



City of San Juan Bautista

The “City of History”

www.san-juan-bautista.ca.us

**CITY COUNCIL
REGULAR MEETING
TUESDAY, MAY 20, 2025, 5:30 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

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call 1 (669) 900-6833
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1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CLOSED SESSION 5:30 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))

3. 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.

4. PROCLAMATION

- A. LGBTQ+ Pride Month, June 2025
- B. Historical Preservation Awards:
Private: The Giraldo House / Public: The Robert Thomas Nyland Building (City Hall)
- C. Older Americans Month 2025

5. PUBLIC HEARING

A. Weed Abatement

Recommendation: Approve a **RESOLUTION** declaring the condition of certain properties to constitute a public nuisance, ordering the abatement of weeds thereon, and conduct a public hearing for the receipt of objections.

B. Review and Consider the Approval of a Development Permit for a Remediation and Restoration Plan to Abate the Public Nuisance on Certain Real Property Commonly Known As 451 San Juan Hollister Road (APN: 0025500080) In San Juan Bautista, as Directed by the City of San Juan Bautista City Council Resolution No. 2022-81 Approved on October 25, 2022.

Recommendation: City staff recommends the City Council approve the Remediation and Restoration Plan to abate the public nuisance on certain real property commonly known as 451 San Juan Hollister Road (APN: 0025500080, and approve the Development Permit for the property owner to implement the Remediation and Restoration Plan, subject to the Conditions Attached.

C. Consider Adoption of Resolution of Necessity to Acquire Certain Real Property or Interest in Real Property by Eminent Domain (*California Code of Civil Procedure Section 1245.235*) – *Item is being continued*

Recommendation: Consider adopting a **RESOLUTION** of necessity for taking by eminent domain the following property or interest(s) in real property for a public use, namely a dedication of a right turn lane at the intersection of State Route 156 and the southwest corner of The Alameda to improve traffic flow and safety ("Right Turn Lane Project"): Assessor Parcel No.: 002-530-031-000

6. ADMINISTRATIVE REPORT

- A. Treasurer's Report and Monthly Financial Statements

7. 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 – June 21, 2025
- D. Approve a Resolution Authorizing Closure of Streets for Los Padrinos 18th Annual Car Show – June 28, 2025

E. Valle Vista Lighting and Landscaping Maintenance District

- Recommendation:
- 1.) Approve A **RESOLUTION** of the City Council of The City Of San Juan Bautista Ordering Preparation of An Engineer's Report for Fiscal Year 2025-26 For Valle Vista Landscape and Lighting Maintenance Assessment District No. 1
 - 2.) Approve A **RESOLUTION** of the City Council of The City Of San Juan Bautista Declaring Its Intention to Levy and Collect Assessments Within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 For Fiscal Year 2025-26 And Setting the Time and Place for A Hearing on Said Assessment
 - 3.) Receive and consider the attached draft Assessment Report to be the subject of final acceptance at the Public Hearing.
 - 4.) Approve A **RESOLUTION** Of the City Council of The City Of San Juan Bautista Ratifying 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

F. Community Facilities District No. 2018-01

- Recommendation:
- 1.) Approve A **RESOLUTION** of the City Council of The City of San Juan Bautista Ordering Preparation of An Engineer's Report for Fiscal Year 2025-26 For Community Facilities District No. 2018-01
 - 2.) Approve A **RESOLUTION** of the City Council of the City Of San Juan Bautista Declaring its Intention to Levy and Collect Assessments Within Community Facilities District No. 2018-01 for Fiscal Year 2025-26 and Setting the Time and Place for a Hearing on Said Assessment
 - 3.) Receive and consider the attached draft Engineer's Report to be the subject of final acceptance at the Public Hearing.
 - 4.) Approve A **RESOLUTION** of The City Council of The City of San Juan Bautista Ratifying the Report Prepared in Connection with the Fiscal Year 2025-26 Levy of Assessments in Connection with Community Facilities District No. 2018-01 For Fiscal Year 2025-26

G. Adoption of Urban Water Management Plan Participation and Cost Sharing Agreement

- Recommendation: Adopt a **RESOLUTION** authorizing the City of San Juan Bautista to participate in the preparation of the 2025 San Benito Urban Area (SBUA) Urban Water Management Plan (UWMP), share in the costs of preparation, and designate the City Manager to execute all related documents

H. Staff Retreat Summary and Draft Implementation Plan

- Recommendation: Approve a Receive and file this report summarizing the Staff Retreat outcomes and draft action plan developed from the "SOAR with the City of San Juan" retreat sessions held in April 2025. Should time permit, a brief presentation summarizing key points will be provided.

- I. Approve the Regular Meeting Minutes of April 22, 2025.
- J. Approve the Special Meeting Minutes of May 5, 2025.

8. 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. Proposed Organizational Structure and Staffing Plan- Fiscal Year 2025/26 Budget Preparation

Recommendation: Receive the presentation and provide direction.

B. Fire Protection Services – Status Update and Council Direction

Recommendation: Receive the updated report on the status of the Fire Protection Services Contract and authorize staff to enter into a mutually beneficial partnership with San Benito County for fire protection services

9. 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.

10. 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 subject to Staff's ability to post the documents before the meeting, or City Clerk Elizabeth Soto at 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 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, May 16, 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**



~ LGBTQ+ Pride Month, June 2025 ~

WHEREAS, the City Council of San Juan Bautista recognizes and proclaims the month of **June 2025** as Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) “**Pride Month**” throughout the City of San Juan Bautista; and

WHEREAS, City of San Juan Bautista joins to observe Pride Month with a Pride flag raising ceremony to honor the history of the LGBTQ+ liberation movement and to support the rights of all residents to experience equality and freedom from discrimination; and

WHEREAS, the rainbow flag is widely recognized as a symbol of pride, inclusion, and support for social movements that advocate for LGBTQ+ people in society; and

WHEREAS, the City of San Juan Bautista is committed to supporting visibility, dignity and equality for LGBTQ+ people in our diverse community; and

WHEREAS, this nation was founded on the principle that every individual has infinite dignity and worth, and the City Council calls upon the people of San Juan Bautista to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, celebrating **Pride Month** influences awareness and provides support and advocacy for the Pride Month LGBTQ+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights; and

WHEREAS, the rainbow flag will be raised on June 1, 2025 recognizing all LGBTQ+ residents whose influential and lasting contributions to our neighborhoods make San Juan Bautista a vibrant community in which to live, work and visit.

NOW, THEREFORE BE IT RESOLVED on behalf of the San Juan Bautista City Council we do hereby proclaims **JUNE 2025** as “**PRIDE MONTH**” in support of the LGBTQ+ community.

Dated this 20th day of May 2025.

Mayor Scott Freels

Mayor Pro Tem Leslie Q. Jordan

Councilmember John Freeman

Councilmember Morris-Lopez

Councilmember Sabathia



SAN JUAN BAUTISTA HISTORICAL SOCIETY

P.O. Box 11, San Juan Bautista, CA 95045
(831) 524-1605 sjbhistoricalsociety@gmail.com
Third & Monterey Streets

To: Historic Resources Board and Planning Commissioners

Re: National Preservation Month recognitions

Date: April 28, 2025

Dear Members of the Historic Resources Board and Planning Commission,

In May 2012, the Planning Commission implemented a program to recognize property owners and businesses who made significant improvements to their properties that enhance and maintain the overall area and help attract visitors to the City. Their guidelines for selection are the *Secretary of the Interior Standards for the Treatment of Historic Properties*, "intended to promote responsible preservation practices that help protect our Nation's irreplaceable cultural resources." Attached is a list of previous honorees.

Because these are historic properties, the Planning Commission asks the Historic Resources Board for its advice, based on the recommendations by the SJB Historical Society. The Planning Commission is asked to approve the selection by resolution tonight, and formal recognition will be made by City Council at their May 20 meeting. Staff will send letters to the property owners congratulating them and inviting them to appear at that City Council meeting.

For your review and approval, the SJB Historical Society nominates the owners of the properties below for Certificates of Recognition for their investments of time, talent and treasure.

Private: The Giraldo House at 609 Third Street is a vernacular wood-framed, Hall-and-Parlor type of home built in 1860 and is fairly typical of a workingman's cottage. Historic character-defining features include the side-gabled roof, the full-width front porch, one-story massing, symmetrical façade, along with the façade's door and windows, the porch balustrade, and other pre-1908 fenestration, which have been preserved. At least four additions were constructed prior to 1908; all of these changes have acquired historic significance in their own right and have been retained and preserved. Property owners Cara Vonk and Irvin Fegley have painstakingly repaired rather than replace salvaged redwood for missing siding and decomposed plank floors; installed a foundation (there wasn't one); stripped the entire exterior of lead paint and repainted (twice); installed new wiring and plumbing; restored all the interior rooms, and more.

Public: The Robert Thomas Nyland Building (City Hall) at 311 Second Street is a 1957 one-story (Late) Spanish Colonial Revival. This building was donated by the Nyland family (descendants of the Breens) in honor of their son -- a "casualty" of WWII -- and is an excellent example of a later Spanish Colonial Revival in a public building. Its long low lines, scale, massing, and materials tie it effectively with its neighbor across the street, Mission San Juan Bautista. City Hall is an important element of the continuing historic fabric of San Juan Bautista. Recent maintenance and improvements include replacement of the red mission roof tiles in 2018; interior and exterior painting, and most recently, the lighting in the Council Chambers has

been upgraded to LED, which is adjustable with different light spectrums and intensity depending on the conditions.

These property owners have modeled responsible stewardship of historic buildings that welcome visitors and residents to historic San Juan Bautista. The many character-defining features of these structures have been preserved, and the rehabilitations have extended the economic lives of the buildings and enhanced the historic ambiance of authentic San Juan Bautista.

Thank you for your consideration.

Wanda Guibert, President
San Juan Bautista Historical Society



CITY OF MEXICO
311
SECOND ST.
CITY HALL
SAN JUAN BAUTISTA

**San Juan Bautista
California**



~ Older Americans Month, May, 2025 ~

WHEREAS, the City of San Juan Bautista is home to many older Americans who contribute their time, wisdom, and experience to our community; and

WHEREAS, San Benito County had the third-fastest-growth rate of people over 65 in California counties in the 2020 census; and

WHEREAS, aging is a dynamic process that leads to new abilities and knowledge to share with our community; and

WHEREAS, communities benefit when people of all ages, abilities, and backgrounds have the opportunity to contribute and live meaningful lives; and

WHEREAS, the City of San Juan Bautista recognizes the need to create a community that offers the services and supports older adults may need to make choices about how they age; and

WHEREAS, the City of San Juan Bautista can help to “Flip the Script” on aging by:

- Identifying and challenging harmful stereotypes about aging,
- Starting and continuing intergenerational conversations that empower older adults,
- Embracing a “can do” attitude toward combatting ageism,
- Emphasizing that growing older means living fully, not slowing down,
- Celebrating our community’s diversity.

NOW, THEREFORE, I, Mayor Jordan, on behalf of the San Juan Bautista City Council, do hereby proclaim **MAY 2025** as **OLDER AMERICANS MONTH**. I urge every resident to celebrate the contributions of older adults, to reaffirm our commitment to creating an inclusive society, and to embrace the many opportunities that come with aging.

Dated this 20th day of May 2025

Leslie Q. Jordan, Mayor



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025
DEPARTMENT: FIRE
BY: JONATHAN GOULDING, FIRE CHIEF
TITLE: ABATEMENT HEARING

Recommended

RECOMMENDED MOTION:

Staff recommends that the City Council ADOPT a Resolution declaring the condition of certain properties to constitute a public nuisance, ordering the abatement of weeds thereon, and conduct a public hearing for the receipt of objections.

BACKGROUND:

This Public Hearing is to hear objections to the proposed abatement of weeds and other flammable materials existing on said properties; (Attachment 1) and written notice of the proposed abatement and hearing date was mailed to all affected property owners in the manner and form required by law on April 23, 2025.

DISCUSSION:

Annually, the City has a weed abatement program to reduce the fire hazard and other noxious and dangerous aspects of weeds growing on public and private property. The action proposed is adopt the Resolution declaring certain properties to constitutes a public nuisance, ordering the abatement thereon, setting a public hearing and ordering notices to be sent to affected property owners. All costs associated with the program shall be assessed as liens filed on the property on which abatement is performed.

FISCAL IMPACT:

Estimated costs to be recovered from property owners.

ATTACHMENTS:

Attachment 1 – 2025 Weed Abatement List

RESOLUTION NO. 2025-XX

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

WHEREAS, at the City Council Meeting on April 15, 2025, the City Council adopted Resolution 2025-13 declaring weeds to be a nuisance; and

WHEREAS, a Public Hearing was scheduled for May 20, 2025 at San Juan Bautista Council Chambers, to hear objections to the proposed abatement of weeds and other flammable materials existing on said properties; and

WHEREAS, written notice of the abatement date of May 19, 2025, and Public Hearing date of May 20, 2025 was mailed to all affected property owners in the manner and form required by law: and

WHEREAS, on May 20, 2025 at the Public Hearing, the City Council received and considered all reports, recommendations and testimony relating to the proposed abatement of identified properties.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Fire Chief, and/or his representative or agent, is hereby theorized to abate weeds and other flammable materials existing or maintained on those properties identified in the attached Exhibit "A".
2. The Fire Chief, and/or his representative or agent, shall keep an itemized accounting of costs relating to each such abatement, including administrative costs, and after confirmation by the City council, said costs shall constitute a lien against the subject property, and personal obligation of the property owner.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a Regular Meeting held this 20th day of May, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Leslie Q. Jordan, Mayor

ATTEST:

Elizabeth Soto, Deputy City Clerk

**2025
Weed Abatement
Official List
Exhibit "A"**

Parcel No.	Owner/Caretaker	Physical Location
002-080-008-000	RODRIGUEZ MARIE ET AL	700 SECOND STREET
002-130-004-000	THOENY FAMILY TRUST	501 THIRD STREET
002-160-013-000	BAINS FAMILY TRUST	0 THIRD STREET
002-190-010-000	LIU GEORGINA L	0 FOURTH STREET
002-190-011-000	GAVILAN INV LLC A CA LTD LIAB CO	33 WASHINGTON STREET - OPEN LOT
002-210-002-000	SANTANA ANGELINA ALICIA ET AL	0 FOURTH STREET
002-220-003-000	CITY OF SAN JUAN BAUTISTA	0 THIRD STREET
002-230-001-000	LOAYZA ROSA & EDMUNDO	1130 FIRST STREET
002-230-004-000	LOAYZA EDMUNDO M LIV TR ET AL	0 FIRST STREET
002-230-005-000	LOAYZA EDMUNDO M LIV TR ET AL	0 FIRST STREET
002-230-006-000	LOAYZA EDMUNDO M LIV TR ET AL	0 FIRST STREET
002-230-007-000	LOAYZA ROSA & EDMUNDO	0 FIRST STREET
002-230-008-000	LOAYZA EDMUNDO M LIV TR ET AL	0 FIRST STREET
002-240-013-000	RIBEIRO ALBERT D-ESTHER	1024 FIRST STREEET

**2025
Weed Abatement
Official List**

Exhibit "A"

002-250-005-000	COKE DALE C LIVING TRUST	0 FIRST STREET
002-250-006-000	DIOCESE OF MONTEREY ED & WEL CORP	0 SECOND STREET
002-250-006-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1109 THIRD STREET
002-260-049-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1111 THIRD STREET
002-260-050-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1113 THIRD STREET
002-260-051-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1115 THIRD STREET
002-260-052-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1117 THIRD STREET
002-260-053-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1119 THIRD STREET
002-260-054-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1121 THIRD STREET
002-260-055-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	1123 THIRD STREET
002-260-056-000	HILLSIDE VISTAS LLC A CA LTD LIAB CO	0 THIRD STREET # PCL A
002-270-002-000	SAN BENITO CO CHPTR JAPANESE-AMER CIT	708 FIRST STREET
002-290-043-000	RAYMER FAMILY TRUST	0 MONTEREY STREET
002-310-002-000	ROMAN CATHOLIC BISHOP OF MONTEREY	0 RODEO GROUNDS
002-320-002-000	MANNING FAMILY TRUST	63 MUCKELEMI STREET

**2025
Weed Abatement
Official List**

Exhibit "A"

002-320-006-000	POST 6359 VETERANS OF FOREIGN WARS	SAN JUAN BAUTISTA
002-320-008-000	MANNING KATHLEEN ET AL	0 MONTEREY STREET
002-320-011-000	SAN BENITO HEALTH FOUNDATION	0 MUCKELEMI STREET
002-340-006-000	FERNANDEZ ROBERT & MARTHA	11 FRANKLIN STREET
002-340-007-000	FERNANDEZ ROBERT & MARTHA	0 FRANKLIN STREET
002-350-002-000	SAN BENITO HEALTH FOUNDATION	70 MUCKELEMI STREET
002-350-030-000	SAN BENITO HEALTH FOUNDATION	0 MUCKELEMI STREET
002-370-020-000	ALEXANDER PATRICIA M	400 SIXTH STREET
002-420-017-000	NINO REAL ESTATE	302 SEVENTH STREET
002-430-020-000	DALOIA FAM TR	0 FRANKLIN STREET
002-470-008-000	FIRPO ANGELA LIVING TRUST	0 FRANKLIN STREET
002-480-002-000	WALKER SUSAN J & RANDY	22 FRANKLIN ST - "OPEN SPACE"
002-480-006-000	ALDERETTE CLAUDETE	100 THE ALAMEDA
002-490-002-000	NEUBAUER ANDREW-MARGARET LIV TRUST	10 FRANKLIN STREET
002-510-001-000	MEDINA PAUL TR ET AL	501 WASHINGTON STREET

**2025
Weed Abatement
Official List**

Exhibit "A"

002-510-005-000	CITY OF SAN JUAN BAUTISTA	0 LANG STREET
002-510-006-000	CITY OF SAN JUAN BAUTISTA	0 LANG STREET
002-510-007-000	CITY OF SAN JUAN BAUTISTA	0 LANG STREET
002-520-001-000	WILLIAMS ELIZABETH ANN	99 LANG STREET
002-520-012-000	SJB DEVELOPMENT A CA CORP	0 THE ALAMEDA
002-520-013-000	HACIENDA DE LEAL LLC A CA LTD LIAB CO	410 THE ALAMEDA
002-530-021-000	ALNAS JOHN-LUPE FAMILY TRUST	18 LANG STREET
002-540-002-000	CITY OF SAN JUAN BAUTISTA	0 LAUSEN DR
002-540-009-000	SAN BENITO AGRICULTRUAL LAND TRUST	0 SAN JUAN HWY
002-540-011-000	DENNY CARA L	0 POLK STREET
002-550-003-000	KURASAKI KAZUKO ET AL	400 SAN JUAN HOLLISTER HWY
002-550-004-000	KURASAKI KAZUKO ET AL	400 SAN JUAN HOLLISTER HWY
002-550-006-000	DIAS GEORGE J JR & GEORGE A	1020 MISSION VINEYARD RD
002-563-002-000	HANSON ABE-SHARON	153 LANG STREET
002-590-021-000	MISSION VISTA HOMEOWNERS ASSN A CAL CORP	1 VIA PADRES - ALONG THOMAS LN



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025

DEPARTMENT: PLANNING DEPARTMENT AND OFFICE OF THE CITY ATTORNEY

FROM: ILSE LOPEZ-NARVAEZ, ASSOCIATE PLANNER
JON GIFFEN, CITY ATTORNEY

BY: ILSE LOPEZ-NARVAEZ, ASSOCIATE PLANNER
JON GIFFEN, CITY ATTORNEY

TITLE: REVIEW AND CONSIDER THE APPROVAL OF A DEVELOPMENT PERMIT FOR A REMEDIATION AND RESTORATION PLAN TO ABATE THE PUBLIC NUISANCE ON CERTAIN REAL PROPERTY COMMONLY KNOWN AS 451 SAN JUAN HOLLISTER ROAD (APN: 0025500080) IN SAN JUAN BAUTISTA, AS DIRECTED BY THE CITY OF SAN JUAN BAUTISTA CITY COUNCIL RESOLUTION NO. 2022-81 APPROVED ON OCTOBER 25, 2022.

RECOMMENDATION AND RECOMMENDED MOTION:

City staff recommends the City Council approve a resolution to approve the property owner's Remediation and Restoration Plan to abate the public nuisance on certain real property commonly known as 451 San Juan Hollister Road (APN: 0025500080) and approve a Development Permit for the property owner to implement the Remediation and Restoration Plan, subject to the conditions set forth below and which are contained in Attachment "D."

SUMMARY:

Since 2020, the property located at 451 San Juan Hollister Road (APN: 0025500080) has had various activities occur on-site as well as on and adjacent to the eastern and southern banks of San Juan Creek for which the permitting status has been the subject of an ongoing dispute between the property owner and the City.

Although the property owner obtained a grading permit in 2020 for some work, the City staff believed that the work the owner conducted was not authorized in the permit. In 2021, the property owner conducted further site work during periods of severe rain events to protect the property from flooding caused by the diversion of flood flows from other properties onto the subject property, but the property owner did not obtain a grading permit. Staff determined that

various activities associated with the work in 2020 and 2021 were not covered by required permits and have resulted in potential impacts to the property conditions.

After conducting a site visit on May 24, 2022 at 451 San Juan Hollister Road, the City then issued a notice of violation and required that the property owner submit: 1) characterization of the grading and fill and 2) a program be developed for remediation including removal of grading spoils, and restoration of the hydraulic capacity and biological habitat of the San Juan Creek to the satisfaction of the City. Subsequently, on October 25, 2022, the City adopted a Notice to Abate Nuisance (Resolution No. 202281, Attachment “A”). Since that time, the City and property owner have been engaged in litigation and a dispute resolution proceeding to resolve their dispute regarding the alleged violation.

In furtherance of the City’s and property owner’s efforts to resolve the matter, following the City’s review and preparation of additional technical reports, in January 2025, the property owner submitted a revised Remediation and Restoration Plan, as well as a Stabilization Plan, which proposed and identified restorations areas of approximately 0.15 acres along the northern portion and 0.27 acres along the western portion of the property. The Remediation and Restoration Plan is attached as Attachment “B”. The Remediation and Restoration Plan has been prepared and completed with the assistance of the property owner’s consultants (EMC Planning Group, Kelley Engineering and Surveying), and reflects further revisions recommended by the City Consultants (David J. Powers & Associates, H.T. Harvey & Associates, Albion, Schaaf & Wheeler), and City Staff, and meets the requirements of the Corrective Actions specified in the Notice To Abate Nuisance which are the subject of a separate dispute resolution process.

All restoration areas on the property and along the banks of San Juan Creek would be stabilized using one or more accepted methods and the property owner would install a silt fence inside the existing chain link fence along the site frontage to prevent sediment from entering the creek. The approval and work of the Development Permit and Remediation and Restoration Plan are categorically exempt under CEQA.

STAFF ANALYSIS

The project site is approximately 18.07-acres and is located at 451 San Juan Hollister Road (APN: 002550008) in the City of San Juan Bautista. The site is currently being used as a trucking business for vehicle storage and pallet storage. The project site is surrounded by residential uses to the north, industrial uses to the northeast, east and south of the property, and agricultural uses to the south and southwest of the property as shown in Figure 1.

Figure 1: Surrounding Land Use



Source: San Benito County GIS

San Juan Creek currently flows along the northern and western boundaries of the site. An aerial photograph of the project site and surrounding area is shown in Figure 2.

Figure 2: Aerial Photograph and Surrounding Land Uses



Source: EMC Planning Group Inc., May 2023.

The proposed project at 451 San Juan Hollister Road involves remediation, restoration, and stabilization of areas impacted by unpermitted grading and fill activity adjacent to San Juan Creek, located within the City’s jurisdiction. The proposed project work includes the removal of

fill, restoration of riparian and wetland habitat, and measures to restore floodplain and hydraulic functions that were compromised by prior unauthorized activities.

CEQA

The City has reviewed the proposed project and work of the Remediation and Restoration Plan pursuant to the California Environmental Quality Act (CEQA) and determined that the proposed project and work qualifies for a Categorical Exemption in accordance with CEQA. The proposed remediation and restoration project at 451 San Juan Hollister Road in the City of San Juan Bautista is categorically exempt from CEQA under CEQA Guidelines Sections:

- Section 15308 (Class 8) – Actions by Regulatory Agencies for Protection of the Environment
- Section 15333 (Class 33) – Small Habitat Restoration Projects

FISCAL IMPACT

The City has incurred substantial costs and fees in retaining environmental consultants to prepare the technical reports on which the Categorical Exemption is based. The City has also incurred attorneys' fees and costs to defend itself in the pending federal court litigation. These fees and costs are subject to reimbursement from the property owner in that litigation and will be addressed by a Magistrate Judge in the dispute resolution process or, if that fails, before a Federal Judge at a trial.

PROJECT CONDITIONS

1. The applicant shall comply with all terms and measures of the Development Permit and Remediation Plan. The City shall approve the selection of the qualified biologist, arborist, restoration ecologist, archaeologist, surveyor, and other professionals retained to monitor the work. Their fees shall be the responsibility of the applicant.
2. The applicant shall enter into an indemnification and hold harmless agreement with the City of San Juan Bautista for the approval of the project.
3. The applicant or contractor shall obtain an encroachment permit for any work performed within the City of San Juan Bautista public right of way.
4. The applicant shall submit for and obtain a grading permit for the site including drainage provisions and compliance with flood zone elevation requirements.
5. The applicant shall enter into a maintenance agreement with the City for continual maintenance of the landscaping and irrigations system for all landscaping and irrigation installed on the site.
6. Construction on the site shall be restricted to the hours of 7:00 A.M. to 6:00 P.M. Monday and 8:00 A.M. to 5:00 P.M. on Saturday. No construction shall be allowed

on Sundays or Federal Holidays.

7. The applicant shall select or mitigate mechanical equipment to meet applicable noise standards. To be considered "Normally acceptable" according to the City General Plan and Municipal Code, mechanical noise would need to be reduced to DNL 60 dB at the nearest residential property line and DNL 65 dB at the nearby hotel property line. These noise levels would also satisfy the County General Plan Goal HS-8.11 guidelines.

To meet the draft City noise ordinance limits and the county General Plan Goal HS-8.1, noise levels at the nearest residential receivers are to be limited to an hourly Leq of 55 dB and maximum noise level of 70 dB during the daytime hours and hourly Leq 45 dB and a maximum noise level of 65 dB during nighttime hours.

8. All Truck deliveries at the site that require the use of backup alarms should be limited to daytime hours. (Mitigation 3a.)
9. The applicant shall require a reduction in the potential noise impact from construction-related activities, they are to be conducted in accordance with the following:
 1. Construction shall occur only from 7:00 a.m. to 6:00 p.m. on weekdays and from 8:00 a.m. and 5:00 p.m. on Saturdays. No construction shall be allowed on Sundays or Federal holidays.
 2. During construction, mufflers shall be provided for all heavy construction equipment and all stationary noise sources in accordance with the manufacturer's recommendations.
 3. Limit unnecessary idling of internal combustion engines.
 4. Stationary noise sources and staging areas shall be located as far as is feasible from existing noise sensitive receivers. Locating stationary noise sources near existing roadways away from adjacent properties is preferred. If located otherwise, stationary noise sources are to be enclosed or shielded from neighboring noise sensitive properties with noise barriers to the extent feasible.
 5. Air compressors and pneumatic equipment should be equipped with mufflers, and impact tools should be equipped with shrouds or shields.
 6. A construction liaison shall be designated to ensure coordination between construction staff and neighbors to minimize disruptions due to construction noise. Neighboring property owners within 300 feet of construction activity shall be notified in writing of the contact information for the construction liaison.
 7. Neighboring property owners within 300 feet of construction activity shall be notified in writing of the construction schedule and at least 30 days prior to loud, noise-generating activities. The notification is to include the nature and

estimated duration of the activity.

10. The applicant shall have the following note placed upon all construction plans and drawings of the project:

If prehistoric or historic archaeological resources or human remains are unexpectedly discovered during construction, work shall be halted within 50 meters (160 feet more or less) of the find until it can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation measures shall be formulated and implemented.

11. The applicant shall submit to the City and obtain approval for an erosion control plan conforming to SWPPP guidelines during all grading activities and a letter or statement from the contractor that all work complies with the guidelines.
12. The applicant shall submit to the City a solid waste disposal plan if required.
13. The applicant shall post a note on the improvement plans that all grading activities at the project site shall cease during high wind periods. The City Planning Department shall be contacted when construction is delayed due to high winds.

ATTACHMENTS:

- Attachment A: Notice to Abate Nuisance
- Attachment B: Remediation and Restoration Plan
- Attachment C: Development Permit Project Description
- Attachment D: Conditions of Approval

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
APPROVING A DEVELOPMENT PERMIT FOR A REMEDIATION AND
RESTORATION PLAN TO ABATE THE PUBLIC NUISANCE ON CERTAIN REAL
PROPERTY COMMONLY KNOWN AS 451 SAN JUAN HOLLISTER ROAD.**

WHEREAS, In 2020 and 2021 the owners of real property located at 451 San Juan Hollister Road (APN 0025500080) in San Juan Bautista (“Property”) completed grading and other site work that was not authorized by permit (“Nuisance”). The Nuisance, including the placement of unpermitted grading and spoils along the San Juan Creek watershed and changes to topography of the floodplain, affects the neighborhood.

WHEREAS, After conducting a site visit at the Property on May 24, 2022, the City issued a notice of violation and required that the property owner submit: 1) characterization of the grading and fill and 2) a program be developed for remediation including removal of grading spoils, and restoration of the hydraulic capacity and biological habitat of the San Juan Creek to the satisfaction of the City.

WHEREAS, On October 25, 2022, the City Council approved City Council Resolution No. 2022-81 (“Resolution No. 2022-81”), declaring that the Nuisance constitutes a public nuisance pursuant to California Civil Code § 3480 and violates the City’s Floodplains Ordinance (San Juan Bautista Municipal Code §§ 12-1-080 and 12-1-210). Resolution No. 2022-81 further directed the owners of the Property to seek approval of a Remediation and Restoration Plan to abate the Nuisance.

WHEREAS, on October 26, 2022, the City Manager sent a Notice to Abate Nuisance to the Property owners, attached hereto as Attachment A.

WHEREAS, Since October 2022 the City and Property owner have been engaged in litigation and a dispute resolution proceeding to resolve their dispute regarding the Nuisance and other matters.

WHEREAS, In January 2025, the Property owner submitted a revised Remediation and Restoration Plan attached hereto as Attachment B (“Restoration Plan”), as well as a Stabilization Plan attached hereto as Attachment C (“Stabilization Plan”), which proposed and identified restorations areas of approximately 0.15 acres along the northern portion and 0.27 acres along the western portion of the property.

WHEREAS, The Restoration Plan has been prepared and completed with the assistance of the Property owner’s consultants (EMC Planning Group, Kelley Engineering and Surveying), and reflects further revisions recommended by the City Consultants (David J. Powers & Associates, H.T. Harvey & Associates, Albion, Schaaf & Wheeler), and City Staff, and meets the requirements of the Corrective Actions specified in Resolution No. 2022-81.

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

1. Approve the recitals set out above, those recitals hereby incorporated in the body of this resolution by this reference as if fully set out herein.
2. Approve the Restoration Plan.
3. Approve the Stabilization Plan.
4. Approve a Development Permit to abate the Nuisance, subject to the terms of the Restoration Plan, Stabilization Plan, project description attached hereto as Attachment D, and conditions of approval attached hereto as Attachment E.
5. The approval and work of the Development Permit and Remediation and Restoration Plan are categorically exempt under CEQA.15074, finding on the basis of the whole record that there is no substantial evidence the Project will have a significant effect on the environment with mitigation incorporated.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista on this 20th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Leslie Q. Jordan, Mayor

ATTEST:

Elizabeth Soto, City Clerk



City of San Juan Bautista

The "City of History"

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

City Council

Mayor
Leslie Jordan

Vice Mayor
Mary Edge

Councilmember
John Freeman

Councilmember
Scott Freels

Councilmember
Cesar Flores

City Manager
Don Reynolds

City Clerk
Vacant

City Treasurer
Michelle Sabathia

www.san-juan-bautista.ca.us

NOTICE TO ABATE NUISANCE

NOTICE IS HEREBY GIVEN that on October 25, 2022, the City Council of the City of San Juan Bautista, by Resolution No. 2022-81, declared a public nuisance to exist on the property described as 451 San Juan Hollister Road (APN 002-550-008) in the City of San Juan Bautista, County of San Benito.

