City of San Juan Bautista

The "City of History"

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AGENDA

SPECIAL CITY COUNCIL MEETING

TUESDAY ~ FEBRUARY 23, 2021 ~ 6:00 P.M.

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

Join Zoom Webinar https://zoom.us/j/87246179672
or call 1 (669) 900-6833
Webinar ID: 872 4617 9672

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20

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. *Please follow the Governor's Shelter in Place Order and the CDC Guidelines regarding preventative measures and do your part to help flatten the curve and prevent further spread of COVID-19.*

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 Mayor 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 Mayor 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 you MUST log in to Zoom.

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., February 23, 2021, and will be read into the record during public comment on the item.

In compliance with the Americans with Disabilities Act, and Governor's Order N-29-20, 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 Section 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. Discussion Items
   A. Update the City Council's Strategic Plan for Fiscal Year 2021-2022 after considering new ideas with input from the February 2, 2021 Meeting of the Historic Resources Board and Planning Commission, the Sheriff, the Hollister Fire Department, and the public. Direct staff to consolidate notes and ideas into a resolution for approval at the March 16, 2021 Regular Council Meeting.

3. Action Items
   A. Receive the Mid-Year Budget Report from the City Manager and CPA Wendy Cumming, and consider both structural and organizational changes that include expanding the City's capacity to manage Community Development objectives (as shared with the Planning Commission on February 2, 2021), and one-time use of funds for certain studies and Capital Improvements.

      Adopt Resolution 2021-XX Approving the Planning Director/Assistant City Manager position and authorize a full public recruitment to fill this position, and a schedule of Capital Improvements and one-time adjustments to the Fiscal Year 2020-2021 Budget.

   B. Approve Affidavit of Posting Agenda

4. Adjournment

CITY OF SAN JUAN BAUTISTA
CITY COUNCIL

AGENDA TITLE: **STRATEGIC PLAN UPDATE AND DIRECTION FOR DEVELOPING THE FY 21/22 BUDGET**

MEETING DATE: February 23, 2021

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION:

Receive this report summarizing the City's current Strategic Plan, and feedback from Historic Resources Board and Planning Commission. Suggest edits and changes to the Strategic Plan after receiving public testimony from the Sheriff, Hollister Fire Department and others. Direct staff to return to the regular meeting in March with a Resolution that captures the changes for the new Fiscal Year.

BACKGROUND

For the past two years, the City has followed a pattern of adopting its budget in the summer, conducting its audit in the fall, and consider a mid-year budget review in January or February. This foundation sets the stage to review the strategic plan and prepare for the next fiscal year budget that will begin July 1, 2021. Structural and programmatic changes involve the City's operational budget. New projects and large studies that span more than one fiscal year, involve the Capital Improvement Plan (CIP).

Best practices for local government include annual goal setting and occasionally consider organizational changes to help the City adapt to a fast, changing world. Last February 15th, the City took three steps in this direction by holding a strategic planning session and establishing its priorities, initiated a citizen survey of City services, and retained an experienced consultant firm "City Gate" to review its finances and its organizational structure. The reason these steps are considered best practices is because they are timed to coincide with the City's budget process which has to be adopted by June 30th annually. The City can appropriate its funds and direct their use to address the citizen's expectations and implement the City's strategic plan. The City Gate Management Letter, City Council Strategic Plan, and Survey results are attached for the HRB and Planning Commission's information.

On February 2, 2021, the Historic Resources Board and Planning Commission reviewed the Strategic Plan from 2020. The HRB suggested policies that ensure new building permits are integrated and checked against the HRB's and historic inventory. Expand "historic" and consider all ethnicities that built this city including Native American and Asian cultures. These historical treasures have to be considered in the new sphere of influence as well as within the City. The Commission spoke to new polices that enforce sustainable development, requiring water conservation, banning water softeners, solar power and the use of sustainable building materials. Adding to this consideration is the ability to develop buildings/homes without natural gas. We should have a "smart-growth" template that helps developers see how the City wants a subdivision to be planned with homes facing the street. All agreed that we need to get better control before the next subdivision comes forward. These considerations could all be wrapped up in a General Plan amendment that focusses on the State's SB32 mandates (Greenhouse Gas Reduction policies).

