

DRAFT



City of San Juan Bautista **Digital Budget Book**



Last updated 05/12/23





TABLE OF CONTENTS

Introduction	3
Transmittal Letter	4
Organization Chart	9
Budget Overview	10
Strategic Plan	11
Priorities & Issues	14
Personnel Changes	15
Fund Summaries	20
General Fund	21
Community Development	27
Water Enterprise Fund	33
Sewer Enterprise Fund	36
COPS (Fund 50)	39
Valle Vista Lght Dst (Fund 60)	42
CFD Z1 Copperleaf (Fund 65)	46
CFD Z2 Rancho Vista (Fund 66)	50
Gas Tax (Fund 75)	54
Parking and Restrooms (Fund 55)	56
Departments	58
City Council (Dept. 10)	59
City Manager (Dept. 12)	62
City Attorney (Dept. 11)	65
Treasurer (Dept. 14)	68
Finance (Dept. 15)	71
City Library (Dept. 16)	74
Public Works (Depts 40 and 44)	77
Streets (Dept. 40)	80
Building and Grounds (Dept. 44)	83
Public Safety	86
Fire and EMS (Dept. 20)	89
Law Enforcement (Dept. 30)	92
Animal Control (Dept. 36)	95
Code Enforcement (Dept. 25)	98
Parks and Rec. (Dept. 33)	101
General Government (Dept. 45)	104
Admin Services (Dept. 13)	107
Building Dept.	110
Planning (Dept. 17)	113
Engineering (Dept. 19)	116

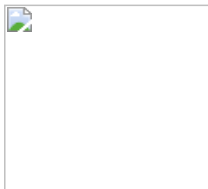


INTRODUCTION



Transmittal Letter

Don Reynolds, City Manager



CITY OF SAN JUAN BAUTISTA

AGENDA TITLE: CITY MANAGER DRAFT BUDGET TRANSMITTAL MESSAGE FOR FISCAL YEAR 2023/24

MEETING DATE: May 16, 2023

DEPARTMENT HEAD: Don Reynolds, City Manager

RECOMMENDED MOTION:

Introduce the proposed Operating and Capital Improvement Project budgets for Fiscal Year 2023/24, and schedule budget town-hall meeting May 25, 2023, and others, if necessary, in time for final approval on June 13, 2023.

RECOMMENDATION:

Provide staff with recommendations and considerations necessary to produce a final draft budget, and schedule budget town hall meetings May 25, 2023 and if needed May 29, 2023, or June 1st.

EXECUTIVE SUMMARY:

State law requires the City to adopt its budget before the end of the fiscal year, or before June 30th. The attached draft Budget for Fiscal Year 2023/24 is a straight forward, straight-line budget with no spikes in operational expenses. The City's finances remain solid as anticipated during the Mid-Year Budget Review February 21, 2023. Staff is seeking feedback from the City Council May 16, 2023, and suggesting a special town hall meeting May 25th. The goal is to adopt the budget at a special meeting June 13, 2023 and cancelling the regular meeting June 20, 2023. If necessary, this allows for a third special meeting to approve the budget June 27, 2023.

The draft budget includes a total expected revenue of \$4.88 million, with expenses of \$4.09 million, and a projected surplus of \$788,000. The first attachment to this report is a summary of all funds.

DRAFT BUDGET	Revenues	Expenses	Positive Net effect
General Fund	\$ 2,142,500	\$ 2,042,966	\$ 99,534
Sewer Fund	\$ 1,390,000	\$ 1,222,921	\$167,079
Water Fund	\$ 1,345,000	\$ 823,797	\$ 521,203

BACKGROUND:

The City's budget cadence has remained the same since 2019, except when it was interrupted by COVID 19 Pandemic. The fiscal year starts July 1 of every year, the day after the close of the prior fiscal year. The City then completes its accounts payable and receivables for the prior fiscal year, and in the fall, prepares the annual audit. The audit is a critical milestone, because it confirms or refutes the assumptions made while preparing the Budget before actual end of the fiscal year. Accountability is measured by the audit.



At the start of the calendar year, the mid-year budget is prepared for the City that highlights the differences between the projected revenues and expenses in the budget, and the actuals presented in the audit. Typically, there are unexpected savings or increased revenues, and special projects can be funded before the end of the fiscal year. Between February and March, research is done to begin building the next budget, with strategic planning to occur in April and May. That new or updated strategic plan informs the next budget priorities. The budget and new narratives are placed into the “Cleargov” software and published to be accessible to all in an easy-to-understand way, on-line, in PDF and paper formats. Resolution 2022-49 was approved June 14, 2022, adopting the current Budget.

This year, the City’s audit was a month behind schedule due to the many changes required by the State law, the implementation of a new chart of accounts, and the implementation of a new financial software designed specifically for small municipalities. The Audit for FY 2021/22 was clean and accepted by the City Council when they adopted Resolution 2023-04, on the 24th of January, 2023.

OPERATIONAL BUDGET STATUS

The Mid-Year Budget Resolution 2023-16 was adopted February 21, 2023. It provided the status of the City’s revenues and expenses, describing the critical General Fund, Sewer, and Water Funds in more detail.

MIDYEAR BUDGET REPORT			
at 50% of the year			Positive
	Revenues	Expenses	Net effect
General Fund	49%	39%	\$432,000
Sewer Fund	64%	53%	\$274,000
Water Fund	51%	51%	\$212,000

The General Fund is experiencing some concern with sales tax, but property taxes and transient occupancy taxes are stronger than expected. The second Sheriff deputy position has not been filled, and the new Recreation Technician positions is being recruited for now. These are two big savings that have resulted in lower expenses than budgeted.

The sewer fund is advancing funds to pay for the design of the sewer force main, until the \$1 million federal Environmental Protection Agency grant can be used to reimburse it (“EPA STAG” expected in July 2023). The revenues are high due to the rate increase that will be needed to cover the debt service for the sewer force main on \$10 million dollar loan through the USDA. When these federal resources become available, the sewer fund will be healthy.

The water fund is only now beginning to see revenue increases from the rate increase approved last fall. It has incurred slightly higher expenses than anticipated due to the cost of bringing the Microvi system on-line. “Microvi” is the name of the firm that provided the technology to remove nitrates from the well water at Well 6. Having passed all pilot tests the permit application had to be prepared for the Waterboard, that includes a detailed operational component unique to the City’s needs. The “blending” of Well 6 has been approved by the Water Board in March 2023, and the plans to connect Microvi to the City’s system are being engineered now.

The Council also received the status of the City’s \$500,000 of American Rescue Act funds.

AMERICAN RESCUE PLAN

CIP		BUDGET FY 21/22	BUDGET FY 22/23	TOTAL	YTD FY 22/23	BALANCE	REAPP?
COVID Tests	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Business Grants	-	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	
New Start-Up Business Grants	-	\$ 20,000	\$ 15,000	\$ 35,000	\$ 35,000	\$ -	
Homeless Programs	-	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
Non-Profit Grants	-	\$ 15,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ -	
School Facility/Joint Use Acce	22.07	\$ 175,000	\$ (75,000)	\$ 100,000	\$ 91,480	\$ 8,520	\$ 8,520
Third Street Transformation	22.01		\$ 115,000	\$ 115,000	\$ -	\$ 115,000	
Public Safety Initiative	22.02		\$ 100,000	\$ 100,000	\$ -	\$ 100,000	
Track and Field Contribution	-		\$ 50,000	\$ 50,000	\$ -	\$ 50,000	
Luck Park Historic Improve	23.03		\$ 15,000	\$ 15,000	\$ -	\$ 15,000	
		\$ 245,000	\$ 255,000	\$ 500,000	\$ 201,480	\$ 298,520	\$ 8,520

CIP STATUS

The second attachment to this report, is Exhibit D from the mid-year Budget Resolution 2023-16 that describes the status of the City's capital Improvement ("CIP") Budget. Not much has changed. The Pavement Management Plan (street improvements) are almost complete awaiting warm weather for striping. The City's largest CIP in decades, the sewer force main is out to bid now, as well as the RFP for the Construction Management/Inspection firm for this project. The City is finally out to bid for the Community Hall acoustics.

The third attachment to this report are the new or changed CIPs approved at Mid-Year. The Strategic Plan was approved and is well underway with Citygate. Fumigation of city facilities has been completed, and Meg Clovis, Historic Preservation consultant has been retained. The biggest change approved at Mid-Year was the need for the Housing Element to be completed before December 31, 2023. The Council approved \$150,000 for that study and community engagement process and this consultant is under contract. The remaining projects on this list have not been able to move forward yet.

The City has completed 7 CIPs in 2022/23, spending close to \$2 million. The Pavement Management Plan (street repair work) at a cost of \$1.4 million, is the primary recipient of this funding. None of these street improvement costs relied upon the General Fund. With \$500,000 going toward park improvements, and of this \$170,000 was from using State Proposition 68 grant funds.

In 2019, the City had no grants pending, in process or recently completed. The City now has more than \$20 million in grants, paying for sewer system upgrades, park improvements, urban planning projects including the completed Active Transportation Plan, and technology upgrades. Grants pending or being applied for include more of the State housing funds, Permanent Local Housing Allocation ("PLHA, "SB2, LEAP and REAP). New grants are being written for Abbe Park upgrades, (a separate report on this agenda, due June 1, 2023), historic preservation, more active transportation planning and street/sidewalk improvements.

There is no record of the City ever filing a disaster claim with FEMA. Today City has three pending claims with FEMA worth more than \$350,000. Inspections of flooding damages occurred the week of May 1st, and will continue through the end of June. Outreach to individual victims for FEMA assistance has been on going and was included in the most recent utility billing. The City is finally ending its COVID 19 Claim.

DISCUSSION

The City uses two budgets: Operational and Capital Improvement Project budgets. The operational budget is the heart to the matters where the business gets done. The CIP consists of one-time expenses that have a beginning, implementation, and an end to them.

OPERATIONAL BUDGET FOR FY 2023/24



The City's Operations Budget is stronger than in past years for a few reasons. Revenues for the General Fund are higher, due to an increase in sales tax, property tax, and transit occupancy tax. The sewer and water enterprise fund are healthy and able to carry the debt needed to improve these systems to federal and State Water Board standards.

But economists warn of the economy slowing, and this has a chilling effect on the City's revenues. The City relies heavily on its sales tax. It is projected to be flat for the next 12-24 months. The City can afford to grow cautiously with its general fund (mostly used for public safety). Staff is recommending that expenses remain where they are, while making some small but important adjustments.

General Fund expenses are well below budget primarily due to the budget unspent for a second dedicated Sheriff deputy. This \$150,000 in funding from the General Fund remains in the budget until a deliberation concerning the reorganization of public safety occurs. This effort is described in the attached narrative "Personnel Changes Considered for Fiscal Year 2023/24 Draft May 10, 2023." After eliminating private security, the City can afford the cost of two new positions in Public Safety as recommended by Citygate. That Narrative also justifies the need for an additional maintenance worker, and a part-time Office Assistant to help with communicating city work and accomplishments with the community, customer service at the front counter, keeping City Hall open until 5 PM each work day, and support for the Deputy City Clerk in human resources and risk management.

The Budget also includes funding to support Economic Development, Historic Preservation, and a new Economic Development Strategy. Funding is included to help train and educate Commissioners as well as Councilmembers. A second part-time position is being requested to support economic development. These services would include helping to draft and implement an Economic Development Strategy, special event coordination, support for the EDCAC, the National Main Street program, and Third Street liaison.

The re-bidding of the contracts for City Engineer and Private Security have improved services and support of staff, and saved the city funds.

The link below is to the City's budget book for FY 23/24. It includes the attached narratives, and line-item details for each fund and department. Please open the spread sheet if you prefer the details, otherwise there are charts and graphs that provide a general overview.

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

Growing cautiously equals a slightly reduced spending in line with increasing but stable revenues.

CAPITAL IMPROVEMENT BUDGET

Staff is working on a formal CIP for the City Council's first Budget Hearing. Here are some of the highlights anticipated for FY 23/24.

WASTEWATER

The \$14 million contract to build the sanitary sewer force main to Hollister is on schedule to be awarded in late June or July of 2023. This project is critical to move forward with its effort to come into compliance with the USEPA and decommission its wastewater treatment plant. It is one of the largest CIPs the City has taken on in decades.

IMPORT DRINKING WATER

The Water District and City will soon enter into a permanent agreement and the design of this project to import surface water and blend it with the ground water will be moving forward again this summer. These agreements have already been drafted. It should be ready to bid by next spring, and could start construction before the end next fiscal year. Water quality is the community's number one priority.



PARKS

This past fiscal year saw the completion of several big projects including the two parks, and most of the street improvements. These projects drained the resources for these topics, and one park was slightly subsidized by the General Fund. On this same agenda is a grant application requesting \$380,000 for Abbe Park Upgrades, to include new lights, ADA improvements and a small children's playground. This grant requires a 50% match that could be funded from a part of the General Fund savings from FY 22/23.

The \$1.4 million used for the street improvement project was an accumulation of three years of funding from the State SB1, County Measure G and other resources dedicated for this purpose. No General Fund was needed. The final touches including striping and landscaping will begin in June. There was approximately \$300,000 in savings in the street improvement project that can be used to begin design the next phase of street improvements for FY 24/25.

A small amount of \$143,000 from special grant funds received from COG are being budgeted for sidewalk repairs and to improve ADA accessibility in the older parts of the City.

FLEET ELECTRIFICATION PLAN

The fourth attachment is the beginning of a City Fleet Electrification Plan. 3CE is providing programming and design funds to place a charger at the PWs Yard, and to help by electric vehicles. It provides an aging report of trucks and vehicles no longer in service that need to be replaced. It suggests using smaller utility electric carts around town. Hopefully with 3CE's support, this project can get moving early in July. The consultant was hired by 3CE at its April Board meeting.

STRATEGIC PLANNING AND CLEAR.GOV

The City's use of Clear-Gov helps the community understand the complexities of government budgeting, in the form of number and spread sheets, but also with graphs, charts and narratives. The Strategic Plan narrative is in progress, as the City works to complete this project with the help of Citygate. The attached "Priorities and Issues Narrative" is a direct reflection of the work completed by Citygate from the many interviews completed, the two workshops, and surveys. Issues that include water, economic development, and improving communication. The "Personnel Changes Considered for Fiscal Year 2023/24 Draft May 10, 2023" narrative includes the full-justification for consideration of adding the 3 full-time and two part-time positions. These are attached to this transmittal letter for those that do not have access to the computer link provided in this report. They will be included in the 180-page Budget when it is printed for the public.

FISCAL IMPACT:

The suggestions in this preliminary budget message are all concepts at this time. As it stands, the City can move forward with the attached draft budget, or it can expand slightly by adding two part-time positions, and re-organizing public safety. Either way, the City will have a balanced budget for FY 23/24 and remain in a strong fiscal position for the new Fiscal Year.

ATTACHMENTS (below):

1. Fund Summary
2. Mid-Year Resolution
3. Mid-Year CIPs
4. Fleet Electrification Plan
5. Narrative "Personnel Changes Considered for Fiscal Year 2023/24"
6. Narrative "Budget Priorities and Issues for Fiscal Year 2023/24"

Attachments

The attachments for the City Manager budget memorandum are attached below



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

Exhibit 4

RESOLUTION NO. 2023-16

A RESOLUTION OF THE CITY OF SAN JUAN BAUTISTA MAKING CERTAIN FINDINGS IN RELATION TO THE FY 2022/23 BUDGET AND APPROVING CERTAIN ADJUSTMENTS AT THE MID-YEAR TO ACCOUNT FOR SEVERAL SMALL VARIANCES FROM THE ORIGINAL FY 2022/23 BUDGET

WHEREAS, Resolution 2022-49 was adopted June 14, 2022, and the City adopted its budget for FY 2022/23; and

WHEREAS, Resolution 2023-04 was adopted January 24, 2023, the City Council received its audit for FY 2021/22, and the auditor opinion is unmodified, or it is a “clean” report with no material findings; and

WHEREAS, in the attached staff report, analyzing the audit results and final fund balances moving forward, and after reviewing City’s budget performance over the past six months staff has summarized its Mid-Year budget review in the two attachments (“Exhibits A” and “B”), one for revenue adjustments and one for expenditure adjustments; and

WHEREAS, in Exhibit A, staff anticipates a slight growth in the General Fund revenues, particularly attributable to better interest rate returns, transient occupancy tax and property tax revenues; at Mid-Year, the General Fund can be summarized as follows:

- 1) **General Fund** revenues are running at 49% for the year to date. Correspondingly, General Fund expenditures are at 37% for the year to date. The net effect is a positive change in general fund balance of \$432k.

WHEREAS, as a result of its review, the Water Enterprise Fund and Wastewater Enterprise Funds can be summarized as follows:

- 1) **Water Enterprise Fund** ~ The water Enterprise Fund revenues are running at 51% for the year to date, and expenses are at 51%. The net effect is a positive change in the water Enterprise Fund of \$212k.
- 2) **Sewer Enterprise Fund** ~ The sewer Enterprise Fund revenues are running at 64% for the year to date, and expenses are at 53%. The net effect is a positive change in the sewer Enterprise Fund of \$274k.

WHEREAS, Exhibit B outlines a few one-time adjustments to the Operational Budget as a result of changes related to the City’s major contracts to adjust for cost increased beyond the budget amounts increasing some expenditures while reducing other major contracts, with a net savings of \$200,000 in the General Fund and \$190,000 in Community Development, suggesting that the savings and revenue increases be targeted for the reserves in the respective funds; and

WHEREAS, Exhibit C describes the status of the American Rescue Funds (\$500,000) and the Capital Improvement Budget (provided as Exhibit D for reference). Exhibit C is seeking amendments to the CIP adding \$668,520, increasing budgets for three existing projects, and adding five new projects to the CIP anticipated to be started this fiscal year; and

WHEREAS, of the requested \$668,520, \$415,000 is requested from anticipated savings this year in the General Fund, \$20,000 from the Enterprise Funds, and the majority of new funds provided by grants (\$350,000).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Juan Bautista:

- 1) That the Staff report submitted for the February 21, 2023 Council meeting and its conclusions are hereby deemed to be true and correct, and are made a part of this resolution by reference.
- 2) That the completed Audit of the FY 2021/22 has confirmed and finalized the fund balances heading into FY 2023/24, and that a Mid-Year Budget review of this fiscal year's activity has been completed and that the assumptions and projections made in prior budget preparations have been confirmed and quantified.
- 3) The details of the recommended Mid-Year Budget adjustments for Fiscal Year 2022/23 are provided in Exhibit "A" for revenues, and Exhibit "B" for expenditures and "C" for the allocation of \$668,520 to the CIP, and increasing revenues \$200,000 and reducing expenses by \$265,000 to the Operational Budget.
- 4) That the balance of savings in all funds will be used to increase the reserve amounts in each of the three funds for consideration of new programs and initiatives during FY 23/24.

PASSED AND APPROVED by the City Council of the City of San Juan Bautista at a regular meeting duly held this 21st day of February 2023, by the following vote:

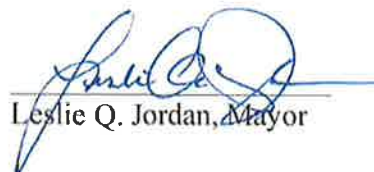
AYES: Councilmembers: Freeman, Morris-Lopez, Sabathia, and Mayor Jordan:

NOES: None


ABSENT: Councilmember Freels

ABSTAIN: None

APPROVED:


Leslie Q. Jordan, Mayor

ATTEST:


Elizabeth Soto, Deputy City Clerk

Attachments:

- A. Revenue Summary
- B. Expense Summary
- C. Allocation of Coronavirus State and Local Fiscal Relief Funds
- D. Existing CIP for FY 22/23

EXHIBIT A
FY 2022/23 MID-YEAR BUDGET REVENUE ADJUSTMENTS

REVENUES	Annual	Proposed		
Fund	Budget	Revised	Difference	Footnotes
General Fund	2,737,935	2,937,935	(200,000)	A
Special Revenue Funds:				
Capital Projects Fund	3,186,996	3,186,996	x	
Community Development	404,514	404,514	x	
COPS	100,000	100,000	x	
Parking & Restroom Fd	26,000	26,000	x	
Gas Tax Fund	98,520	98,520	x	
Valle Vista LLD	26,529	26,529	x	
Rancho Vista CFD	66,521	66,521	x	
Copperleaf CFD	22,650	22,650	x	
Internal Service Funds:				
Blg Rehab. & Replace	38,000	38,000	x	
Vehicle Replacement	60,000	60,000	x	
Enterprise Funds:				
Water				
Operations	1,213,800	1,213,800	x	
Capital	79,350	79,350	x	
Sewer				
Operations	1,185,000	1,185,000	x	
Capital	484,352	484,352	x	
TOTAL Funds	9,730,167	9,930,167	(200,000)	

Footnotes ~

A ~ Increase in general fund revenues for higher property taxes, interest income, T.O.T. taxes, offset by slightly lower than anticipated sales taxes.

EXHIBIT B

FY 2022/2023 MID-YEAR EXPENDITURE ADJUSTMENTS

EXPENDITURES	Annual	Proposed		
<u>Fund</u>	<u>Budget</u>	<u>Budget</u>	<u>Variance</u>	<u>Footnotes</u>
General Fund	2,425,349	2,350,349	(75,000)	A
Special Revenue Funds:				
Capital Projects Fund	3,186,996	3,186,996	-	
Community Development	671,289	481,289	(190,000)	B
COPS	100,000	100,000	-	
Parking & Restroom Fd	2,500	2,500	-	
Gas Tax Fund	19,000	19,000	-	
Valle Vista LLD	26,529	26,529	-	
Rancho Vista CFD	66,521	66,521	-	
Copperleaf CFD	22,650	22,650	-	
Development Impact Fee Funds				
Public/Civic Facility	2,700	2,700	-	
Library	4,440	4,440	-	
Storm Drain	3,432	3,432	-	
Park In-Lieu	300	300	-	
Public Safety	852	852	-	
Traffic	432	432	-	
Enterprise Funds:				
Water:				
Operations	805,232	805,232	-	
Capital	79,350	79,350	-	
Sewer				
Operations	923,911	923,911	-	
Capital	484,352	484,352	-	
TOTAL Funds	8,825,835	8,560,835	(265,000)	

Footnotes:

- A** ~ Decrease in budgeted expenditures for SBC Sheriff services (175k) and increase for private security, (30k), legal fees (25k), and City Clerk position (45k)
- B** ~ Decrease due to lower planning consultant expenditures (160k) and lower building inspection expenditures (30k)

EXHIBIT C

AMERICAN RESCUE PLAN

CIP		BUDGET FY 21/22	BUDGET FY 22/23	TOTAL	YTD FY 22/23	BALANCE	REAPP?
COVID Tests		\$ -	\$ -	\$ -	\$ -	\$ -	
Business Grants		\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ -	
New Start-Up Business Grants		\$ 20,000	\$ 15,000	\$ 35,000	\$ 35,000	\$ -	
Homeless Programs		\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	
Non-Profit Grants		\$ 15,000	\$ 10,000	\$ 25,000	\$ 25,000	\$ -	
School Facility/Joint Use Acce		\$ 175,000	\$ (75,000)	\$ 100,000	\$ 91,480	\$ 8,520	\$ 8,520
Third Street Transformation			\$ 115,000	\$ 115,000	\$ -	\$ 115,000	
Public Safety Initiative			\$ 100,000	\$ 100,000	\$ -	\$ 100,000	
Track and Field Contribution			\$ 50,000	\$ 50,000	\$ -	\$ 50,000	
Luck Park Historic Improveme			\$ 15,000	\$ 15,000	\$ -	\$ 15,000	
		\$ 245,000	\$ 255,000	\$ 500,000	\$ 201,480	\$ 298,520	\$ 8,520

EXHIBIT D

JUNE 6, 2022 CIP

CAPITAL IMPROVEMENT		Project #	FY 22/23 Budget	Status 02.21.23
05.31.2022	BUDGET FY 22/23			
Street Projects				
	Hwy 156 RTL	20.03	590,643	Acq ROW/Cal Trans Plan Check
\$\$	PMP- Shury Seal, Overlay	21.22	1,100,160	30% Complete
	Landscape for Third Street Improvements	22.06	40,500	Included in PMP
NEW	Sidewalk Repairs	23.01	200,000	Included in PMP
Utility projects				
	Rancho Vista Lift Station	20.05	125,000	
	Transfer Switches for Wells 1 + 5	21.07	4,350	Well 5 only so far
	Design Force Main to Hollister	21.20	334,343	100% complete
NEW	Construct Force Main to Hollister	23.02	18,000,000	Bid in March
\$\$	Dias Lift Station Pump Ungrades	22.03	74,572	Purchased Pumps
\$\$	Telemetry	22.04	150,000	
	Lift Station Pump-Emergency Repl	22.05	16,780	
	Emergency Generators	21.23	170,000	
MY	Waste Water Treatment Plant - Mid Year	22.06	23,000	100% Complete
Parks Projects				
FY 21-22	Franklin Park	21.01	267,240	100% Complete
FY 21-22	Verutti Park	19.42	189,701	100% Complete
MY	Joint Use of School	22.07	100,000	100% Complete
NEW	Track and Field Contribution	23.04	50,000	
NEW	Parks Tables and Benches	23.05	20,000	
NEW	Luck Park Historical Imps	23.03	15,000	Assessment complete
	Trail Plan (ATP)	21.02	205,458	95% Complete
Community Facilities Projects				
\$\$	Community Hall Accoustics	21.24	50,000	Bid in March
\$\$	Fire Station Aparatus Bay	21.23	70,000	
Equipment				
	Pipe Threader	21.18	2,500	
\$\$	Steel Trench Plates	21.25	5,000	
Studies				
\$\$	Water/Sewer Rate Study (Prop 218)	21.09	31,993	100% Complete
	Impact Fee Nexus Study	21.10	35,000	
	SB 2 Grant HCD	21.12	159,087	90% Complete
\$\$	LEAP Grant HCD	21.13	20,334	90% Complete
	REAP Grant HCD	21.14	2,611	90% Complete
NEW	Fire District Study	23.06	12,500	RFP/Grant Feasibility
NEW	Housing Element (half this FY half next FY)	23.07	25,000	RFP in March
Special Initiatives				
	Urban Growth/Sphere of Infl	21.11	103,203	Draft SOI/New Committee
\$\$	Third Street Master Plan	22.01	215,000	Following ATP
\$\$	Public Safety Committee Initiative	22.02	200,000	Assesment Concluded/SO and Fire Contracts
Subtotal			22,152,034	
Subtract Force-Main to Hollister			(18,000,000)	
			4,152,034	



City of San Juan Bautista

Electric Vehicle Readiness Plan



Exhibit 4

FOCUS AREA 1: LEAD BY EXAMPLE



The City of San Juan Bautista is committed to leading by example in a community-wide shift to EVs through the transition of their own fleet vehicles



The business case for fleet electrification grows stronger each year as EV technology advances



Tangible examples from the City fleet can not only reduce long-term fuel and maintenance costs and contribute to adopted greenhouse gas emissions goals, but also help generate familiarity among other potential buyers and demonstrate the case for EV

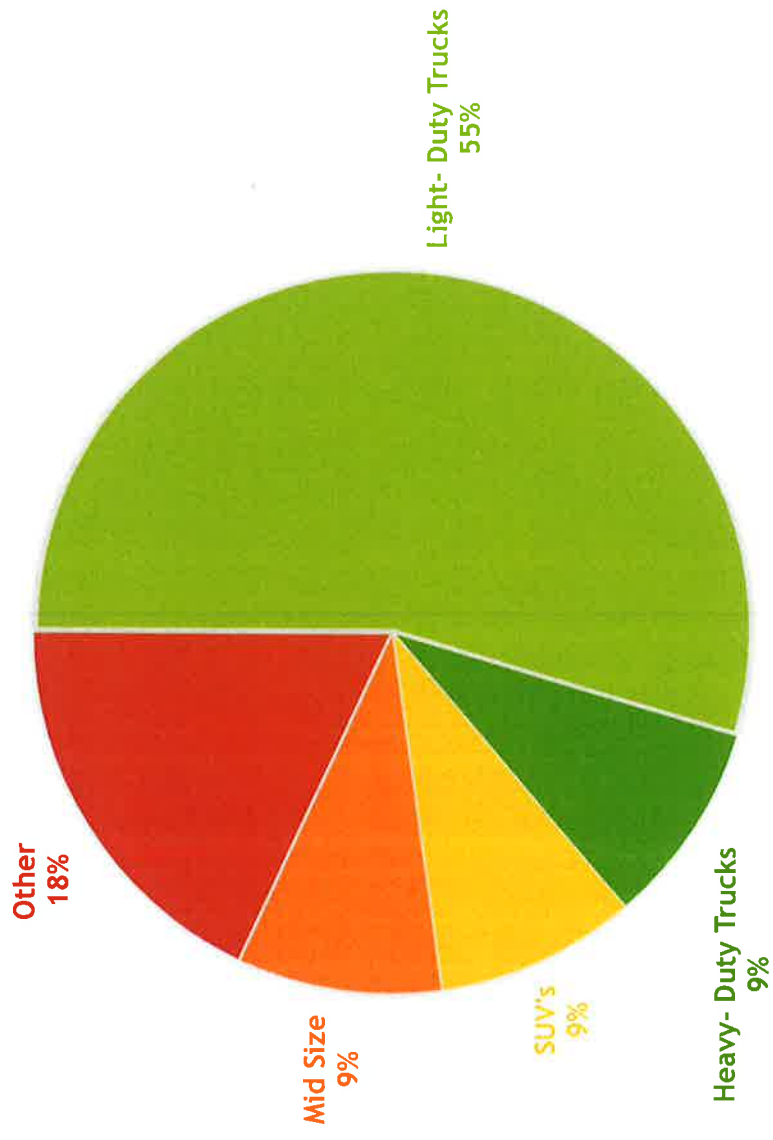
CITY FLEET

- ▶ The City of San Juan Bautista fleet includes a total of 9 vehicles, not including equipment like tractors, trailers, and generators
- ▶ The majority of the fleet are comprised of light-duty trucks (see Figure 1) which have several fully-electric options available today. Currently, each City department pays for its own fuel and contributes to a centralized fund that pays for vehicle replacements based on mileage limits or other thresholds
- ▶ Adjusting this process to include EV considerations is a first step to preparing for an electric fleet, which will become even more attainable as additional electric truck options are released.
- ▶ City fleet vehicles spend the night at two separate facilities. In anticipation of fleet electrification, the City will need to identify and prioritize which facilities need EV charging stations first and how these stations will fit into a centralized charging network control system - to ensure efficient charging patterns and inform budgeting requirements
- ▶ Currently, there is 1 privately owned (blink) and maintained charging station located on Muckelemi St and adjacent to Abbe Park.
- ▶ The City maintains zero charging stations available for public use at this time



Current Fleet Inventory

(Figure 1)



City of San Juan Bautista

Fleet Inventory by Category

- ▶ 6 Light-Duty
- ▶ 1 Heavy-Duty
- ▶ 1 Mid Size
- ▶ 1 SUV

Make	Model	Year	VIN	Lic #
Dodge	P/U	2002	1D7HU18N42J210343	1250048
GMC	P/U	2002	1GDHC24U62E186857	1250037
Chev	Colorado	2016	1GCHSBE34G1355754	1292124
Ford	F150	2008	1FTVF12588KE27414	1360201
Ford	F150-HD	2007	1FTVF12597NA67261	1360200
Ford	F150	1999	1FTZF1725XKA72099	1250044
Ford	F-550	2002	1FDAW57532EC81624	1057628
Ford	F150	2013	1FTMF1CM9DKE66606	1250065
Ford	SUV	2015	1FM5K8AR4FGA88896	1457925

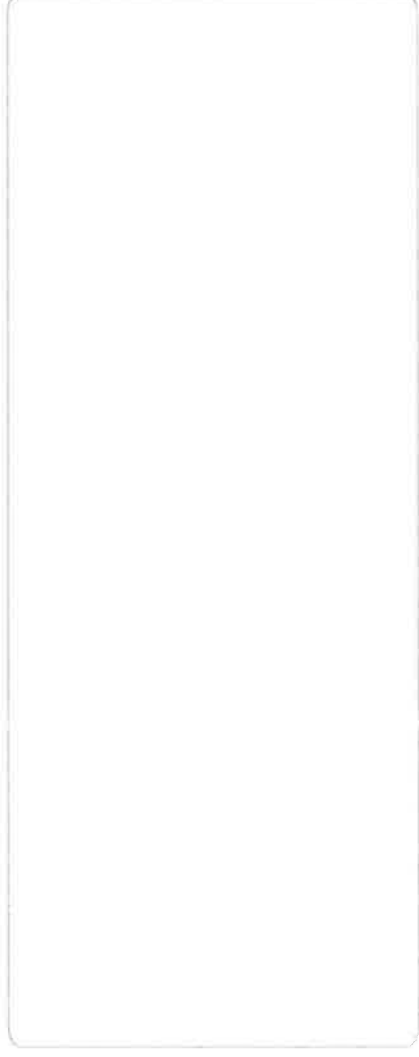
- ▶ The two highlighted vehicles have been earmarked for EV replacement and equate to 22% of SJB's total fleet

FUNDING



How Does 3CE Work?

