative "Personnel Changes Considered for Fiscal Year 2023/24 Draft May 10, 2023." After eliminating private security, the City can afford the cost of two new positions in Public Safety as recommended by Citygate. That Narrative also justifies the need for an additional maintenance worker, and a part-time Office Assistant to help with communicating city work and accomplishments with the community, customer service at the front counter, keeping City Hall open until 5 PM each work day, and support for the Deputy City Clerk in human resources and risk management.

The Budget also includes funding to support Economic Development, Historic Preservation, and a new Economic Development Strategy. Funding is included to help train and educate Commissioners as well as Councilmembers. A second part-time position is being requested to support economic development. These services would include helping to draft and implement an Economic Development Strategy, special event coordination, support for the EDCAC, the National Main Street program, and Third Street liaison.

The re-bidding of the contracts for City Engineer and Private Security have improved services and support of staff, and saved the city funds.

The link below is to the City's budget book for FY 23/24. It includes the attached narratives, and line-item details for each fund and department. Please open the spread sheet if you prefer the details, otherwise there are charts and graphs that provide a general overview.

<https://city-san-juan-bautista-ca-budget-book.clcargov.com/10219>

Growing cautiously equals a slightly reduced spending in line with increasing but stable revenues.

### CAPITAL IMPROVEMENT BUDGET

Staff is working on a formal CIP for the City Council's first Budget Hearing. Here are some of the highlights anticipated for FY 23/24.

### WASTEWATER

The \$14 million contract to build the sanitary sewer force main to Hollister is on schedule to be awarded in late June or July of 2023. This project is critical to move forward with its effort to

come into compliance with the USEPA and decommission its wastewater treatment plant. It is one of the largest CIPs the City has taken on in decades.

## IMPORT DRINKING WATER

The Water District and City will soon enter into a permanent agreement and the design of this project to import surface water and blend it with the ground water will be moving forward again this summer. These agreements have already been drafted. It should be ready to bid by next spring, and could start construction before the end next fiscal year. Water quality is the community's number one priority.

## PARKS

This past fiscal year saw the completion of several big projects including the two parks, and most of the street improvements. These projects drained the resources for these topics, and one park was slightly subsidized by the General Fund. On this same agenda is a grant application requesting \$380,000 for Abbe Park Upgrades, to include new lights, ADA improvements and a small children's playground. This grant requires a 50% match that could be funded from a part of the General Fund savings from FY 22/23.

The \$1.4 million used for the street improvement project was an accumulation of three years of funding from the State SB1, County Measure G and other resources dedicated for this purpose. No General Fund was needed. The final touches including striping and landscaping will begin in June. There was approximately \$300,000 in savings in the street improvement project that can be used to begin design the next phase of street improvements for FY 24/25.

A small amount of \$143,00 from special grant funds received from COG are being budgeted for sidewalk repairs and to improve ADA accessibility in the older parts of the City.

## FLEET ELECTRIFICATION PLAN

The fourth attachment is the beginning of a City Fleet Electrification Plan. 3CE is providing programming and design funds to place a charger at the PWs Yard, and to help by electric vehicles. It provides an aging report of trucks and vehicles no longer in service that need to be replaced. It suggests using smaller utility electric carts around town. Hopefully with 3CE's support, this project can get moving early in July. The consultant was hired by 3CE at its April Board meeting.

## STRATEGIC PLANNING AND CLEAR.GOV

The City's use of Clear-Gov helps the community understand the complexities of government budgeting, in the form of number and spread sheets, but also with graphs, charts and narratives. The Strategic Plan narrative is in progress, as the City works to complete this project with the help of Citygate. The attached "Priorities and Issues Narrative" is a direct reflection of the work completed by Citygate from the many interviews completed, the two workshops, and surveys. Issues that include water, economic development, and improving communication. The "Personnel Changes Considered for Fiscal Year 2023/24 Draft May 10, 2023" narrative includes the full-

justification for consideration of adding the 3 full-time and two part-time positions. These are attached to this transmittal letter for those that do not have access to the computer link provided in this report. They will be included in the 180-page Budget when it is printed for the public.

FISCAL IMPACT:

The suggestions in this preliminary budget message are all concepts at this time. As it stands, the City can move forward with the attached draft budget, or it can expand slightly by adding two part-time positions, and re-organizing public safety. Either way, the City will have a balanced budget for FY 23/24 and remain in a strong fiscal position for the new Fiscal Year.

ATTACHMENTS:

- 1) Fund Summary
- 2) Mid-Year Resolution
- 3) Mid-Year CIPs

Not attached- please refer to the May 16 Agenda package for these materials

- 4) Fleet Electrification Plan
- 5) Narrative "Personnel Changes Considered for Fiscal Year 2023/24"
- 6) Narrative "Budget Priorities and Issues for Fiscal Year 2023/24"

# FUND SUMMARY - EXHIBIT A

Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,042,966	\$ 99,534
Sewer Enterprise	1,390,000	1,222,921	167,079
Water Enterprise	1,345,000	823,797	521,203
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
<b>TOTAL</b>	<b>\$ 5,587,576</b>	<b>\$ 4,916,282</b>	<b>\$ 671,294</b>

\* Community Development revenue rarely covers 100% of the costs, and is subsidized by the General Fund Each year

Exhibit 4



**RESOLUTION NO. 2023-16**

**A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA MAKING CERTAIN FINDINGS IN RELATION TO THE FY 2022/23 BUDGET AND APPROVING CERTAIN ADJUSTMENTS AT THE MID-YEAR TO ACCOUNT FOR SEVERAL SMALL VARIANCES FROM THE ORIGINAL FY 2022/23 BUDGET**

**WHEREAS**, Resolution 2022-49 was adopted June 14, 2022, and the City adopted its budget for FY 2022/23; and

**WHEREAS**, Resolution 2023-04 was adopted January 24, 2023, the City Council received its audit for FY 2021/22, and the auditor opinion is unmodified, or it is a “clean” report with no material findings; and

**WHEREAS**, in the attached staff report, analyzing the audit results and final fund balances moving forward, and after reviewing City’s budget performance over the past six months staff has summarized its Mid-Year budget review in the two attachments (“Exhibits A” and “B”), one for revenue adjustments and one for expenditure adjustments; and

**WHEREAS**, in Exhibit A, staff anticipates a slight growth in the General Fund revenues, particularly attributable to better interest rate returns, transient occupancy tax and property tax revenues; at Mid-Year, the General Fund can be summarized as follows:

- 1) **General Fund** revenues are running at 49% for the year to date. Correspondingly, General Fund expenditures are at 37% for the year to date. The net effect is a positive change in general fund balance of \$432k.

**WHEREAS**, as a result of its review, the Water Enterprise Fund and Wastewater Enterprise Funds can be summarized as follows:

- 1) **Water Enterprise Fund** ~ The water Enterprise Fund revenues are running at 51% for the year to date, and expenses are at 51%. The net effect is a positive change in the water Enterprise Fund of \$212k.
- 2) **Sewer Enterprise Fund** ~ The sewer Enterprise Fund revenues are running at 64% for the year to date, and expenses are at 53%. The net effect is a positive change in the sewer Enterprise Fund of \$274k.

**WHEREAS**, Exhibit B outlines a few one-time adjustments to the Operational Budget as a result of changes related to the City’s major contracts to adjust for cost increased beyond the budget amounts increasing some expenditures while reducing other major contracts, with a net savings of \$200,000 in the General Fund and \$190,000 in Community Development, suggesting that the savings and revenue increases be targeted for the reserves in the respective funds; and

**WHEREAS**, Exhibit C describes the status of the American Rescue Funds (\$500,000) and the Capital Improvement Budget (provided as Exhibit D for reference). Exhibit C is seeking amendments to the CIP adding \$668,520, increasing budgets for three existing projects, and adding five new projects to the CIP anticipated to be started this fiscal year; and

**WHEREAS**, of the requested \$668,520, \$415,000 is requested from anticipated savings this year in the General Fund, \$20,000 from the Enterprise Funds, and the majority of new funds provided by grants (\$350,000).

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of San Juan Bautista:

- 1) That the Staff report submitted for the February 21, 2023 Council meeting and its conclusions are hereby deemed to be true and correct, and are made a part of this resolution by reference.
- 2) That the completed Audit of the FY 2021/22 has confirmed and finalized the fund balances heading into FY 2023/24, and that a Mid-Year Budget review of this fiscal year's activity has been completed and that the assumptions and projections made in prior budget preparations have been confirmed and quantified.
- 3) The details of the recommended Mid-Year Budget adjustments for Fiscal Year 2022/23 are provided in Exhibit "A" for revenues, and Exhibit "B" for expenditures and "C" for the allocation of \$668,520 to the CIP, and increasing revenues \$200,000 and reducing expenses by \$265,000 to the Operational Budget.
- 4) That the balance of savings in all funds will be used to increase the reserve amounts in each of the three funds for consideration of new programs and initiatives during FY 23/24.

**PASSED AND APPROVED** by the City Council of the City of San Juan Bautista at a regular meeting duly held this 21st day of February 2023, by the following vote:


**AYES:** Councilmembers: Freeman, Morris-Lopez, Sabathia, and Mayor Jordan:

**NOES:** None


**ABSENT:** Councilmember Freels

**ABSTAIN:** None

**APPROVED:**

  
Leslie Q. Jordan, Mayor

**ATTEST:**

  
Elizabeth Soto, Deputy City Clerk

Attachments:

- A. Revenue Summary
- B. Expense Summary
- C. Allocation of Coronavirus State and Local Fiscal Relief Funds
- D. Existing CIP for FY 22/23

**EXHIBIT A**  
**FY 2022/23 MID-YEAR BUDGET REVENUE ADJUSTMENTS**

<b>REVENUES</b>	<b>Annual</b>	<b>Proposed</b>		
<u>Fund</u>	<u>Budget</u>	<u>Budget</u>	<u>Difference</u>	<u>Footnotes</u>
<b>General Fund</b>	2,737,935	2,937,935	(200,000)	<b>A</b>
<b>Special Revenue Funds:</b>				
Capital Projects Fund	3,186,996	3,186,996	-	
Community Development	404,514	404,514	-	
COPS	100,000	100,000	-	
Parking & Restroom Fd	26,000	26,000	-	
Gas Tax Fund	98,520	98,520	-	
Valle Vista LLD	26,529	26,529	-	
Rancho Vista CFD	66,521	66,521	-	
Copperleaf CFD	22,650	22,650	-	
<b>Internal Service Funds:</b>				
Blg Rehab. & Replace	38,000	38,000	-	
Vehicle Replacement	60,000	60,000	-	
<b>Enterprise Funds:</b>				
Water				
Operations	1,213,800	1,213,800	-	
Capital	79,350	79,350	-	
Sewer				
Operations	1,185,000	1,185,000	-	
Capital	484,352	484,352	-	
<b>TOTAL Funds</b>	<b>9,730,167</b>	<b>9,930,167</b>	<b>(200,000)</b>	

**Footnotes ~**

**A ~** Increase in general fund revenues for higher property taxes, interest income, T.O.T. taxes, offset by slightly lower than anticipated sales taxes.

## EXHIBIT B

### FY 2022/2023 MID-YEAR EXPENDITURE ADJUSTMENTS

EXPENDITURES	Annual	Proposed		
<u>Fund</u>	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>	<u>Footnotes</u>
<b>General Fund</b>	2,425,349	2,350,349	(75,000)	A
<b>Special Revenue Funds:</b>				
Capital Projects Fund	3,186,996	3,186,996	-	
Community Development	671,289	481,289	(190,000)	B
COPS	100,000	100,000	-	
Parking & Restroom Fd	2,500	2,500	-	
Gas Tax Fund	19,000	19,000	-	
Valle Vista LLD	26,529	26,529	-	
Rancho Vista CFD	66,521	66,521	-	
Copperleaf CFD	22,650	22,650	-	
<b>Development Impact Fee Funds</b>				
Public/Civic Facility	2,700	2,700	-	
Library	4,440	4,440	-	
Storm Drain	3,432	3,432	-	
Park In-Lieu	300	300	-	
Public Safety	852	852	-	
Traffic	432	432	-	
<b>Enterprise Funds:</b>				
Water:				
Operations	805,232	805,232	-	
Capital	79,350	79,350	-	
Sewer				
Operations	923,911	923,911	-	
Capital	484,352	484,352	-	
<b>TOTAL Funds</b>	<b>8,825,835</b>	<b>8,560,835</b>	<b>(265,000)</b>	

**Footnotes:**

A ~ Decrease in budgeted expenditures for SBC Sheriff services (175k) and increase for private security, (30k), legal fees (25k), and City Clerk position (45k)  
 B ~ Decrease due to lower planning consultant expenditures (160k) and lower building inspection expenditures (30k)

## EXHIBIT C

### AMERICAN RESCUE PLAN

BASED ON THE JUNE 14, 2022 BUDGET STAFF REF		BUDGET	BUDGET	TOTAL	YTD	BALANCE	REAPP?
	CIP	FY 21/22	FY 22/23		FY 22/23		
COVID Tests	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Business Grants	-	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	
New Start-Up Business Grants	-	\$ 20,000	\$ 15,000	\$ 35,000	\$ 35,000	\$ -	
Homeless Programs	-	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
Non-Profit Grants	-	\$ 15,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ -	
School Facility/Joint Use Acce	22.07	\$ 175,000	\$ (75,000)	\$ 100,000	\$ 91,480	\$ 8,520	\$ 8,520
Third Street Transformation	22.01		\$ 115,000	\$ 115,000	\$ -	\$ 115,000	
Public Safety Initiative	22.02		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	
Track and Field Contribution	-		\$ 50,000	\$ 50,000	\$ -	\$ 50,000	
Luck Park Historic Improveme	23.03		\$ 15,000	\$ 15,000	\$ -	\$ 15,000	
		\$ 245,000	\$ 255,000	\$ 500,000	\$ 201,480	\$ 298,520	\$ 8,520

# EXHIBIT D

JUNE 6, 2022 CIP

CAPITAL IMPROVEMENT				
05.31.2022	BUDGET FY 22/23	Project #	FY 22/23 Budget	Status 02.21.23
Street Projects				
	Hwy 156 RTL	20.03	590,643	Acq ROW/Cal Trans Plan Check
\$\$	PMP- Shury Seal, Overlay	21.22	1,100,160	30% Complete
	Landscape for Third Street Improvements	22.06	40,500	Included in PMP
NEW	Sidewalk Repairs	23.01	200,000	Included in PMP
Utility projects				
	Rancho Vista Lift Station	20.05	125,000	
	Transfer Switches for Wells 1 + 5	21.07	4,350	Well 5 only so far
	Design Force Main to Hollister	21.20	334,343	100% complete
NEW	Construct Force Main to Hollister	23.02	18,000,000	Bid in March
\$\$	Dias Lift Station Pump Ungrades	22.03	74,572	Purchased Pumps
\$\$	Telemetry	22.04	150,000	
	Lift Station Pump-Emergency Repl	22.05	16,780	
	Emergency Generators	21.23	170,000	
MY	Waste Water Treatment Plant - Mid Year	22.06	23,000	100% Complete
Parks Projects				
FY 21-22	Franklin Park	21.01	267,240	100% Complete
FY 21-22	Verutti Park	19.42	189,701	100% Complete
MY	Joint Use of School	22.07	100,000	100% Complete
NEW	Track and Field Contribution	23.04	50,000	
NEW	Parks Tables and Benches	23.05	20,000	
NEW	Luck Park Historical Imps	23.03	15,000	Assessment complete
	Trail Plan (ATP)	21.02	205,458	95% Complete
Community Facilities Projects				
\$\$	Community Hall Acoustics	21.24	50,000	Bid in March
\$\$	Fire Station Aparatus Bay	21.23	70,000	
Equipment				
	Pipe Threader	21.18	2,500	
\$\$	Steel Trench Plates	21.25	5,000	
Studies				
\$\$	Water/Sewer Rate Study (Prop 218)	21.09	31,993	100% Complete
	Impact Fee Nexus Study	21.10	35,000	
	SB 2 Grant HCD	21.12	159,087	90% Complete
\$\$	LEAP Grant HCD	21.13	20,334	90% Complete
	REAP Grant HCD	21.14	2,611	90% Complete
NEW	Fire District Study	23.06	12,500	RFP/Grant Feasibility
NEW	Housing Element (half this FY half next FY)	23.07	25,000	RFP in March
Special Initiatives				
	Urban Growth/Sphere of Infl	21.11	103,203	Draft SOI/New Committee
\$\$	Third Street Master Plan	22.01	215,000	Following ATP
\$\$	Public Safety Committee Initiative	22.02	200,000	Assesment Concluded/SO and Fire Contracts
			22,152,034	
Subtract Force-Main to Hollister			(18,000,000)	
			4,152,034	

## Organization Chart

The Organizational Chart will be inserted before adoption due to proposed changes being considered





---

# **BUDGET OVERVIEW**

---



## Strategic Plan- In Process





## COMMUNITY TOWN HALL MEETING

JUNE 2, 2023

5:00 PM – 7:00 PM

CITY LIBRARY: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045

## IMPLEMENTATION PLANNING SESSION

JUNE 3, 2023

9:00 AM – 4:00 PM

CITY LIBRARY: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045



## REUNIÓN MUNICIPAL

2 DE JUNIO, 2023

5:00 PM – 7:00 PM

BIBLIOTECA: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045

## SESIÓN DE PLANIFICACIÓN ESTRATÉGICA

3 DE JUNIO, 2023

9:00 AM – 4:00 PM

BIBLIOTECA: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045



## City of San Juan Bautista

*The "City of History"*

Office of the City Manager

### MEMORANDUM

**TO:** CITY COUNCIL  
**FROM:** DON REYNOLDS, CITY MANAGER  
**DATE:** APRIL 24, 2023  
**SUBJECT:** STRATEGIC PLANNING UPDATE

This note is to follow-up on the Strategic Planning work completed April 14 and 15, 2023. A second interaction is being planned a month from now, but June 1-5 don't seem possible.

A lot of hard work went into creating Core Values, Priorities, Mission, and Vision Statements. This is a summary of those efforts.

### Values | Priorities | Mission | Vision

**Core Values:** Collaboration | Honesty | Resourcefulness | Accountability | Integrity

**Council Priorities:** Fiscal stability | Infrastructure | Economic Development | Public Safety (disaster Prep/Code Enf) | Communication | General Plan | Parks and Recreation

**Mission:** The city of SJB strives to provide exceptional service to the community by fostering a sustainable economy, while preserving its uniqueness through collaboration, honesty, and resourcefulness.

**Vision:** San Juan Bautista is a vibrant, thriving community who strives to tell its complete history & cultural heritage while honoring the needs of its residents & businesses. San Juan offers the world a unique destination amidst boundless natural beauty, open space & agricultural resources.

Work is still needed to complete the review of the 2016 General Plan priorities and Citygate and staff have developed a simplified plan for that. Also, the City had received 80 responses to the survey before April 14, 2023, and has now received more than 130 responses. This new data will be updated and shared.





## City of San Juan Bautista

*The "City of History"*  
Office of the City Manager

A second session is being planned for the time between June 1-5, 2023. It will include another first day from 10-5 PM, and a follow-up the next day for 2-hours. The draft agenda includes the following topics:

Can you plan to be available 10-5 PM?? What dates work best for you (Friday again?)

1-2 hours reviewing the previous General Plan Strategic Plan

1 hour discussing "Innovation Training" in an Interactive Workshop

5-hour Lunch

2-3 hours for Implementation discussion

Wrap Up -

Saturday Again? What date work best for you?

2-hour review and confirmations

Is does not look like the City Council available June 2 and June 3...

Are there items the Council wants to see added to the Agenda?

*Notes regarding the calendar, includes not meeting on Memorial Day Weekend, approving the budget June 13, 2023. The City Manager will be in New Orleans at the national gymnastic tournament June 14- June 21.*

Thank you for your dedication to the City and consideration of this Plan.

CC: Commissioners

City Staff

Citygate

# Priorities & Issues

## BUDGET PRIORITIES AND ISSUES

### FISCAL YEAR 2023/24

The City initiated the creation of a 5-year Strategic Plan approving a contract with Citygate in January 2023. Two-multiday workshops were held in April and June. A City-wide opinion survey was completed with 158 replies. Attached are three slides presented to the community June 2, 2023 summarizing community feedback from the Citygate Strategic Planning efforts thus far. The priorities identified below include the status of the three existing City initiatives, and new priorities that surfaced last year, or during the work on this year's Strategic Plan. These new priorities have been integrated into the Budget for FY 2023/24. More details elaborate related specifically related to "Personnel Changes" and the Capital Improvement Plan can be found under these specific separate Budget Book Tabs.

#### **Three Initiatives from FY 2021 – 2023**

The City's prior strategic plan launched three initiatives: Urban Growth Boundary/Sphere of Influence; Third Street master plan and Public Safety Initiative. The fiscal status of this work is described in the City Manager's transmittal memorandum, and has not really changed much since the Mid-Year budget discussion. An effort was made to reconvene the UGB/SOI Committee May 7, but due to vacancies and absences, the first meeting of the new Committee has been pushed out to the end of the month. The focus on public safety has been on re-organization discussed in the Transmittal Memo and in the "Personnel Changes" narrative. The City Manager has met twice with different camera system vendors. The implementation strategies have greatly simplified. Hopefully the City can be in contract with a provider before the end of the summer. The Third Street Master Plan is moving forward with a \$365,000 grant application pending with the State. This would pay for the development of a transportation hub on the Alameda, between Franklin and Fourth Street.

#### **New Priorities**

##### Economic Development

The FY 23/24 budget includes \$31,165 from its General Fund Reserve for Economic Development activities and training. The Economic Development Citizen's Advisory Committee will begin drafting an Economic Development Strategy. Partnering with State and County agencies, the City will create regional partnerships to fully take advantage of the City's bountiful history and assets. Business retention and tourism efforts will increase as the merchants and property owners re-organize downtown.

##### Recreation

Development of a new and robust recreation program is funded with the Part-time Recreation Technician position and operational funds of \$29,072. Facility improvements are moving forward to help house new programs. The City is also funding a summer recreation program to begin in July.

##### Housing Element

State mandated Housing Element is required to be updated by the end of the Calendar Year. The City set-aside \$170,000 for this at mid-year. The first Housing Element Workshop will occur June 29<sup>th</sup>, 2023.

##### Climate Action Plan

The budget includes \$50,00 to fund consulting costs to complete its climate action plan. State laws are becoming more and more restrictive on jurisdictions that do not have a fully integrated way to reduce the greenhouse gasses it produces.

##### Implementing the Public Safety Changes

The City Council supports the organization of its Public Safety functions. Removing private security and directly staffing these efforts is a big part of this change. Establishing a single point of contact is also critical. The creation of a Fire District is underway. The County Office of Emergency Services is using grant funding to hire a feasibility consultant. The Sheriff has begun negotiating a new contract with the City and stepped up its services working toward two dedicated deputies.

##### Homeless Programs



Homeless Initiatives continue to be evaluated by the City of Hollister and the County Public Health Department. An MOU is being discussed currently by the Intergovernmental Committee. The City will be expected to share in homeless program decisions and helping to fund them.

#### **Other Issues**

1. Improving Communication- getting the message at City Hall out clearly and concisely to all members of the public has to be a priority.
2. Managing four states of emergency, with three FEMA claims submitted and in process.
3. Disaster Preparedness - Increasing community awareness
4. Facilities and Office Space- needs an evaluation and strategic plan
5. Web-Site - Full and complete modernization and use of technology by City Hall.
6. Storm Water/Drain Master Plan

#### **Capital Improvements and Infrastructure**

The City is in position to continue to work on priorities and issues remaining from prior years to include its infrastructure, focused first on its wastewater, and drinking water. The City expects to award a \$14 million contract July 18, 2023 to construct the sanitary sewer line to Hollister. A contract has already been executed with Hollister to receive the City's domestic wastewater with a 40-year term. The contract for drinking water will be executed this summer and design of this project will resume. Focus on park improvements will include improving the acoustics in the Community Hall, (bidding closed June 16, 2023). And new this year is upgrading the ball field lights at Abbe Park.

Attachments:

June 2, 2023 Citygate Slides

Top 10 Priorities

Top 10 biggest concerns

Summary of all feedback

## Personnel Changes

### PERSONNEL CHANGES FOR FISCAL YEAR 2023/24 DRAFT

This summary reflects changes to the Personnel as a result of the two budget workshops held May 25, and June 6, 2023. The City continues to adjust and be flexible, serving the community's highest priorities. The City Council considered adding 3-fulltime positions and two part-time positions, and added two of the three fulltime positions and one of the two part time positions.

	Existing Positions	Requested New Positions	New Positions Supported	Total Positions
Full time				
Maintenance	5	1	0	5
Administration	5	2	2	7
	10			12
Part-time				
Maintenance	2	0	0	2
Administration	5	2	1	6
	7			8

Part-time staff in the Maintenance Division help cover for regular employees when absent and help keep the downtown clean on weekends and holidays. There are no other part-time administrative staff. On May 2, 2023, The City hired a full-time provisional maintenance worker which is allowed for up to 90-days, paid a 40-hour salary without benefits.

The only position added during fiscal year 2022/23 was the Part-Time Recreation Technician. That recruitment is underway. The position will initially work from the Library. It will serve multiple generational recreation programs. The operations budget will help pay for materials and supplies for these programs starting in FY 2023/24. The cost annual estimated cost is estimated to be \$28,000.

Between July 1, 2022, and December 31, 2022, an election occurred that could have brought forth three new Councilmembers. One incumbent was re-elected, and two new Councilmembers were approved by voters. The City Manager's performance Improvement Plan includes establishing goals and priorities. To welcome and include the new voices in the City's priorities, the City Manager recommended that strategic planning and organization study be conducted early in 2023. At its January 24<sup>th</sup> City Council meeting Citygate was awarded the contract for this work, which began in March 2023. Their scope included a high-level organization review, and a review of public safety. Six recommendations for staffing changes have been made from this study and analysis.

The staffing changes in this narrative recommend 3 new full-time positions; maintenance worker, public safety coordinator, community service officer and 2-part time positions administrative assistant and economic development coordinator. Two safety positions would be off-set by savings in that Department discontinuing private security services. The maintenance worker position will impact the budget at \$70,000 each, but be paid by the enterprise funds (66%) and General Fund 33%. The administrative assistant position cost of \$25,000 will be spread to all funding sources. The Economic Development Coordinator will be paid by the General Fund and off-set be grants and other outside resources. It will cost \$35,000 annually.

#### **PART-TIME ADMINISTRATIVE ASSISTANT (supported) & ECONOMIC DEVELOPMENT SPECIALIST (not supported)**

In FY 22/23, an additional part-time clerical position was shared with the Library, but when this employee resigned, it was filled to only support the Library, as a third part-time position is now vacant. The position was never able to provide coverage for City Hall five days a week.

It is recommended that the Deputy City Clerk, that supervises both Office Assistants, engage the help of part-time staff to support the clerical duties related to all three positions.

Performance improvement plan. (November 2022)





*Don should review the duties and responsibilities of the Deputy City Clerk position and communicate with the Council prior to filling the position or seeking adjustments in the salary range.*

*Don should assess the need for supervision of the Public Works Department and recommend any changes.*

MNS Engineering was retained to help with Public Works and act as the City's Engineer. This move has brought a lot of support to the City's Public Works function, as it is staffed by a former deputy public works director from the City of San Francisco who helped address this concern, but there remains the need for clerical support to support the account receivable position, helping to answer phones, to staff the front counter, and support the Human Resource and Risk Management functions delegated to the Deputy City Clerk. This matter was also considered in relation to keeping City Hall open 8-hours a day. Citygate, who are engaged in providing and organizational review of the City as required in City Manager's performance plan, has drafted this recommendation:

*City Hall – If you extend hours of operations, you will need part-time personnel for adequate security for cash handling and public counter duties. This position could (if it was an FTE) also have other duties listed within the strategic plan to support other tasks including: writing of fiscal policies and procedures, grant writing and monitoring, public information and marketing (General Plan Strategic Plan\* objectives 122-127), additional admin support to City Manager and Assistant City Manager (related to economic development items (see 264-274, 50-70). A list of these objectives is attached.*

• 2016 General Plan "Strategic Plan," pages 236-331

If an Administrative Assistant paid \$21-\$25 per hour, the annual cost of 20-hours per week will be approximately \$25,000.

As the City develops its Economic Development Strategy it will need support implementing it, and other related duties. It can support the work needed to develop the Third Street Master Plan. It can support the City in regional efforts to promote tourism. The General Plan objectives support this move. The cost at \$35-\$40 per hour would be \$35,000 per year, but could be off-set in part by the grants received. *This position was not supported. Instead, it is recommended to move enforcement from Community Development and consolidate this work under Public Safety, freeing up time for Community Development to work on Economic Development.*

#### **MAINTENANCE STAFF (not supported)**

The City Maintenance staff has not changed or increased in several years. But demand has increased. The City has added two new housing developments and increased the number of streets roads and parks accordingly. Recent flooding has exposed the weaknesses of the City's stormwater management system. These flooding events stretch the existing staff beyond the physical limits of their abilities. This past year, the City added Franklin Park, and Verutti Park restrooms. This adds several hours of maintenance to the work-week especially on weekends. An additional full-time maintenance worker would help the City retain staff and react quicker to its many urgent infrastructure needs. A full-time maintenance worker costs approximately \$70,000 per year.

#### **PUBLIC SAFETY**

The City's "Public Safety Services" system is very complicated and requires an organizational review. This organizational chart describes the various safety components the City relies upon now. Three significant contracts are involved: San Benito County Sheriff, Hollister Fire and Private Security. After attempting twice to improve public safety service deliveries, the City has yet to meet the deliveries anticipated. The "Code Enforcement" position (City "safety officer") is working out of class at an "X" rated salary level and this must be corrected.

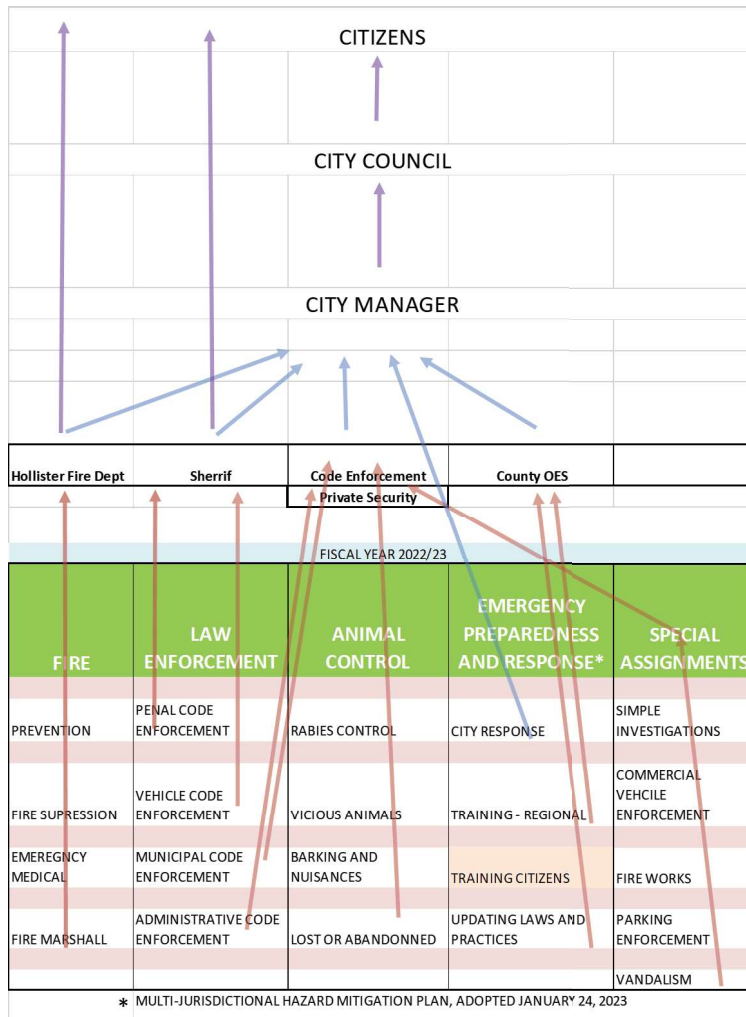
The Safety Officer is the only member of staff supporting Public Safety system before the City Manager. This is not sustainable. The City Manager has 6-related direct reports in the current model. In larger jurisdictions, a code enforcement officer works in Community Development and the Building Official, focused on land use and building code violations, at \$35 dollars per hour, Monday-Friday 9-5 PM. But smaller cities including Hollister, have moved Code Enforcement to the Law Enforcement side of the chart, adding a list of "Special Assignments" duties, with associated salary to off-set the additional duties. Citygate refers to these assignments as "Quality of Life" issues that are very important but may not pose an immediate threat to life or property. These programs expanded in San Juan Bautista since 2019, to address the strategic plan at the time that had as its fifth goal "Quality of Life" matters. They include loud parties after 10 PM, commercial vehicle enforcement, parking enforcement, barking dogs, and many of the functions listed as Special Assignments.

The City's use of private security to support public safety was in practice in 2019, when the City Manager was hired. The contractor reported directly to the City Manager. That fall, when the code enforcement officer was hired, the code enforcement officer was delegated the task of overseeing the day-to-day operations of private security, and the City Manager supported the budget and policy matters. A job description was brought to the





Council updating the duties of the code enforcement officer, accordingly proposing “Public Safety Manager.” An example from the City of Malibu contract with the L.A. Sheriff was provided. This job description was not approved, but the work remained. Below is the existing Organization Chart.



In 2021/22 the City formed its “Public Safety Committee” meeting to discuss these contracts and consider changes. This is the origin of the City’s first and second (not filled) “Dedicated” sheriff deputy. The City issued a Request for Proposals for private security services before the then current contract expired on June 30, 2022. The City security contractor then terminated the City’s contract May 6, 2022, with a 30-day notice. They did not submit a proposal to continue as the City’s private security service provider. A new contractor was approved by the City Council on May 24, 2022, and the contract started June 6, 2022. The City receives twice the patrol services it had for a cost increase of only 10%. The City also included enforcement of parking violations and administrative citations (that include illegal use of fireworks). This contractor reports 100% to the “Code Enforcement Officer.” “City Code Enforcement” safety employee works Wednesday – Sunday 12-6. Private Security starts one shift at 4 PM to 12 Am, and a second shift 10 PM until 6 AM.