On Tuesday, February 16, the Sheriff and Hollister Fire Departments were asked to attend the Strategic Planning meeting on the 23rd. Fire and crime prevention were offered as topics to be discussed. Emergency services and disaster preparedness were another topic to be discussed. Grant writing and opportunities unique to these disciplines was also requested.

DISCUSSION

For the past year, the City Manager has had only two priorities: water and COVID-19. Optimism is in the air, and soon we will break free from the shelter in pace mentality and able to more than that. Both the focus on resolving Water & Waste Water issues, and the pandemic will fade away leaving room for what?

Having considered the attached Strategic Plan and all that has happened during this historic pandemic, the Council is asked to consider refinement and additions or deletions moving forward into a world with vaccinations. Rebuilding the Community Development Department adding economic development, housing, and a focus on advanced planning are all part of these considerations. Advanced planning speaks specifically at the goal of keeping City small and historical. There is a lot of tension in the community about growth, the sphere of influence and the importance of the Urban Growth Boundary Ad-Hoc Committee. That tension comes from developers with their private interest in front of the City's best interest. It comes from the State's reaction to the "housing crisis." Will the State take local control of land use away for the sake of building more housing? It has recently been suggested in Sacramento. "Growth Control" seems to be illegal now. This is a good time to build a robust Community Development Department to build a strong economic base, with controlled growth.

STRATEGIC PLAN FROM FEBRUARY 15, 2020

1) Create, promote, and nurture partnerships within our community
    a. Public
    b. Private
    c. Community based
    d. Governmental
    e. Non-profit
    f. Business
    g. Schools
    h. Agriculture
2) Preserve, protect, promote our community assets and economic vitality while maintaining historical and cultural charm.
3) Invest, maintain, strengthen, plan and renew, our vital infrastructure:
    a. Water
    b. Power
    c. Sewer
    d. Streets
    e. Sidewalks
    f. Stormwater
    g. Facilities
    h. Open Space
4) Promote public amenities:
    a. Parks
    b. Trail system
    c. Recreation
    d. Cultural Arts and Activities
5) Quality of Life
    a. Enforce ordinances maintaining quality of life, promoting health and safety for the community.

CITY OF SAN JUAN BAUTISTA
CITY COUNCIL

AGENDA TITLE: MID-YEAR BUDGET ADJUSTMENTS AND ADDING THE FULL-TIME POSITION OF ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT DIRECTOR

MEETING DATE: February 23, 2021

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION:

Receive the Mid-Year Budget Report from the City Manager and CPA Wendy Cumming, and consider both structural changes to the organization that include expanding the City's capacity to manage Community Development objectives, (as shared with the Planning Commission February 2, 2021), and one-time use of funds for certain studies and Capital Improvements.

Adopt a resolution approving the Planning Director/Assistant City Manager position and authorize a full public recruitment to fill this position, and a schedule of Capital Improvements and one-time adjustments to the FY 20/21 budget.

BACKGROUND

Last April 2020, due to the impacts of pandemic, staff projected the City's General Fund to experience budget shortfalls of as much as $400,000 due the loss of sales tax and transit oriented tax. The City took action by cutting costs in several areas including reduced staffing, freezing the Office Tech vacancy and eliminating the Associate Planner position. As shown in the recent audit, it saved $600,000 by June 30, 2020.

