



City of San Juan Bautista

City of San Juan Bautista Budget for fiscal year 2020/2021



Proposed version

Last updated 02/05/21





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INTRODUCTION



City Manager's Budget Summary

Transmittal Letter

Summary

COVID-19 has caused the City to develop an austere budget for FY 20-21, conservatively constructed to account for the many uncertainties that remain in the future due to the State of Emergency. No salary or large contractual increases are recommended. Only \$125,000 is needed to balance the CIP from the General Fund Reserve. It is hopeful that the City will grow in its ability to serve its citizens despite the pandemic. Sufficient reserves are in place to assure the continuity of government in the event things change for the worse. This budget is transparent now, and although ClearGov has been a struggle to get started, the City is now well on its way towards a citizen-based decision-making platform.

At its September 15, 2020 Council meeting the City Council adopted a Resolution extending the adoption of the City's Fiscal Year 20/21 Budget until October 20, 2020. The draft budget has been completed and will be presented to the City Council Tuesday October 20, 2020, as the public needs time to review it. The Council may wish to schedule a budget meeting specifically for this purpose. Following the review period by Council and the public, Staff is seeking the Council's consideration to adopt the budget on November 17, 2020.

Last year's budget was extrapolated from Quick-Books software, and produced in Microsoft Word. This year, the City invested in new software called "ClearGov." It is designed to increase budget transparency, and is a simple tool for the community to use online. For the first time, the City's budget is integrated with its accounting software, so both rely on the same sources for their fund balances. When the budget is final, the ClearGov budget will be linked to the City's website for easy and simple access by anyone interested.

Operational Budget

Thanks to good decisions made by the City Council in April of 2020, the City's General Fund saved \$500,000 last year. Until things stabilize, this frugal, conservative strategy is highly recommended for fiscal year 20/21.

The draft Operational Budget reflects a reduction in service capacity due to the reduction of Sales Tax experienced from the shelter-in-place orders related to the COVID-19 pandemic. Sales Tax is approximately half of the General Fund. Cities rely on their General Fund to pay public safety, and this is where 60% of San Juan's General Fund is used. Public Safety is locked up in contracts with the City of Hollister and the San Benito County Sheriff. In April it looked like the City's sales tax and transit occupancy tax would drop as much as 90%. It did drop considerably, however, it has since rebounded. This budget projects a 54% decrease in sales tax. Fortunately, the City has a relatively high reserve that has returned interest earnings that were unanticipated. Savings from the period of April to July 1, 2020 have allowed the City to deposit another \$500,000 into the General Fund Reserve increasing it to \$3 million. Also, many new homes came on line in 2019 and 2020, and this helped to stabilize the property tax which is the balance of the General Fund. This budget requests \$125,000 be used from the General Fund Reserve.

The City spent approximately \$185,000 since March, fighting the economic battle caused by the shelter in place orders stemming from the COVID-19 pandemic and State of Emergency. This amount was advanced from its FY 19/20 General Fund Reserve of \$2.4 million. These funds supported the hiring of the "Disaster Services- Community Liaison" position and eventually the temporary Transformation of Third Street. Hiring the Community Liaison has been a terrific lift for the City during the tough COVID-19 times. It also supported the changing role of the Lead Library Technician and the Code Enforcement Officer. This week, the City received \$50,000 from the CARES Act, however there are no other promising significant relief payments looming on the state or federal horizon. Needless to say, it is critical for our City to remain diligent in our efforts to support and retain our local businesses as a regional destination for tourists and shoppers.

This budget recommends a new position after the State of Emergency ends, in the form of a "Project Coordinator" to continue its economic development efforts. Funds formerly used to pay for the Associate Planner, are recommended to be shifted to pay for this position. This economic development position and program, reports directly to the City Manager so the City Manager's budget has increased 52%, (but not the City Manager's compensation!). Perhaps the City will revisit the possibility of hiring Community Development staff in the future when the General Fund recovers. This position will hopefully evolve into a Deputy City



Manager/Planning Director position by July 1, 2021. The City will require a position of this stature to help manage and implement long-term planning goals including the establishment of a sphere of influence and possibly an urban growth boundary.

As mentioned before in a briefing to the City Council, the draft Budget also recommends a second new position, changing the title from Code Enforcement Officer to Public Safety Manager. Twenty hours per week will be dedicated to code enforcement, and 10 hours a week will be dedicated to general public safety efforts. This will enhance our contract with the Sheriff's Office and allow for the continuation of their being the public liaison between our contract with private security, the Sheriff's Office and citizens. The goal is to return to an assigned deputy for the City, and a return to having tighter coordination between agencies as was the case a decade ago. Eventually we hope to rebuild the Neighborhood Watch program to achieve our safety goals.

The last shift recommended in this Budget is changing the Lead Library Technician to a Project Coordinator, as the variety of skills of the current staff member are a great help to our accounts payable function, social media and website management. We are seeking to bring back the part-time Library Tech at 5-8 hours per week to support the Project Coordinator as the library starts to re-open. In summary, it is recommended that the City consider a broader job description, "Project Coordinator," that better suits the general needs of a small administration.

The contract services provided for City Engineer, Community Development and Building Official serve roles that are well suited for a small city that does not develop often, because City pays them only for the projects they work on, rather than staffing an office that may not always have a demand or constant work load. This flexibility has created a more efficient and more effective permitting system. We are also shifting to a deposit-based community development fee system that allows the City to bill the private development community for actual expenses incurred, reducing the likelihood of General Fund subsidies when flat fees do not cover the actual costs of issuing a development permit.

A number of service requests were received during the budget process last year. Only two are being considered this year. The feral cat and chicken programs have been moved to the Law Enforcement Department. The continuation of the promotion of the City by the San Juan Committee is also preserved. This effort is very effective and especially important as our downtown re-opens. "General Government," Department 45, is budgeted at half of what it was budgeted last year. The Library is half of what it was budgeted in 2019. These budgets can be reconsidered at mid-year assuming the revenues improve.

Capital Improvement Plan

The Capital Improvement Budget is minimal. Numerous inconsistencies exist between the adopted budget and actual fund balances. Many hours in the past month have been spent in an attempt to clean things up. Rather than delay the budget any further, staff is instead recommending that just a few projects move forward and those multi-year projects with contractual obligations be completed while the matters are resolved. If sufficient funds cannot meet one year's priority, they can be pushed in future years. Most CIP's are five-year budgets.

The continued funding of the Sphere of Influence/Urban Growth Boundary efforts are critical to for establishing good policies that manage the City's future growth. A contract has been executed to support the technical parts of this project for \$22,500. Staff is recommending a General Fund allocation and budget for this CIP of \$50,000 to help implement the recommendations. There will be many additional steps to consider to take this effort all the way through LAFCO to the finish line.

The SB2, LEAP ("local planning grant") and REAP (regional planning grant) programs are all community development studies paid for by the State, intended to support and improve the Sphere of Influence study and affordable housing policies.

The City has a fairly reliable stream of funds for street repairs and improvements, from Measure G, COG resources, Gas Tax and the State's SBI funds. These resources are dedicated to completing the Third Street project, which was the City's top priority when Measure G was approved by the voters in 2018. It is likely at the Mid-Year Budget review, project priorities from the Pavement Management Plan can be considered as other projects are likely to come in under budget. Here are the top four priorities:

Overlay

Franklin Street between 6th and 4th Street;

North Street, between 3rd and 1st Street



Second Street between Monterey Street and San Jose Streets
Via Padre between 1st and the Cul-de-Sac
Slurry Seal
The Alameda between Hwy 156 and Lang Street
Monterey Street between Church Street and 4th Street
Crack Sealing
Pearce Street and Hwy 156

Water and Sewer projects focus first completing existing work, meeting existing contractual obligations, and providing emergency power. A portable generator is recommended along with the installation of "transfer switches," which are recommended. Sewer and water impact fees, where fund balances can be verified, are recommended to complete the City's obligation to Coke Farms related to the acquisition of Well 6. The Iron and Manganese filtration system requires a larger lift station, and this lift station needs to be re-wired to accommodate the new pumps, emergency power, and to remove it from Coke's PG&E meter. Flushing the filtration system for fresh water requires improvements to the sewer system so this wash water can be processed as needed. In addition, the City is seeking Council approval on October 20th to start the construction of a new sewer line on San Juan Hollister Road, between Well 6 and Mission Vineyard Road, and to complete the transformation of Well 3 as required in the Coke Agreement. The City is opening up the use of its industrial zone. With the right infrastructure in place, the Industrial/Cannabis zones can begin to develop.

Perhaps at the Mid-Year Budget Review, the Water Master Plan recommendations shown below can begin pipe replacement at the locations shown below.

P-1 1st street between Thomas Lane Jefferson Street
P-2 1st between Jefferson and San Jose Street
P-3 San Jose between 1st Street and 2nd Street

Fund balances for Park Improvements are less than half (\$53,000), of the amount stated on page 80 of last year's Budget (\$115,000). This will cause the City to rely on a contribution of \$50,000 from its General Fund Reserve to complete the Verutti Park Restroom. The Luck Park Master Plan, and developing Franklin Park are all on the schedule using Proposition 68 State Park funds and Park Impact funds and are currently being worked on. The City has also executed its State grant agreement to begin the design of a cultural trail system between these assets, the Mission, historic downtown and the De Anza Trail. This is the \$200,000 grant referred to as the "Active Transportation Plan." This State Grant requires a \$25,000 match which is recommended to be taken from the General Fund, because staff time will be dedicated to support this program.

There are capital improvement funds set aside for the City's facilities, but it seems unlikely that all of these needs will be met this year. Top priorities include the acoustics at the Community Hall, and technical upgrades to the City Council Chambers. An HVAC system is budgeted for the library using Library Impact fees.

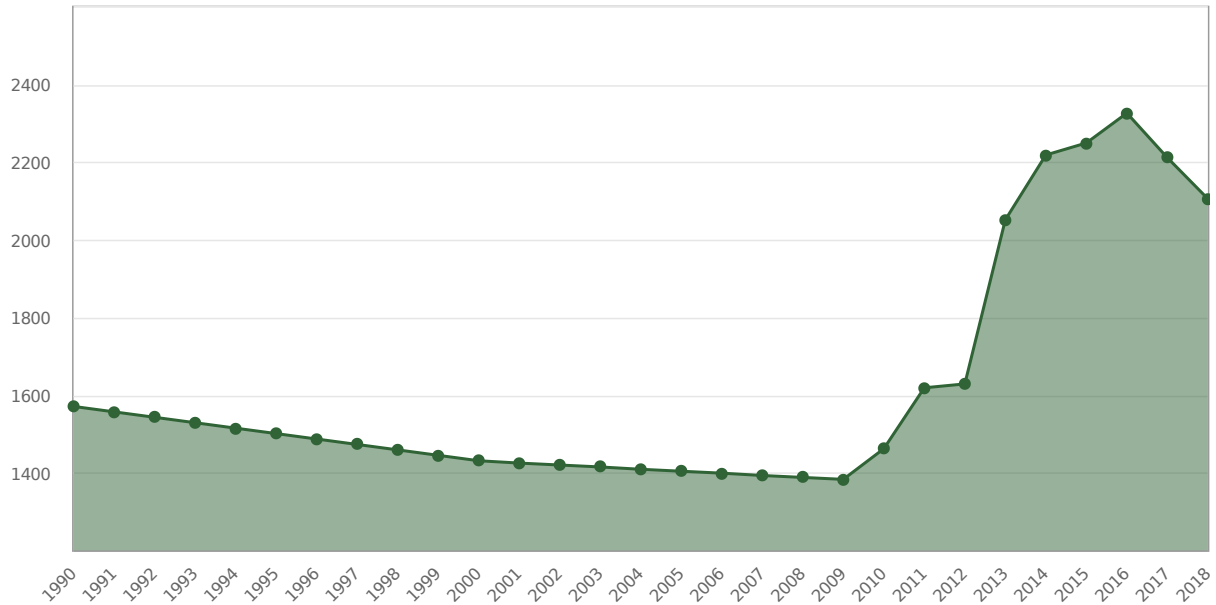
The City Council selected its Water and Waste Water "compliance projects" October 13, 2020. These two large multi-million-dollar capital improvements will require unique financing and budget considerations. Applications are being prepared for state and federal grants and loans. These budgets will be considered independent of this draft CIP, as they come together in the next 2-6 months.



Population Overview

TOTAL POPULATION **2,106** → -4.8% vs. 2017

Growth Rank
509 OUT OF **482**
Municipalities in California



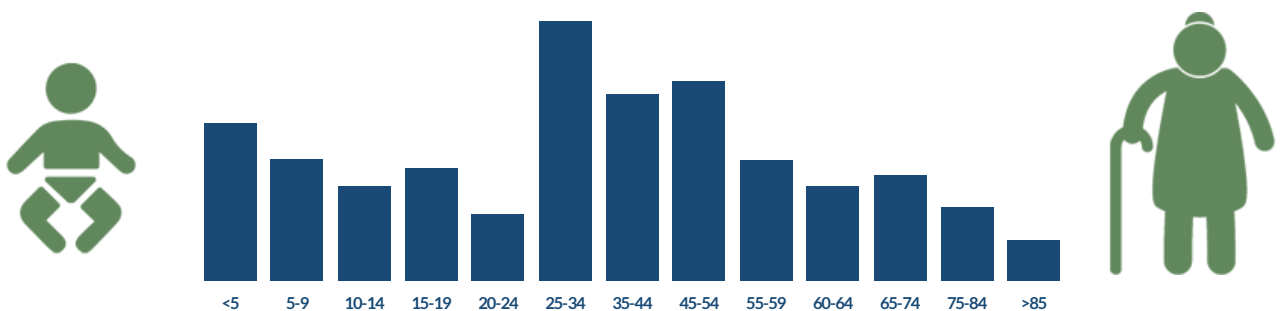
* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



DAYTIME POPULATION
2,043

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

POPULATION BY AGE GROUP



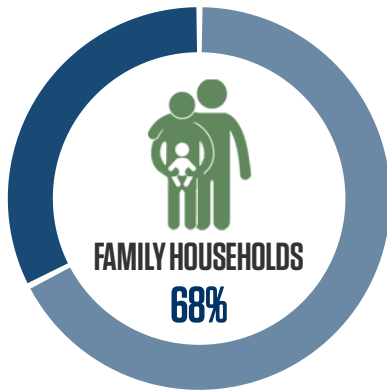
Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

Household Analysis

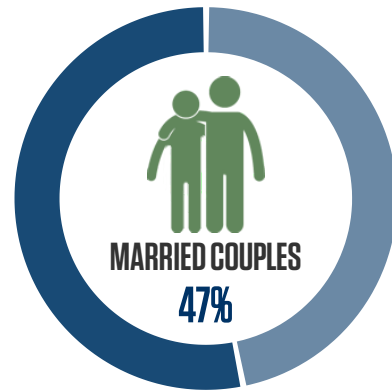
TOTAL HOUSEHOLDS

707

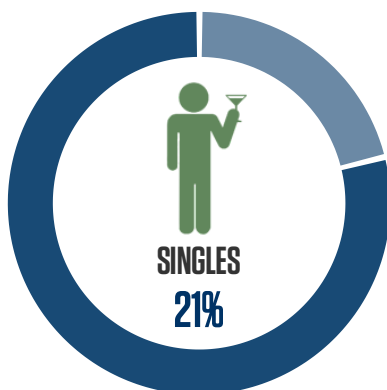
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



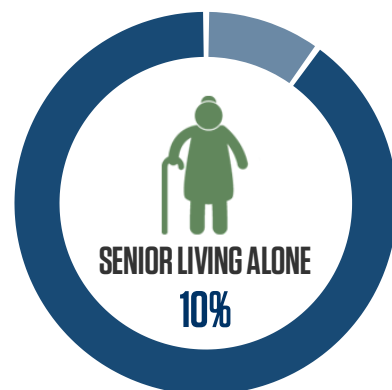
▼ 2% LOWER THAN STATE AVERAGE



▼ 6% LOWER THAN STATE AVERAGE



▼ 13% LOWER THAN STATE AVERAGE

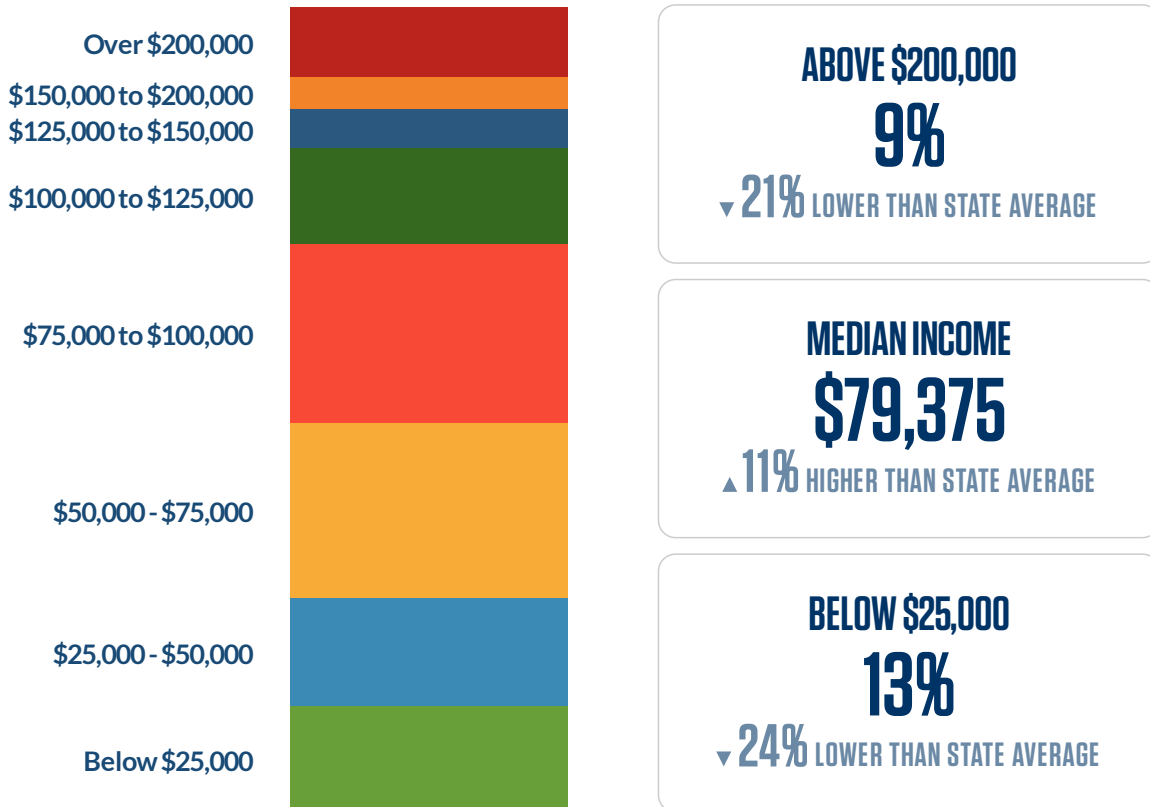


▲ 2% HIGHER THAN STATE AVERAGE

Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.

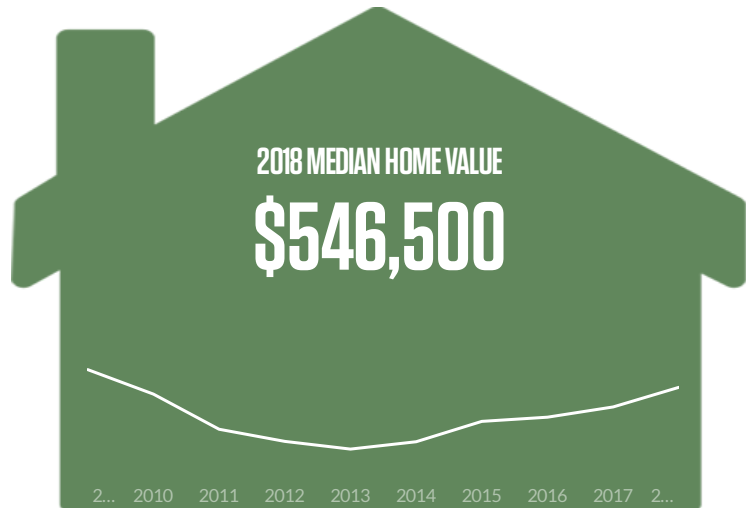
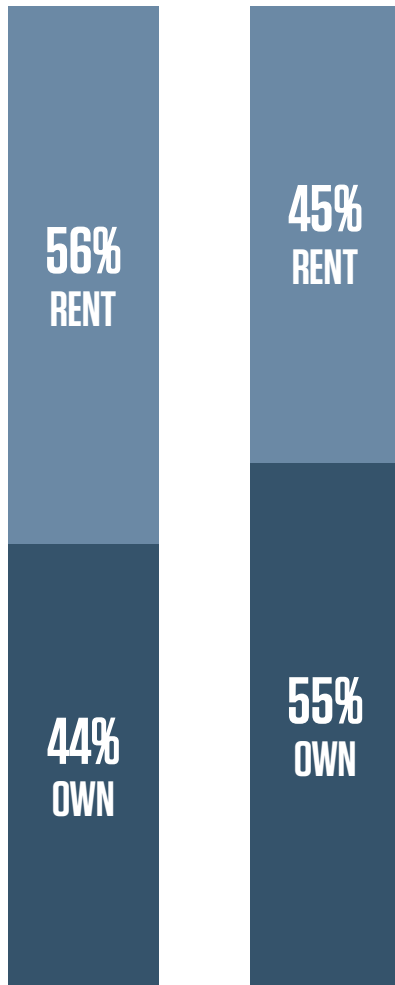
HOUSEHOLD INCOME



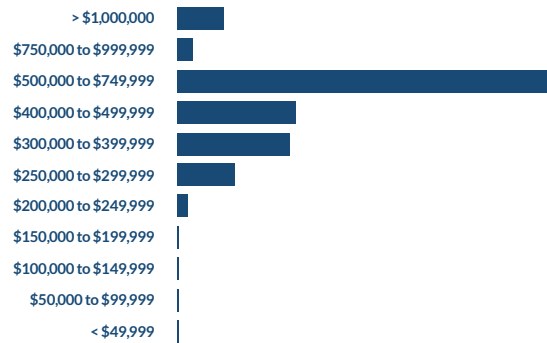
Housing Overview

HOME OWNERS VS RENTERS

San Juan Bautista State Avg.

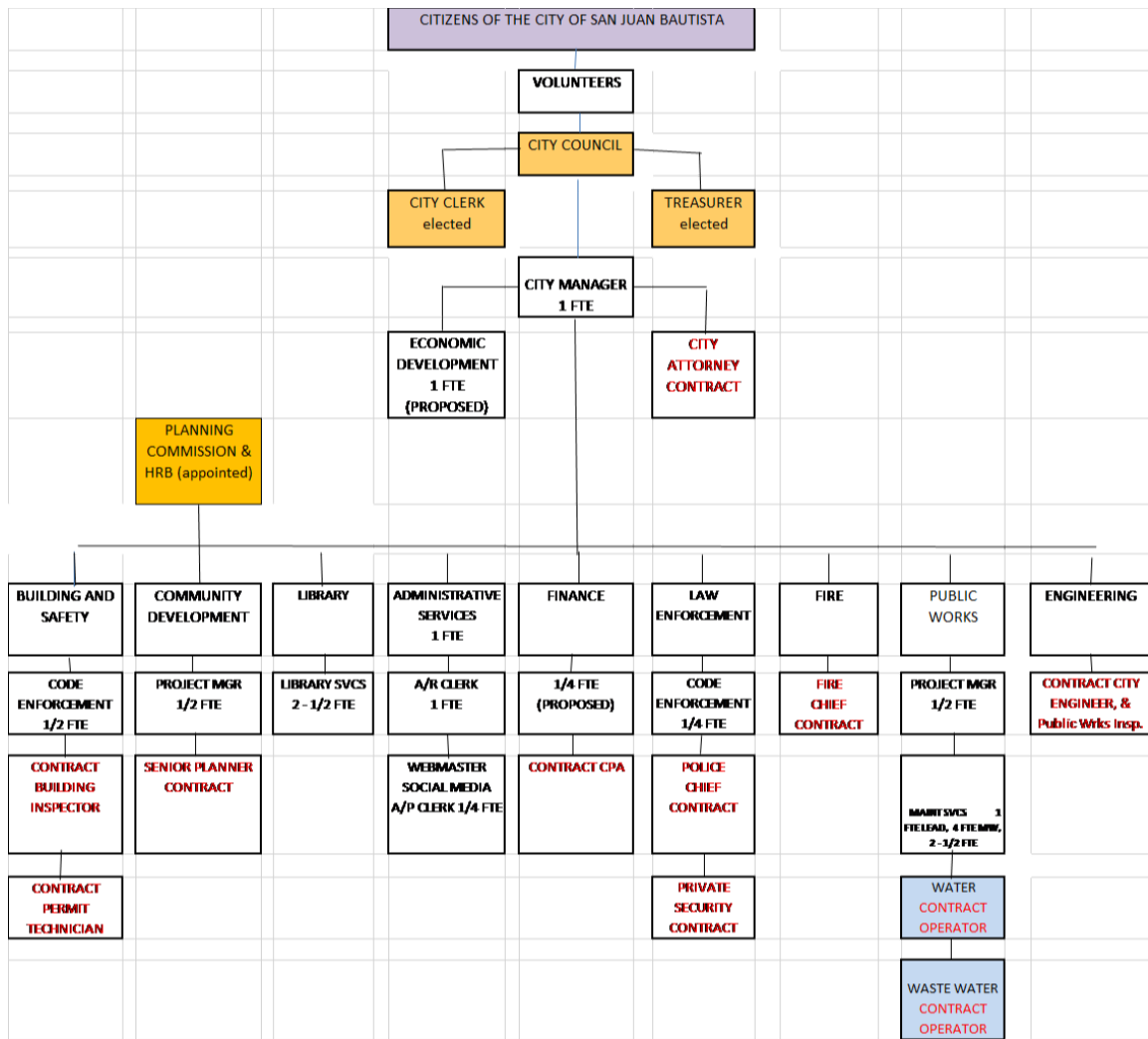


HOME VALUE DISTRIBUTION



* Data Source: 2018 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey.
Home value data includes all types of owner-occupied housing.

Organization Chart



BUDGET OVERVIEW



Strategic Plan

As the City Council prepared for its FY 20/21 Budget, it first reviewed the audit in December, and made mid-year adjustment in January. The mid-year budget also provided funded special studies from a consulting firm Citygate to review the City's fiscal condition, and provide an organizational study. The first "deliverable" from Citygate was to hold a City Council strategic session with the community. A summary of this February 15, 2020 study session is the initial part of the Organizational Assessment in the Citygate Report, page 24. Five broad objectives came forward:

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



Priorities & Issues

Following its Strategic Planning session February 15, 2020, a citizen survey was launched. The survey was fairly successful, receiving a response of 8%. The questions are separated into three sections, beginning with the question “what do you like best about the City?” Out of nine different categories, the “small city” culture was by far the most popular part of San Juan Bautista. Others include safe neighborhoods, culture heritage and local festivals. The most concerning issue is the failing condition of the City’s infrastructure. Of the ten statements in the third section, infrastructure is by far the highest in priority for the community receiving more than 70% of the votes in two distinct areas; water sewer and roads.

SPECIFIC TASKS AND BUDGET FOCUS

Economic Development is a function of the City that requires immediate and continued attention. The City’s economy has been forced to “re-invent” itself in the past three months as a result of the pandemic. The need to retain businesses, and attract businesses to fill a growing vacancy rate downtown will continue for the next two to three years.

The Strategic Planning Committee has been discontinued. But there remains a need to harness the great volunteer spirit in the community. This can be achieved through community planning efforts that include the urban growth boundary and general plan update. Expanded efforts to plan the development of City Parks that are in alignment with the preservation of its historic heritage. As the City evolves, consideration should be given to the expansion of Library Services to include Recreation Services.

The impact of COVID 19 has already been described in relation to the current fiscal year, as 50% loss to the general fund due to revenue losses associated with sales tax and transit-oriented taxes. Some economists speculate recovery of the economy to begin in the fall of 2020. But will this “recovery” apply to the City’s key economic indicators associated around festivals and tourism? This will certainly be the City’s biggest challenge it faces as we move into the new fiscal year.

Budget Considerations for FY 20/21

These studies are timely for the City Council to consider as the City moves next week into the draft budget. The cost reduction made in FY 19/20 will be carried forward to help preserve the City’s reserve funds. These reductions will limit some of the services the City has been able to offer. It is not clear yet how or when the library will re-open, but currently the budget has staffing reduced by 50%. We will continue to keep the community development function on a contractual basis to maximize its flexibility. If the demand grows a mid-year budget amendment may come forward recommending permanent staffing return in some form or another.

Infrastructure remains a top priority and there are dedicated funds associated with the water, waste water and street improvement programs that can be used for smaller repairs. The Waste Water Master Plan will provide path toward compliance with the EPA standards, but the ultimate solution will require a significant capital investment. The Water Master Plan will point towards a large capital investment needed for a new source of water that contains less salt, and will replace Well 6 that has recently been contaminated with nitrates. For streets and road improvements, the State’s budget released May 14, 2020 will help the City estimates its share of SBI funds for street improvements, augmented by Measure G fund. But if sales tax is expected to decline by 15%, these sources of funds will be impacted as well.

As the budget comes forward, there will be ample amount of time for community input and updates to the uncertain sales tax revenue projections.



Personnel Changes and Allocations

Full-Time Equivalent Positions 19/20 = 13.5

Full-Time Equivalent Positions Recommended for FY 20/21 = 12.7

The FY 19/20 budget included 10 full-time positions, one 3/4 position, and 2.5 half time positions. This included a deputy city manager at 30-hours per week that was later filled with the code enforcement officer at 20-hours per week. A part-time public works project manager was hired to work on the City's Water and waste Water Master Plans. The Budget's total FTE's equals 13.5 positions.

On April, 2020, when it looked like the general fund was taking a big hit due to the loss of sales tax, the Planner and Account Clerk full-time positions were eliminated. Two part-time staff positions (Library and Maintenance) were cut as well. The City went down to 10 positions.

In response to the COVID 19 crisis, the City added back the Community Liaison position, and increase two part-time positions to 30-hours per week, Code Enforcement the Lead Library Tech. Both positions perform duties above and beyond their original intention. The Library Tech assumed the role of Public Information Officer and continues to manage the City social media presence, and also spend 8-hours a week on accounts payable duties. Code Enforcement became the Operations Manager and lead the COVID-19 response addressing public gatherings, food distributions, and enforcing public health guidelines.

At the same time, several State grant opportunities arose simultaneously. To address the three State grants, a provisional appointment was made by the City as a part-time project Manager, to execute contracts and initiate the grant programs. All three center around active transportation, and planning and affordable housing. This why 85% of the position is being allocated to the Planning Department. This position is 20-hours per week.

The proposed Budget recommends formally adopting one new full-time position changing the Community Liaison into an Economic Development focussed Project Coordinator, that reports directly to the City Manager. It formalizes the new role of the Lead Library Technician into a Project Coordinator, working on accounts payable, social media, and IT in addition to the Library duties. Lastly, it recommends the establishment of a Public Safety Manager position to carry-out the new roles of the Code Enforcement Officer that includes acting as the liaison between the Sheriff, private security, and State health inspectors including the Alcohol and Beverage Control ("ABC") enforcement of COVID-19 laws.

So this budget adds a few positions back as the economic outlook improves, for a total FTE of 12.7 positions.



FUND SUMMARIES



The City has ten different funds that it tracks. The creation and maintenance of a fund is generally mandated by its source. This is known as "fund accounting" and is the cause of the "silo" effect. A bureaucratic silo is created when funds for one use cannot be used for another. Waste Water revenues cannot be used to pay for parks. Waste Water revenues can only be used to pay for waste water system repairs and improvements.



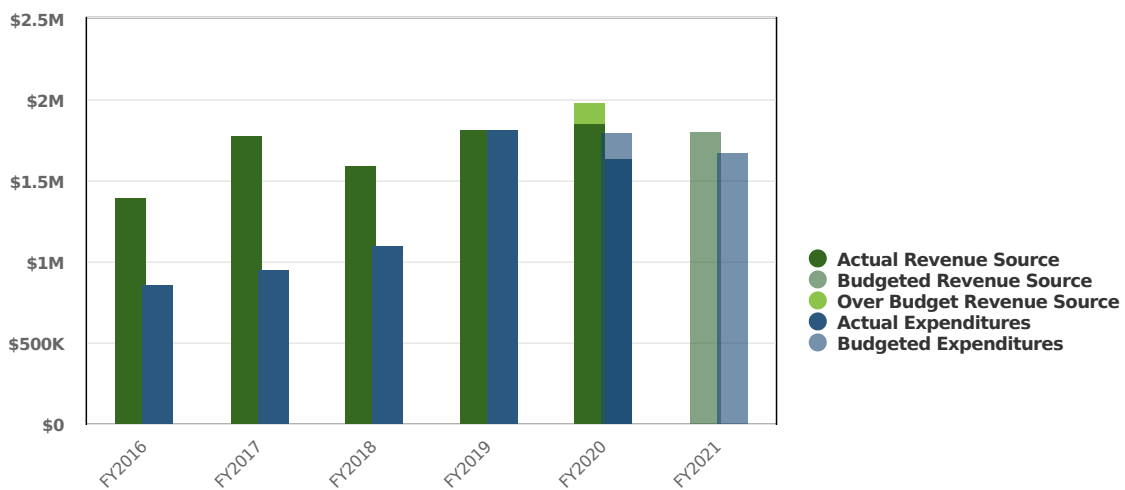
General Fund

The one fund that is capable of crossing these vertical lines is the General Fund. It is the one fund elected officials have discretion over. The fund is commonly used to fill gaps in financing where insufficient funds can stop a project. It pays for the City's biggest services, which for San Juan Bautista is water and waste water, (Enterprise funds), followed by the General fund's support for public safety.