The conditions constituting such public nuisance and the actions to be taken for abatement thereof are as follows:

1. **CONDITION:** Grading, earthmoving and the placement of fill, spoils and debris on the property and in and along the San Juan Creek in violation of San Juan Bautista Municipal Code (SJBMC) Title 12 "Floodplains" Section 12-1-080 "Methods of reducing flood losses" specifically Sections (D) control filling, grading, dredging which may increase flood damage," violation of SJBMC Section 12-1-080 (E) "Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards in other areas;" and violation of SJBMC Section 12-1-210 "Compliance" "Any person filling, grading or constructing within a designated flood hazard area shall obtain all necessary permits prior to commencement of these activities."

CORRECTIVE ACTIONS: Restore to pre-violation topographic, hydrologic, and morphologic condition.

- a) Submit, as part of the application for Development Permit referenced in subsection (f) below, a study prepared by a Professional Engineer who is a Qualified Stormwater Pollution Prevention Plan Practitioner (QSP) or a Qualified Stormwater Protection Prevent Plan Developer (QSD) as the Engineer of Record, deemed acceptable in writing by the City Flood Plain Manager, characterizing the grading and fill in the floodplain including areas adjacent to the San Juan Creek and hydrologically connected drainages located on the property. The characterization shall determine the pre-violation creek morphology as a means of establishing a baseline to pre-violation values.
- b) Submit a plan, as part of the application for Development Permit referenced in subsection (f) below, prepared by the Engineer of Record, for corrective grading within the floodplain, including removal of grading spoils placed adjacent to or within the San Juan Creek sufficient to achieve pre-violation topographic contours identified in a 2018 topographic survey of the site.

- c) Submit a study, as part of the application for Development Permit referenced in subsection (f) below, prepared by a qualified Ecologist of the relative habitat values of the San Juan Creek as a means of establishing a baseline for restoration of habitat values to pre-violation values as a condition of the Development Permit referenced in subsection (f) below.
- d) Submit, as part of the Development Permit application referenced in Section (f) below, a Phase 1 cultural resources records search, reconnaissance-level field survey, and Native American Consultation in partial fulfillment of the requirements of the California Environmental Quality Act (CEQA).
- e) Submit, as part of the Development Permit application referenced in (f) below, a plan developed by the referenced Engineer of Record for remediation of the subject Nuisance, including removal of grading spoils and restoration of the hydrology and biological habitat values, and any actions necessary to protect cultural resources associated with the subject property including the San Juan Creek and hydrologically connected drainages on the property to the satisfaction of agencies with jurisdiction over those activities and the City of San Juan Bautista Flood Plain Manager.
- f) Complete the application for a Development Permit, a discretionary permit, submitted on October 13, 2022, as described herein, and execute a reimbursement agreement with the City for all costs associated with Development Permit to be issued by the City Floodplain Manager in accordance with Municipal Code Sections 12-1-210.
- g) Submit a cost estimate, prepared by the Engineer of Record of the cost of completing remedial actions.

3. **CONDITION:** Operation a Contractor's Yard without a Use Permit in violation of SJBMC Title 11 "Zoning" Section 11-02-050 requiring a Use Permit in the Industrial District for a Contractor's Yard.

CORRECTIVE ACTION: Submit an application and pay fees for the required Use Permit, a discretionary permit, which conditions shall eliminate occurrences that may adversely affect public health and biological resources such as leaking oil or other fluids or accumulation of abandoned equipment and material, frontage improvements for traffic operations safety, and any flood hazard prevention improvements, including, but not necessarily limited to, a Phase I Soil Analysis, hydrological study, biological resource and cultural resource reconnaissance and mitigations.


4. **CONDITION:** Operation of a Automobile Storage Yard without a Use Permit in violation of SJBMC Title 11 "Zoning" Section 11-02-050 requiring a Use Permit in the Industrial Zone for a Automobile Storage Yard.

CORRECTIVE ACTION: Submit an application and pay fees for the required Use Permit, a discretionary permit, which conditions shall eliminate occurrences that may adversely affect public health and biological resources such as leaking oil or other fluids or accumulation of abandoned equipment and material, frontage improvements for traffic operations safety, and any flood hazard prevention improvements including, but not necessarily limited, to Phase I Soil Analysis, hydrological study, biological resource and cultural resource reconnaissance and mitigations, traffic study.

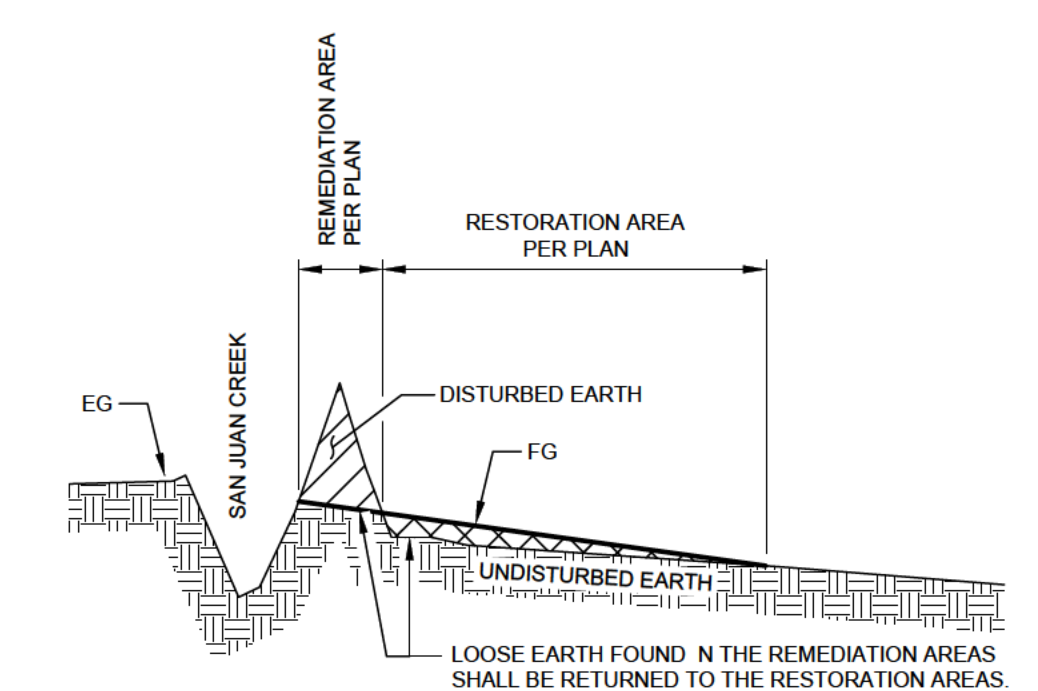
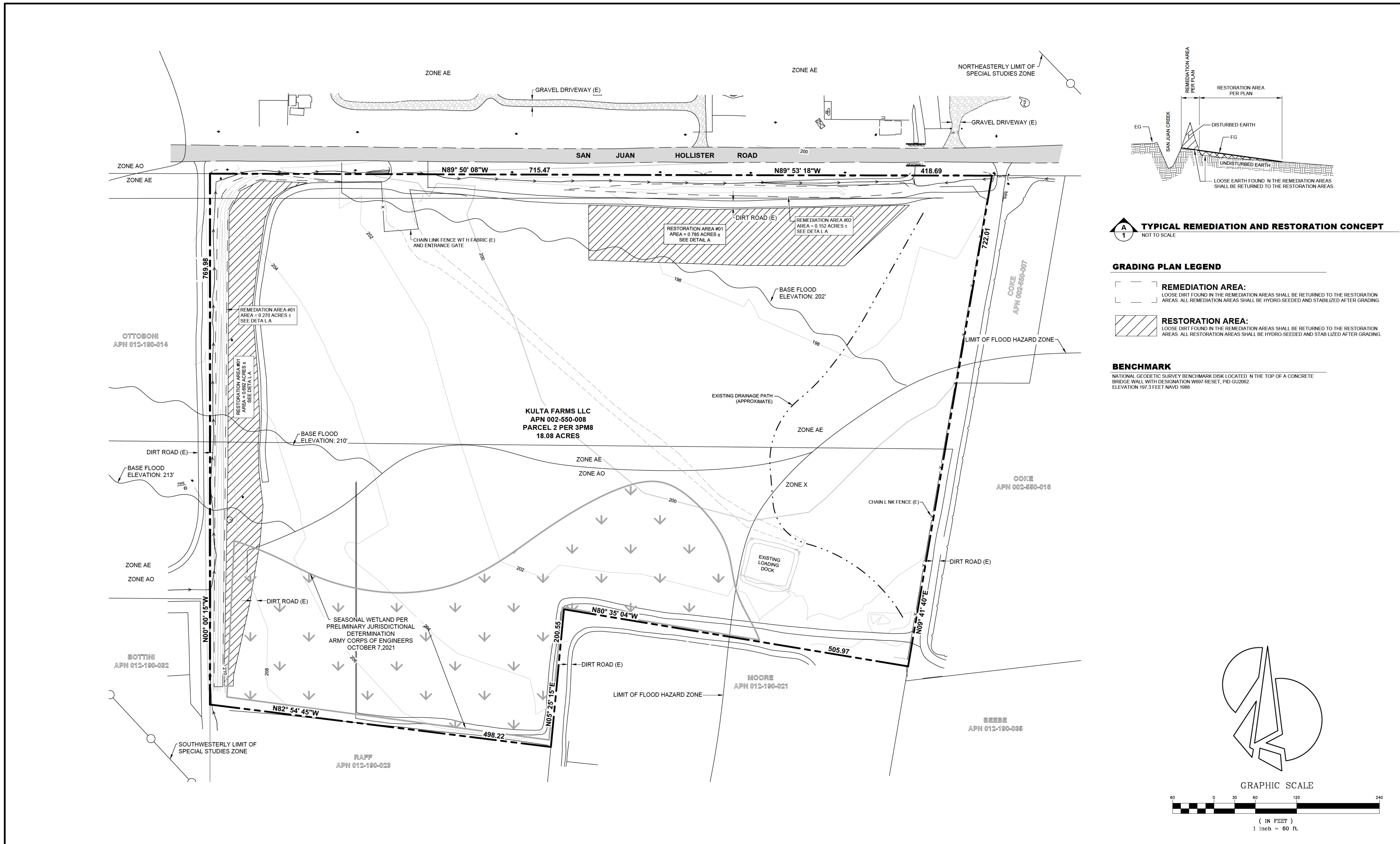
Upon failure to abate such public nuisance through the corrective actions described herein, the nuisance will be abated by the City of San Juan Bautista and all costs of abatement will be assessed against the property on which the nuisance exists and will constitute a special assessment upon and against such property until paid, said assessment to be collected at the same time and in the same manner as ordinary municipal taxes. A copy of the declaration of nuisance (Resolution No. 2022-81) is on file in the Office of the San Juan Bautista City Clerk.

Any property owner or other person(s) objecting to the proposed abatement by the City of San Juan Bautista is hereby notified to attend a meeting of the City Council of the City of San Juan Bautista to be held on November 15 2022, commencing at 6:00 p.m., at the San Juan Bautista City Hall, 311 Second Street, San Juan Bautista, California, when their objections will be heard and given due consideration.

Dated this 26th day of October, 2022.



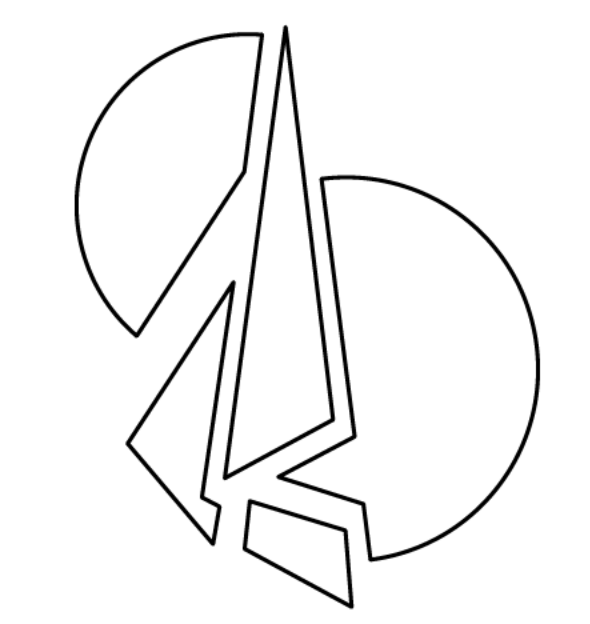
Don Reynolds
City Manager
City of San Juan Bautista



TYPICAL REMEDIATION AND RESTORATION CONCEPT
NOT TO SCALE

- GRADING PLAN LEGEND**
- RESTORATION AREA:**
LOOSE DIRT FOUND IN THE RESTORATION AREAS SHALL BE RETURNED TO THE RESTORATION AREAS. ALL RESTORATION AREAS SHALL BE HYDRO-SEEDED AND STABILIZED AFTER GRADING.
 - RESTORATION AREA:**
LOOSE DIRT FOUND IN THE RESTORATION AREAS SHALL BE RETURNED TO THE RESTORATION AREAS. ALL RESTORATION AREAS SHALL BE HYDRO-SEEDED AND STABILIZED AFTER GRADING.

BENCHMARK
NATIONAL GEODETTIC SURVEY BENCHMARK DISK LOCATED N THE TOP OF A CONCRETE BRIDGE WALL WITH DESIGNATION W097 RESET, PID GU2062. ELEVATION 197.3 FEET NAVD 1988



REVISED MAY 2025

BY	DATE	REVISIONS	APPR

**KELLEY
ENGINEERING & SURVEYING**
400 PARK CENTER DRIVE, SUITE #4
HOLLISTER, CA 95023
OFFICE (831) 636-1104 FAX (831) 636-1837



DATE: JANUARY 2025
SCALE: 1" = 60'
DESIGNED: MJK, TJK
DRAWN: TJK, EDV, KG
JOB No.: 22018

REMEDIATION AND RESTORATION PLAN
OROZCO
451 SAN JUAN HOLLISTER RD, SAN JUAN BAUTISTA

SHEET
1
OF 2

* FILE NAME: K:\Projects\2022\2025\18 - Meringht Express\dwg\2018 Orozco Remediation Plan 01.dwg - Plotted on: Monday, 12 May 2025 at 8:47am by: MATY

NOTES TO R & R PLAN

- REMOVE THE GRADING SPOILS AND IMPLEMENT A PLANTING AND RESTORATION PLAN TO REVEGETATE THE RIPARIAN WOODLAND DISTURBED WHEN THE GRADING SPOILS WERE PILED. A STREAMBED ALTERATION AGREEMENT MAY BE REQUIRED FROM CDFW. IF GRADING OCCURS WITHIN THE TOP OF BANK AND/OR ORDINARY HIGH WATER MARK (OHWM), PERMITS FROM THE USAGE AND RWQCB WOULD ALSO BE REQUIRED. IF GRADING WILL NOT OCCUR WITHIN THE TOP OF BANK AND/OR OHWM, ADDITIONAL PERMITS FROM THE USAGE AND RWQCB MAY NOT BE NEEDED.
- ONSITE COMPENSATION PREPARE AND IMPLEMENT A PLAN TO COMPENSATE FOR THE LOSSES OF RIPARIAN VEGETATION AT LEAST AT A 1:1 RATIO ON THE PROJECT SITE. THIS PLAN WOULD REQUIRE PURCHASE OR PROPAGATION OF NATIVE PLANTS, A MINIMUM OF THREE YEARS OF IRRIGATION FOR THE RIPARIAN AREA, MONITORING FOR AT LEAST FIVE YEARS, AND PLACEMENT OF THE AREA UNDER A PERMANENT CONSERVATION EASEMENT. ONE OR MORE PERMITS FROM CDFW, USAGE, AND THE RWQCB MAY BE REQUIRED, DEPENDING ON THE LOCATION AND EXTENT OF THE COMPENSATION AREA.

MEASURES FOR THE PROTECTION OF BIOLOGICAL RESOURCES

BANK STABILIZATION, BANK REMOVAL, OR RESTORATION ACTIVITIES MAY RESULT IN IMPACTS TO SPECIAL STATUS SPECIES AND PROTECTED HABITATS. IMPLEMENTATION OF THE FOLLOWING RECOMMENDED MEASURES ARE INCORPORATED FOR AVOIDANCE AND MINIMIZATION TO REDUCE AND AVOID POTENTIALLY SIGNIFICANT IMPACTS.

- SAN JOAQUIN KIT FOX.** THE U.S. FISH AND WILDLIFE SERVICE STANDARDIZED RECOMMENDATIONS FOR PROTECTION OF THE SAN JOAQUIN KIT FOX PRIOR TO OR DURING GROUND DISTURBANCE (USFWS 2011) SHALL BE IMPLEMENTED PRIOR TO INITIATION OF AND DURING ANY CONSTRUCTION ACTIVITY TO AVOID UNWANTED TAKE OF INDIVIDUAL SAN JOAQUIN KIT FOXES.

PRE-CONSTRUCTION/PRE-ACTIVITY SURVEYS FOR SAN JOAQUIN KIT FOX SHALL BE CONDUCTED BY A QUALIFIED BIOLOGIST NO LESS THAN 30 DAYS PRIOR TO THE BEGINNING OF GROUND DISTURBANCE AND/OR CONSTRUCTION ACTIVITIES OR ANY PROJECT ACTIVITY THAT MAY IMPACT SAN JOAQUIN KIT FOX. THE SURVEYS SHALL INCLUDE ALL WORK AND STAG NUG AREAS. THE PRE-CONSTRUCTION SURVEYS SHALL IDENTIFY KIT FOX HABITAT FEATURES, EVALUATE USE BY KIT FOX, AND, IF POSSIBLE, ASSESS THE POTENTIAL IMPACTS OF THE PROPOSED ACTIVITY. THE STATUS OF ALL DENNS SHALL BE DETERMINED AND MAPPED.

IF A NEST/ROOSTING DEN IS DISCOVERED AT THE PROJECT SITE, THE APPLICANT SHALL CONSULT WITH THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE (CDFW) AND U.S. FISH AND WILDLIFE SERVICE (USFWS) TO ESTABLISH AN APPROPRIATE AVOIDANCE BUFFER. THE BUFFER SHALL BE MAINTAINED UNTIL THE BUFFER IS NO LONGER ACTIVE AND/OR AN INCIDENTAL TAKE PERMIT IS DETERMINED TO BE REQUIRED AND IS OBTAINED.

IN ADDITION, THE FOLLOWING MEASURES SHALL BE OBSERVED:

- PROJECT-RELATED VEHICLES SHALL OBSERVE A 20 MPH SPEED LIMIT IN ALL CONSTRUCTION AREAS. THIS IS PARTICULARLY IMPORTANT AT NIGHT WHEN KIT FOXES ARE MOST ACTIVE. TO THE EXTENT POSSIBLE, NIGHT-TIME CONSTRUCTION SHALL BE MINIMIZED. OFF-ROAD TRAFFIC OUTSIDE OF DESIGNATED CONSTRUCTION AREAS SHALL BE PROHIBITED.
- TO PREVENT UNWANTED ENTRAPMENT OF KIT FOXES OR OTHER ANIMALS DURING THE CONSTRUCTION PHASE OF THE PROJECT, ALL EXCAVATED, STEEP-WALLED HOLES OR TRENCHES MORE THAN TWO FEET DEEP SHALL BE COVERED AT THE CLOSE OF EACH WORKING DAY BY PLYWOOD OR SIMILAR MATERIALS, OR PROVIDED WITH ONE OR MORE ESCAPE RAMPS. UNCOVERED EXCAVATIONS, TRENCHES, OR TRENCHES ARE FILLED OR TRAPPED ANIMALS SHALL BE THOROUGHLY INSPECTED FOR TRAPPED ANIMALS. IF AT ANY TIME A TRAPPED OR INJURED KIT FOX IS DISCOVERED, THE PROCEDURES UNDER NUMBER 11 OF THE CONSTRUCTION AND OPERATIONAL REQUIREMENTS IN THE STANDARDIZED RECOMMENDATIONS MUST BE FOLLOWED.
- KIT FOXES ARE ATTRACTED TO DEN-LIKE STRUCTURES SUCH AS PIPES AND MAY ENTER STORED PIPE BECOMING TRAPPED OR INJURED. ALL CONSTRUCTION PIPES, CULVERTS, OR SIMILAR STRUCTURES WITH A DIAMETER OF FOUR INCHES OR GREATER THAT ARE STORED AT A CONSTRUCTION SITE OR TRUCKS ARE FILLED OR TRAPPED ANIMALS SHALL BE THOROUGHLY INSPECTED FOR KIT FOXES BEFORE THE PIPE IS SUBSEQUENTLY BURIED, CAPPED, OR OTHERWISE USED OR MOVED. IN ANY CASE, IF A KIT FOX IS DISCOVERED INSIDE A PIPE, THAT SECTION OF PIPE SHALL NOT BE MOVED UNTIL THE U.S. FISH AND WILDLIFE SERVICE HAS BEEN CONSULTED. IF NECESSARY, AND UNDER THE DIRECT SUPERVISION OF THE BIOLOGIST, THE PIPE MAY BE MOVED ONCE TO REMOVE IT FROM THE PATH OF CONSTRUCTION ACTIVITY, UNTIL THE FOX HAS ESCAPED.
- ALL FOOD-RELATED TRASH ITEMS SUCH AS WRAPPERS, CANS, BOTTLES, AND FOOD SCRAPS SHALL BE DISPOSED OF IN CLOSED CONTAINERS AND REMOVED AT LEAST ONCE A WEEK FROM A CONSTRUCTION AREA.
- NO FIREARMS SHALL BE ALLOWED ON THE PROJECT SITE DURING CONSTRUCTION ACTIVITIES.
- TO PREVENT HARASSMENT, MORTALITY OF KIT FOXES OR DESTRUCTION OF DENNS BY DOGS OR CATS, NO PETS SHALL BE PERMITTED ON SITE DURING CONSTRUCTION ACTIVITIES.
- USE OF RODENTICIDES AND HERBICIDES ON THE PROJECT SITE DURING CONSTRUCTION SHALL BE RESTRICTED. THIS IS NECESSARY TO PREVENT PRIMARY OR SECONDARY POISONING OF KIT FOXES AND THE DEPLETION OF PREY POPULATIONS ON WHICH THEY DEPEND. ALL USES OF SUCH COMPOUNDS SHALL OBSERVE LABEL AND OTHER RESTRICTIONS MANDATED BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE, AND OTHER STATE AND FEDERAL LEGISLATION, AS WELL AS ADDITIONAL PROJECT-RELATED RESTRICTIONS DEEMED NECESSARY BY THE U.S. FISH AND WILDLIFE SERVICE. IF RODENT CONTROL MUST BE CONDUCTED, ZINC PHOSPHIDE SHALL BE USED BECAUSE OF PROVEN LOWER RISK TO KIT FOX.
- IN THE CASE OF TRAPPED ANIMALS, ESCAPE RAMPS OR STRUCTURES SHALL BE INSTALLED IMMEDIATELY TO ALLOW THE ANIMAL(S) TO ESCAPE.
- ANY CONTRACTOR, EMPLOYEE, OR AGENCY PERSONNEL WHO UNWITTINGLY KILLS OR INJURES A SAN JOAQUIN KIT FOX SHALL IMMEDIATELY REPORT THE INCIDENT TO THE QUALIFIED BIOLOGIST AND THE SAN BENITO COUNTY BUILDING OFFICIAL OR HIS/HER DESIGNATE, AS WELL AS CDFW AND USFWS.
- A LETTER REPORT SHALL BE SUBMITTED TO THE CITY OF SAN JUAN BAUTISTA DOCUMENTING THE RESULTS OF THE PRE-CONSTRUCTION SURVEYS. IF SAN JOAQUIN KIT FOX IS ENCOUNTERED DURING CONSTRUCTION, DOCUMENTATION OF COORDINATION WITH CDFW AND USFWS SHALL BE PROVIDED TO THE CITY OF SAN JUAN BAUTISTA.

- BURROWING OWL.** TO AVOID/MINIMIZE IMPACTS TO BURROWING OWLS POTENTIALLY OCCURRING ON OR ADJACENT TO THE PROJECT SITE, THE PROJECT APPLICANT SHALL RETAIN A QUALIFIED BIOLOGIST TO CONDUCT A TWO-VISIT (I.E. MORNING AND EVENING) PRESENCE/ABSENCE SURVEY AT AREAS OF SUITABLE HABITAT ON AND ADJACENT TO THE PROJECT SITE NO LESS THAN 14 DAYS PRIOR TO THE START OF CONSTRUCTION OR GROUND DISTURBANCE ACTIVITIES. SURVEYS SHALL BE CONDUCTED ACCORDING TO METHODS DESCRIBED IN THE BURROWING OWL SURVEY PROTOCOL GUIDELINES (CBOC 1993) AND THE STAFF REPORT ON BURROWING OWL (CDFW 2012). THE APPLICANT SHALL SUBMIT EVIDENCE OF COMPLETION OF THE PRE-CONSTRUCTION SURVEY TO THE CITY OF SAN JUAN BAUTISTA PRIOR TO GROUND DISTURBANCE.

BECAUSE BURROWING OWLS OCCUPY HABITAT YEAR-ROUND, SEASONAL NO-DISTURBANCE BUFFERS, AS OUTLINED IN THE BURROWING OWL SURVEY PROTOCOL GUIDELINES (CBOC 1993) AND THE STAFF REPORT ON BURROWING OWL (CDFW 2012), SHALL BE IN PLACE AROUND OCCUPIED HABITAT PRIOR TO AND DURING ANY GROUND DISTURBANCE ACTIVITIES. THE FOLLOWING TABLE INCLUDES BUFFER AREAS BASED ON THE TIME OF YEAR AND LEVEL OF DISTURBANCE (CDFW 2012), UNLESS A QUALIFIED BIOLOGIST APPROVED BY THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE VERIFIES THROUGH NON-INVASIVE MEASURES THAT EITHER 1) BIRDS HAVE NOT BEGUN EGG LAY AND INCUBATION, OR 2) THAT JUVENILES FROM THE OCCUPIED BURROWS ARE FORAGING INDEPENDENTLY AND ARE CAPABLE OF INDEPENDENT SURVIVAL.

Location	Time of Year	Level of Disturbance Buffers (meters)		
		Low	Med	High
Nesting Sites	April 1 - Aug 15	200 m	500 m	500 m
Nesting Sites	Aug 15 - Oct 15	200 m	200 m	500 m
Nesting Sites	Oct 15 - Mar 31	50 m	100 m	500 m

IF BURROWING OWLS ARE FOUND TO OCCUPY THE PROJECT SITE AND AVOIDANCE IS NOT POSSIBLE, BURROW EXCLUSION MAY BE CONDUCTED BY QUALIFIED BIOLOGISTS ONLY DURING THE NON-BREEDING SEASON, BEFORE BREEDING BEHAVIOR IS EXHIBITED AND AFTER THE BURROW IS CONFIRMED EMPTY THROUGH NON-INVASIVE METHODS, SUCH AS SURVEILLANCE. OCCUPIED BURROWS SHALL BE REPLACED WITH ARTIFICIAL BURROWS AT A RATIO OF ONE COLLAPSED BURROW TO ONE CONSTRUCTED ARTIFICIAL BURROW (1:1). EXCITED BURROWING OWLS MAY ATTEMPT TO COLONIZE OR RE-COLONIZE AN AREA THAT WILL BE IMPACTED, THUS ONGOING SURVEILLANCE OF THE CONSTRUCTION AREAS DURING PROJECT ACTIVITIES SHALL BE CONDUCTED AT A RATE SUFFICIENT TO DETECT BURROWING OWLS IF THEY RETURN.

IF SURVEYS LOCATE OCCUPIED BURROWS IN OR NEAR CONSTRUCTION AREAS, CONSULTATION WITH THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE SHALL OCCUR TO INTERPRET SURVEY RESULTS AND DEVELOP A PROJECT-SPECIFIC AVOIDANCE AND MINIMIZATION APPROACH. THE APPLICANT SHALL SUBMIT EVIDENCE OF CONSULTATION WITH CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE AND COMPLIANCE WITH MINIMIZATION MEASURES TO THE CITY OF SAN JUAN BAUTISTA PRIOR TO GROUND DISTURBANCE.

- NESTING BIRDS AND RAPTORS.** PRIOR TO ISSUANCE OF GRADING AND CONSTRUCTION PERMITS, TO AVOID IMPACTS TO NESTING BIRDS DURING THE NESTING SEASON (JANUARY 15 THROUGH SEPTEMBER 15), CONSTRUCTION ACTIVITIES THAT INCLUDE ANY VEGETATION REMOVAL OR GROUND DISTURBANCE (SUCH AS GRADING OR GRUBBING) SHALL BE CONDUCTED BETWEEN SEPTEMBER 15 AND JANUARY 14, WHICH IS OUTSIDE OF THE BIRD NESTING SEASON. IF CONSTRUCTION ACTIVITIES MUST COMMENCE DURING THE BIRD NESTING SEASON, THEN A QUALIFIED BIOLOGIST SHALL CONDUCT A PRE-CONSTRUCTION SURVEY FOR NESTING BIRDS TO ENSURE THAT NO NESTS WOULD BE DISTURBED DURING PROJECT CONSTRUCTION.

IF CONSTRUCTION ACTIVITIES ARE SCHEDULED DURING THE NESTING SEASON (FEBRUARY 15 TO AUGUST 30 FOR SMALL BIRD SPECIES SUCH AS PASSERINES, JANUARY 15 TO SEPTEMBER 15 FOR OWLS, AND FEBRUARY 15 TO SEPTEMBER 15 FOR OTHER RAPTORS), NESTING BIRD SURVEYS SHALL BE CONDUCTED BY A QUALIFIED BIOLOGIST.

A. TWO SURVEYS FOR ACTIVE NESTS OF SUCH BIRDS SHALL OCCUR WITHIN 10 DAYS PRIOR TO START OF GRADING OR CONSTRUCTION, WITH THE SECOND SURVEY CONDUCTED WITH 48 HOURS PRIOR TO START OF GRADING OR CONSTRUCTION. APPROPRIATE MINIMUM SURVEY RADIUS SURROUNDING THE WORK AREA IS TYPICALLY 250 FEET FOR PASSERINES, 500 FEET FOR SMALLER RAPTORS, AND 1,000 FEET FOR LARGER RAPTORS. SURVEYS SHALL BE CONDUCTED AT THE APPROPRIATE TIMES OF THE DAY TO OBSERVE NESTING ACTIVITIES. THE APPLICANT SHALL SUBMIT EVIDENCE OF COMPLETION OF THE PRE-CONSTRUCTION SURVEY TO THE CITY OF SAN JUAN BAUTISTA PRIOR TO GROUND DISTURBANCE.

