



City of San Juan Bautista

The "City of History"

www.san-juan-bautista.ca.us

AGENDA

CITY COUNCIL REGULAR MEETING

TUESDAY ~ JULY 19, 2022 ~ 6:00 P.M.

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

– HYBRID MEETING – PUBLIC PARTICIPATION BY ZOOM AND IN PERSON

THIS MEETING WILL BE CONDUCTED PURSUANT TO GOVT. CODE §54953(e)(1)(A). In order to minimize the spread of the COVID 19 virus the City Council is conducting this meeting by Zoom webinar and will be offering alternative options for public participation. You are encouraged to watch the meeting live on Zoom or Facebook.

THIS MEETING WILL BE OPEN TO THE PUBLIC UNDER THE FOLLOWING CONDITIONS:

All Attendees must comply and wear a face covering if not fully vaccinated and show proof. If providing proof attendees will not need to wear a face covering. If you are exempt from the state face covering guidance or not fully vaccinated, you will be required to wear a mask to attend the meeting; All attendees must comply with any other rules of procedures/instructions announced by the Chair and/or City Staff. Any violations of the above may result in the Chair closing the meeting, effective immediately, or clearing the room, as well as other enforcement actions. The meeting will be available through Zoom for those who wish to join or require accommodations with the instructions below:

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

Join Zoom Webinar <https://zoom.us/j/84681357450>
or call 1 (669) 900-6833
Webinar ID: 846 8135 7450

PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE CITY COUNCIL. DURING THE MEETING: TO PROVIDE VERBAL PUBLIC COMMENTS ON AN AGENDA ITEM DURING THIS MEETING CALL THE PHONE NUMBER LISTED ABOVE OR LOG INTO ZOOM AND ENTER THE MEETING ID NUMBER AS LISTED ABOVE.

When the Chair announces public comment is open for the item which you wish to speak, press *9 on your telephone keypad or if joining by Zoom, use the raise your hand icon. When called to speak, please limit your comments to three (3) minutes, or such other time as the Chair may decide, consistent with the time limit for all other speakers for the particular agenda item. Comments from other platforms will not be considered during the meeting. If you would like to participate during the meeting you **MUST** use Zoom.

If you are unable to join the meeting, written comments may be mailed to the Deputy City Clerk at City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to deputycityclerk@san-juan-bautista.ca.us not later than 5:00 p.m. on July 19, 2022, and will be read into the record during public comment on the item.

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

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.

Materials related to all items on this agenda are available in the agenda packet on the City website www.san-juan-bautista.ca.us subject to Staff's ability to post the documents before the meeting, or by emailing deputycityclerk@san-juan-bautista.ca.us or calling the Deputy Clerk (831) 623-4661 during normal business hours.

1. Call to Order

**Pledge of Allegiance
Roll Call**

2. Public Comment

This portion of the meeting is reserved for persons desiring to address the Council on matters not on this agenda. The law does not permit Council action or extended discussion of any item not on the agenda except under special circumstances. If Council action is requested, the Council may place the matter on a future agenda.

3. Consent Items

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

A. Approve the Affidavit of Posting Agenda

B. Approve the Affidavit of Posting Public Hearing Notice

C. Approve the Minutes for the June 30, 2022 Special Meeting

**D. Adopt a Resolution of the City Council of the City of San Juan Bautista
Proclaiming and Reaffirming the Existence of a Local Emergency in the City**

**E. Adopt a Resolution of the City Council of the City of San Juan Bautista
Making Findings and Determinations Under AB 361 for Continuing Virtual
Meetings and Commencing Hybrid Meetings**

**F. Adopt a Resolution of the City Council of the City of San Juan Bautista
Authorizing Closure of Streets for San Juan Days**

**G. Adopt a Resolution of the City Council of the City of San Juan Bautista
Authorizing Financial Support of the San Benito County Economic
Development Corporation (SBC EDC) to Ensure Continued SBC EDC
Advisory Support and Guidance to the San Juan Bautista Economic
Development Citizens Advisory Committee**

H. Waive Reading of Ordinances and Resolutions on the Agenda Beyond Title

I. Approve the Minutes for the June 14, 2022 Special Meeting

4. Presentations, Proclamations, Informational Items and Reports

**A. Proclamations for the San Benito Health Foundation for National Health
Center Week and Agricultural Worker Health Day**

B. Presentation by Clean California on State Hwy Beautification

C. City Council and Staff Announcements

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

**D. Treasurer's Report and Monthly Financial Statements by City Treasurer
Michelle Sabathia**

E. City Manager's Report

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

5. Public Hearing Items

**A. Introduce an Ordinance of the City Council of the City of San Juan Bautista
Amending Section 3-5-155 of the San Juan Bautista Municipal Code and
Increasing Water Rates**

**B. Adopt a Resolution of the City Council of the City of San Juan Bautista
Levying the Annual Special Tax for Community Facilities District No. 2018-01
for Fiscal Year 2022/23**

6. Action Items

**A. Designate a Voting Delegate and Alternate for the League of California Cities
Annual Conference & Expo September 7-9, 2022**

7. Discussion Items

A. Recology Rate Increase

B. Fireworks

C. Path Forward for the City's Sphere of Influence

D. Update on Process for Filling Vacant Seat on Planning Commission

E. General and Municipal Election Update

8. Adjournment

AFFIDAVIT OF POSTING

I, VERONICA MUNOZ NORIEGA, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE OFFICE ASSISTANT FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 15th DAY OF JULY 2022, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 13th DAY OF JULY 2022.



VERONICA MUNOZ NORIEGA, OFFICE ASSISTANT

AFFIDAVIT OF POSTING PUBLIC HEARING NOTICE

I, VERONICA MUNOZ NORIEGA, DO NOW DECLARE UNDER THE PENALTIES OF PERJURY, THAT I AM THE OFFICE ASSISTANT FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL PUBLIC HEARING NOTICES. I FURTHER DECLARE THAT I POSTED SAID NOTICES ON THE 3rd DAY OF JUNE 2022, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 13th DAY OF JULY 2022.



VERONICA MUNOZ NORIEGA, OFFICE ASSISTANT

**CITY OF SAN JUAN BAUTISTA
NOTICE OF PUBLIC HEARING ON PROPOSED WATER RATES**

Este informe contiene información muy importante sobre la necesidad de aumentar sus tarifas de alcantarillado y sus derechos a protestar. Traducción al español disponible en el sitio web de la ciudad, o llame al Ayuntamiento para hablar con alguien que lo entienda bien.

July 19, 2022 at 6:00 PM
City Council Chambers
San Juan Bautista City Hall
311 Second Street
San Juan Bautista, CA 95045

Members of the Public *can* attend the July 19, 2022 Council Meeting in person at City Hall

Access is also available via Zoom (Meeting ID: 846 8135 7450)
or by calling (669) 900-6833 (Webinar ID 846 8135 7450; press *6 to speak)

<https://us02web.zoom.us/j/84681357450>

You are receiving this notice because you are shown on our records as a customer of the City's water service. The City of San Juan Bautista funds water service by charging its customers a water rate on their monthly municipal utility bill. Water rates collected by the City can only be used to fund water service, and cannot be used by the City for any other purpose.

As you may be aware, the City currently uses groundwater as the supply for the water system. The City owns three wells (one of which is currently shut down due to water quality concerns) that pump water from underground sources to be used by the City. Unfortunately, this groundwater does not meet current environmental standards. When the potable ground water enters the City's sewer system, the City cannot treat this water sufficiently at its sewer treatment plant. This has caused the City to be in violation of the permit that allows the City to discharge treated effluent from its sewer plant. The City has entered into an Administrative Order on Consent with the United States Environmental Protection Agency that requires that the City take steps to remedy its permit violation.

One of the steps that the City will be taking is to transition from supplying water customers solely with groundwater to supplying customers with a blend of groundwater and treated surface (river) water purchased from the San Benito County Water District ("SBCWD"). This transition will increase the City's costs of providing water service, because the City will have to (i) fund the construction of a connection between the City's water system and SBCWD's West Hills Treatment Plant, (ii) the City will have to pay SBCWD to "buy-in" to the West Hills Treatment

Plant, (iii) the City will have to pay a share of the operations and maintenance costs of the Plant, and (iv) the City will have to purchase treated water from SBCWD.

Unfortunately, the City's current water rates are not sufficient to fund these new costs. The City is currently applying for a number of federal and state loans and grants to assist with construction costs for the connection to the SBCWD system; however, the City cannot qualify for these loans and grants unless it has a stream of ratepayer revenue that will fund its operating, maintenance, and debt service costs once the transition to the new water source is in place. Therefore, the City Council has proposed a water rate increase.

The Proposed Rates

The City is proposing a five-year schedule of rate increases for water service. The proposed rates were designed by the City's consultant, Bartle Wells Associates, to ensure that each water customer pays a rate that does not exceed the City's anticipated costs of providing that customer with water service. As is currently the case, each water customer will pay both a fixed monthly charge and a "volumetric" charge for each 1,000 gallons of metered water use. The consultant's "Water Rate Study Report" can be found online at: https://www.san-juan-bautista.ca.us/alert_detail.php.

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
<i>Proposed Implementation Date</i>		<i>Aug. 1, 2022</i>	<i>Jul. 1 2023</i>	<i>Jul. 1 2024</i>	<i>Jul. 1 2025</i>	<i>Jul. 1 2026</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

These rates will also be subject to the pass through adjustments described at the end of this notice.

The Hearing

On July 19, 2022 at 6:00 PM, in the City Council Chambers located at 311 Second Street San Juan Bautista, CA 95045, the San Juan Bautista City Council will hold a public hearing on the proposed schedule of rates. Subject to changes in the public health situation, the City anticipates that the hearing will be open for in-person public participation and attendance at the Council Chambers. However, due to the ongoing COVID-19 emergency, members of the public will also be able to remotely attend the meeting electronically via Zoom. Use webinar ID 46-813-7450 on zoom.us, on a Zoon App or by calling (669) 900-6833.¹

¹ You can also Click this link to join Zoom Meeting: <https://us02web.zoom.us/j/84681357450>



City of San Juan Bautista
The "City of History"
SPECIAL CITY COUNCIL MEETING
MINUTES

THURSDAY ~ JUNE 30, 2022

1. Call to Order

Mayor Jordan called the meeting to order at 12:08 p.m.

Pledge of Allegiance was led by Council Member Edge

Roll Call

Present:

Mayor Jordan

Vice Mayor Flores

Council Member: Freels, Freeman, Edge

2. Public Comment Only on Items on the Agenda

Mayor Jordan announced that public comments will be at the time the item comes up for discussion.

3. Action Items

A. Consider Amending Employment Agreement with City Manager Don Reynolds to Extend the Term for the Period July 2, 2022 through and inclusive of December 31, 2022.

Mayor Jordan asked for public comments, the following citizens spoke. Cherie noted she had sent an email prior to the meeting but wanted Council to keep Mr. Reynolds as City Manager, she feels he is responsive and has had many accomplishments as City Manager.

Motion by Vice Mayor Flores, seconded by Council Member Freeman to amend the Employment Agreement with the City Manager Don Reynolds to extend the terms for a period of July 2, 2022 through and to inclusive of December 31, 2022. Passed 5/0

AYES: 5 Council Members: Edge, Freels, Freeman, Flores, Jordan
NOES: 0

B. Consider Adjustment of Salary Range for Deputy City Clerk/Administrative Services Manager Position.

City Manager gave the staff report and noted the salary of the Deputy City Clerk are below average and would like to increase the salary of a new Deputy City Clerk/Administrative Services Manager position.

Mayor Jordan asked for public comments, seeing none, she closed the public comments.

Motion by Vice Mayor Flores, seconded by Council Member Freels to consider the adjustment of Salary Range for the Deputy City Clerk/Administrative Services Manager position. Passed 3/2

AYES: 3 Council Members: Freels, Freeman, Flores
NOES: 2 Council Members: Edge, Jordan

C. Approve the Affidavit of Posting Agenda

Motion by Council Member Edge, seconded by Vice Mayor Flores to approve the Affidavit of Posting of the agenda. Passed 5/0

AYES: 5 Council Members: Edge, Freels, Freeman, Flores, Jordan
NOES: 0

3. Adjournment

There being no further business Mayor Jordan asked for motion to adjourn.

Motion by Council Member Edge, seconded by Council Member Freels to adjourn the meeting at 12:54 p.m.

Respectfully submitted
Lori Frontella, MMC

RESOLUTION 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA,
COUNTY OF SAN BENITO, STATE OF CALIFORNIA, PROCLAIMING AND REAFFIRMING
THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, the San Juan Bautista Municipal Code Section 5-33-040 empowers the City Council to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, the San Juan Bautista City Council has been requested by the Director of Emergency Services (City Manager) of the City of San Juan Bautista to proclaim and reaffirm the existence of a local emergency therein; and

WHEREAS, conditions of disaster or extreme peril to the safety of persons and property have arisen within the City caused by a pandemic commencing on or about 8:00 a.m. on the 13th day of March, 2020, at which time the City Council of the City of San Juan Bautista was not in session; and

WHEREAS, said City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of San Juan Bautista on the 13th day of March, 2020; and

IT IS FURTHER PROCLAIMED, REAFFIRMED AND ORDERED that during the existence of said local emergency, organization of this City shall be prescribed by law, by Ordinances and Resolutions of the City, and approved by the City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of San Juan Bautista, State of California.

Dated this 19TH day of July 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Leslie Q. Jordan, Mayor

ATTEST:

Don Reynolds, Acting Deputy City Clerk

RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF SAN JUAN BAUTISTA
MAKING FINDINGS AND DETERMINATIONS
UNDER AB 361 FOR CONTINUING VIRTUAL MEETINGS
AND COMMENCING HYBRID MEETINGS**

WHEREAS, COVID-19 is a viral respiratory disease from which variants have emerged and which has now spread across the world as a pandemic with multiple confirmed cases in California and, as of July 7, 2022, the federal Centers for Disease Control and Prevention (CDC) rated the risk level for community transmission of COVID-19 in San Benito County as High; and

WHEREAS, under authority provided by Government Code section 8625 on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic that remains in effect; and

WHEREAS, on March 17, 2020, the City of Council declared a State of Emergency in the City of San Juan Bautista due to COVID-19 that remains in effect; and

WHEREAS, the City Council is committed to preserving and nurturing public access and participation in its public meetings; and

WHEREAS, the Legislature enacted Assembly Bill 361 (AB 361), which amended Government Code section 54953 of the Brown Act (Government Code sections 54950-54963) to allow local agencies to meet fully virtually or in a hybrid format (containing both virtual and in-person components) without fully complying with the teleconference rules set forth in Government Code section 54953(b)(3) during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Health & Human Services Agency of the County of San Benito has issued a health advisory entitled "COVID-19 What you need to know" that recommends social distancing as a way to slow the spread of a virus include keeping a distance of approximately three feet from the nearest person while in a workplace; and

WHEREAS, the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California, including the City, to train and instruct employees about measures, including physical distancing, that can decrease the spread of COVID-19; and

WHEREAS, the City Council desires that the City of San Juan Bautista, including all commissions, committees, and other Brown Act bodies shall continue to be able to hold virtual or hybrid meetings pursuant to AB 361 and Government Code section 54953(e)(1)(A).

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

Section 1. The City Council has reconsidered the circumstances of the emergency and the information related to this matter and the Recitals set forth above are true and correct and are incorporated as findings into this Resolution by this reference.

Section 2. The City Council and all other commissions, committees or other Brown Act bodies of the City shall be authorized to continue to meet virtually in accordance with Government Code section 54953(e)(1)(A) without compliance with section 54953(b)(3).

Section 3. This Resolution does not prevent or prohibit the City Council or any commission, committee or other Brown Act body of the City from holding hybrid meetings (containing both virtual and in-person components) or from meeting in-person, provided such meetings comply with AB 361 and with all state and local health orders. Commissions, committees and other Brown Act bodies shall comply with all rules established by the City Council and/or City Manager for attendance at meetings.

Section 4. The City Council shall take action to renew this Resolution every thirty days for as long as any state or local officials continue to recommend any measures to promote social distancing, but the City Council may terminate the Resolution at any time. In the event that more than 30 days pass between regular City Council meetings, the City Council shall take action to renew this Resolution before deliberating at a virtual or hybrid meeting either at the beginning of the next regular meeting or at a special meeting.

Section 5. If any provision of this Resolution or the application of such provisions to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 6. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a regular meeting duly held this 19th day of July 2022, by the following vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ABSTAIN, COUNCIL MEMBERS:

Leslie Q. Jordan, Mayor

ATTEST:

Don Reynolds, Acting City Clerk

RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA AUTHORIZING CLOSURE OF THIRD STREET BETWEEN
FRANKLIN AND MUCKELEMI STREETS FROM 5:30 AM to 6 PM TO
ENABLE SAN JUAN DAY SPECIAL EVENT**

BE IT RESOLVED that the City Council does hereby authorize the following entities to close the following streets on the day(s) and time as follows:

The San Juan Committee (San Juan Bautista Community Business Association) is authorized to close the following streets each Sunday from 5:30 AM to 6 PM for the San Juan Day Special Event:

- Third Street Between Franklin Street and Muckelemi Streets.

BE IT FURTHER RESOLVED that this resolution shall be of no force until and unless the Fire Marshal, Public Works Director, and Building Official have inspected and approved the arrangement of uses, activities and appurtenant facilities on the day of the event prior to commencement of activities.

PASSED AND ADOPTED this 19th day of July 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Leslie Q. Jordan, Mayor

ATTEST:

Don Reynolds, Acting Deputy City Clerk



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

AGENDA TITLE: RESOLUTION COMMITTING \$3,000 IN SUPPORT OF CONTINUED SAN BENITO COUNTY ECONOMIC DEVELOPMENT CORPORATION (EDC) ACTIVITIES.

DATE: July 19, 2022

DEPARTMENT HEAD: Brian Foucht, Community Development Director

Background:

The Comprehensive Economic Development Strategy (CEDS) is a comprehensive and collaborative approach to identifying necessary programs and resources to increase the prosperity and well-being of San Benito County residents.

The current San Benito County CEDS is from 2017-2022. The City Council has approved \$5,000 in matching funds to the San Benito County Economic Development Corporation (SBC EDC) to support the CEDS (Resolution 2021-50). The EDA has approved the SBC EDC application to prepare a new 2023-2028 CEDS. The SBC EDC will spend 24 months conducting collaborative visioning, workshops, and collaborative meetings to identify strengths, weaknesses and opportunities and threats to arrive at the priorities and an action plan.

Discussion:

The San Juan Bautista Economic Development Citizens Advisory Committee (EDCAC) is established by the City Council to recommend strategies for local business support and overall local economic development. The SBC EDC has consistently provided bi-weekly and monthly advice and support to the EDCAC through its own resources and its relationships with Federal, State and Regional economic development organizations. SBC EDC has committed to continue that support for the foreseeable future. SBC EDC is requesting that San Juan Bautista provide \$3,000 to enable continuation of that vital support.

Fiscal Impact:

This program involves a contribution of \$3,000 in matching funds from the General Fund.

Attachments: Resolution

RESOLUTION 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA AUTHORIZING FINANCIAL SUPPORT OF THE SAN BENITO
COUNTY ECONOMIC DEVELOPMENT CORPORATION (SBC EDC) TO
ENSURE CONTINUED SBC EDC ADVISORY SUPPORT AND GUIDANCE TO
THE SAN JUAN BAUTISTA ECONOMIC DEVELOPMENT CITIZENS
ADVISORY COMMITTEE**

WHEREAS, expansion of the local tax base, creation of new high paying jobs, improvements to the quality of life and collaboration with other public entities are strategic economic development goals of the county, and;

WHEREAS, the Federal Economic Development Administration (EDA) has significant resources, including grants, available to promote and advance local economic development, and the EDA has approved funds enabling the San Benito County Economic Development Corporation to prepare the next cycle Comprehensive Economic Development Strategy for San San Benito County; including San Juan Bautista; and

WHEREAS, the Comprehensive Economic Development Strategy (CEDS) contributes to effective economic development in America's communities and regions through a locally-based, regionally-driven economic development planning process that is required to be eligible for certain federal EDA funding, and;

WHEREAS, City Council Resolution 2021-50 authorized a contribution of \$5,000 in matching funds from the City's General Fund to enable the San Benito County Economic Development Corporation to complete the CEDS and;

WHEREAS, the San Benito County Economic Development Corporation (EDC) staff and Executive Director have since provided consistent and valuable advice and counsel to the City of San Juan Bautista Economic Development Citizen Advisory Committee and subcommittees;

WHEREAS, the City of San Juan Bautista wishes to join with the City of Hollister and San Benito County in support for County of San Benito Economic Development Corporation activities that are essential to the economic well-being of our communities;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of San Juan Bautista directs the City Manager to provide a letter of support for continuation of San Benito County Economic Development Corporation activities; including the CEDS and the City of San Juan Bautista EDCAC;

BE IT FURTHER RESOLVED that the City Council of the City of San Juan Bautista hereby contributes \$3,000.00 from the City's General Fund to the San Benito County Economic Development Corporation in support of local economic development initiatives.

THE FOREGOING RESOLUTION was adopted by the City Council of the City of San Juan Bautista at its regular meeting held on the 19th day of July 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor Leslie Q. Jordan

ATTEST:

Don Reynolds, Acting Deputy City Clerk

WAIVER OF READING OF ORDINANCES

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

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

GC36934

**CITY OF SAN JUAN BAUTISTA
SPECIAL CITY COUNCIL MEETING
JUNE 14, 2022, at 6:00 P.M.**

DRAFT MINUTES

1. **CALL TO ORDER** – Mayor Leslie Jordan called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE – Council Member Freeman led the Pledge of Allegiance.

ROLL CALL

Present: Mayor Jordan, Vice Mayor Flores, Council Members Edge, Freels and Freeman

Staff Present: City Manager Reynolds, General Counsel Rathie, Assistant City Manager Foucht, City Accountant Wendy Cummings, City Engineer Nidel Samhouri

PUBLIC COMMENT

There was no public comment.

General Counsel Bob Rathie reported on the Closed Session noting the meeting was not held and therefore, there is no reportable action.

2. **CONSENT ITEMS**

- A. **Approve the Affidavit of Posting Agenda**
- B. **Approve the Affidavit of Posting Public Hearing Notice**
- C. **Approve the Minutes for the May 5, 2022 Special Meeting**
- D. **Approve the Minutes for the May 17, 2022 Regular Meeting**
- E. **Adopt a Resolution of the City Council of the City of San Juan Bautista Proclaiming and Reaffirming the Existence of a Local Emergency in the City**
- F. **Adopt a Resolution of the City Council of the City of San Juan Bautista Making Certain Findings and Determinations in Compliance with Section XIIB of the California Constitution (GANN Initiative) Setting the Appropriation Limit for Fiscal Year 2022-2023**

Council Member Edge requested to pull Item 2.F. to be heard under separate motion.

Mayor Jordan honored citizen Nancy Carlisle's request to pull Item 2.G. for public comment and separate Council consideration.

A motion was made by Council Member Freels to approve Consent Items 2.A-E and H-I. The motion was seconded by Council Member Freeman. The motion passed on a roll call vote of 5-0.

Council Member Edge asked for clarification on Item 2.F. regarding the property tax cap and spending limit. City Manager Don Reynolds and City Accountant Wendy Cummings provided clarification.

A motion was made by Council Member Freels to approve Consent Items 2.A-E and H-I. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 5-0.

Mayor Jordan called for public comment from Nancy Carlisle regarding Item 2.G., as she requested the item be considered separately. Nancy Carlisle spoke on the matter and an interest of Flag Day.

A motion was made by Council Member Edge to approve Consent Items 2.G. The motion was seconded by Council Member Freeman. The motion passed on a roll call vote of 5-0.

3. PUBLIC HEARING ITEMS

- A. Valle Vista Landscape and Lighting Maintenance Assessment District No. 1**
- i. Adopt a Resolution of the City Council of the City of San Juan Bautista Confirming a Diagram and Assessment for Fiscal Year 2022-2023**
 - ii. Adopt a Resolution of the City Council of the City of San Juan Bautista Certifying Compliance With State Law with Respect to the Levying of General and Special Taxes, Assessments, and Property Related Fees and Charges**

Mayor Jordan opened the public hearing and called for the staff report. City Manager Don Reynolds presented the staff report accompanied by a PowerPoint, fielded questions from the Council, and recommended approval of the resolutions.

Mayor Jordan opened the public comment. Seeing no one come forward, she closed public comments.

Hearing no further comments or questions from the City Council, Mayor Jordan closed the public hearing and called for a motion.

A motion was made by Council Member Edge to adopt a resolution confirming a diagram and assessment for Fiscal Year 2022-2023. The motion was seconded by Vice Mayor Flores. The motion passed on a roll call vote of 5-0.

A motion was made by Council Member Edge to adopt a resolution certifying compliance with state law with respect to the levying of General and Special Taxes, Assessments, and Property Related Fees and Charges. The motion was seconded by Council Member Freeman. The motion passed on a roll call vote of 5-0.

Mayor Jordan passed the gavel to Vice Mayor Flores to preside over the meeting.

4. ACTION ITEMS

- A. Adopt a Resolution of the City Council of the City of San Juan Bautista Adopting the Fiscal Year 2022-2023 Budget and Capital Improvement Plan**

City Manager Do Reynolds presented the staff report accompanied by a PowerPoint and fielded questions from the Council.

Vice Mayor Flores called for public comments.

Nancy Carlisle testified on the matter.

Jackie Morris-Lopez testified on the matter.

A motion was made by Council Member Freels to adopt a resolution adopting the Fiscal Year 2022-2023 Budget and Capital Improvement Plan to include Church Street between 1st and 2nd Street. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 5-0.

B. Adopt a Resolution of the City Council of San Juan Bautista Approving Essential Worker Hazard Pay

City Manager Don Reynolds presented the staff report and fielded questions by the Council.

Vice Mayor Flores called for public comments.

Nancy Carlisle testified on the matter.

A motion was made by Council Member Freels to adopt a resolution approving essential worker hazard pay. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 5-0.

C. Adopt a Resolution of the City Council of the City of San Juan Bautista Authorizing the City Manager to Execute a License Agreement with South Valley Internet Inc. to Place Communication Equipment on the City's Water Tank for the Transmission of Communication Signals Providing a New Source of Internet Access for the Community in Consideration for Free Internet at Seven City Facilities

City Manager Don Reynolds presented the staff report and fielded questions by the Council.

Vice Mayor Flores called for public comments.

EJ Sabathia testified on the matter.

A motion was made by Council Member Freeman to adopt a resolution authorizing the City Manager to execute a license agreement with South Valley Internet Inc. to place communication equipment on the City's water tank for the transmission of communication signals providing a new source of internet access for the community in consideration for free internet at seven City facilities. The motion was seconded by Mayor Jordan. The motion passed on a roll call vote of 4 Yes-1 No (Edge).

D. Adopt a Resolution of the City Council of the City of San Juan Bautista Amending the Memorandum of Understanding with the Hollister Little League for the Junior Giants Baseball Program whereby the City Would Fully Fund the Maintenance of Abbe Park Ball Field, and Pay for Electricity for the Field Lights

City Manager Don Reynolds presented the staff report and fielded questions by the Council.

Vice Mayor Flores called for public comments.

Wanda Guibert testified on the matter.

Michael Ponce testified on the matter.

Jackie Morris-Lopez testified on the matter.

A motion was made by Council Member Freels to adopt a resolution amending the Memorandum of Understanding with the Hollister Little League for the Junior Giants Baseball Program whereby the City

would fully fund the maintenance of Abbe Park Ball Field, and pay for electricity for the field lights. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 5-0.

E. Adopt a Resolution of the City Council of the City of San Juan Bautista Authorizing the Mayor to Execute a Joint Use Agreement Between the Aromas-San Juan Unified School District and City of San Juan Bautista

City Manager Don Reynolds presented the staff report and fielded questions by the Council.

Vice Mayor Flores called for public comments, seeing none, he closed the public comments.

A motion was made by Council Member Freeman to adopt a resolution authorizing the Mayor to execute a Joint Use Agreement between the Aromas-San Juan Unified School District and City of San Juan Bautista. The motion was seconded by Council Member Freels. The motion passed on a roll call vote of 5-0.

F. Adopt a Resolution of the City Council of the City of San Juan Bautista Designating Rehabilitating 11 Streets as Follows: Franklin St., North St., Second St., Monterey St., The Alameda, Polk St., Fourth St., Fifth St., Sixth St., Seventh St., and Church Street, as the City's Priority Project Under the State's Road Repair and Accountability Act of 2017 (SB1)

City Manager Don Reynolds presented the staff report and fielded questions by the Council.

Vice Mayor Flores called for public comments, seeing none, he closed the public comments.

A motion was made by Mayor Jordan to adopt a resolution rehabilitating designated streets and to include Church Street between 1st and 2nd Street. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 5-0.

G. Consider Rescinding Resolution 2022-32; Discuss Whether the Office of City Treasurer and/or City Clerk will be on the Ballot to be made Appointive Rather than Elective; and Adopt a Resolution of the City Council of the City of San Juan Bautista Calling a General Municipal Election to be Held on November 8, 2022, Requesting That the County of San Benito Agree to Consolidation of Said Election With the Statewide General Election to be Held on Said Date, and Requesting the County to Render Services in Connection With Said Consolidated Election

General Counsel Bob Rathie presented the staff report and fielded questions from the Council. City Manager Don Reynolds fielded questions from the Council.

Vice Mayor Flores called for public comments.

Nancy Carlisle testified on the matter.

Jackie Morris-Lopez testified on the matter.

Discussion ensued amongst the Council on the placement the City Treasurer and/or City Clerk on the ballot. Council Member Freels stated the positions should remain as elected positions. The remaining Council Members stated they supported both being on the ballot for the public to decide.

A motion was made by Mayor Jordan to adopt the resolution presented as Exhibit A, which rescinds Resolution 2022-32; places the office of City Treasurer and City Clerk on the ballot to be made appointive rather than elective; calls for a General Municipal Election to be held on November 8, 2022, requesting the County of San Benito agree to consolidation of said election with the statewide General Election to be held on said date, and requesting the County to render services in connection with said consolidated election. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 4 Yes-1 No (Freels).

H. Select Ad Hoc Committee to Recruit for Planning Commissioner

City Manager Don Reynolds presented the staff report and fielded questions from the Council. General Counsel Bob Rathie summarized the appointment process and fielded questions from the Council.

Vice Mayor Flores called for public comments.

Darlene Boyd testified on the matter.

Nancy Carlisle testified on the matter.

Jackie Morris-Lopez testified on the matter.

Discussion ensued amongst the Council on the placement the City Treasurer and/or City Clerk on the ballot. Mayor Jordan and Vice Mayor Flores volunteered to serve on the Ad Hoc Committee. Council Member Freeman expressed concern with the process due to previous experiences with this appointment process.

A motion was made by Mayor Jordan to appoint Vice Mayor Flores and herself to the Ad Hoc Committee. The motion was seconded by Council Member Edge. The motion passed on a roll call vote of 4 Yes-0 No-1 Abstain (Freeman).

5. DISCUSSION ITEMS

A. Proposed Water Rates – City Manager Reynolds

City Manager Don Reynolds gave a PowerPoint presentation on Proposed Water Rate Increase and reported the item would be on the July 19 meeting agenda.

Vice Mayor Flores called for public comments, seeing none, he closed the public comments.

B. Future Ban on the Sale and Use of all Fireworks – City Attorney Rathie

City Attorney Rathie gave a staff report and noted a possible proposed ordinance being brought forward at a future meeting.

Vice Mayor Flores called for public comments, seeing none, he closed the public comments.

C. Moratorium on Future Developments – Council Member Edge

Council Member Edge noted the City had a major infrastructure problem and requested the Council consider a moratorium on future developments.

A lengthy discussion ensued; General Counsel Bob Rathie noted legalities to this issue.

Vice Mayor Flores called for public comments.

EJ Sabathia testified on the matter.

Jackie Morris-Lopez testified on the matter.

6. PRESENTATIONS, PROCLAMATIONS, INFORMATIONAL ITEMS AND REPORTS COMMITTEES

A. Treasurer’s Report and Monthly Financial Statements by City Treasurer Wendy Cumming

City Accountant Wendy Cumming summarized the written staff report in the packet.

