



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of March 8, 2012 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

Copies of staff reports or other written documentation relating to each item of business referred to on this Agenda are on file in the office of the City Clerk and are available for public inspection

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Dave King

ROLL CALL

Council Members Ed Andrisek, Judith Dale, Leo Elovitz, Mayor Pro Tem Dave King, and Mayor Holly Sierra

REORDERING OF AGENDA

PUBLIC COMMENTS

Speaker Slip to be completed and turned in to the City Clerk prior to commencement of meeting. Limited to matters not otherwise appearing on the agenda. Limited to three (3) minutes per speaker. No action will be taken at this meeting.

CONSENT CALENDAR

(ACTION)

The following items are scheduled for consideration as a group. Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.

- 1. Minutes of February 23, 2012 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2011-12**
- 3. Approval of Fiscal Year 2012-13 Budget Adoption Process Schedule**

- 4. Acceptance of City of Buellton Transportation Development Act Fund Financial Statements for Years Ended June 30, 2011 and 2010 with Independent Auditor’s Report**
(Staff Contact: Finance Director Muñoz)

PRESENTATIONS

- 5. Recognition of Lieutenant Julie McCammon’s Service to the City of Buellton**

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS

COUNCIL ITEMS

WRITTEN COMMUNICATIONS

Written communications are included in the agenda packets. Any Council Member, the City Manager, or City Attorney may request that a written communication be read into the record.

COMMITTEE REPORTS

This Agenda listing is the opportunity for Council Members to give verbal Committee Reports on any meetings recently held for which the Council Members are the City representatives thereto.

BUSINESS ITEMS

(POSSIBLE ACTION)

- 6. Zaca Creek Golf Course Update by Mike Brown**
- 7. Discussion Regarding Start Time of City Council Meetings**
(Staff Contact: City Manager Kunkel)
- 8. Discussion Regarding Life Insurance for Staff and Council Members**
(Staff Contact: Human Resources Director Reid)

CITY MANAGER’S REPORT

ADJOURNMENT

The next regular meeting of the City Council will be held on Thursday, March 22, 2012 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of February 23, 2012
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

Mayor Sierra called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

Council Member Judith Dale led the Pledge of Allegiance

ROLL CALL

Present: Council Members Ed Andrisek, Judith Dale, Leo Elovitz, Mayor Pro Tem Dave King, and Mayor Holly Sierra

Staff: City Manager John Kunkel, City Attorney Ralph Hanson (via telephone), City Engineer Rose Hess, Planning Director Marc Bierdzinski, Finance Director Annette Muñoz, Station Commander Lt. Julie McCammon, and City Clerk Linda Reid

REORDERING OF AGENDA

None

PUBLIC COMMENTS

None

CONSENT CALENDAR

- 1. Minutes of February 11, 2012 Special City Council Meeting**
- 2. Minutes of February 9, 2012 Regular City Council Meeting**
- 3. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2011-12**
- 4. Acceptance of City of Buellton, California Financial Statements - June 30, 2011**

Council Member Andrisek requested that Item No. 5 be pulled from the Consent Calendar for discussion.

MOTION:

Motion by Council Member Andrisek, seconded by Mayor Pro Tem King approving Items 1 through 4 of the consent calendar as listed.

VOTE:

Motion passed by a roll call vote of 5-0.

5. Award of Bid for Rebuilding Patio Cover at Zaca Creek Golf Course

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- The lack of construction plans for the patio cover
- The purpose of the patio cover and the inflated price of the new plan
- Having an elevation view of the patio cover
- That the project be sent out for bid
- Using the original construction plan and moving forward with the project

Tom Armor, Buellton, discussed the proposed patio cover construction plans.

MOTION:

Motion by Mayor Pro Tem King, seconded by Mayor Sierra, requesting that the original patio cover plans be used to build the project.

VOTE:

Motion failed by a roll call vote of 2-3, with Council Members Andrisek, Dale, and Elovitz voting no.

MOTION:

Motion by Council Member Andrisek, seconded by Council Member Dale, requesting that staff prepare construction plans for the stand alone patio cover, prepare a request for proposals and accept bids, and bring the bids back to Council for review and award.

