



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of March 28, 2013 – 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 Judith Dale

PLEDGE OF ALLEGIANCE

Council Member Ed Andrisek

ROLL CALL

Council Members Ed Andrisek, Leo Elovitz, Holly Sierra, Vice Mayor John Connolly, and Mayor Judith Dale

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 March 14, 2013 Regular City Council Meeting**
- 2. List of Claims to be Approved/ Ratified for Payment to Date for Fiscal Year 2012-13**
- 3. Resolution No. 13-05 – “A Resolution of the City Council of the City of Buellton, California, Authorizing the Filing of a Claim with the Santa Barbara County Association of Governments for Allocation of Transportation Development Act Funds for Fiscal Year 2013-14”**
❖ (Staff Contact: Finance Director Muñoz)

PRESENTATIONS

PUBLIC HEARINGS

(POSSIBLE ACTION)

- 4. **Ordinance No. 13-04 – “An Ordinance of the City Council of the City of Buellton, California, Adopting Revisions to Title 19 (Zoning) of the Buellton Municipal Code (13-ZOA-02) by Adding Section 19.06.270 Relating to the Prohibition of Cigarette, Tobacco, and Head Shops and Making Findings in Support Thereof” (Introduction and First Reading)**
❖ *(Staff Contact: Planning Director Bierdzinski)*
- 5. **Resolution No. 13-02 – “A Resolution of the City Council of the City of Buellton, California, Accepting the Community Development Block Grant (CDBG) Funding Recommendations from the City of Buellton CDBG Committee and Directing Staff to Authorize the County of Santa Barbara to Submit the Funding Request to the Federal Housing and Urban Development Department”**
❖ *(Staff Contact: Planning Director Bierdzinski)*

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. **Ordinance No. 13-03 – “An Ordinance of the City Council of the City of Buellton, California, Approving a Specific Plan Amendment (13-SP-01) for the Village Specific Plan, Located on Assessor’s Parcel Number 137-090-045 and Making Findings in Support Thereof” (Second Reading)**
❖ *(Staff Contact: Planning Director Bierdzinski)*
- 7. **Discussion Regarding Changes to City’s Website and Community Communication**
❖ *(Staff Contact: City Manager Kunkel)*
- 8. **Department Reports – (Finance, Personnel, Planning, Public Works, and Sheriff’s Department)**

CITY MANAGER’S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

- 9. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Institution of Litigation pursuant to subdivision (c) of California Government Code Section 54956.9 – One Case

ADJOURNMENT - The next regular meeting of the City Council will be held on Thursday, April 11, 2013 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of March 14, 2013

**City Council Chambers, 140 West Highway 246
Buellton, California**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Council Member Holly Sierra led the Pledge of Allegiance

ROLL CALL

Present: Council Members Ed Andrisek, Leo Elovitz, Holly Sierra, Vice Mayor John Connolly and Mayor Judith Dale

Staff: City Attorney Ralph Hanson, Public Works Director Rose Hess, Planning Director Marc Bierdzinski, Finance Director Annette Muñoz, Station Commander Lt. Brad McVay, and City Clerk Linda Reid

REORDERING OF AGENDA

None

PUBLIC COMMENTS

Kathy Vreeland, Executive Director of the Buellton Chamber and Visitor's Bureau, announced the Wine and Chili Festival is scheduled for Sunday, March 17 from 12:00 p.m. to 4:00 p.m. at Flying Flags Recreational Vehicle Resort.

Larry Bishop, Buellton, submitted a letter for the record regarding implementing Buellton's Visioning Plan. Mayor Dale read the letter into the record.

CONSENT CALENDAR

- 1. Minutes of February 28, 2013 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2012-13**
- 3. Approval of Fiscal Year 2013-14 Budget Adoption Process Schedule**

RECOMMENDATION:

That the City Council approve the Consent Calendar as listed.

MOTION:

Motion by Council Member Sierra, seconded by Vice Mayor Connolly approving the consent calendar as listed.

VOTE:

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

PRESENTATIONS

None

PUBLIC HEARINGS

- 4. Ordinance No. 13-03 – “An Ordinance of the City Council of the City of Buellton, California, Approving a Specific Plan Amendment (13-SP-01) for the Village Specific Plan, Located on Assessor’s Parcel Number 137-090-045 and Making Findings in Support Thereof” (Introduction and First Reading)**

RECOMMENDATION:

That the City Council consider the introduction and first reading of Ordinance No. 13-03.

STAFF REPORT:

Planning Director Bierdzinski presented the staff report.

DOCUMENTS:

Staff Report with attachments (Ordinance No. 13-03, Village Specific Plan, and Planning Commission Resolution No. 13-02)

DISCUSSION:

The City Council discussed the following issues:

- Support for the revised park location

Mayor Dale opened the Public Hearing at 6:12 p.m. There being no public comment, Mayor Dale closed the Public Hearing at 6:13 p.m.

MOTION:

Motion by Council Member Andrisek, seconded by Council Member Elovitz, approving the introduction and first reading of Ordinance No. 13-03 – “An Ordinance of the City Council of the City of Buellton, California, Approving a Specific Plan Amendment (13-SP-01) for the Village Specific Plan, Located on Assessor’s Parcel Number 137-090-045 and Making Findings in Support Thereof” by title only and waive further reading.

VOTE:

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

COUNCIL MEMBER COMMENTS

Council Member Sierra thanked the Buellton Chamber of Commerce for arranging ribbon cuttings at Ascendant Spirits and Zaca Creek Golf Course.

Council Member Andrisek requested that Mayor Dale issue thank you letters to Mike Brown, General Manager of Zaca Creek Golf Course, for hosting the ribbon cutting and the Bazzi family for attending the dedication ceremony.

COUNCIL ITEMS

None

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Dale provided an oral report regarding the fundraising campaign for the Buellton Library.

BUSINESS ITEMS

5. Discussion/Possible Decision Regarding Allocation of Transient Occupancy Tax

RECOMMENDATION:

That the City Council allocate the increased percentage (2%) as it deems appropriate and direct staff to implement the changes.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- The Visitor's Bureau's budget
- Allocating the additional tax revenue funds after the economic development proposals are received in April
- Allowing the Economic Development Task Force to determine how to allocate the additional tax revenue funds

Kathy Vreeland, Executive Director of the Buellton Chamber and Visitor's Bureau, expressed her support for the increased amount of Transient Occupancy Tax for the Visitor's Bureau.

Mike Flint, representing Chamber Strategies in Santa Barbara, expressed his support for the Buellton Chamber and Visitor's Bureau.

Peggy Brierton, Buellton, asked the Council to hold off on allocating the additional tax revenue funds until the economic development proposals are received.

Dave King, Buellton, stated that when he was on the City Council, it was determined that the entire amount of increased tax revenue would go to the Visitor's Bureau.

MOTION:

Motion by Council Member Andrisek, seconded by Vice Mayor Connolly allocating the increased percentage of Transient Occupancy Tax (2%) to the Buellton Visitor's Bureau in the amount of 75% and to the economic development fund in the amount of 25% for two fiscal years.

VOTE:

Motion passed by a roll call vote of 3-2, with Council Member Elovitz and Mayor Dale voting no.

6. **Ordinance No. 13-02 – “An Ordinance of the City Council of the City of Buellton, California, Adopting Revisions to Title 19 (Zoning) of the Buellton Municipal Code (13-ZOA-01) Relating to Section 19.04.170.E.6.d, Community Identification Signs and Making Findings in Support Thereof” (Second Reading)**

RECOMMENDATION:

That the City Council consider the adoption of Ordinance No. 13-02.

STAFF REPORT:

Planning Director Bierdzinski presented the staff report.

DOCUMENTS:

Staff Report with attachment (Ordinance No. 13-02)

SPEAKERS/DISCUSSION:

Peggy Brierton, Buellton, stated the sign will be too large for the area and that it should advertise Buellton businesses only. Ms. Brierton suggested using story poles to designate the size and location of the sign prior to the sign's installation.

The City Council discussed the following issues:

- Confirming that the size and location of the sign would be reviewed by the Planning Commission and the Planning Director

MOTION:

Motion by Council Member Sierra, seconded by Council Member Andrisek approving and adopting Ordinance No. 13-02 – “An Ordinance of the City Council of the City of Buellton, California, Adopting Revisions to Title 19 (Zoning) of the Buellton Municipal Code (13-ZOA-01) Relating to Section 19.04.170.E.6.d, Community Identification Signs and Making Findings in Support Thereof” by title only and waive further reading.

VOTE:

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

7. Department Head Reports – (Finance, Personnel, Planning, Public Works, and Sheriff’s Department)

Department Heads provided informational reports for the record.

CITY MANAGER’S REPORT

None

ADJOURNMENT

Mayor Dale adjourned the regular meeting at 7:55 p.m. The next regular meeting of the City Council will be held on Thursday, March 28, 2013 at 6:00 p.m.

Judith Dale
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 28, 2013** Council Meeting.

Listed below is a brief summary of the attached claims:

	EXHIBIT A		\$ <u>218,472.98</u>
	EXHIBIT B		\$ <u>72,667.86</u>
	PAYROLL	3/15/13	\$ <u>40,386.35</u>
TOTAL AMOUNT OF CLAIMS:			\$ <u><u>331,527.19</u></u>

	<u>FY 2011-12</u>	<u>FY 2013-14</u>
The total amount of claims and demands paid by the City for the Fiscal Year through March 19, 2013	\$ 6,505,286.63	\$ 7,498,827.13

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

Check-Run	Seq#	Date	Vendor Name	Checking	# Obls	Discount	Net amount	Status
27649-	556	1	3/14/2013	0 SUN BADGE COMPANY	1	.00	67.05	Logged
27650-	556	2	3/14/2013	0 MARK HEMMING	1	.00	40.35	Logged
27651-	556	3	3/14/2013	5 ABALONE COAST ANALYTICAL, INC.	1	.00	1,879.85	Logged
27652-	556	4	3/14/2013	27 AQUA BEN CORPORATION	1	.00	1,244.16	Logged
27653-	556	5	3/14/2013	28 ARAMARK UNIFORM SERVICES	1	.00	370.48	Logged
27654-	556	6	3/14/2013	32 NESTLE WATERS NORTH AMERICA db	3	.00	132.08	Logged
27655-	556	7	3/14/2013	57 DONALD T. DOUDNA	1	.00	688.40	Logged
27656-	556	8	3/14/2013	58 BUELLFLAT ROCK CO.	1	.00	67.91	Logged
27657-	556	9	3/14/2013	59 MOTOR PRODUCTS INC. dba	1	.00	33.45	Logged
27658-	556	10	3/14/2013	63 BUELLTON UNION SCHOOL DISTRICT	1	.00	500.00	Logged
27659-	556	11	3/14/2013	74 CA SOC-MUNICIPAL FIN OFFICERS	1	.00	25.00	Logged
27660-	556	12	3/14/2013	77 CAL-COAST MACHINERY, INC	1	.00	756.00	Logged
27661-	556	13	3/14/2013	83 CSD ENGINEERING	1	.00	424.00	Logged
27662-	556	14	3/14/2013	90 CaIPERS LONG-TERM CARE PROGRAM	1	.00	84.25	Logged
27663-	556	15	3/14/2013	91 CENTRAL COAST WATER AUTHORITY	1	.00	28,633.23	Logged
27664-	556	16	3/14/2013	101 CITY OF SOLVANG	1	.00	12,376.00	Logged
27665-	556	17	3/14/2013	105 CITY OF BUELLTON	1	.00	146.17	Logged
27666-	556	18	3/14/2013	110 CVS PHARMACY	1	.00	80.39	Logged
27667-	556	19	3/14/2013	118 COASTAL COPY, LP	1	.00	240.18	Logged
27668-	556	20	3/14/2013	121 COC/BBA/VISITORS INFORMATION	1	.00	6,956.22	Logged
27669-	556	21	3/14/2013	122 COMCAST CABLE	1	.00	160.66	Logged
27670-	556	22	3/14/2013	142 DANIEL FITZGERALD dba	1	.00	960.00	Logged
27671-	556	23	3/14/2013	144 INTERCALL, INC.	1	.00	52.01	Logged
27672-	556	24	3/14/2013	172 ECHO COMMUNICATIONS	1	.00	64.20	Logged
27673-	556	25	3/14/2013	176 EXCLUSIVE ALARMS	3	.00	324.00	Logged
27674-	556	26	3/14/2013	187 FARM SUPPLY COMPANY	1	.00	25.91	Logged
27675-	556	27	3/14/2013	248 JCI JONES CHEMICALS, INC.	2	.00	2,752.66	Logged
27676-	556	28	3/14/2013	280 LEE CENTRAL COAST NEWSPAPERS	1	.00	466.00	Logged
27677-	556	29	3/14/2013	282 LAWSON PRODUCTS, INC	1	.00	223.97	Logged
27678-	556	30	3/14/2013	285 SANTA MARIA TIMES dba	2	.00	179.33	Logged
27679-	556	31	3/14/2013	303 ART MERCADO	1	.00	59.90	Logged
27680-	556	32	3/14/2013	342 NIELSEN BUILDING MATERIALS,INC	1	.00	84.46	Logged
27681-	556	33	3/14/2013	365 PEOPLE HELPING PEOPLE	1	.00	1,709.35	Logged
27682-	556	34	3/14/2013	379 POSTMASTER	1	.00	600.00	Logged
27683-	556	35	3/14/2013	380 PRAXAIR DISTRIBUTION, INC.	1	.00	127.28	Logged
27684-	556	36	3/14/2013	387 PURCHASE ADVANTAGE CARD	1	.00	80.90	Logged
27685-	556	37	3/14/2013	429 SAFETY-KLEEN CORP.	1	.00	311.53	Logged
27686-	556	38	3/14/2013	438 SANTA YNEZ VALLEY HARDWARE	1	.00	66.00	Logged
27687-	556	39	3/14/2013	449 SBCAG	1	.00	500.00	Logged
27688-	556	40	3/14/2013	450 SB CO SHERIFF'S DEPARTMENT	2	.00	138,985.16	Logged
27689-	556	41	3/14/2013	465 SP MAINTENANCE SERVICES, INC.	1	.00	2,821.00	Logged
27690-	556	42	3/14/2013	469 STAPLES CONTRACT & COMMERCIAL,	6	.00	911.13	Logged
27691-	556	43	3/14/2013	473 SPRINT SPECTRUM, L.P. dba	1	.00	33.82	Logged
27692-	556	44	3/14/2013	507 THE GAS COMPANY	3	.00	463.88	Logged
27693-	556	45	3/14/2013	521 TODD PIPE & SUPPLY	1	.00	97.46	Logged
27694-	556	46	3/14/2013	535 UNDERGROUND SERVICE ALERT	1	.00	19.50	Logged
27695-	556	47	3/14/2013	543 USA BLUEBOOK	1	.00	76.19	Logged
27696-	556	48	3/14/2013	551 VALLEY TOOL RENTALS	1	.00	397.69	Logged
27697-	556	49	3/14/2013	555 VERIZON CALIFORNIA	1	.00	2,254.52	Logged
27698-	556	50	3/14/2013	570 WAYNE KREPS, JR. dba	1	.00	55.00	Logged
27699-	556	51	3/14/2013	622 HUMBERTO TAPIA dba	1	.00	1,170.00	Logged
27700-	556	52	3/14/2013	649 FLUID RESOURCE MANAGEMENT, INC	1	.00	450.00	Logged
27701-	556	53	3/14/2013	655 COAST NETWORKX, INC.	1	.00	600.00	Logged