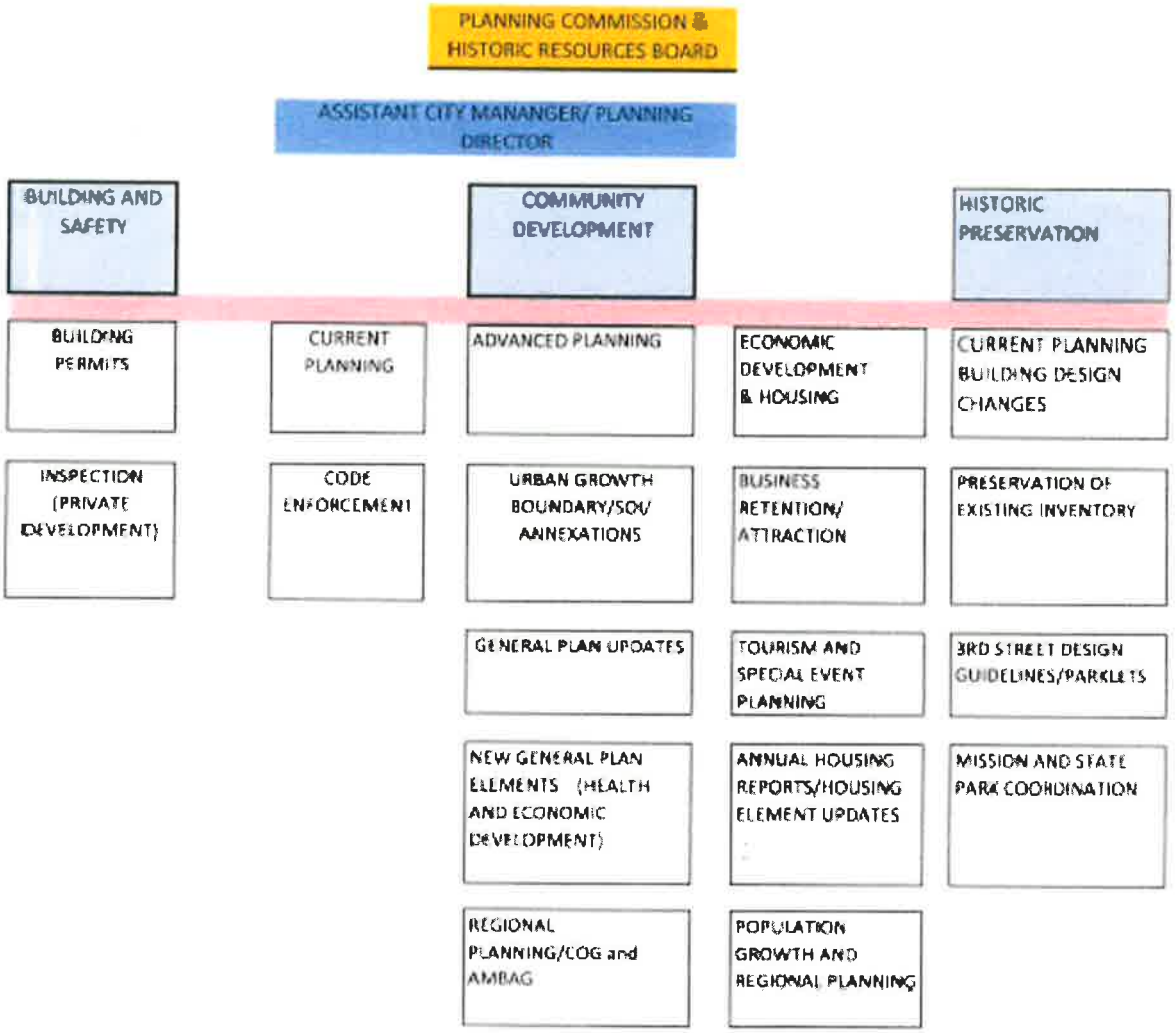
Last spring/early summer the City staff re-analyzed general fund revenues and made a determination that certain revenues, such as sales tax and transient occupancy taxes for the current fiscal year could be down as much as 54% from the prior fiscal year, due to the "Shelter in Place" orders, and COVID-19. This determination was based on the continuation of some temporary business closures, and in collaboration with other similar jurisdictions who rely heavily on tourism. As such, the City adopted a very conservative budget for fiscal 2020/2021.

