



City of San Juan Bautista

The "City of History"

www.san-juan-bautista.ca.us

**CITY COUNCIL
SPECIAL MEETING
TUESDAY, JUNE 6, 2023, 4:00 P.M.**

HYBRID MEETING

City Hall, Council Chambers
311 Second Street, San Juan Bautista, California

AGENDA

ZOOM WEBINAR PARTICIPATION

The meeting can also be accessed by the public in the following methods: Through Zoom (<https://zoom.us/join>) per the instruction stated below, and on Facebook.

JOIN ZOOM WEBINAR TO PARTICIPATE LIVE

<https://us02web.zoom.us/j/88373320235>

To participate telephonically:

call 1 (669) 900-6833

Webinar ID: 883 7332 0235

PUBLIC COMMENT TIME RESTRICTION

Public comments are restricted to items on the special meeting agenda pursuant to California Government Code section § 54954.3(b). Public comments generally are limited to three (3) minutes per speaker; the Mayor may further limit the time for public comments depending on the agenda schedule.

If you wish to make a public comment and are attending in person, please fill out a speaker card and wait for the item to be called. If you are attending via Zoom, join the Zoom Webinar, and use the "Raise Hand" or if joining by telephone, press *9 on your telephone keypad icon.

Written comments may be submitted via mail 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 no later than 3:00 p.m. on the day of the meeting. Written comments will be read into the record provided that the reading does not exceed three (3) minutes.

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. CONSENT

All matters listed under the San Juan Bautista City Council Consent Agenda may be enacted by one motion unless a member of the City Council or the public requests discussion or a separate vote.

- A. Approve the Affidavit of Posting Agenda.
- B. Rescind Resolution No. 2023-28 and Approve Resolution No. 2023-XX Permitting the Use within the City Only Between Noon and 10:00 p.m. on July 4, 2023, only on Private Property for which the Owner has Given Prior Permission; and Authorizing Anzar High School Boosters Club to Sell Approve Fireworks Within the City for the July 4, 2023 Holiday.

3. DISCUSSION ITEMS

- A. Discuss Recommended Changes to the Draft FY 2023-2024 Budget, Discussed on May 25, 2023, and Introduced on May 16, 2023.

4. ADJOURNMENT

AGENDA MATERIAL / ADDENDUM

Any addendums will be posted within 72 hours of regular meetings or 24 hours of special meetings, unless otherwise allowed under the Brown Act. City Council reports may be viewed at the City of San Juan Bautista City Hall at 311 Second Street San Juan Bautista, and are posted 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.

In compliance with the Americans with Disabilities Act, and Govt. Code 54953(a), 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.

PUBLIC NOTIFICATION

This agenda was posted on Friday, June 2, 2023, on the bulletin board at City Hall, 311 Second Street, the bulletin board at the City Library, 801 Second Street, the bulletin board at the entrance to the United States Post Office, 301 The Alameda, and the City's website.

Meetings are streamed live at <https://www.facebook.com/cityofsanjuanbautista/>.

AFFIDAVIT OF POSTING

I, Elizabeth Soto, Do Now Declare, Under the Penalties of Perjury That I Am the Deputy City Clerk / Administrative Services Manager in the City of San Juan Bautista and That I Posted Three (3) True Copies of the attached City Council Agenda. I Further Declare That I Posted Said Agenda on the 2nd day of June 2023, and 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 2nd day of June 2023.



Elizabeth Soto
Deputy City Clerk / Administrative Services Manager

RESOLUTION NO. 2023-xx

A RESOLUTION AND ORDER OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA PERMITTING THE USE WITHIN THE CITY ONLY BETWEEN NOON AND 10:00 P.M. ON JULY 4, 2023, ONLY ON PRIVATE PROPERTY FOR WHICH THE OWNER HAS GIVEN PRIOR PERMISSION; AND AUTHORIZING THE ANZAR HIGH SCHOOL BOOSTERS CLUB TO SELL APPROVED FIREWORKS WITHIN THE CITY FOR THE JULY 4, 2023, HOLIDAY

WHEREAS, Section 5-16-100 of Chapter 5-16 of the City's Municipal Code entitled "Fireworks" prohibits setting off fireworks within the City except at such times and places as the City Council may be order designate and permit; and

WHEREAS, Section 5-1-165 of Chapter 5-1 entitled "California Fire Code, 2001 Edition" amends Section 7802 of the Uniform Fire Code to permit, upon approval by the City Council, the issuance by the Fire Chief of one permit for the sale during the period from noon on June 30 to midnight on July 4 of factory-packaged assortments of legal fireworks permitted by the State Fire Marshall for use by the general public; and

WHEREAS, the City of Hollister provides fire protection services under contract to the City of San Juan Bautista and the Fire Chief of the City of Hollister serves presently as the Fire Chief of the City of San Juan Bautista; and

