



TO: Mayor and Councilmembers
FROM: Luke Rioux, Finance Director
CONTACT: Tony Gonzalez, Accounting Manager
SUBJECT: Fiscal Year 2019/20 Mid-Year Financial Review

RECOMMENDATION:

Adopt Resolution No. 20-__ 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 Mid-Year 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 December 31, 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 December totals may not represent six 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 Second Quarter of FY 2019/20, revenues and expenditures for the General Fund are tracking as expected. At this time, staff 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 Mid-Year 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	\$ 368,980	\$ 28,724,480
Operating Expenditures	\$ 27,407,167	\$ 3,196,652	\$ 30,603,819	\$ 444,500	\$ 31,048,319
Capital Expenditures	\$ 30,000	\$ 3,843,491	\$ 3,873,491	\$ -	\$ 3,873,491
Total Expenditures	\$ 27,437,167	\$ 7,040,143	\$ 34,477,310	\$ 444,500	\$ 34,921,810
Net Change	\$ 918,333	\$ (7,040,143)	\$ (6,121,810)	\$ (75,520)	\$ (6,197,330)

Staff continues to monitor revenue projections and resource requirements closely and will advise Council of any changes as they arise. Details regarding revenue and expenditure performance, 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, 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 second quarter of the fiscal year at 36.4% in comparison to 40.5% of prior year, primarily due to timing of revenues received through December 31. The tables and summary information below provide additional detail on the revenue activity through the second quarter on a budget-to-actual comparison. Prior year comparisons are provided for trending purposes, including percentage change from prior year-to-date actuals

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	\$ 1,969,614	26.8%	\$ 1,893,960	27.4%	4.0%
Sales Tax	6,815,200	2,217,678	32.5%	2,863,016	43.1%	-22.5%
Transient Occupancy Tax	10,367,600	4,822,502	46.5%	4,856,666	49.5%	-0.7%
Franchise Fees	1,276,800	376,749	29.5%	350,911	28.6%	7.4%
TOTAL	\$ 25,814,300	\$ 9,386,542	36.4%	\$ 9,964,554	40.5%	-5.8%

The **Property Tax** category is composed of two payment types - the “Traditional” Property Tax, which is 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 at 26.8% of budget. Staff has received the property tax allocation reports from the County, along with information from our property tax consultants and is not recommending any adjustments at this time. Property taxes that are subject to AB 8, are shared equally (50%) with the County of Santa Barbara, per the Revenue Neutrality Agreement (RNA). This amount is estimated at approximately \$3.7 million for FY 19/20.

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 December 31st, the revenues collected totaled \$2,217,678, or 32.5% of the estimated revenue for the year. In comparison to prior year actuals, sales tax receipts received declined by 22.5%. This decline is due to advanced funds received in prior year for first quarter 2018. 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 1% Sales Tax revenue normally allocated to cities with the County of Santa Barbara, per the RNA. This amount is approximately \$3.8 million. 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 December 31, 2019 are trending slightly lower in comparison with prior year at \$4,822,502 or 46.5% 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 four months of the fiscal year only, due to the timing of TOT receipts required to be remitted.

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 Mid-Year total of \$376,749 represents 29.5% 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	\$ 706	70.6%	\$ -	0.0%	100%
Planning Fees	135,000	56,529	41.9%	89,878	65.5%	-37.1%
Planning Deposits Earned	120,000	112,227	93.5%	65,033	45.8%	72.6%
Building Permits	500,000	449,911	90.0%	206,027	40.4%	118.4%
PW Deposits Earned	55,000	34,197	62.2%	25,713	36.9%	33.0%
PW/Engineering Fees	62,300	31,329	50.3%	26,092	42.6%	20.1%
Solid Waste Roll Off Fees	34,000	16,068	47.3%	14,638	44.0%	9.8%
Business License	307,000	162,540	52.9%	146,655	55.8%	10.8%
Plan Check Fees	200,000	192,809	96.4%	114,700	44.1%	68.1%
Other Licenses & Charges	75,100	73,475	97.8%	2,207	35.5%	3228.9%
TOTAL	\$ 1,489,400	\$ 1,129,792	75.9%	\$ 690,943	46.6%	63.5%

Licenses and Service Charges reflect revenues at 75.9% of the budgeted amount through the second quarter. Revenue categories either exceeded, met, or fell below target levels. In comparison to prior quarter, revenues increased by 63.5%. The increase is primarily due to user fee charges associated with cannabis business licenses processing, planning deposits earned, and building permits. Fees related to development activity are higher than targeted levels due to continuous work on development projects. Staff is recommending an increase in Plan Check Fees revenue of **\$100,000**, as well as an increase of **\$250,000** in Building Permits revenue due to actual receipts being higher than initially projected. Cannabis business license revenues are also tracking higher than expected; therefore, staff is recommending an increase of **\$20,000** 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 45.7% of total budget, which is an increase of 10.8% 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	\$ 73,744	40.3%	\$ 70,118	32.4%	5.2%
Interest & Rent Income	440,100	266,301	60.5%	201,677	48.6%	32.0%
Reimbursements	330,800	115,485	34.9%	84,805	29.8%	36.2%
Other Revenues	67,000	12,317	18.4%	68,033	52.6%	-81.9%
Transfers In Other Funds	31,000	12,952	41.8%	9,246	40.3%	40.1%
TOTAL	\$ 1,051,800	\$ 480,800	45.7%	\$ 433,880	40.6%	10.8%

Fines & Penalties are at 40.3% 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 recommends no adjustments at this time.

Interest & Rent Income revenues are at 60.5% 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 with the City's pooled investments. The City has expanded its investment program starting at the beginning of FY 19/20, which includes laddering investments. It should be noted that since the start of the fiscal year, the Federal Open Market Committee (FOMC) decided 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 1.75 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 market yielding securities. Staff does not recommend an adjustment at this time but will continue to evaluate.

The **Reimbursements** revenue category is at 34.9% of the budgeted amount. The budget of \$330,800 includes \$200,000 in CIP-related staff time reimbursements and Successor Agency administration fees of \$120,000. Overall, reimbursements are trending higher at 36.2% in comparison to prior year. At the end of the second quarter, \$106,310 of that total amount is related to CIP staff time reimbursements. This revenue category will be monitored, and adjustments may be recommended at with the Third Quarter Financial Review based on actual staffing levels for CIP cost recovery. Staff does not recommend any adjustments 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 \$12,952 or 41.8%, represent reimbursements for staff time spent in the administration of the Community Development Block Grants (CDBG) program. Staff recommends a cleanup adjustment of **(\$1,020)** in order to align the General Fund revenue account for "Transfers in from CDBG", to the expected reimbursable CDBG expenditure account.

General Fund Expenditure Analysis:

The General Fund expenditures budget is currently at \$34.48 million, which includes carryovers of approximately \$4.8 million from FY 2018/19 and approximately \$2.2 million of additional appropriations authorized by City Council. 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 program 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 \$2,191,824, as approved by the City Council to date which include City Council Intern Program, Support to Other Agencies, new positions per the Citygate assessment, various first quarter adjustments and one-time CIP funding of approximately \$953,000 for the Old Town Sidewalk Improvement Project.

All departments are currently within the expected target of their overall allocated budgets as of December 31, 2019, with total expenditures at 34.1% of budget or 47.0% 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	\$ 6,351,341	\$ 3,024,318	47.6%	\$ 3,388,911	54.2%	-10.8%
Library	416,400	207,773	49.9%	156,708	39.3%	32.6%
Finance	1,011,547	495,977	49.0%	368,158	41.2%	34.7%
Planning & Env. Review	4,754,952	1,685,558	35.4%	1,317,429	27.6%	27.9%
Public Works	7,198,876	2,046,966	28.4%	1,517,183	25.3%	34.9%
Neighborhood Services	2,355,149	1,132,589	48.1%	481,341	31.2%	135.3%
Public Safety	7,665,253	3,073,460	40.1%	3,159,122	40.1%	-2.7%
Non-Departmental	850,300	7,888	0.9%	495,718	37.2%	-98.4%
Capital Improvement Projects	3,873,491	82,192	2.1%	57,074	1.6%	0
TOTAL	\$ 34,477,310	\$ 11,756,721	34.1%	\$ 10,941,645	33.5%	7.4%

Overall, the expenditures are tracking as expected with all departments within their overall allocated budgets as of December 31, 2019. At this time, staff is recommending various second quarter budget adjustments for personnel, operations, equipment, including structural changes to the Planning and Environmental Review Department. These adjustments result an overall increase in expenditures of **\$444,500**. The following sections summarize the recommended changes, personnel changes, and budget adjustments at department and program level.

Recommended Structural Changes to Planning and Environmental Review:

Staff is recommending merging the all of the City's housing program functions into the Planning and Environmental Review department, and in so doing, creating a "Community Development Department." This includes creating a new budget program for Administration and for Affordable Housing.

For some time, staff have been considering how to improve the City's Affordable Housing efforts. In 1969, the State mandated that all California cities and counties must plan for the housing needs of residents regardless of income. This resulted in a state mandate called the Regional Housing Needs Allocation, or RHNA. The California Department of Housing and Community Development (HCD) determines the total number of new homes at different affordability levels that local governments need to plan for and accommodate

in order to meet their respective shares of regional housing need for people at all income levels. On an eight-year housing cycle, every region in the state must distribute its identified housing need according to certain criteria to each city and county in the region. Each local government must then update the Housing Element of its General Plan to show the locations where housing can be built and include the policies and strategies necessary to meet the community's housing needs. The current 8-year RHNA cycle ends in 2022 and Santa Barbara County Association of Governments (SBCAG) expects to receive the next identification of regional housing need from HCD and to begin the allocation process for the next cycle later this year. Staff expect the City's allocation to increase significantly in the next housing cycle.

In the last several years, as homelessness and housing costs have become crisis issues in California, housing has become a significant focus of state interest, resulting in a slew of new legislation out of Sacramento. This new legislation now holds local governments accountable not just for planning and zoning for affordable housing, but also for its construction on pace with the RHNA cycle, imposing consequences where housing targets are not met. The new laws also increasingly seek to limit local government land use authority with respect to approval of housing projects. Although passed by the State legislature, the Governor vetoed SB 5, a bill intended to provide significant new funding to local governments for affordable housing construction to replace redevelopment funds. The focus on housing at the State level suggests the conversation about new State funding for affordable housing is not over.

Currently, implementing affordable housing requirements and managing the City's existing stock of affordable housing units is a shared responsibility of staff in the Neighborhood Services and Public Safety Department (NSPS) and the Planning and Environmental Review. There isn't a single position focused on planning for and delivering affordable housing stock improvements, monitoring the inventory of affordable housing, monitoring and renegotiating existing housing covenants so that we do not lose affordable housing inventory, responding to changes in legislation, monitoring housing in-lieu funds and incentive programs, etc. Given significant other priorities assigned to staff in Planning and NSPS, staff have not been able to focus the attention on the growing demands of affordable housing policy and practice that it deserves. On September 17, 2019, during the presentation to City Council about the Citygate Report, staff presented the idea of the creation of an affordable housing position under the supervision of the Planning and Environmental Review Department to informal indications of support from Council.

Looking at other cities, affordable housing is frequently grouped with planning under the umbrella of a Community Development Department. Staff recommends renaming the Planning and Environmental Review Department to the Community Development Department, creating a separate budgeted program for Affordable Housing, retitling the Planning and Environmental Review Director to the Community Development Director and recommending a salary grade change from Grade 117 to Grade 118, as indicated by a recent market survey, and creating a Senior Housing Analyst position at Grade 112. The new budgeted program for Administration within the Community Development Department is to account for resources and expenditures used for administration purposes of the department. There are no fiscal impacts by adding an Administration division, as budget programmed currently related for administration will be reallocated.

Changes to the budget to create the new programs and consolidate current affordable housing efforts under that umbrella are included with the changes recommended herein and will be reflected in the upcoming FY 20/21 Mid-Cycle Budget.

Recommended Personnel Changes

Staff is recommending various personnel changes, which include new and revised Classification Specifications in Community Relations, the Planning and Environmental Review Department (Community Development Department) and cleanup to salary schedule for the Assistant Engineer in Public Works, previously adopted at first quarter in December. Additionally, staff is recommending two new full-time equivalents (FTEs), a Management Assistant in the Sustainability Program and a Senior Housing Analyst in the new Affordable Housing Program. The following section summarizes the recommended reclassification of existing positions and recommended revisions to current class specifications and new class specifications.

Reclassifications of existing positions include the following:

- Reclassification of Community Relations Division Administrative Assistant – Grade 105 to Management Assistant – Grade 107; this recommendation is the result of a recent job analysis and reflects the increased amount and higher level of job duties now required of the position. Staff is recommending the reclassification be applied retroactively to the first pay period in September, since the higher level of job duties were taken on. Current fiscal year impact is approximately \$4,320, which can be absorbed within Community Relations current budget. Annualized costs result in approximate \$5,760 increase.
- Reclassification of Planning Director - Grade 117 to Community Development Director - Grade 118; this recommendation is due to the additional span of management control and scope of responsibilities resulting from the creation of a Housing Division within the department. Upon approval, reclassification would be effective immediately, and applied to the first full pay period after Council approval. Current fiscal year impact is approximately \$2,500, and then \$5,000 on an annualized basis. Additional appropriation of \$2,500 is recommended as part of the overall budget adjustments.

