



# City of San Juan Bautista

*The “City of History”*

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

**CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JUNE 17, 2025, 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.

*Please note: If all Council Members are present in person, public participation by Zoom or viewing on Facebook is for convenience only and is not required by law. If the Zoom or Facebook feed is lost for any reason the meeting may be paused while a fix is attempted but the meeting may continue at the discretion of the presiding officer.*

### **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

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

- A. Pledge of Allegiance
- B. Roll Call

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

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

- a. **Conference with Legal Counsel—Existing Litigation – Orozco v. City of San Juan Bautista, et al.** (California Government Code section 54956.9(d)(1))
- b. **Conference with Real Property Negotiations—315 The Alameda (APN 002-530-031)** (Government code Section 54956.8)

#### **3. PROCLAMATION**

- A. Honoring Piper Shankle on her Eagle Scout Designation

#### 4. PRESENTATION

- A. State Park Trees Update – *Wes Gray, California State Parks*
- B. San Juan School Construction Project - *Barbara DillVarga, Superintendent of Schools*

#### 5. PUBLIC COMMENT

*Public comments generally are limited to three minutes per speaker on items that are not on the agenda and are under the City's subject matter jurisdiction. The Mayor may further limit the time for public comments depending on the agenda schedule.*

#### 6. PUBLIC HEARING

##### A. **Community Facilities District No. 2018-1 (“Copperleaf” and “Rancho Vista” Neighborhoods) Annual Levy**

Recommendation: Approve a **RESOLUTION** Levying the Annual Special Tax for Community Facilities District No. 2018-01, for Fiscal Year 2025/26.

##### B. **Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2025-26**

Recommendation: Approve a **RESOLUTION** Approving the Report Prepared in Connection with the Fiscal Year 2025/26 Levy of Assessments in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District 1; and Approve a **RESOLUTION** Confirming a Diagram and Assessment in Connection with the Fiscal Year 2025/26 Levy of Assessments in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District 1.

#### 7. ADMINISTRATIVE REPORT

- A. Treasurer's Report and Monthly Financial Statements

#### 8. 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 Reading of Resolutions and Ordinances on the Agenda Beyond Title
- C. Approve a Resolution Authorizing Closure of Streets for Street Mandala 2025 scheduled for Saturday, August 2, 2025.
- D. **Ordinance Amending Title 5 of the San Juan Bautista Municipal Code to add Chapter 5-40, “Fire Hazard Severity Zones,” Designating Local Fire Hazard Zones**  
(*Second Reading*).

Recommendation: Adopt an **ORDINANCE** to designate Fire Hazard Severity Zones (FHSZ) within the City of San Juan Bautista, and amend San Juan Bautista Municipal Code, Title 5, Public Health, Safety, and Welfare by adding Chapter 5-40, “Fire Hazard Severity Zones.”

##### E. **Accept the Citywide ADA Improvements Project Completed by Kraemer Engineering Inc.**

Recommendation: Approve a **RESOLUTION** subject to final review, revision, and approval by the City Manager and the City Engineer a Resolution “Adopting the Fiscal Year 2025/26 List of Projects Funded by SB1: The Road Repair and Accountability Act.”

F. Approve a **RESOLUTION** of the City Council of the City of San Juan Bautista Adopting a City Holiday Schedule for Fiscal Year 2025-2026.

G. **Adopting a List of Projects for Fiscal Year 2025-26 Funded by Sb 1: The Road Repair and Accountability Act of 2017**

Recommendation: Approve a **RESOLUTION** subject to final review, revision, and approval by the City Manager and the City Engineer a Resolution “Adopting the Fiscal Year 2025/26 List of Projects Funded by SB1: The Road Repair and Accountability Act.”.

H. **Approval of Purchase Offer and Acceptance of Temporary Construction Easement Deed – SR156 at The Alameda Right Turn Lane Project**

Recommendation: Approve a **RESOLUTION** Approve a Resolution approving the purchase offer in the amount of \$75,300 for the acquisition of right-of-way and a Temporary Construction Easement from APN 002-530-031, and accepting the Temporary Construction Easement Deed, and authorizing the City Manager to execute all necessary documents to complete the transaction and submit the required deed to Caltrans.

I. Approve the Special Meeting Minutes of May 5, 2025.

J. Approve the Joint City Council/Planning Commission Meeting Minutes of May 13, 2025.

K. Approve the Special Meeting Minutes of May 13, 2025.

L. Approve the Regular Meeting Minutes of May 20, 2025.

## 9. ACTION ITEMS

*The Recommendation indicates the staff recommendation at the time the agenda was prepared. That recommendation does not limit the City Council's alternative actions on any matter before it.*

A. **FY 2025–26 Budget Summary – Advancing Strategic Goals, Operational Readiness, and Organizational Development**

Recommendation: Adopt a **RESOLUTION** approving the Final FY 2025–26 Budget, inclusive of all post-June 4, 2025 adjustments, and authorize staff to proceed with implementation effective July 1, 2025.

## 10. DISCUSSION

A. Consider the Establishing the San Juan Bautista Office of Film and Television Committee

## 11. INFORMATIONAL ITEMS AND REPORTS

A. City Manager’s Report

- a. Public Safety Department Update
- b. Fire Department Update
- c. Sheriff Department Update

B. Reports from City Council Representatives to Regional Organizations and Committees

C. City Council and Staff Announcements

*This is an opportunity for the Council and staff to share the community calendar and announce upcoming dates of interest to the public.*

## 12. ADJOURNMENT

## **AGENDA MATERIAL / ADDENDUM**

Any addendums will be posted not later than 72 hours before 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 City Clerk Elizabeth Soto at [cityclerk@san-juan-bautista.ca.us](mailto:cityclerk@san-juan-bautista.ca.us) or calling (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 City Clerk, a minimum of 48 hours prior to the meeting at (831) 623-4661.

If you challenge any planning or land use decision made at this meeting in court, you may be limited to raising only those issues you or someone else raised at the public hearing held at this meeting, or in written correspondence delivered to the City Council at, or prior to, the public hearing. Please take notice that the time within which to seek judicial review of any final administrative determination reached at this meeting is governed by Section 1094.6 of the California Code of Civil Procedure.

A Closed Session may be called during this meeting pursuant to Government Code §54956.9 (d)(2) if a point has been reached where, in the opinion of the legislative body of the City on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the City.

## **PUBLIC COMMENT PROCEDURES**

If you wish to make a public comment and are attending in person, please fill out a speaker card. 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.

## **SUBMISSION OF PUBLIC COMMENTS**

Written comments may be submitted via mail to the City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to [cityclerk@san-juan-bautista.ca.us](mailto:cityclerk@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.

## **PUBLIC NOTIFICATION**

This agenda was posted on Friday, June 13, 2025 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/>.

**San Juan Bautista  
California**



**~ Piper Shankle – Eagle Scout ~**

**WHEREAS**, the City of San Juan Bautista recognizes the importance of civic duty, leadership, and service to the community, and values the exceptional achievements of its youth; and

**WHEREAS, PIPER SHANKLE**, a distinguished resident of San Juan Bautista and recent graduate of Anzar High School, has demonstrated remarkable dedication and perseverance in achieving the highest rank in the Scouts BSA program—**Eagle Scout**; and

**WHEREAS, PIPER SHANKLE** is the first female in San Benito County to attain the rank of Eagle Scout, marking a historic milestone in the advancement of gender equality in scouting and serving as an inspiring role model for young people across the region; and

**WHEREAS**, as part of her Eagle Scout Service Project, **PIPER** undertook the rehabilitation of a section of the Aromas School grounds, transforming it into a vibrant and functional space for a Community Garden, thereby contributing to the beautification, sustainability, and enrichment of the community; and

**WHEREAS**, her initiative not only reflects her personal commitment to service but has left a lasting, positive impact on the students, staff, and families of the Aromas-San Juan area and beyond; and

**WHEREAS**, the City Council extends its heartfelt congratulations to Piper for her exceptional leadership, perseverance, and service, and joins with Troop and Pack members, family, friends, and the broader community in recognizing her outstanding accomplishment.

**BE IT FURTHER PROCLAIMED**, that Monday, July 28, 2025, the date of her Eagle Scout Court of Honor, shall be recognized in the City of San Juan Bautista as a day to celebrate and commend her exemplary service and leadership.

**NOW, THEREFORE, I, Mayor Leslie Q Jordan** of the City of San Juan Bautista do hereby honors **PIPER SHANKLE** for achieving the rank of **EAGLE SCOUT** and extends its sincere appreciation for her contributions to the community and to the values of scouting.

Dated this 17th day of June 2025

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Leslie Q. Jordan, Mayor



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

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**DATE:** JUNE 17, 2025

**DEPARTMENT:** ENGINEERING

**FROM:** DOUG PIKE, CITY ENGINEER

**BY:** DOUG PIKE, CITY ENGINEER

**TITLE:** RESOLUTION FOR VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT NO. 1 FOR FISCAL YEAR 2025-26

### RECOMMENDED MOTION:

It is recommended that the City Council:

1. Open public comment to accept any input from the public and consider any comments or questions. No action is required at this time.
2. Consider and adopt Resolution 2025-XX, A Resolution of the City Council of The City of San Juan Bautista Approving the Report Prepared in Connection with the Fiscal Year 2025/26 Levy of Assessments in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District 1.
3. Consider and adopt Resolution 2025-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 1 for Fiscal Year 2025/26.

### BACKGROUND:

The City of San Juan Bautista has one Landscape and Lighting Maintenance Assessment Districts, which are regulated by the Landscape and Lighting Act of 1972 (commencing with Section 22500) Part 2, Division 15 of the California Streets and Highways Code. The special districts were created in accordance with Article XIID of the California Constitution and California Government Code section 53753. The purpose of the special districts is to levy and collect annual assessments on the County tax rolls to provide on-going funding for the costs and expenses required to service and maintain the landscaping and lighting improvements associated with and resulting from the development of properties within each district. The costs and expenses associated with each special district assessment are for the benefit of the properties upon which the assessment is levied. Funds can only be used for maintenance and improvement to public landscaping and lighting within each special district.

In accordance with the Landscape and Lighting Act, the City Clerk is required to provide public notice of the assessment process at least 10 days prior to the date of hearing. Prior to levying a new assessment pursuant to Chapter 2 (commencing with Section 22585), the City Council must conduct a public hearing and review the Engineer's Report which specifies the assessment. The Engineer's Report is attached. The Engineer's Report is prepared for each fiscal year for which assessments are to be levied and collected, to pay the costs of the improvements described in the report. After approval of the report, either as filed or as modified, the City Council must adopt a resolution of adopting the assessment which shall:

- (a) Declare the intention of the City to levy and collect assessments within the assessment district for the fiscal year stated therein.
- (b) Generally describe the existing and proposed improvements and any substantial changes proposed to be made in existing improvements.
- (c) Refer to the assessment district by its distinctive designation and indicate the general location of the district.
- (d) Refer to the report of the engineer, on file with the clerk, for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the district.
- (e) Give notice of the time, as fixed by Section 22625, and the place for hearing by the City Council on the levy of the proposed assessment.
- (f) State whether the assessment is proposed to increase from the previous year.

In accordance with the Act, any interested person may, prior to the conclusion of the hearing, file a written protest with the clerk or, having previously filed a protest, may file a written withdrawal of that protest. A written protest shall state all grounds of objection. A protest by a property owner shall contain a description sufficient to identify the property owned by him/her. If notice is given pursuant to subdivision (a) of Section 22626, the City Council shall hold the public hearing pursuant to Section 53753 of the Government. All interested persons shall be afforded the opportunity to hear and be heard. The City Council shall consider all oral statements and all written protests made or filed by any interested person. The City Council may continue the hearing from time to time, provided that no continuance shall be made to a date subsequent to August 10 without the prior consent of the county auditor.

During the course or upon the conclusion of the hearing, the City Council may order changes in any of the matters provided in the report, including changes in the improvements, any zones within the assessment district, and the proposed diagram or the proposed assessment. If there is a majority protest against the levy of an annual assessment after the formation of the assessment district that is increased from any previous year, the proposed increase in the assessment shall be abandoned.

The assessments shall be collected at the same time and in the same manner as county taxes are collected, and all laws providing for the collection and enforcement of county taxes shall apply to the collection and enforcement of the assessments, except that assessments levied pursuant to Section 22660 for which bonds or notes are to be issued may be paid within 30 days after the date the county auditor has entered the assessments on the county assessment roll, upon which time the engineer

shall make and file with the treasurer a complete list of all unpaid assessments in the manner required by Section 8620.

PROJECTS:

The proceeds of this levy are to perform any remedial landscape or lighting maintenance necessary through the fiscal year.

DISCUSSION:

Each year, the City Council will be asked to adopt a Resolution establishing the annual special tax levy for the District. The Report shows the special tax amount for each parcel in the District. The Method of Apportionment, found in the Formation Report, allowed for an annual escalator to the maximum special tax amounts. The established annual escalator is equal to the annual Consumer Price Index-All Urban Consumers ("CPI-U") for the San Francisco Oakland- San Jose area.

The proposed assessments for FY 2025-26 have been increased to keep up with the cost of contract maintenance for the current FY. At the time the District was formed, a "maximum special tax" for each tax area was calculated. The current proposed assessment is set at a rate below these maximum rates. Over the past six years, the assessed rate has been below the allowed maximum tax rate.

FISCAL IMPACT:

There is no anticipated fiscal impact as the proposed on-going maintenance within the Valle Vista Lighting and Landscaping Maintenance District is within the anticipated revenues (including reserves).

ATTACHMENTS:

1. A Resolution of the City Council of The City of San Juan Bautista Approving the Report Prepared in Connection with the Fiscal Year 2025/26 Levy of Assessments in Connection with Valle Vista Landscape and Lighting Maintenance Assessment District 1.
2. 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 1 for Fiscal Year 2025/26.
3. Assessment Report

**RESOLUTION NO. 2025-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 2025-26**

**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 2025-26; and

**WHEREAS**, on June 17, 2025, 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 2025-26.

**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 2025-26 and dated May 2025 (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 2025-26.
5. The assessments for Fiscal Year 2025-26 will be less than the maximum assessment possible of \$1,746.43, 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 the assessment for FY 2025/26 assessment will be \$1,131.

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 17th day of June, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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Leslie Q. Jordan, Mayor

**ATTEST:**

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Elizabeth Soto, City Clerk

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA APPROVING THE REPORT PREPARED IN CONNECTION WITH THE FISCAL YEAR 2025-26 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 2025-26 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 17th day of June, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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

**ATTEST:**

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



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

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**DATE:** JUNE 17, 2025

**DEPARTMENT:** ENGINEERING

**FROM:** DOUG PIKE, CITY ENGINEER

**BY:** DOUG PIKE, CITY ENGINEER

**TITLE:** RESOLUTION FOR ANNUAL LEVY APPROVAL CFD NO. 2018-01  
("COPPERLEAF" AND "RANCHO VISTA" NEIGHBORHOODS)

### RECOMMENDED MOTION:

It is recommended that the City Council:

1. Open public comment to accept any input from the public and consider any comments or questions. No action is required at this time.
2. Consider and adopt a Resolution No. 2025-XX A Resolution of the City Council of the City of San Juan Bautista Levying the Annual Special Tax for Community Facilities District No. 2018-01, Fiscal Year 2025/26.

### BACKGROUND:

When the City approves the conditions for a new development, it requires that a service district be established to collect funds from each property owner, and use these funds to maintain those common public improvements unique and special to each new community. This includes, but is not limited to, the weekly landscape maintenance, street lighting, streets and sidewalks. The allowed uses for the funds are defined in the Formation Report provided on the City's website. The funds are paid to the County Tax Assessor when the property taxes are paid, and then sent to the City to use to manage the district. These funds have an accounting separate from all other funds, subject to annual review and required to submit an annual report each year.

On October 16, 2018 the City Council officially formed San Juan Bautista Community Facilities District No. 2018-01 in order to levy a special tax to fund the public services (the "Services") required to maintain certain public improvements within the boundaries of the CFD pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code Section 53311 and following) (the "Act"). Both the Copperleaf and Rancho Vista maintenance programs are part of this one district but the costs are estimated separately referred to as "Zone 1" and "Zone 2" respectively.

At the time the District was formed, a "maximum special tax" for each tax area was calculated. They are currently set at these maximum rates:

Zone 1 Copperleaf has a maximum tax of \$1,044.79

Zone 2 Rancho Vista has a maximum tax of \$1,334.13

Before these improvements are built, the Developer deposits a performance bond equal to the estimated cost of the improvements in the Formation Report. This bond is leveraged by the City to assure that these improvements are built to City Engineer's standards. When accepted by the City, the District and the City then assume responsibility for maintaining the improvements. "Partial Acceptance" can happen when only some of the improvements have to be completed (i.e., building a roundabout). If the developer fails to maintain the improvements before the City accepts them, the District can step in before they fall apart.

