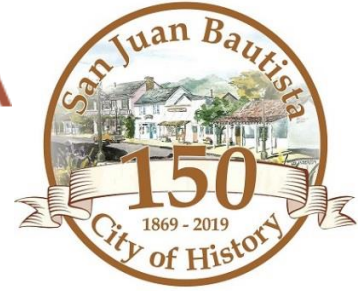




**SAN JUAN BAUTISTA**  
*The City of History*



## **City Manager's Recommended Budget**

Fiscal Year 2019 – 2020

Presented May 21, 2019 by  
J. Edward Tewes, Interim City Manager

To the San Juan Bautista City Council  
César E. Flores, Mayor  
Mary Vazquez Edge, Vice Mayor  
Dan DeVries  
John Freeman  
Leslie Q. Jordan

**“2-2-115 City Manager duties.**

.....

(G) Annual Budget and Capital Program. Prepare and submit to the Council an annual budget and capital program for each ensuing fiscal year, based upon estimates of financial needs and resources of the City.”

Excerpt from San Juan Bautista Municipal Code

**“Tenet 5**

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.”

Excerpt from ICMA Code of Ethics for City Managers

**“Long Range Financial Planning**

GFOA recommends that all governments regularly engage in long-term financial planning.”

Excerpt from “Best Practices” adopted by Government Finance Officers Association

# City Manager’s Recommended Budget Fiscal Year 2019-2020

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May 10, 2019

To: Mayor and City Council

## **City Manager's Budget Message**

The City's financial condition remains stable and will likely improve in the future with the completion of the new subdivisions, a planned new gas station and increased tourism. However, the challenge of fiscal discipline remains.

Based on preliminary inquiries from property owners, it is likely that, over the next several years, the City will be asked to consider development of vacant "greenfield" parcels that will also impact the financial condition. We can also anticipate that the State of California will require the City to take positive steps to expand opportunities for the preservation and development of affordable housing. The Recommended Budget proposes planning projects to anticipate those proposals and develop infrastructure plans to accommodate them.

The City Manager's Recommended FY 20 Budget provides for modest increases in service levels, and small projects to address urgent needs and overdue upgrades to facilities. Proposed staff increases include a half time position to support the Public Works field crew, additional part time hours for library staff to allow additional hours of operation, and a 3-day a week professional position in the City Manager's office to support the new City Manager in managing the public works and community development functions.

The City's water and sewer enterprises are in strong financial condition to meet current operations, but it will be necessary to consider a long-term financing strategy to make strategic investments in system capacity and reliability. The budget provides for water and sewer master plans to guide the priority and sequencing of needed capital improvement projects. The budget also provides for the rate review process required by Proposition 218.

### **Budget Format**

The City Manager's Recommended Budget is presented in the format approved by the City Council in January 2018. It reflects the fund structure required by law and best practice in order to clearly show the revenues and expenditures that are for specified purposes such as community development activities financed by processing fees. The budget format also establishes separate funds for building and vehicle repairs and replacements.

New this year is a special revenue fund to account for capital projects financed by grants and restricted funds other than the utility funds. In the past, capital projects have been comingled with operating budgets creating accounting confusion and difficulty establishing trends.

This year's budget presentation does not include a preliminary Five-Year Capital Improvement Program to show the various phases of long-term projects and their sources of funding. There simply was insufficient time and information to support a comprehensive Five-Year Plan. However, the budget does propose a series of studies and master planning that will allow future city managers to present a long-range capital investment strategy.

### **General Fund**

The General Fund provides discretionary resources that finance traditional city functions such as law enforcement, fire protection, street and park maintenance, library and general administration. The primary sources of revenue are property tax, sales tax, business license revenue and transient occupancy tax. Each revenue source is projected to yield more revenue next fiscal year due to new development and greater economic activity.

The General Fund starts the budget year with a substantial "fund balance" or reserve. The projected year end fund balance at June 30, 2019 is \$1.3 million greater than the annual expenditures budgeted for FY 20. After an additional year of stabilized operations, the Council should consider how best to use the reserves. It is noted that the Recommended Budget does NOT include any "across the board" increases in employee compensation, or funding for support of community promotions. The Council may wish to consider these options as part of the workshops and public hearing.

Nonetheless, the improving revenue picture and the still substantial fund balance allows the Recommended Budget to provide for a series of small capital projects and to modestly improve service levels at the library, in streets and park maintenance and in general administration.

### **Special Revenue Funds**

The Community Development Fund is comprised of the activities of the Planning, Building and Engineering Departments, all related to the private development of land. Fees are set at a level to recover the costs of the activities to review, approve and inspect those private projects. By establishing a separate Fund, the City recognizes that fees paid in one particular year are used to offset costs that may occur in subsequent fiscal years and remain in the fund balance available for that activity. For example: building inspection fees may be paid in FY 19 but the actual expense for the inspection may not occur until FY 20.

In prior years, such revenue was deposited in the General Fund with the possibility that revenues collected in one year might have been budgeted for unrelated purposes in a

subsequent year. Moreover, years with unusually high development activity would skew the expenditure trends of the General Fund.

Although the fees and expenses related to community development will be captured in one fund, there remains the likelihood of expenses that cannot be directly attributed to applications for zoning, subdivisions, or permits. For example, the City Manager, City Planner, and City Engineer are often asked to meet with property owners and comment on development ideas that may not actually blossom into a fee-paying application. Similarly, code enforcement efforts rarely result in fines or reimbursement. Such expenses must be paid by the general city taxpayer and are included in the Recommended Budget as “transfers” from the General Fund to the Community Development Fund, allowing the Council to consider the extent to which such services should be provided.

A second reason for General Fund support for community development activity relates to the City’s approach to processing development applications and enforcing conditions of approval. We have not routinely required developers to pay into a trust account out of which the city’s expenses are paid. Instead, we have often relied on the payment of fees “up front” without regard to the actual cost of inspections and compliance. As an example: a recent project has involved considerable expense by the City Engineer and staff to review and react to proposals for changes in the conditions of approval. In many cities, such costs would be recovered by the developer deposit which would be replenished from time to time as necessary. For that project, however, current expenses have exceeded the revenue from the initial payment of fees several years ago.

The current adopted budget provides some funding for a outside review of the City’s development practices and policies. The new City Manager will have the benefit of the report and recommendations for efficiency and full cost recovery. The recommendations are likely to pose important policy questions for the City Council.

Development Impact Fee Funds. In 2013, the Council established the current schedule of development impact fees whose purpose is to charge new development a proportionate share of the capital costs necessary to mitigate the impact of the development on the balance of the community. Impact fees are authorized by Section 16000 of the Government Code and must have a “nexus” between the fee and the impacts. The Recommended Budget provides funds for a comprehensive update of the impact fee schedule. The law allows up to 5% of each impact fund may be used for administration, and that is the basis of the recommendation that each fund contribute to the new nexus study. It is especially important to establish a local transportation impact fee to complement the regional traffic impact mitigation fee recommended by COG. Such a local fee requires an analysis of the circulation element of the General Plan, levels of service for the transportation network and the impact of new development of the capacity of the network.

As part of the impact fee study, it will also be necessary to consider adoption of a “jail and juvenile facilities” fee for the benefit of San Benito County as required by the 2014 Master Property Tax Sharing Agreement. The County will provide the appropriate “nexus” study to justify the fee.

Assessment Districts. Beginning in FY 20, the City will collect assessments from a Community Facilities District formed to pay for defined services to the Rancho Vista and Copperleaf subdivisions. Because of timing of revenue collection, only half a year of revenue and service is included in the FY 20 Recommended Budget.

### **Internal Service Funds**

As in a private sector business, the costs of government include the costs of depreciating assets such as buildings and vehicles. However, in government fund accounting there is no provision for budgeting depreciation. Instead, the budget annually transfers an amount from the operating budgets to “internal service funds” to accumulate resources needed to repair and replace capital assets. For example, the “Building Repair and Replacement Fund” can be used to repair the Library roof; but an addition to expand the library would have to be paid for from other sources such as the impact fee fund or a grant. Similarly, the replacement of an existing vehicle can be financed from the “vehicle replacement fund” but the acquisition of a new addition to the fleet (or a substantial upgrade such as with the recent purchase of a new tractor) must be paid for from other sources.

In FY 19 the Building Repair and Replacement Fund completed a large capital project for which sufficient funds had not been accumulated in that internal service fund. The “City Hall Re Roof and Termite Abatement” project expended approximately \$123,000. In order to balance the internal service fund, it was necessary to transfer additional money from the General Fund to balance.

### **Capital Projects Fund**

New this year is the establishment of a “Capital Projects Fund” to budget for capital projects that are not otherwise accounted for in the enterprise funds (Water and Sewer) funds. Sometimes in the past, such projects have been included in the General Fund with the potential to comingle resources designated for special projects with discretionary resources that could be used for any municipal purpose. The establishment of the new fund will facilitate grant reporting requirements and management of projects.



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

### **Enterprise Funds**

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

### **Special Analyses**

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

### **Schedule for Budget Adoption**

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

I wish to thank the City staff and consultants who helped prepare the Recommended Budget, especially, the City Accountant, Ms. Wendy Cumming and Office Assistant, Laura Cent. Administrative Services Manager, Trish Paetz, managed the document production. The transition period with an Interim City Manager is a challenge at any time, but especially during budget preparation. The final product could not have been produced without the diligence and professionalism of the City staff.

Respectfully submitted,



J. Edward Tewes

Interim City Manager

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

<b>Fund</b>	<b>FY19 Projected</b>				<b>FY20 Budget</b>		<b>Ending Balance</b>
	<b>Beginning Balance</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Ending Balance</b>	<b>Revenue</b>	<b>Expenditures</b>	
<b>General Fund</b>	\$ 2,762,146	\$ 1,807,434	\$ 1,725,943	\$ 2,843,637	\$ 1,833,724	\$ 1,679,021	\$ 2,998,340
<b>Special Revenue:</b>							
Capital Projects Fund	61,000	-		61,000	1,722,000	1,763,000	20,000
Community Development	366,388	158,890	525,278	-	550,157	550,157	-
COPS	38,693	110,153	75,000	73,846	100,000	100,000	73,846
Parking and Restroom Fund	154,085	27,600	20,100	161,585	32,200	15,000	178,785
Gas Tax Fund	10,064	45,650	55,714	-	45,750	45,750	-
Public Parking Fund	17,447	-	-	17,447			17,447
Affordable Housing	62,000	32,000	-	94,000	-	18,877	75,123
Valle Vista LLD	36,828	27,884	20,660	44,052	27,900	23,315	48,637
Rancho Vista CFD					92,744	40,904	51,840
Copperleaf CFD					34,390	21,523	12,867

*City of San Juan Bautista  
Budget Summary  
FY20*

<u>Fund</u>	<u>FY19 Projected</u>				<u>FY20 Budget</u>		<u>Ending Balance</u>
	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending Balance</u>	<u>Revenue</u>	<u>Expenditures</u>	
<b>Development Impact Fee Funds:</b>							
Public/Civic Facility	89,098	25,000	-	114,098	25,000	33,000	106,098
Library	133,776	35,000	-	168,776	33,000	24,000	177,776
Storm Drain	148,675	120,000	-	268,675	80,000	196,000	152,675
Park In-Lieu	95,474	10,466	-	105,940	10,000	115,000	940
Public Safety	102,142	21,000	-	123,142	15,000	25,000	113,142
Traffic Impact Fund	138,640	30,000	-	168,640	10,000	109,000	69,640
Zone 1 TIMF	-	-	-	-	30,000		30,000
<b>Internal Service Fund</b>							
Blg Rehab. & Replace. Fund	71,300	55,500	123,000	3,800	38,000	20,000	21,800
Vehicle Replacement Fund	91,400	60,000	-	151,400	60,000	11,353	200,047
<b>Enterprise Funds</b>							
<b>Water:</b>							
Operations	662,012	922,000	746,512	837,500	979,000	731,358	1,085,142
Capital Projects	1,566,058	434,228	540,998	1,459,288	100,000	351,610	1,207,678
<b>Sewer:</b>							
Operations	1,215,865	968,600	836,799	1,347,666	1,010,600	1,599,986	758,280
Capital Projects	319,207	340,773	553,749	106,231	600,000	640,610	65,621
<b>TOTAL Funds</b>	<b>8,142,298</b>	<b>5,232,178</b>	<b>5,223,753</b>	<b>8,150,723</b>	<b>\$ 7,429,465</b>	<b>\$ 8,114,464</b>	<b>7,465,724</b>

**City of San Juan Bautista**  
**Interfund Transfers**  
**FY20**

<u>Transfer to Fund</u>	<u>Transfer from Fund</u>	<u>Estimated Actuals FY19</u>	<u>Budget FY20</u>	<u>Description</u>
<b>General Fund</b>				
	46 - Water Enterprise Fund	\$ 44,607	\$ 44,607	Infrastructure debt repayment
	48 - Sewer Enterprise Fund	36,497	36,497	Infrastructure debt repayment
	50 - COPS Funds	100,000	100,000	Law Enforcement Contract
	75 - Gas Tax Funds	55,714	45,750	Eligible expenditures
	81 - Public Facility Impact Fund		2,705	Balance of allowable admin. To G.F.
	82 - Library Impact Fund		4,439	Balance of allowable admin. To G.F.
	83 - Storm Drain Impact Fund		3,434	Balance of allowable admin. To G.F.
	84 - Parks Impact Fund		299	Balance of allowable admin. To G.F.
	85 - Public Safety Impact Fund		857	Balance of allowable admin. To G.F.
	86 - Traffic Impact Fund		432	Balance of allowable admin. To G.F.
		<u>\$ 236,818</u>	<u>\$ 226,854</u>	
<b>Community Development</b>				
	General Fund	<u>28,500</u>	<u>117,507</u>	Offset cost overage
<b>Vehicle Replacement Fund</b>				
	General Fund	<u>\$ 60,000</u>	<u>\$ 60,000</u>	Fund reserve
<b>Building Replacement Fund</b>				
	General Fund	<u>\$ 55,500</u>	<u>\$ 38,000</u>	Fund reserve
<b>Sewer Capital Fund</b>				
	Sewer Operating Fund	<u>\$ -</u>	<u>\$ 500,000</u>	To upgrade sewer line

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

**General Fund Revenue**

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY17/18</b>	<b>Budget FY18/19</b>	<b>Estimated Actuals FY18/19</b>	<b>Budget FY19/20</b>
<b><u>Property Taxes</u></b>					
402.000	Secured	\$ 324,451	\$ 310,000	\$ 395,000	\$ 414,750
404.000	Unsecured	18,269	26,000	26,000	26,000
403.000	Supplemental	9,125	9,000	9,000	9,000
402.002	Unitary Taxes	9,803	-	-	-
426.000	Home Owner Tax Relief	2,604	2,500	2,700	2,890
<b>Total Property Taxes - All Sources</b>		<b>364,252</b>	<b>347,500</b>	<b>432,700</b>	<b>452,640</b>
<b><u>Other Taxes</u></b>					
406.000	Sales & Use Tax	533,149	480,000	540,000	551,000
407.000	VLF Swap	152,400	138,000	164,000	172,200
408.000	Transient Lodging Tax	134,807	150,000	150,000	153,000
419.000	Property & Doc. Transfer	7,944	13,000	15,000	15,000
428.000	Vehicle License Fees	980	-	2,000	2,000
429.000	Other Tax Revenue	8,500	-	-	-
<b>Total Other Taxes - All Sources</b>		<b>837,780</b>	<b>781,000</b>	<b>871,000</b>	<b>893,200</b>
<b><u>430 Grant Funds</u></b>					
437.000	Library	-	-	14,884	-
495.000	Other grants	-	-	7,035	-
<b>Total Grant Funds -All Sources</b>		<b>-</b>	<b>-</b>	<b>21,919</b>	<b>-</b>
<b><u>Franchise Fees</u></b>					
440.000	PG&E Franchise	13,192	11,000	14,000	14,280
442.000	Cable TV Franchise	17,417	13,000	15,000	15,000
448.000	Refuse Franchises	31,247	35,000	52,000	64,800
<b>Total Franchise Fees - All Sources</b>		<b>61,856</b>	<b>59,000</b>	<b>81,000</b>	<b>94,080</b>
<b><u>Business &amp; Misc. License &amp; Permits</u></b>					
450.000	Business License	27,986	27,000	28,000	30,000
453.000	Burn Permits	5	400	100	100
470.000	Garage/Yard Sale Permits	140	400	100	100
472.000	Animal License	68	400	100	100
490.000	Misc. Revenue	13,865	800	1,000	1,000
494.001	Special Events	3,900	14,000	14,000	14,000
<b>Total Business &amp; Misc. License &amp; Permits</b>		<b>45,964</b>	<b>43,000</b>	<b>43,300</b>	<b>45,300</b>

