



# **CITY OF BUELLTON**

## **CITY COUNCIL AGENDA**

**Regular Meeting of May 14, 2015 – 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

Materials related to an item on this agenda, as well as materials submitted to the City Council after distribution of the agenda packet, are available for public inspection in the Office of the City Clerk, located at 107 West Highway 246, during normal business hours.

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

Council Members Dan Baumann, John Connolly, Leo Elovitz, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

Speaker Slip to be completed and turned in to the City Clerk prior to commencement of meeting. Any person may address the Council on any subject pertaining to City business, including all items on the agenda not listed as a Public Hearing, including the Consent Agenda and Closed Session. Limited to three (3) minutes per speaker. By law, no action may be taken at this meeting on matters raised during Public Comments not included on this agenda.

### **CONSENT CALENDAR**

**(ACTION)**

The following items are considered routine and non-controversial and 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion. Members of the Public may speak on Consent Agenda items during the Public Comment period.

- 1. Minutes of April 23, 2015 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2014-15**
- 3. Award of Contract for Buellton Library ADA Accessible Circulation Desk Project**  
❖ (Staff Contact: Public Works Director Rose Hess)
- 4. Five Year Lease Agreement with the U.S. Postal Service for Property Located at 140 West Highway 246**  
❖ (Staff Contact: City Manager Marc Bierdzinski)

**PRESENTATIONS**

**5. Proclamation Recognizing California Safe Digging Month**

**PUBLIC HEARINGS**

**COUNCIL MEMBER COMMENTS**

**COUNCIL ITEMS**

**WRITTEN COMMUNICATIONS**

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

**COMMITTEE REPORTS**

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

**BUSINESS ITEMS**

**(POSSIBLE ACTION)**

- 6. Discussion Regarding Library Zone Change**  
❖ (Staff Contact: City Manager Marc Bierdzinski)
- 7. Award of Contract for Citywide Landscape Maintenance Services**  
❖ (Staff Contact: Public Works Director Rose Hess)
- 8. Budget Study Session for Fiscal Year 2015-16 Budget**  
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

**CITY MANAGER’S REPORT**

**ADJOURNMENT**

The next meeting of the City Council will be held on Thursday, May 28, 2015 at 6:00 p.m.

# **CITY OF BUELLTON**

## **CITY COUNCIL MEETING MINUTES**

**Regular Meeting of April 23, 2015**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

**Present:** Council Members Dan Baumann, John Connolly, Leo Elovitz, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

**Staff:** City Manager Marc Bierdzinski, City Attorney Steve McEwen, Finance Director Carolyn Galloway-Cooper, Public Works Director Rose Hess, Recreation Coordinator Kyle Abello, Station Commander Lt. Shawn O'Grady, and City Clerk Linda Reid

### **REORDERING OF AGENDA**

Council Member Elovitz requested that Item No. 10 be heard before Item No. 9.

Mayor Sierra requested that Item No. 12 be heard before Item No. 9.

### **PUBLIC COMMENTS**

None

### **CONSENT CALENDAR**

- 1. Minutes of April 9, 2015 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for FY 2014-15**
- 3. Revenue and Expenditure Reports through March 31, 2015**
- 4. Receive and File the 2014 Annual Report on the Status of the General Plan**

**5. Extension of Existing Contract with Metro Ventures Ltd. for Irma L. Tucker to Provide Professional Planning Services**

**MOTION:**

Motion by Council Member Elovitz, seconded by Council Member Connolly, approving Consent Calendar Items 1 through 5 as listed.

**VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

**PRESENTATIONS**

**6. Presentation of Certificates to Recipients of the Norman and Gale Williams Buellton Education Scholarships**

Mayor Sierra presented Lesley Gomez and Gabriel Zepeda with the Norman and Gale Williams Buellton Education Scholarships for the 2015-2016 academic year.

**7. Proclamation Recognizing National Day of Prayer**

Mayor Sierra presented Neil Steadman with a proclamation recognizing National Day of Prayer. Mr. Steadman thanked the Council for their support.

**PUBLIC HEARINGS**

**8. Resolution No. 15-05 – “A Resolution of the City Council of the City of Buellton, California, Approving a Circulation Element Amendment (15-GPA-01) Which Removes a New Street from the Circulation Element Map”(Continued from 3/26/15)**

**CONFLICT OF INTEREST:**

Vice Mayor Andrisek announced that he had a conflict of interest with regard to Item No. 8 due to the proximity of his residence and left the dais at 6:10 p.m.

**RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 15-05.

**STAFF REPORT:**

Public Works Director Hess presented the staff report.

**DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Mayor Sierra opened the continued public hearing at 6:30 p.m.

Trey Pinner, representing Valley Mobile Park Investments (VMPI), spoke about his opposition to the elimination of the new street designation.

Sid Goldstein, representing VMPI, discussed the access rights and concerns regarding his client's property.

Harry Poor, Buellton discussed his development in relation to the access road and easements.

Morrie Jurkowitz, owner of VMPI, spoke in opposition to the elimination of the new street designation.

Santiago Speceiro, Buellton, discussed the road and easements in relation to the property he is purchasing.

Mayor Sierra closed the Public Hearing at 6:54 p.m.

The City Council discussed the following issues:

- Discussion regarding public road versus private road designation
- Discussion of access rights with adjoining properties
- Allowing Council additional time to view the site and gather information

**MOTION:**

Motion by Mayor Sierra, seconded by Council Member Connolly, removing this item from the agenda so that Council can visit the property site and gather more information before they make a decision. This item will be re-noticed for public hearing and brought back to Council at some point in the future.

**VOTE:**

Motion passed by a voice vote of 4-0.

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Mayor Sierra - Yes

Vice Mayor Andrisek returned to the dais at 6:59 p.m.

**COUNCIL MEMBER COMMENTS/ITEMS**

Council Member Elovitz stated he attended the Mendenhall Museum 2015 Gas Up event and he talked to several people about the racing culture in Buellton and how that history should be preserved and made a part of reinventing Buellton going forward.

Mayor Sierra announced that she walked the sidewalk area near Napa Auto Parts and there is overgrown landscaping that is creating a dangerous condition. City Manager Bierdzinski stated that this area is maintained by Caltrans and that staff will notify them and request maintenance in this area.

Mayor Sierra requested that staff draft a letter to Caltrans for the Mayor's signature requesting a speed study on Highway 246 in front of Santa Ynez Valley High School.

## **WRITTEN COMMUNICATIONS**

None

## **COMMITTEE REPORTS**

Mayor Sierra announced that she attended board meetings for Santa Barbara County Association of Governments (SBCAG) and Air Pollution Control District (APCD) and provided oral reports regarding the meetings.

Vice Mayor Andrisek announced that he attended the Central Coast Water Authority (CCWA) Board Meeting and provided an oral report regarding the meeting.

## **BUSINESS ITEMS**

### **10. Progress Report from the Buellton Visitors Bureau for the Period July 2014 through December 2014**

#### **RECOMMENDATION:**

That the City Council receive the progress report from the Buellton Visitors Bureau.

#### **STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

#### **DOCUMENTS:**

Staff Report with attachment as listed in the staff report.

#### **SPEAKERS/DISCUSSION:**

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau, presented a PowerPoint presentation and discussed the Visitors Bureau's activities from July 2014 through December 2014.

The City Council discussed whether the Visitors Bureau should provide funding to various non-profit groups, including the Santa Ynez Valley Community Aquatics Foundation, Botanic Garden, and PAWS Park, and directed staff to agendize this issue at a future meeting for discussion and policy direction.

**12. Financial Report for the Third Quarter Ending March 31, 2015****RECOMMENDATION:**

That the City Council receive and file the Third Quarter financial report.

**STAFF REPORT:**

Finance Director Galloway-Cooper presented the staff report. The City Council received and filed the report.

**DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**9. Fiscal Year 2015-16 Requests for Funding from Non-Profit Agencies**

Council Member Connolly announced that he sits on the Santa Ynez Valley Community Aquatics Foundation Board of Directors. He announced that this is a purely voluntary position and that he does not receive compensation from the Foundation.

**RECOMMENDATION:**

That the City Council consider funding requests from non-profit agencies.

**DOCUMENTS:**

Staff Report with attachments (as listed in the staff report)

**SPEAKERS/DISCUSSION:**

Amy Derryberry, spoke on behalf of the Santa Ynez Valley Fruit and Vegetable Rescue and addressed the City Council and explained her organization's funding request for Fiscal Year 2015-16.

Judi Monte, representing the Foodbank of Santa Barbara County, addressed the City Council and explained his organization's funding request for Fiscal Year 2015-16. She also provided a handout for the record.

Pam Gnekow and Robin Serritslev, representing the Santa Ynez Valley Senior Citizens Foundation, addressed the City Council and explained the Senior Center's funding request for Fiscal Year 2015-16.

Dean Palius, representing Santa Ynez Valley People Helping People, addressed the City Council and explained his organization's funding request for Fiscal Year 2015-16.

Bruce Porter, representing Santa Ynez Valley Community Aquatics Foundation, addressed the City Council and explained his organization's funding request for Fiscal Year 2015-16.

Puck Erickson, representing Santa Ynez Valley Botanic Garden, addressed the City Council and explained her organization's funding request for Fiscal Year 2015-16.

Darin Biamonte, representing PAWS Park, addressed the City Council and explained his organization's funding request for Fiscal Year 2015-16.

Peggy Brierton, Buellton, requested that the Visitors Bureau take over funding for the Botanic Garden and PAWS Park. Ms. Brierton also suggested a bond measure be passed for the Valley-wide swimming pool.

Tom Widroe, Buellton, suggested that the Botanic Garden and PAWS Park be funded by the Visitors Bureau and that the Valley-wide swimming pool be funded by a bond measure. Mr. Widroe suggested that the other non-profit agency funding requests be doubled.

Dayana Zepeda, Buellton, stated she works for People Helping People and asked the Council to continue to support this organization.

The City Council discussed their individual funding support for the non-profit agencies.

**MOTION:**

Motion by Council Member Baumann, seconded by Vice Mayor Andrisek, agreeing to fund the non-profit agencies listed below, which will be reflected in the Fiscal Year 2015-16 Budget as follows:

- Santa Ynez Valley Senior Citizens Foundation - \$50,000
- Santa Ynez Valley People Helping People - \$11,400
- Foodbank of Santa Barbara County - \$8,400
- Santa Ynez Valley Fruit and Vegetable Rescue - \$5,300
- Santa Ynez Valley Community Aquatics Foundation - \$3,800
- Santa Ynez Valley Botanic Garden - \$1,900
- Paws Park - \$3,200

**VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

**11. Discussion Regarding Suggested Changes to River View Park Reservation Application, Special Event Permit Application and Limits on Special Events**

**RECOMMENDATION:**

That the City Council provide suggested changes to the River View Park Reservation Application, Special Event Permit Application, and place limits on the number and size of special events allowed annually at River View Park.

**STAFF REPORT:**

Recreation Coordinator Abello presented the staff report.

**DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Peggy Brierton, Buellton, provided suggestions to increase reservation fees and how many events should be allowed.

Tom Widroe, Buellton, discussed the special event permit process and suggested that events not be alcohol related.

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau, read a letter into the record requesting changes to the event permit process.

Larry Bishop, Buellton, read a letter into the record regarding his suggested changes to the special event permit process.

Alison Crutchfield, Buellton, provided suggestions for the special event permit process.

Richard Crutchfield, Buellton, provided his suggestions for the special event permit process and stated the park should be used as a park.

The City Council discussed the following issues:

- The number and types of events at River View Park
- The reservation fee structure and damage deposits
- Having the Parks and Recreation Commission review the special event permit process prior to it being discussed by the City Council
- Minimal nuisance complaints from prior events at River View Park
- Adding commercial rents to the application, discounts for residents, and security needed for events
- Potential code amendment for amplified sound during permitted events
- Revenue generated from special events

**DIRECTION:**

The City Council agreed by consensus to have the Parks and Recreation Commission review the special event permit process and provide their recommendations to the City Council for further discussion.

- 13. Resolution No. 15-09 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2014-15 through the Third Quarter Ending March 31, 2015”**

**RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 15-09.

**STAFF REPORT:**

Finance Director Galloway-Cooper presented the staff report.

**DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**MOTION:**

Motion by Council Member Elovitz, seconded by Council Member Baumann approving Resolution No. 15-09 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2014-15 through the Third Quarter Ending March 31, 2015”

**VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

**CITY MANAGER’S REPORT**

City Manager Bierdzinski provided an informational report.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 9:32 p.m. The next regular meeting of the City Council will be held on Thursday, May 14, 2015 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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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  
**May 14, 2015** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		<u>\$ 113,040.83</u>
EXHIBIT B		<u>\$ 35,937.17</u>
Staff Payroll	4/15/2015	\$ 37,529.40
Staff Payroll	4/30/2015	\$ 36,681.21
Special Pay	4/29/2015	\$ 1,335.87
Council Pay	4/24/2015	<u>\$ 2,201.73</u>
<b>TOTAL AMOUNT OF CLAIMS:</b>		<u><u>\$ 226,726.21</u></u>

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

Payments via Electronic Fund Transfer (EFT):

UE and ETT Tax	4/20/15	5,169.53
Payroll Taxes - Staff	4/20/15	2,149.29
Payroll Taxes - Staff	4/20/15	7,512.07
Bank Fees	4/21/15	149.30
Payroll Taxes - Council	4/28/15	96.41
Payroll Taxes - Council	4/28/15	23.20
Bank Checks Purchases	5/1/15	325.52
CalPers (Classic)	5/1/15	18,827.18
CalPers (Pepra)	5/1/15	531.16
Hartford Life	5/1/15	424.51
State Board of Equalization	5/1/15	729.00
<b>Total</b>		<u>\$ 35,937.17</u>

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-000-2306-000	Long-Term Care Deduction			
	24267 4/16-4/30 - M. Bierdzinski	90 CalPERS LONG-TERM CARE PROGRAM 1	Paid	84.25
A001-000-2306-000	Long-Term Care Deduction	*** Account total ***		84.25
A001-216-2825-000	Developer Deposit			
	24287 Thru-3/31/15- Terravant cust.#	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	1,876.10
	24288 Thru-3/31/15-Chumash mixed use	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	77.10
A001-216-2825-000	Developer Deposit	*** Account total ***		1,953.20
A001-401-5101-000	Medical Benefit			
	24244 5/15 - Dental/Vision premiums	820 ACWA/JPIA 1	Paid	452.07
	24266 3/15 - FSA fees	782 WAGE WORKS 1	Paid	14.00
A001-401-5101-000	Medical Benefit	*** Account total ***		466.07
A001-401-5301-000	Office Supplies			
	24293 Thru 4/17/15 - L. Reid	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	45.22
A001-401-5301-000	Office Supplies	*** Account total ***		45.22
A001-401-6301-000	Miscellaneous			
	24293 Thru 4/17/15 - L. Reid	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	25.21
A001-401-6301-000	Miscellaneous	*** Account total ***		25.21
A001-402-5101-000	Medical Benefit			
	24244 5/15 - Dental/Vision premiums	820 ACWA/JPIA 2	Paid	92.72
A001-402-5101-000	Medical Benefit	*** Account total ***		92.72
A001-402-5402-000	Travel & Training			
	24290 Thru-4/17/15- M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	9.99
A001-402-5402-000	Travel & Training	*** Account total ***		9.99
A001-403-5101-000	Medical Benefit			
	24244 5/15 - Dental/Vision premiums	820 ACWA/JPIA 3	Paid	55.64
	24266 3/15 - FSA fees	782 WAGE WORKS 2	Paid	7.00
A001-403-5101-000	Medical Benefit	*** Account total ***		62.64
A001-403-5301-000	Office Supplies			
	24293 Thru 4/17/15 - L. Reid	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	18.21
A001-403-5301-000	Office Supplies	*** Account total ***		18.21

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-403-5306-000	- Advertising - Legal 24293 Thru 4/17/15 - L. Reid	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	299.00
A001-403-5306-000	- Advertising - Legal	*** Account total ***		299.00
A001-404-6204-000	- Contract Services-Legal Fees 24286 Thru 3/31/15 - Retainer	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	8,479.09
	24289 Thru-3/31/15- Dept. of Fin. La	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	796.70
A001-404-6204-000	- Contract Services-Legal Fees	*** Account total ***		9,275.79
A001-410-5301-000	- Office Supplies 24263 3/16-4/15 - contract ovrg. - L	118 COASTAL COPY, LP 1	Paid	24.44
	24264 3/16-4/15 - cont. ovrg. CH/wt	118 COASTAL COPY, LP 1	Paid	457.56
A001-410-5301-000	- Office Supplies	*** Account total ***		482.00
A001-410-5305-000	- Equipment Rental 24238 4/21/15- CH copier lease	713 COASTAL COPY, LP 1	Paid	484.92
A001-410-5305-000	- Equipment Rental	*** Account total ***		484.92
A001-410-5402-000	- Travel & Training 24285 Feb./Mar.-consulting/doc. prep	841 BONNIE A. WOODSON dba 1	Paid	575.00
A001-410-5402-000	- Travel & Training	*** Account total ***		575.00
A001-410-5602-000	- Internet Access/ Website Maint 24239 3/15 - Bus. consulting/phone d	421 RYAN TOUSSAINT dba 1	Paid	507.50
	24260 3/26-4/25 - CH internet svcs.	122 COMCAST CABLE 1	Paid	227.69
A001-410-5602-000	- Internet Access/ Website Maint	*** Account total ***		735.19
A001-410-5603-000	- Computer Maintenance &Software 24290 Thru-4/17/15- M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	150.00
A001-410-5603-000	- Computer Maintenance &Software	*** Account total ***		150.00
A001-410-5703-000	- Utilities - Electric 24235 3/9;15-4/6/15 - summary billin	352 P G & E 1	Paid	601.79
A001-410-5703-000	- Utilities - Electric	*** Account total ***		601.79
A001-410-6005-000	- Recruitment Expense 24237 2/15 - New Hire screen- G. Pet	62 BUELLTON MEDICAL CENTER 1	Paid	185.00
A001-410-6005-000	- Recruitment Expense	*** Account total ***		185.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-410-6017-000 - Emergency Operations			
24245 3/15 - satelite phone svcs.	706 SATCOM GLOBAL, INC.		
	1	Paid	50.19
A001-410-6017-000 - Emergency Operations	*** Account total ***		50.19
A001-410-6301-000 - Miscellaneous			
24246 3/15-credit card processing fe	529 TRANSFIRST HEALTH & GOVERNMENT		
	1	Paid	503.17
A001-410-6301-000 - Miscellaneous	*** Account total ***		503.17
A001-420-5101-000 - Medical Benefit			
24244 5/15 - Dental/Vision premiums	820 ACWA/JPIA		
	4	Paid	162.42
24266 3/15 - FSA fees	782 WAGE WORKS		
	3	Paid	7.00
A001-420-5101-000 - Medical Benefit	*** Account total ***		169.42
A001-420-5402-000 - Travel & Training			
24292 Thru-4/17/15 - C. Galloway-Coo	193 FIRST NATIONAL BANK OF OMAHA		
	3	Paid	9.99
A001-420-5402-000 - Travel & Training	*** Account total ***		9.99
A001-420-6201-000 - Contract Services			
24261 Thru 3/27/15 - S. Zamora	870 ACCOUNTEMPs		
	1	Paid	1,179.94
24262 Thru 3/27/15 - V. Jenson	870 ACCOUNTEMPs		
	1	Paid	1,403.41
A001-420-6201-000 - Contract Services	*** Account total ***		2,583.35
A001-501-5703-000 - Utilities - Electric			
24235 3/9;15-4/6/15 - summary billin	352 P G & E		
	2	Paid	141.29
A001-501-5703-000 - Utilities - Electric	*** Account total ***		141.29
A001-501-6201-000 - Contract Services			
24225 3/15 - late rpt.- over time ch	450 SB CO SHERIFF'S DEPARTMENT		
	1 218.62	Paid	218.62
A001-501-6201-000 - Contract Services	*** Account total ***		218.62
A001-501-6210-000 - Contract Svcs - Police -CA IGG			
24224 3/15 - motorcycle maint.	450 SB CO SHERIFF'S DEPARTMENT		
	1	Paid	815.44
A001-501-6210-000 - Contract Svcs - Police -CA IGG	*** Account total ***		815.44
A001-510-5703-000 - Utilities - Electric			
24235 3/9;15-4/6/15 - summary billin	352 P G & E		
	3	Paid	252.63
A001-510-5703-000 - Utilities - Electric	*** Account total ***		252.63
A001-511-5101-000 - Medical Benefit			
24244 5/15 - Dental/Vision premiums	820 ACWA/JPIA		
	5	Paid	410.62

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-511-5101-000	- Medical Benefit		*** Continued ***		
	24266 3/15 - FSA fees	782	WAGE WORKS		
		4		Paid	7.00
A001-511-5101-000	- Medical Benefit		*** Account total ***		417.62
A001-511-5506-000	- Fuel-Vehicles				
	24236 4/7-4/17 - Sedona trip gas rei	43	BARBARA KNECHT		
		1		Paid	75.44
		2		Paid	76.52
	24295 Thru- 4/17/15 - B. Knecht	193	FIRST NATIONAL BANK OF OMAHA		
		2		Paid	163.79
A001-511-5506-000	- Fuel-Vehicles		*** Account total ***		315.75
A001-511-5507-000	- Maintenance-Vehicles				
	24294 Thru-4/17/15 - K. Abello	193	FIRST NATIONAL BANK OF OMAHA		
		1		Paid	531.18
	24295 Thru- 4/17/15 - B. Knecht	193	FIRST NATIONAL BANK OF OMAHA		
		1		Paid	16.28
A001-511-5507-000	- Maintenance-Vehicles		*** Account total ***		547.46
A001-511-5509-000	- Maintenance/Repair				
	24218 4/14-carpet c'ng. Zone & Weigh	774	PACIFIC COAST CARPET CLEANING		
		1		Paid	300.00
	24247 4/17/15 rec. garden supplies-r	43	BARBARA KNECHT		
		1		Paid	77.90
	24294 Thru-4/17/15 - K. Abello	193	FIRST NATIONAL BANK OF OMAHA		
		2		Paid	140.00
	24295 Thru- 4/17/15 - B. Knecht	193	FIRST NATIONAL BANK OF OMAHA		
		3		Paid	557.86
A001-511-5509-000	- Maintenance/Repair		*** Account total ***		1,075.76
A001-511-5801-000	- Buellton Recreation Program				
	24248 3/21-4/17 - Pilates & Zumba	11170	DONELLE MARTIN		
		1		Paid	400.00
	24249 2/21-3/20 - Cycle Training	11321	LAURA COGAN		
		1		Paid	45.00
	24250 3/21-4/15 - Kundalini yoga	11300	KAREN PALMER		
		1		Paid	52.50
	24251 3/20-4/17 - Cycle Training	11105	ADRIENNE WALTER		
		1		Paid	72.00
	24252 3/21-4/15 - Flamenco Dance	11336	LAURA GARCIA dba		
		1		Paid	115.50
	24253 3/21-4/17 - Yoga Class	11343	MARIANNE MADSEN		
		1		Paid	360.00
	24254 3/21-4/15 - Tai Chi Relaxation	11476	STEPHEN F. DUNLAP		
		1		Paid	231.00
	24255 3/19-4/15 - Nature Track	11475	SUE EISAGUIRRE		
		1		Paid	21.00
	24256 3/18-4/15 - Karlins Soccer	11306	KARLIN LADERA		
		1		Paid	756.00

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-511-5801-000	Buellton Recreation Program		*** Continued ***		
	24257 3/19-4/15 - Band	11308	KAY D. DOMINGUEZ		
		1		Paid	252.00
	24258 3/19-4/15 - Zumba & Kick Boxin	11244	HERMILA SANCHEZ		
		1		Paid	189.00
	24259 1/14-4/15 - Archery	11491	THOMAS CHAMBERLAIN		
		1		Paid	385.00
	24292 Thru-4/17/15 - C. Galloway-Coo	193	FIRST NATIONAL BANK OF OMAHA		
		1		Paid	210.00
	24294 Thru-4/17/15 - K. Abello	193	FIRST NATIONAL BANK OF OMAHA		
		3		Paid	178.24
	24295 Thru- 4/17/15 - B. Knecht	193	FIRST NATIONAL BANK OF OMAHA		
		4		Paid	99.01
	24297 4/8-15-4/17/15 - cycle spin	11469	SHERYL McCOLLIN SMITH		
		1		Paid	36.00
A001-511-5801-000	Buellton Recreation Program		*** Account total ***		3,402.25
A001-511-5802-000	Buellton Rec Program Trips				
	24292 Thru-4/17/15 - C. Galloway-Coo	193	FIRST NATIONAL BANK OF OMAHA		
		2		Paid	3,787.80
	24294 Thru-4/17/15 - K. Abello	193	FIRST NATIONAL BANK OF OMAHA		
		4		Paid	-233.46
	24295 Thru- 4/17/15 - B. Knecht	193	FIRST NATIONAL BANK OF OMAHA		
		5		Paid	2,007.60
A001-511-5802-000	Buellton Rec Program Trips		*** Account total ***		5,561.94
A001-511-6201-000	Contract Services				
	24227 4/15-4/16- 1 yr web hstg. rec	353	MICHAEL J. BOGGESS dba		
		1		Paid	200.00
	24294 Thru-4/17/15 - K. Abello	193	FIRST NATIONAL BANK OF OMAHA		
		5		Paid	57.47
	24296 4/15 - Rec. Ctr. Mo'ly janitor	395	JOSE RAFAEL RUIZ dba		
		1		Paid	2,105.00
A001-511-6201-000	Contract Services		*** Account total ***		2,362.47
A001-511-6301-000	Miscellaneous				
	24295 Thru- 4/17/15 - B. Knecht	193	FIRST NATIONAL BANK OF OMAHA		
		6		Paid	86.95
A001-511-6301-000	Miscellaneous		*** Account total ***		86.95
A001-550-5703-000	Utilities - Electric				
	24235 3/9;15-4/6/15 - summary billin	352	P G & E		
		4		Paid	4,414.08
A001-550-5703-000	Utilities - Electric		*** Account total ***		4,414.08
A001-551-6201-000	Contract Services				
	24228 4/2- PW website updates	353	MICHAEL J. BOGGESS dba		
		1		Paid	160.00
A001-551-6201-000	Contract Services		*** Account total ***		160.00

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-552-5305-000	Equipment Rental				
	24281 3/15 - Misc. Maint/repair item	826	GENUINE PARTS COMPANY - NAPA		
		4		Paid	48.02
A001-552-5305-000	Equipment Rental		*** Account total ***		48.02
A001-552-5501-000	Operational Supplies				
	24217 4/1- RVP tools	342	NIELSEN BUILDING MATERIALS,INC		
		1		Paid	32.44
	24281 3/15 - Misc. Maint/repair item	826	GENUINE PARTS COMPANY - NAPA		
		1		Paid	7.26
A001-552-5501-000	Operational Supplies		*** Account total ***		39.70
A001-552-5509-001	Maintenance/Repair-Riverview				
	24222 4/1- RVP rep./repl.	187	FARM SUPPLY COMPANY		
		1		Paid	4.31
	24273 4/15 - roll off & GW recycl.	310	MARBORG INDUSTRIES		
		1		Paid	210.00
	24274 3/20-roll off & GW recycl.	310	MARBORG INDUSTRIES		
		1		Paid	466.85
A001-552-5509-001	Maintenance/Repair-Riverview		*** Account total ***		681.16
A001-552-5509-003	Maintenance/Repair-Golf Course				
	24230 4/1-Zaca Creek - Solenoid	513	TURF STAR, INC.		
		1		Paid	1,335.13
	24231 4/1- Zaca Creek - superseded	513	TURF STAR, INC.		
		1		Paid	1,222.04
A001-552-5509-003	Maintenance/Repair-Golf Course		*** Account total ***		2,557.17
A001-552-5703-000	Utilities - Electric				
	24235 3/9;15-4/6/15 - summary billin	352	P G & E		
		10		Paid	69.51
A001-552-5703-000	Utilities - Electric		*** Account total ***		69.51
A001-552-6201-000	Contract Services				
	24270 4/15- Janitorial - mo'ly. CH	395	JOSE RAFAEL RUIZ dba		
		1		Paid	1,650.00
	24276 3/27/15 - Pest control various	804	ANIMAL & INSECT PEST MANAGEMEN		
		1		Paid	149.50
	24277 3/13/15-Pestr control various	804	ANIMAL & INSECT PEST MANAGEMEN		
		1		Paid	149.50
	24278 4/15 - Mo'ly. Irrigation maint	781	VALLEY CREST LANDSCAPE MAINT.		
		1		Paid	880.00
	24279 4/15 - Landscape Maintenance	781	VALLEY CREST LANDSCAPE MAINT.		
		2		Paid	4,336.00
A001-552-6201-000	Contract Services		*** Account total ***		7,165.00
A001-556-5703-000	Utilities - Electric				
	24235 3/9;15-4/6/15 - summary billin	352	P G & E		
		8		Paid	374.35
A001-556-5703-000	Utilities - Electric		*** Account total ***		374.35

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-556-6201-000	Contract Services				
	24279 4/15 - Landscape Maintenance	781	VALLEY CREST LANDSCAPE MAINT,		
		1		Paid	4,336.00
A001-556-6201-000	Contract Services		*** Account total ***		4,336.00
A001-558-5101-000	Medical Benefit				
	24244 5/15 - Dental/Vision premiums	820	ACWA/JPIA		
		6		Paid	349.33
	24266 3/15 - FSA fees	782	WAGE WORKS		
		5		Paid	11.20
A001-558-5101-000	Medical Benefit		*** Account total ***		360.53
A001-558-5301-000	Office Supplies				
	24291 Thru-4/17/15-R. Hess	193	FIRST NATIONAL BANK OF OMAHA		
		1		Paid	41.02
A001-558-5301-000	Office Supplies		*** Account total ***		41.02
A001-558-5402-000	Travel & Training				
	24291 Thru-4/17/15-R. Hess	193	FIRST NATIONAL BANK OF OMAHA		
		2		Paid	122.31
A001-558-5402-000	Travel & Training		*** Account total ***		122.31
A001-558-5501-000	Operational Supplies				
	24281 3/15 - Misc. Maint/repair item	826	GENUINE PARTS COMPANY - NAPA		
		2		Paid	8.62
A001-558-5501-000	Operational Supplies		*** Account total ***		8.62
A001-558-5507-000	Maintenance - Vehicles				
	24269 4/13- Caterpillar repair	390	QUINN COMPANY		
		1		Paid	414.22
A001-558-5507-000	Maintenance - Vehicles		*** Account total ***		414.22
A001-558-5509-000	Maintenance / Repair				
	24283 4/16/15-RVP rep./repl.	76	CAL-COAST IRRIGATION, INC.		
		1		Paid	213.19
	24284 4/16/15- RVP Misc. parts.	76	CAL-COAST IRRIGATION, INC.		
		1		Paid	3.86
A001-558-5509-000	Maintenance / Repair		*** Account total ***		217.05
A001-558-5701-000	Telephone				
	24265 3/09-4/07 - PW/CM cell phone c	556	VERIZON WIRELESS		
		1		Paid	494.31
A001-558-5701-000	Telephone		*** Account total ***		494.31
A001-558-6201-000	Contract Services				
	24219 2/27-3/26- Lib./CC drinking wt	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	36.54
	24220 2/27-3/26-plng. dept. drinking	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	15.06
	24233 4/15- street sweeping svcs.	465	SP MAINTENANCE SERVICES, INC.		
		1		Paid	2,821.00

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-558-6201-000	Contract Services		*** Continued ***		
	24275 3/15- Matt/towel svcs.	28	ARAMARK UNIFORM SERVICES		
		1		Paid	217.25
	24280 4/15- rodent control- PO	669	HYDREX PEST CONTROL		
		1		Paid	105.00
A001-558-6201-000	Contract Services		*** Account total ***		3,194.85
A001-565-5002-000	Planning Commission Salaries				
	24212 4/2 & 4/16 Mo'ly. P'ng. Comm.	868	BRIAN DUNSTAN		
		1		Paid	100.00
	24213 4/2 & 4/16 Mo'ly. P'ng. Comm.	787	LISA FIGUEROA		
		1		Paid	100.00
	24214 4/2 & 4/16 Mo'ly. P'ng. Comm.	303	ART MERCADO		
		1		Paid	100.00
	24215 4/2 & 4/16 Mo'ly. P'ng. Comm.	869	JOE PADILLA		
		1		Paid	100.00
	24216 4/16 - Mo'ly. P'ng. Comm. Mtgs	199	FOSTER D. REIF		
		1		Paid	50.00
A001-565-5002-000	Planning Commission Salaries		*** Account total ***		450.00
A001-565-5101-000	Medical Benefit				
	24244 5/15 - Dental/Vision premiums	820	ACWA/JPIA		
		7		Paid	193.58
	24266 3/15 - FSA fees	782	WAGE WORKS		
		6		Paid	21.00
A001-565-5101-000	Medical Benefit		*** Account total ***		214.58
A001-565-5703-000	Utilities - Electric				
	24235 3/9;15-4/6/15 - summary billin	352	P G & E		
		5		Paid	137.99
A001-565-5703-000	Utilities - Electric		*** Account total ***		137.99
A001-565-6201-000	Contract Services				
	24268 3/1-3/31 - Econ. Dev. Svcs.	812	KOSMONT & ASSOCIATES, INC. dba		
		1		Paid	4,600.34
A001-565-6201-000	Contract Services		*** Account total ***		4,600.34
A005-701-5101-000	Medical Benefit				
	24244 5/15 - Dental/Vision premiums	820	ACWA/JPIA		
		8		Paid	247.27
	24266 3/15 - FSA fees	782	WAGE WORKS		
		7		Paid	8.40
A005-701-5101-000	Medical Benefit		*** Account total ***		255.67
A005-701-5402-000	Travel & Training				
	24291 Thru-4/17/15-R. Hess	193	FIRST NATIONAL BANK OF OMAHA		
		3		Paid	457.20
A005-701-5402-000	Travel & Training		*** Account total ***		457.20
A005-701-5501-000	Operational Supplies				
	24221 3/23 - WWTP concentrator	45	BC PUMP SALES & SERVICE		
		1		Paid	113.73
A005-701-5501-000	Operational Supplies		*** Account total ***		113.73

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A005-701-5502-000	Chemicals / Analysis				
	24282 3/15 - Chemicals/Analysis	5	ABALONE COAST ANALYTICAL, INC.		
		1		Paid	280.50
A005-701-5502-000	Chemicals / Analysis		*** Account total ***		280.50
A005-701-5507-000	Maintenance - Vehicles				
	24269 4/13- Caterpillar repair	390	QUINN COMPANY		
		2		Paid	414.22
A005-701-5507-000	Maintenance - Vehicles		*** Account total ***		414.22
A005-701-5509-000	Maintenance / Repair				
	24229 4/6- WWTP repairs	76	CAL-COAST IRRIGATION, INC.		
		1		Paid	38.88
	24281 3/15 - Misc. Maint/repair item	826	GENUINE PARTS COMPANY - NAPA		
		3		Paid	40.08
A005-701-5509-000	Maintenance / Repair		*** Account total ***		78.96
A005-701-5703-000	Utilities - Electric				
	24235 3/9;15-4/6/15 - summary billin	352	P G & E		
		6		Paid	7,192.43
A005-701-5703-000	Utilities - Electric		*** Account total ***		7,192.43
A005-701-6201-000	Contract Services				
	24232 3/1-3/31 - biosolids WWTP	598	ENGEL & GRAY, INC.		
		1		Paid	5,598.17
	24272 2014/2015- Regulatory Complian	677	WALLACE GROUP		
		1		Paid	4,117.01
	24275 3/15- Matt/towel svcs.	28	ARAMARK UNIFORM SERVICES		
		2		Paid	217.25
A005-701-6201-000	Contract Services		*** Account total ***		9,932.43
A020-210-2101-000	Customer Deposits				
	24240 cust. deposit refund	0	CELICIA LAMBERT		
		1		Paid	79.71
A020-210-2101-000	Customer Deposits		*** Account total ***		79.71
A020-601-5101-000	Medical Benefit				
	24244 5/15 - Dental/Vision premiums	820	ACWA/JPIA		
		9		Paid	344.47
	24266 3/15 - FSA fees	782	WAGE WORKS		
		8		Paid	8.40
A020-601-5101-000	Medical Benefit		*** Account total ***		352.87
A020-601-5501-000	Operational Supplies				
	24281 3/15 - Misc. Maint/repair item	826	GENUINE PARTS COMPANY - NAPA		
		5		Paid	40.63
A020-601-5501-000	Operational Supplies		*** Account total ***		40.63
A020-601-5502-000	Chemicals / Analysis				
	24282 3/15 - Chemicals/Analysis	5	ABALONE COAST ANALYTICAL, INC.		
		2		Paid	165.00
A020-601-5502-000	Chemicals / Analysis		*** Account total ***		165.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-5507-000 - Maintenance - Vehicles 24269 4/13- Caterpillar repair	390 QUINN COMPANY 3	Paid	414.21
A020-601-5507-000 - Maintenance - Vehicles	*** Account total ***		414.21
A020-601-5603-000 - Computer Maintenance &Software 24234 6/15-5/16 - SCADA	832 SCHNEIDER ELECTRIC USA, INC. 1	Paid	1,956.96
A020-601-5603-000 - Computer Maintenance &Software	*** Account total ***		1,956.96
A020-601-5703-000 - Utilities - Electric 24235 3/9;15-4/6/15 - summary billin	352 P G & E 7	Paid	8,793.17
A020-601-5703-000 - Utilities - Electric	*** Account total ***		8,793.17
A027-559-6212-000 - Lompoc- Wine Country Express 24223 5/15 - transit services	107 CITY OF LOMPOC 1	Paid	1,666.66
A027-559-6212-000 - Lompoc- Wine Country Express	*** Account total ***		1,666.66
A027-559-6212-001 - SYVT Dial-A-Ride Subsidy 24226 FY 14/15-SYVT Dial a Ride Subs	113 CITY OF SOLVANG 1	Paid	1,203.00
A027-559-6212-001 - SYVT Dial-A-Ride Subsidy	*** Account total ***		1,203.00
A051-566-5509-000 - Maintenance / Repair 24241 3/15- Mo. HOA Dues - Unit 101	582 VINTAGE WALK, LLC OWNERS ASSOC 1	Paid	104.00
A051-566-5509-000 - Maintenance / Repair	*** Account total ***		104.00
A051-566-5703-000 - Utilities - Electric 24235 3/9;15-4/6/15 - summary billin	352 P G & E 9	Paid	149.17
A051-566-5703-000 - Utilities - Electric	*** Account total ***		149.17
A092-203-6507-000 - Improvements 24242 3/16 & 3/23 - fin. mgmt.	862 TYLER TECHNOLOGIES, INC. 1	Paid	250.00
24243 3/30 & 3/31 - fin. mgmt.	862 TYLER TECHNOLOGIES, INC. 1	Paid	187.50
A092-203-6507-000 - Improvements	*** Account total ***		437.50
A092-302-6507-000 - Improvements 24271 13/14 - Road Main. Proj.	859 VSS INTERNATIONAL INC. 1	Paid	14,791.50
A092-302-6507-000 - Improvements	*** Account total ***		14,791.50
* Report total *	*** Total ***		113,040.83

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: May 14, 2015

Subject: Award of Contract for Buellton Library ADA Accessible Circulation Desk Project

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**BACKGROUND**

In March 2015, the City posted the Informal Bid Request for the Buellton Library ADA Accessible Circulation Desk Project. Unfortunately, the City did not receive any bids for the project. The notice advertising bids was published in the Santa Ynez Valley News, posted on the City's website, and sent to 13 different plan rooms.

Since the project is funded through the Community Development Block Grant (CDBG) Funds with time sensitive use of funds, staff discussed purchase options directly with the manufacturer, DEMCO Interiors. DEMCO has provided a cost for the construction and installation of the ADA Accessible Circulation Desk in an amount of \$14,642.20 (Attachment 1). Staff has verified with CDBG staff that direct purchase with the manufacturer is acceptable since efforts to obtain bids were unsuccessful.

Upon Council's approval, staff would issue a purchase order to DEMCO for the ADA Accessible Circulation Desk. The lead time is approximately three months. We anticipate that installation would occur in July or August.

**FISCAL IMPACT**

The contract amount of \$14,642.20 is reimbursable through the CDBG project. The CDBG award amount is \$15,000. FY 14/15 Budget modification will need to be made within two line items in the Public Works General Fund (001-558). Currently, \$10,000 is budgeted within the Equipment line item (001-558-6508-000). \$5,000 is requested to be moved from the Maintenance/Repair (001-558-5509-000) to raise the Equipment to \$15,000 to properly show the circulation desk expenditure. This will result in zero net change to the Public Works General Fund expenditures.

**RECOMMENDATION**

That the City Council authorize the City Manager to issue a purchase order to DEMCO Interiors in an amount of \$14,642.20.

**ATTACHMENT**

Attachment 1 - DEMCO Project Quote

PROJECT NAME: Lompoc Library - Encore  
PROJECT CONTACT: JESSICA CADIENTE  
CONTACT PHONE: 805-875-8785  
CONTACT EMAIL: j\_cadiente@ci.lompoc.ca.us

Drawing Line	Qty	Product	Product Description	Colors	Unit Price	Ext. Total
1	1	19046270	DLI Product includes the following:			
			1 EPS3032 (MODIFIED) OXF Circ Desk End Panel Single 32H	See Note	172.43	172.43
			2 RDU3632 OXF 36W Reference Desk Unit no patron ledge 32H		749.21	1,498.42
			2 CUD3622 OXF Cabinet Unit with locking doors, 1 adj. shelf 32H		875.50	1,751.00
			2 RDU4832 OXF 48W Reference Desk Unit no patron ledge 32H		706.10	1,412.20
			1 CUSTOM End panel to support the gate		300.00	300.00
			1 SADAG29 Double Action Gate for 29 and 32H Ends		494.21	494.21
			1 EPS3032 (MODIFIED) OXF Circ Desk End Panel Single 32H		172.43	172.43
			1 ADA4232 (MODIFIED) OXF 42W Front Access / ADA Unit 32H		953.21	953.21
			1 EPS3039 (MODIFIED) OXF Circ Desk End Panel Single 39H		172.43	172.43
			1 CUO3629 OXF Open Cabinet Unit with two adjustable shelves,39H		707.31	707.31
			1 DDU3629 (MODIFIED) OXF Door and Drawer Cabinet 2 lock doors/2 lock drwrs	1 adjustable	1,204.57	1,204.57
			1 RDU4839 OXF 48W Reference Desk Unit no patron ledge 39H		706.10	706.10
			1 EPS3039 (MODIFIED) OXF Circ Desk End Panel Single 39H		172.43	172.43
			2 PENDRW Pencil Drawer		80.71	161.42
			4 CUSTOM 30 x 16 Wood Box made from 1/2" Baltic Birch w/1/4" MDF	bottom, reinforced, 5"H	108.57	434.28
2	1	00000480	Installation Services	by CA Valley Construction	2,500.00	2,500.00
					Order Subtotal	12,812.47
					Shipping/Processing	1,004.73



4810 Forest Run Road  
 Madison, WI 53708-8548  
 ph 800.747.7561 fax 800.730.8094

**PROJECT QUOTATION**

PROJECT ID: D2060014  
 QUOTE ID: T4351167  
 Version 04 - Circ Desk  
 DRAWING ID:  
 TODAY: 4/29/15  
 QUOTE EXPIRATION DATE: 6/28/15

PROJECT NAME: Lompoc Library - Encore  
 PROJECT CONTACT: JESSICA CADIENTE  
 CONTACT PHONE: 805-875-8785  
 CONTACT EMAIL: j\_cadiente@ci.lompoc.ca.us

Drawing Line	Qty	Product	Product Description	Colors	Unit Price	Ext. Total
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Sales Tax	825.00
Grand Total	14,642.20

Please submit a contact name and number with your order for a CALL BEFORE EACH DELIVERY.

\*Delivery Provisions: This quote has been specifically prepared to deliver with:Liftgate Truck Requested;

\*Installataion Provisions: This quote has been specifically prepared with installation services for :Full Install All Products;

\*Order Provisions: We are specialists in crafting custom solutions uniquely suited to each individual customers desires. As such, the details of unique projects are critically important to the overall success of the project. We want you to be delighted with your experience in working with us. Therefore we want to be forthcoming and transparent in all our transactions and ask that you please note the attached Terms & Conditions for details governing all our orders. Thank you.

PROJECT BILL TO:  
 LOMPOC PUBLIC LIBRARY  
 501 E NORTH AVE  
 LOMPOC CA 93436-3498

PROJECT SHIP TO:  
 JESSICA CADIENTE  
 LOMPOC PUBLIC LIBRARY  
 501 E NORTH AVE  
 LOMPOC CA 93436-3498

PROJECT CONTACT:  
 JESSICA CADIENTE  
 LOMPOC PUBLIC LIBRARY  
 501 E NORTH AVE  
 LOMPOC CA 93436-3498

PREPARED BY:  
 Julie Cary  
 Email: juliec@demco.com  
 Phone: 608-242-4524  
 Fax: 800-730-8094

SALES REP:  
 Shawna Ley  
 Email: shawnal@demco.com  
 Phone: 800-747-7561  
 Fax: 800-730-8094

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: May 14, 2015

Subject: Five Year Lease Agreement with the U.S. Postal Service for Property Located at 140 West Highway 246

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**BACKGROUND**

The current lease with the U.S. Postal Service for the post office located at 140 West Highway 246 expires in June 2016. The U.S. Postal Service, through its broker, CB Richard Ellis Inc., initiates lease renewals a year in advance. The City Council previously authorized the City Manager to conduct negotiations on the City's behalf. The draft lease agreement (Attachment 1) is the result of these negotiations. The proposed lease is the same as the current lease, except for the rent. The City Attorney has reviewed the lease and has approved its content.

The new lease would run five years, from June 2016 through June 2021.

**FISCAL IMPACT**

The total annual lease payment is \$60,000, an increase from the current \$53,865 annual lease payment. The increase is to cover the 3% annual broker fee being charged by CB Richard Ellis, Inc., that is not being waived by the U.S. Postal Service as had occurred during the 2011 negotiations. The following are the fiscal changes:

**2011 Lease**

Annual payment: \$53,865  
Total payments: \$269,325  
Total broker fee: \$0

**2016 Proposed Lease**

Annual payment: \$60,000  
Total payments: \$300,000  
Total broker fee (over 5-years at 3% of lease): \$9,000

Therefore, the net increase to the City over the five-year period would be \$21,675.

**RECOMMENDATION**

That the City Council approve the proposed lease agreement (Attachment 1) with the U.S. Postal Service and authorize the City Manager to execute the agreement on the City's behalf.

**ATTACHMENT**

Attachment 1 – Proposed Post Office Lease



**Lease**

BUELLTON - MAIN OFFICE (051014-001)  
140 W HIGHWAY 246, BUELLTON, CA 93427-9998

Facility Name/Location  
BUELLTON - MAIN OFFICE (051014-001)  
140 W HIGHWAY 246, BUELLTON, CA 93427-9998

County: Santa Barbara  
Lease: Q90000436951

This Lease made and entered into by and between CITY OF BUELLTON hereinafter called the Landlord, and the United States Postal Service, hereinafter called the Postal Service:

In consideration of the mutual promises set forth and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

1. The Landlord hereby leases to the Postal Service and the Postal Service leases from the Landlord the following premises, hereinafter legally described in paragraph 7, in accordance with the terms and conditions described herein and contained in the 'General Conditions to U.S. Postal Service Lease,' attached hereto and made a part hereof.

Upon which is a single story stucco building, wood frame building and which property contains areas, spaces, improvements, and appurtenances as follows:

AREA	SQ. FEET
Net Total USPS Leased SF	3,400
Exterior, Platform and Ramp	470
Exterior Parking, USPS	6,660
Basement	875
Landscaping	8,339
Sidewalks	2,139

**Total Site Area:** 21,883.00

2. TO HAVE AND TO HOLD the said premises with their appurtenances for the following term:

FIXED TERM: The term becomes effective June 05, 2016 with an expiration date of June 04, 2021, for a total of 5 Years.

3. RENTAL: The Postal Service will pay the Landlord an annual rental of: \$60,000.00 (Sixty Thousand and 00/100 Dollars) payable in equal installments at the end of each calendar month. Rent for a part of a month will be prorated.

Rent checks shall be payable to:

CITY OF BUELLTON  
PO BOX 1819  
BUELLTON, CA 93427-1819

4. RENEWAL OPTIONS: The Lease may be renewed at the option of the Postal Service, for the following separate and consecutive terms and at the following annual rentals:

EFFECTIVE DATE	EXPIRATION DATE	PER ANNUM RENTAL
06/05/2021	06/04/2026	\$60,000.00

provided that notice is sent, in writing, to the Landlord at least 60 days before the end of the original lease term and each renewal term. All other terms and conditions of this Lease will remain the same during any renewal term unless stated otherwise herein.

5. OTHER PROVISIONS: The following additional provisions, modifications, riders, layouts, and/or forms were agreed upon prior to execution and made a part hereof:  
Utilities Services & Equipment Rider, Maintenance Rider - Landlord Responsibility, Mortgagee's Agreement.

6. TERMINATION:  
None, except as specified elsewhere in this Lease.

7. LEGAL DESCRIPTION:  
See Attached Addendum

## Facility Name/Location

BUELLTON - MAIN OFFICE (051014-001)  
140 W HIGHWAY 246, BUELLTON, CA 93427-9998

County: Santa Barbara  
Lease: Q90000436951

**7. LEGAL DESCRIPTION:**

Lot No. 28, San Carlos de Jonata, Map 4, being a portion of a

PART OF TRACT NO. 8 of the Rancho San Carlos de Jonata, according to map entitled Map of Survey made by F.F. Flournoy of part of the Rancho San Carlos de Jonata for the Santa Ynez Valley Development Co., Santa Barbara County, California, February 1910, recorded April 8, 1910, pasted in Volume 5 of Maps and Surveys at Pages 51 to 56, both inclusive, said Tract #8 being shown on sheet pasted on Pages Nos. 53 and 54, to wit:

Commencing at a 3/4 pipe located on the center line of County Road to Lompoc 498.1 feet east of pipe at intersection point between center line of said road and the westerly line of Tract #8 (all pipes mentioned except pipe at place of beginning, are shown on map of survey made by F.F. Flournoy of Part of the Rancho Can Carlos de Jonata and filed in the Santa Barbara County Records office) and running thence 1st, on center line of above mentioned road S. 65 deg. 0 20 E. 300 feet to a 3/4 pipe in asphalt pavement; thence 2nd S. 25 deg 0 W. 580.8 feet to a 3/4 pipe; thence 3rd N. 65 deg 0 20 W 300 feet to a 3/4 pipie; thence 4th N. 25 deg 0 E., 580.8 feet to place of beginning.

Reserving and excepting from said described land all oil, petroleum and other hydrocarbon substances, including natural gas in and upon said premises, and the same rights and privileges in respect to said land as those set forth and contained in that certain indenture of lease, reference to which is hereby made, heretofore entered into by and between the Santa Ynez Valley Development Co., a corporation, as first party, and Henry Joseph Crocker, as second party, on the 24th day of October, 1906, recorded on the 8th day of April, 1907, in Book H of leases, page 351 et seq., records of said Santa Barbara County.

**8. GENERAL CONDITIONS:**

Section 6 – Sublease: Language deleted.

**9. MAINTENANCE RIDER:**

Paragraph 3: Language deleted.

Paragraph 4 and 6: Language deleted in the second line “and must be maintained”.



EXECUTED BY LANDLORD this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**GOVERNMENTAL ENTITY**

By executing this Lease, Landlord certifies that Landlord is not a USPS employee or contract employee (or an immediate family member of either), or a business organization substantially owned or controlled by a USPS employee or contract employee (or an immediate family member of either).

Name of Governmental Entity: City of Buellton

\_\_\_\_\_  
Name & Title: Name & Title:

\_\_\_\_\_  
Name & Title: Name & Title:

Landlord's Address: PO BOX 1819  
BUELLTON, CA 93427-1819

Landlord's Telephone Number(s): (805) 686 - 7426

E-mail Address: marcb@cityofbuellton.com

Federal Tax Identification No.: XX-XXX9827

\_\_\_\_\_  
Witness Witness

- a. Where the Landlord is a governmental entity or other municipal entity, the Lease must be accompanied by documentary evidence affirming the authority of the signatory(ies) to execute the Lease to bind the governmental entity or municipal entity for which he (or they) purports to act.
- b. Any notice to Landlord provided under this Lease or under any law or regulation must be in writing and submitted to Landlord at the address specified above, or at an address that Landlord has otherwise appropriately directed in writing. Any notice to the Postal Service provided under this Lease or under any law or regulation must be in writing and submitted to "Contracting Officer, U.S. Postal Service" at the address specified below, or at an address that the Postal Service has otherwise directed in writing.

**ACCEPTANCE BY THE POSTAL SERVICE**

Date: \_\_\_\_\_

Laureen A Yamakido \_\_\_\_\_  
Contracting Officer Signature of Contracting Officer

Pacific FSO 1300 EVANS AVENUE, SUITE 200, SAN FRANCISCO, CA 94188-8200  
Address of Contracting Officer

**1. CHOICE OF LAW**

This Lease shall be governed by federal law.

**2. RECORDING**

Not Required

**3. MORTGAGEE'S AGREEMENT**

If there is now or will be a mortgage on the property which is or will be recorded prior to the recording of the Lease, the Landlord must notify the contracting officer of the facts concerning such mortgage and, unless in his sole discretion the contracting officer waives the requirement, the Landlord must furnish a Mortgagee's Agreement, which will consent to this Lease and shall provide that, in the event of foreclosure, mortgagee, successors, and assigns shall cause such foreclosures to be subject to the Lease.

**4. ASSIGNMENTS**

a. The terms and provisions of this Lease and the conditions herein are binding on the Landlord and the Postal Service, and all heirs, executors, administrators, successors, and assigns.

b. If this contract provides for payments aggregating \$10,000 or more, claims for monies due or to become due from the Postal Service under it may be assigned to a bank, trust company, or other financing institution, including any federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any assignment or reassignment must cover all amounts payable and must not be made to more than one party, except that assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in financing this contract. No assignment or reassignment will be recognized as valid and binding upon the Postal Service unless a written notice of the assignment or reassignment, together with a true copy of the instrument of assignment, is filed with:

1. the contracting officer; and
2. the surety or sureties upon any bond.

c. Assignment of this contract or any interest in this contract other than in accordance with the provisions of this clause will be grounds for termination of the contract for default at the option of the Postal Service.

d. Nothing contained herein shall be construed so as to prohibit transfer of ownership of the demised premises, provided that:

1. such transfer is subject to this Lease agreement; and
2. both the original Landlord and the successor Landlord execute the standard *Certificate of Transfer of Title to Leased Property and Lease Assignment and Assumption* form to be provided by the USPS Contracting Officer; and in the case of new leased space projects, the lease may only be assigned or ownership of the property transferred following commencement of the fixed term, unless prior written consent is obtained from the Postal Service.

**5. APPLICABLE CODES AND ORDINANCES**

The Landlord, as part of the rental consideration, agrees to comply with all codes and ordinances applicable to the ownership and operation of the building in which the rented space is situated and to obtain all necessary permits and related items at no cost to the Postal Service. When the Postal Service or one of its contractors (other than the Landlord) is performing work at the premises, the Postal Service will be responsible for obtaining all necessary and applicable permits, related items, and associated costs.

**6. SUBLEASE - See Addendum 8.**

~~The Postal Service may sublet all or any part of the premises or assign this lease but shall not be relieved from any obligation under this lease by reason of any subletting or assignment.~~

**7. RESTORATION AND ALTERATIONS**

a. Upon written notification by Landlord within 30 days of the expiration or termination of this Lease, the Postal Service shall restore the premises to a "broom clean" and usable condition, excepting the following: reasonable and ordinary wear and tear; and damages by the elements or by circumstances over which the Postal Service has no control. If Landlord provides the above notice, the Postal Service and Landlord shall negotiate and reach agreement on necessary items of restoration and the reasonable cost for restoration; the Postal Service shall pay Landlord this agreed-upon amount and shall have no further restoration duties under this Lease.

b. The Postal Service shall have the right to make alterations, attach fixtures and erect additions, structures or signs in or upon the premises hereby leased (provided such alterations, additions, structures, or signs shall not be detrimental to or inconsistent with the rights granted to other tenants on the property or in the building in which said premises are located); which fixtures, additions or structures so placed in, upon or attached to the said premises shall be and remain the property of the Postal Service and may be removed or otherwise disposed of by the Postal Service.

**8. CLAIMS AND DISPUTES**

- a. This contract is subject to the Contract Disputes Act of 1978 (41 U.S.C. 601-613) ("the Act").
- b. Except as provided in the Act, all disputes arising under or relating to this contract must be resolved under this clause.
- c. "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. However, a written demand or written assertion by the Landlord seeking the payment of money exceeding \$100,000 is not a claim under the Act until certified as required by subparagraph d below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under the Act. The submission may be converted to a claim under the Act by complying with the submission and certification requirements of this clause, if it is disputed either as to liability or amount or is not acted upon in a reasonable time.
- d. A claim by the Landlord must be made in writing and submitted to the contracting officer for a written decision. A claim by the Postal Service against the Landlord is subject to a written decision by the contracting officer. For Landlord claims exceeding \$100,000, the Landlord must submit with the claim the following certification:

"I certify that the claim is made in good faith, that the supporting data are accurate and complete to the best of my knowledge and belief, that the amount requested accurately reflects the contract adjustment for which the Landlord believes the Postal Service is liable, and that I am duly authorized to certify the claim on behalf of the Landlord."

The certification may be executed by any person duly authorized to bind the Landlord with respect to the claim.

- e. For Landlord claims of \$100,000 or less, the contracting officer must, if requested in writing by the Landlord, render a decision within 60 days of the request. For Landlord-certified claims over \$100,000, the contracting officer must, within 60 days, decide the claim or notify the Landlord of the date by which the decision will be made.
- f. The contracting officer's decision is final unless the Landlord appeals or files a suit as provided in the Act.
- g. When a claim is submitted by or against a Landlord, the parties by mutual consent may agree to use an alternative dispute resolution (ADR) process to assist in resolving the claim. A certification as described in subparagraph d of this clause must be provided for any claim, regardless of dollar amount, before ADR is used.
- h. The Postal Service will pay interest on the amount found due and unpaid from:
  1. the date the contracting officer receives the claim (properly certified if required); or
  2. the date payment otherwise would be due, if that date is later, until the date of payment.
- i. Simple interest on claims will be paid at a rate determined in accordance with the Act.
- j. The Landlord must proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the contracting officer.

**9. HAZARDOUS/TOXIC CONDITIONS CLAUSE**

"Asbestos containing building material" (ACBM) means any material containing more than 1% asbestos as determined by using the method specified in 40 CFR Part 763, Subpart E, Appendix E. "Friable asbestos material" means any ACBM that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.

The Landlord must identify and disclose, to the best of its knowledge, the presence, location and quantity of all ACBM or presumed asbestos containing material (PACM) which includes all thermal system insulation, sprayed on and troweled on surfacing materials, and asphalt and vinyl flooring material unless such material has been tested and identified as non-ACBM. The Landlord agrees to disclose, to the best of its knowledge, any information concerning the presence of lead-based paint, radon above 4 pCi/L, and lead piping or solder in drinking water systems in the building, to the Postal Service.

Sites cannot have any contaminated soil or water above applicable federal, state or local action levels or undisclosed underground storage tanks. Unless due to the act or negligence of the Postal Service, if contaminated soil, water, underground storage tanks or piping or friable asbestos material or any other hazardous/toxic materials or substances as defined by applicable Local, State or Federal law are subsequently identified on the premises, the Landlord agrees to remove such materials or substances upon notification by the Postal Service at Landlord's sole cost and expense in accordance with EPA and/or State guidelines; prior to accomplishing this task, Landlord must seek written approval by the USPS Contracting Officer of the contractor and scope of work, such approval not to be unreasonably withheld. If ACBM is subsequently found in the building which reasonably should have been determined, identified, or known to the Landlord, the Landlord agrees to conduct, at Landlord's sole expense, an asbestos survey pursuant to the standards of the Asbestos Hazard Emergency Response Act (AHERA), establish an Operations and Maintenance (O&M) plan for asbestos management, and provide the survey report and plan to the Postal Service. If the Landlord fails to remove any friable asbestos or hazardous/toxic materials or substances, or fails to complete an AHERA asbestos survey and O&M plan, the Postal Service has the right to accomplish the work and deduct the cost plus administrative costs, from future rent payments or recover these costs from Landlord by other means, or may, at its sole option, cancel this Lease. In addition, the Postal Service may proportionally abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered unavailable to it by reason of such condition.

The Landlord hereby indemnifies and holds harmless the Postal Service and its officers, agents, representatives, and employees from all claims, loss, damage, actions, causes of action, expense, fees and/or liability resulting from, brought for, or on account of any violation of this clause.

The remainder of this clause applies if this Lease is for premises not previously occupied by the Postal Service.

By execution of this Lease the Landlord certifies:

- a. that, to the best of its knowledge, the property and improvements are free of all contamination from petroleum products or any hazardous/toxic or unhealthy materials or substances, including friable asbestos materials, as defined by applicable State or Federal law;
- b. that, to the best of its knowledge, there are no undisclosed underground storage tanks or associated piping, ACBM, radon, lead-based paint, or lead piping or solder in drinking water systems, on the property; and
- c. it has not received, nor is it aware of, any notification or other communication from any governmental or regulatory entity concerning any environmental condition, or violation or potential violation of any local, state, or federal environmental statute or regulation, existing at or adjacent to the property.

### 10. FACILITIES NONDISCRIMINATION

- a. By executing this Lease, the Landlord certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform services at any location under its control where segregated facilities are maintained.
- b. The Landlord will insert this clause in all contracts or purchase orders under this Lease unless exempted by Secretary of Labor rules, regulations, or orders issued under Executive Order 11246.

### 11. CLAUSES REQUIRED TO IMPLEMENT POLICIES, STATUTES, OR EXECUTIVE ORDERS

The following clauses are incorporated in this Lease by reference. The text of incorporated terms may be found in the Postal Service's Supplying Principles and Practices, accessible at [www.usps.com/publications](http://www.usps.com/publications).

Clause 1-5, *Gratuities or Gifts* (March 2006)

Clause 1-6, *Contingent Fees* (March 2006)

Clause 9-3, *Davis-Bacon Act* (March 2006)<sup>1</sup>

Clause 9-7, *Equal Opportunity* (March 2006)<sup>2</sup>

Clause 9-13, *Affirmative Action for Handicapped Workers* (March 2006)<sup>3</sup>

Clause 9-14, *Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era* (March 2006)<sup>4</sup>

Clause B-25, *Advertising of Contract Awards* (March 2006)

Note: For purposes of applying the above standard clauses to this Lease, the terms "supplier," "contractor," and "lessor" are synonymous with "Landlord," and the term "contract" is synonymous with "Lease."

<sup>1</sup> For premises with net interior space in excess of 6,500 SF and involving construction work over \$2,000.

<sup>2</sup> For leases aggregating payments of \$10,000 or more.

<sup>3</sup> For leases aggregating payments of \$10,000 or more.

<sup>4</sup> For leases aggregating payments of \$25,000 or more.

1. The Landlord shall, except as otherwise specified herein and except for damage resulting from the act or negligence of Postal Service agents or employees, maintain the demised premises, including the building and any and all equipment, fixtures, systems, and appurtenances, whether severable or non-severable, furnished by the Landlord under this Lease, in good repair and tenantable condition, during the continuance of the Lease. Landlord's duties include repair and replacement as necessary.

Notwithstanding the above, the Postal Service will be responsible for regular cleaning of gutters and downspouts connected to the outer edge (i.e., the eaves area) of the roof; Landlord will be responsible for regular cleaning of any other gutters, downspouts, troughs, scuppers, roof drains, etc.

For the purpose of so maintaining said premises and property, the Landlord may, at reasonable times, and upon reasonable notice to the facility manager, enter and inspect the same and make any necessary repairs thereto.

2. Landlord is responsible for inspection, prevention and eradication of termites and any other wood-eating insects and for repairs of any damage resulting therefrom during the continuance of the Lease.
3. ~~Landlord shall paint all interior and exterior previously painted surfaces as follows: no later than six (6) months following the start of the lease, and at least once every five (5) years during the continuance of the lease unless required more often because of damage from fire or other casualty, or unless the time period is specifically modified in writing by the Contracting Officer. Landlord is required to apply only one coat of paint. USPS will be responsible for cost of additional coats of paint, including application costs. USPS will be responsible for moving furniture and equipment away from walls as required.~~ - See Addendum 9.

4. Any heating system furnished by Landlord must be properly sized for the facility, must be in good working order, ~~and must be maintained~~ and, if necessary, replaced by Landlord to ensure proper operation during the continuance of the Lease and in accordance with this Maintenance Rider; such system must be capable of providing a uniform temperature of at least 65 degrees Fahrenheit (65°F.) in all enclosed portions of the demised premises (excluding the rear vestibule) at all times. Regardless of whether Landlord is required by the Lease to provide fuel for a heating system, any investigative or remediation cost associated with a release of fuel from the system, including any fuel tank, shall be the responsibility of the Landlord, unless the release is caused by the act or negligence of the Postal Service or its agents. The Postal Service shall be responsible for regular replacement of filters.  
- See Addendum 9.

Boilers (heating and hot water supply) and unfired pressure vessels provided by the Landlord as part of the leased premises shall be maintained and, if necessary, replaced by the Landlord in accordance with ASME Boiler and Pressure Vessel Code, Sections IV, VI, and VIII; National Fire Prevention Association (NFPA)-70, National Electric Code; and/or ASME Safety Code No. CSD-1, Controls and Safety Devices for Automatically Fired Boilers; ASME A18.1, Safety Standard for Platform Lifts and Chairlifts; NFPA-54, National Fuel Gas Code; and NFPA-31, Oil Burning Equipment Code, as applicable, or as required by local ordinances. Current safety certificates issued by an organization recognized by the National Board of Boiler and Pressure Vessel Inspectors or a federal, state or municipal authority which has adopted the American National Standard Institute/American Society of Mechanical Engineers (ASME) Boiler and Vessel Code, must be provided by the Landlord for boilers and unfired pressure vessels. In the event local jurisdictions do not require periodic inspection of such equipment, the Postal Service shall have the right to conduct inspections in accordance with the aforesaid codes, and may issue safety certificates, as appropriate.

5. Any elevators, escalators and dumbwaiters provided by the Landlord as part of the leased premises shall be maintained, and, if necessary, replaced by the Landlord during the continuance of the Lease in accordance with ASME A17.1, Safety Code for Elevators, Escalators, Dumbwaiters, and Moving Walks; ASME A17.2, Elevator Inspectors Manual; ASME A17.3 Safety Code for Existing Elevators and Escalators; ASME A17.4, Emergency Evacuation Procedures for Elevators; and ASME A17.5, Elevator and Escalator Electrical Equipment. Landlord must ensure that current safety certificates for elevators, dumbwaiters and escalators are issued by an organization authorized to inspect in accordance with the ANSI/ASME Code for Elevators, Dumbwaiters and Escalators or appropriate federal, state or municipal authority. In the event local jurisdictions do not require periodic inspection of such equipment, the Postal Service shall have the right to conduct inspections in accordance with the aforesaid codes, and may issue safety certificates, as appropriate.

6. Any air-conditioning equipment furnished by Landlord must be properly sized for the facility, must be in good working order, ~~and must be maintained~~ and, if necessary, replaced by Landlord to ensure proper operation during the continuance of the Lease and in accordance with this Maintenance Rider; air-conditioning must be capable of providing a uniform temperature of no greater than 78 degrees Fahrenheit (78°F.) in all enclosed portions of the demised premises at all times. Landlord shall be responsible for servicing of the air-conditioning equipment during the continuance of the Lease, including, refrigerant as required for proper operation of the equipment. The Postal Service shall be responsible for regular replacement of filters. - See Addendum 9.
7. Any electrical/power system furnished by Landlord must be properly sized for the facility, must be in good working order, and must be maintained and, if necessary, replaced by Landlord to ensure proper operation during the continuance of the Lease and in accordance with this Maintenance Rider.
8. Any wiring, including, but not limited to, wiring for the Electronic Security and Surveillance Equipment (ESS), Closed Circuit Television (CCTV), Very Small Aperture Terminal (VSAT), Criminal Investigation System (CIS), Intrusion Detection System (IDS), etc., installed by the Landlord shall be maintained, and if necessary, replaced by the Landlord during the continuance of the Lease. However, the Landlord shall not attempt any maintenance of, or repair of, or interfere with, the actual security, telephone, or telecommunications equipment, such as cameras, consoles, monitors, satellite dishes, telephone handsets, and Point-of-Service (POS) equipment.
9. Whether public or private water or sewer systems are provided, said systems are to be maintained and replaced by the Landlord during the continuance of the Lease, including any inspections that may be required.
10. If the demised premises or any portion thereof are damaged or destroyed by fire or other casualty, Acts of God, of a public enemy, riot or insurrection, vandalism, or are otherwise determined by the Postal Service to be unfit for use and occupancy, or whenever there is a need for maintenance, repair, or replacement which is the Landlord's obligation under this Maintenance Rider, the Postal Service will require the Landlord to rebuild or repair the premises as necessary to restore them to tenantable condition to the satisfaction of the Postal Service. The Postal Service will, except in emergencies, provide the Landlord with written notice stating a reasonable time period for completion of all necessary repairs. (A copy of any such notice shall be sent to the Landlord's mortgagee and any assignee of monies due or to become due under this Lease whose names and addresses have been furnished to the Postal Service by the Landlord. Failure to give such written notice to the Landlord or to the mortgagee or assignee shall not affect the Postal Service's rights to recover expended costs under this provision, provided that the costs expended by the Postal Service are reasonable in amount.) The Postal Service, acting through the Contracting Officer, may proportionately abate the rent for any period the premises, or any part thereof, are determined by the Postal Service to have been rendered untenable, or unfit for use and occupancy, by reason of such condition.

If the Landlord (or the mortgagee or assignee, on behalf of the Landlord) fails to prosecute the work with such diligence as will ensure its completion within the time specified in the notice (or any extension thereof as may be granted at the sole discretion of the Postal Service), or fails to complete the work within said time, the Postal Service shall have the right to perform the work (by contract or otherwise), and withhold the cost plus any administrative cost and/or interest, from rental payments due or to become due under this Lease. Alternatively, the Contracting Officer may, if the demised premises are determined to be untenable or unfit for use or occupancy, with reasonable discretion, cancel this Lease in its entirety, without liability.

The remedies provided in this section are non-exclusive and are in addition to any remedies available to the Postal Service under applicable law.

11. The Landlord must:
  - a. comply with applicable Occupational Safety and Health Standards, title 29 Code of Federal Regulations (CFR) (including but not limited to Parts 1910 and 1926), promulgated pursuant to the authority of the Occupational Safety and Health Act of 1970 (OSHA); and

- b. comply with any other applicable federal, state, or local regulation governing workplace safety to the extent they are not in conflict with a; and
- c. take all other proper precautions to protect the health and safety of:
  - (1) any laborer or mechanic employed by the Landlord in performance of this agreement; and
  - (2) Postal Service employees; and
  - (3) the public.

The Landlord must include this clause in all subcontracts hereunder and require its inclusion in all subcontracts of a lower tier. The term "Landlord" as used in this clause in any subcontract must be deemed to refer to the subcontractor.

## Facility Name/Location

BUELLTON - MAIN OFFICE (051014-001)  
140 W HIGHWAY 246, BUELLTON, CA 93427-9998

County: Santa Barbara  
Lease: Q90000436951

**1. HEAT**

Landlord must furnish heating system in good working order, in accordance with the Maintenance Rider, during the continuance of the lease. Any investigative or remediation cost associated with a release of fuel from the system, including any fuel tank, shall be the responsibility of the Landlord, unless the release is caused by the act or negligence of the Postal Service. The Postal Service pays all recurring fuel charges, provided such charges are separately metered for postal consumption.

**2. AIR CONDITIONING**

Landlord must furnish air conditioning equipment in good working order, in accordance with the Maintenance Rider, during the continuance of the lease. The Postal Service pays for recurring charges for power for the equipment, provided the power is separately metered for postal consumption.

**3. ELECTRICITY**

Landlord must furnish a separately metered electrical system in good working order for the demised premises, in accordance with the Maintenance Rider, during the continuance of the lease. The Postal Service will pay all recurring electric bills.

**4. LIGHT**

Landlord must provide light fixtures in good working order, in accordance with the Maintenance Rider, during the continuance of the lease. Landlord is not responsible for replacement of light bulbs.

**5. WATER**

Landlord must furnish a potable water system in good working order, in accordance with the Maintenance Rider, during the continuance of the Lease. The Postal Service pays for all recurring water bills during the continuance of the Lease, provided a separate meter or separate invoice is furnished by the appropriate authority.

**6. SEWER**

Landlord must furnish a sewer system in good working order, in accordance with the Maintenance Rider, during the continuance of the Lease. The Postal Service pays for all recurring sewer bills during the continuance of the Lease, provided a separate meter, or separate invoice is furnished by the appropriate authority.

**7. TRASH**

The Postal Service agrees to furnish and pay for all trash removal for the demised premises during the continuance of the Lease.

**8. SNOW**

Not Applicable



# Mortgagee's Agreement

(To be executed and attached to lease)

Facility Name/Location  
BUELLTON - MAIN OFFICE (051014-001)  
140 W HIGHWAY 246, BUELLTON, CA 93427-9998

County: Santa Barbara  
Lease: Q90000436951

The undersigned, Holder(s) of a mortgage (or similar encumbrance, such as a Deed of Trust), in the sum of \_\_\_\_\_ on the property situated at: \_\_\_\_\_

hereby consent(s) to the leasing of said property to the U.S. Postal Service and agree(s) for itself, its successors, executors, administrators, and assigns that in the event it should become necessary to:

- a) foreclose said mortgage or similar encumbrance, the Mortgagee will cause the sale of said premises to be made subject to said lease; or,
- b) take any other action terminating the mortgage or transferring title, the Mortgagee will cause such action to be made subject to said lease.

### MORTGAGEE

\_\_\_\_\_  
Name of Mortgage Company

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Signature of Mortgagee's Officer

Its: \_\_\_\_\_  
Title of Mortgagee's Officer

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State and ZIP+4

Subscribed and Sworn to before me, a notary public, in and for \_\_\_\_\_ County, State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



## **PROCLAMATION California Safe Digging Month**

**WHEREAS**, the 811 “Call Before You Dig” program is a vital public education and awareness program that will help keep Californians safe, and education is the key to promoting safe digging practices; and

**WHEREAS**, excavators, homeowners, and professional contractors can save time and money while making California’s communities a safer place to live and work by dialing 811 in advance of all digging projects; and

**WHEREAS**, utility lines are often buried only a few inches underground, making them easy to strike and cause damage and harm even during shallow excavation projects; and

**WHEREAS**, more than 170,000 underground utility lines are struck each year in the United States and approximately 33 percent of all digging damages in the United States result from not calling 811 before digging; and

**WHEREAS**, undesired consequences, such as service interruption, outages, damage to public and private infrastructure and property, damage to the environment, personal injury, and death, are risked by failing to call 811 before digging or safely marking utility lines; and

**WHEREAS**, as California’s economy continues to recover from the recession and the state’s economic recovery stimulates new construction, new construction requires supporting infrastructure, and California’s underground utility infrastructure is jeopardized by unintentional damage caused by those who fail to call before digging; and

**WHEREAS**, the free notification service provided by Underground Service Alert of Northern California and Nevada has dramatically reduced the number of accidents causing property damage, personal injury, and interruption of vital services; and

**WHEREAS**, California public agencies should enforce California Government Code 4216 regarding safe excavation practices, permitting and civil penalties.

**NOW, THEREFORE**, I, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, proclaim April 2015 as California Safe Digging Month and encourage all excavators, homeowners, and professional contractors to call 811 in advance of all digging projects.

**PASSED, APPROVED, and ADOPTED this 14<sup>th</sup> day of May 2015.**

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**Holly Sierra  
Mayor**

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: May 14, 2015

Subject: Discussion Regarding Library Zone Change

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**BACKGROUND**

The Buellton Library is currently in Zone 2, run by the City of Lompoc. The County Library Advisory Committee (LAC) voted on April 29, 2015, to recommend to the County of Santa Barbara Board of Supervisors that the Buellton Library be transferred to Zone 1, run by the City of Santa Barbara. The Solvang Library is also in Zone 1. The decision of the LAC was unanimous, with both our City Council representative Dan Baumann and 3<sup>rd</sup> District representative Judith Dale in support. Attachment 1 contains details regarding the transfer. The letter to the LAC from the Buellton City Manager stating the City's position is included as Attachment 2.

The reasons for supporting the transfer include the following:

- The Buellton Library will see an increase in the amount of County Library funds;
- It is more logical to have the Solvang and Buellton Libraries in the same zone so that resources can be shared between the branches; and
- Based on preliminary budget information from Lompoc, if Buellton stays in Zone 2 then City costs would most likely increase (note - this is very preliminary at this time). Most likely, the hours the Buellton Library is open would decrease under either scenario.

Any staff at the Buellton Library are either going to be under the direction of the City of Lompoc or the City of Santa Barbara. They were previously under a separate entity (the Library Board of Trustees) and not under control of the City of Lompoc. The Library Board of Trustees determined that the library system should be a department of the City of Lompoc. Therefore, irrespective of whether the Buellton Library is transferred to Zone 1 or remains in Zone 2, employees will be employees of either the City of Lompoc or City of Santa Barbara. The current library employees have been given layoff notices from the City of Lompoc, effective June 13. While the City of Buellton has no input into the personnel matters of these other cities, we have encouraged the laid off employees to apply for the new positions for whichever City the library is controlled by.

The details of how this change would affect the operational days and hours of the Buellton Library has not been decided, and would be determined through the City of Santa Barbara or City of Lompoc budget process, with consultation with the City of Buellton. The following is very preliminary information provided by each Library Director if the library stayed within their zone:

### **Lompoc**

The costs and hours of operation have not been determined. It appears that two benefitted positions would operate the library.

### **Santa Barbara**

Santa Barbara has run scenarios for the Buellton Library being open its current 47 hours, 38 hours, or 25 hours. The most cost effective schedule would have the library open for 29.5 hours. The ultimate determination of how many hours the library is open depends on how much of the County per capita funds are allocated between the Solvang and Buellton Libraries. The current branch manager of the Solvang Library would oversee the Buellton branch. The other employees would be hourly, non-benefitted employees.

I am in contact with the City Administrators of each City as well as their Library Directors. Neither Library Director can provide the City a guarantee that the Buellton Library will not temporarily close during the transition period after June 13, irrespective of which zone the library is placed. Both Library Directors have been invited to the City Council meeting to answers questions.

The LAC has asked for the City of Buellton to send a letter to the Board of Supervisors supporting the transfer.

## **FISCAL IMPACT**

Under the current Library Zone set-up, the Solvang Library receives \$111,000 of County library funds. The Buellton Library, on the other hand, only receives \$37,000. This is due to the difference in service area population. By moving to Zone 1, the Buellton Library would receive a larger share of the County library funding. However, the details of the amount of the increase have not been worked out at this time.

## **RECOMMENDATION**

That the City Council authorize the City Manager to submit a letter to the Board of Supervisors supporting the transfer of the Buellton Library from Zone 2 (Lompoc) to Zone 1 (Santa Barbara).

## **ATTACHMENTS**

Attachment 1 – Details of Proposed Transfer from Zone 2 to Zone 1  
Attachment 2 – March 16, 2015, Letter from City Manager

## 8A. DISCUSSION OF LIBRARY ZONES

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### BACKGROUND

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The Solvang, Los Olivos and Santa Ynez Libraries are part of Zone 1, under the administration of the Santa Barbara Public Library. The Los Olivos and Santa Ynez Libraries do not provide services other than loaning of materials, each open three hours per week and are usually staffed by volunteers. The Buellton Library is part of Zone 2, administered by the Lompoc Public Library. For a better understanding of the geography of the above mentioned libraries refer to 8A.2

It has been proposed several times that these libraries be administered by the same zone. Several options have been discussed including a creation of a Zone 4, transferring Solvang, Los Olivos and Santa Ynez Libraries to Zone 2, and shifting the Buellton Library into Zone 1. The creation of a Zone 4 was examined by former Lompoc Library Director, Molly Gerald and current Library Director of Santa Barbara, Irene Macias in 2010. It was determined that the administrative costs would be too steep to create a new zone. Alternatively, absorbing Solvang, Santa Ynez and Los Olivos into Zone 2 was also dismissed because of the rich programming opportunities that the Solvang Library would lose if it left Zone 1. The transfer of Buellton into Zone 1 remains the only viable option. This option was also previously examined and dismissed because Santa Barbara staffing costs were much higher than Lompoc's. However, as a part of the transfer of the Lompoc Library to the City of Lompoc all classifications for the Library system have been examined. The Lompoc Library System will be correcting several classification issues and this will result in a new higher classification that will be in charge of the branch libraries. Thus, Buellton staffing costs will rise whether they stay in Zone 2 or transfer to Zone 1.

### DISCUSSION

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The residents of Buellton and Solvang view their community libraries as "theirs," rather than part of a larger jurisdiction. The input of community leaders, city administrators, and city councils is an important part of the evaluation of possible changes to the current model of service for Buellton and Solvang. The Library Director has met with the Buellton City Manager and Library Advisory Committee 3<sup>rd</sup> District Representative, Judith Dale. Both were in favor of the transfer if the Buellton Library is able to maintain current hours and retain a separate library in Buellton.

The goal of the Library Directors is to provide the best possible service to library users in Buellton, Los Olivos, Santa Ynez and Solvang. The current separation of the libraries allows for confusion and frustration on the part of patrons as policies and procedures are often different between Solvang and Buellton branches. Correspondingly, if Solvang and Buellton were under the same administration they could offer programming to complement one another verses competing with each other. Finally, the possible fiscal impacts of the transfer of Buellton into Zone 1 overwhelmingly support this change.

As noted above, the Buellton and Solvang libraries are currently in separate jurisdictions and as a result they currently operate under different administrative models.

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### ADMINISTRATION

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**Buellton Model:** The Buellton Library operates with a FT lead clerk with a classification of Library Clerk III. This position is a lead position but not one with any administrative responsibility. The position is not required to have a college degree. The Buellton FT staff operate with less autonomy than Solvang and requires guidance from the main library. Staff members are City of Lompoc employees. The structure of

the Buellton model will be changing for FY 15/16. The new classification that can operate a small branch Library is the Library Tech II. The clerical series (Clerk I – III) will no longer exist within the Lompoc Library System.

The Lompoc Library has in place a cost allocation structure for staff who provide branch support at a cost of \$20,913. This covers computer support, cataloging, acquisitions, collection development, programming, and support from the Library Director, Administrative Aide, and Adult and Youth Services Managers at the Lompoc Library. The City of Lompoc also charged an administrative fee of \$4,982.

**Solvang Model:** The Solvang Library operates with a FT manager classification of Senior Library Technician. The manager has a high level of autonomy and responsibility for branch operations. The Solvang Branch Manager oversees the Los Olivos and Santa Ynez libraries which are primarily staffed with volunteers. Solvang Branch Manager tasks include staff supervision and evaluation, programming, and implementation of all library policies and procedures.

### FUNDING

Current Proposed County Funding FY15/16				
Library	Total Population of city	Population used to calculate per capita	Per Capita Rate	County Funds
Buellton	4,858.00	5,505.00	6.803	\$37,450.52
Solvang	5,363.00	16,336.00	6.803	\$111,133.81

The Santa Barbara Library Director has indicated that if the zone lines were re-drawn and Buellton was included in Zone 1 that the census tracts would be studied to determine a fair division between Solvang and Buellton, but ultimately the County would be expected to give some direction on a fair division.

Funding Sources FY 14/15				
Library	City	Friends	Fines/Fees	Misc.
Buellton	\$91,641	\$5,358	\$10,000	\$5,050
Solvang	\$88,000	\$20,000	\$10,900	\$8100

### FISCAL IMPACT

There is a small fiscal impact to the remaining two branches within Zone 2. However, the Black Gold base fee will be offset in future budgets due to the addition of the Charlotte Web Mobile Library.

Total Fiscal Impact to Zone 2		
	Lompoc	Village
Admin Fee to Lompoc	\$20,913.00	
% Black Gold Base Fee	\$4,134.50	\$4,134.50
<b>Total</b>	<b>\$ 25,047.50</b>	<b>\$4,134.50</b>



# City of Buellton

March 16, 2015

County of Santa Barbara  
Library Advisory Committee

RE: Library Zone Discussion for Buellton Library

Please include this letter in the public record for Item No. 4 of your March 18, 2015, Agenda.

The City of Buellton believes that moving the Buellton Library from Zone 2 to Zone 1 makes sense from a financial standpoint as the Buellton Library will have more County funds available and the administrative costs would be lower. We would also have access to additional programs and services not currently provided to our library. However, the concerns we have include making sure the Buellton Library maintains its current days and hours of operation and ensuring our residents that the Buellton branch will remain in place. The Buellton Library is heavily used by our residents who rely upon the services and resources it provides. These concerns need to be addressed as we move forward.

While we realize the City of Buellton has no input in staffing of the library under either scenario, we are concerned that the long time staff here in Buellton will essentially be out of jobs for whichever scenario is approved. That is going to be a public relations issue that you will be facing from the residents of Buellton, not to mention the affected employees that have served Buellton for many years. The success of the Buellton Library is due to its staff and the City wants to ensure that our residents will have supportive staff in place no matter which zone the Buellton Library ends up joining.

Depending on the decision reached, the City of Buellton would like to meet with the library director to make sure our concerns are addressed as we move forward to serve the residents of Buellton. Thank you for the opportunity to comment.

Sincerely,

Marc P. Bierzinski  
City Manager

CC; Buellton City Council  
Judith Dale, 3<sup>rd</sup> District Representative

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: May 14, 2015

Subject: Award of Contract for Citywide Landscape Maintenance Services

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**BACKGROUND**

The City's existing Landscape Maintenance Service Contract with Valley Crest expired on December 30, 2014. The contract has currently been extended month to month to enable the City to proceed with the Request for Proposal (RFP) process for professional services. In February 2015, the City distributed and publicly noticed a request for proposals for the Citywide Landscape Maintenance Service Contract. The RFP included all areas of landscape maintenance (see Attachment 1), so that the service costs can be established for all areas. The RFP includes clearly outlines specific performance requirements as well as penalties should these performance requirements not be met.

On March 26, 2015, proposals were received from The Valley Gardener, Valley Crest, and JD Humann. The proposals were distributed to an evaluation committee which included the following items as a basis for scoring:

- Experience in comparable work and contracts
- Company and proposed team qualifications/experience
- Understanding of the Scope of Work and Completeness of proposal
- Adequacy of proposed workforce
- Ability to perform
- Contractor's license and appropriate application licenses
- Quality control plan
- Maintenance schedule
- Reporting and Regulations
- References
- Knowledge of local conditions
- Ability to keep costs reasonable in relation to the scope of services

Based on these evaluations, the committee agreed that the proposal from The Valley Gardener stood out from the others. The cost for The Valley Gardner is \$181,920.00 (\$131,580 for Valley Crest and \$208,191 for JD Humann). The committee discussed the difference in cost in relation to the proposed efforts and scope of services. The following items were key details that the committee agreed provided that additional value to Valley Gardener's proposed services:

- The Valley Gardener is proposing a 4-5 person crew dedicated to the City of Buellton Contract, plus a supervisor
- They understand the Scope proposed and the performance criteria detailed in the RFP.
- Pest management is included in their proposal. Currently pest management is a separate contract and has been difficult for staff to coordinate the efforts. With The Valley Gardener's experience and certifications for pest control, they propose more effective control by integrating this service while on site to immediate address issues.
- Location. The Valley Gardener is a Buellton business and is personally vested to providing a quality service in its own backyard.
- Repair and replacement of parts due to normal wear are included in their costs. Staff would not have to separately purchase sprinkler parts.
- Annual Cleaning of drainage swales at River View Park is included in their costs and maintenance activities.

The contract term specified in the request for proposal is for an initial twenty-four month period (contract starting on July 1, 2015 and ending June 30, 2017), with four potential one-year extensions. At the conclusion of the initial twenty four month period, the City will perform an evaluation of the contractor's performance. The City may elect to provide an extension of their contract. If extensions are considered, an evaluation will be conducted at the end of each extension.

The RFPs that were received are available for review upon a request to the Public Works Department.

### **FISCAL IMPACT**

Contract amount of \$180,240 (this is \$1,680 less than the proposal amount due to the removal of area S-9, which was incorrectly marked) would be included in the FY 2015-16 Budget. Funding for this contract is from the contract services line item in two funds - Landscape Maintenance (001-556-6201-000) and Parks (001-552-6201-000) Funds. The proposed contract amount for these base services is \$180,240 and would be appropriated as follows: \$134,400 (Parks) and \$45,840 (Landscape).

### **RECOMMENDATION**

That the City Council authorize the City Manager to enter into a contract for the Citywide landscape maintenance service with The Valley Gardener in an amount of \$180,240 per year and for an initial contract period of twenty four months with possible four one-year extensions.

### **ATTACHMENT**

Attachment 1- Landscape Maintenance Area Maps



LANDSCAPE  
MAINTENANCE  
ATLAS



INDEX



FEBRUARY 2015



# LANDSCAPE AREAS

## Legend

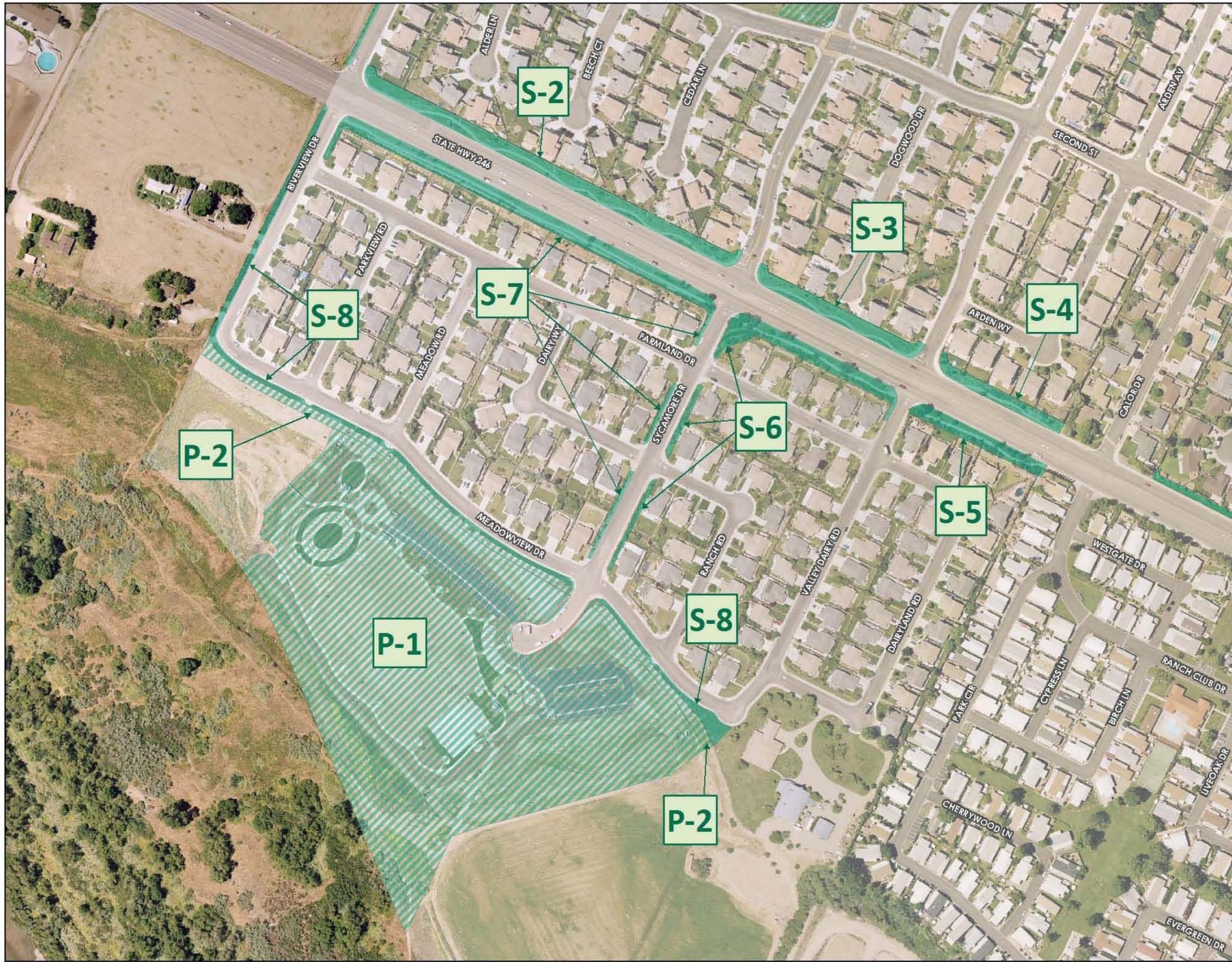
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-  Median (M)
-  Parks & Open Space (P)
-  Street Parkways (S)



### SHEET 1



FEBRUARY 2015





# LANDSCAPE AREAS

## Legend

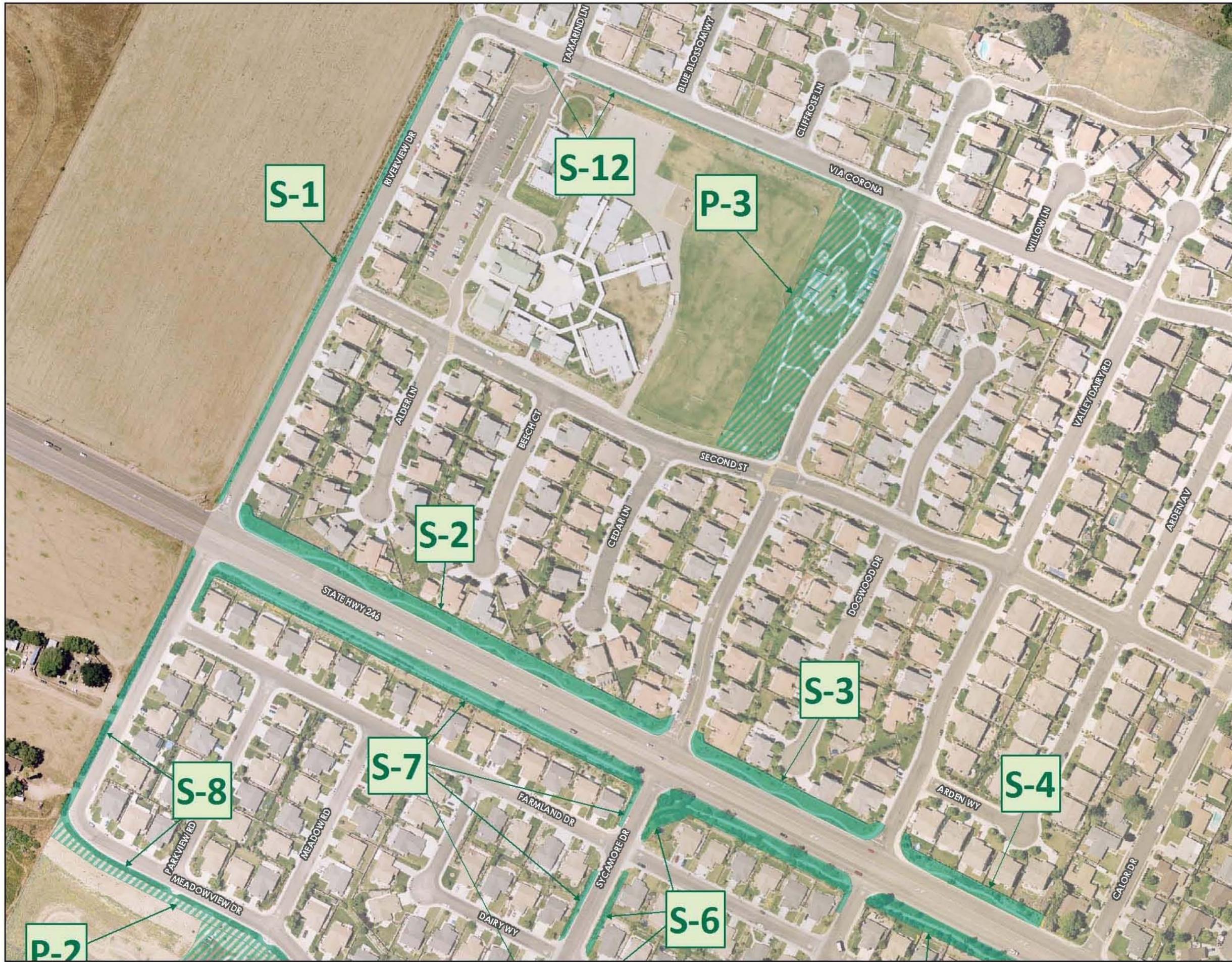
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- Median (M)
- Parks & Open Space (P)
- Street Parkways (S)



SHEET 2



FEBRUARY 2015

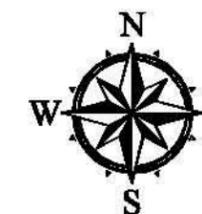




# LANDSCAPE AREAS

## Legend

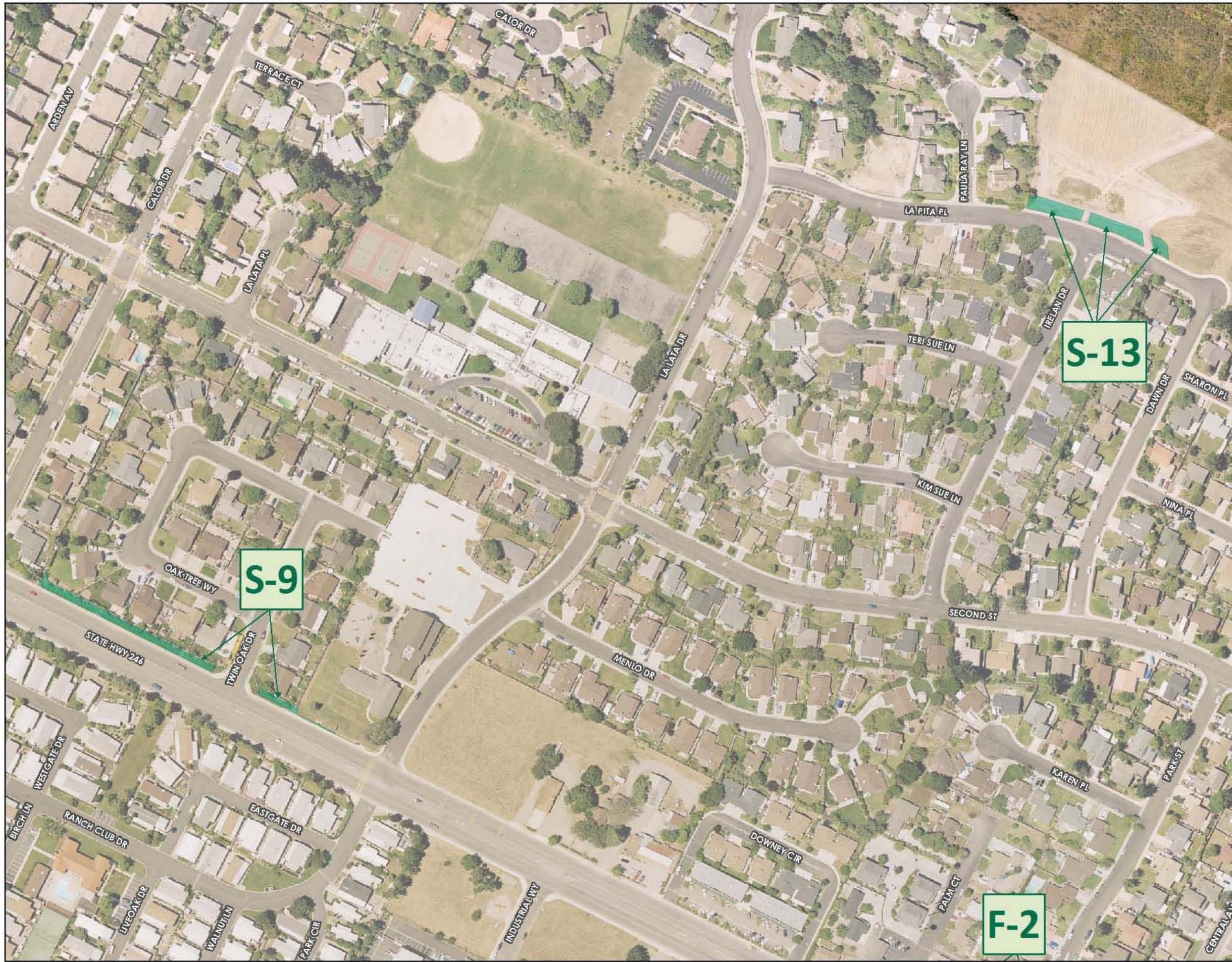
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- Median (M)
- Parks & Open Space (P)
- Street Parkways (S)



SHEET 3



FEBRUARY 2015





# LANDSCAPE AREAS

## Legend

- Facilities (F)
- Median (M)
- Parks & Open Space (P)
- Street Parkways (S)



SHEET 4



FEBRUARY 2015





# LANDSCAPE AREAS

## Legend

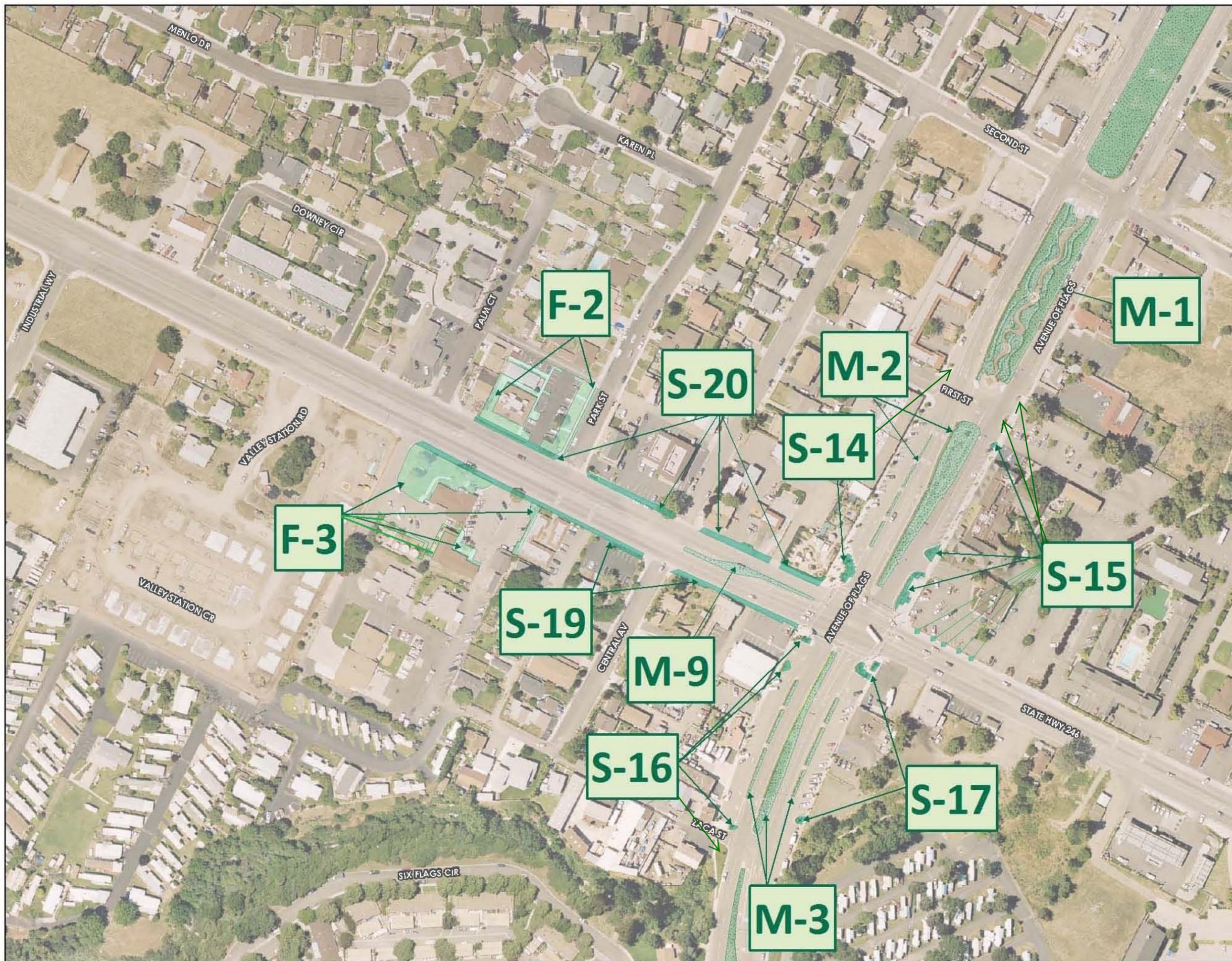
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- Median (M)
- Parks & Open Space (P)
- Street Parkways (S)



SHEET 5



FEBRUARY 2015

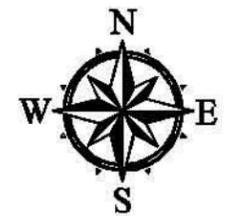




# LANDSCAPE AREAS

## Legend

- Facilities (F)
- Median (M)
- Parks & Open Space (P)
- Street Parkways (S)



SHEET 6



FEBRUARY 2015





# LANDSCAPE AREAS



## Legend

- Facilities (F)
- Median (M)
- Parks & Open Space (P)
- Street Parkways (S)



SHEET 7



FEBRUARY 2015

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Carolyn Galloway-Cooper, Finance Director  
Marc Bierdzinski, City Manager

Meeting Date: May 14, 2015

Subject: Budget Study Session for Fiscal Year 2015-16 Budget

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**BACKGROUND**

The proposed budget (Attachment 1) contains a set of recommended actions that increase the General Fund revenues by \$791,343 or 13 percent, and expenditures by \$717,668 or 12 percent. The increase in revenues includes several major components: increase in Transient Occupancy Tax, Property Tax, Sales Tax, Motor Vehicle License fee and various charges for current services. These increases are partially offset by savings realized from the use of reserves that had been established for Capital Improvement Projects. The increase in expenditures is mostly due to funding the City's Capital Improvement Program and service level enhancements discussed below.

**Source of Funds – General Fund Operating Budget**

- Transient Occupancy Tax  
The Hampton Inn adds an additional hotel and is expected to increase revenues by \$75,000. In addition, a 2% increase is expected for the existing continued annual revenues.
- Sales Tax  
Tractor Supply and various planned commercial establishments at the City's Crossroads location are expected to increase revenues. Our contractor, HdL anticipated an increase in Sales and will provide an estimated amount prior to budget adoption. In addition, while offsetting the gradual elimination of the Sales Tax Compensation fund by the State, staff estimates a net increase of \$15,000.
- Property Tax  
Growth is anticipated in this category with the approved Village Townhomes and senior citizen apartment complex. An increase of \$80,000 is expected.

- Other Revenue  
An increase is expected in Recreation revenue with growth in activity each year. Motor Vehicle License Fee revenue is anticipated to increase by about \$12,000. The Capital Improvement Projects (CIP) will be funded from reserves as a result of savings in prior years, after offsetting net revenue against expenditures.

### **Use of Funds – General Fund Operating Budget**

- City Council  
Video streaming of City Council meetings is included under Computer Maintenance and Software. The discussion of the video streaming and associated costs will occur at the May 28 City Council meeting. We have included this as a placeholder until the City Council makes a final decision on this item on May 28.
- Finance  
Two new positions are being proposed to replace two existing Accounting Technicians in the Finance Department. The Accounting and Revenue Specialist will be key employees working on billing, collections, reconciliations, CIPs, Payroll, Private Projects and a variety of cash and financial duties. The conversion to Tyler Software advances the financial accounting and Utility Billing systems for the Department and the public. The conversion will be complete in the first half of 2015-16 at which time the Department staff will reduce to 1 Part-time staff person and two full time staff (by January 2016), pending approval of the new positions. Staff will be bringing the positions to City Council for approval in June.
- Non-Departmental  
Due to changes to CalPERS risk pools, the City will be invoiced for an annual Unfunded Accrued Liability (UAL) in addition to being charged the Employer Contribution rate as a percentage of payroll. This UAL is split and budgeted in the General Fund (Non-Departmental) and the Enterprise Funds. CalPERS isolated the Unfunded Accrued Liability (UAL) which is the difference between assets and liabilities within the plan on a Market Value of Assets (MVA) basis.  
  
Contributions to non-profit agencies include: Senior Center (\$50,000), People Helping People (\$11,400), Food bank of Santa Barbara County (\$8,400), SYV Fruit and Vegetable Rescue (\$5,300) and Aquatics Foundation (\$3,800).
- Public Safety  
The City did not receive a final budget from the Sheriff Department due to ongoing negotiations. The City budgeted the maximum amount (5% increase) to maintain status quo service levels. Upon receiving a final amount, staff will notify Council and change the proposed maximum. Staff records the gross expenditure (\$1,780,000) offset by the COPs grant (\$100,000). The Fire Department increased by 2.6% at a proposed amount of \$193,696.

- **Community Resource Deputy (CRD)**  
Attachment 2 is a memo summarizing information from the Sheriff and School District regarding the CRD funding options. At this point, absent any monetary contribution from the School District, staff would not recommend budgeting for a CRD for the upcoming fiscal year. Other funding options and ways to address the situation can be further studied as we move forward.
  
- **Public Works: General; Landscape Maintenance; Engineering; Parks**  
Public Works also covers operations and maintenance of building facilities such as City Hall, Library, Council Chambers, Post Office, Sheriff's Office, Park and Ride and multiple parks facilities and asset maintenance of the City's fleet and heavy equipment.
  
- **Planning Department**  
The Planning Director is funded although currently remains unfilled. Increased development within the City requires contract services to increase (for preparation of the Avenue of Flags Specific Plan, economic development, and contract planning, all previously authorized by the City Council). Funds from salaries will be transferred to contract services on an as-needed basis to fund the approved contract Planner position.
  
- **Recreation**  
The Recreation Department no longer partners with the City of Solvang for Summer Camp program thus reducing expenditures in the "50/50" expenditure category.

### **Fund Balance**

- **General Fund Reserves** - Current General Fund revenue is sufficient to cover expenditures. Cash reserves are at over \$3 Million and reserves will be used to cover CIPs totaling \$669,884, unless revenue exceeds budget, in which case the amount of reserves used would decrease. The use of reserves for the CIP is needed to fund necessary infrastructure improvements.
  
- **Sewer Fund Reserves** – Current sewer fund cash reserves are at over \$1.5 Million and will be used to cover the Sewer fund operating expenditures including CIPs. CIPs total \$283,333. Although we have raised the sewer rates with the ultimate goal of making the fund self-sufficient, a continued effort such as a rate study will assist in reversing the deficit.
  
- **Water Fund Reserves** – Current water fund cash reserves are at over \$2.5 Million and will be used to cover the Water fund operating expenditures including CIPs. CIPs total \$1,103,333. Sufficient revenue to cover operating expenditures exists. A rate study will assist in maintaining this trend.

- Special Fund Reserves – CIPs are the major category for expenditures. Special funds include Measure A, Transportation Development Act (TDA) and Gas Tax. TDA funds will require interfund transfers from the Measure A and General Fund for operating (Breeze, Dial-a-Ride, other rapid transit) and CIP expenditures as follows: (Measure A: \$816,247; TDA: \$50,000; Gas Tax: \$775,000).
- Library  
The budgeted amount is consistent with the prior year at \$99,741. Staff is awaiting direction on the status of zone changes, which may change the budgeted amount under “contract services”.

### **Capital Improvement Projects**

- General Fund  
Covers Public Works, Finance, Storm Water and Parks and is recorded under Budget Unit “Non-Departmental”. Projects include financial software upgrade, facilities maintenance, City Hall office rehabilitation, pedestrian/sidewalk improvements, Industrial Way Streetlights and Village Park improvements (\$669,884).
- Gas Tax  
Funding is the State of California and includes McMurray Road Widening and Road maintenance at various locations.
- Transportation Development Act (TDA)  
Funding is the State of California and includes North Ave of the Flags Park and Ride. Allocations come from SBCAG.
- Measure A  
Funding is the State of California and includes Sidewalks, Phase III Hwy 246/Sycamore Pedestrian crossing, Road maintenance and Highway 246 Sidewalk. Cal Trans and private funding for some projects is allocated and other allocations come from SBCAG.
- Enterprise Funds  
Funding is provided by the funds and includes Fundware software upgrade, Water Treatment Facilities, Backwash reclamation, Water meters, Recycled water (joint with Wastewater), Sewer Collection System Clean and Wastewater Treatment Facilities.

### **FISCAL IMPACT**

The fiscal impact will be determined as a result of any additions, changes, or deletions to the Budget made by the Council.

**RECOMMENDATION**

That the City Council review the Fiscal Year 2015-16 Preliminary City Budget and make revisions.

**ATTACHMENTS**

Attachment 1 – Proposed Fiscal Year 2015-16 Preliminary City Budget  
Attachment 2 –Community Resource Deputy Information

**CITY OF BUELLTON  
ANNUAL OPERATING BUDGET  
JULY 1, 2015 – JUNE 30, 2016**



**CITY HALL  
107 WEST HIGHWAY 246  
BUELLTON, CA 93427  
805-686-0137  
[www.cityofbuellton.com](http://www.cityofbuellton.com)**

**City Council Members/City Manager**

**Fiscal Year 2015-2016**

**Holly Sierra, Mayor**

**Ed Andrisek, Vice Mayor**

**Daniel Baumann, Council Member**

**John Connolly, Council Member**

**Leo Elovitz, Council Member**

**Marc Bierdzinski, City Manager**

# **REVENUE PROJECTIONS**

## **BY FUND**

**REVENUE PROJECTIONS**  
**Fiscal Year 2015-16**

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
<b><u>GENERAL FUND</u></b>							
<b><u>TAXES</u></b>							
001-301-4001-000	Property Taxes - Secured	891,993	1,403,921	1,070,560	1,118,000	1,120,000	1,200,000
001-302-4002-000	Property Taxes - Unsecured	38,069	43,381	38,934	41,000	41,000	44,000
001-309-4007-000	Homeowners Exemption	7,701	7,217	6,986	7,000	7,000	7,500
001-310-4101-000	Franchise Fees	209,220	207,922	216,444	210,000	210,000	210,000
001-311-4102-000	Sales & Use Tax	1,149,460	1,303,067	1,484,107	1,447,655	1,500,000	1,847,000
001-311-4115-000	Sales Tax Compensation	403,292	441,018	451,304	517,169	550,000	218,000
001-312-4103-000	Transient Occupancy Tax	1,193,216	1,344,904	1,604,086	1,740,000	1,600,000	1,850,000
001-321-4106-000	Property Transfer Tax	15,703	15,333	16,235	20,000	20,000	30,000
	TOTAL:	3,908,655	4,766,763	4,888,656	5,100,824	5,048,000	5,406,500
<b><u>FEES &amp; PERMITS</u></b>							
001-325-4301-000	Park Quimby Act Fees	20,684	0	0	0	0	0
001-357-4802-000	Zoning Clearance	1,080	1,530	1,195	1,500	1,200	1,500
001-378-4205-000	Engineering Fees	3,628	1,587	51,200	8,000	3,000	10,000
	TOTAL:	25,392	3,117	52,395	9,500	4,200	11,500
<b><u>FINES &amp; PENALTIES</u></b>							
001-340-4401-000	Criminal Fines and Penalties	45,077	45,349	34,155	40,000	40,000	40,000
001-342-4402-000	Fines & Fees	3,265	2,322	581	15,000	2,500	15,000
	TOTAL:	48,342	47,671	34,736	55,000	42,500	55,000
<b><u>USE OF MONEY &amp; PROPERTY</u></b>							
001-345-4904-000	Interest Income	69,627	91,063	43,705	20,000	75,000	20,000
001-346-4905-000	Rent	62,568	60,115	67,615	68,865	68,865	70,000
	TOTAL:	132,195	151,178	111,320	88,865	143,865	90,000
<b><u>GENERAL FUND</u></b>							
<b><u>REVENUES FROM OTHER AGENCIES</u></b>							
001-322-4107-000	Motor Vehicle In-Lieu	21,917	2,501	2,069	2,400	2,400	2,400
001-322-4116-000	MV License Fee Compensation	366,193	363,524	369,601	375,000	363,000	375,000
001-333-4508-000	COPS	100,000	100,000	100,000	100,000	100,000	100,000
001-333-4506-000	CA Indian Gaming Grant	165,000	83,376	83,376	0	83,376	0
001-333-4510-000	CA Bikeways and Trails Grant	48,061	0	0	0	0	0
001-365-4807-000	Beverage Container Grant	0	0	5,000	5,000	5,000	5,000
001-376-4908-000	CA Proposition 1B Funding	0	40,629	0	0	0	0
	TOTAL:	701,171	590,030	560,046	482,400	553,776	482,400

**REVENUE PROJECTIONS**  
**Fiscal Year 2015-16**

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
<b>CHARGES FOR CURRENT SERVICES</b>							
001-320-5801-000	Buellton Recreation Program	100,313	90,691	99,182	85,000	85,000	90,000
001-320-5801-001	Recreation Program 50/50	17,528	37,271	38,948	25,000	25,000	5,000
001-320-5802-000	Buellton Recreation Program-Trips	21,373	32,395	43,095	40,000	45,000	45,000
001-325-5814-000	Park Reservation Fees	3,650	5,360	8,250	5,000	3,500	5,000
001-348-4403-000	Special Event Fees	645	1,490	1,165	1,500	1,000	1,500
001-390-4917-000	Miscellaneous	18,032	88,496	10,125	10,000	6,600	10,000
001-390-4918-000	Developer Reimb for Planning cost	0	0	29,163	30,000	12,000	40,000
001-390-4919-000	Staffing Costs Related to CIP	0	0	0	40,500	0	50,000
001-393-4925-000	Transfer in from Other Funds/Reserves (CIP)	0	10,928	59,073	50,000	200,000	669,884
	<b>TOTAL:</b>	<b>161,541</b>	<b>266,631</b>	<b>289,001</b>	<b>287,000</b>	<b>378,100</b>	<b>916,384</b>
<b>GENERAL FUND REVENUE</b>		<b>4,977,296</b>	<b>5,825,390</b>	<b>5,936,154</b>	<b>6,023,589</b>	<b>6,170,441</b>	<b>6,961,784</b>
<b>SPECIAL REVENUE FUNDS</b>							
<b>WASTEWATER ENTERPRISE FUND</b>							
005-345-4904-000	Interest	12,472	5,792	3,386	2,000	6,000	2,000
005-350-4602-000	Sewer Revenue	572,545	642,280	689,539	746,000	700,000	725,000
005-354-4605-000	Connection Fees	36,975	0	0	90,000	0	50,000
005-355-4606-000	Setup Fees	915	820	740	500	950	900
005-358-4607-000	Late Charges	4,413	4,935	5,446	4,500	4,000	4,000
005-393-4925-000	Transfer from Reserves for CIP/Staff Costs	0	0	0	0	0	519,315
	<b>TOTAL:</b>	<b>627,320</b>	<b>653,827</b>	<b>699,111</b>	<b>843,000</b>	<b>710,950</b>	<b>1,301,215</b>
<b>WATER ENTERPRISE FUND</b>							
020-345-4904-000	Interest	11,300	5,610	4,546	3,000	5,000	3,000
020-349-4601-000	Bulk Water	10,787	4,006	20,327	20,000	4,000	20,000
020-350-4602-000	Water Sales	1,376,863	1,441,307	1,512,560	1,400,000	1,550,000	1,428,000
020-351-4603-000	Water Service Installation	1,515	0	0	3,000	500	500
020-354-4605-000	Connection Fees	41,600	0	0	185,000	0	50,000
020-355-4606-000	Setup Fees	915	825	740	1,000	900	900
020-358-4607-000	Late Charges	11,277	11,948	12,805	10,000	10,000	10,000
020-359-4608-000	Reinstatement Fee	3,189	2,272	2,529	2,100	2,600	2,100
020-389-4810-000	Infrastructure Contributions	36,000	36,380	0	0	0	0
020-393-4925-000	Transfer from Reserves for CIP/Staff Costs	0	0	0	0	0	1,691,564
	<b>TOTAL:</b>	<b>1,493,447</b>	<b>1,502,348</b>	<b>1,553,507</b>	<b>1,624,100</b>	<b>1,573,000</b>	<b>3,206,064</b>
<b>HOUSING FUND</b>							
023-345-4904-000	Interest	7,165	6,792	219	5,000	5,000	5,000
023-388-4915-000	Housing Fees	160,854	0	0	0	0	0
	<b>TOTAL:</b>	<b>168,019</b>	<b>6,792</b>	<b>219</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>SPECIAL REVENUE FUNDS</b>							
<b>TRAFFIC MITIGATION FUND</b>							
024-345-4904-000	Interest	25	49	25	25	25	25
024-384-4914-000	Traffic Mitigation Fees	17,856	5,200	0	0	0	0
	<b>TOTAL:</b>	<b>17,881</b>	<b>5,249</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>

**REVENUE PROJECTIONS**  
**Fiscal Year 2015-16**

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
<b><u>GAS TAX FUND</u></b>							
025-345-4904-000	Interest	6,344	2,630	1,845	1,500	2,000	2,000
025-376-4908-000	Surface Transportation Program	74,841	71,153	73,327	73,327	55,000	70,000
025-379-4909-000	Traffic Congestion Relief	0	0	0	0	0	0
025-380-4108-000	2105 Funds	24,859	19,424	32,065	22,788	23,520	27,955
025-380-4109-000	2106 Funds	17,944	16,182	17,739	19,906	23,105	19,211
025-380-4110-000	2107 Funds	33,182	32,215	34,118	33,027	28,903	38,414
025-380-4111-000	2107.5 Funds	1,000	0	1,000	1,000	1,000	1,000
025-380-4113-000	Prop 42 Replcmt/Sec 2103	38,645	40,998	64,573	69,043	65,739	24,274
025-393-4925-000	Transfer from Reserves for CIP/Staff Costs	0	0	0	0	0	592,146
	<b>TOTAL:</b>	<b>196,815</b>	<b>182,602</b>	<b>224,667</b>	<b>220,591</b>	<b>199,267</b>	<b>775,000</b>
<b><u>MEASURE D</u></b>							
026-345-4904-000	Interest	555	0	0	0	0	0
026-382-4113-000	Measure D	27	0	0	0	0	0
	<b>TOTAL:</b>	<b>582</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>LOCAL TRANSPORTATION FUND</u></b>							
027-345-4904-000	Interest	920	154	10	10	150	20
027-381-4910-000	SB 325 (LTF/TDA) - Bikeways	2,669	16,424	3,718	3,767	3,718	3,000
027-381-4911-000	SB 325 (LTF/TDA) - Roads	0	0	7,722	0	0	0
027-381-4913-000	SYVT Dial-A-Ride Subsidy	0	0	0	0	0	0
027-398-4923-000	Transfer from Other Funds	0	0	40,350	25,000	126,100	92,100
	<b>TOTAL:</b>	<b>3,589</b>	<b>16,578</b>	<b>51,800</b>	<b>28,777</b>	<b>129,968</b>	<b>95,120</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>							
<b><u>TRANSPORTATION PLANNING</u></b>							
029-345-4904-000	Interest	6	0	0	0	0	0
029-381-4912-000	STA Funding	25,160	27,071	27,100	25,000	25,000	20,000
029-398-4923-000	Transfer from General Fund	0	0	36,600	32,000	45,000	25,000
	<b>TOTAL:</b>	<b>25,165</b>	<b>27,071</b>	<b>63,700</b>	<b>57,000</b>	<b>70,000</b>	<b>45,000</b>
<b><u>MEASURE A</u></b>							
031-345-4904-000	Interest	333	793	706	350	350	350
031-393-4925-000	Transfer from Reserves for CIP/Staff Costs	0	0	0	0	0	512,270
031-382-4113-000	Measure A	280,710	472,235	295,278	326,250	322,897	342,727
	<b>TOTAL:</b>	<b>281,043</b>	<b>473,028</b>	<b>295,984</b>	<b>326,600</b>	<b>323,247</b>	<b>855,347</b>
<b>TOTAL SPECIAL REVENUES</b>		<b>2,813,862</b>	<b>2,867,495</b>	<b>2,889,013</b>	<b>3,105,093</b>	<b>3,011,457</b>	<b>6,282,771</b>
<b>TOTAL GENERAL FUND</b>		<b>4,977,296</b>	<b>5,825,390</b>	<b>5,936,154</b>	<b>6,023,589</b>	<b>6,170,441</b>	<b>6,961,784</b>
<b>TOTAL REVENUES</b>		<b>7,791,158</b>	<b>8,692,885</b>	<b>8,825,167</b>	<b>9,128,682</b>	<b>9,181,898</b>	<b>13,244,555</b>

# **EXPENDITURE PROJECTIONS**

## **BY FUND**

**City of Buellton, California**  
**Budget at a Glance - Operating and Special Funds**  
**Summary of Changes in 2015-16 Expenditures Compared to Prior Year**

Dept No.		<u>2014-15 Budget</u>	<u>2015-16 Adopted</u>	<u>Change From FY 2014-15 Budget</u>	<u>Percent Increase/ Decrease</u>
	<u>General Fund</u>				
001	401 City Council	131,110	142,622	11,512	9%
001	402 City Manager	216,945	213,832	(3,113)	-1%
001	403 City Clerk	113,020	111,385	(1,635)	-1%
001	404 City Attorney	125,000	150,000	25,000	20%
001	410 Non-Departmental	1,054,621	1,581,376	526,755	50%
001	420 Finance	298,887	312,580	13,693	5%
001	501 Public Safety - Police/Fire	1,888,348	1,977,896	89,548	5%
001	510 Leisure Services - Library	99,741	99,741	-	0%
001	511 Recreation	512,391	474,058	(38,333)	-7%
001	550 Public Works - Street Lights	55,000	55,000	-	0%
001	551 Storm Water	161,600	184,600	23,000	14%
001	552 Public Works - Parks	247,400	320,800	73,400	30%
001	556 Public Works - Landscape Maint	85,400	100,500	15,100	18%
001	557 Public Works - Engineering	85,000	110,000	25,000	29%
001	558 Public Works - General	669,850	669,205	(85,645)	-13%
001	565 Planning	406,801	450,187	43,386	11%
	<b>General Fund Total</b>	<b>6,151,114</b>	<b>6,953,782</b>	<b>717,668</b>	<b>12%</b>

**City of Buellton, California**  
**Budget at a Glance - Operating and Special Funds**  
**Summary of Changes in 2015-16 Expenditures Compared to Prior Year**

		<u>2014-15 Budget</u>	<u>2015-16 Adopted</u>	<u>Change From FY 2014-15 Budget</u>	<u>Percent Increase/ Decrease</u>
005	<u>Wastewater</u>	1,196,815	1,301,215	104,400	9%
020	<u>Water</u>	2,933,729	3,206,064	272,335	9%
023	<u>Housing</u>	3,000	3,000	-	0%
024	<u>Traffic Mitigation</u>	-	-	-	0%
025	<u>Gas Tax</u>	861,000	777,000	(84,000)	-10%
026	<u>Measure D</u>	-	-	-	0%
027	<u>Local Transportation Fund</u>	126,100	92,100	(34,000)	-27%
029	<u>Transportation Planning</u>	45,000	45,000	-	0%
031	<u>Measure A</u>	807,397	855,347	47,950	6%
	<b>Special Funds Total</b>	<b>5,973,041</b>	<b>6,279,726</b>	<b>306,685</b>	<b>5%</b>
	<b>Total - All Funds</b>	<b>12,124,155</b>	<b>13,233,508</b>	<b>1,024,353</b>	<b>8%</b>

**GENERAL FUND**

**FUND: 001-GENERAL**

**DEPARTMENT: 401/CITY COUNCIL**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 98,047	\$ 100,534	\$ 107,174	\$ 110,110	\$ 110,110	\$ 108,230
Operating & Maintenance	\$ 17,534	\$ 9,750	\$ 11,354	\$ 21,000	\$ 21,000	\$ 33,642
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
Department Total	\$ 115,581	\$ 110,284	\$ 118,528	\$ 131,110	\$ 131,110	\$ 142,622

**DEPARTMENT DESCRIPTION**

This Department represents the costs related to supporting the legislative body of the City. The City Council consists of five members and is the City's policy-making legislative body approving and adopting all ordinances, resolutions, contracts and other matters requiring overall policy decisions and leadership.

DEPARTMENT EXPENDITURES

CITY COUNCIL  
001-401

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Staff Salaries	40,729	43,303	41,541	44,575	44,575	45,680	1,105	2.5%
5003	Council Salaries	21,120	21,120	25,960	26,400	26,400	26,400	0	0.0%
5004	Council Car Expense Allowance	3,600	3,600	4,500	4,500	4,500	4,500	0	0.0%
5100	Benefits	32,598	32,511	35,173	34,635	34,635	31,650	(2,985)	-8.6%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>98,047</b>	<b>100,534</b>	<b>107,174</b>	<b>110,110</b>	<b>110,110</b>	<b>108,230</b>	<b>(1,880)</b>	<b>-1.7%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	568	373	1,103	500	500	500	0	0.0%
5402	Travel & Training	15,309	8,426	8,479	12,000	12,000	12,000	0	0.0%
5603	Computer Maintenance & Software	592	570	1,128	2,000	2,000	14,642	12,642	632.1%
5809	Election Expense	0	0		5,500	5,500	5,500	0	0.0%
6301	Miscellaneous	1,065	381	644	1,000	1,000	1,000	0	0.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>17,534</b>	<b>9,750</b>	<b>11,354</b>	<b>21,000</b>	<b>21,000</b>	<b>33,642</b>	<b>12,642</b>	<b>60.2%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	750	750	N/A
6505	Computer Equipment	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>750</b>	<b>750</b>	<b>N/A</b>
<b>CITY COUNCIL TOTAL:</b>		<b>115,581</b>	<b>110,284</b>	<b>118,528</b>	<b>131,110</b>	<b>131,110</b>	<b>142,622</b>	<b>11,512</b>	<b>8.8%</b>

FUND: 001-GENERAL

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>		<u>Budget</u> <u>2013-14</u>	<u>Budget</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>
Council Members (5)		5.00	5.00	5.00
City Clerk		<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Total:		5.40	5.40	5.40
5001	Staff Salaries	\$ 41,541	\$ 44,575	\$ 45,680
	40% of City Clerk salary			
5003	Council Salaries	\$ 25,960	\$ 26,400	\$ 26,400
5004	Council Car Expense Allowance	\$ 4,500	\$ 4,500	\$ 4,500
5100	Benefits	\$ 35,173	\$ 34,635	\$ 31,650
<u>Operating &amp; Maintenance</u>				
5301	Office Supplies	\$ 1,103	\$ 500	\$ 500
5402	Travel & Training	\$ 8,479	\$ 12,000	\$ 12,000
Attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.				
5603	Computer Maintenance & Software	\$ -	\$ 2,000	\$ 14,642
5809	Election Expense	\$ -	\$ 5,500	\$ 5,500
6301	Miscellaneous	\$ -	\$ 1,000	\$ 1,000
<u>Capital</u>				
6504	Office Furniture	\$ 750	\$ -	\$ 750
6505	Computer Equip	\$ -	\$ -	\$ -

**FUND: 001-GENERAL**

**DEPARTMENT: 402/CITY MANAGER**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 162,406	\$ 254,811	\$ 188,598	\$ 212,795	\$ 212,795	\$ 209,682
Operating & Maintenance	\$ 5,122	\$ 5,611	\$ 5,933	\$ 4,150	\$ 4,150	\$ 4,150
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 167,528	\$ 260,422	\$ 194,531	\$ 216,945	\$ 216,945	\$ 213,832

**DEPARTMENT DESCRIPTION**

This Department's primary purpose is to oversee the daily and routine operations of the City; to implement the goals, work programs and policies of the City Council by providing long-term planning coordination and administrative direction to City departments; and to inform and advise the City Council on issues, requirements and problems, both existing and anticipated.

DEPARTMENT EXPENDITURES

CITY MANAGER  
001-402

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	122,892	210,397	138,232	146,260	146,260	149,672	3,412	2.3%
5004	City Manager Vehicle Allowance	0	0	0	0	0	3,600	3,600	
5100	Benefits	39,514	44,414	50,366	66,535	66,535	56,410	(10,125)	-15.2%
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>		<b>162,406</b>	<b>254,811</b>	<b>188,598</b>	<b>212,795</b>	<b>212,795</b>	<b>209,682</b>	<b>(3,113)</b>	<b>-1.5%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	80	454	1,224	250	250	250	0	0.0%
5401	Membership & Publications	810	400	400	700	700	700	0	0.0%
5402	Travel & Training	4,232	3,938	2,881	2,500	2,500	2,500	0	0.0%
5603	Computer Maintenance & Software	0	819	190	200	200	200	0	0.0%
6005	Recruitment Expense	0	0	0	0	0	0	0	N/A
6301	Miscellaneous	0	0	1,238	500	500	500	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>5,122</b>	<b>5,611</b>	<b>5,933</b>	<b>4,150</b>	<b>4,150</b>	<b>4,150</b>	<b>0</b>	<b>0.0%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>CITY MANAGER TOTAL:</b>		<b>167,528</b>	<b>260,422</b>	<b>194,531</b>	<b>216,945</b>	<b>216,945</b>	<b>213,832</b>	<b>(3,113)</b>	<b>-1.4%</b>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>	<u>Budget 2013-14</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>
City Manager	1.00	1.00	1.00
5001 Salaries	\$ 138,232	\$ 146,260	\$ 149,672
5004 City Manager Car Allowance	\$ -	\$ -	\$ 3,600
5100 Benefits	\$ 50,366	\$ 66,535	\$ 56,410
 <u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$ 1,224	\$ 250	\$ 250
5401 Membership & Publication:	\$ 400	\$ 700	\$ 700
5402 Travel & Training	\$ 2,881	\$ 2,500	\$ 2,500
Attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, City Managers' Luncheons and miscellaneous meetings and training seminars for the City Manager.			
5603 Computer Maintenance & Software	\$ 190	\$ 200	\$ 200
6301 Miscellaneous	\$ 1,238	\$ 500	\$ 500
 <u>Capital</u>			
6504 Office Furniture	\$ -	\$ -	\$ -
6505 Computer Equipment	\$ -	\$ -	\$ -

**FUND: 001-GENERAL**

**DEPARTMENT: 403/CITY CLERK**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 70,812	\$ 76,559	\$ 88,818	\$ 99,020	\$ 99,020	\$ 96,085
Operating & Maintenance	\$ 12,476	\$ 16,105	\$ 13,108	\$ 14,000	\$ 14,000	\$ 15,300
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 83,288	\$ 92,664	\$ 101,926	\$ 113,020	\$ 113,020	\$ 111,385

**DEPARTMENT DESCRIPTION**

This Department's primary purpose is to preserve and maintain the official documents of the City and to ensure that they are readily accessible to the public. The department is also responsible for the City's files, agendas, minutes, resolutions and ordinances, including non-land use permits and licenses, and maintains laws, codes and statutes.

DEPARTMENT EXPENDITURES

CITY CLERK  
001-403

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	49,947	53,569	63,412	66,860	66,860	68,520	1,660	2.5%
5100	Benefits	20,865	22,990	25,406	32,160	32,160	27,565	(4,595)	-14.3%
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>		<b>70,812</b>	<b>76,559</b>	<b>88,818</b>	<b>99,020</b>	<b>99,020</b>	<b>96,085</b>	<b>(2,935)</b>	<b>-3.0%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	732	533	514	1,000	1,000	1,000	0	0.0%
5304	Code Updates	2,110	2,736	1,968	3,000	3,000	3,000	0	0.0%
5306	Advertising - Legal	3,153	3,361	2,805	3,500	3,500	3,500	0	0.0%
5401	Membership & Publications	525	420	589	500	500	800	300	60.0%
5402	Travel & Training	2,322	1,882	6,082	5,000	5,000	5,000	0	0.0%
5603	Computer Maintenance & Software	1,388	95	143	500	500	1,000	500	100.0%
5809	Election Expense	553	5,561	556	0	0	0	0	-
6301	Miscellaneous	1,693	1,517	451	500	500	1,000	500	100.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>12,476</b>	<b>16,105</b>	<b>13,108</b>	<b>14,000</b>	<b>14,000</b>	<b>15,300</b>	<b>1,300</b>	<b>9.9%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	0	0	0	0	N/A
6506	Office Equipment	0	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>CITY CLERK TOTAL:</b>		<b>83,288</b>	<b>92,664</b>	<b>101,926</b>	<b>113,020</b>	<b>113,020</b>	<b>111,385</b>	<b>(1,635)</b>	<b>-1.4%</b>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>	<u>Budget 2013-14</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>
City Clerk	0.50	0.60	0.60
5001 Salaries	\$ 63,412	\$ 66,860	\$ 68,520
5100 Benefits	\$ 25,406	\$ 32,160	\$ 27,565
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$ 514	\$ 1,000	\$ 1,000
5304 Code Updates	\$ 1,968	\$ 3,000	\$ 3,000
Buellton Municipal Code and Santa Barbara County Code updates.			
5306 Advertising - Legal	\$ 2,805	\$ 3,500	\$ 3,500
5401 Membership & Publications	\$ 589	\$ 500	\$ 800
Dues for the City Clerk for the International Institute of Municipal Clerks Association; Calif City Clerks Association dues; miscellaneous books and publications.			
5402 Travel & Training	\$ 6,082	\$ 5,000	\$ 5,000
Attendance at conferences, seminars, courses and related training programs. Books and training material.			
5603 Computer Maintenance & Software	\$ 143	\$ 500	\$ 1,000
5809 Election Expense (moved to City Council in 2013-14)	\$ 556	\$ -	\$ -
6301 Miscellaneous	\$ 451	\$ 500	\$ 1,000
<u>Capital</u>			
6504 Office Furniture	\$ -	\$ -	\$ -
6505 Computer Equipment	\$ -	\$ -	\$ -
6506 Office Equipment	\$ -	\$ -	\$ -

DEPARTMENT EXPENDITURES

CITY ATTORNEY  
001-404

		2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed	Change From 2014-15 Budget	% Change From 2014-15 Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	0	0	0	0	0	0	0	N/A
5100	Benefits	0	0	0	0	0	0	0	N/A
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	0	0	0	0	0	0	0	N/A
5401	Membership & Publications	23		0	0	0	0	0 +	N/A
5402	Travel & Training	0	0	0	0	0	0	0	N/A
5603	Computer Maintenance & Software	0	0	0	0	0	0	0	N/A
5701	Telephone	0	0	0	0	0	0	0	N/A
6204	Contract Services	132,089	174,043	182,235	150,000	125,000	150,000	25,000	20.0%
6301	Miscellaneous	9	0	0	0	0	0	0	N/A
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>132,121</b>	<b>174,043</b>	<b>182,235</b>	<b>150,000</b>	<b>125,000</b>	<b>150,000</b>	<b>25,000</b>	<b>20.0%</b>
<b>CITY ATTORNEY TOTAL:</b>		<b>132,121</b>	<b>174,043</b>	<b>182,235</b>	<b>150,000</b>	<b>125,000</b>	<b>150,000</b>	<b>25,000</b>	<b>20.0%</b>

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 132,121	\$ 174,043	\$ 182,235	\$ 125,000	\$ 125,000	\$ 150,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 132,121	\$ 174,043	\$ 182,235	\$ 125,000	\$ 125,000	\$ 150,000

**DEPARTMENT DESCRIPTION**

This Department's primary purpose is to advise the City Council and City Staff regarding legal matters and procedures, to act as the City prosecutor, to achieve compliance with City ordinances and to assure that legislative and administrative decisions are consistent with the law.

FUND: 001-GENERAL

DEPARTMENT: 404/CITY ATTORNEY

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>	Budget 2013-14	Budget 2014-15	Budget 2015-16
City Attorney	0.00	0.00	0.00
5001 Salaries	\$ -	\$ -	\$ -
5100 Benefits	\$ -	\$ -	\$ -
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$ -	\$ -	\$ -
5401 Membership & Publications	\$ -	\$ -	\$ -
5402 Travel & Training	\$ -	\$ -	\$ -
5603 Computer Maintenance & Software	\$ -	\$ -	\$ -
5701 Telephone	\$ -	\$ -	\$ -
6204 Contract Services - Legal Fees	\$ 182,235	\$ 125,000	\$ 150,000
6301 Miscellaneous	\$ -	\$ -	\$ -

**FUND: 001-GENERAL**

**DEPARTMENT: 410/NON-DEPARTMENTAL**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 50,512	\$ 49,833	\$ 49,586	\$ 50,500	\$ 50,500	\$ 60,583
Operating & Maintenance	\$ 335,650	\$ 497,227	\$ 639,744	\$ 791,221	\$1,004,121	\$1,519,793
Capital	\$ -	\$ 2,914	\$ 919	\$ 842,621	\$ -	\$ 1,000
Department Total	\$ 386,162	\$ 549,974	\$ 690,249	\$1,684,342	\$1,054,621	\$1,581,376

**DEPARTMENT DESCRIPTION**

The Non-Departmental budget provides for those services and functions neither included nor attributed to the operation of any single department and which benefit more than one departmental operation. Interfund transfers are recorded for General Fund in this fund. For example, Capital Improvement Project transfers.

DEPARTMENT EXPENDITURES

NON-DEPARTMENTAL  
001-410

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed	Change From 2014-15 Budget	% Change From 2014-15 Budget
<b>EMPLOYEE SERVICES</b>								
5100 Benefits	50,512	49,833	49,586	50,500	50,500	60,583	10,083	20.0%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>	<b>50,512</b>	<b>49,833</b>	<b>49,586</b>	<b>50,500</b>	<b>50,500</b>	<b>60,583</b>	<b>10,083</b>	<b>20.0%</b>
<b>OPERATING &amp; MAINTENANCE</b>								
5201 Insurance - Liability	43,070	36,653	420	105,000	105,000	152,015	47,015	44.8%
5202 Insurance - Property	4,599	4,635	4,908	5,500	5,500	5,500	0	0.0%
5301 Office Supplies	8,303	9,656	7,690	6,300	6,300	6,500	200	3.2%
5303 Postage	2,039	1,454	1,306	2,000	3,000	2,000	(1,000)	-33.3%
5305 Equipment Rental	10,522	10,099	10,333	8,000	12,000	10,000	(2,000)	-16.7%
5307 Office Equipment	1,076	0	0	0	0	0	0	N/A
5401 Membership & Publications	3,382	3,232	1,768	1,000	4,000	1,000	(3,000)	-75.0%
5402 Travel & Training	896	210	150	5,000	800	5,000	4,200	525.0%
5601 Data Processing Contract Maintenance	0	0	2,398	0	0	0	0	N/A
5602 Internet Access / Website Maintenance	5,965	8,060	0	8,000	8,000	10,000	2,000	25.0%
5603 Computer Maintenance & Software	5,532	2,776	4,171	10,000	10,000	10,000	0	0.0%
5701 Telephone	3,696	3,801	3,612	3,800	3,800	3,800	0	0.0%
5702 Utilities - Gas	841	740	558	900	900	900	0	0.0%
5703 Utilities - Electric	8,280	10,596	8,888	9,000	9,000	9,000	0	0.0%
5704 Utilities - Water	1,088	1,208	1,312	1,800	1,800	1,800	0	0.0%
5705 Utilities - Sewer	858	1,038	1,110	900	900	900	0	0.0%
5804 Animal Control	29,970	31,469	32,306	33,500	33,500	35,093	1,593	4.8%
5805 Visitors Bureau	114,888	225,363	302,605	350,000	315,000	385,000	70,000	22.2%
5806 Newsletter	5,236	0	0	0	0	0	0	N/A
5807 Community Organization Support	65,264	55,810	66,874	72,700	72,700 (1)	78,900	6,200	8.5%
5807 Undesignated Miscellaneous Support	0	6,500	500	2,000	2,000	2,000	0	N/A
5808 Miscellaneous Recognition Items	5,790	6,195	2,268	3,500	3,500	3,500	0	0.0%
5812 SB Co Mental Health Assessment Team (MHAT)	2,337	2,428	2,522	2,621	2,621	2,621	0	0.0%
6005 Recruitment Health	4,666	2,806	2,984	2,000	2,000	2,000	0	0.0%
6009 LAFCO Contribution	1,340	1,243	1,506	1,700	1,700	2,000	300	17.6%
6012 Transfer to Other Funds	0	50,000	168,040	148,000	392,100 (2)	727,884	335,784	N/A
6017 Emergency Operations	1,651	695	1,815	3,000	3,000	3,000	0	0.0%
6301 Miscellaneous and PERS unfunded liability	4,359	20,560	9,700	5,000	5,000	59,380	54,380	1087.6%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>	<b>335,650</b>	<b>497,227</b>	<b>639,744</b>	<b>791,221</b>	<b>1,004,121</b>	<b>1,519,793</b>	<b>515,672</b>	<b>80.6%</b>
<b>CAPITAL</b>								
6503 Vehicle Replacement	0	0	0	0	0	0	0	N/A
6505 Office Furniture	0	0	0	0	0	0	0	N/A
6505 Computer Equipment	0	2,914	919	900	0	1,000	1,000	N/A
6507 Improvements	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>	<b>0</b>	<b>2,914</b>	<b>919</b>	<b>900</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>N/A</b>
<b>NON-DEPARTMENTAL TOTAL:</b>	<b>386,162</b>	<b>549,974</b>	<b>690,249</b>	<b>842,621</b>	<b>1,054,621</b>	<b>1,581,376</b>	<b>526,755</b>	<b>49.9%</b>

(1) This incorporates the grant to the SYV Senior Citizens' Foundation (\$50,000 - program support), People Helping People (\$11,400 - for program support and ADCAP, Foodbank of Santa Barbara County (\$8,400), SYV Fruit and Vegetable Rescue (\$5,300) and Aquatics Foundation (\$3,800).

(2) Capital Improvement Projects (CIP); Funds 027 (LTF) and 029 (Transportation Planning) Transfers; [All CIPs except Storm Drain Retrofit]

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	<u>Actual 2013-14</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>
<u>Employee Services</u>			
5100 Benefits	\$ 49,586	\$ 50,500	\$ 60,583
Medical Benefits for retired employees			
<u>Operating &amp; Maintenance</u>			
5201 Insurance - Liability	\$ 420	\$ 105,000	\$ 152,015
80% of the City's liability insurance; 10% is charged to the Wastewater and Water funds respectively.			
5202 Insurance - Property	\$ 4,908	\$ 5,500	\$ 5,500
20% of the City's fire insurance costs; 40% is charged to the Wastewater and Water funds respectively. Includes earthquake and flood insurance on City property.			
5301 Office Supplies	\$ 7,690	\$ 6,500	\$ 6,500
Copier expense for all departments.			
5303 Postage	\$ 1,306	\$ 3,000	\$ 2,000
5305 Equipment Rental	\$ 10,333	\$ 12,000	\$ 10,000
Lease cost of a copier and postage meter.			
5401 Membership & Publications	\$ 1,768	\$ 4,000	\$ 1,000
League of California Cities dues, miscellaneous dues and various publications.			
5402 Travel & Training	\$ 150	\$ 800	\$ 5,000
5601 Data Processing Contract Maintenance	\$ 2,398	\$ -	\$ -
5602 Internet Access / Website Maintenance	\$ -	\$ 8,000	\$ 10,000
Includes \$1,000 annual maintenance for Buellton App and \$7,000 website update and maintenance.			
5603 Computer Maintenance & Software	\$ 4,171	\$ 10,000	\$ 10,000
Update Office product			
5701 Telephone	\$ 3,612	\$ 3,800	\$ 3,800
5702 Utilities - Gas	\$ 558	\$ 900	\$ 900
5703 Utilities - Electric	\$ 8,888	\$ 9,000	\$ 9,000
5704 Utilities - Water	\$ 1,312	\$ 1,800	\$ 1,800
50% of water used at 140 W. Highway 246.			
5705 Utilities - Sewer	\$ 1,110	\$ 900	\$ 900

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

5804	Animal Control	\$ 32,306	\$ 33,500	\$ 35,093
	Contract for services with County Animal Control.			
5805	Visitors Bureau	\$ 302,605	\$ 315,000	\$ 385,000
	Contract for advertising services based on 20.83% of \$1,500,000 budgeted Transient Occupancy Tax revenue.			
5806	Newsletter	\$ -	\$ -	\$ -
	Cost of printing the Buellton Banner.			
5807	Community Organization Support	\$ 66,874	\$ 72,700	\$ 78,900
	Senior Center, People Helping People, Foodbank, and SYV Fruit & Vegetable Rescue			
5807	Undesignated Misc Support	\$ 500	\$ 2,000	\$ 2,000
	Donation to Buellton Historical Society (2014-15).			
5808	Miscellaneous Recognition Items	\$ 2,268	\$ 3,500	\$ 3,500
	Miscellaneous award items for various organizations and employee recognition program.			
5812	Mental Health Assessment Team (MHAT) Services	\$ 2,522	\$ 2,621	\$ 2,621
	Santa Barbara County Mental Health Assessment Team (MHAT) Services.			
6005	Recruitment Expense	\$ 2,984	\$ 2,000	\$ 2,000
	Expenses related to new employee recruitment.			
6009	LAFCO Contribution	\$ 1,506	\$ 1,700	\$ 2,000
	City's share of LAFCO's operating costs.			
6012	Transfer to Other Funds			
	Transfer to CIP Project #202 (Buellton Town Center Driveway; MOE)	\$ -	\$ -	\$ -
	Transfer to CIP Project #304 (Wayfinding Sign Project)	\$ -	\$ -	\$ -
	Transfer to CIP Project #201 (Facilities Maintenance and Painting Project)	\$ -	\$ -	\$ 10,000
	Transfer to CIP Project #204 (Paws Park Improvements)	\$ -	\$ 61,000	\$ -
	Transfer to CIP Project #311 (Industrial Way Streetlights)	\$ -	\$ -	\$ 100,000
	Transfer to CIP Project #302 (Road Maintenance Project - 13/14); MOE	\$ -	\$ -	\$ -
	Transfer to CIP Project #310 (Road Maintenance Project - 14/15)	\$ -	\$ -	\$ 90,550
	Transfer to CIP Project #310 (Road Maintenance Project - 15/16)	\$ -	\$ -	\$ 100,000
	Transfer to CIP Project #xxx (Village Park Improvement)	\$ -	\$ -	\$ 216,000
	Transfer to CIP Project #xxx (Pedestrian Sidewalk Imprvmt Pjt)	\$ -	\$ -	\$ 25,000
	Transfer to CIP Project #203 (Fundware Accounting Software Replacement)	\$ -	\$ 17,000	\$ 33,334
	Transfer to CIP Project #xxx (City Hall Rehab & Modification Project)	\$ -	\$ -	\$ 75,000
	Transfer to Local Transportation Fund 027 (to cover operating costs)	\$ 40,350	\$ 25,000	\$ 53,000
	Transfer to Transportation Planning Fund 029 (to cover operating costs)	\$ 36,600	\$ 45,000	\$ 25,000
	Transfer from Reserves		\$ -	\$ -
6017	Emergency Operations	\$ 1,815	\$ 3,000	\$ 3,000
	One CERT class and miscellaneous emergency preparedness tasks.			

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

6301 Miscellaneous	\$ 9,700	\$ 5,000	\$ 59,380
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Green Business Program: \$633 per year; other miscellaneous; CalPERS Unfunded Liability calculated separately from payroll and billed directly. General Fund's CalPERS 2015-16 liability is \$54,379.63.

Capital

6503 Vehicle Replacement	\$ -	\$ -	\$ -
6504 Office Furniture	\$ -	\$ -	\$ -
6505 Computer Equipment	\$ 919	\$ -	\$ -
6507 Improvements	\$ -	\$ -	\$ -

**FUND: 001-GENERAL**

**DEPARTMENT: 420/FINANCE**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 127,491	\$ 133,599	\$ 247,878	\$ 262,487	\$ 262,487	\$ 214,780
Operating & Maintenance	\$ 27,206	\$ 27,206	\$ 146,466	\$ 85,400	\$ 35,400	\$ 95,800
Capital	\$ 1,047	\$ 1,047	\$ 999	\$ 3,000	\$ 1,000	\$ 2,000
Department Total	\$ 155,744	\$ 161,852	\$ 395,343	\$ 350,887	\$ 298,887	\$ 312,580

**DEPARTMENT DESCRIPTION**

The Finance Department provides for the overall financial management of the City and includes Personnel and Data Processing. Major activities include projecting and collecting revenues, preparing the annual budget, controlling and disbursing all expenditures, purchasing equipment and supplies, investing City monies, and personnel, risk management and data processing functions. The department is responsible for the billing of all utility customers for the services of water and wastewater collection.

DEPARTMENT EXPENDITURES

FINANCE  
001-420

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	86,378	90,978	174,717	161,717	161,717	125,835	(35,882)	-22.2%
5005	Hourly Employees	0	0	6,440	20,000	20,000	38,500	18,500	92.5%
5100	Benefits	41,113	42,621	66,721	80,770	80,770	50,445	(30,325)	-37.5%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>127,491</b>	<b>133,599</b>	<b>247,878</b>	<b>262,487</b>	<b>262,487</b>	<b>214,780</b>	<b>(47,707)</b>	<b>-18.2%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	1,040	1,040	2,674	3,000	3,800	3,000	(800)	-21.1%
5302	Printing	0	0	0	0	0	0	0	N/A
5401	Membership & Publications	701	701	270	800	0	800	800	-
5402	Travel & Training	1,519	1,519	1,564	2,000	2,000	2,000	0	0.0%
5601	Data Processing Contract Maintenance	4,233	4,233	4,452	5,000	5,000	5,000	0	0.0%
5603	Computer Maintenance & Software	815	815	1,995	1,500	1,500	1,500	0	0.0%
6004	Audit	5,440	5,440	9,132	7,100	7,100	7,500	400	5.6%
6201	Contract Services	12,979	12,979	125,205	65,000	15,000	75,000	60,000	400.0%
6301	Miscellaneous	479	479	1,174	1,000	1,000	1,000	0	0.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>27,206</b>	<b>27,206</b>	<b>146,466</b>	<b>85,400</b>	<b>35,400</b>	<b>95,800</b>	<b>60,400</b>	<b>41.2%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	1,047	1,047	999	3,000	1,000	2,000	1,000	N/A
6506	Office Equipment	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>1,047</b>	<b>1,047</b>	<b>999</b>	<b>3,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>N/A</b>
<b>FINANCE TOTAL:</b>		<b>155,744</b>	<b>161,852</b>	<b>395,343</b>	<b>350,887</b>	<b>298,887</b>	<b>312,580</b>	<b>13,693</b>	<b>4.6%</b>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
Finance Director	0.80	0.80	0.80
Accounting Specialist (1)	0.00	0.00	0.70
Revenue Specialist (1)	0.00	0.00	0.70
Accounting Technicians (1)	0.70	0.70	0.00
Accounting Technicians (1)	0.70	0.70	0.00
Accounting Technicians (2) Part-time/Temporary	0.00	1.00	0.50
<b>Total</b>	<b>2.20</b>	<b>3.20</b>	<b>2.70</b>
5001 Salaries	\$ 174,717	\$ 161,717	\$ 125,835
5005 Hourly Employees	\$ 6,440	\$ 20,000	\$ 38,500
5100 Benefits	\$ 66,721	\$ 80,770	\$ 50,445
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$ 2,674	\$ 3,800	\$ 3,000
5302 Printing	\$ -	\$ -	\$ -
5401 Membership & Publication	\$ 270	\$ -	\$ 800
Membership dues for the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.			
5402 Travel & Training	\$ 1,564	\$ 2,000	\$ 2,000
Attendance at conferences and seminars			
5601 Data Processing Contract Maintenance	\$ 4,452	\$ 5,000	\$ 5,000
Contract support for accounting programs.			
5603 Computer Maintenance & Software	\$ 1,995	\$ 1,500	\$ 1,500
6004 Audit	\$ 9,132	\$ 7,100	\$ 7,500
33 1/3% of the cost.			
6201 Contract Services	\$ 125,205	\$ 15,000	\$ 75,000
Hinderliter De Llamas, HDL Coren & Cone \$12,000; Utility Billing and Accounting staff (2) for 1/2 year until permanent staff in place (Temporary Agency firm - \$63,000).			
6301 Miscellaneous	\$ 1,174	\$ 1,000	\$ 1,000
<u>Capital</u>			
6504 Office Furniture	\$ -	\$ -	\$ -
6505 Computer Equipment	\$ 999	\$ 1,000	\$ 2,000
6506 Office Equipment	\$ -	\$ -	\$ -

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 1,350,472	\$ 1,872,020	\$ 1,792,569	\$ 1,788,348	\$ 1,888,348	\$ 1,977,896
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,350,472	\$ 1,872,020	\$ 1,792,569	\$ 1,788,348	\$ 1,888,348	\$ 1,977,896

**DEPARTMENT DESCRIPTION**

The City of Buellton contracts with the Santa Barbara County Sheriff's Department for law enforcement services within the City, including patrol, criminal investigations, traffic safety and accident investigations, crime prevention and crime suppression. The primary purpose of the organization is to protect life and property.

The Santa Barbara County Fire Department provides staffing at County Fire Station 31 in Buellton. The City subsidizes staffing at County Fire Station 31 through funding for a full-time Firefighter/Paramedic position in order to meet National Fire Protection Association minimum staffing standards and the California Occupational Safety and Health Association's "2-in/2-out" requirement.

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - POLICE & FIRE  
001-501

		2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed	Change From 2014-15 Budget	% Change From 2014-15 Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5703	Utilities - Electric	3,694	3,166	2,505	4,200	4,200	4,200	0	0.0%
6201	Contract Services - Police	1,152,887	1,676,042	1,601,832	1,595,416	1,695,416	1,780,000	84,584	5.0%
6208	Contract Services - Fire	193,892	192,812	188,232	188,732	188,732	193,696	4,964	2.6%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>1,350,472</b>	<b>1,872,020</b>	<b>1,792,569</b>	<b>1,788,348</b>	<b>1,888,348</b>	<b>1,977,896</b>	<b>89,548</b>	<b>4.7%</b>
<b>PUBLIC SAFETY TOTAL:</b>		<b>1,350,472</b>	<b>1,872,020</b>	<b>1,792,569</b>	<b>1,788,348</b>	<b>1,888,348</b>	<b>1,977,896</b>	<b>89,548</b>	<b>4.7%</b>

FUND: 001-GENERAL

DEPARTMENT: 501/PUBLIC SAFETY  
POLICE & FIRE

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16	
<u>Operating &amp; Maintenance</u>				
5703 Utilities - Electric	2,505	4,200	4,200	
6201 Contract Services - Sheriff	\$1,601,832	1,695,416	1,780,000	
Contract with the County of Santa Barbara Sheriff's Department for public safety services and traffic enforcement. Includes estimated overtime pay.				
6208 Contract Services - Fire	\$188,232	188,732	193,696	1,977,896
Contract with the County of Santa Barbara's Fire Department for 33% of the salary for a Firefighter/Paramedic.				

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 81,378	\$ 86,378	\$ 93,071	\$ 99,741	\$ 99,741	\$ 99,741
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 81,378	\$ 86,378	\$ 93,071	\$ 99,741	\$ 99,741	\$ 99,741

**DEPARTMENT DESCRIPTION**

This Department provides a building and utilities for the Buellton Branch of the County Library, operated by contract with the City of Lompoc Library System.

DEPARTMENT EXPENDITURES

LEISURE SERVICES - LIBRARY  
001-510

<u>OPERATING &amp; MAINTENANCE</u>		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
5702	Utilities - Gas	2,651	2,800	672	2,800	2,800	2,800	0	0.0%
5703	Utilities - Electric	3,088	3,500	3,809	3,500	3,500	3,500	0	0.0%
5704	Utilities - Water	1,088	1,800	1,312	1,800	1,800	1,800	0	0.0%
6201	Contract Services	74,550	78,278	87,278	91,641	91,641	91,641	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>81,378</b>	<b>86,378</b>	<b>93,071</b>	<b>99,741</b>	<b>99,741</b>	<b>99,741</b>	<b>0</b>	<b>0.0%</b>
 <b>LIBRARY TOTAL:</b>		 <b>81,378</b>	 <b>86,378</b>	 <b>93,071</b>	 <b>99,741</b>	 <b>99,741</b>	 <b>99,741</b>	 <b>0</b>	 <b>0.0%</b>

FUND: 001-GENERAL

DEPARTMENT: 510/LEISURE SERVICES  
LIBRARY

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>		Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>				
5702	Utilities - Gas	\$ 672	\$ 2,800	\$ 2,800
5703	Utilities - Electri	\$ 3,809	\$ 3,500	\$ 3,500
5704	Utilities - Water	\$ 1,312	\$ 1,800	\$ 1,800
<u>50% of water used at 140 W. Highway 246.</u>				
6201	Contract Services	\$ 87,278	\$ 91,641	\$ 91,641
<u>Contract with the Lompoc Library System to manage the Buellton Library.</u>				

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 49,852	\$ 55,000	\$ 56,521	\$ 55,000	\$ 55,000	\$ 55,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 49,852	\$ 55,000	\$ 56,521	\$ 55,000	\$ 55,000	\$ 55,000

**DEPARTMENT DESCRIPTION**

This Fund provides funding for the power for general street lighting.

DEPARTMENT EXPENDITURES

PUBLIC WORKS - STREET LIGHTS  
001-550

<u>OPERATING &amp; MAINTENANCE</u>		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
5703	Utilities - Electric	49,852	55,000	56,521	55,000	55,000	55,000	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>49,852</b>	<b>55,000</b>	<b>56,521</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>0.0%</b>
<b>STREET LIGHTS TOTAL:</b>		<b>49,852</b>	<b>55,000</b>	<b>56,521</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>0.0%</b>

FUND: 001-GENERAL

DEPARTMENT: 550/PUBLIC WORKS  
STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>			
5703 Utilities - Electric	\$ 56,521	\$ 55,000	\$ 55,000

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 87,143	\$ 64,000	\$ 117,995	\$ 85,000	\$ 85,000	\$ 110,000
Capital	\$ 90,131	\$ 70,575	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 177,274	\$ 134,575	\$ 117,995	\$ 85,000	\$ 85,000	\$ 110,000

**DEPARTMENT DESCRIPTION**

This Department provides for the engineering and public works requirements of the City. The City Engineer administers the City's street capital improvement and traffic engineering programs and provides engineering support and administration of various public works projects.

DEPARTMENT EXPENDITURES

PUBLIC WORKS - ENGINEERING

001-557

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6101	Development Permit Processing	1,753	4,000	52,375	0	0	0	0	-
6201	Contract Services	74,865	60,000	60,056	85,000	85,000	85,000	0	0.0%
6202	Engineering Services	0	0	5,453	0	0	25,000	25,000	0.0%
6202	Engineering Services - Prop1B	10,525	0	111	0	0	0	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>87,143</b>	<b>64,000</b>	<b>117,995</b>	<b>85,000</b>	<b>85,000</b>	<b>110,000</b>	<b>25,000</b>	<b>29.4%</b>
<b><u>CAPITAL</u></b>									
6507	Improvements	65,000	65,000	0	0	0	0	0	0.0%
6507	Improvements - Prop 1B	25,131	5,575	0	0	0	0	0	0.0%
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>90,131</b>	<b>70,575</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>ENGINEERING TOTAL:</b>		<b>177,274</b>	<b>134,575</b>	<b>117,995</b>	<b>85,000</b>	<b>85,000</b>	<b>110,000</b>	<b>25,000</b>	<b>29.4%</b>

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>			
6101 Development Permit Processing	\$ 52,375	\$ -	\$ -
6201 Contract Services	\$ 60,056	\$ 85,000	\$ 85,000
6202 Engineering Services	\$ 5,453	\$ -	\$ 25,000
Standard details Traffic safety studies.			
6202 Engineering Services - Prop1B	\$ 111	\$ -	\$ -
Capital			
6507 Improvements	\$ -	\$ -	\$ -
6507 Improvements	\$ -	\$ -	\$ -

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 286,079	\$ 318,113	\$ 328,230	\$ 361,400	\$ 361,400	\$ 351,055
Operating & Maintenance	\$ 117,268	\$ 247,722	\$ 198,324	\$ 229,650	\$ 229,950	\$ 213,150
Capital	\$ 18,300	\$ 38,643	\$ 5,885	\$ 78,500	\$ 78,500	\$ 20,000
Department Total	\$ 421,647	\$ 604,478	\$ 532,439	\$ 669,550	\$ 669,850	\$ 584,205

**DEPARTMENT DESCRIPTION**

The Public Works Department maintains, repairs and rebuilds, as required, all streets, curbs, gutters and sidewalks; maintains street signs, all warning and informational signs and street surface painting. The Department is also responsible for the overall maintenance for City Hall and City facilities as well as landscaping City-owned medians and property.

DEPARTMENT EXPENDITURES

PUBLIC WORKS - GENERAL  
001-558

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	188,619	205,795	215,994	225,460	225,460	231,058	5,598	2.5%
5005	Hourly	0	0	7,648	10,400	10,400	12,192	1,792	17.2%
5100	Benefits	97,460	112,318	104,588	125,540	125,540	107,805	(17,735)	-14.1%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>286,079</b>	<b>318,113</b>	<b>328,230</b>	<b>361,400</b>	<b>361,400</b>	<b>351,055</b>	<b>(10,345)</b>	<b>-2.9%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	1,126	1,907	1,392	1,200	1,000	1,200	200	20.0%
5401	License,Membership & Publications	0	1,185	2,525	1,200	1,200	1,200	0	0.0%
5402	Travel & Training	335	2,356	1,776	2,500	2,500	2,500	0	0.0%
5501	Operational Supplies	0	0	5,898	6,000	6,000	6,000	0	0.0%
5503	Tools	1,216	1,786	2,665	4,000	4,000	4,000	0	0.0%
5504	Laundry - Uniforms	609	1,038	1,219	800	800	800	0	0.0%
5506	Fuel - Vehicles	7,416	7,988	6,695	8,000	8,000	8,000	0	0.0%
5507	Maintenance - Vehicles	3,535	7,212	8,829	10,000	10,000	15,000	5,000	50.0%
5508	Landscape Maintenance Program	1,462	9	0	0	0	0	0	0.0%
5509	Maintenance / Repair	32,574	42,713	47,132	50,000	50,000	40,000	(10,000)	-20.0%
5510	Safety Equipment	868	1,276	1,749	1,500	1,500	1,500	0	0.0%
5511	Signs	1,978	277	1,725	5,000	5,000	15,000	10,000	200.0%
5603	Computer Maintenance & Software	1,616	444	383	500	500	2,000	1,500	300.0%
5701	Telephone	1,335	1,110	5,165	5,500	6,500	5,500	(1,000)	-15.4%
5703	Utilities - Electric	2,000	12,174	0	950	950	950	0	0.0%
5704	Utilities - Water	18,589	17,622	19,406	32,000	32,000	32,000	0	0.0%
6011	Regulatory Compliance	0	0	1,700	500	0	2,500	2,500	+
6201	Contract Services	42,609	148,625	90,065	100,000	100,000	75,000	(25,000)	-25.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>117,268</b>	<b>247,722</b>	<b>198,324</b>	<b>229,650</b>	<b>229,950</b>	<b>213,150</b>	<b>(16,800)</b>	<b>-7.3%</b>
							85,000	int fd tx	
<b><u>CAPITAL</u></b>									
6503	Vehicle Replacement	18,300	32,666	0	68,500	68,500	0	(68,500)	+
6507	Improvements	0	5,977	0	0	0	10,000	10,000	0.0%
6508	Equipment	0	0	5,885	10,000	10,000	10,000	0	0.0%
<b>CAPITAL SUBTOTAL:</b>		<b>18,300</b>	<b>38,643</b>	<b>5,885</b>	<b>78,500</b>	<b>78,500</b>	<b>20,000</b>	<b>(58,500)</b>	<b>-74.5%</b>
<b>PUBLIC WORKS - GENERAL TOTAL:</b>		<b>421,647</b>	<b>604,478</b>	<b>532,439</b>	<b>669,550</b>	<b>669,850</b>	<b>669,205</b>	<b>(85,645)</b>	<b>-12.8%</b>

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	<u>Actual 2013-14</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>
<u>Employee Services</u>			
Public Works Director	0.40	0.40	0.40
Fieldmen (6)	2.00	2.40	2.40
Groundskeeper	1.00	1.00	1.00
<b>Total</b>	<b>3.40</b>	<b>3.80</b>	<b>3.80</b>
5001 Salaries	\$ 215,994	\$ 225,460	\$ 231,058
5005 Hourly	\$ 7,648	\$ 10,400	\$ 12,192
5100 Benefits	\$ 104,588	\$ 125,540	\$ 107,805
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$ 1,392	\$ 1,000	\$ 1,200
5401 License, Membership & Publications	\$ 2,525	\$ 1,200	\$ 1,200
5402 Travel & Training	\$ 1,776	\$ 2,500	\$ 2,500
5501 Operational Supplies	\$ 5,898	\$ 6,000	\$ 6,000
5503 Tools	\$ 2,665	\$ 4,000	\$ 4,000
5504 Laundry - Uniforms	\$ 1,219	\$ 800	\$ 800

33 1/3% of laundry and uniform service for Public Works employees; 100% for Groundskeeper.

FUND: 001-GENERAL

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

5506	Fuel - Vehicles	\$ 6,695	\$ 8,000	\$ 8,000
5507	Maintenance - Vehicles	\$ 8,829	\$ 10,000	\$ 15,000
5508	Landscape Maintenance Program	\$ -	\$ -	\$ -
5509	Maintenance / Repair	\$ 47,132	\$ 50,000	\$ 40,000
<b>City buildings, facilities, infrastructure and equipment maintenance and repair.</b>				
5510	Safety Equipment	\$ 1,749	\$ 1,500	\$ 1,500
<b>33 1/3% of cost for Public Works employees; 100% for Groundskeeper.</b>				
5511	Building Maintenance/Signs	\$ 1,725	\$ 5,000	\$ 15,000
5603	Computer Maintenance & Software	\$ 383	\$ 500	\$ 2,000
5701	Telephone	\$ 5,165	\$ 6,500	\$ 5,500
5703	Utilities - Electric	\$ -	\$ 950	\$ 950
5704	Utilities - Water	\$ 19,406	\$ 32,000	\$ 32,000
<b>Irrigation water use on Avenue of Flags medians.</b>				
6201	Contract Services	\$ 90,065	\$ 100,000	\$ 75,000
<b>Contract services for miscellaneous tree trimming, 33 1/3% of mapping services, 33 1/3% of answering service, 60% of janitorial service, fire extinguisher servicing and monthly service agreement for security system at City Hall.</b>				

Capital

6503	Vehicle Replacement	\$ -	\$ 68,500	\$ -
6507	Improvements	\$ -	\$ -	\$ 10,000
<b>Landscape rebate/grant for neighborhood beautification.</b>				
6508	Equipment	\$ 5,885	\$ 10,000	\$ 10,000
<b>Radar feedback sign</b>				

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 302,951	\$ 278,382	\$ 158,361	\$ 182,000	\$ 319,201	\$ 273,087
Operating & Maintenance	\$ 134,134	\$ 34,837	\$ 102,626	\$ 110,600	\$ 87,600	\$ 177,100
Capital	\$ 1,067	\$ 1,067	\$ 1,189	\$ -	\$ -	\$ -
Department Total	\$ 438,151	\$ 314,286	\$ 262,176	\$ 292,600	\$ 406,801	\$ 450,187

**DEPARTMENT DESCRIPTION**

The Planning Department encompasses current planning, long range planning, economic development, and code enforcement functions. Current planning is the processing of development applications, providing staff support for the Planning Commission, and providing planning information to the public at the counter and over the telephone. Long range planning consists of updates to the General Plan, and Zoning Ordinance amendments. Economic development activities include implementing the policies and programs of the Economic Development Element of the General Plan and being a member of the Economic Development Task Force. Code enforcement is the investigation of violations of the Municipal Code and associated abatement actions.

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - PLANNING  
001-565

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Staff Salaries	196,784	177,830	103,445	110,000	204,516	177,397	(27,119)	-13.3%
5002	Planning Commission Salaries	6,000	3,850	3,150	6,000	6,000	6,000	0	0.0%
5005	Intern Program	0	0	0	0	0	0	0	N/A
5005	Code Enforcement	9,039	4,669	4,750	6,000	9,200	9,200	0	0.0%
5100	Benefits	91,127	92,033	47,016	60,000	99,485	80,490	(18,995)	-19.1%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>302,951</b>	<b>278,382</b>	<b>158,361</b>	<b>182,000</b>	<b>319,201</b>	<b>273,087</b>	<b>(46,114)</b>	<b>-14.4%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	2,852	805	7,331	2,000	2,000	2,000	0	0.0%
5305	Equipment Rental	6,583	6,477	1,725	5,000	5,000	5,000	0	0.0%
5306	Advertising - Legal	930	1,569	2,195	3,000	3,000	3,000	0	0.0%
5401	Membership & Publications	2,259	1,970	4,068	2,000	2,000	2,000	0	0.0%
5402	Travel & Training	4,332	3,290	0	5,000	5,000	5,000	0	0.0%
5509	Maintenance / Repair	42	0	0	1,000	1,000	1,000	0	0.0%
5603	Computer Maintenance & Software	2,457	1,915	2,356	3,500	3,500	6,000	2,500	71.4%
5701	Telephone	4,128	4,454	4,217	3,600	3,600	3,600	0	0.0%
5703	Utilities - Electric	2,473	2,864	2,394	2,500	2,500	2,500	0	0.0%
6016	Code Enforcement Expense	46	340	389	1,000	1,000	500	(500)	-50.0%
6102	Bev Container Recycle Program	55,125	0	0	0	0	0	0	N/A
6201	Contract Services	44,976	10,000	68,352	75,000	50,000 (1)	140,000	90,000	180.0%
6202	Contract Services - Engineering	10,160	6,330	9,400	6,000	8,000	6,000	(2,000)	-25.0%
6301	Miscellaneous	(2,228)	(5,177)	199	1,000	1,000	500	(500)	-50.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>134,134</b>	<b>34,837</b>	<b>102,626</b>	<b>110,600</b>	<b>87,600</b>	<b>177,100</b>	<b>89,500</b>	<b>102.2%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	1,067	1,067	1,189	0	0	0	0	N/A
6506	Office Equipment	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>1,067</b>	<b>1,067</b>	<b>1,189</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>PLANNING TOTAL:</b>		<b>438,151</b>	<b>314,286</b>	<b>262,176</b>	<b>292,600</b>	<b>406,801</b>	<b>450,187</b>	<b>43,386</b>	<b>10.7%</b>

(1) Economic Development Consultant - Kosmont Companies: \$40,000  
Miscellaneous work on zoning and land use documents, including Housing Element: \$10,000

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>		Actual 2013-14	Budget 2014-15	Budget 2015-16
Planning Director		0.90	1.00	1.00
Planning Commissioners (5)		5.00	5.00	5.00
Assistant Planner		1.00	1.00	1.00
Staff Assistant/ Planning Tech		0.70	0.45	0.45
Total		<u>17,077.20</u>	<u>16,740.15</u>	<u>16,740.15</u>
5001	Salaries	\$ 103,445	\$ 204,516	\$ 177,397
5002	Planning Commission Salaries	\$ 3,150	\$ 6,000	\$ 6,000
\$100 per month each for five Planning Commissioners				
5005	Intern Program	\$ -	\$ -	\$ -
5005	Code Enforcement	\$ 4,750	\$ 9,200	\$ 9,200
Part-Time Code Enforcement Officer				
5100	Benefits	\$ 47,016	\$ 99,485	\$ 80,490

Operating & Maintenance

5301	Office Supplies	\$ 7,331	\$ 2,000	\$ 2,000
5305	Equipment Rental	\$ 1,725	\$ 5,000	\$ 5,000
<b>Monthly leasing expense for copier.</b>				
5306	Advertising - Legal	\$ 2,195	\$ 3,000	\$ 3,000
5401	Membership & Publications	\$ 4,068	\$ 2,000	\$ 2,000
<b>Professional and organization dues.</b>				
5402	Travel & Training	\$ -	\$ 5,000	\$ 5,000
<b>Attendance at conferences and seminars for Planning Commission and staff.</b>				
5509	Maintenance / Repair	\$ -	\$ 1,000	\$ 1,000
<b>Copier and miscellaneous maintenance and repairs.</b>				
5603	Computer Maintenance & Software	\$ 2,356	\$ 3,500	\$ 6,000
<b>Maintenance and updates of existing computer software programs.</b>				
5701	Telephone	\$ 4,217	\$ 3,600	\$ 3,600
5703	Utilities - Electric	\$ 2,394	\$ 2,500	\$ 2,500
6016	Code Enforcement Expense	\$ 389	\$ 1,000	\$ 500
6201	Contract Services	\$ 68,352	\$ 50,000	\$ 140,000
<b>Economic Development consultant \$50,000</b>				
6202	Contract Services - Engineering	\$ 9,400	\$ 8,000	\$ 6,000
<b>GIS, CADD and mapping services.</b>				
6301	Miscellaneous	\$ 199	\$ 1,000	\$ 500

Capital

6504	Office Furniture	\$ -	\$ -	\$ -
<b>Miscellaneous office furniture.</b>				
6505	Computer Equipment	\$ 1,189	\$ -	\$ -
<b>Miscellaneous computer equipment and upgrades.</b>				
6506	Office Equipment	\$ -	\$ -	\$ -

# ENTERPRISE FUNDS

**FUND: 005-WASTEWATER**

**DEPARTMENT: 701/WASTEWATER**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 245,595	\$ 264,862	\$ 233,081	\$ 294,315	\$ 294,315	\$ 253,567
Operating & Maintenance	\$ 526,346	\$ 564,000	\$ 1,107,804	\$ 874,000	\$ 844,000	\$ 1,047,648
Capital	\$ -	\$ -	\$ -	\$ -	\$ 58,500	\$ -
Department Total	\$ 771,941	\$ 828,862	\$ 1,340,885	\$ 1,168,315	\$ 1,196,815	\$ 1,301,215

**DEPARTMENT DESCRIPTION**

The Wastewater Fund is an enterprise fund that is used to account for all the financial activity associated with the operation of the City's sewer utility. The Wastewater Department is responsible for operating, maintaining, cleaning and repairing the sanitary sewer system and treatment plant, including lift stations and mains. The Department provides biological and chemical analysis required to evaluate and manage domestic and industrial waste. It also maintains plant process control and provides the database for performance reports required by regulatory agencies.

