



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of May 23, 2013 – 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 Judith Dale

PLEDGE OF ALLEGIANCE

Council Member Leo Elovitz

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.

- 1. Minutes of May 9, 2013 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2012-13**
- 3. Memorandum of Understanding with the City of Solvang - Cooperation in the Area of Recreation**
❖ (Staff Contact: Recreation Coordinator Abello)

- 4. **Resolution No. 13-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 2% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2013”**
❖ *(Staff Contact: Human Resources Director Reid)*
- 5. **Award of Contract for the Headworks Improvement Project**
❖ *(Staff Contact: Public Works Director Hess)*

PRESENTATIONS

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 and Consideration of an Amendment to the Chamber of Commerce Service Contract Regarding Allocation of Transient Occupancy Tax**
❖ *(Staff Contact: Interim City Manager Bierdzinski)*
- 7. **Status and Direction Regarding the McMurray Road Widening and Traffic Signal Improvement Project**
❖ *(Staff Contact: Public Works Director Hess)*
- 8. **Consideration of Contract Approval for Temporary Financial Consultant and Authorization for the Preparation of a Comprehensive Annual Financial Report (CAFR)**
❖ *(Staff Contact: Interim City Manager Bierdzinski)*
- 9. **First Review of Fiscal Year 2013-14 Preliminary City Budget**
❖ *(Staff Contact: Finance Director Muñoz & Interim City Manager Bierdzinski)*

CITY MANAGER’S REPORT

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, June 13, 2013 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of May 9, 2013

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Council Member Ed Andrisek led the Pledge of Allegiance

ROLL CALL

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

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

REORDERING OF AGENDA

None

PUBLIC COMMENTS

None

CONSENT CALENDAR

- 1. Minutes of May 1, 2013 Special City Council Meeting**
- 2. Minutes of April 25, 2013 Special City Council Meeting**
- 3. Minutes of April 25, 2013 Regular City Council Meeting**
- 4. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2012-13**
- 5. Agreement for Animal Control Services between the County of Santa Barbara and the City of Buellton**

6. Amendment No. 4 to Lease Agreement with Sheriff's Department**RECOMMENDATION:**

That the City Council approve Consent Calendar items 1 through 6 as listed.

MOTION:

Motion by Council Member Sierra, seconded by Vice Mayor Connolly approving consent calendar items 1 through 6 as listed.

VOTE:

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

PRESENTATIONS

None

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS

Council Member Sierra announced the Buellton Brew Fest is scheduled for this Saturday at River View Park. Ms. Sierra announced that the Buellton Post Office is collecting canned food for the Senior Center this Saturday. Ms. Sierra announced that the American Cancer Society Relay for Life is scheduled for Saturday, May 18 at River View Park and there is a car show scheduled for Saturday, May 18 at the Zaca Creek Golf Course.

Mayor Dale stated that City Hall is functioning well since the administration change.

COUNCIL ITEMS

Council Member Sierra requested that staff reagendaize the discussion and possible contract regarding the allocation of Transient Occupancy Tax to the Buellton Visitor's Bureau at the May 23 Council meeting. The Council agreed by consensus to this request.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Sierra announced that she attended the Buellton Chamber of Commerce Board meeting and provided an oral report regarding the meeting.

Council Member Sierra announced that she attended the Central Coast Collaborative on Homelessness Policy Council meeting and provided an oral report regarding the meeting.

BUSINESS ITEMS**7. Discussion and Direction on Economic Development Consultant****RECOMMENDATION:**

That the City Council consider the recommendations of the Economic Development Task Force to have the City Manager begin contract negotiations with Kosmont Companies for Option 3 and bring back the contract for approval by the City Council or the City Council can direct the City Manager to enter into negotiations with any of the other consultants.

STAFF REPORT:

Interim City Manager Bierdzinski presented the staff report.

DOCUMENTS:

Staff Report with attachments (Proposals and summary of proposals). Additional data was submitted and made part of the record from Kosmont Companies and RSG Inc.

DISCUSSION:

The City Council requested that no funds be committed for the Economic Development Consultant until the budget process is complete.

MOTION:

Motion by Council Member Sierra, seconded by Vice Mayor Connolly directing Interim City Manager Bierdzinski to begin contract negotiations with Kosmont Companies for Option 3 and bring back the contract for approval by the City Council after the budget process is complete.

VOTE:

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

8. Award of Contract for the Wayfinding Signs Project**RECOMMENDATION:**

That the City Council allocate \$68,500 from the General Fund and award the Wayfinding Signs Project contract to Turner Signs & Graphics and authorize the City Manager to execute that contract.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff report with attachments (Site Map and Location/Sign Descriptions)

DISCUSSION:

The City Council discussed having the Sign Committee work with the contractor to review the finalized design and location of the signs prior to them being manufactured.

MOTION:

Motion by Council Member Sierra, seconded by Vice Mayor Connolly allocating \$68,500 from the General Fund and award the Wayfinding Signs Project contract to Turner Signs & Graphics and authorize the City Manager to execute the contract, with the understanding that the contractor will work with the Sign Committee on the finalized design and location of the signs.

VOTE:

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

9. Budget Adjustment for Reinstatement of Part-Time Office Staff at the Buellton Recreation Center**RECOMMENDATION:**

That the City Council consider approval of the budget neutral option of reinstating funding for the hourly part-time staff to assist with the clerical office coverage at the Buellton Recreation Center.

STAFF REPORT:

Finance Director Muñoz presented the staff report.

SPEAKERS/DISCUSSION:

Recreation Coordinator Abello explained how the budget would not be negatively affected by the reinstatement of the part-time office staff position at the Recreation Center because the budget has been adjusted accordingly.

MOTION:

Motion by Council Member Elovitz, seconded by Council Member Andrisek reinstating funding for the hourly part-time staff to assist with the clerical office coverage at the Buellton Recreation Center.

VOTE:

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

10. Determination of Employee Cost of Living Adjustment for Fiscal Year 2013-14**RECOMMENDATION:**

That the City Council consider approval of a cost of living adjustment (COLA) for all City employees for Fiscal Year 2013-14 in the amount of 2 percent. If approved, staff will bring back a resolution formally approving the COLA for Fiscal Year 2013-14.

STAFF REPORT:

Finance Director Muñoz presented the staff report.

DOCUMENTS:

Staff report with attachments (U.S. Department of Labor, Bureau of Labor Statistics News Release - 2/21/13 and History of Cost of Living Adjustments)

MOTION:

Motion by Council Member Andrisek, seconded by Council Member Sierra approving a COLA for all City employees for Fiscal Year 2013-14 in the amount of 2 percent and directing staff to bring back a resolution formally approving the COLA for Fiscal Year 2013-14.

VOTE:

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

11. Department Reports – (*Finance, Personnel, Planning, Public Works, and Sheriff*)

Department Heads provided informational reports for the record.

CITY MANAGER’S REPORT

Interim City Manager Bierdzinski provided an informational report for the record.

CITY ATTORNEY’S REPORT

City Attorney Hanson provided an informational report for the record.

ADJOURNMENT

Mayor Dale adjourned the regular meeting at 7:04 p.m. The next regular meeting of the City Council will be held on Thursday, May 23, 2013 at 6:00 p.m.

Judith Dale
Mayor

ATTEST:

Linda Reid
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the
May 23, 2013 Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		<u>\$ 254,660.81</u>
EXHIBIT B		<u>\$ 102,448.03</u>
PAYROLL	5/15/13	<u>\$ 36,921.77</u>

TOTAL AMOUNT OF CLAIMS: \$ 394,030.61

	<u>FY 2011-12</u>	<u>FY 2012-13</u>
The total amount of claims and demands paid by the City for the Fiscal Year through 5/16/2013	\$ 8,487,375.89	\$ 8,638,770.36

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

Check-Run	Seq#	Date	Vendor Name	Checking	# Obls	Discount	Net amount	Status
27897-	562	1	5/09/2013	0 TARA GUILLEMIN	1	.00	40.00	Logged
27898-	562	2	5/09/2013	0 TRACY QUIROGA	1	.00	40.00	Logged
27899-	562	3	5/09/2013	0 ERIK BRAND	1	.00	83.26	Logged
27900-	562	4	5/09/2013	0 JOHN OSWALD	1	.00	7.07	Logged
27901-	562	5	5/09/2013	5 ABALONE COAST ANALYTICAL, INC.	1	.00	2,723.75	Logged
27902-	562	6	5/09/2013	32 NESTLE WATERS NORTH AMERICA db	3	.00	98.21	Logged
27903-	562	7	5/09/2013	35 ASSOC TRANSPORTATION ENGINEERS	1	.00	770.00	Logged
27904-	562	8	5/09/2013	59 MOTOR PRODUCTS INC. dba	1	.00	10.14	Logged
27905-	562	9	5/09/2013	62 BUELLTON MEDICAL CENTER	1	.00	185.00	Logged
27906-	562	10	5/09/2013	76 CAL-COAST IRRIGATION, INC.	1	.00	3.03	Logged
27907-	562	11	5/09/2013	77 CAL-COAST MACHINERY, INC	1	.00	756.00	Logged
27908-	562	12	5/09/2013	83 CSD ENGINEERING	1	.00	424.00	Logged
27909-	562	13	5/09/2013	90 Ca1PERS LONG-TERM CARE PROGRAM	1	.00	84.25	Logged
27910-	562	14	5/09/2013	101 CITY OF SOLVANG	1	.00	16,542.00	Logged
27911-	562	15	5/09/2013	105 CITY OF BUELLTON	1	.00	740.12	Logged
27912-	562	16	5/09/2013	118 COASTAL COPY, LP	1	.00	237.09	Logged
27913-	562	17	5/09/2013	122 COMCAST CABLE	1	.00	160.63	Logged
27914-	562	18	5/09/2013	132 SB CO ANIMAL SVCS, HEALTH & RE	1	.00	7,867.25	Logged
27915-	562	19	5/09/2013	142 DANIEL FITZGERALD dba	1	.00	960.00	Logged
27916-	562	20	5/09/2013	168 ALLIANT INSURANCE	1	.00	700.00	Logged
27917-	562	21	5/09/2013	172 ECHO COMMUNICATIONS	1	.00	57.00	Logged
27918-	562	22	5/09/2013	178 ENVIRO-CARE, INC.	1	.00	833.38	Logged
27919-	562	23	5/09/2013	187 FARM SUPPLY COMPANY	1	.00	605.76	Logged
27920-	562	24	5/09/2013	201 G E CAPITAL	1	.00	160.92	Logged
27921-	562	25	5/09/2013	223 HDL COREN & CONE	1	.00	1,750.00	Logged
27922-	562	26	5/09/2013	227 HINDERLITER, DE LLAMAS & ASSOC	1	.00	1,009.98	Logged
27923-	562	27	5/09/2013	237 IRON MOUNTAIN	1	.00	41.10	Logged
27924-	562	28	5/09/2013	248 JCI JONES CHEMICALS, INC.	2	.00	4,465.75	Logged
27925-	562	29	5/09/2013	285 SANTA MARIA TIMES dba	6	.00	899.10	Logged
27926-	562	30	5/09/2013	296 LOCAL GOVERNMENT PUBLICATIONS	1	.00	138.56	Logged
27927-	562	31	5/09/2013	326 MNS ENGINEERS, INC.	10	.00	50,835.00	Logged
27928-	562	32	5/09/2013	327 MONIOT ELECTRIC, INC.	1	.00	1,147.71	Logged
27929-	562	33	5/09/2013	342 NIELSEN BUILDING MATERIALS, INC	1	.00	61.86	Logged
27930-	562	34	5/09/2013	350 OLIVERA'S REPAIR, INC	1	.00	238.85	Logged
27931-	562	35	5/09/2013	353 MICHAEL J. BOGGESS dba	1	.00	75.00	Logged
27932-	562	36	5/09/2013	379 POSTMASTER	1	.00	600.00	Logged
27933-	562	37	5/09/2013	380 PRAXAIR DISTRIBUTION, INC.	1	.00	127.28	Logged
27934-	562	38	5/09/2013	390 QUINN COMPANY	1	.00	1,362.96	Logged
27935-	562	39	5/09/2013	438 SANTA YNEZ VALLEY HARDWARE	1	.00	346.30	Logged
27936-	562	40	5/09/2013	450 SB CO SHERIFF'S DEPARTMENT	1	.00	138,744.50	Logged
27937-	562	41	5/09/2013	465 SP MAINTENANCE SERVICES, INC.	1	.00	2,821.00	Logged
27938-	562	42	5/09/2013	469 STAPLES CONTRACT & COMMERCIAL,	3	.00	122.31	Logged
27939-	562	43	5/09/2013	473 SPRINT SPECTRUM, L.P. dba	1	.00	69.89	Logged
27940-	562	44	5/09/2013	482 SWRCB	1	.00	230.00	Logged
27941-	562	45	5/09/2013	507 THE GAS COMPANY	2	.00	35.74	Logged
27942-	562	46	5/09/2013	521 TODD PIPE & SUPPLY	1	.00	622.75	Logged
27943-	562	47	5/09/2013	535 UNDERGROUND SERVICE ALERT	1	.00	7.50	Logged
27944-	562	48	5/09/2013	543 USA BLUEBOOK	1	.00	176.89	Logged
27945-	562	49	5/09/2013	555 VERIZON CALIFORNIA	1	.00	2,300.14	Logged
27946-	562	50	5/09/2013	655 COAST NETWORKX, INC.	1	.00	665.00	Logged
27947-	562	51	5/09/2013	668 ONE STOP AUTO PARTS	1	.00	138.03	Logged
27948-	562	52	5/09/2013	679 COURIER SYSTEMS	1	.00	126.50	Logged
27949-	562	53	5/09/2013	700 MAILFINANCE, INC.	1	.00	1,163.16	Logged

Check-Run	Seq#	Date	Vendor Name	Checking	# Obls	Discount	Net amount	Status
27950-	562	54	5/09/2013	718 AUTOSYS, INC.	2	.00	6,478.03	Logged
27951-	562	55	5/09/2013	747 TERRANCE S. FRAZIER dba	1	.00	140.31	Logged
27952-	562	56	5/09/2013	762 LANDSCAPE STRUCTURES, INC.	1	.00	348.08	Logged
27953-	562	57	5/09/2013	768 WEX BANK	1	.00	2,511.07	Logged
27954-	562	58	5/09/2013	781 VALLEY CREST LANDSCAPE MAINT,	1	.00	492.00	Logged
27955-	562	59	5/09/2013	795 KURT JONAS dba	1	.00	279.60	Logged
						.00		
** Total check discount **						.00		
** Total check amount **						254,660.81		
						.00		

Payments via Electronic Fund Transfer (EFT):

Apr Bank Charges	4/30/13	250.00
Payroll Taxes	5/1/13	120.39
May Life Ins Prem-Staff/Counci	5/2/13	484.65
Payroll Taxes	5/2/13	42,895.52
Health Premium	5/3/13	13,729.05
Aflac Sup Ins	5/3/13	643.92
Deferred Compensation Plan	5/8/13	12,904.61
Retirement Contribution	5/8/13	21,229.90
Payroll Taxes	5/16/13	10,189.99
Total		\$ 102,448.03

FISCAL YEAR 2012-13 REVENUE AND EXPENDITURE RECAP

As of April 30, 2013
83.3%
of the year elapsed

<u>GENERAL FUND</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 4/30/13</u>
Total Revenues (1)	\$4,296,365.00	\$4,127,497.92	96%	\$2,743,284.38
Total Expenditures (1)	\$5,017,791.00	\$4,111,729.40	82%	
<u>SPECIAL REVENUE FUNDS</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 4/30/13</u>
Total Revenues	\$501,419.00	\$556,711.07	111%	\$2,032,013.47
Total Expenditures	\$1,164,304.00	\$520,983.30	45%	
<u>WATER/SEWER</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 4/30/13</u>
Total Revenues	\$2,051,250.00	\$1,710,574.85	83%	\$5,153,398.45
Total Expenditures	\$2,698,458.00	\$1,786,305.77	66%	
<u>SUCCESSOR AGENCY</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 4/30/13</u>
Total Revenues	\$0.00	\$64,912.96	N/A	\$5,772.84
Total Expenditures	\$0.00	\$1,818,423.65	N/A	

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

The Cash Balances as of May 16, 2013 are as follows:

	Balance as of:	<u>FY 2011-12</u>	<u>FY 2012-13</u>
Checking			
Rabobank	5/16/13	169,286.71	61,042.29
Total Checking		<u>169,286.71</u>	<u>61,042.29</u>
Savings/Investments			
LAIF-savings	4/30/13	13,291,976.14	13,032,759.25
Rabobank-money mkt	4/30/13	202,811.09	203,572.10
Morgan Stanley-bonds	4/30/13	375,000.00	126,832.46
Great Pacific-treasuries	4/30/13	0.00	0.00
First Empire-bonds	4/30/13	3,235,000.00	2,258,537.61
Total Savings/Investments		<u>17,104,787.23</u>	<u>15,621,701.42</u>
% of cash invested		22.07%	16.51%
Total Cash		<u><u>17,274,073.94</u></u>	<u><u>15,682,743.71</u></u>

- 1.) General Fund revenues and expenditures include Storm Water, Parks and Rec and Landscape Maintenance
- 2.)*Restricted cash of \$6,168,625.54 not included in general fund cash balance at 4/30/13

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: Kyle Abello, Recreation Coordinator

Meeting Date: May 23, 2013

Subject: Memorandum of Understanding with the City of Solvang -
Cooperation in the area of Recreation

BACKGROUND

Over the past ten years, the cooperative relationship between the Cities of Buellton and Solvang in the area of recreation services has been governed by a Memorandum of Understanding (M.O.U.) that has been renewed on an annual basis. The existing M.O.U. with the City of Solvang expires on June 30, 2013.