Over the past four years, the assessments have been less than the estimated maximum tax. This year, Zone 1 was assessed \$704.00, and Zone 2 was assessed \$840.00.

#### DISCUSSION:

Each year, the City Council will be asked to adopt a Resolution establishing the annual special tax levy for the District. The Resolution shows the special tax amount for each parcel, in each tax area (Copperleaf & Rancho Vista).

The Method of Apportionment, found in the Formation Report, allowed for an annual escalator to the maximum special tax amounts. The established annual escalator is equal to the greater of 2% or the annual Consumer Price Index-All Urban Consumers ("CPI-U") for the San Francisco-Oakland-Hayward area. For Fiscal Year 2025/26, the annual CPI-U was 1.30%. As a result, 2% was applied to the Fiscal Year 2025/26 maximum special tax for each tax area referenced above, establishing the adjusted maximum special tax for Fiscal Year 2025/26.

In summary,

#### COPPERLEAF

The adjusted maximum CPI-U for Zone 1, the Copperleaf tax area for Fiscal Year 2025/26 is \$1044.79. The actual special tax being proposed for Copperleaf parcels in Fiscal Year 25/26 is \$704.00. It is unlikely that the budgeted costs of \$31,680 will be less than the anticipated revenue of \$31,680. This District has a reserve balance of \$30,726 and will add another \$2,262 to it.

#### RANCHO VISTA

The adjusted maximum CPI-U for Zone 2, the Rancho Vista tax area for Fiscal Year 2025/26 is \$1,334.13. The special tax being proposed for Rancho Vista parcels in Fiscal Year 2025/26 is \$840.00. It is unlikely that budgeted costs of \$71,400.00 will exceed the anticipated revenue of \$71,400. This District currently has a negative reserve balance of \$316; however, it is projected to add \$20,489 to it.

FISCAL IMPACT:

The budgets for each District Zone are provided in the attached Annual Levy Report. There is no impact to the City's General Fund, so long as the special taxes for the CFD are collected and are sufficient to cover the annual costs.

ATTACHMENTS:

1. Resolution Approving the Levy of the 2025/26 Annual Special Tax for the CFD.
2. Annual Levy Report

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
LEVYING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT  
NO. 2018-01 FOR FISCAL YEAR 2025/26**

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

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

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

**SECTION 2.** The specific special tax to be collected for the CFD, for Fiscal Year 2025/26 is hereby determined and established as shown on the attached special tax rolls for each Tax Zones.

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

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

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

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

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

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

**SECTION 8.** The County Auditor-Controller shall then, at the close of the tax collection period, provide a detailed report showing the parcels and corresponding special tax amounts.

PASSED, APPROVED AND ADOPTED this 17th day of June, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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Leslie Q. Jordan, Mayor

**ATTEST:**

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Elizabeth Soto, City Clerk

**2025/26 SPECIAL TAX ROLL FOR TAX ZONE 1 (COPPERLEAF)**

<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>	<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>
002-610-007-000	1	\$704.00	002-610-030-000	24	\$704.00
002-610-008-000	2	\$704.00	002-610-031-000	25	\$704.00
002-610-009-000	3	\$704.00	002-610-032-000	26	\$704.00
002-610-010-000	4	\$704.00	002-610-033-000	27	\$704.00
002-610-011-000	5	\$704.00	002-610-034-000	28	\$704.00
002-610-012-000	6	\$704.00	002-610-035-000	29	\$704.00
002-610-013-000	7	\$704.00	002-610-036-000	30	\$704.00
002-610-014-000	8	\$704.00	002-610-037-000	31	\$704.00
002-610-015-000	9	\$704.00	002-610-038-000	32	\$704.00
002-610-016-000	10	\$704.00	002-610-039-000	33	\$704.00
002-610-017-000	11	\$704.00	002-610-040-000	34	\$704.00
002-610-018-000	12	\$704.00	002-610-041-000	35	\$704.00
002-610-019-000	13	\$704.00	002-610-042-000	36	\$704.00
002-610-020-000	14	\$704.00	002-610-043-000	37	\$704.00
002-610-021-000	15	\$704.00	002-610-044-000	38	\$704.00
002-610-022-000	16	\$704.00	002-610-045-000	39	\$704.00
002-610-023-000	17	\$704.00	002-610-046-000	40	\$704.00
002-610-024-000	18	\$704.00	002-610-047-000	41	\$704.00
002-610-025-000	19	\$704.00	002-610-048-000	42	\$704.00
002-610-026-000	20	\$704.00	002-610-049-000	43	\$704.00
002-610-027-000	21	\$704.00	002-610-050-000	44	\$704.00
002-610-028-000	22	\$704.00	002-610-051-000	45	\$704.00
002-610-029-000	23	\$704.00			<b>\$31,680.00</b>

**2025/26 SPECIAL TAX ROLL FOR TAX ZONE 2 (RANCHO VISTA)**

<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>	<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>
002-620-001-000	11	\$840.00	002-620-047-000	57	\$840.00
002-620-002-000	10	\$840.00	002-620-048-000	58	\$840.00
002-620-003-000	9	\$840.00	002-620-049-000	Basin	\$0.00
002-620-004-000	8	\$840.00	002-620-051-000	Park	\$0.00
002-620-005-000	7	\$840.00	002-620-052-000	4	\$840.00
002-620-006-000	6	\$840.00	002-620-053-000	3	\$840.00
002-620-007-000	5	\$840.00	002-620-054-000	2	\$840.00
002-620-008-000	12	\$840.00	002-620-055-000	1	\$840.00
002-620-009-000	13	\$840.00	002-620-056-000	50	\$840.00
002-620-010-000	14	\$840.00	002-620-057-000	49	\$840.00
002-620-011-000	15	\$840.00	002-620-058-000	48	\$840.00
002-620-012-000	16	\$840.00	002-620-059-000	53	\$840.00
002-620-013-000	17	\$840.00	002-620-060-000	52	\$840.00
002-620-014-000	18	\$840.00	002-620-061-000	51	\$840.00
002-620-015-000	19	\$840.00	002-620-062-000	N/A	\$0.00
002-620-016-000	20	\$840.00	002-220-012-000	75	\$840.00
002-620-017-000	21	\$840.00	002-220-013-000	74	\$840.00
002-620-018-000	22	\$840.00	002-220-014-000	73	\$840.00
002-620-019-000	23	\$840.00	002-220-015-000	72	\$840.00
002-620-020-000	24	\$840.00	002-220-016-000	71	\$840.00
002-620-021-000	25	\$840.00	002-220-017-000	70	\$840.00
002-620-022-000	26	\$840.00	002-220-018-000	80	\$840.00
002-620-023-000	27	\$840.00	002-220-019-000	79	\$840.00
002-620-024-000	28	\$840.00	002-220-020-000	78	\$840.00
002-620-025-000	29	\$840.00	002-220-021-000	77	\$840.00
002-620-026-000	30	\$840.00	002-220-022-000	76	\$840.00
002-620-027-000	31	\$840.00	002-220-023-000	C	\$0.00
002-620-028-000	32	\$840.00	002-220-024-000	81	\$840.00
002-620-029-000	33	\$840.00	002-220-025-000	82	\$840.00
002-620-030-000	34	\$840.00	002-220-026-000	83	\$840.00
002-620-031-000	35	\$840.00	002-220-027-000	84	\$840.00
002-620-032-000	36	\$840.00	002-220-028-000	85	\$840.00
002-620-033-000	37	\$840.00	002-220-029-000	D	\$0.00
002-620-034-000	38	\$840.00	002-220-030-000	59	\$840.00
002-620-035-000	39	\$840.00	002-220-031-000	60	\$840.00
002-620-036-000	40	\$840.00	002-220-032-000	61	\$840.00
002-620-037-000	41	\$840.00	002-220-033-000	62	\$840.00
002-620-038-000	42	\$840.00	002-220-034-000	63	\$840.00
002-620-039-000	43	\$840.00	002-220-035-000	64	\$840.00
002-620-040-000	44	\$840.00	002-220-036-000	69	\$840.00
002-620-041-000	45	\$840.00	002-220-037-000	68	\$840.00
002-620-042-000	46	\$840.00	002-220-038-000	67	\$840.00
002-620-043-000	47	\$840.00	002-220-039-000	66	\$840.00
002-620-044-000	54	\$840.00	002-220-040-000	65	\$840.00
002-620-045-000	55	\$840.00	002-220-041-000	E	\$0.00
002-620-046-000	56	\$840.00	002-220-042-000	G	\$0.00
					<b>\$71,400.00</b>

All permits have been issued, as of June 15, 2020  
 2% applied for 2025/26  
 85 taxable parcels

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

**Fiscal Year 2025/26 Cost Estimate Summary - Copperleaf**

Item	Cost
<b>Maintenance</b>	
Landscape Maintenance	\$22,296.24
Street Lighting Maintenance	\$871.00
Street Maintenance	\$1,273.00
<b>Total Maintenance Cost</b>	<b>\$24,440.24</b>
<b>Administrative Cost</b>	
	<b>\$4,977.23</b>
<b>Reserves</b>	
Operating Reserve	\$630.70
Annual Capital Replacement Reserve	\$1,631.83
<b>Total Reserves</b>	<b>\$2,262.53</b>
<b>Total Estimated Special Tax Amount - Fiscal Year 2025/26</b>	<b>\$31,680.00</b>
<b>Total Number of Developed Single Family Parcels</b>	<b>45</b>
<b>Fiscal Year 2025/26 Applied Special Tax per Parcel</b>	<b>\$704.00</b>
<b>Fiscal Year 2025/26 Maximum Special Tax per Parcel</b>	<b>\$1,044.79</b>

<b>Operating Reserve Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	\$7,844.35
2025/26 Operating Reserve Fund Collection/(Reduction)	<u>\$630.70</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	<b>\$8,475.04</b>

<b>Capital Replacement Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	\$22,881.65
2025/26 Contribution to Capital Replacement	<u>\$1,631.83</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	<b>\$24,513.48</b>

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

**Fiscal Year 2025/26 Cost Estimate Summary – Rancho Vista**

Item	Cost
<b>Maintenance</b>	
Landscape Maintenance	\$32,986.80
Street Lighting Maintenance	\$2,577.93
Street Maintenance	\$2,931.12
<b>Total Maintenance Cost</b>	<b>\$38,495.85</b>
<b>Overhead</b>	
Personnel Cost	\$5,010.24
Administrative Cost	\$7,405.20
<b>Total Overhead Cost</b>	<b>\$12,415.44</b>
<b>Reserves</b>	
Operating Reserve (10% of Total Maintenance Cost)	\$3,849.59
Annual Capital Replacement Reserve	<u>\$16,639.12</u>
<b>Total Reserves</b>	<b>\$20,488.71</b>
<b>Total Estimated Special Tax Amount - Fiscal Year 2025/26</b>	<b>\$71,400.00</b>
<b>Total Number of Developed Single Family Parcels</b>	<b>85</b>
<b>Fiscal Year 2025/26 Applied Special Tax per Parcel</b>	<b>\$840.00</b>
<b>Fiscal Year 2025/26 Maximum Special Tax per Parcel</b>	<b>\$1,334.13</b>

<b>Operating Reserve Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	( <b>\$38.00</b> )
2025/26 Operating Reserve Fund Collection/(Reduction)	<u>\$3,849.59</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	<b>\$3,811.59</b>

<b>Capital Replacement Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	( <b>\$278.00</b> )
2025/26 Contribution to Capital Replacement	<u>\$16,639.12</u>
Estimated Reserve Fund Ending Balance (6/30/2025)	<b>\$16,361.12</b>



**SAN JUAN BAUTISTA**  
*The City of History*



**CITY OF SAN JUAN BAUTISTA**  
**COMMUNITY FACILITIES DISTRICT NO. 2018-1**

**LOCAL AGENCY SPECIAL TAX AND BOND  
ACCOUNTABILITY ACT COMPLIANCE (SB 165)**

**FISCAL YEAR 2025-26 ANNUAL REPORT**  
**May 2025**

*PREPARED BY*

***MNS Engineers***  
*201 Industrial Way, Suite A*  
*Buelton, CA 93427*  
[www.mnsengineers.com](http://www.mnsengineers.com)

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Background .....	1
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## BACKGROUND

### Background

The Local Agency Special Tax and Bond Accountability Act (“Accountability Act”) was enacted by the California State Legislature through Senate Bill 165, to provide accountability measures for any local special tax and/or bond measure subject to voter approval on or after January 1, 2001. According to the requirements of the Accountability Act (Sections 50075.1 and 53410 of the California Government Code), an annual report must be filed by the local agency levying a special tax and/or issuing a bond measure on or before each January 1, commencing January 1, 2001 and shall contain a description of the following:

1. The amount of funds collected and expended to fund authorized facilities and/or services in the previous fiscal year.
2. The status of any project required or authorized to be funded by the special tax and/or bond measure.

The information contained in this Section has been compiled and is being presented pursuant to, and in accordance with, the requirements outlined in the Accountability Act for Fiscal Year 2025/26.

### Authorized Facilities/Services

A listing of the authorized facilities and services being provided in the Community Facilities District are shown on the following page.

# AUTHORIZED FACILITIES AND SERVICES

## **Authorized Services**

The purpose of CFD No. 2018-1 is to provide for the costs to maintain, service and replace the items listed below:

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

# COLLECTIONS AND EXPENDITURES

## Collection of Special Taxes and Expenditures

The table on the following page details the amount of Special Taxes collected and the expenditures made to fund the authorized services and incidental expense of CFD No. 2018-1 from July 1, 2025 through June 30, 2026.

### TAX ZONE 1

#### Fiscal Year 2025/26 Cost Estimate Summary - Copperleaf

Item	Cost
<b>Maintenance</b>	
Landscape Maintenance	\$22,296.24
Street Lighting Maintenance	\$871.00
Street Maintenance	\$1,273.00
<b>Total Maintenance Cost</b>	<b>\$24,440.24</b>
<b>Administrative Cost</b>	
	<b>\$4,977.23</b>
<b>Reserves</b>	
Operating Reserve	\$630.70
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<b>Total Reserves</b>	<b>\$2,262.53</b>
<b>Total Estimated Special Tax Amount - Fiscal Year 2025/26</b>	<b>\$31,680.00</b>
<b>Total Number of Developed Single Family Parcels</b>	<b>45</b>
<b>Fiscal Year 2025/26 Applied Special Tax per Parcel</b>	<b>\$704.00</b>
<b>Fiscal Year 2025/26 Maximum Special Tax per Parcel</b>	<b>\$1,044.79</b>

<b>Operating Reserve Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	\$7,844.35
2025/26 Operating Reserve Fund Collection/(Reduction)	<u>\$630.70</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	<b>\$8,475.04</b>

<b>Capital Replacement Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	\$22,881.65
2025/26 Contribution to Capital Replacement	<u>\$1,631.83</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	<b>\$24,513.48</b>

