



**TO:** Mayor and Councilmembers

**FROM:** Luke Rioux, Finance Director

**CONTACT:** Tony Gonzalez, Accounting Manager

**SUBJECT:** Fiscal Year 2019/20 First Quarter Financial Review

**RECOMMENDATION:**

Adopt Resolution No. 19-\_\_ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions, Salary Schedule and Classification Plan for Fiscal Year 2019/20, and amending the City's Operating and CIP Budget for Fiscal Year 2019/20."

**BACKGROUND:**

The purpose of this First Quarter Financial Review is to provide a status update on the City's revenue and expenditure activity as it relates to the FY 2019/20 Operating Budget, which was adopted on June 18, 2019 as part of the two-year FY 2019/20 and FY 2020/21 budget. This report provides an overview of the revenue and expenditure activity in the General Fund, as well as the City's Special Funds, and presents recommendations for adjustments to the adopted budget.

The first section of this report is a summary of the financial activity for the City's most significant fund, the General Fund, as of September 30, 2019. Staff has also included discussion on other miscellaneous funds and the Capital Improvement Program (CIP) budget. This report provides a summary of the revenues and expenditures with an "Actual" vs. "Budget" comparison to better assess the progress of the General Fund (Attachments 1 and 2).

In analyzing the attached report, the following information should be taken into consideration:

1. Revenues and expenditures are recorded during the period received or paid. It is only at the end of the fiscal year that accrual entries are made to associate the revenues and expenditures to the corresponding period.
2. The receipt of revenues varies according to the source of funding, so the September totals may not represent three months of revenues in many categories. For example, "Traditional" Property Tax payments are normally received as follows: 55% in December, 41% in April, and 4% in June.

3. Expenditures for salaries and some operating costs may be disbursed evenly on a month-to-month basis; however, there are some expenditure line items whereby funds are released or encumbered at the start of the new fiscal year. In addition, expenditures for Liability Insurance, Workers Compensation and Debt Service are made on a quarterly, semi-annual or annual basis.

## DISCUSSION:

Overall, based on year-to-date activity analysis and comparison to prior year actuals in the First Quarter of FY 2019/20, revenues and expenditures for the General Fund are tracking as expected. Staff at this time is recommending revenue and expenditure adjustments, which are described below in the General Fund, the CIP, and Other Funds sections of the report. Additionally, staff is recommending updates to the City's personnel classification specifications, which are described in the Personnel section.

### General Fund Overview:

The General Fund is the general operating fund of the City and accounts for activities and services traditionally associated with general municipal services. The current fiscal year approved budget for revenues and expenditures and the recommended First Quarter adjustments to the General Fund are summarized in the table below:

	ORIGINAL BUDGET	PRIOR REVISIONS	CURRENT BUDGET	RECOMMENDED REVISIONS	REVISED BUDGET
Operating Revenues	\$ 28,355,500	\$ -	\$ 28,355,500	\$ -	\$ 28,355,500
Operating Expenditures	\$ 27,407,167	\$ 2,628,375	\$ 30,035,542	\$ 381,159	\$ 30,416,701
Capital Expenditures	\$ 30,000	\$ 2,745,358	\$ 2,775,358	\$ 145,000	\$ 2,920,358
<b>Total Expenditures</b>	<b>\$ 27,437,167</b>	<b>\$ 5,373,733</b>	<b>\$ 32,810,900</b>	<b>\$ 526,159</b>	<b>\$ 33,337,059</b>
<b>Net Change</b>	<b>\$ 918,333</b>	<b>\$ (5,373,733)</b>	<b>\$ (4,455,400)</b>	<b>\$ (526,159)</b>	<b>\$ (4,981,559)</b>

Staff continues to closely monitor revenue projections, as well as evaluate resource requirements, and will advise Council of any changes as they arise. Details regarding revenue and expenditure performances, as well as recommended budget revisions, are further outlined in this report. Staff has included recommended budget adjustments for all funds within the analysis of the Revenues, Expenditures, and CIP and Other Funds sections of this report. Additionally, a summary of recommended budget adjustments by general ledger account is found in Exhibit A to the attached resolution.

### General Fund Revenue Analysis:

Overall, the General Fund revenue budget of \$28.35 million is trending lower than expected for the first quarter of the fiscal year at 11% in comparison to 12% of prior year, primarily due to timing of revenues received through September 30. The tables and summary information below provide additional detail on the revenue activity through the first quarter on a budget-to-actual comparison. Additionally, prior year comparisons are provided for trending purposes.

TAXES	2019/20 BUDGET	2019/20 YTD ACTUAL	% OF BUDGET	2018/19 YTD ACTUAL	% OF PRIOR YEAR BUDGET	% Change from Prior Year
Property Tax	\$ 7,354,700	\$ 54,207	0.7%	\$ 44,766	0.6%	21.1%
Sales Tax	6,815,200	553,378	8.1%	757,553	11.4%	-27.0%
Transient Occupancy Tax	10,367,600	1,538,084	14.8%	1,703,745	17.4%	-9.7%
Franchise Fees	1,276,800	178,711	14.0%	167,029	13.6%	7.0%
<b>TOTAL</b>	<b>\$ 25,814,300</b>	<b>\$ 2,324,380</b>	<b>9.0%</b>	<b>\$ 2,673,093</b>	<b>10.9%</b>	<b>-13.0%</b>

The **Property Tax** category is composed of two payment types - the "Traditional" Property Tax, which are received in large part during the months of December and April, and the Property Tax in Lieu of Motor Vehicle License Fees (MVLFF) which is received in two payments during January and May. Property Tax revenues for the fiscal year are estimated at \$7,354,700 and are tracking as expected. Property taxes that are subject to AB 8, are shared equally (50%) with the County of Santa Barbara, per the Revenue Neutrality Agreement (RNA). Staff will monitor the assessed valuations per the County property tax allocation reports and make adjustments at mid-year if necessary.

The annual **Sales Tax** budgeted figure of \$6,815,200 is comprised of twelve (12) monthly payments for the traditional Sales Tax line item. As of September 30<sup>th</sup>, the revenues collected totaled \$553,378, or 8.1% of the estimated revenue for the year. In comparison to prior year actuals, sales tax receipts received declined by 27%. This decline is due to advanced funds received for first quarter 2018. As you may recall in the prior year, the allocated amounts were inflated by late back payments due to the state's problems with its new computer system and by an error in the countywide use tax pool. In August 2018, the California Department of Tax and Fee Administration (CDTFA) provided additional advance funds of \$217,700, to make up estimated cash shortfall from FY 17/18 late payments for the July through September FY 18/19 period. The City shares 30% of the Sales Tax revenue with the County of Santa Barbara, per the RNA. Staff will continue to monitor Sales Tax closely and at this time is not recommending any adjustments.

The **Transient Occupancy Tax (TOT)** actual revenues received through September 30, 2019 are trending slightly lower in comparison with prior year at \$1,538,084 or 14.8% of the budget estimate of \$10,367,600. Staff does not recommend an adjustment at this time. It should be noted the TOT revenues reported represent collection through the first two months of the fiscal year only, due to the timing of TOT required to be remitted and collected. On an accrual basis, revenues through September 30, totaled \$3.8 million, a 5.5% increase from \$3.6 million received in prior year's first quarter.

The City collects **Franchise Fees** from four main service provider sources (Cable, Electric, Gas, Solid Waste). Each provider of these services has a different payment schedule. Electric and Gas providers make annual payments in April. The Cable provider is on a quarterly payment plan, while Solid Waste fees are collected monthly, with a one-time annual fee paid at the beginning of the fiscal year. The First Quarter total of \$178,711 represents 14.0% of the total budgeted amount and is higher than historical trends for this time of year. Staff is not recommending any adjustments at this time.

The City also collects various licenses and service charges that support the City's functions and summarized in the table below.

LICENSES AND SERVICE CHARGES	2019/20 BUDGET	2019/20 YTD ACTUAL	% OF BUDGET	2018/19 YTD ACTUAL	% OF PRIOR YEAR BUDGET	% Change from Prior Year
Legal Deposits Earned	\$ 1,000	\$ 598	59.8%	\$ -	0.0%	100%
Planning Fees	135,000	35,238	26.1%	60,920	44.4%	-42.2%
Planning Deposits Earned	120,000	58,733	48.9%	25,994	18.3%	125.9%
Building Permits	500,000	178,404	35.7%	125,158	24.5%	42.5%
PW Deposits Earned	55,000	18,141	33.0%	9,740	14.0%	86.3%
PW/Engineering Fees	62,300	13,150	21.1%	12,437	20.3%	5.7%
Solid Waste Roll Off Fees	34,000	6,305	18.5%	7,124	21.4%	-11.5%
Business License	307,000	121,727	39.7%	67,380	25.6%	80.7%
Plan Check Fees	200,000	38,339	19.2%	66,153	25.4%	-42.0%
Other Licenses & Charges	75,100	72,250	96.2%	1,079	17.3%	6594.1%
<b>TOTAL</b>	<b>\$ 1,489,400</b>	<b>\$ 542,884</b>	<b>36.4%</b>	<b>\$ 375,985</b>	<b>25.3%</b>	<b>44.4%</b>

**Licenses and Service Charges** reflect revenues at 36% of the budgeted amount through the first quarter. Revenue categories either exceeded, met, or fell below target levels. In comparison to prior quarter, revenues increased by 44%. The increase is primarily due to user fee charges associated with cannabis business licenses, planning deposits earned, building permits, and management service fees for Buellton and Solvang libraries. Fees related to development activity are at targeted levels in comparison to prior year actuals, due to continuous work on larger development projects. Staff is not recommending any adjustments at this time.

The City also receives other sources of revenues, which include fines and penalties, interest income, reimbursement, and transfers in from other funds. Overall, the City's other revenues are trending higher in comparison to last fiscal year at 20.1% of total budget and experienced an increase of 2.5% in comparison to prior year actuals. This is mostly due to increases in interest earnings. The revenue activities for these categories are summarized in the table below.

OTHER REVENUE CATEGORIES	2019/20 BUDGET	2019/20 YTD ACTUAL	% OF BUDGET	2018/19 YTD ACTUAL	% OF PRIOR YEAR BUDGET	% Change from Prior Year
Fines & Penalties	\$ 182,900	\$ 26,596	14.5%	\$ 18,075	8.4%	47.1%
Interest & Rent Income	440,100	131,634	29.9%	85,767	20.6%	53.5%
Reimbursements	330,800	45,235	13.7%	32,578	11.5%	38.9%
Other Revenues	67,000	2,173	3.2%	63,469	49.0%	-96.6%
Transfers In Other Funds	31,000	5,256	17.0%	5,961	26.0%	-11.8%
<b>TOTAL</b>	<b>\$ 1,051,800</b>	<b>\$ 210,894</b>	<b>20.1%</b>	<b>\$ 205,850</b>	<b>19.3%</b>	<b>2.5%</b>

**Fines & Penalties** are at 14.5% of projections and tracking higher than the prior year. This is primarily due to the timing of payments related to traffic and parking fines and activity levels, library fines and TOT late payment penalties. Staff is not recommending any adjustments at this time.

**Interest & Rent Income** revenues are at 29.9% of the budgeted amount for interest income, property rental, and park reservations revenues. These revenues are tracking

higher than target levels of overall budget estimates, as well as tracking higher in comparison to the prior year due to higher interest rates experienced in the City's money market account and Local Agency Investment Fund (LAIF). The City has expanded its investment program starting at the beginning of FY 19/20, which includes laddering investments. Since the start of the fiscal year, the Federal Open Market Committee (FOMC) had made its decision to lower its target federal funds rate range three times. Most recently, on October 30, the FOMC lowered its target federal funds rate to a range of 1.50 percent to 2.00 percent, which in turn influences Treasury yields, and other fixed income investments. Based on declining rates, the City's investment earning potentials are decreasing and could lead to reduced investment earnings in the future, as the City's laddered investments mature and are reinvested in lower yielding securities. Staff does not recommend an adjustment at this time but will continue to evaluate.

The **Reimbursements** revenue category are at 13.7% of the budgeted amount. The budget of \$330,800 includes primarily \$200,000 in CIP-related staff time reimbursements and Successor Agency administration fees of \$120,000. Overall, reimbursements are trending higher at 13.7% in comparison to prior year. At the end of the first quarter, \$55,567 is related to CIP staff time reimbursements. This revenue category will continue to be monitored and adjustments may be recommended at with the Mid-Year Financial Review and adjusted based on actual staffing levels for CIP and related recovery of those costs. Staff does not recommend an adjustment at this time.

**Other Revenues** are various revenues such as Motor Vehicle License Late Fees (MVLFF), and miscellaneous revenues, such as state mandate reimbursements donations, or one-time receipts. Revenues for MVLFF are generally received during the middle of the fiscal year. There are no budget recommendations at this time.

**Transfers In/Other Funds** are revenues provided by other funds to offset costs in the General Fund. The revenues received to date of \$5,256 or 17.0%, represent reimbursements for staff time spent in the administration of the Community Development Block Grants (CDBG) program. Staff does not recommend an adjustment at this time.

#### **General Fund Expenditure Analysis:**

The General Fund expenditures budget is currently at \$27.43 million, which includes carryovers of approximately \$4.8 million from FY 2018/19. As reflected in Attachment 1, the original FY 2019/20 budget, as adopted on June 18, 2019 was \$27,437,167:

- Total operating expense carryovers, which include encumbrances for purchase order obligations at June 30, 2019 in the amount of \$2,102,961.
- Carryover of capital improvement projects in the amount of \$2,745,358 for projects budgeted in the General Fund and not completed at the end of the FY 2018/19.
- Additional appropriations of \$252,414, as approved by the City Council to date for the City Council Intern Program, Support to Other Agencies, and new positions per the Citygate assessment.

All departments are currently within the expected target of their overall allocated budgets as of September 30, 2019, with total expenditures at 16.3% of budget or 34.7% when

including encumbrances. Further details on the departments' budget-to-actuals comparison information are provided in Attachment 2 to this report and are summarized in the table below:

DEPARTMENT	2019/20 BUDGET	2019/20 YTD	% OF BUDGET	2018/19 YTD	% OF BUDGET	% Change from Prior Year
General Government	\$ 6,155,699	\$ 1,742,019	28.3%	\$ 1,777,315	28.4%	-2.0%
Library	416,400	85,044	20.4%	53,229	13.3%	59.8%
Finance	1,011,547	229,164	22.7%	172,391	19.3%	32.9%
Planning & Env. Review	4,441,270	662,306	14.9%	573,638	12.0%	15.5%
Public Works	7,114,065	771,661	10.8%	619,761	10.3%	24.5%
Neighborhood Services	2,381,009	233,217	9.8%	177,703	11.5%	31.2%
Public Safety	7,665,253	1,161,584	15.2%	1,203,649	15.3%	-3.5%
Non-Departmental	850,300	5,168	0.6%	5,187	0.4%	-0.4%
Capital Improvement Projects	2,775,358	24,413	0.9%	-	0.0%	0
<b>TOTAL</b>	<b>\$ 32,810,900</b>	<b>\$ 4,914,576</b>	<b>15.0%</b>	<b>\$ 4,582,872</b>	<b>14.0%</b>	<b>7.2%</b>

Overall, the expenditures are tracking as expected with all departments within their overall allocated budgets as of September 30, 2019. At this time, staff is recommending various first quarter budget adjustments of an overall net increase in expenditures of **\$526,159** for operations and projects. Budget adjustment recommendations are being recommended from various sources, based on its use, such as litigation reserve, unassigned fund balance, and use of funds set aside for IT. The following list summarizes the recommended budget adjustments at department and program level.

General Government:

- City Attorney's Office: An appropriation of **\$160,000** from Litigation Defense Fund Reserves is recommended in order to continue litigation on City matters.
- Support Services: An increase in appropriations of **\$3,925** is recommended to account for the CalPERS Survivor Benefits payments that were not included in the FY19/20 budget. In addition, an appropriation of **\$10,300** is recommended to cover security/alarm services for the property at 27 S. La Patera and **\$21,418** for IT hardware and software needs. This includes replacing an obsolete tablet for HR/Risk Manager, and to purchase various software license subscriptions for Public Works, such as additional Adobe Acrobat, AutoCAD, BlueBeam, Microsoft Office/Project, and Highway Capacity Software.

Planning:

- Administration: An appropriation of **\$30,000** is recommended to support affordable housing services consultant needed to temporarily assist with the City's Affordable Housing Program. This appropriation and services are needed in the meantime, until establishment of a new housing position and program within the Planning department, which will be taken to Council at mid-year for recommendation and adoption. Once developed, associated expenditures and budget will be adjusted accordingly.

- Current Planning: An appropriation of **\$1,440** is recommended to support an employee recently qualified for the Bilingual Allowance (calculated for 24 pay periods).
- Building and Safety: Building and safety services are provided on a cost recovery fee-for-service basis. The City issued an RFP last fiscal year, resulting in Willdan being selected and temporarily receiving 80% and then 70%, once Building and Safety fees are updated. To properly match the cost structure, an increase in Contract Services of **\$50,000** for Building and **\$20,000** for Plan Check Fees is needed. Actual expenditures will vary depending on the construction activity occurring within the City.
- Advance Planning: An appropriation of **\$1,765** is recommended in order to cover invoices related to the Airport Land Use Plan postcard, which were unanticipated at the time of the FY19/20 budget adoption.

Public Works:

- Engineering Services: An additional appropriation of **\$1,000** is recommended for the Uniforms and Safety Equipment account in anticipation of the winter season (steel toe boots, safety vests, and rain gear).
- Parks and Open Space: Additional appropriation of **\$19,609** is needed for the Mosquito Vector Management District Agreement with the County of Santa Barbara. An appropriation of **\$30,000** is recommended for the ongoing maintenance related to the newly completed Athletic Field and the Goleta Valley Community Center. An appropriation of **\$11,000** is recommended for additional funding needed for open space environmental monitoring.
- Streets Maintenance: Staff is recommending additional appropriation of **\$7,900** for safety equipment and stops/barricades. An increase in appropriations of **\$15,302.60** is recommended to support costs utilizing pesticide free option with Oakridge Landscape Management on median islands. Council took action on this increased amount on 7/18/2018, though the adopted FY 19/20 budget only included the base amount.

Neighborhood Services & Public Safety:

- Neighborhood Services: A decrease of **(\$32,500)** in Part-time Salaries is requested as a cleanup adjustment to overestimated wages for program 6100. In addition, an increase of **\$6,640** is recommended to support recent homeless Union Pacific Railroad cleanups. If future cleanups are conducted, additional appropriations may be recommended at a later date.

Capital Improvement Projects:

- Capital Improvement Projects: Staff is recommending an additional appropriation of **\$145,000** for articulated concrete mats (\$45,000) and preliminary engineering and right of way services (\$100,000) for the San Jose Creek Channel Repair project needed at this time. Public Works will be going

to Council in early 2020 to request authorization to advertise for bid and will be requesting additional appropriations at time of award.

Overall, the total recommended budget adjustment is a net decrease of approximately **(\$526,159)** to the General Fund. Of this amount, staff is recommending approximately **(\$366,159)** be appropriated from the Unassigned Fund Balance, while **(\$160,000)** should be allocated from the Litigation Defense Reserve Fund. These recommendations are shown in the General Fund – Fund Balance table below.

### General Fund - Fund Balance:

Below is a recap of Fund Balance as of June 30, 2019 and projected for June 30, 2020.

Classification	FY 2018/19 Ending Fund Balance	Increase	Decrease	FY 2019/20 Projected Ending Fund Balance	Recomm- endations	Adjusted FY 2019/20 Project Ending Fund Balance
Prepays and Deposit	126,660	10,000	(126,660)	10,000		10,000
Public Facilities	830,108	-	-	830,108		830,108
Capital Equipment	624,869	-	-	624,869		624,869
Compensated Leave	237,123	-	-	237,123		237,123
Building Maintenance	-	-	-	-		-
Risk Management	200,000	-	-	200,000		200,000
Contingency	8,276,632	255,573	-	8,532,205		8,532,205
Street Maintenance	-	-	-	-		-
Litigation Defense Fund	300,000	-	-	300,000	(160,000)	140,000
Sustainability	-	300,000	(7,500)	292,500		292,500
OPEB UAL	333,500	-	-	333,500		333,500
CalPERS Pension UAL	170,000	-	-	170,000		170,000
CIP Project Funding	2,745,358	-	(2,745,358)	-		-
Encumbrances	2,102,961	-	(2,102,961)	-		-
Unassigned Fund Balance	8,144,887	-	(38,494)	8,106,392	(366,159)	7,740,234
<b>Total</b>	<b>\$ 24,092,098</b>	<b>\$ 565,573</b>	<b>\$ (5,020,973)</b>	<b>\$ 19,636,697</b>	<b>\$ (526,159)</b>	<b>\$ 19,110,539</b>

As shown above, the projected FY 2019/20 “budgetary” General Fund Balance stands at \$19,636,697 as of June 30, 2020. With the approval of the recommended budget amendments described above (increase in appropriations of **\$526,159**), the *Unassigned Fund Balance* will experience a net decrease of **(\$366,159)**. These adjustments will bring the total Fund Balance to \$19,110,539. The net decrease in Unassigned Fund Balance is primarily due to the adjusted expenditures in the Capital Improvement Program, Public Works, General Government, and Planning & Environmental Review departments.

### Revenue Neutrality Agreement (RNA):

The receipts and payments as a result of the RNA are not included in the budget. Under the RNA Agreement, the County is allocated 30% of the 1% Sales Tax revenues generated within the City of Goleta and shares equally in the Property Tax revenues of the City. The estimated cost for FY 19/20 of the total RNA payments is \$6.4 million. The estimated total contribution since City incorporation in 2002 is approximately \$122.2 million through the end of FY19/20.



## **CAPITAL IMPROVEMENT PROGRAM AND OTHER FUNDS:**

Staff has provided Attachment 3 to summarize all other Special Revenue Fund revenues and expenditures with budget-to-actual comparison. On a budget basis, the various grant-type funds are balanced with revenues matching expenditures. However, on an actual basis, funds are reimbursed after they are expended. The reimbursement requests for grant expenditures are submitted in a timely manner either on a monthly or quarterly basis by the department staff responsible for the project reimbursements. Any negative balances are the result of timing of revenues. Revenue projections are reviewed on a quarterly basis and recommended adjustments are made when necessary. Staff are recommending a few special revenue fund adjustments and are described further below.

Attachment 4 provides a CIP Expenditure Summary on a budget to actual basis to ensure that projects do not exceed the appropriations allocated to the project.

### **Gas Tax Fund (Fund 201):**

Gas Tax revenues are tracking at 14.1% of the total budgeted amount. Revenues received through first quarter are at \$119,152. Budgeted expenditures are at \$1,695,337 for the fiscal year, which included carryovers. Through the first quarter, \$539,205 was expended and/or encumbered, which represents 31.8% of total Gas Tax budget. Budget is based on the most recent information as of May 2019, from California City Finance and Department of Finance. There are no recommendations to appropriate additional revenues or expenditures at this time.