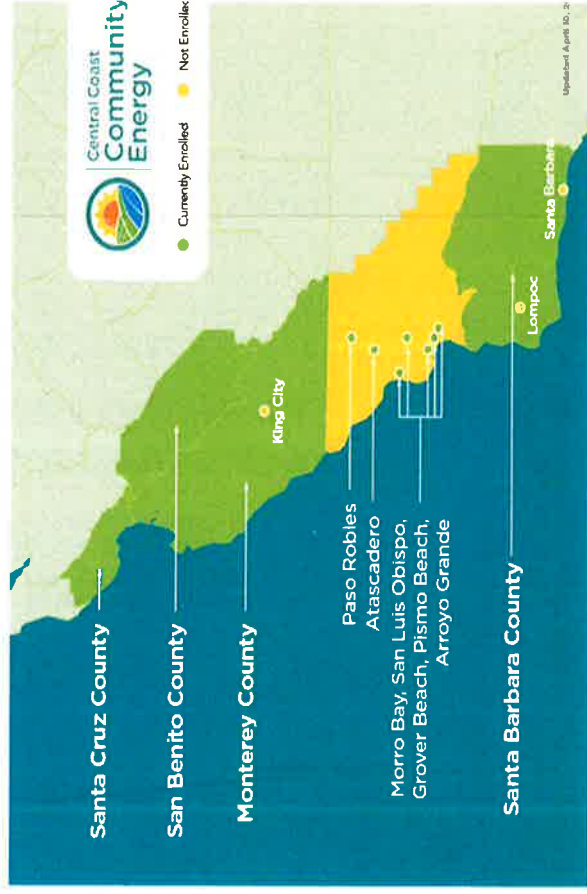
- ▶ As a 3CE customer, your utility (PGE or SCE) continues delivering power as well as maintaining electric infrastructure and billing, but 3CE and the communities we serve now manage where (local vs. California vs. out-of-state) and how (solar, wind, geothermal, etc.) our electricity is generated. With no investors or shareholders to pass profits on to, together with our customers, we choose how best to reinvest in our Central Coast community.
- ▶ PGE or SCE continues charging for Transmission and Distribution, while 3CE now charges for Electric Generation (formerly part of PGE or SCE Bundled Service costs).



Powered By Community Choice

Central Coast Community Energy is the primary electricity provider for the following communities:

County of Monterey, County of San Benito, County of Santa Cruz, County of Santa Barbara, Arroyo Grande, Buellton, Capitola, Carmel, Carpinteria, Del Rey Oaks, Goleta, Gonzales, Greenfield, Grover Beach, Guadalupe, Hollister, Marina, Monterey, Morro Bay, Pacific Grove, Paso Robles, Pismo Beach, Salinas, Sand City, San Juan Bautista, San Luis Obispo, Santa Cruz, Santa Maria, Scotts Valley, Seaside, Soledad, Solvang, and Watsonville. Atascadero will begin service in January 2024.



Thirty-four communities joined Central Coast Community Energy (3CE) with the shared goal of gaining more control over their electricity needs: to reduce greenhouse gas emissions, support the growth of clean and renewable energy, and accelerate additional economic and environmental benefits.

3CE-Central Coast Community Energy

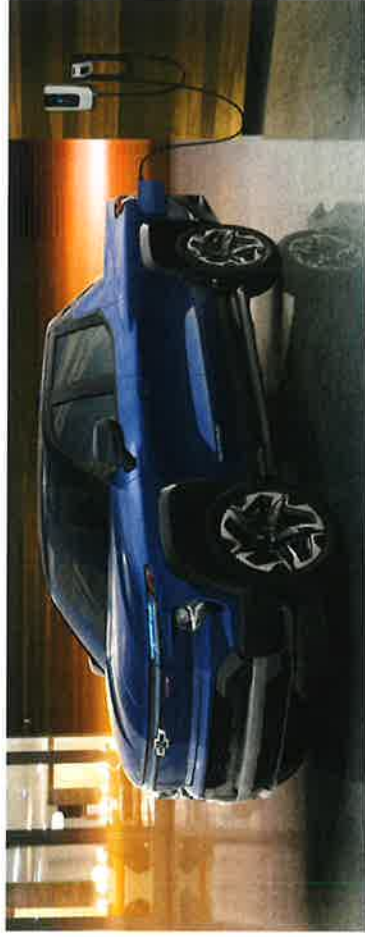
Plan Your Fleet Program

Overview

- ▶ The Plan Your Fleet Program will provide electric vehicle service equipment (EVSE) and fleet transition support to member agencies including planning, design, and engineering technical assistance as appropriate to best serve member agencies where they are in their transition to an all-electric fleet.
- ▶ 450K available to assist agencies plan for fleet transformation



Potential EV Replacement Vehicles



MSRP Price Examples

- Chevy Silverado - \$36,300
- Ford F-150 - \$59,974
- John Deere Gator TE - \$14,999



PERSONNEL CHANGES CONSIDERED FOR FISCAL YEAR 2023/24 DRAFT MAY 10, 2023

The draft budget for Fiscal Year 2023/24, has not funded any of the recommendations in this "PERSONNEL CHANGES" narrative. These suggestions are provided here for discussion during budget deliberations with the residents of the City.

The City continues to adjust and be flexible, serving the community's highest priorities.

The City employs ten-fulltime staff;

Maintenance department has 5 full-time positions, (the same as in 2019), and

Administrative staff has 5 full-time positions (one more than in 2019).

Five part-time staff:

Code Enforcement, (part-time 30-hours),

Library (part-time 30-hours), and 2-part-time positions 20-hours per week)

Recreation (part-time 20 hours).

Maintenance Workers (2)

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 2022/23. 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

Exhibit 5

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 & ECONOMIC DEVELOPMENT COORDINATOR

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.

MAINTENANCE STAFF

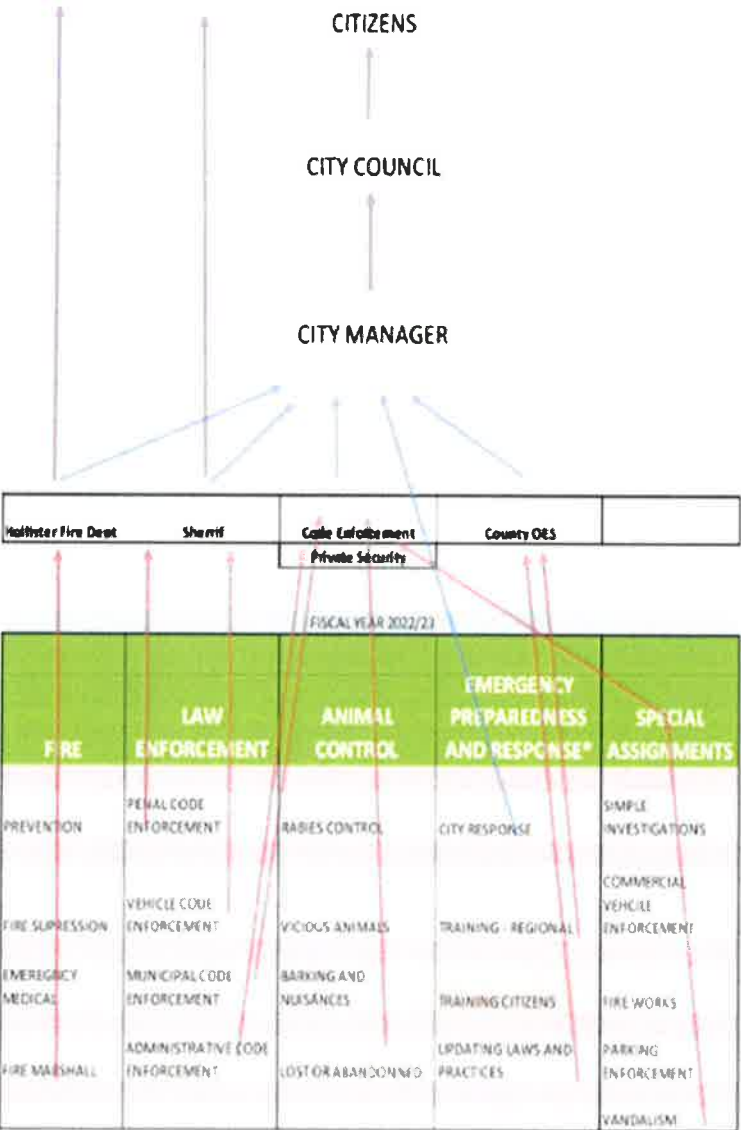
The City Maintenance staff has not changed or increased in several years. But demand has increased. The City has added two new housing developments and increased the number of streets roads and parks accordingly. Recent flooding has exposed the weaknesses of the City's stormwater management system. These 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.



* MULTIJURISDICTIONAL HAZARD MITIGATION PLAN, ADOPTED JANUARY 24, 2023

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. Public Safety Coordinator Position (FTE)

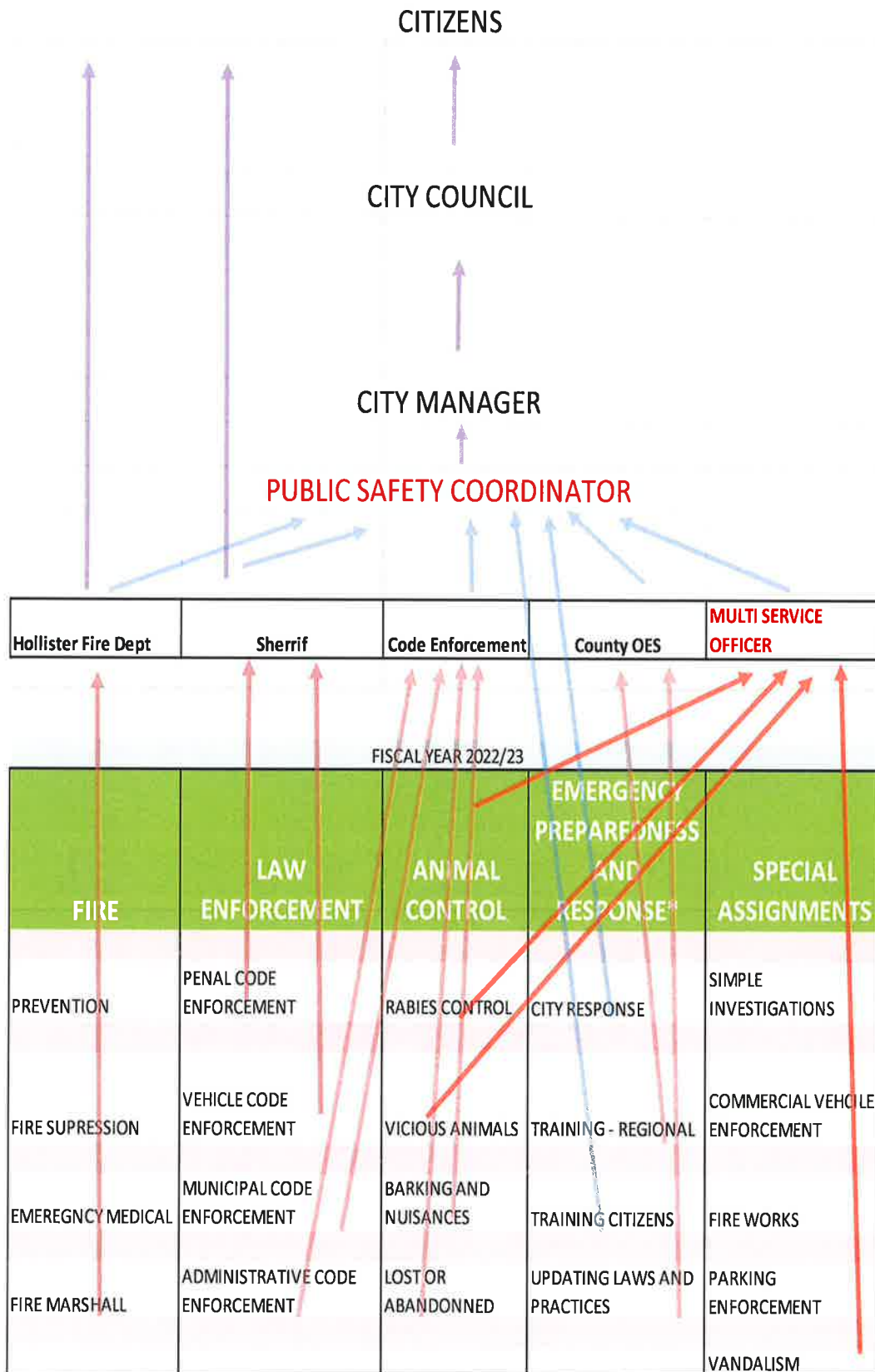
Oversite of police, security, disaster prep and response, all public safety related contracts (including fire, sheriff, animal control, etc.), grants, (SJB 2016 General Plan Strategic Plan Goals including but not limited to 73-87, 231-238, 226-228, etc.) This position could also work closely with Assistant 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 community service officers that report 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 would off-set the cost of two new positions, (\$10,880 per month). Attached is a recommended Public Safety Re-Organization chart.



*

MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN, ADOPTED JANUARY 24, 2023

BUDGET PRIORITIES AND ISSUES

FISCAL YEAR 2023/24

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 on its wastewater, and drinking water first. By the start of the new fiscal year, the construction agreement to build the sewer force main to Hollister will be awarded. The contract for drinking water will be executed and design of this project will resume. Focus on park improvements will include improving the acoustics in the Community Hall, that are out to bid now. And new this year is Abbe Park with a large grant application due June 1, 2023, to upgrade the lights, construction accessibility improvements, and install a small playground.

Three Initiatives from FY 2021 – 23

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.

Other Priorities

- 1) New priorities for the city include the development of a recreation program. Its staffing and operations are part of the new Budget. Facility improvements are moving forward to help house new programs. The City is sending out an RFP for summer recreation program planning.
- 2) 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. Proposals have been reviewed and a contractor is being recommended for the award in May.
- 3) With adequate staff and time, the City needs to complete its climate action plan. State laws are becoming more and more restrictive on jurisdictions that don't have a fully integrated way to reduce the amount of greenhouse gases it produces.
- 4) The City needs to take the next move with the Economic Development Citizen's Advisory Committee and begin drafting the City's Economic Development Strategy. Partnering with State and County agencies, will create a regional partnership to fully take advantage of the City's bountiful history and assets.
- 5) Stormwater Master Plan needs to be developed locally and regionally.

Exhibit 6

- 6) The creation of a Fire District is underway. The County Office of Emergency Services is using grant funding to hire a feasibility consultant.
- 7) Homeless Initiatives continue to be evaluated by the City of Hollister and the County Public Health Department.

Issues

- 1) Improving Communication- getting the message at City Hall out clearly and concisely to all members of the public is the top priority.
- 2) Managing four states of emergency, with three FEMA claims submitted and in process.
- 3) Facilities and Office Space- needs an evaluation and strategic plan
- 4) Full and complete modernization of the web-site and use of technology by City Hall.

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

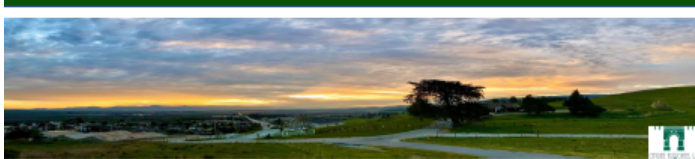
CITY LIBRARY: 801 SECOND STREET, SAN JUAN BAUTISTA, CA 95045

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

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 on its wastewater, and drinking water first. By the start of the new fiscal year, the construction agreement to build the sewer force main to Hollister will be awarded. The contract for drinking water will be executed and design of this project will resume. Focus on park improvements will include improving the acoustics in the Community Hall, that are out to bid now. And new this year is Abbe Park with a large grant application due June 1, 2023, to upgrade the lights, construction accessibility improvements, and install a small playground.

Three Initiatives from FY 2021 – 23

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.

Other Priorities

1. New priorities for the city include the development of a recreation program. Its staffing and operations are part of the new Budget. Facility improvements are moving forward to help house new programs. The City is sending out an RFP for summer recreation program planning.
2. 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. Proposals have been reviewed and a contractor is being recommended for the award in May.
3. With adequate staff and time, the City needs to complete its climate action plan. State laws are becoming more and more restrictive on jurisdictions that don't have a fully integrated way to reduce the amount of greenhouse gases it produces.
4. The City needs to take the next move with the Economic Development Citizen's Advisory Committee and begin drafting an Economic Development Strategy. Partnering with State and County agencies, will create a regional partnership to fully take advantage of the City's bountiful history and assets.
5. Stormwater Master Plan needs to be developed locally and regionally.
6. The creation of a Fire District is underway. The County Office of Emergency Services is using grant funding to hire a feasibility consultant.
7. Homeless Initiatives continue to be evaluated by the City of Hollister and the County Public Health Department.

Issues

1. Improving Communication- getting the message at City Hall out clearly and concisely to all members of the public must be a top priority.
2. Managing four states of emergency, with three FEMA claims submitted and in process.
3. Facilities and Office Space- needs an evaluation and strategic plan
4. Full and complete modernization of the web-site and use of technology by City Hall.



Personnel Changes

PERSONNEL CHANGES CONSIDERED FOR FISCAL YEAR 2023/24

DRAFT MAY 10, 2023

The draft budget for Fiscal Year 2023/24, has not funded any of the recommendations in this "PERSONNEL CHANGES" narrative. These suggestions are provided here for discussion during budget deliberations with the residents of the City.

The City continues to adjust and be flexible, serving the community's highest priorities.

The City employs ten-fulltime staff;

Maintenance department has 5 full-time positions, (the same as in 2019), and

Administrative staff has 5 full-time positions (one more than in 2019).

Five part-time staff:

Code Enforcement, (part-time 30-hours),

Library (part-time 30-hours), and 2-part-time positions 20-hours per week)

Recreation (part-time 20 hours).

Maintenance Workers (2)

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 2022/23. 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 & ECONOMIC DEVELOPMENT COORDINATOR

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 an 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.

MAINTENANCE STAFF

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.

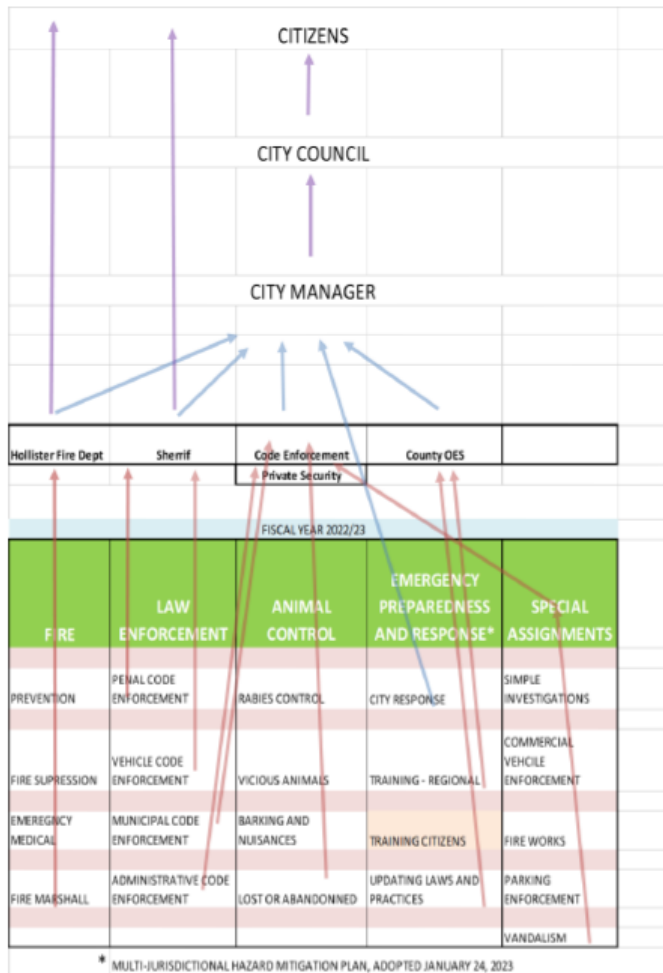
PUBLIC SAFETY

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. Public Safety Coordinator Position (FTE)

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.

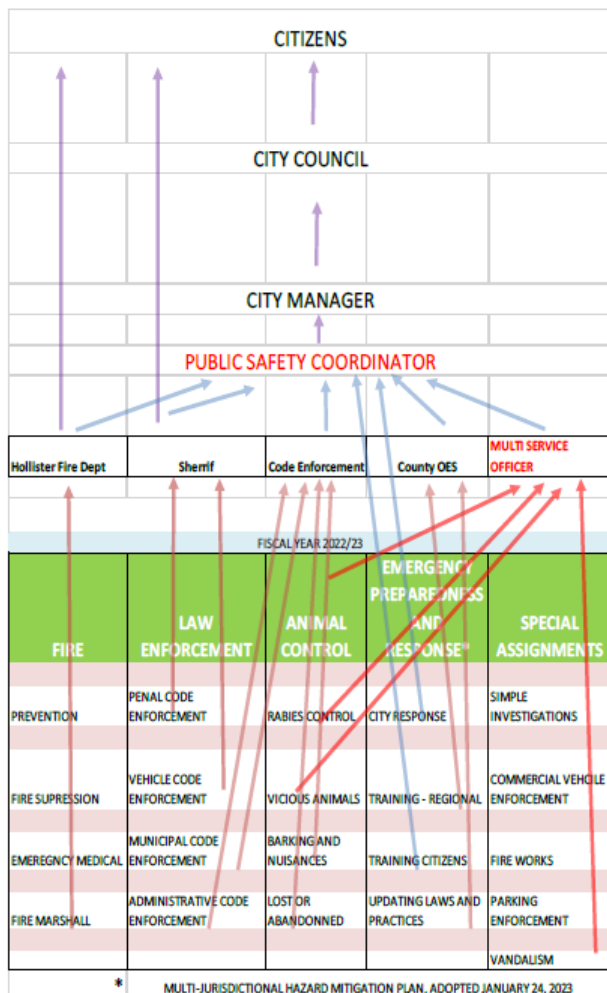
2. Recruit and Fill the vacant Sheriff's position (I believe already budgeted) (yes and request written reporting requirements on workload indicators i.e., calls for service).

3. Consider removing current security services and replacing them **with city staff community service officers** that report 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 would off-set the cost of two new positions, (\$10,880 per month). 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.



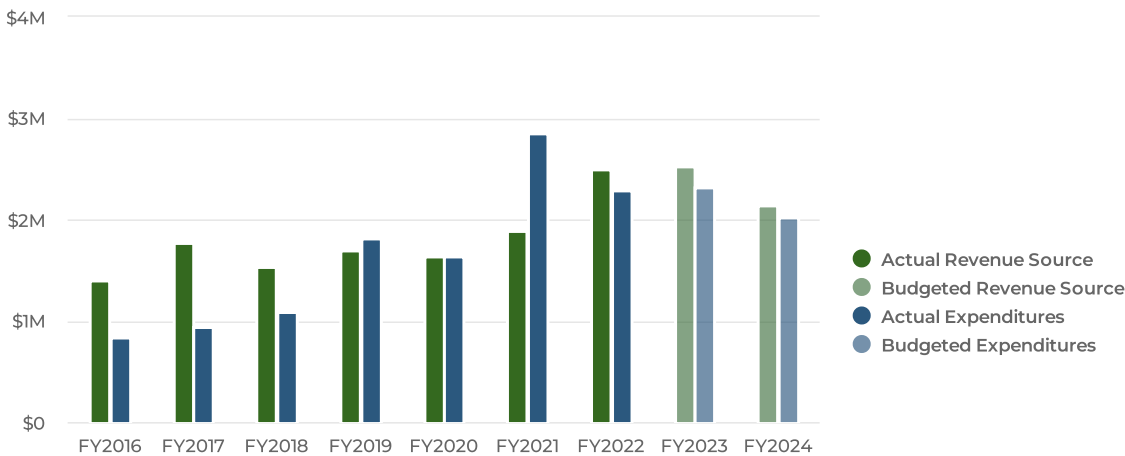
General Fund

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.

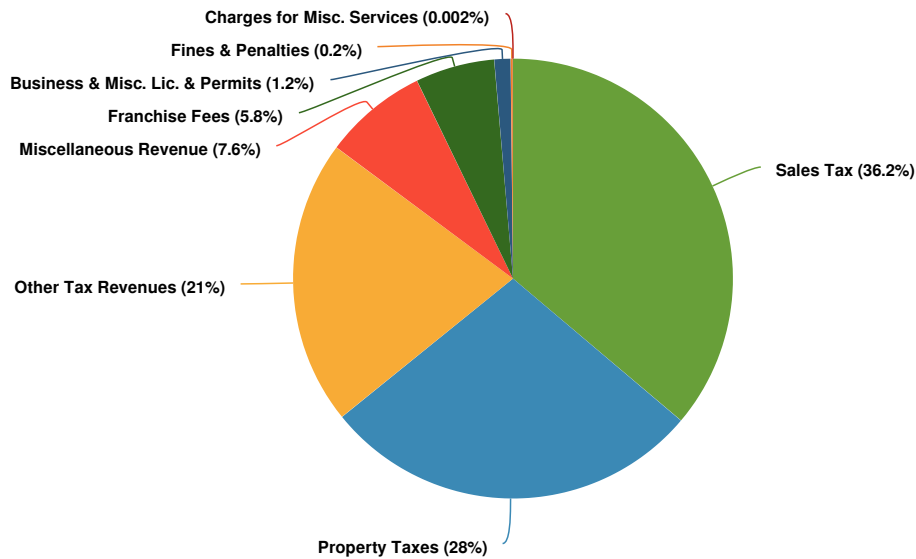
Summary

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 12.7% or \$294.67K to \$2.03M in FY2024.