Revisions to existing, or new Class Specifications/positions, include the following:

- Revision to Human Resources Analyst – Class Specification revised to reflect current scope of required duties, responsibilities, and qualifications. No fiscal impacts or budget adjustment necessary, as this recommendation affects the class specification only.
- Revision to Assistant Engineer – Salary schedule revised to reflect the correct pay grade. The adopted salary schedule Council approved on 12/3/2019, had the position erroneously placed at Grade 110, and should be at Grade 109 (with 5% pay differential for Engineer in Training (EIT) certification). There is no fiscal impact to this change.

- New Senior Housing Analyst – Grade 112 – This is a new Class Specification/position created in response to forecasted additional resource demands resulting from implementation of the City’s Affordable Housing Program. Current fiscal year impact is approximately \$69,550, which is described in the recommended budget adjustments section above. On an annualized basis, total ongoing costs for this new position is anticipated to be approximately \$139,100.
- New Management Assistant – Grade 107 – This is a new position in the Planning & Environmental Review Department to build staffing capacity in the Sustainability Program to assist with Strategic Energy Plan implementation, and other Sustainability Program projects as identified in the adopted FY 19/20-20/21 budget, Council Strategic Plan, and Planning & Environmental Review Department Annual Work Plan. Current fiscal year impact is approximately \$49,950. Total annual ongoing costs are approximately \$99,900.

Upcoming and potential new Sustainability Program projects, with which the new position would assist, include the following:

Regulations for Polystyrene Foam & Single Use Plastic Reduction
Shared Micro-Mobility Plan (Bike Share)
City Facilities – Clean Energy Infrastructure
Energy Assurance Plan
LEED for Cities Tracking (Sustainability Plan)
Formation & Participation in Regional Climate Collaborative
Reach Code
Community Outreach for Sustainability Projects

Total fiscal impacts for these recommended personnel changes are \$126,320 through the end of current fiscal year and approximately \$249,760 on annual basis. Only \$122,000 is recommended for appropriation, due to salary savings available. If Council approves recommended personnel changes, total FTE’s will increase from 87.43 to 89.43. The Class Specifications, Salary Schedules, and Schedule of Authorized Positions can be seen in Exhibit B, Exhibit C, and Exhibit D of Attachment 5.

Recommended Budget Adjustments by Department/Program:

General Government:

- Support Services: City staff has reviewed its vehicle list and determined which are ready for surplus. The City is now down to one citywide pool vehicle, due to several vehicles having reached the end of their useful life. Staff is recommending a one-time appropriation of **\$30,000** to purchase and outfit a vehicle for City pool use from the Capital Equipment Replacement Reserve, which has a current balance of \$624,869. The vehicle will be either a hybrid or an electric sedan.

Planning and Environmental Review:

- Current Planning: An appropriation of **\$4,500** is recommended in order to adjust for the outsourcing of New Zoning Ordinance implementation tasks, such as creating forms, flowcharts, etc. Staff is also recommending an appropriation of **\$1,125** to account for the recommended reclassification of the Planning and Environmental Review (PER) Director to the Community Development Director. The salary and benefits of this position are allocated among the various Planning and Environmental Review programs.
- 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 match the cost structure, an increase in Contract Services of **\$200,000** for Building and **\$80,000** for Plan Check Fees is needed. Actual expenditures will vary depending on the construction activity occurring within the City. Staff is also recommending an appropriation of **\$125** to account for the reclassification of the PER Director.
- Advance Planning: An appropriation of **\$3,000** is recommended in order to publish hearing notices for the NZO, and other plans. Staff is also recommending an appropriation of **\$1,000** to account for the reclassification of the PER Director.
- Planning Commission & Design Review Board: Staff is recommending an appropriation of **\$250** to account for the reclassification of the PER Director.
- Sustainability: Staff is requesting an appropriation of **\$49,950** to fund a Management Assistant position in the Sustainability Program to assist with Strategic Energy Plan implementation, and other Sustainability Program projects as identified in the adopted FY 19/20-20/21 budget, Council Strategic Plan, and Planning & Environmental Review Department Annual Work Plan.
- Affordable Housing Program: During the First Quarter Financial Review in December 2019, City Council authorized \$30,000 for consulting services to assist with the City's Affordable Housing Program temporarily, with staff bringing back recommendations at mid-year for establishing this new program. Staff is now recommending the creation of the Affordable Housing Implementation Program as a new division/program in the Planning Department (which, if this new division is approved, staff is also recommending the Planning Department renamed to the Community Development Department), along with a new appropriation of **\$69,550** to support additional staff needed in the current fiscal year. The Affordable Housing Implementation Program seeks to implement affordable housing policy and to develop, track and administer affordable housing units in the City. The General Plan Housing Element is the City's main housing policy document, which articulates the City's housing policies and outlines its housing strategies and programs. Additional details of the new program, including draft operational and strategic objectives can be found as Attachment 6 to this staff report. The program will be staffed by one full-time equivalent Senior Housing Analyst, which is needed for implementation and

ongoing work efforts. Once developed, associated expenditures and budget will be adjusted accordingly.

Neighborhood Services & Public Safety:

- Neighborhood Services: An appropriation of **\$5,000** is recommended to support anticipated Union Pacific Railroad encampment cleanups.

Overall, the total recommended expenditure budget appropriation is **\$444,500**. When including the recommended revenue budget adjustments of **\$368,980**, this results a net decrease of approximately **(\$75,520)** to the General Fund. These recommendations are shown in the General Fund – Fund Balance section 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	(30,000)	594,869
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	-	(160,000)	140,000		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	-	(1,544,904)	6,599,983	(45,520)	6,554,463
Total	\$ 24,092,098	\$ 565,573	\$ (6,687,383)	\$ 17,970,288	\$ (75,520)	\$ 17,894,768

As shown above, the projected FY 2019/20 “budgetary” General Fund Balance stands at \$17,970,288 as of June 30, 2020. With the approval of the recommended budget amendments described above (net decrease in revenues over expenditures of **\$75,520**), the *Unassigned Fund Balance* will experience a net decrease of **(\$45,520)**, and the *Capital Equipment* reserve will experience a new decrease of **(\$30,000)**. These adjustments will bring the total Fund Balance to \$17,894,768.

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 FY 19/20.

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 as 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 48.3% of the total budgeted amount. Revenues received through the second quarter are at \$406,341. Budgeted expenditures are \$1,695,337 for the fiscal year, which included carryovers. Through the first quarter, \$539,959 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 \$210,932 or 39.2% of the budgeted amount, which reflect receipts through end of November 2019. 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 second quarter, the revenues are at 47.6% 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) – Staff is recommending an increase of **\$13,584** in revenues to account for additional funds received in FY19/20 attributable to FY18/19 expenditures. An increase of **\$306,700** for both revenue and expenditures projected for the CIP Project 9007 (San Jose Creek Bike Lane) and CIP Project 9039 (Hollister Class 1 Bike Path) is recommended by Staff to correct the projected expenditures (clean-up item).
- GTIP (Fund 220) – An increase of **\$40,000** is recommended to correct the projected staff time expenditures (clean-up item).
- Fire Station No. 10 County DIF (Fund 232) – An increase of **\$12,397** in revenues and expenditures is recommended to reflect the interest received from the County of Santa Barbara (clean-up item).
- Misc. Library Grants Fund (Fund 236) - The Goleta Valley Library was awarded a grant for children’s book kits (“A World of Stories” project), and accordingly, a revenue adjustment for the total grant is requested for a total of **\$8,785**. In terms of expenditures, **\$2,000** will be allocated to Books and Subscriptions and **\$6,785** allocated to Special Department Supplies.
- Misc. Grants (Fund 311) – The City of Goleta applied for and was awarded a grant of **\$9,940** for Census 2020-related expenditures. A revenue appropriation for the full amount is recommended by staff, while the expenditures will be spread out among various accounts within Fund 311 under the Community Relations program (program 1500), also totaling **\$9,940**.
- Library Services (Fund 501) – An increase of **\$9,000** in revenues is recommended to reflect the interest earned in the Goleta Library fund.

FINANCE COMMITTEE REVIEW:

The Finance Committee met to review the Fiscal Year 2019/20 Mid-Year Financial Review Report on February 10, 2020.

FISCAL IMPACTS:

General Fund:

The recommended General Fund budget adjustments result in a net decrease of (\$75,520), as described above and shown in Attachment 1. The unassigned budgetary fund balance will experience a decrease of (\$45,520) to \$6,520,168 and capital equipment reserve for vehicle replacement will decrease by (\$30,000) to \$594,869. Capital equipment reserves are replenished and adjusted each year by the total depreciation expense experienced for the year on vehicles. Unassigned fund balance is available for one-time use. The recommended personnel changes will result in an overall annual increase of \$249,760 in future budget years. 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 described above can be found in detail in Attachment 5 - Exhibit A. The additional appropriations can be supported by the Special Revenue Funds' fund balances, as shown in Attachment 3.

Council is asked to adopt the attached resolution (Attachment 5) approving the recommended budget adjustments, class specifications, salary schedule, and authorized positions.

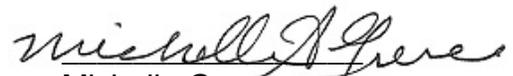
ALTERNATIVES:

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
Assistant 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 Plan
6. Draft Affordable Housing Program Narratives
7. Fiscal Year 2019/20 Mid-Year Financial Review (Unaudited) (For the quarter ended December 31, 2019) Presentation

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 Six Months Ended December 31, 2019

Revenues	Original Budget	Prior Budget Revisions	Current Budget	12/31/2019 Actuals	% of Budget	2nd QTR Recommended Revisions	Amended Budget
Property Taxes	7,354,700	-	7,354,700	1,969,614	27%		7,354,700
Sales Taxes	6,815,200	-	6,815,200	2,217,678	33%		6,815,200
Transient Occupancy Tax	10,367,600	-	10,367,600	4,822,502	47%		10,367,600
Franchise Fee Tax	1,276,800	-	1,276,800	376,749	30%		1,276,800
Licenses & Service Charges	1,418,600	70,800	1,489,400	1,129,792	76%	370,000	1,859,400
Fines & Penalties	182,900	-	182,900	73,744	40%		182,900
Interest & Rent Income	440,100	-	440,100	266,301	61%		440,100
Reimbursements	401,600	(70,800)	330,800	115,485	35%		330,800
Other Revenues	67,000	-	67,000	12,317	18%		67,000
Transfers In Other Funds	31,000	-	31,000	12,952	42%	(1,020)	29,980
Total Revenues	28,355,500	-	28,355,500	10,997,134	39%	368,980	28,724,480
Expenditures							
General Government	6,026,359	324,982	6,351,341	3,024,318	48%	30,000	6,381,341
Library	410,160	6,240	416,400	207,773	50%		416,400
Finance	968,870	42,677	1,011,547	495,977	49%		1,011,547
Planning & Env. Review	3,606,791	1,148,161	4,754,952	1,685,558	35%	409,500	5,164,452
Public Works	5,567,264	1,631,612	7,198,876	2,046,966	28%		7,198,876
Neighborhood Services	2,312,170	42,979	2,355,149	1,132,589	48%	5,000	2,360,149
Public Safety	7,665,253	-	7,665,253	3,073,460	40%		7,665,253
Non-Departmental	850,300	-	850,300	7,888	1%		850,300
Capital Improvement Projects	30,000	3,843,491	3,873,491	82,192	2%		3,873,491
Total Expenditures	27,437,167	7,040,143	34,477,310	11,756,721	34%	444,500	34,921,810
Net Change in Fund Balance	918,333	(7,040,143)	(6,121,809.95)	(759,587)		(75,520)	(6,197,330)
Beginning Fund Balance	24,092,098		24,092,098	24,092,098			24,092,098
Ending Fund Balance	25,010,430		17,970,288	23,332,510			17,894,768

ATTACHMENT 2:

General Fund Interim Statements by Department

City of Goleta
General Fund

Interim Statement of Revenues and Expenditures
For the Six Months Ended December 31, 2019

	<u>Annual Budget</u>	<u>YTD Actual</u>	<u>Remaining Balance</u>	<u>Percent Received</u>	<u>Previous YTD</u>
Taxes					
Property Taxes	7,354,700	1,969,614	5,385,086	26.8%	1,893,960
Sales Taxes	6,815,200	2,217,678	4,597,522	32.5%	2,863,016
Transient Occupancy Tax	10,367,600	4,822,502	5,545,098	46.5%	4,856,666
Franchise Fee Tax	1,276,800	376,749	900,051	29.5%	350,911
Total	<u>25,814,300</u>	<u>9,386,542</u>	<u>16,427,758</u>	<u>36.4%</u>	<u>9,964,554</u>
Licenses & Service Charges					
Legal Deposits Earned	1,000	706	294	70.6%	-
Planning Fees	135,000	56,529	78,471	41.9%	89,878
Planning Deposits Earned	120,000	112,227	7,773	93.5%	65,033
Building Permits	500,000	449,911	50,089	90.0%	206,027
Public Works Deposits Earned	55,000	34,197	20,803	62.2%	25,713
PW/Engineering Fees	62,300	31,329	30,971	50.3%	26,092
Solid Waste Roll Off Fees	34,000	16,068	17,932	47.3%	14,638
Business License	307,000	162,540	144,460	52.9%	146,655
Plan Check Fees	200,000	192,809	7,191	96.4%	114,700
Other Licenses & Charges	75,100	73,475	1,625	97.8%	2,207
Total	<u>1,489,400</u>	<u>1,129,792</u>	<u>359,608</u>	<u>75.9%</u>	<u>690,943</u>
Fines and Forfeitures					
Fines & Penalties	182,900	73,744	109,156	40.3%	70,118
Total	<u>182,900</u>	<u>73,744</u>	<u>109,156</u>	<u>40.3%</u>	<u>70,118</u>
Investment Income					
Interest & Rent Income	440,100	266,301	173,799	60.5%	201,677
Total	<u>440,100</u>	<u>266,301</u>	<u>173,799</u>	<u>60.5%</u>	<u>201,677</u>
Reimbursements					
Reimbursements	330,800	115,485	215,315	34.9%	84,805
Total	<u>330,800</u>	<u>115,485</u>	<u>215,315</u>	<u>34.9%</u>	<u>84,805</u>
Other Revenues					
Other Revenues	67,000	12,317	54,683	18.4%	68,033
Total	<u>67,000</u>	<u>12,317</u>	<u>54,683</u>	<u>18.4%</u>	<u>68,033</u>
Transfers In					
Transfers In Other Funds	31,000	12,952	18,048	41.8%	9,246
Total	<u>31,000</u>	<u>12,952</u>	<u>18,048</u>	<u>41.8%</u>	<u>9,246</u>
TOTAL REVENUES	<u>28,355,500</u>	<u>10,997,134</u>	<u>17,358,366</u>	<u>38.8%</u>	<u>11,089,376</u>