In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.

DEPARTMENT EXPENDITURES

**WASTEWATER**  
**005-701**

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	163,386	176,558	174,344	191,960	191,960	177,602	(14,358)	-7.5%
5005	Hourly	0	0	0	0	0	0	0	0.0%
5100	Benefits	82,209	88,304	58,737	102,355	102,355	75,965	(26,390)	-25.8%
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>		<b>245,595</b>	<b>264,862</b>	<b>233,081</b>	<b>294,315</b>	<b>294,315</b>	<b>253,567</b>	<b>(40,748)</b>	<b>-13.8%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5201	Insurance - Liability	5,363	4,669	204	15,000	15,000	19,000	4,000	26.7%
5202	Insurance - Property	9,197	9,269	9,818	10,500	10,500	10,500	0	0.0%
5301	Office Supplies	1,888	1,720	1,890	2,300	2,300	2,300	0	0.0%
5303	Postage	4,685	5,137	4,763	5,000	5,000	5,000	0	0.0%
5401	Membership & Publications	269	0	139	500	500	500	0	0.0%
5402	Travel & Training	1,244	4,602	1,819	4,000	4,000	4,000	0	0.0%
5501	Operational Supplies	876	2,702	3,110	4,000	4,000	4,000	0	0.0%
5502	Chemicals / Analysis	46,688	24,690	23,002	30,000	30,000	30,000	0	0.0%
5503	Tools	230	1,872	754	1,000	1,000	1,000	0	0.0%
5504	Laundry - Uniforms	236	865	864	800	800	800	0	0.0%
5506	Fuel - Vehicles	7,352	7,409	6,695	6,000	6,000	6,000	0	0.0%
5507	Maintenance - Vehicles	2,984	3,011	6,950	8,000	8,000	8,000	0	0.0%
5509	Maintenance / Repair	39,416	47,823	29,885	65,000	65,000	50,000	(15,000)	-23.1%
5510	Safety Equipment	750	848	1,919	2,000	2,000	2,000	0	0.0%
5601	Data Processing Contract Maintenance	900	900	900	1,300	1,300	1,300	0	0.0%
5603	Computer Maintenance & Software	223	971	288	1,000	1,000	1,000	0	0.0%
5701	Telephone	7,654	7,899	6,405	6,500	6,500	7,200	700	10.8%
5703	Utilities - Electric	99,364	103,524	130,042	130,000	100,000	100,000	0	0.0%
5704	Utilities - Water	11,253	12,777	22,105	13,000	13,000	13,000	0	0.0%
6004	Audit	5,438	6,777	9,131	7,100	7,100	7,100	0	0.0%
6007	Depreciation	174,089	170,913	175,933	175,000	175,000	175,000	0	0.0%
6011	Regulatory Compliance	13,163	14,272	13,760	20,000	20,000	20,000	0	0.0%
6012	Transfer to Other Funds	0	0	445,426	180,000	180,000	283,333	103,333	57.4%
6201	Contract Services	87,134	111,558	170,347	130,000	130,000	233,200	103,200	79.4%
6202	Contract Services - Engineering	3,565	18,810	41,060	55,000	55,000	55,000	0	0.0%
6301	Miscellaneous/CalPERS Unfunded Liability	2,386	982	595	1,000	1,000	8,415	7,415	741.5%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>526,346</b>	<b>564,000</b>	<b>1,107,804</b>	<b>874,000</b>	<b>844,000</b>	<b>1,047,648</b>	<b>203,648</b>	<b>24.1%</b>
<b>WASTEWATER TOTAL:</b>		<b>+ 771,941</b>	<b>828,862</b>	<b>1,340,885</b>	<b>1,168,315</b>	<b>1,138,315</b>	<b>1,301,215</b>	<b>162,900</b>	<b>14.3%</b>

DEPARTMENT EXPENDITURES

WASTEWATER  
005-701

BUDGET NOTE: Capital Items are included in the Depreciation Category

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
<u>CAPITAL</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
6503	Vehicle Replacement	0	0	0		8,500	0	(8,500)	-100.0%
6507	Improvements	0	0	0		0	0	0	-
6508	Equipment	0	0	148		50,000	0	(50,000)	-100.0%
<b><u>CAPITAL TOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>148</b>	<b>0</b>	<b>58,500</b>	<b>0</b>	<b>(58,500)</b>	<b>-100.0%</b>

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Employee Services</u>			
Finance Director	0.20	0.20	0.20
Finance Support Staff (2)	0.65	0.65	0.65
Public Works Director	0.30	0.30	0.30
Fieldmen (5)	1.50	1.50	1.50
<b>Total</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>
5001 Salaries	\$ 174,344	\$ 191,960	\$ 177,602
5005 Hourly	\$ -	\$ -	\$ -
5100 Benefits	\$ 58,737	\$ 102,355	\$ 75,965
<u>Operating &amp; Maintenance</u>			
5201 Insurance - Liability	\$ 204	\$ 15,000	\$ 19,000
10% of the City's liability insurance; 80% is charged to the General Fund and 10% is charged to the Water Fund.			
5202 Insurance - Property	\$ 9,818	\$ 10,500	\$ 10,500
40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Water Fund. Includes earthquake and flood insurance on City property.			
5301 Office Supplies	\$ 1,890	\$ 2,300	\$ 2,300
5303 Postage	\$ 4,763	\$ 5,000	\$ 5,000
5401 Membership & Publications	\$ 139	\$ 500	\$ 500
Membership dues for the Association of California Water Agencies (ACWA), American Water Works Association (AWWA), Sanitation Agency Managers Association (SAMA) and Underground Service Alert (USA).			
5402 Travel & Training	\$ 1,819	\$ 4,000	\$ 4,000
Attendance at seminars and reimbursement for certification and license renewal fees.			
5501 Operational Supplies	\$ 3,110	\$ 4,000	\$ 4,000
5502 Chemical Analysis	\$ 23,002	\$ 30,000	\$ 30,000
5503 Tools	\$ 754	\$ 1,000	\$ 1,000

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

5504	Laundry - Uniforms	\$ 864	\$ 800	\$ 800
33 1/3% of laundry and uniform service for the Wastewater Plant operators.				
5506	Fuel - Vehicles	\$ 6,695	\$ 6,000	\$ 6,000
5507	Maintenance - Vehicles	\$ 6,950	\$ 8,000	\$ 8,000
5509	Maintenance / Repair	\$ 29,885	\$ 65,000	\$ 50,000
5510	Safety Equipment	\$ 1,919	\$ 2,000	\$ 2,000
33 1/3 % of the cost for the Wastewater Plant operators.				
5601	Data Processing Contract Maintenance	\$ 900	\$ 1,300	\$ 1,300
50% of contract support for utility billing software.				
5603	Computer Maintenance & Software	\$ 288	\$ 1,000	\$ 1,000
5701	Telephone	\$ 6,405	\$ 6,500	\$ 7,200
5703	Utilities - Electric	\$ 130,042	\$ 100,000	\$ 100,000
5704	Utilities - Water	\$ 22,105	\$ 13,000	\$ 13,000
6004	Audit	\$ 9,131	\$ 7,100	\$ 7,100
33 1/3% of the cost.				
6007	Depreciation	\$ 175,933	\$ 175,000	\$ 175,000
Estimate for Fiscal Year 2013-14; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.				
6011	Regulatory Compliance	\$ 13,760	\$ 20,000	\$ 20,000
Assembly Bill 2588, Santa Barbara Air Pollution Control Board and miscellaneous compliance costs.				
6012	Transfer to other funds			
	Transfer to CIP Fund 092 Project #702 (CCTV)	\$ -	\$ 30,000	\$ 30,000
	Transfer to CIP Fund 092 Project #703 (WWTP & Lift Station)	\$ -	\$ -	\$ -
	Transfer to CIP Fund 092 Project #7xx Recycled Wtr Feasibility Concept - Joint Pjt	\$ -	\$ -	\$ 120,000
	Transfer to CIP Fund 092 Project #705 (Headworks WWTP)	\$ -	\$ -	\$ -
	Transfer to CIP Fund 092 Project #311 (WWTP and Pump booster Reliability Project)	\$ -	\$ -	\$ -
	Transfer to CIP Fund 092 Project #706 (Facilities Improvements)	\$ -	\$ 100,000	\$ 100,000
	Transfer to CIP Project #203 (Fundware/Utility Billing Software Replacement)	\$ -	\$ 50,000	\$ 33,333
	Transfer to General Fund for Overhead charges	\$ -	\$ -	\$ -
6201	Contract Services	\$ 170,347	\$ 180,000	\$ 283,333
Trash hauling, 33 1/3% of answering service, 33 1/3% of mapping service, 20% of janitorial services, engineering services and sludge removal.				
6202	Contract Services - Engineering	\$ 41,060	\$ 55,000	\$ 55,000
Engineering work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades and Regional Water Quality Control Board (RWQCB) compliance and permitting.				

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

6301	Miscellaneous	\$ 595	\$ 1,000	\$ 8,415
CalPERS Unfunded Liability is billed separately from Payroll. The amount due from the Enterprise fund is \$8,386.40. Other costs are due to various small WWTP-related purchases.				
<u>Capital</u>				
6503	Vehicle Replacement	\$ -	\$ 8,500	\$ -
6507	Improvements	\$ -	\$ -	\$ -
Generator upgrade/lift station generator				
6508	Equipment	\$ 148	\$ 50,000	\$ -
Wastewater treatment plant equipment - Pump replacement.				

**FUND: 001-GENERAL FUND**

**DEPARTMENT: 551/STORM WATER**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 146,743	\$ 151,000	\$ 134,653	\$ 184,600	\$ 161,600	\$ 184,600
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 146,743	\$ 151,000	\$ 134,653	\$ 184,600	\$ 161,600	\$ 184,600

**DEPARTMENT DESCRIPTION**

The Storm Water Department addresses all issues related to the operation and maintenance of the City's storm drain system, flood control, FEMA and floodplain issues and regulatory compliance and permitting for the National Pollutant Discharge Elimination System (NPDES) general discharge requirements for municipal discharges.

DEPARTMENT EXPENDITURES

**STORM WATER**  
**001-551**

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5401	Membership and Publications	0	0	0	600	600	600	0	0.0%
5509	Maintenance/Repair	0	15,000	0	0	0	0	0	-
6011	Regulatory Compliance	4,852	1,000	5,574	6,000	6,000	9,000	3,000	50.0%
6012	Transfer to Other Funds (CIP 092-101)	0	0	0	20,000	20,000	20,000	0	0.0%
6201	Contract Services	141,891	135,000	129,079	135,000	135,000	155,000	20,000	14.8%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>146,743</b>	<b>151,000</b>	<b>134,653</b>	<b>161,600</b>	<b>161,600</b>	<b>184,600</b>	<b>23,000</b>	<b>14.2%</b>
<b>STORM WATER TOTAL:</b>		<b>146,743</b>	<b>151,000</b>	<b>134,653</b>	<b>161,600</b>	<b>161,600</b>	<b>184,600</b>	<b>23,000</b>	<b>14.2%</b>

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>			
5401 Memberships and Publications	\$ -	\$ 600	\$ 600
5509 Repair/Maintenance	\$ -	\$ -	\$ -
6011 Regulatory Compliance	\$ 5,574	\$ 6,000	\$ 9,000
6012 Transfer to Other Funds	\$ -	\$ 20,000	\$ 20,000
<b>Transfer to CIP Project #101: Storm Drain Cleaning and Retrofit</b>			
6201 Contract Services	\$ 129,079	\$ 135,000	\$ 155,000
Engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluation.			

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 246,421	\$ 272,440	\$ 183,885	\$ 223,015	\$ 223,129	\$ 209,294
Operating & Maintenance	\$1,453,036	\$1,443,005	\$1,677,191	\$1,648,000	\$2,627,100	\$2,891,770
Capital	\$ -	\$ -	\$ -	\$ 83,500	\$ 83,500	\$ 105,000
Department Total	\$1,699,456	\$1,715,445	\$1,861,076	\$1,954,515	\$2,933,729	\$3,206,064

**DEPARTMENT DESCRIPTION**

The Water Fund is an enterprise fund that is used to account for all the financial activity associated with the operation of the City's water utility. The Water Department is responsible for providing production, treatment and distribution of potable domestic water to all residential, commercial and industrial customers within the City as well as providing water for fire suppression. The Department maintains water quality control to meet all Health Department standards and regulation.

In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.

DEPARTMENT EXPENDITURES

WATER  
020-601

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	164,130	177,393	128,057	163,015	133,674	137,104	3,430	2.6%
5005	Hourly	0	0	13,336	0	10,400	7,200	(3,200)	-30.8%
5100	Benefits	82,291	95,047	42,492	60,000	79,055	64,990	(14,065)	-17.8%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>246,421</b>	<b>272,440</b>	<b>183,885</b>	<b>223,015</b>	<b>223,129</b>	<b>209,294</b>	<b>(13,835)</b>	<b>-6.2%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5201	Insurance - Liability	5,363	4,669	204	15,000	15,000	19,000	4,000	26.7%
5202	Insurance - Property	9,197	9,269	9,818	10,500	10,500	10,500	0	0.0%
5301	Office Supplies	1,827	1,674	1,782	2,000	2,000	2,000	0	0.0%
5302	Printing	1,018	0	0	0	900	900	0	0.0%
5303	Postage	4,694	5,148	4,757	5,000	5,000	4,500	(500)	-10.0%
5401	Membership & Publications	5,329	5,910	6,688	600	7,000	7,000	0	0.0%
5402	Travel & Training	2,046	3,122	4,088	2,000	5,000	5,000	0	0.0%
5501	Operational Supplies	524	369	6,959	500	5,000	4,000	(1,000)	-20.0%
5502	Chemicals / Analysis	31,158	39,446	41,978	40,000	40,000	40,000	0	0.0%
5503	Tools	561	442	1,842	1,500	1,500	1,500	0	0.0%
5504	Laundry - Uniforms	236	926	865	800	800	800	0	0.0%
5505	Meter Expense	7,776	0	2,720	6,000	6,000	40,000	34,000	566.7%
5506	Fuel - Vehicles	7,352	7,409	7,424	7,000	7,000	7,000	0	0.0%
5507	Maintenance - Vehicles	1,573	2,918	6,984	8,000	8,000	8,000	0	0.0%
5509	Maintenance / Repair	106,738	102,626	47,733	50,000	50,000	50,000	0	0.0%
5510	Safety Equipment	750	1,701	1,654	1,000	3,000	3,000	0	0.0%
5601	Data Processing Contract Maintenance	900	900	900	1,000	1,300	1,300	0	0.0%
5603	Computer Maintenance & Software	318	1,224	2,028	4,000	2,000	4,000	2,000	100.0%
5701	Telephone	10,844	10,990	9,196	10,000	10,000	10,000	0	0.0%
5703	Utilities - Electric	95,451	114,929	125,583	110,000	110,000	110,000	0	0.0%
6004	Audit	5,438	6,777	9,132	7,100	7,100	7,100	0	0.0%
6007	Depreciation	154,097	166,272	163,471	165,000	167,000	167,000	0	0.0%
6011	Regulatory Compliance	22,663	10,026	15,014	20,000	22,000	22,000	0	0.0%
6012	Transfer to Other Funds	0	0	181,396	20,000	940,000	1,103,333	163,333	17.4%
6013	State Water Project	947,268	903,438	984,330	1,000,000	1,040,000	1,076,000	36,000	3.5%
6014	Santa Ynez River Appropriations	4,356	7,817	13,272	9,000	9,000	9,000	0	0.0%
6201	Contract Services	18,696	30,509	14,758	75,000	75,000	95,000	20,000	26.7%
6202	Contract Services - Engineering	2,148	0	12,020	75,000	75,000	75,000	0	0.0%
6301	Miscellaneous/CalPERS Unfunded Liability	4,716	4,494	595	2,000	2,000	8,837	6,837	341.9%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>1,453,036</b>	<b>1,443,005</b>	<b>1,677,191</b>	<b>1,648,000</b>	<b>2,627,100</b>	<b>2,891,770</b>	<b>264,670</b>	<b>10.1%</b>
<b>WATER TOTAL:</b>		<b>1,699,456</b>	<b>1,715,445</b>	<b>1,861,076</b>	<b>1,871,015</b>	<b>2,850,229</b>	<b>3,101,064</b>	<b>250,835</b>	<b>8.8%</b>

DEPARTMENT EXPENDITURES

**WATER**  
**020-601**

BUDGET NOTE: Capital Items are included in the Depreciation Category

<u>CAPITAL</u>		<u>2011-12</u> <u>Actual</u>	<u>2012-13</u> <u>Actual</u>	<u>2013-14</u> <u>Actual</u>	<u>2014-15</u> <u>Estimate</u>	<u>2014-15</u> <u>Budget</u>	<u>2015-16</u> <u>Proposed</u>	Change From <u>2014-15</u> <u>Budget</u>	% Change From 2014-15 <u>Budget</u>
6503	Vehicle Replacement	0	0	0	8,500	8,500	0	(8,500)	-100.0%
6507	Improvements	0	0	0	0	0	30,000	30,000	-
6508	Equipment	0	0	0	75,000	75,000	75,000	0	0.0%
<b><u>CAPITAL TOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>83,500</b>	<b>83,500</b>	<b>105,000</b>	<b>21,500</b>	<b>25.7%</b>

(1) Improvements includes water treatment plant improvements, buildings, filters, booster station and Clearscada software.

(2) Equipment includes sampling, sounding and generators.

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Employee Services</u>			
City Engineer	0.20	0.20	0.20
Public Works Director	0.30	0.30	0.30
Fieldmen (5)	1.50	1.50	1.50
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
5001 Salaries	\$ 128,057	\$ 133,674	\$ 137,104
5005 Hourly	\$ 13,336	\$ 10,400	\$ 7,200
5100 Benefits	\$ 42,492	\$ 79,055	\$ 64,990
<u>Operating &amp; Maintenance</u>			
5201 Insurance - Liability	\$ 204	\$ 15,000	\$ 19,000
10% of the City's liability insurance; 80% is charged to the General Fund and 10% is charged to the Wastewater Fund.			
5202 Insurance - Property	\$ 9,818	\$ 10,500	\$ 10,500
40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Wastewater Fund. Includes earthquake and flood insurance on City property.			
5301 Office Supplies	\$ 1,782	\$ 2,000	\$ 2,000
5302 Printing	\$ -	\$ 900	\$ 900
5303 Postage	\$ 4,757	\$ 5,000	\$ 4,500
5401 Membership & Publications	\$ 6,688	\$ 7,000	\$ 7,000
Membership dues for the Association of California Water Agencies (ACWA), American Water Works Association (AWWA), Cross Connection, Santa Barbara Water Purveyors Association and Underground Service Alert (USA).			
5402 Travel & Training	\$ 4,088	\$ 5,000	\$ 5,000
Attendance at seminars and reimbursement for Certification and License renewal fees.			
5501 Operational Supplies	\$ 6,959	\$ 5,000	\$ 4,000

FUND: 020-WATER

DEPARTMENT: 601/WATER

5502	Chemical Analysis	\$ 41,978	\$ 40,000	\$ 40,000
5503	Tools	\$ 1,842	\$ 1,500	\$ 1,500
5504	Laundry - Uniforms	\$ 865	\$ 800	\$ 800
<b>33 1/3% of laundry and uniform service for the Water Department employees.</b>				
5505	Meter Expense	\$ 2,720	\$ 6,000	\$ 40,000
<b>New and replacement meters. New meter expense is offset by meter installation revenue.</b>				
5506	Fuel - Vehicles	\$ 7,424	\$ 7,000	\$ 7,000
5507	Maintenance - Vehicles	\$ 6,984	\$ 8,000	\$ 8,000
5509	Maintenance / Repair	\$ 47,733	\$ 50,000	\$ 50,000
5510	Safety Equipment	\$ 1,654	\$ 3,000	\$ 3,000
<b>33 1/3 % of the cost for the Water Department employees.</b>				
5601	Data Processing Contract Maintenance	\$ 900	\$ 1,300	\$ 1,300
<b>50% of contract support for utility billing software.</b>				
5603	Computer Maintenance & Software	\$ 2,028	\$ 2,000	\$ 4,000
5701	Telephone	\$ 9,196	\$ 10,000	\$ 10,000
5703	Utilities - Electric	\$ 125,583	\$ 110,000	\$ 110,000
6004	Audit	\$ 9,132	\$ 7,100	\$ 7,100
<b>33 1/3% of the cost.</b>				
6007	Depreciation	\$ 163,471	\$ 167,000	\$ 167,000
<b>Estimate for Fiscal Year 2013-14; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</b>				
6011	Regulatory Compliance	\$ 15,014	\$ 22,000	22,000
6012	Transfer to Other Funds			
	Transfer to CIP Fund Project #6xx (Water Meter Improvements)	\$ -	\$ -	\$ 40,000
	Transfer to CIP Fund Project #603 (WTP Facilities)	\$ -	\$ 160,000	\$ 150,000
	Transfer to CIP Fund Project #6xx (Backwash Reclamation Imprvt Pjt)	\$ -	\$ -	\$ 100,000
	Transfer to CIP Fund Project #6xx (Reservoirs 1 & 2 - 2013-14)	\$ -	\$ -	\$ 700,000
	Transfer to CIP Fund Project #6xx - (Water Meter Upgrades)	\$ -	\$ -	\$ 50,000
	Transfer to CIP Fund Project #203 (Fund & Utility billing Software)	\$ -	\$ 25,000	\$ 33,333
	Transfer to CIP Project #6xx (Recycled Water Concept/Feas/Joint Pjt)	\$ -	\$ 30,000	\$ 30,000
6013	State Water Project	\$ 984,330	\$ 1,040,000	\$ 1,076,000
<b>Covers both Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.</b>				
6014	Santa Ynez River Appropriations	\$ 13,272	\$ 9,000	\$ 9,000
<b>Annual groundwater charges.</b>				
6201	Contract Services	\$ 14,758	\$ 75,000	\$ 95,000

FUND: 020-WATER

DEPARTMENT: 601/WATER

Trash hauling, 33 1/3% of answering service, 33 1/3% of mapping service, 20% of janitorial services, engineering services, valve replacement and repainting of water treatment plant.

FUND: 020-WATER

DEPARTMENT: 601/WATER

6202 Contract Services - Engineering	\$ 12,020	\$ 75,000	\$ 75,000
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Rate and connection fee studies, water system modeling and atlas mapping.
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6301 Miscellaneous	\$ 595	\$ 2,000	\$ 8,837
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CalPERS Unfunded Liability is billed separately from Payroll. The amount due from the Enterprise fund is \$6,813.98. Other costs are due to various small WTP-related purchases.
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Capital

6503 Vehicle Replacement	\$ -	\$ 8,500	\$ -
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6507 Improvements	\$ -	\$ -	\$ 30,000
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Water Conservation rebates, i.e., "cash for grass".
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6508 Equipment	\$ -	\$ 75,000	\$ 75,000
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Sampling, sounding and generators
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## **OTHER FUNDS**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ 2,970	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ -	\$ 2,970		\$ 3,000	\$ 3,000	\$ 3,000

**DEPARTMENT DESCRIPTION**

The funds received from this program may be used for anything associated with site development and development of low cost housing.

DEPARTMENT EXPENDITURES

**HOUSING  
023-580**

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5818	Housing Assistance		0	0	0	0	0	0	N/A
5818	Mobile Home Repair	0	2,970	0	450	3,000	3,000	0	0.0%
6201	Contract Services	0	0	0		0	0	0	N/A
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>0</b>	<b>2,970</b>	<b>0</b>	<b>450</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.0%</b>
<b>HOUSING TOTAL:</b>		<b>0</b>	<b>2,970</b>	<b>0</b>	<b>450</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0.0%</b>

FUND: 023-HOUSING

DEPARTMENT: 580/HOUSING

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>			
5818 Housing Assistance	\$0	0	0
5818 Mobile Home Repair	\$0	3,000	3,000
<u>Mobile Home Repair \$3,000 thru Senior Center.</u>			
6201 Contract Services	0	0	0

**FUND: 025-GAS TAX**

**DEPARTMENT: 553/STREET MAINTENANCE  
554/TRAFFIC SAFETY  
555/STREET CLEANING  
557/ENGINEERING**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 49,530	\$ 83,482	\$ 98,860	\$ 302,000	\$ 861,000	\$ 777,000
Capital	\$ 89,085	\$ -	\$ 12,893	\$ -	\$ -	\$ -
Department Total	\$ 138,615	\$ 83,482	\$ 111,753	\$ 302,000	\$ 861,000	\$ 777,000

**DEPARTMENT DESCRIPTION**

The Gas Tax Fund is monies collected from gas taxes that are to be used for street construction, repair, maintenance, traffic signals and street cleaning.

DEPARTMENT EXPENDITURES

**GAS TAX**  
**025-55X**

			2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
			Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
									Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>										
553	6008	Annual Street Report	0	0	0	2,000	2,000	2,000	0	+
553	6012	Transfer to Other Funds	0	0	89,390	300,000	744,000	775,000	31,000	4.2%
553	6201	Contract Services	0	0	0	0	0	0	0	-
554	6201	Contract Services	23,793	23,218	4,420	0	30,000	0	(30,000)	-100.0%
555	6201	Contract Services	25,342	28,643	0	0	35,000	0	(35,000)	-100.0%
557	6201	Contract Services	395	31,622	5,050	0	50,000	0	(50,000)	-100.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>			<b>49,530</b>	<b>83,482</b>	<b>98,860</b>	<b>302,000</b>	<b>861,000</b>	<b>777,000</b>	<b>(84,000)</b>	<b>-9.8%</b>
<b><u>CAPITAL</u></b>										
553	6507	Improvements	0	0	0	0	0	0	0	-
557	6507	Improvements	89,085	0	12,893	0	0	0	0	-
<b><u>CAPITAL SUBTOTAL:</u></b>			<b>89,085</b>	<b>0</b>	<b>12,893</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>GAS TAX TOTAL:</b>			<b>138,615</b>	<b>83,482</b>	<b>111,753</b>	<b>302,000</b>	<b>861,000</b>	<b>777,000</b>	<b>(84,000)</b>	<b>-9.8%</b>

025-555-6201-000 = Street Sweeping

FUND: 025-GAS TAX

DEPARTMENT: 553/STREET MAINTENANCE  
 554/TRAFFIC SAFETY  
 555/STREET CLEANING  
 557/ENGINEERING

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

		Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>				
553	6008 Street Report	\$0	2,000	2,000
553	6012 Transfer to other funds			
	Transfer to CIP Fund Project #310 (Road Maintenance 14/15)	\$ -	\$ 300,000	\$ 300,000
	Transfer to CIP Fund Project #312 (Highway 246 Sidewalk - CalTrans	\$ -	\$ 275,000	\$ 250,000
	Transfer to CIP Fund Project #202 Buellton Town Center Driveway	\$ -	\$ 114,000	
	McMurray Road Widening/TS Project #307	\$ -	\$ 25,000	\$ 25,000
	Transfer to CIP Fund Project #xxx (Road Maintenance 15/16)		\$ -	\$ 200,000
	Operating Transfer to the General Fund for Overhead Costs	\$ -	\$ 30,000	
554	6201 Contract Services	\$ 4,420	\$ 30,000	\$ 775,000
	Traffic safety studies.			
555	6201 Contract Services	\$ -	\$ 35,000	\$ -
	Street cleaning expenditures.			
557	6201 Contract Services	\$ 5,050	\$ 50,000	\$ -
	Engineering services for street operational improvements.			