The cooperative working relationship that has grown out of the agreement has proven mutually beneficial to both Cities, and therefore staff recommends approval of the following M.O.U. which continues the cooperation between Buellton and Solvang in the area of Recreation.

Attached for your consideration is the Memorandum of Understanding with the City of Solvang.

FISCAL IMPACT

None

RECOMMENDATION

That the City Council consider approval of a Memorandum of Understanding with the City of Solvang in the area of Recreation.

ATTACHMENT

Attachment 1 - Memorandum of Understanding with the City of Solvang for FY 2013/14

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“M.O.U.”) is made and entered into effective as of June 30, 2013, by and between the City of Solvang, a California Municipal Corporation (“Solvang”) and the City of Buellton, a California Municipal Corporation (“Buellton”).

Recitals

Solvang and Buellton desire to enter into this M.O.U. for the purpose of providing mutual assistance in the development and operation of recreation programs. It is the shared goal of both Cities to offer excellent parks and recreational opportunities in the spirit of cooperation rather than competition.

NOW, THEREFORE in consideration of the mutual promises contained in this M.O.U., Solvang and Buellton agree as follows:

Both Cities agree to provide mutual assistance and guidance in the cooperative development and operation of recreation programs. Assistance shall include, but shall not be limited to, staffing for joint recreational and leisure related activities, event registration intake and scheduling, joint program accounting of revenues and expenditures, access to and use of City facilities, use of City office facilities and related office equipment, shared use of recreation buses, shared responsibility for any major repair or maintenance items for recreation buses, and coordination of joint events, field trips, and activities.

The term of this M.O.U. is for a period of one (1) year from the commencement date. Either party may terminate this M.O.U. by giving thirty (30) day written notice to the other party.

Both parties understand that the purpose of this M.O.U. is to continue the cooperative development of recreation programs and to further recreation services in the Santa Ynez Valley through regional cooperation. Both parties affirm the mutual benefits of the existing relationship in the area of recreation services which may include youth and adult programs, excursions, sports leagues, enrichment classes, special events, and other recreational programs. Both parties recognize that residents of the unincorporated areas of the County of Santa Barbara make up a significant portion of participants in recreation programs administered by the two Cities. Efforts will be made in future agreements to secure County of Santa Barbara financial participation to cover residents of the unincorporated areas of the County.

The parties to this M.O.U. shall comply with all acceptable State and local laws, statutes, codes, practices, regulations, and rules in effect during the term of this M.O.U.

Buellton shall indemnify, defend, and hold harmless Solvang, and its officers, employees, and agents from and against any and all causes, actions, claims, liabilities, obligations, judgments or damages including reasonable attorney’s fees and costs of litigation arising from Buellton’s activities and performance of the services under this M.O.U. excepting only those actions, claims, liabilities, obligations, judgments or damages arising out of the negligence of Solvang.

Solvang shall indemnify, defend, and hold harmless Buellton, and its officers, employees, and agents from and against any and all causes, actions, claims, liabilities, obligations, judgments or damages including reasonable attorney’s fees and costs of litigation arising from Solvang’s activities and performance of the services under this M.O.U. excepting only those actions, claims, liabilities, obligations, judgments or damages arising out of the negligence of Buellton.

No amendment to or modification of this M.O.U. shall be valid unless made in writing and approved by each party’s City Council.

In the event litigation or other proceedings are required to enforce or interpret any provisions of this M.O.U., the prevailing party in such litigation or other proceedings shall be entitled to an award of reasonable attorney’s fees, cost expenses, in addition to any other relief to which it may be entitled.

This M.O.U. is the final and exclusive expression of the parties with respect to the matters addressed and supersedes all other agreements or understanding whether oral or written prior to the execution of this M.O.U. No amendment or modification to this M.O.U. shall be valid and binding unless in writing appropriately executed by the parties.

CITY OF SOLVANG

By: _____
Jim Richardson, Mayor

ATTEST:

Mary Ellen Rio, City Clerk

CITY OF BUELLTON

By: _____
Judith Dale, Mayor

ATTEST:

Linda Reid, City Clerk

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: Linda Reid, Human Resources Director

Meeting Date: May 23, 2013

Subject: Resolution No. 13-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 2% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2013”

BACKGROUND

Buellton Municipal Code Section 2.08.060 authorizes the City Manager to prepare and submit a proposed annual salary plan to the City Council for its approval. On May 9, 2013, the City Council authorized a two (2) percent Cost of Living Adjustment (COLA) for all regular full-time employees, effective, July 1, 2013 and requested that staff bring back a resolution formally approving the COLA for Fiscal Year 2013-14.

FISCAL IMPACT

The fiscal impact of the COLA will be reflected in the Fiscal Year 2013-14 Budget and the overall increase including benefits would be \$26,100.

RECOMMENDATION

That the City Council approve and adopt Resolution No. 13-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 2% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2013”

ATTACHMENT

Resolution No. 13-08

RESOLUTION NO. 13-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, APPROVING A 2% COST OF LIVING ADJUSTMENT (COLA) FOR ALL REGULAR FULL-TIME EMPLOYEES, EFFECTIVE JULY 1, 2013

WHEREAS, Section 2.08.060 of the Buellton Municipal Code authorizes the City Manager to prepare and submit a proposed annual salary plan to the City Council for its approval; and

WHEREAS, the City Council has reviewed and approved the 2% COLA submitted on May 9, 2013; and

WHEREAS, the City Council values the work performed by its regular full-time employees; and

WHEREAS, the City Council has reviewed the budget for Fiscal Year 2013-14 and has determined that it is financially prudent to provide for an increase in salaries of regular full-time employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The City Council hereby finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

SECTION 2. The City Council hereby directs adjustments to regular full-time employees' salaries to reflect a 2% cost of living adjustment, effective July 1, 2013.

SECTION 3. The fiscal impact of the salary adjustment will be reflected in the Fiscal Year 2013-14 City Budget.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 23rd day of May, 2013.

Judith Dale
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: May 23, 2013

Subject: Award of Contract for the Headworks Improvement Project

BACKGROUND

The City of Buellton Wastewater Treatment Plant (WWTP) requires new processing equipment at the Headworks. This is the first stage of the wastewater treatment process, in which the majority of solids (such as trash, bags, rags, and other large items) are removed. Currently, the City utilizes a flowminutor, which grinds the debris that enters the wastewater system. The flowminutor is constantly being repaired, is old and most importantly, is not adequately removing the debris from the system. Based on the size of our WWTP and the specific issues we have, staff has determined that an auger-type headworks system would be the most efficient and beneficial to address the plant process concerns.

In April, the project was publicly noticed and open to bid. On May 14, 2013, staff received and opened 4 bids as follows:

<u>Company</u>	<u>Bid Amount</u>
1. Fluid Resource Management	\$ 85,284.46
2. Hanly General Engineering	\$104,428.00
3. Lash Construction	\$117,500.00
4. Cushman Contracting	\$122,100.00

The Engineer's Estimate is \$90,000-100,000

All bids were reviewed and were deemed complete and correct, license and bonds are clear and current. Fluid Resource Management is the low bidder, references are currently being checked.

The project duration is 20 working days, however equipment lead time is approximately 8-10 weeks.

FISCAL IMPACT

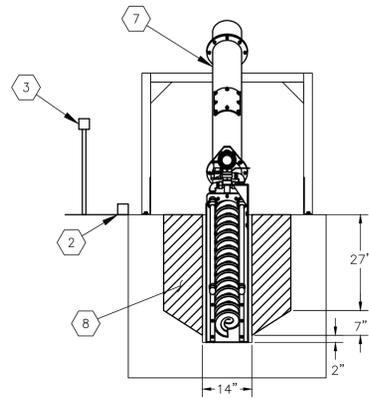
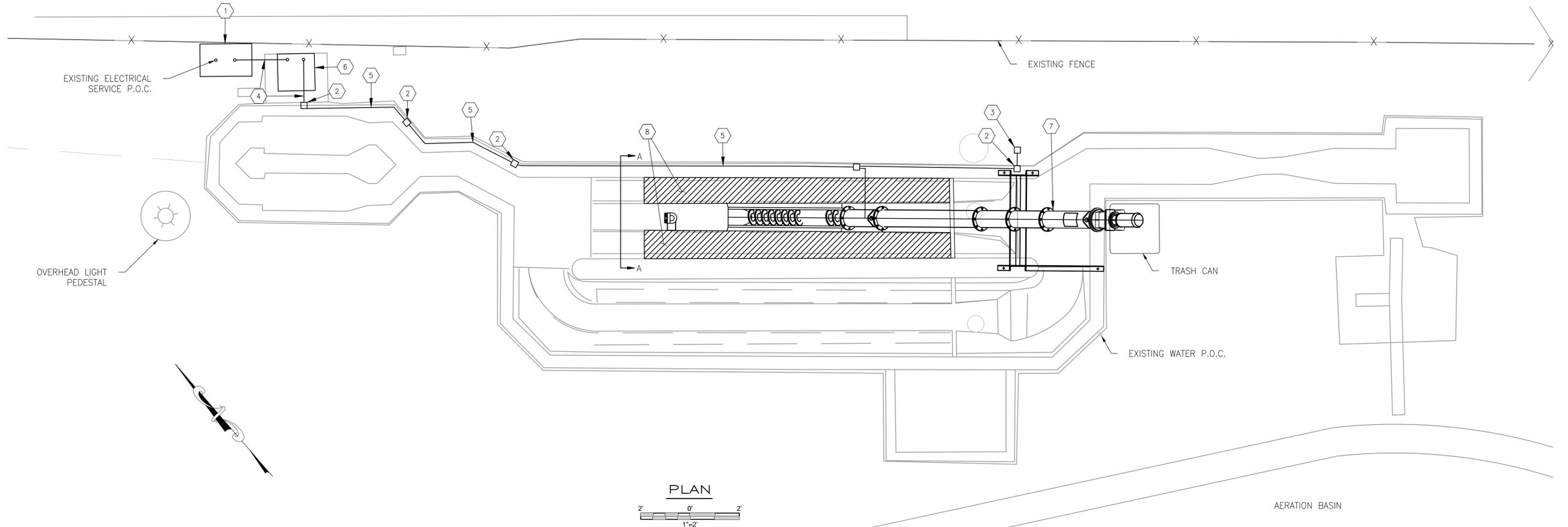
The headworks improvement project is budgeted for FY 12/13. Estimated costs for purchase of equipment and subsequent installation cost is well within the budgeted amount.

RECOMMENDATION

Staff recommends that Council award the contract for the Headworks Improvement Project to Fluid Resource Management in the amount of \$85,284.46 and authorize the Interim City Manager to execute the contract.

ATTACHMENT

Attachment 1 – Site Plan



CONSTRUCTION NOTES

- 1 INSTALL PULL BOX (#5) WITH SWEEPS IN AND OUT
- 2 INSTALL JUNCTION BOX
- 3 INSTALL PEDESTAL WITH PUSH BUTTON DISCONNECT
- 4 INSTALL 1-1/2" CONDUIT (SCHEDULE 40)
- 5 INSTALL 1" LIQUATITE CONDUIT (OR APPROVED EQUAL)
- 6 INSTALL NEW NEMA 4X CONTROL PANNEL (INCLUDED IN AUGER MONSTER PURCHASE)
- 7 INSTALL AUGER MONSTER (MODEL ALE2400-3000-170)
- 8 CIVIL WORK OR SPECIAL FRAME REQUIRED

GENERAL NOTES

SCHEMATICALLY SHOWN. VERIFY WITH ENGINEER IN THE FIELD.



ATTENTION:
 ALL UNDERGROUND UTILITIES AND SUBSTRUCTURES SHOWN HEREON WERE OBTAINED FROM THE BEST AVAILABLE SOURCES AND ARE PRESUMED TO BE ACCURATE AND COMPLETE. BUT SINCE THE INFORMATION WAS OBTAINED FROM OTHERS, THE OFFICE OF MNS ENGINEERS, INC. CANNOT GUARANTEE SAID INFORMATION AS BEING ACCURATE AND COMPLETE. IT SHALL BE THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY, LOCATE, AND PROTECT ALL UTILITIES AND SUBSTRUCTURES SHOWN OR NOT SHOWN.
 CALL UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA TOLL FREE AT 1-800-422-4133 TWO WORKING DAYS BEFORE YOU DIG

UNAUTHORIZED CHANGES & USES
CAUTION: The engineer preparing these plans will not be responsible for, or liable for, unauthorized changes to or uses of these plans. All changes to the plans must be in writing and must be approved by the preparer of these plans.

REV	DATE	BY	DESCRIPTION

SCALE:
AS SHOWN

MNS ENGINEERS INC.
 ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
 Quality Infrastructure Services
 201 INDUSTRIAL WAY, BUELLTON, SUITE A, CA 93427
 PHONE (805) 688.5200 FAX (805) 686.5418

PROJECT ENGINEER	REVIEWED BY:
MNS Project Engineer	for Agency / Utility
PROJECT MANAGER	REVIEWED BY:
MNS Project Manager	for Agency / Utility

DATE	DATE
DATE	DATE

WASTEWATER TREATMENT PLANT HEADWORKS IMPROVEMENTS
 CITY OF BUELLTON
SITE LAYOUT
HEADWORKS IMPROVEMENTS

WORK ORDER NO.
CIBUE.120004
 SHEET **1**
 OF 1 SHEETS

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, Interim City Manager

Date: May 23, 2013

Subject: Discussion and Consideration of an Amendment to the Chamber of Commerce Service Contract Regarding Allocation of Transient Occupancy Tax

BACKGROUND

This item is being brought back to City Council in order to establish the new Transient Occupancy Tax (TOT) allocation methodology through an amendment to the Service Contract with the Buellton Business Association/Chamber of Commerce (COC).

At the March 14, 2013, City Council meeting, the City Council agreed to provide the COC 75% of the additional 2% TOT that will be collected along with the existing 10% the COC currently receives. The COC has provided the methodology for that calculation in Attachment 1. Using their methodology, the overall TOT percentage going to the COC would be 20.83% of the total TOT collected by the City. However, some persons believe the new TOT allocation should be increased to 11.5% from 10% and not use the calculations shown in Attachment 1 that results in a 20.83% allocation. The 11.5% methodology allocates much less funds to the COC.

Based on staff's review of the audio from the March 14, 2013, meeting, the Council direction appears to agree with the methodology as proposed by the COC in Attachment 1. That is, taking the additional 2% of the TOT collected and then providing the COC with 75% of that amount in addition to the existing 10% allocation.

Attached are two alternative amendments to the COC Service Contract:

- (1) for the 20.83% allocation (Attachment 2) and
- (2) for the 11.5% allocation (Attachment 3)

RECOMMENDATION

Staff recommends that the City Council adopt the amendment set forth in Attachment 2 to reflect a 20.83% allocation of the total TOT collected by the City.

Alternatively, the City Council may amend the contract as set forth in Attachment 3 to reflect an 11.5% allocation of the total TOT collected by the City.