WHEREAS, on March 20, 2023, a request was received from American Promotional Events, Inc. dba TNT Fireworks on behalf of the Anzar High School Boosters Club to sell "safe and sane" fireworks daily during the hours of 9:00 a.m. and 10:00 p.m., commencing on June 30, 2023 and ending at 7:00 p.m. on July 4, 2023, from a fireworks' stand to be located in the parking lot of The Windmill Market at 310 The Alameda; and

WHEREAS, American Promotional Events, Inc dba TNT Fireworks has provided proof of insurance coverage including, but not limited to, commercial general liability in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the City of San Juan Bautista as an additional insured; and

WHEREAS, on June 29, 2021, by Resolution 2021-34A the City Council approved the delegation of authority to its private security provider to issue administrative citations for violation of the City's fireworks laws during times of extreme heat, dry weather and extreme fire danger; and

WHEREAS, the State of California, San Benito County and the City are in the third year of a drought and continue to experience longer wildfire seasons, extended dryness with little precipitation, and above normal temperatures which results in lower-than-normal fuel moisture levels and accordingly an increased potential for wildland fire activity; and

WHEREAS, by Resolution 2021-34A the City Council also established a bail schedule for administrative citations issued pertaining to enforcement of Section 5-16-100 which provides

for a fine of \$1,000 for a first offense, \$2,500 for a second offense and \$5,000 for a third or subsequent offense.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAN JUAN BAUTISTA AS FOLLOWS:

1. The above Recitals are true and correct.
2. In accordance with Section 5-16-100 of the Municipal Code the City Council hereby designates, permits and orders that the date of July 4, 2022, commencing at noon and ending at 10:00 p.m. shall be the date and times during which it shall be lawful for any person over the age of 18, or a minor accompanied by and under the supervision of a parent or guardian, to ignite, fire off, or cause to be exploded fireworks of the type approved by the State Fire Marshall for use by the general public which are sold only in factory-packaged assortments.
3. In accordance with Section 5-16-100 of the Municipal Code the City Council further designates, permits and orders the use of the fireworks described in Section 1 only on private property within the City for which the owner of the property has given prior permission for such use.
4. The City Council hereby affirms the bail schedule established by Resolution 2021-34A for violation of Section 5-16-100.
5. In accordance with Section 5-1-165 of the Municipal Code, the City Council hereby directs that one permit be issued for the sale of factory-packaged legal fireworks of the type permitted by the California State Fire Marshall for use by the general public for use where permitted by local regulation and requests the Fire Chief of the City of Hollister to issue that permit to the Anzar High School Boosters Club to allow the sale of such fireworks, between the hours of 9:00 a.m. to 10:00 p.m., in the City of San Juan Bautista at the Windmill Market, 301 The Alameda, commencing at noon on June 30, 2023 and ending at 7:00 p.m. on July 4, 2023. The Anzar High School Boosters Club is a non-profit organization and is not required to obtain a business permit for this fundraising event from which the receipts are used solely for a benevolent purpose.
6. For purposes of clarity the use of any fireworks within the City other than legal “safe and sane” fireworks contained in factory-packaged assortments of fireworks permitted by the State Fire Marshall for use by the general public by those persons and during the period and at the locations designated by this resolution may subject the user to the penalties provided by Resolution 2021-34A.
7. Rescind Resolution 2023-28 approved April 18, 2023.

PASSED AND ADOPTED this 6th day of June, 2023 at a special meeting of the City Council by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Leslie Q. Jordan, Mayor

ATTEST:

Elizabeth Soto, Deputy City Clerk

RESOLUTION NO. 2023-28

A RESOLUTION AND ORDER OF THE CITY COUNCIL OF THE CITY OF SAN JUAN BAUTISTA PERMITTING THE USE WITHIN THE CITY BETWEEN NOON ON JUNE 30, 2023 AND 7:00 P.M. ON JULY 4, 2023, ONLY ON PRIVATE PROPERTY FOR WHICH THE OWNER HAS GIVEN PRIOR PERMISSION AND AUTHORIZING THE ANZAR HIGH SCHOOL BOOSTERS CLUB TO SELL APPROVED FIREWORKS WITHIN THE CITY FOR THE JULY 4, 2023, HOLIDAY

WHEREAS, Section 5-16-100 of Chapter 5-16 of the City's Municipal Code entitled "Fireworks" prohibits setting off fireworks within the city except at such times and places as the City Council may be order designate and permit; and

WHEREAS, Section 5-1-165 of Chapter 5-1 "California Fire Code, 2001 Edition" amends Section 7802 of the Uniform Fire Code to permit, upon approval by the City Council, the issuance by the Fire Chief of one permit for the sale of factory-packaged assortments of fireworks permitted by the State Fire Marshall for use by the general public during the period from noon on June 30 to midnight on July 4; and

WHEREAS, the City of Hollister provides fire protection services under contract to the City of San Juan Bautista and the Fire Chief of the City of Hollister serves presently as the Fire Chief of the City of San Juan Bautista; and

