



City of San Juan Bautista

Digital Budget Book



Last updated 09/28/23





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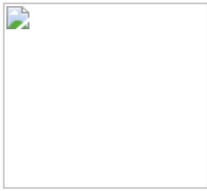


INTRODUCTION



Transmittal Letter

Don Reynolds, City Manager



DATE: JUNE 13, 2023

DEPARTMENT: CITY MANAGER

FROM: DON REYNOLDS

BY: DON REYNOLDS

TITLE: ADOPT THE CITY'S BUDGET FOR FISCAL YEAR 2023/24

RECOMMENDED MOTION:

Staff is seeking a motion to approve a Resolution Adopting the City's Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

RECOMMENDATION:

After receiving public testimony and discussing the final draft of the City's Budgets, it is recommended that the City Council adopt the attached Resolution, to include the adoption of the Operational and Capital Improvement Budgets for Fiscal Year 2023/24.

EXECUTIVE SUMMARY:

The draft Operational and Capital Improvement Budgets for Fiscal Year 2023/24 were introduced at the City Council's May 16, 2023, City Council meeting and are available to the public online and on the City's web page. The City embarked on developing a 5-year Strategic Plan in January 2023. A city-wide survey, interviews with community members, and two workshops have been held. Attached are three slides from the June 2, 2023 workshop summarizing the top ten community priorities, top ten concerns, and a summary of all the feedback. Two budget workshops have occurred; one on May 25, and the second on June 6, 2023. After several revisions, the Budgets are now in their final draft form online at "Cleargov" and are presented with the attached Resolution for adoption.

<https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219> (<https://city-san-juan-bautista-ca-budget-book.cleargov.com/10219>).

The "Cleargov" Budget Book includes this and previous memoranda describing the proposed Budget and its progressions since May 16th's introduction. It also includes narratives that are provided in Attachment 3 to this transmittal; "Priorities and Issues," "Personnel Changes," and "Capital Improvements." These narratives provide critical details for the City, heading into the new fiscal year. Attachment 4 includes spreadsheets summarizing new programs proposed in this Budget in detail and the CIP project list with a summary of new CIPs.

BACKGROUND:



State law for “General Law Cities” require that cities adopt a budget before June 30th of each year, to start a new fiscal year on July 1. Last fall the City closed its fiscal year ending June 30, 2022, on January 24, 2023, adopted Resolution 2023-04 and approved a clean Audit for FY 2021/22, and on February 21, 2023, adopted Resolution 2023-16 amending the Budgets by approving the Mid-Year budget review.

The Mid-Year budget allocated \$60,000 for the City to conduct a fiscal review of its finances, a high-level organizational review, a review of its public safety functions, and provide the City with a new 5-year strategic plan. This work was initiated to inform the new FY 23/24 budget. It includes a City-wide survey yielding 158 replies, and two community workshops to discuss findings and priorities on April 14-15, 2023, and on June 2–3, 2023 (Attachment 2).

The original May 16, 2023 Staff “Budget Transmittal” report (attachment 5) includes these preliminary budget numbers for the City:

FUND SUMMARY - EXHIBIT A			
Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,042,966	\$ 99,534
Sewer Enterprise	1,390,000	1,222,921	167,079
Water Enterprise	1,345,000	823,797	521,203
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
TOTAL	\$ 5,587,576	\$ 4,916,282	\$ 671,294

* Community Development revenue rarely covers 100% of the costs, and is subsidized by the General Fund Each year.

The three most important funds are shown at the top, (General Fund, Sewer, and Water Enterprise Funds) and in May, all three were projected to include a healthy balance. The two Enterprise funds are beginning to build reserves that will pay for the debt service for the capital improvements to implement the necessary upgrades to the City water and sewer systems. The General Fund is balanced but caution is recommended.

The General Fund revenues are projected to be 15% lower than last year, or a decrease of \$400,000. Economic predictions for the next 18 months describe a “flattening of the economy” so the sales tax portion of the General Fund was projected lower than the current fiscal year. The reorganization of the Public Safety Department with the recommendation to eliminate the private security contract, will help cut costs. Staff has found other ways to reduce the General Fund Expenditures to avoid deficit spending, and this May 16 chart shows a cost reduction of 11%; \$2.043 million, down from \$2.3 million in FY 22/23.

The one negative balance on this chart is related to the City’s General fund subsidy for Community Development Services. This subsidy was projected May 16 2023 to be one-third of the Department’s expenses. This is work related mostly to “Advance Planning” that includes the General Plan Amendment related to work being done to the Sphere of Influence and Urban Growth Boundary, work on ADU policies, Zoning Code Updates, historical preservation not off-set by private development and other urban design work that cannot be attributed to a private developer, and off-set by fees. There are sufficient savings this year in the General Fund to pay for this subsidy. The four funds with a “\$0” balance include the three special districts and the COPS grant that helps pay for law enforcement.

INITIATIVES

The three initiatives budgeted in FY 22/23 include Public Safety, Third Street Master Plan, and Urban Growth Boundary/Sphere of Influence (“SOI”) Subcommittee work. From a budget of \$260,000, the UGB Committee has a balance of \$103,203. Expenses from this budget were incurred by EMC Consultants that led the City last year through two community meeting related to the UGB/SOI and the draft “Community Plan” that was placed on hold last fall. The Community Plan explores pre-zoning for areas of the proposed SOI. In the coming months, it will come before the Committee for consideration. The Third Street Master Plan has a balance of \$215,000 with a grant application pending that could add \$330,000. The grant is for the design of



a multi-modal transportation hub to be located at the entrance to the City on the Alameda, consistent with the recommendations from the Active Transportation Plan approved last year. The Public Safety commitment of \$200,000 remains untouched as staff continues to collect and evaluate informal bids for a security camera system. If approved in this Budget, the proposed “Public Safety Coordinator” will be hired to help manage this system. A Recreation Initiative was launched this fiscal year, and the City is currently recruiting for a new part-time “Recreation Technician” position. Funding for Recreation is proposed in the new Budget.

CAPITAL IMPROVEMENT PROJECTS

A detailed update is provided in the attached May 16, 2023 Staff report and the Cleargov Budget Book CIP Narrative. It summarizes the many accomplishments achieved this year. It includes 33 different CIP projects, many of which have been carried forward from previous years. The three main projects completed in FY 22/23 include Verutti and Franklin Circle parks, and the Pavement Management Plan. The “PMP” as it is known, was a \$1.4 million street repair project just completed in June 2023. Next year’s big project is the sanitary sewer force main to Hollister. Bidding was closed on June 9, 2023. The contract will be awarded for that project on July 18, 2023. The City is out to bid currently to improve the acoustics at the Community Center, but it will need additional funds after not receiving a \$50,000 grant.

DISCUSSION

The May 25 and June 6, 2023 workshops included a balanced Operational Budget, plus consideration of the savings and costs to re-organize the City operations after receiving feedback from the Strategic Planning effort. The results of these deliberations are reflected in the attached narratives and summary spreadsheets. The chart below is an update of the one provided above from May 16th, showing the proposed Revenues and Expenses of all City Funds projected for June 30, 2024.

FUND SUMMARY - EXHIBIT A

Fund	Revenues	Expenditures	Surplus
General Fund	\$ 2,142,500	\$ 2,107,694	\$ 34,806
Sewer Enterprise	1,390,000	1,227,618	162,382
Water Enterprise	1,345,000	828,749	516,251
Community Development*	404,514	628,536	(224,022)
COPS	100,000	100,000	-
CFD Z2 Rancho Vista	36,978	36,978	-
Valle Vista Lighting Dist.	23,814	23,814	-
Gas Tax	101,000	21,500	79,500
CFD Z1 Copperleaf	15,770	15,770	-
Parking & Restroom Fund	28,000	-	28,000
TOTAL	\$ 5,587,576	\$ 4,990,659	\$ 596,917

Human Resources

The “Personnel Changes” narrative from the Cleargov Budget Book is attached to this report and describes the complete picture of City human resources now, and proposed for the next fiscal year.

Reorganizing the Public Safety Department will add two new full-time positions to the City, after eliminating private security. This effort is described in detail in the attached Cleargov narrative describing the City’s “Priorities and Concerns” and in staff’s May 16 staff report. This will save the City \$21,295 (this amount has been adjusted from two part-time positions to a second full-time position, adding the cost of benefits for the full-time position and reducing the savings of \$35,000 June 2, 2023, to \$21,295 June 5th).

Reorganizing City Hall and adding a part-time Administrative Assistant are provided in the operations budget. This is intended to improve City communication with the residents and includes expanding the operating hours of City Hall from 9 AM to 5 PM Monday through Friday.

The full-time maintenance worker was not supported by the City Council at the May 25 workshop. The proposed part-time Economic Development Specialist was not approved. There are no other personnel changes related to other funding sources to report.

New Initiatives



The attached narrative from the Cleargov Budget Books “Priorities and Issues” summarizes several of the City’s priorities that are proposed to be funded in the Fiscal Year 2023/24 Budget. Also attached in the Summary Spread Sheets are the fiscal impacts of these initiatives considered during the Budget workshops, adjusted on June 7, 2023, and presented for final consideration in this report and Resolution. Staff removed the \$18,000 proposed for in Economic Development for a downtown organization feasibility study. These projects if approved will be funded as “One-Time Expenses” using \$449,065 from the General Fund Reserve. They include 9 different projects.

The CIP for FY 2023/24 includes \$300,000 of the \$449,065. The attached CIP Narrative describes the use of these funds for Abbe Park, (\$150,000) the Community Hall (adding \$75,000), and the historic improvements at Luck Park (adding \$75,000). Water and Wastewater improvements are carried over from last Year’s CIP and are in design (water) or will be under construction this summer (sewer).

*As the June 2, 2023 bids are evaluated for the new sewer force-main, staff will present its revised cost of the project, and any need for CIP budget amendment at the July 18, 2023, City Council meeting, when it is anticipated that the contract will be awarded. At this time, **it is anticipated that the General Fund Reserve may be needed to fill a relatively small budget gap, but staff is also exploring the use of Measure G funds to address pavement costs associated with the trenching and related street repairs.***

Of the 8 other projects summarized in the Priorities and Issues Narrative, (\$149,065), it is proposed that the top ten list from the Strategic Planning work be funded. These include water sewer projects, improved City communication, economic development, historic preservation, and recreation. The chart below summarizes all of the considerations.

MAY 25, 2023 BUDGET WORKSHOP					
BUDGET CONSIDERATION		FINAL DRAFT BUDGET TO INCLUDE			
UPDATED 6/7/2023					
SERVICE OBJECTIVE	IMPLEMENTATION	PROPOSED COST GENERAL FUND	SUPPORT	OUTCOME	
				Operations	GF Reserve
1 Reorganize Public Safety	Add FT Public Safety Coordinator and FT Community Service Officer; eliminate private security Adjusted June 5, 2023 for second FT position (+\$13,705)	\$ (21,295)	\$ (21,295)	\$ (21,295)	
2 Reorganize City general services	Add PT Admin Asst Add FT Maintenance Worker	\$ 15,000 \$ 15,000	\$ 15,000 \$ -	\$ 15,000 \$ -	\$ - \$ -
3 Economic Development	Add PT Econ. Dev Assistant Catalyst One Time funding for Training Implementation projects	\$ 40,000 \$ 50,000	\$ - \$ 31,165	\$ - \$ -	\$ - \$ 31,165
4 Historic Preservation	Catalyst One Time Funding to Support programs, ordinance and inventory update	\$ 25,000	\$ 12,500	\$ -	\$ 12,500
5 Recreation	Catalyst One Time Funding for summer programs now and new Rec Tech Position + new summer programs	\$ 50,000	\$ -		\$ 15,400
6 Capital Improvement Program	Replace Abbe Park Ball Field Lights, add funding for Luck Park Master Plan and Community Hall acoustical upgrades	\$ 300,000	\$ 300,000		\$ 300,000
7 Climate Action Plan	Consultant		\$ 50,000		\$ 50,000
8 Library Rain Gutters	Informal Contract		\$ 5,000		\$ 5,000
9 CD Fee Study	Together with Impact Fee Study	\$ 35,000	\$ 70,000		\$ 35,000
Totals		\$ 473,705	\$ 462,370	\$ (6,295)	\$ 449,065
Proposed Budget May 16, 2023				\$ 43,000	\$ 425,000

The purpose of the attached Cleargov “Priorities and Issues” narrative is to dive into the details of each of these proposed projects. Also in the attached spreadsheets, extra detail is provided for the two issues of highest concern; Recreation and Economic Development. These topics were discussed at length during the June 6, 2023 workshop.

Summary

Presented in the attached resolution is a cautious Operational Budget, and an optimistic Capital Improvement Budget for fiscal year 2023/24. Growth in this budget is funded by \$449,065 of the General Fund Reserve, and these are one-time uses from this resource that must be guarded carefully.



If as projected, the sales tax revenues flatten out, while costs increase and inflation persists, the FY 2024/25 budget will be even more conservative. Fortunately, the CIP does not rely much on sales tax revenues, but the City will have to be more cautious about the use of its General Fund Reserves.

The City Council has worked hard and has been transparent with the community to build a common understanding of San Juan Bautista's priorities and concerns. The proposed budget provided in Cleargov, on the City website, and attached to the proposed Resolution, provides funds for these priorities, and attempts to resolve these concerns. The five-year Strategic Plan is expected later this summer. Together, these two documents will provide for, and safeguard the City's future.

ATTACHMENTS:

1. Resolution
2. Priorities and Concerns slides from Strategic Planning work
3. ClearGov Budget Book Narratives- Priorities and Issues, Personnel Changes, CIP narrative with a complete list of projects
4. Summary Spread Sheets- New initiatives, cost detail of Recreation and Economic Development programs
5. May 16, 2023, City Manager Budget Introduction

Attachments

The attachments for the City Manager budget memorandum are provided in separate Section in the Budget Book except for these:

- 1- Resolution
- 2- Strategic Planning Priorities Slides
- 3- Capital Improvement Budget and Narrative
- 4- May 16, 2023 Transmittal Letter



Organization Chart

The Organizational Chart will be inserted before adoption due to proposed changes being considered



BUDGET OVERVIEW



Strategic Plan- In Process





COMMUNITY TOWN HALL MEETING

JUNE 2, 2023

5:00 PM – 7:00 PM

CITY LIBRARY: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045

IMPLEMENTATION PLANNING SESSION

JUNE 3, 2023

9:00 AM – 4:00 PM

CITY LIBRARY: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045



REUNIÓN MUNICIPAL

2 DE JUNIO, 2023

5:00 PM – 7:00 PM

BIBLIOTECA: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045

SESIÓN DE PLANIFICACIÓN ESTRATÉGICA

3 DE JUNIO, 2023

9:00 AM – 4:00 PM

BIBLIOTECA: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045



City of San Juan Bautista

The "City of History"
Office of the City Manager

MEMORANDUM

TO: CITY COUNCIL
FROM: DON REYNOLDS, CITY MANAGER
DATE: APRIL 24, 2023
SUBJECT: STRATEGIC PLANNING UPDATE

This note is to follow-up on the Strategic Planning work completed April 14 and 15, 2023. A second interaction is being planned a month from now, but June 1-5 don't seem possible.

A lot of hard work went into creating Core Values, Priorities, Mission, and Vision Statements. This is a summary of those efforts.

Values | Priorities | Mission | Vision

Core Values: Collaboration | Honesty | Resourcefulness | Accountability | Integrity

Council Priorities: Fiscal stability | Infrastructure | Economic Development | Public Safety (disaster Prep/Code Enf) | Communication | General Plan | Parks and Recreation

Mission: The city of SJB strives to provide exceptional service to the community by fostering a sustainable economy, while preserving its uniqueness through collaboration, honesty, and resourcefulness.

Vision: San Juan Bautista is a vibrant, thriving community who strives to tell its complete history & cultural heritage while honoring the needs of its residents & businesses. San Juan offers the world a unique destination amidst boundless natural beauty, open space & agricultural resources.

Work is still needed to complete the review of the 2016 General Plan priorities and Citygate and staff have developed a simplified plan for that. Also, the City had received 80 responses to the survey before April 14, 2023, and has now received more than 130 responses. This new data will be updated and shared.





City of San Juan Bautista

The "City of History"
Office of the City Manager

A second session is being planned for the time between June 1-5, 2023. It will include another first day from 10-5 PM, and a follow-up the next day for 2-hours. The draft agenda includes the following topics:

Can you plan to be available 10-5 PM?? What dates work best for you (Friday again?)

1-2 hours reviewing the previous General Plan Strategic Plan

1 hour discussing "Innovation Training" in an Interactive Workshop

5-hour Lunch

2-3 hours for Implementation discussion

Wrap Up -

Saturday Again? What date work best for you?

2-hour review and confirmations

Is does not look like the City Council available June 2 and June 3...

Are there items the Council wants to see added to the Agenda?

Notes regarding the calendar, includes not meeting on Memorial Day Weekend, approving the budget June 13, 2023. The City Manager will be in New Orleans at the national gymnastic tournament June 14- June 21.

Thank you for your dedication to the City and consideration of this Plan.

CC: Commissioners

City Staff

Citygate

Priorities & Issues

BUDGET PRIORITIES AND ISSUES

FISCAL YEAR 2023/24

The City initiated the creation of a 5-year Strategic Plan approving a contract with Citygate in January 2023. Two-multiday workshops were held in April and June. A City-wide opinion survey was completed with 158 replies. Attached are three slides presented to the community June 2, 2023 summarizing community feedback from the Citygate Strategic Planning efforts thus far. The priorities identified below include the status of the three existing City initiatives, and new priorities that surfaced last year, or during the work on this year's Strategic Plan. These new priorities have been integrated into the Budget for FY 2023/24. More details elaborate related specifically related to "Personnel Changes" and the Capital Improvement Plan can be found under these specific separate Budget Book Tabs.

Three Initiatives from FY 2021 – 2023

The City's prior strategic plan launched three initiatives: Urban Growth Boundary/Sphere of Influence; Third Street master plan and Public Safety Initiative. The fiscal status of this work is described in the City Manager's transmittal memorandum, and has not really changed much since the Mid-Year budget discussion. An effort was made to reconvene the UGB/SOI Committee May 7, but due to vacancies and absences, the first meeting of the new Committee has been pushed out to the end of the month. The focus on public safety has been on re-organization discussed in the Transmittal Memo and in the "Personnel Changes" narrative. The City Manager has met twice with different camera system vendors. The implementation strategies have greatly simplified. Hopefully the City can be in contract with a provider before the end of the summer. The Third Street Master Plan is moving forward with a \$365,000 grant application pending with the State. This would pay for the development of a transportation hub on the Alameda, between Franklin and Fourth Street.

New Priorities

Economic Development

The FY 23/24 budget includes \$31,165 from its General Fund Reserve for Economic Development activities and training. The Economic Development Citizen's Advisory Committee will begin drafting an Economic Development Strategy. Partnering with State and County agencies, the City will create regional partnerships to fully take advantage of the City's bountiful history and assets. Business retention and tourism efforts will increase as the merchants and property owners re-organize downtown.

Recreation

Development of a new and robust recreation program is funded with the Part-time Recreation Technician position and operational funds of \$29,072. Facility improvements are moving forward to help house new programs. The City is also funding a summer recreation program to begin in July.

Housing Element

State mandated Housing Element is required to be updated by the end of the Calendar Year. The City set-aside \$170,000 for this at mid-year. The first Housing Element Workshop will occur June 29th, 2023.

Climate Action Plan

The budget includes \$50,00 to fund consulting costs to complete its climate action plan. State laws are becoming more and more restrictive on jurisdictions that do not have a fully integrated way to reduce the greenhouse gasses it produces.

Implementing the Public Safety Changes

The City Council supports the organization of its Public Safety functions. Removing private security and directly staffing these efforts is a big part of this change. Establishing a single point of contact is also critical. The creation of a Fire District is underway. The County Office of Emergency Services is using grant funding to hire a feasibility consultant. The Sheriff has begun negotiating a new contract with the City and stepped up its services working toward two dedicated deputies.

Homeless Programs



Homeless Initiatives continue to be evaluated by the City of Hollister and the County Public Health Department. An MOU is being discussed currently by the Intergovernmental Committee. The City will be expected to share in homeless program decisions and helping to fund them.

Other Issues

1. Improving Communication- getting the message at City Hall out clearly and concisely to all members of the public has to be a priority.
2. Managing four states of emergency, with three FEMA claims submitted and in process.
3. Disaster Preparedness - Increasing community awareness
4. Facilities and Office Space- needs an evaluation and strategic plan
5. Web-Site - Full and complete modernization and use of technology by City Hall.
6. Storm Water/Drain Master Plan

Capital Improvements and Infrastructure

The City is in position to continue to work on priorities and issues remaining from prior years to include its infrastructure, focused first on its wastewater, and drinking water. The City expects to award a \$14 million contract July 18, 2023 to construct the sanitary sewer line to Hollister. A contract has already been executed with Hollister to receive the City's domestic wastewater with a 40-year term. The contract for drinking water will be executed this summer and design of this project will resume. Focus on park improvements will include improving the acoustics in the Community Hall, (bidding closed June 16, 2023). And new this year is upgrading the ball field lights at Abbe Park.

Attachments:

June 2, 2023 Citygate Slides

Top 10 Priorities

Top 10 biggest concerns

Summary of all feedback

Personnel Changes

PERSONNEL CHANGES FOR FISCAL YEAR 2023/24 DRAFT

This summary reflects changes to the Personnel as a result of the two budget workshops held May 25, and June 6, 2023. The City continues to adjust and be flexible, serving the community's highest priorities. The City Council considered adding 3-fulltime positions and two part-time positions, and added two of the three fulltime positions and one of the two part time positions.

		Existing Positions	Requested New Positions	New Positions Supported	Total Positions
Full time	Maintenance	5	1	0	5
	Administration	5	2	2	7
		10			12
Part-time	Maintenance	2	0	0	2
	Administration	5	2	1	6
		7			8

Part-time staff in the Maintenance Division help cover for regular employees when absent and help keep the downtown clean on weekends and holidays. There are no other part-time administrative staff. On May 2, 2023, The City hired a full-time provisional maintenance worker which is allowed for up to 90-days, paid a 40-hour salary without benefits.

The only position added during fiscal year 2022/23 was the Part-Time Recreation Technician. That recruitment is underway. The position will initially work from the Library. It will serve multiple generational recreation programs. The operations budget will help pay for materials and supplies for these programs starting in FY 2023/24. The cost annual estimated cost is estimated to be \$28,000.

Between July 1, 2022, and December 31, 2022, an election occurred that could have brought forth three new Councilmembers. One incumbent was re-elected, and two new Councilmembers were approved by voters. The City Manager's performance Improvement Plan includes establishing goals and priorities. To welcome and include the new voices in the City's priorities, the City Manager recommended that strategic planning and organization study be conducted early in 2023. At its January 24th City Council meeting Citygate was awarded the contract for this work, which began in March 2023. Their scope included a high-level organization review, and a review of public safety. Six recommendations for staffing changes have been made from this study and analysis.

The staffing changes in this narrative recommend 3 new full-time positions; maintenance worker, public safety coordinator, community service officer and 2-part time positions administrative assistant and economic development coordinator. Two safety positions would be off-set by savings in that Department discontinuing private security services. The maintenance worker position will impact the budget at \$70,000 each, but be paid by the enterprise funds (66%) and General Fund 33%). The administrative assistant position cost of \$25,000 will be spread to all funding sources. The Economic Development Coordinator will be paid by the General Fund and off-set be grants and other outside resources. It will cost \$35,000 annually.

PART-TIME ADMINISTRATIVE ASSISTANT (supported) & ECONOMIC DEVELOPMENT SPECIALIST (not supported)

In FY 22/23, an additional part-time clerical position was shared with the Library, but when this employee resigned, it was filled to only support the Library, as a third part-time position is now vacant. The position was never able to provide coverage for City Hall five days a week.

It is recommended that the Deputy City Clerk, that supervises both Office Assistants, engage the help of part-time staff to support the clerical duties related to all three positions.

Performance improvement plan. (November 2022)



Don should review the duties and responsibilities of the Deputy City Clerk position and communicate with the Council prior to filling the position or seeking adjustments in the salary range.

Don should assess the need for supervision of the Public Works Department and recommend any changes.

MNS Engineering was retained to help with Public Works and act as the City's Engineer. This move has brought a lot of support to the City's Public Works function, as it is staffed by a former deputy public works director from the City of San Francisco who helped address this concern, but there remains the need for clerical support to support the account receivable position, helping to answer phones, to staff the front counter, and support the Human Resource and Risk Management functions delegated to the Deputy City Clerk. This matter was also considered in relation to keeping City Hall open 8-hours a day. Citygate, who are engaged in providing and organizational review of the City as required in City Manager's performance plan, has drafted this recommendation:

City Hall – If you extend hours of operations, you will need part-time personnel for adequate security for cash handling and public counter duties. This position could (if it was an FTE) also have other duties listed within the strategic plan to support other tasks including: writing of fiscal policies and procedures, grant writing and monitoring, public information and marketing (General Plan Strategic Plan objectives 122-127), additional admin support to City Manager and Assistant City Manager (related to economic development items (see 264-274, 50-70). A list of these objectives is attached.* • 2016 General Plan "Strategic Plan," pages 236-331

If an Administrative Assistant paid \$21-\$25 per hour, the annual cost of 20-hours per week will be approximately \$25,000.

As the City develops its Economic Development Strategy it will need support implementing it, and other related duties. It can support the work needed to develop the Third Street Master Plan. It can support the City in regional efforts to promote tourism. The General Plan objectives support this move. The cost at \$35-\$40 per hour would be \$35,000 per year, but could be off-set in part by the grants received. *This position was not supported. Instead, it is recommended to move enforcement from Community Development and consolidate this work under Public Safety, freeing up time for Community Development to work on Economic Development.*

MAINTENANCE STAFF (not supported)

The City Maintenance staff has not changed or increased in several years. But demand has increased. The City has added two new housing developments and increased the number of streets roads and parks accordingly. Recent flooding has exposed the weaknesses of the City's stormwater management system. These flooding events stretch the existing staff beyond the physical limits of their abilities. This past year, the City added Franklin Park, and Verutti Park restrooms. This adds several hours of maintenance to the work-week especially on weekends. An additional full-time maintenance worker would help the City retain staff and react quicker to its many urgent infrastructure needs. A full-time maintenance worker costs approximately \$70,000 per year.

PUBLIC SAFETY

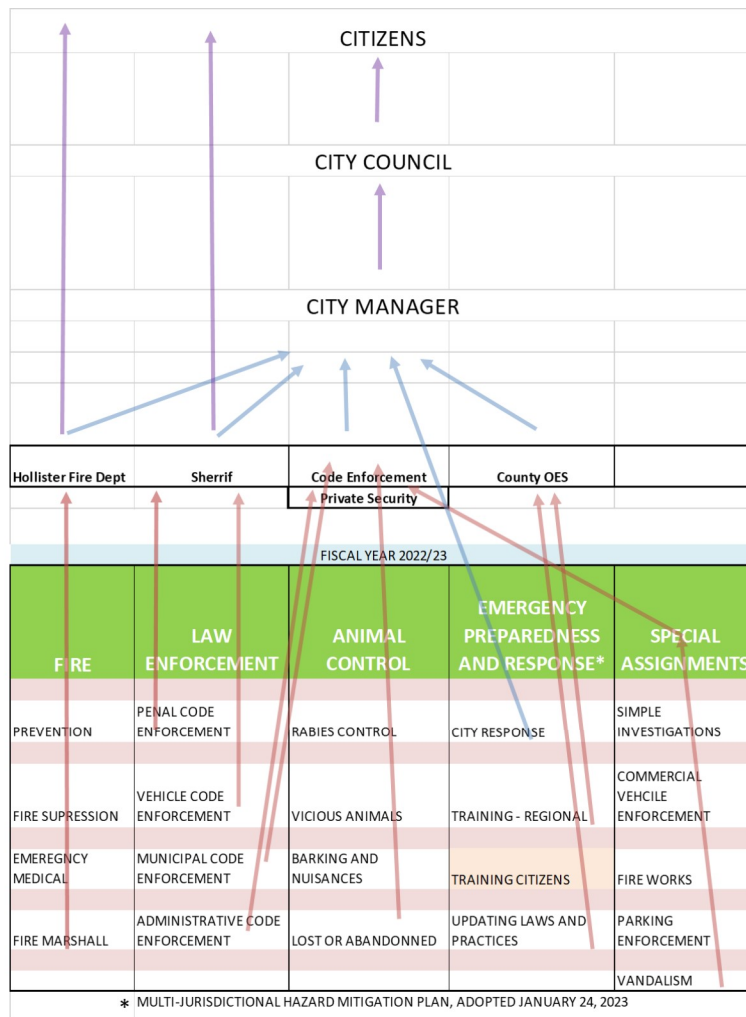
The City's "Public Safety Services" system is very complicated and requires an organizational review. This organizational chart describes the various safety components the City relies upon now. Three significant contracts are involved: San Benito County Sheriff, Hollister Fire and Private Security. After attempting twice to improve public safety service deliveries, the City has yet to meet the deliveries anticipated. The "Code Enforcement" position (City "safety officer") is working out of class at an "X" rated salary level and this must be corrected.

The Safety Officer is the only member of staff supporting Public Safety system before the City Manager. This is not sustainable. The City Manager has 6-related direct reports in the current model. In larger jurisdictions, a code enforcement officer works in Community Development and the Building Official, focused on land use and building code violations, at \$35 dollars per hour, Monday-Friday 9-5 PM. But smaller cities including Hollister, have moved Code Enforcement to the Law Enforcement side of the chart, adding a list of "Special Assignments" duties, with associated salary to off-set the additional duties. Citygate refers to these assignments as "Quality of Life" issues that are very important but may not pose an immediate threat to life or property. These programs expanded in San Juan Bautista since 2019, to address the strategic plan at the time that had as its fifth goal "Quality of Life" matters. They include loud parties after 10 PM, commercial vehicle enforcement, parking enforcement, barking dogs, and many of the functions listed as Special Assignments.

The City's use of private security to support public safety was in practice in 2019, when the City Manager was hired. The contractor reported directly to the City Manager. That fall, when the code enforcement officer was hired, the code enforcement officer was delegated the task of overseeing the day-to-day operations of private security, and the City Manager supported the budget and policy matters. A job description was brought to the



Council updating the duties of the code enforcement officer, accordingly proposing “Public Safety Manager.” An example from the City of Malibu contract with the L.A. Sheriff was provided. This job description was not approved, but the work remained. Below is the existing Organization Chart.



In 2021/22 the City formed its “Public Safety Committee” meeting to discuss these contracts and consider changes. This is the origin of the City’s first and second (not filled) “Dedicated” sheriff deputy. The City issued a Request for Proposals for private security services before the then current contract expired on June 30, 2022. The City security contractor then terminated the City’s contract May 6, 2022, with a 30-day notice. They did not submit a proposal to continue as the City’s private security service provider. A new contractor was approved by the City Council on May 24, 2022, and the contract started June 6, 2022. The City receives twice the patrol services it had for a cost increase of only 10%. The City also included enforcement of parking violations and administrative citations (that include illegal use of fireworks). This contractor reports 100% to the “Code Enforcement Officer.” “City Code Enforcement” safety employee works Wednesday – Sunday 12-6. Private Security starts one shift at 4 PM to 12 Am, and a second shift 10 PM until 6 AM.

Private Security is deployed to “observe and report,” and to enforce parking and administrative citations. The City’s safety officer is on call 24/7 and the “reports” from private security first go to the City safety officer. If deemed appropriate, a call to the Sheriff or 911 is made. There are times when unsecured private properties are discovered during patrol, that can pause patrolling, while private security officer to monitor the situation until the Sheriff arrives.

Citygate is known for helping public agencies refine the delivery of public safety services and make them more efficient. The initial recommendation from Citygate is to establish a “Public Safety Department” as shown in this org chart, with a manager overseeing the various contracts.

This new management position allows the City Manager to remain neutral on enforcement matters, and potentially act as an arbitrator when disagreements arise.