Check-Run	Seq#	Date	Vendor Name	Checking	# Obls	Discount	Net amount	Status
27702-	556	54	3/14/2013	668 ONE STOP AUTO PARTS	1	.00	83.66	Logged
27703-	556	55	3/14/2013	669 HYDREX PEST CONTROL	1	.00	105.00	Logged
27704-	556	56	3/14/2013	679 COURIER SYSTEMS	1	.00	207.20	Logged
27705-	556	57	3/14/2013	698 CALIFORNIA STATE DISBURSEMENT	1	.00	706.50	Logged
27706-	556	58	3/14/2013	706 SATCOM GLOBAL, INC.	1	.00	41.97	Logged
27707-	556	59	3/14/2013	744 GE CAPITAL INFO TECH SOLUTIONS	1	.00	500.05	Logged
27708-	556	60	3/14/2013	768 WEX BANK	1	.00	2,351.89	Logged
27709-	556	61	3/14/2013	779 LASH CONSTRUCTION, INC.	1	.00	2,560.03	Logged
27710-	556	62	3/14/2013	791 FRED H. BELEN JR. dba	1	.00	88.00	Logged
						.00		
** Total check discount **						.00		
** Total check amount **						218,472.98		
						.00		

Payments via Electronic Fund Transfer (EFT):

Mar Bank Charges	2/28/13	105.00
Payroll Taxes	3/4/13	11,126.25
Health Premium	3/5/13	15,156.57
Deferred Compensation Plan	3/5/13	12,214.46
Retirement Contribution	3/7/13	21,154.68
Aflac Sup Ins Staff/Council	3/5/13	643.92
Mar Life Ins Prem-Staff	3/5/13	484.65
Postage meter refill	3/18/13	800.00
Payroll Taxes	3/19/13	10,982.33
Total		<u>\$ 72,667.86</u>

FISCAL YEAR 2012-13 REVENUE AND EXPENDITURE RECAP

As of February 28, 2013
66.7%
of the year elapsed

<u>GENERAL FUND</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 2/28/13</u>
Total Revenues (1)	\$4,296,365.00	\$3,093,520.86	72%	\$2,732,175.94
Total Expenditures (1)	\$5,017,791.00	\$3,239,125.41	65%	
<u>SPECIAL REVENUE FUNDS</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 2/28/13</u>
Total Revenues	\$501,419.00	\$476,429.81	95%	\$1,858,842.19
Total Expenditures	\$1,164,304.00	\$453,758.83	39%	
<u>WATER/SEWER</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 2/28/13</u>
Total Revenues	\$2,051,250.00	\$1,407,903.14	69%	\$5,086,809.46
Total Expenditures	\$2,698,458.00	\$1,429,958.80	53%	
<u>SUCCESSOR AGENCY</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 2/28/13</u>
Total Revenues	\$0.00	\$64,895.46	N/A	\$21,903.49
Total Expenditures	\$0.00	\$1,799,454.76	N/A	

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

The Cash Balances as of March 19, 2013 are as follows:

	Balance as of:	<u>FY 2011-12</u>	<u>FY 2012-13</u>
Checking			
Rabobank	3/19/13	<u>101,064.51</u>	<u>196,378.99</u>
Total Checking		<u>101,064.51</u>	<u>196,378.99</u>
Savings/Investments			
LAIF-savings	2/28/13	12,360,999.14	12,274,110.23
Rabobank-money mkt	2/28/13	200,252.68	203,524.76
Morgan Stanley-bonds	2/28/13	0.00	126,587.47
Great Pacific-treasuries	2/28/13	0.00	505,290.66
First Empire-bonds	2/28/13	<u>5,095,831.90</u>	<u>2,507,135.60</u>
Total Savings/Investments		<u>17,657,083.72</u>	<u>15,616,648.72</u>
% of cash invested		29.82%	21.14%
Total Cash		<u><u>17,758,148.23</u></u>	<u><u>15,813,027.71</u></u>

- 1.) General Fund revenues and expenditures include Storm Water, Parks and Rec and Landscape Maintenance
2.)*Restricted cash of \$6,164,415.13 not included in general fund cash balance at 2/28/13

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 28, 2013

Subject: Resolution No. 13-05 – “A Resolution of the City Council of the City of Buellton, California, Authorizing the Filing of a Claim with the Santa Barbara County Association of Governments for Allocation of Transportation Development Act Funds for Fiscal Year 2013-14”

BACKGROUND

Resolution No. 13-05 authorizes the filing of a claim with the Santa Barbara County Association of Governments for the City’s allocation of Transportation Development Act (TDA) funds for Fiscal Year 2013-14. The money received by each local government must first be used to fund public transit needs that can be reasonably met. These needs are determined through a public hearing. Buellton’s public hearing was held earlier this year as part of a single meeting of the combined North County Agencies. At that hearing, it was determined that Buellton’s need for public transit was being met by the Santa Ynez Valley Transit. In accordance with the Act, we must continue to fund our share of its operation and must also provide funding for regional planning and pedestrian bikeway facilities.

Buellton’s maximum apportionment for Fiscal Year 2013-14 is \$185,899. Amounts for Regional Transportation Planning of \$3,644 and for Pedestrian and Bikeway Facilities of \$3,718 have been determined by the Santa Barbara County Association of Governments. Therefore, Buellton’s share of TDA funds available for transit for the Fiscal Year is \$178,537.

The projected budget for the Santa Ynez Valley Transit system was prepared by the City of Solvang, the administrator of Transit operations, and includes the City’s portion of transit service cost based on Buellton’s 29.4 percent share of the ridership. The amount budgeted as Buellton’s portion for fiscal year 2013-14 is \$178,537.

The TDA claim is as follows:

Regional Transportation Planning:	\$3,644
Pedestrian and Bikeway Facilities:	<u>3,718</u>
TOTAL TDA CLAIM	\$7,362

The Local Transportation Fund apportionment will be distributed as follows:

Maximum Apportionment for 2013-14	\$185,899
Less Total TDA Claim	<u>7,362</u>
Amount to be released to City of Solvang	\$178,537

FISCAL IMPACT

The City will receive \$185,899 as its maximum apportionment for Fiscal Year 2013-14, \$178,537 of which will be paid directly to the City of Solvang for operation of the transit system.

RECOMMENDATION

That the City Council approve and adopt Resolution No. 13-05 - "A Resolution of the City Council of the City of Buellton, California, Authorizing the Filing of a Claim with the Santa Barbara County Association of Governments for Allocation of Transportation Development Act Funds for Fiscal Year 2013-14"

ATTACHMENTS

Resolution No. 13-05

Attachment 1 - TDA Claim for FY 2013-14

Attachment 2 - Transportation Development Act Local Transportation Fund
(LTF) Apportionments for FY 2013-14

Attachment 3 - Fiscal Year 2013-14 Transit Budget

Attachment 4 - Santa Ynez Valley Transit Ridership Statistics (February 2012/13)

RESOLUTION NO. 13-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AUTHORIZING THE FILING OF A CLAIM WITH THE SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2013-14

I. RECITALS:

- A. The Transportation Development Act, as amended, Public Utilities Code Section 99200, *et seq.* (hereafter, the “TDA”), provides for the allocation of funds from the Local Transportation Fund and the State Transit Assistance Fund, for use by eligible claimants for various transportation purposes; and
- B. Pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations thereunder set forth in Title 21 California Code of Regulations Section 6600, *et seq.*, (the “Regulations”), a prospective claimant wishing to receive an allocation from the Local Transportation Fund or the State Transit Assistance Fund (hereinafter “STA”) shall file its claim with the Santa Barbara County Association of Governments.

II. NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY RESOLVE AS FOLLOWS:

- A. John Kunkel, City Manager, or his designated representative, is hereby authorized and shall execute and file an appropriate claim pursuant to the terms of the TDA and the Regulations, together with all necessary supporting documents, with the Santa Barbara County Association of Governments for an allocation of TDA funds for the Fiscal Year 2013-14.
- B. That the authorized claim includes \$3,644.00 for regional transportation planning, \$3,718.00 for pedestrian and bicycle facilities, \$178,537 for transit or paratransit purposes, plus STA funds to be allocated for mass transportation or local transportation planning.
- C. A certified copy of this Resolution shall be transmitted by the City Manager to the Santa Barbara County Association of Governments in conjunction with the filing of the claim authorized hereby.

D. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 28th day of March, 2013.

Judith Dale
Mayor

ATTEST:

Linda Reid
City Clerk

DOCUMENT A (Instructions on pages 4-3 and 4-4)

**TRANSPORTATION DEVELOPMENT ACT CLAIM FORM
(All claimants must complete this document)**

Line

1 Project Year (FY) 2013-14

2 Claimant City of Buellton

3 Address P.O. Box 1819 Buellton,

4 Contact Person John Kunkel Title City Manager

5 Telephone Number 805 688 5177

6 The above named claimant hereby applies for allocations of Transportation Development Act funds for FY 2013-14 for the purposes and in the amount(s) specified below:

Purpose	Apportionment	Claimed
Local Transportation Fund		
7 Regional Transportation Planning (PUC 99262 & 99402)	\$ 3,644.00	\$ 3,644.00
<i>less amount released to SBCAG</i>	<i>minus</i>	\$ 3,644.00
8 Pedestrian & Bikeway Facilities (PUC 99234)	\$ 3,718.00	\$ 3,718.00
9 Articles 4 & 8:	\$ 178,537.00	
<i>less amounts released to:</i>		
10 <u>City of Solvang</u>	<i>minus</i>	\$ 178,537.00
11	<i>minus</i>	
12	<i>minus</i>	
<i>plus amounts released from:</i>		
13	<i>plus</i>	
14	<i>plus</i>	
15	<i>plus</i>	
16 Article 4 Transit (PUC 99260)		\$ -
17 Article 4.5 Community Transit (PUC 99275)		\$ -
18 Article 8a Streets & Roads (PUC 99400a)		
19 Article 8c Transit Contracts (PUC 99400c)		
20 TOTAL LTF	\$ 185,899.00	\$ 3,718.00
21 Amount to be held in reserve (CCR 6648)		
<i>By Claimant</i> <i>By SBCAG</i> 		
State Transit Assistance		
22 Transportation Planning		
23 Mass Transportation		
24 TOTAL STA		\$ -

DOCUMENT A (Continued)

25 TOTAL TRANSPORTATION DEVELOPMENT ACT CLAIM
(add lines 20 and 24)

\$ 3,718.00

Claimant acknowledges that payment by the County Auditor of an allocation made by the Association of Governments is subject to such monies being on hand and available for distribution and to the provision that such moneys be used only in accordance with the terms of the allocation instruction issued by the Association of Governments

26 By: _____
27 Title: City Manager
28 Date: March 29, 2013

I hereby attest to the reasonableness and accuracy of the financial statements included in Documents C, D, F, and G. (Sec. 6632)

29 Signed: _____
Chief Financial Officer
30 Name: Annette Muñoz
31 Title: Finance Director

Reference: CCR Section 6630

Appendix A. LTF Apportionments FY 2013/14

Transportation Development Act
Local Transportation Fund (LTF)
Apportionments
2013-14

CLAIMANTS*	Population #1	% of Total Population	Apportionment #2	Base Fund #3	Funding #4	Anticipated #5	Available #6
				(2%)	(2%)	(5%)	(4.6%)
Buellton	4,658	1.1262940%	\$185,699	\$3,718	\$3,644		\$178,537
Guadalupe	7,097	1.6610223%	\$271,577	5,432	5,323		\$247,781
Lompoc	42,854	10.0297940%	\$1,639,871	32,797	32,141		\$1,574,933
Santa Maria	100,199	23.4511441%	\$3,834,282	76,685	75,152		\$3,498,304
Solvang	5,281	1.2359953%	\$202,085	4,042	3,961		\$194,082
SB County (Unincorp. North County)	62,604	14.6523051%	\$2,368,652	47,913	46,955		\$2,240,364
SMOOTH (S. M. Valley CTSA)						\$257,582	
So. Co. Claimants (See Below)	204,374	47.8327452%	\$7,820,654	156,413	153,285	\$375,548	\$7,135,408
Total	427,287	100.0000000%	\$18,350,000 **	\$327,000	\$323,461	\$633,130	\$16,089,409
SOUTH COUNTY CLAIMANTS*							
SBMTD	204,374		\$7,288,693		\$153,285		\$7,135,408
Easy Lift			\$375,548			\$375,548	
Carpinteria	13,076	3.0603814%	\$10,008	\$10,008			
Goleta	29,930	7.0049879%	\$22,006	22,006			
Santa Barbara City	89,082	20.8492582%	\$68,177	68,177			
SB County (Unincorp. South County)	72,286	16.9151161%	\$55,322	55,322			
Total	204,374	47.8327452%	\$7,820,654	\$156,413	\$153,285	\$375,548	\$7,135,408

1 January 2012 Department of Finance figures.

2 TDA revenue estimate from County Auditor-Controller, January 2013.

* Adjusted to provide funding for SMOOTH (Santa Maria Valley CTSA).