WHEREAS, on March 20, 2023, a request was received from American Promotional Events, Inc. dba TNT Fireworks on behalf of the Anzar High School Boosters Club to sell "safe and sane" fireworks from a fireworks' stand to be located in the parking lot of The Windmill Market at 310 The Alameda daily during the hours of 9:00 a.m. and 10:00 p.m. between the dates of June 30, 2023 and until 7:00 p.m. on July 4, 2023; and

WHEREAS, American Promotional Events, Inc dba TNT Fireworks has provided proof of insurance coverage including, but not limited to, commercial general liability in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate naming the City of San Juan Bautista as an additional insured; and

WHEREAS, on June 29, 2021, by Resolution 2021-34A the City Council approved the delegation of authority to its private security provider to issue administrative citations for violation of the City's fireworks laws during times of extreme heat, dry weather and extreme fire drainage; and

WHEREAS, the State of California, San Benito County and the City are in the third year of a drought and continue to experience longer wildfire seasons, extended dryness with little precipitation, and above normal temperatures which results in lower-than-normal fuel moisture levels and accordingly an increased potential for wildland fire activity; and

WHEREAS, by Resolution 2021-34A the City Council also established a bail schedule for administrative citations issued pertaining to enforcement of Section 5-16-100 which provides for

a fine of \$1,000 for a first offense, \$2,500 for a second offense and \$5,000 for a third or subsequent offense.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAN JUAN BAUTISTA AS FOLLOWS:

1. The above Recitals are true and correct.
2. In accordance with Section 5-16-100 of the Municipal Code the City Council hereby designates, permits and orders that the dates of June 30, 2023, commencing at noon, through July 4, 2023, ending at midnight, shall be dates and times during which it shall be lawful for any person over the age of 18, or a minor accompanied by and under the supervision of a parent or guardian, to ignite, fire off, or cause to be exploded fireworks of the type approved by the State Fire Marshall for use by the general public which are sold only in factory-packaged assortments.
3. In accordance with Section 5-16-100 of the Municipal Code the City Council further designates, permits and orders the use of the fireworks described in Section 1 only on private property within the City for which the owner of the property has given prior permission for such use.
4. The City Council hereby affirms the bail schedule established by Resolution 2021-34A for violation of Section 5-16-100.
5. Subject to the prohibition on their use at all times within the City, in accordance with Section 5-1-165 of the Municipal Code, the City Council hereby directs that one permit be issued for the sale of factory-packaged fireworks of the type permitted by the California State Fire Marshall for use by the general public for their use where permitted by local regulation and requests the Fire Chief of the City of Hollister to issue that permit to the Anzar High School Boosters Cub to allow the sale of such fireworks in the City of San Juan Bautista at the Windmill Market, 301 The Alameda between the hours of 9:00 A.M. to 10:00 P.M. commencing at noon on June 30, 2023 and ending at 7:00 p.m. on July 4, 2023. The Anzar High School Boosters Club is a non-profit organization and is not required to obtain a business permit for this fundraising event from which the receipts are used solely for a benevolent purpose.
6. For purposes of clarity, the use of any fireworks within the city, other than “safe and sane” fireworks contained in factory-packaged assortments of fireworks permitted by the State Fire Marshall for use by the general public by the persons and during the period and at the locations designated by this resolution, may subject the user to the penalties provided by Resolution 2021-34A.

PASSED AND APPROVED this 18th day of April 2023 by the following vote:

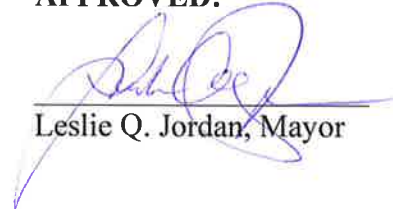
AYES: Councilmembers: Freels, Freeman, Morris-Lopez, Sabathia, and Mayor Jordan

NOES: None

ABSTAIN: None

ABSENT: None

APPROVED:



Leslie Q. Jordan, Mayor

ATTEST:



Elizabeth Soto, Deputy 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 2, 2023 (JUNE 6, 2023 DISCUSSION)

SUBJECT: MAY 25TH BUDGET WORKSHOP *AND UPDATE*

Attached is an *updated table summarizing staff's interpretation of the City Council's direction and outcomes of the Budget Workshop held May 25, 2023 plus a few updates and details for the City Council's consideration at 4 P.M. June 6, 2023. Several new attachments include an updated table and updated CIP, line-item detailed descriptions for both the Recreation and Economic Development initiatives, and job duties for all four part-time and one full time proposed new positions in the budget, supported or not supported at this time, an updated Capital Improvement Plan and updated City Organizational Chart.*

SUMMARY

Staff presented several initiatives that have surfaced as community priorities during the strategic planning work being completed this month.