Private Security is deployed to “observe and report,” and to enforce parking and administrative citations. The City’s safety officer is on call 24/7 and the “reports” from private security first go to the City safety officer. If deemed appropriate, a call to the Sheriff or 911 is made. There are times when unsecured private properties are discovered during patrol, that can pause patrolling, while private security officer to monitor the situation until the Sheriff arrives.

Citygate is known for helping public agencies refine the delivery of public safety services and make them more efficient. The initial recommendation from Citygate is to establish a “Public Safety Department” as shown in this org chart, with a manager overseeing the various contracts.

This new management position allows the City Manager to remain neutral on enforcement matters, and potentially act as an arbitrator when disagreements arise.

The Citygate recommendation is to move away from private security altogether. Their recommendation is like the Sheriff's recommendation; multi-services officers ("MSO" or community service officers "CSO"). This is an unsworn officer, in a uniform and clearly-marked vehicle, that can enforce the City's quality of life ordinances. Last fall, staff came forward with a recommendation to pay the Sheriff for a CSO rather than a second dedicated deputy, because the Sheriff is having difficulty hiring sworn officers. It was not supported by the City Council. The Citygate recommendation is different in that the CSO would be a City hire, rather than a contract service provider.

Citygate's draft recommendation:

1. Full Time Public Safety Coordinator Position (supported)

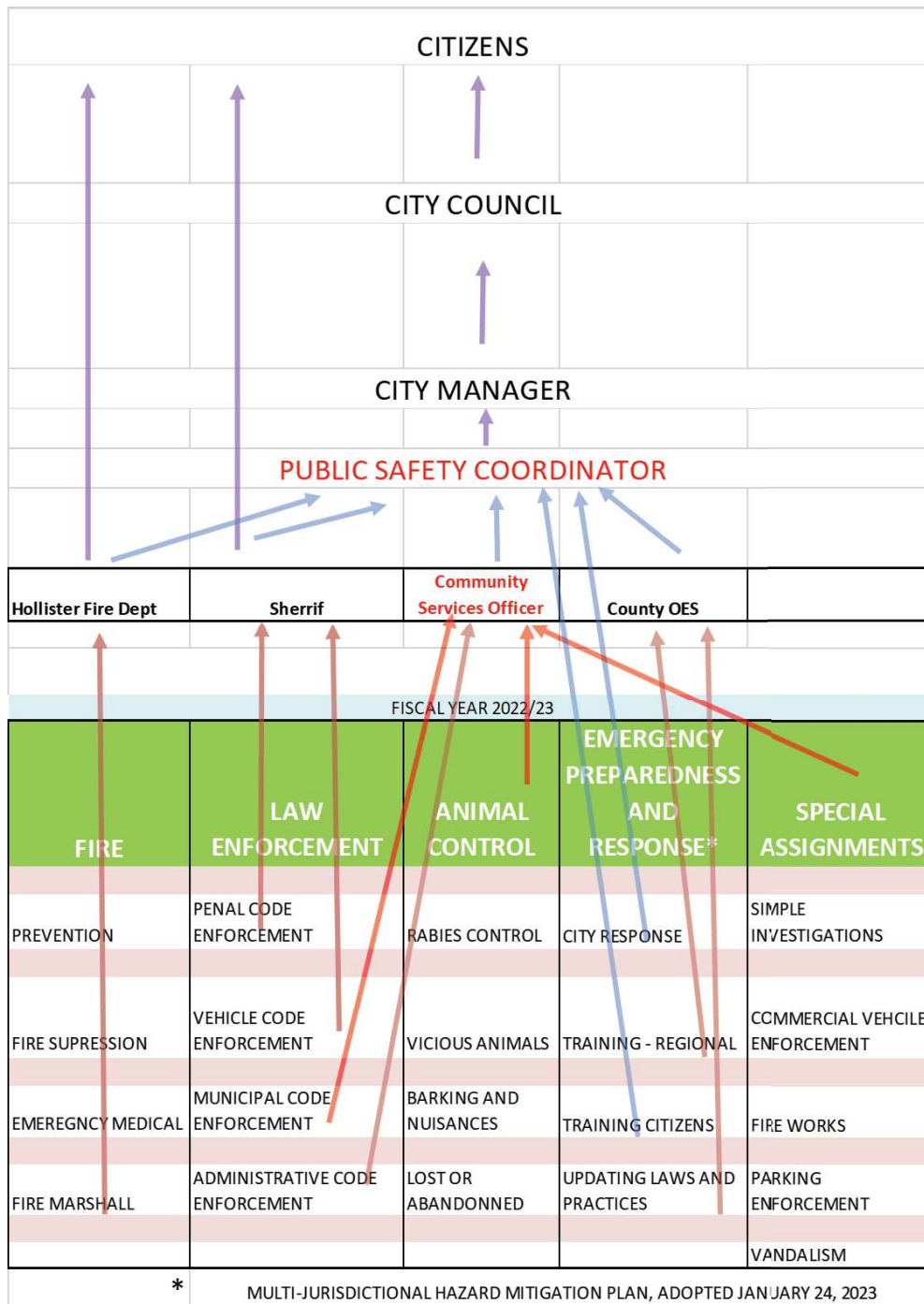
Oversite of police, security, disaster prep and response, all public safety related contracts (including fire, sheriff, animal control, etc.), grants, (SJB 2016 General Plan Strategic Plan Goals including but not limited to 73-87, 231-238, 226-228, etc.) This position could also work closely with Assistant City Manager on zoning, land use, traffic issues.

2. Recruit and Fill the vacant Sheriff's position (I believe already budgeted) (yes and request written reporting requirements on workload indicators i.e., calls for service).
3. Consider removing current security services and replacing them **with city staff a full-time community service officer** that reports to the Public Safety Coordinator position in item #1. Building this into the current Sheriff contract is a consideration, but the Sheriff has its own staffing difficulties plus making them city staff give more local control and flexibility for the City Manager.

Need to evaluate recruitment approach, salaries and benefits beyond medical (i.e., taking a vehicle home, signing bonuses etc.).

Lastly, Citygate is helping negotiate the City's Sheriff contract. The next meeting is planned for Friday May 12<sup>th</sup>. The contract was written in 2009 and is vague. The City is looking for better tools that a Public Safety Coordinator can use to help make certain the law enforcement services are being delivered.

A fiscal analysis indicates that the reduced cost of private security (\$10,800 per month) would off-set the cost of two new positions, saving \$21,295 per year. Attached is a recommended Public Safety Re-Organization chart.



---

# FUND SUMMARIES

---



GENERAL FUND

The City's General Fund Budget for Fiscal Year 2023/24, anticipates \$2,142,500 million in Revenue (slightly lower than last year), and \$2,042,966 in Operational Expenses, \$400,000 lower than last year's budget,

The City has ten different funds that it tracks. The creation and maintenance of a fund is generally mandated by its source. This is known as 'fund accounting' and is the cause of the "silo" effect in government. A bureaucratic silo is created when funds for one use cannot be used for another. The City's Utility Enterprise funds are a good example of specific revenues from rate payers, that must be used to pay for utility costs only.



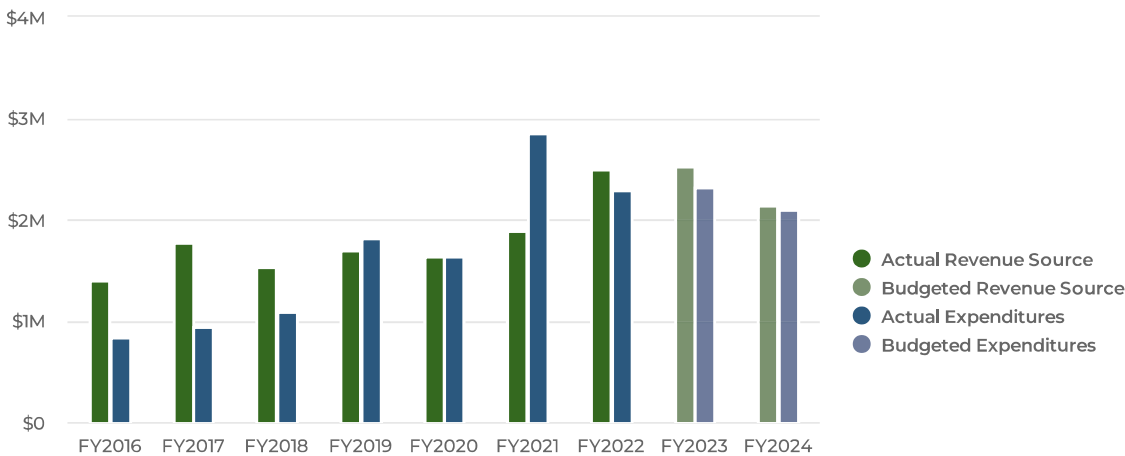
General Fund

The one fund that is capable of crossing these vertical lines is the General Fund. The City Council has the most discretion in budgeting the General Fund then the special use funds. The fund commonly used to fill gaps in financing where insufficient funds can stop a project. Approximately one-third of the City's General Fund pays for Public Safety, and most cities spend two-thirds of their General Fund on these services.

The City's General Fund is actually a collection various smaller funds that all have one thing in common: no strings attached. The three principal sources of General Fund Revenues are the City share of Property Tax, Sales Tax and Transit Occupancy Tax. They equal half of the \$2,142,500.

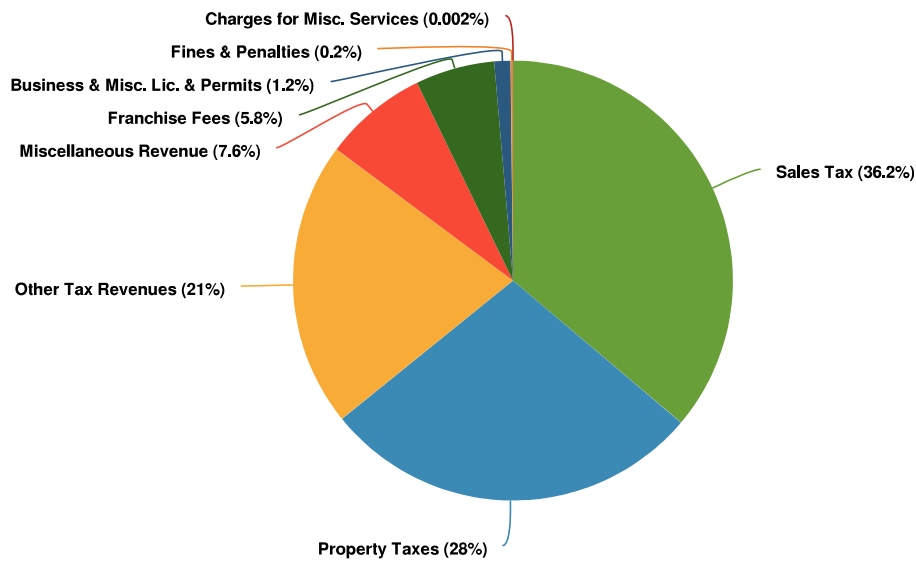
Summary

The City of San Juan Bautista is projecting \$2.14M of revenue in FY2024, which represents a 15.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 9.4% or \$219.66K to \$2.11M in FY2024.

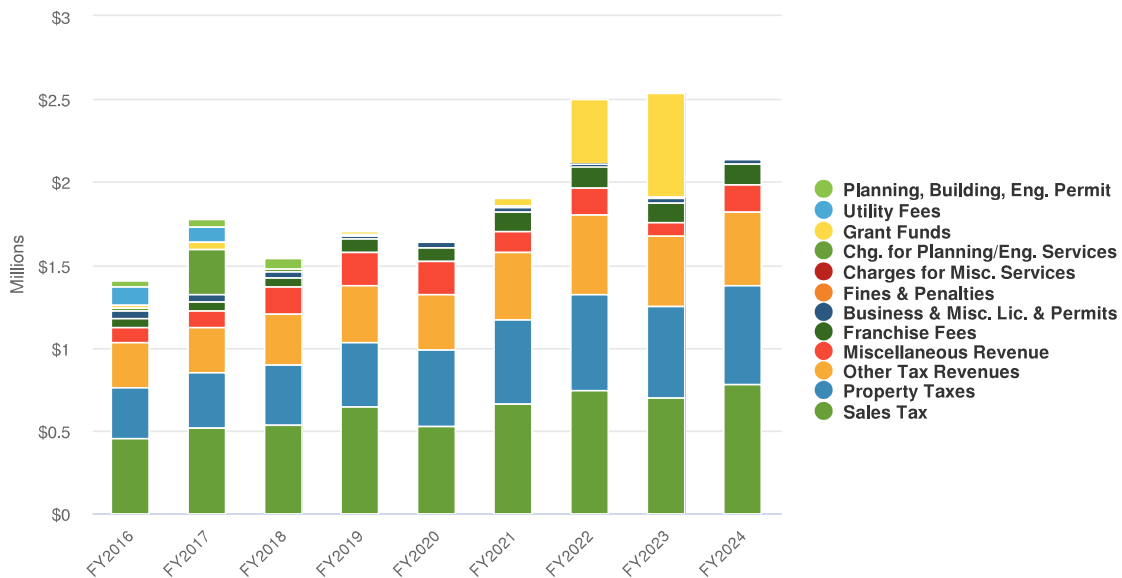


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Sales Tax	\$747,686	\$696,114	\$775,000	11.3%
Property Taxes	\$578,212	\$556,328	\$600,000	7.9%
Other Tax Revenues	\$473,615	\$421,425	\$450,000	6.8%

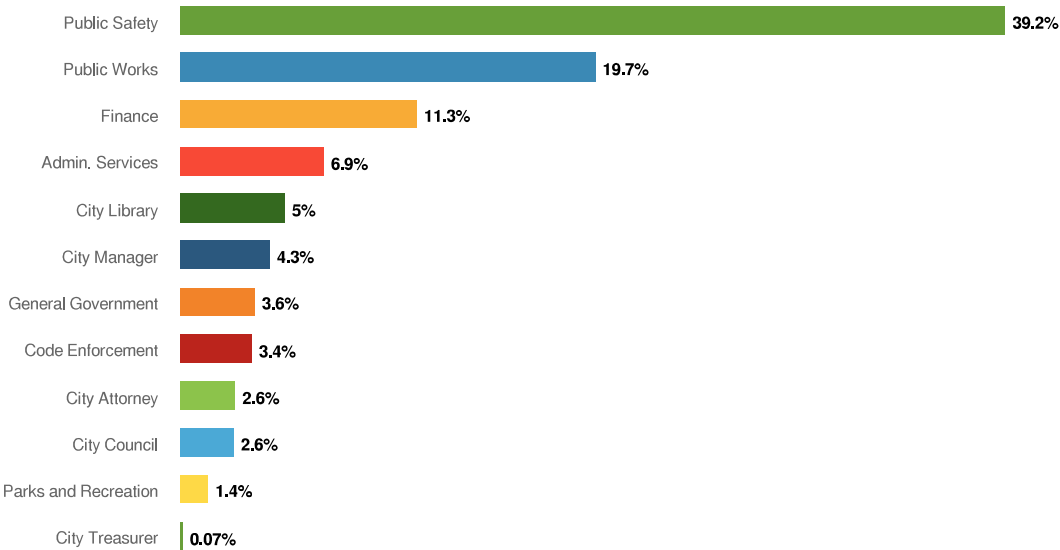


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Franchise Fees	\$118,858	\$116,096	\$125,000	7.7%
Chg. for Planning/Eng. Services	\$62	\$0	\$0	0%
Business & Misc. Lic. & Permits	\$19,564	\$25,060	\$25,450	1.6%
Fines & Penalties	\$3,305	\$7,900	\$3,500	-55.7%
Grant Funds	\$389,713	\$624,606	\$0	-100%
Charges for Misc. Services	\$1,386	\$1,500	\$50	-96.7%
Miscellaneous Revenue	\$171,233	\$87,802	\$163,500	86.2%
<b>Total Revenue Source:</b>	<b>\$2,503,635</b>	<b>\$2,536,831</b>	<b>\$2,142,500</b>	<b>-15.5%</b>

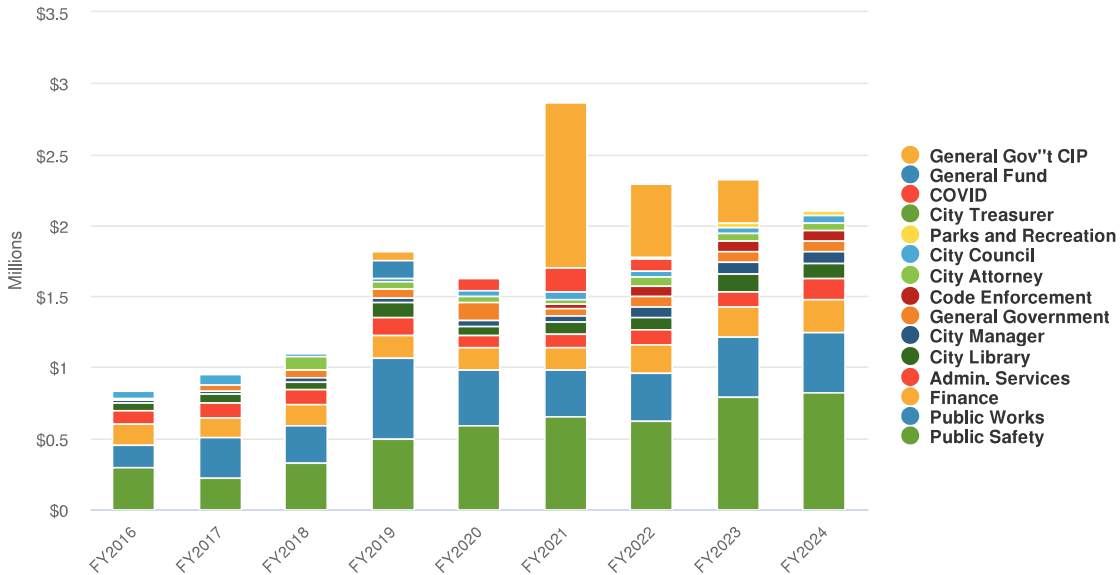


# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
General Fund	\$9,990	\$0	\$0	0%
City Council	\$39,390	\$44,221	\$54,044	22.2%

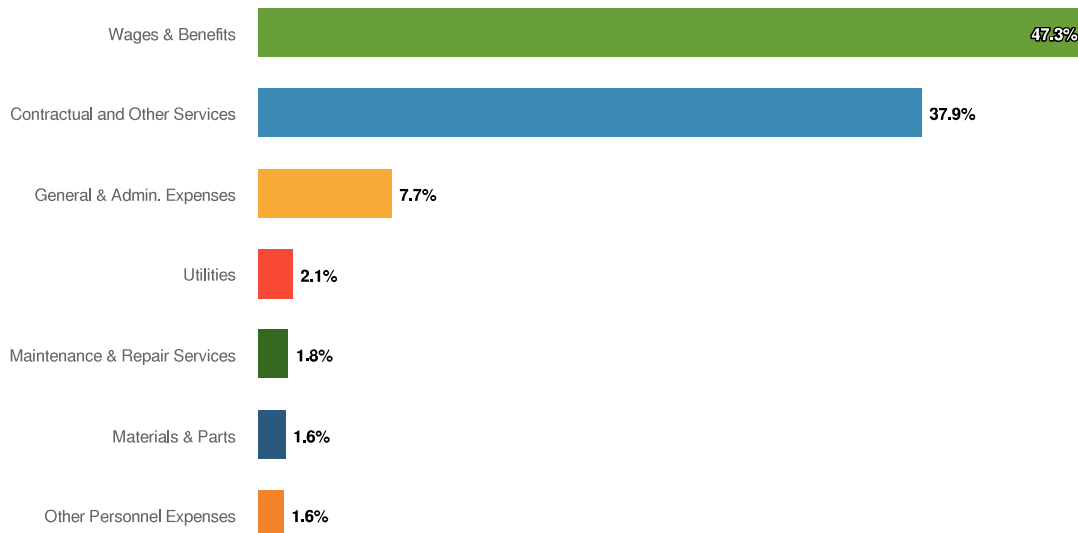




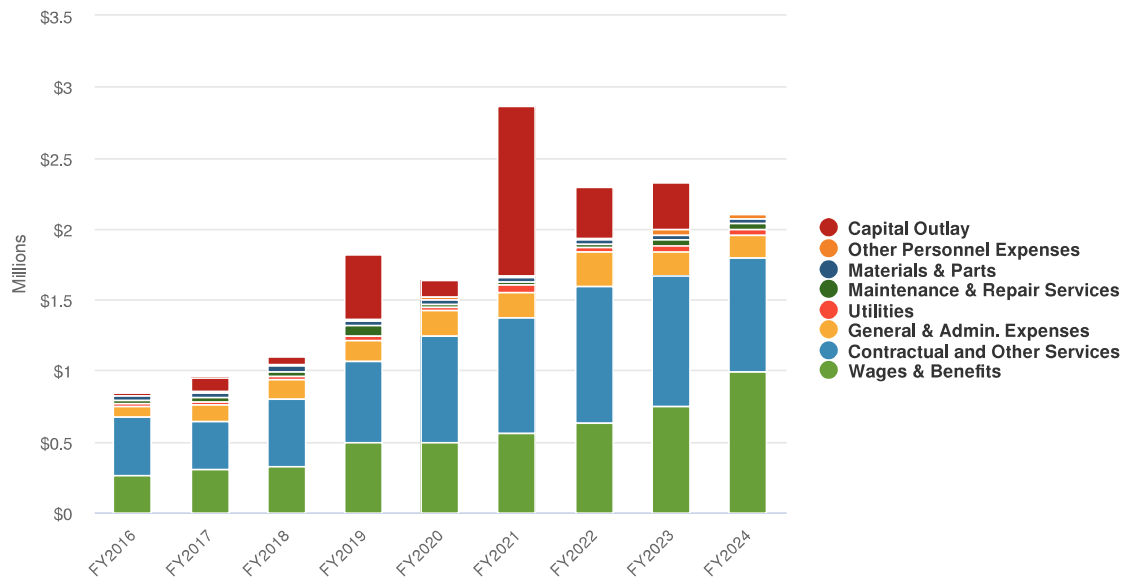
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
City Attorney	\$66,463	\$55,000	\$55,000	0%
City Manager	\$70,624	\$79,392	\$90,153	13.6%
Admin. Services	\$103,404	\$109,155	\$144,956	32.8%
City Treasurer	\$1,069	\$1,350	\$1,450	7.4%
Finance	\$208,592	\$207,625	\$237,597	14.4%
City Library	\$85,456	\$128,752	\$105,851	-17.8%
Public Safety	\$621,878	\$793,040	\$826,962	4.3%
Code Enforcement	\$78,904	\$78,557	\$72,382	-7.9%
Parks and Recreation	\$0	\$29,545	\$28,672	-3%
Public Works	\$337,376	\$422,093	\$415,627	-1.5%
COVID	\$83,385	\$0	\$0	0%
General Government	\$69,086	\$75,000	\$75,000	0%
General Gov't CIP	\$522,085	\$303,619	\$0	-100%
<b>Total Expenditures:</b>	<b>\$2,297,703</b>	<b>\$2,327,349</b>	<b>\$2,107,694</b>	<b>-9.4%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$630,473	\$751,660	\$995,904	32.5%
Other Personnel Expenses	\$6,629	\$33,900	\$33,200	-2.1%
Contractual and Other Services	\$970,244	\$920,445	\$799,190	-13.2%
General & Admin. Expenses	\$242,559	\$167,975	\$163,250	-2.8%
Utilities	\$29,945	\$43,550	\$43,450	-0.2%
Materials & Parts	\$36,844	\$32,700	\$34,700	6.1%
Maintenance & Repair Services	\$14,997	\$43,500	\$38,000	-12.6%
Capital Outlay	\$366,014	\$333,619	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$2,297,703</b>	<b>\$2,327,349</b>	<b>\$2,107,694</b>	<b>-9.4%</b>



## Community Development

### COMMUNITY DEVELOPMENT REVENUES

This source of revenue is market driven. When the economy is strong, these revenues are high, and when it is weak, the demand decreases and the revenues decrease. Many of the functions described in the Community Development Organizational Chart are paid by these revenues.

The Assistant City Manager/Community Development Director is paid with these funds to oversee the various disciplines. This has reduced the cost of the contract services the City relied upon before 2021. The organization requires the flexibility to expand and contract with the economy, so the use of contract planners (Harris and Associates, Four Leaf and CSG) will remain as a critical component of the program.

Community Development revenue is established to be certain that a private developer is responsible for the cost of paying to process their development. The first schedule of fees relates to a land use and entitlement. If a proposed land use matches the zoning code, the cost is less to the City to process the application, and less cost to the developer. Special situations arise in the City's historic downtown, causing a more thorough design review to assure compliance with the historic preservation policies of the City. If a project requires a Conditional Use Permit because it does not exactly fit the zoning code, then the costs are generally higher, with a public hearing attached to it. Deposits are generally collected rather than flat fees to assure costs are fully recovered.

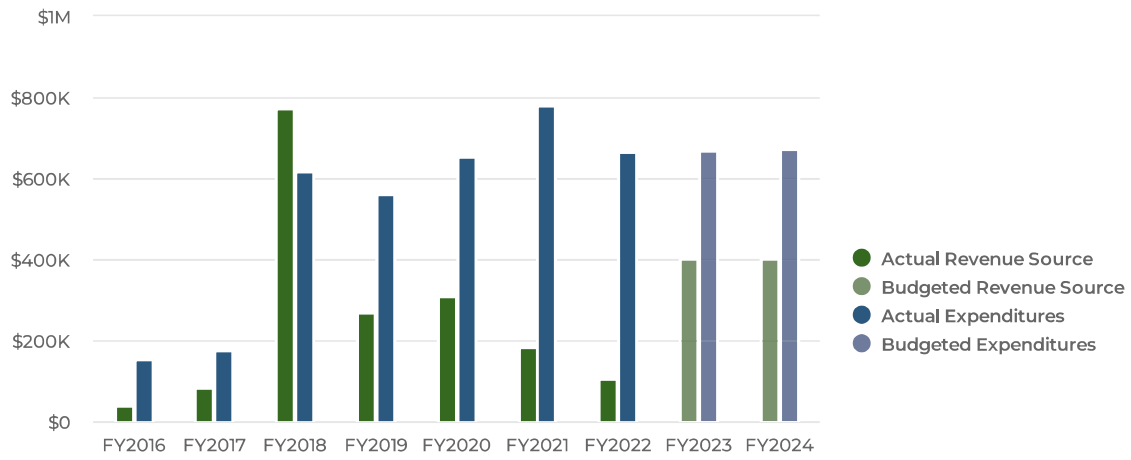
The second set of fees are the impact fees. If a project proposes a large-scale change, impact fees are assessed. This may range from a sewer and or water connection fee, to traffic impact, park impact, public safety impact fees etc. These fees are to be used for capital improvements to the City's infrastructure to support an increase in demand caused by the development. The City's impact fees were established in 2013, and a new study is needed to re-fresh and to confirm the nexus between the fee amounts and the cost of providing the infrastructure.

Most common fees are for building permits, and encroachment permits, that require a "plan-check" or other review by the City Engineer, Building Official, Fire Marshall and the Planning Department. This process assures that the final plans match the land use designation and that the energy efficiency, health, storm water control, safety and accessibility codes are met as defined by the Municipal Code, Uniform Building Code and other regulatory agencies.

It is common that the General Fund subsidizes this work, because the whole community benefits when a great project comes forward and meets the community's needs and expectations. The goal is to keep the subsidy to a minimum. In the past, the General Fund has subsidized approximately half of the cost for this work, (\$200,000).

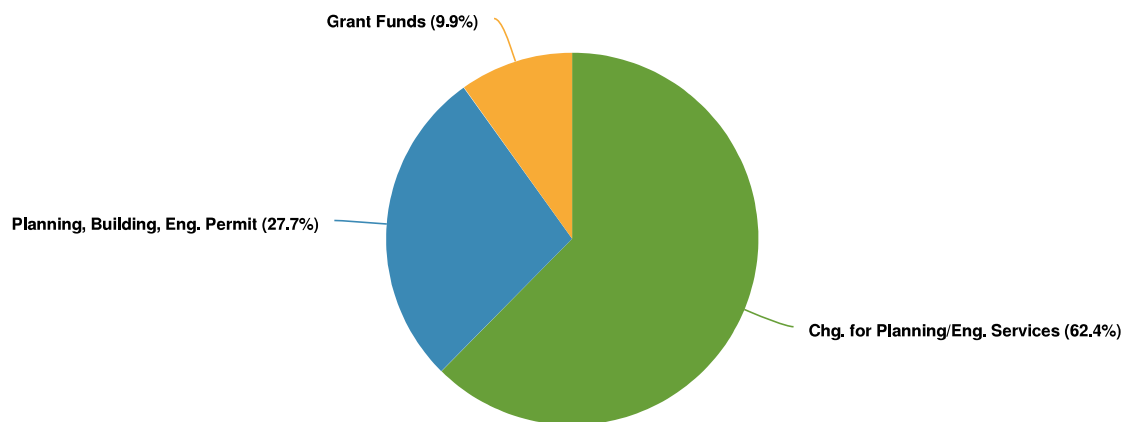
### Summary

The City of San Juan Bautista is projecting \$404.51K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0.4% or \$2.75K to \$674.04K in FY2024.