VOTE:

Motion passed by a roll call vote of 3-2, with Mayor Pro Tem King and Mayor Sierra voting no.

PRESENTATIONS

None

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS

None

COUNCIL ITEMS

Council Member Elovitz requested that staff agendaize discussion of changing the start time of meetings and bring it back for discussion at the March 8 meeting. The City Council agreed by consensus to agendaize this issue.

Council Member Andrisek requested that staff agendaize discussion of completing the sidewalks on the north side of Highway 246 near Thumbelina Drive. The City Council agreed by consensus to agendaize this issue.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Sierra announced that she attended Vandenberg Air Force Base's Annual Awards Dinner on February 18 and stated that it was a great event.

Mayor Sierra announced that she attended the board meeting for Santa Barbara County Association of Governments and provided an oral report regarding the meeting, including the "Safe Routes to School" program and that flashing lights will be added to the crosswalks across Highway 246 at La Lata Drive and Sycamore Drive.

Council Member Andrisek announced that he, Mayor Sierra, and City Manager Kunkel attended the Certified Green Business luncheon held at the Santa Ynez Valley Marriott and stated the event was well attended.

Mayor Sierra thanked staff for their participation with the "Canstruction" event. City Engineer Hess announced that 6,900 pounds of food was collected and given to the Foodbank.

BUSINESS ITEMS

- 6. Resolution No. 12-05 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Vision Plan for the City of Buellton"**

RECOMMENDATION:

That the City Council consider the adoption of Resolution No. 12-05.

STAFF REPORT:

Planning Director Bierdzinski presented the staff report.

DOCUMENTS:

Staff Report with attachments (Vision Plan with appendices, PowerPoint presentation, and Resolution No. 12-05)

SPEAKERS/DISCUSSION:

Mayor Sierra read letters into the record from Judi Stauffer, dated February 16, 2012 and Peggy Brierton, dated February 23, 2012.

The following individuals provided comments regarding the Vision Plan and possible adoption of Resolution No. 12-05:

- John Petersen, Santa Ynez
- Charles Kline, Solvang
- Steve Lykken, Buellton
- Larry Rankin, Buellton
- Puck Erickson, Los Olivos

The City Council discussed the following issues:

- Modifying Resolution No. 12-05, Section 3(a) to read “accept” rather than “adopt”
- Modifying Resolution No. 12-05 Section 3(b) bringing priority one action items to the Council for review and direction
- That Resolution No. 12-05 be amended to state that the Vision Plan can be modified and that it is not binding

MOTION:

Motion by Mayor Pro Tem King, seconded by Council Member Dale approving Resolution No. 12-05 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Vision Plan for the City of Buellton” with changes as listed above.

VOTE:

Motion passed by a roll call vote of 5-0.

CITY MANAGER’S REPORT

None

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:33 p.m. The next regular meeting of the City Council is scheduled for Thursday, March 8, 2012 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

BACK-UP/SUPPORT DATA IS AVAILABLE FOR COUNCIL REVIEW IN CITY HALL

The following is a list of claims to be ratified and approved for payment by the City Council at the **March 8, 2012** Council Meeting.

Listed below is a brief summary of the attached claims:

	EXHIBIT A		\$ 662,846.31
	EXHIBIT B		\$ 10,597.57
	Payroll	2/15/12	\$ 43,865.38
	Council Pay	2/24/12	\$ 2,326.95
	Payroll	2/29/12	\$ 40,263.28
	TOTAL AMOUNT OF CLAIMS:		<u>\$ 759,899.49</u>

	<u>FY 2010-11</u>	<u>FY 2011-12</u>
The total amount of claims and demands paid by the City for the Fiscal Year through February 28, 2012	\$ 4,955,016.69	\$ 6,388,112.04

AUTHORIZATION IS HEREBY GIVEN TO THE CITY TREASURER TO PAY ALL CLAIMS AS REVENUES BECOME AVAILABLE.