### **Road Maintenance & Repair Act (Fund 203):**

Senate Bill 1 (SB 1) – Road Repair and Accountability Act of 2017 has now been in effect since November 1, 2017. Staff expects to receive approximately \$537,800 for FY 2019/20. As of the first quarter, the City has received \$101,839 or 18.9% of the budgeted amount, which reflect receipts through end of September. These funds are separate from the normal Gas Tax revenues historically reported as mentioned above. Staff will continue to monitor this revenue source. There are no recommendations at this time.

### **Measure A Fund (Fund 205):**

The Measure A Fund is used to fund City Capital projects, street maintenance and repairs, and traffic signal maintenance and replacement. Revenues are estimated at \$1.59 million for the fiscal year and, for the first quarter, the revenues are at 18.8% of the budget estimate. There are no recommendations to appropriate additional revenues or expenditures at this time.

### **Recommended Budget Amendments for Other Funds:**

The following are recommended budget adjustments for other various Special Revenue Funds:

- Measure A – Other (Fund 206) – A decrease of **(\$8,000)** in revenues and corresponding decrease in expenditures for project 9060-Fairview Ave Sidewalk

Infill at Stow Canyon Rd are needed in order to reconcile the grant. In addition, a decrease of **(\$207,220)** in the revenues projected for the CIP Project 9062-Storke Road Medians is recommended by Staff to correct the projected revenue (clean-up item).

- County per Capita (Fund 208) – An increase of **\$6,590 of expenditures** is requested to support operations of the Library, particularly the computer security licenses (called “Deep Freeze”).
- Solid Waste Program (Fund 211) – An increase in revenue of **\$148,000** is needed to record the Annual Settlement of Dividends and Interest for Tajiguas Resource Recovery Project (amount will vary each year).
- Public Safety Donations (Fund 212) – An increase in expenditures of **\$33,244.42** is recommended. Funds are to be used for a generator (approximately \$6,000) to provide emergency power to the SBCSO’s substation storefront at Camino Real Marketplace, and the balance programmed towards replacing the rollup garage door at City Hall, as requested by the Sheriff Motor Unit and supported by the Public Safety Committee. If any balance remains, funds will remain in Public Safety Donations fund balance.
- Library - Solvang (Fund 214) – An increase in revenue of **\$5,871.91** is recommended in order to reconcile the actual amount to be received for the Solvang Library branch in FY19/20.
- Fire DIF (Fund 229) – A decrease of **(\$235,959)** is recommended by Staff to correct the projected revenue (clean-up item).
- Public Safety Fund - COPS (Fund 302) – An increase of **\$30,947.62** in revenues is needed to true-up the estimated versus actual “growth” payment received. An additional appropriation in expenditures of **\$31,282.83** is recommended for the Sheriff’s contract services, which will provide savings for the General Fund.
- Community Development Block Grant (CDBG) (Fund 402) – An increase of **\$11,172** in revenues and corresponding equal increase in expenditures is recommended in order to true-up the grant funding according to a reconciliation performed by the Neighborhood Services and Finance departments.
- Library Services (Fund 501) – Staff recommends an increase in revenues of **\$25,300** due to additional revenues expected to be received as part of the Library Special Tax Assessment. This increase is attributable to additional research done after the July tax rolls became available to the City, after the adoption of the FY 19/20 budget. In addition, a **\$750** increase in the Training expenditures account is recommended to support qualified tuition reimbursement.
- Street Lighting (Fund 502) – Staff recommends an increase in revenues of **\$24,300** due to additional revenues expected to be received as part of the Street Light Benefit Assessment. This change is due to additional reconciliations done after the

July tax rolls became available to the City, after the adoption of the FY 19/20 budget.

### Recommended Personnel Changes:

At this time, staff is recommending various personnel changes, which include new and revised Classification Specifications in the Engineering Series, based on recommendations resulting from the recent departmental assessment conducted by the Public Works Director. Specifically, new Classification Specifications for the Engineering Series have been added to allow for increased promotional opportunities within the series, to improve retention and recruitment, and to facilitate future succession planning. Additionally, staff recommends reclassification of the Senior Project Manager position to a Principal Project Manager to align with the evolved duties and management-level responsibilities of this position. These recommendations are changes only to add or revise current Classification Specifications, and do not increase the City's authorized positions or result in impacts to the budget. The only future fiscal impact is the 5% pay differential for a current Assistant Engineer position for possessing Engineering-in-Training certification. The Schedule of Authorization Positions is revised only for the personnel reclassification, which results in a net full-time equivalent change of zero. Having these Class Specifications included now will allow staff to recommend and request authorization from City Council when personnel resources are needed in the future. The changes to the Engineering Series, along with other revisions, are summarized in the table below:

Title	Grade	Recommendation	Comment
Assistant Engineering Technician	105	Addition	New
Associate Engineering Technician	106	Addition	New
Associate Engineer	111	Addition	New/If licensed Civil Engineer in California, receives 5% pay differential at each step.
Senior Engineer	113	Addition	New
Senior Engineering Technician	107	Revision	Now correlates with new Assistant and Associate Engineering Technician Class Specifications
Assistant Engineer	110	Revision	If the incumbent possesses an Engineer-in-Training (EIT) certification, then receives a 5% pay differential at each step
Principal Civil Engineer	115	Revision	Emphasis on management level duties
Senior Management Analyst	112	Revision	Include supervision duties
Senior Project Manager	115	Deletion	Replaced by Principal Project Manager

Principal Project Manager	115	Addition	New/Mid-Management category and emphasizes management duties and responsibilities
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These Class Specifications and Salary Schedule can be seen in Exhibit B and Exhibit C of the attached resolution.

**FINANCE COMMITTEE REVIEW:**

The Finance Committee met to review the Fiscal Year 2019/20 First Quarter Financial Review Report on November 21, 2019 and support the recommended adjustments.

**FISCAL IMPACTS:**

**General Fund:**

The recommended General Fund budget adjustments of \$526,159, as described above and shown in Attachment 1, results in an overall net change decrease of (\$526,159) in total fund balance to \$19,110,539. The unassigned fund balance will be decreased by (\$366,159) to \$7,740,234. Litigation Defense Reserve Fund will decrease by (\$160,000) for a balance of \$140,000. Additional details of the recommended General Fund budget amendments can be found in Exhibit A that is a part of Attachment 5 - Resolution Amending the City's Operating & CIP Budget for Fiscal Year 2019/20.

**Other Funds:**

Recommended amendments to Other Special Revenue Funds for CIP and Operating that were also described above can be found in detail in Exhibit A. The additional appropriations can be supported by the Special Revenue Funds' fund balances.

Council is asked to adopt the attached resolution (Attachment 5) approving the recommended budget adjustments.

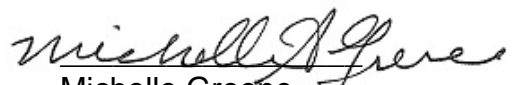
**ALTERNATIVES:**

Council may elect not to adopt the attached resolution, thereby leaving the budget as previously approved; however, certain budget recommendations are necessary to meet contract obligations.

**Reviewed By:**

  
Kristine Schmidt  
Deputy City Manager

**Approved By:**

  
Michelle Greene  
City Manager

**ATTACHMENTS:**

1. General Fund Statement of Revenues & Expenditures
2. General Fund Interim Statements by Department
3. Interim Revenue and Expenditure Summary by Fund
4. CIP Expenditure Summary by Project
5. Resolution Amending the City's Operating and CIP Budget, Schedule of Authorized Positions, Salary Schedule, and Classification Plans



**ATTACHMENT 1:**

General Fund Statement of Revenue and Expenditures  
Budget to Actual Comparison





**City of Goleta**  
**General Fund Statement of Revenue and Expenditures**  
**Budget to Actual Comparison**  
**For the Three Months Ended September 30, 2019**

<b>Revenues</b>	<b>Original Budget</b>	<b>Prior Budget Revisions</b>	<b>Current Budget</b>	<b>9/30/2019 Actuals</b>	<b>% of Budget</b>	<b>1st QTR Recommended Revisions</b>	<b>Amended Budget</b>
Property Taxes	7,354,700	-	7,354,700	54,207	1%		7,354,700
Sales Taxes	6,815,200	-	6,815,200	553,378	8%		6,815,200
Transient Occupancy Tax	10,367,600	-	10,367,600	1,538,084	15%		10,367,600
Franchise Fee Tax	1,276,800	-	1,276,800	178,711	14%		1,276,800
Licenses & Service Charges	1,418,600	70,800	1,489,400	542,884	36%		1,489,400
Fines & Penalties	182,900	-	182,900	26,596	15%		182,900
Interest & Rent Income	440,100	-	440,100	136,425	31%		440,100
Reimbursements	401,600	(70,800)	330,800	45,235	14%		330,800
Other Revenues	67,000	-	67,000	2,173	3%		67,000
Transfers In Other Funds	31,000	-	31,000	5,256	17%		31,000
<b>Total Revenues</b>	<b>28,355,500</b>	<b>-</b>	<b>28,355,500</b>	<b>3,082,949</b>	<b>11%</b>	<b>-</b>	<b>28,355,500</b>
<b>Expenditures</b>							
General Government	6,026,359	129,340	6,155,699	1,742,019	28%	195,643	6,351,341
Library	410,160	6,240	416,400	85,044	20%		416,400
Finance	968,870	42,677	1,011,547	229,164	23%		1,011,547
Planning & Env. Review	3,606,791	834,479	4,441,270	662,306	15%	133,205	4,574,474
Public Works	5,567,264	1,546,801	7,114,065	771,661	11%	84,812	7,198,876
Neighborhood Services	2,312,170	68,839	2,381,009	233,217	10%	(32,500)	2,348,509
Public Safety	7,665,253	-	7,665,253	1,161,584	15%	-	7,665,253
Non-Departmental	850,300	-	850,300	5,168	1%		850,300
Capital Improvement Projects	30,000	2,745,358	2,775,358	24,413	1%	145,000	2,920,358
<b>Total Expenditures</b>	<b>27,437,167</b>	<b>5,373,733</b>	<b>32,810,900</b>	<b>4,914,576</b>	<b>15%</b>	<b>526,159</b>	<b>33,337,059</b>
<b>Net Change in Fund Balance</b>	<b>918,333</b>	<b>(5,373,733)</b>	<b>(4,455,400.31)</b>	<b>(1,831,627)</b>		<b>(526,159)</b>	<b>(4,981,559)</b>
<b>Beginning Fund Balance</b>	<b>24,092,098</b>		<b>24,092,098</b>	<b>24,092,098</b>			<b>24,092,098</b>
<b>Ending Fund Balance</b>	<b>25,010,430</b>		<b>19,636,697</b>	<b>22,260,471</b>			<b>19,110,539</b>



**ATTACHMENT 2:**

General Fund Interim Statements by Department



**City of Goleta  
General Fund**

Attachment 2

**Interim Statement of Revenues and Expenditures  
For the Three Months Ended September 30, 2019**

	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>Remaining Balance</u>	<u>Percent Received</u>	<u>Previous YTD</u>
<b>Taxes</b>					
Property Taxes	7,354,700	54,207	7,300,493	0.7%	44,766
Sales Taxes	6,815,200	553,378	6,261,822	8.1%	757,553
Transient Occupancy Tax	10,367,600	1,538,084	8,829,516	14.8%	1,703,745
Franchise Fee Tax	1,276,800	178,711	1,098,089	14.0%	167,029
Total	<u>25,814,300</u>	<u>2,324,380</u>	<u>23,489,920</u>	<u>9.0%</u>	<u>2,673,093</u>
<b>Licenses &amp; Service Charges</b>					
Legal Deposits Earned	1,000	598	402	59.8%	-
Planning Fees	135,000	35,238	99,762	26.1%	60,920
Planning Deposits Earned	120,000	58,733	61,267	48.9%	25,994
Building Permits	500,000	178,404	321,596	35.7%	125,158
Public Works Deposits Earned	55,000	18,141	36,859	33.0%	9,740
PW/Engineering Fees	62,300	13,150	49,150	21.1%	12,437
Solid Waste Roll Off Fees	34,000	6,305	27,695	18.5%	7,124
Business License	307,000	121,727	185,274	39.7%	67,380
Plan Check Fees	200,000	38,339	161,661	19.2%	66,153
Other Licenses & Charges	75,100	72,250	2,850	96.2%	1,079
Total	<u>1,489,400</u>	<u>542,884</u>	<u>946,516</u>	<u>36.4%</u>	<u>375,985</u>
<b>Fines and Forfeitures</b>					
Fines & Penalties	182,900	26,596	156,304	14.5%	18,075
Total	<u>182,900</u>	<u>26,596</u>	<u>156,304</u>	<u>14.5%</u>	<u>18,075</u>
<b>Investment Income</b>					
Interest & Rent Income	440,100	136,425	303,675	31.0%	85,767
Total	<u>440,100</u>	<u>136,425</u>	<u>303,675</u>	<u>31.0%</u>	<u>85,767</u>
<b>Reimbursements</b>					
Reimbursements	330,800	45,235	285,565	13.7%	32,578
Total	<u>330,800</u>	<u>45,235</u>	<u>285,565</u>	<u>13.7%</u>	<u>32,578</u>
<b>Other Revenues</b>					
Other Revenues	67,000	2,173	64,828	3.2%	63,469
Total	<u>67,000</u>	<u>2,173</u>	<u>64,828</u>	<u>3.2%</u>	<u>63,469</u>
<b>Transfers In</b>					
Transfers In Other Funds	31,000	5,256	25,744	17.0%	5,961
Total	<u>31,000</u>	<u>5,256</u>	<u>25,744</u>	<u>17.0%</u>	<u>5,961</u>
<b>TOTAL REVENUES</b>	<u>28,355,500</u>	<u>3,082,949</u>	<u>25,272,551</u>	<u>10.9%</u>	<u>3,254,927</u>

**City of Goleta  
General Fund**

Attachment 2

**Interim Statement of Revenues and Expenditures  
For the Three Months Ended September 30, 2019**

	<b>Annual "Current" Budget</b>	<b>YTD Actual</b>	<b>Encumbrances</b>	<b>Totals</b>	<b>Remaining Balance</b>	<b>%YTD Expended w/ Encumbr</b>
<b>General Government</b>						
City Council	442,865	74,618	52,250	126,868	315,997	28.6%
City Manager	1,725,090	318,736	4,025	322,761	1,402,329	18.7%
City Clerk	505,100	95,371	55,000	150,371	354,729	29.8%
City Attorney	903,160	205,974	256,019	461,993	441,167	51.2%
Community Relations	305,085	36,244	2,204	38,449	266,636	12.6%
Support Services	2,274,399	1,011,075	200,721	1,211,797	1,062,602	53.3%
Total	6,155,699	1,742,019	570,220	2,312,239	3,843,460	37.6%
<b>Library</b>						
Library Services	416,400	85,044	249,606	334,650	81,750	80.4%
Total	416,400	85,044	249,606	334,650	81,750	80.4%
<b>Finance</b>						
Administration	1,011,547	229,164	59,299	288,463	723,084	28.5%
Total	1,011,547	229,164	59,299	288,463	723,084	28.5%
<b>Planning &amp; Environmental Review</b>						
Current Planning	1,628,511	307,731	117,183	424,913	1,203,598	26.1%
Building & Safety	512,133	129,417	293,694	423,111	89,022	82.6%
Advanced Planning	2,028,025	172,995	815,138	988,133	1,039,892	48.7%
Planning Commission	65,631	9,236	-	9,236	56,395	14.1%
Sustainability Program	206,970	42,926	32,170	75,097	131,874	36.3%
Total	4,441,270	662,306	1,258,184	1,920,490	2,520,780	43.2%
<b>Public Works</b>						
Administration	361,804	71,456	7,000	78,456	283,348	21.7%
Engineering Services	1,597,792	175,013	376,673	551,686	1,046,106	34.5%
Facility Maintenance	242,900	9,458	59,052	68,509	174,391	28.2%
Parks & Open Spaces	1,359,314	169,562	513,331	682,892	676,422	50.2%
Capital Improvement Program	1,186,219	176,787	172,244	349,031	837,188	29.4%
Street Lighting	-	-	-	-	-	0.0%
Street Maintenance	2,366,036	169,385	1,105,380	1,274,766	1,091,270	53.9%
Solid Waste and Environmental Services	-	-	-	-	-	0.0%
Total	7,114,065	771,661	2,233,680	3,005,340	4,108,724	42.2%
<b>Neighborhood Services</b>						
Neighborhood Services	1,340,834	154,069	374,120	528,188	812,646	39.4%
Community Development Block Grant	-	-	-	-	-	0.0%
Economic Development	477,712	35,233	152,041	187,274	290,437	39.2%
Parks & Recreation	562,463	43,915	320,000	363,915	198,548	64.7%
Total	2,381,009	233,217	846,161	1,079,378	1,301,631	45.3%
<b>Public Safety</b>						
Public Safety	7,665,253	1,161,584	-	1,161,584	6,503,669	15.2%
Total	7,665,253	1,161,584	-	1,161,584	6,503,669	15.2%
<b>Non-Departmental</b>						
Non-Departmental	850,300	5,168	-	5,168	845,132	0.6%
Total	850,300	5,168	-	5,168	845,132	0.6%
<b>Capital Improvement Projects</b>						
Capital Improvement Projects	2,775,358	24,413	371,320	395,733	2,379,625	14.3%
Total	2,775,358	24,413	371,320	395,733	2,379,625	14.3%
<b>TOTAL EXPENDITURES</b>	<b>32,810,900</b>	<b>4,914,576</b>	<b>5,588,470</b>	<b>10,503,046</b>	<b>22,307,855</b>	<b>32.0%</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>(4,455,400)</b>	<b>(1,831,627)</b>				
<b>BEGINNING FUND BALANCE</b>	<b>24,092,098</b>	<b>24,092,098</b>				
<b>ENDING FUND BALANCE</b>	<b>19,636,697</b>	<b>22,260,471</b>				

### **ATTACHMENT 3:**

#### **Interim Revenue and Expenditure Summary By Fund**





**City of Goleta**  
**Interim Statement of Revenues and Expenditures - Summary by Fund**  
**For the Three Months Ended September 30, 2019**

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
<b>101 General Fund</b>								
Revenue	28,355,500	28,355,500		28,355,500	3,082,949	-	3,082,949	10.9%
Expenditures	27,437,167	32,810,900	526,159	33,337,059	4,914,676	5,588,470	10,503,046	32.0%
Addition to/(use of) reserves	918,333	(4,455,400)	(526,159)	(4,981,559)	(1,831,627)	(5,588,470)	(7,420,096)	
<b>Beginning Fund Balance</b>	<b>24,092,098</b>	<b>24,092,098</b>		<b>24,092,098</b>				
<b>Ending Fund Balance</b>	<b>25,010,430</b>	<b>19,636,697</b>		<b>19,110,539</b>	<b>22,260,471</b>			
<b>201 Gas Tax</b>								
Revenue	840,500	840,500		840,500	119,153	-	119,153	14.2%
Expenditures	840,500	1,695,337		1,695,337	-	539,205	539,205	31.8%
Addition to/(use of) reserves	-	(854,837)	-	(854,837)	119,153	(539,205)	(420,053)	
<b>Beginning Fund Balance</b>	<b>866,712</b>	<b>866,712</b>		<b>866,712</b>				
<b>Ending Fund Balance</b>	<b>866,712</b>	<b>11,876</b>		<b>11,876</b>	<b>985,865</b>			
<b>202 Local Transportation</b>								
Revenue	28,537	28,537		28,537	5,472	-	5,472	19.2%
Expenditures	-	58,162		58,162	-	12,252	12,252	21.1%
Addition to/(use of) reserves	28,537	(29,625)	-	(29,625)	5,472	(12,252)	(6,780)	
<b>Beginning Fund Balance</b>	<b>121,828</b>	<b>121,828</b>		<b>121,828</b>				
<b>Ending Fund Balance</b>	<b>150,365</b>	<b>92,203</b>		<b>92,203</b>	<b>127,300</b>			
<b>203 RMRA</b>								
Revenue	537,800	537,800		537,800	101,839	-	101,839	18.9%
Expenditures	528,000	535,000		535,000	-	-	-	0.0%
Addition to/(use of) reserves	9,800	2,800	-	2,800	101,839	-	101,839	
<b>Beginning Fund Balance</b>	<b>36,781</b>	<b>36,781</b>		<b>36,781</b>				
<b>Ending Fund Balance</b>	<b>46,581</b>	<b>39,581</b>		<b>39,581</b>	<b>138,619</b>			
<b>205 Measure A</b>								
Revenue	1,589,514	1,589,514		1,589,514	299,042	-	299,042	18.8%
Expenditures	1,842,575	3,150,447		3,150,447	118,730	511,761	630,491	20.0%
Addition to/(use of) reserves	(253,061)	(1,560,933)	-	(1,560,933)	180,312	(511,761)	(331,449)	
<b>Beginning Fund Balance</b>	<b>1,970,196</b>	<b>1,970,196</b>		<b>1,970,196</b>				
<b>Ending Fund Balance</b>	<b>1,717,135</b>	<b>409,263</b>		<b>409,263</b>	<b>2,150,508</b>			
<b>206 Measure A-Other</b>								
Revenue	460,105	1,036,166	(215,220)	820,946	-	-	-	0.0%
Expenditures	252,885	706,362	(8,000)	698,362	4,459	-	4,459	0.6%
Addition to/(use of) reserves	207,220	329,804	(207,220)	122,584	(4,459)	-	(4,459)	
<b>Beginning Fund Balance</b>	<b>(136,168)</b>	<b>(136,168)</b>		<b>(136,168)</b>				
<b>Ending Fund Balance</b>	<b>71,052</b>	<b>193,636</b>		<b>(13,584)</b>	<b>(140,627)</b>			
<b>208 County Per Capita - Goleta Library</b>								
Revenue	742,570	742,570		742,570	1,280	-	1,280	0.2%
Expenditures	742,570	748,219	6,590	754,809	146,837	39,835	186,672	24.9%
Addition to/(use of) reserves	-	(5,649)	(6,590)	(12,239)	(145,556)	(39,835)	(185,391)	
<b>Beginning Fund Balance</b>	<b>111,768</b>	<b>111,768</b>		<b>111,768</b>				
<b>Ending Fund Balance</b>	<b>111,768</b>	<b>106,119</b>		<b>99,528.90</b>	<b>(33,788)</b>			
<b>209 County Per Capita - Buellton Library</b>								
Revenue	82,430	82,430		82,430	-	-	-	0.0%
Expenditures	82,430	82,430		82,430	9,288	45,926	55,214	67.0%
Addition to/(use of) reserves	(0)	(0)	-	(0)	(9,288)	(45,926)	(55,214)	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>				
<b>Ending Fund Balance</b>	<b>(0)</b>	<b>(0)</b>		<b>(0)</b>	<b>(9,288)</b>			
<b>210 County Per Capita - Solvang Library</b>								
Revenue	119,887	119,887		119,887	-	-	-	0.0%
Expenditures	119,887	119,887		119,887	11,031	71,007	82,038	68.4%
Addition to/(use of) reserves	(0)	(0)	-	(0)	(11,031)	(71,007)	(82,038)	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>				
<b>Ending Fund Balance</b>	<b>(0)</b>	<b>(0)</b>		<b>(0)</b>	<b>(11,031)</b>			
<b>211 Solid Waste</b>								
Revenue	714,000	714,000	148,000	862,000	278,236	-	278,236	39.0%
Expenditures	881,356	1,072,086	800	1,072,886	86,825	291,551	378,376	35.3%
Addition to/(use of) reserves	(167,356)	(358,086)	147,200	(210,886)	191,412	(291,551)	(100,139)	
<b>Beginning Fund Balance</b>	<b>616,991</b>	<b>616,991</b>		<b>616,991</b>				
<b>Ending Fund Balance</b>	<b>449,635</b>	<b>258,906</b>		<b>406,106</b>	<b>808,403</b>			