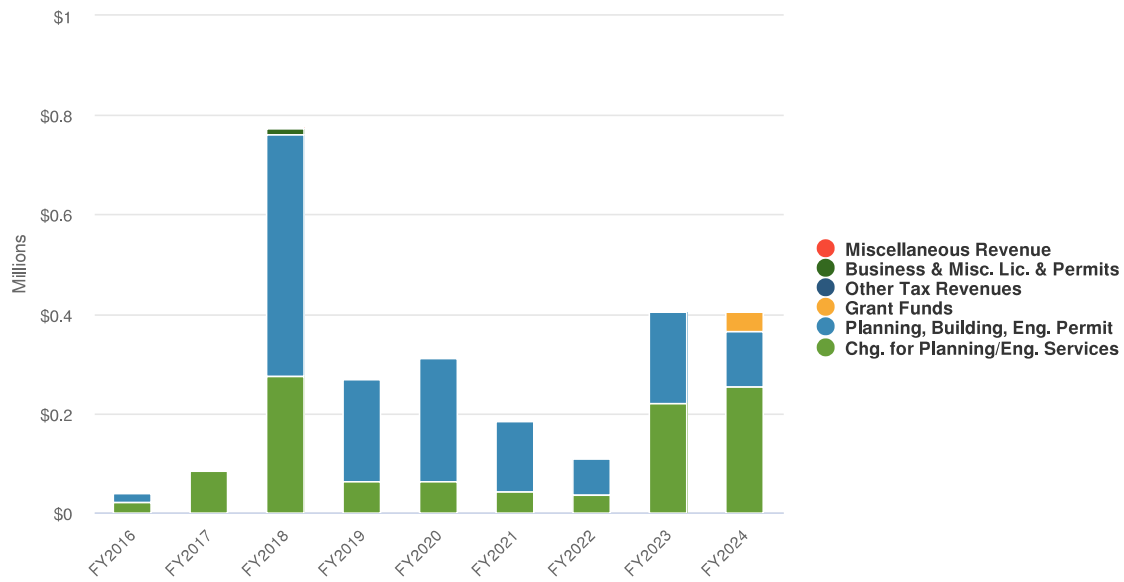


## Revenues by Source

### Projected 2024 Revenues by Source



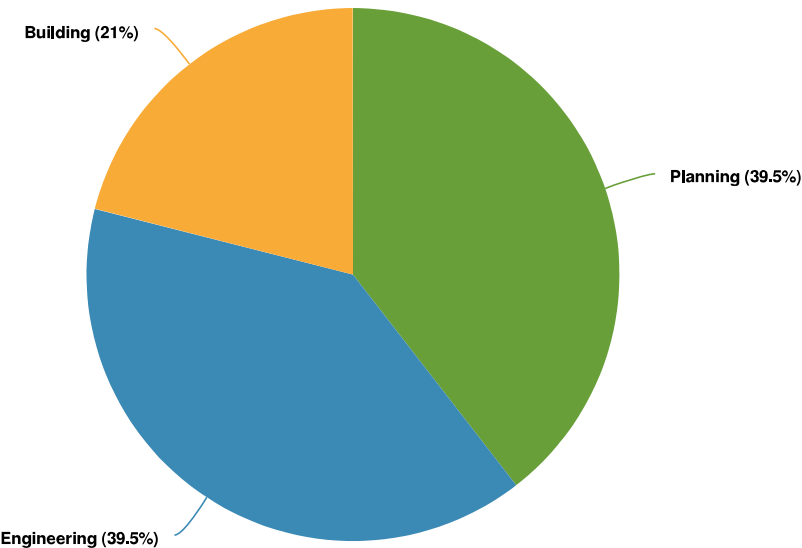
## Budgeted and Historical 2024 Revenues by Source



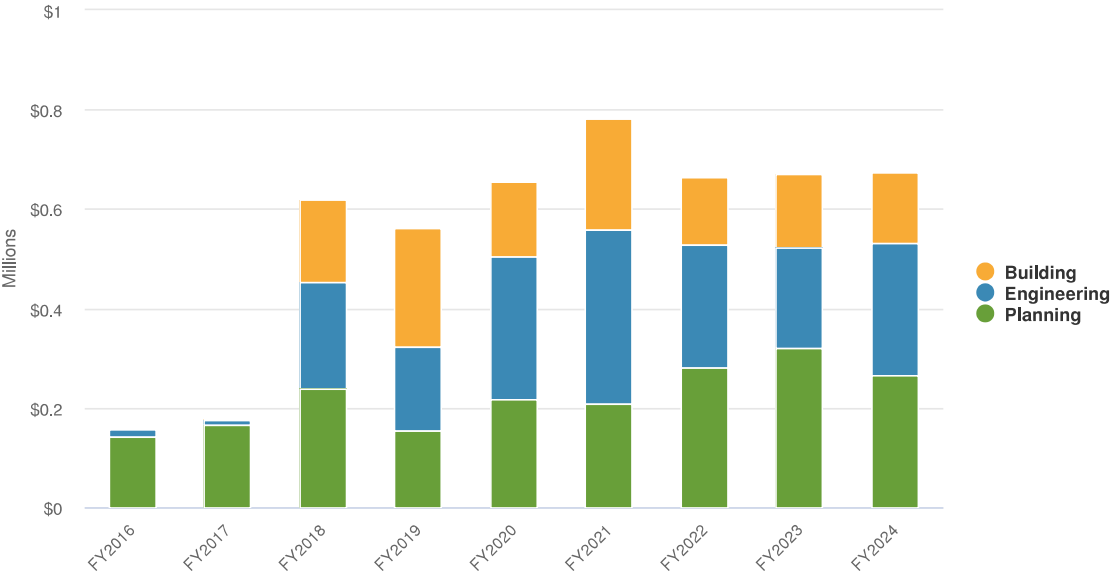
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Planning, Building, Eng. Permit	\$73,553	\$183,647	\$112,025	-39%
Chg. for Planning/Eng. Services	\$34,793	\$220,867	\$252,489	14.3%
Grant Funds			\$40,000	N/A
<b>Total Revenue Source:</b>	<b>\$108,346</b>	<b>\$404,514</b>	<b>\$404,514</b>	<b>0%</b>

# Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



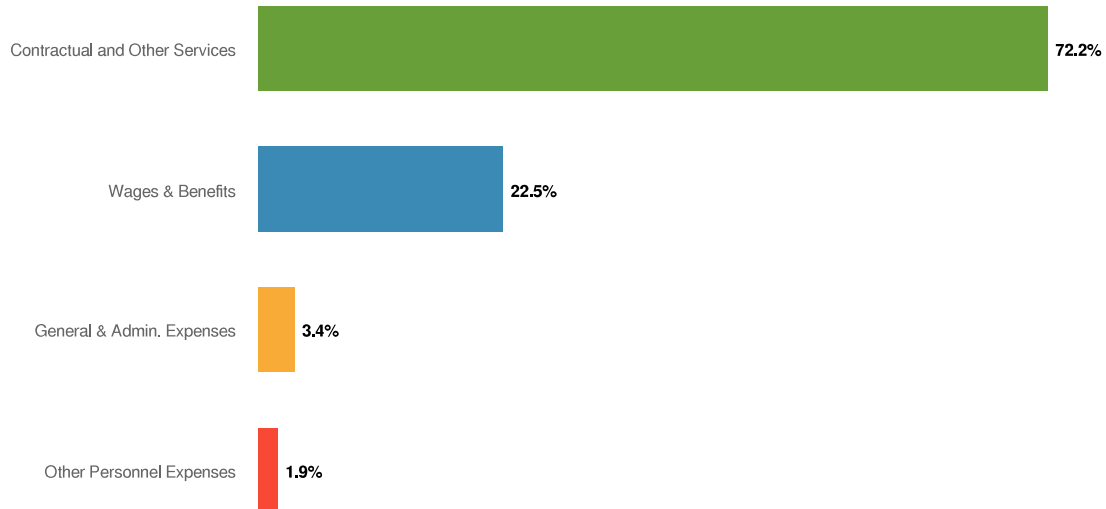
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
Planning	\$281,476	\$320,165	\$266,322	-16.8%
Building	\$138,242	\$149,874	\$141,714	-5.4%



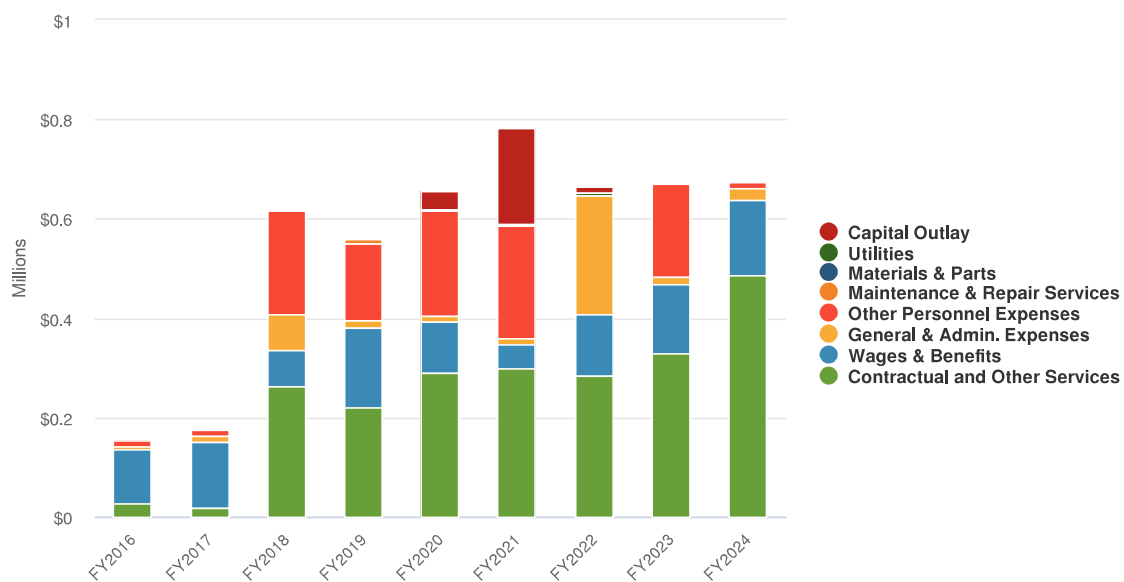
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Engineering	\$245,746	\$201,250	\$266,000	32.2%
<b>Total Expenditures:</b>	<b>\$665,464</b>	<b>\$671,289</b>	<b>\$674,036</b>	<b>0.4%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$123,456	\$138,589	\$151,836	9.6%
Other Personnel Expenses	\$2,155	\$187,500	\$12,500	-93.3%
Contractual and Other Services	\$284,566	\$330,200	\$486,700	47.4%
General & Admin. Expenses	\$237,093	\$15,000	\$23,000	53.3%
Utilities	\$4,310	\$0	\$0	0%
Materials & Parts	\$65	\$0	\$0	0%
Maintenance & Repair Services	\$196	\$0	\$0	0%
Capital Outlay	\$13,623	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$665,464</b>	<b>\$671,289</b>	<b>\$674,036</b>	<b>0.4%</b>





WATER OPERATIONS REVENUES (FUND 45)



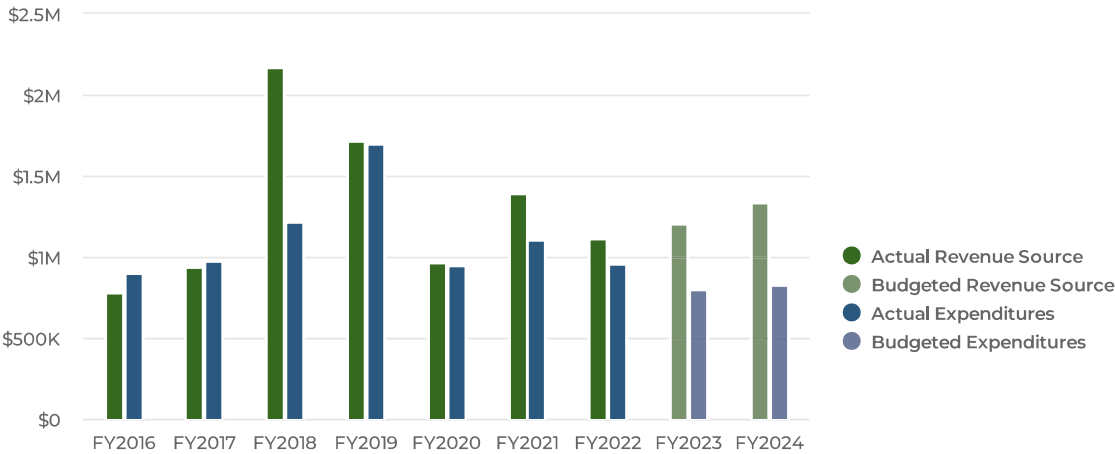
**Water  
Enterprise  
Fund**

The City collects monthly water and waste water payments from 800 residents and businesses. These monthly payments are kept separate from the other City funds in a special fund referred to as the Water Enterprise Fund and Waste Water Enterprise Fund. Water bill payments are invoiced based on the rate of consumption. Water conservation reduces water bills, and can also reduce the water revenue needed to maintain the system. Currently, there are 41 counties in California in a serious state of drought. Water conservation is very critical for all residents to follow.

The City is embarking on a project with the San Benito Water District to import water from its West Hills Treatment Plant, that will improve the City's quality of water, reduce and eliminate the need for water softeners, and improve its water security. A rate increase of 14% was approved in the fall of 2022. When the project is built, 65% of the City's drinking water will be from this new source of surface water, which be a great improvement in water quality. The cost of this new water source will be off-set by the rate increase.

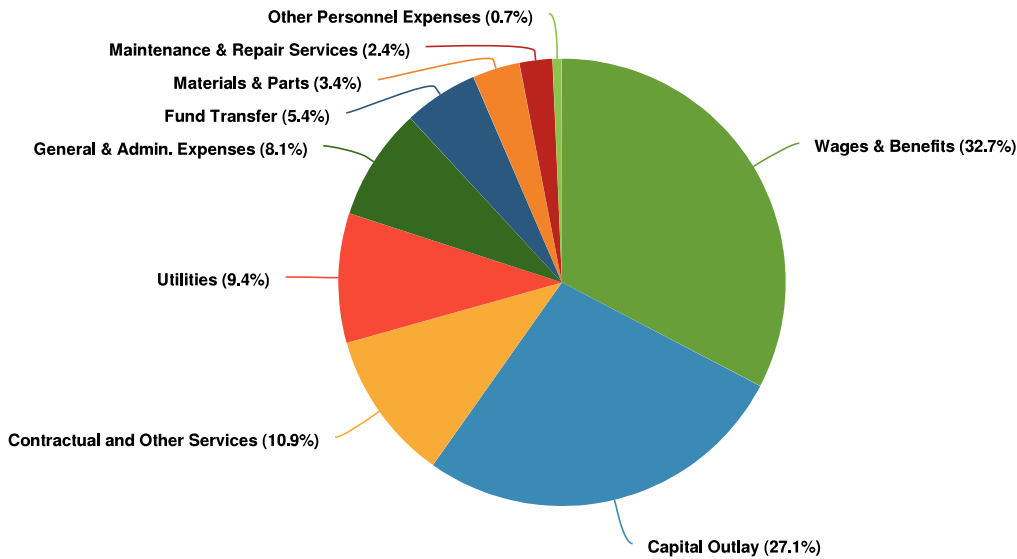
**Summary**

The City of San Juan Bautista is projecting \$1.35M of revenue in FY2024, which represents a 10.8% increase over the prior year. Budgeted expenditures are projected to increase by 2.9% or \$23.52K to \$828.75K in FY2024.

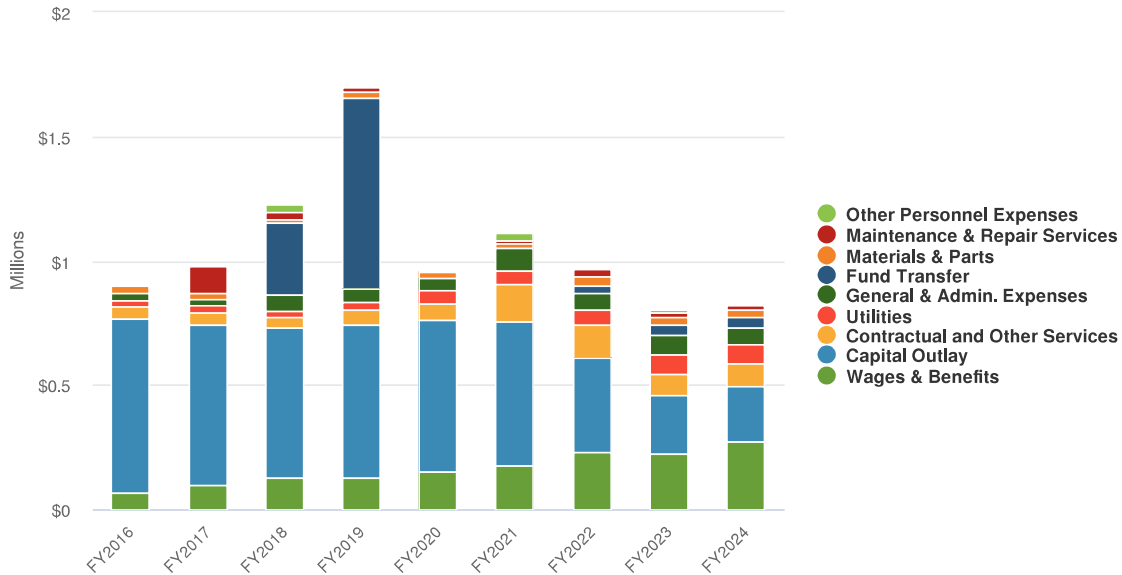


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$228,218	\$224,068	\$270,797	20.9%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$286	\$12,100	\$5,600	-53.7%
Contractual and Other Services	\$135,108	\$89,600	\$90,000	0.4%
General & Admin. Expenses	\$67,829	\$75,300	\$67,500	-10.4%
Utilities	\$60,384	\$77,500	\$77,500	0%
Materials & Parts	\$34,818	\$31,000	\$28,300	-8.7%
Maintenance & Repair Services	\$29,217	\$18,800	\$19,750	5.1%
Capital Outlay	\$379,386	\$232,257	\$224,695	-3.3%
Fund Transfer	\$31,205	\$44,607	\$44,607	0%
<b>Total Expense Objects:</b>	<b>\$966,453</b>	<b>\$805,232</b>	<b>\$828,749</b>	<b>2.9%</b>





## Sewer Enterprise Fund

### SEWER OPERATING REVENUES (FUND 48)

The City collects monthly waste water (sewer) payments from 830 residents and businesses on a flat rate per month. These monthly payments are kept separate from the other City funds in a special fund referred to as the Sewer Enterprise Fund.

The City increased these rates February 1<sup>st</sup> 2022, and will continue to increase rates at approximately 14% a year for the next four years.

These costs include the new force man to Hollister that is being bid for construction starting this year, and is due to be completed in June 30th 2024. This project was approved by the Environmental Protection Agency and subsequently by the City Council as the best solution to solve the City's ongoing discharge of salts into a creek. "Regionalizing" waste water is also supported by the County, Water District, and the City of Hollister as the best solution. By ending the treatment processes in San Juan Bautista, the future cost increases will be avoided. The City is exploring several grants and low interest loans from the federal and state governments to reduce the cost of the project to rate payers. The rates assume the City will off-set the \$18 million cost with \$6 million in grants funds. It is well on its way to achieve this goal.

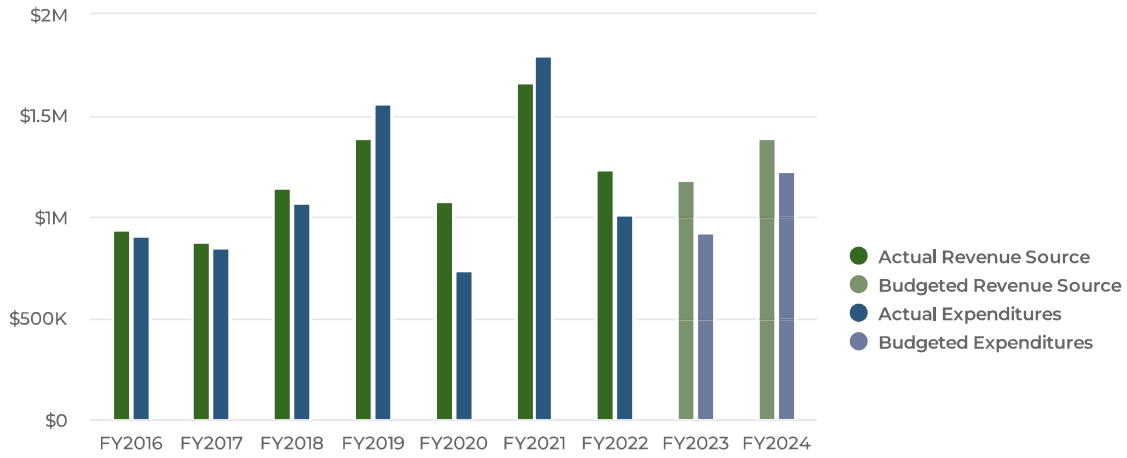
15% increase for five years

2021	2022	2023	2024	2025	2026	total
sewer rate	1.15	1.15	1.15	1.15	1.15	Increase
83.61	96.15	110.57	127.16	146.23	168.17	84.55

The fees charged for the Waste Water Enterprise Fund to its subscribers are for one purpose: to pay the cost of collecting the waste water and processing it. These funds currently pay to clean the waste water pipes, lift station that pump the waste water to the Treatment Plant. They pay for the licensed Treatment Plant Operator. As proposed, the cost of the treatment plant would end in mid-2024, and the City will begin sending its waste water to Hollister.

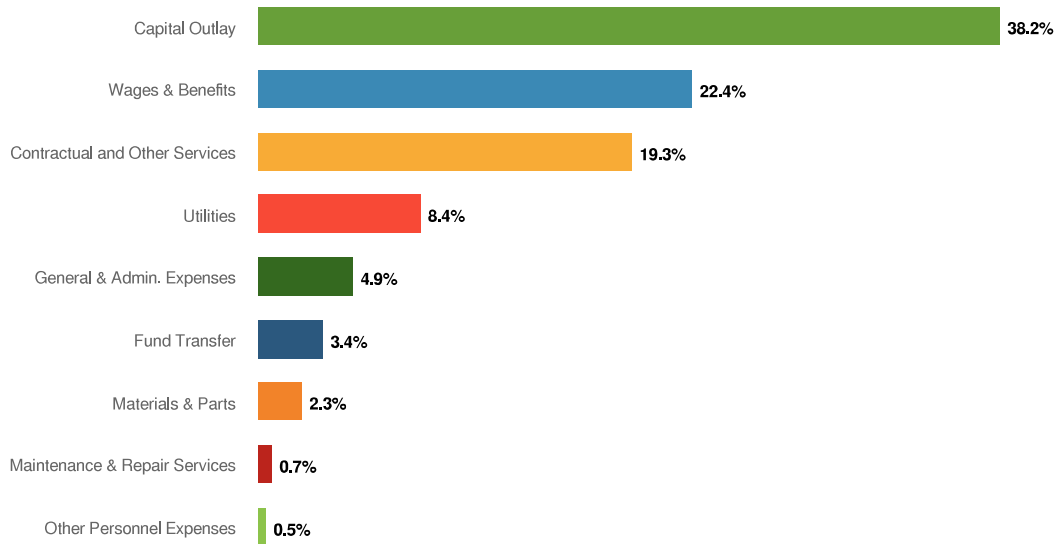
## Summary

The City of San Juan Bautista is projecting \$1.39M of revenue in FY2024, which represents a 17.3% increase over the prior year. Budgeted expenditures are projected to increase by 32.9% or \$303.71K to \$1.23M in FY2024.

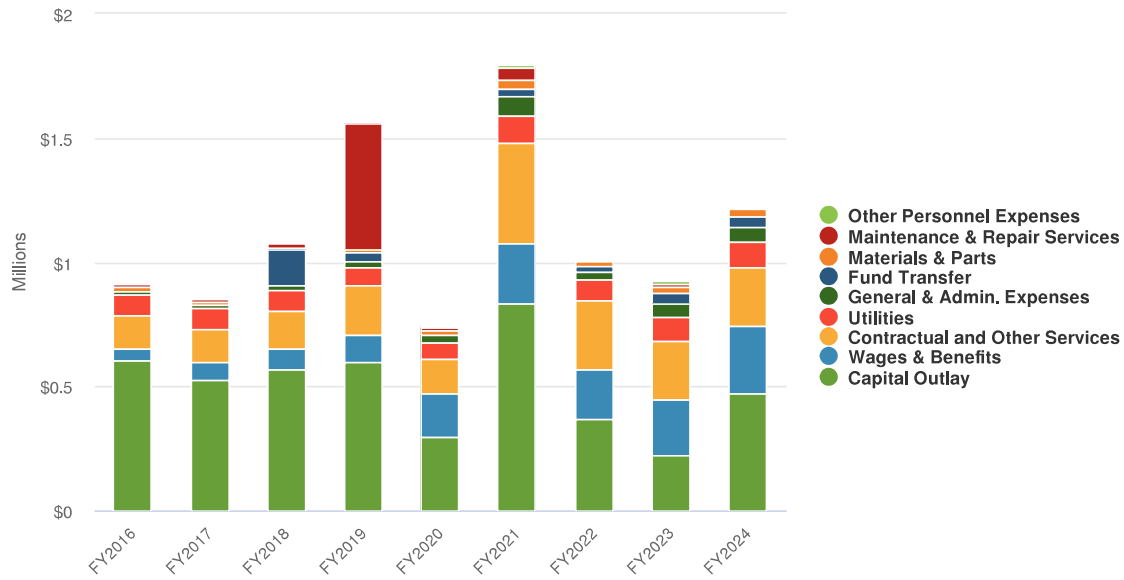


## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$194,790	\$225,429	\$274,453	21.7%
Other Personnel Expenses	\$66	\$9,600	\$6,100	-36.5%
Contractual and Other Services	\$282,604	\$236,575	\$236,575	0%
General & Admin. Expenses	\$33,896	\$58,800	\$60,100	2.2%
Utilities	\$79,508	\$92,000	\$103,200	12.2%
Materials & Parts	\$13,758	\$24,150	\$28,000	15.9%
Maintenance & Repair Services	\$10,545	\$12,800	\$9,000	-29.7%
Capital Outlay	\$371,160	\$222,847	\$468,480	110.2%
Fund Transfer	\$25,532	\$41,710	\$41,710	0%
<b>Total Expense Objects:</b>	<b>\$1,011,858</b>	<b>\$923,911</b>	<b>\$1,227,618</b>	<b>32.9%</b>



**COPS (Fund 50)**

COPS- COMMUNITY ORIENTED POLICING SERVICES (Fund 50)  
The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources.  
These are federal grant funds used to off-set General Fund expenses related to the Public Safety Contract with the Sheriff's Department.

**Summary**

The City of San Juan Bautista is projecting \$100K of revenue in FY2024, which represents a 0% increase over the prior year.  
Budgeted expenditures are projected to increase by % or \$100K to \$100K in FY2024.

**Revenue by Fund**

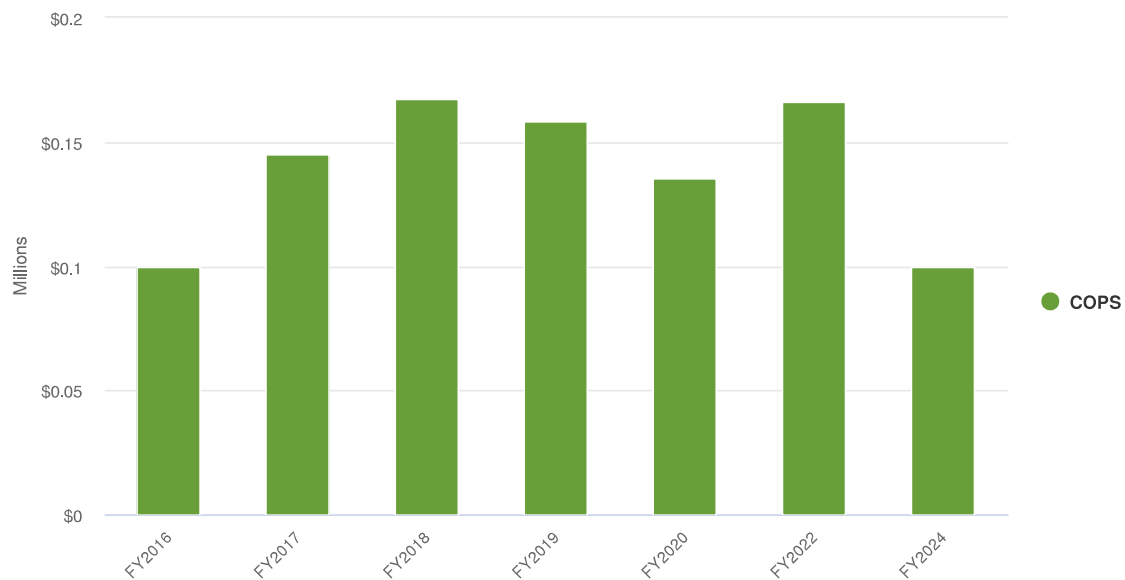
2024 Revenue by Fund

COPS



100%

Budgeted and Historical 2024 Revenue by Fund



Name	FY2022 Actual	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
COPS	\$165,978	\$100,000	N/A
Total COPS:	\$165,978	\$100,000	N/A

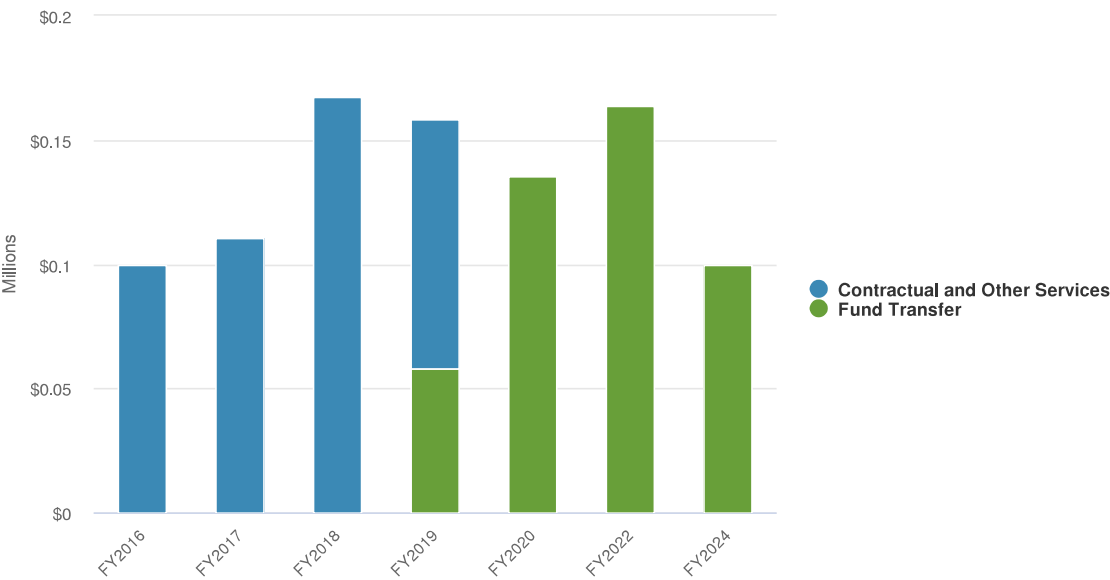
Expenditures by Expense Type

Budgeted Expenditures by Expense Type





Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2024 Budgeted
Expense Objects		
Fund Transfer	\$163,932	\$100,000
Total Expense Objects:	\$163,932	\$100,000





# Valle Vista Lght Dst (Fund 60)

## VALLE VISTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (FUND 60)

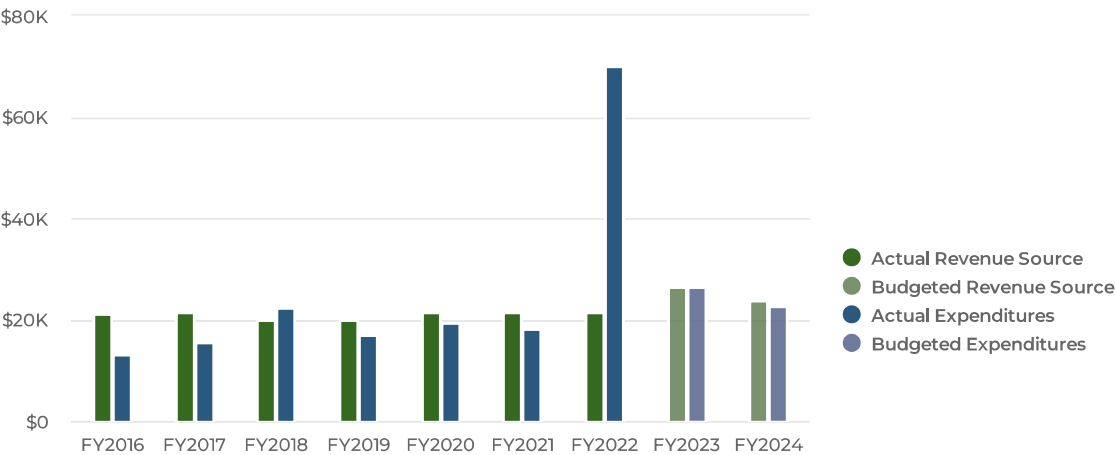
The twenty-year-old Valle Vista residential development has been collecting assessment payments from property owners since its inception. Each homeowner pays its fair share to maintain the District. The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (2% this year). Any major changes to the rates are subject to a vote by the homeowners.

The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping. It does not pay for the major systems that include streets, storm drains and the sewer lift station. The Engineer's Report provides more details about the District, and is available at City Hall for review. The continuation of the collection of these fees is subject to an annual renewal.

A community meeting to discuss the status of this fund is on the calendar.

## Summary

The City of San Juan Bautista is projecting \$23.89K of revenue in FY2024, which represents a 10% decrease over the prior year. Budgeted expenditures are projected to decrease by 14.5% or \$3.84K to \$22.69K in FY2024.