1. Support the re-organization of Public Safety adding the full-time position of Public Safety Coordinator, but change the two part-time positions into one full-time Community Service Officer position (duties for each are attached).
2. Support a Part-Time Office Assistant position to improve City Hall communications, expand City Hall office hours, and reduce the administrative services work load of the Deputy City Clerk (duties attached).
3. *Do not fund an additional Maintenance Worker position (duties attached).*
4. Reduce the enforcement work load from the Assistant City Manager freeing up his time to do the work of the proposed new part-time Economic Development Specialist (duties attached) position.
5. *Consider re-classifying the Lead Library Technician to "Librarian" with a 10% salary increase (Annual salary increase from \$39,600 to \$43,500)*
6. Support one-time funding for the program outlined for Economic Development, (attached in more detail). *Added \$18,000 for an even \$50,000 request. The \$18,000 is intended to be used for a consultant to conduct a feasibility study of the downtown to identify the best way for businesses get better organized and work together.*



City of San Juan Bautista

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Office of the City Manager

7. Historic Preservation program update and support was determined to be a two-year project, so the requested \$25,000 was recommended as half for this fiscal year, (\$12,500), and half for next fiscal year.
8. Recreation one-time funding support was deferred until the new Recreation Technician is hired- but staff realizes that this would not provide funding July 1 for any new summer programs except those sponsored in the Library. Staff is suggesting that the Council consider a \$10,400 increase to the Recreation Services Budget to support the Recreation Technician currently being recruited. And add \$5,000 for any new summer program that could begin before the new position is hired. This is a total one-time funding request of \$15,400.
9. Capital Improvement Program- Abbe Park Ball Field Lights, and additional funding for Community Hall acoustics and Luck Park Master Plan. The work on the Luck Park Master Plan was originally intended for the Gas Station, but the need is not clear. Once the building maintenance needs of the Gas Station have been met, (accessibility), any remaining funds will be used to further the Master Plan. Added \$5,000 for rain gutters on the Library building.
10. Climate Action Plan funding for a consultant was brought-up at the May 25 meeting, and was supported by the City Council.
11. Added \$35,000 for a Community Development Fee study.

The net effect to the operations budget leaves it balanced with a \$46,000 positive balance at this time. The City will use \$467,900 of its General Fund reserve to fund those special projects identified in this narrative and the attached table. An updated Capital Improvement Plan is attached adding in Sewer and grant funds to the General fund request for an updated total of \$740,000. This will leave the City with a reserve of \$1.5 million, or ten months of General Fund revenues, well above the 2.5-month threshold required by City’s Reserve Policy.

Attached:

May 25, 2023 Budget Workshop Table *updated*

One-Time Catalyst Funding Detail for Recreation and Economic Development

Updated Capital Improvement Plan

Job Duties and Descriptions

Updated Organizational Chart

MAY 25, 2023 BUDGET WORKSHOP

UPDATED

6/2/2023

BUDGET CONSIDERATION		FINAL DRAFT BUDGET TO INCLUDE			
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST GENERAL FUND	SUPPORT	Operations	OUTCOME GF Reserve
Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security	\$ (35,000)	\$ (35,000)	\$ (35,000)	
Reorganize City general services	Add PT Admin Asst	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
	Add FT Maintenance Worker	\$ 15,000	\$ -	\$ -	\$ -
Economic Development	Add PT Econ. Dev Assistant	\$ 40,000	\$ -	\$ -	\$ -
	Catalyst One Time funding for Training Implementation projects	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
Historic Preservation	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
Recreation	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -		\$ 15,400
Capital Improvement Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000
Climate Action Plan	Consultant		\$ 50,000		\$ 50,000
Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000
CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000
Totals		\$ 460,000	\$ 467,500	\$ (20,000)	\$ 467,900
Proposed Budget May 25				\$ 43,000	\$ 425,000

Recreation One Time Budget Catalyst Funding Detail

Line Item	Maximum Cost Estimate	Budgeted	One-Time Fund Recommendation	Comments
Recreation Technician	\$ 35,000	\$ 26,422	\$ -	Recruitment will determine- underway now
Volunteer Processing			\$ 2,000	background checks, finger-printing, etc
New Summer Program Funding			\$ 5,000	To start July 1 before the Rec Tech is hired
Program Supplies	\$ 52,000	\$ 750	\$ 5,200	
Equipment, Tables & chairs	\$ 6,000	\$ -	\$ 1,200	\$1,000 a week is a lot; suggesting \$100 a week for starting new programs
Staff/Volunteer Training	\$ 2,000	\$ 1,000	\$ 2,000	\$3,400 was suggested s for a portable stage
Uniform Allowance- T Shirts	\$ 5,000	\$ 500		Annual Conference for Rec Tech = \$1,500
	\$ 100,000	\$ 28,672	\$ 15,400	Total 1st Year Budget would be \$29,072

