



City of San Juan Bautista

The "City of History"

**CITY COUNCIL
PUBLIC SAFETY (AD-HOC) SUBCOMMITTEE
AGENDA FOR MONDAY
MARCH 28, 2022 AT 4:00 P.M.**

The Mission of the Public Safety Ad-Hoc Committee is to recommend to the City Council the City of San Juan Bautista actions for the Council to take which:

1. Apply equitable, community-based Public Safety philosophies and best practices;
2. Enhance the safety security and quality of life of residents to the City of San Juan Bautista;
3. Encourage citizen engagement and involvement; and
4. Respect and value diversity and coexistence throughout the community.

ZOOM ONLY- (see the bottom of the Agenda)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. REVIEW OF NOTES FROM FEBRUARY 28TH MEETING (attached)
4. GUEST SPEAKERS:
 - a. Sheriff Department Update
5. CODE ENFORCEMENT UPDATE (Verbal Report)
6. ANIMAL REGULATION (attached report and update)
7. SECURITY CAMERAS- (no new information)
8. BUDGET CONSIDERATIONS
9. SPECIAL EVENT MARCH 26-27, 2022 DEBRIEFING (attached "Safety Plan")
10. PATH OF TRAVEL
 - a. Ideas yet to be addressed: guest speakers, 911-Netcom?;
 - b. New ideas to add?
11. APRIL 25, 2022 MEETING- FUTURE AGENDA ITEMS

Join Zoom Meeting

<https://us02web.zoom.us/j/85397933031>

Meeting ID: 853 9793 3031

+16699006833,,85397933031# US (San Jose)



City of San Juan Bautista

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CITY COUNCIL

PUBLIC SAFETY (AD-HOC) SUBCOMMITTEE MEETING

February 28, 2022

MINUTES

(Meeting held via Zoom Internet Video/Audio Conference Service)

1. CALL TO ORDER – 4:02 P.M.

☐ Freels, ☒ Delgado, ☒ Jordan, ☒ Medeiros, ☒ Ponce, ☒ Reynolds

ROLL CALL:

Present: Medeiros, Jordan, Delgado, Ponce, Reynolds, Code Enforcement Officer Brown

Late: Superintendent Michele Huntoon (4:14pm)

Absent: Freels

2. PLEDGE OF ALLEGIANCE

Lead by David Medeiros

3. REVIEW OF NOTES FROM JANUARY 24TH MEETING (attached)

An error was detected by Delgado on page 4 of the January meeting minutes. The minutes were approved as corrected.

4. GUEST SPEAKERS:

Seeing as the Superintendent Huntoon was not present at this moment, the council decided to begin with item 4b, the Code Enforcement Update.

- b. *Code Enforcement Officer Rich Brown was joined by Reynolds and presented to the Committee the Code Enforcement Update.*

Reynolds presented a slideshow. He informed the committee that the new City Attorney Bob Rathie was currently reviewing Chapter 13 (Enforcement) of the Municipal Code. Reynolds stated that one of the first actions taken in updating Chapter 13, was to broaden the description for the word "nuisance" (since the City's definition was too narrow). He also mentioned the need to update the ball schedule, since it is outdated. Reynolds then informed the committee that Officer Brown was currently working on tackling animal control, homelessness, and vehicle violators.

Officer Brown then opened the floor for questions.

Delgado- Expressed concern over a vehicle owner with expired tags whom owns a chicken and a dog.



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There was discussion about the manner in which citations are being distributed.

Medeiros- Stated that he was grateful with how things are going in the City, but is concerned about the traffic control. He also mentioned how the new traffic circle is making residents more cautious. Then, Medeiros emphasized the need for fire control for the 4th of July.

Ponce- Questioned the Code Enforcement memorandum (on page 2 and last sentence on paragraph 3). She wondered how the complaints about discrimination were unfounded.

Reynolds- Answered Ponces' question, stating that the attorney is the one who came to the conclusion.

Jordan- Questioned if the issue regarding the collection of traffic violations had been resolved?

Reynolds- Responded that the tickets had to be rewritten and will be taking an ordinance to council for the March 15 Regular City Council meeting. He also mentioned that the Data Ticket contract has been updated, allowing Data Ticket to now follow up with the ticket holder. He also mentioned that the issue pertaining to administrative citations has been resolved.

Jordan- Questioned if the administrative Citation was similar to Una Mas'? She also questioned if the traffic citation was a part of Municipal Code?

Reynolds- Answered yes to both questions

Jordan- Questioned if there were any traffic violations regarding Semi-trucks

Officer Brown- Mentioned that there had only been one incident where a semi-truck got stuck. He cites them under City code 7-3-100.

Jordan- Questioned how much the vehicles were being charged?

Officer Brown- Mentioned that he can take them to a scale where they will be charged per pounds over.

Jordan- Questioned if the billing process was through MuniBilling?

Reynolds- Responded that the citing process is through Data Ticket

Officer Brown- Mentioned to the council that he is the one looking though vehicle codes. He noted that parking on sidewalks and the blocking driveways need to be enforced more. He then mentioned that a common issue, in Franklin Circle, is nose-dive parking. It is important not to nose-dive because it will impede emergency vehicles from entering. The process for his citations is that he first places a green sticker on the vehicle, as a warning for parking 18 inches from the curb. Then, if the code continues to be broken, after 72 hours he cites the vehicle.

Jordan- Mentioned that there are Cul-de-sacs all over the City and that all should be cited equitably.



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Officer Brown- Stated that he is very thorough with his work and treats everyone equally. He noted that the cul-de-sacs with the most activity are Franklin Circle and Copperleaf.

Jordan- Questioned if they were issued citations?

Officer Browns- Informed the council that he does cite them.

Jordan- Was confused about having open cases

Officer Brown- Wanted to continue with the option of having open cases. He finds it important to allow the ticket holder to appeal their citation. Officer Browns mentioned that if a vehicle ignores the 72-hour warning and remains parked, they will be towed. He then stated that since he has been hired, there have been few moments when vehicles are needed to be towed.