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

**General Fund Revenue**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Charges for Miscellaneous Services</u></b>					
496.002	Public Document Charge		500	100	100
496.001	Administration income	16	1,000	1,000	1,000
496.000	Library - Copy Charges	2,373	500	2,000	2,000
<b>Total Miscellaneous Service Charges</b>		<b>2,389</b>	<b>2,000</b>	<b>3,100</b>	<b>3,100</b>
<b><u>Fines and Penalties</u></b>					
421.000	Vehicle Code/Parking	1,381	1,000		
475.000	Library Fines	159	1,000	50	50
<b>Total Fines and Penalties all Sources</b>		<b>1,540</b>	<b>2,000</b>	<b>50</b>	<b>50</b>
<b><u>Miscellaneous Revenue</u></b>					
497.000	Other Financing Sources	66	-	7,200	-
438.000	Donations - Library	3,195		222	-
480.000	Community Center Rental	21,173	22,000	32,000	32,000
480.001	Lease - American Tower	66,133	26,000	26,000	26,000
480.002	Permits			125	-
480.003	Reimbursed City Expenses	28,775	22,000	30,000	30,000
482.000	Parks and Rec. Revenue	260	-	-	500
484.000	Interest & Penalties	28,780		22,000	30,000
<b>Total Miscellaneous Revenue - All Sources</b>		<b>148,382</b>	<b>70,000</b>	<b>117,547</b>	<b>118,500</b>
<b>Fund Transfers:</b>					
<b>TOTAL General Fund Revenue</b>		<b>\$ 1,462,163</b>	<b>\$ 1,304,500</b>	<b>\$ 1,570,616</b>	<b>\$ 1,606,870</b>

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

***By Department***

<b>Department Number</b>	<b>Department</b>	<b>Actuals FY 17/18</b>	<b>Budget FY18/19</b>	<b>Estimated Actuals FY18/19</b>	<b>Budget FY19/20</b>
10	City Council	\$ 21,348	\$ 26,769	\$ 22,433	\$ 46,851
11	City Attorney	86,060	50,000	65,000	60,000
12	City Manager	38,918	43,128	31,889	59,231
13	Administrative Services	104,080	130,124	123,124	97,245
14	City Treasurer	379	340	465	1,227
15	Finance	154,278	141,747	150,372	156,542
16	City Library	51,782	110,541	106,514	81,087
20	Fire & EMS	240,733	241,865	326,933	307,756
30	Law Enforcement	252,564	279,950	286,000	292,550
36	Animal Control	3,500	10,000	6,000	10,000
40	Public Works - Streets	108,973	744,590	181,091	160,151
44	Public Works - Bldg. & Grnds.	161,271	361,305	229,422	152,874
45	General Government	48,708	50,500	52,700	30,000
<b>TOTAL General Fund</b>		<b>\$ 1,272,594</b>	<b>\$ 2,190,859</b>	<b>\$ 1,581,943</b>	<b>\$ 1,455,514</b>



## City Council (Department 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 councilmembers' organizations
- Education and training for councilmembers

The FY 20 budget reflects the updated allocation of city staff time and increases the allowance for councilmember training and education. In FY 19 due to the election of three new members, the actual expenditures exceeded the budget. In FY 20, the proposed allowance is \$2400. Councilmembers should monitor this amount as they take advantage of training and networking opportunities throughout the year.

In the separate capital improvement budget we have recommended spending \$10,000 for an upgrade to the audio/visual system in the Council Chambers. The improvements should improve the quality of the web streaming of council meetings, as well as provide for video monitors to allow both the audience and the councilmembers to view PowerPoint and other visual displays. Although the project was not completed, the budget two years ago provided for \$20,000. We believe that the project can be accomplished within the recommended \$10,000 allocation.

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

**City Council Expenditures (Department 10)**

Account Number	Account Description	Actuals FY 17/18	Budget FY18/19	Estimated	
				Actuals FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 8,467	16,000	8,825	28,397
508.000	FICA	648	1,390	914	2,457
510.000	Workers Comp.	282	517	277	389
514.000	Health Insurance	475	272	265	5,186
518.000	457 Retirement Contribution	3		110	852
<b>Total Salary, Wages, Benefits</b>		<b>9,875</b>	<b>18,179</b>	<b>10,391</b>	<b>37,281</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training	975	600	1,725	1,200
528.000	Travel/Per Diem/Car Allowance	394	300	2,800	1,200
<b>Total Other Personnel Expenses</b>		<b>1,369</b>	<b>900</b>	<b>4,525</b>	<b>2,400</b>
<b><u>Utility &amp; Supplies</u></b>					
550.000	Office supplies	164	140	600	200
558.000	Printing and copies	125	140	150	150
548.000	Advertisement	750	2,000	150	150
562.000	Food & Beverage	119	-	900	900
516.000	Insurance-Liab/Bond/Auto/Prop	750	450	1,500	1,500
544.000	Computer Software Svc.	486	550	200	500
545.000	Computer Hardware Svc.	522		807	500
634.000	Copier Services & Lease	561	550	670	670
642.000	Electricity	342	420	400	400
530.000	Dues and Subscriptions	895	1,000	1,500	1,500
551.000	Postage & Freight	183	200	200	200
<b>Total Utility &amp; Supplies</b>		<b>4,897</b>	<b>5,450</b>	<b>7,077</b>	<b>6,670</b>
<b><u>Maintenance &amp; Operations Supplies</u></b>					
612.006	Web Maintenance	881	-	-	-
<b>Total Maint. &amp; Operations Supplies</b>		<b>881</b>			
<b><u>Contractual &amp; Other Services</u></b>					
612.001	Other Prof Service-CMAP	1,873	440	440	500
624.000	Janitorial	2,453	1,800	-	-
<b>Total Contractual &amp; Other Services</b>		<b>4,326</b>	<b>2,240</b>	<b>440</b>	<b>500</b>
<b>TOTAL City Council Expenditures</b>		<b>\$ 21,348</b>	<b>\$ 26,769</b>	<b>\$ 22,433</b>	<b>\$ 46,851</b>

## **City Attorney (Department 11)**

The Budget provides for the annual retainer of \$30,000 to the Wellington Law Firm to serve as the City Attorney.

In addition, special assignments such as drafting complex ordinances or reviewing non standard contracts are billed at the rate of \$160/hour. The extent of additional legal services is dependent on specific cases and the experience of city staff in areas of public law.

In some instances, the cost of the City Attorney's time is reimbursed by applicants or litigants. For example, the developer of a gas station at the corner of The Alameda and Highway 156 has entered into a reimbursement agreement to pay the City's share of litigation costs attributable to the CEQA challenge. The amount of \$30,000 is included in the estimated revenues for FY 20. An additional amount will be recovered from the owners of Casa Rosa who failed to comply with a nuisance abatement order.

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

***City Attorney Expenditures (Department 11)***

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY 17/18</b>	<b>Budget FY18/19</b>	<b>Estimated Actuals FY18/19</b>	<b>Budget FY19/20</b>
<b><u>Contractual &amp; Other Services</u></b>					
602.000	Legal	86,060	50,000	65,000	60,000
<b>Total Contractual &amp; Other Services</b>		<b>86,060</b>	<b>50,000</b>	<b>65,000</b>	<b>60,000</b>
<b>TOTAL City Attorney Expenditures</b>		<b>\$ 86,060</b>	<b>\$ 50,000</b>	<b>\$ 65,000</b>	<b>\$ 60,000</b>

## **City Manager (Department 12)**

The Recommended Budget for the City Manager Department includes a portion of several staff who directly support the overall responsibilities of the City Manager. The City Manager position itself is allocated to a variety of funding sources as shown on the Personnel Allocation schedule. For FY 20, the budget provides for a part time “Deputy City Manager” with funding for the equivalent of three days per week. This position, at the discretion of the new City Manager, would be assigned responsibility to supervise community development and public works functions. The part time position could reduce the need for more costly planning and engineering consultants.

The City Manager’s budgeted compensation in FY 20, the same as in FY 19, includes \$120,000 annually, a \$500 per month car allowance, regular city benefits, and an opportunity for a \$20,000 bonus. However, the Council will soon consider an appointment to this position and will negotiate the actual terms of the compensation package.

The City Manager Department budget also includes a \$1500 allocation for education and training; and \$1500 for dues to professional organizations such as the International City/County Management Association (ICMA).

In a separate capital improvement budget funds are budgeted for improvements to the city hall offices including a new public counter, one additional work space, and modifications to the City Manager’s Office.

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

**City Manager Expenditures (Department 12)**

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY 17/18</b>	<b>Budget FY 18/19</b>	<b>Estimated Actuals FY 18/19</b>	<b>Budget FY19/20</b>
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 22,649	\$ 25,463	\$ 13,420	\$ 38,114
508.000	FICA	2,008	2,202	1,128	3,298
514.000	Health Insurance	2,042	3,803	3,829	5,744
510.000	Workers Comp.	653	572	327	629
518.000	457 Retirement	218	584	183	756
<b>Total Salary, Wages, Benefits</b>		<b>27,570</b>	<b>32,624</b>	<b>18,887</b>	<b>48,541</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training	677	1,500	100	1,500
528.000	Travel/Per Diem/Car Allowance	3,216	2,000	4,590	600
<b>Total Other Personnel Expenses</b>		<b>3,893</b>	<b>3,500</b>	<b>4,690</b>	<b>2,100</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	605	900	800	900
558.000	Printing and Copies	313	152	250	300
548.000	Advertisement	1,150	-	449	500
562.000	Food & Beverage	359	516	500	500
516.000	Insurance-Liab/Bond/Auto/Prop	-	516	516	520
544.000	Computer Software Svc.	187	200	350	500
545.000	Computer Hardware Svc.	1,510	1,500	1,000	1,000
530.000	Dues & Subscriptions		-	100	1,500
634.000	Copier Services & Lease	280	200	335	335
551.000	Postage & Freight	184	152	150	150
<b>Total General &amp; Admin Expense</b>		<b>4,588</b>	<b>4,136</b>	<b>4,450</b>	<b>6,205</b>
<b><u>Maintenance &amp; Operations Supplies</u></b>					
612.002	Security	294	248	250	250
624.000	Janitorial	201	120	225	230
703.000	Books and Periodicals	345	200	100	200
<b>Total Maint. &amp; Operations Supplies</b>		<b>840</b>	<b>568</b>	<b>575</b>	<b>680</b>
<b><u>Utilities</u></b>					
640.000	Telecomm	1,364	1,400	1,375	1,400
642.000	Electricity	663	900	290	305
<b>Total Utilities</b>		<b>2,027</b>	<b>2,300</b>	<b>1,665</b>	<b>1,705</b>

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

**City Manager Expenditures (Department 12)**

Account Number	Account Description	Actuals FY 17/18	Budget FY 18/19	Estimated Actuals FY 18/19	Budget FY19/20
<b><u>Capital Projects</u></b>					
801.000	Bldg. impr. Inside			1,622	
<b>Total Capital Projects</b>		-	-	1,622	-
<b>TOTAL City Manager Expenditures</b>		<b>\$ 38,918</b>	<b>\$ 43,128</b>	<b>\$ 31,889</b>	<b>\$ 59,231</b>

## **Administrative Services**

“Department 13” has been named “City Clerk” in prior budget presentations, but has been renamed to more accurately describe the broad range of responsibilities included in the department.

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

- management of the Human Resources function;
- administration of the City’s risk management program including the self-insurance for liability and property;
- administration of the City’s Information Technology contracts
- clerking the City Council and Planning Commission meetings;
- maintaining the City web site;
- and responding to Public Records Act requests.

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

For FY 20, funds are proposed to be budgeted for the acquisition of an “agenda management” program to improve the usability of electronic agendas and minutes, and to improve citizen access. Also included are funds to increase the number of email accounts and change ISP vendors to reduce costs and improve service.

A project for FY 20 is to implement the results of a classification and salary study that is being conducted in the current year.



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

**Administrative Services Expenditures (Department 13)**

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY 17/18</b>	<b>Budget FY 18/19</b>	<b>Estimated Actuals FY 18/19</b>	<b>Budget FY 19/20</b>
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 64,040	\$ 74,912	\$ 75,577	\$ 53,596
508.000	FICA	4,647	6,480	6,191	4,636
510.000	Workers Comp.	478	567	214	241
514.000	Health Insurance	12,386	16,168	17,951	10,521
518.000	457k Retirement	8,104	8,891	2,550	1,608
519.000	Elected Official Stipend	1,200		668	1,200
<b>Total Salary, Wages, Benefits</b>		<b>90,855</b>	<b>107,018</b>	<b>103,151</b>	<b>71,802</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training	444	2,000	1,000	2,000
528.000	Travel/Per Diem/Car Allow	958	2,800	2,600	2,800
524.000	Phys., Drug & Psych Testin	134	100	150	100
<b>Total Other Personnel Expenses</b>		<b>1,536</b>	<b>4,900</b>	<b>3,750</b>	<b>4,900</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office supplies	212	200	1,000	1,000
558.000	Printing & Copies	25	80	50	50
562.000	Food & Beverage	104	1,300	500	500
516.000	Insurance-Liab/Bond/Auto/	957	1,540	1,540	1,540
544.000	Computer Software Svc.	227	250	300	300
545.000	Computer Hardware Svc.	495	1,200	350	1,200
530.000	Dues & Subscriptions	72	400	750	800
634.000	Copier Service & Lease	280	200	335	335
638.000	Bank Charges/PR Processir	3,779	-	460	475
551.000	Postage & Freight	895	625	260	270
<b>Total General &amp; Admin Expense</b>		<b>7,046</b>	<b>5,795</b>	<b>5,545</b>	<b>6,470</b>

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

**Administrative Services Expenditures (Department 13)**

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY 17/18</b>	<b>Budget FY 18/19</b>	<b>Estimated Actuals FY 18/19</b>	<b>Budget FY 19/20</b>
<b><u>Contractual &amp; Other Services</u></b>					
600.000	Operational Contracts	375	400	1,500	10,000
612.002	Security	245	251	332	340
624.000	Janitorial	194	160	225	225
612.006	Web Maintenance	1,831	1,200	1,333	1,333
659.000	Election Expense	-	8,000	5,623	-
<b>Total Contractual &amp; Other Services</b>		<b>2,645</b>	<b>10,011</b>	<b>9,013</b>	<b>11,898</b>
<b><u>Utilities &amp; Misc Expense</u></b>					
640.000	Telecomm	1,364	1,400	1,375	1,375
642.000	Electricity	634	1,000	290	300
<b>Total Utilities &amp; Misc. Expense</b>		<b>1,998</b>	<b>2,400</b>	<b>1,665</b>	<b>1,675</b>
<b><u>Capital Projects</u></b>					
801.000	Equipment			-	500
<b>Total Capital Projects</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>
<b>TOTAL Admin Services Expenditure</b>		<b>\$ 104,080</b>	<b>\$ 130,124</b>	<b>\$ 123,124</b>	<b>\$ 97,245</b>

## **City Treasurer (Department 14)**

The expenses of the treasury management function are allocated to the “City Treasurer” department.