** Per SB County, estimated revenue FY 2013-14 is 4.81% over 2012-13 YE forecasted revenue of \$18,600,373 yielding FY 2013-14 estimated revenue at \$18,350,000

ATTACHMENT 3

	FY 2012/13	FY 2013/14
Revenue		
User Fees		
Fixed-route	\$70,000	\$68,000
Dial-A-Ride		
Federal Operating Funds (Section 5311)	\$128,303	\$283,046
Federal Capital Funds (5309)		
Proposition 1B (PTMISEA)	\$66,250	\$115,000
State Funds - TDA Article 4	\$415,858	\$443,300
Local Subsidy		
Transfers from Reserves	\$1,200	\$1,200
TDA Article 4 - JPA Contributions	\$2,400	\$2,400
Measure A - Paratransit	\$8,000	\$8,000
Sale of Surplus Property	\$6,300	\$12,000
Interest Income	\$1,000	\$2,000
Transfer in - Reserves		\$68,621
Total Revenue	\$699,311	\$1,003,567
Expenditures		
Administration	\$31,500	\$31,500
Operations	\$633,269	\$699,067
Maintenance	\$15,000	\$18,000
Subtotal	\$679,769	\$748,567
Capital Plan		
Vehicles	\$69,000	\$140,000
Bus Stops		\$115,000
Subtotal	\$69,000	\$255,000
Total Expenditures	\$748,769	\$1,003,567

ATTACHMENT 4

	February, 2012	March, 2012	April, 2012	May, 2012	June, 2012	July, 2012	August, 2012	September, 2012	October, 2012	November, 2012	December, 2012	January, 2013	February, 2013	Sum Total	% of Ridership
Fixed Route	3405	3909	3435	3532	3844	3962	3941	3154	3645	2995	2929	2983	2643		
County	941	1,044	890	935	1,002	1,100	1,072	879	1,044	838	836	831	814		
Solvang	1384	1,573	1,407	1,460	1,528	1,510	1,505	1,250	1,365	1,208	1,125	1,249	1,171		
Buellton	1080	1,292	1,138	1,137	1,314	1,352	1,364	1,025	1,236	949	968	903	858		
DAR	365	429	507	591	563	576	560	565	683	627	595	585	541		
County	61	65	54	119	92	82	85	120	148	135	148	140	102		
Solvang	187	246	233	264	258	303	324	277	313	324	279	277	264		
Buellton	117	118	220	208	213	191	151	168	222	168	168	168	175		
Total Ridership	3770	4561	4,577	4,050	4,828	6,236	4,800	4,362	4,789	3,916	4,053	3,868	3,749	57,559	
County	1002	1109	944	1054	1094	1182	1157	999	1192	973	984	971	916	13,577	23.6%
Solvang	1571	1819	1640	1724	1786	1813	1829	1527	1678	1532	1404	1526	1435	21,284	37.0%
Buellton	1197	1410	1358	1345	1527	1543	1515	1193	1458	1117	1136	1071	1033	16,903	29.4%

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: Planning Commission
By: Marc Bierdzinski, Planning Director

Date: March 28, 2013

Subject: Ordinance No. 13-04 – “An Ordinance of the City Council of the City of Buellton, California, Adopting Revisions to Title 19 (Zoning) of the Buellton Municipal Code (13-ZOA-02) by Adding Section 19.06.270 Relating to the Prohibition of Cigarette, Tobacco, and Head Shops and Making Findings in Support Thereof” (Introduction and First Reading)

BACKGROUND

Several years ago, staff was approached by an applicant who wished to open a cigarette store in Buellton. After research, staff determined that a retail use dedicated solely to the sale of cigarette and tobacco products was not listed in the zoning ordinance and therefore not permitted unless the Planning Commission made a determination that it fell into an existing zoning ordinance definition. The applicant at that time did not pursue this option.

Two years ago, another applicant inquired about opening a cigarette shop within the City Limits. They were told the same thing as three years ago about needing a Planning Commission determination and it appeared that the request could be forthcoming.

After researching these types of uses and their impacts to the community, including their appearance, staff felt that interim zoning regulations prohibiting this type of use may be appropriate so that staff can develop appropriate regulations. Therefore, the City Council enacted Urgency Ordinances Nos. 11-02 and 11-04 prohibiting these uses for a two year period. The interim zoning regulations expire in in March 2013.

After continued research by staff with non-profit agencies and the County Public Health Department, staff felt that the prohibition of cigarette, tobacco, and head shops would be the best course of action for the City of Buellton. Ordinance No. 13-04 contains the wording of a new Section 19.06.270 prohibiting these uses.

The main reasons to enact this prohibition include the following:

- The aesthetics of the storefront. A survey of these storefronts in nearby cities show tobacco advertising covering almost all of the window space, and extensive outdoor signage and cigarette displays.
- Data from the County of Santa Barbara Public Health Department shows a high percentage of retailers sold to minors during undercover buys in Buellton and the Valley.
- Many cigarette and tobacco stores are also able to sell drug paraphernalia (pipes, water bong, hookah, class pipes) under the idea that these items are being used to smoke tobacco when in reality people smoke marijuana and methamphetamine from these device.

Staff from Santa Ynez People Helping People and the County of Santa Barbara Public Health Department will be in attendance at this meeting to support these zoning regulations.

At their February 28, 2013, public hearing, the Planning Commission adopted Resolution No. 13-03 (Attachment 1) which recommends that the City Council adopt the proposed Zoning Ordinance amendment.

ENVIRONMENTAL REVIEW

This project is exempt from the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

FISCAL IMPACT

No fiscal impacts are anticipated as a result of the proposed Zoning Ordinance Amendment.

RECOMMENDATION

That the City Council consider the introduction and first reading of Ordinance No. 13-04 – “An Ordinance of the City Council of the City of Buellton, California, Adopting Revisions to Title 19 (Zoning) of the Buellton Municipal Code (13-ZOA-02) by Adding Section 19.06.270 Relating to the Prohibition of Cigarette, Tobacco, and Head Shops and Making Findings in Support Thereof” by title only and waive further reading.

ATTACHMENTS

Ordinance No. 13-04
Attachment 1 – Planning Commission Resolution No. 13-03

ORDINANCE NO. 13-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ADOPTING REVISIONS TO TITLE 19 (ZONING) OF THE BUELLTON MUNICIPAL CODE (13-ZOA-02) BY ADDING SECTION 19.06.270 RELATING TO THE PROHIBITION OF CIGARETTE, TOBACCO, AND HEAD SHOPS AND MAKING FINDINGS IN SUPPORT THEREOF

THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: The Ordinance involves the following:

A. Over the last two years, data from the County of Santa Barbara Public Health Department shows a high percentage of retailers sold to minors during undercover buys in Buellton and the Valley.

B. Many cigarette and tobacco stores are also able to sell drug paraphernalia (pipes, water bongs, hookah, class pipes) under the idea that these items are being used to smoke tobacco when in reality people smoke marijuana and methamphetamine from these device.

C. A survey of these storefronts in nearby cities show tobacco advertising covering almost all of the window space along with outdoor signage and displays. The storefront appearances are not attractive and would not comply with current City of Buellton rules and regulations.

D. The promotion of tobacco and tobacco products towards persons under the age of 18 is a problem that many public service agencies have identified in the Santa Ynez Valley, including within the City of Buellton.

E. After receiving inquiries from persons interested in establishing cigarette shops, it was determined that the Buellton General Plan and Zoning Ordinance has no regulations that cover this type of use. Numerous other cities in the State of California have adopted ordinances prohibiting or heavily regulating such uses. Based on the inquiries there is a substantially increased likelihood that such establishments will seek to locate in the City of Buellton.

F. On March 26, 2011, the City Council adopted interim zoning regulations that prohibited any land use entitlements for cigarette, tobacco, and head shops. The interim zoning regulation expires on March 26, 2013.

SECTION 2: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the City Council finds the following:

A. **Record.** Prior to rendering a decision on any aspect of the proposed zoning ordinance amendments, the City Council considered the following:

1. All public testimony, both written and oral, received in conjunction with the public hearings conducted by the Planning Commission on February 28, 2013 (“Planning Commission Public Hearing”).
2. All oral, written and visual materials presented by City staff in conjunction with the Planning Commission Public Hearing.
3. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the City Council on March 28, 2013 (“City Council Public Hearing”).
4. All oral, written and visual materials presented by City staff in conjunction with the City Council Public Hearing.
5. The following informational documents which, by this reference, are incorporated herein.
 - a. That certain written report submitted to the City Council dated March 28, 2013 (the “Staff Report”).
 - b. The report and recommendation of the Planning Commission approved on February 28, 2013, and set forth in Resolution No. 13-03.

B. Public Review. On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Zoning Ordinance have been lawfully satisfied:

1. A notice was published in a legal section of a newspaper on March 14, 2013 (the “Public Notice”), a minimum of ten (10) days in advance of the Public Hearing conducted on March 28, 2013.
2. The Public Notice was posted in three public locations on March 14, 2013, a minimum of 10 days in advance of the Public Hearing.

C. Environmental Clearance. The amendment to Title 19 was reviewed in accordance with the requirements of the California Environmental Quality Act (“CEQA”), Public Resources Code section 21000 *et seq.*, the State CEQA Guidelines, 14 C.C.R. section 15000 *et seq.*, and the Environmental Impact Report Guidelines of the City of Buellton, and the City Council has exercised its independent judgment and finds that the project proposed in the amendment is exempt from CEQA pursuant to section 15061 (b) (3) of the State CEQA Guidelines as it is an action to prohibit the establishment of cigarette, tobacco and head shops which can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

D. Consistency Declarations. Based on (i) the evidence presented in the Staff Report (incorporated herein by reference), (ii) consultations with affected City Departments, and (iii) testimony and comments received in connection with the public hearing, the City Council does hereby declare as follows:

1. Zoning Ordinance Amendments.

a. Findings:

- i. The Amendment is in the interests of the general community welfare because there is the substantial likelihood of the establishment and operation of cigarette, tobacco, and head shops in the City of Buellton which would result in impacts to the community, including increased potential for tobacco sales to minors, the sale of drug paraphernalia, and negative aesthetic impacts to the community.
- ii. The Amendment is consistent with the General Plan, the requirements of state planning and zoning laws, and Title 19 of the Zoning Ordinance.
- iii. The Amendment is consistent with good zoning and planning practices.

SECTION 3. Chapter 19.06 of the Buellton Municipal Code is hereby amended to add a new Section 19.06.270, to be read, in words and figures, as follows:

“19.06.270 Prohibition of Cigarette, Tobacco, and Head Shops

A. No person shall establish, operate, or permit to be operated, a cigarette, tobacco, or head shop in or upon any premises in the City of Buellton. It is a violation of this chapter for any person to knowingly allow property of which he or she is the tenant or owner to be used as a cigarette, tobacco, or head shop.

B. No cigarette, tobacco, or head shop shall be established or located or operated within the City of Buellton, nor shall any building permit, conditional use permit, development plan, zoning clearance, or other entitlement for use be issued for any cigarette, tobacco, or head shop, nor shall any existing uses be modified to add a cigarette, tobacco, or head shop.

C. Definitions: For the purposes of this section, unless otherwise apparent from the context, the following definitions apply:

1. “Cigarette, tobacco, and head shop” shall mean a retail use where more than 45% of the square footage of occupied floor area is dedicated to the sale, distribution, delivery, furnishing or marketing of tobacco, tobacco products, and/or tobacco paraphernalia.

2. "Tobacco Paraphernalia" shall mean paraphernalia, devices, or instruments that are designed or manufactured for the smoking, ingesting, inhaling, or otherwise introducing into the body of tobacco, tobacco products, or controlled substances as defined in California Health and Safety Code Sections 11054, et seq.

3. "Tobacco product" shall mean any product containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, snus, bidis, or any other preparation of tobacco that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, including any product or formulation of matter containing biologically active amounts of nicotine. Tobacco product does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence."

SECTION 4: If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance irrespective of the fact that any one or more sections, subsections, subdivision, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

SECTION 5: The City Clerk: (i) shall certify as to the passage of this Ordinance and shall cause the same to be published as required by law; (ii) is hereby authorized and directed to make typographical, grammatical and similar corrections in the final text of the Ordinance so long as such corrections do not constitute substantive changes in context; and (iii) cause the Buellton Municipal Code to be reprinted by adding the language contained within Section 3 of this Ordinance.

PASSED, APPROVED, AND ADOPTED this ____ day of April 2013.

Judith Dale
Mayor

ATTEST:

Linda Reid
City Clerk

Planning Commission Resolution No. 13-03

“A Resolution of the Planning Commission of the City of Buellton, California, Recommending to the City Council Revisions to Title 19 (Zoning) of the Buellton Municipal Code (13-ZOA-02) Adding Section 19.06.260 Relating to the Prohibition of Cigarette, Tobacco, and Head Shops, and Making Findings in Support Thereof”

SECTION 1:

A. Over the last two years, data from the County of Santa Barbara Public Health Department shows a high percentage of retailers sold to minors during undercover buys in Buellton and the Valley.

B. Many cigarette and tobacco stores are also able to sell drug paraphernalia (pipes, water bongs, hookah, class pipes) under the idea that these items are being used to smoke tobacco when in reality people smoke marijuana and methamphetamine from these device.

C. A survey of these storefronts in nearby cities show tobacco advertising covering almost all of the window space along with outdoor signage and displays. The storefront appearances are not attractive and would not comply with current City of Buellton rules and regulations.

D. The promotion of tobacco and tobacco products towards persons under the age of 18 is a problem that many public service agencies have identified in the Santa Ynez Valley, including within the City of Buellton.

E. After receiving inquiries from persons interested in establishing cigarette shops, it was determined that the Buellton General Plan and Zoning Ordinance has no regulations that cover this type of use. Numerous other cities in the State of California have adopted ordinances prohibiting or heavily regulating such uses. Based on the inquiries there is a substantially increased likelihood that such establishments will seek to locate in the City of Buellton.

F. On March 26, 2011, the City Council adopted interim zoning regulations that prohibited any land use entitlements for cigarette, tobacco, and head shops. The interim zoning regulation expire on March 26, 2013.

SECTION 2: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the Planning Commission finds the following:

A. **Record.** Prior to rendering a decision on any aspect of the proposed zoning ordinance amendments, the Planning Commission considered the following:

1. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the Planning Commission on February 21, 2013 (“Public Hearing”).
 2. All oral, written and visual materials presented by City staff in conjunction with the Public Hearing.
 3. The following informational documents which, by this reference, are incorporated herein.
 - a. That certain written report submitted by the Planning Department dated February 21, 2013 (the “Staff Report”).
- B. Public Review.** On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Zoning Ordinance have been lawfully satisfied:
1. A notice was published in a newspaper on February 7, 2013 (the “Public Notice”), a minimum of ten days in advance of the Public Hearing.
 2. The Public Notice and Agenda for the Public Hearing was posted in three conspicuous public places on February 7, 2013, a minimum of 10 days before the Public Hearing.
- C. Environmental Clearance.** This project is exempt from the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.
- D. Consistency Declarations.** Based on (i) the evidence presented in the Staff Report (incorporated herein by reference), (ii) consultations with affected City Departments, and (iii) testimony and comments received in connection with the public hearing, the Planning Commission does hereby declare as follows:
1. **Zoning Ordinance Amendments.**
 - a. **Findings:**
 - i. The Amendment is in the interests of the general community welfare because there is the substantial likelihood of the establishment and operation of cigarette, tobacco, and head shops in the City of

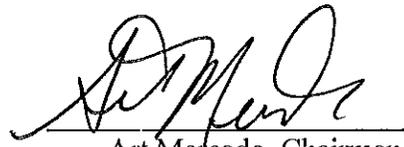
Buellton which would result in impacts to the community, including increased potential for tobacco sales to minors, the sale of drug paraphernalia, and negative aesthetic impacts to the community.

- ii. The Amendment is consistent with the General Plan, the requirements of state planning and zoning laws, and Title 19 of the Zoning Ordinance.
- iii. The Amendment is consistent with good zoning and planning practices.

SECTION 3. The Planning Commission hereby recommends that the City Council adopt an ordinance to amend Title 19 of the Buellton Municipal Code by the addition of Section 19.06.260 as shown on Exhibit A to this resolution.

SECTION 4. The Planning Commission Secretary shall certify as to the adoption of this Resolution and shall cause the same to be transmitted to the City Clerk for consideration by the City Council.

PASSED, APPROVED, AND ADOPTED this 21st day of February 2013.


Art Mercado, Chairman

ATTEST:


Clare Barcelona, Planning Commission Secretary

Exhibit A – Proposed Wording of Ordinance

EXHIBIT A
CIGARETTE, TOBACCO, AND HEAD SHOPS PROHIBITED

19.06.260 Prohibition of Cigarette, Tobacco, and Head Shops

A. No person shall establish, operate, or permit to be operated, a cigarette, tobacco, or head shop in or upon any premises in the City of Buellton. It is a violation of this chapter for any person to knowingly allow property of which he or she is the tenant or owner to be used as a cigarette, tobacco, or head shop.

B. No cigarette, tobacco, or head shop shall be established or located or operated within the City of Buellton, nor shall any building permit, conditional use permit, development plan, zoning clearance, or other entitlement for use be issued for any cigarette, tobacco, or head shop, nor shall any existing uses be modified to add a cigarette, tobacco, or head shop.

C. Definitions: For the purposes of this section, unless otherwise apparent from the context, the following definitions apply:

1. "Cigarette, tobacco, and head shop" shall mean a retail use where more than 45% of the square footage of occupied floor area is dedicated to the sale, distribution, delivery, furnishing or marketing of tobacco, tobacco products, and/or tobacco paraphernalia.

2. "Tobacco Paraphernalia" shall mean paraphernalia, devices, or instruments that are designed or manufactured for the smoking, ingesting, inhaling, or otherwise introducing into the body of tobacco, tobacco products, or controlled substances as defined in California Health and Safety Code Sections 11054 et seq.

3. "Tobacco product" shall mean any product containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, snus, bidis, or any other preparation of tobacco that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, including any product or formulation of matter containing biologically active amounts of nicotine. Tobacco product does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 5

To: The Honorable Mayor and City Council

From: Community Development Block Grant Committee
By: Marc P. Bierdzinski, Planning Director

Date: March 28, 2013

Subject: Resolution No. 13-02 – “A Resolution of the City Council of the City of Buellton, California, Accepting the Community Development Block Grant (CDBG) Funding Recommendations from the City of Buellton CDBG Committee and Directing Staff to Authorize the County of Santa Barbara to Submit the Funding Request to the Federal Housing and Urban Development Department”

BACKGROUND

The City of Buellton is part of a Cooperation Agreement between the County of Santa Barbara and the City of Buellton for Joint Participation in the Federal Housing and Community Development Department (HUD) Community Development Block Grant Program (CDBG). HUD has approved Santa Barbara County as an Urban County and the City of Buellton is therefore entitled to participate in the CDBG Program.

The City Council also created a CDBG Committee and has made the following three appointments:

1. One member from the City Planning Commission – Craig Adams
2. One member from the public at large – Anita Elovitz
3. One member that has experience with human service needs – Bonny Chard

The City has funded human services projects in 2008, 2009, and 2011. In order to bank our allocations, the City did not release funds in the 2012 funding cycle. The human services funds are for services and programs that benefit low income residents within the City of Buellton. The City has approximately \$8,000 available for human service projects.

In December 2012, the County of Santa Barbara Housing and Community Development Department (HCD), on behalf of the Urban County, issued the Notice of Funding Availability (NOFA) for 2013. The City received one application for the human services fund allocation of approximately \$8,000. As previously stated, the human services funds are for services and programs that benefit low income residents within the City of Buellton.

The one application received was from People Helping People (PHP) for their Family Support and Strengthening Program. The application is included as Attachment 1. The City funded this program through the CDBG program in 2011 and 2009. The amount requested in the application is \$3,500 with this money only being used to serve Buellton residents. Details of the program are described in Attachment 1.

CDBG Committee Recommendations

The CDBG Committee met on February 26, 2013, to review the above mentioned funding request. The Committee reviewed the application and PHP made a presentation and was interviewed by the Committee members. PHP at the meeting requested an additional \$1,000 since no other human services applications were received. The committee determined that the project met the requirements for human services funding and that an additional \$1,000 should be allocated to the program for a total funding allocation of \$4,500. The minutes from the meeting are included as Attachment 2.

If the City Council adopts Resolution No. 13-02 accepting the funding recommendations of the CDBG Committee, the adopted resolution will be forwarded to the County of Santa Barbara HCD. The County will include our funding requests to HUD in one package as part of the entire Urban County funding request. Through our agreement with the County, they will handle all administrative tasks associated with this process.

FISCAL IMPACT

There are no direct fiscal impacts except for staff time for coordinating these requests. The amount of money the City receives is determined by HUD through a statutory formula which uses several objective measures of community needs including the extent of poverty, population, housing overcrowding, and age of housing.

RECOMMENDATION

That the City Council consider the approval and adoption of Resolution No. 13-02 – “A Resolution of the City Council of the City of Buellton, California, Accepting the Community Development Block Grant (CDBG) Funding Recommendations from the City of Buellton CDBG Committee and Directing Staff to Authorize the County of Santa Barbara to Submit the Funding Request to the Federal Housing and Urban Development Department”

ATTACHMENTS

Resolution No. 13-02

Attachment 1 – Application from People Helping People

Attachment 2 – Minutes from the February 26, 2013, CDBG Committee meeting

RESOLUTION NO. 13-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ACCEPTING THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING RECOMMENDATIONS FROM THE CITY OF BUELLTON CDBG COMMITTEE AND DIRECTING STAFF TO AUTHORIZE THE COUNTY OF SANTA BARBARA TO SUBMIT THE FUNDING REQUEST TO THE FEDERAL HOUSING AND URBAN DEVELOPMENT DEPARTMENT

BE IT RESOLVED by the City Council of the City of Buellton as follows:

SECTION 1: The City of Buellton is part of a Cooperation Agreement between the County of Santa Barbara and the City of Buellton for Joint Participation in the Federal Housing and Community Development Department (HUD) Community Development Block Grant Program (CDBG). HUD has approved Santa Barbara County as an Urban County and the City of Buellton is therefore entitled to participate in the CDBG Program. The City of Buellton is eligible for an estimated Federal Funding in the amount of approximately \$8,000 for Human Services Projects for the 2013 CDBG Program funding cycle.

SECTION 2: An estimated \$8,000 may be used for human services activities and programs per HUD regulations as administered by County HCD.

SECTION 3: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the City Council finds the following:

A. Record. Prior to rendering a decision on the Human Services Funding, the City Council considered the following:

1. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the City Council on March 28, 2013 (“City Council Public Hearing”).
2. All oral, written and visual materials presented by City staff in conjunction with that certain City Council Public Hearing.
3. The following informational documents, which by reference, are incorporated herein:
 - a. That certain written report submitted by the Planning Department dated March 28, 2013 (the “Staff Report”).
 - b. The minutes of the February 26, 2013, CDBG Committee meeting.

B. Public Review. On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Municipal Code have been lawfully satisfied:

1. A public notice of City Council Public Hearing was published in the local newspaper on March 14, 2013 (the "Public Notice"), a minimum of 10 days in advance of the City Council Public Hearing scheduled on March 28, 2013.
2. The City Council Public Hearing Notice was posted in three public locations on March 14, 2013, a minimum of 10 days in advance of the Public Hearing.

SECTION 4: Now, therefore, it is hereby resolved by the City Council of the City of Buellton, California, that the following human services allocations are approved for use of Fiscal Year 2013/2014 Federal funds under the CDBG program and that the County of Santa Barbara is hereby authorized to submit the funding request to the Federal Housing and Urban Development Department:

- Santa Ynez Valley People Helping People: Family Support and Strengthening Program/Family Resource Center - \$4,500

SECTION 5: The City Clerk shall certify as to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 28th day of March 2013.

Judith Dale
Mayor

ATTEST:

Linda Reid
City Clerk



CDBG PUBLIC SERVICES

Program Application for Program Year 2013-2014

FOR OFFICE USE ONLY	
Rec'd	_____
Initials	_____
<input type="checkbox"/> Logged	
<input type="checkbox"/> Scanned	

Total Requested Program Funding by Jurisdiction:
Check all that apply and indicate amounts.

<input checked="" type="checkbox"/> Santa Barbara County	\$ 38,000
<input type="checkbox"/> Carpinteria	\$ _____
<input checked="" type="checkbox"/> Solvang	\$ 3,500
<input checked="" type="checkbox"/> Buellton	\$ 3,500

Are you also applying for program funding through any of the listed jurisdictions' NOFAs? (Check all that apply and indicate amounts.)

<input type="checkbox"/> Goleta	\$ _____
<input type="checkbox"/> Lompoc	\$ _____
<input type="checkbox"/> Santa Maria	\$ _____

Section A – Program Summary

1. Program Title Family Strengthening and Support Program
2. Program Service Area Buellton, Solvang, Santa Ynez, Ballard, Los Olivos, Los Alamos
3. Number of Persons to be Served 2,500

Provide a brief program description. Include an explanation of how the CDBG funds sought will be utilized. PHP requests a grant to support staffing and operating expenses for the Family Support and Strengthening Program, who play an essential component in PHP's delivery system to access basic and supportive services at Family Resource Centers(FRC) located in Santa Ynez, Buellton, Solvang, and Los Alamos. PHP seeks funding to support the Family Support and Strengthening which furnishes a comprehensive system of care for low-income families including case management and access to services such as medical and dental care, employment, food and utility assistance, transportation to and translation at appointments and information about and referrals to other community partners.

5. Provide your agency's mission statement.
People Helping People is dedicated to improving the lives of men, women and children in the Santa Ynez Valley, Los Alamos and immediate environs by addressing emergency and basic needs and furnishing comprehensive integrated family and individual support services." The vision of PHP is that all residents of the community have the opportunity to attain self sufficiency with dignity and are able to fulfill their potential.
6. Date most recent Form 990 was filed: 2011
7. Date of most recent audit (if any) June 30, 2012
8. How long has your agency been in operation? 20 years
9. Are there current vacancies on your agency's Board of Directors? Yes No
If yes, when do you expect these vacancies to be filled? _____

Section B – General Applicant Information

1. Legal Name of Applicant Organization: Santa Ynez Valley People Helping People

2. Are you a 501(c) organization? X Yes No
(All agencies must complete a Board of Directors Affidavit on page 14)

3. Address of Organization:

Street: 545 North Alisal Road Suite # _____
City: Solvang State: CA Zip: 93463

4. Mailing Address (if different from above):

Street: P.O. Box 1478 Suite # _____
City: Solvang State: CA Zip: 93463

5. Person to Contact Regarding this Application:

Name: Dean A. Palius
Relationship to Agency: Chief Operating Officer
Street: 545 North Alisal Road Suite # _____
City: Solvang State: CA Zip: 93463
Work Phone: (805) 686-0295 Ext. _____
Fax: (805)686-2856
E-mail: dean@syvphp.org

6. Person to Contact Regarding the Proposed Program:

Name: Arcelia Sención
Relationship to Agency: Director of Health Care and Social Services
Street: 3325 Pine Street Suite # 25
City: Santa Ynez State: CA Zip: 93460
Work Phone: (805) 686-7353 Ext. _____
Fax: (805)686-2856
E-mail: arcelia@syvphp.org

7. Name and contact information of Fiscal Agent:

Name: Valerie Waling

Street: 545 North Alisal Road Suite # _____

City: Solvang State: CA Zip: 93463

Work Phone: (805) 686-0295 Ext. _____

Fax: (805)686-2856

E-mail: valerie@syvphp.org

8. Agency's Federal Identification Number (Tax ID #) 7770338060

9. Agency Organizational DUNS number: 941864472

(If you do not have a DUNS number, go to <http://fedgov.dnb.com/webform> to register)

10. Are you registered with the California Attorney General Registry of Charitable Trusts?

X Yes No

If yes, please provide your Registry of Charitable Trusts Registration Number. #88543

11. For all programs/projects: Using the following link, please attach Excluded Parties List System (EPLS) for project/program applicant (sponsors, owners, developers, contractors, subcontractors, and subrecipients) to demonstrate compliance that none are debarred or suspended. <https://www.epls.gov/epls/search.do>

Section C – Program Description

1. Select the activity that best describes the proposed program. If the listed activities are not applicable to the proposed program, please select Other Public Service.