Jordan- Mentioned that ignorance is not an excuse of the law. She would like Code Enforcement Officer Brown to sit with Level 1, go through monthly reports, and to discuss the citation process.

Officer Brown- Reminded the committee of his work schedule. If he cites a vehicle on Tuesday, he won't be able to check on it until Friday. He stated that for the most part people are compliant and move their vehicles.

Jordan- Questioned if a Sheriff would be able to check the Violating vehicle (with green warning stickers) on Thursdays? She also questioned if it would be possible to have a sheriff in town Wednesday, Thursday and Friday until the City is assigned a dedicated deputy? Then, she questioned at what point is Level 1 able to cite vehicles?

Reynolds- Mentioned the need to look at private security helping with ticket citations. He also noted that ticket citations would require modifications to the contract.

Jordan- Questioned if possible, doing a change order to Level 1's contract?

Reynolds- Reminded the committee that Level 1's contract was not amended nor renegotiated. The last proposal to modify the contract was an increase in their rates.

Jordan- Questioned if Officer Brown takes photos of the violating vehicles?

Officer Brown- Answered that he takes a photograph every time.

Medeiros- Questioned why the Sheriffs are constantly parked in the Cemetery? He believes that they should be spending their time more productively.

Jordan- Stated bring to council a discussion about equity and observance of the City's laws and to remind residents on how they are supposed to park.

Medeiros- Would like to speak on updating the Municipal code.



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Officer Brown- Informed the council that there are no warnings when parking in a crosswalk and next to a fire hydrant, violators will be cited.

Reynolds- Added that parking in a handicap also did not need a warning.

Jordan- Mentioned that there will not be citations regarding the basketball hoops until there is a location for the youth.

Ponce- Would like to continue this discussion on next months meeting. Jordan and Reynolds agreed.

Officer Brown- Mentioned that a security from Level 1 could place their report in the grey box outside of city hall.

Guest Speaker ended at 4:58 pm

- a. Superintendent Michele Huntoon lead the presentation, asking how the Aromas San Juan Bautista Unified School District could help the City with programs regarding the basketball courts. She then mentioned looking forward to the Recreation Center for the Youth and older members of the community to use. Then, she stated how Reynolds and her constantly communicate diligently finding a way to open the track and basketball courts for the community.*

Jordan- Mentioned having seen people playing on school property in the afternoon and questioned how they had access?

Superintendent Huntoon- Responded that most likely the individuals jumped the fence.

Delgado- Mentioned the idea of grant writing for the youth and adult center.

Medeiros- Would like the school and staff to bring ideas on what the City can do to improve.

Superintendent Huntoon- Mentioned that Reynolds and her meet every Friday to discuss ways that can open the school grounds for the kids in the community.

Ponce- Mentioned that with new residents being more exercise minded, the community would try helping more if they knew.

Superintendent Huntoon- Informed the committee that there is an app where the school posts information about fundraising, current news, and flyers.

Guest Speakers Ended at 5:10 pm

5. ANIMAL REGULATION



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Reynolds- mentioned that the City's animal regulation is a 17-page ordinance that needs to be updated. He recently reached out to Police Chief Reynoso to speak about this issue. Reynolds is thinking about getting a formal agreement for animal control.

6. SECURITY CAMERAS

Reynolds led the presentation mentioning how he spoke to multiple people about the best way to approach cameras and a way to store data. He first spoke to Paul, from the IT department for the council chambers. Then, Reynolds spoke with the sheriffs. Reynolds informed the council that the sheriffs will have access to the cameras and the data. The sheriff mentioned the importance of correctly storing data and preserving evidence to Reynolds.

Delgado- Questioned if business owners on third street could be charged for the Cameras? And if the grant writers could find a grant regarding safety?

Reynolds- Mentioned that the focus on the grants at that moment were for water, but he will look into it.

Delgado- Questioned if the security officers have body cameras?

Officer Browns- Answered that there is only a camera in the vehicle.

Delgado- Would like bigger code enforcement sign markers on the Code Enforcement vehicle.

Jordan- Questioned how many animals were registered to the City?

Reynolds- Answered that animal registration is in the code, but has not been enforced.

Medeiros- Mentioned potentially storing camera data on the cloud.

Delgado- Questioned having the Hollister Police Department on the next safety meeting?

7. PATH OF TRAVEL

a. Ideas yet to be addressed:

Reynolds mentioned- following up on:

- i. Code Enforcement items
- ii. Working with the School Superintendent Michele Huntoon
- iii. Better communication between Level 1 and Code Enforcement
- iv. Inviting Hollister PD
- v. Inviting Lieutenant to speak about animal control

Delgado- Would like the Sheriffs to be invited. She would also like to speak about the influx of dogs in the City.



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b. New ideas to add?

Medeiros- Would like to speak about traffic control

Ponce- Would like to speak about how prepared the City is for upcoming events. She is concerned about overcrowding in the fair and how the city is preparing for the public safety. Also, she is concerned with pedestrians walking on the streets on Third Street.

Jordan-Mentioned the need for a checkoff list during events. She mentioned that each promoter needs to have a plan about direction and the flow of traffic.

Ponce- Questioned if the promoters hire their own security?

Reynolds- Answered that the Design Review Committee still requires a traffic, security, and safety plan from the person hosting the event.

Ponce- Questioned if the traffic, security, and safety plan goes to council for approval?

Reynolds- Informed the committee that the sheriffs are the ones who review and approve/deny the safety plans.

8. MARCH 28, 2022 MEETING- FUTURE AGENDA ITEMS

Ponce- Would like to continue the discussion with Superintendent Michele Huntoon.

Motion to Adjourn at 5:42 p.m.



