

**CITY OF SAN JUAN BAUTISTA  
CITY COUNCIL SPECIAL MEETING  
COUNCIL CHAMBER, SAN JUAN BAUTISTA CITY HALL  
AND VIA INTERNET VIDEO/AUDIO CONFERENCE SERVICE  
APRIL 7, 2020  
MINUTES**

**1. CALL TO ORDER** – Mayor Edge called the meeting to order at 6:00 P.M.

**PLEDGE OF ALLEGIANCE** – Vice Mayor Jordan led the Pledge of Allegiance.

**ROLL CALL Present:** Mayor Edge and Vice Mayor Jordan.  
Council Members DeVries, Flores and Freeman were present via internet video/audio conference service.

**Staff Present:** City Manager Reynolds, City Treasurer Geiger, City Clerk Cent, Deputy City Clerk Paetz and Sheriff Deputy Captain Taylor.  
City Attorney Mall, Public Information Officer Eagen, City Accountant Cumming and Code Enforcement Officer Brown were present via internet video/audio conference service.

**2. PUBLIC COMMENT (ONLY ON ITEMS ON THE AGENDA)**

There was no public comment.

**3. DISCUSSION ITEMS**

**A. COVID-19 General Update**

City Manager Reynolds' report included documents presented on his shared computer screen. Small Business Administration grant applications were being accepted but no money has been awarded yet. A new order extended shelter in place until May 3. Regarding allowed construction activity which includes affordable housing, City Manager Reynolds reported the Copperleaf development is active but the Meritage development is not. City Manager Reynolds and Council Member Flores attended the weekly County briefing last Friday. Mayor Edge asked if Council Member Freeman or DeVries could attend the next meeting, and Council Member Freeman volunteered to attend. City Manager Reynolds reported street sweeping would be limited as all City staff time had been cut in half and City Hall was closed. Public Works is reduced to essential maintenance with staff working A.M. or P.M. shifts. The City will file a claim against its \$500,000 loss of business insurance policy to recover regular workweek compensation for staff. Meanwhile, City Manager Reynolds reported Code Enforcement Officer Brown is working increased hours to manage the Community Wellness Program. Public Information Officer Eagan made a presentation regarding the City's social media, the City's COVID-19 web page, and a proposal for the City to begin using Mighty Networks.

## **B. COVID-19 City's Fiscal Impact Update**

City Manager Reynolds and City Accountant Cumming reported on the crisis' effects on the City's revenue. They reported the impact is unknown and it is a wait and see situation. Regarding the next fiscal year's budget, City Accountant Cumming reported she is monitoring the situation, recommended a conservative approach, and promised more solid information going forward. Council Member Freeman commented that, as hotels in the city are closed, the City will be experiencing a loss of Transient Occupancy Tax revenue. Council Member DeVries questioned City Accountant Cumming about sales tax and utilities revenue, and reserves. She responded that property, transient occupancy and sales taxes are a large portion of the City's revenue, and she would have to research for the next meeting if reserves could be used.

## **C. Consider the Status of Public Safety in the City**

City Manager Reynolds introduced Sheriff Captain Taylor to report on an incident.

### **a. Report from the Sheriff**

Captain Taylor gave a summary of the drive by shooting incident that occurred last Thursday evening at Fifth and Polk Streets, as well as a report of a missing person which occurred at the same time. He thanked the agencies and City staff that responded: California State Park Rangers, Hollister Fire and Code Enforcement Officer Brown. The Council also thanked those that responded. During public comment via internet video conferencing, Jackie Morris-Lopez commented that continuing non-essential construction was reckless, advised that City staff should check that only essential businesses are operating, thanked the Park Rangers for their assistance during the shooting, and comment more time should be invested in gang suppression.

### **b. Interagency Collaboration**

City Manager Reynolds reported there was a good team effort in responding to the incident.

### **c. Additional Considerations**

City Manager Reynolds reported community safety should be studied more and asked for direction from Council. Council Member DeVries was concerned with the impact to the budget, and City Manager Reynolds commented he would reach out for proposals. Council Member Freeman commented this was a serious incident but not a crime spree. Mayor Edge would like to research about starting a police department.

## **4. ACTION ITEMS**

### **A. Consider Adopting Resolution 2020-XX Establishing an Emergency Fund using General Fund Reserves that provides immediate assistance to small, local restaurants and business, for the purchase of Personal Protective Equipment for staff and community, and contributes to the County's Emergency Response Fund**

City Manager Reynolds reviewed his report to establish criteria for loans and grants for local businesses from the general fund as Federal programs were still rolling out. City Accountant Cumming reported taking Small Business Administration (SBA) classes to learn about two programs available to local businesses: SBA application for a \$10,000 loan and the Paycheck Protection Program loan. However, there are logistical problems

with applying for the loans. Mayor Edge proposed holding off due to uncertainty and the obligation to the City. Vice Mayor Jordan said she was hesitant of making loans but supported contributing in part to the County Emergency Response Fund. City Manager Reynolds reported the County did not have a budget for their Emergency Response Fund and was hesitant to put City money in that fund. Council Member DeVries commented he had a good experience applying for Federal programs, and the City needs its funds to function. Council Member Flores supported holding off and not spending money the City may need. Council Member Freeman supported holding off, but commented, if there are no local businesses there is no City; he encouraged local businesses keep trying to apply. City Treasurer Geiger asked the Council to have patience as the State was in the process of rolling out programs. He commented the City was almost broke ten years ago, so the City should be careful with its money and give the situation more time. There was no public comment. Vice Mayor Jordan made a motion to table approving a resolution establishing an emergency fund using General Fund reserves until a later date. Second by Council Member Flores. A roll call vote was taken: The motion passed 5-0.

#### **B. Approve Affidavit of Posting Agenda**

There was no public comment. Vice Mayor Jordan made a motion to approve the affidavit of posting the agenda. Second by Council Member Flores. Motion passed 5-0 by voice vote.

#### **5. REPORTS FROM CITY COUNCIL**

Council Member Freeman reported residents are volunteering for jobs during the situation and there is a need to co-ordinate help for the local community. Mayor Edge requested the phone number for Code Enforcement Officer Brown be given out. She also thanked the community for being patient and commended those for staying at home. There was no public comment.

#### **6. ADJOURNMENT**

Council Member Freeman made a motion to adjourn. The meeting was adjourned at 7:26 P.M.

  
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Mary Vasquez Edge, Mayor

ATTEST:

  
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Laura Cent, City Clerk