- Operating Costs for Homeless/AIDS Programs
- Senior Services
- Handicapped Services
- Legal Services
- Youth Services
- Transportation Services
- Substance Abuse Services
- Services for Battered and Abused Spouses
- Employment Training
- Crime Awareness
- Fair Housing Activities
- Tenant/Landlord Counseling
- Child Care Services

- Health Services
- Services for Abused and Neglected Children
- Mental Health Services
- Screening for Lead-Based Paint/Lead Hazards
- Subsistence Payments
- Homeownership Assistance
- Rental Housing Subsidies
- Security Deposits
- Housing Counseling
- Neighborhood Cleanups
- Food Banks
- X Other Public Service
Basic needs services for ex. low-low inc. inds/fams.

2. Select the Consolidated Plan objective that aligns with the proposed program.

Public services that assist persons with special needs

Public service programs for low- and moderate-income households including programs for housing and other community development needs

3. Describe the target population and unmet need.

With a large segment of PHP's client based employed in the hospitality and tourism sector, many individuals have reported a reduction in hours and/or closure of businesses. Most individuals and families are low-income, dual wage earners. Those with low wages and unstable employment are most vulnerable and struggle to make ends meet at the end of each month. These adults, without advanced degrees or specialized vocational training, have difficulty finding higher paying or alternative employment. All families, especially children, are negatively impacted by the lack of financial stability which produces additional stress and strains a family's ability to cope. Farm-workers are isolated and live in distressed trailers or families live in crowded dwellings often 2-3 families in one apartment. As well as a growing senior population income is often below Federal Income Guidelines and requires specialized care. These financial problems are clearly reflected in the amount of food needed at each of PHP's bi-weekly food distribution which has had an increase of more than 30%. Ninety-five percent of PHP clients/families are working poor, dual wage earners. Eighty percent make \$40,000 or less and qualify under County standards as very low income. For the purpose of this proposal data and studies from governmental and educational institutions was utilized including the US Census, EDD, Children's Scorecard and SBC WIB, UCSB's Economic Forecast, and CA Department of Education. External information obtained collaborates with local community analysis and trends obtained from clients, direct service staff, and community members.

4. Describe your organization's previous experience in implementing programs/projects similar to the activity proposed.

PHP has been successful in implementing programs and forming community collaborative to better address community needs. Dean Palius, PHP CEO (17 years) and Arcelia Sencion, Director of Health Care and Social Services and resource centers (7 yrs.) Dean Palius, PHP CEO (17 years) oversees all PHP's operations and program services and has led PHP for 16 years. He has successfully directed numerous Federal, State, and local governmental grant projects. Arcelia Sención Director of Health Care and Social Services and resource centers (7 yrs.) has an excess of 15 years of experience in social service case management in a non-profit environment including management of multiple programs.

5. Explain how the service provided by the proposed program will address the unmet community need identified in Question 3 above and lead to successful outcomes for beneficiaries.

According to SBC Child Welfare Services, more than 90% of calls to child abuse hotlines do not qualify to become official child abuse or neglect cases and are cases where the reports of abuse are less severe than those requiring an active CWS intervention. These families experience substantial levels of distress because of a lack of employment or underemployment, domestic violence, impact of addiction, high cost of living, and lack of basic needs such as food and access to medical care. The impact of the lack of basic needs and health care is reflected in the 2010 SBC Children's Scorecard which indicates that 42% of the substantiated referrals were for general neglect. Research has demonstrated that the end results for the Five Protective Factors (5PF) are twofold; to strengthen families and reduce the incidence of child abuse. The 5PF include parental resilience, social connections, knowledge of parenting and child development, concrete support in times of need and children's social and emotional competence of children. PHP's five school-based Family Resource Centers (FRC) are the only programs in the Santa Ynez and Los Alamos Valley's that address both on-going basic needs and provides supportive and strengthening services necessary in order for children to live in a safe and stable family environment.

- 6. Describe collaborative efforts and linkages (current and planned) between your agency and other existing government agency programs (federal, state, and/or local) that will help ensure that the target population identified in Question 3 above has access to a full range of necessary services. Include names of specific programs and federal, state, and local agencies and programs. Specify referral methods that will be utilized by your agency in implementing the proposed program.

PHP actively participates in government agency boards and advisory groups to ensure low-income individuals and families have access to a full range of services including basic needs. PHP staff are on the First 5 Advisory Board, SBC Child Abuse Prevention Council, Adult Aging Network, KIDS NETWORK, SBC Transportation, Children’s Health Initiative Network, and SBC Community Health Access Resource Team and Network of Family Resource Centers. PHP maintains an active partnership with all local school districts. PHP is the lead prime contractor with six other non-profit organizations around the County as our subcontractors to conduct CalFresh (prev. food stamps) outreach and enrollment activities. PHP works very closely with Department of Social Services to address any system gaps and to reduce any barriers to access service. In partnership with the Network of FRC’s, PHP has developed a universal referral form that will be distributed to each DSS department including CWS, Medi-cal, and CalWorks.

- 7. Describe your agency’s current/planned collaborative efforts with other service providers addressing the needs of a similar population.

As the primary social provider in the area in order to avoid duplication of services, PHP maintains an extensive collaborative network by convening and participating in governing boards that include parents, students, school personnel, staff, service providers, and churches, business leaders and local law enforcement. PHP has developed the “Under 1 Roof” one-stop Service Center at its location in Solvang. Agency participants include Public Health, Medi-Cal, Department of Social Services, Ala-Non, and two private Marriage and Family Therapists. PHP’s programs have become a focal point for school personnel, business, and community members to obtain basic need and family support and strengthening services. PHP also partners with the County of Education Health Linkages Program, First 5 of Santa Barbara County to provide services to children 0-5. PHP’s relationship with the SB Sheriff’s Department has been instrumental to respond to all 911 domestic violence related calls and immediate crisis intervention services.

- 8. Select the statement below that best describes the service to be provided by the proposed program.
 - A service that was funded by the County’s CDBG program last year and will maintain the same or provide a greater level of service.
 - A service that is a quantifiable increase in the level service above which was funded with state or local funds during the past twelve (12) calendar months.
 - A new service.
 - None of the above.

- 9. Is a fee charged or donation suggested for any service provided by the proposed program? X Yes No
If yes, attach a copy of the fee schedule and describe pricing methodology below.

Section D – Staffing

1. Describe existing and planned staff positions (paid and unpaid) dedicated in whole or in part to the proposed program. Include the name, title, experience and qualifications, and roles and responsibilities for all staff persons that will be funded by this CDBG award.

Dean Palius, Executive Director, has led PHP for eighteen years. Palius was Pres. of Alternative Management Services (17 years) a consulting firm specializing in human resources management, productivity improvement, and cost accounting. Palius has extensive non-profit management experience serving as an officer and board member with service clubs and other charitable organizations. Arcelia Sencion, Director of Health Care & Social Services, manages the FRC's. As PHP's case management supervisor, Sención brings to PHP in excess of 10 years of experience in social service case management in a non-profit environment. Family Service Coordinators furnish direct services and are Certified Applicant Assistants. They have a combined experience of 25 years working with low-income families. All FSC's are bilingual Spanish/English and have specialized skills with targeted communities including homeless, domestic violence, migrant, and special needs. PHP's Employee Manual outlines affirmative action plan and grievance procedures.

2. Does the agency have a personnel policy manual with an affirmative action plan and grievance procedure? X Yes No
Please attach a copy.

Section E – Evaluation

1. Describe how the quality and effectiveness of the proposed program will be assessed. Include descriptions of any evaluation methods and review processes. Indicate the frequency of such evaluations and reviews.
The Family Development Matrix (FDM) Measurement is conducted at the initial intake to establish a baseline and subsequent assessment are scored to determine outcomes. The FDM is a researched based assessment tool created by California's Office of Child Abuse Prevention Office. The assessment measures ten different domains including Stability of Home or Shelter, Access to Health Services including Health Insurance, Food and Nutrition, Stability of Employment, and Education. The FDM provides reliable information from which to plan with the family how to address concerns and problems; it builds on strengths within each family and tracks changes as experienced by the family. The goal is to identify abuse risk-factors and work with family to minimize the risks. Success is measured by a 10% improvement on the FDM post assessments and PHP's ability to provide concrete support in the times of need, improving parental resiliency and strengthen social supports.

2. Describe the unit(s) of service (e.g., meals served, shelter bed nights, rental assistance, utility payments), other than persons, that will be used to assess the program.
If this request is fully funded, 150,000 pounds of food will be accessed by individuals in PHP's bi-weekly food program. One-hundred twenty-five health insurance enrollment applications will be processed. Two-hundred clothing items including jackets will be distributed to low-income individuals. PHP staff will provide 45 round-trip transportations to families to access medical or social services and 40 paid medical treatments including doctors, dentists, prescription and mental health services will be accessed through PHP's Community Health Access Resource Team. PHP will provide 40 in-person emergency response assistance to 911 domestic violence related calls.

3. Provide at least three specific performance targets that will be used to assess how the proposed program is addressing the unmet community need described above.

Improve Access for Families to Health and Social Services, including basic needs

- a. Assist families to enroll in Health and Dental Insurance Programs (125)
- b. Provide Transportation and Translation Services (25 transportation and 50 translation)
- c. Provide Access to Health care services (40 medical treatment referrals)

Section F – Beneficiary Information

1. **Verification of Eligibility:** Please identify the beneficiaries of this proposed project. Select LMA or LMC.

Low/Moderate Income Area Benefit (LMA)

Program service area has been identified and determined to be statistically low-income based on the 2010 Census. (Please attach map to allow us to determine Census Tract eligibility.)

Low/Moderate Income Limited Clientele (LMC)

Self Certification:

X Yes No

Clients independently “self-certify” on a membership form, intake form, etc. *If you use this method, **please attach blank intake form.** Ensure the form has a place for signatures for Case Manager and Supervisor to ensure eligibility documentation was sought.*

Client Document Review:

X Yes No

Clients provide tax documents, pay stubs, etc., to verify income. Documents are reviewed by staff. *If you use this method, please **attach blank worksheet.***

Presumed Beneficiaries:

X Yes No

Clients served are primarily and specifically from one of the following groups: abused children, battered spouses, elderly persons (62 years of age or older), illiterate persons, migrant farm workers, handicapped individuals, homeless persons, persons with AIDS. *If you use this method, please indicate which group.*

Ethnicity and Race:

a. Does your organization request information on whether your clients are of Hispanic ethnicity? X Yes No

b. Does your organization ask all clients (including Hispanic clients) whether they are one or more of the following races? X Yes No

- White
 - Black or African American
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - American Indian or Alaska Native and White
 - Asian and White
 - Black or African American and White
 - American Indian or Alaska Native and Black or African American
 - Balance/Other
- The balance category will be used to report individuals that are not included in any of the single race categories or in any of the multiple race categories listed above.*

c. If your organization does not currently obtain ethnicity and race information on the clients to be served by the proposed project, explain how this information will be obtained to meet this requirement.

3. **Data Collection and Reporting:** Describe how beneficiary data is collected and reported. If applicable, include the name of the software used.

Individuals and families are required to complete a PHP Registration Form at the time of intake. Demographic information is collected including income and household size. All direct service staff input information gather on PHP’s on SALESFORCE. SALESFORCE has been developed to track the specific information required by various funders including CDBG. Most recently staffed were trained on HMIS.

Section G - Financial Information

1. Financial Capacity:

Budget : \$2,002,625 revenue; \$2,010,000 expense with \$435,000 multi-year funding commitments. CDBG funds are programs in the G.L. system. PHP follows GAAP principles. Financials are independently audited. Staff is experienced with program and cost accounting. PHP has received an unqualified audit for the past eight years. PHP utilizes the Quick Books Premier Non-Profit Edition 2008 fund accounting system including general ledger, A/P, and A/R. PHP produces quarterly fund/program Balance Sheets and Income Statements. Disbursements come from the A/P system on preprinted multi-part checks, pre-approved by other mgrs. Checks are signed by a separate executive. Payroll is processed by ADP from time cards and reimbursements are separately submitted and approved by mgrs.2

2. What percentage of your agency's total revenue is generated from the County of Santa Barbara? 7

3. Federal Grant Experience within the Past 5 Years (e.g., County & City CDBG/ESG grants):

Federal Grant Program	Project Name	Purpose of Grant	Date Obtained	Funding Amount
Workforce Investment Act	YouthDown2Business	Low-income youth workforce readiness development	5/2012	\$163K
Drug Free Community	Valley Youth Coalition	Youth substance and drug abuse prevention	10/2012	\$125/year for 5 years
USDA	CalFresh Outreach	Conduct targeted outreach including seniors and other low income individuals to enroll in CalFresh	10/2012	\$225/year for 2 years
CDBG	Family Support and Strengthening	Access basic needs including medical services	7/2010	\$25k/year
STOP Grant	Sober Truth on Preventing Underage Drinking	Reduce alcohol use by underage drinkers	10/2012	\$50k/yr x 3 yrs.

Fiscal Year and Audit Reports

4. What is your agency's fiscal year end date? June 30

5. Please attach a copy of your organizations audited financial statements for the most recent fiscal year beginning after January 1, 2011. (Please include a copy of the most recent financial audit with your completed application—See Required Attachments).

What fiscal year did this most recent audit include?

July 1, 2011 – June 30, 2012

6. Are there any outstanding financial audit findings which remain unresolved?

Yes No

If yes, please explain.

7. Has your agency expended more than \$500,000 in federal funds in its last operating year?

Yes No

(Including federal funds expended that were passed through from other agencies, i.e., State of California, City of Lompoc, etc.)