**City of Goleta**  
**Interim Statement of Revenues and Expenditures - Summary by Fund**  
**For the Three Months Ended September 30, 2019**

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
<b>212 Public Safety Donations</b>								
Revenue	5,000	5,000		5,000	1,084	-	1,084	21.7%
Expenditures	-	115,212	33,244	148,457	-	115,212	115,212	1
Addition to/(use of) reserves	5,000	(110,212)	(33,244)	(143,457)	1,084	(115,212)	(114,128)	
<b>Beginning Fund Balance</b>	<b>147,412</b>	<b>147,412</b>		<b>147,412</b>	<b>147,412</b>			
<b>Ending Fund Balance</b>	<b>152,412</b>	<b>37,199</b>		<b>3,955</b>	<b>148,496</b>			
<b>213 Buellton Library</b>								
Revenue	206,337	206,337		206,337	196,139	-	196,139	95.1%
Expenditures	206,337	206,337		206,337	59,142	18,910	78,051	37.8%
Addition to/(use of) reserves	0	0	-	0	136,997	(18,910)	118,088	
<b>Beginning Fund Balance</b>	<b>1,977</b>	<b>1,977</b>		<b>1,977</b>	<b>1,977</b>			
<b>Ending Fund Balance</b>	<b>1,977</b>	<b>1,977</b>		<b>1,977</b>	<b>138,974</b>			
<b>214 Solvang Library</b>								
Revenue	215,283	215,283	5,872	221,155	188,353	-	188,353	87.5%
Expenditures	215,283	215,283		215,283	74,093	-	74,093	34.4%
Addition to/(use of) reserves	0	0	5,872	5,872	114,260	-	114,260	
<b>Beginning Fund Balance</b>	<b>1,025</b>	<b>1,025</b>		<b>1,025</b>	<b>1,025</b>			
<b>Ending Fund Balance</b>	<b>1,026</b>	<b>1,026</b>		<b>6,898</b>	<b>115,286</b>			
<b>220 GTIP</b>								
Revenue	700,360	700,360		700,360	203,964	-	203,964	29.1%
Expenditures	2,616,191	10,273,352		10,273,352	103,305	3,772,155	3,875,461	37.7%
Addition to/(use of) reserves	(1,915,831)	(9,572,992)	-	(9,572,992)	100,658	(3,772,155)	(3,671,497)	
<b>Beginning Fund Balance</b>	<b>14,804,550</b>	<b>14,804,550</b>		<b>14,804,550</b>	<b>14,804,550</b>			
<b>Ending Fund Balance</b>	<b>12,888,719</b>	<b>5,231,558</b>		<b>5,231,558</b>	<b>14,905,208</b>			
<b>221 Parks DIF</b>								
Revenue	223,200	223,200		223,200	48,723	-	48,723	21.8%
Expenditures	640,000	3,483,641		3,483,641	294,712	146,296	441,008	12.7%
Addition to/(use of) reserves	(416,800)	(3,260,441)	-	(3,260,441)	(245,989)	(146,296)	(392,285)	
<b>Beginning Fund Balance</b>	<b>7,701,334</b>	<b>7,701,334</b>		<b>7,701,334</b>	<b>7,701,334</b>			
<b>Ending Fund Balance</b>	<b>7,284,534</b>	<b>4,440,893</b>		<b>4,440,893</b>	<b>7,455,345</b>			
<b>222 Public Facilities DIF</b>								
Revenue	177,300	177,300		177,300	23,622	-	23,622	13.3%
Expenditures	-	11,146		11,146	-	-	-	0.0%
Addition to/(use of) reserves	177,300	166,154	-	166,154	23,622	-	23,622	
<b>Beginning Fund Balance</b>	<b>(340,492)</b>	<b>(340,492)</b>		<b>(340,492)</b>	<b>(340,492)</b>			
<b>Ending Fund Balance</b>	<b>(163,192)</b>	<b>(174,338)</b>		<b>(174,338)</b>	<b>(316,870)</b>			
<b>223 Library DIF</b>								
Revenue	59,600	59,600		59,600	8,582	-	8,582	14.4%
Expenditures	90,000	130,557		130,557	30,663	67,837	98,500	75.4%
Addition to/(use of) reserves	(30,400)	(70,957)	-	(70,957)	(22,081)	(67,837)	(89,918)	
<b>Beginning Fund Balance</b>	<b>205,629</b>	<b>205,629</b>		<b>205,629</b>	<b>205,629</b>			
<b>Ending Fund Balance</b>	<b>175,229</b>	<b>134,672</b>		<b>134,672</b>	<b>183,547</b>			
<b>224 Sheriff Facilities DIF</b>								
Revenue	23,800	23,800		23,800	6,361	-	6,361	26.7%
Expenditures	-	984,794		984,794	(744)	-	(744)	-0.1%
Addition to/(use of) reserves	23,800	(960,994)	-	(960,994)	7,105	-	7,105	
<b>Beginning Fund Balance</b>	<b>991,134</b>	<b>991,134</b>		<b>991,134</b>	<b>991,134</b>			
<b>Ending Fund Balance</b>	<b>1,014,934</b>	<b>30,140</b>		<b>30,140</b>	<b>998,239</b>			
<b>225 Housing in Lieu</b>								
Revenue	349,500	349,500		349,500	106,940	-	106,940	30.6%
Expenditures	25,000	25,000	-	25,000	-	-	-	0.0%
Addition to/(use of) reserves	324,500	324,500	-	324,500	106,940	-	106,940	
<b>Beginning Fund Balance</b>	<b>762,125</b>	<b>762,125</b>		<b>762,125</b>	<b>762,125</b>			
<b>Ending Fund Balance</b>	<b>1,086,625</b>	<b>1,086,625</b>		<b>1,086,625</b>	<b>869,065</b>			
<b>226 Environmental Programs</b>								
Revenue	4,000	4,000		4,000	1,072	-	1,072	26.8%
Expenditures	9,400	9,400		9,400	-	-	-	0.0%
Addition to/(use of) reserves	(5,400)	(5,400)	-	(5,400)	1,072	-	1,072	
<b>Beginning Fund Balance</b>	<b>167,073</b>	<b>167,073</b>		<b>167,073</b>	<b>167,073</b>			
<b>Ending Fund Balance</b>	<b>161,673</b>	<b>161,673</b>		<b>161,673</b>	<b>168,145</b>			

**City of Goleta**  
**Interim Statement of Revenues and Expenditures - Summary by Fund**  
**For the Three Months Ended September 30, 2019**

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
<b>229 Fire DIF</b>								
Revenue	379,989	379,989	(235,959)	144,030	46,272	-	46,272	12.2%
Expenditures	-	1,849,180	-	1,849,180	1,169	30,292	31,461	1.7%
Addition to/(use of) reserves	379,989	(1,469,191)	(235,959)	(1,705,150)	45,103	(30,292)	14,811	
<b>Beginning Fund Balance</b>	<b>2,970,241</b>	<b>2,970,241</b>		<b>2,970,241</b>	<b>2,970,241</b>			
<b>Ending Fund Balance</b>	<b>3,350,230</b>	<b>1,501,050</b>		<b>1,265,091</b>	<b>3,015,344</b>			
<b>230 Long Range Development Plan (LRDP)</b>								
Revenue	190,136	1,342,124		1,342,124	1,483	-	1,483	0.1%
Expenditures	190,136	1,531,768		1,531,768	265	2,249	2,515	0.2%
Addition to/(use of) reserves	-	(189,644)	-	(189,644)	1,217	(2,249)	(1,032)	
<b>Beginning Fund Balance</b>	<b>188,831</b>	<b>188,831</b>		<b>188,831</b>	<b>188,831</b>			
<b>Ending Fund Balance</b>	<b>188,831</b>	<b>(814)</b>		<b>(814)</b>	<b>190,048</b>			
<b>231 Developer Agreements</b>								
Revenue	46,200	46,200		46,200	3,848	-	3,848	8.3%
Expenditures	-	270,000		270,000	-	-	-	0.0%
Addition to/(use of) reserves	46,200	(223,800)	-	(223,800)	3,848	-	3,848	
<b>Beginning Fund Balance</b>	<b>599,734</b>	<b>599,734</b>		<b>599,734</b>	<b>599,734</b>			
<b>Ending Fund Balance</b>	<b>645,934</b>	<b>375,934</b>		<b>375,934</b>	<b>603,582</b>			
<b>232 County Fire DIF</b>								
Revenue	-	970,337		970,337	-	-	-	0.0%
Expenditures	-	970,337		970,337	1,854	523,711	525,564	54.2%
Addition to/(use of) reserves	-	-	-	-	(1,854)	(523,711)	(525,564)	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>(1,854)</b>			
<b>233 OBF-SCE</b>								
Revenue	-	700,000		700,000	-	-	-	
Expenditures	-	700,000		700,000	-	-	-	
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>234 Storm Drain Facilities</b>								
Revenue	14,200	14,200		14,200	3,619	-	3,619	25.5%
Expenditures	-	-		-	-	-	-	#DIV/0!
Addition to/(use of) reserves	14,200	14,200	-	14,200	3,619	-	3,619	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>14,200</b>	<b>14,200</b>		<b>14,200</b>	<b>3,619</b>			
<b>235 Bicycle &amp; Pedestrian Facilities</b>								
Revenue	12,200	12,200		12,200	3,112	-	3,112	
Expenditures	-	-		-	-	-	-	
Addition to/(use of) reserves	12,200	12,200	-	12,200	3,112	-	3,112	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>12,200</b>	<b>12,200</b>		<b>12,200</b>	<b>3,112</b>			
<b>236 Misc Grants Library</b>								
Revenue	-	43,231		43,231	43,407	-	43,407	
Expenditures	-	43,231		43,231	-	10,838	10,838	
Addition to/(use of) reserves	-	-	-	-	43,407	(10,838)	32,569	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>43,407</b>			
<b>301 State Park Grant</b>								
Revenue	-	-		-	-	-	-	#DIV/0!
Expenditures	-	-		-	-	-	-	#DIV/0!
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>302 Public Safety Fund COPS</b>								
Revenue	125,000	125,000	30,948	155,948	55,948	-	55,948	44.8%
Expenditures	125,000	125,000	31,283	156,283	125,000	-	125,000	100.0%
Addition to/(use of) reserves	-	-	(335)	(335)	(69,052)	-	(69,052)	
<b>Beginning Fund Balance</b>	<b>335</b>	<b>335</b>		<b>335</b>	<b>335</b>			
<b>Ending Fund Balance</b>	<b>335</b>	<b>335</b>		<b>(0)</b>	<b>(68,716)</b>			
<b>304 Solid Waste Fund Recycle</b>								
Revenue	8,000	8,000		8,000	167	-	167	2.1%

City of Goleta  
Interim Statement of Revenues and Expenditures - Summary by Fund  
For the Three Months Ended September 30, 2019

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encum- brances	Totals	Percent of Current Budget
Expenditures	8,000	24,000		24,000	19,566	4,434	24,000	100.0%
Addition to/(use of) reserves	-	(16,000)	-	(16,000)	(19,400)	(4,434)	(23,833)	
<b>Beginning Fund Balance</b>	<b>38,341</b>	<b>38,341</b>		<b>38,341</b>	<b>38,341</b>			
<b>Ending Fund Balance</b>	<b>38,341</b>	<b>22,341</b>		<b>22,341</b>	<b>18,941</b>			
<b>305 RSTP State Grant</b>								
Revenue	2,400	567,715		567,715	409	-	409	0.1%
Expenditures	-	466,602		466,602	25,182	434,551	459,733	98.5%
Addition to/(use of) reserves	2,400	101,113	-	101,113	(24,773)	(434,551)	(459,324)	
<b>Beginning Fund Balance</b>	<b>35,672</b>	<b>35,672</b>		<b>35,672</b>	<b>35,672</b>			
<b>Ending Fund Balance</b>	<b>38,072</b>	<b>136,785</b>		<b>136,785</b>	<b>10,899</b>			
<b>306 LSTP</b>								
Revenue	116,500	116,500		116,500	39	-	39	0.0%
Expenditures	116,500	116,500		116,500	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	39	-	39	
<b>Beginning Fund Balance</b>	<b>404</b>	<b>404</b>		<b>404</b>	<b>404</b>			
<b>Ending Fund Balance</b>	<b>404</b>	<b>404</b>		<b>404</b>	<b>443</b>			

City of Goleta  
Interim Statement of Revenues and Expenditures - Summary by Fund  
For the Three Months Ended September 30, 2019

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
<b>308 STIP</b>								
Revenue	100	6,383,475		6,383,475	44	-	44	0.0%
Expenditures	-	6,383,375		6,383,375	-	5,096	5,096	0.1%
Addition to/(use of) reserves	100	100	-	100	44	(5,096)	(5,052)	
<b>Beginning Fund Balance</b>	<b>10,340</b>	<b>10,340</b>		<b>10,340</b>	<b>10,340</b>			
<b>Ending Fund Balance</b>	<b>10,440</b>	<b>10,440</b>		<b>10,440</b>	<b>10,385</b>			
<b>311 Misc. Grants</b>								
Revenue	-	-		-	65	-	65	0.0%
Expenditures	-	9,839		9,839	-	-	-	0.0%
Addition to/(use of) reserves	-	(9,839)	-	(9,839)	65	-	65	
<b>Beginning Fund Balance</b>	<b>10,168</b>	<b>10,168</b>		<b>10,168</b>	<b>10,168</b>			
<b>Ending Fund Balance</b>	<b>10,168</b>	<b>329</b>		<b>329</b>	<b>10,233</b>			
<b>313 Prop 84 IRWMP</b>								
Revenue	-	-		-	-	-	-	0.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>314 Sustainable Community Grant</b>								
Revenue	-	-		-	-	-	-	#DIV/0!
Expenditures	-	-		-	-	-	-	#DIV/0!
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>317 SSARP Grant</b>								
Revenue	-	225,000		225,000	-	-	-	0.0%
Expenditures	-	213,929		213,929	-	185,719	185,719	86.8%
Addition to/(use of) reserves	-	11,071	-	11,071	-	(185,719)	(185,719)	
<b>Beginning Fund Balance</b>	<b>(11,071)</b>	<b>(11,071)</b>		<b>(11,071)</b>	<b>(11,071)</b>			
<b>Ending Fund Balance</b>	<b>(11,071)</b>	<b>-</b>		<b>-</b>	<b>(11,071)</b>			
<b>318 Active Transportation Program - State</b>								
Revenue	-	2,204,737		2,204,737	-	-	-	0.0%
Expenditures	-	1,815,379		1,815,379	-	54,217	54,217	3.0%
Addition to/(use of) reserves	-	389,358	-	389,358	-	(54,217)	(54,217)	
<b>Beginning Fund Balance</b>	<b>(389,358)</b>	<b>(389,358)</b>		<b>(389,358)</b>	<b>(389,358)</b>			
<b>Ending Fund Balance</b>	<b>(389,358)</b>	<b>-</b>		<b>-</b>	<b>(389,358)</b>			
<b>319 Housing &amp; Community Development State Fund</b>								
Revenue	-	-		-	-	-	-	#DIV/0!
Expenditures	-	11,389		11,389	3,484	2,660	6,144	53.9%
Addition to/(use of) reserves	-	(11,389)	-	(11,389)	(3,484)	(2,660)	(6,144)	
<b>Beginning Fund Balance</b>	<b>11,389</b>	<b>11,389</b>		<b>11,389</b>	<b>11,389</b>			
<b>Ending Fund Balance</b>	<b>11,389</b>	<b>-</b>		<b>-</b>	<b>7,905</b>			
<b>320 Cal OES</b>								
Revenue	-	-		-	-	-	-	0.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>14,231</b>	<b>14,231</b>		<b>14,231</b>	<b>14,231</b>			
<b>Ending Fund Balance</b>	<b>14,231</b>	<b>14,231</b>		<b>14,231</b>	<b>14,231</b>			
<b>321 TIRCP</b>								
Revenue	680,000	964,531		964,531	-	-	-	
Expenditures	680,000	964,531		964,531	14,599	340,876	355,475	
Addition to/(use of) reserves	-	-	-	-	(14,599)	(340,876)	(355,475)	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>(14,599)</b>			
<b>322 MBHMP</b>								
Revenue	-	3,898,450		3,898,450	-	-	-	
Expenditures	-	3,898,450		3,898,450	-	-	-	
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>401 HBP</b>								
Revenue	-	5,718,863		5,718,863	-	-	-	0.0%
Expenditures	-	5,557,512		5,557,512	7,041	361,212	368,253	6.6%
Addition to/(use of) reserves	-	161,351	-	161,351	(7,041)	(361,212)	(368,253)	

**City of Goleta**  
**Interim Statement of Revenues and Expenditures - Summary by Fund**  
**For the Three Months Ended September 30, 2019**

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encum- brances	Totals	Percent of Current Budget
Beginning Fund Balance	<u>(161,351)</u>	<u>(161,351)</u>		<u>(161,351)</u>	<u>(161,351)</u>			
Ending Fund Balance	<u><u>(161,351)</u></u>	<u><u>0</u></u>		<u><u>0</u></u>	<u><u>(168,392)</u></u>			

**City of Goleta**  
**Interim Statement of Revenues and Expenditures - Summary by Fund**  
**For the Three Months Ended September 30, 2019**

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
<b>402 CDBG</b>								
Revenue	211,556	263,906	11,172	275,078	-	-	-	0.0%
Expenditures	211,556	257,525	11,172	268,697	21,504	5,877	27,381	10.6%
Addition to/(use of) reserves	-	6,381	-	6,381	(21,504)	(5,877)	(27,381)	
<b>Beginning Fund Balance</b>	<b>(6,381)</b>	<b>(6,381)</b>		<b>(6,381)</b>				
<b>Ending Fund Balance</b>	<b>(6,381)</b>	<b>(0)</b>		<b>0</b>	<b>(27,885)</b>			
<b>417 HSIP Hwy Safety Imp.</b>								
Revenue	-	204,452		204,452	-	-	-	0.0%
Expenditures	-	195,480		195,480	-	-	-	0.0%
Addition to/(use of) reserves	-	8,972	-	8,972	-	-	-	
<b>Beginning Fund Balance</b>	<b>(3,336)</b>	<b>(3,336)</b>		<b>(3,336)</b>				
<b>Ending Fund Balance</b>	<b>(3,336)</b>	<b>5,636</b>		<b>5,636</b>	<b>(3,336)</b>			
<b>419 TIGER</b>								
Revenue	-	6,348		6,348	-	-	-	0.0%
Expenditures	-	6,348		6,348	-	10,382	10,382	163.6%
Addition to/(use of) reserves	-	-	-	-	-	(10,382)	(10,382)	
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>				
<b>Ending Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>			
<b>420 FHWA - FEMA Reimb</b>								
Revenue	-	87,746		87,746	-	-	-	0.0%
Expenditures	-	87,746		87,746	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	<b>58,107</b>	<b>58,107</b>		<b>58,107</b>	<b>58,107</b>			
<b>Ending Fund Balance</b>	<b>58,107</b>	<b>58,107</b>		<b>58,107</b>	<b>58,107</b>			
<b>421 Hazard Mitigation Grant Program</b>								
Revenue	-	70,970		70,970	-	-	-	0.0%
Expenditures	-	42,728		42,728	16,013	26,715	42,728	100.0%
Addition to/(use of) reserves	-	28,242	-	28,242	(16,013)	(26,715)	(42,728)	
<b>Beginning Fund Balance</b>	<b>(28,242)</b>	<b>(28,242)</b>		<b>(28,242)</b>				
<b>Ending Fund Balance</b>	<b>(28,242)</b>	<b>-</b>		<b>-</b>	<b>(44,255)</b>			
<b>501 Library Services</b>								
Revenue	496,700	496,700	25,300	522,000	4,813	-	4,813	1.0%
Expenditures	537,648	537,648	750	538,398	93,121	256	93,377	17.4%
Addition to/(use of) reserves	(40,948)	(40,948)	24,550	(16,398)	(88,308)	(256)	(88,564)	
<b>Beginning Fund Balance</b>	<b>734,301</b>	<b>734,301</b>		<b>734,301</b>	<b>734,301</b>			
<b>Ending Fund Balance</b>	<b>693,353</b>	<b>693,353</b>		<b>717,903</b>	<b>645,993</b>			
<b>502 Street Lighting</b>								
Revenue	288,000	288,000	24,300	312,300	949	-	949	0.3%
Expenditures	285,500	435,500		435,500	67,201	-	67,201	15.4%
Addition to/(use of) reserves	2,500	(147,500)	24,300	(123,200)	(66,252)	-	(66,252)	
<b>Beginning Fund Balance</b>	<b>190,852</b>	<b>190,852</b>		<b>190,852</b>	<b>190,852</b>			
<b>Ending Fund Balance</b>	<b>193,352</b>	<b>43,352</b>		<b>67,652</b>	<b>124,600</b>			
<b>503 PEG</b>								
Revenue	79,000	79,000		79,000	1,122	-	1,122	1.4%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	79,000	79,000	-	79,000	1,122	-	1,122	
<b>Beginning Fund Balance</b>	<b>181,478</b>	<b>181,478</b>		<b>181,478</b>	<b>181,478</b>			
<b>Ending Fund Balance</b>	<b>260,478</b>	<b>260,478</b>		<b>260,478</b>	<b>182,600</b>			
<b>504 CASp Cert and Training</b>								
Revenue	1,000	1,000		1,000	81	-	81	8.1%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	1,000	1,000	-	1,000	81	-	81	
<b>Beginning Fund Balance</b>	<b>180</b>	<b>180</b>		<b>180</b>	<b>180</b>			
<b>Ending Fund Balance</b>	<b>1,180</b>	<b>1,180</b>		<b>1,180</b>	<b>261</b>			
<b>605 RDA Successor-NonHousing</b>								
Revenue	1,831,217	1,831,217		1,831,217	855,639	-	855,639	46.7%
Expenditures	1,812,596	1,812,596		1,812,596	58	-	58	0.0%
Addition to/(use of) reserves	18,621	18,621	-	18,621	855,581	-	855,581	
<b>Beginning Fund Balance</b>	<b>1,487,902</b>	<b>1,487,902</b>		<b>1,487,902</b>	<b>1,487,902</b>			
<b>Ending Fund Balance</b>	<b>1,506,523</b>	<b>1,506,523</b>		<b>1,506,523</b>	<b>2,343,483</b>			