Interim Statement of Revenues and Expenditures
For the Six Months Ended December 31, 2019

	Annual "Current" Budget	YTD Actual	Encumbrances	Totals	Remaining Balance	%YTD Expended w/ Encumbr
General Government						
City Council	442,865	208,878	29,750	238,628	204,237	53.9%
City Manager	1,725,090	717,327	41,560	758,886	966,203	44.0%
City Clerk	505,100	215,720	43,807	259,527	245,573	51.4%
City Attorney	1,063,160	427,043	189,310	616,353	446,807	58.0%
Community Relations	305,085	102,471	42,800	145,271	159,814	47.6%
Support Services	2,310,042	1,352,879	116,113	1,468,992	841,050	63.6%
Total	6,351,341	3,024,318	463,339	3,487,657	2,863,684	54.9%
Library						
Library Services	416,400	207,773	143,843	351,616	64,784	84.4%
Total	416,400	207,773	143,843	351,616	64,784	84.4%
Finance						
Administration	1,011,547	495,977	59,500	555,477	456,070	54.9%
Total	1,011,547	495,977	59,500	555,477	456,070	54.9%
Planning & Environmental Review						
Current Planning	1,840,429	674,226	104,108	778,334	1,062,095	42.3%
Building & Safety	582,133	403,453	164,508	567,961	14,171	97.6%
Advanced Planning	2,059,790	485,365	740,606	1,225,971	833,819	59.5%
Planning Commission	65,631	23,552	-	23,552	42,079	35.9%
Sustainability Program	206,970	98,963	22,761	121,724	85,246	58.8%
Total	4,754,952	1,685,558	1,031,983	2,717,541	2,037,411	57.2%
Public Works						
Administration	361,804	148,467	400	148,867	212,937	41.1%
Engineering Services	1,605,462	408,324	342,920	751,244	854,218	46.8%
Facility Maintenance	242,900	139,659	47,052	186,710	56,190	76.9%
Parks & Open Spaces	1,433,923	433,385	596,249	1,029,634	404,289	71.8%
Capital Improvement Program	1,150,548	427,100	160,298	587,398	563,151	51.1%
Street Lighting	-	-	-	-	-	0.0%
Street Maintenance	2,404,238	490,032	897,548	1,387,580	1,016,658	57.7%
Solid Waste and Environmental Services	-	-	-	-	-	0.0%
Total	7,198,876	2,046,966	2,044,467	4,091,433	3,107,443	56.8%
Neighborhood Services						
Neighborhood Services	1,314,974	488,523	258,814	747,336	567,638	56.8%
Community Development Block Grant	-	-	-	-	-	0.0%
Economic Development	477,712	224,603	6,819	231,423	246,289	48.4%
Parks & Recreation	562,463	419,463	-	419,463	143,000	74.6%
Total	2,355,149	1,132,589	265,633	1,398,222	956,927	59.4%
Public Safety						
Public Safety	7,665,253	3,073,460	-	3,073,460	4,591,793	40.1%
Total	7,665,253	3,073,460	-	3,073,460	4,591,793	40.1%
Non-Departmental						
Non-Departmental	850,300	7,888	-	7,888	842,412	0.9%
Total	850,300	7,888	-	7,888	842,412	0.9%
Capital Improvement Projects						
Capital Improvement Projects	3,873,491	82,192	444,288	526,480	3,347,011	13.6%
Total	3,873,491	82,192	444,288	526,480	3,347,011	13.6%
TOTAL EXPENDITURES	34,477,310	11,756,721	4,453,053	16,209,774	18,267,536	47.0%
NET REVENUES OVER EXPENDITURES	(6,121,810)	(759,587)				
BEGINNING FUND BALANCE	24,092,098	24,092,098				
ENDING FUND BALANCE	17,970,288	23,332,510				

ATTACHMENT 3:

Interim Revenue and Expenditure Summary By Fund

City of Goleta
Interim Statement of Revenues and Expenditures - Summary by Fund
For the Six Months Ended December 31, 2019

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
101 General Fund								
Revenue	28,355,500	28,355,500	368,980	28,724,480	10,997,134	-	10,997,134	38.8%
Expenditures	27,437,167	34,477,310	444,500	34,921,810	11,756,721	4,453,053	16,209,774	47.0%
Addition to/(use of) reserves	918,333	(6,121,810)	(75,520)	(6,197,330)	(759,587)	(4,453,053)	(5,212,641)	
Beginning Fund Balance	24,092,098	24,092,098		24,092,098	24,092,098			
Ending Fund Balance	25,010,430	17,970,288		17,894,768	23,332,510			
201 Gas Tax								
Revenue	840,500	840,500		840,500	407,990	-	407,990	48.5%
Expenditures	840,500	1,695,337		1,695,337	753	539,205	539,959	31.8%
Addition to/(use of) reserves	-	(854,837)	-	(854,837)	407,237	(539,205)	(131,969)	
Beginning Fund Balance	866,712	866,712		866,712	866,712			
Ending Fund Balance	866,712	11,876		11,876	1,273,949			
202 Local Transportation								
Revenue	28,537	28,537		28,537	13,640	-	13,640	47.8%
Expenditures	-	58,162		58,162	370	12,252	12,622	21.7%
Addition to/(use of) reserves	28,537	(29,625)	-	(29,625)	13,270	(12,252)	1,018	
Beginning Fund Balance	121,828	121,828		121,828	121,828			
Ending Fund Balance	150,365	92,203		92,203	135,098			
203 RMRA								
Revenue	537,800	537,800		537,800	211,308	-	211,308	39.3%
Expenditures	528,000	535,000		535,000	-	-	-	0.0%
Addition to/(use of) reserves	9,800	2,800	-	2,800	211,308	-	211,308	
Beginning Fund Balance	36,781	36,781		36,781	36,781			
Ending Fund Balance	46,581	39,581		39,581	248,089			
205 Measure A								
Revenue	1,589,514	1,589,514		1,589,514	760,231	-	760,231	47.8%
Expenditures	1,842,575	3,550,447		3,550,447	280,600	435,892	716,492	20.2%
Addition to/(use of) reserves	(253,061)	(1,960,933)	-	(1,960,933)	479,631	(435,892)	43,739	
Beginning Fund Balance	1,970,196	1,970,196		1,970,196	1,970,196			
Ending Fund Balance	1,717,135	9,263		9,263	2,449,827			
206 Measure A-Other								
Revenue	460,105	820,946	320,284	1,141,230	123,200	-	123,200	15.0%
Expenditures	252,885	698,362	306,700	1,005,062	5,468	-	5,468	0.8%
Addition to/(use of) reserves	207,220	122,584	13,584	136,168	117,732	-	117,732	
Beginning Fund Balance	(136,168)	(136,168)		(136,168)	(136,168)			
Ending Fund Balance	71,052	(13,584)		-	(18,436)			
208 County Per Capita - Goleta Library								
Revenue	742,570	742,570		742,570	1,280	-	1,280	0.2%
Expenditures	742,570	754,809		754,809	330,619	22,632	353,251	46.8%
Addition to/(use of) reserves	-	(12,239)	-	(12,239)	(329,338)	(22,632)	(351,970)	
Beginning Fund Balance	111,768	111,768		111,768	111,768			
Ending Fund Balance	111,768	99,529		99,528.90	(217,570)			
209 County Per Capita - Buellton Library								
Revenue	82,430	82,430		82,430	-	-	-	0.0%
Expenditures	82,430	82,430		82,430	35,491	21,143	56,634	68.7%
Addition to/(use of) reserves	(0)	(0)	-	(0)	(35,491)	(21,143)	(56,634)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	(0)	(0)		(0)	(35,491)			
210 County Per Capita - Solvang Library								
Revenue	119,887	119,887		119,887	-	-	-	0.0%
Expenditures	119,887	119,887		119,887	41,426	42,568	83,994	70.1%
Addition to/(use of) reserves	(0)	(0)	-	(0)	(41,426)	(42,568)	(83,994)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	(0)	(0)		(0)	(41,426)			
211 Solid Waste								
Revenue	714,000	862,000		862,000	456,513	-	456,513	53.0%
Expenditures	881,356	1,271,896		1,271,896	342,210	432,158	774,368	60.9%
Addition to/(use of) reserves	(167,356)	(409,896)	-	(409,896)	114,302	(432,158)	(317,855)	
Beginning Fund Balance	616,991	616,991		616,991	616,991			
Ending Fund Balance	449,635	207,096		207,096	731,294			

City of Goleta
Interim Statement of Revenues and Expenditures - Summary by Fund
For the Six Months Ended December 31, 2019

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
212 Public Safety Donations								
Revenue	5,000	5,000		5,000	1,773	-	1,773	35.5%
Expenditures	-	148,457		148,457	-	115,212	115,212	0.7760668
Addition to/(use of) reserves	5,000	(143,457)	-	(143,457)	1,773	(115,212)	(113,440)	
Beginning Fund Balance	147,412	147,412		147,412	147,412			
Ending Fund Balance	152,412	3,955		3,955	149,184			
213 Buellton Library								
Revenue	206,337	206,337		206,337	197,794	-	197,794	95.9%
Expenditures	206,337	206,337		206,337	98,717	17,229	115,947	56.2%
Addition to/(use of) reserves	0	0	-	0	99,077	(17,229)	81,847	
Beginning Fund Balance	1,977	1,977		1,977	1,977			
Ending Fund Balance	1,977	1,977		1,977	101,053			
214 Solvang Library								
Revenue	215,283	221,155		221,155	196,535	-	196,535	88.9%
Expenditures	215,283	215,283		215,283	118,661	-	118,661	55.1%
Addition to/(use of) reserves	0	5,872	-	5,872	77,874	-	77,874	
Beginning Fund Balance	1,025	1,025		1,025	1,025			
Ending Fund Balance	1,026	6,898		6,898	78,899			
220 GTIP								
Revenue	700,360	700,360		700,360	370,039	-	370,039	52.8%
Expenditures	2,616,191	10,723,352	40,000	10,763,352	372,600	3,624,506	3,997,107	37.3%
Addition to/(use of) reserves	(1,915,831)	(10,022,992)	(40,000)	(10,062,992)	(2,561)	(3,624,506)	(3,627,067)	
Beginning Fund Balance	14,804,550	14,804,550		14,804,550	14,804,550			
Ending Fund Balance	12,888,719	4,781,558		4,741,558	14,801,989			
221 Parks DIF								
Revenue	223,200	223,200		223,200	56,024	-	56,024	25.1%
Expenditures	640,000	3,486,041		3,486,041	354,441	86,588	441,029	12.7%
Addition to/(use of) reserves	(416,800)	(3,262,841)	-	(3,262,841)	(298,417)	(86,588)	(385,005)	
Beginning Fund Balance	7,701,334	7,701,334		7,701,334	7,701,334			
Ending Fund Balance	7,284,534	4,438,493		4,438,493	7,402,916			
222 Public Facilities DIF								
Revenue	177,300	177,300		177,300	36,889	-	36,889	20.8%
Expenditures	-	11,146		11,146	-	-	-	0.0%
Addition to/(use of) reserves	177,300	166,154	-	166,154	36,889	-	36,889	
Beginning Fund Balance	(340,492)	(340,492)		(340,492)	(340,492)			
Ending Fund Balance	(163,192)	(174,338)		(174,338)	(303,603)			
223 Library DIF								
Revenue	59,600	59,600		59,600	14,435	-	14,435	24.2%
Expenditures	90,000	130,557		130,557	40,276	59,366	99,641	76.3%
Addition to/(use of) reserves	(30,400)	(70,957)	-	(70,957)	(25,840)	(59,366)	(85,206)	
Beginning Fund Balance	205,629	205,629		205,629	205,629			
Ending Fund Balance	175,229	134,672		134,672	179,788			
224 Sheriff Facilities DIF								
Revenue	23,800	23,800		23,800	8,262	-	8,262	34.7%
Expenditures	-	984,794		984,794	(744)	-	(744)	-0.1%
Addition to/(use of) reserves	23,800	(960,994)	-	(960,994)	9,006	-	9,006	
Beginning Fund Balance	991,134	991,134		991,134	991,134			
Ending Fund Balance	1,014,934	30,140		30,140	1,000,140			
225 Housing in Lieu								
Revenue	349,500	349,500		349,500	188,831	-	188,831	54.0%
Expenditures	25,000	25,000	-	25,000	25,000	-	25,000	100.0%
Addition to/(use of) reserves	324,500	324,500	-	324,500	163,831	-	163,831	
Beginning Fund Balance	762,125	762,125		762,125	762,125			
Ending Fund Balance	1,086,625	1,086,625		1,086,625	925,956			
226 Environmental Programs								
Revenue	4,000	4,000		4,000	1,851	-	1,851	46.3%
Expenditures	9,400	9,400		9,400	-	-	-	0.0%
Addition to/(use of) reserves	(5,400)	(5,400)	-	(5,400)	1,851	-	1,851	
Beginning Fund Balance	167,073	167,073		167,073	167,073			
Ending Fund Balance	161,673	161,673		161,673	168,924			