8. Was there an audit conducted in compliance with the Single Audit Act (OMB A-133)? Yes No
9. Are there any outstanding single audit findings which remain unresolved? Yes No
If yes, please explain.
10. If your organization is a non-profit organization, does your organization comply with the following:
- a) OMB Circular A-110, as implemented at 24 CFR Part 84 "Uniform Administrative Requirements for Grants and Agreements with Non-Profit Organizations" Yes No
 - b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations" Yes No
 - c) OMB Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" Yes No
 - d) OMB Circular A-87 "Cost Principles for State, Local and Indian Tribal Governments" Yes No
 - e) Does your organization have the financial capacity to administer your program under a cost reimbursement system where invoices are only processed once each month? Yes No
 - f) Does your organization have any outstanding litigation or other legal issues? Yes No
If yes, please attach written explanation as a separate sheet.
11. How many members serve on your Board of Directors? Current: 17
12. How often does your Board of Directors meet? Fourth Thursday of each month
13. Does your Board of Directors have an audit committee? Yes, the Finance Committee - Treasurer
14. Describe the financial expertise currently serving on your Board of Directors.
Treasurer and Chair of standing Finance Committee has both public and private sector accountant level experience. Current Ms. Breen is the construction bond accountant for the Solvang School District. Board President and member of Finance Committee, Becky Barieau is s C.P.A. Additional member of Finance Comm. And Board, Rachel Pace is a 30 year accountant formerly working for the Chumash Tribe.
15. What financial experts currently serve in an advisory capacity to your Board of Directors? Please list and provide contact information.
Outside member of Finance Committee, Harold Williams (HWilliams@getty.edu.com) is the former head of the Securities and Exchange Commission. Financial statements are prepared by outside accountant from PHP G.L. maintained in-house. Outside Accountant, Marc Owens (688-6317), has 25 years experience, 20 with PHP, as Enrolled Agent serving multiple non-profits. Auditor, Melissa Petersen (melissa@petersencpa.com) has 10 years experience auditing numerous non-profits and has been PHP's auditor for four years.
16. Please provide the names and contact information of the Board of Directors and the Officers on a separate sheet.

Section H – Program and Agency Revenue and Expense Information

1. Funding Sources for Proposed Program

<i>Sources of revenue</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
County CDBG Public Services funds	27,398	29,140	38,000
Other CDBG Public Services funds	12,266	0	7,000
Other local cities' funds	0	0	0
County Human Services Program funds	0	0	0
HOME funds	0	0	0
ESG funds	0	0	0
HOPWA funds	0	0	0
Other Federal funds	0	0	0
State funds	0	25,000	25,000
Private trusts and foundation funds	17,500	25,000	13,500
Donations	0	0	0
Special fundraising events	0	0	0
Client fees	0	0	0
Other funds (specify): _____	0	0	0

Total Project Budget	57,164	79,140	83,500

2. Expenditures for Proposed Program

<i>Uses of revenue</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Salaries, Benefit, Payroll Taxes	51,865	72,600	75,000
Consultants and Contracts	0	0	0
Facility, Utilities, Maintenance	999	1,400	1,500
Telephone, Fax	0	0	0
Supplies	0	0	0
Postage & Shipping	0	0	0
Marketing (Printing, Advertising)	0	0	0
Travel, Mileage, Training	0	0	0
Equipment Rental/Maintenance	0	0	0
Insurance	0	0	0
Other uses (specify): Administration (includes % of operating expenses per payroll)	4,506	6,500	7,000
Total Project Budget:	57,370	80,500	83,500

3. Funding Sources for Agency

<i>Sources of revenue</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
County CDBG Public Services funds	27,398	25,000	38,000
Other CDBG Public Services funds	19,438	0	7,000
Other local cities' funds	30,000	22,000	25,000
County Human Services Program funds	29,140	29,140	29,000
HOME funds	0	0	0
ESG funds	0	20,000	20,000
First 5	98,500	98,500	98,500
Other Federal funds	129,985	156,250	175,000
State funds	94,653	276,196	295,000
Private trusts and foundation funds	242,000	275,000	275,000
Donations	109,253	98,250	100,000
Special fundraising events	188,676	158,100	175,000
Client fees	138	125	125
Other funds (specify): Thrift Store	250,335	275,000	275,000
Other funds (specify): In-Kind	438,267	444,000	444,000
Other funds (specify): Schools, Rents and Other	44,897	39,316	46,000
Total Agency Budget	1,702,680	1,916,877	2,002,625

4. Expenditures for Agency

<i>Uses of revenue</i>	<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
Salaries, Benefit, Payroll Taxes	1,011,221	1,034,350	1,100,000
Consultants and Contracts	48,813	162,567	210,000
Facility, Utilities, Maintenance	61,311	86,000	86,000
Telephone, Fax	14,549	13,500	14,000
Supplies	31,260	25,000	26,000
Postage & Shipping	0	0	0
Marketing (Printing, Advertising)	12,545	18,450	19,000
Travel, Mileage, Training	26,505	17,000	18,000
Equipment Rental/Maintenance	4,625	5,000	6,000
Insurance	20,701	15,000	17,000
Other uses (specify): In-Kind	440,736	434,000	434,000
Other uses (specify): Direct Assistance, Interest/depreciation, Other	86,736	74,200	80,000
Total Agency Budget:	1,759,002	1,885,067	2,010,000

5. Describe your agency's short to mid-term financial forecast: What factors are causing your agency's budget to increase, decrease, or remain level in the next three years?

PHP's Board of Directors adopted a strategic plan to develop additional and sustainable short and long-term funding sources in the face of major funding cuts to the Family Strengthening Program from local school districts. PHP's new fund raising events and other efforts by Board and staff have increased locally generated revenues by more than 200%. In addition, PHP has been able to add new foundation funding to back fill nearly \$300,000 in cuts. PHP believes its ability to seek out new partnerships, both public and private, in the local community and county-wide through event sponsorship and public event support, together with its proven capacity to work collaboratively with other non-profit and government agencies, has and will enable the organization to sustain and maximize existing resources. An example of a new partnership is the CalFresh collaborative managed by PHP. The collaborative includes 5 other non-profits from around the County. The total state/federal funded budget is \$260,000 with \$50,000+ to PHP.

6. If this request is not fully funded, can your proposed program operate with a reduced CDBG award? Yes No
Please explain what services can be offered with lower funding.

Requests for services from PHP continue at unprecedented levels and the Family Support and Strengthening Services is the critical safety net for families in our local valleys. This safety net allows families to move from crisis or vulnerable to stable and functioning. The Family Support and Strengthening Program is the only program in the Santa Ynez and Los Alamo's Valley's that addresses both on-going basic needs and provides supportive services in order for individuals and families to live in a safe and stable environment. PHP has significantly reduced and/or eliminated direct-service staff due to loss of funding in the last 5 years. Reduced funding will produce reduced staffing and curtail the hours at the FRC's in Santa Ynez and Los Alamos. The result will not only negatively impact the quality of services PHP provides to individuals and families but will necessitate further waiting lists and time on those lists. Since there are not other similar types of services available in PHP's service area, delays can result in negative health and social outcomes for children, individuals, and the community.

Section I – Certifications

All certifications must be executed in BLUE INK.

Agency Certification

The undersigned agency hereby certifies that:

- a. The information contained herein and in all attachments is complete and accurate;
- b. The agency shall comply with all federal and County policies and requirements applicable to the CDBG program as appropriate for the funding if received;
- c. The federal assistance made available through the CDBG program funding is not being utilized to substantially reduce the prior levels of local financial support for community development activities;
- d. If CDBG funds are approved for a facility, the agency shall maintain and operate the facility for its approved use for a period of not less than twenty years, unless given specific approval from HUD to do otherwise; and
- e. If CDBG funds are approved in the requested amount, then to the best of your knowledge, sufficient funds will be available to operate the project as proposed.

Santa Ynez Valley People Helping People

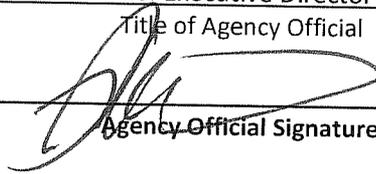
Name of Agency

Dean A. Palius

Typed Name of Agency Official

Chief Executive Director

Title of Agency Official



Agency Official Signature

December 6, 2012

Date of Signature

805-686-0295

Telephone Number of Agency Official

dean@syvphp.org

Email address of Agency Official

Board of Directors Affidavit

All applicant Agencies must complete this affidavit listing all the members of the Board of Directors and all other officers. If there are changes in the Board membership after the request is submitted, the County of Santa Barbara must be notified in writing.

In submitting this funding request, I, Designee **Becky Barieau**
depose and say that I am **President**
Of Santa Ynez Valley People Helping People located at 545 North Alisal Road in Solvang CA.

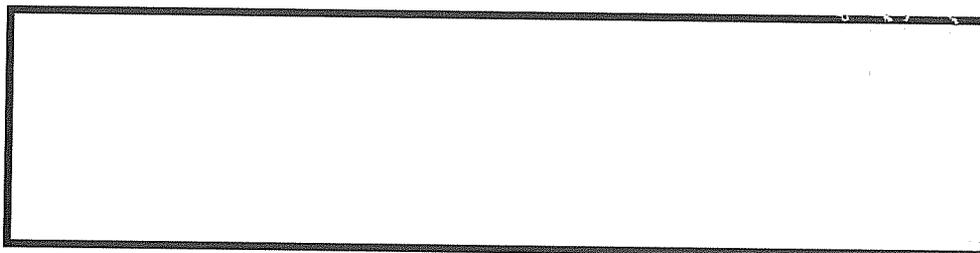
The other members and officers of the Board of Directors of this Agency are:
(Please list names of current Board Members and attach an additional sheet if necessary):

<u>Name:</u>	<u>Title:</u>	<u>Term Expires:</u>
1. Jennie Bradley	Vice President	06/30/2013
2. Elizabeth Breen	Treasure	06/30/2015
3. Lorraine Neenan	Secretary	06/30/2015
4. Elizabeth Crump	Business Owner	06/30/2015
5. Joan Bradshaw	Retired, Movie Executive	06/30/2014
6. Jerry Fiore	Business Owner	06/30/2014

DATE: December 6, 2012

AT: Solvang, CA

APPROPRIATE AGENCY DESIGNEE MUST SIGN AND AFFIX THE CORPORATE SEAL:



I certify and declare under penalty of perjury that the foregoing is true and correct.
(MAKE NOTE THAT IF AGENCY HAS NO BOARD, PLEASE HAVE DIRECTOR SIGN AND MARK THIS N/A.)

Becky Barieau
 Signature Becky Barieau, President of the Board of Directors
Print Name and Title

Checklist of Required Documents

CITY OF BUELLTON

CDBG COMMITTEE MEETING MINUTES

Regular Meeting of February 26, 2013 – 5:30 p.m.
Planning Department Conference Room
107 West Highway 246, Buellton, California

ROLL CALL

Present: Committee Members: Craig Adams, Bonny Chard & Anita Elovitz

Staff: Planning Director Marc Bierdzinski
Staff Assistant Clare Barcelona

BUSINESS ITEMS

1. Review of Community Development Block Grant Applications
Funds Available: \$8,714.00

Marc Bierdzinski explained the interview process.

- Interview: Santa Ynez Valley People Helping People, “Family Strengthening and Support Program”
Dean Paluis, Executive Director & Arcelia Sencion, Director of Health Care & Social Services.

Amount requested: \$ 3,500

Dean Paluis & Arcelia Sencion stated that the requested funds would be used for staffing at the local schools for a program that provides basic needs to families including rent and utility assistance, employment services, medical and food provision assistance along with other supportive services. They also requested an additional \$1,000 in funding.

A question and answer session with the applicant ensued.

Discussion:

The Committee discussed the request for additional funds in the amount of \$1,000.

Decision:

The Committee recommends to the City Council funding as follows:
Allocate \$4,500 in CDBG funds to People Helping People for the “Family Strengthening and Support Program”.

ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 6

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, Planning Director

Date: March 28, 2013

Subject: Ordinance No. 13-03 – “An Ordinance of the City Council of the City of Buellton, California, Approving a Specific Plan Amendment (13-SP-01) for the Village Specific Plan, Located on Assessor’s Parcel Number 137-090-045 and making Findings in Support Thereof” (Second Reading)

BACKGROUND

At the public hearing of March 14, 2013, the City Council introduced and held the first reading of Ordinance No. 13-03, an ordinance amending the Village Specific Plan.

RECOMMENDATION

That the City Council consider the approval and adoption of Ordinance No. 13-03 – “An Ordinance of the City Council of the City of Buellton, California, Approving a Specific Plan Amendment (13-SP-01) for the Village Specific Plan, Located on Assessor’s Parcel Number 137-090-045 and making Findings in Support Thereof” by title only and waive further reading.

ATTACHMENT

Ordinance No. 13-03

ORDINANCE NO. 13-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, APPROVING A SPECIFIC PLAN AMENDMENT (13-SP-01) FOR THE VILLAGE SPECIFIC PLAN LOCATED ON ASSESSOR'S PARCEL NO. 137-090-045, AND MAKING FINDINGS IN SUPPORT THEREOF

THE CITY COUNCIL OF THE CITY OF BUELLTON DOES ORDAIN AS FOLLOWS:

SECTION 1: The Village Specific Plan was approved on September 27, 2007, by City Council Ordinance No. 07-07, and amended on December 13, 2012, by City Council Ordinance No. 12-02.

SECTION 2: The City and John Franklin (hereinafter referred to as the "Applicant"), have filed an application requesting approval of an amendment to the adopted Specific Plan requesting changes that would combine the 1.4 acre park and 0.4 acre park into one 1.8 acre park and adjust the residential and commercial areas to accommodate the change to the parks.

SECTION 3: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the City Council finds the following:

- A. Record.** Prior to rendering a decision on any aspect of the Project, the City Council considered the following:
1. All public testimony, both written and oral, received in conjunction with the public hearing conducted by the Planning Commission on February 7, 2013 ("Planning Commission Public Hearing").
 2. All oral, written and visual materials presented by City staff in conjunction with the Planning Commission Public Hearing.
 3. All public testimony, both written and oral, received in conjunction with the public hearing conducted by the City Council on March 14, 2013 ("City Council Public Hearing").
 4. All oral, written and visual materials presented by City staff in conjunction with the City Council Public Hearing.
 5. The following informational documents which, by this reference, are incorporated herein.

- a. The written report submitted by the Planning Department dated March 14, 2013.
- b. The Village Specific Plan dated December 13, 2012.