The Citygate recommendation is to move away from private security altogether. Their recommendation is like the Sheriff's recommendation; multi-services officers ("MSO" or community service officers "CSO"). This is an unsworn officer, in a uniform and clearly-marked vehicle, that can enforce the City's quality of life ordinances. Last fall, staff came forward with a recommendation to pay the Sheriff for a CSO rather than a second dedicated deputy, because the Sheriff is having difficulty hiring sworn officers. It was not supported by the City Council. The Citygate recommendation is different in that the CSO would be a City hire, rather than a contract service provider.

Citygate's draft recommendation:

1. Full Time Public Safety Coordinator Position (supported)

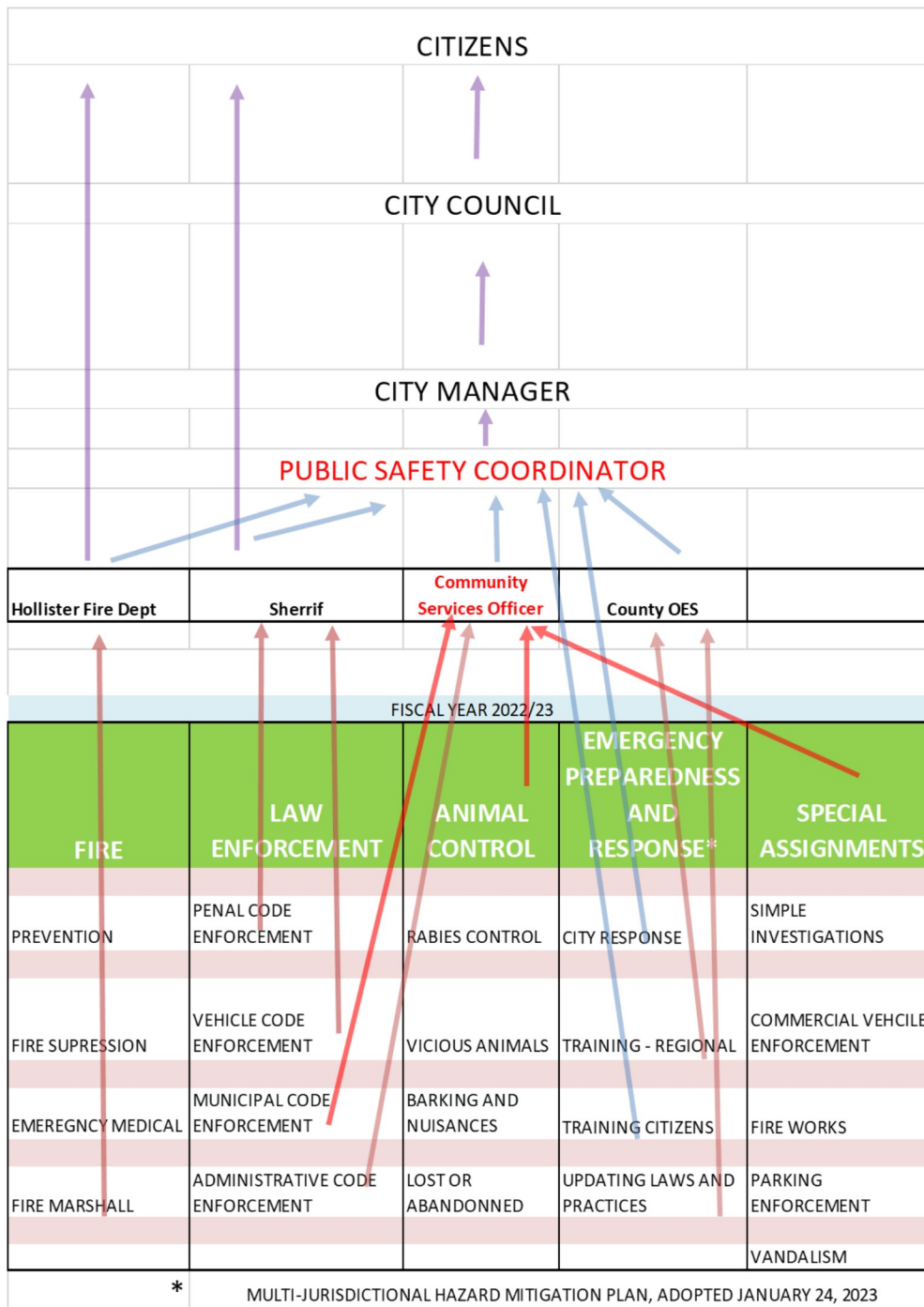
Oversite of police, security, disaster prep and response, all public safety related contracts (including fire, sheriff, animal control, etc.), grants, (SJB 2016 General Plan Strategic Plan Goals including but not limited to 73-87, 231-238, 226-228, etc.) This position could also work closely with Assistant City Manager on zoning, land use, traffic issues.

2. Recruit and Fill the vacant Sheriff's position (I believe already budgeted) (yes and request written reporting requirements on workload indicators i.e., calls for service).
3. Consider removing current security services and replacing them **with city staff a full-time community service officer** that reports to the Public Safety Coordinator position in item #1. Building this into the current Sheriff contract is a consideration, but the Sheriff has its own staffing difficulties plus making them city staff give more local control and flexibility for the City Manager.

Need to evaluate recruitment approach, salaries and benefits beyond medical (i.e., taking a vehicle home, signing bonuses etc.).

Lastly, Citygate is helping negotiate the City's Sheriff contract. The next meeting is planned for Friday May 12th. The contract was written in 2009 and is vague. The City is looking for better tools that a Public Safety Coordinator can use to help make certain the law enforcement services are being delivered.

A fiscal analysis indicates that the reduced cost of private security (\$10,800 per month) would off-set the cost of two new positions, saving \$21,295 per year. Attached is a recommended Public Safety Re-Organization chart.



FUND SUMMARIES



GENERAL FUND

The City's General Fund Budget for Fiscal Year 2023/24, anticipates \$2,142,500 million in Revenue (slightly lower than last year), and \$2,042,966 in Operational Expenses, \$400,000 lower than last year's budget,

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 must be used to pay for utility costs only.



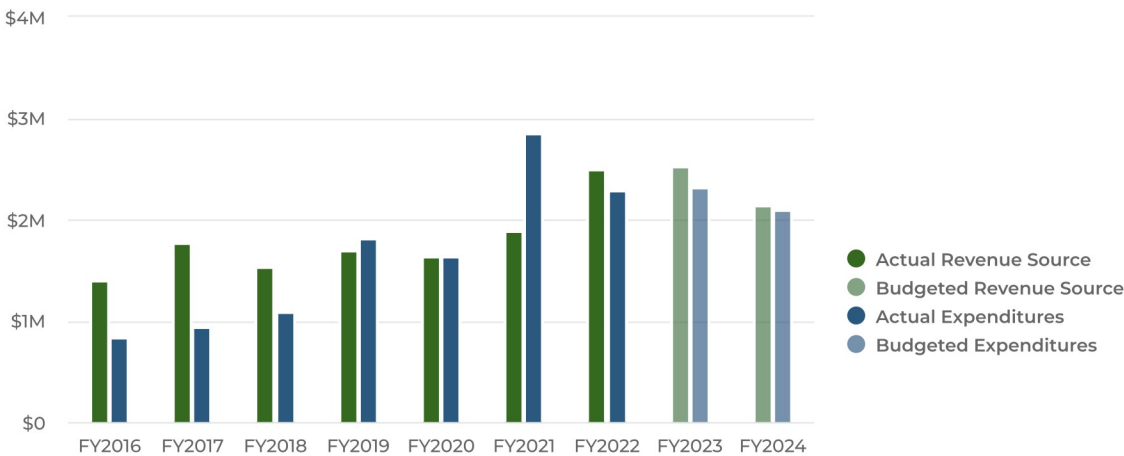
General Fund

The one fund that is capable of crossing these vertical lines is the General Fund. The City Council has the most discretion in budgeting the General Fund then the special use funds. 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 equal half of the \$2,142,500.

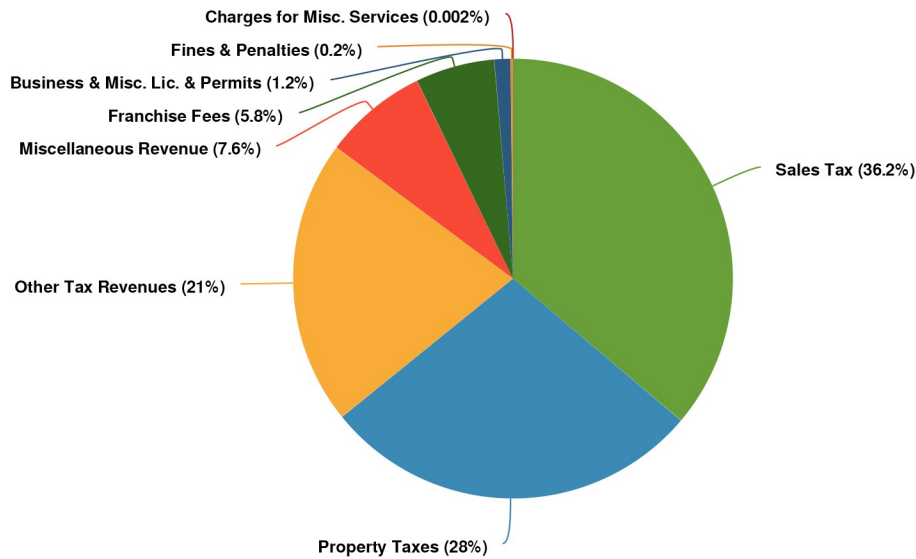
Summary

The City of San Juan Bautista is projecting \$2.14M of revenue in FY2024, which represents a 15.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 9.4% or \$219.66K to \$2.11M in FY2024.

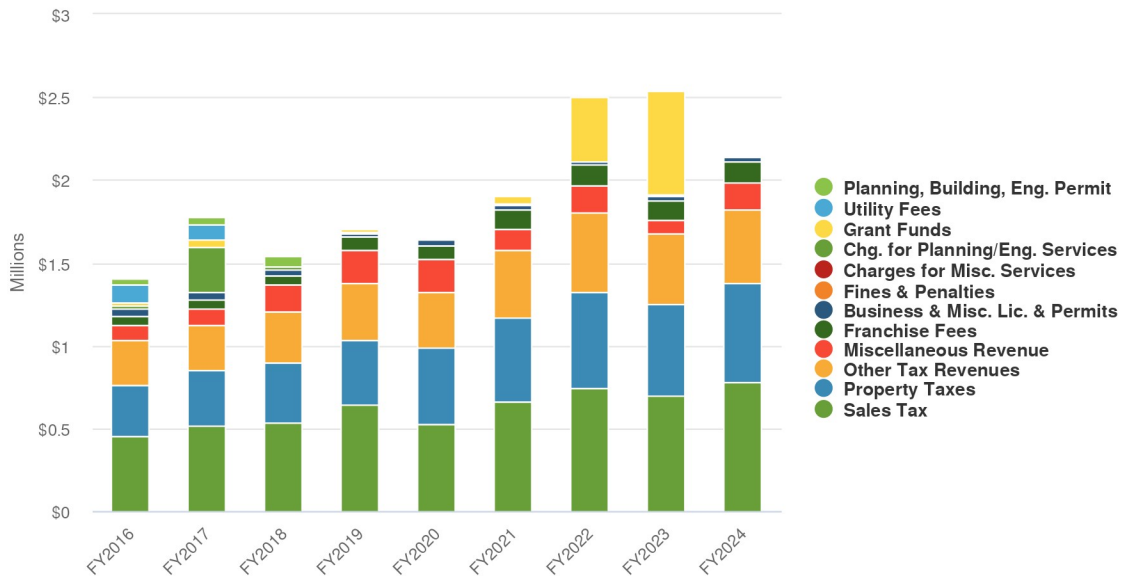


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Sales Tax	\$747,686	\$696,114	\$775,000	11.3%
Property Taxes	\$578,212	\$556,328	\$600,000	7.9%
Other Tax Revenues	\$473,615	\$421,425	\$450,000	6.8%

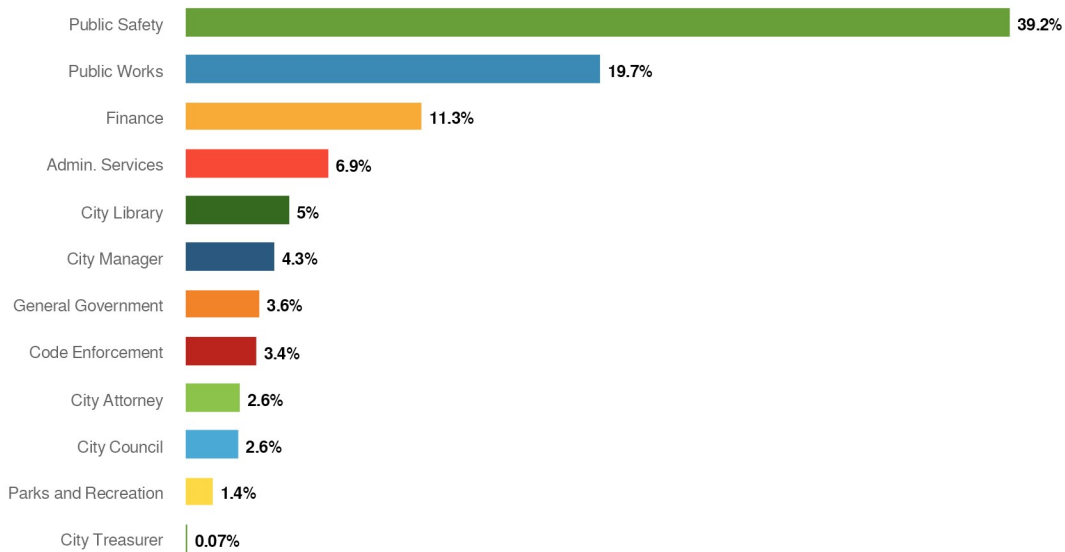


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Franchise Fees	\$118,858	\$116,096	\$125,000	7.7%
Chg. for Planning/Eng. Services	\$62	\$0	\$0	0%
Business & Misc. Lic. & Permits	\$19,564	\$25,060	\$25,450	1.6%
Fines & Penalties	\$3,305	\$7,900	\$3,500	-55.7%
Grant Funds	\$389,713	\$624,606	\$0	-100%
Charges for Misc. Services	\$1,386	\$1,500	\$50	-96.7%
Miscellaneous Revenue	\$171,233	\$87,802	\$163,500	86.2%
Total Revenue Source:	\$2,503,635	\$2,536,831	\$2,142,500	-15.5%

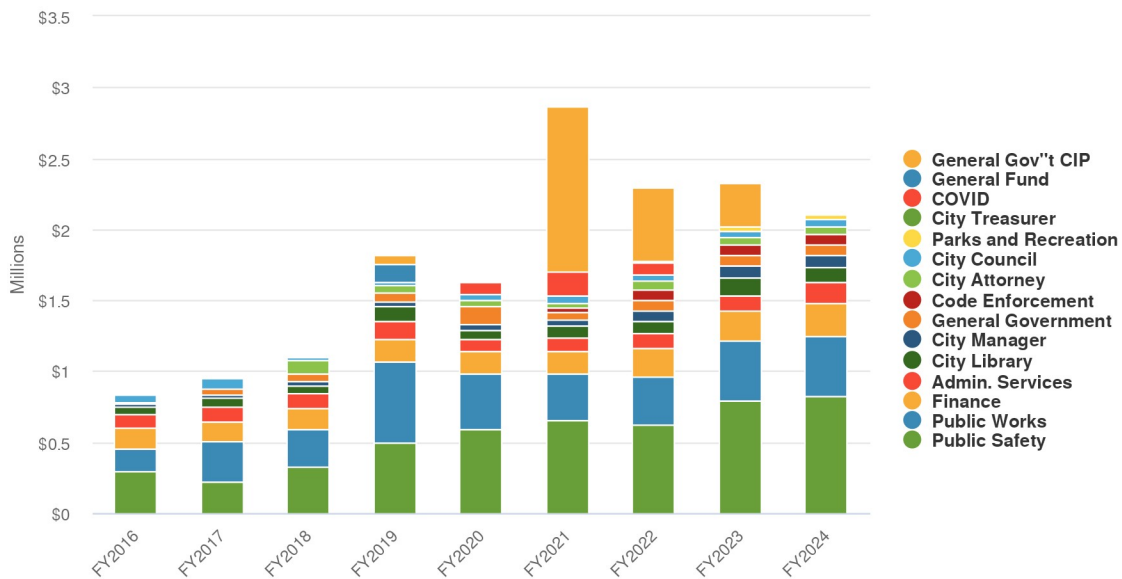


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



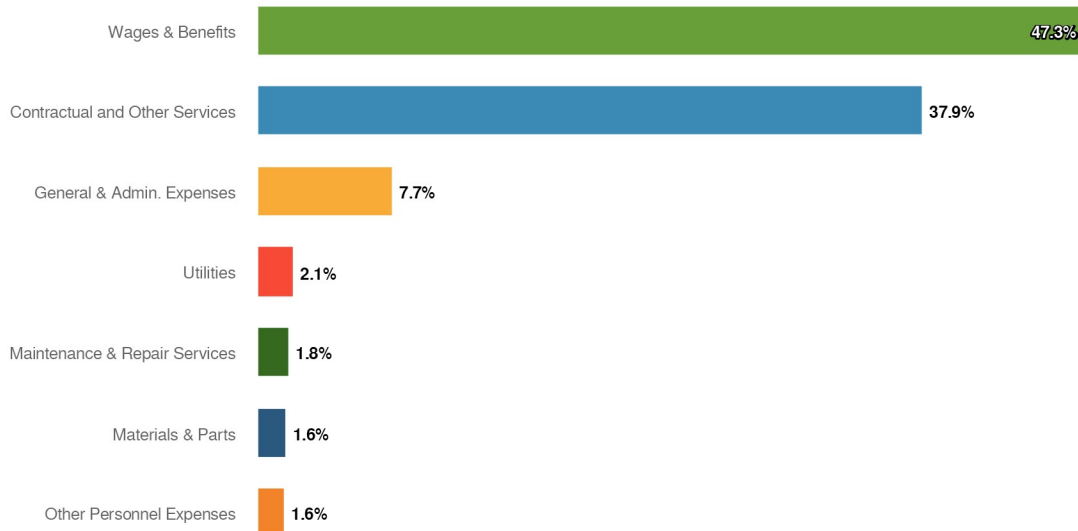
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
General Fund	\$9,990	\$0	\$0	0%
City Council	\$39,390	\$44,221	\$54,044	22.2%



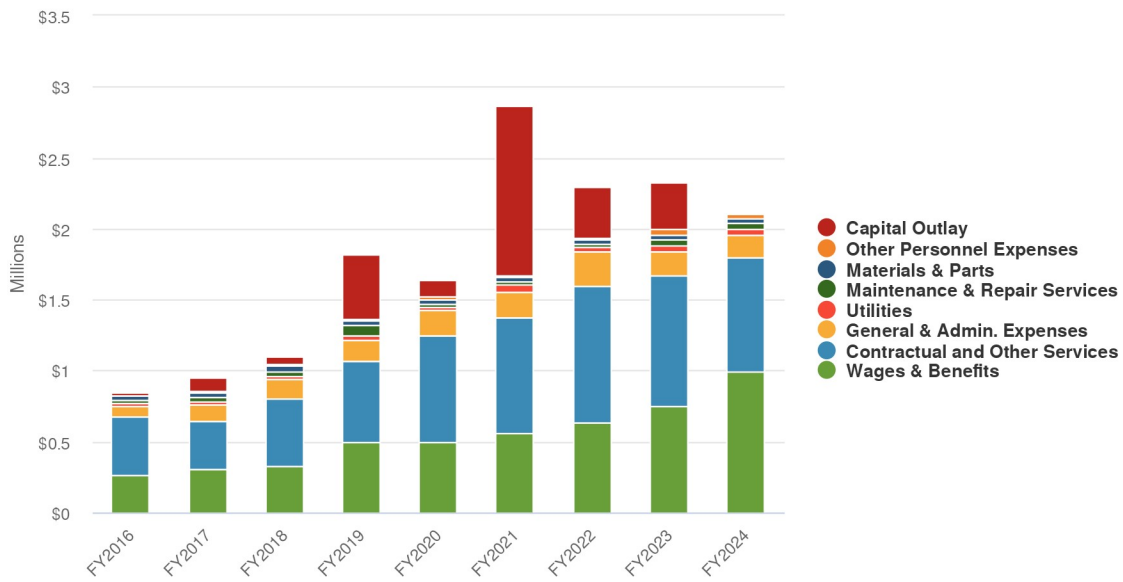
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
City Attorney	\$66,463	\$55,000	\$55,000	0%
City Manager	\$70,624	\$79,392	\$90,153	13.6%
Admin. Services	\$103,404	\$109,155	\$144,956	32.8%
City Treasurer	\$1,069	\$1,350	\$1,450	7.4%
Finance	\$208,592	\$207,625	\$237,597	14.4%
City Library	\$85,456	\$128,752	\$105,851	-17.8%
Public Safety	\$621,878	\$793,040	\$826,962	4.3%
Code Enforcement	\$78,904	\$78,557	\$72,382	-7.9%
Parks and Recreation	\$0	\$29,545	\$28,672	-3%
Public Works	\$337,376	\$422,093	\$415,627	-1.5%
COVID	\$83,385	\$0	\$0	0%
General Government	\$69,086	\$75,000	\$75,000	0%
General Gov't CIP	\$522,085	\$303,619	\$0	-100%
Total Expenditures:	\$2,297,703	\$2,327,349	\$2,107,694	-9.4%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$630,473	\$751,660	\$995,904	32.5%
Other Personnel Expenses	\$6,629	\$33,900	\$33,200	-2.1%
Contractual and Other Services	\$970,244	\$920,445	\$799,190	-13.2%
General & Admin. Expenses	\$242,559	\$167,975	\$163,250	-2.8%
Utilities	\$29,945	\$43,550	\$43,450	-0.2%
Materials & Parts	\$36,844	\$32,700	\$34,700	6.1%
Maintenance & Repair Services	\$14,997	\$43,500	\$38,000	-12.6%
Capital Outlay	\$366,014	\$333,619	\$0	-100%
Total Expense Objects:	\$2,297,703	\$2,327,349	\$2,107,694	-9.4%



Community Development

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 Community Development Organizational Chart are paid by these revenues.

The Assistant City Manager/Community Development Director is paid with these funds to oversee the various disciplines. This has reduced the cost of the contract services the City relied upon before 2021. 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.

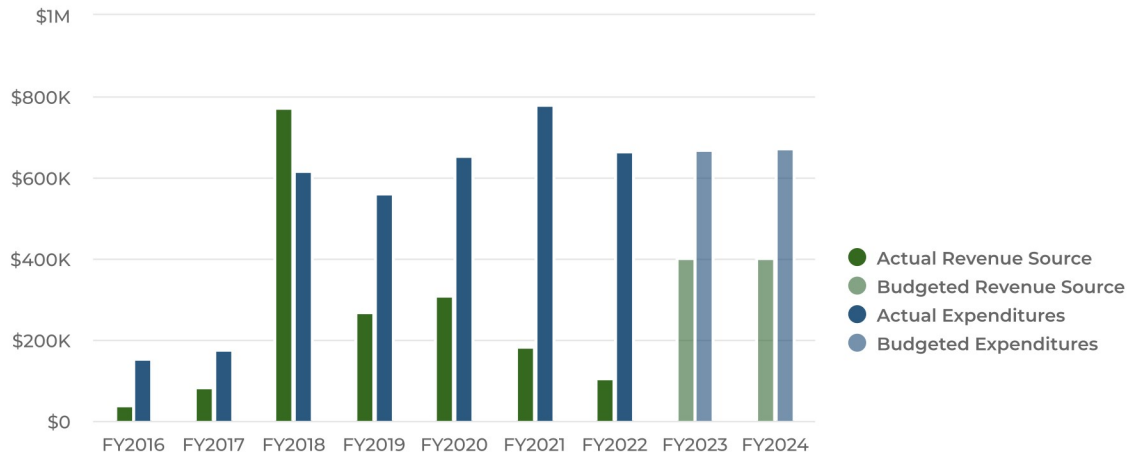
The second set of fees are the impact fees. If a project proposes a large-scale change, impact fees are assessed. This may range from a sewer and or water connection fee, to traffic impact, park impact, public safety impact fees etc. These fees are to be used for capital improvements to the City's infrastructure 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.

It is common that the General Fund subsidizes this work, because the whole community benefits when a great project comes forward and meets the community's needs and expectations. The goal is to keep the subsidy to a minimum. In the past, the General Fund has subsidized approximately half of the cost for this work, (\$200,000).

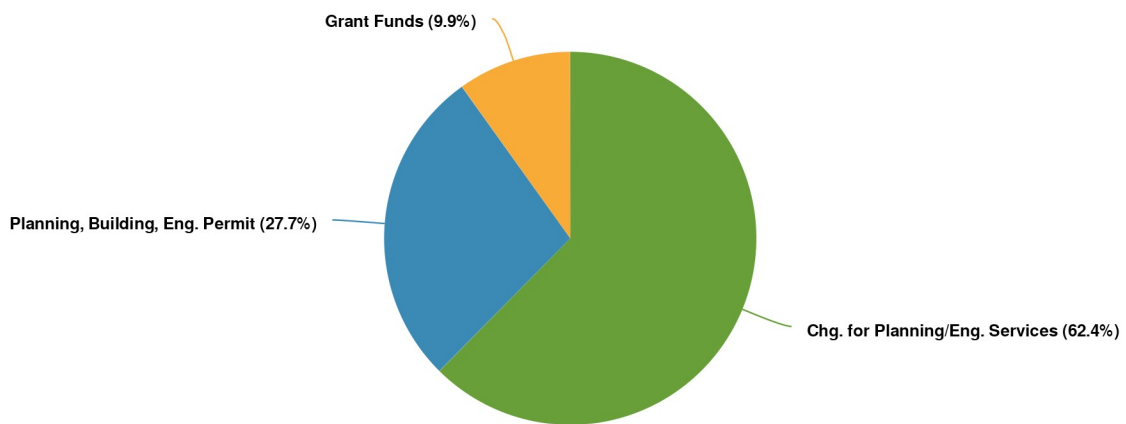
Summary

The City of San Juan Bautista is projecting \$404.51K of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0.4% or \$2.75K to \$674.04K in FY2024.

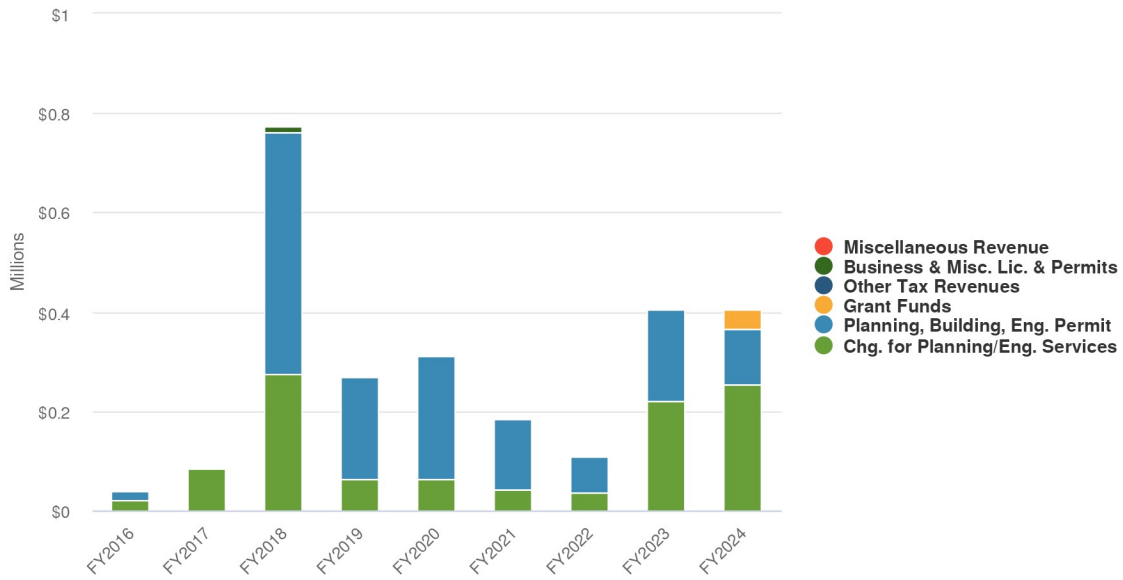


Revenues by Source

Projected 2024 Revenues by Source



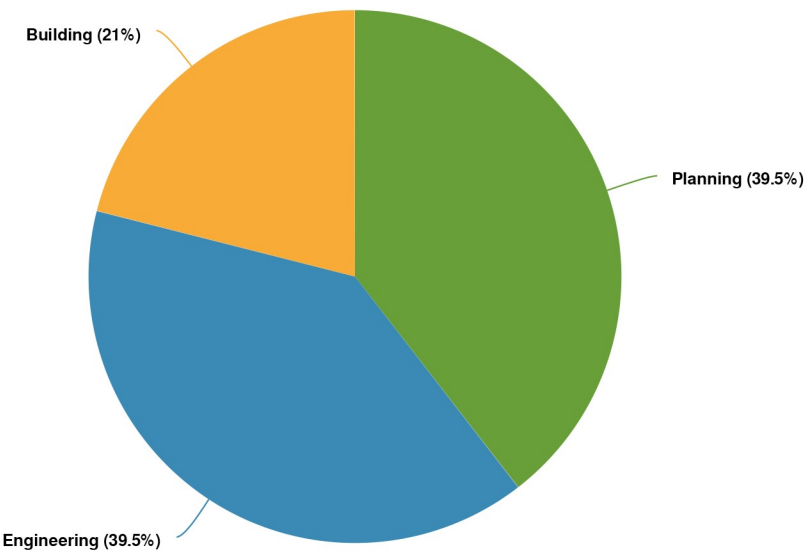
Budgeted and Historical 2024 Revenues by Source



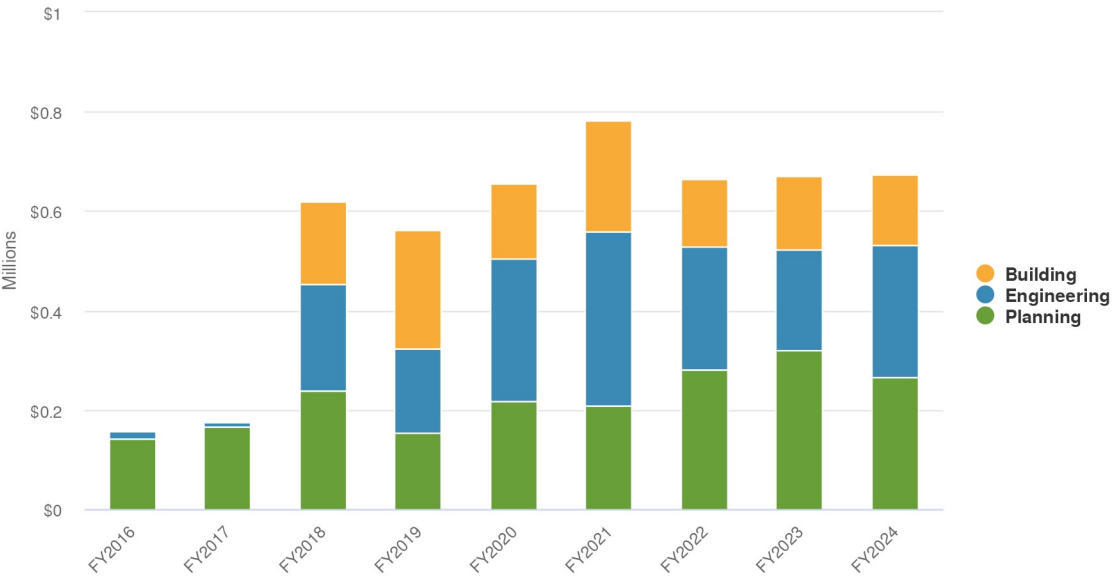
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Planning, Building, Eng. Permit	\$73,553	\$183,647	\$112,025	-39%
Chg. for Planning/Eng. Services	\$34,793	\$220,867	\$252,489	14.3%
Grant Funds			\$40,000	N/A
Total Revenue Source:	\$108,346	\$404,514	\$404,514	0%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