**TAX ZONE 2**

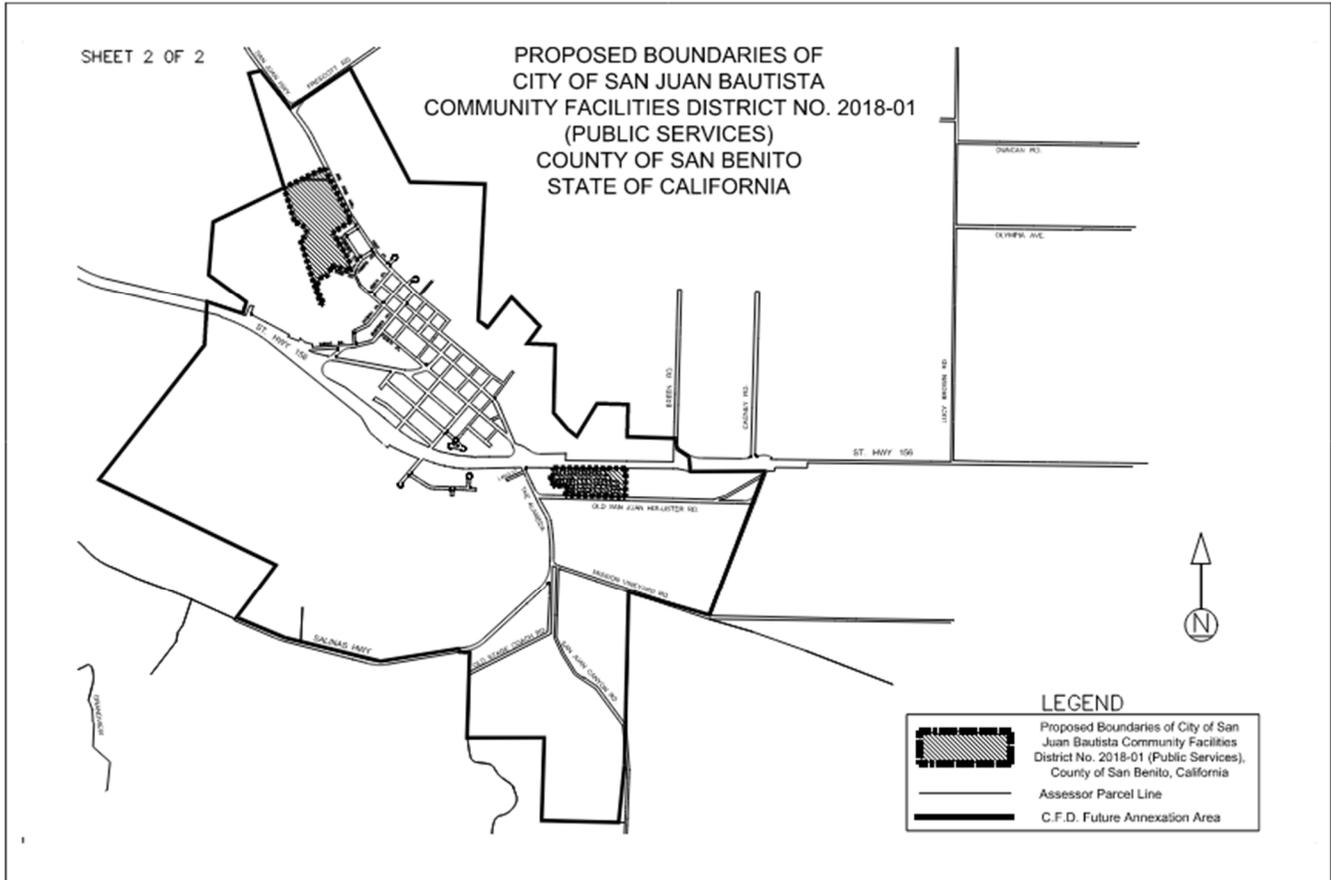
**Fiscal Year 2025/26 Cost Estimate Summary – Rancho Vista**

<b>Item</b>	<b>Cost</b>
<b>Maintenance</b>	
Landscape Maintenance	\$32,986.80
Street Lighting Maintenance	\$2,577.93
Street Maintenance	\$2,931.12
<b>Total Maintenance Cost</b>	<b>\$38,495.85</b>
<b>Overhead</b>	
Personnel Cost	\$5,010.24
Administrative Cost	\$7,405.20
<b>Total Overhead Cost</b>	<b>\$12,415.44</b>
<b>Reserves</b>	
Operating Reserve (10% of Total Maintenance Cost)	\$3,849.59
Annual Capital Replacement Reserve	<u>\$16,639.12</u>
<b>Total Reserves</b>	<b>\$20,488.71</b>
<b>Total Estimated Special Tax Amount - Fiscal Year 2025/26</b>	<b>\$71,400.00</b>
<b>Total Number of Developed Single Family Parcels</b>	<b>85</b>
<b>Fiscal Year 2025/26 Applied Special Tax per Parcel</b>	<b>\$840.00</b>
<b>Fiscal Year 2025/26 Maximum Special Tax per Parcel</b>	<b>\$1,334.13</b>

<b>Operating Reserve Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	<b>(\$38.00)</b>
2025/26 Operating Reserve Fund Collection/(Reduction)	<u>\$3,849.59</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	<b>\$3,811.59</b>

<b>Capital Replacement Fund Balance</b>	
Estimated Reserve Fund Beginning Balance (7/1/2025)	<b>(\$278.00)</b>
2025/26 Contribution to Capital Replacement	<u>\$16,639.12</u>
Estimated Reserve Fund Ending Balance (6/30/2025)	<b>\$16,361.12</b>

# APPENDIX A – BOUNDARY MAP



## APPENDIX B – SPECIAL TAX ROLL

### TAX ZONE 1 - COPPERLEAF

<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>	<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>
002-610-007-000	1	\$704.00	002-610-030-000	24	\$704.00
002-610-008-000	2	\$704.00	002-610-031-000	25	\$704.00
002-610-009-000	3	\$704.00	002-610-032-000	26	\$704.00
002-610-010-000	4	\$704.00	002-610-033-000	27	\$704.00
002-610-011-000	5	\$704.00	002-610-034-000	28	\$704.00
002-610-012-000	6	\$704.00	002-610-035-000	29	\$704.00
002-610-013-000	7	\$704.00	002-610-036-000	30	\$704.00
002-610-014-000	8	\$704.00	002-610-037-000	31	\$704.00
002-610-015-000	9	\$704.00	002-610-038-000	32	\$704.00
002-610-016-000	10	\$704.00	002-610-039-000	33	\$704.00
002-610-017-000	11	\$704.00	002-610-040-000	34	\$704.00
002-610-018-000	12	\$704.00	002-610-041-000	35	\$704.00
002-610-019-000	13	\$704.00	002-610-042-000	36	\$704.00
002-610-020-000	14	\$704.00	002-610-043-000	37	\$704.00
002-610-021-000	15	\$704.00	002-610-044-000	38	\$704.00
002-610-022-000	16	\$704.00	002-610-045-000	39	\$704.00
002-610-023-000	17	\$704.00	002-610-046-000	40	\$704.00
002-610-024-000	18	\$704.00	002-610-047-000	41	\$704.00
002-610-025-000	19	\$704.00	002-610-048-000	42	\$704.00
002-610-026-000	20	\$704.00	002-610-049-000	43	\$704.00
002-610-027-000	21	\$704.00	002-610-050-000	44	\$704.00
002-610-028-000	22	\$704.00	002-610-051-000	45	\$704.00
002-610-029-000	23	\$704.00			<b>\$31,680.00</b>

**TAX ZONE 2 – RANCHO VISTA**

<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>	<u>APN</u>	<u>LOT</u>	<u>2025/26 Special Tax</u>
002-620-001-000	11	\$840.00	002-620-047-000	57	\$840.00
002-620-002-000	10	\$840.00	002-620-048-000	58	\$840.00
002-620-003-000	9	\$840.00	002-620-049-000	Basin	\$0.00
002-620-004-000	8	\$840.00	002-620-051-000	Park	\$0.00
002-620-005-000	7	\$840.00	002-620-052-000	4	\$840.00
002-620-006-000	6	\$840.00	002-620-053-000	3	\$840.00
002-620-007-000	5	\$840.00	002-620-054-000	2	\$840.00
002-620-008-000	12	\$840.00	002-620-055-000	1	\$840.00
002-620-009-000	13	\$840.00	002-620-056-000	50	\$840.00
002-620-010-000	14	\$840.00	002-620-057-000	49	\$840.00
002-620-011-000	15	\$840.00	002-620-058-000	48	\$840.00
002-620-012-000	16	\$840.00	002-620-059-000	53	\$840.00
002-620-013-000	17	\$840.00	002-620-060-000	52	\$840.00
002-620-014-000	18	\$840.00	002-620-061-000	51	\$840.00
002-620-015-000	19	\$840.00	002-620-062-000	N/A	\$0.00
002-620-016-000	20	\$840.00	002-220-012-000	75	\$840.00
002-620-017-000	21	\$840.00	002-220-013-000	74	\$840.00
002-620-018-000	22	\$840.00	002-220-014-000	73	\$840.00
002-620-019-000	23	\$840.00	002-220-015-000	72	\$840.00
002-620-020-000	24	\$840.00	002-220-016-000	71	\$840.00
002-620-021-000	25	\$840.00	002-220-017-000	70	\$840.00
002-620-022-000	26	\$840.00	002-220-018-000	80	\$840.00
002-620-023-000	27	\$840.00	002-220-019-000	79	\$840.00
002-620-024-000	28	\$840.00	002-220-020-000	78	\$840.00
002-620-025-000	29	\$840.00	002-220-021-000	77	\$840.00
002-620-026-000	30	\$840.00	002-220-022-000	76	\$840.00
002-620-027-000	31	\$840.00	002-220-023-000	C	\$0.00
002-620-028-000	32	\$840.00	002-220-024-000	81	\$840.00
002-620-029-000	33	\$840.00	002-220-025-000	82	\$840.00
002-620-030-000	34	\$840.00	002-220-026-000	83	\$840.00
002-620-031-000	35	\$840.00	002-220-027-000	84	\$840.00
002-620-032-000	36	\$840.00	002-220-028-000	85	\$840.00
002-620-033-000	37	\$840.00	002-220-029-000	D	\$0.00
002-620-034-000	38	\$840.00	002-220-030-000	59	\$840.00
002-620-035-000	39	\$840.00	002-220-031-000	60	\$840.00
002-620-036-000	40	\$840.00	002-220-032-000	61	\$840.00
002-620-037-000	41	\$840.00	002-220-033-000	62	\$840.00
002-620-038-000	42	\$840.00	002-220-034-000	63	\$840.00
002-620-039-000	43	\$840.00	002-220-035-000	64	\$840.00
002-620-040-000	44	\$840.00	002-220-036-000	69	\$840.00
002-620-041-000	45	\$840.00	002-220-037-000	68	\$840.00
002-620-042-000	46	\$840.00	002-220-038-000	67	\$840.00
002-620-043-000	47	\$840.00	002-220-039-000	66	\$840.00
002-620-044-000	54	\$840.00	002-220-040-000	65	\$840.00
002-620-045-000	55	\$840.00	002-220-041-000	E	\$0.00
002-620-046-000	56	\$840.00	002-220-042-000	G	\$0.00
					<b>\$71,400.00</b>

**City of San Juan Bautista**  
**Revenues ~ Budget Vs. Actual**  
**For the Ten Month Period Ended April 30, 2025**

Item #5E  
City Council Meeting  
June 17, 2025

<b>REVENUES</b>	<b>FY24</b>	<b>FY25</b>	<b>Annual</b>		<b>YTD</b>	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Difference</u>	<u>83%</u>	<u>Notes</u>
<b>General Fund</b>	1,968,174	2,023,231	2,530,525	(1,593,243)	80%	
<b>Special Revenue Funds:</b>						
Capital Projects Fund	299,043	267,363	4,914,742	(2,703,471)	5%	
Community Development	196,196	128,690	124,150	(393,098)	104%	
COPS	141,436	167,059	100,000	(75,000)	167%	A
Parking & Restroom Fd	24,980	22,506	28,000	(16,269)	80%	
Gas Tax Fund	75,850	92,545	108,000	(76,799)	86%	
Valle Vista LLD	19,904	37,128	44,554	(17,919)	83%	
Rancho Vista CFD	55,449	56,260	67,512	(49,481)	83%	
Copperleaf CFD	19,135	13,871	16,645	(12,240)	83%	
<b>Internal Service Funds:</b>						
Blg Rehab. & Replace	31,667	31,667	38,000	(28,500)	83%	
Vehicle Replacement	50,000	50,000	60,000	(45,000)	83%	
<b>Enterprise Funds:</b>						
Water						
Operations	1,292,207	1,455,106	1,718,000	(904,085)	85%	
Sewer						
Operations	1,436,880	1,697,038	1,960,000	(943,950)	87%	
<b>TOTAL Funds</b>	<b><u>5,610,921</u></b>	<b><u>6,042,464</u></b>	<b><u>11,710,128</u></b>	<b><u>(6,859,055)</u></b>	<b><u>52%</u></b>	

A ~ COPS revenue for law enforcement services are coming in higher than anticipated at the time of budget. The City is to be provided at least 100k annually, but the last few years more than anticipated has been received.

**City of San Juan Bautista**  
**Revenues ~ Budget Vs. Actual**  
**For the Ten Month Period Ended April 30, 2025**

Item #5E  
City Council Meeting  
June 17, 2025

<b>EXPENDITURES</b>	<b>FY24</b>	<b>FY25</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>	1,842,841	1,843,488	2,394,878	(551,390)	77%	
<b>Special Revenue Funds:</b>						
Capital Projects Fund	299,043	267,363	4,914,742	(4,647,379)	5%	A
Community Development	736,983	709,567	662,242	47,325	107%	
COPS	83,333	83,333	100,000	(16,667)	83%	
Gas Tax Fund	17,237	19,564	21,000	(1,436)	93%	
Valle Vista LLD	23,543	36,448	44,554	(8,106)	82%	
Rancho Vista CFD	41,516	75,093	42,718	32,375	176%	B
Copperleaf CFD	20,777	23,700	16,645	7,055	142%	
<b>Development Impact Fee Funds</b>						
Public/Civic Facility	2,250	2,250	2,700	(450)	83%	
Library	3,700	3,700	4,440	(740)	83%	
Storm Drain	2,860	2,860	3,432	(572)	83%	
Park In-Lieu	250	250	300	(50)	83%	
Public Safety	710	710	852	(142)	83%	
Traffic	360	360	432	(72)	83%	
<b>Enterprise Funds:</b>						
Water:						
Operations	579,968	537,175	862,288	325,113	62%	
Capital	77,698	80,417	15,793,187	15,712,770	1%	A
Sewer						
Operations	725,697	993,759	1,051,569	57,810	95%	
Capital	5,651,839	7,643,100	17,112,103	9,469,003	45%	A
<b>TOTAL Funds</b>	<b>10,110,605</b>	<b>12,323,137</b>	<b>43,028,082</b>	<b>20,424,447</b>	<b>29%</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.

**B** ~ From reserves, fence replacement due to flooding \$42k.

City of San Juan Batista  
 Check/Voucher Register - Check Register Current Month  
 From 4/1/2025 Through 4/30/2025

1110 - Operating  
 Acct. 1948

Effective Date	Check Number	Vendor Name	Check Amount
4/2/2025	ATM	Amilia (park n rec software)	99.00
4/11/2025	218351	All Clear Water Services	10,630.00
4/11/2025	218352	Ashley Collick	47.21
4/11/2025	218353	att.com	66.99
4/11/2025	218354	ByWater Solutions	1,050.00
4/11/2025	218355	Caitlin Brady	2,181.21
4/11/2025	218356	Charter Communications	629.83
4/11/2025	218357	Clark Pest Control	129.00
4/11/2025	218358	Cypress Water Services	24,205.00
4/11/2025	218359	Department of Conservation	124.60
4/11/2025	218360	Downey Brand	290.00
4/11/2025	218361	Edelmira Ceja	700.00
4/11/2025	218362	Elizabeth Aparicio	700.00
4/11/2025	218363	Elizabeth Soto	700.00
4/11/2025	218364	Hollister Auto Parts, Inc.	267.53
4/11/2025	218365	Jackie Morris-Lopez	794.13
4/11/2025	218366	Judy's Gifts & Awards	12.99
4/11/2025	218367	Kiley & Associates, LLC	1,500.00
4/11/2025	218368	Marian LaRosa	500.00
4/11/2025	218369	Mayra Aguilera	700.00
4/11/2025	218370	MNS Engineers, Inc.	28,819.73
4/11/2025	218371	Monterey Bay Air Resources Dist.	880.00
4/11/2025	218372	Monterey Bay Analytical Services	10,198.00
4/11/2025	218373	New SV Media	673.80
4/11/2025	218374	Rojas Communications Group	1,500.00
4/11/2025	218375	Roy Morales	51.01
4/11/2025	218376	Rx-Tek	30.00
4/11/2025	218377	San Benito County Business Council	1,000.00
4/11/2025	218378	San Benito County Chamber of Commerce	250.00
4/11/2025	218379	Smith & Enright Landscaping	5,540.00
4/11/2025	218380	State Compensation Insurance Fund	3,213.00
4/11/2025	218381	Stoel Rives	1,831.50
4/11/2025	218382	T-Mobile	357.19
4/11/2025	218383	USABlueBook	673.69
4/11/2025	218384	Veronica Munoz-Noriega	161.34
4/11/2025	218385	Wallace Group	302.50
4/11/2025	218386	Wendy L. Cumming, CPA	14,306.25
4/11/2025	218387	Specialty Construction, Inc.	175,017.37
4/11/2025	ATM18	ADP Payroll Service	300.65
4/14/2025	ATM10	US Bank	6.50
4/17/2025	218388	4Leaf, Inc.	5,546.35
4/17/2025	218389	Ashley Collick	92.92
4/17/2025	218390	at&t	125.07
4/17/2025	218391	AVAYA	250.66

