



# City of San Juan Bautista

The "City of History"

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## **AGENDA** **CITY COUNCIL SPECIAL MEETING**

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

**THURSDAY, DECEMBER 3, 2020**

**~ PUBLIC PARTICIPATION BY ZOOM ONLY ~**

**DO NOT ATTEND THIS MEETING IN PERSON\***

Join Zoom Meeting at <https://us02web.zoom.us/j/88046546943>

**Meeting ID# 880 4654 6943**

**NO PASSWORD**

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ZOOM TUTORIAL - <https://www.youtube.com/watch?v=fMUxzrgZvZQ>

*\*All residents to follow the Governor's Shelter in Place Order and the CDC Guidelines regarding preventative measures. We can all do our part to flatten the curve and prevent further spread of COVID-19.*

*Written comments may be mailed to City Hall (P.O. Box 1420, San Juan Bautista, CA 95045), or emailed to [citymanager@san-juan-bautista.ca.us](mailto:citymanager@san-juan-bautista.ca.us) not later than 5:00 p.m., December 3, 2020, and will be read into the record during public comment on the item.*

1. Call to Order **6:00 PM**  
Roll Call
2. Public Comment (Only on items on the Agenda)
3. Action Items
  - A. Consider Approval of Job Descriptions for Transitioning of Three Positions from Part-time to Full-time: Community Services Coordinator, Public Safety Manager, Economic Development Coordinator
  - B. Approve Affidavit of Posting Agenda
4. Discussion Items
  - A. COVID-19 Update
  - B. Water Update
5. Adjournment



# CITY OF SAN JUAN BAUTISTA CITY COUNCIL STAFF REPORT

**AGENDA TITLE:** ADOPT THE FISCAL YEAR 20/21 BUDGET

**DATE:** November 17, 2020

**DEPARTMENT HEAD:** Don Reynolds, City Manager

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## **RECOMMENDATION**

It is recommended that the City adopt the attached Resolution and adopt the Budget for Fiscal Year 20/21, an updated salary schedule, and job descriptions converting three part-time positions to full-time.

## **BACKGROUND**

At its September 15, 2020 meeting the City Council approved a Resolution extending the adoption of the City's Fiscal Year 20/21 Budget until October 20, 2020. The draft budget was presented to the City Council Tuesday October 20, 2020. Resolution 2020-58 was approved by the City Council at that meeting, extending its adoption until November 17, 2020. On November 5<sup>th</sup>, 2020, a Town Hall meeting focusing on the Budget was held. Staff presented its plan to change the organizational structure of the staffing and its capital improvement plan a second time.

Here is the budget summary provided November 5<sup>th</sup>:

Reduced Expenses to meet Reduced Revenues

- General Fund Revenues have decreased
  - From FY18/19 from \$1.816 million grew \$169,000 to FY19/20 \$1.985 million (9.3% increase)
  - From FY 19/20 \$1.985 decreased \$175,000 to a budgeted FY 20/21 \$1.81 million (8.8% decrease)
  - An 18.1%, \$244,000 swing back to FY 18/19 status
- Conservative Expenses are Recommended until a recovery is certain
- Reduced Staff from 13.5 FTE to 12.5 FTEs, no Deputy City Manager Position
- No Cost of Living Salary Increases
- General Fund Expenditure Budget is 6.8% less than last year

Here is the Capital Improvement Summary from November 5<sup>th</sup>:

- \$3.6 Million Total
- Kept General Fund to 3.5% of CIP
  - \$50,000 Verutti Park
  - \$50,000 Urban Growth Boundary
  - \$25,000 for the Grant Match for the Trail Plan
- Added 19 New Projects
  - Equipment for Public Works Crew
  - Water and Sewer immediate needs
  - No new street projects
    - At Mid-Year will add street projects after 3<sup>rd</sup> Street project is final
    - At Mid-Year we will add Water and Sewer projects

The budget is available on the City's website and in the ClearGov program at this link:

<https://city-san-juan-bautista-ca-budget-book.cleargov.com/draft-budget-book/2021/introduction/transmittal-letter>

#### DISCUSSION

Staff has not made any changes to the budget. It remains with the recommendation to reduce staff from 13.5 positions to 12.5 positions, and it recommends an additional 6.8% reduction on top of the 9% reduction it began last April and accomplished by the end of FY 2019/20.