City of Goleta  
Interim Statement of Revenues and Expenditures - Summary by Fund  
For the Three Months Ended September 30, 2019

Attachment 3

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
<b>608 iBank</b>								
Revenue	-	12,000,000		12,000,000	-	-	-	0.0%
Expenditures	-	12,000,000		12,000,000	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	-	-		-	-			
<b>Ending Fund Balance</b>	-	-		-	-			
<b>701 Comstock Plover Endmnt</b>								
Revenue	4,000	4,000		4,000	966	-	966	24.1%
Expenditures	1,500	1,500		1,500	-	-	-	0.0%
Addition to/(use of) reserves	2,500	2,500	-	2,500	966	-	966	
<b>Beginning Fund Balance</b>	35	35		35	35			
<b>Ending Fund Balance</b>	<b>2,535</b>	<b>2,535</b>		<b>2,535</b>	<b>1,001</b>			
<b>801 Developer Deposit</b>								
Revenue	-	-		-	-	-	-	0.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
<b>Beginning Fund Balance</b>	-	-		-	-			
<b>Ending Fund Balance</b>	-	-		-	-			
<b>TOTAL FOR ALL FUNDS</b>								
Revenue	39,921,421	75,065,174	(205,587)	74,859,586	5,694,792		5,694,792	7.6%
Expenditures	40,498,017	96,761,642	601,998	97,363,640	6,248,974	13,219,503	19,468,477	20.1%
Addition to/(use of) reserves	(576,596)	(21,696,469)	(807,585)	(22,504,054)	(554,182)	13,219,503	(13,773,685)	
<b>Beginning Fund Balance</b>	58,054,773	58,054,773		58,054,773	58,054,773			
<b>Ending Fund Balance</b>	<b>57,478,177</b>	<b>36,358,305</b>		<b>35,550,719</b>	<b>57,500,592</b>			



**ATTACHMENT 4:**

Capital Improvement Program (CIP) Expenditure Summary



City of Goleta  
Capital Improvement Program (CIP) Expenditure Summary  
For the Three Months Ended September 30, 2019

Attachment 4

Project No. & Description	FY 19/20 Budget	YTD Expenditure	YTD Encumbr.	Remaining Budget
9001 : Hollister Avenue Complete Streets Corridor Plan	\$ 654,379	\$ 4,386	\$ 29,613	\$ 620,380
9002 : Ekwil Street & Fowler Extension	\$ 7,770,647	\$ 10,077	\$ 458,350	\$ 7,302,220
9006 : San Jose Creek Bike Path - South Segment	\$ 1,520,463	\$ 59,634	\$ 1,197,131	\$ 263,698
9007 : San Jose Creek Bike Path - Middle Segment	\$ 1,574,812	\$ 30,386	\$ 941,414	\$ 603,013
9025 : Fire Station No. 10	\$ 3,089,517	\$ 3,023	\$ 554,003	\$ 2,532,491
9027 : 101 Overcrossing	\$ 1,779,571	\$ 17,898	\$ 1,192,955	\$ 568,718
9029 : Cathedral Oaks Interchange Landscaping	\$ 166,753	\$ 1,168	\$ 29,459	\$ 136,126
9031 : Old Town Sidewalk Improvement	\$ 2,820,337	\$ 17,170	\$ 222,311	\$ 2,580,857
9033 : Hollister Avenue Bridge Replacement	\$ 7,456,790	\$ 7,878	\$ 550,725	\$ 6,898,187
9035 : Hollister/Kellogg Park (Jonny D.Wallis Neighborhood Park)	\$ 1,249,670	\$ 11,147	\$ 24,151	\$ 1,214,371
9039 : Hollister Class 1 Bike Path	\$ 77,362	\$ 76	\$ 65,465	\$ 11,821
9042 : Storke Road Widening, Phelps Road to City Limits	\$ 383,929	\$ 212	\$ -	\$ 383,716
9044 : Hollister Widening, West of Storke Road	\$ 941,440	\$ 319	\$ -	\$ 941,122
9045 : Los Carneros Rd/ US 101 SB Onramp Dual Right Turn Lanes	\$ 8,885	\$ -	\$ 8,842	\$ 43
9053 : Cathedral Oaks Crib Wall Interim Repair	\$ 237,098	\$ 915	\$ 134,588	\$ 101,595
9056 : LED Street Lighting Project	\$ 1,296,462	\$ 4,966	\$ 75,637	\$ 1,215,859
9058 : Rectangular Rapid Flasing Beacons (RRFB) @ Chapel/High Intensity Activated Crosswalk (HAWK) @ Kingston	\$ 431,917	\$ 971	\$ 1,662	\$ 429,285
9059 : Bicycle/Pedestrian Master Plan	\$ 142,072	\$ -	\$ 12,252	\$ 129,819
9060 : Fairview Avenue Sidewalk Infill at Stow Canyon Road	\$ 135,472	\$ 6,187	\$ 71,750	\$ 57,535
9061 : Cathedral Oaks Class I Multi-Use Path	\$ 173,640	\$ -	\$ -	\$ 173,640
9062 : Storke Road/Hollister Ave Transit, Bike/Ped & Median Improvements	\$ 442,675	\$ -	\$ -	\$ 442,675
9063 : Evergreen Park - Public Restroom	\$ 148,506	\$ -	\$ 14	\$ 148,492
9064 : Reclaimed Water Service to Evergreen Park	\$ 107,000	\$ -	\$ -	\$ 107,000
9065 : Reclaimed Water Service to Bella Vista Park	\$ 225,141	\$ -	\$ -	\$ 225,141
9066 : Miscellaneous Park Improvements	\$ 466,236	\$ 27,432	\$ 5,453	\$ 433,351
9067 : Goleta Community Center Upgrade	\$ 338,076	\$ 23,142	\$ 34,988	\$ 279,945
9068 : Parks Master Plan	\$ 1,611	\$ -	\$ 9,220	\$ (7,609)
9069 : Miscellaneous Facilities Improvements	\$ 289,869	\$ -	\$ -	\$ 289,869
9070 : Fairview Ave at Calle Real/101 Sidewalk Infill	\$ 95,838	\$ 2,548	\$ -	\$ 93,289
9071 : Improvements to Athletic Field	\$ 327,322	\$ 256,966	\$ 34,141	\$ 36,215
9072 : La Patera Road / US 101 Crossing	\$ 218,644	\$ -	\$ -	\$ 218,644
9073 : La Patera Road Sidewalk Infill and Class II Bike Lanes	\$ 129,805	\$ -	\$ -	\$ 129,805
9074 : Stow Grove Multi-Purpose Field	\$ 30,000	\$ -	\$ -	\$ 30,000
9075 : Evergreen Park Multi-Purpose Field	\$ 50,000	\$ -	\$ -	\$ 50,000
9078 : Rancho La Patera Improvements	\$ 648,394	\$ 91	\$ 52,926	\$ 595,377
9079 : Goleta Train Depot and S. La Patera Improvements	\$ 965,455	\$ 14,599	\$ 340,876	\$ 609,979
9080 : Electrical Utility Undergrounding	\$ 37,029	\$ -	\$ -	\$ 37,029
9081 : Covington Drainage System Improvements	\$ 105,146	\$ -	\$ -	\$ 105,146
9083 : Traffic Signal Upgrades	\$ 541,850	\$ -	\$ -	\$ 541,850
9084 : Community Garden	\$ 225,000	\$ 2,560	\$ -	\$ 222,440
9085 : Goleta Storm Drain Master Plan	\$ 50,000	\$ -	\$ -	\$ 50,000
9086 : Vison Zero Plan	\$ 10,000	\$ -	\$ -	\$ 10,000
9087 : Crosswalk Pedestrian Hybrid Beacon (PHB) on Calle Real near Encina Rd	\$ 191,136	\$ 1,911	\$ -	\$ 189,225
9088 : Rectangular Rapid Flasing Beacons (RRFB) Improvements at School Crosswalks	\$ 484,234	\$ 333	\$ 7	\$ 483,894
9089 : Goleta Traffic Safety Study (GTSS)	\$ 272,414	\$ -	\$ 193,479	\$ 78,935
9093 : San Miguel Park Improvements	\$ 45,000	\$ -	\$ -	\$ 45,000
9094 : Santa Barbara Shores Park Improvements	\$ 25,000	\$ -	\$ -	\$ 25,000
9095 : Storke/Glen Annie at US 101 Interchange Analysis	\$ 50,000	\$ -	\$ -	\$ 50,000
9096 : Orange Avenue Parking Lot	\$ 11,072	\$ -	\$ -	\$ 11,072
9097 : Fairview Corridor Study (Fowler to Calle Real)	\$ 60,100	\$ -	\$ -	\$ 60,100
9098 : Crosswalk At S. Kellogg Ave	\$ 74,530	\$ -	\$ 945	\$ 73,585
9099 : Crosswalk At Calle Real @ Fairview Center Pedestrian Hybrid Beacon (PHB)	\$ 63,325	\$ -	\$ -	\$ 63,325
9100 : Hollister Ave/Fairview Ave Roundabout (Intersection Improvements)	\$ 520,000	\$ -	\$ -	\$ 520,000
9101 : City Hall Purchase & Improvements	\$ 13,010,763	\$ -	\$ -	\$ 13,010,763
9102 : Storke Road Corridor Study	\$ 138,775	\$ -	\$ -	\$ 138,775
9103 : Citywide School Zones Signage & Striping Evaluation	\$ 19,950	\$ -	\$ -	\$ 19,950
9104 : Citywide Evaluation of Existing Traffic Signals	\$ 22,800	\$ -	\$ -	\$ 22,800
9108 : Winchester II Park	\$ 165,000	\$ -	\$ 23,050	\$ 141,950
9112 : Monarch Habitat Management Plan	\$ 3,898,450	\$ -	\$ -	\$ 3,898,450
9901 : MIS/ERP System Implementation	\$ 447,731	\$ -	\$ 68,375	\$ 379,356
<b>Grand Total</b>	<b>\$56,865,092</b>	<b>\$ 505,993</b>	<b>\$6,333,785</b>	<b>\$50,025,314</b>



**Attachment 5:**

Resolution Amending the City's Operating and CIP Budget, Schedule of Authorized Positions,  
Salary Schedule, and Classification Plan



**RESOLUTION NO. 19-\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA, AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS, SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2019/20, AND AMENDING THE CITY'S OPERATING AND CIP BUDGET FOR FISCAL YEAR 2019/20**

**WHEREAS**, the City Council of the City of Goleta adopted the Operating Budget and Capital Improvement Program for Fiscal Year 2019/20 on June 18, 2019; and

**WHEREAS**, the City Manager has proposed a budget adjustment as described in the Council report dated December 3, 2019 for Fiscal Year 2019/20 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 for the First Quarter Ended September 30, 2019 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 September 17, 2019; the City Council adopted most recent said recommended authorized positions and appropriations for the City of Goleta Operating and CIP Budget for Fiscal year 2019/20 and Fiscal year 2020/21; and

**WHEREAS**, the City Council has reviewed the proposed recommended authorized positions, personnel classifications specifications, compensation ranges, and budget adjustments for Fiscal Year 2019/20 and 2020/21 and does hereby find the recommendation to be necessary and 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 2019/20 is hereby amended as follows as per Exhibit A to this resolution.

**SECTION 2.**

The City of Goleta Salary Schedule and Classification Plan included herein as Exhibit B and Exhibit C, respectively, for Fiscal Year 2019/20

and Fiscal Year 2020/21 is amended to include modified classification specifications for the Engineering Series and other positions, and title change from Senior Project Manager to Principal Project Manager is hereby approved and adopted to supersede any prior Salary Schedule and Classification Plan.

**SECTION 3.**

The City of Goleta Schedule of Authorized Positions for Fiscal Year 2019/20 and Fiscal Year 2020/21 included herein as Exhibit D is hereby approved and adopted to supersede any prior schedule of authorized positions.

**SECTION 4.**

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 3<sup>rd</sup> day of December, 2019.

\_\_\_\_\_  
PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
DEBORAH S. LOPEZ  
CITY CLERK

\_\_\_\_\_  
MICHAEL JENKINS  
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. 19-\_\_\_\_ was duly adopted  
by the City Council of the City of Goleta at a regular meeting held on the 3<sup>rd</sup> day  
of December, 2019, by the following vote of the Council:

AYES:       COUNCILMEMBERS

NOES:       COUNCILMEMBERS

ABSENT:     COUNCILMEMBERS

(SEAL)

\_\_\_\_\_  
DEBORAH S. LOPEZ  
CITY CLERK



Schedule of FY 2019/20  
1st QTR Adjustments - Revenues

Exhibit A

Program/Project Name	Fund	Account Code	Requests	Account Name	FY 2019/20 Current Budget	FY 2019/20 Actuals	FY 2019/20 Balance	Type of Request	FY 2019/20 Amended Budget	FY 2019/20 Adjusted Budget Balance
Storke Road Medians	206	4-9062-220	(207,220.00)	Grant Proceeds	345,600.00	-	345,600.00	Clean-up	138,380.00	138,380.00
Fairview Ave Sidewalk Infill at Stow Canyon Rd	206	4-9060-220	(8,000.00)	Grant Proceeds-Fview Sdwk Sto	74,416.00	-	74,416.00	Clean-up	66,416.00	66,416.00
Solid Waste & Environmental	211	4-5900-605	148,000.00	Miscellaneous Revenue	-	148,000.00	(148,000.00)	Clean-up	148,000.00	-
Library - Solvang	214	4-1720-226	5,871.91	Payment From Other Cities	178,983.00	184,854.83	(5,871.83)	Clean-up	184,854.91	0.08
Non-Departmental	229	4-8500-401	43,740.00	Interest Income	13,260.00	19,120.96	(5,860.96)	Clean-up	57,000.00	37,879.04
Non-Departmental	229	4-8500-713	(279,699.00)	Fire DIF	366,729.00	27,150.81	339,578.19	Clean-up	87,030.00	59,879.19
Non-Departmental	302	4-8500-220	30,947.62	Public Safety Grant	125,000.00	55,947.62	69,052.38	Clean-up	155,947.62	100,000.00
Non-Departmental	402	4-8500-222	11,172.20	CDBG	263,905.67	-	263,905.67	Clean-up	275,077.87	275,077.87
Non-Departmental	501	4-8500-190	25,300.00	Library Special Tax	287,200.00	-	287,200.00	Clean-up	312,500.00	312,500.00
Non-Departmental	502	4-8500-195	24,300.00	Street Light Assessments	283,000.00	-	283,000.00	Clean-up	307,300.00	307,300.00

Program/Project Name	Fund	Account Code	Appropriation Requests	Account Name	FY 2019/20 Current Budget	FY 2019/20 Actuals	FY 2019/20 Encumbrance	FY 2019/20 Balance	Type of Request	FY 2019/20 Amended Budget	FY 2019/20 Adjusted Budget Balance
City Attorney	101	5-1400-503	160,000.00	Prof Svcs - Special Legal	250,000.00	95,688.96	82,620.48	71,690.56	New	410,000.00	231,690.56
Support Services	101	5-1600-203	3,925.00	Other Charges	12,700.00	2,234.35	-	10,465.65	New	16,625.00	14,390.65
Support Services	101	5-1600-402	10,300.00	Maintenance - Facilities	163,503.51	9,044.84	24,412.67	130,046.00	Clean-up	173,803.51	140,346.00
Support Services	101	5-1600-407	19,480.00	Maintenance - Computers	233,209.00	102,302.88	43,687.35	87,218.77	New	252,689.00	106,698.77
Support Services	101	5-1600-707	1,937.54	Computer Technology	85,000.00	-	15,461.25	69,538.75	New	86,937.54	71,476.29
Current Planning	101	5-4100-064	1,440.00	Bilingual Allowance	-	120.00	-	(120.00)	New	1,440.00	"Growth" amount for FY1
Current Planning	101	5-4100-550	30,000.00	Contract Services	-	-	-	-	New	30,000.00	30,000.00
Building & Safety	101	5-4200-554	50,000.00	Contract Svcs - Building	350,000.00	102,667.89	177,332.11	70,000.00	Clean-up	400,000.00	120,000.00
Building & Safety	101	5-4200-555	20,000.00	Contract Svcs - Bldg Plan Ck	140,000.00	23,638.30	116,361.70	-	Clean-up	160,000.00	20,000.00
Advance Planning	101	5-4300-115	1,764.50	Printing & Copying	13,500.00	3,481.61	-	10,018.39	New	15,264.50	11,782.89
Advance Planning	101	5-4300-500	30,000.00	Professional Services	612,020.70	14,414.75	444,992.47	152,613.48	New	642,020.70	182,613.48
Engineering Services	101	5-5200-112	1,000.00	Uniforms & Safety Equip	600.00	-	-	600.00	New	1,600.00	1,600.00
Parks & Open Space	101	5-5400-403	19,609.00	Maintenance - Parks	259,746.00	38,713.50	204,261.33	16,771.17	New	279,355.00	36,380.17
Parks & Open Space	101	5-5400-403	30,000.00	Maintenance - Parks	259,746.00	38,713.50	204,261.33	16,771.17	New	289,746.00	46,771.17
Parks & Open Space	101	5-5400-500	11,000.00	Professional Services	217,276.12	487.00	203,589.12	13,200.00	New	228,276.12	24,200.00

Program/Project Name	Fund	Account Code	Appropriation Requests	Account Name	FY 2019/20 Current Budget	FY 2019/20 Actuals	FY 2019/20 Encumbrance	FY 2019/20 Balance	Type of Request	FY 2019/20 Amended Budget	FY 2019/20 Adjusted Budget Balance
Street Maintenance Program	101	5-5800-111	7,200.00	Special Department Supplies	46,000.00	5,750.98	35,624.58	4,624.44	New	53,200.00	11,824.44
Street Maintenance Program	101	5-5800-112	700.00	Uniforms & Safety Equip	5,500.00	401.59	1,598.41	3,500.00	New	6,200.00	4,200.00
Street Maintenance Program	101	5-5800-405	15,302.60	Maintenance - Median Islands	15,302.60	-	15,302.60	-	Clean-up	30,605.20	15,302.60
Neighborhood Services	101	5-6100-002	(32,500.00)	Part Time Salaries	139,900.00	17,211.52	-	122,688.48	Clean-up	107,400.00	90,188.48
Neighborhood Services	101	5-6100-401	6,640.00	Maintenance - Cleanup	-	-	-	-	New	6,640.00	6,640.00
San Jose Creek Channel Repair	101	5-9009-705	45,000.00	CIP - Capital Outlay	-	-	-	-	New	45,000.00	45,000.00
San Jose Creek Channel Repair	101	5-9009-706	100,000.00	CIP - Services	30,000.00	12,317.47	17,508.00	174.53	New	130,000.00	100,174.53
Fairview Ave Sidewalk Infill at Stow Canyon Rd	206	5-9060-706	(8,000.00)	CIP - Services	8,000.00	-	-	8,000.00	Clean-up	-	-
Library - Goleta	208	5-1700-407	6,590.00	Maintenance - Computers	11,600.00	3,277.00	-	8,323.00	New	18,190.00	14,913.00
Solid Waste & Environmental	211	5-5900-112	800.00	Uniform & Safety Equip	-	-	-	-	New	800.00	800.00
Police Services	212	5-7100-223	33,244.42	Support to Other Agencies	115,212.47	-	115,212.47	-		148,456.89	33,244.42
Police Services	302	5-7100-550	31,282.83	Contract Svcs - Other	125,000.00	125,000.00	-	-	Clean-up	156,282.83	31,282.83
Library - Goleta	501	5-1700-103	750.00	Training	750.00	750.00	-	-	Clean-up	1,500.00	750.00
Goleta Community Center Improvements	402	5-9067-706	11,172.20	CIP - Services	90,584.00	-	-	90,584.00	Clean-up	101,756.20	101,756.20