Capital

See Fund 92

**FUND: 027-LOCAL TRANSPORTATION**

**DEPARTMENT: 559/TDA GRANT**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 71,373	\$ 76,575	\$ 60,295	\$ 97,867	\$ 126,100	\$ 92,100
Capital	\$ -	\$ -	\$ -	\$ 97,867	\$ -	\$ -
Department Total	\$ 71,373	\$ 76,575	\$ 60,295	\$ 195,734	\$ 126,100	\$ 92,100

**DEPARTMENT DESCRIPTION**

Local Transportation Funds are used for transportation services for the citizens of Buellton. After all unmet needs are satisfied, the funds may be used for street construction, repair and maintenance.

DEPARTMENT EXPENDITURES

LOCAL TRANSPORTATION  
027-559

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6201	Contract Services	0	15,759	0	0	25,000	0	(25,000)	-100.0%
6012	Transfer out (CIP)	51,373	39,716	0	0	0	50,000	50,000	#DIV/0!
	new Bikes and Trails (Reserve)	0	0	0	0	0	13,000	13,000	
6212	Lompoc-Wine Country Express	20,000	20,000	20,000	16,667	20,000	20,000	0	0.0%
6212	SYVT Dial-A-Ride Subsidy	0	1,100	1,200	1,200	1,100	1,100	0	0.0%
6212	Breeze Extension Pilot	0	0	39,095	80,000	80,000	8,000	(72,000)	-90.0%
	<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>71,373</b>	<b>76,575</b>	<b>60,295</b>	<b>97,867</b>	<b>126,100</b>	<b>92,100</b>	<b>(34,000)</b>	<b>-27.0%</b>
<b><u>CAPITAL</u></b>									
6507	Improvements	0	0	0	0	0	0	0	0.0%
	<b><u>CAPITAL SUBTOTAL:</u></b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>LOCAL TRANSPORTATION TOTAL:</b>		<b>71,373</b>	<b>76,575</b>	<b>60,295</b>	<b>97,867</b>	<b>126,100</b>	<b>92,100</b>	<b>(34,000)</b>	<b>-27.0%</b>

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>		Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>				
6201	Contract Services	\$ -	\$ 25,000	\$ -
	North Park & Ride design/permitting			
6012	Transfer Out	\$ -	\$ -	\$ 50,000
	No Ave of the Flags park and ride			
6212	Lompoc-SYV Transit Project	\$ 20,000	\$ 20,000	\$ 20,000
	Wine Country Express			
6212	SYVT Dial-A-Ride Subsidy	\$ 1,200	\$ 1,100	\$ 1,100
6212	Breeze Extension Pilot	\$ 39,095	\$ 80,000	\$ 8,000

Capital

6507 Improvements  
See Fund 92

**FUND: 001-RECREATION**

**DEPARTMENT: 511/RECREATION**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 303,256	\$ 295,527	\$ 301,132	\$ 318,945	\$ 318,391	\$ 320,058
Operating & Maintenance	\$ 173,940	\$ 199,200	\$ 196,671	\$ 184,000	\$ 164,000	\$ 154,000
Capital	\$ 42,124	\$ -	\$ -	\$ 25,000	\$ 30,000	\$ -
Department Total	\$ 519,320	\$ 494,727	\$ 497,803	\$ 527,945	\$ 512,391	\$ 474,058

**DEPARTMENT DESCRIPTION**

Recreation funds are to be used for community recreation programs and purposes.
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DEPARTMENT EXPENDITURES

**RECREATION**  
**001-511**

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	135,381	174,445	179,420	178,000	177,446	185,678	8,232	4.6%
5005	Hourly Employees	83,448	23,314	26,705	32,000	32,000	37,000	5,000	15.6%
5100	Benefits	84,427	97,768	95,007	108,945	108,945	97,380	(11,565)	-10.6%
<b><u>EMPLOYEE SERVICES SUBTOTAL</u></b>		<b>303,256</b>	<b>295,527</b>	<b>301,132</b>	<b>318,945</b>	<b>318,391</b>	<b>320,058</b>	<b>1,667</b>	<b>0.5%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	3,496	4,050	1,208	2,500	2,500	2,500	0	0.0%
5306	Advertising	0	0	7,568	6,500	6,500	6,500	0	+
5506	Fuel- Vehicles	5,312	6,232	6,547	7,000	7,000	9,000	2,000	28.6%
5507	Maintenance - Vehicles	2,645	1,705	2,841	2,000	2,000	2,000	0	0.0%
5509	Maintenance / Repair - Rec Dept	9,271	10,032	9,152	12,000	12,000	12,000	0	0.0%
5509	Maintenance / Repair - Joint Use	3,120	3,400	1,862	4,000	4,000	4,000 (1)	0	0.0%
5701	Telephone/Internet	2,836	2,599	2,607	3,000	3,000	3,000	0	0.0%
5801	Buelltton Recreation Program	51,763	58,037	69,332	49,500	29,500	49,500	20,000	67.8%
5801	Buelltton Recreation Program 50/50	25,369	41,633	30,012	35,000	25,000	5,000	(20,000)	-80.0%
5802	Buelltton Rec Programs Trips	19,708	26,534	35,243	29,500	39,500	29,500	(10,000)	-25.3%
6015	Transfer to Reserves	0	5,000	0	0	0	0	0	-
6202	Contract Services	47,909	37,816	30,294	31,500	31,500	30,000	(1,500)	N/A
6207	Recreation Coordinator/Admin Overhead	0	0	0	0	0	0	0	N/A
6301	Miscellaneous	2,511	2,162	5	1,500	1,500	1,000	(500)	-33.3%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>173,940</b>	<b>199,200</b>	<b>196,671</b>	<b>184,000</b>	<b>164,000</b>	<b>154,000</b>	<b>(10,000)</b>	<b>-5.1%</b>
<b><u>CAPITAL</u></b>									
6503	Vehicles	0	0	0	25,000	30,000	0	(30,000)	N/A
6507	Improvements	42,124	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>42,124</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>30,000</b>	<b>0</b>	<b>(30,000)</b>	<b>N/A</b>
<b>PARKS / RECREATION TOTAL:</b>		<b>519,320</b>	<b>494,727</b>	<b>497,803</b>	<b>527,945</b>	<b>512,391</b>	<b>474,058</b>	<b>(38,333)</b>	<b>-7.5%</b>

(1) Budgeted amount is based on 1/3 of the total Rec Center rental revenue from the previous year.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Employee Services</u>			
Recreation Coordinator	1.00	1.00	1.00
Staff Assistant/Planning Tech	0.30	0.30	0.25
Recreation Center Programmer	0.00	0.00	0.00
Recreation Center Coordinator	1.00	1.00	1.00
Recreation Technician	1.00	1.00	1.00
Total	3.30	3.30	3.25
5001 Salaries	\$ 179,420	\$ 177,446	\$ 185,678
5005 Hourly Employees	\$ 26,705	\$ 32,000	\$ 37,000
<b>Currently employ five part-time employees</b>			
5100 Benefits	\$ 95,007	\$ 108,945	\$ 97,380
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$ 1,208	\$ 2,500	\$ 2,500
5306 Advertising	\$ 7,568	\$ 6,500	\$ 6,500
5506 Fuel - Vehicles	\$ 6,547	\$ 7,000	\$ 9,000
5507 Maint - Vehicles	\$ 2,841	\$ 2,000	\$ 2,000
5509 Maintenance / Repair	\$ 9,152	\$ 12,000	\$ 12,000
<b>Buellton Rec dept repairs and maintenance - office, Zone</b>			
5509 Maint/Repair-Joint Use	\$ 1,862	\$ 4,000	\$ 4,000
<b>Joint facility repairs - gym, kitchen, weight room, restroom,courtyard Amount based on 1/3 of the total Rec Center rental revenue from the previous year</b>			
5701 Telephone/Internet	\$ 2,607	\$ 3,000	\$ 3,000
5801 Buellton Recreation Program	\$ 69,332	\$ 29,500	\$ 49,500
<b>Seasonal personnel, Oak Valley afterschool program, supplies, flyers and equipment.</b>			
5801 Buellton Recreation Program - 50/50	\$ 30,012	\$ 25,000	\$ 5,000
<b>Shared recreations programs with the City of Solvang</b>			

FUND: 001-GENERAL

DEPARTMENT: 511/RECREATION

5802	Buellton Recreation Program-Trips	\$ 35,243	\$ 39,500	\$ 29,500
<u>Trips organized for children and adults through Buellton Recreation</u>				
6015	Transfer to Reserves	\$ -	\$ -	\$ -
6202	Contract Services	\$ 30,294	\$ 31,500	\$ 30,000
6207	Recreation Coordinator/ Admin Overhead	\$ -	\$ -	\$ -
6301	Miscellaneous	\$ 5	\$ 1,500	\$ 1,000
 <u>Capital</u>				
6503	Vehicles	\$ -	\$ 30,000	\$ -

**FUND: 029-TRANSPORTATION PLANNING**

**DEPARTMENT: 557/ENGINEERING**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 45,213	\$ 41,655	\$ 35,518	\$ 30,000	\$ 45,000	\$ 45,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 45,213	\$ 41,655	\$ 35,518	\$ 30,000	\$ 45,000	\$ 45,000

**DEPARTMENT DESCRIPTION**

Transportation Planning funds are to be used for services related to compliance with annual reporting requirements of Santa Barbara County Association of Governments and the California Department of Transportation.

DEPARTMENT EXPENDITURES

TRANSPORTATION PLANNING  
029-557

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<u>OPERATING &amp; MAINTENANCE</u>									
6201	Contract Services	45,213	41,655	35,518	30,000	45,000	45,000	0	0.0%
	<u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u>	45,213	41,655	35,518	30,000	45,000	45,000	0	0.0%
TRANSPORTATION PLANNING TOTAL:		45,213	41,655	35,518	30,000	45,000	45,000	0	0.0%

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>			
6201 Contract Services	\$ 30,000	\$ 45,000	\$ 45,000
Transportation and transit coordination/planning/Caltrans			

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ -	\$ -	\$ 398,084	\$ 807,397	\$ 855,347
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ -	\$ -	\$ -	\$ 398,084	\$ 807,397	\$ 855,347

**DEPARTMENT DESCRIPTION**

In November 2008, the voters of Santa Barbara County passed Measure A, which will continue the 1/2 cent sales tax authorized by Measure D. Measure A will become effective on April 1, 2010, remaining in effect for 30 years, with an expiration date of March 31, 2040.

DEPARTMENT EXPENDITURES

**MEASURE A**  
**031-560**

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6012	Transfer to Other Funds	0	0	0	398,084	807,397	855,347	47,950	5.9%
6201	Contract Services/Ballot Initiative	0	0	0	0	0	0	0	-
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>398,084</b>	<b>807,397</b>	<b>855,347</b>	<b>47,950</b>	<b>5.9%</b>
<b><u>CAPITAL</u></b>									
6507	Improvements	0	0	0	0	0	0	0	-
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>
<b>MEASURE A TOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>398,084</b>	<b>807,397</b>	<b>855,347</b>	<b>47,950</b>	<b>5.9%</b>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

Actual  
2013-14

Budget  
2014-15

Budget  
2015-16

Operating & Maintenance

6012 Transfer to Other Funds

Transfer to CIP Fund #3xx (RVP Pedestrian Sidewalk)	\$ -	\$ 15,000	\$ 25,000
Transfer to CIP Fund #312 (Hwy 246 Sidewalk - Cal Trans)	\$ -	\$ 350,600	\$ 250,000
Transfer to CIP Fund #310 (Road Maintenance 14/15)	\$ -	\$ -	\$ 221,247
Transfer to CIP Fund #306 (Highway 246/Sycamore Pedestrian Crossing)	\$ -	\$ 100,000	\$ 70,000
Transfer to Fund 27 (LTF) for Transit Operating Costs	\$ -	\$ 101,000	\$ 39,100
Transfer to CIP Fund #313 (Road Project 2015-16)	\$ -	\$ 30,000	\$ 250,000

6201 Contract Services

	\$ -	\$ -	\$ -
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2014-15 Road Maintenance Project.			
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Capital

6507 Improvements  
See Fund 92

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 103,045	\$ 114,400	\$ 95,319	\$ 100,500	\$ 85,400	\$ 100,500
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 103,045	\$ 114,400	\$ 95,319	\$ 100,500	\$ 85,400	\$ 100,500

**DEPARTMENT DESCRIPTION**

This department is part of the General fund and is for the maintenance of street frontage landscaping and other common areas under the jurisdiction of the City.

DEPARTMENT EXPENDITURES

PUBLIC WORKS-LANDSCAPE MAINTENANCE

001-556

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
<u>OPERATING &amp; MAINTENANCE</u>									
5509	Maintenance / Repair	4,977	2,500	1,847	2,500	2,500	2,500	0	0.0%
5703	Utilities - Electric	935	900	8,336	6,000	900	6,000	5,100	566.7%
5704	Utilities - Water	14,921	22,000	15,846	22,000	22,000	22,000	0	0.0%
6201	Contract Services	82,213	89,000	69,290	70,000	60,000	70,000	10,000	16.7%
6202	Contract Services - Engineering	0	0	0	0	0	0	0	N/A
<u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u>		<u>103,045</u>	<u>114,400</u>	<u>95,319</u>	<u>100,500</u>	<u>85,400</u>	<u>100,500</u>	<u>15,100</u>	<u>15.8%</u>
 <u>LANDSCAPE MAINTENANCE TOTAL:</u>		 <u>103,045</u>	 <u>114,400</u>	 <u>95,319</u>	 <u>100,500</u>	 <u>85,400</u>	 <u>100,500</u>	 <u>15,100</u>	 <u>17.7%</u>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

	Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>			
5509 Maintenance / Repair	\$ 1,847	\$ 2,500	\$ 2,500
5703 Utilities - Electric	\$ 8,336	\$ 900	\$ 6,000
5704 Utilities - Water	\$ 15,846	\$ 22,000	\$ 22,000
6201 Contract Services	\$ 69,290	\$ 60,000	\$ 70,000
Valley Crest maintenance contract for common landscaped areas of the City. Ave of Flags medians and Highway 246.			
6202 Contract Services - Engineering	\$ -	\$ -	\$ -

**FUND: 001-GENERAL FUND**

**DEPARTMENT: 552/PARKS**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 207,787	\$ 204,372	\$ 168,690	\$ 222,400	\$ 222,400	\$ 295,800
Capital	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Department Total	\$ 207,787	\$ 204,372	\$ 168,690	\$ 247,400	\$ 247,400	\$ 320,800

**DEPARTMENT DESCRIPTION**

Parks was consolidated into the General Fund in prior years. Service and Renovation relates to Zaca Creek Park, Oak Park, Riverview, Paws Park and the Golf Course.

DEPARTMENT EXPENDITURES

PARKS  
001-552

	2011-12 <u>Actual</u>	2012-13 <u>Actual</u>	2013-14 <u>Actual</u>	2014-15 <u>Estimate</u>	2014-15 <u>Budget</u>	2015-16 <u>Proposed</u>	Change From 2014-15 <u>Budget</u>	% Change From 2014-15 <u>Budget</u>
<b><u>OPERATING &amp; MAINTENANCE</u></b>								
5305 Equipment Rental	0	563		5,000	5,000	5,000	0	0.0%
5305-1 Small Equipment	0	1,276	394	3,000	3,000	3,000	0	0.0%
5501 Operational Supplies	0	0	2,120	8,800	8,800	8,800	0	0.0%
5502 Chemicals	0	0	154	1,000	1,000	1,000	0	0.0%
5509 Maintenance/Repair-Riverview	15,736	47,067	18,617	30,000	30,000	30,000	0	0.0%
5509-2 Maintenance/Repair-Oak Park	0	316	2,147	5,000	5,000	20,000	15,000	300.0%
5509-4 Maintenance/Repair-Paws Park	0	0	9,684	6,000	6,000	10,500	4,500	75.0%
5509-5 Maintenance/Repair-Ave of the Flags	0	0	424	5,000	5,000	5,000	0	0.0%
5703 Utilities - Electric	7,815	9,784	877	7,500	7,500	7,500	0	0.0%
5704 Utilities - Water	34,552	38,244	40,677	46,000	46,000	46,000	0	0.0%
5820 Zaca Creek Park	46,634	6,851	0	0	0	0	0	-
5820 Golf Course Renovation-Park	14,076	30,040	9,245	0	0	0	0	-
6201 Contract Services - Park	88,974	70,231	84,351	105,100	105,100	159,000	53,900	51.3%
6202 Contract Services - Engineering	0	0	0	0	0	0	0	-
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>207,787</b>	<b>204,372</b>	<b>168,690</b>	<b>222,400</b>	<b>222,400</b>	<b>295,800</b>	<b>73,400</b>	<b>43.5%</b>
<b><u>CAPITAL</u></b>								
6507 Improvements	0	0	0	0	0	0	0	N/A
6508 Equipment	0	0	9,775	25,000	25,000	25,000	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>	<b>0</b>	<b>0</b>	<b>9,775</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>N/A</b>
<b>PARKS TOTAL:</b>	<b>207,787</b>	<b>204,372</b>	<b>178,465</b>	<b>247,400</b>	<b>247,400</b>	<b>320,800</b>	<b>73,400</b>	<b>41.1%</b>

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>		Actual 2013-14	Budget 2014-15	Budget 2015-16
<u>Operating &amp; Maintenance</u>				
5305	Equipment Rental	\$ -	\$ 5,000	\$ 5,000
5305	Small Equipment	\$ 394	\$ 3,000	\$ 3,000
5501	Operational Supplies	\$ 2,120	\$ 8,800	\$ 8,800
Trash bags/dog pot bags, soaps, toilet paper, cleaning supplies				
5502	Chemicals	\$ 154	\$ 1,000	\$ 1,000
Pesticides, herbicides, graffiti remover				
5509	Maintenance/Repair	\$ 18,617	\$ 35,000	\$ 30,000
Sidewalks, plants, restrooms, buildings, electrical, etc.				
5509-2	Maintenance/Repair - Oak Park	\$ 2,147	\$ 5,000	\$ 20,000
5509-4	Maintenance/Repair - Paws Park	\$ 9,684	\$ 6,000	\$ 10,500
5509-5	Maintenance/Repair - Ave of the Flags	\$ 424	\$ 5,000	\$ 5,000
5703	Utilities - Electric	\$ 877	\$ 7,500	\$ 7,500
Riverview and Oak Parks				
5704	Utilities - Water	\$ 40,677	\$ 46,000	\$ 46,000
Riverview and Oak Parks				
5820	Zaca Creek	\$ -	\$ -	\$ -
5820	Golf Course Renovation	\$ 9,245	\$ -	\$ -
6201	Contract Services	\$ 84,351	\$ 105,100	\$ 159,000
Valley (\$72,000); Rafael Ruiz (\$24,000); Valley Gardener (\$135,000)				
6202	Contact Services - Engineering	\$ -	\$ -	\$ -
<u>Capital</u>				
6507	Improvements	\$ -	\$ -	\$ -
6508	Equipment	\$ 9,775	\$ 25,000	\$ 25,000

**2015-16**  
**CAPITAL IMPROVEMENT**  
**PROJECTS (CIP) BUDGET**

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**2015-16 through 2019-20**  
**CAPITAL IMPROVEMENT PROGRAM**

City of Buellton  
 CIP Funding by fund  
 Budget: 2015-16

Project  
 Number

092-101 Storm Drain cleaning and Retrofit  
 092-201 Facilities Maintenance and Painting  
 092-203 Fundware Accounting Software Replacement  
 092-new City Hall Office Rehab and Modification  
 092-new RVP Pedestrian/Sidewalk Improvements - Comp with Road Mtnc  
 092-new Village Park Improvments  
 092-306 Phase III Hwy 246/Sycamore Ped Xing  
 092-307 McMurray Road Widening / TS  
 092-308 No. Ave of the Flags prk and Ride  
 092-310 Road Maintenance (FY 14/15)  
 092-311 Industrial Way Street Lights  
 092-312 Highway 246 Sidewalk (CalTrans)  
 092-313 Road Maintenance Project (15/16)  
 092-602 Reservoirs 1 & 2 (FY 13/14)  
 092-603 WTP Facilities Improvement  
 092-new WTP Backwash Reclamation Improvement Project  
 092-new Water Meter Reading Improvements  
 092-new Water Meter Upgrades  
 092-new Recycled Water Concept/Feasibiltiy Joint Project \*\*  
 092-702 Sewer Collections System Clean CCTV  
 092-706 WWTP Facilities Improvements  
 092-new Recycled Water Concept/Feasibiltiy Joint Project \*\*  
 Transfer to CIP fund 92:

FY 15-16						
General Fund	Gas Tax	LTF	MA	Water	WW	TOTAL
20,000						20,000
10,000						10,000
33,334				33,333	33,333	100,000
75,000						75,000
25,000			25,000			50,000
216,000						216,000
			70,000			70,000
	25,000					25,000
		50,000				50,000
90,550	300,000		221,247			611,797
100,000						100,000
	250,000		250,000			500,000
100,000	200,000		250,000			550,000
				700,000		
				150,000		150,000
				100,000		100,000
				40,000		40,000
				50,000		50,000
				30,000		30,000
					30,000	30,000
					100,000	100,000
					120,000	120,000
669,884	775,000	50,000	816,247	1,103,333	283,333	2,997,797

CITY OF BUELLTON, CALIFORNIA  
 Capital Program Summary by Project  
 For Fiscal Year Beginning 7/1/15 and Ending 6/30/16

CITY-WIDE CIP BUDGET

Project Number	Project Description	FY 2015-16 Budget	FY 2016-20 Budget	Total Budget (All Years)	Start Date	End Date
092-101	Storm Drain cleaning and Retrofit	20,000	-	35,000	1st Qtr 2014	4th Qtr 2016
092-201	Facilities Maintenance and Painting	10,000	-	10,000	1st Qtr 2014	4th Qtr 2016
092-202	Buellton Town Center Driveway	-	-	114,000	1st Qtr 2014	4th Qtr 2015
092-203	Fundware Accounting Software Replacement	100,000	-	150,000	3rd Qtr 2015	2nd Qtr 2016
092-204	Paws Park Grass (General Fund)	-	-	61,000	1st Qtr 2015	4th Qtr 2015
092-new	City Hall Office Rehab and Modification	75,000	-	75,000	1st Qtr 2016	4th Qtr 2016
092-new	RVP Pedestrian/Sidewalk Improvements - Comp with Road Maintenance	50,000	100,000	150,000	1st Qtr 2016	4th Qtr 2020
092-new	Santa Ynez River Trail Conceptual Plan and Feasibility Study	-	40,000	40,000	1st Qtr 2019	4th Qtr 2019
092-new	Santa Ynez River Trail Environmental and Design	-	150,000	150,000	1st Qtr 2020	4th Qtr 2020
092-new	Santa Ynez River Trail Construction	-	-	TBD	After 2020	
092-new	Fleet Purchases	-	175,000	175,000	1st Qtr 2017	1st Qtr 2020
092-new	Village Park Improvments	216,000	-	216,000	1st Qtr 2016	4th Qtr 2016
092-302	Road Maintenance (FY 13/14)	-	-	1,261,200	1st Qtr 2014	4th Qtr 2015
092-306	Phase III Hwy 246/Sycamore Ped Xing	70,000	670,000	865,000	1st Qtr 2014	4th Qtr 2017
092-307	McMurray Road Widening / TS (13/14)	25,000	500,000	575,000	1st Qtr 2014	4th Qtr 2017
092-308	No. Ave of the Flags prk and Ride	50,000	625,000	705,000	1st Qtr 2014	4th Qtr 2018
092-310	Road Maintenance (FY 14/15)	611,797	-	611,797	1st Qtr 2016	4th Qtr 2016
092-311	Industrial Way Street Lights (General Fund)	100,000	-	100,000	1st Qtr 2016	4th Qtr 2016
092-312	Highway 246 Sidewalk (CalTrans)	500,000	-	500,000	1st Qtr 2016	4th Qtr 2016
092-313	Road Maintenance Project (15/16)	550,000	1,920,000	2,470,000		Ongoing
092-new	SD Inlet/Catch Basin Retrofit Improvements	-	600,000	600,000		Ongoing
092-new	Ave of the Flags Pedestrian/Drainage Improvements	-	550,000	550,000	1st Qtr 2017	4th Qtr 2018
092-602	Reservoirs 1 & 2 (FY 13/14)	700,000	-	900,000	1st Qtr 2014	1st Qtr 2015
092-603	WTP Facilities Improvement (13/14)	150,000	400,000	810,000		Ongoing
092-604	WTP and Pump Booster Reliability Project	-	-	60,000	1st Qtr 2014	4th Qtr 2015
092-new	WTP Backwash Reclamation Improvement Project	100,000	-	100,000	1st Qtr 2016	4th Qtr 2016
092-new	Water Meter Reading Improvements	40,000	65,000	105,000	1st Qtr 2016	4th Qtr 2019
092-new	Water Meter Upgrades	50,000	150,000	200,000		Ongoing
092-new	WTP/Booster Power Reliability	-	300,000	300,000	1st Qtr 2017	4th Qtr 2018
092-new	Supplemental Well/WTP Feasibility	-	50,000	50,000	1st Qtr 2018	4th Qtr 2019
092-new	Water Distribution System Improvements	-	700,000	700,000		Ongoing
092-new	Recycled Water Concept/Feasibility Joint Project **	30,000	100,000	130,000	1st Qtr 2016	4th Qtr 2017
092-702	Sewer Collections System Cleaning/CCTV	30,000	60,000	90,000		Ongoing
092-703	WWTP and Lift Station security and reliability Project	-	-	100,000		See Project 092-706
092-704	Sewer Line Replacement	-	-	100,000	1st Qtr 2014	4th Qtr 2014
092-705	Headworks Improvement Project (carryover)	-	-	150,000	1st Qtr 2014	4th Qtr 2014
092-706	WWTP Facilities Improvements	100,000	400,000	500,000		Ongoing
092-new	Endeloe Pilot Project [No Cost to City]	-	-	-	1st Qtr 2018	4th Qtr 2019
092-new	Sewer Jetter/Vac Truck	-	200,000	200,000	1st Qtr 2018	4th Qtr 2019
092-new	WWTP Lift Station and Plant Power Reliability	-	280,000	280,000	1st Qtr 2017	4th Qtr 2018
092-new	Recycled Water Concept/Feasibility Joint Project **	120,000	800,000	920,000	1st Qtr 2016	4th Qtr 2018
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM:</b>		<b>3,697,797</b>	<b>8,835,000</b>	<b>15,108,997</b>		



## Memorandum

TO: City Council  
FROM: Marc Bierdzinski, City Manager  
DATE: May 5, 2015  
RE: Community Resource Deputy Information Follow-Up

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The following is a summary of the information collected with regard to funding a Community Resource Deputy (CRD). Since the school district is not able to help fund this position, my recommendation is not to fund either a full time or part time position during the upcoming fiscal year.

### Meeting with Commander Koopmans and Lieutenant O'Grady

- Only high schools in County jurisdiction have dedicated School Resource Deputies (SRD) funded by the SBSO
  - Righetti High plans to fund a full time deputy through the LCFF/LCAP grant program for FY 15/16 since they want the SRD on campus at all times
  - Cabrillo High and Santa Ynez High now share a deputy funded by the SBSO – however, the deputy will be retiring this summer, and due to budget constraints, the SBSO may no longer provide the position
  - Very unusual for a middle school to have a dedicated School Resource Deputy unless the school has a high crime rate
- Funding a deputy for this purpose for a portion of the school year is not feasible since the deputies remaining time still needs to be funded
- The Local Control Funding Formula/Local Control Accounting Plan (LCFF/LCAP) grant program could be used to try and obtain funding. We do not know the criteria for applying or receiving the grant
- The SBSO provides the 10-week 5<sup>th</sup> Grade DARE training to schools at no cost. Oak Valley School has rejected the DARE program for the past two years. Although the DARE deputy is at each elementary school on a limited basis, the value of the rapport developed between the students and deputy is unmeasurable
- Using the patrol deputy for truancy calls takes a deputy off patrol
- An extra help deputy could be a solution if the right person can be found (that children can relate to). This would be a maximum of 960 hours at \$40 an hour. The school could contract with the SBSO for this option
- The prior CRD may have spent more time at the schools and may have led to a perception that it was their primary duty
- Our traffic officer spends about 2 hours on special event applications. With only 6-8 special events per year, the time spent is minimal

● Page 1

Information Provided by Dr. McCabe

The BUSD Board discussed the community resource officer at their April 15 meeting. At this time, the District does not have the ability to fund any part of this position. The LCFF/LCAP grant program you reference is not a grant, it is the new funding model for California public school districts. As with the previous funding model, districts have some latitude as to how they spend the revenue. At this time, the BUSD commitment to the K-8 instructional program and all of the necessary support programs, to maintaining our facilities, and for our employees' salaries comprises the entire proposed 2015-16 budget.

I appreciate the City's response to our request and the Council's consideration. And thank you for the updated information you provided me in your email. Please let me know if you need any additional information from the District.