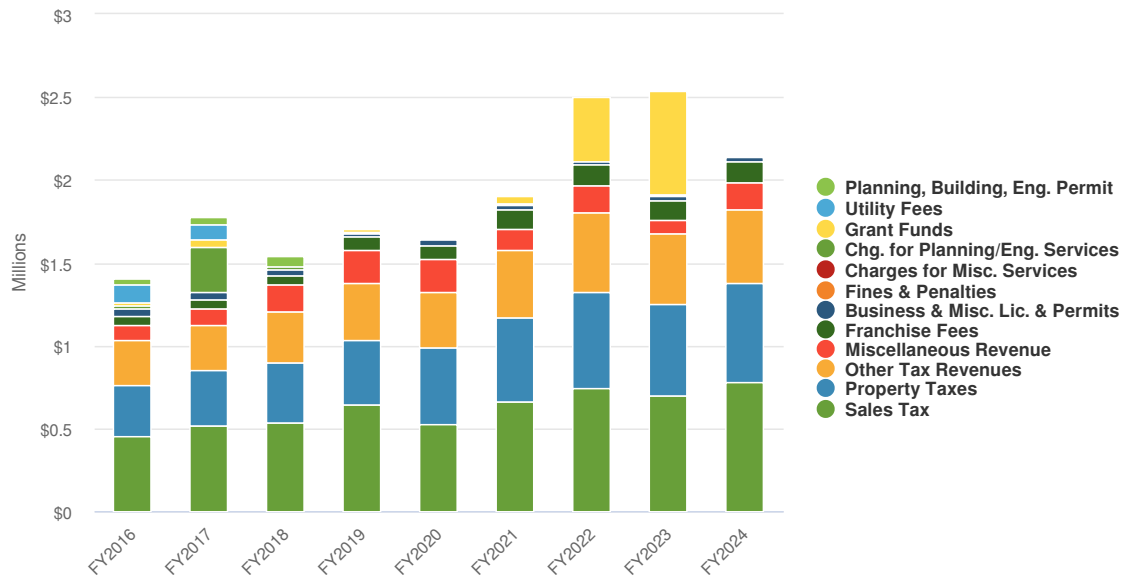


Revenues by Source

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%

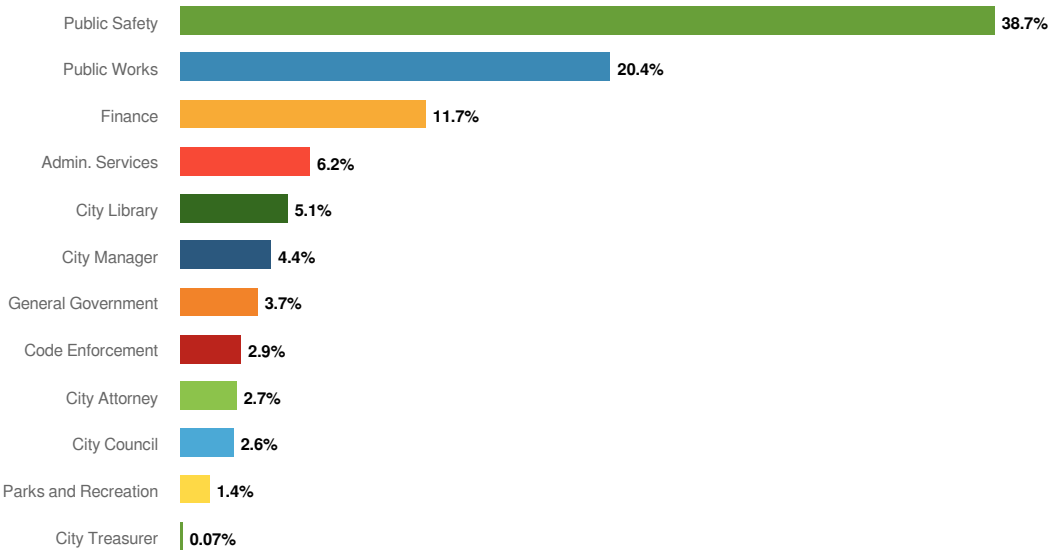


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Franchise Fees	\$118,858	\$116,096	\$125,000	7.7%
Chg. for Planning/Eng. Services	\$62	\$0	\$0	0%
Business & Misc. Lic. & Permits	\$19,564	\$25,060	\$25,450	1.6%
Fines & Penalties	\$3,305	\$7,900	\$3,500	-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%

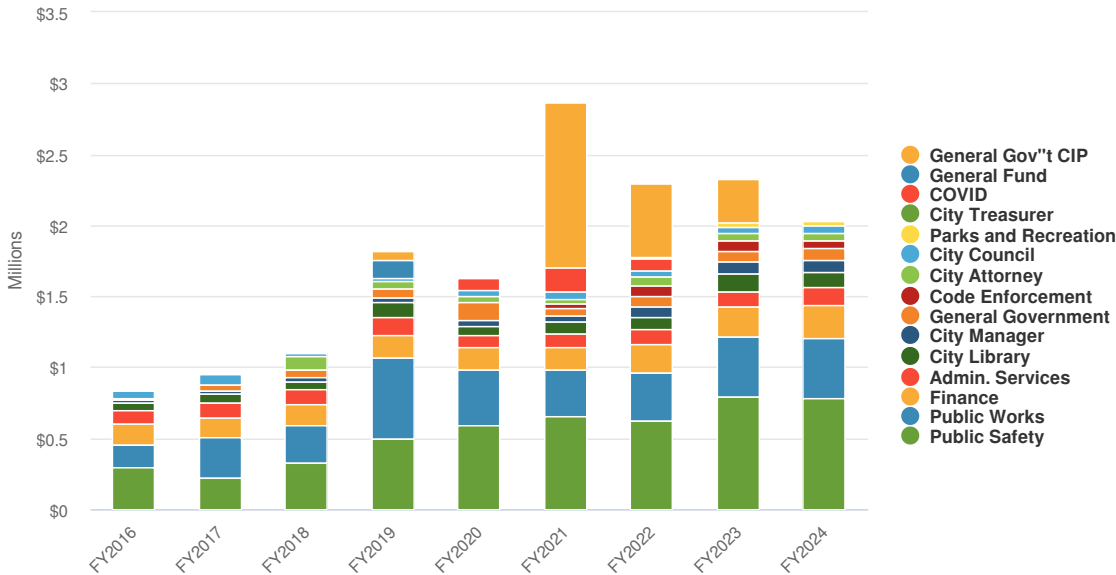


Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



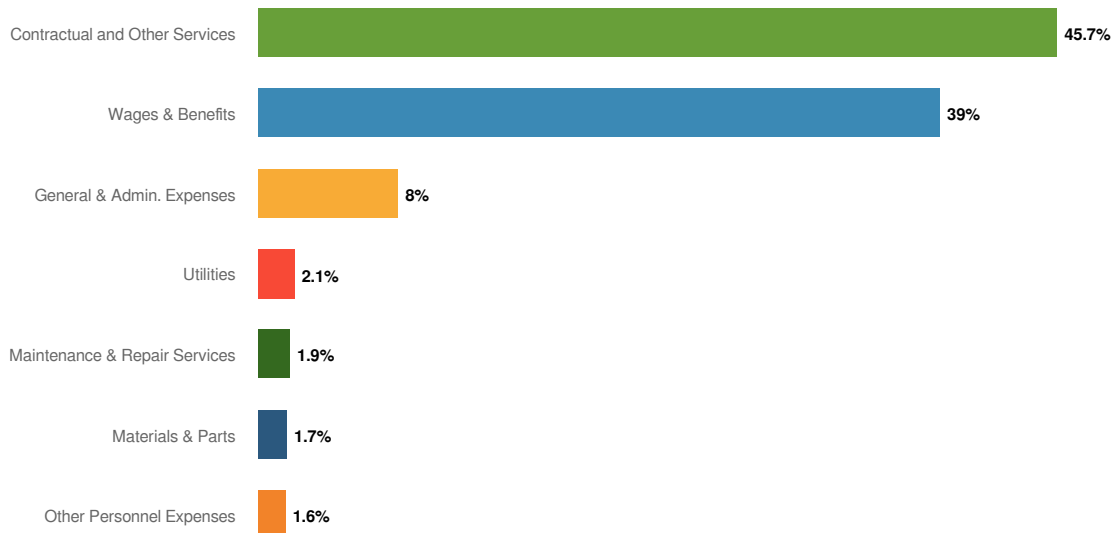
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
General Fund	\$9,990	\$0	\$0	0%
City Council	\$39,390	\$44,221	\$52,781	19.4%



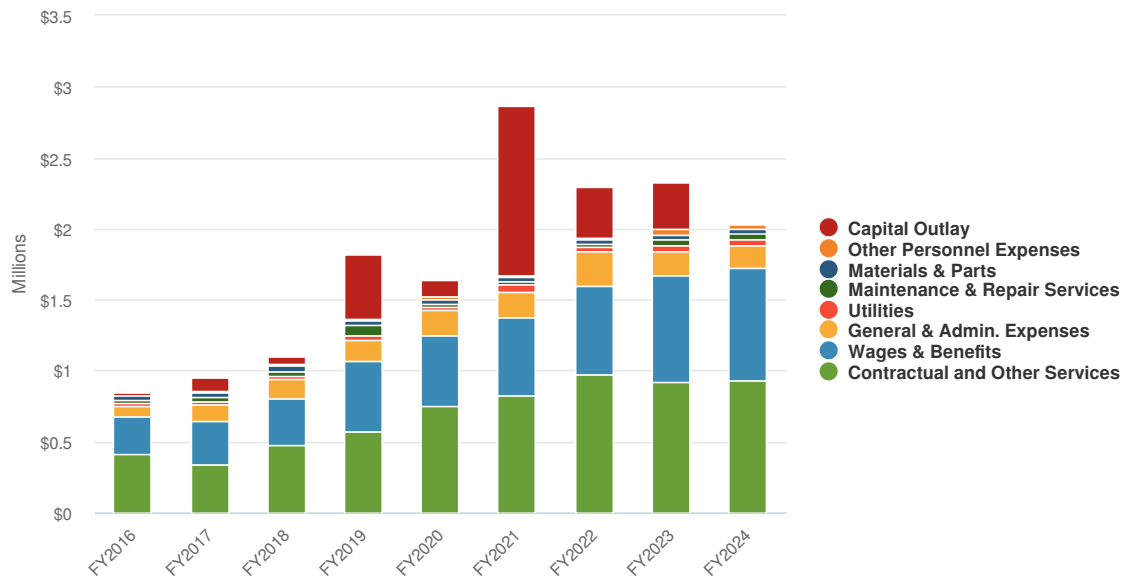
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
City Attorney	\$66,463	\$55,000	\$55,000	0%
City Manager	\$70,624	\$79,392	\$88,890	12%
Admin. Services	\$103,404	\$109,155	\$126,548	15.9%
City Treasurer	\$1,069	\$1,350	\$1,450	7.4%
Finance	\$208,592	\$207,625	\$237,597	14.4%
City Library	\$85,456	\$128,752	\$104,671	-18.7%
Public Safety	\$621,878	\$793,040	\$787,234	-0.7%
Code Enforcement	\$78,904	\$78,557	\$59,210	-24.6%
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	\$2,032,680	-12.7%

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	\$792,140	5.4%
Other Personnel Expenses	\$6,629	\$33,900	\$33,200	-2.1%
Contractual and Other Services	\$970,244	\$920,445	\$927,940	0.8%
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	\$2,032,680	-12.7%



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.

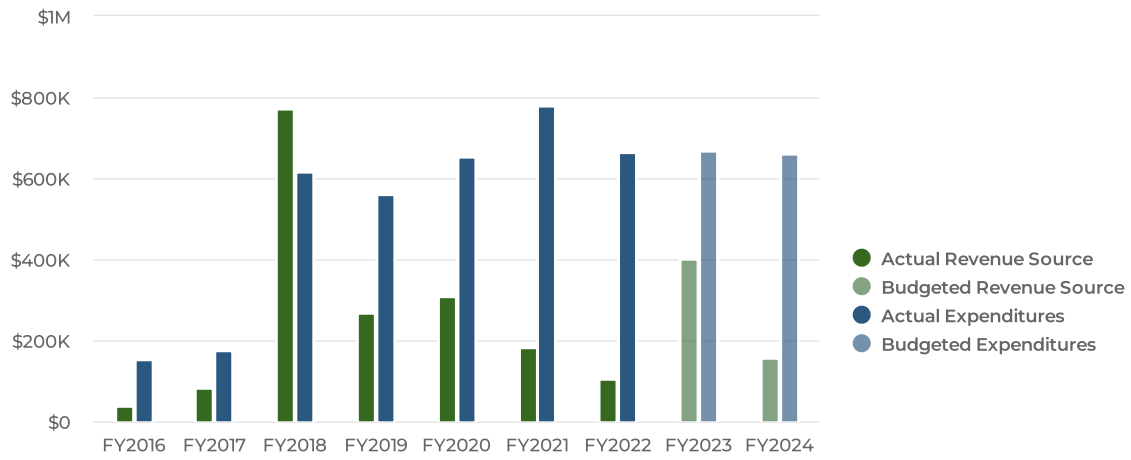
The second set of fees are the impact fees. If a project proposes a large-scale change, impact fees are assessed. This may range from a sewer and or water connection fee, to traffic impact, park impact, public safety impact fees etc. These fees are to be used for capital improvements to the City's infrastructure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

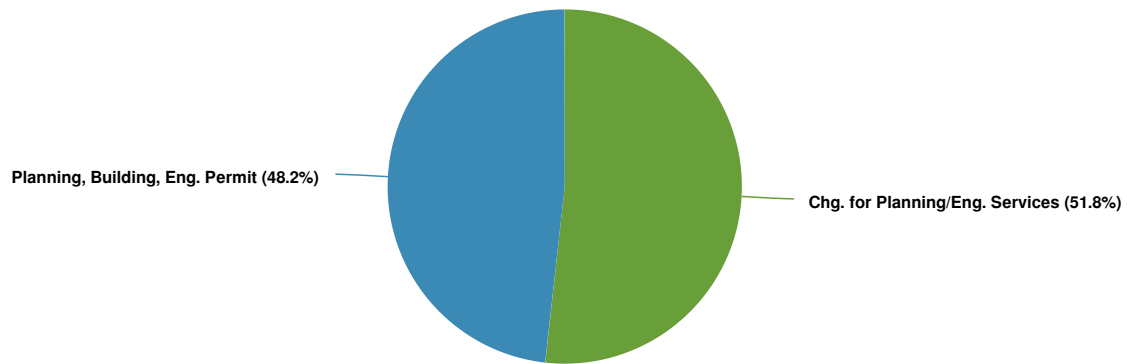
Summary

The City of San Juan Bautista is projecting \$159.73K of revenue in FY2024, which represents a 60.5% decrease over the prior year. Budgeted expenditures are projected to decrease by 1.1% or \$7.25K to \$664.04K in FY2024.

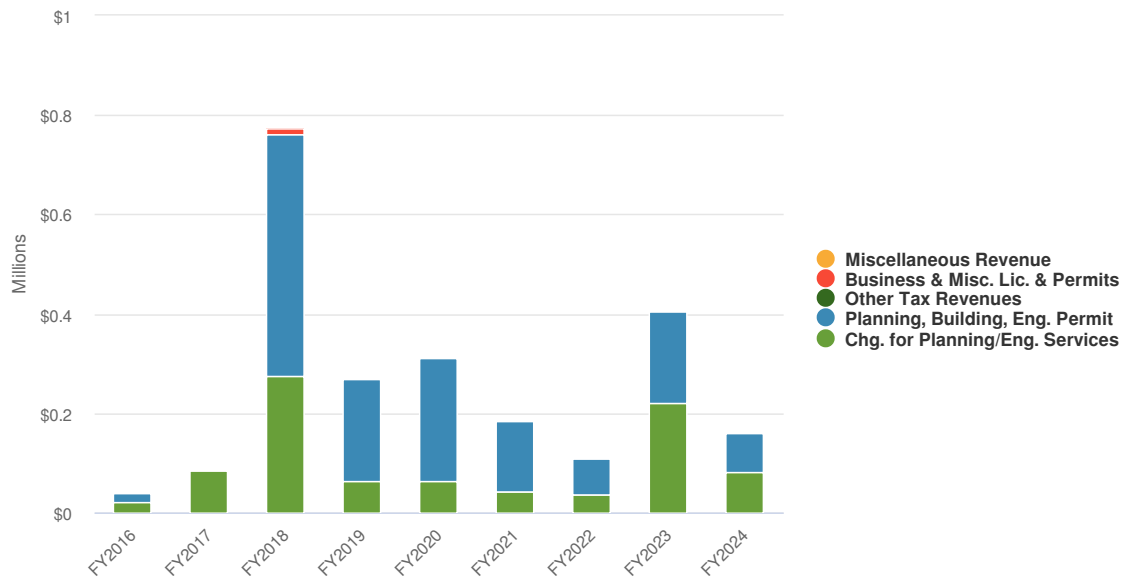


Revenues by Source

Projected 2024 Revenues by Source



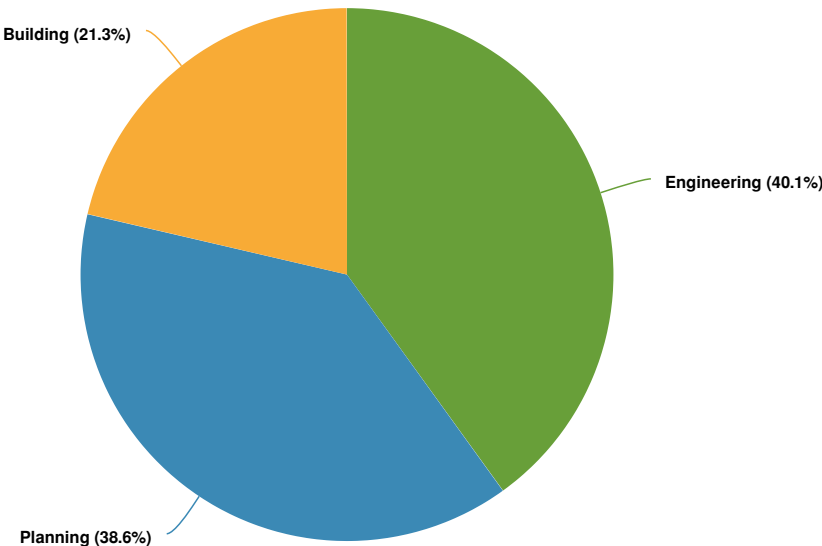
Budgeted and Historical 2024 Revenues by Source



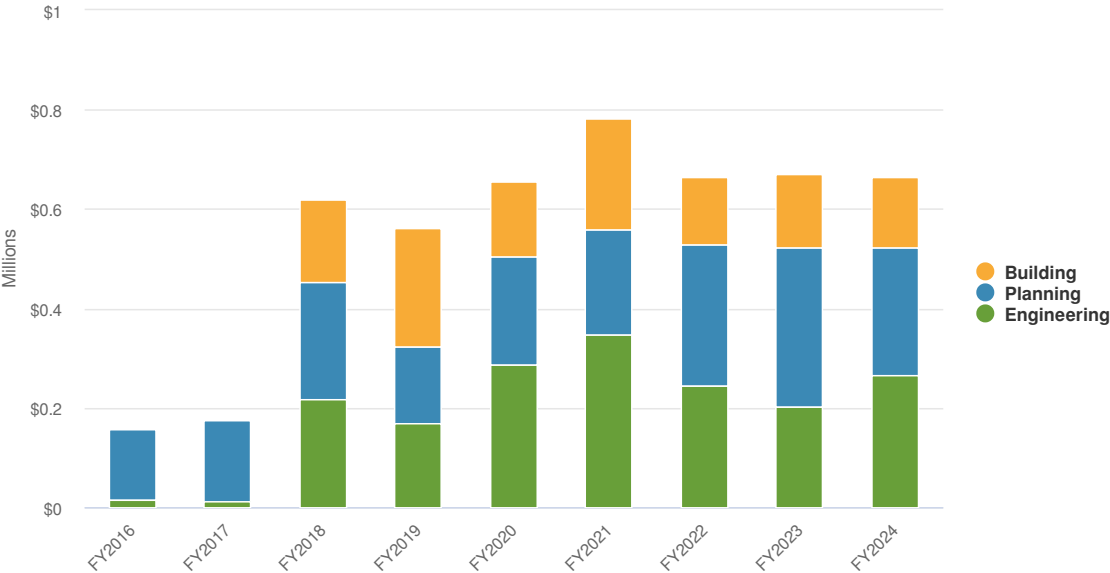
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Planning, Building, Eng. Permit	\$73,553	\$183,647	\$77,025	-58.1%
Chg. for Planning/Eng. Services	\$34,793	\$220,867	\$82,700	-62.6%
Total Revenue Source:	\$108,346	\$404,514	\$159,725	-60.5%

Expenditures by Function

Budgeted Expenditures by Function



Budgeted and Historical Expenditures by Function



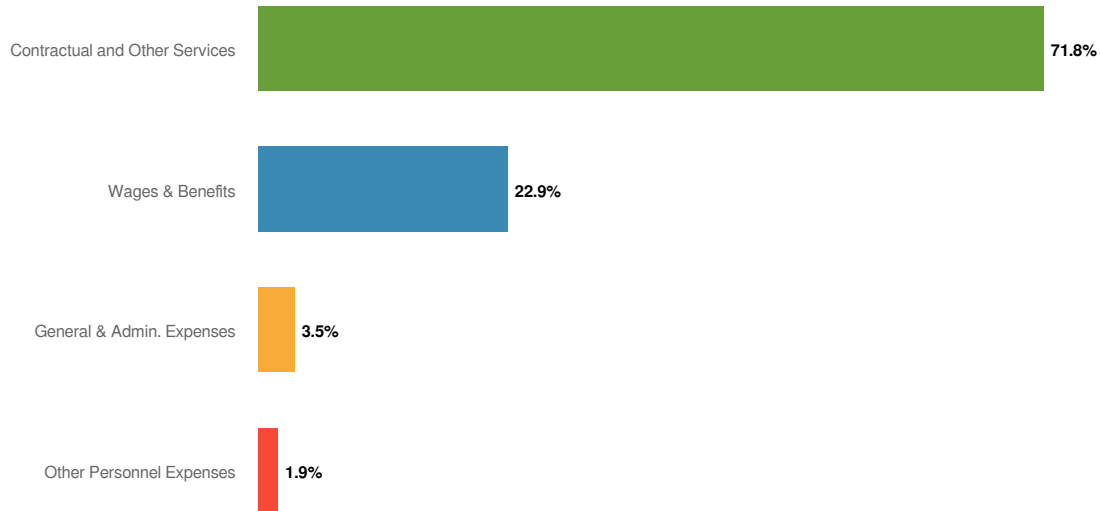
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Expenditures				
Planning	\$281,476	\$320,165	\$256,322	-19.9%
Building	\$138,242	\$149,874	\$141,714	-5.4%



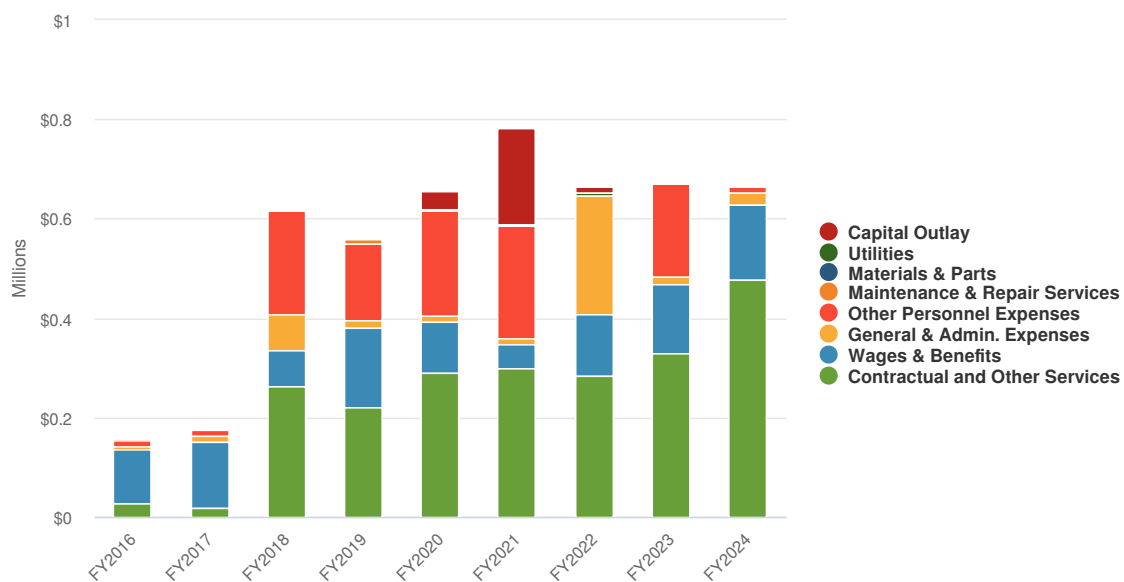
Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Engineering	\$245,746	\$201,250	\$266,000	32.2%
Total Expenditures:	\$665,464	\$671,289	\$664,036	-1.1%

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	\$476,700	44.4%
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	\$664,036	-1.1%



WATER OPERATIONS REVENUES (FUND 45)



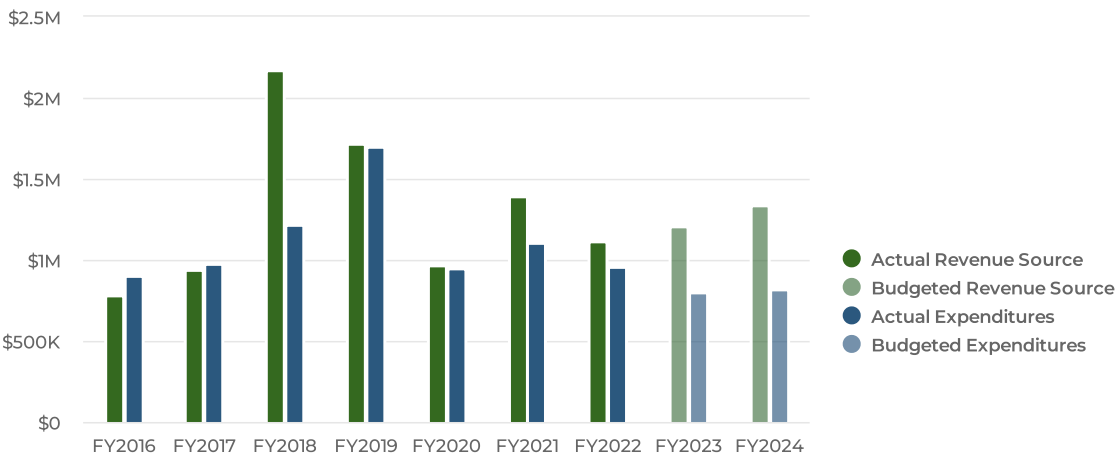
**Water
Enterprise
Fund**

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.

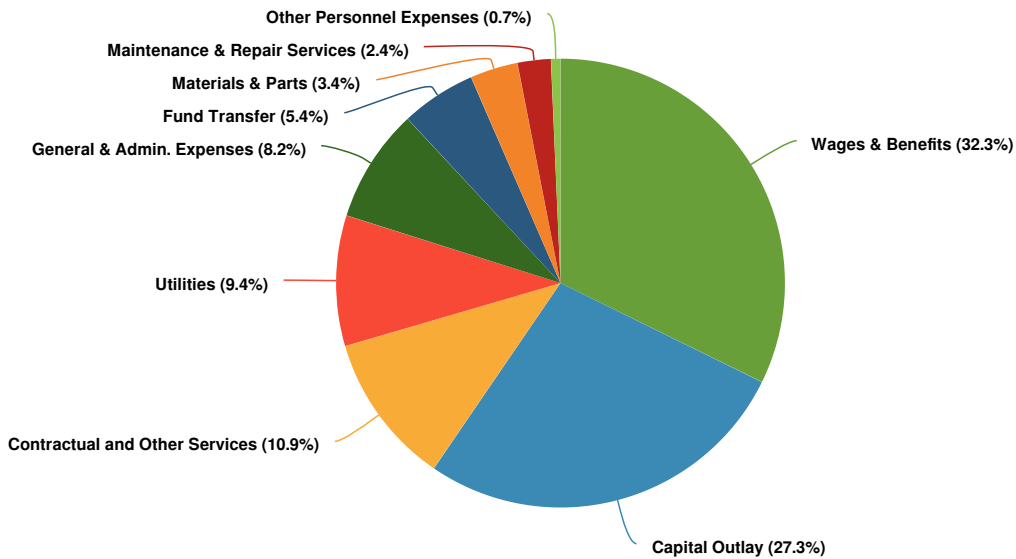
Summary

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 2.3% or \$18.57K to \$823.8K in FY2024.

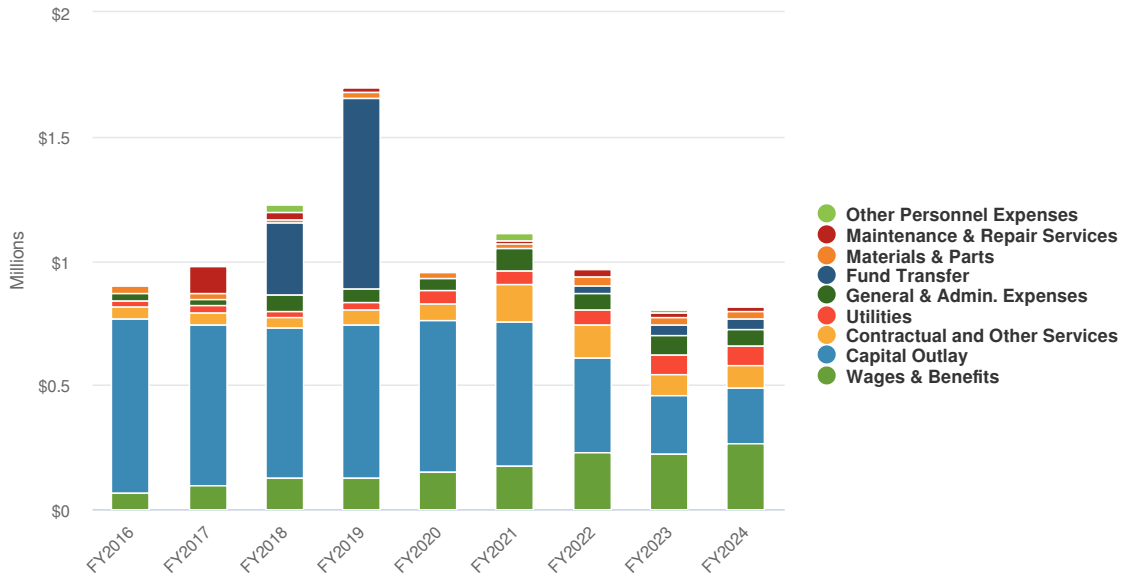


Expenditures by Expense Type

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	\$265,845	18.6%



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	\$823,797	2.3%





**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.

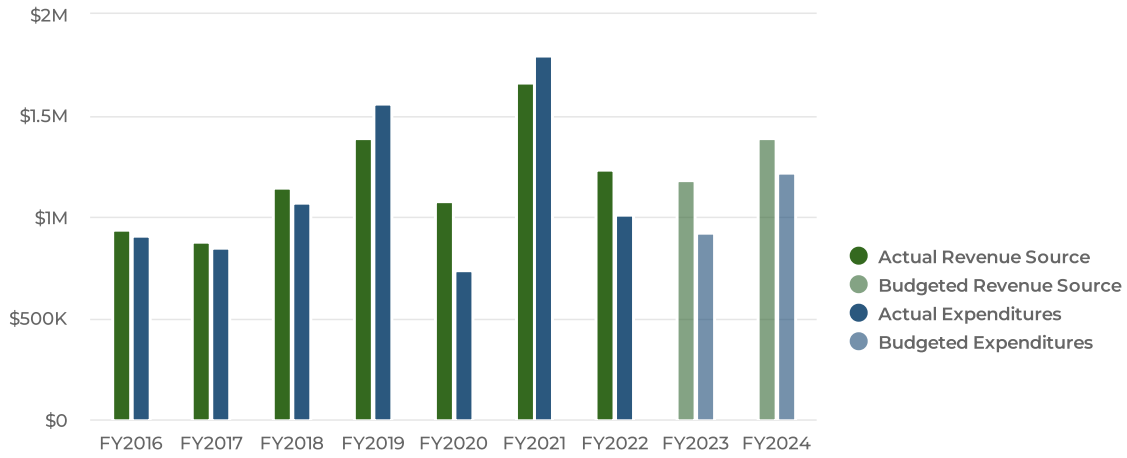
15% increase for five
years

2021	2022	2023	2024	2025	2026	total
sewer						
rate	1.15	1.15	1.15	1.15	1.15	Increase
83.61	96.1515110.5742127.1604146.2344168.1696	84.5595744				

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.

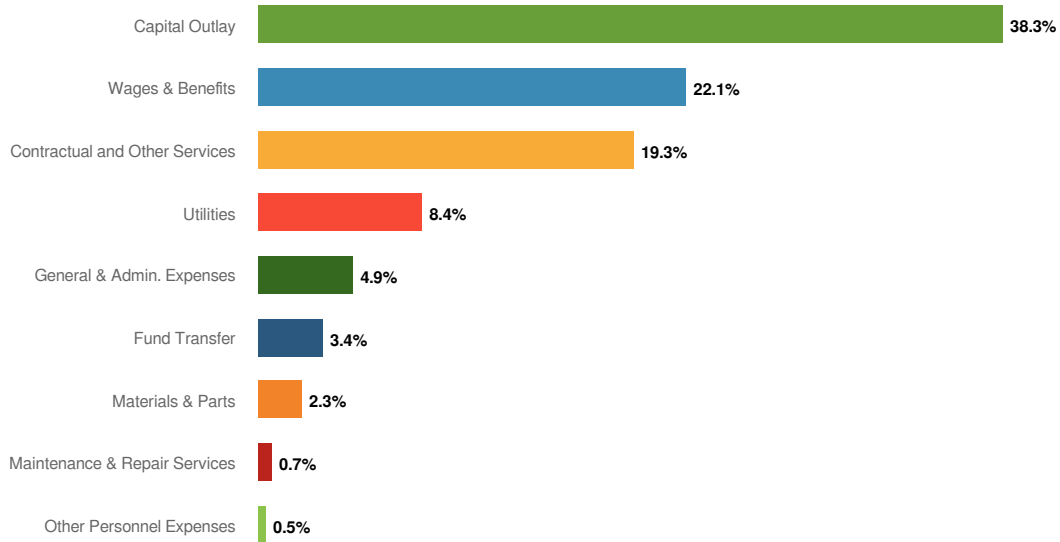
Summary

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 32.4% or \$299.01K to \$1.22M in FY2024.

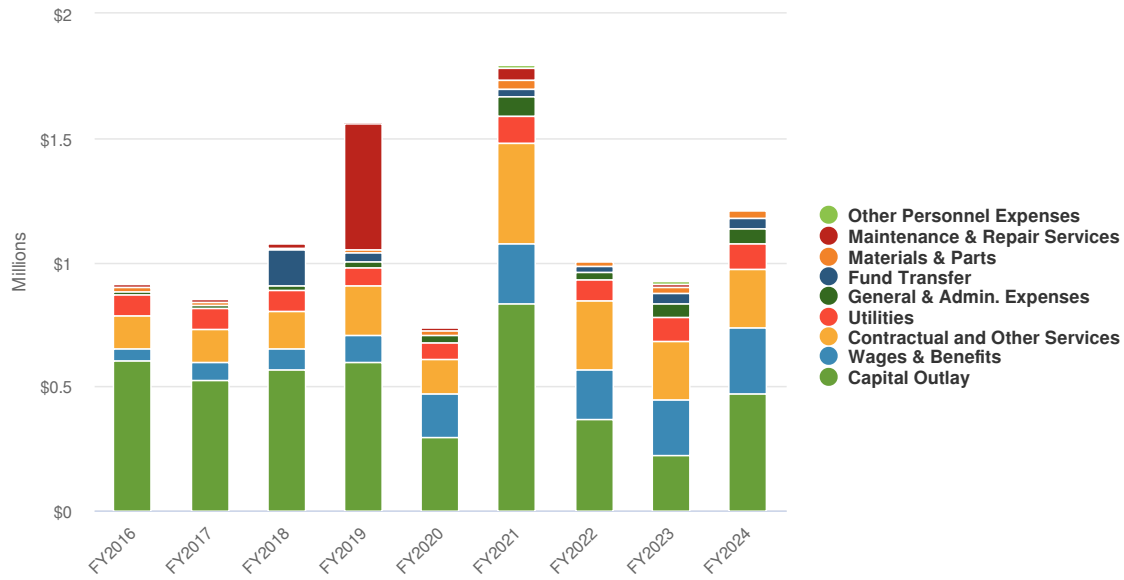


Expenditures by Expense Type

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	\$194,790	\$225,429	\$269,756	19.7%
Other Personnel Expenses	\$66	\$9,600	\$6,100	-36.5%
Contractual and Other Services	\$282,604	\$236,575	\$236,575	0%
General & Admin. Expenses	\$33,896	\$58,800	\$60,100	2.2%
Utilities	\$79,508	\$92,000	\$103,200	12.2%
Materials & Parts	\$13,758	\$24,150	\$28,000	15.9%
Maintenance & Repair Services	\$10,545	\$12,800	\$9,000	-29.7%
Capital Outlay	\$371,160	\$222,847	\$468,480	110.2%
Fund Transfer	\$25,532	\$41,710	\$41,710	0%
Total Expense Objects:	\$1,011,858	\$923,911	\$1,222,921	32.4%



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

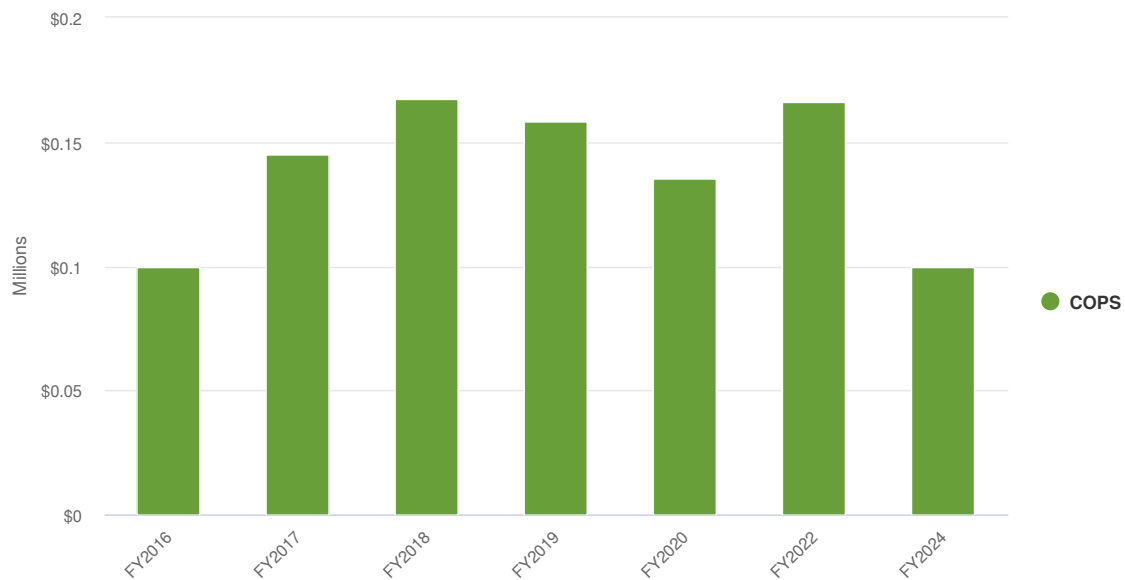
The City of San Juan Bautista is projecting \$100K of revenue in FY2024, which represents a 0% increase over the prior year.
Budgeted expenditures are projected to increase by % or \$100K to \$100K in FY2024.

Revenue by Fund

2024 Revenue by Fund



Budgeted and Historical 2024 Revenue by Fund



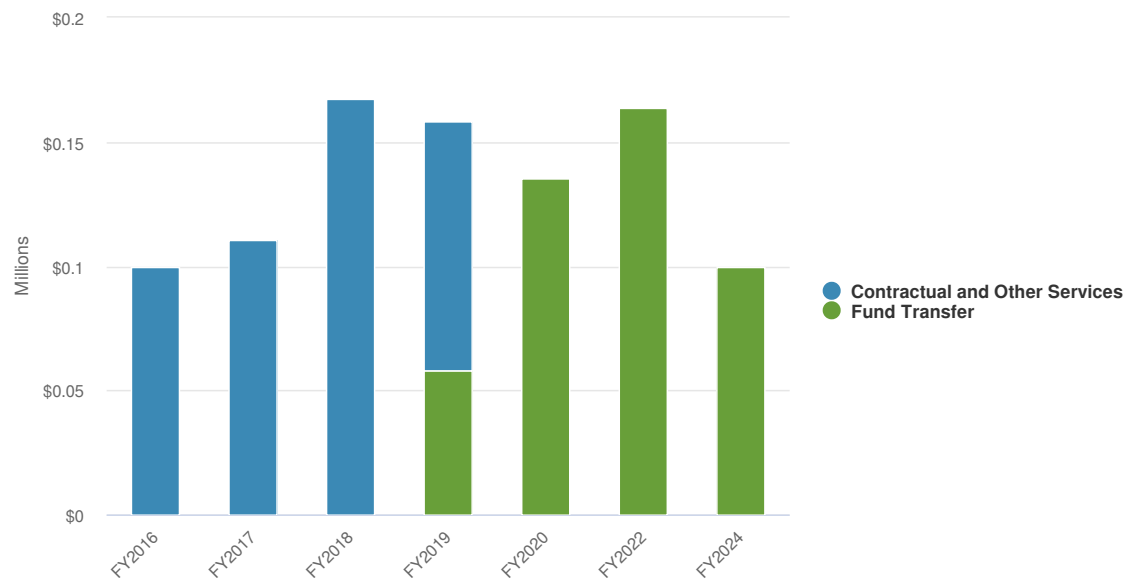
Name	FY2022 Actual	FY2024 Budgeted	FY2023 undefined vs. FY2024 Budgeted (% Change)
COPS	\$165,978	\$100,000	N/A
Total COPS:	\$165,978	\$100,000	N/A

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)

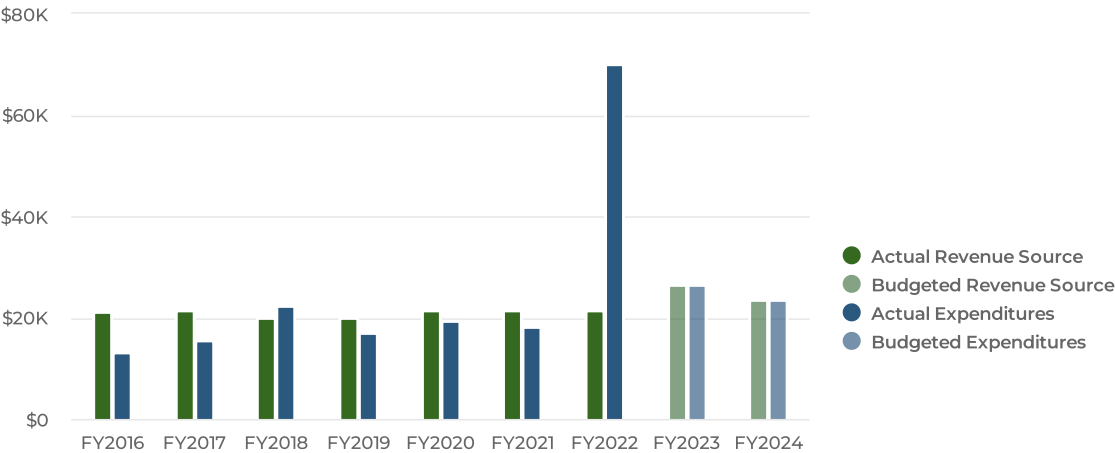
The twenty-year-old Valle Vista residential development has been collecting assessment payments from property owners since its inception. Each homeowner pays its fair share to maintain the District. The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (2%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

The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, streetlights, and common area landscaping. It does not pay for the major systems that include streets, storm drains and the sewer lift station. The Engineer's Report provides more details about the District, and is available at City Hall for review. The continuation of the collection of these fees is subject to an annual renewal.

A community meeting to discuss the status of this fund is on the calendar.

Summary

The City of San Juan Bautista is projecting \$23.81K of revenue in FY2024, which represents a 10.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 10.2% or \$2.72K to \$23.81K in FY2024.

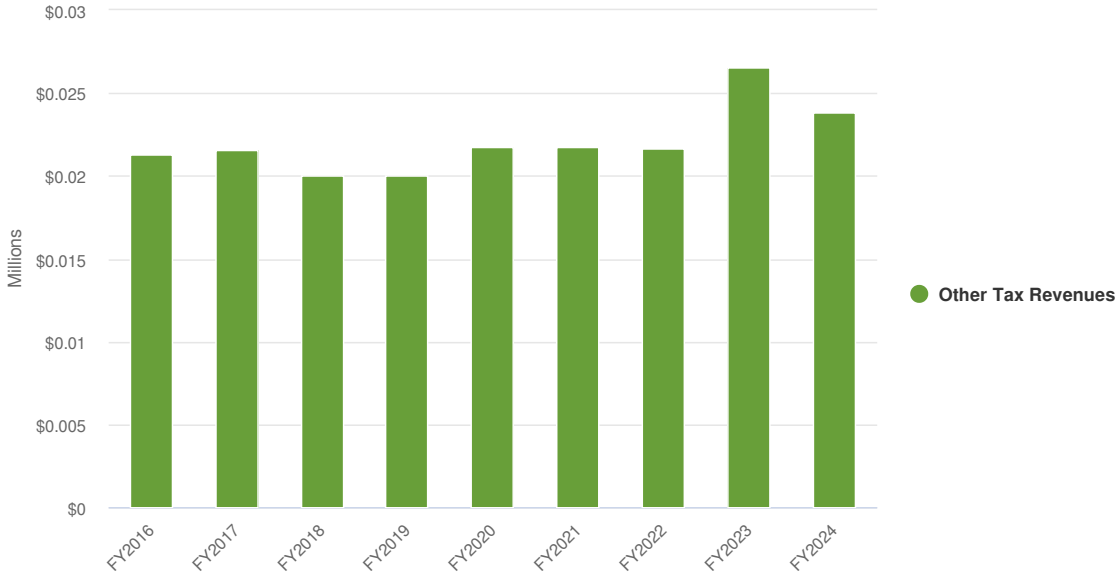


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

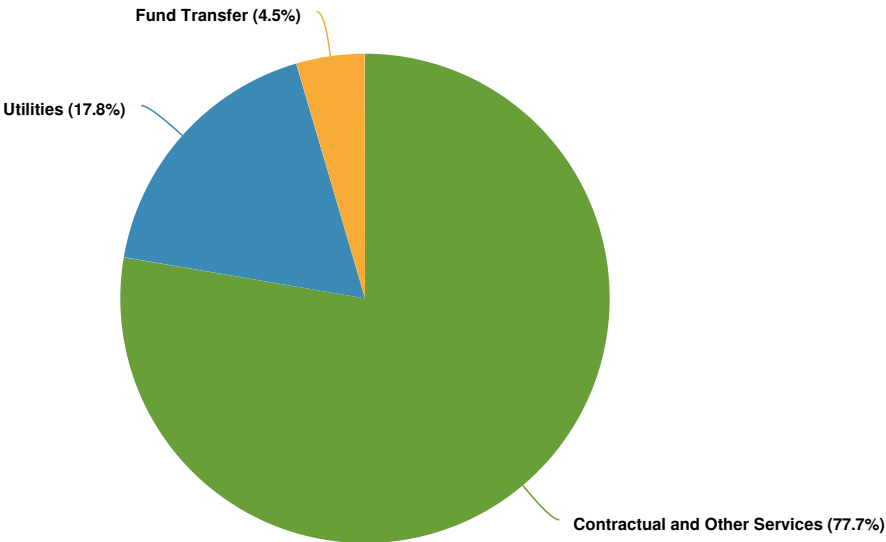


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$21,707	\$26,529	\$23,814	-10.2%
Total Revenue Source:	\$21,707	\$26,529	\$23,814	-10.2%

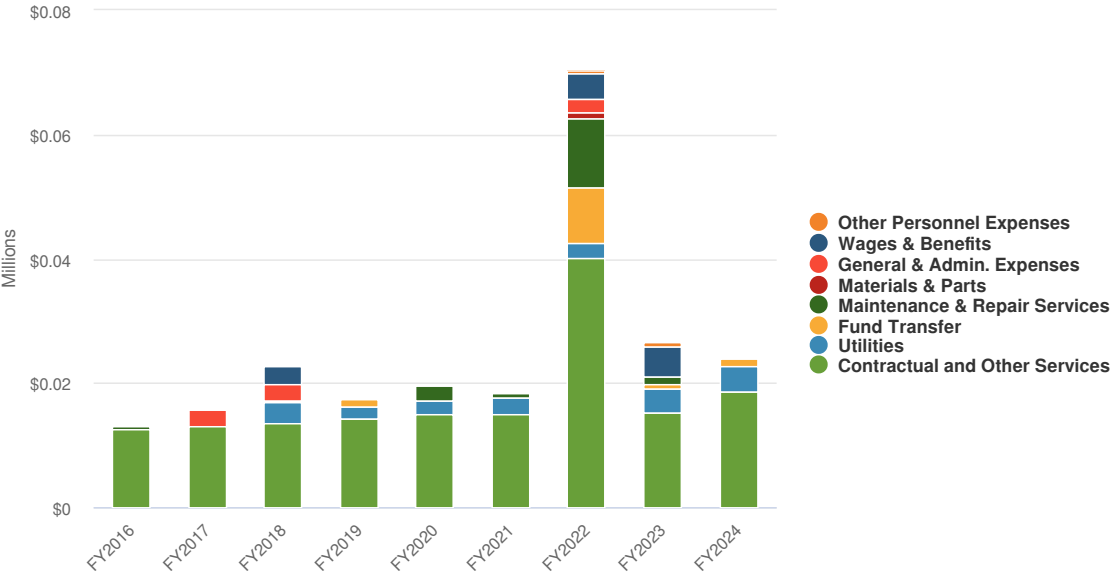


Expenditures by Expense Type

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	\$3,981	\$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	\$18,503	22.2%
General & Admin. Expenses	\$2,280		\$0	N/A
Utilities	\$2,503	\$3,920	\$4,235	8%
Materials & Parts	\$903		\$0	N/A
Maintenance & Repair Services	\$11,050	\$1,000	\$0	-100%
Fund Transfer	\$9,021	\$850	\$1,076	26.6%
Total Expense Objects:	\$70,247	\$26,529	\$23,814	-10.2%





CFD Z1 Copperleaf (Fund 65)

COPPERLEAF COMMUNITY FACILITIES DISTRICT (FUND 65)

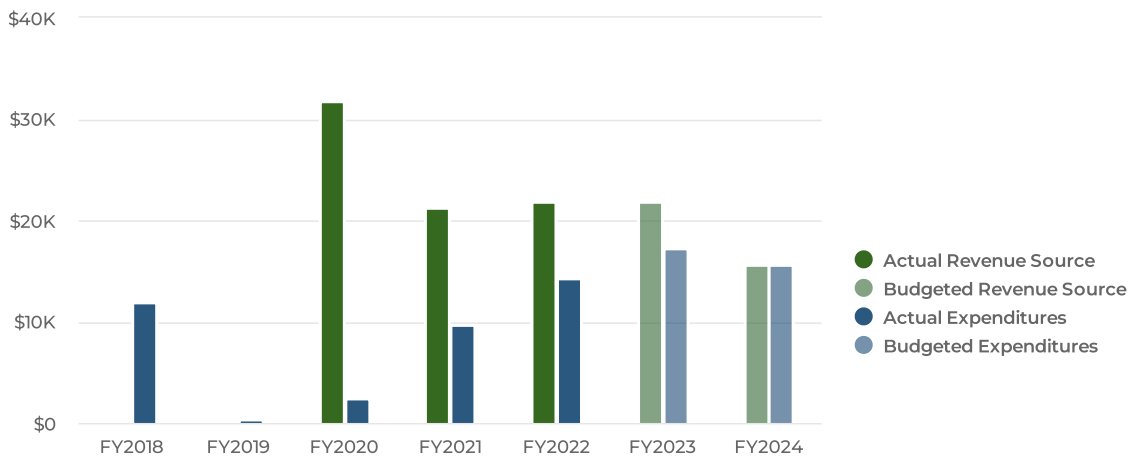
Each of the 45 homeowners in the Copper Leaf community pay equally into an assessment district (Community Facilities District). The budget and assessment rates are reviewed annually, and are subject to cost-of-living increases (none needed last year). Any major changes to the rates are subject to a vote 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 \$15.77K of revenue in FY2024, which represents a 28.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 9.1% or \$1.59K to \$15.77K in FY2024.

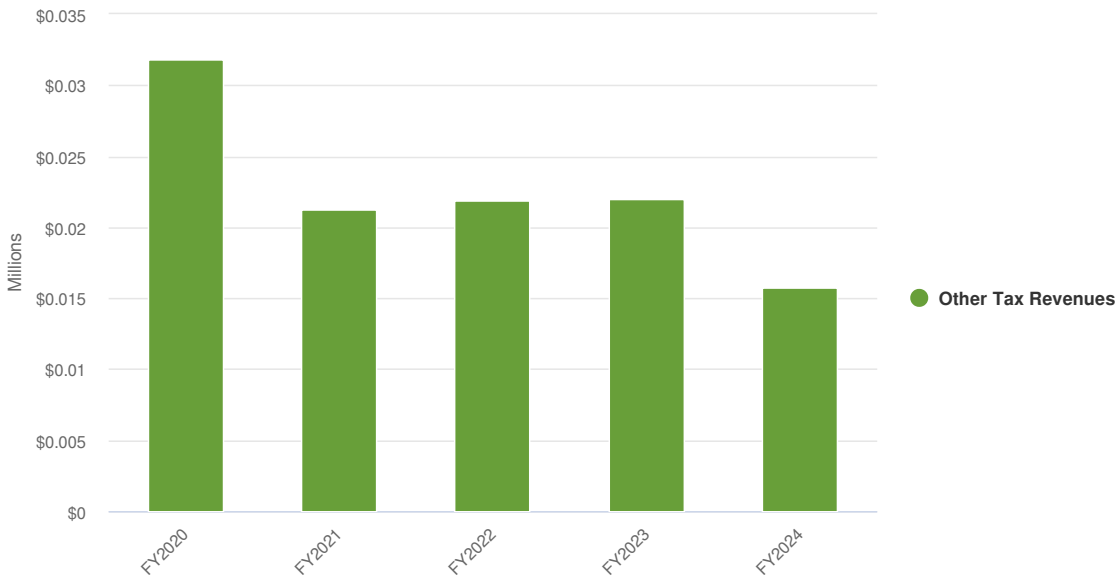


Revenues by Source

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	\$15,770	-28.2%
Total Revenue Source:	\$21,932	\$21,954	\$15,770	-28.2%

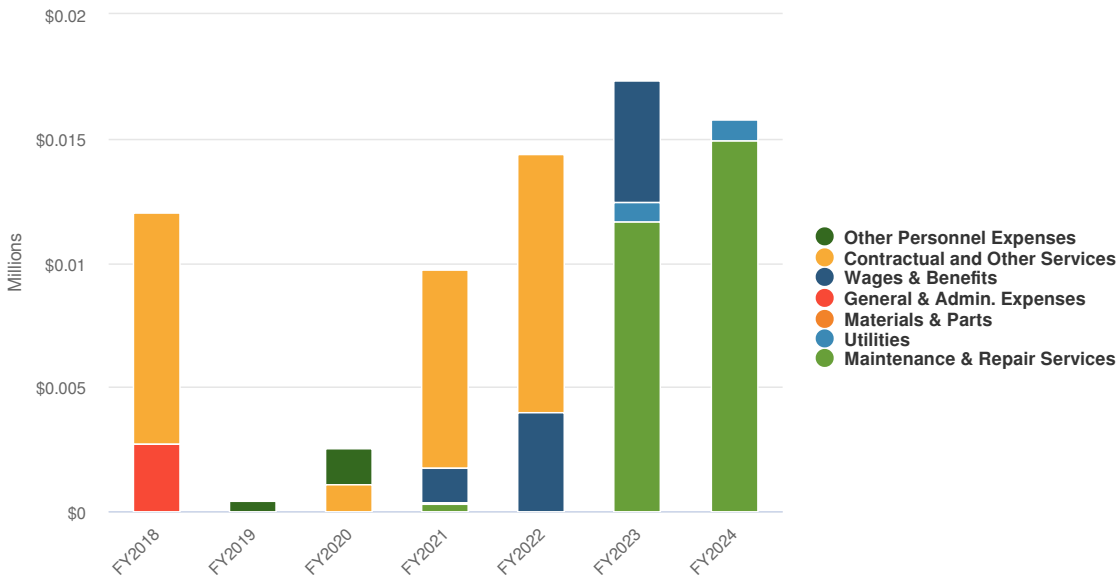


Expenditures by Expense Type

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	\$14,947	28.1%
Total Expense Objects:	\$14,386	\$17,357	\$15,770	-9.1%





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.

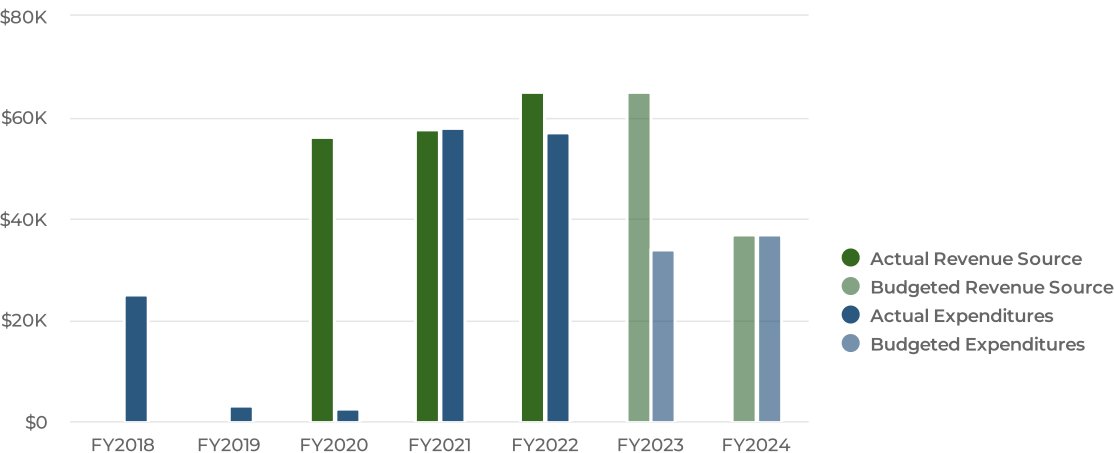
The City receives these payments from the County Assessor and keeps them in a special fund. It uses these funds to maintain the common areas of the neighborhood above and beyond the standard City responsibilities. This work includes the park, trails, benches, retention basin, sidewalks, street trees, 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 excepts 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 \$36.98K of revenue in FY2024, which represents a 43.4% decrease over the prior year. Budgeted expenditures are projected to increase by 8.5% or \$2.88K to \$36.98K in FY2024.

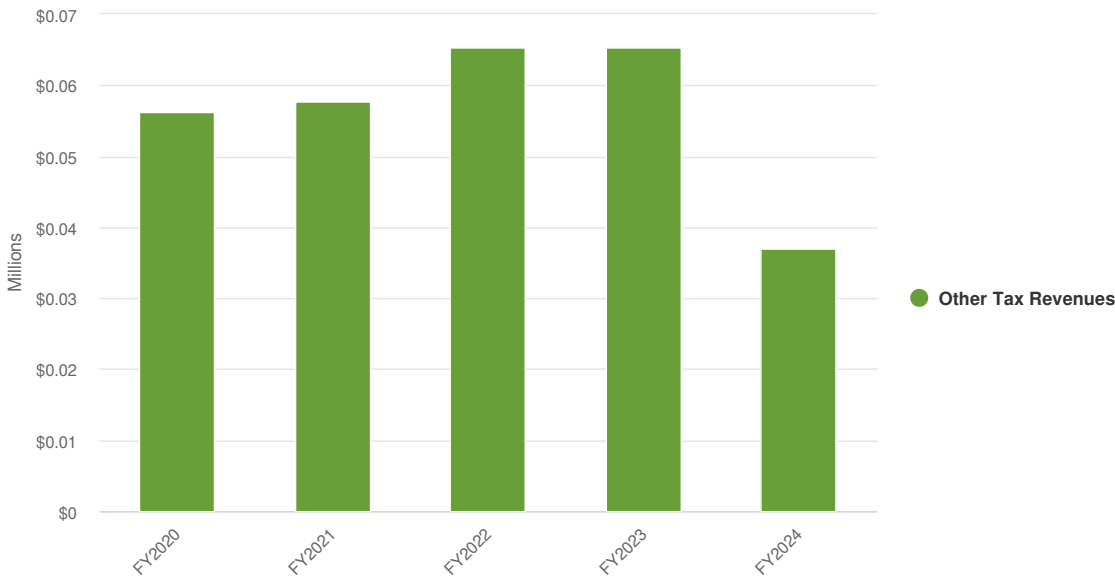


Revenues by Source

Projected 2024 Revenues by Source



Budgeted and Historical 2024 Revenues by Source

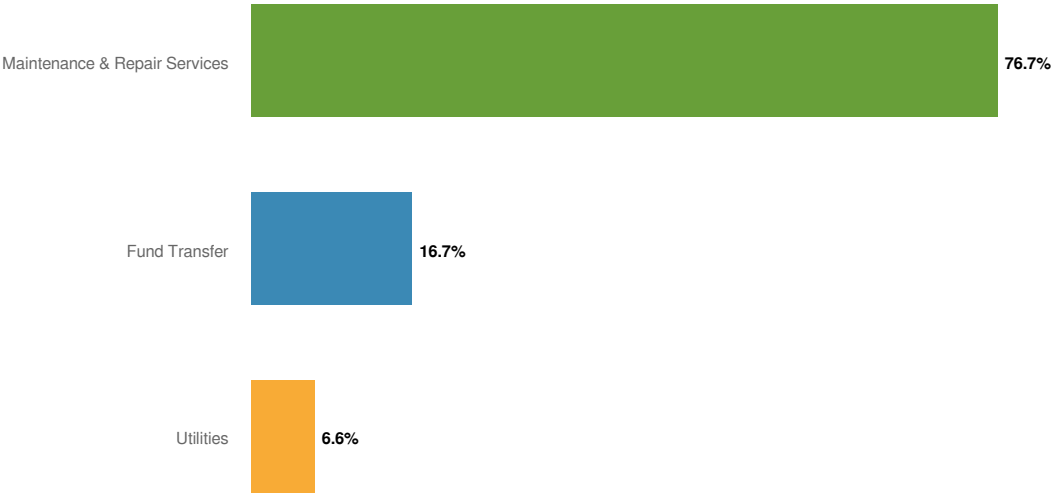


Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Revenue Source				
Other Tax Revenues	\$65,297	\$65,322	\$36,978	-43.4%
Total Revenue Source:	\$65,297	\$65,322	\$36,978	-43.4%

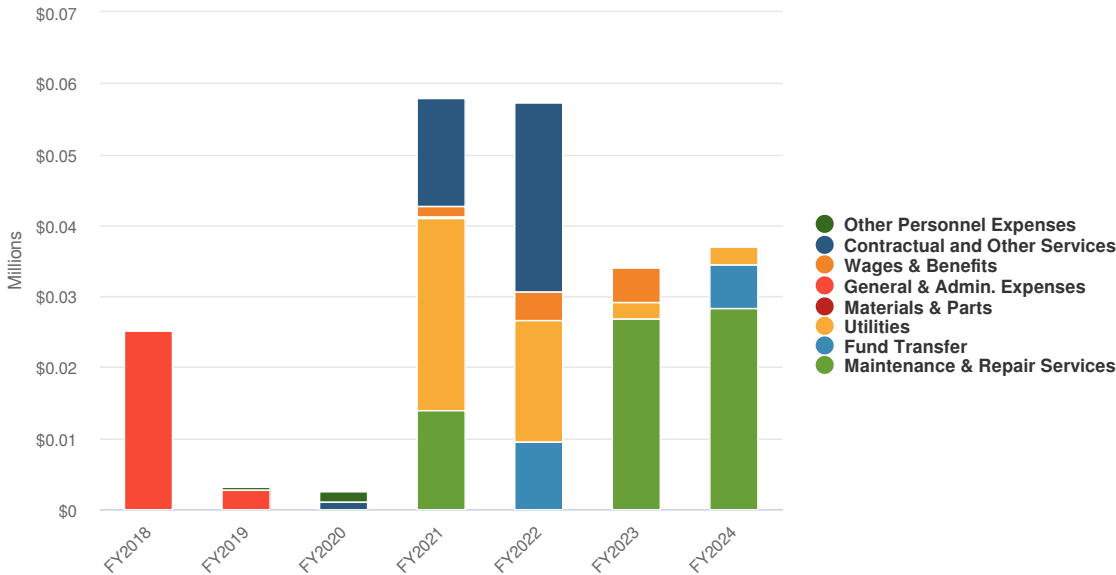


Expenditures by Expense Type

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	\$28,380	5.6%
Fund Transfer	\$9,542		\$6,163	N/A
Total Expense Objects:	\$57,252	\$34,094	\$36,978	8.5%





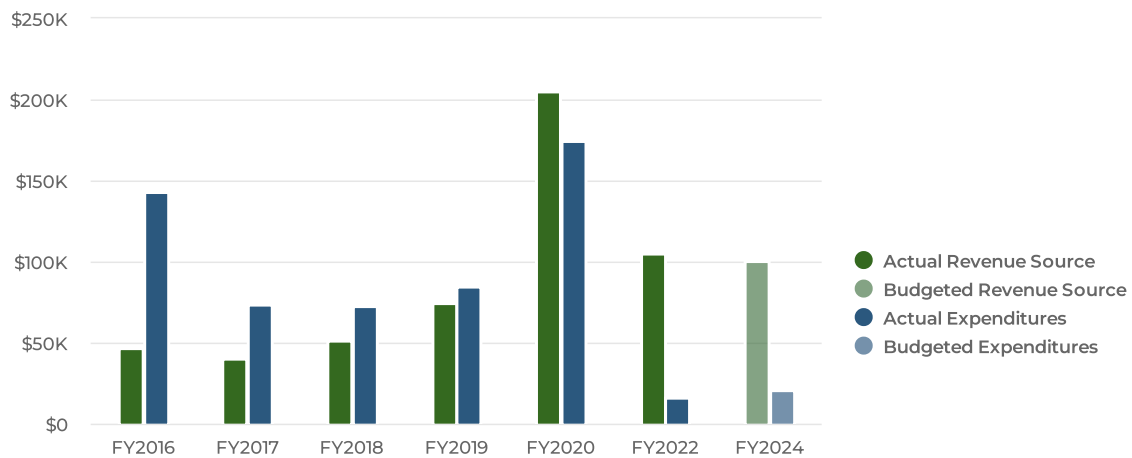
Gas Tax (Fund 75)

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.

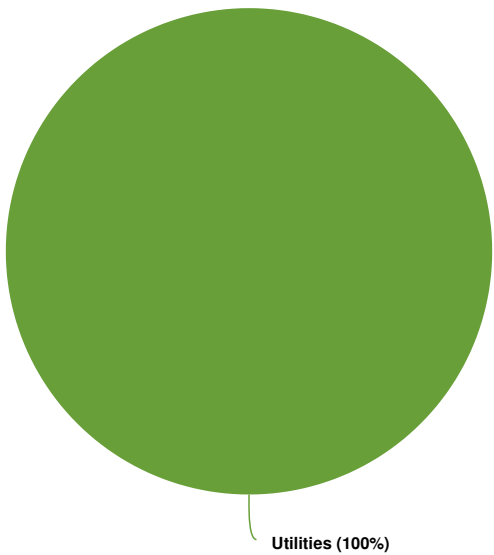
The City combines Gas Tax funds with Measure G and other dedicated road maintenance funds. The City's Capital Improvement budget will use these two revenue sources for street improvements next fiscal year.

Summary

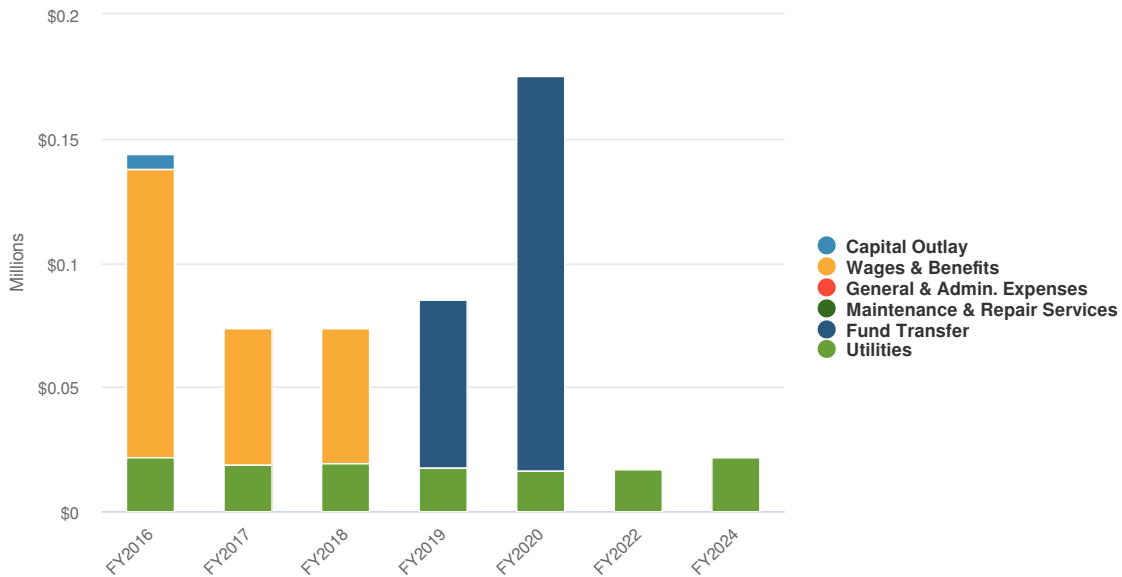


Expenditures by Expense Type

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)

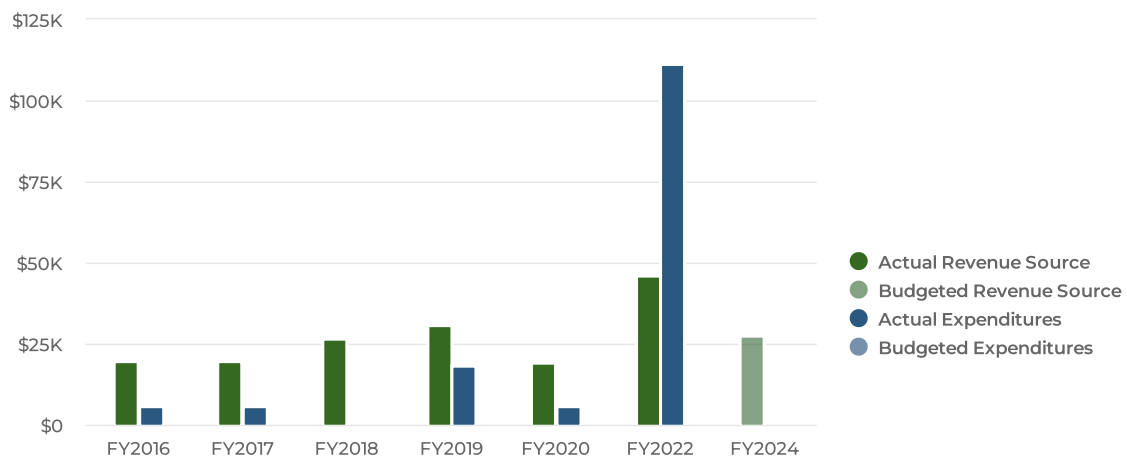
PARKING AND RESTROOM FUND (Fund 55)

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.

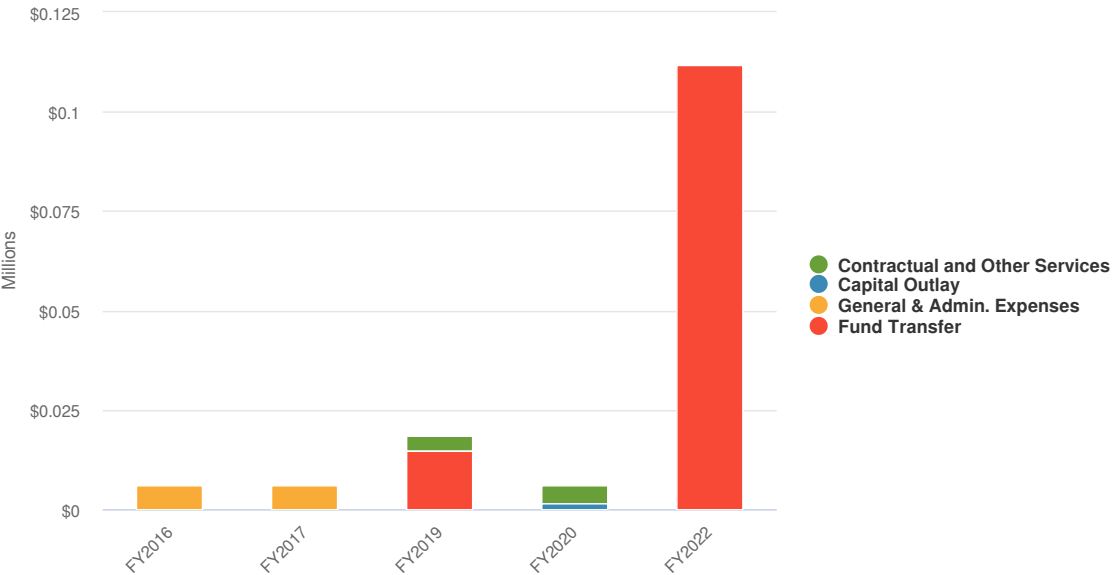
Summary



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

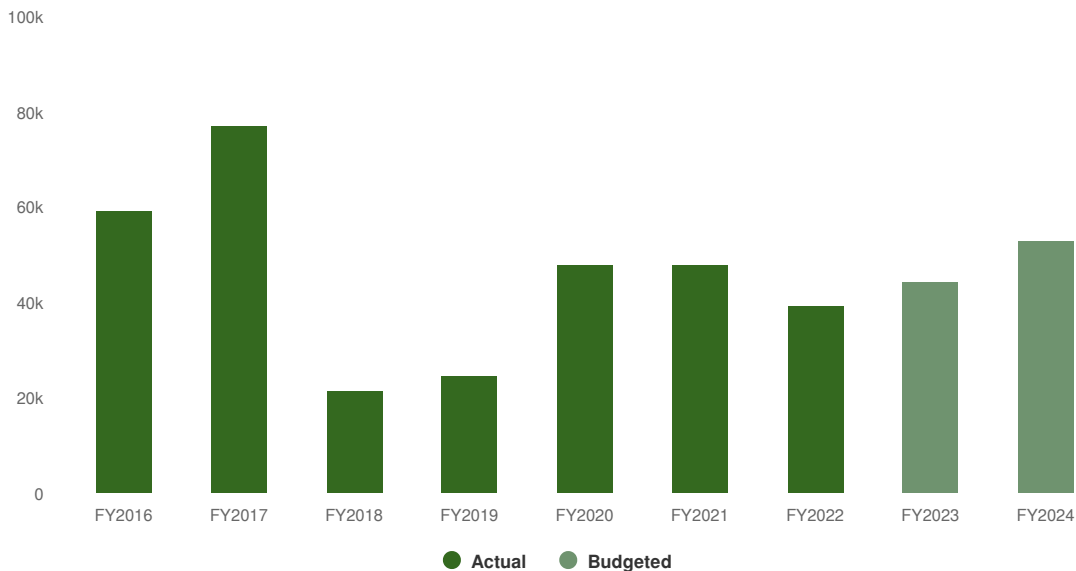
Education and training for Council members is provided as part of "other personnel services").

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

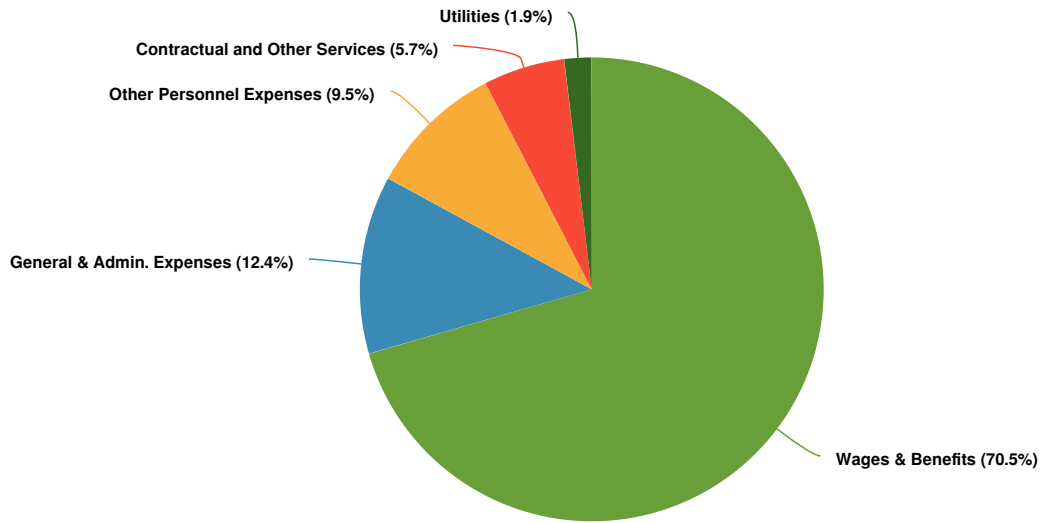
\$52,781 **\$8,560**
(19.36% vs. prior year)

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

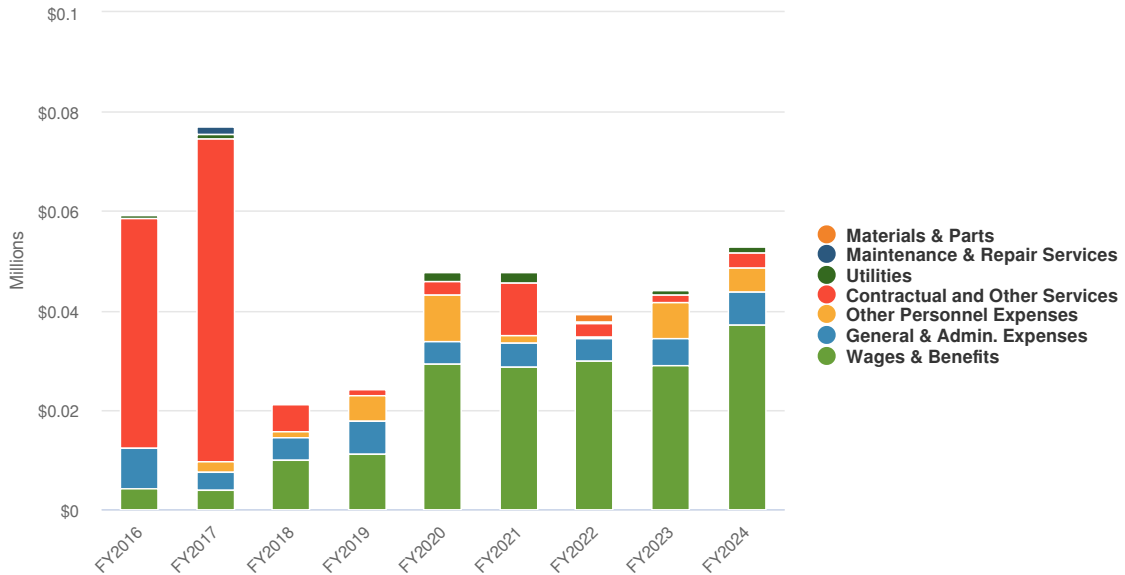


Expenditures by Expense Type

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	\$37,231	28.4%



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	\$52,781	19.4%



City Manager (Dept. 12)

Don Reynolds

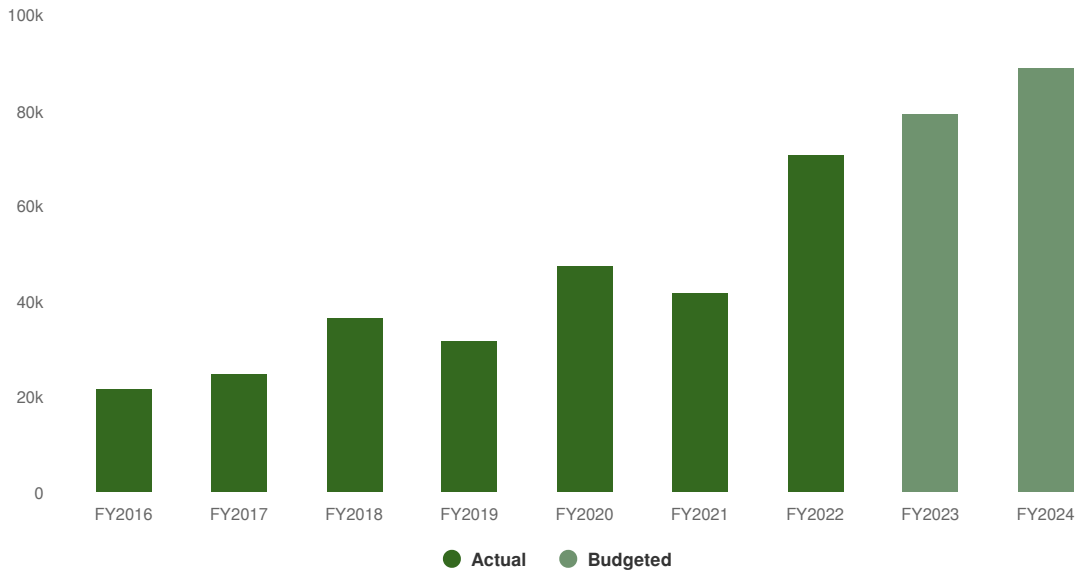
City Manager

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

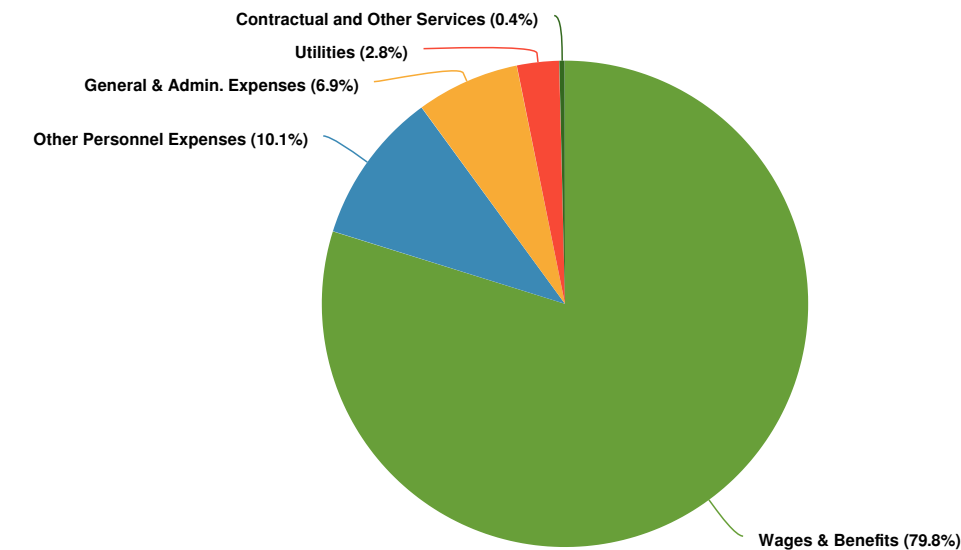
\$88,890 **\$9,498**
(11.96% vs. prior year)

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

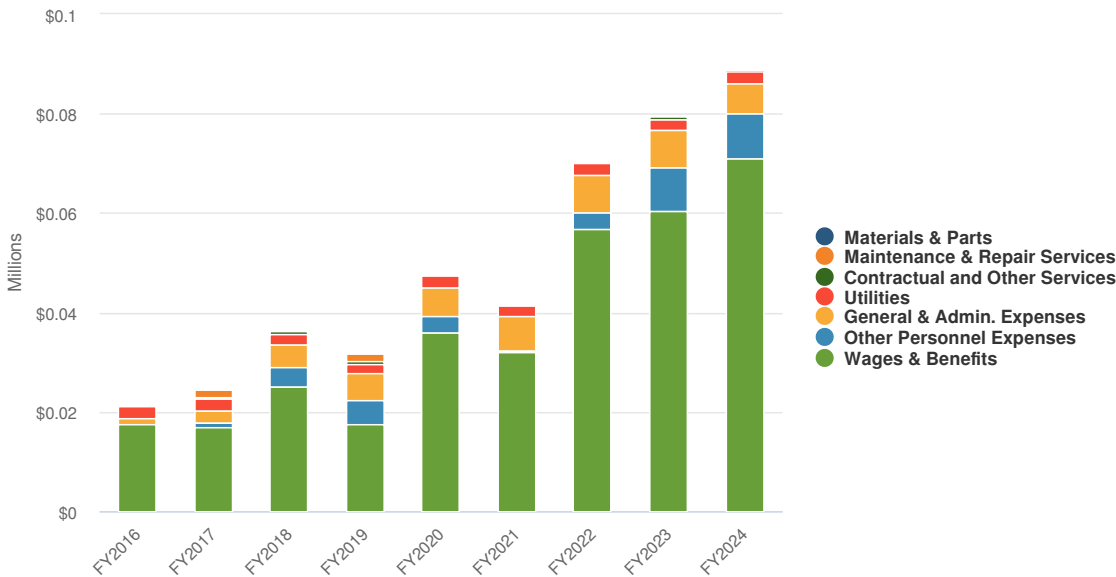


Expenditures by Expense Type

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	\$70,965	17.7%



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	\$88,890	12%



City Attorney (Dept. 11)

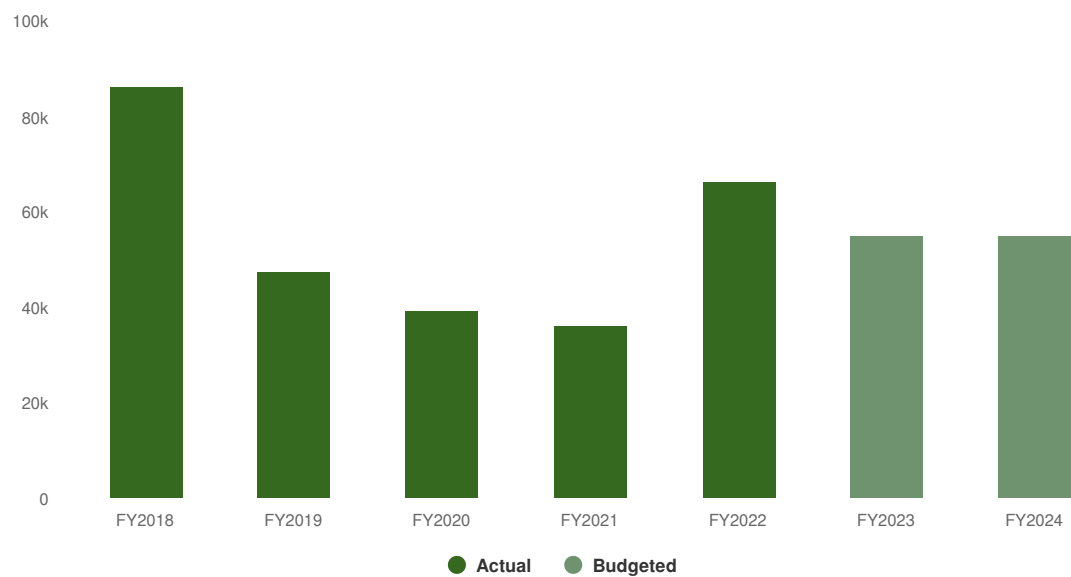
The Budget provides for the annual retainer of \$55,000 to the Wellington Law Firm to serve as the City Attorney. This is the same as last Fiscal Year and the same as the actual expense in prior years.

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

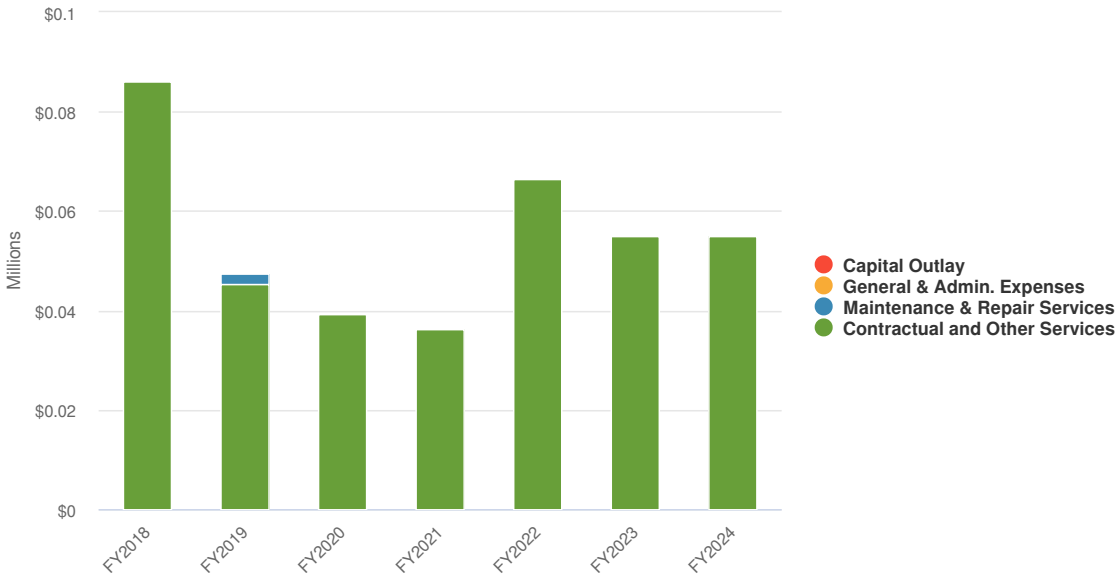


Expenditures by Expense Type

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.

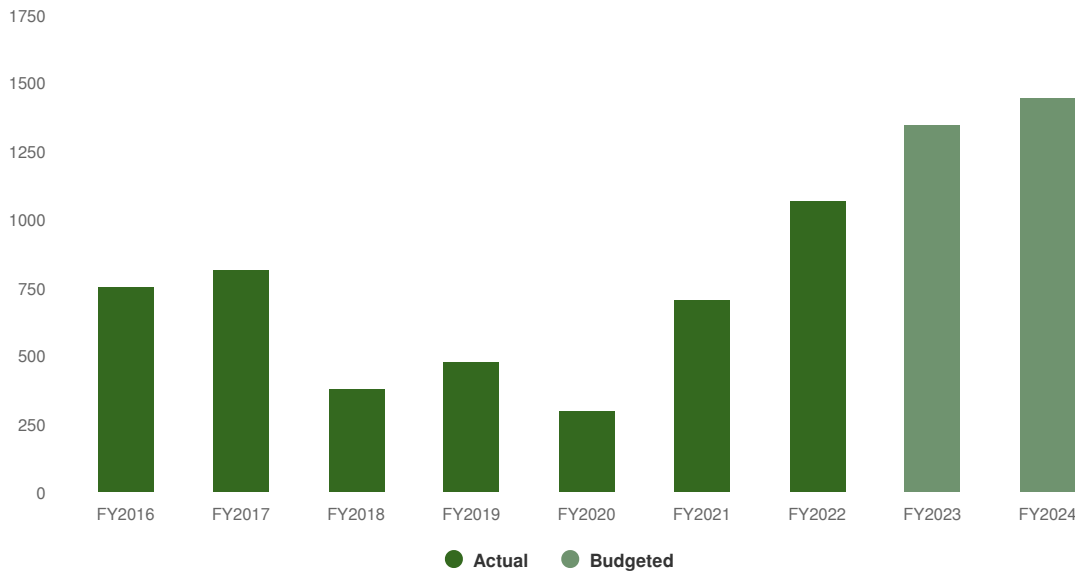
The City Council has adopted an Investment Policy that includes review and recommendations of an Investment Advisory Committee comprised of the elected City Treasurer, the Mayor, and the City Manager. It is proposed that this Committee's function be changed and be called the :Budget and Finance Committee.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

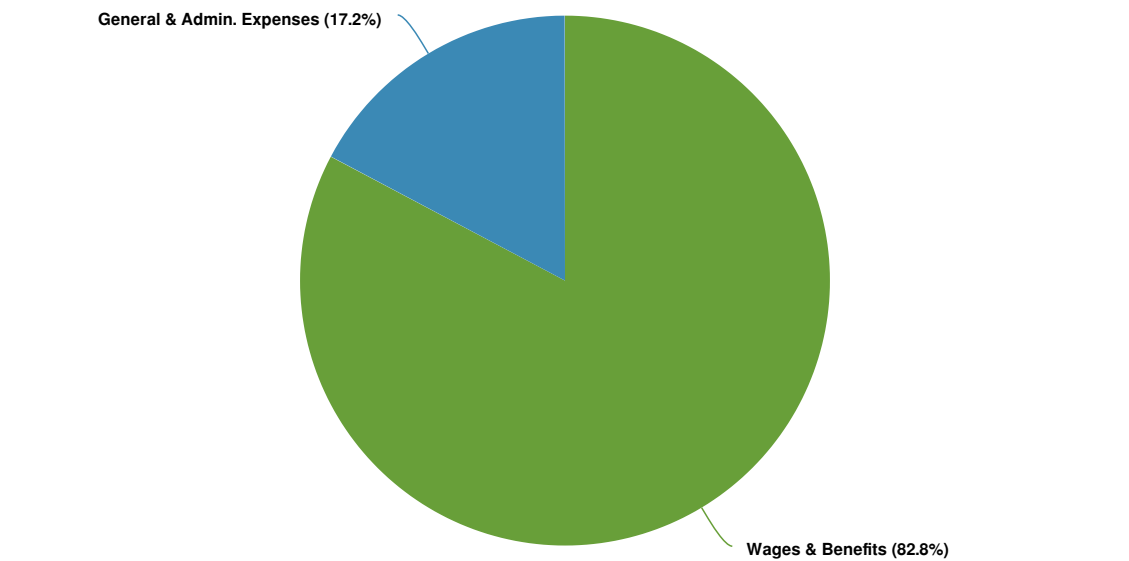
\$1,450 **\$100**
(7.41% vs. prior year)

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

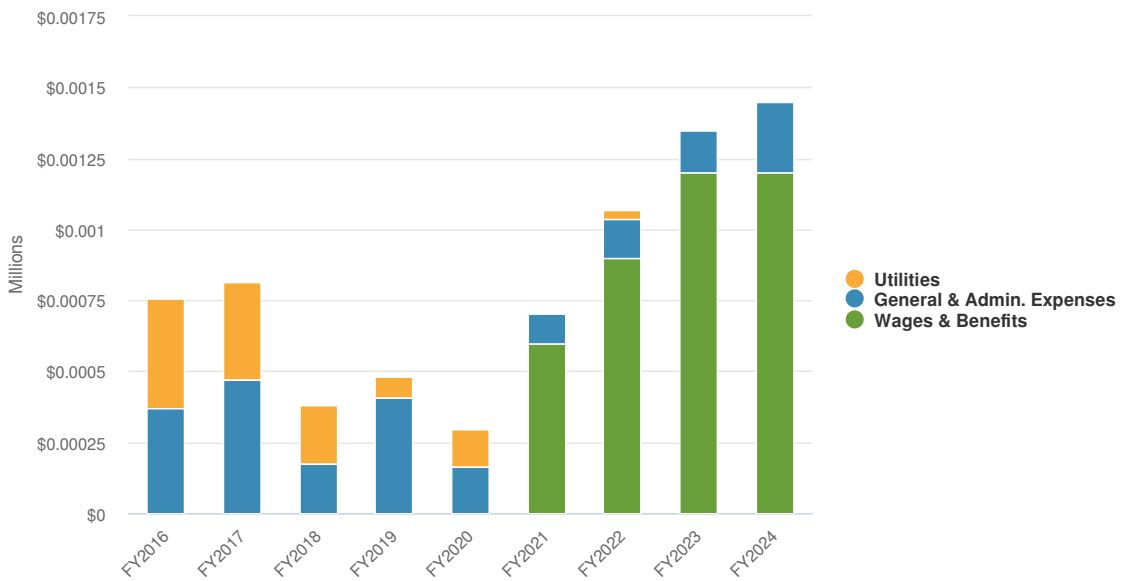


Expenditures by Expense Type

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%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
General & Admin. Expenses	\$135	\$150	\$250	66.7%
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.

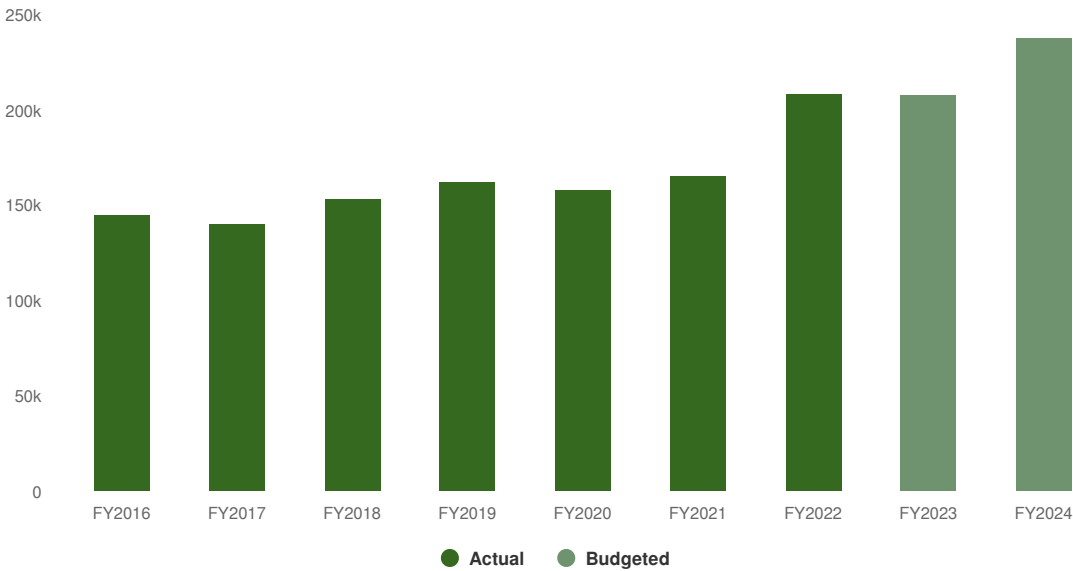
Expenditures Summary

\$237,597

\$29,972

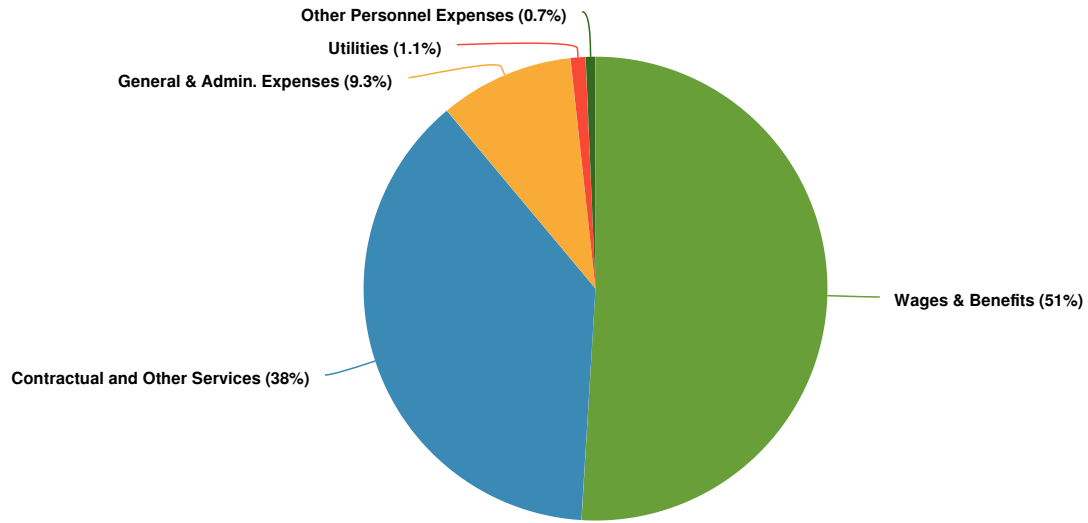
(14.44% vs. prior year)

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

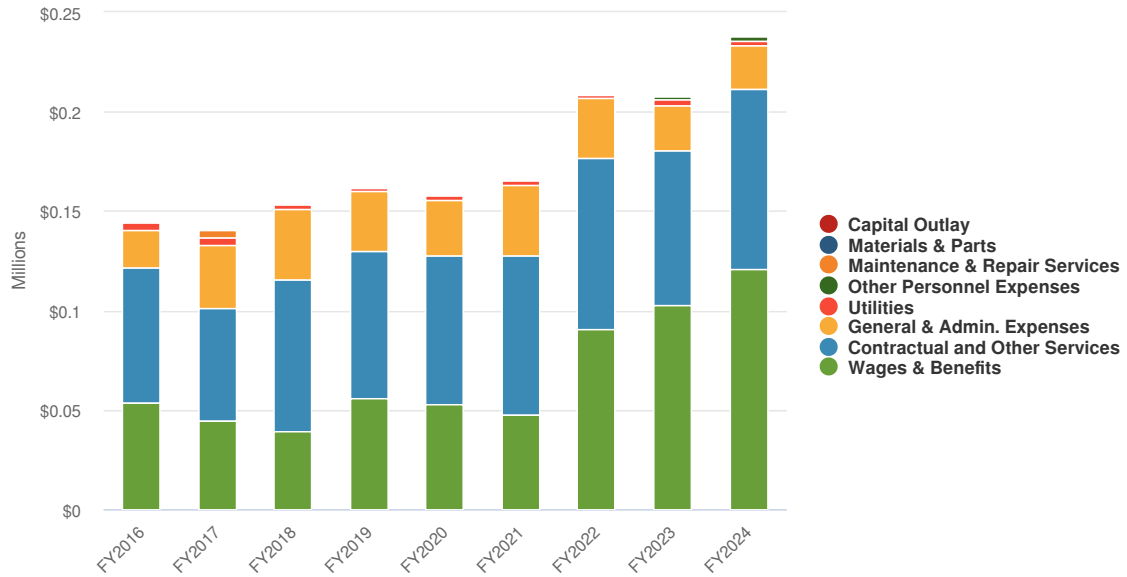


Expenditures by Expense Type

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)

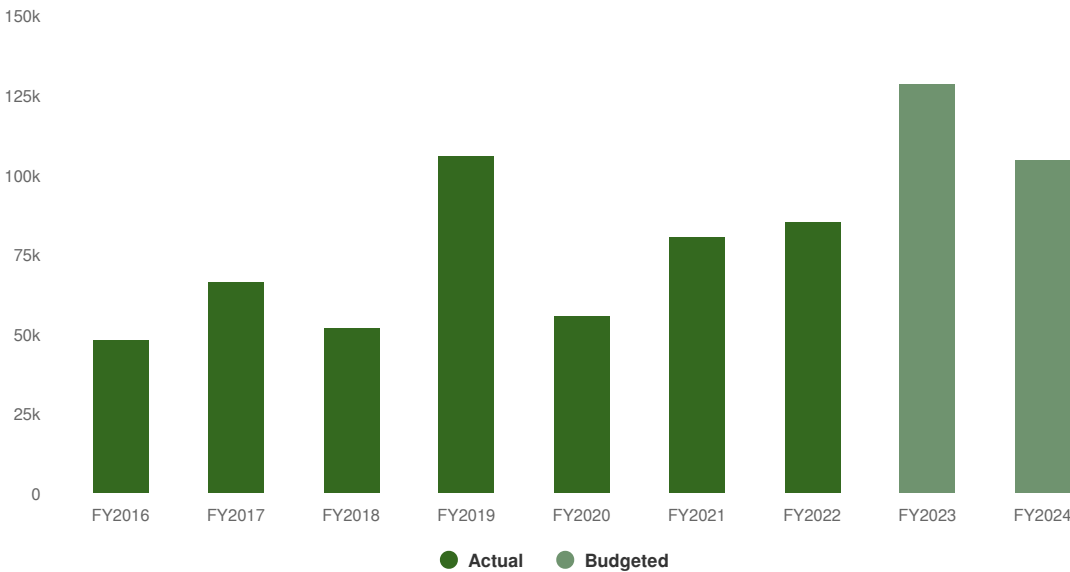
Library update FY 23-24

UNDER CONSTRUCTION- IN DRAFT FORM

Expenditures Summary

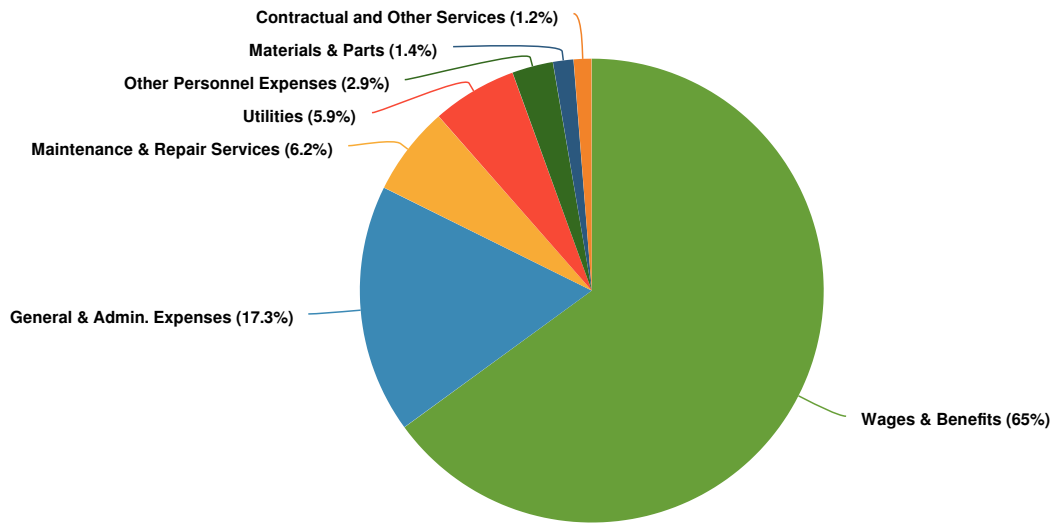
\$104,671 **-\$24,081**
(-18.70% vs. prior year)

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

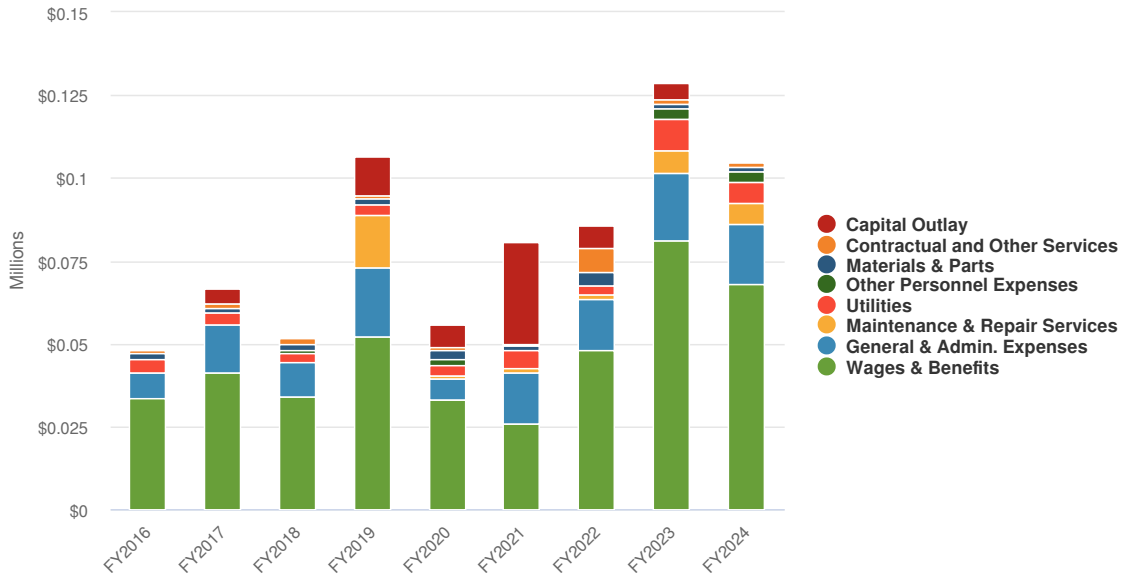


Expenditures by Expense Type

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	\$68,021	-16.1%



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	\$104,671	-18.7%



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.

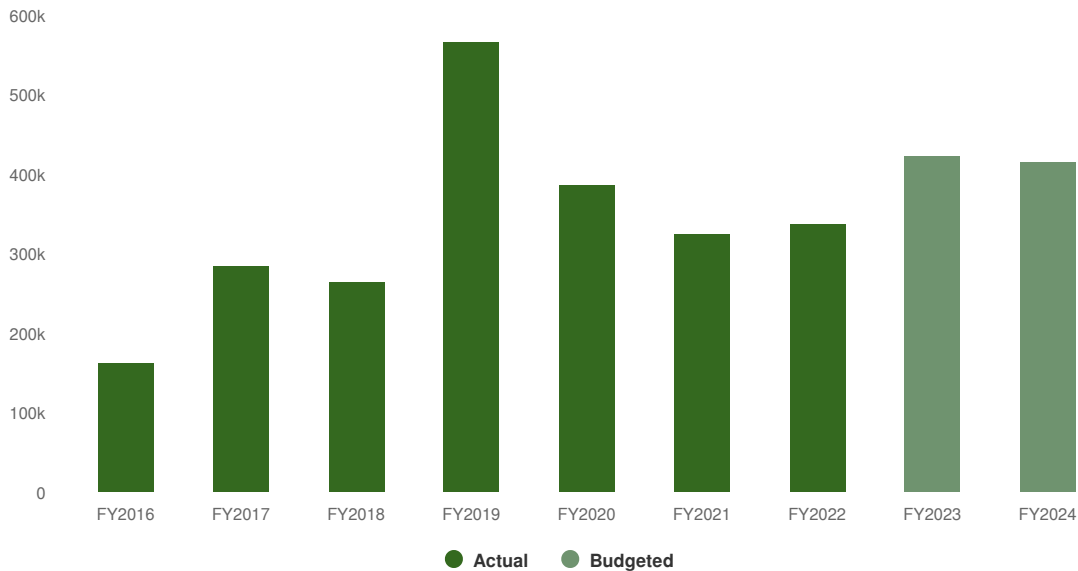
The City is also fortunate to have retained a City Engineering firm MNS. The "Deputy City Engineer" assigned to the City provides a lot of valuable day-to-day support for the Department, which was a priority for the City Manager in the performance evaluation, and proved to be critical during the City's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

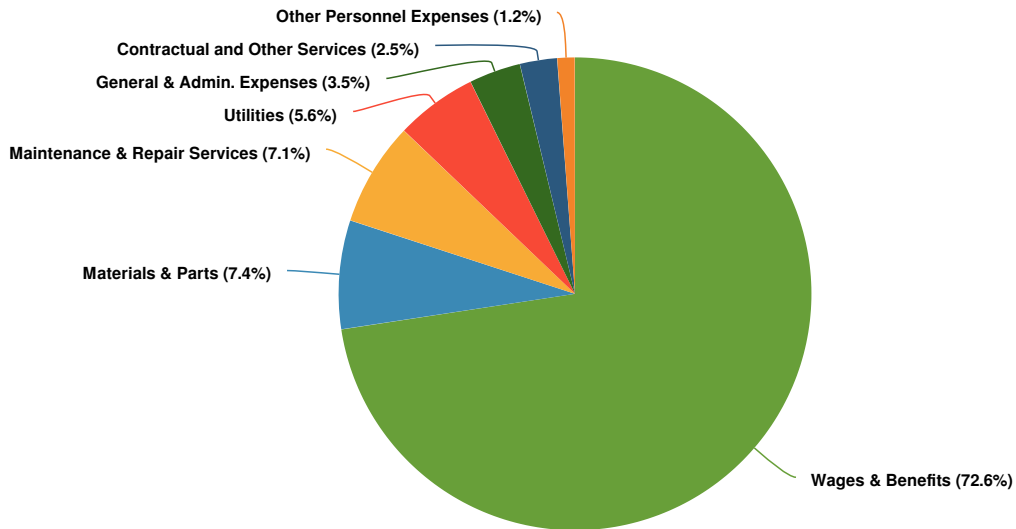
\$415,627 **-\$6,466**
(-1.53% vs. prior year)

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

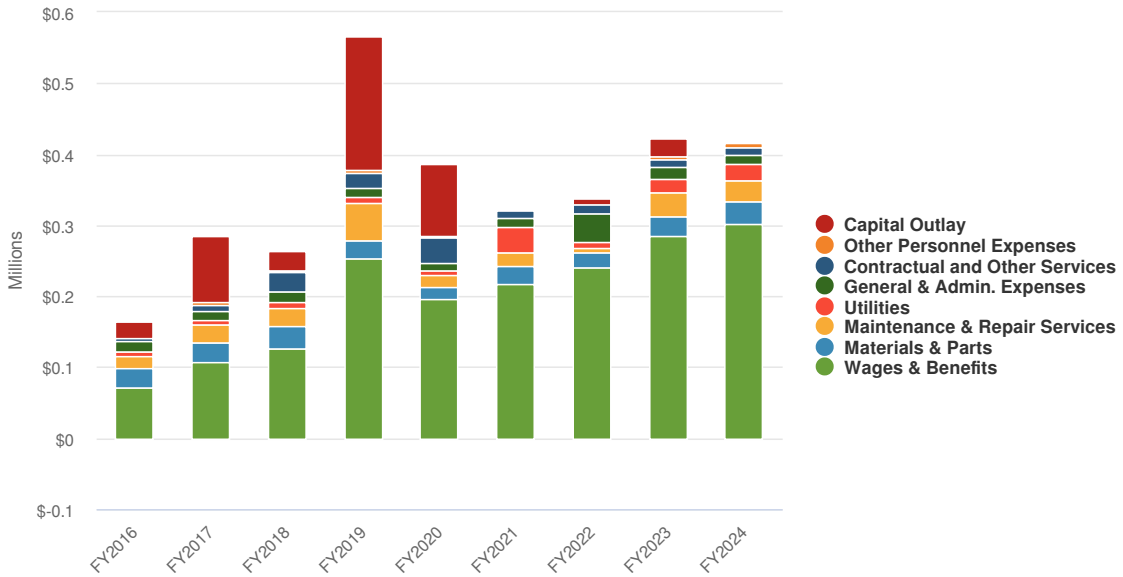


Expenditures by Expense Type

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)

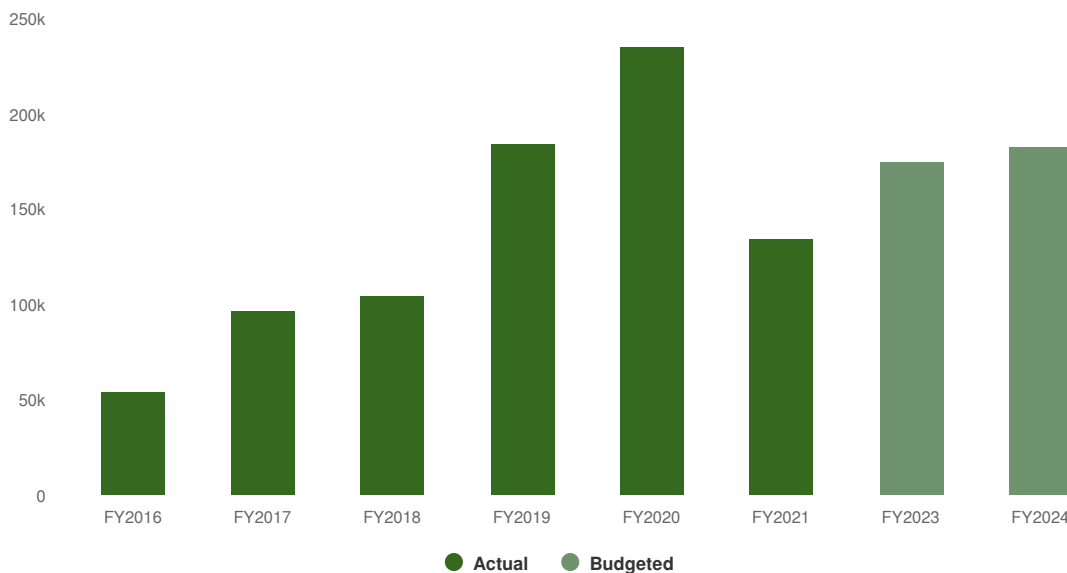
Department 40 provides for the costs of operating, maintaining, and repairing the street and pedestrian oriented non-utility infrastructure. This includes streets, sidewalks, bike paths, cross walks, access to persons with disabilities, street signs, storm drains, and street trees. Major street resurfacing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

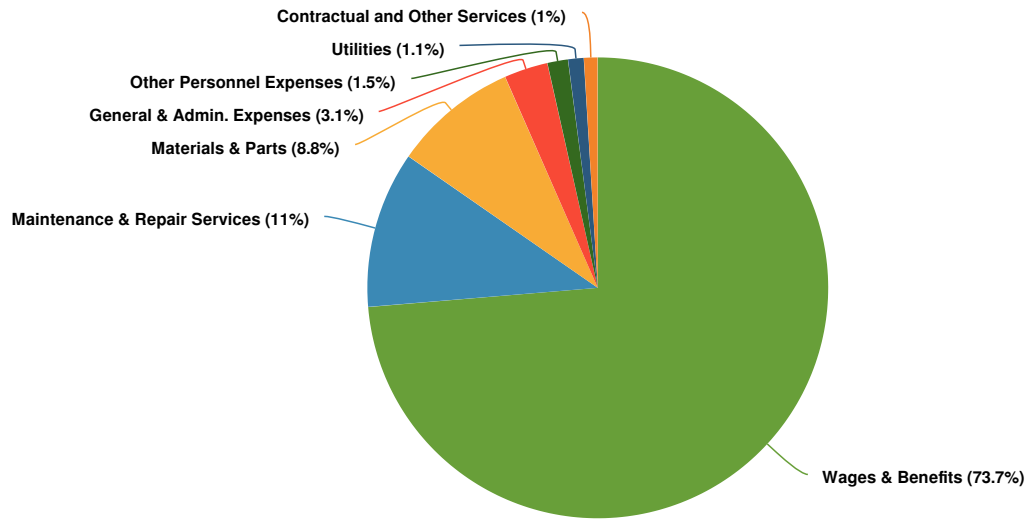
\$182,257 **\$7,866**
(4.51% vs. prior year)

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

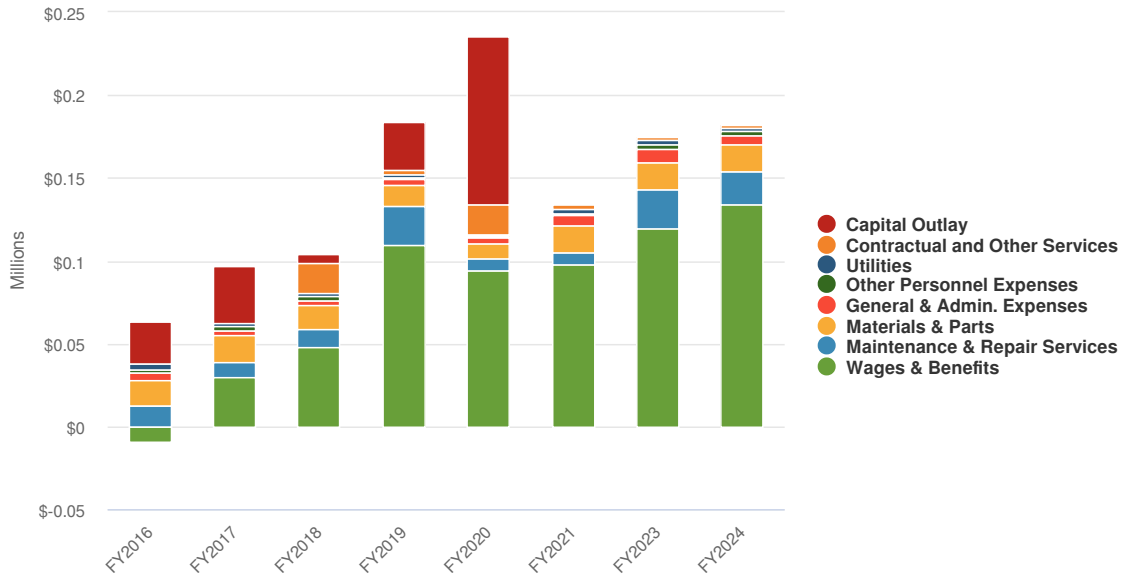


Expenditures by Expense Type

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.

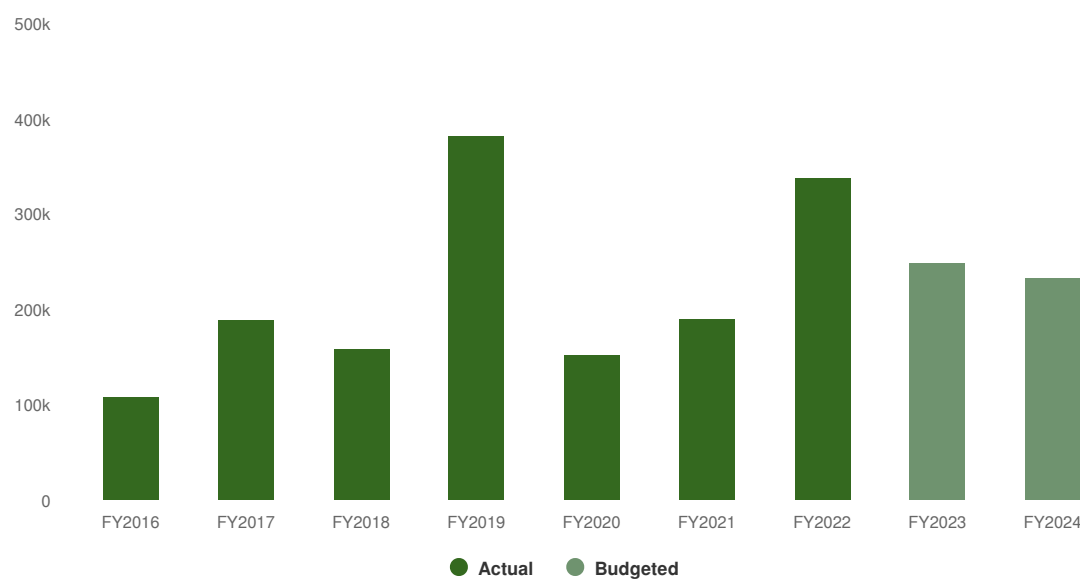
Expenditures Summary

\$233,370

-\$14,332

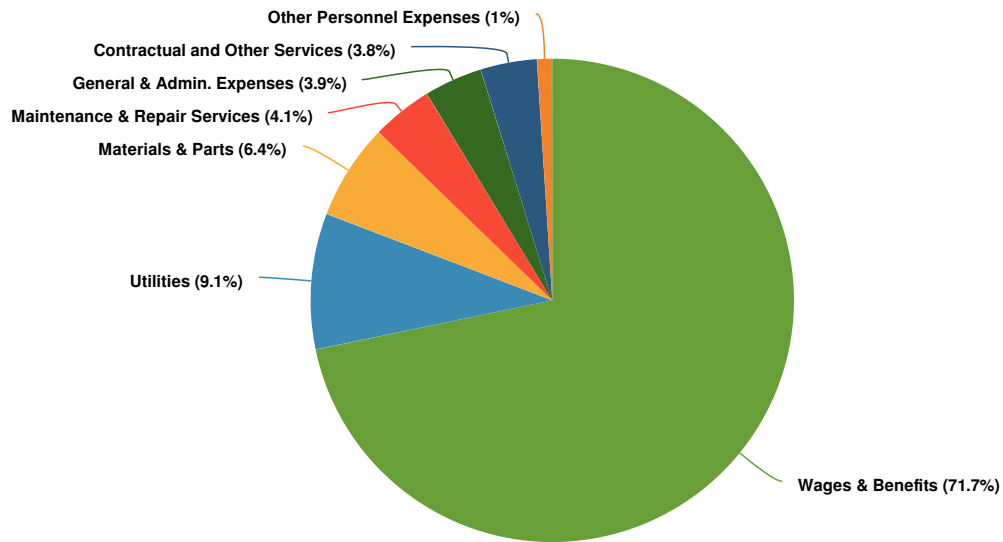
(-5.79% vs. prior year)

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

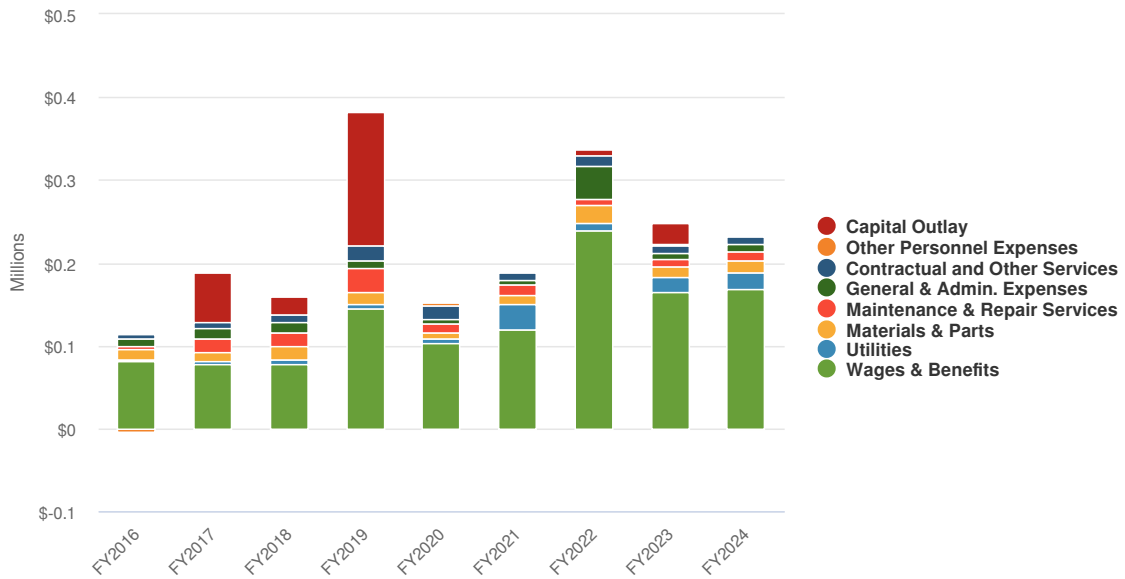


Expenditures by Expense Type

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

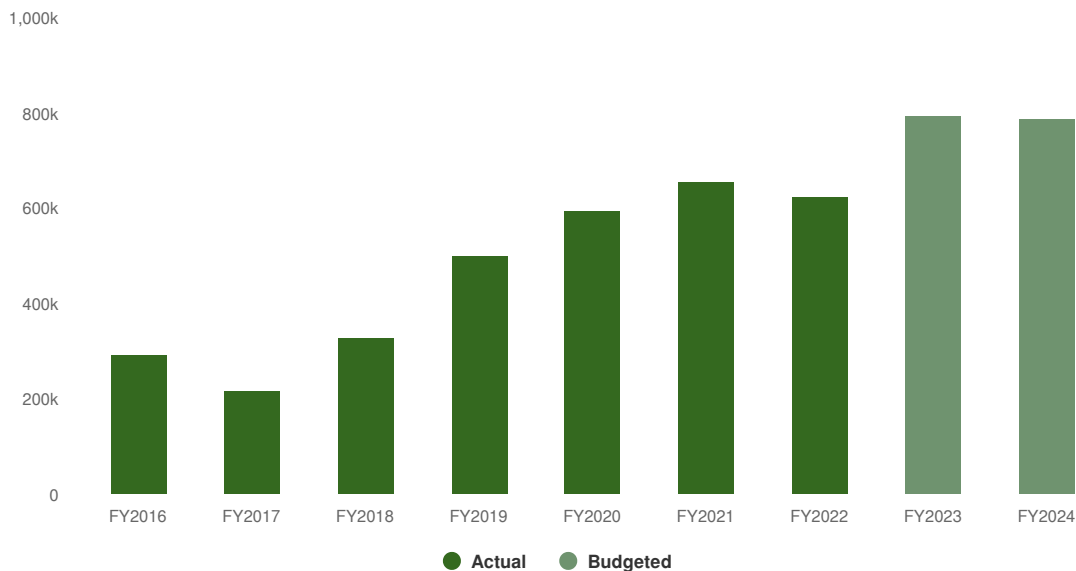
The City Manager and Citygate Associates are re-evaluating the City's Public Safety Delivery system, and recommending several changes to it in this budget. This includes a new leadership position to manage all of the Fire, Sheriff, animal control, emergency services code enforcement, and other related 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