City of San Juan Batista  
 Check/Voucher Register - Check Register Current Month  
 From 4/1/2025 Through 4/30/2025

1110 - Operating  
 Acct. 1948

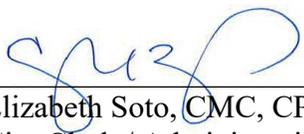
Effective Date	Check Number	Vendor Name	Check Amount
4/17/2025	218392	Baker Supplies and Repairs	135.02
4/17/2025	218393	Brian Harrington	230.00
4/17/2025	218394	CALNET	400.60
4/17/2025	218395	Canon Financial Services, Inc	1,192.28
4/17/2025	218396	City of Hollister	68,060.75
4/17/2025	218397	Clear Gov Inc.	12,020.00
4/17/2025	218398	Data Ticket Inc.	400.00
4/17/2025	218399	David J. Powers & Associates, Inc.	5,457.50
4/17/2025	218400	Department of Transportation	2,585.74
4/17/2025	218401	Elizabeth Soto	32.69
4/17/2025	218402	EMC Planning Group Inc.	2,782.42
4/17/2025	218403	Ferguson Enterprises LLC	151.65
4/17/2025	218404	First Alarm	396.25
4/17/2025	218405	G7EI Inc	5,000.00
4/17/2025	218409	Kennedy, Archer & Giffen	79,365.60
4/17/2025	218410	Midwest Tape	84.36
4/17/2025	218411	MNS Engineers, Inc.	3,425.90
4/17/2025	218412	Monterey Bay Analytical Services	2,641.00
4/17/2025	218413	Operate Well, LLC	1,028.00
4/17/2025	218414	P G & E	15,828.63
4/17/2025	218415	Pet Waste Co	174.38
4/17/2025	218416	Postmaster	1,350.00
4/17/2025	218417	Primo Brands	424.25
4/17/2025	218418	Regional Government Services	11,922.05
4/17/2025	218419	Revize LLC	3,075.00
4/17/2025	218420	Ridgeline Municipal Strategies, LLC	25,689.75
4/17/2025	218421	Rincon Consultants	14,420.00
4/17/2025	218422	Rossi Bros Tire & Auto	115.50
4/17/2025	218423	Rx-Tek	125.00
4/17/2025	218424	Smith & Enright Landscaping	5,540.00
4/17/2025	218425	Sound Design A/V Contractors	2,813.79
4/17/2025	218426	Specialty Construction, Inc.	90,722.85
4/17/2025	218427	Specialty Hose Xpress	130.22
4/17/2025	218428	Stantec Consulting Services Inc.	16,690.76
4/17/2025	218429	Hollister True Value	160.75
4/17/2025	218430	Univar Solutions	810.05
4/17/2025	218431	US Bank	5,340.72
4/17/2025	218432	Valero Wex Bank	1,581.67
4/25/2025	ATM19	ADP Payroll Service	300.65
4/28/2025	ATM9	Spectrum	324.52
Report Total			679,385.32

## AFFIDAVIT OF POSTING

I, Elizabeth Soto, Do Now Declare, Under the Penalties of Perjury That I Am the Acting 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 13th day of June 2025, 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 13th day of June 2025.

  
\_\_\_\_\_  
Elizabeth Soto, CMC, CPMC  
City Clerk / Administrative Services Director

## **WAIVER OF READING OF ORDINANCES**

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

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

GC36934



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

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**DATE:** JUNE 17, 2025

**DEPARTMENT:** PLANNING DEPARTMENT

**FROM:** ILSE LOPEZ-NARVAEZ, ASSOCIATE PLANNER  
ASHLEY COLLICK, CITY MANAGER

**BY:** ILSE LOPEZ-NARVAEZ, ASSOCIATE PLANNER  
ASHLEY COLLICK, CITY MANAGER

**TITLE:** STREET CLOSURE FOR STREET MANDALA 2025 (SEP25-311)

### RECOMMENDED MOTION:

Approve a Resolution Authorizing a Street Closure for the Mandala 2025 (SEP25-311), scheduled for Saturday, August 2, 2025, as detailed in the attached resolution and street closure maps.

### EXECUTIVE SUMMARY:

On March 3, 2025, Ramona Hill submitted a Special Event Permit application for the Street Mandala, initially scheduled for May 10, 2025. The Planning Department determined the event did not require a Special Event Permit due to the anticipated attendance of under 250 persons but advised that an Encroachment Permit was necessary due to the proposed closure of Polk Street between Second and Third Streets. Upon further review, staff clarified that events in the public right-of-way require City Council approval. The applicant has since rescheduled the event to August 2, 2025, and now seeks Council approval for the street closure.

### BACKGROUND:

On March 3, 2025, applicant Ramona Hill submitted a Special Event Permit application for the Street Mandala 2025—an annual community event in San Juan Bautista—originally scheduled for May 10, 2025. Upon review on March 7, 2025, Associate Planner Ilse Lopez-Narvaez determined that the event did not require a Special Event Permit, as the anticipated attendance was fewer than 30 people, well below the 250-person threshold outlined in Section 5-15-05 of the San Juan Bautista Municipal Code (SJBMC). However, because the event proposed a street closure on Polk Street between Second and Third Streets, the applicant was advised that an Encroachment Permit would still be required.

On April 25, 2025, the applicant submitted the Encroachment Permit application for the proposed street closure. Subsequently, on April 30, 2025, the Public Works Department Informed City departments—including the City Manager’s Office, Planning, Recreation, and Engineering—of the applicant’s request and the associated timing of the proposed street closure. Public Works also noted that the applicant had been advised a Special Event Permit was not required, but that an Encroachment Permit was necessary.

On May 1, 2025, Interim City Manager Ashley Collick clarified that events held in the public right-of-way fall under the jurisdiction of the City Council and therefore require Council approval. On May 2, 2025, the City Manager sent a formal notice via email and letter to the applicant outlining the appropriate permitting requirements.

That same day, the applicant met with the Planning Department to discuss next steps. In response to the permitting clarification, the applicant agreed to reschedule the event to a later date. The Planning Department apologized for the initial misinterpretation of the Municipal Code and confirmed that the original application could be amended with the new event date. The new date for this event is now being scheduled for August 2, 2025. Because the revised event still proposes street closures on Polk Street between Second and Third Streets, formal City Council review and approval are required.

FISCAL IMPACT:

There is no direct fiscal impact to the City. The applicant is responsible for all applicable City fees related to the event, including those for permits and staff time if applicable.

ATTACHMENTS:

- Attachment A: Street Closure Resolution 2025-XX
- Attachment B: Street Closure Maps
- Attachment C: Special Event Permit Application – SEP25-311

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
AUTHORIZING CLOSURE OF STREETS FOR CERTAIN SPECIAL EVENTS IN 2025**

**WHEREAS**, The City has received an application for a Special Event in 2025, and authorization for Street Closure are a prerequisite for issuance of such permits for the following event:

**Street Mandala 2025**

August 2, 2025 from 6:00 AM -- 7:00 PM  
Polk St. from Second St. and Third St.

**BE IT RESOLVED** that the City Council does hereby authorize the referenced entities to close streets on the dates and times referenced herein subject to the following requirements:

1. All conditions and requirements of agencies, including the Fire Marshall, San Benito County Sheriff, Public Works Director, San Benito County Health Dept., San Benito County Integrated Waste Management, Community Development Director shall be met prior to, during, and after the event in the manner deemed necessary by the City Manager.
2. Prior to each event, Sponsors shall submit an agreement to reimburse the City in accordance with an invoice duly issued by the City to cover City expenses as deemed necessary by the City Manager to support administrative, material and City staff time associated with the Street Closure.

**PASSED AND APPROVED** this 17<sup>th</sup> day of June 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

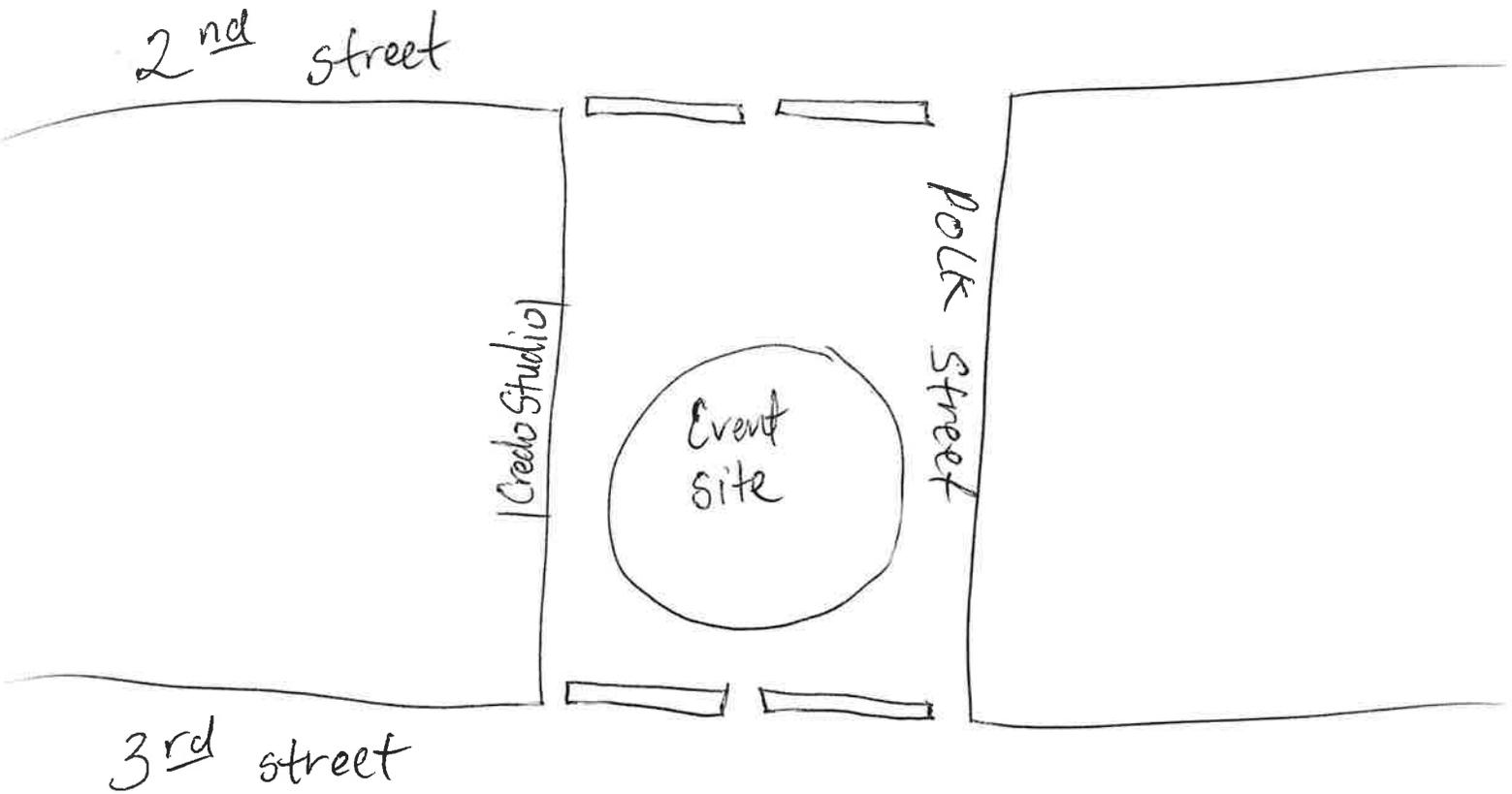
\_\_\_\_\_  
Elizabeth Soto, City Clerk

# ATTACHMENT B - STREET CLOSURE MAP

## STREET MANDALA 2025 - STREET CLOSURE SITE PLAN

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

- a. An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including starting location and ending destination.
- b. Any street or lane closures and parking tow zones.
- c. The locations of fencing, barriers, or barricades. Include any removable fencing for emergency access.
- d. The location of first-aid facilities.
- e. The locations of all stalls, platforms booths, cooking areas, trash containers, etc.
- f. Food booth and cooking area configuration including all vendors cooking with flammable gases or barbecue grills.
- g. Generator locations and/or source of electricity.
- h. Placement of vehicles or trailers used for the event.
- i. Anticipated parking locations.
- j. Placement of promotional signs or banners.
- k. Placement of portable toilets/restroom facilities.
- l. Exit locations for outdoor events that are fenced.
- m. Locations of all other event activities





## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 17, 2025

**DEPARTMENT:** FIRE DEPARTMENT / ADMINISTRATION

**FROM:** JONATHAN GOULDING, FIRE CHIEF

**BY:** ELIZABETH SOTO, CITY CLERK

**THRU:** JON GIFFEN, CITY ATTORNEY

**TITLE:** ORDINANCE AMENDING TITLE 5 OF THE SAN JUAN BAUTISTA MUNICIPAL CODE TO ADD CHAPTER 5-40, "FIRE HAZARD SEVERITY ZONES," DESIGNATING LOCAL FIRE HAZARD ZONES *(Second Reading)*

RECOMMENDED MOTION:

Adopt an Ordinance to designate Fire Hazard Severity Zones (FHSZ) within the City of San Juan Bautista, and amend San Juan Bautista Municipal Code, Title 5, Public Health, Safety, and Welfare by adding Chapter 5-40, "Fire Hazard Severity Zones."

RECOMMENDATION:

Adopt an Ordinance designating Fire Hazard Severity Zones (FHSZ) in the City of San Juan Bautista and amend San Juan Bautista Municipal Code Title 5, Public Health, Safety and Welfare by adding Chapter 5-40 "Fire Hazard Severity Zones."

EXECUTIVE SUMMARY:

The California State Fire Marshal has identified areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria. These zones are determined using consistent statewide criteria, including fuel loading, slope, fire weather, and other relevant factors such as wind patterns identified by the Office of the State Fire Marshal as contributing to wildfire spread. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors, including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread. Government Code Section 51178.5 requires local agencies to make the information available for public review and comment within 30 days of receiving the updated information.

BACKGROUND:

The City received updated Fire Hazard Severity Zone mapping from CAL FIRE on March 11, 2025. In accordance with Government Code Section 51178.5, the City made these maps available to the public on its official website the same day.

Government Code Section 51179 requires local agencies to designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the California State Fire Marshal's Office.

FISCAL IMPACT:

No fiscal impact.

ATTACHMENTS:

1. Ordinance
2. Maps
3. Official Transmittal of Fire Hazard Severity Zones Letter
4. PowerPoint Presentation

**ORDINANCE NO. 2025-xx**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
DESIGNATING FIRE HAZARD SEVERITY ZONES (FHSZ) IN THE CITY, AND  
AMENDING THE MUNICIPAL CODE TO ADD CHAPTER 5-40, “FIRE HAZARD  
SEVERITY ZONES”**

**WHEREAS**, the State Fire Marshal is responsible for identifying areas in the State as “Moderate,” “High,” and “Very High” severity zones based on consistent statewide criteria and based on the severity zone of fire hazard that is expected to prevail in those areas; and

**WHEREAS**, the California Department of Forestry and Fire Protection (“CAL FIRE”) released updated Fire Hazard Severity Zone (FHSZ) maps to the City on March 10, 2025, designating certain areas within the City limits as “Moderate” hazard zones; and

**WHEREAS**, in accordance with Government Code Section 51178.5, the City posted the FHSZ maps for public review and comment within 30 days after receiving the transmittal from the State Fire Marshal that identifies fire hazard severity zones; and

**WHEREAS**, the City posted the FHSZ maps electronically to the City’s website; and

**WHEREAS**, under California Government Code Section 51179(a), the City is required to adopt the updated FHSZ maps by ordinance within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178, and transmit a copy to the State Board of Forestry and Fire Protection (“Forest Board”) pursuant to Government Code Section 51179(c); and

**WHEREAS**, adoption of the updated FHSZ maps will promote public safety, ensure compliance with state law, and align local planning efforts with current fire risk assessments; and

**WHEREAS**, the City hereby designates the FHSZ as recommended by CalFire pursuant to Government Code Section 51178.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA HEREBY ORDAINS AS FOLLOWS:**

**SECTION 1.**

The City of San Juan Bautista hereby adopts and designates the Fire Hazard Severity Zones as identified by the California Department of Forestry and Fire Protection (“CAL FIRE”) in accordance with Government Code Section 51178. The official map is available electronically on the City’s website.

**SECTION 2. SEVERABILITY.**

If any part of this Ordinance is held invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Ordinance, and the City

Council hereby declares that it would have passed the remainder of the Ordinance if such invalid portion thereof had been deleted.