Several attempts have been made to adjust the City's organizational structure last fall, the last being December 3, 2020. It was clear from that discussion, the City Council preferred that if changes could be paid for, that and Assistant City Manager be considered. The 19/20 Budget did

include a part-time deputy city manager position, at $50/hr, which was provisionally filled by Marti Brown, who has since left for full-time work. Marti was helping with numerous Community Development grants and programs that had to be placed on hold.

In the December, staff reported a pleasant surprise that property taxes exceeded projection by more than $30,000, and sales tax exceeded the mid-year projection by $100k.

As the audit was prepared staff analyzed the organization again and the potential to re-build the planning department (Community Development). On February 2, 2021, staff presented a new organizational chart to the Historic Resources Board (HRB) and Planning Commission. This report (attached) was shared with the City Council, and goes into great detail about increasing demands and un-met needs in Historic Preservation and Community Development. The HRB and Planning Commission supported the concept, as shown below.



DISCUSSION

With the audit completed, a detailed review of revenues has taken place. Mid-way through our current fiscal year we have determined that our revenues are coming in better than anticipated, in both sales tax and transient occupancy taxes, which are at 83% and 93% of budget, respectively.

Additionally, the City's residential homes grew by 18% in fiscal year ended June 30, 2020. With this growth the City budgeted conservatively, 10% higher property tax revenues for the current fiscal year. With the first of two annual receipts of property taxes, we are showing that our revenue is at 56% of budget at mid-year. In connection with the residential developments, the City also received County transfer tax revenue of $52k, where only $13k was budgeted.

An offset to the above is in the City's interest income from the L.A.I.F. investment. The interest rates at the end of last year were around 2% return on investment. L.A.I.F. return rates as of January 2021, were at less than .05%. The decrease in the L.A.I.F. rates have resulted in an anticipated budget decline of $45k.

With the above said, as of December 2020, the City is showing roughly 70% of budgeted general fund revenues, instead of 50% in key revenue line items. Or approximately $190k above budget at mid-year.

Expenses were reported from the General fund at Mid-Year February 16, 2020. They are at 42%, (8% better than projected), saving $87,000 this far. These savings are expected to continue through June 30, projected to be at least $160,000. For just the general fund, we have a combined positive report placing the City $350,000 above expectations. These general funds are structural and are expected to remain or improve over time as the economy bounces back from the pandemic.

The City has room to grow, and is capable of funding the new Assistant City Manager/Community Development Director, at total annual estimated cost to $145,000 including benefits. This position will help to save expenses in other areas such as legal, contract planner, building and engineer costs. The $145,000 is also shared between various funds. The REAP grant ($23,500) approved to pay for the Project Manager (Marti Brown) will be applied to this salary, and the part-time position will not be filled. Community Development revenues will pay for 40% of the position, and water and sewer will share 10%. The net cost to the General Fund will be less than $50,000 a year. This will help pay for the advanced planning related to annexations and the Urban Growth Boundary Ad Hoc Committee and its work. Above all, this position can be funded by savings in the current salary budget, and no additional funds are being sought to pay for it this fiscal year.

Additional funds are needed to help pay for three major contractual services; City Engineer, Water Operator and Waste Water Operator contracts. All three of these are trending higher than in past years to cost of living increases. Enterprise funds will pick up most of these costs.

Lastly are the new Capital Improvement Projects that we can add back into the budget. Third Street came in on-time and under budget. The contingencies are large enough to pay for the first seven projects in the Pavement Management Plan.