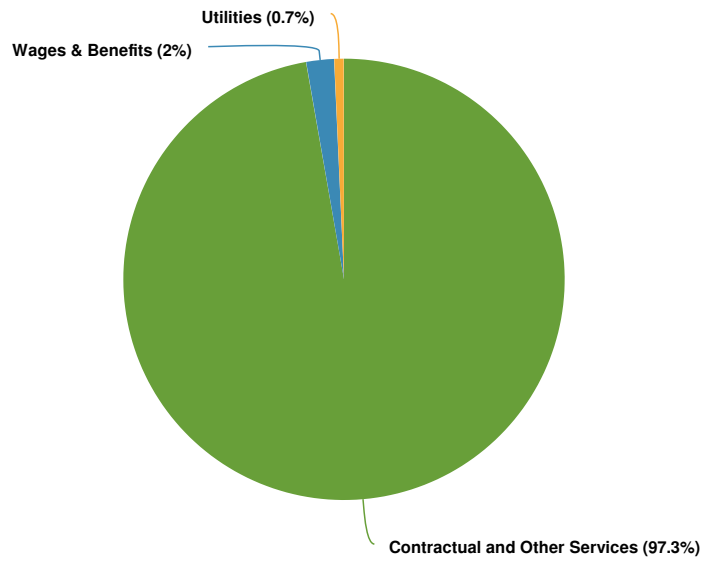
\$787,234 **-\$5,806**
(-0.73% vs. prior year)

Public Safety Proposed and Historical Budget vs. Actual

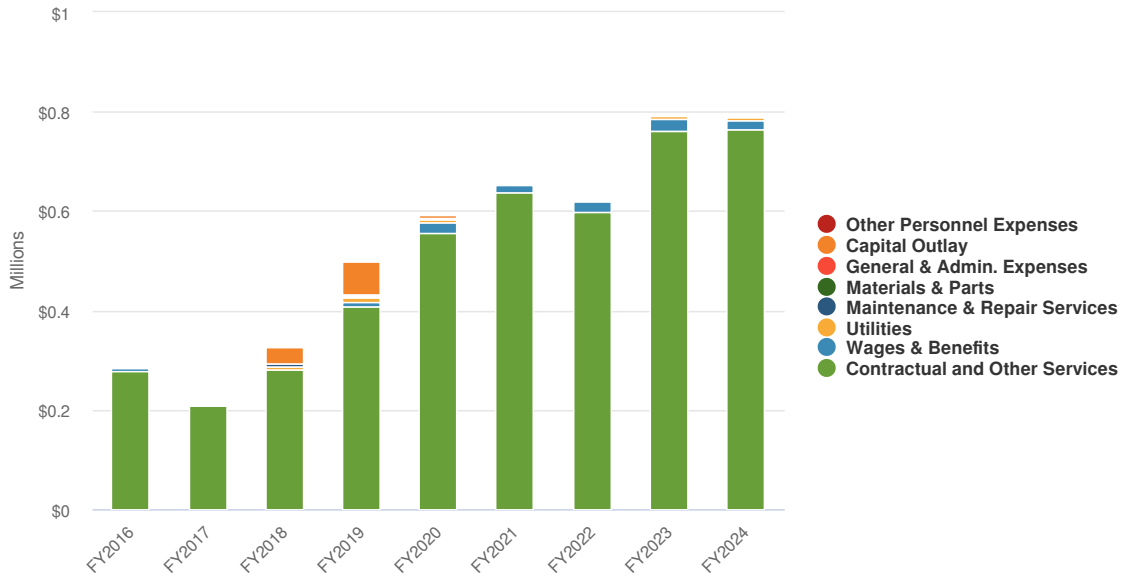


Expenditures by Expense Type

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	\$16,119	-35.3%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$597,417	\$761,615	\$765,615	0.5%
Utilities	\$1,607	\$5,500	\$5,500	0%
Maintenance & Repair Services	\$163	\$1,000	\$0	-100%
Total Expense Objects:	\$621,878	\$793,040	\$787,234	-0.7%



Fire and EMS (Dept. 20)

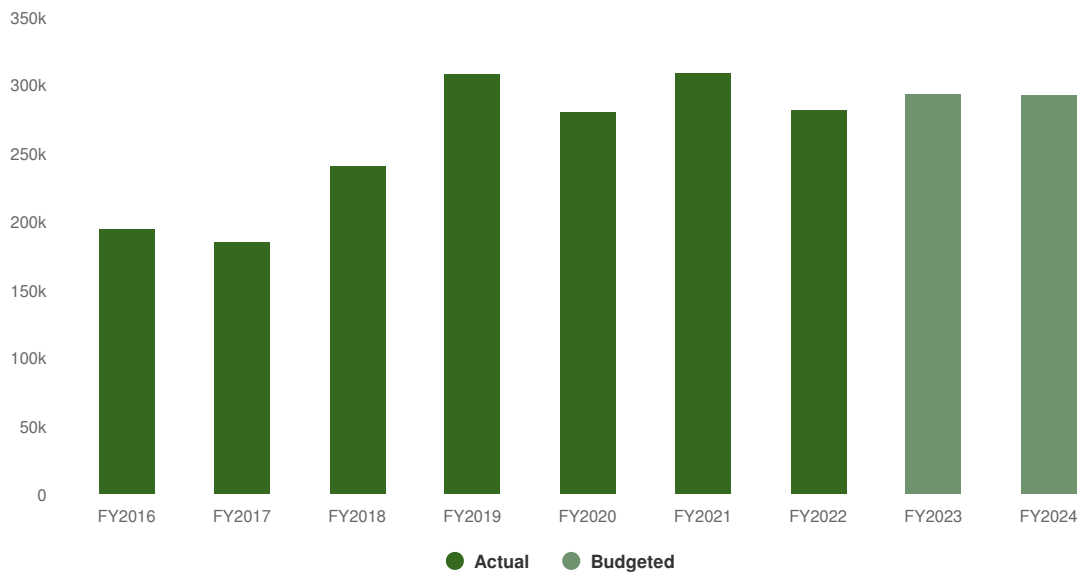
Fire and Emergency Medical Services Department (20)

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

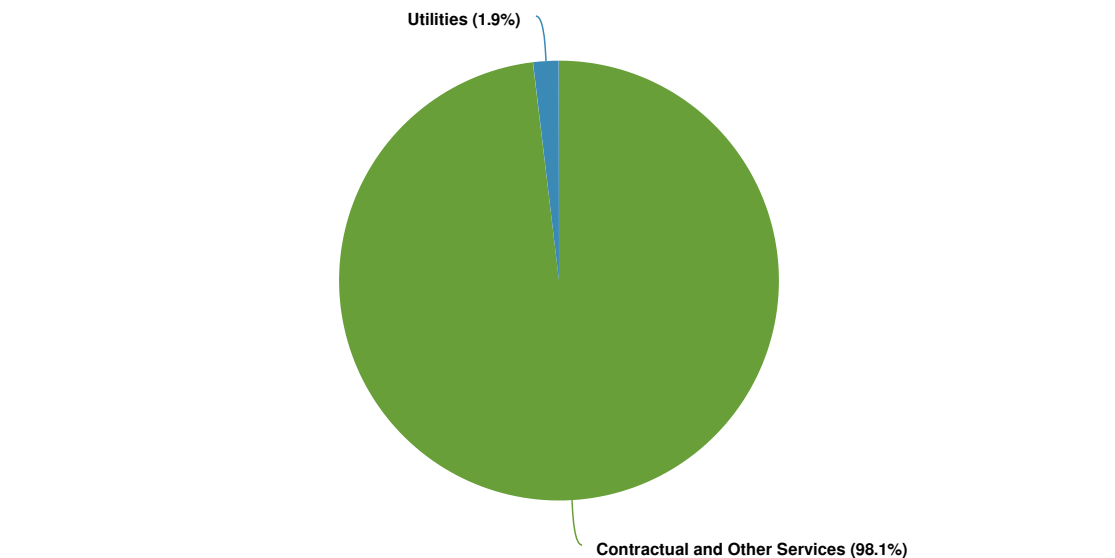
\$292,865 **-\$500**
(-0.17% vs. prior year)

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

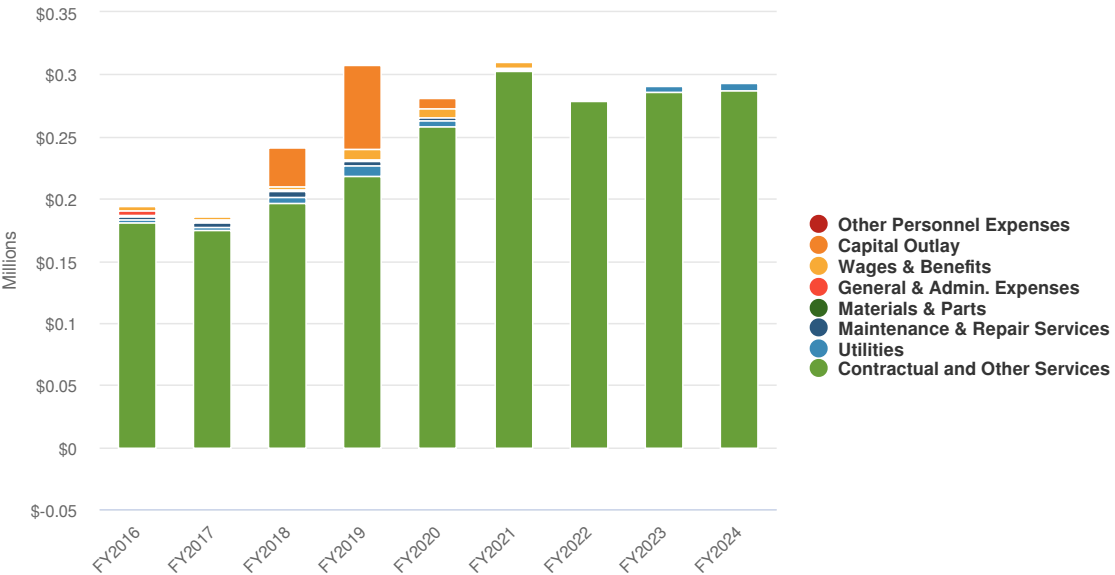


Expenditures by Expense Type

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.

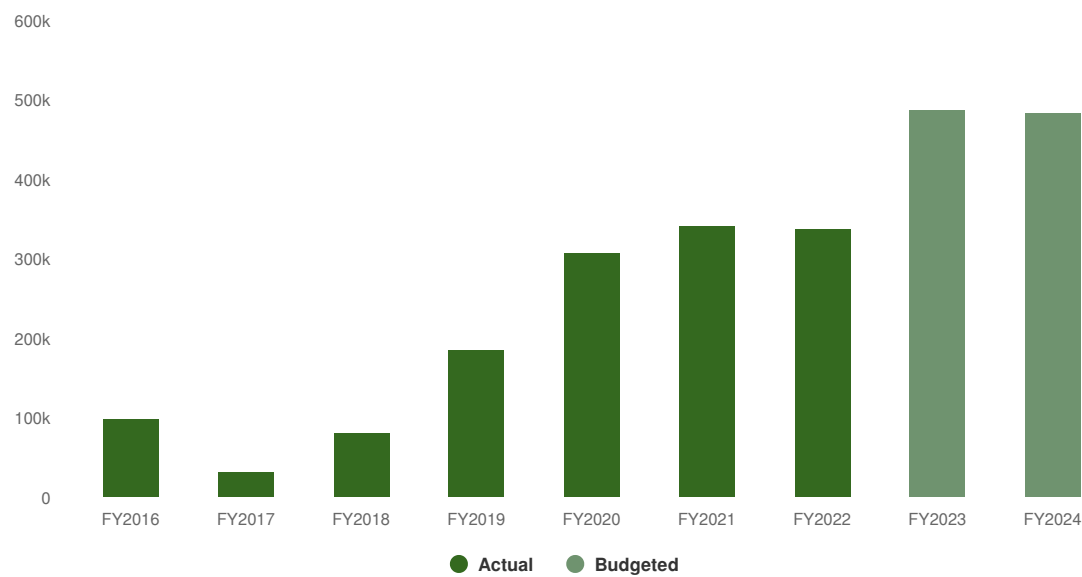
Expenditures Summary

\$482,369

-\$5,306

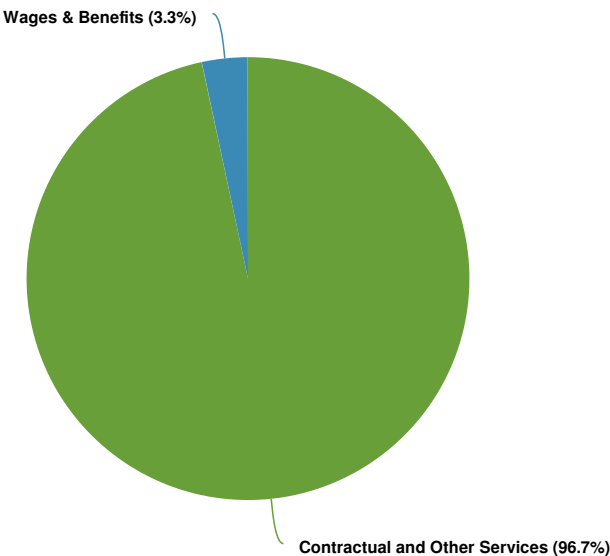
(-1.09% vs. prior year)

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

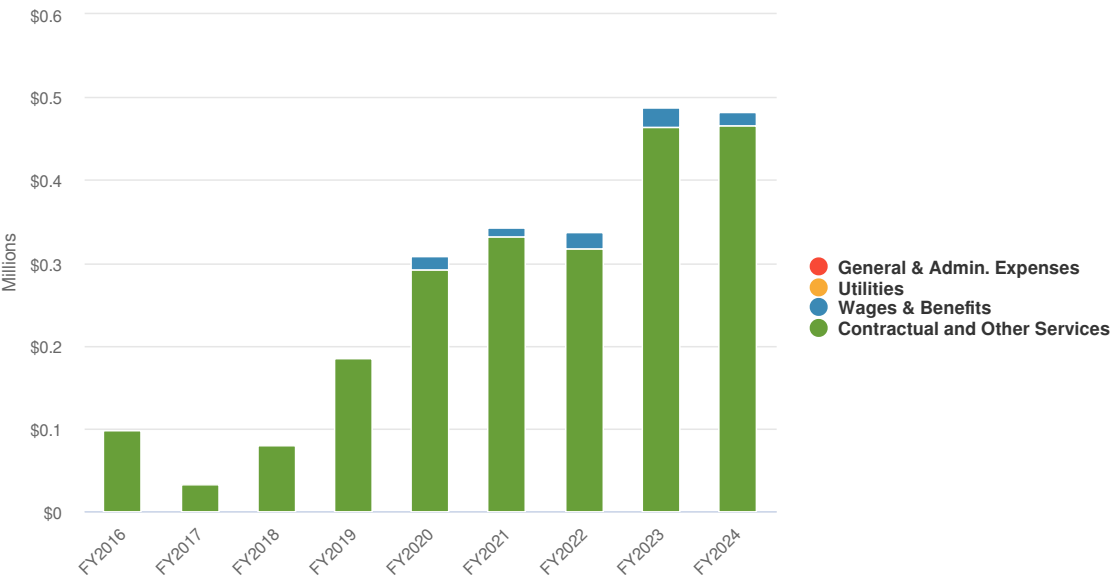


Expenditures by Expense Type

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	\$16,119	-31.2%



Name	FY2022 Actual	FY2023 Budgeted	FY2024 Budgeted	FY2023 Budgeted vs. FY2024 Budgeted (% Change)
Contractual and Other Services	\$316,778	\$464,250	\$466,250	0.4%
Total Expense Objects:	\$337,824	\$487,675	\$482,369	-1.1%



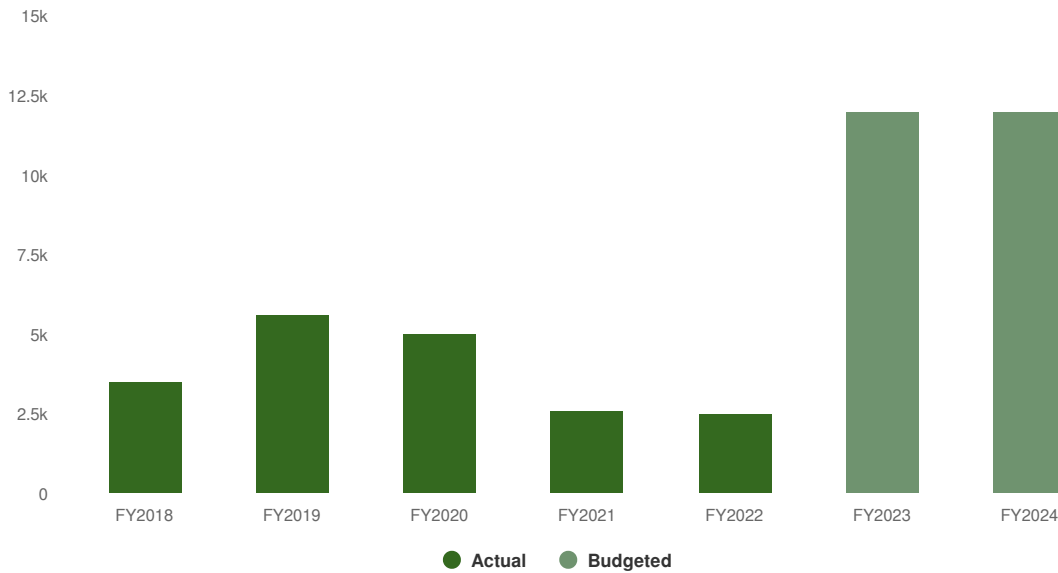
Animal Control (Dept. 36)

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

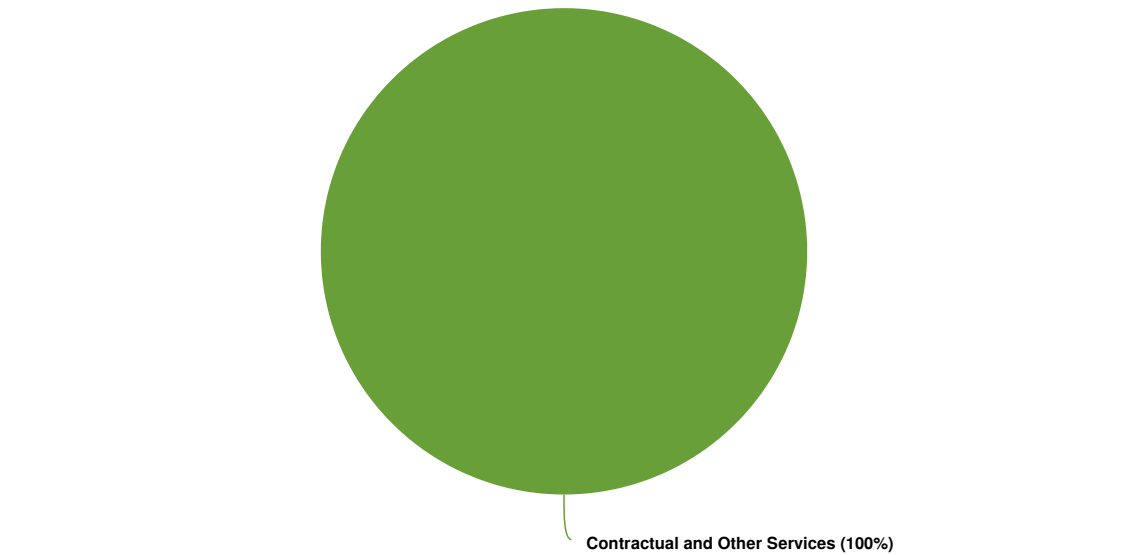
\$12,000 **\$0**
(0.00% vs. prior year)

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

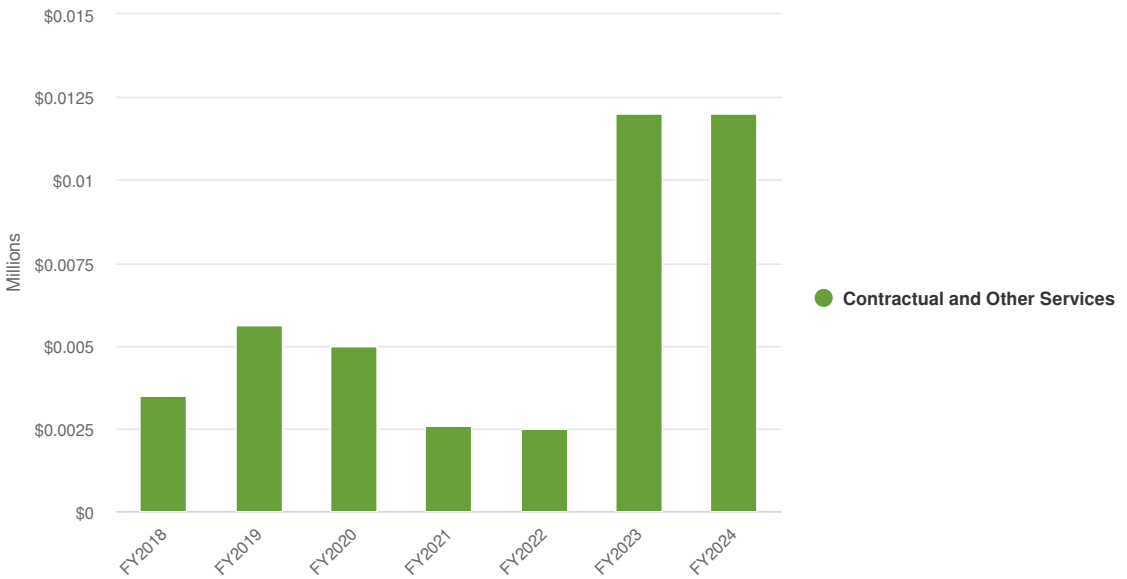


Expenditures by Expense Type

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 revaluated by the Citgate team working on Public Safety re-org.

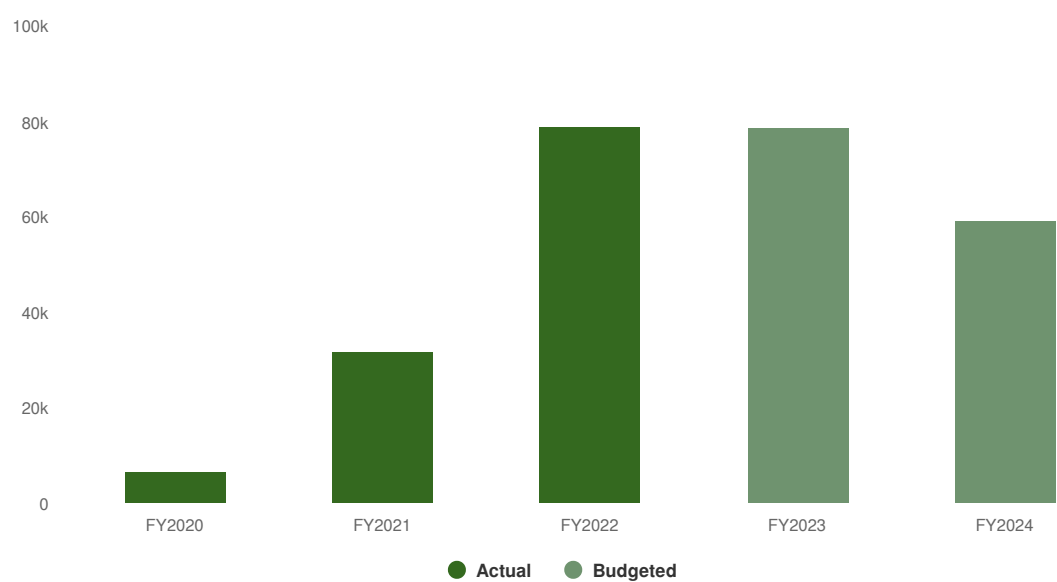
Expenditures Summary

\$59,210

-\$19,347

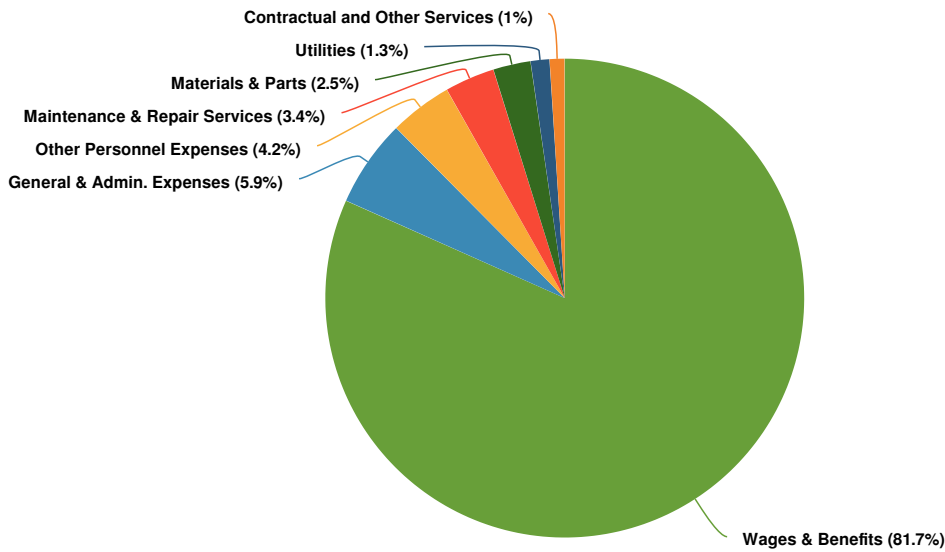
(-24.63% vs. prior year)

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

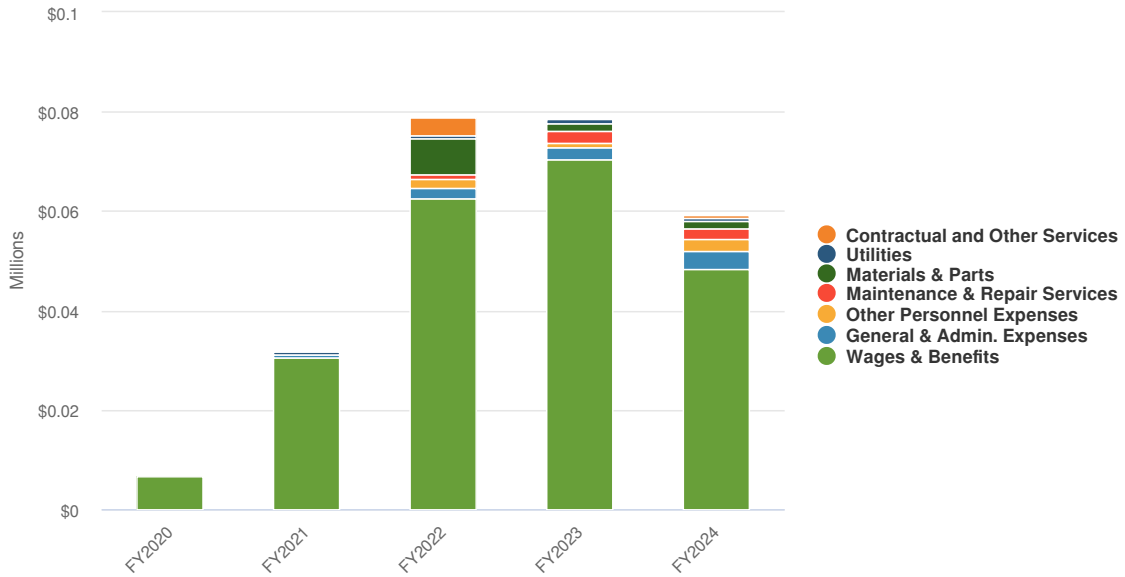


Expenditures by Expense Type

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	\$48,360	-31.2%



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	\$59,210	-24.6%



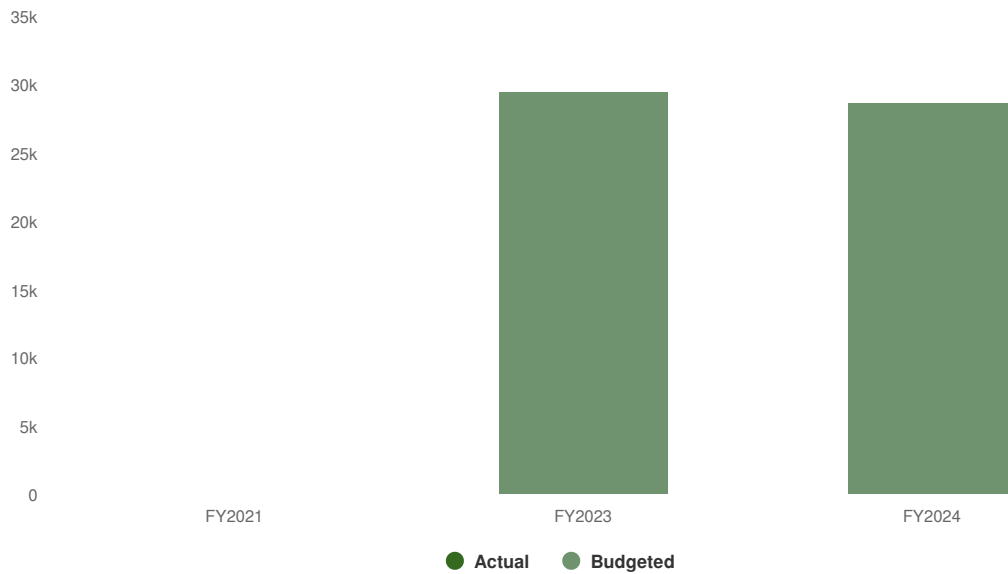
Parks and Rec. (Dept. 33)

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

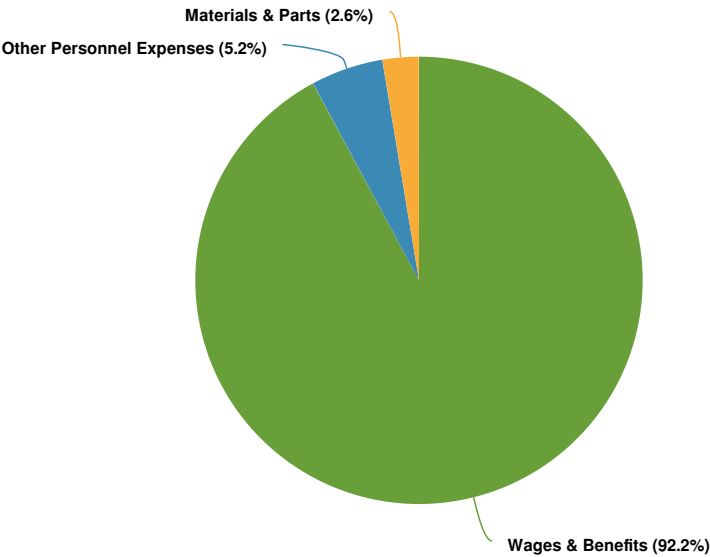
\$28,672 **-\$873**
(-2.95% vs. prior year)

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

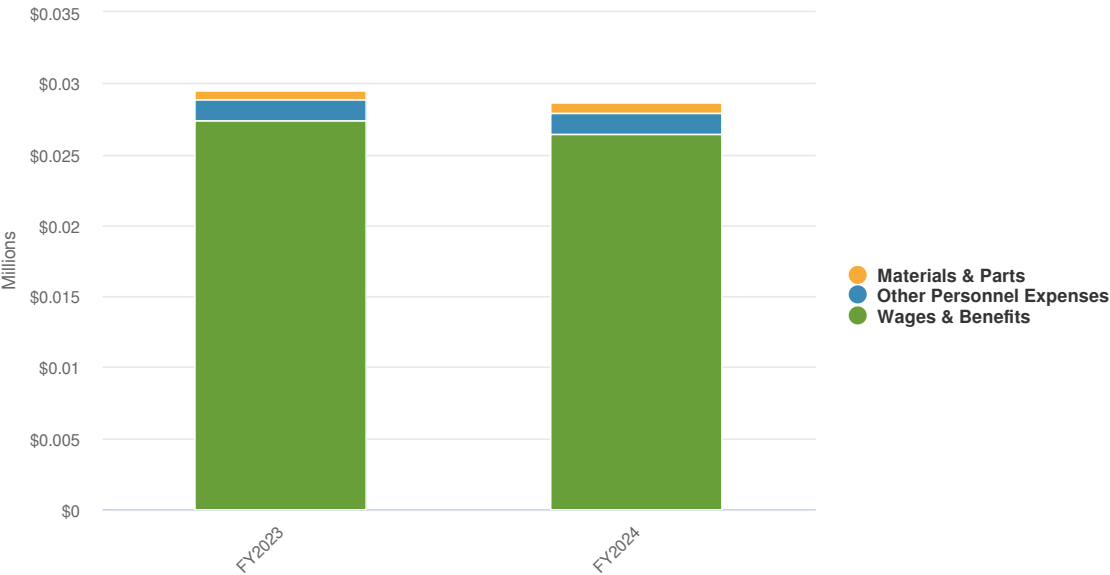


Expenditures by Expense Type

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.