In its response to the pandemic, the City broadened the responsibilities to two part-time staff as the Code Enforcement Officer became the Incident Command System's Director of Operations, and the Lead Library Technician became the City's Public Information Officer. The Disaster Services Community Liaison was approved at 20-hours per week, but often worked more than 40-hours a week to help businesses re-open as soon as possible. Staff is recommending the conversion of these three part-time positions to full-time;

Lead Library Technician would become Community Services Coordinator;

Disaster Service Worker Community Liaison would become Economic Development Coordinator, and

Code Enforcement Officer is recommended as an upgrade to Public Safety Manager.

In April the City reduced its staff from 13.5 full time equivalents (FTE) by two full-time positions and two part-time positions. This recommendation keeps the FTE's at 12.5 positions without offering a salary increase except for the Community Service Coordinator. It is recommended (and

justified below) that this position step up 2.5% on the Salary Schedule. A revised organizational chart is attached that reflects these changes.

The effects of the pandemic don't seem to be slowing, and the benefits of the temporary re-structure deserve consideration as permanent changes. The CARES Act has paid for \$50,000 of the \$185,000 in COVID related expenses and, if new relief becomes available, it could pay for more of these costs. The HEROES Act passed by the House of Representatives on Memorial Day included \$700,000 for San Juan Bautista according to Congressman Panetta's office, but it never went to the Senate for approval.

"RULE IV. RECRUITMENT," and "RULE VI - METHOD FOR FILLING VACANCIES" of the City's personnel rules defines the selection process for new recruits to include a method by which all segments of the community are aware of the forthcoming examinations for regular full-time positions. The job announcement will include the job title, rate of pay, the nature of the work to be performed, and training required. Although the positions referenced in this report are currently filled by an incumbent, they are all filled on a temporary basis. Should any or all of the three positions become regular full-time positions, the City Manager will conduct a fair and just recruitment for each. Incumbents are welcome to apply.

#### Salary Schedule

Attached to the Resolution is an updated Salary Schedule. The updated Salary Schedule increases the number of ranges from 70 to 90. It begins with Range 20 with an hourly rate of \$11.34 per hour, and tops out at Range 90 which pays \$63.93 per hour. Each step (Range 20, 21, 22, etc.) increases vertically by 2.5%. Each step has five levels that are 5% apart. An employee that meets the job standards in an annual review is eligible, per the Personnel Rules, to receive a merit increase. It also provides bi-weekly pay ranges and annual pay ranges. In the past twelve months, the City has completed all but a few job evaluations. (This was most employee's first evaluation ever at the City of San Juan Bautista). This incentive system holds staff accountable and staff is implementing it. It was first approved last Fiscal Year, and this Salary Schedule simply adds 20 new steps to it.

In review of staff salaries and the salary ranges, it was discovered that the Administrative Services Manager's salary was not on the Salary Schedule. This current salary should be in Range 68, so the attached Budget Resolution request that this correction be made.

#### Community Services Coordinator

By changing the Lead Library Technician to Community Services Coordinator, a more realistic description of the current duties is established. When this position went from 20-hours per week operating the library, to 3-5 hours per week at a library that was closed, the employee skills were re-programmed. This position became the Public Information Officer, and continues to be a vital part of the administration, updating the website and monitoring social media. Over the past three months, park development has been added to the duties. This position took the lead on the Luck Park Master Plan and Franklin Park design. It also helps with accounts payable and printing checks, and with completing special accounting related research projects.

It is recommended that this position be stepped up one level in the Salary Schedule from 46 to 47 (2.5%) as it assumes responsibility for the Youth Commission. This way the youth can be directly connected to the City's parks and recreation programming as it develops. This includes recruiting members, convening a quorum for meetings, writing staff reports and sharing their feedback with the City's Planning Commission and City Council. In the past the Associate Planner was responsible for this duty, and the Associate Planner position has been eliminated. The Community Services Coordinator position is flexible, and can grow as the City needs it. It adds a lot of flexibility to the organization and the potential to grow its own recreation program.

#### Economic Development Coordinator

The Economic Development Coordinator job description is a simple adjustment to the Disaster Services Community Liaison position approved in April, updating its title and moving it from part-time to full-time. Since its initiation in April, it has been almost impossible to keep this position at less than 40-hours a week. It is recommended that it become a full-time position and be funded at the current Salary Schedule at Range 53. A few permanent "COVID" adjustments are recommended to remain for the near future, including the outdoor dining in one form or another, and the weekly business forum meetings. This position has also assumed the role of taking in new planning applications and greeting new business owners interested in moving to our City. Three new businesses have met with the "Economic Development Coordinator" and opened in the past 6-weeks. What is new for this position is becoming more active in regional tourism, planning and collaboration. This position will develop a formal Economic Development Strategy, that can grow into a new Economic Development Element of the General Plan. This strategy is needed in this prolonged period of economic uncertainty.

The City's Economic Development Strategy has to be developed in a resilient and sustainable manner. Prior to the pandemic, tourism and events in the region were beginning to suffer from too much traffic, waste, and carelessness. CSUMB led a community forum about how to better manage crowds and control waste, reduce the single use of plastics, and improve safety. One can only hope that crowds return to the City's special events, but the City needs to be prepared.

When appropriate, this position will assume the role of coordinating the City's special events. This was previously the role of the Associate Planner position which has been eliminated. The special event process includes convening various City disciplines and reviewing applications to assure the events are safe and well managed. It also includes monthly reports to the City Council for street closures and other details.

#### Public Safety Manager

At the November 5, 2020 Budget presentation, a few members of the City Council noted that "too many departments report directly to the City Manager." I have discussed the concept of "public safety manager" with the Sheriff's Department and Fire Department and they support adding this management position to the public safety organization of San Juan Bautista. This is a position that they can rely on 24/7, report to on a daily basis as needed, and assure that all of the safety concerns in the City are coordinated efficiently and effectively. This centralized safety position would also be key to increasing safety awareness and prevention. The job descriptions and salaries for this

role are most common to college campuses, including Santa Clara Community College District where the position is referred as the Public Safety Director. This position is recommended to be filled at Salary Range 73, and report directly to the City Manager.

As proposed, the Public Safety Manager is directly responsible for the daily activities of the Sheriff, Fire, Code Enforcement and Private Security functions. It requires an extensive background and training in either fire-fighting or as a law enforcement officer, and at least 10-years of experience. One of the key abilities is to maintain cooperative relationships with City officials and residents.

This position will provide safety assessments like the one currently underway at the Windmill Market. Working with the business and property owners, new security cameras have been installed, the Post Office has agreed to resume longer hours of operation, and a store front office is being negotiated for the Sheriff.

This position will follow-through on investigations of vandalism and crime in the City. It will prepare a law enforcement strategy with the Sheriff that will hopefully result in the City returning to a dedicated officer 40-hours a week supplemented by on-call deputies. This support is cost effective and allows the deputies to remain in the field while the research is done by the Manager.

In regards to working with residents, this position will initiate a new and vigorous neighborhood watch program. It will step in where social media falls short, and prevent crime rather than complain about it. It will help the community work together to increase public safety and prevention.

The public safety officer will represent the City at the Fire Safety Council meetings. It will coordinate fire prevention efforts with the Fire Department including weed and brush clearing. It will work with the County Office of Emergency Services and help train emergency response volunteers. It will also coordinate enforcement efforts with the other agencies to improve traffic and illegal truck traffic. It will explore grant opportunities to increase traffic enforcement in the City.

Before hiring a code enforcement officer last October, the City paid \$75 hour to a contractor, that focused less than 50-hours on this task in all of FY 2018/19. This position will remain in charge of code enforcement and perhaps in the future the City can hire a part-time code enforcement officer to do this work. The City was also able to remove several abandoned vehicles, and increase parking enforcement. This position will continue to respond to animal control calls, including Chicken Patrol. All of these duties will continue to be to the responsibility of this position.

#### Summary

This Operating Budget is conservative and focuses its attention on different ways to conserve the General Fund. After achieving a 9% decrease in general fund expenditures last year, is recommending an additional savings of 6.8% percent this year. If the sales tax does not decrease at the anticipated rate of 54%, there might be room to reconsider more organizational improvement. But for now, it recommends changing three part-time jobs to full-time will

strengthen the City's services, and demonstrates that this can be achieved while making the 6.8% reduction on General Fund expenses.

**ATTACHMENT:** Budget Resolution, Salary Range and Job Descriptions & Revised Org Chart

## JOB DESCRIPTION: COMMUNITY SERVICES COORDINATOR

SALARY RANGE: 47

REPORTS TO: City Manager

### SUMMARY DESCRIPTION

Under general direction of the City Manager, this position oversees and coordinates community-oriented programs and activities, implements program goals and objectives, and performs a variety of administrative, professional, and technical tasks in support of the assigned area of responsibility.

The Community Services Coordinator is responsible for the daily activities, programs, and the administration of the City's library, parks, and parks and recreation programs. The Community Services Coordinator is directly responsible for the day-to-day operations of the Library, planning and managing its recreational programs, and the support technology and services needed to make the programs successful. This position coordinates the City library and recreational resources with the Aromas San Juan Union School District, and a variety of contractual services including web-based educational programs and resources.

This position will assume responsibility for the City's Youth Council. It will help recruit members, and train representatives in the proper management of public meetings according to Robert's Rule of Order or other high standards. Publish meeting agendas and produce Youth Council reports. Events and activities considered by the Youth Council will be vetted with the School District and City Council, and be considered in the City's annual budget.

This position is the City's technology point of contact, and helps to serve the City and residents with the best internet and networking services that it can provide. This position will also monitor the City's social media accounts, point out when concerns arise, and help publish messages to clarify the City's policies.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform listed duties and/or may be required to perform additional or different duties to address the City's business needs and changing business practices.

- Keep the community and City Council informed about its community service programs, publish calendars and schedules to promote its programs, hours of operations, and new ideas;
- Coordinate with other service providers and the local educational efforts to assure a comprehensive list of programs that address the needs, different interests, ages and sub-cultures in the community;
- Administer framework necessary to ensure healthy and wholistic community services are delivered efficiently;



- Assess the built environment of the City's parks, library and community hall and recommend capital improvements that enhance the use of these facilities;
- Lead and/or participate in community engagement efforts to ascertain the Community's perception of its strengths, weaknesses and needs for the City's parks and recreation facilities;
- Promote and coordinate specific activities within an assigned area; prepare informational flyers, news releases, schedule of events, pamphlets and brochures as appropriate. Assist with the analysis and interpretation of trends and regulatory changes;
- Recommend new policies, procedures, programs, and services for continual improvement;
- Communicate information regarding procedural requirements and other government and local mandates;
- Assist with program budgets, and purchase supplies and materials within these established and approved budgets;
- Seek grant funding to support the programs, execute grant agreements and manage the City's use of the grant funds;
- Assume the duties of the lead Public Information Officer in the Incident Command System during a declared State of Emergency;
- Collaborate with regional partners connecting the community to recreation and community service opportunities within the region;
- Hire, train, coach, supervise, schedule, evaluate assigned employees; and
- Perform other duties as assigned.

### General City Support

All City staff is cross trained to help cover other staff members when needed. This position will help with accounts payable, special accounting research projects, and web-site management when needed. It will take on other duties as assigned to assure the basic city functions can continue uninterrupted.

### KNOWLEDGE, SKILLS AND ABILITIES

The following knowledge, skills and abilities are examples of those skills best suited for performing the duties of this position:

- Knowledge of library, recreation, park facility and administration methods and such applicable laws, codes and ordinances;
- Knowledge of the library catalogue system;
- Knowledge of City Codes and protocols;
- Ability to develop and maintain cooperative relationships with City officials and residents;
- The ability to express ideas clearly and communicate both verbally and in writing to a diverse audience of community members, and government officials;

- The ability to use a personal computer, Microsoft Office suite, and job-related software including the City's web-site;
- The ability to interpret various technical written codes and public management strategies;
- Ability to integrate the use of complex techniques including statistics, research and data analysis, and interpret technical data in the course of an ordinary day;
- Ability to occasionally work outdoors, evenings, on weekends and on holidays,
- The physical ability and agility to work on one's feet for hours at a time, in the field, in poor weather conditions, and lift on occasion as much as 25-pounds.

## EDUCATION AND TRAINING

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be a Bachelor's degree in Library Sciences, Recreation, Social Leisure Studies, or related field preferred, and/or adequate and related experience in any of these disciplines.

Three years of experience to library services, community services, recreation services.

Must be able to use all of the different Microsoft Office suite applications, and be able to type proficiently on a PC or Mac.

Must be knowledgeable of technical networking system, programing for web-based systems, and be comfortable using different social medias of all types.

Valid California Driver's License

## JOB DESCRIPTION: ECONOMIC DEVELOPMENT COORDINATOR

SALARY RANGE: 53

REPORTS TO: City Manager

### SUMMARY DESCRIPTION

Under the general direction of the City Manager, oversees and coordinates business and economic development programs and activities that help retain local businesses, and attract new businesses to the City. Helps to establish and implement the economic development programs and goals of the City, and performs a variety of administrative, professional, and technical tasks in support of the City's economic development objectives.

The Economic Development Coordinator serves as a link between the City and the merchants and businesses. They work in a variety of tasks connecting the regulatory process and framework of the City and other government agencies with business and property owners. The Economic Development Coordinator connects business interests to resources that help local businesses thrive and build resiliency in the ever-changing economic environment.

Advocating for others is a key responsibility. During their workday, the Economic Development Coordinator will split their time between City Hall and meeting with individuals in the local community. This position brings the City's policies to the business and property owners, and may have to schedule work in the evenings and on weekends.

### DUTIES AND RESPONSIBILITIES

#### Serve as a Point of Contact

The Economic Development Coordinator is a personal contact for an organization's clients or customers. They help orient people with new programs established in the City, County, State and federal government. They will meet business owners individually and offer them advice, provide referrals to services and help them apply for assistance in the form of grants and loans.

This position serves as the first point for those wishing to open a new business in the City. It will assist with finding the best location, then help with community development,

business licensing and other start-up need. Works with property owners to help fill vacant commercial and retail spaces in the City.

### Hold Community Outreach Meetings

The Economic Development Coordinator will convene regular meetings and trainings via zoom or other web-based meeting platform, amongst the business community to share ideas and objectives. Business owners will discuss their issues, and discover solution to concerns that they have. Following a business meeting, the liaison will write reports to share insights with the various organizations and link to other efforts to learn new ideas, and follow changes to the rules and regulations. They may conduct further research and organize follow-up meetings with certain community programs as needed.

### Manage Community Public Relations

Promoting grassroots marketing initiatives is a key task. Work with the San Juan Committee and other public relation interests and help them promote the City to the region. Perform marketing related functions to be certain that every business is aware of their services, such as hosting virtual events, making presentations, and calling clients. The marketing activities help develop strong and lasting relationships on behalf of the City, and prepare businesses to be resilient during economic hard-times.

Interfacing with communities and openly representing an organization among public officials, businesses, other agencies, news outlets, and the general public is another responsibility of the Economic Development Coordinator. Additionally, they may take charge of business-related training, planning, preparing, and distributing written economic development and business retention press releases. Overall, the Economic Development Coordinator's goal is to increase public awareness of the City's activities in a favorable way.

### Economic Strategy

Coordinate and develop the City's economic development plan that identifies specific strategies for retaining and attracting business opportunities in the City. Learn the trade of sustainable tourism, and learn how to balance growing tourism to the city, while preserving its culture, historic nature, its prized assets and infrastructure. The City's Economic Development Strategy has to be developed in a resilient and sustainable manner that better manages crowds, controls solid waste, reduce the single use of plastics, and improve safety.

## Special Events

This position will assume the role of coordinating the City's special events. The special event process includes convening various City disciplines and reviewing applications to assure the events are safe, and well managed. It also includes monthly reports to the City Council for street closures and other details.

## General City Support

All City staff is cross trained to help cover other staff members when needed. This position will help with social media, accounts payable, web-site management if needed. It will take on other duties as assigned to assure the basic city functions can continue uninterrupted.

## KNOWLEDGE, SKILLS AND ABILITIES

The following are examples of the required knowledge, skills and abilities required for this job:

- Ability to develop and maintain cooperative relationships with City officials, other government agencies, business owners, property owners, residents and tourists;
- Knowledge of City codes and interdisciplinary City services and programs, and the software and permitting systems that they rely upon;
- Knowledge of and help to develop the City's Strategic Plan and County's Economic Development Plan for furthering the economic development of the business community;
- Familiarity with retail and commercial business practices;
- Good listening and communication skills in writing, in conversation, and while making public presentations;
- Knowledge of a County, State and Federal programs and resources to help local businesses;
- Familiarity with regulatory requirements from local, county and State authorities;
- Ability to interpret technical drawings, data and policies that are intended to inform the business community;
- Ability to work in a physical environment that includes outdoors, inclement weather, working on their feet, and the ability lift 25 pounds
- Willingness to work different hours that may include weekends, evenings, and holidays.

## EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to acquire the knowledge and abilities would be a Bachelor's degree in economics, sociology, political science, or public administration. A college degree can be substituted for a minimum of 3-years of experience working in local government, a chamber of commerce, business district or other related organization.

Must be able to use all of the different job related Microsoft Office suite applications, and be able to type proficiently on a PC or Mac.

Possess a California Driver's License and be insurable by the City

## JOB DESCRIPTION: PUBLIC SAFETY MANAGER

SALARY RANGE: 73

REPORTS TO: City Manager

### SUMMARY DESCRIPTION

The Public Safety Manager reports to the City Manager and together, they are responsible for the daily activities and administration of the City's law enforcement, private security, and fire contract services. The Public Safety Manager is directly responsible for code enforcement, parking enforcement and animal control duties. This position coordinates the City emergency response program, development of a neighborhood watch program, the enforcement of illegal truck traffic and removal of abandoned vehicles. These duties include technical, administrative, management, investigative, crime prevention, fire prevention, interacting with the public, planning for special events and emergency response, supervision of employees, and other such duties as necessary, required, or directed by the City Manager or his or her designee.

### REPRESENTATIVE DUTIES

The following duties are examples of the role of Public Safety Manager:

- Keep the community and City Council informed about its safety and enforcement programs, preventative efforts, strategies, trends and potential vulnerabilities;
- Working with the community, investigate allegations and violations of City Codes, and enforce and resolve violations as necessary;
- Coordinate with other regulatory agencies to assure a comprehensive code enforcement program is resolving issues in the best interest of public safety;
- Administer framework necessary to ensure safety and security operations, policies, and procedures; oversee the correction of all issues in the interest of safety, security and risk reduction;
- Assess safety risks of various City programs and assist in the development of appropriate strategy;
- Lead when appropriate: investigations, audits, and security inspections;
- Assist with the analysis and interpretation of trends and regulatory changes;
- Recommend new policies, procedures, programs, and services for continual improvement;
- Communicate information regarding procedural requirements and other government and local mandates;
- Collaborate safety strategies with other regulatory agencies;
- Ensure the safe operation of special events and programs;

- Assume the duties of the lead of Operations Director in the Incident Command System during a declared State of Emergency, and lead training for staff and volunteers;
- Collaborate with regional partners connecting the community to safety resources including the establishment of Neighborhood Watch Groups;
- Hire, train, coach, supervise, schedule, evaluate assigned employees; and
- Perform other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES

The following knowledge, skills and abilities are examples of those skills best suited for performing the duties of this position:

- Knowledge of police, fire administration, emergency response, code enforcement methods and such applicable laws, codes and ordinances;
- Knowledge of the criminal justice system;
- Knowledge of City Codes and enforcement protocols;
- Ability to develop and maintain cooperative relationships with City officials and residents;
- The ability to express ideas clearly and communicate both verbally and in writing to a diverse audience of community members, and regulatory officials;
- The ability to use a personal computer, Microsoft Office suite, and permit tracking software;
- The ability to interpret various technical written codes and enforcement strategies;
- Ability to integrate the use of complex techniques including statistics, research and data analysis, and interpret technical data in the course of an ordinary day;
- Ability to work outdoors, evenings, on weekends and on holidays, and be available on a 24-hour emergency call-out basis;
- The physical ability and agility to work on one's feet for hours at a time, in the field, in poor weather conditions, and lift on occasion as much as 25-pounds.

## EDUCATION AND TRAINING

Bachelor's degree in Criminology, Law Enforcement, Fire science, public administration or related field preferred, but can be substituted with adequate and related experience in any of these disciplines.

Ten years of related experience to Police, Fire, or Public Safety Department with progressively responsible supervisory and management positions.

Basic Course credentials from the California Commission of Police Officer Standards Training preferred. Similar training credential for fire fighter I or 2 may be substituted for police officer credentials. Other training credentials and experience applicable to the duties described herein may be considered.

Valid California Driver's License



**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 2<sup>nd</sup> DAY OF DECEMBER 2020, 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 2<sup>ND</sup> DAY OF DECEMBER 2020.

  
\_\_\_\_\_  
TRISH PAETZ, DEPUTY CITY CLERK