Below is a detailed analysis of the General Fund revenues, including property tax, sales tax and transit occupancy tax, and the different programs the City pays for with the General Fund.

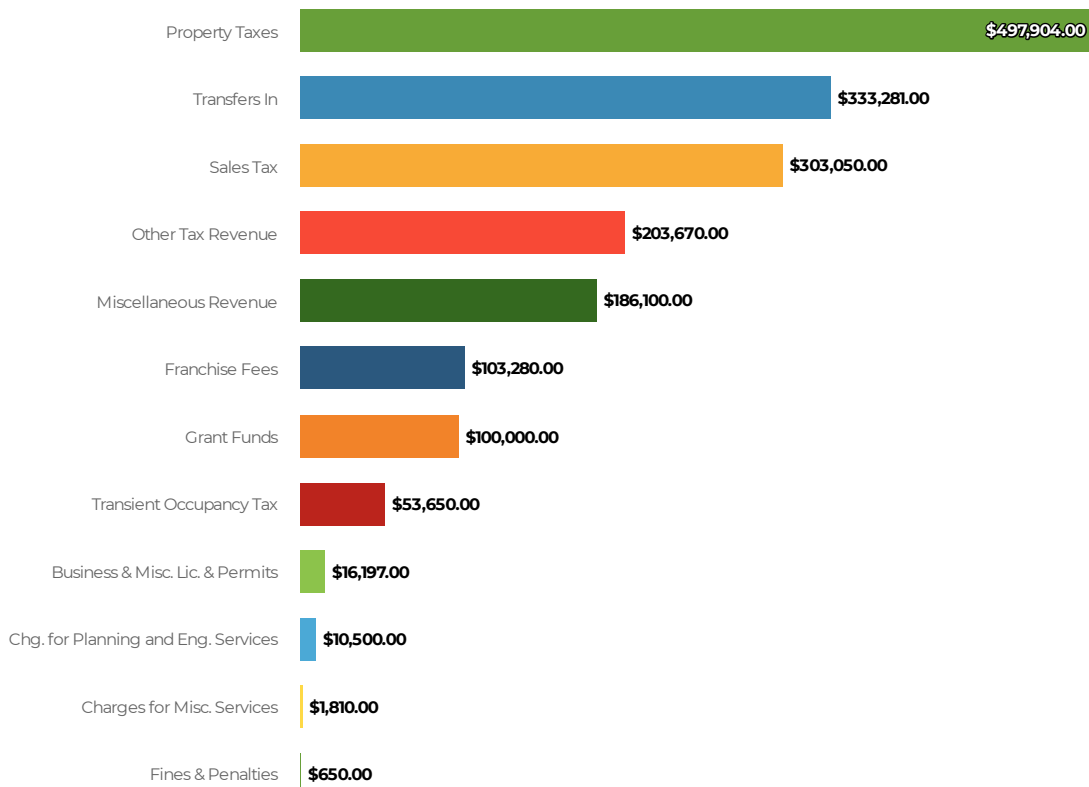
Summary

The City of San Juan Bautista is projecting \$1.81M of revenue in FY2021, which represents a 2.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 6.8% or \$122.53K to \$1.68M in FY2021.



General Fund Revenue

General Fund - Projected 2021 Revenues



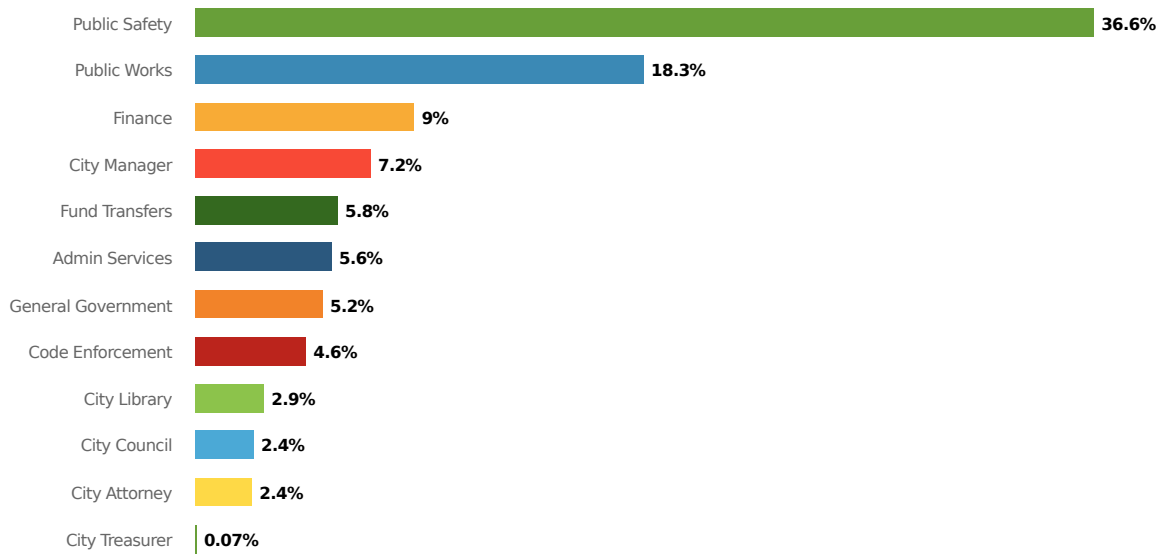
Values

General Fund Expense Budget

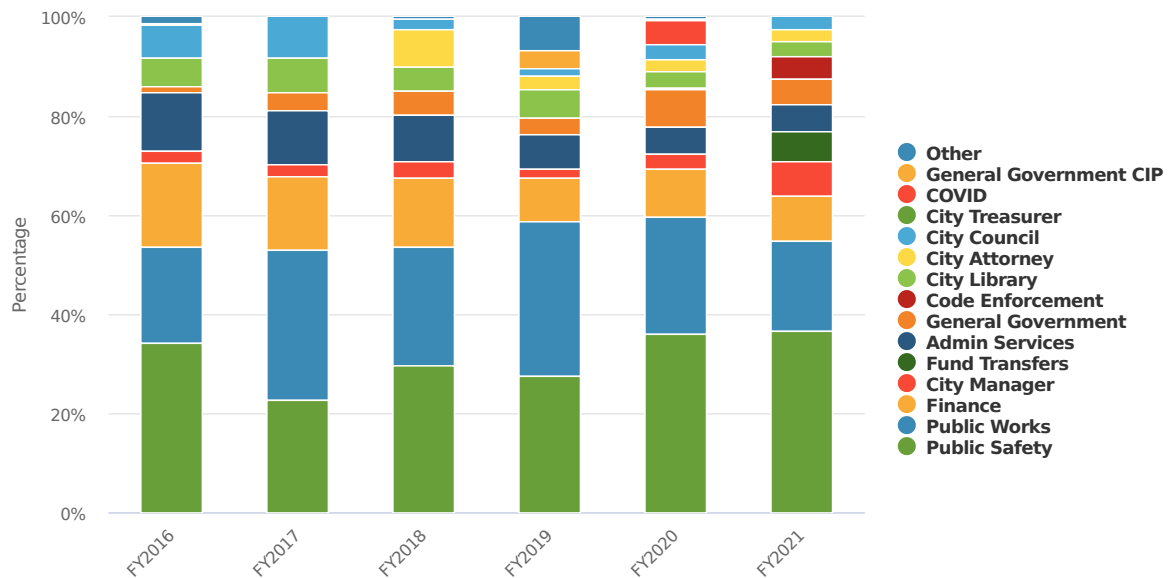


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



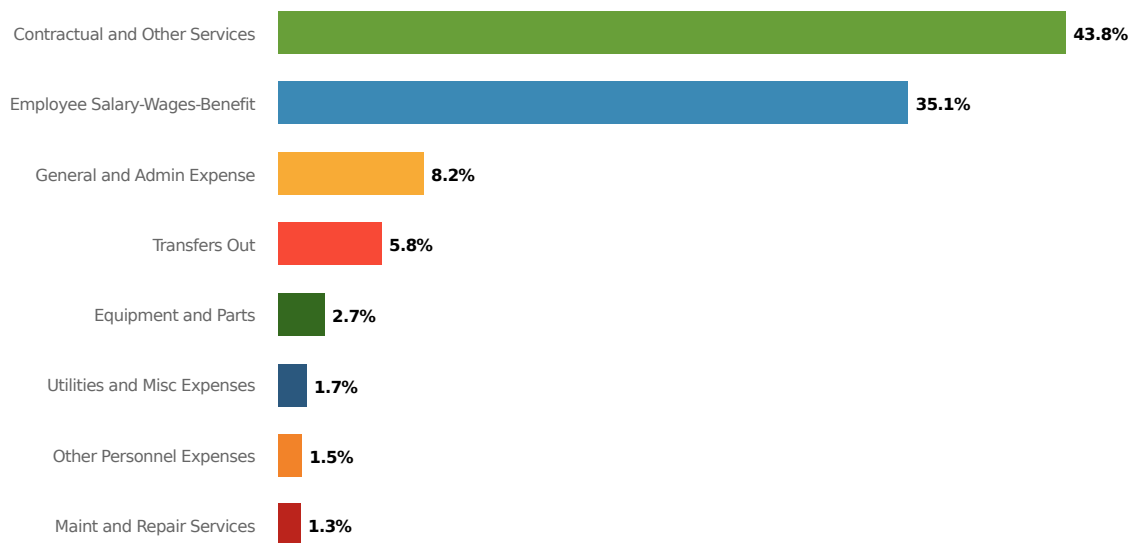
Name	FY2020 Actual	FY21 Final Budget (General Fund)	FY2020 Budgeted vs. FY2021 Budgeted (% Change)
Expenditures			
City Council	\$47,771.00	\$40,634.00	-15.7%
City Attorney	\$39,187.00	\$40,000.00	-33.3%
City Manager	\$47,624.00	\$120,205.00	92.7%



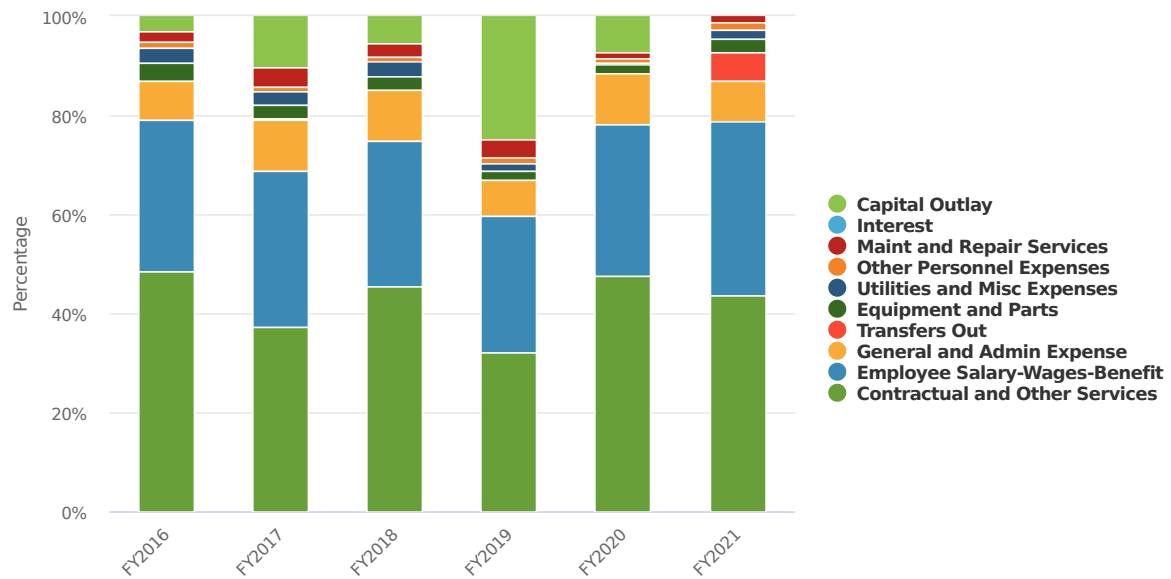
Name	FY2020 Actual	FY21 Final Budget (General Fund)	FY2020 Budgeted vs. FY2021 Budgeted (% Change)
Admin Services	\$92,395.00	\$93,661.00	-6.6%
City Treasurer	\$297.00	\$1,150.00	-6.3%
Finance	\$158,097.00	\$150,325.00	-4.7%
City Library	\$55,691.00	\$48,087.00	-42.6%
Public Safety	\$593,351.00	\$613,080.00	0.2%
Public Works	\$386,206.00	\$306,650.00	-10.2%
General Government	\$120,656.00	\$88,000.00	-16.7%
General Government CIP	\$4,110.00	\$0.00	
Other	\$2,634.00	\$0.00	
Fund Transfers		\$98,000.00	-56.7%
Code Enforcement	\$6,698.00	\$76,424.00	
COVID	\$83,446.00		
Total Expenditures:	\$1,638,163.00	\$1,676,216.00	-6.8%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2020 Budgeted	FY21 Final Budget (General Fund)	FY2020 Budgeted vs. FY21 Final Budget (General Fund) (% Change)
Expense Objects				
Utilities and Misc Expenses	\$23,476.00	\$35,622.00	\$28,125.00	-21%
Employee Salary-Wages-Benefit	\$498,350.00	\$489,059.00	\$587,591.00	20.1%
General and Admin Expense	\$165,534.00	\$162,765.00	\$137,010.00	-15.8%
Other Personnel Expenses	\$18,140.00	\$26,650.00	\$24,400.00	-8.4%
Equipment and Parts	\$28,599.00	\$46,750.00	\$44,500.00	-4.8%
Transfers Out		\$226,408.00	\$98,000.00	-56.7%
Contractual and Other Services	\$766,578.00	\$745,994.00	\$734,090.00	-1.6%
Maint and Repair Services	\$18,505.00	\$55,500.00	\$22,500.00	-59.5%
Capital Outlay	\$117,081.00	\$10,000.00	\$0.00	-100%
Utilities and Misc Expenses	\$1,900.00			
Total Expense Objects:	\$1,638,163.00	\$1,798,748.00	\$1,676,216.00	-6.8%

Community Development revenue is established to be certain that a private developer is responsible for the cost of paying to process their development. The first schedule of fees relates to a land use and entitlement. If a proposed land use matches the zoning code, the cost is less to the City to process the application, and less cost to the developer. Special situations arise in the City's historic downtown, causing a more through design review to assure compliance with the historic preservation policies of the City. If a project requires a Conditional Use Permit because it does not exactly fit the zoning code, then the costs are generally higher, with a public hearing attached to it. Deposits are generally collected rather than flat fees to assure costs are fully recovered.



Community Development

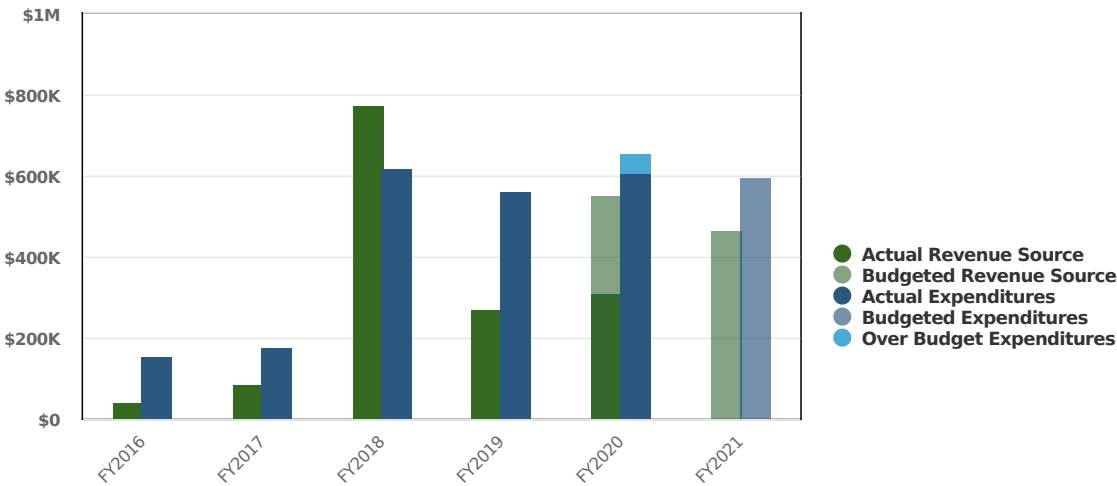
The second set of fees are the impact fees. If a project proposes a large scale change, impact fees are assessed. This may range from a sewer and/or water connection fee, to traffic impact, park impact, public safety impact fees etc. These fees are to be used for capital improvements to the City's infrastructure to support an increase in demand caused by the development. The City's impact fees were established in 2013, and a new study is needed to re-fresh and to confirm the nexus between the fee amounts and the cost of providing the infrastructure.

Most common fees are for building permits, and encroachment permits, that require a "plan-check" or other review by the City Engineer, Building Official, Fire Marshall and the Planning Department. This process assures that the final plans match the land use designation and that the energy efficiency, health, safety and accessibility codes are met as defined by the Municipal Code and Uniform Building Code.

It is common that the General Fund subsidizes this work, because the whole community benefits when a great project comes forward and meets the community's needs and expectations. The goal is to keep the subsidy to a minimum.

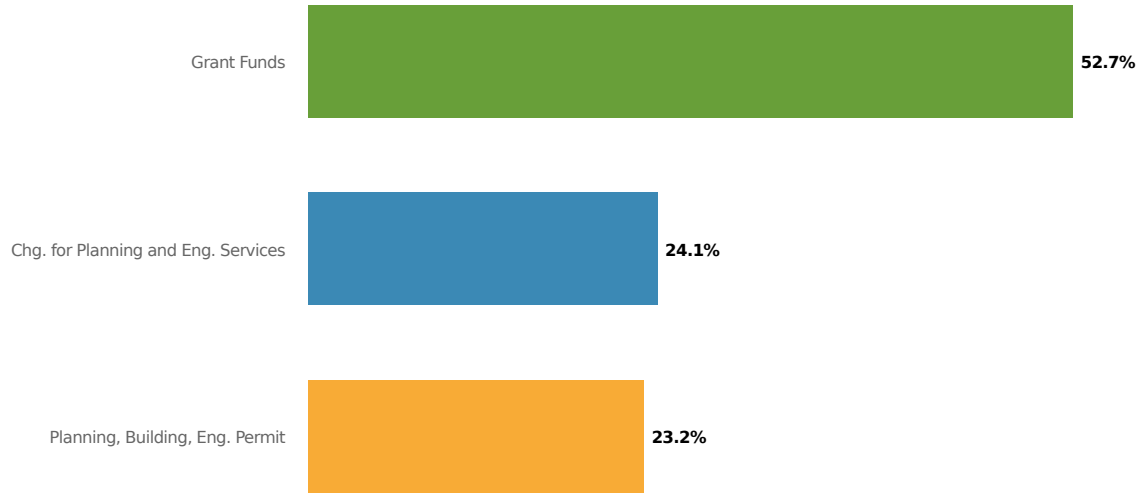
Summary

The City of San Juan Bautista is projecting \$467.9K of revenue in FY2021, which represents a 15.4% decrease over the prior year. Budgeted expenditures are projected to decrease by 2.1% or \$12.61K to \$595.78K in FY2021.

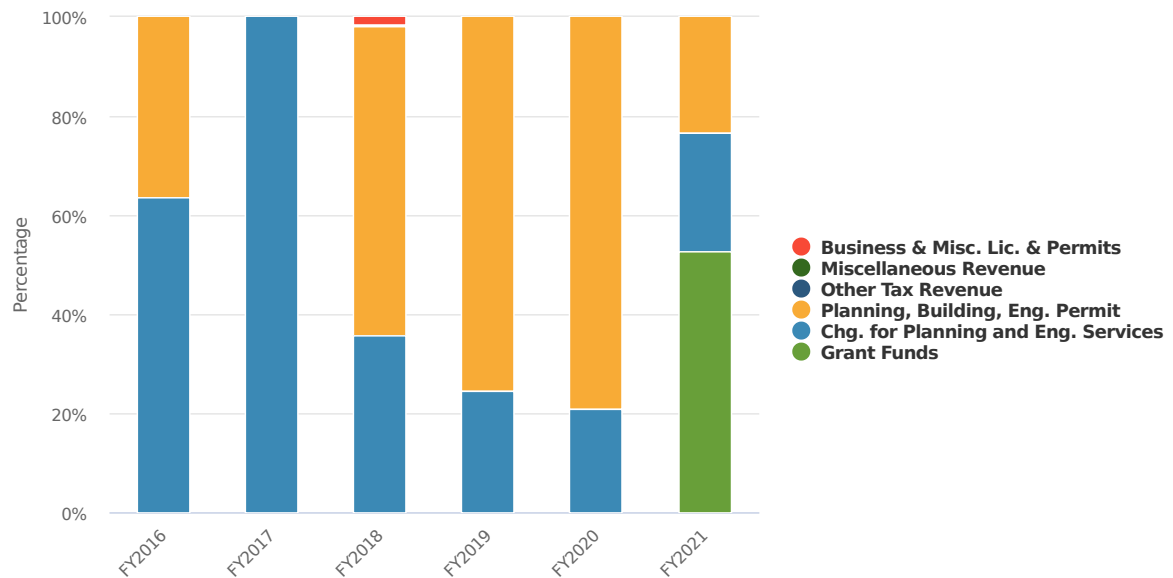


Revenues by Source

Projected 2021 Revenues by Source



Budgeted and Historical 2021 Revenues by Source



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Revenue Source				
Other Tax Revenue		\$40.00		
Chg. for Planning and Eng. Services	\$66,151.00	\$64,900.00	\$112,819.00	73.8%
Grant Funds			\$246,581.00	

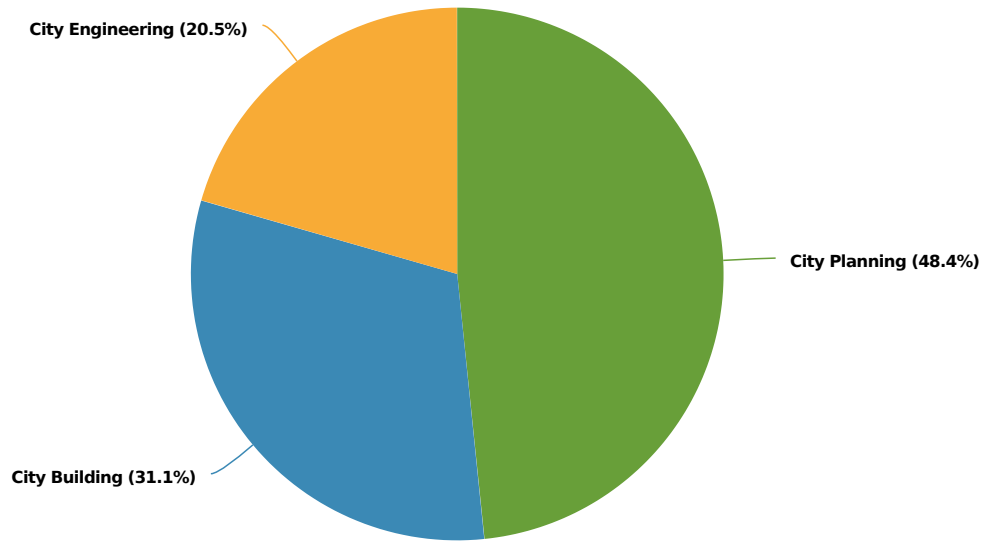


Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Business & Misc. Lic. & Permits		\$320.00	\$0.00	-100%
Planning, Building, Eng. Permit	\$202,668.00	\$246,515.00	\$108,503.00	-56%
Total Revenue Source:	\$268,819.00	\$311,775.00	\$467,903.00	50.1%

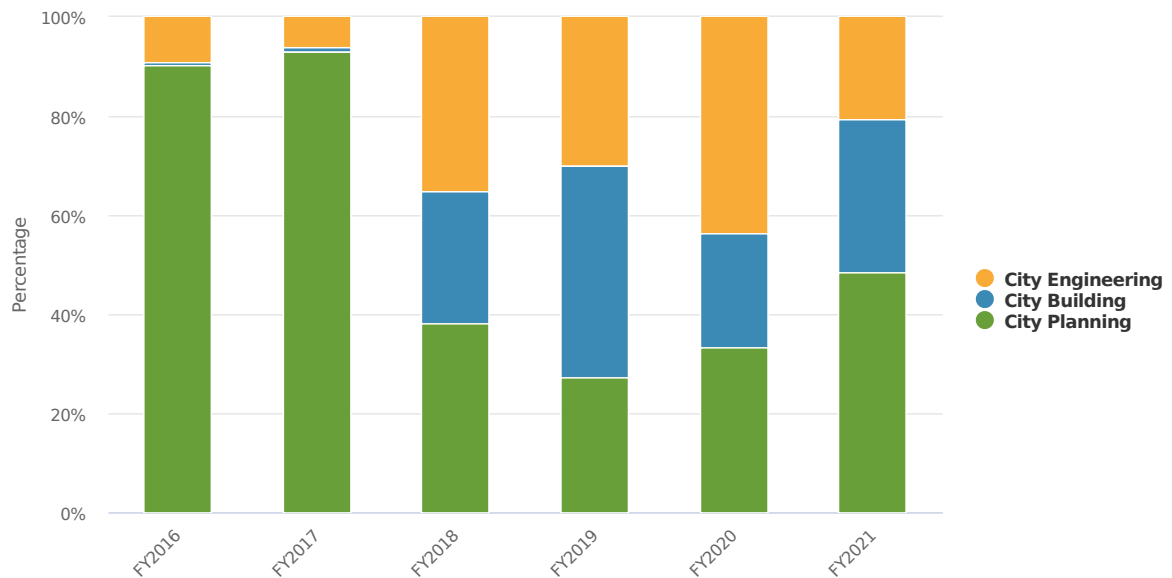


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expenditures				
City Planning	\$153,573.00	\$218,902.00	\$288,208.00	31.7%
Total City Planning:	\$153,573.00	\$218,902.00	\$288,208.00	31.7%



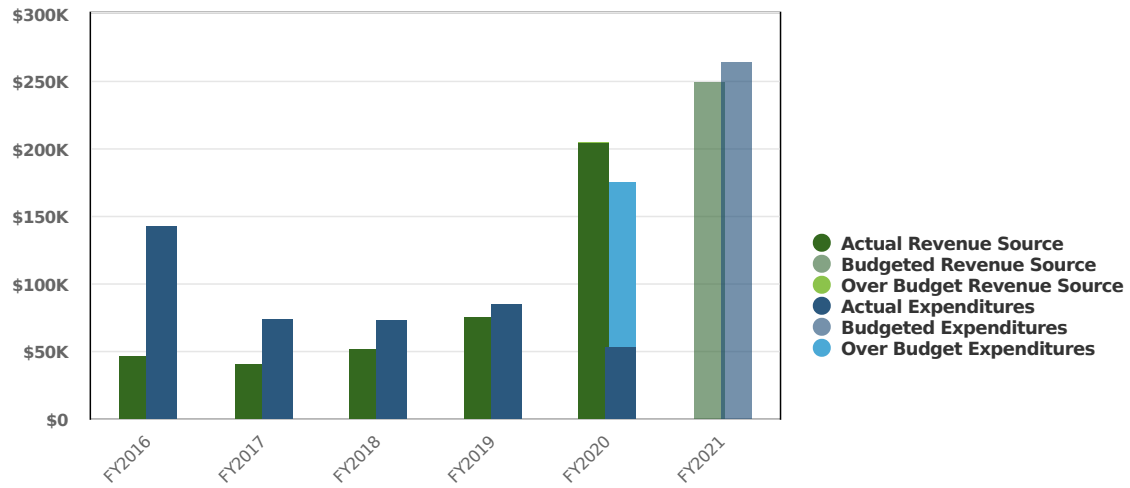
Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
City Building	\$239,831.00	\$150,718.00	\$185,173.00	22.9%
Total City Building:	\$239,831.00	\$150,718.00	\$185,173.00	22.9%
City Engineering	\$168,772.00	\$286,947.00	\$122,398.00	-57.3%
Total City Engineering:	\$168,772.00	\$286,947.00	\$122,398.00	-57.3%
Total Expenditures:	\$562,176.00	\$656,567.00	\$595,779.00	-9.3%





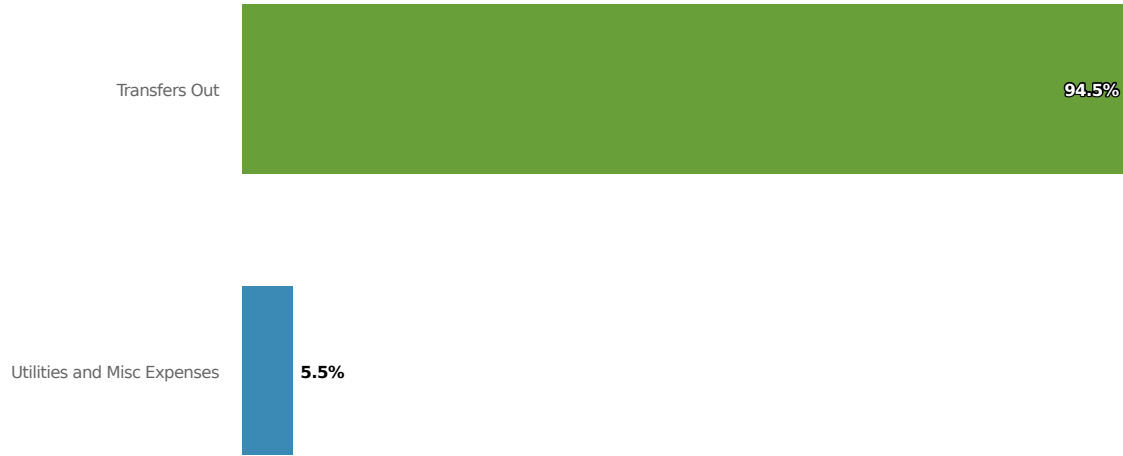
Summary

The City of San Juan Bautista is projecting \$249.9K of revenue in FY2021, which represents a 22% increase over the prior year. Budgeted expenditures are projected to increase by 391.1% or \$210.6K to \$264.45K in FY2021.

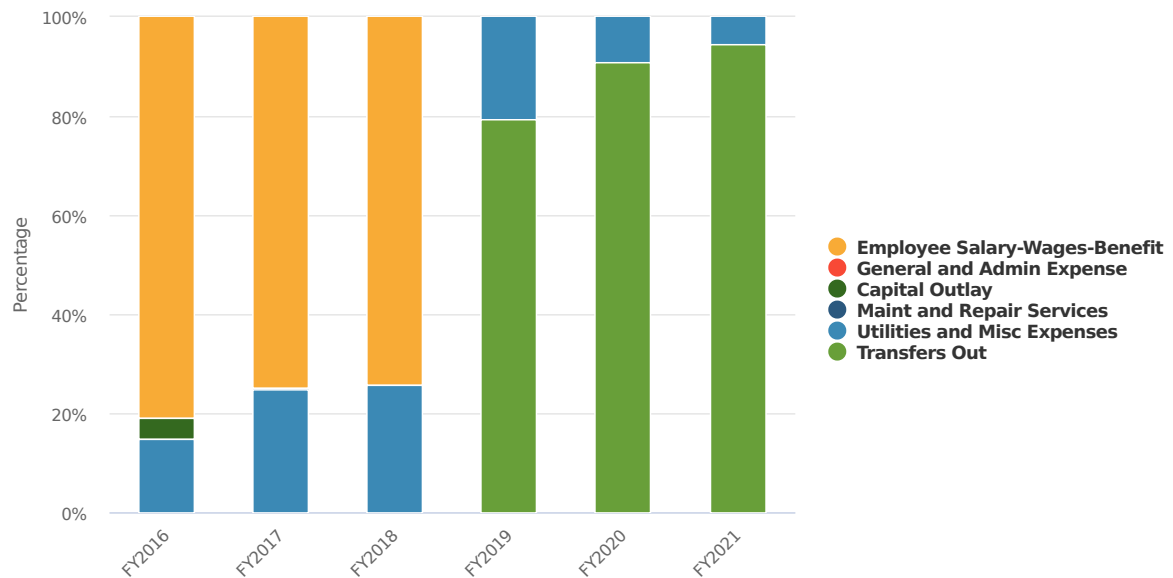


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$17,559.00	\$16,151.00	\$14,600.00	-9.6%
Transfers Out	\$67,677.00	\$158,960.00	\$249,847.00	57.2%
Total Expense Objects:	\$85,236.00	\$175,111.00	\$264,447.00	51%

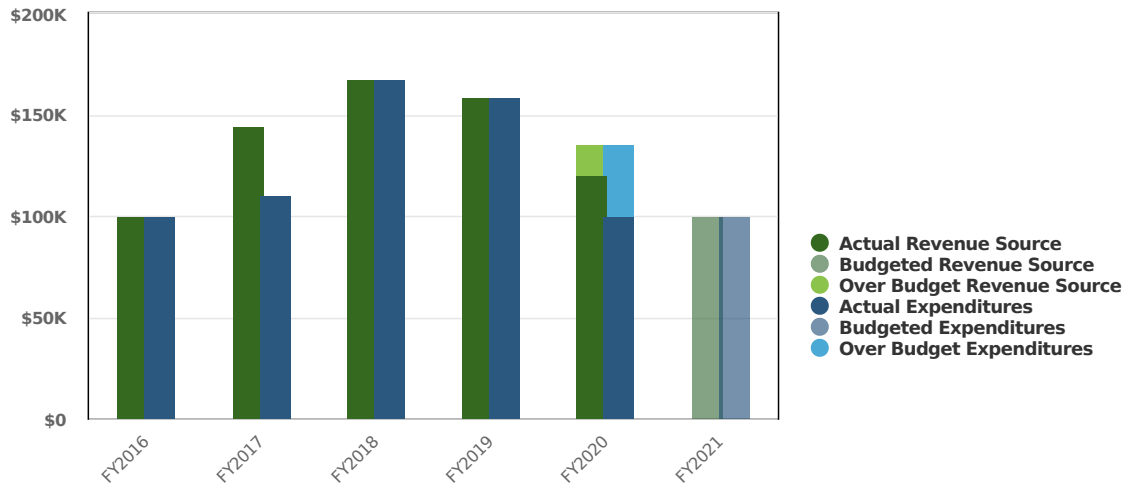






Summary

The City of San Juan Bautista is projecting \$100K of revenue in FY2021, which represents a 16.7% decrease over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$100K in FY2021.