City of Goleta
Interim Statement of Revenues and Expenditures - Summary by Fund
For the Six Months Ended December 31, 2019

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encum- brances	Totals	Percent of Current Budget
229 Fire DIF								
Revenue	379,989	144,030		144,030	77,081	-	77,081	53.5%
Expenditures	-	1,849,180		1,849,180	34,524	20,951	55,475	3.0%
Addition to/(use of) reserves	379,989	(1,705,150)	-	(1,705,150)	42,557	(20,951)	21,606	
Beginning Fund Balance	2,970,241	2,970,241		2,970,241	2,970,241			
Ending Fund Balance	3,350,230	1,265,091		1,265,091	3,012,797			
230 Long Range Development Plan (LRDP)								
Revenue	190,136	1,342,124		1,342,124	2,492	-	2,492	0.2%
Expenditures	190,136	1,531,768		1,531,768	212	2,249	2,462	0.2%
Addition to/(use of) reserves	-	(189,644)	-	(189,644)	2,280	(2,249)	30	
Beginning Fund Balance	188,831	188,831		188,831	188,831			
Ending Fund Balance	188,831	(814)		(814)	191,110			
231 Developer Agreements								
Revenue	46,200	46,200		46,200	6,646	-	6,646	14.4%
Expenditures	-	270,000		270,000	-	-	-	0.0%
Addition to/(use of) reserves	46,200	(223,800)	-	(223,800)	6,646	-	6,646	
Beginning Fund Balance	599,734	599,734		599,734	599,734			
Ending Fund Balance	645,934	375,934		375,934	606,380			
232 County Fire DIF								
Revenue	-	970,337	12,397	982,734	1,854	-	1,854	0.2%
Expenditures	-	970,337	12,397	982,734	2,970	534,870	537,839	55.4%
Addition to/(use of) reserves	-	-	-	-	(1,116)	(534,870)	(535,986)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	(1,116)			
233 OBF-SCE								
Revenue	-	700,000		700,000	-	-	-	
Expenditures	-	700,000		700,000	-	-	-	
Addition to/(use of) reserves	-	-	-	-	-	-	-	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	-			
234 Storm Drain Facilities								
Revenue	14,200	14,200		14,200	3,636	-	3,636	25.6%
Expenditures	-	-		-	-	-	-	#DIV/0!
Addition to/(use of) reserves	14,200	14,200	-	14,200	3,636	-	3,636	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	14,200	14,200		14,200	3,636			
235 Bicycle & Pedestrian Facilities								
Revenue	12,200	12,200		12,200	3,168	-	3,168	
Expenditures	-	-		-	-	-	-	
Addition to/(use of) reserves	12,200	12,200	-	12,200	3,168	-	3,168	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	12,200	12,200		12,200	3,168			
236 Misc Grants Library								
Revenue	-	43,231	8,785	52,016	43,588	-	43,588	
Expenditures	-	43,231	8,785	52,016	13,016	-	13,016	
Addition to/(use of) reserves	-	-	-	-	30,572	-	30,572	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	30,572			
301 State Park Grant								
Revenue	-	-		-	-	-	-	#DIV/0!
Expenditures	-	-		-	-	-	-	#DIV/0!
Addition to/(use of) reserves	-	-	-	-	-	-	-	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	-			
302 Public Safety Fund COPS								
Revenue	125,000	155,948		155,948	90,240	-	90,240	57.9%
Expenditures	125,000	156,283		156,283	125,000	-	125,000	80.0%
Addition to/(use of) reserves	-	(335)	-	(335)	(34,760)	-	(34,760)	
Beginning Fund Balance	335	335		335	335			
Ending Fund Balance	335	0		0	(34,425)			

City of Goleta
Interim Statement of Revenues and Expenditures - Summary by Fund
For the Six Months Ended December 31, 2019

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
304 Solid Waste Fund Recycle								
Revenue	8,000	8,000		8,000	254	-	254	3.2%
Expenditures	8,000	24,000		24,000	19,566	4,434	24,000	100.0%
Addition to/(use of) reserves	-	(16,000)	-	(16,000)	(19,312)	(4,434)	(23,746)	
Beginning Fund Balance	38,341	38,341		38,341	38,341			
Ending Fund Balance	38,341	22,341		22,341	19,029			
305 RSTP State Grant								
Revenue	2,400	567,715		567,715	430	-	430	0.1%
Expenditures	-	466,602		466,602	24,723	431,728	456,451	97.8%
Addition to/(use of) reserves	2,400	101,113	-	101,113	(24,293)	(431,728)	(456,021)	
Beginning Fund Balance	35,672	35,672		35,672	35,672			
Ending Fund Balance	38,072	136,785		136,785	11,379			
306 LSTP								
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	
Beginning Fund Balance	404	404		404	404			
Ending Fund Balance	404	404		404	444			
308 STIP								
Revenue	100	6,383,475		6,383,475	44	-	44	0.0%
Expenditures	-	6,383,375		6,383,375	14,694	-	14,694	0.2%
Addition to/(use of) reserves	100	100	-	100	(14,650)	-	(14,650)	
Beginning Fund Balance	10,340	10,340		10,340	10,340			
Ending Fund Balance	10,440	10,440		10,440	(4,309)			
311 Misc. Grants								
Revenue	-	80,000	9,940	89,940	113	-	113	0.1%
Expenditures	-	89,839	9,940	99,779	-	-	-	0.0%
Addition to/(use of) reserves	-	(9,839)	-	(9,839)	113	-	113	
Beginning Fund Balance	10,168	10,168		10,168	10,168			
Ending Fund Balance	10,168	329		329	10,281			
313 Prop 84 IRWMP								
Revenue	-	-		-	-	-	-	0.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	-			
314 Sustainable Community Grant								
Revenue	-	-		-	-	-	-	#DIV/0!
Expenditures	-	-		-	-	-	-	#DIV/0!
Addition to/(use of) reserves	-	-	-	-	-	-	-	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	-			
317 SSARP Grant								
Revenue	-	225,000		225,000	-	-	-	0.0%
Expenditures	-	213,929		213,929	66,799	118,920	185,719	86.8%
Addition to/(use of) reserves	-	11,071	-	11,071	(66,799)	(118,920)	(185,719)	
Beginning Fund Balance	(11,071)	(11,071)		(11,071)	(11,071)			
Ending Fund Balance	(11,071)	-		-	(77,870)			
318 Active Transportation Program - State								
Revenue	-	2,204,737		2,204,737	349,358	-	349,358	15.8%
Expenditures	-	1,815,379		1,815,379	5,918	48,744	54,662	3.0%
Addition to/(use of) reserves	-	389,358	-	389,358	343,440	(48,744)	294,696	
Beginning Fund Balance	(389,358)	(389,358)		(389,358)	(389,358)			
Ending Fund Balance	(389,358)	-		-	(45,918)			
319 Housing & Community Development State Fund								
Revenue	-	-		-	-	-	-	#DIV/0!
Expenditures	-	11,389		11,389	6,025	-	6,025	52.9%
Addition to/(use of) reserves	-	(11,389)	-	(11,389)	(6,025)	-	(6,025)	
Beginning Fund Balance	11,389	11,389		11,389	11,389			
Ending Fund Balance	11,389	-		-	5,364			

City of Goleta
Interim Statement of Revenues and Expenditures - Summary by Fund
For the Six Months Ended December 31, 2019

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
320 Cal OES								
Revenue	-	-		-	-	-	-	0.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves			-					
Beginning Fund Balance	<u>14,231</u>	<u>14,231</u>		<u>14,231</u>	<u>14,231</u>			
Ending Fund Balance	<u>14,231</u>	<u>14,231</u>		<u>14,231</u>	<u>14,231</u>			
321 TIRCP								
Revenue	680,000	964,531		964,531	-	-	-	
Expenditures	680,000	964,531		964,531	212,961	143,171	356,131	
Addition to/(use of) reserves			-		(212,961)	(143,171)	(356,131)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	<u>-</u>	<u>-</u>		<u>-</u>	<u>(212,961)</u>			
322 MBHMP								
Revenue	-	3,898,450		3,898,450	-	-	-	
Expenditures	-	3,898,450		3,898,450	9,266	110,862	120,128	
Addition to/(use of) reserves			-		(9,266)	(110,862)	(120,128)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	<u>-</u>	<u>-</u>		<u>-</u>	<u>(9,266)</u>			
401 HBP								
Revenue	-	5,718,863		5,718,863	164,090	-	164,090	2.9%
Expenditures	-	5,557,512		5,557,512	19,384	351,270	370,654	6.7%
Addition to/(use of) reserves			-		144,705	(351,270)	(206,565)	
Beginning Fund Balance	<u>(161,351)</u>	<u>(161,351)</u>		<u>(161,351)</u>	<u>(161,351)</u>			
Ending Fund Balance	<u>(161,351)</u>	<u>0</u>		<u>0</u>	<u>(16,646)</u>			
402 CDBG								
Revenue	211,556	275,078		275,078	-	-	-	0.0%
Expenditures	211,556	268,697		268,697	37,419	44,184	81,604	30.4%
Addition to/(use of) reserves			-		6,381	(37,419)	(81,604)	
Beginning Fund Balance	<u>(6,381)</u>	<u>(6,381)</u>		<u>(6,381)</u>	<u>(6,381)</u>			
Ending Fund Balance	<u>(6,381)</u>	<u>0</u>		<u>0</u>	<u>(43,800)</u>			
417 HSIP Hwy Safety Imp.								
Revenue	-	204,452		204,452	-	-	-	0.0%
Expenditures	-	195,480		195,480	-	-	-	0.0%
Addition to/(use of) reserves			-		8,972	-	-	
Beginning Fund Balance	<u>(3,336)</u>	<u>(3,336)</u>		<u>(3,336)</u>	<u>(3,336)</u>			
Ending Fund Balance	<u>(3,336)</u>	<u>5,636</u>		<u>5,636</u>	<u>(3,336)</u>			
419 TIGER								
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)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>			
420 FHWA - FEMA Reimb								
Revenue	-	87,746		87,746	-	-	-	0.0%
Expenditures	-	87,746		87,746	-	-	-	0.0%
Addition to/(use of) reserves			-		-	-	-	
Beginning Fund Balance	<u>58,107</u>	<u>58,107</u>		<u>58,107</u>	<u>58,107</u>			
Ending Fund Balance	<u>58,107</u>	<u>58,107</u>		<u>58,107</u>	<u>58,107</u>			
421 Hazard Mitigation Grant Program								
Revenue	-	70,970		70,970	-	-	-	0.0%
Expenditures	-	42,728		42,728	41,580	1,148	42,728	100.0%
Addition to/(use of) reserves			-		28,242	(41,580)	(42,728)	
Beginning Fund Balance	<u>(28,242)</u>	<u>(28,242)</u>		<u>(28,242)</u>	<u>(28,242)</u>			
Ending Fund Balance	<u>(28,242)</u>	<u>-</u>		<u>-</u>	<u>(69,822)</u>			

City of Goleta
Interim Statement of Revenues and Expenditures - Summary by Fund
For the Six Months Ended December 31, 2019

