



City of San Juan Bautista

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AGENDA

CITY COUNCIL SPECIAL MEETING

CITY HALL
311 Second Street
San Juan Bautista, California

MONDAY ~ JUNE 3, 2019

In compliance with the American with Disabilities Act, if you need special assistance to attend or participate in the meeting, please call the City Clerk's Office at (831) 623-4661, extension 13 at least 48 hours prior to the meeting.

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection at the meeting and in the City Clerk's office located at City Hall, 311 Second Street, San Juan Bautista, California during normal business hours.

1. **Call to Order** **6:00 PM**
Pledge of Allegiance
Roll Call

2. **Public Comment (limited to items on the agenda)**

3. **Action Items**
 - A. **Approve Affidavit of Posting Agenda**

4. **Discussion Items**
 - A. **Fiscal Year 2019-2020 Budget Workshop: Review, Consider, and Provide Direction to Staff Regarding the Recommended Budget; Approval of Final Budget June 18, 2019**

5. **Adjournment**

AFFIDAVIT OF POSTING

I, TRISH PAETZ, DO NOW DECLARE, UNDER THE PENALTIES OF PERJURY THAT I AM THE DEPUTY CITY CLERK FOR THE CITY OF SAN JUAN BAUTISTA, AND THAT I POSTED THREE (3) TRUE COPIES OF THE ATTACHED CITY COUNCIL MEETING AGENDA. I FURTHER DECLARE THAT I POSTED SAID AGENDA ON THE 28th DAY OF MAY 2019, AND I POSTED THEM IN THE FOLLOWING LOCATIONS IN SAID CITY OF SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA.

1. ON THE BULLETIN BOARD AT CITY HALL, 311 SECOND STREET.
2. ON THE BULLETIN BOARD AT THE CITY LIBRARY, 801 SECOND STREET.
3. ON THE BULLETIN BOARD AT THE ENTRANCE TO THE UNITED STATES POST OFFICE, 301 THE ALAMEDA

SIGNED AT SAN JUAN BAUTISTA, COUNTY OF SAN BENITO, CALIFORNIA,
ON THE 3rd DAY OF JUNE 2019.



TRISH PAETZ, DEPUTY CITY CLERK

City of San Juan Bautista
City Council Budget Workshop

June 3, 2019

1. Review Revenue Estimates
 - General Fund
 - Community Development Fund
 - Water and Sewer Utilities

2. Studies and Projects

3. Capital Improvement Projects

4. Staffing and modest service enhancements

5. Council Guidance Needed:
 - a. Across the Board salary increases
 - b. Support for community organizations

(Attached pages show in “yellow” highlighting, the changes to the document that was submitted on May 21, 2019. Following Council approval on June 18 a new document will be published as the “Adopted Budget.”)

The Recommended Budget includes a section describing the proposed capital projects and major studies. There is both a narrative description and a spreadsheet displaying all the projects and their funding sources.

Enterprise Funds

The operating budgets of the water and sewer utilities are in good condition, although it is necessary to conduct a Prop 218 rate study with adjustments on **July 1**, 2020. The capital needs of the utilities, however, are substantial. With the exception of two new wells, the infrastructure is old and in need of upgrading, especially at the Wastewater Treatment Plant. Although some critical projects are included in this budget, the proposed master plans will identify a five-year Capital Improvement Program to enhance reliability and provide capacity to serve future growth as envisioned by the General Plan.

Special Analyses

As a supplement, the budget includes a series of special analyses as outlined in the table of contents. These analyses provide the Interim City Manager's perspective on issues of particular interest.

Schedule for Budget Adoption

The City Manager's Recommended Budget is presented to the City Council on May 21 and scheduled for adoption on June 18. In the intervening time, the Council may wish to conduct budget workshops to "dig in" to the budget and suggest other projects or priorities. Copies of the Recommended Budget are available at City Hall and the Library, and may be viewed on the City's web site. The Planning Commission is scheduled to review the Capital Improvement portion of the budget in order to consider making the findings required by state law that the CIP budget is "consistent with the General Plan." The budget was prepared by an "interim city manager" with limited experience with the City, and limited time to compile the document. Inevitably there will be errors or omissions that, if identified within the next few weeks, can be corrected on June 18 when the Council is scheduled to adopt the budget. The new fiscal year begins July 1.

**City of San Juan Bautista
Budget Summary
FY20**

<u>Fund</u>	<u>FY19 Projected</u>				<u>FY20 Budget</u>		<u>Ending Balance</u>
	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	
General Fund	\$ 2,762,146	\$ 1,808,438	\$ 1,805,943	\$ 2,764,641	\$ 1,854,841	\$ 1,685,021	\$ 2,934,461
Special Revenue:							
Capital Projects Fund	61,000	-		61,000	1,722,000	1,763,000	20,000
Community Development	366,388	158,890	525,278	-	550,157	550,157	-
COPS	38,693	110,153	75,000	73,846	100,000	100,000	73,846
Parking and Restroom Fund	154,085	27,600	20,100	161,585	32,200	15,000	178,785
Gas Tax Fund	10,064	45,650	55,714	-	53,851	53,851	-
Public Parking Fund	17,447	-	-	17,447			17,447
Affordable Housing	62,000	32,000	-	94,000	-	18,877	75,123
Valle Vista LLD	36,828	20,074	20,834	36,068	21,717	21,717	36,068
Rancho Vista CFD					92,744	40,904	51,840
Copperleaf CFD					34,390	21,523	12,867

*City of San Juan Bautista
Budget Summary
FY20*

<u>Fund</u>	<u>FY19 Projected</u>				<u>FY20 Budget</u>		<u>Ending Balance</u>
	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	
Development Impact Fee Funds:							
Public/Civic Facility	89,098	25,000	-	114,098	25,000	33,000	106,098
Library	133,776	35,000	-	168,776	33,000	24,000	177,776
Storm Drain	148,675	120,000	-	268,675	80,000	196,000	152,675
Park In-Lieu	95,474	10,466	-	105,940	10,000	115,000	940
Public Safety	102,142	21,000	-	123,142	15,000	25,000	113,142
Traffic Impact Fund	138,640	30,000	-	168,640	10,000	109,000	69,640
Zone 1 TIMF	-	-	-	-	30,000		30,000
Internal Service Fund							
Blg Rehab. & Replace. Fund	71,300	55,500	123,000	3,800	38,000	20,000	21,800
Vehicle Replacement Fund	91,400	60,000	-	151,400	60,000	11,353	200,047
Enterprise Funds							
Water:							
Operations	662,012	922,000	746,512	837,500	979,000	731,358	1,085,142
Capital Projects	1,566,058	434,228	540,998	1,459,288	100,000	351,610	1,207,678
Sewer:							
Operations	1,215,865	968,600	836,799	1,347,666	1,010,600	1,599,986	758,280
Capital Projects	319,207	340,773	553,749	106,231	600,000	640,610	65,621
TOTAL Funds	8,142,298	5,225,372	5,303,927	8,063,743	\$ 7,452,500	\$ 8,126,967	7,389,276

City of San Juan Bautista
Interfund Transfers
FY20

<u>Transfer to Fund</u>	<u>Transfer from Fund</u>	<u>Estimated Actuals FY19</u>	<u>Budget FY20</u>	<u>Description</u>
General Fund				
	46 - Water Enterprise Fund	\$ 44,607	\$ 44,607	Infrastructure debt repayment
	48 - Sewer Enterprise Fund	36,497	36,497	Infrastructure debt repayment
	50 - COPS Funds	100,000	100,000	Law Enforcement Contract
	60 - Valle Vista Lighting District	1,004	850	Admin.
	75 - Gas Tax Funds	55,714	53,851	Eligible expenditures
	81 - Public Facility Impact Fund		2,705	Balance of allowable admin. To G.F.
	82 - Library Impact Fund		4,439	Balance of allowable admin. To G.F.
	83 - Storm Drain Impact Fund		3,434	Balance of allowable admin. To G.F.
	84 - Parks Impact Fund		299	Balance of allowable admin. To G.F.
	85 - Public Safety Impact Fund		857	Balance of allowable admin. To G.F.
	86 - Traffic Impact Fund		432	Balance of allowable admin. To G.F.
		\$ 237,822	\$ 247,971	
Community Development				
	General Fund	28,500	117,507	Offset cost overage
Vehicle Replacement Fund				
	General Fund	\$ 60,000	\$ 60,000	Fund reserve
Building Replacement Fund				
	General Fund	\$ 55,500	\$ 38,000	Fund reserve
Sewer Capital Fund				
	Sewer Operating Fund	\$ -	\$ 500,000	To upgrade sewer line

City of San Juan Bautista
General Fund Budget for the Fiscal Year 2019/2020

PW Streets & Storm Drains Expenditures (Department 40)

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<u>Employee Salary, Wages, Benefits</u>					
502.000	Salaries Wages FT	\$ 37,720	\$ 74,541	\$ 77,616	\$ 58,102
508.000	FICA	2,742	6,447	6,756	5,026
510.000	Workers Comp.	9,146	7,349	4,295	4,736
514.000	Health Insurance	2,233	11,475	18,330	8,788
518.000	457k Retirement	337	1,439	652	660
Total Employee Salary, Wages, Benefits		52,178	101,251	107,649	77,312
<u>Other Personnel Expenses</u>					
524.000	Phys., Drug & Psych Testing	51	300		300
526.000	Education & Training		10,000	600	1,000
528.000	Travel/per diem/car allow		2,000	100	1,100
522.000	Uniforms & Alterations	1,939	900	900	900
Total Other Personnel Expenses		1,990	13,200	1,600	3,300
<u>General & Admin Expense</u>					
550.000	Office Supplies	183	400	100	150
558.000	Printing & Copies	26		50	50
562.000	Food and Beverage	337		373	500
516.000	Insurance-Liab/Bond/Auto/Prop	1,826	2,939	2,940	3,000
544.000	Computer Software Service			68	500
Total General & Admin Expense		2,372	3,339	3,531	4,200
<u>Contractual & Other Services</u>					
600.000	Operational Contracts	17,611	3,500	3,500	10,000
612.002	Security	582	1,000	1,000	1,000
624.000	Janitorial	328		100	100
Total Contractual & Other Services		18,521	4,500	4,600	11,100
<u>Utilities & Misc Expense</u>					
640.000	Telecomm	502	500	304	304
642.000	Electricity	1,690	1,100	1,407	1,435
656.000	Licenses & Permits	50		-	-
Total Utilities & Misc. Expense		2,242	1,600	1,711	1,739

City of San Juan Bautista
General Fund Budget for the Fiscal Year 2019/2020

PW Streets & Storm Drains Expenditures (Department 40)

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<u>Equipment & Parts</u>					
712.000	Materials	1,884	4,000	4,000	5,000
650.000	Asphalt Base Material	4,081	6,000	4,000	12,000
701.000	Small Tools	304	3,000	1,500	3,000
554.000	Gasoline & Diesel Fuel	2,420	6,000	3,000	4,000
532.010	Equipment Rental	791		1,000	2,000
716.000	Parts City Rep. Vehicles	397	4,000	5,500	6,000
724.000	Parts City Rep. Streets		6,000	1,000	4,000
720.000	Parts-City Rep. Water	4,533	4,000	1,000	1,000
718.000	Parts City Rep. Equipment	1,473	2,700	1,000	1,000
726.000	Parts-City Rep. Parks	-	2,000	-	-
Total Equipment & Parts		15,883	37,700	22,000	38,000
<u>Maintenance & Repair Services</u>					
755.002	Street Sign Maint. & Repair	1,622		0	500
751.000	Claims	1,754		-	-
752.000	Vehicle Maint.-Outside	1,286	2,000	1,000	2,000
754.000	Equip. Maint. Outside	1,336	1,000	1,000	2,000
760.000	Grounds Maintenance Outside	870	8,000	12,000	1,000
762.000	Street Maint. & Paving	3,425	10,000	10,000	15,000
Total Maintenance & Repair Services		10,293	21,000	24,000	20,500
<u>Capital Projects</u>					
801.000	Capital Purchases	5,494	562,000	16,000	10,000
801.000	Fourth Street Speed Tables			80,000	
Total Capital Projects		5,494	562,000	96,000	10,000
TOTAL PW Streets & Storm Drain Expenditures		\$ 108,973	\$ 744,590	\$ 261,091	\$ 166,151

City of San Juan Bautista
Special Revenue Fund
Budget for the Fiscal Year 2019/2020

Gas Tax Revenue (Fund 75)

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
Fund 200 -Gas Tax					
436.000	Gas Tax 2103	\$ 7,251	\$ 7,500	\$ 7,500	\$16,132
431.000	Gas Tax 2105	10,104	11,000	11,000	10,402
432.000	Gas Tax 2106	10,947	11,000	11,000	11,231
433.000	Gas Tax 2107	13,150	13,750	13,750	13,586
434.000	Gas Tax 2107.5	1,000	1,000	1,000	1,000
436.000	COGS/TDA/STEA	9,081	316,000	-	-
484.000	Interest	756	500	1,400	1,500
TOTAL Gas Tax Revenue		52,289	360,750	45,650	53,851

City of San Juan Bautista
Special Revenue Fund
Budget for the Fiscal Year 2019/2020

Gas Tax Expenditures (Fund 75)

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<u>Employee Salary, Wages, Benefits</u>					
502.000	Salaries Wages FT	\$ 37,344			
508.000	FICA	2,988			
514.000	Health Insurance	14,191			
Total Employee Salary, Wages, Benefits		54,523	-	-	-
<u>Contractual & Other Services</u>					
646.000	Street Lighting	16,899	16,000		
644.000	Street Signal	2,141	1,500		
Total Contractual & Other Services		19,040	17,500	-	-
<u>Equipment & Parts</u>					
724.000	Parts City Repair Streets.	-	23,500	-	
Total Equipment & Parts		-	23,500	-	-
<u>Maintenance & Repair Services</u>					
755.002	Street Sign Maint. & Repair	222	2,500	-	
Total Maintenance & Repair Services		222	2,500	-	-
<u>Fund Transfer</u>					
	Fund Trans. To GF	-	366,303	55,714	53,851
Total Fund Transfer		-	366,303	55,714	53,851
TOTAL Gas Tax - Expenditures		\$ 73,785	\$ 409,803	\$ 55,714	\$ 53,851