Economic Development One Time Budget Catalyst Funding Detail

Line Item	Maximum Cost Estimate	Budgeted	One-Time Fund Recommendation	Comments
CAL-ED Membership- City	\$ 350	\$ -	\$ 350	https://caled.org/
CAL-ED Membership- EDCAC Members	\$ 1,000		\$ 1,000	Access to resources on-line, and other cities
CAL-ED Conference- City staff	\$ 1,200	\$ -	\$ 1,200	https://caled.org/2023-caled-pre-conference-conference-agenda/
CAL ED Conference EDCAC 5-members	\$ 6,000	\$ -	\$ 6,000	\$3,400 was suggested s for a portable stage
CAL ED Basic Training- ED Cert for city staff	\$ 2,350	\$ -	\$ 2,350	https://caled.org/introduction-economic-development-certificate-program/
California Main Street Membership	\$ 1,765	\$ -	\$ 1,765	https://www.californiamainstreet.org/
Community Engagement and Assessment	\$ 15,000	\$ -	\$ 15,000	Third Street Transformation- in the Main Street framework described at the link above
Tool Kits and Self Trainings	\$ 3,500	\$ -	\$ 3,500	Specific programs to the benefit of City needs
Catakyst funding for Downtown	\$ 18,000	\$ -	\$ 18,000	Downtown Organizational needs- feasibility study
	\$ 49,165	\$ -	\$ 49,165	

CAPITAL IMPROVEMENT BUDGET FY 23/24

6/2/2023

Street Projects		Project #	FY 22/23 Budget/Balance	Spent in FY 22/23	Balance	New, Decrease, & Additional Funds	FY 23/24 Budget
	Hwy 156 RTL	20.03	580,364	21,105	559,259		559,259
	PMP- Slurry Seal (7 streets)	21.22	1,499,216	1,296,491	202,725		202,725
	Landscape for Third Street Improvements	22.06	40,500	-	40,500		40,500
	Third Street Transformation	22.01	552,580	440	552,140		552,140
	Sidewalk Repairs (combined with PMP)	23.01					-
Utility projects							-
*	Rancho Vista Lift Station	20.05	125,000	-	125,000		125,000
	Transfer Switches for Wells 1 + 5	21.07	10,262	-	10,262		10,262
	Construct Fore Main to Hollister	23.02	18,000,000	65,393	17,934,607		17,934,607
EXTRA	Dias Lift Station Pump Upgrades	22.03	(76,408)	1,894	(78,302)	150,000	71,698
	Telemetry	22.04	150,000	-	150,000		150,000
	Lift Station Pump-Emergency Repl	22.05	25,000	12,327	12,673		12,673
	Emergency Generators	21.23	170,000	-	170,000		170,000
	WTTP Mid Year	22.06	23,000	-	23,000		23,000
Parks Projects							-
NEW	Abbe Park Ball Field Lights	24.01	-			150,000	150,000
	Track and Field Contribution		50,000	-	50,000		50,000
	Park Tables and Benches	23.05	20,000	-	20,000		20,000
EXTRA	Luck Park Historical Improvements	23.03	23,520	-	23,520	75,000	98,520
Community Facilities Projects							-
MY*	City Hall Improvements	23.08	25,000		25,000		25,000
EXTRA	Community Hall Acoustics	21.24	50,000	-	50,000	75,000	125,000
	Corporation Yard + Kennels	20-15	20,000	-	20,000		20,000
MY*	Library 2 New PC's	23.1	5,000	-	5,000		5,000
	Fire Station-City Hall Emerg Gen	21.15	125,000	-	125,000		125,000
	File Storage	20-04	15,000	-	15,000		15,000
NEW	Library Rain Gutters	24.02				5,000	5,000
	Fire Station Ap Bay Improvements	21.23	50,000	-	50,000		50,000
Equipment							-
NEW	Fleet Electrification/Replacement	24.02				250,000	250,000
	Steel Trench Plates	21.25	5,000	-	5,000		5,000
Studies							-
EXTRA	Impact Fee Nexus Study & CD Fee Study	21.10	35,000	-	35,000	35,000	70,000
MY*	Citygate Strategic Plan	23.09	60,000	43,755	16,245		16,245
Special Initiatives							-
	Urban Growth/Sphere of Infl	21.11	200,752	93,297	107,455		107,455
MY*	Housing Element	23.07	175,000	-	175,000		175,000
	Public Safety Committee Initiative	22.02	200,000		200,000		200,000
	Homeless Programs		10,000	-	10,000		10,000
TOTAL			22,168,786	1,534,701	20,634,085	740,000	21,374,085

FUNDING SOURCES FOR THE ADDITIONAL WORK AND NEW PROJECTS					
6/2/2023		General Fund Reserve	3CE Grant	Sewer	TOTAL
Existing	Community Hall Accoustics	75,000			
	Luck Park Historic Improvments	75,000			
	Diaz Lift Station			150,000	
New	Fee Studies	35,000			
	Abbe Park	150,000			
	Library Rain Gutters	5,000			
	Electrify Fleet/Replacement		250,000		
		340,000	250,000	150,000	740,000

CITY OF SAN JUAN BAUTISTA
POSITION DESCRIPTION

OFFICE ASSISTANT

Part-Time – 20-30 Hrs./Week

Non-Exempt Classification – Overtime provided per Municipal Personnel Policies

GENERAL DESCRIPTION OF FUNCTION & PURPOSE:

Under direct supervision of the Deputy City Clerk, performs clerical work according to specific administrative routines including assisting the City Council/Commission -clerk duties, human resources, risk management, benefit administration, and customer service.