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. The Committee recently recommended and the Council approved an increase in the investment of idle cash in the Local Agency Investment Fund.

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

It is proposed that the City issue an RFP for commercial banking services and that the City Treasurer be involved in the review of proposals.

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

**City Treasurer Expenditures (Department 14)**

Account Number	Account Description	Actuals FY 17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefits</u></b>					
519.000	Elected Official Stipend	-		-	-
<b>Total Salary, Wages, Benefits</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training				500
528.000	Travel/Per Diem/Car Allowance				100
<b>Total Other Personnel Expenses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	41	35	50	100
558.000	Printing & Copies	2	5	5	100
551.000	Postage & Freight	32		150	150
544.000	Computer Software Service	100	100	187	200
<b>Total General &amp; Admin Expense</b>		<b>175</b>	<b>140</b>	<b>392</b>	<b>550</b>
<b><u>Utilities &amp; Misc.</u></b>					
642.000	Electricity	204	200	73	77
<b>Total Utilities &amp; Misc.</b>		<b>204</b>	<b>200</b>	<b>73</b>	<b>77</b>
<b>TOTAL Treasurer Expenditures</b>		<b>\$ 379</b>	<b>\$ 340</b>	<b>\$ 465</b>	<b>\$ 1,227</b>

## **Finance Department (Department 15)**

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

There are three projects for FY 20:

-- Prepare an RFP and, in consultation with the City Treasurer, evaluate proposals for the commercial bank account. The goal is to reduce fees and improve service.

-- Pending the acquisition of a new finance system, review and edit the "chart of accounts" in order to provide better information to program managers and to track historic trends.

-- Evaluate for a future budget, the acquisition of a municipal finance system to replace "Quick Books" which is better suited for private sector business accounting. The goal is to improve financial reporting and management, and to improve budget preparation and monitoring. If a new system is acquired there will be initial purchase costs, the potential for on-going maintenance costs, and the need for staff training and orientation. These issues should be evaluated for a recommendation for the FY 21 budget process.

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

**Finance Expenditures (Department 15)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 29,773	\$ 43,448	\$ 42,333	\$ 44,620
508.000	FICA	2,220	3,758	3,546	3,860
510.000	Worker's Comp	494	676	384	462
514.000	Health Insurance	6,016	3,443	8,817	9,057
518.000	457k Retirement	891	1,826	941	490
<b>Total Salary, Wages, Benefits</b>		<b>39,394</b>	<b>53,151</b>	<b>56,021</b>	<b>58,489</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training		2,000	500	1,000
528.000	Travel/Per Diem/Car Allowance				600
<b>Total Other Personnel Expenses</b>		<b>-</b>	<b>2,000</b>	<b>500</b>	<b>1,600</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	1,740	1,500	1,000	1,000
558.000	Printing & Copies	477	-	300	300
562.000	Food & Beverage	96	-	300	500
516.000	Insurance-Liab/Bond/Auto/Prop	10,861	1,676	1,680	1,680
544.000	Computer Software Svc.	1,860	2,000	2,350	2,500
545.000	Computer Hardware Svc.	677	500	500	500
530.000	Dues & Subscriptions	60	100	500	500
634.000	Copier Services & Lease	561	500	670	670
638.000	Bank Charges/PR Processing	13,431	2,420	3,000	2,000
551.000	Postage & Freight	1,068	1,200	549	1,000
<b>Total General &amp; Admin Expense</b>		<b>30,831</b>	<b>9,896</b>	<b>10,849</b>	<b>10,650</b>
<b><u>Contractual &amp; Other Services</u></b>					
608.000	Accounting	49,257	45,000	50,000	50,000
610.000	Audit	25,675	27,000	25,000	27,500
612.002	Security	245	300	332	340
624.000	Janitorial	255	200	226	230
617.000	Admin Fees/SBCO Prop Tax Colle	4,311	-	4,753	5,000
612.006	Web Maintenance	1,481	1,000	867	900
<b>Total Contractual &amp; Other Services</b>		<b>81,224</b>	<b>73,500</b>	<b>81,178</b>	<b>83,970</b>

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

***Finance Expenditures (Department 15)***

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY17/18</b>	<b>Budget FY18/19</b>	<b>Estimated Actuals FY18/19</b>	<b>Budget FY19/20</b>
<b><u>Utilities &amp; Misc Expense</u></b>					
640.000	Telecomm	1,444	1,400	1,375	1,375
642.000	Electricity	1,385	1,800	449	458
<b>Total Utilities &amp; Misc. Expense</b>		<b>2,829</b>	<b>3,200</b>	<b>1,824</b>	<b>1,833</b>
<b>TOTAL Finance Expenditures</b>		<b>\$ 154,278</b>	<b>\$ 141,747</b>	<b>\$ 150,372</b>	<b>\$ 156,542</b>

## City Library (Department 16)

The FY 20 budget for the Library includes additional staff hours which will allow the library to be open two additional hours on Saturday. The library will build upon the foundation laid this past year by continuing to refresh the existing facility and looking for ways to expand upon it and within it. We hope to add Overdrive audio books to our collection to increase our offerings without the need to expand on our footprint. We intend to grow our current selection of children's books by cultivating fiction and non-fiction titles in both English and Spanish keeping an eye out for possible grant opportunities in this endeavor. With the help of volunteers, we look forward to providing a range of programs including after school, weekend and special events.

We see the Library as a spring board for a future Parks and Recreation Department that brings together the Historical Society's museum, the Library's Programs and citywide Recreational activities in one central location. We will be working with the 2020 Census in the coming months to help facilitate their count. We continue to work with all government agencies to bring resources to our patrons. Most importantly we wish to continue working with the Pacific Library Partnership (PLP) and their subsidiary The Monterey Bay Area Cooperative Library System (MOBAC) to provide the best opportunities for our patrons through Interlibrary Loans (ILL) and Amazon's Zip program. The San Juan Bautista Library Auxiliary has added its name to Amazon's Smile program so that 0.05% of an eligible items purchase price on [www.smile.Amazon.com](http://www.smile.Amazon.com) is donated to the Auxiliary so that they can continue to support us through their fundraising goals.

The Capital Improvement Program includes a project to prepare a master Site Plan for the Luck Park property in order to identify locations for future library expansion, parking and museum.



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

**City Library Expenditures (Department 16)**

Account Number	Account Description	Actuals FY 17/18	Estimated		Budget FY19/20
			Budget FY18/19	Actuals FY18/19	
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries & Wages	\$31,393	\$ 28,660	\$ 42,307	\$44,284
508.000	FICA	2,316	2,479	3,793	3,831
514.000	Health Insurance		316	132	658
518.000	457 Retirement	3	150	84	58
510.000	Worker's Comp	173	308	287	200
519.001	Volunteer Stipend	30			
<b>Total Salary, Wages, Benefits</b>		<b>33,915</b>	<b>31,913</b>	<b>46,603</b>	<b>49,031</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training			62	800
<b>Total Other Personnel Expenses</b>		<b>-</b>	<b>-</b>	<b>62</b>	<b>800</b>
<b><u>General &amp; Admin Expense</u></b>					
645.000	Summer Program	3,057	9,000	9,000	10,000
550.000	Office Supplies	98	500	812	800
558.000	Printing & Copies	280	300	1,413	1,500
548.000	Advertising			545	100
562.000	Food & Beverage	257		500	500
544.000	Computer Software Services	3,102	2,000	3,320	3,350
545.000	Computer Hardware Services	1,373	300	1,000	1,000
530.000	Dues & Subscriptions	1,670	143	1,040	2,000
634.000	Copier Service & Lease	564	500	670	670
<b>Total General &amp; Admin Expense</b>		<b>10,401</b>	<b>12,743</b>	<b>18,300</b>	<b>19,920</b>
<b><u>Contractual Services</u></b>					
612.002	Security	767	775	1,022	1,022
624.000	Janitorial	336	1,150	342	350
640.000	Telecomm	422	460	464	464
642.000	Electricity	2,066	2,000	2,256	2,500
<b>Total Contractual Services</b>		<b>3,591</b>	<b>4,385</b>	<b>4,084</b>	<b>4,336</b>

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

***City Library Expenditures (Department 16)***

Account Number	Account Description	Actuals FY 17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Equipment &amp; Parts</u></b>					
703.000	Books & Periodicals	1,786	2,500	500	2,000
<b>Total Books &amp; Periodicals</b>		<b>1,786</b>	<b>2,500</b>	<b>500</b>	<b>2,000</b>
<b><u>Maintenance &amp; Repairs</u></b>					
757.000	Bldg. Maint. - Inside	1,015		4,115	3,000
758.000	Building Maint. Outside	1,074		200	1,000
760.000	Grounds Maint. - Outside			12,650	1,000
<b>Total Maintenance &amp; Repairs</b>		<b>2,089</b>	<b>-</b>	<b>16,965</b>	<b>5,000</b>
<b><u>Capital Projects</u></b>					
801.000	Cap Purchase/Improvements		59,000	20,000	
<b>Total Capital Projects</b>		<b>-</b>	<b>59,000</b>	<b>20,000</b>	<b>-</b>
<b>TOTAL Library Expenditures</b>		<b>\$ 51,782</b>	<b>\$ 110,541</b>	<b>\$ 106,514</b>	<b>\$ 81,087</b>

## **Fire and Emergency Medical Services Department (20)**

The Budget for FY 20 is based on the new contract with the City of Hollister. The City pays a lump sum minus the utility costs for operating the Fire Station which is leased to Hollister.

Under the contract, Hollister is responsible for repairs and maintenance of the City's owned fire apparatus up to \$10,000. The City is responsible for expenses about that amount. In FY 19, there was such a large repair cost on the City's engine amounting to about \$35,000.

The budget also annually provides for improvements and upgrades to the station. Next year, \$20,000 is allocated for projects including: completing the apparatus bay heating improvements, providing a back up generator that can also support City Hall, a hose drying rack, tools, and miscellaneous station improvements to reduce maintenance costs. These projects will be financed by the Public Safety Impact Fee fund.

The City of Hollister has obtained a grant to fully staff the station with a three-person crew in FY 20.

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

**Fire & EMS Expenditures (Department 20)**

Account Number	Actuals FY17/18	Budget FY18/19	Estimated Actual FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefit</u></b>				
502.000			7,475	19,500
508.000			617	1,687
510.000	108		145	1,909
514.000				4,395
518.000				585
525.000	1,200	1,600		
528.000			1,445	
<b>Total Salary, Wages, Benefit</b>	<b>1,308</b>	<b>1,600</b>	<b>9,682</b>	<b>28,076</b>
<b><u>Contractual &amp; Other Services</u></b>				
600.000	166,238	171,213	221,000	227,630
618.000	29,027	29,027	30,334	32,550
640.000	1,629	1,600	1,984	2,000
642.000	3,571	3,100	5,824	6,000
<b>Total Contractual &amp; Other Services</b>	<b>200,465</b>	<b>204,940</b>	<b>259,142</b>	<b>268,180</b>
<b><u>Equipment &amp; Parts</u></b>				
716.000	1,286		162	1,500
721.000	104			-
718.000	1,748	1,800		-
<b>Total Equipment &amp; Parts</b>	<b>3,138</b>	<b>1,800</b>	<b>162</b>	<b>1,500</b>
<b><u>Maintenance &amp; Repair Services</u></b>				
752.000	-	300	35,000	10,000
757.000	1,617	125	6,980	-
758.000	1,640	1,350	2,505	-
760.000	565	250		-
<b>Total Maintenance &amp; Repair Services</b>	<b>3,822</b>	<b>2,025</b>	<b>44,485</b>	<b>10,000</b>
<b><u>Capital Projects</u></b>				
801.000	32,000	31,500	13,462	-
<b>Total Capital Projects</b>	<b>32,000</b>	<b>31,500</b>	<b>13,462</b>	<b>-</b>
<b>TOTAL Fire &amp; EMS Expenditures</b>	<b>\$ 240,733</b>	<b>\$ 241,865</b>	<b>\$ 326,933</b>	<b>\$ 307,756</b>

### **Law Enforcement Services (Department 30)**

The Recommended Budget provides funding for Sheriff patrol hours supplemented by a private security service at night.

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

The contract with Level One Security provides for patrol hours at \$30.50/hour in FY 20. Although the contract is for a not to exceed figure of \$99,000 the agreement does provide for additional hours as requested by the City. In FY 19, the City Manager directed additional patrol activity that will cost about \$105,000 this year. For the next budget year, FY 20, the budget provides for a base level of coverage of nine hours per night (10pm – 7am) each day of the week, with supplemental coverage during peak seasons of an additional six hours on Friday and Saturday nights.

Under a separate agreement, the City has directed that renters of the Community Hall contract with Level One to provide event security. The event sponsors are billed for those services. The contract with Level One provides a “first right of refusal” for security at city sponsored or approved special events that are required to have security.

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

*Law Enforcement Service Expenditures (Department 30)*

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Contractual &amp; Other Services</u></b>					
615.000	Level One Security Patrol	\$ 90,000	\$ 100,000	\$ 105,000	\$ 110,000
614.000	SBC Sherriff	133,000	150,000	150,000	150,000
618.000	County Communications	29,027	29,000	31,000	32,550
640.000	Telecomm	537	950		
<b>Total Contractual &amp; Other Services</b>		<b><u>252,564</u></b>	<b><u>279,950</u></b>	<b><u>286,000</u></b>	<b><u>292,550</u></b>
<b>TOTAL Law Enforcement Expenditure</b>		<b><u>\$ 252,564</u></b>	<b><u>\$ 279,950</u></b>	<b><u>\$ 286,000</u></b>	<b><u>\$ 292,550</u></b>

## **Animal Control Services**

The FY 20 budget provides funding for contracting with the Hollister Animal Control Department, if needed, to handle difficult enforcement case on a case by case basis. In addition, the City has allocated funds to Pet Friends to provide spay and neuter services to feral cats.

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

*Animal Control Expenditures (Department 36)*

Account Number	Account Description	Actuals FY 17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Contractual &amp; Other Services</u></b>					
622.000	Animal Control	\$ 3,500	\$ 10,000	\$ 6,000	\$ 10,000
<b>TOTAL Animal Control Expenditures</b>		<b>\$ 3,500</b>	<b>\$ 10,000</b>	<b>\$ 6,000</b>	<b>\$ 10,000</b>



## **PW Streets and Storm Drains (Department 40)**

Dept 40 provides for the costs of operating, maintaining, and repairing the non-utility infrastructure. This includes streets, 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. As part of the requirements for Measure G, the City will need to establish a formal Pavement Management Program with objective criteria for prioritizing street repair, resurfacing, or reconstruction projects. The PMP is budgeted in the Capital Projects Fund is proposed to be financed by the San Benito Council of Governments (COG.)

