

**CITY OF SAN JUAN BAUTISTA
REGULAR CITY COUNCIL MEETING
FEBRUARY 15, 2022
MINUTES**

1. CALL TO ORDER - Mayor Leslie Jordan called the meeting to order at 6:0 p.m.

PLEDGE OF ALLEGIANCE – Council Member Flores lead the pledge of allegiance.

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

Staff Present: City Manager Reynolds, City Attorney Mall, Deputy City Clerk Paetz

2. CEREMONIAL ITEMS

A. Appoint Mayor

B. Appoint Vice Mayor

Council Member Freels nominated Council Member Freeman. Council Member Freeman seconded the motion. The motion did not pass with a vote of 2-3-0-0 with Council Members Jordan, Edge and Flores voting against.

Council Member Flores motioned to retain Council Member Jordan and Council Member Flores as Mayor and Vice Mayor, which motion was seconded by Council Member Edge. The motion passed 3-2-0-0 with Council Members Freeman and Freels voting against.

3. PUBLIC COMMENT

No public comment received.

4. CONSENT ITEMS

A. Approve Affidavit of Posting Agenda

B. Adopt the Minutes of December 14, 2021

C. Adopt the Minutes of December 21, 2021

D. Adopt Resolution 2022-05 Authorizing Closure of Streets to Enable a Community Street Mandala on March 20, 2022

E. Adopt Resolution 2022-06 Proclaiming and Reaffirming the Existence of a Local Emergency in the City

F. Adopt Resolution 2022-07 Accepting the Resignation of Members) and Adding New Members to the San Juan Bautista economic Development Citizen Advisory Committee (EDCAC)

G. Waive Reading of Ordinances and Resolutions on Tonight's Agenda Beyond Title

H. Adopt Resolution 2022-08 Opposing Initiative 21-0042A1, the Taxpayer Protection and Government Accountability Act, and Direct Staff to Send a Copy to the League of California Cities

Council Member Freels pulled Item B, the minutes of December 14, 2021, for discussion and stated since he was not present at the meeting, he could not vote on the minutes.

Council Member Edge pulled Item C, the minutes of December 21, 2021, for discussion and stated since she was not present at the meeting, she could not vote on the minutes.

A motion was made by Council Member Freels and seconded by Vice Mayor Flores to approve all items on the Consent Agenda. The motion passed, 4-0-0-1 with Council Member Freels abstaining from voting on the Minutes for December 14, 2021, and Council Member Edge abstaining from voting on the Minutes for December 21, 2021.

5. PRESENTATIONS, INFORMATIONAL ITEMS AND REPORTS

A. Proclamation for Black History Month

Mayor Jordan read the proclamation. No public comment received.

B. Regional Housing Need Determination (RHND) Presentation by Mary Gilbert, COG Director

Council heard an update from COG Director Mary Gilbert

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

City Treasurer Sabathia provided a report. No public comment received.

D. City Manager's Report

City Manager Reynolds provided a report using slides. No public comment received.

E. Reports from City Council Appointees to Regional Organizations and Committees

Council Members reported on meetings they attended. No public comment received.

6. ACTION ITEMS

A. Adopt Resolution 2022-09 Directing Staff to Advertise for Candidates to Fill the City Clerk Vacancy and Directing Staff to Start the Process to Put a Measure on the Ballot to Make the City Clerk Position Appointive

City Attorney proposed that staff advertise the vacant position and place and initiative on the ballot to make the city clerk position appointive. During public comment Jackie Morris Lopez asked how the position is filled. Whereupon, Mayor Jordan responded that the City Clerk is an elected position.

A motion was made by Council Member Edge and seconded by Vice Mayor Flores to adopt Resolution 2022-09 Directing Staff to Advertise for Candidates to Fill the City Clerk Vacancy and Directing Staff to Start the Process to Put a Measure on the Ballot to Make the City Clerk Position Appointive. The motion passed unanimously, 5-0.

B. Adopt Resolution 2022-10 Approving the Deputy City Clerk-Administrative Services Manager Job Description

City Manager Reynolds reported that before conducting a job search for a new Deputy City Clerk-Administrative Services Manager, it was time to update the job description. The updated job description was attached for Council review. No public comment was received.

A motion was made by Vice Mayor Flores and seconded by Council Member Edge to adopt Resolution 2022-10 Approving the Deputy City Clerk-Administrative Services Manager Job Description. The motion passed unanimously, 5-0.