B. IF THE QUALIFIED BIOLOGIST DOCUMENTS ACTIVE NESTS WITHIN THE CONSTRUCTION AREA OR IN NEARBY SURROUNDING AREAS, AN APPROPRIATE BUFFER BETWEEN EACH NEST AND ACTIVE CONSTRUCTION SHALL BE ESTABLISHED. THE BUFFER SHALL BE CLEARLY MARKED AND MAINTAINED UNTIL THE YOUNG HAVE FLEDGED AND ARE FORAGING INDEPENDENTLY. PRIOR TO CONSTRUCTION, THE QUALIFIED BIOLOGIST SHALL CONDUCT BASELINE MONITORING OF EACH NEST TO CHARACTERIZE NORMAL BIRD BEHAVIOR AND ESTABLISH A BUFFER DISTANCE, WHICH ALLOWS THE BIRDS TO EXHIBIT NORMAL BEHAVIOR. THE QUALIFIED BIOLOGIST SHALL MONITOR THE NESTING BIRDS DURING CONSTRUCTION ACTIVITIES AND INCREASE THE BUFFER IF BIRDS SHOW SIGNS OF UNUSUAL OR DISTRESSED BEHAVIOR (E.G. DEFENSIVE FLIGHTS AND VOCALIZATIONS, STANDING UP FROM A BROODING POSITION, AND/OR FLYING AWAY FROM THE NEST). IF BUFFER ESTABLISHMENT IS NOT POSSIBLE, THE QUALIFIED BIOLOGIST OR CONSTRUCTION FOREMAN SHALL HAVE THE AUTHORITY TO CEASE ALL CONSTRUCTION WORK IN THE AREA UNTIL THE YOUNG HAVE FLEDGED AND THE NEST IS NO LONGER ACTIVE. THIS MEASURE SHALL BE IMPLEMENTED BY THE APPLICANT PRIOR TO START OF GRADING AND CONSTRUCTION ACTIVITIES AND COMPLIANCE SHALL BE DOCUMENTED AND SUBMITTED TO THE CITY OF SAN JUAN BAUTISTA PRIOR TO GROUND DISTURBANCE.

ROOSTING OR NESTING BATS. APPROXIMATELY 14 DAYS PRIOR TO DISTURBANCE ACTIVITIES, A QUALIFIED BIOLOGIST SHALL CONDUCT A HABITAT ASSESSMENT FOR BATS AND POTENTIAL ROOSTING SITES IN TREES WITHIN 50 FEET OF THE CONSTRUCTION FOOTPRINT, AND WITHIN AND SURROUNDING ANY STRUCTURES.

TREES AND HABITAT ADJACENT TO THE DRAINAGES SHALL BE SURVEYED THOROUGHLY. THESE SURVEYS SHALL INCLUDE A VISUAL INSPECTION OF POTENTIAL ROOSTING FEATURES (BATS NEED NOT BE PRESENT) AND A SEARCH FOR PRESENCE OF GUANO WITHIN THE CONSTRUCTION AREAS, CONSTRUCTION ACCESS ROUTES, AND 50 FEET AROUND THESE AREAS, CAVITIES, CREVICES, EXFOLIATED BARK, AND BARK SPLITTING THAT COULD BE SUITABLE NATURAL NEST OR ROOST HABITAT FOR BATS SHALL BE SURVEYED. ASSUMPTIONS CAN BE MADE ON WHAT SPECIES IS PRESENT DUE TO OBSERVED VISUAL CHARACTERISTICS ALONG WITH HABITAT USE, OR THE BATS CAN BE IDENTIFIED TO THE SPECIES LEVEL WITH THE USE OF A BAT ECLOCATION DETECTOR SUCH AS AN ANABAT UNIT. POTENTIAL ROOSTING FEATURES FOUND DURING THE SURVEY SHALL BE FLAGGED OR MARKED.

A. IF NO ROOSTING SITES OR BATS ARE FOUND, A LETTER REPORT SHALL BE PREPARED BY THE QUALIFIED BIOLOGIST CONFIRMING ABSENCE. THE APPLICANT SHALL SUBMIT THE LETTER REPORT TO THE CITY OF SAN JUAN BAUTISTA PRIOR TO GROUND DISTURBANCE.

B. IF BATS OR ROOSTING SITES ARE FOUND, BATS SHALL NOT BE DISTURBED WITHOUT SPECIFIC NOTICE TO AND CONSULTATION.

C. IF BATS ARE FOUND ROOSTING OUTSIDE OF THE NURSERY SEASON (MAY 1 THROUGH OCTOBER 1), THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE SHALL BE CONSULTED PRIOR TO ANY EVICTION OR OTHER ACTION. IF AVOIDANCE OR POSTPONEMENT IS NOT FEASIBLE, A BAT EVICTION PLAN SHALL BE SUBMITTED TO THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE FOR WRITTEN APPROVAL PRIOR TO PROJECT IMPLEMENTATION. A REQUEST TO EVICT BATS FROM A ROOST INCLUDES DETAILS FOR EXCLUDING BATS FROM THE ROOST SITE AND MONITORING TO ENSURE THAT ALL BATS HAVE EXITED THE ROOST PRIOR TO THE START OF ACTIVITY AND ARE UNABLE TO RE-ENTER THE ROOST UNTIL ACTIVITY IS COMPLETED. ANY BAT EVICTION SHALL BE ATTEMPTED TO AVOID LACTATION AND YOUNG REARING. IF BATS ARE FOUND ROOSTING DURING THE NURSERY SEASON, THEY SHALL BE MONITORED TO DETERMINE IF THE ROOST SITE IS A MATERNAL ROOST. THIS COULD OCCUR BY EITHER VISUAL INSPECTION OF THE ROOST BAT PUPS, IF POSSIBLE, OR BY MONITORING THE ROOST AFTER THE ADULTS LEAVE FOR THE NIGHT TO LISTEN FOR BAT PUPS. BECAUSE BAT PUPS CANNOT LEAVE THE ROOST UNTIL THEY ARE MATURE ENOUGH, EVICTION OF A MATERNAL ROOST CANNOT OCCUR DURING THE NURSERY SEASON. THEREFORE, IF A MATERNAL ROOST IS PRESENT, A 50-FOOT BUFFER ZONE (OR DIFFERENT SIZE, IF DETERMINED IN CONSULTATION WITH THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE) SHALL BE ESTABLISHED AROUND THE ROOSTING SITE WITHIN WHICH NO CONSTRUCTION ACTIVITY IS INCLUDING TREE REMOVAL.

JURISDICTIONAL AQUATIC FEATURES. PRIOR TO GROUND DISTURBANCE, THE JURISDICTIONAL DELINEATION WILL BE UPDATED TO DESCRIBE THE CURRENT EXTENT OF POTENTIAL WETLANDS AND WATERWAYS REGULATED BY THE UNITED STATES ARMY CORPS OF ENGINEERS (USACE), REGIONAL WATER QUALITY CONTROL BOARD (RWQCB), AND CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE (CDFW). IF THE USAGE CLAIMS JURISDICTION ON ANY WETLAND OR WATERS OF THE U.S., THE APPLICANT SHALL OBTAIN A CLEAN WATER ACT SECTION 404 NATIONWIDE PERMIT. IF THE IMPACTS TO THE DRAINAGE FEATURES DO NOT QUALIFY FOR A NATIONWIDE PERMIT, AN INDIVIDUAL PERMIT SHALL BE OBTAINED FROM THE USAGE. IF WETLANDS OR WATERS OF THE STATE ARE PRESENT, THE APPLICANT SHALL COORDINATE WITH THE RWQCB TO OBTAIN A CLEAN WATER ACT SECTION 401 WATER QUALITY CERTIFICATION.

IF IMPACTS TO WETLANDS, RIPARIAN AREAS, OR STREAMS ARE IDENTIFIED, THE APPLICANT SHALL COORDINATE WITH THE CDFW TO OBTAIN A STREAMBED ALTERATION AGREEMENT.

COMPENSATION FOR TEMPORARY AND/OR PERMANENT IMPACTS TO JURISDICTIONAL WATERS THAT WOULD BE IMPACTED AS A RESULT OF THE PROPOSED PROJECT SHALL BE PROVIDED BY THE REGULATORY PROCESS.

THE PURPOSE OF WHICH MEASURES ARE TO PROTECT EXISTING BIOLOGICAL RESOURCES

PER PRELIMINARY SUMMARY OF EXTENDED PHASE PREPARED BY ALBION DATED DEC 20, 2024

PRELIMINARY CONCLUSIONS AND RECOMMENDATIONS

- POSSIBLE HISTORIC ERA MATERIALS WERE IDENTIFIED IN SEVERAL OF THE TEST UNITS WHICH MAY BE ASSOCIATED WITH THE MID-19TH CENTURY FARMING RESIDENCE IDENTIFIED IN AERIALS FROM 1949. RESEARCH RICH HISTORIC ERA RESOURCES, SUCH AS PRIVIES AND REFUSE PITS, TEND TO BE LOCATED ALONG RESIDENTIAL PROPERTY LINES OR AT THE BACK OR SIDE OF RESIDENCE, WHICH SEEMS TO COINCIDE WITHIN THE AREA SUBJECT TO RESTORATION PLAN IMPLEMENTATION. HOWEVER, BY THE 1940S AND 1950S TRASH COLLECTION WAS OFTEN TAKEN CARE OF AT THE MUNICIPAL LEVEL RATHER THAN BEING DEPOSITED ON INDIVIDUAL PROPERTIES. AS A RESULT, THERE IS LOW TO MODERATE POTENTIAL TO IDENTIFY HISTORIC ERA RESOURCES WITHIN THE STUDY AREA. ANY SUBSURFACE HISTORIC ERA ARCHAEOLOGICAL DEPOSITS OR FEATURES THAT MAY BE IDENTIFIED DURING IMPLEMENTING THE RESTORATION PLAN WOULD CONSTITUTE A NEW CULTURAL RESOURCE THAT WOULD REQUIRE FURTHER CONSIDERATION UNDER THE STANDARD CEQA. NON-IDENTIFIED DISCOVERY PROTOCOL, AS THERE IS NO CULTURAL RESOURCE RECORD OF THE MID-19TH CENTURY FARMING RESIDENCE.
- ALBION'S PRESENCE/ABSENCE STUDY DID NOT UNCOVER ANY INTACT ARCHAEOLOGICAL DEPOSITS OR FEATURES THAT WOULD HAVE BEEN ASSOCIATED WITH THE TWO KNOWN RESOURCES, CA SBM 35H OR P-35-000575 WITHIN THE STUDY AREA WHERE THEY PLACED TEST UNITS AND TO A MAXIMUM DEPTH OF 100 CENTIMETERS (3.28 FEET) BELOW THE CURRENT GROUND SURFACE.
- ALBION RECOMMENDS ALL RESTORATION PLAN ACTIVITIES BE LIMITED TO THE NARROW CORRIDOR OF THE CURRENT STUDY AREA (I.E. THE LENGTH OF BOTH BERMS THAT EXTENDS BETWEEN 25 AND 50 FEET FROM THE BERM) AND WITHIN 100 CENTIMETERS (0.328 FEET) BELOW THE CURRENT GROUND SURFACE. ANY RESTORATION PLAN ACTIVITIES OUTSIDE THESE PARAMETERS SHOULD BE SUBJECT TO ADDITIONAL ARCHAEOLOGICAL SUBSURFACE TESTING TO CONFIRM THE ABSENCE OF CULTURAL RESOURCES.
- ALL GROUND DISTURBING ACTIVITIES ASSOCIATED WITH THE IMPLEMENTATION OF THE RESTORATION PLAN SHOULD BE MONITORED BY A QUALIFIED ARCHAEOLOGIST AND MEMBER OF THE LOCAL NATIVE AMERICAN COMMUNITY.

THE PURPOSE OF THESE COMMENTS AND RECOMMENDATIONS ARE TO QUALIFY ALBION'S FINDINGS AND PREVENT DISTURBANCE OF CULTURAL RESOURCES LYING OUTSIDE THE AREA INVESTIGATED.

PER ARCHAEOLOGICAL INVESTIGATION REPORT PREPARED BY EMC DATED DEC. 29, 2022

RECOMMENDATIONS

THE FOLLOWING RECOMMENDATIONS ARE PROVIDED TO ENSURE THAT IMPACTS ASSOCIATED WITH ANY FUTURE EARTH-MOVING ON THE PROJECT SITE AND OVERALL PROPERTY WOULD NOT BE SIGNIFICANT SHOULD UNIQUE ARCHAEOLOGICAL RESOURCES OR SIGNIFICANT HISTORICAL RESOURCES BE ACCIDENTALLY DISCOVERED DURING EARTH-MOVING ACTIVITIES.

- PRIOR TO GROUND DISTURBANCE, INCLUDING VEGETATION REMOVAL, ALL PERSONNEL DIRECTLY INVOLVED IN PROJECT-RELATED GROUND DISTURBANCE SHALL BE PROVIDED ARCHAEOLOGICAL AND CULTURAL SENSITIVITY TRAINING. THE TRAINING SHALL BE CONDUCTED BY A QUALIFIED ARCHAEOLOGIST THAT MEETS THE SECRETARY OF THE INTERIORS STANDARDS FOR CULTURAL PROPERTY. THE TRAINING SHALL TAKE PLACE AT A DAY AND TIME TO BE DETERMINED IN CONJUNCTION WITH THE PROJECT CONSTRUCTION FOREMAN AND PRIOR TO ANY SCHEDULED GROUND DISTURBANCE. THE TRAINING WILL INCLUDE THE FOLLOWING: A DISCUSSION OF APPLICABLE LAWS AND PENALTIES, SAMPLES OR VISUAL AIDS OR ARTIFACTS THAT COULD BE ENCOUNTERED IN THE PROJECT VICINITY, INCLUDING WHAT THOSE ARTIFACTS AND RESOURCES MAY LOOK LIKE, PARTIALLY BURIED, OR WHOLLY BURIED AND FRESHLY EXPOSED, AND INSTRUCTIONS TO HALT WORK IN THE VICINITY OF ANY POTENTIAL CULTURAL RESOURCE DISCOVERY AND NOTIFY THE ARCHAEOLOGICAL MONITOR AS NECESSARY. IF A HANDOUT IS PROVIDED BY THE ARCHAEOLOGIST, THE FOREMAN WILL KEEP A COPY OF IT IN HIS OR HER VEHICLE AS A REFERENCE. HAVING REFERENCE MATERIAL IN THE VEHICLE DOES NOT REPLACE CONTACTING AN ARCHAEOLOGIST SHOULD RESOURCES BE UNCOVERED.
- AN ARCHAEOLOGIST AND A NATIVE AMERICAN MONITOR SHALL BE PRESENT DURING ANY GROUND-DISTURBING ACTIVITIES. IN THE EVENT ARCHAEOLOGICAL RESOURCES ARE ENCOUNTERED DURING GROUND-DISTURBING ACTIVITIES, THE CONTRACTOR SHALL TEMPORARILY HALT OR DIVERT EXCAVATIONS WITHIN 50 METERS (165 FEET) OF THE FIND UNIT LIT CAN BE EVALUATED. ALL POTENTIALLY SIGNIFICANT ARCHAEOLOGICAL DEPOSITS SHALL BE EVALUATED TO DEMONSTRATE WHETHER THE RESOURCES ARE ELIGIBLE FOR INCLUSION ON THE CALIFORNIA REGISTER OF HISTORIC RESOURCES. EVEN IF DISCOVERED DURING CONSTRUCTION IF ARCHAEOLOGICAL DEPOSITS ARE ENCOUNTERED, THEY WILL BE EVALUATED AND MITIGATED SIMULTANEOUSLY IN THE TIMeliEST MANNER PRACTICABLE, ALLOWING FOR RECOVERY OF MATERIALS AND DATA BY STANDARD ARCHAEOLOGICAL PROCEDURES. FOR PREHISTORIC ARCHAEOLOGICAL SITES, THIS DATA RECOVERY INVOLVES THE HAND-EXCAVATED RECOVERY AND NON-DESTRUCTIVE ANALYSIS OF A SMALL SAMPLE OF THE DEPOSIT. HISTORIC RESOURCES SHALL ALSO BE SAMPLED THROUGH HAND EXCAVATION, THOUGH ARCHITECTURAL FEATURES MAY REQUIRE CAREFUL MECHANICAL EXPOSURE AND HAND EXCAVATION.
- ANY PREVIOUSLY UNDISCOVERED RESOURCES FOUND DURING CONSTRUCTION ACTIVITIES SHALL BE RECORDED ON APPROPRIATE CALIFORNIA DEPARTMENT OF PARKS AND RECREATION (DPR) FORMS AND EVALUATED FOR SIGNIFICANCE BY A QUALIFIED ARCHAEOLOGIST. SIGNIFICANT CULTURAL RESOURCES CONSIST OF BUT ARE NOT LIMITED TO STONE, BONE, GLASS, CERAMICS, FOSSILS, WOOD, OR SHELL ARTIFACTS, OR FEATURES INCLUDING HEARTHES, STRUCTURAL REMAINS, OR HISTORIC DUMPSTIES. IF THE RESOURCE IS DETERMINED SIGNIFICANT, A QUALIFIED ARCHAEOLOGIST SHALL PREPARE AND IMPLEMENT A RESEARCH DESIGN AND ARCHAEOLOGICAL DATA RECOVERY PLAN THAT WILL CAPTURE THOSE CATEGORIES OF DATA FOR WHICH THE SITE IS SIGNIFICANT. IN ACCORDANCE WITH SECTION 15064.5 OF THE CEQA GUIDELINES, THE ARCHAEOLOGIST SHALL ALSO PERFORM APPROPRIATE TECHNICAL ANALYSES, PREPARE A COMPREHENSIVE REPORT COMPLETE WITH METHODS, RESULTS, AND RECOMMENDATIONS, AND PROVIDE FOR THE PERMANENT CURATION OF THE RECOVERED RESOURCES. RECOMMENDATIONS FOR PERMANENT CURATION OF RECOVERED RESOURCES WILL NOT BE APPLICABLE TO PREHISTORIC CULTURAL RESOURCES MATERIALS OR TRIBAL CULTURAL RESOURCES AS SUCH RESOURCES WILL BE RETURNED TO THE TRIBES. ALL SIGNIFICANT PREHISTORIC CULTURAL MATERIALS AND/OR TRIBAL CULTURAL RESOURCES RECOVERED SHALL BE RETURNED TO NATIVE AMERICAN TRIBES TRADITIONALLY AND CULTURALLY AFFILIATED WITH THE AREA.
- CALIFORNIA HEALTH AND SAFETY CODE SECTION 7050.5 AND THE CEQA GUIDELINES SECTION 15064.5(E) CONTAIN THE MANDATED PROCEDURES OF CONDUCT FOLLOWING THE DISCOVERY OF HUMAN REMAINS. ACCORDING TO THE PROVISIONS IN CEQA, IF HUMAN REMAINS ARE ENCOUNTERED AT THE SITE, ALL WORK IN THE IMMEDIATE VICINITY OF THE DISCOVERY SHALL CEASE AND NECESSARY STEPS TO ENSURE THE INTEGRITY OF THE IMMEDIATE AREA SHALL BE TAKEN. THE SAN BENITO COUNTY CORONER SHALL BE NOTIFIED IMMEDIATELY. THE CORONER SHALL THEN DETERMINE WHETHER THE REMAINS ARE NATIVE AMERICAN. IF THE CORONER DETERMINES THE REMAINS ARE NATIVE AMERICAN, THE CORONER SHALL NOTIFY THE NATIVE AMERICAN HERITAGE COMMISSION WITHIN 24 HOURS, WHO WOULD, IN TURN, NOTIFY THE PERSON THE NATIVE AMERICAN HERITAGE COMMISSION IDENTIFIES AS THE MOST LIKELY DESCENDANT OF ANY HUMAN REMAINS. FURTHER ACTIONS SHALL BE DETERMINED, IN PART, BY THE DESCENDANTS OF THE MOST LIKELY DESCENDANT. THE MOST LIKELY DESCENDANT HAS 48 HOURS TO MAKE RECOMMENDATIONS REGARDING THE DISPOSITION OF THE REMAINS FOLLOWING NOTIFICATION FROM THE NATIVE AMERICAN HERITAGE COMMISSION OF THE DISCOVERY. IF THE MOST LIKELY DESCENDANT DOES NOT MAKE RECOMMENDATIONS WITHIN 48 HOURS, THE OWNER SHALL, WITH APPROPRIATE DIGNITY, REENTER THE REMAINS IN AN AREA OF THE PROPERTY SECURE FROM FURTHER DISTURBANCE. ALTERNATIVELY, IF THE OWNER DOES NOT ACCEPT THE MOST LIKELY DESCENDANT'S RECOMMENDATIONS, THE OWNER OR THE DESCENDANT MAY REQUEST MEDIATION BY THE NATIVE AMERICAN HERITAGE COMMISSION.

THESE RECOMMENDATIONS ARE PROVIDED TO ENSURE THAT IMPACTS ASSOCIATED WITH ANY FUTURE EARTH-MOVING ON THE PROJECT SITE AND OVERALL PROPERTY WOULD NOT BE SIGNIFICANT SHOULD UNIQUE ARCHAEOLOGICAL RESOURCES OR SIGNIFICANT HISTORICAL RESOURCES BE ACCIDENTALLY DISCOVERED DURING EARTH-MOVING ACTIVITIES.

PER H.T. HARVEY & ASSOCIATES NOV 9, 2023 PEER REVIEW OF THE BIOLOGICAL RESOURCE HABITAT CHARACTERIZATION REPORT PREPARED BY EMC, DATED FEB. 8, 2023

FROM SECTION 2.8 - RECOMMENDED MEASURES

- THE EMC REPORT INCLUDES A BRIEF DISCUSSION OF THE POTENTIAL IMPACTS OF THE PROPOSED PROJECT, AS WELL AS RECOMMENDED MEASURES FOR PROJECT REVISION AND PROTECTION OF BIOLOGICAL RESOURCES. WE CONCUR WITH ONE EXCEPTION (THE ROOSTING BAT MEASURE DISCUSSED BELOW), THAT THE MEASURES FOR THE PROTECTION OF BIOLOGICAL RESOURCES DESCRIBED IN EMC'S REPORT ARE APPROPRIATE TO AVOID SIGNIFICANT ADVERSE IMPACTS TO SPECIAL STATUS SPECIES AND RECOMMEND THAT THEY BE IMPLEMENTED WITH MINOR MODIFICATIONS. AS NOTED IN SUPPLEMENTAL SECTION 5, BELOW, TO FACILITATE A FULL CEQA REVIEW OF THE PROPOSED PROJECT, WE HAVE ALSO INCLUDED A COMPREHENSIVE IMPACT ANALYSIS AND PROVIDED ADDITIONAL MITIGATION MEASURES TO REDUCE POTENTIAL IMPACTS OF THE PROJECT TO LESS-THAN-SIGNIFICANT LEVELS UNDER CEQA IN SECTION 5.
- PAGE 17, PARAGRAPH 2 - AS NOTED IN SECTION 2.5 ABOVE, THE HOARY BAT IS NOT A CALIFORNIA SPECIES OF SPECIAL CONCERN, AND IT IS OUR OPINION THAT THIS SPECIES DOES NOT NEED TO BE INCLUDED IN CEQA REVIEW OF THE PROJECT. IN ADDITION, WE OBSERVED NO HIGH-QUALITY ROOSTING HABITAT FOR OTHER COMMON OR SPECIAL STATUS BAT SPECIES ON THE PROJECT SITE SUCH THAT A LARGE ROOST OR MATERNITY COLONY WOULD BE PRESENT. WE ALSO NOTE THAT THE EMC REPORT DID NOT RECORD ANY OBSERVATIONS OF BATS OR HIGH-QUALITY BAT ROOSTING HABITAT. IN ITS DESCRIPTION OF EXISTING CONDITIONS ON PAGE 4, WHILE SMALL NUMBERS OF INDIVIDUAL BATS MAY ROOST ON THE PROJECT SITE, IMPACTS TO SMALL NUMBERS OF INDIVIDUALS WOULD NOT HAVE A SUBSTANTIAL ADVERSE EFFECT ON REGIONAL POPULATIONS OF ANY COMMON OR SPECIAL-STATUS SPECIES OF BAT. THUS, IT IS OUR OPINION THAT IMPACTS TO ROOSTING BATS WOULD BE LESS THAN SIGNIFICANT, AND IMPLEMENTATION OF MITIGATION MEASURES, INCLUDING MEASURE 5: ROOSTING AND NESTING BATS ON PAGE 17 OF THE EMC REPORT, WOULD NOT BE NECESSARY.

THESE COMMENTS RESULTED FROM A PEER REVIEW AND REDUCE THE CONCERN FOR IMPACT TO THE HOARY BAT

PER HYDRAULIC MEMORANDUM PREPARED BY SHAAF & WHEELER DATED OCT. 17, 2023

CONCLUSION

- THE PLACEMENT OF FILL TO CREATE A BERM ADJACENT TO SAN JUAN CREEK HAS THE POTENTIAL TO IMPACT NEIGHBORING PROPERTIES BY DIVERTING FLOOD FLOWS. THE BERM SHOULD BE REDUCED IN HEIGHT BY APPROXIMATELY TWO (2) FEET TO MATCH THE SMALLER BERM THAT APPEARS IN THE FEMA CROSS-SECTIONS. THIS COULD BE FURTHER STUDIED BY A GEOTECHNICAL ENGINEER TO DISTINGUISH BETWEEN RECENTLY PLACED FILL AND THE HISTORICAL BERM.
- THE DEBRIS PRESENT IN THE CHANNEL SHOULD BE REMOVED AND THE CHANNEL CLEARED AND VEGETATED TO MATCH THE CONDITION INDICATED BY A MANNING'S N-VALUE OF 0.04. THE LOCATIONS NEAR SURVEY CROSS-SECTIONS SHOWN IN TABLE 4 BELOW SHOULD BE INCREASED IN CROSS-SECTIONAL AREA.

Table 4 Locations Recommended for Increased Cross-Sectional Area

Survey Station	FEMA Section	San Juan Creek Cross-Sectional Area (SF)	
		Existing	Recommended
2+94	Section E	23.9	29.6
8+05	Footbridge (Driveway Crossing)	10.6	31.0
10+76	Footbridge (Driveway Crossing)	26.7	31.0
14+03	Average of Footbridge (Driveway Crossing) and Section D	38.4	70
16+37	Section D	35.3	123.5

THESE RECOMMENDATIONS ARE TO RESTORE THE HYDRAULIC CAPACITY OF THE CREEK AT SPECIFIC AT SPECIFIC LOCATIONS AND TO PROTECT THE ADJACENT PROPERTY FROM POTENTIAL IMPACTS CAUSED BY THE CREATION OF THE BERM.

BY DATE REVISIONS APPR

KELLEY
ENGINEERING & SURVEYING
 400 PARK CENTER DRIVE, SUITE #4
 HOLLISTER, CA 95023
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5/09/2025

REVISED MAY 2025
 DATE: JANUARY 2025
 SCALE: NO SCALE
 DESIGNED: MJK
 DRAWN: KG
 JOB No.: 22018

MITIGATION MEASURES
OROZCO
451 SAN JUAN HOLLISTER RD, SAN JUAN BAUTISTA

SHEET
2
 OF 2

PROJECT DESCRIPTION

DEVELOPMENT PERMIT

OROZCO

451 SAN JUAN HOLLISTER RD, SAN JUAN BAUTISTA

FEBRUARY 2023

REVISED APRIL 2025



5/14/2025

KELLEY

ENGINEERING & SURVEYING

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ATTACHMENTS

- CITY OF SAN JUAN BAUTISTA PLANNING APPLICATION COVER PAGE
- CITY OF SAN JUAN BAUTISTA ENVIRONMENTAL INFORMATION
- TOPOGRAPHIC MAP WITH SURFACE COMPARISON
- REMEDIATION AND RESTORATION PLAN

SITE DESCRIPTION

The proposed project site is located on an 18.085± acre parcel at 451 San Juan Hollister Road in San Juan Bautista. The north side of the project fronts the road, and the site features San Juan Creek that comes from the San Juan Canyon which flows around the west and north boundaries of the property. The property is about 700 feet south of California State Route 156, 2300 feet from the intersection of The Alameda and California State Route 156, and 3.4 miles from the interchange between California State Route 156 and US Highway 101. Current uses for the property include a trucking business, a transfer dock, vehicle storage, and pallet manufacturing.

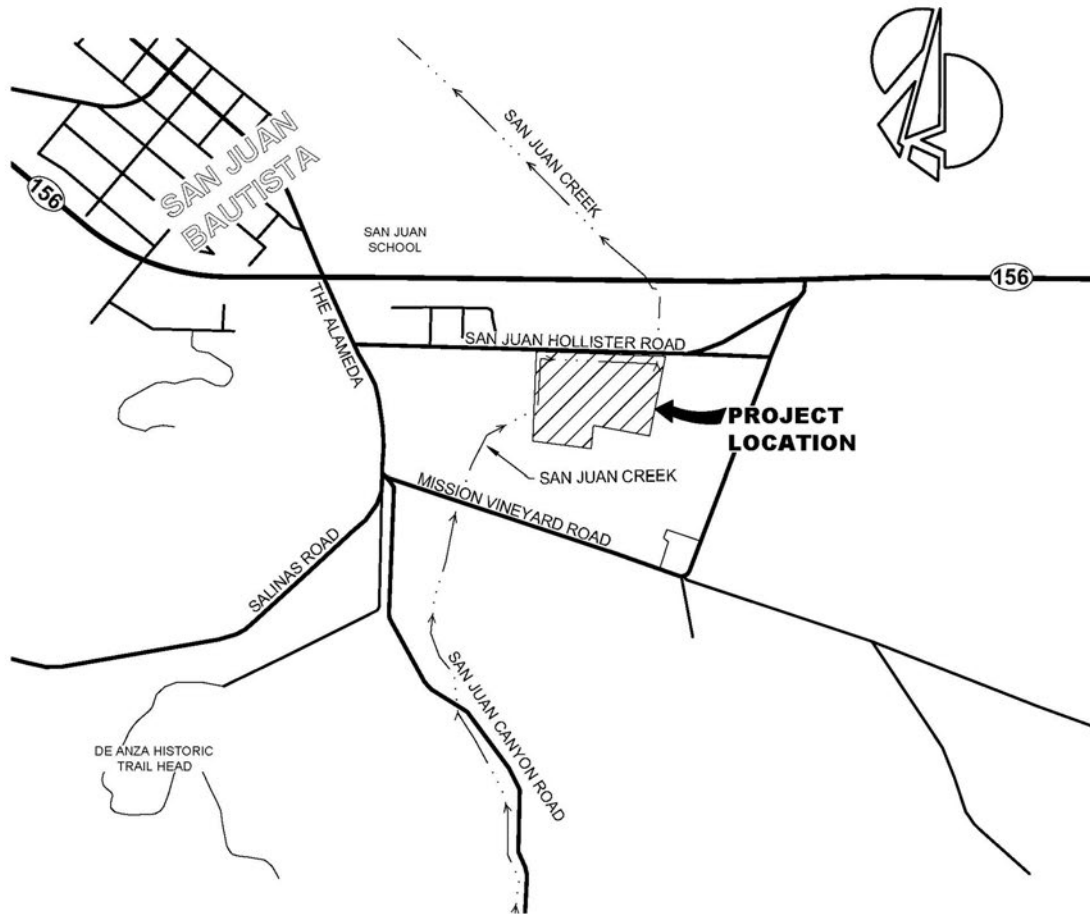
The site is currently accessed by a driveway connecting to San Juan Hollister Road about 265 feet east of the northwest corner of the parcel.

REGIONAL SETTING

The project site is within the corporate limits of the City of San Juan Bautista. The city limit follows the western and southern boundaries of the project parcel. San Juan Bautista is located within San Benito County. San Benito County is a central coast county located northeast of Monterey and San Luis Obispo counties and southeast of the San Francisco Bay Area. Midnight Express trucking company currently picks up produce in Santa Maria and delivers directly to San Francisco, Oakland, and other Bay Area cities.

San Juan Creek flows around the west and north boundaries of the property. The drainage area upstream of this property is greater than 5,400 acres. The upstream area includes multiple canyons such as San Juan Canyon, Quinn Canyon, and Peak Canyon. The highest point of the drainage area may include Fremont Peak. The areas upstream of the project are largely undeveloped hillsides with a mix of native oak woods and herbaceous rangeland. Upstream development is concentrated along San Juan Canyon road and near the City of San Juan Bautista. Rainfall in the region varies from year to year, mostly occurs between October and May, and is most frequent during the winter months. Average annual precipitation in the area ranges from 13 inches to 18 inches.

