

RESOLUTION NO. 2021-12

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA MAKING CERTAIN FINDINGS IN RELATION TO THE FY 2020/21 BUDGET AND APPROVING CERTAIN ADJUSTMENTS AT THE MID-YEAR TO ACCOUNT FOR SEVERAL SMALL VARIANCES FROM THE ORIGINAL FY 2020/21 BUDGET

WHEREAS, at its November 17, 2020 Council meeting, the City adopted its budget for FY 2020/21; and

WHEREAS, on January 19, 2021, the City Council received its audit for FY 2019/20, and the auditor opinion is unmodified, or it is a “clean” report with no material findings; and

WHEREAS, in the attached staff report, analyzing the audit results and final fund balances moving forward, and after reviewing City’s budget performance over the past five months staff has summarized its Mid-Year budget review in the two exhibits (Exhibit “A” and Exhibit “B”) attached hereto, one for revenue adjustments and one for expenditure adjustments; and

WHEREAS, as a result of its review, staff anticipates loss of revenue from the pandemic to not be as severe as originally thought, and revenues from property taxes are substantially higher than anticipated restoring it to its pre-pandemic fiscal health; and

WHEREAS, as a result of its review, staff anticipates savings at year-end in the General Fund trending at 7% below budget, a savings estimated to be \$87,000 at year-end. Sewer and Water Enterprise Funds are also spending below budget. Exhibit B outlines a few one-time expenditures that account for less than half to be used to increase the Reserves for these funds; and

WHEREAS, sufficient salary savings have occurred in the budget combined with stabilizing revenues establishing revised positive structural changes sufficient to resolve a staffing shortfall in Community Development, and pay for a new position, Assistant City Manager/Community Development Director, with the Job Description provided in Exhibit “C” attached hereto.

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

- 1) That the Staff Report submitted for the February 23, 2021, Council Meeting and its conclusions are hereby deemed to be true and correct, and are made a part of this resolution by reference.
- 2) The details of the recommended Mid-Year Budget adjustments for Fiscal Year 2020/21 are provided in Exhibit “A” for revenues, and Exhibit “B” for expenditures, attached hereto.
- 3) That the completed Audit of the FY 2019/20 has confirmed and finalized the fund balances heading into FY 2020/21, and that a Mid-Year Budget review of this fiscal

year's activity has been completed and that the assumptions and projections made in prior budget preparations have been confirmed and quantified.

- 4) That substantial structural changes have occurred in the General fund, stabilizing it to pre-epidemic health with sufficient revenues combined from other sources including Community Development funds and State grant funds to pay for an Assistant City Manager/Community Development Director position without having to increase the current salary budget, and approves the job description for this position in Exhibit "C," authorizing the public recruitment to begin immediately in order to meet increasing staffing needs as described in the staff report.
- 5) Sufficient savings have occurred in various capital improvements completed this year to pay \$55,000 to upgrade the sewer lift station on San Juan Hollister Road, \$200,000 to implement seven of the Pavement Management Plan's top priority projects, and pay \$22,000 to add additional parking on and around Third Street to help compensate for lost parking space due to the new parklet program.
- 6) That the balance of savings in all funds will be used to increase the reserve amounts in each of the three funds.

PASSED AND ADOPTED at a regular meeting of the San Juan Bautista City Council on the 23rd day of February, 2021, by the following vote:

AYES: **Jordan, Freeman, Flores, Freels, Edge**

NOES: **None**

ABSENT: **None**

ABSTAIN: **None**


Leslie Q. Jordan, Mayor

ATTEST:


Trish Paetz, Deputy City Clerk

EXHIBIT A

FY 2020/21 MID-YEAR BUDGET REVENUE ADJUSTMENTS

REVENUES	Annual	Proposed		
Fund	Budget	Revised	Budget	Difference Footnotes
General Fund	1,810,092	1,810,092		-
Special Revenue Funds:				
Capital Projects Fund	2,574,628	2,574,628		-
Community Developmen	467,903	467,903		-
COPS	100,000	100,000		-
Parking & Restroom Fd	14,812	14,812		-
Gas Tax Fund	249,897	249,897		-
Valle Vista LLD	21,717	21,717		-
Rancho Vista CFD	57,657	57,657		-
Copperleaf CFD	21,279	21,279		-
Development Impact Fee Funds:				
Public/Civic Facility	-	-		-
Library	-	-		-
Storm Drain	-	-		-
Park In-Lieu	-	-		-
Public Safety	-	-		-
Traffic	-	-		-
Zone 1 TIMF	-	-		-
Internal Service Funds:				
Blg Rehab. & Replace	38,000	38,000		-
Vehicle Replacement	60,000	60,000		-
Enterprise Funds:				
Water				
Operations	1,124,400	1,124,400		-
Capital	615,565	615,565		-
Sewer				
Operations	1,161,800	1,161,800		-
Capital	341,694	341,694		-
TOTAL Funds	8,659,444	8,659,444		-

Footnotes ~

EXHIBIT B

FY 2020/21 MID-YEAR EXPENDITURE ADJUSTMENTS

EXPENDITURES	Annual	Proposed		
<u>Fund</u>	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>	<u>Footnotes</u>
General Fund	1,676,216	1,676,216	-	
Special Revenue Funds:				
Capital Projects Fund	2,699,628	2,921,628	222,000	A
Community Development	595,779	629,279	33,500	A
COPS	100,000	100,000	-	
Parking & Restroom Fd	71,200	71,200	-	
Gas Tax Fund	264,447	264,447	-	
Valle Vista LLD	21,717	21,717	-	
Rancho Vista CFD	27,375	27,375	-	
Copperleaf CFD	14,186	14,186	-	
Development Impact Fee Funds				
Public/Civic Facility	166,840	166,840	-	
Library	25,000	25,000	-	
Storm Drain	95,566	95,566	-	
Park In-Lieu	33,565	33,565	-	
Public Safety	135,319	135,319	-	
Traffic	133,314	133,314	-	
Internal Service Funds:				
Blg Rehab. & Replace	45,000	45,000	-	
Vehicle Replacement	11,890	11,890	-	
Enterprise Funds:				
Water:				
Operations	753,359	765,359	12,000	B
Capital	615,565	615,565	-	
Sewer				
Operations	741,916	751,916	10,000	C
Capital	341,694	1,463,104	1,121,410	D
TOTAL Funds	8,569,576	9,968,486	1,398,910	

Footnotes:

A ~ Added \$200k for pavement management plan, and slurry seal 7 streets.

Added \$22k for parking & traffic safety on 3rd Street

A ~ Increased for expenditures for staff augmentation (CSG)

B ~ Increase for contract services coming in higher than anticipated (All Clear)

C ~ Increase for contract services coming in higher than anticipated (Cypress Water)

D ~ Added \$55k for 2 lifstation pumps and

\$1,066k for design costs of Hollister sewer line project.

EXHIBIT C

Assistant City Manager

2/23/2021

City of San Juan Bautista Job Description

ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT DIRECTOR

Full Time, 40 Hr. Week; Permanent Employee

Exempt Classification – At-Will Employee

Compensation and Benefits per Municipal Personnel Policy

DEFINITION

Under the administrative direction of the City Manager, plans, directs, budgets and coordinates the City's Community Development functions that include the Building, Historic Preservation, Current Planning, Advanced Planning, Economic Development and Housing Divisions. Serves as Assistant City Manager. Administers, updates, implements, and enforces the elements of the City's General Plan, Historic Preservation Ordinance, Inclusionary Housing Ordinance, zoning code, and other related ordinances of the City. Reviews proposed public and private development activities to ensure compliance with CEQA, NEPA, ADA, and other applicable State and Federal Regulations and prepares related reports as may be required.

GENERAL DUTIES FUNCTIONS AND CHARACTERISTICS

Supervises the City staff assigned to the Building, Current Planning, Code Enforcement, Advanced Planning, Economic Development/Housing, and Historic Preservation Divisions, and managing contract services currently supporting current planning, advanced planning, building and housing functions. Oversees the day-to-day functions of the Community Development Department, including responding promptly to inquiries from the public, private developers, and other business interests.