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

**PW Streets & Storm Drains Expenditures (Department 40)**

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

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

**PW Streets & Storm Drains Expenditures (Department 40)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Equipment &amp; Parts</u></b>					
712.000	Materials	1,884	4,000	4,000	5,000
650.000	Asphalt Base Material	4,081	6,000	4,000	10,000
701.000	Small Tools	304	3,000	1,500	3,000
554.000	Gasoline & Diesel Fuel	2,420	6,000	3,000	4,000
532.010	Equipment Rental	791		1,000	2,000
716.000	Parts City Rep. Vehicles	397	4,000	5,500	6,000
724.000	Parts City Rep. Streets		6,000	1,000	4,000
720.000	Parts-City Rep. Water	4,533	4,000	1,000	1,000
718.000	Parts City Rep. Equipment	1,473	2,700	1,000	1,000
726.000	Parts-City Rep. Parks	-	2,000	-	-
<b>Total Equipment &amp; Parts</b>		<b>15,883</b>	<b>37,700</b>	<b>22,000</b>	<b>36,000</b>
<b><u>Maintenance &amp; Repair Services</u></b>					
755.002	Street Sign Maint. & Repair	1,622		0	500
751.000	Claims	1,754		-	-
752.000	Vehicle Maint.-Outside	1,286	2,000	1,000	2,000
754.000	Equip. Maint. Outside	1,336	1,000	1,000	2,000
760.000	Grounds Maintenance Outside	870	8,000	12,000	1,000
762.000	Street Maint. & Paving	3,425	10,000	10,000	15,000
<b>Total Maintenance &amp; Repair Services</b>		<b>10,293</b>	<b>21,000</b>	<b>24,000</b>	<b>20,500</b>
<b><u>Capital Projects</u></b>					
801.000	Capital Purchases	5,494	562,000	16,000	10,000
<b>Total Capital Projects</b>		<b>5,494</b>	<b>562,000</b>	<b>16,000</b>	<b>10,000</b>
<b>TOTAL PW Streets &amp; Storm Drain Expenditures</b>		<b>\$ 108,973</b>	<b>\$ 744,590</b>	<b>\$ 181,091</b>	<b>\$ 160,151</b>

## **PW Building and Grounds (Department 44)**

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.

In prior years, the Buildings and Grounds Department would include various capital improvement projects such as the City Hall re roof. In the future it is suggested that major repairs to city buildings be budgeted in the “Building Repair and Replacement Fund” or financed by the appropriate development impact fund.

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

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

***PW Buildings & Grounds Expenditures (Department 44)***

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 58,819	\$ 99,347	\$ 111,110	\$ 65,091
508.000	FICA	4,327	8,593	12,208	5,631
510.000	Workers Comp.	7,558	10,577	7,181	5,420
514.000	Health Insurance	7,376	12,166	13,325	9,681
518.000	457k Retirement	61	1,532	449	778
<b>Total Employee Salary, Wages, Benefits</b>		<b>78,141</b>	<b>132,215</b>	<b>144,273</b>	<b>86,601</b>
<b><u>Other Personnel Expenses</u></b>					
524.000	Phys., Drug & Psych Testing	51	300	1,000	300
526.000	Education & Training		600	100	600
528.000	Travel/per diem/car allow	22		50	650
522.000	Uniforms & Alterations	889	900	910	1,000
<b>Total Other Personnel Expenses</b>		<b>962</b>	<b>1,800</b>	<b>2,060</b>	<b>2,550</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	586	200	100	100
558.000	Printing & Copies	26		50	100
562.000	Food & Beverage	311		1,000	1,000
514.000	Insurance-Liab/Bond/Auto/Prop	9,837	1,990	5,221	5,300
544.000	Computer Software Service	598	600	100	100
530.000	Dues & Subscriptions	457	500	500	500
551.000	Postage & Frieght	43			-
<b>Total General &amp; Admin Expense</b>		<b>11,858</b>	<b>3,290</b>	<b>6,971</b>	<b>7,100</b>
<b><u>Contractual &amp; Other Services</u></b>					
600.000	Operational Contracts			700	1,000
612.006	Web Maintenance	881			
612.002	Security	1,132	1,200	1,944	1,944
624.000	Janitorial	4,222	2,000	5,000	5,000
626.000	Landscape Services	4,386		100	1,000
632.000	Building Equipment Rental	1,748	2,000	500	1,000

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

***PW Buildings & Grounds Expenditures (Department 44)***

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
640.000	Telecomm	2,408	2,500	1,836	1,836
642.000	Electricity	3,057	2,600	2,738	2,793
643.001	Water	-	-	1,000	5,000
<b>Total Contractual &amp; Other Services</b>		<b>17,834</b>	<b>10,300</b>	<b>13,818</b>	<b>19,573</b>
<b><u>Equipment &amp; Parts</u></b>					
712.000	Materials	3,156	2,000	6,000	6,000
701.000	Small Tools	820	2,000	1,500	1,000
532.010	Equipment Rental		5,000	1,000	1,000
702.000	Safety Gear & First Aid			50	50
554.000	Gasoline & Diesel Fuel	1,946	2,000	2,500	2,500
552.000	Chemicals & Gasses	698	1,000	1,000	1,000
703.000	Books & Periodicals	35			
716.000	Parts-City Rep. Vehicles	133	2,000	2,000	2,000
718.000	Parts-City Rep. Equipment	4,692	3,200	1,500	2,000
720.000	Parts-City Rep. Water	2,830			
726.000	Parts-City Rep. Parks	510	1,000	1,500	1,500
<b>Total Equipment and Parts</b>		<b>14,820</b>	<b>18,200</b>	<b>17,050</b>	<b>17,050</b>
<b><u>Maintenance &amp; Repair Services</u></b>					
751.000	Claims	2,885	2,000		
752.000	Vehicle Maint. Outside	636	1,000		1,000
754.000	Equipment Maint.-Outside	1,361	1,000	1,000	1,000
757.000	Bldg. Maint. Inside	3,956	6,000	8,650	7,000
758.000	Building Maintenance Outside	1,801	4,000	11,000	6,000
760.000	Grounds Maintenance Outside	5,817	5,000	2,000	5,000
<b>Total Maintenance &amp; Repair Services</b>		<b>16,456</b>	<b>19,000</b>	<b>22,650</b>	<b>20,000</b>
<b><u>Capital Projects</u></b>					
801.000	Equipment	21,200	176,500	5,000	-
801.000	Kubota			10,600	
801.000	Corp Yard Improvements			7,000	
<b>Total Capital Projects</b>		<b>21,200</b>	<b>176,500</b>	<b>22,600</b>	<b>-</b>
<b>TOTAL PW Bldgs. &amp; Grounds Expenditures</b>		<b>\$ 161,271</b>	<b>\$ 361,305</b>	<b>\$ 229,422</b>	<b>\$ 152,874</b>

## **General Government (Department 45)**

This budget unit 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.

During the course of budget workshops, the Council may wish again to make allocations to community groups from the available fund balance of the General Fund. Council direction will be included in the Adopted Budget to be considered on June 18, 2019.

*City of San Juan Bautista  
General Fund Budget for the Fiscal Year 2019/20*

*General Government Expenditures (Department 45)*

Account Number	Account Description	Actuals FY 17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Dues &amp; Subscriptions</u></b>					
530.000	Dues and Subscriptions		40,000	30,000	30,000
548.000	Community Promotions		10,000	20,000	-
548.000	Advertising		500	500	-
45-102	ACWA Membership	4,380			
45-104	MBAPCD (Air District)	724			
45-105	Integrated Waste	10,240			
45-109	San Juan Committee	20,000			
45-112	USA North	310			
45-113	AMBAG Due	828			
45-114	SJB Youth Commission	482			
45-116	San Benito Co Chamber	2,500			
45-117	League Calif. Cities	1,244			
45-118	Grant writer			2,200	-
45-119	SJB Historic Walking Tour	7,500			
45-120	Property Insurance	-	-	-	
	REACH Parks Guide mailing	500			
<b>TOTAL General Government Expenditures</b>		<b>\$ 48,708</b>	<b>\$ 50,500</b>	<b>\$ 52,700</b>	<b>\$ 30,000</b>



## City Manager's Recommended Budget

Fiscal Year 2019 – 2020

## Special Revenue Funds

*City of San Juan Bautista*  
**Community Development Fund Revenue Budget**  
*Fiscal Year 2019/2020*

Account Number	Account Description	Actuals 17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Planning, Building, Engineering Permits</u></b>					
458.001	Green fee	\$ 1,195	\$ 464	\$ 500	\$ 800
459.004	Fire Sprinkler Permit	150		200	200
459.003	Mechanical Permit	17,764	8,910	3,000	8,000
459.002	Plumbing Permit	15,404	5,088	5,000	6,000
459.001	Electrical Permit	19,778	8,105	6,000	7,500
454.000	Design Review	27,296	3,000	5,000	5,000
451.000	Building Permits	458,294	64,164	60,000	80,000
454.000	Conditional Use Permits	1,800	1,000	1,000	2,000
457.000	Encroachment Permits	1,554	1,000	1,000	1,000
458.000	Sign Permits	150	500	550	500
467.000	Strong Motion Impact Fee	13,578	1,202	552	600
461.000	Subdivision Fee	125,240		2,500	25,000
XXX.000	General Plan Surcharge	-	-	-	5,700
<b>Total Planning, Bldg., Engr. Permits</b>		<b>682,203</b>	<b>93,433</b>	<b>85,302</b>	<b>142,300</b>
<b><u>Chg. For Planning, Engr. Bldg. &amp; Related Svcs.</u></b>					
465.001	Documentation	4,281	121	300	300
465.000	Planning Plan Check Fee	37,392	25,893	20,000	35,000
458.002	SMIP Fee	280	-	50	50
462.000	Engr. Plan Check Fees	52,108	3,300	5,000	25,000
463.000	Building Inspection Fee	616	2,000	500	500
452.000	Building Plan Check Fee	28,546	4,000	1,500	1,500
464.000	Engr. Inspection Fee	20,494	7,100	10,000	10,000
459.000	Deposits - Proj. Dev. Costs	88,527	450	1,738	-
490.000	Misc. Planning Revenue	71,818	3,376	6,000	6,000
	Casa Rosa Abatement			-	12,000
<b>Total Planning, Building, Fees &amp; Charges</b>		<b>304,062</b>	<b>46,240</b>	<b>45,088</b>	<b>90,350</b>
<b><u>Grant Funds</u></b>					
495.000	Grant Revenue-SB2 Grant	-	-	-	100,000
495.000	Grant Revenue-CDBG Planning	-	-	-	100,000
<b>Total Grants Funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>
<b>TOTAL Comm. Development Fund Rev</b>		<b>\$ 986,265</b>	<b>\$ 139,673</b>	<b>\$ 130,390</b>	<b>\$ 432,650</b>

## **Planning (Department 17)**

The Planning Department (Dept 17) is the first of three departments funded from the Community Development Fund which is financed by application fees, grants and fund transfers from the General Fund.

The staff labor costs are for a City Planner (at the Associate Planner level) and a portion of the City Manager and proposed Deputy City Manager's time. In prior years, the City contracted with 4Leaf to provide the services of a City Planner.

The General and Administrative expenses are allocations of common costs including the costs of the IWorq data base for project management that is shared with the Building Department.

The costs of the updates to the Housing Element being prepared by EMC for the 2015-2019 cycle are shown under the "Planning Contracts" line item. The remaining costs for the 2019 – 2023 cycle are found in the FY 20 Budget of the "Affordable Housing Fund."

For FY 20, the budget provides for a grant application under a new state program, SB 2, to provide assistance to local governments in implementing Housing Element policies. It is likely that the State will require the City to consider changes in land use, zoning regulations, and fees in order to encourage the preservation and development of affordable housing. The budget anticipates a grant of \$100,000 to support those planning efforts, some of which will be performed by consultants.

The Planning Department will also manage an anticipated CDBG planning grant which will be used to design actual affordable housing programs (such as rehab loans or rebates) which can themselves be financed by future CDBG grants.

**City of San Juan Bautista**  
**Community Development Fund Budget for the Fiscal Year 2019/2020**

**Planning Expenditures (Department 17)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 44,838	\$ 132,210	\$ 67,981	\$ 86,936
508.000	FICA	3,275	11,458	5,544	7,521
510.000	Workers Comp.	330	4,224	585	2,092
514.000	Health Insurance	6,142	14,418	8,469	11,354
518.000	457 Retirement Contribution	203	3,921	1,365	2,234
<b>Total Salary, Wages, Benefits</b>		<b>54,788</b>	<b>166,231</b>	<b>83,944</b>	<b>110,137</b>
<b><u>Other Personnel Expenses</u></b>					
526.000	Education & Training	670		4,500	2,000
528.000	Travel/Per Diem/Car Allowance			6,000	1,600
<b>Total Other Personnel Expenses</b>		<b>670</b>	<b>-</b>	<b>10,500</b>	<b>3,600</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	\$ 1,367	\$ 800	573	\$ 600
558.000	Printing & Copies	250	100	302	300
548.000	Advertising	1,289	1,500	100	200
562.000	Food & Beverage	117	-	340	350
544.000	Computer Software Services	4,600	500	5,000	5,200
545.000	Computer Hardware services	990	500	1,500	1,550
530.000	Dues & Subscription	59,905	1,200	1,200	1,200
634.000	Copier Service & Lease	1,121	250	1,333	1,333
657.001	Filing Fees	-		300	300
551.000	Postage & Freight	183	50	142	145
<b>Total General &amp; Admin Expense</b>		<b>69,822</b>	<b>4,900</b>	<b>10,790</b>	<b>11,178</b>
<b><u>Contractual &amp; Other Services</u></b>					
600.000	Operational Contracts	-	-	11,572	
606.000	Planning	106,823	32,000	36,969	150,000
612.001	Other Prof Service-CMAP	829	500	400	500
612.002	Security	245	300	332	332
624.000	Janitorial	224	200	225	225
612.006	Web Maintenance	1,481	1,000	866	900
<b>Total Contractual &amp; Other Services</b>		<b>109,602</b>	<b>34,000</b>	<b>50,364</b>	<b>151,957</b>

***City of San Juan Bautista***  
***Community Development Fund Budget for the Fiscal Year 2019/2020***

***Planning Expenditures (Department 17)***

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY17/18</b>	<b>Budget FY18/19</b>	<b>Estimated Actuals FY18/19</b>	<b>Budget FY19/20</b>
<b><u>Utilities</u></b>					
640.000	Telecomm	1,364	1,600	1,375	1,375
642.000	Electricity	661	900	290	300
<b>Total Utilities</b>		<b>2,025</b>	<b>2,500</b>	<b>1,665</b>	<b>1,675</b>
<b><u>Equipment &amp; Parts</u></b>					
703.000	Books & Periodicals	381	100	200	300
<b>Total Equipment &amp; Parts</b>		<b>381</b>	<b>100</b>	<b>200</b>	<b>300</b>
<b>TOTAL Planning Expenditures</b>		<b>\$ 237,288</b>	<b>\$ 207,731</b>	<b>\$ 157,463</b>	<b>\$ 278,847</b>

## **Building Department**

The Budget for Department 18 includes the costs of building permit review, building permits and inspections and general City 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 respond to complaint-based code enforcement concerns.

It is anticipated that there will be a slight decrease in expenditures attributable to the build out of the Copperleaf subdivision in FY 20, and the completion of much of Rancho Vista. It is not possible to predict the number or complexity of other projects that may arise during the year.

**City of San Juan Bautista**  
**Community Development Budget for the Fiscal Year 2019/2020**

**Building Expenditures (Dept. 18)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 12,470	\$ 96,811	\$ 28,253	\$ 12,069
508.000	FICA	856	8,375	2,299	1,044
510.000	Workers Comp.	86	2,947	282	251
514.000	Health Insurance	898	14,145	2,533	1,178
518.000	457 Retirement Contribution	38	2,768	321	175
<b>Total Salary, Wages, Benefits</b>		<b>14,348</b>	<b>125,046</b>	<b>33,688</b>	<b>14,717</b>
<b><u>Other Personnel Expenses</u></b>					
528.000	Travel/Per Diem/Car Allowance	103			
<b>Total Other Personnel Expenses</b>		<b>103</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	845		1,500	2,000
558.000	Printing & Copies	100		700	1,000
545.000	Computer Hardware Svc.	169			
551.000	Postage & Freight	3		100	200
<b>Total General &amp; Admin Expense</b>		<b>1,117</b>	<b>-</b>	<b>2,300</b>	<b>3,200</b>
<b><u>Contractual &amp; Other Services</u></b>					
609.000	Building Plan Check & Inspection	149,733	13,920	165,000	160,000
<b>Total Contractual &amp; Other Services</b>		<b>149,733</b>	<b>13,920</b>	<b>165,000</b>	<b>160,000</b>
<b>TOTAL Building Expenditures</b>		<b>\$ 165,301</b>	<b>\$ 138,966</b>	<b>\$ 200,988</b>	<b>\$ 177,917</b>

## **Engineering (Department 19)**

The budget for the Engineering Department (19) accounts for the engineering review of subdivisions, related 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.)