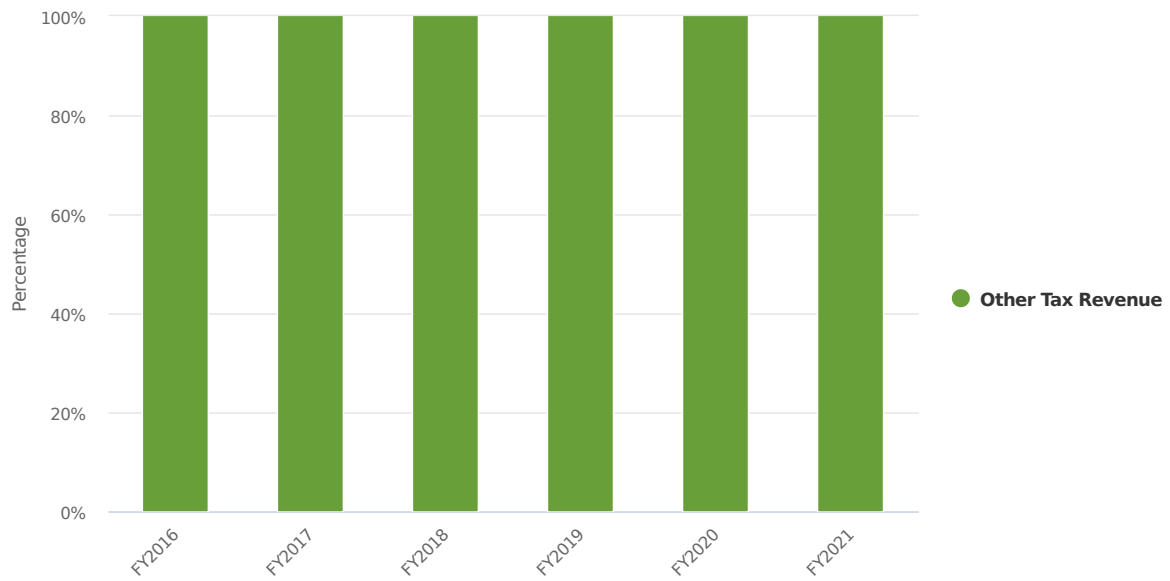


Revenues by Source

Projected 2021 Revenues by Source



Budgeted and Historical 2021 Revenues by Source



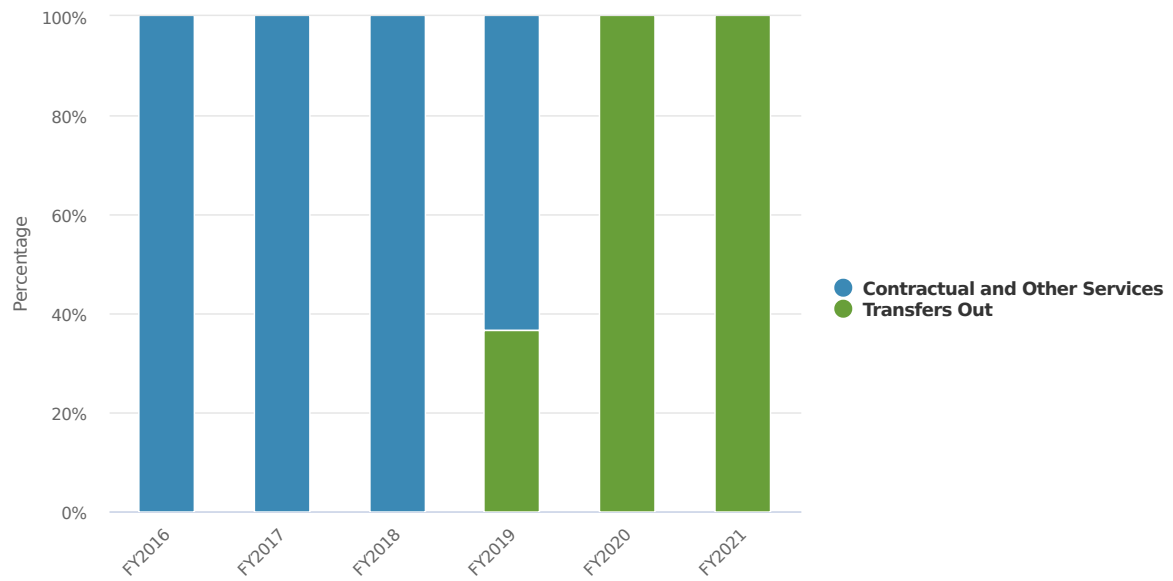
Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Revenue Source				
Other Tax Revenue	\$158,189.00	\$135,318.00	\$100,000.00	-26.1%
Total Revenue Source:	\$158,189.00	\$135,318.00	\$100,000.00	-26.1%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Transfers Out	\$58,193.00	\$135,318.00	\$100,000.00	-26.1%
Contractual and Other Services	\$99,996.00		\$0.00	
Total Expense Objects:	\$158,189.00	\$135,318.00	\$100,000.00	-26.1%



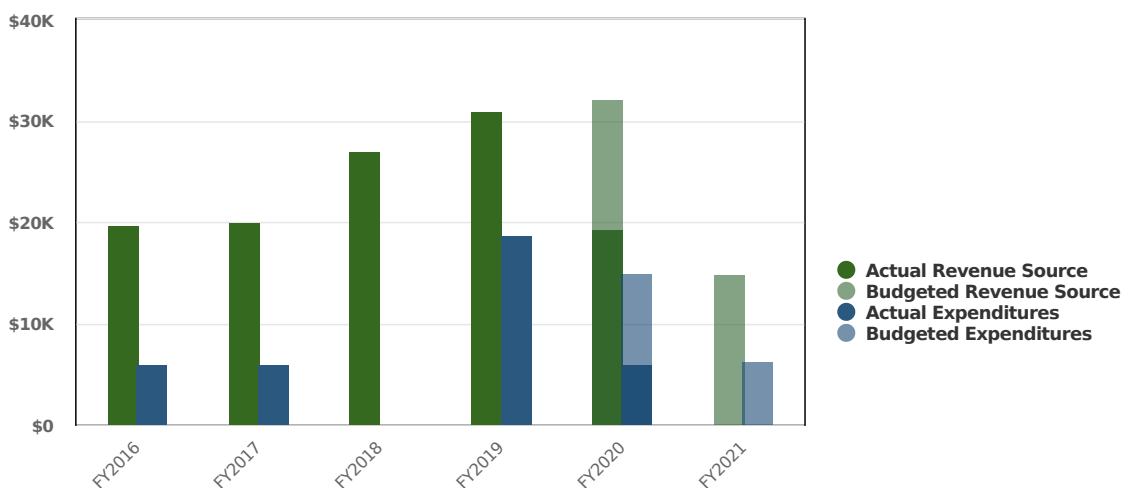
Parking and Restrooms (Fund 55)

This revenue is generated to help promote sustainable tourism in the City by supporting clean public restrooms and provide safe plentiful parking. The City's Transit Occupancy tax (aka - hotel tax) dedicates 16.678 cents of every dollar to this purpose. If the City begins a paid parking program, these revenues would be added to the District.

The TOT has seen a significant decrease in the past 8-months, but has recently been making a come-back.

Summary

The City of San Juan Bautista is projecting \$14.81K of revenue in FY2021, which represents a 54% decrease over the prior year. Budgeted expenditures are projected to decrease by 58.7% or \$8.8K to \$6.2K in FY2021.

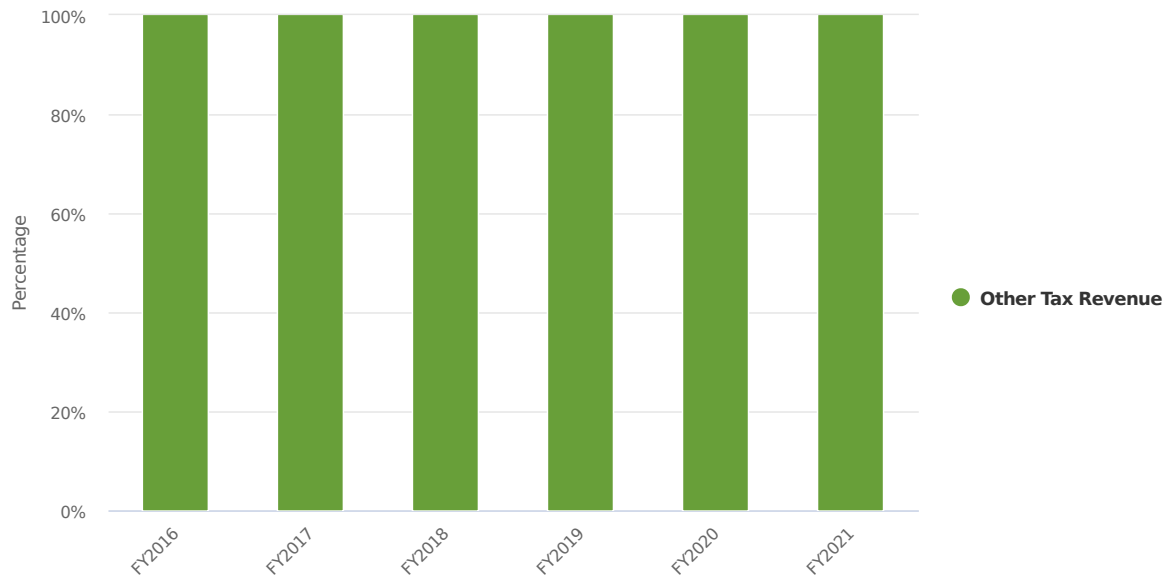


Revenues by Source

Projected 2021 Revenues by Source



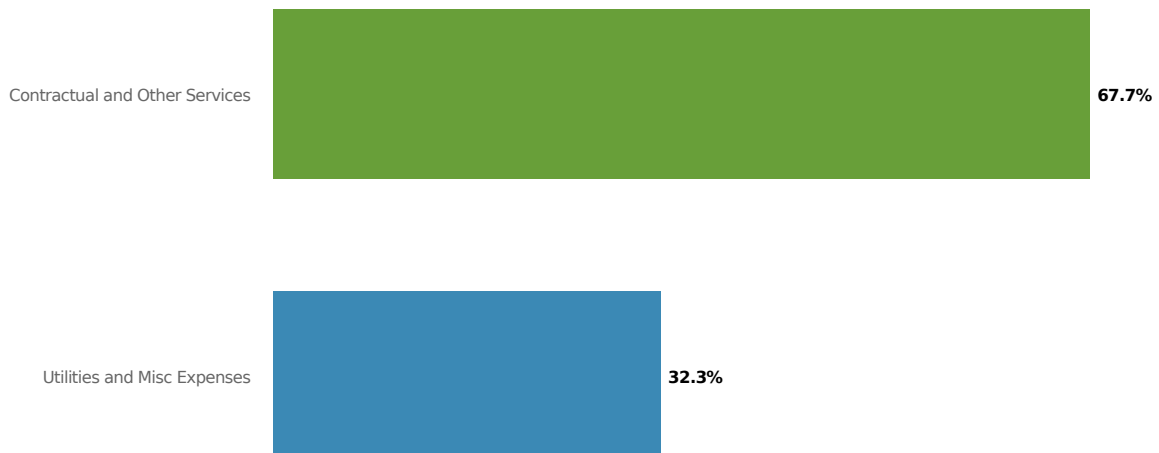
Budgeted and Historical 2021 Revenues by Source



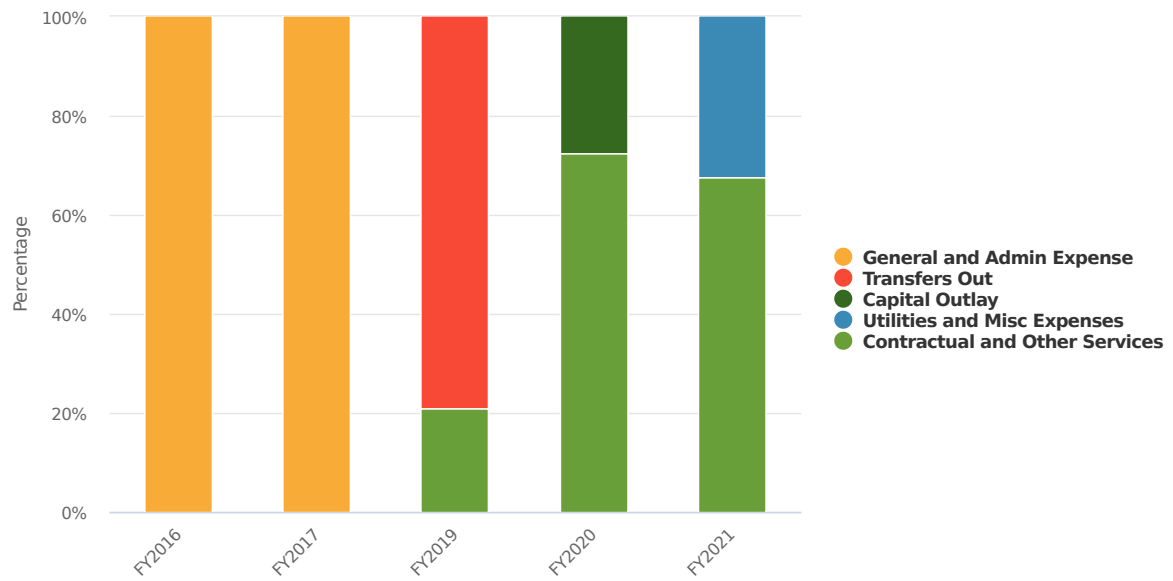
Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Revenue Source				
Other Tax Revenue	\$30,921.00	\$19,306.00	\$14,812.00	-23.3%
Total Revenue Source:	\$30,921.00	\$19,306.00	\$14,812.00	-23.3%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses			\$2,000.00	
Contractual and Other Services	\$4,252.00	\$5,000.00	\$4,200.00	-16%
Capital Outlay	\$1,615.00	\$10,000.00	\$0.00	-100%
Total Expense Objects:	\$5,867.00	\$15,000.00	\$6,200.00	-58.7%

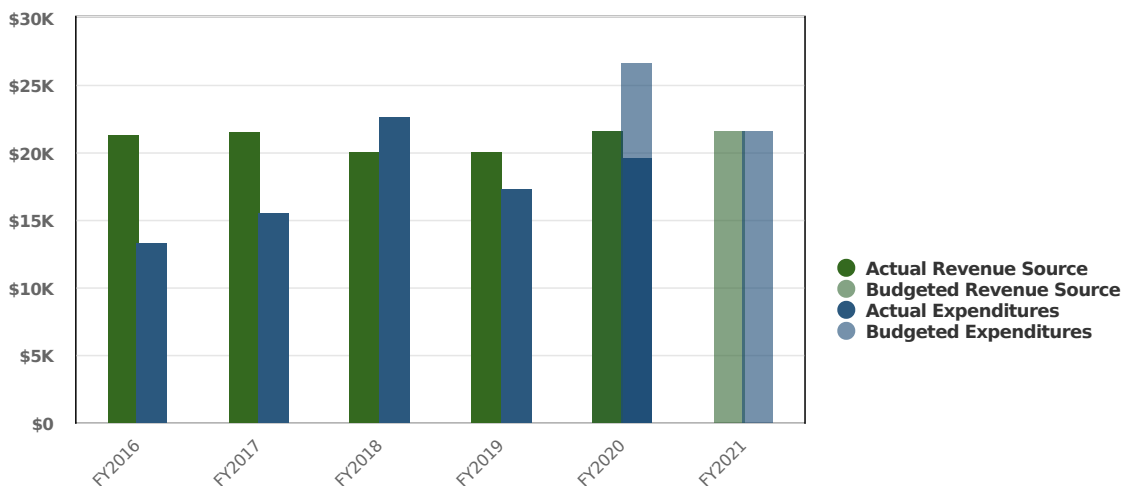


Valle Vista Light Dst (Fund 60)

The twenty-year-old Valle Vista residential development has been collecting assessment payments from property owners since its inception. These funds help to maintain the common areas in the community, that consist mostly of landscaping, street trees, sidewalks, and streetlights. The Engineer's Report provides more details about the District, and is available at City Hall for review. The continuation of the collection of these fees is subject to an annual renewal.

Summary

The City of San Juan Bautista is projecting \$21.72K of revenue in FY2021, which represents a 0% increase over the prior year. Budgeted expenditures are projected to decrease by 18.7% or \$5K to \$21.72K in FY2021.

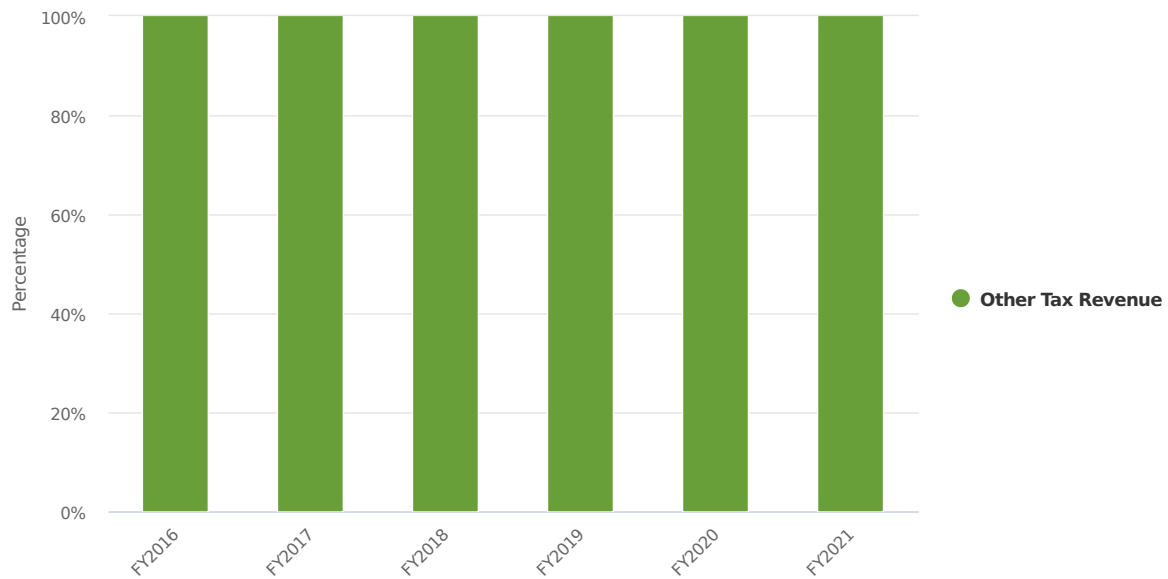


Revenues by Source

Projected 2021 Revenues by Source



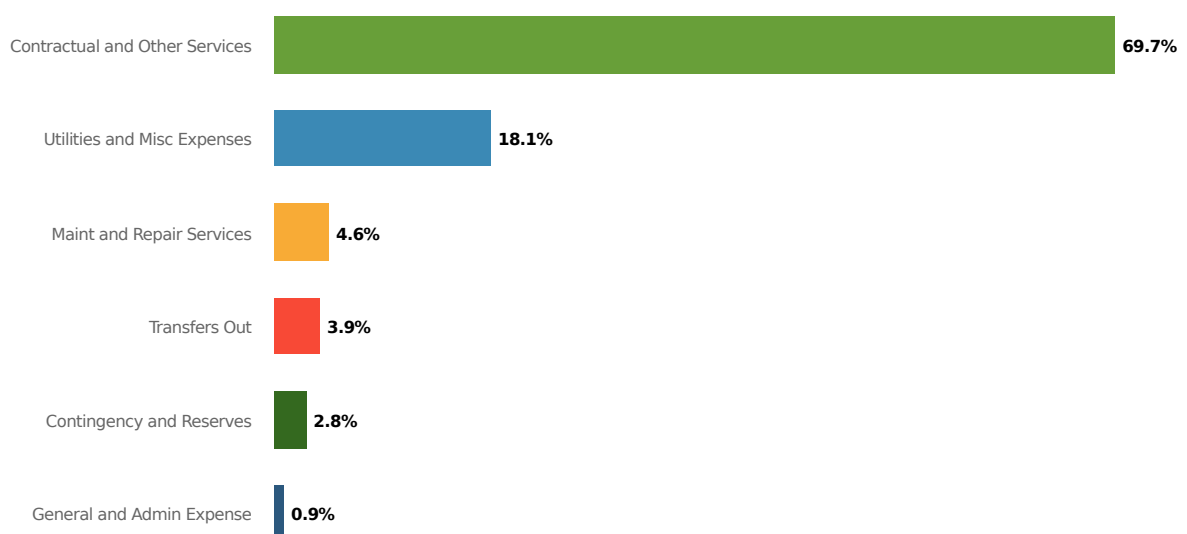
Budgeted and Historical 2021 Revenues by Source



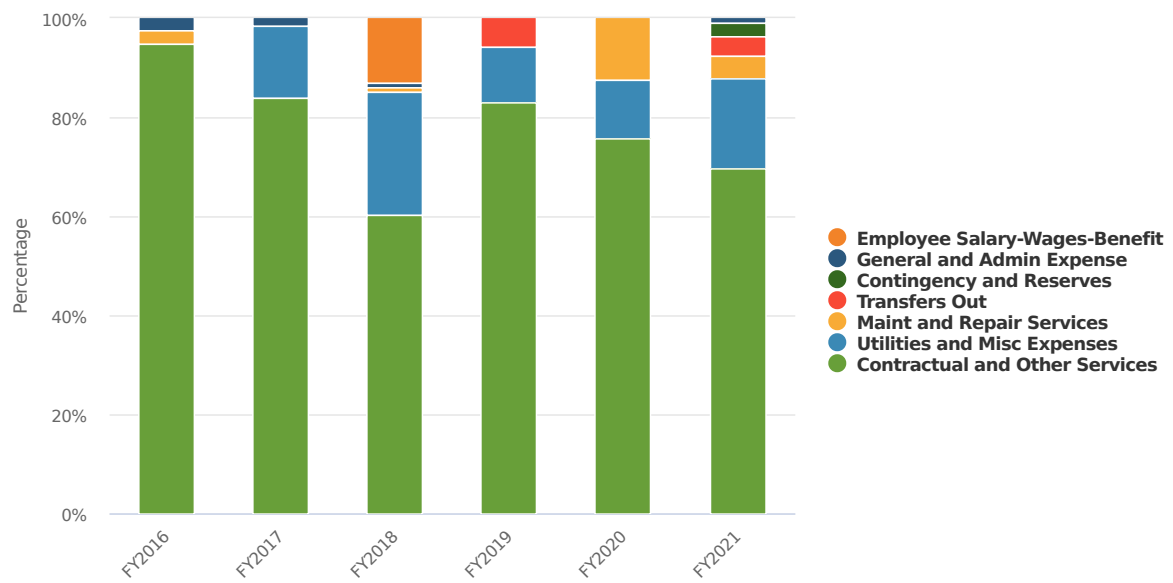
Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Revenue Source				
Other Tax Revenue	\$20,074.00	\$21,707.00	\$21,717.00	0%
Total Revenue Source:	\$20,074.00	\$21,707.00	\$21,717.00	0%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$1,957.00	\$2,336.00	\$3,920.00	67.8%
Contingency and Reserves			\$600.00	
General and Admin Expense			\$200.00	
Transfers Out	\$1,004.00		\$850.00	
Contractual and Other Services	\$14,335.00	\$14,893.00	\$15,147.00	1.7%
Maint and Repair Services		\$2,408.00	\$1,000.00	-58.5%
Total Expense Objects:	\$17,296.00	\$19,637.00	\$21,717.00	10.6%



Water Operating Fund

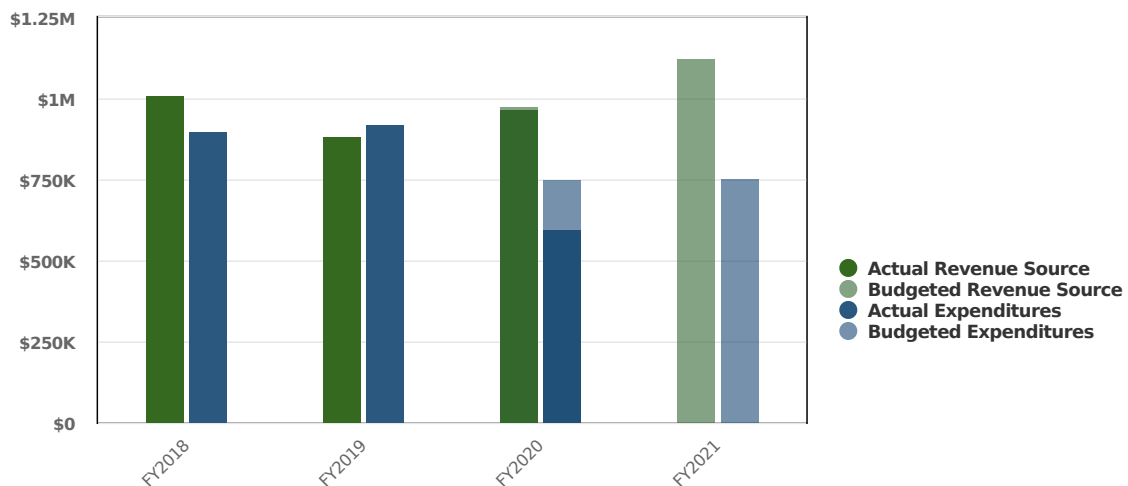
The City collects monthly water and waste water payments from 800 residents and businesses. These monthly payments are kept separate from the other City funds in a special fund referred to as the Water Enterprise Fund and Waste Water Enterprise Fund.

The fees charged for the Water Enterprise Fund to its subscribers are for one purpose: to pay the cost of sourcing the water from wells, filtering and treating the water, and distributing it to its citizens and businesses. The City has not increased these rates in the past year while it conducts a new rate study. Raising rates requires the citizens and users of the system to vote in favor of the increase.

These funds pay to clean the maintain the City's water wells, pumps, pipes and valves. The new Water Master Plan guides the work to address the oldest infrastructure so it is prioritized and address first. The maintenance of wells and payment of the licensed operator are also paid through these fees.

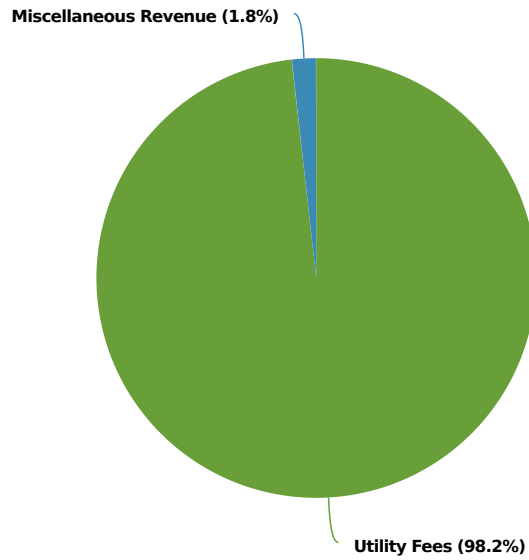
Summary

The City of San Juan Bautista is projecting \$1.12M of revenue in FY2021, which represents a 14.9% increase over the prior year. Budgeted expenditures are projected to increase by 0.2% or \$1.42K to \$753.36K in FY2021.