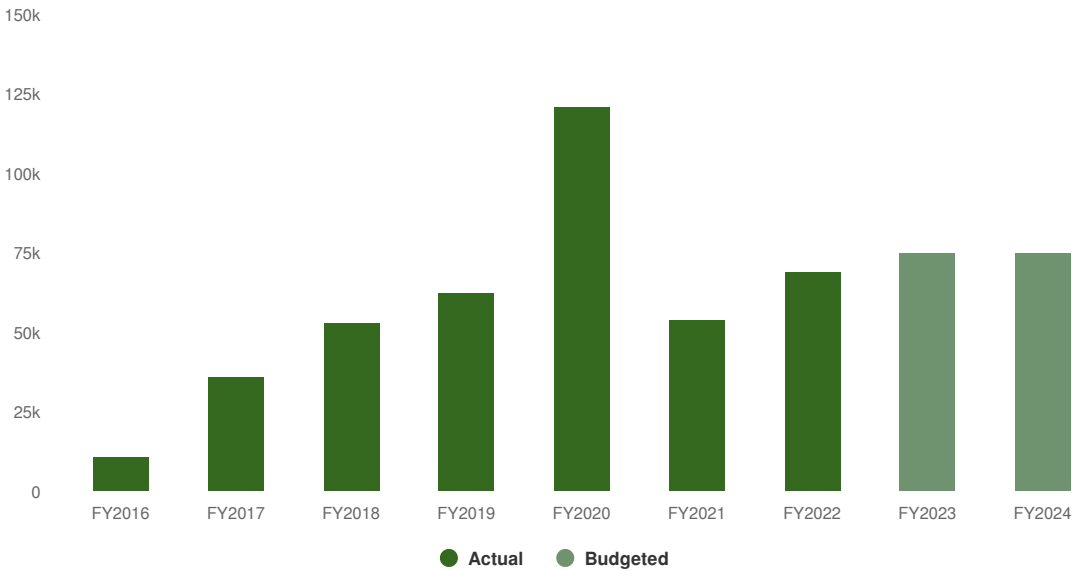
Expenditures Summary

\$75,000

\$0

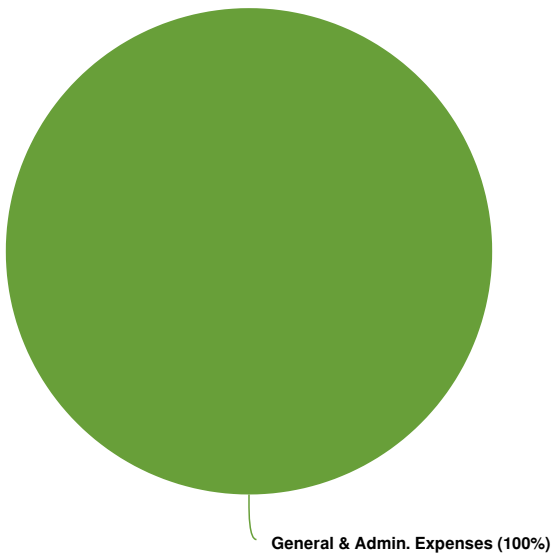
(0.00% vs. prior year)

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

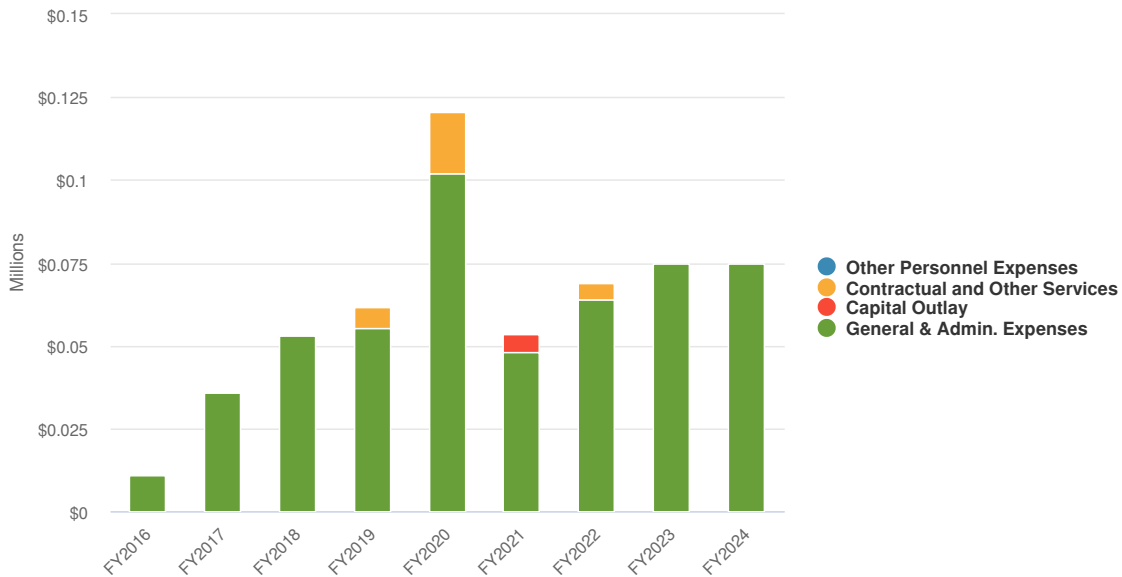


Expenditures by Expense Type

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.

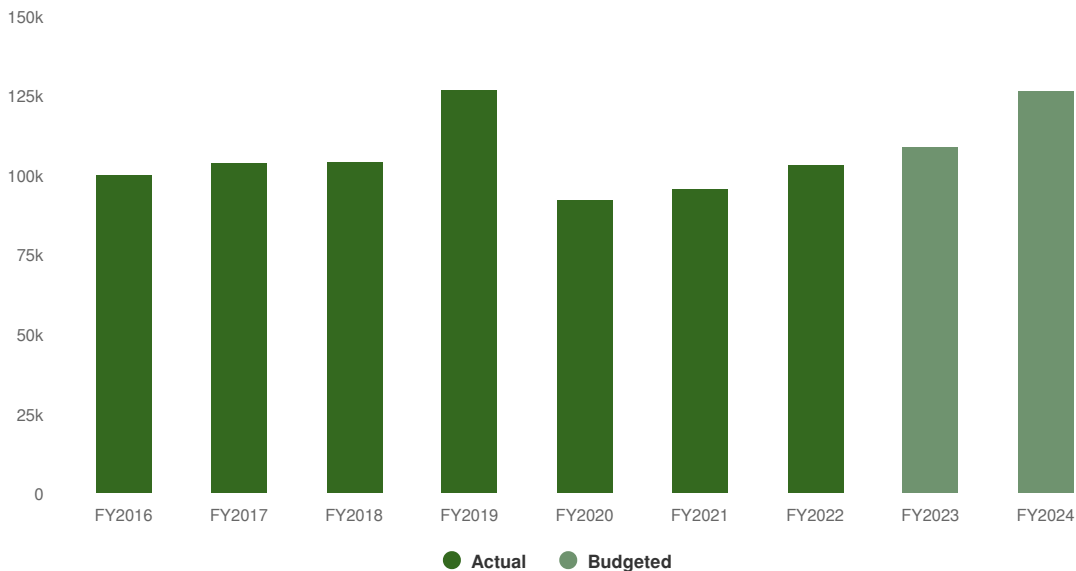
The City Clerk is now an appointed position so adjustments in this Department will be required.

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

Expenditures Summary

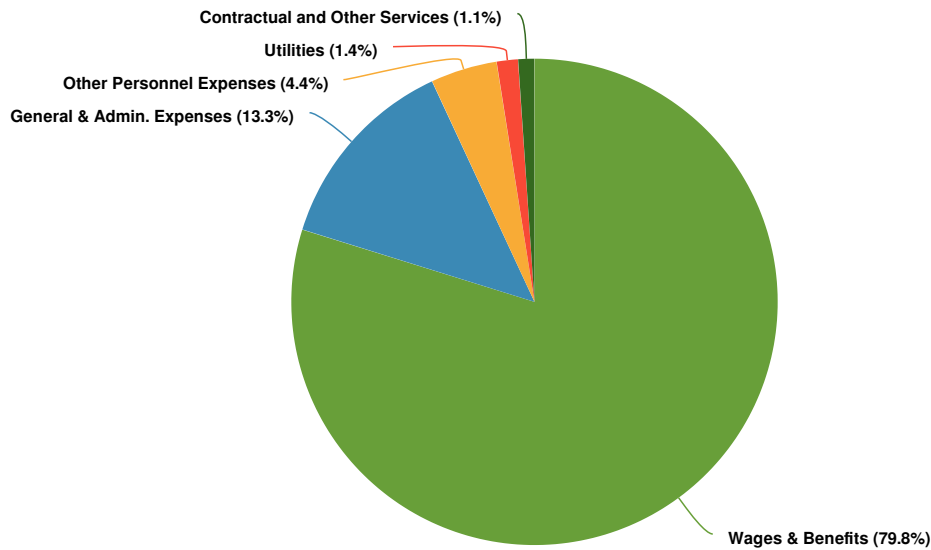
\$126,548 **\$17,393**
(15.93% vs. prior year)

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

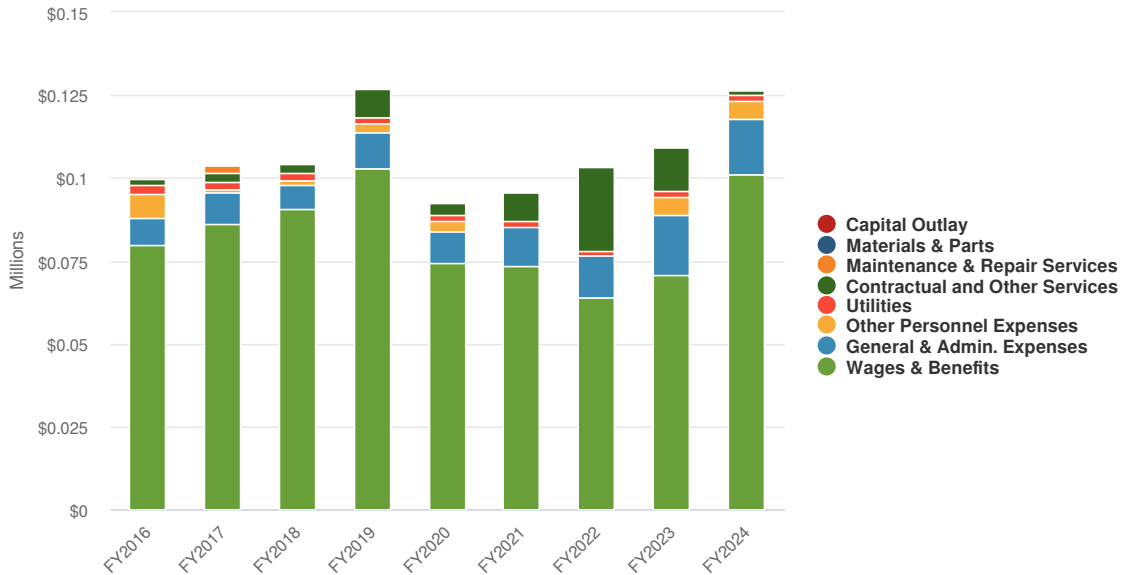


Expenditures by Expense Type

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	\$100,998	42.6%



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	\$126,548	15.9%



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 if its iWorq's software. This is the software used to generate status reports for City Council concerning local development projects and code enforcement.

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

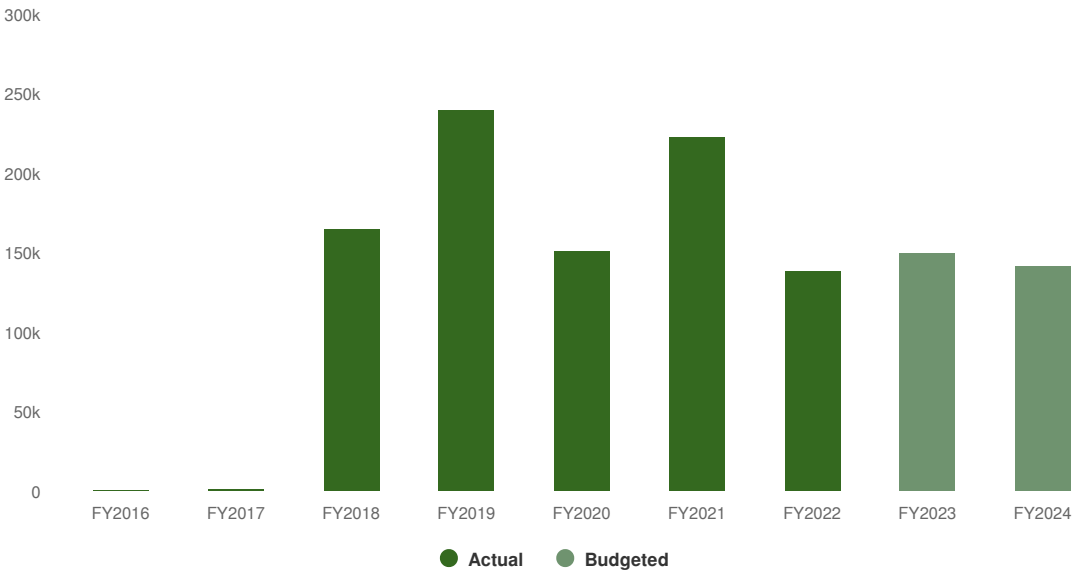
Expenditures Summary

\$141,714

- \$8,160

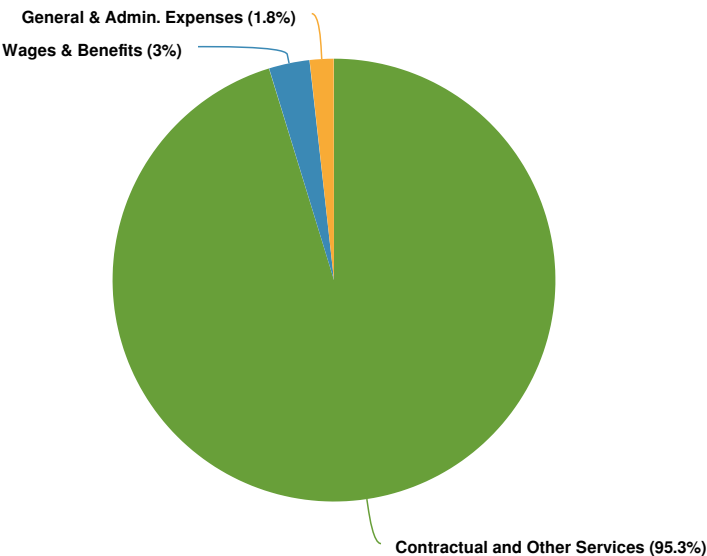
(-5.44% vs. prior year)

Building Dept. Proposed and Historical Budget vs. Actual

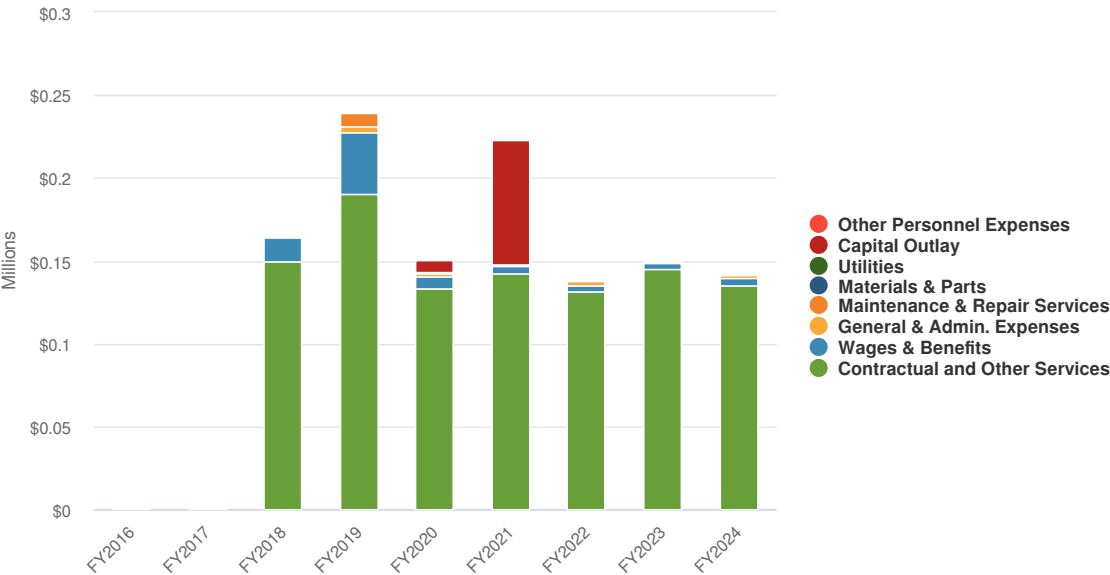


Expenditures by Expense Type

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.

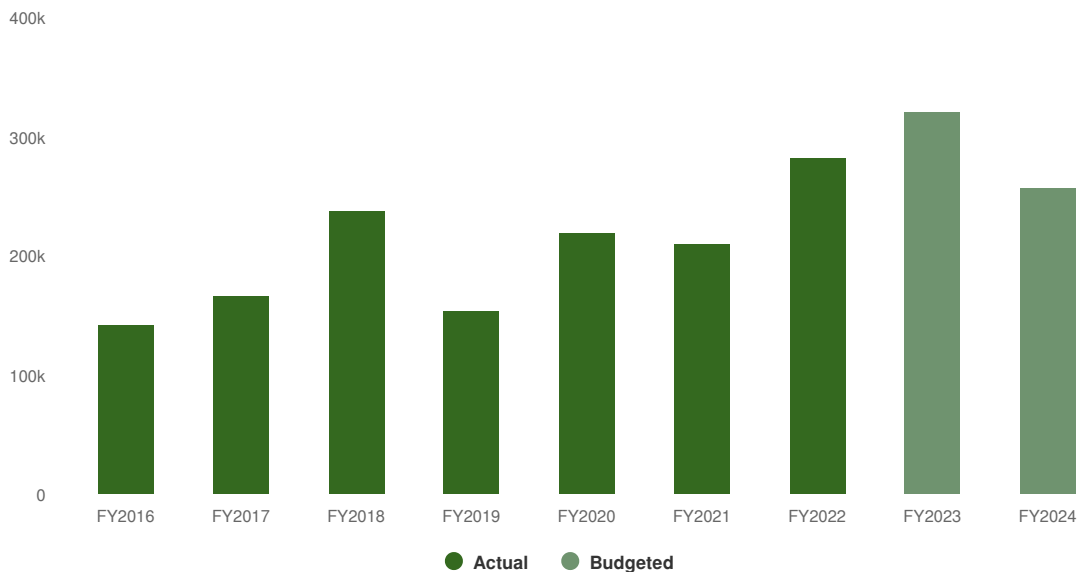
Advanced Planning includes the completion of the Active Transportation Plan, and managing the Economic Development Citizens Advisory Committee, and the Urban Growth/Sphere of Influence Committee, This critical work will define the City's future growth potential.

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

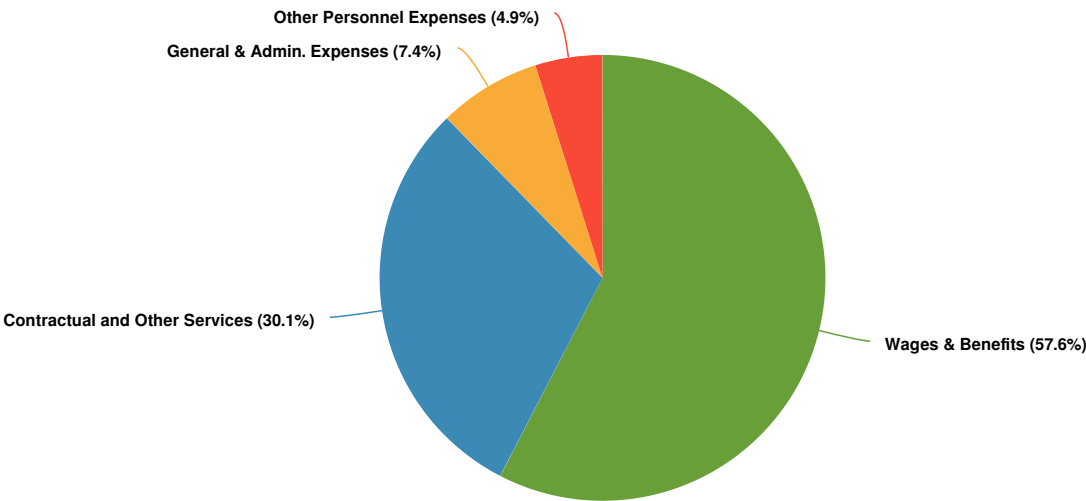
\$256,322 **-\$63,843**
(-19.94% vs. prior year)

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

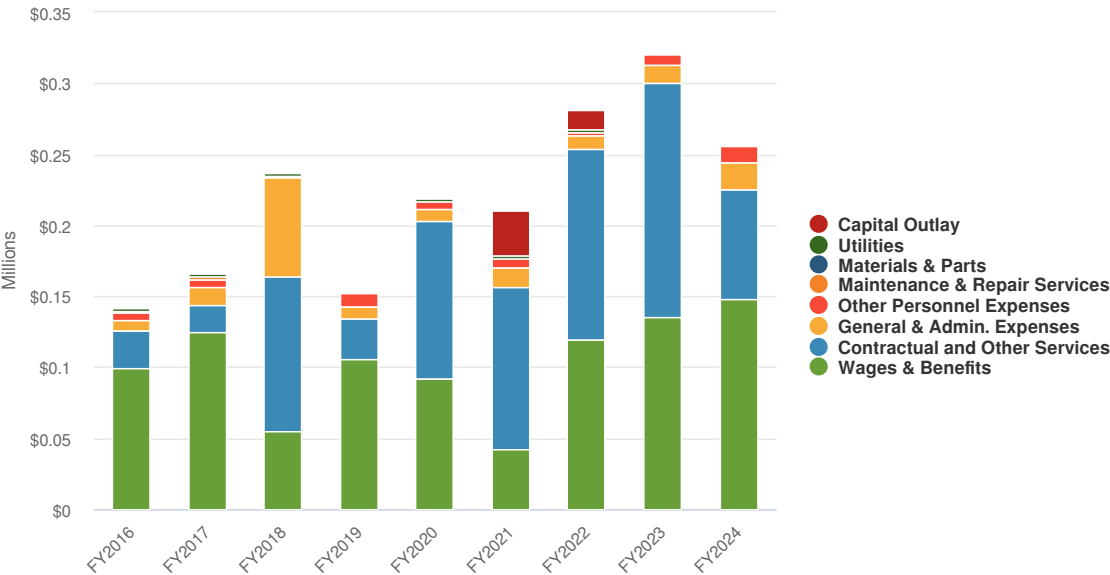


Expenditures by Expense Type

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	\$77,200	-53.3%
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	\$256,322	-19.9%



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 Hollsiter. This Department provides the maintenance team with day-to-day operational support, which was critical during the floods of 2023.

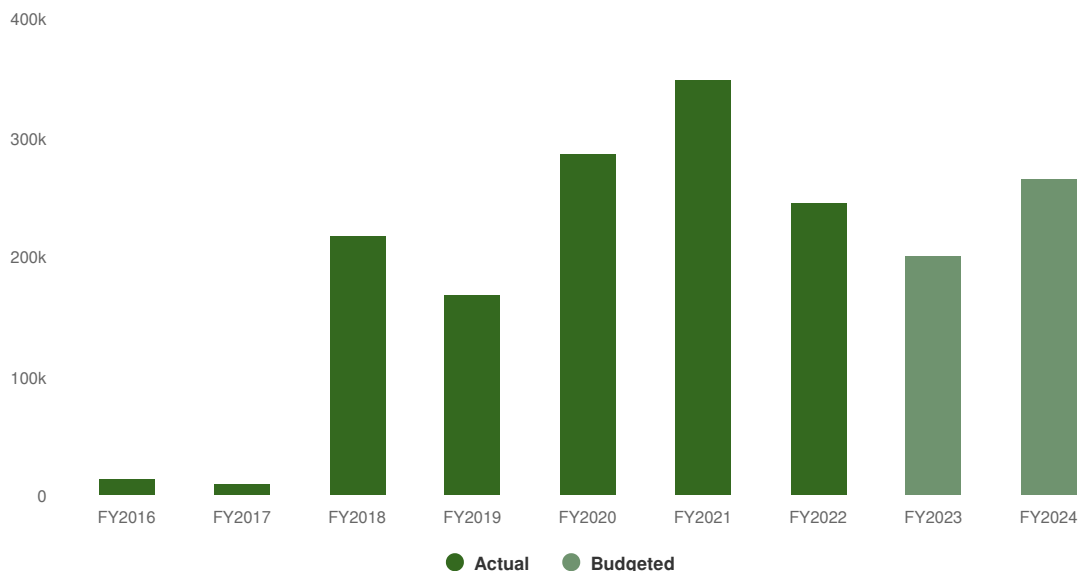
This position also accounts for the engineering review and issuing of encroachment permits. This is a critical part of the Transformation of Third Street. This position also supports the maintenance staff on informal bidding and contracting for smaller jobs including tree trimming and sidewalk repairs.

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

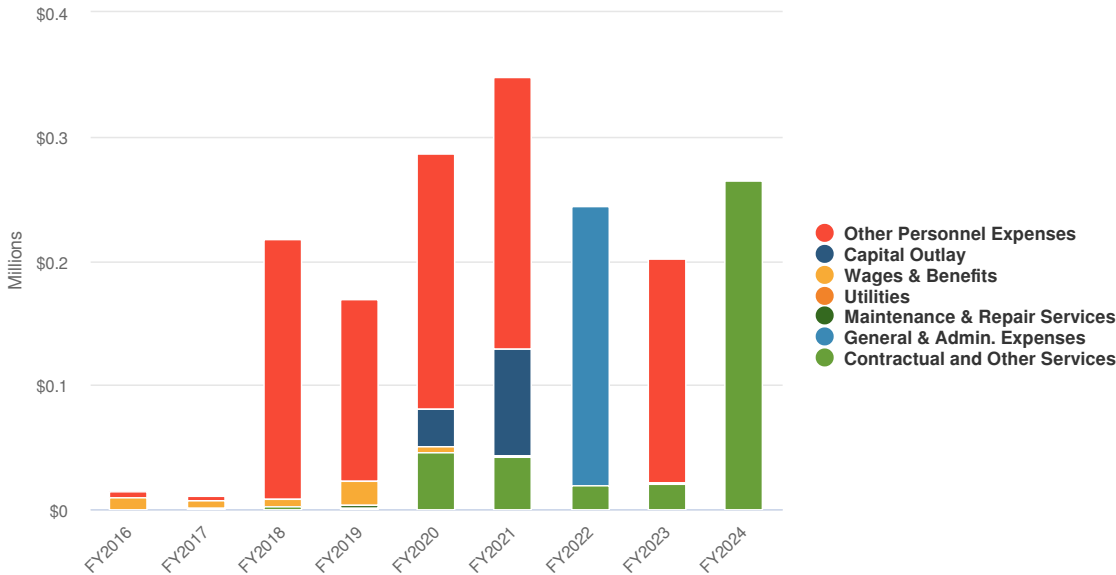


Expenditures by Expense Type

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%