Vice Mayor Flores called for public comments, seeing none, he closed the public comments.

B. City Manager’s Report

City Manager Reynolds gave the staff report and covered City Clerk recruitment, vacations, completion of Council Chambers, software upgrades, Public Safety, Special Event process, and Community Development. He fielded questions from the Council.

Vice Mayor Flores called for public comments, seeing none, he closed the public comments.

C. Reports from City Council Representatives to Regional Organizations

Council members reported on their agency meetings attended.

7. ADJOURNMENT

Vice Mayor Flores adjourned the meeting at 10:14 p.m.

Respectfully submitted,

Norma Alley

PROCLAMATION

AGRICULTURAL WORKER HEALTH DAY

WHEREAS, an estimated 3 to 5 million migrant and seasonal farmworkers are employed in the nation's multi-billion dollar agricultural industry and whose back-breaking labor makes possible the production and harvest of many crops. Thanks goes to those who have worked at the frontlines during the COVID-19 Pandemic; and

WHEREAS, agriculture ranks among the most dangerous occupations, subjecting workers to health and occupational risk, yet migrant and seasonal farmworkers, by virtue of their work and economically-disadvantaged status, confront significant barriers to accessing doctors and needed health services; and

WHEREAS, the Migrant Health Program enacted in 1962 planted the seed that has enabled communities to establish Migrant Health Centers, which today serve more than a million migrant seasonal farmworkers and their families, and

WHEREAS, Migrant Health Centers have evolved into strong models of primary care practice addressing the complex needs of a vulnerable population while demonstrating the value of outreach, patient education, and linguistically and culturally competent care to promote better health and ensure healthy communities, and

WHEREAS, studies have confirmed that Migrant Health Centers deliver comprehensive, high-quality and cost-effective preventive and primary health care services in addition to lifting the barriers of health care and reducing health disparities.

NOW, THEREFORE, the City Council of the City of City of San Juan Bautista, hereby proclaims the 9th of August 2022, as "Agricultural Worker Health Day" in the City of San Juan Bautista.

Mayor Leslie Q. Jordan

PROCLAMATION

National Health Center Week, 2022

WHEREAS, for over 50 years, Community Health Centers have provided high-quality, affordable, comprehensive primary and preventive health care in our nation's underserved communities, delivering value to, and having a significant impact on America's health care system, and

WHEREAS, Community Health Centers are a critical element of the health system, serving both rural and urban communities, and often providing the only accessible and dependable source of primary care in their communities. Nationwide, Community Health Centers serve one in every five residents of rural areas, and

WHEREAS, Community Health Centers serve as beacons of essential resources and support in testing and treatment in the face of the global coronavirus pandemic, and will continue to offer reliable, affordable, high-quality care against COVID-19 for America's most vulnerable and underserved communities, and

WHEREAS, every day, Community Health Centers develop new approaches to integrating a wide range of services beyond primary care, including oral health, vision, behavioral health, and pharmacy services, to meet the needs and challenges of their communities, and

WHEREAS, Community Health Centers nationally employ more than 253,000 people, including physicians, nurse practitioners, physician assistants, and certified nurse midwives who work as part of multi-disciplinary clinical teams designed to treat the whole patient, and

WHEREAS, the Community Health Center model continues to prove an effective means of overcoming barriers to healthcare access, including geography, income and insurance status - improving health care outcomes and reducing health care system costs, and

WHEREAS, Community Health Centers are on the front lines of emerging health care crises, providing access to care for our nation's veterans, addressing the opioid epidemic, and responding to public health threats in the wake of natural disasters, and

WHEREAS, National Health Center Week offers the opportunity to celebrate America's over 1,400 health center organizations with over 12,000 service delivery sites, their dedicated staff, board members, patients and all those responsible for their continued success and growth since the first health centers opened their doors more than 50 years ago.

NOW, THEREFORE, the City Council of the City of San Juan Bautista, hereby proclaims August 7th – 13th as National Health Center Week, and encourage all Americans to take part by visiting their Health Center and celebrating the important partnership between America's Community Health Centers and the communities they serve.

Mayor Leslie Q. Jordan



CLEAN CALIFORNIA
A transformative initiative to remove litter,
create jobs and beautify California

State Highway Beautification SAN JUAN BAUTISTA Project

Update July 19, 2022

DISTRICT 5

California Department of Transportation



The design plans are 95% complete!



Community
Artist Selection
is Complete!



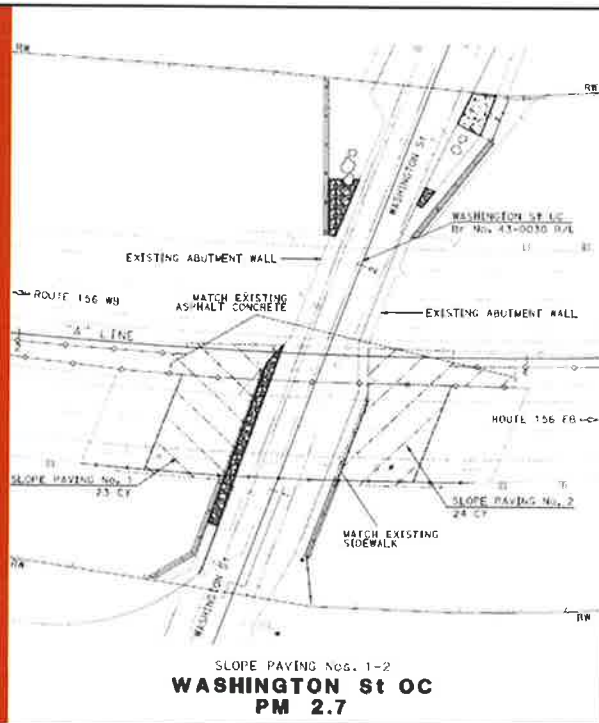
❖ Design
includes:

slope paving
and rock
blanket

decorative
fencing

drought
tolerant
landscape
planting

public art





IMPROVED AESTHETICS



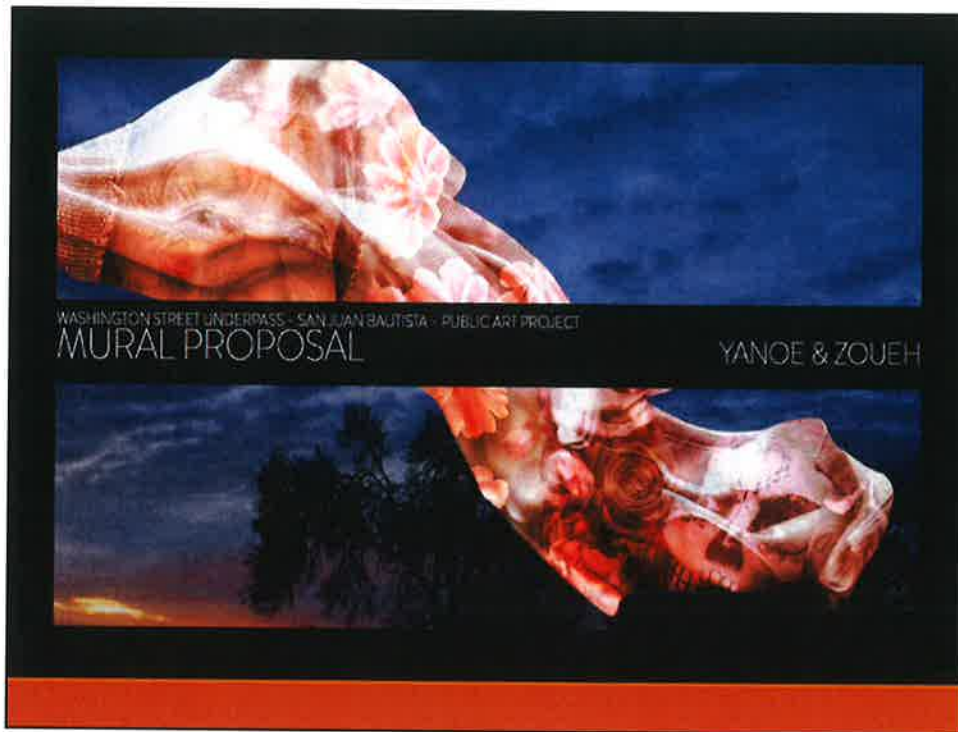
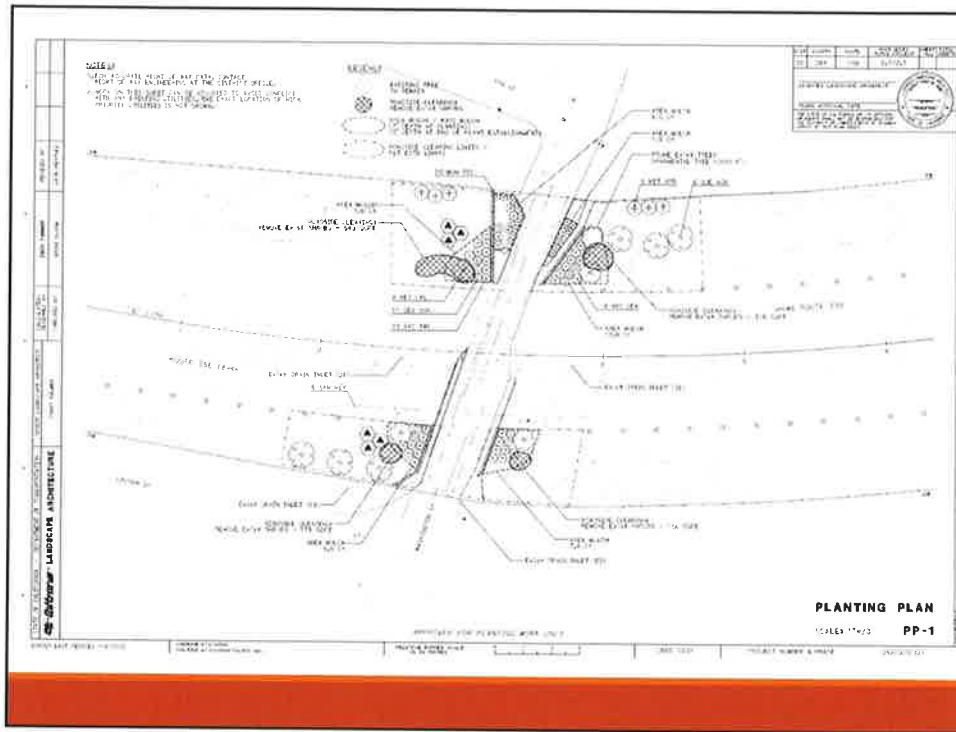
IMPROVED FENCE



IMPROVED LANDSCAPE

PLANT LEGEND

PLANT GROUP	PLANT No.	SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	HOLE SIZE	BASIN TYPE	APPLICATION RATE			STAKING	MINIMUM PLANTING DISTANCE FROM:						REMARKS	
								ORGANIC FERTILIZER				STAKING	ETW	EP	FENCE	WALL	PAVED DRIVE		PAVED DRIVE
								WOOD MULCH	PIF	PIF									
A	1	☺	ASCLEPIADACEAE VINE HILL VANDANA	VINE HILL VANDANA	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	SUPLA ☺		
	2	☺	BACCHARIS P. TINNIFOLIA	DRIFT COYOTE BUSH	No. 3	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	SUPLA ☺		
	3	☺	CELANOTHUS COCCINEA	COCCINEA CEANOTHUS	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	SUPLA ☺		
	4	☺	HEDERAELES AZOIFOLIA	TUTON	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	SUPLA ☺		
	5	☺	HELIOPSIS SCABERIFOLIA	DEERGRASS	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	SUPLA ☺		
	6	☺	SAMBUCUS NIGRICA	ELDERBERRY	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	SUPLA ☺		
U	7	☺	QUERCUS CALIFORNICA	CALIFORNIA BUCKEYE	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	TREE NATURAL FORM ☺		
	8	☺	QUERCUS LAEVOFOLIA	GRAY LEAF OAK	No. 1	12"	II	3 Oz	3 Oz	0	0	10	5	10	5	+	TREE NATURAL FORM ☺		



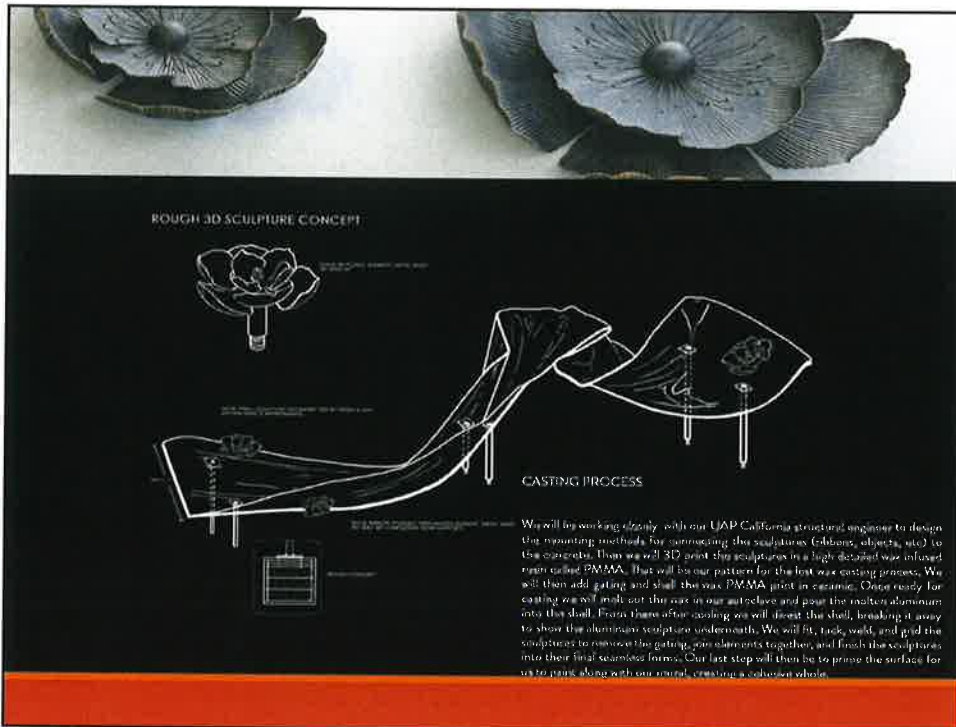
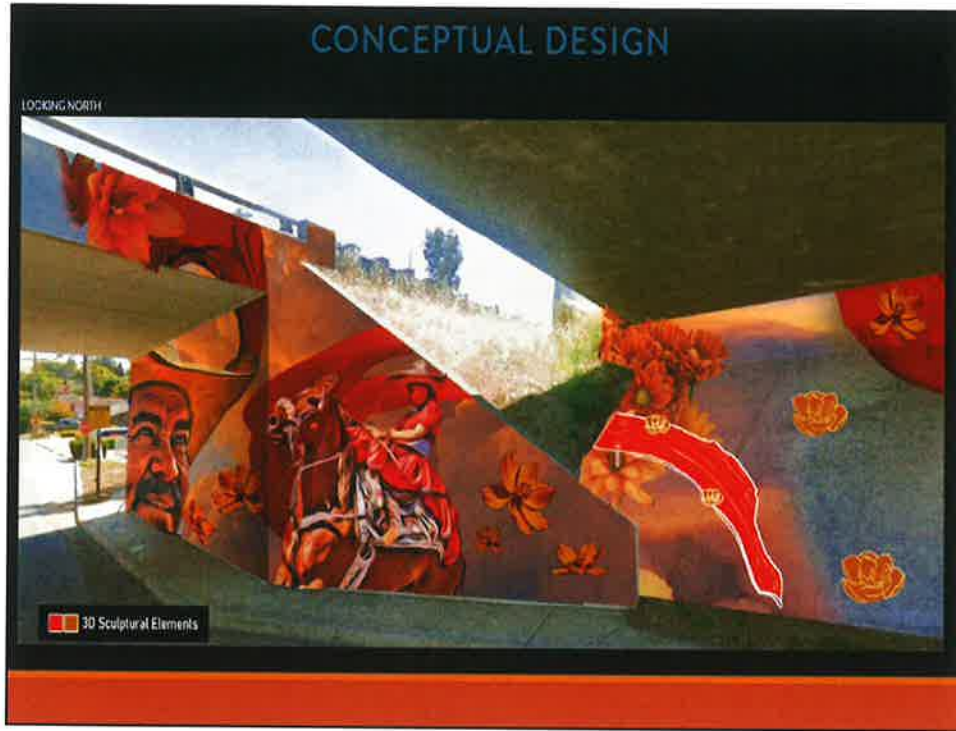
Yanoe & Zoueh



PRELIMINARY CONCEPT/NARRATIVE

This multidimensional piece, entitled "The Fabric of Life" is centered around the very fabric that weaves San Juan Bautista's rich history with its present culture. With an ode to chicano muralism it tells the story of where they have been and where they are going. Ideally we are able to engage with the local community to find some of our characters pictured in the piece. The structural component will be the fabric itself, transforming the mural to a 3D experience. The 3D elements will also consist of floral motifs to the land. Our hope is this piece will serve as a land mark for the growing community of San Juan Bautista, to continue to stay connected to their rich past as they embark on their flourishing future together.





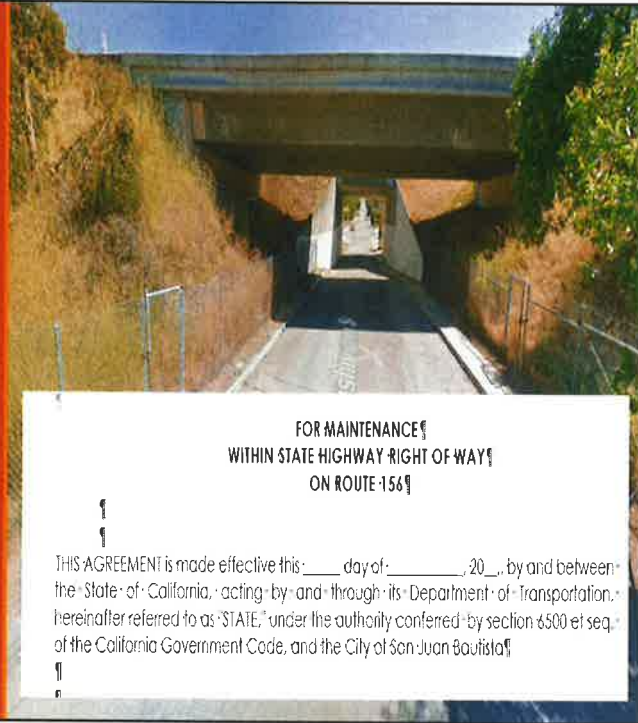


**Community Engagement
(August 11th - 20th)**

- 4 Days
- Drive up to San Juan Bautista
- Get settled visit town
- 2 days of visiting sites and meeting community members
- Take photos and videos for research and development
- Possibly visit during the San Juan Day Festival

Recommendations for stakeholder interviews?

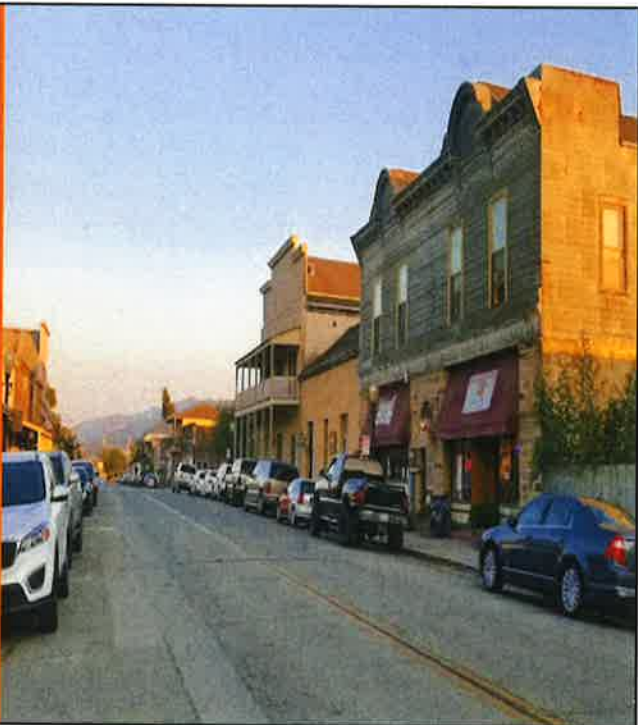
MAINTENANCE AGREEMENT



FOR MAINTENANCE §
WITHIN STATE HIGHWAY RIGHT OF WAY §
ON ROUTE 156 §

THIS AGREEMENT is made effective this: ____ day of _____, 20____, by and between the State of California, acting by and through its Department of Transportation, hereinafter referred to as "STATE," under the authority conferred by section 6500 et seq. of the California Government Code, and the City of San Juan Bautista §

Next Steps



Treasurer's Report

For the Eleven Month Period Ended May 31, 2022

(92% of fiscal year)

General Fund ~

General revenues are running at 97% for the year to date. Correspondingly, general fund expenditures are at 77% for the year to date. The net effect is a positive change in general fund balance of \$501k.

Water Enterprise Fund ~

The water enterprise fund revenues are running at 83% for the year to date, and expenses are at 96%. The net effect is a positive change in the water enterprise fund of \$333k.

Sewer Enterprise Fund ~

The sewer enterprise fund revenues are running at 101% for the year to date, and expenses are at 91%. The net effect is a positive change in the sewer enterprise fund of \$417k.

City of San Juan Bautista
Expenditures ~ Budget Vs. Actual

City Council Meeting
 July 19, 2022

For the Eleven Month Period Ended May 31, 2022

EXPENDITURES	FY21	FY22	Annual		YTD	
Fund	Actuals	Actuals	Budget	Variance	92%	Note
General Fund	1,458,025	1,576,218	2,050,876	(474,658)	77%	
Special Revenue Funds:						
Capital Projects Fund	1,364,788	366,363	2,477,368	(2,111,005)	15%	A
Community Development	530,603	628,558	650,768	(22,210)	97%	
COPS	91,667	91,667	100,000	(8,333)	92%	
Parking & Restroom Fd	707	20,000	117,899	(97,899)	17%	A
Gas Tax Fund	93,723	15,319	100,784	(85,465)	15%	
Valle Vista LLD	15,293	57,432	25,928	31,504	222%	B
Rancho Vista CFD	27,899	48,003	58,716	(10,713)	82%	
Copperleaf CFD	7,824	15,260	21,945	(6,685)	70%	
Development Impact Fee Funds						
Public/Civic Facility	2,475	2,475	169,540	(167,065)	1%	A
Library	4,070	10,870	29,440	(18,570)	37%	A
Storm Drain	91,214	3,146	10,932	(7,786)	29%	A
Park In-Lieu	275	2,956	17,884	(14,928)	17%	A
Public Safety	781	781	180,852	(180,071)	0%	A
Traffic	128,710	396	5,432	(5,036)	7%	A
Internal Service Funds:						
Blg Rehab. & Replace	-	-	25,000	(25,000)	0%	A
Vehicle Replacement	3,865	-	-	-		
Enterprise Funds:						
Water:						
Operations	631,383	698,113	725,548	27,435	96%	
Capital	488,105	147,082	547,705	400,623	27%	A
Sewer						
Operations	763,206	735,590	805,565	69,975	91%	
Capital	269,659	792,196	717,205	(74,991)	110%	
TOTAL Funds	4,565,761	3,636,206	8,839,387	5,203,181	41%	

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 ~ Cost are greater than budget due to one time maintenance, paid through assessment reserves.

City of San Juan Bautista
Revenues ~ Budget Vs. Actual
For the Eleven Month Period Ended May 31, 2022

City Council Meeting
July 19, 2022

REVENUES	FY21	FY22	Annual		YTD	
Fund	Actuals	Actuals	Budget	Difference	92%	Notes
General Fund	1,744,065	2,077,353	2,137,076	(59,723)	97%	A
Special Revenue Funds:						
Capital Projects Fund	1,364,788	366,363	905,111	(538,748)	40%	C
Community Development	1,126,901	108,571	404,514	(295,943)	27%	B
COPS	118,909	135,536	100,000	35,536	136%	
Parking & Restroom Fd	23,865	27,889	25,000	2,889	112%	
Gas Tax Fund	83,475	86,308	100,784	(14,476)	86%	
Valle Vista LLD	19,903	23,767	25,928	(2,161)	92%	
Rancho Vista CFD	52,840	64,529	58,716	5,813	110%	
Copperleaf CFD	19,499	20,957	21,945	(988)	95%	
Development Impact Fee Funds:						
Park Development	21,468	-	-	-		
Public/Civic Facility	3,534	1,767	-	1,767		
Library	4,754	2,377	-	2,377		
Storm Drain	40,139	1,750	-	1,750		
Park In-Lieu	13,107	2,681	-	2,681		
Public Safety	3,677	-	-	-		
Traffic	50,316	2,046	-	2,046		
Internal Service Funds:						
Blg Rehab. & Replace	34,833	34,833	38,000	(3,167)	92%	
Vehicle Replacement	55,000	55,000	60,000	(5,000)	92%	
Enterprise Funds:						
Water						
Operations	1,055,902	1,030,678	1,239,670	(208,992)	83%	
Capital	216,495	9,225	576,400	(567,175)	2%	C
Sewer						
Operations	1,011,320	1,152,717	1,142,430	10,287	101%	
Capital	18,731	6,244	733,275	(727,031)	1%	C
TOTAL Funds	5,339,457	3,133,239	7,568,849	4,435,610	41%	

A ~ Current year revenue was higher due to a \$251k grant from Federal government for COVID relief, offset by higher document transfer taxes in the prior year.

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

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

City of San Juan Bautista
Warrant Listing
As of May 31, 2022

Date	Num	Name	Amount
101.000 · Union Bank			
101.001 · Operating Acct. 1948			
05/03/2022	215583	AFLAC	-210.58
05/03/2022	215584	Akel Engineering Group, Inc.	-5,453.75
05/03/2022	215585	Amparo Diaz.	-600.00
05/03/2022	215586	CALNET	-256.60
05/03/2022	215587	Clark Pest Control	-97.00
05/03/2022	215588	Cypress Water Services	-3,937.50
05/03/2022	215589	Design Line & Granger	-423.89
05/03/2022	215590	Downey Brand	-1,849.00
05/03/2022	215591	Home Depot Credit Services	-162.96
05/03/2022	215592	ICMA Membership Renewals	-1,086.62
05/03/2022	215593	Joe's Landscaping & Concrete, Inc	-143,294.20
05/03/2022	215594	KBA Docusys	-377.59
05/03/2022	215595	Landscape Design By Rosemary Bridwell CCN	-500.00
05/03/2022	215596	Monterey Bay Air Resources Dist.	0.00
05/03/2022	215597	Monterey Bay Analytical Services	-1,934.30
05/03/2022	215598	Nova Property Management	-230.00
05/03/2022	215599	P G & E	-1,000.88
05/03/2022	215600	Pet Friends	-2,500.00
05/03/2022	215601	Regional Government Services	-2,170.00
05/03/2022	215602	Rx-Tek	-40.00
05/03/2022	215603	Smith & Enright Landscaping	-3,920.00
05/03/2022	215604	State Compensation Insurance Fund	-2,250.58
05/03/2022	215605	Statewide Traffic Safety Signs	-1,171.83
05/03/2022	215606	True Value Hardware	-187.65
05/03/2022	215607	U.S. Postmaster	-265.00
05/03/2022	215608	Univar Solutions	-893.04
05/03/2022	215609	Wallace Group	-12,001.70
05/03/2022	215610	Wellington & Rathie	-8,740.00
05/03/2022	215611	Wendy L. Cumming, CPA	-5,400.00
05/03/2022	215612	All Clear Water Services	-4,100.00
05/03/2022	215613	Bartle Wells Associates	-300.00
05/03/2022	215614	Maria E. Hernandez.	-700.00
05/03/2022	215615	San Benito County Sheriff	-39,513.60
05/03/2022	215616	Staples	-159.31
05/04/2022	215617	Central Electric	-608.74
05/04/2022	215618	Data Ticket Inc.	-200.00
05/04/2022	215619	Ferguson Enterprises LLC	-387.82
05/04/2022	215620	Sheehy Strategy Group	-2,113.00
05/05/2022	215621	Ca Department of Fish and Wildlife	-5,748.75
05/10/2022	215622	ACWA Health Benefits Authority	-22,262.70
05/10/2022	215623	att.com	-72.08
05/10/2022	215624	AVAYA	-250.66
05/10/2022	215625	Baker Supplies and Repairs	-446.40

City of San Juan Bautista
Warrant Listing
As of May 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/10/2022	215626	Brigantino Irrigation, Inc.	-118.65
05/10/2022	215627	Charter Communications	-571.88
05/10/2022	215628	Code Publishing Company	-1,312.50
05/10/2022	215629	Department of Transportation	-416.12
05/10/2022	215630	Eileen Vargas-Marta.	-700.00
05/10/2022	215631	Employment Development Department	-2,700.00
05/10/2022	215632	Filomeno Garza.	-43.60
05/10/2022	215633	Hamner Jewell Associates	-97.50
05/10/2022	215634	Local Government Commision	-5,453.21
05/10/2022	215635	Toro Petroleum Corp.	-387.11
05/10/2022	215636	US Bank	-3,195.87
05/11/2022	215637	Monterey Bay Analytical Services	-1,194.30
05/11/2022	215638	Tri-County Fire Protection, Inc.	-93.58
05/19/2022	215639	4Leaf, Inc.	-1,015.47
05/19/2022	215640	at&t	-90.08
05/19/2022	215641	Bartle Wells Associates	-3,262.50
05/19/2022	215642	CSG Consultants, Inc.	-34,455.00
05/19/2022	215643	Ferguson Enterprises LLC	-414.66
05/19/2022	215644	Green Rubber Kennedy Ag	-126.73
05/19/2022	215645	Harris & Associates	-277.50
05/19/2022	215646	Level 1 Private Security.	-5,400.00
05/19/2022	215647	Mandell Municipal Counseling	-406.00
05/19/2022	215648	Monterey Bay Analytical Services	-3,575.90
05/19/2022	215649	Norma Anaya.	-500.00
05/19/2022	215650	P G & E	-12,216.43
05/19/2022	215651	Pet Waste Co	-246.33
05/19/2022	215652	Ready Refresh	-282.76
05/19/2022	215653	Regional Government Services	-3,549.55
05/19/2022	215654	Sprint	-445.04
05/19/2022	215655	Stan Cooper Consulting, LLC	-500.00
05/19/2022	215656	United Site Services of California, Inc.	-368.19
05/19/2022	215657	Valero Wex Bank	-1,254.63
05/19/2022	215658	Valley Welding	-650.00
05/20/2022	215659	Dale Coke.	-500.00
05/20/2022	215660	Downey Brand	-645.00
05/20/2022	215661	U.S. Postmaster	-1,000.00
05/20/2022	215662	Level 1 Private Security.	-5,400.00
05/27/2022	215663	360 Pipeline Inspections Llc	-5,434.00
05/27/2022	215664	Advanced Infrastructure Technologies, LLC	-7,031.07
05/27/2022	215665	CALNET	-259.67
05/27/2022	215666	CMAP	-976.31
05/27/2022	215667	Cypress Water Services	-10,672.01
05/27/2022	215668	Graniterock	-5,474.40
05/27/2022	215669	Local Government Commision	-29,549.32
05/27/2022	215670	Monterey County Health Department	-27.00

City of San Juan Bautista
Warrant Listing
As of May 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
05/27/2022	215671	Pacific Gas & Electric	-2,500.00
05/27/2022	215672	Patricia Paetz	-73.94
05/27/2022	215673	Regional Government Services	-280.00
05/27/2022	215674	Ross Recreation Equipment, Inc.	-724.44
05/27/2022	215675	Shape Inc.	-53,832.92
05/27/2022	215676	Sound Design A/V Contractors	-6,941.81
05/27/2022	215677	Stantec Consulting Services Inc.	-54,432.28
05/27/2022	215678	Staples	-257.37
05/27/2022	215679	State Compensation Insurance Fund	-2,250.58
05/27/2022	215680	Wendy L. Cumming, CPA	-6,487.50
05/27/2022	215681	US Bank Equipment Finance	-249.61
05/27/2022	215682	Bear's Hideaway, LLC.	-2,100.00
05/27/2022	215683	Bella Marques (Street Urchin)	-2,100.00
05/27/2022	215684	Country Cuts.	-2,100.00
05/27/2022	215685	Credo Studio.	-2,100.00
05/27/2022	215686	Diana Carr, RDHAP	-2,100.00
05/27/2022	215687	Fool's Gold Vintage Collectique.	-2,100.00
05/27/2022	215688	Gateway Properties.	-1,050.00
05/27/2022	215689	Gosomer Properties, LLC.	-1,050.00
05/27/2022	215690	Gularte Landscaping-	-2,100.00
05/27/2022	215691	Margot's Ice Cream Parlor.	-2,100.00
05/27/2022	215692	Mrs. B's Z-Place LLC.	-2,100.00
05/27/2022	215693	Notably Noble Co.	-700.00
05/27/2022	215694	Sweet Pea Antiques.	-2,100.00
05/27/2022	215695	Thankful Co.	-700.00
05/27/2022	215696	The Guatemalan Boutique, LLC	-2,100.00
05/27/2022	215697	Timeless Treasures Conference& Event Cent	-700.00
05/27/2022	215698	Vintage Rose Antiques & Collectibles	-2,100.00
05/27/2022	215699	BFC and Co.	-2,100.00
05/27/2022	215700	Bliss Blendz.	-2,100.00
05/27/2022	215701	Body Mechanics Massage Studio	-2,100.00
05/27/2022	215702	Edenscape Creations & Design	-1,050.00
05/27/2022	215703	Empowered Solutions & Concepts, LLC	-1,050.00
05/27/2022	215704	J&S Barrels	-2,100.00
05/27/2022	215705	The Wellness Studio By Vina Statua	-2,100.00
05/27/2022	215706	TroubleMaker Toys & Comics	-2,100.00
05/27/2022	215707	K&K Valero.	-2,100.00
Total 101.001 · Operating Acct. 1948			<u>-604,338.05</u>
Total 101.000 · Union Bank			<u>-604,338.05</u>
TOTAL			<u>-604,338.05</u>

ITEM 4 D; City Manager Monthly Report

Administration

New Deputy City Clerk Starts August 1, 2022

It took three staff members to put this Agenda together!