Beginning July 1, the City Engineer services will be provided by CSG Consultants. Harris Engineering will complete the construction inspection of the Copperleaf and Rancho Vista subdivisions in order to maintain continuity.

Depending on the capabilities of the proposed part time Deputy City Manager it will be possible to further minimize the need for the contract City Engineer to manage small projects.



**City of San Juan Bautista**  
**Community Development Budget for the Fiscal Year 2019/2020**

**Engineering Expenditures (Department 19)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actual FY18/19	Budget FY19/20
<b><u>Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 4,756	\$ 10,000	\$ 15,076	\$ 15,957
508.000	FICA	471	865	1,214	1,381
510.000	Workers Comp.	102	323	164	393
514.000	Health Insurance		1,271	263	558
518.000	457 Retirement Contribution	3	300	110	104
<b>Total Salary, Wages, Benefits</b>		<b>5,332</b>	<b>12,759</b>	<b>16,827</b>	<b>18,393</b>
<b><u>General &amp; Admin Expense</u></b>					
558.000	Printing & Copies	13			
551.000	Postage & Freight	32			
<b>Total General &amp; Admin Expense</b>		<b>32</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Contractual &amp; Other Services</u></b>					
612.006	Web Maintenance	881			
604.000	Engineering	211,043	137,738	150,000	75,000
<b>Total Contractual &amp; Other Services</b>		<b>211,924</b>	<b>137,738</b>	<b>150,000</b>	<b>75,000</b>
<b>TOTAL Engineering Expenditures</b>		<b>\$ 217,288</b>	<b>\$ 150,497</b>	<b>\$ 166,827</b>	<b>\$ 93,393</b>

## City Manager's Recommended Budget

Fiscal Year 2019 – 2020

## Capital Projects

## **Capital Projects Fund**

New in FY 20 is a proposed special revenue fund to account for capital projects that are not accounted for in the enterprise water and sewer funds.

Revenues of the Capital Projects Fund will be grants from other agencies, or transfers from City funds such as the development impact funds.

This is an ambitious capital program that will require management by the City Engineer and the proposed part time position of Deputy City Manager.

The following narrative and a separate spreadsheet describe each project with a description of the funding sources.

*City of San Juan Bautista  
General Fund Budget for the Fiscal Year 2019/20*

*Capital Projects Fund (Department 47)*

Account Number	Description	Budget FY19/20
<b><u>Funding Sources</u></b>		
<b><u>External Sources</u></b>		
	Developer Contributions RTL	\$ 200,000
	SB1 Transportation	30,000
	SB2 Parks Grant	200,000
	CA Xeriscape Rebate	4,000
	COG Streets & Roads	550,000
	COG Discretionary	32,000
	Measure G	154,000
	<b>Total Funding Sources</b>	<b>1,170,000</b>
<b><u>Internal Fund Transfers In</u></b>		
	General Fund	8,000
	55 - Parking R&R Fund	40,000
	81 - Public Facility Impact Fund	33,000
	82 - Library Impact Fund	24,000
	83 - Storm Drain Impact Fund	165,000
	84 - Parks Impact Fund	115,000
	85 - Public Safety Impact Fund	25,000
	86 - Traffic Impact Fund	109,000
	91 - Building ISF	20,000
	46 - Water Fund	10,500
	48 - Sewer Fund	2,500
		<b>552,000</b>
	<b>Total Funding Sources</b>	<b>1,722,000</b>

*City of San Juan Bautista*  
*General Fund Budget for the Fiscal Year 2019/20*

*Capital Projects Fund (Department 47)*

**Capital Projects**

City Hall Xeriscape	20,000
Implement Park Master Plan	200,000
Muckelemi Street Resurfacing	420,000
Pavement Management Program	32,000
Third Street Reconstruction	550,000
Verutti Park Restroom	150,000
Luck Park Master Plan	20,000
156 RTL	261,000
City Hall Upgrade	20,000
Community Hall Acoustics	15,000
Council Chambers A/V	10,000
Corp Yard Fence	10,000
Nexus Study	35,000
Fire Station	20,000
<b>Total Capital Projects</b>	<b>1,763,000</b>

**TOTAL Capital Projects Fund change in fund balance \$ (41,000)**

## Recommended FY 20 Capital Improvement Projects and Major Studies

### Streets Projects:

**Resurface Muckelemi from Monterey St to 4<sup>th</sup> Street.** This project will complete improvements on the south side of the street, and then resurface and stripe both travel lanes. The project will “stub out” water and sewer lines to two parcels on the south side of the street so as to avoid future utility cuts. The project will not include full curb, gutter and storm drain on the south side. This work will be assigned to the property owners when they develop. The project is under design and should be ready to bid in the fall of 2019. The project also does not include a wider parking lane which could accommodate angle or reverse angle parking. Such options should only be considered after a traffic safety study and in conjunction with the development of the fronting parcels.

This project will be financed from funds available from SB1 and surface transportation funds administered by COG,

**Reconstruct Third Street from Tuhalami to Muckelemi.** This project will be a complete reconstruction of the street with new curb and gutter. The project includes new sewer, water, and storm drain facilities. The project is under design and should be ready to bid in the fall of 2019.

This project will be financed with surface transportation funds administered by COG; with the City’s FY 20 allocation of Measure G funds; the traffic impact fee fund; the storm drain impact fund; and the water and sewer utilities.

**Construct Highway 156 right turn lane.** As a condition of approval for the new gas station at the Alameda, the City will construct a “deceleration” lane on the eastbound side of the highway. The Developer is required to contribute “up to \$200,000” for the project. In addition, the Copperleaf subdivision contributed \$61,000 as its fair share based on its share of traffic generated at the intersection. The City has agreed to require any other future development to contribute its fair share as well and reimburse the gas station developer if the ultimate fair share cost is greater than \$200,000. The gas station developer has initiated the design and permitting for the project.

The source of funds is “developer contributions.” If the construction bid exceeds the funds available, it will be necessary to negotiate a new reimbursement agreement with the developer of the gas station.

## Utility Projects

**Water Master Plan.** The City needs a Master Plan to provide guidance to plan and implement future projects to increase the reliability of the current system and to expand capacity to meet increasing demand from growth. The study should address, once and for all, the feasibility of installing the pelletized softening plant that was purchased ten years ago, but never installed. Whether it is the pellet plant or some other option, the hard water of the city's current source of supply must be addressed so that customers can remove their private water softeners, and the City can meet discharge requirements at the wastewater treatment plant. In scoping the Master Plan effort, the City should also consider addressing the need for establishing a hydraulic model which is necessary to plan future land development, and to accurately map the system of pipes and valves.

This project is financed with utility revenues.

**Sewer Master Plan.** The Master Plan will identify future projects for the both the sewer collection system and the treatment plant. Issues to be addressed include improvements to enhance the reliability of lift stations; infiltration and inflow from the storm drain system into the sanitary sewer system; upgrades to aging infrastructure; improvements to enhance the reliability and efficiency of the existing treatment plant; and options for expanding the plant capacity.

This project is financed with utility revenues.

**South Fifth Street water and sewer line replacement.** A small section of Fifth Street in the vicinity of Mission Street has experienced significant maintenance problems due to aging infrastructure. This project would replace the sewer and water lines, and resurface the street. With approval of the budget, it will be programmed for design next year and construction in FY 21. The budget estimate of the engineering design is \$60,000 to be allocated 1/3 each to the Water Fund, the Sewer Fund, and to Storm Drain Impact Fund. The design will provide a more precise estimate of the construction cost, and options for a phased or complete reconstruction.

**WWTP Power and Generator.** The 2018 "Consequence of Failure Analysis Report" for the Wastewater Treatment Plant identified the aging and inadequate electrical power system as a high priority project. This project will provide upgrades to the Motor Control Center and purchase a new generator for back up power.

This project is financed from utility revenues.

**De Water/Sludge Management.** A major project this year removed much of the accumulated sludge in the wastewater treatment ponds. However, a considerable amount remains. The WWTP plant operator is using a labor-intensive approach to “staying current” with sludge production and removal, but a permanent dewatering/sludge management system is needed to ensure water quality standards for the discharge. This project could cost as much as \$500,000, for which there are not sufficient funds available. This project will be evaluated as part of the utility rate study and the Wastewater Master Plan.

**Mobile Generator (for wells and lift stations).** The City has no fixed backup power for the domestic water supply wells or the sewer lift stations. This project will acquire a trailer mounted generator and make modifications to the electric panels to ensure compatibility. Future CIP projects should consider installing fixed generators as backup power supply, allowing the “mobile” generator to be used as needed throughout the city. There may be grant funds available for “emergency response” capability, but this project is budgeted to be financed from utility revenues.

**Improvements to Rancho Vista sewer lift station.** As a condition of approval, the developers of Rancho Vista constructed a sewer lift station according to approved public improvement plans. Some measures necessary to provide access and efficiently operate the lift station were not included and must be added. These include an all-weather driveway and minor add-ons for employee safety. This project for \$25,000 will be financed by utility revenues.

**WWTP Decant Pump.** The existing decant pump used in the sludge separation and clarification process is in poor condition and need of replacement. The “Consequence of Failure Analysis” identified this \$25,000 project as a high risk/high priority project.

**WWTP Aerators.** The Aerators at the upper pond of the Wastewater Treatment Plant require regular significant repairs and should be replaced over the next few years. This project budgets \$25,000 of utility revenues to acquire and install two complete aerators, or perhaps 4 motors. The final purchase will depend on an assessment of the current conditions, and advice from the Sewer Master Plan consultant.



**Sewer and Water Rate Prop 218 Study.** The City’s water and sewer rates are compliant with Proposition 218 through January 2020. The budget provides \$20,000 for the appropriate rate analysis and management of the public review process to update the consumption rates and the connection fees.

**Fire Hydrant Replacements.** The budget provides \$20,000 of water utility revenues to begin an extensive project to replace older fire hydrants with modern hydrants capable of meeting fire flow requirements. The first phase will be in the downtown. The Water Master Plan will identify other priority areas and a long-term plan for replacements.

**18” Sewer Trunk.** As part of its public improvement agreement, the developers agreed to construct an 18 “ sewer trunk line along its property to the north city limits. The City agreed to pay the developer as a credit against sewer connection fees, and, if insufficient, to pay the balance in installments over ten years. The intent was to construct a significant piece of infrastructure that might be needed in the future if the wastewater treatment plant was ever relocated to the north as suggested by the General Plan. Because the value of the improvements has been under review by the City Engineer, Meritage has chosen to actually pay the sewer connection fees and seek reimbursement once the final costs have been determined. That work will be completed in FY 20 and it will be necessary to reimburse Meritage for the fees paid to date. After that, Meritage will receive a credit for sewer connection fees up to the finally determined cost amount.

## **Parks Projects**

**Verutti Park Restroom.** Whether “stick built” or “prefab” a proper restroom consistent with the Planning Commission’s site plan approval would cost at least \$100,000. In prior years this project was budgeted at \$50,000 in the “Parking and Restroom Fund”. About \$16,000 has been spent on the conceptual plans to date. The Recommended Budget adds funding source to include the Park Impact Fund since the project is primarily for the benefit of park users rather than visitors to the historic district. The amount budgeted is \$150,000 but will be subject to competitive bidding. It will be necessary to order architectural plans under either option in order to obtain a building permit. The project can be designed and constructed by early 2020.

**Implement Parks Master Plan.** Under Proposition 68, the City is guaranteed \$200,000 for improvements to local parks. The citizen led Master Plan is expected to be submitted in the summer. To the extent that it identifies immediate projects such as the Washington/Lang Street Park, the budget of \$200,000 can begin the park improvements.

**City Hall Xeriscape Demonstration Garden.** It is recommended that approximately 2,000 sq. ft of turf be removed from in front of City Hall and replaced with drought tolerant native plants. The project will significantly reduce the costs of maintenance and water use. Rebates are available from the State of California at the rate of \$4/ sq. ft. The balance of the costs would be split between the General Fund (to invest in O&M savings) and the Water Fund to demonstrate water conservation. It is also possible that the San Benito Water Commission may provide further financial assistance but that is not assured. The project is also one that could be implemented by volunteers or students seeking a community service project. It should be scheduled for work in the fall.

**Luck Park Master Plan.** In order to plan future expansion of the Library or museum, it is appropriate to have a master site plan for Luck Park. The property was acquired by the City through a gift that dedicates the property for library and museum uses. Where should a library addition be built? Where should additions to parking be provided? Can the property be used as a site for relocation of other historic structures (as with the Jim Jack shed)? Would the property accommodate other civic uses? A Master Site Plan can address those questions and provide guidance for future capital projects.

### **Other Public Facilities Projects**

**City Hall Remodel.** This project has been presented in several different forms over the past years. For FY 20, it is proposed to improve the public counter and lobby at City Hall in order to improve customer service and employee safety; provide for an additional work station; and mitigate noise disturbance. It is proposed that \$20,000 be financed by the Building Repair and Replacement Fund.

**Council Chambers.** It is proposed to spend \$10,000 from the Public/Civic Facility Impact Fund to upgrade the audio/visual system in the Council Chambers.

**Corp yard fence.** The Corporation Yard does not present a “good neighbor” look due to the see-through chain-link fence along Second Street and San Jose Street. This project would explore the possibility of installing “slats” or other measures to clean up our act. It is financed with a combination of Public Facility Impact funds and utility revenues.

**Community Center Acoustics.** Measures to install “sound clouds” or other devices to mitigate the echoing in the Community Center can improve the usability, and ultimately the revenue potential for renting the Community Center. This project is financed with \$15,000 of Public Facility Impact fees.

## **Planning Projects**

**Housing Element preparation and implementation.** The State required update to the Housing Element of the General Plan will require review of existing zoning and development regulations. The State has provided funding of \$100,000 to conduct the necessary planning analysis and processing.

**Housing Programs Design.** If the City wishes to establish a program to preserve existing and facilitate new affordable housing, federal funds through the Community Development Block Grant program are available. The City is eligible for a “Planning Grant” of up to \$100,000 to design the programs.

**Impact Fees Nexus Study.** The City’s impact fees need to be updated to reflect the General Plan and to establish the legally required nexus between new development and the projects that will mitigate the impacts of new development. This is especially true of the local “Traffic Impact Fee” that must be reestablished following the adoption of the regional fee required by COG. The cost of \$35,000 for the study is financed by contributions from the impact fee funds themselves.