FISCAL YEAR 2011-12 REVENUE AND EXPENDITURE RECAP

As of January 31, 2012
58.3%
of the year elapsed

<u>CITY</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Total to Date</u>
Total Revenues	\$4,532,365.00	\$2,731,478.00	60%
Total Expenditures	\$6,330,205.00	\$3,770,326.00	60%

<u>WATER/SEWER</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget to Date</u>
Total Revenues	\$2,044,800.00	\$1,200,842.00	59%
Total Expenditures	\$2,605,396.00	\$1,624,285.00	62%

<u>RDA</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget to Date</u>
Total Revenues	\$825,000.00	\$425,021.00	52%
Total Expenditures	\$1,499,936.00	\$114,917.00	8%

The Revenue Status Report and Expenditure Status Report are available for your review.

The Cash Balances as of February 28, 2012 are as follows:

	Balance as of :	<u>FY 2010-11</u>	<u>FY 2011-12</u>
Checking			
Rabobank	2/28/2012	0.00	122,659.48
Montecito Bnk&Trust	2/28/2012	209,143.32	35,075.54
Total Checking		<u>209,143.32</u>	<u>157,735.02</u>
Savings/Investments			
LAIF-savings	1/31/2012	12,360,999.14	13,429,693.24
Rabobank-money mkt	1/31/2012	200,000.00	202,568.43
Morgan Stanley-bonds	1/31/2012	0.00	375,000.00
Great Pacific-treasuries	1/31/2012	0.00	0.00
First Empire-bonds	1/31/2012	5,095,831.59	3,235,000.00
Total Savings/Investments		<u>17,656,830.73</u>	<u>17,242,261.67</u>
% of cash invested		29.64%	21.91%
Total Cash		<u><u>17,865,974.05</u></u>	<u><u>17,399,996.69</u></u>

