



TO: Mayor and Councilmembers

SUBMITTED BY: Luke Rioux, Finance Director

SUBJECT: Fiscal Year 2024/25 Budget Appropriation Adjustment and Amendment to the Schedule of Authorized Positions

RECOMMENDATION:

Adopt Resolution No. 24-__ entitled, “A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Operating and CIP Budget for Fiscal Year 2024/25 and Amending the City of Goleta Schedule of Authorized Positions for Fiscal Year 2024/25.”

BACKGROUND:

On June 18, 2024, the City Council adopted the Fiscal Year (FY) 2024/25 Operating and Capital Improvement Program (CIP) Budget, which included updates to the City’s pavement program budget and the Schedule of Authorized Positions. The Schedule of Authorized Positions outlines the number of Full-Time Equivalent (FTE) positions approved for each department, which directly impacts the City’s staffing and service capacity.

On September 17, 2024, the City Council received the FY 2023/24 Fourth Quarter (Year-End) Financial Review (unaudited report), which contained preliminary unaudited numbers for the fiscal year (July 1, 2023, through June 30, 2024), including estimated updates to the General Fund’s Unassigned Fund Balance, that impacts the FY 2024/25 budget.

DISCUSSION:

Budget Appropriation – Pavement Maintenance:

During the budget workshops and adoption of the FY 2024/25 Mid-Cycle Budget, it was discussed that additional funding was needed for pavement maintenance to help reach its long-term goals, and should extra funds become available, to program towards pavement maintenance. Since the September 17, 2024, City Council meeting, staff has been in the process of closing out FY 2023/24 and wrapping up its audit. Based on preliminary audit numbers, approximately \$1.5 million of one-time funds has been identified that can be available from the General Fund Unassigned Fund Balance to help

support the pavement program. Staff is recommending the additional appropriation now, so the extra \$1.5 million budget is immediately available for the next pavement project. Public Works anticipates the next upcoming detailed pavement discussion to take place in Winter 2025.

Personnel Reclassification – City Clerk’s Office - Office Specialist:

A few weeks after the June 18, 2024, budget adoption, the Office Specialist position under the City Clerk’s office became vacant. The position historically had been established at full-time or at 1.0 Full-Time Equivalent (FTE) and was reduced to 0.9 FTE temporarily during the Great Recession. In review and discussion with Finance, Human Resources, and the City Manager’s Office, staff recommend reclassifying the vacant Office Specialist position from 0.9 FTE to 1.0 FTE, resulting in an increase of 0.1 FTEs. The reclassification recommendation is based on an operational review of the City Clerk’s Office. This position directly supports the City Clerk’s Office with its operations and serves as the primary point of contact for all visitors conducting business at Goleta City Hall. Increasing the position from 0.9 FTE to 1.0 FTE will help ensure consistent service delivery and improve department efficiencies.

The overall fiscal impact in current FY 2024/25 will be net neutral due to timing and vacancies of citywide positions. On a long-term basis, the annualized estimated cost increase, when factoring in total salary and benefits for the increase, is approximately \$8,500.

FISCAL IMPACTS:

Budget Appropriation – Pavement Maintenance

Staff recommends appropriating \$1.5 million from the General Fund’s Unassigned Fund Balance to account 101-50-5800-51073 to support the City’s pavement maintenance program. The additional one-time \$1.5 million appropriation for pavement will increase the overall General Fund contribution this fiscal year to \$6.5 million when including carryovers. The following table summarizes the estimated total pavement rehabilitation maintenance accounts, which includes all funds, carryover estimates, and requested appropriation.

Pavement Rehabilitation by Fund	FY 24/25 Adopted Budget	FY 24/25 Adopted Budget w/ Estimated Carryovers	Requested Appropriation	FY 24/25 Est. Final Budget	FY 24/25 Actuals + Encumbrances as of 10/9/24	FY 24/25 Budget Available as of 10/9/24
General Fund	\$ 4,061,000	\$ 5,018,684	\$ 1,500,000	\$ 6,518,684	\$ 919,011	\$ 5,599,673
Gas Tax	\$ 876,000	\$ 2,119,467		\$ 2,119,467	\$ 1,233,265	\$ 886,202
RMRA - SB1	\$ 808,000	\$ 1,711,327		\$ 1,711,327	\$ 830,116	\$ 881,211
Measure A	\$ 300,000	\$ 1,174,418		\$ 1,174,418	\$ 839,471	\$ 334,947
LSTP	\$ -	\$ 361,496		\$ 361,496	\$ 337,625	\$ 23,871
Total	\$ 6,045,000	\$ 10,385,392	\$ 1,500,000	\$ 11,885,392	\$ 4,159,488	\$ 7,725,904