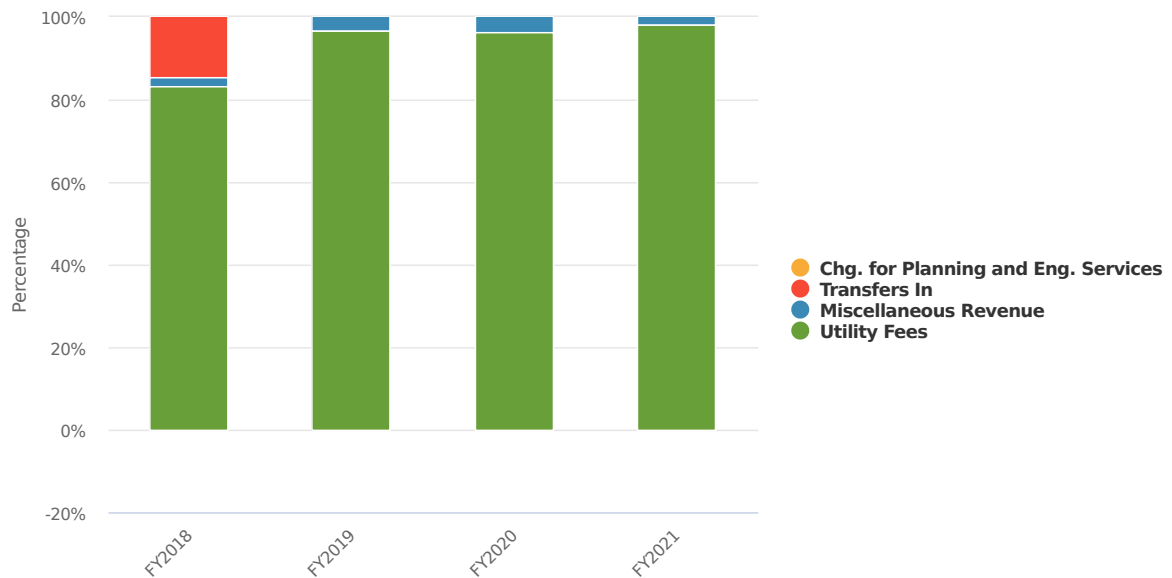


Revenues by Source

Projected 2021 Revenues by Source



Budgeted and Historical 2021 Revenues by Source



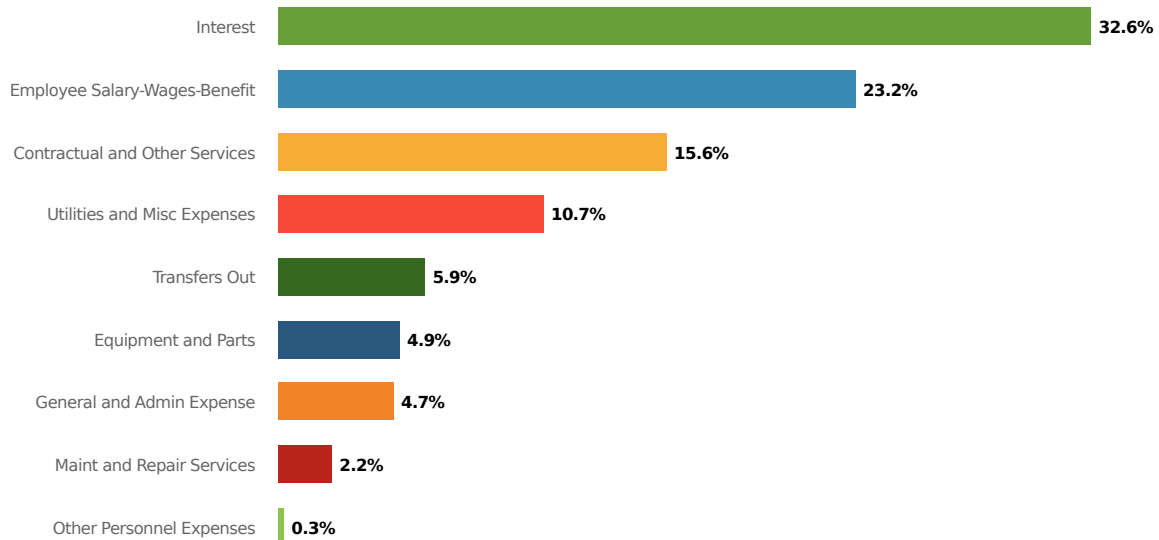
Name	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)
Revenue Source				
Chg. for Planning and Eng. Services	-\$108.00		\$0.00	
Utility Fees	\$933,510.00	\$959,000.00	\$1,104,400.00	15.2%



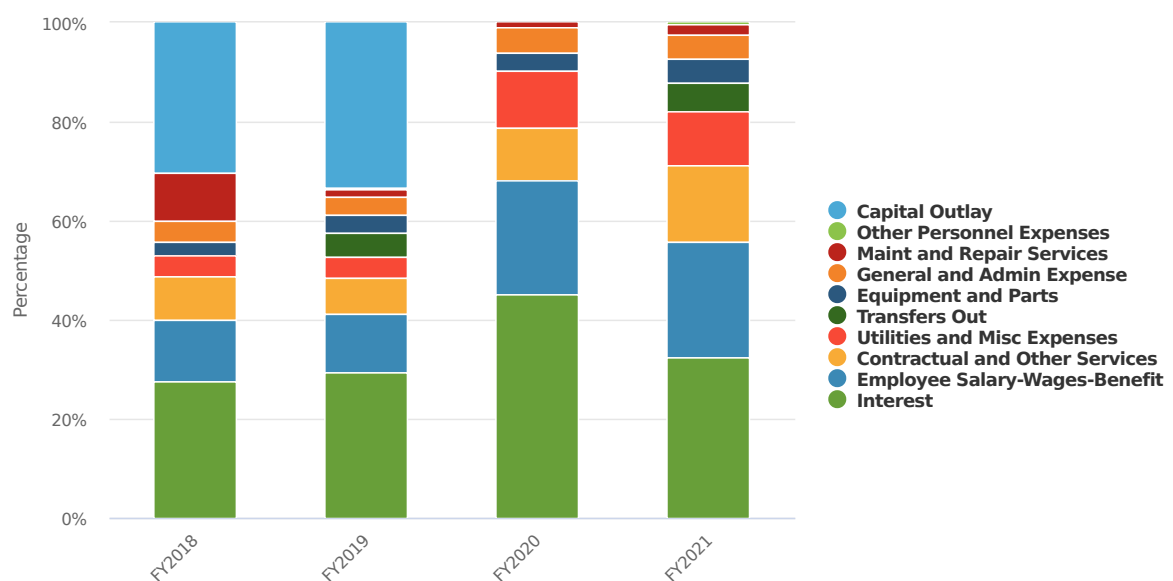
Name	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)
Miscellaneous Revenue	\$33,624.00	\$20,000.00	\$20,000.00	0%
Total Revenue Source:	\$967,026.00	\$979,000.00	\$1,124,400.00	14.9%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$38,753.00	\$69,203.00	\$80,525.00	16.4%
Employee Salary-Wages-Benefit	\$108,253.00	\$138,280.00	\$174,497.00	26.2%
General and Admin Expense	\$33,437.00	\$30,977.00	\$35,050.00	13.1%
Other Personnel Expenses	\$1,845.00	\$733.00	\$2,050.00	179.7%
Equipment and Parts	\$35,501.00	\$21,689.00	\$37,000.00	70.6%
Transfers Out	\$44,606.00		\$44,607.00	
Contractual and Other Services	\$67,314.00	\$61,892.00	\$117,700.00	90.2%
Maint and Repair Services	\$13,677.00	\$5,065.00	\$16,500.00	225.8%
Capital Outlay	\$306,985.00	\$0.00	\$0.00	
Interest	\$271,308.00	\$269,706.00	\$245,430.00	-9%
Total Expense Objects:	\$921,679.00	\$597,545.00	\$753,359.00	26.1%





Sewer Operating Fund (Fund 48)

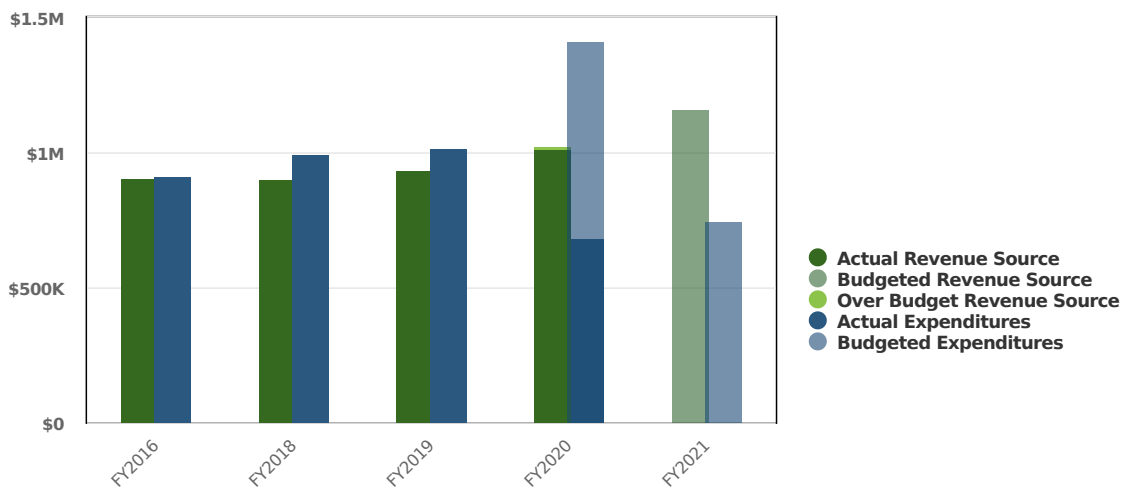
The City collects monthly water and waste water payments from 800 residents and businesses. These monthly payments are kept separate from the other City funds in a special fund referred to as the Sewer Enterprise Fund and Water Enterprise Fund.

The fees charged for the Waste Water Enterprise Fund to its subscribers are for one purpose: to pay the cost of collecting the waste water and processing it. The City has not increased these rates in the past year while it conducts a new rate study. Raising rates requires the citizens and users of the system to vote in favor of the increase.

These funds pay to clean the waste water pipes, lift station that pump the waste water to the Treatment Plant. They pay for the licensed Treatment Plant Operator.

Summary

The City of San Juan Bautista is projecting \$1.16M of revenue in FY2021, which represents a 15% increase over the prior year. Budgeted expenditures are projected to decrease by 47.5% or \$671.34K to \$741.92K in FY2021.

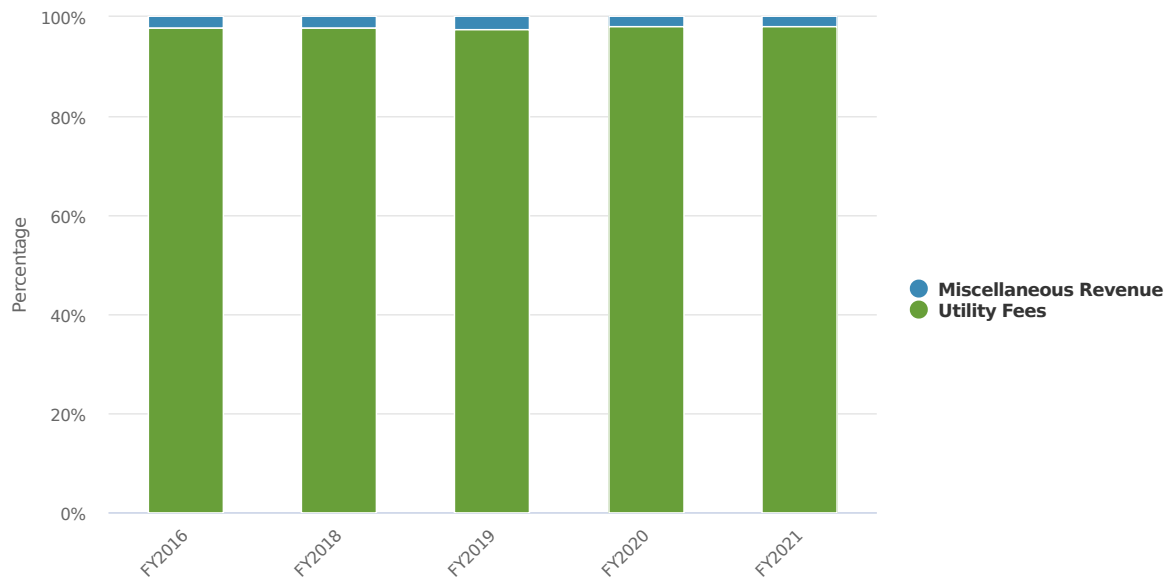


Revenues by Source

Projected 2021 Revenues by Source



Budgeted and Historical 2021 Revenues by Source

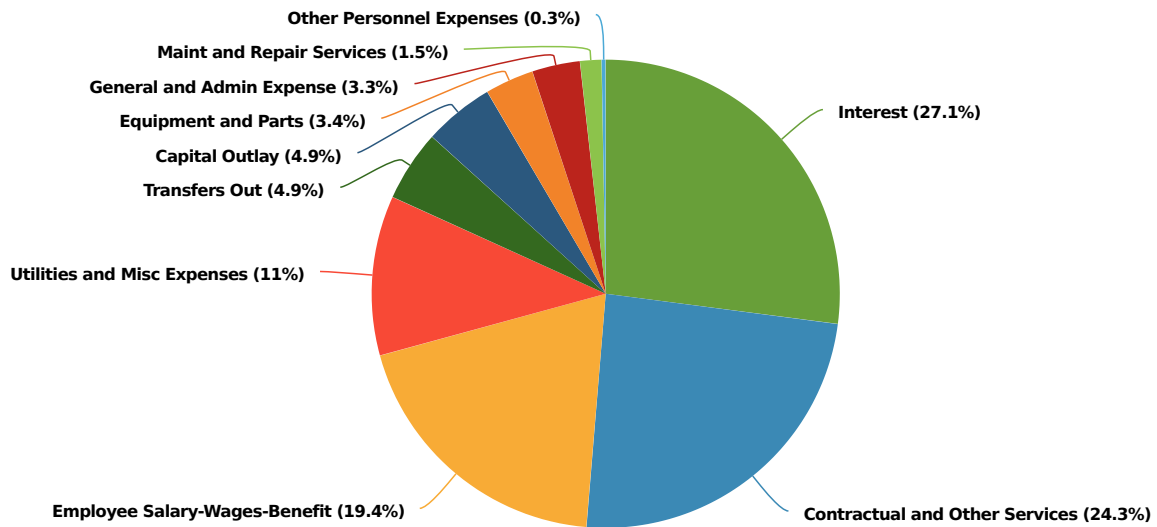


Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Revenue Source				
Utility Fees	\$910,083.00	\$1,004,854.00	\$1,140,800.00	13.5%
Miscellaneous Revenue	\$22,349.00	\$18,371.00	\$21,000.00	14.3%
Total Revenue Source:	\$932,432.00	\$1,023,225.00	\$1,161,800.00	13.5%

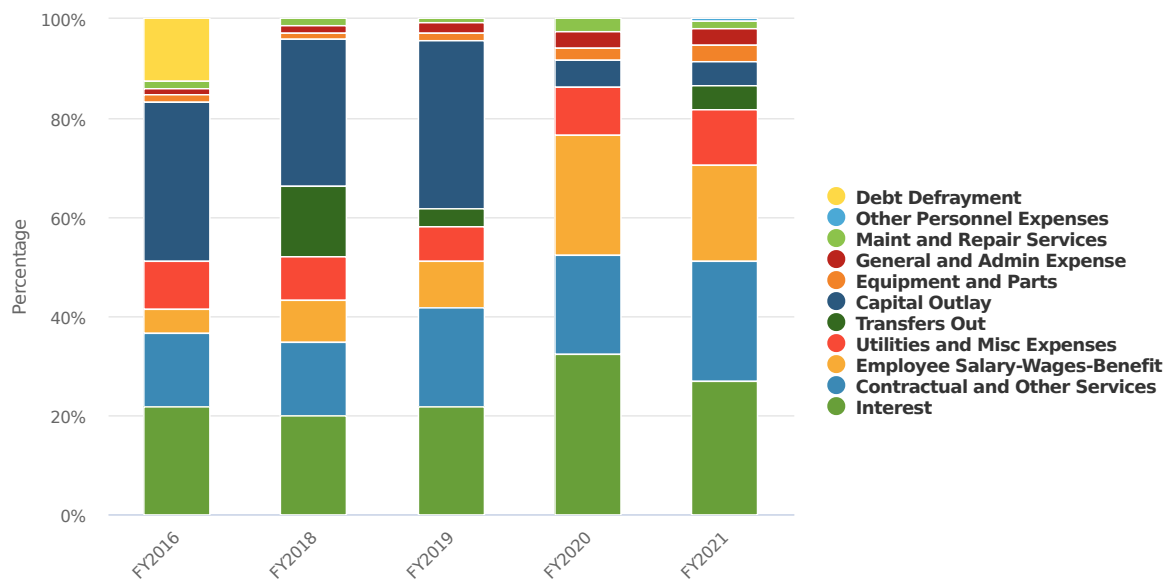


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$70,835.00	\$66,208.00	\$81,800.00	23.6%
Employee Salary-Wages-Benefit	\$96,165.00	\$165,878.00	\$144,163.00	-13.1%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
General and Admin Expense	\$22,600.00	\$23,160.00	\$24,600.00	6.2%
Other Personnel Expenses	\$1,524.00	\$638.00	\$2,050.00	221.3%
Equipment and Parts	\$14,493.00	\$17,386.00	\$25,000.00	43.8%
Transfers Out	\$36,496.00		\$36,496.00	
Contractual and Other Services	\$204,694.00	\$137,049.00	\$180,000.00	31.3%
Maint and Repair Services	\$5,376.00	\$16,031.00	\$11,000.00	-31.4%
Capital Outlay	\$344,686.00	\$36,000.00	\$36,000.00	0%
Interest	\$220,954.00	\$220,288.00	\$200,807.00	-8.8%
Total Expense Objects:	\$1,017,823.00	\$682,638.00	\$741,916.00	8.7%





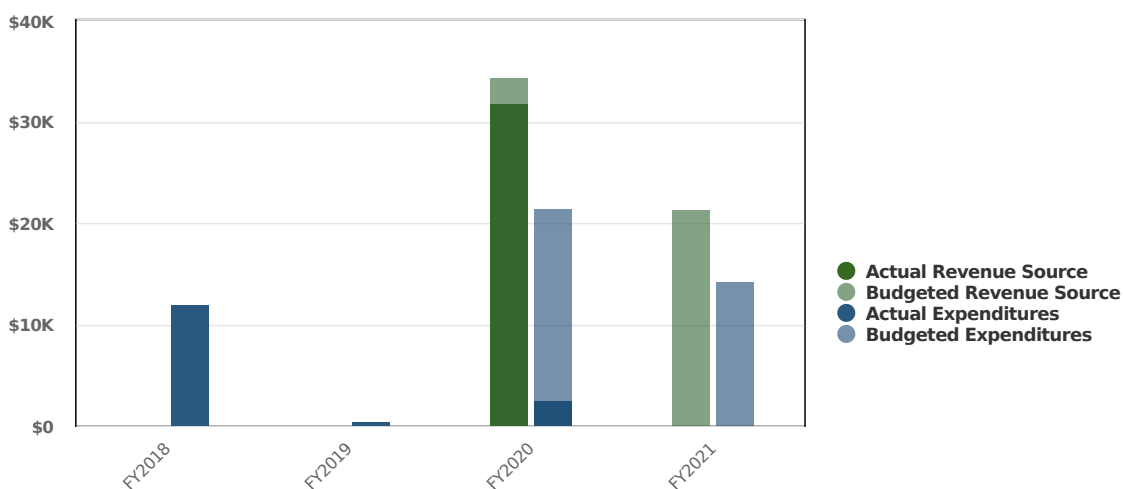
CFD Z1 Copperleaf (Fund 65)

Each of the 45 homeowners in this recently completed development pay equally into an assessment district (Community Facilities District) uses these funds to maintain the common areas of the City considered above and beyond the standard City responsibilities. Once the City inspects and accepts the improvement as being built in compliance with the City Engineer's standards, the City, a warranty period of one year begins.

The City recently accepted the improvements at the Copperleaf CFD. The park, retention basin, sidewalks, street trees and street lights, and common area landscaping are all maintained by the CFD. The City's contractor for Valle Vista is providing these services on an interim basis at Copperleaf until the project can be competitively bid.

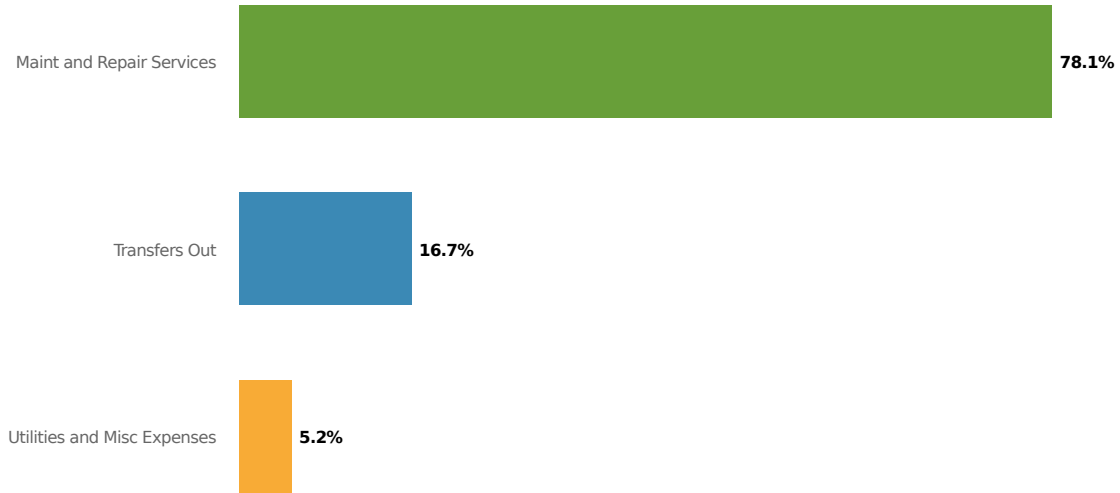
Summary

The City of San Juan Bautista is projecting \$21.28K of revenue in FY2021, which represents a 38.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 34.1% or \$7,34K to \$14.19K in FY2021.

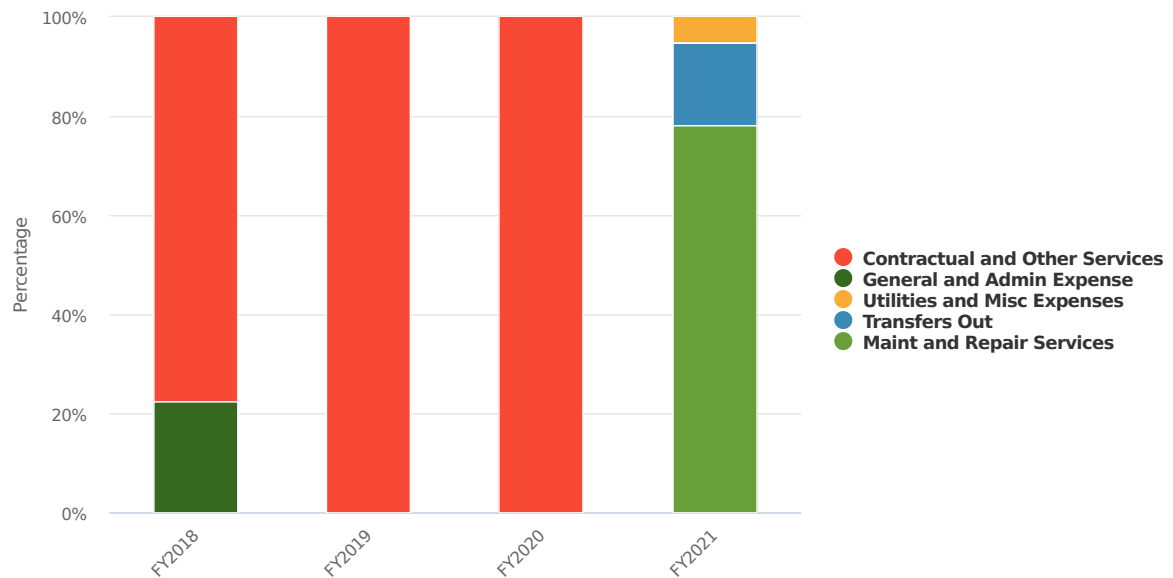


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses			\$740.00	
Transfers Out			\$2,364.00	
Contractual and Other Services	\$413.00	\$2,531.00	\$0.00	-100%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Maint and Repair Services			\$11,082.00	
Total Expense Objects:	\$413.00	\$2,531.00	\$14,186.00	460.5%





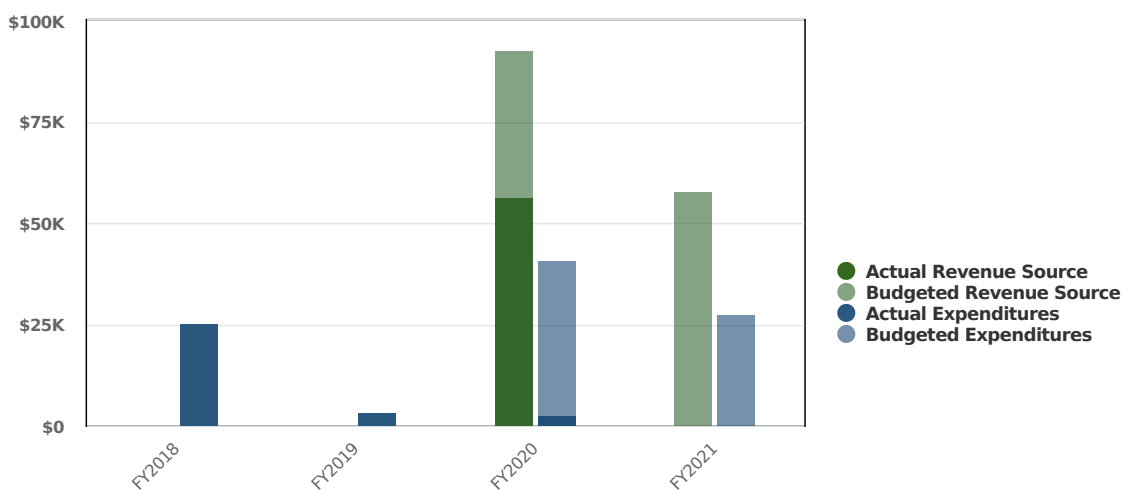
CFD Z2 Rancho Vista

Each of the 85 homeowners in this soon to be completed development pay equally into an assessment district (Community Facilities District) uses these funds to maintain the common areas of the City considered above and beyond the standard City responsibilities. Once the City inspects and accepts the improvement as being built in compliance with the City Engineer's standards, the City, a warranty period of one year begins. This will happen soon after the round-about is completed, unless the City agrees to partial acceptance and begins the landscape maintenance sooner.

The City will competitively bid the work needed to maintain the park, trails, benches, retention basin, sidewalks, street trees and streetlights, and common area landscaping are all maintained by the CFD.

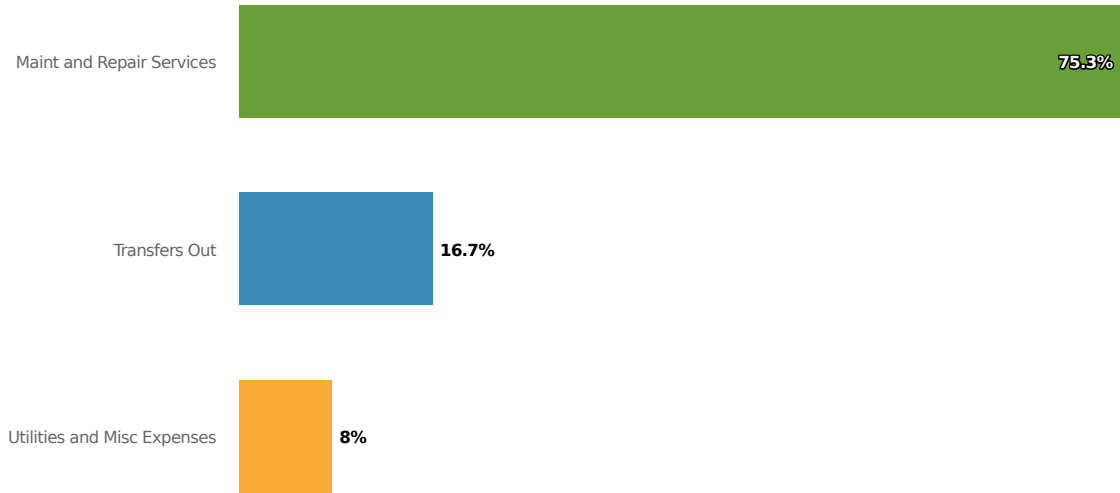
Summary

The City of San Juan Bautista is projecting \$57.66K of revenue in FY2021, which represents a 37.8% decrease over the prior year. Budgeted expenditures are projected to decrease by 33.1% or \$13.53K to \$27.38K in FY2021.

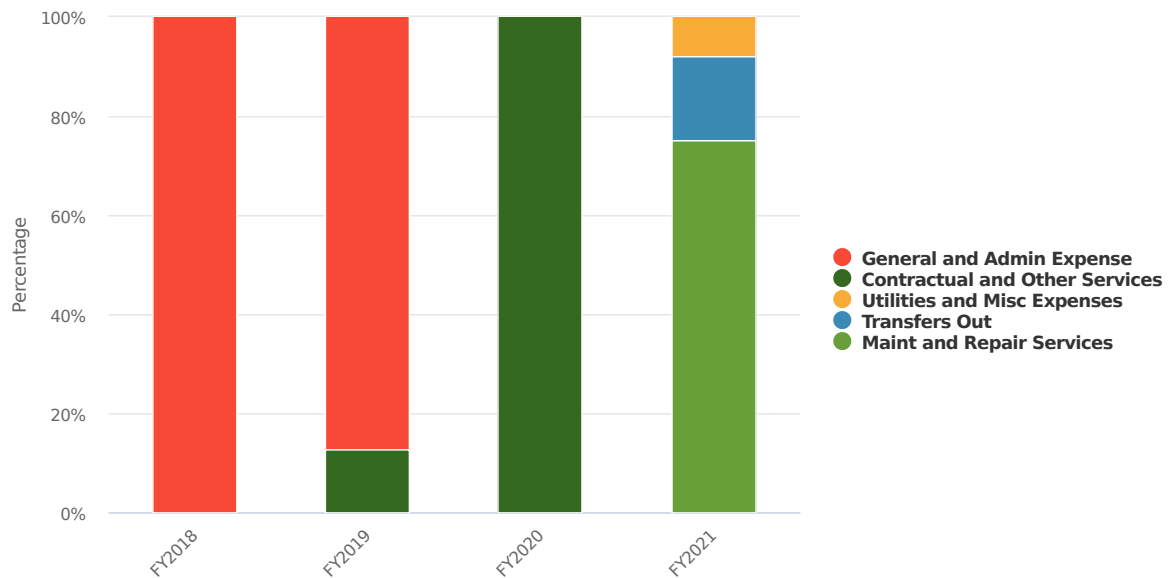


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses			\$2,190.00	
General and Admin Expense	\$2,809.00		\$0.00	
Transfers Out			\$4,563.00	



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Contractual and Other Services	\$413.00	\$2,531.00	\$0.00	-100%
Maint and Repair Services			\$20,622.00	
Total Expense Objects:	\$3,222.00	\$2,531.00	\$27,375.00	981.6%



DEPARTMENTS



City Council (Dept. 10)



The operating budget for the City Council Department pays for: A portion of city staff time directly supporting the Council meetings;

An allocated portion of central services costs such as utilities, office supplies, and insurance; Dues for Council members' organizations

Education and training for Council members (a part of "other personnel services"). But travel and lodging have been reduced.

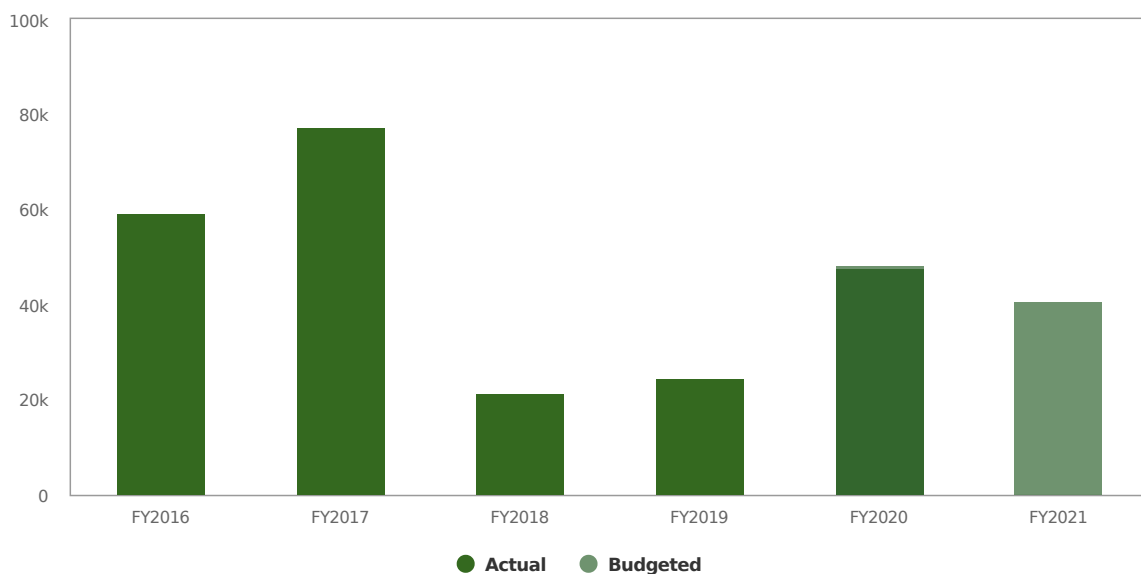
Overall, the FY 20-21 Budget has been reduced by 15%, as the City Council contributes its share the cost saving measures needed as a result in the COVID-19 State of Emergency. However, the City Council has been very busy increasing the number of monthly meetings from one per month, to an average of meeting three times per month, during the Pandemic. It has adopted 51 Resolutions compared to handful in 2019. This Budget does not change allocation of city staff time and keeps the allowance for Council member training and education in place. Council members are taking advantage of these training and networking opportunities.

In the separate capital improvement budget we have recommended spending \$50,000 for an upgrading the Council Chambers and City Hall, to include an audio/visual system in the Council Chambers. The improvements should improve the quality of the web streaming of council meetings, as well as provide for video monitors to allow both the audience and the Council members to view PowerPoint and other visual displays. This will happen before Council meetings resume before a live audience.