**CITY OF GOLETA, CALIFORNIA  
SALARY SCHEDULE FY 2019-20**

CLASSIFICATION TITLE	GRADE NO.	EMPLOYMENT CATGY./FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Hall Receptionist	100	M - NE	HOURLY	18.78	19.72	20.71	21.74	22.83	23.97
			BI-WEEKLY	1,503	1,578	1,657	1,739	1,826	1,918
			MONTHLY	3,255	3,418	3,589	3,769	3,957	4,155
			ANNUAL	39,066	41,019	43,070	45,223	47,484	49,859
Maintenance Worker I	101	M - NE	HOURLY	19.91	20.90	21.95	23.05	24.20	25.41
Records Technician/Recording Clerk		M - NE	BI-WEEKLY	1,593	1,672	1,756	1,844	1,936	2,033
Library Assistant I		M - NE	MONTHLY	3,451	3,623	3,804	3,995	4,194	4,404
			ANNUAL	41,409	43,480	45,654	47,937	50,333	52,850
Maintenance Worker II	102	M - NE	HOURLY	21.30	22.37	23.49	24.66	25.89	27.19
Office Specialist		M - NE	BI-WEEKLY	1,704	1,789	1,879	1,973	2,071	2,175
Library Assistant II		M - NE	MONTHLY	3,692	3,877	4,071	4,274	4,488	4,712
			ANNUAL	44,308	46,524	48,850	51,292	53,857	56,550
Senior Office Specialist	103	M - NE	HOURLY	22.79	23.93	25.13	26.39	27.71	29.09
Library Technician		M - NE	BI-WEEKLY	1,823	1,915	2,010	2,111	2,216	2,327
			MONTHLY	3,951	4,148	4,356	4,574	4,802	5,042
			ANNUAL	47,410	49,780	52,269	54,883	57,627	60,508
Accounting Specialist	104	M - NE	HOURLY	24.62	25.85	27.14	28.50	29.92	31.42
Permit Technician		M - NE	BI-WEEKLY	1,969	2,068	2,171	2,280	2,394	2,513
Senior Library Technician		C - E	MONTHLY	4,267	4,480	4,704	4,939	5,186	5,446
Facilities Maintenance Technician		M - NE	ANNUAL	51,202	53,763	56,451	59,273	62,237	65,349
Administrative Assistant	105	M - NE	HOURLY	26.59	27.92	29.31	30.78	32.32	33.93
Lead Maintenance Worker		M - NE	BI-WEEKLY	2,127	2,233	2,345	2,462	2,585	2,714
Public Affairs Assistant		M - NE	MONTHLY	4,608	4,839	5,081	5,335	5,601	5,881
Librarian I		M - NE	ANNUAL	55,299	58,064	60,967	64,015	67,216	70,577
Assistant Engineering Technician		M - NE							
Public Works Supervisor	106	M - NE	HOURLY	28.71	30.15	31.66	33.24	34.90	36.65
Librarian II		M - NE	BI-WEEKLY	2,297	2,412	2,532	2,659	2,792	2,932
Associate Engineering Technician		M - NE	MONTHLY	4,977	5,226	5,487	5,761	6,049	6,352
			ANNUAL	59,723	62,709	65,844	69,136	72,593	76,223
Assistant Planner	107	M - NE	HOURLY	31.01	32.56	34.19	35.90	37.69	39.58
Legal Office Assistant		C - NE	BI-WEEKLY	2,481	2,605	2,735	2,872	3,015	3,166
Management Assistant		C - NE	MONTHLY	5,375	5,644	5,926	6,222	6,533	6,860
Senior Engineering Technician		M - NE	ANNUAL	64,500	67,725	71,112	74,667	78,401	82,321
Accountant	108	C - NE	HOURLY	33.49	35.17	36.92	38.77	40.71	42.74
Budget Analyst		C - NE	BI-WEEKLY	2,679	2,813	2,954	3,102	3,257	3,419
Code Compliance Officer		M - NE	MONTHLY	5,805	6,095	6,400	6,720	7,056	7,409
Deputy City Clerk		C - E	ANNUAL	69,660	73,143	76,801	80,641	84,673	88,906
Executive Assistant		C - E							
Public Works Inspector		M - NE							
Emergency Services Coordinator	109	T/P - NE	HOURLY	36.17	37.98	39.88	41.87	43.96	46.16
Human Resources Analyst		C - E	BI-WEEKLY	2,894	3,038	3,190	3,350	3,517	3,693
Management Analyst		C - E	MONTHLY	6,269	6,583	6,912	7,258	7,621	8,002
			ANNUAL	75,233	78,995	82,945	87,092	91,446	96,019
Assistant Engineer	110	T/P - NE	HOURLY	39.06	41.02	43.07	45.22	47.48	49.86
Associate Planner		T/P - NE	BI-WEEKLY	3,125	3,281	3,445	3,618	3,799	3,988
Senior Legal Analyst		C - E	MONTHLY	6,771	7,110	7,465	7,838	8,230	8,642
			ANNUAL	81,252	85,314	89,580	94,059	98,762	103,700
Associate Engineer*	111	T/P - NE	HOURLY	42.19	44.30	46.51	48.84	51.28	53.84
Supervising Librarian		C - E	BI-WEEKLY	3,375	3,544	3,721	3,907	4,102	4,308
			MONTHLY	7,313	7,678	8,062	8,465	8,889	9,333
			ANNUAL	87,752	92,140	96,747	101,584	106,663	111,996
Environmental Services Coordinator	112	M/M - E	HOURLY	45.56	47.84	50.23	52.75	55.38	58.15
Senior Management Analyst		C - E	BI-WEEKLY	3,645	3,827	4,019	4,220	4,431	4,652
Project Manager		C - E	MONTHLY	7,898	8,293	8,707	9,143	9,600	10,080
Public Information Officer		T/P - E	ANNUAL	94,772	99,511	104,486	109,711	115,196	120,956
Senior Planner		T/P - E							
Sustainability Coordinator		M/M - E							

Confidential  
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Executive Management

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**CITY OF GOLETA, CALIFORNIA  
SALARY SCHEDULE FY 2019-20**

CLASSIFICATION TITLE	GRADE EMPLOYMENT NO.	CATGY./FLSA							
				STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Accounting Manager	113	C - E	HOURLY	49.66	52.15	54.75	57.49	60.37	63.39
Community Relations Manager		C - E	BI-WEEKLY	3,973	4,172	4,380	4,599	4,829	5,071
Economic Development Coord.		C - E	MONTHLY	8,608	9,039	9,491	9,965	10,464	10,987
HR / Risk Manager		C - E	ANNUAL	103,302	108,467	113,890	119,585	125,564	131,842
Parks and Recreation Manager		M/M - E							
Library Services Manager		M/M - E							
Assistant to the City Manager		C - E							
Senior Engineer**		T/P - E							
Deputy City Attorney	114	C - E	HOURLY	54.13	56.84	59.68	62.67	65.80	69.09
Supervising Senior Planner		M/M - E	BI-WEEKLY	4,331	4,547	4,775	5,013	5,264	5,527
Traffic Engineer		T/P - E	MONTHLY	9,383	9,852	10,345	10,862	11,405	11,976
			ANNUAL	112,599	118,229	124,140	130,347	136,865	143,708
City Clerk	115	EM - E	HOURLY	59.01	61.96	65.05	68.31	71.72	75.31
Planning Manager		M/M - E	BI-WEEKLY	4,720	4,957	5,204	5,465	5,738	6,025
Principal Civil Engineer		M/M - E	MONTHLY	10,228	10,739	11,276	11,840	12,432	13,053
Public Works Manager		M/M - E	ANNUAL	122,733	128,869	135,313	142,078	149,182	156,642
Senior Project Manager		T/P - E							
Parks and Open Space Manager		M/M - E							
Deputy Public Works Director	116	M/M - E	HOURLY	64.32	67.53	70.91	74.45	78.18	82.09
			BI-WEEKLY	5,145	5,403	5,673	5,956	6,254	6,567
			MONTHLY	11,148	11,706	12,291	12,905	13,551	14,228
			ANNUAL	133,779	140,468	147,491	154,866	162,609	170,739
Assistant City Attorney	117	EM - E	HOURLY	70.11	73.61	77.29	81.16	85.21	89.47
Finance Director		EM - E	BI-WEEKLY	5,608	5,889	6,183	6,492	6,817	7,158
Planning Director		EM - E	MONTHLY	12,152	12,759	13,397	14,067	14,770	15,509
Neighborhood Services and Public Safety Director		EM - E	ANNUAL	145,819	153,110	160,765	168,803	177,244	186,106
Library Director		EM - E							
Public Works Director***	118	EM - E	HOURLY	76.41	80.24	84.25	88.46	92.88	97.53
			BI-WEEKLY	6,113	6,419	6,740	7,077	7,431	7,802
			MONTHLY	13,245	13,907	14,603	15,333	16,100	16,905
			ANNUAL	158,942	166,890	175,234	183,996	193,196	202,855
Assistant City Manager	119	EM - E	HOURLY	80.24	84.25	88.46	92.88	97.53	102.40
			BI-WEEKLY	6,419	6,740	7,077	7,431	7,802	8,192
			MONTHLY	13,907	14,603	15,333	16,100	16,905	17,750
			ANNUAL	166,890	175,234	183,996	193,196	202,855	212,998

\*If certified as an Engineer-in-Training (EIT) in the State of California, this position will receive a 5% pay differential at each step.

\*\*If registered as Civil Engineer in the State of California, this position will receive a 5% pay differential at each step.

\*\*\*If also serving as City Engineer, this position will receive a 5% pay differential at each step.

**Fair Labor Standards Act Classification**

Confidential	NE =	Non Exempt from overtime
Miscellaneous	E =	Exempt from overtime
Technical/Professional		
Mid-Management		
Executive Management		

**CITY OF GOLETA, CALIFORNIA  
SALARY SCHEDULE FY 2019-20**

CLASSIFICATION TITLE	GRADE NO.	EMPLOYMENT CATGY./FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Hall Receptionist	100	M - NE	HOURLY	19.34	20.31	21.33	22.39	23.51	24.69
			BI-WEEKLY	1,548	1,625	1,706	1,792	1,881	1,975
			MONTHLY	3,353	3,521	3,697	3,882	4,076	4,280
			ANNUAL	40,237	42,249	44,362	46,580	48,909	51,354
Maintenance Worker I	101	M - NE	HOURLY	20.51	21.53	22.61	23.74	24.92	26.17
Records Technician/Recording Clerk		M - NE	BI-WEEKLY	1,640	1,722	1,809	1,899	1,994	2,094
Library Assistant I		M - NE	MONTHLY	3,554	3,732	3,919	4,115	4,320	4,536
			ANNUAL	42,652	44,784	47,024	49,375	51,843	54,436
Maintenance Worker II	102	M - NE	HOURLY	21.94	23.04	24.19	25.40	26.67	28.00
Office Specialist		M - NE	BI-WEEKLY	1,755	1,843	1,935	2,032	2,134	2,240
Library Assistant II		M - NE	MONTHLY	3,803	3,993	4,193	4,403	4,623	4,854
			ANNUAL	45,637	47,919	50,315	52,831	55,472	58,246
Senior Office Specialist	103	M - NE	HOURLY	23.48	24.65	25.88	27.18	28.54	29.96
Library Technician			BI-WEEKLY	1,878	1,972	2,071	2,174	2,283	2,397
			MONTHLY	4,069	4,273	4,486	4,711	4,946	5,194
			ANNUAL	48,832	51,274	53,837	56,529	59,356	62,323
Accounting Specialist	104	M - NE	HOURLY	25.36	26.62	27.95	29.35	30.82	32.36
Permit Technician		M - NE	BI-WEEKLY	2,028	2,130	2,236	2,348	2,466	2,589
Senior Library Technician		C - E	MONTHLY	4,395	4,615	4,845	5,088	5,342	5,609
Facilities Maintenance Technician		M - NE	ANNUAL	52,739	55,375	58,144	61,051	64,104	67,309
Administrative Assistant	105	M - NE	HOURLY	27.38	28.75	30.19	31.70	33.28	34.95
Lead Maintenance Worker		M - NE	BI-WEEKLY	2,191	2,300	2,415	2,536	2,663	2,796
Public Affairs Assistant		M - NE	MONTHLY	4,746	4,984	5,233	5,495	5,769	6,058
Librarian I		M - NE	ANNUAL	56,958	59,805	62,796	65,936	69,232	72,694
Assistant Engineering Technician		M - NE							
Public Works Supervisor	106	M - NE	HOURLY	29.57	31.05	32.61	34.24	35.95	37.74
Librarian II		M - NE	BI-WEEKLY	2,366	2,484	2,608	2,739	2,876	3,020
Associate Engineering Technician		M - NE	MONTHLY	5,126	5,382	5,652	5,934	6,231	6,542
			ANNUAL	61,514	64,590	67,819	71,210	74,771	78,509
Assistant Planner	107	M - NE	HOURLY	31.94	33.54	35.21	36.97	38.82	40.76
Legal Office Assistant		C - NE	BI-WEEKLY	2,555	2,683	2,817	2,958	3,106	3,261
Management Assistant		C - NE	MONTHLY	5,536	5,813	6,104	6,409	6,729	7,066
Senior Engineering Technician		M - NE	ANNUAL	66,435	69,757	73,245	76,907	80,753	84,790
Accountant	108	C - NE	HOURLY	34.50	36.22	38.03	39.93	41.93	44.03
Budget Analyst		C - NE	BI-WEEKLY	2,760	2,898	3,042	3,195	3,354	3,522
Code Compliance Officer		M - NE	MONTHLY	5,979	6,278	6,592	6,922	7,268	7,631
Deputy City Clerk		C - E	ANNUAL	71,750	75,338	79,105	83,060	87,213	91,573
Executive Assistant		C - E							
Public Works Inspector		M - NE							
Emergency Services Coordinator	109	T/P - NE	HOURLY	37.25	39.12	41.07	43.13	45.28	47.55
Human Resources Analyst		C - E	BI-WEEKLY	2,980	3,129	3,286	3,450	3,623	3,804
Management Analyst		C - E	MONTHLY	6,458	6,780	7,119	7,475	7,849	8,242
		C - E	ANNUAL	77,490	81,365	85,433	89,705	94,190	98,899
Assistant Engineer*	110	T/P - NE	HOURLY	40.24	42.25	44.36	46.58	48.91	51.35
Associate Planner		T/P - NE	BI-WEEKLY	3,219	3,380	3,549	3,726	3,913	4,108
Senior Legal Analyst		C - E	MONTHLY	6,974	7,323	7,689	8,073	8,477	8,901
			ANNUAL	83,689	87,874	92,268	96,881	101,725	106,811
Associate Engineer**	111	T/P - NE	HOURLY	43.45	45.63	47.91	50.30	52.82	55.46
Supervising Librarian		C - E	BI-WEEKLY	3,476	3,650	3,833	4,024	4,226	4,437
			MONTHLY	7,532	7,909	8,304	8,719	9,155	9,613
			ANNUAL	90,385	94,904	99,649	104,631	109,863	115,356
Environmental Services Coordinator	112	M/M - E	HOURLY	46.93	49.28	51.74	54.33	57.04	59.90
Senior Management Analyst		C - E	BI-WEEKLY	3,754	3,942	4,139	4,346	4,564	4,792
Project Manager		T/P - E	MONTHLY	8,135	8,541	8,968	9,417	9,888	10,382
Public Information Officer		C - E	ANNUAL	97,615	102,496	107,621	113,002	118,652	124,585
Senior Planner		T/P - E							
Sustainability Coordinator		M/M - E							

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**CITY OF GOLETA, CALIFORNIA  
SALARY SCHEDULE FY 2019-20**

CLASSIFICATION TITLE	GRADE EMPLOYMENT			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
	NO.	CATGY./FLSA							
Accounting Manager	113	C - E	HOURLY	51.15	53.71	56.40	59.22	62.18	65.29
Community Relations Manager		C - E	BI-WEEKLY	4,092	4,297	4,512	4,737	4,974	5,223
Economic Development Coord.		C - E	MONTHLY	8,867	9,310	9,776	10,264	10,778	11,316
HR / Risk Manager		C - E	ANNUAL	106,401	111,721	117,307	123,172	129,331	135,797
Parks and Recreation Manager		M/M - E							
Library Services Manager		M/M - E							
Assistant to the City Manager		C - E							
Senior Engineer**		T/P - E							
Deputy City Attorney	114	C - E	HOURLY	55.76	58.55	61.47	64.55	67.77	71.16
Supervising Senior Planner		M/M - E	BI-WEEKLY	4,461	4,684	4,918	5,164	5,422	5,693
Traffic Engineer		T/P - E	MONTHLY	9,665	10,148	10,655	11,188	11,748	12,335
			ANNUAL	115,977	121,776	127,864	134,258	140,971	148,019
City Clerk	115	EM - E	HOURLY	60.78	63.82	67.01	70.36	73.87	77.57
Planning Manager		M/M - E	BI-WEEKLY	4,862	5,105	5,360	5,628	5,910	6,205
Principal Civil Engineer		M/M - E	MONTHLY	10,535	11,061	11,614	12,195	12,805	13,445
Public Works Manager		M/M - E	ANNUAL	126,415	132,735	139,372	146,341	153,658	161,341
Senior Project Manager		T/P - E							
Parks and Open Space Manager		M/M - E							
Deputy Public Works Director	116	M/M - E	HOURLY	66.25	69.56	73.04	76.69	80.52	84.55
			BI-WEEKLY	5,300	5,565	5,843	6,135	6,442	6,764
			MONTHLY	11,483	12,057	12,660	13,293	13,957	14,655
			ANNUAL	137,792	144,682	151,916	159,511	167,487	175,861
Assistant City Attorney	117	EM - E	HOURLY	72.21	75.82	79.61	83.59	87.77	92.16
Finance Director		EM - E	BI-WEEKLY	5,777	6,065	6,369	6,687	7,022	7,373
Planning Director		EM - E	MONTHLY	12,516	13,142	13,799	14,489	15,213	15,974
Neighborhood Services and Public Safety Directo		EM - E	ANNUAL	150,193	157,703	165,588	173,868	182,561	191,689
Library Director		EM - E							
Public Works Director***	118	EM - E	HOURLY	78.71	82.64	86.77	91.11	95.67	100.45
			BI-WEEKLY	6,297	6,611	6,942	7,289	7,654	8,036
			MONTHLY	13,643	14,325	15,041	15,793	16,583	17,412
			ANNUAL	163,711	171,896	180,491	189,516	198,991	208,941
Assistant City Manager	119	EM - E	HOURLY	82.64	86.77	91.11	95.67	100.45	105.47
			BI-WEEKLY	6,611	6,942	7,289	7,654	8,036	8,438
			MONTHLY	14,325	15,041	15,793	16,583	17,412	18,282
			ANNUAL	171,896	180,491	189,516	198,991	208,941	219,388

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## CITY OF GOLETA, CALIFORNIA ASSISTANT ENGINEERING TECHNICIAN

### ***\*\*New Classification\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs a variety of sub-professional and complex technical engineering work in support of the City's engineering (land development), capital improvement, and/or traffic management programs; prepares maps, plans, and drawings; provides information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; and maintains a variety of files.

### **CLASS CHARACTERISTICS**

This is the entry level class in the Engineering Technician series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Engineering Technician level and exercise limited independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee is expected to perform with more independence and responsibility.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Performs a variety of sub-professional and complex technical office and field engineering work in support of the Public Works Department's engineering services, activities, and functions.
2. Prepares technical drawings and related maps reflecting topography, drainage, rights-of-way, structures, utility lines and related information; reviews drawings, maps, and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; tabulates and plots information to City base maps; maintains, records and updates all engineering drawings and maps.
3. Provides phone and counter support; answers questions and provides technical information and assistance to contractors, developers, engineers, and the general public on engineering services and activities; researches maps and records; ensures issues are resolved in a timely and efficient manner.
4. Reviews various drawings, maps and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; revises standard drawings and makes recommendations concerning the revisions.
5. Conducts and participates in field surveys including surveys of property and public works construction; measures distance and establishes relative elevations; prepares related drawings from field notes.

6. Verifies locations of utilities, easements, and property lines on City engineering plans and maps; performs right-of-way research using county record information.
7. Uses computer equipment including spreadsheets, database, and word processing software to generate engineering reports; provides staff support for the department's graphic needs using PowerPoint, Photoshop, AutoCAD and GIS.
8. Maintains a variety of engineering files, databases, records, and maps for assigned functions.
9. Performs related duties as required.

**When assigned to Capitol Improvement Program:**

- Participates in preparing plans and specifications related to construction and maintenance projects according to City, state, and federal guidelines; assists in preparing project cost estimates, quantity calculations, and materials costs.
- Participates in preparing various federal funding documents.
- Participates in meetings with various permitting agencies and funding agencies; participates in audits.
- Assists in the preparation of construction quantity calculations, pay estimates, and collection of field measurements for pay quantities.
- Provides support in review of certified payroll, federal project interviews, related documentation preparation, and provides assistance in enforcement actions.
- Assists in field inspections and the preparation of inspector's daily reports, time and materials documentation, and related notes and calculations.
- Assists Engineers in the preparation of contract change orders, task orders, additional work authorizations, council reports, and presentations.
- Assists in preparation of the annual Capital Improvement Plan and related documents.
- Coordinates duplication of plans, specifications and other documents.

**When assigned to Land Development:**

- Assists in the preparation of Conditions of Development for various projects; coordinates preparations with other divisions and departments; attends related meetings; makes presentations; prepares exhibits for Planning Commission and City Council consideration.
- Reviews plans and requests for various permits; approves permit applications; calculates fees; completes necessary paperwork; issues permits; processes and issues excavation and encroachment permits for street, wastewater, right-of-way, and drainage projects.

**When assigned to Traffic Engineering:**

- Conducts a variety of traffic studies which may include observing traffic patterns, taking traffic counts, radar and analyzing traffic flow; makes recommendations regarding signals, signs, pedestrian crossings, and other traffic regulatory devices; prepares work orders for ~~52~~

installation, removal, and/or maintenance of street lights, signs and striping; reviews traffic collision reports and analyzes high collision locations.

- Provides staff support related to transit issues; educates the general public on use of the City transit system; serves as liaison between bus/taxi dispatchers and riders; answers questions as necessary.
- Reports street light outages and malfunctions; conducts city-wide field survey of street lights as necessary

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

- Graduation from high school or equivalent supplemented by college level coursework in engineering or a related field.

#### **Experience:**

- Some technical engineering experience is desirable.

#### **License or Certificate:**

- Possession of a valid California driver's license at a level appropriate to the equipment operated.
- Some Traffic positions require possession of, or ability to obtain within six months of employment, Radar Certification.

### **Knowledge and Abilities**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles, practices and terminology used in civil engineering, surveying, drafting, mapping, design, and construction
- Arithmetic, geometry, trigonometry and basic statistics.
- Principles and practices of civil engineering.
- Principles of traffic engineering.
- Materials, methods and equipment used in construction of public works structures and facilities.

- Principles of construction surveying and inspection; securing compliance with plans and specifications.
- Methods and practices of public works inspection.
- Modern surveying and instruments, methods and techniques.
- Computers and computer aided drafting and design systems.
- Work area traffic control and standard safety requirements, procedures and precautions; legal and defensive driving practices.

Ability to:

- Analyze and interpret plans, specifications, ordinances, survey notes, and a variety of statistics and graphs; review estimates.
- Conduct studies; prepare clear and accurate general and technical reports.
- Read, interpret and carry out written instructions.
- Maintain complete and accurate engineering records and files.
- Plan, organize and carry out research; prepare accurate drawings from field notes; make engineering calculations and accurate computations.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: December 3, 2019

Date Revised:

## CITY OF GOLETA, CALIFORNIA ASSOCIATE ENGINEERING TECHNICIAN

### ***\*\*New Classification\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs a variety of sub-professional and complex technical engineering work in support of the City's engineering (land development), capital improvement, and/or traffic management programs; prepares maps, plans, and drawings; provides information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; and maintains a variety of files.

### **CLASS CHARACTERISTICS**

This is the full journey level in the Engineering Technician series. Employees within this class are distinguished from the Assistant Engineering Technician I by the demonstrated ability to perform a variety of technical engineering duties, greater independence with which the incumbent is expected to work, and the increased exercise of judgment and initiative expected in the performance of duties. Positions at this level may provide instruction and assistance to lower level Engineering Technicians.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Performs a variety of sub-professional and complex technical office and field engineering work in support of the Public Works Department's engineering services, activities, and functions.
2. Prepares technical drawings and related maps reflecting topography, drainage, rights-of-way, structures, utility lines and related information; reviews drawings, maps, and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; tabulates and plots information to City base maps; maintains, records and updates all engineering drawings and maps.
3. Provides phone and counter support; answers questions and provides technical information and assistance to contractors, developers, engineers, and the general public on engineering services and activities; researches maps and records; ensures issues are resolved in a timely and efficient manner.
4. Reviews various drawings, maps and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; revises standard drawings and makes recommendations concerning the revisions.
5. Conducts and participates in field surveys including surveys of property and public works construction; measures distance and establishes relative elevations; prepares related drawings from field notes.



6. Verifies locations of utilities, easements, and property lines on City engineering plans and maps; performs right-of-way research using county record information.
7. Uses computer equipment including spreadsheets, database, and word processing software to generate engineering reports; provides staff support for the department's graphic needs using PowerPoint, Photoshop, AutoCAD and GIS.
8. Maintains a variety of engineering files, databases, records, and maps for assigned functions.
9. Performs related duties as required.