ATTACHMENTS

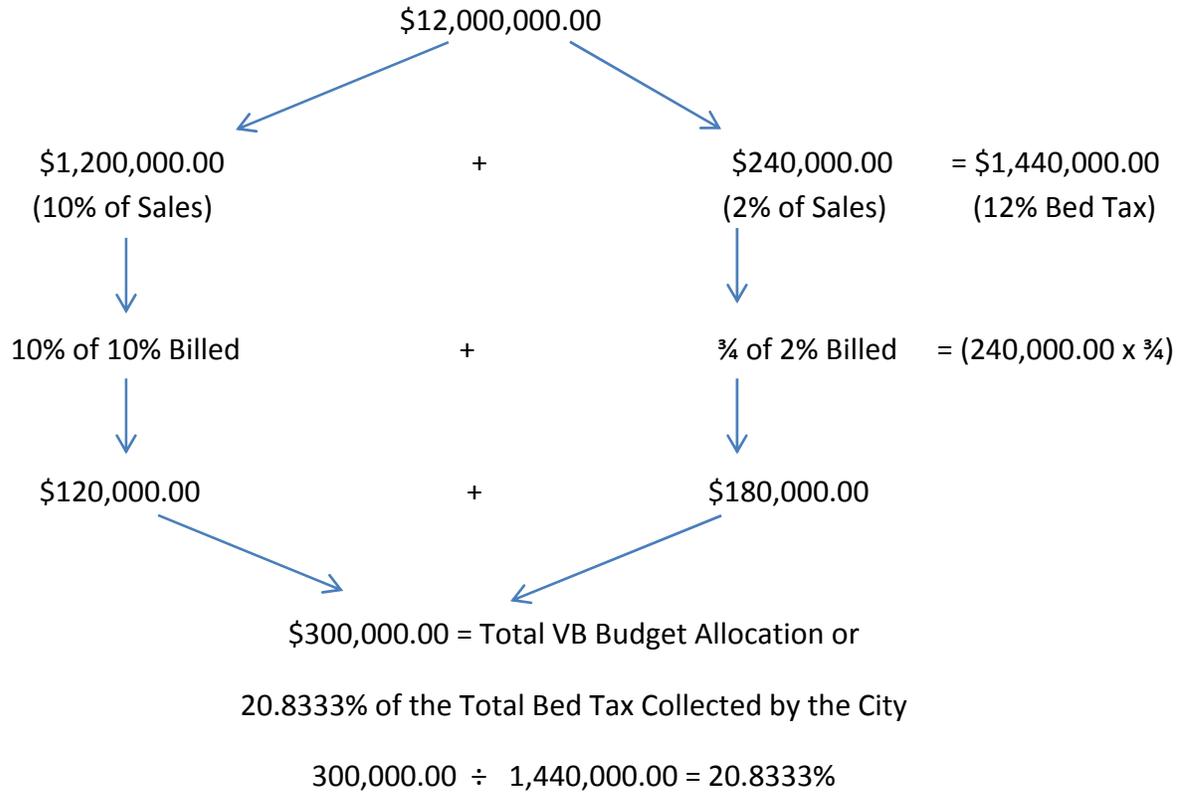
Attachment 1 – TOT Calculations from the Chamber of Commerce

Attachment 2 – Amended Contract with 20.83%

Attachment 3 – Amended Contract with 11.5%

TOT Allocation

Example is based on an Annual Room Sales of \$12,000,000.00



AMENDMENT NO. 6 TO SERVICE CONTRACT FOR OPERATION OF A VISITOR'S BUREAU

City of Buellton
and
Buellton Business Association/Chamber of Commerce

THIS AMENDMENT NO. 6 TO SERVICE CONTRACT FOR OPERATION OF A VISITOR'S BUREAU (the "Amendment") is made and entered into this 23rd day of May, 2013 and by and between the City of Buellton, a Municipal corporation ("City") and the Buellton Business Association/Chamber of Commerce ("BBA/COC").

1. RECITALS

A. On July 1, 1994, the City and BBA/COC entered into that "Service Contract by and between the City of Buellton and the Buellton Business Association/Chamber of Commerce for Operation of a Visitor's Bureau" (the "Service Contract"). The Service Contract, as amended, provided that the BBA/COC would provide the services in return for the City's payment to BBA/COC equal 10 percent of the prior fiscal year's receipts of the transient occupancy tax.

B. At the November 2012 general election, the voters of the City of Buellton adopted Measure "D" to amend the Buellton Municipal Code to allow the City Council to increase the amount of the Transient Occupancy Tax (TOT) rate from ten percent (10%) to a maximum twelve percent (12%).

C. The City Council has adopted their Ordinance 13-01 to increase the TOT to twelve percent (12%) with the understanding that the Service Contract would be amended to provide that seventy-five percent (75%) of the extra two percent (2%) added to the TOT would be added to the amount paid BBA/COC under the Service Contract.

2. AMENDMENT

In consideration of the mutual covenants contained in the Service Contract and this Amendment, City and BBA/COC agree as follows:

1. Section 3 of the Service Contract is hereby amended to read as follows:

"3. Consideration To Be Paid for Services of BBA/COC's Operation of Bureau.

In consideration of the services to be provided by Bureau on behalf of the City Facilities, City will provide a sum equal to 20.83 percent (20.83%) of the prior fiscal year's receipts of transient occupancy tax to BBA/COC exclusively for Bureau services rendered during the Term. These funds will be placed in a checking account separate from BBA/COC funds and a separate accounting of the dispersal of said funds will be kept by the Bureau. Said consideration shall be paid by the City no more frequently than monthly, upon submittal to City by BBA/COC and/or the Bureau of a voucher for expenses covered by this Contract and incurred during the preceding month and shall be paid within a reasonable time after submittal. In the event of an earlier termination pursuant to subsection 2.2, the City shall compensate BBA/COC for Bureau services rendered through the effective date of the termination period."

2. Except as expressly modified herein, all the terms referenced in this Amendment shall have the same meaning as the terms defined in the Service Contract, as amended.

3. Except as expressly modified by this Amendment, all terms and provisions of the Service Contract, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the City and BBA/COC have executed Amendment No. 6 to the Service Contract.

CITY OF BUELLTON

Judith Dale, Mayor

ATTEST:

Linda Reid, City Clerk

BUELLTON BUSINESS ASSOCIATION/CHAMBER OF COMMERCE

Ron Anderson, President

**AMENDMENT NO. 6 TO SERVICE CONTRACT
FOR OPERATION OF A VISITOR'S BUREAU**

City of Buellton
and
Buellton Business Association/Chamber of Commerce

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"3. Consideration To Be Paid for Services of BBA/COC's Operation of Bureau.

In consideration of the services to be provided by Bureau on behalf of the City Facilities, City will provide a sum equal to 11.5 percent (11.5%) of the prior fiscal year's receipts of transient occupancy tax to BBA/COC exclusively for Bureau services rendered during the Term. These funds will be placed in a checking account separate from BBA/COC funds and a separate accounting of the dispersal of said funds will be kept by the Bureau. Said consideration shall be paid by the City no more frequently than monthly, upon submittal to City by BBA/COC and/or the Bureau of a voucher for expenses covered by this Contract and incurred during the preceding month and shall be paid within a reasonable time after submittal. In the event of an earlier termination pursuant to subsection 2.2, the City shall compensate BBA/COC for Bureau services rendered through the effective date of the termination period."

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CITY OF BUELLTON

Judith Dale, Mayor

ATTEST:

Linda Reid, City Clerk

BUELLTON BUSINESS ASSOCIATION/CHAMBER OF COMMERCE

Ron Anderson, President

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 23, 2013

Subject: Status and Direction Regarding the McMurray Road Widening and Traffic Signal Improvement Project

BACKGROUND

In 2006/2007, the City Council authorized the McMurray Road Widening and Traffic Signal Improvement Project. Several factors support the need for these improvements, including: identification of ultimate Right-of-Way in the Circulation Element of the General Plan, capacity issues and the need for traffic signal upgrade to accommodate stacking of left turn movements, and safety issues such as the accommodation of truck left-turn movements.

The project design includes a traffic signal upgrade, addition of left-turn phasing for both north and south legs of the intersection, restriping and lengthening of turn pockets for both north and south legs, widening of east side of north leg and relocation of signal pole, adjusting loop detectors, new curb, gutter and sidewalk and the relocation of miscellaneous signs, landscaping and appurtenant facilities of impacted business.

In January 2007, the City Council reviewed the widening analysis prepared by Garcia Architects and approved to move forward with the environmental investigations. This entails property from the gas station at the northeast corner of the McMurray Road/Highway 246 intersection. The following is a general timeline of historical events related to this project:

- *March 2007 – Preliminary appraisals prepared by Robert Tarvin.
- *June 2007 – Phase 1 Environmental Site Assessment Prepared.
- *July 2007 – Initiated permitting process with Caltrans.
- *October/December 2007 – Phase 2 Environmental Site Assessment Prepared (off-site)
- *February 2008 – Begin discussions with Thrifty Oil with a Request to Enter and Inspect.

*February /April 2011 – Phase 2 Environmental Site Assessment w/i 12’ area of interest performed/completed.

*September 2011 – Received appraisal prepared by Robert Tarvin.

*June 2012 – Caltrans ready to issue City Construction Permit. On hold until ROW acquired.

*2012 – Property Owners Change

At this time, the project is on hold as the funds initially intended to acquire this property was from Redevelopment. In addition, with the property owner change, discussions will have to be reinitiated.

FISCAL IMPACT

The project has historically been funded through Redevelopment. The engineering design and permitting in 2011 through 2012 was funded through Gas Tax. The remaining estimated project costs are as follows:

- *Construction/Construction Management \$350,000
- *Right-of-Way Acquisition (Legal Fees) up to \$200,000 (if need to go to court)
- *Right-of-Way Acquisition unknown at this time

However, based on prior appraisal, this may be several hundred thousand dollars.

RECOMMENDATION

Staff recommends that Council provide direction regarding the continuation of site acquisition for the McMurray Road Widening and Traffic Signal Improvement Project so that staff can budget accordingly.

ATTACHMENT

Attachment 1 – Site Plan

ATTACHMENT 1

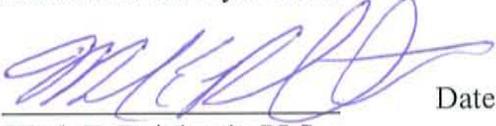
Exhibit A

A portion of land in the City of Buellton, County of Santa Barbara, State of California, being a portion of Parcel "B" of Parcel Map 10,701 according to the map recorded in Book 3, Page 34 of Parcel Maps, in the Office of the County Recorder of said County.

Said portion of land is described as follows:

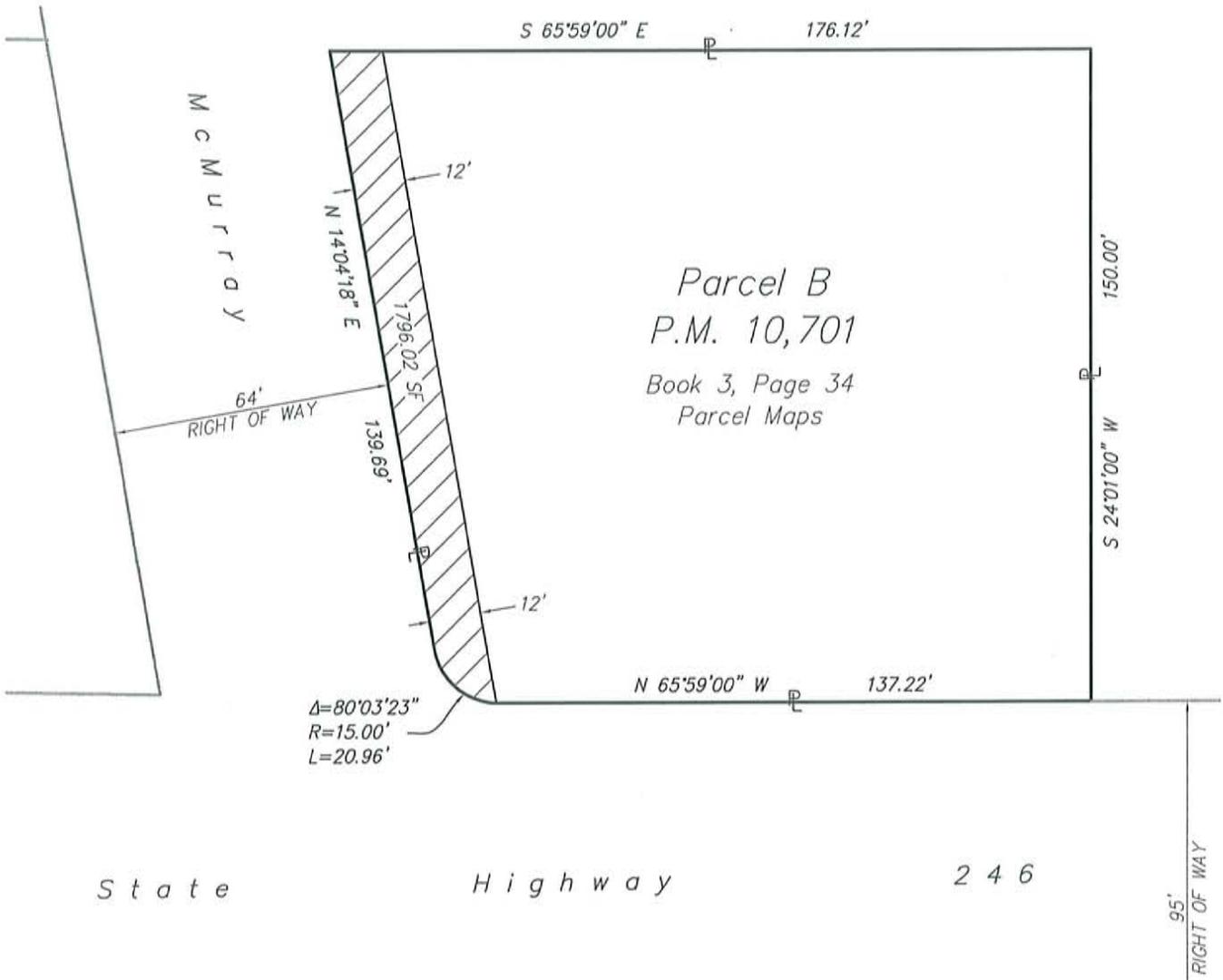
The westerly 12.00 feet of said Parcel "B". The easterly boundary of the herein described portion of land is a straight line lying 12.00 feet easterly of the westerly boundary of said Parcel "B", as measured at right angles, and terminates in the northerly and southerly boundaries of said Parcel "B".

This real property description was prepared by me, or under my direction, in conformance with the Professional Land Surveyor's Act.

Signature:  Date: 3-26-08
Mark E. Reinhardt, PLS



Mar 26, 2008 - 10:36am C:\Documents and Settings\tremeka.MANSENGERS\Desktop\BC196-Exhibit-B.dwg



State Highway 246

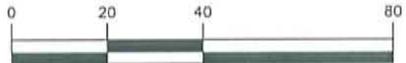
95' RIGHT OF WAY

Rd.



EXHIBIT "B"
 DIAGRAM SHOWING THE PARCEL
 OF LAND DESCRIBED
 IN ATTACHED LEGAL DESCRIPTION
 (EXHIBIT "A")

GRAPHIC SCALE



(IN FEET)

1 inch = 40 ft.

MNS ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS
 Quality Infrastructure Services

4141 STATE STREET, SUITE B-11, SANTA BARBARA, CA 93110
 TELEPHONE (805) 692-6921 FAX. (805) 692-6931

BC196-130 • BC196-Exhibit-B.dwg • 03-26-08 • RLS • E-File

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: Marc Bierdzinski, Interim City Manager

Date: May 23, 2013

Subject: Consideration of Contract Approval for Temporary Financial Consultant and Authorization for the Preparation of a Comprehensive Annual Financial Report (CAFR)

BACKGROUND

In order to provide transparency and an objective review of our upcoming budget process, staff is requesting the authorization to hire a temporary financial consultant to assist with the budget process. This person would review the budget format and make recommendations on possible changes, prepare a budget summary for the lay person, and assist the City Manager and Finance Director in presenting the budget to the public and City Council. Staff believes an objective person from outside the City would greatly improve the budget process.

Staff has contacted the League of California Cities and located a retired Finance Director from Camarillo who is willing to take on these duties. This person has excellent credentials and a vast amount of experience in municipal finance. However, with the new California Public Employee Retirement System (CalPERS) Public Employment Pension Reform Act (PEPRA) restrictions regarding hiring retired CalPERS members, staff has to prove the candidate's skills and abilities warrant the hourly fee being requested. Because the position is new, there is no predetermined salary range to be used so staff has requested that CalPERS perform a salary review in order to substantiate the work to be done at the hourly rate noted above. The request to CALPERS was made on May 14 and a determination is expected by May 24.

For Fiscal Year 2012-2013 to assist with the 2013-2014 budget, staff is requesting a total of 96 hours at \$125/hour for a not-to-exceed cost of \$12,000. Funds are available in the current budget to cover this expense.

Staff is also requesting that authorization be given to budget for this person for Fiscal Year 2013-2014 to prepare a detailed CAFR, which has never been performed. A CAFR is a thorough and detailed presentation of the City's financial condition from the prior Fiscal Year. The difference between a budget and a CAFR is that the budget is a document that plans and authorizes the spending of money while the CAFR describes what actually was spent and the status of assets and liabilities at the end of the fiscal year.

The CAFR is a valuable tool that would provide additional transparency from the prior fiscal year budget activities. An initial CAFR is a very labor intensive document and that is why staff is requesting funding for this task. Subsequent CAFRs would use the prior year's CAFR as the starting point and basically numbers just need to be updated and it can be done by staff.

For Fiscal Year 2013-2014 to prepare the CAFR, staff is requesting a total of 300 hours at \$125/hour for a not-to-exceed cost of \$37,500. Funds would need to be included in the budget for this task. However, depending on how long the City Manager and Planning Director positions are combined, the savings from the current arrangement could be used to fund this task.

Assuming we receive approval from CalPERS to hire the financial consultant from Camarillo, staff is seeking Council approval to allow the Interim City Manager to enter into a contract with this person, with the budgetary restrictions noted in the staff report by the first part of June.