Plans, organizes, manages, sets the agendas, and attends all Historic Resources Board and Planning Commission meetings. Attends most City Council meetings. In the absence of the City Manager, the Assistant City Manager shall serve as Acting City Manager.

Comfortable with active community engagement efforts to learn the intent and objectives of various stakeholders in the City. Leads community volunteer efforts and City Council subcommittees as assigned to Community Development. Sets the Agenda and leads the City's Urban Growth Ad-Hoc Committee. Will also include updating the General Plan and Housing Element.

Maintains a positive working relationship with various County Resource Management Agency, and other departments, San Benito Council of Governments, LAFCO, relevant special districts, regional planning agencies that include AMBAG, and State and/or Federal agencies. Assists and supports elected officials assigned to represent the City on these Boards.

Examples of Important and Essential Functions:

Develops and implements programs and procedures to process and track development projects and required plan check and inspection activities. Prepares and keeps accurate records of the payment and application of development deposits, fees, development impact fees, and other charges and permit fees.

Acts as the central repository for all current planning applications, assuring compliance with the Subdivision Map Act, Zoning Code, Historic Preservation Codes and design guidelines, Uniform Building Code, CEQA/NEPA, Americans with Disability Act, and other local, state and federal regulations. Oversees all City divisions reviewing applications making certain they respond in a timely and efficient manner. Communicates with applicants promptly keeping them informed of the progress of their application.

Must be familiar with and comfortable using permit tracking software, and be capable of collecting development fees, processing/tracking deposits and coordinating their recording them with the Finance Division. Administering and controlling the Community Development Budget.

Tracks and implements changes of State law that apply to the City in regards to housing and other current interests. Implements State HCD grant programs including SB2, LEAP and REAP. Knowledge of federal grant processes including Community Development Block Grant.

Representing the City in meetings with community organizations, developers, builders, citizens, and other governmental agencies.

Leads City residents and stakeholders with expert consultants in public engagement activities to improve the City's vision of the future, including design charrettes, that result on published/codified public policy for the City. Suggest and establish new General Plan polices centered around "Health in All Policies" and equitable Economic Development.

Prepares a variety of reports for and makes recommendations to the City Manager, the City Council, the Planning Commission, the Historic Resources Board, and performs other duties as required. Represents the City Manager at meetings with the County of San Benito, and various community organizations. Assisting the City Manager by attending to such other duties as may from time to time be required.

Attending meetings of the City Council, the Planning Commission, and other public advisory committees.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of –

Principals and practices of progressive, sustainable and resilient historic preservation, current and advanced planning strategies and techniques.

2/23/2021

State and County laws that influence economic development, current and advanced planning activities, including those related to annexation, the Sphere of Influence, Urban Growth Boundary, and the State housing crisis.

Research techniques and resources and statistical methods applicable to the preparation of reports and presentation to the City Council, regulators, other public agencies and the public.

Standard office procedures, records maintenance and retention, and the use of modern office equipment, including computers and applicable software, report writing, proper use of the English language including spelling and grammar.

Principles and techniques of budget development and administration.

Principles and practices of municipal management and administration.

Ability to -

Lead with integrity, and by example. Be effective, and be a team member. Meet deadlines.

Plan, prioritize, and direct varied Community Development activities.

Delegate authority and responsibility as well as schedule and program work on a long-term basis.

To work with and assist other members of the City Staff and contract staff including the City Engineer and City Attorney when called upon to do so.

Excellent, concise writer. Communicate clearly and concisely, both orally and in writing both in-person and remotely.

Interpret and explain Community Development responsibilities and other related matters to the general public.

Work with volunteer groups from the community, and lead City Council sub-committee meetings focused on Community Development issues.

Establish and maintain a positive and effective working relationship with other public agencies, the general public, other employees, officials, and officers of the City.

Keep the City Manager well informed regarding the activities and issues that may arise.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience -