



City of San Juan Bautista

City of San Juan Bautista Budget for fiscal year 2021/2022



Proposed version

Last updated 07/08/21



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INTRODUCTION



City Manager's Budget Summary

Transmittal Letter



CITY OF SAN JUAN BAUTISTA

CITY MANAGER BUDGET MESSAGE FOR FISCAL YEAR 2021/22

SUBMITTED BY: Don Reynolds, City Manager

SUMMARY

This is the year of recovery and re-building of the City's services. This Budget anticipates a return of the fiscal growth that began in 2018/19. Currently, the General Fund budget has a positive balance of more than \$400,000. Rebuilding of City services continued through mid-year with its community development functions, and new leadership. It continues into FY21/22 by recommending immediate recruitment to replace the Office Assistant position last filled in December 2019. Its capital outlay will begin fulfilling the needs described in the Pavement Management Plan and pay for the "regionalization" of its water and waste-water services. This year will see improvements in the parks, the City's Community Hall and City Hall.

The City will expand this year as the Budget anticipates three critical initiatives supported by the Strategic Plan to move forward. They were described in detail at the May 11 City Council meeting, and in the attached "Priorities and Issues Narrative" from the ClearGov budget book. The Budget will allocate funds to expand Public Safety Services for the first time in several years. The Budget allocates funds that will preserve the City's small intimate nature, and small historic town charm, by funding a General Plan amendment to control and manage population growth with a new Sphere of Influence and possibly a new Urban Growth Boundary. Thirdly, the City will focus resources on the future of its Third Street and begin a master planning process that is inclusive and comprehensive, addressing infrastructure, streets, parking, new infill housing, and further develop the historic heart of this community. It is recommended that \$300,000 be set aside to fund these three initiatives.

RECOMMENDED ACTION:

Receive the draft Budget for Fiscal Year 2021/22, staff's summary of the document, take public comment and concerns, and schedule a public workshop focused on the City's fiscal status and Budget at 6 P.M. on Tuesday June 8, 2021.

BACKGROUND

City Municipal Code Chapter 2, Section 2-115 describes the duties of the City Manager, and subsection "C" states that this position will provide an "Annual Budget and Capital Program:" "Prepare and submit to the Council an annual budget and capital program for each ensuing fiscal year, based upon estimates of financial needs and resources of the City."

Following the receipt of the Annual Audit in December, the City considers mid-year adjustments in January, and then launches the preparation of a new budget each February with the establishment of, or update to, a 5-year Strategic Plan. On February 15, 2020, following a lively Town-Hall discussion at the Library, the City Council drafted its Strategic Plan.



The Mid-Year budget appropriated a portion of the estimated savings for an organizational study from “City Gate,” a firm of retired City Managers and Finance Directors who were asked to study the City’s overall financial position, its General Fund, and Utility Enterprise funds. The study included City Council and staff interviews, and a review of City financial audits.

The report from “City Gate” was received in May 2020, and was positive about the growth and condition of the City’s General Fund. The Water fund also received a good review. There was concern regarding the Sewer Fund. That is due to the large amount of enterprise funds used to remove sludge from the ponds in FY18/19. This is an extra ordinary operational expense equal to almost half the annual operational budget, that created an anomaly in the expense trends. Over-time since 2019, these funds have stabilized. The study left the City with excellent tools to use for projecting costs and capital needs into the future under normal circumstances, based on the 2015-2019 trends they studied.

Chaos ensued in the midst of the pandemic, and the City declared a state of emergency March 17, 2020. As the Director of Emergency Services, the City Manager re-assigned staff to better respond to the disaster. The City’s reliance on tourism and its Sales Tax and Transit Occupancy Tax was at great risk, as the shelter in place orders were implemented and businesses shut-down. In April, the City made drastic budget cuts closing its planning services, and freezing its vacant office assistant position (2-FTE’s out of 8). It projected a 90% revenue loss to its Sales Tax, resulting in a possible 50% loss to its General Fund. A part-time disaster relief position was filled to assist businesses recovery from the pandemic.

Federal relief began to flow to the City from the C.A.R.E.S Act in July, albeit slightly, in the form of \$50,000, when the City had invested \$150,000 from its General Fund Reserve to support the local economy. The “HEROES” Act was approved by the House of Representatives on Memorial Day. It promised up to \$700,000 for San Juan Bautista. It was never considered by the Senate.

After six months, the anticipated loss in sales tax revenues were not as bad as predicted, due in part to increases from the grocery store, its top sales tax generator. There was also some recovery from the retail and food and beverage industry, which began to move their operations outdoors onto parklets in a newly transformed Third Street.

At the same time, the two new developments on each end of town were in a rush to finish their 127 new single-family homes, and many of them were sold during 2020. This has a positive impact on the City’s property taxes, and enterprise funds (especially the two utilities- water and sewer).

The assumptions shared with the City Council in January 2020 before the State of Emergency during the mid-year budget had to be reconsidered. Sales taxes projections were revised to a 54% decrease, off-set in part by increasing property taxes. No federal relief in sight. These uncertainties caused the City to delay its budget adoption for FY 2020/21 from July 1 to November 17, 2020. The only capital improvements that progressed during this time were those not funded by the General Fund. The City made progress on Third Street using State Gas Tax and Measure G. It made progress on sewer improvements using the impact fees received from the two new developments. It used State Park grant funds to initiate the Luck Park Master Plan. Only 13 of 33 CIP’s were completed. Attached is a summary of the FY 19/20 CIP in a spread sheet and in narrative.

Uncertain economic times can be a good time to plan for the future. The City completed its Water Master Plan, and Waste-Water Master Plan. It completed its Pavement Management Plan as well. These are key guides for the City extending into 2035, with repair, maintenance, and capital improvement recommendations for the most important infrastructure within the City’s direct control.

The care and maintenance of the City’s infrastructure had been deferred over the past 5-10 years, and are in bad need of attention (before the pandemic). In 2018 the City Engineer convened a study of the waste water treatment plant that identified 15-immediate concerns it referred to as “critical conditions of failure.” While at the same time, it was closing water wells due to high levels of nitrates (#’s 4, 2 and 3) in the ground water, and opening new Wells 5 & 6. But by March 5, 2020, Well 6 succumbed to high levels of nitrates, leaving the City with just Wells 1 and 5. Water security is a very high priority.



The federal Environmental Protection Agency (“EPA”) and State Regional Water Quality Control Board responded to these vulnerabilities and “came to the rescue.” Threatened with a million dollar fine in April 2020, the City agreed to an Administrative Order on Consent with the EPA in August, and by October selected two compliance projects for its capital improvement program. The original estimated price tag is \$23 million, and they have to be completed by December 21, 2023. The fine is still being confidentially negotiated in light of the City’s sincere efforts to remedy the situation with a new “regional” approach.

The water “crisis” has resulted in new and renewed partnerships. The City is working with the San Benito Water District again designing a new pipeline connecting to their West Hills Treatment Plant. In February it began the design of new force main and will send its waste water to the Hollister Treatment Plant. To finance these projects, the City has applied for funding from two State water programs, submitted a \$1 million dollar “earmark” request to Congressman Panetta, applied in September for a loan and grant with the US Department of Agriculture, (USDA), is considering a \$3.5 million grant from the federal Department of Housing and Urban Development (Community Development Block Grant or CDBG), and is considering a very low interest loan from the EPA (1.1%) that has a July 2021 deadline. It is currently drafting a request for proposals to retain grant writing services, and has retained the services of Bond Counsel and a Municipal Advisor to help guide the complex nature of financing these large public improvement projects. A new rate study is being prepared, and ultimately the rate payers will have to contribute to this solution.

The City Council appointed a Water Subcommittee of Council member Freeman and Mayor Jordan to watch-over and guide the City towards a resolution of these problems. During 2020, in addition to its regular 12 monthly meetings, the City held 27 special City Council meetings, with Water, Waste-Water, and COVID-19 on almost every Agenda (39 total meetings, adopting 69 Resolutions). Phew...

DISCUSSION:

This “Discussion” is the City Manager’s “Transmittal Letter” to the citizens of San Juan Bautista. It will provide the most current status of the City revenues and projected expenses for its operation. It will show how the expenses respond directly to the City Council’s updated Strategic Plan. It will provide a conservative path forward as it navigates what are hopefully the last few months of the State of Emergency.

This is the second year the City has developed a budget that integrates its daily accounting functions with its budget software. All of the data available in the budget program originates from the Quickbooks data. This is also the second year the City is using the new software “Cleargov,” that makes the public’s view of the budget simple to navigate on-line. This software generates a “Budget Book” that includes much more than numbers. It includes this Transmittal Letter, the City Council’s approved Strategic Plan, the approved Organizational Chart, a Personnel narrative about staffing changes, a summary of this year’s priorities, and a current and updated narrative describing the ten different funds tracked by the City starting with the General Fund. These narratives are attached to this report as well.

The Budget seems overly complicated due to the need to categorize various types of funding, to assure auditors and the public that when fees or revenues are received for specific purpose, the funds are deposited into accounts that track their receipt and proper expense. This is referred to as “fund accounting.” The most prominent funds include the General Fund, and the “Enterprise Funds.” Enterprise funds include water, waste-water and community development. For example, revenues received from water bill payments, are used to pay for staff and equipment to maintain the water utility. The annual audit completed in the fall of each year, assures that this Fund Accounting is happening.

The City Council has a lot more discretion over the use of its General Fund than it does over the enterprise funds. In this transmittal message, the General Fund, Water and Waste-Water funds will be discussed. The Budget Book will be published, and a link provided on-line at the same time and additional details can be found there. The fund summaries from the ClearGov budget are attached for quick reference.

Traditionally, a budget will compare the current year to the next year’s revenues and expenses. But this model does not work well given the complicated history experienced over the past 18-months. The best year to compare would be 2018/19, and at that time, the City was on the verge of a large growth spurt. The Pandemic first began



impacting the budget in the fourth quarter of FY 2019/20. These numbers are lower than they would have been otherwise. The FY 20/21 numbers are even lower, with recovery beginning in the second quarter of this Fiscal Year. To better understand the Budget's projections for FY 21/22, we are comparing them to the first quarter of FY19/20.

General Fund Revenues

The City's General Fund is actually a collection various smaller funds that all have one thing in common: no strings attached. The three principal sources of General Fund Revenues are the City share of Property Tax, Sales Tax and Transit Occupancy Tax. They comprise more than half of the \$2 million General Fund. Below is a table describing how these revenues have performed over the past three years.

	ACTUAL	Projected			FY 21- FY 22	FY20-FY22
General Fund	FY 2020	FY 2021	Change	FY 2022	1-year	2-year
Revenue (million)	1.98	1.74	-12%	2.27	31%	15%
Property Tax	\$ 460,000	\$ 490,000	7%	\$ 523,000	7%	14%
Sales Tax	\$ 530,000	\$ 460,000	-13%	\$ 535,000	16%	1%
TOT	\$ 96,500	\$ 120,000	24%	\$ 150,000	25%	55%
	\$ 1,086,500	\$ 1,070,000	-2%	\$ 1,208,000	13%	11%

This table describes the General Fund growing 31% this fiscal year compared to last. But as a reminder, the economic slump first hit during the 4th Quarter of FY 2020, (April to June), so it looks strong but would have been stronger yet, without COVID-19. We can only hope that FY 2021 is the worst year for the General Fund, and this year, shows growth from FY 2020 of a reasonable 15% given the fact that we were not made whole that year. We expect \$200,000 growth this year in general fund revenues. The City also experienced growth in its Vehicle License Fees this year. This was unusual, and is being treated as a one-time occurrence for the time being. Still, to rise from the pandemic with growth in the General Fund is remarkable.

The growth from property tax will plateau as the development of new properties has slowed. It is anticipated that as tourism returns, the General Fund will grow next year as well. Renewed interest in two single family development projects points to a small boost in housing of between 32-37 units that will hopefully be completed during Fiscal Year 22/23 to keep the growth pattern consistent for the next few years.

Lastly, the American Rescue Plan is intended to help cities pay for COVID-19 related expenses, and also replace lost revenues. It is estimated that \$380,000 will be received in two increments, adding a possible \$180,000 to the lost General Fund Revenues in FY20 and FY21. The balance will help pay for the cost of disaster service worker and the transformation of Third Street.

Attached is the "Fund Summary" written for the ClearGov presentation for all ten funds. It includes this description of the General Fund and the Enterprise Funds for Water and Sewer, Gas Tax, Restroom and Parking fund, and the Community Facility Districts.

General Fund Expenses

The uncertainty described above with one-time help from various sources, sets the stage for a conservative General Fund Expense plan. As presented in the Operational Budget, the General Fund expenses will be stable, with a 1.67% growth rate, even after adding back the Office Assistance Position. Among other things, the General Fund pays for twelve general City Departments, not funded by any of the Enterprise funds.

That is not to say that a City position like the City Engineer or City Manager is not paid for by several different types of funding, simply to say that not all of the general expenses can be paid for by an array of sources. The City Manager is actually paid for by 10 different sources, Public Works Supervisor by 6 different sources, and the maintenance staff by four different sources. Attached is the Organizational Chart, the Personnel Changes Narrative from the ClearGov budget book, and a spread sheet describing the allocation table for all City Positions.

Focusing on General Fund Departmental changes, the three changing the most include the City Manager, Finance and Library budgets. Last Fiscal Year and the Fiscal Year before the City Manager had a 30 hour per week position in it for an "Assistant City Manager." This has been eliminated reducing this budget, because the new position is focused on planning, allowing these costs to be shared with funding sources other than just the General Fund. Adding the Office Assistant back as a full-time position increases the Finance budget. And adding a part-time help to the Library has increased this budget. Attached is the "Personal Changes Narrative" that is part of the ClearGov presentation. It includes future growth considerations should the City's capabilities continue to grow.



The General Fund expense ledger acts as a clearing house for the complicated funding that is required for Capital Improvements ("CIP"). Last year, a CIP of more than \$4 million was planned to pass through the General Fund for payment, however only \$120,000 of that was actually paid directly by the General Fund. This is the purpose of the CIP Spread Sheet shared with the Council Tuesday May 11th that is attached and is being updated now for FY21/22. These General funds being used for the CIP are filling gaps between a fund balance and the cost of a CIP or being used as matching funds for state and federal grants. The ClearGov CIP Narrative and Spread Sheet is also attached.

As stated in the summary above, three Strategic Plan initiatives were shared with the City Council May 11, and these are described in Clear Gov in the attached Priorities and Issues Narrative. It recommends up to \$300,000 be set aside for these priorities, after taking a deep dive into Public Safety, Growth and General Plan Amendment, and a Third Street Master Plan.

The Clear Gov Budget Book has been printed and is available at this link, on the City's website, at the Library in hard copy and at City Hall. It includes this Transmittal Letter, and these narratives:

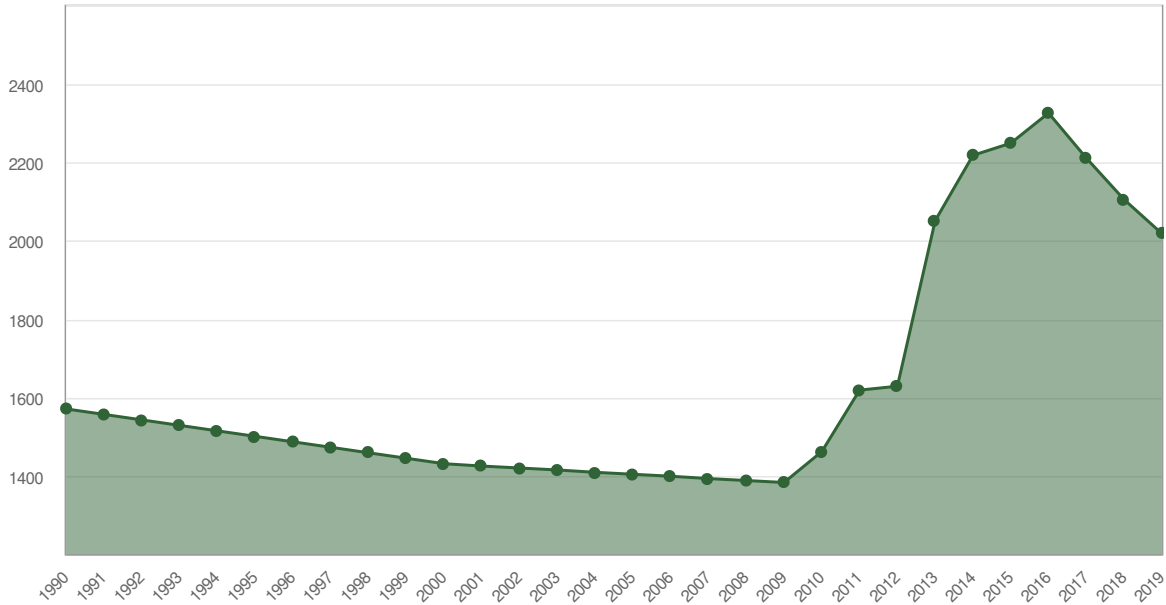
1. Organizational Chart
2. Strategic Plan
3. Priorities and Issues Narrative
4. Personnel Changes Narrative and Personnel Allocation Chart
5. CIP Narrative and Spread Sheet
6. Fund Summary of the General Fund and Enterprise Funds



Population Overview

TOTAL POPULATION **2,019** → **- 4.1% vs. 2018**

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



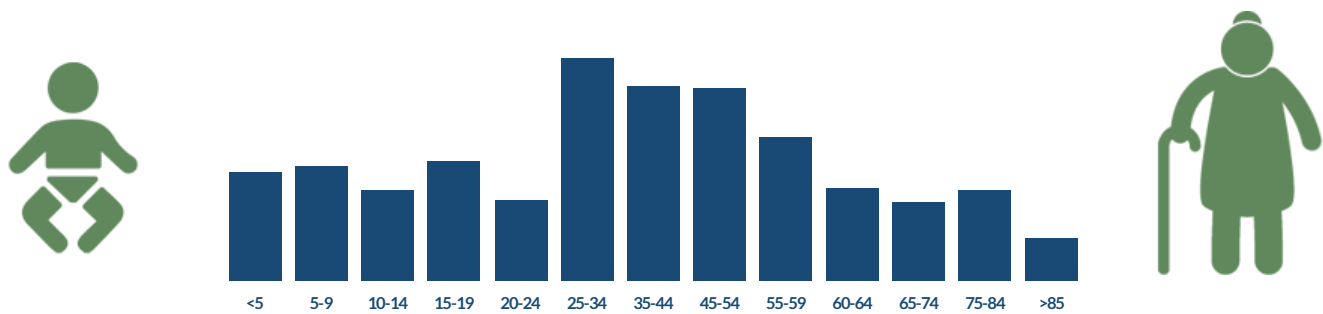
* Data Source: American Community Survey, 2010 Census, 2000 US Census and 1990 US Census



DAYTIME POPULATION
1,927

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

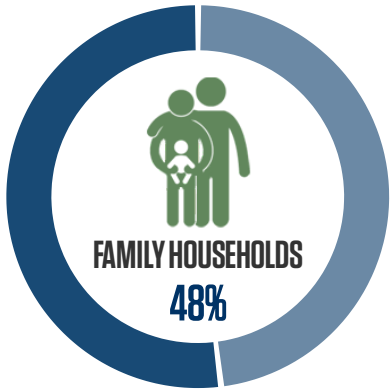


Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

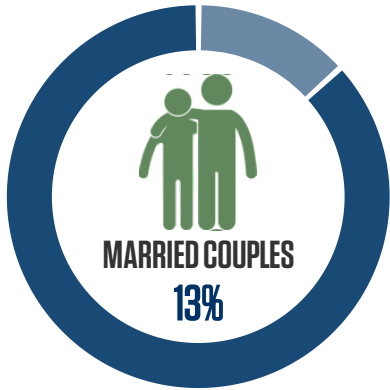
Household Analysis

TOTAL HOUSEHOLDS
688

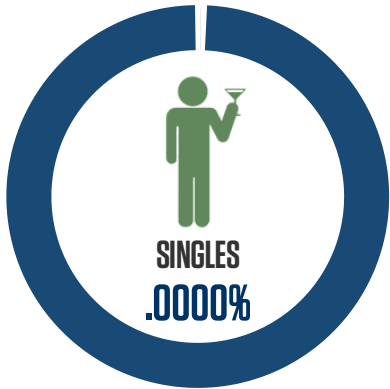
Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



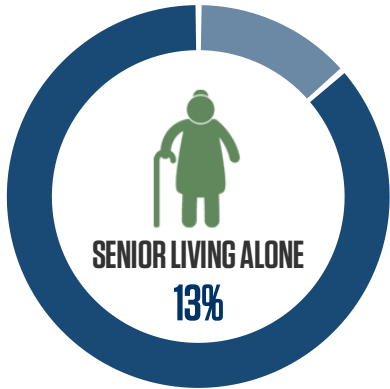
▼ 4% LOWER THAN STATE AVERAGE



▼ 93% LOWER THAN STATE AVERAGE



▼ 100% LOWER THAN STATE AVERAGE

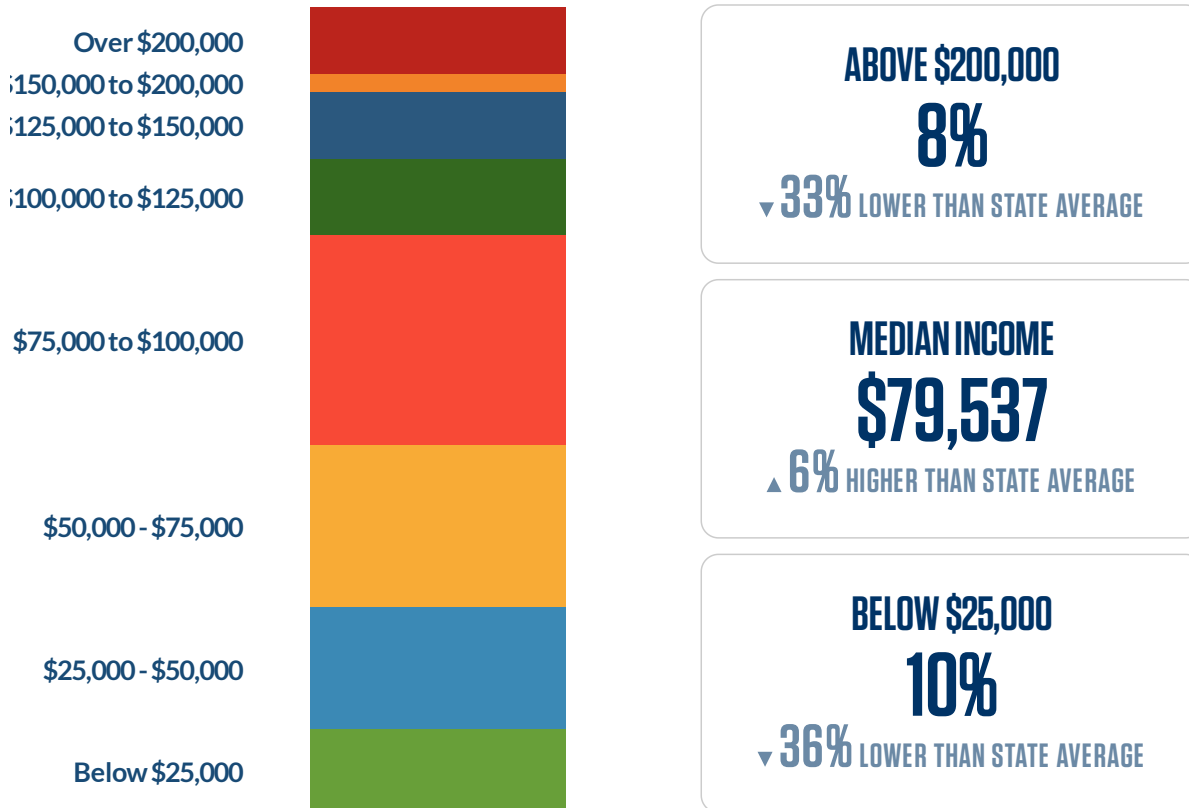


▼ 0% LOWER THAN STATE AVERAGE

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.

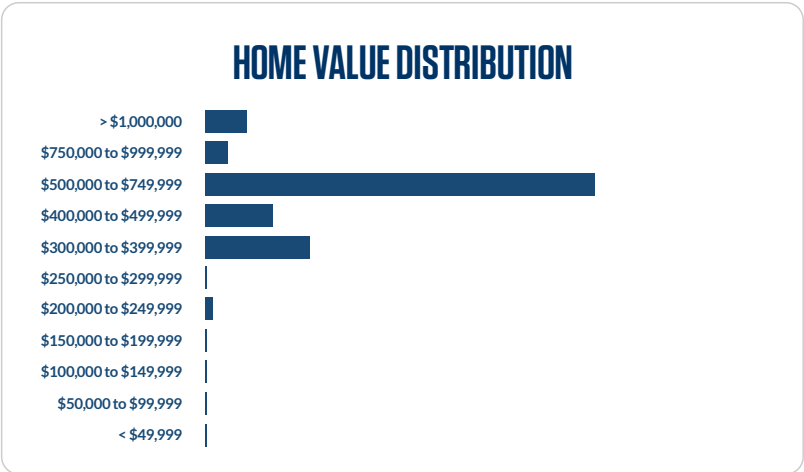
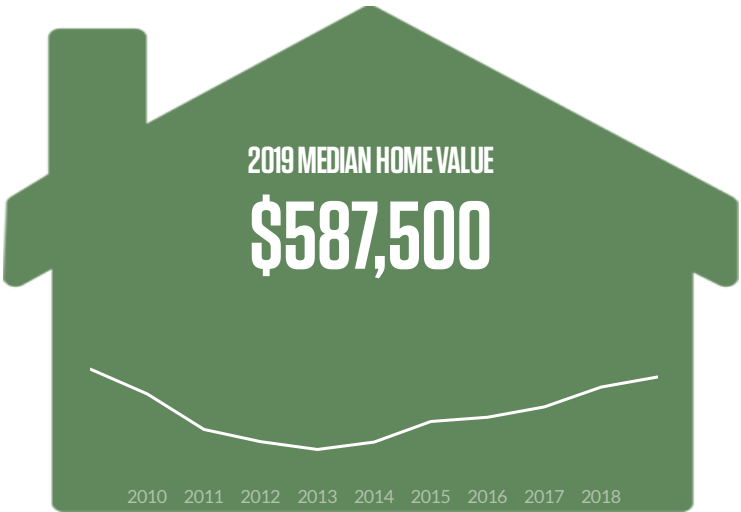
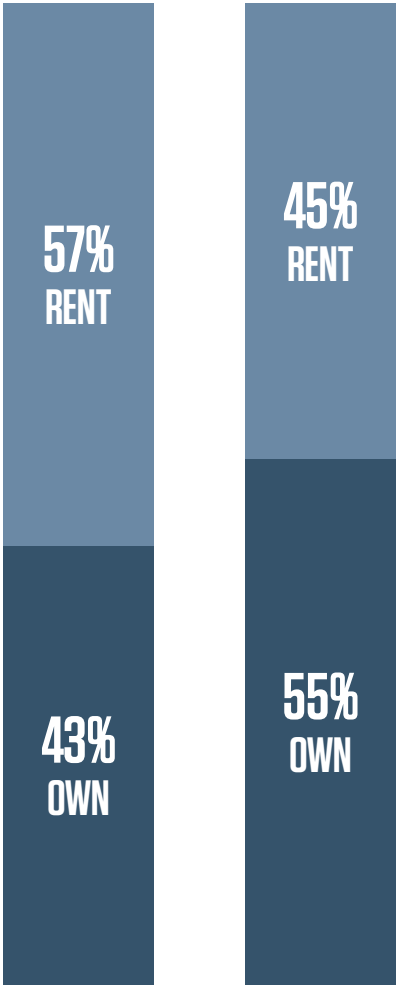
HOUSEHOLD INCOME



Housing Overview

HOME OWNERS VS RENTERS

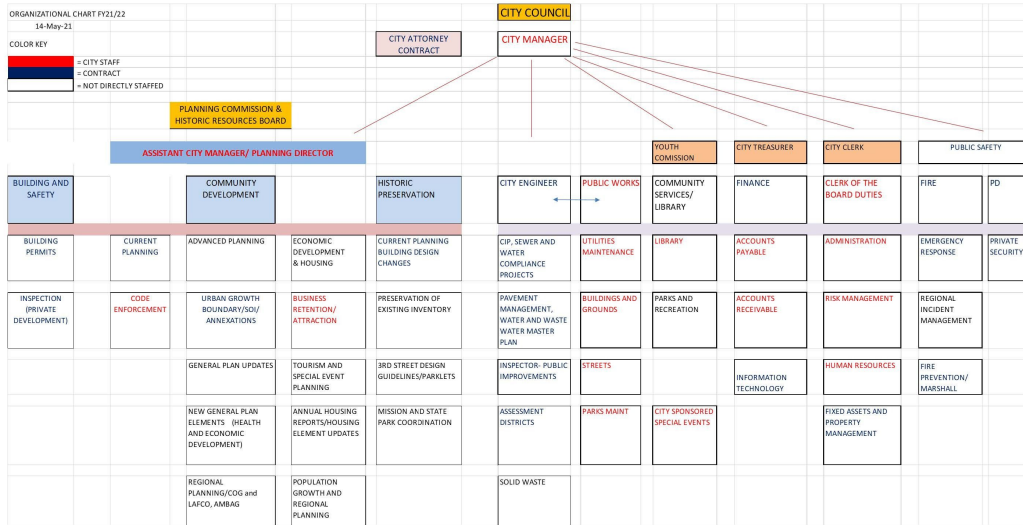
San Juan Bautista State Avg.



* Data Source: 2019 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

Below is the City's org chart for FY 21/22. Positions not shown as Red or Blue are not directly staffed by a single person or contractual service. To better understand how the 15 full-time equivalent positions are allocated among these responsibilities, refer to the Allocation Cart in the Personnel Summary. To see a larger version, open the attachment in Excel.



BUDGET OVERVIEW



Strategic Plan

The City first adopted a Strategic Plan in February 2020. These Strategies were reviewed in February and at a special meeting March 23, 2021. At that meeting, the City Council adopted the attached Resolution 2021-15 and an updated Strategic Plan provided below.

STRATEGIC PLAN MARCH 23, 2021

From February 15, 2020, as Amended February 23, March 16, and March 23rd, 2021
(Resolution 2021-15)

1. Create, promote, and nurture partnerships within our community
 - a. Public
 - b. Private
 - c. Arts and Culture
 - d. Community based
 - e. Governmental and Public Safety
 - f. Non-profit
 - g. Business
 - h. Schools, Community Colleges, and Universities
 - a. Agriculture
2. Preserve, protect, promote our community assets and economic vitality while maintaining historical and cultural charm.
 - a. Expand Community Development Services
 - b. Amend the and update the General Plan, (to include a new Sphere of Influence) Focus on the City's advanced planning and preserve its historic assets and small-town charm
 - c. Create a Housing and Economic Development Division within Community Development Department
 - d. Adopt the City's Climate Action Plan
3. Invest, maintain, strengthen, plan and renew, our vital infrastructure:
 - a. Regionalize the Source of Water, and discharge of Waste Water
 - b. Invest in the new Water and Waste Water Master Plans
 - c. Fund the priorities in the Pavement Management Plan
 - d. Reduce Greenhouse Gasses, develop sustainable independent Power grids
 - e. Stormwater, inflow and infiltration
 - f. Facilities
 - g. Open Space and Active Transportation Plan
4. Promote public amenities:
 - a. Parks – Complete Verutti Park and Franklin Park, implement the Luck Park Master Plan, begin the master plan for Washington Street Park
 - b. Trail system
 - c. Recreation
 - d. Cultural Arts and Activities (El Teatro Campesino and Credo Studios)
 - e. Establish a Parks, Recreation and Library Sub-Committee
5. Quality of Life
 - a. Enforce ordinances maintaining quality of life, promoting health and safety for the community.
 - b. Establish a Public Safety Sub Committee to review contracts and services, identify gaps in service (traffic enforcement, emergency preparedness, crime prevention, crime investigation).
 - c. Build resiliency into the City's quality of life by building closer communications, closer relationships, by listening to our neighbors and friends.
 - d. Nurture diversity, remove inequities, and celebrate the strength in the community that comes from a strong and diverse community.



Priorities & Issues

PRIORITIES AND ISSUES

The City's General Fund has experienced some one-time savings and experienced growth in its revenue, leaving an estimated \$450,000 on the table for consideration. Staff recommends that the City set aside \$300,000 to fund the three initiatives that have evolved from the most recent Strategic Planning Sessions in February 2021. These issues summarize the City's priorities and staff recommends funding them.

General Plan Amendment (\$100,000)

Concluding the recruitment for the new Community Development Director/Assistant City Manager provides the City with the staff necessary to follow-through with the objectives of the Urban Growth/Sphere of Influence Ad-Hoc Committee. A General Plan amendment is necessary to re-establish a new sphere of influence, and consider adding back the Urban Growth Boundary and what used to be called the "Planning Area." This requires an amendment to the Environmental Impact Report completed for the General Plan in 2016. This is also a good time to submit a new Municipal Services Report to LAFCO, that includes updated and amended Water Master Plans and Waste Water Master Plans. These Plans were drafted estimating growth consistent with the current general plan at 3% a year. To negotiate the EPA water and waste water compliance projects, a growth rate of 1.9% was used to estimate the City's needs in 2035. The General Plan and Master Plans need to be matched and together, with the appropriate environmental review to follow. These studies and reports could easily cost \$100,000. This work is the City's number one priority; preserving the small-town community that protects its historic heritage.

Third Street Master Plan, (\$100,000)

The newly formed "Business Forum" and its "Parklet Subcommittee" has progressed toward the path of a Third Street Master Plan. A Master Plan takes into consideration the strengths and weaknesses of the current designs and infrastructure, works closely with the community and stakeholders to determine the best path forward, and then establishes a vision for the future of Third Street with-in a 5-10-year window. This process began in 2013 in downtown Salinas, and ended in 2015 establishing the Salinas Downtown Vibrancy Plan. In 2016, a new "Property Based Business Improvement District" was formed that promotes, cleans and maintains the Salinas Downtown. It is administered separate from the City under its own corporate definitions, by property owners. The Vibrancy Plan consists of several chapters that include traffic, parking, land uses (adding housing in the mixed-use zoning), infrastructure, and of course the design of the street in its urban context appropriate for its historical heritage. After 8-years, the project is completing construction now, at a cost of close to \$13 million dollars. Until this visioning process is completed, it is presumed that the Parklets would remain with annual permitting process to assure compliance with aesthetic and safety concerns. It may be that the Parklets evolve to become part of the permanent Third Street fabric, or evolve into 5-foot wide sidewalks with tables and chairs, and retail displays to use the additional space. The future of special events and other diverse uses of the public space on Third Street will be fully vetted over an 18-month study. This study will need at least \$100,000 to fund it through FY21/22, and an additional \$50,000 in FY 22/23.

Public Safety Initiative, (\$100,000)

Depending on the recommendations received from the yet to be formed Public Safety Committee, it is safe to assume that the City is interested in investing more funds to improve the "Quality of Life" in its strategic plan. Last fall the position of "Public Safety Manager" was discussed, and this staff position could help the City fill some of the gaps in services described during the Strategic Planning meetings held in February. This may include crime prevention in the form of developing and re-establishing neighborhood watch block captains and teams. Emergency response planning, training (CERT), and desk-top exercises to include different emergency scenarios like floods, fire and earthquakes. It may include new hardware like cameras and radar tracking trailers to help control traffic. Better parking and traffic enforcement. Animal cruelty investigations and a new animal control agreement with the City of Hollister can be explored. And supporting the Sheriff to conduct investigations and increase safety awareness. Using these tools to improve the City's Quality of Life are estimated to cost anywhere between \$100,000- \$200,000, in a combination of operational costs and capital improvements. The City of Soledad's extensive camera system that includes the Automated License Plate Reader cameras would cost approximately \$104,000. We are looking into a cost estimate for our needs, that would be less, but still more than \$50,000 plus an annual monitoring contract.



Personnel Changes and Allocations

PERSONNEL CHANGES

Recommendation:

The updated General Fund narrative describes a welcome surplus of funds between \$400,000 and \$500,000 available in part to support the re-building of the City's staffing. With caution, it is recommended that the City add back the Office Assistant Position to the organization. This annual cost is estimated to be approximately \$60,000 with benefits at \$25 per hour, and will be a shared cost between the General Fund, and the two Enterprise Funds. It will assume responsibility for accounts payable, and the social media and tech responsibilities.

Background:

The State of Emergency declared March 17, 2020, caused staffing to be reduced in April 2020 by cutting two full-time positions, and one part-time maintenance position, and added back one part-time position (Disaster Services Worker Community Liaison) at 30-hours per week, and increase the duties and hours of two other part-time positions from 20-hours per week to 30-hours per week (Code Enforcement became the Emergency Operations Manager, and Lead Library Tech helped with the PIO functions, and helped with accounts payable functions). To support the transformation of Third Street, the part-time maintenance worker returned at 20-hours per week to help on Third Street with cleaning restrooms and trash cans on the weekends. It is anticipated that federal relief funds from the American Rescue Plan will pay of the cost of the Disaster Services Worker and the part-time maintenance staff, as they were not budgeted before the State of Emergency declaration. The net impact reduced staffing from 13.5 to 12.5 full-time equivalent positions and resulted in considerable savings to the General Fund.

After six-months, the City re-evaluated the need for these Emergency changes, and the City's overall organizational needs. It was decided to leave the three part-time positions at 30-hours per week and the 20-hour per week maintenance position, until the State of Emergency ends. It was agreed that the City Manager needed support in the form of a full-time Assistant, and the re-organization of the Community Development functions. At the mid-year budget review, the City decided to add the full-time position of Assistant City Manager/Community Development Director. In February discussing the complicated nature of re-opening the City's library, the City approved a new part-time help of 20-hours per week to support this effort, and to support administration when needed. The City now has added back 1.5 positions to the 12.5 and is carrying 14 FTE's at least until the State of Emergency ends.

Future Considerations

If the State of Emergency ends soon, it is also assumed that the need for the changes made one year ago may no longer exist, or will they? Certainly, by adding parklets downtown, the need for part-time weekend maintenance help will remain. If the General fund grows by another 10% in the next year, is there room for City services to grow as well?

In the Strategic Plan, the idea of developing a Parks and Recreation Commission was mentioned. This would oversee the possible addition of a new Department called Library and Community Services. At Mid-Year, the City may be able to consider additional staff to support a recreation program. This would be directed by one full-time staff and a collection of part-time recreation leaders, and library techs.

The Strategic Planning process also considered Economic Development as part of the Community Development re-organization. Post COVID would be a good time to look at the City's economy and how to best develop it to retain and attract new business, jobs and tourist dollars. When the 4th graders come back, how will we greet them? When the sphere of influence is adopted, will it include commercial opportunities on the south side of the City? Now that the infrastructure is in place, how will the industrial properties along San Juan Hollister Road develop? Will the new Director need help in the form of part-time or fulltime staff support for this function and the many others listed in the new Organizational chart. In the Community Development Fund Summary, the Director and part-time code enforcement and part time economic development staff are listed.

When the Public Safety Subcommittee convenes, there may be staffing recommendations coming from this direction as well. Does the City need full or part-time staffing to coordinate the many services being considered, that include enforcement of traffic and parking laws, emergency services planning and training and crime prevention? These functions are not typical code enforcement duties and require a much higher compensation.

Attached the spreadsheet showing how each position is allocated.



CAPITAL IMPROVEMENT PROGRAM OVERVIEW



CIP NARRATIVE DESCRIBING THE STATUS OF THE FY20/21 CIP PROJECTS AND FUTURE CONSIDERATIONS

CAPITAL IMPROVEMENTS FOR FY 2021/22

Recommendation: (DRAFT!)

It is recommended that the City carry forward those incomplete projects approved in the prior CIP, add back one building improvement to include improving the acoustics in the Community Hall (\$XXXX), add improvements to the apparatus bay on Polk Street for the Fire Department, (\$XXXX).

It is further recommended that the after the City adopts its Rate Study for the Water and Sewer Enterprise funds, that it establishes and adopt multi-year budgets to complete the "Regionalization" of its water and waste water programs. The Water improvements and Waste Water Improvements being designed now, if proven to be feasible in the late summer, will span 3-different fiscal years and be completed in December 2023.

If the Three Initiatives described in the Special Priorities Tab of this budget are to be funded, they may appear as capital improvements or special studies needed for implementation, and they may take more than 12-months to complete. It is recommended that \$100,000 be allocated from the unobligated balance of \$453,500 of the General Fund to pay for these programs.

CIP Status (see attached spreadsheet below for details)

Attached is the CIP Spread sheet shared with the City Council May 11, 2021. The CIP has six sections: Streets, Utilities, Parks, Facilities, Equipment and Studies. The attached spreadsheet describes after the mid-year adjustments, the status of the 33 projects. The CIP was amended at Mid-Year adding \$1.3 million to \$3.7 million dollars for a revised total of \$5 million, consisting of 33 projects and 6 studies. \$2.2 million of the total CIP can be attributed to the Third Street project and the design contract with Stantec for the EPA's waste water compliance project, force main to Hollister. Third Street construction begun a year ago in FY 19/20, and was completed last fall. Eight other projects are in design and will be carried forward to next fiscal year. Of the 33 projects, 13 were completed. Of the 6-studies, we expect to complete utility rate study in July/August and the other 5 studies are underway or at least under contract. These include the draft Accessory Dwelling Unit ordinance by the Planning Commission May 4. In summary, we completed 13 projects, 8 other projects have begun, 12 will be carried forward to FDY21/22, as well as the 6 studies. At the bottom of the spread sheet, there is a total for projects completed of \$1.7 million, projects initiated \$2.7 to be carried over into the new Fiscal Year, and projects that were not started in FY 20/21 that will also be carried over of \$567,570.

CIP for Streets

The Parking and Safety Study for Third Street added at mid-year has been drafted adding 14-new angel parking stall to the downtown, and will be carried forward into the next fiscal year. The new angel parking will be completed this summer. The safety considerations will include short-term solutions and eventually become part of the Third Street Master Plan. The seven street projects identified at Mid-Year from the Pavement Management Plan will be completed next fiscal year, and the ability to add to this list will reviewed at Mid-Year. Below is this list of projects.

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

\$200,000 has been budgeted for these street projects to include the cost of the project manager.

CIP- Utilities



The City completed six of the nine utility projects listed this year. Many are tied to the completion of the filtration plant at Well 6, which is having the new Microvi pilot project that removes Nitrates installed this month. In February, the City began its three-year journey with its EPA compliance projects that will "regionalize" the drinking water source, and export the waste water to Hollister for treatment. Therefore, the only three projects we will keep on the books for now is the Telemetry System upgrades at Rancho Vista Lift Station, and the emergency generators.

CIP-Parks Projects

The four projects listed, Luck Park Master Plan, Verutti Park restroom, and the Park at Franklin Circle will all carry forward into the new fiscal year. The Master Plan is near completion after the Planning Commission considered the draft plan May 4. Both Verutti Park and the park at Franklin Circle should be ready for bid this summer. Other considerations include a revised lease at the Soccer Fields and parking lot improvement there, and contribution to the new Track at San Juan School. The new Community Development Director will start the community engagement for the trail system (grant funds for the Active Transportation Plan), in June. At Mid-year, the City needs to consider the property at Washington and Lang Streets. Planning for this park must begin soon, before the State declares this "vacant land" forcing the City to build housing there. The Luck Park Master plan will also identify the need for further investment to begin the Plan's implementation in FY 21/22.

CIP- Community Facilities

These six projects have not moved much in 2021, mostly to due to the fact that we all sheltered in place (!!). Fire Station improvements will increase, as the need to accommodate new apparatus in the Polk Street Engine bay requires a new door system to be installed. The emergency generator for the building is also critical. One project will come back- and that is retrofitting the Community Hall with better acoustics.

CIP-Equipment

Of the ten items listed, the City will purchase 6, including the transition of the fire apparatus to a dump truck (\$18,000). The five remaining items will be carried forward, and in the next few weeks, staff to assess the need to add any new items. A better camera system for our water and sewer lines is a big need, but also expensive.

CIP- Studies

Three of the five studies are funded by State funds from the Housing and Community Development Department. The City has executed agreements with the State for all three programs. The LEAP grant is being used now to update the Accessory Dwelling Unit ordinance, and then the Inclusionary Housing Ordinance. The new Community Development Director will take charge of these projects and bring them to completion.



FUND SUMMARIES



GENERAL FUND

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 in government. A bureaucratic silo is created when funds for one use cannot be used for another. The City's Utility Enterprise funds are a good example of specific revenues from rate payers, that used to pay for general needs like parks.

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 commonly used to fill gaps in financing where insufficient funds can stop a project. Approximately one-third of the City's General Fund pays for Public Safety, and most cities spend two-thirds of their General Fund on these services.

The City's General Fund is actually a collection various smaller funds that all have one thing in common: no strings attached. The three principal sources of General Fund Revenues are the City share of Property Tax, Sales Tax and Transit Occupancy Tax. They comprise more than half of the \$2 million General Fund. Below is a table describing how these revenues have performed over the past three years.

	ACTUAL FY 2020	Projected FY 2021	Change	FY 2022		FY 21- FY 22 1-year	FY20-FY22 2-year
General Fund							
Revenue (million)	1.98	1.74	-12%	2.27		31%	15%
Property Tax	\$ 460,000	\$ 490,000	7%	\$ 523,000		7%	14%
Sales Tax	\$ 530,000	\$ 460,000	-13%	\$ 535,000		16%	1%
TOT	\$ 96,500	\$ 120,000	24%	\$ 150,000		25%	55%
	\$ 1,086,500	\$ 1,070,000	-2%	\$ 1,208,000		13%	11%



General Fund

This table describes the General Fund growing 31% this fiscal year compared to last. But as a reminder, the economic slump first hit during the 4th Quarter of FY 2020, (March to June), so it looks strong but would have been stronger yet, without COVID-19. We can only hope that FY 2021 is the worst year for the General Fund, and this year, shows growth from FY 2020 of a reasonable 15% given the fact that we were not made whole that year. We expect \$200,000 growth this year in general fund revenues. The City also growth in its Vehicle License Fees this year. This was unusual, and is being treated as one-time occurrence for the time being. Still, to come out of the pandemic with growth in the General Fund is remarkable.

The growth from property tax will plateau as the development of new properties has slowed. But it is anticipated that as tourism returns, the General Fund will grow next year as well. Renewed interest in two single family development projects pints to a small boost in housing of between 32-37 units that will hopefully be completed during Fiscal Year 22/23 to keep the growth pattern consistent for the next few years.

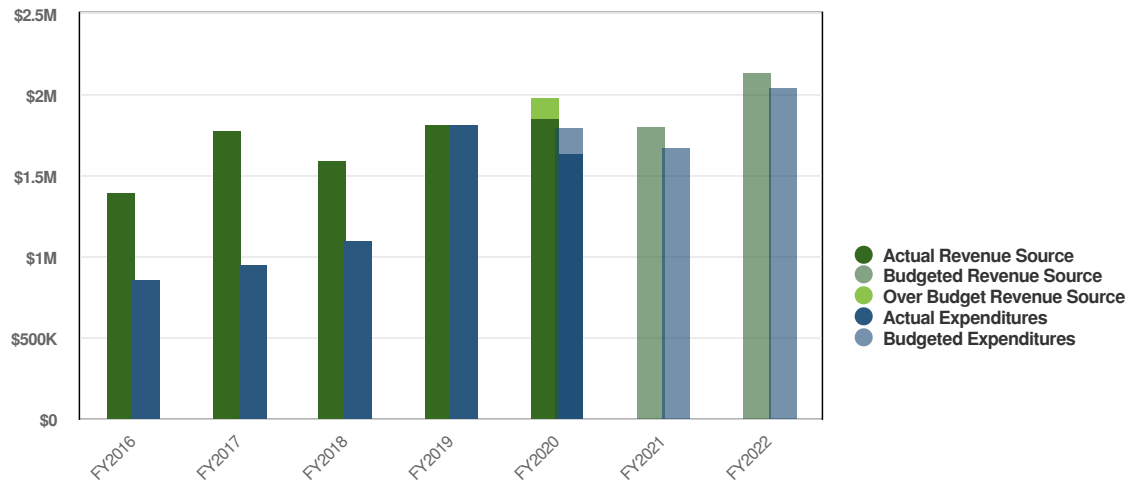
Lastly, the American Rescue Plan is intended to help City's pay for COVID-19 related expense, and also replace lost revenues. It is estimated that \$380,000 will be received in two increments, adding a possible \$180,000 to the lost General Fund Revenues in FY20 and FY21. The balance will help pay for the cost of disaster service worker and the transformation of Third Street.

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

Summary

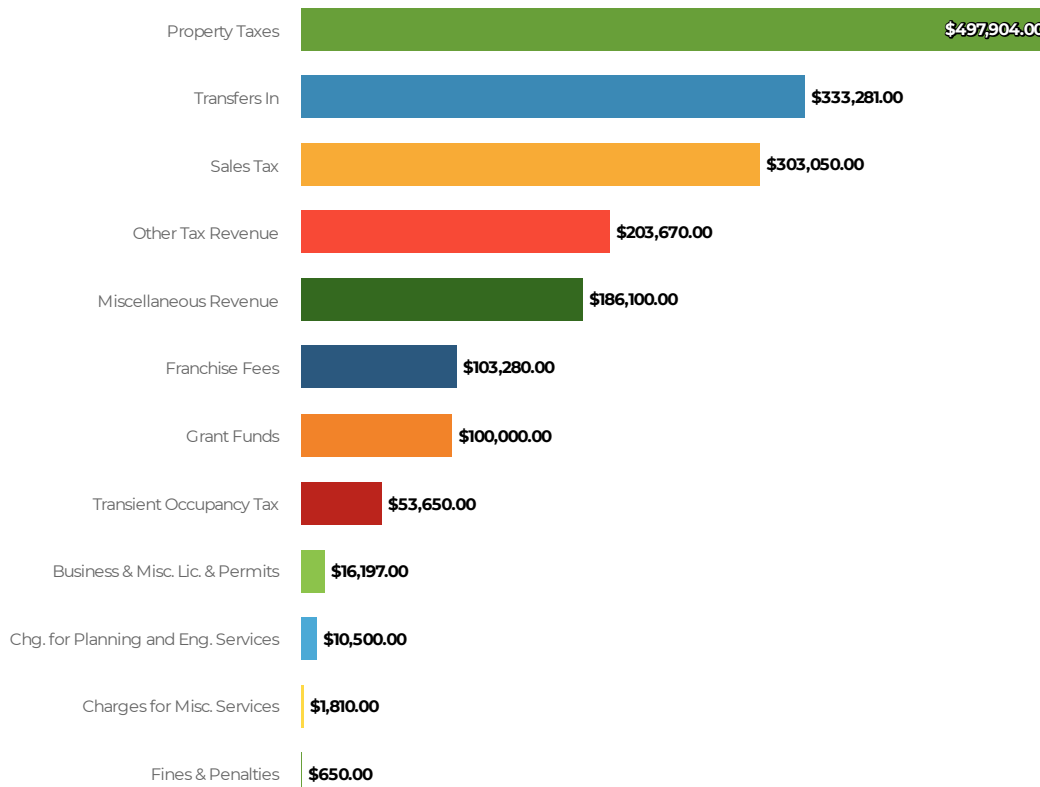


The City of San Juan Bautista is projecting \$2.14M of revenue in FY2022, which represents a 18.1% increase over the prior year. Budgeted expenditures are projected to increase by 22.4% or \$374.66K to \$2.05M in FY2022.



General Fund Revenue

General Fund - Projected 2021 Revenues

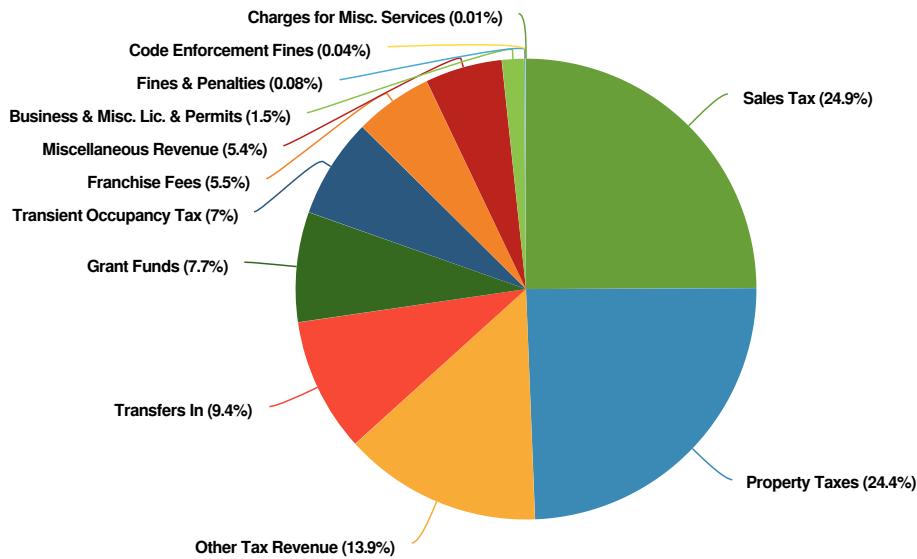


Values

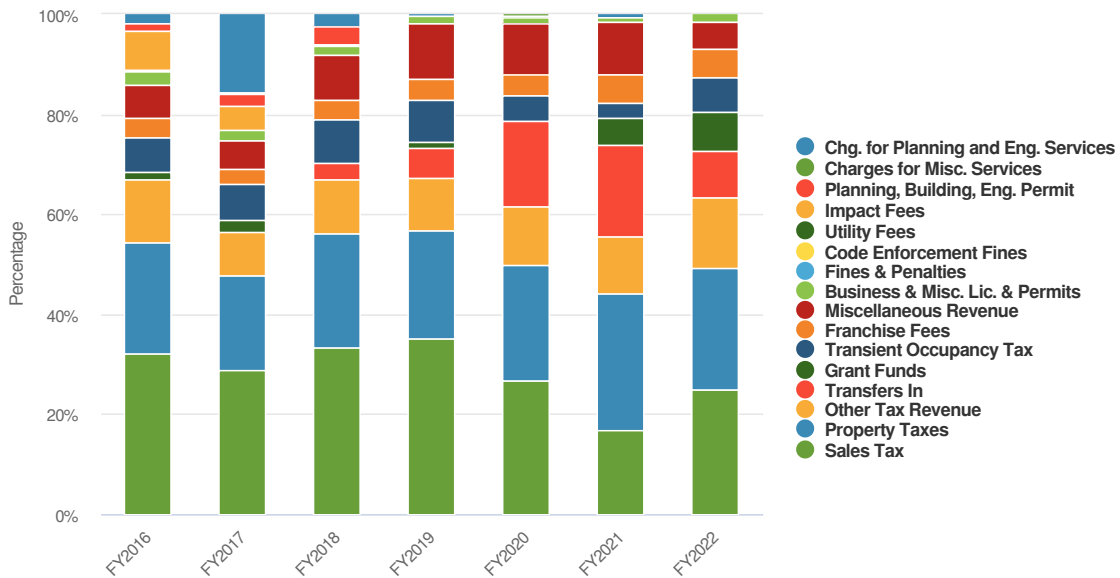


Revenues by Source

Projected 2022 Revenues by Source



Budgeted and Historical 2022 Revenues by Source



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
Property Taxes	\$459,805.00	\$497,904.00	\$522,398.00	4.9%
Sales Tax	\$529,724.00	\$303,050.00	\$533,000.00	75.9%
Transient Occupancy Tax	\$96,508.00	\$53,650.00	\$150,000.00	179.6%
Other Tax Revenue	\$234,738.00	\$203,670.00	\$297,050.00	45.8%

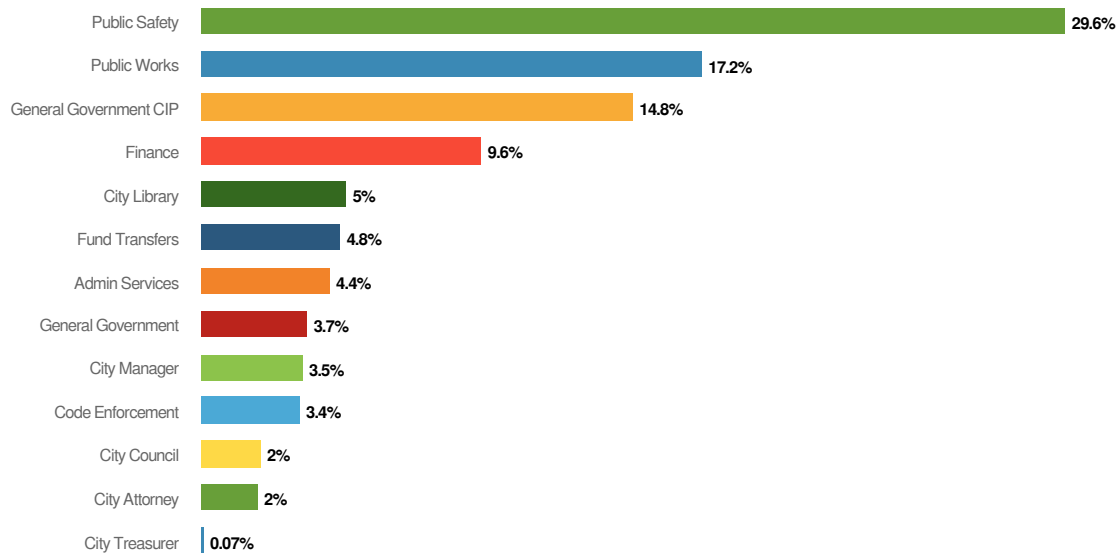


Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Franchise Fees	\$86,047.00	\$103,280.00	\$117,000.00	13.3%
Chg. for Planning and Eng. Services	\$2,338.00	\$10,500.00	\$0.00	-100%
Charges for Misc. Services	\$1,089.00	\$1,810.00	\$220.00	-87.8%
Fines & Penalties	\$2,026.00	\$650.00	\$1,720.00	164.6%
Grant Funds	\$0.00	\$100,000.00	\$165,000.00	65%
Business & Misc. Lic. & Permits	\$28,494.00	\$16,197.00	\$33,060.00	104.1%
Planning, Building, Eng. Permit	\$3,726.00	\$0.00	\$0.00	0%
Miscellaneous Revenue	\$200,792.00	\$186,100.00	\$115,774.00	-37.8%
Transfers In	\$340,064.00	\$333,281.00	\$201,104.00	-39.7%
Code Enforcement Fines			\$750.00	N/A
Total Revenue Source:	\$1,985,351.00	\$1,810,092.00	\$2,137,076.00	18.1%

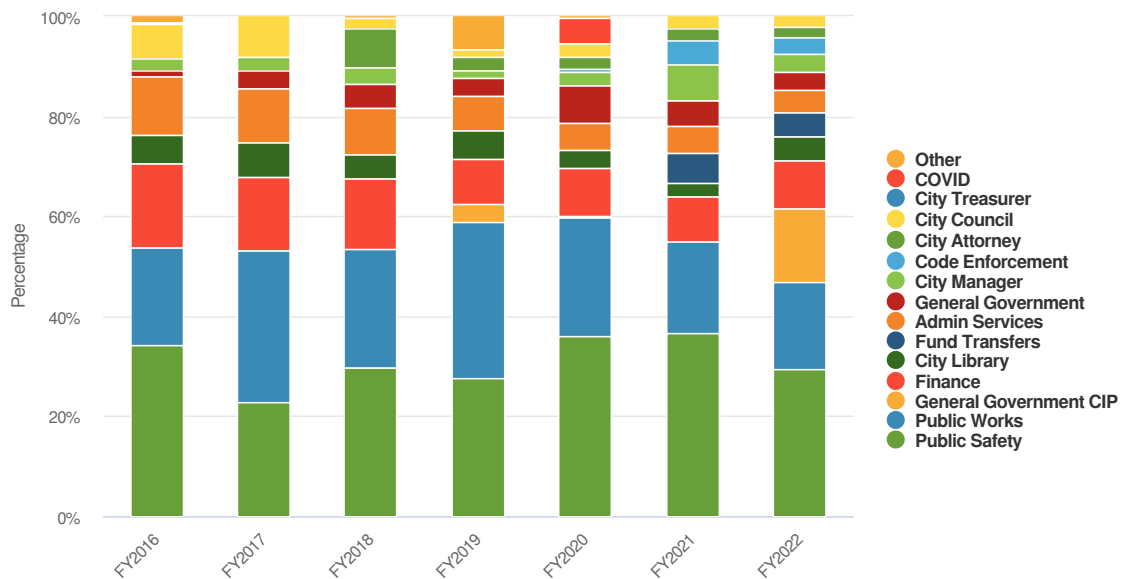


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



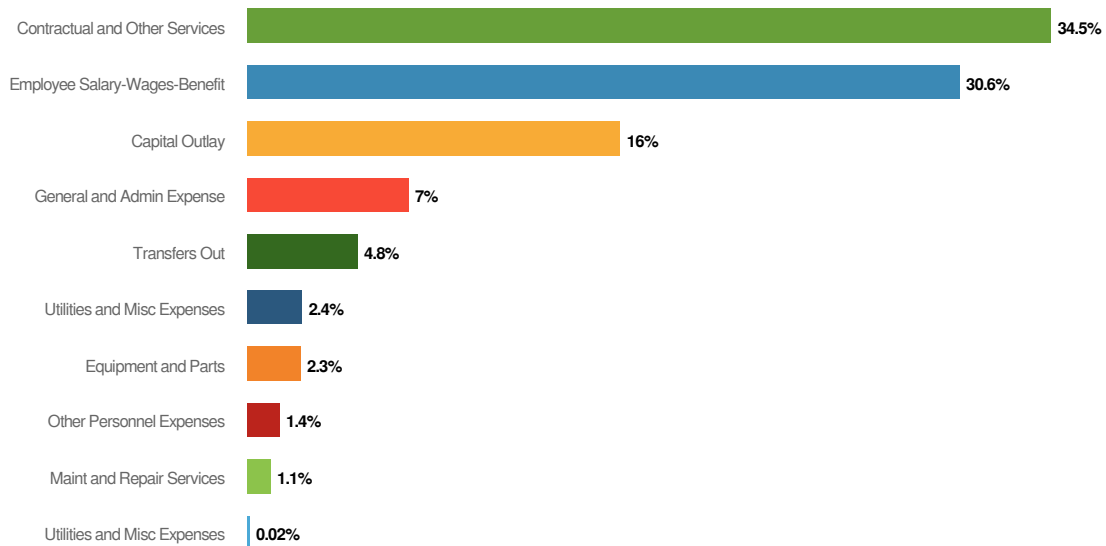
Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expenditures				
City Council	\$47,771.00	\$40,634.00	\$41,967.00	3.3%
City Attorney	\$39,187.00	\$40,000.00	\$40,000.00	0%



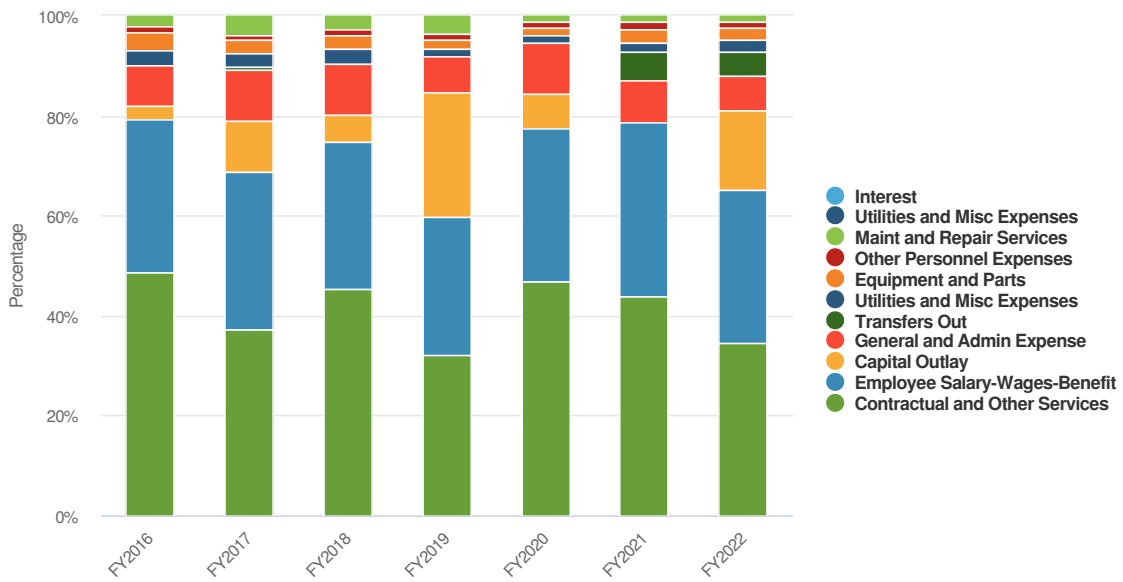
Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
City Manager	\$47,624.00	\$120,205.00	\$71,889.00	-40.2%
Admin Services	\$92,395.00	\$93,661.00	\$90,705.00	-3.2%
City Treasurer	\$297.00	\$1,150.00	\$1,350.00	17.4%
Finance	\$158,097.00	\$150,325.00	\$197,121.00	31.1%
City Library	\$55,691.00	\$48,087.00	\$102,073.00	112.3%
Public Safety	\$593,351.00	\$613,080.00	\$607,230.00	-1%
Public Works	\$386,206.00	\$306,650.00	\$352,232.00	14.9%
General Government	\$120,656.00	\$88,000.00	\$75,000.00	-14.8%
General Government CIP	\$4,110.00	\$0.00	\$303,619.00	N/A
Other	\$2,634.00	\$0.00	\$0.00	0%
Fund Transfers		\$98,000.00	\$98,000.00	0%
Code Enforcement	\$6,698.00	\$76,424.00	\$69,690.00	-8.8%
COVID	\$83,446.00		\$0.00	N/A
Total Expenditures:	\$1,638,163.00	\$1,676,216.00	\$2,050,876.00	22.4%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$23,476.00	\$28,125.00	\$49,425.00	75.7%
Employee Salary-Wages-Benefit	\$498,350.00	\$587,591.00	\$626,782.00	6.7%
General and Admin Expense	\$165,534.00	\$137,010.00	\$142,775.00	4.2%
Other Personnel Expenses	\$18,140.00	\$24,400.00	\$28,900.00	18.4%
Equipment and Parts	\$28,599.00	\$44,500.00	\$47,500.00	6.7%
Transfers Out		\$98,000.00	\$98,000.00	0%
Contractual and Other Services	\$766,578.00	\$734,090.00	\$706,675.00	-3.7%
Maint and Repair Services	\$18,505.00	\$22,500.00	\$21,700.00	-3.6%
Capital Outlay	\$117,081.00	\$0.00	\$328,619.00	N/A
Utilities and Misc Expenses	\$1,900.00		\$500.00	N/A
Total Expense Objects:	\$1,638,163.00	\$1,676,216.00	\$2,050,876.00	22.4%

COMMUNITY DEVELOPMENT REVENUES

This source of revenue is market driven. When the economy is strong, these revenues are high, and when it is weak, the demand decreases and the revenues decrease. Many of the functions described in the new Community Development Organizational Chart are paid by these revenues.

The City laid off its planner last year, but is now rebuilding the department. The new Community Development Director will be paid with these funds to oversee the various disciplines. The organization requires the flexibility to expand and contract with the economy, so the use of contract planners (Harris and Associates, Four Leaf and CSG) will remain as a critical component of the program.

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 thorough 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.

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, storm water control, safety and accessibility codes are met as defined by the Municipal Code, Uniform Building Code and other regulatory agencies.



Community Development

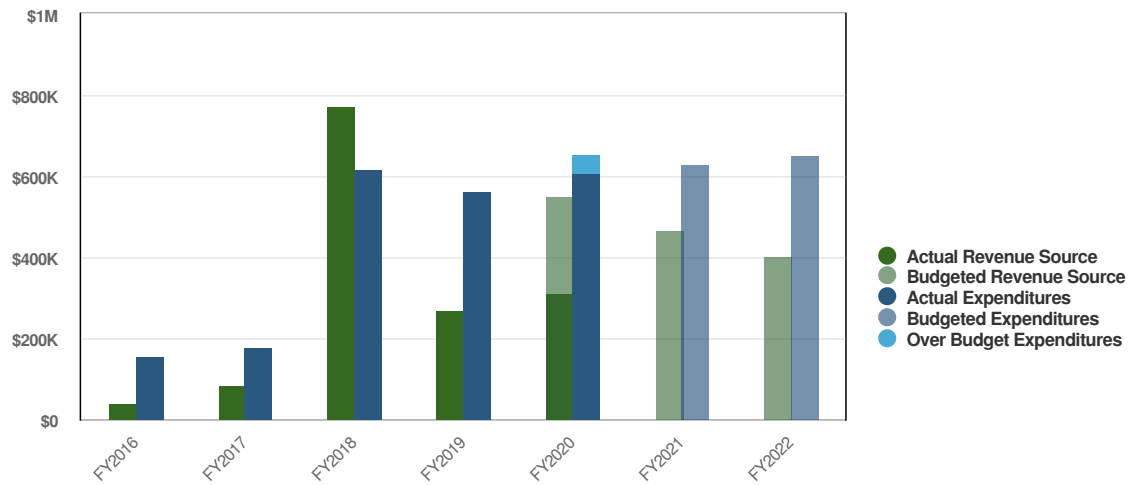
COMMUNITY DEVELOPMENT RE-ORGANIZATION

color key					
				CITY COUNCIL	
	= not staffed				
	= Contract Services				
	= Staff			CITY MANAGER	
				CITY ATTORNEY CONTRACT	
				PLANNING COMMISSION &	
				ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT	
BUILDING AND SAFETY			COMMUNITY DEVELOPMENT		HISTORIC PRESERVATION
BUILDING PERMITS CONTRACT WITH FOUR LEAF		CURRENT PLANNING CONTRACT W/ HARRIS & ASSOC	ADVANCED PLANNING	ECONOMIC DEVELOPMENT & HOUSING	CURRENT PLANNING BUILDING DESIGN CHANGES
INSPECTION (PRIVATE DEVELOPMENT) CONTRACT W/FOUR LEAF		CODE ENFORCEMENT PART-TIME 30 HRS PER WEEK	URBAN GROWTH BOUNDARY/SOI/ ANNEXATIONS CONTRACT W/HARRIS & ASSOC.	BUSINESS RETENTION/ ATTRACTION PART- TIME 30 HRS PER WEEK	PRESERVATION OF EXISTING INVENTORY
			GENERAL PLAN UPDATES	TOURISM AND SPECIAL EVENT PLANNING	3RD STREET DESIGN GUIDELINES/PARKLETS
			NEW GENERAL PLAN ELEMENTS (HEALTH AND ECONOMIC DEVELOPMENT)	ANNUAL HOUSING REPORTS/HOUSING ELEMENT UPDATES	MISSION AND STATE PARK COORDINATION
			REGIONAL PLANNING/COG and AMBAG	POPULATION GROWTH AND REGIONAL PLANNING	

Summary

The City of San Juan Bautista is projecting \$404.51K of revenue in FY2022, which represents a 13.5% decrease over the prior year. Budgeted expenditures are projected to increase by 3.4% or \$21.49K to \$650.77K in FY2022.



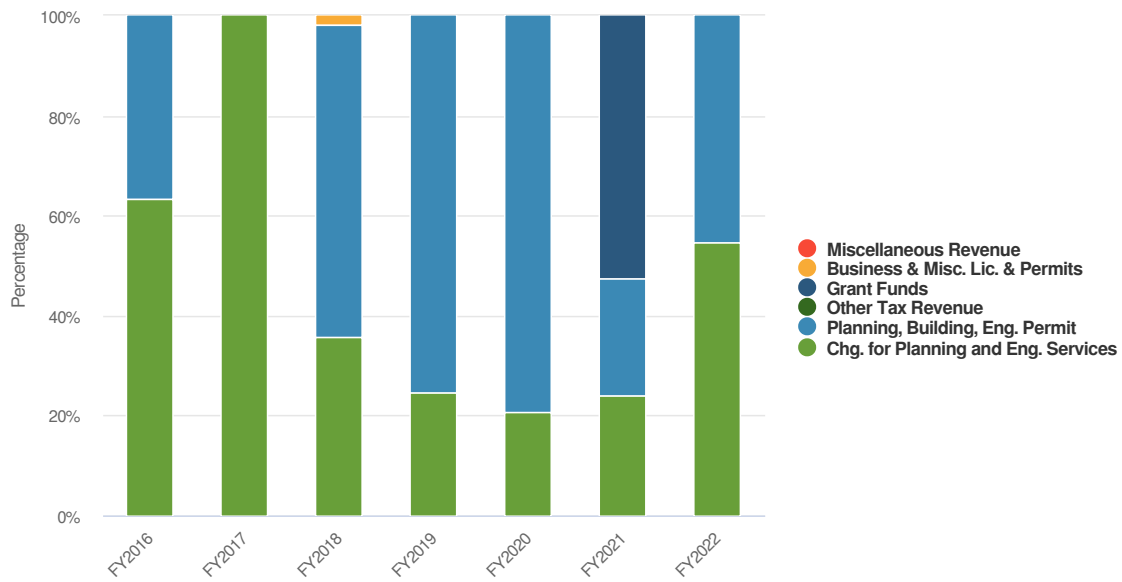


Revenues by Source

Projected 2022 Revenues by Source



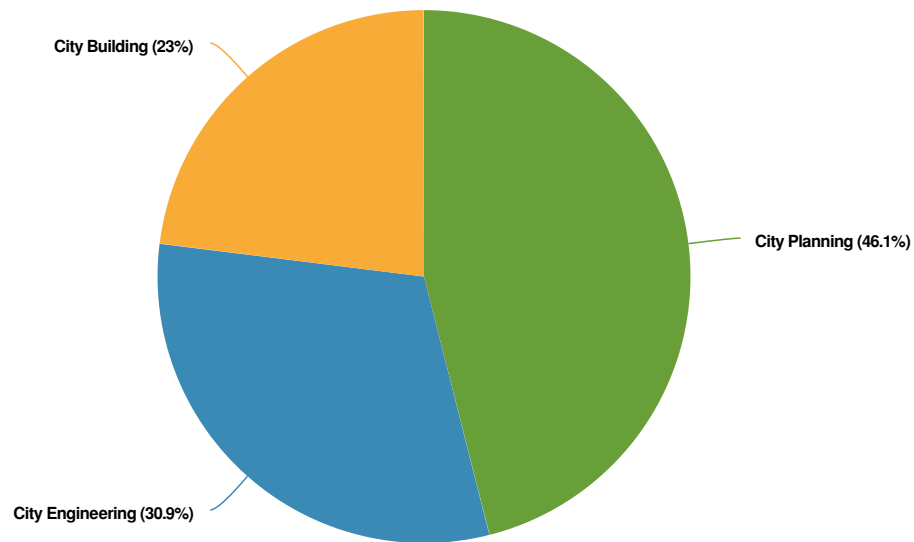
Budgeted and Historical 2022 Revenues by Source



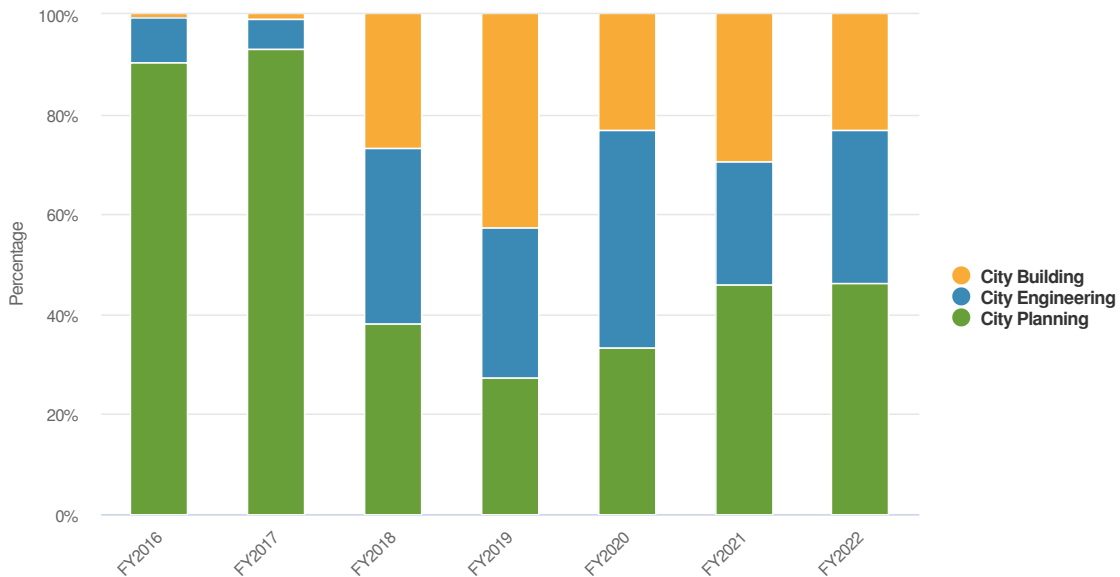
Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
Other Tax Revenue	\$40.00		\$0.00	N/A
Chg. for Planning and Eng. Services	\$64,900.00	\$112,819.00	\$221,491.00	96.3%
Grant Funds		\$246,581.00	\$0.00	-100%
Business & Misc. Lic. & Permits	\$320.00	\$0.00	\$0.00	0%
Planning, Building, Eng. Permit	\$246,515.00	\$108,503.00	\$183,023.00	68.7%
Total Revenue Source:	\$311,775.00	\$467,903.00	\$404,514.00	-13.5%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expenditures				
City Planning	\$218,902.00	\$288,208.00	\$299,719.00	4%
City Building	\$150,718.00	\$185,173.00	\$149,799.00	-19.1%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
City Engineering	\$286,947.00	\$155,898.00	\$201,250.00	29.1%
Total Expenditures:	\$656,567.00	\$629,279.00	\$650,768.00	3.4%



GAS TAX REVENUES



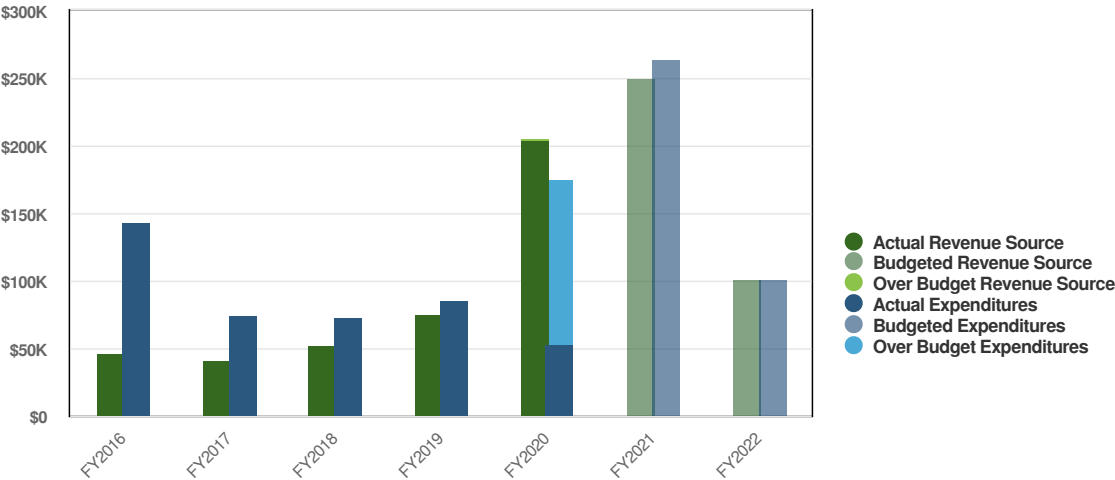
**Gas Tax
(Fund 75)**

These funds are collected by the sale of gasoline and distributed by the State to cities on a per-capita basis for street and road maintenance. They have taken different forms over the years because of the traditional user-pay method of road maintenance has changed. Fuel efficiency and electric vehicles has caused a decrease in the revenue, so a few years back SBI was passed to replenish the State's road maintenance fund.