Street Name	Beg Loc	End Loc	Treatment	Cost
Franklin St	6th St	4th St	Overlay	$39,000
North St	3rd St	1st St	Overlay	$42,500
Second St	Monterey St	San Jose St	Overlay	$58,500
Via Padre	1st ST	Cul-De-Sac North	Overlay	$22,000
The Alameda	Hwy 156	Lang St	Slurry Seal	$ 2,500
Monterey St	Church St	4th St	Slurry Seal	$11,600
The Alameda	Pearce St	Hwy 156	Cr. Sealing	$ 250
Total:				**$176,350**

The attached resolution seeks $200,000 from a combination of street funds including Gas Tax, SB2, Traffic Impact Funds and Measure G.

In the sewer fund, a request for $55,000 is sought to compete the upgrading to the San Juan Hollister Lift Station by up-sizing the two pumps. The electrical work there is almost complete. This capacity increase is needed to handle the iron/manganese treatment plant at Well 6 when it needs to be flushed.

The City transformed Third Street in response to the State of Emergency, reducing two lanes of traffic to one to make room for outdoor dining and retail sales (otherwise known as "parklets") and 14 have bene built. The adjusted CIP includes a request for $22,000 from the General Fund to pay for striping new parking spaces, and looking at ways to make possible safer traffic circulation in an effort to offset the impacts of the new parklets on Third Street. This could add 14 additional parking spaces proposed at both ends of Third Street on Muckelemi Street at 4th, and The Alameda. It will also study parking potential on Polk and Mariposa. Lastly, it will consider additional traffic safety needs on Fourth Street due to the increase in traffic. Staff will put an RFP together between now and June 30, to begin a feasibility study for all of the downtown. If funded in the next fiscal year, this study will begin in July, and focus is on whether or not to make parklets permanent.

FISCAL IMPACT

The proposed mid-year budget adjustments presented in the attached Resolution will make certain important operational contracts will proceed to June 30, 2021 without pause, add the critical staff position of Assistant City Manager/Community Development Director without increasing the salary budget, and add new sewer, street and parking CIP's.

CITY OF SAN JUAN BAUTISTA HISTORIC RESOURCES BOARD AND PLANNING COMMISSION STAFF REPORT

AGENDA TITLE: **PROPOSED CITY REORGANIZATION AND STRATEGIC PLAN UPDATE**

MEETING DATE: February 2, 2021

SUBMITTED BY: Don Reynolds, City Manager

RECOMMENDED ACTION(S):

City Staff is asking the Historic Resources Board and Planning Commission to consider a proposed re-organization of the City that emphasizes Community Development, and review the City Council's strategic plan from last February to suggest areas for change and reconsideration.

BACKGROUND INFORMATION:

For the past two years, the City has followed a pattern of adopting its budget in the summer, conducting its audit in the fall, and consider a mid-year budget review in January or February. This foundation sets the stage to review the strategic plan and prepare for the next fiscal year budget that will begin July 1, 2021. Structural and programmatic changes involve the City's operational budget. New projects and large studies that span more than one fiscal year, involve the Capital Improvement Plan (CIP).

Best practices for local government include annual goal setting and occasionally consider organizational changes to help the City adapt to a fast, changing world. Last February 15th, the City took three steps in this direction by holding a strategic planning session and establishing its priorities, initiated a citizen survey of City services, and retained an experienced consultant firm "City Gate" to review its finances and its organizational structure. The reason these steps are considered best practices is because they are timed to coincide with the City's budget process which has to be adopted by June 30th annually. The City can appropriate its funds and direct their use to address the citizen's expectations and implement the City's strategic plan. The City Gate Management Letter, City Council Strategic Plan, and Survey results are attached for the HRB and Planning Commission's information.

In June 2019, the City's budget included a part-time position called "Assistant City Manager" and the Interim City Manager shared that this position could be either focused on public works or on community development, depending on the strengths of the new City Manager. Through attrition, Community Development in San Juan Bautista had fallen behind. In 2019, the City adopted two housing elements, and made several updates to its zoning codes trying to catch-up. It is good that the City took care of these issues when it did, because little did it know that in March 2020, the COVID 19 pandemic and City's regulatory battles over water would take center stage. In April, anticipating a 90% decrease in its sales tax revenues due to the pandemic, the City made structural changes directly impacting Community Development to save costs. Project Manager Karl Bjarke, the City Engineer and City Manager took on the water issues. Contract Planner David Mack supported the community development functions as needed.