**When assigned to Capital Improvement Program:**

- Participates in preparing plans and specifications related to construction and maintenance projects according to City, state, and federal guidelines; assists in preparing project cost estimates, quantity calculations, and materials costs.
- Participates in preparing various federal funding documents.
- Participates in meetings with various permitting agencies and funding agencies; participates in audits.
- Assists in the preparation of construction quantity calculations, pay estimates, and collection of field measurements for pay quantities.
- Provides support in review of certified payroll, federal project interviews, related documentation preparation, and provides assistance in enforcement actions.
- Assists in field inspections and the preparation of inspector's daily reports, time and materials documentation, and related notes and calculations.
- Assists Engineers in the preparation of contract change orders, task orders, additional work authorizations, council reports, and presentations.
- Assists in preparation of the annual Capital Improvement Plan and related documents.
- Coordinates duplication of plans, specifications and other documents.

**When assigned to Land Development:**

- Assists in the preparation of Conditions of Development for various projects; coordinates preparations with other divisions and departments; attends related meetings; makes presentations; prepares exhibits for Planning Commission and City Council consideration.
- Reviews plans and requests for various permits; approves permit applications; calculates fees; completes necessary paperwork; issues permits; processes and issues excavation and encroachment permits for street, wastewater, right-of-way, and drainage projects.

**When assigned to Traffic Engineering:**

- Conducts a variety of traffic studies which may include observing traffic patterns, taking traffic counts, radar and analyzing traffic flow; makes recommendations regarding signals, signs, pedestrian crossings, and other traffic regulatory devices; prepares work orders for the installation, removal, and/or maintenance of street lights, signs and striping; reviews traffic

collision reports and analyzes high collision locations.

- Provides staff support related to transit issues; educates the general public on use of the City transit system; serves as liaison between bus/taxi dispatchers and riders; answers questions as necessary.
- Reports street light outages and malfunctions; conducts city-wide field survey of street lights as necessary

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

- Graduation from high school or equivalent supplemented by college level coursework in engineering or a related field.

#### **Experience:**

- Two years of increasingly responsible technical engineering experience comparable to an Assistant Engineering Technician with the City of Goleta.

#### **License or Certificate:**

- Possession of a valid California driver's license at a level appropriate to the equipment operated with a satisfactory driving record.
- Some Traffic positions require possession of, or ability to obtain within six months of employment or appointment to the Associate level, Radar Certification.

### **Knowledge and Abilities**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Principles, practices and terminology used in civil engineering, surveying, drafting, mapping, design, and construction
- Arithmetic, geometry, trigonometry and basic statistics.
- Principles and practices of civil engineering.
- Principles of traffic engineering.
- Materials, methods and equipment used in construction of public works structures and facilities.

- Principles of construction surveying and inspection; securing compliance with plans and specifications.
- Methods and practices of public works inspection.
- Modern surveying and instruments, methods and techniques.
- Computers and computer aided drafting and design systems.
- Work area traffic control and standard safety requirements, procedures and precautions; legal and defensive driving practices.

Ability to:

- Analyze and interpret plans, specifications, ordinances, survey notes, and a variety of statistics and graphs; review estimates.
- Conduct studies; prepare clear and accurate general and technical reports.
- Read, interpret and carry out written instructions.
- Maintain complete and accurate engineering records and files.
- Plan, organize and carry out research; prepare accurate drawings from field notes; make engineering calculations and accurate computations.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: December 3, 2019

Date Revised:

## **CITY OF GOLETA, CALIFORNIA** **ASSOCIATE PROJECT ENGINEER**

### ***\*\*Showing Changes\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

The purpose of this position is to support the City's Capital Improvement Program and Engineering Division. This is accomplished by assisting in contract administration; preparing technical and staff reports; assisting with master plans; monitoring outside funding sources; managing construction projects; reviewing development plans, storm water and drainage requirements, and grading plans; managing minor CIP Projects; assisting in the management of major CIP Projects; and attending trainings and seminars. Other duties include fulfilling administrative duties; and providing emergency support as needed.

### **CLASS CHARACTERISTICS**

This is the full journey level in the Engineering Series. Positions in this class are characterized by their ability to perform varied technical and professional project management duties in the office or field. Incumbents may exercise independent judgment, possess the level of knowledge required to perform a wide variety of engineering and project management support work, and perform duties in the absence of direct supervision. Associate Project Engineers are distinguished from the next higher level in the Project Engineer series by the complexity of responsibilities, scope, discretion, and independent judgment exercised in performing work.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Assists with contract administration by working with consultants and multi-disciplinary teams; monitoring and providing updates on multiple projects; checking, reviewing, and providing comments on engineering designs, reports, plans, specifications, and cost estimates; coordinating consultants interactions with permitting agencies and special districts; and preparing consultant and vendor contracts and agreements.
2. Manages minor CIP Projects and assists major CIP Projects by assisting in the preparation of Project Initiation Documents, project budgets and schedules, and overseeing each project phase; developing and preparing design plans and specifications, cost estimates, and schedules; collaborating with City staff; preparing public outreach communications; and coordinating with permitting agencies and special districts.
3. Reviews Development Plans, ensuring consistency with City standards as well as federal, state and local standards; assisting with the issuance of encroachment permits; coordinating with developer's consultants; and reviewing specifications related to Right-of-Way projects.

4. Manages construction projects by assisting in the preparation of Requests for Proposals and Qualifications forms; monitoring outside consultant's construction management documents; reviewing daily field reports; overseeing budgets, schedules, and change orders; and scheduling contractors.
5. Monitors outside funding sources by researching funding opportunities and deadlines; assisting in the preparation and submission of applications; maintaining accurate records of grant and funding source schedules, deadlines, and special requirements; and coordinating with local government agencies and other various organizations.
6. Assists in grant writing activities by researching available grants; preparing applications for City-projects; managing awarded grants; ensuring CEQA or NEPA compliance; maintaining appropriate records and ensuring required reporting is complete; monitoring budget and expenditures; and preparing and presenting required reports.
7. Prepares technical and staff reports; participates in the development of CIP Projects; researching and analyzing data and written material; preparing initial technical reports; collaborating with internal department staff in long-term planning and master plan preparation; and overseeing updates and transportation elements.
8. Maintains current licenses and certifications by attending trainings, seminars, and webinars; and participating in local, regional, and national professional organizations.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management, public administration or a related field.

#### **Experience:**

- Over three years up to and including five years of experience in public works, engineering or construction management, including contract administration, plan review and coordination of funding sources.

### **License or Certification**

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.
- Though not required, an incumbent registered as a Civil Engineer in the State of California is eligible for a 5% pay differential at each pay step of the classification.

## Knowledge and Abilities

### Knowledge of:

- Principles and practices of Civil Engineering.
- Pertinent Federal, State and Local laws, codes, and regulations.
- Basic principles and practices of project management.
- Methods, material and techniques used in the design and construction of public works projects.
- Principles of budget preparation and administration and capital project financing, particularly in a public agency.
- Preparation of grant reimbursement requests, particularly state and regional transportation funding procedures.
- CEQA and NEPA regulatory permitting processes associated with the design and construction of public works projects.
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS and computer aided drafting.
- Principles of cost estimating and contract administration.

### Ability to:

- Review plans, specifications, agreements, and contracts accurately.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Prepare and monitor project budgets.
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with City officials, employees, regulatory agencies, businesses, contractors and the public.
- Attend meetings of the City Council, the Planning Agency, and various other boards, commissions, committees and other public organizations.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: March 3, 2015

Date Revised: December 3, 2019





## CITY OF GOLETA, CALIFORNIA SENIOR ENGINEER

### ***\*\*New Classification\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Oversees and participates in the more complex and difficult work of internal and external staff responsible for professional and technical level engineering duties in support of the City's engineering services and activities; oversees and participates in reviewing and/or preparing plans, designs, and specifications of public works projects to ensure compliance with city codes, specifications, policies, and standards; serves as project manager on complex public works and capital projects; identifies, secures, and administers outside funding; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level and first line lead/supervisory level in the Engineering series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including providing functional and/or technical supervision to assigned internal and external professional and technical staff, and by the requirement of a Professional Engineer registration. A Senior Engineer reports to a Principal Civil Engineer or other management-level classification.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Supervises, plans, trains, and reviews the work of City staff and/or consultants responsible for performing professional and technical level engineering and inspection duties in support of the City's engineering services and activities; conducts and prepares performance evaluations for assigned employees.
2. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures. Prepares various grant applications and administers state and federal grants.
3. Verifies the work of assigned employees and consultants for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
4. Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; participates in the reviewing and selection of consultants; reviews plans and other documents prepared by consulting/engineering firms and evaluates their performance; ensures plan check comments are in accordance with engineering practices and City requirements advises regarding construction contract modifications and negotiates contract changes.
5. Oversees and participates in reviewing preliminary plans for future projects as necessary.

6. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.
7. Oversees and participates in preparing a variety of engineering reports, studies, and technical documentation and correspondence related to engineering projects and other specialized studies; utilizes specialized engineering applications, databases, programs, and graphics.
8. Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.
9. Identifies, secures, and administers outside funding for projects.
10. Attends and participates in professional group meetings; attends and makes presentations to City committees and commissions; stays abreast of new trends and innovations in the field of civil engineering design and construction management.
11. Performs related duties as required.

When Assigned to Capital Improvement Engineering:

1. Oversees and participates in preparing designs and specifications for assigned projects in streets, lighting, storm drainage, right-of-way, traffic, landscape, structures, and related areas; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; researches project design requirements; prepares estimates of time and material costs.
2. Initiates and conducts engineering studies to identify public works, road, drainage, traffic, right-of-way, structures; revises design and construction standards to improve methods, procedures and practices.
3. Serves as resident engineer for complex projects during construction; conducts or oversees field inspections of construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards; meets with contractors to resolve items of non-compliance; negotiates change orders; makes corrections or revisions to plans and provides input on conditions of approval; reviews and approves pay estimates; prepares project close-out documents.
4. Participates in preparing the 5-year capital improvement program for City Council approval.
5. Oversees and participates in performing survey work; prepares and reviews survey notes and calculations.
6. Prepares and reviews legal descriptions and maps.
7. Participates in acquiring permits from regulatory agencies and acquiring state and federal funding.

When Assigned to Land Development Engineering:

1. Oversees and participates in performing plan check, review, and processing of plans and specifications for land development projects affecting City grading, streets, lighting, storm drainage, rights-of-way, traffic, and related areas; ensures compliance with professional and City standards and practices; provides information and investigates complaints and service requests; coordinates reviews with other departments and agencies.
2. Oversees and participates in the reviewing and issuance of various permits including grading, encroachment, sewer connection, and special events permits; signs and approves improvement and grading plans and grading and encroachment permits of land development projects as necessary.
3. Oversees and participates in preparing Conditions of Development for various land development projects; coordinates conditions from other divisions, departments, and outside agencies.
4. Oversees and participates in reviewing and preparing legal descriptions of real property.

5. Reviews environmental assessments, environmental impact reports, tract and parcel maps, variances and conditional use permits to ensure compliance with appropriate engineering regulations.

## **QUALIFICATIONS GUIDELINES**

### Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

#### Experience:

- At least five years of experience in public works, engineering or construction management, including contract administration, plan review and coordination of funding sources.

#### License or Certification

- A valid certificate of registration as a Professional Engineer issued by the California Board for Professional Engineers and Land Surveyors is required at the time of appointment.
- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

### Knowledge and Abilities

#### Knowledge of:

- Principles and practices of modern municipal Civil Engineering design and construction.
- Pertinent Federal, State and Local laws, codes, and regulations.
- Principles and practices of project management and construction administration.
- Methods, material and techniques used in the design and construction of public works projects.
- Principles of budget preparation and administration and capital project financing, particularly in a public agency.
- Preparation of grant reimbursement requests, particularly state and regional transportation funding procedures.
- CEQA and NEPA regulatory permitting processes associated with the design and construction of public works projects.
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS and computer aided drafting.
- Principles of cost estimating and contract administration.
- Principles of supervision and training.

Ability to:

- Review plans, specifications, agreements, and contracts accurately.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Prepare and monitor project budgets.
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with City officials, employees, regulatory agencies, businesses, contractors and the public.
- Assist in the selection of professional planning and engineering consultants retained for the preparation of studies, reports and programs.
- Assist in the preparation of Requests for Proposals (RFPs) and the evaluation of responses to RFPs.
- Attend meetings of the City Council, the Planning Agency, and various other boards, commissions, committees and other public organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations.
- Plan, organize and execute assignments independently and within established deadlines.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner

with minimal direction.

- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: December 3, 2019

## CITY OF GOLETA, CALIFORNIA SENIOR ENGINEERING TECHNICIAN

### ***\*\*Showing Changes\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs a variety of complex sub-professional technical engineering work in support of the City's engineering (land development), capital improvement, and/or traffic management programs; prepares maps, plans, and drawings; provides information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; and maintains a variety of files.

~~performs complex sub-professional engineering work in the inspection, design, and construction of engineering projects in the field or office; assists other engineering staff in the performance of office and field engineering work; performs other duties as required.~~

### **CLASS CHARACTERISTICS**

This is the advanced journey level class in the Engineering Technician series. Positions at this level require demonstrated ability to independently perform the full range of the most complex subprofessional technical engineering duties and projects. Positions at this level may provide instruction and assistance to lower level Engineering Technicians.

~~Incumbents in this class are characterized by their ability to perform varied complex technical and sub-professional engineering duties and projects in the office or field. Incumbents exercise independent judgment from time to time, possess the level of knowledge required to perform complex engineering support work and perform duties in the absence of direct supervision.~~

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Performs a variety of complex sub-professional technical office and field engineering work in support of the Public Works Department's engineering services, activities, and functions.
2. Prepares technical drawings and related maps reflecting topography, drainage, rights-of-way, structures, utility lines and related information; reviews drawings, maps, and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; tabulates and plots information to City base maps; maintains, records and updates all engineering drawings and maps.
3. Provides phone and counter support; answers questions and provides technical information and assistance to contractors, developers, engineers, and the general public on engineering services and activities; researches maps and records; ensures issues are resolved in a timely and efficient manner.

4. Reviews various drawings, maps and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; revises standard drawings and makes recommendations concerning the revisions.
5. Conducts and participates in field surveys including surveys of property and public works construction; measures distance and establishes relative elevations; prepares related drawings from field notes.
6. Verifies locations of utilities, easements, and property lines on City engineering plans and maps; performs right-of-way research using county record information.
7. Uses computer equipment including spreadsheets, database, and word processing software to generate engineering reports; provides staff support for the department's graphic needs using PowerPoint, Photoshop, AutoCAD and GIS.
8. Maintains a variety of engineering files, databases, records, and maps for assigned functions.
9. Performs related duties as required.

**When assigned to Capital Improvement Program:**

- Participates in preparing plans and specifications related to construction and maintenance projects according to City, state, and federal guidelines; assists in preparing project cost estimates, quantity calculations, and materials costs.
- Participates in preparing various federal funding documents.
- Participates in meetings with various permitting agencies and funding agencies; participates in audits.
- Assists in the preparation of construction quantity calculations, pay estimates, and collection of field measurements for pay quantities.
- Provides support in review of certified payroll, federal project interviews, related documentation preparation, and provides assistance in enforcement actions.
- Assists in field inspections and the preparation of inspector's daily reports, time and materials documentation, and related notes and calculations.
- Assists Engineers in the preparation of contract change orders, task orders, additional work authorizations, council reports, and presentations.
- Assists in preparation of the annual Capital Improvement Plan and related documents.
- Coordinates duplication of plans, specifications and other documents.

**When assigned to Land Development:**

- Assists in the preparation of Conditions of Development for various projects; coordinates preparations with other divisions and departments; attends related meetings; makes presentations; prepares exhibits for Planning Commission and City Council consideration.
- Reviews plans and requests for various permits; approves permit applications; calculates fees; completes necessary paperwork; issues permits; processes and issues excavation and encroachment permits for street, wastewater, right-of-way, and drainage projects.

**When assigned to Traffic Engineering:**



- Conducts a variety of traffic studies which may include observing traffic patterns, taking traffic counts, radar and analyzing traffic flow; makes recommendations regarding signals, signs, pedestrian crossings, and other traffic regulatory devices; prepares work orders for the installation, removal, and/or maintenance of street lights, signs and striping; reviews traffic collision reports and analyzes high collision locations.
  - Provides staff support related to transit issues; educates the general public on use of the City transit system; serves as liaison between bus/taxi dispatchers and riders; answers questions as necessary.
  - Reports street light outages and malfunctions; conducts city-wide field survey of street lights as necessary
1. ~~Performs technical plan checks of plans, designs, subdivision plats and improvement drawings, annexations and related work, ensuring compliance with City-imposed development conditions and municipal code provisions.~~
  2. ~~Prepares and researches right-of-ways and easements; conducts traffic engineering counts, prepares drawings for placement of traffic control devices and other tasks related to traffic engineering studies; assists with the preparation of designs and plans for public improvements, including grading, plot, profiles and cross sections.~~
  3. ~~Reads and interprets topographic surveys, benchmarks and related information; operates standard survey instruments; reviews and interprets legal descriptions; prepares, updates and retrieves official City maps and record files; performs title searches.~~
  4. ~~Responds to inquiries from developers, contractors, architects and the general public regarding City requirements relative to the construction, alteration and maintenance of civil engineering projects; advises inspectors regarding new, difficult or unique situations.~~
  5. ~~Calculates permit fees; issues public works permits; processes payments; compiles payment authorizations to contractors; maintains engineering files.~~
  6. ~~Prepares, reviews and evaluates request for proposals; verifies the accuracy of cost estimates and assessments; prepares general and technical written reports; prepares Council agenda items and resolutions.~~
  7. ~~Uses a computer for engineering programs and record-keeping purposes.~~
  8. ~~Operates a motor vehicle, and performs other related work as required.~~
  9. ~~Provides vacation and temporary relief as required.~~

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

- Graduation from high school or equivalent supplemented by college level coursework in engineering or a related field. ~~two years of college level coursework in drafting, trigonometry, engineering, surveying, computer science/CADD, or a related field.~~

Experience:

- Three years of increasingly responsible technical engineering experience including two years of experience comparable to an Associate Engineering Technician with the City of Goleta. ~~A minimum of two years of technical engineering experience to include design, field survey, public works inspection, computer aided drafting, or traffic engineering assignments.~~

License or Certificate:

- Possession of a ~~Class "C"~~ valid California driver's license at a level appropriate to the equipment operated with a satisfactory driving record.
- Some Traffic positions require possession of Radar Certification.

Knowledge and Abilities

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Principles, practices and terminology used in civil engineering, surveying, drafting, mapping, design, and construction
- Arithmetic, geometry, trigonometry and basic statistics.
- Principles and practices of civil engineering.
- Principles of traffic engineering.
- Materials, methods and equipment used in construction of public works structures and facilities.
- Principles of construction surveying and inspection; securing compliance with plans and specifications.
- Methods and practices of public works inspection.
- Modern surveying and instruments, methods and techniques.
- Computers and computer aided drafting and design systems.
- Work area traffic control and standard safety requirements, procedures and precautions; legal and defensive driving practices.

Ability to:

- Analyze and interpret plans, specifications, ordinances, survey notes, and a variety of statistics and graphs; review estimates.
- Conduct studies; prepare clear and accurate general and technical reports.
- Read, interpret and carry out written instructions.
- Maintain complete and accurate engineering records and files.

- Plan, organize and carry out research; prepare accurate drawings from field notes; make engineering calculations and accurate computations.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.

### **PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: August 18, 2003

Date Revised: December 3, 2019

## CITY OF GOLETA, CALIFORNIA ASSISTANT ENGINEER

### ***\*\*Showing Changes\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs a wide variety of professional and technical civil engineering work in support of City public works and private development projects, including inspection, design, and construction of engineering projects in the field or office; assists other engineering staff in the performance of office and field engineering work; performs other duties as required.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the Engineer series. Positions in this class perform varied routine technical and professional engineering duties and projects in the office or field. Incumbents are distinguished from the Associate Engineer by the lesser complexity of responsibilities, scope, discretion, and independent judgment exercised in performing work. ~~Incumbents may exercise independent judgment, possess the level of knowledge required to perform a wide variety of engineering support work and perform duties in the absence of direct supervision.~~

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Assists in the preparation and evaluation of designs and/or evaluates preliminary and final plans and specifications for a variety of City public works and private development projects.
2. Performs technical plan-checks of plans, designs, subdivision plats and improvement drawings, and related work, ensuring compliance with City-imposed development conditions and municipal code provisions.
3. Assists in the preparation and research of right-of-ways and easements; conducts traffic engineering counts, reviews drawings for placement of traffic control devices and other tasks related to traffic engineering studies; assists with the preparation of designs and plans for public improvements, including grading, plot, profiles and cross sections.
4. Reads and interprets topographic surveys, benchmarks and related information; operates standard survey instruments; reviews and interprets legal descriptions; prepares, updates and retrieves official City maps and record files.
5. Monitors compliance of City public works operations within applicable regulatory agency requirements.
6. Responds to inquiries from developers, contractors, architects and the general public regarding City requirements relative to the construction, alteration, and maintenance of public works projects.
7. Calculates permit fees; issues public works permits; processes payments; compiles payment authorizations to contractors; maintains engineering files.

8. Assists in the preparation, review and evaluation of request for proposals; verifies the accuracy of cost estimates and assessments.
9. Prepares general and technical written reports; assists in the preparation of Council agenda items and resolutions.
10. Uses a computer for engineering programs and record-keeping purposes.
11. Operates a motor vehicle, and performs other related work as required.
12. Provides vacation and temporary relief as required.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, or a related field.

#### **Experience:**

- A minimum of two years of professional and technical civil engineering experience to include design, field survey, public works inspection, computer aided drafting, or traffic engineering assignments, ~~or~~
- Possession of an Engineer-In-Training certificate may substitute for experience.

#### **License or Certification**

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.
- Though not required, an incumbent who possesses an Engineer-in-Training (EIT) certification in the State of California is eligible for a 5% pay differential at each pay step of the classification.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Principles, practices and terminology used in civil engineering, surveying, drafting, mapping, design, and construction
- Mathematics, design methods, uses and strengths of construction materials, standard specifications, effects of soil conditions, and pertinent laws and regulations related to the design and construction of City facilities, public works, and structures.
- Principles of hydrology, hydraulics, and structural design, practices and procedures.

- Principles of traffic engineering.
- Materials, methods and equipment used in construction of public works structures and facilities.
- Principles of construction surveying and inspection; securing compliance with plans and specifications.
- Principles of cost estimating and contract administration.
- Methods and practices of public works inspection.
- Modern surveying and instruments, methods and techniques.
- Computers and computer aided drafting and design systems.
- Work area traffic control and standard safety requirements, procedures and precautions; legal and defensive driving practices.