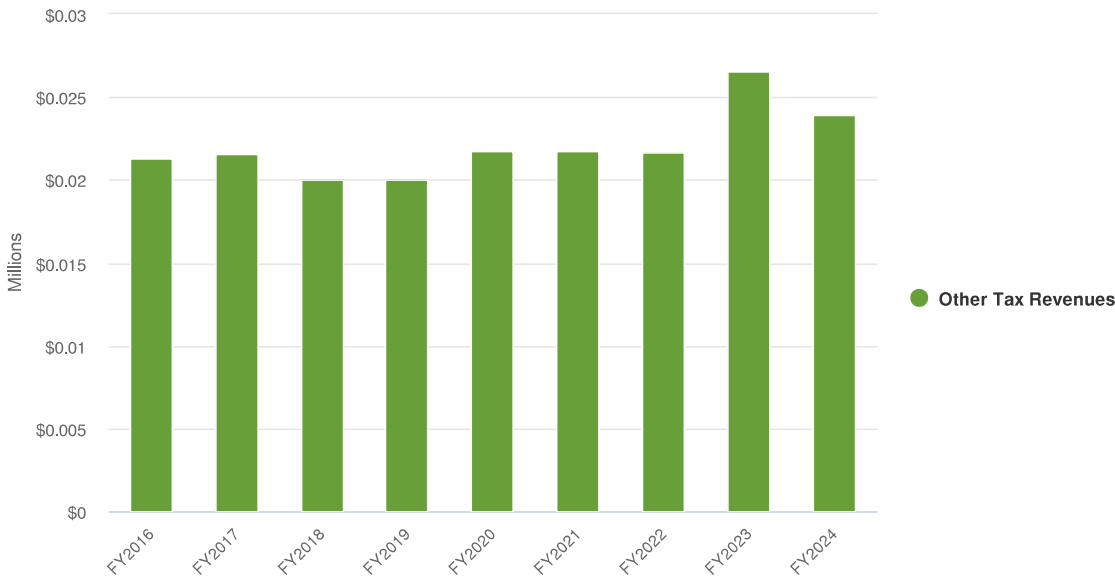


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

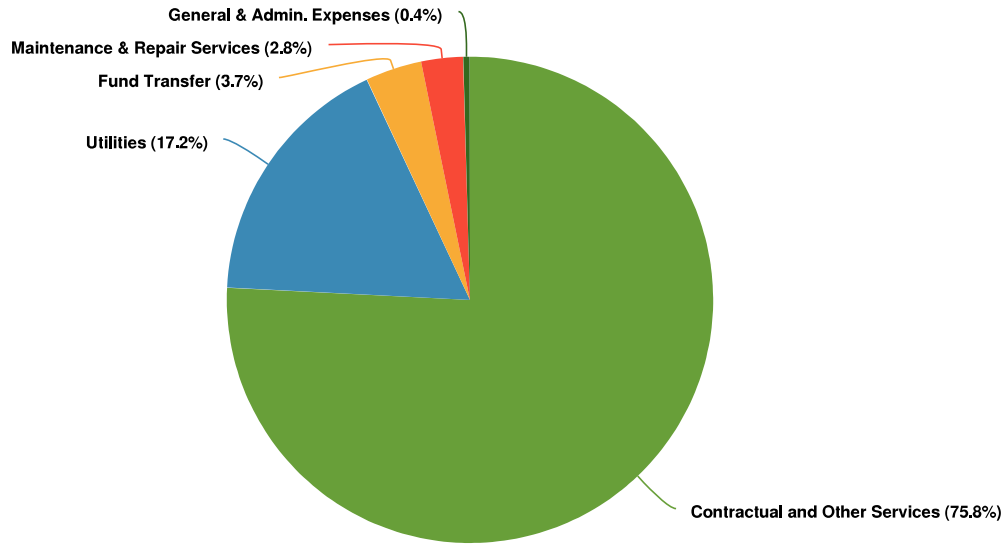


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$21,707	\$26,529	\$23,889	-10%
Total Revenue Source:	\$21,707	\$26,529	\$23,889	-10%

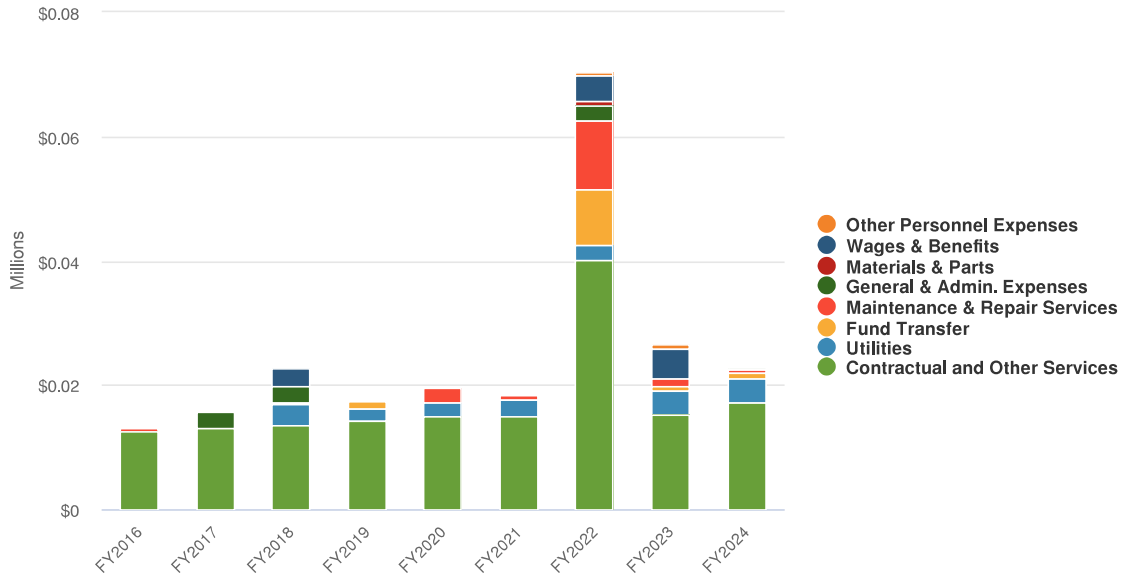


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,981	\$4,912	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$440	\$700	\$0	-100%
Contractual and Other Services	\$40,070	\$15,147	\$17,200	13.6%
General & Admin. Expenses	\$2,280		\$100	N/A
Utilities	\$2,503	\$3,920	\$3,912	-0.2%
Materials & Parts	\$903		\$0	N/A
Maintenance & Repair Services	\$11,050	\$1,000	\$630	-37%
Fund Transfer	\$9,021	\$850	\$850	0%
<b>Total Expense Objects:</b>	<b>\$70,247</b>	<b>\$26,529</b>	<b>\$22,692</b>	<b>-14.5%</b>





## CFD Z1 Copperleaf (Fund 65)

### COPPERLEAF COMMUNITY FACILITIES DISTRICT (FUND 65)

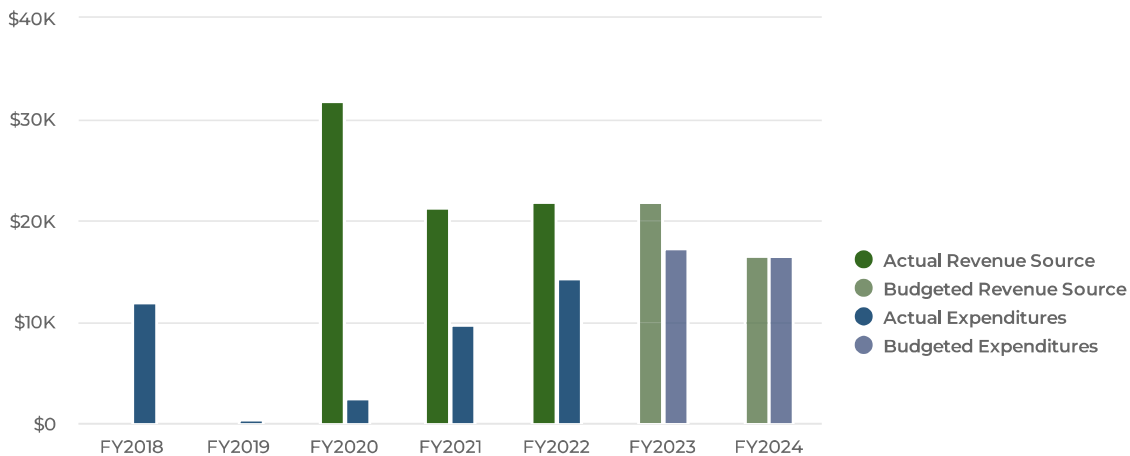
Each of the 45 homeowners in the Copper Leaf community pay equally into an assessment district (Community Facilities District). The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (none needed last year). Any major changes to the rates are subject to a vote by the homeowners.

The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping.

In 2020, the City accepted the improvements at the Copperleaf CFD. The park, retention basin, sidewalks, street trees and street lights, and common area landscaping are all maintained by the CFD. The City's contracts with a landscaping company to provide weekly maintenance. These services comprise the majority of cost. They are not being bid currently, and when the bids are awarded, the costs will be verified. Staff is planning to meet with the residents before the June 13 budget is considered for adoption. If a Cost-Of-Living Increase is proposed of 5.2%.

## Summary

The City of San Juan Bautista is projecting \$16.65K of revenue in FY2024, which represents a 24.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 4.1% or \$712 to \$16.65K in FY2024.

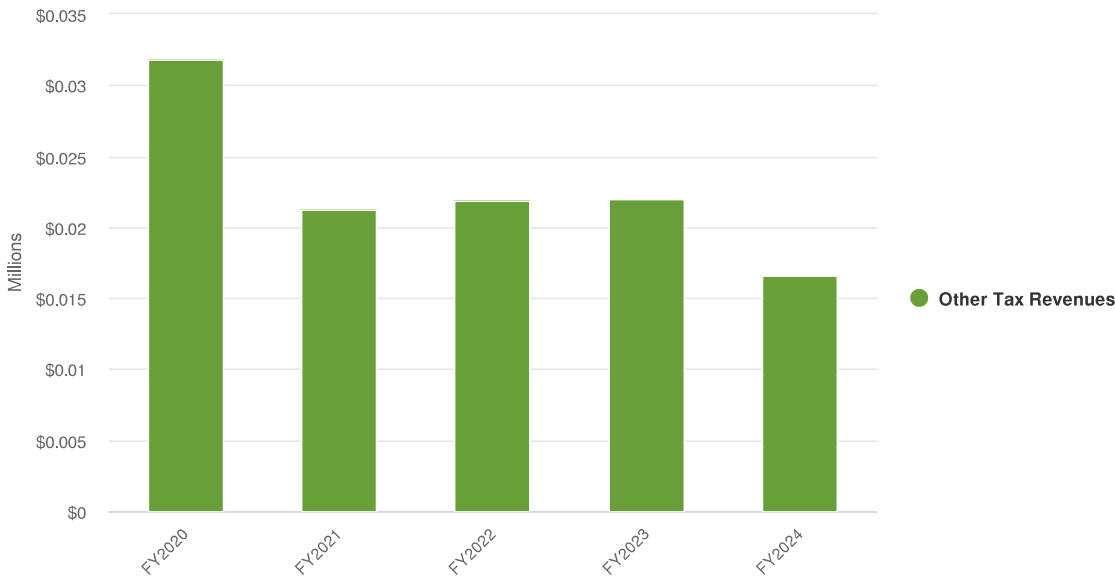


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

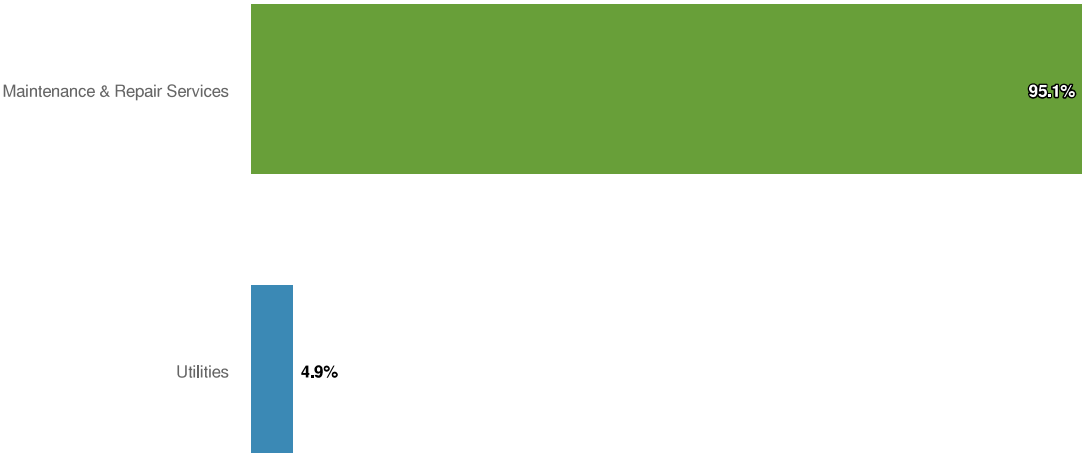


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$21,932	\$21,954	\$16,645	-24.2%
Total Revenue Source:	\$21,932	\$21,954	\$16,645	-24.2%

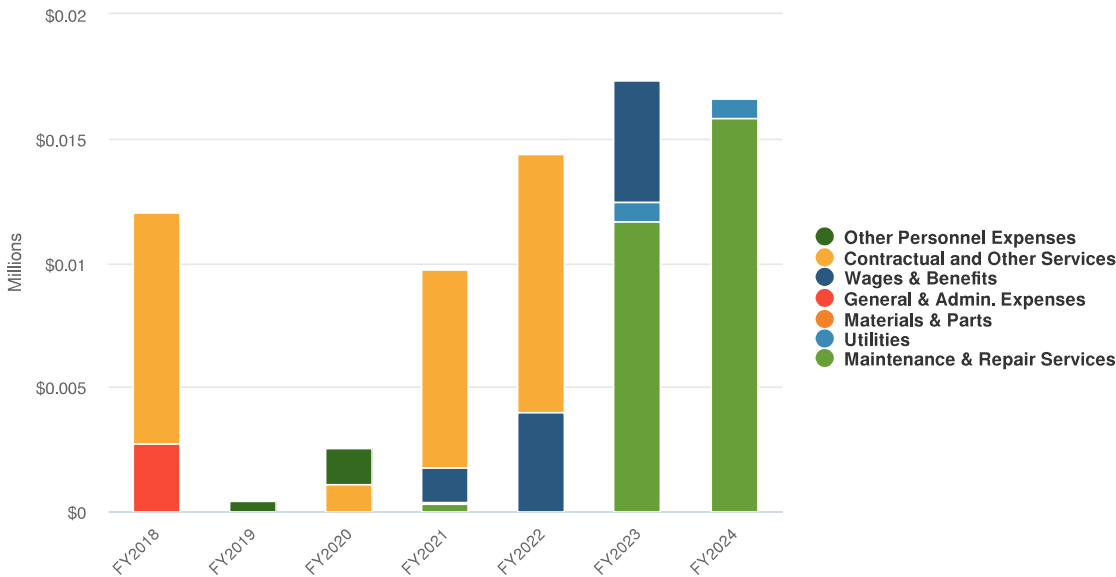


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,990	\$4,912	\$0	-100%





Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$10,368		\$0	N/A
General & Admin. Expenses	\$28		\$0	N/A
Utilities	\$0	\$779	\$823	5.6%
Maintenance & Repair Services	\$0	\$11,666	\$15,822	35.6%
<b>Total Expense Objects:</b>	<b>\$14,386</b>	<b>\$17,357</b>	<b>\$16,645</b>	<b>-4.1%</b>





## CFD Z2 Rancho Vista (Fund 66)

### RANCHO VISTA COMMUNITY FACILITIES DISTRICT (FUND 66)

Each of the 87 homeowners in the Rancho Vista community pay equally into an assessment district (Community Facilities District). The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (none last year). Any major changes to the rates are subject to a vote by the homeowners.

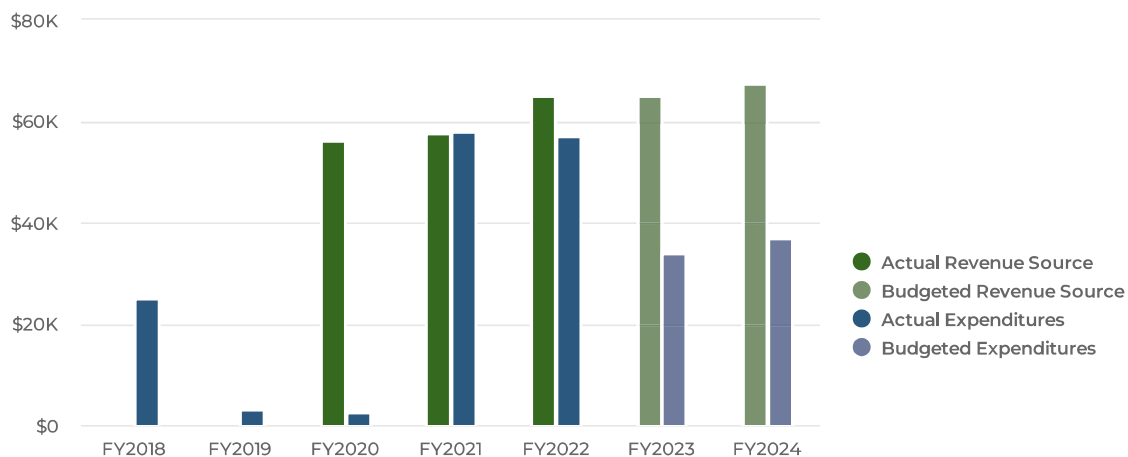
The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping.

The City has agreed to bring its landscape maintenance contractor to maintain the District but has not formally accepted the improvements yet. Once the City inspects and accepts the improvement as being built in compliance with the City Engineer's standards, the City, a warranty period of one year begins. This will happen soon after the round-about is completed, unless the City agrees to partial acceptance and begins the landscape maintenance sooner. The round-about is expected to complete its construction before the end of the June 2022.

The City's contracts with a landscaping company to provide weekly maintenance. These services comprise the majority of cost. They are not being bid currently. Staff is planning to meet with the residents before the June 13 budget is considered for adoption. A Cost-Of-Living Increase is proposed of 5.2%.

## Summary

The City of San Juan Bautista is projecting \$67.51K of revenue in FY2024, which represents a 3.4% increase over the prior year. Budgeted expenditures are projected to increase by 9% or \$3.07K to \$37.17K in FY2024.

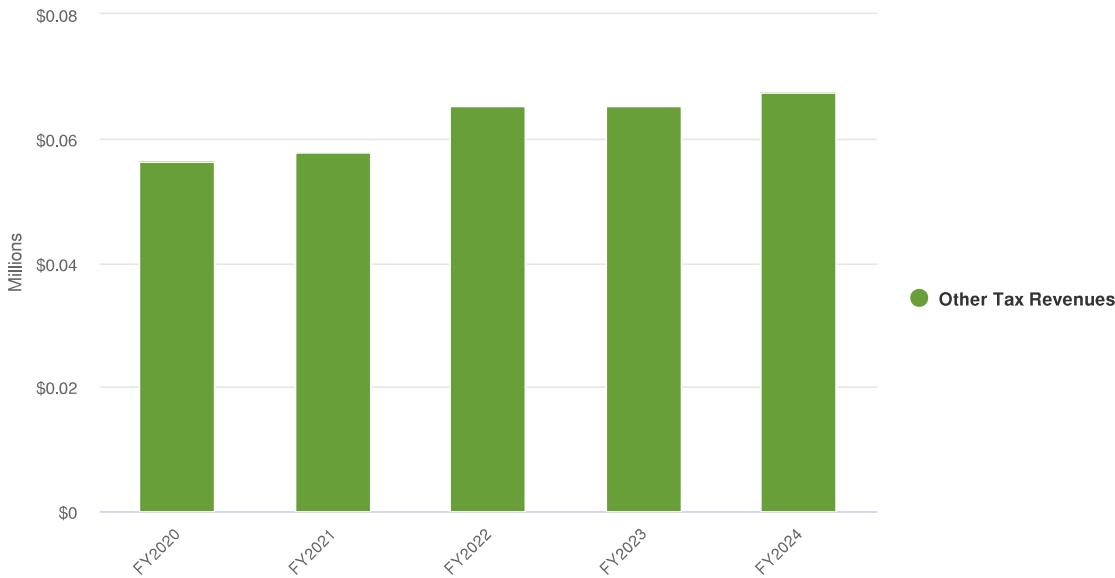


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

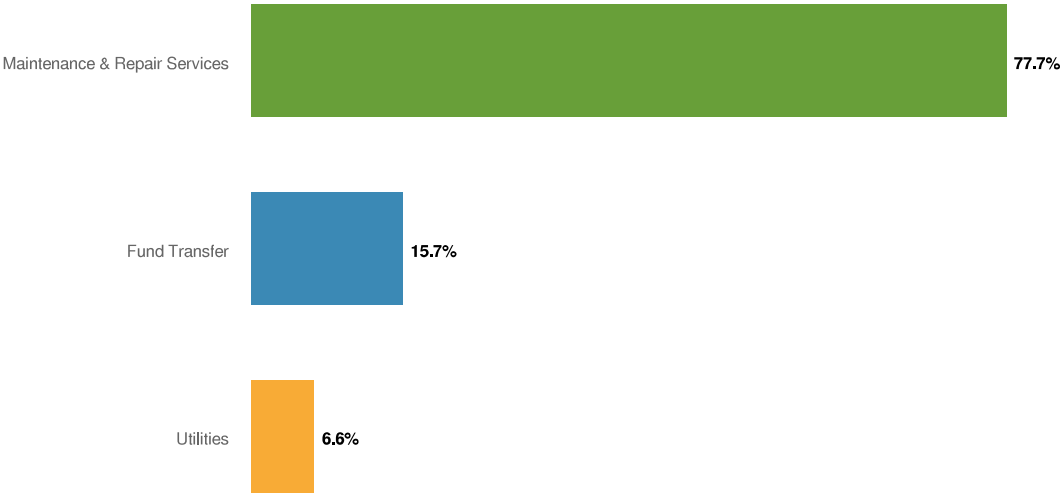


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$65,297	\$65,322	\$67,512	3.4%
Total Revenue Source:	\$65,297	\$65,322	\$67,512	3.4%

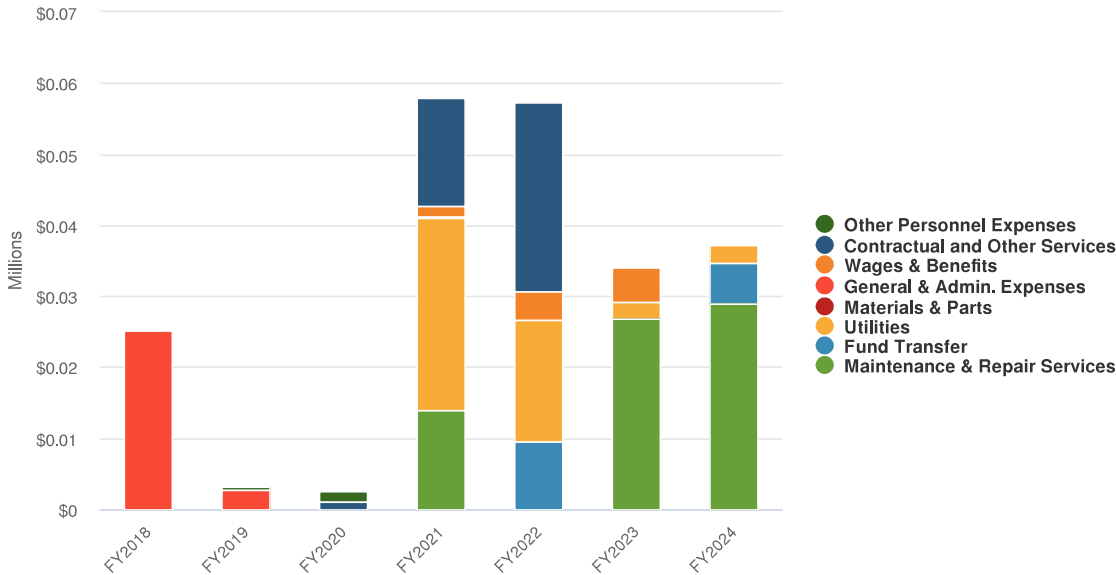


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,990	\$4,912	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$26,682		\$0	N/A
General & Admin. Expenses	\$28		\$0	N/A
Utilities	\$17,011	\$2,306	\$2,435	5.6%
Maintenance & Repair Services	\$0	\$26,876	\$28,894	7.5%
Fund Transfer	\$9,542		\$5,837	N/A
<b>Total Expense Objects:</b>	<b>\$57,252</b>	<b>\$34,094</b>	<b>\$37,166</b>	<b>9%</b>





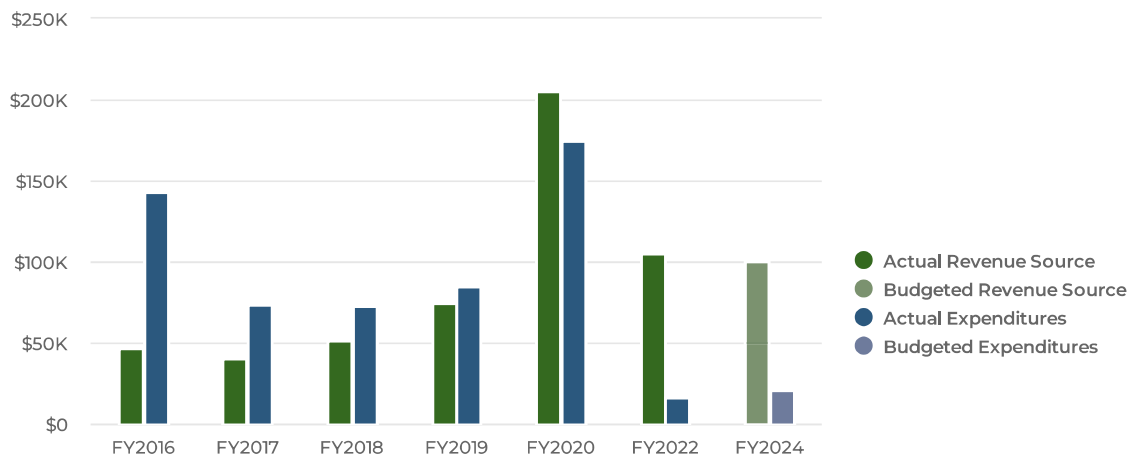
## Gas Tax (Fund 75)

### GAS TAX REVENUES

These funds are collected by the sale of gasoline and distributed by the State to cities on a per-capita basis for street and road maintenance. They have taken different forms over the years because of the traditional user-pay method of road maintenance has changed. Fuel efficiency and electric vehicles has caused a decrease in the revenue, so a few years back SB1 was passed to replenish the State's road maintenance fund.

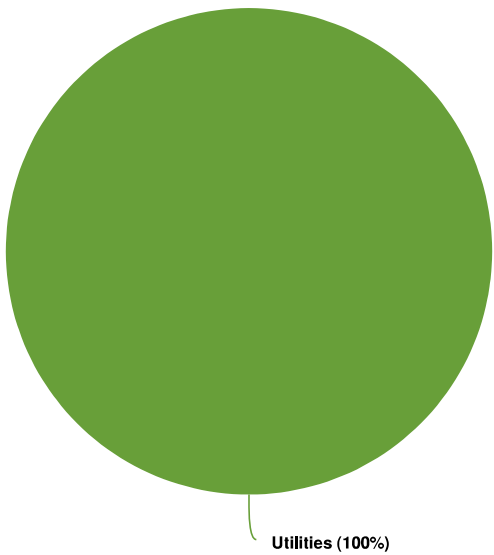
The City combines Gas Tax funds with Measure G and other dedicated road maintenance funds. The City's Capital Improvement budget will use these two revenue sources for street improvements next fiscal year.

### Summary

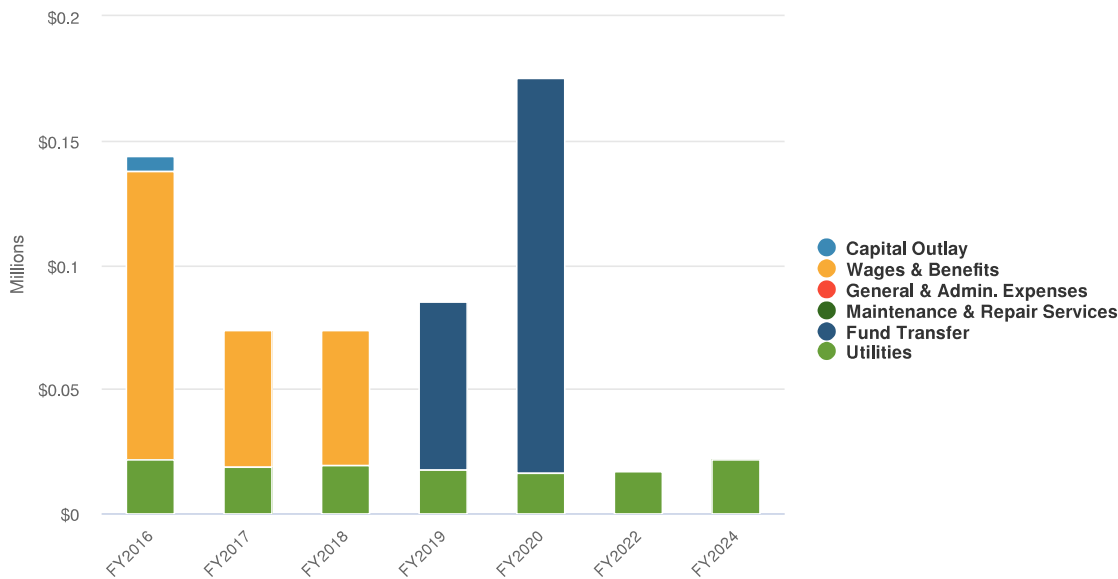


# Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2024 Budgeted
Expense Objects		
Utilities	\$17,099	\$21,500
Total Expense Objects:	\$17,099	\$21,500





## Parking and Restrooms (Fund 55)

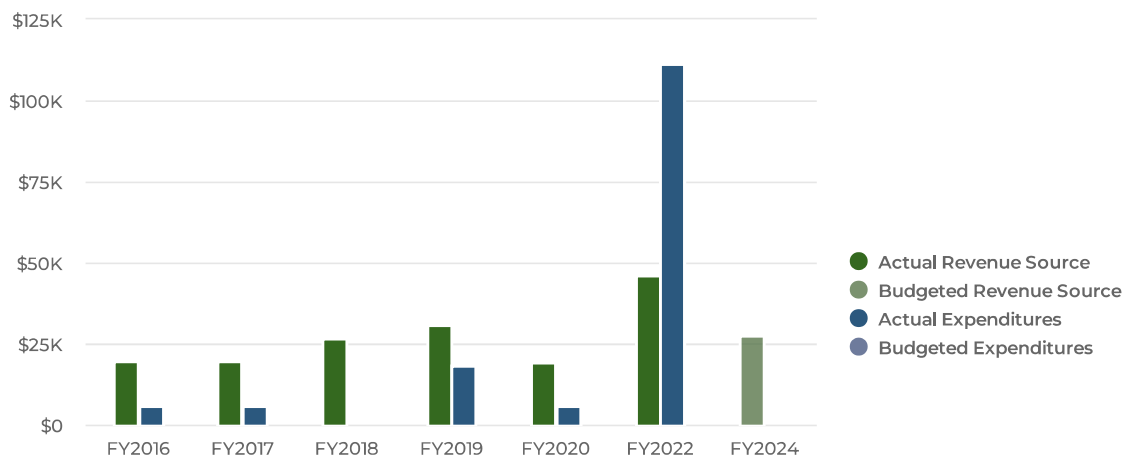
### PARKING AND RESTROOM FUND (Fund 55)

This revenue is generated to help promote sustainable tourism in the City by supporting clean public restrooms and provide safe plentiful parking. The City's Transit Occupancy tax (aka - hotel tax) dedicates 16.678 cents of every dollar to this purpose. If the City begins a paid parking program, these revenues would be added to the District.

The trends related to the TOA are discussed as part of the General Fund description.

The current balance in this fund is limited, and contributed to installation of new restrooms at Verutti Park.

## Summary

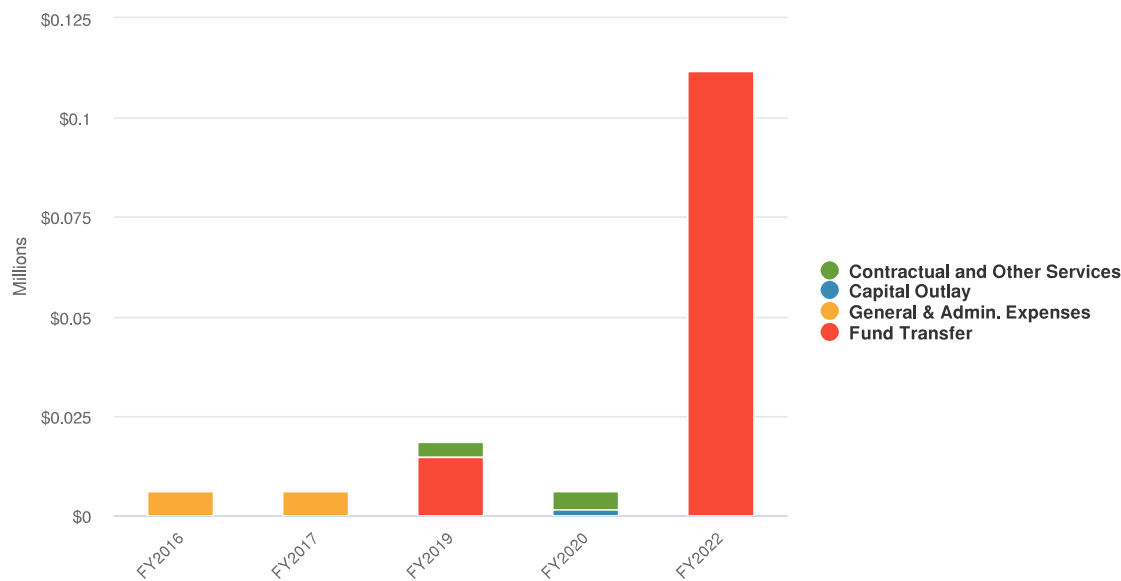




# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2024 Budgeted
Expense Objects		
Fund Transfer	\$111,699	\$0
Total Expense Objects:	\$111,699	\$0



---

# DEPARTMENTS

---



## City Council (Dept. 10)

The operating budget for the City Council Department pays for: A portion of city staff time directly supporting the Council meetings;

An allocated portion of central services costs such as utilities, office supplies, and insurance; Dues for Council members' organizations

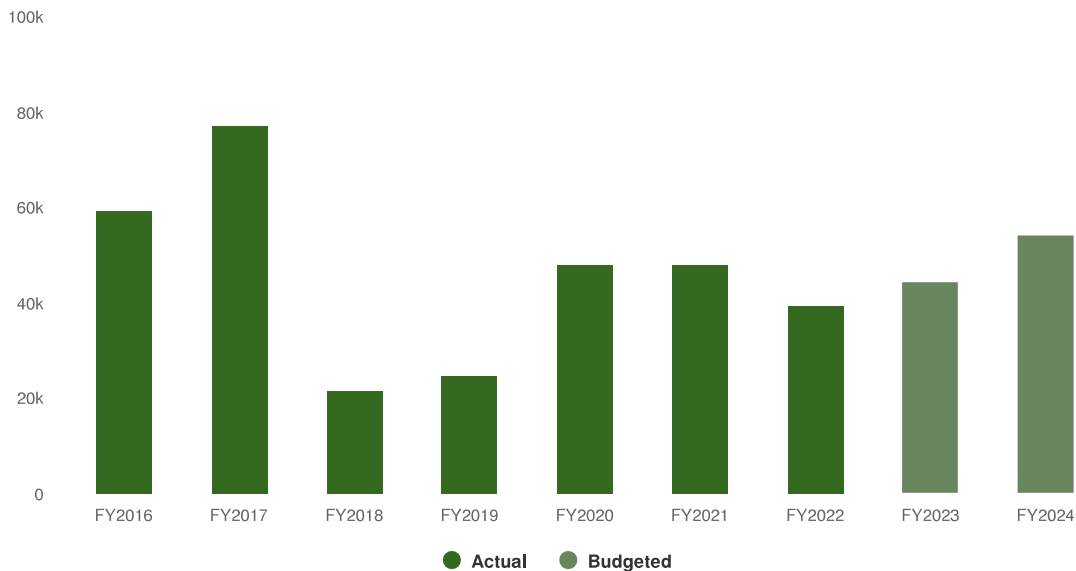
Education and training for Council members is provided as part of "other personnel services").

Overall, the FY 23-24 Budget is basically the same as last fiscal year. This Budget does not change allocation of city staff time and keeps the allowance for Council member training and education in place. Council members are taking advantage of these training and networking opportunities.