Description	Original Budget	Current Budget	Budget Requests	Proposed Budget	YTD Actual	Encumbrances	Totals	Percent of Current Budget
501 Library Services								
Revenue	496,700	522,000	9,000	531,000	191,782	-	191,782	36.7%
Expenditures	537,648	538,398		538,398	203,182	43,700	246,882	45.9%
Addition to/(use of) reserves	(40,948)	(16,398)	9,000	(7,398)	(11,400)	(43,700)	(55,100)	
Beginning Fund Balance	734,301	734,301		734,301	734,301			
Ending Fund Balance	693,353	717,903		726,903	722,902			
502 Street Lighting								
Revenue	288,000	312,300		312,300	182,418	-	182,418	58.4%
Expenditures	285,500	435,500		435,500	133,061	-	133,061	30.6%
Addition to/(use of) reserves	2,500	(123,200)	-	(123,200)	49,357	-	49,357	
Beginning Fund Balance	190,852	190,852		190,852	190,852			
Ending Fund Balance	193,352	67,652		67,652	240,209			
503 PEG								
Revenue	79,000	79,000		79,000	19,755	-	19,755	25.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	79,000	79,000	-	79,000	19,755	-	19,755	
Beginning Fund Balance	181,478	181,478		181,478	181,478			
Ending Fund Balance	260,478	260,478		260,478	201,233			
504 CASp Cert and Training								
Revenue	1,000	1,000		1,000	149	-	149	14.9%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	1,000	1,000	-	1,000	149	-	149	
Beginning Fund Balance	180	180		180	180			
Ending Fund Balance	1,180	1,180		1,180	329			
605 RDA Successor-NonHousing								
Revenue	1,831,217	1,831,217		1,831,217	864,375	-	864,375	47.2%
Expenditures	1,812,596	1,812,596		1,812,596	766,738	-	766,738	42.3%
Addition to/(use of) reserves	18,621	18,621	-	18,621	97,637	-	97,637	
Beginning Fund Balance	1,487,902	1,487,902		1,487,902	1,487,902			
Ending Fund Balance	1,506,523	1,506,523		1,506,523	1,585,539			
608 iBank								
Revenue	-	12,000,000		12,000,000	-	-	-	0.0%
Expenditures	-	12,000,000		12,000,000	10,807,129	-	10,807,129	90.1%
Addition to/(use of) reserves	-	-	-	-	(10,807,129)	-	(10,807,129)	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	(10,807,129)			
701 Comstock Plover Endmnt								
Revenue	4,000	4,000		4,000	1,668	-	1,668	41.7%
Expenditures	1,500	1,500		1,500	-	-	-	0.0%
Addition to/(use of) reserves	2,500	2,500	-	2,500	1,668	-	1,668	
Beginning Fund Balance	35	35		35	35			
Ending Fund Balance	2,535	2,535		2,535	1,703			
801 Developer Deposit								
Revenue	-	-		-	-	-	-	0.0%
Expenditures	-	-		-	-	-	-	0.0%
Addition to/(use of) reserves	-	-	-	-	-	-	-	
Beginning Fund Balance	-	-		-	-			
Ending Fund Balance	-	-		-	-			
TOTAL FOR ALL FUNDS								
Revenue	39,921,421	74,939,586	729,386	75,668,973	16,046,907		16,046,907	21.4%
Expenditures	40,498,017	99,635,301	822,322	100,457,624	26,346,776	11,728,418	38,075,194	38.2%
Addition to/(use of) reserves	(576,596)	(24,695,715)	(92,936)	(24,788,651)	(10,299,868)		(22,028,287)	
Beginning Fund Balance	58,054,773	58,054,773		58,054,773	58,054,773			
Ending Fund Balance	57,478,177	33,359,058		33,266,122	47,754,905			

ATTACHMENT 4:

Capital Improvement Program (CIP) Expenditure Summary

City of Goleta
 Capital Improvement Program (CIP) Expenditure Summary
 For the Six Months Ended December 31, 2019

Project No. & Description	FY 19/20 Budget	YTD Expenditure	YTD Encumbr.	Remaining Budget
9001 : Hollister Avenue Complete Streets Corridor Plan	\$ 654,379	\$ 9,483	\$ 29,613	\$ 615,284
9002 : Ekwill Street & Fowler Extension	\$ 7,770,647	\$ 163,541	\$ 372,904	\$ 7,234,203
9006 : San Jose Creek Bike Path - South Segment	\$ 1,520,463	\$ 93,959	\$ 1,177,191	\$ 249,313
9007 : San Jose Creek Bike Path - Middle Segment	\$ 1,574,812	\$ 72,282	\$ 912,963	\$ 589,568
9024 : Ellwood Mesa	\$ 82,400	\$ -	\$ -	\$ 82,400
9025 : Fire Station No. 10	\$ 3,089,517	\$ 37,494	\$ 555,820	\$ 2,496,202
9027 : 101 Overcrossing	\$ 1,779,571	\$ 31,329	\$ 1,203,532	\$ 544,711
9029 : Cathedral Oaks Interchange Landscaping	\$ 166,753	\$ 16,180	\$ 24,363	\$ 126,210
9031 : Old Town Sidewalk Improvement	\$ 4,623,470	\$ 50,722	\$ 215,470	\$ 4,357,279
9033 : Hollister Avenue Bridge Replacement	\$ 7,456,790	\$ 38,419	\$ 522,585	\$ 6,895,785
9035 : Hollister/Kellogg Park (Jonny D.Wallis Neighborhood Park)	\$ 1,249,670	\$ 11,217	\$ 26,597	\$ 1,211,855
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	\$ 37,864	\$ 98,960	\$ 100,274
9056 : LED Street Lighting Project	\$ 1,296,462	\$ 6,092	\$ 195,258	\$ 1,095,112
9058 : Rectangular Rapid Flasing Beacons (RRFB) @ Chapel/High Intensity Activated Crosswalk (HAWK) @ Kingston	\$ 431,917	\$ 4,216	\$ 8,158	\$ 419,543
9059 : Bicycle/Pedestrian Master Plan	\$ 142,072	\$ 370	\$ 12,252	\$ 129,449
9060 : Fairview Avenue Sidewalk Infill at Stow Canyon Road	\$ 127,472	\$ 6,237	\$ 71,749	\$ 49,486
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	\$ -	\$ -	\$ 148,506
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	\$ 349,248	\$ 56,982	\$ 1,148	\$ 291,117
9068 : Parks Master Plan	\$ 1,611	\$ (43)	\$ 1,611	\$ 43
9069 : Miscellaneous Facilities Improvements	\$ 289,869	\$ -	\$ -	\$ 289,869
9070 : Fairview Ave at Calle Real/101 Sidewalk Infill	\$ 95,838	\$ 2,973	\$ -	\$ 92,865
9071 : Improvements to Athletic Field	\$ 327,322	\$ 296,159	\$ -	\$ 31,163
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	\$ 212,961	\$ 143,171	\$ 609,323
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	\$ 2,707	\$ -	\$ 188,428
9088 : Rectangular Rapid Flasing Beacons (RRFB) Improvements at School Crosswalks	\$ 484,234	\$ 1,900	\$ 12,900	\$ 469,434
9089 : Goleta Traffic Safety Study (GTSS)	\$ 272,414	\$ 74,221	\$ 119,257	\$ 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	\$ 379	\$ -	\$ 74,151
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	\$ 10,807,129	\$ -	\$ 2,203,633
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	\$ 9,266	\$ 110,862	\$ 3,778,322
9901 : MIS/ERP System Implementation	\$ 447,731	\$ -	\$ 68,375	\$ 379,356
Grand Total	\$58,753,797	\$12,097,777	\$6,017,428	\$40,638,592

ATTACHMENT 5:

Resolution Amending the City's Operating & CIP Budget for
Fiscal Year 2019/20

RESOLUTION NO. 20-____

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 February 18, 2020 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 Second Quarter Ended December 31, 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 February 18, 2020; 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 salary schedule,

classification specifications, and are 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 18th day of February, 2020.

PAULA PEROTTE, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
CITY ATTORNEY

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

I, DEBORAH S. LOPEZ, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 20-___ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 18th day of February, 2020, by the following vote of the Council:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

(SEAL)

DEBORAH S. LOPEZ
CITY CLERK

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
Non-Departmental	101	4-8500-520	100,000.00	Plan Check Fees	200,000.00	192,809.02	7,190.98	Clean-up	300,000.00	107,190.98
Building & Safety	101	4-4200-501	250,000.00	Building Permits	500,000.00	449,911.39	50,088.61	Clean-up	750,000.00	300,088.61
Non-Departmental	101	4-8500-903	(1,020.00)	Transfer In From CDBG	31,000.00	12,952.49	18,047.51	Clean-up	29,980.00	17,027.51
Non-Departmental	101	4-8500-502	20,000.00	Cannabis	42,000.00	61,732.00	(19,732.00)	Clean-up	62,000.00	268.00
Fairview Ave Sidewalk Infill at Stow Canyon Rd	206	4-9060-220	13,584.00	Grant Proceeds-Fview Sdwk Sto	66,416.00	80,000.00	(13,584.00)	Clean-up	80,000.00	-
San Jose Creek Bike Lane - Middle	206	4-9007-220	168,320.00	Grant Proceeds	13,000.00	-	13,000.00	Clean-up	181,320.00	181,320.00
Fire Station No. 10	232	4-9025-220	12,397.18	Grant Proceeds-FireStation Sit	970,337.02	1,853.75	968,483.27	Clean-up	982,734.20	980,880.45
Library - Goleta	236	4-1700-220	8,785.00	Grant Proceeds	43,231.20	43,231.20	-	New	52,016.20	8,785.00
Community Outreach	311	4-1500-220	9,940.00	#N/A	#N/A	#N/A	#N/A	New	#N/A	#N/A
Non-Departmental	501	4-8500-401	9,000.00	Interest Income	4,000.00	7,581.63	(3,581.63)	Clean-up	13,000.00	5,418.37
Hollister Class 1 Bike Path and Bike Path Lighting	206	4-9039-220	138,380.00	Grant Proceeds - Hollister Bkw	-	-	-	Clean-up	138,380.00	138,380.00

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
Support Services	101	5-1600-701	30,000.00	#N/A	#N/A	#N/A	#N/A	#N/A	New	#N/A	#N/A
Current Planning	101	5-4100-001	990.00	Regular Salaries	1,129,090.60	506,857.59	-	622,233.01	New	1,130,080.60	623,223.01
Current Planning	101	5-4100-050	135.00	Retirement	114,901.25	57,833.41	-	57,067.84	New	115,036.25	57,202.84
Current Planning	101	5-4100-500	4,500.00	Professional Services	214,589.00	5,684.49	49,425.51	159,479.00	New	219,089.00	163,979.00
Building & Safety	101	5-4200-001	110.00	Regular Salaries	11,400.00	5,219.66	-	6,180.34	New	11,510.00	6,290.34
Building & Safety	101	5-4200-050	15.00	Retirement	1,573.75	856.97	-	716.78	New	1,588.75	731.78
Building & Safety	101	5-4200-554	200,000.00	Contract Svcs - Building	400,000.00	332,358.79	67,641.21	-	Cleanup	600,000.00	200,000.00
Building & Safety	101	5-4200-555	80,000.00	Contract Svcs - Bldg Plan Ck	160,000.00	63,132.76	96,867.24	-	Cleanup	240,000.00	80,000.00
Advance Planning	101	5-4300-001	880.00	Regular Salaries	499,100.00	231,066.37	-	268,033.63	New	499,980.00	268,913.63
Advance Planning	101	5-4300-050	120.00	Retirement	59,780.00	33,694.13	-	26,085.87	New	59,900.00	26,205.87
Advance Planning	101	5-4300-117	3,000.00	Advertising	1,500.00	1,847.76	-	(347.76)	Cleanup	4,500.00	2,652.24
Planning Commission & Design Rev Board	101	5-4400-001	220.00	Regular Salaries	26,500.00	11,931.82	-	14,568.18	New	26,720.00	14,788.18
Planning Commission & Design Rev Board	101	5-4400-050	30.00	Retirement	3,695.00	1,937.70	-	1,757.30	New	3,725.00	1,787.30
Sustainability Program	101	5-4500-001	36,100.00	Regular Salaries	122,800.00	58,150.04	-	64,649.96	New	158,900.00	100,749.96
Sustainability Program	101	5-4500-050	5,200.00	Retirement	16,400.00	9,687.14	-	6,712.86	New	21,600.00	11,912.86
Sustainability Program	101	5-4500-051	700.00	Social Security & Medicare	2,100.00	902.05	-	1,197.95	New	2,800.00	1,897.95
Sustainability Program	101	5-4500-056	100.00	Life Insurance	300.00	145.86	-	154.14	New	400.00	254.14
Sustainability Program	101	5-4500-057	200.00	Long-Term Disability	600.00	209.40	-	390.60	New	800.00	590.60
Sustainability Program	101	5-4500-058	7,650.00	Benefit Plan Allowance	15,300.00	7,331.25	-	7,968.75	New	22,950.00	15,618.75
Housing	101	5-4600-001	53,000.00	Regular Salaries	-	-	-	-	New	53,000.00	53,000.00
Housing	101	5-4600-050	7,600.00	Retirement	-	-	-	-	New	7,600.00	7,600.00
Housing	101	5-4600-051	900.00	Social Security & Medicare	-	-	-	-	New	900.00	900.00
Housing	101	5-4600-056	100.00	Life Insurance	-	-	-	-	New	100.00	100.00
Housing	101	5-4600-057	300.00	Long-Term Disability	-	-	-	-	New	300.00	300.00
Housing	101	5-4600-058	7,650.00	Benefit Plan Allowance	-	-	-	-	New	7,650.00	7,650.00
Neighborhood Services	101	5-6100-401	5,000.00	Maintenance - Cleanup	6,640.00	6,638.68	-	1.32	Cleanup	11,640.00	5,001.32
San Jose Creek Bike Lane - Middle	206	5-9007-705	168,320.00	CIP - Capital Outlay	-	-	-	-	Cleanup	168,320.00	168,320.00
Hollister Class 1 Bike Path and Bike Path Lighting	206	5-9039-706	138,380.00	CIP - Services	-	-	-	-	Cleanup	138,380.00	138,380.00
Ekwill Street Extension	220	5-9002-706	40,000.00	CIP - Services	521,205.63	100,652.91	370,654.26	49,898.46	Cleanup	561,205.63	89,898.46
Fire Station No. 10	232	5-9025-706	12,397.18	CIP - Services	525,564.30	2,969.75	534,869.55	(12,275.00)	Cleanup	537,961.48	122.18
Library - Goleta	236	5-1700-111	6,785.00	Special Department Supplies	1,319.20	-	-	1,319.20	New	8,104.20	8,104.20
Library - Goleta	236	5-1700-114	2,000.00	Books & Subscriptions	-	-	-	-	New	2,000.00	2,000.00
Community Outreach	311	5-1500-111	1,000.00	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A	#N/A
Community Outreach	311	5-1500-117	4,500.00	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A	#N/A
Community Outreach	311	5-1500-500	1,932.00	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A	#N/A
Community Outreach	311	5-1500-550	2,508.00	#N/A	#N/A	#N/A	#N/A	#N/A		#N/A	#N/A

CITY OF GOLETA COMMUNITY DEVELOPMENT DIRECTOR

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

DEFINITION

Under general direction of the City Manager, plans, organizes, and oversees the programs, services, and operations of the Community Development Department, including planning, building, zoning, redevelopment, affordable housing, and neighborhood preservation; presents proposals and recommendations to a number of advisory boards, including City Council and the general public; serves as a member of the Executive Management Team; and performs related duties as assigned.