Expenditures Summary

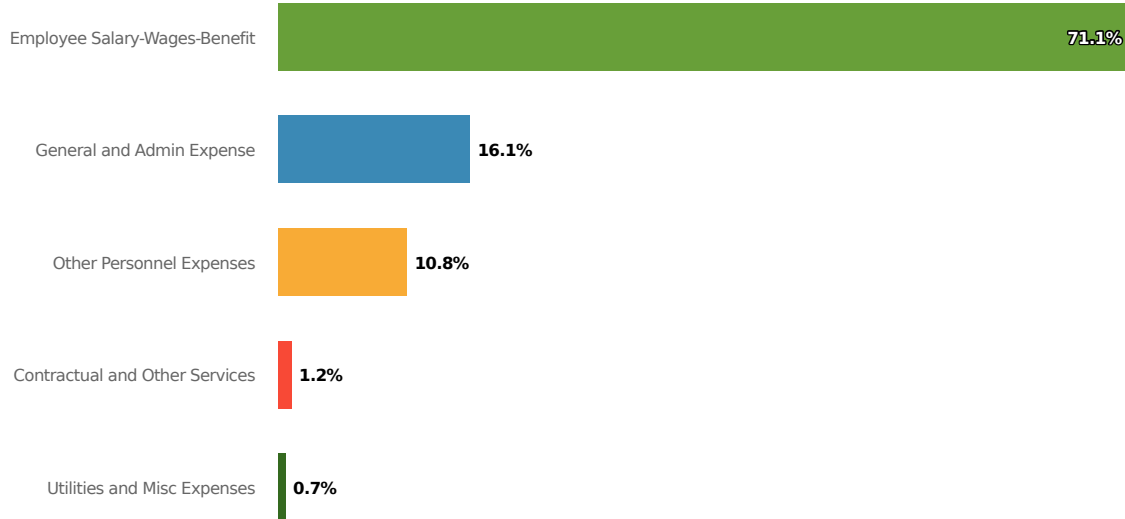
\$40,634 **-\$7,553**
(-15.67% vs. prior year)

City Council (Dept. 10) Proposed and Historical Budget vs. Actual

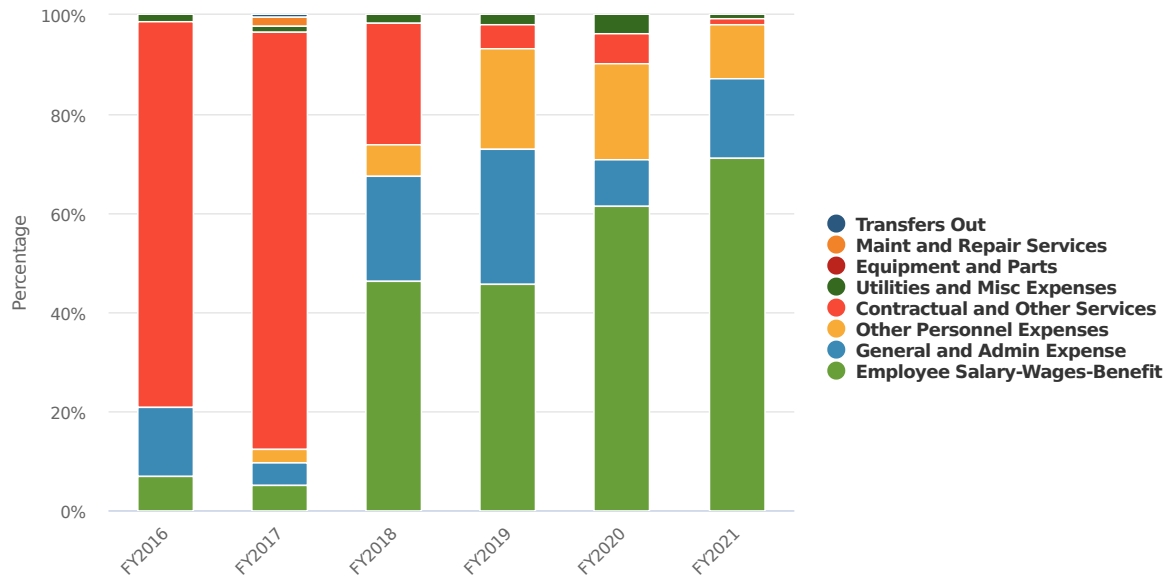


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY21 Final Budget (General Fund)	FY2020 Actual vs. FY21 Final Budget (General Fund) (% Change)
Expense Objects				
Utilities and Misc Expenses	\$383.00	\$1,752.00	\$300.00	-82.9%



Name	FY2019 Actual	FY2020 Actual	FY21 Final Budget (General Fund)	FY2020 Actual vs. FY21 Final Budget (General Fund) (% Change)
Employee Salary-Wages-Benefit	\$11,247.00	\$29,381.00	\$28,894.00	-1.7%
General and Admin Expense	\$6,718.00	\$4,574.00	\$6,540.00	4.3%
Other Personnel Expenses	\$5,005.00	\$9,202.00	\$4,400.00	-52.2%
Equipment and Parts	\$32.00		\$0.00	
Contractual and Other Services	\$1,220.00	\$2,862.00	\$500.00	-82.5%
Total Expense Objects:	\$24,605.00	\$47,771.00	\$40,634.00	-14.9%



City Attorney (Dept. 11)

The Budget provides for the annual retainer of \$30,000 to the Wellington Law Firm to serve as the City Attorney. In April, and in response to the COVID-19 State of Emergency, the City cut this budget by \$20,000 or 33% and this is the recommendation in the FY 20/21 Budget.

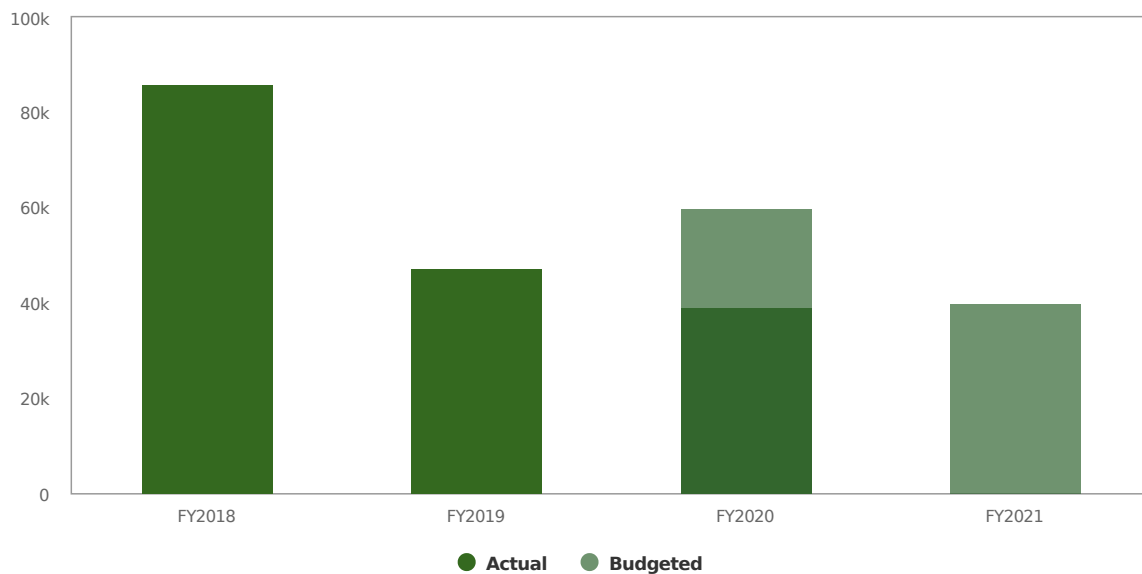
In addition, special assignments such as drafting complex ordinances or reviewing non standard contracts are billed at the rate of \$160/hour. This year, it is anticipated that there will be several agreements to be written relative to the Water Compliance projects recently approved by the City Council. These will be billed to the Water and Sewer Departments as appropriate.

If the City finds itself in litigation, and is successful defending itself, it will make every effort to recover these legal fees. The City did recover its legal expenses for the Gas Station law suit and Casa Rosa this past year.

Expenditures Summary

\$40,000 **-\$20,000**
(-33.33% vs. prior year)

City Attorney (Dept. 11) Proposed and Historical Budget vs. Actual

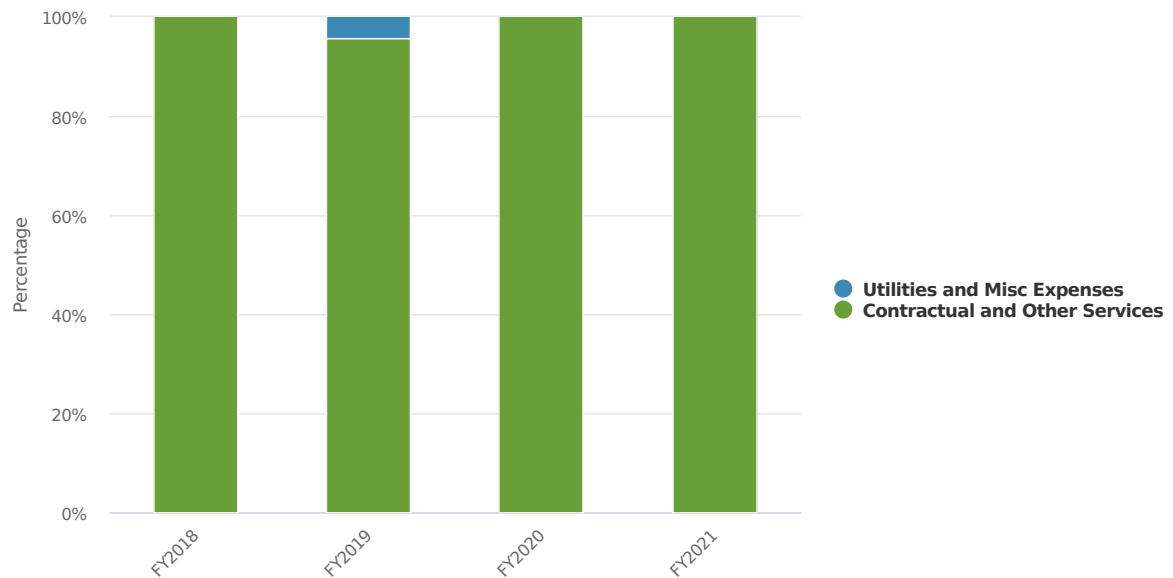


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$2,016.00		\$0.00	
Contractual and Other Services	\$45,413.00	\$39,187.00	\$40,000.00	2.1%
Total Expense Objects:	\$47,429.00	\$39,187.00	\$40,000.00	2.1%





City Manager (Dept. 12)

Don Reynolds
City Manager

City Manager (Department 12)

The Recommended Budget for the City Manager Department includes a new Economic Development program inspired by the City's reaction to the impact of the "shelter in place" policies that arose following the outbreak of the COVID-19 Pandemic. Savings in other parts of the budget have been partly off-set by adding this new Project Coordinator-Community Liaison position to the City as a regular component of its economic development recovery and resiliency efforts.

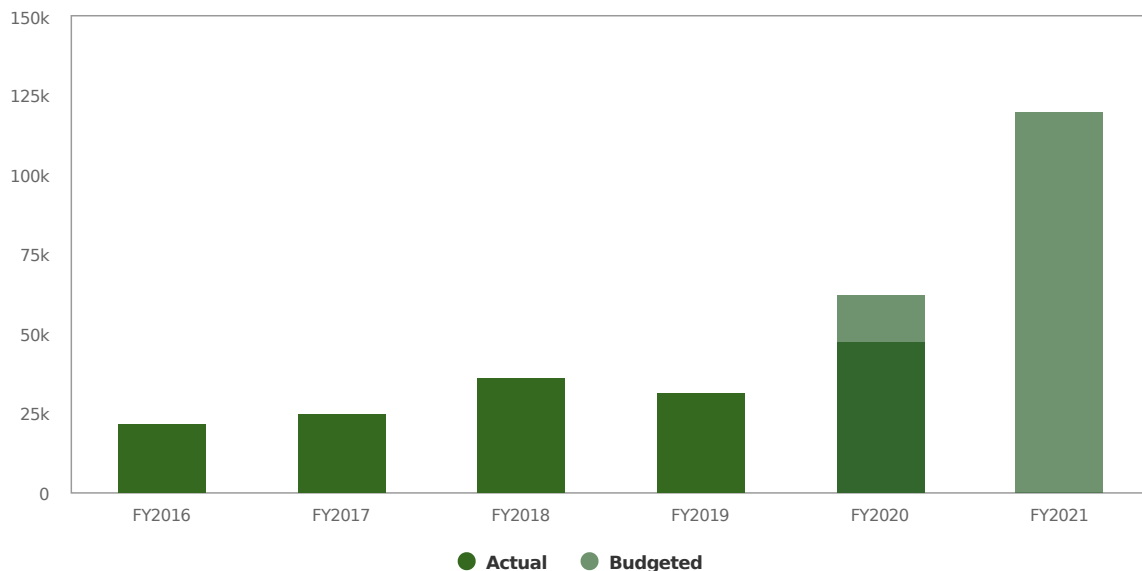
This new program has caused the City Manager's budget to double from prior years. Adding a full-time staff position has also doubled the FTE in the Department. The City Manager position is charged (allocated) to several other departments, and these allocations have not changed, nor has the City Manager's salary.

It may take several years for the local businesses to recover from the impacts of COVID-19. This position will develop a written economic development strategy that helps retain businesses, organize the existing efforts to maximize profits, and help stabilize the community and tourist based economy. As vacant store fronts are filled, and new businesses are welcomed, this position act as the threshold by which all retail businesses shall pass. A warm welcome, and handshake at the front door. The City will be well represented at regional and county-wide economic development events and efforts to unify our efforts and thrive in this new normal.

Expenditures Summary

\$120,205 **\$57,828**
(92.71% vs. prior year)

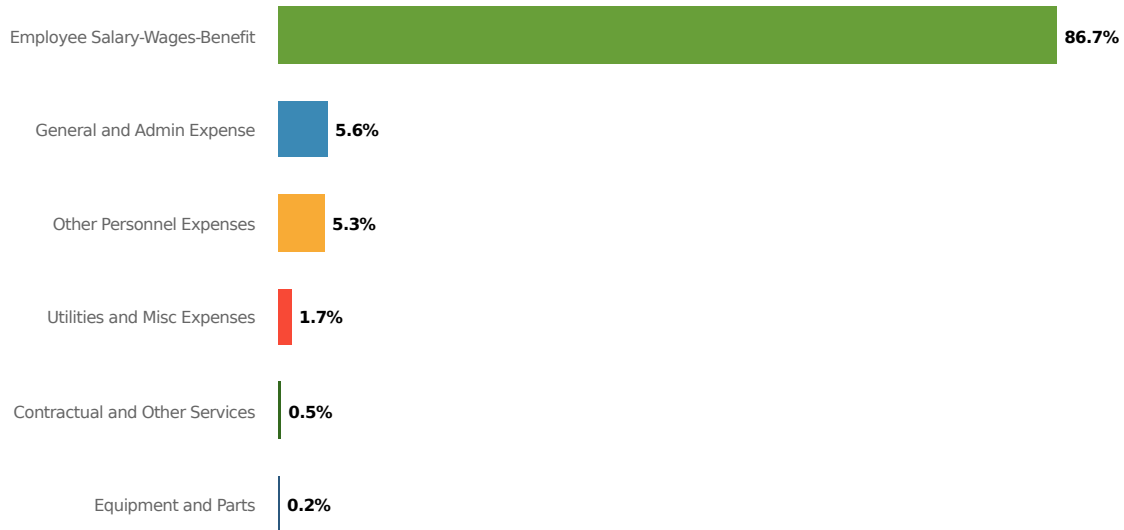
City Manager (Dept. 12) Proposed and Historical Budget vs. Actual



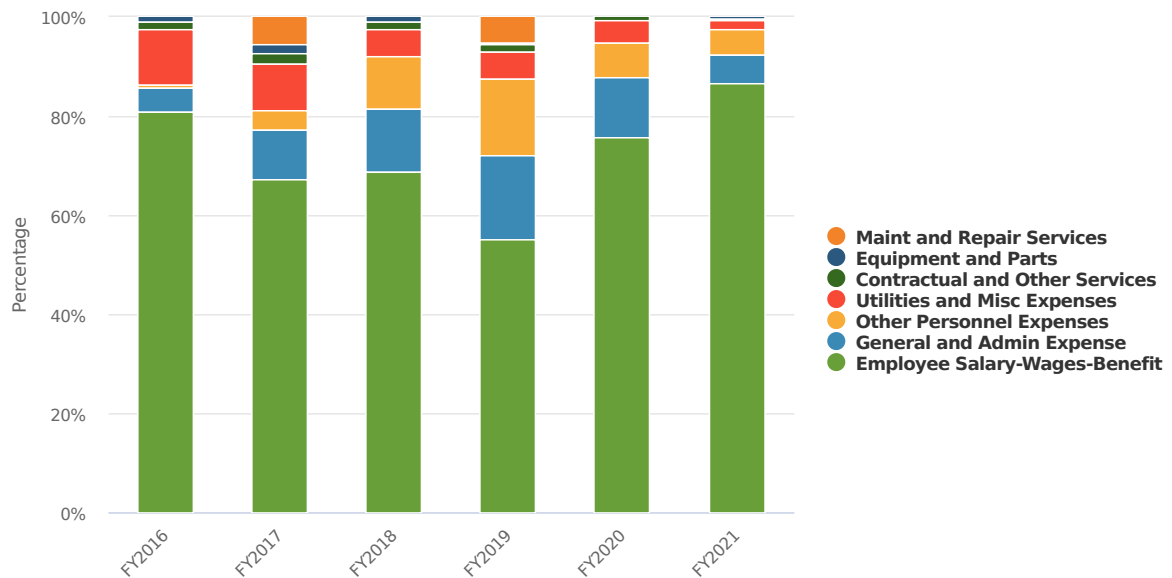
Added the City's new Economic Development program to this budget including one full-time equivalent position.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$1,675.00	\$2,151.00	\$2,000.00	-7%
Employee Salary-Wages-Benefit	\$17,530.00	\$36,091.00	\$104,230.00	188.8%
General and Admin Expense	\$5,422.00	\$5,806.00	\$6,775.00	16.7%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Other Personnel Expenses	\$4,974.00	\$3,237.00	\$6,400.00	97.7%
Equipment and Parts	\$115.00	\$44.00	\$200.00	354.5%
Contractual and Other Services	\$470.00	\$295.00	\$600.00	103.4%
Maint and Repair Services	\$1,622.00		\$0.00	
Total Expense Objects:	\$31,808.00	\$47,624.00	\$120,205.00	152.4%



Admin Services (Dept. 13)

Administrative Services (Department 13)

The Department is led by an Administrative Services Manager who also serves as a Deputy City Clerk.

Responsibilities include:

- Management of the Human Resources function;
- Administration of the City's risk management program including the self-insurance for liability and property;
- Administration of the City's Information Technology contracts;
- Supporting the elected City Clerk and clerking the City Council and Planning Commission meetings as needed;
- Maintaining the City web site; and
- Responding to Public Records Act requests.

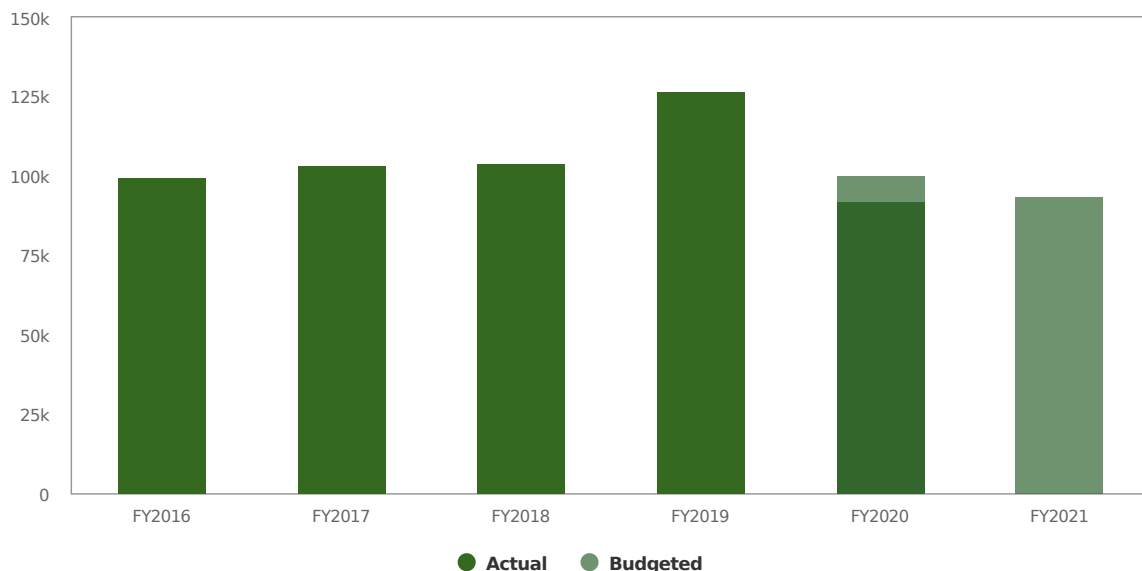
The stipend for the elected City Clerk is included in the department budget. In election years, the cost of conducting the election is included in the department budget.

For FY 21, funds are proposed to be budgeted for the acquisition of an "agenda management" program to improve the usability of electronic agendas and minutes, and to improve citizen access. A project for FY 21 is to implement the results of a classification and salary study that is being developed by the City Manager this year.

Expenditures Summary

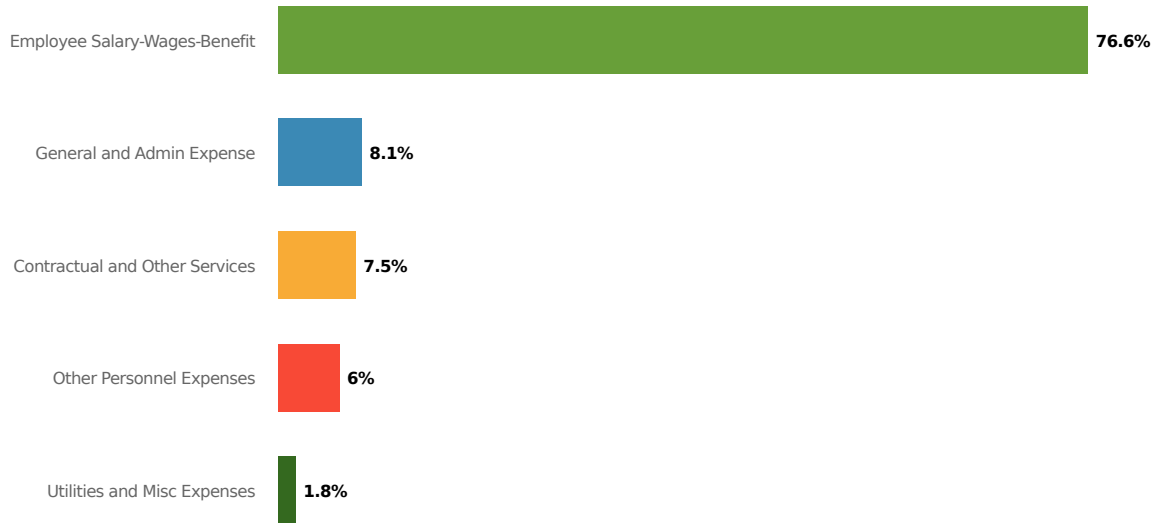
\$93,661 **-\$6,573**
(-6.56% vs. prior year)

Admin Services (Dept. 13) Proposed and Historical Budget vs. Actual

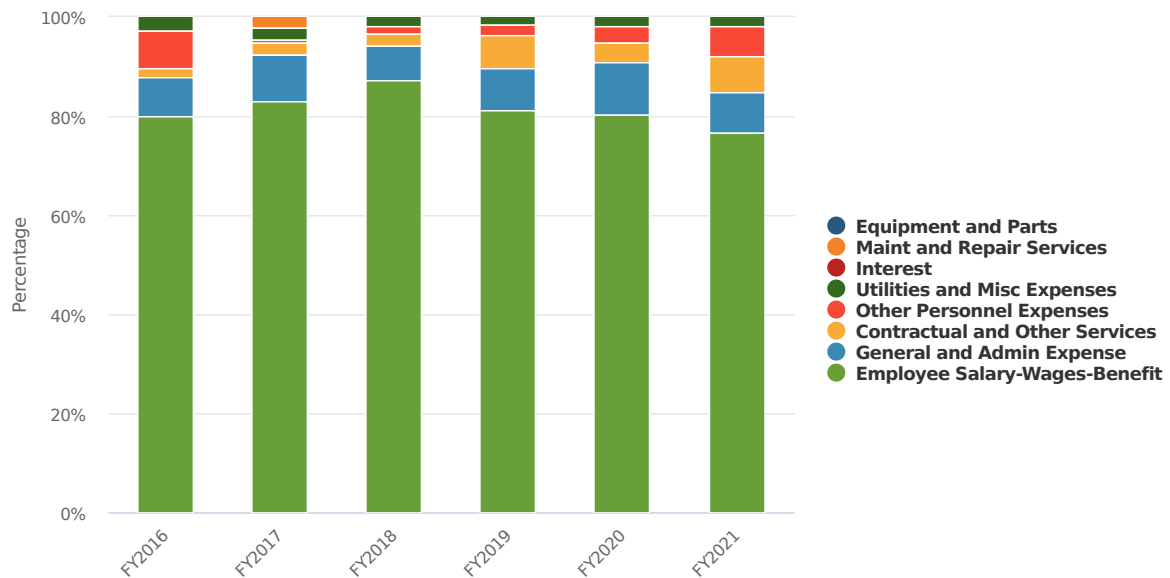


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$1,675.00	\$1,727.00	\$1,675.00	-3%
Employee Salary-Wages-Benefit	\$102,971.00	\$74,271.00	\$71,766.00	-3.4%
General and Admin Expense	\$10,701.00	\$9,762.00	\$7,620.00	-21.9%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Other Personnel Expenses	\$2,933.00	\$2,913.00	\$5,600.00	92.2%
Equipment and Parts		\$45.00	\$0.00	-100%
Contractual and Other Services	\$8,553.00	\$3,677.00	\$7,000.00	90.4%
Maint and Repair Services	\$113.00		\$0.00	
Interest	\$4.00		\$0.00	
Total Expense Objects:	\$126,950.00	\$92,395.00	\$93,661.00	1.4%



City Treasurer (Dept. 14)

City Treasurer (Department 14)

The expenses of the treasury management function are allocated to the “City Treasurer” department. This is an elected position.

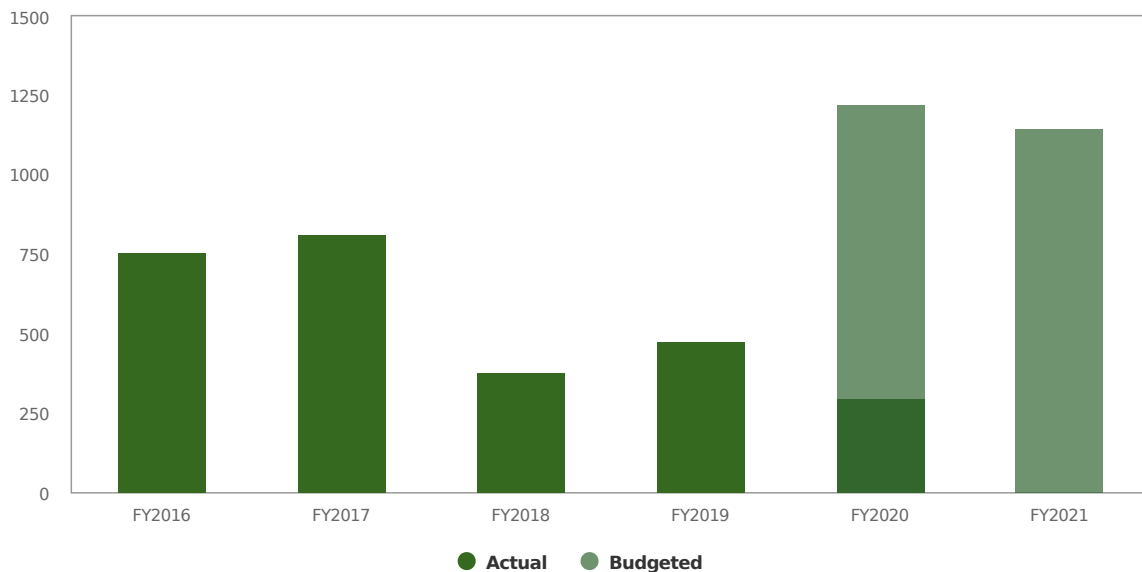
The City Council has adopted an Investment Policy that includes review and recommendations of an Investment Advisory Committee comprised of the elected City Treasurer, the Mayor, and the City Manager. It is proposed that this Committee's function be changed and be called the Budget and Finance Committee. Its role will include review of significant expenditures and budget over site.

The budget provides for a share of allocated general expenses and a modest training budget for the City Treasurer. Although the elected Treasurer is entitled to a stipend, he has chosen not to request it.

Expenditures Summary

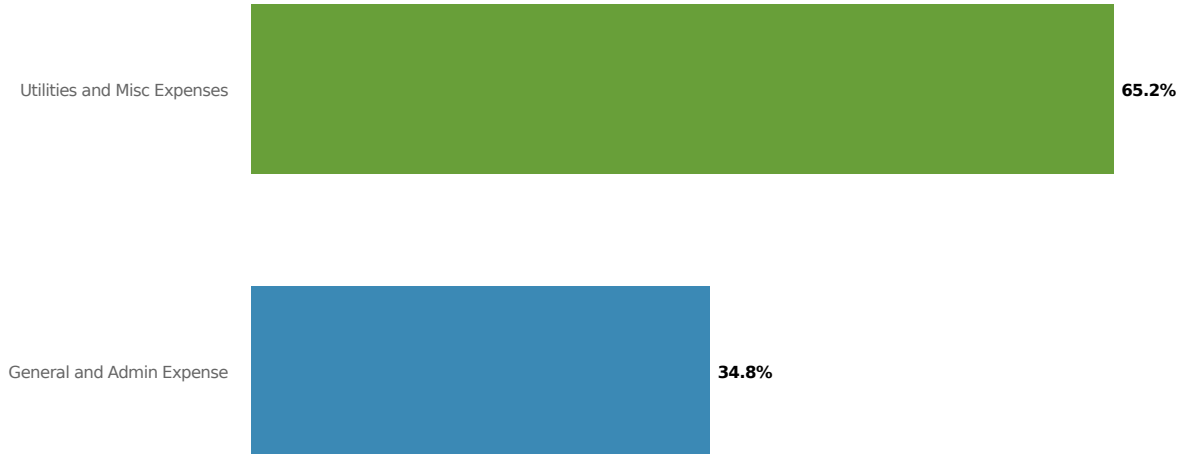
\$1,150 **-\$77**
(-6.28% vs. prior year)

City Treasurer (Dept. 14) Proposed and Historical Budget vs. Actual

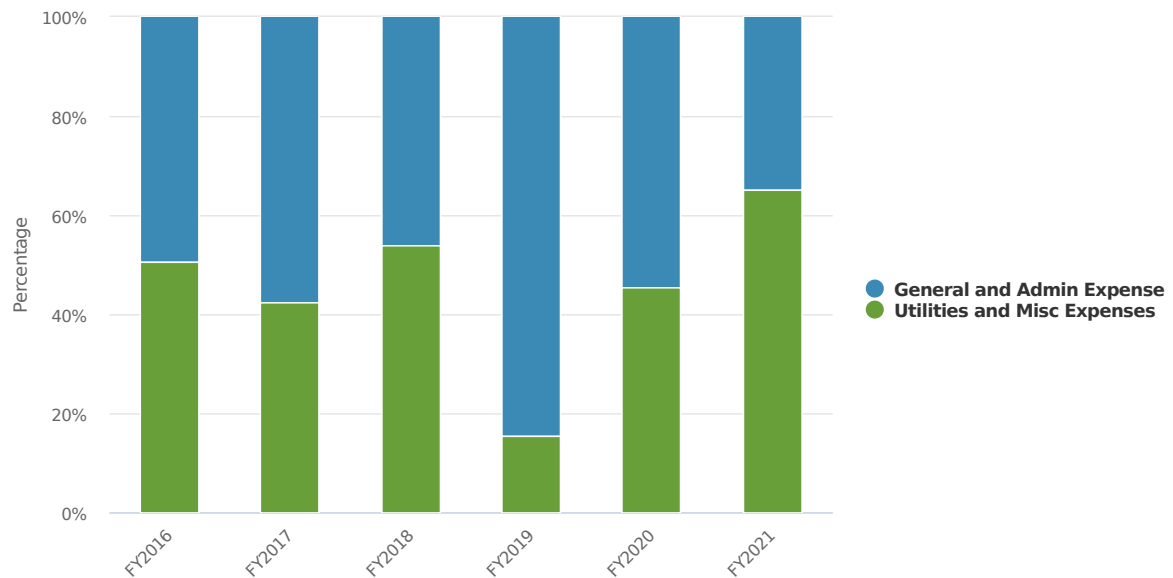


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$75.00	\$135.00	\$750.00	455.6%
General and Admin Expense	\$405.00	\$162.00	\$400.00	146.9%
Total Expense Objects:	\$480.00	\$297.00	\$1,150.00	287.2%





Finance (Dept. 15)

Finance Department (Department 15)

The budget of the Finance Department includes the cost of the City Accountant and the annual financial audit. In addition, staff time of various city staff is allocated to the Finance Department. The Finance Department processes revenue, payroll and accounts payable.

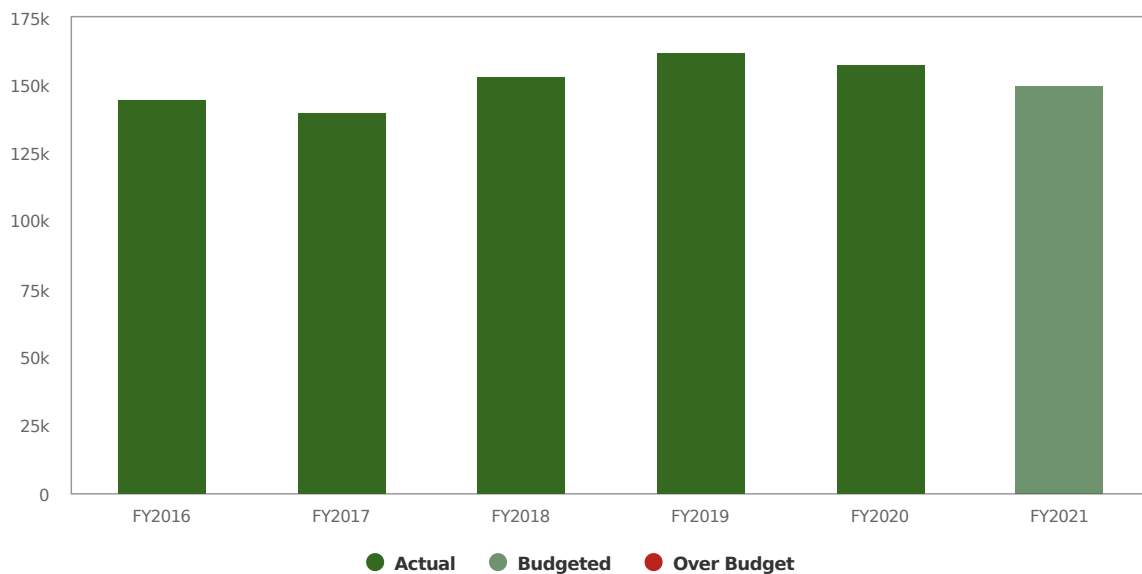
This year the City implemented a new budget software "Clear Gov." The City's Accountant spent hundreds of hours transferring the data to provide the accurate history for the new budget.