VICINITY MAP



NOT TO SCALE

SURROUNDING LAND USES

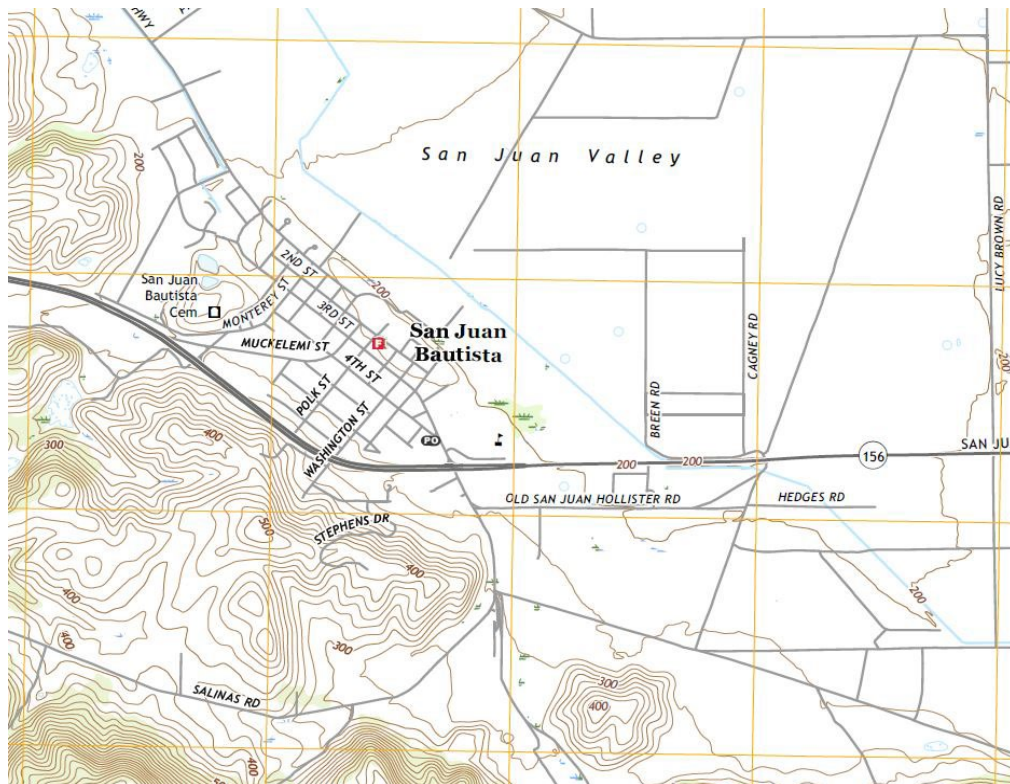
The uses of adjacent properties consists of a mix of residential, industrial, and agriculture. North on the other side of San Juan Hollister Road is the Mission Farm RV Park, and to the northwest is the Copperleaf subdivision. To the east, west, and south the properties are all used for agriculture including growing row crops, feed crops, and livestock with some rural residences in a low density. Adjacent industrial uses are concentrated to the northeast from the property.

SITE PROPERTIES

The project parcel consists of 18.085± Acres of formerly farmed land that was left fallow until some parts were compacted for use for truck parking, loading and unloading. Some dirt roads are on the site, a dirt loading dock, and a stockpile of dirt is located in the southeast corner of the site. According to USDA Soil Survey the site is approximately 31% Salinas Clay loam, and 69% Hanford Coarse sandy loam. Most of the Salinas clay is on the west side of the site. According to the Alquist Priolo special studies zone map, San Juan Bautista quadrangle, dated 7/1/1974 this project is located within a special studies zone area. According to San Benito County important farmland 2014 map by California Department of Conservation the project site is designated as Prime Farmland. According to San Benito County WebGIS, the project site contains grade-1 soil. The site features an unnamed tributary to the San Juan Creek that comes from the San Juan Canyon which flows around the west and north boundaries of the property. According to FEMA FIRM 06069C0159D, revised April 16, 2009, portions of the project site are located within zones X, AE, and AO. See table below:

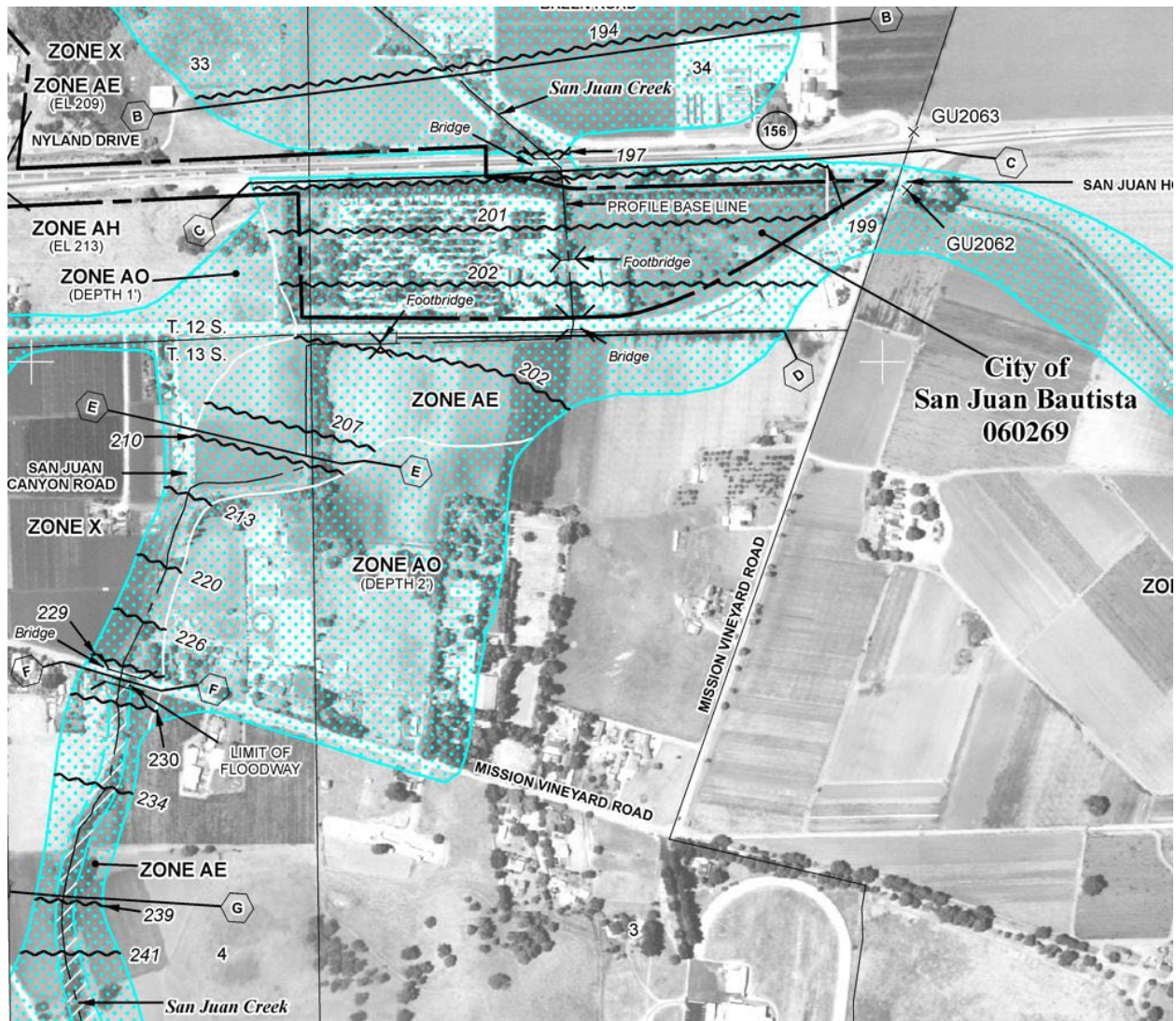
Zone	Description
X	An area of minimal flood hazard and determined to be outside the 0.2% annual chance floodplain.
AE	A special flood hazard area with base flood elevations determined.
AO	A special flood hazard area with flood depths 1 to 3 feet.

USGS MAP



NOT TO SCALE

FEMA FLOOD MAP



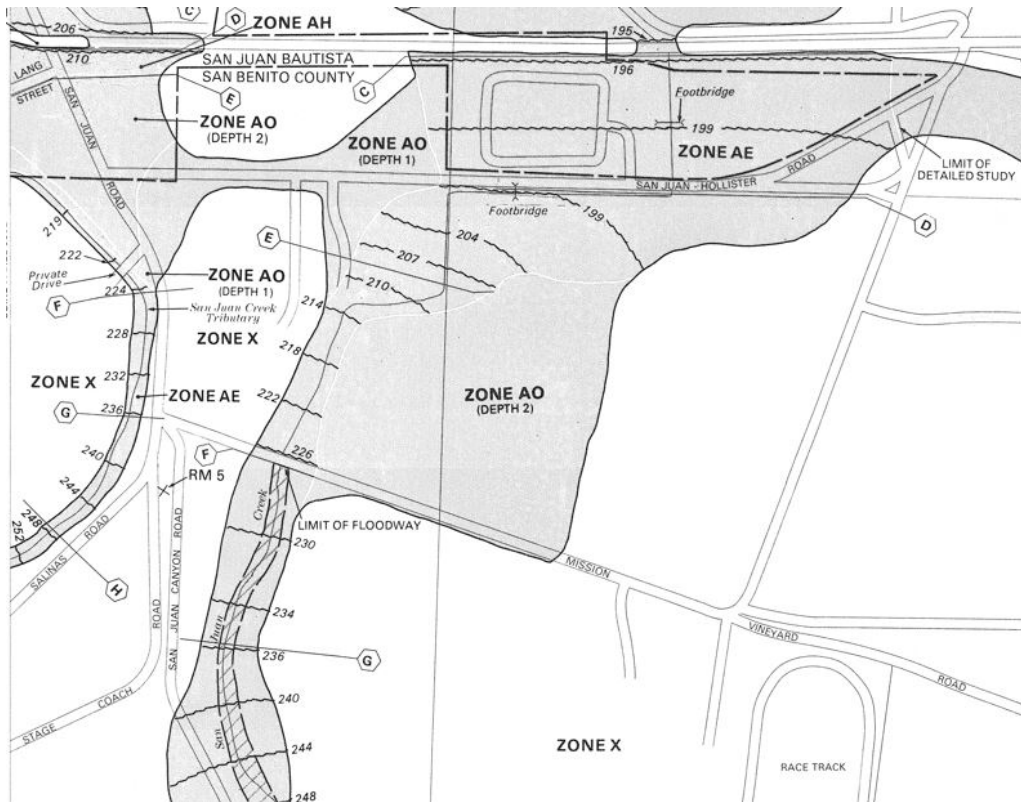
PORTION OF FIRM PANEL 0159D

HYDRAULIC RESOURCES

About 25 years ago San Juan Creek entered the property at the same location, but traversed the land in a northeast direction on a more direct route to the box culvert located in San Juan Hollister Road. This is evident by the tree growth and ground shading in the historical image provided by Google Earth circa 1998. It is also evident in the historic FIRM panel by examination of the drainage path. The drainage path along the western and northern boundaries had the character of a road-side ditch, not a major drainage feature. Over time the land was graded for agriculture and the ditch became a channel. This diversion encouraged growth of willows and eventually the riparian habitat that exists today.



Google Earth Image circa 1998



Historic FIRM Panel
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According to the Flood Insurance Study 06069CV000A revised April 16, 2009, the San Juan Creek drainage area lying upstream of the creek's first crossing of San Juan Canyon Road is 8.12 square miles, or about 5,200 acres. FEMA reports the 100-year peak flow rate to be 800 CFS. Data for smaller events is not available.

Upstream of Mission Vineyard Road the 100-year flood flows in a northerly direction at a width that varies from 100 feet to nearly 600 feet wide. When it reaches Mission Vineyard Road it finds a 60-inch culvert. The culvert has limited capacity particularly in its current state being filled with debris nearly to its spring line. This limited capacity causes the flow to broaden to a width of over 1500 feet. Spilling over Mission Vineyard Road in weir fashion, the flow continues northeasterly spreading to a width of over 2400 feet at San Juan Hollister Road.



60-inch Culvert at Mission Vineyard Road (Upstream end)



Downstream View from Culvert crossing Mission Vineyard Road

CREEK MORPHOLOGY

Between Mission Vineyard Road and the property entrance, San Juan Creek is heavily vegetated and lacks clear definition.

Between the entrance to the property and San Juan Hollister Road, the creek becomes trapezoidal in shape and remains heavily vegetated with willow. The top width varies between 13 and 22 feet, while the bottom width varies from zero to five feet. It slopes to the north at about 1 percent. The depth measured from the west bank varies from 3 to 4 feet. Again measured from the west bank, the flow capacity ranges from 150 cfs to 445 cfs.

East of its intersection with San Juan Hollister Road, the creek takes on more of the character of a road side ditch as it did historically. There are still reaches of trapezoidal shape but also more “V” shaped. At the time of our survey: width varies from 18 to 24 feet; depth measured from the limiting side varies from less than 1 foot to just over 3 feet; and capacity ranges from 35 cfs to 182 cfs.

Following 2022-2023 rains and City maintenance of the roadside ditch resulted in sandy sediment flows into this reach not seen before. These sediment flows have impacted ditch capacity, the 48-inch culvert located at the driveway entrance to the property and the large box culvert that crosses San Juan Hollister Road.



Sediment Received from Property to the West



48-inch Culvert Sediment Impact



Box Culvert Sediment Impact

FLOOD CONCERNS

This development permit's purpose is to allow the removal of the deposited soils in a manner respectful of cultural, biological, and multi-jurisdictional sensitivities. Removal of the grading spoils is coincident with removal of any concerns for added impacts to flooding. The property and surrounding properties will be returned to the same flood risk they had prior to the grading violation. What should be of concern and is of no consequence of the unpermitted grading is the future maintenance of the 60-inch culvert in Mission Vineyard Road and the future maintenance of the large box culvert in San Juan Hollister Road.

A topographic survey was performed in October of 2022. A topographic map was prepared comparing the current surface elevations with those of the 2017 survey performed by Towill. The differences are indicated in feet with "+" indicating the current surface is higher than the 2017 surface and a "-" indicating the current surface is lower than the 2017 surface. With respect to impact to flooding, the differences are largely negligible. The map is an attachment to this application.

DEVELOPMENT PERMIT PURPOSE

CODE VIOLATION: Grading and deposition of significant fill was observed within a flood hazard area in violation of San Juan Bautista Municipal Code Title 12 FLOODPLAINS, Section 12-1-210.

Without any intended purpose and unaware of potential hazards and City codes, Ms. Orozco deposited loose soils onto and adjacent to the easterly and southerly banks of San Juan Creek. Portions of the area are preliminarily designated as wetland by the Army Corps of Engineers. The City of San Juan Bautista received complaints of this action on March 28,

2022 and issued a stop order on May 24, 2022. The stop order requests 1) characterization of the fill and 2) a program be developed for remediation including removal of grading spoils, and restoration of the hydrology (hydraulic capacity) and biological habitat values of the San Juan Creek to the satisfaction of jurisdictional agencies.

The purpose of the development permit is to formally apply for the abatement of the violation with studies prepared by professionals with their opinions and recommendations with respect to remediation. It is the intent of the owner to restore the land to pre-violation conditions, in other words to undo what was done and remove any impacts caused by the grading.

CHARACTERIZATION OF FILL

The material deposited on and adjacent to the banks of the San Juan Creek can be characterized as Salinas Clay Loam, native to the site. The material is still loose and is referred to as grading spoils in the stop order and other related documents.

REMEDIATION PROGRAM

HYDRAULIC RESTORATION

The deposition of soils on one side of a creek or stream has the potential to negatively affect the adjacent property by increasing the flood risk of that property. By removing the spoils and placing the material back where it was removed from will restore the creek's hydraulic characteristics. The proposed grading shall be performed after permits are issued by all jurisdictional agencies. Background reports have been prepared to produce a Remediation and Restoration Plan and is included in this submittal. This section summarizes their findings. All biological and cultural sensitivities and recommendations will be observed prior to, during and after the grading process.

CULTURAL SENSITIVITY

Archeological investigation reports were prepared by various experts and include archival database search; sacred land records search; web soil survey; and a pedestrian survey. The reports are available from the San Juan Bautista Planning Department.

BIOLOGICAL RESOURCES

Biological resource habitat characterization reports were prepared by various experts including H.T. Harvey and Associates who conducted several site visits of the Property and include: several site visits; existing biological conditions; potential for special-status plant and wildlife species or protected habitats; jurisdictional features; project analysis; and recommendations. The reports are available from the San Juan Bautista Planning Department.

RESOURCE AGENCY PERMITS

During a site visit on January 31, 2023, it was the opinion of Patrick Furtado, biologist for EMC that following permits to remove the grading spoils may be required. Subsequently, H.T. Harvey conducted a second site visit of the property to update the status of jurisdictional features. Based on their site visits and subsequent site visits by representatives from the U.S. Army Corps of Engineers and California Department of Fish & Wildlife, the following permits may be needed if restoration activities result in disturbance of jurisdictional features:

1. USACE Section 404 Nationwide Permit (Army Corp)
2. CDFW Section 1600 Streambed Alteration Agreement (CA Fish & Wildlife **CDFW**)
3. RWQCB Section 401 Water Quality Certification (Water Board)

We will be pursuing all three permits in conjunction with this development permit if proposed restoration activities occur within jurisdictional features.

CONDITIONS OF APPROVAL

1. The applicant shall comply with all terms and measures of the Development Permit and Remediation Plan. The City shall approve the selection of the qualified biologist, arborist, restoration ecologist, archaeologist, surveyor, and other professionals retained to monitor the work. Their fees shall be the responsibility of the applicant.
2. The applicant shall enter into an indemnification and hold harmless agreement with the City of San Juan Bautista for the approval of the project.
3. The applicant or contractor shall obtain an encroachment permit for any work performed within the City of San Juan Bautista public right of way.
4. The applicant shall submit for and obtain a grading permit for the site including drainage provisions and compliance with flood zone elevation requirements.
5. The applicant shall enter into a maintenance agreement with the City for continual maintenance of the landscaping and irrigations system for all landscaping and irrigation installed on the site.
6. Construction on the site shall be restricted to the hours of 7:00 A.M. to 6:00 P.M. Monday and 8:00 A.M. to 5:00 P.M. on Saturday. No construction shall be allowed on Sundays or Federal Holidays.
7. The applicant shall select or mitigate mechanical equipment to meet applicable noise standards. To be considered "Normally acceptable" according to the City General Plan and Municipal Code, mechanical noise would need to be limited to DNL 60 dB at the nearest residential property line and DNL 65 dB at the nearby hotel property line. These noise levels would also satisfy the County General Plan Goal HS-8.11 guidelines.

To meet the draft City noise ordinance limits and the county General Plan Goal HS-8.1, noise levels at the nearest residential receivers are to be limited to an hourly Leq of 55 dB and maximum noise level of 70 dB during the daytime hours and hourly Leq 45 dB and a maximum noise level of 65 dB during nighttime hours.

8. All Truck deliveries at the site that require the use of backup alarms should be limited to daytime hours. (Mitigation 3a.)

9. The applicant shall require reduction of potential noise impact from construction-related activities, they are to be conducted in accordance with the following;

1. Construction shall be limited to the hours of 7:00 am and 6:00 pm on weekdays and 8:00 am and 5:00 pm on Saturdays. No construction shall be allowed on Sundays or Federal holidays.
2. During construction, mufflers shall be provided for all heavy construction equipment and all stationary noise sources in accordance with the manufacturer's recommendations.
3. Limit unnecessary idling of internal combustion engines.

4. Stationary noise sources and staging areas shall be located as far as is feasible from existing noise sensitive receivers. Locating stationary noise sources near existing roadways away from adjacent properties is preferred. If located otherwise, stationary noise sources are to be enclosed or shielded from neighboring noise sensitive properties with noise barriers to the extent feasible.

5. Air compressor and pneumatic equipment should be equipped with mufflers, and impact tools should be equipped with shrouds or shields.

6. A construction liaison shall be designated to ensure coordination between construction staff and neighbors to minimize disruptions due to construction noise. Neighboring property owners within 300 feet of construction activity shall be notified in writing of the contact information for the construction liaison.

7. Neighboring property owners within 300 feet of construction activity shall be notified in writing of the construction schedule and at least 30 days prior to loud noise-generating activities. Notification is to include the nature and estimated duration of the activity.

10. The applicant shall have the following note placed upon all construction plans and drawings of the project:

If prehistoric or historic archaeological resources or human remains are unexpectedly discovered during construction, work shall be halted within 50 meters (160 feet more or less) of the find until it can be evaluated by a qualified professional archaeologist. If the find is determined to be significant, appropriate mitigation measures shall be formulated and implemented.

11. The applicant shall submit to the City and obtain approval for an erosion control plan conforming to SWPPP guidelines during all grading activities and a letter or statement from the contractor that all work complies with the guidelines.

12. The applicant shall submit to the City a solid waste disposal plan if required.

13. The applicant shall post a note on the improvement plans that all grading activities at the project site shall cease during high wind periods. The City Planning Department shall be contacted when construction is delayed due to high winds.

City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Nine Month Period Ended March 31, 2025

Item #5E
City Council Meeting
May 20, 2025

REVENUES	FY24	FY25	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Difference</u>	<u>75%</u>	<u>Notes</u>
General Fund	1,656,349	1,780,832	2,530,525	(1,593,243)	70%	
Special Revenue Funds:						
Capital Projects Fund	272,011	256,961	4,914,742	(2,703,471)	5%	
Community Development	192,224	110,070	124,150	(393,098)	89%	
COPS	133,103	158,726	100,000	(75,000)	159%	A
Parking & Restroom Fd	24,980	19,731	28,000	(16,269)	70%	
Gas Tax Fund	66,871	83,222	108,000	(76,799)	77%	
Valle Vista LLD	17,914	33,416	44,554	(17,919)	75%	
Rancho Vista CFD	49,823	50,634	67,512	(49,481)	75%	
Copperleaf CFD	15,748	12,484	16,645	(12,240)	75%	
Internal Service Funds:						
Blg Rehab. & Replace	28,500	28,500	38,000	(28,500)	75%	
Vehicle Replacement	45,000	45,000	60,000	(45,000)	75%	
Enterprise Funds:						
Water						
Operations	1,132,463	1,299,033	1,718,000	(904,085)	76%	
Sewer						
Operations	1,293,152	1,516,986	1,960,000	(943,950)	77%	
TOTAL Funds	<u>4,928,138</u>	<u>5,395,594</u>	<u>11,710,128</u>	<u>(6,859,055)</u>	<u>46%</u>	

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 Nine Month Period Ended March 31, 2025

Item #5E
City Council Meeting
May 20, 2025

EXPENDITURES	FY24	FY25	Annual		YTD	
<u>Fund</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Variance</u>	<u>75%</u>	<u>Note</u>
General Fund	1,635,817	1,433,370	2,394,878	(961,508)	60%	
Special Revenue Funds:						
Capital Projects Fund	272,011	256,961	4,914,742	(4,657,781)	5%	A
Community Development	675,340	575,081	662,242	(87,161)	87%	
COPS	75,000	75,000	100,000	(25,000)	75%	
Gas Tax Fund	13,000	17,693	21,000	(3,307)	84%	
Valle Vista LLD	20,649	32,259	44,554	(12,295)	72%	
Rancho Vista CFD	38,203	70,554	42,718	27,836	165%	B
Copperleaf CFD	18,543	20,070	16,645	3,425	121%	
Development Impact Fee Funds						
Public/Civic Facility	2,025	2,025	2,700	(675)	75%	
Library	3,330	3,330	4,440	(1,110)	75%	
Storm Drain	2,574	2,574	3,432	(858)	75%	
Park In-Lieu	225	225	300	(75)	75%	
Public Safety	639	639	852	(213)	75%	
Traffic	324	324	432	(108)	75%	
Enterprise Funds:						
Water:						
Operations	527,169	537,175	862,288	325,113	62%	
Capital	74,958	66,486	15,793,187	15,726,701	0%	A
Sewer						
Operations	636,878	759,269	1,051,569	292,300	72%	
Capital	4,189,604	8,150,796	17,112,103	8,961,307	48%	A
TOTAL Funds	8,186,289	12,003,831	43,028,082	19,586,591	28%	

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 3/1/2025 Through 3/31/2025

1110 - Operating
 Acct. 1948

Effective Date	Check Number	Vendor Name	Check Amount
3/14/2025	218294	ACWA Health Benefits Authority	60,079.96
3/14/2025	218295	Caitlin Brady	122.08
3/14/2025	218296	Department of Transportation	409.98
3/14/2025	218297	Pet Waste Co	174.38
3/14/2025	218298	Regional Government Services	1,168.45
3/14/2025	218299	Rojas Communications Group	1,500.00
3/14/2025	218300	Smith & Enright Landscaping	5,540.00
3/14/2025	218301	Specialty Construction, Inc.	495,217.76
3/14/2025	218302	State Compensation Insurance Fund	3,213.00
3/14/2025	218303	Stoel Rives	1,237.50
3/14/2025	218304	T-Mobile	357.19
3/14/2025	218305	Toro Petroleum Corp.	267.66
3/14/2025	218306	Uline	143.66
3/17/2025	218307	AFLAC	1,041.46
3/17/2025	218308	at&t	135.00
3/17/2025	218309	Baker Supplies and Repairs	20.65
3/17/2025	218310	Charter Communications	592.94
3/17/2025	218311	City of Hollister	132,157.00
3/17/2025	218312	Computershare Corporate Trust	163,206.42
3/17/2025	218313	Design Line & Granger	194.47
3/17/2025	218314	First Foundation Bank	214,373.62
3/17/2025	218315	Hollister Auto Parts, Inc.	472.45
3/17/2025	218316	New SV Media	540.80
3/17/2025	218317	P G & E	15,514.05
3/17/2025	218318	Petty Cash	88.10
3/17/2025	218319	Postmaster	436.00
3/17/2025	218320	Regional Government Services	1,413.00
3/17/2025	218321	San Benito Cnty Mosq Abatement Prgm	300.70
3/17/2025	218322	San Benito County Water District	1,607.84
3/17/2025	218323	Spirit of San Juan Bautista	15,000.00
3/17/2025	218324	Hollister True Value	127.04
3/17/2025	218325	Uline	141.61
3/25/2025	218326	A & N Plumbing, Inc.	229.28
3/25/2025	218327	att.com	76.99
3/25/2025	218328	AVAYA	250.66
3/25/2025	218329	Baker Supplies and Repairs	441.87
3/25/2025	218330	Clark Pest Control	119.00
3/25/2025	218331	CMAP	931.97
3/25/2025	218333	Data Ticket Inc.	400.00
3/25/2025	218334	David J. Powers & Associates, Inc.	8,485.94
3/25/2025	218335	Design Line & Granger	498.73
3/25/2025	218336	First Alarm	540.33
3/25/2025	218337	J.A.V Language Solutions LLC	583.80
3/25/2025	218338	Kiley & Associates, LLC	1,500.00

City of San Juan Batista
Check/Voucher Register - Check Register Current Month
From 3/1/2025 Through 3/31/2025

1110 - Operating
Acct. 1948

Effective Date	Check Number	Vendor Name	Check Amount
3/25/2025	218339	Luis Salazar	150.00
3/25/2025	218340	Midwest Tape	94.49
3/25/2025	218342	Monterey Bay Analytical Services	6,051.00
3/25/2025	218343	MuniBilling	475.92
3/25/2025	218344	Rincon Consultants	9,197.50
3/25/2025	218346	Rx-Tek	3,152.16
3/25/2025	218347	Sentry Alarm System	477.00
3/25/2025	218348	Stantec Consulting Services Inc.	113,317.45
3/25/2025	218349	US Bank	15,640.54
3/26/2025	218350	Cypress Water Services	17,028.44
3/31/2025	ATM	Payroll	64,577.00
3/31/2025		Payroll Taxes	25,263.64
3/31/2025	ATM2	Fica	7,222.80
Report Total			1,393,501.28

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 11th day of April 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 11th day of April 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

DATE: MAY 20, 2025

DEPARTMENT: PLANNING DEPARTMENT

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

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

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

RECOMMENDATION:

Approve the Street Closure Resolution for the Street Mandala 2025 (SEP25-311), scheduled for June 21, 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 June 21, 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 June 21, 2025. 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. 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:

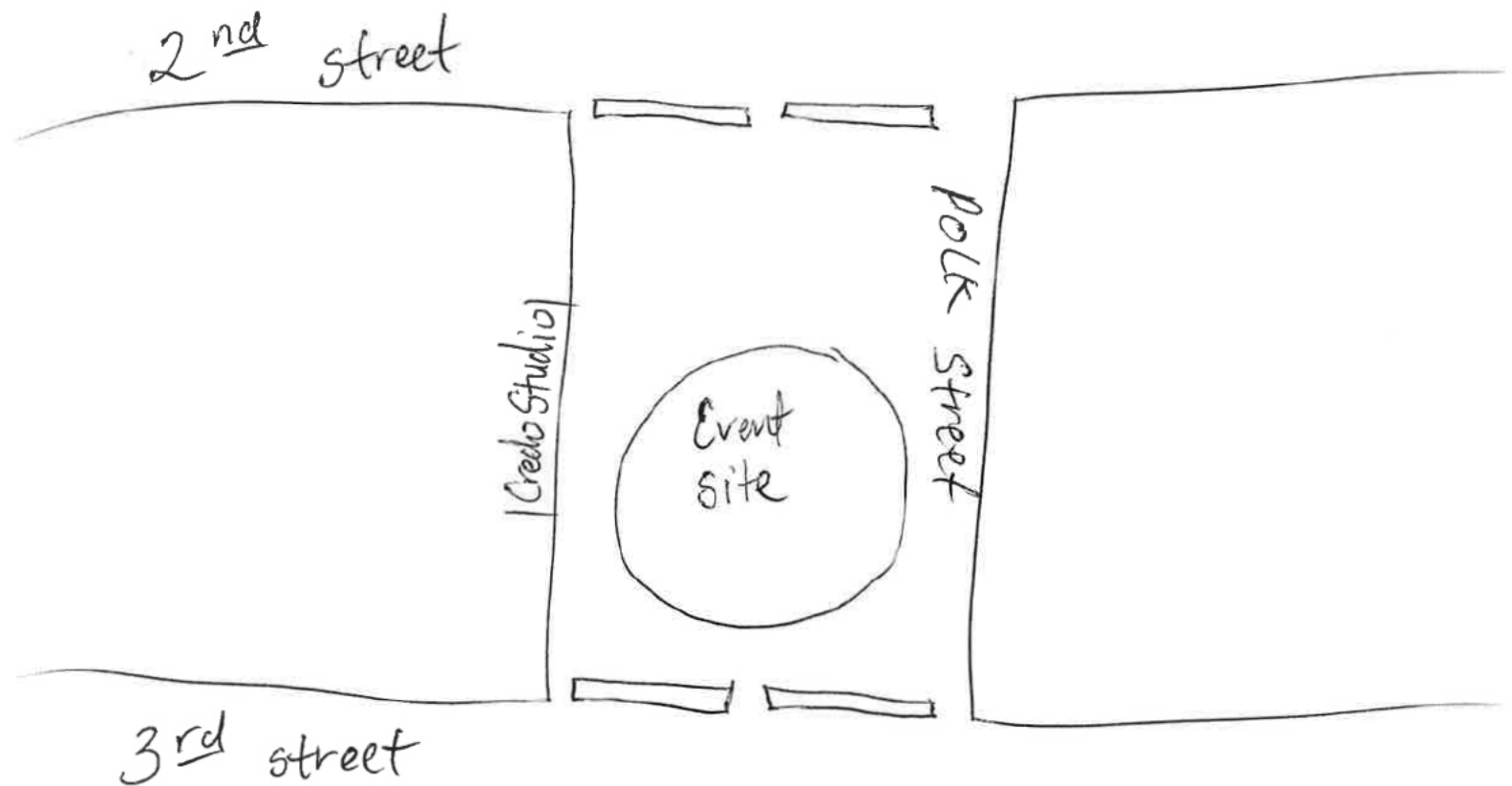
There is no direct fiscal impact to the City. The applicant is responsible for all applicable City fees related to the event, including those for permits and staff time if applicable.