FISCAL IMPACT

If authorized, per staff's recommendation, the City would incur the following costs:

- FY 2012-2013 - \$12,000
- FY 2013-2014 - \$37,500

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract for a temporary financial consultant with the following not-to-exceed parameters:

- FY 2012-2013 to assist with preparation of the FY 2013-2014 budget: 96 hours at \$125/hour (\$12,000)
- FY 2013-2014 to prepare the City's first Comprehensive Annual Financial Report (CAFR): 300 hours at \$125/hour (\$37,500)

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: MPB
Council Agenda Item No.: 9

To: The Honorable Mayor and City Council

From: Annette Muñoz, Finance Director
Marc Bierdzinski, Interim City Manager

Meeting Date: May 23, 2013

Subject: First Review of Fiscal Year 2013-14 Preliminary City Budget

BACKGROUND

Staff is pleased to present the attached first draft of the City’s preliminary budget. Please note that a municipality’s budget is much more than an accounting document. It serves as an outline for how the City should best use its resources to benefit its citizens. The City must determine through its budget how to use its pool of resources to perform necessary and state mandated city functions. It is with that understanding that elected officials make decisions on which services, programs, and other expenditure priorities to include in the annual budget.

If the financial consultant is authorized by the City Council, staff will have the financial consultant help prepare a simple budget summary for the public and City Council and will review the current budget format and make recommendations. An experienced municipal financial expert will help make the budget process more transparent and promote the credibility of the final product.

The Finance Department has prepared the Fiscal Year 2013-14 Preliminary City Budget for your initial review and comments (Attachment 1). The Preliminary Budget will also be presented for further review and possible revision at the regular City Council meetings of June 13 and June 27, 2013. Prior to the adoption of the Budget at the June 27, 2013 Council meeting, the Council may make any additions, changes, or deletions as desired.

Please note that the recommended budget does include using reserve funds as noted below:

- General Fund Reserves – Approximately 5.5% of the current general fund cash reserves to cover services (reserve funds do not include the 6 million that the State may take from us and is the subject of the lawsuit we have filed). Be advised that last year we also forecasted using reserve funds, but unexpected revenue sources came in during the budget year and we did not have to use our reserve funds for Fiscal Year 2012-2013.

- Sewer Fund Reserves – Approximately 12% of the current sewer fund cash reserves will be used to cover the sewer fund expenditures. Although we have raised the sewer rates with the ultimate goal of making the fund self-sufficient, we have not achieved that goal. General fund reserves should not be used to cover this fund.
- Water Fund Reserves – Approximately 14% of the current water fund cash reserves will be used to cover the water fund expenditures. Although we have raised the water rates with the ultimate goal of making the fund self-sufficient, we have not achieved that goal. General fund reserves should not be used to cover this fund.
- Special Fund Reserves – Approximately 8% of the current special fund cash reserves will be used to cover the special fund expenditures. Special funds include Measure A transportation projects, traffic mitigation funds, housing fees, gas tax projects, and transportation planning. General fund reserves should not be used to cover this fund.

The Preliminary Budget document includes the following information:

1. Revenue Projections
2. Budget information for each department and fund as follows,
 - a. A summary sheet grouping expenditures by employee services, operating and maintenance expense, and capital expense.
 - b. A spreadsheet showing actual expenditures for Fiscal Year 2009-10, 2010-11 and 2011-12. Adopted expenditures for Fiscal Year ending June 30, 2013, and the proposed budget amounts for Fiscal Year 2013-14. The spreadsheet also provides the dollar amount of increase or decrease (in parentheses) from the current fiscal year budget as well as the percent increase or decrease from the budgeted 2013-14 amounts.
 - c. A narrative sheet providing additional information relating to various expenditures.
3. A summary of changes from the Fiscal Year 2012-13 Adopted Budget by department and fund.

A summary of expenditures and anticipated revenues are noted in the following table. Please note the following information with these preliminary estimates:

1. These estimates may change based on decisions the Council may make at this and subsequent meetings.
2. That the City Manager and Planning Director positions are fully funded in the proposed budget. However, if the current situation is maintained, with the Interim City Manager continuing with the dual role as Planning Director, it would result in an approximate net savings of \$100,000 for the fiscal year, thereby reducing the General Fund deficit to approximately \$57,317.
3. All funds will be using their reserves to fund the activities identified in the budget as noted above.
4. We have been conservative in our sales tax revenue projections. While the HDL Company project the sales tax collected by the City to be 1.7 million, we have budgeted

1.5 million. Therefore, if we do meet the HDL projections we would not have to use any reserve funds for the general fund.

	General Fund	Sewer Fund	Water Fund	Special Rev Funds
Expenditures	\$5,223,382	\$946,915	\$1,790,720	\$740,350
Revenues	\$5,066,065	\$620,950	\$1,423,000	\$579,207
Net change to reserves	(\$157,317)	(\$325,965)	(\$367,720)	(\$161,143)

Some of the key highlights included in the Preliminary Budget are as follows:

- 1.) Storm Water, Parks and Recreation and Landscape Maintenance Funds will be consolidated into the General Fund as separate departments for Fiscal Year 2013-14 to properly present them as General Fund expenditures.
- 2.) An increase in the law enforcement contract of \$17,518 from \$1,664,934 to \$1,682,452 due to a slight increase in expenses.
- 3.) Fire Department support was decreased from \$201,000 to \$182,000 due to their revised calculation of overtime estimates.
- 4.) TOT revenues increased due to the 12% increase effective 2/1/13.
- 5.) A small portion of the salary & benefits for city council and department heads are no longer allocated to the RDA Successor Agency.
- 6.) A 0.2% increase (to 19.8) in the employer contribution rate for the California Public Employees Retirement Systems.
- 7.) “Pay as you go” costs for retiree medical decreased \$3,039 due to a premium decrease effective January 1, 2013.
- 8.) The approved COLA of 2% has been added to the salaries.
- 9.) The \$15,000 increase in the non-profit funding has been added.

Items for City Council Consideration

The City Council should also review and make a determination on the funding requests for the Criterium (\$5,000), PAWS Park (\$10,000), and the Botanic Garden (\$5,000).

At the request of staff, the Sheriff provided the City with cost information for opening the Buellton Sheriff’s Office five days a week. The additional cost would be \$56,210. This is for informational purposes at this time and is not included with the draft budget (Attachment 1) and will not be added unless directed to do so by the City Council.

Enterprise Funds

We anticipate the following revenues in the water and sewer funds.

Sewer Fund Budget

Revenues from the meter rate increase scheduled for June 1, 2013, are estimated to bring in an additional \$36,000 in sewer revenue.

Water Fund Budget

Revenues from the meter rate increase scheduled for January 1, 2014, are estimated to bring in an additional \$9,000 in water revenue.

Capital Improvement Projects

A listing of capital improvement projects and their proposed FY 2013-2014 budget is included as Attachment 2. Attachment 2 summarizes in one place the various capital projects that are located in various sections of the budget document (Attachment 1). The Wayfinding Sign Project is not included in the draft budget document but will be added in second review of the budget.

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 2013-14 Preliminary City Budget and provide direction to staff as to any potential changes, including funding for the Criterion, PAWS Park, and the Botanic Garden.

ATTACHMENTS

Attachment 1 – Proposed Fiscal Year 2013-14 Preliminary City Budget
Attachment 2 – List of Capital Improvement Projects

City of Buellton

**Fiscal Year 2013-14
Preliminary Budget**

REVENUE PROJECTIONS
Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
<u>GENERAL FUND</u>						
<u>TAXES</u>						
001-301-4001-000	Property Taxes - Secured	890,325	891,993	1,009,788	800,000	1,100,000
001-302-4002-000	Property Taxes - Unsecured	42,981	38,069	40,142	40,000	40,000
001-309-4007-000	Homeowners Exemption	7,523	7,701	7,451	6,500	7,000
001-310-4101-000	Franchise Fees	131,659	209,220	202,981	205,000	203,000
001-311-4102-000	Sales & Use Tax	1,109,051	1,149,460	1,241,759	1,100,000	1,100,000
001-311-4115-000	Sales Tax Compensation	304,998	403,292	370,030	400,000	400,000
001-312-4103-000	Transient Occupancy Tax	1,164,409	1,193,216	1,239,617	1,100,000	1,500,000
001-321-4106-000	Property Transfer Tax	16,143	15,703	13,681	11,000	14,000
	TOTAL:	3,667,089	3,908,655	4,125,447	3,662,500	4,364,000
<u>FEES & PERMITS</u>						
001-357-4802-000	Zoning Clearance	1,440	1,080	1,485	1,000	1,200
001-378-4205-000	Engineering Fees	6,640	3,628	1,587	3,000	3,000
	TOTAL:	8,080	4,708	3,072	4,000	4,200
<u>FINES & PENALTIES</u>						
001-340-4401-000	Criminal Fines and Penalties	34,980	45,077	45,753	26,000	40,000
001-342-4402-000	Fines & Fees	9,829	3,265	2,526	5,000	2,500
	TOTAL:	44,809	48,342	48,279	31,000	42,500
<u>USE OF MONEY & PROPERTY</u>						
001-345-4904-000	Interest Income	59,896	69,087	98,860	50,000	75,000
001-346-4905-000	Rent	59,850	62,568	56,965	66,365	68,865
	TOTAL:	119,746	131,655	155,825	116,365	143,865

REVENUE PROJECTIONS
Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
<u>GENERAL FUND</u>						
<u>REVENUES FROM OTHER AGENCIES</u>						
001-322-4107-000	Motor Vehicle In-Lieu	13,971	21,917	2,413	5,000	2,400
001-322-4116-000	MV License Fee Compensation	366,110	366,193	367,510	350,000	363,000
001-333-4506-000	CA Indian Gaming Grant	0	165,000	117,876	0	0
001-333-4510-000	CA Bikeways and Trails Grant	0	48,061	51,939	0	0
001-365-4907-000	CalTrans STIP Funding	0	0	0	0	0
001-376-4908-000	CA Proposition 1B Funding	0	0	0	0	5,000
	TOTAL:	380,081	601,171	539,738	355,000	370,400
<u>CHARGES FOR CURRENT SERVICES</u>						
001-348-4403-000	Special Event Fees	865	645	945	500	1,000
001-390-4917-000	Miscellaneous	59,103	18,032	12,703	3,500	6,600
	TOTAL:	59,968	18,677	13,648	4,000	7,600
<u>STORM WATER FUND</u>						
015-345-4904-000	Interest	0	0	0	0	0
	TOTAL:	0	0	0	0	0
<u>PARKS/RECREATION FUND</u>						
028-319-4301-000	Park Quimby Act Fees	66,190	20,684	0	0	0
028-320-5801-000	Buellton Recreation Program	75,897	100,313	91,434	85,000	85,000
028-320-5801-001	Recreation Program 50/50	808	17,528	28,509	15,000	25,000
028-320-5802-000	Buellton Recreation Program-Trips	27,817	21,373	32,586	20,000	20,000
028-320-5814-000	Park Reservation Fees	4,990	3,650	5,030	3,000	3,500
028-345-4904-000	Interest	0	0	0	0	0
028-390-4917-000	Miscellaneous	0	0	500	250	0
028-398-4923-000	Transfer from General Fund	0	0	0	0	0
	TOTAL:	175,701	163,548	158,059	123,250	133,500
<u>LANDSCAPE MAINTENANCE FUND</u>						
072-345-4904-000	Interest	1,358	540	135	250	0
	TOTAL:	1,358	540	135	250	0
GENERAL FUND REVENUE		4,456,833	4,877,296	5,044,204	4,296,365	5,066,065

REVENUE PROJECTIONS
Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
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SPECIAL REVENUE FUNDS

WASTEWATER ENTERPRISE FUND

005-345-4904-000	Interest	21,857	12,472	7,061	5,000	6,000
005-350-4602-000	Sewer Revenue	569,344	572,545	592,182	610,000	610,000
005-354-4605-000	Connection Fees	36,520	36,975	500	5,000	0
005-355-4606-000	Setup Fees	1,095	915	905	500	900
005-358-4607-000	Late Charges	4,312	4,413	4,376	4,000	4,000
005-390-4917-000	Miscellaneous	2,928	56	0	50	50
	TOTAL:	636,056	627,376	605,024	624,550	620,950

WATER ENTERPRISE FUND

020-345-4904-000	Interest	18,062	11,300	7,458	4,000	5,000
020-349-4601-000	Bulk Water	11,567	10,787	5,378	4,000	4,000
020-350-4602-000	Water Sales	1,456,364	1,376,863	1,363,427	1,400,000	1,400,000
020-351-4603-000	Water Service Installation	1,450	1,515	110	500	500
020-354-4605-000	Connection Fees	19,240	41,600	5,200	5,000	0
020-355-4606-000	Setup Fees	1,095	915	905	600	900
020-358-4607-000	Late Charges	11,885	11,277	10,866	10,000	10,000
020-359-4608-000	Reinstatement Fee	2,778	3,189	2,577	2,100	2,100
020-389-4810-000	Infrastructure Contributions	53,200	36,000	34,720	0	0
020-390-4917-000	Miscellaneous	3,700	860	812	500	500
	TOTAL:	1,579,341	1,494,307	1,431,453	1,426,700	1,423,000

HOUSING FUND

023-345-4904-000	Interest	7,711	7,165	6,792	500	5,000
023-388-4915-000	Housing Fees	42,818	160,854	0	0	0
	TOTAL:	50,529	168,019	6,792	500	5,000

REVENUE PROJECTIONS
Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
<u>SPECIAL REVENUE FUNDS</u>						
<u>TRAFFIC MITIGATION FUND</u>						
024-345-4904-000	Interest	0	25	49	0	25
024-384-4914-000	Traffic Mitigation Fees	12,807	17,856	5,200	0	0
	TOTAL:	12,807	17,881	5,249	0	25
<u>GAS TAX FUND</u>						
025-345-4904-000	Interest	9,613	6,344	18,853	2,000	2,000
025-376-4908-000	Surface Transportation Program	67,089	74,841	71,416	65,000	70,000
025-379-4909-000	Traffic Congestion Relief	43,097	0	0	0	0
025-380-4108-000	2105 Funds	23,593	24,859	22,195	23,360	22,788
025-380-4109-000	2106 Funds	17,260	17,944	17,450	20,424	19,906
025-380-4110-000	2107 Funds	31,409	33,182	31,857	33,525	33,927
025-380-4111-000	2107.5 Funds	0	1,000	1,000	1,000	1,000
025-380-4113-000	R & T 7360	0	38,645	65,595	52,460	69,043
025-383-4913-000	CalTrans Street Sweeping	0	0	0	0	0
	TOTAL:	192,061	196,815	228,367	197,769	218,664
<u>MEASURE D</u>						
026-345-4904-000	Interest	1,000	555	0	0	0
026-382-4113-000	Measure D	397,839	27	0	0	0
	TOTAL:	398,839	582	0	0	0
<u>LOCAL TRANSPORTATION FUND</u>						
027-345-4904-000	Interest	1,689	920	415	200	200
027-381-4910-000	SB 325 (LTF/TDA) - Bikeways	2,749	2,669	3,234	2,500	3,718
027-381-4911-000	SB 325 (LTF/TDA) - Roads	199	0	0	0	0
027-381-4913-000	SYVT Dial-A-Ride Subsidy	0	0	1,100	0	0
027-398-4923-000	Transfer from General Fund	0	0	0	0	0
	TOTAL:	4,637	3,589	4,749	2,700	3,918

REVENUE PROJECTIONS
Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
<u>SPECIAL REVENUE FUNDS</u>						
<u>TRANSPORTATION PLANNING</u>						
029-345-4904-000	Interest	0	6	0	0	0
029-381-4912-000	STA Funding	0	25,160	0	0	25,000
029-398-4923-000	Transfer from General Fund	0	0	0	0	0
	TOTAL:	0	25,165	0	0	25,000
<u>MEASURE A</u>						
031-345-4904-000	Interest	0	333	740	450	350
031-382-4113-000	Measure A	0	280,710	328,814	300,000	326,250
	TOTAL:	0	281,043	329,554	300,450	326,600
TOTAL SPECIAL REVENUES		2,874,270	2,814,778	2,611,189	2,552,669	2,623,157
TOTAL GENERAL FUND		4,456,833	4,877,296	5,044,204	4,296,365	5,066,065
TOTAL REVENUES		7,331,102	7,692,075	7,655,392	6,849,034	7,689,222

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 83,733	\$ 85,271	\$ 98,047	\$ 103,843	\$ 119,103
Operating & Maintenance	\$ 11,915	\$ 19,429	\$ 17,534	\$ 18,500	\$ 17,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 95,648	\$ 104,700	\$ 115,581	\$ 122,343	\$ 136,103