SPECIFIC EXAMPLES OF DUTIES & RESPONSIBILITIES:

OFFICE ASSISTANT

1. Supports the Deputy and City Clerk with administrative duties related to human resources, risk management, and employee benefit administration.
2. May make mathematical calculations and be required to prepare related reports.
3. Organize and maintain a variety of records and files for the Deputy City Clerk.
4. Use of data retention software, and City Council agenda preparation software, and use of Microsoft Office suite of products.
5. May be asked to help answer telephones, take and relays messages, assists customers over the phone and at the front counter.
6. Furnishes routine information over the counter or telephone on such matters as location of forms, outstanding balance of utility bill, the location of employees, and makes appointments.
7. Provide assistance to the Finance Clerk with utility billing.
8. May help the Deputy City Clerk with the preparation of City Council and Planning Commission meeting packets, public records requests, and records retention. May be asked to take minutes at public meetings.
9. Assists with Public Information Officer work related to the City web-site and social media postings.

GENERALLY

Perform other duties and responsibilities as assigned by Deputy City Clerk and City Manager.

REQUIRED SKILLS & ABILITIES:

Knowledge of:

Principles and practices of dealing professionally with the public when answering phones and in person.

Ability to:

Attention to details is critical for this position.

Operate a variety of office machines that include but are not limited to a personal computer or lap-top, related software, ten-key calculator, copy machine, fax, scanner, phone system, and Microsoft Office software programs.

Follow oral and written instructions.

Establish and maintain effective working relationships with co-workers and the general public.

Learn the specific procedures and terminology specific to the world wide web.

Successfully manage several tasks simultaneously, which demands focus and concentration.

Provide high level customer service.

Demonstrate teamwork and collaboration

Demonstrate ethical behavior and treat people with respect.

Keep up with work pace and ability to follow through on instructions given.

Exhibit dependability through timely attendance.

Education and Experience:

3 plus years of commensurate work experience

Fluent with Microsoft Office Suite of software products.

Special Training:

Microsoft Excel

Webmaster (not required, but helpful)

Social Media Etiquette (not required, but helpful)

Public Information Officer (not required, but helpful)

Skills:

Time management.

Effectively communicate both in writing and orally.

Understanding of the internet and web.

June 2, 2023

JOB DESCRIPTION: PUBLIC SAFETY COORDINATOR

SALARY RANGE: TBD (budgeted FY 2023/24 @ \$50)

REPORTS TO: City Manager

SUMMARY DESCRIPTION

The Public Safety Coordinator reports to the City Manager and together, they are responsible for the daily activities and administration of the City's law enforcement, fire contract services. The Public Safety Coordinator is directly responsible for animal control services, commercial vehicle, abandoned vehicle, parking and code enforcement duties. This position coordinates the City emergency response program with State and County efforts. 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 Coordinator:

- Act as the Single Point of Contact for all City public safety concerns and remaining accessible to the public as much as possible 24/7 when unsafe conditions arise.
- 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
- Coordinate safety and security related technological programs, including the use of various data bases and security cameras
- 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

Community Service Officer Job Duties

Community service officers have a wide range of responsibilities, which can include:

- Providing security at special events such as marathons, parades, concerts, sporting events, and political rallies
- Responding to emergency calls such as fires, car accidents, burglaries, crimes in progress, and other situations requiring immediate attention
- Responding to citizen complaints about nuisances such as noise pollution or unkempt properties
- Investigating potential code violations such as building code violations, fire hazards, zoning issues, or illegal construction activity
- Performing community outreach activities such as educating citizens on crime prevention methods or fire safety measures
- Conducting background checks on individuals applying for gun permits or registering as sex offenders
- Providing security in public places such as parks, schools, government buildings, or courtrooms during trials
- Patrolling neighborhoods on foot or in a vehicle to deter crime and make residents feel safer
- Issuing notices or summonses to individuals who violate local ordinances or state laws, such as those prohibiting littering or noise pollution

Community Service Officer Salary & Outlook

Community service officers' salaries vary depending on their level of education, years of experience, and the type of work they do. They may also receive benefits, such as health insurance, 401k contributions, and paid vacation days.