The General Fund’s Unassigned Fund Balance is estimated at \$1.7 million, and with the appropriation of \$1.5 million, an approximate \$200,000 balance is projected. Staff will

have further updates on the fund balance in December 2024 as part of the FY 2024/25 First Quarter Financial Review.

Personnel Reclassification – City Clerk’s Office - Office Specialist:

There are no recommended budget appropriations related to the 0.1 FTE increase of the Office Specialist position in the current fiscal year. The ongoing annualized cost of the 0.1 FTE increase is projected to be approximately \$8,500, beginning in FY 2025/26. These costs will be factored into future budgets.

ALTERNATIVES:

The Council could choose not to approve the recommended appropriation and reclassification, but this would affect the funding levels for pavement maintenance and hinder the City Clerk’s ability to hire staff at the appropriate level for the duties and responsibilities of the position. The Council could also request further information or provide alternative direction to staff.

LEGAL REVIEW BY: Megan Garibaldi, City Attorney

APPROVED BY: Robert Nisbet, City Manager

ATTACHMENTS:

1. Resolution No. 24-__ entitled, “A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Operating and CIP Budget for Fiscal Year 2024/25 and Amending the City of Goleta Schedule of Authorized Positions for Fiscal Year 2024/25”

ATTACHMENT 1

Resolution No. 24-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Operating and CIP Budget for Fiscal Year 2024/25 and Amending the City of Goleta Schedule of Authorized Positions for Fiscal Year 2024/25"

RESOLUTION NO. 24-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA OPERATING AND CIP BUDGET FOR FISCAL YEAR 2024/25 AND AMENDING THE SCHEDULE OF AUTHORIZED POSITIONS FISCAL YEAR 2024/25

WHEREAS, the City Council of the City of Goleta adopted the Operating Budget and Capital Improvement Program for Fiscal Year 2024/25 on June 18, 2024; and

WHEREAS, the City Manager has proposed a budget adjustment as described in the Council report dated October 15, 2024 for Fiscal Year 2024/25 based on the determination by the City Manager that this adjustment is essential to the City's operations; and

WHEREAS, the City Council has reviewed the proposed budget adjustments, and does hereby find the recommendation to be necessary and in the City's best interest; and

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, on June 18, 2024, the City Council adopted most recent said recommended authorized positions, salary schedule and appropriations for the City of Goleta Operating and CIP Budget for Fiscal Year 2024/25; and

WHEREAS, the City Council has reviewed the proposed amended authorized positions, and budget adjustment for Fiscal Year 2024/25 and does hereby find the recommendation to be necessary in the City's best interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

The City of Goleta Operating and CIP Budget for Fiscal Year 2023/24 is hereby amended as follows:

General Fund (101) appropriation of \$1,500,000 for Maintenance Pavement Rehab (101-50-5800-51073).

SECTION 2.

The City of Goleta Schedule of Authorized Positions for Fiscal Year 2024/25 included herein as Exhibit A is amended to increase a Part-Time Office Specialist to Full-Time in the City Clerk's Office.

SECTION 3.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 15th day of October, 2024.

PAULA PEROTTE
MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MEGAN GARIBALDI
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 24-____ was duly adopted by
the City Council of the City of Goleta at a regular meeting held on the 15th day of
October 2024, by the following roll call vote of the City Council:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2024/25**

Department/Program/Positions

*Note: FTE counts summarized by majority time spent.
See below for detailed allocation*