This coming year it is hoped that the new municipal finance system is selected to replace "QuickBooks" which is better suited for private sector business accounting. The goal is to improve financial reporting and integrate into the new budget for complete transparency. If a new system is acquired there will be initial purchase costs, the potential for on-going maintenance costs, and the need for staff training and orientation.

Expenditures Summary

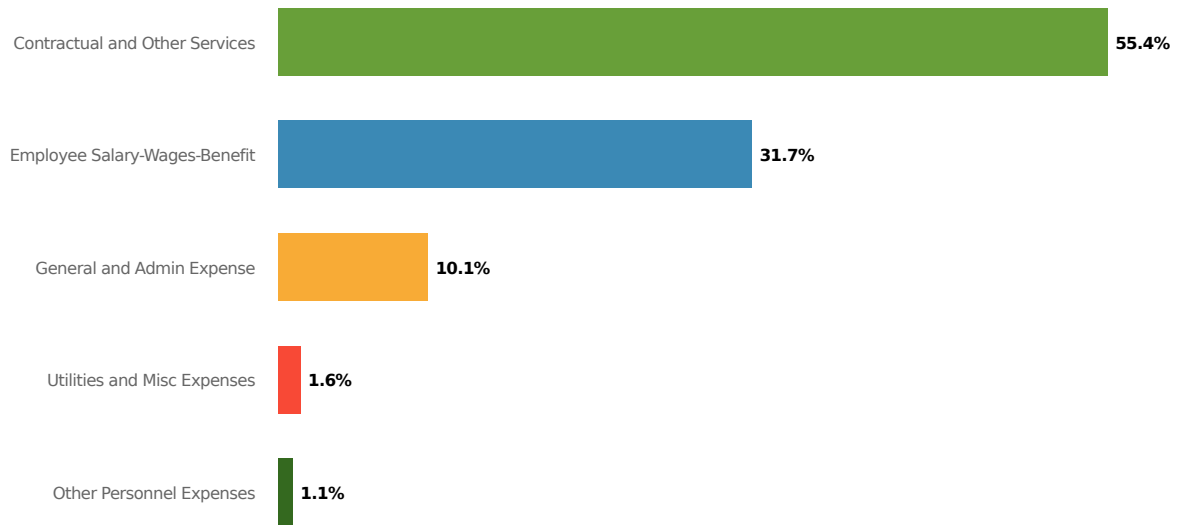
\$150,325 **-\$7,420**
(-4.7% vs. prior year)

Finance (Dept. 15) Proposed and Historical Budget vs. Actual

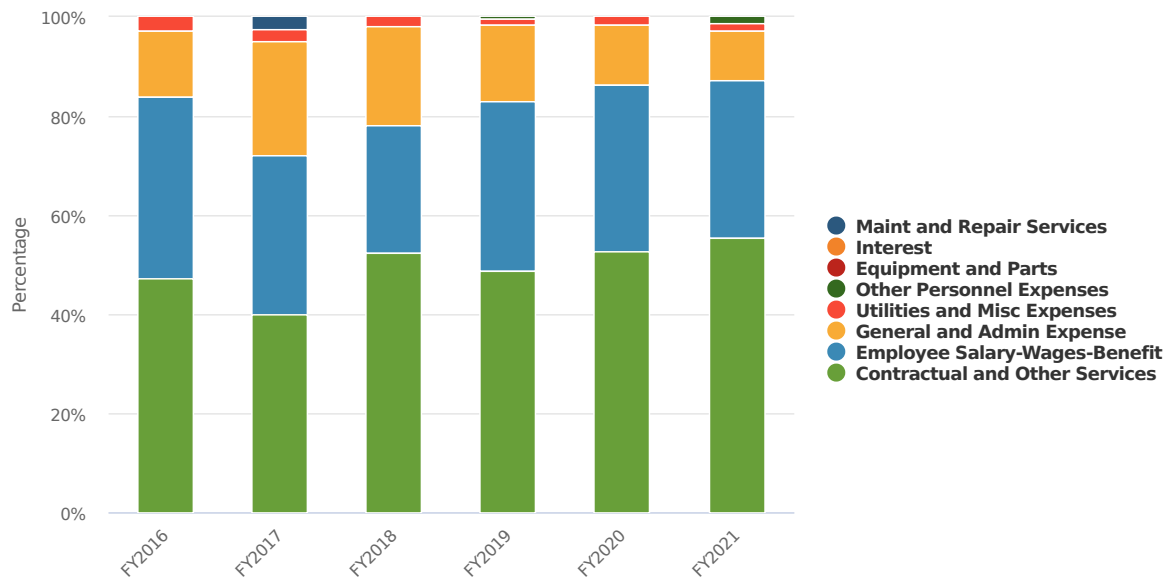


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$1,839.00	\$2,327.00	\$2,400.00	3.1%
Employee Salary-Wages-Benefit	\$55,773.00	\$53,063.00	\$47,720.00	-10.1%
General and Admin Expense	\$25,275.00	\$19,351.00	\$15,250.00	-21.2%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Other Personnel Expenses	\$272.00		\$1,600.00	
Equipment and Parts		\$44.00		
Contractual and Other Services	\$78,977.00	\$83,312.00	\$83,355.00	0.1%
Maint and Repair Services	\$113.00		\$0.00	
Total Expense Objects:	\$162,249.00	\$158,097.00	\$150,325.00	-4.9%



City Library (Dept. 16)

Library update FY19-20 and looking ahead for FY 20-21

As promised the San Juan Bautista City Library expanded beyond its physical boundaries in FYE 2020 with the addition of Hoopla digital services adding the availability of over 740,000 digital materials at no cost to our patrons. This cost effective means of adding to our circulation provides instant access to a variety of digital formats. The initial cost was \$1,000 which is then deducted from each time a patron borrows an item. The balance only needs to be replenished as it gets closer to being a zero balance.

Our physical collection for adults expanded with the donation of over 300 books and materials from One Earth, One People, Peace Vision and is focused on Native American Peoples. This non-circulating collection was provided by their founders Laynee Reyna and Chief Sonne Reyna. We were honored to receive their complete collection and feel quite fortunate that it can remain complete here in San Juan Bautista where they held the Annual California Indian Market and World Cultures Festival for 35 years before retiring in 2019. They also each donated a giclée of their paintings Spirit Walker and Patchwork Pony and a piece, "Aztec Offering", given to the Reynas by the Xipe Totec Aztec Dance Group. A collection of Indian Record, Inc. LPs were also included with the donation.

A yearly prepaid monthly subscription from Junior Library Guild brought in 36 new Spanish titles for children ages 0 – 18 years of age. Their service allows us to receive a variety of excellent titles with the ability to hand select titles before the shipment is processed. It helps to narrow our focus and make better selections from the vast assortment of titles published each year. We chose to have the selection focused on Spanish language titles and can trade them for other languages from their catalog if they have chosen a title we already have or are not interested in receiving.

We continued to build our relationships with outside organizations within and beyond our City limits. We are an active member in three PLP/MOBAC committees (Admin Council, ILL and SPLAMBA). Local organizations contributed to our yearly Halloween event in Luck Park. We also assisted San Juan Rotary with their yearly Ghost Walk during the Halloween season and the Holiday Lights parade in December.

The Capital Improvement Project for the Luck Park Master Plan was awarded to rrm design group. The kickoff meeting was a roaring success despite the Citywide State of Emergency due to the COVID-19 pandemic. We hosted members of the City Council, Historic Resource Board, Planning Commission, San Juan Bautista Library Auxiliary, San Juan Historical Society, County Express, and residents. Attendees participated both in person and online.

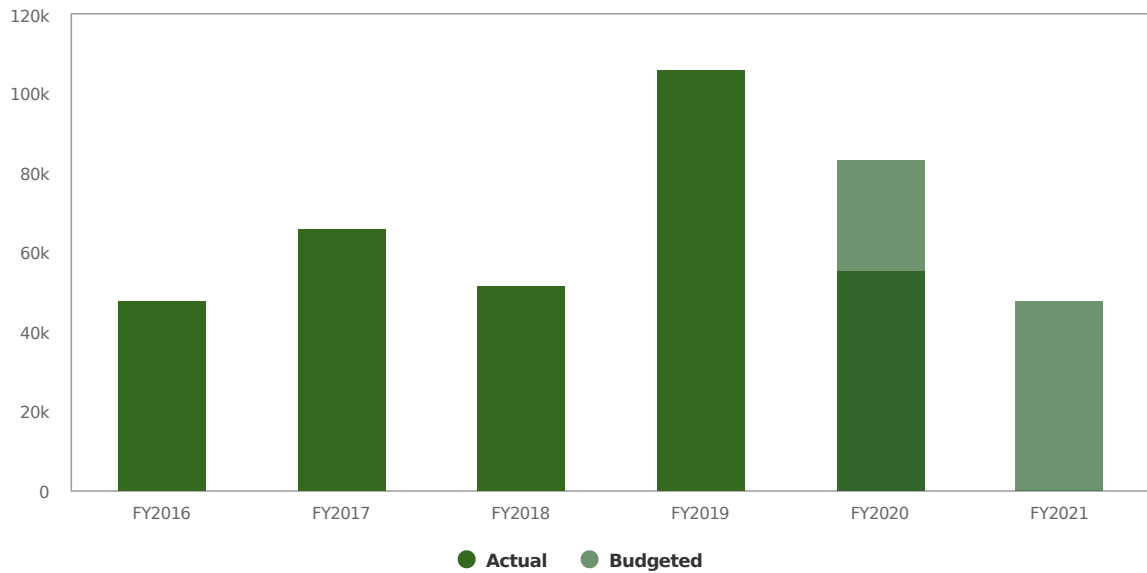
Looking forward while navigating through the COVID-19 pandemic is challenging. Our top priorities for the coming year are to provide a better online experience, develop a stronger partnership with ASJUSD, local and regional organizations, and our local community, and to complete the Luck Park Master Plan.

Expenditures Summary

\$48,087 **-\$35,707**
(-42.61% vs. prior year)



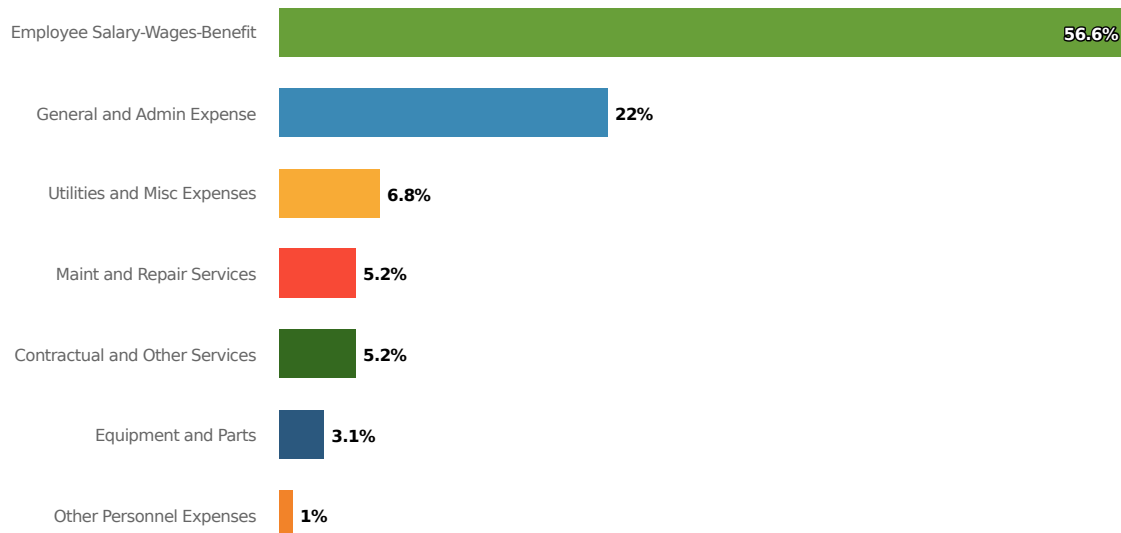
City Library (Dept. 16) Proposed and Historical Budget vs. Actual



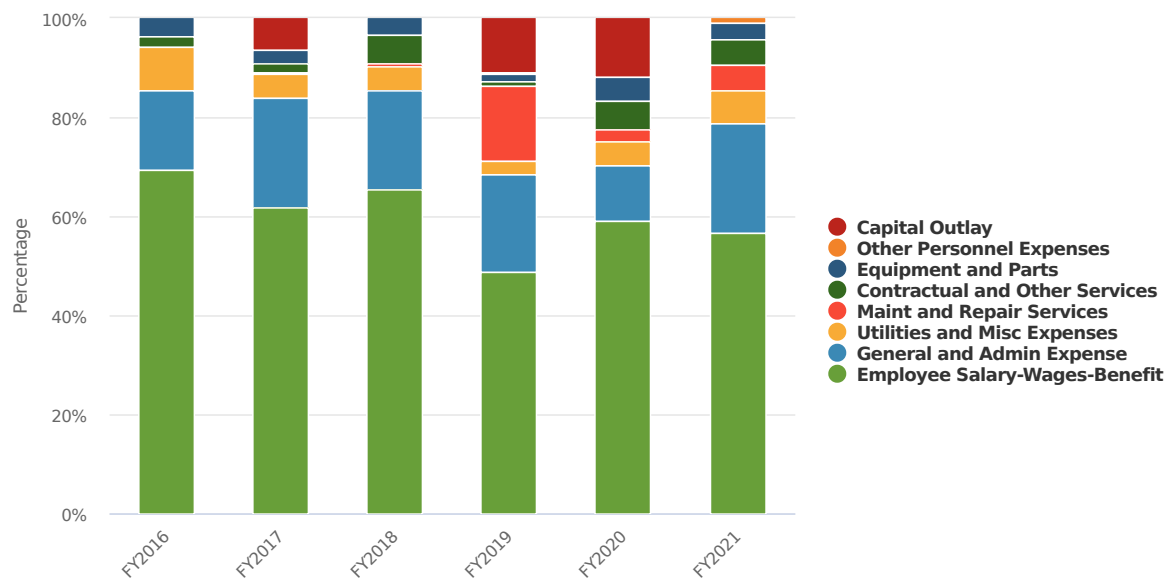
The Library has been severely impacted by COVID 19, but is able to re-open at 25%. One part-time position was eliminated in April and not replaced in this budget. The impact can be seen in this budget as costs are estimated to decrease 50%. The Library is open for appointments and students have been using it for wi-fi access to their distance learning classes. Assuming the budget remains stable, we will look at restoring the part-time staff position and limited hours at Mid-year.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$3,054.00	\$2,731.00	\$3,250.00	19%
Employee Salary-Wages-Benefit	\$51,953.00	\$32,978.00	\$27,237.00	-17.4%
General and Admin Expense	\$20,981.00	\$6,223.00	\$10,600.00	70.3%
Other Personnel Expenses	\$62.00		\$500.00	
Equipment and Parts	\$1,552.00	\$2,670.00	\$1,500.00	-43.8%
Contractual and Other Services	\$1,024.00	\$3,115.00	\$2,500.00	-19.7%
Maint and Repair Services	\$16,027.00	\$1,348.00	\$2,500.00	85.5%
Capital Outlay	\$11,705.00	\$6,626.00	\$0.00	-100%
Total Expense Objects:	\$106,358.00	\$55,691.00	\$48,087.00	-13.7%



Fire and EMS (Dept. 20)

Fire and Emergency Medical Services Department (20)

The Budget for FY 21 is based on the contract executed with the City of Hollister in 2019. The City pays a lump sum minus the utility costs for operating the Fire Station which is leased to Hollister.

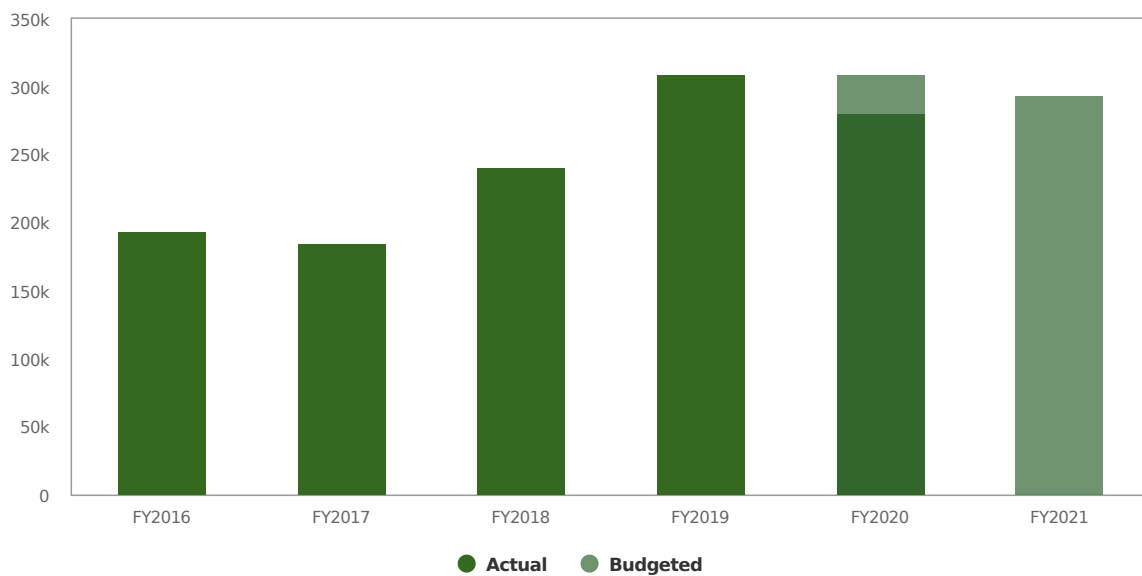
Under the contract, Hollister is responsible for repairs and maintenance of the City's owned fire apparatus up to \$10,000. The City is responsible for expenses about that amount. In FY 2020, there were \$19,000 of repairs to the building including a new shower, HVAC, and flooring.

This year the City is focused on emergency power for the essential facility.

Expenditures Summary

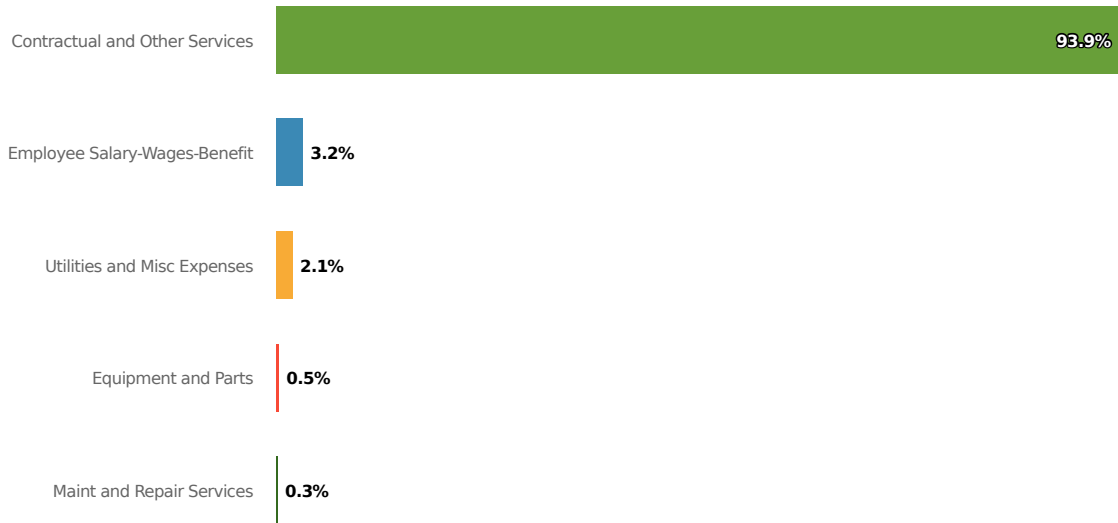
\$293,771 **-\$15,311**
(-4.95% vs. prior year)

Fire and EMS (Dept. 20) Proposed and Historical Budget vs. Actual

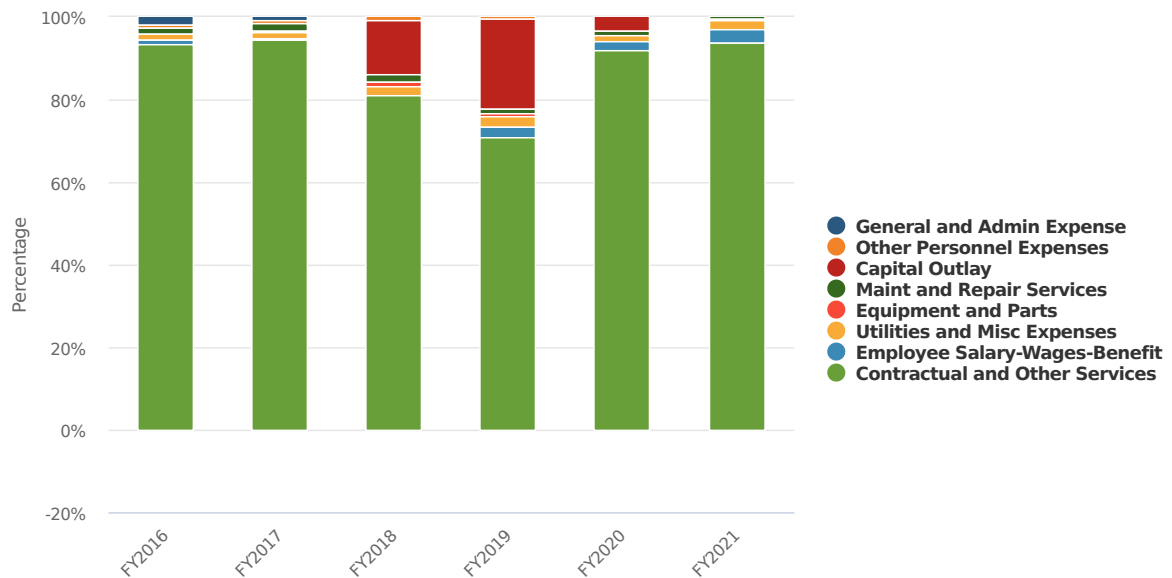


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$7,958.00	\$4,101.00	\$6,100.00	48.7%
Employee Salary-Wages-Benefit	\$8,011.00	\$6,080.00	\$9,286.00	52.7%
Other Personnel Expenses	\$1,445.00		\$0.00	



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Equipment and Parts	\$2,199.00		\$1,500.00	
Contractual and Other Services	\$218,789.00	\$258,707.00	\$275,885.00	6.6%
Maint and Repair Services	\$3,095.00	\$3,168.00	\$1,000.00	-68.4%
Capital Outlay	\$67,137.00	\$8,570.00	\$0.00	-100%
Total Expense Objects:	\$308,634.00	\$280,626.00	\$293,771.00	4.7%



Code Enforcement (Dept. 25)

Code Enforcement (Department 25)

One year ago the City initiated a new code enforcement strategy, hiring retired Sheriff Deputy that was previously assigned to the City for seventeen years. This was a part-time effort of 20-hour per week. With a community based orientation, this effort has helped numerous neighbors work together to solve problems. The strategy is based on an “education first” enforcement effort that reestablishes a sense of ownership amongst our residents. This has been a terrific addition to the team, and is proposed in this budget to be expanded to a new position with a “Public Safety Manager.”

Twenty hours a week will be dedicated to Code Enforcement, private property management, truck traffic, abandoned vehicles and chicken patrol. More than a dozen properties have been cleaned up in the past twelve months. More than 15 abandoned vehicles have moved or towed.

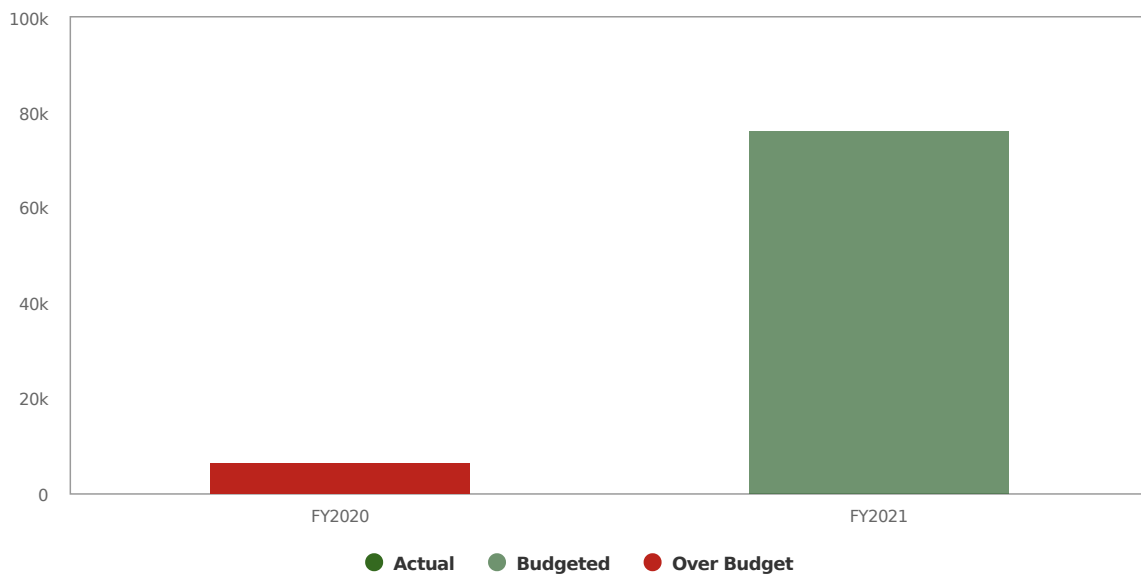
Ten hours a week are dedicated to re-establishing community policing, and acting as the liaison between the community, the Sheriff and private security. On one occasion, the public safety officer supported the investigation of vandalism in the City putting an end to the graffiti and damage caused at the new development in Rancho Vista. Time was spent with the school district to bring the case to a close. Lately work is being done to provide the Sheriff with an office at the Windmill. This will encourage the post office to resume its old hours, after a camera was placed by the front door.

The ultimate goal is to have sheriff deputy dedicated to the City 40-hours per week. This will reestablish community policing in our town, and help re-establish neighborhood block groups.

Expenditures Summary

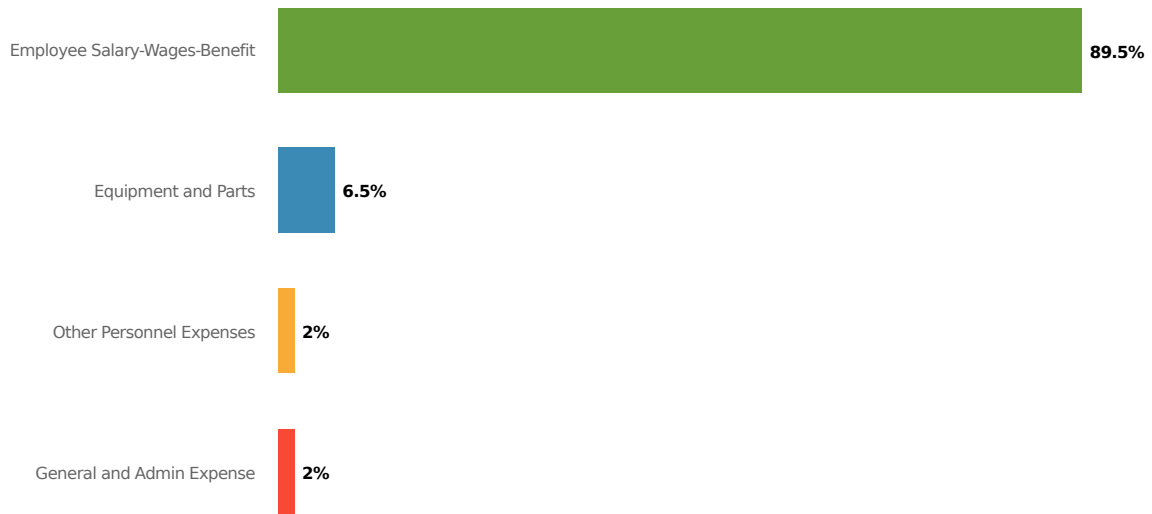
\$76,424 **\$76,424**
(0% vs. prior year)

Code Enforcement (Dept. 25) Proposed and Historical Budget vs. Actual

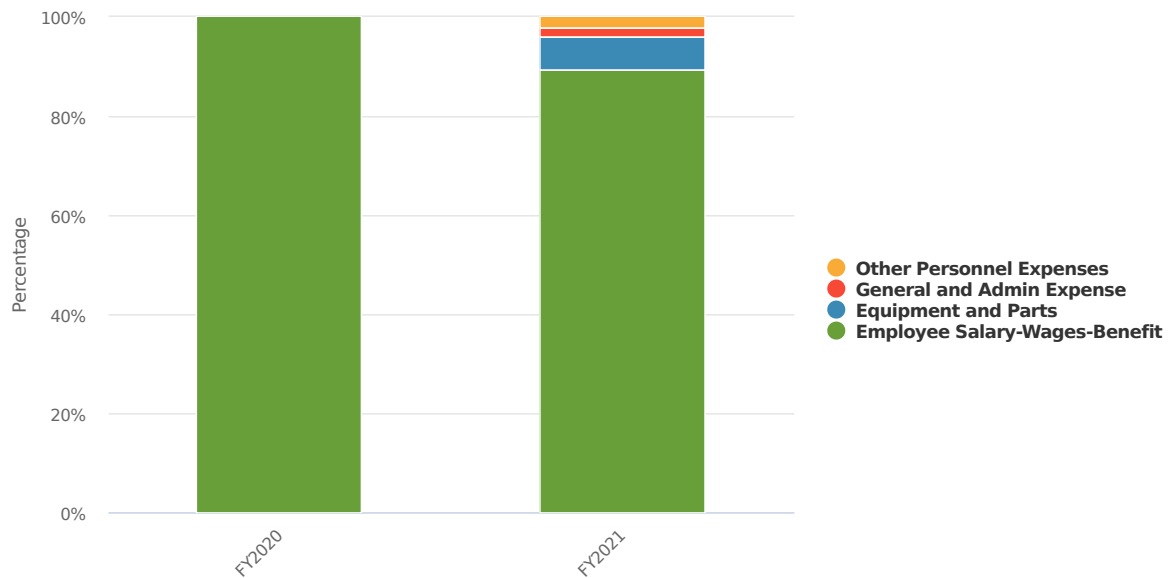


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects			
Employee Salary-Wages-Benefit	\$6,698.00	\$68,424.00	921.6%
General and Admin Expense		\$1,500.00	
Other Personnel Expenses		\$1,500.00	



Name	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Equipment and Parts		\$5,000.00	
Total Expense Objects:	\$6,698.00	\$76,424.00	1,041%



Law Enforcement (Dept. 30)

Law Enforcement Services (Department 30)

The Recommended Budget provides funding for Sheriff patrol hours supplemented by a private security service at night. This department will receive additional support from the newly recommended Public Safety Manager position. The goal is to return to a community based public safety system. This is the best tool for San Juan Bautista to consider at this time, with limited funds. This effort will be initiated with ten dedicated hours per week, combined with twenty hours per week of code enforcement.

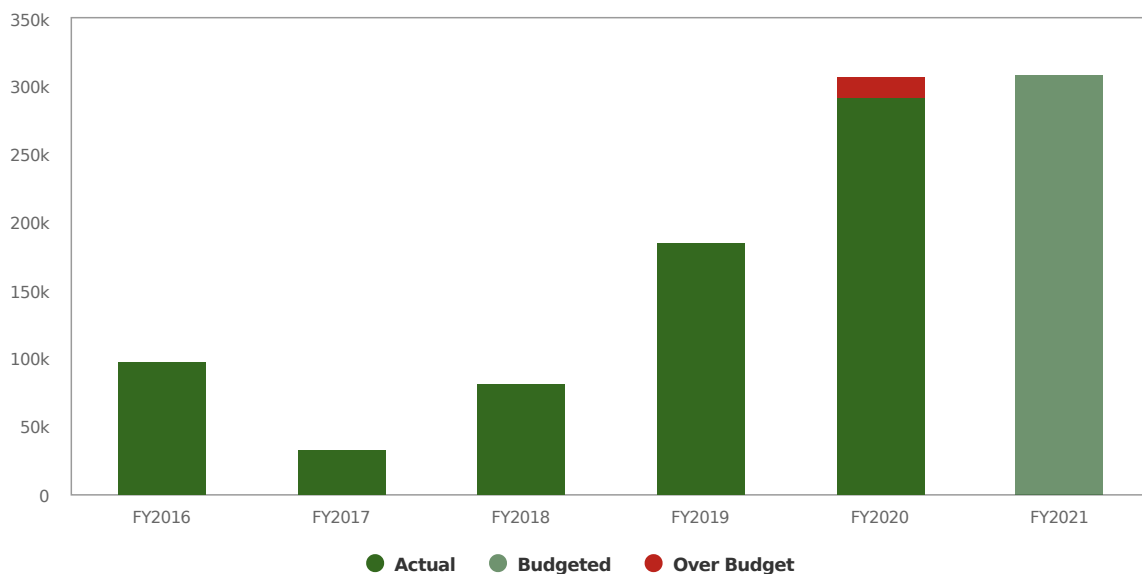
The contract with the Sheriff provides for 160 patrol hours per month at an annual cost of \$149,100.