B. Public Review. On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Zoning Ordinance have been lawfully satisfied:

1. A notice concerning this matter was published in a newspaper on January 31, 2013, a minimum of ten (10) days in advance of the Planning Commission Public Hearing.
2. The Planning Commission Public Notice was mailed to the Applicant, affected public agencies, persons owning property within 300 feet of the Project site and others known to be interested in the matter on January 31, 2013, a minimum of ten (10) days in advance of the Planning Commission Public Hearing.
3. The Public Notice and Agenda for the Planning Commission Public Hearing were posted in three conspicuous public places a minimum of 10 days before the Planning Commission Public Hearing.
4. A notice of public hearing was published in a newspaper on February 28, 2013 (the "Public Notice"), a minimum of ten (10) days in advance of the City Council Public Hearing.
5. The Public Notice was mailed to the Applicant, affected public agencies, persons owning property within 300 feet of the Project site and others known to be interested in the matter on February 28, 2013, a minimum of ten (10) days in advance of the City Council Public Hearing.
6. The Public Notice and Agenda for the Public Hearing were posted in three conspicuous public places a minimum of 10 days before the City Council Public Hearing.

C. Environmental Clearance. The proposed amendment is adequately addressed in the prior environmental document (Addendum EIR) prepared for the Village Specific Plan. No further environmental review is required.

D. Consistency Declarations. Based on (i) the evidence presented in the Staff Report (incorporated herein by reference), (ii) consultations with affected City Departments, and (iii) testimony and comments received in connection with the Planning Commission and City Council Public Hearings, the City Council does hereby declare as follows:

1. Specific Plan Adoption.

a. Findings:

- i.** The form and substance of the Specific Plan Amendment, as well as the process used in its preparation and adoption, are consistent with the requirements set forth in the Buellton Municipal Code (Section 19.08.140).
- ii.** The Specific Plan Amendment is in conformance with all applicable policies and implementation programs set forth in the 2025 Buellton General Plan.
- iii.** The Specific Plan Amendment will not be detrimental to the health, safety, comfort, convenience, property values and general welfare of the community based on the development standards set forth in the Village Specific Plan and with the incorporation of the mitigation measures from the AEIR (both not being changed by the Specific Plan Amendment).
- iv.** The Specific Plan Amendment will not adversely affect such necessary community services, including traffic circulation, sewage disposal, fire protection, police protection and water supply based on the development standards set forth in the Village Specific Plan and with the incorporation of the mitigation measures from the AEIR (both not being changed by the Specific Plan Amendment).

SECTION 4: Based upon the forgoing findings, facts and conclusions, including, but not limited to, the review of the information provided in the Staff Report, consideration of the testimony given at the City Council Public Hearing, as well as other pertinent information, the City Council hereby adopts amendments to the Village Specific Plan as noted in Exhibit A to the Ordinance.

PASSED, APPROVED AND ADOPTED this 28th day of March, 2013.

Judith Dale
Mayor

ATTEST:

Linda Reid
City Clerk

The property is designated *Specific Plan* on the adopted General Plan land use map and zoned CR-SP (General Commercial-Specific Plan) (see Figure 2). The surrounding property land uses and zoning are as follows:

Hilltop driveway to a ranch zoned CR 2.14 acre site to the North

Highway 246 shopping center; zoned CR, 10 acre site to the South

Thumbelina Subdivision 13 single-family dwellings zoned RS-10 to the East

McMurray Road six parcels zoned CR to the West.

The site is currently undeveloped.

The topography is fairly flat with a gentle slope from the southeast up to the northwest corner. Elevations on the project site range from a maximum of 392.1 at the north property line, which drops to 377.4 for a majority of the north portion of the site then down to 363.9 at the south area flanking Highway 246. These numbers indicate a vertical drop 13.5 feet in approximately 1500 horizontal feet. The site drainage is toward the south. See Figure 3 for topographic information.

C. Overview of Existing Plans and Policies

The General Plan

As required by state law the General Plan serves as a “community’s blueprint for the use and development of land within its planning area.” The City of Buellton General Plan identifies and designates types and locations of land uses, and creates an overall set of policies to guide development within the City. The General Plan is comprised of the following elements:

Land Use – 2005

Housing – ~~2004~~ 2009

Circulation – 2005

Conservation - 2007

Open Space - 2007

Safety - 2007

Noise - 2007

Economic Development - 2007

Public Safety - 2007

Parks and Recreation - 2007

Each element of the General Plan contains goals, policies and programs concerning that element which the Specific Plan shall incorporate.

D. Goals and Key Issues

The overall goal of this Specific Plan is to enhance the orderly development of the community and meet some of the identified community needs by intelligently planning for a mix of land uses. The objectives are as follows:

The types of land uses proposed and the overall site planning addresses the majority of the key issues of the Specific Plan. Where the land-use plan does not fulfill this objective, then specific programs, development standards and guidelines are proposed.

II. LAND USE

A. Introduction and Overview

The Land Use section of this Specific Plan describes the land use plan for the site. It will include a discussion of the types of land uses, their location and size, the uses permitted, and any standards that are specific to the land use plan. The description of and standards for specific issue areas of the Specific Plan, such as circulation, architecture, utilities etc., are presented in Sections III and IV of this document.

In adopting the City of Buellton General Plan, the City designated this site for General Commercial use, subject to a Specific Plan. The General Plan's goals for commercial development include providing expanded retail shopping options along Highway 246, pedestrian access to these commercial developments, parking that is screened from view, and some office uses may be provided in these areas, and adherence to the adopted Community Design Guidelines (November 2005). The Specific Plan site is generally composed of public commercial land uses including streets and plazas and residential units as shown below. This general makeup was derived following many meetings and workshops with City Council, the City Planning Commission, Planning staff and local citizens.

The land use plan for the Specific Plan is comprised of four primary land use components:

1. Commercial (Retail and Office), 40,000-55,000 s.f. (approximately 4.5 acres)
2. Hotel, 150 – 225 rooms and 100,000 – 200,000 s.f. (approximately 4.42 acres)
3. Residential (Single family, multi-family, assisted living), maximum 244 units, approximately 12.13 acres
4. Parks/Open Space, approximately 1.8 acres

Each of the selected land uses fills an existing need with in the City of Buellton and in some cases the needs of Santa Barbara County as a whole. In addition, these land uses have a complementary relationship with each other, which will create a synergy on the site.

Commercial (retail and office) and Hotel development shall not exceed approximately 255,000 square feet without revision to the Specific Plan. The hotel room maximum of 225 is an approximation as is the 40,000 to 55,000 square feet of retail. The Specific Plan will allow for either use to achieve its maximum only if the other use is reduced accordingly to ensure that the traffic volumes continue to comply with the approved traffic analysis. In addition, no more than fifteen percent (15%) of the total building area shall be used or occupied by a non-retail, non-sales tax generating use. Exceptions to this 15% threshold may be allowed on a case-by-case basis subject to issuance of a Conditional Use Permit.

The selected land uses have been located on the site to create interaction and cohesion among the uses on-site, to minimize the potential for conflicts between uses both on-site and off-site, and to successfully integrate the site into the surrounding community. Other factors that were considered in the lay-out of the land use plan were a) the visual and safety issues related to the presence of major travel corridors adjacent to the site b) harmonious and safe circulation of vehicular and pedestrian traffic throughout the site, and c) assuring

but not limited to, the Zoning Ordinance, Subdivision regulations, Fire Department requirements, Public Works standards, and the adopted Community Design Guidelines. Conditions of approval may be imposed by the City, including those which require design changes, as the City deems necessary and appropriate to make necessary findings set forth in Chapter 19.08 of the Buellton Municipal Code.

7. Each unit in the Residential Housing component shall be provided a minimum of one covered parking space per studio or one bedroom and two covered parking spaces per two or more bedroom apartments. One guest parking space shall be provided per 5 units.
8. The Residential Housing land use component shall have access to the overall site pedestrian network.
9. The layout of the residential units will be clustered and the architectural theme of the units will be consistent with the small town, rural concept that the City of Buellton would like to preserve.
10. The design and layout of development in the Residential Housing component shall provide the maximum opportunity for pedestrian access throughout the site in a manner that minimizes the conflicts with vehicular traffic.
11. All new residential development is subject to conform to the 20% inclusionary requirements of Chapter 19.16 Affordable Housing of the City's Municipal Code. Units shall comply with regulations by the City's Affordable Housing Ordinance (i.e., retention and duration of affordability, compliance with development standards, target income mix, execution of an Affordable Housing Agreement, etc.).

12. An all-weather engineered emergency access road with a surface sufficient to handle fire and emergency vehicles shall be installed from the end of Glennora Way to Valley Vineyard Circle.

4. Parks/Recreation

There is a recognized need for public parks within the City of Buellton. This need for public parks and open space is particularly acute for neighborhoods east of Highway 101. The purpose of the Parks/Recreation component of the Specific Plan is to address these needs with an active and passive use community park and neighborhood park totaling approximately 1.8 acres and a network of pedestrian paths and landscaping buffers and screening. The community park is located at the center of the Specific Plan area making it accessible to all users of the site. The community park serves as a buffer between different land use and an extension of the commercial village components. It is intended to serve not only those who live or work on the Specific Plan site but the citizens of the City of Buellton as a whole. The location at the center of the site removes the Parks/Recreation component from Mc Murray Road and Highway 246 making it a safe place for children to play, families to gather and provides a peaceful place to take a walk. The approximately 0.4 acre neighborhood park near the Thumbelina neighborhood provides space for items such as a basketball court or volleyball court and other amenities. The centrally located approximately ~~1.4~~ 1.8 acre community park provides a gathering space with picnic tables and benches, and an active park area with room for active play fields and/or tot lots.

The following development standards shall apply to the Parks/Recreation component of this Specific Plan.

1. The total size of the ~~two parks~~ in the plan area shall be approximately 1.8 acres.
2. City review and approval of a Development Plan shall be required for all new construction. Each Development Plan shall be reviewed for consistency with this Specific Plan as well as applicable policies and regulations of the City including, but not limited to, the Zoning Ordinance, Subdivision regulations, Fire Department requirements, Public Works standards, and the adopted Community Design Guidelines. Conditions of approval may be imposed by the City, including those which require design changes, as the City deems necessary and appropriate to make necessary findings set forth in Chapter 19.08 of the Buellton Municipal Code.
3. This component of the Specific Plan shall be considered public and after implementation and development by the developer, ownership with the acceptance of the City Council shall be transferred to the City of Buellton.
4. Paths and walkways shall connect the Parks/Recreation components to the other land use components on the site to encourage pedestrian access.
- ~~5. Through the neighborhood park adjacent to the existing Thumbelina residential neighborhood, there will be an all-weathered engineered access road with surface sufficient to handle fire and emergency vehicles.~~

Summary

Figure 5 provides a land use plan for the entire site. It is the cornerstone of this planning document. This map represents the culmination of many hours of land use planning which focused on achieving the goals of the Specific Plan and addressing the key issues identified in this document and the City of Buellton General Plan. Figure 7a provides a general guideline for setbacks within each land use area of the Specific Plan. It is not intended to provide detailed information about the actual design of the individual units. Sections III and IV of the Specific Plan provides standards and programs to support the land use map and ensure that future development is consistent with the City of Buellton General Plan and with the goals of this Specific Plan.

III. PUBLIC FACILITIES

The purpose of this section is to provide information on the types of services required for development of the Specific Plan, to identify the service provider, and to provide an estimate of service demand. Where necessary, development standards and programs are included.

A. Police and Fire Protection

Police Protection:

The Specific Plan area will be served by the City of Buellton Police Department, which is provided by the Santa Barbara County Sheriff's Department. The Buellton police

substation is located at 140 West Highway 246. The City contracts with the County to have a deputy on duty at all times. The following is a breakout of the Buellton Police Department staff; (1) Lieutenant, (1) Deputy (per 12 hour shift), (1) **Community Resource Deputy Traffic Officer**, and (1) Detective (approximately 13 hours/week each). The City of Buellton Police Department strives to maintain police protection at a ratio of one officer for approximately every 1,200 residents. The Department maintains a response time goal of five minutes for 90% of all High Priority (i.e., life threatening) calls.

Fiscal conditions may impact the County's ability at the time of this Specific Plan writing, to realize that goal. The population of Buellton is currently small enough that the one deputy with a patrol car on duty at all times is adequate. Additional support is available from other sheriff deputies in the county as well.

The uses proposed in the Specific Plan are intended to serve the existing population and provide housing for the expected population growth of the City. Using the factor of 2.68 persons per occupied residential unit, the residential component of the Specific Plan could result in a population increase of 654 [2.68 x estimated 244 units]. This is a very high estimate since many of these units are much smaller and more appropriate for couples, and singles rather than larger families.

Fire Protection:

The County Fire Department provides fire protection to the Specific Plan site from Fire Station #31 which is located at 168 West Highway 246 near Industrial Way. According to the City of Buellton General Plan, this station is equipped with (1) fire engine with 1,500 gallons per minute (gpm) capacity, (1) brush truck, and (1) hazardous material tractor/trailer vehicle. The station employs (3) Captains, (3) Engineers, (3) Firefighters, and (3) Firefighter Paramedics for a total of twelve full-time firefighters. There is one member from each of the aforementioned positions on duty at the station at all times. The emergency response time within the City limits is within five minutes. Currently, the desired level of emergency service resources is stated as 1 to 1.3 firefighters per 1,000 population. The current firefighter per 1,000-population ratio for the Buellton station is 3.5, considering a staff of twelve full-time employees.

Additional population within the service area of 654 persons will not exceed the standard. Another standard used by the County Fire Department to determine the adequacy of fire protection service is a measure of response time. Given the location of Fire Station #31, the site is within the five-minute response time standard. As shown in Figure 6, there are at least two routes of ingress and egress for each land use component to provide for emergency access. A useful tool to address fire safety is a Fire Protection Master Plan. A Fire Protection Master Plan provides fire protection measures that can be incorporated into project design to reduce risk of fire.

The following development standard is proposed as part of this Specific Plan:

1. Prior to approval of any development plan for any component of the Specific Plan, a Fire Protection Master Plan shall be prepared and approved by the County of Santa Barbara Fire Department.

B. Water and Wastewater

Water:

There will be a crash gate to allow emergency vehicle access between the two neighborhoods. The discontinued street will transition to approved paving or ground cover per Fire Department recommendations. The Circulation Plan in Figure 6 shows the possible location of this right-of-way which will travel ~~through the neighborhood park~~ (along the eastern edge of the site) and from the proposed residential area and connect to the proposed internal loop road.