	FY 24/25 Adopted June 18, 2024	Program Reallocation	Reclass	Additions/ Deletions	FY 24/25 Proposed October 15, 2024
General Government	17.900		0.100		18.000
City Manager	5.000				5.000
Assistant City Manager	1.000				1.000
Assistant to the City Manager	1.000				1.000
City Manager	1.000				1.000
Executive Assistant	1.000				1.000
Management Analyst	1.000				1.000
City Clerk	4.900		0.100		5.000
City Clerk	1.000				1.000
Deputy City Clerk	2.000				2.000
Office Specialist	0.900		0.100		1.000
Public Records Specialist	1.000				1.000
City Attorney	1.000				1.000
Assistant City Attorney	1.000				1.000
Community Relations	3.000				3.000
Community Relations Manager	1.000				1.000
Management Assistant	2.000				2.000
Human Resources/Risk Management	4.000				4.000
Human Resources Analyst	1.000				1.000
Human Resources Analyst/DEI Officer	1.000				1.000
Human Resources Technician	1.000				1.000
Human Resources/Risk Manager	1.000				1.000
General Services	7.000				7.000
General Services Administration	4.000				4.000
General Services Director	1.000				1.000
Management Assistant	1.000				1.000
Project Manager	1.000				1.000
Senior Management Analyst	1.000				1.000
City Facilities and Fleet Management	2.000				2.000
Facilities and Fleet Coordinator	1.000				1.000
Facilities Maintenance Technician	1.000				1.000
Information and Communications	1.000				1.000
Management Analyst	1.000				1.000
Finance	12.000				12.000
Finance Administration	12.000				12.000
Accountant	2.000				2.000
Accounting Manager	1.000				1.000
Accounting Specialist	4.000				4.000
Accounting Supervisor	1.000				1.000
Budget Analyst	1.000				1.000
Finance Director	1.000				1.000
Management Assistant	1.000				1.000
Senior Office Specialist	1.000				1.000



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2024/25**

Department/Program/Positions

*Note: FTE counts summarized by majority time spent.
See below for detailed allocation*

	FY 24/25 Adopted June 18, 2024	Program Reallocation	Reclass	Additions/ Deletions	FY 24/25 Proposed October 15, 2024
Planning Environmental Review	20.500				20.500
Current Planning	10.500				10.500
Associate Planner	3.000				3.000
Code Compliance Officer	2.000				2.000
Office Specialist	0.500				0.500
Permit Technician	1.000				1.000
Planning Manager	1.000				1.000
Senior Planner	1.000				1.000
Supervising Senior Planner	2.000				2.000
Advance Planning	4.000				4.000
Assistant Planner	1.000				1.000
Planning Manager	1.000				1.000
Senior Planner	1.000				1.000
Supervising Senior Planner	1.000				1.000
PER Commissions	1.000				1.000
Planning Commission Clerk	1.000				1.000
Sustainability Program	2.000				2.000
Management Analyst	1.000				1.000
Sustainability Manager	1.000				1.000
Housing Program	1.000				1.000
Senior Housing Analyst	1.000				1.000
Planning Administration	2.000				2.000
Management Assistant	1.000				1.000
Planning and Environmental Review Director	1.000				1.000
Public Works	37.000				37.000
Public Works Administration	5.000				5.000
Assistant Public Works Director	1.000				1.000
Management Analyst	1.000				1.000
Management Assistant	1.000				1.000
Public Works Business and Administration Manager	1.000				1.000
Public Works Director	1.000				1.000
Parks and Open Spaces	8.000				8.000
Administrative Assistant	1.000				1.000
Maintenance Worker I	2.000				2.000
Maintenance Worker II	2.000				2.000
Management Analyst	1.000				1.000
Parks and Open Spaces Manager	1.000				1.000
Public Works Supervisor	1.000				1.000
Capital Improvement	7.000				7.000
Assistant Engineer	1.000				1.000
Principal Civil Engineer / Engineering Manager	2.000				2.000
Project Manager	2.000				2.000
Senior Office Specialist	1.000				1.000
Senior Project Engineer	1.000				1.000
Street Maintenance	7.000				7.000
Administrative Assistant	1.000				1.000
Maintenance Worker I	1.000				1.000
Maintenance Worker II	3.000				3.000
Public Works Supervisor	1.000				1.000
Street Maintenance Manager	1.000				1.000
Environmental Services	4.000				4.000
Administrative Assistant	1.000				1.000
Environmental Services Manager	1.000				1.000
Environmental Services Specialist	1.000				1.000
Project Manager	1.000				1.000
Transportation and Development Engineering	6.000				6.000
Assistant Engineer	1.000				1.000
Principal Civil Engineer / Engineering Manager	1.000				1.000
Project Manager	1.000				1.000
Public Works Inspector	1.000				1.000
Senior Engineer	1.000				1.000
Senior Engineering Technician	1.000				1.000