### Expenditures Summary

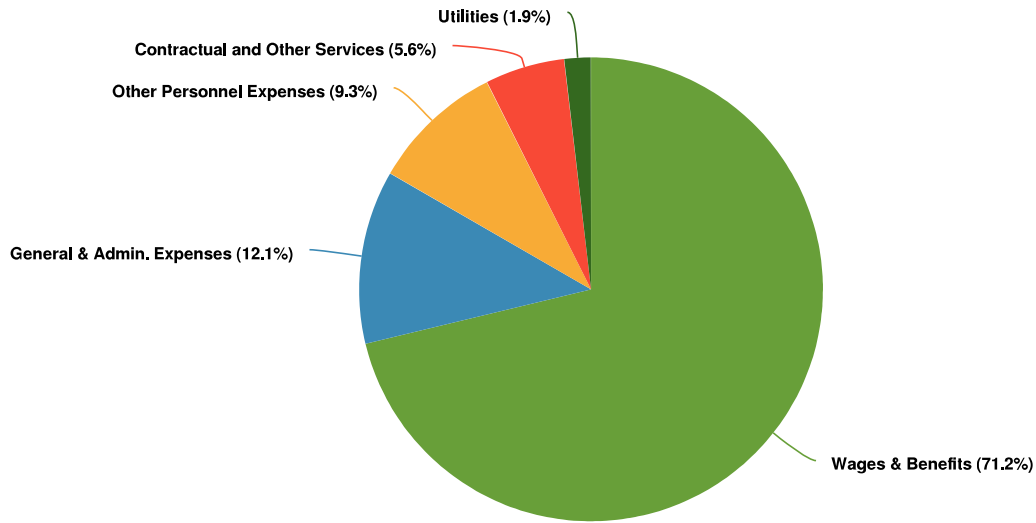
**\$54,044** **\$9,823**  
(22.21% vs. prior year)

#### City Council (Dept. 10) Proposed and Historical Budget vs. Actual

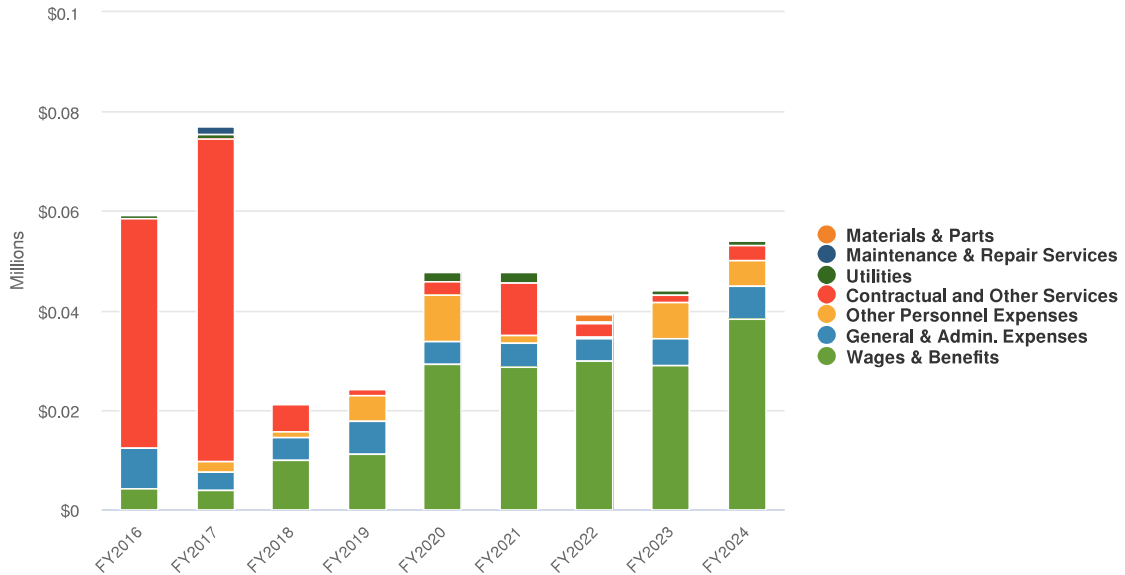


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$29,930	\$28,996	\$38,494	32.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$310	\$7,200	\$5,000	-30.6%
Contractual and Other Services	\$2,668	\$1,525	\$3,000	96.7%
General & Admin. Expenses	\$4,453	\$5,500	\$6,550	19.1%
Utilities	\$387	\$1,000	\$1,000	0%
Materials & Parts	\$1,641	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$39,390</b>	<b>\$44,221</b>	<b>\$54,044</b>	<b>22.2%</b>



## City Manager (Dept. 12)

**Don Reynolds**

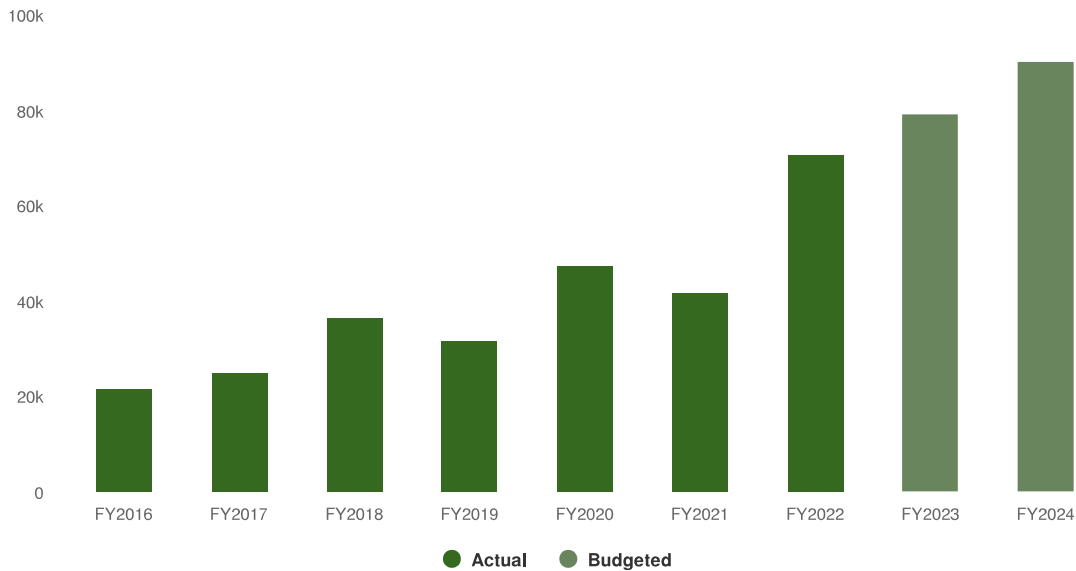
City Manager

The Recommended Budget for the City Manager Department is essentially the same as in prior years. There is a 12% increase associated with the City Manager's new salary negotiated last November.

### Expenditures Summary

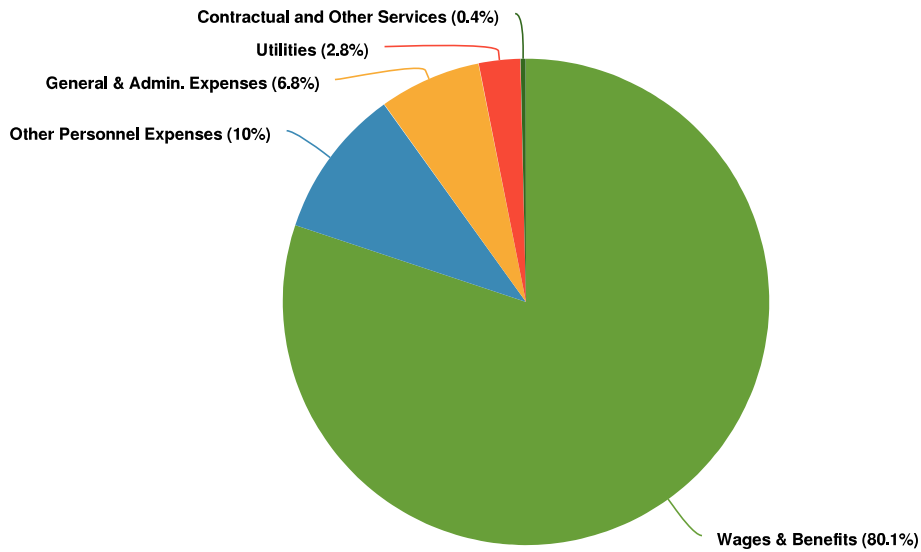
**\$90,153** **\$10,761**  
(13.55% vs. prior year)

#### City Manager (Dept. 12) Proposed and Historical Budget vs. Actual

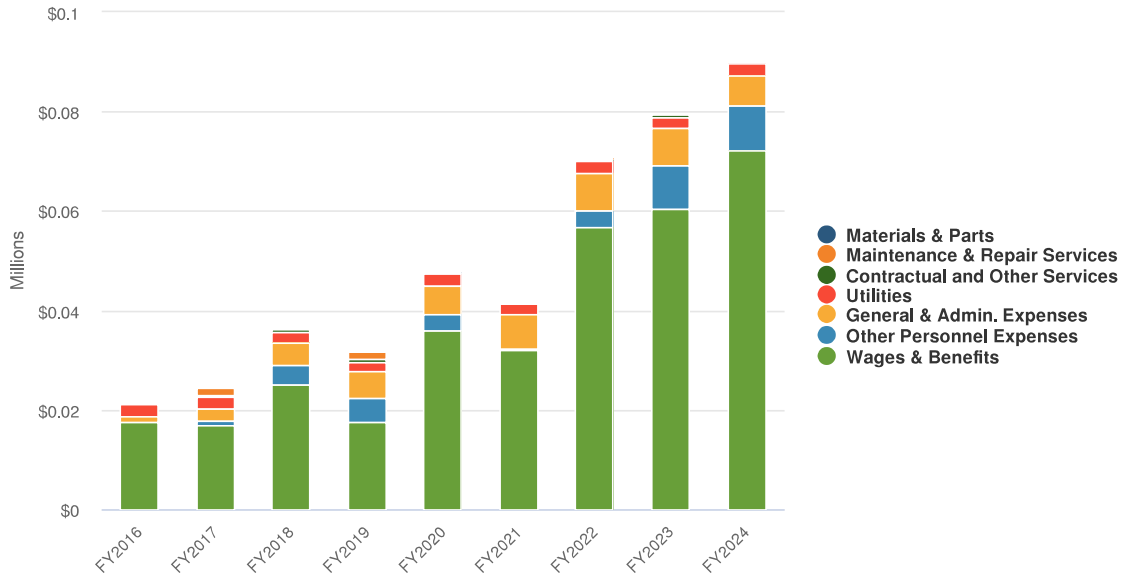


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$56,714	\$60,292	\$72,228	19.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$3,534	\$9,000	\$9,000	0%
Contractual and Other Services	\$264	\$425	\$325	-23.5%
General & Admin. Expenses	\$7,302	\$7,425	\$6,100	-17.8%
Utilities	\$2,676	\$2,250	\$2,500	11.1%
Maintenance & Repair Services	\$135	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$70,624</b>	<b>\$79,392</b>	<b>\$90,153</b>	<b>13.6%</b>





# City Attorney (Dept. 11)

The Budget provides for the annual retainer of \$55,000 to the Wellington Law Firm to serve as the City Attorney. This is the same as last Fiscal Year and the same as the actual expense in prior years.

If the City finds itself in litigation, and is successful defending itself, it will make every effort to recover these legal fees. The City has successfully recovered legal expenses incurred on behalf of private parties in the past.

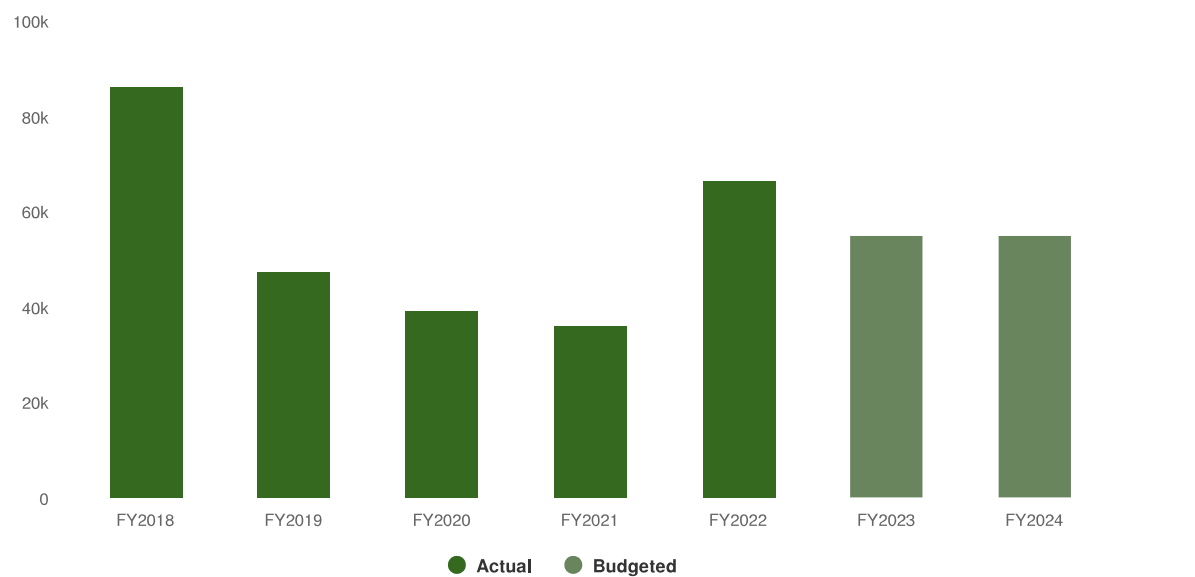
## Expenditures Summary

\$55,000

\$0

(0.00% vs. prior year)

City Attorney (Dept. 11) Proposed and Historical Budget vs. Actual

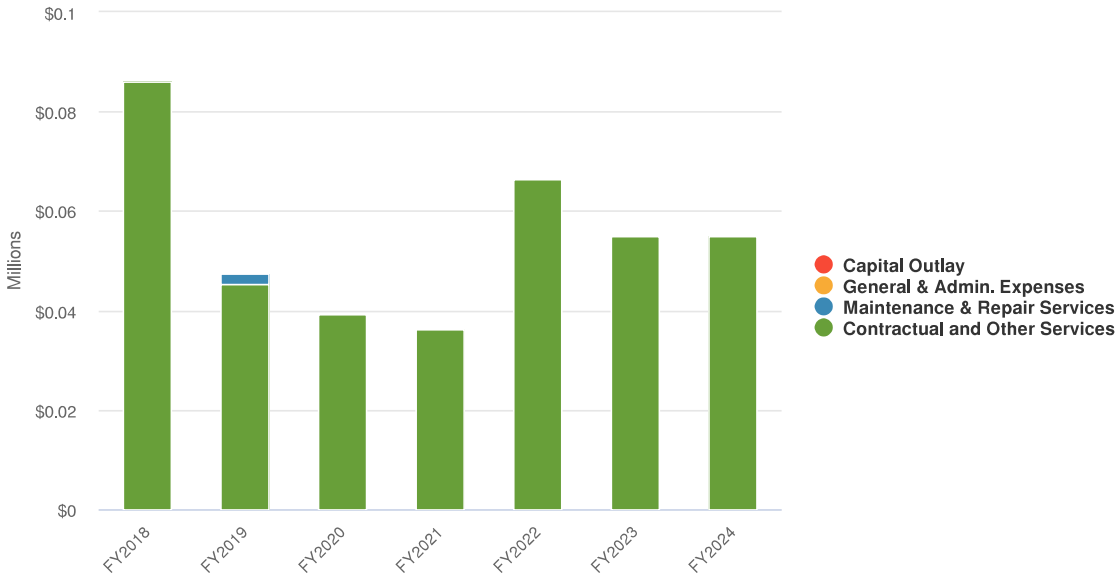


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Legal	\$66,428	\$55,000	\$55,000	0%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Office Supplies	\$12		\$0	N/A
Food and Beverages	\$3		\$0	N/A
Capital Improvements/ Purchases	\$20		\$0	N/A
<b>Total Expense Objects:</b>	<b>\$66,463</b>	<b>\$55,000</b>	<b>\$55,000</b>	<b>0%</b>



## Treasurer (Dept. 14)

### City Treasurer (Department 14)

The expenses of the treasury management function are allocated to the “City Treasurer” department. This is an elected position.

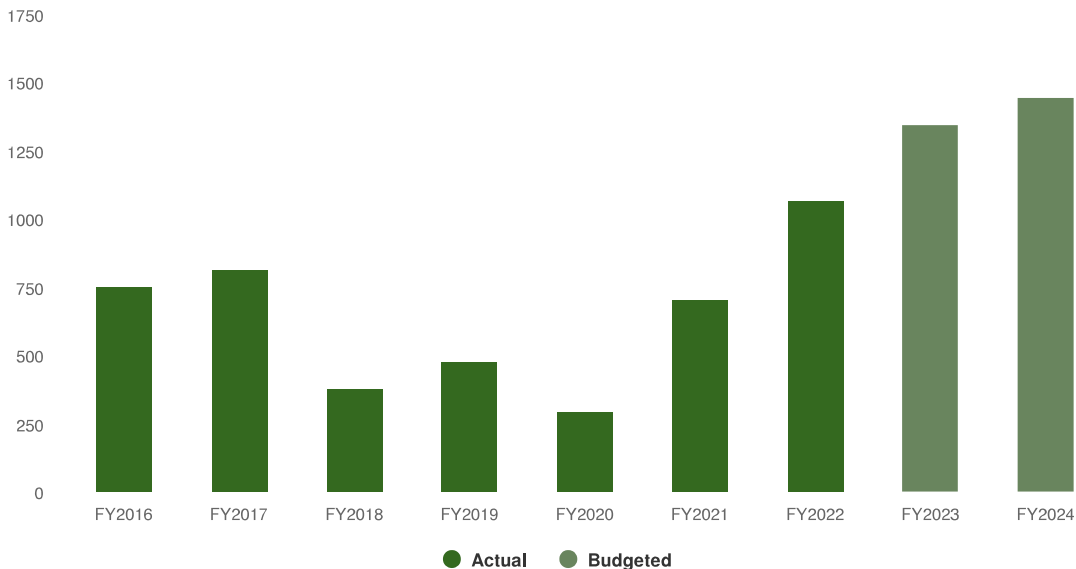
The City Council has adopted an Investment Policy that includes review and recommendations of an Investment Advisory Committee comprised of the elected City Treasurer, the Mayor, and the City Manager. It is proposed that this Committee's function be changed and be called the :Budget and Finance Committee. Its role will include review of significant expenditures and budget over site.

The budget provides for a share of allocated general expenses and a modest training budget for the City Treasurer. The budget has increased 7% (\$100) because the share of administrative overhead costs has increased.

### Expenditures Summary

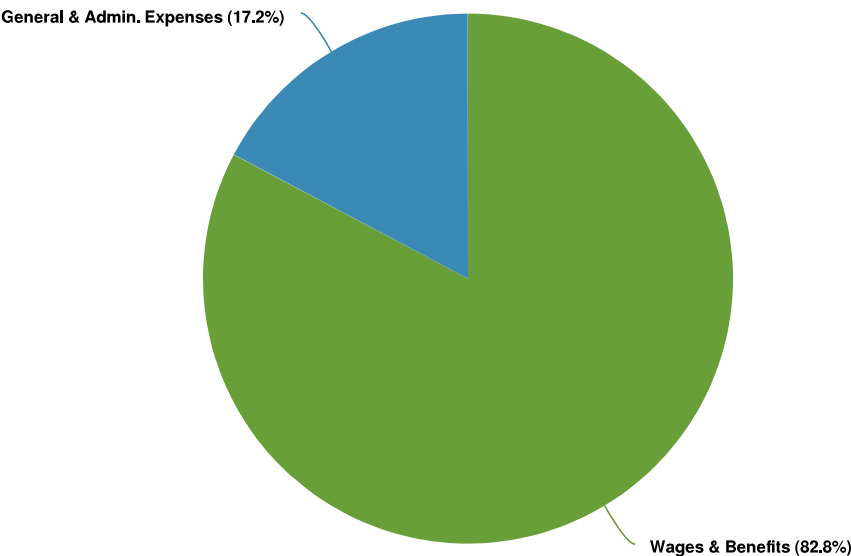
**\$1,450** **\$100**  
(7.41% vs. prior year)

#### Treasurer (Dept. 14) Proposed and Historical Budget vs. Actual

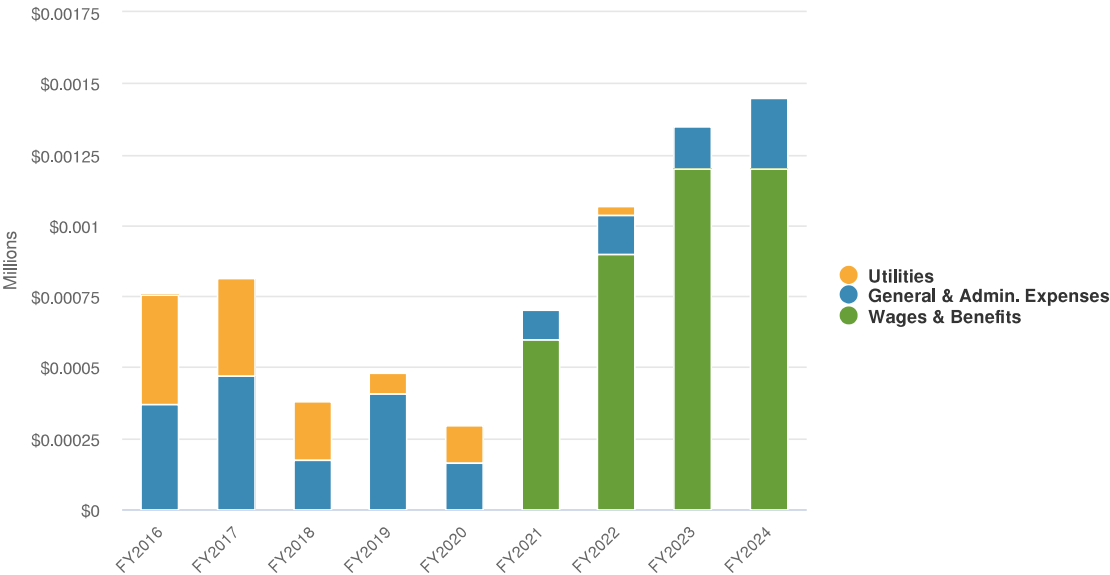


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$900	\$1,200	\$1,200	0%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General & Admin. Expenses	\$135	\$150	\$250	66.7%
Utilities	\$34	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$1,069</b>	<b>\$1,350</b>	<b>\$1,450</b>	<b>7.4%</b>



## Finance (Dept. 15)

### Finance Department (Department 15)

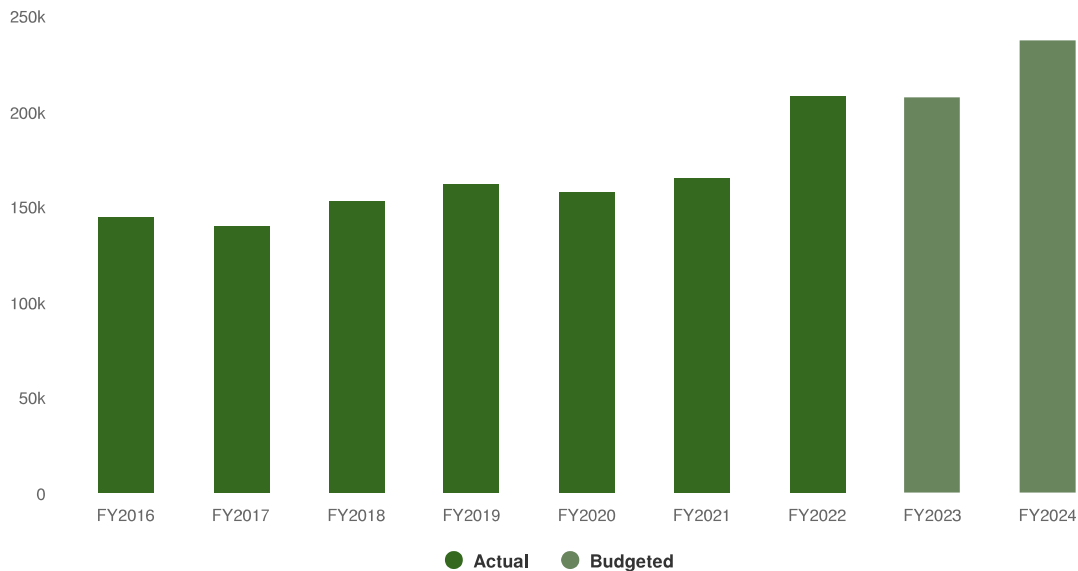
This budget increased 14.4% because due to salaries and contractual services increasing. The budget of the Finance Department includes the cost of the City Accountant and the annual financial audit. In addition, staff time of various city staff is allocated to the Finance Department. The Finance Department processes revenue, payroll and accounts payable.

This is the second year the City has used its new budget software "Clear Gov." The City's Accountant has spent hundreds of hours transferring the data to provide the accurate history for the new budget. It added a municipal finance software MIP and moved away from Quickbooks this year.

### Expenditures Summary

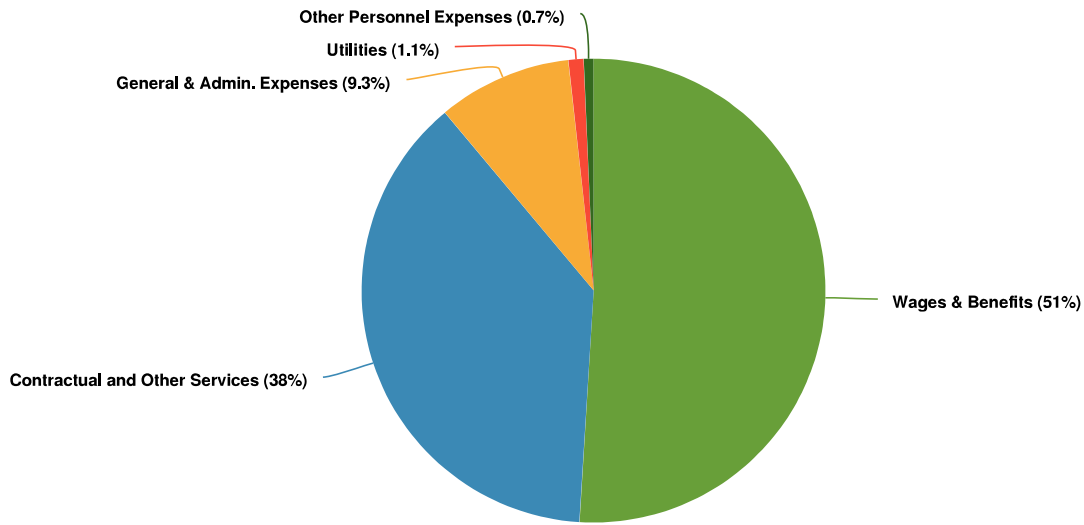
**\$237,597** **\$29,972**  
(14.44% vs. prior year)

#### Finance (Dept. 15) Proposed and Historical Budget vs. Actual

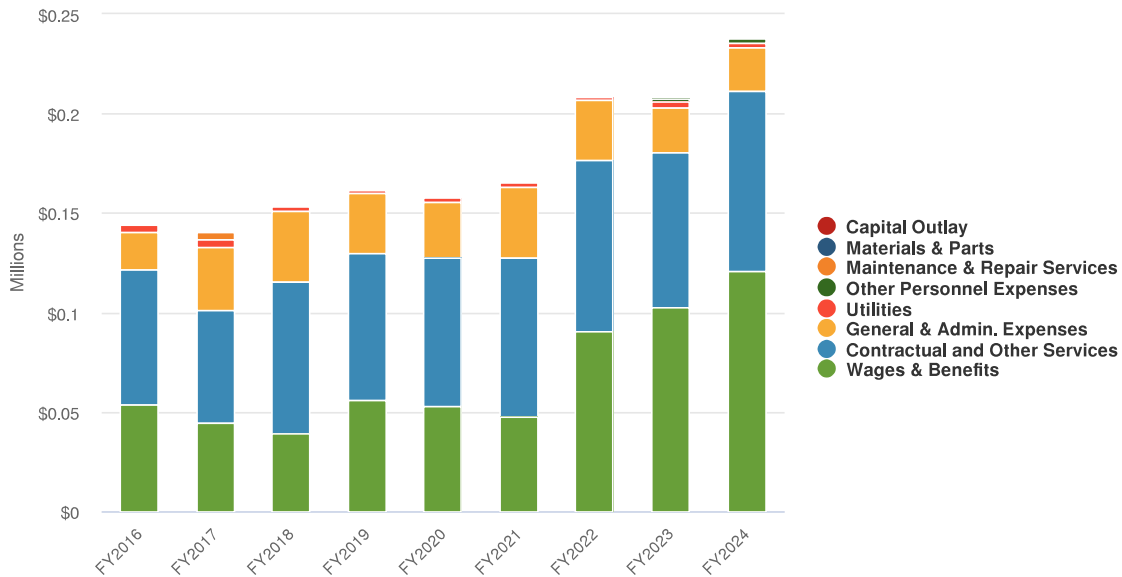


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$90,513	\$102,775	\$121,097	17.8%





Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$108	\$1,600	\$1,600	0%
Contractual and Other Services	\$86,531	\$78,050	\$90,200	15.6%
General & Admin. Expenses	\$29,673	\$22,700	\$22,200	-2.2%
Utilities	\$1,693	\$2,500	\$2,500	0%
Maintenance & Repair Services	\$74	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$208,592</b>	<b>\$207,625</b>	<b>\$237,597</b>	<b>14.4%</b>



# City Library (Dept. 16)

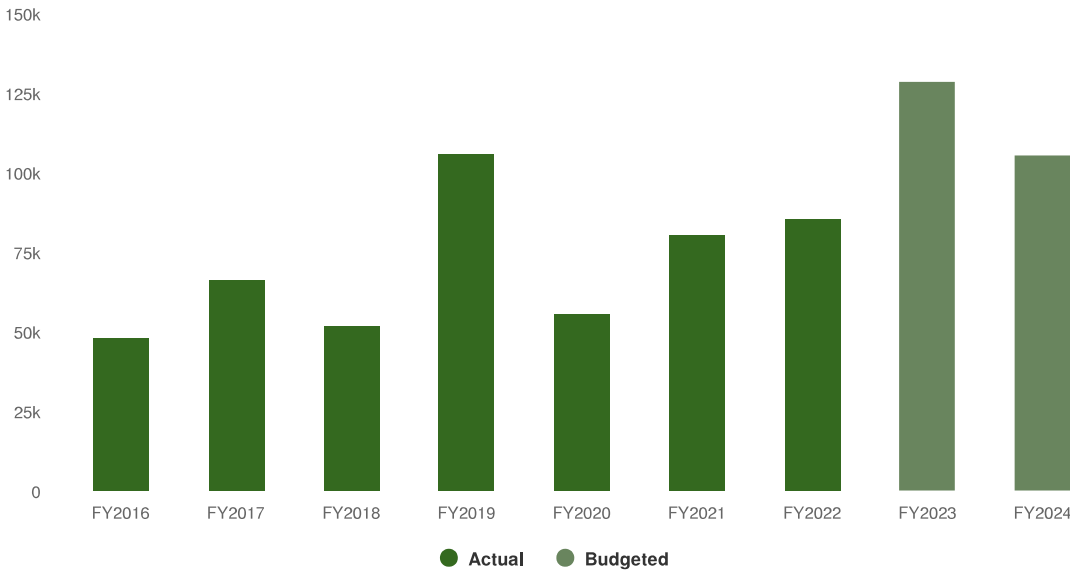
Library update FY 23-24

UNDER CONSTRUCTION- IN DRAFT FORM

## Expenditures Summary

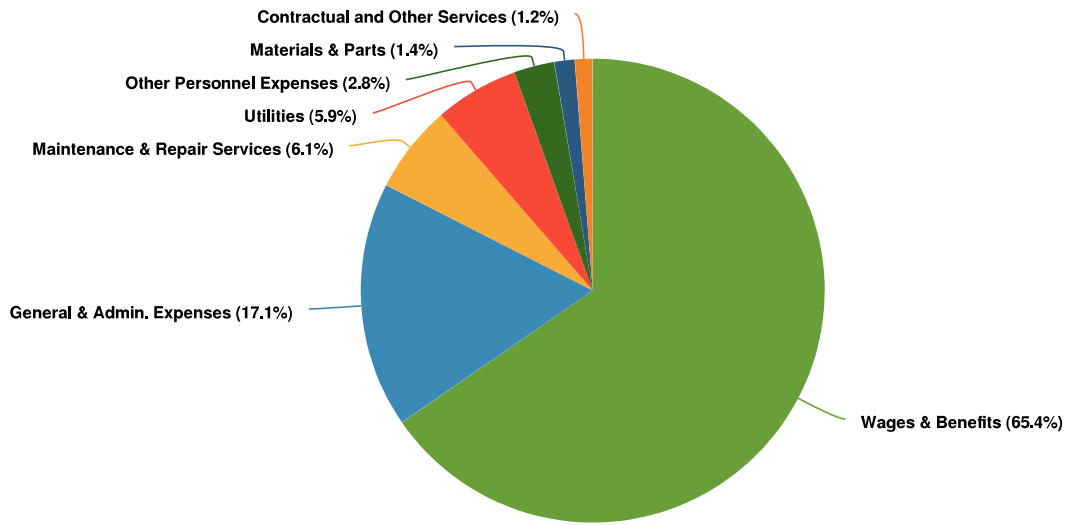
**\$105,851** **-\$22,901**  
(-17.79% vs. prior year)

City Library (Dept. 16) Proposed and Historical Budget vs. Actual

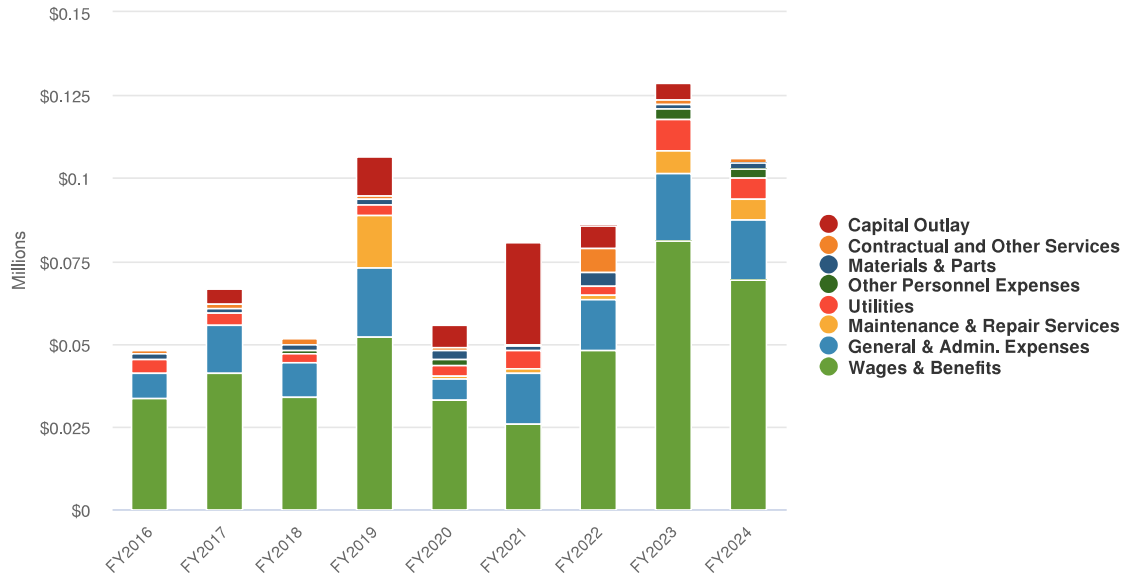


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$48,189	\$81,052	\$69,201	-14.6%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses		\$3,000	\$3,000	0%
Contractual and Other Services	\$7,155	\$1,250	\$1,300	4%
General & Admin. Expenses	\$15,295	\$20,250	\$18,150	-10.4%
Utilities	\$2,892	\$9,700	\$6,200	-36.1%
Materials & Parts	\$3,769	\$1,500	\$1,500	0%
Maintenance & Repair Services	\$1,357	\$7,000	\$6,500	-7.1%
Capital Outlay	\$6,800	\$5,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$85,456</b>	<b>\$128,752</b>	<b>\$105,851</b>	<b>-17.8%</b>



## Public Works (Depts 40 and 44)

The City is fortunate to have 5 dedicated staff assigned to its Public Works Department. With the addition of new parks, a 6th maintenance worker position is requested in this draft budget.