**SECTION 3. EFFECTIVE DATE.**

This ordinance shall take effect and be in force thirty (30) days from and after its final passage.

**SECTION 4. PUBLICATION.**

Within fifteen (15) days after adoption, the City Clerk shall cause this ordinance to be published in a newspaper of general circulation pursuant to Government Code Section 36933.

The forgoing Ordinance was introduced on June 4, 2025, and was passed and adopted on June 17, 2025.

**PASSED AND ADOPTED** by the San Juan Bautista City council on the 17th day of June 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

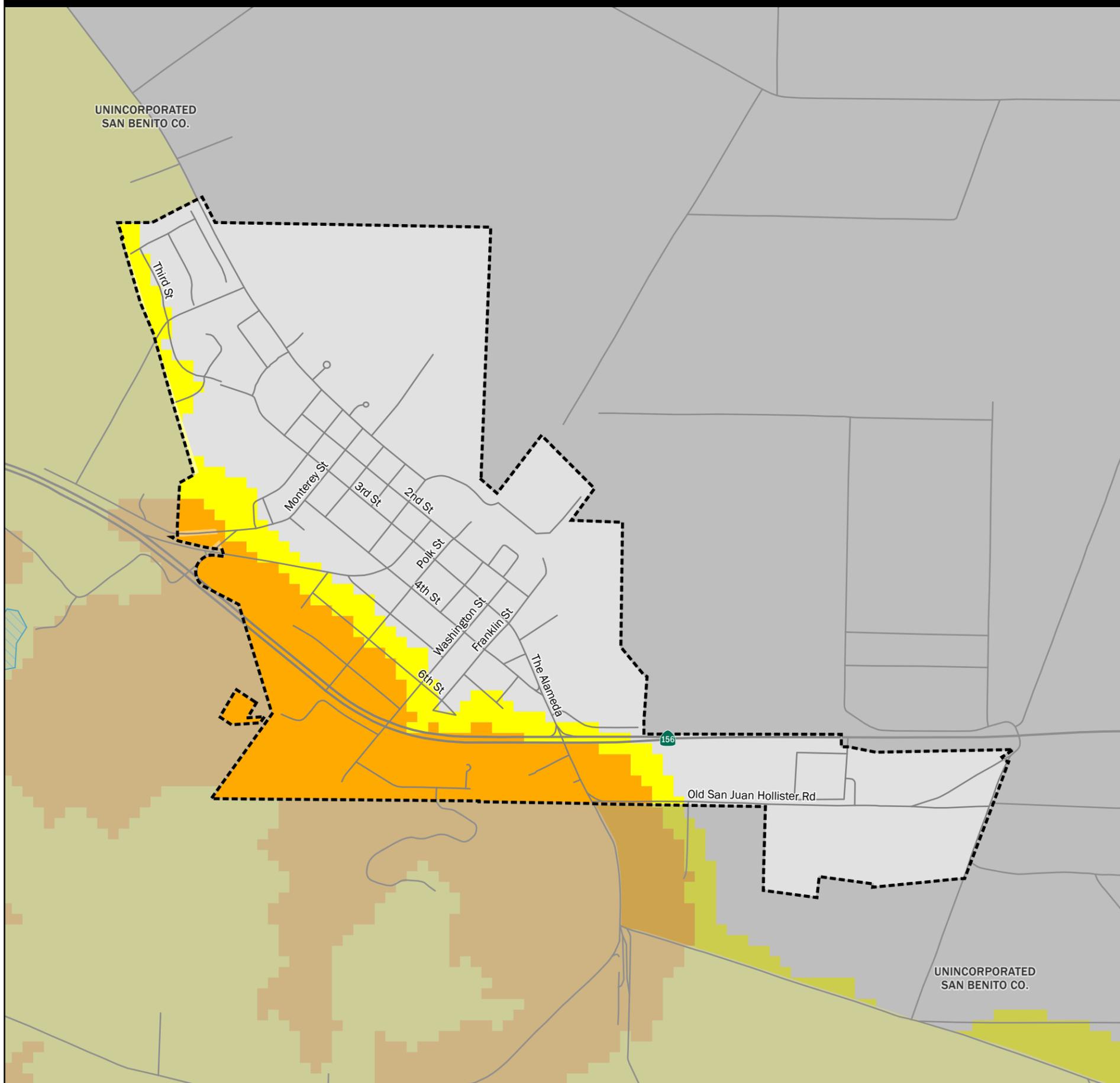
\_\_\_\_\_  
Jon R. Giffen, City Attorney



# Local Responsibility Area Fire Hazard Severity Zones

As Identified by the  
State Fire Marshal

March 10, 2025



**Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal**

High Moderate

**Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024**

High Moderate



Projection: NAD 83 California Teale Albers  
Scale: 1:12,000 at 11" x 17"

  Incorporated City       Waterbody  
  Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent

statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather,

and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California  
 Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency  
 Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection  
 Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:  
 CAL FIRE Fire Hazard Severity Zones (FHSZSRA23\_3, FHSZLRA\_25\_1)  
 CAL FIRE State Responsibility Areas (SRA25\_1)  
 City and County boundaries as of 10/22/24 (CA Board of Equalization)



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
**OFFICE OF THE STATE FIRE MARSHAL**  
P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 568-3800  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



March 10, 2025

Dear: County Chief Administrative Officer, City Manager, Fire Chief, Fire Marshal

Re: Official Transmittal of Fire Hazard Severity Zones

The State Fire Marshal is mandated by Government Code (GC) 51178 to identify levels of fire hazard based on consistent statewide criteria and the expected severity of fire hazards. Government Code 51179 requires the State Fire Marshal to make recommendations of fire hazard severity zones to local agencies, as defined per GC 51177(e), for their designation and adoption by ordinance. This letter serves as the official transmittal of the recommendation. For the Statutory requirements for local adoption please review [California Code, GOV 51179](#).

Your City/County has been identified as having Moderate, High, Very High or a combination of Fire Hazard Severity Zones (FHSZ) within your jurisdiction. The maps and data are available in the FHSZ HUB at <https://fire-hazard-severity-zones-rollout-calfire-forestry.hub.arcgis.com/>.

Please complete the Public Contact Survey in the FHSZ HUB using the link above. This information will be used for a public Webmap on the CAL FIRE-Office of State Fire Marshal website to guide your constituents to the appropriate contact person or website for the Local Responsibility Area FHSZ in your jurisdiction.

If you have additional questions, please feel free to contact our Team at [FHSZinformation@fire.ca.gov](mailto:FHSZinformation@fire.ca.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel Berlant".

Daniel Berlant  
State Fire Marshal  
CAL FIRE – Office of the State Fire Marshal



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

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**DATE:** JUNE 17, 2025

**DEPARTMENT:** ENGINEERING

**FROM:** JERRY SANGUINETTI, PUBLIC WORKS

**BY:** DOUG PIKE, CITY ENGINEER

**TITLE:** APPROVED A RESOLUTION ACCEPTING THE CITYWIDE ADA IMPROVEMENTS PROJECT COMPLETED BY KRAEMER ENGINEERING INC.

### RECOMMENDED MOTION:

Approve a Resolution accepting the improvements completed by Kraemer Engineering, Inc. for the Citywide ADA Improvements Project; authorize the City Manager to approve the final invoice; authorize the release of retention withheld from previous invoices; and authorize the release of construction bond(s) as appropriate.”

### RECOMMENDATION:

Staff recommends that the City Council accept the completed Citywide ADA Improvements Project constructed by Kraemer Engineering, Inc. The project, which included the installation of four new ADA-compliant curb ramps, curb and gutter work, and pedestrian access improvements near Abbe Park, was completed within the approved performance schedule and budget. The final project cost, including construction and inspection services, totaled \$76,655.47—well within the Council-approved budget of \$80,685.00.

All improvements have been reviewed and accepted by the City Engineer and are subject to a one-year maintenance period as stipulated in the contract. Staff further recommends authorizing the City Manager to release the contractor’s final invoice, retainage, and any appropriate bond releases.

### BACKGROUND INFORMATION:

On September 10, 2024, The City Council approved a resolution awarding a public works construction contract in the amount of \$68,350.00 to Kraemer Engineering, Inc. to construct 4 new ADA pedestrian ramps at 5<sup>th</sup> St & Polk St and 5<sup>th</sup> St & Muckelemi St., construct new curb and gutter, and conformance to existing improvements providing access to Abbe Park from nearby neighborhood.

Construction Dates

The City issued the construction contractor a Notice to Proceed on October 15, 2024. And construction began on October 21, 2024. The original contract performance period was 30 working days. The project completed on December 2, 2024. Rain delay added 2 working days to the project.

Final Construction Budget Accounting

The project was completed within the approved budget set by Council. The authorized budget for combined project construction and construction management & inspections, approved and appropriated by Council on September 10, 2024 was \$80,685.00.

Contractor Construction Costs:

Original Contract Amount:	\$68,350.00
Approved Contract Change Order:	<u>\$ 2,805.47</u>
Total Final Contract Amount:	\$71,155.47

Construction Management and Inspection Costs:

CM and Inspection was performed by the City Engineer (MNS Engineers). The estimate for CM and Inspection prior to the change order work was estimated at \$5,500.00.

The total cost for project construction and construction management & inspection is therefore  $\$71,155.47 + \$5,500 = \$76,655.47$ , which is within the approved and appropriated budget of \$80,685.00 for these services set by Council.

ACCEPTANCE OF PUBLIC IMPROVEMENTS

The improvements are guaranteed by a 1-year maintenance contract provision in effect for 1 year from the time of acceptance.

The City Engineer have inspected all improvements and are satisfied that they have been completed in a professional manner and recommends the City accept the improvements, and release the construction bond(s) as appropriate, and authorize release of progress payment retention and payment of a final invoice.

BUDGET AND FINANCIAL IMPACT

The City of San Juan Bautista is programmed to receive funding of approximately \$67,670.00 available from the CRRSAA Non-STIP State Funds (\$26,670.00) and COVID Relief STIP RIP Funds (\$41,000).

REVIEWED AND RECOMMENDED:

Staff has reviewed, and the City Manager and City Engineer recommend the City accept the ADA Improvements at the intersections of 5<sup>th</sup> St. & Polk St. and 5<sup>th</sup> St. & Muckelemi St.

ATTACHMENTS

1. Resolution

**RESOLUTION NO. 2025-xx**

**A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ACCEPTING CURB RAMP ADA IMPROVEMENTS CONTRACT FOR THE CITYWIDE ADA IMPROVEMENTS PROJECT**

**WHEREAS**, the Federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 apportioned \$911.8 million to California (COVID Relief Funds); and

**WHEREAS**, the California Transportation Commission (CTC) adopted the Federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 – CRRSAA Program Guidelines for STBG projects and the 2021 Mid-Cycle State Transportation Improvement Program (STIP) Guidelines for RIP projects; and

**WHEREAS**, on April 26, 2024, the City submitted its application to Caltrans LAPG to fund the construction of 4 ADA-compliant curb ramps; and

**WHEREAS**, the City will receive \$26,670.00 from the CRRSAA Non-STIP State Funds and \$41,000.00 from the COVID Relief STIP RIP Funds; and

**WHEREAS**, on June 18, 2024, the City entered into a Master Agreement with the State of California Department of Transportation (Caltrans), and Administering Agency-State Agreement (attached); and

**WHEREAS**, the City contracted with Kraemer Engineering, Inc. for construction of the ADA Improvements; and

**WHEREAS**, the work was contracted for and completed in compliance with the State Public Contract Code, and the City's procurement procedures set forth in section 2-8-050 of the municipal code; and

**WHEREAS**, all work as authorized in the Contract and subsequent change orders was inspected, corrections made as necessary and completed within the requirements of the plans and specifications of the contract; and

**WHEREAS**, the Acting City Engineer for the City of San Juan Bautista recommend the City Council accept the improvements constructed by Kraemer Engineering, Inc.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA NOW HEREBY FINDS:**

1. The City Council hereby accepts the improvements constructed by Kraemer Engineering, Inc.; and
2. The City Manager is authorized to approve the final invoice and release of retention withheld from previous invoices submitted by Kraemer Engineering, Inc.; and
3. The City Manager is authorized to release any portion of the construction bond(s) as appropriate upon satisfaction of the Contractor's legally responsibility.

**PASSED AND APPROVED** by the City Council of the City of San Juan Bautista at a regular meeting held on the 20th day of May, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, City Clerk

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
ADOPTING A HOLIDAY SCHEDULE FOR THE FISCAL YEAR 2025-2026**

**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 2025-2026:

Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Tuesday, November 11, 2025	Veterans Day
Thursday & Friday, November 27 & 28, 2025	Thanksgiving Day and the Day After
Wednesday & Thursday, December 24 & 25, 2025	Christmas Eve and Christmas Day
Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King Jr. Day
Monday, February 16, 2026	President's Day
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
<i>Two (2) Floating Holidays</i>	<i>City Manager Approved</i>

**PASSED AND APPROVED** the San Juan Bautista City Council on this 16th day of July, 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

**ATTEST:**

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

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



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 17, 2025

**DEPARTMENT:** ENGINEERING

**FROM:** DOUG PIKE, CITY ENGINEER

**BY:** DOUG PIKE, CITY ENGINEER

**TITLE:** A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA  
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26  
FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY  
ACT OF 2017

### RECOMMENDED MOTION:

That the City Council approve the attached Resolution, subject to final review, revision, and approval by the City Manager and the City Engineer a Resolution “Adopting the Fiscal Year 2025/26 List of Projects Funded by SB1: The Road Repair and Accountability Act.”.

### RECOMMENDATION:

That the City Council consider approval of Resolution “Adopting the Fiscal Year 2025/26 List of Projects Funded by SB1: The Road Repair and Accountability Act.”.

### EXECUTIVE SUMMARY:

### BACKGROUND:

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 began 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 began 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 was made on July 1, 2020 to cover CPI change for two years: November 1, 2017 through November 12, 2019. Subsequent adjustments for CPI changes occur annually.

A portion of the RMRA funds is 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 2025/26 is \$ 54,677.

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 2025/26 agencies must provide a proposed list of projects to the California Transportation Committee by July 1, 2025. This will enable the RMRA funds to be included in the City's annual road maintenance budget.

In FY 2024-25, the City set aside the \$53,334 RMRA funds to accumulate to fund the next pavement rehabilitation project anticipated in In FY 2025-26. In FY 2023-24 the City set aside the \$51,739 RMRA funds to accumulate to fund the next pavement rehabilitation project anticipated in 2-3 years. 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.

#### DISCUSSION:

The City's estimated projected revenues of RMRA funding for FY 2025/26 is \$ 54,677. The City now proposes to spend these funds for the next pavement and pedestrian anticipated to be completed in the upcoming FY of 2025-26.

#### Proposed Project No. 1:

1. Project Title: Pavement Repair, Pedestrian Improvements
2. Description and Location: Funding for the pre-construction element (activity) of Design and for construction of pavement repair in various neighborhoods, and pedestrian safety improvements on t arterials and collectors, and shall include sidewalk improvements, pavement rehabilitation, addition of high visibility crosswalks, pavement and sidewalk repairs, pedestrian and bicycle signage, legends and other improvements from focused safety reviews and/or studies. Locations will be determined upon design to determine exact locations. Locations will be considered citywide and will be determined upon design.
3. Schedule: The design of these proposed improvements began January 2024 and will continue until advertised for construction. The project end date is expected to be June, 2026.
4. 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.

FISCAL IMPACT:

There is no anticipated fiscal impact as the \$54,677 in allocated funds allocated from SB1, and will be reserved and added to previously allocated SB1 funds to fund the proposed pavement and pedestrian project anticipated in FY 2025-26.