- **Median Annual Salary:** \$47,000 (\$22.6/hour)
- **Top 10% Annual Salary:** \$112,000 (\$53.85/hour)
- **Budgeted FY 2023/24 @ \$35/hour**

The employment of community service officers is expected to grow much faster than average over the next decade.

As the population ages, more community service officers will be needed to provide services to older adults and help them remain in their homes as they age. In addition, the need for these workers will increase as more people seek ways to volunteer and give back to their communities.

What Does an Economic Development Specialist Do?

Find out what an economic development specialist does, how to get this job, and what it takes to succeed as an economic development specialist.



[Career Insights](#)

Published Nov 4, 2022

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Economic development specialists are responsible for promoting economic growth in their communities. They work with local governments, businesses, and other stakeholders to attract new investment, create jobs, and increase the overall wealth of their area.

Economic development specialists may specialize in a particular industry or type of business activity. For example, they might focus on attracting manufacturing plants or technology companies to town. Whatever their specialty, economic development specialists must be able to effectively communicate with all types of people—from CEOs to small business owners to everyday citizens.

Economic Development Specialist Job Duties

Economic development specialists have a wide range of responsibilities, which can include:

- Preparing reports about regional economic conditions and forecasts for business development
- Meeting with local businesses to discuss their needs and opportunities for growth

- Promoting new business openings in the local community by contacting media outlets and advertising in newspapers or online
- Conducting market research to identify potential markets for new products or services
- Identifying companies that are relocating to other regions or are shutting down operations entirely in order to help them find alternate locations
- Meeting with prospective business owners to discuss available sites, lease rates, and financing options
- Investigating new industries or markets that could bring new jobs to the area
- Providing information about available incentives, financing programs, and government regulations related to starting a new business
- Preparing presentations about economic development plans and strategies to local governments and businesses

Economic Development Specialist Salary & Outlook

Economic development specialists' salaries vary depending on their level of education, years of experience, and the size and industry of the company. They may also earn additional compensation in the form of bonuses or commissions.

- **Median Annual Salary:** \$66,500 (\$31.97/hour)
- **Top 10% Annual Salary:** \$100,000 (\$48.08/hour)
- **Proposed Budget for FY 2023/24 is \$40 per hour**

The employment of economic development specialists is expected to grow faster than average over the next decade.

As population growth and urbanization continue, more businesses will be needed to provide goods and services to new customers. Economic development specialists will be needed to help communities attract and retain these businesses.

**City of San Juan Bautista
Position Description**

Public Works Maintenance Worker I/II

Full Time/Part Time, Up to 40 hrs./week

Permanent Employee

Non-Exempt Classification – Overtime Provided per Municipal Personnel Policies

General Description of Function & Purpose:

Under general supervision of the Public Works Supervisor, performs a variety of semi-skilled work in the construction, modification, maintenance, repair and operation of City assets that include but are not limited to its public infrastructure, (streets, street lights, sidewalks, water, waste water, and storm water systems), property management, buildings, parks, and landscaping, and performs other related duties as required.

Class Characteristics:

Public Works Maintenance Worker I (“MWI”) is the Maintenance class entry-level position. Under close supervision, incumbents with basic maintenance experience the “MWI” will learn about City infrastructure and facilities, and learn the skills and the use of tools and equipment needed to construct, inspect, maintain and repair them. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternatively-staffed with Public Works Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Public Works Maintenance Worker II (“MWII”) is the experienced-level class, capable of performing a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. “MWII” responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. It may include the use of heavy equipment including but not limited to a dump truck, back-hoe and street sweeper. While incumbents may have developed skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

All Sections:

Inspect, assess the and evaluate the conditions of City Public Works Assets and infrastructure systems following the Standard Operating Procedures for each system (water wells, sewer lift stations, fleet, building maintenance, etc). Repair and maintain systems as directed. Complete work orders submitted from the community and other city staff. Operate and provide daily maintenance on equipment, vehicles, and hand and power tools as assigned. MWII will oversee the work of full-time, part-time, volunteers and others (such as social Service and Department of Correction programs and individuals) as assigned. MW II may act as Public Works Supervisor in

his/her absence as assigned. Prepare and keep accurate records and reports. Investigate/inspect service requests and complaints. Provide training to MWI's, Maintenance Aides, and others (including Social Service and Department of Correction individuals) as assigned.

Specific Examples of Duties

The duties described below will be assigned as needed or determined by the PW Supervisor. Given appropriate safety training and/or technical certification, every MW position may act in any of the duties described below.

Water Collection Distribution Systems:

Implement the City's Standard Operating Procedures for maintaining the City's water distribution system that includes wells as repairs and replacement of water mains, water services, fire hydrants and water meters. Take water quality samples per State of California regulations. Read water meters. May perform backflow tests and repairs on City-owned backflow assemblies.