ATTACHMENTS:

- Attachment A: Street Closure Resolution 2025-XX
- Attachment B: Street Closure Maps
- Attachment C: Email re: No SEP Required – Street Mandala 2025
- Attachment D: Email re: SEP Required – Street Mandala 2025
- Attachment E: City Manager Letter re: SEP Required – Street Mandala 2025

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



Ilse Lopez-Narvaez

From: Ilse Lopez-Narvaez
Sent: Friday, March 7, 2025 11:05 AM
To: [REDACTED]
Cc: Roy Morales
Subject: SEP25-304 | Street Mandala 2025
Attachments: Encroachment_Permit.pdf

Hi Ramona,

Thank you so much for submitting your Special Event Permit for the Street Mandala 2025 scheduled for May 10, 2025.

After reviewing your application, since your event/activity will have less than 30 people gathered, as stated in your application, your proposed event/application is not be required to obtain a Special Event Permit, as it will not exceed 250 people in number, as stated in [Section 5-15-105 of the San Juan Municipal Code](#).

However, please note, as you are requesting to close Polk Street between Second Street and Third Street, please submit an [Encroachment Permit](#) to our Building Department to block off the streets. Through the Encroachment Permit, you will also be charged for the staff hours needed to place the street barriers. For your convenience, I've attached the Encroachment Permit application.

Thank you so much for your patience as we worked on processing your SEP. Feel free to reach out if you have any questions.

Thank you,

Ilse Lopez-Narvaez

Associate Planner (she/her/ella)

Planning Department | City of San Juan Bautista

311 Second St., San Juan Bautista, CA 95045

Office: (831) 623-4661 | Fax: 831.623.4093

Direct: (831)453-8998 Ext. 1007

planning@san-juan-bautista.ca.us

www.san-juan-bautista.ca.us

Ilse Lopez-Narvaez

From: Ashley Collick
Sent: Friday, May 2, 2025 4:29 PM
To: Credo Studio
Cc: Ilse Lopez-Narvaez; Jerry Sanguinetti
Subject: Mandala Event on Polk Street
Attachments: Special Event Permit Requirement - Hill.pdf; Ramona Hill permit request.pdf

Dear Ms. Hill,

I hope this message finds you well.

Thank you again for your interest in coordinating a community event in San Juan Bautista. I am writing to follow up regarding your recent request to close a portion of Polk Street.

Attached you will find a formal letter that outlines the correct permitting process for your event. In short, because your event involves public advertising, gathering attendees, and use of a major City Street, it requires a Special Event Permit and City Council approval by resolution, consistent with the City's Municipal Code.

Please review the letter carefully for detailed next steps. Should you have any questions or need assistance with your Special Event Permit application, please feel free to reach out to our Special Events Contact, Ilse Navarez Lopez, at (831) 453-8998 ext. 1007.

We are happy to work with you to ensure a smooth and successful event.

Thank you for your cooperation and understanding.

Best regards,
Ashley



Ashley Collick
Interim City Manager
City of San Juan Bautista

311 Second St. | PO Box 1420
San Juan Bautista, CA 95045

☎ (831) 453-8995 ext. 1004 | 📱 (831) 529-5817 | 🖨 831.623.4093

✉ citymanager@san-juan-bautista.ca.us | 🌐 www.san-juan-bautista.ca.us





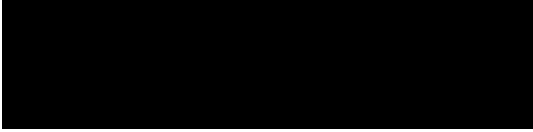
City of San Juan Bautista

City Manager | 311 Second Street | P.O. Box 1420, San Juan Bautista, CA 95045

Phone: (831) 623-4661 ext. 14 | Fax: (831) 623-4093 | www.san-juan-bautista.ca.us

May 2, 2025

Ramona Hill



Subject: **Street Closure and Special Event Permit Requirement – Polk Street Event**

Dear Ms. Hill,

Thank you for your recent request to temporarily close a section of Polk Street for your upcoming public event. We appreciate your ongoing efforts to coordinate activities that bring the community together.

We would like to clarify the appropriate permitting process for your event:

1. Special Event Permit Requirement

Although you were recently advised that an **Encroachment Permit** would be sufficient, we must adhere to the same process that was followed in previous years. Because your event involves public advertising, gathering of attendees, and broader impacts beyond simple use of the street (e.g., promoting attendance, potential noise, and public safety considerations), a **Special Event Permit** is required.

The Special Event Permit process ensures that all public safety, traffic control, insurance, and community notification requirements are properly coordinated across all affected City departments, including Public Works, Fire, and Law Enforcement.

An Encroachment Permit alone is generally intended for construction activities or limited, non-public uses of City right-of-way. Public events require broader review and formal authorization.

2. Road Closure Authorization Requirement

Please also note that **any road closure associated with a public event must be formally authorized by the City Council** through the adoption of a **City Council Resolution**.

This ensures public transparency, provides an opportunity for the Council to review and approve the closure, and allows the City to coordinate necessary public safety services.

Therefore, timely submittal of your Special Event Permit application is critical so that staff can prepare the appropriate resolution for Council consideration prior to your event date.

3. Municipal Code Requirement

Pursuant to **San Juan Bautista Municipal Code Chapter 5-15**, a Special Event Permit is required for any public gathering on City property involving more than 250 attendees or any closure of public streets.

As Polk Street is classified as a **Major Street** under SJBMC §5-15-105(A)(1), closure of this street for a public event triggers the need for full compliance with the Special Event Permit process. Additionally, City Council approval via resolution is appropriate to ensure compliance with public notice, safety coordination, and community transparency standards.

4. Next Steps

To proceed, please complete and submit a **Special Event Permit Application**, which includes:

- Event description and site plan.
- Proposed timeline and list of activities.
- Traffic control and safety plans.
- Insurance certificate naming the City of San Juan Bautista as an additional insured party.
- Contact information for event organizers.
- Notification plan for affected residents and businesses (if applicable).

You are encouraged to refer to your previous year's application to streamline this process.

5. City Contact for Assistance

If you need assistance with completing or submitting the Special Event Permit application, please contact:

Ilse Lopez-Narvaez

Special Events Contact

Phone: (831) 453-8998 ext. 1007

Ilse will guide you through the application requirements and help ensure your submission is complete for timely approval.

6. Processing Timeline

Please allow a minimum of **2–3 weeks** for full review and City Council scheduling following the submission of a complete application.

We apologize for any confusion caused by earlier communication and are committed to assisting you in hosting another successful community event. Thank you for your understanding and cooperation.


Ashley Collick

City Manager

City of San Juan Bautista

citymanager@san-juan-bautista.ca.us

(831) 453-8995 ext. 1004

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 events:

Los Padrinos Car Show

June 28, 2025, from 6:00 AM – 5:00 PM

Third St. from Frankin St. & Muckelemi St.

With cross streets blocked between Second St. and Fourth St. (Including Washington St., Mariposa St., and Polk 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 20th day of May 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Leslie Jordan, Mayor Pro Tem

ATTEST:

Elizabeth Soto, CMC, CPMC, Acting City Clerk

Muckelias St
Barricade
DS

2037-100 St

Cars Vendor

Cars

Restrooms

Vendor Cars

Barricade

Polk St
↔

Cars

motorcycles Cars

Cars

Cars

Cars

Barricade

Barricade
Restrooms vendors
Food Seating

Mariposa St
↔

Cars DS

vendors Cars

Cars

Cars

2021 100 St

Cars Vendor

Washington

~~Cars~~
Vendors Band

Seating
Band
DS

Barricade

Cars

~~Vendors~~

Cars

Cars

Barricade
Franklin

Applicant Name or Organization: Los Padrinos

Date/Time Received: FEB 05 2025

Form Update: December 2022 Charity Inc

RECEIVED

Special Event/Activities – Permit Application

All forms must be submitted at least 60 days prior to event with fees

Cover Page

EVENT INFORMATION

Event Title: Los Padrinos 18th Annual Car Show

Applicant: Ralph Duarte

Phone: [REDACTED]

Mailing Address: [REDACTED]

NOTIFICATIONS *please fill out the appropriate line, and then return directly to City Planner.*

Department	Staff	Notice Sent	Approved?	
<input type="checkbox"/> Planning			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Fire			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Public Works			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> City Manager			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Police			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Environment Health			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Integrated Waste			<input type="checkbox"/> Yes	<input type="checkbox"/> No

KEY ISSUES *for your reference, these are the issues we have identified in this application.*

- Amplified Sound
- Banner Request
- Block Party
- Public Building Reservation
- Item Sales
- Car Wash
- Cooking
- Crowd Control
- First Aid/Security Plan
- Generator
- Item Sales
- Parade
- Parking
- Park Reservation
- Street Closure
- Tent
- Trash/Recycling
- Animals
- Sanitation (Port-a-Potty)
- Electrical
- Other: (explain)

Special Event/Activities – Permit Application

Dear Event Organizer:

Thank you for your interest in holding a community event in San Juan Bautista. Special events can be important ways to build community and celebrate the City’s diversity, heritage, and uniqueness. All events require a permit with approvals to ensure a well-planned and safe event. The City of San Juan Bautista has created a simplified process to help you determine what types of permits and approvals you will need. Simply fill out the enclosed community events application and submit it to the City **at least 60 days before your event**. Additionally, there will be fees associated your event. Your application fee is due when you submit this form. The fee schedule for applications is:

Non Profits¹: No street blockage and less than 250 people	\$75.00
Non Profits: No street blockage or blockage of side streets, up to one block., and less than 750 people	\$100.00
Non Profits: Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi and more than 1,000 people ²	\$200.00
Private Promoter Organizations³: No street blockage, Assembly less than 250 people	\$250.00
Private Promoter Organizations: No street blockage or blockage of side streets, up to one block. Assembly less than 750 people	\$400.00
Private Promoter Organizations: Street blockage of Second, Third or Fourth Streets and side streets between Franklin & Muckelemi, and more than 1,000 people	\$800.00

Once we receive your application, one or more City representatives will contact you to let you know of any insurance, permits, approvals, or additional fees that apply. We appreciate your time and interest in planning a successful and safe event. A well-planned event translates to a successful activity that benefits everyone. If you need further assistance, call (831) 623-4661 or e-mail citymanager@san-juan-bautista.ca.us.

Please NOTE: You are required to have sanitary facilities. If you are serving or selling food you will be required to obtain a permit from the San Benito County Environment Health Department in Hollister. You are also required to coordinate all security arrangement with the San Benito County Sheriff’s office.

SECTION 1: EVENT DESCRIPTION (attach pages as needed)

Car Show

SECTION 2: CONTACT INFORMATION

(Car Show)

Event Title: Los Padrinos 18th Annual Today’s Date: January 29 2025

Applicant: Ralph Duarte

Organization: Los Padrinos Charity Inc

Phone: [REDACTED]

Mailing: [REDACTED]

¹ Requires proof of charitable non-profit status.
² All street closures and blockades require review and approval of the City Council.
³ Additional fees for use of public facilities may apply.

Event Setup Date: 6-28-2025 Time: 6 AM Event Ends 6-28-2025 Date: _____ Time: 5:00 PM

Event Starts Date: 6-28-2025 Time: 6 AM Dismantle 6-28-2025 Date: _____ Time: 5 PM

ANTICIPATED ATTENDANCE: Total for the Event: 1,000 Total per Day: _____

LOCATION OF EVENT (please be specific):

INSURANCE

The City will require that you co-insure the city ("additional insure"). Depending on your event, the minimum "coverage" will be dictated by the City's insurance carrier (PARSAC). After the application and fee is submitted the City Manager, or designee, will contact PARSAC with your proposal and the conditions of the insurance will be promptly conveyed to you.

CITY FACILITIES

Do you plan to hold your event at a City building? Yes No

If yes, which facility?

Have you reserved the facility yet? Yes No

Will this event require any City streets to be closed? (Public Works charges will apply) Yes No

If yes, please be specific on which streets and cross streets need to be closed below:

Does this event involve a parade? Yes No

If yes, attach a separate page with a map of the event.

If you wish to rent barricades, chairs, tables, or other City equipment, list the equipment and numbers (charges will apply for rentals)

If you do not wish to rent the City's equipment, you will be responsible for providing appropriate barriers if your event involves a street closure:

PRIVATE PROPERTY (Private Property needs to fill out an event application only if the event's attendance will exceed 250)

Do you plan to hold your event on private property? Yes No

If yes, describe the location:

VENDORS

Will this event have vendors selling items, food, or promoting their causes/services/products? Yes No

If yes, please note a Board of Equalization form will be required for each vendor proving that they are appropriately registered with the State of California. This link to this form is available on the City of San Juan Bautista website. Additionally, fees will be assessed on the basis of \$15/day/10 feet of vendor space for vendors on the street and \$15/day/vendor for events not on the streets. Other charges may apply. Allocations are made for local not for profit booths to be exempt from these charges. Each event is allowed a minimum of 5 local non-profit 10 ft. spaces for free up to a

maximum of 5% of the total number of booth feet for an event.

NEW! For any food sold, please note that food must be served in BPI-Certified compostable, recyclable 1-5 plastic, or reusable food ware. No Styrofoam food ware is allowed. No plastic straws are allowed, unless upon special request. Fiber-based compostable straws can be provided but only upon request by event attendees. Reusable or fiber-based BPI-Certified compostable serving products are preferred over plastic. For a list of BPI-Certified products, visit bpiworld.org/find-certified-products.

Will this event have vendors providing or selling water?

Yes No

If yes, please note that the distribution or sale of plastic water bottles are not allowed during city events by vendors. Any water sold by vendors must be in aluminum cans.

Will this event feature any hands-on attractions such as climbing walls, bounce-houses, or petting zoos?

Yes No

If yes, please describe: (insurance coverage will be required)

FOOD AND ALCOHOL (all food preparation is subject to state regulations; provide insurance if appropriate)

If you are serving or selling food, you must obtain a permit from the San Benito County Environment Health Department.

Does your event include food concessions and/or preparation areas?

Yes No

If yes, please provide a copy of your San Benito County Environmental Health Permit.

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the State Department of Alcoholic Beverage Control. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.

Does your event involve the use of alcoholic beverages?

Yes No

PORTABLE REST ROOMS (These permits are handled through the San Benito County Environmental Health Department)

Unless you can substantiate the sufficient availability of both Americans with Disabilities Act and non-ADA accessible facilities in the immediate area of the event site and you have written permission to use this facility, you may be required to provide portable rest room facilities at your event, which will be available to the public during your event. **Please note** that State Parks toilets do not qualify as event facilities unless you obtain written permission from the local State Parks office to allow use of these State owned toilets and included as part of this application.

Do you plan to provide portable rest room facilities at your event?

Yes No

Please provide a copy of your San Benito County Environmental Health Permit. **Please note** that if you state “no”, City staff will inquire as to what plans you have made to accommodate the public including written permission from the State if applicable.

LIGHTING AND SOUND

Will you be using any amplified sound (i.e. public address system)?

Yes No

Will this event use any lighting?

Yes No

Will you be using any type of generator?

Yes No

If yes, please describe (type/location/period/noise levels, etc. Preference is given to “silent” generators):

If no, do you need electricity? (fees will apply for use of City electricity):

SOLID WASTE DIVERSION PLAN & REQUIREMENTS

Solid Waste Diversion Plan: In accordance with State law (Public Resource Code 42648-42648.7), as a large venue or large event, a waste reduction and recycling plan shall be developed. This plan shall estimate the amount and types of waste anticipated from the event, proposed actions to reduce the amount of waste generation related to the event, and arrangements for separation, collection, and diversion from landfill of reusable, recyclable, and organic materials, as well as a tracking system that validates the final destination of the materials. You are encouraged to include a requirement for a “Solid Waste Diversion Plan” in your subcontract and vendor

agreements. For your convenience, a **Solid Waste Diversion Plan Event Form** has been prepared and is included as an attachment to this permit application. The Solid Waste Diversion Plan shall be approved by the San Benito County Integrated Waste Management Regional Agency.

The City of San Juan Bautista is mandated by the State of California to report annually specified information regarding large venue waste diversion programs. You are therefore required to report and provide verification of the quantity of waste disposed and recycled by this event. There is a \$150/event fine for non-reporting. Reporting is due 30 days after the event. The solid waste collection hauler can provide this information for you.

Event Dumpsters/Containers and Event Collection Stations: You may coordinate with the City's Franchise Collection Hauler for dumpsters and event collection stations for solid waste, recyclables, and organic material. Requests to the City's Franchise Collection Hauler must be made 30 days prior to the event start date. Charges for dumpsters, containers, and collection stations may apply. The City has trash, organics, and recycling receptacles for event collection stations available for rent. Solid waste, organic, and recycling rental receptacle rates are set annually by the City Council and posted on the City's website under Forms and Fees in a document that contains all the City Service Fees. Deposits are refundable, daily rental rates are not.

Food Ware Requirements: As the event organizer, you are responsible for a waste prevention strategy for all waste material generated by all operations and all events subcontractors and vendors. The event organizer, event subcontractors, and food vendors must use reusable, BPI-Certified compostable, or recyclable #1-5 plastic food ware. Reusable or fiber-based BPI-Certified compostable food ware products are preferred over plastic. No Styrofoam food ware is allowed. No plastic straws are allowed, unless upon special request. Fiber-based compostable straws can be provided but only upon request by event attendees. For a list of BPI-Certified products, visit bpiworld.org/find-certified-products. The event organizer must distribute the City's Special Event Vendor Food Ware Requirements handout and other resources requested by the City or by the San Benito County Integrated Waste Management Regional Agency prior to the event.

SUPPLEMENTAL QUESTIONS

1. Please provide a description of your event, including activities, timeline, sequence of events, road closures, etc. Please note: road closures require Public Works time and the event will be billed for the actual time used.

(If additional space is required, please attach it to this application).

Car Show, Music Raffles, Trophies

2. Please describe your security plan, including crowd control.

Sheriff's Department

3. In order to comply with the American Disabilities Act, describe how your event will be accessible to people with disabilities.

Side walks and middle of Roads will be clear

4. Please describe your emergency/medical plan, including your communications procedures.

First Aid Kit at main Booth

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

SAN JUAN BAUTISTA

FEB 05 2025

RECEIVED

Filing information

Company Name	Los Padrinos Charity, Inc.
Entity type	Nonprofit Public Benefit Corporation
Governing Agency	California Secretary of State
Document Number	[REDACTED]
Date Filed	April 25, 2014
Company Age	10 years 9 months
State	CA
Status	Active
Formed In	California
Statement of Info Due Date	04/30/2024
Standing	
Secretary of State	Good
Franchise Tax Board	Good
Agent	Good
Victims of Corporate Fraud Compensation Fund	Good

The data on Los Padrinos Charity, Inc. was extracted from the California Secretary of State's Registry (<https://bizfileonline.sos.ca.gov/search/business/>) as of 9/6/2024.

Los Padrinos Charity Inc.

EIN: 46-5452395 | Gilroy, California, United States

Other Names

LOS PADRINOS CHARITY INC

Publication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC ⓘ

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

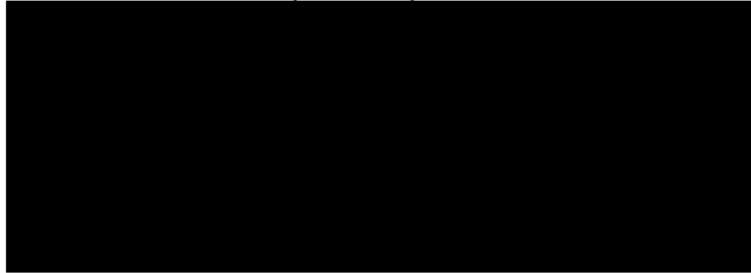
Final Letter(s)

[Final letter_46-5452395_LOSPADRINOSCHARITYINC_07162014.tif](#)
https://apps.irs.gov/pub/epostcard/dl/Final.letter_46-5452395_LOSPADRINOSCHARITYINC_07162014.tif

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

^ Tax Year 2023 Form 990-N (e-Postcard)



✓ Tax Year 2022 Form 990-N (e-Postcard)

✓ Tax Year 2021 Form 990-N (e-Postcard)

✓ Tax Year 2020 Form 990-N (e-Postcard)

✓ Tax Year 2019 Form 990-N (e-Postcard)

✓ Tax Year 2018 Form 990-N (e-Postcard)

✓ Tax Year 2016 Form 990-N (e-Postcard)

✓ Tax Year 2015 Form 990-N (e-Postcard)

✓ Tax Year 2014 Form 990-N (e-Postcard)

City of San Juan Bautista

No. 33998

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

Telephone
(831) 623-4661

AMOUNT \$ 409.30 DATE 2/5/2025

RECEIVED FROM Ms. Rodriguez

for hundred and \$90 DOLLARS

FOR the flow on 60 stairs
March 2024
opening court fees
paid by the City

SAN JUAN BAUTISTA

FEB 05 2025

RECEIVED



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025

DEPARTMENT: ENGINEERING

FROM: DOUG PIKE, CITY ENGINEER

BY: DOUG PIKE, CITY ENGINEER

TITLE: VALLE VISTA LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT UPDATE

RECOMMENDED MOTION:

That the City Council consider approval of the following resolutions actions:

1. Approve A Resolution of the City Council Of The City Of San Juan Bautista Ordering Preparation of An Engineer's Report for Fiscal Year 2025-26 For Valle Vista Landscape and Lighting Maintenance Assessment District No. 1
2. Approve A Resolution of the City Council Of The City Of San Juan Bautista Declaring Its Intention To Levy And Collect Assessments Within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 For Fiscal Year 2025-26 And Setting The Time And Place For A Hearing On Said Assessment
3. Receive and consider the attached draft Assessment Report to be the subject of final acceptance at the Public Hearing.
4. Approve A Resolution Of the City Council of The City Of San Juan Bautista Ratifying 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

BACKGROUND:

The City of San Juan Bautista has one Active Landscape and Lighting Maintenance Assessment District, which is regulated by the Landscape and Lighting Act of 1972 (commencing with Section 22500) Part 2, Division 15 of the California Streets and Highways Code. In accordance with this 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 specify the

assessment. The Engineer's Report will be available in the office of the City Clerk or City Engineer. 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 intention 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.

METHOD OF APPORTIONMENT:

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 Ordering Preparation of An Engineer's Report for Fiscal Year 2025-26 For Valle Vista Landscape and Lighting Maintenance Assessment District No. 1
2. A Resolution of the City Council Of The City Of San Juan Bautista Declaring Its Intention To Levy And Collect Assessments Within Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 For Fiscal Year 2025-26 And Setting The Time And Place For A Hearing On Said Assessment
3. The draft Assessment Report to be the subject of final acceptance at the Public Hearing.
4. A Resolution Of the City Council of The City Of San Juan Bautista Ratifying 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
5. Public Hearing Notice for Publication

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA ORDERING PREPARATION OF AN ENGINEER'S REPORT FOR
FISCAL YEAR 2025-26 FOR 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, the City Council desires to initiate proceedings for the Fiscal Year 2025-26 levy of the assessment in connection with the District.

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

1. That City Engineer Douglas S. Pike be and is hereby appointed as Engineer of Work to perform all engineering work in the conduct of said proceedings.
2. That the improvements to be maintained, and operations and services in connection with the District shall be substantially unchanged from those provided for in Fiscal Years 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18, 2018-19, 2019-2020, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26: the maintenance, operation and servicing of street lighting and street landscaping within the district, as well as the maintenance, operation and servicing of lighting and landscaping associated with the detention basin, sanitary sewer pump station, and public park located within the district.
3. That the Engineer of Work hereby is directed to prepare and to file a report in compliance with Sections 22565 *et seq.* of the Act.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly 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
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN
VALLE VISTA LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT
DISTRICT NO. 1 FOR FISCAL YEAR 2025-26 AND SETTING THE TIME AND PLACE
FOR A HEARING ON SAID ASSESSMENT**

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

WHEREAS, by prior resolution, this Council ordered preparation of an Assessment Report (“Report”) with respect to the assessment proposed to be levied in connection with the District for Fiscal Year 2025-26, and

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

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

WHEREAS, the City Council desires to declare its intention to levy the proposed assessment for Fiscal Year 2025-26.

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

1. The Council hereby declares its intention to levy and collect assessments in connection with the District for Fiscal Year 2025-26, as set forth in the Report.
2. The District is designated by the following distinctive name: “Valle Vista Landscaping and Lighting Maintenance Assessment District No. 1.” The District is generally described as a district including the parcels on both sides of Ahwahnee Street and Donner Street, bounded by San Juan Highway and Third Street. Reference is made to the Report for a more complete and exact definition of the territory included in the District.
3. The improvements to be maintained, operated and serviced in connection with the District are generally described as: street lighting and street landscaping within the District; as well as lighting and landscaping associated with the detention basin, sanitary sewer pump station, and a public park located within the District.
4. Reference is hereby made to the Report for a full and detailed description of the public improvements, the boundaries of the District, and the proposed Fiscal Year 2025-26 assessments upon assessable lots and parcels of land within the district.

5. The amount of the assessment for Fiscal Year 2025-26 is not proposed to increase from the rate effective for Fiscal Year 2024-25, adjusted for inflation according to the methodology submitted to property owners as part of a mail ballot protest proceeding in 2008.

6. It is ordered that on June 17, 2025, at the hour of 6:00 o'clock p.m., in the regular meeting place of this Council, the Council Chambers, City Hall, 311 Second Street, San Juan Bautista, California, is the time and place where this Council will hold a public hearing on the proposed assessment. At the Hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment. The City Clerk is directed to give notice of the Hearing by one publication of a copy of this Resolution in the local newspaper published and circulated in the City, pursuant to Section 6061 of the California Government Code, said publication to be had and completed at least ten (10) days before the date herein set for the Hearing.

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

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

PASSED AND APPROVED 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

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

ASSESSMENT REPORT

**VALLE VISTA
LIGHTING AND LANDSCAPE
MAINTENANCE ASSESSMENT DISTRICT NO. 1
FISCAL YEAR 2025-2026**

May 20, 2025

MEMBERS OF THE CITY COUNCIL

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

**Ashley Collick
Jon R. Giffen, Kennedy, Archer & Giffen
Elizabeth Soto
Jerry Sanguinetti
Douglas S. Pike
MNS Engineers, Inc.**

**City Manager
City Attorney
Deputy City Clerk
Director of Public Works
City Engineer
Engineer of Work**

PREPARED BY:

DOUGLAS PIKE, CITY ENGINEER

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

FISCAL YEAR 2025-2026**

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

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

 20th day of May , 2025.

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

By: _____

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

 20th day of May , 2025.

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

By: _____

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

FISCAL YEAR 2025 – 2026

VALLE VISTA LIGHTING AND LANDSCAPE MAINTENANCE ASSESSMENT

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

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

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

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

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

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

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

PART B VALLE VISTA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT No. 1
Budget 2025-2026

Formula to determine Assessment per General Rule #5

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

Single Family Home = \$1131.00
Single Family Home with Granny Unit = \$1413.75

PART C VALLE VISTA
LIGHTING AND LANDSCAPING MAINTENANCE DISTRICT No. 1
Assessment 2025-2026

ASSESSMENT NO.	ASSESSOR'S PARCEL NO.	ASSESSMENT Per UNIT	ASSESSMENT UNITS	FISCAL YEAR
				2025-2026 ASSESSMENT TOTAL
1	002-600-019-0	\$ 1,131.00	1	\$ 1,131.00
2	002-600-018-0	\$ 1,131.00	1.25	\$ 1,413.75
3	002-600-017-0	\$ 1,131.00	1.25	\$ 1,413.75
4	002-600-016-0	\$ 1,131.00	1.25	\$ 1,413.75
5	002-600-015-0	\$ 1,131.00	1.25	\$ 1,413.75
6	002-600-014-0	\$ 1,131.00	1	\$ 1,131.00
7	002-600-013-0	\$ 1,131.00	1	\$ 1,131.00
8	002-600-012-0	\$ 1,131.00	1	\$ 1,131.00
9	002-600-011-0	\$ 1,131.00	1	\$ 1,131.00
10	002-600-035-0	\$ 1,131.00	1	\$ 1,131.00
11	002-600-010-0	\$ 1,131.00	1	\$ 1,131.00
12	002-600-034-0	\$ 1,131.00	1	\$ 1,131.00
13	002-600-009-0	\$ 1,131.00	1	\$ 1,131.00
14	002-600-033-0	\$ 1,131.00	1	\$ 1,131.00
15	002-600-008-0	\$ 1,131.00	1	\$ 1,131.00
16	002-600-032-0	\$ 1,131.00	1	\$ 1,131.00
17	002-600-007-0	\$ 1,131.00	1	\$ 1,131.00
18	002-600-031-0	\$ 1,131.00	1	\$ 1,131.00
19	002-600-006-0	\$ 1,131.00	1	\$ 1,131.00
20	002-600-030-0	\$ 1,131.00	1	\$ 1,131.00
21	002-600-005-0	\$ 1,131.00	1	\$ 1,131.00
22	002-600-029-0	\$ 1,131.00	1	\$ 1,131.00
23	002-600-004-0	\$ 1,131.00	1	\$ 1,131.00
24	002-600-003-0	\$ 1,131.00	1	\$ 1,131.00
25	002-600-002-0	\$ 1,131.00	1	\$ 1,131.00
26	002-600-001-0	\$ 1,131.00	1	\$ 1,131.00
27	002-600-028-0	\$ 1,131.00	1	\$ 1,131.00
28	002-600-027-0	\$ 1,131.00	1	\$ 1,131.00
29	002-600-026-0	\$ 1,131.00	1	\$ 1,131.00
30	002-600-025-0	\$ 1,131.00	1	\$ 1,131.00
31	002-600-024-0	\$ 1,131.00	1	\$ 1,131.00
32	002-600-023-0	\$ 1,131.00	1	\$ 1,131.00
33	002-600-022-0	\$ 1,131.00	1	\$ 1,131.00
34	002-600-021-0	\$ 1,131.00	1	\$ 1,131.00
35	002-600-020-0	\$ 1,131.00	1	\$ 1,131.00
			36	\$ 40,716.00

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

FISCAL YEAR 2025 – 2026

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

GENERAL RULES

1. All costs associated with the maintenance and operation of the Valle Vista Lighting and Landscape Maintenance Assessment District No. 1 improvements including Engineer's Report, printing and advertising of assessment notices and legal fees shall be spread to all parcels on a pro rata development unit basis.

2. Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements which include the operation, maintenance and servicing of landscaping, street lighting, and park and recreational facilities. Section 122573 of the Lighting and Landscaping Act of 1972 requires that maintenance assessments be levied according to benefit rather than according to assessed value. In addition, article XIID, Section 4(a) of the California Constitution limits the amount of any assessment to the proportional special benefit conferred on the property

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

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

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

4. Factored Development Units Calculations: Each parcel within the district is zoned for single family residential development and developed as a single family residence. Each single family

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

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

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

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

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

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

Exhibit A

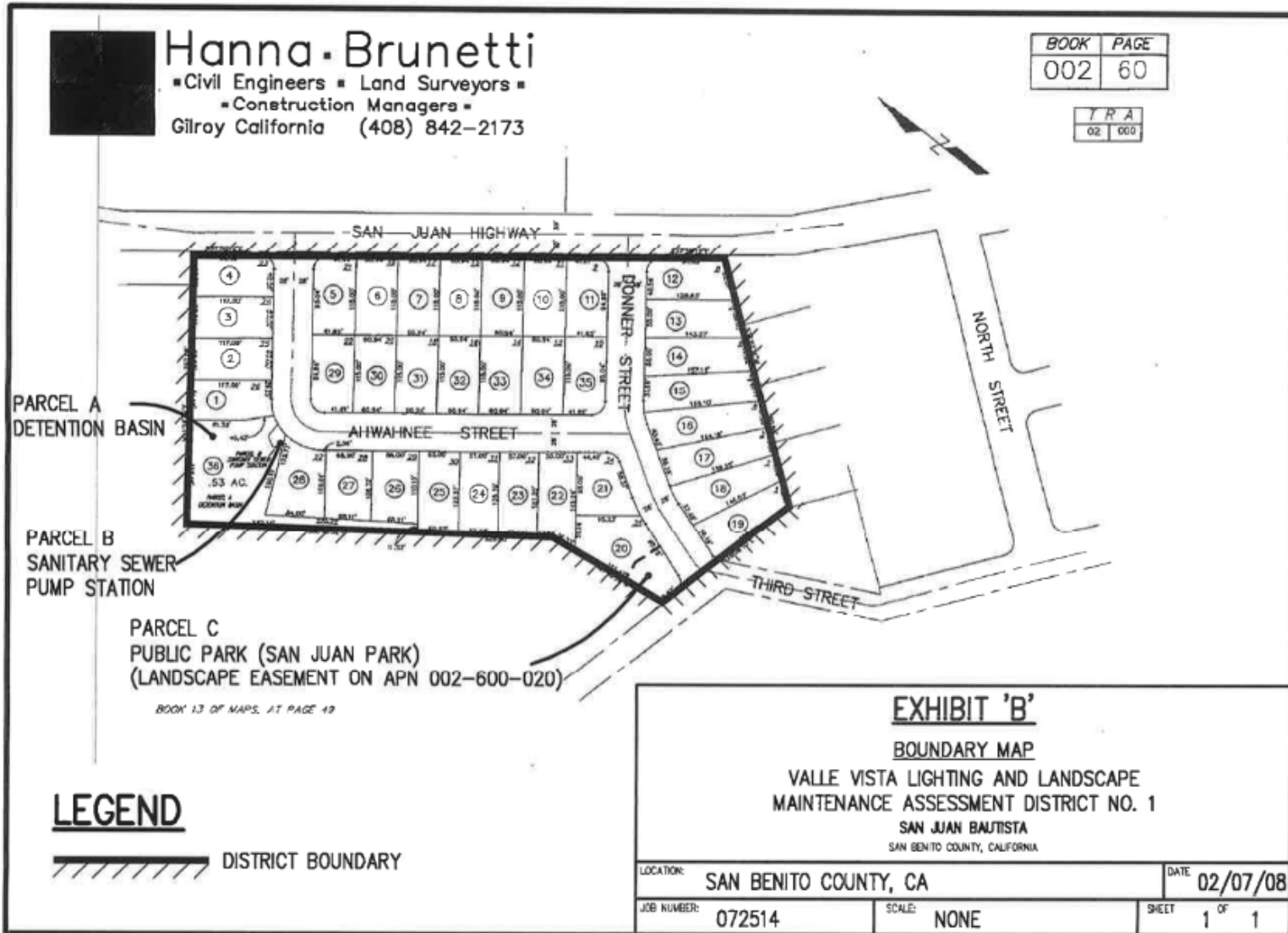
**City of San Juan Bautista
Valle Vista Landscape District**

Fiscal Year 2025/26 Cost Estimate Summary – Valle Vista

Item	Cost
Maintenance	
Landscape Maintenance	\$33,860.00
Water	\$2,077.75
Electricity	\$1,088.30
Total Maintenance Cost	\$37,026.05
Administrative Cost	\$1,939.00
Reserves (Activity FY 2025/26)	
Operating Reserve	\$0.00
Annual Capital Replacement Reserve	<u>1,750.95</u>
Total Reserves	\$1,750.95
Total Estimated Assessment - Fiscal Year 2025/26	\$40,716.00
Total Number of Developed Single Family Parcels	36
Fiscal Year 2025/26 Applied Assessment per Parcel (City)	\$1,131.00
Fiscal Year 2025/26 Maximum Assessment Tax per Parcel	\$1,746.43

Capital Replacement Fund Balance	
Estimated Reserve Fund Beginning Balance (7/1/2025)	\$14,758.00
2025/26 Contribution to Capital Replacement	<u>\$1,750.95</u>
Estimated Reserve Fund Ending Balance (6/30/2026)	\$16,508.95

Exhibit B



RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
RATIFYING 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, the City Council desires to initiate proceedings for the Fiscal Year 2025-26 levy of the assessment in connection with the District; and

WHEREAS, City Staff 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 ratify and approve the Report, as filed.

NOW, THEREFORE, BE IT 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 regular meeting of the City Council of the City of San Juan Bautista duly 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

NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on June 17, 2025 at 6:00 p.m.

During the public hearing, the following items will be discussed:

The City of San Juan Bautista has declared its intention to levy and collect assessments within the Valle Vista Landscape and Lighting Maintenance Assessment District No. 1 for Fiscal Year 2025-26. There will be a public hearing on said assessment on June 17, 2025 at 6:00 p.m. At the hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment.

Staff reports and the full text of all items to be discussed will be available for public review at City Hall and on the City website on **June 13, 2025**. All members of the public are encouraged to attend the meeting in person or by zoom, and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us not later than **4:00 p.m., June 17, 2025**.

You can access the webinar at [need to insert link]. An agenda will be posted on the City website and distributed not later than June 13.

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



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025
DEPARTMENT: ENGINEERING
FROM: DOUG PIKE, CITY ENGINEER
BY: DOUG PIKE, CITY ENGINEER
TITLE: COMMUNITY FACILITIES DISTRICT NO. 2018-01 UPDATE

RECOMMENDED MOTION:

That the City Council consider approval of the following resolutions actions:

1. Approve A Resolution of the City Council Of The City of San Juan Bautista Ordering Preparation of An Engineer's Report for Fiscal Year 2025-26 For Community Facilities District No. 2018-01
2. Approve A Resolution of the City Council of the City Of San Juan Bautista Declaring its Intention to Levy And Collect Assessments Within Community Facilities District No. 2018-01 for Fiscal Year 2025-26 and Setting The Time And Place For a Hearing On Said Assessment
3. Receive and consider the attached draft Engineer's Report to be the subject of final acceptance at the Public Hearing.
4. Approve A Resolution of The City Council of The City of San Juan Bautista Ratifying The Report Prepared In Connection With the Fiscal Year 2025-26 Levy of Assessments In Connection With Community Facilities District No. 2018-01 For Fiscal Year 2025-26

BACKGROUND:

The City of San Juan Bautista has one Community Facilities District consisting of two zones: Copperleaf and Rancho Vista.

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 Proposition 218 Accountability 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, the City Council must conduct a public hearing and

review the Engineer's Report which specify the assessment. The Engineer's Report will be available in the office of the City Clerk or City Engineer. 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 intention 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 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. The City Council shall hold the public hearing. 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 as allowed in the authorizing legislation.

METHOD OF APPORTIONMENT:

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 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, annual CPI-U was 1.3%. As a result, 2% was applied to the Fiscal Year 2025/26 maximum special tax for each tax area referenced above.

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 Community Facilities District No. 2018-01 is within the anticipated revenues (including reserves).

ATTACHMENTS:

1. A Resolution of the City Council Of The City of San Juan Bautista Ordering Preparation of An Engineer's Report for Fiscal Year 2025-26 For Community Facilities District No. 2018-01
2. Approve A Resolution of the City Council of the City Of San Juan Bautista Declaring its Intention to Levy And Collect Assessments Within Community Facilities District No. 2018-01 for Fiscal Year 2025-26 and Setting The Time And Place For a Hearing On Said Assessment
3. The draft Assessment Report to be the subject of final acceptance at the Public Hearing.
4. A Resolution Of the City Council of The City Of San Juan Bautista Ratifying 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
5. Public Hearing Notice for Publication

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
ORDERING PREPARATION OF AN ENGINEER’S REPORT FOR FISCAL YEAR 2025-26
FOR COMMUNITY FACILITIES DISTRICT NO. 2018-01**

WHEREAS, in accordance with 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, the City levies an annual assessment in connection with its Community Facilities District No. 2018-01 (“District”); and

WHEREAS, the City Council desires to initiate proceedings for the Fiscal Year 2025-26 levy of the assessment in connection with the District.

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

1. That City Engineer Douglas S. Pike be and is hereby appointed as Engineer of Work to perform all engineering work in the conduct of said proceedings.
2. That the improvements to be maintained, and operations and services in connection with the District shall be substantially unchanged from those provided for in prior Fiscal Years: to maintain, service and replace the following items: 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, and Mosquito Abatement, as located within the district.
3. That the Engineer of Work hereby is directed to prepare and to file a report in compliance with Sections 50075.1 and 53410 of the California Government Code.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of San Juan Bautista duly 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 OF INTENTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN
COMMUNITY FACILITIES DISTRICT NO. 2018-01 FOR FISCAL YEAR 2025-26 AND
SETTING THE TIME AND PLACE FOR A HEARING ON SAID ASSESSMENT**

WHEREAS, 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 (“Act”). Said special tax district is known and designated as Community Facilities District No. 2018-01 (the “CFD”), and

WHEREAS, CFD 2018-01 currently serves two communities; the Copperleaf community known as “Zone 1,” and; the Rancho Vista community known as “Zone 2.”

WHEREAS, by prior resolution, this Council ordered preparation of an Annual Report (“Report”) with respect to the assessment proposed to be levied in connection with the District for Fiscal Year 2025-26, and

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

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

WHEREAS, the City Council desires to declare its intention to levy the proposed assessment for Fiscal Year 2025-26.

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

1. The Council hereby declares its intention to levy and collect assessments in connection with the District for Fiscal Year 2025-26, as set forth in the Report.
2. The District is designated by the following distinctive name: “Community Facilities District No. 2018-01.” The District is generally described as a district including the parcels on both sides of Ahwahnee Street and Donner Street, bounded by San Juan Highway and Third Street. Reference is made to the Report for a more complete and exact definition of the territory included in the District.
3. The improvements to be maintained, operated and serviced in connection with the District are generally described as: street lighting and street landscaping within the District; as well as lighting and landscaping associated with the detention basin, sanitary sewer pump station, and a public park located within the District.
4. Reference is hereby made to the Report for a full and detailed description of the public improvements, the boundaries of the District, and the proposed Fiscal Year 2025-26 assessments upon assessable lots and parcels of land within the district.

5. The amount of the assessment for Fiscal Year 2025-26 is not proposed to increase from the rate effective for Fiscal Year 2024-25, adjusted for inflation (CPI) according to the methodology submitted to property owners as part of a mail ballot protest proceeding in 2008.

6. It is ordered that on June 17, 2025, at the hour of 6:00 o'clock p.m., in the regular meeting place of this Council, the Council Chambers, City Hall, 311 Second Street, San Juan Bautista, California, is the time and place where this Council will hold a public hearing on the proposed assessment. At the Hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment. The City Clerk is directed to give notice of the Hearing by one publication of a copy of this Resolution in the local newspaper published and circulated in the City, pursuant to Section 6061 of the California Government Code, said publication to be had and completed at least ten (10) days before the date herein set for the Hearing.

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

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

PASSED AND APPROVED 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



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

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

Operating Reserve Fund Balance	
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)	\$8,475.04

Capital Replacement Fund Balance	
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)	\$24,513.48

TAX ZONE 2

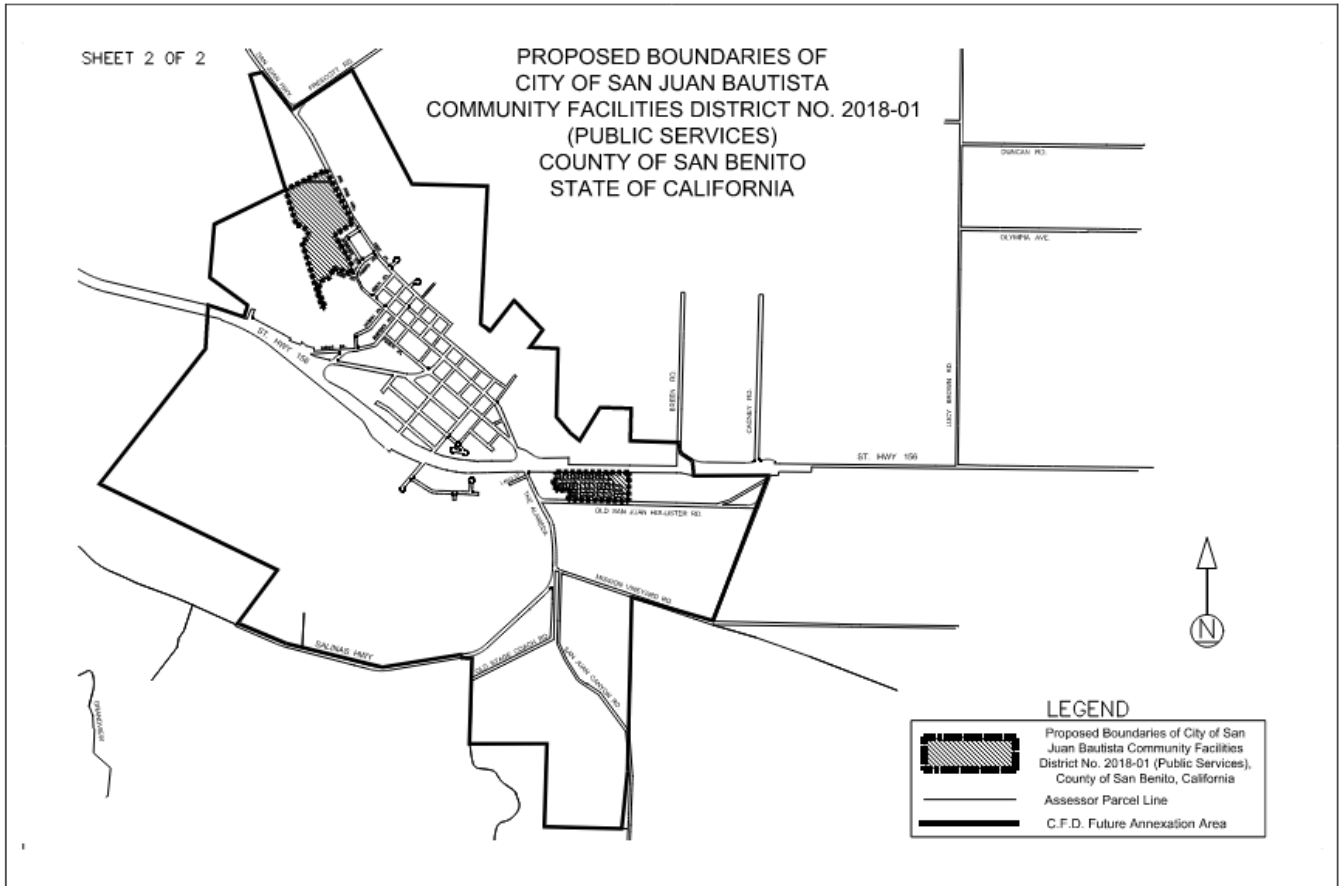
Fiscal Year 2025/26 Cost Estimate Summary – Rancho Vista

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

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

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

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			\$31,680.00

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
					\$71,400.00

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
RATIFYING THE REPORT PREPARED IN CONNECTION WITH THE FISCAL YEAR
2025-26 LEVY OF ASSESSMENTS IN CONNECTION WITH COMMUNITY FACILITIES
DISTRICT NO. 2018-01 FOR FISCAL YEAR 2025-26**

WHEREAS, 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 (“Act”). Said special tax district is known and designated as Community Facilities District No. 2018-01 For Fiscal Year 2025-26 (“District”); and

WHEREAS, CFD 2018-01 currently serves two communities; the Copperleaf community known as “Zone 1,” and; the Rancho Vista community known as “Zone 2.”

WHEREAS, the City Council desires to initiate proceedings for the Fiscal Year 2025-26 levy of the assessment in connection with the District; and

WHEREAS, City Staff 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 ratify and approve the Report, as filed.

NOW, THEREFORE, BE IT 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 regular meeting of the City Council of the City of San Juan Bautista duly 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

NOTICE OF PUBLIC HEARING CITY OF SAN JUAN BAUTISTA

Pursuant to Government Code Section 65090, the City Council of the City of San Juan Bautista gives notice of a public hearing on June 17, 2025 at 6:00 p.m.

During the public hearing, the following items will be discussed:

The City of San Juan Bautista has declared its intention to levy and collect assessments within the Community Facilities District No. 2018-1 for Fiscal Year 2025-26. There will be a public hearing on said assessment on June 17, 2025 at 6:00 p.m. At the hearing, all interested persons will be permitted to present written and/or oral testimony regarding the proposed assessment.

Staff reports and the full text of all items to be discussed will be available for public review at City Hall and on the City website on **June 13, 2025**. All members of the public are encouraged to attend the meeting in person or by zoom, and may address the City Council on the issue during the public hearing. Written comments may be hand delivered or mailed to City Hall (311 Second Street, P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us not later than **4:00 p.m., June 17, 2025**.

You can access the webinar at [\[need to insert link\]](#). An agenda will be posted on the City website and distributed not later than June 13.

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



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025

DEPARTMENT: CITY MANAGER

FROM: ASHLEY COLLUCK, INTERIM CITY MANAGER

TITLE: ADOPTION OF URBAN WATER MANAGEMENT PLAN (UWMP)
PARTICIPATION AND COST-SHARING AGREEMENT

RECOMMENDED MOTION:

Adopt a resolution authorizing the City of San Juan Bautista to participate in the preparation of the 2025 San Benito Urban Area (SBUA) Urban Water Management Plan (UWMP), share in the costs of preparation, and designate the City Manager to execute all related documents.

SUMMARY

The City of San Juan Bautista, in collaboration with the San Benito County Water District (SBCWD), the City of Hollister, and the Sunnyslope County Water District (SSCWD), proposes to participate in the preparation of a consolidated Urban Water Management Plan (UWMP) for the San Benito Urban Area (SBUA).

The UWMP is required by the California Water Code and is vital for state water resource planning, funding eligibility, and ensuring sustainable water supplies. The 2025 UWMP will, for the first time, incorporate San Juan Bautista within the planning sphere of the SBUA.

The cost for preparation will be split between the jurisdictions, with the City of San Juan Bautista responsible for approximately 2% of the total project cost. The City's share is estimated at \$2,878.

BACKGROUND:

The Urban Water Management Planning Act requires urban water suppliers to update and submit UWMPs every five years. These plans ensure that water agencies adequately assess current and future water supply reliability and water demand. The 2025 UWMP will align with the Sustainable Groundwater Management Act (SGMA) and the Groundwater Sustainability Plan (GSP) approved in July 2023.

The Water Resources Association of San Benito County (WRASBC) has coordinated with Todd Groundwater, a consulting firm with prior experience preparing UWMPs for the region, to develop the 2025 Plan. Todd Groundwater will conduct plan coordination, data acquisition,

water demand and supply analysis, service area descriptions, public hearings, and the final plan submittal to the Department of Water Resources (DWR).

The preparation will be collaborative, and each participating agency will hold its own public hearings before adoption.

The total cost for preparing the UWMP is \$143,870, allocated among the agencies based on agreed percentages:

- SBCWD: 34% (\$48,916)
- SSCWD: 32% (\$46,038)
- City of Hollister: 32% (\$46,038)
- City of San Juan Bautista: 2% (\$2,878)

The City's portion reflects its smaller service area compared to the other participating agencies.

ENVIRONMENTAL REVIEW

The adoption of the UWMP is exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15262 (Feasibility and Planning Studies) and Section 15306 (Information Collection).

TIMELINE

The anticipated timeline for the 2025 UWMP is as follows:

- Spring 2025: Kickoff Meeting
- Fall 2025: Release of Final UWMP Guidelines from DWR
- March 2026: Draft UWMP delivered to participating agencies
- April 2026: Public Hearings
- May 2026: Final UWMP Submittal to DWR
- July 1, 2026: UWMP Submission Deadline

FISAL IMPACT

The City of San Juan Bautista's share of the UWMP preparation cost is \$2,878, which will be funded from the City's Water Enterprise Fund.

ATTACHMENTS:

- Draft Resolution
- Proposal from Todd Groundwater for Preparation of 2025 UWMP
- Cost Allocation Summary

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING PARTICIPATION IN THE PREPARATION OF THE 2025 SAN
BENITO URBAN AREA URBAN WATER MANAGEMENT PLAN AND APPROVING
THE COST-SHARING AGREEMENT**

WHEREAS, the Urban Water Management Planning Act (California Water Code Sections 10610–10656) requires urban water suppliers to prepare and update an Urban Water Management Plan (UWMP) every five years; and

WHEREAS, the City of San Juan Bautista qualifies as an urban water supplier and must comply with these requirements; and

WHEREAS, the San Benito County Water District (SBCWD), the City of Hollister, the Sunnyslope County Water District (SSCWD), and the City of San Juan Bautista (collectively, the "Participating Agencies") seek to cooperatively prepare a comprehensive 2025 Urban Water Management Plan for the San Benito Urban Area (SBUA); and

WHEREAS, the Participating Agencies have agreed to allocate the costs of preparing the UWMP among themselves, with the City of San Juan Bautista's share estimated at \$2,878; and

WHEREAS, Todd Groundwater has been selected as the consultant to prepare the 2025 UWMP in coordination with the Participating Agencies; and

WHEREAS, participating in the UWMP process and sharing in the preparation cost ensures compliance with state law, eligibility for state funding, and promotes sustainable water resource management within the City's service area.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA:

Section 1.

The City Council hereby authorizes participation in the preparation of the 2025 San Benito Urban Area Urban Water Management Plan.

Section 2.

The City Council approves the City's share of the cost for the UWMP preparation, estimated at \$2,878, and directs payment from the Water Enterprise Fund.

Section 3.

The City Council authorizes the City Manager to execute all necessary agreements, contracts, and documents related to participation in the UWMP preparation, including coordination with the Participating Agencies and the consultant, Todd Groundwater.

Section 4.

This Resolution shall become effective immediately upon its adoption.

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Leslie Q. Jordan, Mayor

ATTEST:

Elizabeth Soto, City Clerk

Urban Water Management Plan-WRASBC Member Agencies Split

SBCWD	SSCWD	COH	COSJB
34%	32%	32%	2%
\$ 48,916	\$ 46,038	\$ 46,038	\$ 2,878
Total	\$143,870		



February 8, 2024

PROPOSAL

To: Shawn Novak, Water Resources Association of San Benito County

From: Maureen Reilly, PE and Iris Priestaf, PhD

Re: Preparation of the 2025 San Benito Urban Area (SBUA) Urban Water Management Plan (UWMP)

The San Benito County Water District (SBCWD) and Water Resources Association of San Benito County (WRASB) along with their local municipal water agencies the City of Hollister (Hollister), Sunnyslope County Water District (SSCWD), and San Juan Bautista (San Juan) are preparing for the completion of the 2025 Urban Water Management Plan (UWMP) for the San Benito Urban Area (SBUA). The Public Draft of the UWMP 2025 Guidebook has not yet been released, but we have assessed recent changes to UWMP guidance and expect that the scope of work presented below is sufficiently flexible to allow us to prepare the SBUA UWMP in accordance with the guidelines when they are available.

While recognizing that there will be new requirements, we assume that the UWMP preparation process will be similar to previous years, with collaboration among the traditional Hollister Urban Area (HUA) agencies (SBCWD, Hollister, and SSCWD). However, the 2025 UWMP will be the first to extend the Plan Area to incorporate and include the San Juan sphere of influence. We therefore propose to prepare an UWMP with a report organization similar to the 2020 UWMP for the Hollister Urban Area, with modifications to include the entire SBUA. We feel that this will result in a document and process that can be easily followed, easily read and easily accessed for information. The UWMP will be consistent with the Sustainable Groundwater Management Act (SGMA) and with the Groundwater Sustainability Plan (GSP) that was Approved by the Department of Water Resources (DWR) in July 2023. As with the past two UWMPs, tables for the 2025 SBUA UWMP must be uploaded directly to DWR and additional time is budgeted to work with DWR to ensure that the tables are in correct formats. We will provide a checklist that links the plan contents and tables to water code sections in all versions of the UWMP.

1. SCOPE OF WORK

TASK 1. PLAN COORDINATION AND DATA ACQUISITION

Task 1 provides for data acquisition, close coordination with staff from the four participating agencies, public outreach, review of ongoing water management efforts, and project management.

Task 1.1 Kickoff Meeting and Data Acquisition

The project will start with a kickoff meeting with staff to acquire needed information, gain guidance, and discuss potential issues. The kickoff meeting with key staff (e.g., representatives from Hollister, SSCWD, San Juan, and SBCWD, and possibly representatives from County planning) will include discussion of the schedule, technical approach, identification of team member roles, and determination of agencies and interested parties to be included in the UWMP process. This task also includes reviewing DWR UWMP guidance information and requirements as they become available.

Task 1.2 Working Meetings

We propose that two working meetings with staff be held after the kickoff meeting. The first meeting will focus on methods to estimate water demands and discuss specific needs of the 2025 UWMP. The second meeting will present the Administrative Draft UWMP.

Task 1.3 Agency Coordination

We assume that the 2025 UWMP will be prepared by Hollister, SSCWD, San Juan, and SBCWD, and will include coordination as needed with other local agencies, water suppliers, and interested parties. We will help the San Benito Urban Area agencies develop a list of interested parties and assist in contacting them. Such contact may include notification of public meetings concerning the UWMP, provision of a draft plan for review, or requests for information. This coordination will be summarized in a table in the UWMP.

Task 1.4 Public Hearings

After issuance of the Public Draft UWMP, Todd Groundwater will provide an illustrated presentation summarizing the Public Draft UWMP to each agency at a properly noticed Public Hearing in accordance with Section 6066 of the Government Code. We will also address questions and comments from the respective boards/city councils and from the public. We do not anticipate comments that will result in significant changes to the UWMP as a result of these public hearings. However, we have included budget to make revisions to the UWMP in response to public comments. If substantive changes to the Draft UWMP are necessary prior to finalization we can also be available to provide final presentations to each agency to describe changes since the Public Draft UWMP. These additional presentations are not included in the budget and would need to be authorized on a time and materials basis as a budget amendment.

Task 1.5 Project Management

This task includes regular communication with staff and monthly reporting of technical progress, schedule, and budget.

TASK 2. SERVICE AREA DESCRIPTION

In this task, we will update the description of the plan area used in previous UWMPs to include the entire SBUA. This will include updates to the demographic information presented in the 2015 and 2020 UWMPs. We will build on the previous HUA UWMP and other available pertinent documents to prepare a complete description of the SBUA service area, including a brief discussion of potential future developments and annexations. Climatic conditions (such as average monthly rainfall, evapotranspiration, and temperature) will also be updated. Population data will be presented in five-year increments between 2025 and 2045. Population data are fundamental to water demand estimates and will be evaluated carefully for consistency throughout the document and with other local plans. Working with staff from each of the SBUA agencies, we will review population data and projections from available sources (e.g., census data, California Department of Finance, AMBAG), adjust as needed for the specific area of the SBUA, and address inconsistencies, if any, among the population projections and other relevant planning documents. We expect that the 2025 UWMP guidelines will require socioeconomic information as did the 2020 UWMP guidelines. We will update the socioeconomic information for the 2025 UWMP to include recent data for the combined SBUA service area.

TASK 3. WATER DEMAND DOCUMENTATION

The water demand discussion from the 2025 UWMP will be updated with current water demands by specific water use sectors (e.g., single family residential, commercial, landscape, etc.). This will include reporting of number of water connections and water use in acre-feet per year. Unaccounted-for water (system losses) will be documented in full compliance with the updated requirements. In 202 the UWMP guidelines began to strongly recommend that water demand be calculated on a monthly basis, which was included in that UWMP. We assume this will continue to be an implied requirement for UWMPs in 2025 and therefore plan to include monthly data compilation and presentation for the entire SBUA.

We will coordinate with the agencies to include water demand data that is consistent with other local and regional planning efforts to ensure consistency between documents. In addition, we will work with staff to develop the future water demands into the required UWMP format through 2050. Todd Groundwater will review past estimates in the 2020 UWMP and recent planning documents. Future demand estimates will be consistent with past methodologies as warranted and significant changes, if any, will be explained.

TASK 4. WATER SUPPLY DOCUMENTATION

In this task, we will document the water supply sources: imported Central Valley Project (CVP), groundwater, and recycled water. We propose a single, unified description in the UWMP document of water supply sources (including quantity and quality) with background documentation in appendices (e.g., contracts and agreements). The UWMP will describe CVP supply, facilities, and deliveries. This will be consistent with other local and regional planning documents, including Water and Wastewater Master Plan Updates, past UWMPs, and the GSP.

Because groundwater is an existing source of supply, the water code requires description of the groundwater basin. A discussion of the groundwater basin including sustainable yield and potential for overdraft as well as basin-wide groundwater supply conditions in the Hollister Urban Area was added to the 2020 UWMP. This discussion will be updated to include the entire SBUA and recent groundwater conditions consistent with the Annual Groundwater Reports and other recent planning documents. Past, current, and future groundwater pumping by each agency will be documented and estimated as required; we anticipate this will include the last five years and future pumping in five-year increments from 2025 to 2050).

The UWMP will update documentation of water recycling, including descriptions of wastewater collection, treatment, and disposal facilities; current, potential, and projected recycled water use; and the plans and implementation strategy to encourage water recycling, including specific actions. Consistent with the water code, this section will document public outreach and agency coordination efforts that are undertaken to encourage water recycling.

The UWMP will also contain an integrated discussion of water supply sources, including planned recharge projects and other forms of conjunctive use and how the supply will develop over time to meet demand. The discussion of all existing and planned water sources will account for normal supply conditions, and a single dry year and the driest five-year period of record. We assume that the 2020 requirement for assessment of water supply reliability under normal conditions, single dry-year conditions, and five consecutive dry years will be maintained and are prepared to update this analysis to include recent hydrologic conditions including the extreme dry period from 2021 through 2022.

The tables generated for this task will address water supply in normal years; reliability and potential climatic impacts to supply (e.g., drought) will be analyzed in Task 6, Water Reliability Assessment.

To be responsive to the water code, we will describe opportunities for use of desalinated water (which includes ocean water and brackish groundwater) and for transfers or exchanges with other water agencies. A summary table will be developed that quantifies all existing and planned water sources for every five years extending to 2050.

TASK 5. WATER RELIABILITY ASSESSMENT

Task 5.1 Normal Conditions

Building on the supply and demand tables generated in earlier sections, we will compare supply and demand under normal climatic conditions in five-year intervals between 2025 and 2045. These comparisons will provide the basis for evaluation of the reliability of SBUA water supply and its vulnerability to seasonal or climatic shortage.

Task 5.2 Drought Risk Assessment

The evaluation of water service reliability will address an extreme, single-year drought, accounting for expected changes in water demand by sector (for example, increasing landscape water use as well as effects of water conservation or rationing). A Drought Risk Assessment will include integrated water supplies and projected water use in a hypothetical five-year drought condition. If a shortfall is identified, an alternative backup source will be identified in collaboration with agencies staff.

Task 5.3 Water Reliability Issues

This task will involve a summary of factors that could affect water reliability. These include water quality, legal, environmental, and climatic factors (i.e., climate change). Climate Change has been an optional section in previous UWMP guidelines. However, we included discussion of the effects of climate change in the water reliability section in the 2020 UWMP and recommend planning to update this section in the 2025 UWMP. Identifying the effects of climate change is needed to develop an adequate Water Shortage Contingency Plan (WSCP). The 2025 guidelines may include additional climate change analysis recommendations. An evaluation of any proposed water supply facilities and key supply-related capital improvements projects in light of these water reliability issues is also included in this task.

Water supply reliability in the UWMP must also address energy and seismic risk analysis. We will include information from an energy audit that must be prepared to calculate the energy required for water service to assess energy risk. A seismic risk evaluation was included in the 2020 UWMP and an update will be required for all water system facilities in the SBUA. This will include identification of seismic risk and mitigations to show coordination between water supply infrastructure planning and a county or regional hazard mitigation plan.

Task 5.4 Water Shortage Contingency Plan

The Hollister Area's Water Shortage Contingency Plan (WSCP) was updated in the previous HUA UWMP to reflect the requirements of the 2020 UWMP guidelines. This included addition of opportunities to reduce demand and augment supplies under numerous, and even unpredictable, water shortage conditions and augmenting monitoring and reporting, financial, and communication aspects of the plan. For the 2025 UWMP, the expansion to include San Juan and cover the entire SBUA will require adding water shortage contingency planning for San Juan. We will work with all four SBUA agencies to identify the most appropriate method to include water shortage contingency planning for San Juan into the UWMP. If San Juan has an existing WSCP, that document can be incorporated into the

UWMP either as a stand-alone plan, or by combining it with the HUA WSCP to create a WSCP appropriate for the entire SBHUA. However, if San Juan does not have an existing WSCP, then it will likely be most efficient to modify the HUA WSCP to include San Juan.

Regardless of how San Juan is incorporated into the UWMP, the WSCP(s) will be updated to reflect specific actions to be taken in response to short-term shortages, including changes to single and multiple dry years and any new approaches to emergency response the agencies and County have developed since completion of the 2020 UWMP. We will also incorporate new water shortage contingency requirements that may be included in the 2025 UWMP guidelines from DWR.

TASK 6. WATER DEMAND MANAGEMENT MEASURES

In this task we will work with SBUA agency staff to identify, document, and/or update demand management measures for the entire combined service area and individual agencies. This will include development of any new demand management related requirements that may be part of the upcoming 2025 UWMP guidelines from DWR. However, it will also include coordination with staff from the agencies to evaluate which demand management measures are successful and which should be refined so that the UWMP can reflect functional and efficient mechanisms to reduce water demand in the SBUA.

TASK 7. DRAFT AND FINAL PLAN PREPARATION

We will prepare a UWMP for the SBUA that satisfies State requirements and provide a plan that supports the four local agencies in their cooperative planning and management of water resources. The report will be complete, to the point, readable and accessible to the agencies' staff, policy makers, and interested stakeholders. The plan will be appropriately illustrated and will include all required tables. Detailed analyses and relevant documents (e.g., resolutions, agreements, etc.) will be provided in appendices.

We recommend organizing the report similar to the 2015 and 2020 UWMPs for consistency and ease of use. In our experience, this basic sequence supports a plan that is easily read and accessed. It also minimizes cross-references and repetition. It does not follow the sequence of the water code sections; however, we will provide a table that links the plan contents to water code sections. If the DWR guidelines for 2025 UWMPs requires unanticipated changes to the contents of the plan we will incorporate this information so as to preserve the readability and usefulness of the document.

Task 7.1 Draft UWMP

We will prepare and submit the Administrative Draft UWMP for staff review in electronic formats, including a word file set to track changes and comments and a pdf that includes tables, figures, and other components of the plan. Comments by staff of the four agencies will be made in these electronic documents or transmitted separately. Following inclusion of staff comments, we will provide the Public Draft UWMP electronically as a single pdf file of

the entire report for distribution to interested parties and the public. The Draft UWMP will be available for public comment 60 days from the release of the public draft and the last Public Hearing.

Task 7.2 Final UWMP

We will compile both written and verbal comments on the Public Draft UWMP and finalize the UWMP. Comments received during the circulation period and at the public hearing will be addressed in the Final UWMP. We will assemble an appendix with comment letters, transcribed verbal comments, and responses to comments, as appropriate. The Final UWMP will be delivered electronically in a single pdf document to the agencies. In addition, we will assist with the DWR certification process.

2. SCHEDULE

Our proposed schedule results in completion of the Urban Water Management Plan in May 2026, well in advance of the expected July 2026 submittal deadline. A preliminary schedule is summarized below and shows meetings and deliverables as well as timelines for specific tasks. We will begin when notified to proceed and can prepare much of the report in advance; nonetheless we recommend that most of the work be delayed strategically until draft guidelines for the 2025 UWMP are available to avoid duplication of effort. Once draft guidelines have been released we will contact DWR to assess what additional changes they anticipate in the final guidelines and modify the schedule accordingly. This schedule assumes timely provision of information by the SBUA and other cooperating agencies; on our part, we will support the schedule with regular communication and the commitment of our key staff.

- Spring 2025 – Kickoff Meeting
- Fall 2025 – Final Guidelines from DWR released
- March 2026 – Draft UWMP to SBCWD, City of Hollister, and SSCWD
- April 2026– Public Hearings for Each Retailer
- May 2026 – Final UWMP Submitted to DWR
- July 1, 2026 – UWMP Deadline

3. STAFFING

We offer the services of the same team who prepared the preceding three UWMPs with additional support staff to provide supplementary resources to the SBUA agencies. Other staff may participate as needed. Resumes are available upon request.

Maureen Reilly, P.E. – Project Manager: Maureen Reilly, Principal Engineer with Todd Groundwater, will serve as Project Manager. She will have responsibility for successful completion of the UWMP to fulfill water code requirements and support the District’s water resources management. Her project management will include tracking of the schedule and budget and leading report preparation, presentations, and coordination with SBCWD, WRASB, the City, SSCWD, and San Juan.

Iris Priestaf, Ph.D. – Principal in Charge: Iris Priestaf, President of Todd Groundwater, will serve as the Principal in Charge with responsibility for quality assurance and quality control during preparation of the SBUA UWMP. She will participate in project meetings and review work product at key stages of UWMP development.

Chad Taylor, P.G., C.H.G – Project Hydrogeologist: Chad Taylor, Vice President and Principal Hydrogeologist with Todd Groundwater, will serve as Project Hydrogeologist. He will participate in data collection, analysis, and presentation with focus on hydrogeology as it relates to and groundwater supply within the SBUA.

Sebastien Poore, PE – Project Engineer: Sebastien Poore, Associate Engineer at Todd Groundwater will coordinate data collection, evaluation, and presentation and have primary responsibility for data quality control and assurance with a focus on supply and demand, the water balance, and water quality.

4. BUDGET

Our proposed budget is summarized in the attached spreadsheet for a total of \$143,870. This budget assumes UWMP requirements as noted above. SBCWD will manage stakeholder outreach, presentation to boards, and other public meetings. Todd Groundwater would be happy to coordinate outreach and/or present the report on a time and materials basis. Todd Groundwater submits monthly invoices on a time and materials basis and we would regard this as a not-to-exceed budget.

We appreciate the opportunity to work with you.

Table 1. Cost Estimate - San Benito Urban Area 2025 Urban Water Management Plan

2024 Rates	Principal in Charge / QA/QC \$300	Project Manager \$275	Project Hydrogeologist \$290	Project Engineer \$210	Staff Geologist \$175	GIS / Graphics \$175	Admin \$155	Labor Hours	Total Labor Costs	Other Direct Costs	Expense Fee 15%	Total Costs
TASK 1 - Plan Coordination and Data Acquisition												
1.1 - Kickoff meeting and data acquisition	2	10	2	20	0	0	0	34	\$ 8,130	\$ 200	\$ 30	\$ 8,360
1.2 - Working meetings	2	10	2	20	0	0	0	34	\$ 8,130	\$ 800	\$ 120	\$ 9,050
1.3 - Agency coordination	2	10	2	0	0	0	0	14	\$ 3,930	\$ 200	\$ 30	\$ 4,160
1.4 - Pubic hearings	2	20	2	20	0	5	0	49	\$ 11,755	\$ 800	\$ 120	\$ 12,675
1.5 - Project management	2	80	0	0	0	0	20	102	\$ 25,700	\$ -	\$ -	\$ 25,700
Task 1 Total	10	130	8	60	0	5	20	233	\$ 57,645	\$ 2,000	\$ 300	\$ 59,945
TASK 2 - Service Area Description	0	5	0	15	0	5	0	25	\$ 5,400	\$ -	\$ -	\$ 5,400
TASK 3 - Water Demand Documentation	0	10	0	20	0	5	0	35	\$ 7,825	\$ -	\$ -	\$ 7,825
TASK 5 - Water Supply Documentation	2	5	2	20	0	0	0	29	\$ 6,755	\$ -	\$ -	\$ 6,755
TASK 6 - Water Reliability Assessment												
6.1 - Comparison of water supply and demand Under normal conditions	0	5	0	10	0	0	0	15	\$ 3,475	\$ -	\$ -	\$ 3,475
6.2 - Documentation of drought supply and demand	2	5	0	5	0	0	0	12	\$ 3,025	\$ -	\$ -	\$ 3,025
6.3 - Water reliability issues	2	5	0	5	0	0	0	12	\$ 3,025	\$ -	\$ -	\$ 3,025
6.4 - Water Shortage Contingency Plan	4	15	0	10	0	0	0	29	\$ 7,425	\$ -	\$ -	\$ 7,425
Task 6 Total	8	30	0	30	0	0	0	68	\$ 16,950	\$ -	\$ -	\$ 16,950
TASK 7 - Water Demand Management Measures	2	10	0	20	0	5	0	37	\$ 8,425	\$ -	\$ -	\$ 8,425
Task 8- Draft and Final Plans												
8.1 - Draft UWMP	20	40	4	20	0	20	0	104	\$ 25,860	\$ -	\$ -	\$ 25,860
8.2 - Final UWMP	10	15	4	10	0	10	0	49	\$ 12,135	\$ 500	\$ 75	\$ 12,710
Task 8 Total	30	55	8	30	0	30	0	153	\$ 37,995	\$ 500	\$ 75	\$ 38,570
Total Budget Estimate	52	245	18	195	0	50	20	580	\$ 140,995	\$ 2,500	\$ 375	\$ 143,870



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025

DEPARTMENT: CITY MANAGER

FROM: ASHLEY COLLUCK, INTERIM CITY MANAGER

TITLE: STAFF RETREAT SUMMARY AND DRAFT IMPLEMENTATION PLAN

RECOMMENDATION:

Receive and file this report summarizing the Staff Retreat outcomes and action plan developed from the "SOAR with the City of San Juan" retreat sessions held in April 2025. Should time permit, a brief presentation summarizing key points will be provided.

BACKGROUND:

The City of San Juan Bautista conducted a Staff Retreat on April 19, 2025, at Saint Francis Retreat Center, supplemented by a "Mini SOAR" session on April 29, 2025, for staff members unable to attend the original event. The sessions were facilitated by Operate Well Consulting, LLC. The purpose of these sessions was to engage staff across all departments in a structured SOAR (Strengths, Opportunities, Aspirations, Results) analysis to identify internal strengths, opportunities for improvement, future aspirations, and desired outcomes for the city organization and its service delivery.

DISCUSSION

The retreat resulted in a comprehensive list of strengths, opportunities, aspirations, and results, which Operate Well Consulting clustered into four overarching themes:

- Internal Operations
- Team Dynamics
- Community Engagement
- Organizational Culture

Key findings and next steps include:

- **Strengths:** Strong sense of community, adaptability, collaboration, and communication skills across departments.

- **Opportunities:** Enhance internal processes through SOP development, strengthen cross-departmental teamwork, leverage technology, and improve community outreach.
- **Aspirations:** Refresh the City's brand, expand public engagement, improve operational efficiency, and foster inclusivity and a customer service mindset.
- **Results:** Measurable goals include increased community engagement, improved internal processes, staff development initiatives, and enhanced public satisfaction.

DRAFT IMPLEMENTATION PLAN:

The staff has developed a phased action plan spanning the next 12 months, which includes:

- Initiating a comprehensive SOP review.
- Conducting technology assessments and upgrades.
- Hosting regular staff team-building events.
- Launching communication initiatives to better connect with residents.
- Enhancing public-facing services and events.
- Regularly tracking metrics to ensure progress and accountability.

A visual Gantt Chart and a detailed timeline have been prepared to monitor progress effectively.

FISCAL IMPACT:

Most initiatives will be carried out within existing department budgets. Future resource needs identified through the strategic planning process will be brought forward for Council consideration as needed.

CONCLUSION:

The Staff Retreat process successfully engaged City employees in strategic thinking and planning for the City's continued success. The resulting action plan provides a strong foundation for organizational growth, enhanced community service, and measurable outcomes. Staff recommends that the City Council receive and file this report, and authorize continued implementation of the action plan.

ATTACHMENTS:

1. SOAR Post-Retreat Full Report (Operate Well Consulting, LLC)Staff
2. Action Plan 2025-2026 w/ Visual Gantt Chart Timeline
3. PowerPoint Presentation



SOAR with the City of San Juan: Post-Retreat Report Rev. 2

Prepared by Operate Well Consulting, LLC

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Overview

The City of San Juan Bautista staff retreat was held at Saint Francis Retreat on April 19th, 2025, followed by a “Mini SOAR” session on April 29, 2025, for six staff members who could not attend the original retreat. Both sessions were successful in generating a comprehensive set of ideas through focused staff brainstorming, summarized in this report. A separate report evaluating goal achievement will follow, pending survey results.

During the April 19 retreat, participants first brainstormed individually, then in three cross-departmental groups, followed by a full-group share-out. Key themes were captured by the facilitator and are shown in the images in the appendix section, with different colors representing each group. The Mini SOAR session followed the same format but was shortened from eight to two hours long, and ideas were captured on slide cards (see appendix images).

This report includes ideas from both sessions, with results from the April 29 session treated as one team. Ideas from each phase of both sessions are transcribed, combined, and presented theme clusters in the tables below.

- One asterisk indicates a theme mentioned by two groups.

- Two asterisks indicate three groups.
- Three asterisks indicate all four groups.
- Theme clustering was performed separately by Operate Well.

Phase 1: Strengths

Staff-identified strengths serve as the foundation for future actions and should guide continued growth. The following key strengths emerged from staff input and reflect what is already working well. Operate Well clustered these into three overarching themes: Organizational Culture, Team Dynamics, and Individual Contributions. These themes provide a strong base for building meaningful, actionable next steps.

Internal	<i>Organizational Culture</i>	<ul style="list-style-type: none"> • Sense of Community** • Friendly culture* • Customer-centric work • Strong work ethic*
	<i>Team Dynamics</i>	<ul style="list-style-type: none"> • Staff collaboration/Teamwork/Connection*** • Unity, getting along • Versatility of each person fulfilling their unique roles (like a toolbox)*
	<i>Individuals</i>	<ul style="list-style-type: none"> • Staff ability to communicate (internally and externally)*** • Staff knowledge and skills*** • Ability to learn • Agility/ability to pivot**, Adaptability*, Flexible • Ability to multi-task* • Creativity** • Staff attention to detail** • High standards, pride in work • Authenticity • Ability to execute • Resilience* • Resourcefulness* • Innovative • Dedication*/Reliable/Accountable • Small but impactful

Consultant Notes on Phase 1: Strengths

City of San Juan Bautista staff bring many strong individual strengths, with broad agreement on several key traits. Further brainstorming could help surface additional team and organizational strengths. These assets form a solid foundation for future planning.

Phase 2: Opportunities

The following is a compilation of opportunity areas identified by each department, along with supporting statements. Operate Well clustered staff input into four overarching themes: Internal Processes, Team Dynamics, Individual Contributions, and Community Engagement. These themes highlight areas where the organization can grow and improve.

Internal	<i>Processes</i>	<ul style="list-style-type: none"> ● Improve strategic planning processes, including resource planning. ● Clear policies and procedures (SOP)** ● Efficiency* ● Internal clarity on the “why” of compliance**. ● Unified external communication process. ● Leverage technology to offset staffing limitations. ● Update website to expand community access to information. ● Ensure alignment with industry standards.
	<i>Team Dynamics</i>	<ul style="list-style-type: none"> ● Foster collaboration**, teamwork, and trust. ● Strengthen communication and responsiveness. ● Promote resourcefulness* and cross-training to optimize staff capacity. Improved ability to identify the right person for the job. ● Encourage compromise, balance, and team bonding. ● Embrace diverse perspectives and inclusive practices. ● Support innovation and adaptability.
	<i>Individuals</i>	<ul style="list-style-type: none"> ● Leverage creativity and talent to address staffing limitations. ● Promote follow-through and consistent execution. ● Encourage a solution-oriented, can-do mindset. ● Improve staff role clarity and process knowledge. ● Increase active listening and community awareness. ● Strengthen public-facing presence and council visibility. “Face of the city”

External	<i>Community</i>	<ul style="list-style-type: none"> ● Support new local businesses through economic incentives and policies. <ul style="list-style-type: none"> ○ Celebrate both new development and historic preservation for balanced growth. ● Communication**: ○ Foster community engagement through conversations, education, and a learning mindset. ○ Improve communication via streamlined social media, PSAs, and “how-to” resources. ○ Expand public access to resource information to improve safety and awareness. ○ Ensure communication is inclusive of location, culture, and language. ○ Leverage the library and staff to share accurate, accessible city information. (<i>Aspiration: staff presentations to public</i>) ○ Build trust* and redefine success through consistency and transparency (manage expectations). ○ Promote a welcoming culture by embracing diverse perspectives and key stakeholders. ○ Provide clear messaging to explain the "why" behind city policies and compliance.* ● Strengthen collaboration* with community ● Value all stakeholders equally in decision-making and priorities*. ● Expand recreational events, especially for youth and local businesses. ● Expand access to public resources ● Maintain cleanliness and beauty in public spaces for community pride.
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Consultant Notes on Phase 2: Opportunities:

The majority of opportunities focused on engaging with the wider community, followed by opportunities for individual and team development. It is recommended to work with the community to explore and potentially redefine the concept of growth. Operate Well can assist with future facilitation and brainstorming sessions.

Phase 3: Aspirations

This table captures the aspirations shared during the SOAR Analysis activity, reflecting what staff believe is important for the organization’s future. Staff were asked:

“When we turn strengths and opportunities into aspirations, what are we deeply passionate about? Who do we aspire to be, and how? What strategic initiatives would support these goals?”

City Manager Ashley participated in this phase and contributed her aspirations during group sharing. Operate Well organized the responses into four key themes: Internal Operations, Team Dynamics, Community, and Organizational Culture.

Internal	<i>Operations</i>	<ul style="list-style-type: none"> ● Strengthen internal safety, compliance*, and professionalism through clear SOPs** and handbooks. ● Improve efficiency in fiscal and human resources, supported by technology. ● Utilize free external resources and proven models (e.g., from other cities). ● Adopt a process improvement mindset focused on incremental change and flow optimization. ● Invest in subject matter expertise through training and development. ● Update the strategic plan, especially communication strategies.
	<i>Team Dynamics</i>	<ul style="list-style-type: none"> ● Team building* <ul style="list-style-type: none"> ○ Staff BBQs ○ Learn about each other’s skills/talents/tasks (familiarity) ● Clarify top priorities, expectations, and communication goals. ● Continued development of internal collaboration*; “Pass the ball”; “move without the ball” - this will ripple out from the staff, leading the community by example. ● Leverage staff and department strengths and perspectives through strong, supportive leadership ● Ensure clear directives from City Hall for greater organizational clarity.
	<i>Organizational Culture</i>	<ul style="list-style-type: none"> ● Refresh the "City of History" brand to reflect both heritage and growth. ● Emphasize a customer-oriented, consistent, and open

		<p>communication approach.</p> <ul style="list-style-type: none"> ● Prioritize community over individual interests. ● Foster inclusivity by honoring both new and historic elements. ● Promote the city as “a great place to live” through engagement and problem-solving. ● Uphold a public service mindset centered on serving the community.
External	<i>Community</i>	<ul style="list-style-type: none"> ● Improve public safety and compliance through clear, consistent processes and communication. ● Set clear goals and expectations using SMART goals and strategic planning with the council. ● Foster a welcoming, clean, and safe environment through ongoing beautification and reliable services. ● Reliable utilities - trying to get there through improvement in the planning and support process ● Encourage interdepartmental collaboration and efficient use of the city budget. ● Economic growth* via <ul style="list-style-type: none"> ○ Find a way. ○ “Committee for growth/collaboration/sustainability” ○ “Everyone is passionate about seeing the city thrive” - more business and updated infrastructure, leading to positive attention and more community support. ● Expand recreation programs to support community cohesion and engagement. ● Strengthen partnerships through active listening and positive external relationships. ● Provide customer-focused education and interpretation to build understanding and compliance. “Lessons in violations are inconvenient, but gains in compliance are important.” ● Expanding the reach and programs for the recreation department ● Communication strategies*** via <ul style="list-style-type: none"> ○ Newsletters* ○ Public Notices ○ “State of the City” ○ Mailers ○ Posters ○ Email blasts ○ Public Directory ● Communication style: <ul style="list-style-type: none"> ○ Neutral* ○ Consistent* (“One city, one voice) ○ Reliable* ○ Positive

		<ul style="list-style-type: none"> ○ Friendly/approachable* ○ Non-reactive ○ Open/available ● Create structures that support community growth, idea-sharing, and long-term community development.
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Consultant Notes on Phase 3: Aspirations

- Staff developed a strong and comprehensive set of aspirations, building directly on the strengths and opportunities identified earlier. Several “low-hanging fruit” emerged as clear starting points for action planning. Key themes—such as community communication, culture (internal and external), and Standard Operating Procedures—align well with strategic priorities. Continued use of the SOAR framework is recommended to further explore and refine focus areas.

Phase 4: Results

This section compiles the goals and measures discussed during Phase 4 of the retreat. These “Results” build on the Strengths, Opportunities, and Aspirations from earlier phases and include both departmental and organization-wide goals. They serve as a foundation for future action planning. Operate Well grouped the responses into four key themes: Internal Operations, Team Dynamics, Community, and Organizational Culture.

Internal	<i>Operations</i>	<ul style="list-style-type: none"> ● SOPs established and regularly reviewed.* ● Clear goal and task prioritization with benchmarks and tracking. ● Increased use of automation to improve efficiency. ● Regular internal operations reviews implemented. ● Growth in general fund revenue. ● Visible progress through short-term wins. ● Reduced staff turnover and increased departmental input at council meetings. ● Longevity of projects and funding ● Sustained project funding and long-term impact. ● Individual staff goals, check-ins, and development plans in place.
	<i>Team Dynamics</i>	<ul style="list-style-type: none"> ● Increase in staff training sessions focused on communication. ● Continued staff engagement, satisfaction, input, and cross-department idea sharing.

		<ul style="list-style-type: none"> • Visible leadership support and a positive, collaborative work culture. • Stronger unity and shared purpose in public service delivery.
External	<i>Community</i>	<ul style="list-style-type: none"> • Increased number of events and overall attendance. • Events align with council guidance and meet category goals. • Higher city website traffic and social media engagement. • Fewer community questions and complaints; more positive feedback. • Increased public meeting attendance. • Faster response times to community inquiries. • Improved outcomes from structured collaboration and effective city staff: thriving businesses, active events, and community pride and involvement.

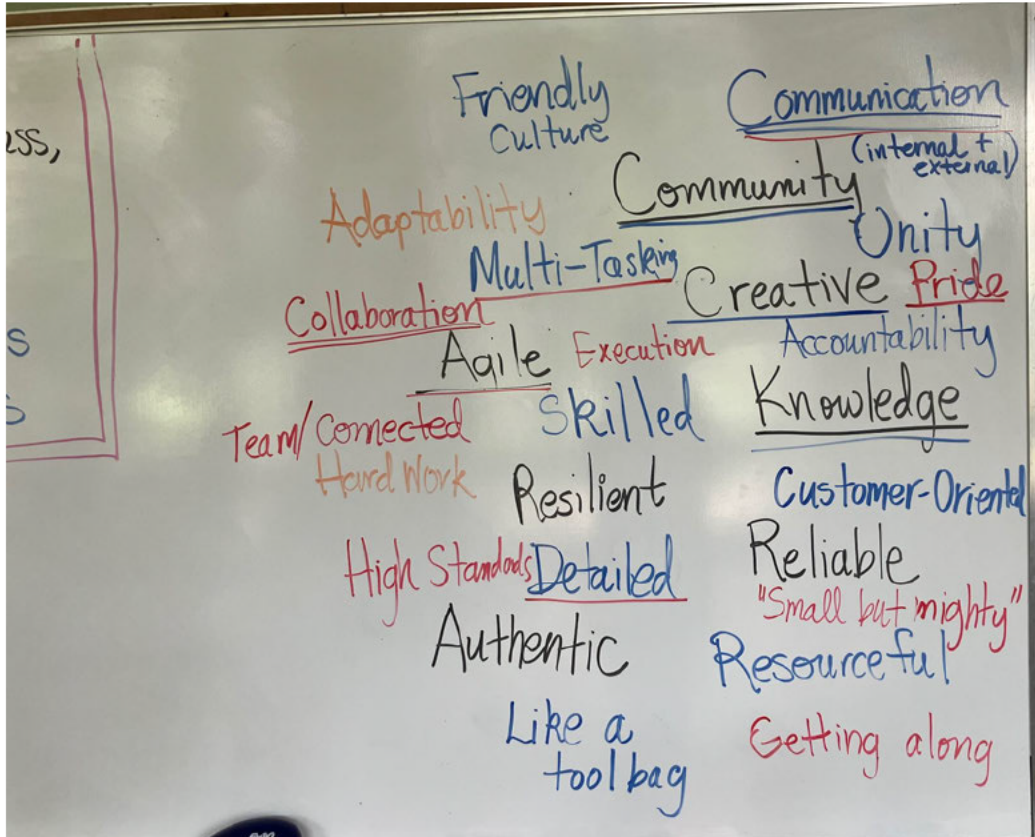
Consultant Notes on Phase 4: Results:

Staff generated strong ideas for measuring results, especially in the area of community engagement. It is recommended that the leadership team and all staff continue to brainstorm additional measurable outcomes related to internal team aspirations.

Additional Opportunities Identified by Operate Well Consulting:

- Continue using the SOAR model in future planning. With staff now familiar with the approach, it can be applied on a smaller scale—such as in staff meetings—or to focused topics like economic development or communication planning.
- We also recommend a project dedicated to reviewing and improving Standard Operating Procedures and municipal processes, beginning with a comprehensive mapping of current tasks by role and topic. Operate Well is well-positioned to support this effort.

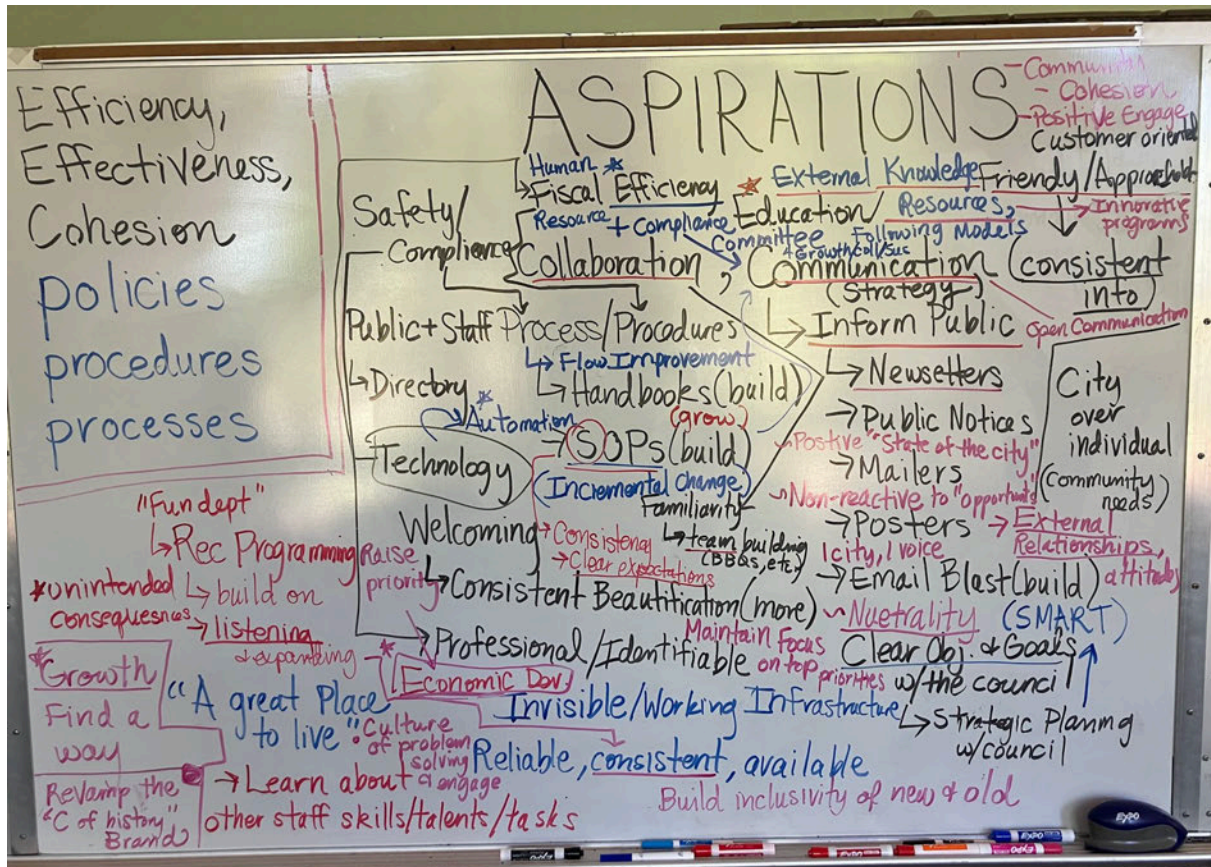
Appendix A: "Strengths" Photos from 4.19.25 and 4.29.25 Sessions, respectively



Strengths

<p>Public Works:</p> <ul style="list-style-type: none"> • Resourceful, Innovators • Communicators • <u>Dedicated</u> • Small but impactful - take pride in work <p>City Hall: Can see knowledge and experience, teamwork, can-do attitude</p> <p>"Tidal wave" of positive change</p>	<ul style="list-style-type: none"> • <u>Attentive</u> Staff • Tightly Woven community - special to staff, taking pride in this. • Openness • Respect • Innovation • Small, friendly • Staff potential (listening, learning) • Tools available that we haven't utilized • Creative, flexible staff • Heart and resilience of staff shown through challenges • Hard working and proud of the work • Communication • Capacity for "profound" impact. High potential, versatile.
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Appendix C: "Aspirations" Photos from 4.19.25 and 4.29.25 Sessions, respectively



Aspirations

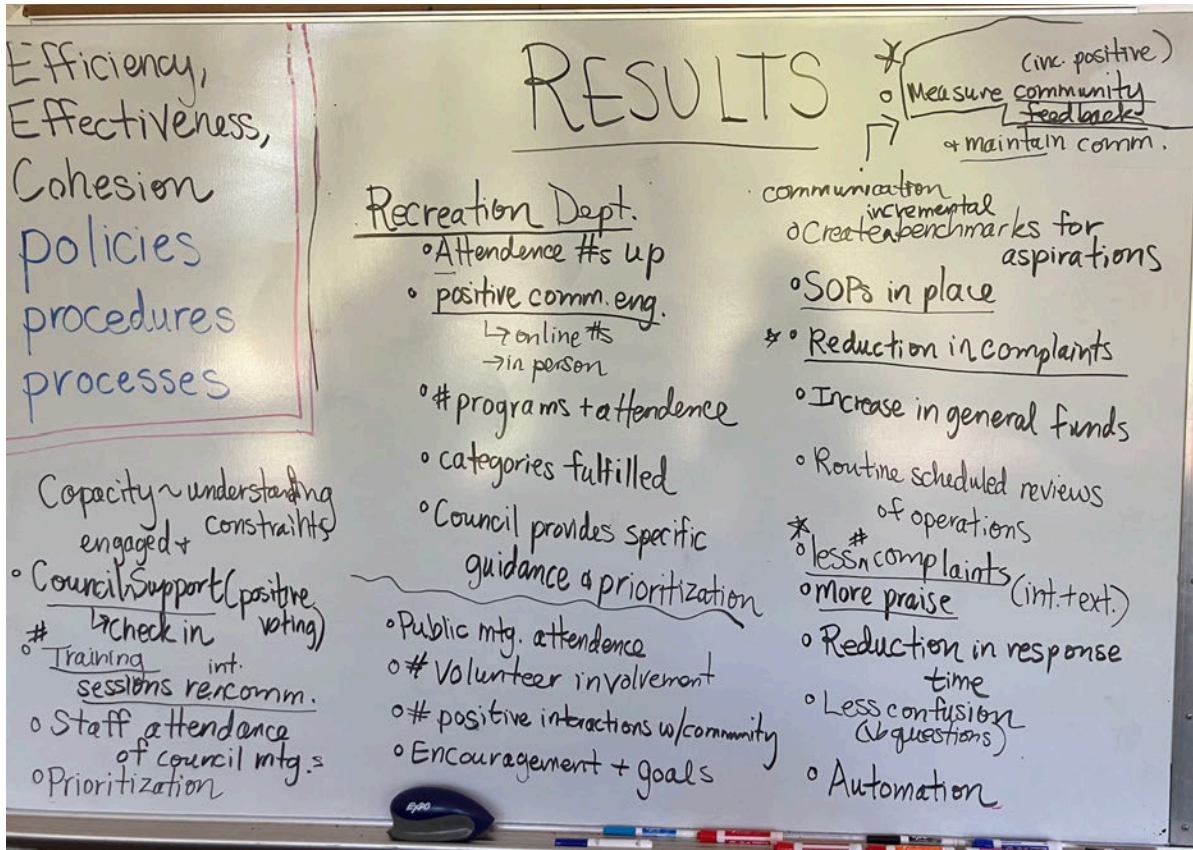
- Create a welcoming and clean environment (team effort between dedicated staff members in all departments)
- Reliable utilities - improvement to planning to support
- Efficient use of current city budget
- Everyone is passionate about seeing the city thrive - more business and updated infrastructure, leading to positive attention and more community support.
- Goal to serve the public: "servant" mindset; accurate and reliable information hub - upgrade staff skills, public knowledge base, define and create internal and external communication channels - update strategic plan and details related to communication. Set communication competence goals; support structure for growth: ex.: place for staff to have a place to grow and contribute - a "mechanism" to share great ideas; building for growth for community, to retain and grow.