ATTACHMENTS:

1. Local Streets and Roads – Projected Revenues Spreadsheet from the State.
2. Resolution

### Local Streets and Roads - Projected Revenues

Based on State Dept of Finance statewide r  
 Estimated January 2025

	2024-25			2025-26		
	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL	Hwy Users Tax Account	Road Mntnc Rehab Acct	TOTAL
PALM SPRINGS	1,253,148	1,115,234	2,368,383	1,253,007	1,158,853	2,411,859
PERRIS	2,243,093	2,002,543	4,245,636	2,242,838	2,080,866	4,323,704
RANCHO MIRAGE	486,737	429,035	915,772	486,682	445,815	932,498
RIVERSIDE	8,948,660	8,019,769	16,968,429	8,947,640	8,333,433	17,281,073
SAN JACINTO	1,525,288	1,358,183	2,883,470	1,525,115	1,411,303	2,936,418
TEMECULA	3,101,221	2,770,626	5,871,847	3,100,869	2,878,989	5,979,857
WILDOMAR	1,042,814	926,420	1,969,234	1,042,696	962,654	2,005,350
County of Riverside	55,121,927	47,101,491	102,223,418	55,140,465	48,943,696	104,084,161
Total Cities & County: Riverside	113,076,594	98,831,125	211,907,719	113,088,553	102,696,547	215,785,099
<b>SACRAMENTO COUNTY</b>						
CITRUS HEIGHTS	2,495,640	2,214,890	4,710,530	2,495,486	2,301,517	4,797,003
ELK GROVE	5,073,118	4,511,511	9,584,630	5,072,804	4,687,963	9,760,767
FOLSOM	2,504,190	2,222,515	4,726,705	2,504,035	2,309,441	4,813,476
GALT	740,761	651,052	1,391,813	740,716	676,516	1,417,231
ISLETON	28,306	20,073	48,379	28,305	20,858	49,163
RANCHO CORDOVA	2,336,767	2,073,191	4,409,958	2,336,623	2,154,276	4,490,899
SACRAMENTO	14,757,278	13,139,888	27,897,165	14,756,362	13,653,807	28,410,169
County of Sacramento	37,756,975	32,622,977	70,379,952	37,766,903	33,898,906	71,665,809
Total Cities & County: Sacramento	65,693,036	57,456,097	123,149,133	65,701,234	59,703,283	125,404,517
<b>SAN BENITO COUNTY</b>						
HOLLISTER	1,213,501	1,082,486	2,295,987	1,213,338	1,124,823	2,338,161
SAN JUAN BAUTISTA	64,263	52,619	116,882	64,255	54,677	118,933
County of San Benito	2,686,110	2,794,681	5,480,791	2,682,058	2,903,985	5,586,043
Total Cities & County: San Benito	3,963,874	3,929,786	7,893,660	3,959,651	4,083,486	8,043,137



**RESOLUTION NO. 2025-xx**

**A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 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 \$54,677 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

**WHEREAS**, this is the ninth 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 undergone a robust public process to ensure public input, including through publicly noticed and posted meetings, 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 funding from SB 1 will help the City maintain and rehabilitate a number of streets over the program lifetime, including those in the current list of projects for FY 2025-26, and add active transportation infrastructure in the City this year and anticipates many similar projects into the future; and

**WHEREAS**, the City's Pavement Management Program and Sidewalk Assessment Program found that the City's streets and roads are in in "moderate" condition and this revenue will help us increase the overall quality of our road system and over the next decade will 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 San Juan Bautista, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City is not proposing any new projects that will be funded in-part or solely with fiscal year 2025-26 Road Maintenance and Rehabilitation Account revenues.
3. The following previously proposed and adopted project may also utilize Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of this project in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project No. 1:

1. Project Title:  
Pavement Repair, Pedestrian Improvements
2. Description and Location:  
Funding for the pre-construction element (activity) of Design and for construction of pavement repair in various neighborhoods, and pedestrian safety improvements on arterials and collectors, and shall include sidewalk improvements, pavement rehabilitation, addition of high visibility crosswalks, pavement and sidewalk repairs, pedestrian and bicycle signage, legends and other improvements from focused safety reviews and/or studies. Locations will be determined upon design phase to determine exact locations. Locations will be considered citywide and will be determined upon design.
3. Estimated Project Schedule:  
The design of these proposed improvements began January 2024 and will continue until advertised for construction. The project end date is expected to be June, 2026.
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 17<sup>th</sup> of June, 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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

**ATTEST:**

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



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 17, 2025

**DEPARTMENT:** CITY MANAGER

**FROM:** ASHLEY COLLUCK CITY MANAGER

**THRU:** J.T. KATAVICH, SENIOR ASSONATE, HAMNER, JEWELL & ASSOCIATES

**TITLE:** APPROVAL OF PURCHASE OFFER AND ACCEPTANCE OF TEMPORARY CONSTRUCTION EASEMENT DEED – SR 156 AT THE ALAMEDA RIGHT TURN LANE PROJECT

### RECOMMENDED MOTION:

Approve a Resolution approving the purchase offer in the amount of \$75,300 for the acquisition of right-of-way and a Temporary Construction Easement from APN 002-530-031, and accepting the Temporary Construction Easement Deed, and authorizing the City Manager to execute all necessary documents to complete the transaction and submit the required deed to Caltrans.

### RECOMMENDATION:

Staff recommends that the City Council adopt a resolution approving the purchase offer in the amount of \$75,300 and accepting the Temporary Construction Easement Deed for the property located at 315 The Alameda (APN 002-530-031) to facilitate the SR 156 at The Alameda Right Turn Lane project.

### EXECUTIVE SUMMARY:

The City of San Juan Bautista is facilitating a public improvement project at the intersection of State Route 156 and The Alameda to accommodate a condition of development for a new gas station. Caltrans has required the construction of a dedicated right turn lane from SR 156 onto The Alameda, which necessitates the acquisition of property rights from a private parcel located at 315 The Alameda (APN 002-530-031). After extensive negotiations, the property owner has agreed to a purchase offer in the amount of \$75,300. Staff recommends that the City Council approve the purchase offer, accept the Temporary Construction Easement Deed, and authorize the necessary actions to finalize the transaction and proceed with project implementation.

## BACKGROUND:

The development of a gas station at the southeast corner of SR 156 and The Alameda triggered a Caltrans condition requiring the construction of a dedicated right turn lane from SR 156 onto The Alameda. The turn lane design necessitates the acquisition of 35.04 square feet (SF) of fee simple property and 147.62 SF of Temporary Construction Easement (TCE) from the parcel at 315 The Alameda (APN 002-530-031).

The City engaged Hamner, Jewell & Associates (HJA) to lead right-of-way negotiations. Initial outreach to the property owner was met with limited response, and a waiver valuation offer of \$1,900 was declined. In April 2024, the City ordered a full appraisal, which returned a value of \$75,300, including \$74,124 in severance damages due to the proximity of the proposed roadway improvements to the residence.

Following continued outreach and in-person discussions, the owner agreed to the revised offer. On May 18, 2025, the City received executed documents from the owner. Acceptance of the purchase offer and TCE deed is required to complete the acquisition and initiate Caltrans' final approval and escrow process.

## DISCUSSION:

Hamner, Jewell & Associates (HJA) was engaged by the City to facilitate acquisition negotiations. The property owner, Ms. Lourdes Sanchez, initially showed minimal responsiveness. A waiver valuation of \$1,900 was presented but did not result in agreement. In order to preserve the City's ability to condemn the property, if necessary, a full appraisal was ordered and returned a value of \$75,300, which includes \$74,124 in severance damages due to the proximity of the proposed improvements to the residence.

The revised offer was approved by the City Manager on May 22, 2024, and delivered to the owner. Negotiations continued, and in April 2025, the owner agreed to sign the offer. The executed documents were received on May 18, 2025.

## FISCAL AND SUSTAINABILITY IMPACT:

The approved offer amount is \$75,300, funded by development-related obligations and subject to reimbursement through project-specific funding mechanisms

## ATTACHMENTS:

1. Resolution
2. Temporary Construction Easement Deed
3. Appraisal Summary
4. Executed Offer to Purchase

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
APPROVING THE PURCHASE OFFER AND ACCEPTING THE TEMPORARY  
CONSTRUCTION EASEMENT DEED FOR APN 002-530-031**

**WHEREAS**, the City of San Juan Bautista is undertaking public improvements required by Caltrans as a condition of a development project at SR 156 and The Alameda; and

**WHEREAS**, the proposed right turn lane from SR 156 to The Alameda requires acquisition of property rights from APN 002-530-031, located at 315 The Alameda, San Juan Bautista, CA; and

**WHEREAS**, the City engaged Hamner, Jewell & Associates to negotiate acquisition of 35.04 square feet in fee simple and 147.62 square feet of Temporary Construction Easement (TCE); and

**WHEREAS**, the property owner, Ms. Lourdes Sanchez, has executed the necessary documents, including the Temporary Construction Easement Deed; and

**WHEREAS**, the total purchase offer, based on a formal appraisal, is \$75,300 and includes compensation for severance damages.

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

The purchase offer in the amount of \$75,300 for the acquisition of right-of-way and TCE from APN 002-530-031 is hereby approved;

1. The Temporary Construction Easement Deed is hereby accepted;
2. The City Manager is authorized to take all actions necessary to complete the transaction, including execution of documents and coordination with Caltrans to transfer the fee simple deed;
3. The City Clerk shall certify to the passage and adoption of this Resolution.

**PASSED AND APPROVED**, by the City Council of the City of San Juan Bautista on this 17th day of June 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, City Clerk

Recording requested by:  
Hamner, Jewell & Associates  
Government Real Estate Services

When recorded, mail to:  
City of San Juan Bautista  
Attn: City Manager  
311 Second Street  
San Juan Bautista, CA 95045

Exempt from the \$75 Building and Jobs Act Fee per Gov't Code §27388.1(2)(D) Public Agency  
No fee pursuant to Government Code § 6103  
No Documentary Transfer Tax per R&T Code § 11922  
No Recording Fee per Government Code § 27383

APN: 002-530-031-000

## **TEMPORARY CONSTRUCTION EASEMENT DEED**

For a valuable consideration, receipt of which is hereby acknowledged,

Lourdes Sanchez, a single woman (hereinafter referred to as "Grantor"),

hereby grants to the

City of San Juan Bautista, a California municipal corporation, its successors and assigns  
(hereinafter referred to as "Grantee"),

A Temporary Construction Easement (hereinafter "Easement") for the purposes of facilitating construction of public improvements for The Alameda Right Turn Project, including the right to place equipment and vehicles, pile earth thereon, and utilize said Easement for all other related activities and purposes associated with facilitating and accomplishing the construction of the public improvements within the fee area separately granted to the State of California (the "Fee Area"), in, on, over, under, through, along and across that certain parcel of land described in Exhibit "A" and depicted in Exhibit "B", attached hereto and incorporated herein. Said Easement shall commence on July 1, 2025 and end on June 30, 2026, or completion of the Project, whichever occurs first. From when Grantee takes physical possession of the Easement and throughout the construction timeframe, Grantee shall have the right to fence and gate the Easement and have exclusive use thereof. Such rights granted to Grantee shall also apply to the Grantee's officers, agents, employees, contractors, consultants and assigns. Grantor shall have possession and control of the TCE Area until Grantee takes physical possession.

Upon completion of construction, the existing retaining wall in the Fee Area will be removed and reconstructed behind the sidewalk and within the Easement.

Upon completion of construction, with the exception of the relocated retaining wall, the TCE Area shall be generally restored to a comparable condition as that which existed prior to Grantee's access and use, to the extent reasonably practical.

GRANTOR:

Lourdes Sanchez  
Lourdes Sanchez

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

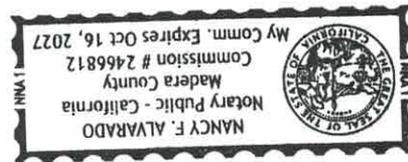
State of California  
County of Madera

On May 18 2025 before me, Nancy F. Alvarado, Notary Public, personally appeared Lourdes Sanchez, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (Seal)



**CERTIFICATE OF ACCEPTANCE**

This is to certify that the City of San Juan Bautista hereby accepts for public purposes the real property, or interest therein, described in that Temporary Construction Easement Deed dated \_\_\_\_\_, from Lourdes Sanchez, a single woman, Grantor therein, to the City of San Juan Bautista, Grantee therein, and consents to the recordation thereof.

In Witness Whereof, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2023.

By \_\_\_\_\_  
Name:  
Title:

ATTEST:

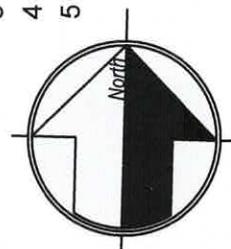
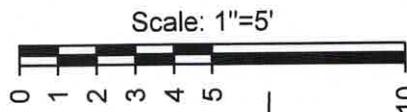
By \_\_\_\_\_  
Name:  
Title:



# Exhibit "B"

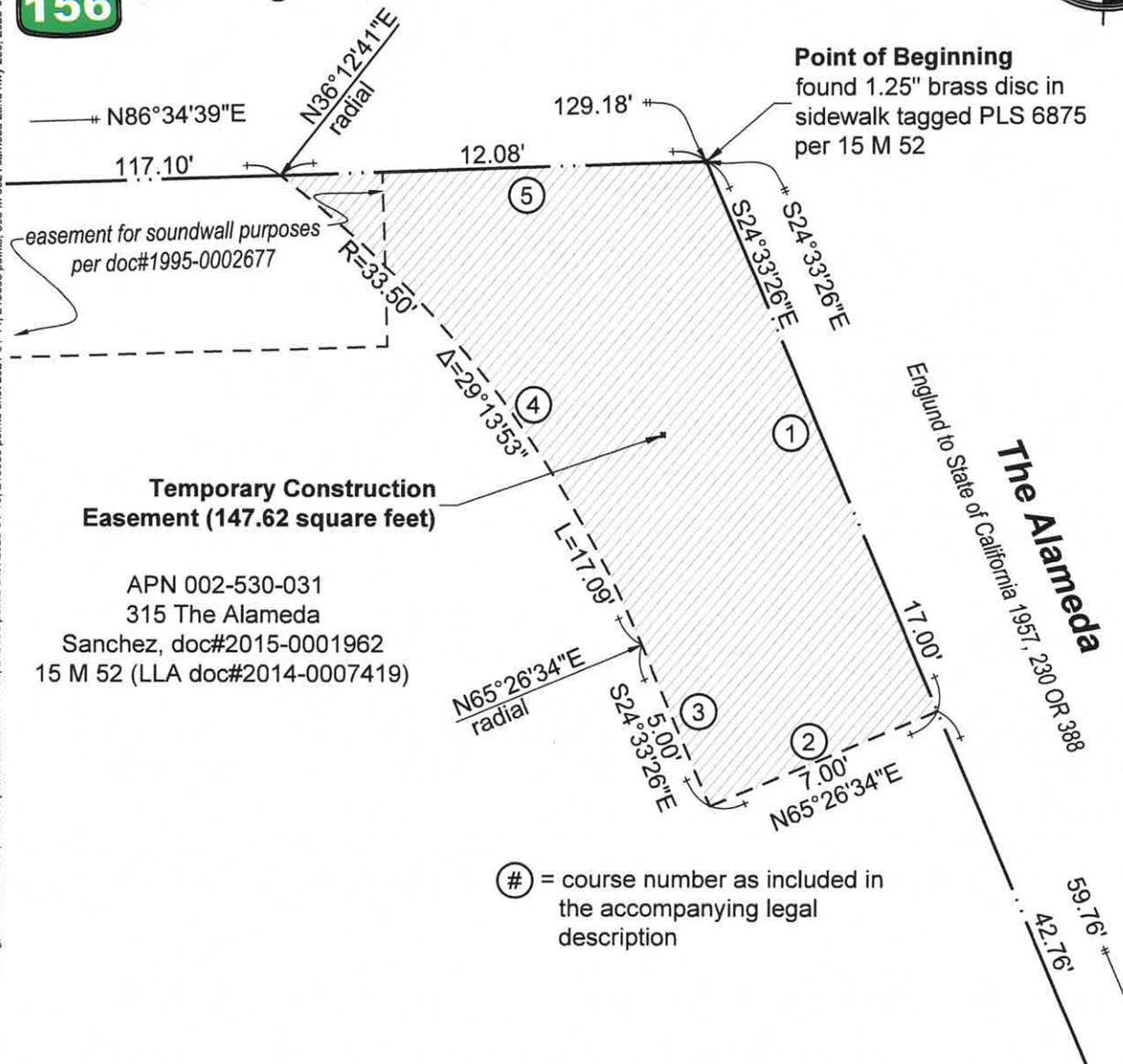


*Allen Andrade*  
3/2/2023



Englund to State of California 1957, 230 OR 388  
**State Highway Route 156**

**Point of Beginning**  
found 1.25" brass disc in  
sidewalk tagged PLS 6875  
per 15 M 52



**Temporary Construction Easement (147.62 square feet)**

APN 002-530-031  
315 The Alameda  
Sanchez, doc#2015-0001962  
15 M 52 (LLA doc#2014-0007419)

Ⓝ = course number as included in the accompanying legal description

D:\Local Allen-2023\Subs\213086 Drawal SJD\dwg\213086 Plat & Legal Temporary Construction Easement (2023-03-02).dwg - 3/2/2023 12:59 PM - Plotted 3/2/2023 1:00 PM by Allen-2023 Xrefs: 213086 2d existing; 213086 2d New; 213086 points shot 2020-01-13; 213086 points shot 2019-11-04; 213086 points shot 2021-01-14; 213086 points shot 2023-03-02 sign; 213086 plat legals for acquisition



**MH engineering Co.**

16075 VINEYARD BOULEVARD MORGAN HILL, CA 95037

(408) 779-7381

SCALE: 1"=5'

DRAWN BY: aa

JOB #: 213086

DATE: 2023-03-02

SHEET

B of

After Recording Return To:  
Department of Transportation – R/W  
50 Higuera Street  
San Luis Obispo, CA 93401-5415

STATE BUSINESS – FREE:  
This document presented for recording  
pursuant to Govt. Code Section 27383.