**City of San Juan Bautista  
FY20 Capital Projects Funding**

Project	Project #	Costs	External Funding Sources										Internal Funding Sources									
			General Fund	COG RSTP	COG Discretionary	Measure G	SB 1 Streets	State Rebate	State Parks Grant (Prop 68)	SB 2 Planning Grant	CDBG Planning Grant	Dev Contr	Parking & RR Fund	Park Impact	Storm Drain Impact	Traffic Impact	Public Facility Impact	Library Impact	Public Safety Impact	Building R&R ISF	Water Fund	Sewer Fund
<b>Street Projects</b>																						
Muckelemi St Resurfacing	19-11	\$ 420,000		390,000			30,000															
Third St Reconstruction	19-9	650,000		160,000		154,000										135,000	101,000				50,000	50,000
Pavement Management Program	20-1	32,000			32,000																	
Hwy 156 RTL	20-2	261,000											261,000									
<b>Utility projects</b>																						
WWTP Decant Pump	20-3	25,000																				25,000
Sewer Master Plan	20-4	120,000																				120,000
Rancho Vista Lift Station	20-5	25,000																				25,000
Aerators	20-7	25,000																				25,000
Portable Generator & Power	20-6	82,000																			41,000	41,000
Design Fifth St Sewer & Water	19-12	60,000													20,000						20,000	20,000
WWTP Power/Generator	20-8	260,000																				260,000
Water Masterplan	20-18	100,000																			100,000	
Dedicated Sample Site	20-17	26,000																			26,000	
Fire Hydrant Upgrades	20-9	20,000																			20,000	
18" Sewer Trunk		262,000																				262,000
<b>Parks Projects</b>																						
Verutti Park Restroom	19-42	150,000												40,000	110,000							
Luck Park Masterplan	20-10	20,000																	20,000			
Implement Park Master Plan	20-11	200,000							200,000													
<b>Community Facilities Projects</b>																						
City Hall Xeriscape Demo	20-12	20,000	8,000					4,000														8,000
Community Center Acoustics	19-18	15,000																15,000				
City Hall remodel	20-13	20,000																		20,000		
Council Chambers A/V	20-14	10,000																10,000				
Corporation Yard Fence	20-15	10,000																5,000			2,500	2,500
Public Parking District Feasibility	19-37	10,000											10,000									
Fire Station Improvements	20-16	20,000																		20,000		
<b>Studies</b>																						
Water/Sewer Rate Study (Prop 218)		20,000																			10,000	10,000
Impact Fee Nexus Study		35,000												5,000	10,000	8,000	3,000	4,000	5,000			
Housing Programs Design		100,000									100,000											
Housing Element Implementation		100,000									100,000											
<b>TOTAL</b>		<b>\$ 3,098,000</b>	<b>\$ 8,000</b>	<b>\$ 550,000</b>	<b>\$ 32,000</b>	<b>\$ 154,000</b>	<b>\$ 30,000</b>	<b>\$ 4,000</b>	<b>\$ 200,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 261,000</b>	<b>\$ 50,000</b>	<b>\$ 115,000</b>	<b>\$ 165,000</b>	<b>\$ 109,000</b>	<b>\$ 33,000</b>	<b>\$ 24,000</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>	<b>\$ 277,500</b>	<b>\$ 840,500</b>

## **Parking and Restrooms (Department 55)**

A portion of the Transient Occupancy Tax revenue is deposited in the Parking and Restrooms Fund to pay for public parking improvements and restrooms for visitors. (22.2% of the TOT, or 2 of the 9% rate applied to hotels, motels, and transient RV parks.)

The “janitorial” expenses in the budget provide for the periodic refreshing of the Verrutti Park restroom, and paper products and maintenance at both Verrutti Park and the Soccer Fields.

In FY 19, some engineering expenses were charged to this fund for the conceptual design of the permanent Verrutti Park restroom, which, in FY 20 is budgeted in the Capital Projects Fund and financed by Park Impact Fee revenue.

The Recommended Budget includes the preparation of a feasibility study and preliminary work to establish a public parking district. Options include purchasing or leasing existing parking lots, or acquiring vacant land and improving the lots with accessible parking, electric charging stations, common trash facilities for Third Street merchants, and welcome signage and kiosks for visitors.

In addition to the annual revenue to the Parking and Restrooms Fund, limited funds are available from “parking in lieu” payments made by developers of new uses downtown whose parking requirements are waived. Considering all existing potential sites, there is the possibility of 100 public parking spaces in the Main Street area. The feasibility study will identify options, costs and alternatives for cost sharing with property owners, merchants, and taxpayers.

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

*Parking & Public Restrooms (Department 55)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Parking &amp; Public Restrooms Revenue</u></b>					
408.000	Transient Lodging Taxes	26,968	25,600	27,600	32,200
<b>TOTAL Parking &amp; Public Restrooms Revenues</b>		<b>26,968</b>	<b>25,600</b>	<b>27,600</b>	<b>32,200</b>
<b><u>Parking &amp; Public Restrooms Expenditures</u></b>					
624.000	Janitorial	-	-	4,000	5,000
		-	-	<b>4,000</b>	<b>5,000</b>
<b><u>Capital Projects</u></b>					
801.000	Parking District Feasibility	-	75,000	16,100	10,000
<b>Total Capital Projects</b>		-	<b>75,000</b>	<b>16,100</b>	<b>10,000</b>
<b><u>Fund Transfers</u></b>					
	General Government CIP	-	-	-	-
<b>Total Fund Transfers</b>		-	-	-	-
<b>TOTAL Parking &amp; Public Restrooms Expenditures</b>		<b>-</b>	<b>75,000</b>	<b>20,100</b>	<b>15,000</b>

### **Citizens Option for Public Safety (Department 50)**

This special fund accounts for the State money that is allocated for front line law enforcement. The COPS program was established by the State in part to offset the loss of Vehicle License fee revenue. San Juan receives the guaranteed minimum of \$100,000 per year.

Funds are deposited in the COPS fund and then transferred to the General Fund to cover the specified costs allowable.

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

*Citizens Option for Public Safety (COPS) (Department 50)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Citizens Option for Public Safety (COPS) Revenue</u></b>					
422.000	Annual COPS Funding	167,270	100,000	110,153	100,000
<b>TOTAL COPS Revenues</b>		<b>167,270</b>	<b>100,000</b>	<b>110,153</b>	<b>100,000</b>
<b><u>COPS Funding Expenditures</u></b>					
	Fund Transfer to GF	167,270	100,000	75,000	100,000
<b>TOTAL COPS Funding Expenditures</b>		<b>\$ 167,270</b>	<b>\$ 100,000</b>	<b>\$ 75,000</b>	<b>\$ 100,000</b>



## **Gas Tax Fund (75)**

The City receives a modest amount of revenue from the State dedicated to pay for the operation and maintenance of the street network. Funds are allocated to San Juan Bautista as a percentage of the State population. As a result of a State audit, the moneys in the Gas Tax Fund are invested in the Local Agency Investment Fund and earn a small amount of interest.

For FY 20, this fund is used to deposit the State money and then transfer the available resources to reimburse the General Fund for eligible street expenditures such as street lighting and signal maintenance. The funds are woefully insufficient to pay for any actual street resurfacing or reconstruction.

In prior years, the Gas Tax Fund has been used in different ways. In some cases, the City's expenses were recorded directly in the Gas Tax Fund. In others, unrelated street program grants were recorded in the Gas Tax Fund.

The Recommended Budget proposes that other streets related grants be budgeted in the Capital Projects Fund, and that the Gas Tax Fund be used simply as an "in/out" fund to account for the receipt of the State money, and to transfer available funds to offset General Fund expenditures

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

**Gas Tax Revenue (Fund 75)**

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

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

**Gas Tax Expenditures (Fund 75)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 37,344			
508.000	FICA	2,988			
514.000	Health Insurance	14,191			
<b>Total Employee Salary, Wages, Benefits</b>		<b>54,523</b>	-	-	-
<b><u>Contractual &amp; Other Services</u></b>					
646.000	Street Lighting	16,899	16,000		
644.000	Street Signal	2,141	1,500		
<b>Total Contractual &amp; Other Services</b>		<b>19,040</b>	<b>17,500</b>	-	-
<b><u>Equipment &amp; Parts</u></b>					
724.000	Parts City Repair Streets.	-	23,500	-	
<b>Total Equipment &amp; Parts</b>		-	<b>23,500</b>	-	-
<b><u>Maintenance &amp; Repair Services</u></b>					
755.002	Street Sign Maint. & Repair	222	2,500	-	
<b>Total Maintenance &amp; Repair Services</b>		<b>222</b>	<b>2,500</b>	-	-
<b><u>Fund Transfer</u></b>					
	Fund Trans. To GF	-	366,303	55,714	45,750
<b>Total Fund Transfer</b>		-	<b>366,303</b>	<b>55,714</b>	<b>45,750</b>
<b>TOTAL Gas Tax - Expenditures</b>		<b>\$ 73,785</b>	<b>\$ 409,803</b>	<b>\$ 55,714</b>	<b>\$ 45,750</b>

## **Affordable Housing Fund (87)**

Whenever a development does not meet its inclusionary housing requirements it may meet its obligations by contributing an “in-lieu” fee.

Resources in the Affordable Housing Fund can be used for related planning and actual expenditures to facilitate the preservation and development of affordable housing.

For FY 20, it is proposed that the Affordable Housing Fund be used to pay a portion of the costs for Round II of the Housing Element update.

The budget also recommends (in the Planning Department Budget) a CDBG grant funded planning effort to design the types of housing assistance programs that the City will deploy. The resources of the Affordable Housing Fund, together with State and Federal funds, will be used to finance those future programs.

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

*Affordable Housing Fund (Fund 87)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Developer Revenue	62,000	170,000	32,000	-
<b>TOTAL Revenues</b>		<b>62,000</b>	<b>170,000</b>	<b>32,000</b>	<b>-</b>
<b><u>Expenditures</u></b>					
600.000	Operational Contracts				18,877
		-	-	-	18,877
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>18,877</b>

### **Public/Civic Facility Impact Fund (81)**

In 2013, the City adopted a development impact fee program to generate revenue to accommodate the demands of new growth for expanded or new facilities and infrastructure.

For FY 20, the Budget proposes to use funds from the Public/Civic Facility Fund to pay for upgrades to the audio/visual system in the Council Chambers.

In addition, the Budget recommends a comprehensive “nexus” study as required by state law to update the fees. The law allows up to 5% of revenue to be allocated to administration of the fee including periodic updates.

For FY 20, this impact fee fund and all others will allocate a portion to pay for the update (estimated at a total cost of \$35,000) with the balance of the allowable amount transferred to the General Fund to reimburse the costs of administering the program.

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

*Public Facility Impact (Fund 81)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	69,955	50,827	25,000	25,000
<b>TOTAL Revenues</b>		<b>69,955</b>	<b>50,827</b>	<b>25,000</b>	<b>25,000</b>
<b><u>Expenditures</u></b>					
<b><u>Fund Transfers</u></b>					
	General Government CIP	-	-	-	33,000
<b>Total Fund Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>33,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>33,000</b>

### **Library Impact Fee Fund (Fund 82)**

In 2013, the City adopted a development impact fee program to generate revenue to accommodate the demands of new growth for expanded or new facilities and infrastructure.

For FY 20, the Budget proposes to use funds from the Library Impact fund to pay for a Master Site Plan for the Luck Park site to identify the location for future library expansion, parking and museum.

In addition, the Budget recommends a comprehensive “nexus” study as required by state law to update the fees. The law allows up to 5% of revenue to be allocated to administration of the fee including periodic updates.

For FY 20, this impact fee fund and all others will allocate a portion to pay for the update (estimated at a total cost of \$35,000) with the balance of the allowable amount transferred to the General Fund to reimburse the costs of administering the program.



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

*Library Impact (Fund 82)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	91,881	68,393	35,000	33,000
<b>TOTAL Revenues</b>		<b>91,881</b>	<b>68,393</b>	<b>35,000</b>	<b>33,000</b>
<b><u>Expenditures</u></b>					
<b><u>Fund Transfers</u></b>					
	General Government CIP	-	-	-	24,000
<b>Total Fund Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>24,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>24,000</b>

### **Storm Drain Impact Fee (Fund 83)**

In 2013, the City adopted a development impact fee program to generate revenue to accommodate the demands of new growth for expanded or new facilities and infrastructure.

For FY 20, the Budget proposes to use funds from the Storm Drain Impact Fund to pay to provide storm drain inlets and piping in conjunction with the Third Street reconstruction project.

In addition, the Budget recommends a comprehensive “nexus” study as required by state law to update the fees. The law allows up to 5% of revenue to be allocated to administration of the fee including periodic updates.

For FY 20, this impact fee fund and all others will allocate a portion to pay for the update (estimated at a total cost of \$35,000) with the balance of the allowable amount transferred to the General Fund to reimburse the costs of administering the program.

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

*Storm Drain Impact (Fund 83)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	116,041	53,216	120,000	80,000
<b>TOTAL Revenues</b>		<b>116,041</b>	<b>53,216</b>	<b>120,000</b>	<b>80,000</b>
<b><u>Expenditures</u></b>					
<b><u>Capital Projects</u></b>					
	801.000	-	-	-	-
<b>Total Capital Projects</b>		-	-	-	-
<b><u>Fund Transfers</u></b>					
	General Fund CIP	-	-	-	196,000
<b>Total Fund Transfers</b>		-	-	-	<b>196,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>196,000</b>

### **Park Impact Fund (84)**

In 2013, the City adopted a development impact fee program to generate revenue to accommodate the demands of new growth for expanded or new facilities and infrastructure.

For FY 20, the Budget proposes to use funds from the Park Impact Fund to pay for the permanent restroom at Verutti Park. Another Park CIP is proposed to implement the anticipated park master plan which most likely will be improvements to the city owned property in the vicinity of Washington and Lang Street. That project will be financed by the City's formula allocation of \$200,000 from the voter approved State Park Bond Act (Prop 68)

In addition, the Budget recommends a comprehensive "nexus" study as required by state law to update the fees. The law allows up to 5% of revenue to be allocated to administration of the fee including periodic updates.

For FY 20, this impact fee fund and all others will allocate a portion to pay for the update (estimated at a total cost of \$35,000) with the balance of the allowable amount transferred to the General Fund to reimburse the costs of administering the program.

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

*Park Impact (Fund 84)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	55,564	17,085	10,466	10,000
<b>TOTAL Revenues</b>		<b>55,564</b>	<b>17,085</b>	<b>10,466</b>	<b>10,000</b>
<b><u>Expenditures</u></b>					
<b><u>Fund Transfers</u></b>					
	General Fund CIP	-	-	-	115,000
<b>Total Fund Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>115,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>115,000</b>

### **Public Safety Impact Fee (Fund 85)**

In 2013, the City adopted a development impact fee program to generate revenue to accommodate the demands of new growth for expanded or new facilities and infrastructure.

For FY 20, the Budget proposes to use funds from Public Safety Impact Fee Fund to make \$20,000 of “landlord” improvements to improve the efficiency of the Fire Station.

The Budget does recommend a comprehensive “nexus” study as required by state law to update the fees. The law allows up to 5% of revenue to be allocated to administration of the fee including periodic updates. The update should analyze what capital equipment or facilities are needed to accommodate new growth under the 2035 General Plan for both law enforcement and fire.

For FY 20, this impact fee fund and all others will allocate a portion to pay for the update (estimated at a total cost of \$35,000) with the balance of the allowable amount transferred to the General Fund to reimburse the costs of administering the program.

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

*Public Safety Impact (Fund 85)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	72,825	52,906	21,000	15,000
<b>TOTAL Revenues</b>		<b>72,825</b>	<b>52,906</b>	<b>21,000</b>	<b>15,000</b>
<b><u>Expenditures</u></b>					
<b><u>Fund Transfers</u></b>					
	General Government CIP	-	-	-	25,000
<b>Total Fund Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>

### **Traffic Impact Fee (Fund 86)**

In 2013, the City adopted a development impact fee program to generate revenue to accommodate the demands of new growth for expanded or new facilities and infrastructure.

For FY 20, the Budget proposes to use funds from the Traffic Impact Fee to pay for a portion of the Muckelemi Street Resurfacing.

In addition, the Budget recommends a comprehensive “nexus” study as required by state law to update the fees. The law allows up to 5% of revenue to be allocated to administration of the fee including periodic updates. The update is especially important for the Traffic Impact Fee because the City has recently adopted a regional traffic impact fee as required by COG, and it is essential that the local fee be reestablished. The analysis will look at the improvements needed by the General Plan circulation element and update the costs.