C. Adopt Resolution 2022-11 Authorizing the City Manager to Execute a Professional Services Agreement with Regional Government Services (RGS) to Temporarily Provide Clerk Services for City Council and Planning Commission Meetings, Human Resources and Risk Management Services

City Manager Reynolds reported that with the resignation of the city clerk and the deputy city clerk, there is a need for a part time office clerk to help with meeting preparation, document preparation, attending to workers compensation claims, and the City's liability insurance, as well as assisting with recruitment for various positions. During public comment Jackie Morris Lopez asked the costs and who is RGS. Mayor Jordan directed her to the staff report in the meeting packet, posted on the City's website.

A motion was made by Vice Mayor Flores and seconded by Council Member Freels to adopt Resolution 2022-11 Authorizing the City Manager to Execute a Professional Services Agreement with Regional Government Services (RGS) to Temporarily Provide Clerk Services for City Council and Planning Commission Meetings, Human Resources and Risk Management Services. The motion passed unanimously, 5-0.

D. Adopt Resolution 2022-12 Approving Amendment to Contract of Employment for City Attorney, Providing for Appointment of Robert E. Rathie as City Attorney

As City Attorney Mall is retiring the Wellington Law Offices advised staff of the need to appoint Robert E. Rathie as their new City Attorney. No public comment received.

A motion was made by Council Member Edge and seconded by Council Member Freels to adopt Resolution 2022-12 Approving Amendment to Contract of Employment for City Attorney Providing for Appointment of Robert E. Rathie as City Attorney. The motion passed unanimously, 5-0.

E. Adopt Resolution 2022-13 Authorizing the City Manager to Execute a Contract with EMC Planning Group to Prepare a Community Plan and Sphere of Influence Study

Assistant City Manager and Community Development Director Brian Foucht provide a recommendation from the Planning Commission and Urban Growth Boundary Committee to execute a contract with EMC Planning Group and Blue Zones to prepare a Community Plan and Sphere of Influence Study for presentation to San Benito County and to LAFCo. Don Burden of Blue Zones provided additional information. During public comment Dan De Vries spoke in support of the project.

A motion was made by Council Member Freels and seconded by Council Member Edge to adopt Resolution 2022-13 Authorizing the City Manager to Execute a Contract with EMC Planning Group to Prepare a Community Plan and Sphere of Influence Study. The motion passed unanimously, 5-0.

F. Adopt Resolution 2022-14 Amending the Memorandum of Understanding Approved by Resolution 2021-16 Related to the Use of Federal “CDBG-CV1” Funds for Subsistence Payments for Utility Costs for the Residents of San Juan Bautista, and Expanding this Assistance to All County Residents to Expedite the use of All Funds Before the May 2022 Deadline

As a result of the City receiving only a small response from the residents of San Juan Bautista, City Manager Reynolds asked the Council to amend the MOU between the City, San Benito County and the City of Hollister by expanding the use of funds for subsistence payments for low income residents’ utility payments from only eligible City residents, to all eligible county residents, in an effort to expend the funds before the May 2022 deadline. No public comment received.

A motion was made by Council Member Edge and seconded by Vice Mayor Flores to adopt Resolution 2022-14 Amending the Memorandum of Understanding Approved by Resolution 2021-16 Related to the Use of Federal “CDBG-CV1” Funds for Subsistence Payments for Utility Costs for the Residents of San Juan Bautista and Expanding this Assistance to All County Residents to Expedite the Use of All Funds Before the May 2022 Deadline. The motion passed unanimously, 5-0.

G. Adopt Resolution 2022-15 Establishing a COVID-19 Sick Leave Program and Authorize the City Manager to Approve Up to Eighty Hours of Sick Leave for COVID-19 Related Illness

City Manager Reynolds asked the Council to approve a policy establishing a COVID-19 sick leave program consistent with the City’s personnel policies and approve the use of up to 80 hours of sick leave for COVID-related employee illnesses. No public comment received.

A motion was made by Council Member Edge and seconded by Vice Mayor Flores to adopt Resolution 2022-15 Establishing a COVID-19 Sick Leave Program and Authorize the City Manager to Approve Up to Eighty Hours of Sick Leave for COVID-19 Related Illness. The motion passed unanimously, 5-0.

7. DISCUSSION ITEMS

Whereupon, staff asked that the balance of the agenda be continued to a March 8, 2022 meeting. It was the consensus of the Council to do so.

- A. Strategic Plan Update
- B. COVID-19 Update
- C. Water and Wastewater Update

8. FUTURE AGENDA ITEMS

9. COMMENTS

- A. City Council
- B. City Manager
- C. City Attorney

10. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

Respectfully submitted,



Trish Paetz, Deputy City Clerk