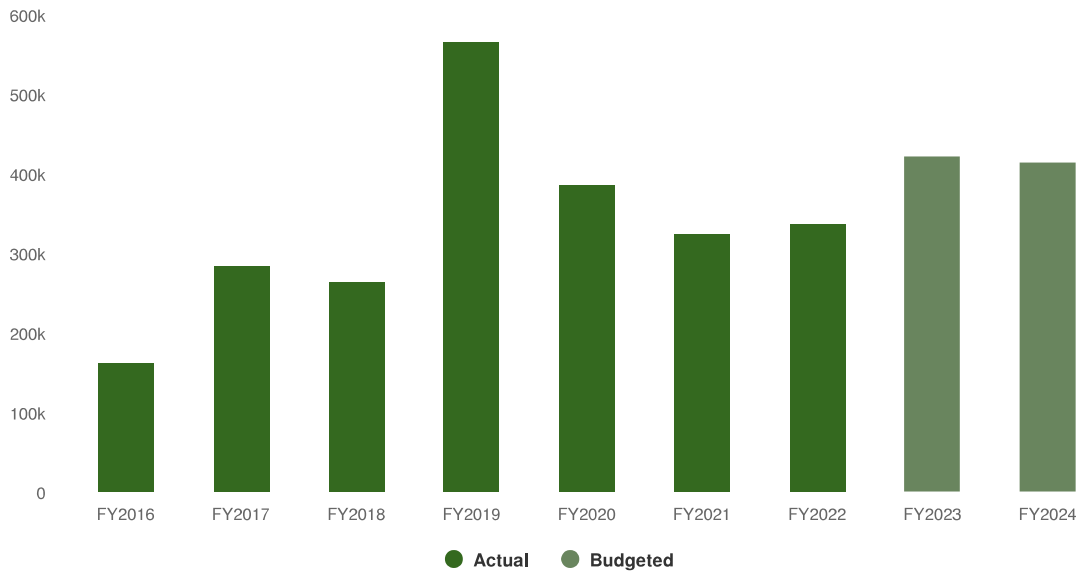
The City is also fortunate to have retained a City Engineering firm MNS. The "Deputy City Engineer" assigned to the City provides a lot of valuable day-to-day support for the Department, which was a priority for the City Manager in the performance evaluation, and proved to be critical during the City's response to the 2023 floods.

This Department will become very important this fiscal year, as the City ventures into its new effort to "regionalize" its water source and waste water discharge. This transformation promises to greatly improve the quality of life for the City's residents.

### Expenditures Summary

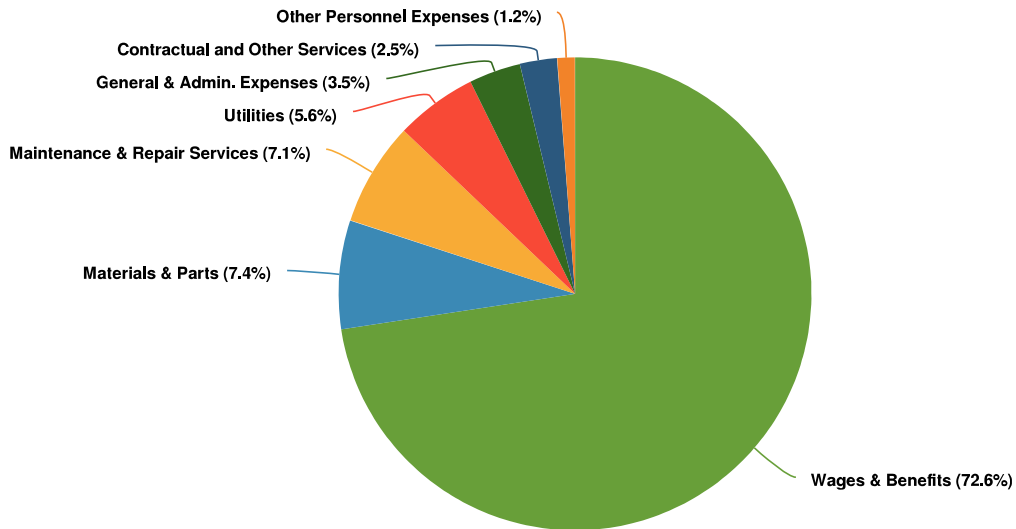
**\$415,627** **-\$6,466**  
(-1.53% vs. prior year)

#### Public Works (Depts 40 and 44) Proposed and Historical Budget vs. Actual

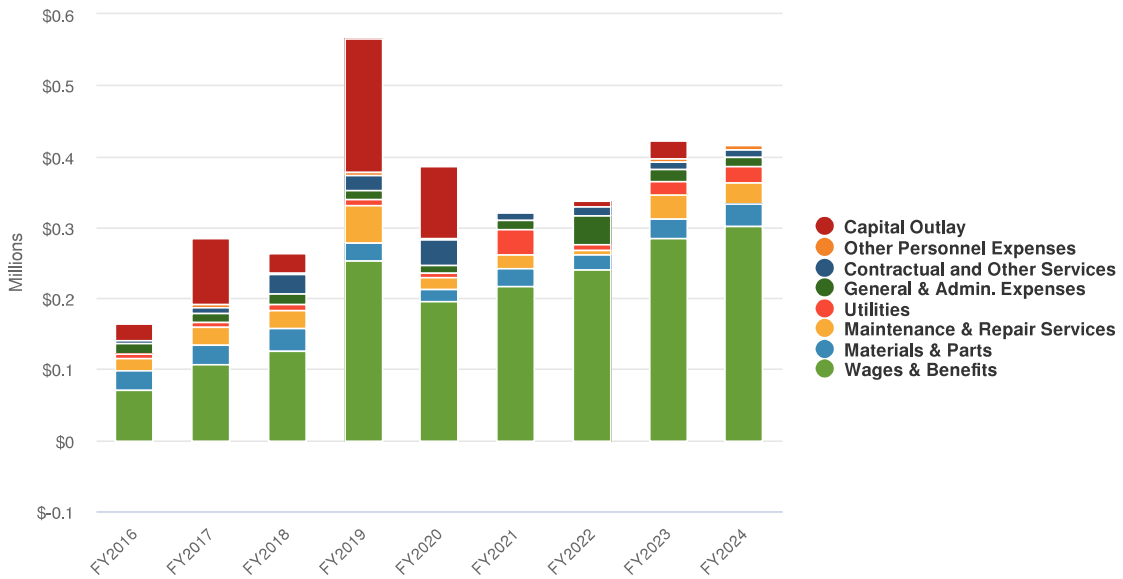


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$239,593	\$283,993	\$301,727	6.2%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$443	\$5,000	\$5,000	0%
Contractual and Other Services	\$12,401	\$9,550	\$10,550	10.5%
General & Admin. Expenses	\$39,910	\$16,500	\$14,700	-10.9%
Utilities	\$8,501	\$20,050	\$23,200	15.7%
Materials & Parts	\$22,151	\$29,000	\$30,950	6.7%
Maintenance & Repair Services	\$7,012	\$33,000	\$29,500	-10.6%
Capital Outlay	\$7,364	\$25,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$337,376</b>	<b>\$422,093</b>	<b>\$415,627</b>	<b>-1.5%</b>



## Streets (Dept. 40)

### Public Works Streets (Department 40)

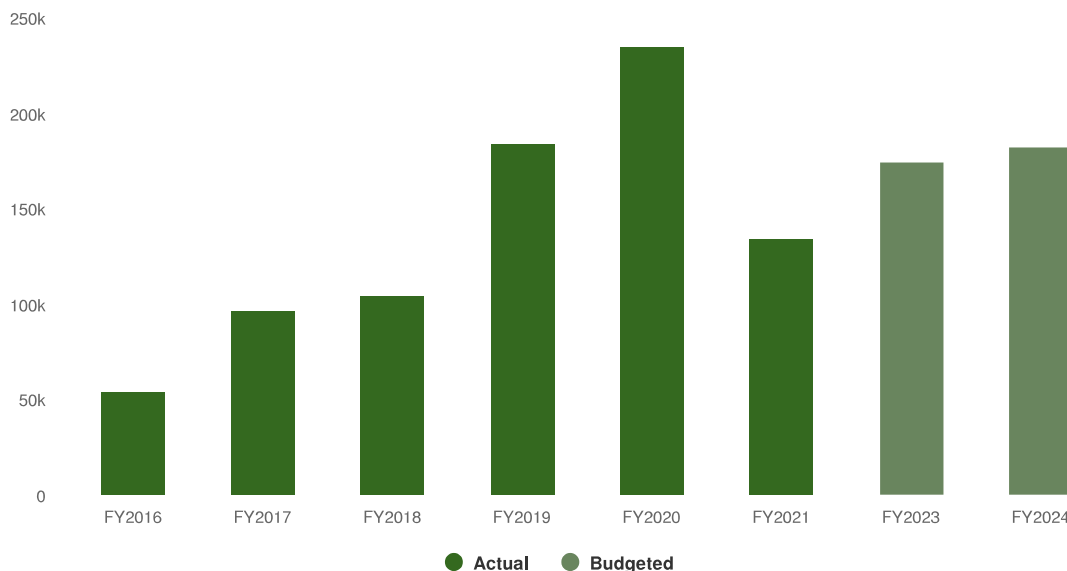
Department 40 provides for the costs of operating, maintaining, and repairing the street and pedestrian oriented non-utility infrastructure. This includes streets, sidewalks, bike paths, cross walks, access to persons with disabilities, street signs, storm drains, and street trees. Major street resurfacing is budgeted as a Capital Improvement Project. Every member of the Public Works crew works on streets and storm drains depending on the season and the need. The budget provides for 1.95 Full Time Equivalent employees-including the portion of the time for a proposed new part-time position in the Public Works crew.

The budget includes materials, supplies and tools to handle routine maintenance and anticipated repairs at unspecified locations. Additional funds are budgeted to increase “pot hole” repairs, but the need for street repairs far outstrips available resources. The Capital Improvement Budget reflects the priorities outlined in the Pavement Management Plan.

### Expenditures Summary

**\$182,257** **\$7,866**  
(4.51% vs. prior year)

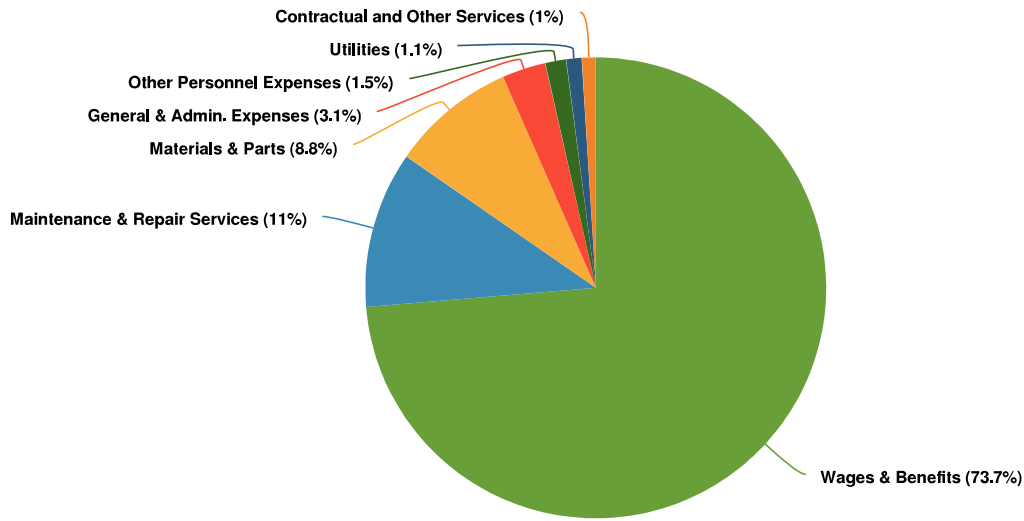
#### Streets (Dept. 40) Proposed and Historical Budget vs. Actual



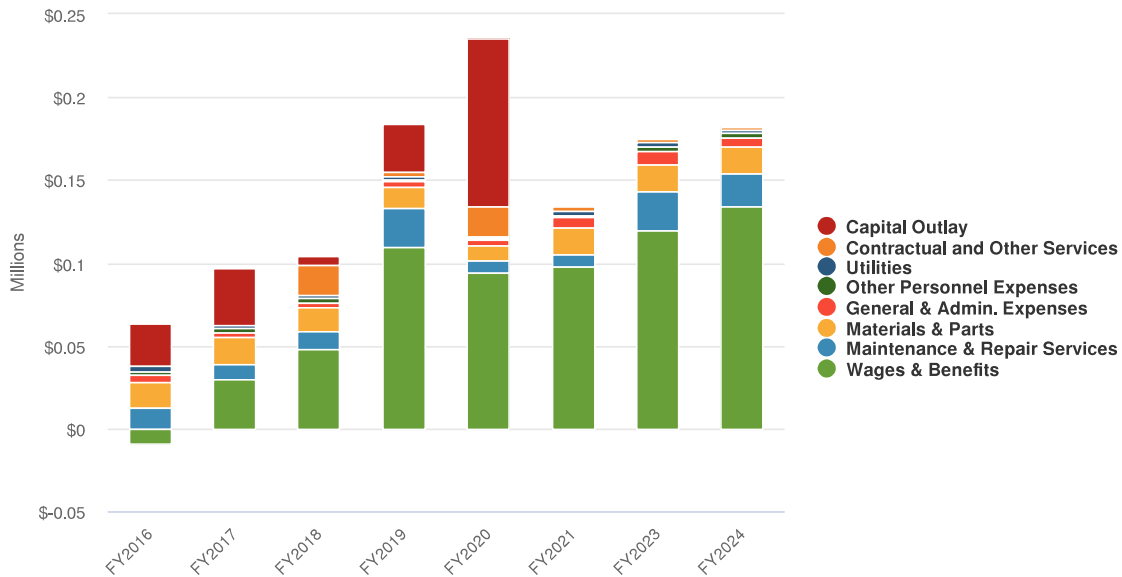


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Wages & Benefits	\$119,591	\$134,307	12.3%
Other Personnel Expenses	\$2,650	\$2,650	0%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$1,750	\$1,750	0%
General & Admin. Expenses	\$8,100	\$5,600	-30.9%
Utilities	\$2,300	\$2,000	-13%
Materials & Parts	\$16,500	\$15,950	-3.3%
Maintenance & Repair Services	\$23,500	\$20,000	-14.9%
<b>Total Expense Objects:</b>	<b>\$174,391</b>	<b>\$182,257</b>	<b>4.5%</b>



# Building and Grounds (Dept. 44)

## Public Works Building and Grounds (Department 44)

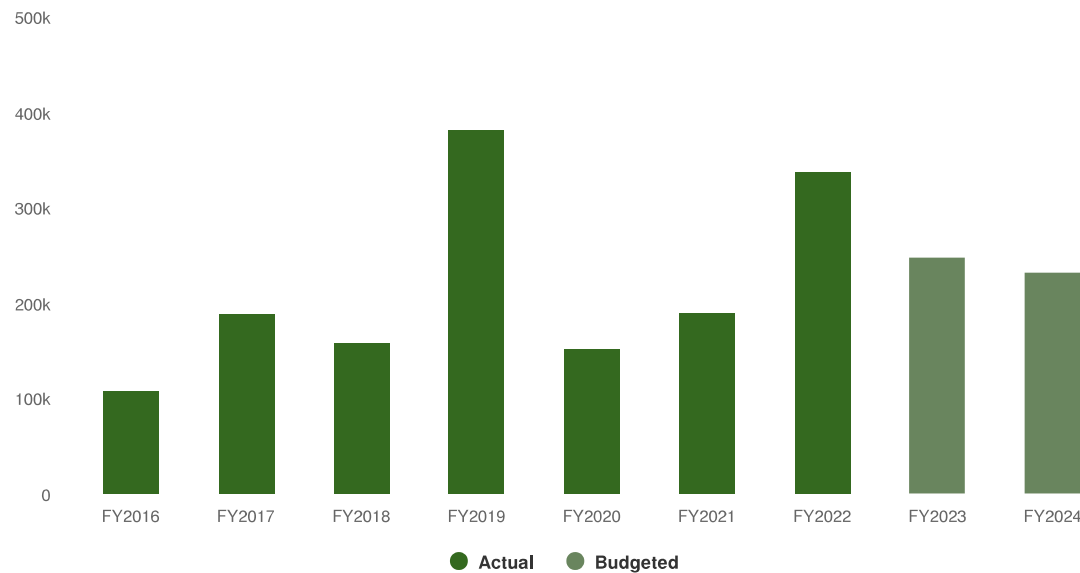
These Buildings and Grounds are a big part of the City's continued positive image. Compliments are received weekly from visitors about how beautiful and green our town is. Credit the maintenance employees in this department for the warm, well maintained "welcome" the City's visitors receive when they arrive. The City added new public restrooms and a new park to the assets being managed by this department.

The Building and Grounds budget provides for the maintenance and routine repair of parks, city buildings and city property. The budget includes allocated time of several Public Works employees, and beginning in the current year the budget includes payment for the use of city water to irrigate the parks and landscape areas.

## Expenditures Summary

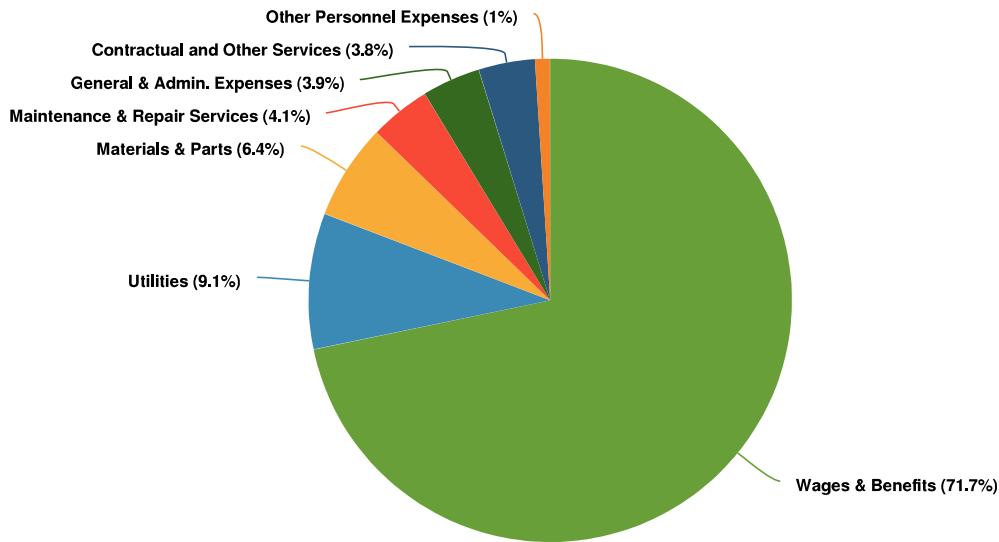
**\$233,370** **-\$14,332**  
(-5.79% vs. prior year)

Building and Grounds (Dept. 44) Proposed and Historical Budget vs. Actual

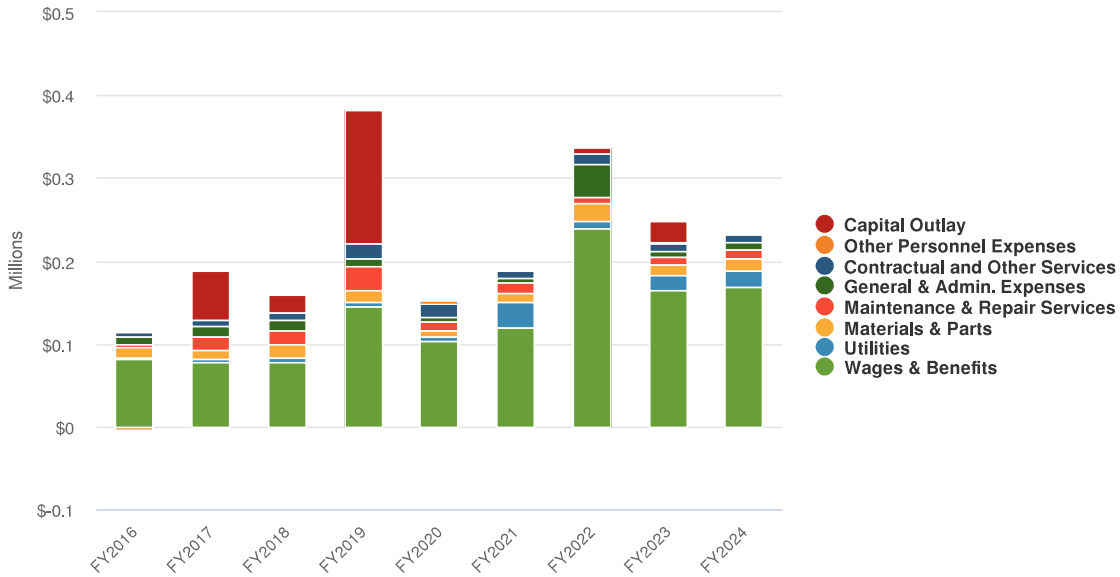


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$239,593	\$164,402	\$167,420	1.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$443	\$2,350	\$2,350	0%
Contractual and Other Services	\$12,401	\$7,800	\$8,800	12.8%
General & Admin. Expenses	\$39,910	\$8,400	\$9,100	8.3%
Utilities	\$8,501	\$17,750	\$21,200	19.4%
Materials & Parts	\$22,151	\$12,500	\$15,000	20%
Maintenance & Repair Services	\$7,012	\$9,500	\$9,500	0%
Capital Outlay	\$7,364	\$25,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$337,376</b>	<b>\$247,702</b>	<b>\$233,370</b>	<b>-5.8%</b>



## Public Safety

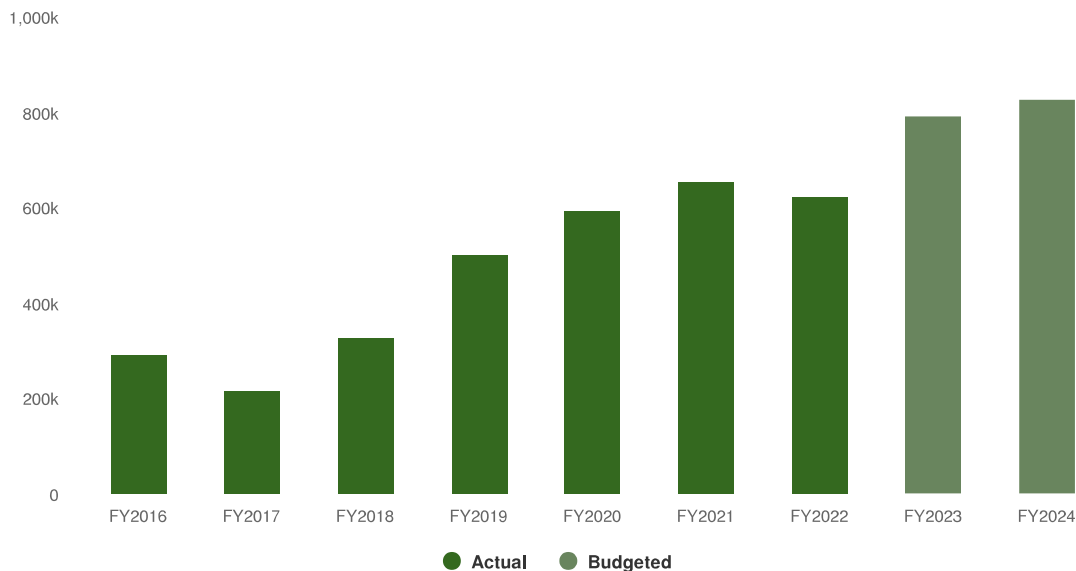
The City Manager and Citygate Associates are re-evaluating the City's Public Safety Delivery system, and recommending several changes to it in this budget. This includes a new leadership position to manage all of the Fire, Sheriff, animal control, emergency services code enforcement, and other related services. It also includes replacing private security with community service officer. These details are provided both in the City Manager's Transmittal Letter and in the Recommended Personnel narrative in the budget overview.

Negotiations with the Sheriff have started again, and the cost of this contract is likely to increase this year. Currently it includes 2 dedicated City deputies.

### Expenditures Summary

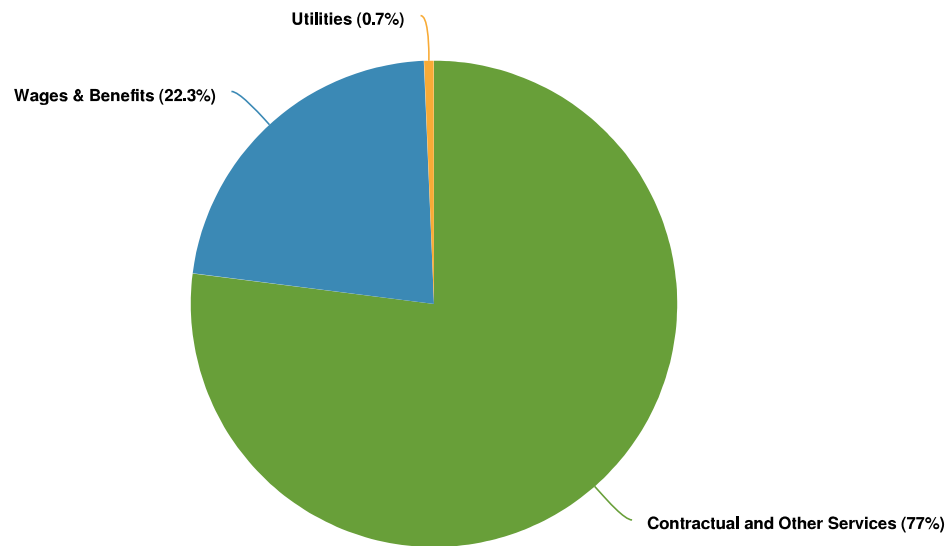
**\$826,962** **\$33,922**  
(4.28% vs. prior year)

#### Public Safety Proposed and Historical Budget vs. Actual

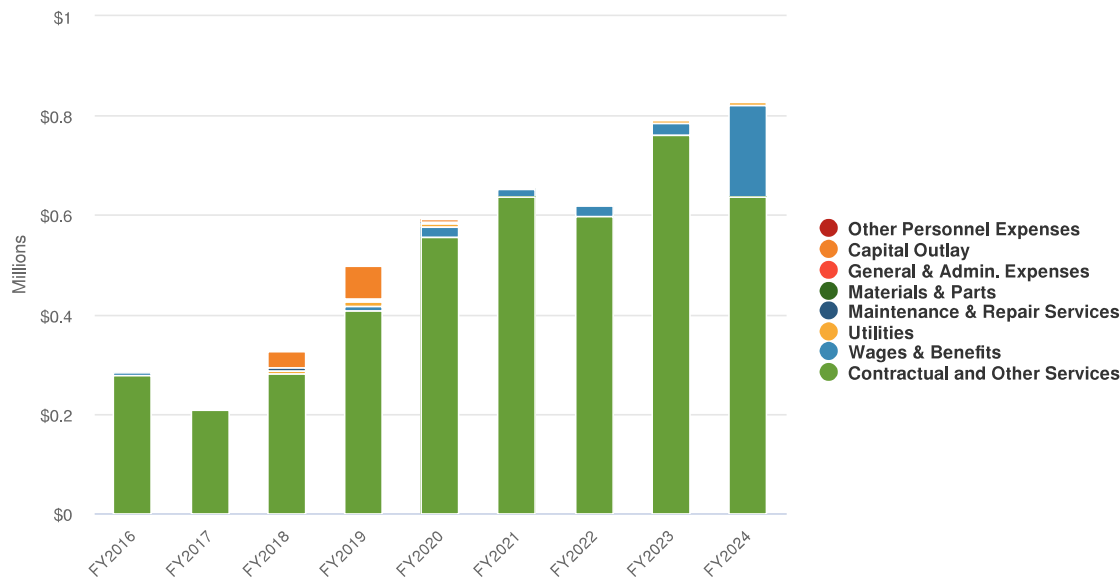


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$22,691	\$24,925	\$184,597	640.6%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$597,417	\$761,615	\$636,865	-16.4%
Utilities	\$1,607	\$5,500	\$5,500	0%
Maintenance & Repair Services	\$163	\$1,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$621,878</b>	<b>\$793,040</b>	<b>\$826,962</b>	<b>4.3%</b>





## Fire and EMS (Dept. 20)

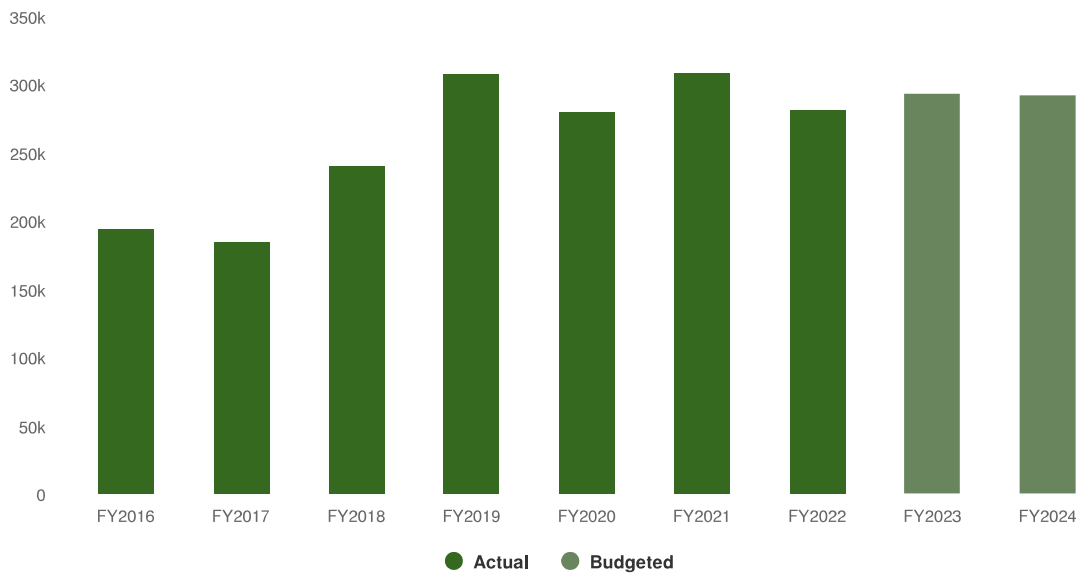
### Fire and Emergency Medical Services Department (20)

The Budget for FY 24 is based on the contract executed with the City of Hollister in 2019. The City pays a lump sum minus the utility costs for operating the Fire Station, which is leased to Hollister. Hollister pays for the first \$10,000 to repair apparatus, and the City pays for costs above that amount. The vehicle replacement fund reserves funding incrementally over several years for fire engine replacement.