The contract with Level One Security provides for a base level of coverage of nine hours per night (8 p.m. to 5 a.m.) each day of the week, with supplemental coverage during peak seasons of an additional six hours on Friday and Saturday nights. In July 2019, the City approved a three year contract providing a modest of cost of living increase each July.

Expenditures Summary

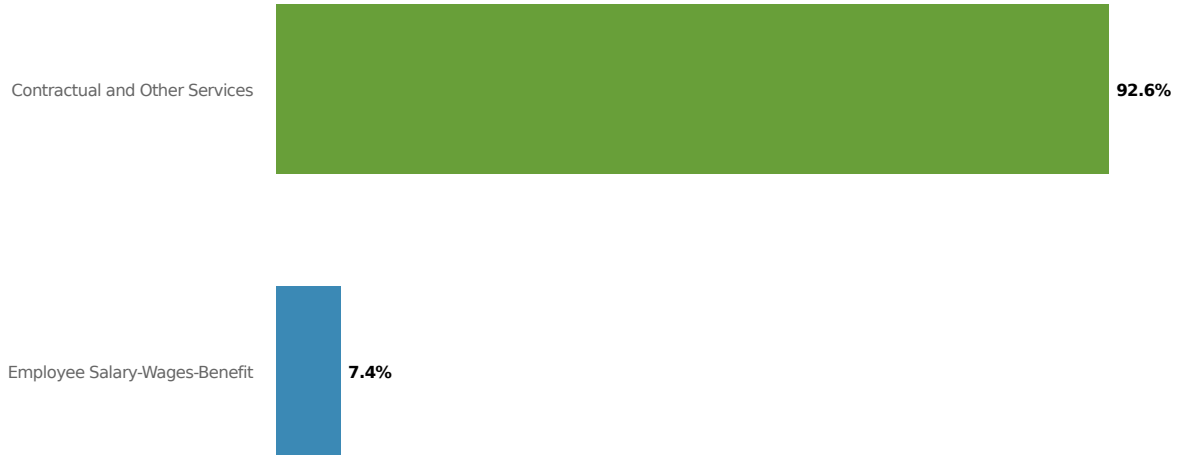
\$309,309 **\$16,759**
(5.73% vs. prior year)

Law Enforcement (Dept. 30) Proposed and Historical Budget vs. Actual

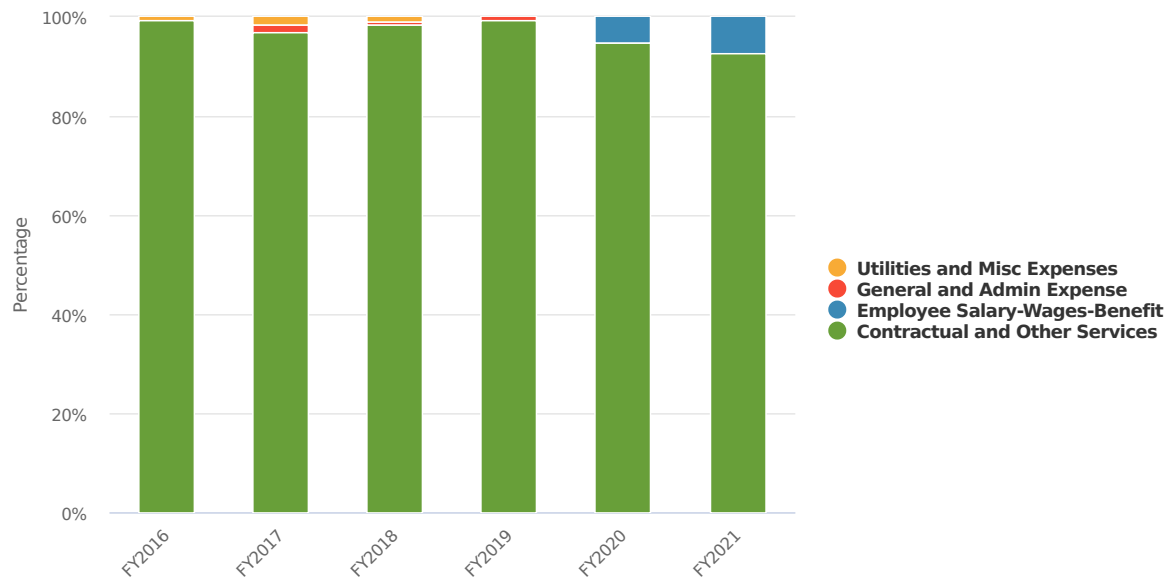


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Employee Salary-Wages-Benefit		\$16,312.00	\$22,809.00	39.8%
General and Admin Expense	\$1,149.00		\$0.00	
Contractual and Other Services	\$184,693.00	\$291,413.00	\$286,500.00	-1.7%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Total Expense Objects:	\$185,842.00	\$307,725.00	\$309,309.00	0.5%



Public Works (Depts 40 and 44)

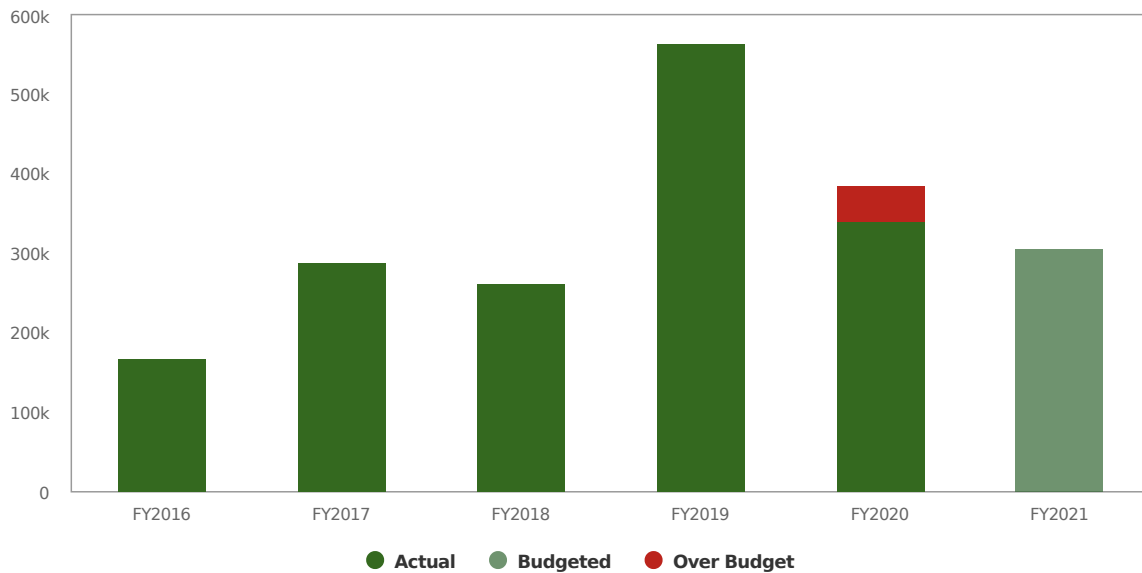
As the organization evolves, a Public Works Director will be necessary, but in this time of significant economic change, the funds do not exist to hire this position. The City has been fortunate to have a talented City Engineer and retired Public Works director to support the work of the maintenance services staff. In 2019, Of the City 8 full time employees, 5 work in various capacities to support the City's public works infrastructure programs. They are scattered about the past and current budgets in the departments titled Streets and Storm Drains, Building and Grounds, Water and Sewer budgets.

This Department will become very important this fiscal year, as the City ventures into its new effort to "regionalize" its water source, and waste water discharge. This transformation promises to greatly improve the quality of life for the City's residents.

Expenditures Summary

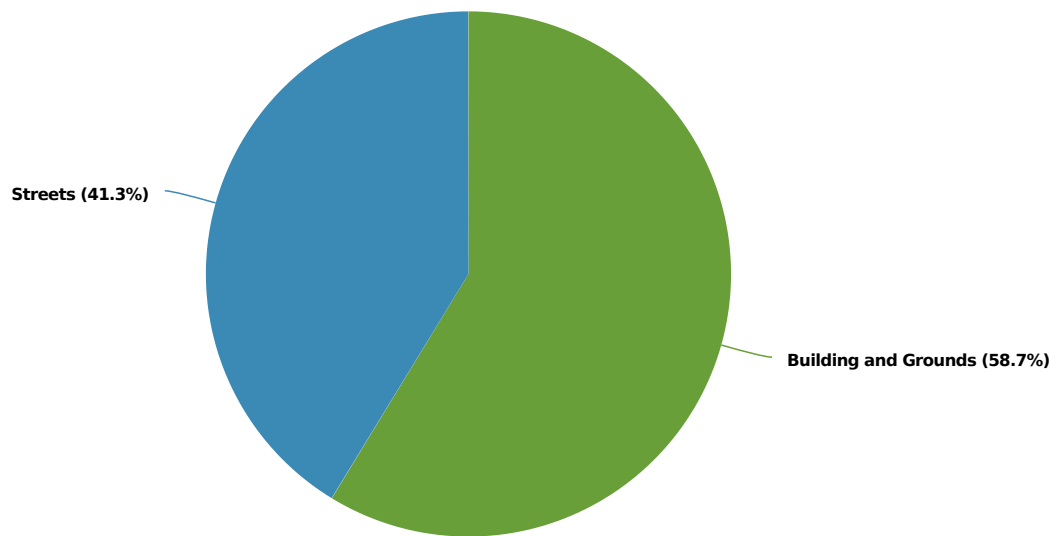
\$306,650 **-\$34,794**
(-10.19% vs. prior year)

Public Works (Depts 40 and 44) Proposed and Historical Budget vs. Actual

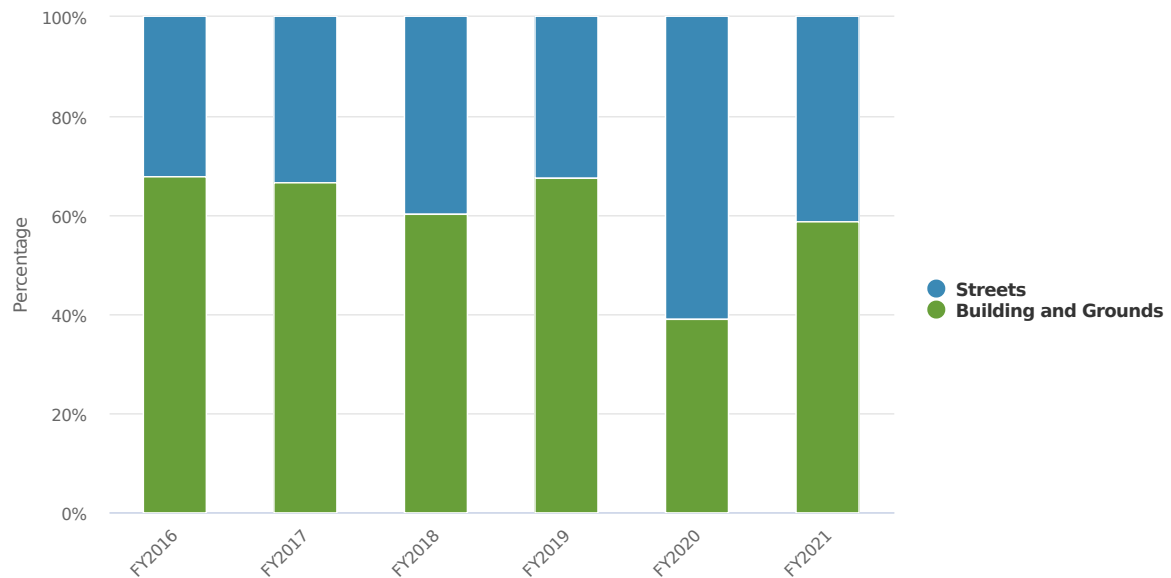


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	Account ID	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)	Notes
Expenditures						
Public Works						



Name	Account ID	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)	Notes
Streets						
Utilities and Misc Expenses						
Telecomm	001.40.640.000	\$259.00	\$304.00	\$500.00	64.5%	
Communication Devices	001.40.640.001			\$1,225.00		
Electricity	001.40.642.000	\$869.00	\$1,435.00	\$1,200.00	-16.4%	
Agg. Base Material	001.40.650.000	\$2,145.00	\$12,000.00	\$0.00	-100%	
Total Utilities and Misc Expenses:		\$3,273.00	\$13,739.00	\$2,925.00	-78.7%	
Employee Salary-Wages-Benefit						
Salaries and Wages - FT	001.40.502.000	\$75,198.00	\$60,909.00	\$63,802.00	4.7%	
FICA	001.40.508.000	\$5,826.00	\$7,714.50	\$5,519.00	-28.5%	
Worker's Comp	001.40.510.000	\$3,665.00	\$6,479.00	\$3,761.00	-42%	
Health Insurance	001.40.514.000	\$8,847.00	\$10,877.00	\$11,629.00	6.9%	
457k Retirement Contribution	001.40.518.000	\$910.00	\$748.00	\$657.00	-12.2%	
Total Employee Salary-Wages-Benefit:		\$94,446.00	\$86,727.50	\$85,368.00	-1.6%	
General and Admin Expense						
Insurance - Liab/Bond/Auto/Prop	001.40.516.000	\$2,940.00	\$3,000.00	\$3,000.00	0%	
Computer Software Service	001.40.544.000	\$256.00	\$500.00	\$300.00	-40%	
Advertising	001.40.548.000	\$232.00				
Office Supplies	001.40.550.000	\$52.00	\$150.00	\$150.00	0%	
Printing and Copies	001.40.558.000	\$62.00	\$50.00	\$50.00	0%	
Food and Beverages	001.40.562.000	\$450.00	\$500.00	\$600.00	20%	
Total General and Admin Expense:		\$3,992.00	\$4,200.00	\$4,100.00	-2.4%	
Other Personnel Expenses						
Uniforms & Alterations	001.40.522.000	\$581.00	\$900.00	\$1,200.00	33.3%	
Phys., Drug & Psych Testing	001.40.524.000		\$300.00	\$300.00	0%	
Education and Training	001.40.526.000	\$38.00	\$1,000.00	\$500.00	-50%	
Travel/Per Diem/Car Allowance	001.40.528.000	\$134.00	\$1,100.00	\$500.00	-54.5%	
Total Other Personnel Expenses:		\$753.00	\$3,300.00	\$2,500.00	-24.2%	
Equipment and Parts						
Equipment Rental	001.40.532.010		\$2,000.00	\$500.00	-75%	
Chemical and Gasses	001.40.552.000	\$49.00				
Gasoline & Diesel Fuel	001.40.554.000	\$2,724.00	\$4,000.00	\$3,000.00	-25%	
Small Tools	001.40.701.000	\$261.00	\$3,000.00	\$2,000.00	-33.3%	
Materials	001.40.712.000	\$277.00	\$5,000.00	\$7,500.00	50%	
Parts - City Rep. Vehicles	001.40.716.000	\$3,828.00	\$6,000.00	\$6,500.00	8.3%	
Parts - City Rep. Equipment	001.40.718.000	\$1,428.00	\$1,000.00	\$1,000.00	0%	
Parts - City Rep. Water	001.40.720.000		\$1,000.00	\$0.00	-100%	



Name	Account ID	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)	Notes
Parts - City Rep. Streets	001.40.724.000	\$1,506.00	\$4,000.00	\$3,000.00	-25%	
Total Equipment and Parts:		\$10,073.00	\$26,000.00	\$23,500.00	-9.6%	
Contractual and Other Services						
Operational Contracts	001.40.600.000	\$16,239.00	\$10,000.00	\$0.00	-100%	
Legal	001.40.602.000	\$912.00				
Security	001.40.612.002	\$699.00	\$1,000.00	\$1,100.00	10%	
Janitorial	001.40.624.000	\$86.00	\$100.00	\$100.00	0%	
Total Contractual and Other Services:		\$17,936.00	\$11,100.00	\$1,200.00	-89.2%	
Maint and Repair Services						
Vehicle Maint. - Outside	001.40.752.000	\$1,658.00	\$2,000.00	\$2,000.00	0%	
Equipment Maint. - Outside	001.40.754.000	\$695.00	\$2,000.00	\$1,500.00	-25%	
Street Sign Maint. & Repair	001.40.755.002		\$500.00	\$1,000.00	100%	
Grounds Maint. - Outside	001.40.760.000	\$549.00	\$1,000.00	\$1,000.00	0%	
Streets Maint. & Paving	001.40.762.000	\$197.00	\$15,000.00	\$1,500.00	-90%	
Sewer Maint. - Plant	001.40.766.000	\$220.00				
Total Maint and Repair Services:		\$3,319.00	\$20,500.00	\$7,000.00	-65.9%	
Capital Outlay						
Capital Purchases/Improvements	001.40.801.000	\$101,329.00	\$10,000.00	\$0.00	-100%	
Total Capital Outlay:		\$101,329.00	\$10,000.00	\$0.00	-100%	
Total Streets:		\$235,121.00	\$175,566.50	\$126,593.00	-27.9%	
Building and Grounds						
Utilities and Misc Expenses						
Telecomm	001.44.640.000	\$1,986.00	\$1,836.00	\$3,250.00	77%	
Communication Devices	001.44.640.001			\$1,225.00		
Electricity	001.44.642.000	\$3,293.00	\$2,793.00	\$4,250.00	52.2%	
Total Utilities and Misc Expenses:		\$5,279.00	\$4,629.00	\$8,725.00	88.5%	
Employee Salary-Wages-Benefit						
Salaries and Wages - FT	001.44.502.000	\$80,112.00	\$68,159.00	\$89,924.00	31.9%	
FICA	001.44.508.000	\$6,199.00	\$8,341.50	\$7,778.00	-6.8%	
Worker's Comp	001.44.510.000	\$3,894.00	\$6,479.00	\$5,534.00	-14.6%	
Health Insurance	001.44.514.000	\$11,726.00	\$16,177.00	\$17,398.00	7.5%	
457k Retirement Contribution	001.44.518.000	\$560.00	\$748.00	\$1,223.00	63.5%	
Total Employee Salary-Wages-Benefit:		\$102,491.00	\$99,904.50	\$121,857.00	22%	
General and Admin Expense						



Name	Account ID	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)	Notes
Insurance - Liab/Bond/Auto/Prop	001.44.516.000	\$4,967.00		\$5,500.00		
Dues and Subscriptions	001.44.530.000	\$457.00	\$500.00	\$500.00	0%	
Computer Software Service	001.44.544.000	\$273.00	\$100.00	\$250.00	150%	
Office Supplies	001.44.550.000	\$403.00	\$100.00	\$100.00	0%	
Postage and Freight	001.44.551.000	\$17.00		\$0.00		
Printing and Copies	001.44.558.000	\$62.00	\$100.00	\$125.00	25%	
Food and Beverages	001.44.562.000	\$500.00	\$1,000.00	\$750.00	-25%	
Building Equipment Rental	001.44.632.000		\$1,000.00	\$0.00	-100%	
Total General and Admin Expense:		\$6,679.00	\$2,800.00	\$7,225.00	158%	
Other Personnel Expenses						
Uniforms & Alterations	001.44.522.000	\$327.00	\$6,000.00	\$600.00	-90%	
Phys., Drug & Psych Testing	001.44.524.000	\$367.00	\$300.00	\$300.00	0%	
Education and Training	001.44.526.000	\$933.00	\$600.00	\$500.00	-16.7%	
Travel/Per Diem/Car Allowance	001.44.528.000	\$204.00	\$650.00	\$500.00	-23.1%	
Total Other Personnel Expenses:		\$1,831.00	\$7,550.00	\$1,900.00	-74.8%	
Equipment and Parts						
Equipment Rental	001.44.532.010		\$1,000.00	\$1,000.00	0%	
Chemical and Gasses	001.44.552.000	\$1,438.00	\$1,000.00	\$1,750.00	75%	
Gasoline & Diesel Fuel	001.44.554.000	\$2,344.00	\$2,500.00	\$2,500.00	0%	
Small Tools	001.44.701.000	\$340.00	\$1,000.00	\$1,500.00	50%	
Safety Gear & First Aid	001.44.702.000		\$50.00	\$50.00	0%	
Materials	001.44.712.000	\$964.00	\$6,000.00	\$1,500.00	-75%	
Parts - City Rep. Vehicles	001.44.716.000	\$1,031.00	\$2,000.00	\$1,500.00	-25%	
Parts - City Rep. Equipment	001.44.718.000	\$1,326.00	\$2,000.00	\$1,500.00	-25%	
Parts - City Rep. Parks	001.44.726.000	\$2,007.00	\$1,500.00	\$1,500.00	0%	
Total Equipment and Parts:		\$9,450.00	\$17,050.00	\$12,800.00	-24.9%	
Contractual and Other Services						
Operational Contracts	001.44.600.000		\$1,000.00	\$0.00	-100%	
Security	001.44.612.002	\$1,795.00	\$1,944.00	\$1,800.00	-7.4%	
Security Reimbursable	001.44.612.004	\$10,929.00		\$5,000.00		
Level One Security Patrol	001.44.615.000	\$648.00				
Janitorial	001.44.624.000	\$2,952.00	\$5,000.00	\$3,750.00	-25%	
Landscape Services	001.44.626.000		\$1,000.00	\$0.00	-100%	
Water	001.44.643.001		\$5,000.00	\$5,000.00	0%	
Total Contractual and Other Services:		\$16,324.00	\$13,944.00	\$15,550.00	11.5%	
Maint and Repair Services						
Vehicle Maint. - Outside	001.44.752.000	\$1,083.00	\$1,000.00	\$1,500.00	50%	
Equipment Maint. - Outside	001.44.754.000	\$1,342.00	\$1,000.00	\$1,500.00	50%	



Name	Account ID	FY2020 Actual	FY2020 Budgeted	FY2021 Budgeted	FY2020 Budgeted vs. FY2021 Budgeted (% Change)	Notes
Bldg Maint. - Inside	001.44.757.000	\$3,697.00	\$7,000.00	\$3,500.00	-50%	
Building Maint. Outside	001.44.758.000	\$1,090.00	\$6,000.00	\$3,500.00	-41.7%	
Grounds Maint. - Outside	001.44.760.000	\$1,337.00	\$5,000.00	\$2,000.00	-60%	
Total Maint and Repair Services:		\$8,549.00	\$20,000.00	\$12,000.00	-40%	
Capital Outlay						
Capital Purchases/Improvements	001.44.801.000	\$482.00		\$0.00		
Total Capital Outlay:		\$482.00		\$0.00		
Total Building and Grounds:		\$151,085.00	\$165,877.50	\$180,057.00	8.5%	
Total Public Works:		\$386,206.00	\$341,444.00	\$306,650.00	-10.2%	
Total Expenditures:		\$386,206.00	\$341,444.00	\$306,650.00	-10.2%	



PW Streets & Storm Drains (Department 40)

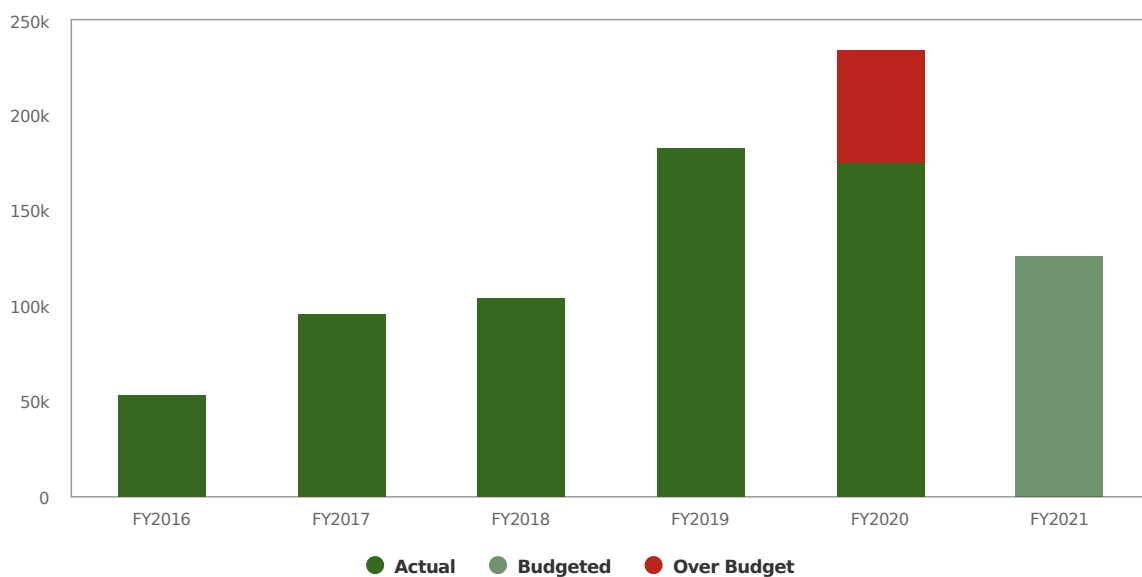
Department 40 provides for the costs of operating, maintaining, and repairing the street and pedestrian oriented non-utility infrastructure. This includes streets, sidewalks, bike paths, cross walks, access to persons with disabilities, street signs, storm drains, and street trees. Major street resurfacing is budgeted as a Capital Improvement Project. Every member of the Public Works crew works on streets and storm drains depending on the season and the need. Credit this team, working under the guidance of the Community Liaison, for the physical transformation of Third Street. The budget provides for 1.95 Full Time Equivalent employees including the portion of the time for a proposed new part time position in the Public Works crew.

The budget includes materials, supplies and tools to handle routine maintenance and anticipated repairs at unspecified locations. Additional funds are budgeted to increase "pot hole" repairs, but the need for street repairs far outstrips available resources. The Capital Improvement Budget reflects the priorities outlined in the Pavement Management Plan.

Expenditures Summary

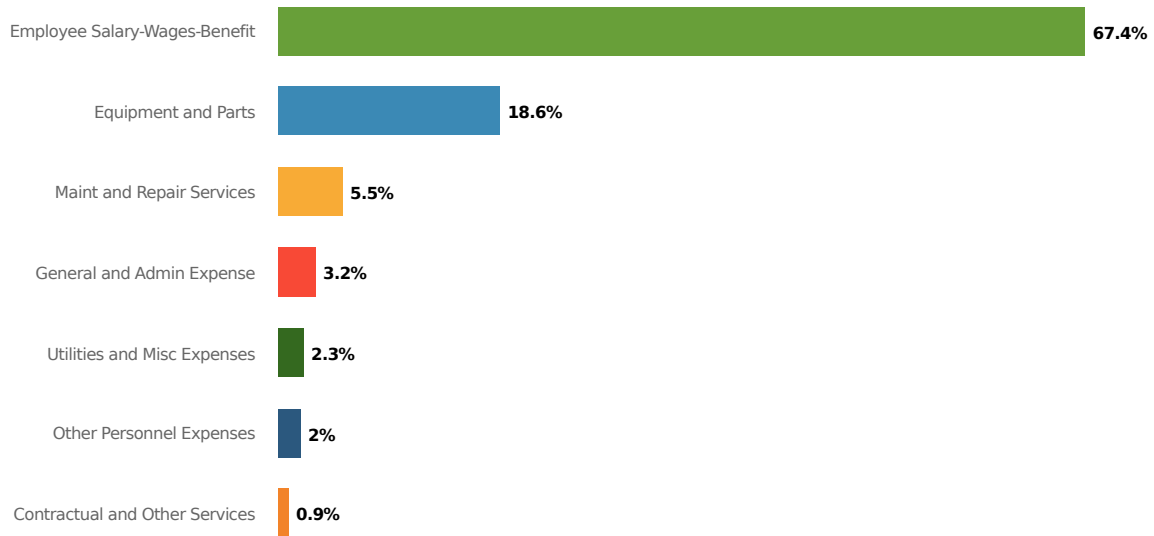
\$126,593 **-\$48,974**
(-27.89% vs. prior year)

Streets (Dept. 40) Proposed and Historical Budget vs. Actual

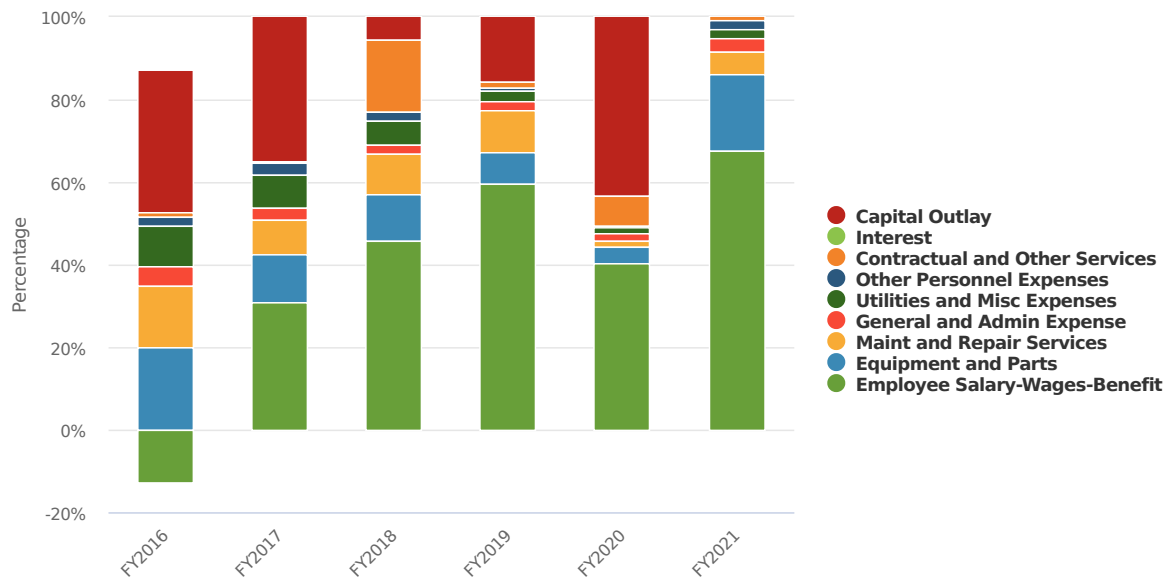


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$4,414.00	\$3,273.00	\$2,925.00	-10.6%
Employee Salary-Wages-Benefit	\$109,748.00	\$94,446.00	\$85,368.00	-9.6%
General and Admin Expense	\$4,211.00	\$3,992.00	\$4,100.00	2.7%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Other Personnel Expenses	\$1,132.00	\$753.00	\$2,500.00	232%
Equipment and Parts	\$14,337.00	\$10,073.00	\$23,500.00	133.3%
Contractual and Other Services	\$2,912.00	\$17,936.00	\$1,200.00	-93.3%
Maint and Repair Services	\$18,524.00	\$3,319.00	\$7,000.00	110.9%
Capital Outlay	\$28,724.00	\$101,329.00	\$0.00	-100%
Total Expense Objects:	\$184,002.00	\$235,121.00	\$126,593.00	-46.2%



PW Buildings and Grounds (Department 44)

PW Building & Grounds (Department 44)

These Buildings and Grounds are a big part of the City's continued positive image. Compliments are received weekly from visitors about how beautiful and green our town is. Credit the maintenance employees in this department for the warm, well maintained "welcome" the City's visitors receive when they arrive.

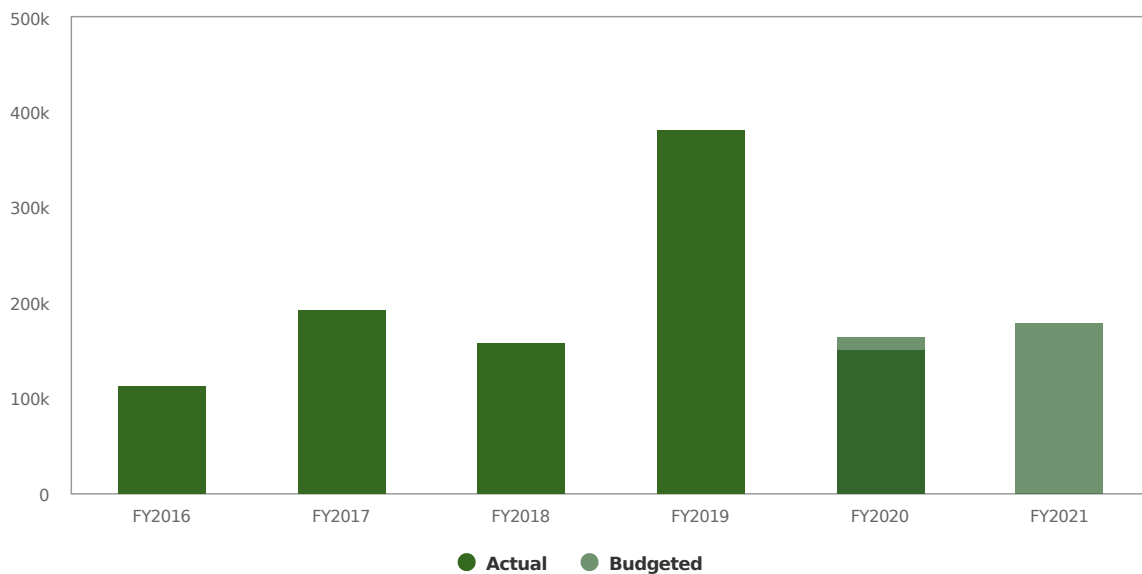
The Building and Grounds budget provides for the maintenance and routine repair of parks, city buildings and city property. The budget includes allocated time of several Public Works employees, and beginning in the current year the budget includes payment for the use of city water to irrigate the parks and landscape areas.