By January 1, 2020, several new State mandates centered on housing became effective. The State offered grants to help address some of the local government policy shifts. The City hired another part-time project manager Marti Brown to take on these challenges but she has recently taken on a new fulltime job with another agency.

Marti was working on the $160,000 SB2 Grant, to develop the South San Juan Area Plan, also referred to as The Alameda Corridor study, the $60,000 "LEAP" Grant (local agency planning grant) to implement the Accessory Dwelling Unit ("ADU") laws, and update the City's inclusive housing ordinance, and the $23,000 regional planning grant ("REAP") to help pay for staff to implement the other two grants. The City has signed contracts with the State's Housing and Community Development Department for all three of these programs. The City is also ready to launch a fourth grant from Cal Trans to design a trail and walking path system (known as an Active Transportation Plan) through-out the City. After the SB2 project was questioned by the City Council in January, staff proposes that these projects slow down, and be considered by the Urban Growth Boundary Ad-Hoc Committee and the Planning Commission before coming back to the City Council. The focus of this report is staffing this work, on top of the other community development work.

These new State programs are in addition to the many community development functions that need full-time support from the City organization, because the citizen survey supports the preservation of the small town feel of San Juan Bautista. But the State's housing crisis is pressuring all cities to grow. The best strategy to accomplish this goal is to move ahead with the Urban Growth Boundary Ad Hoc Committee and establish good policy consistent with a revised General Plan that accurately reflects the Community's shared vision. The City's 2016 General Plan, projects city growth at 46 new homes per year through 2035. The Community's vision is closer to half of that amount. Revising and updating the General Plan, suggested to be done every 5 years, is considered "Advanced Planning," and is only one of many facets of good Community Development.

The full array of Community Development includes Advanced Planning, and Current Planning. Current Planning is the day-to-day processing of "entitlement" and "building" permits. It is

common in small cities to wrap the Building Department and Code Enforcement into these two broad categories. And there is more. The Pandemic has caused the City to focus on Economic Development, that includes the Transformation of its historic Third Street, and hopefully soon re-introducing special events, and a farmer's market. The City must focus energy on Historic Preservation and maintain the records necessary to leverage grants and other resources to protect its heritage. Lastly, every City has to stand up to the housing crisis. One important message from the City Gate report is the acknowledgement that no mater how large or small a city is, it still has to respond to a myriad of local, state and regional demands. Many of these demands fall upon the Community Development department to implement.

The good news is having completed the City's audit and having started the mid-year budget review, it is clear that the City's capacity to take on these challenges is better than expected. The sales tax decreased by 54% (but not 90% as feared). The City's assessed valuation of property increased far beyond expectations with many of the new homes being sold in the past twelve months. This influx of new property taxes more than off-set the loss of sales tax. And we are optimistic the sales tax will rebound sooner than expected in 2021. Because of the conservative actions taken in April 2020, the City was able to save $600,000 of its General Fund. Not many cities can say that revenues are up and costs are down right now. At the January City Council meeting, the City Manager proposed a new Community Development Department, led by a new Assistant City Manager/Planning Director position. That is the focus of this discussion.