Provide customer service in educating the public. Providing interpretation. Lessons in violations - inconvenient but gains compliance. Subject matter expertise- attend training.

Teamwork/collaboration "Pass the ball"; "move without the ball" - this will ripple out from the staff. Leading the community by example.

Leverage staff/department valuable perspectives; Strong leadership to support department strengths "building modern day functioning city government"; clear directives from City Hall once Ashley confirmed as City Manager. Leading to more clarity.

Appendix D: "Results" Photos from 4.19.25 and 4.29.25 Sessions, respectively



Results

- Being valued - support from leadership (key), not being told "no", open to input, staff participation; keep going that way, keeping it positive; keep laughing and enjoying work; continued staff contribution; opportunity to share ideas across departments

"Small wins" (example Nic got two new hires, new vehicles, steps moving forward with development plans).

Seeing these results helps with longer term goals.

Leadership in public service; strength in numbers when we have the same goal and support each other.

0 staff turnover - more dept. input at council meetings/reporting

From greater structure we will see:
 Less complaints, businesses thriving, events active, fruits of everyone labor; collaboration

Public feedback - social media for constructive criticism and inquiries
 Longevity of projects - funding

Accomplishing goals set out to do (goal tracking)

Positive public feedback - increased transaction numbers - more people in public spaces - support: clear directives, boundaries, check-ins, two-way communication, individualized staff goals and plans

City of San Juan Bautista: Staff Action Plan 2025-2026

(Based on SOAR Retreat Outcomes)

Internal Operations

- Initiate SOP review project (Q2 2025)
- Develop and publish Staff Handbook (Q3 2025)
- Quarterly SOP review and refinement (Starting Q4 2025)
- Conduct technology needs assessment (Q2 2025)
- Begin implementing automation tools (Q3 2025)
- Launch updated city website (Q4 2025)
- Update Strategic Plan (Q3 2025)

Team Dynamics

- Host informal staff gatherings monthly starting June 2025
- Implement cross-training program (Q3 2025)
- Quarterly team-building workshops
- Leadership coaching sessions for supervisors (Q2 2025)
- Define clear directives from City Hall (Q3 2025)

Community Engagement

- Launch 'One City, One Voice' campaign (Q2 2025)
- Monthly newsletters and email blasts
- Quarterly 'State of the City' forums
- Establish public directory by end of 2025
- Expand recreational events
- Create committee for economic development (Q3 2025)
- Host two community clean-up days (Q4 2025)

Organizational Culture

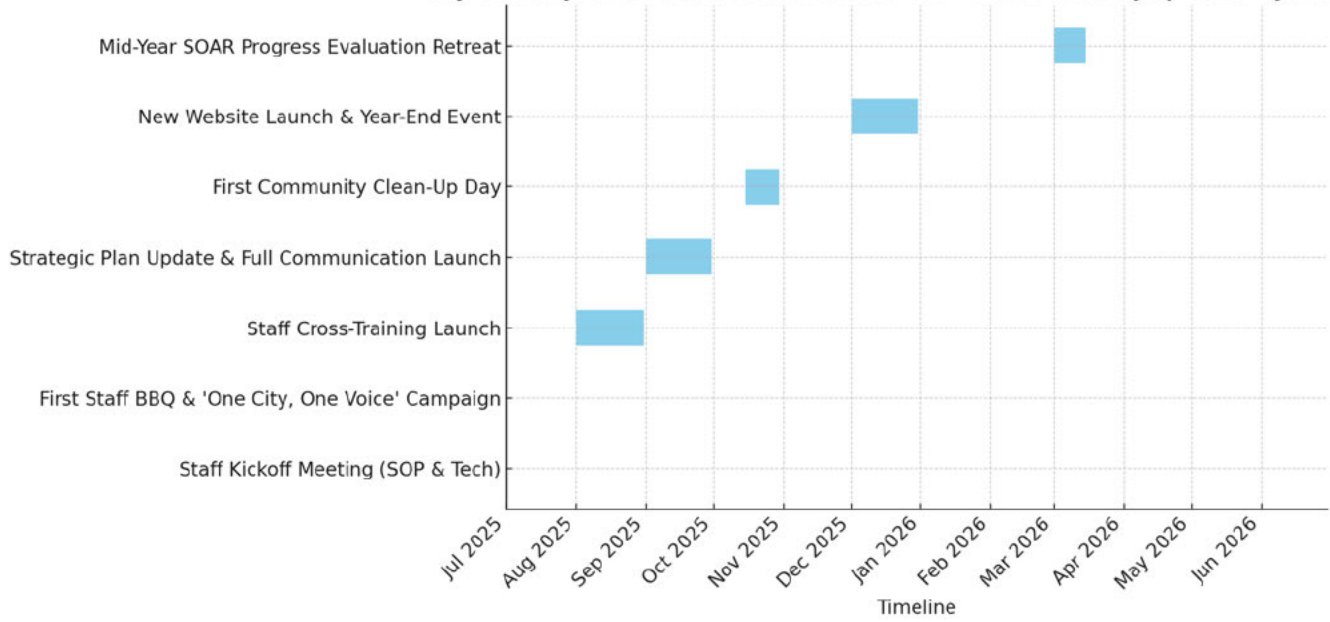
- Refresh and rebrand 'The City of History' (Q2 2025)
- Encourage storytelling and success sharing
- Quarterly inclusivity and customer service training

Results and Measurement

- Establish baseline metrics (Q2 2025)
- Biannual reviews to track progress
- Quarterly staff recognition
- Annual SOAR follow-up retreat

Visual Timeline (Gantt Chart)

City of San Juan Bautista Staff Action Plan - Gantt Chart (July 2025 - June 2026)



DRAFT



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

DATE: MAY 20, 2025

DEPARTMENT: CITY MANAGER

FROM: ASHLEY COLLUCK, CITY MANAGER

TITLE: PROPOSED ORGANIZATIONAL STRUCTURE AND STAFFING PLAN – FY 2025–26 BUDGET PREPARATION

RECOMMENDATION

Receive presentation and provide direction to staff regarding the proposed organizational structure and related staffing adjustments for incorporation into the FY 2025–26 budget.

BACKGROUND

Staff has developed a proposed organizational structure to address challenges identified in previous budget cycles, particularly the flat reporting model adopted in FY 2024–25. The new model is designed to streamline executive oversight, improve operational efficiency, reduce reliance on contract services, and build internal capacity.

This proposal will guide the development of the FY 2025–26 budget and prepare for formal action during the June 17, 2025 budget adoption meeting.

Key proposed changes include:

- Creation of a **Senior Planner** position to internalize planning services.
- Expansion of the **Code Enforcement Officer** role to include building inspections.
- Filling the previously authorized but unfilled **Administrative Assistant** position to support contract management.

As part of the continued effort to reduce duplication of services and strengthen operational efficiency, the City Manager is also recommending that the Council consider the long-term benefits of combining **Library** and **Recreation** services into one consolidated department. This concept is offered for discussion and future exploration during the FY 2025–26 budget cycle and beyond.

PURPOSE

The purpose of this report is to provide the City Council with an updated briefing on organizational restructuring, staffing changes, and cost-containment strategies to support informed deliberation during the upcoming FY 2025–26 budget meetings scheduled for June 4 and June 17.

Approval of the proposed organizational structure is intended to occur as part of the FY 2025–26 budget adoption process.

HISTORICAL BUDGET CONTEXT AND ORGANIZATIONAL COMPARISON (FY 24/25 TO FY 25/26)

The FY 2024–25 budget was structured around a relatively flat organizational model. In that model:

- Most department-level operations reported directly to the City Manager.
- Functional areas such as planning, building, code enforcement, and public works operated without designated mid-level oversight.
- There was a high reliance on contracted services for core municipal functions, particularly in planning, inspections, and administrative support.

While this structure provided short-term flexibility, it resulted in:

- Overextension of City Manager responsibilities.
- Lack of supervisory support for field staff and internal operations.
- Limited long-term staff development and succession planning.

The FY 2025–26 proposed structure introduces:

- Clear vertical leadership through the addition of mid-management roles (Senior Planner, Administrative Services Director, Assistant to the City Manager).
- Greater internal capacity and accountability.
- Improved service responsiveness and staff coordination.
- A scalable framework that supports future program growth and performance evaluation.

This organizational evolution is a necessary shift from a contract-dependent model to a more resilient, professionalized municipal structure.

CITY MANAGER OVERSIGHT

Under the proposed structure, the following departments or functions will report directly to the City Manager:

- **Senior Planner** – overseeing Planning, Historic Preservation, and Building operations.
- **Public Works Supervisor** – managing streets, utilities, parks, and facility maintenance.

- **Assistant to the City Manager** – providing executive oversight of Public Safety, Library, and Recreation programs.
- **Administrative Services Director** – managing Finance, Human Resources, IT, Risk Management, and the Administrative Assistant.

This distribution of oversight will improve service delivery, streamline decision-making, and provide necessary support to executive leadership.

The City Manager also recommends that the Council consider initiating a discussion on **consolidating Library and Recreation programs into a single department**. While each program has its own history and public engagement model, combining them could allow for:

- Shared program coordination and outreach
- Improved scheduling and event planning
- More efficient use of facilities and administrative resources
- Cross-training and staffing support for community engagement

This option does not require immediate action, but Council direction would allow staff to study and return with options in the future.

KEY STRATEGIC CHANGES AND COST IMPACTS

1. Senior Planner Position

- **Purpose:** Internalize planning activities previously contracted to 4Leaf.
- **Salary:** \$48.64/hour
- **Estimated Annual Savings:** 185K estimated savings from reduced contract planning services.
- **Action Required:** Council approval is requested during the FY 2025–26 budget adoption process to authorize creation of this new position and job description.

2. Administrative Assistant (Contract Management Focus)

- **Purpose:** Enhance citywide contract oversight and administrative compliance.
- **Salary:** \$26.13/hour
- **Supports:** Administrative Services Director
- **Status:** This position is already authorized in the City’s position listing but currently remains unfilled.

3. Expanded Role for Code Enforcement Officer

- **Purpose:** Take on basic building inspections and reduce external inspection contracts.
- **Support Strategy:** Staff to undergo training and certification.
- **Estimated Annual Savings:** \$80K estimated reduction in building inspector contract costs
- **Action Required:** Council approval is requested to authorize expansion of duties and update the existing job description to reflect added building inspection responsibilities.

4. 4Leaf Retention (Limited, As-Needed)

- Building Official and Permit Tech services will remain contracted.
- Building inspection services will be retained on an as-needed basis.
- Reduced scope compared to prior years.

ORGANIZATIONAL STRUCTURE

An updated organizational chart has been developed and is attached to this report. The revised model reflects the following direct reports to the City Manager:

- Assistant to the City Manager (Public Safety, Recreation, Library)
- Administrative Services Director (Finance, HR, IT, Risk Management, Admin Assistant)
- Senior Planner (Building, Planning, Historic Preservation)
- Public Works Supervisor (Utilities, Parks, Streets, Maintenance)

The City Attorney continues to report directly to the City Council, maintaining legal independence.

NEXT STEPS

- Council will discuss and provide feedback during the May 20 presentation.
- On **June 4**, staff will return with refined budget details based on direction received.
- On **June 17**, Council will be asked to:
 - Approve the proposed organizational structure
 - Authorize the Senior Planner position
 - Approve job description updates for the expanded Code Enforcement Officer role
 - Consider direction for future study on Library and Recreation program consolidation

FISCAL IMPACT

While initial staffing costs will increase modestly with the addition of a full-time Senior Planner, these costs are offset by the reduction in contract service expenditures. The expanded duties of the Code Enforcement Officer further minimize the need for external building inspection services.

Overall, the proposed changes are projected to result in a net fiscal savings to the City over the next fiscal year, while simultaneously improving service responsiveness and internal capacity.

- Salaries for the Senior Planner and Administrative Assistant are included in the draft FY 2025–26 budget.
- Projected savings from reducing contract planning and inspection services.
- Expanded Code Enforcement duties will be covered under an updated job description.

- No immediate fiscal impact from Library and Recreation consolidation, pending future study.

ATTACHMENTS

- 24/25 Org. Chart
- 25/26 Proposed Updated Organizational Chart
- Staffing Plan Summary
- Cost Impact Spreadsheet



City of San Juan Bautista

City Manager | 311 Second Street | P.O. Box 1420, San Juan Bautista, CA 95045

Phone: (831) 453-8995 ext.1004 | Fax: (831) 623-4093 | www.san-juan-bautista.ca.us

Staffing Plan Summary: New and Expanded Positions

1. Senior Planner

Position Title: Senior Planner

Reports To: City Manager

Salary: \$48.64/hour

Summary:

The Senior Planner will oversee the City's planning functions, including current and advanced planning, historic preservation efforts, regional coordination, and project entitlement reviews. This position is intended to internalize key planning operations, significantly reducing the City's reliance on contract planning services.

Primary Responsibilities:

- Conduct development review and entitlement processing.
- Prepare and present reports to the City Council, Planning Commission, and Historic Resources Board.
- Manage implementation of General Plan and Housing Element updates.
- Lead historic preservation and design guidelines initiatives.
- Coordinate with regional agencies such as COG and AMBAG.
- Oversee work product quality from any retained contract planners.

Fiscal Impact:

Expected to generate annual savings of approximately \$185, 000 by reducing contract planning expenses.

2. Administrative Assistant (Contract Management Focus)

Position Title: Administrative Assistant

Reports To: Administrative Services Director

Salary: \$26.13/hour

Summary:

The Administrative Assistant will focus primarily on citywide contract management, ensuring that procurement processes, service agreements, and regulatory compliance requirements are properly tracked and managed. The position will also support general administrative operations across City departments.

Primary Responsibilities:

- Track and manage service contracts and deliverables.
 - Assist departments in RFP preparation and contract execution.
 - Maintain organized, auditable contract files.
 - Monitor expiration dates and compliance requirements.
 - Support grant documentation and reporting.
 - Provide general clerical and administrative support as needed.
-

3. Code Enforcement Officer (Expanded Role)

Position Title: Code Enforcement Officer

Reports To: Assistant to the City Manager

Revised Salary: \$51.33/hour

Summary:

The Code Enforcement Officer position will be expanded to include basic building inspection responsibilities. This role enhancement will reduce the City's reliance on external inspection contracts, improve responsiveness, and build internal expertise.

Primary Responsibilities:

- Investigate and enforce municipal code violations, nuisance complaints, and property maintenance standards.
- Provide basic building inspections and field reviews for residential and small commercial projects.
- Maintain accurate inspection logs, reports, and compliance documentation.
- Coordinate with the Planning and Building divisions for joint review processes.
- Participate in certification and training programs to meet inspection standards.

Fiscal Impact:

Estimated to reduce costs associated with contracted inspection services by approximately \$80,000, while increasing salary to reflect expanded scope and professional training requirements.

Summary of Strategic Benefits

- Reduction of costly external contract dependencies.
 - Expansion of in-house expertise and capacity.
 - Strengthening of internal administrative control systems.
 - Enhanced service responsiveness and public accountability.
-



CITY OF SAN JUAN BAUTISTA ORGANIZATIONAL STRUCTURE FY 24/25

CITY COUNCIL

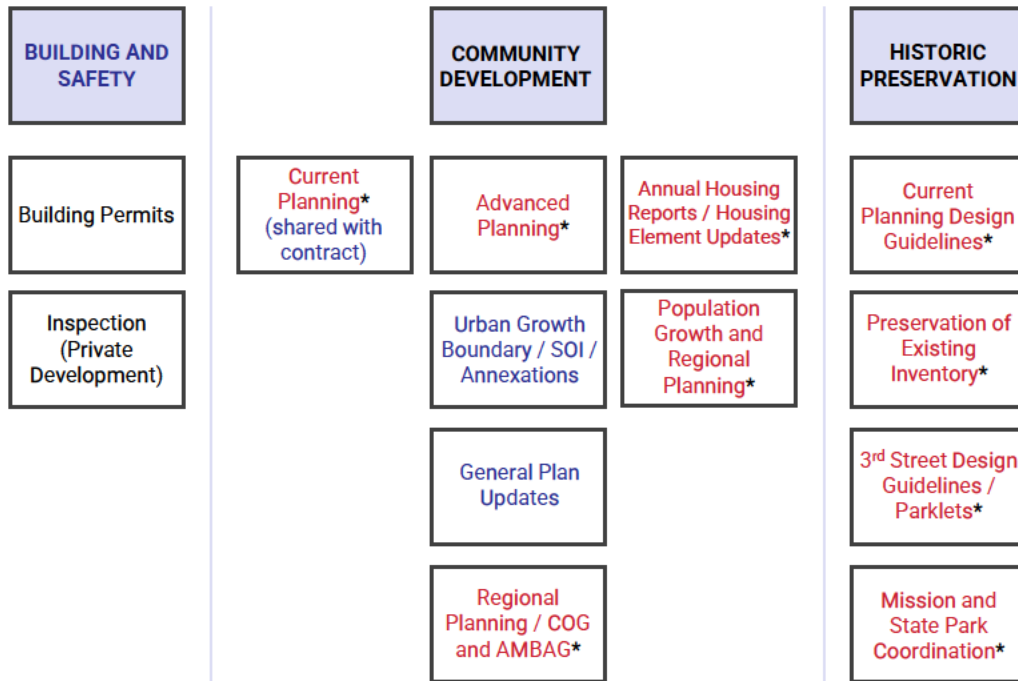
CITY ATTORNEY

CITY MANAGER

TEXT COLOR KEY	
	CITY STAFF
	CONTRACT STAFF
	NOT DIRECTLY STAFFED

PLANNING COMMISSION AND HISTORIC RESOURCES BOARD

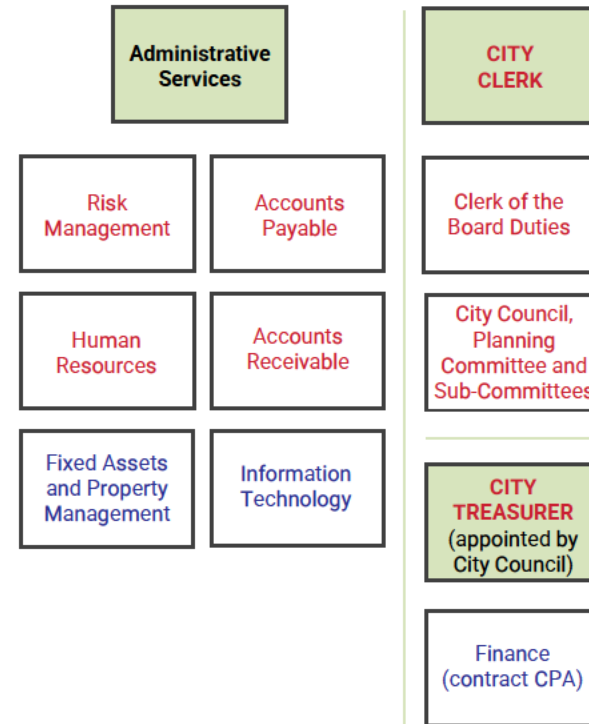
CONTRACT PLANNING DIRECTOR



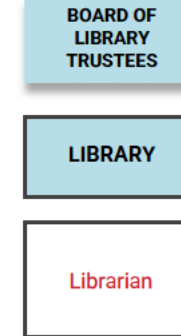
PUBLIC WORKS



ADMINISTRATION



LIBRARY

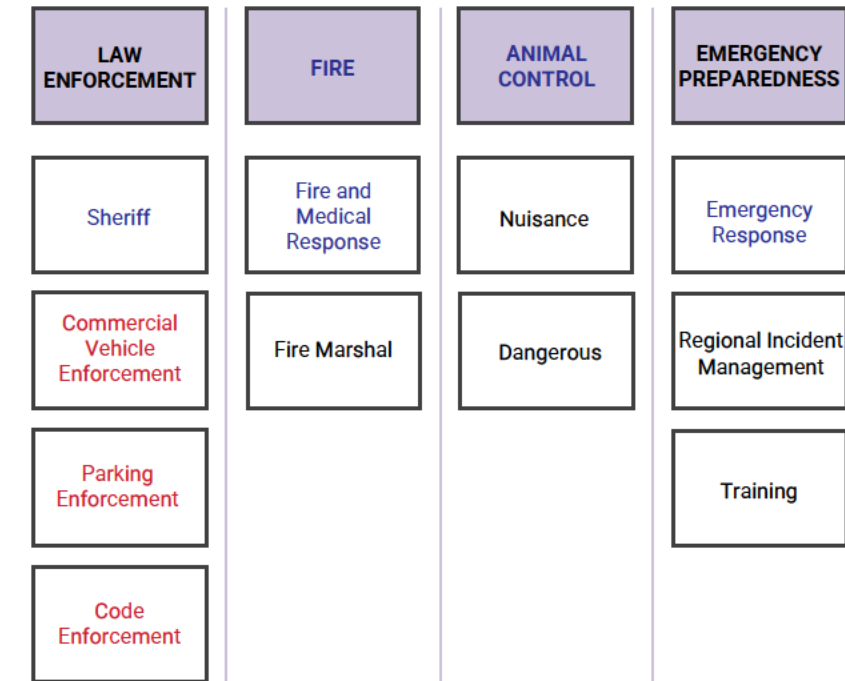


RECREATION



PUBLIC SAFETY COMMITTEE

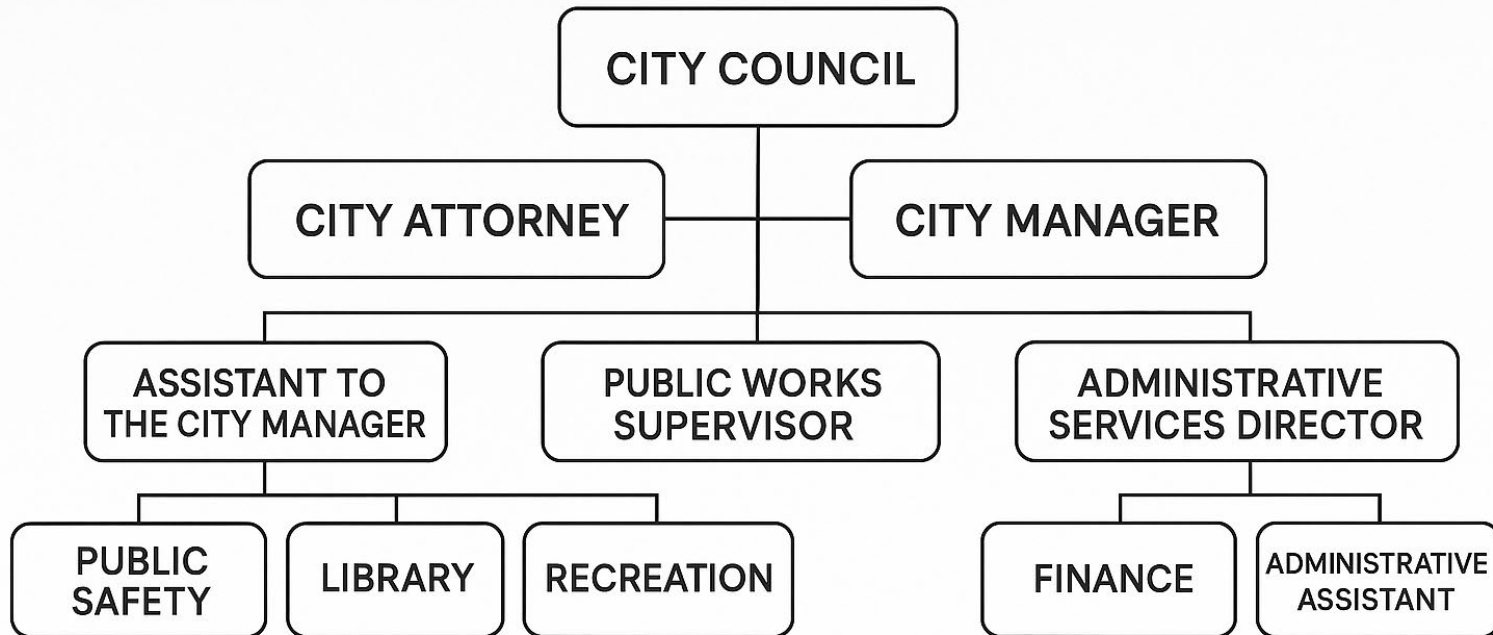
PUBLIC SAFETY COORDINATOR



* Associate Planner Responsibilities

FY25/26 Organizational Chart

Proposed



City of San Juan Batista
Statement of Activities - Unposted Transactions Included In Report
From 7/1/2024 Through 3/31/2025

200 - Community Development

		<u>Planning</u>	<u>Building</u>	<u>Engineering</u>
Contractual and Other Services				
5305	Operational Contracts	231,240	-	-
5310	Engineering	-	-	263,165
5326	Building Inspection	-	59,449	-
Annualized		308,319	79,265	350,886
Proposed in house (per Payroll budget):				
	Senior planner	122,926		
	Code Enf. For Bldg inspection (how many hours)			
Savings (cost over)		<u><u>185,393</u></u>		

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA
AUTHORIZING STAFF TO ENTER INTO A MUTUALLY BENEFICIAL
PARTNERSHIP WITH SAN BENITO COUNTY FOR FIRE PROTECTION SERVICES**

WHEREAS, the City of San Juan Bautista currently receives fire protection services under contract with the City of Hollister; and

WHEREAS, on March 25, 2025, the City of Hollister issued a 270-day notice of termination, setting an end date of December 20, 2025, for said services; and

WHEREAS, the City Council of San Juan Bautista recognizes the need to secure a reliable and sustainable fire protection services model to ensure the health and safety of residents beyond the contract expiration date; and

WHEREAS, the San Benito County Board of Supervisors formally announced on May 6, 2025, the recruitment of a County Fire Chief and the creation of a new County fire governance framework aimed at strengthening and potentially centralizing fire service delivery across the unincorporated areas and collaborating municipalities; and

WHEREAS, the City of San Juan Bautista supports regional collaboration that promotes operational efficiency, cost-effectiveness, and equitable service standards while ensuring local priorities and autonomy are respected; and

WHEREAS, the City Council wishes to authorize City staff to work directly with San Benito County to establish a mutually beneficial partnership for fire protection services that serves the needs of the San Juan Bautista community;

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

1. **Authorization Granted:** City staff is hereby authorized and directed to enter into a mutually beneficial partnership with San Benito County for the provision of fire protection services.
2. **Participation in Recruitment:** Staff shall actively participate in the County Fire Chief recruitment process and coordinate with San Benito County to represent the interests of the City of San Juan Bautista.
3. **Negotiation and Coordination:** Staff shall engage in good faith negotiations with San Benito County to establish the framework for a service agreement, including service standards, cost-sharing arrangements, and implementation timelines.
4. **Reporting Requirement:** Staff shall keep the City Council informed of key developments and return to Council with any proposed agreements or policy considerations requiring approval.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista on this

20th day of May 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: MAY 20, 2025

DEPARTMENT: CITY MANAGER

FROM: ASHLEY COLLICK, CITY MANAGER

TITLE: FIRE PROTECTION SERVICES – STATUS UPDATE AND COUNCIL DIRECTION

RECOMMENDATION

That the City Council receive the updated report on the status of the Fire Protection Services Contract and authorize staff to enter into a mutually beneficial partnership with San Benito County for fire protection services.

BACKGROUND

The City of San Juan Bautista currently receives contractual fire protection services from the City of Hollister, which provides staffing, emergency response, and mutual aid support. This arrangement has been in place since 2013 and forms the backbone of the City's emergency response system.

However, on **March 25, 2025**, the City of Hollister issued a **270-day notice of termination**, making the **contract's final date December 20, 2025**. This creates a firm deadline for identifying and securing alternative fire service coverage.

In addition to Hollister's services, the city collaborates with San Benito County and neighboring jurisdictions to support mutual aid operations. The broader region faces systemic challenges in fire protection:

- Limited personnel and operational scalability
- Rising wildfire threats
- Fiscal stress on municipal budgets
- Modernized emergency standards and state mandates

Over the past several years, regional discussions have focused on structural improvements, shared services, and centralized leadership models.

RECENT DEVELOPMENTS

1. City Council Direction and Counter Offer (April 15, 2025)

Council authorized staff and its ad hoc committee to explore all options and issued a counter offer to Hollister and San Benito County. The offer addressed cost escalation concerns.

2. Hollister Withdrawal (May 5 & 9, 2025)

On May 5, the City of Hollister **dissolved its ad hoc fire committee**, formally ending participation in regional negotiations under Option E. Hollister reviewed the counter offer but did not receive the proposed \$1.25M payment by the May 9 deadline.

3. County Redirection and Fire Chief Recruitment (Announced May 6, 2025)

San Benito County dissolved its fire negotiation committee but quickly pivoted. On May 6, 2025, the Board of Supervisors announced the **recruitment of a County Fire Chief**. This position is expected to:

- Lead countywide fire strategy
- Strengthen mutual aid coordination
- Oversee capital projects and training
- Serve as liaison with cities and state agencies

4. Strategic Implications for San Juan Bautista

The creation of a County Fire Chief presents a timely opportunity:

- **Improved Communication and Command Structure**
- **Access to Shared Resources and Services**
- **Enhanced Grant Eligibility for Regional Improvements**
- **Opportunities for Cost Sharing and Infrastructure Collaboration**
- **Ability to Preserve the City's Interests within a County-led Framework**

5. Meeting with Cal Fire (April 15, 2025)

City staff met with **Cal Fire** to explore direct contracting. A formal proposal is pending, but Cal Fire verbally estimated the annual cost at **\$8.2 million**, which is **not financially viable** for San Juan Bautista.

IMPLICATIONS AND NEXT STEPS:

With the **December 20, 2025** deadline approaching, and Hollister exiting its service role, the city must transition to a new provider. The **County's leadership initiative and Fire Chief recruitment** offer a credible, sustainable path forward. Entering into a formal partnership with San Benito County allows the City to help shape a regional model that meets its operational and fiscal goals.

STAFF RECOMMENDATION

That the City Council:

1. **Receive this update** on fire protection service status and regional agency developments;
2. **Authorize staff to enter into a mutually beneficial partnership with San Benito County** for fire protection services;
3. **Participate in the Fire Chief recruitment process** to help define expectations and ensure City representation;
4. **Work with County officials** to align on service delivery models, response standards, and cost-sharing frameworks;
5. **Report back to Council** as formal agreements, governance structures, or policy proposals are developed.