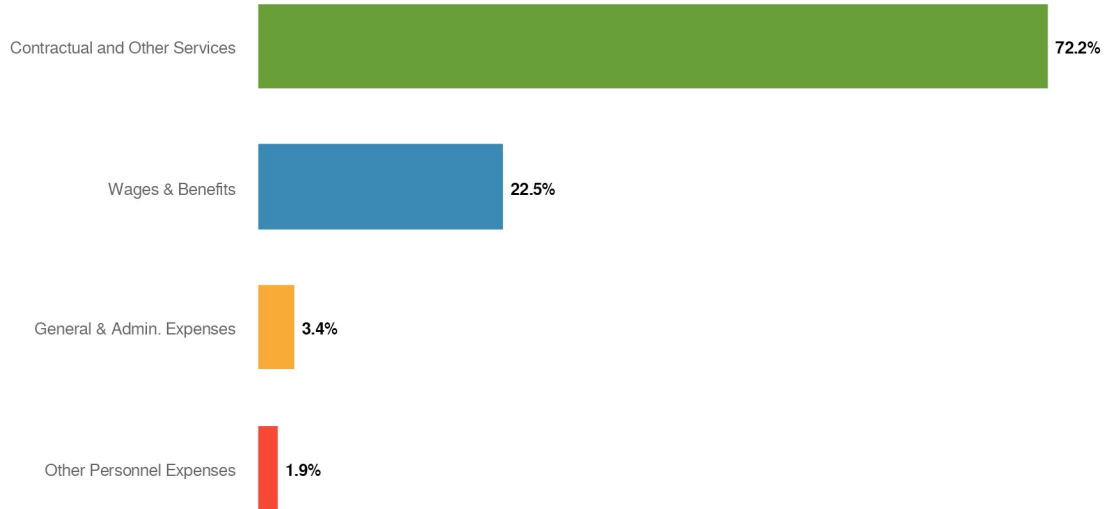
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
Planning	\$281,476	\$320,165	\$266,322	-16.8%
Building	\$138,242	\$149,874	\$141,714	-5.4%



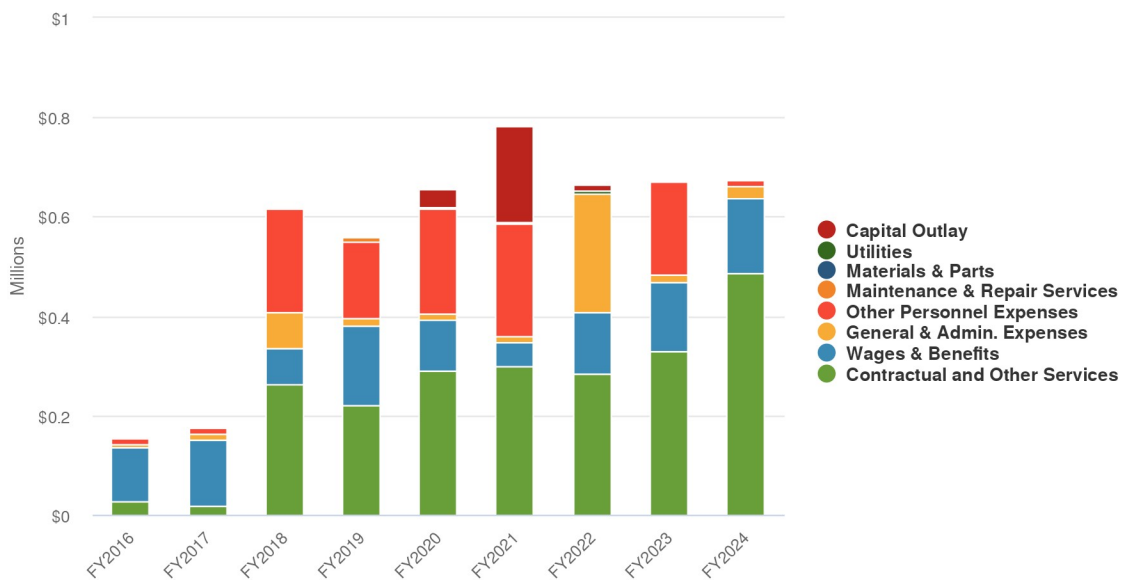
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Engineering	\$245,746	\$201,250	\$266,000	32.2%
Total Expenditures:	\$665,464	\$671,289	\$674,036	0.4%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$123,456	\$138,589	\$151,836	9.6%
Other Personnel Expenses	\$2,155	\$187,500	\$12,500	-93.3%
Contractual and Other Services	\$284,566	\$330,200	\$486,700	47.4%
General & Admin. Expenses	\$237,093	\$15,000	\$23,000	53.3%
Utilities	\$4,310	\$0	\$0	0%
Materials & Parts	\$65	\$0	\$0	0%
Maintenance & Repair Services	\$196	\$0	\$0	0%
Capital Outlay	\$13,623	\$0	\$0	0%
Total Expense Objects:	\$665,464	\$671,289	\$674,036	0.4%



WATER OPERATIONS REVENUES (FUND 45)



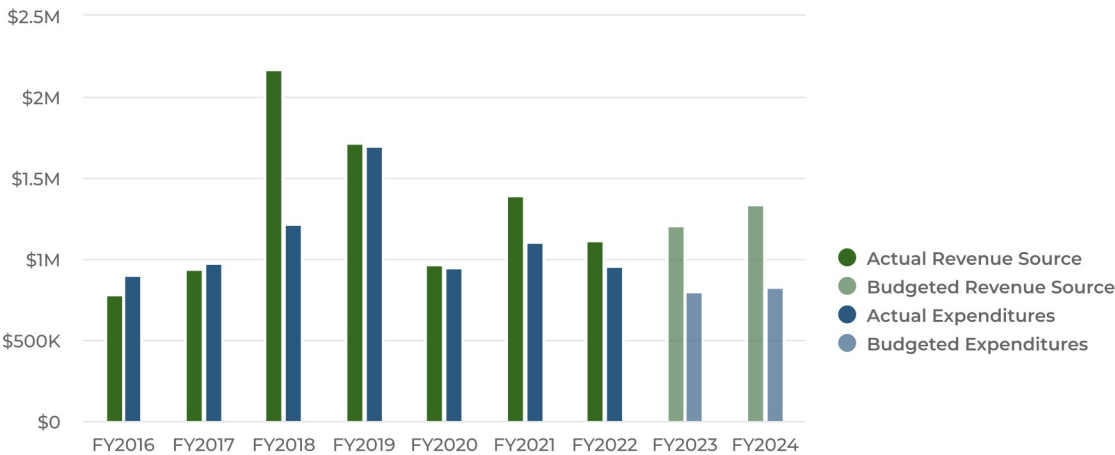
**Water
Enterprise
Fund**

The City collects monthly water and waste water payments from 800 residents and businesses. These monthly payments are kept separate from the other City funds in a special fund referred to as the Water Enterprise Fund and Waste Water Enterprise Fund. 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 is embarking on a project with the San Benito Water District to import water from its West Hills 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 increase of 14% was approved in the fall of 2022. When the project is built, 65% of the City's drinking water will be from this new source of surface water, which be a great improvement in water quality. The cost of this new water source will be off-set by the rate increase.

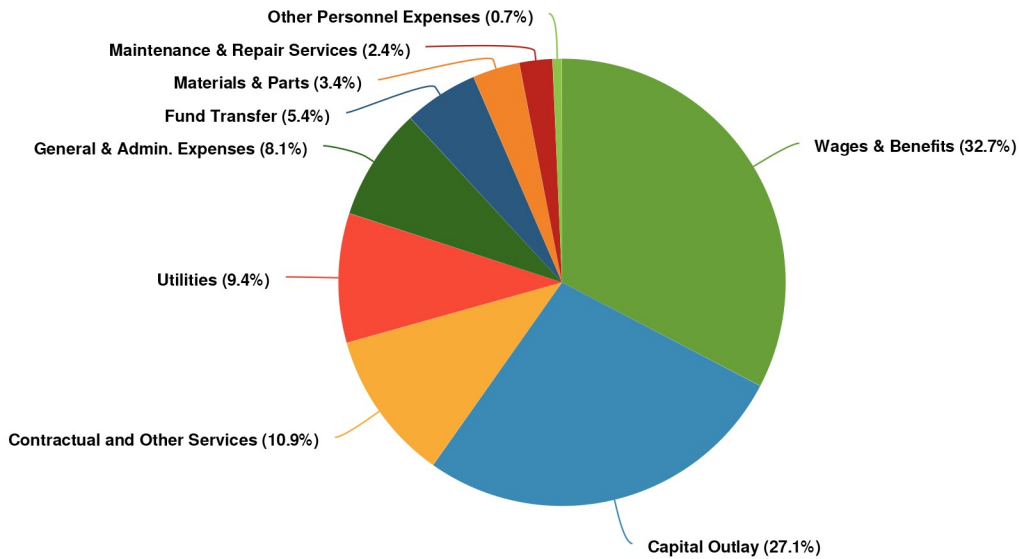
Summary

The City of San Juan Bautista is projecting \$1.35M of revenue in FY2024, which represents a 10.8% increase over the prior year. Budgeted expenditures are projected to increase by 2.9% or \$23.52K to \$828.75K in FY2024.

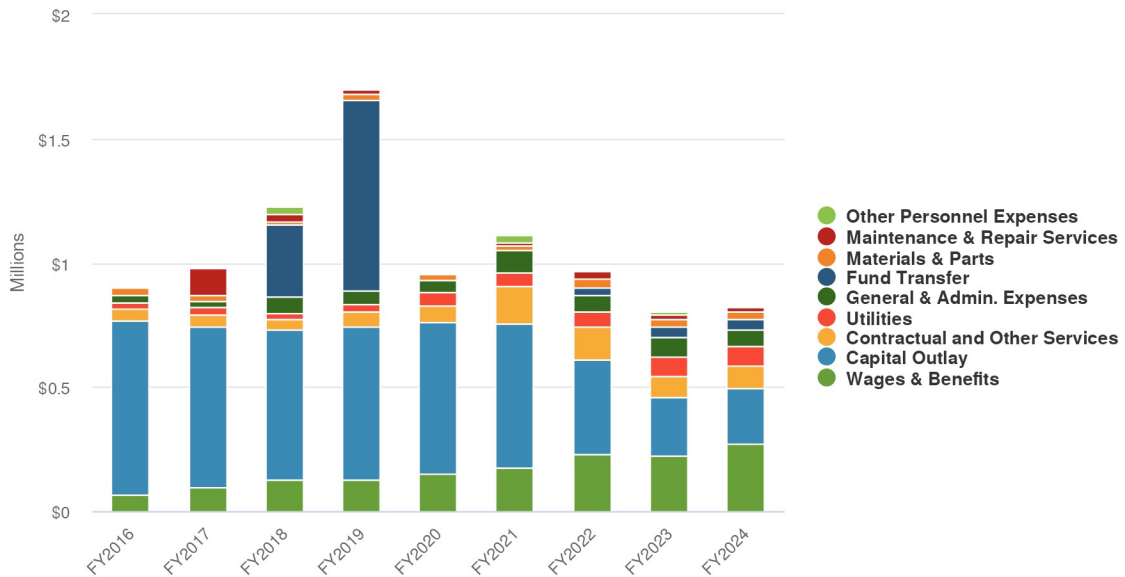


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$228,218	\$224,068	\$270,797	20.9%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$286	\$12,100	\$5,600	-53.7%
Contractual and Other Services	\$135,108	\$89,600	\$90,000	0.4%
General & Admin. Expenses	\$67,829	\$75,300	\$67,500	-10.4%
Utilities	\$60,384	\$77,500	\$77,500	0%
Materials & Parts	\$34,818	\$31,000	\$28,300	-8.7%
Maintenance & Repair Services	\$29,217	\$18,800	\$19,750	5.1%
Capital Outlay	\$379,386	\$232,257	\$224,695	-3.3%
Fund Transfer	\$31,205	\$44,607	\$44,607	0%
Total Expense Objects:	\$966,453	\$805,232	\$828,749	2.9%





Sewer Enterprise Fund

SEWER OPERATING REVENUES (FUND 48)

The City collects monthly waste water (sewer) payments from 830 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 increased these rates February 1st 2022, and will continue to increase rates at approximately 14% a year for the next four years.

These costs include the new force man to Hollister that is being bid for construction starting this year, and is due to be completed in June 30th 2024. 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 governments to reduce the cost of the project to rate payers. The rates assume the City will off-set the \$18 million cost with \$6 million in grants funds. It is well on its way to achieve this goal.

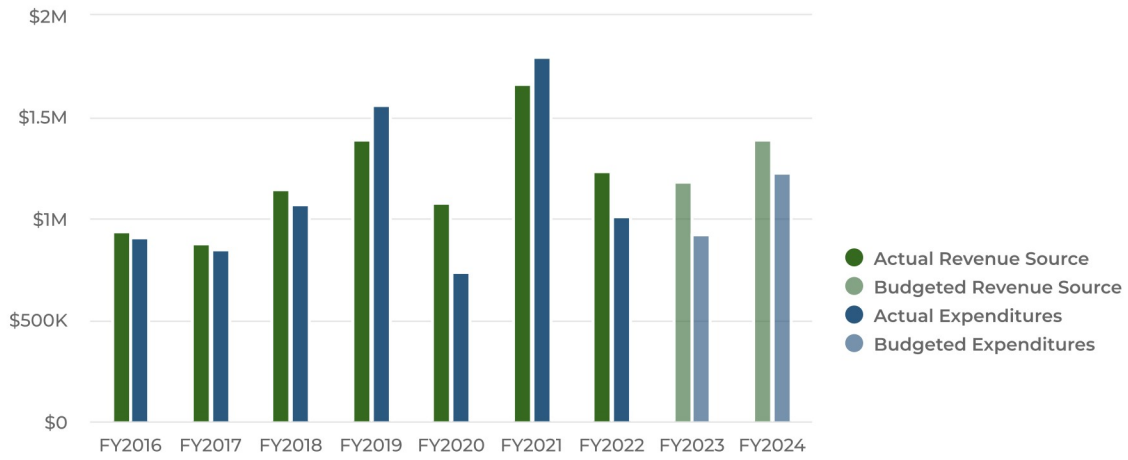
15% increase for five years

2021	2022	2023	2024	2025	2026	total
sewer rate	1.15	1.15	1.15	1.15	1.15	Increase
83.61	96.15	110.57	127.16	146.23	168.17	84.56

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 mid-2024, and the City will begin sending its waste water to Hollister.

Summary

The City of San Juan Bautista is projecting \$1.39M of revenue in FY2024, which represents a 17.3% increase over the prior year. Budgeted expenditures are projected to increase by 32.9% or \$303.71K to \$1.23M in FY2024.

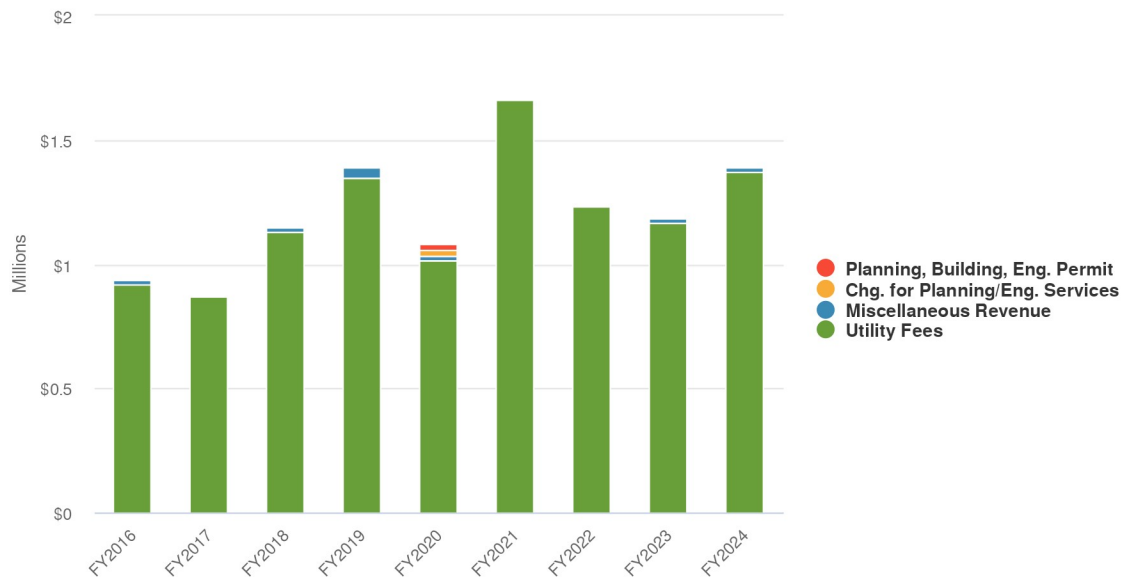


Revenues by Source

Projected 2024 Revenues by Source



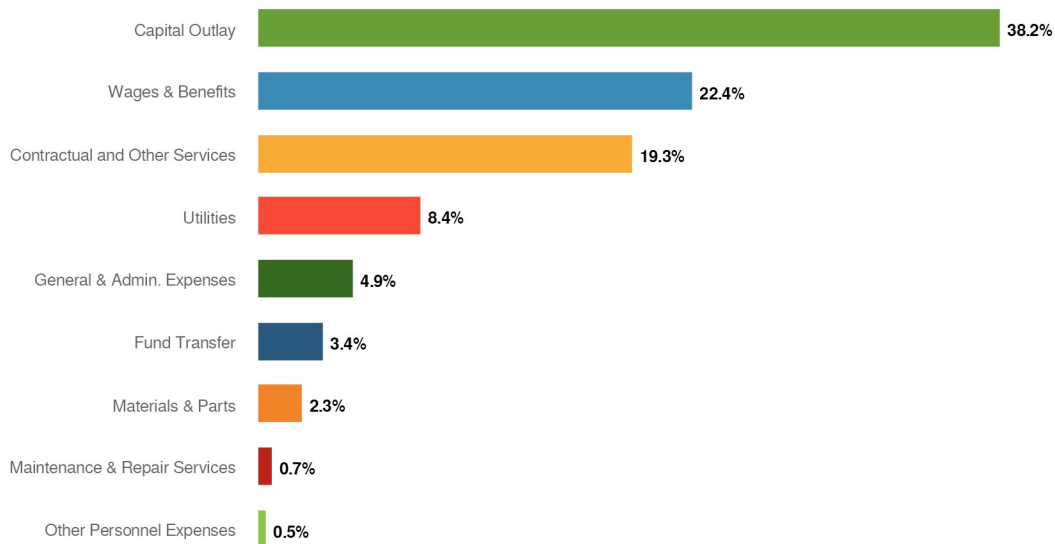
Budgeted and Historical 2024 Revenues by Source



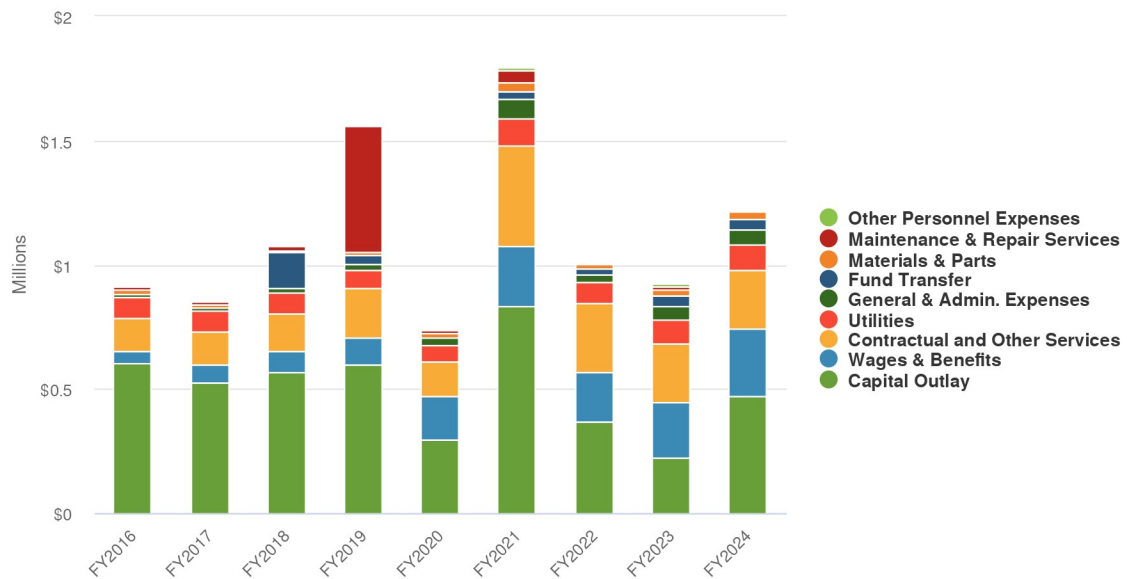
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Utility Fees	\$1,230,892	\$1,164,000	\$1,370,000	17.7%
Miscellaneous Revenue	\$4,306	\$21,000	\$20,000	-4.8%
Total Revenue Source:	\$1,235,198	\$1,185,000	\$1,390,000	17.3%

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Wages & Benefits			
Salaries and Wages	\$167,916	\$212,058	26.3%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Health Insurance	\$25,695	\$27,263	6.1%
Payroll Taxes	\$14,525	\$18,343	26.3%
Worker's Compensation	\$15,358	\$14,056	-8.5%
457k Retirement Contribution	\$1,935	\$2,733	41.2%
Total Wages & Benefits:	\$225,429	\$274,453	21.7%
Other Personnel Expenses			
Education & Training	\$8,500	\$5,000	-41.2%
Travel	\$500	\$500	0%
Uniform & Alterations	\$500	\$500	0%
Drug Screening	\$100	\$100	0%
Total Other Personnel Expenses:	\$9,600	\$6,100	-36.5%
Contractual and Other Services			
Operational Contracts	\$149,000	\$149,000	0%
Legal	\$5,000	\$5,000	0%
Security-Alarm System	\$2,300	\$2,300	0%
Chemical Testing	\$80,000	\$80,000	0%
Janitorial	\$275	\$275	0%
Total Contractual and Other Services:	\$236,575	\$236,575	0%
General & Admin. Expenses			
Dues and Subscriptions	\$750	\$1,000	33.3%
Information Technology (I.T.)	\$11,000	\$11,000	0%
Liability Insurance	\$18,500	\$18,500	0%
Advertising	\$1,200	\$1,000	-16.7%
Office Supplies	\$2,000	\$2,500	25%
Bank Charges	\$4,000	\$4,500	12.5%
Postage and Freight	\$2,700	\$2,700	0%
Copier Lease	\$1,750	\$1,750	0%
Food and Beverages	\$400	\$400	0%
Printing and Copies	\$500	\$500	0%
Licenses & Permits	\$11,000	\$11,000	0%
Miscellaneous General and Admin Expense		\$250	N/A
Bad Debt	\$5,000	\$5,000	0%
Total General & Admin. Expenses:	\$58,800	\$60,100	2.2%
Utilities			
Electricity	\$88,000	\$100,000	13.6%
Telecomm	\$4,000	\$3,200	-20%
Total Utilities:	\$92,000	\$103,200	12.2%
Materials & Parts			
Materials & Parts	\$8,650	\$9,000	4%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Fuel	\$4,500	\$5,000	11.1%
Chemical and Gasses	\$6,500	\$8,000	23.1%
Small Tools	\$3,000	\$2,000	-33.3%
Safety Gear	\$1,500	\$1,500	0%
Asphalt		\$2,500	N/A
Total Materials & Parts:	\$24,150	\$28,000	15.9%
Maintenance & Repair Services			
Maintenance	\$100	\$0	-100%
Vehicle	\$1,200	\$2,500	108.3%
Outsourcing	\$5,500	\$5,500	0%
Equipment Maintenance- Outsourcing	\$5,000	\$0	-100%
Street paving Maint.	\$1,000	\$1,000	0%
Total Maintenance & Repair Services:	\$12,800	\$9,000	-29.7%
Capital Outlay			
Fines RWQCB	\$36,000	\$36,000	0%
Interest	\$164,582	\$383,395	133%
Amoritization Expense	\$22,265	\$49,085	120.5%
Total Capital Outlay:	\$222,847	\$468,480	110.2%
Fund Transfer			
Sewer Fund	\$41,710	\$41,710	0%
Total Fund Transfer:	\$41,710	\$41,710	0%
Total Expense Objects:	\$923,911	\$1,227,618	32.9%





COPS (Fund 50)

COPS- COMMUNITY ORIENTED POLICING SERVICES (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

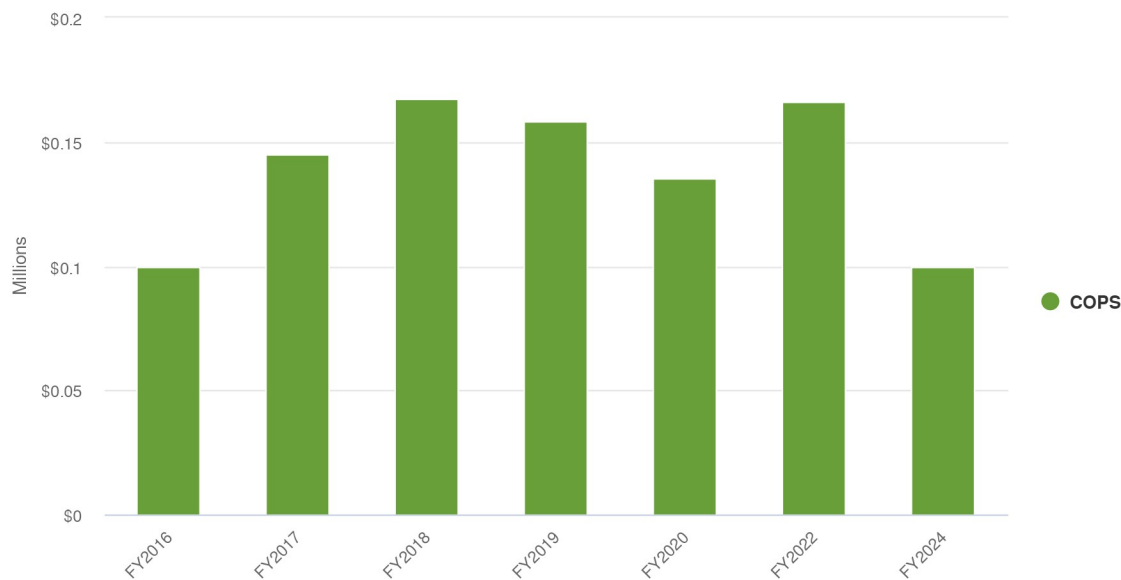
The City of San Juan Bautista is projecting \$100K of revenue in FY2024, which represents a 0% increase over the prior year.
Budgeted expenditures are projected to increase by % or \$100K to \$100K in FY2024.

Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



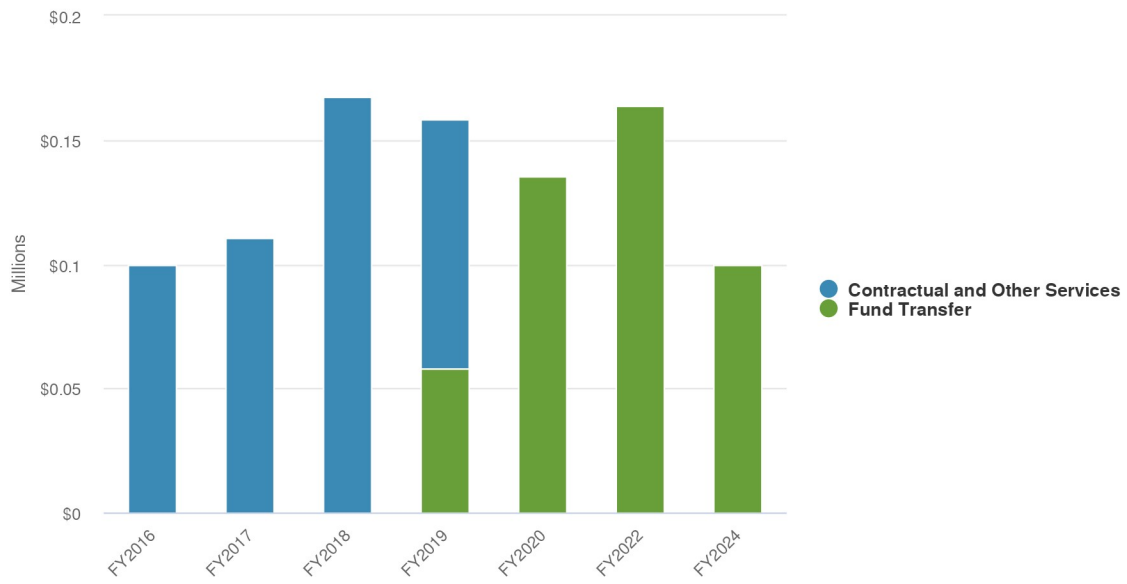
Name	FY2022 Actual	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
COPS	\$165,978	\$100,000	N/A
Total COPS:	\$165,978	\$100,000	N/A

Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2024 Budgeted
Expense Objects		
Fund Transfer	\$163,932	\$100,000
Total Expense Objects:	\$163,932	\$100,000



Valle Vista Lght Dst (Fund 60)

VALLE VISTA LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (FUND 60)

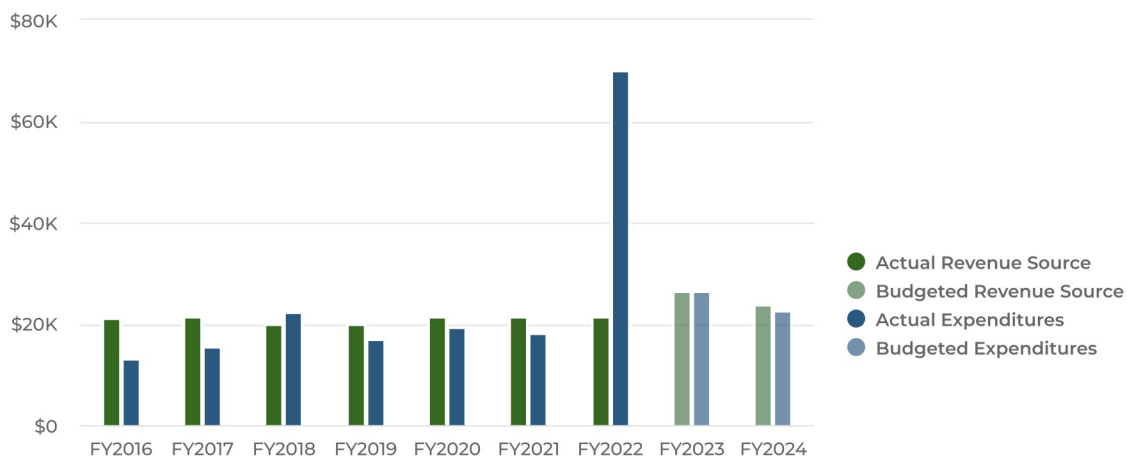
The twenty-year-old Valle Vista residential development has been collecting assessment payments from property owners since its inception. Each homeowner pays its fair share to maintain the District. The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases. Any 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.

In 2021/22, \$32100 was spent from Reserves on trimming trees, painting the Gazebo and Light Poles. This is why there is a bump as reserves were added to "revenue," and in expenses above and beyond normal operations.

A community meeting to discuss the status of this fund was held May 24th, 2023. Because there was no increase last year, the reserves are lower than they should be. Over the past two years, the cost of living has increased 5% in 2022, and 4% in 2023. To restore reserves, a 10% increase of \$60.30 (from \$603.26 to \$663.56) is proposed for FY 23/24.