The City combines Gas Tax funds with Measure G and other dedicated road maintenance funds. Last year this fund contributed \$369,000 to the Third Street reconstruction project.

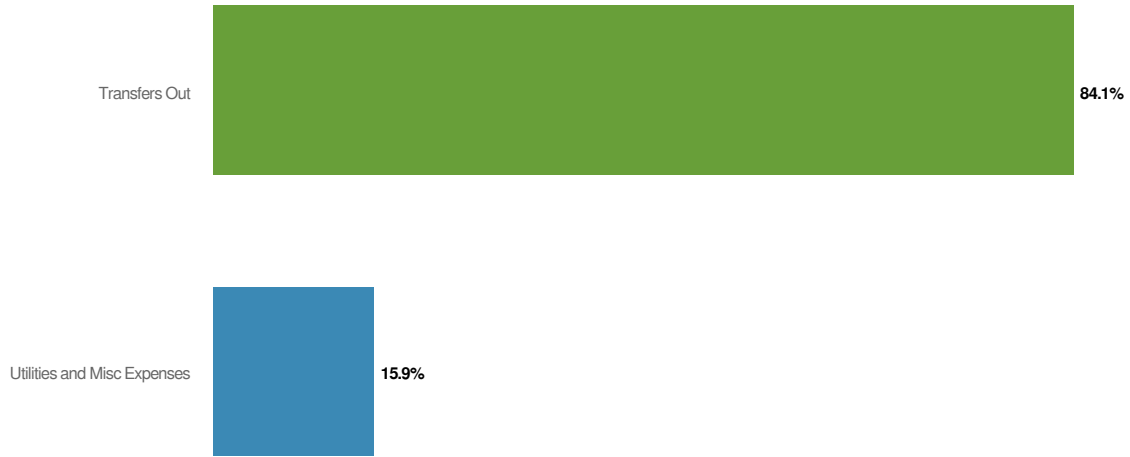
Summary

The City of San Juan Bautista is projecting \$100.78K of revenue in FY2022, which represents a 59.7% decrease over the prior year. Budgeted expenditures are projected to decrease by 61.9% or \$163.66K to \$100.78K in FY2022.

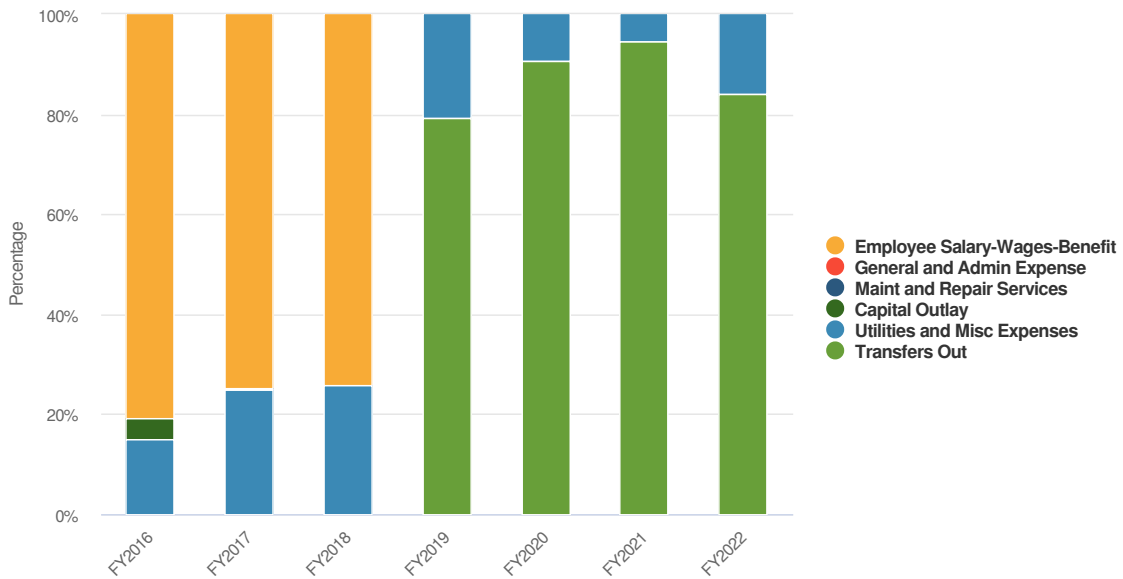


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$16,151.00	\$14,600.00	\$16,000.00	9.6%
Transfers Out	\$158,960.00	\$249,847.00	\$84,784.00	-66.1%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Expense Objects:	\$175,111.00	\$264,447.00	\$100,784.00	-61.9%



COPS- COMMUNITY ORIENTED POLICING SERVICES



COPS (Fund 50)

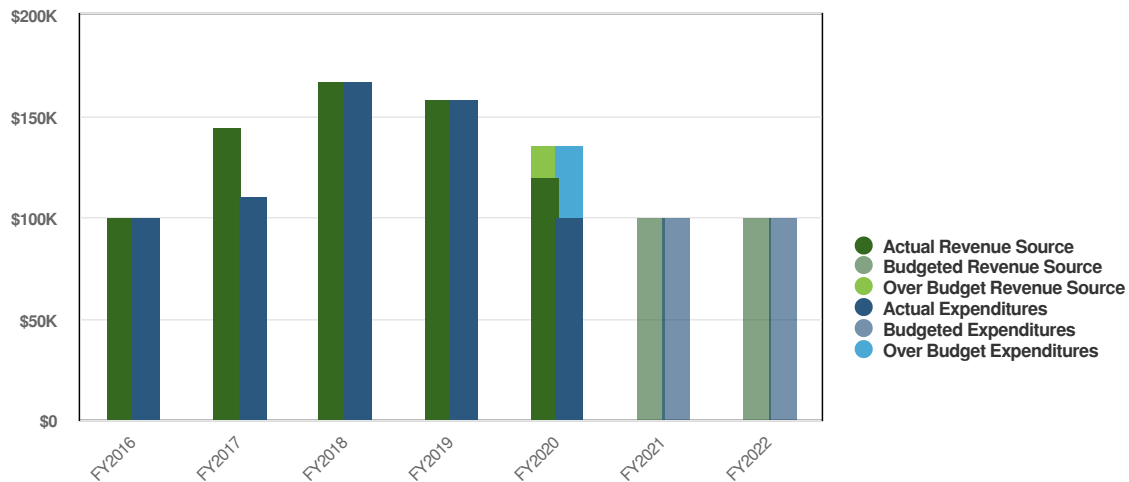
The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources.

These are federal grant funds used to off-set General Fund expenses related to the Public Safety Contract with the Sheriff's Department.

Summary

The City of San Juan Bautista is projecting \$100K of revenue in FY2022, which represents a 0% increase over the prior year.

Budgeted expenditures are projected to increase by 0% or N/A to \$100K in FY2022.

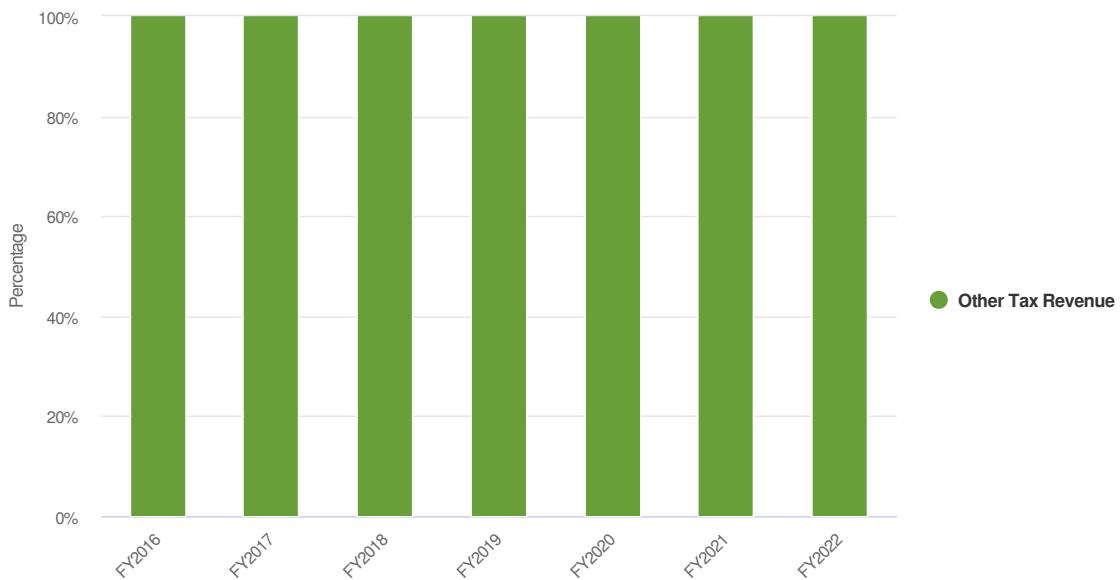


Revenues by Source

Projected 2022 Revenues by Source



Budgeted and Historical 2022 Revenues by Source



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
Other Tax Revenue	\$135,318.00	\$100,000.00	\$100,000.00	0%
Total Revenue Source:	\$135,318.00	\$100,000.00	\$100,000.00	0%

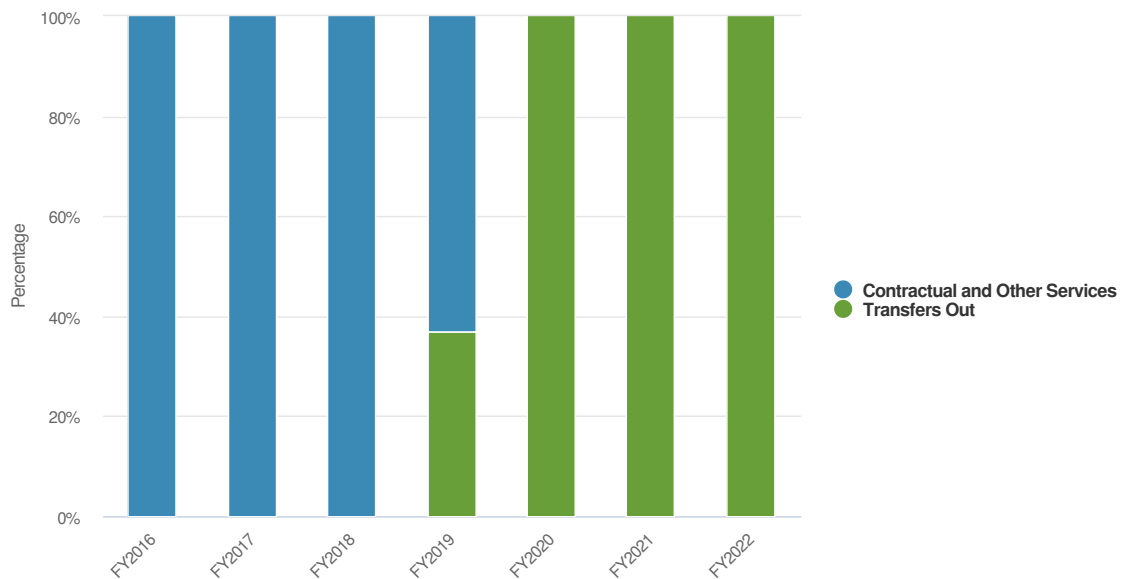


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Transfers Out	\$135,318.00	\$100,000.00	\$100,000.00	0%
Total Expense Objects:	\$135,318.00	\$100,000.00	\$100,000.00	0%



PARKING AND RESTROOM FUND



Parking and Restrooms (Fund 55)

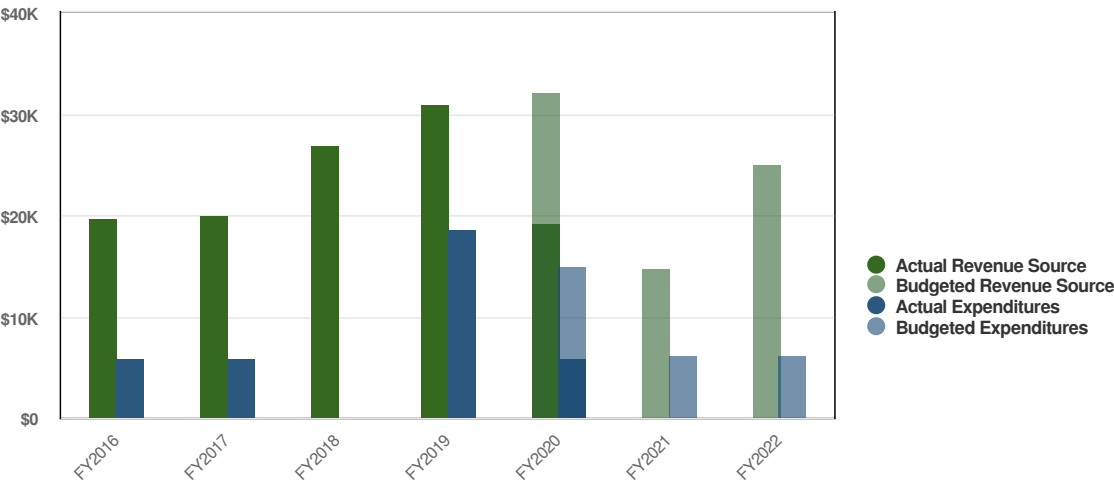
This revenue is generated to help promote sustainable tourism in the City by supporting clean public restrooms and provide safe plentiful parking. The City's Transit Occupancy tax (aka - hotel tax) dedicates 16.678 cents of every dollar to this purpose. If the City begins a paid parking program, these 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. The trends related to the TOA are discussed as part of the General Fund description.

The current balance in this fund is limited, and are contributing to install new restrooms at Verutti Park.

Summary

The City of San Juan Bautista is projecting \$25K of revenue in FY2022, which represents a 68.8% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$6.2K in FY2022.

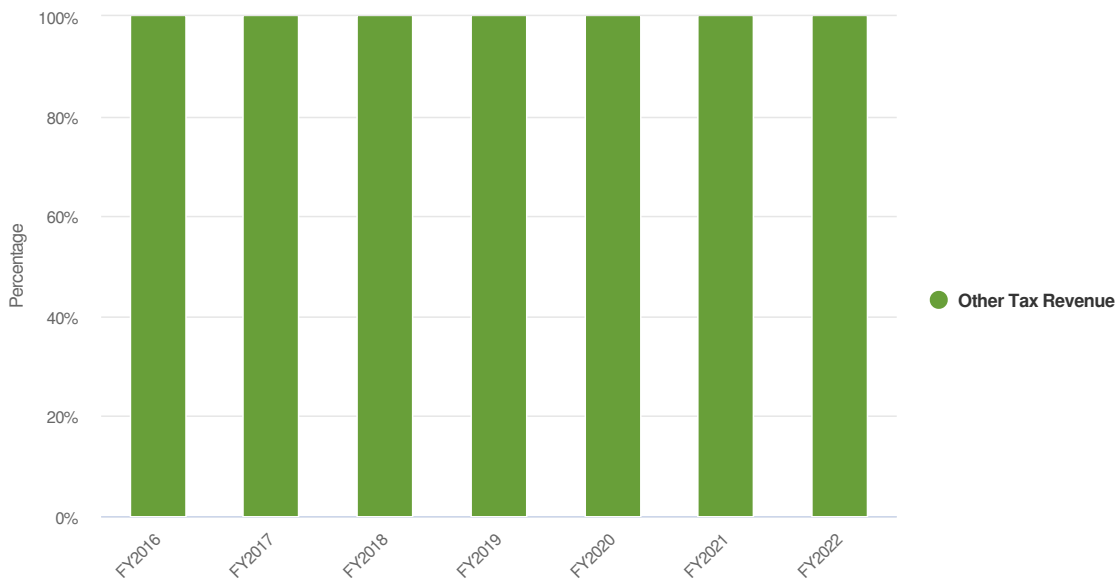


Revenues by Source

Projected 2022 Revenues by Source



Budgeted and Historical 2022 Revenues by Source

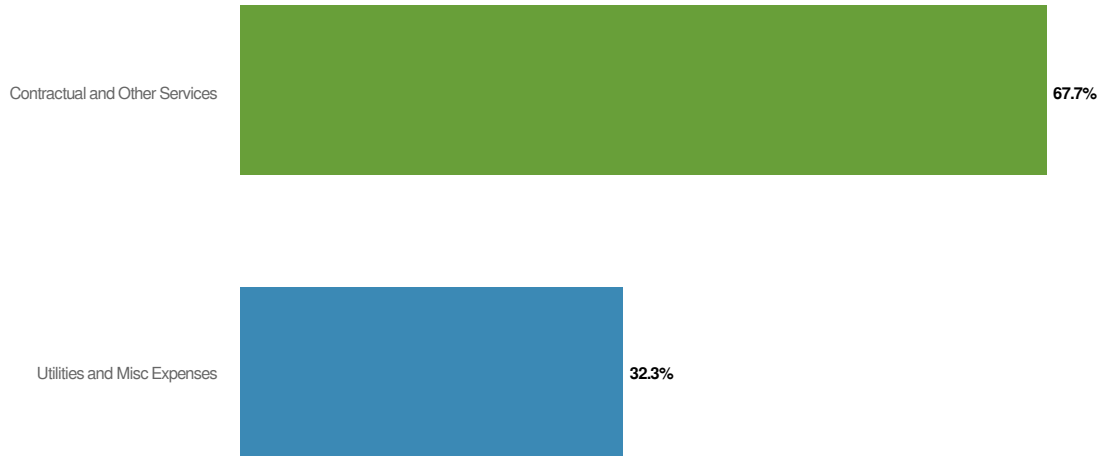


Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
Other Tax Revenue	\$19,306.00	\$14,812.00	\$25,000.00	68.8%
Total Revenue Source:	\$19,306.00	\$14,812.00	\$25,000.00	68.8%

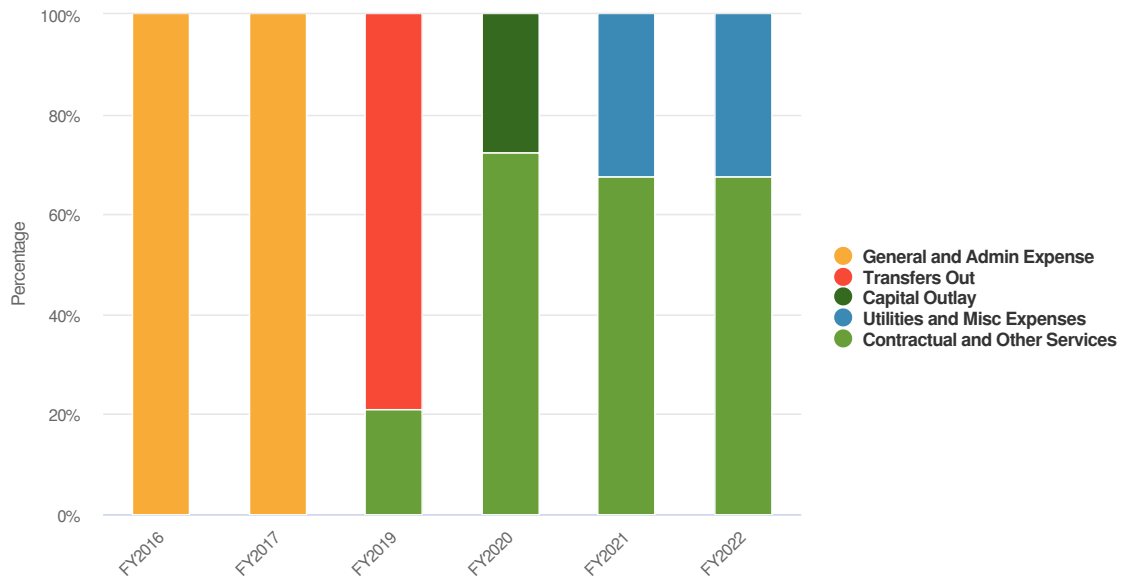


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses		\$2,000.00	\$2,000.00	0%
Contractual and Other Services	\$4,252.00	\$4,200.00	\$4,200.00	0%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Capital Outlay	\$1,615.00	\$0.00	\$0.00	0%
Total Expense Objects:	\$5,867.00	\$6,200.00	\$6,200.00	0%



VALLE VISTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT



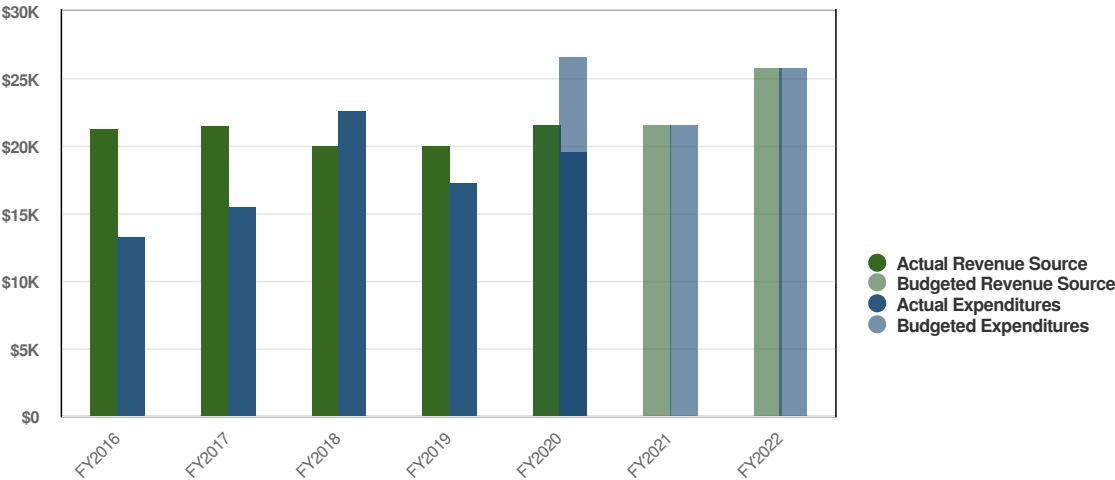
**Valle Vista
Lght Dst
(Fund 60)**

The twenty-year-old Valle Vista residential development has been collecting assessment payments from property owners since its inception. Each homeowner pays its fair share to maintain the District. The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (2% this year). Any major changes to the rates are subject to a vote by the homeowners.

The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping. It does not pay for the major systems that include streets, storm drains and the sewer lift station. 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 \$25.93K of revenue in FY2022, which represents a 19.4% increase over the prior year. Budgeted expenditures are projected to increase by 19.4% or \$4.21K to \$25.93K in FY2022.

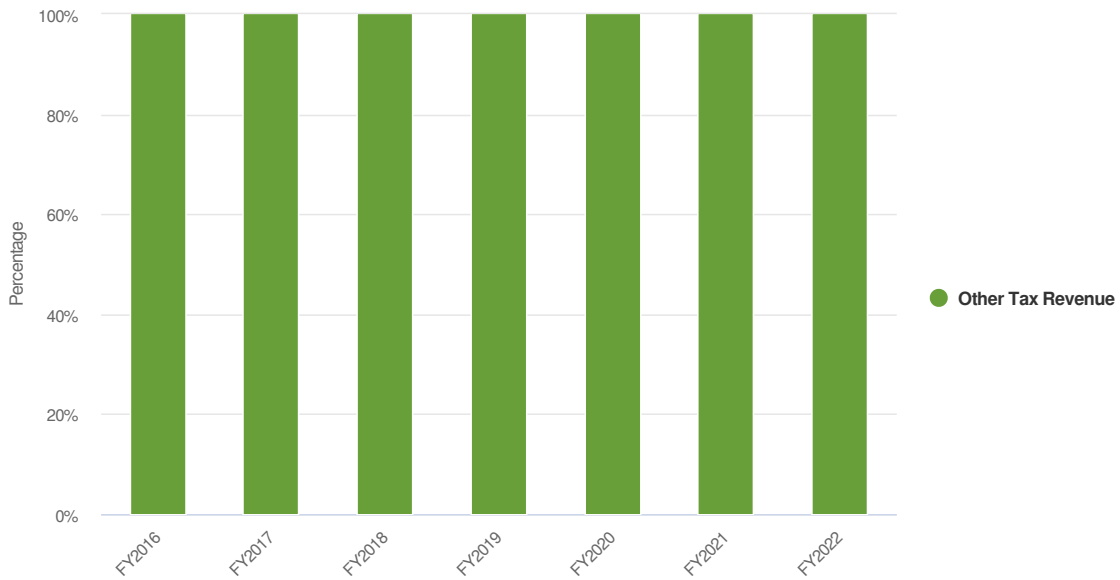


Revenues by Source

Projected 2022 Revenues by Source



Budgeted and Historical 2022 Revenues by Source

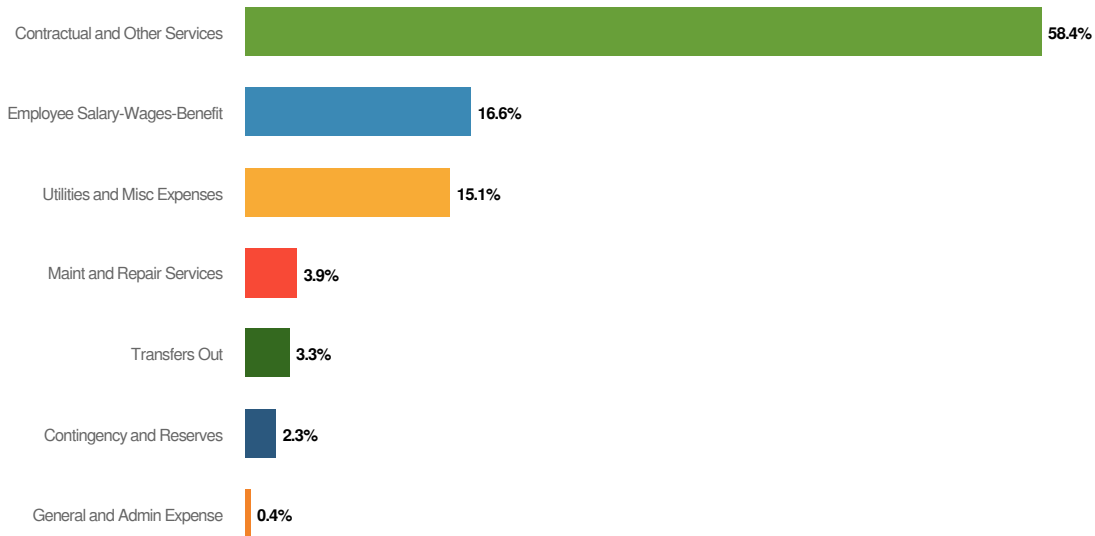


Name	FY2019 Actual	FY2020 Actual	FY2021 Budgeted
Revenue Source			
Other Tax Revenue	\$20,074.00	\$21,707.00	\$21,717.00
Total Revenue Source:	\$20,074.00	\$21,707.00	\$21,717.00

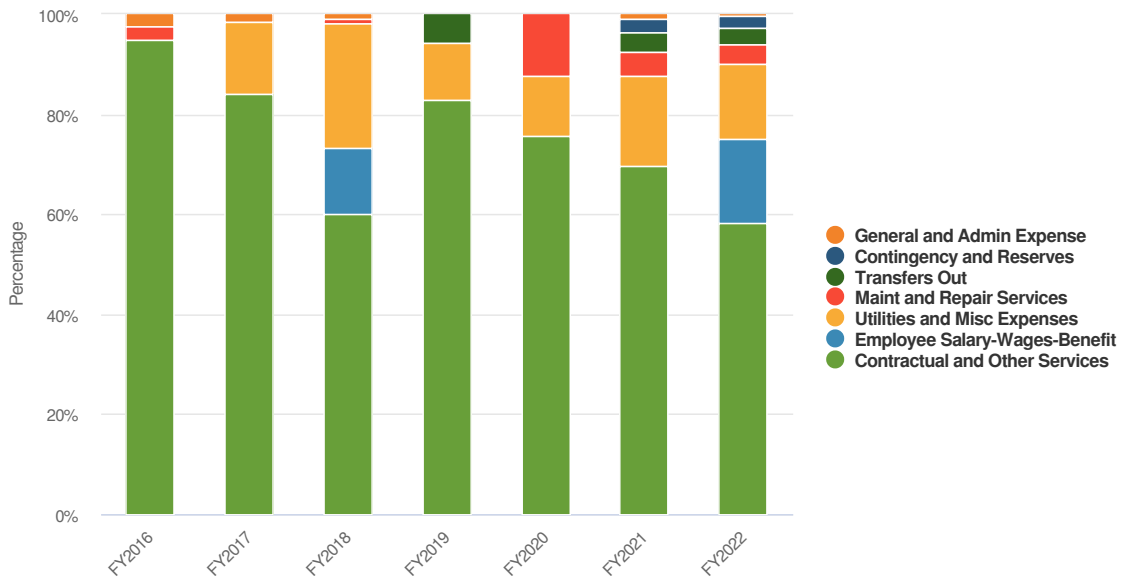


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses	\$2,336.00	\$3,920.00	\$3,920.00	0%
Contingency and Reserves		\$600.00	\$600.00	0%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Employee Salary-Wages-Benefit		\$0.00	\$4,311.00	N/A
General and Admin Expense		\$200.00	\$100.00	-50%
Transfers Out		\$850.00	\$850.00	0%
Contractual and Other Services	\$14,893.00	\$15,147.00	\$15,147.00	0%
Maint and Repair Services	\$2,408.00	\$1,000.00	\$1,000.00	0%
Total Expense Objects:	\$19,637.00	\$21,717.00	\$25,928.00	19.4%



WATER OPERATING REVENUES (FUND 46)

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. Water bill payments are invoiced based on the rate of consumption. Water conservation reduces water bills, and can also reduce the water revenue needed to maintain the system. Currently, there are 41 counties in California in a serious state of drought. Water conservation is very critical for all residents to follow.

The City has not increased its rates since July 1, 2019. The City is embarking on a project to import water from the West Hill Treatment Plant, that will improve the City's quality of water, reduce and eliminate the need for water softeners, and improve its water security. A rate study is near completion that will set the rates effective for the next five years. The cost of the water project described above will likely cause rates to increase starting in July of this year. Raising rates requires the citizens and users of the system to vote in favor of the increase.

The City has established a utility assistance program for those whose income was adversely affected by the COVID-19 Pandemic. Those who cannot afford to pay their water bills are encouraged to apply for this assistance.

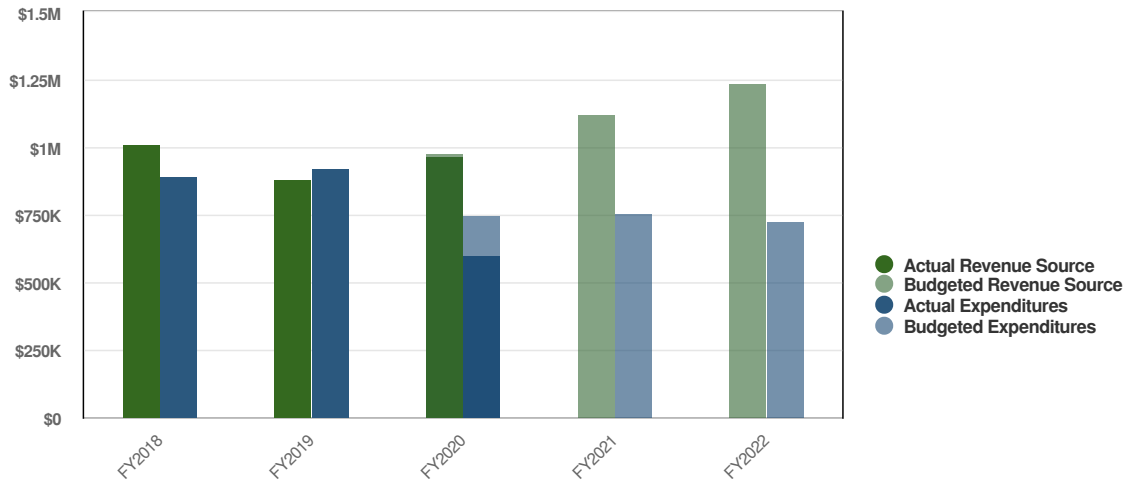
The fees charged for the Water Enterprise Fund to its subscribers are for one purpose: to pay the cost of sourcing the water from wells, filtering and treating the water, and distributing it to its citizens and businesses. These funds pay to clean the maintain the City's water wells, pumps, pipes and valves. The new Water Master Plan guides the work to address the oldest infrastructure so it is prioritized and address first. These improvements will be deferred until the cost to import of fresh water is known. The maintenance of wells and payment of the licensed operator are also paid through these fees.



Water Operating Fund

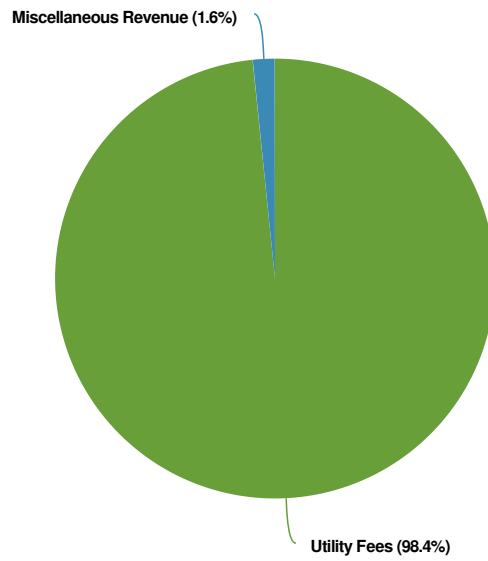
Summary

The City of San Juan Bautista is projecting \$1.24M of revenue in FY2022, which represents a 10.3% increase over the prior year. Budgeted expenditures are projected to decrease by 3.7% or \$27.81K to \$725.55K in FY2022.