Check-Run	Seq#	Date	Vendor Name	Checking # Obls	Discount	Net amount	Status	
26006-	504	1	2/21/2012	698 CALIFORNIA STATE DISBURSEMENT	1	.00	1,613.50	Logged
26007-	505	1	2/23/2012	0 DEREK ESTUS	1	.00	60.78	Logged
26008-	505	2	2/23/2012	0 HANNA GERRING	1	.00	34.00	Logged
26009-	505	3	2/23/2012	0 IRMA PADILLA	1	.00	34.00	Logged
26010-	505	4	2/23/2012	0 ALEX LIMON	1	.00	100.00	Logged
26011-	505	5	2/23/2012	0 KEN GEORGE	1	.00	141.67	Logged
26012-	505	6	2/23/2012	27 AQUA BEN CORPORATION	1	.00	2,172.24	Logged
26013-	505	7	2/23/2012	60 BUELLTON CHAMBER OF COMMERCE	1	.00	575.00	Logged
26014-	505	8	2/23/2012	63 BUELLTON UNION SCHOOL DISTRICT	1	.00	500.00	Logged
26015-	505	9	2/23/2012	76 CAL-COAST IRRIGATION, INC.	2	.00	152.98	Logged
26016-	505	10	2/23/2012	79 CALIF. RURAL WATER ASSOCIATION	2	.00	500.00	Logged
26017-	505	11	2/23/2012	90 CAPERS LONG-TERM CARE PROGRAM	1	.00	84.25	Logged
26018-	505	12	2/23/2012	95 JOHN BARNETTE dba	2	.00	976.50	Logged
26019-	505	13	2/23/2012	118 COASTAL COPY, LP	1	.00	361.82	Logged
26020-	505	14	2/23/2012	119 CRAIG ADAMS	1	.00	100.00	Logged
26021-	505	15	2/23/2012	132 SB CO ANIMAL SVCS, HEALTH & RE	1	.00	7,492.50	Logged
26022-	505	16	2/23/2012	155 DAVID KING	1	.00	33.52	Logged
26023-	505	17	2/23/2012	189 FISHER PUMP & WELL SERVICE, IN	1	.00	6,497.00	Logged
26024-	505	18	2/23/2012	193 FIRST NATIONAL BANK OF OMAHA	8	.00	6,980.92	Logged
26025-	505	19	2/23/2012	199 FOSTER D. REIF	1	.00	100.00	Logged
26026-	505	20	2/23/2012	203 GARY BROWN dba	1	.00	368.00	Logged
26027-	505	21	2/23/2012	230 HPC/EAGLE ENERGY	1	.00	847.45	Logged
26028-	505	22	2/23/2012	242 JASON L. FUSSEL	1	.00	100.00	Logged
26029-	505	23	2/23/2012	256 JOHN KUNKEL	1	.00	34.00	Logged
26030-	505	24	2/23/2012	303 ART MERCADO	1	.00	100.00	Logged
26031-	505	25	2/23/2012	310 MARBORG INDUSTRIES	1	.00	18.00	Logged
26032-	505	26	2/23/2012	326 MNS ENGINEERS, INC.	12	.00	70,301.60	Logged
26033-	505	27	2/23/2012	327 MONIOT ELECTRIC, INC.	1	.00	277.76	Logged
26034-	505	28	2/23/2012	332 MOSS, LEVY & HARTZHEIM	1	.00	4,315.00	Logged
26035-	505	29	2/23/2012	342 NIELSEN BUILDING MATERIALS, INC	1	.00	286.81	Logged
26036-	505	30	2/23/2012	350 OLIVERA'S REPAIR, INC	1	.00	198.81	Logged
26037-	505	31	2/23/2012	352 P G & E	1	.00	15,789.73	Logged
26038-	505	32	2/23/2012	380 PRAXAIR DISTRIBUTION, INC.	1	.00	122.56	Logged
26039-	505	33	2/23/2012	381 PROPET DISTRIBUTORS, INC.	1	.00	535.35	Logged
26040-	505	34	2/23/2012	382 PROCARE JANITORIAL SUPPLY, INC	2	.00	247.74	Logged
26041-	505	35	2/23/2012	395 RAFAEL RUIZ CLEANING	4	.00	4,815.00	Logged
26042-	505	36	2/23/2012	398 RECINOS RICARDO dba	1	.00	191.26	Logged
26043-	505	37	2/23/2012	444 ALFREDO J. BELLO dba	1	.00	1,616.25	Logged
26044-	505	38	2/23/2012	448 SB CO FIRE DEPARTMENT	1	.00	48,473.00	Logged
26045-	505	39	2/23/2012	450 SB CO SHERIFF'S DEPARTMENT	2	.00	140,576.67	Logged
26046-	505	40	2/23/2012	464 SOLVANG CHAMBER OF COMMERCE	1	.00	425.00	Logged
26047-	505	41	2/23/2012	469 STAPLES CONTRACT & COMMERCIAL,	1	.00	170.28	Logged
26048-	505	42	2/23/2012	489 STEVE'S WHEEL & TIRE	1	.00	22.16	Logged
26049-	505	43	2/23/2012	554 VENCO WESTERN, INC.	2	.00	12,037.92	Logged
26050-	505	44	2/23/2012	556 VERIZON WIRELESS	1	.00	320.27	Logged
26051-	505	45	2/23/2012	570 WAYNE KREPS, JR. dba	2	.00	190.45	Logged
26052-	505	46	2/23/2012	582 VINTAGE WALK, LLC OWNERS ASSOC	1	.00	104.00	Logged
26053-	505	47	2/23/2012	589 GERALD T. WITCHER	1	.00	100.00	Logged
26054-	505	48	2/23/2012	598 ENGEL & GRAY, INC.	1	.00	4,370.06	Logged
26055-	505	49	2/23/2012	677 WALLACE GROUP	1	.00	805.75	Logged
26056-	505	50	2/23/2012	704 PAUL SMITH	1	.00	29.74	Logged
26057-	505	51	2/23/2012	706 SATCOM GLOBAL, INC.	1	.00	40.03	Logged
26058-	505	52	2/23/2012	707 FLEX ONE - AFLAC	1	.00	77.00	Logged