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2024/25**

Department/Program/Positions

*Note: FTE counts summarized by majority time spent.
See below for detailed allocation*

	FY 24/25 Adopted June 18, 2024	Program Reallocation	Reclass	Additions/ Deletions	FY 24/25 Proposed October 15, 2024
Neighborhood Services	27.625				27.625
Neighborhood Services Administration	4.000				4.000
Emergency Services Coordinator	1.000				1.000
Management Assistant	1.000				1.000
Neighborhood Services Director	1.000				1.000
Senior Management Analyst	1.000				1.000
Homelessness	1.000				1.000
Homelessness Services Coordinator	1.000				1.000
Parks and Recreation	2.000				2.000
Management Assistant	1.000				1.000
Parks and Recreation Manager	1.000				1.000
Community Center	3.500				3.500
Administrative Assistant	1.000				1.000
Maintenance Worker I	1.000				1.000
Recreation Supervisor	1.000				1.000
Recreation Technician	0.500				0.500
Library - Goleta	12.125				12.125
City Librarian (Library Director)	1.000				1.000
Librarian II/Children's Librarian	1.000				1.000
Library Assistant	5.250				5.250
Library Technician	2.875				2.875
Management Assistant	1.000				1.000
Supervising Librarian	1.000				1.000
Library - Buellton	2.500				2.500
Library Assistant	0.750				0.750
Library Technician	0.750				0.750
Supervising Library Technician	1.000				1.000
Library - Solvang	2.500				2.500
Library Technician	1.500				1.500
Supervising Library Technician	1.000				1.000
Grand Total	122.025		0.100		122.125



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2024/25**

Department/Program/Positions <i>(Note: FTE counts summarized by budgeted time spent.)</i>	FY 24/25 Adopted June 18, 2024	Program Reallocation	Reclass	Additions/ Deletions	FY 24/25 Proposed October 15, 2024
General Government	18.150		0.100		18.250
City Manager	5.250				5.250
Assistant City Manager	1.000				1.000
Assistant to the City Manager	1.000				1.000
City Manager	1.000				1.000
Executive Assistant	1.000				1.000
Management Analyst	1.000				1.000
Management Assistant	0.250				0.250
City Attorney	1.500				1.500
Assistant City Attorney	1.000				1.000
Human Resources Technician	0.500				0.500
City Clerk	4.900		0.100		5.000
City Clerk	1.000				1.000
Deputy City Clerk	2.000				2.000
Office Specialist	0.900		0.100		1.000
Public Records Specialist	1.000				1.000
Community Relations	3.000				3.000
Community Relations Manager	1.000				1.000
Management Assistant	2.000				2.000
Human Resources/Risk Management	3.500				3.500
Human Resources Analyst	1.000				1.000
Human Resources Analyst/DEI Officer	1.000				1.000
Human Resources Technician	0.500				0.500
Human Resources/Risk Manager	1.000				1.000
General Services	6.750				6.750
General Services Administration	3.750				3.750
General Services Director	1.000				1.000
Management Analyst	0.500				0.500
Management Assistant	0.750				0.750
Project Manager	0.500				0.500
Senior Management Analyst	1.000				1.000
City Facilities	2.250				2.250
Facilities and Fleet Coordinator	0.750				0.750
Facilities Maintenance Technician	1.000				1.000
Project Manager	0.500				0.500
Information and Communications	0.500				0.500
Management Analyst	0.500				0.500
Fleet Management	0.250				0.250
Facilities and Fleet Coordinator	0.250				0.250
Finance	12.000				12.000
Finance Administration	12.000				12.000
Accountant	2.000				2.000
Accounting Manager	1.000				1.000
Accounting Specialist	4.000				4.000
Accounting Supervisor	1.000				1.000
Budget Analyst	1.000				1.000
Finance Director	1.000				1.000
Management Assistant	1.000				1.000
Senior Office Specialist	1.000				1.000