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Staff Salaries	29,099	35,648	40,729	41,088	43,778	2,690	6.5%
5003 Council Salaries	26,400	20,768	21,120	21,120	26,400	5,280	25.0%
5004 Council Car Expense Allowance	4,500	3,540	3,600	3,600	4,500	900	25.0%
5100 Benefits	23,734	25,315	32,599	38,035	44,425	6,390	16.8%
EMPLOYEE SERVICES SUBTOTAL:	83,733	85,271	98,047	103,843	119,103	15,260	14.7%
<u>OPERATING & MAINTENANCE</u>							
5301 Office Supplies	415	347	568	500	500	0	0.0%
5402 Travel & Training	7,759	11,522	15,309	15,000	12,000	(3,000)	-20.0%
5603 Computer Maintenance & Software	745	1,845	592	2,000	2,000	0	0.0%
5809 Election Expense	0	0	0	0	1,500	1,500	N/A
6301 Miscellaneous	2,996	5,714	1,065	1,000	1,000	0	0.0%
OPERATING & MAINTENANCE SUBTOTAL:	11,915	19,429	17,534	18,500	17,000	(1,500)	-8.1%
<u>CAPITAL</u>							
6504 Office Furniture	0	0	0	0	0	0	N/A
6505 Computer Equipment	0	0	0	0	0	0	N/A
CAPITAL SUBTOTAL:	0	0	0	0	0	0	N/A
CITY COUNCIL TOTAL:	95,648	104,700	115,581	122,343	136,103	13,760	11.2%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</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 \$43,778
 40% of City Clerk salary

5003 Council Salaries \$26,400

5004 Council Car Expense Allowance \$4,500

5100 Benefits \$44,425

Operating & Maintenance

5301 Office Supplies \$500

5402 Travel & Training \$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

6301 Miscellaneous \$1,000

Capital

6504 Office Furniture \$0

6505 Computer Equip \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 108,696	\$ 156,258	\$ 162,406	\$ 161,113	\$ 203,525
Operating & Maintenance	\$ 27,702	\$ 4,566	\$ 5,122	\$ 5,300	\$ 5,050
Capital	\$ 6,207	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 142,605	\$ 160,824	\$ 167,527	\$ 166,413	\$ 208,575

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	83,528	117,385	122,892	118,883	143,400	24,517	20.6%
5100	Benefits	25,168	38,873	39,514	42,230	60,125	17,895	42.4%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		108,696	156,258	162,406	161,113	203,525	42,412	26.3%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	305	441	80	300	250	(50)	-16.7%
5401	Membership & Publications	0	660	810	1,000	800	(200)	-20.0%
5402	Travel & Training	3,301	2,443	4,232	3,000	3,000	0	0.0%
5603	Computer Maintenance & Software	992	570	0	500	500	0	0.0%
6005	Recruitment Expense	21,688	0	0	0	0	0	N/A
6301	Miscellaneous	1,416	452	0	500	500	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		27,702	4,566	5,122	5,300	5,050	(250)	-4.7%
<u>CAPITAL</u>								
6504	Office Furniture	6,207	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>		6,207	0	0	0	0	0	N/A
CITY MANAGER TOTAL:		142,605	160,824	167,527	166,413	208,575	42,162	25.3%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
City Manager	<u>0.80</u>	<u>0.80</u>	<u>1.00</u>
Total	0.80	0.80	1.00

5001 Salaries \$143,400

5100 Benefits \$60,125

Operating & Maintenance

5301 Office Supplies \$250

5401 Membership & Publications \$800

5402 Travel & Training \$3,000

5603 Computer Maintenance & Software \$500

6301 Miscellaneous \$500

Capital

6504 Office Furniture \$0

6505 Computer Equipment \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 52,085	\$ 63,125	\$ 70,812	\$ 74,345	\$ 95,313
Operating & Maintenance	\$ 15,456	\$ 23,829	\$ 12,477	\$ 18,300	\$ 14,300
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 67,541	\$ 86,953	\$ 83,289	\$ 92,645	\$ 109,613

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2012-13	From 2012-13
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	36,373	44,560	49,947	51,360	65,668	14,308	27.9%
5100	Benefits	15,712	18,564	20,865	22,985	29,645	6,660	29.0%
EMPLOYEE SERVICES SUBTOTAL:		52,085	63,125	70,812	74,345	95,313	20,968	28.2%

<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	1,006	664	732	1,000	1,000	0	0.0%
5304	Code Updates	5,372	12,009	2,110	3,000	3,000	0	0.0%
5306	Advertising - Legal	4,641	3,152	3,153	3,500	3,500	0	0.0%
5401	Membership & Publications	575	401	525	800	800	0	0.0%
5402	Travel & Training	505	1,112	2,322	2,000	4,000	2,000	100.0%
5603	Computer Maintenance & Software	254	1,514	1,388	1,000	1,000	0	0.0%
5809	Election Expense	553	2,775	553	5,000	0	(5,000)	-100.0%
6301	Miscellaneous	2,551	2,202	1,693	2,000	1,000	(1,000)	-50.0%
OPERATING & MAINTENANCE SUBTOTAL:		15,456	23,829	12,477	18,300	14,300	(4,000)	-32.1%

<u>CAPITAL</u>								
6504	Office Furniture	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	0	0	0	N/A
6506	Office Equipment	0	0	0	0	0	0	N/A
CAPITAL SUBTOTAL:		0	0	0	0	0	0	N/A

CITY CLERK TOTAL:		67,541	86,953	83,289	92,645	109,613	16,968	18.3%
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EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
City Clerk	<u>0.50</u>	<u>0.50</u>	<u>0.60</u>
Total	0.50	0.50	0.60

5001 Salaries \$65,668

5100 Benefits \$29,645

Operating & Maintenance

5301 Office Supplies \$1,000

5304 Code Updates \$3,000
 Buellton Municipal Code and Santa Barbara County Code updates.

5306 Advertising - Legal \$3,500

5401 Membership & Publications \$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 \$4,000
 Attendance at conferences and seminars.

5603 Computer Maintenance & Software \$1,000

5809 Election Expense \$0

6301 Miscellaneous \$1,000

FISCAL YEAR 2013-14

Capital

6504 Office Furniture \$0

6505 Computer Equipment \$0

6506 Office Equipment \$0

Preliminary 5-23-13

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 143,004	\$ 132,112	\$ 174,043	\$ 125,050	\$ 125,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 143,004	\$ 132,112	\$ 174,043	\$ 125,050	\$ 125,000

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.

DEPARTMENT EXPENDITURES

CITY ATTORNEY
001-404

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	0	0	0	0	0	0	N/A
5100	Benefits	0	0	0	0	0	0	N/A
EMPLOYEE SERVICES SUBTOTAL:		0	0	0	0	0	0	N/A

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	0	0	0	0	0	0	N/A
5401	Membership & Publications	23	23	0	50	0	(50)	-100.0%
5402	Travel & Training	0	0	0	0	0	0	N/A
5603	Computer Maintenance & Software	0	0	0	0	0	0	N/A
5701	Telephone	0	0	0	0	0	0	N/A
6204	Contract Services	142,971	132,089	174,043	125,000	125,000	0	0.0%
6301	Miscellaneous	9	0	0	0	0	0	N/A
OPERATING & MAINTENANCE SUBTOTAL:		143,004	132,112	174,043	125,050	125,000	(50)	0.0%

CITY ATTORNEY TOTAL:	143,004	132,112	174,043	125,050	125,000	(50)	0.0%
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EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
City Attorney	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	0.00	0.00	0.00

5001 Salaries \$0

5100 Benefits \$0

Operating & Maintenance

5301 Office Supplies \$0

5401 Membership & Publications \$0
 Santa Ynez Valley News

5402 Travel & Training \$0

5603 Computer Maintenance & Software \$0

5701 Telephone \$0

6204 Contract Services \$125,000
 City Attorney contract services.

6301 Miscellaneous \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 32,095	\$ 46,885	\$ 50,512	\$ 54,050	\$ 51,000
Operating & Maintenance	\$ 343,668	\$ 333,832	\$ 335,650	\$ 348,298	\$ 345,193
Capital	\$ 3,677	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 379,440	\$ 380,718	\$ 386,162	\$ 402,348	\$ 396,193

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.

DEPARTMENT EXPENDITURES

NON-DEPARTMENTAL
001-410

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5100 Benefits	32,095	46,885	50,512	54,050	51,000	(3,050)	-5.6%
EMPLOYEE SERVICES SUBTOTAL:	32,095	46,885	50,512	54,050	51,000	(3,050)	-5.6%
<u>OPERATING & MAINTENANCE</u>							
5201 Insurance - Liability	44,666	51,119	43,070	40,000	35,000	(5,000)	-12.5%
5202 Insurance - Property	6,165	3,681	4,599	5,206	5,200	(6)	-0.1%
5203 Insurance - Bond	1,391	0	0	1,000	0	(1,000)	-100.0%
5301 Office Supplies	9,729	10,388	8,303	6,300	6,300	0	0.0%
5303 Postage	5,439	2,492	2,039	3,000	3,000	0	0.0%
5305 Equipment Rental	11,456	12,417	10,522	12,000	12,000	0	0.0%
5307 Office Equipment	0	0	1,076	0	0	0	N/A
5401 Membership & Publications	5,330	4,743	3,382	5,500	4,000	(1,500)	-27.3%
5402 Travel & Training	368	702	896	800	800	0	0.0%
5601 Data Processing Contract Maintenance	0	0	0	0	0	0	N/A
5602 Internet Access / Website Maintenance	9,996	1,330	5,965	7,000	8,000	1,000	14.3%
5603 Computer Maintenance & Software	4,374	12,013	5,532	10,000	9,000	(1,000)	-10.0%
5701 Telephone	3,780	4,078	3,696	3,800	3,800	0	0.0%
5702 Utilities - Gas	666	697	841	800	900	100	12.5%
5703 Utilities - Electric	8,218	9,042	8,280	9,000	9,000	0	0.0%
5704 Utilities - Water	1,530	1,212	1,088	1,800	1,800	0	0.0%
5705 Utilities - Sewer	858	858	858	900	900	0	0.0%
5804 Animal Control	29,097	29,097	29,970	31,500	32,306	806	2.6%
5805 Visitors Bureau	135,365	115,167	114,888	123,962	123,962 (2)	0	0.0%
5806 Newsletter	7,473	4,513	5,236	0	0	0	N/A
5807 Community Organization Support	33,666	42,862	65,264	55,000	70,000 (1)	15,000	27.3%
5807 Undesignated Miscellaneous Support	0	0	0	15,000	2,000	(13,000)	N/A
5808 Miscellaneous Recognition Items	7,334	8,333	5,790	3,500	3,500	0	0.0%
5812 SB Co Mental Health Assessment Team (MHAT)	2,169	2,169	2,337	2,430	2,525	95	3.9%
6005 Recruitment Expense	2,773	2,472	4,666	2,500	2,500	0	0.0%
6009 LAFCO Contribution	1,567	1,646	1,340	1,700	1,700	0	0.0%
6012 Transfer to Other Funds	0	0	0	0	0	0	N/A
6017 Emergency Operations	6,975	4,600	1,651	2,000	2,000	0	0.0%
6301 Miscellaneous	3,282	8,200	4,359	3,600	5,000	1,400	38.9%
OPERATING & MAINTENANCE SUBTOTAL:	343,668	333,832	335,650	348,298	345,193	(3,105)	-0.9%
<u>CAPITAL</u>							
6503 Vehicle Replacement	0	0	0	0	0	0	N/A
6505 Office Furniture	0	0	0	0	0	0	N/A
6505 Computer Equipment	3,677	0	0	0	0	0	N/A
6507 Improvements	0	0	0	0	0	0	N/A
CAPITAL SUBTOTAL:	3,677	0	0	0	0	0	N/A
NON-DEPARTMENTAL TOTAL:	379,440	380,718	386,162	402,348	396,193	(6,155)	-1.5%

(1) This incorporates the grant to the SYV Senior Citizens' Foundation (\$47,500 - program support), People Helping People (\$11,000 - for program support and ADCAP, Foodbank of Santa Barbara County (\$7,500) and SYV Fruit and Vegetable Rescue (4,000).

(2) TOT calculation to be determined

EXPENDITURE DETAIL NARRATIVEFISCAL YEAR 2013-14Employee Services

5100 Benefits \$51,000
Medical Benefits for retired employees

Operating & Maintenance

5201 Insurance - Liability \$35,000
80% of the City's liability insurance; 10% is charged to the Wastewater and Water funds respectively.

5202 Insurance - Property \$5,200
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.

5203 Insurance - Bond \$0

5301 Office Supplies \$6,300
Copier expense for all departments.

5303 Postage \$3,000

5305 Equipment Rental \$12,000
Lease cost of a copier and postage meter.

5401 Membership & Publications \$4,000
League of California Cities dues, miscellaneous dues and various publications.

5402 Travel & Training \$800

5601 Data Processing Contract Maintenance \$0

5602 Internet Access / Website Maintenance \$8,000
Includes \$1,000 annual maintenance for Buellton App and \$7,000 website update and maintenance.

**FUND: 001-GENERAL
FISCAL YEAR 2013-14**

DEPARTMENT: 410/NON-DEPARTMENTAL

- 5603 Computer Maintenance & Software \$9,000
Update Office product
- 5701 Telephone \$3,800
- 5702 Utilities - Gas \$900
- 5703 Utilities - Electric \$9,000
- 5704 Utilities - Water \$1,800
50% of water used at 140 W. Highway 246.
- 5705 Utilities - Sewer \$900
- 5804 Animal Control \$32,306
Contract for services with County Animal Control.
- 5805 Visitors Bureau \$123,962
Contract for advertising services based on 12% of prior year's Transient Occupancy Tax receipts. Calculation to be determined.
- 5806 Newsletter \$0
Cost of printing the Buellton Banner.
- 5807 Community Organization Support \$70,000
Senior Center, People Helping People, Foodbank, and SYV Fruit & Vegetable Rescue
- 5807 Undesignated Misc Support \$2,000
- 5808 Miscellaneous Recognition Items \$3,500
Miscellaneous award items for various organizations and employee recognition
- 5812 Mental Health Assessment Team (MHAT) Services \$2,525
Santa Barbara County Mental Health Assessment Team (MHAT) Services.
- 6005 Recruitment Expense \$2,500
Expenses related to new employee recruitment.
- 6009 LAFCO Contribution \$1,700
City's share of LAFCO's operating costs.

FISCAL YEAR 2013-14

6012 Transfer to Other Funds \$0

6017 Emergency Operations \$2,000

One CERT class and miscellaneous emergency preparedness tasks.

6301 Miscellaneous \$5,000

Capital

6503 Vehicle Replacement \$0

6504 Office Furniture \$0

6505 Computer Equipment \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 134,550	\$ 114,440	\$ 127,491	\$ 155,089	\$ 176,540
Operating & Maintenance	\$ 29,904	\$ 30,110	\$ 27,206	\$ 31,350	\$ 31,100
Capital	\$ -	\$ -	\$ 1,047	\$ -	\$ -
Department Total	\$ 164,453	\$ 144,550	\$ 155,744	\$ 186,439	\$ 207,640

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Salaries	92,101	77,586	86,378	101,579	116,840	15,261	15.0%
5100 Benefits	42,449	36,854	41,113	53,510	59,700	6,190	11.6%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	134,550	114,440	127,491	155,089	176,540	21,451	13.8%
<u>OPERATING & MAINTENANCE</u>							
5301 Office Supplies	1,973	968	1,040	1,500	1,500	0	0.0%
5302 Printing	0	0	0	0	0	0	N/A
5401 Membership & Publications	434	680	701	800	800	0	0.0%
5402 Travel & Training	1,557	3,289	1,519	2,000	2,000	0	0.0%
5601 Data Processing Contract Maintenance	4,273	4,273	4,233	5,000	5,000	0	0.0%
5603 Computer Maintenance & Software	1,254	2,058	815	2,500	2,500	0	0.0%
6004 Audit	6,167	7,222	5,440	7,350	7,100	(250)	-3.4%
6201 Contract Services	14,240	11,486	12,979	12,000	12,000	0	0.0%
6301 Miscellaneous	7	135	479	200	200	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	29,904	30,110	27,206	31,350	31,100	(250)	-0.9%
<u>CAPITAL</u>							
6504 Office Furniture	0	0	0	0	0	0	N/A
6505 Computer Equipment	0	0	1,047	0	0	0	N/A
6506 Office Equipment	0	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>	0	0	1,047	0	0	0	N/A
FINANCE TOTAL:	164,453	144,550	155,744	186,439	207,640	21,201	11.4%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Finance Director	0.50	0.50	0.60
Accounting Technicians (2)	0.70	0.70	0.70
Staff Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>
Total	1.20	1.20	1.55

5001 Salaries \$116,840

5100 Benefits \$59,700

Operating & Maintenance

5301 Office Supplies \$1,500

5302 Printing \$0

5401 Membership & Publications \$800

Membership dues for the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.

5402 Travel & Training \$2,000

Attendance at conferences and seminars

5601 Data Processing Contract Maintenance \$5,000

Contract support for accounting programs.

5603 Computer Maintenance & Software \$2,500

6004 Audit \$7,100

33 1/3% of the cost.