Run date: 02/28/2012 @ 12:29
 Bus date: 02/28/2012

City of Buellton
 Check Summary Report

Check-Run	Seq#	Date	Vendor Name	Checking	# Obls	Discount	Net amount	Status
26059-	505	53	2/23/2012	713 COASTAL COPY, LP	1	.00	483.80	Logged
26060-	505	54	2/23/2012	714 SIERRA TURF, INC.	1	.00	2,000.00	Logged
26061-	505	55	2/23/2012	718 AUTOSYS, INC.	2	.00	423.00	Logged
26062-	505	56	2/23/2012	725 G. SOSA CONSTRUCTION, INC.	1	.00	300,900.33	Logged
26063-	505	57	2/23/2012	731 SAGE INSTITUTE INC.	1	.00	6,000.00	Logged
26064-	505	58	2/23/2012	733 ENVIRONMENTAL WATER SOLUTIONS,	2	.00	7,045.10	Logged
26065-	505	59	2/23/2012	734 SANTA YNEZ VALLEY CYCLING CLUG	1	.00	5,000.00	Logged
26066-	505	60	2/23/2012	735 COLLETTE VACATION	1	.00	2,252.00	Logged
26067-	505	61	2/23/2012	11142 CHRISTOPHE MILLNER	1	.00	465.50	Logged
26068-	505	62	2/23/2012	11163 DAN POSNEY dba	1	.00	126.00	Logged
26069-	505	63	2/23/2012	11166 DIANE CURRIDEN	1	.00	171.50	Logged
26070-	505	64	2/23/2012	11170 DONELLE MARTIN	1	.00	400.00	Logged
26071-	505	65	2/23/2012	11236 GARY GENE JOHNSON dba	1	.00	124.50	Logged
26072-	505	66	2/23/2012	11292 JOSHUA A. GRANT	1	.00	227.50	Logged
26073-	505	67	2/23/2012	11300 KAREN PALMER	1	.00	59.50	Logged
26074-	505	68	2/23/2012	11321 LAURA COGAN	1	.00	90.00	Logged
26075-	505	69	2/23/2012	11343 MARIANNE MADSEN	1	.00	360.00	Logged
26076-	505	70	2/23/2012	11467 SHIRLEY F. WALLACE	1	.00	54.25	Logged
26077-	505	71	2/23/2012	11476 STEPHEN F. DUNLAP	1	.00	231.00	Logged
26078-	505	72	2/23/2012	11525 VICTORIA L. BENNETT	1	.00	14.00	Logged
						.00		
** Total check discount **						.00		
** Total check amount **						662,846.31		
						.00		

Payments via Electronic Fund Transfer (EFT):

Hasler postage	2/13/12	800.00
FSA-Staff	2/15/12	646.33
Payroll Taxes	2/23/12	9,030.44
Payroll Taxes	2/27/12	120.80

Total		<hr/>	\$ 10,597.57
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CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 3

To: The Honorable Mayor and City Council

From: Annette Muñoz, Finance Director

Meeting Date: March 8, 2012

Subject: Approval of Fiscal Year 2012-13 Budget Adoption Process Schedule

BACKGROUND

Each year the Finance Department works with the City Council and various Department Heads to plan and prepare the City's Budget for the next fiscal year. The fundamental purpose of the City's Budget is to link short-term goals with the resources required to achieve these goals.

The attached Fiscal Year 2012-13 Budget Adoption Process Schedule is provided for your use and information.

FISCAL IMPACT

The approval of the Fiscal Year 2012-13 Budget Adoption Process Schedule will not cause any fiscal impact to the City.

RECOMMENDATION

That the City Council review and approve the fiscal Year 2012-13 Budget Adoption Process Schedule.

ATTACHMENT

Attachment 1 - Fiscal Year 2012-13 Budget Adoption Process Schedule



City of Buellton

Memorandum

TO: Department Heads
FROM: Annette Muñoz, Finance Director
DATE: February 28, 2012
RE: Budget Time Line

The following dates outline the anticipated dates for the budget time line.

March 30	Department Heads submit final budget figures for fiscal year 2012-13 to Finance Director.
April 16	City Manager and Finance Director begin reviewing budget figures.
May 3	Preliminary budget printed and ready for Council review.
May 10	First review of preliminary budget at Council meeting.
May 24	Second review of preliminary budget at Council meeting.
June 14	Final review and adoption of budget.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 4

To: The Honorable Mayor and City Council

From: Annette Muñoz, Finance Director

Meeting Date: March 8, 2012

Subject: Acceptance of City of Buellton Transportation Development Act Fund Financial Statements for Years Ended June 30, 2011 and 2010 with Independent Auditor's Report

BACKGROUND

For purposes of determining compliance with Transportation Development Act (TDA) Sections 99234 and 99400(a) of the California Public Utilities Code, and the rules and regulations of the Santa Barbara County Association of Governments, an audit of the City's Transportation Development Act Fund has been performed by Moss, Levy & Hartzheim LLP, Certified Public Accountants. The audit is presented herewith for your review and acceptance. The audit includes an examination of the assets, liabilities and fund balance of the Transportation Development Act Fund as of June 30, 2011 and 2010, and the related statements of revenue, expenditures and changes in fund balance.