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2024/25**

Department/Program/Positions <i>(Note: FTE counts summarized by budgeted time spent.)</i>	FY 24/25 Adopted June 18, 2024	Program Reallocation	Reclass	Additions/ Deletions	FY 24/25 Proposed October 15, 2024
Planning Environmental Review	20.500				20.500
Current Planning	10.500				10.500
Associate Planner	3.000				3.000
Code Compliance Officer	2.000				2.000
Office Specialist	0.500				0.500
Permit Technician	1.000				1.000
Planning Manager	1.000				1.000
Senior Planner	1.000				1.000
Supervising Planner	2.000				2.000
Advance Planning	4.000				4.000
Assistant Planner	1.000				1.000
Planning Manager	1.000				1.000
Senior Planner	1.000				1.000
Supervising Senior Planner	1.000				1.000
PER Commissions	1.000				1.000
Planning Commission Clerk	1.000				1.000
Sustainability Program	2.000				2.000
Management Analyst	1.000				1.000
Sustainability Manager	1.000				1.000
Housing Program	1.000				1.000
Senior Housing Analyst	1.000				1.000
Planning Administration	2.000				2.000
Management Assistant	1.000				1.000
Planning Director	1.000				1.000
Public Works	37.000				37.000
Public Works Administration	5.000				5.000
Assistant Public Works Director	1.000				1.000
Management Analyst	1.000				1.000
Management Assistant	1.000				1.000
Public Works Business and Administration Manager	1.000				1.000
Public Works Director	1.000				1.000
Parks and Open Spaces	8.000				8.000
Administrative Assistant	1.000				1.000
Maintenance Worker I	2.000				2.000
Maintenance Worker II	2.000				2.000
Management Analyst	1.000				1.000
Parks and Open Spaces Manager	1.000				1.000
Public Works Supervisor	1.000				1.000
Capital Improvement	6.750				6.750
Assistant Engineer	0.750				0.750
Principal Civil Engineer / Engineering Manager	2.000				2.000
Project Manager	2.000				2.000
Senior Office Specialist	1.000				1.000
Senior Project Engineer	1.000				1.000
Street Lighting	0.250				0.250
Assistant Engineer	0.250				0.250
Street Maintenance	7.000				7.000
Administrative Assistant	1.000				1.000
Maintenance Worker I	1.000				1.000
Maintenance Worker II	3.000				3.000
Public Works Supervisor	1.000				1.000
Street Maintenance Manager	1.000				1.000
Environmental Services	4.000				4.000
Administrative Assistant	1.000				1.000
Environmental Services Manager	1.000				1.000
Environmental Services Specialist	1.000				1.000
Project Manager	1.000				1.000
Transportation and Development Engineering	6.000				6.000
Assistant Engineer	1.000				1.000
Principal Civil Engineer / Engineering Manager	1.000				1.000
Project Manager	1.000				1.000
Public Works Inspector	1.000				1.000
Senior Engineer	1.000				1.000
Senior Engineering Technician	1.000				1.000



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2024/25**

Department/Program/Positions <i>(Note: FTE counts summarized by budgeted time spent.)</i>	FY 24/25 Adopted June 18, 2024	Program Reallocation	Reclass	Additions/ Deletions	FY 24/25 Proposed October 15, 2024
Neighborhood Services	27.625				27.625
Neighborhood Services Administration	3.600				3.600
Emergency Services Coordinator	1.000				1.000
Management Assistant	0.800				0.800
Neighborhood Services Director	0.900				0.900
Senior Management Analyst	0.900				0.900
Homelessness	1.000				1.000
Homelessness Services Coordinator	1.000				1.000
Parks and Recreation	2.400				2.400
Management Assistant	1.200				1.200
Neighborhood Services Director	0.100				0.100
Parks and Recreation Manager	1.000				1.000
Senior Management Analyst	0.100				0.100
Community Center	3.500				3.500
Administrative Assistant	1.000				1.000
Maintenance Worker I	1.000				1.000
Recreation Supervisor	1.000				1.000
Recreation Technician	0.500				0.500
Library - Goleta	12.125				12.125
City Librarian (Library Director)	1.000				1.000
Librarian II/Children's Librarian	1.000				1.000
Library Assistant	5.250				5.250
Library Technician	2.875				2.875
Management Assistant	1.000				1.000
Supervising Librarian	1.000				1.000
Library - Buellton	2.500				2.500
Library Assistant	0.750				0.750
Library Technician	0.750				0.750
Supervising Library Technician	1.000				1.000
Library - Solvang	2.500				2.500
Library Technician	1.500				1.500
Supervising Library Technician	1.000				1.000
Grand Total	122.025		0.100		122.125