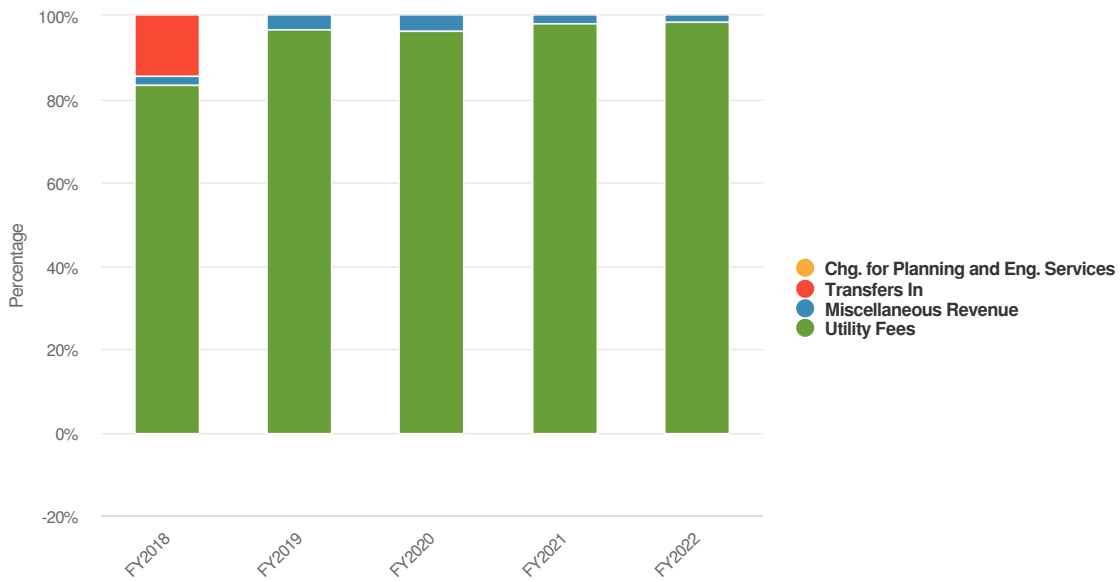


Revenues by Source

Projected 2022 Revenues by Source



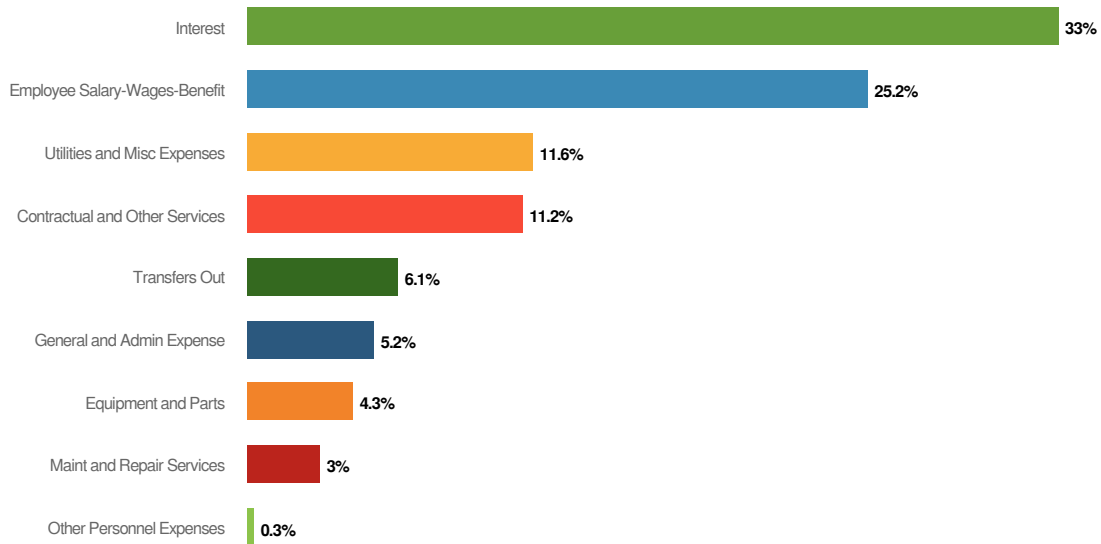
Budgeted and Historical 2022 Revenues by Source



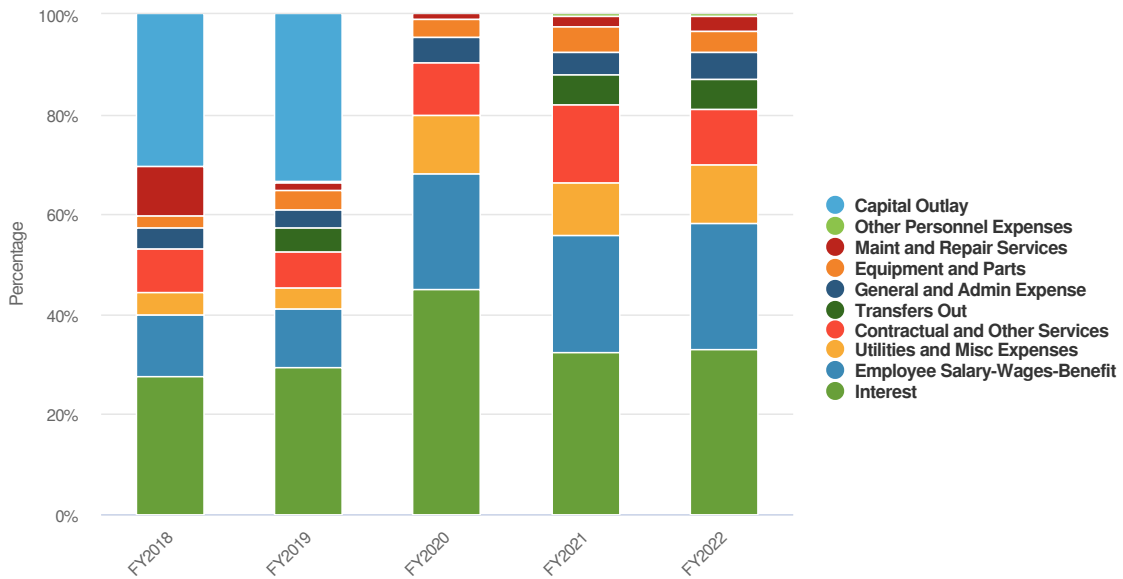
Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
Chg. for Planning and Eng. Services	-\$108.00	\$0.00	\$0.00	0%
Utility Fees	\$933,510.00	\$1,104,400.00	\$1,219,670.00	10.4%
Miscellaneous Revenue	\$33,624.00	\$20,000.00	\$20,000.00	0%
Total Revenue Source:	\$967,026.00	\$1,124,400.00	\$1,239,670.00	10.3%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
Bad debt		\$8,000.00	\$8,000.00	0%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$689.00	\$1,200.00	\$1,200.00	0%
Communication Devices		\$1,225.00	\$1,200.00	-2%
Electricity	\$54,940.00	\$55,000.00	\$58,000.00	5.5%
Licenses & Permits	\$13,491.00	\$15,000.00	\$16,000.00	6.7%
Property Taxes	\$83.00	\$100.00	\$125.00	25%
Total Utilities and Misc Expenses:	\$69,203.00	\$80,525.00	\$84,525.00	5%
Employee Salary-Wages-Benefit				
Salaries Wages FT	\$110,023.00	\$131,049.00	\$137,079.00	4.6%
FICA	\$8,244.00	\$11,336.00	\$11,857.00	4.6%
Workers Comp.	\$3,703.00	\$6,905.00	\$6,819.00	-1.2%
Health Insurance	\$15,489.00	\$24,208.00	\$25,620.00	5.8%
457k Retirement	\$821.00	\$999.00	\$1,745.00	74.7%
Total Employee Salary-Wages-Benefit:	\$138,280.00	\$174,497.00	\$183,120.00	4.9%
General and Admin Expense				
Insurance-Liab/Bond/Auto/Prop	\$12,504.00	\$12,500.00	\$15,500.00	24%
Dues & Subscriptions	\$9,239.00	\$9,500.00	\$9,500.00	0%
Computer Software Service	\$291.00	\$300.00	\$600.00	100%
Computer Hardware Service	\$146.00	\$300.00	\$425.00	41.7%
Advertising		\$250.00	\$100.00	-60%
Office Supplies	\$1,893.00	\$2,200.00	\$2,000.00	-9.1%
Postage & Freight	\$2,569.00	\$3,500.00	\$3,000.00	-14.3%
Printing & Copies	\$349.00	\$400.00	\$450.00	12.5%
Food and Beverages	-\$34.00	\$200.00	\$100.00	-50%
Copier Services & Lease	\$1,270.00	\$1,800.00	\$1,675.00	-6.9%
Bank Charges/PR Processing	\$2,750.00	\$4,000.00	\$4,125.00	3.1%
Filing Fees		\$100.00	\$100.00	0%
Total General and Admin Expense:	\$30,977.00	\$35,050.00	\$37,575.00	7.2%
Other Personnel Expenses				
Uniforms & Alterations	\$445.00	\$750.00	\$500.00	-33.3%
Phys., Drug & Psych Testing		\$100.00	\$100.00	0%
Education & Training	\$288.00	\$1,000.00	\$1,000.00	0%
Travel/Per Diem/Car Allowance		\$200.00	\$500.00	150%
Total Other Personnel Expenses:	\$733.00	\$2,050.00	\$2,100.00	2.4%
Equipment and Parts				
Rent		\$3,000.00	\$0.00	-100%
Equipment Rental	\$349.00	\$2,500.00	\$2,500.00	0%
Chemicals & Gases	\$8,205.00	\$10,000.00	\$10,000.00	0%
Gasoline & Diesel Fuel	\$2,872.00	\$4,000.00	\$3,500.00	-12.5%
Small Tools	\$499.00	\$3,000.00	\$2,000.00	-33.3%
Safety Gear & First Aid		\$1,500.00	\$1,000.00	-33.3%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Materials	\$721.00	\$1,000.00	\$1,000.00	0%
Parts - City Rep. Vehicles	\$434.00	\$500.00	\$500.00	0%
Parts City Rep. Equipment	\$1,011.00	\$1,500.00	\$1,000.00	-33.3%
Parts- City Rep. Water	\$7,434.00	\$10,000.00	\$10,000.00	0%
Parts - City Rep. Sewer	\$164.00	\$0.00	\$0.00	0%
Total Equipment and Parts:	\$21,689.00	\$37,000.00	\$31,500.00	-14.9%
Transfers Out				
Transfers out - Water Fund		\$44,607.00	\$44,607.00	0%
Total Transfers Out:		\$44,607.00	\$44,607.00	0%
Contractual and Other Services				
Operational Contracts	\$54,182.00	\$68,000.00	\$54,000.00	-20.6%
Engineering		\$42,500.00	\$20,000.00	-52.9%
Security	\$1,123.00	\$1,200.00	\$1,200.00	0%
Janitorial	\$533.00	\$0.00	\$150.00	N/A
Chemical Testing	\$6,054.00	\$6,000.00	\$6,000.00	0%
Total Contractual and Other Services:	\$61,892.00	\$117,700.00	\$81,350.00	-30.9%
Maint and Repair Services				
Claims			\$1,000.00	N/A
Maint. & Repair Wells	\$2,922.00	\$10,000.00	\$10,000.00	0%
Vehicle Maint. - Outside	\$1,645.00	\$2,000.00	\$1,000.00	-50%
Equipment Maint. Outside	\$312.00	\$1,000.00	\$1,000.00	0%
Water Maint. Outside	\$186.00	\$3,500.00	\$8,500.00	142.9%
Total Maint and Repair Services:	\$5,065.00	\$16,500.00	\$21,500.00	30.3%
Interest				
Debt Service (COP)		\$213,750.00	\$207,591.00	-2.9%
Amortization expense	\$43,389.00	\$31,680.00	\$31,680.00	0%
Interest - Other	\$226,317.00	\$0.00	\$0.00	0%
Total Interest:	\$269,706.00	\$245,430.00	\$239,271.00	-2.5%
Total Expense Objects:	\$597,545.00	\$753,359.00	\$725,548.00	-3.7%





Sewer Operating Fund (Fund 48)

SEWER REVENUES

The City collects monthly waste water (sewer) payments from 800 residents and businesses on a flat rate per month. These monthly payments are kept separate from the other City funds in a special fund referred to as the Sewer Enterprise Fund.

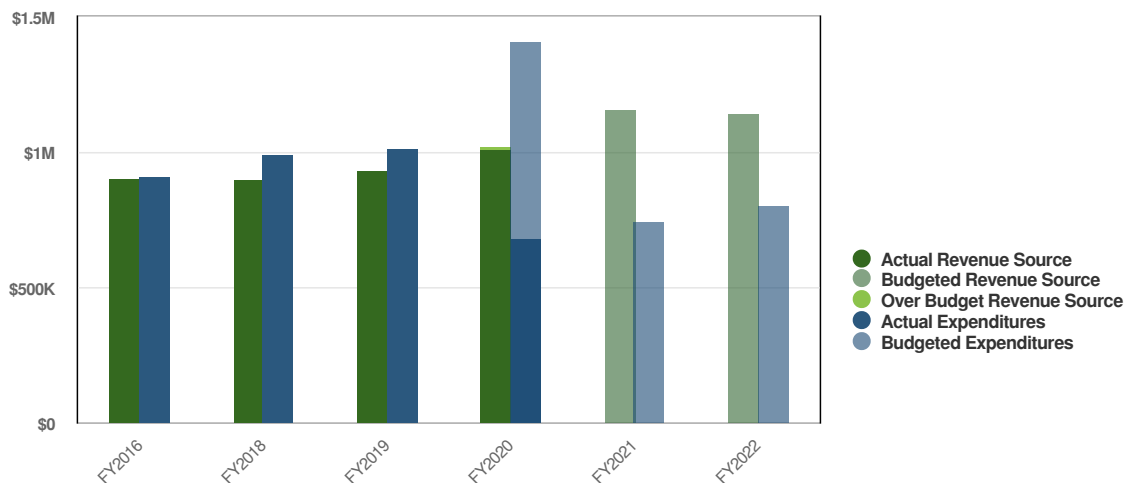
The City has not increased these rates since July 1, 2019. A new rate study is being completed that looks at costs for the next five years. These costs include the new force main to Hollister due to be completed in December 2023. This project was approved by the Environmental Protection Agency and subsequently by the City Council as the best solution to solve the City's ongoing discharge of salts into a creek. "Regionalizing" waste water is also supported by the County, Water District, and the City of Hollister as the best solution. By ending the treatment processes in San Juan Bautista, the future cost increases will be avoided. The City is exploring several grants and low interest loans from the federal and State government to reduce the cost of the project to rate payers. Confirming these commitments with the federal USDA, EPA, HUD agencies, and the State Water Board has delayed the rate study. Citizens can expect to consider a rate increase in July. Raising rates requires the citizens and users of the system to vote in favor of the increase.

The City has established a utility assistance program for those whose income was adversely affected by the COVID-19 Pandemic. Those who cannot afford to pay their sewer bills are encouraged to apply for this assistance.

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. These funds currently 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. As proposed, the cost of the treatment plant would end in late 2023, and the City will begin sending its waste water to Hollister.

Summary

The City of San Juan Bautista is projecting \$1.14M of revenue in FY2022, which represents a 1.7% decrease over the prior year. Budgeted expenditures are projected to increase by 8.6% or \$63.65K to \$805.57K in FY2022.

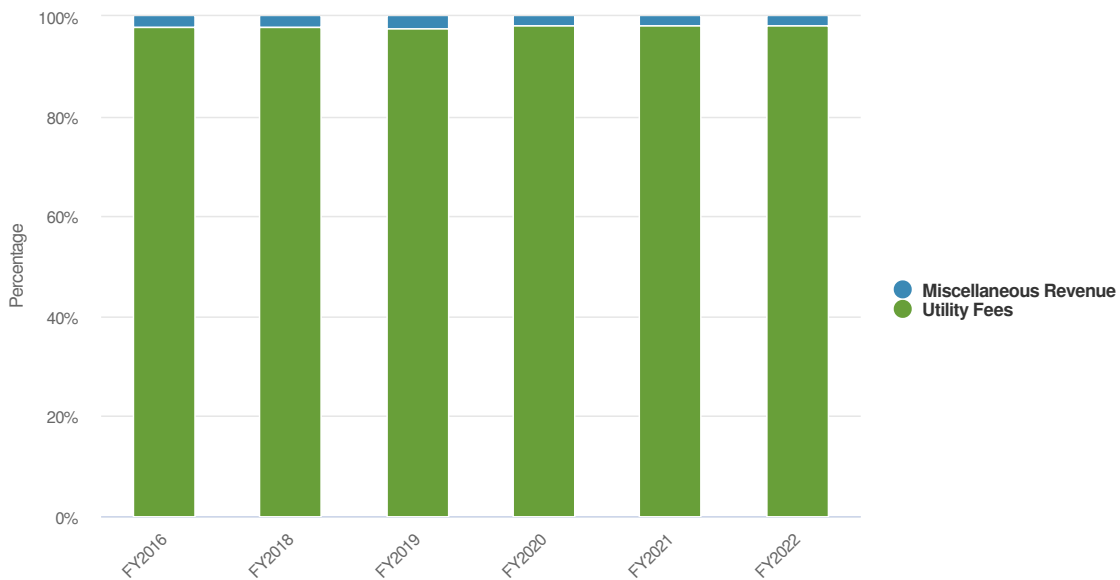


Revenues by Source

Projected 2022 Revenues by Source



Budgeted and Historical 2022 Revenues by Source

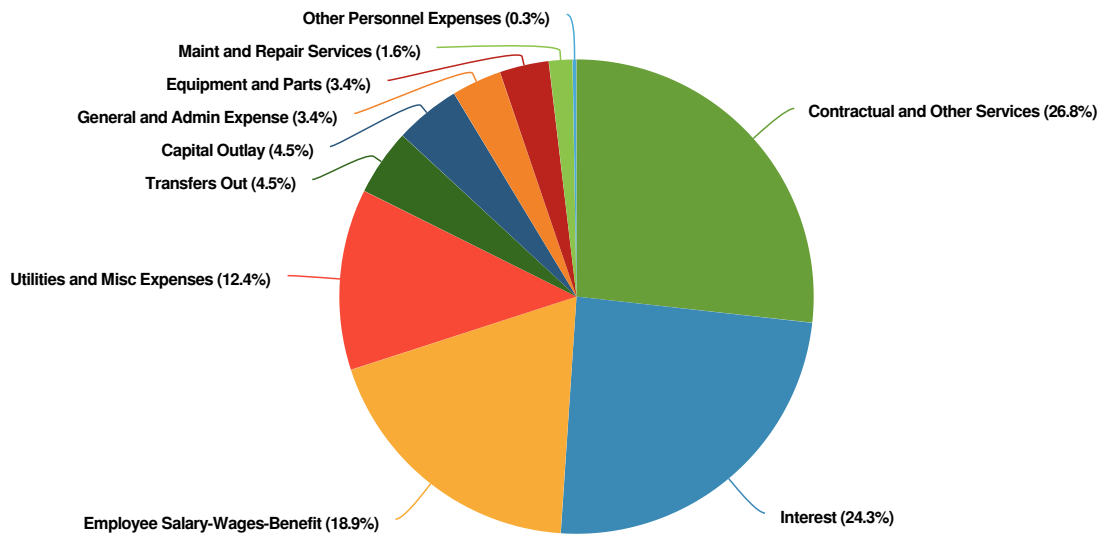


Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Revenue Source				
Utility Fees	\$1,004,854.00	\$1,140,800.00	\$1,121,430.00	-1.7%
Miscellaneous Revenue	\$18,371.00	\$21,000.00	\$21,000.00	0%
Total Revenue Source:	\$1,023,225.00	\$1,161,800.00	\$1,142,430.00	-1.7%

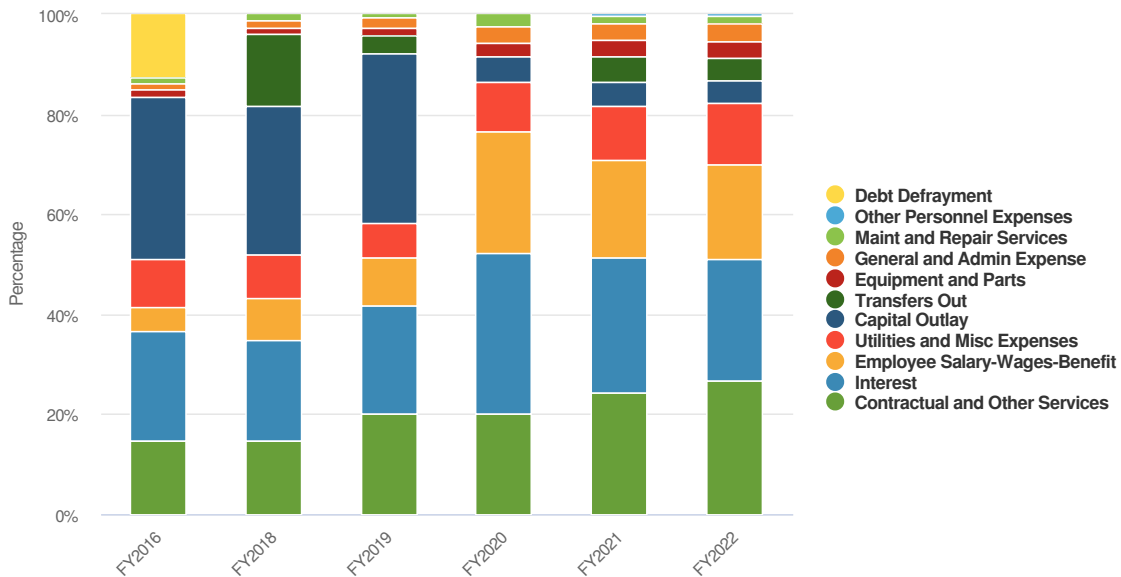


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
Bad debt		\$8,000.00	\$8,000.00	0%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$2,109.00	\$2,800.00	\$2,500.00	-10.7%
Electricity	\$58,902.00	\$65,000.00	\$83,000.00	27.7%
Licenses & Permits	\$5,197.00	\$6,000.00	\$6,000.00	0%
Total Utilities and Misc Expenses:	\$66,208.00	\$81,800.00	\$99,500.00	21.6%
Employee Salary-Wages-Benefit				
Salaries Wages FT	\$125,418.00	\$107,037.00	\$113,132.00	5.7%
FICA	\$9,340.00	\$9,259.00	\$9,786.00	5.7%
Workers Comp.	\$4,680.00	\$5,274.00	\$5,193.00	-1.5%
Health Insurance	\$25,683.00	\$21,575.00	\$22,724.00	5.3%
457k Retirement	\$757.00	\$1,018.00	\$1,762.00	73.1%
Total Employee Salary-Wages-Benefit:	\$165,878.00	\$144,163.00	\$152,597.00	5.9%
General and Admin Expense				
Insurance-Liab/Bond/Auto/Prop	\$11,218.00	\$11,200.00	\$14,500.00	29.5%
Dues & subscriptions	\$519.00	\$750.00	\$750.00	0%
Computer Software Service	\$1,514.00	\$300.00	\$500.00	66.7%
Computer Hardware Service	\$146.00	\$300.00	\$500.00	66.7%
Advertising		\$250.00	\$200.00	-20%
Office Supplies	\$2,968.00	\$2,200.00	\$2,000.00	-9.1%
Postage & Freight	\$2,780.00	\$3,500.00	\$2,700.00	-22.9%
Printing & copies	\$334.00	\$400.00	\$100.00	-75%
Food & Beverages	\$161.00	\$200.00	\$500.00	150%
Copier Service & Lease	\$1,270.00	\$1,500.00	\$1,750.00	16.7%
Bank Charges/PR Processing	\$2,250.00	\$4,000.00	\$4,000.00	0%
Total General and Admin Expense:	\$23,160.00	\$24,600.00	\$27,500.00	11.8%
Other Personnel Expenses				
Uniforms & Alterations	\$191.00	\$750.00	\$500.00	-33.3%
Phys., Drug & Psych Testing		\$100.00	\$100.00	0%
Education & Training	\$412.00	\$1,000.00	\$1,000.00	0%
Travel/per diem/car allow	\$35.00	\$200.00	\$500.00	150%
Total Other Personnel Expenses:	\$638.00	\$2,050.00	\$2,100.00	2.4%
Equipment and Parts				
Equipment Rental		\$1,500.00	\$1,500.00	0%
Chemical & Gases	\$3,759.00	\$1,500.00	\$4,500.00	200%
Gasoline & Diesel Fuel	\$3,297.00	\$4,000.00	\$4,000.00	0%
Small Tools	\$602.00	\$2,500.00	\$1,500.00	-40%
Safety Gear & First Aid		\$1,500.00	\$1,500.00	0%
Materials	\$84.00	\$1,000.00	\$1,000.00	0%
Parts City Rep Vehicles	\$457.00	\$500.00	\$1,000.00	100%
Parts City Rep. Equipment	\$3,850.00	\$7,500.00	\$4,000.00	-46.7%
Parts - City Rep. Water	\$200	\$0.00	\$0.00	0%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Parts City Rep. Sewer	\$5,335.00	\$5,000.00	\$8,000.00	60%
Total Equipment and Parts:	\$17,386.00	\$25,000.00	\$27,000.00	8%
Transfers Out				
Transfers out - Sewer Fund		\$36,496.00	\$36,496.00	0%
Total Transfers Out:		\$36,496.00	\$36,496.00	0%
Contractual and Other Services				
Operational Contracts	\$114,164.00	\$139,000.00	\$135,000.00	-2.9%
Legal			\$5,000.00	N/A
Engineering		\$17,000.00	\$7,530.00	-55.7%
Security	\$1,871.00	\$2,000.00	\$2,800.00	40%
Janitorial			\$275.00	N/A
Chemical Testing	\$21,014.00	\$22,000.00	\$65,000.00	195.5%
Total Contractual and Other Services:	\$137,049.00	\$180,000.00	\$215,605.00	19.8%
Maint and Repair Services				
Maint. & Repair Wells	\$9.00		\$0.00	N/A
Equipment Maint. Outside	\$4,872.00	\$5,000.00	\$7,500.00	50%
Streets Maint & Paving	\$31.00	\$1,000.00	\$1,000.00	0%
Sewer Maint. Outside	\$561.00	\$3,000.00	\$2,000.00	-33.3%
Sludge Removal	\$9,107.00	\$0.00	\$0.00	0%
Sewer Maint. Plant	\$1,451.00	\$2,000.00	\$2,500.00	25%
Total Maint and Repair Services:	\$16,031.00	\$11,000.00	\$13,000.00	18.2%
Capital Outlay				
Fines - RWQC	\$36,000.00	\$36,000.00	\$36,000.00	0%
Total Capital Outlay:	\$36,000.00	\$36,000.00	\$36,000.00	0%
Interest				
Amortization expense	\$35,500.00	\$25,920.00	\$25,920.00	0%
Debt Service	\$184,788.00	\$174,887.00	\$169,847.00	-2.9%
Total Interest:	\$220,288.00	\$200,807.00	\$195,767.00	-2.5%
Total Expense Objects:	\$682,638.00	\$741,916.00	\$805,565.00	8.6%



COPPER LEAF COMMUNITY FACILITIES DISTRICT

Each of the 45 homeowners in the Copper Leaf community pay equally into an assessment district (Community Facilities District). The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (2% this year). Any major changes to the rates are subject to a vote by the homeowners.



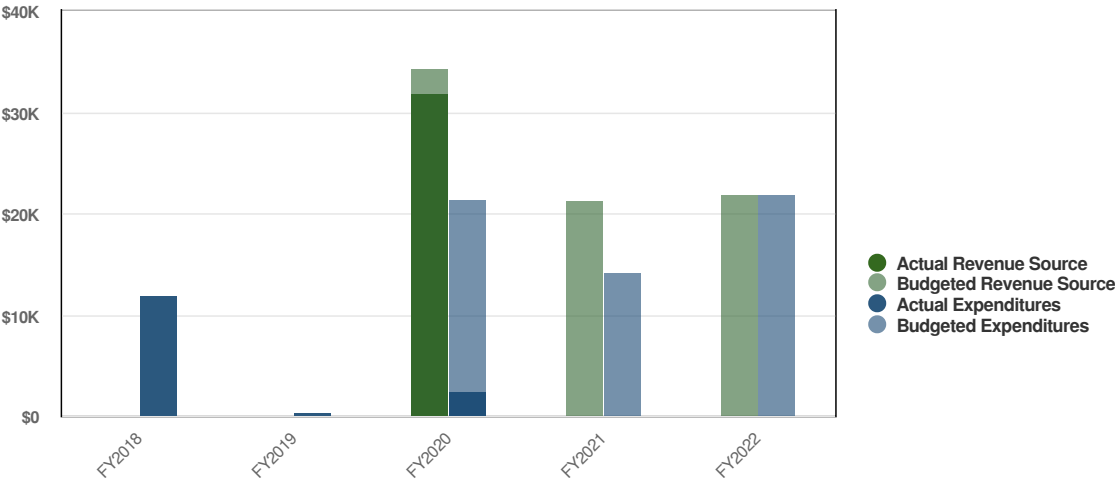
**CFD Z1
Copperleaf
(Fund 65)**

The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping

In 2020, the City 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 contracts with a landscaping company to provide weekly maintenance.

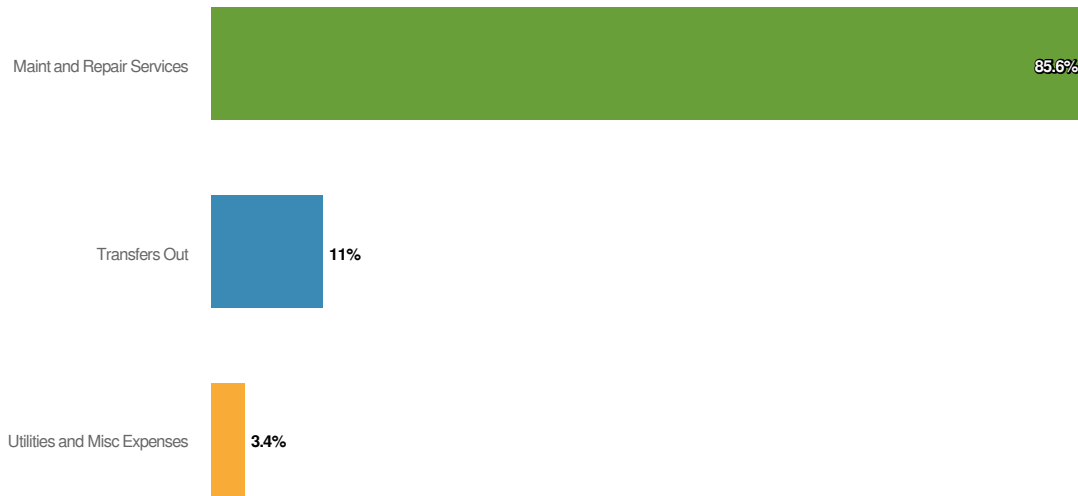
Summary

The City of San Juan Bautista is projecting \$21.95K of revenue in FY2022, which represents a 3.1% increase over the prior year. Budgeted expenditures are projected to increase by 54.7% or \$7.76K to \$21.95K in FY2022.

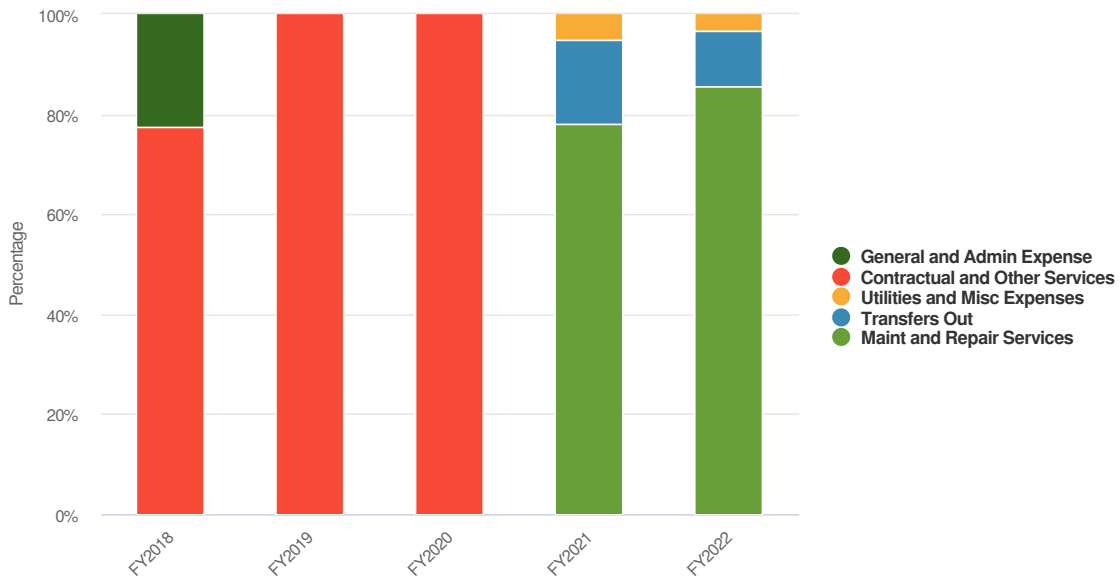


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses		\$740.00	\$755.00	2%
Transfers Out		\$2,364.00	\$2,412.00	2%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Contractual and Other Services	\$2,531.00	\$0.00	\$0.00	0%
Maint and Repair Services		\$11,082.00	\$18,778.00	69.4%
Total Expense Objects:	\$2,531.00	\$14,186.00	\$21,945.00	54.7%



RANCHO VISTA COMMUNITY FACILITIES DISTRICT (FUND 66)

Each of the 87 homeowners in the Rancho Vista community pay equally into an assessment district (Community Facilities District). The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (2% this year). Any major changes to the rates are subject to a vote by the homeowners.

The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping.

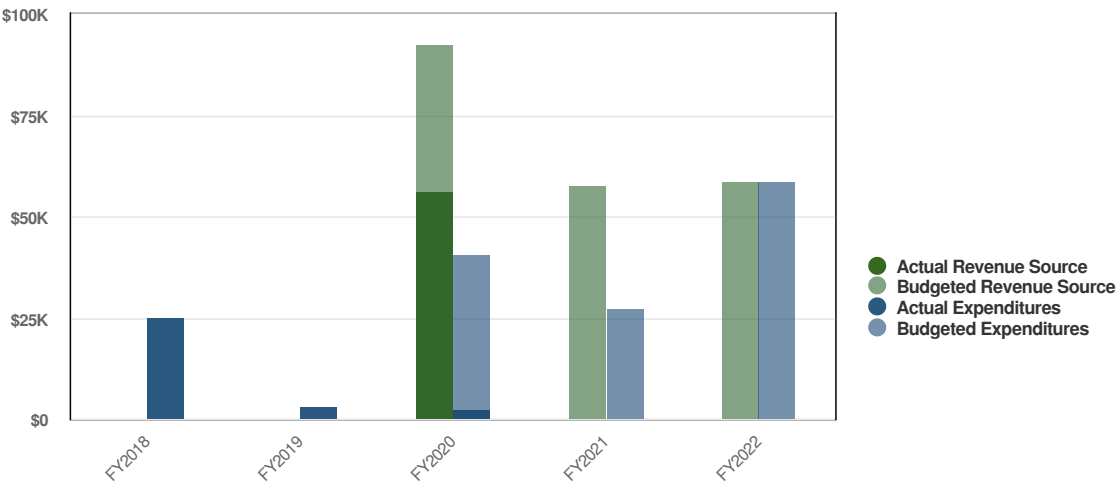
The City has agreed to bring its landscape maintenance contractor to maintain the District but has not formally accepted the improvements yet. Once the City inspects and accepts the improvement as being built in compliance with the City Engineer's standards, the City, a warranty period of one year begins. This will happen soon after the round-about is completed, unless the City agrees to partial acceptance and begins the landscape maintenance sooner. The round-about is expected to begin construction this year.



**CFD Z2
Rancho Vista**

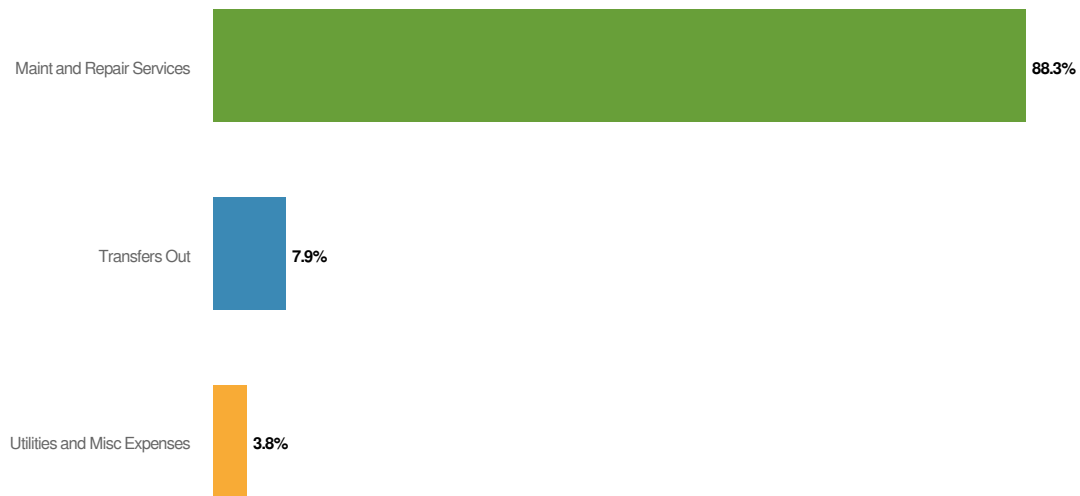
Summary

The City of San Juan Bautista is projecting \$58.72K of revenue in FY2022, which represents a 1.8% increase over the prior year. Budgeted expenditures are projected to increase by 114.5% or \$31.34K to \$58.72K in FY2022.

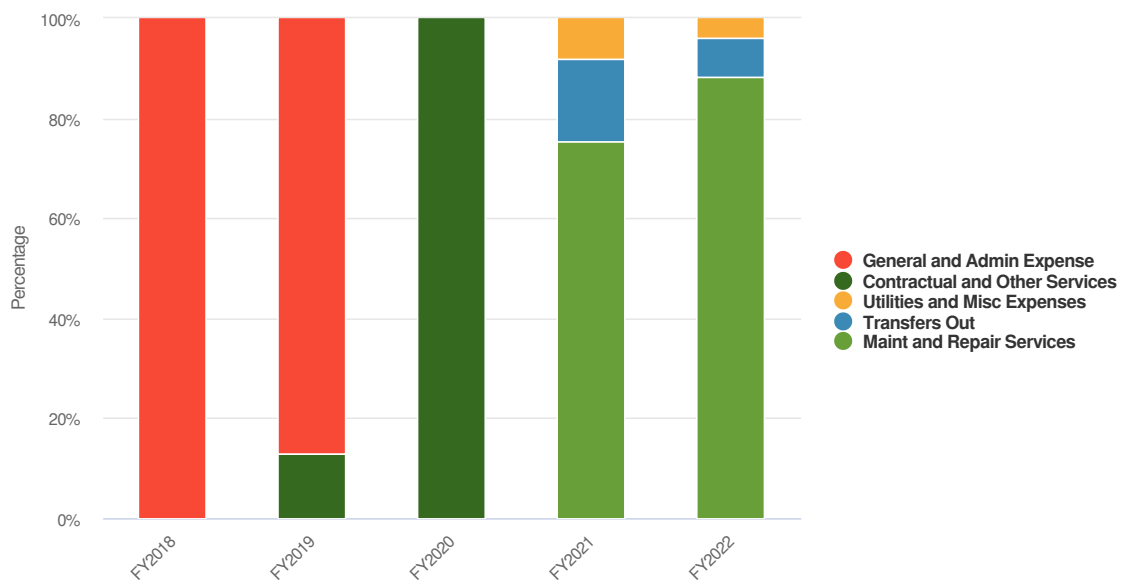


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses		\$2,190.00	\$2,234.00	2%
Transfers Out		\$4,563.00	\$4,654.00	2%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Contractual and Other Services	\$2,531.00	\$0.00	\$0.00	0%
Maint and Repair Services		\$20,622.00	\$51,828.00	151.3%
Total Expense Objects:	\$2,531.00	\$27,375.00	\$58,716.00	114.5%



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 restored to \$2,000. In FY 19/20 the Council spent \$6,000 in travel costs.