Ability to:

- Analyze and interpret plans, specifications, ordinances, survey notes, and a variety of statistics and graphs; review estimates.
- Plan, organize and carry out research; prepare accurate drawings from field notes; make engineering calculations and accurate computations.
- Conduct studies; prepare clear and accurate general and technical reports.
- Read, interpret and carry out written instructions.
- Maintain complete and accurate engineering records and files.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Communicate clearly and concisely, both verbally and in writing; understand and carry out verbal and written instructions.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.

- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and various office equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: August 18, 2003

Date Revised: December 3, 2019

## CITY OF GOLETA, CALIFORNIA PRINCIPAL CIVIL ENGINEER

### ***\*\*Showing Changes\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under administrative direction, manages, oversees, assigns and reviews the work of the staff responsible for professional and technical engineering operations for the Public Works Department including plan review, project management or design; performs and oversees the preparation of complex project management, engineering designs, plans, specifications, and reports; and performs a variety of technical tasks relative to assigned areas of responsibility. Under general direction, performs advanced level professional engineering work such as plan review, project management or design; provides responsible staff assistance to the Department Director; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

The Principal Engineer is a division management level classification in the professional engineering series, having broad responsibility for a diverse range of professional and technical engineering operations. ~~his is the supervisory level class in the professional engineering series.~~ The incumbent is responsible for leadership to one or more engineering sections of the Public Works Department including, but not limited to, Traffic, Land Development Review, Engineering, Permits and Inspections, and Pavement Maintenance. This includes initiating communications and providing reliable information to Departmental management regarding land development projects, compliance review and inspections, and review of work by design consultants, vendors and contractors to ensure that high quality products are provided within budget and on time.

This position requires a thorough knowledge of civil engineering including technical and logistical issues involving engineering, inspection staff, developers, builders and the general public. This Principal Engineering class is distinguished from lower level engineering classes by its broader project management responsibilities, scope of supervision, and more specialized knowledge of civil engineering practices.

~~Positions assigned to this class can be distinguished from lower level engineering classes by performance of the most complex engineering tasks requiring a high degree of knowledge related to all areas of engineering design, plan review and contract administration. Positions assigned to this class can be further distinguished by responsibility for managing and supervising projects, and for the performance of supervisory activities such as assigning work, preparing performance evaluations, assisting in personnel actions, and providing technical assistance and training to other professional, technical, and field staff. Incumbents assigned to this class are also expected to supervise the work of consulting staff on large and/or complex projects.~~

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Provides engineering review and support for land development projects including calculating and



collecting fees and issuing permits and occupancy releases; attends pre-construction meetings;

tracks private and City construction project process and milestones; maintains detailed project records and documentation including correspondence; coordinates on-going work with developers, consultants, private engineers and contractors; prepares and submits staff reports to the Planning Commission, City Council, department heads and division managers.

2. Performs and supervises engineering plan review and plan checks to ensure developer compliance with federal, state and City requirements and regulations; reviews and analyzes a variety of engineering reports and technical documentation, including water quality management plans, land title surveys, conceptual designs and hydrology, hydraulic, geotechnical and soils reports.
3. Reviews land documentation review and basic survey work; reviews land documentation of lot line adjustments, parcel mergers, records of survey, title reports, legal descriptions, dedications, vacations, easements and monumentation.
4. Provides customer services and information on City land development policies and projects to external and internal City customers.
5. Plans, organizes, evaluates and participates in the functions and activities of Engineering and Public Works including design, project management, plan review, and capital improvement projects.
6. Determines scope of engineering projects; prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions, and establishes technical criteria and standards.
7. Coordinates the construction inspection of projects; ensures conformance with contract plans, specifications, and applicable codes; approves progress payments; approves change orders as needed.
8. Calculates the quantity, quality and cost of materials; prepares plans and specifications related to assigned projects.
9. Negotiates right-of-way agreements, professional services agreements, and cooperative project agreements with other agencies.
10. Responds to requests for environmental reviews; secures appropriate permits from regulatory agencies for assigned projects.
11. Participates in the development and implementation of goals, objectives, policies and priorities related to Engineering and Public Works.
12. Provides direct supervision to professional and technical engineering staff; participates in recommending the appointment of personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures.
13. Assists in resolving work problems and interpreting administrative policies to subordinates, other departments, consultants, contractors and the public.
14. Assists in coordinating Engineering and Public Works activities with other departments, outside agencies and organizations.
15. Assists the Department Director in planning of work schedules and determining of project assignments; assists in prioritizing infrastructure improvements and maintenance needs of city facilities.

16. Provides information to the public; responds to and resolves citizen inquiries and complaints.
17. Prepare and present items to Council, Boards and Commissions, private and public organizations, outside agencies, and City management staff.
18. Communicates clearly and concisely, both verbally and in writing.
- ~~1. Assists in planning, organizing, evaluating and participating in the functions and activities of Engineering and Public Works including design, project management, plan review, and capital improvement projects.~~
- ~~2. Determines scope of engineering projects; prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions, and establishes technical criteria and standards.~~
- ~~3. Coordinates the construction inspection of projects; ensures conformance with contract plans, specifications, and applicable codes; approves progress payments; approves change orders as needed.~~
- ~~4. Calculates the quantity, quality and cost of materials; prepares plans and specifications related to assigned projects.~~
- ~~5. Negotiates right-of-way agreements, professional services agreements, and cooperative project agreements with other agencies.~~
- ~~6. Responds to requests for environmental reviews; secures appropriate permits from regulatory agencies for assigned projects.~~
- ~~7. Participates in the development and implementation of goals, objectives, policies and priorities related to Engineering and Public Works.~~
- ~~8. Provides direct supervision to professional and technical engineering staff; participates in recommending the appointment of personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline procedures.~~
- ~~9. Assists in resolving work problems and interpreting administrative policies to subordinates, other departments, consultants, contractors and the public.~~
- ~~10. Assists in coordinating Engineering and Public Works activities with other departments, outside agencies and organizations.~~
- ~~11. Assists the Department Director in planning of work schedules and determining of project assignments; assists in prioritizing infrastructure improvements and maintenance needs of city facilities.~~
- ~~12. Provides information to the public; responds to and resolves citizen inquiries and complaints.~~
- ~~13. Communicates clearly and concisely, both verbally and in writing.~~
- ~~14. Assumes the duties and responsibilities of the Department Director in his/her absence.~~

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and

abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

Experience:

- Five years of increasingly responsible professional civil engineering experience including two years of lead supervisory and project management responsibility.

Knowledge and Abilities

Knowledge of:

- Engineering principles and practices as applied to public works projects, including land development, design, construction and project management.
- Pertinent federal, state and local rules, regulations and ordinances.
- Methods, materials, and techniques used in the construction of public works projects.
- Recent developments, current literature and sources of information regarding civil and structural engineering.
- Performs field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans; performs design conformance plan checks; assists permit applicants to satisfy conditions of approval.
- Principles and practices of project management.
- Principles and practices of budget preparation.
- Principles of supervision, training and performance evaluation.
- Methods and techniques of effective technical report preparation and presentation.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, mapping, and database management.

Ability to:

- Manage large and complex engineering projects including supervision of professional, technical and consulting staff.
- Ensure project compliance with federal, state and local rules, laws and regulations.
- Coordinate phases of major construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Prepare engineering design computations and check, design, and prepare engineering plans.<sup>83</sup>

- Perform technical research and solve difficult engineering problems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare and maintain comprehensive records and prepare technical reports and recommendations.
- Prepare and monitor a project budget.
- Supervise, train and evaluate assigned personnel.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

#### Special Requirements

- Possession of a Certificate of Registration as a professional civil engineer in the State of California.
- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

#### **PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments with minimal supervision/direction and within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Normal office setting with some travel to attend meetings or conduct site investigations. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

## CITY OF GOLETA, CALIFORNIA SENIOR MANAGEMENT ANALYST

### ***\*\*Showing Changes\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general direction, performs complex, advanced level professional, technical, analytical, and administrative work; may provide staff supervision and overall support for department functions; performs other related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the professional analyst class series. Positions at this level work independently with minimal supervision. Incumbents may exercise independent judgment and possess the level of knowledge required to perform a wide variety of difficult and complex tasks and responsibilities, which vary depending on the job assignments. Duties require the ability to perform comprehensive analysis of difficult problems, issues, and situations, choose among a number and variety of alternatives in solving problems, and make recommendations. Direction received consists of the assignment of specific projects undertaken within prescribed methods. Senior Management Analysts are distinguished from Management Analysts by the complexity of analytical responsibilities, scope, discretion, and independent judgment exercised in performing the assigned work. This is the first-level supervisory position for the classification series. Incumbents may supervise subordinate personnel and monitor progress.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:*

1. Assists in the development of goals, objectives, policies, programs, and priorities for the organizational function to which assigned.
2. Conducts surveys and performs research and statistical analysis on administrative, fiscal, personnel, and operational problems and/or issues.
3. Collects and compiles data in office and field; analyzes data and makes recommendations on the formulation of policies and procedures.
4. Assists in preparing, analyzing, and administering operating and capital improvement program budgets by collecting data necessary to prepare departmental budgets.
5. Compiles information and prepares reports, manuals, documents, resolutions, or publications relating to administrative, fiscal, or operational issues.
6. Formulates departmental and/or City policies and procedures; prepares ordinances and resolutions for City Council consideration and adoption.
7. Conducts or directs assigned projects or program activities; performs research and statistical analysis; prepares and presents reports of findings and recommendations as to appropriate

action.

8. Administers projects, contracts, and monitors work performed by consultants; prepares related reports, and monitors budget expenditures.
9. Leads or participates in committee activity; conducts activities with other City departments, agencies, organizations, and the community, contributing views and interests of the City and/or department in the execution of assigned duties.
10. Formulates recommendations and writes grant applications; prepares and monitors program grants and related proposals; writes and edits articles for City publications, City website, correspondence, and press releases.
11. Assists in coordinating human resources programs such as recruitment and selection, classification and compensation, employee benefits, and Worker's Compensation.
12. Prepares and presents reports to City Council, commissions and/or committees.
13. Participates in special projects including research of new programs and services.
14. Provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
15. Provides direct supervision to professional and technical staff; participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

#### **Education:**

- Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or a related field.

#### **Experience:**

- Four years of responsible administrative and analytical experiences, preferably within a local government environment, including one year of supervisory experience; experience in the collection, compilation, and analysis of data involving financial, budgetary, operational, or administrative issues.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Principles and practices of public administration and municipal government management.
- Organization and management practices as applied to the analysis, evaluation, development and implementation of programs, policies and procedures.
- Principles and practices of municipal government budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Research and reporting methods, techniques and procedures.

- Municipal programs including purchasing, human resources, risk management, finance, budgeting, and other related governmental programs.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods computers and computer software including Microsoft Word and Excel.
- Safe driving principles and practices.

Ability to:

- Perform responsible and difficult administrative work involving the use of sound judgment and personal initiative.
- Perform organizational and budget analysis and present recommendations in a clear and concise manner.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Effectively administer a variety of departmental programs and administrative duties.
- Evaluate and recommend improvements in operations, procedures, policies, or methods.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Plan, organize, and execute assignments with minimal supervision and direction.
- Supervise, train and evaluate assigned personnel.
- Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and utilize data.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Use a computer and utilize software applications such as word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

**PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.

- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- Other factors: Incumbents will be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: July 15, 2008

Date Revised: December 3, 2019



## CITY OF GOLETA, CALIFORNIA PRINCIPAL PROJECT MANAGER

### ***\*\*New Classification\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

The purpose of this position is to perform advanced specialized project management work on complex, multifaceted, and sensitive projects from conception to completion; to research, develop, define, recommend, and implement multi-year strategic goals and outcomes related to economic development and other Council initiatives; to perform other administrative and management activities in support of the functions and priorities of the department and the City as a whole; and to supervise staff and contractors.

### **CLASS CHARACTERISTICS**

This is a management-level position. This class is characterized by: its focus on concept to completion project management of the most complex and high profile projects, including the permitting, construction, acquisition, and improvement of public buildings and facilities; its responsibility for development and implementation of key strategic goals related to economic development and other community initiatives; and its direct interfaces on behalf of the department and the City with stakeholders such as the City Council, boards and commissions, businesses, civic organizations, regional and statewide partners, and the public.

Positions at this level work independently under general direction and are responsible and accountable for driving strategy and achieving results within assigned areas. Incumbents exercise independent judgment and possess the level of knowledge required to perform a wide variety of complex project management work, including capital projects. The Principal Project Manager is distinguished from other project manager classifications by the complexity of responsibilities, scope, discretion, interfaces, and independent judgment exercised in performing work and by its supervisory authority.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon City's needs, practices, and priorities:*

1. As the City's owner representative, plans, prioritizes, assigns, and reviews the work of staff and contractors responsible for siting, planning, design and construction of building projects, including the most complex projects; oversees the technical aspects of assigned projects and the development of project plans; communicates with stakeholders; performs site reconnaissance and field inspections; sets and manages project timelines; monitors implementation and completion of projects; coordinates the actions and participation of all project team members; researches unique issues and concerns; confers with developers, contractors, architects, engineers, utilities, and other government officials regarding proposals and funding; ensures compliance with environmental regulations; prepares project budgets and monitors and controls expenditures, maintains project records and documentation; and processes administrative, budget, and financial documents and forms associated with managing a

project.

2. Oversees the acquisition of real property on behalf of the City and manages the City's portfolio of properties and facilities; performs site inspections; negotiates and administers leases, agreements, options, and deeds; engages in tenant relations; recommends, secures financing for, and oversees property improvement projects.
3. Develops and refines economic development goals and objectives; provides strategic planning, coordination and support for economic development activities; designs and implements business recruitment, growth and retention strategies; supports business improvement district formation and activity; conducts research and analysis on matters of economic health, real estate trends, sales and other business taxes; develops policies that affect the local economy and programs that encourage economic development.
4. Serves as the Department's business manager, assisting the Director in the development, preparation, and implementation of the budget and annual fiscal reports; monitors revenues and expenditures; prepares short-term and long-term revenue and expenditure forecasts; evaluates the department's personnel, operations, and capital needs; trains department staff in financial policies and procedures; serves as the department liaison to the Finance Department on various matters; represents the department in selection, implementation, training, and management of computer and software products.
5. Organizes and implements a wide variety of assigned projects, programs, and management studies by identifying problems and issues; determining analytical approaches; obtaining and analyzing necessary data and information; evaluating alternative courses of action; making recommendations on City policies; analyzing zoning regulations, development standards, and other requirements; and maintaining accurate records.
6. Conducts research and analysis by utilizing various research related resources; conducting surveys and collecting data; monitoring legislation; researching historical information; analyzing and reporting findings; developing and assisting in carrying out implementation plans; conferring with City management and staff, representatives of other governmental agencies, the community and civic groups, and the general public on potential policies; and presenting research findings.
7. Conducts community outreach, coordinates committees and working groups, prepares and presents a wide variety of written reports and verbal and visual presentations for the City Council, boards and commissions, community groups, and other organizations.
8. Identifies available grants and other funding opportunities; ensures timely and accurate application, management, compliance (CEQA and NEPA, etc), approval of expenditures, recordkeeping and reporting of grants within areas of responsibility.
9. Selects, supervises, evaluates, and coordinates the work of a variety of personnel including City staff, outside professional consultants, and contracts service providers.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, urban planning, economic development or a related field. A master's degree in a relevant field is desirable.

#### **Experience:**

- Over five years of progressively responsible experience in project management, economic development, planning, redevelopment, engineering or related fields, including oversight of projects of similar size and complexity, contract management, administration, plan review, coordination of funding sources and two years of supervisory experience.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Principles and practices of administration, public finance, economic development, planning, property acquisitions, and design and construction of public works projects.
- Terminology, methods, practices and techniques used in architecture, planning, engineering, and construction.
- Federal, state, and local laws, codes, regulations, policies, procedures, and standards pertaining to the planning process.
- Principles and practices of project management.
- Principles of budget preparation and administration and capital project financing, particularly in a public agency.
- Preparation of grant reimbursement requests.
- CEQA and NEPA regulatory permitting processes associated with the design and construction of public works projects.
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS.
- Principles of cost estimating and contract administration.

#### **Ability to:**

- Coordinate large and complex project teams, delegate and ensure the accomplishment of team goals.
- Manage multiple priorities simultaneously and plan and organize work accordingly.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations.

- Review and interpret maps, plans, specifications, agreements, and contracts accurately.
- Conduct comprehensive studies and prepare written, analytical, and statistical reports and appropriate recommendations.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Perform accurate numerical analysis and prepare complex financial documents for projects and for the department as a whole, such as spreadsheets, charts, budget documents, and other fiscal reports.
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships and engender trust with City officials, employees, regulatory agencies, businesses, contractors and the public.
- Coordinate the selection of consultants retained for the preparation of studies, reports and programs.
- Prepare Requests for Proposals (RFPs) and coordinate the evaluation of responses to RFPs.
- Attend meetings of the City Council and various other boards, commissions, committees and other public organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations.
- Plan, organize and execute assignments independently and within established deadlines.

### Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

### **PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner

with minimal direction.

- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: December 3, 2019

## CITY OF GOLETA, CALIFORNIA SENIOR PROJECT MANAGER

***\*\*Delete Classification\*\****

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

The purpose of this position is to perform complex and sensitive administrative and management activities in support of the functions and priorities of the department. This is accomplished by managing assigned division staff, projects, programs, and management studies; coordinating teams and work tasks; adhering to work schedules and budgets; contract administration; collaborating with various professionals; and preparing reports. Other duties include maintaining knowledge of historical and current department trends; serving as principal staff for Council subcommittees and other bodies such as the former Redevelopment Agency's Successor Agency; and preparing requests for grant funding.

### **CLASS CHARACTERISTICS**

This is an advanced journey-level position. Positions in this class are characterized by their ability to perform varied technical and professional project management duties in the office or field. Positions at this level work independently with minimal supervision. Incumbents may exercise independent judgment, possess the level of knowledge required to perform a wide variety of project management support work, and perform duties in the absence of direct supervision. Senior Project Managers are distinguished from Project Managers by the complexity of responsibilities, scope, discretion, and independent judgment exercised in performing work.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon City's needs, practices, and priorities:*

1. Oversees development of project plans by performing site reconnaissance and field inspections; monitoring implementation and completion of projects; coordinating the actions and participation of all project team members; researching unique issues and concerns; conferring with developers, contractors, architects, engineers, and other government officials regarding proposals and funding; ensuring compliance with environmental regulations; maintaining project records and documentation; and processing administrative, budget, and financial documents and forms associated with managing a project.
2. Organizes and implements assigned projects, programs, and management studies by identifying problems and issues; determining analytical approaches; obtaining and analyzing necessary data and information; evaluating alternative courses of action; making recommendations on City policies; analyzing zoning regulations, development standards, and other requirements; and maintaining accurate records.
3. Assists in grant writing activities by researching available grants; preparing applications for City-projects; managing awarded grants; ensuring CEQA or NEPA compliance; maintaining appropriate records and ensuring required reporting is complete; monitoring budget and expenditures; and preparing and presenting required reports.
4. Conducts research and analysis by utilizing various research related resources; conducting surveys and collecting data; analyzing and reporting findings; developing and assisting in

carrying out implementation plans; conferring with City management and staff, representatives of other governmental agencies, the community and civic groups, and the general public on potential policies; and presenting research findings.

## **QUALIFICATIONS GUIDELINES**

### **Education, Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education:**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, finance, urban planning, economic development or a related field.

#### **Experience:**

- Over five years of experience in project management, including contract management administration, plan review, coordination of funding sources and two years of supervisory experience.

### **Knowledge and Abilities**

#### **Knowledge of:**

- Principles and practices of administration, public finance, economic development, planning, property acquisitions, and design and construction of public works projects.
- Interpret and apply federal, state, and local laws, codes, regulations, policies, procedures, and standards pertaining to the planning process.
- Principles and practices of project management.
- Interpret maps, site and building plans and specifications; research, analyze and summarize planning data.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations.
- Principles of budget preparation and administration and capital project financing, particularly in a public agency.
- Preparation of grant reimbursement requests.
- CEQA and NEPA regulatory permitting processes associated with the design and construction of public works projects.
- Computer use, including word processing, data base management, spreadsheets, graphics, GIS.
- Principles of cost estimating and contract administration.

#### **Ability to:**

- Review plans, specifications, agreements, and contracts accurately.

- Conduct comprehensive studies and prepare reports with appropriate recommendations.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Prepare and monitor project budgets.
- Communicate effectively both verbally and in writing; understand and carry out verbal and written instructions.
- Operate and utilize computers; type and input data into computer terminal utilizing programs for word processing, data base management, spreadsheets, graphics, computer aided drafting and GIS applications.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with City officials, employees, regulatory agencies, businesses, contractors and the public.
- Assist in the selection of consultants retained for the preparation of studies, reports and programs.
- Assist in the preparation of Requests for Proposals (RFPs) and the evaluation of responses to RFPs.
- Attend meetings of the City Council and various other boards, commissions, committees and other public organizations.
- Assist in the preparation and implementation of the division budget and participate in the preparation of City annual fiscal reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and provide recommendations.
- Plan, organize and execute assignments independently and within established deadlines.

### **Special Requirements**

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

### **PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS**

*The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate computers, and various types of office equipment. Incumbents may be required to perform light lifting and carrying.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.