Documentary Transfer Tax:  
No Tax Due (Gov. Code 27383)  
CALIFORNIA DEPARTMENT OF  
TRANSPORTATION

BY: \_\_\_\_\_  
Signature of Declarant

Portion of APN: 002-530-031

Space above this line for Recorder's Use

## GRANT DEED

District	County	Route	Postmile	Number
5	SB	156	3.02	12697

Lourdes Sanchez,

a single woman (hereinafter called GRANTOR), hereby grants to the State of California, Department of Transportation (hereinafter called STATE), all that real property in the City of San Juan Bautista, County of San Benito, State of California, described as follows:

See Exhibits "A" and "B," attached.

The GRANTOR further understands that the present intention of the STATE is to construct and maintain a public highway on the lands hereby conveyed and the GRANTOR, for itself and its successors and assigns, hereby waives any and all claims for damages to GRANTOR's remaining property contiguous to the property hereby conveyed by reason of the location, construction, landscaping or maintenance of the highway.

GRANTOR

Dated: 5-18-25

Lourdes Sanchez  
Lourdes Sanchez

<b>Number</b>
12697

**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

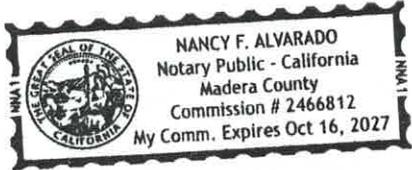
State of California  
County of Madera

On May 18, 2025 before me, Nancy F. Alvarado, Notary Public, personally appeared Lourdes Sanchez, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



Number
12697

This is to certify that the State of California, acting by and through the Department of Transportation (according to Section 27281 of the Government Code), accepts for public purposes the real property described in this deed and consents to its recordation.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Director of Transportation

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Attorney in Fact

# Exhibit "A"

A portion of that real property situated in the City of San Juan Bautista, San Benito County, State of California being a portion of the lands of Sanchez as described in that Grant Deed Recorded March 6, 2015 as document number 2015-0001962 San Benito County Records being more particularly described as follows:

Beginning at a 1.25" brass disc tagged PLS 6875 that is at the northeast corner of said lands of Sanchez according to that Record of Survey thereof recorded December 14, 2012 in Book 15 of Maps at Page 52 as document number 2012-0012413 San Benito County Records; Thence along the following courses:

- (1) along easterly line of The Alameda as shown on said survey South 24° 33' 26" East, 12.00 feet; thence;
- (2) leaving said easterly line South 65° 26' 34" West, 2.00 feet; thence,
- (3) along a curve to the left from a radial bearing of North 65° 26' 34" East, having a radius of 38.50 feet, through a central angle of 20° 56' 29", for an arc length of 14.07 feet to a point in the south line of State Highway Route 156 as described in that Deed from Englund to the State of California recorded March 11, 1957 in Volume 230, Page 388 San Benito County Records; thence;
- (4) along said south line of State Highway Route 156, North 86° 34' 39" East, 4.78 feet to the point of beginning.

Containing 35.04 square feet more or less.

This conveyance is made for the purpose of a freeway and the GRANTOR hereby releases and relinquishes to the STATE any and all abutter's rights of access, appurtenant to GRANTOR's remaining property, in and to the freeway over and across courses (2) and (3) described above.

END OF DESCRIPTION

See Exhibit "B" plat map attached and made part hereof.

This description was prepared by me or under my direction in conformance with the requirements of the Land Surveyor's Act.



Allen T. Andrade, LS 7741  
expires 12/31/2023

3/2/2023  
Date



**MH engineering Co.**

16075 VINEYARD BOULEVARD MORGAN HILL, CA 95037

(408) 779-7381

SCALE: n/a

JOB #: 213086

SHEET

DRAWN BY: aa

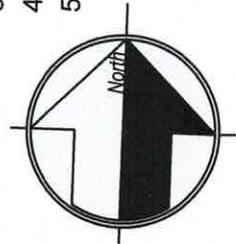
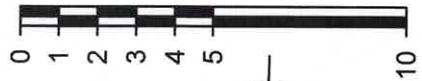
DATE: 2023-03-02

A of

D:\Local\Allen-2023\Jobs\213086\Drawal\_SJB\dwg\213086 Plat & Legal Right of Way Acquisition (2023-03-02).dwg - 3/2/2023 12:36 PM - Plotted 3/2/2023 1:01 PM by Allen-2023 Xrefs: 213086 2d existing; 213086 2D New; 213086 points shot; 2020-01-13; 213086 points shot; 2021-01-14; 213086 sign; 2023-03-02 sign; 213086 plat legals for acquisition

# Exhibit "B"

Scale: 1"=5'

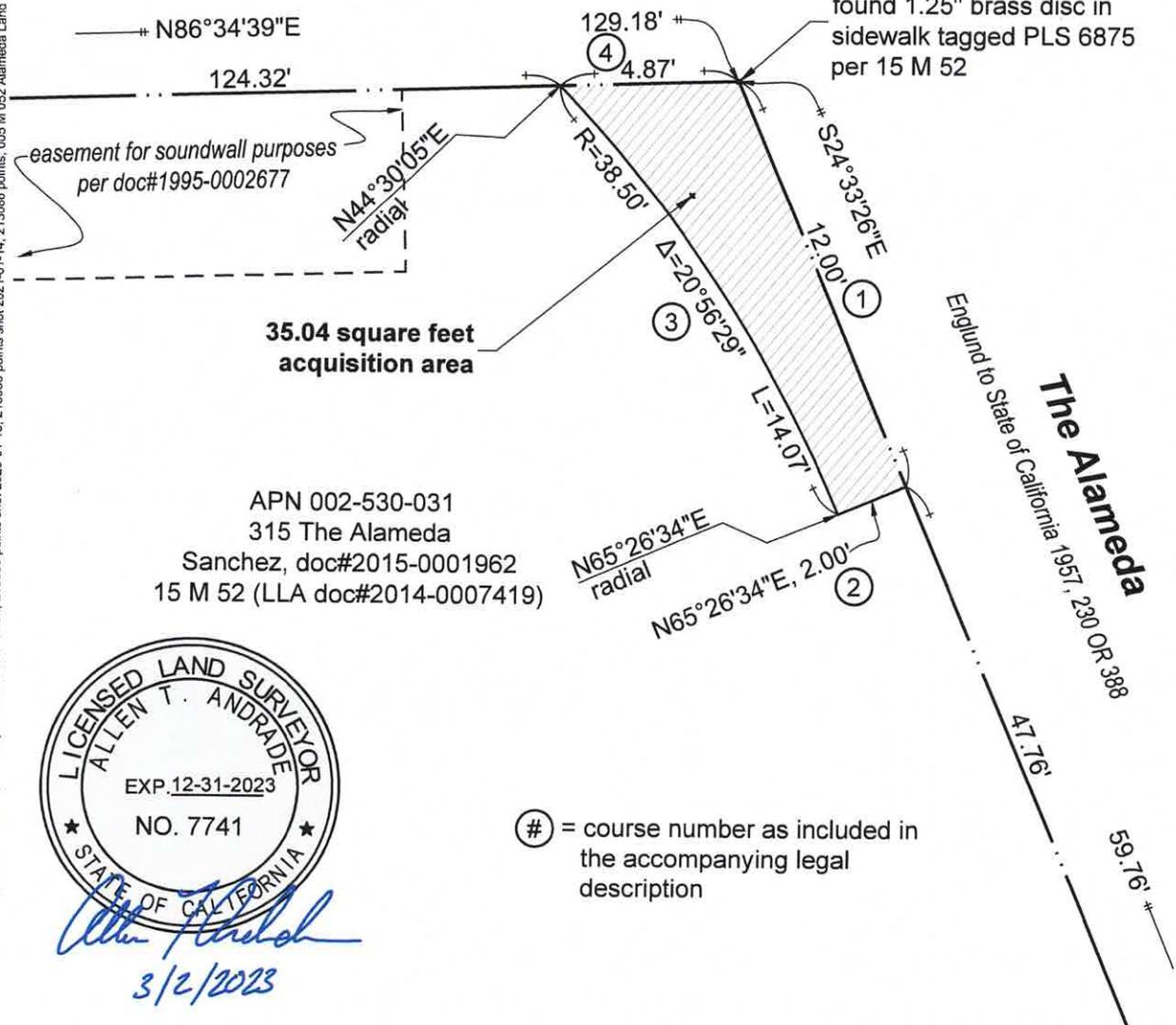


## State Highway Route 156

Englund to State of California 1957, 230 OR 388

### Point of Beginning

found 1.25" brass disc in sidewalk tagged PLS 6875 per 15 M 52



35.04 square feet acquisition area

APN 002-530-031  
315 The Alameda  
Sanchez, doc#2015-0001962  
15 M 52 (LLA doc#2014-0007419)

Englund to State of California 1957, 230 OR 388  
**The Alameda**



*Allen Andrade*  
3/2/2023

Ⓝ = course number as included in the accompanying legal description

D:\Local Allen-2023\Jobs\213086 Dedwall (S)\dwg\213086 Plat & Legal Right of Way Acquisition (2023-03-02).dwg - 3/2/2023 1:31 PM - Plotted 3/2/2023 12:36 PM - Plotted 3/2/2023 1:31 PM by Allen-2023 Xref: 213086 2d existing; 213086 2D New; 213086 points shot 2020-01-13; 213086 points shot 2021-01-14; 213086 points; 005 M 052 Alameda Land hwy 256; 2023-03-02 sign 213086 plat legals for acquisition



**MH engineering Co.**

16075 VINEYARD BOULEVARD MORGAN HILL, CA 95037 (408) 778-7381

SCALE: 1"=5'	JOB #: 213086	SHEET
DRAWN BY: aa	DATE: 2023-03-02	B of

ASSESSOR PARCEL NO.: 002-530-031-000  
PROJECT: The Alameda Right Turn Lane Project  
OWNER: Lourdes Sanchez

## PURCHASE AGREEMENT

THIS AGREEMENT is made and entered into by and between

Lourdes Sanchez (hereinafter called "Grantor"), and

The City of San Juan Bautista, a California municipal corporation (hereinafter called "City").

Instruments in the form of a Grant Deed (to the State of California) and a Temporary Construction Easement Deed (to the City) (collectively "Deeds") covering the property particularly described therein ("Property"), have been executed concurrently with this Agreement and delivered to City representatives.

In consideration of which, and other considerations hereinafter set forth, it is mutually agreed as follows:

1. The parties have herein set forth the whole of their agreement. The performance of this Agreement constitutes the entire consideration for said document and shall relieve the City of all further obligation or claims on this account, or on account of the location, grade or construction of the proposed public improvement, except as stated in Paragraphs 2.E. and 2.F. below.

2. The City shall:

A. PAYMENT - Pay to the order of the Grantor the sum of **SEVENTY-FIVE THOUSAND THREE HUNDRED DOLLARS (\$75,300)** as consideration in full for the Property, for the loss, replacement and moving of any improvements, and for entering into this Agreement. Said sum shall be paid when title to the Property has vested in City free and clear of all liens, encumbrances, assessments, easements and leases recorded or unrecorded, except for recorded public utility easements and public right of way.

B. RECORDATION OF INSTRUMENT - Accept the Deeds and cause the same to be recorded in the office of the San Benito County Recorder at such time as when clear title can be conveyed.

C. MISCELLANEOUS COSTS - Pay any escrow, title insurance, and recording fees incurred in this transaction.

D. CLEARANCE OF BONDS, ASSESSMENTS, OR DELINQUENT TAXES - Have the authority to deduct and pay from the amount shown in Clause 2.A. above any amount necessary to satisfy any bond demands and delinquent taxes due in any year except the year in which the Deeds record, together with penalties and interest thereon, and/or delinquent and

unpaid non-delinquent assessments which have become a lien as of the date of recordation of the Deeds.

E. CONSTRUCTION AND RESTORATION – Shall, upon completion of construction, restore landscaping and related improvements. And the City shall relocate/restore Grantor’s retaining wall within the temporary construction easement area to a comparable or better condition than that which existed prior to City’s project construction, to the extent reasonably practical. Said restoration shall include constructing a retaining wall in like kind as the existing wall. Said new wall section shall be constructed within the temporary construction easement behind the fee area granted to City herein.

F. INDEMNIFICATION - Indemnify and hold harmless Grantor from any and all claims, damages, costs, judgments, or liability proximately caused by City or its officers, employees, or agents specifically arising from City construction and restoration work on the Property.

3. The Grantor:

A. PAYMENT ON MORTGAGE OR DEED OF TRUST - Agrees that any or all monies payable under this Agreement up to and including the total amount of the unpaid principal and interest on the note(s) secured by mortgage(s) or deed(s) of trust, if any, and all other amounts due and payable in accordance with the terms and conditions of said mortgage(s) or deed(s) of trust, shall upon demand(s) be made payable to the mortgagee(s) or beneficiary(s) entitled thereunder. Grantor shall cooperate with the Escrow Officer in obtaining lien clearance documents from any and all creditors holding liens against the Property.

B. LEASE INDEMNIFICATION - Warrants there are no oral or written leases on all or any portion of the Property, or if there are such leases, Grantor agrees to hold the City harmless and reimburse City for any and all of its losses and expenses occasioned by reason of any lease of said Property held by tenant of Grantor.

C. PERMISSION TO ENTER - Hereby grants to the City, its agents and contractors, permission to enter the Property prior to the close of escrow for the purposes of preparation for the construction of the City’s facilities, subject to all applicable terms and conditions contained in this Agreement and the associated Deeds.

The temporary construction easement granted in the Temporary Construction Easement Deed shall commence on July 1, 2025, and shall automatically terminate upon completion of City’s construction or June 30, 2026, whichever occurs first. Grantor shall have use of the temporary construction easement area until City takes physical possession.

D. TITLE INDEMNITY AND WARRANTY - In consideration of the City waiving the requirements to clear any defects and imperfections in all matters of record title, the Grantor indemnifies and holds the City harmless from any and all claims that other parties may make or assert on the title to the Property. Grantor’s obligation to indemnify the City shall not exceed the amount paid to the Grantor under this Agreement. Grantor hereby represents and warrants that she is the sole vested owner of the Property, holding all ownership and possessory rights, and is

the authorized signatory to grant the rights referenced in this Agreement without conflict or claims from other parties.

E. HAZARDOUS SUBSTANCES - Represents and warrants, to the best of Grantor's knowledge, and after reasonable inquiry, the following:

During Grantor's ownership of the Property, Grantor knows of no disposal, releases, or threatened releases of hazardous substances on, from, or under the Property or Grantor's remaining adjacent property. Grantor further represents and warrants that Grantor has no knowledge of disposal, release, or threatened release of hazardous substances on, from, or under the Property, or Grantor's remaining adjacent property, which may have occurred prior to Grantor's ownership.

There is no pending claim, lawsuit, agency proceeding, or any administrative challenge concerning the presence or use of hazardous substances on or within the Property or Grantor's remaining adjacent property.

Grantor has not used the Property, or Grantor's remaining adjacent property, for any industrial operations that use hazardous substances. Grantor is not aware of any prior use of such property. Grantor has not installed any underground storage tanks, above ground storage tanks, barrels, sumps, impoundments or other containers used to contain hazardous substances on any part of the Property or Grantor's remaining adjacent property. Grantors are not aware of any such prior installations. The purchase price of the Property being acquired reflects the fair market value of the Property without the presence of contamination. If the Property is found to be contaminated by the presence of hazardous substances which require mitigation under Federal or State law, City may elect to recover its cleanup costs from those who caused or contributed to the contamination.

4. The Parties agree:

A. ESCROW - At City's option, to open an escrow in accordance with this Agreement at an escrow company of City's choice. Opening an escrow shall be at City's sole discretion and City may decide to process this transaction without the use of an escrow agent. However, if an escrow agent is utilized, this Agreement constitutes the joint escrow instructions of City and Grantor, and the escrow agent to whom these instructions are delivered is hereby empowered to act under this Agreement. The parties hereto agree to do all acts necessary to close this escrow in the shortest possible time.