The budget in future years will need to include maintenance of any additional park improvements accomplished with a State Grant to implement the Park Master Plan. Franklin Park will come on line this year. There will be costs to maintain the new Verutti Park restrooms but offset by the elimination of the costs of periodic service to the temporary restroom.

Expenditures Summary

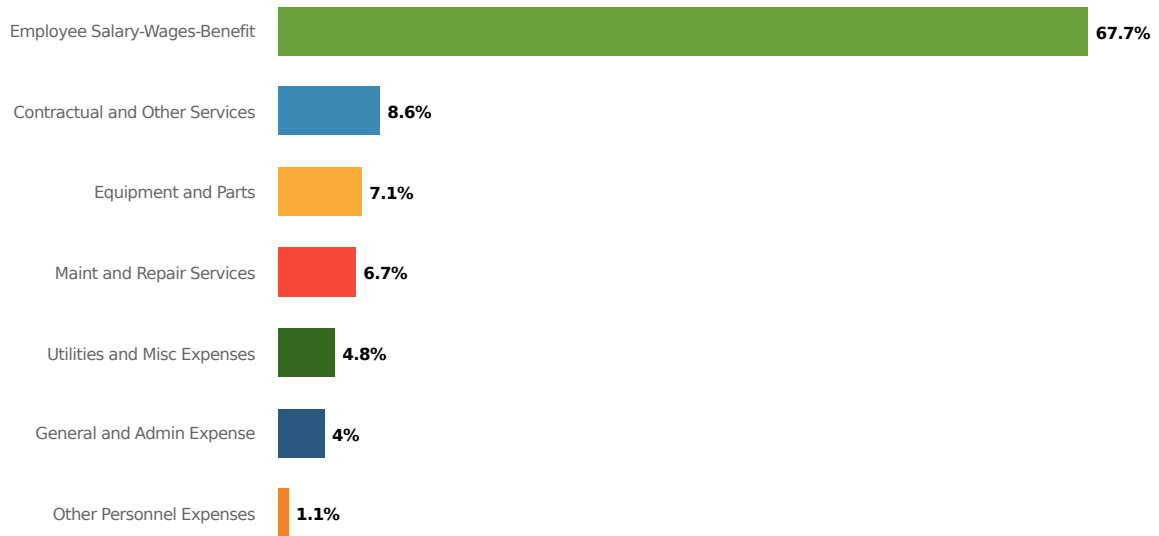
\$180,057 **\$14,180**
(8.55% vs. prior year)

Building and Grounds (Dept. 44) Proposed and Historical Budget vs. Actual

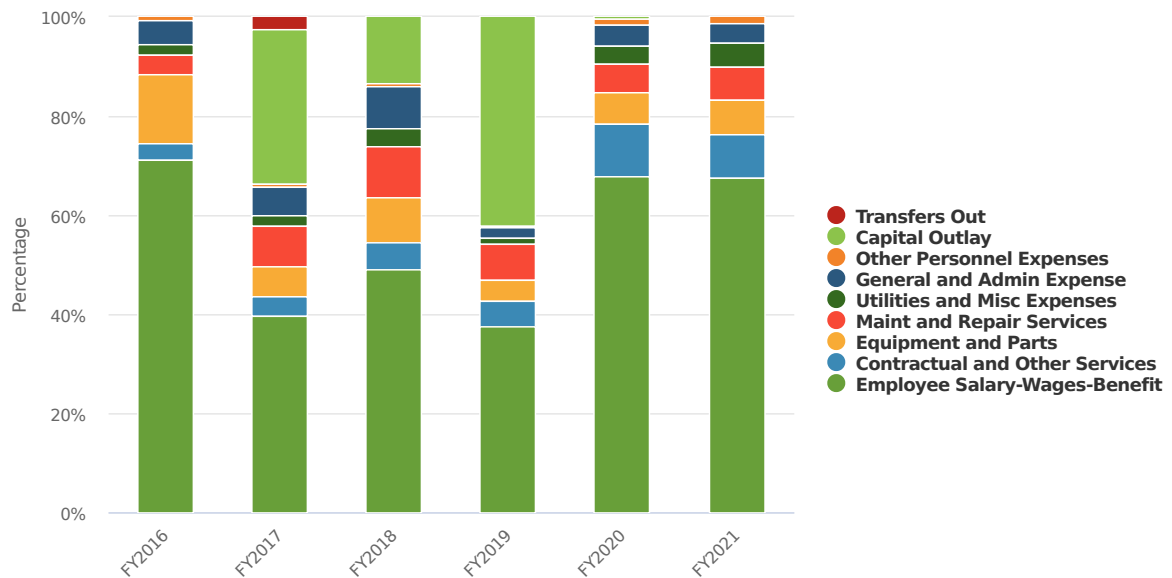


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$5,005.00	\$5,279.00	\$8,725.00	65.3%
Employee Salary-Wages-Benefit	\$143,947.00	\$102,491.00	\$121,857.00	18.9%
General and Admin Expense	\$8,169.00	\$6,679.00	\$7,225.00	8.2%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Other Personnel Expenses	\$1,590.00	\$1,831.00	\$1,900.00	3.8%
Equipment and Parts	\$15,616.00	\$9,450.00	\$12,800.00	35.4%
Contractual and Other Services	\$19,956.00	\$16,324.00	\$15,550.00	-4.7%
Maint and Repair Services	\$27,448.00	\$8,549.00	\$12,000.00	40.4%
Capital Outlay	\$161,100.00	\$482.00	\$0.00	-100%
Total Expense Objects:	\$382,831.00	\$151,085.00	\$180,057.00	19.2%



General Government (Dept. 45)

General Government (Department 45)

This Department provides for expenditures that are not otherwise attributed to a specific department including dues to municipal organizations, allocations for community groups, and allocations to city advisory groups.

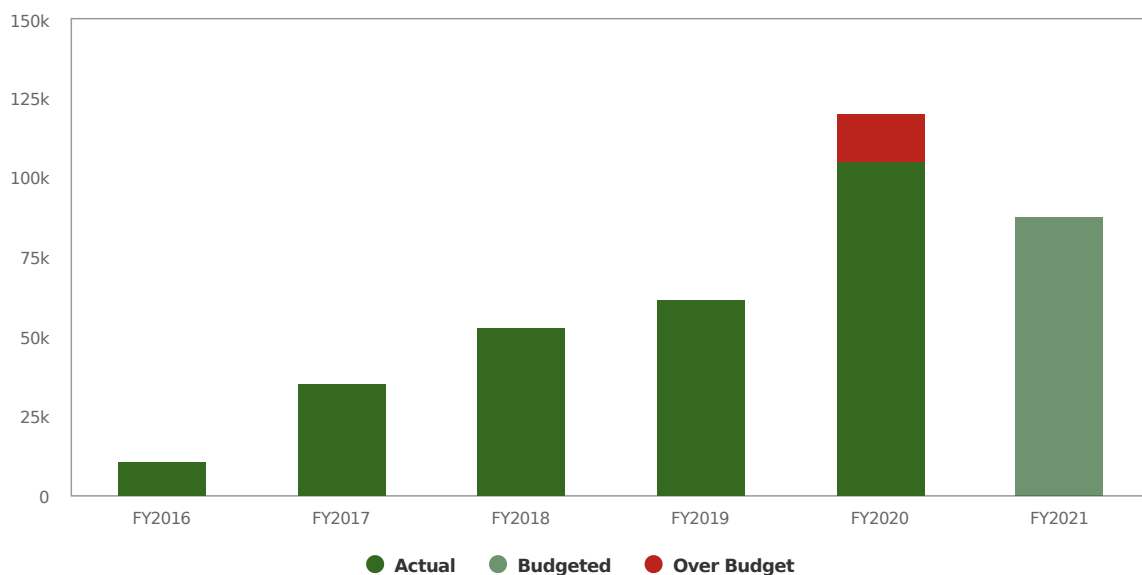
In the past, the Council has also allocated funds for the Sesquicentennial celebration, the Historic Walking Tour, and for community promotion by the San Juan Committee.

This year, the budget is 16.75% less than last year. It provides for essential regional memberships like AMBAG and COG, but only one community group- the San Juan Committee. This \$20,000 pays to promote and attract tourism, and is considered a critical component of the City's economic recovery from the impacts of COVID 19. During the course of budget workshops, the Council may wish again to make allocations to community groups from the available fund balance of the General Fund. Council direction will be included in the Adopted Budget to be considered in November.

Expenditures Summary

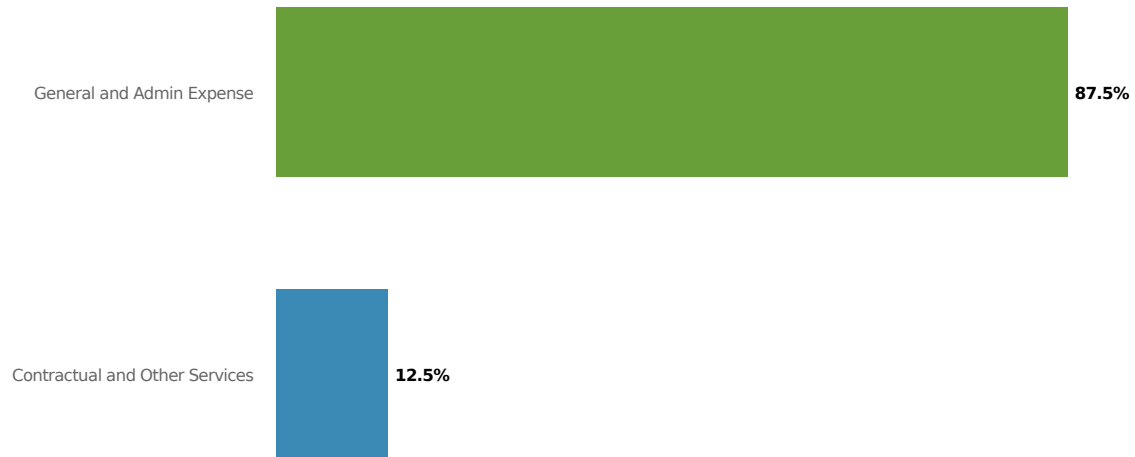
\$88,000 **-\$17,700**
(-16.75% vs. prior year)

General Government (Dept. 45) Proposed and Historical Budget vs. Actual

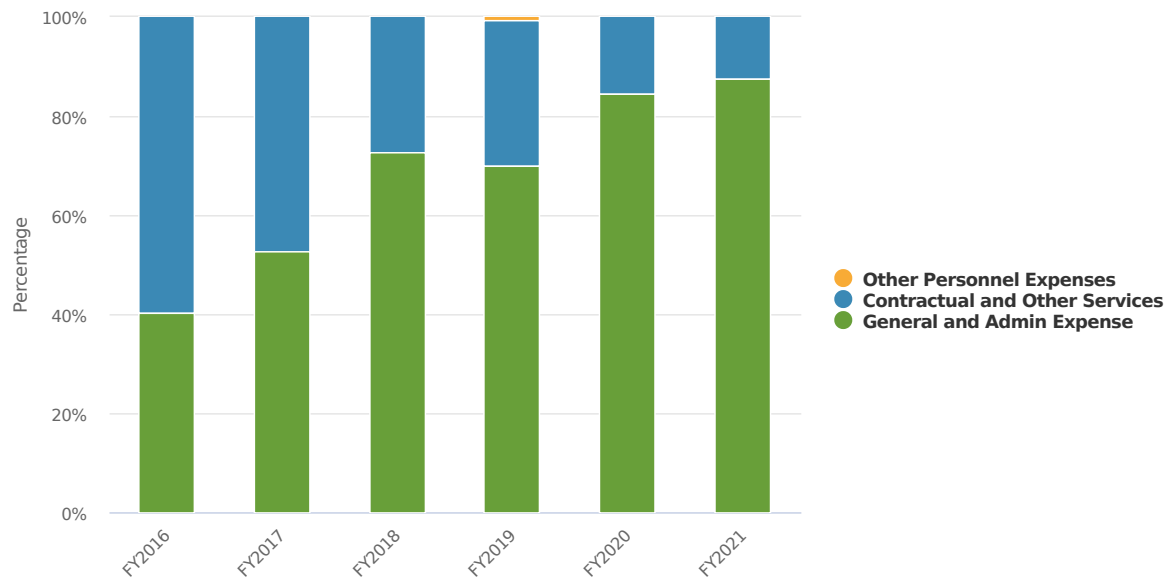


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
General and Admin Expense	\$43,445.00	\$102,113.00	\$77,000.00	-24.6%
Other Personnel Expenses	\$305.00		\$0.00	
Contractual and Other Services	\$18,404.00	\$18,543.00	\$11,000.00	-40.7%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Total Expense Objects:	\$62,154.00	\$120,656.00	\$88,000.00	-27.1%



Building (Dept. 18)

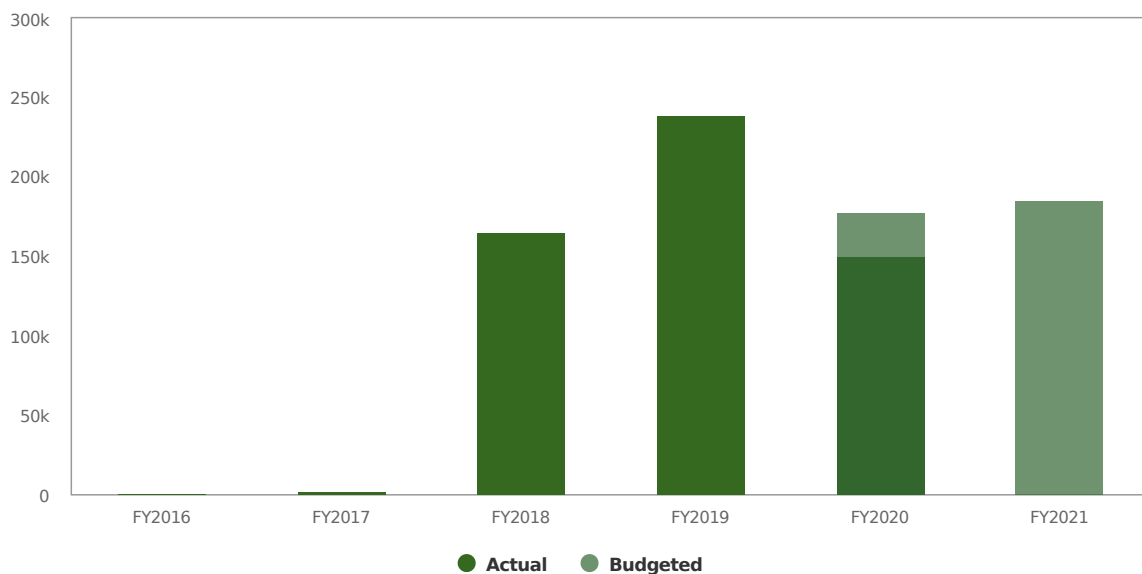
The Budget for Department 18 includes the costs of building permit review, building permits and inspections. This contract position has been upgraded this past year, with an experienced permit technician that has really helped the City approve its private development permits efficiently. The City's new technician collaborates well with other disciplines including planning, engineering, the Fire Marshall, and building official. Deadlines are tracked and the City is taking full advantage now of its iWorq's software. This is the software used to generate status reports for City Council concerning local development projects and code enforcement.

The primary costs are for a contract with 4Leaf. Under the contract, a permit technician works at city hall two days per week to process applications, calculate fees and coordinate reviews with other Departments. This Department no longer handles Code Enforcement but works closely with the new Public Safety Manager on code compliance efforts.

Expenditures Summary

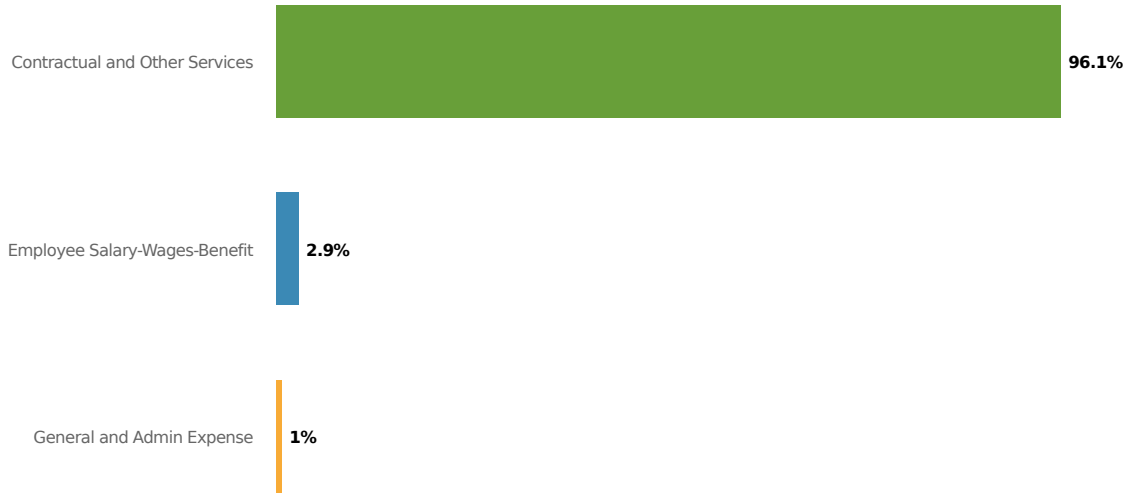
\$185,173 **\$6,887**
(3.86% vs. prior year)

Building (Dept. 18) Proposed and Historical Budget vs. Actual

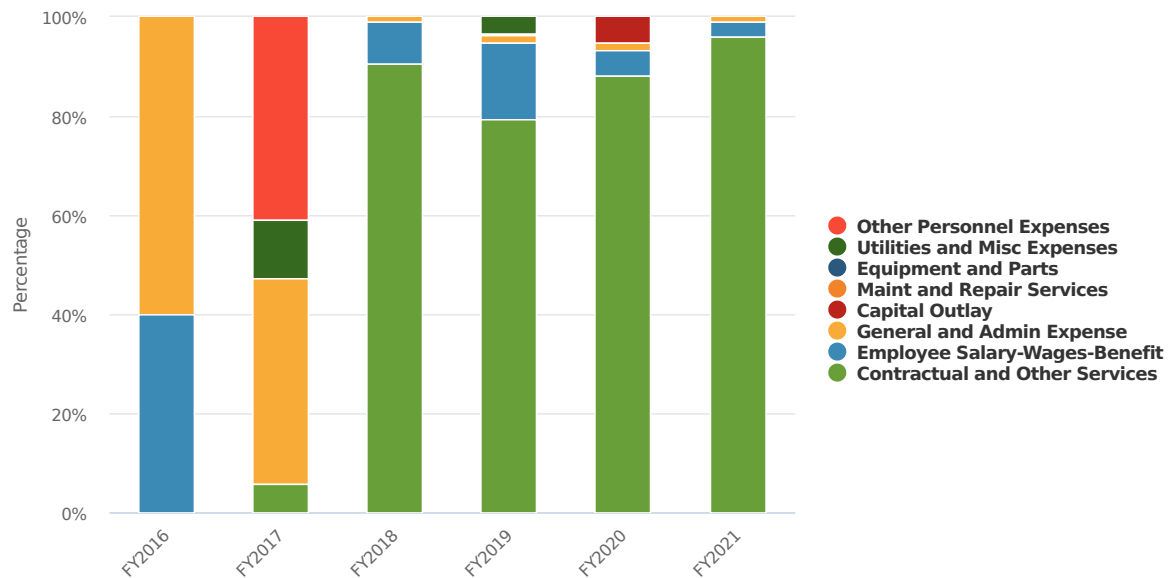


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$7,992.00	\$120.00	\$0.00	-100%
Employee Salary-Wages-Benefit	\$36,660.00	\$7,828.00	\$5,398.00	-31%
General and Admin Expense	\$4,403.00	\$1,915.00	\$1,775.00	-7.3%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Other Personnel Expenses		\$61.00	\$0.00	-100%
Equipment and Parts	\$144.00		\$0.00	
Contractual and Other Services	\$190,471.00	\$132,954.00	\$178,000.00	33.9%
Maint and Repair Services	\$161.00		\$0.00	
Capital Outlay		\$7,840.00		
Total Expense Objects:	\$239,831.00	\$150,718.00	\$185,173.00	22.9%



Planning (Dept. 17)

The Planning Department (Dept 17) is the first of three departments funded first from the Community Development Fund which is financed by application fees, grants and when necessary, it has been subsidized by the General Fund in the form of Fund transfers.

Last year, this Department was successful in updating the Housing Element twice, making it current by December 31, 2019. This achievement brought several State grant opportunities to the City to be implemented this fiscal year.

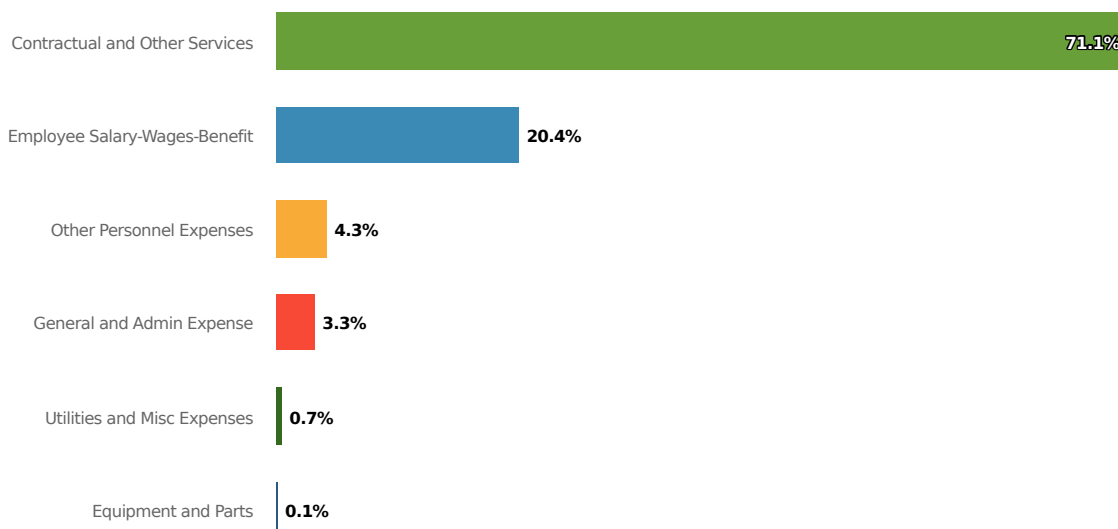
The staff labor costs were reduced in April, when the Associate Planner position had to be eliminated. A part-time position was added back into the Department on a temporary basis to help start several grant funded studies. The net result is decrease from 1.2 positions to .65 FTE's. The City retained the services of a Senior Planner through Harris and Associates who handles all of the current planning applications and processes. The goal is to charge developers for time spent with this contract. The General and Administrative expenses are allocations of common costs including the costs of the iWorq data base for project management that is shared with the Building Department.

Harris and Associates is also leading the City's study and re-establishment of its sphere of influence, and re-establishing its urban growth boundary. These services are provided under a separate contract and funded as a special study within the CIP. The City has set aside \$50,000 for this work, and established an Ad-Hoc Subcommittee. This critical work will define the City's future growth potential.

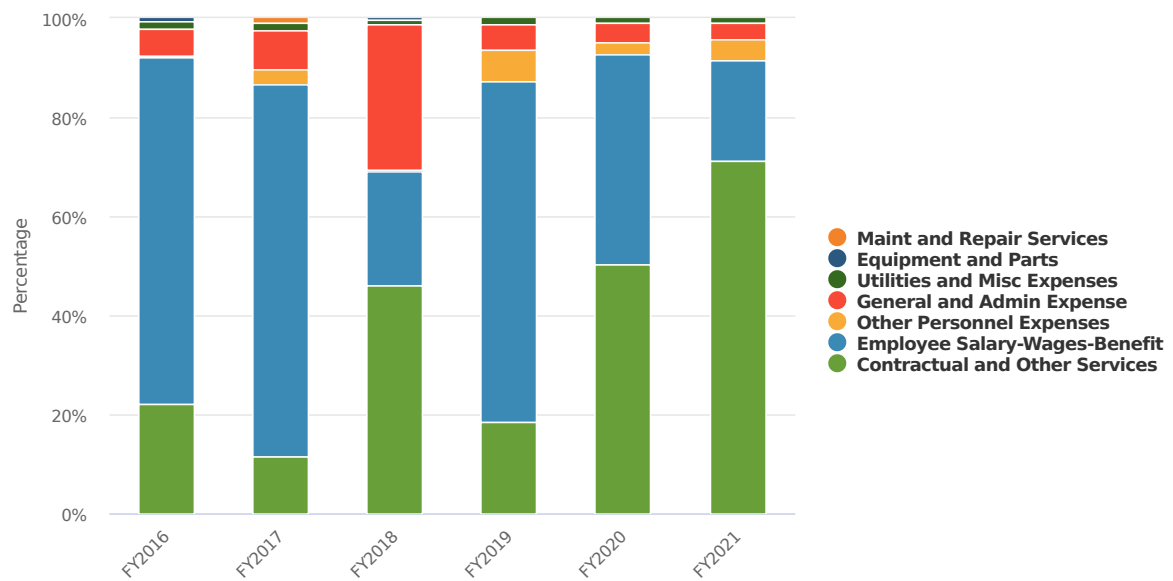
The State requires the City to consider changes in land use, zoning regulations, and fees in order to encourage the preservation and development of affordable housing. The CIP budget lists three grants; SB 2 \$160,000; LEAP \$60,000 (updating local policies) and REAP (a regional program, through COG). They are targeted to study the State's accessory dwelling unit laws, update the inclusionary housing laws, and consider special studies related to the potential annexation of properties along the Alameda. A provisional part-time project manager has been retained to oversee the connection between these projects and the Urban Growth Boundary Ad Hoc Committee.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$1,675.00	\$1,836.00	\$1,925.00	4.8%
Employee Salary-Wages-Benefit	\$105,570.00	\$92,450.00	\$58,833.00	-36.4%
General and Admin Expense	\$8,198.00	\$9,076.00	\$9,650.00	6.3%
Other Personnel Expenses	\$9,411.00	\$5,159.00	\$12,500.00	142.3%
Equipment and Parts	\$146.00	\$44.00	\$300.00	581.8%
Contractual and Other Services	\$28,573.00	\$110,337.00	\$205,000.00	85.8%
Total Expense Objects:	\$153,573.00	\$218,902.00	\$288,208.00	31.7%

Engineering (Dept. 19)

The budget for the Engineering Department (19) includes the City's "City Engineer" performed by an experienced member of the City's new contract with CSG. This position oversees the City's major capital improvement projects that included Third Street reconstruction, Fourth Street speed tables, and completing the work on the City's water system related to Well 5, Well 6 and the filtration plant.

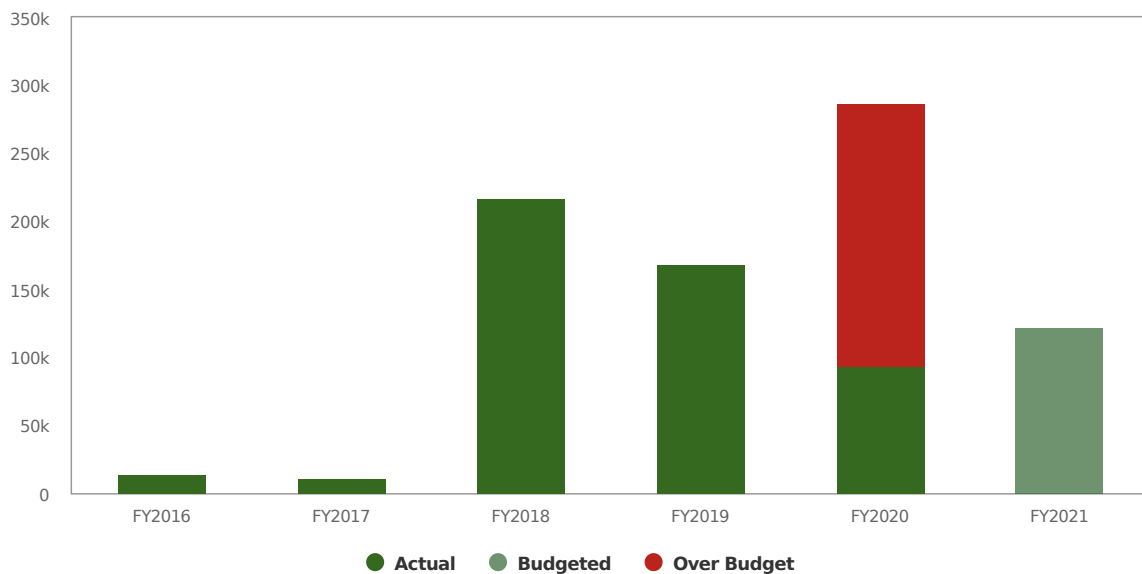
This position also accounts for the engineering review and issuing of encroachment permits. This is a critical part of the Transformation of Third Street. This position also supports the maintenance staff on informal bidding and contracting for smaller jobs including tree trimming and sidewalk repairs.

Much of the City Engineer's time is dedicated to the support needed for private developers and the two large subdivisions. Copperleaf closed this past year, and Rancho Vista is almost ready to break ground on its round-about on First Street. Then it will close-out. Weekly plan checks occur related private developers and their public improvement plans, construction inspection and general engineering consulting not related to a specific capital improvement project. (The costs of engineering design, review, project management and inspection for CIP's are accounted for in the budget for the project.).

Expenditures Summary

\$122,398 **\$28,785**
(30.75% vs. prior year)

Engineering (Dept. 19) Proposed and Historical Budget vs. Actual

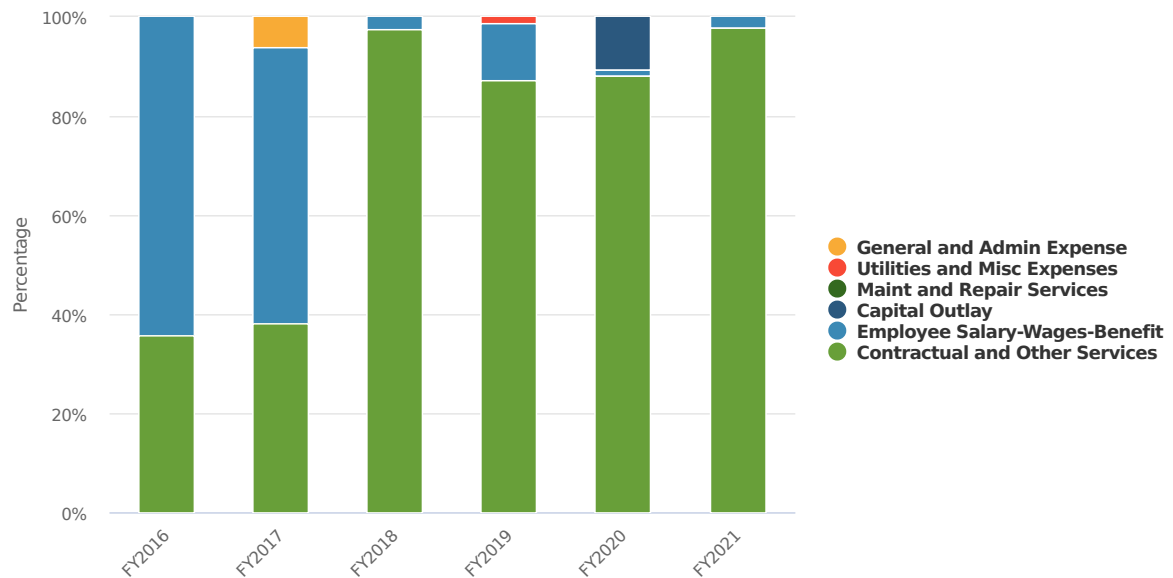


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$1,955.00		\$0.00	
Employee Salary-Wages-Benefit	\$19,448.00	\$4,045.00	\$2,398.00	-40.7%
General and Admin Expense		\$28.00	\$0.00	-100%



Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted	FY2020 Actual vs. FY2021 Budgeted (% Change)
Contractual and Other Services	\$147,369.00	\$252,659.00	\$120,000.00	-52.5%
Maint and Repair Services		\$265.00		
Capital Outlay		\$29,950.00		
Total Expense Objects:	\$168,772.00	\$286,947.00	\$122,398.00	-57.3%



CAPITAL IMPROVEMENTS



There are no submitted Capital Requests



There are no submitted Capital Requests



DEBT