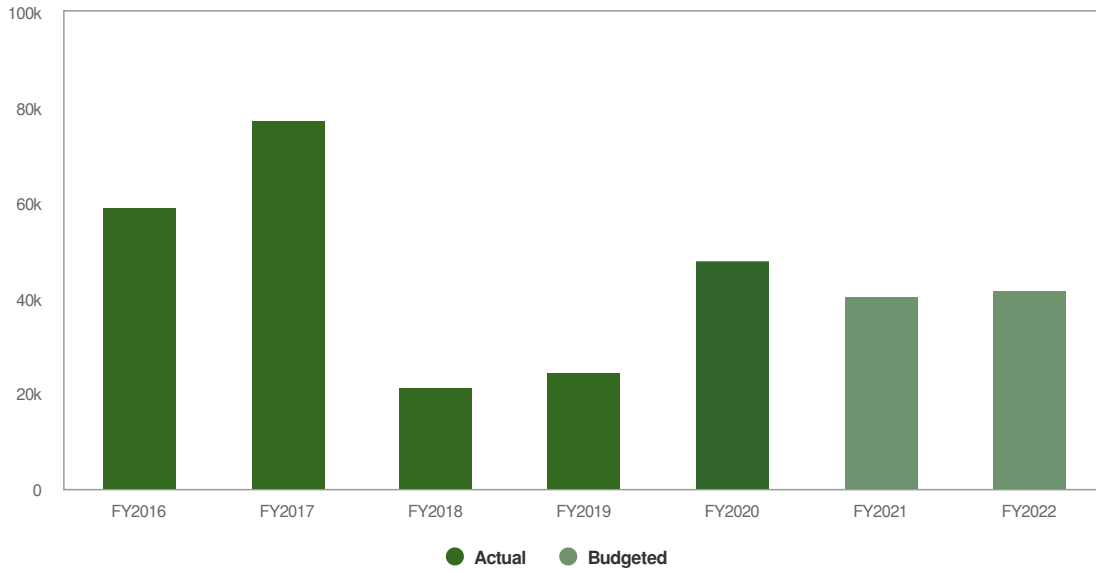
Overall, the FY 21-22 Budget is basically the same as last fiscal year. However, during 2020, the City Council met 39 times and adopted 61 Resolutions. This Budget does not change allocation of city staff time and keeps the allowance for Council member training and education in place. Council members 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

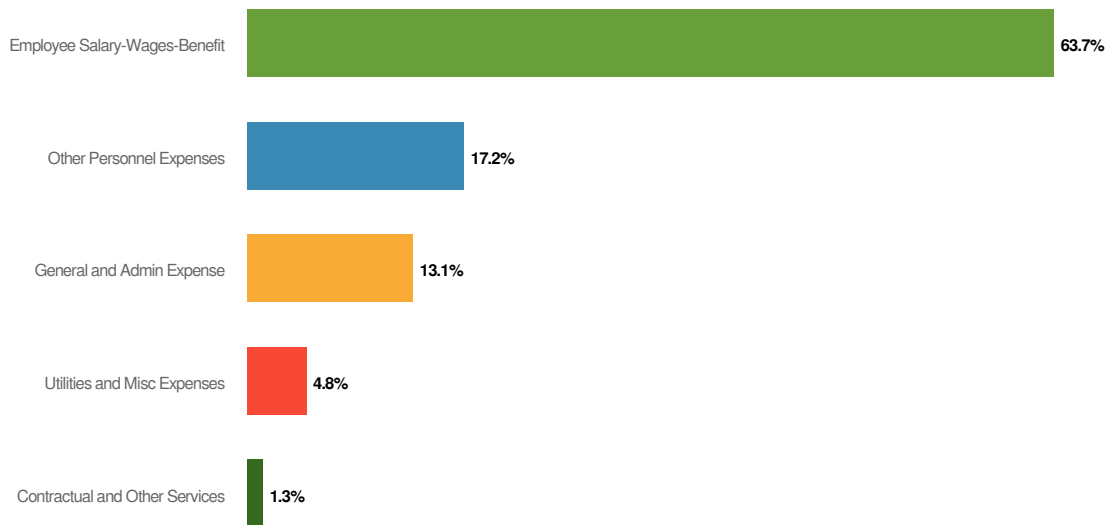
\$41,967 **\$1,333**
(3.28% vs. prior year)

City Council Proposed and Historical Budget vs. Actual

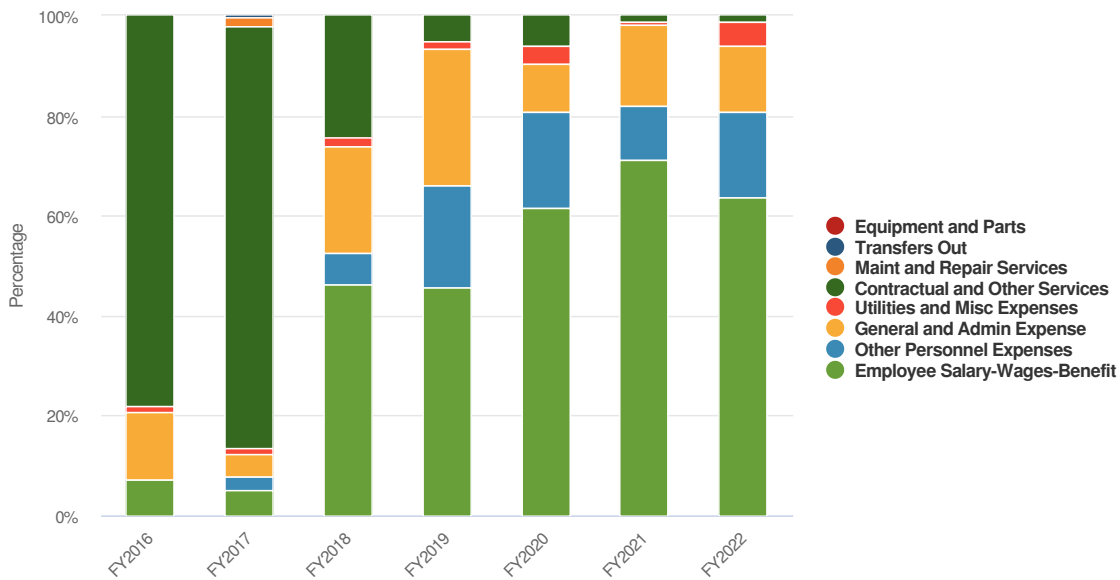


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
City Council				
Electricity	\$1,752.00	\$300.00	\$2,000.00	566.7%
Total City Council:	\$1,752.00	\$300.00	\$2,000.00	566.7%
Total Utilities and Misc Expenses:	\$1,752.00	\$300.00	\$2,000.00	566.7%
Employee Salary-Wages-Benefit				
City Council				
Salaries Wages FT	\$25,898.00	\$24,775.00	\$22,431.00	-9.5%
FICA	\$1,896.00	\$2,143.00	\$1,940.00	-9.5%
Workers Comp.	\$406.00	\$377.00	\$373.00	-1.1%
Health Insurance	\$1,034.00	\$1,333.00	\$1,325.00	-0.6%
457 Retirement Contribution	\$47.00	\$266.00	\$673.00	153%
Elected Official Stipend	\$100.00		\$0.00	N/A
Total City Council:	\$29,381.00	\$28,894.00	\$26,742.00	-7.4%
Total Employee Salary-Wages-Benefit:	\$29,381.00	\$28,894.00	\$26,742.00	-7.4%
General and Admin Expense				
City Council				
Insurance-Liab/Bond/Auto/Prop	\$1,232.00	\$2,000.00	\$1,500.00	-25%
Dues and Subscriptions	\$745.00	\$1,490.00	\$1,500.00	0.7%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Computer Software Svc.	\$384.00	\$0.00	\$0.00	0%
Computer Hardware Svc.	\$318.00	\$500.00	\$500.00	0%
Advertising		\$150.00	\$0.00	-100%
Office supplies	\$295.00	\$200.00	\$500.00	150%
Postage & Freight	\$129.00	\$200.00	\$100.00	-50%
Printing and copies	\$105.00	\$150.00	\$100.00	-33.3%
Food & Beverage	\$731.00	\$1,100.00	\$550.00	-50%
Copier Services & Lease	\$635.00	\$750.00	\$750.00	0%
Total City Council:	\$4,574.00	\$6,540.00	\$5,500.00	-15.9%
Total General and Admin Expense:	\$4,574.00	\$6,540.00	\$5,500.00	-15.9%
Other Personnel Expenses				
City Council				
Education & Training	\$2,713.00	\$3,200.00	\$3,200.00	0%
Travel/Per Diem/Car Allowance	\$6,489.00	\$1,200.00	\$4,000.00	233.3%
Total City Council:	\$9,202.00	\$4,400.00	\$7,200.00	63.6%
Total Other Personnel Expenses:	\$9,202.00	\$4,400.00	\$7,200.00	63.6%
Contractual and Other Services				
City Council				
Accounting	\$725.00		\$0.00	N/A
Other Prof Service-CMAP	\$2,137.00	\$500.00	\$500.00	0%
Janitorial		\$0.00	\$25.00	N/A
Total City Council:	\$2,862.00	\$500.00	\$525.00	5%
Total Contractual and Other Services:	\$2,862.00	\$500.00	\$525.00	5%
Total Expense Objects:	\$47,771.00	\$40,634.00	\$41,967.00	3.3%



City Attorney (Dept. 11)

The Budget provides for the annual retainer of \$40,000 to the Wellington Law Firm to serve as the City Attorney. This is the same as last Fiscal Year and the same as the actual expense in 2019/20.

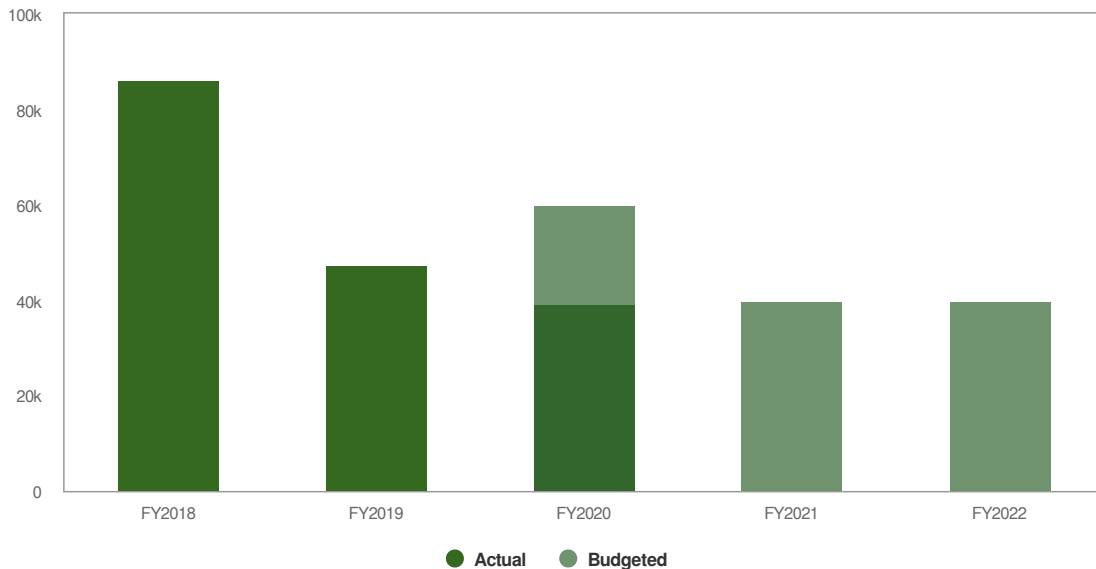
In addition, special assignments such as drafting complex ordinances or reviewing non standard contracts are billed at the rate of \$160/hour. This year, it is anticipated that there will be several agreements to be written relative to the Water Compliance projects recently approved by the City Council. 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 has successfully recovered legal expenses incurred on behalf of private parties in the past.

Expenditures Summary

\$40,000 **\$0**
(0% vs. prior year)

City Attorney Proposed and Historical Budget vs. Actual

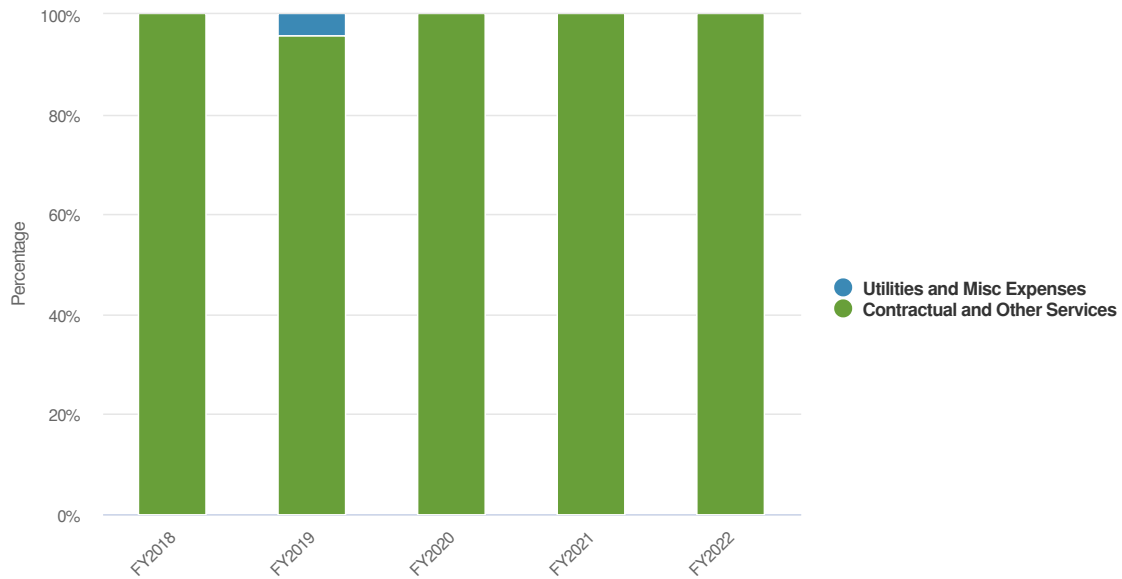


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Contractual and Other Services				
City Attorney				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Legal	\$39,187.00	\$40,000.00	\$40,000.00	0%
Total City Attorney:	\$39,187.00	\$40,000.00	\$40,000.00	0%
Total Contractual and Other Services:	\$39,187.00	\$40,000.00	\$40,000.00	0%
Total Expense Objects:	\$39,187.00	\$40,000.00	\$40,000.00	0%



City Manager (Dept. 12)

Don Reynolds

City Manager

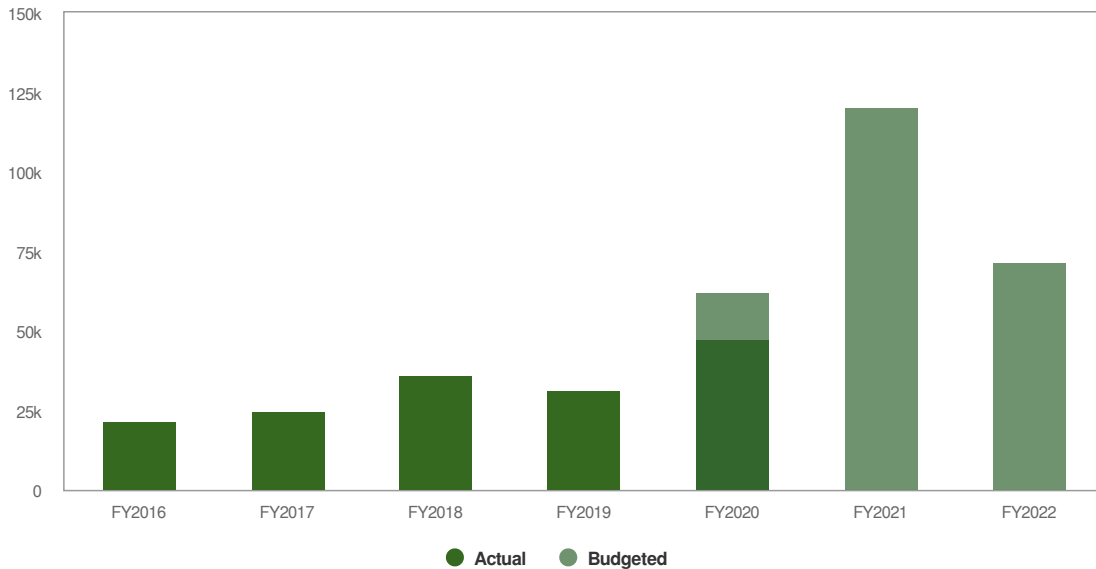
City Manager (Department 12)

The Recommended Budget for the City Manager Department moves Economic Development to Community Development, and removes the part-time Project Manager approved last year. The total budget was reduced \$52,000 or 43%. the City Manager does plan to attend the ICMA Conference in Portland this fall.

Expenditures Summary

\$71,889 **-\$48,316**
(-40.19% vs. prior year)

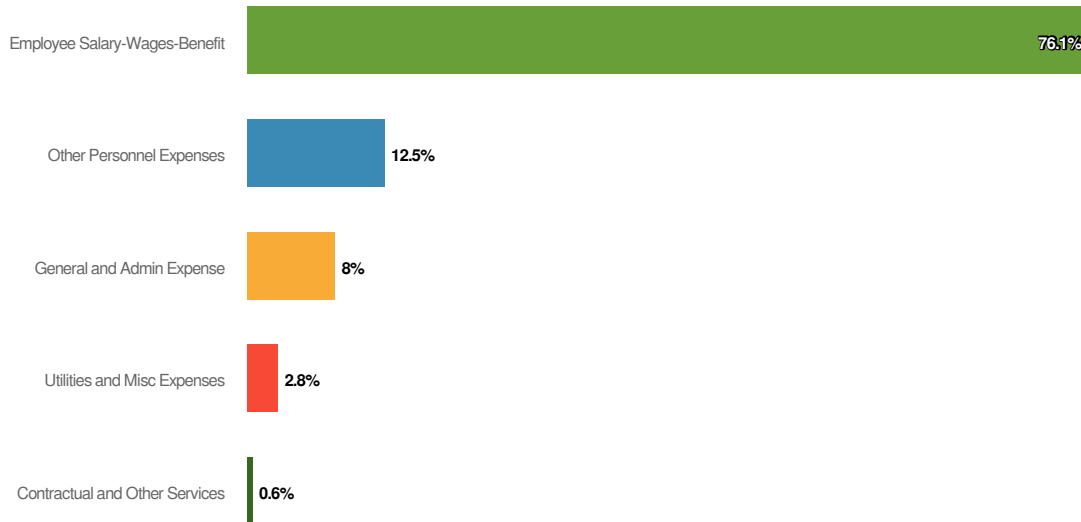
City Manager Proposed and Historical Budget vs. Actual



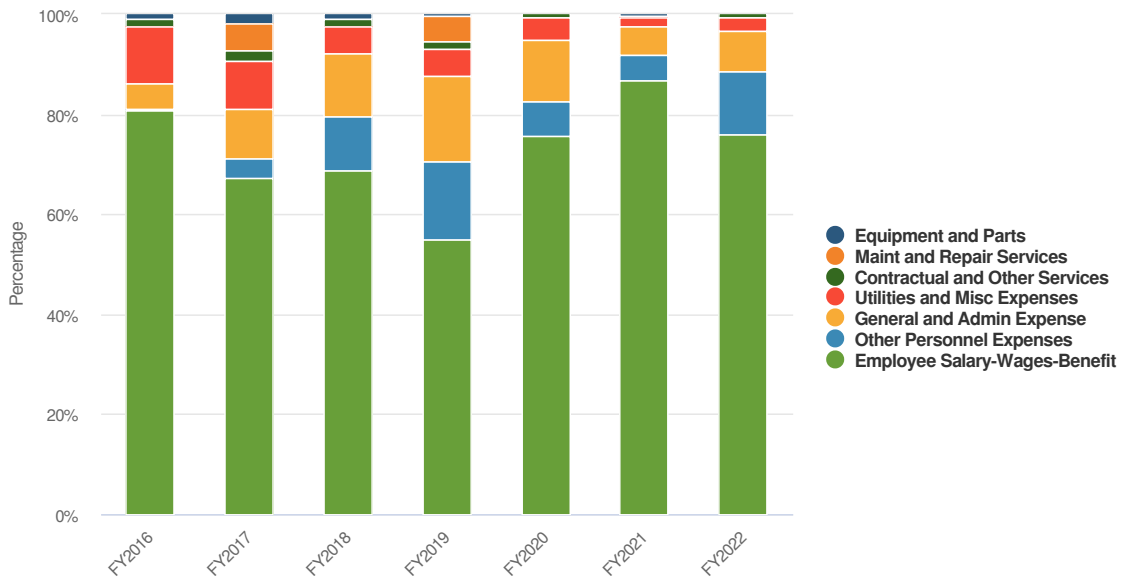
Added the City's new Economic Development program to this budget including one full-time equivalent position.

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
City Manager				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$1,722.00	\$1,500.00	\$1,500.00	0%
Electricity	\$429.00	\$500.00	\$500.00	0%
Total City Manager:	\$2,151.00	\$2,000.00	\$2,000.00	0%
Total Utilities and Misc Expenses:	\$2,151.00	\$2,000.00	\$2,000.00	0%
Employee Salary-Wages-Benefit				
City Manager				
Salaries Wages FT	\$29,203.00	\$81,013.00	\$44,746.00	-44.8%
FICA	\$2,160.00	\$7,008.00	\$3,870.00	-44.8%
Workers Comp.	\$333.00	\$1,760.00	\$922.00	-47.6%
Health Insurance	\$4,348.00	\$12,560.00	\$3,809.00	-69.7%
457 Retirement	\$47.00	\$1,889.00	\$1,342.00	-29%
Total City Manager:	\$36,091.00	\$104,230.00	\$54,689.00	-47.5%
Total Employee Salary-Wages-Benefit:	\$36,091.00	\$104,230.00	\$54,689.00	-47.5%
General and Admin Expense				
City Manager				
Insurance-Liab/Bond/Auto/Prop	\$516.00	\$600.00	\$600.00	0%
Dues & Subscriptions	\$1,225.00	\$1,500.00	\$2,000.00	33.3%
Computer Software Svc.	\$585.00	\$500.00	\$750.00	50%
Computer Hardware Svc.	\$2,061.00	\$1,500.00	\$1,500.00	0%
Advertising		\$500.00	\$0.00	-100%
Office Supplies	\$551.00	\$700.00	\$200.00	-71.4%
Postage & Freight	\$145.00	\$300.00	\$200.00	-33.3%
Printing and Copies	\$105.00	\$300.00	\$100.00	-66.7%
Food & Beverage	\$301.00	\$500.00	\$100.00	-80%
Copier Services & Lease	\$317.00	\$375.00	\$325.00	-13.3%
Total City Manager:	\$5,806.00	\$6,775.00	\$5,775.00	-14.8%
Total General and Admin Expense:	\$5,806.00	\$6,775.00	\$5,775.00	-14.8%
Other Personnel Expenses				
City Manager				
Phys., Drug & Psych Testing	\$138.00		\$0.00	N/A
Education & Training	\$1,018.00	\$5,500.00	\$5,500.00	0%
Travel/Per Diem/Car Allowance	\$2,081.00	\$900.00	\$3,500.00	288.9%
Total City Manager:	\$3,237.00	\$6,400.00	\$9,000.00	40.6%
Total Other Personnel Expenses:	\$3,237.00	\$6,400.00	\$9,000.00	40.6%
Equipment and Parts				
City Manager				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Gasoline & Diesel Fuel	\$44.00	\$0.00	\$0.00	0%
Books and Periodicals		\$200.00	\$0.00	-100%
Total City Manager:	\$44.00	\$200.00	\$0.00	-100%
Total Equipment and Parts:	\$44.00	\$200.00	\$0.00	-100%
Contractual and Other Services				
City Manager				
Security	\$249.00	\$400.00	\$325.00	-18.7%
Janitorial	\$46.00	\$200.00	\$100.00	-50%
Total City Manager:	\$295.00	\$600.00	\$425.00	-29.2%
Total Contractual and Other Services:	\$295.00	\$600.00	\$425.00	-29.2%
Total Expense Objects:	\$47,624.00	\$120,205.00	\$71,889.00	-40.2%



Admin Services (Dept. 13)

Administrative Services (Department 13)

This budget is stable compared to prior years with a 4% decrease.

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 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 website; and

- Responding to Public Records Act requests.

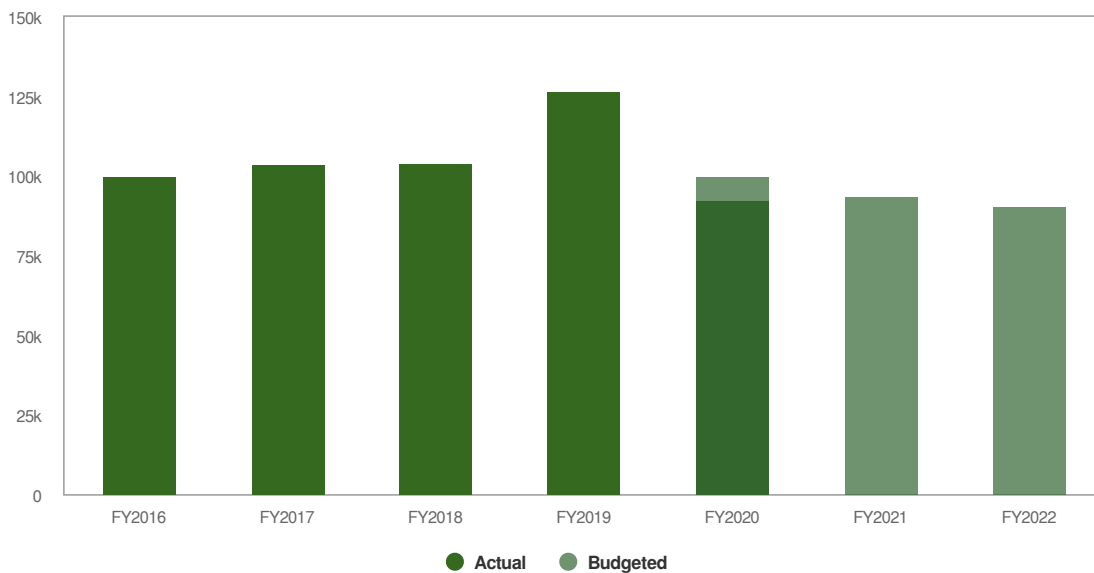
The stipend for the elected City Clerk is included in the department budget, but the elected City Clerk as asked that it not be distributed to her. In election years, the cost of conducting the election is included in the department budget.

For FY 22, funds are proposed to be budgeted for the acquisition of "agenda management" software to improve the usability of electronic agendas and minutes, and to improve citizen access. A project for FY 22 is to implement the results of a classification and salary study that is being developed by the City Manager this year.

Expenditures Summary

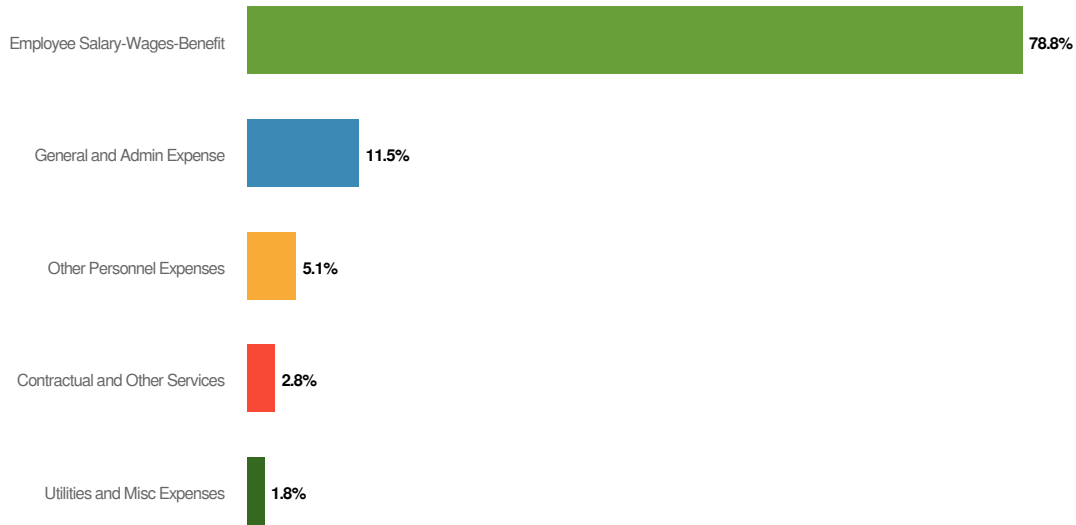
\$90,705 **-\$2,956**
(-3.16% vs. prior year)

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

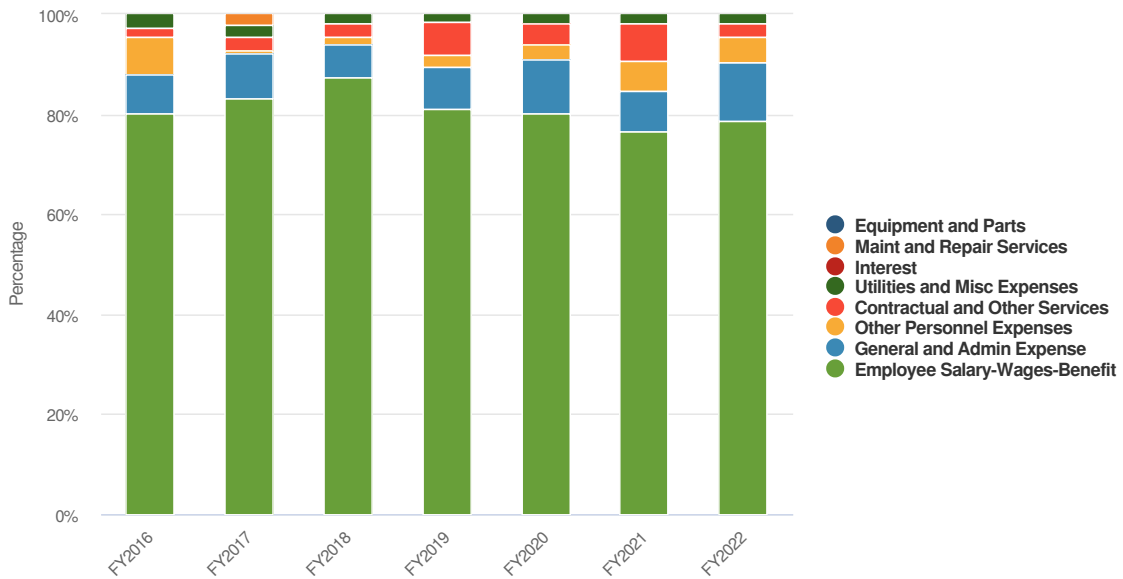


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
Admin Services				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$1,407.00	\$1,375.00	\$1,375.00	0%
Electricity	\$320.00	\$300.00	\$300.00	0%
Total Admin Services:	\$1,727.00	\$1,675.00	\$1,675.00	0%
Total Utilities and Misc Expenses:	\$1,727.00	\$1,675.00	\$1,675.00	0%
Employee Salary-Wages-Benefit				
Admin Services				
Salaries Wages FT	\$52,488.00	\$55,926.00	\$55,998.00	0.1%
FICA	\$4,002.00	\$4,838.00	\$4,844.00	0.1%
Workers Comp.	\$327.00	\$252.00	\$320.00	27%
Health Insurance	\$14,017.00	\$7,953.00	\$8,613.00	8.3%
457k Retirement	\$2,337.00	\$1,597.00	\$1,680.00	5.2%
Elected Official Stipend	\$1,100.00	\$1,200.00	\$0.00	-100%
Total Admin Services:	\$74,271.00	\$71,766.00	\$71,455.00	-0.4%
Total Employee Salary-Wages-Benefit:	\$74,271.00	\$71,766.00	\$71,455.00	-0.4%
General and Admin Expense				
Admin Services				
Insurance-Liab/Bond/Auto/Prop	\$1,536.00	\$1,600.00	\$1,500.00	-6.2%
Dues & Subscriptions	\$645.00	\$800.00	\$800.00	0%
Computer Software Svc.	\$1,429.00	\$300.00	\$1,000.00	233.3%
Computer Hardware Svc.	\$2,440.00	\$1,200.00	\$1,200.00	0%
Office supplies	\$580.00	\$1,000.00	\$1,000.00	0%
Postage & Freight	\$135.00	\$270.00	\$200.00	-25.9%
Printing & Copies	\$167.00	\$50.00	\$100.00	100%
Food & Beverage	\$212.00	\$500.00	\$200.00	-60%
Copier Service & Lease	\$317.00	\$400.00	\$400.00	0%
Bank Charges/PR Processing	\$2,301.00	\$1,500.00	\$4,000.00	166.7%
Total Admin Services:	\$9,762.00	\$7,620.00	\$10,400.00	36.5%
Total General and Admin Expense:	\$9,762.00	\$7,620.00	\$10,400.00	36.5%
Other Personnel Expenses				
Admin Services				
Phys., Drug & Psych Testing	\$100.00	\$100.00	\$100.00	0%
Education & Training	\$1,735.00	\$3,500.00	\$3,500.00	0%
Travel/Per Diem/Car Allowance	\$1,078.00	\$2,000.00	\$1,000.00	-50%
Total Admin Services:	\$2,913.00	\$5,600.00	\$4,600.00	-17.9%
Total Other Personnel Expenses:	\$2,913.00	\$5,600.00	\$4,600.00	-17.9%
Equipment and Parts				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Admin Services				
Gasoline & Diesel Fuel	\$45.00	\$0.00	\$0.00	0%
Total Admin Services:	\$45.00	\$0.00	\$0.00	0%
Total Equipment and Parts:	\$45.00	\$0.00	\$0.00	0%
Contractual and Other Services				
Admin Services				
Operational Contracts	\$1,748.00	\$1,000.00	\$0.00	-100%
Security	\$249.00	\$375.00	\$375.00	0%
Web Maintenance	\$1,634.00	\$1,400.00	\$2,000.00	42.9%
Janitorial	\$46.00	\$225.00	\$200.00	-11.1%
Election Expense		\$4,000.00	\$0.00	-100%
Total Admin Services:	\$3,677.00	\$7,000.00	\$2,575.00	-63.2%
Total Contractual and Other Services:	\$3,677.00	\$7,000.00	\$2,575.00	-63.2%
Total Expense Objects:	\$92,395.00	\$93,661.00	\$90,705.00	-3.2%



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.

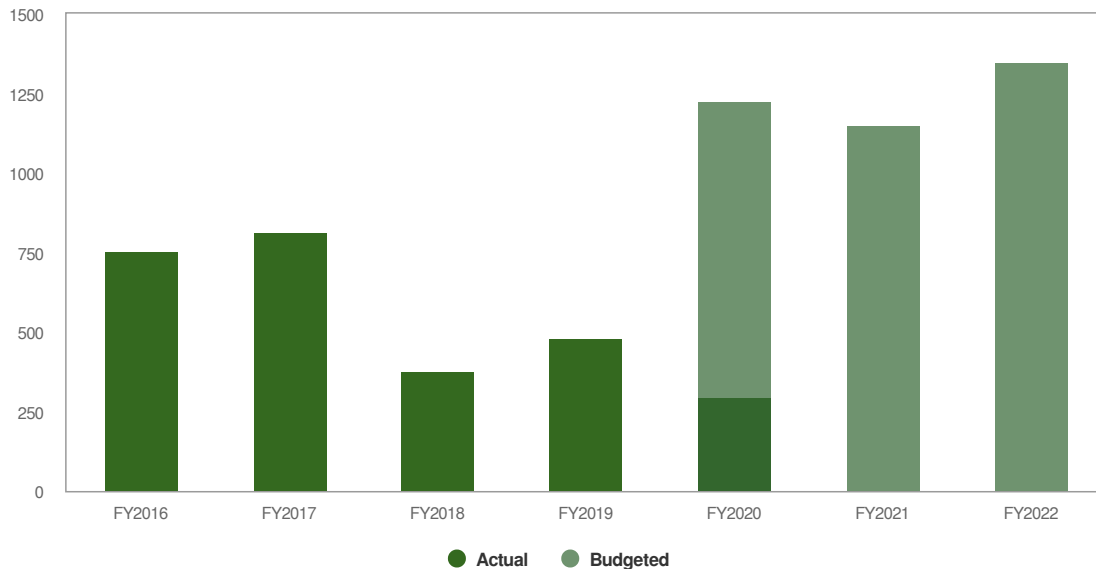
The City Council has adopted an Investment Policy that includes review and recommendations of an Investment Advisory Committee comprised of the elected City Treasurer, the Mayor, and the City Manager. It is proposed that this Committee's function be changed and be called the :Budget and Finance Committee. 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. The budget has increases 17% because this year the City is paying the Treasurer Stipend.

Expenditures Summary

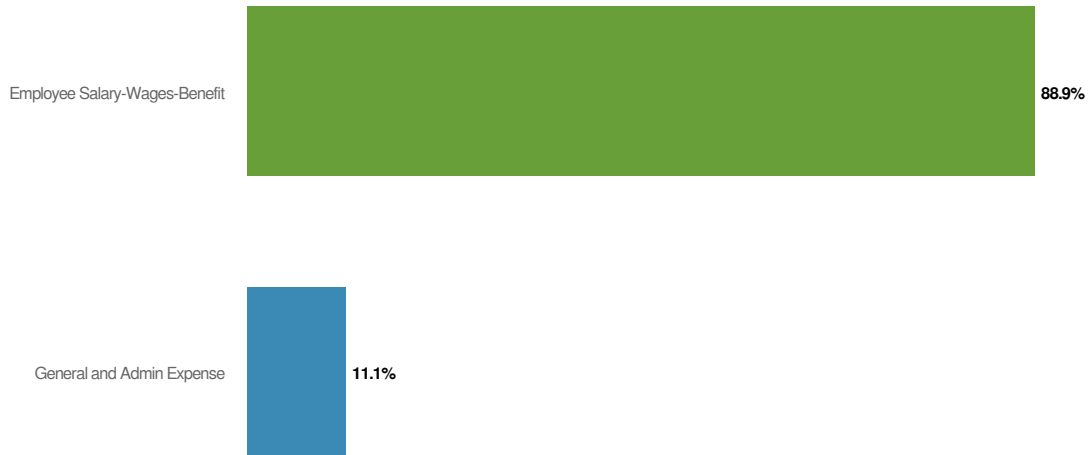
\$1,350 **\$200**
(17.39% vs. prior year)

City Treasurer Proposed and Historical Budget vs. Actual

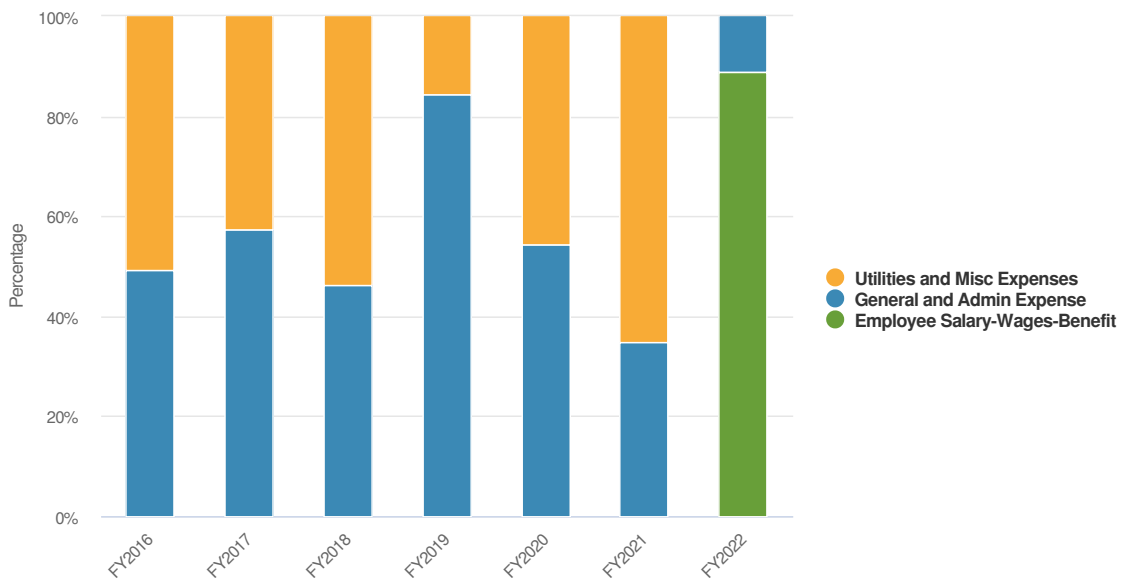


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
City Treasurer				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Education & Training		\$500.00	\$0.00	-100%
Travel/Per Diem/Car Allowance		\$100.00	\$0.00	-100%
Electricity	\$135.00	\$150.00	\$0.00	-100%
Total City Treasurer:	\$135.00	\$750.00	\$0.00	-100%
Total Utilities and Misc Expenses:	\$135.00	\$750.00	\$0.00	-100%
Employee Salary-Wages-Benefit				
City Treasurer				
Elected Official Stipend			\$1,200.00	N/A
Total City Treasurer:			\$1,200.00	N/A
Total Employee Salary-Wages-Benefit:			\$1,200.00	N/A
General and Admin Expense				
City Treasurer				
Office Supplies	\$28.00	\$100.00	\$150.00	50%
Postage & Freight	\$97.00	\$200.00	\$0.00	-100%
Printing & Copies	\$37.00	\$100.00	\$0.00	-100%
Total City Treasurer:	\$162.00	\$400.00	\$150.00	-62.5%
Total General and Admin Expense:	\$162.00	\$400.00	\$150.00	-62.5%
Total Expense Objects:	\$297.00	\$1,150.00	\$1,350.00	17.4%



Finance (Dept. 15)

Finance Department (Department 15)

This budget increased 23.5% because of the addition of the Office Assistant position assigned to accounts payable. 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.

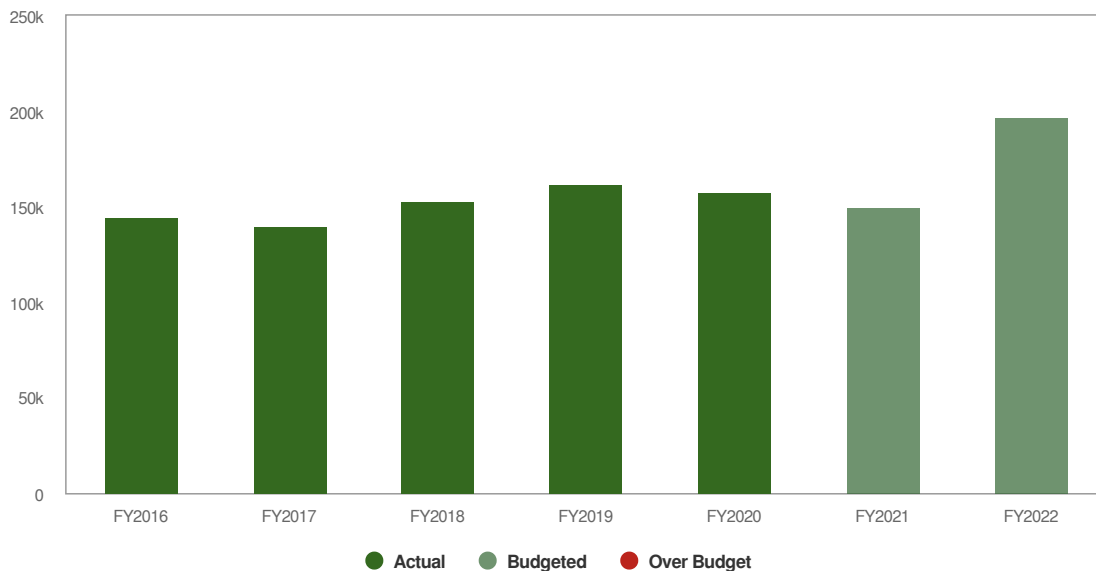
This is the second year the City has used its new budget software “Clear Gov.” The City’s Accountant has spent hundreds of hours transferring the data to provide the accurate history for the new budget.

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

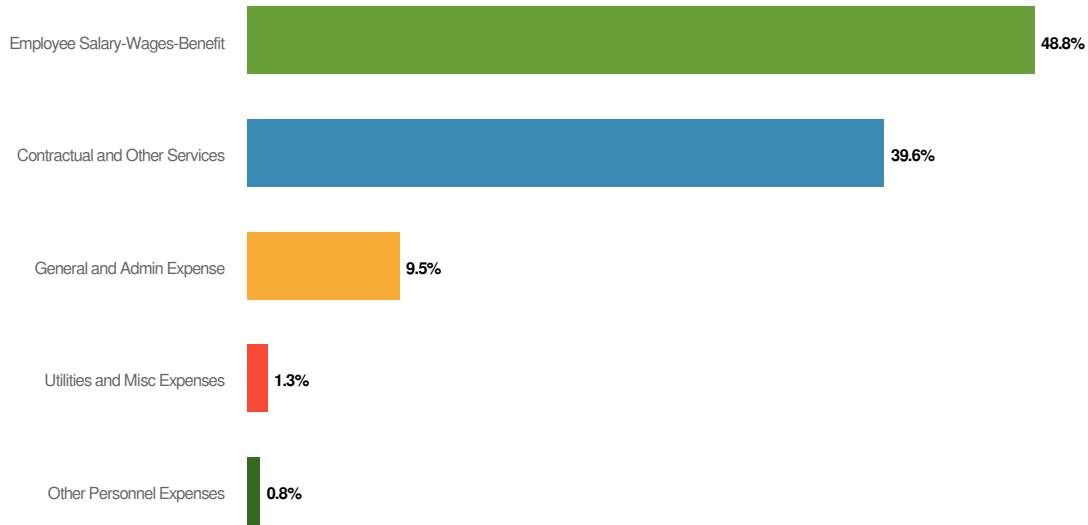
\$197,121 **\$46,796**
(31.13% vs. prior year)

Finance Proposed and Historical Budget vs. Actual

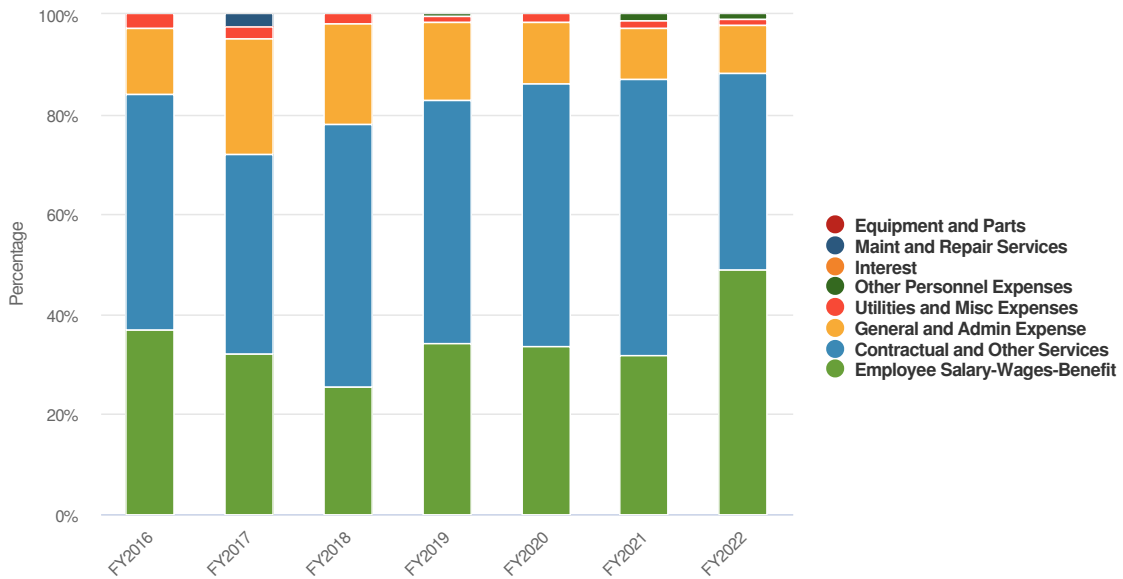


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
Finance				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$1,407.00	\$1,300.00	\$1,400.00	7.7%
Electricity	\$920.00	\$1,100.00	\$1,100.00	0%
Total Finance:	\$2,327.00	\$2,400.00	\$2,500.00	4.2%
Total Utilities and Misc Expenses:	\$2,327.00	\$2,400.00	\$2,500.00	4.2%
Employee Salary-Wages-Benefit				
Finance				
Salaries Wages FT	\$40,999.00	\$39,289.00	\$73,882.00	88%
FICA	\$3,079.00	\$3,399.00	\$6,391.00	88%
Worker's Comp	\$338.00	\$442.00	\$605.00	36.9%
Health Insurance	\$7,914.00	\$3,909.00	\$13,177.00	237.1%
457k Retirement	\$733.00	\$681.00	\$2,216.00	225.4%
Total Finance:	\$53,063.00	\$47,720.00	\$96,271.00	101.7%
Total Employee Salary-Wages-Benefit:	\$53,063.00	\$47,720.00	\$96,271.00	101.7%
General and Admin Expense				
Finance				
Insurance-Liab/Bond/Auto/Prop	\$1,680.00	\$1,800.00	\$2,500.00	38.9%
Dues & Subscriptions	\$403.00	\$600.00	\$250.00	-58.3%
Computer Software Svc.	\$1,630.00	\$2,500.00	\$2,000.00	-20%
Computer Hardware Svc.	\$520.00	\$1,000.00	\$1,000.00	0%
Office Supplies	\$1,453.00	\$2,000.00	\$500.00	-75%
Postage & Freight	\$296.00	\$500.00	\$1,500.00	200%
Printing & Copies	\$1,350.00	\$500.00	\$3,000.00	500%
Food & Beverage	\$328.00	\$600.00	\$200.00	-66.7%
Copier Services & Lease	\$635.00	\$750.00	\$750.00	0%
Bank Charges/PR Processing	\$11,056.00	\$5,000.00	\$7,000.00	40%
Total Finance:	\$19,351.00	\$15,250.00	\$18,700.00	22.6%
Total General and Admin Expense:	\$19,351.00	\$15,250.00	\$18,700.00	22.6%
Other Personnel Expenses				
Finance				
Education and Training		\$1,000.00	\$1,000.00	0%
Travel/Per Diem/Car Allowance		\$600.00	\$600.00	0%
Total Finance:		\$1,600.00	\$1,600.00	0%
Total Other Personnel Expenses:		\$1,600.00	\$1,600.00	0%
Equipment and Parts				
Finance				
Gasoline & Diesel Fuel	\$44.00		\$0.00	N/A



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Finance:	\$44.00		\$0.00	N/A
Total Equipment and Parts:	\$44.00		\$0.00	N/A
Contractual and Other Services				
Finance				
Accounting	\$48,069.00	\$50,000.00	\$50,000.00	0%
Audit	\$25,000.00	\$27,500.00	\$27,500.00	0%
Security	\$249.00	\$375.00	\$350.00	-6.7%
Web Maintenance	\$1,166.00	\$250.00	\$0.00	-100%
Admin Fees/SBCO Prop. Tax Colle		\$5,000.00	\$0.00	-100%
Janitorial	\$46.00	\$230.00	\$200.00	-13%
SBCO Mgmt Fees	\$8,782.00	\$0.00	\$0.00	0%
Total Finance:	\$83,312.00	\$83,355.00	\$78,050.00	-6.4%
Total Contractual and Other Services:	\$83,312.00	\$83,355.00	\$78,050.00	-6.4%
Total Expense Objects:	\$158,097.00	\$150,325.00	\$197,121.00	31.1%



City Library (Dept. 16)

BEING UPDATED NOW MAY 21, 2021

Library update FY 19-20 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.

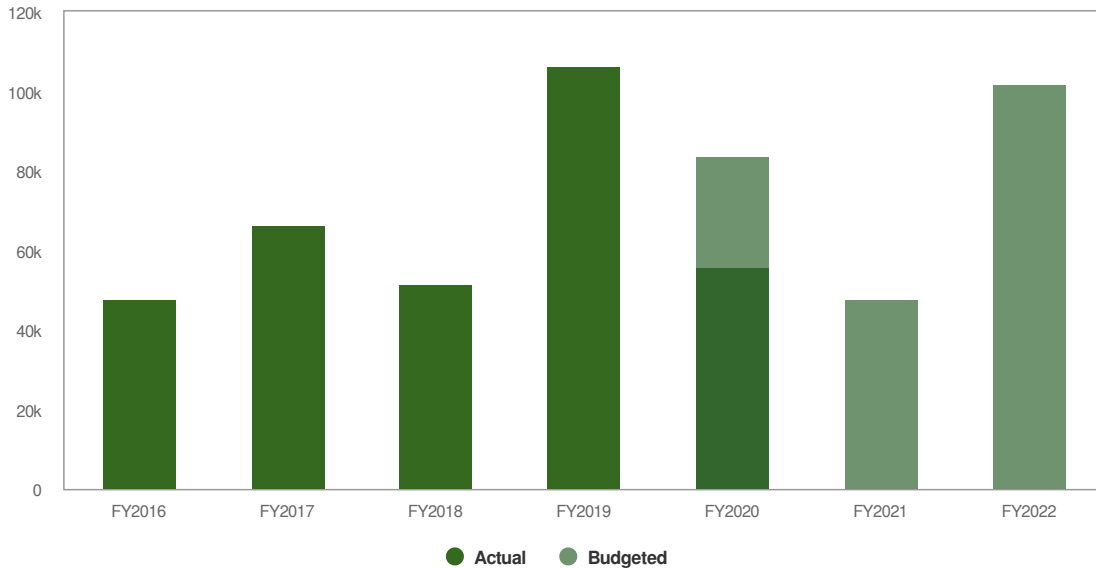
Looking forward while navigating through the COVID-19 pandemic is challenging. Our top priorities for the coming year are to provide a better online experience, develop a stronger partnership with ASJUSD, local and regional organizations, and our local community, and to complete the Luck Park Master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

Expenditures Summary

\$102,073 **\$53,986**
(112.27% vs. prior year)



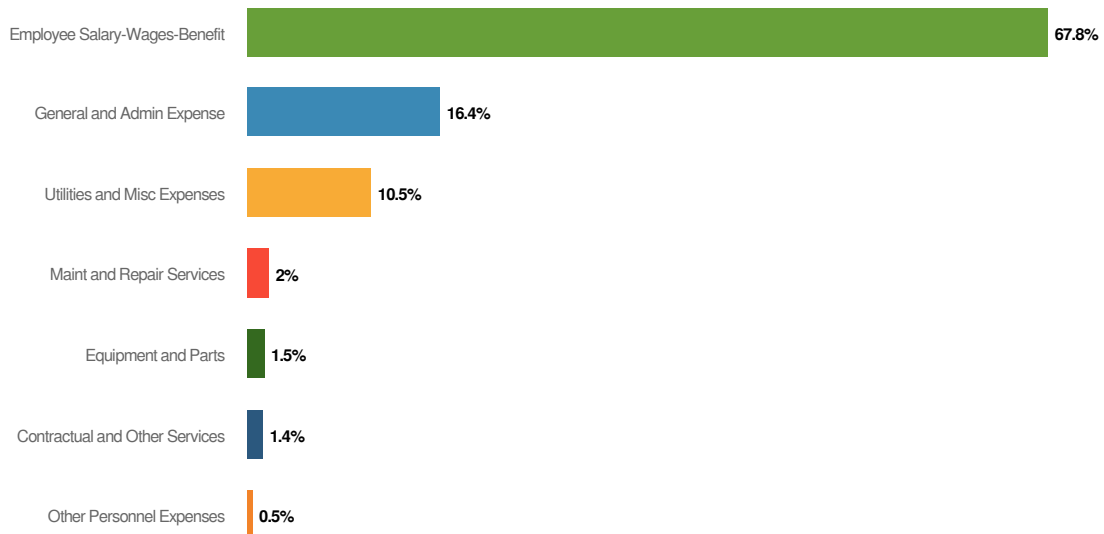
City Library (Dept. 16) Proposed and Historical Budget vs. Actual



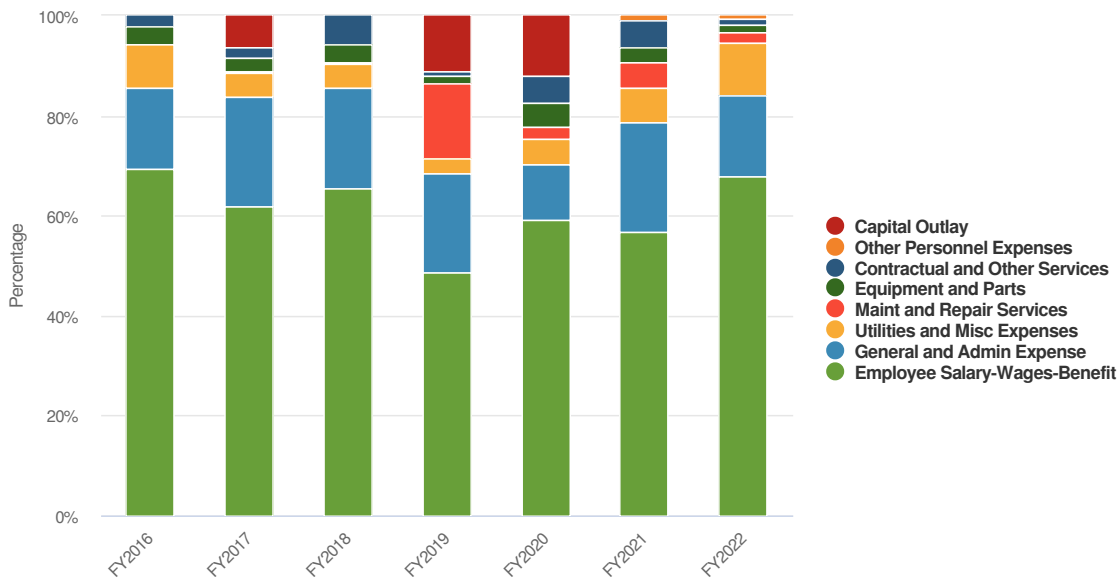
The Library has been severely impacted by COVID 19, but is able to re-open at 25%. One part-time position was eliminated in April and not replaced in this budget. The impact can be seen in this budget as costs are estimated to decrease 50%. The Library is open for appointments and students have been 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	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
City Library				
Telecomm	\$445.00	\$450.00	\$500.00	11.1%
Electricity	\$2,286.00	\$2,800.00	\$2,700.00	-3.6%
Water			\$7,500.00	N/A
Total City Library:	\$2,731.00	\$3,250.00	\$10,700.00	229.2%
Total Utilities and Misc Expenses:	\$2,731.00	\$3,250.00	\$10,700.00	229.2%
Employee Salary-Wages-Benefit				
City Library				
Salaries & Wages	\$29,998.00	\$24,953.00	\$63,404.00	154.1%
FICA	\$2,426.00	\$2,158.00	\$5,484.00	154.1%
Worker's Comp	\$210.00	\$112.00	\$285.00	154.5%
Health Insurance	\$207.00	\$14.00	\$0.00	-100%
457 Retirement	\$47.00	\$0.00	\$0.00	0%
Elected Official Stipend	\$90.00		\$0.00	N/A
Total City Library:	\$32,978.00	\$27,237.00	\$69,173.00	154%
Total Employee Salary-Wages-Benefit:	\$32,978.00	\$27,237.00	\$69,173.00	154%
General and Admin Expense				
City Library				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Insurance - Liab/Bond/Auto/Prop		\$0.00	\$500.00	N/A
Dues & Subscriptions	\$794.00	\$1,750.00	\$1,500.00	-14.3%
Computer Software Services	\$3,045.00	\$1,750.00	\$4,000.00	128.6%
Computer Hardware Services	\$888.00	\$1,750.00	\$4,000.00	128.6%
Advertising		\$100.00	\$250.00	150%
Office Supplies	\$263.00	\$500.00	\$750.00	50%
Printing & Copies	\$197.00	\$1,000.00	\$1,000.00	0%
Food & Beverage	\$401.00	\$500.00	\$500.00	0%
Copier Service & Lease	\$635.00	\$750.00	\$750.00	0%
Summer Program		\$2,500.00	\$3,500.00	40%
Total City Library:	\$6,223.00	\$10,600.00	\$16,750.00	58%
Total General and Admin Expense:	\$6,223.00	\$10,600.00	\$16,750.00	58%
Other Personnel Expenses				
City Library				
Education & Training		\$500.00	\$500.00	0%
Total City Library:		\$500.00	\$500.00	0%
Total Other Personnel Expenses:		\$500.00	\$500.00	0%
Equipment and Parts				
City Library				
Books & Periodicals	\$2,670.00	\$1,500.00	\$1,500.00	0%
Total City Library:	\$2,670.00	\$1,500.00	\$1,500.00	0%
Total Equipment and Parts:	\$2,670.00	\$1,500.00	\$1,500.00	0%
Contractual and Other Services				
City Library				
Engineering	\$2,200.00	\$0.00	\$0.00	0%
Security	\$767.00	\$1,862.24	\$1,200.00	-35.6%
Janitorial	\$148.00	\$637.76	\$250.00	-60.8%
Total City Library:	\$3,115.00	\$2,500.00	\$1,450.00	-42%
Total Contractual and Other Services:	\$3,115.00	\$2,500.00	\$1,450.00	-42%
Maint and Repair Services				
City Library				
Bldg. Maint. - Inside	\$208.00	\$500.00	\$500.00	0%
Building Maint. Outside	\$1,140.00	\$1,000.00	\$1,000.00	0%
Grounds Maint. - Outside		\$1,000.00	\$500.00	-50%
Total City Library:	\$1,348.00	\$2,500.00	\$2,000.00	-20%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Maint and Repair Services:	\$1,348.00	\$2,500.00	\$2,000.00	-20%
Capital Outlay				
City Library				
Capital Purchases/Improvements	\$6,626.00	\$0.00	\$0.00	0%
Total City Library:	\$6,626.00	\$0.00	\$0.00	0%
Total Capital Outlay:	\$6,626.00	\$0.00	\$0.00	0%
Total Expense Objects:	\$55,691.00	\$48,087.00	\$102,073.00	112.3%



Fire and EMS (Dept. 20)

Fire and Emergency Medical Services Department (20)

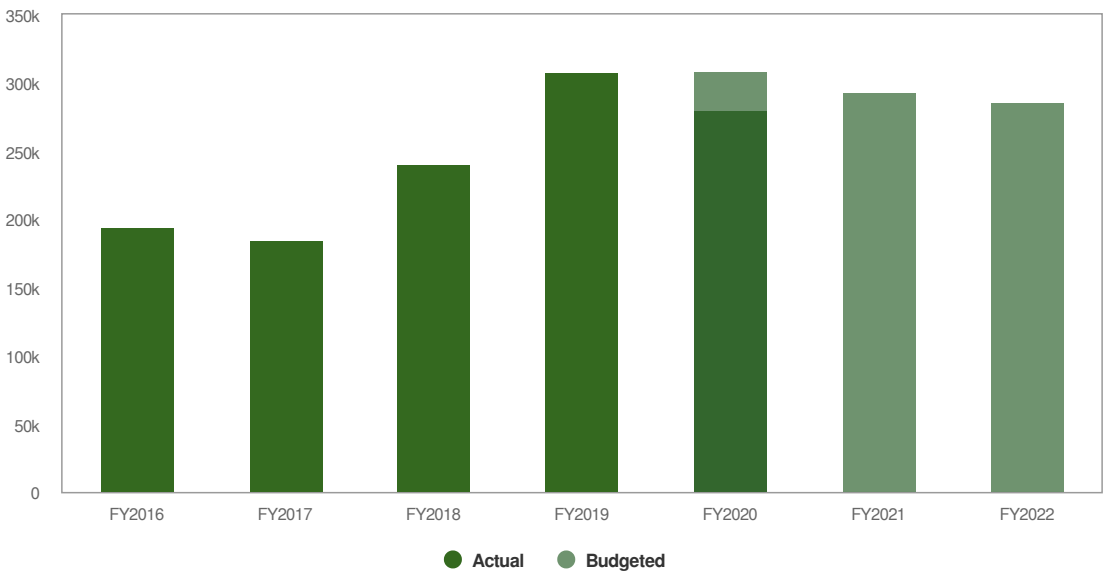
The Budget for FY 22 is based on the contract executed with the City of Hollister in 2019. The City pays a lump sum minus the utility costs for operating the Fire Station which is leased to Hollister. Hollister pays for the first \$10,000 tpo repair apparatus, and the City pays for costs above that amount. The vehicle replacement fund reserves funding incrementally over several years for engine replacement.

This year the City is focused on emergency power for this essential facility, and improvements to the Apparatus Bay.

Expenditures Summary

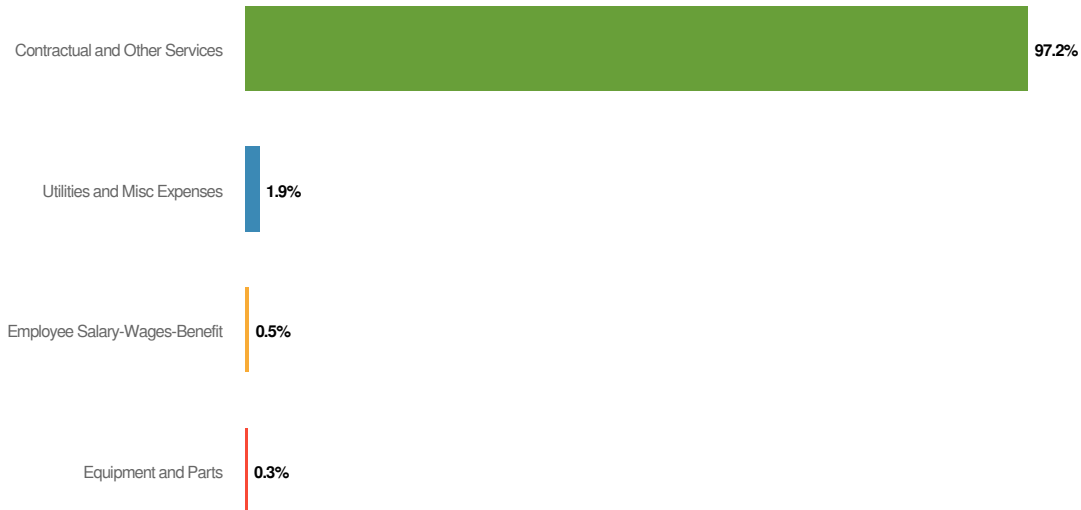
\$286,000 **-\$7,771**
(-2.65% vs. prior year)

Fire and EMS Proposed and Historical Budget vs. Actual

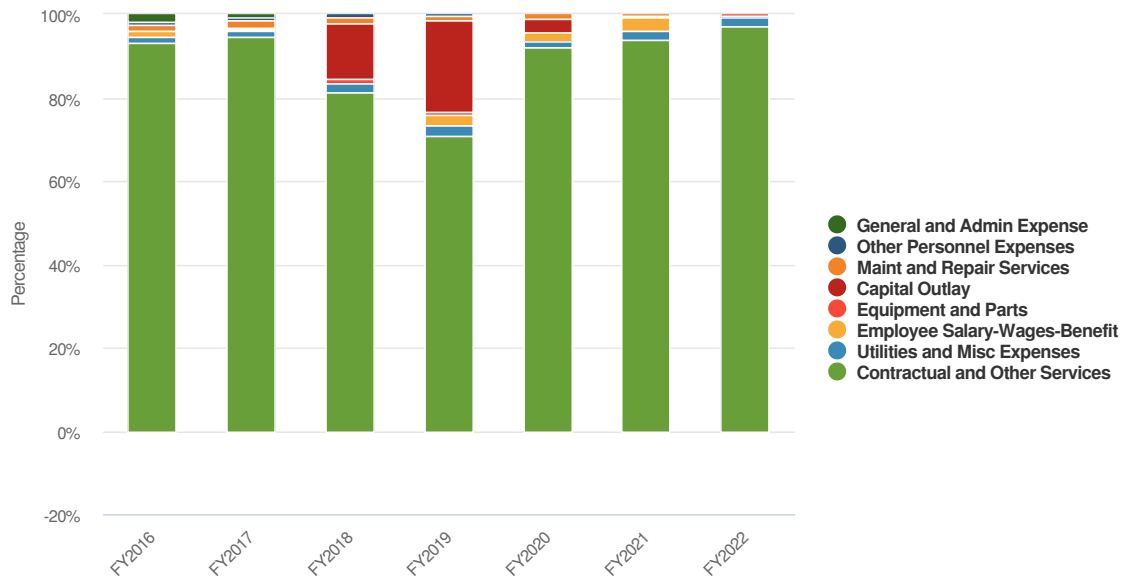


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
Public Safety				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$1,739.00	\$1,600.00	\$1,500.00	-6.2%
Electricity	\$2,362.00	\$4,500.00	\$4,000.00	-11.1%
Total Public Safety:	\$4,101.00	\$6,100.00	\$5,500.00	-9.8%
Total Utilities and Misc Expenses:	\$4,101.00	\$6,100.00	\$5,500.00	-9.8%
Employee Salary-Wages-Benefit				
Public Safety				
Salaries and Wages	\$3,814.00	\$6,500.00	\$0.00	-100%
FICA	\$250.00	\$562.00	\$0.00	-100%
Workers Comp.	\$2,016.00	\$441.00	\$1,500.00	240.1%
Health Insurance		\$1,588.00	\$0.00	-100%
457 Retirement Contribution		\$195.00	\$0.00	-100%
Total Public Safety:	\$6,080.00	\$9,286.00	\$1,500.00	-83.8%
Total Employee Salary-Wages-Benefit:	\$6,080.00	\$9,286.00	\$1,500.00	-83.8%
Equipment and Parts				
Public Safety				
Parts - City Rep. Vehicles		\$1,500.00	\$1,000.00	-33.3%
Total Public Safety:		\$1,500.00	\$1,000.00	-33.3%
Total Equipment and Parts:		\$1,500.00	\$1,000.00	-33.3%
Contractual and Other Services				
Public Safety				
Operational Contracts	\$227,630.00	\$241,885.00	\$245,500.00	1.5%
County Communications	\$31,077.00	\$34,000.00	\$32,500.00	-4.4%
Total Public Safety:	\$258,707.00	\$275,885.00	\$278,000.00	0.8%
Total Contractual and Other Services:	\$258,707.00	\$275,885.00	\$278,000.00	0.8%
Maint and Repair Services				
Public Safety				
Bldg Maint. - Inside	\$3,168.00	\$1,000.00	\$0.00	-100%
Total Public Safety:	\$3,168.00	\$1,000.00	\$0.00	-100%
Total Maint and Repair Services:	\$3,168.00	\$1,000.00	\$0.00	-100%
Capital Outlay				
Public Safety				
Capital Purchases/Improvements	\$8,570.00	\$0.00	\$0.00	0%
Total Public Safety:	\$8,570.00	\$0.00	\$0.00	0%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Capital Outlay:	\$8,570.00	\$0.00	\$0.00	0%
Total Expense Objects:	\$280,626.00	\$293,771.00	\$286,000.00	-2.6%



Code Enforcement (Dept. 25)

Code Enforcement (Department 25)

In October 2019, the City initiated a new Code Enforcement effort. 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.

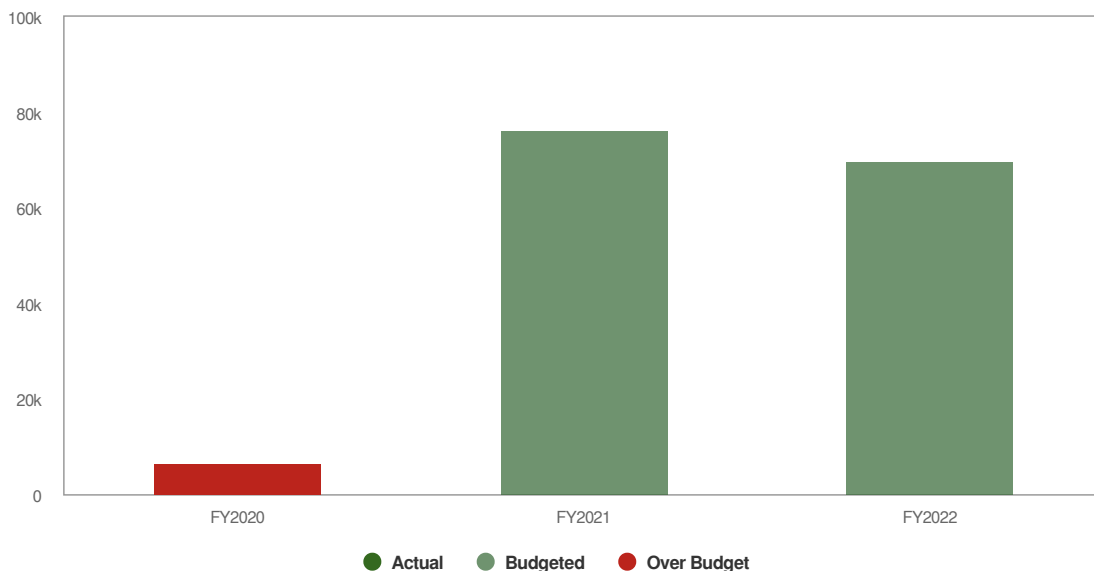
The Code Enforcement Officer reports to the Community Development Director, and 75% of this position is charged to this account, and 25% of it is charged to the Public Safety budgets.

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

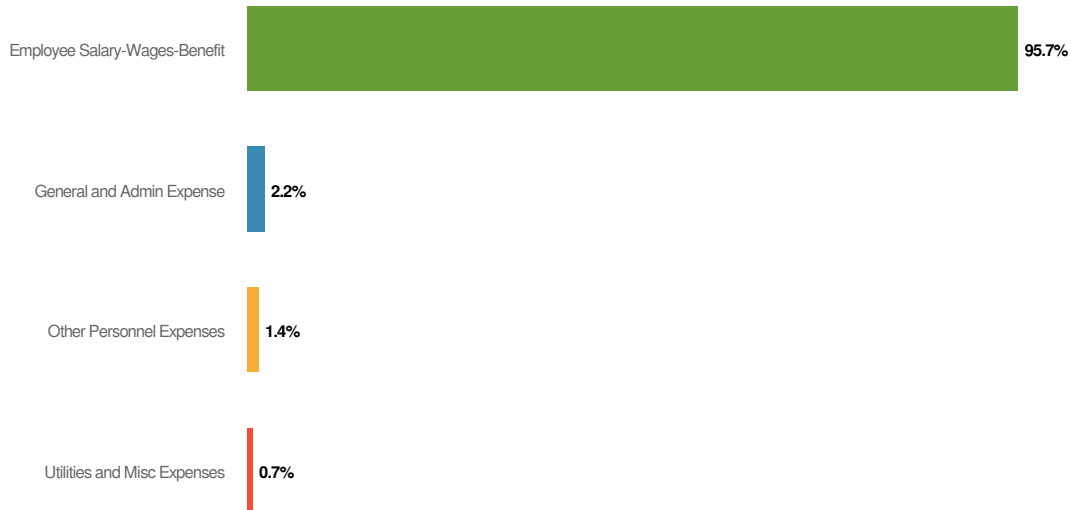
\$69,690 **-\$6,734**
(-8.81% vs. prior year)

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

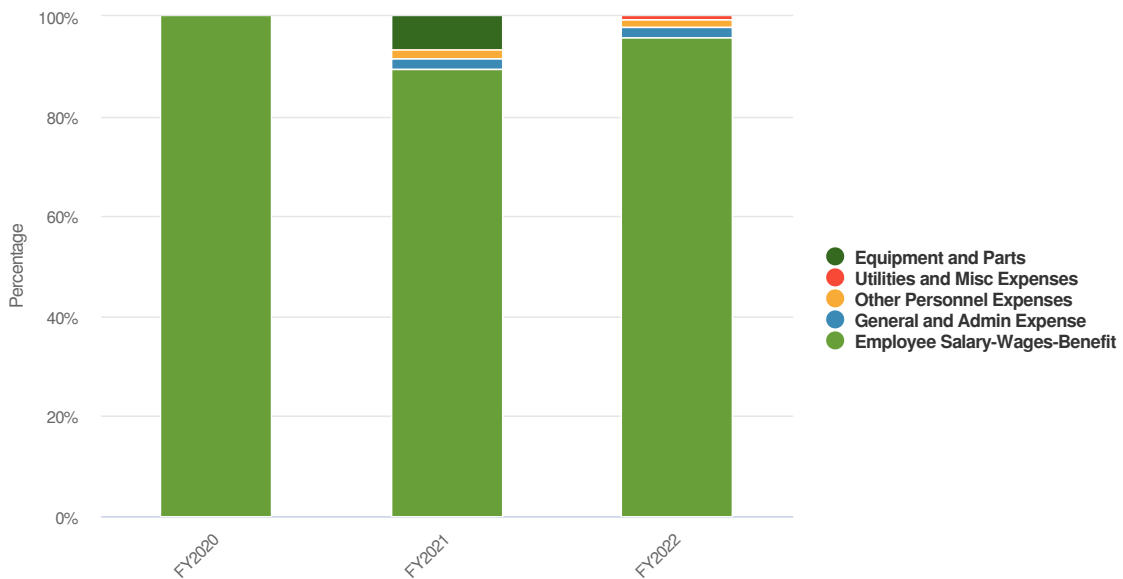


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Employee Salary-Wages-Benefit				
Code Enforcement				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Salaries and Wages - FT	\$6,375.00		\$60,021.00	N/A
FICA	\$323.00		\$5,192.00	N/A
Workers Comp.			\$1,477.00	N/A
Salaries and Wages - FT		\$59,963.00	\$0.00	-100%
FICA		\$5,187.00		-100%
457k Retirement		\$1,799.00		-100%
Workers Comp.		\$1,475.00		-100%
Total Code Enforcement:	\$6,698.00	\$68,424.00	\$66,690.00	-2.5%
Total Employee Salary-Wages-Benefit:	\$6,698.00	\$68,424.00	\$66,690.00	-2.5%
General and Admin Expense				
Code Enforcement				
Computer Software			\$1,250.00	N/A
Office Supplies			\$250.00	N/A
Office Supplies		\$1,500.00	\$0.00	-100%
Total Code Enforcement:		\$1,500.00	\$1,500.00	0%
Total General and Admin Expense:		\$1,500.00	\$1,500.00	0%
Other Personnel Expenses				
Code Enforcement				
Uniforms			\$1,000.00	N/A
Uniforms		\$1,000.00		-100%
Education and Training		\$500.00		-100%
Total Code Enforcement:		\$1,500.00	\$1,000.00	-33.3%
Total Other Personnel Expenses:		\$1,500.00	\$1,000.00	-33.3%
Equipment and Parts				
Code Enforcement				
Fuel		\$5,000.00		-100%
Total Code Enforcement:		\$5,000.00		-100%
Total Equipment and Parts:		\$5,000.00		-100%
Utilities and Misc Expenses				
Code Enforcement				
Telecomm			\$500.00	N/A
Total Code Enforcement:			\$500.00	N/A
Total Utilities and Misc Expenses:			\$500.00	N/A
Total Expense Objects:	\$6,698.00	\$76,424.00	\$69,690.00	-8.8%



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 Code Enforcement Officer 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.

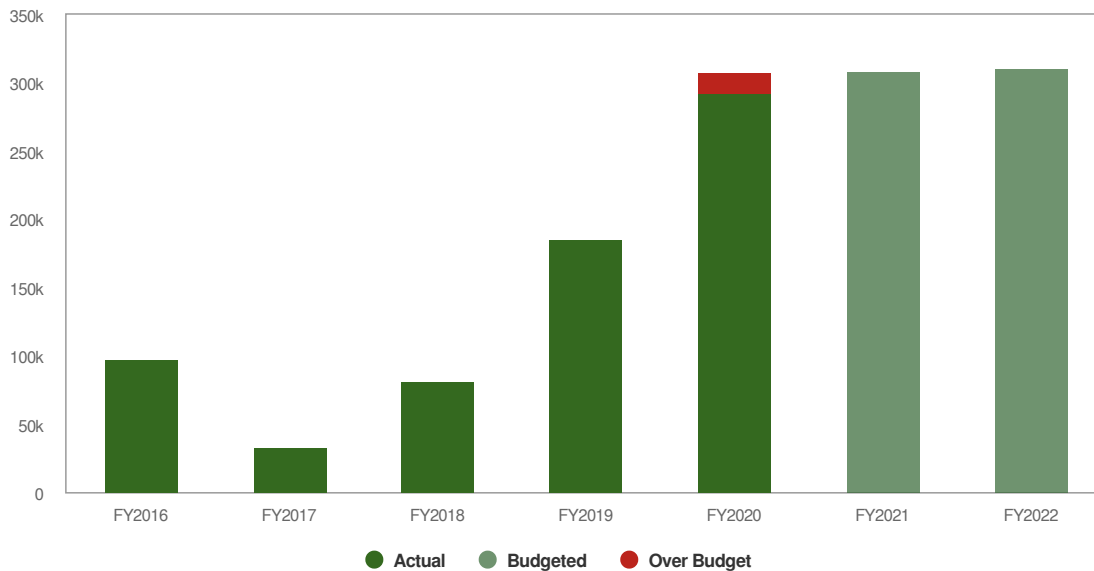
The contract with the Sheriff provides for 160 patrol hours per month at an annual cost of \$149,100.

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

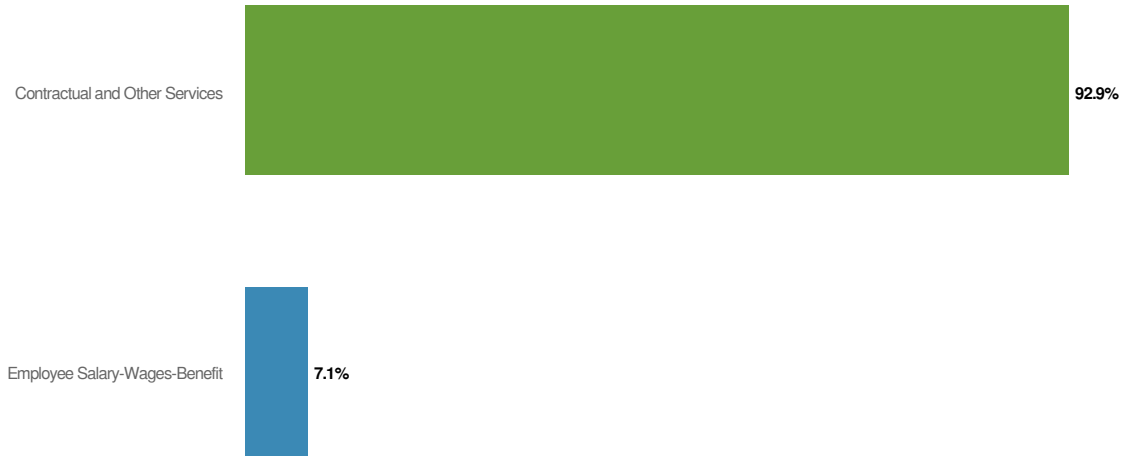
\$311,230 **\$1,921**
(0.62% vs. prior year)

Law Enforcement Proposed and Historical Budget vs. Actual

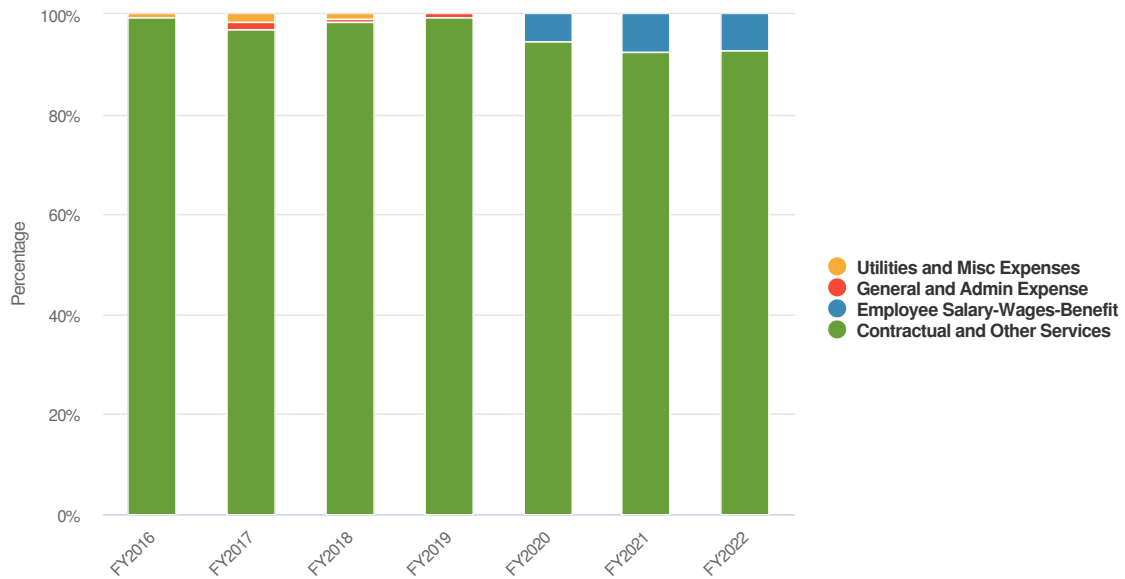


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Employee Salary-Wages-Benefit				
Public Safety				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Salaries and Wages - FT	\$15,000.00	\$19,988.00	\$20,007.00	0.1%
FICA	\$1,312.00	\$1,729.00	\$1,731.00	0.1%
Workers Comp.		\$492.00	\$492.00	0%
457 Retirement		\$600.00		-100%
Total Public Safety:	\$16,312.00	\$22,809.00	\$22,230.00	-2.5%
Total Employee Salary-Wages-Benefit:	\$16,312.00	\$22,809.00	\$22,230.00	-2.5%
Contractual and Other Services				
Public Safety				
Security Reimbursable	\$21,064.00		\$4,000.00	N/A
SBC Sherriff	\$152,200.00	\$150,000.00	\$150,000.00	0%
Level One Security Patrol	\$87,072.00	\$102,500.00	\$102,500.00	0%
County Communications	\$31,077.00	\$34,000.00	\$32,500.00	-4.4%
Total Public Safety:	\$291,413.00	\$286,500.00	\$289,000.00	0.9%
Total Contractual and Other Services:	\$291,413.00	\$286,500.00	\$289,000.00	0.9%
Total Expense Objects:	\$307,725.00	\$309,309.00	\$311,230.00	0.6%



Public Works (Depts 40 and 44)

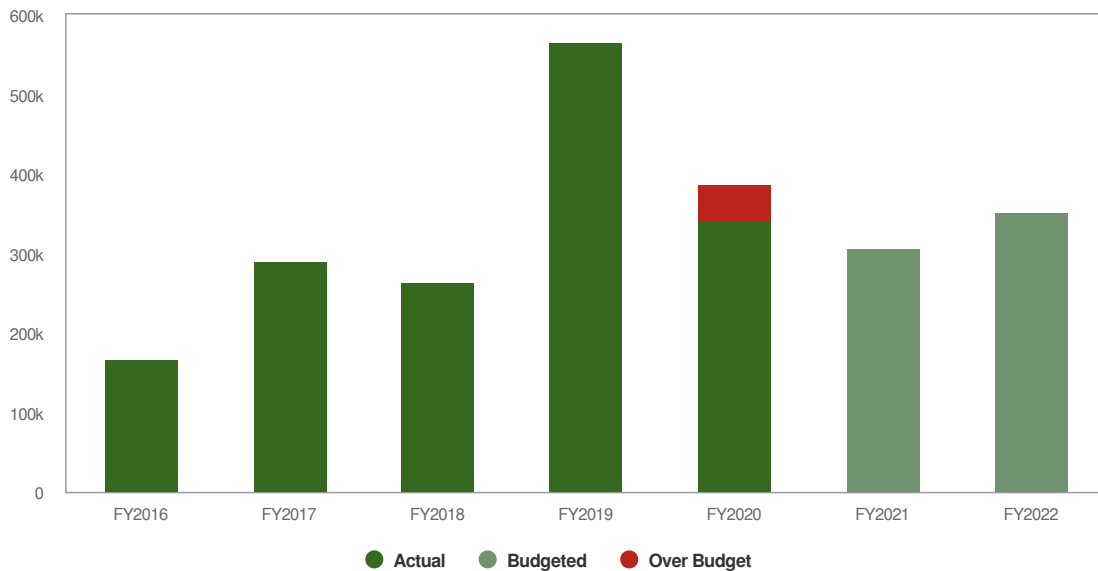
The City has been fortunate to have a talented City Engineer and retired Public Works director to support the work of the maintenance services staff. In 2019, of the City's 8 full-time employees, 5 work in various capacities to support the City's public works infrastructure programs. They are scattered 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

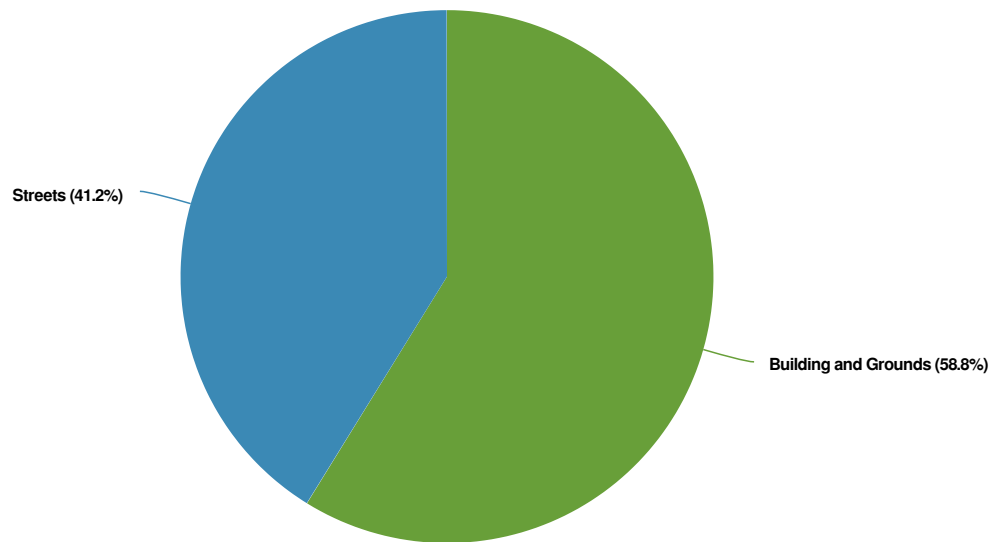
\$352,232 **\$45,582**
(14.86% vs. prior year)

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

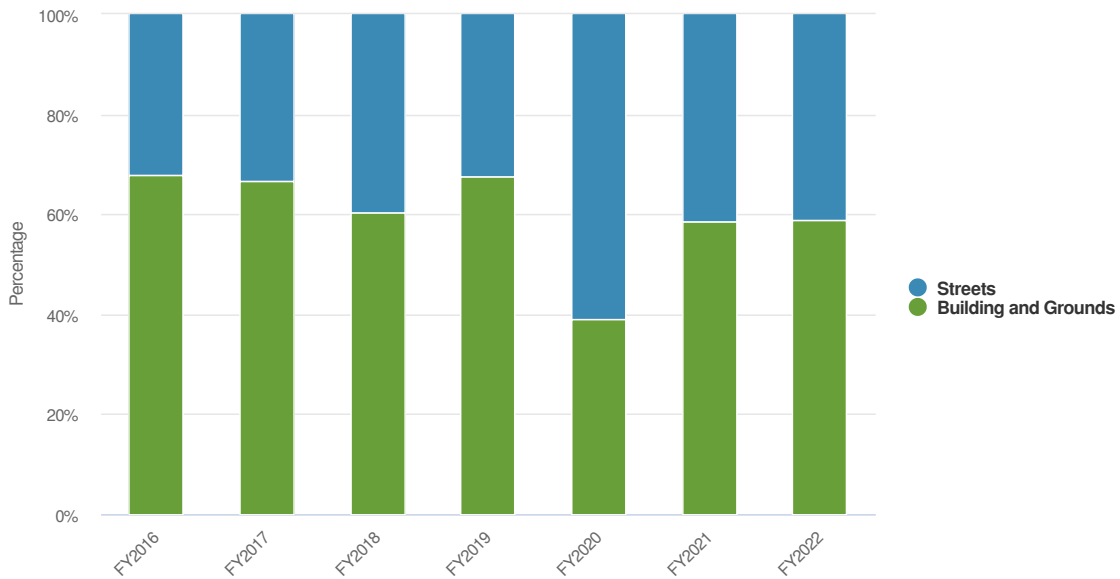


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expenditures				
Public Works				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Streets				
Utilities and Misc Expenses				
Telecomm	\$259.00	\$500.00	\$800.00	60%
Communication Devices		\$1,225.00		-100%
Electricity	\$869.00	\$1,200.00	\$1,500.00	25%
Asphalt Base Material	\$2,145.00	\$0.00	\$0.00	0%
Total Utilities and Misc Expenses:	\$3,273.00	\$2,925.00	\$2,300.00	-21.4%
Employee Salary-Wages-Benefit				
Salaries Wages FT	\$75,198.00	\$63,802.00	\$68,032.00	6.6%
FICA	\$5,826.00	\$5,519.00	\$5,885.00	6.6%
Workers Comp.	\$3,665.00	\$3,761.00	\$4,033.00	7.2%
Health Insurance	\$8,847.00	\$11,629.00	\$11,623.00	-0.1%
457k Retirement	\$910.00	\$657.00	\$1,056.00	60.7%
Total Employee Salary-Wages-Benefit:	\$94,446.00	\$85,368.00	\$90,629.00	6.2%
General and Admin Expense				
Insurance-Liab/Bond/Auto/Prop	\$2,940.00	\$3,000.00	\$3,200.00	6.7%
Computer Software Service	\$256.00	\$300.00	\$300.00	0%
Advertising	\$232.00		\$0.00	N/A
Office Supplies	\$52.00	\$150.00	\$300.00	100%
Printing & Copies	\$62.00	\$50.00	\$100.00	100%
Food and Beverage	\$450.00	\$600.00	\$500.00	-16.7%
Total General and Admin Expense:	\$3,992.00	\$4,100.00	\$4,400.00	7.3%
Other Personnel Expenses				
Uniforms & Alterations	\$581.00	\$1,200.00	\$750.00	-37.5%
Phys., Drug & Psych Testing		\$300.00	\$150.00	-50%
Education & Training	\$38.00	\$500.00	\$1,000.00	100%
Travel/per diem/car allow	\$134.00	\$500.00	\$750.00	50%
Total Other Personnel Expenses:	\$753.00	\$2,500.00	\$2,650.00	6%
Equipment and Parts				
Equipment Rental		\$500.00	\$500.00	0%
Chemical and Gasses	\$49.00		\$11,500.00	N/A
Gasoline & Diesel Fuel	\$2,724.00	\$3,000.00	\$3,000.00	0%
Small Tools	\$261.00	\$2,000.00	\$1,500.00	-25%
Materials	\$277.00	\$7,500.00	\$7,500.00	0%
Parts City Rep. Vehicles	\$3,828.00	\$6,500.00	\$1,500.00	-76.9%
Parts City Rep. Equipment	\$1,428.00	\$1,000.00	\$4,000.00	300%
Parts City Rep. Streets	\$1,506.00	\$3,000.00	\$3,000.00	0%
Total Equipment and Parts:	\$10,073.00	\$23,500.00	\$32,500.00	38.3%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Contractual and Other Services				
Operational Contracts	\$16,239.00	\$0.00	\$0.00	0%
Legal	\$912.00		\$0.00	N/A
Security	\$699.00	\$1,100.00	\$750.00	-31.8%
Janitorial	\$86.00	\$100.00	\$100.00	0%
Total Contractual and Other Services:	\$17,936.00	\$1,200.00	\$850.00	-29.2%
Maint and Repair Services				
Vehicle Maint.-Outside	\$1,658.00	\$2,000.00	\$2,000.00	0%
Equip. Maint. Outside	\$695.00	\$1,500.00	\$500.00	-66.7%
Street Sign Maint. & Repair		\$1,000.00	\$2,000.00	100%
Grounds Maintenance Outside	\$549.00	\$1,000.00	\$5,000.00	400%
Street Maint. & Paving	\$197.00	\$1,500.00	\$2,200.00	46.7%
Sewer Maint. - Plant	\$220.00		\$0.00	N/A
Total Maint and Repair Services:	\$3,319.00	\$7,000.00	\$11,700.00	67.1%
Capital Outlay				
Capital Purchases/Improvements	\$101,329.00	\$0.00	\$0.00	0%
Total Capital Outlay:	\$101,329.00	\$0.00	\$0.00	0%
Total Streets:	\$235,121.00	\$126,593.00	\$145,029.00	14.6%
Building and Grounds				
Utilities and Misc Expenses				
Telecomm	\$1,986.00	\$3,250.00	\$1,750.00	-46.2%
Communication Devices		\$1,225.00		-100%
Electricity	\$3,293.00	\$4,250.00	\$6,000.00	41.2%
Water			\$15,000.00	N/A
Total Utilities and Misc Expenses:	\$5,279.00	\$8,725.00	\$22,750.00	160.7%
Employee Salary-Wages-Benefit				
Salaries Wages FT	\$80,112.00	\$89,924.00	\$93,375.00	3.8%
FICA	\$6,199.00	\$7,778.00	\$8,077.00	3.8%
Workers Comp.	\$3,894.00	\$5,534.00	\$5,754.00	4%
Health Insurance	\$11,726.00	\$17,398.00	\$17,392.00	0%
457k Retirement	\$560.00	\$1,223.00	\$1,605.00	31.2%
Total Employee Salary-Wages-Benefit:	\$102,491.00	\$121,857.00	\$126,203.00	3.6%
General and Admin Expense				
Insurance - Liab/Bond/Auto/Prop	\$4,967.00	\$5,500.00	\$3,000.00	-45.5%
Dues & Subscriptions	\$457.00	\$500.00	\$500.00	0%
Computer Software Service	\$273.00	\$250.00	\$300.00	20%
Office Supplies	\$403.00	\$100.00	\$150.00	50%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Postage and Freight	\$17.00	\$0.00	\$0.00	0%
Printing & Copies	\$62.00	\$125.00	\$100.00	-20%
Food & Beverage	\$500.00	\$750.00	\$550.00	-26.7%
Total General and Admin Expense:	\$6,679.00	\$7,225.00	\$4,600.00	-36.3%
Other Personnel Expenses				
Uniforms & Alterations	\$327.00	\$600.00	\$500.00	-16.7%
Phys., Drug & Psych Testing	\$367.00	\$300.00	\$100.00	-66.7%
Education & Training	\$933.00	\$500.00	\$1,000.00	100%
Travel/per diem/car allow	\$204.00	\$500.00	\$750.00	50%
Total Other Personnel Expenses:	\$1,831.00	\$1,900.00	\$2,350.00	23.7%
Equipment and Parts				
Equipment Rental		\$1,000.00	\$1,000.00	0%
Chemicals & Gasses	\$1,438.00	\$1,750.00	\$1,500.00	-14.3%
Gasoline & Diesel Fuel	\$2,344.00	\$2,500.00	\$2,500.00	0%
Small Tools	\$340.00	\$1,500.00	\$1,500.00	0%
Safety Gear & First Aid		\$50.00	\$0.00	-100%
Materials	\$964.00	\$1,500.00	\$1,500.00	0%
Parts-City Rep. Vehicles	\$1,031.00	\$1,500.00	\$1,500.00	0%
Parts-City Rep. Equipment	\$1,326.00	\$1,500.00	\$1,500.00	0%
Parts-City Rep. Parks	\$2,007.00	\$1,500.00	\$1,500.00	0%
Total Equipment and Parts:	\$9,450.00	\$12,800.00	\$12,500.00	-2.3%
Contractual and Other Services				
Security	\$1,795.00	\$1,800.00	\$800.00	-55.6%
Security Reimbursable	\$10,929.00	\$5,000.00	\$0.00	-100%
Level One Security Patrol	\$648.00		\$0.00	N/A
Janitorial	\$2,952.00	\$3,750.00	\$5,000.00	33.3%
Water		\$5,000.00	\$0.00	-100%
Total Contractual and Other Services:	\$16,324.00	\$15,550.00	\$5,800.00	-62.7%
Maint and Repair Services				
Vehicle Maint. Outside	\$1,083.00	\$1,500.00	\$1,500.00	0%
Equipment Maint.-Outside	\$1,342.00	\$1,500.00	\$1,500.00	0%
Bldg. Maint. Inside	\$3,697.00	\$3,500.00	\$1,500.00	-57.1%
Building Maintenance Outside	\$1,090.00	\$3,500.00	\$1,500.00	-57.1%
Grounds Maintenance Outside	\$1,337.00	\$2,000.00	\$2,000.00	0%
Total Maint and Repair Services:	\$8,549.00	\$12,000.00	\$8,000.00	-33.3%
Capital Outlay				
Capital Purchases/Improvements	\$482.00	\$0.00	\$25,000.00	N/A
Total Capital Outlay:	\$482.00	\$0.00	\$25,000.00	N/A



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Building and Grounds:	\$151,085.00	\$180,057.00	\$207,203.00	15.1%
Total Public Works:	\$386,206.00	\$306,650.00	\$352,232.00	14.9%
Total Expenditures:	\$386,206.00	\$306,650.00	\$352,232.00	14.9%



PW Streets & Storm Drains (Department 40)

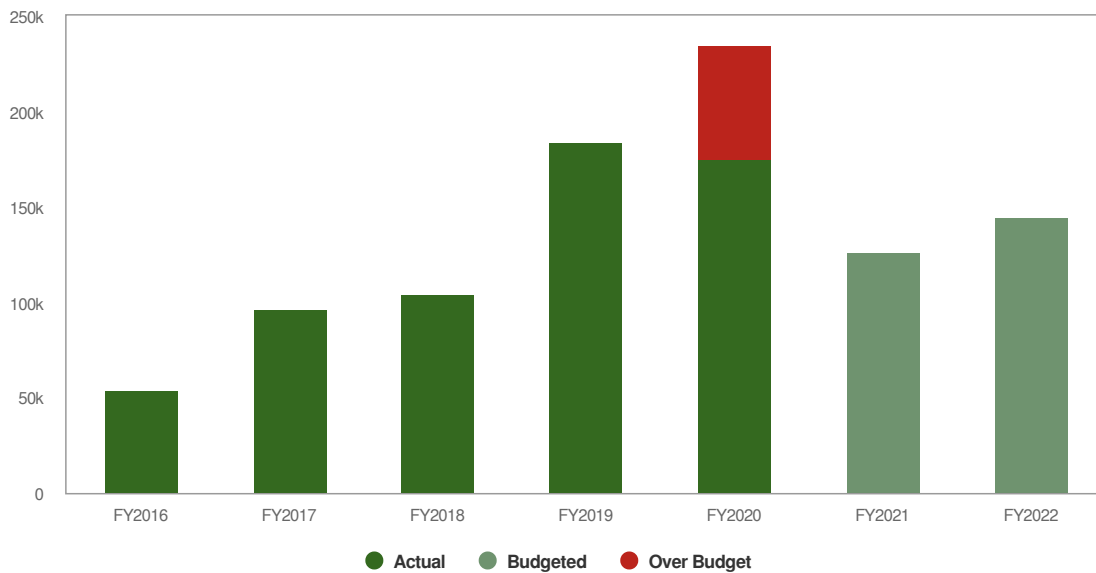
Department 40 provides for the costs of operating, maintaining, and repairing the street and pedestrian oriented non-utility infrastructure. This includes streets, sidewalks, bike paths, cross walks, access to persons with disabilities, street signs, storm drains, and street trees. Major street resurfacing 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. 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

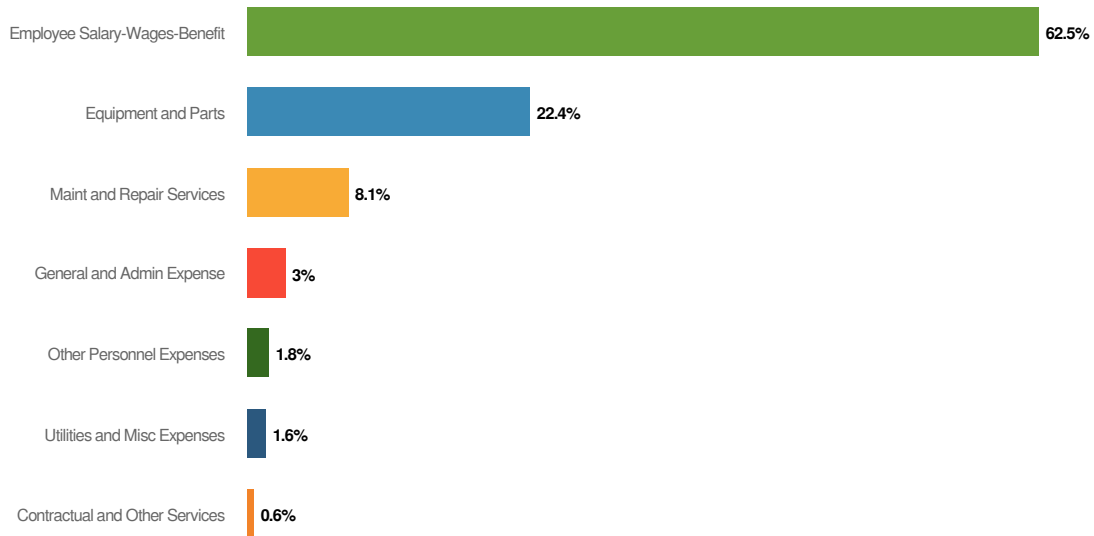
\$145,029 **\$18,436**
(14.56% vs. prior year)

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

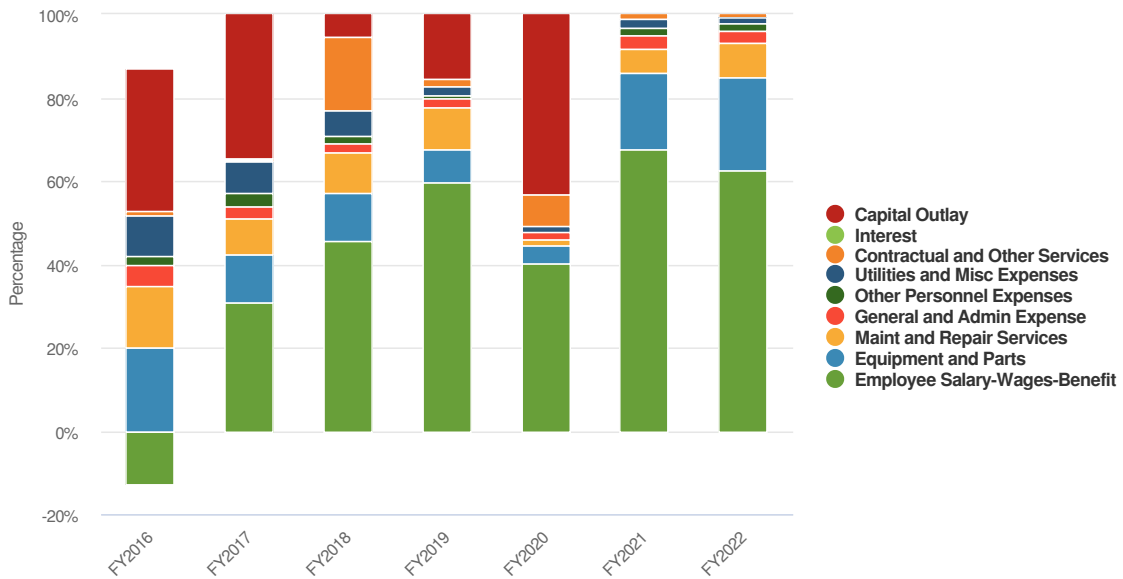


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects					
Utilities and Misc Expenses					



Name	Account ID	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Public Works					
Telecomm	001.40.640.000	\$259.00	\$500.00	\$800.00	60%
Communication Devices	001.40.640.001		\$1,225.00		-100%
Electricity	001.40.642.000	\$869.00	\$1,200.00	\$1,500.00	25%
Asphalt Base Material	001.40.650.000	\$2,145.00	\$0.00	\$0.00	0%
Total Public Works:		\$3,273.00	\$2,925.00	\$2,300.00	-21.4%
Total Utilities and Misc Expenses:		\$3,273.00	\$2,925.00	\$2,300.00	-21.4%
Employee Salary-Wages-Benefit					
Public Works					
Salaries Wages FT	001.40.502.000	\$75,198.00	\$63,802.00	\$68,032.00	6.6%
FICA	001.40.508.000	\$5,826.00	\$5,519.00	\$5,885.00	6.6%
Workers Comp.	001.40.510.000	\$3,665.00	\$3,761.00	\$4,033.00	7.2%
Health Insurance	001.40.514.000	\$8,847.00	\$11,629.00	\$11,623.00	-0.1%
457k Retirement	001.40.518.000	\$910.00	\$657.00	\$1,056.00	60.7%
Total Public Works:		\$94,446.00	\$85,368.00	\$90,629.00	6.2%
Total Employee Salary-Wages-Benefit:		\$94,446.00	\$85,368.00	\$90,629.00	6.2%
General and Admin Expense					
Public Works					
Insurance-Liab/Bond/Auto/Prop	001.40.516.000	\$2,940.00	\$3,000.00	\$3,200.00	6.7%
Computer Software Service	001.40.544.000	\$256.00	\$300.00	\$300.00	0%
Advertising	001.40.548.000	\$232.00		\$0.00	N/A
Office Supplies	001.40.550.000	\$52.00	\$150.00	\$300.00	100%
Printing & Copies	001.40.558.000	\$62.00	\$50.00	\$100.00	100%
Food and Beverage	001.40.562.000	\$450.00	\$600.00	\$500.00	-16.7%
Total Public Works:		\$3,992.00	\$4,100.00	\$4,400.00	7.3%
Total General and Admin Expense:		\$3,992.00	\$4,100.00	\$4,400.00	7.3%
Other Personnel Expenses					
Public Works					
Uniforms & Alterations	001.40.522.000	\$581.00	\$1,200.00	\$750.00	-37.5%
Phys., Drug & Psych Testing	001.40.524.000		\$300.00	\$150.00	-50%
Education & Training	001.40.526.000	\$38.00	\$500.00	\$1,000.00	100%
Travel/per diem/car allow	001.40.528.000	\$134.00	\$500.00	\$750.00	50%
Total Public Works:		\$753.00	\$2,500.00	\$2,650.00	6%
Total Other Personnel Expenses:		\$753.00	\$2,500.00	\$2,650.00	6%
Equipment and Parts					



Name	Account ID	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Public Works					
Equipment Rental	001.40.532.010		\$500.00	\$500.00	0%
Chemical and Gasses	001.40.552.000	\$49.00		\$11,500.00	N/A
Gasoline & Diesel Fuel	001.40.554.000	\$2,724.00	\$3,000.00	\$3,000.00	0%
Small Tools	001.40.701.000	\$261.00	\$2,000.00	\$1,500.00	-25%
Materials	001.40.712.000	\$277.00	\$7,500.00	\$7,500.00	0%
Parts City Rep. Vehicles	001.40.716.000	\$3,828.00	\$6,500.00	\$1,500.00	-76.9%
Parts City Rep. Equipment	001.40.718.000	\$1,428.00	\$1,000.00	\$4,000.00	300%
Parts City Rep. Streets	001.40.724.000	\$1,506.00	\$3,000.00	\$3,000.00	0%
Total Public Works:		\$10,073.00	\$23,500.00	\$32,500.00	38.3%
Total Equipment and Parts:		\$10,073.00	\$23,500.00	\$32,500.00	38.3%
Contractual and Other Services					
Public Works					
Operational Contracts	001.40.600.000	\$16,239.00	\$0.00	\$0.00	0%
Legal	001.40.602.000	\$912.00		\$0.00	N/A
Security	001.40.612.002	\$699.00	\$1,100.00	\$750.00	-31.8%
Janitorial	001.40.624.000	\$86.00	\$100.00	\$100.00	0%
Total Public Works:		\$17,936.00	\$1,200.00	\$850.00	-29.2%
Total Contractual and Other Services:		\$17,936.00	\$1,200.00	\$850.00	-29.2%
Maint and Repair Services					
Public Works					
Vehicle Maint.-Outside	001.40.752.000	\$1,658.00	\$2,000.00	\$2,000.00	0%
Equip. Maint. Outside	001.40.754.000	\$695.00	\$1,500.00	\$500.00	-66.7%
Street Sign Maint. & Repair	001.40.755.002		\$1,000.00	\$2,000.00	100%
Grounds Maintenance Outside	001.40.760.000	\$549.00	\$1,000.00	\$5,000.00	400%
Street Maint. & Paving	001.40.762.000	\$197.00	\$1,500.00	\$2,200.00	46.7%
Sewer Maint. - Plant	001.40.766.000	\$220.00		\$0.00	N/A
Total Public Works:		\$3,319.00	\$7,000.00	\$11,700.00	67.1%
Total Maint and Repair Services:		\$3,319.00	\$7,000.00	\$11,700.00	67.1%
Capital Outlay					
Public Works					
Capital Purchases/Improvements	001.40.801.000	\$101,329.00	\$0.00	\$0.00	0%
Total Public Works:		\$101,329.00	\$0.00	\$0.00	0%
Total Capital Outlay:		\$101,329.00	\$0.00	\$0.00	0%



Name	Account ID	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Expense Objects:		\$235,121.00	\$126,593.00	\$145,029.00	14.6%



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. This year's challenge will be keeping the turf green while conserving water during the drought.

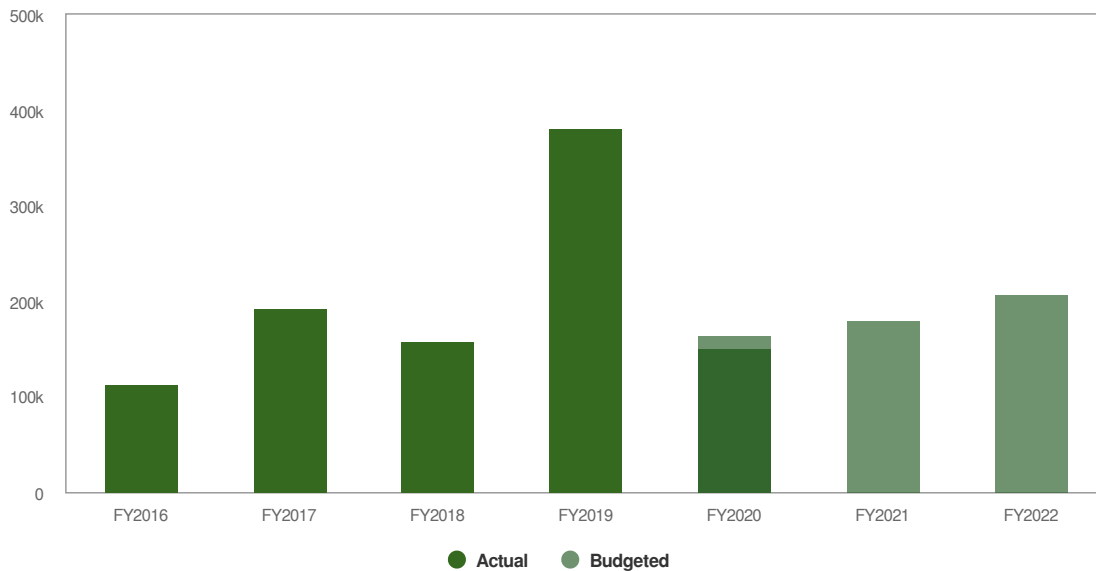
The Building and Grounds budget provides for the maintenance and routine repair of parks, city buildings and city property. The budget includes allocated time of several Public Works employees, and beginning in the current year the budget includes payment for the use of city water to irrigate the parks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

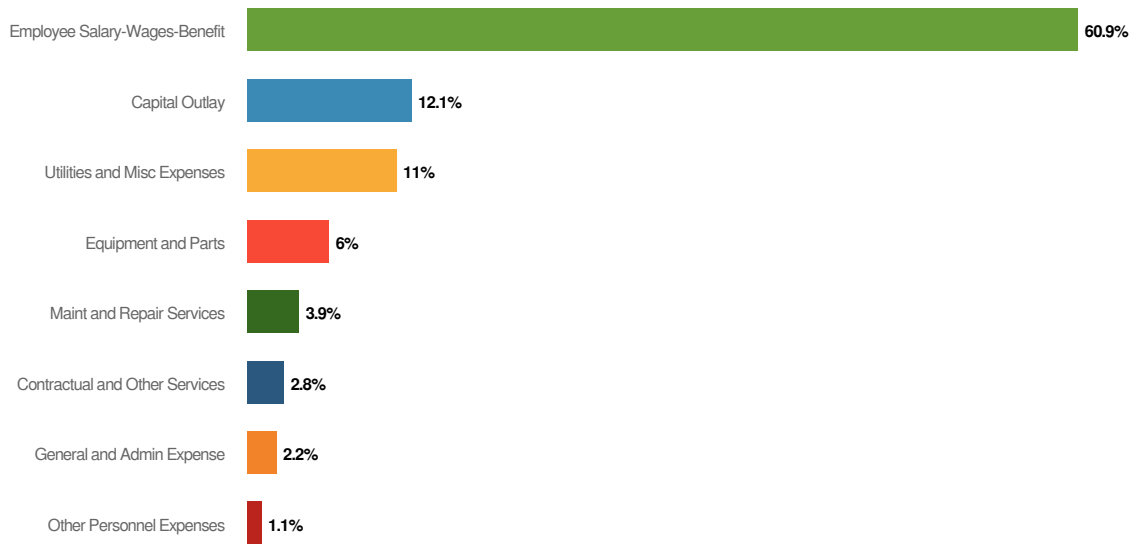
\$207,203 **\$27,146**
(15.08% vs. prior year)

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

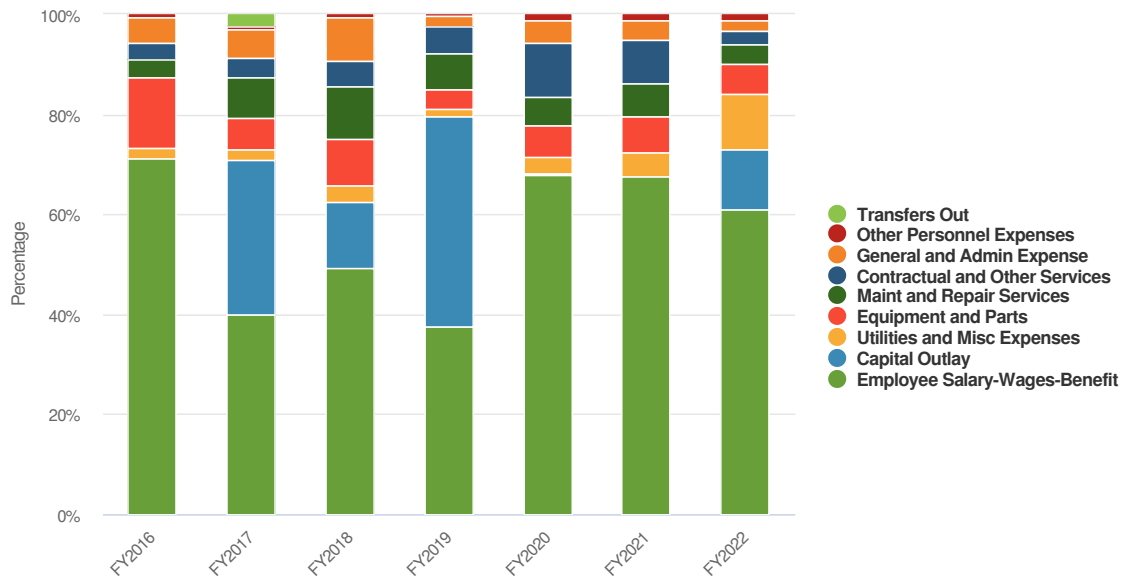


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
Public Works				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Telecomm	\$1,986.00	\$3,250.00	\$1,750.00	-46.2%
Communication Devices		\$1,225.00		-100%
Electricity	\$3,293.00	\$4,250.00	\$6,000.00	41.2%
Water			\$15,000.00	N/A
Total Public Works:	\$5,279.00	\$8,725.00	\$22,750.00	160.7%
Total Utilities and Misc Expenses:	\$5,279.00	\$8,725.00	\$22,750.00	160.7%
Employee Salary-Wages-Benefit				
Public Works				
Salaries Wages FT	\$80,112.00	\$89,924.00	\$93,375.00	3.8%
FICA	\$6,199.00	\$7,778.00	\$8,077.00	3.8%
Workers Comp.	\$3,894.00	\$5,534.00	\$5,754.00	4%
Health Insurance	\$11,726.00	\$17,398.00	\$17,392.00	0%
457k Retirement	\$560.00	\$1,223.00	\$1,605.00	31.2%
Total Public Works:	\$102,491.00	\$121,857.00	\$126,203.00	3.6%
Total Employee Salary-Wages-Benefit:	\$102,491.00	\$121,857.00	\$126,203.00	3.6%
General and Admin Expense				
Public Works				
Insurance - Liab/Bond/Auto/Prop	\$4,967.00	\$5,500.00	\$3,000.00	-45.5%
Dues & Subscriptions	\$457.00	\$500.00	\$500.00	0%
Computer Software Service	\$273.00	\$250.00	\$300.00	20%
Office Supplies	\$403.00	\$100.00	\$150.00	50%
Postage and Freight	\$17.00	\$0.00	\$0.00	0%
Printing & Copies	\$62.00	\$125.00	\$100.00	-20%
Food & Beverage	\$500.00	\$750.00	\$550.00	-26.7%
Total Public Works:	\$6,679.00	\$7,225.00	\$4,600.00	-36.3%
Total General and Admin Expense:	\$6,679.00	\$7,225.00	\$4,600.00	-36.3%
Other Personnel Expenses				
Public Works				
Uniforms & Alterations	\$327.00	\$600.00	\$500.00	-16.7%
Phys., Drug & Psych Testing	\$367.00	\$300.00	\$100.00	-66.7%
Education & Training	\$933.00	\$500.00	\$1,000.00	100%
Travel/per diem/car allow	\$204.00	\$500.00	\$750.00	50%
Total Public Works:	\$1,831.00	\$1,900.00	\$2,350.00	23.7%
Total Other Personnel Expenses:	\$1,831.00	\$1,900.00	\$2,350.00	23.7%
Equipment and Parts				
Public Works				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Equipment Rental		\$1,000.00	\$1,000.00	0%
Chemicals & Gasses	\$1,438.00	\$1,750.00	\$1,500.00	-14.3%
Gasoline & Diesel Fuel	\$2,344.00	\$2,500.00	\$2,500.00	0%
Small Tools	\$340.00	\$1,500.00	\$1,500.00	0%
Safety Gear & First Aid		\$50.00	\$0.00	-100%
Materials	\$964.00	\$1,500.00	\$1,500.00	0%
Parts-City Rep. Vehicles	\$1,031.00	\$1,500.00	\$1,500.00	0%
Parts-City Rep. Equipment	\$1,326.00	\$1,500.00	\$1,500.00	0%
Parts-City Rep. Parks	\$2,007.00	\$1,500.00	\$1,500.00	0%
Total Public Works:	\$9,450.00	\$12,800.00	\$12,500.00	-2.3%
Total Equipment and Parts:	\$9,450.00	\$12,800.00	\$12,500.00	-2.3%
Contractual and Other Services				
Public Works				
Security	\$1,795.00	\$1,800.00	\$800.00	-55.6%
Security Reimbursable	\$10,929.00	\$5,000.00	\$0.00	-100%
Level One Security Patrol	\$648.00		\$0.00	N/A
Janitorial	\$2,952.00	\$3,750.00	\$5,000.00	33.3%
Water		\$5,000.00	\$0.00	-100%
Total Public Works:	\$16,324.00	\$15,550.00	\$5,800.00	-62.7%
Total Contractual and Other Services:	\$16,324.00	\$15,550.00	\$5,800.00	-62.7%
Maint and Repair Services				
Public Works				
Vehicle Maint. Outside	\$1,083.00	\$1,500.00	\$1,500.00	0%
Equipment Maint.-Outside	\$1,342.00	\$1,500.00	\$1,500.00	0%
Bldg. Maint. Inside	\$3,697.00	\$3,500.00	\$1,500.00	-57.1%
Building Maintenance Outside	\$1,090.00	\$3,500.00	\$1,500.00	-57.1%
Grounds Maintenance Outside	\$1,337.00	\$2,000.00	\$2,000.00	0%
Total Public Works:	\$8,549.00	\$12,000.00	\$8,000.00	-33.3%
Total Maint and Repair Services:	\$8,549.00	\$12,000.00	\$8,000.00	-33.3%
Capital Outlay				
Public Works				
Capital Purchases/Improvements	\$482.00	\$0.00	\$25,000.00	N/A
Total Public Works:	\$482.00	\$0.00	\$25,000.00	N/A
Total Capital Outlay:	\$482.00	\$0.00	\$25,000.00	N/A
Total Expense Objects:	\$151,085.00	\$180,057.00	\$207,203.00	15.1%



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.

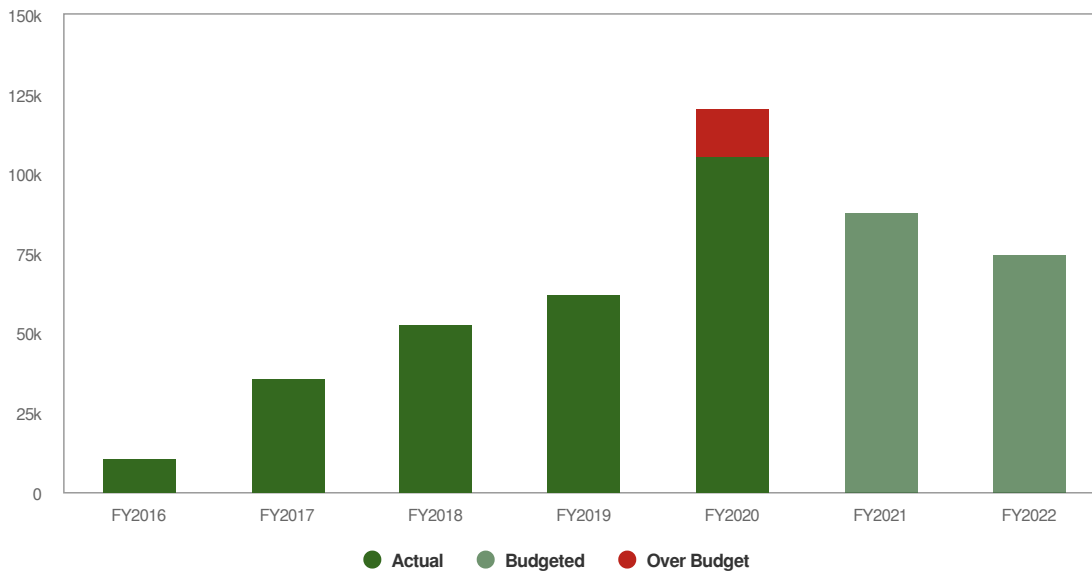
In the past, the Council has also allocated funds for the Sesquicentennial celebration, the Historic Walking Tour, and for community promotion by the San Juan Committee. Funds have not been budgeted for these one-time expenses in this Budget.

This year, the budget is 14.77% 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 June.

Expenditures Summary

\$75,000 **-\$13,000**
(-14.77% vs. prior year)

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

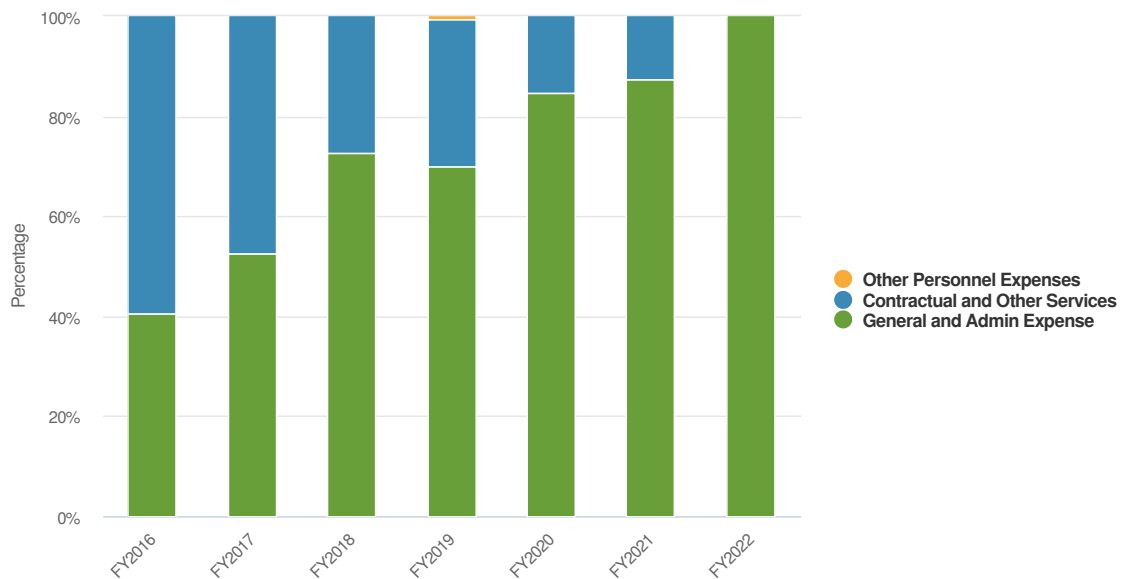


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
General and Admin Expense				
General Government				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Dues and Subscriptions	\$63,077.00	\$75,000.00	\$75,000.00	0%
Advertising	\$35,802.00	\$0.00	\$0.00	0%
Printing and Copies	\$3,122.00		\$0.00	N/A
Bank Charges/PR Processing	-\$25.00		\$0.00	N/A
Youth Commission	\$137.00	\$2,000.00	\$0.00	-100%
Total General Government:	\$102,113.00	\$77,000.00	\$75,000.00	-2.6%
Total General and Admin Expense:	\$102,113.00	\$77,000.00	\$75,000.00	-2.6%
Contractual and Other Services				
General Government				
Operational Contracts	\$18,543.00	\$11,000.00	\$0.00	-100%
Total General Government:	\$18,543.00	\$11,000.00	\$0.00	-100%
Total Contractual and Other Services:	\$18,543.00	\$11,000.00	\$0.00	-100%
Total Expense Objects:	\$120,656.00	\$88,000.00	\$75,000.00	-14.8%



Building (Dept. 18)

The volume of development will decrease this year, as the two large developments have been completed. This budget has been reduced accordingly by 20%. the Community Development Director oversees this contract service.

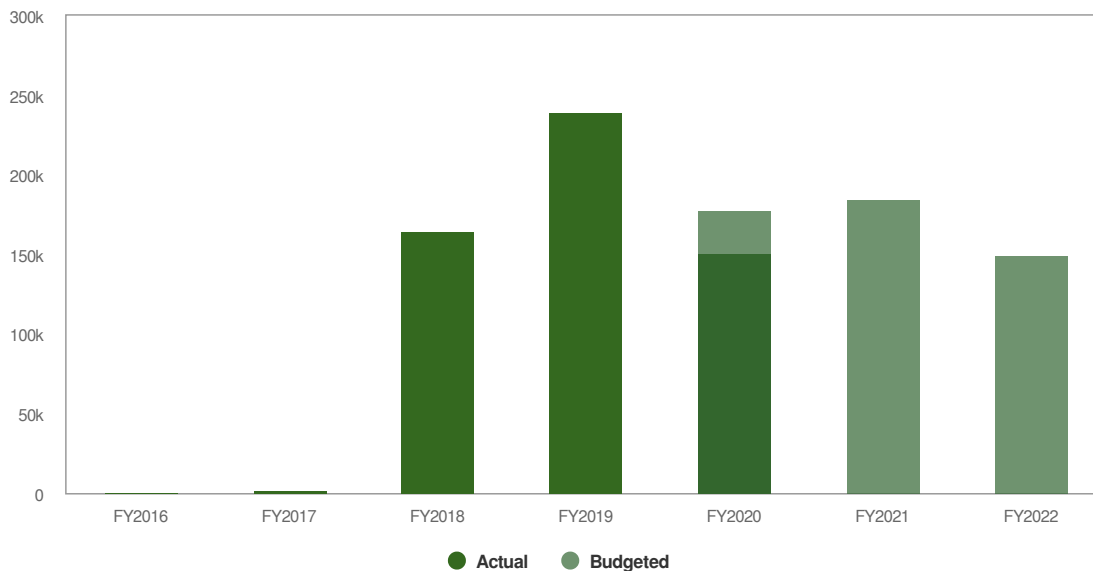
The Budget for Department 18 includes the costs of building permit review, building permits and inspections. This contract position has been upgraded this past year, with an experienced permit technician that has really helped the City approve its private development permits efficiently. The City's new 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 if 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

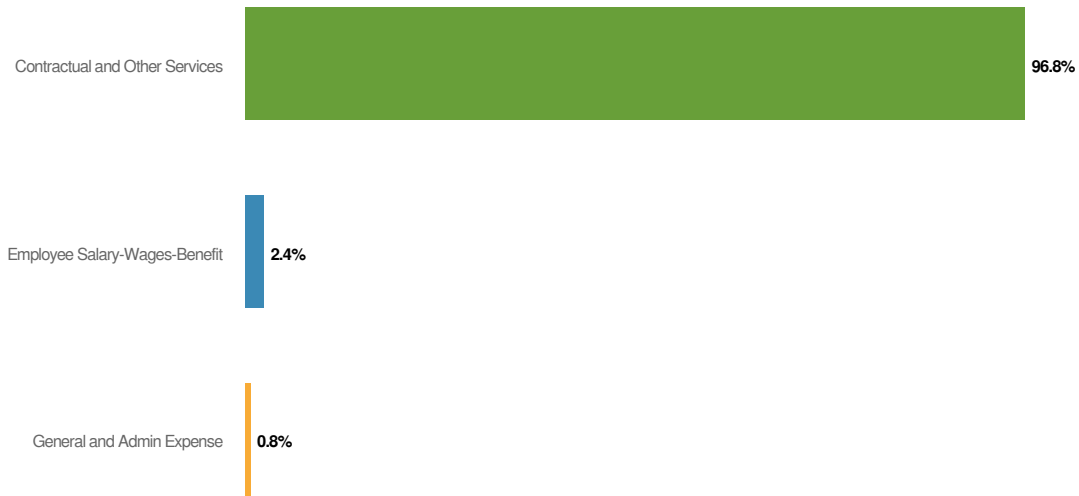
\$149,799 **-\$35,374**
(-19.1% vs. prior year)

Building Proposed and Historical Budget vs. Actual

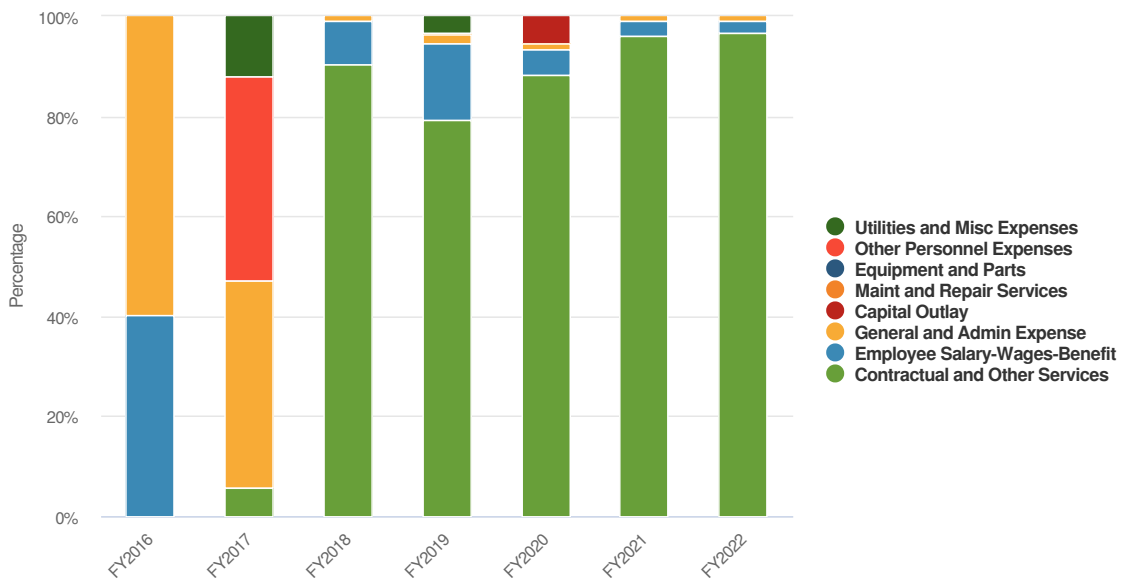


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
City Building				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Casa Rosa Abate, Expenses	\$120.00	\$0.00	\$0.00	0%
Total City Building:	\$120.00	\$0.00	\$0.00	0%
Total Utilities and Misc Expenses:	\$120.00	\$0.00	\$0.00	0%
Employee Salary-Wages-Benefit				
City Building				
Salaries Wages FT	\$5,739.00	\$4,642.00	\$2,608.00	-43.8%
FICA	\$524.00	\$402.00	\$226.00	-43.8%
Workers Comp.	\$84.00	\$64.00	\$12.00	-81.2%
Health Insurance	\$1,241.00	\$215.00	\$625.00	190.7%
457 Retirement Contribution	\$240.00	\$75.00	\$78.00	4%
Total City Building:	\$7,828.00	\$5,398.00	\$3,549.00	-34.3%
Total Employee Salary-Wages-Benefit:	\$7,828.00	\$5,398.00	\$3,549.00	-34.3%
General and Admin Expense				
City Building				
Computer Software Service		\$0.00	\$1,250.00	N/A
Office Supplies	\$1,743.00	\$1,000.00	\$0.00	-100%
Postage & Freight	\$129.00	\$200.00	\$0.00	-100%
Printing and Copies		\$500.00	\$0.00	-100%
Food and Beverages	\$43.00	\$75.00	\$0.00	-100%
Total City Building:	\$1,915.00	\$1,775.00	\$1,250.00	-29.6%
Total General and Admin Expense:	\$1,915.00	\$1,775.00	\$1,250.00	-29.6%
Other Personnel Expenses				
City Building				
Uniforms & Alterations	\$61.00	\$0.00	\$0.00	0%
Total City Building:	\$61.00	\$0.00	\$0.00	0%
Total Other Personnel Expenses:	\$61.00	\$0.00	\$0.00	0%
Contractual and Other Services				
City Building				
General Building			\$5,000.00	N/A
Building Plan Check & Inspection	\$98,018.00	\$168,000.00	\$72,000.00	-57.1%
Code Enforcement	\$1,500.00	\$0.00	\$0.00	0%
Plan Check	\$33,390.00	\$10,000.00	\$0.00	-100%
Permit Coordinator			\$68,000.00	N/A
Janitorial	\$46.00	\$0.00	\$0.00	0%
Total City Building:	\$132,954.00	\$178,000.00	\$145,000.00	-18.5%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Total Contractual and Other Services:	\$132,954.00	\$178,000.00	\$145,000.00	-18.5%
Capital Outlay				
City Building				
Capital Purchases/Improvements	\$7,840.00		\$0.00	N/A
Total City Building:	\$7,840.00		\$0.00	N/A
Total Capital Outlay:	\$7,840.00		\$0.00	N/A
Total Expense Objects:	\$150,718.00	\$185,173.00	\$149,799.00	-19.1%



Planning (Dept. 17)

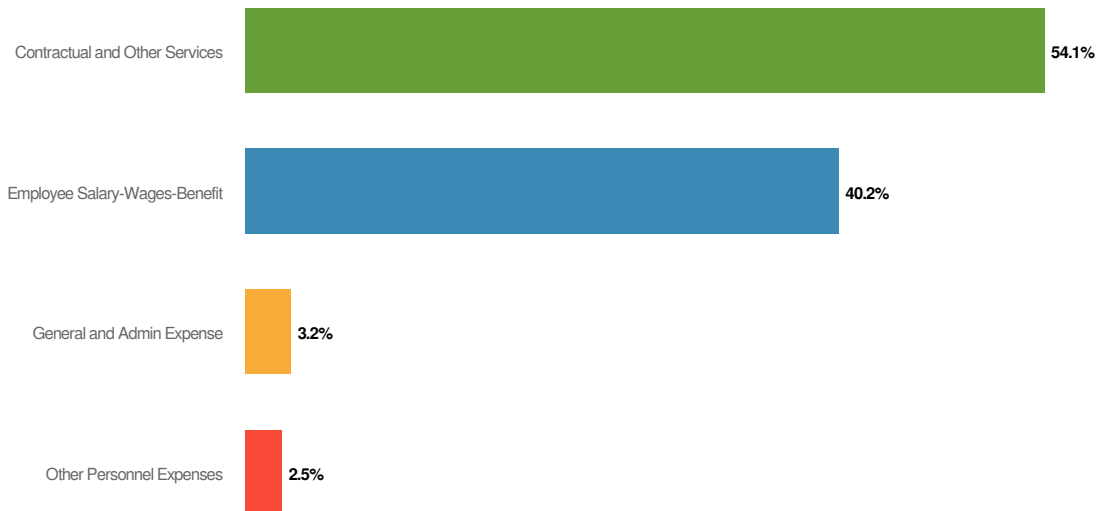
The Planning Department (Dept 17) is the first of three departments funded first from the Community Development Fund which is financed by application fees, grants and when necessary, it has been subsidized by the General Fund in the form of Fund transfers. The New Community Development Director will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

Harris and Associates will remain as an important part of this effort. In addition to helping with current planning, they are 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.

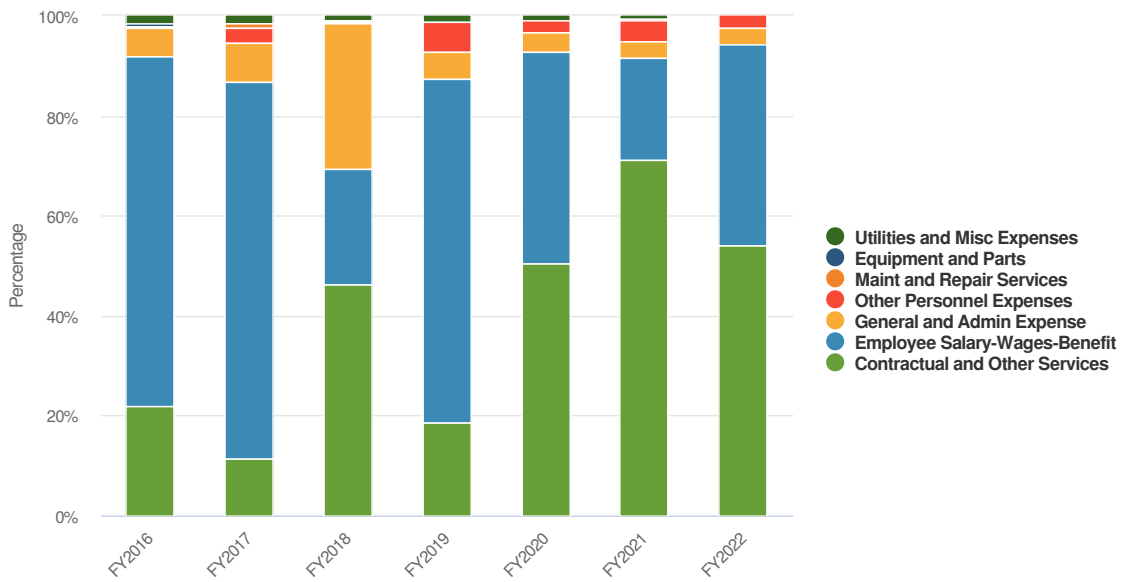
The State requires the City to consider changes in land use, zoning regulations, and fees in order to encourage the preservation and development of affordable housing. The CIP budget lists three grants; SB 2 \$160,000; LEAP \$60,000 (updating local policies) and REAP (a regional program, through COG). They are targeted to study the State's accessory dwelling unit laws, update the inclusionary housing laws, and considering 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	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Utilities and Misc Expenses				
City Planning				
Telecomm	\$1,407.00	\$1,375.00	\$0.00	-100%
Electricity	\$429.00	\$550.00	\$0.00	-100%
Total City Planning:	\$1,836.00	\$1,925.00	\$0.00	-100%
Total Utilities and Misc Expenses:	\$1,836.00	\$1,925.00	\$0.00	-100%
Employee Salary-Wages-Benefit				
City Planning				
Salaries Wages FT	\$72,063.00	\$52,369.00	\$96,918.00	85.1%
FICA	\$5,920.00	\$4,530.00	\$8,383.00	85.1%
Workers Comp.	\$1,510.00	\$1,238.00	\$2,278.00	84%
Health Insurance	\$10,856.00	\$621.00	\$9,982.00	1,507.4%
457 Retirement Contribution	\$2,101.00	\$75.00	\$2,908.00	3,777.3%
Total City Planning:	\$92,450.00	\$58,833.00	\$120,469.00	104.8%
Total Employee Salary-Wages-Benefit:	\$92,450.00	\$58,833.00	\$120,469.00	104.8%
General and Admin Expense				
City Planning				
Dues & Subscription	\$581.00	\$150.00	\$1,500.00	900%
Computer Software Services	\$4,791.00	\$5,000.00	\$1,250.00	-75%



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Computer Hardware services	\$886.00	\$1,000.00	\$3,500.00	250%
Advertising	\$75.00	\$200.00	\$0.00	-100%
Office Supplies	\$397.00	\$500.00	\$500.00	0%
Postage & Freight	\$252.00	\$400.00	\$400.00	0%
Printing & Copies	\$324.00	\$300.00	\$300.00	0%
Food & Beverage	\$202.00	\$300.00	\$300.00	0%
Copier Service & Lease	\$1,270.00	\$1,500.00	\$1,500.00	0%
Filing Fees	\$298.00	\$300.00	\$300.00	0%
Total City Planning:	\$9,076.00	\$9,650.00	\$9,550.00	-1%
Total General and Admin Expense:	\$9,076.00	\$9,650.00	\$9,550.00	-1%
Other Personnel Expenses				
City Planning				
Housing Stipend		\$9,000.00	\$0.00	-100%
Education & Training	\$2,100.00	\$1,500.00	\$5,500.00	266.7%
Travel/Per Diem/Car Allowance	\$3,059.00	\$2,000.00	\$2,000.00	0%
Total City Planning:	\$5,159.00	\$12,500.00	\$7,500.00	-40%
Total Other Personnel Expenses:	\$5,159.00	\$12,500.00	\$7,500.00	-40%
Equipment and Parts				
City Planning				
Gasoline & Diesel Fuel	\$44.00		\$0.00	N/A
Books and Periodicals		\$300.00	\$0.00	-100%
Total City Planning:	\$44.00	\$300.00	\$0.00	-100%
Total Equipment and Parts:	\$44.00	\$300.00	\$0.00	-100%
Contractual and Other Services				
City Planning				
Operational Contracts	\$4,686.00	\$0.00	\$0.00	0%
Planning	\$101,417.00	\$203,341.92	\$100,000.00	-50.8%
Planning Billable			\$60,000.00	N/A
Other Prof Service-CMAP	\$1,652.00	\$423.63	\$1,000.00	136.1%
Security	\$249.00	\$281.29	\$300.00	6.7%
Web Maintenance	\$1,161.00	\$762.53	\$750.00	-1.6%
Janitorial	\$52.00	\$190.63	\$150.00	-21.3%
Landscape Services	\$1,120.00		\$0.00	N/A
Total City Planning:	\$110,337.00	\$205,000.00	\$162,200.00	-20.9%
Total Contractual and Other Services:	\$110,337.00	\$205,000.00	\$162,200.00	-20.9%
Total Expense Objects:	\$218,902.00	\$288,208.00	\$299,719.00	4%



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 third years with CSG. This position oversees the City's major capital improvement projects, which 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. They have taken the lead with the work to design the sewer force main to Hollister.

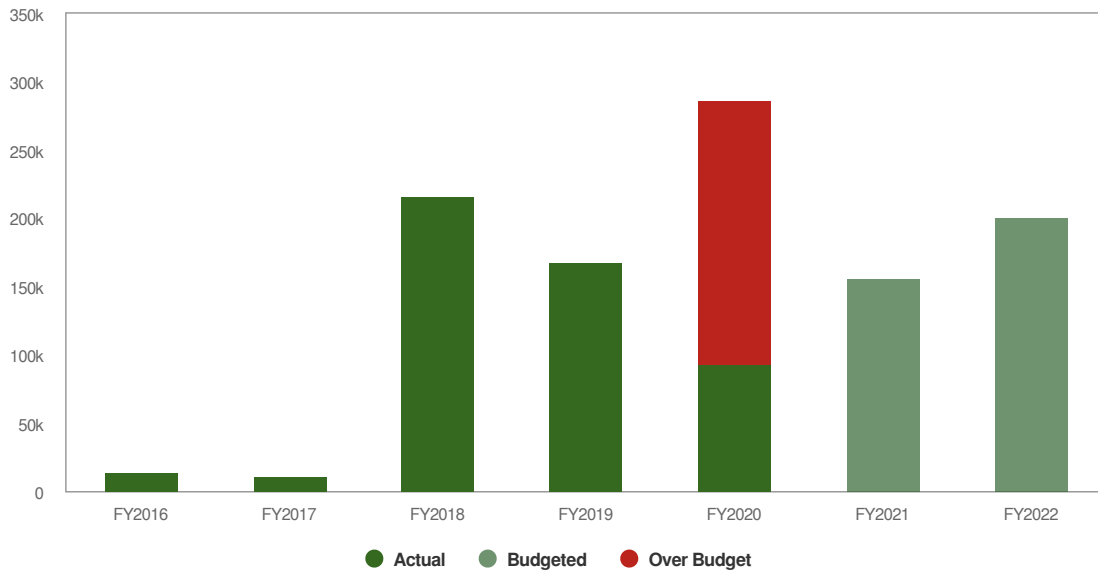
This position also accounts for the engineering review and issuing of encroachment permits. This is a critical part of the Transformation of Third Street. This position also supports the maintenance staff on informal bidding and contracting for smaller jobs including tree trimming and sidewalk repairs.

Much of the City Engineer's time is dedicated to the support needed for private developers. 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

\$201,250 **\$45,352**
(29.09% vs. prior year)

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

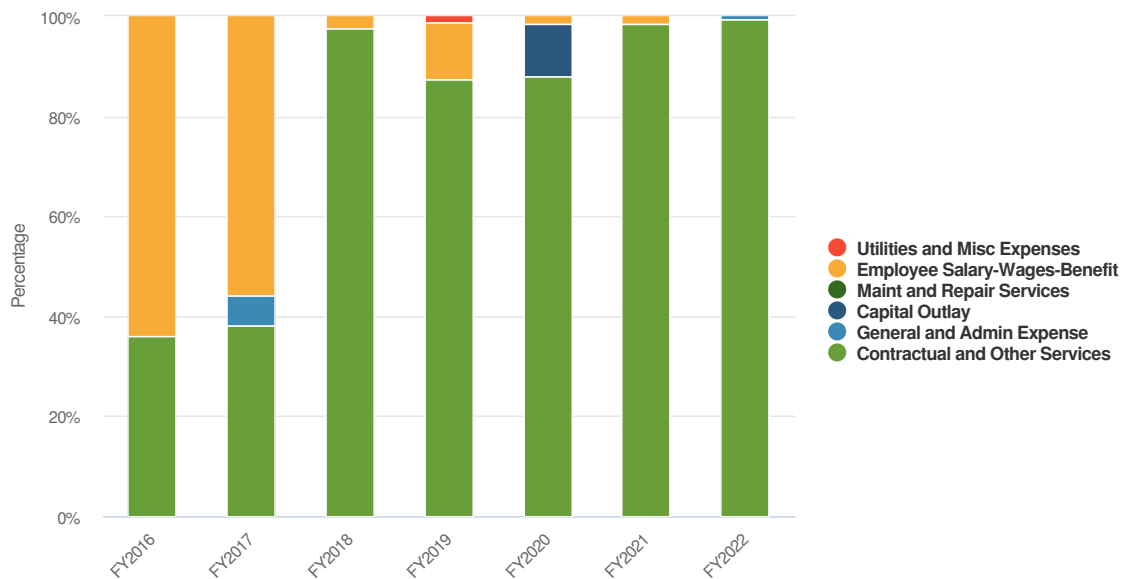


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Expense Objects				
Employee Salary-Wages-Benefit				
City Engineering				



Name	FY2020 Actual	FY2021 Budgeted	FY2022 Budgeted	FY2021 Budgeted vs. FY2022 Budgeted (% Change)
Salaries Wages FT	\$3,305.00	\$2,158.00	\$0.00	-100%
FICA	\$309.00	\$187.00	\$0.00	-100%
Workers Comp.	\$73.00	\$53.00	\$0.00	-100%
Health Insurance	\$311.00	\$0.00	\$0.00	0%
457 Retirement Contribution	\$47.00	\$0.00	\$0.00	0%
Total City Engineering:	\$4,045.00	\$2,398.00	\$0.00	-100%
Total Employee Salary-Wages-Benefit:	\$4,045.00	\$2,398.00	\$0.00	-100%
General and Admin Expense				
City Engineering				
Computer Software			\$1,250.00	N/A
Food and Beverages	\$28.00		\$0.00	N/A
Total City Engineering:	\$28.00	\$0.00	\$1,250.00	N/A
Total General and Admin Expense:	\$28.00	\$0.00	\$1,250.00	N/A
Contractual and Other Services				
City Engineering				
Engineering	\$206,440.00	\$148,500.00	\$180,000.00	21.2%
Public Improv. Insp. Fee		\$5,000.00	\$5,000.00	0%
Building Inspection	\$30,768.00		\$0.00	N/A
Plan Check	\$15,405.00	\$0.00	\$15,000.00	N/A
Janitorial	\$46.00		\$0.00	N/A
Total City Engineering:	\$252,659.00	\$153,500.00	\$200,000.00	30.3%
Total Contractual and Other Services:	\$252,659.00	\$153,500.00	\$200,000.00	30.3%
Maint and Repair Services				
City Engineering				
Street Sign Maint. & Repair	\$265.00		\$0.00	N/A
Total City Engineering:	\$265.00		\$0.00	N/A
Total Maint and Repair Services:	\$265.00		\$0.00	N/A
Capital Outlay				
City Engineering				
Capital Purchases/Improvements	\$29,950.00		\$0.00	N/A
Total City Engineering:	\$29,950.00		\$0.00	N/A
Total Capital Outlay:	\$29,950.00		\$0.00	N/A
Total Expense Objects:	\$286,947.00	\$155,898.00	\$201,250.00	29.1%