City Manager covering Risk Management and HR

Renewed the criminal risk insurance policy July 1

Expedited a workers compensation case

Relied on RGS to draft 2 new policies

Coming before the Council in August;

telecommute policy and

administrative leave changes

ITEM 4 D; City Manager Monthly Report

Etheric is up and running

Many residents have signed up

City facilities to be hooked up next week

Wi-Fi Downtown is being planned- using the City's street lights

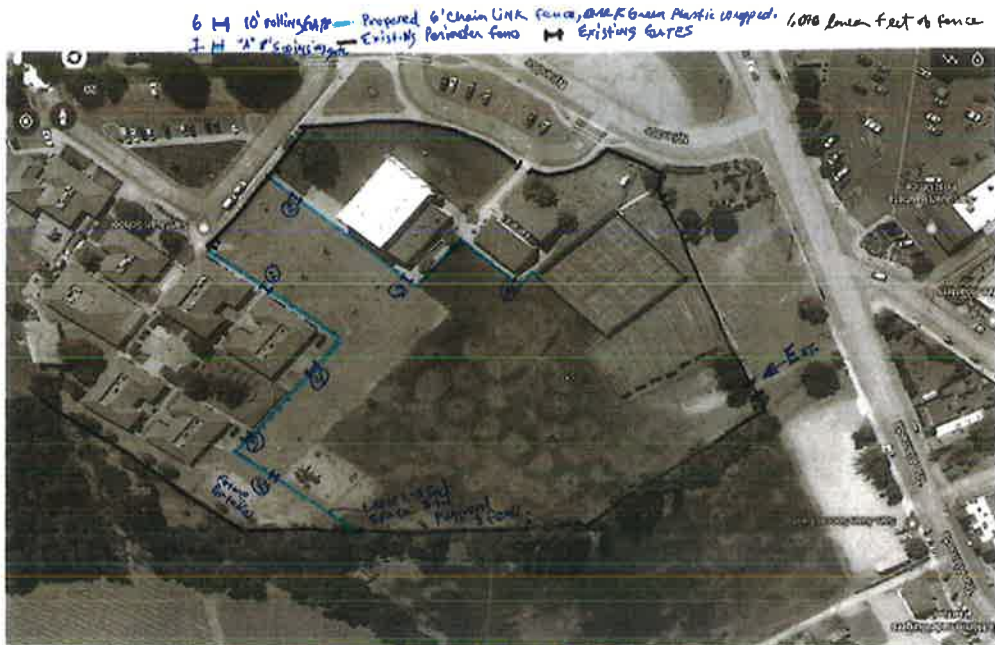
AT&T has lost a tower and is struggling to serve the City (Manager!)

Joint Use of School properties

Contract executed to install fence July 13, 2022

Under Budget

Hope to have it up before the end of summer



City School should use Concept
 City weekend maint. Staff to Support Accommodating facility 2/7/22

ITEM 4 D; City Manager Monthly Report

Temporary Basketball Hoops

- Once the school basketball courts are opened up
- a temporary basketball hoop policy will be implemented
- Involve low cost permit and traffic safety measures

Enforcement of the Highway Fence Policy

- Building Official sending letters to all residential property owners along Highway 156
- Building inspector will inspect fences with owner acknowledgement
- Unsafe fences will require plans and permits to be brought up to code

ITEM 4 D; City Manager Monthly Report

Verutti Park

Park grass and playground is open w/temp. toilets

Final Building permit for lights and other ancillary features being issued by next Friday

Utilities to be completed the week of July 22

Restroom installed the week of July 29th

Franklin Park

Dedication bench will not arrive until September

Need help with the Succulent Garden- community to plant?

ITEM 4 D; City Manager Monthly Report

Development Status

Casa Rosa Re-submitted Plans

Demo Permit for the new JJ's in process

Received inquiries and action recently on the Brewery Bldg.

Code Compliance issues continue on San Juan Hollister Road- action is underway

Gas Station Reimbursement Agreement (7/12) to be reconsidered/August

No application received from the Community Health Foundation related to its development plans

Orchard Development has not re-submitted its application

Finalizing Loayza Parcel Map

Strada Verde- invited County RMA to the PC Meeting for an update

ITEM 4 D; City Manager Monthly Report

RFP being prepared for City Engineering Services

RFP being prepared for Street Improvements

Council Chambers upgrade is completed- "Agenda Quick" Software is next

Identified a project manager for the Community Hall Acoustics Project

Preparing a scope fo work for a new SCADA system (lift/station well communications)

Draft Regional Water Master Plan

Staff has reviewed and commented

Governance Committee meeting cancelled

ITEM 4 D; City Manager Monthly Report

Active Transportation Plan- Citywide Trail System

Huge Competitive Grant - in action

Busy with Community Outreach

Great participation and feedback

Culminated in a Charette at the VFW – good turn out

back in September with a draft to consider

ITEM 4 D; City Manager Monthly Report

Wastewater Force Main

Permit process

US Fish and Wildlife

\$3 million Grant approved in State Budget (\$4 million now)

USDA working closely with us for Grant/Loan

SRF- State application is very near complete

Water- rate study is the critical path; if approved, design resumes

ITEM 4 D; City Manager Monthly Report

COVID

Moving back toward mandatory masks- indoors

Council permitted to attend remotely



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: **CONDUCT PROTEST HEARING PURSUANT TO PROPOSITION 218 WITH RESPECT TO PROPOSED WATER RATES AND CONSIDER INTRODUCTION OF AN ORDINANCE AMENDING SECTION 3-5-155 OF THE SAN JUAN BAUTISTA MUNICIPAL CODE AND INCREASING WATER RATES**

MEETING DATE: JULY 19, 2022

DEPARTMENT HEAD: DON REYNOLDS, CITY MANAGER

RECOMMENDED ACTION(S):

It is recommended that the City Council:

- (i) Hold a public protest hearing on the proposed new schedule of water rates;
- (ii) Receive a tabulation of written protests from the Interim City Clerk; and
- (iii) In the absence of a majority protest against the proposed rate schedule, introduce and waive first reading of the attached Ordinance amending Section 3-5-155 of the Municipal Code increasing the water rates.

BACKGROUND INFORMATION:

In July 2019, when the City Manager was hired, he was holding a 25-page report written in 2018, describing the 16 conditions of “Extra High-Risk” and “High-Risk” failure that could take down the old sewer treatment plant at any moment. This report was shared with the City in a public discussion March 17, 2020 (actual discussion occurred in April due to the Pandemic). On August 8, 2020, the City Council adopted Resolution 2020-42, agreeing to an Administrative Order on Consent (“AOC”) with the Environmental Protection Agency (“EPA”). At that time, it was also negotiating a settlement agreement with the Regional Water Quality Control Board (RWQCB) to pay more than \$900,000 in fines for Permit violations dating back to 2007.

The primary source of the permit violations is simple. The City’s source of water from its wells, has high levels of chloride and sodium (salt). Therefore, it has been determined that the solution has to involve not only addressing the aging wastewater treatment plant, (“WWTP”), but banning the use of brine producing water softeners, after finding a new source of drinking water.

On October 15, 2020, City Council adopted Resolution 2020-51 and selected three compliance projects consistent with the terms, and conditions of the AOC;

- 1) Send the domestic wastewater to Hollister in a 6-mile force-main, and decommission the old WWTP;
- 2) Ban the use of brine producing water softeners, and
- 3) Dilute its drinking water with 65% surface water imported from the San Benito County Water District's (SBCWD) West Hills Treatment Plant.

Overall, in the past three years, the City has held close to three dozen special meetings about its water solutions. In 2020, 39 special meetings occurred, and almost every Agenda included water and wastewater. This is a summary of the work done between July 2019 and December 2021:

- 1) Inspection by EPA and RQWCB of the Waste Water Treatment Plant ("WTTP"), June 2019;
- 2) Preparation of Water and Waste Water Master Plans, October 2019;
- 3) EPA Notice of non-compliance, October 2019;
- 4) EPA proposed path to resolve compliance issues and RQWCB notice of pending fines dating back to 2007, February 2020- RQWCB settlement proposed July 19, 2022;
- 5) Executed the binding Agreement with the EPA- Administrative Order on Consent-setting forth a compliance date of December 2023 August 2020;
- 6) Approve USDA Required Preliminary Engineer's report identifying three possible solutions to the City's water and sewer compliance issues, all with estimated costed cost of between \$15 - \$20 million dollars August 2020;
- 7) Applying for USDA grant and Low Interest Loan funds; September 2020 (almost completed);
- 8) Adopt the Water and Wastewater Master Plans, (Resolution 2020-47, September 15, 2020);
- 9) Selecting 3 Compliance Projects, approved by the EPA October 2020
- 10) Execute a Memorandum of Understanding with San Benito County Water District (SBCWD) February 2021;
- 11) Award of Contract to Design Compliance Project February 2021 (100% completed pending permits);
- 12) Water Softeners- Adopting Ordinance 2021-06 establishing a ban on the use of brine producing water softeners, (Municipal Code 5.36, April 21st, 2021);
- 13) Complete 30% of the SBCWD water Compliance project design – establish a "Basis for Design" November 2, 2021;
- 14) Execute a Memorandum of Understanding with the City of Hollister September 2021 amended for the USDA in December 2021;
- 15) Execute Bartell Wells Water Rate Study Agreement February 2, 2022;
- 16) Finalize water compliance project cost estimate February 17, 2022;
- 17) Approve Water Rate Study and initiate Proposition Notice of Protest process May 31st, 2022.

The related details of this history can be found in one central location on the City's website here: https://www.san-juan-bautista.ca.us/alert_detail.php

WASTEWATER PROJECT STATUS

To fix the aging WWTP, the City considered three different costly options: two options would upgrade the current wastewater treatment plant ("WWTP"), and the third will send the domestic wastewater to Hollister. They range in cost from \$15-\$20 million each. The City selected and the EPA approved sending the domestic wastewater (sewer water) to Hollister. Instead of spending the same amount of money upgrading its old WWTP, the WWTP will be decommissioned, but the reservoirs ("Ponds") will be preserved for sewage storage during an emergency.

The estimated cost to do this is currently \$18 million. On December 14, 2021, the City adopted new sewer rates to pay for the new Force Main to Hollister. Having adopted new sewer rates, the project is financially feasible, which is a condition of the MOU with Hollister. The new sewer rates include the City's ability to lock in \$6 million in grant finding, and secure relatively low interest loans from the United States Department of Agriculture ("USDA") and the State Water Revolving Loan Fund ("SRF") from the State Water Board. \$4 million in grant commitments have been received from both the State and Federal government. The USDA will make up the balance and the City is applying for Community Development Block Grant funds as well. In the past few months, the City's efforts to funding this wastewater compliance project is coming together.

The Force Main to Hollister design is nearly complete pending final comments from the County and a few regulatory agencies, including the US Fish and Wildlife Services with whom staff met last week. Once US F&WS, US Army Corps of Engineers and CA Fish and Wildlife have approved the project or recommended mitigation measures, the environmental package will be complete for both the USDA and SRF funding programs, and the project design will be sent out to bid. Last week US F&WS stated they require 180 days to complete their 30-page biological study. This would have the project bid early in 2023 (adding 6-months to the schedule, 9-months later than anticipated).

WATER PROJECT STATUS

The focus of this report is diversifying the City's source of water blending of its ground water. This is the third compliance project and will remove salts from its wastewater effluent. The goal is to dilute the City's ground water by adding 65% surface water from the West Hills Treatment Plant. But by taking the water source to regional level, it strengthens the reliability of the system, and the quality of the water.

The MOU with the SBCWD is now a year old. The design of the project reached 30% completion November 2, 2021. The MOU requires design to halt until cost estimates are prepared from the 30% drawings, and the project's funding is secured. The cost estimates completed February 17,

2022 have been used to completed the Bartel Wells Rate Study, initiated February 4, 2022. This rate study (attached) was first presented to the City Council May 24, 2022 and adopted May 31, 2022, when the Council adopted the attached Resolution 2022-38 (its “Resolution of Intent”).

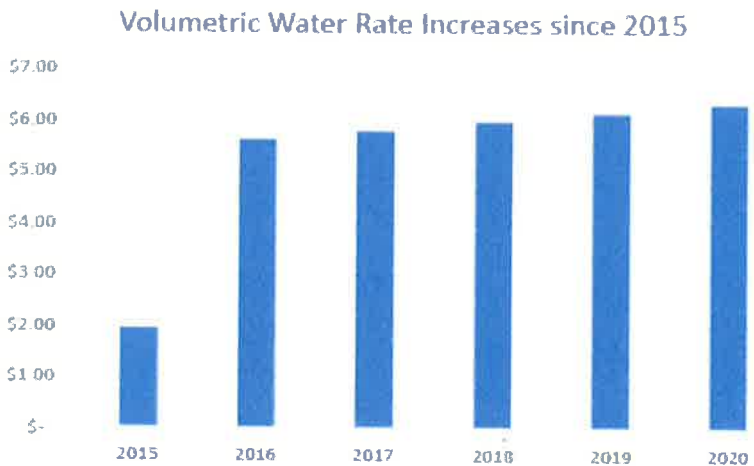
Since then, the proposed rate increase was sent in the form of a legal public notice to each of the 833 water customers. This is the same process used to increase the sewer rates. Approval of this rate study will determine if the project is fiscally feasible, allowing its design to resume.

DISCUSSION:

The background provided in this Report is intended to inform rate payers, concerned parties of the path that has been travelled to reach this critical point. Per the MOU with SBCWD, this “Public Hearing” will determine if the import of drinking water is financially feasible. Resolution 2022-38 approved the Rate Study and Notice. It was noticed more than 45-days in advance of tonight’s hearing. This process is defined in the State’s Constitution as “Proposition 218.” It is intended to allow a method by which a rate increase can be protested, provide for additional dialogue regarding the City’s Rate Study, allow for written protests to be received. If fewer than 50% of City’s Water clients submit written protests, the City Council can take action to move forward with the third EPA Compliance project that improves the City’s source of water.

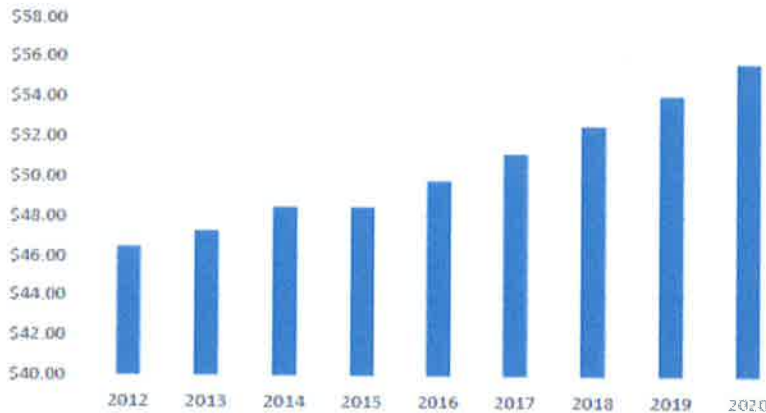
Attached is the May 24th staff report that summarizes the history of water rate increases in the City and the details of the rate study. The City uses both a base rate, and a volumetric rate.

Page 2 describes the City’s diligence to keep the rates consistent with the cost of living increases over time. Since 2012, the Rates increased 2% and starting in 2015, they increased 2.6% per year until 2019. The Rate did not increase during the height of the pandemic caused by COVID-19; years 2020 and 2021.



The Base Rate also changed in 2015, increasing the annual increase from 2% per year (from 2012) to 2.6%. The residential Base Rate is currently set at \$55.76.

Base Rate Water Increases Since 2012



The residents of San Juan Bautista pay as little as \$75 per month for water, to as high as \$125 per month for water, and the average cost is \$104.04. The "Water Bill" includes the sewer flat rate of \$95.62. So, each Residential "Water and Sewer Bill" will range from \$155.62 to \$220.62, and average \$199.66.

The proposed rate increase includes both anticipated cost increases for the operation of the water collection, treatment, and distribution systems, and the additional capital expense to import and blend the West Hills Treatment Plant water with the City's ground water. This is the first time since the water storage tank was built that the City's water rates have considered additional capital improvements.

An excerpt from the July 24th Staff report summarizes the cost considerations in the Rate Study.

The cost estimates for the CIP for surface water is based on drawings that are 30% complete. It is estimated to cost \$7.9 million dollars. Currently, the SBCWD plans to finance these costs at an interest rate to the City of 4.5%. Listed as "Project Financing Repayment" in the Table 6 of the Rate Study, this cost will be approximately \$461,673 annually. The HUAP Buy-in is estimated to cost \$229,525 annually and includes a portion of the fixed assets needed for the SBCWD to treat the water it receives from the San Luis Reservoir. The City's portion of the SBCWD operational expenses begins at \$337,670 annually in 2025. It is established in the Proposition 218 Notice as a "pass-through" amount, due to the nature of the changing costs to buy water from the state and federal water resources, being passed-through to the City.

It is also important to understand that the City's current Water Enterprise Fund takes in approximately \$100,000 more than it spends with a healthy reserve (compared to the sewer enterprise fund barely breaking event). This will off-set 25% of the costs described above.

The Water Enterprise Fund anticipates costs and revenues as summarized in Table 1 of the Rate Study. This cost per year starts at \$337,670 in 2026. While the City will work hard to find favorable interest rates through the Water Board Revolving Loan Fund, and hopefully grant opportunities from State and Federal resources, the rates do not take this into consideration. Below are the estimated rates from attached the May 21, 2022 from the Bartle Wells and Associates Rate Study with the necessary changes anticipated over the next 5-years. They present increases of 14% for four years, and 5% increase the 5th year.

1.3 Summary of Water Rate Recommendations

Table 1 shows a summary of proposed water rate recommendations.

Table 1 - Proposed Water Rates

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

Table 1 on the rate study summarizes the cost estimates used for the proposed rate increases. They are covering additional costs to import water of \$337,670 per year.

The proposed Ordinance recommends a five-year schedule of rate increases. The first increase would go into effect on September 1, 2022, and subsequent increases would go into effect, without further Council action, on July 1, 2023 and each of the following three July 1sts. The Council can take action by resolution in the future to reduce these rates, but it cannot increase rates above this schedule without conducting new Proposition 218 notice, protest, and hearing proceedings.

The rates presented are a “worst-case scenario.” It is a conservative estimate of necessary rate increases, in the event the City is not successful in its effort to use State and Federal funds to help reduce the cost of the Water compliance project. Before the State and Federal funds can be approved, the City has to demonstrate its ability to independently fund this work. As the SBCWD has agreed to finance the project, the rate study uses the current conventional interest rates they anticipate paying when the construction is completed and permanent financing is secured. It assumes that most of the project will be paid by borrowing, when in fact the City is working on several different grant applications as well, to help reduce the burden to rate payers.

If the City is successful, the City's costs will decrease, and the rates will not have to increase by as much as the estimates in this “worst-case scenario.”

At tonight's hearing, the Council is asked to accept oral and written testimony including written protests with respect to the proposed rates. The City Clerk has been accepting, and will continue to accept through the close of the public input portion of the public hearing, written protests against the rates. Because tonight's meeting will be conducted via Zoom and in person, prior to the close of the public input portion an opportunity should be given for members of the public to make an oral protest that will be counted as a written protest. After the close of the public input portion of the public hearing, the Clerk will tabulate the protests and announce the number of valid written protests received. Unless the City has received valid written protests with respect to a majority of the parcels subject to the rates, the City Council may then introduce the ordinance adopting the new rates.

The City's past practice has been to adopt water rate increases by ordinance, and to use that ordinance to place the dollar amounts of the sewer rates directly into the text of the Municipal Code. This practice is not required by law, and can cause confusion because there is limited ability to place formatted tables in the Municipal Code document. Therefore, the attached Ordinance adopts a rate table, but does not add the rate table to the text of the Municipal Code. The Ordinance also amends the Municipal Code so that future rate increases can be adopted by resolution. This change does not alter the requirement that a rate increase can be adopted only following the Proposition 218 notice, protest and hearing requirements.

A pass-through provision is proposed for changes to the rates charged by SBCWD for its services. The details of this pass-through formula are presented in the Ordinance.

FISCAL IMPACT:

If approved, the action before the City Council will provide sufficient funding within the Water Enterprise fund to pay the SBCWD for building a 6-mile water main from the West Hills Treatment Plant, and for the SBCWD to buy, treat and send this water to the City.

STRATEGIC PLAN:

The City's Strategic Plan for Fiscal Year 2022/23 clearly identifies the Water Compliance Project in this Year's 3rd Initiative:

- 3) Invest, maintain, strengthen, plan and renew, our vital infrastructure:
 - a. Build a new Source of Water, and build the force main to Hollister for the discharge of Wastewater
 - b. Continue to Invest in the infrastructure prioritized in the Water and Waste Water Master Plans

ATTACHMENTS:

- 1) Draft Ordinance Increasing Water Rates
- 2) Resolution 2022-38 Proposition 218 Notice approved May 31st, 2021
- 3) May 31st Staff Report and Town Hall Slides on water rates
- 4) Rate Study 5) Rate Study Addendum

ORDINANCE NO. 2022-XX

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA AMENDING SECTION 3-5-155 OF THE SAN JUAN BAUTISTA MUNICIPAL CODE
INCREASING WATER RATES**

WHEREAS, the City provides its water customers with water collection, treatment, and distribution services; and

WHEREAS, the City funds these services, including associated operations, maintenance, improvement, and debt service costs, with water rates that are collected from water customers on their monthly municipal utility bills; and

WHEREAS, the existing rates are not sufficient to fully fund anticipated expenses; and

WHEREAS, the City engaged Bartle Wells & Associates (“BWA”) to recommend a schedule of water rates that would fully fund the City’s anticipated water system operational and capital improvement costs and would spread those costs amongst water customers in a manner consistent with the requirements of Article XIII D, Section 6 of the California Constitution (“Proposition 218”); and

WHEREAS, on May 24th, 2022, by its Resolution No. 2022-38 (the “Resolution of Intention”), the City Council, following the recommendation of BWA, proposed to increase the City’s water rates over a five year period; and

WHEREAS, on July 19, 2022, the City Council held a public hearing (the “Public Hearing”) regarding the proposed increase; and

WHEREAS, notice of the Public Hearing was mailed to water customers in the manner required by Proposition 218, Section 53755 of the Government Code, and applicable law; and

WHEREAS, at the public hearing, all interested persons had the opportunity to provide oral and written testimony regarding the proposed rates; and

WHEREAS, written protests against the proposed schedule of rate increases were accepted by the City pursuant to the Guidelines for the Acceptance and Tabulation of Protests (the “Guidelines”) set forth in Attachment “B” to the Resolution of Intention, which Guidelines are on file in the Office of the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, the City Council has reviewed BWA’s Water Rate Study, dated May 21, 2022, which is on file in the Office of the City Clerk, available for public inspection, and incorporated herein by reference; and

WHEREAS, the City Council desires to adopt the proposed schedule of rate increases;
and

WHEREAS, the City Council desires to amend the Municipal Code to permit future water rate increases to be adopted by resolution.

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

Section 1. The City Council finds and declares as follows:

- A. The forgoing recitals are true and correct.
- B. No majority protest, as defined in the Guidelines, exists against the proposed rate increase.
- C. Revenues derived from the proposed rates are not anticipated to exceed the funds required to provide water collection, treatment, and distribution services.
- D. Revenues derived from the proposed rates will not be used for any purpose other than providing water collection, treatment, and distribution services.
- E. The amount of the proposed rates imposed upon any parcel or person as an incident of property ownership will not exceed the proportional cost of the service attributable to the parcel.
- F. Water collection, treatment, and distribution services are actually used by, or immediately available to customers subject to the rates.

Section 2. The rates set forth in Attachment "A" to this Ordinance, which is attached hereto and incorporated herein by reference, are hereby adopted. Each of the Rates set forth in Attachment "A" shall go into effect as set forth therein, without further action of the City Council. The Council may, by ordinance or resolution, reduce any rate set forth in Attachment "A" but may not increase any rate about what is shown in Attachment "A" without complying with the notice, protest and hearing provisions of Proposition 218.

Section 3. Section 3-5-155 of the Municipal Code is amended to read:

3-5-155.. Water Rates

Subject to the notice, protest and hearing requirements of Article XIII D, Section 6 of the California Constitution, the City Council may adopt and revise water rates by ordinance or resolution.

Section 4. Environmental Assessment. The City Council declares that the approval of this ordinance is not subject to the California Environmental Quality Act ("CEQA") because pursuant to CEQA Guidelines Sections 15060 (c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment); and, 15060 (c)(3) (the

activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly. Alternatively, the approval of this ordinance is not a "Project" under CEQA Regulation Section 15061(b)(3) because it has no potential for causing a significant effect on the environment.

Section 5. Severability. This Ordinance and the various parts thereof are hereby declared to be severable. Should any section of the Ordinance be declared by a court to be unconstitutional or invalid, such decisions shall not affect the validity of the Ordinance as a whole, or any parts thereof, so declared unconstitutional or invalid.

Section 6. Effective Date. This Ordinance shall go into effect thirty (30) days after the date of its adoption.

THE FOREGOING ORDINANCE was first read at a regular meeting of the San Juan Bautista City Council on the 19th day of July, 2022, and adopted at a regular meeting of the San Juan Bautista City Council on the 16th day of August 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

/s/
Leslie Q. Jordan, Mayor

ATTEST:

/s/
Don Reynolds, Interim Deputy City Clerk

Attachment A

Proposed Water Rate Table

May 21, 2022 rate Study

1.3 Summary of Water Rate Recommendations

Table 1 shows a summary of proposed water rate recommendations.

Table 1 - Proposed Water Rates

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

A pass through is proposed for changes to the rates charged by SBCWD for its services.

RESOLUTION NO. 2022- 38

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA ACCEPTING A WATER RATE STUDY, PROPOSING A WATER RATE INCREASE, SETTING THE DATE AND TIME FOR A PUBLIC HEARING ON THE PROPOSED INCREASE, AND DIRECTING STAFF TO GIVE NOTICE OF THE PUBLIC HEARING PURSUANT TO ARTICLE XIII D, SECTION 6 OF THE CALIFORNIA CONSTITUTION

WHEREAS, the City's wastewater treatment plant discharges its treated effluent under the strict guidance of a permit issued under the National Pollutant Discharge Elimination System (the "NPDES Permit"); and

WHEREAS, the wastewater plant was not designed to meet the all of the requirements of the NPDES Permit; and

WHEREAS, the plant has, for many years, discharged effluent with sodium, chloride, and total dissolved solids concentrations that exceed the concentrations allowed under the NPDES Permit; and

WHEREAS, dating back to before 2007, the City has been subject to ongoing fines for its ongoing violations of the NPDES Permit; and

WHEREAS, in 2020, the City agreed to comply with the Administrative Order on Consent with the United States Environmental Protection Agency requiring that the City take certain steps to remedy its violations; and

WHEREAS, in order to reduce the amount of sodium, chloride, and total dissolved solids concentrations in the water sourced for its water system, the City is committed to importing surface water from the San Benito County Water District ("SBCWD") to blend with the groundwater currently used in the City's drinking water; and

WHEREAS, the City has entered into a Memorandum of Understanding with SBCWD pursuant to which SBCWD has agreed to provide the City with treated surface water from SBCWD's West Hills Treatment Plant; and

WHEREAS, to transport this treated surface water to the City's water distribution system, a new water line from the San Benito County Water District West Hills Treatment Plant will be required; and

WHEREAS, the MOU requires that the City pay SBCWD for (i) the construction costs of the new water line and (ii) the ongoing costs associated with obtaining, treating and distributing the treated surface water that SBCWD provides to the City; and

WHEREAS, the costs of operating, maintaining, and improving the City's water system are funded by water rates collected from the City's water customers; and

WHEREAS, the existing rates are insufficient to fund the costs associated with accessing this new source of treated surface water and purchasing that water; and

WHEREAS, the City engaged Bartle Wells and Associates (“BWA”) to determine the water rates that will be required to fund the City’s water enterprise in light of the terms of the MOU and the capital and operational costs associated with the new source of treated surface water; and

WHEREAS, BWA has produced its Water Rate Study, dated May 21, 2022, which is on file in the Office of the City Clerk, available for public inspection, and incorporated herein by reference (the “BWA Study”); and

WHEREAS, the City is in the process of applying for federal and state grants and loans to defray a part of the costs of constructing the water line; and

WHEREAS, in order to qualify for state and federal assistance, the City must be able to demonstrate that it has sufficient financial resources (and water rate authority) to operate its drinking water system and to fund wastewater treatment; and

WHEREAS, the City Council desires to initiate proceedings to adopt the water rates described in the BWA Study; and

WHEREAS, a proposed rate table (the “Water Rate Study”) is set forth in Attachment “A” to this Resolution, which is incorporated herein; and

WHEREAS, Article XIII D, Section 6 of the California Constitution, which was adopted by the people as a part of Proposition 218, requires that the City Council hold a protest hearing before adopting increased water rates; and

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

1. That the recitals in this Resolution and the accompanying staff report are true and correct and are hereby made a part of this Resolution.
2. That the BWA Study is accepted.
3. That the water rates set forth in the BWA Study and the Rate Table are hereby proposed.
4. That 6:00 PM on July 19, 2022 in the City Council Chambers located at 311 Second Street, San Juan Batista, CA 95045 and virtually by web conference, is set at the time and place for a public hearing on the proposed rates (the “Public Hearing”).
5. That at the Public Hearing the City Council will hear testimony from all interested persons regarding the proposed water rates.
6. That staff is directed to mail notice of the Public Hearing to water customers in the manner set forth in Section 53755(a)(1) of the California Government Code.

7. That staff is directed to accept written protests as set forth in Exhibit "B" to this Resolution, which is hereby approved and is attached hereto and incorporated herein.

PASSED AND ADOPTED by the City Council of the City of San Juan Bautista at a Special meeting held on the 24th day of May, 2022, by the following vote:

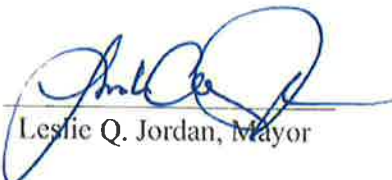
AYES: Jordan, Flores, Freeman

NOES: Edge, Freels

ABSENT: None

ABSTAIN: None

ATTEST:



Leslie Q. Jordan, Mayor



Don Reynolds, Acting Deputy City Clerk

Attachment: May 21, 2022 Water Rate Study
Guidelines for Acceptance and Tabulation of Protests

Reso 2022-356

Attachment "A"

Proposed Water Rate Table

May 21, 2022 rate Study

1.3 Summary of Water Rate Recommendations

Table 1 shows a summary of proposed water rate recommendations.

Table 1 - Proposed Water Rates

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

A pass through is proposed for changes to the rates charged by SBCWD for its services.

Attachment "B"

Guidelines for Acceptance and Tabulation of Protests

SECTION 1: Definitions.

Unless the context plainly indicates another meaning was intended, the following definitions shall apply in construction of these guidelines.

- A. "Customer" means a person shown on the City's records as being responsible for paying water charges.
- B. "Parcel" means a County Assessor's parcel that receives water services and is subject to the proposed water charges.
- C. "Parcel Owner" means an owner of a parcel, including a tenant of a parcel who is entitled to submit a protest pursuant to Section 53755 of the Government Code or is described in Article XIII D, Section 2(g) of the California Constitution.
- D. "Record Owner" means the person or persons whose name or names appear on the County Assessor's last equalized assessment roll as the owner of a parcel.

SECTION 2: Protest Submittal.

- A. Written protests against the proposed charge may be submitted to the City Clerk, by:
 - (i) Delivery to the Office of the City Clerk located at 311 Second Street, San Juan Batista, CA 95045 during published business hours; or
 - (ii) Mail to the City Clerk at the following address: City Clerk, City of San Juan Batista, PO Box 1420, San Juan Batista, CA 95045; or
 - (iii) Personally submitting the protest at the public hearing.
- B. Protests, including those submitted by mail, must be *received* by the City no later than the close of the public testimony portion of the public hearing.
- C. The City cannot accept protests via fax or email.
- D. The City Council welcomes all interested persons to comment orally at the public hearing. However, unless accompanied by a written protest, oral comments at the public hearing do not qualify as a formal protest. Notwithstanding the foregoing; if, as a result of the COVID-19 emergency, the public is prohibited from attending the hearing in person and is required to participate remotely, the City Council will set aside a time prior to the close of the public testimony portion of the public hearing during which the City Clerk will accept an oral protest that will be treated as a written protest so long as all information (aside from signature) required of a written protest is provided orally.

SECTION 3: Protest Contents.

- A. A written protest must include:
- (i) A statement that it is a protest against the proposed increase to the water charges.
 - (ii) The name of the Parcel Owner or Customer that is submitting the protest.
 - (iii) Identification of assessor's parcel number, street address, or utility account number of the parcel or account with respect to which the protest is made.
 - (iv) Original signature and legibly printed name of the person submitting the protest.
- B. If a protest is submitted in connection with a parcel by a Parcel Owner who is neither the Record Owner of the parcel nor the Customer shown on the City's records, then the person may attach evidence of ownership or tenancy to the written protest. In connection with tabulation and verification of protests, the City reserves the right to request such evidence of ownership or tenancy from any such person. Such evidence, if requested by the City via a letter mailed prior to the announcement of the tabulation results, must be submitted to the City within ten days of the date the request is mailed in order for the protest to be valid.
- C. Except as provided in Section 2(D), written communications that do not include all of the elements set forth in the preceding paragraph will be treated as written comments on the proposal, but will not be counted as formal protests.

SECTION 5: Protest Withdrawal.

Any person who submits a protest may withdraw it by submitting to the City Clerk a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the person who submitted both the protest and the request that it be withdrawn.

SECTION 6: Multiple Protests.

- A. Each Parcel Owner or Customer may submit a protest.
- B. For the Parcel-Based Count: Only one protest will be counted per parcel as provided by Government Code Section 53755(b).
- C. For the Account-Based Count: Only one protest will be counted per account.
- D. If a person submitting a protest is both a Parcel Owner (as defined in Section 1(C) of these guidelines) and a Customer, that person's protest will be counted as both a protest for their parcel and a protest for their account.

SECTION 7: Transparency, Confidentiality, and Disclosure.

- A. Once a protest is opened during the tabulation, it becomes a disclosable public record, as required by state law and will be maintained in District files for two (2) years.

SECTION 8: Invalid Protests.

The City Clerk shall not accept as valid any protest if he or she determines that any of the following is true:

- A. The protest does not state its opposition to the proposed charges.
- B. The protest does not name a Parcel Owner or Customer of the parcel identified in the protest.
- C. The protest does not identify a parcel or account served by the City that is subject to the proposed charge.
- D. The protest does not bear an original signature of the Parcel Owner or Customer with respect to, the parcel identified on the protest. Whether a signature is valid shall be entrusted to the reasonable judgement of the City Clerk. A signature is not required for a protest submitted pursuant to Section 2(D).
- E. The protest was altered in a way that raises a fair question as to whether the protest actually expresses the intent of a parcel owner or tenant to protest the charges.
- F. The protest was not received by the City Clerk before the close of the public input portion of the public hearing on the proposed charges.
- G. A request to withdraw the protest was received prior to the close of the public input portion of the public hearing on the proposed charges.

SECTION 9: City Clerk's Decisions Final.

The City Clerk's decision that a protest is not valid shall constitute a final action of the City and shall not be subject to any internal appeal.

SECTION 10: Majority Protest.

A majority protest exists if written protests are timely submitted and not withdrawn with respect to either (i) a majority (50% plus one) of the parcels or (ii) a majority (50% plus one) of the accounts subject to the proposed charge. The City Council will not adopt the proposed increase if there is a majority protest.

SECTION 11: Tabulation of Protests.

At the conclusion of the public hearing, the City Clerk shall tabulate all protests received, including those received during the public hearing, and shall report the result to the City Council. If the number of protests received is manifestly insufficient to constitute a majority protest, the City Clerk may determine the absence of a majority protest without validating the protests received, but may instead deem them all valid without further examination.

SECTION 12: Report of Tabulation.

The City Clerk shall report the results of the tabulation to the City Council.

If at the conclusion of the public hearing, the City Clerk determines that he or she will require additional time to tabulate the protests, he or she shall so advise the City Council, which may adjourn the meeting to allow the tabulation to be completed on another day or days. If so, the City Clerk shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the City Council shall declare the time at which the meeting shall be resumed to receive and act on the tabulation report of the City Clerk.



COPY

Item# 2B
City Council
May 17, 2022- Revised May 24th 2022

CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: **PROPOSED WATER RATE INCREASE, ACCEPTING THE RATE STUDY AND INITIATING THE PUBLIC NOTICING PROCESS REQUIRED BY PROPOSITION 218**

MEETING DATE: MAY 17, 2022 (Updated May 24, 2022)

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTIONS:

It is recommended that the City Council adopt the attached Resolution proposing a water rate increase, that sets six actions into motion:

1. Accept the attached Bartell Wells (BWA) Water Rate Study, dated May 21, 2022.
2. Propose that the water rates set forth in the BWA Study and the Rate Table be the increase in rates proposed by this action.
3. That at 6:00 PM on July 19, 2022 in the City Council Chambers located at 311 Second Street, San Juan Batista, CA 95045 and virtually by web conference, is set at the time and place for a public hearing on the proposed rates (the "Public Hearing").
4. That at the Public Hearing the City Council will hear testimony from all interested persons regarding the proposed water rates.
5. That staff is directed to mail notice of the Public Hearing to water customers in the manner set forth in Section 53755(a)(1) of the California Government Code.
6. That staff is directed to accept written protests as set forth in Exhibit "B" to this Resolution, which is hereby approved and is attached hereto and incorporated herein.

BACKGROUND INFORMATION:

To be certain the City's utility rates are understood, and before the details of the current rate study are considered, these are the definitions of the City's utility rates.

- A) Sewer rates. There is one flat fee for residential sewer use applied monthly to each bill. This rate increase was approved last fall and went into effect February 1, 2022. It will increase the first of July through 2026. Volumetric rates apply only to industrial users.
- B) Water rates. There are two water rates for residential customers:
 - a. Flat fee also known as the "Base Rate;"

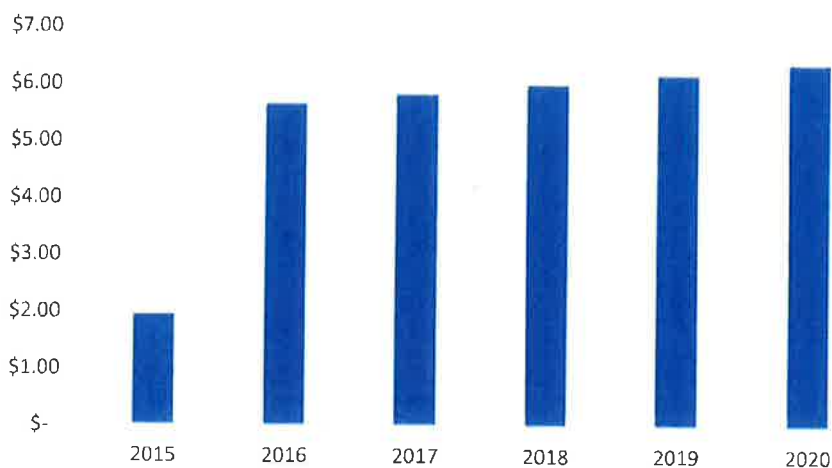
b. Volumetric rate based on consumption.

Since 2012 the City has been diligent about increasing the water rates. The increases between 2012 and 2015 averaged about 2% per year equal to the cost-of-living increases. When the last water rate study was completed in 2015, both the Base Rate and the Volumetric rates increased by about 3%.

In 2015, the City ended its use of a three-tier volumetric rate, and instead changed to having one volumetric rate. The three-tiered rate structure applied different volumetric rates to those who use less than 3,000 gallons per day, between 3,001 and 8,000 gallons per day, and more than 8,000 gallons. The change occurred in 2015 because of a recent court decision “Capistrano Taxpayers Association v. City of San Juan Capistrano. This opinion struck-down San Juan Capistrano’s use of a three-tier rate system, because it had not proven that the cost for each tier of service increased as the volume of water consumed increase. The court concluded that the three tiers were arbitrary in their nature and implementation. So, San Juan Bautista decided that rather than study the matter and prove the cost differences between tiers, that it was more equitable to revert back to just charging one rate for all volumes of consumption. For a small water utility this makes sense. It is easier to administer, rates are stable making budgeting easier, and the cost of the study did not necessarily justify the outcomes. Bartell Wells in 2015 recommended this change for San Juan Bautista with the conclusion that the single tier for volumetric rates was sufficient to encourage water conservation. The City currently charges a base rate, then in 1,000-gallon increments, applies the volumetric rate. (\$6.35 per gallon for 0-1000 gallons, \$12.70 per gallon for 1001-1999 gallons, \$19.05 per gallon for 2000-2999 gallons, etc.).

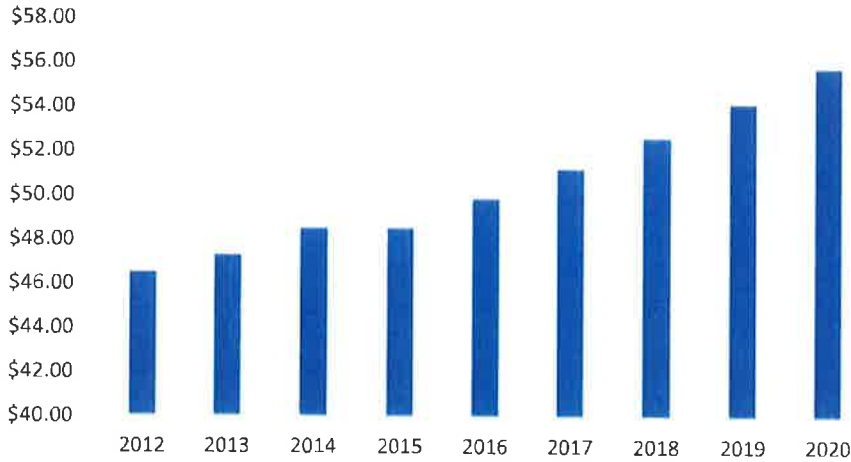
The rates approved in 2015, were for a five-year period ending 2019. Since 2012, the water rates increased 2% and starting in 20-15, they increased 2.6%. They were not changed in 2021 and the volumetric rate remains at \$6.35 per gallon.

Volumetric Water Rate Increases since 2015



The Base Rate also changed in 2015, increasing the annual increase from 2% per year (from 2012) to 2.6%. The residential Base Rate is currently set at \$55.76.

Base Rate Water Increases Since 2012



The residents of San Juan Bautista pay as little as \$75 per month for water, to as high as \$125 per month for water, and the average cost is \$104.04. The “Water Bill” includes the sewer flat rate of \$95.62. So, each Residential “Water and Sewer Bill” will range from \$155.62 to \$220.62, and average \$199.66.

In the summer of 2020, the City completed its Water Master Plan and Wastewater Master Plan. These two Plans assess the current conditions of the collection of drinking water from 3-different ground-water wells, its treatment, storage and delivery to residents and businesses, its wastewater collection, and wastewater treatment. It projects the demands of these four systems against the City’s General Plan and projected growth rate through 2035. It applied a reduced modified growth rate of 1.9% per year until the General Plan and sphere of influence can be amended. It provides a capital improvement program needed to keep up and maintain the systems. These are all key elements for establishing a data driven, factual a rate study.

In August 2020, the City executed the Administrative Order on Consent, agreeing to bring the wastewater treatment plant into compliance with EPA National Pollution Discharge Permit requirements. It has been estimated to have been out of compliance since at least 2007, having high content of chlorides, sodium and “total dissolved solids.” On October 15, 2020, the City committed to three actions to resolve the issue: 1) send the wastewater to Hollister for treatment and decommission the current plant; 2) eliminate brine producing water softeners that add salt to the system, and 3) import drinking water and blend it with the ground water to reduce the salts form entering the system in the first place. Refer to the attached EPA approval letter. Implementing the water softener program has been postponed until the water solution has been completed, because the water will be 65% better quality (less hardness, less salt) than it is today. In February 2021, a Memorandum of Understanding was executed with the San Benito County

Water District agreeing to provide the City with treated surface water from the West Hills Treatment Plant to blend with its ground water. The City has also executed an MOU with the City of Hollister to accept the City’s wastewater.

Below is an analysis comparing today’s water volumes, in relation to the Master Plans and need to import surface water. The 2015 Rate study assumes average resident consumes 111 gallons per day. The current consumption is closer to 93 gallons per day. (using 177-acre feet but applying the cost to 200-acre feet). The Base Rate is determined by this average.

Demand Flow from Transmission Main

Some stats related to the transmission main.

Existing							Demands
Minimum	Month	–	110	gym	(0.16	mgs)	
Average	Day	–	183	gym	(0.26	mgs)	
Maximum	Day	–	411	gym	(0.59	mgs)	
Supplied by West Hills WTP (65% of Maximum Day) – 267 gym (0.38 mgs)							
2035 Demands (based on population projections from 1.9% AMBAG + General Plan Hybrid Growth)							Rate)
Minimum	Month	–	146	gym	(0.21	mgs)	
Average	Day	–	244	gym	(0.35	mgs)	
Maximum	Day	–	549	gym	(0.79	mgs)	
Supplied by West Hills WTP (65% of Maximum Day) - 357 gym (0.51 mgs)							
Buildout							Demands
Minimum	Month	–	236	gym	(0.34	mgs)	
Average	Day	–	393	gym	(0.57	mgs)	
Maximum	Day	–	884	gym	(1.27	mgs)	
Supplied by West Hills WTP – To Be Determined							

The Water Master Plan and Wastewater Master Plans have been amended to incorporate the EPA Compliance projects.

In December 2020, the City initiated a new rate study for sewer and water. A draft was received in February, but the costs of the new compliance projects had not yet been determined. The SBCWD retained HDR Engineering to design the water line needed to import surface water. The City contracted with Stantec to design the force main for the sewer project. The sewer project design moved faster than the surface water project, so in the fall of 2021, the City brought forward just a sewer rate increase. This \$18 million dollar project was included in the sewer rate increase, with \$12 million payable as debt services, and \$6 million to funded through various grants. The annual debt service to be paid by increased sewer rates is approximately \$400,000 per year. By adding this capital improvement project to the rate increase, the typical 2-3% increase became a 15% increase for the next three years, tapering towards a 5% increase annual over the long-term. Below are the sewer rates approved December 14, 2021, that went into effect February 1, 2022.

Table A
City of San Juan Bautista
Recommended Sewer Rates
Sewer Rate Study - Revised Project Cost Assumptions

Proposed Rates	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Residential Sewer Rates						
Monthly Fixed Rate	\$83.61	\$95.62	\$109.01	\$124.27	\$141.67	\$148.75
Commercial Sewer Rates						
Min. Monthly Base Charge	\$84.03	\$95.62	\$109.01	\$124.27	\$141.67	\$148.75
Volumetric Rates						
Standard Strength \$/1,000 gal	\$9.10	\$14.51	\$16.54	\$18.86	\$21.50	\$22.57
Moderate Strength \$/1000 gal	\$13.35	\$14.51	\$16.54	\$18.86	\$21.50	\$22.57
High Strength \$/1,000 gal	\$18.18	\$14.51	\$16.54	\$18.86	\$21.50	\$22.57

In order to meet its commitment to the EPA, the City must now move forward with a water rate study that takes into consideration not just the cost of the \$8 million capital improvement project to build the 6-mile water line from West Hills Treatment Plant, but the cost of buying water from SBCWD.

DISCUSSION:

The third attachment is the May 10, 2022 Water Rate Study. Because the City agreed to build a pipeline from the SBCWD’s West Hills Treatment plant to the City, and become a regional partner in the County’s water system, this makes this water rate increase unique, when compared to the usual cost-of-living increases that occurred since 2012.

The cost analysis has two components: the cost of the CIP, and the cost to the District to buy and treat and the water. These are described in the last table in the rate study, Table 6. The assumption includes a consumption of 93 gallons per day, and the City’s need for 200 acre-feet of water daily. By becoming a regional partner, the current Hollister Urban Area Water and Waste Water Plan (“HUAP”) has to be updated and expanded. The original agreement was executed as the West Hills Treatment Plant was being completed, allowing for the City of Hollister and Sunnyslope Water District to buy water from the SBCWD. The San Juan Bautista has to buy its way into this agreement, and between November and February 2022, the City and SBCWD negotiated the cost. The City’s Municipal Finance Advisors Ridgeline Consulting, (Dmitry Semenov) partnered with the City’s author of its Master Plans Tony Akel, to make certain that the City’s costs were correctly

allocated under the right circumstances. The Master Plan defines the scope of the CIP, as well as future demands for surface water from the SBCWD.

The cost estimates for the CIP for surface water is based on drawings that are 30% complete. It is estimated to cost \$7.9 million dollars. Currently, the SBCWD plans to finance these costs at an interest rate to the City of 4.5%. Listed as “Project Financing Repayment” in the Table 6 of the Rate Study, this cost we be approximately \$461,673 annually. The HUAP Buy-in is estimated to cost \$229,525 annually and includes a portion of the fixed assets needed for the SBCWD to treat the water it receives from the San Luis Reservoir. The City’s portion of the SBCWD operational expenses begins at \$337,670 annually in 2025. It is established in the Proposition 218 Notice as a “pass-through” amount, due to the nature of the changing costs to buy water from the state and federal water resources, being passed-through to the City.

To arrive at these costs, the City extended the deadline for this project both with the EPA and Hollister. The estimated completion time is now December 2024. This means that during the first year of services, the City will only pay 6-months (January-June) of the costs described above, and starting in FY 25/26 it will begin to pay the full burden.

It is also important to understand that the City’s current Water Enterprise Fund takes in approximately \$100,000 more than it spends with a healthy reserve (compared to the sewer enterprise fund barely breaking event). This will off-set 25% of the costs described above.

The Water Enterprise Fund anticipates costs and revenues as summarized in Table 1 of the Rate Study. This cost per year starts at \$337,670 in 2026. While the City will work hard to find favorable interest rates through the Water Board Revolving Loan Fund, and hopefully grant opportunities from State and Federal resources, the rates do not take this into consideration. Below are the estimated rates from attached the May 21, 2022 from the Bartle Wells and Associates Rate Study with the necessary changes anticipated over the next 5-years. They present increases of 14% for four years, and 5% increase the 5th year.

1.3 Summary of Water Rate Recommendations

Table 1 shows a summary of proposed water rate recommendations.

Table 1 - Proposed Water Rates

<u>Water Rates</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

Base Rate

	2022	2023	2024	2025	2026	2027
\$	55.76	\$ 65.91	\$ 75.15	\$ 85.68	\$ 89.97	\$ 94.47
		18%	14%	14%	5%	5%

Volumetric Rates

	2021	2022	2023	2024	2025	2026	2027
\$	6.35	\$ 7.05	\$ 8.04	\$ 9.17	\$ 9.63	\$ 10.13	\$ 10.40
			14%	14%	5%	5%	3%

The overall impact to a resident’s water bill when combined with the sewer flat rate increases through fiscal year 2026/27 will look like this:

OVERALL IMPACT TO AVG. RESIDENT

Monthly	FY ending 2022	FY ending 2027
Base rate	\$ 55.76	\$ 94.47
Avg. Volumetric	\$ 48.28	\$ 85.62
 Sewer	 \$ 95.62	 \$ 148.75
	\$ 199.66	\$ 328.84

This increase over 5-years is approximately \$125. This is a lot of money. But this giant step for the city to “regionalize its water.” Taking this step is no-doubt expensive, but the benefits are worth it. These investments will truly increase the quality of water and therefore the quality of life in the City.

While completing the addition of Well 6 into the City’s water inventory, the water quality deteriorated and by March 2019, the level of nitrates exceeds the Water Board thresholds and the well had to be taken off-line. This \$750,000 investment did not last twelve months. It has been off-line since then, though staff is experimenting with a new technology to remove nitrates. The expansion of the City’s water portfolio adds great stability to its reliability and cost. With no more urgent capital expenses in its future, the focus can shift to replacing water-lines throughout the City. This system will grow to become drought-tolerant due to its varied resources of good clean drinking water. The water quality will improve 65% from the quality received today. Water softeners will become obsolete.

ATTACHMENTS:

- Resolution
- EPA Letter
- Water Rate Study, May 21, 2022

3A Water Rate Study- Proposed Rate Increase

“The Water System”

Ground water is extracted from 3-different wells

Serves 2,100 residents with 830 business and commercial customers

Water consumption has varied from 1.70 mgpd (2017), to 1.04 mgpd

2 of the 3 wells require Iron and Manganese Treatment

1 of the 2 wells is not being used due to Nitrates

Technology is being explored to place it back on-line

Water is then distributed by pumps through 10-miles of pipe

It is stored in a 1.25 million gallon tank installed in the 2005-2007

Debt continues to be paid for the Tank project (2008)

3A Water Rate Study- Proposed Rate Increase

The Water Enterprise Fund is used to isolate and protect water fees from being co-mingled with other financial resources.

Each monthly payment for water pays for the water system

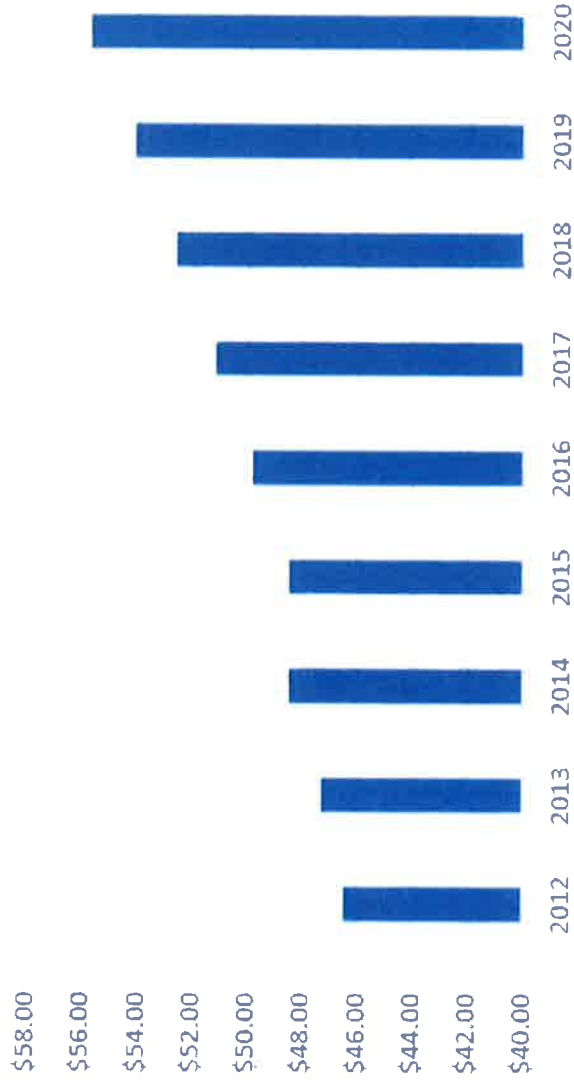
Base Rate and Volumetric Rate (\$/1000 gallons)

When revenues exceed expenditures, the funds are placed in a reserve account, and can only be used to repair or expand the water system

Water connection fees collected from development and all new connections, are also used to pay to increase the systems capacity (aka "capacity fee")

The Base Rate also changed in 2015, increasing the annual increase from 2% per year (from 2012) to 2.6%. The residential Base Rate is currently set at \$55.76.

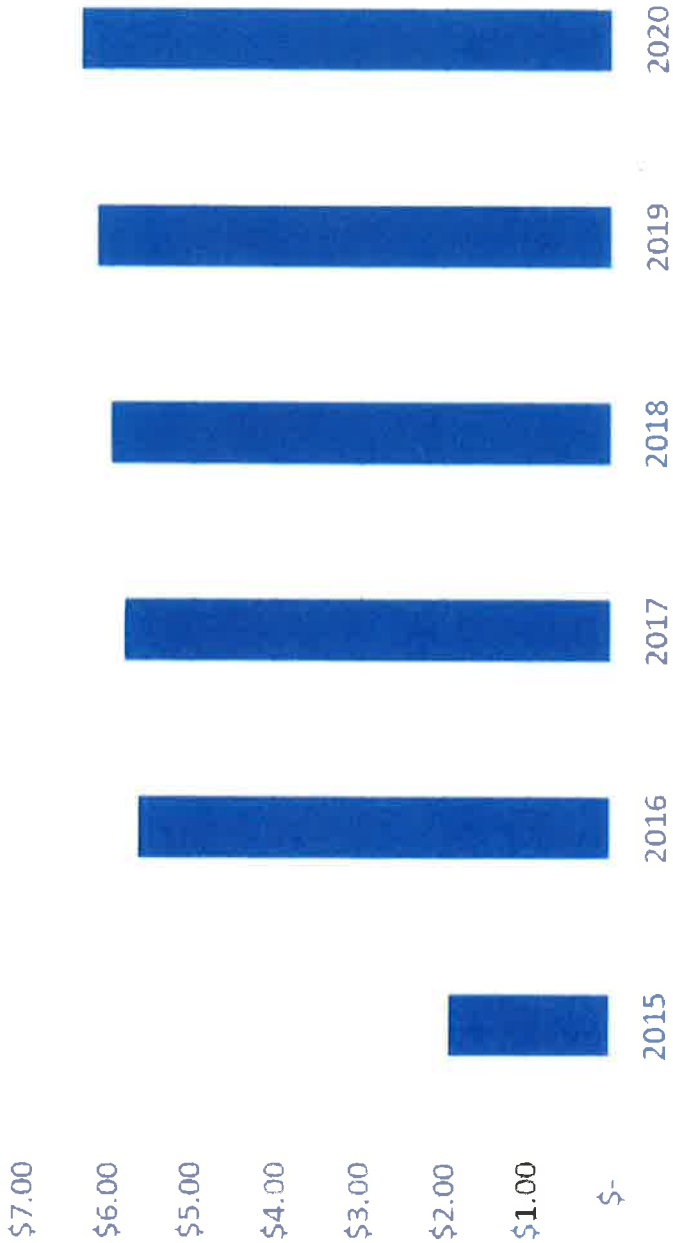
Base Rate Water Increases Since 2012



The residents of San Juan Bautista pay as little as \$75 per month for water, to as high as \$125 per month for water, and the average cost is \$104.04. The "Water Bill" includes the sewer flat rate of \$95.62. So, each Residential "Water and Sewer Bill" will range from \$155.62 to \$220.62, and average \$199.66.

The rates approved in 2015, were for a five-year period ending 2019. Since 2012, the water rates increased 2% and starting in 20-15, they increased 2.6%. They were not changed in 2021 and the volumetric rate remains at \$6.35 per 1,000 gallons

Volumetric Water Rate Increases since 2015



3A Water Rate Study- Proposed Rate Increase

IN FY 2021/2022

Water Revenues are budgeted at \$1,240,000

Water System Expenses are estimated to cost \$1,088,000

In FY 2021/22, Revenues will exceed expenses by \$152,000

WATER ENTERPRISE FUND		(ESTIMATED)
	FY20/21	FY 21/22
REVENUES	\$ 1,406,447	\$ 1,240,000
EXPENSES	\$ 910,005	\$ 1,088,000
NET	\$ 496,442	\$ 152,000
<hr/>		
NET POSITION	\$ 2,492,241	\$ 2,644,241

3A Water Rate Study- Proposed Rate Increase

In summary,

Only 2 of the 3 City wells are in operation

The water system is vulnerable to nitrate contamination

Current costs pay for local ground water to be extracted and distributed

The enterprise fund revenues exceed expenses and have for the past several years

The Water Enterprise Fund is currently in a healthy fiscal position

3A Water Rate Study- Proposed Rate Increase

City Executed an EPA Administrative Order On Consent in August 2020

Violating its WTPP Permit by sending too much salt to a creek

Committed to removing salts from the water

3 projects approved by the EPA to correct the system;

1-Send wastewater to Hollister,

2-End the use of brine producing water softeners,

3-Committed to blending surface water with its well water.

Water Enterprise fund is tasked to pay for the import of surface drinking water from the San Benito County Water District (SBCWD)

3A Water Rate Study- Proposed Rate Increase

Staff report outlines the progress made to-date

- MOU Executed with the City of Hollister

- Force-main is 99% designed

- Permits are being competed

- Securing \$6 million in grants and low interest loans (SRF is 1.5% now)

- Fall of 2021- sewer rates approved to pay for the debt service on the loans-
to Pay the capital improvements needed to send wastewater to
Hollister &

- Hollister costs for treating the City's wastewater

- Adopted the Ordinance to ban the use of brine producing water softeners

- Postponed removal until the import of surface is completed

3A Water Rate Study- Proposed Rate Increase

Progress (continued)

Adopted MOU with the SBCWD

Design is 30% completed

Capital Improvement Budget received in the fall of 2021

Costs of providing water negotiated December - February

These costs are integral piece of the Water Rate Study

Water Rate Study completed May 21, 2022

3A Water Rate Study- Proposed Rate Increase

Appendix B-

Completed by Municipal Advisor Ridgeline Consulting (Dmitry Semenov) working with Tony Akel who completed the Master Plan

Table 1 in Appendix B summarizes the details that follow

Table 2 lists each cost component

3A Water Rate Study- Proposed Rate Increase

New Cost Components to Consider

Appendix B in the Rate Study

CIP cost estimates, and buying in to 8% of the SBCDW

Essentially becoming a “Share Holder” with Hollister and Sunnyslope Water District

2018 Hollister Urban Agreement will be amended to include the City

All of the District Costs have to be considered

3A Water Rate Study- Proposed Rate Increase

SBCWD- why 8%?

City's Water Master Plan adopted in the fall of 2020

Detailed assessment of the City's Water System

Amended to integrate the import of water from SBCWD

Projects the City's needs from now until 2040
based upon the General Plan

Amended growth rate to 1.9% per year

City consumes 1.04-1.70 mill. gallons per day;

System to import water is designed for 2.25 million. gallons per day
65% of that is needed to size the pipe correctly



Table 1
City of San Juan Bautista
Water Compliance Project
Annual Cost Projection

Description	Annual Amount	Monthly Amount	Details
On-Going Costs			
Cost of Raw Water and Power	\$130,999	\$10,917	Table B-1
Treatment Cost	\$79,636	\$6,636	Table B-2
Fixed O&M Cost	\$108,881	\$9,073	Table B-2
Capital Reserve Contribution	\$41,821	\$3,485	Table B-3
Subtotal: On-Going Costs	\$361,339	\$30,112	
Amortized Costs			
HUAP Buy-In to SBCWD	\$229,525	\$19,127	Table A-1
Project Financing Repayment	\$461,673	\$38,473	Table 4
Subtotal: Amortized Costs	\$691,198	\$57,600	
Total Costs	\$1,052,537	\$87,711	
<hr style="border-top: 1px dashed black;"/>			
No. of Connections	800	800	
Cost per Connection	\$1,316	\$110	



Table 2
City of San Juan Bautista
Water Compliance Project
Project Cost Summary - Construction

Item	Description	Amount	Details
1	Hollister Urban Area Project Buy-In	\$2,992,000	Table A-1
2	Construction Costs	\$7,691,000	Table A-2
3	SBCWD Non-Reimbursable Contribution	(\$869,565)	Table A-3
4	WTP Capital Reserve Contribution	\$352,246	Table A-4
5	Water Blending Equipment	\$100,000	Per HDR
6	Water Softeners Buy-Back	\$193,000	Per Stantec
7	ROW Acquisition	\$15,000	Per Stantec
8	Soft Costs	\$1,580,000	Table A-5
9	Financing Fees	\$235,000	Table 4
10	Construction Interest	\$366,267	Table 4
	TOTAL PROJECT COST	\$12,654,948	

3A Water Rate Study- Proposed Rate Increase

The Water Enterprise Fund has to finance approximately \$12 million almost the same as the Sewer Fund, but not assuming or applying any grants or low interest loans
Need \$7.6 million in capital
Assumes long-term financing by the District @ 4.5%
“Buying in” to its share of the fixed assets, and CIP reserves
Paying the pass-through costs for raw water
Paying the cost of treating and sending the water, M & O

3A Water Rate Study- Proposed Rate Increase

Bartle Wells' Erik Helgeson, MBA, Assistant Vice President

Worked with Doug Dove who completed the City's 2015 Rate Study

Completed the City's Sewer Rate Study

Completed this draft working with Dmitry Semenov and Tony Akei

Here to review the Study and Answer Questions

3A Water Rate Study- Proposed Rate Increase

Rate Study

Relies on the Ridgeline Consulting Data from the District

Relies on recent Audits and the Financial position of the Enterprise Fund

Analyzes savings in the current operations

only applying 35% of the drinking water; reduced City M & O in FY 25/26 when the new system comes on-line

ITEM 3A WATER RATE STUDY

- May 17, 2022 Regular City Council meeting postponed a discussion of Water Rate Study and the need to increase water rates until the Legal team could review the draft Rate Study
- In 2015, the City last adopted new rates, and eliminated the tiered Volumetric fee schedule – the Legal team asked for a detailed analysis of this change in methods cause by court case in San Juan Capistrano

May 23, 2022 updated Rate Study

1.3 Summary of Water Rate Recommendations

Table 1 shows a summary of proposed water rate recommendations.

Table 1 - Proposed Water Rates

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

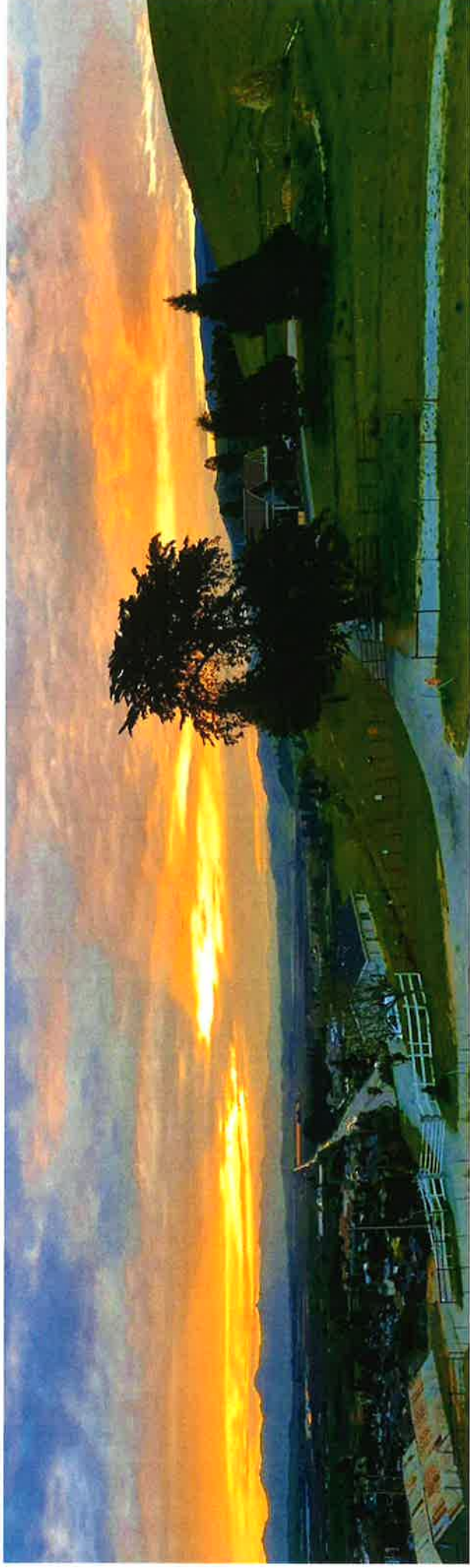
ITEM 1A WATER RATE STUDY

May 31st Meeting- a hybrid meeting at the Library;

June 28? A second meeting TBD?

Questions?

SAN JUAN BAUTISTA



Water Rate Study

May 24, 2022



Study Objectives

- Financial Stability
 - Fund operating and capital costs while maintaining prudent reserves and debt coverage ratios
- Legally Compliant
 - Prop. 218
- Customer Focused
 - Smooth, predictable increases
- Aligned with District Priorities

Prop. 218 states that a customer's rates "must not generate revenues in excess of the cost of service for which the fee is charged."

Cal. Const., art. XIII D, § 6, subd. (b).



Legal Compliance

- Prop 218 approved by voters in 1996 as the “Right to Vote on Taxes Act”
 - Added Articles 13C and 13D to California Constitution
 - Water & sewer rates subject to Article 13D, Section 6 (property-related charges)
- Procedural requirements for imposing or raising rates
 - Mail notice to property owners, 45+ days, hold public hearing, “majority protest”
- Substantive requirements for rates
 - Revenues cannot exceed the cost of providing service
 - Revenues can only be used for the purpose they are imposed
 - Charges cannot exceed the “proportional cost” of service attributable to each customer
 - Charges only allowable if service is used by or immediately available to rate payer
- Prop 218 has been subject to evolving legal interpretations

Project Overview

Rate Study Process



Clarify Objectives	CIP Financing Alternatives	Analyze Billing Data	Build Consensus
Establish Process & Schedule	Fund Reserve Targets	Evaluate Rate Alternatives	Public Outreach
Review Data & Assumptions	Financial & Rate Projections	Cost Allocation & Rate Design	Proposition 218 Process

- **Project began 2020**
 - Developed draft financial plans
 - Sewer rate adopted in December 2021
- **Remaining Work**
 - Board authorization to send 218 notices
 - 218 notice period and public hearing
 - Outreach, adoption, and implementation



Water Fund - Areas of Focus

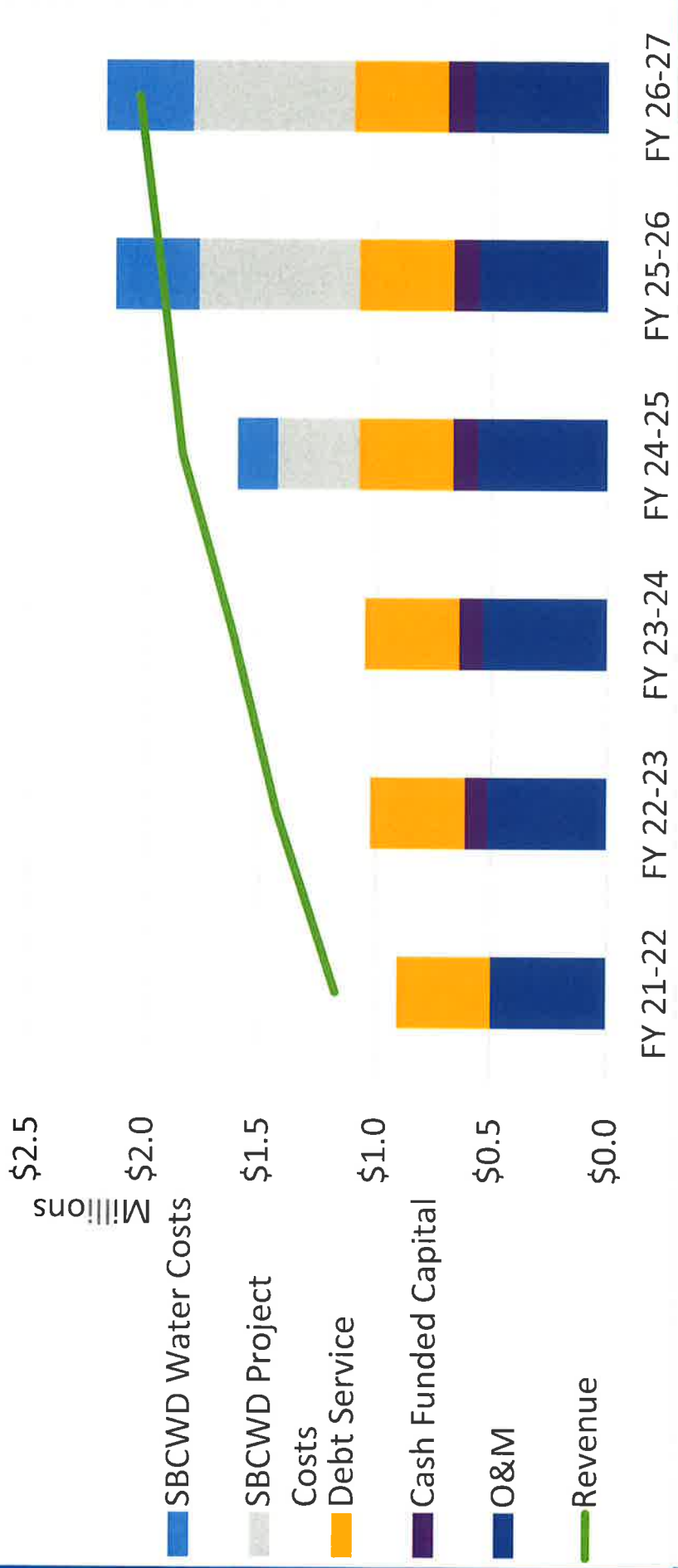
- **Increasing Operating Expenses**
 - Inflation
 - SBCWD annual water purchase costs
 - SBCWD connection project costs
- **Project (including projected inflation) to Connect to San Benito County Water District (SBCWD)**
 - **\$13.3 million**
- **Support Projected Debt Service**
 - Maintain minimum debt service coverage of 1.30x
 - Projected debt service
 - Existing debt service, \$409,360
 - Additional annual debt service in 2025, \$461,673
 - Total debt annual service in 2025, \$871,033



Five-Year Financial Plan

Projected Rate Revenue Increases

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Rate Revenue Increase	\$167,194	\$191,053	\$218,316	\$89,096	\$93,771
Debt Coverage Ratio	2.22	2.64	2.13	1.35	1.50



Proposed Water Rates

Water Rates

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	Existing	Proposed	Proposed	Proposed	Proposed	Proposed

Volumetric Rate \$/1000 gallons

	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
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Monthly Base Rate

	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47
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Next Steps

- Mail 218 Notices
- 218 Notice Period
 - 45 Days
- Public Hearing
 - Proj. July 19, 2022
- Rate Adoption
 - Proj. August 1, 2022



SAN JUAN BAUTISTA



WATER RATE STUDY DRAFT REPORT

May 21, 2022



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

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BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS

2625 Alcatraz Ave, #602
Berkeley, CA 94705
Tel 510 653 3399
www.bartlewells.com

May 20, 2022

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

Attention: Don Reynolds, City Manager

Re: Water Rate Study

Bartle Wells Associates is pleased to submit to the City of San Juan Bautista the attached Draft Water Rate Study. The study presents BWA's analysis of the operating and non-operating expenses of the City's water system and provides a five-year cash flow projection. The primary purpose of this study was to analyze the City's water enterprise and make recommendations that would achieve financial sustainability. Another important purpose of this study was to review rates to ensure that they adhere to the State's legal requirements.

BWA finds that the rates and charges proposed in our report are reflect the cost of service for each customer, follow generally accepted rate design criteria, and adhere to the substantive requirements of Proposition 218. BWA believes that the proposed rates are fair and reasonable to the City's customers.

Please contact us with any future questions about this study and the recommended water rates.

Sincerely,

Douglas Dove, PE, CIPMA
Principal/ President

Erik Helgeson, MBA
Assistant Vice President

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1 BACKGROUND & OBJECTIVES

1.1 Background & Wastewater Facility Improvements

The City of San Juan Bautista (City) is located at the northern region of San Benito County, CA, about 45 miles south of the City of San Jose. The City provides water and sewer services to over 800 customers in an area that encompasses about 0.7 square miles.

The City owns and operates a domestic water system that consists of two active groundwater wells, one storage tank with a volume of 1.25 million gallons, and more than 10 miles of distribution pipelines.

The revenues from the City's water utility are primarily derived from charges for services. The City must establish rates and charges adequate to fund the cost of providing water services, including costs for operations and capital improvements needed to keep the City's utility infrastructure in a safe and reliable operating condition.

In August 2020, the City executed the Administrative Order on Consent, agreeing to bring the wastewater treatment plant into compliance with EPA National Pollution Discharge Permit requirements. It has been estimated to have been out of compliance since at least 2007, having high content of chlorides, sodium and "total dissolved solids." On October 15, 2020, the City committed to three actions to resolve the issue: 1) send the wastewater to Hollister for treatment and decommission the current plant; 2) eliminate brine producing water softeners that add salt to the system, and 3) import drinking water and blend it with the ground water to reduce the salts from entering the system in the first place. In February 2021, a Memorandum of Understanding was executed with the San Benito County Water District (SBCWD) agreeing to provide the City with treated surface water from the West Hills Treatment Plant to blend with its ground water. The City adopted the sewer rates necessary to fund the first step in the City's plan. The proposed water rates in this study are necessary to allow the City to move forward with the rest of the compliance plan and import water from SBCWD.

The City's water utility is a financially self-supporting enterprise. Revenues are derived primarily from water service charges. As such, the City's water rates must be set at adequate levels to fund the costs of providing service and:

- Fund ongoing operating and maintenance expenses
- Address regulatory requirements
- Fund the regionalization project, related debt service and associated increased operating costs
- Provide funding for water system maintenance and upgrades

The prior water rate increases strengthened the financial condition of the water enterprise. However, current rates are not adequate to fund the needed improvements and new water supply costs.

1.2 Goals & Objectives

In 2020, the City retained Bartle Wells Associates (BWA) via a competitive RFP process to develop a financial plan and rate study for the water enterprise. Key goals and objectives of the study include:

1. Develop a financial plan for the City’s water enterprise that:
 - a. supports the City’s water operating and capital programs
 - b. funds the water regionalization project
 - c. provides an ongoing funding stream for water system improvements
 - d. prudently uses water fund reserves to help minimize debt financing needs while maintaining an adequate level of fund reserves in future years
 - e. maintains the long-term financial sustainability of the water enterprise
2. Develop water rates that:
 - a. recover the City’s costs of providing water service
 - b. are fair and equitable to all customer classes
 - c. are easy to understand and implement
 - d. comply with the legal requirements of Proposition 218 and other California law
3. Aim for steady, gradual annual rate increases, to the extent possible, to help minimize the annual impact on customers.

BWA worked closely with City staff to incorporate information and input, evaluate alternatives, and develop recommendations. This report summarizes key findings and recommendations for water rates over the next five years.

1.3 Summary of Water Rate Recommendations

Table 1 shows a summary of proposed water rate recommendations.

Table 1 - Proposed Water Rates

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

2 WATER FINANCIAL PLAN & RATE PROJECTIONS

2.1 Water Financial Overview

BWA conducted an independent evaluation of water enterprise finances. Key observations include:

- Previous rate increases have put the water enterprise in a sound financial position, but the City faces substantial financial challenges going forward.
- The City will need to implement significant water rate increases over the next 5 years to support funding for the regionalization project to connect to SBCWD.

2.2 Financial Challenges / Key Drivers of Rate Increases

The water enterprise is facing a number of financial challenges that will require the City to increase water rates in upcoming years. Key drivers of future rate increases are summarized as follows.

2.2.1 Connection to San Benito County Water District (SBCWD)

In order to complete the plan to comply with the Administrative Order on Consent, secure additional water supply and improve water quality, the City plans to connect its water system to SBCWD's system in a manner that allows SBCWD to sell treated water to the City. When the project is complete the City plans to purchase 65% of its annual water needs from SBCWD. SBCWD-related cost projections are based on the analysis performed by Ridgeline Municipal Strategies, as detailed in Appendix B.

Project Cost and Funding

The construction costs to connect to SBCWD are estimated to be about \$10 million. SBCWD will finance the construction costs and the City will be required to repay the amount to SBCWD over a 30 year period. In addition to construction costs the City will need to buy-in to the regional treatment plant (Hollister Urban Area Project). The buy-in amount will be about \$3 million paid over twenty years. This amount is designed to represent the City's share of the capital cost of the facilities that will be serving the City. The buy-in payment was a necessary financial obligation for obtaining water from SBCWD.

Project Impact to Annual Operating Costs

In order to purchase water from SBCWD, the City will be required to pay an annual fixed amount to cover fixed O&M costs and a reserve contribution. The City will also be required to pay a variable amount per acre foot to cover the cost of treatment and the cost of raw water and power.

2.2.2 Ongoing Operating Cost Inflation

The City faces ongoing operating cost inflation due to annual increases in a range of expenses including staffing, utilities, chemicals, insurance, supplies, etc. Water cost inflation has historically been significantly higher than the Consumer Price Index (CPI) for consumer goods and services.

2.2.3 Water Reserve Funds

Maintaining a prudent minimal level of fund reserves provides a financial cushion for dealing with unanticipated expenses, revenue shortfalls, and non-catastrophic emergency capital repairs. BWA developed a financial plan designed to maintain prudent reserve levels.

2.3 Financial Plan Assumptions

The financial projections incorporate the latest information available and a number of reasonable and slightly conservative assumptions for planning purposes. Key assumptions include:

Revenue Assumptions

- Water rate revenues are based on estimated revenues for the current fiscal year. The City is anticipating minimal growth. To be conservative and ensure revenues will be sufficient, BWA assumed two new connections per year.

Expense Assumptions

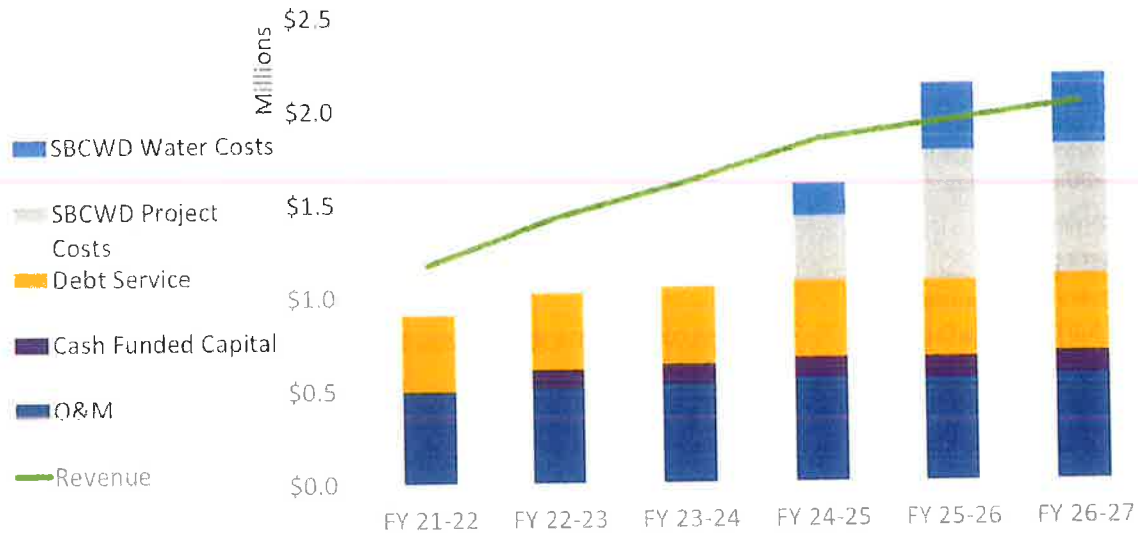
- Operating and maintenance costs are primarily based on the 2022/23 budget. Operating costs are projected to escalate at between 4% and 5% per year to account for cost inflation.
- BWA is projecting that expenses related to purchasing water from SBCWD will be over \$1 million per year. These cost projections are based on the analysis by Ridgeline Municipal Strategies included in Appendix B.
- Capital improvement costs are based on the most recent engineering cost estimates. Capital costs include a 4% annual construction cost inflation factor.

Table 2 - Water Cash Flow Projections

Operating Fund	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Beginning Reserves						
<i>Total Reserve Balance</i>	\$1,366,900	\$1,633,346	\$2,033,828	\$2,599,946	\$2,840,354	\$2,641,145
Revenue Escalation						
Rate Revenue Increase		14.0%	14.0%	14.0%	5.0%	5.0%
Revenues						
Rate Revenue	\$1,110,994	\$1,194,241	\$1,364,665	\$1,559,400	\$1,781,914	\$1,875,417
Additional Rate Revenue	0	167,194	191,053	218,316	89,096	93,771
Other Revenue	<u>\$62,399</u>	<u>\$62,804</u>	<u>\$60,004</u>	<u>\$60,004</u>	<u>\$60,004</u>	<u>\$60,004</u>
<i>Total Revenue</i>	<i>\$1,173,393</i>	<i>\$1,424,239</i>	<i>\$1,615,722</i>	<i>\$1,837,720</i>	<i>\$1,931,014</i>	<i>\$2,029,192</i>
Expenses						
Operating Expenses						
SJB Operating Expenses	\$498,000	\$512,995	\$536,245	\$560,376	\$555,489	\$577,709
SBCWD Water Purchase			\$0	\$85,668	\$178,338	\$186,065
SBCWD Fixed Charges			\$0	\$88,150	\$183,352	\$190,686
<i>Total Operating Expenses</i>	<i>\$498,000</i>	<i>\$512,995</i>	<i>\$536,245</i>	<i>\$734,194</i>	<i>\$917,179</i>	<i>\$954,460</i>
Non-Operating Expenses						
SJB Capital Improvements	\$0	\$100,000	\$104,000	\$108,160	\$112,486	\$116,986
HUAP Buy-In to SBCWD				\$114,763	\$229,525	\$229,525
Project Financing Repayment				\$230,837	\$461,673	\$461,673
Existing Debt Service	<u>\$408,947</u>	<u>\$410,762</u>	<u>\$409,360</u>	<u>\$409,360</u>	<u>\$409,360</u>	<u>\$409,360</u>
<i>Total Non-Operating Expenses</i>	<i>\$408,947</i>	<i>\$510,762</i>	<i>\$513,360</i>	<i>\$863,119</i>	<i>\$1,213,044</i>	<i>\$1,217,543</i>
<i>Total Expenses</i>	<i>\$906,947</i>	<i>\$1,023,757</i>	<i>\$1,049,605</i>	<i>\$1,597,312</i>	<i>\$2,130,223</i>	<i>\$2,172,004</i>
Net Revenues	\$266,446	\$400,482	\$566,118	\$240,408	-\$199,209	-\$142,811
Ending Unrestricted Balance	\$1,633,346	\$2,033,828	\$2,599,946	\$2,840,354	\$2,641,145	\$2,498,334
Debt Coverage (Target 1.25)	1.65	2.22	2.64	2.13	1.35	1.50

The following chart shows a 5-year breakdown of projected water enterprise expenses.

Figure 1 – Projected Water Enterprise Cashflow



2.4 Water Rate Increases

The cash flow projections indicate the need for overall water rate increases over the next five years as shown on the following table.

Table 3 – Projected Overall Water Rate Increases

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Rate Revenue Increase	\$167,194	\$191,053	\$218,316	\$89,096	\$93,771
Debt Coverage Ratio	2.22	2.64	2.13	1.35	1.50

In future years, the City can re-evaluate its finances and revenue requirements and adjust rates as needed based on updated projections. However, while the City always has the flexibility to implement rate adjustments that are lower than adopted pursuant to Proposition 218, future rates cannot exceed adopted increases without going through the Proposition 218 process again. Rates adopted pursuant to Proposition 218 are essentially future rate caps.

3 COST OF SERVICE RATE DERRIVATION

Article XIII D, Section 6 of the California Constitution (which was adopted by the voters in 1996 as a part of Proposition 218) requires that the City adopt only rates that meet a number of substantive requirements.

Specifically:

- (1) Revenues derived from the water rates cannot exceed the funds required to provide water service.
- (2) Revenues derived from the water rates cannot be used for any purpose other than providing water service.
- (3) The amount of the water rates imposed upon any parcel or person as an incident of property ownership cannot exceed the proportional cost of the service attributable to the parcel.
- (4) Water rates may not be imposed unless water service is actually used by, or immediately available to, the owner of the property in question.

In San Juan Batista, each water customer is charged both a monthly fixed rate and a volumetric charge based on the quantity of water delivered by the City to the customer. This reflects that (i) some system costs, such as the costs of purchasing treated water from SBCWD are based entirely on the actual quantity of water consumed, (ii) other system costs are fixed from the point of view of the City, but are a result of design decisions that were made to accommodate all users, including high-demand users, and (iii) some costs, particularly the cost of administering the water system, would be largely the same regardless of the volume of water use.

3.1 Functional Allocation and Rate Derivation

There must be a cost based nexus between the revenue requirement from the cash flow and the proposed rates. The nexus is created by allocating the expenses and offsetting non-rate revenues by function and then dividing those functional revenue requirements by the allocations units most reasonably related to each function.

The following table shows a breakdown of the water utility's expenses and offsetting revenues and how they are allocated by function. The proportional allocation is then applied to the rate revenue requirement so that the rates are proportional to the cost of service provided. To recover the allocated revenue requirements proportionally to the service provided, a unit cost must be derived. Critical to this step is using the unit which relates to the function.

The allocation amounts are based on the last year of the proposed rates, FY 26-27, because it reflects the completed regionalization project in operation. The revenue requirements leading up to that year are increasing to fund the project.

Table 4 – Functional Allocation

Functional Allocation	Amount	Fixed	Volumetric
Expenses			
General & Administrative	\$161,360	80.00%	20.00%
Utilities	\$80,998	30.00%	70.00%
Water System O&M	\$70,258	60.00%	40.00%
Chemicals and Testing	\$8,100		100.00%
Personnel	\$256,992	65.65%	34.35%
SBCWD Water Purchase	\$186,065		100.00%
SBCWD Fixed Charges	\$190,686		100.00%
Repair and Replacement	\$116,986	60.00%	40.00%
HUAP Buy-In to SBCWD	\$229,525	60.00%	40.00%
Project Financing Repayment	\$461,673	60.00%	40.00%
Existing Debt Service	\$409,360	60.00%	40.00%
Expense Allocation \$	\$2,172,003	\$1,094,790	\$1,077,214
Expense Allocation %		50.40%	49.60%
Offsetting Revenues			
Interest and Penalties	\$26,000	50.40%	49.60%
Water Meter Maint. Fees	\$16,000	60.00%	40.00%
Utility Connection Fees	\$18,004	60.00%	40.00%
Offsetting Revenue Allocation \$	\$60,004	\$33,506	\$26,498
Offsetting Revenue Allocation %		55.84%	44.16%
Total Allocation	\$2,111,999	\$1,061,283	\$1,050,716
Functional Allocation %		48.86%	51.14%
Revenue Requirement	\$1,361,435.13	\$665,197.20	\$696,237.92

Functional Allocation Categories

- **Fixed-** Fixed costs are recovered per customer. Fixed costs or costs related to system capacity were allocated to this category.
- **Volumetric-** Costs reasonably recovered volumetrically were allocated to this category. Volumetric costs are recovered per unit of volume (1,000 gallons) based on all projected demand.

Functional Allocation Line Items

All allocations were based on feedback from City staff.

Operating Expenses

- **General & Administrative-** General & Administrative Expenses, such as costs of Office Supplies, Security and Janitorial Services, were allocated 80% to fixed and 20% to volumetric because the bulk of these costs would be incurred in the same amount regardless of the

volume of water carried by the system, but some costs are a result of the designed capacity of the system. For example, a smaller system would require less staff leading to reduced office supply costs.

- **Utilities-** The Utilities (electricity and gas) expenses for the City's water system were allocated 30% to fixed and 70% to volumetric because the bulk of these costs are related to pumping and treating groundwater, and therefore vary based on the amount of water delivered by the system, while some utility usage, such as the electricity for lighting buildings and office functions, is a fixed cost.
- **Water System O&M-** Expenses associated with the operation and maintenance of the City's water system were, like capital costs of the system, allocated 60% to fixed and 40% to volumetric because O&M costs are largely fixed based on anticipated lifecycles of system elements, but are partially related to design decisions based on system capacity needs.
- **Chemicals and Testing-** The costs of testing and treating water in the system are entirely related to water demand and therefore were allocated 100% to volumetric.
- **Personnel-** The 1.55 full time equivalent (FTE) maintenance personnel and the .1 FTE allocated to capital projects are allocated on a 60%/40% basis to match the treatment of non-personnel costs of the same type. The .65 FTE of Administrative personnel were allocated on an 80%/20% basis as General and Administrative costs. This led to an overall allocation basis of 65.65%/34.35%.

Imported Water Purchase Expenses

- **SBCWD Water Purchase-** SBCWD wholesale charges to the City for water delivered to the City were allocated 100% to volumetric.
- **SBCWD Fixed Charges-** SBCWD charges for the operating costs of treating the purchased water is also allocated 100% to volumetric.

Capital Expenses

All capital costs are allocated 60% to fixed and 40% to volumetric because these costs are fixed, but are partially related to design decisions based on system capacity needs.

Other Revenue

- **Interest and Penalties-** Interest and penalties were allocated based on the overall allocation of expenses.
- **Capital Revenue-** Water meter fees and utility connection fees were allocated as if they were capital or O&M costs.

The following table shows the allocation units and total revenue requirement by function. The revenue requirement divided by the demand allocation units in a given category provides each category's unit rate.

Table 5 – Rate Derivation

<u>Unit Rate Calculation</u>	<u>Fixed</u>	<u>Volumetric</u>
<i>Units</i>	<i>Customers</i>	<i>1,000 Gallons</i>
Monthly Units	841.00	8,227.85
Months	<u>12</u>	<u>12</u>
Annual Allocation Units	10,092.00	98,734.24
Revenue Requirement	<u>\$665,197.20</u>	<u>\$696,237.92</u>
Unit Rate	\$65.91	\$7.05

3.2 Rate Structure Recommendations

BWA reviewed the current water rate structure and recommends the City charge outside city customers the same rates charged to inside city customers.

3.3 Proposed Water Rates

The following table shows a 5-year schedule of proposed water rates.

Table 6 – Proposed Water Rates

<u>Water Rates</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

4 CONCLUSION AND RECOMMENDATIONS

This water rate study report presents a comprehensive review of the City of San Juan Bautista's water revenue requirements and rate structures. The City will need regular annual rate increases to keep up with cost inflation and be able to complete necessary capital projects while maintaining prudent reserves.