### Expenditures Summary

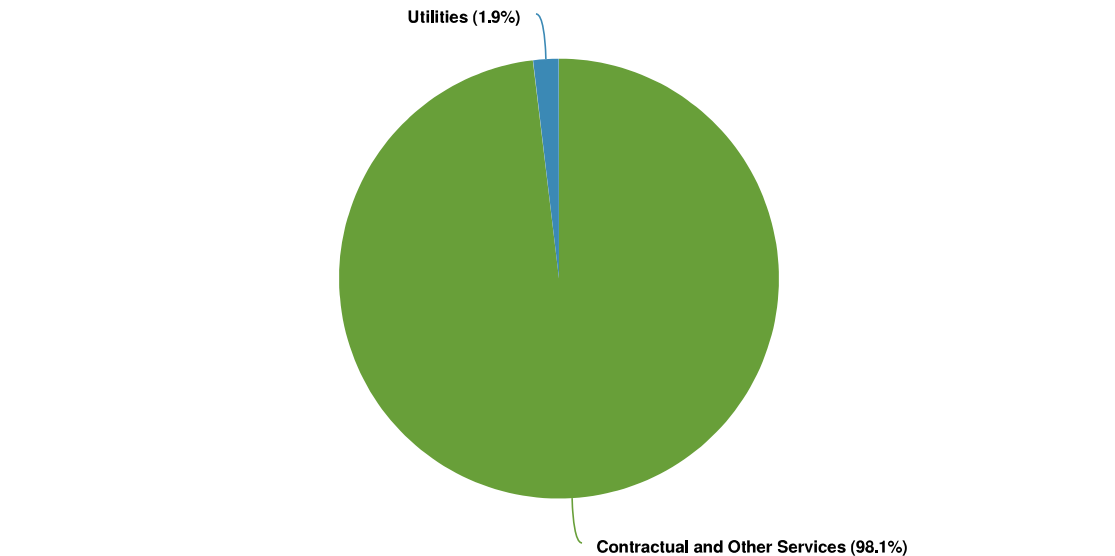
**\$292,865** **-\$500**  
(-0.17% vs. prior year)

#### Fire and EMS (Dept. 20) Proposed and Historical Budget vs. Actual

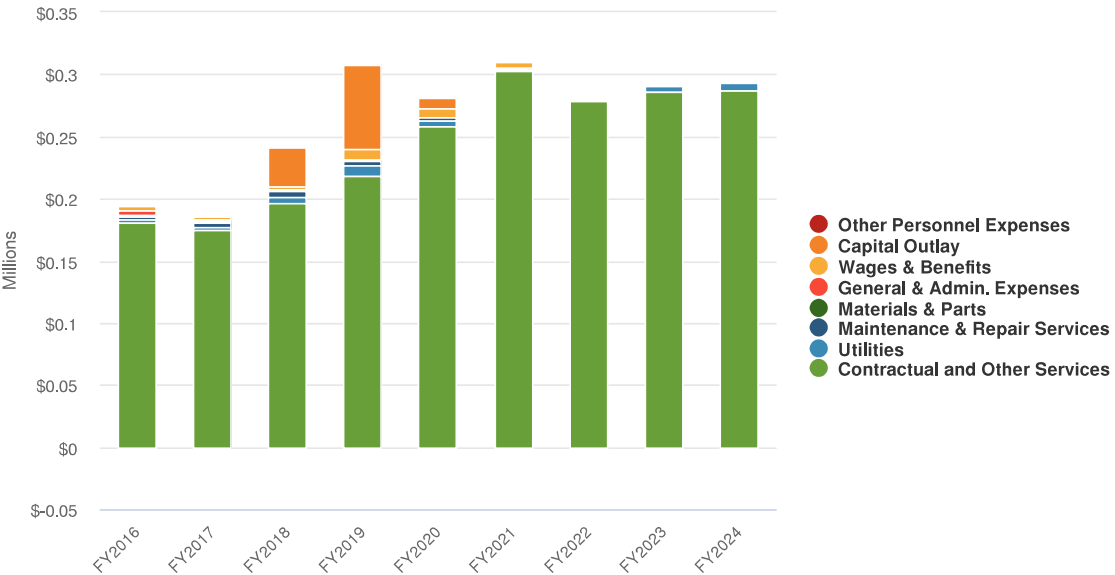


# Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$1,645	\$1,500	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$278,139	\$285,365	\$287,365	0.7%
Utilities	\$1,607	\$5,500	\$5,500	0%
Maintenance & Repair Services	\$163	\$1,000	\$0	-100%
<b>Total Expense Objects:</b>	<b>\$281,554</b>	<b>\$293,365</b>	<b>\$292,865</b>	<b>-0.2%</b>



# Law Enforcement (Dept. 30)

## Law Enforcement Services (Department 30)

SUBJECT TO CHANGE- NEW CONTRACT BEING NEGOTIATED

The Recommended Budget provides funding for two dedicated Sheriff's deputies to work on patrol in the city 80hours a week. This work supplemented by a private security service at night. The goal is to return to a community-based public safety system. This is the best tool for San Juan Bautista to consider at this time, with limited funds. This effort will be initiated with ten dedicated hours per week, combined with twenty hours per week of code enforcement.

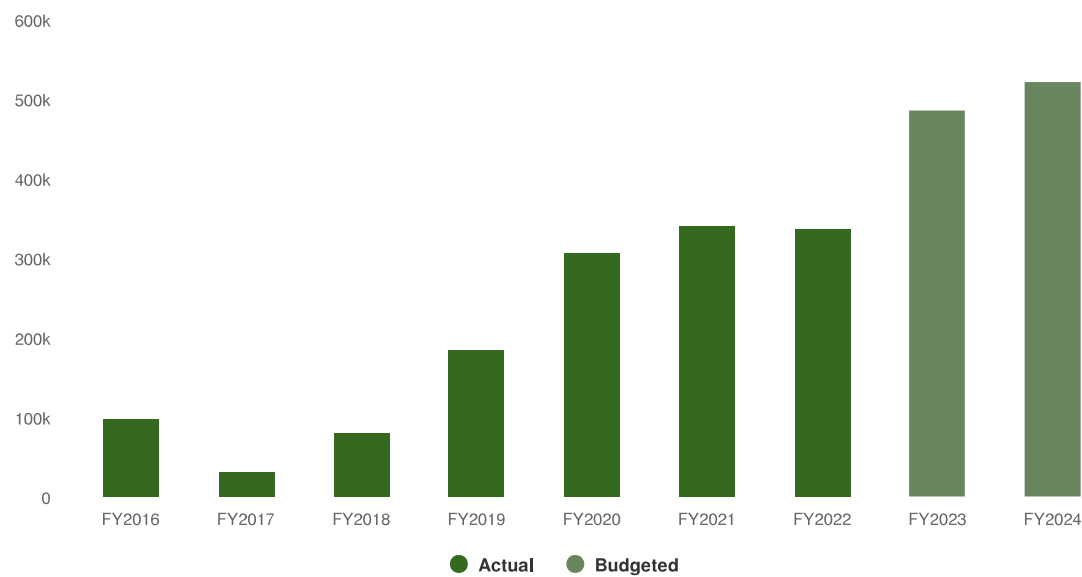
## Expenditures Summary

\$522,097

\$34,422

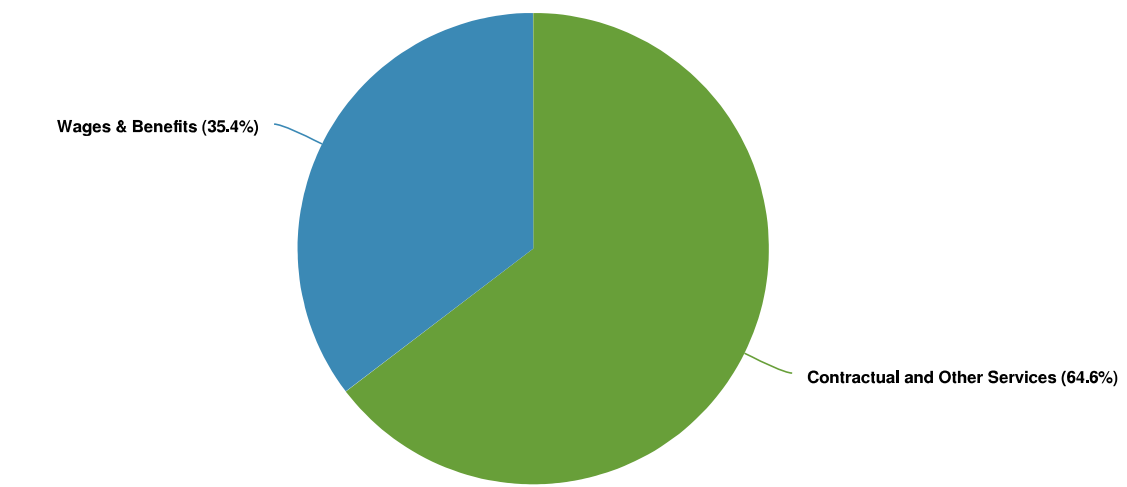
(7.06% vs. prior year)

Law Enforcement (Dept. 30) Proposed and Historical Budget vs. Actual

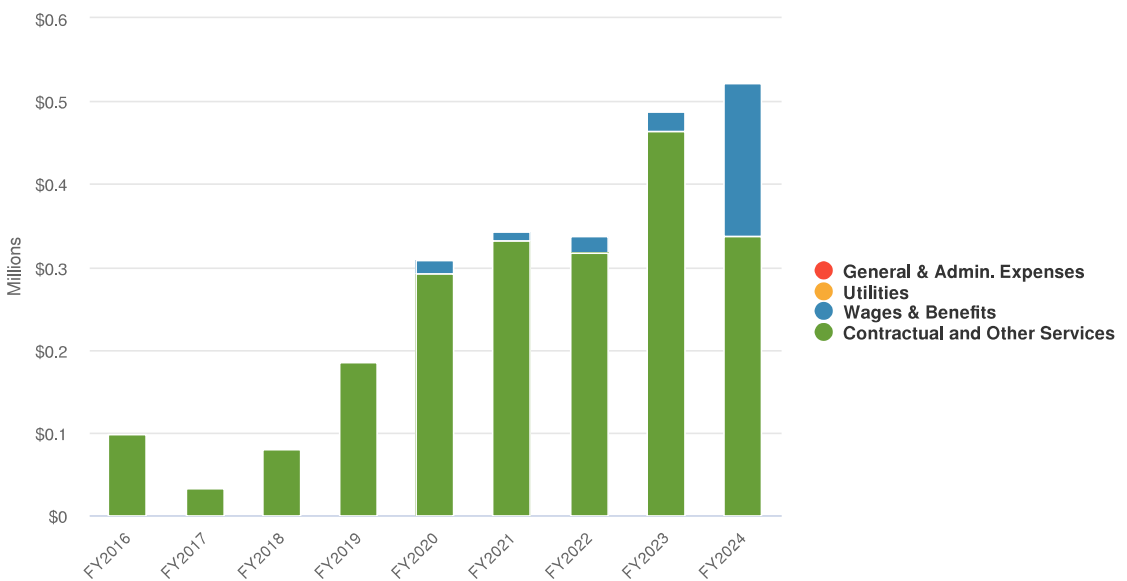


# Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$21,046	\$23,425	\$184,597	688%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$316,778	\$464,250	\$337,500	-27.3%
<b>Total Expense Objects:</b>	<b>\$337,824</b>	<b>\$487,675</b>	<b>\$522,097</b>	<b>7.1%</b>



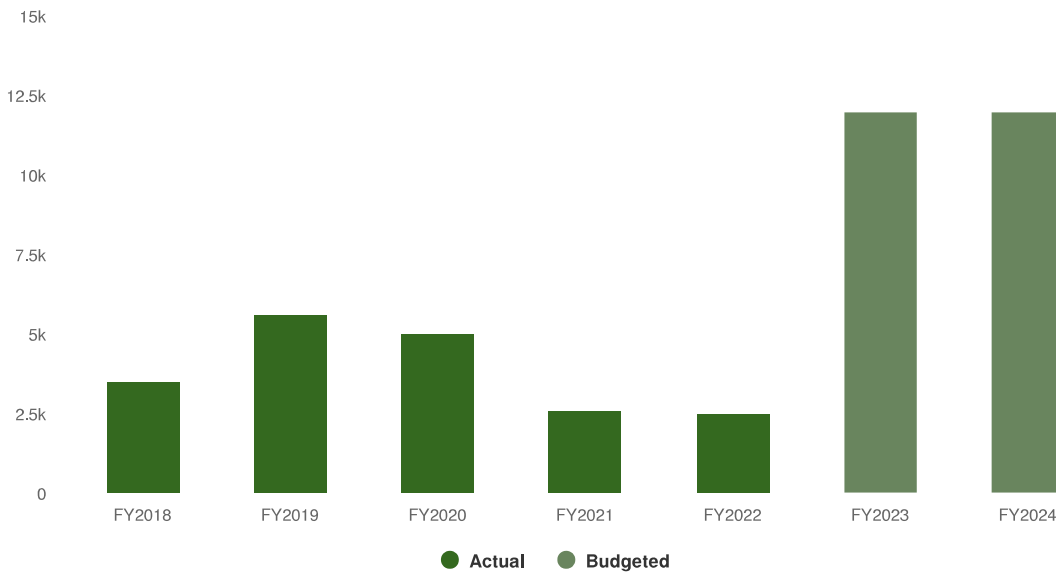
## Animal Control (Dept. 36)

The City relies on its Code Enforcement officer to respond to animal control requests for service. This is being evaluated in the Citygate Public Safety Re-org Assessment.

### Expenditures Summary

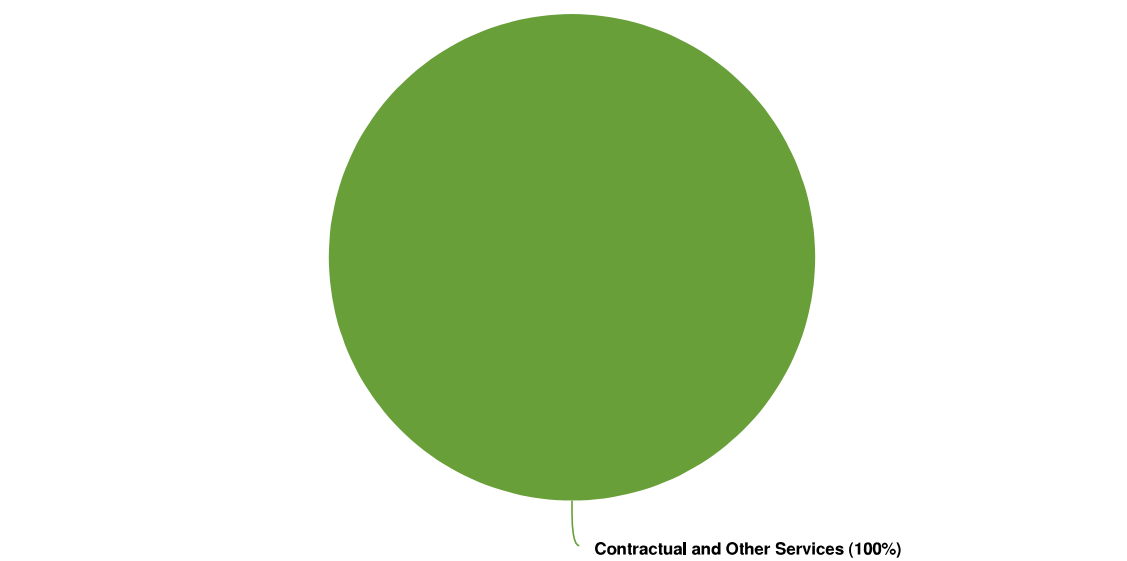
**\$12,000** **\$0**  
(0.00% vs. prior year)

#### Animal Control (Dept. 36) Proposed and Historical Budget vs. Actual

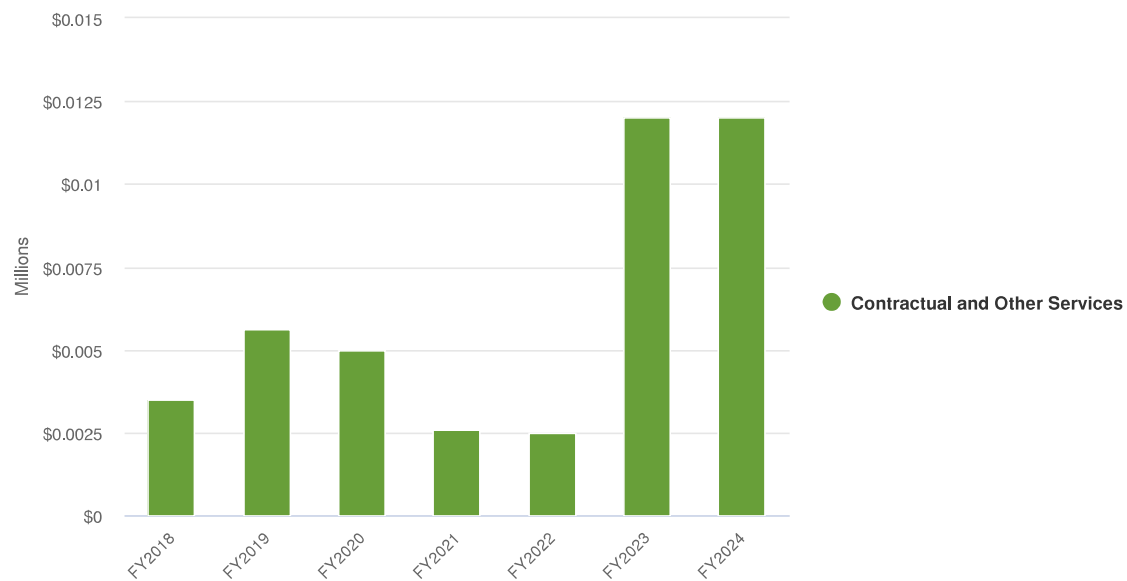


# Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Contractual and Other Services	\$2,500	\$12,000	\$12,000	0%





Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
<b>Total Expense Objects:</b>	<b>\$2,500</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>0%</b>



# Code Enforcement (Dept. 25)

## Code Enforcement (Department 25)

UNDER CONSTRUCTION- this position and its duties are being revaluated by the Citgate team working on Public Safety re-org.

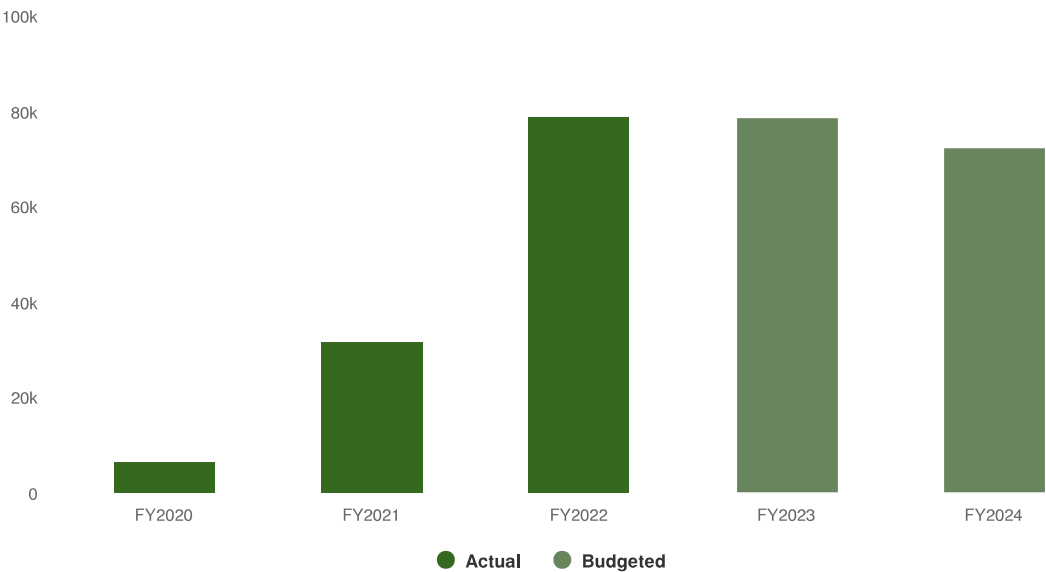
## Expenditures Summary

\$72,382

-\$6,175

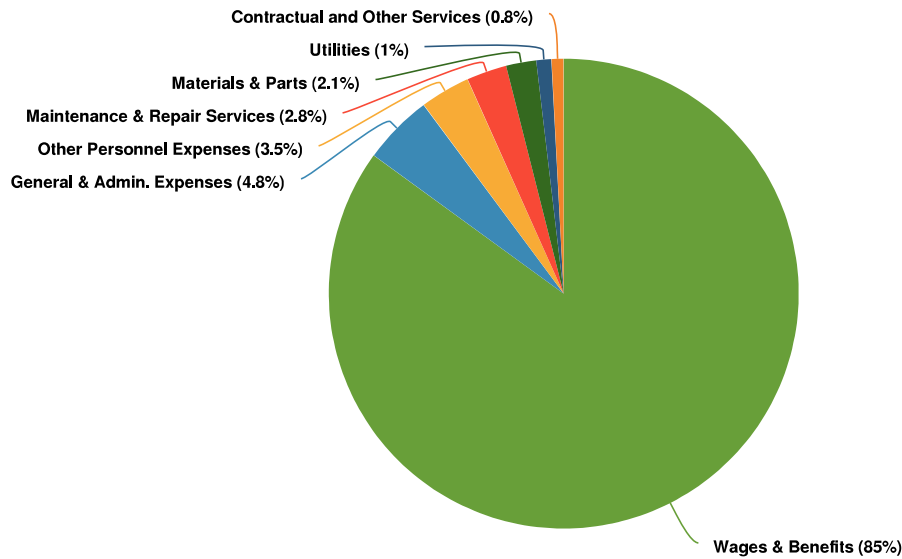
(-7.86% vs. prior year)

Code Enforcement (Dept. 25) Proposed and Historical Budget vs. Actual

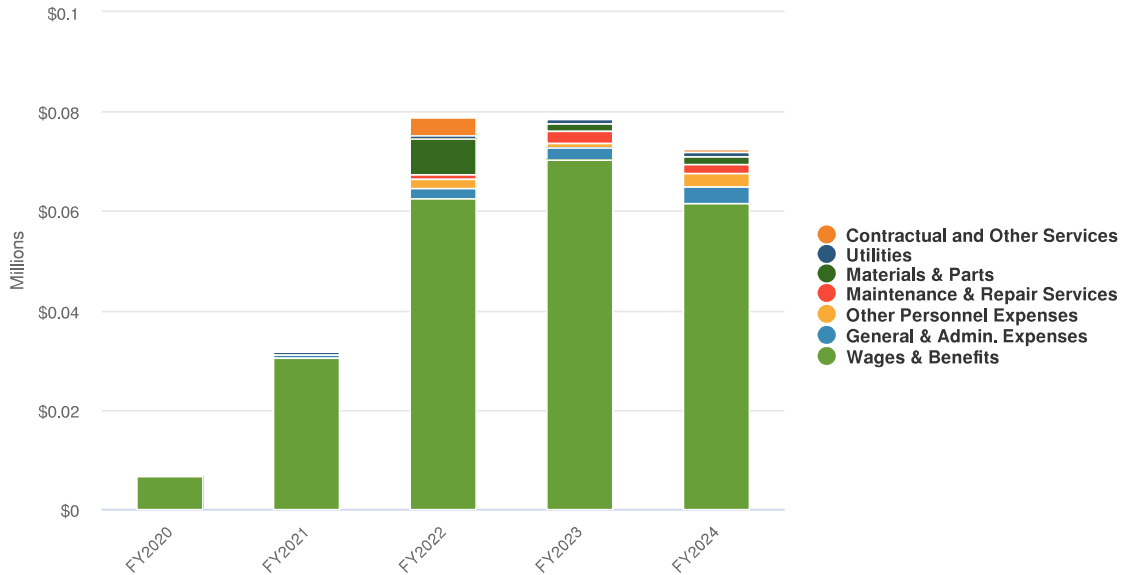


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$62,548	\$70,277	\$61,532	-12.4%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$1,577	\$1,000	\$2,500	150%
Contractual and Other Services	\$3,639	\$30	\$600	1,900%
General & Admin. Expenses	\$2,241	\$2,500	\$3,500	40%
Utilities	\$674	\$750	\$750	0%
Materials & Parts	\$7,213	\$1,500	\$1,500	0%
Maintenance & Repair Services	\$1,013	\$2,500	\$2,000	-20%
<b>Total Expense Objects:</b>	<b>\$78,904</b>	<b>\$78,557</b>	<b>\$72,382</b>	<b>-7.9%</b>



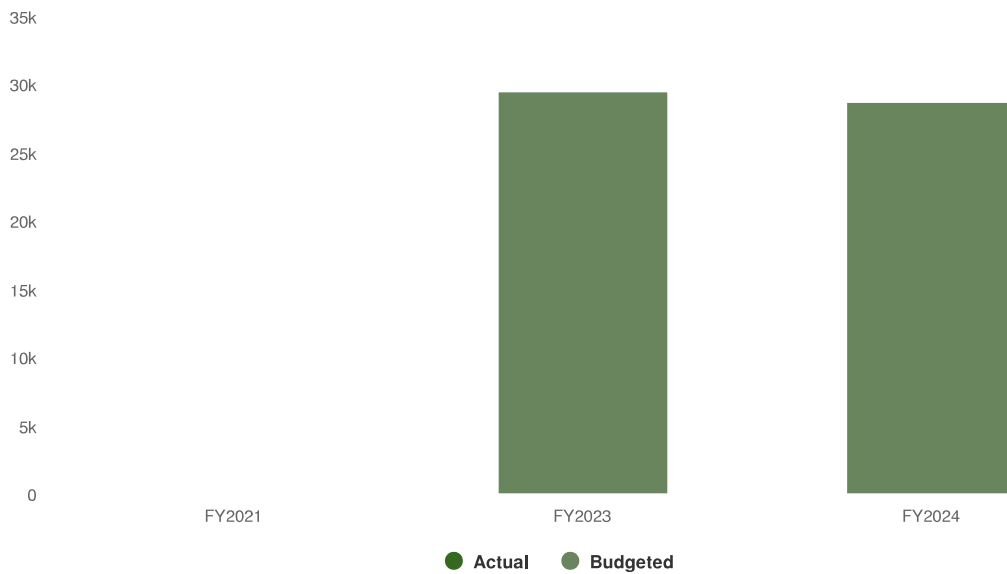
## Parks and Rec. (Dept. 33)

Recruitment is underway for the new Recreation Technician position. Funding is provided in this budget to fund recreation in the initial stage to be further developed in mid-year after staffing comes on-line. As proposed, these programs will focus on children under 18 years old, and seniors.

### Expenditures Summary

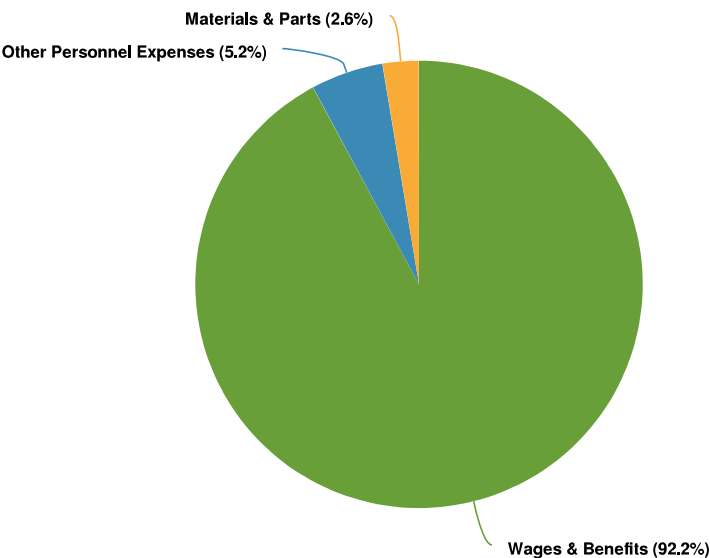
**\$28,672** **-\$873**  
(-2.95% vs. prior year)

#### Parks and Rec. (Dept. 33) Proposed and Historical Budget vs. Actual

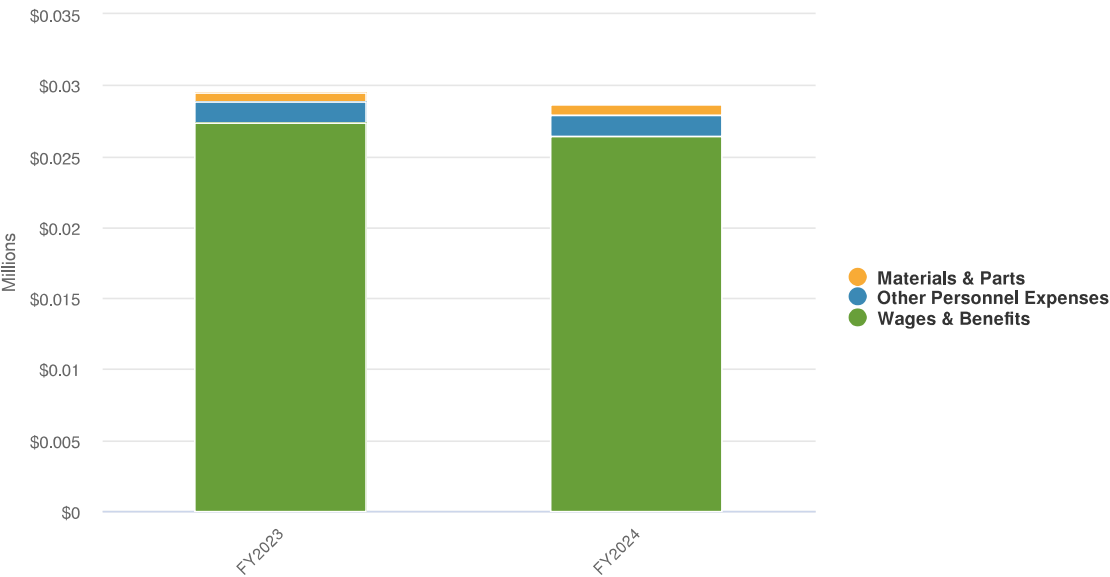


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Wages & Benefits	\$27,345	\$26,422	-3.4%
Other Personnel Expenses	\$1,500	\$1,500	0%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Materials & Parts	\$700	\$750	7.1%
<b>Total Expense Objects:</b>	<b>\$29,545</b>	<b>\$28,672</b>	<b>-3%</b>



# General Government (Dept. 45)

## General Government (Department 45)

This Department provides for expenditures that are not otherwise attributed to a specific department including dues to municipal organizations, allocations for community groups, and allocations to city advisory groups.

In the past, the Council has also allocated funds for the Sesquicentennial celebration, the Historic Walking Tour, and for community promotion by the San Juan Committee.

This year, the budget is the same as last year: \$75,000.

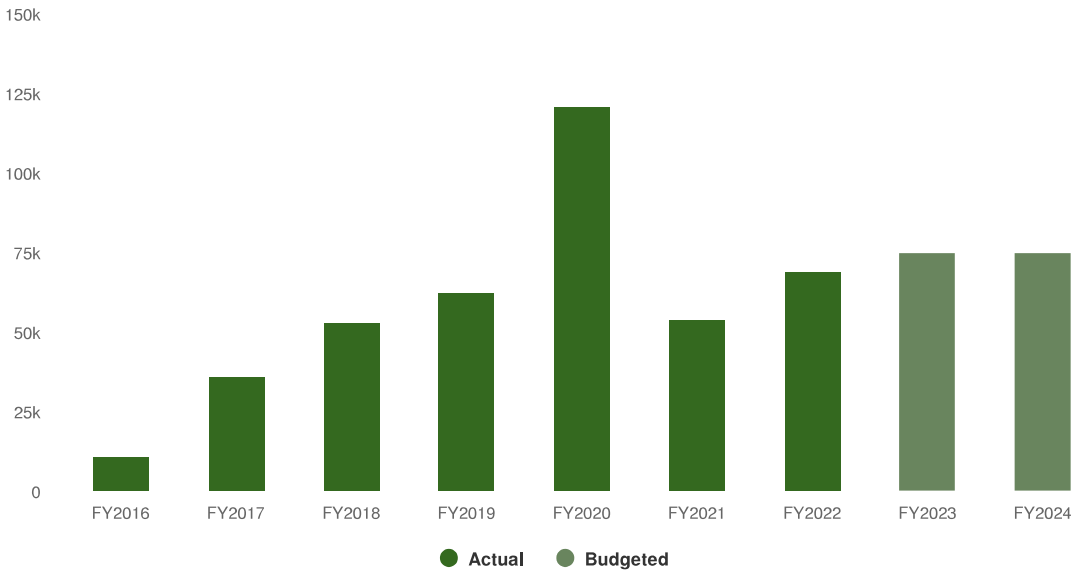
## Expenditures Summary

\$75,000

\$0

(0.00% vs. prior year)

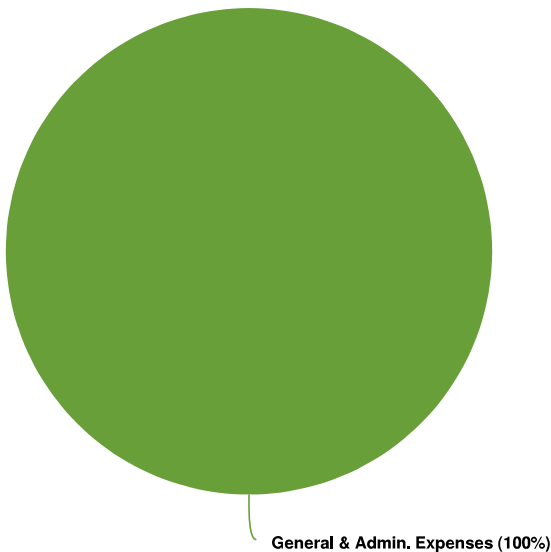
General Government (Dept. 45) Proposed and Historical Budget vs. Actual



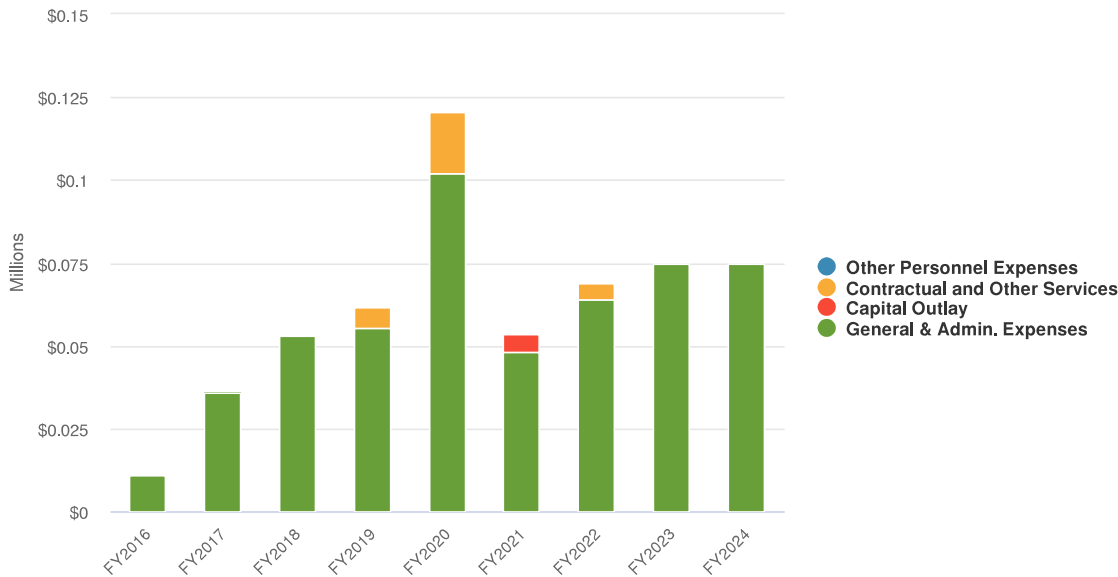


# Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Contractual and Other Services	\$5,000	\$0	\$0	0%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General & Admin. Expenses	\$64,086	\$75,000	\$75,000	0%
<b>Total Expense Objects:</b>	<b>\$69,086</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>0%</b>



## Admin Services (Dept. 13)

**Elizabeth Soto**

Deputy City Clerk

The Department is led by the Deputy City Clerk who also serves as the City's "Administrative Services Manager."