The Independent Accountant's Report on Compliance with Requirements Applicable to the Transportation Development Act, dated February 17, 2012 states that "funds allocated to and received by the City were expended in conformance with applicable statutes, rules, regulations of the TDA and the allocation instructions and resolutions of the Santa Barbara County Association of Governments as required by Section 6666 of Title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations during the year ended June 30, 2011."

FISCAL IMPACT

This agenda item will not have any fiscal impact on the City.

RECOMMENDATION

That the City Council review and accept the City of Buellton Transportation Development Act Fund Financial Statements for the years ended June 30, 2011 and 2010 along with the Independent Auditor's Report.

ATTACHMENT

Attachment 1 - TDA Fund Financial Statements for Years Ended June 30, 2011 and 2010
with Independent Auditor's Report

CITY OF BUELLTON
TRANSPORTATION DEVELOPMENT ACT FUND
FINANCIAL STATEMENTS
FISCAL YEARS ENDED JUNE 30, 2011 AND 2010
WITH INDEPENDENT AUDITORS' REPORT
SEGREGATED BY SECTIONS 99234
AND 99400(a) OF THE PUBLIC UTILITIES CODE

CITY OF BUELLTON
Transportation Development Act Fund
Segregated by Sections 99234 and 99400(a)
of the Public Utilities Code
June 30, 2011 and 2010
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MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITORS' REPORT

The Board of Directors of the
Santa Barbara County Association of Governments

We have audited the accompanying financial statements of the City of Buellton Transportation Development Act Fund as of and for the fiscal years ended June 30, 2011 and June 30, 2010. These financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over the Fund's financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present only the Transportation Development Act Fund and do not purport to, and do not, present fairly the financial position of the City of Buellton, California, as of June 30, 2011 and June 30, 2010, and the changes in its financial position for the fiscal years then ended, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the City of Buellton Transportation Development Act Fund as of June 30, 2011 and June 30, 2010, and the changes in its financial position and budgetary comparison for the fiscal years then ended, in conformity with accounting principles generally accepted in the United States of America.

MOSS, LEVY & HARTZHEIM, LLP

Moss, Levy & Hartzheim LLP

February 17, 2012

CITY OF BUELLTON
TRANSPORTATION DEVELOPMENT ACT FUND
SECTIONS 99234 AND 99400(a) OF THE PUBLIC UTILITIES CODE
BALANCE SHEETS
June 30, 2011 and June 30, 2010

	2011			2010
	99234	99400(a)	Total	Total
Assets:				
Current assets:				
Cash and investments	\$ 3,619	\$ 179,119	\$ 182,738	\$ 248,737
Accounts receivable				
Interest receivable		158	158	352
Prepaid expenditures		1,667	1,667	1,667
Total assets	\$ 3,619	\$ 180,944	\$ 184,563	\$ 250,756
Liabilities:				
Current liabilities				
Accounts payable	\$ -	\$ 1,970	\$ 1,970	\$ 560
Due to other funds		12,980	12,980	12,980
Total liabilities		14,950	14,950	13,540
Fund balance:				
Restricted	3,619	165,994	169,613	237,216
Total liabilities and fund balance	\$ 3,619	\$ 180,944	\$ 184,563	\$ 250,756

See accompanying notes to financial statements

CITY OF BUELLTON
TRANSPORTATION DEVELOPMENT ACT FUND
SECTIONS 99234 AND 99400(a) OF THE PUBLIC UTILITIES CODE
STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For Fiscal Years Ended June 30, 2011 and June 30, 2010