6201 Contract Services \$12,000

Hinderliter De Llamas, HDL Coren & Cone

6301 Miscellaneous \$200

FUND: 001-GENERAL

DEPARTMENT: 420/FINANCE

FISCAL YEAR 2013-14

Capital

6504 Office Furniture \$0

6505 Computer Equipment \$0

6506 Office Equipment \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 1,741,416	\$ 1,804,188	\$ 1,350,472	\$ 1,787,656	\$ 1,883,174
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,741,416	\$ 1,804,188	\$ 1,350,472	\$ 1,787,656	\$ 1,883,174

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5703	Utilities - Electric	3,962	4,441	3,694	4,000	4,000	0	0.0%
6201	Contract Services - Police	1,577,179	1,625,211	1,152,887	1,582,656	1,697,174	114,518	7.2%
6208	Contract Services - Fire	160,276	174,536	193,892	201,000	182,000	(19,000)	-9.5%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		1,741,416	1,804,188	1,350,472	1,787,656	1,883,174	95,518	5.3%
PUBLIC SAFETY TOTAL:		1,741,416	1,804,188	1,350,472	1,787,656	1,883,174	95,518	5.3%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5703 Utilities - Electric \$4,000

6201 Contract Services \$1,697,174

Contract with the County of Santa Barbara Sheriff's Department for public safety services and traffic enforcement. Includes \$10,000 for estimated overtime pay.

6208 Contract Services \$182,000

Contract with the County of Santa Barbara's Fire Department for 33% of the salary for a Firefighter/Paramedic.

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 77,134	\$ 81,504	\$ 81,378	\$ 86,378	\$ 86,378
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 77,134	\$ 81,504	\$ 81,378	\$ 86,378	\$ 86,378

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5702	Utilities - Gas	1,710	2,952	2,651	2,800	2,800	0	0.0%
5703	Utilities - Electric	2,895	2,790	3,088	3,500	3,500	0	0.0%
5704	Utilities - Water	1,530	1,212	1,088	1,800	1,800	0	0.0%
6201	Contract Services	71,000	74,550	74,550	78,278	78,278	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		<u>77,134</u>	<u>81,504</u>	<u>81,378</u>	<u>86,378</u>	<u>86,378</u>	<u>0</u>	<u>0.0%</u>
 LIBRARY TOTAL:		77,134	81,504	81,378	86,378	86,378	0	0.0%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5702 Utilities - Gas \$2,800

5703 Utilities - Electric \$3,500

5704 Utilities - Water \$1,800
50% of water used at 140 W. Highway 246.

6201 Contract Services \$78,278
Contract with the Lompoc Library System to manage the Buellton Library.

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 44,843	\$ 49,545	\$ 49,852	\$ 55,000	\$ 55,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 44,843	\$ 49,545	\$ 49,852	\$ 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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5703	Utilities - Electric	44,843	49,545	49,852	55,000	55,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		<u>44,843</u>	<u>49,545</u>	<u>49,852</u>	<u>55,000</u>	<u>55,000</u>	<u>0</u>	<u>0.0%</u>
 STREET LIGHTS TOTAL:		44,843	49,545	49,852	55,000	55,000	0	0.0%

FUND: 001-GENERAL

DEPARTMENT: 550/PUBLIC WORKS
STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5703 Utilities - Electric \$55,000

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 139,344	\$ 73,801	\$ 87,143	\$ 64,000	\$ 64,000
Capital	\$ -	\$ -	\$ 90,131	\$ 70,575	\$ 75,000
Department Total	\$ 139,344	\$ 73,801	\$ 177,274	\$ 134,575	\$ 139,000

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
6101	Development Permit Processing	4,205	4,355	1,753	4,000	4,000	0	0.0%
6201	Contract Services	83,660	69,446	74,865	60,000	60,000	0	0.0%
6202	Engineering Services	51,420	0	0	0	0	0	N/A
6202	Engineering Services - Prop1B	60	0	10,525	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		139,344	73,801	87,143	64,000	64,000	0	0.0%
<u>CAPITAL</u>								
6507	Improvements	0	0	65,000	65,000	70,000	5,000	7.7%
6507	Improvements - Prop 1B	0	0	25,131	5,575	5,000	(575)	-10.3%
<u>CAPITAL SUBTOTAL:</u>		0	0	90,131	70,575	75,000	4,425	6.3%
ENGINEERING TOTAL:		139,344	73,801	177,274	134,575	139,000	4,425	3.3%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

6101 Development Permit Processing \$4,000

6201 Contract Services \$60,000

6202 Engineering Services \$0

Capital

6507 Improvements \$70,000

6507 Improvements \$5,000
Prop 1B - Local Streets and Roads Improvement

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 274,983	\$ 274,655	\$ 286,079	\$ 336,631	\$ 333,387
Operating & Maintenance	\$ 115,632	\$ 128,907	\$ 115,874	\$ 152,125	\$ 162,375
Capital	\$ -	\$ 2,214	\$ 18,300	\$ 39,628	\$ 17,000
Department Total	\$ 390,615	\$ 405,776	\$ 420,253	\$ 528,384	\$ 512,762

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Salaries	187,612	185,976	188,619	219,416	205,730	(13,686)	-6.2%
5005 Hourly	0	0	0	0	12,192	12,192	N/A
5100 Benefits	87,371	88,679	97,460	117,215	115,465	(1,750)	-1.5%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	274,983	274,655	286,079	336,631	333,387	(3,244)	-1.0%

OPERATING & MAINTENANCE

5301 Office Supplies	62	220	1,126	200	200	0	0.0%
5401 License,Membership & Publications	0	0	0	1,000	1,200	200	20.0%
5402 Travel & Training	451	494	335	2,000	3,500	1,500	75.0%
5501 Operational Supplies	0	0	0	0	1,500	1,500	N/A
5503 Tools	264	844	1,216	4,500	4,000	(500)	-11.1%
5504 Laundry - Uniforms	832	703	609	750	750	0	0.0%
5506 Fuel - Vehicles	4,863	4,898	7,416	9,000	9,000	0	0.0%
5507 Maintenance - Vehicles	4,426	2,362	3,535	4,000	6,000	2,000	50.0%
5508 Landscape Maintenance Program	0	0	68	0	0	0	N/A
5509 Maintenance / Repair	37,480	40,947	32,574	50,000	50,000	0	0.0%
5510 Safety Equipment	1,031	882	868	950	1,500	550	57.9%
5511 Signs	0	645	1,978	2,000	2,000	0	0.0%
5603 Computer Maintenance & Software	0	0	1,616	475	475	0	0.0%
5701 Telephone	1,140	1,258	1,335	2,300	2,300	0	0.0%
5703 Utilities - Electric	0	0	2,000	950	950	0	0.0%
5704 Utilities - Water	39,067	25,116	18,589	32,000	32,000	0	0.0%
6201 Contract Services	26,014	50,537	42,609	42,000	47,000	5,000	11.9%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	115,632	128,907	115,874	152,125	162,375	10,250	6.7%

CAPITAL

6503 Vehicle Replacement	0	0	18,300	32,628	0	(32,628)	-100.0%
6507 Improvements	0	2,214	0	0	10,000	10,000	N/A
6508 Equipment	0	0	0	7,000	7,000	0	N/A
<u>CAPITAL SUBTOTAL:</u>	0	2,214	18,300	39,628	17,000	(22,628)	-57.1%

PUBLIC WORKS - GENERAL TOTAL:

390,615	405,776	420,253	528,384	512,762	(15,622)	-3.0%
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EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Employee Services	2011-12	2012-13	2013-14
Public Works Director	0.40	0.40	0.40
Fieldmen (6)	2.00	2.00	2.40
Groundskeeper	1.00	1.00	1.00
Total	3.40	3.40	3.80

5001 Salaries \$205,730

5100 Benefits \$115,465

Operating & Maintenance

5301 Office Supplies \$200

5401 License, Membership & Publications \$1,200

5402 Travel & Training \$3,500

5501 Operational Supplies \$1,500

5503 Tools \$4,000

5504 Laundry - Uniforms \$750

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

5506 Fuel - Vehicles \$9,000

5507 Maintenance - Vehicles \$6,000

5508 Landscape Maintenance Program \$0

5509 Maintenance / Repair \$50,000

City buildings, facilities, infrastructure and equipment maintenance and repair.

5510 Safety Equipment \$1,500

33 1/3% of cost for Public Works employees; 100% for Groundskeeper.

5511 Building Maintenance/Signs \$2,000

Preliminary 5-23-13

FISCAL YEAR 2013-14

5603 Computer Maintenance & Software \$475

5701 Telephone \$2,300

5703 Utilities - Electric \$950

5704 Utilities - Water \$32,000
Irrigation water use on Avenue of Flags medians.

6201 Contract Services \$47,000
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.

Capital

6503 Vehicle Replacement \$0

6507 Improvements \$10,000
Painting of buildings, Wayfinding signs

6508 Equipment \$7,000
Radar feedback sign

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 270,439	\$ 267,269	\$ 302,951	\$ 285,054	\$ 306,036
Operating & Maintenance	\$ 138,430	\$ 74,460	\$ 86,937	\$ 54,600	\$ 42,600
Capital	\$ -	\$ -	\$ 1,067	\$ -	\$ -
Department Total	\$ 408,869	\$ 341,729	\$ 390,954	\$ 339,654	\$ 348,636

DEPARTMENT DESCRIPTION

The Planning Department encompasses current planning, long range planning, economic development, redevelopment, 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. Redevelopment includes implementing the policies and programs of the Buellton Redevelopment Implementation Plan. Code enforcement is the investigation of violations of the Municipal Code and associated abatement actions.

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - PLANNING

001-565

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Staff Salaries	182,427	173,945	196,784	180,718	194,180	13,462	7.4%
5002 Planning Commission Salaries	6,000	6,000	6,000	6,000	6,000	0	0.0%
5005 Intern Program	1,210	6,251	0	0	0	0	N/A
5005 Code Enforcement	0	0	9,039	7,176	7,176	0	0.0%
5100 Benefits	80,802	81,073	91,127	91,160	98,680	7,520	8.2%
EMPLOYEE SERVICES SUBTOTAL:	270,439	267,269	302,951	285,054	306,036	20,982	7.4%
<u>OPERATING & MAINTENANCE</u>							
5301 Office Supplies	1,770	1,743	2,852	2,000	2,000	0	0.0%
5305 Equipment Rental	4,659	5,187	6,583	5,000	5,000	0	0.0%
5306 Advertising - Legal	971	1,079	930	3,500	3,000	(500)	-14.3%
5401 Membership & Publications	1,848	1,761	2,259	1,500	2,000	500	33.3%
5402 Travel & Training	7,299	4,823	4,332	5,000	5,000	0	0.0%
5509 Maintenance / Repair	74	51	42	1,000	1,000	0	0.0%
5603 Computer Maintenance & Software	1,936	1,468	2,457	3,500	3,500	0	0.0%
5701 Telephone	3,641	3,911	4,128	3,600	3,600	0	0.0%
5703 Utilities - Electric	1,923	2,062	2,473	2,500	2,500	0	0.0%
6016 Code Enforcement Expense	58	2,539	46	1,000	1,000	0	0.0%
6102 Bev Container Recycle Program	0	0	5,042	0	0	0	N/A
6201 Contract Services	81,439	31,771	44,976	15,000	5,000 (1)	(10,000)	-66.7%
6202 Contract Services - Engineering	30,070	15,123	10,160	10,000	8,000	(2,000)	-20.0%
6301 Miscellaneous	2,741	2,942	658	1,000	1,000	0	0.0%
OPERATING & MAINTENANCE SUBTOTAL:	138,430	74,460	86,937	54,600	42,600	(12,000)	-22.0%
<u>CAPITAL</u>							
6504 Office Furniture	0	0	0	0	0	0	N/A
6505 Computer Equipment	0	0	1,067	0	0	0	N/A
6506 Office Equipment	0	0	0	0	0	0	N/A
CAPITAL SUBTOTAL:	0	0	1,067	0	0	0	N/A
PLANNING TOTAL:	408,869	341,729	390,954	339,654	348,636	8,982	2.6%

(1) Possible increase if Council hires an Economic Development Firm.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Planning Director	0.90	0.90	1.00
Planning Commissioners (5)	5.00	5.00	5.00
Assistant Planner	1.00	1.00	1.00
Staff Assistant/ Planning Tech	<u>0.70</u>	<u>0.70</u>	<u>0.45</u>
Total	7.60	7.60	7.45

5001 Salaries \$194,180

5002 Planning Commission Salaries \$6,000
 \$100 per month each for five Planning Commissioners

5005 Intern Program \$0

5005 Code Enforcement \$7,176
 Part-Time Code Enforcement Officer

5100 Benefits \$98,680

Operating & Maintenance

5301 Office Supplies \$2,000

5305 Equipment Rental \$5,000
 Monthly leasing expense for copier.

5306 Advertising - Legal \$3,000

5401 Membership & Publications \$2,000
 Professional and organization dues.

5402 Travel & Training \$5,000
 Attendance at conferences and seminars for Planning Commission and staff.

FISCAL YEAR 2013-14

- 5509 Maintenance / Repair \$1,000
Copier and miscellaneous maintenance and repairs.
- 5603 Computer Maintenance & Software \$3,500
Maintenance and updates of existing computer software programs.
- 5701 Telephone \$3,600
- 5703 Utilities - Electric \$2,500
- 6016 Code Enforcement Expense \$1,000
- 6201 Contract Services \$5,000
Peer review for updated zoning and land use documents, \$5,000.
- 6202 Contract Services - Engineering \$8,000
GIS, CADD and mapping services.
- 6301 Miscellaneous \$1,000
- Capital
- 6504 Office Furniture \$0
Miscellaneous office furniture.
- 6505 Computer Equipment \$0
Miscellaneous computer equipment and upgrades.
- 6506 Office Equipment \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 242,877	\$ 233,436	\$ 245,595	\$ 278,634	\$ 272,515
Operating & Maintenance	\$ 643,484	\$ 586,223	\$ 526,346	\$ 634,550	\$ 674,400
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 886,361	\$ 819,659	\$ 771,941	\$ 913,184	\$ 946,915

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.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Finance Director	0.20	0.20	0.20
Accounting Technicians (2)	0.65	0.65	0.65
Public Works Director	0.30	0.30	0.30
Fieldmen (5)	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total	2.65	2.65	2.65

5001 Salaries \$177,630

5100 Benefits \$94,885

Operating & Maintenance

5201 Insurance - Liability \$5,000

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 \$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

5203 Insurance - Bond \$0

5301 Office Supplies \$2,300

5303 Postage \$5,000

5401 Membership & Publications \$400

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).

FISCAL YEAR 2013-14

- 5402 Travel & Training \$5,000
Attendance at seminars and reimbursement for certification and license renewal fees.
- 5501 Operational Supplies \$2,600
- 5502 Chemical Analysis \$50,000
- 5503 Tools \$2,000
- 5504 Laundry - Uniforms \$700
33 1/3% of laundry and uniform service for the Wastewater Plant operators.
- 5506 Fuel - Vehicles \$7,000
- 5507 Maintenance - Vehicles \$2,000
- 5509 Maintenance / Repair \$45,000
- 5510 Safety Equipment \$2,000
33 1/3 % of the cost for the Wastewater Plant operators.
- 5601 Data Processing Contract Maintenance \$1,300
50% of contract support for utility billing software.
- 5603 Computer Maintenance & Software \$1,000
- 5701 Telephone \$6,500
- 5703 Utilities - Electric \$95,000
- 5704 Utilities - Water \$13,000
- 6004 Audit \$7,100
33 1/3% of the cost.
- 6007 Depreciation \$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 \$20,000
Assembly Bill 2588, Santa Barbara Air Pollution Control Board and miscellaneous compliance costs.

FISCAL YEAR 2013-14

6201 Contract Services \$180,000

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 \$35,000

Engineering work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades and Regional Water Quality Control Board (RWQCB) compliance and permitting.

6301 Miscellaneous \$1,000

Memo Items Only: (Paid from line item 6007 on previous page)

Capital

6503 Vehicle Replacement \$0

6507 Improvements \$150,000

Generator upgrade/lift station generator

6508 Equipment \$15,000

Wastewater treatment plant equipment.

DEPARTMENT EXPENDITURES

WASTEWATER
005-701

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Salaries	166,992	158,192	163,386	182,184	177,630	(4,554)	-2.5%
5100 Benefits	75,886	75,244	82,209	96,450	94,885	(1,565)	-1.6%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	242,877	233,436	245,595	278,634	272,515	(6,119)	-2.2%

OPERATING & MAINTENANCE

5201 Insurance - Liability	5,517	6,257	5,363	5,000	5,000	0	0.0%
5202 Insurance - Property	12,330	7,363	9,197	10,500	10,500	0	0.0%
5203 Insurance - Bond	140	0	0	0	0	0	N/A
5301 Office Supplies	1,790	3,455	1,888	2,300	2,300	0	0.0%
5303 Postage	3,333	4,275	4,685	4,500	5,000	500	11.1%
5401 Membership & Publications	256	256	269	400	400	0	0.0%
5402 Travel & Training	946	395	1,244	2,000	5,000	3,000	150.0%
5501 Operational Supplies	0	0	876	450	2,600	2,150	477.8%
5502 Chemicals / Analysis	51,954	55,082	46,688	50,000	50,000	0	0.0%
5503 Tools	107	78	230	900	2,000	1,100	122.2%
5504 Laundry - Uniforms	629	501	236	700	700	0	0.0%
5506 Fuel - Vehicles	4,863	4,898	7,352	7,000	7,000	0	0.0%
5507 Maintenance - Vehicles	900	1,210	2,984	2,000	2,000	0	0.0%
5509 Maintenance / Repair	48,492	32,735	39,416	45,000	45,000	0	0.0%
5510 Safety Equipment	445	481	750	950	2,000	1,050	110.5%
5601 Data Processing Contract Maintenance	799	900	900	1,300	1,300	0	0.0%
5603 Computer Maintenance & Software	0	86	223	1,000	1,000	0	0.0%
5701 Telephone	6,592	7,300	7,654	6,500	6,500	0	0.0%
5703 Utilities - Electric	82,088	93,254	99,364	95,000	95,000	0	0.0%
5704 Utilities - Water	11,882	14,724	11,253	13,000	13,000	0	0.0%
6004 Audit	6,169	7,219	5,438	7,350	7,100	(250)	-3.4%
6007 Depreciation	170,608	164,434	174,089	175,000	175,000	0	0.0%
6011 Regulatory Compliance	12,006	10,860	13,163	19,500	20,000	500	2.6%
6201 Contract Services	200,607	163,782	87,134	158,000	180,000	22,000	13.9%
6202 Contract Services - Engineering	19,578	4,435	3,565	25,000	35,000	10,000	40.0%
6301 Miscellaneous	1,455	2,244	2,386	1,200	1,000	(200)	-16.7%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	643,484	586,223	526,346	634,550	674,400	39,850	6.3%

WASTEWATER TOTAL:

+	886,361	819,659	771,941	913,184	946,915	33,731	3.7%
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DEPARTMENT EXPENDITURES

WASTEWATER
005-701

BUDGET NOTE: Capital Items are included in the Depreciation Category

	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Actual</u>	2012-13 <u>Budget</u>	2013-14 <u>Proposed</u>	Change From 2012-13 <u>Budget</u>	% Change From 2012-13 <u>Budget</u>
<u>CAPITAL</u>							
6503 Vehicle Replacement	0	0	0	14,678	0	(14,678)	-100.0%
6507 Improvements	0	732,060	0	275,000	150,000	(125,000)	-45.5%
6508 Equipment	0	0	0	0	15,000	15,000	N/A
<u>CAPITAL TOTAL:</u>	<u>0</u>	<u>732,060</u>	<u>0</u>	<u>289,678</u>	<u>165,000</u>	<u>(124,678)</u>	<u>-43.0%</u>

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 173,182	\$ 138,371	\$ 146,743	\$ 151,000	\$ 156,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 173,182	\$ 138,371	\$ 146,743	\$ 151,000	\$ 156,000

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
015-545

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2012-13	From 2012-13
							Budget	Budget
<u>OPERATING & MAINTENANCE</u>								
5509	Maintenance/Repair	0	0	0	15,000	15,000	0	0.0%
6011	Regulatory Compliance	0	600	4,852	1,000	6,000	5,000	500.0%
6201	Contract Services	173,182	137,771	141,891	135,000	135,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		<u>173,182</u>	<u>138,371</u>	<u>146,743</u>	<u>151,000</u>	<u>156,000</u>	<u>5,000</u>	<u>3.3%</u>
 STORM WATER TOTAL:		173,182	138,371	146,743	151,000	156,000	5,000	3.3%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5509 Repair/Maintenance \$15,000

6011 Regulatory Compliance \$6,000

6201 Contract Services \$135,000

Engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluation.

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 242,871	\$ 233,430	\$ 246,421	\$ 285,224	\$ 281,370
Operating & Maintenance	\$ 1,367,790	\$ 1,368,414	\$ 1,453,036	\$ 1,500,050	\$ 1,509,350
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,610,661	\$ 1,601,843	\$ 1,699,456	\$ 1,785,274	\$ 1,790,720

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**

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2012-13	From 2012-13
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	166,992	158,192	164,130	187,584	177,630	(9,954)	-5.3%
5005	Hourly	0	0	0	0	7,200	7,200	N/A
5100	Benefits	75,879	75,238	82,291	97,640	96,540	(1,100)	-1.1%
EMPLOYEE SERVICES SUBTOTAL:		242,871	233,430	246,421	285,224	281,370	(3,854)	-1.4%
<u>OPERATING & MAINTENANCE</u>								
5201	Insurance - Liability	5,517	6,257	5,363	5,000	5,000	0	0.0%
5202	Insurance - Property	12,330	7,363	9,197	10,500	10,500	0	0.0%
5203	Insurance - Bond	140	0	0	0	0	0	N/A
5301	Office Supplies	1,630	3,574	1,827	3,300	3,300	0	0.0%
5302	Printing	966	956	1,018	900	900	0	0.0%
5303	Postage	3,333	4,275	4,694	4,500	5,000	500	11.1%
5401	Membership & Publications	5,482	5,037	5,329	7,000	7,000	0	0.0%
5402	Travel & Training	531	4,382	2,046	3,000	6,000	3,000	100.0%
5501	Operational Supplies	0	0	524	450	450	0	0.0%
5502	Chemicals / Analysis	32,693	38,387	31,158	35,000	35,000	0	0.0%
5503	Tools	260	109	561	900	900	0	0.0%
5504	Laundry - Uniforms	662	501	236	700	700	0	0.0%
5505	Meter Expense	6,041	1,385	7,776	5,700	5,700	0	0.0%
5506	Fuel - Vehicles	4,863	4,898	7,352	7,000	7,000	0	0.0%
5507	Maintenance - Vehicles	900	1,210	1,573	2,000	2,000	0	0.0%
5509	Maintenance / Repair	18,634	11,853	106,738	50,000	50,000	0	0.0%
5510	Safety Equipment	445	481	750	950	2,000	1,050	110.5%
5601	Data Processing Contract Maintenance	799	900	900	1,300	1,300	0	0.0%
5603	Computer Maintenance & Software	0	505	318	1,000	2,000	1,000	100.0%
5701	Telephone	10,142	10,614	10,844	10,000	10,000	0	0.0%
5703	Utilities - Electric	96,918	107,682	95,451	110,000	110,000	0	0.0%
6004	Audit	6,169	7,219	5,438	7,350	7,100	(250)	-3.4%
6007	Depreciation	166,943	168,832	154,097	167,000	167,000	0	0.0%
6011	Regulatory Compliance	10,365	9,396	22,663	22,000	22,000	0	0.0%
6013	State Water Project	901,424	946,204	947,268	1,000,000	1,000,000	0	0.0%
6014	Santa Ynez River Appropriations	7,929	4,980	4,356	6,300	6,300	0	0.0%
6201	Contract Services	39,929	16,877	18,696	26,000	30,000	4,000	15.4%
6202	Contract Services - Engineering	29,938	1,350	2,148	10,000	10,000	0	0.0%
6301	Miscellaneous	2,807	3,188	4,716	2,200	2,200	0	0.0%
OPERATING & MAINTENANCE SUBTOTAL:		1,367,790	1,368,414	1,453,036	1,500,050	1,509,350	9,300	0.6%
WATER TOTAL:		1,610,661	1,601,843	1,699,456	1,785,274	1,790,720	5,446	0.3%

DEPARTMENT EXPENDITURES

WATER
020-601

BUDGET NOTE: Capital Items are included in the Depreciation Category

<u>CAPITAL</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Actual</u>	2012-13 <u>Budget</u>	2013-14 <u>Proposed</u>	Change From 2012-13 <u>Budget</u>	% Change From 2012-13 <u>Budget</u>
6503 Vehicle Replacement	0	0	0	14,678	0	(14,678)	-100.0%
6507 Improvements	0	0	2	200,000	160,000 (1)	(40,000)	-20.0%
6508 Equipment	53,699	0	0	50,000	75,000 (2)	25,000	50.0%
<u>CAPITAL TOTAL:</u>	53,699	0	2	264,678	235,000	(29,678)	-11.2%

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

(2) Equipment includes sampling, sounding and generators.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Employee Services	2011-12	2012-13	2013-14
Finance Director	0.20	0.20	0.20
Accounting Technicians (2)	0.65	0.65	0.65
Public Works Director	0.30	0.30	0.30
Fieldmen (5)	1.50	1.50	1.50
Total	2.65	2.65	2.65

5001 Salaries \$177,630

5005 Hourly \$7,200

5100 Benefits \$96,540

Operating & Maintenance

5201 Insurance - Liability \$5,000
 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 \$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.

5203 Insurance - Bond \$0

5301 Office Supplies \$3,300

5302 Printing \$900

5303 Postage \$5,000

FISCAL YEAR 2013-14

- 5401 Membership & Publications \$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 \$6,000
Attendance at seminars and reimbursement for Certification and License renewal fees.
- 5501 Operational Supplies \$450
- 5502 Chemical Analysis \$35,000
- 5503 Tools \$900
- 5504 Laundry - Uniforms \$700
33 1/3% of laundry and uniform service for the Water Department employees.
- 5505 Meter Expense \$5,700
New and replacement meters. New meter expense is offset by meter installation revenue.
- 5506 Fuel - Vehicles \$7,000
- 5507 Maintenance - Vehicles \$2,000
- 5509 Maintenance / Repair \$50,000
- 5510 Safety Equipment \$2,000
33 1/3 % of the cost for the Water Department employees.
- 5601 Data Processing Contract Maintenance \$1,300
50% of contract support for utility billing software.
- 5603 Computer Maintenance & Software \$2,000
- 5701 Telephone \$10,000
- 5703 Utilities - Electric \$110,000
- 6004 Audit \$7,100
33 1/3% of the cost.

6007 Depreciation \$167,000
Estimate for Fiscal Year 2013-14; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes

6011
Regulatory Compliance \$22,000
Cost of State mandated programs and regulatory compliance.

6013
State Water Project \$1,000,000
Covers both Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.

6014
Santa Ynez River Appropriations \$6,300
Annual groundwater charges.

6201
Contract Services \$30,000
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.

6202
Contract Services - Engineering \$10,000
Rate and connection fee studies, water system modeling and atlas mapping.

6301
Miscellaneous \$2,200

Memo Items Only:

(Paid from line item 6007)

Capital

6503 Vehicle Replacement \$0

6507 Improvements \$160,000
Water treatment plant improvements, buildings, filters, booster station & Clearscada

6508
Equipment \$75,000
Sampling, sounding and generators

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 3,624	\$ 604	\$ -	\$ 3,450	\$ 3,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 3,624	\$ 604	\$ -	\$ 3,450	\$ 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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5818	Housing Assistance	3,624	604	0	0	0	0	N/A
5818	Mobile Home Repair	0	0	0	3,450	3,000	(450)	-13.0%
6201	Contract Services	0	0	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		<u>3,624</u>	<u>604</u>	<u>0</u>	<u>3,450</u>	<u>3,000</u>	<u>(450)</u>	<u>-13.0%</u>
 HOUSING TOTAL:		3,624	604	0	3,450	3,000	(450)	-13.0%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5818 Housing Assistance \$0

5818 Mobile Home Repair \$3,000
Mobile Home Repair \$3,000 thru Senior Center.

6201 Contract Services \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 5,715	\$ -	\$ -	\$ -	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 5,715	\$ -	\$ -	\$ -	\$ -

DEPARTMENT DESCRIPTION

This Fund collects off-site road improvement fees to be used for road widening and intersection improvements.

DEPARTMENT EXPENDITURES

TRAFFIC MITIGATION
024-557

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services	5,715	0	0	0	0	0	N/A
OPERATING & MAINTENANCE SUBTOTAL:	5,715	0	0	0	0	0	N/A
<u>CAPITAL</u>							
6507 Improvements	0	0	0	0	0	0	N/A
CAPITAL SUBTOTAL:	0	0	0	0	0	0	N/A
TRAFFIC MITIGATION TOTAL:	5,715	0	0	0	0	0	N/A

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

6201 Contract Services \$0

Capital

6507 Improvements \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 281,212	\$ 49,530	\$ 83,482	\$ 116,974	\$ 86,000
Capital	\$ 59,092	\$ 89,085	\$ 988,584	\$ 351,555	\$ 250,000
Department Total	\$ 340,304	\$ 138,615	\$ 1,072,066	\$ 468,529	\$ 336,000

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

			2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
			<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
<u>OPERATING & MAINTENANCE</u>								<u>Budget</u>	<u>Budget</u>
553	6008	TCRF Audit	101,102	0	0	0	0	0	N/A
553	6201	Contract Services	100,000	0	0	0	0	0	N/A
554	6201	Contract Services	44,460	23,793	23,218	38,991	26,000	(12,991)	-33.3%
555	6201	Contract Services	25,885	25,342	28,643	35,000	35,000	0	0.0%
557	6201	Contract Services	9,765	395	31,622	42,983	25,000	(17,983)	-41.8%
OPERATING & MAINTENANCE SUBTOTAL:			281,212	49,530	83,482	116,974	86,000	(30,974)	-26.5%
<u>CAPITAL</u>									
553	6507	Improvements	0	0	899,224	100,000	100,000	0	0.0%
557	6507	Improvements	59,092	89,085	89,361	251,555	150,000	(101,555)	-40.4%
CAPITAL SUBTOTAL:			59,092	89,085	988,584	351,555	250,000	(101,555)	-28.9%
GAS TAX TOTAL:			340,304	138,615	1,072,066	468,529	336,000	(132,529)	-28.3%

025-555-6201-000 = Street Sweeping

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

554 6201 Contract Services \$26,000
Traffic safety studies.

555 6201 Contract Services \$35,000
Street cleaning expenditures.

557 6201 Contract Services \$25,000
Engineering services for street operational improvements.

Capital

553 6507 Improvements \$100,000
Annual street maintenance

557 6507 Improvements \$150,000
Annual street maintenance

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 24,037	\$ 71,373	\$ 76,575	\$ 90,750	\$ 85,750
Capital	\$ -	\$ -	\$ -	\$ 6,500	\$ -
Department Total	\$ 24,037	\$ 71,373	\$ 76,575	\$ 97,250	\$ 85,750

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
6201	Contract Services	0	0	15,759	15,000	15,000	0	0
6202	Contract Services - Eng	4,038	51,373	39,716	30,000	25,000	(5,000)	-16.7%
6212	Lompoc-Wine Country Express	20,000	20,000	20,000	20,000	20,000	0	0.0%
6212	SYVT Dial-A-Ride Subsidy	0	0	1,100	1,650	1,650	0	0.0%
6212	Breeze Extension Pilot	0	0	0	24,100	24,100	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		24,037	71,373	76,575	90,750	85,750	(5,000)	-5.5%
<u>CAPITAL</u>								
6507	Improvements	0	0	0	6,500	0	(6,500)	-100.0%
<u>CAPITAL SUBTOTAL:</u>		0	0	0	6,500	0	(6,500)	-100.0%
LOCAL TRANSPORTATION TOTAL:		24,037	71,373	76,575	97,250	85,750	(11,500)	-11.8%

EXPENDITURE DETAIL NARRATIVEFISCAL YEAR 2013-14Operating & Maintenance

6201	<u>Contract Services</u>	<u>\$15,000</u>
	North Park & Ride design/permitting	
6202	<u>Contract Svc-Eng</u>	<u>\$25,000</u>
	Phase 3 for Hwy 246 and Sycamore crossing concept	
6212	<u>Lompoc-SYV Transit Project</u>	<u>\$20,000</u>
	Wine Country Express	
6212	<u>SYVT Dial-A-Ride Subsidy</u>	<u>\$1,650</u>
6212	<u>Breeze Extension Pilot</u>	<u>\$24,100</u>

Capital

6507 Improvements \$0

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 205,647	\$ 232,534	\$ 303,256	\$ 297,506	\$ 320,408
Operating & Maintenance	\$ 355,875	\$ 311,236	\$ 381,729	\$ 428,000	\$ 399,500
Capital	\$ 14,491	\$ 528,963	\$ 42,124	\$ -	\$ 25,000
Department Total	\$ 576,013	\$1,072,732	\$ 727,109	\$ 725,506	\$ 744,908

DEPARTMENT DESCRIPTION

Park and Recreation funds are to be used for park development, repair and maintenance purposes and recreation programs.