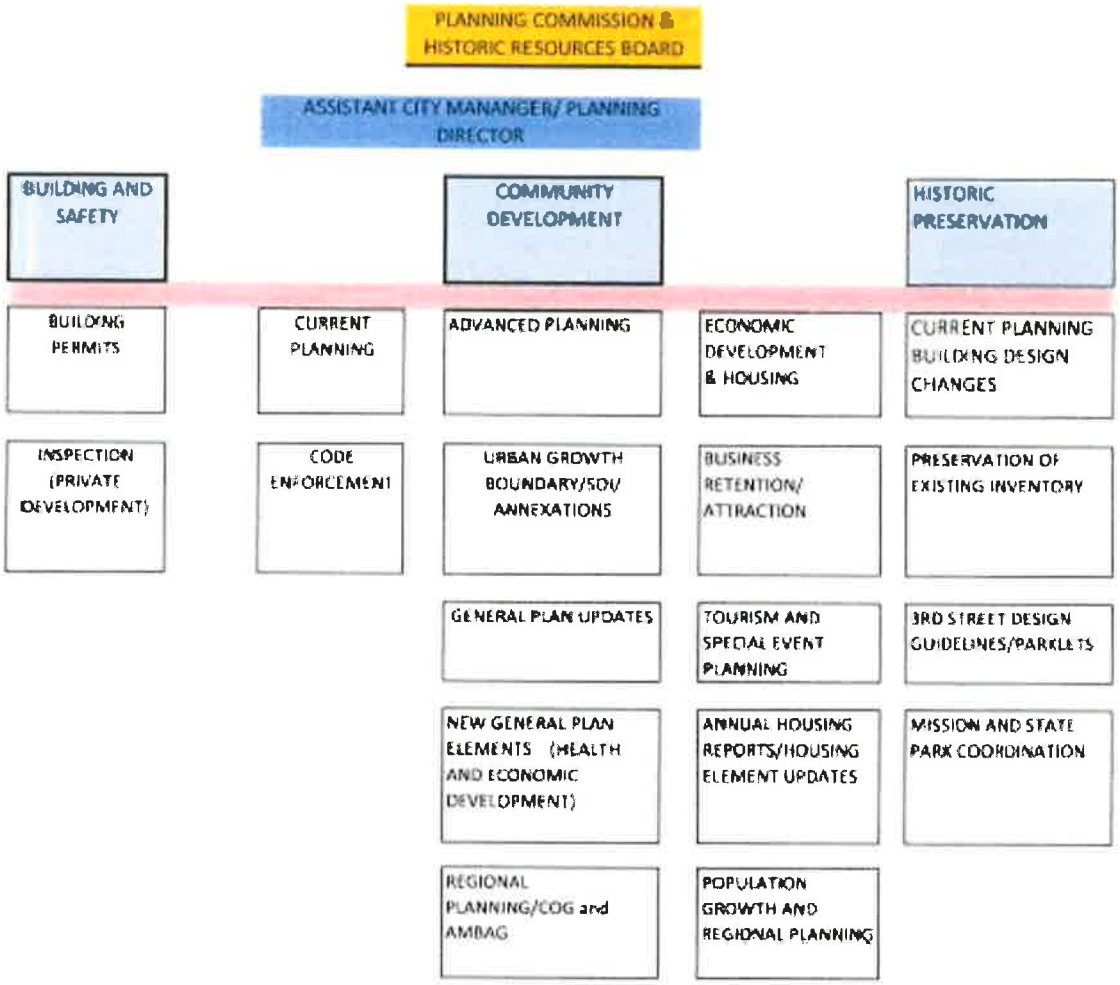
DISCUSSION:

Having seated two new Planning Commissioners/HRB Members and as a way to prepare for the City Council's consideration of its goals, objectives, and mid-year budget changes, this is a good time for the HRB and Planning Commission to get involved. Attached is the two-page summary of the strategic plan. The second strategy after developing strong partnerships is:

2) Preserve, protect, promote our community assets and economic vitality while maintaining historical and cultural charm.

In the attached survey, when asked "which do you like best," the vast majority of votes (70%) felt the "small town atmosphere" was its best attribute, and a majority of votes (65%) thought preserving the City's historic nature when considering new development proposals was a top priority.