	2011		Total	2010
	99234	99400(a)		Total
Revenues:				
Local Transportation fund allocations	\$ 2,850	\$ -	\$ 2,850	\$ 2,767
Interest		920	920	1,689
Total revenues	<u>2,850</u>	<u>920</u>	<u>3,770</u>	<u>4,456</u>
Expenditures:				
Construction and contract services		71,373	71,373	24,037
Total expenditures		<u>71,373</u>	<u>71,373</u>	<u>24,037</u>
Changes in fund balance	2,850	(70,453)	(67,603)	(19,581)
Fund balance, beginning of fiscal year	<u>769</u>	<u>236,447</u>	<u>237,216</u>	<u>256,797</u>
Fund balance, end of fiscal year	<u>\$ 3,619</u>	<u>\$ 165,994</u>	<u>\$ 169,613</u>	<u>\$ 237,216</u>

See accompanying notes to financial statements

CITY OF BUELLTON
TRANSPORTATION DEVELOPMENT ACT FUND
SECTIONS 99234 AND 99400(a) OF THE PUBLIC UTILITIES CODE
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For Fiscal Year Ended June 30, 2011

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
Local Transportation fund allocations	\$ 2,500	\$ 2,850	\$ 350
Interest	<u>1,500</u>	<u>920</u>	<u>(580)</u>
Total revenues	<u>4,000</u>	<u>3,770</u>	<u>(230)</u>
Expenditures:			
Construction and contract services	<u>41,500</u>	<u>71,373</u>	<u>(29,873)</u>
Total expenditures	<u>41,500</u>	<u>71,373</u>	<u>(29,873)</u>
Changes in fund balance	(37,500)	(67,603)	(30,103)
Fund balance, beginning of fiscal year	<u>237,216</u>	<u>237,216</u>	
Fund balance, end of fiscal year	<u>\$ 199,716</u>	<u>\$ 169,613</u>	<u>\$ (30,103)</u>

See accompanying notes to financial statements

CITY OF BUELLTON
TRANSPORTATION DEVELOPMENT ACT FUND
SECTIONS 99234 AND 99400(a) OF THE PUBLIC UTILITIES CODE
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
For Fiscal Year Ended June 30, 2010

	<u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues:			
Local Transportation fund allocations	\$ 5,700	\$ 2,767	\$ (2,933)
Interest	<u>8,000</u>	<u>1,689</u>	<u>(6,311)</u>
Total revenues	<u>13,700</u>	<u>4,456</u>	<u>(9,244)</u>
Expenditures:			
Construction and contract services	<u>46,500</u>	<u>24,037</u>	<u>22,463</u>
Total expenditures	<u>46,500</u>	<u>24,037</u>	<u>22,463</u>
Changes in fund balance	(32,800)	(19,581)	13,219
Fund balance, beginning of fiscal year	<u>256,797</u>	<u>256,797</u>	
Fund balance, end of fiscal year	<u>\$ 223,997</u>	<u>\$ 237,216</u>	<u>\$ 13,219</u>

See accompanying notes to financial statements

CITY OF BUELLTON
TRANSPORTATION DEVELOPMENT ACT FUND
SEGREGATED BY SECTIONS 99234 AND 99400(a)
OF THE PUBLIC UTILITIES CODE
NOTES TO FINANCIAL STATEMENTS
June 30, 2011 and June 30, 2010

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. The Transportation Development Act Fund of the City of Buellton is a governmental fund type. Governmental funds are accounted for using a current financial resources measurement focus. The application of this measurement focus provides that, in general, only current assets and current liabilities are present on the balance sheet. Operating statements of these funds present revenues and expenditures.

The modified accrual basis of accounting is used for the Transportation Development Act Fund. Under the modified accrual basis of accounting, revenues are recognized when they become susceptible to accrual (i.e., both measurable and available). Measurable means that the amount of the transaction can be determined. Available means the funds are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures of governmental funds are generally recognized when the related fund liability is incurred.

Reporting Entity

The financial statements present only the Transportation Development Act Fund and do not purport to, and do not present, the City's financial position and changes in financial position. The City of Buellton's basic financial statements are available from the Finance Department at 107 W. Highway 246, Buellton, CA 93427.