CLASS CHARACTERISTICS

This position reports to the City Manager and provides direction to all City departments on community development, planning, and building and safety matters. This is a department head position that reports directly to the City Manager and oversees the work of managers and professional staff, with broad responsibility for staffing, budgeting, program development, and policy administration for the entire department.

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. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Plans, organizes, directs, and manages the activities of the Community Development Department through division managers; develops and implements policies and procedures; reviews recommendations and actions of staff.
3. Oversees the development, evaluation, and implementation of operational policies and procedures; identifies areas for organizational improvement.
4. Formulates long-range strategic plans; provides vision and leadership to improve organizational effectiveness and ensure program conformance to federal, state, and city laws, regulations, and policies; prepares and directly administers a variety of technical and narrative reports.

5. Represents the Community Development Department before the City Council, commissions and other governmental bodies on controversial items.
6. Recommends and explains Community Development policies to City Manager, Council members, commission members, community groups and the general public; serves as a liaison to these groups.
7. Directs the development and administration of the departmental budget; reviews budget proposals of division heads; directs the preparation of reports on the budgetary and staffing requirements of proposed policies and projects.
8. Selects and evaluates Community Development employees working with division heads; assigns projects; coordinates work of subordinates and has general accountability for the effectiveness of all operations and department activities; and takes corrective action on significant employee relations problems.
9. Presents Community Development policies, programs and procedures to public officials and private agencies, community groups and the general public to explain or amplify department actions; coordinates departmental activities and serves as liaison with federal, county, and local agencies that govern community development activities.
10. Plans, organizes, and directs the activities of the Affordable Housing Implementation Program; develops and implements policies and procedures; reviews recommendations and actions of staff.
11. Manages major citywide development projects and programs such as Current Planning, Sustainability, Advance Planning, Affordable Housing, Code Enforcement Programs, and Building and Safety.
12. Serves as member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

A typical way of obtaining the knowledge, skills and abilities outlined above is obtaining a Bachelor's degree in public administration, civil engineering, or a related field, and eight or more years of increasingly responsible experience in related planning, housing, redevelopment, building inspection, code enforcement, and related community services, including five years of supervisory and management experience. A Master's degree in Urban Planning, Public Administration, or a related field is desirable.

Knowledge and Abilities

Knowledge of:

- Contract law; contract administration practices; and roles and functions of Boards and Committees in setting policies.

- Laws, ordinances, rules, and regulations related to planning, land use, permit review, building, electrical, mechanical, and related codes and regulations, including the Uniform Building Code, California Environmental Quality Act (CEQA), and City Municipal Code.
- Americans with Disabilities Act (ADA) requirements related to public accessibility and accommodations.
- Principles, practices, and techniques of community development, urban planning, housing rehabilitation, affordable housing development, construction methods and materials, and zoning activities.
- Current developments, current literature, and sources of information related to redevelopment and community development services, planning and administration.
- Methods, materials, techniques, and practices employed in facilities design and construction; planning, building inspection, and code enforcement standards and practices.
- Public budgeting systems; debt issuance and long-term financing alternatives; financial planning and budgeting practices.
- Strategic planning principles; theories of management and organization.
- Leadership principles; principles of human behavior.
- Principles of staffing, selection, training, supervision, evaluation and discipline.
- Principles of intergovernmental and community relations; marketing principles; media relations; customer service principles.
- Project management, benchmarking, and program evaluation practices.
- Negotiating techniques.

Ability to:

- Plan, institute, and direct a wide variety of programs and policies to meet community economic, demographic and developmental needs.
- Develop departmental goals, objectives, and performance measures.
- Analyze and interpret laws, codes, regulations and standards related to planning, zoning, safety, and redevelopment.
- Develop, review and approve revenue and expenditure projections; present program priorities, and present and control department budget.
- Solicit community and organization involvement in Community Development programs.

- Evaluate and lead analyses of departmental programs and services.
- Communicate the City's development policies with clarity and diplomacy.
- Manage the selection, training, evaluation and disciplining of departmental staff and resolution of interpersonal conflicts.
- Establish and maintain cooperative relationships with officials of public and private agencies, community groups and the general public, as well as with City staff, co-workers, City Council, commissions, media, business groups, financial institutions, regulators, and other parties.
- Prepare clear, concise and complete correspondence, reports, and other written materials.
- Evaluate the delivery of programs throughout the department in order to determine whether new programs are needed, or existing programs should be modified or potentially assumed by other service and volunteer groups.
- Exercise independent judgment and initiative within established guidelines.
- Prepare and deliver effective public presentations.
- Work independently.

Special Requirements

- A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy. Ability to work standby or attend meetings during nonbusiness hours.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

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

Physical Demands

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries records and documents weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Commission representatives, media, community groups, patrons, and others in the course of work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works in office conditions; the noise level is usually quiet. Occasional driving is required to attend meetings at various City facilities, meeting sites, and public and private events.

Date Adopted:

CITY OF GOLETA, CALIFORNIA HUMAN RESOURCES ANALYST

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

Performs a variety of professional level administrative, technical, and analytical duties in support of the City's human resources functions including recruitment and selection, classification and compensation, payroll and benefits administration, performance management, employee training, benefits administration, safety programs, and related functions; assists in the development and administration of personnel programs, policies, and procedures; and provides information and assistance to City employees and the general public regarding human resources activities, policies, and procedures. The purpose of this position is to perform various Human Resources related functions. This is accomplished by participating in the recruiting process; maintaining computer and database information; participating in payroll changes; providing budget information; and processing and filing critical employee documents. Other duties include coordinating meetings and special events; assisting other departments as needed; and performing other additional duties as required.

CLASS CHARACTERISTICS

Incumbents of this class are human resources generalists that perform a wide variety of difficult and complex human resources-related administrative and analytical tasks, coordinate administrative processes, conduct studies, and manage projects. Incumbents in this class 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. Incumbents may provide training and advice to clerical and technical staff. Direction received consists of the assignment of specific projects undertaken within prescribed methods.

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 needs and changing business practices:

1. Perform a variety of administrative, technical and analytical tasks involved in the human resources function including recruitment and selection, classification and compensation, performance management, employee and labor relations, payroll and benefits administration, and employee training.
2. Interpret human resources policies and procedures; advise supervisors and managers on compliance with employee rights and responsibilities under City personnel policies, labor agreements, and employment laws; respond to requests for information and assistance from employees, management, outside agencies and the public.
3. Coordinate recruitment processes including identifying department needs; setting time schedules; advertising vacancies; identifying and contacting potential candidates;

- screening applications; preparing and administering written and performance-based tests; identifying panel members and coordinating panel interviews; reviewing and compiling results; coordinating reference checks, criminal background investigations and medical exams; and notifying applicants of results.
4. Coordinate personnel functions with payroll activities; ensure accurate maintenance of personnel transactions and status; maintain confidential personnel records
 5. Administer and coordinate the employee benefits programs including medical, dental, vision, disability, retirement (CalPERS and 457 plans), and COBRA; work with CalPERS Health and a variety of insurance carriers, medical professionals, benefits consultants, on-line enrollment providers, and other third-party service providers for City-related benefit services; implement wellness programs; explain benefit options to employees and develop informational materials; coordinate enrollment (including annual open enrollment), billing procedures, deductions, etc.; coordinate Affordable Care Act compliance program; coordinate compliance with CalPERS retirement requirements.
 6. Administer employee leave of absence programs including CA paid sick leave, FMLA/CFRA, California Pregnancy Disability Leave, and other appropriate leaves under policy or law.
 7. Assist with maintaining and updating the City's classification and compensation program; analyze classification and compensation requests; perform job analyses and desk audits; perform comprehensive compensation surveys and reports; recommend salary placement; update classification specifications (job descriptions) and salary schedules.
 8. Administer the annual performance evaluation program; advise supervisors on completing performance evaluations; may assist supervisors to address routine performance issues and disciplinary matters.
 9. Administer other human resources programs including the employee training program; background investigations; DMV pull and DOT drug and alcohol testing; federal reporting (EEO, I-9, etc.); tuition reimbursement, etc.
 10. Stay abreast of new trends and innovations in the field of human resource management; research and assess the impact of new or revised legislation; recommend changes to City policies and procedures.
 11. Participate in a variety of special projects; gather and analyze data; make presentations to groups on human resources related topics; prepare new personnel policies and written reports, including reports to the City Council, as necessary.
 12. May provide support for labor negotiations activities and participate as part of the management team; draft contract language; perform research activities for salary analysis; analyze and develop cost analyses of proposed salaries and benefits.
 13. Train, advise, and actively support human resources clerical and technical staff.
 14. Perform related duties and responsibilities as required.

- ~~1. Performs Human Resource functions by preparing and updating recruitment announcements; tracking applications and coordinating interviews; organizing orientations for new employees; maintaining knowledge of City benefits and policies; entering and updating payroll data; maintaining personnel records; and communicating with outside representatives.~~
- ~~2. Participates in the Accounts Payable process by receiving, reviewing, and submitting various types of invoices; ensuring invoice payment code is correct; recording essential invoice information; monitoring and maintaining accounts; preparing journal entries and check request forms; and preparing purchase orders.~~
- ~~3. Assists with Payroll functions by coordinating activities with the Finance Department; providing information to employees; and creating and updating employee records.~~

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 an accredited college or university with a Bachelor's degree, major course work in human resource management, public administration, business administration, or a related field. In addition to a bachelor's degree, a Human Resources Management Certificate from an accredited university program, SHRM, and/or IPMA-HR is desirable.

Experience:

Three Over one years, up to and including three years of progressively responsible human resources management, administrative and analytical experience, including at least one year at the professional or management levels, preferably within a local government environment.

Knowledge and Abilities

Knowledge of:

- Modern pPrinciples and practices of public sector human resource management and , public administration and municipal government.
- Methods and techniques of recruitment, interviewing and selection.
- Principles and practices of benefits administration.
- 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.~~
- Research ~~and, analysis, and~~ -reporting methods, techniques and procedures.
- 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 professional, technical, and analytical human resources functions involving the use of sound judgment and personal initiative.
- ~~• Perform organizational and budget analysis and present recommendations in a clear and concise manner.~~
- ~~• Model exemplary behaviors and conformance to policy expectations.~~
- 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.
- 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: March 3, 2015

CITY OF GOLETA, CALIFORNIA SENIOR HOUSING ANALYST

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, plans, organizes, and directs the operations of the City's housing implementation program; performs complex, advanced level professional, technical, analytical, and administrative work related to affordable housing policies, programs, and procedures; monitors and manages the inventory of multi-family and single-family rental properties and owner-occupied affordable units for compliance with City, State, and federal regulations; oversees activities of the Redevelopment Successor Agency; performs other related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level in the professional housing 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. 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 Housing Analysts are distinguished from other Housing Analysts by the complexity of analytical responsibilities, scope, discretion, and independent judgment exercised in performing the assigned work. Senior Housing Analyst is distinguished from the Senior Management Analyst by its specialized duties and expertise in planning, real estate, and affordable housing matters.

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 affordable housing goals, objectives, policies, programs, and priorities, including but not limited to those related to implementation of affordable housing requirements from the Regional Housing Needs Allocation (RHNA), the Housing Element, the Affordable Housing Operational Policies Resolution, and other Council priorities.
2. Negotiates, prepares, records and monitors affordable housing agreements; tracks and monitors the City's inventory of affordable housing units (for sale, owner occupied, accessory dwelling units, rental units, mobile homes, etc.); audits and enforces affordability covenants and other housing-related land development terms; negotiates extensions of expiring covenants and agreements; tracks qualifications of prospective purchasers/renters of affordable units and conducts housing lotteries; interacts with buyers, sellers, developers, escrow officers and lenders, as needed.
3. Performs the full range of administrative duties related to housing programs, including project planning, grant writing, environmental review, mediation of issues, financial planning and reporting, programmatic audit and monitoring, required state and federal program reporting, and record keeping.

4. Oversees and annually reports on the remaining functions of the Redevelopment Successor Agency.
5. Conducts surveys and performs research and statistical analysis on various problems and/or issues; collects and compiles data in office and field; analyzes data and makes recommendations on the formulation of departmental and/or City policies and procedures.
6. Compiles information and prepares reports, manuals, documents, or publications relating to administrative, fiscal, or operational issues. Contributes the section related to affordable units of the City's State Housing and Community Development Annual Report.
7. Prepares and presents reports to City Council, commissions and/or committees; prepares ordinances and resolutions for City Council consideration and adoption.
8. Administers projects, contracts, and monitors work performed by consultants and other outside agencies such as attorneys, real estate agents, property appraisers, the SB Housing Authority and the City of Santa Barbara's Rental Housing Mediation Program; 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. Participates in special projects including research of new programs and services.
12. Provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures.
13. May directly supervise staff and/or provide technical guidance and functional supervision to staff in the course of performing responsibilities.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Education:

- Graduation from an accredited college or university with a Bachelor's degree with major coursework in urban planning, public administration, real estate, business administration, or a related field.

Experience:

- Four years of responsible administrative and analytical experience in real estate, planning, redevelopment and/or affordable housing, preferably within a local government environment, including policy development, preparing complex written reports, and the collection, compilation, and analysis of data.

Knowledge and Abilities

Knowledge of:

- Federal, State and local laws and ordinances pertaining to redevelopment and/or housing programs.
- Principles and practices of local government administration related to housing and redevelopment.
- Community Development Block Grant (CDBG), HOME, CalHOME and other State and federal housing funding resources.
- 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 finances.
- Research and reporting methods, techniques and procedures.
- 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.
- 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:

Date Revised:

**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 BI-WEEKLY MONTHLY ANNUAL	19.34 1,548 3,353 40,237	20.31 1,625 3,521 42,249	21.33 1,706 3,697 44,362	22.39 1,792 3,882 46,580	23.51 1,881 4,076 48,909	24.69 1,975 4,280 51,354
Maintenance Worker I Records Technician/Recording Clerk Library Assistant I	101	M - NE BI-WEEKLY MONTHLY ANNUAL	20.51 1,640 3,554 42,652	21.53 1,722 3,732 44,784	22.61 1,809 3,919 47,024	23.74 1,899 4,115 49,375	24.92 1,994 4,320 51,843	26.17 2,094 4,536 54,436
Maintenance Worker II Office Specialist Library Assistant II	102	M - NE BI-WEEKLY MONTHLY ANNUAL	21.94 1,755 3,803 45,637	23.04 1,843 3,993 47,919	24.19 1,935 4,193 50,315	25.40 2,032 4,403 52,831	26.67 2,134 4,623 55,472	28.00 2,240 4,854 58,246
Senior Office Specialist Library Technician	103	M - NE HOURLY BI-WEEKLY MONTHLY ANNUAL	23.48 1,878 4,069 48,832	24.65 1,972 4,273 51,274	25.88 2,071 4,486 53,837	27.18 2,174 4,711 56,529	28.54 2,283 4,946 59,356	29.96 2,397 5,194 62,323
Accounting Specialist Permit Technician Senior Library Technician Facilities Maintenance Technician	104	M - NE BI-WEEKLY MONTHLY ANNUAL	25.36 2,028 4,395 52,739	26.62 2,130 4,615 55,375	27.95 2,236 4,845 58,144	29.35 2,348 5,088 61,051	30.82 2,466 5,342 64,104	32.36 2,589 5,609 67,309
Administrative Assistant Lead Maintenance Worker Public Affairs Assistant Librarian I Assistant Engineering Technician	105	M - NE BI-WEEKLY MONTHLY ANNUAL	27.38 2,191 4,746 56,958	28.75 2,300 4,984 59,805	30.19 2,415 5,233 62,796	31.70 2,536 5,495 65,936	33.28 2,663 5,769 69,232	34.95 2,796 6,058 72,694
Public Works Supervisor Librarian II Associate Engineering Technician	106	M - NE BI-WEEKLY MONTHLY ANNUAL	29.57 2,366 5,126 61,514	31.05 2,484 5,382 64,590	32.61 2,608 5,652 67,819	34.24 2,739 5,934 71,210	35.95 2,876 6,231 74,771	37.74 3,020 6,542 78,509
Assistant Planner Legal Office Assistant Management Assistant Senior Engineering Technician	107	M - NE BI-WEEKLY MONTHLY ANNUAL	31.94 2,555 5,536 66,435	33.54 2,683 5,813 69,757	35.21 2,817 6,104 73,245	36.97 2,958 6,409 76,907	38.82 3,106 6,729 80,753	40.76 3,261 7,066 84,790
Accountant Budget Analyst Code Compliance Officer Deputy City Clerk Executive Assistant Public Works Inspector	108	C - NE BI-WEEKLY MONTHLY ANNUAL	34.50 2,760 5,979 71,750	36.22 2,898 6,278 75,338	38.03 3,042 6,592 79,105	39.93 3,195 6,922 83,060	41.93 3,354 7,268 87,213	44.03 3,522 7,631 91,573
Assistant Engineer* Emergency Services Coordinator Human Resources Analyst Management Analyst	109	T/P - NE BI-WEEKLY MONTHLY ANNUAL	37.25 2,980 6,458 77,490	39.12 3,129 6,780 81,365	41.07 3,286 7,119 85,433	43.13 3,450 7,475 89,705	45.28 3,623 7,849 94,190	47.55 3,804 8,242 98,899
Associate Planner Senior Legal Analyst	110	T/P - NE BI-WEEKLY MONTHLY ANNUAL	40.24 3,219 6,974 83,689	42.25 3,380 7,323 87,874	44.36 3,549 7,689 92,268	46.58 3,726 8,073 96,881	48.91 3,913 8,477 101,725	51.35 4,108 8,901 106,811
Associate Engineer** Supervising Librarian	111	T/P - NE BI-WEEKLY MONTHLY ANNUAL	43.45 3,476 7,532 90,385	45.63 3,650 7,909 94,904	47.91 3,833 8,304 99,649	50.30 4,024 8,719 104,631	52.82 4,226 9,155 109,863	55.46 4,437 9,613 115,356
Environmental Services Coordinator Senior Management Analyst Project Manager Public Information Officer Senior Planner Sustainability Coordinator Senior Housing Analyst	112	M/M - E BI-WEEKLY MONTHLY ANNUAL	46.93 3,754 8,135 97,615	49.28 3,942 8,541 102,496	51.74 4,139 8,968 107,621	54.33 4,346 9,417 113,002	57.04 4,564 9,888 118,652	59.90 4,792 10,382 124,585

Confidential
Miscellaneous
Technical/Professional
Mid-Management
Executive Management

Fair Labor Standards Act Classification
NE = Non Exempt from overtime
E = Exempt from overtime

**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
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	M/M - 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 Engineer		T/P - E						
Principal 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
Neighborhood Services and Public Safety Director		EM - E MONTHLY	12,516	13,142	13,799	14,489	15,213	15,974
Library Director		EM - E ANNUAL	150,193	157,703	165,588	173,868	182,561	191,689
	EM - E							
Public Works Director***	118	EM - E HOURLY	78.71	82.64	86.77	91.11	95.67	100.45
Community Development Director		EM - E 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

*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.

Confidential
Miscellaneous
Technical/Professional
Mid-Management
Executive Management

Fair Labor Standards Act Classification
NE = Non Exempt from overtime
E = Exempt from overtime



**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
General Government:								
City Manager								
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	-			-	-			-
Total City Manager	10.90	-	-	10.90	10.90	-	-	10.90
City Clerk								
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	-			-	-			-
Total City Clerk	3.00	-	-	3.00	3.00	-	-	3.00
City Attorney								
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
Total City Attorney	2.00	-	-	2.00	2.00	-	-	2.00
Community Relations								
Community Relations Manager	1.00			1.00	1.00			1.00
Management Assistant	-	0.75		0.75	-	0.75		0.75
Administrative Assistant	0.75	(0.75)		-	0.75	(0.75)		-
Total Community Relations	1.75	-	-	1.75	1.75	-	-	1.75
Total General Government	17.65	-	-	17.65	17.65	-	-	17.65
Library - Goleta								
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
Total Library - Goleta	10.38	-	-	10.38	10.38	-	-	10.38
Library - Buellton								
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
Total Library - Buellton	2.50	-	-	2.50	2.50	-	-	2.50
Library - Solvang								
Senior Library Technician	1.00			1.00	1.00			1.00
Library Technician (4 Part-Time)	1.500			1.50	1.50			1.50
Total Library - Solvang	2.50	-	-	2.50	2.50	-	-	2.50
Total Library	15.38	-	-	15.38	15.38	-	-	15.38
Finance:								
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
Total Finance	7.00	-	-	7.00	7.00	-	-	7.00
Planning & Environmental Review:								
Current Planning								
Community Development Director	-	1.00		1.00	-	1.00		1.00
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
Total Current Planning	11.50	-	-	11.50	11.50	-	-	11.50
Advance Planning								
Advance Planning Manager	1.00			1.00	1.00			1.00
Senior Planner	2.00			2.00	2.00			2.00
Total Advance Planning	3.00	-	-	3.00	3.00	-	-	3.00
Sustainability Program								
Sustainability Coordinator	1.00			1.00	1.00			1.00
Management Assistant	-		1.00	1.00	-		1.00	1.00
Total Sustainability Program	1.00	-	1.00	2.00	1.00	-	1.00	2.00
Housing Program								
Senior Housing Analyst	-		1.00	1.00	-		1.00	1.00
Total Housing Program	-	-	1.00	1.00	-	-	1.00	1.00
Total Planning & Environmental Review	15.50	-	2.00	17.50	15.50	-	2.00	17.50



**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
Public Works:								
Administration								
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
Total Administration	2.90	-	-	2.90	2.90	-	-	2.90
Engineering								
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
Total Engineering	5.00	-	-	5.00	5.00	-	-	5.00
Facilities Maintenance								
Facilities Maintenance Technician	-			-	1.00			1.00
Total Facilities Maintenance	-	-	-	-	1.00	-	-	1.00
Parks & Open Spaces								
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
Total Parks & Open Spaces	6.00	-	-	6.00	6.00	-	-	6.00
Capital Improvement								
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
Total Capital Improvement	5.00	-	-	5.00	5.00	-	-	5.00
Street Maintenance								
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
Total Street Maintenance	4.00	-	-	4.00	4.00	-	-	4.00
Solid Waste & Environmental Services								
Environmental Services Coordinator	1.00			1.00	1.00			1.00
Assistant Engineer	1.00			1.00	1.00			1.00
Total Solid Waste & Environmental Services	2.00	-	-	2.00	2.00	-	-	2.00
Total Public Works	24.90	-	-	24.90	25.90	-	-	25.90
Neighborhood & Public Safety Services:								
Neighborhood Services								
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
Total Neighborhood Services	5.00	-	-	5.00	5.00	-	-	5.00
Economic Development								
Economic Development Coordinator	-			-	-			-
Principal Project Manager	-	1.00		1.00	-	1.00		1.00
Total Economic Development	-	1.00	-	1.00	-	1.00	-	1.00
Total Neighborhood Services & Public Safety	5.00	1.00	-	6.00	5.00	1.00	-	6.00
Grand Total:	85.43	1.00	2.00	88.43	86.43	1.00	2.00	89.43

† 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>								
General Government:								
City Manager								
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
Total City Manager	10.90	-	-	10.90	10.90	-	-	10.90
City Clerk								
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	-			-	-			-
Total City Clerk	3.00	-	-	3.00	3.00	-	-	3.00
City Attorney								
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	-			-	-			-
Total City Attorney	2.00	-	-	2.00	2.00	-	-	2.00
Community Relations								
Community Relations Manager	1.00			1.00	1.00			1.00
Management Assistant	-	0.75		0.75	-	0.75		0.75
Administrative Assistant	0.75	(0.75)		-	0.75	(0.75)		-
Total Community Relations	1.75	-	-	1.75	1.75	-	-	1.75
Total General Government	17.65	-	-	17.65	17.65	-	-	17.65
Library - Goleta								
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
Total Library - Goleta	10.38	-	-	10.38	10.38	-	-	10.38
Library - Buellton								
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
Total Library - Buellton	2.50	-	-	2.50	2.50	-	-	2.50
Library - Solvang								
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
Total Library - Solvang	2.50	-	-	2.50	2.50	-	-	2.50
Total Library	15.38	-	-	15.38	15.38	-	-	15.38
Finance:								
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
Total Finance	7.00	-	-	7.00	7.00	-	-	7.00



**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
Planning & Environmental Review:								
Current Planning								
Community Development Director	-	0.45		0.45	-	0.45		0.45
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
Total Current Planning	10.43	-	-	10.43	10.43	-	-	10.43
Building & Safety								
Community Development Director	-	0.05		0.05	-	0.05		0.05
Planning Director	0.05	(0.05)		-	0.05	(0.05)		-
Management Assistant	0.03			0.03	0.03			0.03
Total Building & Safety	0.08	-	-	0.08	0.08	-	-	0.08
Advance Planning								
Community Development Director	-	0.40		0.40	-	0.40		0.40
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
Total Advance Planning	3.80	-	-	3.80	3.80	-	-	3.80
Planning Commission & Design Review Board								
Community Development Director	-	0.10		0.10	-	0.10		0.10
Planning Director	0.10	(0.10)		-	0.10	(0.10)		-
Management Assistant	0.10			0.10	0.10			0.10
Total Planning Commission & Design Review Board	0.20	-	-	0.20	0.20	-	-	0.20
Sustainability Program								
Sustainability Coordinator	1.00			1.00	1.00			1.00
Management Assistant	-		1.00	1.00	-		1.00	1.00
Total Sustainability Program	1.00	-	1.00	2.00	1.00	-	1.00	2.00
Housing Program								
Senior Housing Analyst	-	1.00		1.00	-	1.00		1.00
Total Housing Program	-	1.00	-	1.00	-	1.00	-	1.00
Total Planning & Environmental Review	15.50	1.00	1.00	17.50	15.50	1.00	1.00	17.50
Public Works:								
Administration								
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
Total Administration	2.45	-	-	2.45	2.45	-	-	2.45
Engineering								
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
Total Engineering	5.10	-	-	5.10	5.10	-	-	5.10
Facilities Maintenance								
Facilities Maintenance Technician	-			-	1.00			1.00
Total Facilities Maintenance	-	-	-	-	1.00	-	-	1.00
Parks & Open Spaces								
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
Total Parks & Open Spaces	5.35	-	-	5.35	5.35	-	-	5.35
Capital Improvement								
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
Total Capital Improvement	4.65	-	-	4.65	4.65	-	-	4.65
Street Maintenance								
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	-			-	-			-
Total Street Maintenance	4.85	-	-	4.85	4.85	-	-	4.85
Solid Waste & Environmental Services								
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
Total Solid Waste & Environmental Services	2.50	-	-	2.50	2.50	-	-	2.50
Total Public Works	24.90	-	-	24.90	25.90	-	-	25.90



