



City of San Juan Bautista

The "City of History"

www.san-juan-bautista.ca.us

AGENDA **SPECIAL CITY COUNCIL MEETING**

THURSDAY ~ JUNE 30, 2022 ~ 12:00 NOON

~ PUBLIC PARTICIPATION BY ZOOM ONLY ~

Join Zoom Meeting <https://zoom.us/j/88384923575>

or call 1 (669) 900-6833

Meeting ID: 883 8492 3575

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 conference and will be offering alternative options for public participation. *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 before council goes into closed session. To provide verbal public comment 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, 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.

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 11:00 a.m., June 30, 2022, and will be read into the record during public comment.

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.

1. Call to Order
Pledge of Allegiance
Roll Call
2. Public Comment Only on Items on the Agenda
3. Action Items
 - A. Consider Amending Employment Agreement with City Manager Don Reynolds to Extend the Term for the Period July 2, 2022 through and inclusive of December 31, 2022.
 - B. Consider Adjustment of Salary Range for Deputy City Clerk/Administrative Services Manager Position.
 - C. Approve the Affidavit of Posting Agenda
4. Adjournment

RESOLUTION NO. 2022-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN JUAN BAUTISTA APPROVING "AMENDMENT No. 1 TO
EMPLOYMENT AGREEMENT FOR CITY MANAGER**

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WHEREAS, pursuant to written Employment Agreement ("Agreement"), Don Reynolds has provided City Manager services to City, since July 2, 2019 ; and

WHEREAS, the Agreement, approved by City Council Resolution 2019-31 on June 18, 2019, with a three-year term initiated July 2, 2019, will expire as of July 1, 2022; and

WHEREAS, this Council wishes to extend the Agreement on an interim basis for a period of six months or until a new agreement is agreed upon, from July 2, 2022 to December 31, 2022.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN JUAN
BAUTISTA HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. That certain document entitled "Amendment No. 1 to Employment Agreement for City Manager" provided to and reviewed by this Council at its special meeting of June 30, 2022, is hereby approved.

SECTION 2. The Mayor hereby is authorized and directed to sign Amendment No. 1 to the Employment Agreement for City Manager on behalf of the City.

PASSED AND ADOPTED at a special meeting of the City Council of the City of San Juan Bautista duly held on the 30th day of June, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Leslie Q. Jordan, Mayor

ATTEST:

Acting Interim City Clerk

**AMENDMENT No. 1
TO
EMPLOYMENT AGREEMENT
FOR
CITY MANAGER**

This Amendment No. 1 to Employment Agreement is made and entered into on June 30, 2022, by and between the City of San Juan Bautista, a California city, and Don Reynolds, as follows:

In consideration of the mutual promises contained herein, City and Employee agree that the Terms and Conditions set forth herein are incorporated into the Employment Agreement made approved by the City Council by Resolution 2019-31, June 18, 2019, with an effective July 2, 2019, by and between the City of San Juan Bautista, a California general law city and Don Reynolds. Only the numbered section of said Agreement which is being revised are set forth below in this Amendment No. 1; all other terms and conditions of the Employment Agreement shall remain in full force and effect.

Section 2 "Term" is hereby replaced to read in its entirety as follows:

"2. Term

Employee commenced work on the services to be provided hereunder on July 2, 2019 and shall serve for a term of three years and six months unless this contract is otherwise modified or terminated as herein set forth."

IN WITNESS WHEREOF, Employee and the City of San Juan Bautista, by its duly authorized representative, have executed this Agreement on the date first hereinabove set forth at the City of San Juan Bautista, California.

CITY OF SAN JUAN BAUTISTA

EMPLOYEE

By _____
Leslie Q. Jordan
Mayor

Don Reynolds

Approved as to form:

City Attorney

AYES:
NOES:
ABSENT:
ABSTAIN:

Leslie Q. Jordan, Mayor

ATTEST:

Acting Interim City Clerk



City of San Juan Bautista

The "City of History"

Office of the City Manager

MEMORANDUM

TO: CITY COUNCIL

FROM: DON REYNOLDS, CITY MANAGER

DATE: JUNE 27, 2022

SUBJECT: Recommending Melissa Lee as the City's Next Deputy City Clerk/Administrative Services Manager

I recommend hiring Melissa Lee as the City's new Deputy City Clerk, starting at \$58.23 cents per hour. This increase from \$40.40 per hour is not part of the budget. I will ask the City Council to approve an increase of \$39,219 to the budget at its next City Council meeting.

This recommendation comes after calling three references, talking to the interview panel (Patty Barajas, Salinas City Clerk, Kay Randolph-Pollard, HR Lead Advisor - Recruitment Team Regional Government Services, and Trish Paetz, previous Deputy City Clerk) and an in-person interview. Words used to describe her include: excellent, dedicated, hard worker, detailed oriented, very organized, very professional, everyone loved her, works very well with elected officials."

Before initiating a second effort to recruit for Deputy City Clerk/Administrative Services Manager, I had a long talk with Kay Randolph-Pollard. All but one candidate refused to interview the first round because the salary was too low. The position was advertised the second time with pay "based upon qualifications." The second go-around, we lost another 2 of the 4 responses.

Kay from Regional Government Services agreed that we should hire her immediately, and pay her at her current rate, (\$120,000 annually). I confirmed with CPA Wendy Cummings that the City can afford this increase of approximately \$32,219 per year.

The current rate she is paid is not for being a Deputy Clerk or Administrative Services Manager, rather as being an executive assistant to the City Council at the City of Santa Clara. The Deputy City Clerk there earns more than \$125,000, and up to \$132,000. Kay points about that this job is so much bigger than just being the City Clerk, and includes HR, Risk and other administrative functions. Other cities match 14% of the salary toward retirement, and this City matches only 3%. Pulling a public employee away from the PERS retirement system is hard to do.

Ms. Lee's Clerk experience is based on her work in Texas, and she has not been able to find a similar opportunity to be a City Clerk since moving to California. This is a great opportunity for her, and she would gladly move to San Juan Bautista as she loves the rural country feel.



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Office of the City Manager

After taking all of these variables into consideration, I agree with Kate Randolph-Pollard, that this is a good investment for the City.

If you would like to meet with me to discuss this further, review the application, or have any other concerns, please give me a call.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to be "Jm", is written to the right of the text "Thank you for your consideration."

CC: Wendy Cummings, CPA

AFFIDAVIT OF POSTING

I, VERONICA MUNOZ NORIEGA, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE OFFICE ASSISTANT 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 29th DAY OF JUNE 2022, 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 29th DAY OF JUNE 2022.



VERONICA MUNOZ NORIEGA, OFFICE ASSISTANT