- Environment: Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: March 3, 2015  
Deleted: December 3, 2019





**RECOMMENDED SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2019/20 AND 2020/21**

Department/Positions	FY 2019/20 Adopted	Reclass	Additions/ Deletions	FY 2019/20 Recommended	FY 2020/21 Adopted	Reclass	Additions/ Deletions	FY 2020/21 Recommended
<b>General Government:</b>								
<b>City Manager</b>								
City Manager	1.00			1.00	1.00			1.00
Executive Assistant	1.00			1.00	1.00			1.00
Deputy City Manager	-			-	-			-
Assistant City Manager	1.00			1.00	1.00			1.00
Assistant to the City Manager	1.00			1.00	1.00			1.00
Sr. Management Analyst	-			-	-			-
Management Analyst	2.00			2.00	2.00			2.00
Human Resources Risk Manager	1.00			1.00	1.00			1.00
Human Resources Analyst	1.00			1.00	1.00			1.00
Sr. Office Specialist	-			-	-			-
Management Assistant	2.00			2.00	2.00			2.00
Office Specialist	0.90			0.90	0.90			0.90
City Hall Receptionist	-			-	-			-
<b>Total City Manager</b>	<b>10.90</b>	-	-	<b>10.90</b>	<b>10.90</b>	-	-	<b>10.90</b>
<b>City Clerk</b>								
City Clerk	1.00			1.00	1.00			1.00
Deputy City Clerk	2.00			2.00	2.00			2.00
Records Technician/Recording Clerk	-			-	-			-
<b>Total City Clerk</b>	<b>3.00</b>	-	-	<b>3.00</b>	<b>3.00</b>	-	-	<b>3.00</b>
<b>City Attorney</b>								
City Attorney	-			-	-			-
Assistant City Attorney	1.00			1.00	1.00			1.00
Deputy City Attorney	-			-	-			-
Sr. Legal Analyst	-			-	-			-
Management Assistant	1.00			1.00	1.00			1.00
<b>Total City Attorney</b>	<b>2.00</b>	-	-	<b>2.00</b>	<b>2.00</b>	-	-	<b>2.00</b>
<b>Community Relations</b>								
Community Relations Manager	1.00			1.00	1.00			1.00
Administrative Assistant	0.75			0.75	0.75			0.75
<b>Total Community Relations</b>	<b>1.75</b>	-	-	<b>1.75</b>	<b>1.75</b>	-	-	<b>1.75</b>
<b>Total General Government</b>	<b>17.65</b>	-	-	<b>17.65</b>	<b>17.65</b>	-	-	<b>17.65</b>
<b>Library - Goleta</b>								
Library Director	1.00			1.00	1.00			1.00
Supervising Librarian	1.00			1.00	1.00			1.00
Library Assistant I (2 Full-Time, 4 Part-Time)	3.50			3.50	3.50			3.50
Library Technician (1 Full-Time, 5 Part-Time)	2.875			2.875	2.875			2.875
Librarian II/Children's Librarian	1.00			1.00	1.00			1.00
Management Assistant	1.00			1.00	1.00			1.00
<b>Total Library - Goleta</b>	<b>10.38</b>	-	-	<b>10.38</b>	<b>10.38</b>	-	-	<b>10.38</b>
<b>Library - Buellton</b>								
Senior Library Technician	1.00			1.00	1.00			1.00
Library Assistant I (2 Part-Time)	0.75			0.75	0.75			0.75
Library Technician (2 Part-Time)	0.75			0.75	0.75			0.75
<b>Total Library - Buellton</b>	<b>2.50</b>	-	-	<b>2.50</b>	<b>2.50</b>	-	-	<b>2.50</b>
<b>Library - Solvang</b>								
Senior Library Technician	1.00			1.00	1.00			1.00
Library Technician (4 Part-Time)	1.500			1.50	1.50			1.50
<b>Total Library - Solvang</b>	<b>2.50</b>	-	-	<b>2.50</b>	<b>2.50</b>	-	-	<b>2.50</b>
<b>Total Library</b>	<b>15.38</b>	-	-	<b>15.38</b>	<b>15.38</b>	-	-	<b>15.38</b>
<b>Finance:</b>								
Accountant	2.00			2.00	2.00			2.00
Accounting Specialist	1.00			1.00	1.00			1.00
Accounting Manager	1.00			1.00	1.00			1.00
Budget Analyst	1.00			1.00	1.00			1.00
Finance Director	1.00			1.00	1.00			1.00
Sr. Office Specialist	1.00			1.00	1.00			1.00
<b>Total Finance</b>	<b>7.00</b>	-	-	<b>7.00</b>	<b>7.00</b>	-	-	<b>7.00</b>
<b>Planning &amp; Environmental Review:</b>								
<b>Current Planning</b>								
Planning Director	1.00			1.00	1.00			1.00
Management Assistant	1.00			1.00	1.00			1.00
Permit Technician	1.00			1.00	1.00			1.00
Planning Manager	1.00			1.00	1.00			1.00
Supervising Senior Planner	2.00			2.00	2.00			2.00
Assistant Planner	1.00			1.00	1.00			1.00
Associate Planner †	3.00			3.00	3.00			3.00
Code Compliance Officer	1.00			1.00	1.00			1.00
Management Analyst	-			-	-			-
Office Specialist	0.50			0.50	0.50			0.50
<b>Total Current Planning</b>	<b>11.50</b>	-	-	<b>11.50</b>	<b>11.50</b>	-	-	<b>11.50</b>
<b>Advance Planning</b>								
Advance Planning Manager	1.00			1.00	1.00			1.00
Senior Planner	2.00			2.00	2.00			2.00
<b>Total Advance Planning</b>	<b>3.00</b>	-	-	<b>3.00</b>	<b>3.00</b>	-	-	<b>3.00</b>
<b>Sustainability Program</b>								
Sustainability Coordinator	1.00			1.00	1.00			1.00
<b>Total Sustainability Program</b>	<b>1.00</b>	-	-	<b>1.00</b>	<b>1.00</b>	-	-	<b>1.00</b>
<b>Total Planning &amp; Environmental Review</b>	<b>15.50</b>	-	-	<b>15.50</b>	<b>15.50</b>	-	-	<b>15.50</b>



RECOMMENDED SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2019/20 AND 2020/21

Department/Positions	FY 2019/20 Adopted	Reclass	Additions/ Deletions	FY 2019/20 Recommended	FY 2020/21 Adopted	Reclass	Additions/ Deletions	FY 2020/21 Recommended
<b>Public Works:</b>								
<b>Administration</b>								
Public Works Director	1.00			1.00	1.00			1.00
Administrative Assistant	-			-	-			-
Management Assistant	0.90			0.90	0.90			0.90
Senior Office Specialist	1.00			1.00	1.00			1.00
<b>Total Administration</b>	<b>2.90</b>	-	-	<b>2.90</b>	<b>2.90</b>	-	-	<b>2.90</b>
<b>Engineering</b>								
Principal Civil Engineer	1.00			1.00	1.00			1.00
Assistant Engineer	1.00			1.00	1.00			1.00
Sr. Engineering Technician	1.00			1.00	1.00			1.00
Public Works Inspector	1.00			1.00	1.00			1.00
Traffic Engineer	1.00			1.00	1.00			1.00
<b>Total Engineering</b>	<b>5.00</b>	-	-	<b>5.00</b>	<b>5.00</b>	-	-	<b>5.00</b>
<b>Facilities Maintenance</b>								
Facilities Maintenance Technician	-			-	1.00			1.00
<b>Total Facilities Maintenance</b>	<b>-</b>	-	-	<b>-</b>	<b>1.00</b>	-	-	<b>1.00</b>
<b>Parks &amp; Open Spaces</b>								
Parks & Open Spaces Manager	1.00	-		1.00	1.00	-		1.00
Maintenance Worker II	3.00			3.00	3.00			3.00
Maintenance Worker I	1.00			1.00	1.00			1.00
Administrative Assistant	1.00			1.00	1.00			1.00
<b>Total Parks &amp; Open Spaces</b>	<b>6.00</b>	-	-	<b>6.00</b>	<b>6.00</b>	-	-	<b>6.00</b>
<b>Capital Improvement</b>								
Deputy Public Works Director	1.00			1.00	1.00			1.00
Sr. Project Engineer	2.00			2.00	2.00			2.00
Senior Management Analyst	1.00			1.00	1.00			1.00
Assistant Engineer	1.00			1.00	1.00			1.00
<b>Total Capital Improvement</b>	<b>5.00</b>	-	-	<b>5.00</b>	<b>5.00</b>	-	-	<b>5.00</b>
<b>Street Maintenance</b>								
Public Works Manager	1.00			1.00	1.00			1.00
Public Works Supervisor	1.00			1.00	1.00			1.00
Maintenance Worker II	1.00			1.00	1.00			1.00
Maintenance Worker I	1.00			1.00	1.00			1.00
<b>Total Street Maintenance</b>	<b>4.00</b>	-	-	<b>4.00</b>	<b>4.00</b>	-	-	<b>4.00</b>
<b>Solid Waste &amp; Environmental Services</b>								
Environmental Services Coordinator	1.00			1.00	1.00			1.00
Assistant Engineer	1.00			1.00	1.00			1.00
<b>Total Solid Waste &amp; Environmental Services</b>	<b>2.00</b>	-	-	<b>2.00</b>	<b>2.00</b>	-	-	<b>2.00</b>
<b>Total Public Works</b>	<b>24.90</b>	-	-	<b>24.90</b>	<b>25.90</b>	-	-	<b>25.90</b>
<b>Neighborhood &amp; Public Safety Services:</b>								
<b>Neighborhood Services</b>								
Neighborhood Serv & Public Safety Director	1.00			1.00	1.00			1.00
Sr. Project Manager	-			-	-			-
Management Assistant	1.00			1.00	1.00			1.00
Management Analyst	1.00			1.00	1.00			1.00
Emergency Services Coordinator	1.00			1.00	1.00			1.00
Parks & Recreation Manager	1.00			1.00	1.00			1.00
<b>Total Neighborhood Services</b>	<b>5.00</b>	-	-	<b>5.00</b>	<b>5.00</b>	-	-	<b>5.00</b>
<b>Economic Development</b>								
Economic Development Coordinator	-			-	-			-
Sr. Project Manager	1.00	(1.00)		-	1.00	(1.00)		-
Principal Project Manager	-	1.00		1.00	-	1.00		1.00
<b>Total Economic Development</b>	<b>1.00</b>	-	-	<b>1.00</b>	<b>1.00</b>	-	-	<b>1.00</b>
<b>Total Neighborhood Services &amp; Public Safety</b>	<b>6.00</b>	-	-	<b>6.00</b>	<b>6.00</b>	-	-	<b>6.00</b>
<b>Grand Total:</b>	<b>86.43</b>	-	-	<b>86.43</b>	<b>87.43</b>	-	-	<b>87.43</b>

† Position changed from "Limited Term" to Permanent in FY19/20

*\*Schedule of Proposed Authorized Positions has been summarized to reflect positions in the Departments/Programs by majority of time spent*

*On the next page is a detailed schedule of allocations of how positions are budgeted based on time spent*



RECOMMENDED SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2019/20 AND 2020/21

Department/Positions	FY 2019/20 Adopted	Reclass	Additions/ Deletions	FY 2019/20 Recommended	FY 2020/21 Adopted	Reclass	Additions/ Deletions	FY 2020/21 Recommended
<i>*Positions are allocated by budgeted time spent in programs and department:</i>								
<b>General Government:</b>								
<b>City Manager</b>								
City Manager	1.00			1.00	1.00			1.00
Executive Assistant	1.00			1.00	1.00			1.00
Deputy City Manager	-			-	-			-
Assistant City Manager	1.00			1.00	1.00			1.00
Assistant to the City Manager	1.00			1.00	1.00			1.00
Sr. Management Analyst	-			-	-			-
Management Analyst	2.00			2.00	2.00			2.00
Human Resources Risk Manager	1.00			1.00	1.00			1.00
Human Resources Analyst	1.00			1.00	1.00			1.00
Sr. Office Specialist	-			-	-			-
Management Assistant	2.00			2.00	2.00			2.00
City Hall Receptionist	0.90			0.90	0.90			0.90
<b>Total City Manager</b>	<b>10.90</b>	-	-	<b>10.90</b>	<b>10.90</b>	-	-	<b>10.90</b>
<b>City Clerk</b>								
City Clerk	1.00			1.00	1.00			1.00
Deputy City Clerk	2.00			2.00	2.00			2.00
Records Technician/Recording Clerk	-			-	-			-
<b>Total City Clerk</b>	<b>3.00</b>	-	-	<b>3.00</b>	<b>3.00</b>	-	-	<b>3.00</b>
<b>City Attorney</b>								
City Attorney	-			-	-			-
Assistant City Attorney	1.00			1.00	1.00			1.00
Deputy City Attorney	-			-	-			-
Sr. Legal Analyst	1.00			1.00	1.00			1.00
Management Assistant	-			-	-			-
<b>Total City Attorney</b>	<b>2.00</b>	-	-	<b>2.00</b>	<b>2.00</b>	-	-	<b>2.00</b>
<b>Community Relations</b>								
Community Relations Manager	1.00			1.00	1.00			1.00
Administrative Assistant	0.75			0.75	0.75			0.75
<b>Total Community Relations</b>	<b>1.75</b>	-	-	<b>1.75</b>	<b>1.75</b>	-	-	<b>1.75</b>
<b>Total General Government</b>	<b>17.65</b>	-	-	<b>17.65</b>	<b>17.65</b>	-	-	<b>17.65</b>
<b>Library - Goleta</b>								
Library Director	1.00			1.00	1.00			1.00
Supervising Librarian	1.00			1.00	1.00			1.00
Library Assistant I (2 Full-Time, 4 Part-Time)	3.50			3.50	3.50			3.50
Library Technician (1 Full-Time, 5 Part-Time)	2.88			2.88	2.88			2.88
Librarian II/Children's Librarian	1.00			1.00	1.00			1.00
Management Assistant	1.00			1.00	1.00			1.00
<b>Total Library - Goleta</b>	<b>10.38</b>	-	-	<b>10.38</b>	<b>10.38</b>	-	-	<b>10.38</b>
<b>Library - Buellton</b>								
Senior Library Technician	1.00			1.00	1.00			1.00
Library Assistant I (2 Part-Time)	0.75			0.75	0.75			0.75
Library Technician (1 Full-Time, 1 Part-Time)	0.75			0.75	0.75			0.75
<b>Total Library - Buellton</b>	<b>2.50</b>	-	-	<b>2.50</b>	<b>2.50</b>	-	-	<b>2.50</b>
<b>Library - Solvang</b>								
Senior Library Technician	1.00			1.00	1.00			1.00
Library Assistant I	-			-	-			-
Library Technician (1 Full-Time, 4 Part-Time)	1.50			1.50	1.50			1.50
<b>Total Library - Solvang</b>	<b>2.50</b>	-	-	<b>2.50</b>	<b>2.50</b>	-	-	<b>2.50</b>
<b>Total Library</b>	<b>15.38</b>	-	-	<b>15.38</b>	<b>15.38</b>	-	-	<b>15.38</b>
<b>Finance:</b>								
Accountant	2.00			2.00	2.00			2.00
Accounting Specialist	1.00			1.00	1.00			1.00
Accounting Manager	1.00			1.00	1.00			1.00
Budget Analyst	1.00			1.00	1.00			1.00
Finance Director	1.00			1.00	1.00			1.00
Management Assistant	-			-	-			-
Sr. Office Specialist	1.00			1.00	1.00			1.00
<b>Total Finance</b>	<b>7.00</b>	-	-	<b>7.00</b>	<b>7.00</b>	-	-	<b>7.00</b>



RECOMMENDED SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2019/20 AND 2020/21

Department/Positions	FY 2019/20 Adopted	Reclass	Additions/ Deletions	FY 2019/20 Recommended	FY 2020/21 Adopted	Reclass	Additions/ Deletions	FY 2020/21 Recommended
<b>Planning &amp; Environmental Review:</b>								
<b>Current Planning</b>								
Planning Director	0.45			0.45	0.45			0.45
Management Assistant	0.48			0.48	0.48			0.48
Permit Technician	1.00			1.00	1.00			1.00
Planning Manager	1.00			1.00	1.00			1.00
Supervising Senior Planner	2.00			2.00	2.00			2.00
Assistant Planner	1.00			1.00	1.00			1.00
Associate Planner (1 at 2 year term)	3.00			3.00	3.00			3.00
Code Compliance Officer	1.00			1.00	1.00			1.00
Management Analyst	-			-	-			-
Office Specialist	0.50			0.50	0.50			0.50
<b>Total Current Planning</b>	<b>10.43</b>	-	-	<b>10.43</b>	<b>10.43</b>	-	-	<b>10.43</b>
<b>Building &amp; Safety</b>								
Planning Director	0.05			0.05	0.05			0.05
Management Assistant	0.03			0.03	0.03			0.03
<b>Total Building &amp; Safety</b>	<b>0.08</b>	-	-	<b>0.08</b>	<b>0.08</b>	-	-	<b>0.08</b>
<b>Advance Planning</b>								
Planning Director	0.40			0.40	0.40			0.40
Advance Planning Manager	1.00			1.00	1.00			1.00
Senior Planner	2.00			2.00	2.00			2.00
Management Assistant	0.40			0.40	0.40			0.40
<b>Total Advance Planning</b>	<b>3.80</b>	-	-	<b>3.80</b>	<b>3.80</b>	-	-	<b>3.80</b>
<b>Planning Commission &amp; Design Review Board</b>								
Planning Director	0.10			0.10	0.10			0.10
Management Assistant	0.10			0.10	0.10			0.10
<b>Total Planning Commission &amp; Design Review Board</b>	<b>0.20</b>	-	-	<b>0.20</b>	<b>0.20</b>	-	-	<b>0.20</b>
<b>Sustainability Program</b>								
Sustainability Coordinator	1.00			1.00	1.00			1.00
<b>Total Sustainability Program</b>	<b>1.00</b>	-	-	<b>1.00</b>	<b>1.00</b>	-	-	<b>1.00</b>
<b>Total Planning &amp; Environmental Review</b>	<b>15.50</b>	-	-	<b>15.50</b>	<b>15.50</b>	-	-	<b>15.50</b>
<b>Public Works:</b>								
<b>Administration</b>								
Public Works Director	0.55			0.55	0.55			0.55
Administrative Assistant	-			-	-			-
Management Assistant	0.80			0.80	0.80			0.80
Management Analyst	-			-	-			-
Senior Management Analyst	0.20			0.20	0.20			0.20
Senior Office Specialist	0.90			0.90	0.90			0.90
<b>Total Administration</b>	<b>2.45</b>	-	-	<b>2.45</b>	<b>2.45</b>	-	-	<b>2.45</b>
<b>Engineering</b>								
Deputy Public Works Director	0.10			0.10	0.10			0.10
Principal Civil Engineer	1.00			1.00	1.00			1.00
Assistant Engineer	1.00			1.00	1.00			1.00
Sr. Engineering Technician	1.00			1.00	1.00			1.00
Public Works Inspector	1.00			1.00	1.00			1.00
Traffic Engineer	1.00			1.00	1.00			1.00
<b>Total Engineering</b>	<b>5.10</b>	-	-	<b>5.10</b>	<b>5.10</b>	-	-	<b>5.10</b>
<b>Facilities Maintenance</b>								
Facilities Maintenance Technician	-			-	1.00			1.00
<b>Total Facilities Maintenance</b>	<b>-</b>	-	-	<b>-</b>	<b>1.00</b>	-	-	<b>1.00</b>
<b>Parks &amp; Open Spaces</b>								
Public Works Manager	0.35			0.35	0.35			0.35
Parks & Open Spaces Manager	1.00			1.00	1.00			1.00
Maintenance Worker I	2.00			2.00	2.00			2.00
Public Works Supervisor	0.10			0.10	0.10			0.10
Maintenance Worker II	1.30			1.30	1.30			1.30
Administrative Assistant	0.60			0.60	0.60			0.60
<b>Total Parks &amp; Open Spaces</b>	<b>5.35</b>	-	-	<b>5.35</b>	<b>5.35</b>	-	-	<b>5.35</b>
<b>Capital Improvement</b>								
Deputy Public Works Director	0.70			0.70	0.70			0.70
Public Works Director	0.20			0.20	0.20			0.20
Sr. Project Engineer	2.00			2.00	2.00			2.00
Management Analyst	-			-	-			-
Senior Management Analyst	0.75			0.75	0.75			0.75
Assistant Engineer	1.00			1.00	1.00			1.00
<b>Total Capital Improvement</b>	<b>4.65</b>	-	-	<b>4.65</b>	<b>4.65</b>	-	-	<b>4.65</b>
<b>Street Maintenance</b>								
Public Works Manager	0.65			0.65	0.65			0.65
Public Works Director	0.20			0.20	0.20			0.20
Administrative Assistant	0.40			0.40	0.40			0.40
Lead Maintenance Worker	-			-	-			-
Public Works Supervisor	0.90			0.90	0.90			0.90
Maintenance Worker II	2.70			2.70	2.70			2.70
Maintenance Worker I	-			-	-			-
<b>Total Street Maintenance</b>	<b>4.85</b>	-	-	<b>4.85</b>	<b>4.85</b>	-	-	<b>4.85</b>
<b>Solid Waste &amp; Environmental Services</b>								
Environmental Services Coordinator	1.00			1.00	1.00			1.00
Public Works Director	0.05			0.05	0.05			0.05
Deputy Public Works Director	0.20			0.20	0.20			0.20
Administrative Assistant	-			-	-			-
Management Assistant	0.10			0.10	0.10			0.10
Senior Office Specialist	0.10			0.10	0.10			0.10
Management Analyst	-			-	-			-
Senior Management Analyst	0.05			0.05	0.05			0.05
Assistant Engineer	1.00			1.00	1.00			1.00
<b>Total Solid Waste &amp; Environmental Services</b>	<b>2.50</b>	-	-	<b>2.50</b>	<b>2.50</b>	-	-	<b>2.50</b>
<b>Total Public Works</b>	<b>24.90</b>	-	-	<b>24.90</b>	<b>25.90</b>	-	-	<b>25.90</b>



RECOMMENDED SCHEDULE OF AUTHORIZED POSITIONS  
FISCAL YEAR 2019/20 AND 2020/21

Department/Positions	FY 2019/20 Adopted	Reclass	Additions/ Deletions	FY 2019/20 Recommended	FY 2020/21 Adopted	Reclass	Additions/ Deletions	FY 2020/21 Recommended
<b>Neighborhood &amp; Public Safety Services:</b>								
<b>Neighborhood Services</b>								
Neighborhood Serv & Public Safety Director	0.90			0.90	0.90			0.90
Sr. Project Manager	0.25	(0.25)		-	0.25	(0.25)		-
Principal Project Manager	-	0.25		0.25	-	0.25		0.25
Economic Development Coordinator	-			-	-			-
Emergency Services Coordinatior	1.00			1.00	1.00			1.00
Management Assistant	1.00			1.00	1.00			1.00
Management Analyst	0.90			0.90	0.90			0.90
Parks & Recreation Manager	-			-	-			-
<b>Total Neighborhood Services</b>	<b>4.05</b>	-	-	<b>4.05</b>	<b>4.05</b>	-	-	<b>4.05</b>
<b>Economic Development</b>								
Economic Development Coordinator	-			-	-			-
Sr. Project Manager	0.75	(0.75)		-	0.75	(0.75)		-
Principal Project Manager	-	0.75		0.75	-	0.75		0.75
<b>Total Economic Development</b>	<b>0.75</b>	-	-	<b>0.75</b>	<b>0.75</b>	-	-	<b>0.75</b>
<b>Parks &amp; Recreation</b>								
Neighborhood Serv & Public Safety Director	0.10			0.10	0.10			0.10
Management Assistant	-			-	-			-
Management Analyst	0.10			0.10	0.10			0.10
Parks & Recreation Manager	1.00			1.00	1.00			1.00
<b>Total Parks &amp; Recreation</b>	<b>1.20</b>	-	-	<b>1.20</b>	<b>1.20</b>	-	-	<b>1.20</b>
<b>Total Neighborhood Services &amp; Public Safety</b>	<b>6.00</b>	-	-	<b>6.00</b>	<b>6.00</b>	-	-	<b>6.00</b>
<b>Grand Total:</b>	<b>86.43</b>	-	-	<b>86.43</b>	<b>87.43</b>	-	-	<b>87.43</b>