For FY 20, this impact fee fund and all others will allocate a portion to pay for the update (estimated at a total cost of \$35,000) with the balance of the allowable amount transferred to the General Fund to reimburse the costs of administering the program.



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

*Traffic Impact (Fund 86)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	108,764	37,519	30,000	10,000
<b>TOTAL Revenues</b>		<b>108,764</b>	<b>37,519</b>	<b>30,000</b>	<b>10,000</b>
<b><u>Expenditures</u></b>					
<b><u>Fund Transfers</u></b>					
	General Government CIP	-	-	-	109,000
<b>Total Fund Transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>109,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>109,000</b>

### **Zone 1 Traffic Impact Mitigation Fee**

The Council of Governments required the City to establish this fee to raise money for the “local share” of regional transportation improvements such as the widening of Highway 156. The proceeds of this fee will be retained by the City until COG identifies a specific requirement.

With the adoption of the regional impact fee, it is important that San Juan Bautista advocate for improvements to regional facilities such as Highway 156 that would directly benefit the community that is paying the fees. For example, the current 156 improvement plans do not include safety improvements to the intersection with The Alameda.

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

*Zone 1 TIMF (Fund XX)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
	Impact Revenue	_____	_____		30,000
<b>TOTAL Revenues</b>		-	-	-	<b>30,000</b>
<b><u>Expenditures</u></b>					
	Reg. Transportation Projects	-	-	-	-
<b>TOTAL Expenditures</b>		-	-	-	-

### **Valle Vista Landscape and Lighting District (Department 60)**

This is a special assessment district applicable to the Creekbridge subdivision. It pays for street lighting, and landscape maintenance of: parkway strips, street trees, the detention basin, the pocket park, and the sewer lift station. (Costs of operating the lift station are borne by the Sewer Fund.) Most of the costs are attributable to an agreement with a landscape contractor, although in FY 20, it is anticipated that City crews will conduct weed abatement activity in the detention pond.

The Annual Assessments may not exceed the actual costs or the original assessments modified by the CPI. The proposed assessment level is the same as in previous years and is less than the allowed rate. The District has substantial reserves to accommodate any major repairs that may arise.

The City is entitled to reimburse itself for administration of the District up to 6% of the annual levy. This charge in FY 20 is shown as a transfer to the General Fund.

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

*Valle Vista Landscape & Lighting District (Department 60)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actual FY18/19	Budget FY19/20
<b><u>Revenue</u></b>					
415.000	Special Assessment	21,374	27,884	27,884	27,900
<b>TOTAL Revenue</b>		<b>21,374</b>	<b>27,884</b>	<b>27,884</b>	<b>27,900</b>
<b><u>Expenditures</u></b>					
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	2,596	6,000		
508.000	FICA	199	519		
510.000	Workers Comp.	147	194		
<b>Total Employee Salary, Wages, Benefits</b>		<b>2,942</b>	<b>6,713</b>	-	-
<b><u>Operating Expenses</u></b>					
643.001	City Water usage	2,397	3,000	3,000	3,200
657.000	Admin. Fees	1,132	830	830	
642.000	PG&E - Street Lights	3,289	2,500	2,500	2,720
760.000	Grounds Maintenance	13,626	14,400	14,330	16,000
<b>Total Operating Expenses</b>		<b>20,444</b>	<b>20,730</b>	<b>20,660</b>	<b>21,920</b>
<b><u>Interfund Transfers</u></b>					
	Transfer to GF for Admin				1,395
<b>TOTAL Interfund Transfers</b>					<b>1,395</b>
<b>TOTAL Expenditures</b>		<b>\$ 23,386</b>	<b>\$27,443</b>	<b>\$ 20,660</b>	<b>\$ 23,315</b>

## **Community Facilities District – Rancho Vista (Department 65)**

In FY 19, the City formed a special assessment district to finance the costs of street lights, street sweeping, and park maintenance in the new Rancho Vista subdivision.

The proposed budget reflects the initial assessment approved by the Council. The annual assessment will include an amount to pay for direct service, a contingency reserve, and a capital replacement reserve. Funds will not be available until December at the earliest.

The Assessment Engineer recommends that services not begin until at least six months of costs have been accumulated. The City is entitled to reimburse itself for up to 5% to administer the District and the contract services. This amount is shown as a Transfer to the General Fund.

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

**CFD ~ Rancho Vista (Department 65)**

Account Number	Account Description	Operating Fund	Reserve Fund	Capital Replacement
<b><u>Revenue</u></b>				
415.000	Special Assessment	\$ 40,904	\$ 3,534	\$ 48,306
<b>TOTAL Revenue</b>		<b>\$ 40,904</b>	<b>\$ 3,534</b>	<b>\$ 48,306</b>
<b><u>Expenditures</u></b>				
<b><u>Operating Expenses</u></b>				
643.001	City Water usage			
642.000	PG&E - Street Lights	1,110		
762.000	Street Maintenance	4,133		
760.000	Grounds Maintenance	30,099		
<b>TOTAL Operating Expenses</b>		<b>35,342</b>	<b>-</b>	<b>-</b>
<b><u>Interfund Transfers</u></b>				
	Transfer to GF for Admin	5,562	-	-
<b>TOTAL Interfund Transfers</b>		<b>5,562</b>	<b>-</b>	<b>-</b>
<b>TOTAL Operating Expenditure</b>		<b>\$ 40,904</b>	<b>\$ -</b>	<b>\$ -</b>

## **Community Facilities District – Copperleaf (Department 66)**

In FY 19, the City formed a special assessment district to finance the costs of street lights, street sweeping, and park maintenance in the new Copperleaf subdivision.

The proposed budget reflects the initial assessment approved by the Council. The annual assessment will include an amount to pay for direct service, a contingency reserve, and a capital replacement reserve. Funds will not be available until December at the earliest.

The Assessment Engineer recommends that services not begin until at least six months of costs have been accumulated. The City is entitled to reimburse itself for up to 5% to administer the District and the contract services. This amount is shown as a Transfer to the General Fund.



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

**CFD ~ Copperleaf (Department 66)**

Account Number	Account Description	Operating Fund	Reserve Fund	Capital Replacement
<b><u>Revenue</u></b>				
415.000	Special Assessment	\$ 20,723	\$ 2,072	\$ 11,595
<b>TOTAL Revenue</b>		<b>\$ 20,723</b>	<b>\$ 2,072</b>	<b>\$ 11,595</b>
<b><u>Expenditures</u></b>				
<b><u>Operating Expenses</u></b>				
643.001	City Water usage			
642.000	PG&E - Street Lights	\$ 810		
762.000	Street Maintenance	1,984		
760.000	Grounds Maintenance	14,641		
<b>TOTAL Operating Expenses</b>		<b>17,435</b>	<b>-</b>	<b>-</b>
<b><u>Interfund Transfers</u></b>				
	Transfer to GF for Admin	4,088		
<b>TOTAL Interfund Transfers</b>		<b>4,088</b>	<b>-</b>	<b>-</b>
<b>TOTAL Operating Expenditure</b>		<b>\$ 21,523</b>	<b>\$ -</b>	<b>\$ -</b>

## City Manager's Recommended Budget

Fiscal Year 2019 – 2020

## Enterprise Funds

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

**Water Enterprise Revenue ~ Operations (Department 46)**

<b>Account Number</b>	<b>Account Description</b>	<b>Actuals FY17/18</b>	<b>Budget FY18/19</b>	<b>Estimated Actuals FY18/19</b>	<b>Budget FY19/20</b>
<b>Water Enterprise Revenues</b>					
483.000	Water Connection Fee	\$ -	\$ -	\$ 3,000	\$ 4,000
485.000	Water Sales Commercial	96,739	218,000	135,000	140,000
485.000	Water Sales Residential	733,250	539,080	750,000	800,000
493.000	Water Meter Maint. Fees	12,654	21,120	14,000	15,000
484.000	Interest Penalties	23,340	11,000	20,000	20,000
<b>TOTAL Water Enterprise Revenues</b>		<b>865,983</b>	<b>789,200</b>	<b>922,000</b>	<b>979,000</b>

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

**Water Enterprise Revenue ~ Capital (Department 46)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b>Water Enterprise Revenues</b>					
483.000	Utility Connection Fees	326,577	164,985	434,228	100,000
<b>TOTAL Water Enterprise Revenues</b>		<b><u>326,577</u></b>	<b><u>164,985</u></b>	<b><u>434,228</u></b>	<b><u>100,000</u></b>

**City of San Juan Bautista**  
**Enterprise Fund Budget for the Fiscal Year 2019/2020**  
**Water Enterprise Expenditures ~ Operations (Department 46)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 82,565	\$ 87,370	\$ 81,447	\$ 87,467
508.000	FICA	5,910	7,558	7,089	7,567
510.000	Workers Comp.	10,591	6,709	4,083	5,287
514.000	Health Insurance	12,081	11,920	18,805	16,783
518.000	457k Retirement	197	1,372	798	2,049
<b>Total Employee Salary, Wages, Benefits</b>		<b>111,344</b>	<b>114,929</b>	<b>112,222</b>	<b>119,153</b>
<b><u>Other Personnel Expenses</u></b>					
524.000	Phys., Drug & Psych Testing	11		-	100
526.000	Education & Training			500	2,500
528.000	Travel/per diem/car allow			500	1,100
522.000	Uniforms & Alterations	139		200	200
<b>Total Other Personnel Expenses</b>		<b>150</b>	<b>-</b>	<b>1,200</b>	<b>3,900</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	701	600	1,768	1,000
558.000	Printing & Copies	86	60	336	400
548.000	Advertising	1,719	2,000	500	500
562.000	Food & Beverage	11,557			
516.000	Insurance-Liab/Bond/Auto/Prop	7,500	12,500	12,504	12,504
544.000	Computer Software Service			50	100
545.000	Computer Hardware Service			100	200
530.000	Dues & Subscriptions	9,286		500	500
634.000	Copier Services & Lease	1,034	1,006	1,337	1,337
657.001	Filing Fees	50	-	100	100
638.000	Bank Charges/PR Processing	4,263	4,500	3,666	3,000
551.000	Postage & Freight	1,324	2,006	2,569	2,620
<b>Total General &amp; Admin Expense</b>		<b>37,520</b>	<b>22,672</b>	<b>23,430</b>	<b>22,261</b>
<b><u>Contractual &amp; Other Services</u></b>					
600.000	Operational Contracts	44,287	50,000	57,000	60,000
604.000	Engineering	29,543		1,875	1,000
612.002	Security	673	600	900	900
654.000	Chemical Testing	4,553		7,000	6,000
<b>Total Contractual &amp; Other Services</b>		<b>79,056</b>	<b>50,600</b>	<b>66,775</b>	<b>67,900</b>

**City of San Juan Bautista**  
**Enterprise Fund Budget for the Fiscal Year 2019/2020**  
**Water Enterprise Expenditures ~ Operations (Department 46)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Utilities &amp; Misc Expense</u></b>					
640.000	Telecomm	819	900	798	798
642.000	Electricity	25,249	60,000	25,000	25,500
643.001	Water		10,000		
656.000	Licenses & Permits	13,314	15,000	15,000	10,000
658.000	Property Taxes	79		100	100
<b>Total Utilities &amp; Misc. Expense</b>		<b>39,461</b>	<b>85,900</b>	<b>40,898</b>	<b>36,398</b>
<b><u>Equipment &amp; Parts</u></b>					
532.010	Equipment Rental	9,269		10,000	5,000
701.000	Small Tools	144		1,000	1,000
554.000	Gasoline & Diesel Fuel	2,375	1,000	11,000	10,000
552.000	Chemicals & Gases	742	2,000	7,200	10,000
718.000	Parts City Rep. Equipment	5,822	8,000	1,000	8,000
720.000	Parts- City Rep. Water	3,893	10,000	5,000	10,000
<b>Total Equipment &amp; Parts</b>		<b>22,245</b>	<b>21,000</b>	<b>35,200</b>	<b>44,000</b>
<b><u>Maintenance &amp; Repair Services</u></b>					
751.001	Maint. & Repair Wells	34,628	7,000	11,696	10,000
754.000	Equipment Maint. Outside	1,949	2,500	200	2,500
764.000	Water Maint. Outside	300	2,500	2,000	2,500
<b>Total Maintenance &amp; Repair Services</b>		<b>36,877</b>	<b>12,000</b>	<b>13,896</b>	<b>15,000</b>
<b><u>Interfund Transfers</u></b>					
	General Fund Interfund Liab.	29,400	44,607	44,607	44,607
<b>Total Interfund Transfers</b>		<b>29,400</b>	<b>44,607</b>	<b>44,607</b>	<b>44,607</b>
<b><u>Debt Service &amp; Defrayment</u></b>					
850.000	Debt Service (COP)			408,284	378,139
<b>Total Debt Service &amp; Defrayment</b>		<b>-</b>	<b>-</b>	<b>408,284</b>	<b>378,139</b>
<b>TOTAL Water Enterprise Expenditures</b>		<b>\$ 356,053</b>	<b>\$ 351,708</b>	<b>\$ 746,512</b>	<b>\$ 731,358</b>

**City of San Juan Bautista**  
**Enterprise Fund Budget for the Fiscal Year 2019/2020**  
**Water Enterprise ~ Capital Improvement Projects (Department 46)**

Account Number	Account Description	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 12,473	\$ 24,000	\$ 7,167	\$ 19,240
508.000	FICA	1,277	2,076	2,369	1,665
510.000	Workers Comp.	1,204	775	453	474
514.000	Health Insurance	1	10	9	1,241
518.000	457k Retirement				390
528.000	Travel/per diem/car allow				600
<b>Total Employee Salary, Wages, Benefit</b>		<b>14,955</b>	<b>26,861</b>	<b>9,998</b>	<b>23,610</b>
<b><u>Capital Projects</u></b>					
801.000	Capital Projects	52,511	604,000		
801.000	Well #6A			500,000	50,000
801.000	Water Meters			31,000	5,000
801.000	Kubota				6,000
801.000	Third Street Water Lines				50,000
801.000	Fifth Street Design				20,000
801.000	Generator				41,000
801.000	Sample Sites				26,000
801.000	Rate Study				10,000
801.000	Master Plan				100,000
801.000	Fire Hydrants				20,000
<b>Total Capital Projects</b>		<b>52,511</b>	<b>604,000</b>	<b>531,000</b>	<b>328,000</b>
<b>TOTAL Water Enterprise Expenses</b>		<b>\$ 67,466</b>	<b>\$ 630,861</b>	<b>\$ 540,998</b>	<b>\$ 351,610</b>

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

**Sewer Enterprise Revenue (Department 48)**

Account Number	Account Number	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Sewer Enterprise Revenue</u></b>					
486.000	Utility Fees Commercial	\$ 152,212	\$ 217,000	\$ 168,000	180,000
485.000	Utility Fees Residential	727,386	600,000	780,000	810,000
484.000	Interest	18,776	15,000	20,600	20,600
<b>TOTAL Sewer Enterprise Revenue</b>		<b>\$ 898,374</b>	<b>\$ 832,000</b>	<b>\$ 968,600</b>	<b>\$ 1,010,600</b>



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

*Sewer Enterprise Revenue ~ Capital (Department 48)*

Account Number	Account Number	Actuals FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Sewer Enterprise Revenue</u></b>					
483.000	Connection Fees	244,888	179,670	340,773	100,000
<b>TOTAL Sewer Enterprise Revenue</b>		<b>\$ 244,888</b>	<b>\$ 179,670</b>	<b>\$ 340,773</b>	<b>\$ 100,000</b>