4.1 Conclusion

The City practices sound financial planning which has provided for the financial health of the water enterprise. Historically, the City has increased rate revenue to keep up with inflationary cost increases and fund system upgrades and maintenance. However, the City is facing large capital expenditures which require rates to increase greater than inflation. These recent developments have been factored into the water rate study and are reflected in the above proposed rates. Adoption of these rates reflect the City's commitment to stewarding financially sound utilities and providing reliable, high quality water service that will benefit the community many years into the future.

4.2 Recommendations

BWA recommends that the City adopt the rates shown in this report. Rates were developed as part of a collaborative process. At minimum, BWA recommends that the City review and update its water rate study every five years and/or concurrent with Master Plan Updates. Proposition 218 allows public agencies to adopt rates over a five-year planning period. Any further rate increases must be proposed as part of a new Proposition 218 process.

APPENDIX A

Water Rate Study Tables



SAN JUAN BAUTISTA
The City of History

Water Rate Study 2022

Draft

May 20, 2022



BARTLE WELLS ASSOCIATES
Independent Public Finance Advisors

Table A
City of San Juan Bautista
Draft Water Rates
Water Rate Study

Water Rates	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Existing</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>	<i>Proposed</i>
Volumetric Rate \$/1000 gallons	\$6.35	\$7.05	\$8.04	\$9.17	\$9.63	\$10.12
Monthly Base Rate	\$55.76	\$65.91	\$75.15	\$85.68	\$89.97	\$94.47

Table 1
City of San Juan Bautista
Water Demand and Supply Cost
Water Rate Study

Metered Water Demand		FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	
		<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	
Demand (1,000 gallons)		98,500	98,734	98,968	99,203	99,437	99,671	
Demand (AF)		302	303	304	304	305	306	
Customers		839	841	843	845	847	849	
Projected Additional Customers		2	2	2	2	2	2	
Total Customers		841	843	845	847	849	851	
Consumption per Customer		117	117	117	117	117	117	
<hr/>								
Water Supply Cost		Escelation	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Volumetric Water Supply Cost								
Cost of Raw Water (\$/AF)	4.0%	\$624	\$649	\$675	\$702	\$730	\$759	
Cost of Raw Water Power (\$/AF)	5.0%	<u>\$58</u>	<u>\$61</u>	<u>\$64</u>	<u>\$67</u>	<u>\$70</u>	<u>\$74</u>	
Water Supply Cost (\$/AF)		\$681.75	\$709.60	\$738.59	\$768.77	\$800.19	\$832.90	
Projected Water Purchase (AF)					<u>111.44</u>	<u>222.87</u>	<u>223.40</u>	
Projected Total Water Supply Cost		\$0	\$0	\$0	\$85,668	\$178,338	\$186,065	
<hr/>								
Fixed Water Supply Cost								
Estimated Fixed O&M Cost	4.0%	\$113,236	\$117,766	\$122,476	\$127,375	\$132,470	\$137,769	
Reserve Allocation	4.0%	<u>\$43,494</u>	<u>\$45,234</u>	<u>\$47,043</u>	<u>\$48,925</u>	<u>\$50,882</u>	<u>\$52,917</u>	
Total Fixed Water Supply Cost					\$88,150	\$183,352	\$190,686	
Total Water Supply Cost		\$0	\$0	\$0	\$173,818	\$361,690	\$376,751	

Table 2
City of San Juan Bautista
Projected Operating Expenses
Water Rate Study

Cost Escalation		FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
General Inflation					5.0%	4.5%	4.0%	4.0%
Expenses ¹	Category	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
		<i>Actual</i>	<i>Estimated</i>	<i>Draft Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
502.000 · Salaries and Wages - FT	Personnel	\$154,128	\$155,981	\$167,560	\$175,938	\$183,855	\$191,209	\$198,858
508.000 · FICA	Personnel	\$12,289	\$12,019	\$14,494	\$15,219	\$15,904	\$16,540	\$17,201
510.000 · Worker's Comp	Personnel	\$3,476	\$7,620	\$7,783	\$8,172	\$8,540	\$8,881	\$9,237
514.000 · Health Insurance	Personnel	\$18,308	\$25,779	\$24,793	\$26,033	\$27,204	\$28,292	\$29,424
518.000 · 457k Retirement Contribution	Personnel	\$931	\$1,329	\$1,915	\$2,011	\$2,101	\$2,185	\$2,273
522.000 · Uniforms & Alterations	General & Administrative	\$251	\$57	\$100	\$105	\$110	\$114	\$119
524.000 · Phys., Drug & Psych Testing	Personnel	\$15	\$0		\$0	\$0	\$0	\$0
526.000 · Education and Training	General & Administrative	\$375	\$377	\$400	\$420	\$439	\$456	\$475
550.000 · Office Supplies	General & Administrative	\$1,501	\$2,000	\$2,000	\$2,100	\$2,195	\$2,282	\$2,374
558.000 · Printing and Copies	General & Administrative	\$14	\$700	\$700	\$735	\$768	\$799	\$831
562.000 · Food and Beverages	General & Administrative	\$60	\$200	\$200	\$210	\$219	\$228	\$237
516.000 · Insurance - Liab/Bond/Auto/Pro	General & Administrative	\$22,548	\$15,000	\$15,000	\$15,750	\$16,459	\$17,117	\$17,802
544.000 · Computer Software Service	General & Administrative	\$487	\$700	\$700	\$735	\$768	\$799	\$831
545.000 · Computer Hardware Service	General & Administrative	\$286	\$100	\$100	\$105	\$110	\$114	\$119
530.000 · Dues and Subscriptions	General & Administrative	\$8,725	\$3,200	\$3,200	\$3,360	\$3,511	\$3,652	\$3,798
634.000 · Copier Services & Lease	General & Administrative	\$1,416	\$1,700	\$1,700	\$1,785	\$1,865	\$1,940	\$2,018
638.000 · Bank Charges/PR Processing	General & Administrative	\$2,750	\$4,800	\$4,800	\$5,040	\$5,267	\$5,477	\$5,697
551.000 · Postage and Freight	General & Administrative	\$3,023	\$3,600	\$3,600	\$3,780	\$3,950	\$4,108	\$4,272
600.000 · Operational Contracts	General & Administrative	\$142,132	\$78,000	\$78,000	\$81,900	\$85,586	\$89,009	\$92,569
602.000 · Legal	General & Administrative	\$7,365	\$100	\$100	\$105	\$110	\$114	\$119
604.000 · Engineering	Water System O&M	\$31,811	\$30,000	\$30,000	\$31,500	\$32,918	\$34,234	\$35,604
612.002 · Security	General & Administrative	\$898	\$800	\$800	\$840	\$878	\$913	\$949
624.000 · Janitorial	General & Administrative	\$99	\$200	\$200	\$210	\$219	\$228	\$237
643.000 · Water	Water System O&M	\$1,448	\$0	\$0	\$0	\$0	\$0	\$0
654.000 · Chemical Testing	Chemicals and Testing	\$4,225	\$8,500	\$8,500	\$8,925	\$9,327	\$3,395	\$3,531
Bad debt	General & Administrative	\$29,761	\$8,000	\$8,000	\$6,000	\$6,270	\$6,521	\$6,782
640.000 · Telecomm	General & Administrative	\$876	\$2,500	\$2,500	\$2,625	\$2,743	\$2,853	\$2,967
642.000 · Electricity	Utilities	\$51,938	\$75,000	\$75,000	\$78,750	\$82,294	\$72,748	\$75,658
656.000 · Licenses and Permits	General & Administrative	\$15,950	\$16,000	\$16,000	\$16,800	\$17,556	\$18,258	\$18,989
658.000 · Property Taxes	General & Administrative	\$88	\$150	\$150	\$158	\$165	\$171	\$178
712.000 · Materials	Water System O&M	\$97	\$0	\$0	\$0	\$0	\$0	\$0
532.01 · Equipment Rental	Water System O&M	\$424	\$0	\$0	\$0	\$0	\$0	\$0
701.000 · Small Tools	Water System O&M	\$270	\$0	\$0	\$0	\$0	\$0	\$0
554.000 · Gasoline & Diesel Fuel	Utilities	\$2,193	\$3,987	\$4,500	\$4,725	\$4,938	\$5,135	\$5,341
552.000 · Chemical and Gasses	Chemicals and Testing	\$14,307	\$10,731	\$11,000	\$11,550	\$12,070	\$4,393	\$4,569
716.000 · Parts - City Rep. Vehicles	Water System O&M	\$0	\$261	\$300	\$315	\$329	\$342	\$356
718.000 · Parts - City Rep. Equipment	Water System O&M	\$328	\$929	\$1,000	\$1,050	\$1,097	\$1,141	\$1,187
720.000 · Parts - City Rep. Water	Water System O&M	\$4,946	\$9,780	\$10,000	\$10,500	\$10,973	\$11,411	\$11,868
726.000 · Parts - City Rep. Parks	Water System O&M	\$373	\$0	\$0	\$0	\$0	\$0	\$0
751.001 · Maint. & Repair Wells	Water System O&M	\$5,964	\$15,000	\$15,000	\$15,750	\$16,459	\$17,117	\$17,802
752.000 · Vehicle Maint. - Outside	Water System O&M	\$0	\$300	\$300	\$315	\$329	\$342	\$356
754.000 · Equipment Maint. - Outside	Water System O&M	\$0	\$100	\$100	\$105	\$110	\$114	\$119
764.000 · Water Maintenance - Outside	Water System O&M	\$583	\$2,500	\$2,500	\$2,625	\$2,743	\$2,853	\$2,967
Total Operating Expenses		\$546,659	\$498,000	\$512,995	\$536,245	\$560,376	\$555,489	\$577,709
<i>% Change from Previous Year</i>			<i>-8.9%</i>	<i>3.0%</i>	<i>4.5%</i>	<i>4.5%</i>	<i>-0.9%</i>	<i>4.0%</i>

¹ Based on SJB budget

² Highlighted cells reflect cost reductions due to reduced groundwater production and treatment

Table 3
City of San Juan Bautista
Projected Operating Revenues
Water Rate Study

Cost Escalation	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Demand Growth				0.2%	0.2%	0.2%	0.2%
Revenue	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Actual</i>	<i>Estimated</i>	<i>Draft Budget</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Rate Revenue	\$1,170,961	\$1,110,994	\$1,194,241	\$1,364,665	\$1,559,400	\$1,781,914	\$1,875,417
Additional Rate Revenue^{1,2}	\$0	\$0	\$167,194	\$191,053	\$218,316	\$89,096	\$93,771
Other Revenue							
484.000 · Interest and Penalties	\$1,386	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000	\$26,000
480.003 · Reimbursed City expenses	\$2,635	\$2,800	\$2,800				
493.000 · Water Meter Maint. Fees	\$15,000	\$15,595	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
483.000 · Utility Connection Fees	\$216,495	\$18,004	\$18,004	\$18,004	\$18,004	\$18,004	\$18,004
Total Other Revenue	\$235,516	\$62,399	\$62,804	\$60,004	\$60,004	\$60,004	\$60,004
Total Operating Revenue	\$1,406,477	\$1,173,393	\$1,424,239	\$1,615,722	\$1,837,720	\$1,931,014	\$2,029,192
<i>% Change from Previous Year</i>		<i>-16.6%</i>	<i>21.4%</i>	<i>13.4%</i>	<i>13.7%</i>	<i>5.1%</i>	<i>5.1%</i>

¹Additional revenue based on recommended increase

²Projected revenue based on projected customer counts and billed volumetric usage

Table 4
City of San Juan Bautista
Capital Improvement Costs
Water Rate Study

Project Description	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
CIP (Current Dollars)					
Capital Purchases/Improvements					
Pipeline Replacement	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
Total CIP (Current Dollars)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
CIP (Inflated Dollars)					
Total CIP (Inflated Dollars)	\$100,000	\$104,000	\$108,160	\$112,486	\$116,986
<i>Annual Inflation Rate</i>		4.0%	4.0%	4.0%	4.0%

Table 5
City of San Juan Bautista
Existing and Proposed Debt
Water Rate Study

Description	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28
	<i>Actual</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>	<i>Projected</i>
Existing Debt							
2015 Enterprise Revenue Bonds	\$365,001	\$364,341	\$366,156	\$364,753	\$364,753	\$364,753	\$364,753
2016 General Fund Advance	44,606	44,606	44,606	44,606	44,606	44,606	44,606
Total Current Debt Service	\$409,607	\$408,947	\$410,762	\$409,360	\$409,360	\$409,360	\$409,360

Table 6
City of San Juan Bautista
Cash Flow Projections
Water Rate Study

Operating Fund	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Beginning Reserves						
<i>Total Reserve Balance</i>	\$1,366,900	\$1,633,346	\$2,033,828	\$2,599,946	\$2,840,354	\$2,641,145
Revenue Escalation						
Rate Revenue Increase		14.0%	14.0%	14.0%	5.0%	5.0%
Revenues						
Rate Revenue	\$1,110,994	\$1,194,241	\$1,364,665	\$1,559,400	\$1,781,914	\$1,875,417
Additional Rate Revenue	0	167,194	191,053	218,316	89,096	93,771
Other Revenue	<u>\$62,399</u>	<u>\$62,804</u>	<u>\$60,004</u>	<u>\$60,004</u>	<u>\$60,004</u>	<u>\$60,004</u>
<i>Total Revenue</i>	<i>\$1,173,393</i>	<i>\$1,424,239</i>	<i>\$1,615,722</i>	<i>\$1,837,720</i>	<i>\$1,931,014</i>	<i>\$2,029,192</i>
Expenses						
Operating Expenses						
SJB Operating Expenses	\$498,000	\$512,995	\$536,245	\$560,376	\$555,489	\$577,709
SBCWD Water Purchase			\$0	\$85,668	\$178,338	\$186,065
SBCWD Fixed Charges			\$0	\$88,150	\$183,352	\$190,686
<i>Total Operating Expenses</i>	<i>\$498,000</i>	<i>\$512,995</i>	<i>\$536,245</i>	<i>\$734,194</i>	<i>\$917,179</i>	<i>\$954,460</i>
Non-Operating Expenses						
Rate Funded Capital	\$0	\$100,000	\$104,000	\$108,160	\$112,486	\$116,986
HUAP Buy-In to SBCWD				\$114,763	\$229,525	\$229,525
Project Financing Repayment				\$230,837	\$461,673	\$461,673
Existing Debt Service	<u>\$408,947</u>	<u>\$410,762</u>	<u>\$409,360</u>	<u>\$409,360</u>	<u>\$409,360</u>	<u>\$409,360</u>
<i>Total Non-Operating Expenses</i>	<i>\$408,947</i>	<i>\$510,762</i>	<i>\$513,360</i>	<i>\$863,119</i>	<i>\$1,213,044</i>	<i>\$1,217,543</i>
<i>Total Expenses</i>	<i>\$906,947</i>	<i>\$1,023,757</i>	<i>\$1,049,605</i>	<i>\$1,597,312</i>	<i>\$2,130,223</i>	<i>\$2,172,004</i>
Net Revenues	\$266,446	\$400,482	\$566,118	\$240,408	-\$199,209	-\$142,811
Ending Unrestricted Balance	\$1,633,346	\$2,033,828	\$2,599,946	\$2,840,354	\$2,641,145	\$2,498,334
Debt Coverage (Target 1.25)	1.65	2.22	2.64	2.13	1.35	1.50

Table 7
City of San Juan Bautista
Functional Allocation
Water Rate Study

Functional Allocation	Amount	Fixed	Volumetric
Expenses			
General & Administrative	\$161,360	80.00%	20.00%
Utilities	\$80,998	30.00%	70.00%
Water System O&M	\$70,258	60.00%	40.00%
Chemicals and Testing	\$8,100		100.00%
Personnel	\$256,992	65.65%	34.35%
SBCWD Water Purchase	\$186,065		100.00%
SBCWD Fixed Charges	\$190,686		100.00%
Repair and Replacement	\$116,986	60.00%	40.00%
HUAP Buy-In to SBCWD	\$229,525	60.00%	40.00%
Project Financing Repayment	\$461,673	60.00%	40.00%
Existing Debt Service	\$409,360	60.00%	40.00%
Expense Allocation \$	\$2,172,003	\$1,094,790	\$1,077,214
Expense Allocation %		50.40%	49.60%
Offsetting Revenues			
Interest and Penalties	\$26,000	50.40%	49.60%
Water Meter Maint. Fees	\$16,000	60.00%	40.00%
Utility Connection Fees	\$18,004	60.00%	40.00%
Offsetting Revenue Allocation \$	\$60,004	\$33,506	\$26,498
Offsetting Revenue Allocation %		55.84%	44.16%
Total Allocation	\$2,111,999	\$1,061,283	\$1,050,716
Functional Allocation %		48.86%	51.14%
Revenue Requirement	#####	\$665,197.20	\$696,237.92

Table 8
City of San Juan Bautista
Rate Derrivation
Water Rate Study

Unit Rate Calculation	Fixed	Volumetric
<i>Units</i>	<i>Customers</i>	<i>1,000 Gallons</i>
Monthly Units	841.00	8,227.85
Months	<u>12</u>	<u>12</u>
Annual Allocation Units	10,092.00	98,734.24
Revenue Requirement	<u>\$665,197.20</u>	<u>\$696,237.92</u>
Unit Rate	\$65.91	\$7.05

APPENDIX B

Water Compliance Project Cost Tables

**Table 1
City of San Juan Bautista
Water Compliance Project
Annual Cost Projection**

Decription	Annual Amount	Monthly Amount	Details
On-Going Costs			
Cost of Raw Water and Power	\$130,999	\$10,917	Table B-1
Treatment Cost	\$79,636	\$6,636	Table B-2
Fixed O&M Cost	\$108,881	\$9,073	Table B-2
Capital Reserve Contribution	\$41,821	\$3,485	Table B-3
Subtotal: On-Going Costs	\$361,339	\$30,112	
Amortized Costs			
HUAP Buy-In to SBCWD	\$229,525	\$19,127	Table A-1
Project Financing Repayment	\$461,673	\$38,473	Table 4
Subtotal: Amortized Costs	\$691,198	\$57,600	
Total Costs	\$1,052,537	\$87,711	
<hr/>			
No. of Connections	800	800	
Cost per Connection	\$1,316	\$110	



CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

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

MEETING DATE: July 19, 2022

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION:

It is recommended that the City Council:

- 1) Open public comment to accept any input from the public and consider any comments or questions. No action is required at this time.
- 2) Consider and adopt a Resolution Levying the Annual Special Tax for Community Facilities District No. 2018-01, Fiscal Year 2022/23.

BACKGROUND INFORMATION:

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

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

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

Zone 1 Copperleaf has a maximum tax of \$934.39

Zone 2 Rancho Vista has a maximum tax of \$1,193.29

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

Over the past three years, the assessments have been about half of the estimated maximum tax. Last year, Zone 1 was taxed \$487.68 (\$15.82 increase), and Zone 2 was taxed \$768.50 (\$90.18 increase).

DISCUSSION:

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

The Method of Apportionment, found in the Formation Report, allowed for an annual escalator to the maximum special tax amounts. The established annual escalator is equal to the greater of 2% or the annual Consumer Price Index-All Urban Consumers ("CPI-U") for the San Francisco-Oakland-Hayward area. For Fiscal Year 2021/22, the annual CPI-U was 1.72%. As a result, 2% was applied to the Fiscal Year 2020/21 maximum special tax for each tax area referenced above, establishing the adjusted maximum special tax for Fiscal Year 2021/22 and Fiscal Year 22/23.

This is the second year the City has had a history of actual maintenance costs to consider for the District's two budgets. For Fiscal Year 21/22, In Zone 1, (Copperleaf), this estimate was spot-on and only a small increase of \$15 is being sought. But in Rancho Vista, the cost of landscape maintenance was higher than estimated. This is due in part to taking on additional open-space in and around the last phase of development that was not part of the initial 2018 Formation Report estimate. This budget will require an adjustment/increase of \$90.18 (13%). It is still \$400 dollars less than the maximum tax, and should be stable now for some time to come, or until a major maintenance job is required.

In summary,

COPPERLEAF

The adjusted maximum CPI-U for Zone 1, the Copperleaf tax area for Fiscal Year 2022/23 is \$964.50. The actual special tax being proposed for Copperleaf parcels is the same as in Fiscal Year 21/22 - \$487.68. No increase is proposed. If the costs exceed the anticipated revenue of \$21,945.60, it will be less than \$700 and can be paid from the current Reserves of \$32,000 (which is greater than one fiscal year's operations costs).

CPI History - Copperleaf

Fiscal Year	Annual CPI %	Applied CPI Calculation	Adjusted Max. Special Tax	Actual Special tax
2018-19	N/A	N/A	\$855.12	\$0.00
2019-20	4.60%	1.039339752	\$888.76	\$888.76
2020-21	3.80%	1.030832844	\$916.16	\$472.86
2021-22	1.72%	1.020000000	\$934.49	\$487.86
2022-23	3.21%	1.032114341	\$964.50	\$503.34

The City is not proposing to increase the Copperleaf Assessment by the annual CPI 3.21% keeping the rate at \$487.86.

RANCHO VISTA

The adjusted maximum CPI-U for Zone 2, the Rancho Vista tax area for Fiscal Year 2022/23 is \$1,231.61. The actual special tax being proposed for Rancho Vista parcels is the same as in Fiscal Year 21/22 - \$768.50. It is unlikely that budgeted costs of \$51,716 will exceed the anticipated revenue of \$65,322.50. This District has a balance of \$30,000, and will add another \$13,000 to it.

CPI History - Rancho Vista

Fiscal Year	Annual CPI %	Applied CPI Calculation	Adjusted Max. Special Tax	Actual Special tax
2018-19	N/A	N/A	\$1,091.94	\$0.00
2019-20	4.60%	1.039339752	\$1,134.90	\$1,133.30
2020-21	3.80%	1.030832844	\$1,169.89	\$678.32
2021-22	1.72%	1.020000000	\$1,193.29	\$768.50
2022-23	3.21%	1.032114341	\$1,231.61	\$782.60

The City is not proposing to increase the Copperleaf Assessment by the annual CPI 3.21% keeping the rate at \$768.50.

FISCAL IMPACT:

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

ATTACHMENTS:

1. Resolution Approving the Levy of the 2022/23 Annual Special Tax for the CFD.
2. Annual Levy Report

ANNUAL REPORT FOR THE SAN JUAN BAUTISTA COMMUNITY FACILITIES DISTRICT 2018-01

Senate Bill 165, filed with the Secretary of State on September 19, 2000, enacted the Local Agency Special Tax and Bond Accountability Act (the "Act"). This Act requires that any local special tax/local bond measure subject to voter approval contain a statement indicating the specific purposes of the special tax, require that the proceeds of the special tax be applied to those purposes, require the creation of an account into which the proceeds shall be deposited and require an annual report containing specific information concerning the use of the proceeds. The Act only applies to any local special tax measure or local bond measure adopted on or after January 1, 2001, in accordance with Section 50075.1 of the California Government Code (the "Code").

Some of the requirements of the Act are handled at the formation of the special tax district and others are handled through annual reports. This report intends to comply with Section 50075.3 or Section 53411 of the Code that states:

"The chief financial officer of the issuing local agency shall file a report with the governing body no later than January 1, 2002 and at least once a year thereafter".

The annual report shall contain all of the following:

- The amount of funds collected and expended.
- The status of any project required or authorized to be funded as identified in subdivision (a) of Section 50075.1 or Section 53410.

The requirements of the Act apply to the Improvement Fund for Community Facilities District No. 2018-01 (the "CFD"), for the current Tax Rate Areas (Copperleaf and Rancho Vista). The appropriate information is displayed in the tables on the following page:

CFD 2018-01 MAINTENANCE SERVICES Tax Zone 1 (COPPERLEAF)				
Formation Date	2020/21 Annual Levy	7/1/2021 Improvement Fund Balance	Amount Expended to Date	Project Status
10/06/2018	\$21,278.70	\$16,100.14	\$9,596	Improvements have been installed and accepted

CFD 2018-01 MAINTENANCE SERVICES Tax Zone 2 (RANCHO VISTA)				
Formation Date	2020/21 Annual Levy	7/1/2021 Improvement Fund Balance	Amount Expended to Date	Project Status
10/06/2018	\$57,657.20	\$55,289.65	\$11,871	Improvements have been installed and accepted

FY 21/22

Copperleaf = \$13,835

Rancho Vista = \$69,515

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

Fiscal Year 2022/23 Cost Estimate Summary - Copperleaf

Item	Cost
Maintenance	
Landscape Maintenance	\$10,527.42
Street Lighting Maintenance	\$779.05
Street Maintenance	\$1,138.61
Rounding Adjustment	<u>\$0.14</u>
Total Maintenance Cost	\$12,445.22
Administrative Cost	
	\$2,489.04
Reserves	
Operating Reserve (10% of Total Maintenance Cost)	\$1,493.43
Annual Capital Replacement Reserve	<u>6,222.61</u>
Total Reserves	\$7,716.04
Total Estimated Special Tax Amount - Fiscal Year 2022/23	\$22,650.30
Total Number of Developed Single Family Parcels	45
Fiscal Year 2022/23 Applied Special Tax per Parcel	\$503.34
Fiscal Year 2022/23 Maximum Special Tax per Parcel	\$964.50

Operating Reserve Fund Balance	
Estimated Reserve Fund Beginning Balance (7/1/2022)	\$4,696.99
2022/23 Operating Reserve Fund Collection/(Reduction)	<u>\$1,493.43</u>
Estimated Reserve Fund Ending Balance (6/30/2023)	\$6,190.42

Capital Replacement Fund Balance	
Estimated Reserve Fund Beginning Balance (7/1/2022)	\$22,129.15
2022/23 Contribution to Capital Replacement	<u>\$6,222.61</u>
Estimated Reserve Fund Ending Balance (6/30/2023)	\$28,351.76

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

Fiscal Year 2022/23 Cost Estimate Summary - Rancho Vista

Item	Cost
Maintenance	
Landscape Maintenance	\$24,254.35
Street Lighting Maintenance	\$2,305.78
Street Maintenance	\$2,621.68
Rounding Adjustment	<u>\$0.76</u>
Total Maintenance Cost	\$29,182.57
Administrative Cost	
	\$5,836.51
Reserves	
Operating Reserve (10% of Total Maintenance Cost)	\$3,501.91
Annual Capital Replacement Reserve	<u>\$28,000.00</u>
Total Reserves	\$31,501.91
Total Estimated Special Tax Amount - Fiscal Year 2022/23	\$66,521.00
Total Number of Developed Single Family Parcels	85
Fiscal Year 2022/23 Applied Special Tax per Parcel	\$782.60
Fiscal Year 2022/23 Maximum Special Tax per Parcel	\$1,231.61

Operating Reserve Fund Balance	
Estimated Reserve Fund Beginning Balance (7/1/2022)	\$4,853.24
2022/23 Operating Reserve Fund Collection/(Reduction)	<u>\$3,501.91</u>
Estimated Reserve Fund Ending Balance (6/30/2023)	\$8,355.15

Capital Replacement Fund Balance	
Estimated Reserve Fund Beginning Balance (7/1/2022)	\$55,289.65
2022/23 Contribution to Capital Replacement	<u>\$28,000.00</u>
Estimated Reserve Fund Ending Balance (6/30/2023)	\$83,289.65

RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA LEVYING THE ANNUAL SPECIAL
TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2018-01
FOR FISCAL YEAR 2022/23**

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

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

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

SECTION 2. The specific special tax to be collected for the CFD, for Fiscal Year 2022/23 is hereby determined and established as shown on the attached special tax rolls for each Tax Zone.

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED this 19th day of July, 2022, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Leslie Jordan, Mayor

ATTESTED:

Don Reynolds, City Manager (acting Deputy City Clerk)

2021/22 SPECIAL TAX ROLL FOR TAX ZONE 1 (COPPERLEAF)

<u>APN</u>	<u>Lot</u>	<u>2021/22 Special Tax</u>	<u>APN</u>	<u>Lot</u>	<u>2021/22 Special Tax</u>
002-610-007	1	\$487.68	002-610-030	24	\$487.68
002-610-008	2	\$487.68	002-610-031	25	\$487.68
002-610-009	3	\$487.68	002-610-032	26	\$487.68
002-610-010	4	\$487.68	002-610-033	27	\$487.68
002-610-011	5	\$487.68	002-610-034	28	\$487.68
002-610-012	6	\$487.68	002-610-035	29	\$487.68
002-610-013	7	\$487.68	002-610-036	30	\$487.68
002-610-014	8	\$487.68	002-610-037	31	\$487.68
002-610-015	9	\$487.68	002-610-038	32	\$487.68
002-610-016	10	\$487.68	002-610-039	33	\$487.68
002-610-017	11	\$487.68	002-610-040	34	\$487.68
002-610-018	12	\$487.68	002-610-041	35	\$487.68
002-610-019	13	\$487.68	002-610-042	36	\$487.68
002-610-020	14	\$487.68	002-610-043	37	\$487.68
002-610-021	15	\$487.68	002-610-044	38	\$487.68
002-610-022	16	\$487.68	002-610-045	39	\$487.68
002-610-023	17	\$487.68	002-610-046	40	\$487.68
002-610-024	18	\$487.68	002-610-047	41	\$487.68
002-610-025	19	\$487.68	002-610-048	42	\$487.68
002-610-026	20	\$487.68	002-610-049	43	\$487.68
002-610-027	21	\$487.68	002-610-050	44	\$487.68
002-610-028	22	\$487.68	002-610-051	45	\$487.68
002-610-029	23	\$487.68			<u>\$21,945.60</u>

2021/22 SPECIAL TAX ROLL FOR TAX ZONE 2 (RANCHO VISTA)

2021/22			2021/22		
<u>APN</u>	<u>Lot</u>	<u>Special Tax</u>	<u>APN</u>	<u>Lot</u>	<u>Special Tax</u>
002-620-001	11	\$768.50	002-620-047	57	\$768.50
002-620-002	10	\$768.50	002-620-048	58	\$768.50
002-620-003	9	\$768.50	002-620-049	Basin	\$0.00
002-620-004	8	\$768.50	002-620-051	Park	\$0.00
002-620-005	7	\$768.50	002-620-052	4	\$768.50
002-620-006	6	\$768.50	002-620-053	3	\$768.50
002-620-007	5	\$768.50	002-620-054	2	\$768.50
002-620-008	12	\$768.50	002-620-055	1	\$768.50
002-620-009	13	\$768.50	002-620-056	50	\$768.50
002-620-010	14	\$768.50	002-620-057	49	\$768.50
002-620-011	15	\$768.50	002-620-058	48	\$768.50
002-620-012	16	\$768.50	002-620-059	53	\$768.50
002-620-013	17	\$768.50	002-620-060	52	\$768.50
002-620-014	18	\$768.50	002-620-061	51	\$768.50
002-620-015	19	\$768.50	002-620-062	N/A	\$0.00
002-620-016	20	\$768.50	002-220-012	75	\$768.50
002-620-017	21	\$768.50	002-220-013	74	\$768.50
002-620-018	22	\$768.50	002-220-014	73	\$768.50
002-620-019	23	\$768.50	002-220-015	72	\$768.50
002-620-020	24	\$768.50	002-220-016	71	\$768.50
002-620-021	25	\$768.50	002-220-017	70	\$768.50
002-620-022	26	\$768.50	002-220-018	80	\$768.50
002-620-023	27	\$768.50	002-220-019	79	\$768.50
002-620-024	28	\$768.50	002-220-020	78	\$768.50
002-620-025	29	\$768.50	002-220-021	77	\$768.50
002-620-026	30	\$768.50	002-220-022	76	\$768.50
002-620-027	31	\$768.50	002-220-023	C	\$0.00
002-620-028	32	\$768.50	002-220-024	81	\$768.50
002-620-029	33	\$768.50	002-220-025	82	\$768.50
002-620-030	34	\$768.50	002-220-026	83	\$768.50
002-620-031	35	\$768.50	002-220-027	84	\$768.50
002-620-032	36	\$768.50	002-220-028	85	\$768.50
002-620-033	37	\$768.50	002-220-029	D	\$0.00
002-620-034	38	\$768.50	002-220-030	59	\$768.50
002-620-035	39	\$768.50	002-220-031	60	\$768.50
002-620-036	40	\$768.50	002-220-032	61	\$768.50
002-620-037	41	\$768.50	002-220-033	62	\$768.50
002-620-038	42	\$768.50	002-220-034	63	\$768.50
002-620-039	43	\$768.50	002-220-035	64	\$768.50
002-620-040	44	\$768.50	002-220-036	69	\$768.50
002-620-041	45	\$768.50	002-220-037	68	\$768.50
002-620-042	46	\$768.50	002-220-038	67	\$768.50
002-620-043	47	\$768.50	002-220-039	66	\$768.50
002-620-044	54	\$768.50	002-220-040	65	\$768.50
002-620-045	55	\$768.50	002-220-041	E	\$0.00
002-620-046	56	\$768.50	002-220-042	G	\$0.00

\$65,322.50



LEAGUE OF
**CALIFORNIA
CITIES**

Council Action Advised by August 31, 2022

DATE: June 1, 2022

TO: City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 7-9, 2022**

Cal Cities 2022 Annual Conference & Expo is scheduled for September 7-9, 2022 in Long Beach. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 9. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

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

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Friday, September 2. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open by June 1 on the [Cal Cities](#) website. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.



- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Long Beach Convention Center, will be open at the following times: Wednesday, September 7, 8:00 a.m. – 6:00 p.m.; Thursday, September 8, 7:00 a.m. – 4:00 p.m.; and Friday, September 9, 7:30 a.m.–12:30 p.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to Cal Cities office by Friday, September 2. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form



LEAGUE OF
CALIFORNIA
CITIES

CITY: _____

**2022 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM**

Please complete this form and return it to Cal Cities office by Friday, September 2, 2022. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

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

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

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

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

Name: _____ Email: _____

Mayor or City Clerk _____ Date _____ Phone _____
(circle one) (signature)

Please complete and return by Friday, September 2, 2022 to:
Darla Yacub, Assistant to the Administrative Services Director
E-mail: dyacub@calcities.org; Phone: (916) 658-8254



Annual Conference Voting Procedures

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



San Benito County Integrated Waste Management Regional Agency

2301 Technology Parkway • Hollister, CA 95023 • (831) 636-4110 • Fax (831) 636-4176

San Benito County Integrated Waste Management Regional Agency
2301 Technology Parkway
Hollister, CA 95023
www.cosb.us/iwm

June 28, 2022

MEMO: 2022 Solid Waste Rate Adjustment

Dear City Managers and County Administrative Officer,

As you may recall, each year solid waste rates are adjusted throughout the County under the Franchise Agreement between Recology (Contractor) and the Cities of Hollister and San Juan Bautista and the County of San Benito. Integrated Waste Management (IWM) staff has reviewed and has engaged R3 Consulting Group, Inc. (R3) to further review the 2022 rate adjustment calculations submitted to San Benito County (County) by Recology South Valley (Recology). Based on County and Consultant staff analysis and consistent with the methodology in the current franchise agreement approved by the County and both cities, we have confirmed the accuracy of the 4.3% rate increase. The purpose of this memo is to provide a brief overview of the methodology for your discussions with County and City stakeholders and members of the public.

Current Rate Increase effective July 1, 2022

The County and the Cities are members of a Regional Agency formed to comply with State solid waste requirements and regulations. Last year, the three member agencies approved a 5-year maximum annual rate increase (not to exceed 5% each year) through a proposition 218 noticing and rate setting process. Because of the 5% annual maximum rate increase, this **4.3% increase is effective July 1, 2022** and will be presented in the next Recology residential and commercial bill inserts with no additional need for public noticing or hearings.

Annual Rate Adjustment Background

The current [Franchise Agreement](#) was entered into as of November 1, 2018, between the City of Hollister, the City of San Juan Bautista and the County of San Benito, (referred to collectively as the "Regional Agency Members"), and Recology. The annual rate adjustment methodology, found in Attachment E1 of the Agreement, was established in 2018. It utilizes both an index and tonnage-based calculus on the rate components to result in an annual adjustment to the overall rates. As described in the agreement, the multi-index Rate adjustment methodology involves adjusting: (1) the operating component of Rates for the current Rate Period by changes in CPI and Fuel Index; and (2) the disposal, processing, and fee components of the Rates by the actual changes to those components, to determine the Rates for the coming Rate Period.

The intent of performing the multi-index-based adjustment is to allow the Contractor's Compensation to be adjusted throughout the Term of this Agreement (considering those specific cost categories of

“fuel” that may be more volatile than the CPI) using simple, readily available indicators of changes in the Contractor’s costs for providing service. The following are the rate components which are adjusted annually, per the Methodology in the Agreement:

- » Operations Component (collection, administration, capital, profit)
- » Disposal Component (local tipping fee)
- » Recycling Processing Component (cost and revenue associated with recyclables)
- » Organics Processing Component (cost to process organics)
- » Fee Component (franchise, AB939, HHW, litter Abatement fees).

The workbook the Contractor submitted very clearly showed their calculations. Recology accurately applied the calculated component adjustments to the individual rate components, resulting in new overall rates. The overall rate adjustment was found to be 4.3%.

The new rates can be found [here](#) beginning July 1, 2022. Should you have any questions, please do not hesitate to reach out.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: DISCUSSION ABOUT FIREWORKS ENFORCEMENT
JULY 1- JULY 5, 2022

MEETING DATE: July 19, 2022

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

It is recommended that the City Council receive staff's report summarizing enforcement activities around the City on the 4th of July weekend and discuss the effectiveness of the enforcement and plans fireworks enforcement in future.

BACKGROUND INFORMATION:

Last year over the 4th of July weekend, the City implemented its most robust effort ever, to deter the use of illegal fireworks in the City. The City spent approximately \$6,000 on four temporary cameras systems, and extra patrol from the private security provider. The Fire Department helped with advance messaging and notices regarding the new fines (starting at \$1,0000) were published.

The implementation of the Fireworks Enforcement Strategy worked fairly well, until the 4th of July. The use of illegal fireworks was pervasive on the 4th of July. The City wrote two administrative citations and confiscated fireworks from one residence.

The team-work between private security, Code Enforcement, Sheriff and Fire Department was effective. There were no fires or injuries to report. One act of vandalism was caught on camera, and the perpetrator was cited.

The City Council discussed its strategy for 2022 at its May 17, 2022 meeting, and adopted the attached Resolution 2022-39. The strategy was widely publicized, announcing "no use of fireworks at all except between 6 PM and 10 PM" on the 4th of July.

DISCUSSION:

Following the attached Resolution 2022-39, are three attached reports related to the 4th of July: Code Enforcement summary of the weekend enforcement efforts; communications between the

City Manager and Code Enforcement during the weekend, and; private security daily reports between July 1 and July 5th (midnight on the 4th).

Electronic message boards were placed in advance of the event at the entrances to the City. One camera was moved from the Water Tank, to the Rancho Vista neighborhood. The Fire Department helped with outreach.

The City had additional support from private security this year. The company provided four officers (twice as many) through-out the weekend, extended their patrol hours, and offered up to 50-officers as back-up if needed. Reports from each patrol were provided to the City promptly, in great detail. They also provided two-way radios for constant communication between the City and private patrols. This eliminated the need for a command center allowing full deployment of personnel in the field.

The community was very cooperative. In Copperleaf, compliance was reached quickly without writing a citation. On more than one night no fireworks were reported. On the 4th of July, the fireworks ended at or before 10 PM. Private security wrote one citation and Code Enforcement wrote a second; both for fireworks violations. One was the teen vandal identified in the text from Code Enforcement. The second was a person visiting from out of town. There were no reported fires, nor was there an excess of 911 calls reported the next morning from the Fire Department.

Social media indicated that the Anzar High School Booster Club did not raise as much as usual from its fireworks sales. This has not been confirmed. In a debrief, it seems to be a positive outcome of having a window of opportunity for persons to use safe and sane fireworks on the 4th from 6-10 PM on their private property.

In August, the City Attorney will bring a new Ordinance to the City Council to discuss future fireworks policies. Staff was directed to draft a policy that makes *all* fireworks illegal; both the sale and use of fireworks within the City.

FISCAL IMPACT:

The City spent approximately \$8,000 on its enforcement this year. The costs are not final yet, as invoices are still being paid from private security. The message boards added to the cost of the camera rental system.

ATTACHMENTS:

Resolution 2022-39
Code Enforcement Summary and report
Communications between enforcement and the City Manager
Daily patrol reports received from private security

RESOLUTION 2022-39

A RESOLUTION AND ORDER OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA PERMITTING THE USE WITHIN THE CITY ONLY BETWEEN NOON AND MIDNIGHT ON JULY 4, 2022, ONLY ON PRIVATE PROPERTY FOR WHICH THE OWNER HAS GIVEN PRIOR PERMISSION; AND AUTHORIZING THE ANZAR HIGH SCHOOL BOOSTERS CLUB TO SELL APPROVED FIREWORKS WITHIN THE CITY FOR THE JULY 4, 2022, HOLIDAY

WHEREAS, Section 5-16-100 of Chapter 5-16 of the City's Municipal Code entitled "Fireworks" prohibits setting off fireworks within the City except at such times and places as the City Council may be order designate and permit; and

WHEREAS, Section 5-1-165 of Chapter 5-1 entitled "California Fire Code, 2001 Edition" amends Section 7802 of the Uniform Fire Code to permit, upon approval by the City Council, the issuance by the Fire Chief of one permit for the sale during the period from noon on June 30 to midnight on July 4 of factory-packaged assortments of legal fireworks permitted by the State Fire Marshall for use by the general public; and

WHEREAS, the City of Hollister provides fire protection services under contract to the City of San Juan Bautista and the Fire Chief of the City of Hollister serves presently as the Fire Chief of the City of San Juan Bautista; and

WHEREAS, on March 17th 2022, a request was received from American Promotional Events, Inc. dba TNT Fireworks on behalf of the Anzar High School Boosters Club to sell "safe and sane" fireworks daily during the hours of 9:00 a.m. and 10:00 p.m. between the dates of June 28, 2022 and July 4, 2022, from a fireworks' stand to be located in the parking lot of The Windmill Market at 310 The Alameda; and

WHEREAS, American Promotional Events, Inc dba TNT Fireworks has provided proof of insurance coverage including, but not limited to, commercial general liability in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the City of San Juan Bautista as an additional insured; and

WHEREAS, on June 29, 2021, by Resolution 2021-34A the City Council approved the delegation of authority to its private security provider to issue administrative citations for violation of the City's fireworks laws during times of extreme heat, dry weather and extreme fire danger; and

6. For purposes of clarity the use of any fireworks within the City other than legal "safe and sane" fireworks contained in factory-packaged assortments of fireworks permitted by the State Fire Marshall for use by the general public by those persons and during the period and at the locations designated by this resolution may subject the user to the penalties provided by Resolution 2021-34A.

PASSED AND ADOPTED this 24th day of May, 2022 at a special meeting of the City Council by the following vote:

AYES: Jordan, Edge, Flores, Freels, Freeman

NOES: None

ABSENT: None

ABSTAIN: None



Leslie Q. Jordan, Mayor

ATTEST:



Don Reynolds, Acting Deputy City Clerk



City of San Juan Bautista

The "City of History"

SPECIAL JULY FOURTH ACTIVITIES REPORT 2022

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

**City Council
Mayor**

Leslie Q. Jordan

Vice Mayor

Cesar E. Flores

Councilmember

Mary Vazquez Edge

Councilmember

John Freeman

Councilmember

Scott Freels

City Manager

Don Reynolds

City Clerk

Shawna Freels

City Treasurer

Michelle Sabathia

Fire Chief

Bob Martin Del Campo

The bulk of the July Fourth period 7/1/-7/5 activities was spent mostly in support of the Fourth of July mission to prevent fires through the suppression of the use of illegal fireworks and regulate the use of safe and sane fireworks. Any activities outside the Fourth of July mission were entered into iWorQ as required.

Preparation for the Fourth of July event included the acquisition of three (3) message boards displaying "LEGAL FIREWORKS PERMITTED ONLY ON JULY 4TH BETWEEN 6PM AND 10PM". The boards were strategically placed at all three entrances into the City and fully operational on June 30, 2022 and removed on July 5, 2022.

In addition to the message boards there were four (4) camera trailers deployed throughout the city. Initially we had a commitment from a local company that provided cameras last year but due to unforeseen circumstances were not able to provide any equipment this year. We were able to contact a company Pacific Highway Rentals in Oakland that was able to provide the equipment we requested and at a cost within the City budget. The camera trailers were located at State Parks, Muckelemi @ San Antonio Street, Abbe Park on Fifth Street and at the intersection of Third and Lavagnino.

The invaluable assistance from all the Public Works staff to allow Paul Champion to be the designated worker assigned to deploy the message boards and camera trailers and to assist with the fence enclosures. The deployment went flawlessly. The personnel associated with both the camera systems and message boards provided support services 24/7. Overall evaluation of the equipment and services provided were A+.

As we all know we had hired a new security company recently and I was concerned that this special event was clearly going to be a challenge. I was incorrect, Kysmet Security stepped up and provided excellent service and during the event, without request informed me that they would be able to augment the number of Officers within a half hour from Salinas if it became necessary. The need never presented itself but just knowing the help was available lowered my stress level immensely. The quality of the Officers assigned was above average and clearly professional. Communication was by two-way radios that Kysmet provided to me in addition to cell phone communications with the Supervisor in charge of the assigned team of four Officers.

As a result of the coordinated efforts of Planning, Preparation, and Implementation there were no fires reported, two (2) Administrative Citations issued one by a Kysmet Security Officer and one by myself. Both citations were for violation of the Fireworks Code Section 5-16-100. One additional citation was issued for a big rig parked of Lavagnino Street, and a green sticker at Washington @ Lang.

From: [Rich Brown](#)
To: [Erika Del Real](#)
Cc: [Don Reynolds](#); [Brian Foucht](#)
Subject: Fourth of July
Date: Tuesday, July 5, 2022 11:20:26 AM

Erika good morning. Let me start by saying what an outstanding job your Officers performed during the Fourth of July weekend. It was a pleasure working with all your Officers who displayed the highest level of professionalism. I know this is short notice but if you could please provide a summary report of just the Fourth of July weekend activities by tomorrow morning 0800 and send it to Don Reynolds and myself that would be a great help. Don has a meeting with the Sheriff's Office tomorrow at 0900 and would like to share the information with them. Thank you for providing the highest level of security services to the City of San Juan Bautista.

Sincerely,

Rich Brown

Code Enforcement Officer
City of San Juan Bautista
W 831-623-4661 x 18
C 831-902-0615



Case #: 22172

Case Date: 07/01/22

Violation(s): July Activities

Violation Location:

Description:

Property Owner:

License Plate:

Property Owner Address:

Property Owner Phone Number:

Complainant Name:

Complainant to Remain Anonymous?:

Complainant Address:

Complainant Phone:

Compliance Date Assigned:

Date of Compliance:

Status: Closed

Tenant Name:

Tenant Phone Number:

Status:

Assigned To:

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
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Notes

Date	Note	Created By:
2022-07-04	Green sticker Washington @ Lang	Rich Brown
2022-07-01	July 4-5 The vast majority of activities were directed in support of the Fourth of July mission to prevent fires through the suppression of the use of illegal fireworks and regulate the use of safe and sane fireworks. Any activities outside the Fourth of July mission were entered into iWorQ as required.	Rich Brown



Case Report

7/1/2022 - 07/05/2022

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Group:

	Citation Open	22175	7/4/2022	7/4/2022	SJBMC 5-16-100		907 Third Street	Unk race, juvenile, 5'11" 160, bro, bro
	Green Sticker	22174	7/5/2022		SJBMC 7-4-710		Washington @ Lang Street	Blk, Honda, 2DR
	Citation Open	22173	7/4/2022		SJBMC 7-4-715		Lavagnino @ Third Street	Wht, KW, BR
	Closed	22172	7/1/2022		July Activities			

Group Total: 0

Group: Citation/Open

Citation/Open	Closed	22176	7/4/2022	7/4/2022	SJBMC 5-16-100		1125 First Street	See photo
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Group Total: 1

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Total Records: 1

Page: 1 of 1

7/11/2022

Code Enforcement and City Manager Communication during the planning for and execution of the City Code Enforcement policies during the fourth of July.

June 28th

This strategy was provided to the City Council in the attached email from the City Manager June 28 at 4:46 PM.

2 Officers 1600-0000

2 Officers

2200-0600

That provides a 2 hour overlap 2200-0000.

█ (Kysmet) made the change without notifying you or I based on our discussion during our first meeting.

█ (Kysmet) apologized for not sending out the changes but will email both you and I.

I further explained I liked the changes but during the 4th of July weekend we may need to modify it for firework suppression.

Also if you have a chance to request the Sheriff direct the Deputies to be available to issue a criminal citation if a violator refuses to be issued an Administrative Citation that would definitely have a huge positive effect.

On June 29th, the Code Enforcement Officer and City Manager briefed Sheriff Captain Keylon for a half-an-hour regarding the City's fireworks enforcement strategies for the 4th of July weekend in the City.

July 1

Don good morning. No reports of fireworks last night.

July 2nd

I just received excellent news. █ (The Fire Marshal) directed his crew in San Juan to contact me which they just did and they will be out and about throughout the holiday weekend as their calls will allow. I requested they patrol in their Mule and they agreed.

Their presence will be a huge deterrent and the extra eyes will be a great help.

Don good morning. No reports of fireworks last night.

I don't see a need to have a command center at City Hall. We don't have designated support from SO or Fire and Kysmet has adequate communication through their dispatch center. In addition, if large incidents do come up Kysmet is prepared to draw resources from Salinas to San Juan.

Please let me know what you want to do regarding setting up the big monitor and your cell phone.

Have a good day. (City Manager had access to the Cameras on his cell phone all weekend)

July 3

Don good morning. No reports of fireworks last night.

July 4th

Don good morning and happy Fourth of July.

Our luck ran out last night at approximately 2200. We had several non-aerial fireworks go off in the general area of Third and Muckelemi. At approximately 2205 near Verutti Park, I contacted the usual group of juveniles on foot, [REDACTED] was with them. They were all dressed in black with balaclava ski masks. One was riding a bike and wearing a backpack. I requested [REDACTED] specifically not to be setting off anymore fireworks. I requested an SO response and saw at least one unit respond a short time later to the area but they were unable to locate the group of seven juveniles, one riding a bike.

At approximately 2300 there was one aerial display in Copperleaf. I responded, contacted a group of 20 in their early 20s standing in the front yard of 263 Copperleaf Lane.

One person identified himself as the homeowner and I informed him of the fireworks regulations. I stayed in the general area but no further fireworks activities were observed.

Have a happy Fourth. I'm crossing my fingers tonight.

Don Reynolds

From: Don Reynolds
Sent: Tuesday, June 28, 2022 4:46 PM
To: Mayor Jordan; Vice Mayor Flores; 'John.freeman258@gmail.com'; 'S Freels'; Mary Edge
Cc: Bob Martin Del Campo; Eric Taylor; 'Tom Keylon'; Ryan Miller
Subject: Fire Works Enforcement Strategy

Yesterday, **private security** changed its patrol hours of 2 officers and two vehicles starting at 10 PM to starting at 4 PM through 6 AM

They have been trained and equipped to write administrative citations
Data ticket has their badge numbers and ID for enforcement and collections

Message Boards (electronic) have been rented for the weekend and tomorrow will be placed at all three City entrances, including the Windmill, Valero and the Round-About. "Igniting only safe and sane fireworks, allowed only on the 4th from 6-10 PM". The marquee at both schools have a similar message, as does the City Manager's Village Voice Article. The flyer was previously hand delivered to each residence.

Four cameras will be positioned the same as last year; water tank, Abbe Park, Third Street and Neal's Market.

City Council Chambers will be used as an Incident Command Center, to monitor cameras, and for centralized private radio communications and outreach to the Sheriff and Fire as needed.

If necessary, we will meet tomorrow to refine things as we move into the weekend.

Don Reynolds
City Manager
San Juan Bautista
P.O. Box 1420
311 Second Street
San Juan Bautista CA 95045
(831) 623-4661 x 14
C (831) 594-6322 (New!)



Kysmet Security Patrol inc
 21 W Laurel Dr Unit 49 Salinas, California 93906
 831-998-7963 - www.kysmet.net

License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/01/2022	1800	0400	010	1656730846-1806368030

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

1800 - - - - -

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

1800- Sosa patrol

Met up with Rich Brown at city hall to discuss citations and ticket books with flyers to hand out.

1910- Conducted foot patrol placed flyers on each door of residential houses located on rancho Vista.

2010- monitored all businesses on third st. for any suspicious or unusual activity. All clear nothing to report

2043- Conducted patrol observed all property of mission front and back checked for any vandalism or breaches. All clear

2115- monitored all designated areas of water tower facility secured all gated fences from any trespassers or break ins. All clear

2137- Conducted patrol observed all property of hotel secured all designated areas from any trespassers or vandalism. All clear

2158- monitored all residential areas on seventh st. Through fourth st. Observed for any unusual activity. all clear

2216- monitored all designated areas of water tower facility secured all gated fences from any suspicious activity. All clear

2239- Conducted patrol observed all designated areas of mission front and back checked for any vandalism or breaches. All clear

2305- monitored all residential areas on lang st. And Washington st. For any unusual or suspicious activity. Nothing to report

2320- Conducted patrol observed all property of water tower facility secured all gated fences from any

trespassers. All clear

2350- monitored all designated areas of third st. Secured all business doors and buildings from any vandalism or breaches. All clear

0023- monitored all designated areas of mission front and back checked for any vandalism. All clear

0100- Conducted patrol observed all residential areas on seventh st. Through fourth st. For any suspicious activity. All clear

0120- monitored all designated areas of water tower facility checked all gates for any vandalism or breaches. All clear

0150- officer Pacheco called for assistance to change a flat tire on first st. And Donner st. Tired changed all clear

0219- monitored all designated areas of mission garden apartments parking lot for any suspicious activity. All clear

0237- Conducted patrol observed all residential areas on lang st. And lang CT. For any suspicious activity. Nothing to report

0255- monitored all designated areas of water tower facility secured all gated fences from any trespassers or break ins. All clear

0315- checked all property of hotel and copper leaf ln. For any unusual or suspicious activity. Nothing to report

0345- monitored all designated areas of water tower facility and lang st. Housing for unusual or suspicious activity. Nothing to report

0400- off duty

Employee ID:	Name:	Signature:	Submitted:
010	Jose Sosa		2022-07-02 03:52

SAVE A TREE - DON'T PRINT ME!



Kysmet Security Patrol inc
 21 W Laurel Dr Unit 49 Salinas, California 93906
 831-998-7963 - www.kysmet.net

License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/01/2022	1800	0400	008	1656726907-1712673067

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

- OTHER - SEE COMMENTS
- PATROL CHECK OF PROPERTY
- PATROLLED ENTIRE PARKING AREA

Contacts

Description Of Activities

Officer David Ruiz Jr.

1800 10-8

1815 met with rich brown at the city hall.

1905 started patrol

2012 started patrol of mission Vista apartments area was clear of any incidents.

2017 contacted patrol of 3rd street most businesses were still open for business.

2023 contact patrol of mission garden apartments was all Clear

2026 conducted patrol of the VFW parking lot and checked all gates they were locked and secured. There was no incidents.

2031 conducted a patrol of the cemetery no issues to report

2100 conducted a patrol of the San Juan Bautista water tower no issues to report.

2118Conducted a patrol of San Juan school nothing to report.

2129 conducted a patrol of cooperleaf lane no issues to report.

2137 conducted a patrol of hacienda hotel no issues to report.

2150 conducted patrol of the San Juan Bautista mission no issues to report.

2158 conducted patrol of Rancho vista no issues to report during patrol.

2216 conducted a patrol of the cemetery no issues to report.

2130 conducted patrol of the main street stores making sure all doors were locked and secured.

2335 conducted patrol of the San Juan Bautista school no issues to report.

0003 Conducted patrol of San Juan Bautista mission the gates were open with three vehicles parked with in the mission. The mission gates were open when arrived.

0005 conducted patrol of Mission Vista no issues to report.

0032 conducted a patrol of the cemetery no issues to report.

0043 conducted a patrol of the VFW all gated secured no issues to report.

0109 conducted patrol of the San Juan Bautista mission all gates are open and there is 3 vehicles on site.

0130 unit 4 was out for 30 minutes due to a flat tire.

0210 conducted a patrol of the VFW all gates are secured and no issues to report.

0212 conducted a patrol of the cemetery no issues to report.

0230 Conducted patrol of mission Vista apartments no issues to report.

0246 conducted patrol of cooperleaf lane no issues to report.

0251 conducted patrol of hacienda hotel no issues to report.

0300 conducted patrol of the water tower the gate was secured no issues to report.

0331 conducted patrol of the San Juan Bautista mission no issues to report.

0336 conducted patrol of San Juan Bautista school all secured no issues to report.

0345 conducted a patrol of the windmill no issues to report.

0400 End of shift.

Employee ID:	Name:	Signature:	Submitted:
008	Junior Rangel		2022-07-02 04:14



Kysmet Security Patrol inc
 21 W Laurel Dr Unit 49 Salinas, California 93906
 831-998-7963 - www.kysmet.net

License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/01/2022	1800	0400	007	1656724234-1857148981

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

1800: met with code enforcement for briefing about 4th of July weekend.

1950: Conducted foot patrol through Copperleaf area. During foot patrol, handed out notice of citation for illegal fireworks. No suspicious activity or incidents to report. Area is secure.

2015: handed out citation notice on Lang st.

2022: checked on elementary school. No activity or incidents to report. Area is clear and secure.

2025: checked on motel. No suspicious activity or incidents to. Area is clear and secure.

2034: checked on elementary school. No activity or incidents to report. Area is secure.

2045: checked on motel area. No incidents to report. Area is secure.

2050: patrolled through Copperleaf area.no suspicious activity or incidents to report. Area is clear and secure.

2102: checked on elementary school. No activity to report. Area is secure.

2107: patrolled through windmill. No incidents to report.

2118: patrolled through Copperleaf area. No suspicious activity or incidents to report. Area is clear and secure.

2129 checked motel area. No suspicious activity or incidents to report. Area is secure.

2137: checked on elementary school. Area is clear and secure.

2145: patrolled through Copperleaf area. No suspicious activity or incidents to report.

2153: checked on motel. No suspicious activity or incidents to report. Area is secure.

2200: patrolled through windmill center. No incidents to report.

2215: patrolled through Copperleaf area. No suspicious activity or incidents to report.

2220: checked on elementary school. No suspicious activity or incidents to report. Area is clear and secure

2227: checked on motel. No incidents to report. Area is secure.

2236: patrolled through Copperleaf area. No suspicious activity or incidents to report. Area is clear and secure.

2250: checked on motel. No suspicious activity or incidents to report.

2325: patrolled through Copperleaf area, motel, and elementary school. No suspicious activity or incidents to report. All checkpoints are secure.

2353: patrolled through Copperleaf area, motel, and elementary school. No suspicious activity or incidents to report. All checkpoints are secure.

0034: patrolled through SJB city limits. No incidents to report.

0052: patrolled through Copperleaf area. No suspicious activity or incidents to report. Area is clear and secure.

0057: checked on motel. No suspicious activity or incidents to report. Area is secure.

0102: checked on elementary school. Parking lot empty. No suspicious activity or incidents to report. Area is clear and secure.

0107:Patrolled through windmill center. Verified all business doors were locked. Parking lot empty for the exception of post office vehicles. No activity or incidents to report. Area is clear and secure.

0149: During patrol, assisted patrol guard with vehicle repair

0205: patrolled through rancho Vista area. No suspicious activity or incidents to report. Area is clear and secure.

0220: patrolled through cemetery. No activity or incidents to report. Area is clear and secure.

0227: checked on veterans hall. Verified all gates are locked and secure. No activity or incidents to report.

0235: checked on abbe park. No activity or incidents to report. Area is clear and secure.

0245: checked on water tower. No activity or incidents to report at this time. Area is clear and secure.

0312: patrolled through Copperleaf area. No suspicious activity or incidents to report. Area is clear and secure.

0316: patrolled through motel area. No suspicious activity or incidents to report. Area is clear and secure.

0324: checked on elementary school. No activity or incidents to report. Area is clear and secure.

0327: patrolled through windmill center. No activity or incidents to report. Area is clear and secure.

0346: patrolled through mission area. No activity or incidents to report. Area is clear and secure.

0400: end of shift.

Employee ID:	Name:	Signature:	Submitted:
007	Josh Amaya		2022-07-04 10:21

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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/01/2022	1800	0400	006	1656724271-287868619

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

- OTHER - SEE COMMENTS
- PATROL CHECK OF PROPERTY
- PATROLLED ENTIRE PARKING AREA

Contacts

Description Of Activities

1800HRS 10-8

1815HRS Met up with Rich Brown at City Hall.

1905 Started our patrol at Rancho Vista Community and handed out fourth of July flyers. All residents received one from Rancho Way to Donner St. Nothing further.

2012HRS Conducted a patrol of Mission Vista Apartments parking lots. No issues to report.

2017HRS Conducted a patrol of Third Street. Most businesses were open. No issues to report.

2023HRS Conducted a patrol of Mission Garden Apartments parking lot. No issues to report.

2026HRS Conducted a patrol of San Juan VFW. Parking lot was empty and all four gates were locked and secured. No issues to report.

2031HRS Conducted a patrol of San Juan Bautista Cemetery. No issues to report.

2100HRS Conducted a patrol of San Juan Bautista City water tower. Gate was locked and secured. No issues to report.

2118HRS Conducted a patrol of San Juan school. Parking lot was empty and gates were locked and secured. No issues to report.

2129HRS Conducted a patrol of Copperleaf LN. No issues to report.

2137HRS Conducted a patrol of Hacienda Hotel parking lot. No issues to report.

2150HRS Conducted a patrol of San Juan Bautista Mission. Gates were open and multiple vehicle parked within the Mission. No issues to report.

2158HRS Conducted a patrol of Rancho Vista Community. No issues to report.

2215HRS Conducted a patrol of San Juan Bautista Cemetery. No issues to report.

2230HRS Conducted a patrol of Third Street and checked all businesses doors. All businesses were closed and their doors were locked and secured with the exception of Daisy's Saloon. No issues to report.

2335HRS Conducted a patrol of San Juan school. Parking lot was empty and gates were locked and secured. No issues to report.

0003HRS Conducted a patrol of San Juan Bautista Mission. Gates were open and three vehicles parked within the Mission. No issues to report.

0010HRS Conducted a patrol of Mission Vista Apartments parking lots. No issues to report.

0016HRS Conducted a patrol of Rancho Vista Community. No issues to report.

0032HRS Conducted a patrol of San Juan Bautista Cemetery. No issues to report.

0043HRS Conducted a patrol of San Juan VFW. Parking lot was empty and all four gates were locked and secured. No issues to report.

0109HRS Conducted a patrol of San Juan Bautista Mission. Gates were open and three vehicles parked within the Mission. No issues to report.

0130HRS Unit 04 was out for 30 minutes due to a flat rear tire.

0210HRS Conducted a patrol of San Juan VFW. Parking lot was empty and all four gates were locked and secured. No issues to report.

0213HRS Conducted a patrol of San Juan Bautista Cemetery. No issues to report.

0231HRS Conducted a patrol of Mission Vista Apartments parking lots. No issues to report.

0235HRS Conducted a patrol of Rancho Vista Community. No issues to report.

0246HRS Conducted a patrol of Copperleaf LN. No issues to report.

0251HRS Conducted a patrol of Hacienda Hotel parking lot. No issues to report.

0300HRS Conducted a patrol of San Juan Bautista City water tower. Gate was locked and secured. No issues to report.

0305HRS Conducted a patrol of Mission Garden Apartments parking lot. No issues to report.

0329HRS Conducted a patrol of San Juan Bautista Mission. Gates were open and three vehicles parked within the Mission. No issues to report.

0336HRS Conducted a patrol of San Juan school. Parking lot was empty and gates were locked and

secured. No issues to report.