Sewer Systems:

Implement the City's Standard Operating Procedures established for the City's sewer collection systems, including routine flushing of lines, and regular maintenance of the sewer lift stations. Replace and maintain collection system pipes, manholes and lift station equipment. Operate industry trade equipment including pipe cameras and flushing equipment. Trouble shoot system failures including water testing, odor control and chemical additives used to control odors. Assist with the execution of the Grease Trap policies for private businesses.

Building and Grounds, Parks and Landscape:

Perform weekly public building and park safety inspections that includes the safety and equal access to all play equipment, furniture and structures. Perform landscape, irrigation, and ground maintenance around public buildings, recreation facilities, rights-of-way, and open areas. Clean and maintain park buildings and restrooms. Perform or coordinate necessary plumbing, carpentry, painting, irrigation repair, and related building and grounds maintenance and vandalism repair as assigned. May perform support services during major functions that occur in City facilities.

Streets/Trees:

Perform general maintenance and repair work involved in streets, street lights, sidewalks, trees, and storm drains. Perform work in asphalt patching, street striping, street sweeping equipment, power wash sidewalks, cement masonry, carpentry, painting, and minor plumbing and electrical. Street light repair and replacement as needed.

Buildings, Grounds, Parks and Landscape:

Best practices and methods, materials, tools and equipment used in maintenance work of assigned area. Knowledge of water conservation practices, and pesticide application is desirable. Practice safety rules and practices required by Cal OSHA in the safe performance of work. Safe and responsible operation and maintenance of assigned vehicles and equipment. Ability to communicate with the general public, provide, and follow oral and written instructions and to prepare reports and complete necessary forms.

SKILLS:

Use hand-tools common to a variety of different maintenance trades. Operate a variety of equipment associated with maintenance work in assigned section, and be able to use applications loaded onto a city cell phone. Interpersonal and customer service skills necessary to work effectively with the public and fellow employees. Leadership skills necessary to oversee and direct the work of other employees.

ABILITY TO:

MW I

Walk or stand for long periods of time. Perform medium to heavy manual/physical labor including lifting and carrying weighted objects. Lift, pull, carry and move weighted objects. Dig, rake, shovel, saw and perform other manual tasks. Work out of doors under sometimes unfavorable weather conditions. Use hand and power tools. Understand, follow, and provide verbal and written instructions and keep accurate records. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies, and the general public. Work in a safe manner.

MWII (in addition to the MW I abilities)

In addition to the MWI abilities, be able to read and interpret advanced schematic and blue print plans and maps pertaining to assigned section. Oversee and direct the work of others, including taking responsibility for the work to be performed by the crew. Express ideas effectively, orally and in writing. Training and guide subordinates in work practices and methods.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

Maintenance Worker I

1. Must have a valid California Drivers' License, and be insurable as a driver by the City.
2. Minimum twelfth grade education or a G.E.D.
3. Prior work for a public agency preferred.
4. May learn or be credentialed to drive the fork-lift and tractor.
5. Will drive trucks, mowing equipment, and pull trailers and other related accessories.
6. Must be familiar and be able to use a variety of powered and unpowered hand tools.
7. Must be able to use a smart-phone responsibly.

Maintenance Worker II

1. Three-years of experience in public works maintenance areas such as water, sewer, streets, trees, parks, landscape, or other related areas is preferred.
2. Proficiency in the use of the following list of equipment: backhoe, front end loader, dump truck, chain saw, compressor jack hammer, Tiger mower/flail, Vactor truck, aerial lift, pressure washer, forklift, chipper, bob cat, paving box, water truck, sweeper, concrete/asphalt saw, emergency lights, oxy-acetylene cutting and welding torch, and arrow and message board.

3. Supervision of maintenance staff.
4. Work independently, and follow Standard Operating Procedures without supervision
5. Complete written incident and damage reports.

WORK ENVIRONMENT AND SPECIAL CONDITIONS OF WORK

1. When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit.
2. May be subject to scheduled 7 day paid standby duty on a rotating basis.
3. May be subject to weekend work, work on holidays, and varied shifts.
4. Subject to recall and/or emergency basis.
5. Possess at time of employment, and maintain during employment, A valid Class C California Drivers License, and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

SPECIAL CREDENTIALS/WORKING ENVIRONMENT

City Personnel Policies Rule XIII, Section 6, Tuition Reimbursement was approved by Resolution 2021-66 on November 16, 2021, and provides incentives for those with specific work-related credentials before they are hired, and while they work for the City.

1. Qualified (Pesticide) Applicators Certificate, including Category A & B – Landscape Maintenance).
2. Grade I – Grade IV Water Distribution Operator Certificate issued by the State of California.
3. CWEA Collection System Maintenance Certification Grade I- Grade IV.
4. A Backflow Prevention Assembly General Tester Certificate
5. A Connection Control Program Specialist Certificate
6. A valid California Class A or B operate two and three axel commercial vehicles

I have received a copy of this job description.

Date

Signature

COLOR KEY

	= CITY STAFF
	= CONTRACT
	= NOT DIRECTLY STAFFED