*City of San Juan Bautista*  
*Enterprise Fund Budget for the Fiscal Year 2019/2020*  
*Sewer Enterprise Expenditures ~ Operations (Department 48)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 66,419	\$ 79,950	\$ 72,697	\$ 103,506
508.000	FICA	4,710	6,916	6,308	8,954
510.000	Workers Comp.	1,974	5,879	4,055	6,893
514.000	Health Insurance	8,763	11,229	16,111	22,303
518.000	457k Retirement	178	1,372	766	1,720
<b>Total Employee Salary, Wages, Benefits</b>		<b>82,044</b>	<b>105,346</b>	<b>99,937</b>	<b>143,376</b>
<b><u>Other Personnel Expenses</u></b>					
524.000	Phys., Drug & Psych Testing	857	700	500	100
526.000	Education & Training		2,000	1,000	2,500
528.000	Travel/per diem/car allow	86	100	100	1,350
522.000	Uniforms & Alterations	139		200	200
<b>Total Other Personnel Expenses</b>		<b>1,082</b>	<b>2,800</b>	<b>1,800</b>	<b>4,150</b>
<b><u>General &amp; Admin Expense</u></b>					
550.000	Office Supplies	711	800	1,568	1,200
558.000	Printing & copies	86	400	400	400
562.000	Food & Beverages			100	100
516.000	Insurance-Liab/Bond/Auto/Prop	7,500	11,200	11,200	11,200
544.000	Computer Software Service			100	100
545.000	Computer Hardware Service			100	100
634.000	Copier Service & Lease	1,034	7,000	1,337	1,337
638.000	Bank Charges/PR Processing	3,488		3,000	3,000
551.000	Postage & Freight	1,324	1,400	2,569	2,621
530.000	Dues & subscriptions			500	500
<b>Total General &amp; Admin Expense</b>		<b>14,143</b>	<b>20,800</b>	<b>20,874</b>	<b>20,558</b>
<b><u>Contractual &amp; Other Services</u></b>					
600.000	Operational Contracts	146,230	140,000	179,000	188,013
600.000	Rate & Master Plan Studies				130,000
604.000	Engineering			4,143	5,000
612.002	Security	1,017	1,300	1,496	1,496
640.000	Telecomm	1,258	1,400	1,212	1,212
642.000	Electricity	83,088	85,000	65,000	65,372
654.000	Chemical Testing			6,100	6,200
656.000	Licenses & Permits	2,062	2,100	4,025	4,025
<b>Total Contractual &amp; Other Services</b>		<b>233,655</b>	<b>229,800</b>	<b>260,976</b>	<b>401,318</b>

*City of San Juan Bautista*  
*Enterprise Fund Budget for the Fiscal Year 2019/2020*  
*Sewer Enterprise Expenditures ~ Operations (Department 48)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Equipment &amp; Parts</u></b>					
701.000	Small Tools	144		1,000	1,000
554.000	Gasoline & Diesel Fuel	1,460	1,000	2,465	2,500
552.000	Chemical & Gases	707	5,000	1,000	1,000
716.000	Parts City Rep Vehicles			500	1,000
718.000	Parts City Rep. Equipment	300	5,000	5,000	5,000
722.000	Parts City Rep. Sewer	8,313	20,000	10,000	20,000
<b>Total Equipment &amp; Parts</b>		<b>10,924</b>	<b>31,000</b>	<b>19,965</b>	<b>30,500</b>
<b><u>Maintenance &amp; Repair Services</u></b>					
751.000	Claims		1,000		
764.001	Sewer Maint. Outside	3,463			1,000
754.000	Equipment Maint. Outside	3,702	5,000	4,000	5,000
762.000	Streets Maint & Paving	1,192	20,000	2,500	5,000
766.000	Sewer Maint. Plant	3,607	3,000	200	200
<b>Total Maintenance &amp; Repair Services</b>		<b>11,964</b>	<b>29,000</b>	<b>6,700</b>	<b>11,200</b>
<b><u>Capital Outlay</u></b>					
801.000	5HP Aerators				25,000
801.000	Kubota				6,000
801.000	Telemetry			20,000	10,000
801.000	WWTP Decant Pump				25,000
801.000	Generator				41,000
<b>Total Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>20,000</b>	<b>107,000</b>
<b><u>Interfund Transfers</u></b>					
	Sewer Capital Fund				500,000
	General Fund Interfund Liab.	24,054		36,497	36,497
<b>Total Interfund Transfers</b>		<b>24,054</b>	<b>-</b>	<b>36,497</b>	<b>536,497</b>
<b><u>Deb Service &amp; Defrayment</u></b>					
859.000	Fines - RWQC	36,000	36,000	36,000	36,000
858.000	Debt Service	199,020	184,788	334,050	309,387
<b>Total Debt Service &amp; Defrayment</b>		<b>235,020</b>	<b>220,788</b>	<b>370,050</b>	<b>345,387</b>
<b>TOTAL Sewer Enterprise Expenditures</b>		<b>\$ 612,886</b>	<b>\$ 639,534</b>	<b>\$ 836,799</b>	<b>\$ 1,599,986</b>

*City of San Juan Bautista*  
*Enterprise Fund Budget for the Fiscal Year 2019/2020*  
*Sewer Enterprise ~ Capital Improvement Projects (Department 48)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT	\$ 5,097	\$ 6,000	\$ 12,667	\$ 19,240
508.000	FICA	390	519	969	1,665
510.000	Workers Comp.	230	194	113	474
514.000	Health Insurance	241		-	1,241
518.000	457k Retirement				390
528.000	Travel/per diem/car allow				600
<b>Total Employee Salary, Wages, Benefits</b>		<b>5,958</b>	<b>6,713</b>	<b>13,749</b>	<b>23,610</b>
<b><u>Capital Projects</u></b>					
801.000	Capital Project	45,492	95,000	50,000	
801.000	Sludge Removal	-	400,000	490,000	-
801.000	WWTP Power				260,000
801.000	Rancho Vista Lift Station				25,000
801.000	Fifth Street Sewer Line Design				20,000
801.000	Third Street				50,000
801.000	18" Sewer Truck				262,000
<b>Total Capital Projects</b>		<b>45,492</b>	<b>495,000</b>	<b>540,000</b>	<b>617,000</b>
<b>TOTAL Sewer Enterprise Expenses</b>		<b>\$ 51,450</b>	<b>\$ 501,713</b>	<b>\$ 553,749</b>	<b>\$ 640,610</b>

## City Manager's Recommended Budget

Fiscal Year 2019 – 2020

## Internal Services Funds

## **Vehicle Replacement Fund (Fund 92)**

This internal service fund is established to accumulate resources needed to replace existing vehicles when they have reached the end of their useful life.

In the past, and again in FY 20, the Vehicle Replacement Fund receives revenue transferred from the General Fund in accordance with a schedule prepared by a prior City Manager.

There are no “replacement” acquisitions planned for FY 20, so there is a considerable fund balance available. The transfers are accumulating to help pay for the replacement of the City owned fire engine.

A project for FY 20 is to establish a procedure for calculating the future contributions to the Vehicle Replacement Fund and a schedule for regular vehicle replacement. New acquisitions of vehicles should be financed by the operating department and fund that is requesting the new vehicle. The internal service fund would be responsible only for replacements when a vehicle can no longer be economically repaired, or it has reached its useful life.

Complicating the issue for San Juan Bautista is that every vehicle is used in every aspect of the City’s field services. There is no one “Water Division” pick-up truck. Allocating the annual costs of vehicle replacement to the enterprises will be part of the project for FY 20. The objective is to have each enterprise and the General Fund pay its fair share of the annual contribution toward replacement.

The Budget for FY 20 includes the staff costs of managing the fleet.

*City of San Juan Bautista*  
*Internal Service Fund*  
*Budget for the Fiscal Year 2019/2020*

*Vehicle Replacement (Fund 92)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Employee Salary, Wages, Benefits</u></b>					
502.000	Salaries Wages FT				7,879
508.000	FICA				682
510.000	Workers Comp.				771
514.000	Health Insurance				1,785
518.000	457k Retirement				236
<b>Total Employee Salary, Wages, Benefits</b>		-		-	11,353
<b><u>Capital Projects</u></b>					
801.000	Vehicles	-	-	-	-
<b>Total Capital Projects</b>		-	-	-	-
<b>TOTAL Expenditures</b>		-	-	-	<b>11,353</b>

### **Building Repair and Replacement Fund (Fund 91)**

This is an internal service fund which is designed to accumulate funds for major planned rehabilitation of existing city buildings or unanticipated major repairs.

Since “depreciation” is not a budgeted expense, instead, the General Fund transfers an annual amount to this ISF in an amount equal to the depreciation. A more sophisticated approach would be to develop a schedule of major projects (such as “roof replacement” or “HVAC replacement”) and develop an annual contribution sufficient to allocate funds over the useful life of those major building systems. This project could be one assigned to the new part time Deputy City Manager.

For FY 19, the City undertook major roof repairs at city hall whose costs exceeded the budget. It was necessary to transfer additional funds from the General Fund to Fund 91 in order to supplement the fund balance accumulated in prior years.

For FY 20, the Budget proposes to finance an additional minor remodel project at City Hall to improve the customer counter and lobby; to add an additional work space; and to address noise issues that affect productivity.



*City of San Juan Bautista  
Internal Service Fund  
Budget for the Fiscal Year 2019/2020*

*Building Rehabilitation & Replacement (Fund 91)*

Account Number	Account Description	Actual FY17/18	Budget FY18/19	Estimated Actuals FY18/19	Budget FY19/20
<b><u>Capital Projects</u></b>					
801.000	City Hall Reroof	-	40,000	123,000	
<b>Total Capital Projects</b>		<b>-</b>	<b>40,000</b>	<b>123,000</b>	<b>-</b>
<b><u>Fund Transfers</u></b>					
	General Government CIP	-			20,000
<b>Total Fund Transfer</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>20,000</b>
<b>TOTAL Expenditures</b>		<b>-</b>	<b>40,000</b>	<b>123,000</b>	<b>20,000</b>

## City Manager's Recommended Budget

Fiscal Year 2019 – 2020

## Personnel Allocations

**City of San Juan Bautista  
Departmental Wage Allocation  
by Department and Position  
For FY20**

Dept. #	Description	Library							Public Works							F.T.E.	
		(TBD) City Manager	(TBD) City Deputy Manager	(Todd) Assoc. Planner	(Trish) City Clerk	(Carmen) Finance Clerk	(Laura) Admin. Clerk	(Rochelle) I Librarian	(TBD) II Librarian	(Dedee) III Librarian	(Nick) I P.W. (F.T.)	(Armando) II P.W. (F.T.)	(Elliott) III P.W. (F.T.)	(Figuroa) IV P.W. (P.T.)	(TBD) V P.W. (P.T.)		(Paul) VI P.W. (P.T.)
10	City Manager	10%	10%	5%	10%	20%											0.55
12	City Council	10%			10%	20%											0.40
13	City Clerk				60%	20%											0.80
15	Finance	10%			20%	10%											0.70
16	Library					5%	100%	100%	100%								3.05
17	Planning	10%	20%	85%		5%											1.20
18	Building		10%	5%		5%											0.20
18	Engineering		20%	5%													0.25
40	PW Street	10%								25%	10%	10%	40%	40%	10%	50%	1.95
44	PW Bldg & grounds	10%								25%	10%	10%	40%	40%	20%	50%	2.05
XX	Valle Vista																-
XX	Rancho Vista CFD																-
XX	Copperleaf CFD																-
XX	ISF Vehicle														20%		0.20
XX	ISF Bldg. R&R																-
46	Water Operations	10%	10%		40%	3%				25%	70%	10%	10%	10%			1.88
46	Water Capital	10%	10%														0.20
48	Sewer Operations	10%	10%		40%	2%				25%	10%	70%	10%	10%	50%		2.37
48	Sewer Capital	10%	10%														0.20
		<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	

## City Manager's Recommended Budget

Fiscal Year 2019 – 2020

## Special Analysis

## **Employee Salary and Compensation**

The City staffing runs lean. Employees have a wide variety of responsibilities and work most effectively when working as a team.

The Council was recently asked to confirm in a “Salary Resolution” the five step salary ranges for each position. Yet, it is not always clear to employees under what circumstances they can advance within a range, or promote to another position.

The administrative staff is pursuing a project to update and clarify the job descriptions including especially the required skills or certifications needed for any particular assignment.

The Recommended Budget does not provide for any across the board salary increases, nor any anticipated advancement from one step to another. The latter is something that future budget analysis and presentations should consider. The issue of across the board salary increases is a policy and financial question for the City Council.

## Development Standards

The City's development policies on the type and extent of "exactions" (conditions of approval) and fees, have an impact on current and future budgets.

For example, if the development of a large vacant or "greenfield" tract of land does not require the property owner or developer to install upgraded infrastructure, that responsibility will fall to the City and its resources that would otherwise be devoted to addressing citywide issues.

Ironically, unless new development pays its way, the fiscal impact of new development can be negative from the City's budget perspective; that is, the additional costs to upgrade infrastructure and provide services, may exceed the additional revenue attributable to the project.

New development should be required to upgrade facilities across its frontage, upgrade other offsite facilities identified in the CEQA documentation that must be mitigated, and pay impact fees to pay for system wide improvements attributable to growth.

An example from a recent subdivision illustrates the point. The project was conditioned to improve or contribute to the cost of certain offsite intersections, extend utilities to the site and pay for half of the road segment across its frontage. By requiring improvement of only half the road (to the center line) and not requiring road improvements along the frontage to include a travel lane on the opposite side, the City had to use its resources to pay for the improvement of the other half of the road. In this instance, the developer received a credit against impact fees, which means that the revenue that could have been available to meet citywide issues, was instead used to complete a project that could reasonably be assigned to the development itself.

Yet, it is understood that the cost of city exactions increases the cost of development and depresses the value of the raw land. This may make certain private projects infeasible. There are financing vehicles available such as assessment districts to address this issue. And, the City can enter into reimbursement agreements that require subsequent approved projects to pay for their fair share of the initial installation by the "first in" development.

Whenever the City undertakes its next General Plan or Specific Planning activity it is important to fully evaluate the infrastructure needs of development, adopt clear and consistent policies, and identify implementation strategies including financing mechanisms. Without an appreciation of the costs of extending infrastructure, the City's limited resources will be used to facilitate private development rather than used to meet the impacts of private development.

Finally, reimbursement agreements and deferred improvement agreements should be specifically authorized by the City Council.

## **“South San Juan” Specific Plan**

Most of the City’s development potential lies south of Highway 156. From time to time property owners make inquiries about potential development and ask: can the General Plan designation and zoning be changed? Can the property be annexed? Can the city serve the proposed development with utilities and other services? What are the requirements for improving infrastructure such as roads, sidewalks and storm drainage? For those projects that have made it through the approval process, there remain questions and disputes about the application of development standards and how others will participate in paying for the infrastructure.

The General Plan does not answer these questions directly. State law encourages the preparation of a Specific Plan to “systematically implement the general plan in a particular geographical area.” The required elements of a Specific Plan include text and diagrams that specify all the following in detail:

Distribution, location, and extent of the uses of land, including open space

Proposed distribution, location, extent, and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy and other essential facilities proposed to located ...and needed to support the land uses proposed

Standards and criteria by which development will proceed and, where applicable, standards for conservation, development and use of natural resources

A program of implementation measures including regulations, programs, public works projects, and financing measures necessary to carryout out the matters listed above

Certain residential projects may proceed without further CEQA review if they are consistent with a Specific Plan for which an EIR has been certified.

Several years ago, the City did prepare a Specific Plan covering the area south of Highway 156, but that effort was mooted by the adoption of the General Plan in 2015 that significantly revised the proposed pattern of land use. Whether that pattern should be further revised, it is clear that there is not a comprehensive program to actually implement and facilitate the preferred land use.

A Specific Plan is not an inexpensive project and should not be pursued unless there is substantial financial participation by land owners. Further, a Specific Plan would benefit from the Sewer and Water Master Plan studies proposed to be initiated in the next fiscal year.