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Office of the City Manager

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MEMORANDUM

TO: PUBLIC SAFETY AD-HOC COMMITTEE ("PSAHC")
FROM: DON REYNOLDS, CITY MANAGER
DATE: MARCH 28, 2022
SUBJECT: ANIMAL REGULATION STATUS

At the February 28, 2022 PSAHC meeting, staff provided a brief description of the City's animal regulations ("AR") explaining that we not successful meeting with Hollister. Doing further research, I learned that the City issues dog licenses for \$10 each to dog owners that can provide their dog is vaccinated for rabies. If the vaccination lasts 3-years, the license is valid for three years. However, there have been no licenses issued by the City in the past two years. These license applications are then filed away and not managed to any extent. This speaks to the issue of having adequate staff to enforce the City's codes, and provide local responses to the humane treatment of animals in the City. Last year, code enforcement responded to three animal cruelty complaints. Hollister has accepted these animals into their shelter at no cost to the City. But the number of complaints about roosters is much higher than just a year-ago.

I researched Ventura County's program for comparison. I managed the County/City AR contract for City of Moorpark in the 1990's when it was a small rural city. The City of Moorpark now has a population of more than 30,000. Moorpark has a contract for police services with Ventura County Sheriff. It has a separate contract for Animal services with the County Public Health. In 2015 they renewed the County contract for services. This link will give the PSAHC an idea of the level of services Moorpark provides for their residents. <https://moorparkca.gov/173/Animal-Regulations> (

The Ventura County AR model is centralized and efficient. Every city in the County except Oxnard relies on the County to provide a vast array of services. The first attachment is a description of the services, with Moorpark's statistics provided in the second attachment. On a per capita basis, this City issues licenses to 17% of its citizens.

Many of these same policies and services can be found in San Juan Bautista's Ordinance. <https://www.codepublishing.com/CA/SanJuanBautista/#!/SanJuanBautista05/SanJuanBautista057.html> If San Juan Bautista has the same pet ownership "per capita" ratio as Moorpark, there would be about 330 licensed dogs in town.

Hollister's AR program



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The City of Hollister provides AR services to their city and the County. I met with the Hollister PD Commander now responsible for AR services this week. Hollister's AR services is understaffed, and to consider expanding services they would have to hire another full-time officer. Their contract with the County is on a complaint basis only. The Commander was not certain who at the County manages the contract, but it is not the Sheriff or Public Health. I could not get a copy of the County contract in time for this meeting.

I shared the Moorpark contract with the Commander. The attachment summarizes of the scope of work they pay for. The Commander and I agree that before SJB can join Hollister's AR program, the codes, fees and fines all have to be aligned and unified. Otherwise, enforcement by Hollister for SJB would be very difficult. Moorpark's fee revenue helps to off-set costs as indicated below for 2013/14.

Moorpark Animal Services Program Costs						
	VCAS Contract	City Expense	Total Program Cost	License Revenue	Other Revenue*	Net Cost to General Fund
FY 2013-14	\$ 194,859	\$ 146,295	\$ 341,154	\$ 153,282	\$ 10,622	\$(177,250)

* Includes redemption fees, impound fees, sale of animals, etc.

The Commander and I discussed various proposals where the City would pay for prorated share of Hollister's license, shelter and rabies services. Then pay for a % of an officer to provide public awareness and education, investigate bites, animal cruelty, enforce leash laws, etc. I suggested that maybe the City and County could share an officer.

After the meeting, the Commander spoke with the Police Chief, and asked in an Email if San Juan Bautista would consider hiring its own animal control officer. There is no need for a 40-hour position of this nature, but a part-time position could be considered, or expanding the current "code enforcement officer" duties could be considered. The City could incur some start-up costs to include a "sub-station" at the public works yard with 2-3 kennels, expand its use of its Code Enforcement vehicle to transport animals, and expand code enforcement services to include enforcement of these existing policies. SJB would be charged per animal at the Hollister shelter. SJB would need to build our own administrative program to manage the data, collect fees and fines, issue renewal notices. Note above that Moorpark's license revenue is a little higher than its administrative expense- they break-even. A good program is operated pro-actively, and not solely based on complaints as it is now. One can conclude that SJB has the same cost/expense ratio; no license revenue and very little expense.



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If the City has 330 potential dog licenses to sell, and increased its fee for a 1-year license from \$10 to \$25, it could bring in \$8-\$10,000 to offset some of its costs. The General Fund would be subsidizing the program depending on how it is implemented. This could be a new annual operations expense of \$50,000 per year depending on staffing costs.

Given this background, is the PCAHC interested in further study to be presented at the City Council's budget hearings next month?

ATTACHMENT A TO COUNTY-CITY ANIMAL SERVICES AGREEMENT
COUNTY OF VENTURA

AND

CITY OF

FY 2015-16 SERVICE LEVEL REQUEST

Part One: Available Services and Applicable Billing Rates and Credits

Shelter Services

As may be required, the County shall provide shelter services to the City for all those animals originating within the boundaries of the City (whether picked up in the City or dropped off at the County's animal shelter) as a result of: confiscation, requests for euthanasia, owner surrender, owner return, pick-up of stray animals and transfers. For animals originating in the City, the County shall provide the following shelter services: impoundment, boarding, quarantine, veterinary services, euthanasia services, over-the-counter animal license sales, animal adoptions, and disposal of dead animals. Impounded animals will be vaccinated and provided necessary care, food and shelter in accordance with the provisions of state law. The animal's picture will be posted on the Animal Services website as soon as practicable to assist the City's residents in reclaiming a missing pet. The County, in its sole and exclusive discretion, shall determine the public and non-public hours of operation and the staffing of the County animal shelters.

The owner or person entitled to the custody of any animal originating within the boundaries of the City and impounded at a County animal shelter can redeem such animal by paying applicable fees according to the Ventura County Animal Services approved schedule of rates and fees accruing up to the time of such redemption.

The City shall be charged for its proportion of the total County shelter service costs on the basis of the City's percentage of the total animal intakes at the County's animal shelters originating from all jurisdictions served by the County's shelters. The County's total cost of providing shelter services will be multiplied by the City's

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percentage of animal intakes compared to total animal intakes, adjusted quarterly in arrears, and charged by the County to the City on a quarterly basis. If any current contracting jurisdiction terminates its contract with the County, the County will make every practicable effort to reduce the County's variable shelter operating costs which are based on the volume of shelter animals served (including, but not limited to, personnel costs), in order to keep total County shelter service costs at the lowest reasonable level.