Responsibilities include:

Management of the Human Resources function;

Administration of the City's risk management program including self-insurance for liability and property;

Administration of the City's Information Technology contracts;

Supporting the elected City Clerk and clerking the City Council and Planning Commission meetings as needed;

Maintaining the City website; and

Responding to Public Records Act requests.

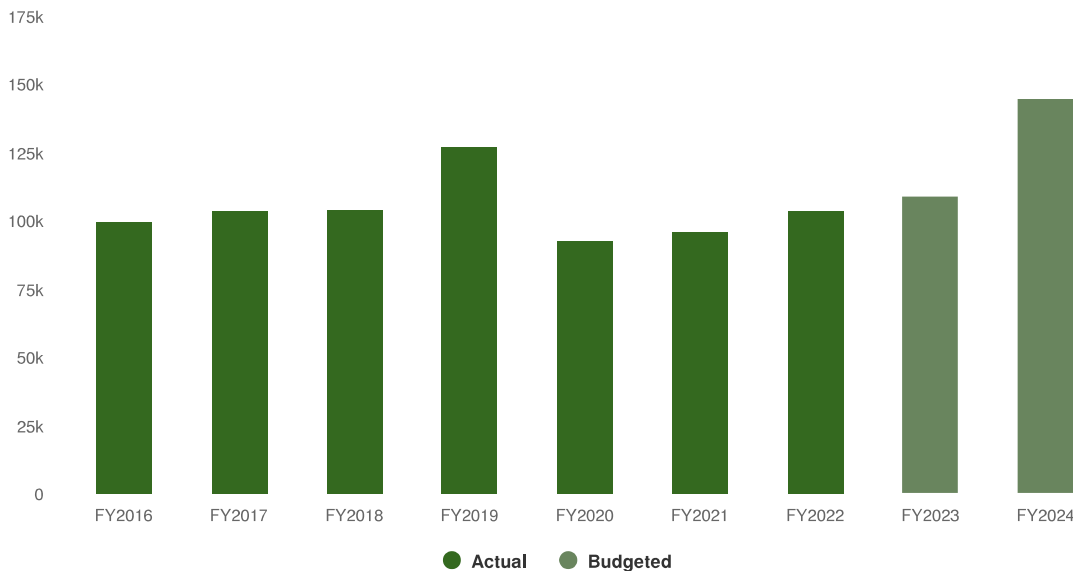
The City Clerk is now an appointed position so adjustments in this Department will be required.

For FY 23/24, staff is seeking an additional part-time Administrative Assistant to help with these many tasks.

### Expenditures Summary

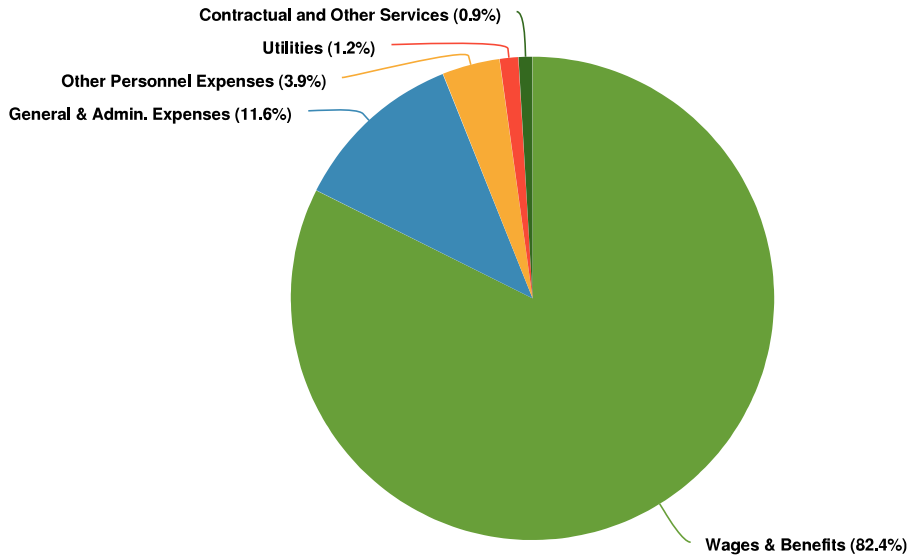
**\$144,956** **\$35,801**  
(32.80% vs. prior year)

#### Admin Services (Dept. 13) Proposed and Historical Budget vs. Actual

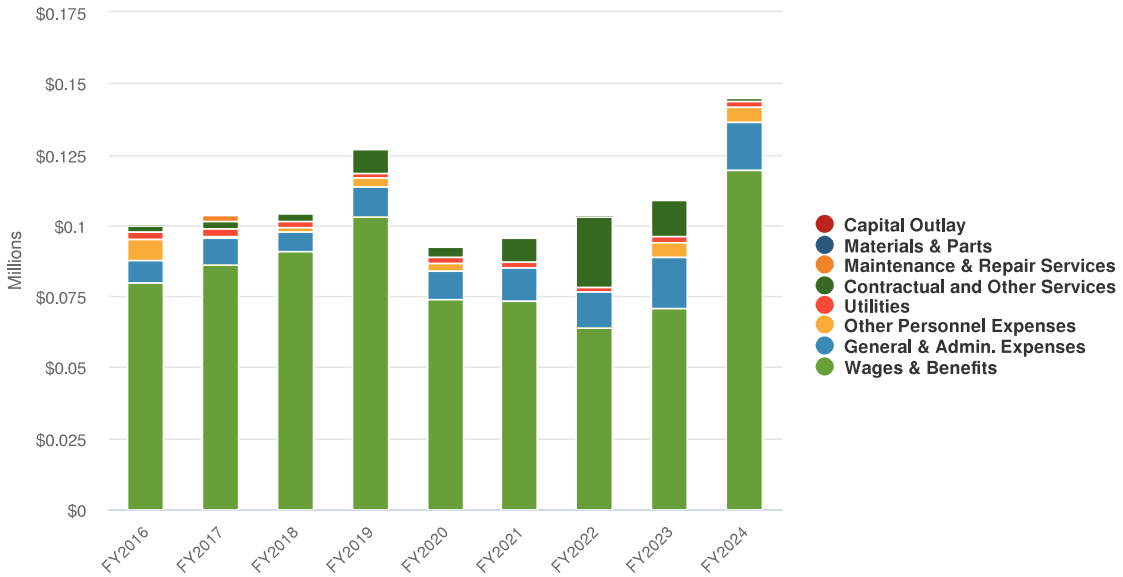


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$63,880	\$70,805	\$119,406	68.6%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$102	\$5,600	\$5,600	0%
Contractual and Other Services	\$25,106	\$13,000	\$1,350	-89.6%
General & Admin. Expenses	\$12,635	\$17,950	\$16,800	-6.4%
Utilities	\$1,547	\$1,800	\$1,800	0%
Maintenance & Repair Services	\$135	\$0	\$0	0%
<b>Total Expense Objects:</b>	<b>\$103,404</b>	<b>\$109,155</b>	<b>\$144,956</b>	<b>32.8%</b>



# Building Dept. (Dept. 18)

## Building (Department 18)

The volume of development will decrease this year, as the two large developments have been completed. This budget was reduced by 20% FY 22/23 and another 5% reduction is recommended in this Budget. The Community Development Director oversees this contract service.

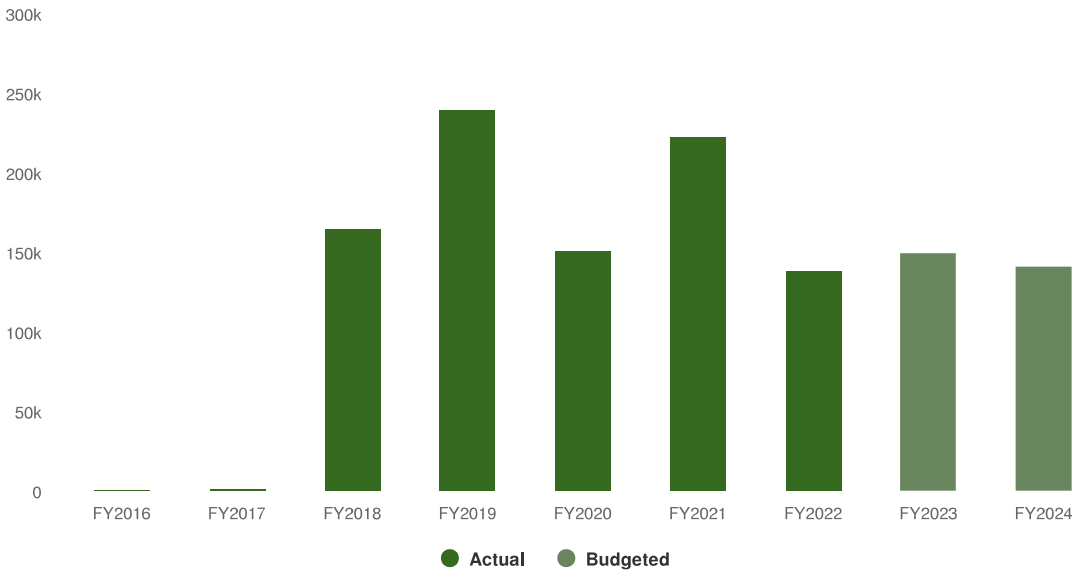
The Budget for Department 18 includes the costs of building permit review, building permits and inspections. The City's technician collaborates well with other disciplines including planning, engineering, the Fire Marshall, and building official. Deadlines are tracked and the City is taking full advantage now if its iWorq's software. This is the software used to generate status reports for City Council concerning local development projects and code enforcement.

The primary costs are for a contract with 4Leaf. Under the contract, a permit technician works at city hall two days per week to process applications, calculate fees and coordinate reviews with other Departments. This Department no longer handles Code Enforcement but works closely with the new Public Safety Manager on code compliance efforts.

## Expenditures Summary

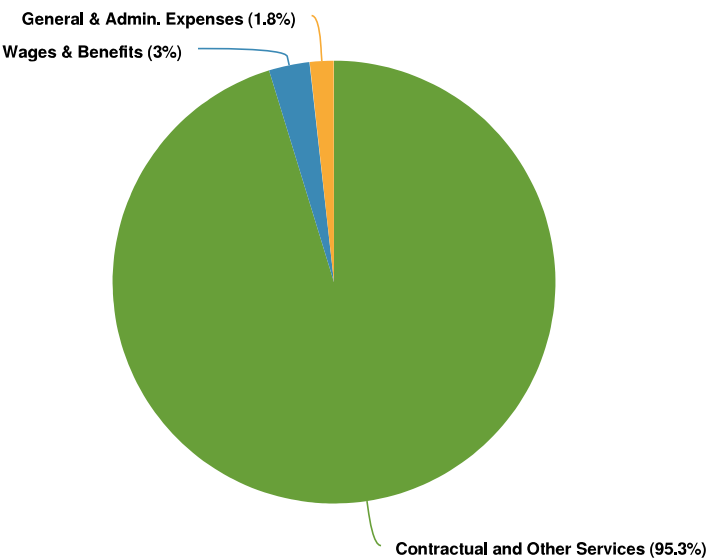
**\$141,714** **-\$8,160**  
(-5.44% vs. prior year)

Building Dept. Proposed and Historical Budget vs. Actual

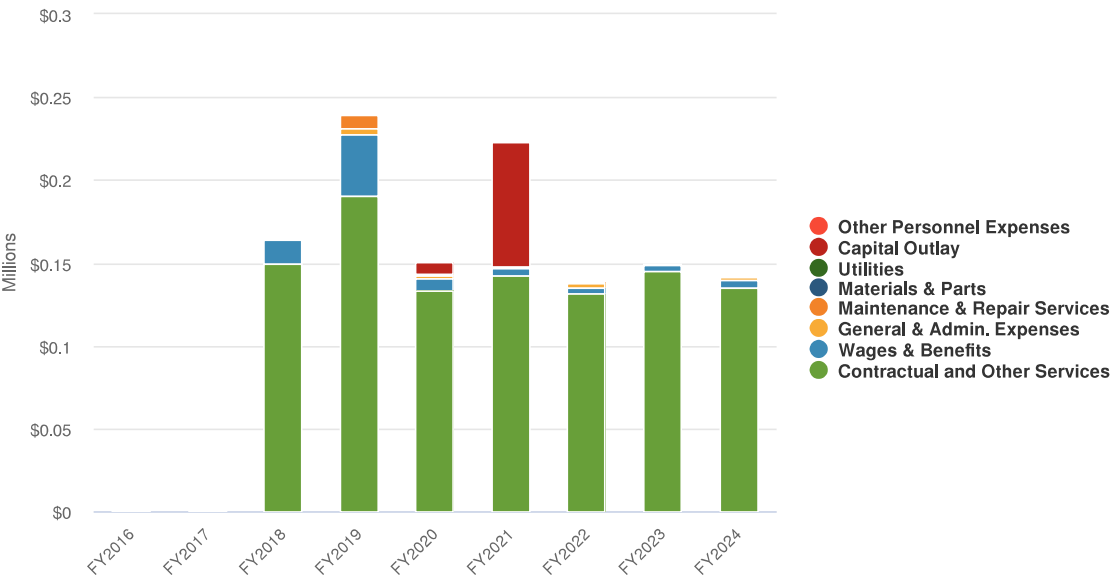


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,887	\$3,624	\$4,214	16.3%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$131,396	\$145,000	\$135,000	-6.9%
General & Admin. Expenses	\$2,898	\$1,250	\$2,500	100%
Maintenance & Repair Services	\$61		\$0	N/A
<b>Total Expense Objects:</b>	<b>\$138,242</b>	<b>\$149,874</b>	<b>\$141,714</b>	<b>-5.4%</b>





## Planning (Dept. 17)

**Brian Foucht**

Assistant City Manager

### Planning (Dept. 17)

The Planning Department is the first of three departments funded first from the Community Development Fund which is financed by application fees, grants and when necessary, it has been subsidized by the General Fund in the form of Fund transfers.

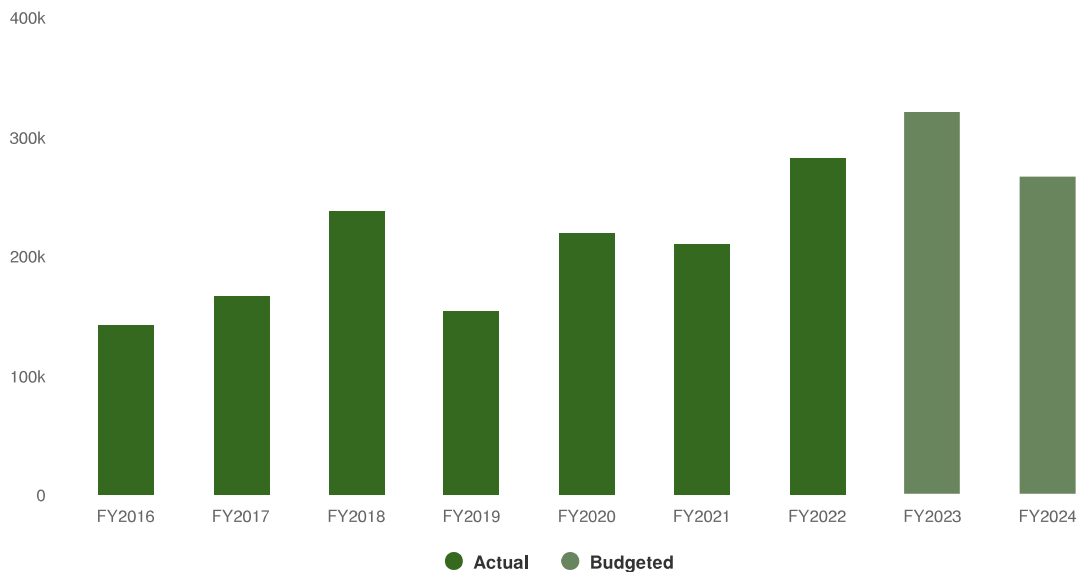
Advanced Planning includes the completion of the Active Transportation Plan, and managing the Economic Development Citizens Advisory Committee, and the Urban Growth/Sphere of Influence Committee, This critical work will define the City's future growth potential.

Two big priorities include the development of City Economic development Strategy, the Third Street Master Plan, and upgrading historic preservation efforts, and the adoption of the 6th cycle Housing Element.

## Expenditures Summary

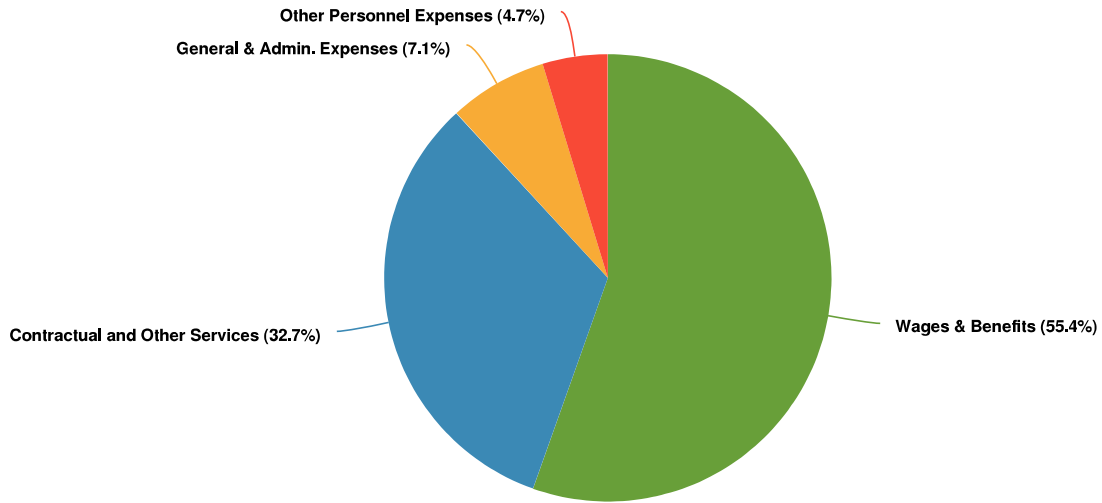
**\$266,322** **-\$53,843**  
(-16.82% vs. prior year)

### Planning (Dept. 17) Proposed and Historical Budget vs. Actual

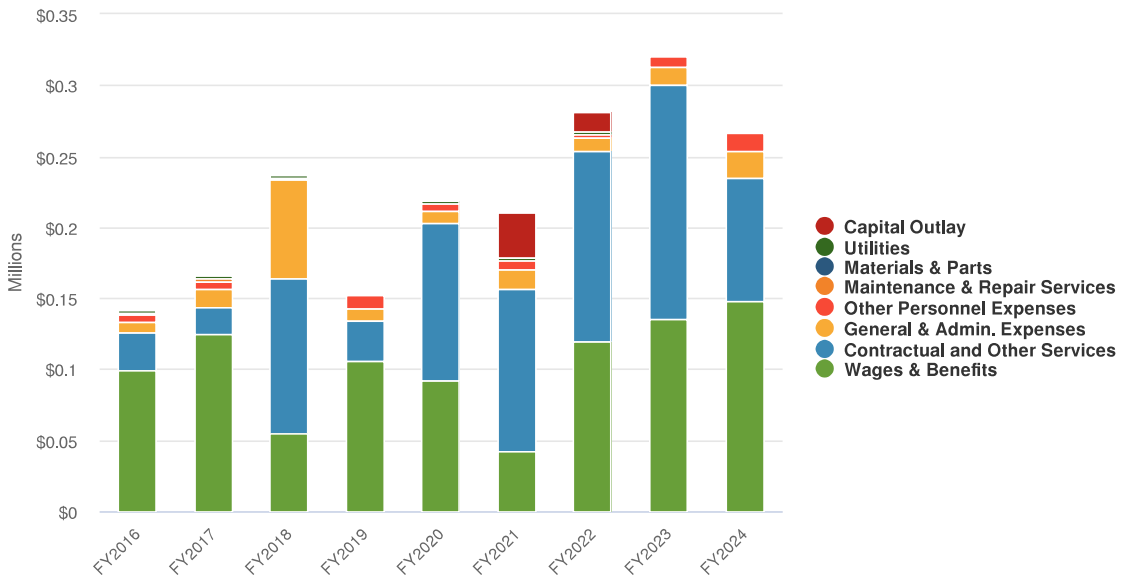


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$119,436	\$134,965	\$147,622	9.4%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$2,155	\$7,500	\$12,500	66.7%
Contractual and Other Services	\$133,947	\$165,200	\$87,200	-47.2%
General & Admin. Expenses	\$9,893	\$12,500	\$19,000	52%
Utilities	\$2,220		\$0	N/A
Materials & Parts	\$65		\$0	N/A
Maintenance & Repair Services	\$135		\$0	N/A
Capital Outlay	\$13,623		\$0	N/A
<b>Total Expense Objects:</b>	<b>\$281,476</b>	<b>\$320,165</b>	<b>\$266,322</b>	<b>-16.8%</b>



## Engineering (Dept. 19)

### Engineering (Department 19)

The budget for the Engineering Department (19) is proposed to increase 32% this year. That is due to the large CIP's that are being managed and paid for with grant funds and State and Federal funding dedicated streets and other infrastructure.

This Department includes the City's "City Engineer", performed by an experienced member MNS Engineering. This is the City's first year with MNS. They are based in Santa Barbara, and provides more resources than the prior engineering firm. This position oversees the City's major capital improvement projects, which include the Sewer Force Main to Hollister. This Department provides the maintenance team with day-to-day operational support, which was critical during the floods of 2023.

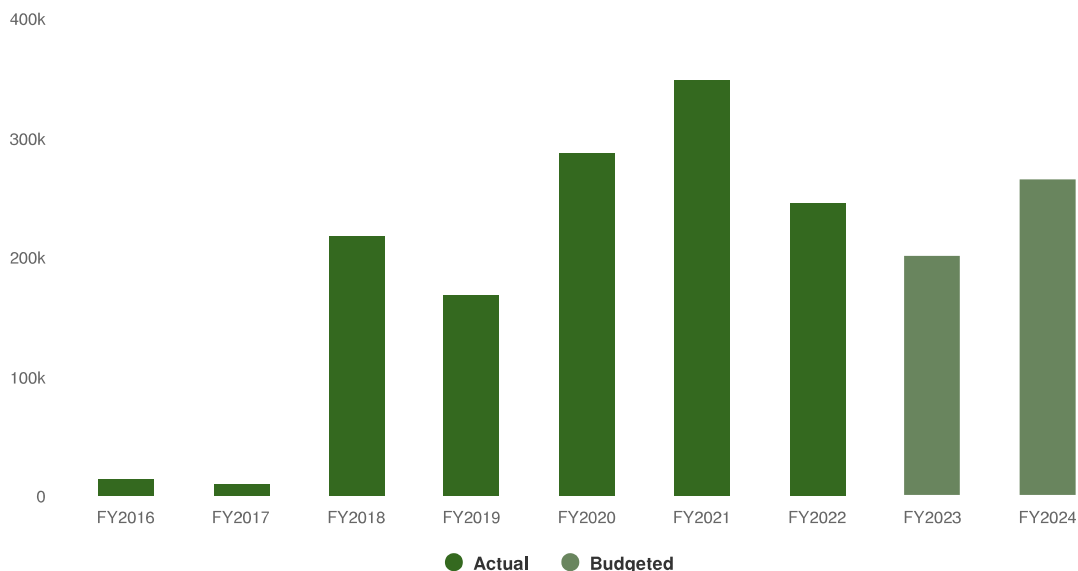
This position also accounts for the engineering review and issuing of encroachment permits. This is a critical part of the Transformation of Third Street. This position also supports the maintenance staff on informal bidding and contracting for smaller jobs including tree trimming and sidewalk repairs.

Much of the City Engineer's time is dedicated to the support needed for private developers. Weekly plan checks occur related to private developers and their public improvement plans, construction inspection and general engineering consulting not related to a specific capital improvement project. (The costs of engineering design, review, project management and inspection for CIP's are accounted for in the budget for the project).

### Expenditures Summary

**\$266,000** **\$64,750**  
(32.17% vs. prior year)

#### Engineering (Dept. 19) Proposed and Historical Budget vs. Actual

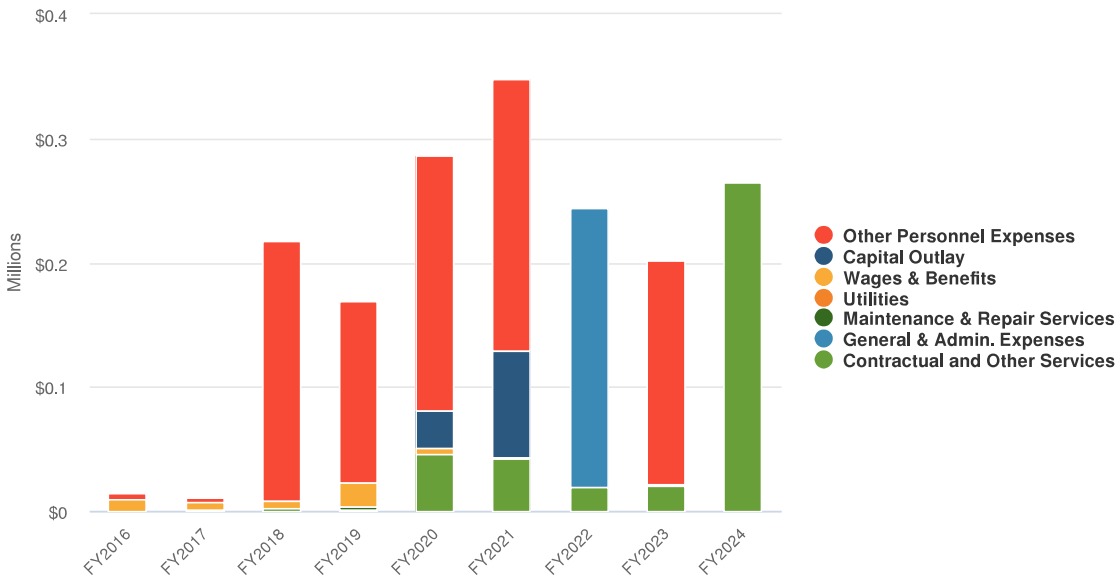


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$132		\$0	N/A



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses		\$180,000	\$0	-100%
Contractual and Other Services	\$19,223	\$20,000	\$264,500	1,222.5%
General & Admin. Expenses	\$224,302	\$1,250	\$1,500	20%
Utilities	\$2,090		\$0	N/A
<b>Total Expense Objects:</b>	<b>\$245,746</b>	<b>\$201,250</b>	<b>\$266,000</b>	<b>32.2%</b>





## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 13, 2023

**BY:** DOUG PIKE, CITY ENGINEER

**DEPARTMENT:** DON REYNOLDS, CITY MANAGER

**TITLE:** A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA  
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-24  
FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY  
ACT OF 2017

### RECOMMENDED ACTION:

That the City Council consider approval of Resolution “Adopting the Fiscal Year 2023/24 List of Projects Funded by SB1: The Road Repair and Accountability Act.”.

### BACKGROUND INFORMATION:

In April 2017, the Governor signed Senate Bill 1 (SB1), also known as the Road Repair and Accountability Act (RRAA) of 2017. Beginning November 1, 2017, the State Controller will begin to deposit funds generated from increased fuel taxes and vehicle registration fees, into the newly created Road Maintenance and Rehabilitation Account (RMRA). The four sources of revenues for the RMRA are:

- A 12-cent per gallon gasoline excise tax, effective November 1, 2017
- A 20-cent per gallon diesel excise tax increase, effective November 1, 2017
- Vehicle registration surcharge, effective January 1, 2018
- A \$100 per year zero-emission vehicle registration surcharge, effective January 1, 2020
- Annual rate increases to these taxes beginning July 1, 2020 (July 1, 2021 for the ZEV fee), and every July 1 thereafter for the change in the California Consumer Price Index. The first adjustment to be made on July 1, 2020 will cover CPI change for two years: November 1, 2017 through November 12, 2019.

A portion of the RMRA funds will be distributed annually to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and road systems. The distribution will be made using the same formula that applies to the existing base 18-cent per gallon gasoline excise tax. The City’s estimated projected revenues of RMRA funding for FY 2023/24 is \$ 51,739.

SB1 emphasizes the importance of accountability and transparency in the delivery of California’s transportation programs. As outlined in the RRAA Reporting Guidelines, recipients of the RMRA funding are held accountable through performance goals that are tracked and reported. In order to

be considered for funding in Fiscal Year 2023/24 agencies must provide a proposed list of projects to the California Transportation Committee by July 1, 2023. This will enable the RMRA funds to be included in the City's annual road maintenance budget.

In FY 2022-23 The City utilized the RMRA funds on the Fourth St., Fifth St., Sixth St., Seventh St., and Church Street (between Second St. and Cemetery Entrance), in addition to the FY 2021/2022 passed and adopted street rehabilitation project, which includes Franklin St., North St., Second St., Monterey St., Church St., The Alameda and Polk Street.

For FY 2023-24 the City proposes to accumulate these funds for the next pavement rehabilitation project anticipated in 2-3 years.

FISCAL IMPACT:

There is no anticipated fiscal impact as the \$51,739 in allocated funds will be reserved for the next pavement rehabilitation project anticipated in 2-3 years

ATTACHMENTS:

Local Streets and Roads – Projected Revenues Spreadsheet from the State. Resolution



## Local Streets and Roads - Projected Revenues

<i>Estimated January 2023</i>	2022-23			2023-24		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
RANCHO MIRAGE	438,473	364,449	802,922	486,187	415,399	901,586
RIVERSIDE	8,142,042	6,893,542	15,035,584	9,044,562	7,857,254	16,901,816
SAN JACINTO	1,408,225	1,184,026	2,592,251	1,563,241	1,349,552	2,912,793
TEMECULA	2,825,546	2,384,080	5,209,625	3,137,676	2,717,372	5,855,048
WILDOMAR	949,718	796,392	1,746,110	1,053,984	907,727	1,961,711
County of Riverside	51,564,079	39,589,050	91,153,129	57,246,245	45,123,569	102,369,814
Total Cities & County: Riverside	104,098,093	83,870,795	187,968,888	115,577,738	95,595,868	211,173,606
<b>SACRAMENTO COUNTY</b>						
CITRUS HEIGHTS	2,271,013	1,902,384	4,173,396	2,521,493	2,168,336	4,689,829
ELK GROVE	4,571,933	3,838,211	8,410,144	5,077,297	4,374,790	9,452,087
FOLSOM	2,190,593	1,834,651	4,025,245	2,432,156	2,091,134	4,523,290
GALT	666,590	552,334	1,218,925	739,314	629,550	1,368,865
ISLETON	26,272	17,242	43,514	28,542	19,653	48,195
RANCHO CORDOVA	2,081,591	1,742,845	3,824,436	2,311,066	1,986,494	4,297,560
SACRAMENTO	13,421,902	11,283,610	24,705,512	14,907,578	12,861,050	27,768,628
County of Sacramento	35,726,200	27,755,987	63,482,187	39,658,460	31,636,253	71,294,713
Total Cities & County: Sacramento	60,956,094	48,927,265	109,883,359	67,675,907	55,767,260	123,443,167
<b>SAN BENITO COUNTY</b>						
HOLLISTER	1,087,046	922,921	2,009,967	1,206,820	1,051,945	2,258,765
SAN JUAN BAUTISTA	58,735	45,393	104,128	64,626	51,739	116,365
County of San Benito	2,506,595	2,359,384	4,865,979	2,787,580	2,689,225	5,476,805
Total Cities & County: San Benito	3,652,375	3,327,699	6,980,074	4,059,026	3,792,909	7,851,935

**RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ADOPTING A LIST OF  
PROJECTS FOR FISCAL YEAR 2023-24 FUNDED BY SB 1: THE ROAD REPAIR AND  
ACCOUNTABILITY ACT OF 2017**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

**WHEREAS**, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

**WHEREAS**, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

**WHEREAS**, the City, will receive an estimated \$51,739 in RMRA funding in Fiscal Year 2023-24 from SB 1; and

**WHEREAS**, this is the seventh year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

**WHEREAS**, the City has included public input through the posted regular public meeting process, in accordance with the Brown Act, to ensure public input into our community's transportation priorities and the project list; and

**WHEREAS**, the City uses a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities' priorities for transportation investment; and

**WHEREAS**, the City's Pavement Management Program and Sidewalk Assessment Program found that the City's streets and roads are in an "moderate" condition and this revenue will help us increase the overall quality of our road system and over the next decade will assist to bring our streets and roads into a "good" condition; and

**WHEREAS**, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Greenfield, State of California, as follows:**

1. The foregoing recitals are true and correct.
2. The following list of proposed projects will be funded in-part or solely with fiscal year 2023-24 Road Maintenance and Rehabilitation Account revenues:

**Project No. 1:**

1. Project Title: Funding for Street Pavement Maintenance and Rehabilitation.
2. Description and Location: Accumulation of funding for the City's next Pavement Maintenance and Rehabilitation Project (Estimated in 2-3 years), This project will fund Street maintenance including pavement, curb & gutter, sidewalk, accessible paths and parking, and pedestrian safety improvements.
3. Estimated Project Schedule: Because of the need to accumulate funding sufficient for a project, The design of these proposed improvements are estimated to begin in July 2025. The project end date is expected to be June, 2025.
4. Estimated Project Useful Life: It is expected that Concrete components will have a 50-yr. life, Asphalt pavement components will have a 20-year life, Signage components will have a 20-year life, and striping components will have a 5-year life.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of San Juan Bautista duly held on the    day of May, 2023 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

\_\_\_\_\_  
Leslie Q. Jordan, Mayor

**ATTEST:**

\_\_\_\_\_  
Elizabeth Soto, Deputy City Clerk