If an escrow is utilized, as soon as possible after opening of escrow, City will deposit the executed Deeds by Grantor, with Certificate of Acceptance attached, with the escrow agent on Grantor's behalf. City agrees to deposit the purchase price upon demand of escrow agent. City and Grantor agree to deposit with escrow agent all additional instruments as may be necessary to complete this transaction. All funds received in this escrow shall be deposited with other escrow funds in a general escrow fund account(s) and may be transferred to any other such escrow trust account in any State or National Bank doing business in the State of California. All disbursements shall be made by check or wire transfer from such account.

Any taxes which have been paid by Grantor, prior to opening of this escrow, shall not be pro-rated between City and Grantor, but Grantor shall have the sole right after close of escrow, to apply to the County Tax Collector of said County for any refund of such taxes which may be due Grantor for the period after City's acquisition.

- i) ESCROW AGENT DIRECTIVES - Escrow Agent is authorized to, and shall:
  - a) Pay and charge Grantor for any unpaid delinquent taxes and/or any penalties and interest thereon, and for any delinquent assessments or bonds against that portion of Grantor's property subject to this transaction as required to convey clear title.
  - b) Pay and charge City for any escrow fees, charges and costs payable under Paragraph 2.C. of this Agreement;
  - c) Disburse funds and deliver Deeds when conditions of this escrow have been fulfilled by City and Grantor.
  - d) Following recording of Deeds from Grantor, if requested by City, provide City with a CLTA Standard Coverage Policy of Title Insurance in the amount of \$75,300 issued by a Title Company of City's choice showing that title to the Property is vested in City, subject only to the following exceptions, and the printed exceptions and stipulations in said policy:
    - 1) Real Property Taxes for the fiscal year in which escrow closes;
    - 2) Public utility easements and public rights of way;
    - 3) Item Nos. 3, 4, 5, 6, and 7 of the preliminary title report issued by First American Title Company, dated April 15, 2025, referenced as Order No. 5405-7263969; and
    - 4) Other items that may be approved in writing by City in advance of the close of escrow.
- ii) CLOSE OF ESCROW – The term “close of escrow,” if and where written in these instructions, shall mean the date necessary instruments of conveyance are recorded in the office of the County Recorder. Recordation of instruments delivered through this escrow is hereby authorized.

B. JUDGMENT IN LIEU OF DEED - In the event Grantor does not deliver title in a reasonable time under the terms of the Agreement, the City may file an action in eminent domain to pursue the acquisition of the Property, and this Agreement shall constitute a stipulation which may be filed in said proceedings as final and conclusive evidence of the total amount of damages for the taking, including all of the items listed in Section 1260.230 of the Code of Civil Procedure, regarding said property rights.

C. ARTICLE HEADINGS - Article headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants and conditions of this Agreement.

D. COMPLETE UNDERSTANDING - This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof, superseding all negotiations, prior discussions, and preliminary agreements or understandings, written or oral. This Agreement may not be amended except in writing by the parties hereto or their successors or assigns.

E. CITY COUNCIL APPROVAL - This Agreement is subject to and conditioned upon approval by the San Juan Bautista City Council. This Agreement is not binding upon the City until executed by the appropriate City official(s) acting in their authorized capacity.

F. COUNTERPARTS - This Agreement may be executed in counterparts, each of which so executed shall irrespective of the date of its execution and delivery be deemed an original, and all such counterparts together shall constitute one and the same document.

G. ELECTRONIC AND FACSIMILE SIGNATURES – In the event that the parties hereto utilize electronic or facsimile documents which include signatures, such documents shall be accepted as if they bore original signatures provided that documents bearing ORIGINAL SIGNATURES are provided following transmittal of the electronic or facsimile signature. Documents for recordation by the Clerk Recorder must contain original signatures.

H. TITLE VI CIVIL RIGHTS ACT COMPLIANCE - The parties to this contract shall, pursuant to Section 21.7(a) of Title 49, Code of Federal Regulations, comply with all elements of Title VI of the Civil Rights Act of 1964. This requirement under Title VI and the Code of Federal Regulations is to complete the USDOT-Non-Discrimination Assurance requiring compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21 and 28 C.F.R. Section 50.3.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity that is the subject of this contract.

---

**No Obligation Other Than Those Set Forth Herein Will Be Recognized.**

*Signatures follow on next page*

GRANTOR:

Lourdes Sanchez  
Lourdes Sanchez

Date: 5-18-25

GRANTOR'S MAILING ADDRESS:

Lourdes Sanchez  
617 Oregon Street  
Watsonville, CA 95076

CITY OF SAN JUAN BAUTISTA

By: \_\_\_\_\_  
Name:  
Title:

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

MAILING ADDRESS OF CITY:

City of San Luan Bautista  
Department of Public Works  
311 Second Street  
San Juan Bautista, CA 95045

## Minutes

- I. Approve the Special Meeting Minutes of May 5, 2025.
- J. Approve the Joint City Council/Planning Commission Meeting Minutes of May 13, 2025.
- K. Approve the Special Meeting Minutes of May 13, 2025.
- L. Approve the Regular Meeting Minutes of May 20, 2025.



# CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 4, 2025

**DEPARTMENT:** CITY MANAGER

**FROM:** ASHLEY COLLICK, CITY MANAGER

**TITLE:** FY 2025–26 BUDGET SUMMARY – ADVANCING STRATEGIC GOALS, OPERATIONAL READINESS, AND ORGANIZATIONAL DEVELOPMENT

## RECOMMENDATION:

Adopt a resolution approving the Final FY 2025–26 Budget, inclusive of all post-June 4, 2025 adjustments, and authorize staff to proceed with implementation effective July 1, 2025.

## INTRODUCTION

This report presents the Final FY 2025–26 Budget for adoption, following Council direction provided on June 4, 2025. Since that time, staff have made targeted revisions to address a projected General Fund shortfall and integrate confirmed contractual obligations, particularly the Fire Protection Services Agreement.

The final budget is structurally balanced, maintains essential reserves, and reflects strategic alignment with the City’s 5-Year Strategic Plan. It supports organizational readiness through deliberate staffing enhancements, operational efficiencies, and a robust Capital Improvement Plan (CIP) focused on infrastructure, accessibility, and community vitality.

## SUMMARY OF CHANGES SINCE JUNE 4, 2025

### 1. General Fund Balanced via Targeted Adjustments

In response to a projected General Fund deficit of \$193,955, the following Council-directed adjustments were implemented and are now reflected in the final budget:

- \$30,000 cancellation in Community Fund (nonprofit grant program)
- \$40,000 reduction in COLA assumption
- \$34,000 deferral of Administrative Assistant position
- \$31,000 reallocation of MNS contract costs to the Water Fund
- \$70,000 in soft cost reductions and contract savings across departments

Outcome: The General Fund is now balanced with a \$26,000 surplus and a beginning reserve of \$65,000.

## 2. Fire Protection Services Agreement Reflected

The renewed Fire Protection Services Agreement with the City of Hollister, approved after the June 4 meeting, is fully incorporated into the FY 25/26 budget. The contract establishes a cost of \$464,290 for the fiscal year and provides continuity of service through FY 2028–29. The cost is included under Public Safety expenditures.

## 3. Capital Improvement Plan Finalized

The budget affirms a \$5.7 million Capital Improvement Plan, including:

- Sewer Force Main and Rancho Vista lift station upgrades
- Third Street corridor and ADA accessibility improvements
- City Hall and Luck Park renovations
- Traffic impact fee and stormwater planning studies
- Water import pipeline design phase

These projects support regulatory compliance, infrastructure resilience, and quality of life, and are aligned with available funding.

### FISCAL IMPACT:

- The General Fund is balanced for FY 2025–26 with modest reserves.
- All enterprise and special revenue funds are adequately funded.
- Future budget planning will need to address public safety cost escalations and pursue additional revenue strategies.

### NEXT STEPS:

Upon Council approval:

- Staff will implement departmental budgets and launch capital projects
- Internal administrative adjustments will begin July 1, 2025
- Mid-year performance reporting will be scheduled
- A Fire Services District feasibility study will be initiated in coordination with the City of Hollister and San Benito County

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA  
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025–26, REFLECTING  
STRATEGIC ALIGNMENT, POST-JUNE 4 ADJUSTMENTS, AND  
ORGANIZATIONAL READINESS**

**WHEREAS**, on June 4, 2025, the City Council reviewed the Proposed Budget for Fiscal Year 2025–26 and received a staff report identifying a projected General Fund shortfall of approximately \$193,955; and

**WHEREAS**, the City Council provided direction to staff to implement specific adjustments totaling approximately \$205,000, including cost reductions, personnel deferrals, and reallocation of expenses across funds to restore a structurally balanced budget; and

**WHEREAS**, these adjustments have been incorporated into the Final FY 2025–26 Budget, which now reflects a balanced General Fund with a projected surplus of \$26,000; and

**WHEREAS**, the City Council, at its regular meeting on June 17, 2025, also recognized that the updated budget reflects the City’s previously approved Fire Protection Services Agreement with the City of Hollister, and has accounted for the associated Public Safety costs; and

**WHEREAS**, the Final FY 2025–26 Budget aligns department staffing, capital investments, and service delivery with the City’s adopted 5-Year Strategic Plan priorities, promoting organizational development, infrastructure modernization, and responsive governance;

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

1. The Final Budget for Fiscal Year 2025–26, as presented and amended to reflect all post-June 4, 2025 adjustments, is hereby adopted.
2. The City Manager is authorized to implement the adopted budget, including all appropriated operational and capital expenditures, staffing plans, and fund transfers consistent with Council direction.
3. The City Manager is further authorized to make administrative budget adjustments within adopted fund limits, and to return to the City Council for mid-year amendments as needed based on financial performance and operational needs.

**PASSED AND APPROVED** by the City Council of the City of San Juan Bautista on this 17th day of June, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

---

Leslie Q. Jordan, Mayor

**ATTEST:**

---

Elizabeth Soto, City Clerk



## CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

---

**DATE:** JUNE 17, 2025

**DEPARTMENT:** CITY MANAGER / ADMINISTRATION

**FROM:** ASHLEY COLLUCK, CITY MANAGER

**BY:** DAN DEVRIES, CHAIR, PLANNING COMMISSION  
ROY MORALES, PUBLIC SAFETY COORDINATOR  
ELIZABETH SOTO, CITY CLERK

**TITLE:** CONSIDER ESTABLISHING THE SAN JUAN BAUTISTA  
OFFICE OF FILM & TELEVISION

RECOMMENDATION:

This item is presented for Council discussion only. No formal action is requested at this time.

BACKGROUND & PURPOSE:

Staff recommends that the council consider the establishment of the SJB Film Office as a standing ad hoc advisory committee.

San Juan Bautista has a unique opportunity to market itself as a premier destination for film and television production. The city has already hosted notable projects such as *One Battle After Another* (2023) starring Leonardo DiCaprio and Sean Penn, and classic films like *Vertigo*. This proposal outlines the steps to formally create the SJB Film Office to streamline permitting, attract productions, and promote the city's visual assets.

As part of the City's broader economic development strategy, the establishment of the San Juan Bautista Film Office aims to position the town as a welcoming destination for film and television production. The goal is to attract projects that showcase San Juan Bautista's natural beauty, historic character, and cinematic value, while stimulating local revenue through lodging, catering, production services, and tourism.

This initiative supports Strategic Theme 1: Economic Development & Historic Preservation in the City's 5-Year Strategic Plan by leveraging San Juan Bautista's unique architectural and environmental assets to diversify the local economy and amplify cultural recognition.

## PROPOSED DETAILS:

### Step 1: Forming the Film Office

The Film Office would be structured as either an ad hoc or standing committee under the oversight of the City Council or Planning Commission, depending on direction from Council.

The initial membership structure would include:

- Two designated appointees — ideally one City Councilmember and one Planning Commissioner
- An optional staff liaison, appointed by the City Manager, who would assist with internal permit routing and serve as the day-to-day contact for production companies

This lean and functional model ensures both governance oversight and operational support.

#### Responsibilities

- Promote San Juan Bautista as a filming location
- Liaise with film commissions
- Streamline permitting
- Maintain a digital presence
- Report annually to the City Council

### Step 2: Adopting a Council Resolution

To formalize the establishment of the Film Office, a simple Council resolution would be introduced. The resolution would define:

- Purpose:  
“To promote San Juan Bautista as a filming destination and streamline support for film and television productions.”
- Authority:  
The Film Office will be empowered to:
  - Respond to filming inquiries
  - Coordinate with independent producers and major studios
  - Facilitate and streamline the local film permitting process
- Point of Contact:  
A designated committee member or staff liaison will serve as the primary industry contact, providing continuity and responsiveness.

### Step 3: Establishing a Web Presence

To effectively market the City’s offerings, the Film Office would develop a dedicated Film & TV webpage, either as part of the City’s main site or as a standalone microsite. This online hub would include:

- A highlight reel of past productions, including *Vertigo* and *One Battle After Another*
- A photo gallery showcasing iconic locations, from the Mission and adobe streetscapes to rural ranchlands
- A clear, easy-to-follow permitting process overview and staff contact information
- A persuasive “Why San Juan?” section, featuring:
  - Authentic Old California character
  - Preserved 1800s Mission-style and adobe architecture
  - Cinematic landscapes: vineyards, golden hills, and dramatic light
  - Proximity to the San Jose and San Francisco metro areas
  - Deep community and City support for film-friendly practices

#### Step 4: Industry Outreach & Promotion

To gain visibility within the production community, the city would take the following proactive steps:

- Register San Juan Bautista with the [California Film Commission](#) as an official filming location
- Submit a municipal profile to major location platforms such as Reel-Scout and Location Hub
- Develop a professional pitch deck titled *San Juan Bautista: California’s Best-Kept Cinematic Secret*, to include:
  - Prior filming credits and testimonials
  - Photo assets and maps
  - Information on nearby lodging, catering, and production infrastructure
  - Emphasis on ease of permitting and personalized support

#### Signature Filming Backdrops

San Juan Bautista offers a range of visually compelling environments:

- Mission San Juan Bautista (est. 1797): Iconic Spanish Mission architecture
- Historic 3rd Street: Western-style storefronts and saloons
- The Plaza: 19th-century town square with authentic period ambiance
- Hillside Cemeteries: Atmospheric, moody visuals
- Surrounding Ranchland: Rolling hills, barns, orchards, open country
- Hidden Vineyards: Untouched wine country charm, off the tourist path

## What We Offer to Productions

- Rapid Permitting: Dedicated liaison to navigate approvals quickly
- Community Buy-In: Enthusiastic support from residents and businesses
- On-Site Coordination: Help with local crews, staging, and logistics
- Affordable Fees: Small-town costs, big-screen potential
- Quiet Control: Minimal traffic, fewer interruptions, secure locations

This initiative creates a low-cost, high-return pathway to economic development through creative industry engagement. With its natural assets, historic setting, and welcoming environment, San Juan Bautista is ready to roll the camera on a new chapter of visibility and vitality.

### FISCAL IMPACT:

Minimal costs are associated with web development, outreach materials, and potential staff support. Future economic benefits are expected through increased tourism, local spending by production crews, and positive exposure.



City of San Juan Bautista  
May 2025 Monthly Public Safety Report

Roy Morales- Public Safety Coordinator

# Projects

- Enterprise Fleet Management contract
- Attended county wide 4<sup>th</sup> of July Rally safety meetings
- Coordinating with County agencies on encampment cleanup
- Coordinated 4<sup>th</sup> of July contracts
- Selected to work with County partners on a San Benito County Earthquake Tabletop Exercise
  - The group is creating curriculum for county wide emergency personnel training



# Law & Fire monthly summary



## **SHERIFF'S OFFICE**

- 2- Drunk in public arrest-100 block of 3<sup>rd</sup>-females (5/1 & 5/10)
- 1- DUI arrest during collision investigation-Alameda at 156
- 1- Warrant arrest Muckelemi St.
- 1- 5150 hold meds
- 8- Traffic citations
- 4- Graffiti cases of public property-

## **FIRE**

- 3- Fires
- 14- Medical
- 9- Vehicle Accidents (1 in the City)
- 3- Inspections
  - New Business- Barnyard Attic
  - Residential Solar
  - Weed Abatement – Mission Vista HOA

# **Code Enforcement Update**

- 5 new cases-ranging from building without permits, parking violations, zoning violations
- 1 Stop Work order for illegal dwelling unit
- Fire prevention focus on several properties throughout the city