E. Resource Recovery

The disposal of solid waste is a pressing issue for human settlements as landfill space becomes scarce and expensive. The best approach for any community is to reduce the production of waste that must go to a landfill. Solid waste collection is provided by Health Sanitation Services, which is contracted by the City of Buellton. Valley Recycling provides curbside pickup of all recyclable materials to Buellton residents.

The following development standards are proposed to ensure that the Specific Plan is consistent with existing City policies:

1. An on-site recycling or composting program shall be established for all uses.

F. Schools

In the City of Buellton, local schools are operated by the Buellton Union School District and the Santa Ynez Valley Union High School District. The local school facilities are currently at or near maximum capacity. Jonata Elementary, Oak Valley Elementary, The Santa Ynez High School and a number of private schools serve the residents of Buellton. Currently, both school districts have standard mitigation fees for commercial and residential development. These fees are typically assessed on a per square foot of proposed development basis.

Increased school enrollment will occur as a result of the residential components of the Specific Plan. To estimate potential increases in enrollment, the County of Santa Barbara uses a factor of 0.6 primary school students per unit and 0.4 secondary school students per unit. Using these factors, full build out of the Specific Plan could result in 146 primary school students and 98 secondary school students. Multi-family use, for instance, would attract more singles, elderly citizens and families without children and the actual impact on the local schools may be much less. As development plans come forward for those phases that incorporate residential components, impacts will need to be appropriately calculated in order to facilitate the necessary mitigation

G. Utilities

With respect to the provision of utility service on the site, Southern California Gas Company (The Gas Company) will provide natural gas service, PG&E will provide electricity, and Verizon will provide phone service. All new utilities serving proposed development on site will be underground. Existing utility poles and power lines will remain in place.

In lieu of undergrounding the existing utility poles along the eastern property boundary, the applicant shall submit \$160,000 to the City of Buellton for use in enhancing The

improvement plans have been prepared and approved by the City Engineer/Public Works Director in accordance with City requirements. Rough grading shall be phased in conjunction with the off-site improvements, and shall include only those area(s) necessary to convey historic stormwater run-off that is interrupted by the phased improvements to an approved point of discharge.

Phase 2 – Development of the hotel or commercial areas and central park:

The Final Development Plan for the hotel or commercial area and the central park shall be submitted within five months after the approval of the associated hotel or commercial area Phase 1 improvement plans. A complete building permit application for either the hotel or commercial area and central park shall be submitted within six months of City approval of the Final Development Plan. Construction of either the hotel or commercial area and central park shall begin within two months of building permit issuance. For either the hotel or commercial areas, the Phase 2 development may be processed concurrently with Phase 1.

Phase 3 – Development of the residential and pocket park areas:

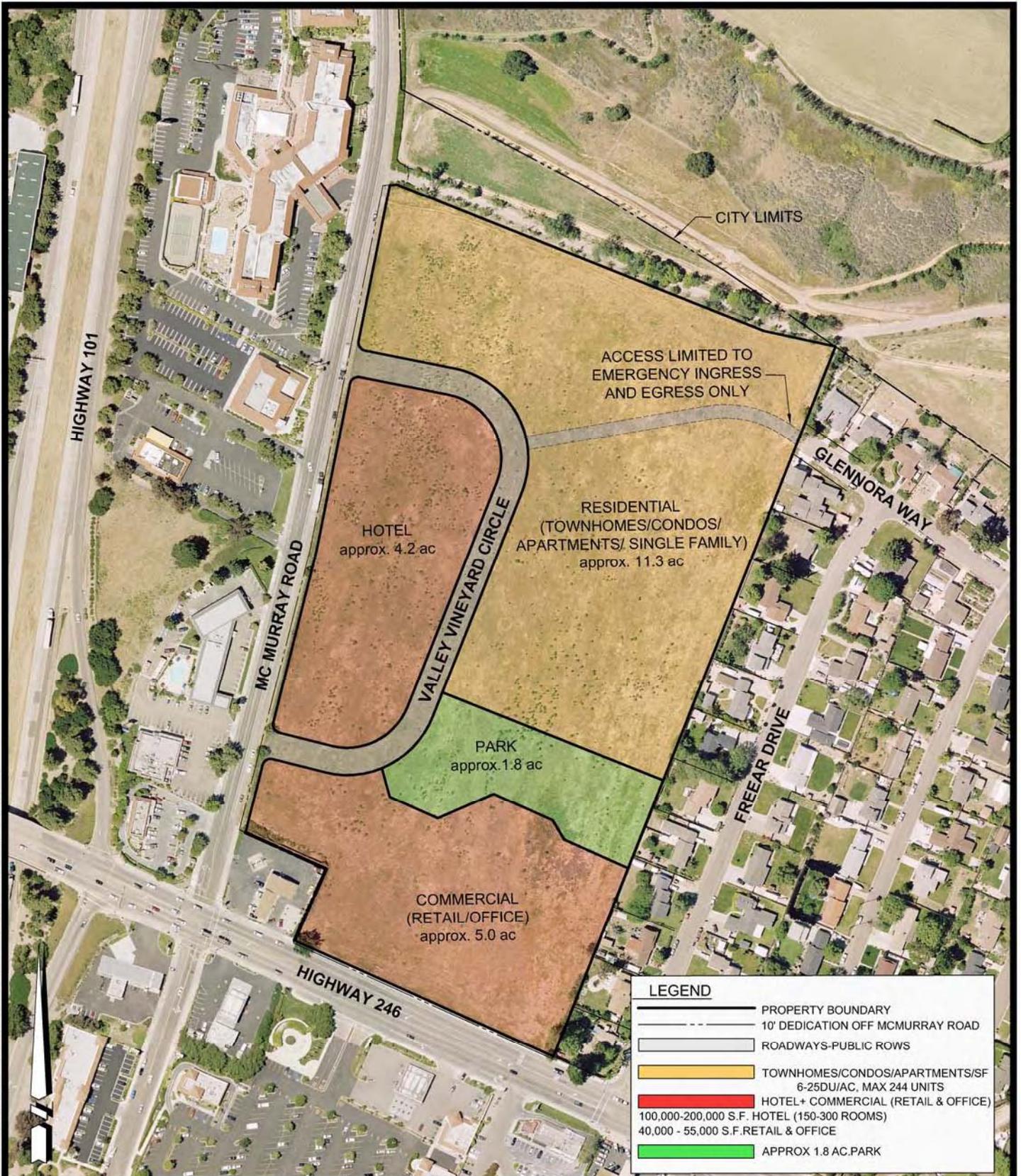
Final Development Plans cannot be approved for a residential project until a Final Development Plan has been approved for either the hotel or commercial area. Building permits for a residential project cannot be issued until building permits obtained and foundations poured for either the hotel or commercial area.

Senior Residential Housing Exception: Development plans for senior residential housing projects may be approved concurrent with or after Phase 1. Building permits for senior residential housing projects may be issued any time after the Phase 1 improvements shown on Exhibit 1 (Lot 1 – Hotel Phase Public Improvements) are completed sufficient for the independent development of the senior residential housing project. If the development of the central park has not begun as part of Phase 2 then it shall be designed and completed as part of the senior residential housing project.

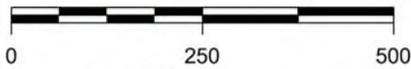
~~Pocket park plans shall be developed and approved concurrently with the first residential project development plans adjacent to the pocket park. Construction of the pocket park shall be complete prior to the first residential certificate of occupancy adjacent to the pocket park.~~

C. Fees and Costs

Prior to issuance of construction permits for any approved development plans within the Specific Plan site area, the City Council, upon recommendation of The Planning Commission, must approve a comprehensive “master grading and utility plan” and a “street-lighting and landscaping master plan.” The purpose of these plans is to articulate specific design details and the financial means for installing and maintaining public improvements. No detention basins are proposed are part of the project and the park will not be used for this purpose, either as an interim measure, or as a permanent feature. All extraordinary maintenance costs shall be borne by the developer through prepayment of long-term reoccurring costs, formation of a homeowners association or other means



SCALE: 1" = 250'



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ph: 805549-8658 • email: eda@edalinc.com

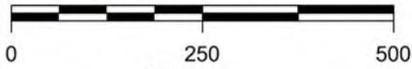
**FIGURE 5: LAND USE
THE VILLAGE SPECIFIC PLAN
BUELLTON, CA
JANUARY 2013**



LEGEND

- DRIVEWAY ACCESS
- VEHICULAR CIRCULATION
- PEDESTRIAN CIRCULATION

SCALE: 1" = 250'

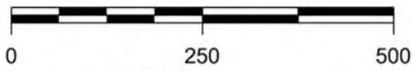


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**FIGURE 6: CIRCULATION ACCESS PLAN
 THE VILLAGE SPECIFIC PLAN
 BUELLTON, CA
 JANUARY 2013**

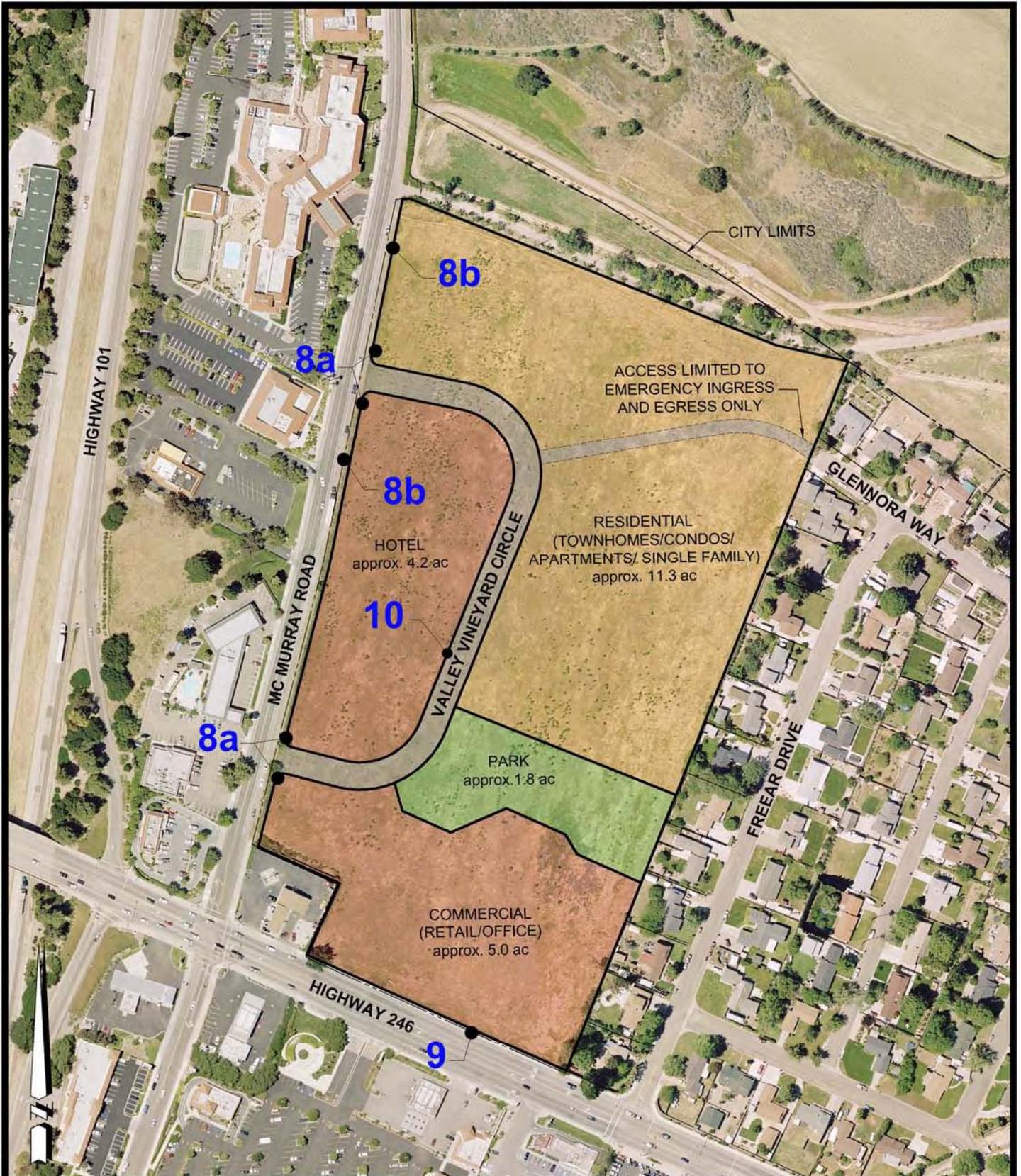


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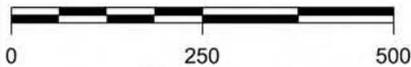


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**FIGURE 7A: BUILDING SETBACKS
THE VILLAGE SPECIFIC PLAN
BUELLTON, CA
JANUARY 2013**



SCALE: 1" = 250'



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**FIGURE 11: STREET SECTION LOCATIONS
 THE VILLAGE SPECIFIC PLAN
 BUELLTON, CA
 JANUARY 2013**

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 28, 2013

Subject: Discussion Regarding Changes to City's Website and Community Communication

BACKGROUND

Recently the City's website was redone and we instituted some changes in the site. Since then some additional changes were suggested and we will be incorporating those shortly. (adding the audio for Planning Commission meetings as well as Parks and Recreation Commission meetings, a more visible public meetings/events notice area, inclusion of the monthly financial report currently given by the Finance Director at council meeting to have an area of its own instead of just in the City Council packets, and to publicize the website more, via the Buzz and through the local press). All of these are easily done and at little or no cost.

I've invited Kam Thandi to the March 28 Council Meeting to make a presentation regarding social media and how it's currently used to inform and involve communities on civic issues and events. He is a communications graduate from U.C.S.B. and has been working as both a media buyer and a designer and manager of social media projects for regional and national accounts. Mr. Thandi will provide an overview on social media and ways it can be used within the City of Buellton to promote both social and economic activity and to broadcast news and events.

Staff is soliciting any other thoughts or suggestions Council may have for the website so that we can implement the changes at once rather than a piecemeal approach.

FISCAL IMPACT

Little or minor, depending on what is decided to be introduced to the website.

RECOMMENDATION

Council direct staff as appropriate.