Summary

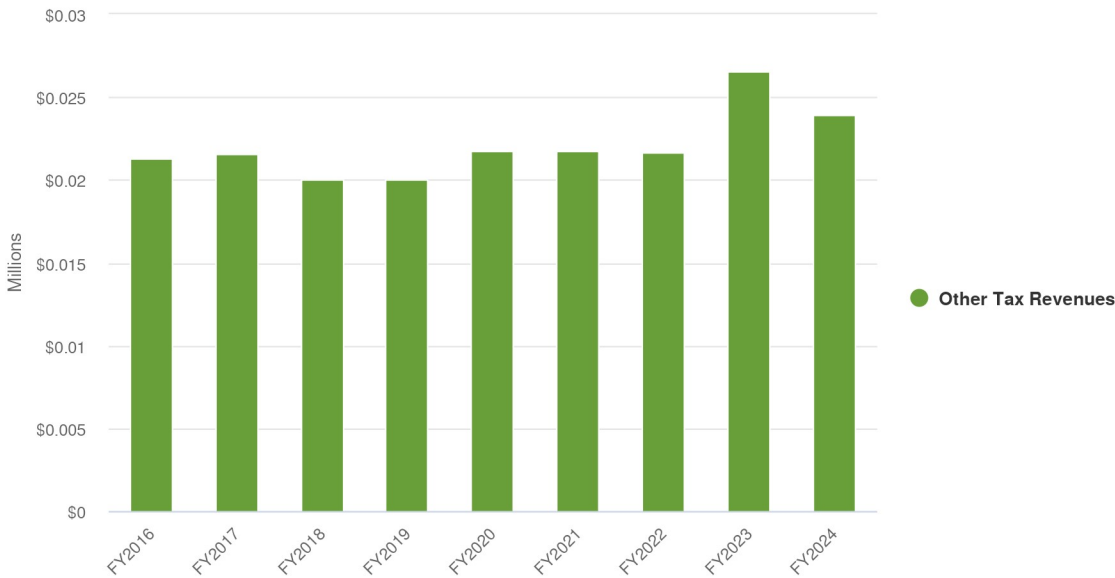


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

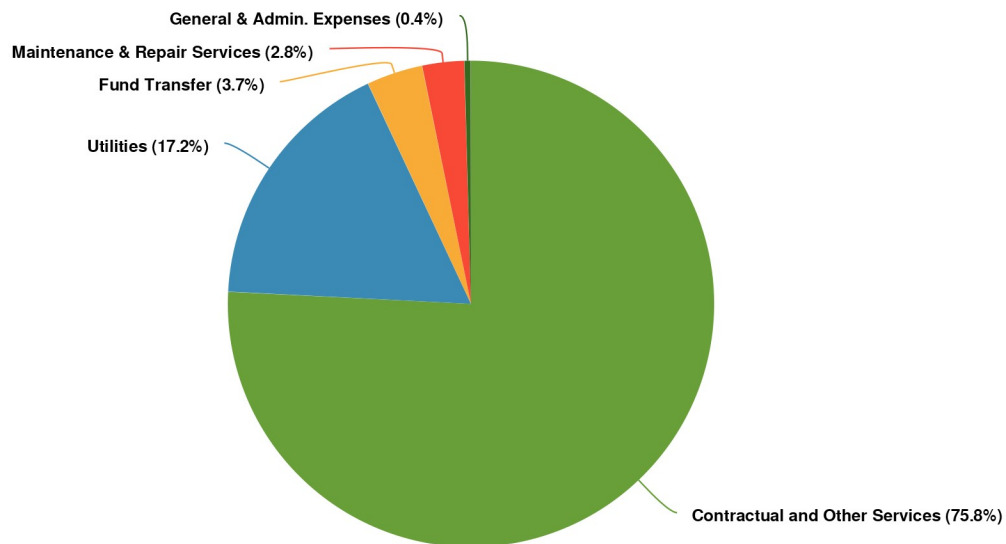


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$21,707	\$26,529	\$23,889	-10%
Total Revenue Source:	\$21,707	\$26,529	\$23,889	-10%

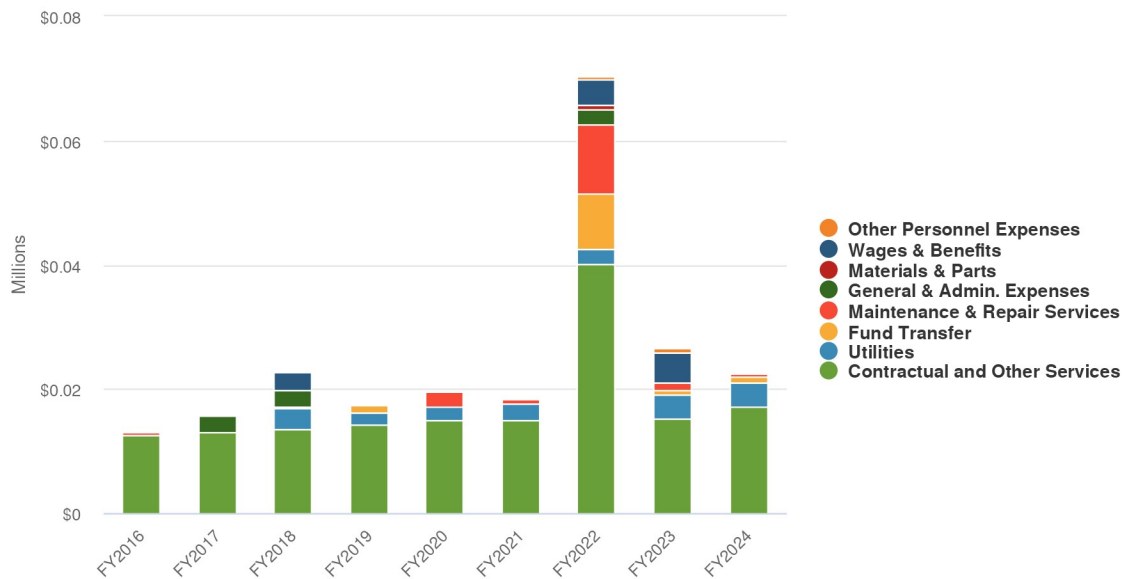


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,981	\$4,912	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$440	\$700	\$0	-100%
Contractual and Other Services	\$40,070	\$15,147	\$17,200	13.6%
General & Admin. Expenses	\$2,280		\$100	N/A
Utilities	\$2,503	\$3,920	\$3,912	-0.2%
Materials & Parts	\$903		\$0	N/A
Maintenance & Repair Services	\$11,050	\$1,000	\$630	-37%
Fund Transfer	\$9,021	\$850	\$850	0%
Total Expense Objects:	\$70,247	\$26,529	\$22,692	-14.5%





CFD Z1 Copperleaf (Fund 65)

COPPERLEAF COMMUNITY FACILITIES DISTRICT (FUND 65)

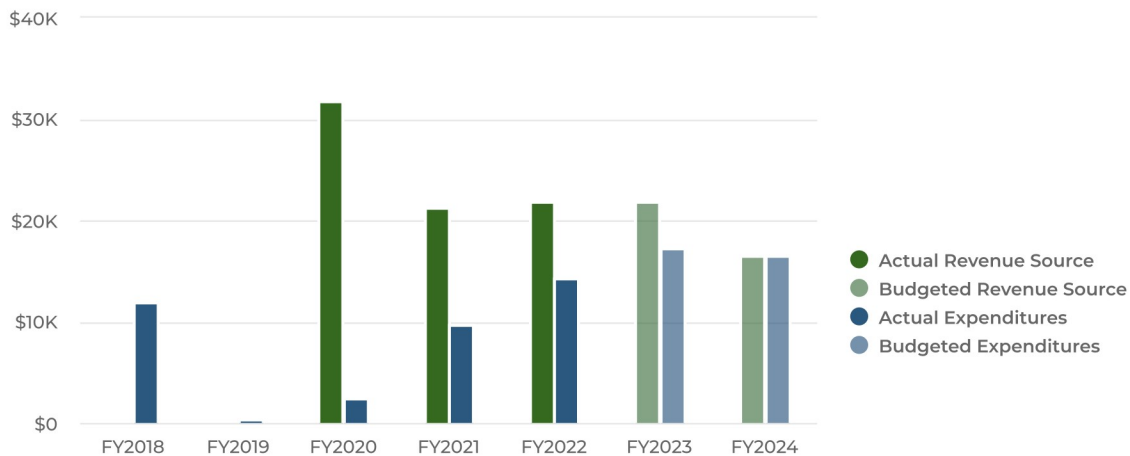
Each of the 45 homeowners in the Copper Leaf community pay equally into an assessment district (Community Facilities District). The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (none needed last year). Any major changes to the rates are subject to a vote 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.

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. These services comprise the majority of cost. They are not being bid currently, and when the bids are awarded, the costs will be verified. Staff is planning to meet with the residents before the June 13 budget is considered for adoption. If a Cost-Of-Living Increase is proposed of 5.2%.

Summary

The City of San Juan Bautista is projecting \$16.65K of revenue in FY2024, which represents a 24.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 4.1% or \$712 to \$16.65K in FY2024.

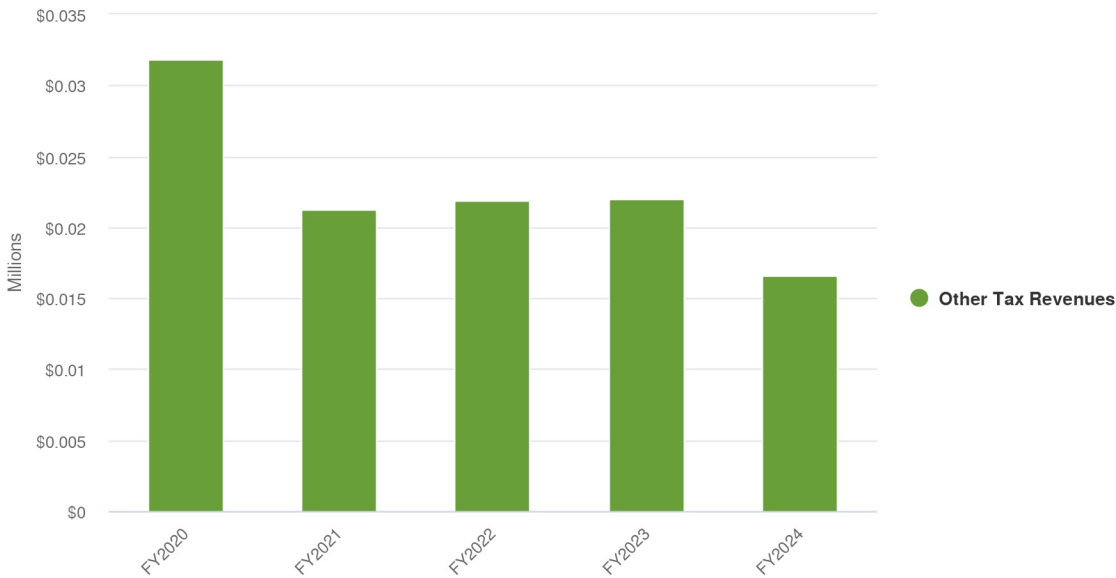


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

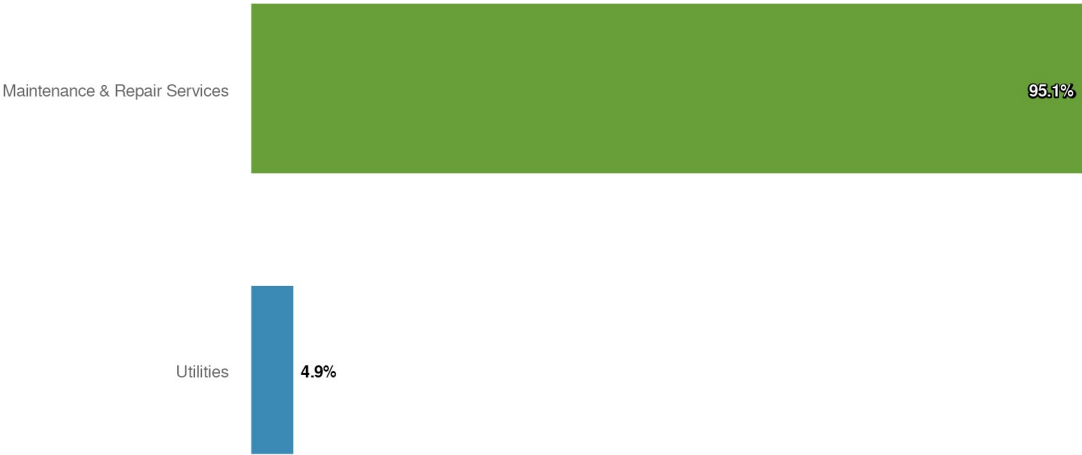


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$21,932	\$21,954	\$16,645	-24.2%
Total Revenue Source:	\$21,932	\$21,954	\$16,645	-24.2%

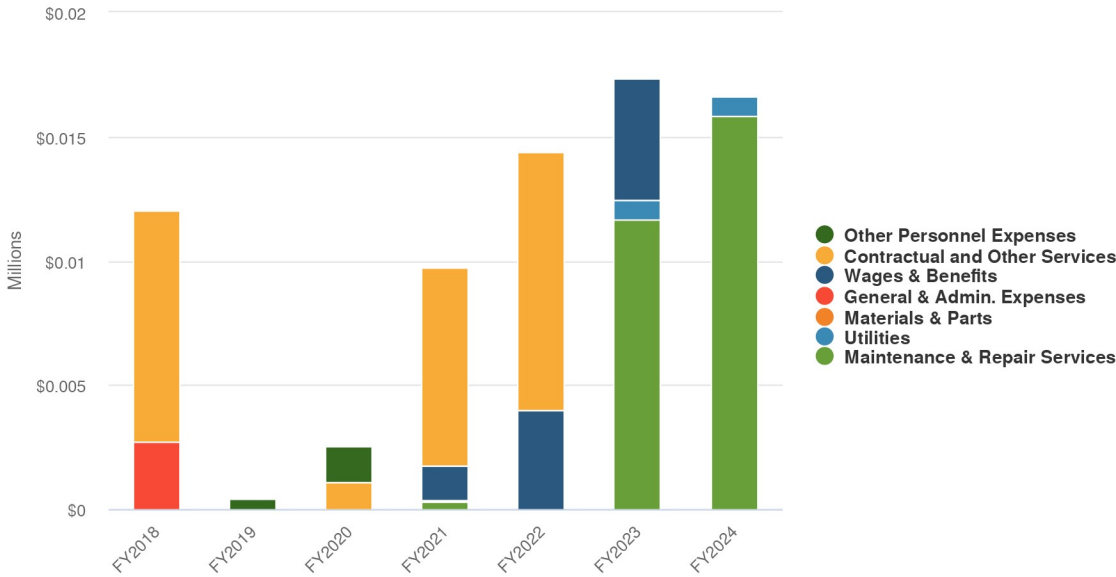


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,990	\$4,912	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$10,368		\$0	N/A
General & Admin. Expenses	\$28		\$0	N/A
Utilities	\$0	\$779	\$823	5.6%
Maintenance & Repair Services	\$0	\$11,666	\$15,822	35.6%
Total Expense Objects:	\$14,386	\$17,357	\$16,645	-4.1%





CFD Z2
Rancho Vista
(Fund 66)

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 (none last year). Any major changes to the rates are subject to a vote by the homeowners.

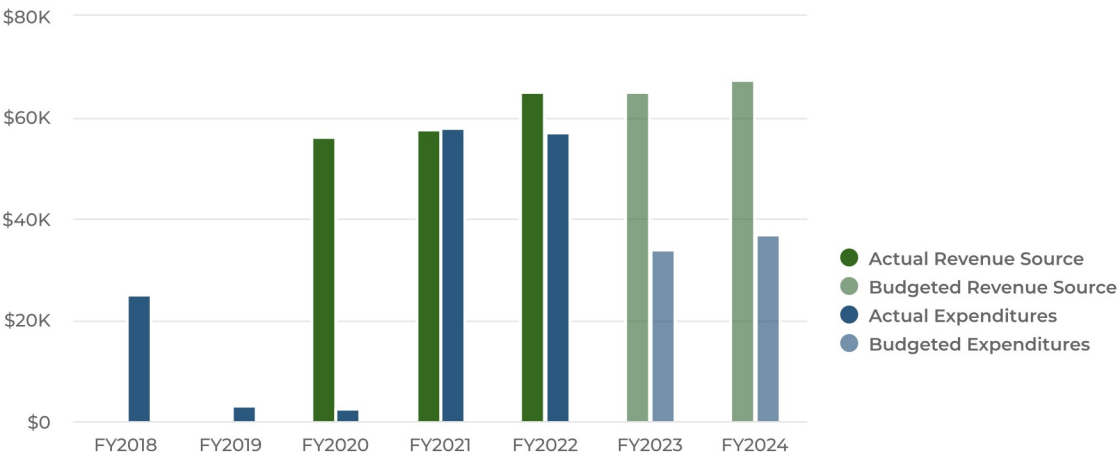
The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, 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 complete its construction before the end of the June 2022.

The City's contracts with a landscaping company to provide weekly maintenance. These services comprise the majority of cost. They are not being bid currently. Staff is planning to meet with the residents before the June 13 budget is considered for adoption. A Cost-Of-Living Increase is proposed of 5.2%.

Summary

The City of San Juan Bautista is projecting \$67.51K of revenue in FY2024, which represents a 3.4% increase over the prior year. Budgeted expenditures are projected to increase by 9% or \$3.07K to \$37.17K in FY2024.

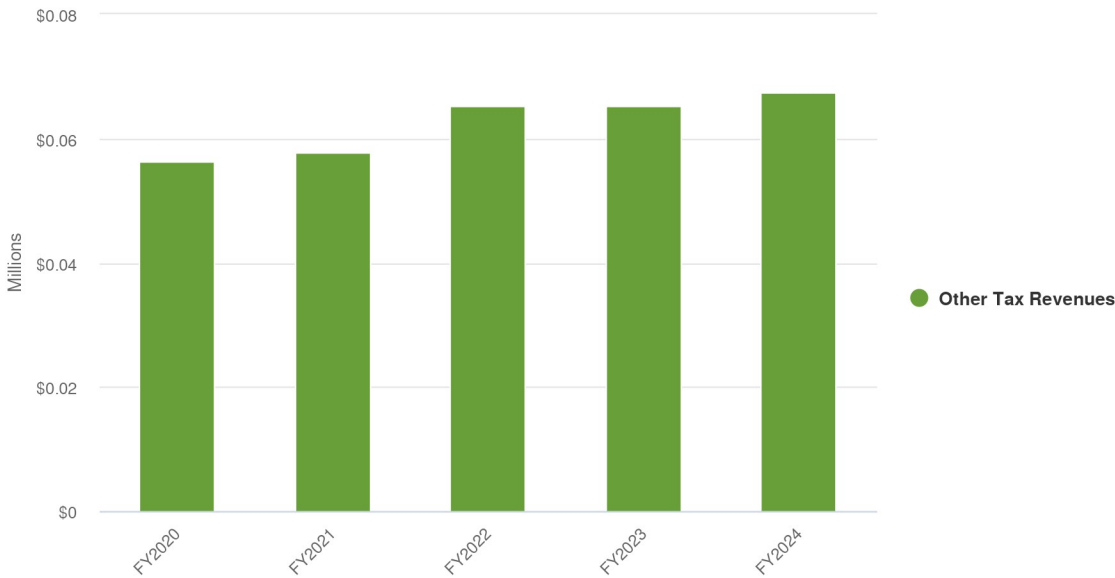


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

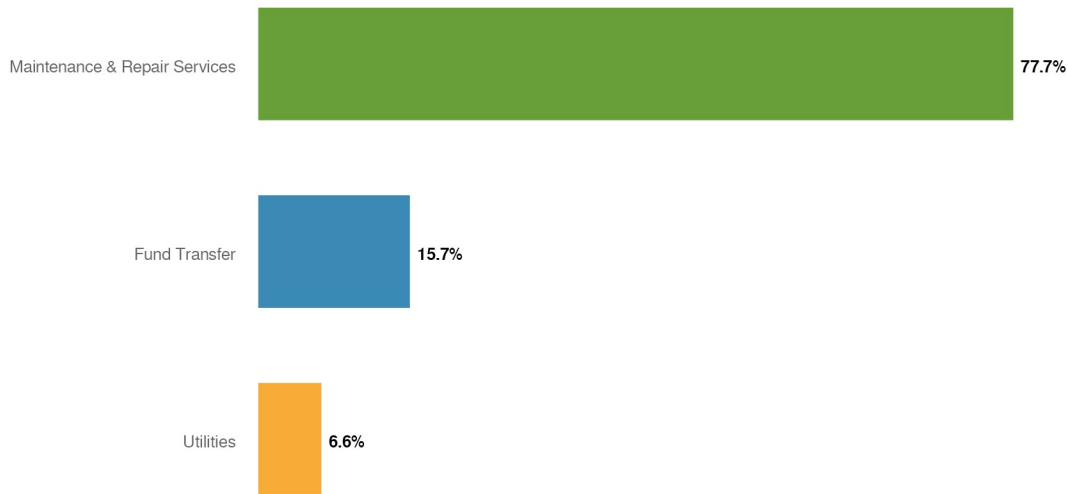


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$65,297	\$65,322	\$67,512	3.4%
Total Revenue Source:	\$65,297	\$65,322	\$67,512	3.4%

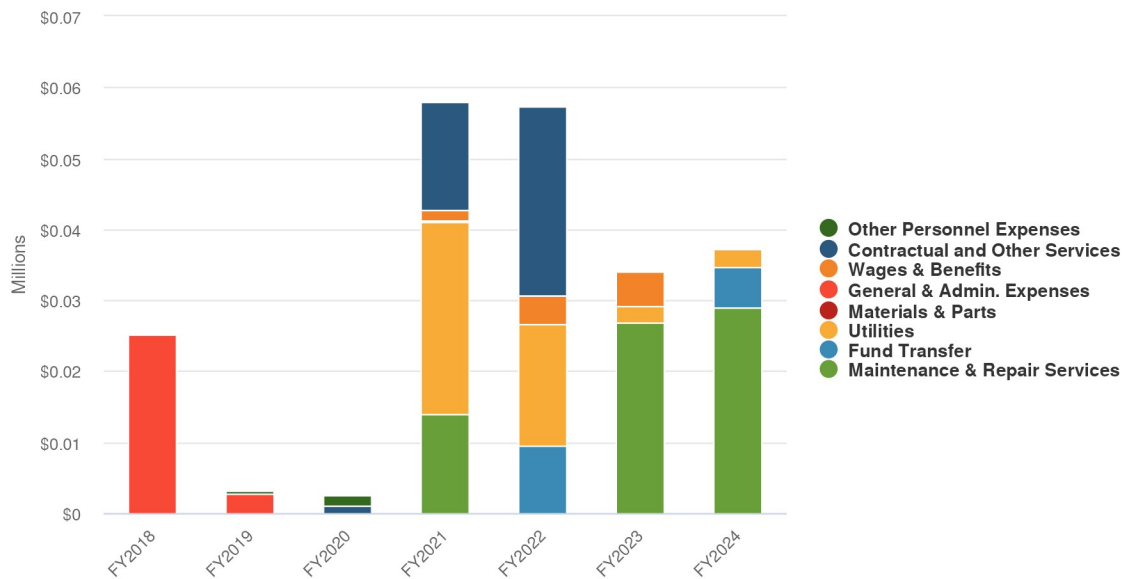


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,990	\$4,912	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$26,682		\$0	N/A
General & Admin. Expenses	\$28		\$0	N/A
Utilities	\$17,011	\$2,306	\$2,435	5.6%
Maintenance & Repair Services	\$0	\$26,876	\$28,894	7.5%
Fund Transfer	\$9,542		\$5,837	N/A
Total Expense Objects:	\$57,252	\$34,094	\$37,166	9%





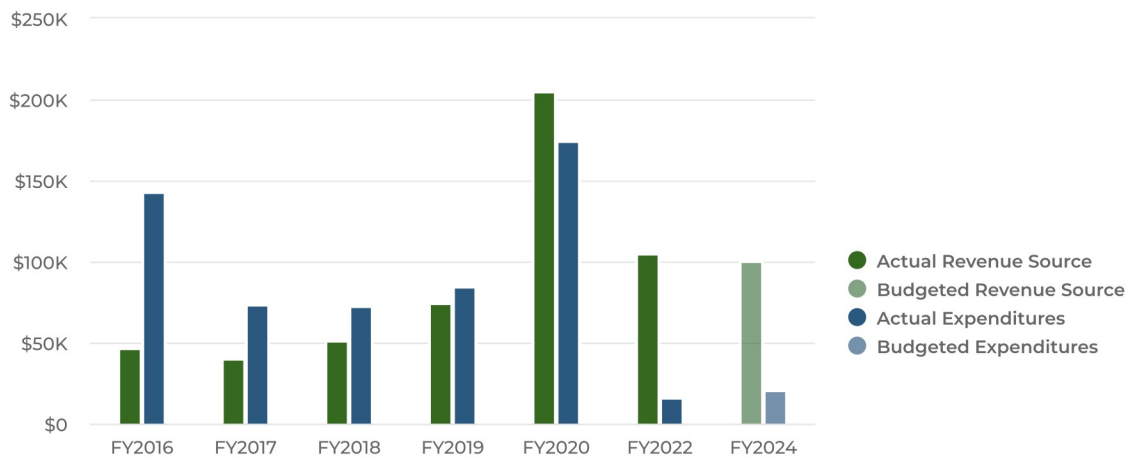
Gas Tax (Fund 75)

GAS TAX REVENUES

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 SB1 was passed to replenish the State's road maintenance fund.

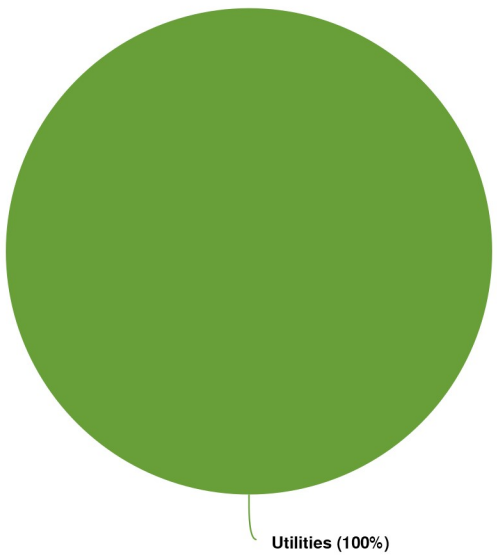
The City combines Gas Tax funds with Measure G and other dedicated road maintenance funds. The City's Capital Improvement budget will use these two revenue sources for street improvements next fiscal year.

Summary

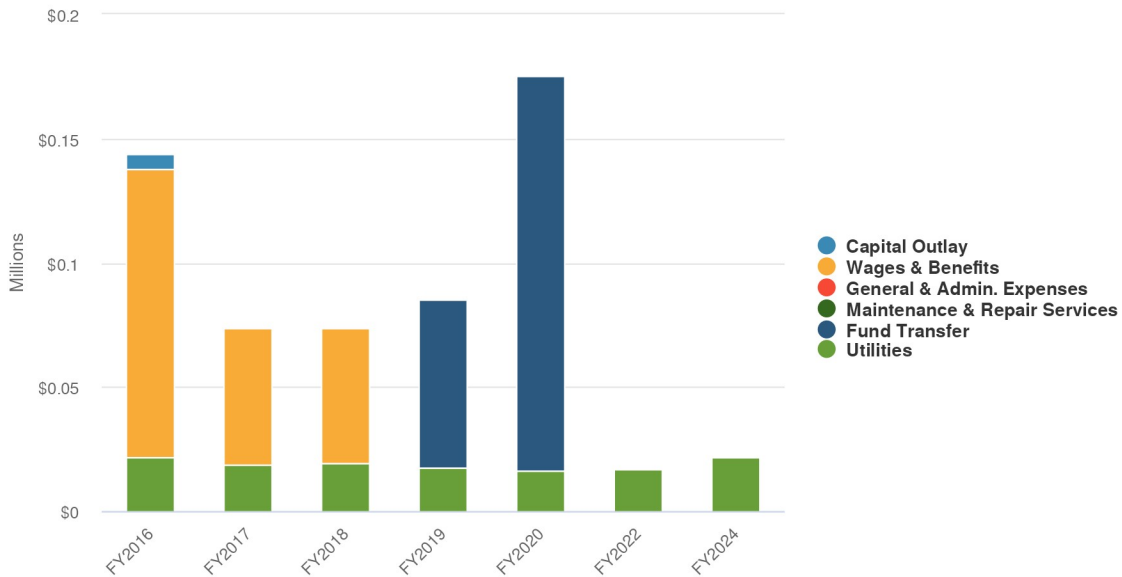


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2024 Budgeted
Expense Objects		
Utilities	\$17,099	\$21,500
Total Expense Objects:	\$17,099	\$21,500





Parking and Restrooms (Fund 55)

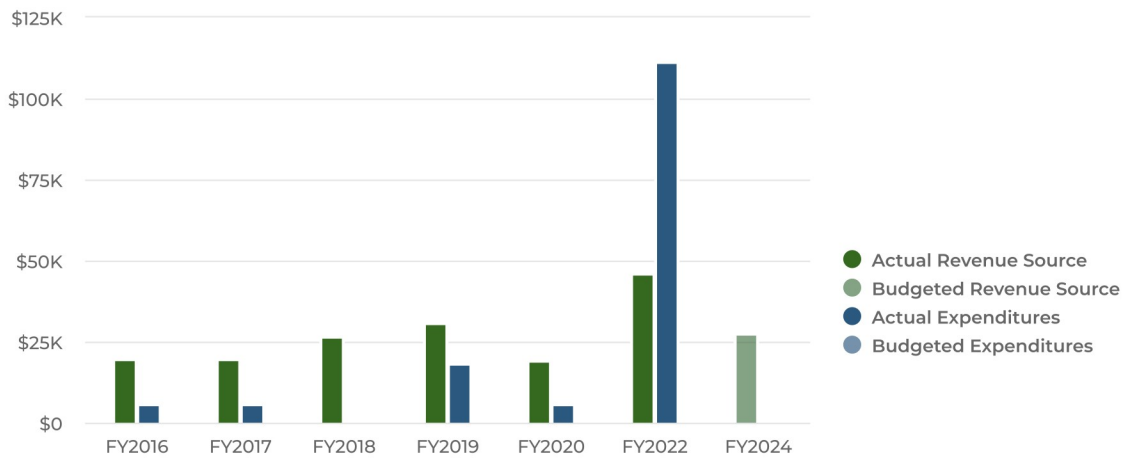
PARKING AND RESTROOM FUND (Fund 55)

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 trends related to the TOA are discussed as part of the General Fund description.

The current balance in this fund is limited, and contributed to installation of new restrooms at Verutti Park.

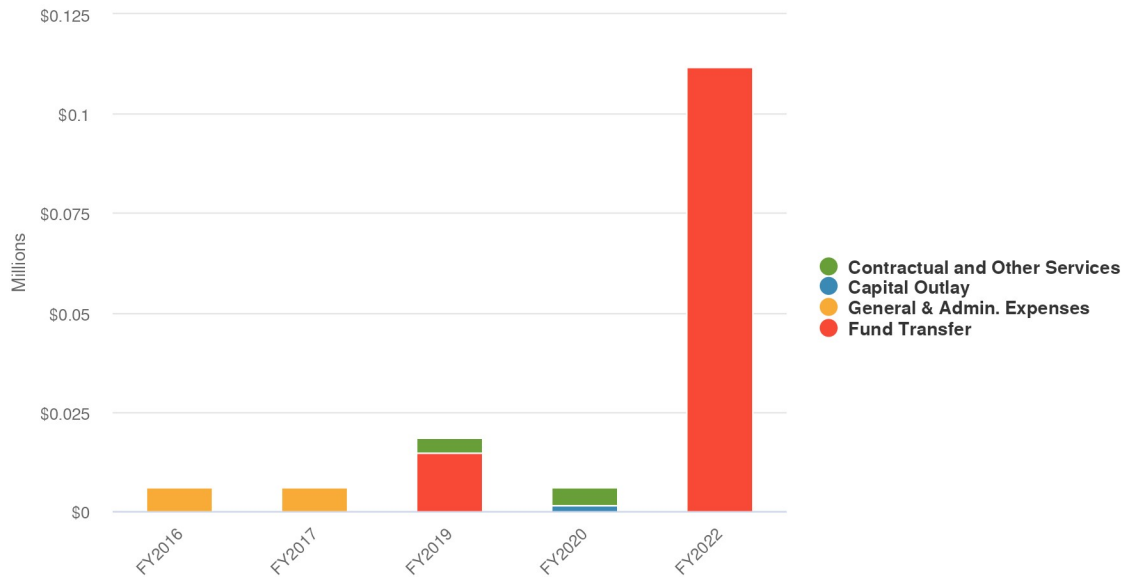
Summary



Expenditures by Expense Type

Budgeted Expenditures by Expense Type

Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2024 Budgeted
Expense Objects		
Fund Transfer	\$111,699	\$0
Total Expense Objects:	\$111,699	\$0



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

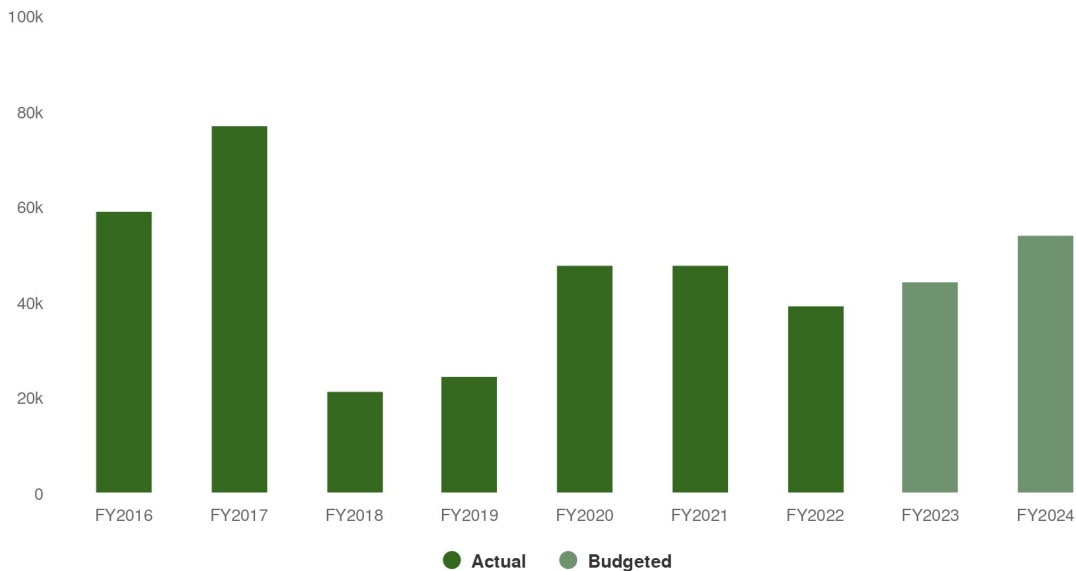
Education and training for Council members is provided as part of "other personnel services").

Overall, the FY 23-24 Budget is basically the same as last fiscal year. 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.

Expenditures Summary

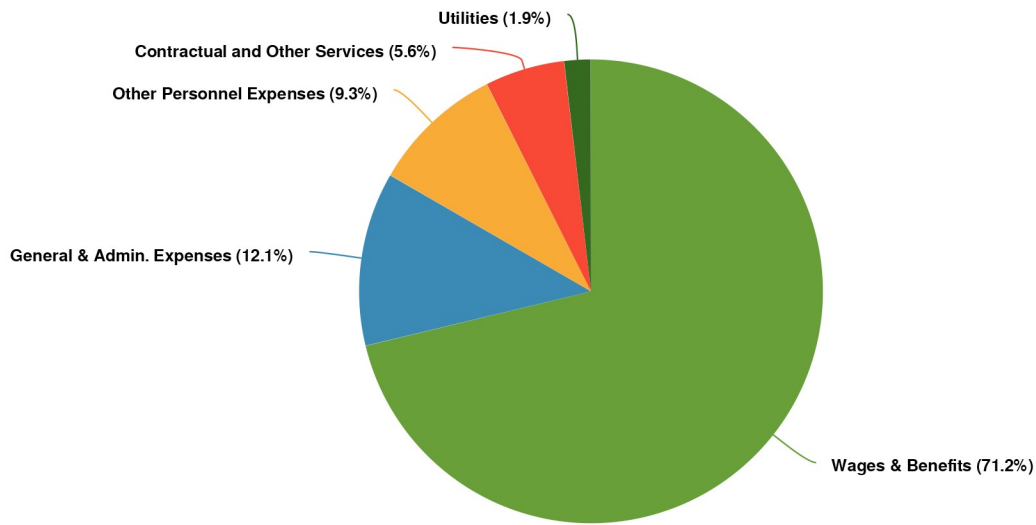
\$54,044 **\$9,823**
(22.21% vs. prior year)

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

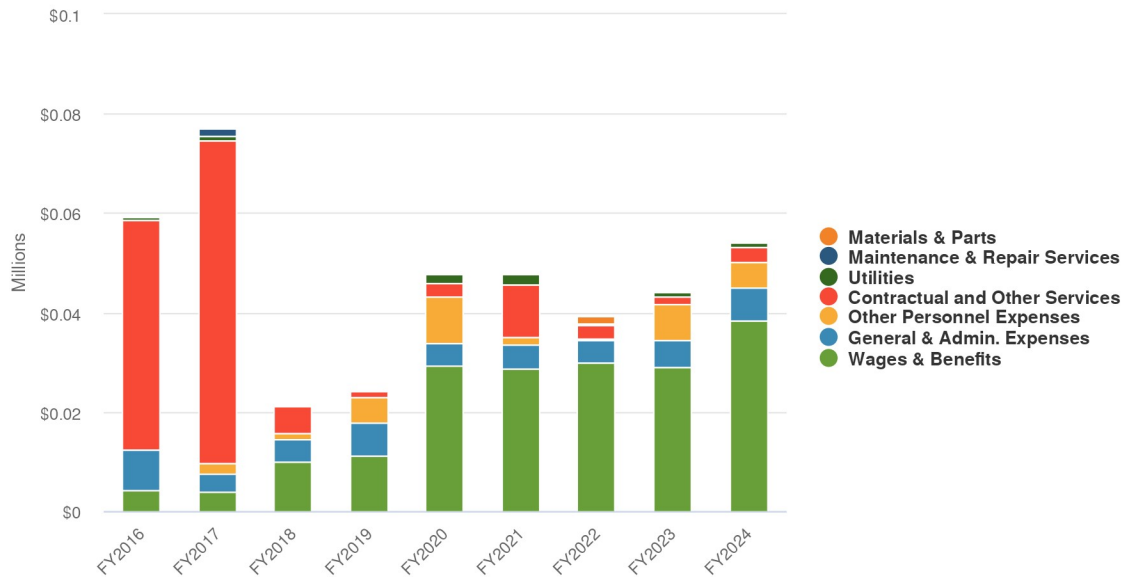


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$29,930	\$28,996	\$38,494	32.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$310	\$7,200	\$5,000	-30.6%
Contractual and Other Services	\$2,668	\$1,525	\$3,000	96.7%
General & Admin. Expenses	\$4,453	\$5,500	\$6,550	19.1%
Utilities	\$387	\$1,000	\$1,000	0%
Materials & Parts	\$1,641	\$0	\$0	0%
Total Expense Objects:	\$39,390	\$44,221	\$54,044	22.2%



City Manager (Dept. 12)

Don Reynolds

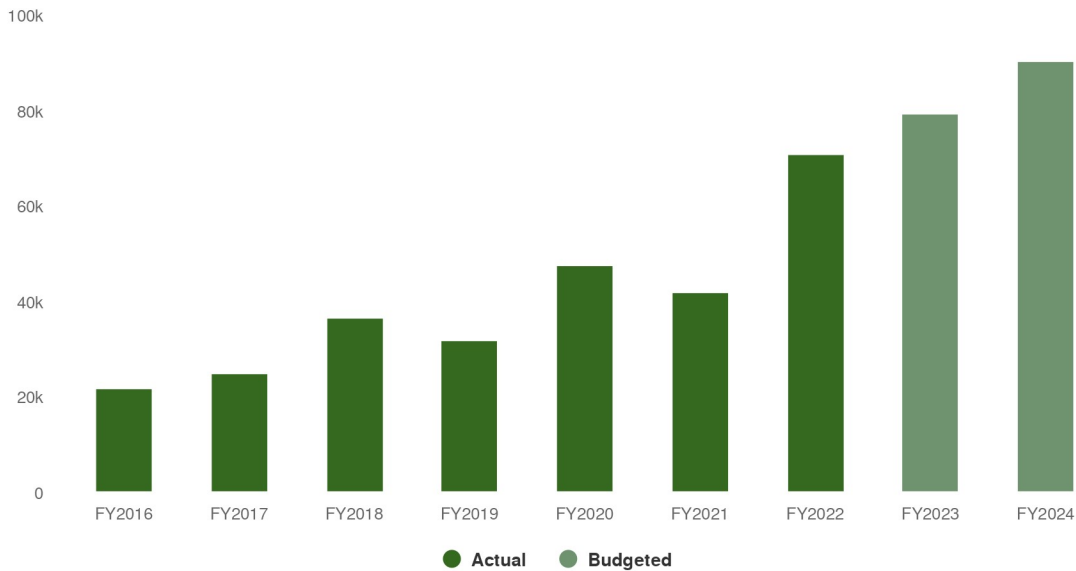
City Manager

The Recommended Budget for the City Manager Department is essentially the same as in prior years. There is a 12% increase associated with the City Manager's new salary negotiated last November.

Expenditures Summary

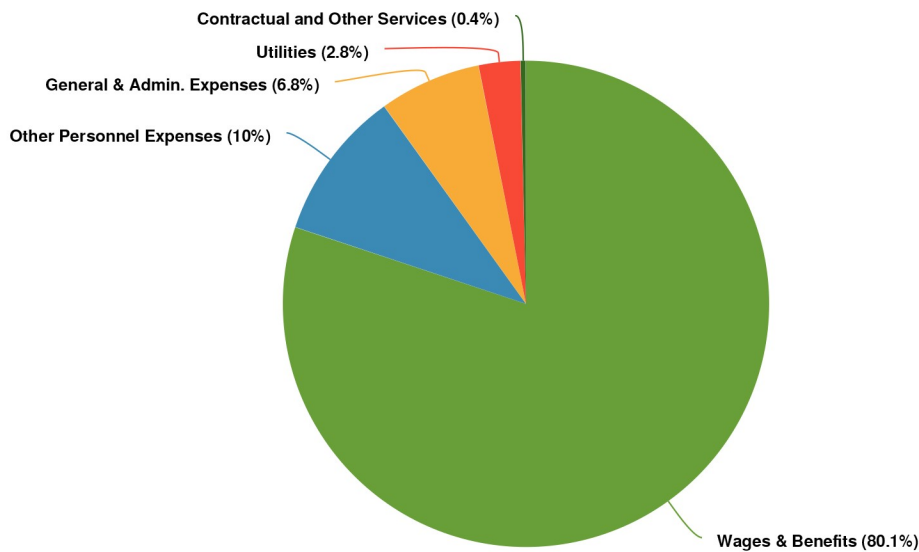
\$90,153 **\$10,761**
(13.55% vs. prior year)

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

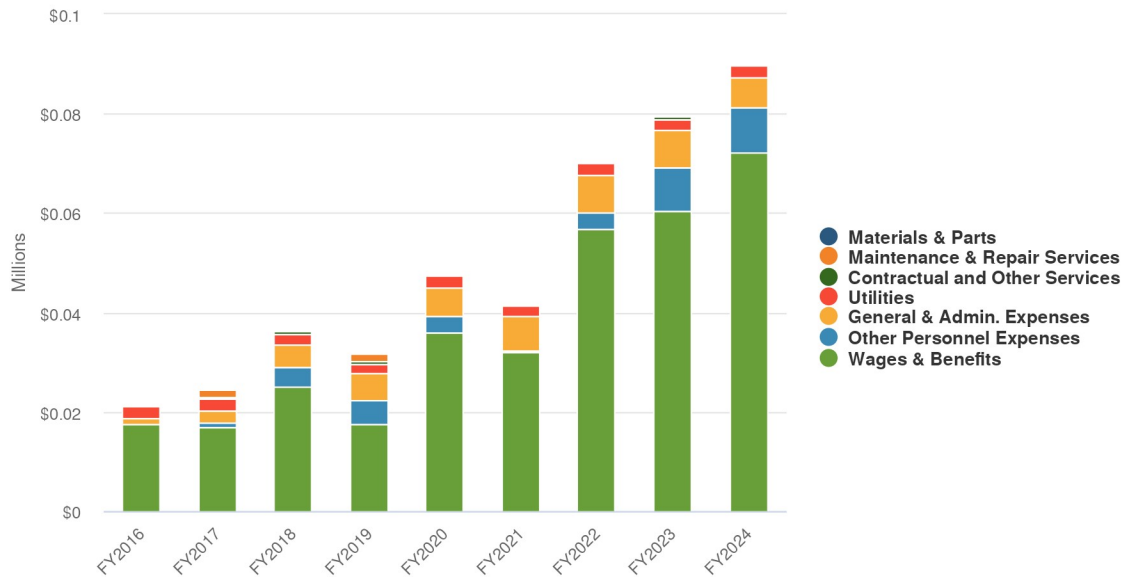


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$56,714	\$60,292	\$72,228	19.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$3,534	\$9,000	\$9,000	0%
Contractual and Other Services	\$264	\$425	\$325	-23.5%
General & Admin. Expenses	\$7,302	\$7,425	\$6,100	-17.8%
Utilities	\$2,676	\$2,250	\$2,500	11.1%
Maintenance & Repair Services	\$135	\$0	\$0	0%
Total Expense Objects:	\$70,624	\$79,392	\$90,153	13.6%



City Attorney (Dept. 11)

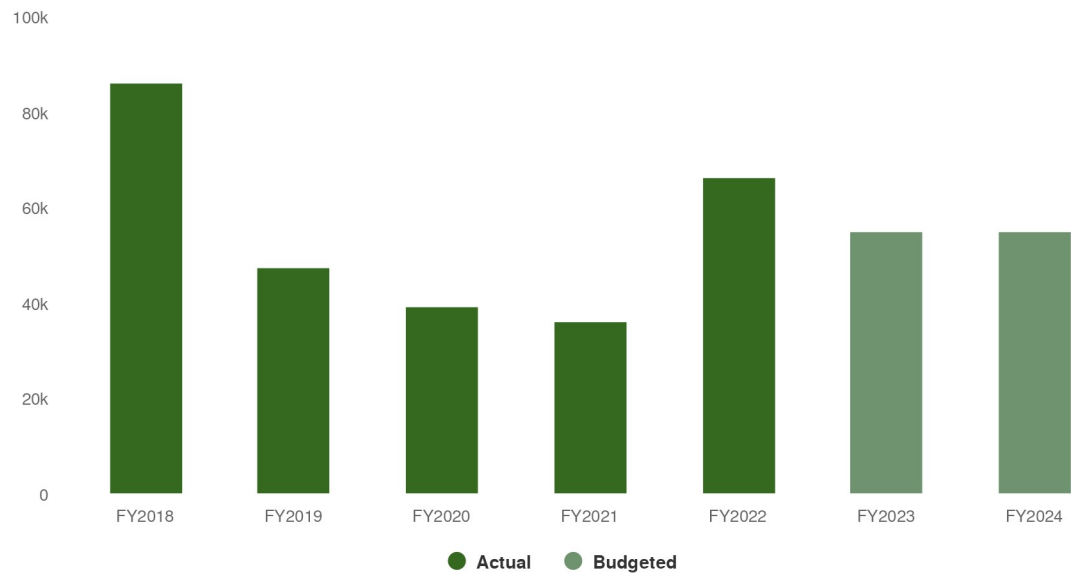
The Budget provides for the annual retainer of \$55,000 to the Wellington Law Firm to serve as the City Attorney. This is the same as last Fiscal Year and the same as the actual expense in prior years.

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

\$55,000 **\$0**
(0.00% vs. prior year)

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

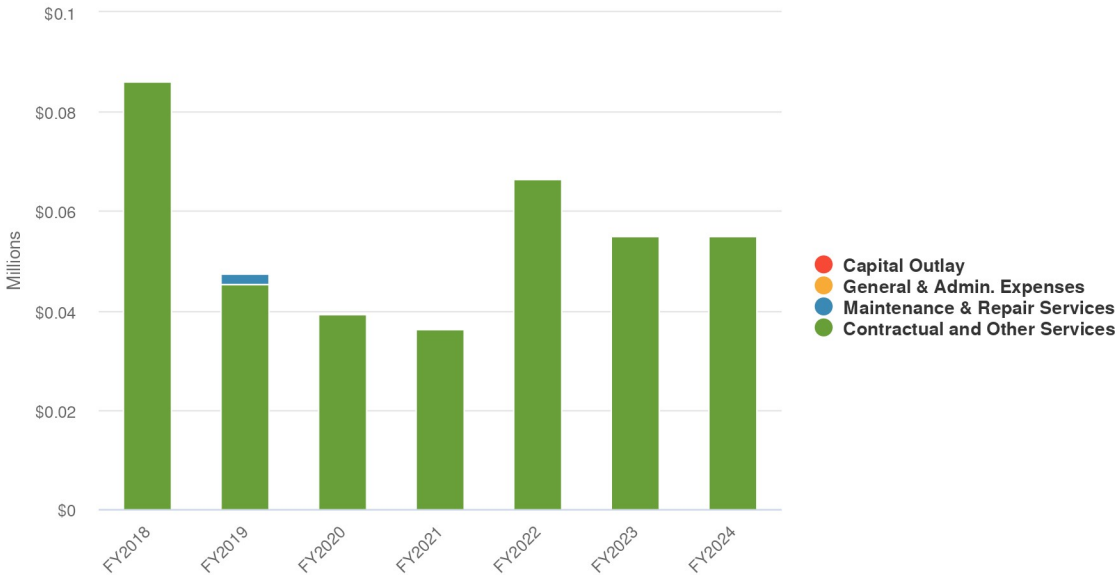


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Legal	\$66,428	\$55,000	\$55,000	0%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Office Supplies	\$12		\$0	N/A
Food and Beverages	\$3		\$0	N/A
Capital Improvements/ Purchases	\$20		\$0	N/A
Total Expense Objects:	\$66,463	\$55,000	\$55,000	0%



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.

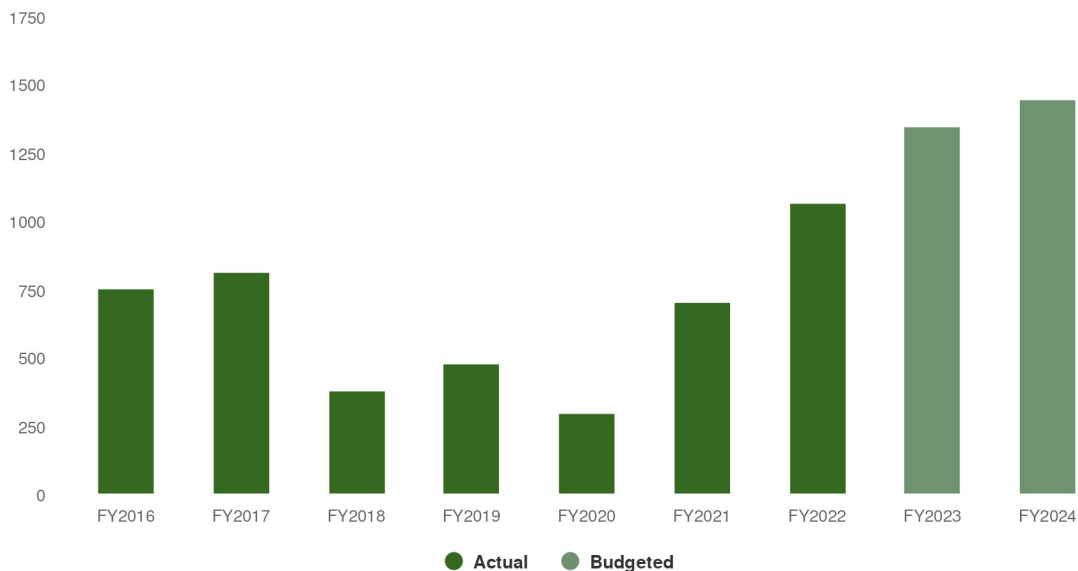
The City Council has adopted an Investment Policy that includes review and recommendations of an Investment Advisory Committee comprised of the elected City Treasurer, the Mayor, and the City Manager. It is proposed that this Committee's function be changed and be called the :Budget and Finance Committee. 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 increased 7% (\$100) because the share of administrative overhead costs has increased.

Expenditures Summary

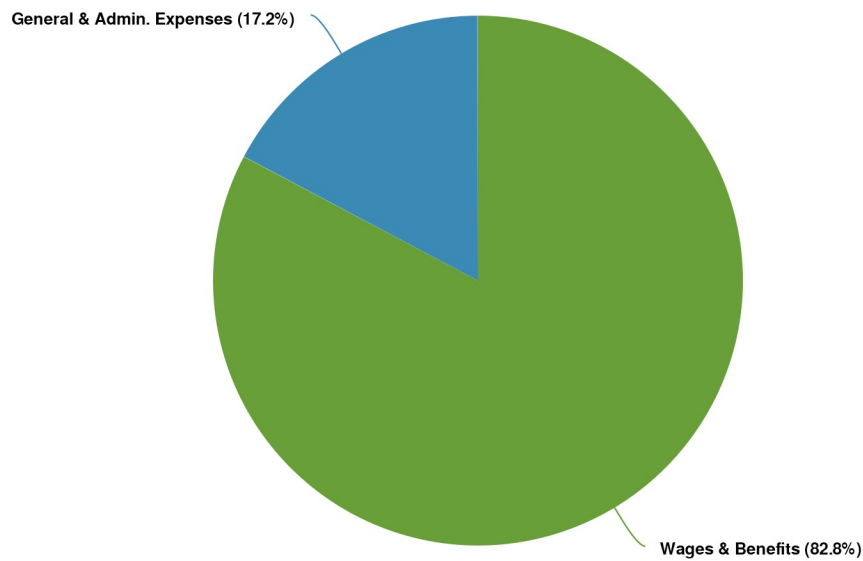
\$1,450 **\$100**
(7.41% vs. prior year)

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

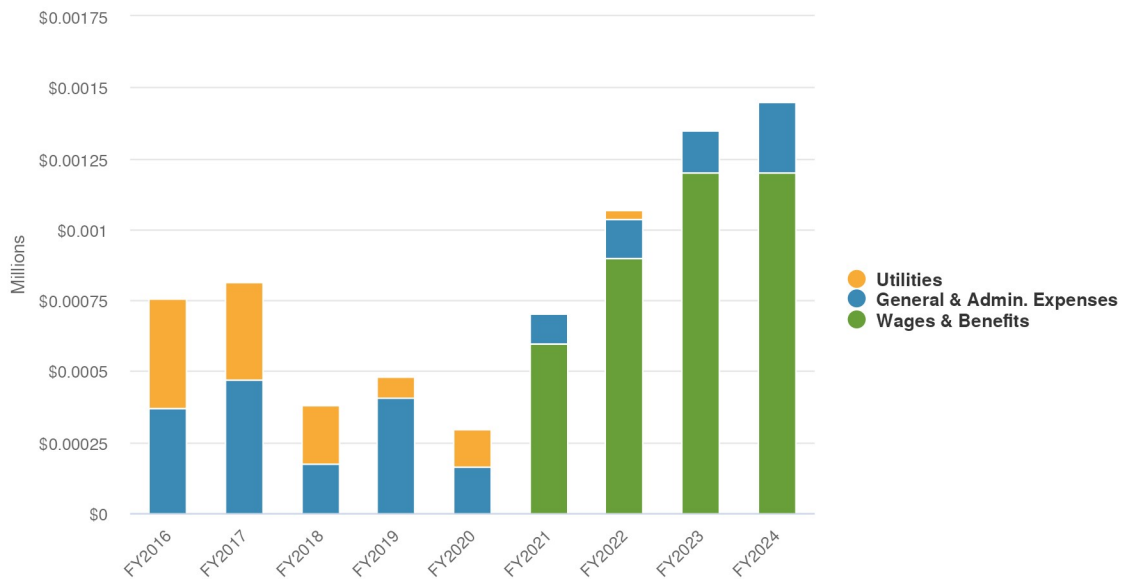


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$900	\$1,200	\$1,200	0%
General & Admin. Expenses	\$135	\$150	\$250	66.7%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Utilities	\$34	\$0	\$0	0%
Total Expense Objects:	\$1,069	\$1,350	\$1,450	7.4%



Finance (Dept. 15)

Finance Department (Department 15)

This budget increased 14.4% because due to salaries and contractual services increasing. 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. It added a municipal finance software MIP and moved away from Quickbooks this year.

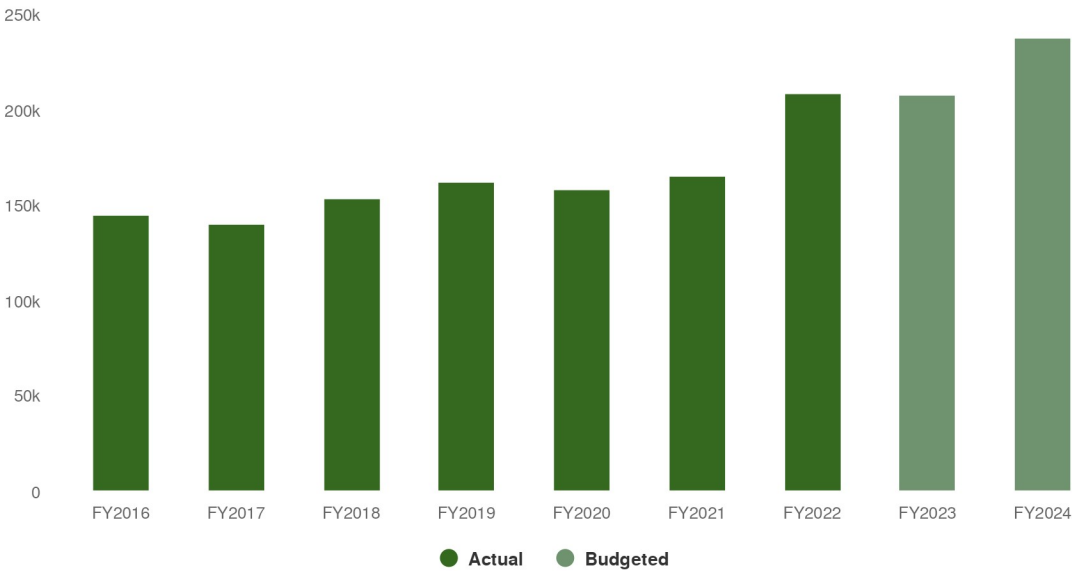
Expenditures Summary

\$237,597

\$29,972

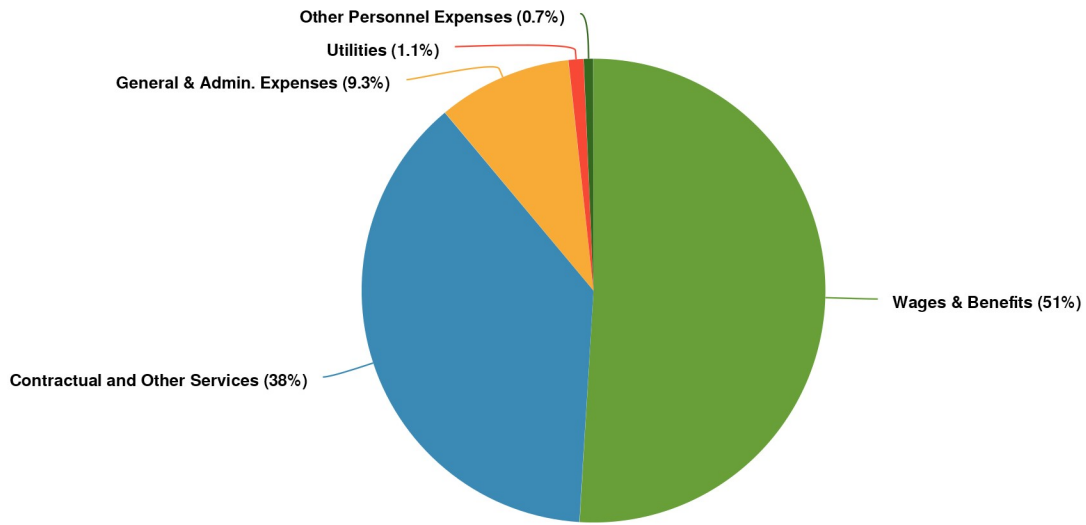
(14.44% vs. prior year)

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

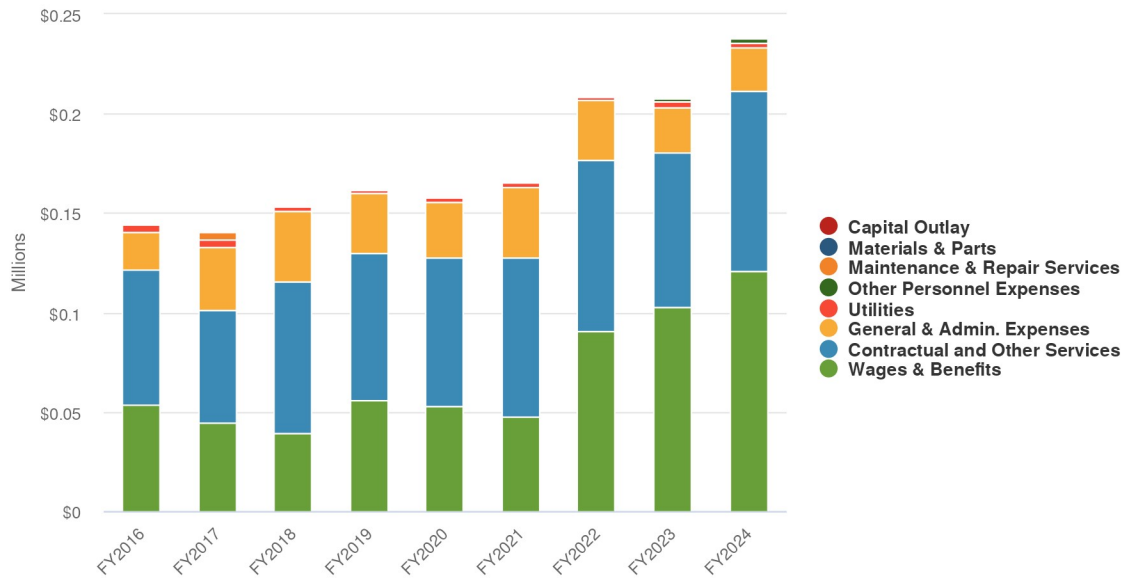


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$90,513	\$102,775	\$121,097	17.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$108	\$1,600	\$1,600	0%
Contractual and Other Services	\$86,531	\$78,050	\$90,200	15.6%
General & Admin. Expenses	\$29,673	\$22,700	\$22,200	-2.2%
Utilities	\$1,693	\$2,500	\$2,500	0%
Maintenance & Repair Services	\$74	\$0	\$0	0%
Total Expense Objects:	\$208,592	\$207,625	\$237,597	14.4%



City Library (Dept. 16)

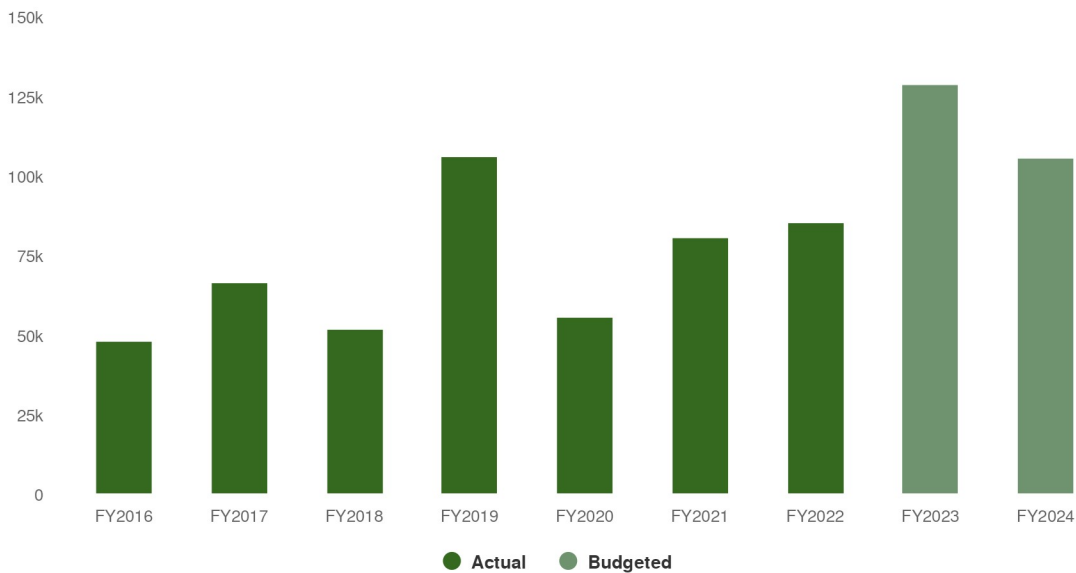
Library FY 23-24

The San Juan Bautista City Library is open Monday through Friday 11 am – 6 pm and Saturdays 11 am – 2 pm during Daylight Savings (March through October) and closes one hour earlier Monday through Friday once Daylight Savings Ends (November through February). The staff is composed entirely by part-time staff who routinely go above and beyond hosting everything from Town Hall events and Community Meetings, as well as other Community Events, partnering with both local non-profit organizations and businesses. Whether those activities are hosted within the Library or throughout Carl Martin Luck Memorial Park the feeling of Community and Belonging is at the forefront. Thank you for giving us the opportunity to serve our Community. We appreciate each and every one of you.

Expenditures Summary

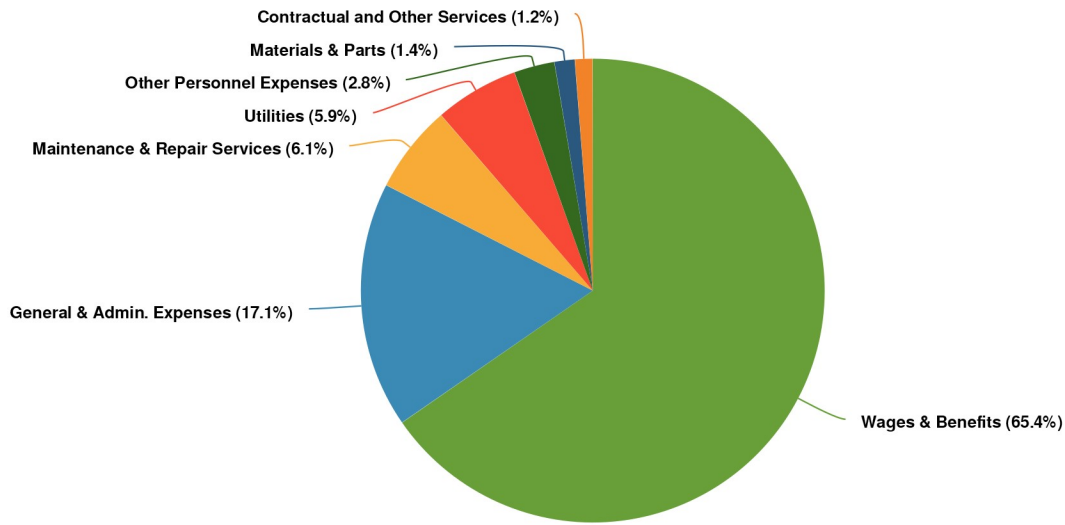
\$105,851 **-\$22,901**
(-17.79% vs. prior year)

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

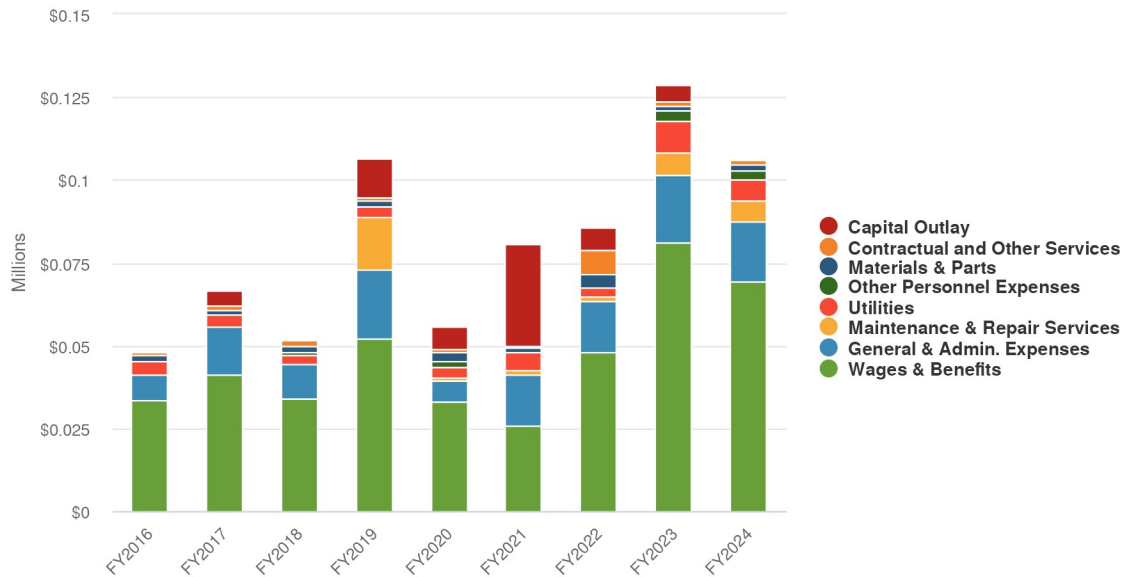


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$48,189	\$81,052	\$69,201	-14.6%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses		\$3,000	\$3,000	0%
Contractual and Other Services	\$7,155	\$1,250	\$1,300	4%
General & Admin. Expenses	\$15,295	\$20,250	\$18,150	-10.4%
Utilities	\$2,892	\$9,700	\$6,200	-36.1%
Materials & Parts	\$3,769	\$1,500	\$1,500	0%
Maintenance & Repair Services	\$1,357	\$7,000	\$6,500	-7.1%
Capital Outlay	\$6,800	\$5,000	\$0	-100%
Total Expense Objects:	\$85,456	\$128,752	\$105,851	-17.8%



Public Works (Depts 40 and 44)

The City is fortunate to have 5 dedicated staff assigned to its Public Works Department. With the addition of new parks, a 6th maintenance worker position is requested in this draft budget.

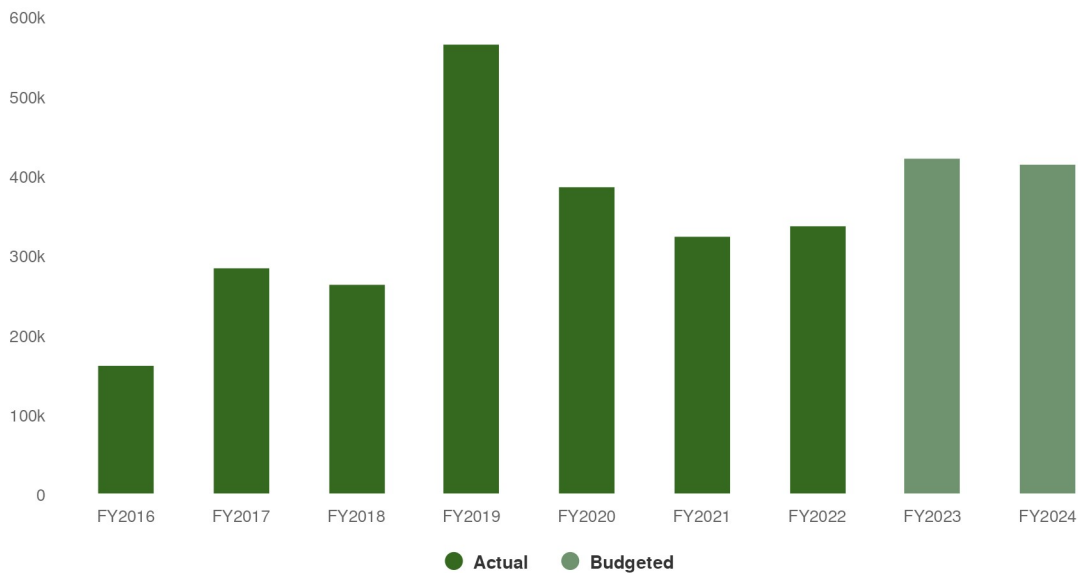
The City is also fortunate to have retained a City Engineering firm MNS. The "Deputy City Engineer" assigned to the City provides a lot of valuable day-to-day support for the Department, which was a priority for the City Manager in the performance evaluation, and proved to be critical during the City's response to the 2023 floods.

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

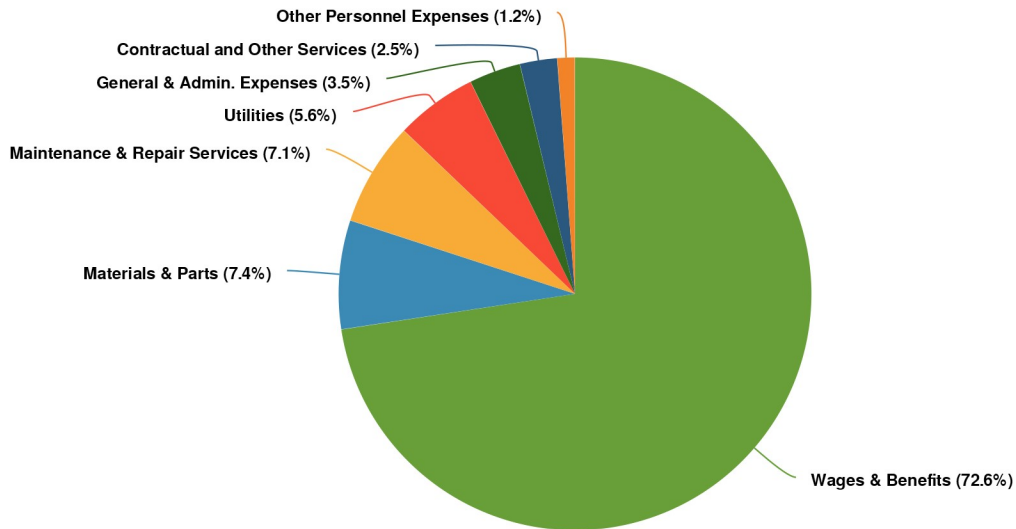
\$415,627 **-\$6,466**
(-1.53% vs. prior year)

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

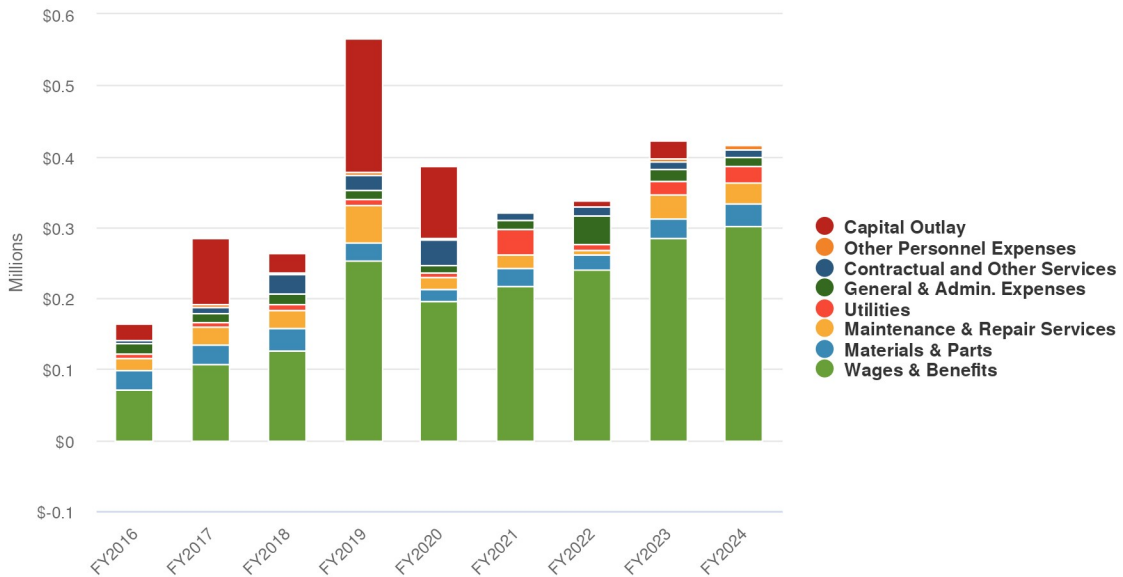


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$239,593	\$283,993	\$301,727	6.2%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$443	\$5,000	\$5,000	0%
Contractual and Other Services	\$12,401	\$9,550	\$10,550	10.5%
General & Admin. Expenses	\$39,910	\$16,500	\$14,700	-10.9%
Utilities	\$8,501	\$20,050	\$23,200	15.7%
Materials & Parts	\$22,151	\$29,000	\$30,950	6.7%
Maintenance & Repair Services	\$7,012	\$33,000	\$29,500	-10.6%
Capital Outlay	\$7,364	\$25,000	\$0	-100%
Total Expense Objects:	\$337,376	\$422,093	\$415,627	-1.5%



Streets (Dept. 40)

Public Works Streets (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.

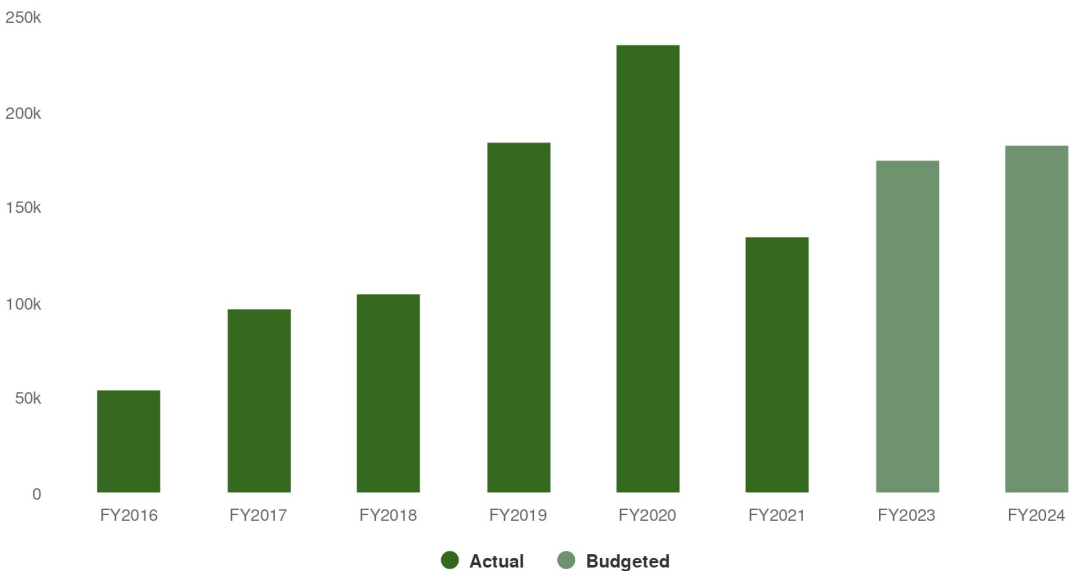
The budget includes materials, supplies and tools to handle routine maintenance and anticipated repairs at unspecified locations. Additional funds are budgeted to increase “pot hole” repairs, but the need for street repairs far outstrips available resources. The Capital Improvement Budget reflects the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

Expenditures Summary

\$182,257

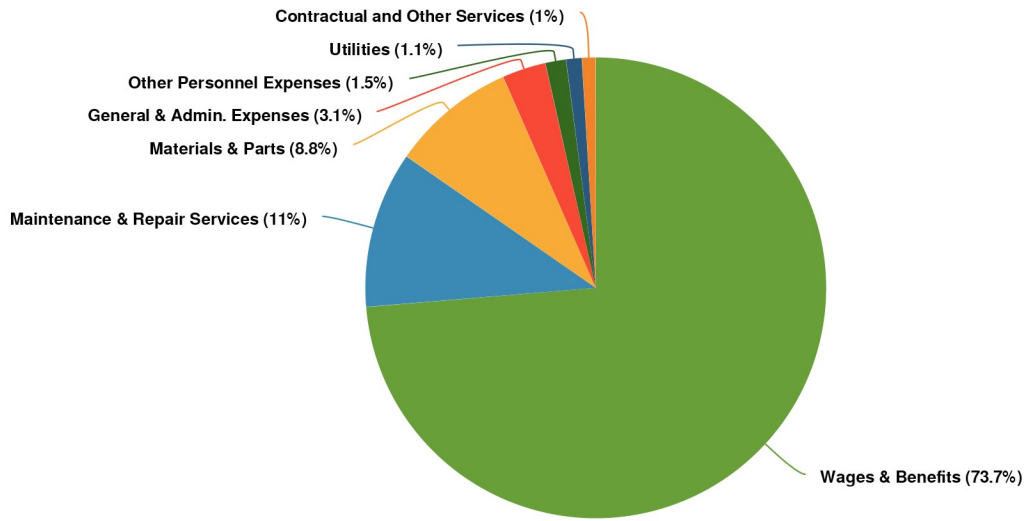
\$7,866
(4.51% vs. prior year)

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

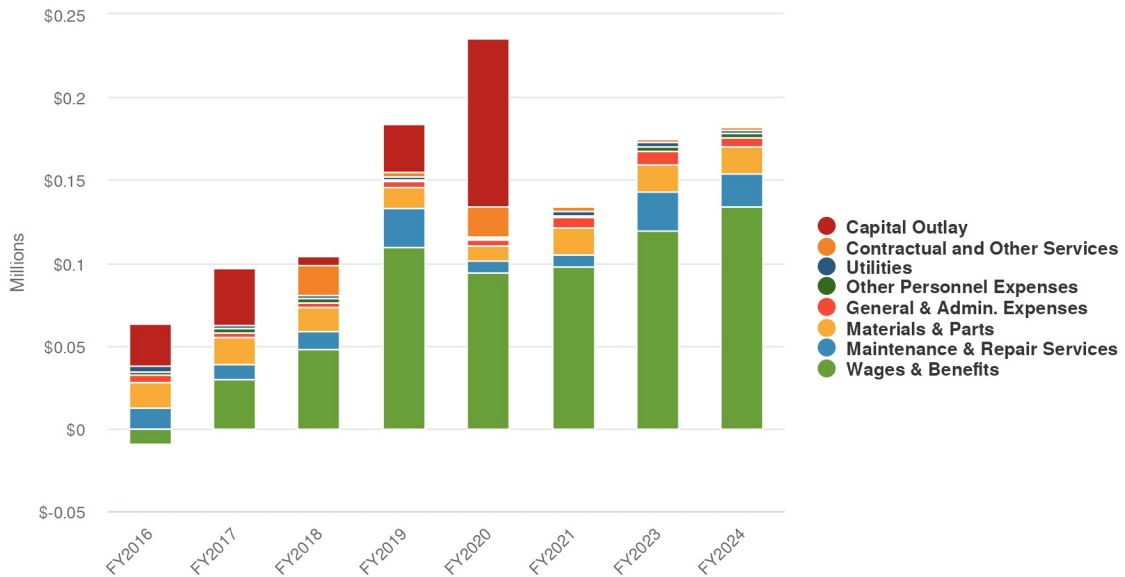


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Wages & Benefits	\$119,591	\$134,307	12.3%
Other Personnel Expenses	\$2,650	\$2,650	0%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$1,750	\$1,750	0%
General & Admin. Expenses	\$8,100	\$5,600	-30.9%
Utilities	\$2,300	\$2,000	-13%
Materials & Parts	\$16,500	\$15,950	-3.3%
Maintenance & Repair Services	\$23,500	\$20,000	-14.9%
Total Expense Objects:	\$174,391	\$182,257	4.5%



Building and Grounds (Dept. 44)

Public Works Building and Grounds (Department 44)

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

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.

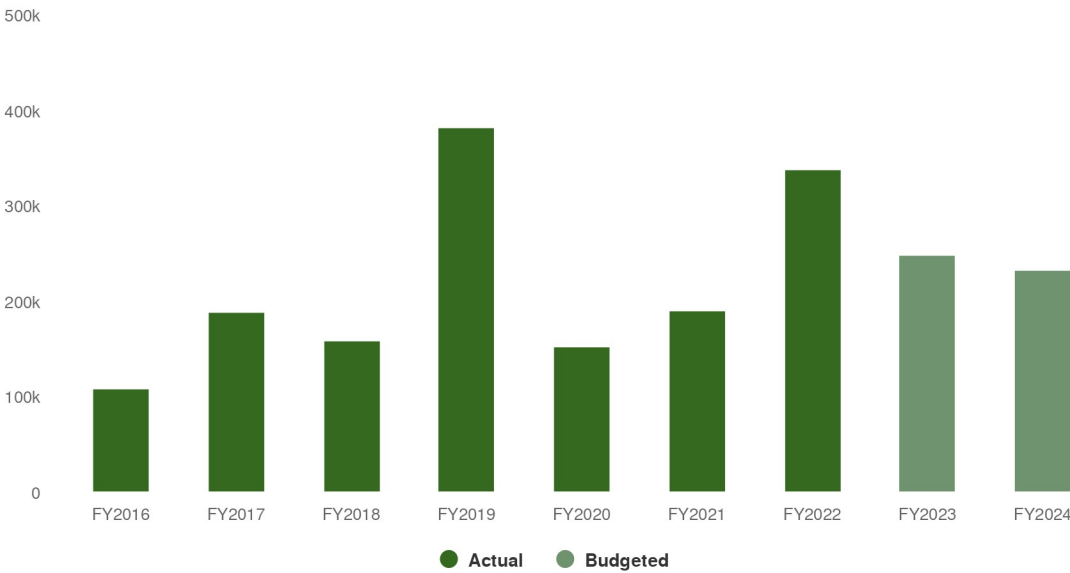
Expenditures Summary

\$233,370

-\$14,332

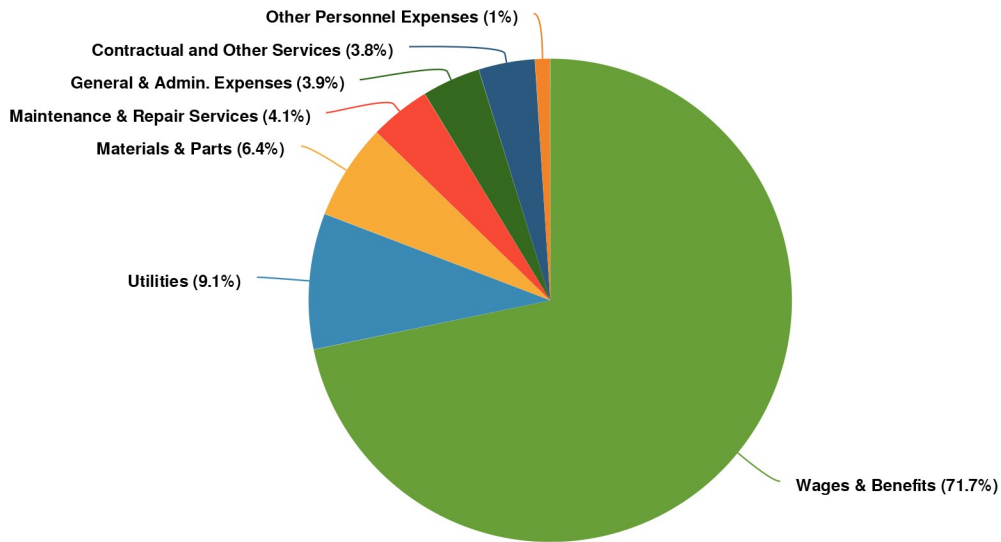
(-5.79% vs. prior year)

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

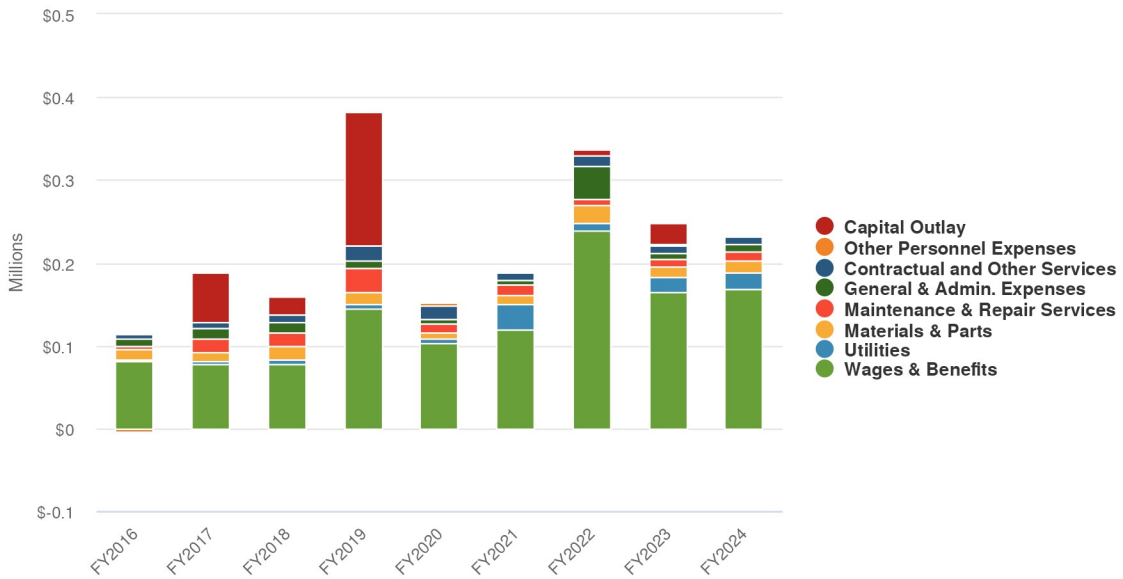


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$239,593	\$164,402	\$167,420	1.8%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$443	\$2,350	\$2,350	0%
Contractual and Other Services	\$12,401	\$7,800	\$8,800	12.8%
General & Admin. Expenses	\$39,910	\$8,400	\$9,100	8.3%
Utilities	\$8,501	\$17,750	\$21,200	19.4%
Materials & Parts	\$22,151	\$12,500	\$15,000	20%
Maintenance & Repair Services	\$7,012	\$9,500	\$9,500	0%
Capital Outlay	\$7,364	\$25,000	\$0	-100%
Total Expense Objects:	\$337,376	\$247,702	\$233,370	-5.8%

Public Safety

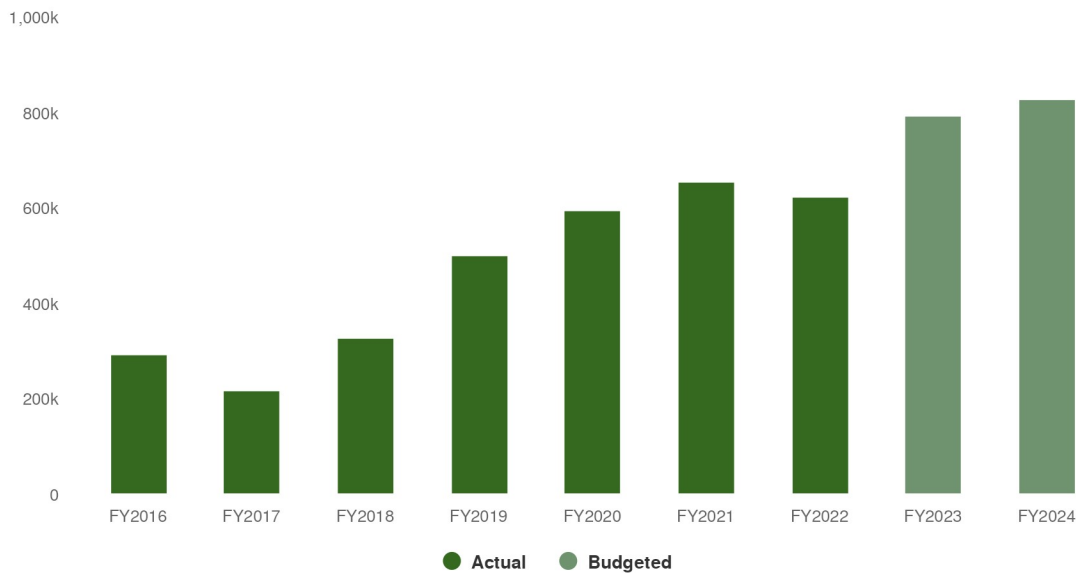
The City Manager and Citygate Associates are re-evaluating the City's Public Safety Delivery system, and recommending several changes to it in this budget. This includes a new leadership position to manage all of the Fire, Sheriff, animal control, emergency services code enforcement, and other related services. It also includes replacing private security with community service officer. These details are provided both in the City Manager's Transmittal Letter and in the Recommended Personnel narrative in the budget overview.

Negotiations with the Sheriff have started again, and the cost of this contract is likely to increase this year. Currently it includes 2 dedicated City deputies.

Expenditures Summary

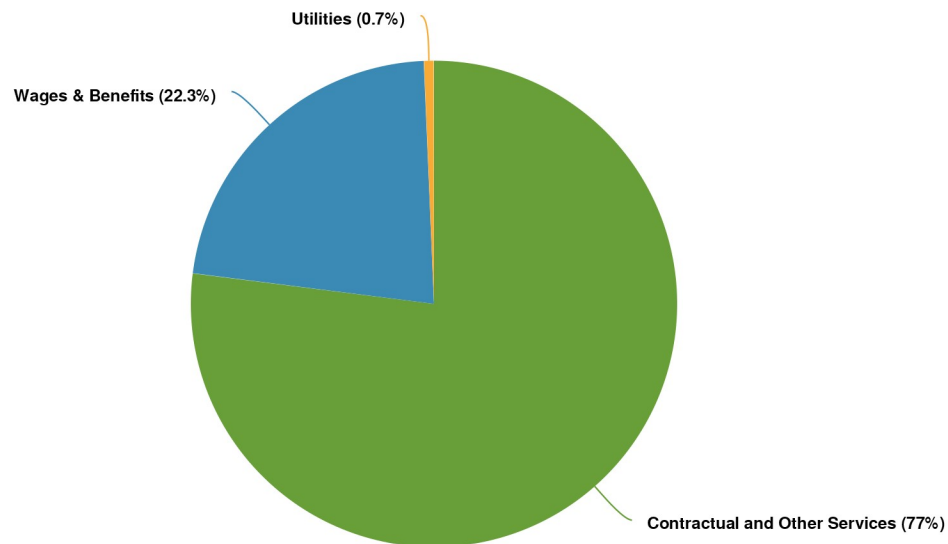
\$826,962 **\$33,922**
(4.28% vs. prior year)

Public Safety Proposed and Historical Budget vs. Actual

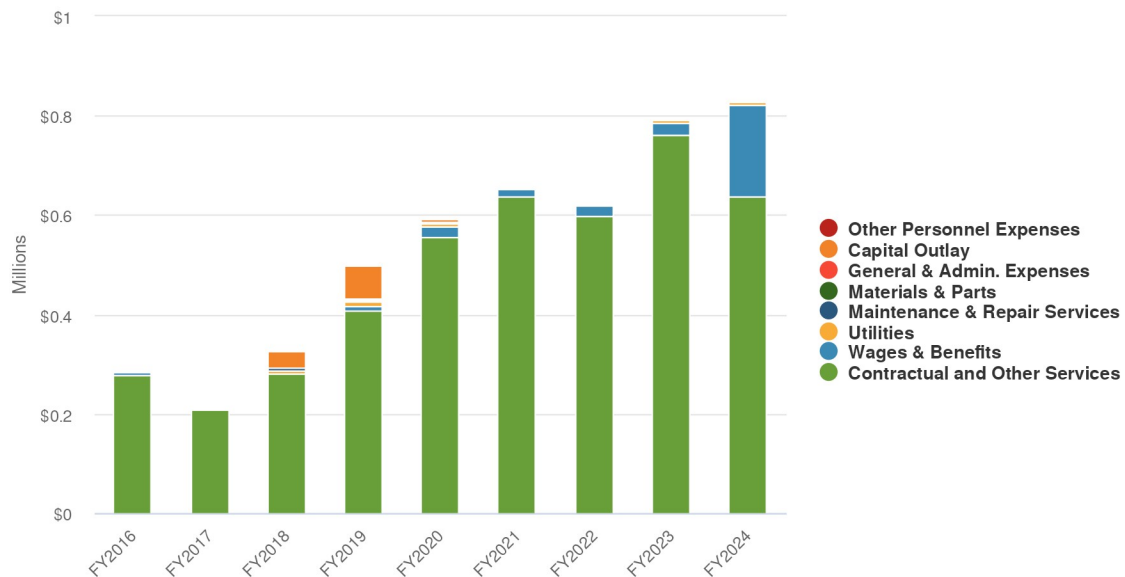


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$22,691	\$24,925	\$184,597	640.6%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$597,417	\$761,615	\$636,865	-16.4%
Utilities	\$1,607	\$5,500	\$5,500	0%
Maintenance & Repair Services	\$163	\$1,000	\$0	-100%
Total Expense Objects:	\$621,878	\$793,040	\$826,962	4.3%



Fire and EMS (Dept. 20)

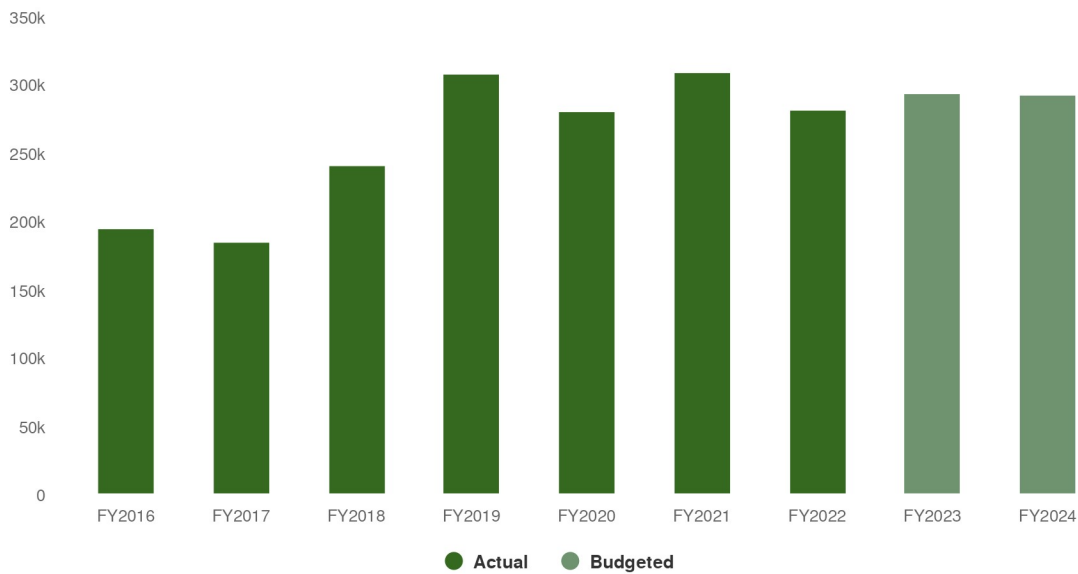
Fire and Emergency Medical Services Department (20)

The Budget for FY 24 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 to repair apparatus, and the City pays for costs above that amount. The vehicle replacement fund reserves funding incrementally over several years for fire engine replacement.

Expenditures Summary

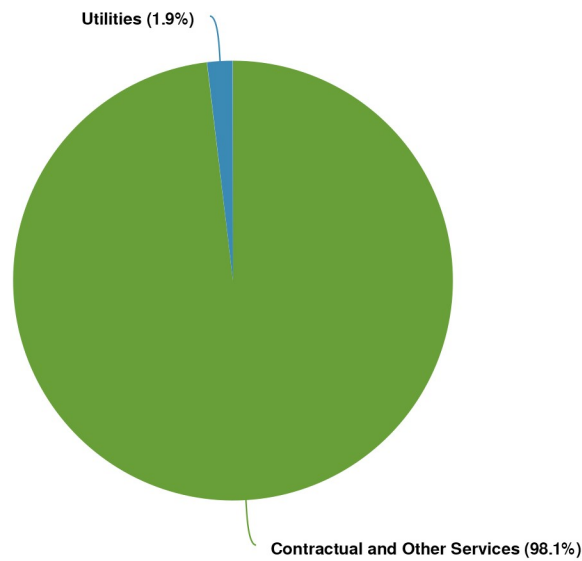
\$292,865 **-\$500**
(-0.17% vs. prior year)

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

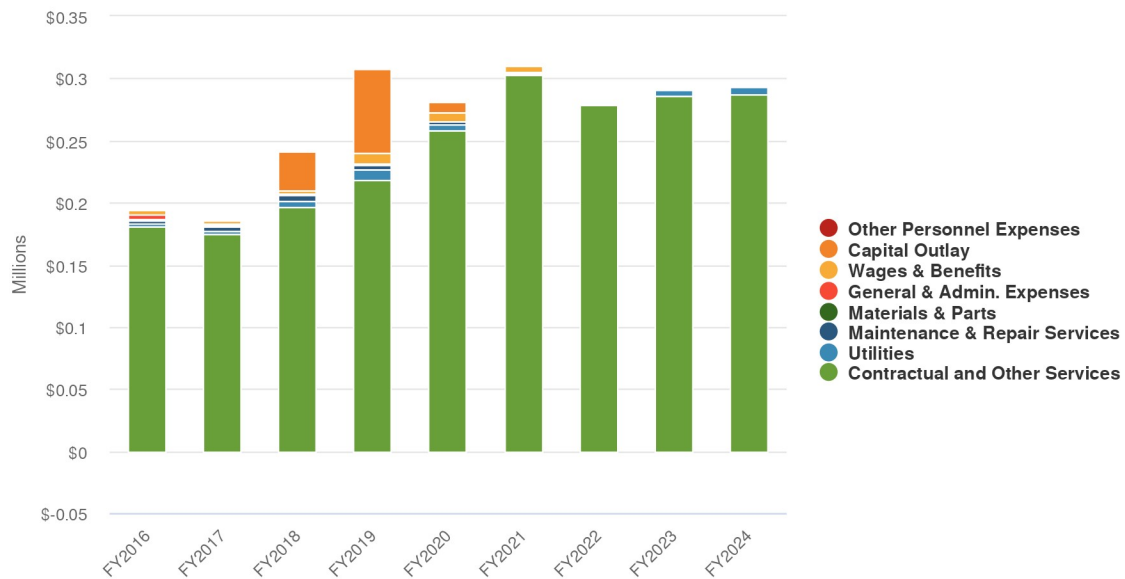


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$1,645	\$1,500	\$0	-100%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$278,139	\$285,365	\$287,365	0.7%
Utilities	\$1,607	\$5,500	\$5,500	0%
Maintenance & Repair Services	\$163	\$1,000	\$0	-100%
Total Expense Objects:	\$281,554	\$293,365	\$292,865	-0.2%



Law Enforcement (Dept. 30)

Law Enforcement Services (Department 30)

SUBJECT TO CHANGE- NEW CONTRACT BEING NEGOTIATED

The Recommended Budget provides funding for two dedicated Sheriff's deputies to work on patrol in the city 80hours a week. This work supplemented by a private security service at night. 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.

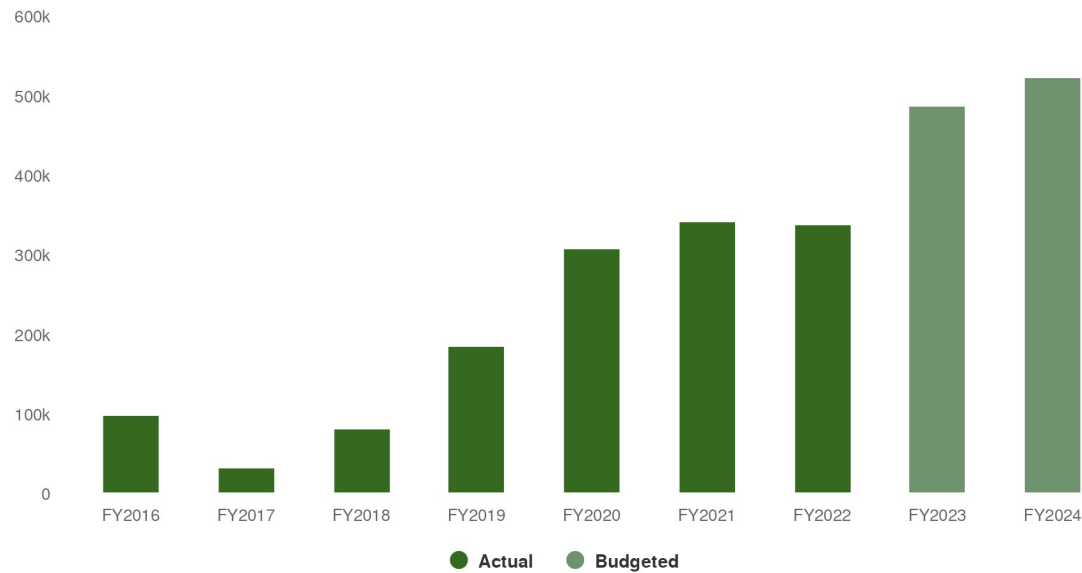
Expenditures Summary

\$522,097

\$34,422

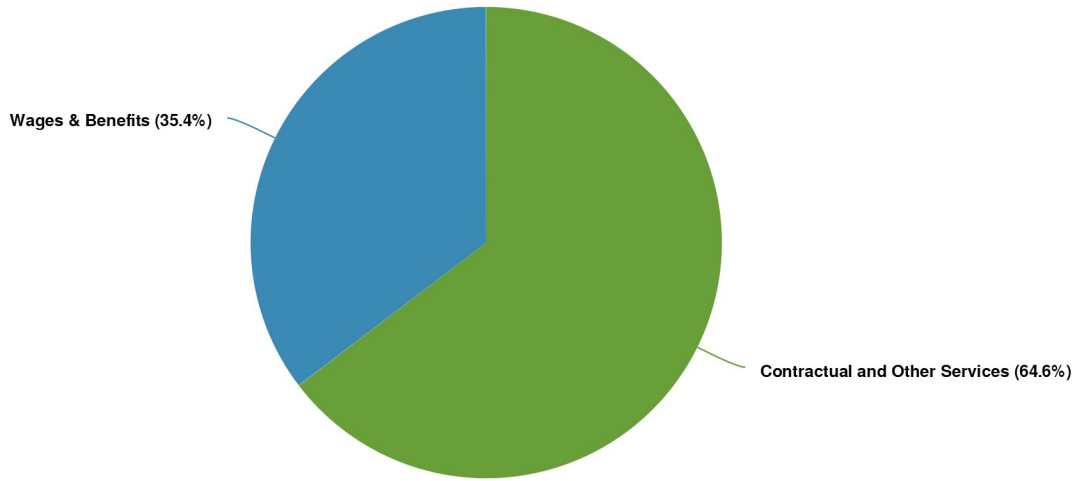
(7.06% vs. prior year)

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

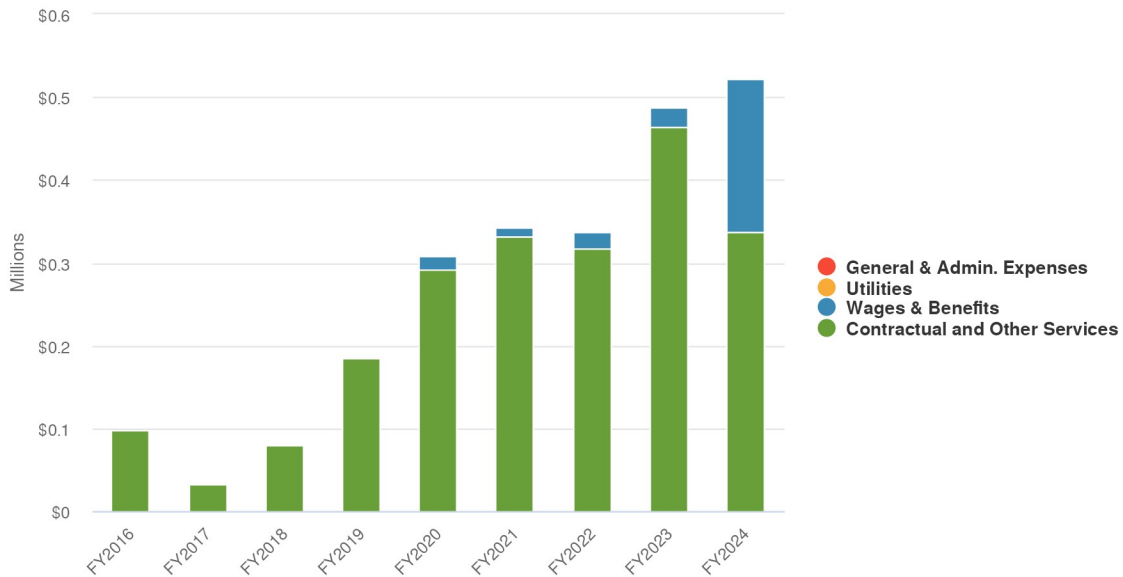


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$21,046	\$23,425	\$184,597	688%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$316,778	\$464,250	\$337,500	-27.3%
Total Expense Objects:	\$337,824	\$487,675	\$522,097	7.1%



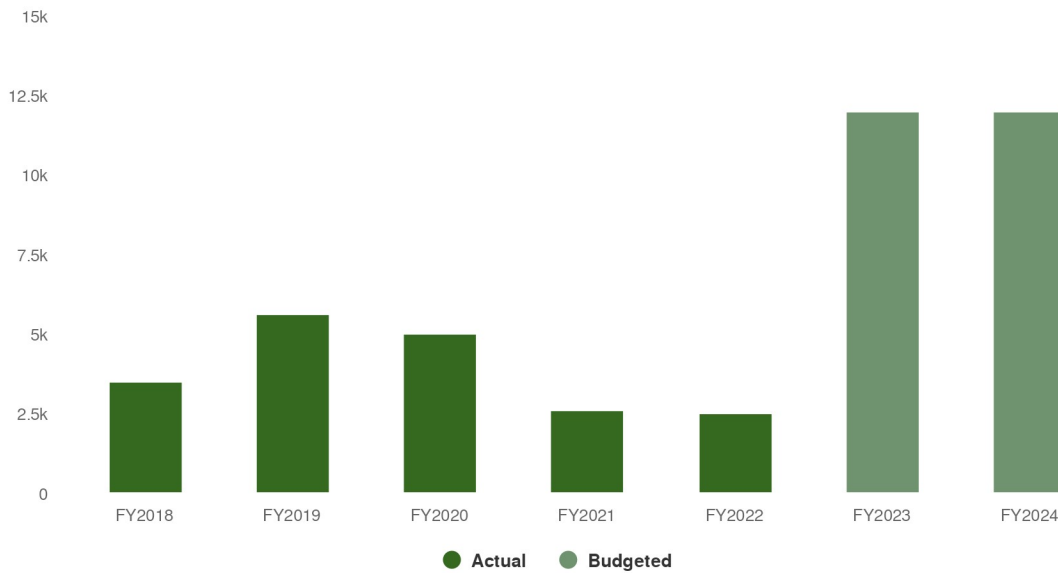
Animal Control (Dept. 36)

The City relies on its Code Enforcement officer to respond to animal control requests for service. This is being evaluated in the Citygate Public Safety Re-org Assessment.

Expenditures Summary

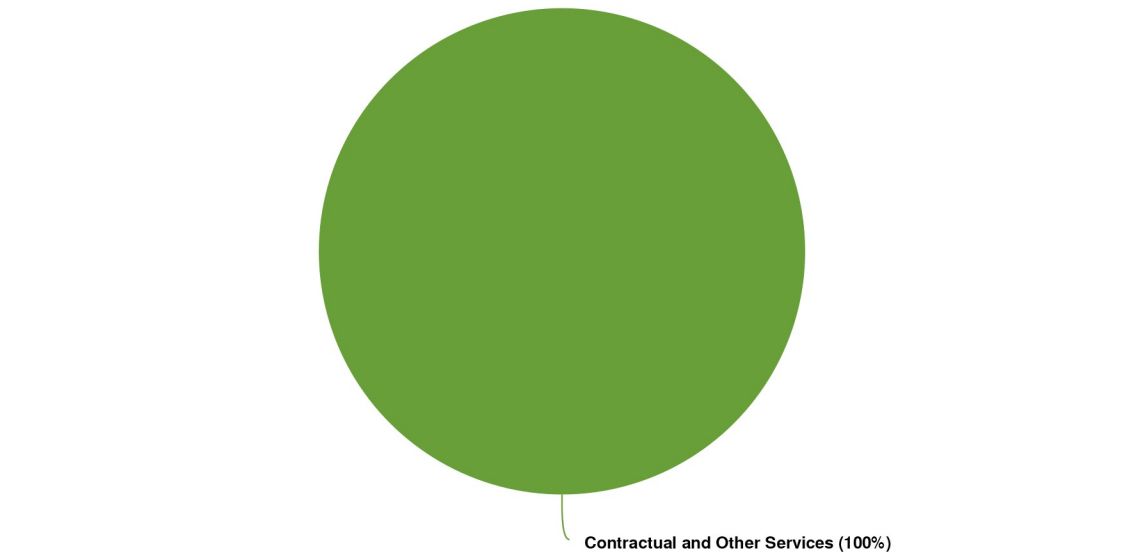
\$12,000 **\$0**
(0.00% vs. prior year)

Animal Control (Dept. 36) Proposed and Historical Budget vs. Actual

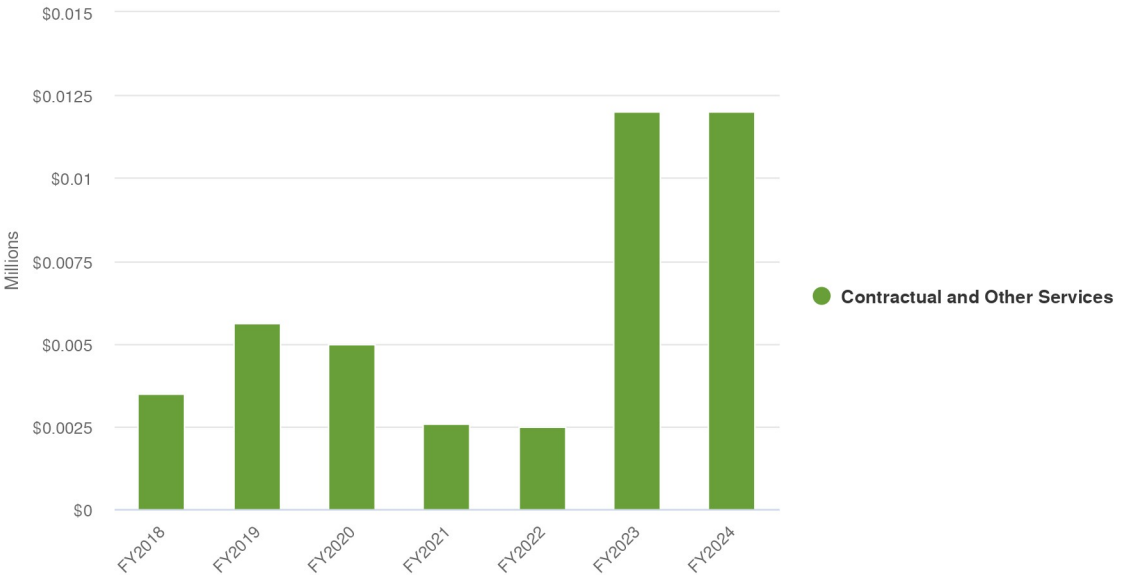


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Contractual and Other Services	\$2,500	\$12,000	\$12,000	0%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Total Expense Objects:	\$2,500	\$12,000	\$12,000	0%



Code Enforcement (Dept. 25)

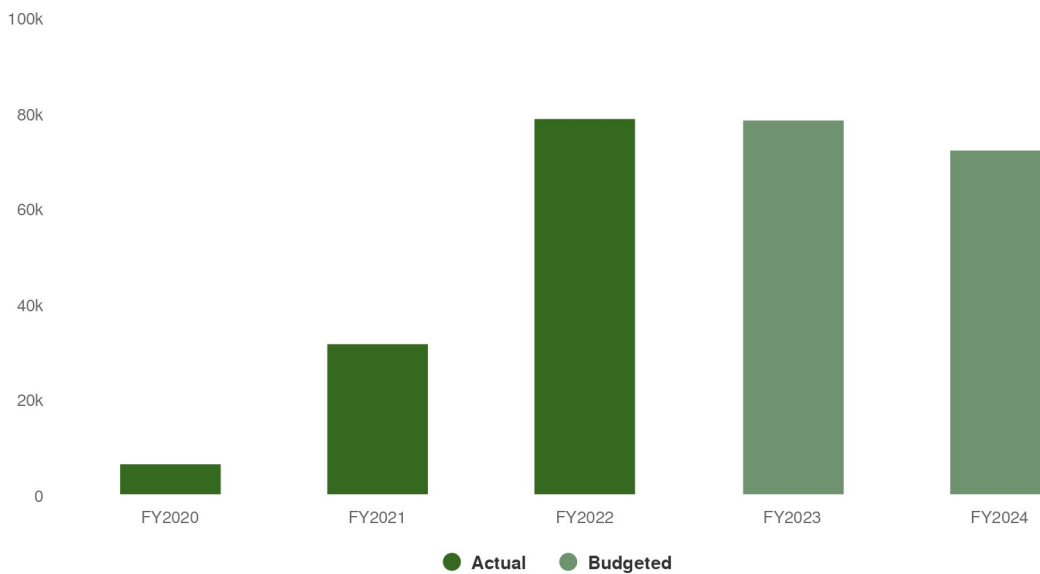
Code Enforcement (Department 25)

UNDER CONSTRUCTION- this position and its duties are being revalued by the Citgate team working on Public Safety re-org.

Expenditures Summary

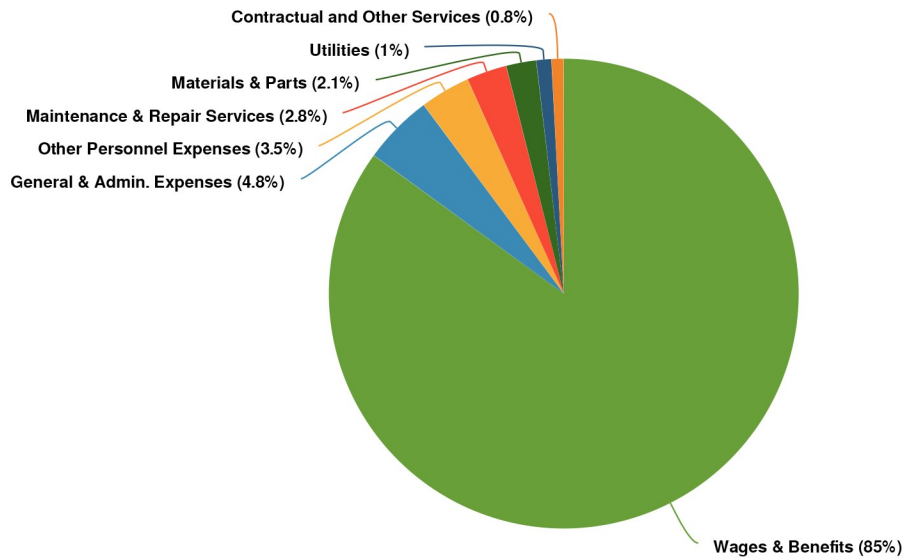
\$72,382 **-\$6,175**
(-7.86% vs. prior year)

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

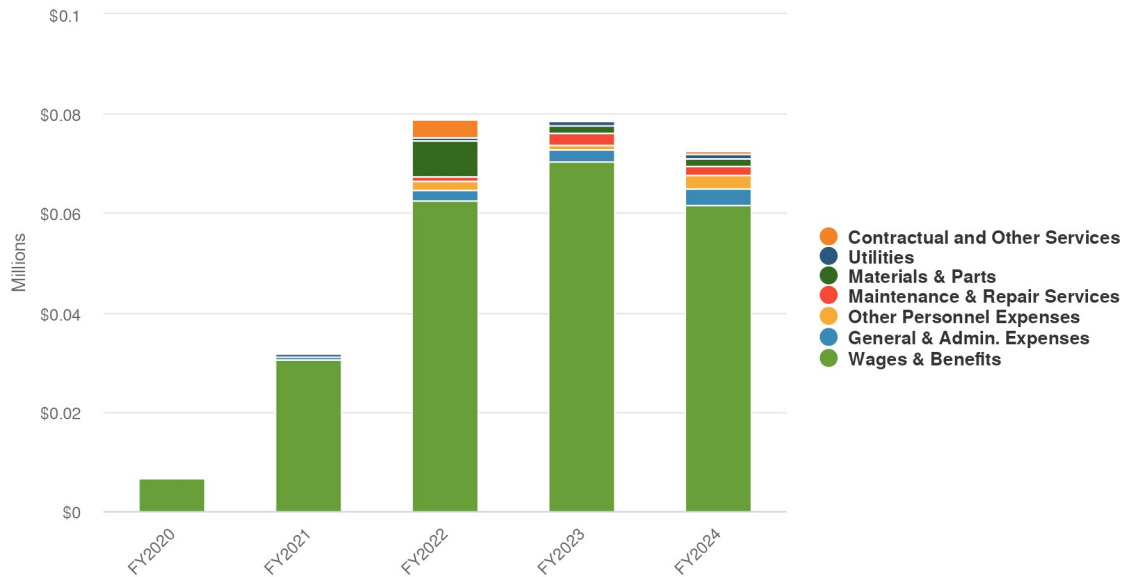


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$62,548	\$70,277	\$61,532	-12.4%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$1,577	\$1,000	\$2,500	150%
Contractual and Other Services	\$3,639	\$30	\$600	1,900%
General & Admin. Expenses	\$2,241	\$2,500	\$3,500	40%
Utilities	\$674	\$750	\$750	0%
Materials & Parts	\$7,213	\$1,500	\$1,500	0%
Maintenance & Repair Services	\$1,013	\$2,500	\$2,000	-20%
Total Expense Objects:	\$78,904	\$78,557	\$72,382	-7.9%



Parks and Rec. (Dept. 33)

Recruitment is underway for the new Recreation Technician position. Funding is provided in this budget to fund recreation in the initial stage to be further developed in mid-year after staffing comes on-line. As proposed, these programs will focus on children under 18 years old, and seniors.

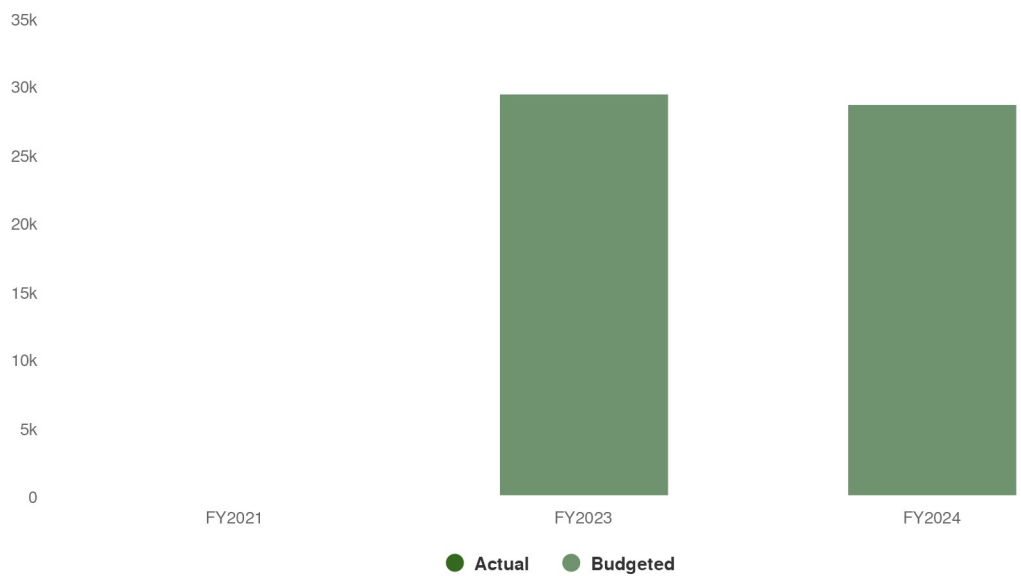
Expenditures Summary

\$28,672

-\$873

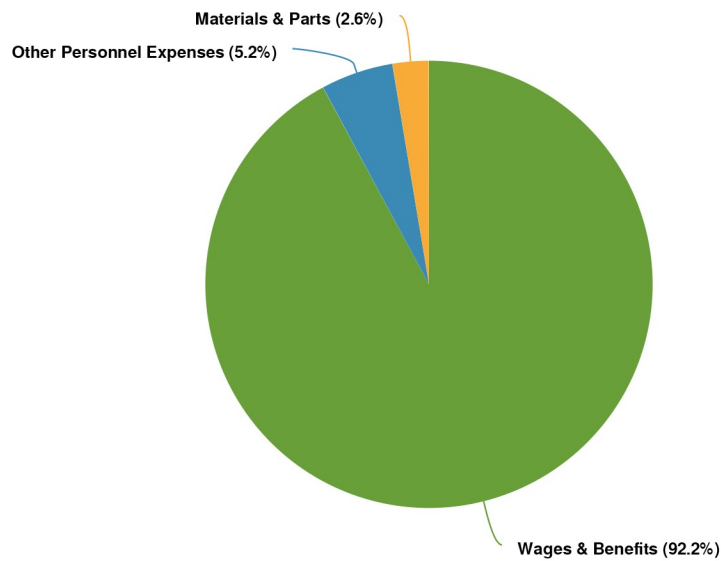
(-2.95% vs. prior year)

Parks and Rec. (Dept. 33) Proposed and Historical Budget vs. Actual

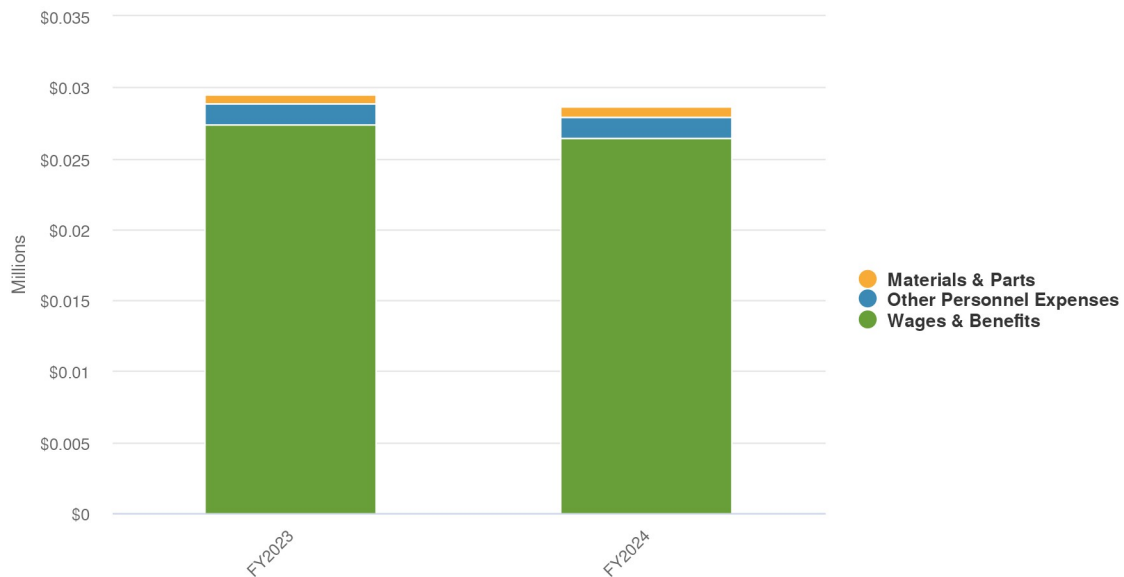


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects			
Wages & Benefits	\$27,345	\$26,422	-3.4%
Other Personnel Expenses	\$1,500	\$1,500	0%



Name	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Materials & Parts	\$700	\$750	7.1%
Total Expense Objects:	\$29,545	\$28,672	-3%



General Government (Dept. 45)

General Government (Department 45)

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

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

This year, the budget is the same as last year: \$75,000.

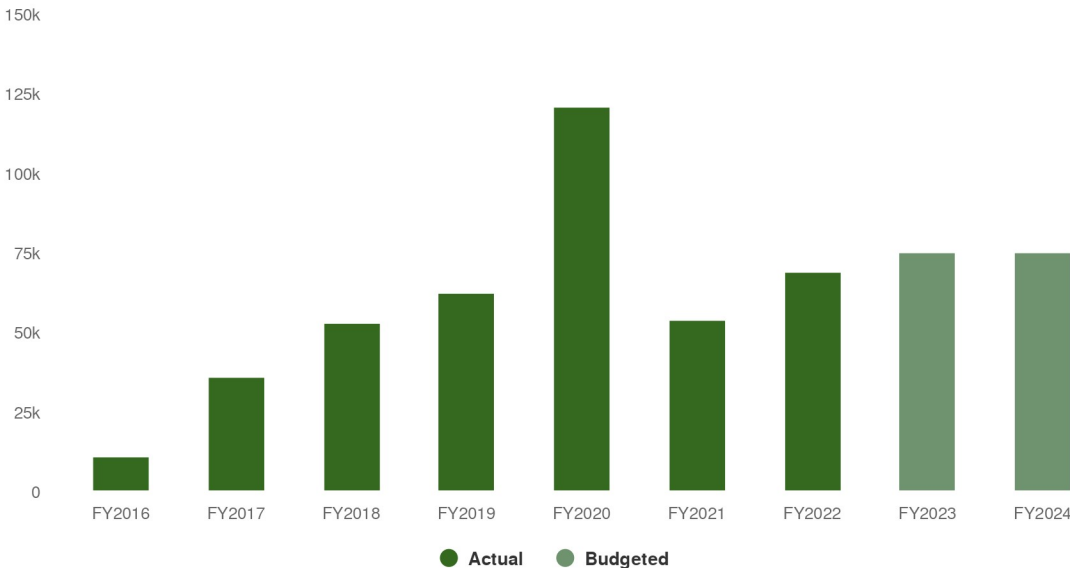
Expenditures Summary

\$75,000

\$0

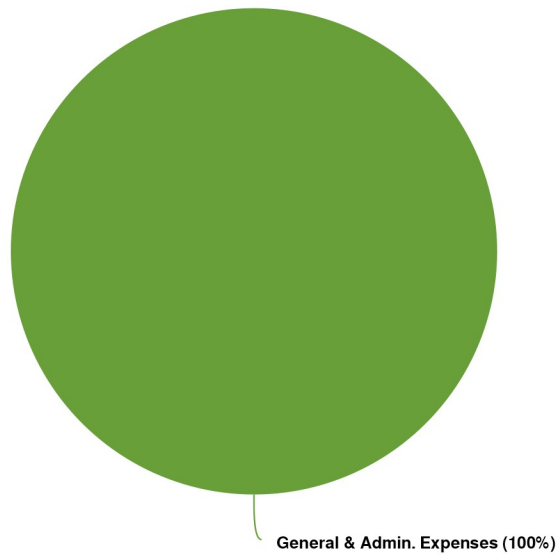
(0.00% vs. prior year)

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

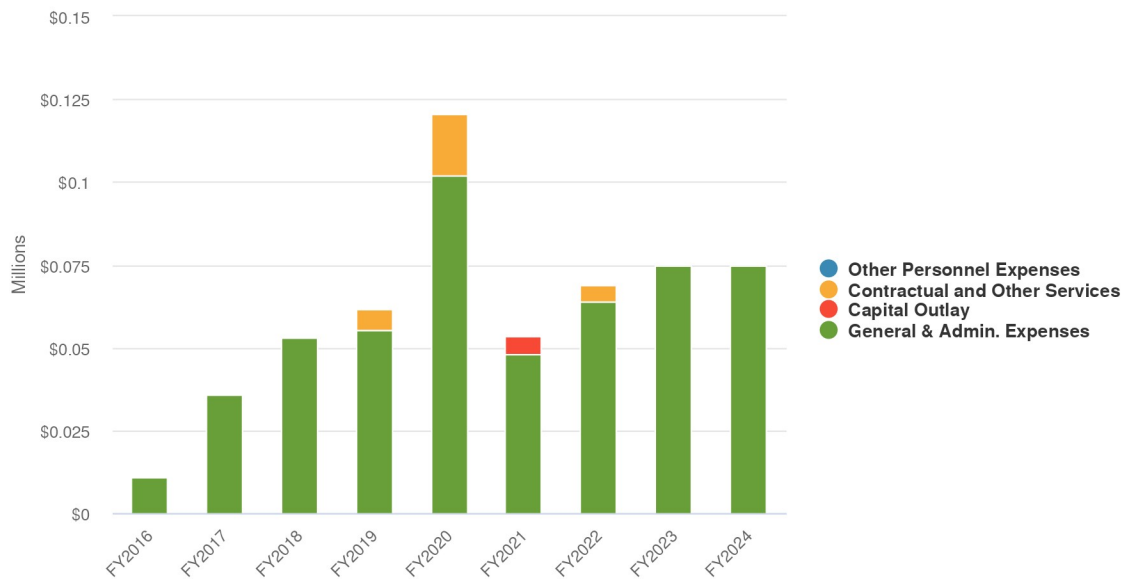


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Contractual and Other Services	\$5,000	\$0	\$0	0%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General & Admin. Expenses	\$64,086	\$75,000	\$75,000	0%
Total Expense Objects:	\$69,086	\$75,000	\$75,000	0%



Admin Services (Dept. 13)

Elizabeth Soto

Deputy City Clerk

The Department is led by the Deputy City Clerk who also serves as the City's "Administrative Services Manager."

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.

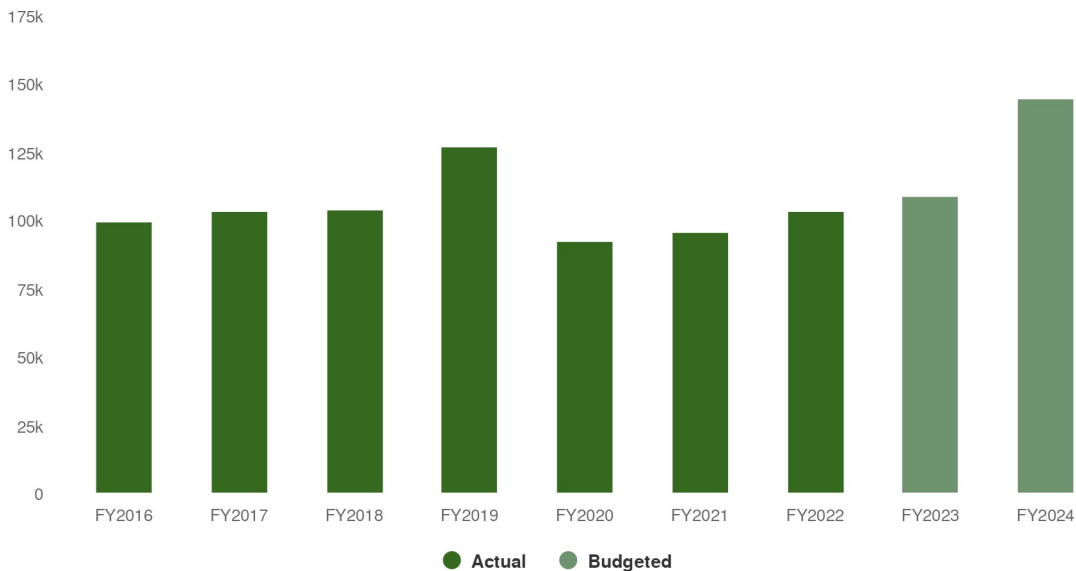
The City Clerk is now an appointed position so adjustments in this Department will be required.

For FY 23/24, staff is seeking an additional part-time Administrative Assistant to help with these many tasks.

Expenditures Summary

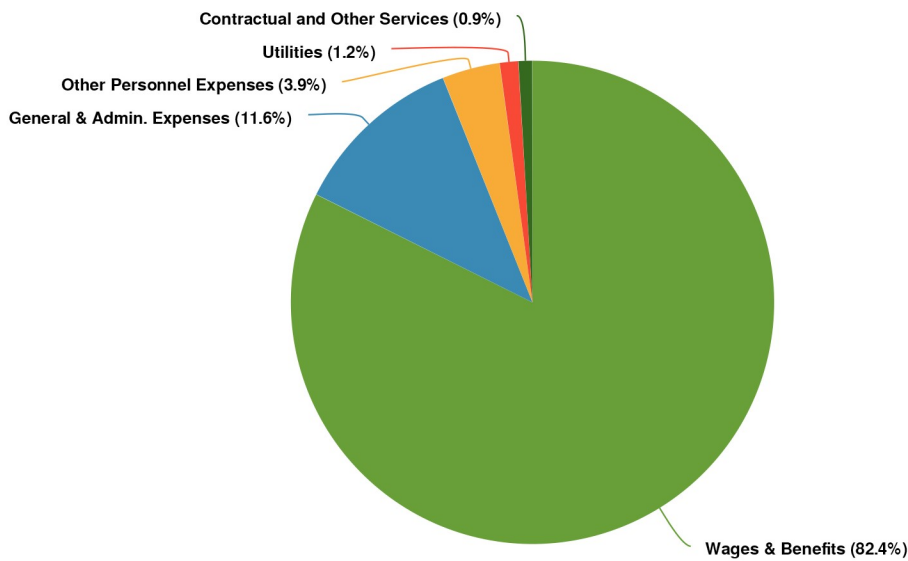
\$144,956 **\$35,801**
(32.80% vs. prior year)

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

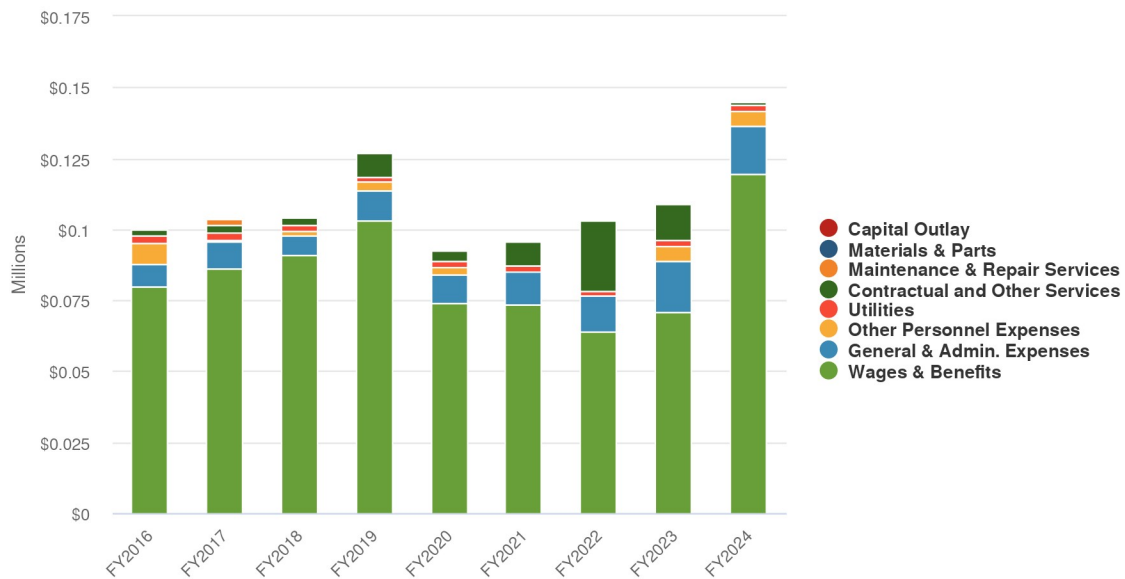


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$63,880	\$70,805	\$119,406	68.6%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$102	\$5,600	\$5,600	0%
Contractual and Other Services	\$25,106	\$13,000	\$1,350	-89.6%
General & Admin. Expenses	\$12,635	\$17,950	\$16,800	-6.4%
Utilities	\$1,547	\$1,800	\$1,800	0%
Maintenance & Repair Services	\$135	\$0	\$0	0%
Total Expense Objects:	\$103,404	\$109,155	\$144,956	32.8%



Building Dept. (Dept. 18)

Building (Department 18)

The volume of development will decrease this year, as the two large developments have been completed. This budget was reduced by 20% FY 22/23 and another 5% reduction is recommended in this Budget. The Community Development Director oversees this contract service.

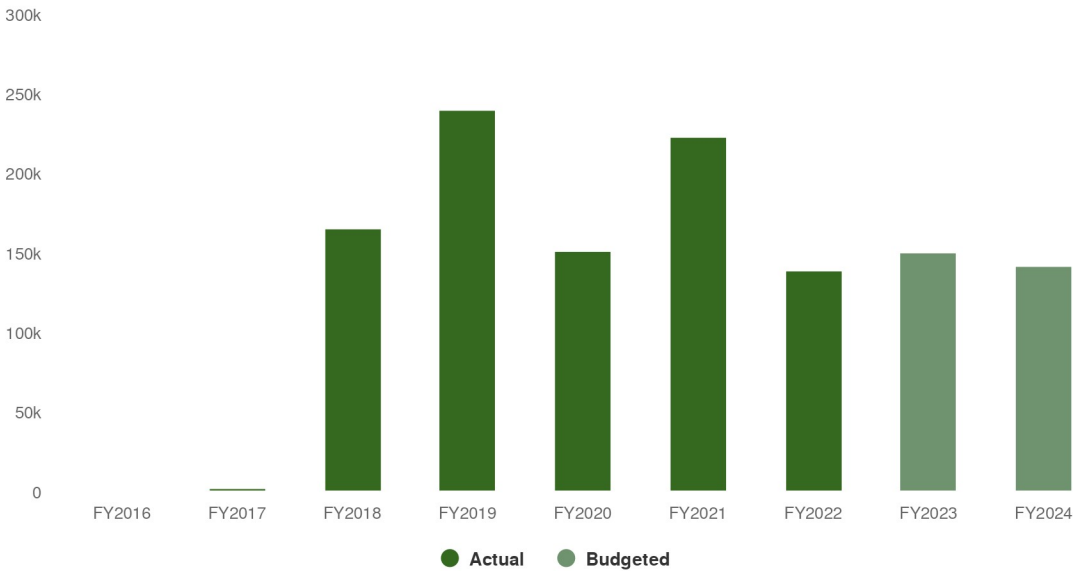
The Budget for Department 18 includes the costs of building permit review, building permits and inspections. The City's technician collaborates well with other disciplines including planning, engineering, the Fire Marshall, and building official. Deadlines are tracked and the City is taking full advantage now of its iWorq's software. This is the software used to generate status reports for City Council concerning local development projects and code enforcement.

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

Expenditures Summary

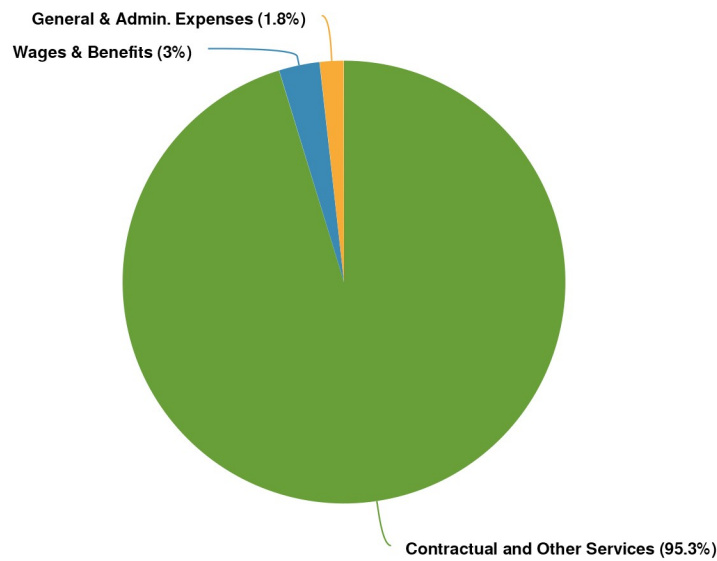
\$141,714 **-\$8,160**
(-5.44% vs. prior year)

Building Dept. Proposed and Historical Budget vs. Actual

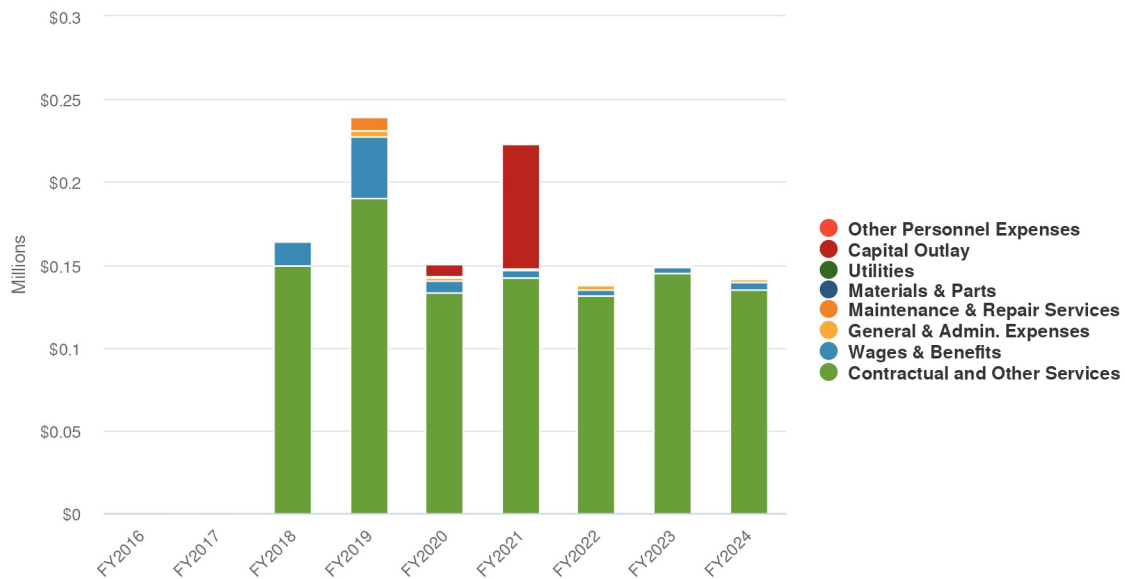


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$3,887	\$3,624	\$4,214	16.3%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$131,396	\$145,000	\$135,000	-6.9%
General & Admin. Expenses	\$2,898	\$1,250	\$2,500	100%
Maintenance & Repair Services	\$61		\$0	N/A
Total Expense Objects:	\$138,242	\$149,874	\$141,714	-5.4%



Planning (Dept. 17)

Brian Foucht

Assistant City Manager

Planning (Dept. 17)

The Planning Department 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.

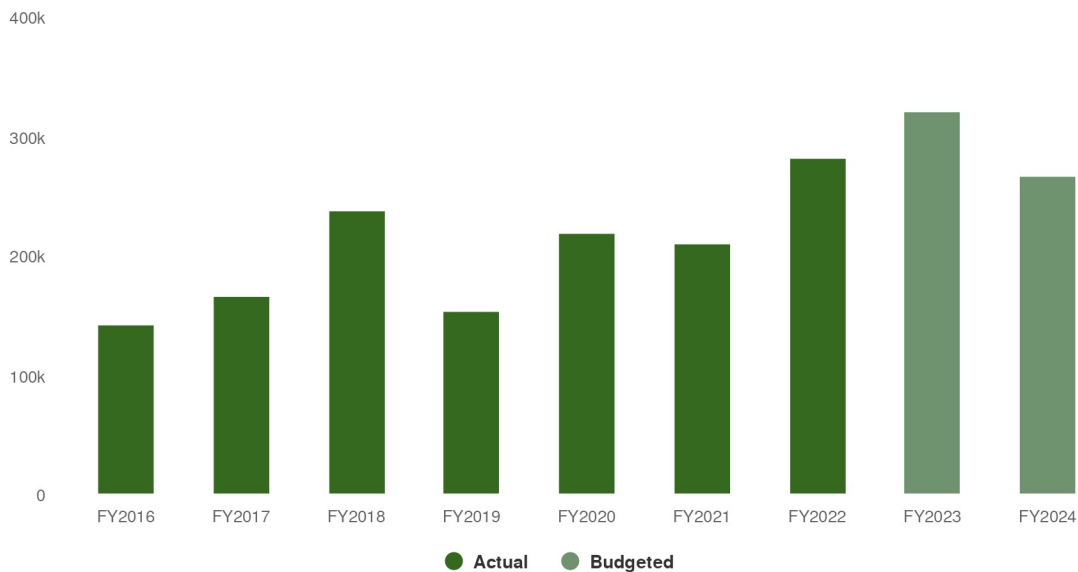
Advanced Planning includes the completion of the Active Transportation Plan, and managing the Economic Development Citizens Advisory Committee, and the Urban Growth/Sphere of Influence Committee, This critical work will define the City's future growth potential.

Two big priorities include the development of City Economic development Strategy, the Third Street Master Plan, and upgrading historic preservation efforts, and the adoption of the 6th cycle Housing Element.

Expenditures Summary

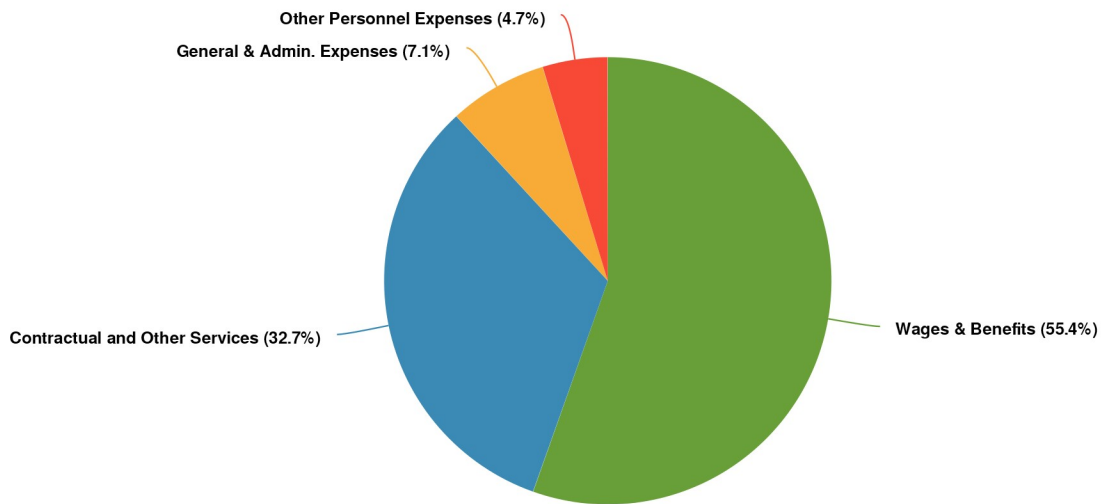
\$266,322 **-\$53,843**
(-16.82% vs. prior year)

Planning (Dept. 17) Proposed and Historical Budget vs. Actual

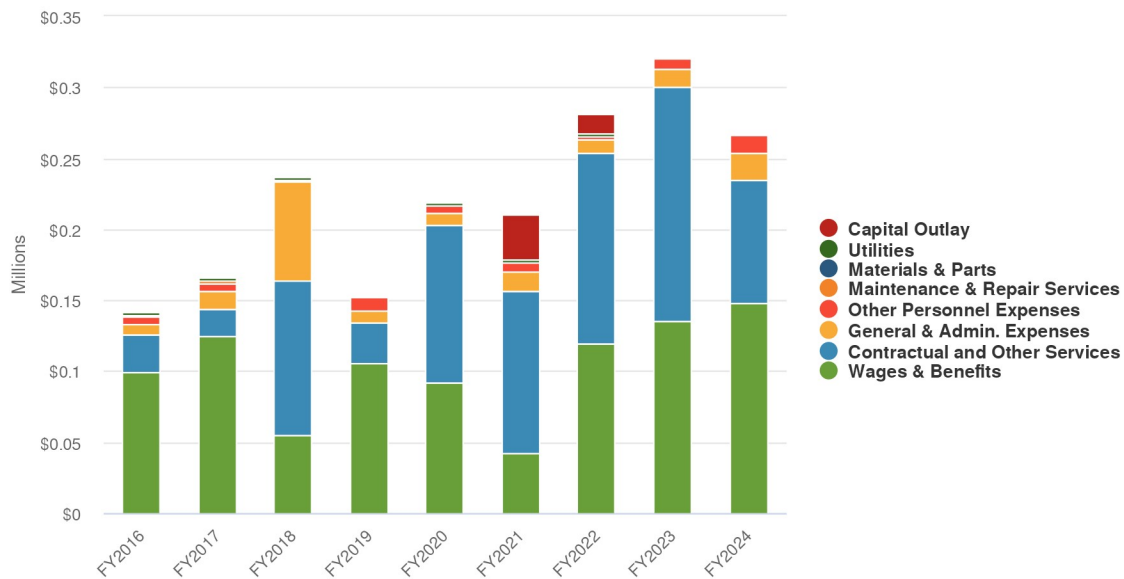


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$119,436	\$134,965	\$147,622	9.4%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses	\$2,155	\$7,500	\$12,500	66.7%
Contractual and Other Services	\$133,947	\$165,200	\$87,200	-47.2%
General & Admin. Expenses	\$9,893	\$12,500	\$19,000	52%
Utilities	\$2,220		\$0	N/A
Materials & Parts	\$65		\$0	N/A
Maintenance & Repair Services	\$135		\$0	N/A
Capital Outlay	\$13,623		\$0	N/A
Total Expense Objects:	\$281,476	\$320,165	\$266,322	-16.8%



Engineering (Dept. 19)

Engineering (Department 19)

The budget for the Engineering Department (19) is proposed to increase 32% this year. That is due to the large CIP's that are being managed and paid for with grant funds and State and Federal funding dedicated streets and other infrastructure.

This Department includes the City's "City Engineer", performed by an experienced member MNS Engineering. This is the City's first year with MNS. They are based in Santa Barbara, and provides more resources than the prior engineering firm. This position oversees the City's major capital improvement projects, which include the Sewer Force Main to Hollister. This Department provides the maintenance team with day-to-day operational support, which was critical during the floods of 2023.

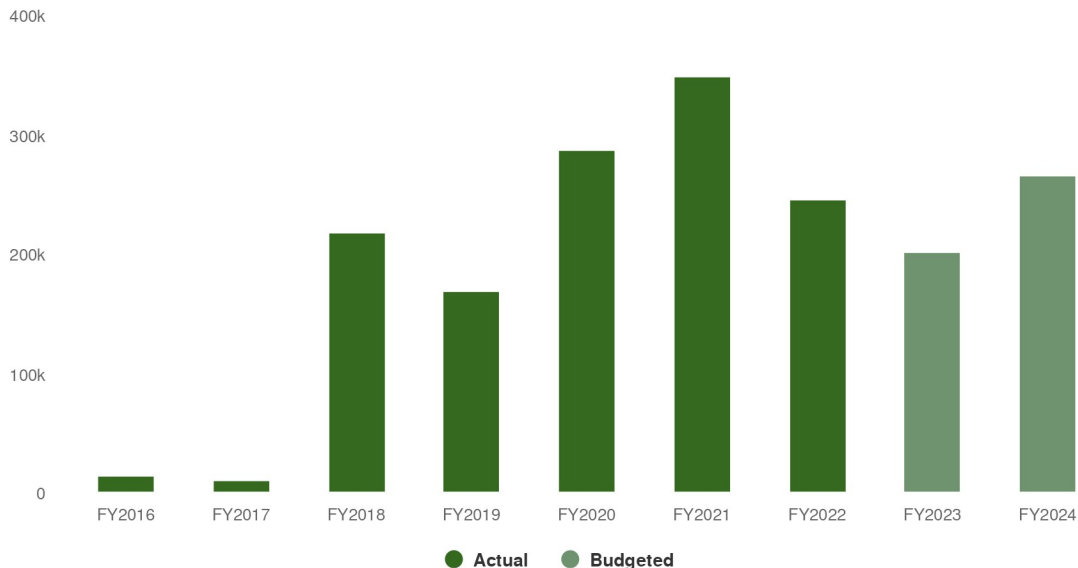
This position also accounts for the engineering review and issuing of encroachment permits. This is a critical part of the Transformation of Third Street. This position also supports the maintenance staff on informal bidding and contracting for smaller jobs including tree trimming and sidewalk repairs.

Much of the City Engineer's time is dedicated to the support needed for private developers. Weekly plan checks occur related to 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

\$266,000 **\$64,750**
(32.17% vs. prior year)

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

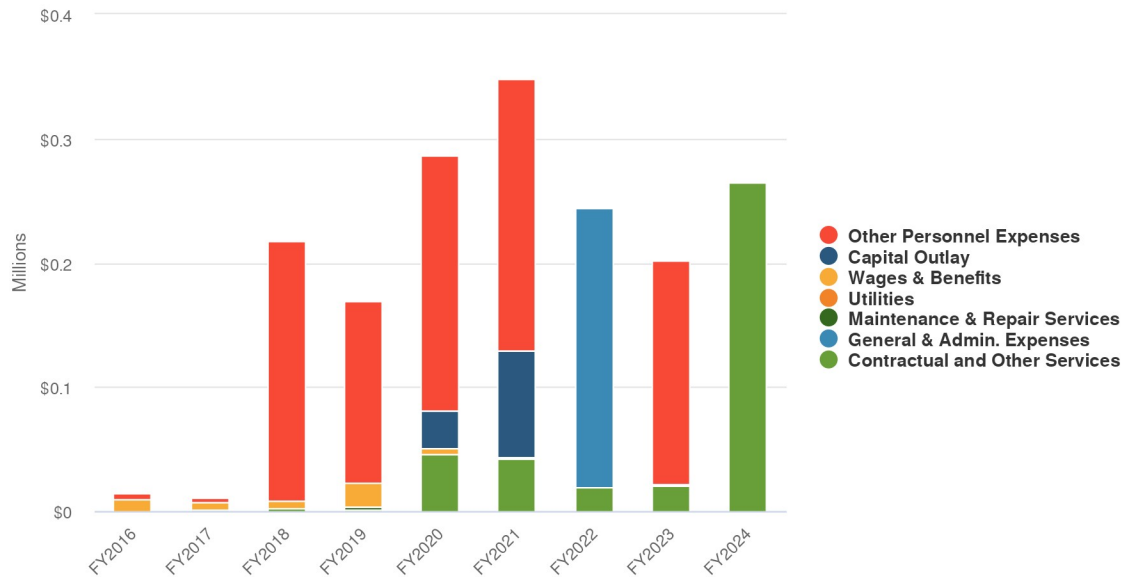


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expense Objects				
Wages & Benefits	\$132		\$0	N/A



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Other Personnel Expenses		\$180,000	\$0	-100%
Contractual and Other Services	\$19,223	\$20,000	\$264,500	1,222.5%
General & Admin. Expenses	\$224,302	\$1,250	\$1,500	20%
Utilities	\$2,090		\$0	N/A
Total Expense Objects:	\$245,746	\$201,250	\$266,000	32.2%