NOTE 2 – CASH DEPOSITS

The City follows the practice of pooling cash and investments for all funds (including the Transportation Development Act Fund) under its direct daily control. Interest earned on pooled cash and investments is allocated periodically to the various funds based on average cash balances. Detailed disclosure regarding the City's investments of cash is included in the notes to financial statements of the City.



MOSS, LEVY & HARTZHEIM LLP

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**INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE WITH
REQUIREMENTS APPLICABLE TO THE TRANSPORTATION
DEVELOPMENT ACT**

The Board of Directors of the
Santa Barbara County Association of Governments

We have examined the City of Buellton's (City) compliance with Transportation Development Act (TDA) requirements that funds allocated to and received by the City were expended in conformance with applicable statutes, rules, regulations of the TDA and the allocation instructions and resolutions of the Santa Barbara County Association of Governments as required by Section 6666 of title 21, Division 3, Chapter 2, Article 5.5 of the California Code of Regulations during the fiscal year ended June 30, 2011. Section 6666 requires that for a non-transit claimant, the independent auditor shall perform at least the following tasks: (a) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with those sections of the Act specifying the qualified purposes, including Public Utilities Code section 99402 for streets and roads claimants and section 99233.3 for claimants under that section for pedestrian and bicycle facilities and bicycle safety education programs. (b) Determine whether the funds received by the claimant pursuant to the Act were expended in conformance with the applicable rules, regulations, and procedures of the transportation-planning agency and in compliance with the allocation instructions. (c) Determine whether interest earned on funds received by the claimant pursuant to the Act were expended only for those purposed for which the funds were allocated, in accordance with Public Utilities Code sections 99301 and 99301.5. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the City's compliance with specified requirements.

In our opinion, the City complied, in all material respects, with the aforementioned requirements for the fiscal year ended June 30, 2011.

This report is intended solely for the information and use of the City management, the Board of Directors, management and other within the Santa Barbara County Association of Governments, and the State Controller's Office and is not intended to be and should not be used by anyone other than these specific parties.

MOSS, LEVY & HARTZHEIM, LLP

Moss, Levy & Hartzheim LLP

February 17, 2012

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 7

To: The Honorable Mayor and City Council

From: John Kunkel, City Manager

Meeting date: March 8, 2012

Subject: Discussion Regarding Start Time of City Council Meetings

BACKGROUND

In 2002, the City Council, by resolution, changed the start times for City Council meetings from 7:00 p.m. to 6:00 p.m. The reason for the time change was that Council meetings were running into the wee hours of the morning and often required Council approval to run past the designated adjournment times to finish Council business.

Obviously, there are benefits and detriments to either start time.

RECOMMENDATION

Determine whether the Council wishes to change the start time of Council meetings and direct staff accordingly.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 8

To: The Honorable Mayor and City Council

From: Linda Reid, City Clerk/Personnel Director

Meeting date: March 8, 2012

Subject: Discussion Regarding Life Insurance for Staff and Council Members

BACKGROUND

At the Special Meeting of February 11, 2012, staff discussed adding a group life insurance benefit for staff and Council Members. Council suggested that staff put the details in writing and bring it back for Council consideration.

Under the group life insurance policy, there is no medical physical required. The policy would include 17 employees and five Council Members, a total of 22 lives. The three different policies considerations are:

Group Life Insurance Benefit	Monthly Premium (22 lives)	Annual Premium (22 lives)
\$50,000	\$450	\$5,400
\$20,000	\$180	\$2,160
\$10,000	\$90	\$1,080

Employees and Council Members can purchase additional life insurance in \$10,000 increments, (in addition to the group insurance benefit amount) up to three times their earnings or \$250,000 and can cover a spouse. Additional accidental death coverage is also available. Additional coverage is age based.

Chris Nielsen of Edward Jones will be available at the meeting to answer any questions.

FISCAL IMPACT

Annual premium would range between \$1,080 to \$5,400 depending on coverage selected and would become effective July 1, 2012.

RECOMMENDATION

That the City Council consider group life insurance for employees and Council Members and if chosen, determine which amount of coverage to provide for staff and Council.