Below is the proposed structure of the newly upgraded Community Development functions presented for consideration. The goal is to provide central leadership to the wide array of duties, and support to the Commission and Board directly with better attention to detail. The intention is to describe all of the five areas of focus, and then determine how to best staff them. After considering the organizational chart, has any critical function gone unmentioned?



Many of these tasks are being addressed with a combination of part-time staff (Code Enforcement, Economic Development) and expert contract staffing from Harris and Associates David Mack. But relying on the City Manager to lead in these disciplines, public works, and other civic duties is more than a full-time job. The City can't afford to be missing details and dropping the ball in this area of our City government. The citizens support better attention to these issues.

The Organizational Chart speaks to a stronger presence in regional planning. It recommends a stronger staff supported presence at LAFCO, COG and AMBAG meetings to support our appointed officials and help convey our City's needs when regional decisions are being made.

There are some new ideas referenced in this organizational chart. Two new General Plan elements are included. There is a General Plan element known as "Health in All Policies" that takes a healthy look at development, traffic and circulation. It puts humans before automobiles. A "Health Element" can evolve from this thinking. Some cities drive their economic development efforts through an "Economic Development Element." It describes working with partners

regionally, and "GO-BIZZ" on the state level. This element speaks to string partnerships and help build economic diversity and resiliency during tough economic times. The City's response to the economic impact of COVID is an example of positive reactions to potential and real economic pain and suffering. Does this focus need to be elevated in the Strategic Plan? Does the seed planted last March, have a potential to keep growing? Some cities like Seattle have an "Equity Element" as well, promoting strength through diversity, and requiring all policy and budget decisions to be reviewed on the basis of equity.

In this discussion, staff is seeking feedback from the Planning Commission and HRB for the City Council discussion February 16, 2021.

Is this a good time to re-build Community Development?

Is the direction shown in the organizational chart, a good direction for this city, (now)?

What if the City does not step up and meet these Community Development needs? Are there permanent damages that can occur? (unmanaged growth, deterioration of historic assets, victims of bad regional planning, penalized by State and other regulators for not falling in line).

This new organization needs to be citizen centric. All of the policies and ideas shared in this report are intended to stimulate citizen feedback. In one form or another, citizen engagement has to drive these programs. This is the equitable way to build and preserve San Juan Bautista.

RESOLUTION NO. 2021-XX

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 attachments ("Exhibits A" and "B"), 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.

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.

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.
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 staff's report.

5) Sufficient savings have occurred in various capital improvements completed this year to pay for a $55,000 to upgrade the sewer lift station on San Juan Hollister Road, $200,000 to implement seven of the Pavement Management Plan top priority projects, and pay $22,000 to add additional parking on and around Third Street to help compensate for lost parking 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, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____
Leslie Q. Jordan, Mayor

ATTEST:

_____
Shawna Freels, City Clerk

EXHIBIT A

FY 2020/21 MID-YEAR BUDGET REVENUE ADJUSTMENTS

REVENUES Fund	Annual Budget	Proposed 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 Fund	Annual Budget	Proposed Revised Budget	Variance	Footnotes
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 augumentation (CSG)

B ~ Increase for contact 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

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.

Tracts 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 charettes, 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.

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 –

Seven years of Community Development experience serving local government, and three-years supervisory or management responsibilities required.

Training –
Equivalent to a Bachelor's degree from an accredited college or university. Graduate degree preferred.

Special Requirements
The City of San Juan Bautista is a small city with limited finances and staff, including clerical resources. Employees are expected to be able to multi-task, prepare their own work and accomplish their assigned tasks with a minimal amount of clerical and staff support.

This position is an "at will" management position that serves at the pleasure of the City Manager.

I have received a copy of this job description.

_____ _____

Date ***Signature***

Item #3B
City Council Meeting
February 23, 2021

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK 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 19th DAY OF FEBRUARY 2021, 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 19th DAY OF FEBRUARY 2021.

Trish Paetz

TRISH PAETZ, DEPUTY CITY CLERK