0345HRS Conducted a patrol of Windmill shopping center. No issues to report.

0400HRS 10-10

Employee ID:	Name:	Signature:	Submitted:
006	Francisco Pacheco		2022-07-02 04:16

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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/02/2022	1800	0400	006	1656827967-490768556

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

- OTHER - SEE COMMENTS
- PATROL CHECK OF PROPERTY
- PATROLLED ENTIRE PARKING AREA

Contacts

Description Of Activities

Officer David Ruiz Jr.
 1800 10-8

1900 Conducted patrol of the San Juan Bautista Mission.

1920 Conducted a patrol of Mission Vista Apartments no issues to report.

1935 Conducted a patrol of Rancho Vista Community no issues to report.

2010 conducted a patrol of the San Juan Bautista school no issues to report.

2023 Conducted a patrol of the Windmill Shopping center no issues to report.

2035 conducted a patrol of the Cooperleaf Ln no issues to report.

2105 conducted a patrol of the Hacienda Hotel no issues to report.

2120 conducted a patrol of the San Juan Bautista school no issues to report.

2132 conducted a patrol of the Mission no issues to report.

2147conducted a patrol of the Mission Vista Apartments there was no issues to report.

2205 conducted a foot patrol of main street there was two business still open during the patrol. All doors where locked and secured.

2316 Conducted patrol of the VFW all gates are closed and secured. There is no issues to report.

2320 Conducted patrol of the cemetery no issues to report.

2336 conducted a patrol of Mission Vista Apartments there was no issues to report.

2345 contacted by Rich Brown regarding a lifted Chevy truck with two passengers passed out in the truck on 5th and Polk st.

0000 Rich Brown contacted S/O to make contact with the subjects in the truck.

0023 conducted patrol of main st all doors where locked and secured.

0053 conducted a patrol of the San Juan Bautista cemetery no issues to report.

0111 conducted a patrol of San Juan Bautista school no issues to report.

0131 conducted a patrol of the water tower no issues to report. The gate was locked and secured.

0143 conducted a patrol of Copperleaf LN no issues to report.

0147 conducted a patrol of Hacienda Hotel there was no issues to report.

0154 conducted a patrol of the San Juan Bautista Mission no issues to report.

0158 conducted a patrol of the Mission Vista Apartments there was no issues to report.

0208 conducted a patrol of the cemetery no issues to report.

0214 conducted a patrol of the VFW the gates are locked and secured no issues to report.

0246 conducted a patrol patrol of Mission Garden Apartments no issues to report.

0254 conducted a patrol of the water tower there is no issues to report. The gate is locked and secured.

0301 conducted a patrol of the Windmill Shopping center no issues to report.

0313 conducted a patrol of the San Juan Bautista Mission no issues to report.

0321 conducted a patrol of San Juan Bautista school there is no issues to report.

0331 conducted a patrol of Mission Vista Apartments no issues to report.

0345 conducted patrol of Rancho Vista Community no issues to report.

0355 Units 3 and unit 2 where left outside San Juan Bautista City Hall.

0400 end of shift.

Employee ID:	Name:	Signature:	Submitted:
006	Francisco Pacheco		2022-07-03 04:18



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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/02/2022	1800	0400	008	1656806484-623689806

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

- 2105 conducted patrol at the windmill market. Store is closed. No issues to report
- 2109 conducted patrol at the copperleaf street community. No issues to report
- 2116 conducted patrol at the hacienda de leal hotel parking lot. No issues to report.
- 2124 conducted patrol at the San Juan school. Parking lot is empty. No issues to report
- 2130 conducted patrol at the San Juan Bautista city water tower. The gate is locked. No issues to report
- 2141 conducted patrol at the mission garden apartments parking lot. No issues to report
- 2151 conducted patrol at the San Juan Bautista cemetery. No occupants. No issues to report
- 2154 conducted patrol at the veterans hall. All gates are locked. No issues to report
- 2208 conducted foot patrol on 3rd street. Checked all business doors to make sure they're closed. Daisy's bar is still open. No issues to report
- 2228 conducted patrol at the San Juan Bautista mission. Parking lot empty. No issues to report
- 2234 conducted patrol at the mission Vista apartments parking lot. No issues to report
- 2239 conducted patrol at the Rancho Vista community. No issues to report
- 2246 conducted patrol at mayor Jim west memorial park. Park is empty. No issues to report
- 2256 conducted patrol at the Valero gas station. No issues to report
- 2303 conducted patrol on Lang Street community. No issues to report

2320. Conducted patrol at the San Juan Bautista city water tower. No issues to report

0022 conducted patrol at the San Juan Bautista cemetery. No occupants. No issues to report

0024 conducted patrol at the mission Vista apartments parking lots. No issues to report

0031 conducted patrol at the Rancho Vista community. No issues to report

0040 conducted patrol at mayor Jim west memorial park. Park is empty. No issues to report

0130 conducted foot patrol on 3rd street. Checked if businesses were locked. No issues to report

0208 conducted patrol at the copperleaf street community. No issues to report

0214 conducted patrol at the hacienda de leal hotel parking lot. No issues to report

0217 conducted patrol at the San Juan school. Parking lot is empty. No issues to report

0220 conducted patrol at the windmill market. Parking lot looks empty. No issues to report

0246 conducted patrol at the Valero gas station. No issues to report

0248 conducted patrol at the veterans hall. Parking lot is empty. No issues to report.

0251 conducted patrol at the San Juan Bautista cemetery. No occupants. No issues to report

0254 conducted patrol at the mission Vista apartments parking lots. No issues to report

0309 conducted patrol at the Rancho Vista community. No issues to report

0312 conducted patrol at mayor Jim west memorial park. Park is empty. No issues to report

0321 conducted patrol at the San Juan Bautista city water tower. Gate is locked. No issues to report

0331 conducted patrol at the mission garden apartments parking lot. No issues to report

0342 conducted patrol at the San Juan Bautista mission. Front and back. Parking lot is empty. No issues to report

0400 end of shift.

Employee ID:	Name:	Signature:	Submitted:
008	Junior Rangel		2022-07-03 03:49

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License #
PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/03/2022	1700	0400	008	1656908647-1391665823

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

- 2125HRS conducted patrol at the copperleaf community. No issues to report.
- 2129HRS conducted patrol at the hacienda de leal hotel parking lot. No issues to report.
- 2153 HRS conducted patrol at the San Juan Bautista cemetery. No occupants. No issues to report.
- 2156HRS conducted patrol at the veterans hall. Gates are locked. No issues to report.
- 2157HRS conducted patrol at the Valero gas station. No issues to report.
- 2158HRS conducted patrol at the mission garden apartments parking lot. No issues to report.
- 2205HRS conducted patrol at the San Juan Bautista city water tower. Gate is locked. No issues to report.
- 2212HRS conducted patrol at the Lang Street community. No issues to report.
- 2217HRS conducted patrol at the windmill market. All business doors are locked. No issues to report.
- 2225HRS conducted patrol at the San Juan school. Parking lot is empty. No issues to report.
- 2235HRS conducted patrol at the San Juan Bautista mission, Patrolled the back and front. No issues to report.
- 2239HRS conducted patrol at the mission Vista apartments parking lots. No issues to report.
- 2258HRS conducted patrol at the mayor Jim west memorial park. Park was empty. No issues to report.
- 2310HRS conducted foot patrol on 3rd street. Checked all business doors to see if they're locked. Daisy's bar is closed but they still have people inside. No issues to report.

2342HRS conducted patrol at the San Juan Bautista cemetery. No occupants. No issues to report.

2344HRS conducted patrol at the veterans hall. No issues to report.

2345HRS conducted patrol at the Valero gas station. No issues to report.

2347HRS conducted patrol at the mission garden apartments parking lot. No issues to report.

0001HRS conducted patrol at the Lang Street community. No issues to report.

0028HRS conducted patrol at the Rancho Vista community. No issues to report.

0058HRS conducted patrol at the copperleaf street community. No issues to report.

0106HRS conducted patrol at the mission Vista apartments parking lots. No issues to report

0122HRS conducted patrol at the San Juan school. Parking lot is empty. No issues to report.

0125HRS conducted patrol at the windmill market. Parking lot is empty. No issues to report

0136HRS conducted patrol at the San Juan Bautista mission. Patrolled the back and front. No issues to report.

0152HRS conducted patrol at the mayor Jim west memorial park. Park was empty. No issues to report.

0200HRS conducted patrol at the Rancho Vista community. No issues to report

0228HRS conducted patrol at the San Juan Bautista city water tower. No issues to report

0233HRS conducted patrol at the Lang Street community. No issues to report

0258HRS conducted patrol at the Valero gas station. No issues to report

0310HRS conducted patrol at the copperleaf street community. No issues to report.

0316HRS conducted patrol at the hacienda de leal hotel parking lot. No issues to report.

0326HRS conducted patrol at the mission garden apartments parking lot. No issues to report.

0328HRS conducted patrol at the veterans hall. No issues to report.

0330HRS conducted patrol at the San Juan Bautista cemetery. No issues to report.

0342HRS conducted patrol at the San Juan Bautista mission. Patrolled the back and front. No issues to report.

Employee ID:	Name:	Signature:	Submitted:
008	Junior Rangel		2022-07-04 03:48



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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/03/2022	1800	0400	006	1656899203-2019979368

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

- OTHER - SEE COMMENTS
- PATROL CHECK OF PROPERTY
- PATROLLED ENTIRE PARKING AREA

Contacts

Description Of Activities

Officer David Ruiz Jr.

1800 10-8

1845 Briefing with Rich Brown was completed.

1900 Conducted a patrol of San Juan Bautista school no issues to report.

1914 Conducted a patrol of Cooperleaf Ln no issues to report.

1920 conducted a patrol of Hacienda Hotel there is no issues to report.

1925 conducted a patrol of water tower the gate was locked and secured.

1935 conducted a patrol of the Windmill Shopping center no issues to report.

1937 conducted a patrol of main st most businesses are still open for business.

1940 conducted a patrol of San Juan Bautista Mission

1945 conducted a patrol of Mission Vista Apartments no issues to report.

1952 Conducted a patrol of Rancho Vista Community no issues to report.

2020 conducted a patrol of the Windmill Shopping center there is a few businesses still open. No issues to report.

2025 conducted a patrol of the VFW all gates were locked and secured no issues to report.

2030 Conducted a patrol of San Juan Bautista cemetery no issues to report.

2144 conducted a patrol of the San Juan Bautista Mission no issues to report.

2152 conducted a patrol of the Mission Vista no issues to report.

2202 conducted a patrol of the Rancho Vista Community housing area no issues to report.

2207 conducted a patrol of the San Juan Bautista cemetery no issues to report.

2211 conducted a patrol of the VFW all gates are secured no issues to report.

2217 conducted a patrol of Mission Garden apartments no issues to report.

2223 conducted a patrol of the water tower there is no issues to report the Gate is locked.

2232 conducted a patrol of the San Juan Bautista school no issues to report.

2246 conducted a patrol of the Windmill Shopping center no issues to report.

2255 conducted a patrol of Cooperleaf Ln no issues to report.

2259 conducted a patrol of Hacienda Hotel there was no issues to report.

2307 conducted a patrol of San Juan Bautista Mission no issues to report.

2311 conducted a patrol of Mission Vista Apartments no issues to report.

2325 conducted a patrol of Rancho Vista Community no issues to report.

2336 conducted a patrol of the water tower no issues to report.

2345 conducted a patrol of Mission Garden Apartments no issues to report.

2353 conducted a patrol of the San Juan Bautista cemetery no issues to report.

2358 conducted a patrol of VFW no issues to report.

0011 conducted a patrol of the Windmill Shopping center no issues to report.

0023 conducted a patrol of the San Juan Bautista school no issues to report.

0047 conducted a patrol of the San Juan Bautista Mission no issues to report.

0058 conducted a patrol of the water tower all secure.

0110 conducted a patrol of Mission Garden Apartments no issues to report.

0115 conducted a patrol of the VFW all secure.

0120 conducted a patrol of the San Juan Bautista cemetery no issues to report.

0125 conducted a patrol of Cooperleaf Ln no issues to report.

0135 conducted a patrol of Hacienda Hotel no issues to report.

0142 conducted a patrol of San Juan Bautista school.

0200 Did a vehicle patrol of main street no issues to report.

0216 conducted a patrol of San Juan Bautista Mission no issues to report.

0224 conducted a patrol of Mission Vista Apartments no issues to report.

0237 conducted a patrol of Rancho Vista Community no issues to report.

0245 conducted a patrol of the San Juan Bautista cemetery all secured

0300 conducted a patrol of the VFW all gates secured and locked no issues to report.

0305 conducted a patrol of the Mission Garden Apartments all secures.

0313 conducted a patrol of San Juan Bautista school all secured.

0322 conducted a patrol of the Windmill Shopping center no issues to report.

0332 conducted a patrol of San Juan Bautista Mission no issues to report.

0340 conducted a patrol of Mission Vista Apartments no issues to report.

0345 conducted a patrol of Rancho Vista Community no issues to report.

0355 unit 3 and unit 2 where left at the city hall.

0400 end of shift.

Employee ID:	Name:	Signature:	Submitted:
006	Francisco Pacheco		2022-07-04 04:14



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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/04/2022	1800	0400	010	1656985206-1146328419

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

1800 - - - - -

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

1800- Sosa patrol

Met Rich Brown at city hall office for quick brief discussed plan.

1840- monitored all designated areas of copper leaf ln. And hotel property. All clear nothing to report

1930- monitored all residential areas on copper leaf ln. For any illegal fireworks. All clear nothing to report

2000- Conducted patrol and observed illegal fireworks from block party on copper leaf ln. No contact was made due to myself not witnessing crime. All clear

2100- monitored all designated parking lot of school and hotel property for any suspicious activity. All clear nothing to report

2140- Conducted foot patrol on copper leaf ln. Observed for any individual setting off illegal fireworks. Nothing to report all clear

2200- all fireworks were done due to city orders. Non were set off after designated times. All clear

2230- monitored all designated areas of school for any vandalism or breaches. All clear

2300- Conducted patrol observed all businesses on third st. Secured all doors and buildings from any suspicious activity. All clear

2333- monitored all residential areas on seventh st. Through fourth st. For any unusual or suspicious activity. Nothing to report

0000- monitored all businesses at windmill shopping center secured all property from any trespassers or vandalism. Nothing to report

0027- Conducted patrol observed all property of cemetery and veterans hall for anything out of ordinary. All secured nothing to report

0055- monitored all designated areas of water tower facility checked all gates for signs of breaches. Nothing to report

0111- Conducted patrol observed all property of copper leaf ln. And hotel property for suspicious activity. All clear

0150- monitored all designated areas of mission front and back checked for any vandalism or breaches. All clear

0235- Conducted patrol observed all property of mission Vista apartments parking lots on first st. For any suspicious activity. All clear

0253- monitored all residential areas on trailside st. And Donner st. For any unusual activity. all clear

0320- monitored all designated areas of water tower facility secured all gated fences from any trespassers. All clear

0345- monitored all residential areas on seventh st. Through fourth st. For any suspicious or unusual activity. All clear

0400- off duty

Employee ID:	Name:	Signature:	Submitted:
010	Jose Sosa		2022-07-05 03:43

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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/04/2022	1800	0400	006	1656982917-483432176

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

1802 - - - - -

ATTACHMENTS:

Observations / Duties Performed

OTHER - SEE COMMENTS

PATROL CHECK OF PROPERTY

PATROLLED ENTIRE PARKING AREA

Contacts

Description Of Activities

1800HRS 10-8

1803HRS Briefing with Rich Brown at City Hall.

From 1800-2200HRS we will be patrolling different areas. I will be patrolling San Juan Bautista City with Amaya. Sosa will be patrolling Copperleaf area. Rangel will be patrolling Rancho Vista area.

2005HRS Amaya contacted me via radio regarding witnessing two male juveniles setting up illegal fireworks on the intersection of Third St and Tualami St. Rich Brown and I responded with in a minute. We made contact with a group a males standing in front resident 907 Third street. Amaya identified the male juvenile later identified as Gavin Sydnos DOB 03/02/05. Brown contacted Gavin mom via phone call which she later arrived. Amaya provided the mom with a copy of the citation for Gavin Nothing further.

2200HRS Brown and I conducted a foot patrol since there were multiple illegal fireworks coming from backyards. We did not located where they were coming from or who was setting them off.

2222HRS Amaya contacted me via radio advising there were multiple illegal fireworks on Rancho Vista Community. As Brown and I responded from different directions Brown witnessed two males subjects setting fireworks on First street near Ahwahnee St. One subject ran inside the residence and the second subject ran into the field. Brown made contact the male subject that ran into the field with the fireworks in hand and issued him a citation. Nothing further.

0000HRS Conducted a patrol of San Juan Bautista City Water Tower. Gate was locked and secured. No issues to report.

0016HRS Conducted a patrol of San Juan school. Parking lot was empty and gates were locked and secured. No issues to report.

0026HRS Conducted a patrol of Misson Vista Apartments parking lots. No issues to report.

0109HRS Conducted a patrol of Copperleaf LN. No issues to report..

0114HRS Conducted a patrol of Hacienda Hotel parking lot. No issues to report.

0138HRS Conducted a patrol of San Juan Bautista Mission. Gates were open and parking lot was empty.

0149HRS Conducted a foot patrol of Third Street. No issues to report.

0213HRS Conducted a patrol of Mission Garden Apartments parking lot. No issues to report.

0230HRS Conducted a patrol of Rancho Vista Community. Nothing issues to report.

0300HRs Conducted a patrol of Copperleaf LN. No issues to report..

0336HRS Conducted a patrol of San Juan Bautista cemetery. No issues to report.

0400HRS 10-10

Employee ID:	Name:	Signature:	Submitted:
006	Francisco Pacheco		2022-07-05 04:11

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License #
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Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/04/2022	1800	0400	007	1656985277-1595901670

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

1800: met with code enforcement for briefing.

1842: patrolled through elementary school. No activity or incidents to report at the moment. Area is clear and secure.

1845: patrolled through windmill center. Businesses are still open. No suspicious activity or incidents to report at the moment. Will continue to monitor.

1908: patrolled through cemetery. Upon arrival a Blue Toyota Hybrid #7tay610 parked at the back end of the area. Individual used portable. No contact made. Vehicle has left premises. No incidents to report. Area is secure.

1914: checked on veterans hall. Verified all gates are locked. No activity or incidents to report at the moment. Area is clear and secure.

2005: During patrol, witnessed a male juvenile setting off an illegal firework on 3rd and Tualami st. Was not able to retrieve evidence as I was keeping visual on suspect. Notified lead and code enforcement. Parent was notified by code enforcement. Citation was issued to juvenile with parent present. No further incidents to report.

2045: patrolled through cemetery. No activity or incidents to report at the moment. Area is clear and secure.

2055: while conducting a foot I observed an individual lighting an illegal firework. Notified lead and code enforcement. As I was approaching individual, code enforcement made contact and issued a citation. No further issues to report.

0001: checked on water tower. No activity or incidents to report. Area is clear and secure.

0016: checked on elementary school. No activity or incidents to report at the moment. Area is clear and secure.

0109: patrolled through Copperleaf area. No suspicious activity or incidents to report. Area is clear and secure.

0113: checked on motel. No activity or incidents to report. Area is clear and secure.

0138: checked on mission area. No suspicious activity or incidents to report at the moment. Area is clear and secure.

0206: conducted a walk through patrol in the downtown area (3rd st.) Area. No activity or incidents to report. Area is secure.

0300: patrolled through Copperleaf area. No suspicious activity or incidents to report. Area is clear and secure.

Employee ID:	Name:	Signature:	Submitted:
007	Josh Amaya		2022-07-05 04:11

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License #
 PPO 17913

Patrol Report

Property	Report Date	Start Shift	End Shift	Unit ID	Report #
San Juan Bautista	07/04/2022	1800	0400	008	1656979206-1249995503

PATROL ARRIVAL TIMES TO PROPERTY or ENTRY TIMES OF ACTIVITIES

ATTACHMENTS:

Observations / Duties Performed

Contacts

Description Of Activities

- 1834HRS special assignment. Rancho Vista community area.
- 2000HRS special assignment. Conduct patrol on 3rd street and Rancho vista Community area
- 0038HRS conducted patrol at the mission Vista apartments parking lots. No issues to report
- 0048HRS conducted patrol at the San Juan Bautista city water tower. Gate is locked. No issues to report
- 0052HRS conducted patrol at the Lang Street community. No issues to report
- 0057HRS conducted patrol at the mission garden apartments parking lot. No issues to report
- 0059HRS conducted patrol at the Valero gas station. No issues to report
- 0100HRS conducted patrol at the veterans hall. The gates are locked. No issues to report
- 0104HRS conducted patrol at the San Juan Bautista cemetery. No occupants. No issues to report
- 0114HRS conducted patrol at the copperleaf street community. No issues to report
- 0118HRS conducted patrol at the hacienda de leal hotel parking lot. No issues to report
- 0122HRS conducted patrol at the windmill market. No issues to report
- 0131HRS conducted patrol at the San Juan Bautista mission. Patrolled the back and front of the mission. No issues to report
- 0144HRS conducted patrol at the Rancho Vista community. No issues to report
- 0205HRS conducted patrol at the San Juan Bautista cemetery. No issues to report

0207HRS conducted patrol at the veterans hall. No issues to report

0208HRS conducted patrol at the Valero gas station. No issues to report

0209HRS conducted patrol at the mission garden apartments parking lot. No issues to report

0215HRS conducted patrol at the San Juan Bautista city water tower. No issues to report

0219HRS conducted foot patrol on 3rd street. No issues to report

0245HRS conducted patrol at the Rancho Vista community. No issues to report

0252HRS conducted patrol at the mayor Jim west memorial park. Park is empty. No issues to report

0317HRS conducted patrol at the San Juan Bautista mission. Parking lot is empty. No issues to report

Employee ID:	Name:	Signature:	Submitted:
008	Junior Rangel		2022-07-05 03:35

SAVE A TREE - DON'T PRINT ME!

**ITEM 7C
DISCUSSION
CITY OF SAN JUAN BAUTISTA
COMMUNITY PLAN
SPHERE OF INFLUENCE - URBAN GROWTH BOUNDARY
- PATH FORWARD**

Ad Hoc Committee Progress And Results - 2020

May 26, 2020 - City Council Establishes Urban Growth Boundary - Sphere of Influence Ad Hoc Committee

August 31, 2020 the Ad Hoc Committee determined that contract planning services would be needed to guide the Committee's discussion.

November 2020 - An Status Report regarding the Ad Hoc Committee discussion was provided to the Planning Commission and City Council illustrating various Committee member viewpoints regarding the extent of boundary lines (Sphere, Urban Growth, Planning Area). Staff was directed to review larger area boundaries for conservation and preservation purposes.

Ad Hoc Committee Consensus - 2021

- November 2020 - November 2021 - Ad Hoc Committee Hiatus To Enable Reorganization.
- November - December 2021 - Ad Hoc Committee reaches consensus showing a prospective Sphere of Influence. This scheme emphasized two key Sphere of Influence objectives discussed by the Planning Commission and City Council, represented as two “tiers” : 1) Areas that may be considered for development and municipal service within the General Plan time-frame (2035); and 2) Areas considered as a broad “buffer zone” that preserves agricultural zones and other open space areas. This concept appears to be responsive to previous Planning Commission and City Council review in 2020.
- This consensus map was presented to Planning Commission and City Council in early December 2021.

COMMUNITY PLAN CONCEPT INITIATED

- February 2022 - Planning Commission considers the two “tier” consensus map and adopted by the UGB Ad Hoc Committee and recommends the Community Plan and related EMC Planning Group scope of work, budget and timeline as the path forward to accomplish formal boundaries Sphere of Influence, Urban Growth and Planning.
(The Community Plan combines the grant-funded South SJB Specific Plan and the UGB/Sphere of Influence initiatives to achieve full program funding for both projects.)
- February 2022 - The City Council approves a resolution authorizing contracts for preparation of a Community Plan, considering the consensus map adopted by the UGB Committee as the starting point for presentation to the community during public engagement portion of the Community Plan program.

COMMUNITY PLAN PUBLIC ENGAGEMENT

- May - June 2022 Community Meetings: focus meetings and charette. Community considers the UGB Ad Hoc Committee consensus map previously presented to the Planning Commission and City Council as part of the Community Plan program authorization. City staff establish an interactive website for Community Plan information. (Note the hand-drawn map depicting various UGB Ad Hoc member perspectives was not included in the presentations as a consensus had been achieved superseding this map.)
- June 2022 - Planning Commission and City Council hold a joint public hearing meeting to consider areas surrounding San Juan Bautista for future maximum preservation and development (residential and commercial / industrial) within areas surrounding San Juan Bautista.

PATH FORWARD

- August - September - Planning Commission and City Council hold hearings to consider alternative boundaries and land uses for Sphere of Influence, Urban Growth and future planning.
- October - November - completion of Community Plan program including Planning Commission recommendation and City Council approval, followed by presentation to the County and LAFCO for review. General Plan and Environmental and Municipal Services Review would follow.
- Other alternatives involve revisiting any particular point in the extensive SOI/UGB community planning effort thus far (2020-22) including further discussion by the UGB Ad Hoc Committee, Planning Commission, and City Council.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: RECEIVE AN UPDATE ON APPLICATIONS RECEIVED
FOR A VACANCY ON THE PLANNING COMMISSION

MEETING DATE: JULY 19, 2022

SUBMITTED BY: PLANNING COMMISSION SECRETARY TRISH PAETZ

RECOMMENDED ACTION(S):

Receive the information and then decide what action will be taken next.

BACKGROUND INFORMATION:

At the City Council meeting on June 14, 2022 Council was asked to select an ad hoc committee to recruit for Planning Commissioner, according to Municipal Code Section 2-3-110. The ad hoc committee was formed consisting of Mayor Jordan and Vice Mayor Flores. Since that meeting, Staff posted a notice on the city website and in the three places around the city. The notice asks for applications to be submitted by 5 pm on July 19. Currently, one application has been received in City Hall. At the Council Meeting on July 19, Staff will update council on whether more applications were received.

The ad hoc committee should review the application and decide whether to recommend the applicant for the position or 2) extend the recruitment allowing for more applicants to come forward.

Attachments:

Notice/Flyer of Vacancy on the Planning Commission
SJB Municipal Code Section 2-3-110

Planning Commission

2-3-110 Qualifications – Appointment – Term.

(A) Members of the Planning Commission shall be residents and registered voters of the City of San Juan Bautista and shall not be officers or management-level employees of the City at the time of their appointment and continuously during their terms of office. A Commissioner who has moved residence from the City shall be considered to have resigned from the Commission office.

(B) Planning Commission members' terms shall be four (4) years, which terms shall be staggered.

(C) Any vacancy in the Planning Commission from whatever cause arising, including expiration of term, shall be filled by appointment by the Council. Upon a vacancy occurring, leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of such term.

(D) When there is a vacancy to be filled on the Planning Commission, except for a successful reappointment of a Planning Commission member for a successive, consecutive term as defined in subsection (E) of this Section, the City Council shall appoint an ad hoc subcommittee of two (2) members to receive applications and/or resumes, select qualified candidates for interviews, conduct interviews and make a brief report with a recommendation to the City Council. The City Council shall consider and vote on the recommendation and shall appoint the applicant who receives a majority of votes to the Planning Commission. If an applicant does not receive a majority of votes, the ad hoc subcommittee shall select a new candidate and present that candidate to the City Council at the following meeting.

(E) The City Council may, upon expiration of a Planning Commission member's term, reappoint the Planning Commission member for a successive, consecutive term, without requiring an ad hoc subcommittee to conduct interviews and make a recommendation. If the Planning Commissioner, whose term has expired, is not reappointed, the Council may direct the ad hoc subcommittee to review credentials and interview that Planning Commissioner, or to also consider other candidates for appointment to the Planning Commission, as set forth in subsection (D) of this Section.

City of San Juan Bautista
Planning Commission/Historic Resources Board
Notice of Open Seats

*City Leaders are seeking qualified community members
to help shape our future.*

The City Council of the City of San Juan Bautista is now accepting applications to fill a vacancy on the San Juan Bautista Planning Commission and Historic Resources Board. The unexpired term ends December 2024, with the option to apply again.

Position requirements, as established in the San Juan Bautista Municipal Code, include San Juan Bautista residency and must be registered to vote in the City of San Juan Bautista. Additionally, Planning Commissioners are required to attend training, and should have an interest and knowledge in historic preservation.

Planning Commission/Historic Resources Board meetings are held the first Tuesday of each month at 6:00 p.m. in City Hall or remotely, by Zoom video conferencing.

To apply for the position please submit an application (available on the city website at san-juan-bautista.ca.us) and a letter of interest to the City Manager's office in City Hall by **Tuesday, July 19, 2022 at 5:00 p.m.** Letters of interest will be kept on file for one (1) year.

City Hall - 311 Second Street - P.O. Box 1420 - San Juan Bautista, CA 95045

Posted 7/05/2022

City of San Juan Bautista Candidate General Information

Candidate Qualifications

Candidate must be ...

- A citizen of the United States
- At least 18 years of age
- A registered voter within the City of San Juan Bautista at the time of nomination

Nomination Period

A candidate may be nominated for only one (1) office. There are three open seats on the City Council, one (1) open seat for the office of the City Clerk, and one (1) open seat for the office of City Treasurer. The term of each Council seat is four (4) years. For the November 8, 2022 election, the terms for City Clerk and City Treasurer are for the unexpired terms ending November 2024.

The Nomination Period is Monday, July 18, 2022, at 8:30 a.m. through Friday, August 12, 2022, at 4:00 p.m. unless an incumbent does not file, then the filing period is extended five (5) calendar days to August 17, 2022, at 4:00 p.m. An incumbent may not file during this five day extension period. The office of the City Clerk will be open Monday through Friday from 8:30 a.m. to 4:00 p.m. Appointments are requested.

Receive Nomination Papers and a Candidate Packet from the City Clerk's Office

The packet will contain a variety of forms; some are required to be filed in the City Clerk's Office, some are optional, some are retained by the candidate, and some are filed in Sacramento. Completed nomination papers must be filed with the City Clerk no later than 4:00 p.m. Friday, August 12, 2022.

The City of San Juan Bautista requires signatures in lieu of a filing fee. At least twenty (20) valid signatures must be obtained. Only one person may circulate a nomination paper, and that person must be registered to vote. Valid means registered voters within the City of San Juan Bautista. Candidates should obtain the maximum of thirty (30) signatures for added security. No voter may sign more than one nomination paper for the same office. (Elections Code Section 10220)

There is a fee to have a candidate statement of qualifications printed in the Voter Information Pamphlet (Sample Ballot). The fees from the County of San Benito are included in the packet. The candidate statement is optional; however, if a candidate desires to include a statement, payment and the statement (hard copy and emailed) must be filed in the City Clerk's Office at the time the Nomination Papers are due.

After the Nomination Period Closes

Pursuant to the Political Reform Act, a candidate will be required to file periodic campaign disclosure statements during the course of the election. The statements will provide information regarding campaign contributions and expenditures. The City Clerk will provide you with the filing schedule. Forms are available on the FPPC website, <http://www.fppc.ca.gov>.

Campaign Disclosure

File Form 501 Candidate Intention Statement before receiving contributions or spending your own funds.

Identify and disclose all expenditures or contributions.

Never accept or spend \$100 or more in cash; use checks.

Open a bank account if the candidate/committee plans to receive contributions from others or plans to expend personal funds totaling 2,000 or more. All money used for campaign purposes, including personal funds, must be deposited in the campaign bank account prior to the expenditure.

File a Form 410, Statement of Organization, within 10 days of receiving \$2,000 in contributions in order to get an identification number from the Office of the Secretary of State. Include the bank account information on the Form 410.

Fair Political Practices Commission

Contact the Fair Political Practices Commission (FPPC) if you have any questions regarding campaign expenditures or contributions toll free at (866) 275-3772. Monday & Thursday, 9:00 a.m. – 11:30 a.m. The FPPC website <http://www.fppc.ca.gov> offers overviews of the Political Reform Act and FPPC Regulations. FPPC forms are always available through the website.