In the event of an animal intake at a County animal shelter originating from the City due to any police request and/or pending court case that results in a County shelter stay of more than 15 days, the County shall charge the City for shelter services according to the Ventura County Animal Services approved schedule of rates and fees for each day that each such animal receives services.

Field Services

At the election of the City, the County shall provide the City with the following field services as may be required: responding to calls for service; pick up of dead animals; capture and transportation of animals; license, permit and other inspections; pre-hearing investigation of nuisance complaints; post-nuisance hearing compliance checks; investigation of potential cases of animal abuse and mistreatment; investigation of potential animal nuisances in violation of Ventura County Ordinance Code section 4467 or an equivalent municipal code provision; assistance with animal evacuations due to disaster or emergency; and similar or related field services. The City shall be charged according to the standard hourly rate for field services set forth in the Ventura County Animal Services approved schedule of rates and fees based on actual hours expended, and the City shall identify a not to exceed amount for field services per fiscal year, as well as the average level of service that the City authorizes the County to provide per week. The County shall notify the City in writing on a quarterly basis regarding actual hours expended for field services to the City, to enable the City to make the determination of whether the City wishes to authorize a higher annual not to exceed amount for field services. The County shall be under no obligation to provide the City with any field services in excess of the City's identified not to exceed amount.

In the event the City declines to have the County perform field services, the City shall be responsible for:

- (i) Scanning animals for an existing microchip and making all efforts to reunite a lost animal with its owner based on any microchip information prior to transporting that animal to a County shelter;

City of _____

- (ii) Making all efforts to use information available from any animal's personal ID tag or a pet license to reunite a lost animal with its owner prior to transporting that animal to a County shelter;
- (iii) Vaccinating an animal with current standard vaccinations identified by Animal Services prior to transporting that animal to a County shelter; and
- (iv) Taking a digital photograph of an animal, and loading the digital photograph and other pertinent animal information onto the Animal Shelter's computer information system for tracking animals subject to impoundment after an animal has been transported to a County shelter.

Rabies Control

At the election of the City, the County shall provide the City with the following rabies control program as may be required: response and investigation of reported animal bite and intimate contact cases to establish that state mandated quarantine procedures are complied with. This includes a follow-up visit to verify the health of the animal after quarantine. Shelter quarantine will be at the discretion of the County.

Animal Nuisance Hearings

At the election of the City, the County shall provide the City with the services of one Hearing Officer and one administrative assistant to conduct animal nuisance hearings for animal nuisance complaints (based on violation of Ventura County Ordinance Code section 4467 or its equivalent City municipal code provision) originating within the boundaries of the City. The County shall charge the City according to the standard hourly rate (for salary and fringe benefits) of the actual Hearing Officer and administrative assistant providing services based on the actual hours expended per hearing. The County will not conduct animal nuisance hearings for a violation of local leash law absent nuisance based on violation of Ventura County Ordinance Code section 4467 or its equivalent City municipal code provision.

Animal License Processing per License

At the election of the City, the County shall provide the City with animal license processing services at the annual fiscal year cost of \$3.00 per applicable cat or dog license for each animal within the boundaries of the City. The County shall mail license renewal notices to the animal owner of record; and when the renewal and payment are received, the County will process licenses. City residents can use the County's online weblicensing feature at no additional cost to the City. Licenses will be required before the County will release an animal to a resident of the City. The City animal license fees that the County collects (less the County's license processing fee) will be credited to the City

City of _____

quarterly in arrears against the amount that the City owes the County under the parties' animal services agreement.

Administrative Citation Processing

At the election of the City, the County, either directly, or through a County agreement with a County vendor, shall provide the City with administrative citation processing services at the annual fiscal year cost of \$5.00 per citation for citations issued to animal owners within the boundaries of the City. The citation processing services provided to the City shall be substantially equivalent to any services that the County contracts for with respect to processing of County administrative citations. In the event that the County reaches a determination, in its sole and exclusive discretion, that it no longer desires to provide administrative citation processing services to the City, the County shall provide the City with 60 days prior written notice before ceasing to provide such services.

License Canvassing

At the election of the City, the County shall provide the City with license canvassing services within the boundaries of the City. The County shall charge the City according to the standard hourly rate set forth in the Ventura County Animal Services approved schedule of rates and fees for license team canvassing based on actual hours expended, and the City shall identify a not to exceed amount for license canvassing per fiscal year. The County shall promptly notify the City in writing when the City reaches 80% of its existing not to exceed amount, to enable the City to make the determination of whether the City wishes to authorize a higher not to exceed amount for license canvassing. The County shall be under no obligation to provide the City with any license canvassing services in excess of the City's identified not to exceed amount.

Part Two: Specific Service Requests and Approvals

The County will provide the City with the services authorized below:

- ☐ Shelter Services. The City authorizes the County to provide shelter services for animals originating within the boundaries of the City during fiscal year 2015-16 according to the terms and conditions set forth in Part One of this Agreement.

Field Services:

- ☐ The City authorizes the County to provide field services at a not to exceed amount during fiscal year 2015-16 of _____; with field services of _____ hours per week, to be provided by the County to the City, City of _____

according to the terms and conditions set forth in Part One. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.

- ☐ The City declines to have the County provide field services.

Rabies Control

- ☐ The City authorizes the County to provide rabies control services.
- ☐ The City declines to have the County provide rabies control services.

Animal Nuisance Hearings:

- ☐ The City authorizes the County to conduct animal nuisance hearings during fiscal year 2015-16 according to the terms and conditions set forth in Part One. The City hereby agrees to the County's enforcement of the City's municipal code provisions in conducting animal nuisance hearings, and the City agrees to enact, and maintain in full force and effect, municipal code provisions substantially equivalent to Ventura County Ordinance Code section 4467.
- ☐ The City declines to have the County conduct animal nuisance hearings.

Animal License Processing:

- ☐ The City authorizes the County to provide animal license processing services for the City during fiscal year 2015-16 according to the terms and conditions set forth in Part One.
 - ☐ The City has adopted the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees.
 - ☐ The City has adopted the following license fees that differ from the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees:

Specify:

Current City license fees were adopted by the City on _____, 20_____.

- ☐ The City declines to have the County provide animal license processing.

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Administrative Citation Processing:

- ☐ The City authorizes the County to provide administrative citation processing services for the City during fiscal year 2015-16 according to the terms and conditions set forth in Part One.
- ☐ The City declines to have the County provide administrative citation processing services.

License Canvassing:

- ☐ The City authorizes the County to provide license canvassing services within the boundaries of the City at a not to exceed amount during fiscal year 2015-16 of _____.
- ☐ The City declines to have the County provide license canvassing services.

CITY OF _____

COUNTY OF VENTURA

Signature: _____
[Title of Authorized Representative]

Signature: _____
[Title of Authorized Representative]

Date: _____

Date: _____

City of _____

Exhibit 1

Moorpark Animal Services Activity Report					
FY2013-14					
Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
City Activity					
City Dead Animal Removal	30	21	25	26	102
City Loose Animal	61	52	73	47	233
City Barking complaints	44	17	32	25	118
City Leash Law / Animal waste	47	45	41	30	163
City Other	74	47	34	74	229
City Cat related calls	10	5	10	11	36
City Staff Licenses Sold	124	88	133	87	432
City Total Calls	390	275	348	300	1,313
City Staff Dogs to Shelter	9	11	11	12	43
City Staff Cats to Shelter	3	4	4	7	18
City Staff Wildlife to Rescue/Shelter	7	2	20	4	33
City Total Animal to Shelter/Rescue	19	17	35	23	94
Dogs Impounded					
Adopted to Public	18	24	16	20	78
Destroyed	14	7	19	20	60
Died, Escaped, etc.	3	0	0	0	3
Reclaimed by Owner	22	22	13	7	64
Transferred/Rescue	5	6	4	1	16
Relinquished by Owner	0	0	0	0	0
Cats Impounded					
Adopted to Public	6	14	0	4	24
Destroyed	11	9	5	13	38
Died, Escaped, etc.	0	1	0	1	2
Reclaimed by Owner	0	3	0	5	8
Transferred/Rescue	0	1	1	2	4
Relinquished by Owner	0	0	0	0	0
Misc. Animals Impounded					
Livestock Impounded	0	0	0	0	0
Dead Animal Pickup	17	22	9	19	67
Animal Bite Reports	25	17	20	17	79
Field Licensing Hours					
Additional Service Hours	0.0	0.0	0.0	0.0	0.0
Base Service Hours	47.0	35.0	40.0	40.0	162.0
Licenses issued					
Altered	1266	1183	1260	1,637	5,346
Unaltered	1177	1089	1202	1,533	5,001
	89	94	58	104	345
Revenue					
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	YTD
Licenses	\$36,940	\$32,845	\$34,947	\$48,550	\$153,282
Sale of Animals	\$869	\$1,438	\$940	\$988	\$4,235
Service	\$1,280	\$1,455	\$1,466	\$2,186	\$6,387
Other	\$0	\$0	\$0	\$0	\$0
Total	\$39,089	\$35,738	\$37,353	\$51,724	\$163,904
Expense					
Base Contract	1000.7210.7210.9102				
Cost	\$48,625	\$48,625	\$48,625	\$48,625	\$194,500
Revenue	-\$39,089	-\$35,738	-\$37,353	-\$51,724	-\$163,904
Subtotal	\$9,536	\$12,887	\$11,272	-\$3,099	\$30,596
Additional Services					
Leash Law Enforcement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



City of San Juan Bautista

The "City of History"

Office of the City Manager



MEMORANDUM

TO: PUBLIC SAFETY AD-HOC COMMITTEE ("PSAHC")
FROM: DON REYNOLDS, CITY MANAGER
DATE: MARCH 28, 2022
SUBJECT: PUBLIC SAFETY BUDGET FOR FY 22/23

The City Council received a mid-year budget review in January, and updated its strategic Plan in February 15 and March 8, 2022. The February 15, 2022 City Council staff report is attached with the final draft of the Strategic Plan. It discusses the relationship between the Budget and Strategic Plan.

The General Fund budget is stronger than ever, with a one-year reserve of more than \$2 million. It is sunning a budget surplus for the second straight year of \$300,000. It talks about new City operational ideas like building a parks and recreation program. But it cautions the City Council to keep adequate funding in FY 22/23 to account for the current high cost of inflation.

The Strategic Plan will be presented for adoption at the April 19, 2022 City Council meeting. The specific part of the Plan that applies to the PSAHC is "Quality of Life:"

5) Quality of Life

- a. Enforce ordinances maintaining quality of life, promoting health and safety for the community.
- b. Implement recommendations from the Public Safety Sub Committee to include security cameras, contract staffing alignment, code enforcement and private security.
- c. Participate in the County Emergency Preparedness efforts, and work with the County and City of Hollister to make certain the latest Hazard Mitigation Plans include the City and work for the region.
- d. Build resiliency into the City's quality of life by building closer communications, closer relationships, by listening to our neighbors and friends.
- e. Nurture diversity, identify and remove inequities, and celebrate the strength that comes from a strong and diverse community.

The PSAHC is tied in policy and fiscally to City "Focus Area 5 Quality of Life." The staff report discusses the \$100,000 appropriation made for new public policies, including a camera system.



City of San Juan Bautista

The "City of History"

Office of the City Manager

These funds remain un-spent, and in previous reports specifically regarding cameras, a phased approach to implementation is recommended.

Staff recommends using a portion of the current budget of \$100,000 to design a camera system and develop it in phases. This study would cost less than the current budget amount. Staff is not technologically versed enough to do this right, and it needs to be coordinated with the Sheriff, City staff, and private security to be effective. An RFP could be written in the next four-six weeks to select a good vendor.

In a separate report on this PSAHC Agenda, staff discusses options to improve Animal Services in the City. Building a new Animal Services Budget (or expanding the Code Enforcement budget) may include capital outlay for an "Animal Shelter sub-station" (or just a few kennels to hold animals for their own protection until they can be moved to Hollister), part time enforcement and outreach officer, and potentially a new vehicle equipment and supplies. The City would enter into some form of agreement with Hollister for access to their shelter, licensing software and other administrative tools they may share with San Juan Bautista.

Does it want to consider additional funds for cameras, animal services or any other safety related policies? Staff is seeking feedback from the PSAHC to share with the City Council on budget matters.



CITY OF SAN JUAN BAUTISTA CITY COUNCIL REPORT

AGENDA TITLE: STRATEGIC PLAN UPDATE DISCUSSION

MEETING DATE: FEBRUARY 15, 2022

DEPARTMENT HEAD: DON REYNOLDS, CITY MANAGER

RECOMMENDED ACTION(S):

It is recommended that the City Council receive this report describing the status of its Strategic Plan and provide staff input and direction for Fiscal Year 22/23.

BACKGROUND INFORMATION:

In February 2020, the City met with a facilitator and conducted a Town Hall meeting at the Library, creating and adopting its first Strategic Plan in many years for FY 20/21. On March 23, 2021, the City Council approved Resolution 2021-15, and adopted its second Strategic Plan for FY 21/22.

The five focus areas from 2020 remain and include:

- 1) Create, promote, and nurture partnerships within our community,
- 2) Preserve, protect, and promote our community assets and economic vitality while maintaining historical and cultural charm;
- 3) Invest, maintain, strengthen, plan and renew our vital infrastructure;
- 4) Promote public amenities; and
- 5) Quality of life.

Each of the five strategies were greatly expanded in 2021. Attached is the actual adopted Strategic Plan. A review of each section provides room for removing some tasks already accomplished, and adding new ones.

Focus area 1 is about Partnerships, and this work occurs daily and is on-going. Some of these listed are redundant and staff will clean it up to make it more specific.

Focus area 2 has been mostly fulfilled and continues to grow. Last year at this time, the City Council approved the new Assistant City Manager position and Brain Foucht was appointed last spring. Since this time, we have worked hard on current planning efforts, to stream-line and upgrade our systems. He has brought forward a proposed sphere of influence, that is the beginning

of a General Plan Update. He has established the City's diverse Economic Development Advisory Committee and launched standing committee to guide the City's economic future. He is focused on long-term planning activities guided by several grants that have updated the City's Accessory Dwelling Unit policies and reviewed the Inclusionary Housing policies. He has put a community-based group together to discuss a cultural trail system in the City. He is also working on historic preservation grants (more to follow).

Focus area 3 is all about infrastructure. The focus continues to be water and wastewater as the City Manager is working hard to fully fund improvements for both systems. Work on seven streets targeted as high-priorities in the Pavement Management System will be bid this spring, and start this summer. Reducing greenhouse gasses with solar systems independent of the grid is a work in progress, and moving slowly at best right now. Stormwater issues have focused on Rancho Vista development. Facility improvements are being bid now for the City Council Chambers and soon to occur at the Community Hall. The Active Transportation Plan is the \$180,000 grant being implemented now to establish a city-wide cultural trail system (also reference in #2 above).

Focus area 4 "promoting public amenities" includes parks. Franklin Park and Verutti Park are well underway. Having completed the master Plan for Luck Park, grant funds are being sought to implement it. American Rescue Plan funds were budgeted at the Mid-Year, with the majority of these funds set-aside to improve recreation opportunities in the City. The City and School District have come up with a plan to secure the school buildings and allow access by the public when school is not in session. Washington Park is still on the horizon. The trail system referenced in Focus areas 2 and 3 is being planned. Focus area items "C" – "D" all pertain to recreation, and are all matters for future discussion.

Focus area 5 is about the "Quality of Life. "Items "A" and "B" are in motion with a well-established Public Safety Ad-Hoc Committee. Recommendation to assign a sheriff deputy to the City has been approved by the City Council and recruitment is underway. The City is better at communication between the Sheriff, private security and code enforcement. This is demonstrated by the good work done during the 4th of July, and to enforce compliance with health orders related to COVID-19. Nurturing diversity and removing inequities are a constant City effort, and part of everyday 's work. Resiliency is growing with improved water and wastewater systems in the works, and well-funded reserves.

The Sheriff and Fire Chief both made presentations to the Public Safety Ad-Hoc Committee in January. Fire Chief Bob Martin-Del Campo provided an annual report and he will make this same presentation to the City with this report (slides are attached). The newly assigned Lieutenant Tomas Corral provided an update on several policy and staffing changes happening at the Sheriff Department. The Sheriff (or delegate) has accepted this invitation to provide the City Council with an update.

This is the time of year to ask: "can the city take actions to address those parts of the Strategic Plan not yet addressed?" The Public Safety Ad-Hoc Committee is determined to get security cameras

installed in the City, and allocate all or a portion of the \$100,000 budgeted for this focus for that purpose. The General Plan Update will need a CEQA study and other consulting services to effectively be approved by the City and County, and then by LAFCO. The Third Street Master Plan is not quite on the radar for the newly formed Economic Development Advisory Committee. These three challenges are just beginning to materialize.

DISCUSSION:

For the upcoming fiscal year, the City is in a solid position to expand its operations. The insecurities surrounding the impact of the Pandemic have begun to settle down. The increases in Sales and Use Taxes, combined with property tax revenues from the recently completed Rancho Vista and Copperleaf developments, are all positive and stable. The City's Reserve Policy sets the standard General Fund Reserve at 2.5 months of General Fund expenses. In the Mid-Year Budget report staff referenced the unreserved balance is closer to 18-months of General Fund reserve. The City can afford to expand its operations. Are there new initiatives or new programs to consider, and if so, does the current staff have the capacity to deliver?

The three initiatives funded last year (Public Safety, Sphere of Influence ("SOI")/General Plan Update, and Third Street Master Plan) are only now materializing. Each is funded with \$100,000 seed money from last year's General Fund savings. Very little of these funds have been encumbered. But each one will require substantially more funding this next fiscal-year to reach the goals set forth by these community-led efforts.

Public Safety Budget

The dedicated Sheriff Deputy assigned to the City is expected to have a lot of impact recommending changes and improvements to the Public Safety services in our City. Along with these recommended changes may include new budget considerations. Staff has suggested different organizational concepts to the City Council and Public Safety Committee, and not much traction has resulted. The role of private security and code enforcement are (in the City Manager's mind) an unanswered question. The City continues to use its code enforcement officer at the elevated 30-hours per week, as established during the State of Emergency. Before July 1, this assignment should be reviewed and reconsidered. The dedicated Deputy can help with that too.

If the City moves toward security cameras, after talking with King City and others, this could be done in phases, and will cost more than \$500,000 when completed. But it needs to be coordinated with Etheric's new high-speed connectivity through wireless connections. Etheric is about to initiate installation after long delays due to micro-chip supply chain issues.

Are there other capital investments that can be made to improve Public Safety Services? The Fire Station 4 has had two CIPs budgeted now for two years: new doors on the Polk Street Bay, and Emergency Generators. There are Office of Traffic Safety ("OTS") Grants that can be sought to

improve traffic safety in the City and enforcement of traffic laws. The City may also decide to invest in disaster preparedness training and facility readiness.

Sphere of Influence/General Plan Update

The drafted SOI map is heading to the City Council on this Agenda. If the concepts are approved, the next step will be to begin to prepare for land-use pre-designations and property tax sharing negotiations with the County. This will require detailed data to be collected and organized most likely by consulting firms that are experts in these issues. The City will also be required to work with LAFCO and prepare a Municipal Services Report that describes how any new development may be best served by existing and planned resources. The City's Water and Wastewater Master plans are critical base-line components for this conversation. It is hopeful that the City can amend the 2016 environmental work completed for the General Plan, or it will have to create a new study that meets the CEQA requirements. The City will have to invest more than \$100,000 in its future.

Third Street Master Plan

The Economic Development Advisory Committee established in Fiscal Year 21/22, and its Technical Advisory Committee will be the best team to lead the Third Street Master Plan in Fiscal Year 22/23. It is the time to launch this critical study of the City's downtown and historic district. Next fiscal staff will conduct a Request for Qualifications to establish a design team. This most likely to become an 18-month effort, and cost between \$150,000 and \$200,000. This Plan can then be used to leverage grant funding for construction. These concepts will then be taken to the development stage, that will require additional funds for construction plans to be drawn, and to complete the CEQA analysis.

Recreation- Youth and Senior Services

If the City were to consider a new initiative, it might be in the area of recreation and activities for both seniors and children under 18-years old. This was discussed with the City Council in August upon receipt of the American Rescue Act funds, and reconfirmed at the Mid-Year Budget conversation January 18, 2022. The Community Hall is being renovated to improve its acoustics as specifications are being drawn now. It will be better suited for hosting senior activities. The joint use of school property is being pursued now to help expand youth recreation access to playgrounds and basketball.

In the past, the Strategic Planning committee helped to organize a Youth Commission with a skilled, credentialled, teacher acting as a volunteer advisor. The City's planner scheduled the meetings and took notes. It all ended with COVID-19.

To start a new Youth Commission, it needs to be staffed and led by City employees. This makes take shape as a part-time "recreation coordinator." This new position would head a commitment from the City to address the needs of youth in San Juan Bautista. In addition to working with a

Youth Commission, the part-time recreation coordinator would work with other youth organizations and manage City recreation facilities. Little League, soccer, and summer programs could be developed. This position may also be able to help with social media, and help organize new special events.

One special event that seems to have potential is a live theater attraction co-hosted with local stakeholders. Other theater companies would be hosted by the City and join a week-long festival much like a “Shakespearian” event, but consistent with San Juan Bautista’s culture and be ethnically diverse.

There is a volunteer effort in the works to initiate or re-start a senior citizen community center and related activities. There are a wide variety of senior activities that can be hosted locally, from weekly lunch programs, to health and Yoga classes, and legal and financial advice and assistance. Trips to visit many of the local interests. If the City was to support this project, the Community Hall would be the first place to start.

Staffing senior activities could include either a second part time recreation coordinator, or one full-time coordinator to serve all of the City’s recreation interests as suggested above. The cost of this full-time position would range between \$75,000 and \$90,000. If the City decides to start smaller, a part-time position could be hired, and later be expanded to a full-time position. A part-time recreation coordinator would start closer to \$40,000 to \$50,000 per year. This operational change will be an on-going commitment from the City.

If growth in recreational programming is the City Council’s favored initiative for FY 22/23, it is recommended that staff capacity be increased.

Other Budget Considerations

This is the time to start thinking about the City and its strategies that; improve the quality of life, preserve and protect its assets, culture, and history, invest in infrastructure and build new partnerships. This has to be considered in-light of the economic projections that include high-inflation, and continued supply shortages. The City Operational Budget will have to grow to keep pace, without adding any new programs or activities.

Currently the City is facing major staffing changes. In one month, its City Clerk, City Engineer and City Attorney have all retired. The City Engineer and City Attorney are positions held by private professional service contractors. They are both over due to be re-bid (every three years). The three-year Private Security contract ends in July and will also be re-bid and awarded before June 30, 2022. The City will be seeking bids from landscape maintenance providers for its two Community Facilities Districts and its Landscape and Lighting District. The Water and Wastewater systems need to be re-bid as well, but these systems are currently in a state of flux. Once construction on the two systems has begun, the two projects will be re-bid in time for the ribbon cutting.

The State's Chief Economist reported to the city managers last week that the economy is in full recovery mode, but not full "equity." The gap between "have" and "have nots" has grown during the Pandemic. State budget analysts took these factors into consideration in its proposed Budget with a \$45 billion surplus in January. Half of that surplus has to go to schools, but the other half is discretionary. The analysts have great optimism that the economy will continue to grow, and the job market will be strong. That means that labor costs will increase as supply is outweighed by higher demand. The City will continue to seek grants and other dividends that come from these prosperous times at the State level.

This year's Strategic Plan overlaps a general election in November. Three seats of the City Council will be open. A year from now, a facilitator is recommended to help the new City Council get together and discuss the common interests that they have for the City's future. But for this year, the City Council may wish to schedule a special Town Hall meeting on the Strategic Plan in March, to set the tone for its Budget Town Hall meetings in April and May.

ATTACHMENTS:

Strategic Plan 21/22

Fire Department Annual Report

Updated Strategic Plan 9 "red-line"

STRATEGIC PLAN MARCH 8, 2022

- 1) Create, promote, and nurture partnerships within our community
 - a. Arts and Culture
 - b. Community based Non-Profits
 - c. Governmental and Public Safety
 - d. State Park
 - e. Archdiocese (Mission)
 - f. Native American Tribal Bands, including the Amah Mutsun Tribal Band
 - g. Housing partners
 - h. Economic Development partners (City Economic Development Citizen Advisory Committee, San Benito County EDC Comprehensive Economic Development Strategy
 - i. Local, Regional and State transportation partners
 - j. Business
 - k. Schools, Community Colleges, and Universities
 - l. Agriculture
- 2) Preserve, protect, promote our community assets and economic vitality while maintaining historical and cultural charm.
 - a. Continue to expand Community Development Services
 - b. Initiate the General Plan Amendment to include a new Sphere of Influence.
 - c. Focus on the City's advanced planning and preserve its historic assets and small-town charm; maintain the City's CLG status
 - d. Create a Housing and Economic Development Division within Community Development Department
 - e. Further develop the recommendations from the City's Economic Development Advisory Committee
 - f. Begin the Third Street Master Plan
 - g. Adopt the City's Climate Action Plan
- 3) Invest, maintain, strengthen, plan and renew, our vital infrastructure:
 - a. Build a new Source of Water, and build the force main to Hollister for the discharge of Wastewater
 - b. Continue to Invest in the infrastructure prioritized in the Water and Waste Water Master Plans
 - c. Continue to fund the priorities in the Pavement Management Plan
 - d. Reduce Greenhouse Gasses, develop sustainable independent Power grids
 - e. Stormwater, inflow and infiltration
 - f. Update and modernize City Facilities

- g. Open Space and Active Transportation Plan
- 4) Promote public amenities:
 - a. Parks- complete Verrutti Park and Franklin Park, Implement the Luck Park Master Plan, begin the master plan for Washington Street Park
 - b. Fund and build Trail system
 - c. Expand Recreational opportunities through partnerships (schools)
 - d. Consider special events to highlight the heritage of Cultural Arts and Activities in the City (El Teatro Campesino and Credo Studios)
 - e. Establish a Parks, Recreation and Library Sub-Committee
 - f. Consider staffing recreation programs, youth commission and new recreation/libraries committee
- 5) Quality of Life
 - a. Enforce ordinances maintaining quality of life, promoting health and safety for the community.
 - b. Implement recommendations from the Public Safety Sub Committee to include security cameras, contract staffing alignment, code enforcement and private security.
 - c. Participate in the County Emergency Preparedness efforts, and work with the County and City of Hollister to make certain the latest Hazard Mitigation Plans include the City and work for the region.
 - d. Build resiliency into the City's quality of life by building closer communications, closer relationships, by listening to our neighbors and friends.
 - e. Nurture diversity, identify and remove inequities, and celebrate the strength that comes from a strong and diverse community.

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**San Juan Bautista Street Festival Safety Plan
2022**

1. Traffic Control / Street Closure: Third Street will be closed from Pierce to Muckelemi Street with all cross streets barricaded from 2nd to 4th. (Franklin, Washington, Mariposa, and Polk). Barricades and additional signage to be rented from the City of SJB for advanced warning. I.E. "road closed ahead". Limited local access will be allowed on Pearce as well as cross streets. All barricades and A-frame signage will be place by Williams LTD on Saturday morning at 3 a.m. **Amended Friday March 25 after discussion with the Fire Marshall. Agreed to staff Franklin Street crossing at 3rd and 4th in case of an emergency to protect pedestrians from emergency response vehicles (applicable also to #4 below).**
2. Security: Kysmet private security has been hired for overnight security to patrol the booths during the evening. Also.... We will have one vendor per block designated as "block captain". They will be operating with a "see something... say something" goal in mind... looking for anything suspicious. All block captains will be in direct contact with myself during the event, and I will also check in with them at least once an hour.
3. Rotary Beer Garden: (No beer garden this time around)
4. Fire / Medical: In case of medical emergency, the fire station is less than one block away from the Main Street of the event. (Within street closure...Polk). 20 ft fire lanes will be maintained throughout the event except for on Washington between 3rd and 2nd due to the stage. (Suggested fire route.... Polk to 2nd to Muckelemi). We will also make sure that all relevant phone numbers will be on a handout that we give the vendors when they check in.
5. Covid: Being an outdoor event, this hasn't been as much of a focus for us. We have however ordered extra handwashing stations for the additional bathrooms on Polk. We also encourage vendors to have hand sanitizer easily available for the public at their booths.
6. Health Permits: An organizer health permit has been acquired for this event from the San Benito County Health Dept. In addition, each vendor selling food or anything ingestible has been forwarded to SBHD within the deadline to acquire a temp health permit if it is needed. Also.... SBHD inspectors shows up on Saturday morning to inspect food vendors and let me know if there are any problems.
7. ADA: Even with streets being closed and people able to walk down the center of the street, we leave sidewalks uncluttered and clear. Extension cords are taped to avoid trip hazards crosswalks are left open.