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

<u>Department/Positions</u>	<u>FY 2019/20 Adopted</u>	<u>Reclass</u>	<u>Additions/ Deletions</u>	<u>FY 2019/20 Recommended</u>	<u>FY 2020/21 Adopted</u>	<u>Reclass</u>	<u>Additions/ Deletions</u>	<u>FY 2020/21 Recommended</u>
Neighborhood & Public Safety Services:								
Neighborhood Services								
Neighborhood Serv & Public Safety Director	0.90			0.90	0.90			0.90
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	-			-	-			-
Total Neighborhood Services	3.80	0.25	-	4.05	3.80	0.25	-	4.05
Economic Development								
Economic Development Coordinator	-			-	-			-
Principal Project Manager	-	0.75		0.75	-	0.75		0.75
Total Economic Development	-	0.75	-	0.75	-	0.75	-	0.75
Parks & Recreation								
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
Total Parks & Recreation	1.20	-	-	1.20	1.20	-	-	1.20
Total Neighborhood Services & Public Safety	5.00	1.00	-	6.00	5.00	1.00	-	6.00
Grand Total:	85.43	2.00	1.00	88.43	86.43	2.00	1.00	89.43

ATTACHMENT 6:

Affordable Housing Program Narrative (DRAFT)

Program Description:

The Housing Implementation Program seeks to implement affordable housing policy and to develop, track and administer affordable housing units in the City. The General Plan Housing Element is the City's main housing policy document, which articulates the City's housing policies and outlines its housing strategies and programs. The City of Goleta is committed to addressing housing affordability through implementation of Housing Element policies and strategies. In particular, the implementation of inclusionary housing policies, which apply to both for-sale and rental units, require development projects to provide a certain percentage of affordable housing units. Also, under State density bonus law, developments that provide long-term, deed-restricted affordable units are eligible for increased density plus other incentives and concessions that enhance the feasibility of the project. Eligibility to purchase or rent affordable units is based on a household's income level compared to the Area Median Income (AMI), calculated annually for Santa Barbara County and adjusted for household size. Density bonus and other incentives substantially reduce project development costs and help to offset the financial impact of providing affordable units under the City's inclusionary requirements.

A central Housing Element goal is helping to address the City's share of regional housing needs and making affordable housing available for all social and economic segments of the community. Successful implementation of the City's affordable housing programs promotes a healthy, balanced community in which individuals and families of all incomes and needs, including low and very low-income households, can afford to live.

An important responsibility of the Housing Implementation Program will be to comprehensively manage and audit internal and external sources of funding to support affordable housing. The City-managed Housing Trust Fund account (see Housing Element Policy 2.8) contains accumulated funds from in-lieu housing fees/payments, housing development impact fees for non-residential development, and any other voluntary donations, grants, matching funds and sources. The Housing Trust Fund is intended to be leveraged for the greatest community benefit and applied toward the development of new affordable units, acquisition of at-risk affordable housing units, or rehabilitation of affordable housing. Participation in external housing programs, such as the HOME Investment Partnerships (HOME), is intended to leverage the City's Housing Trust Fund capital for specific projects and programs. The preparation of a Comprehensive Affordable Housing Finance Plan (CAHFP) that addresses all local and external sources of housing assistance funds and identifies appropriate strategies for the use and disbursement of those funds to affordable housing projects and activities is central to the Affordable Housing Implementation Program.

Throughout California, and especially on the South Coast of Santa Barbara County, high housing costs and low vacancy rates make it difficult for many local employees and residents to find suitable housing in the immediate area. By necessity, many people decide to live in places farther away that offer less expensive housing, but require long, daily commutes to work. Longer commutes in turn result in greater roadway congestion and vehicle emissions as well as other,

negative impacts on public health and community involvement. The City's affordable housing programs recognize these issues and seek to do their part to remedy them.

The Housing Implementation Program also seeks to inform tenants and landlords of their rights and obligations under the Fair Housing Act and State and federal anti-discrimination laws, and ensure that tenant protections are in place, for example, through bi-lingual contract services provided by the City of Santa Barbara for rental housing mediation and referrals to Legal Aid Foundation. The Program will encourage the provision of housing for those who require special assistance, such as seniors and people with disabilities, by facilitating linkages between housing and services.

The Community Development Block Grants (CDBGs) Program, Redevelopment Agency Successor Agency matters and homelessness programs will continue to be handled by the Neighborhood Services Department and are not part of the Affordable Housing Implementation Program.

Operational Objectives:

- ❖ **Affordable Housing Implementation Policy.** Proactive development of an operational policy framework to accomplish City's affordable housing goals and implement the RHNA/Housing Element policy framework.
 - Maintain and periodically update/revise the Affordable Housing Operational Policies Resolution, stating requirements for affordable housing units.
 - Oversee development of a housing in lieu fee per Housing Element policy.
 - Oversee development of a non-residential affordable housing development impact fee study per Housing Element policy.
 - Prepare and implement an Affordable Employee Housing Plan per Housing Element policy.
- ❖ **Restrictive Covenants.**
 - Implement and enforce restrictive covenants on new and existing affordable housing units, including review and approval of subsequent transfers of affordable units.
 - Track and monitor the City's inventory of affordable housing units, including for-sale units, rental units, and Accessory Dwelling Units (ADUs). Track expiring units and seek to negotiate affordable covenant extensions.
- ❖ **Affordable Housing Lotteries.** Conduct housing lotteries and establish and track eligibility of prospective purchasers/renters of affordable units.
- ❖ **Housing Trust Fund and Comprehensive Affordable Housing Finance Plan (CAHFP).** Manage and report on City accumulated housing funds intended to be applied toward the development, preservation, and rehabilitation of affordable

units. Work to identify, recommend and deliver suitable affordable housing with using internal and external funding sources.

- ❖ **Affordable Housing Development.** Provide technical assistance, where possible, to promote affordable housing development by for-profit and non-profit developers.
- ❖ **Reporting.** Prepare section of State Housing and Community Development Annual Report related to affordable units.
- ❖ **Affordable Housing Agreement Implementation.**
 - Implement affordable housing components through deed restrictions and covenants.
 - Contract and oversee Santa Barbara County Housing Authority services.
- ❖ **Mobile Home Park Preservation.**
 - Where required, assist park tenants with obtaining financing for purchase of affordable units per Housing Element policy.
 - Conducting income surveys and assure owners provide annual rental reports.
- ❖ **Rental Housing Mediation.** Mediate landlord-tenant rental housing disputes as necessary with the assistance of City of Santa Barbara contract services.

Strategic Objectives:

- ❖ **Affordable Housing Implementation.** Promote the development of new and the maintenance of existing affordable housing units.
- ❖ **Affordable Housing Administration.** Administer affordable housing programs and implement Housing Element policy and requirements, e.g., through imposition of affordable covenants and restrictions, tracking of existing affordable units, holding affordable housing lotteries and compliance monitoring.
- ❖ **Housing Trust Fund.** Leverage available Housing Trust Fund monies toward development, preservation, and rehabilitation of affordable housing for the greatest community benefit. Use the Housing Trust Fund to leverage external funds per the CAHFP.
- ❖ **Fair Housing Enforcement, Tenant Protections.** Enforce the Fair Housing Act and local requirements and provide information to tenants on tenant protections and their rights under State and federal anti-discrimination laws.

Affordable Housing Implementation Program - 4600



Performance Measures and Workload Indicators:

Description	FY 2018/19 Actuals	FY 2018/20 Actuals	FY 2020/21 Projected	FY 20/21 Proposed	FY 2021/22 Proposed
Performance Measures:					
Number of new affordable housing units, for which covenants and restrictions have been prepared.					
Number of existing affordable very low and low income units, whose term was extend.					
Number of new low and very low income affordable housing units constructed.					
Number of new moderate affordable housing units constructed.					
Number of new workforce affordable housing units constructed.					

Workload Indicators:					
Number of Public Meetings Attended					
Number of Sustainability Grant Applications submitted					
Number of tenant housing units advised on tenant rights.					

DRAFT

ATTACHMENT 7:

Fiscal Year 2019/20 Mid-Year Financial Review (Unaudited)

(For the quarter ended December 31, 2019) Presentation

Fiscal Year 2019/20

Mid-Year Financial Review (Unaudited)

(For the quarter ended December 31, 2019)

City of Goleta
Council Meeting
February 18, 2020



General Fund Overview

	ORIGINAL BUDGET	PRIOR REVISIONS	CURRENT BUDGET	RECOMMENDED REVISIONS	REVISED BUDGET
Operating Revenues	\$ 28,355,500	\$ -	\$ 28,355,500	\$ 368,980	\$ 28,724,480
Operating Expenditures	\$ 27,407,167	\$ 3,196,652	\$ 30,603,819	\$ 444,500	\$ 31,048,319
Capital Expenditures	\$ 30,000	\$ 3,843,491	\$ 3,873,491	\$ -	\$ 3,873,491
Total Expenditures	\$ 27,437,167	\$ 7,040,143	\$ 34,477,310	\$ 444,500	\$ 34,921,810
Net Change in Fund Balance	\$ 918,333	\$ (7,040,143)	\$ (6,121,810)	\$ (75,520)	\$ (6,197,330)
Beginning Fund Balance	\$ 24,092,098		\$ 24,092,098		\$ 24,092,098
Ending Fund Balance	\$ 25,010,430		\$ 17,970,288		\$ 17,894,768

▶ Revenue Adjustments:

- ▶ Plan check fees and building permits: \$350k
- ▶ Cannabis business license application fees: \$20k
- ▶ CDBG transfers to General Fund (\$1.02k)

▶ Expenditure Adjustments:

- ▶ Personnel: \$122k
- ▶ Vehicle Replacement: \$30k (hybrid or electric)
- ▶ Building and Safety: \$280k
- ▶ NZO and Cleanup: \$12.5k

Department and Personnel Changes

▶ **Planning and Environmental Review**

- ▶ Renamed to Community Development
- ▶ New Affordable Housing Program
 - ▶ New Senior Housing Analyst (Grade 112)
 - ▶ Reallocate existing affordable housing responsibilities from Neighborhood Services
- ▶ New Administration Program
 - ▶ Reclassification of PER Director (Grade 117) to Community Development Director (Grade 118)
 - ▶ Allocate existing Management Assistant position and administrative budget
- ▶ Sustainability Program
 - ▶ New Management Assistant (Grade 107)

Department and Personnel Changes

▶ **General Government**

▶ Community Relations

- ▶ Reclassification of Administrative Assistant (Grade 105) to Management Assistant (Grade 107)

▶ City Manager's Office

- ▶ Revision to Human Resources Analyst class specifications only (no fiscal impact)

▶ **Public Works**

▶ Capital Improvement Program

- ▶ Correction to Assistant Engineer pay grade (Grade 110 to Grade 109) (no fiscal impact)

- ▶ *Personnel fiscal impact through June 30, 2019 approx. \$122k and \$250k ongoing basis*
- ▶ *FTE's will increase from 87.43 to 89.43*

General Fund Reserves

Classification	FY 18/19 Ending Fund Balance	Increase	Decrease	FY 19/20 Projected Ending Fund Balance	Recomm- endations	Adjusted FY 19/20 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	(30,000)	594,869
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	-	(160,000)	140,000		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	-	(1,544,904)	6,599,983	(45,520)	6,554,463
Total	\$ 24,092,098	\$ 565,573	\$ (6,687,383)	\$ 17,970,288	\$ (75,520)	\$ 17,894,768

CIP and Other Funds

- ▶ **Comparison of Budget vs. Actual for All Funds** (Attachment 3)
- ▶ **CIP Summary by Project** (Attachment 4)
- ▶ **Measure A – Other (Grants) (Fund 206)**
 - ▶ Increase of \$13,584 in revenues - additional funds received for prior year
 - ▶ Increase of \$306,700 for revenue and expenditures for CIP Project 9007 (San Jose Creek Bike Lane) and CIP Project 9039 (Hollister Class 1 Bike Path)
- ▶ **GTIP (Transportation DIF) (Fund 220)**
 - ▶ Increase of \$40,000, for staff time expenditures for CIP Project 9002 (Ekwill Street Extension)

CIP and Other Funds (Cont'd)

▶ **County Fire DIF (Fund 232)**

- ▶ Increase of \$12,397 in revenues and expenditures to reflect the interest received from County of Santa Barbara for CIP Project 9025 (Fire Station No. 10)

▶ **Misc. Grants – Library (Fund 236)**

- ▶ Increase of \$8,785 in revenues and expenditures to reflect grant award for children's book kits ("A World of Stories" project)

▶ **Misc. Grants (Fund 311)**

- ▶ Increase of \$9,940 in revenues and expenditures to reflect grant award for Census 2020

Finance Committee and Looking Ahead...

- ▶ **Finance and Audit Standing Committee**
 - ▶ Met on February 10, 2020 and support the recommended adjustments
- ▶ **Annual Work Program (FY 20/21) Workshops**
 - ▶ March 11th and March 19th
- ▶ **FY 20/21 Mid-Cycle Budget Workshop**
 - ▶ May 13th
- ▶ **FY 19/20 Third Quarter Financial Review**
 - ▶ May 19th

Questions?