DEPARTMENT EXPENDITURES

PARKS / RECREATION
028-511

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Salaries	112,658	117,176	135,381	165,961	175,818	9,857	5.9%
5005 Hourly Employees	35,317	49,643	83,448	30,000	38,000	8,000	26.7%
5100 Benefits	57,673	65,716	84,427	101,545	106,590	5,045	5.0%
	205,647	232,534	303,256	297,506	320,408	22,902	7.7%
<u>OPERATING & MAINTENANCE</u>							
5301 Office Supplies	2,643	3,778	3,496	3,000	3,000	0	0.0%
5305 Equipment Rental	0	0	0	0	5,000	5,000	N/A
5305 Small Equipment	0	0	0	2,600	3,000	400	15.4%
5501 Operational Supplies	0	0	0	0	8,800	8,800	N/A
5502 Chemicals	0	0	0	0	5,000	5,000	N/A
5506 Fuel- Vehicles	0	3,462	5,312	5,000	7,000	2,000	40.0%
5507 Maintenance - Vehicles	0	533	2,645	3,000	2,000	(1,000)	-33.3%
5509 Maintenance / Repair - Park	0	14,439	15,736	80,000	80,000	0	0.0%
5509 Maintenance / Repair - Rec Dept	29,884	12,282	9,271	13,000	12,000	(1,000)	-7.7%
5509 Maintenance / Repair - Joint Use	0	2,248	3,120	3,300	3,300 (1)	0	0.0%
5701 Telephone/Internet	2,155	2,988	2,836	3,600	3,400	(200)	-5.6%
5703 Utilities - Electric-Park	6,496	7,523	7,815	7,500	7,500	0	0.0%
5704 Utilities - Water (Oak Park and River View)	45,500	38,861	34,552	46,000	46,000	0	0.0%
5801 Buellton Recreation Program	108,503	72,118	51,763	75,000	67,000	(8,000)	-10.7%
5801 Buellton Recreation Program 50/50	933	12,958	25,369	15,000	35,000	20,000	133.3%
5802 Buellton Rec Programs Trips	28,890	19,487	19,708	20,000	20,000	0	0.0%
5820 Zaca Creek-Park	0	4,310	46,637	0	0	0	N/A
5820 Golf Course Renovation-Park	0	0	14,076	25,000	0	(25,000)	-100.0%
6201 Contract Services-Park	114,100	99,176	136,883	125,000	90,000	(35,000)	-28.0%
6202 Contract Services - Engineering	885	0	0	0	0	0	N/A
6207 Recreation Coordinator/Admin Overhead	15,000	15,000	0	0	0	0	N/A
6301 Miscellaneous	886	2,073	2,511	1,000	1,500	500	50.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	355,875	311,236	381,729	428,000	399,500	(28,500)	-7.5%
<u>CAPITAL</u>							
6503 Vehicles	0	0	0	0	0	0	N/A
6507 Improvements	14,491	528,963	42,124	0	0	0	N/A
6508 Equipment	0	0	0	0	25,000 (2)	25,000	N/A
<u>CAPITAL SUBTOTAL:</u>	14,491	528,963	42,124	0	25,000	25,000	N/A
PARKS / RECREATION TOTAL:	576,013	1,072,732	727,109	725,506	744,908	19,402	2.7%

Recreation
Parks

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

(2) New mower purchase

Preliminary 5-23-13

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Employee Services	2011-12	2012-13	2013-14
Recreation Coordinator	1.00	1.00	1.00
Staff Assistant/Planning Tech	0.30	0.30	0.30
Recreation Center Programmer	1.00	0.00	0.00
Recreation Center Coordinator	0.00	1.00	1.00
Recreation Technician	0.00	1.00	1.00
Total	2.30	3.30	3.30

5001 Salaries \$175,818

5005 Hourly Employees \$38,000
 Currently employ five part-time employees

5100 Benefits \$106,590

Operating & Maintenance

5301 Office Supplies \$3,000

5305 Equipment Rental \$5,000

5305 Small Equipment \$3,000

5501 Operational Supplies \$8,800
 Trash bags/dog pot bags, soaps, toilet paper, cleaning supplies

5502 Chemicals \$5,000
 Pesticides, herbicides, graffiti remover

5506 Fuel - Vehicles \$7,000

5507 Maint - Vehicles \$2,000

5509 Maintenance / Repair \$80,000
 Irrigation, sidewalks, plants, restrooms, buildings, electrical etc.

5509 Maintenance / Repair \$12,000
 Buellton Rec dept repairs and maintenance - office, Zone

Preliminary 5-23-13

FUND: 028-PARKS/RECREATION**DEPARTMENT: 511/PARKS/RECREATION**

5509 Maint/Repair-Joint Use \$3,300

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

5701 Telephone/Internet \$3,400

5703 Utilities - Electric \$7,500

River View Park and Oak Park

5704 Utilities - Water \$46,000

Irrigation water for Oak Park and River View Park.

5801 Buellton Recreation Program \$67,000

Seasonal personnel, Oak Valley afterschool program, supplies, flyers and equipment.

5801 Buellton Recreation Program \$35,000

Shared recreations programs with the City of Solvang

5802 Buellton Recreation Program-Trips \$20,000

Trips organized for children and adults through Buellton Recreation

5820 Zaca Creek \$0

5820 Golf Course Renovation \$0

6201 Contract Services \$90,000

Valley Crest (36k), Rafael Ruiz (24k), park maintenance support

FISCAL YEAR 2013-14

6202 Contract Services - Engineering \$0

6207 Recreation Coordinator/ Admin Overhead \$0

6301 Miscellaneous \$1,500

Capital

6503 Vehicles \$0

6507 Improvements \$25,000

John Deere mower

Preliminary 5-23-13

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 49,400	\$ 45,213	\$ 41,655	\$ 25,000	\$ 35,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 49,400	\$ 45,213	\$ 41,655	\$ 25,000	\$ 35,000

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

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
6201	Contract Services	49,400	45,213	41,655	25,000	35,000	10,000	40.0%
	<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	49,400	45,213	41,655	25,000	35,000	10,000	40.0%
 <u>TRANSPORTATION PLANNING TOTAL:</u>		49,400	45,213	41,655	25,000	35,000	10,000	40.0%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

6201 Contract Services \$35,000

 Transportation and transit coordination/planning/Caltrans

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ 3,087	\$ 55,700	\$ 91,213	\$ 50,000
Capital	\$ -	\$ -	\$ 248,647	\$ 478,862	\$ 230,600
Department Total	\$ -	\$ 3,087	\$ 304,347	\$ 570,075	\$ 280,600

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services/Ballot Initiative	0	3,087	55,700	91,213	50,000	(41,213)	-45.2%
OPERATING & MAINTENANCE SUBTOTAL:	0	3,087	55,700	91,213	50,000	(41,213)	-45.2%
<u>CAPITAL</u>							
6507 Improvements	0	0	248,647	478,862	230,600	(248,262)	-51.8%
CAPITAL SUBTOTAL:	0	0	248,647	478,862	230,600	(248,262)	-51.8%
MEASURE A TOTAL:	0	3,087	304,347	570,075	280,600	(289,475)	-50.8%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

6201 Contract Services \$50,000
2013-14 Road Maintenance Project.

Capital

6507 Improvements \$230,600
2013-14 Road Maintenance Project.

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 110,360	\$ 91,384	\$ 103,045	\$ 114,400	\$ 114,400
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 110,360	\$ 91,384	\$ 103,045	\$ 114,400	\$ 114,400

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

LANDSCAPE MAINTENANCE
072-558

		2009-10	2010-11	2011-12	2012-13	2013-14	Change From	% Change
<u>OPERATING & MAINTENANCE</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
							<u>Budget</u>	<u>Budget</u>
5509	Maintenance / Repair	674	1,500	4,977	2,500	2,500	0	0.0%
5703	Utilities - Electric	816	881	935	900	900	0	0.0%
5704	Utilities - Water	19,306	17,876	14,921	22,000	22,000	0	0.0%
6201	Contract Services	74,182	71,128	82,213	89,000	89,000	0	0.0%
6202	Contract Services - Engineering	15,382	0	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		110,360	91,384	103,045	114,400	114,400	0	0.0%
LANDSCAPE MAINTENANCE TOTAL:		110,360	91,384	103,045	114,400	114,400	0	0.0%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5509 Maintenance / Repair \$2,500

5703 Utilities - Electric \$900

5704 Utilities - Water \$22,000

6201 Contract Services \$89,000

Valley Crest maintenance contract for common landscaped areas of the City. Ave of
Flags medians and Highway 246.

6202 Contract Services - Engineering \$0

Summary of Change in Expenditures From the Fiscal Year 2012-13 Budget

		2012-13 <u>Budget</u>	2013-14 <u>Proposed</u>	Change From FY 2012-13 <u>Budget</u>	Percent Increase/ Decrease
<u>General Fund</u>					
001	401 City Council	\$122,343	\$136,103	\$13,760	11.2%
	402 City Manager	166,413	208,575	42,162	25.3%
	403 City Clerk	92,645	109,613	16,968	18.3%
	404 City Attorney	125,050	125,000	(50)	0.0%
	410 Non-Departmental	402,348	396,193	(6,155)	-1.5%
	411 Civic Complex	0	0	0	N/A
	420 Finance	186,439	207,640	21,201	11.4%
	501 Public Safety - Police/Fire	1,787,656	1,883,174	95,518	5.3%
	510 Leisure Services - Library	86,378	86,378	0	0.0%
	550 Public Works - Street Lights	55,000	55,000	0	0.0%
	557 Public Works - Engineering	134,575	139,000	4,425	3.3%
	558 Public Works - General	528,384	512,762	(15,622)	-3.0%
	565 Planning	339,654	348,636	8,982	2.6%
015	<u>Storm Water</u>	151,000	156,000	5,000	3.3%
028	<u>Parks & Rec</u>	725,506	744,908	19,402	2.7%
072	<u>Landscape Maintenance</u>	\$114,400	\$114,400	\$0	0.0%
	<u>General Fund Total</u>	<u>\$5,017,791</u>	<u>\$5,223,382</u>	<u>\$205,591</u>	<u>4.1%</u>
005	<u>Wastewater</u>	\$913,184	\$946,915	\$33,731	3.7%
020	<u>Water</u>	\$1,785,274	\$1,790,720	\$5,446	0.3%
023	<u>Housing</u>	\$3,450	\$3,000	(\$450)	-13.0%
024	<u>Traffic Mitigation</u>	\$0	\$0	\$0	N/A
025	<u>Gas Tax</u>	\$468,529	\$336,000	(\$132,529)	-28.3%
026	<u>Measure D</u>	\$0	\$0	\$0	N/A
027	<u>Local Transportation Fund</u>	\$97,250	\$85,750	(\$11,500)	-11.8%
029	<u>Transportation Planning</u>	\$25,000	\$35,000	\$0	0.0%
031	<u>Measure A</u>	\$570,075	\$280,600	(\$289,475)	-50.8%
	<u>Special Funds Total</u>	<u>\$3,862,762</u>	<u>\$3,477,985</u>	<u>(\$394,777)</u>	<u>-10.2%</u>
Total - All Funds		\$8,880,553	\$8,701,367	(\$189,186)	-2.1%

**EXPENDITURE SUMMARY
BY FUND/CATEGORY**

Fiscal Year 2013-14 Budgeted Amounts

FUND	EMPLOYEE SERVICES	OPERATING & MAINTENANCE	CAPITAL	TOTAL
001 General	1,284,904	2,831,170	92,000	4,208,074
005 Wastewater	272,515	674,400	0	946,915
015 Storm Water	0	156,000	0	156,000
020 Water	281,370	1,509,350	0	1,790,720
023 Housing	0	3,000	0	3,000
024 Traffic Mitigation	0	0	0	0
025 Gas Tax	0	86,000	250,000	336,000
026 Measure D	0	0	0	0
027 Local Transportation	0	85,750	0	85,750
028 Parks/Recreation	320,408	399,500	25,000	744,908
029 Transportation Planning	0	35,000	0	35,000
031 Measure A	0	50,000	230,600	280,600
072 Landscape Maintenance	0	114,400	0	114,400
TOTAL	\$2,159,197	\$5,944,570	\$597,600	\$8,701,367
Percent of Total	24.8%	68.3%	6.9%	

Fiscal Year 2011-12 Budgeted Amounts

FUND	EMPLOYEE SERVICES	OPERATING & MAINTENANCE	CAPITAL	TOTAL
001 General	1,170,125	2,746,557	110,203	4,026,885
005 Wastewater	278,634	634,550	0	913,184
015 Storm Water	0	151,000	0	151,000
020 Water	285,224	1,500,050	0	1,785,274
023 Housing	0	3,450	0	3,450
024 Traffic Mitigation	0	0	0	0
025 Gas Tax	0	116,974	351,555	468,529
026 Measure D	0	0	0	0
027 Local Transportation	0	90,750	6,500	97,250
028 Parks/Recreation	297,506	428,000	0	725,506
029 Transportation Planning	0	25,000	0	25,000
031 Measure A	0	91,213	478,862	570,075
072 Landscape Maintenance	0	114,400	0	114,400
TOTAL	\$2,031,489	\$5,901,944	\$947,120	\$8,880,553
Percent of Total	22.9%	66.5%	10.7%	

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
401	5001	Salaries	29,099	35,648	40,729	41,088	43,778
402	5001	Salaries	83,528	117,385	122,892	118,883	143,400
403	5001	Salaries	36,373	44,560	49,947	51,360	65,668
404	5001	Salaries	0	0	0	0	0
420	5001	Salaries	92,101	77,586	86,378	101,579	116,840
511	5001	Salaries	112,658	117,176	135,381	165,961	175,818
558	5001	Salaries	187,612	185,976	188,619	219,416	205,730
565	5001	Salaries	182,427	173,945	196,784	180,718	194,180
701	5001	Salaries	166,992	158,192	163,386	182,184	177,630
601	5001	Salaries	166,992	158,192	164,130	187,584	177,630
		TOTAL	1,057,781	1,068,661	1,148,247	1,248,773	1,300,674
565	5002	Planning Commission Salaries	6,000	6,000	6,000	6,000	6,000
		TOTAL	6,000	6,000	6,000	6,000	6,000
401	5003	Council Salaries	26,400	20,768	21,120	21,120	26,400
		TOTAL	26,400	20,768	21,120	21,120	26,400
401	5004	Council Car Expense Allowance	4,500	3,540	3,600	3,600	4,500
		TOTAL	4,500	3,540	3,600	3,600	4,500
511	5005	Hourly Employees	35,317	49,643	83,448	30,000	38,000
558	5005	Hourly Employees	0	0	0	0	12,192
565	5005	Intern Program	1,210	6,251	9,039	7,176	7,176
601	5005	Hourly Employees	0	0	0	0	7,200
		TOTAL	36,527	55,894	92,487	37,176	64,568
401	5100	Benefits	23,734	25,315	32,599	38,035	44,425
402	5100	Benefits	25,168	38,873	39,514	42,230	60,125
403	5100	Benefits	15,712	18,564	20,865	22,985	29,645
404	5100	Benefits	0	0	0	0	0
410	5100	Benefits	32,095	46,885	50,512	54,050	51,000
420	5100	Benefits	42,449	36,854	41,113	53,510	59,700
511	5100	Benefits	57,673	65,716	84,427	101,545	106,590
558	5100	Benefits	87,371	88,679	97,460	117,215	115,465
565	5100	Benefits	80,802	81,073	91,127	91,160	98,680
701	5100	Benefits	75,886	75,244	82,209	96,450	94,885
601	5100	Benefits	75,879	75,238	82,291	97,640	96,540
		TOTAL	516,768	552,441	622,115	714,820	757,055
410	5201	Insurance - Liability	44,666	51,119	43,070	40,000	35,000
701	5201	Insurance - Liability	5,517	6,257	5,363	5,000	5,000
601	5201	Insurance - Liability	5,517	6,257	5,363	5,000	5,000
		TOTAL	55,701	63,633	53,796	50,000	45,000
410	5202	Insurance - Property	6,165	3,681	4,599	5,206	5,200
701	5202	Insurance - Property	12,330	7,363	9,197	10,500	10,500
601	5202	Insurance - Property	12,330	7,363	9,197	10,500	10,500
		TOTAL	30,824	18,407	22,993	26,206	26,200
410	5203	Bond Insurance	1,391	0	0	1,000	0
701	5203	Bond Insurance	140	0	0	0	0
601	5203	Bond Insurance	140	0	0	0	0
		TOTAL	1,671	0	0	1,000	0

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
401	5301	Office Supplies	415	347	568	500	500
402	5301	Office Supplies	305	441	80	300	250
403	5301	Office Supplies	1,006	664	732	1,000	1,000
404	5301	Office Supplies	0	0	0	0	0
410	5301	Office Supplies	9,729	10,388	8,303	6,300	6,300
420	5301	Office Supplies	1,973	968	1,040	1,500	1,500
511	5301	Office Supplies	2,643	3,778	3,496	3,000	3,000
558	5301	Office Supplies	62	220	1,126	200	200
565	5301	Office Supplies	1,770	1,743	2,852	2,000	2,000
701	5301	Office Supplies	1,790	3,455	1,888	2,300	2,300
601	5301	Office Supplies	1,630	3,574	1,827	3,300	3,300
		TOTAL	21,322	25,579	21,911	20,400	20,350
420	5302	Printing	0	0	0	0	0
601	5302	Printing	966	956	1,018	900	900
		TOTAL	966	956	1,018	900	900
410	5303	Postage	5,439	2,492	2,039	3,000	3,000
701	5303	Postage	3,333	4,275	4,685	4,500	5,000
601	5303	Postage	3,333	4,275	4,694	4,500	5,000
		TOTAL	12,105	11,043	11,417	12,000	13,000
403	5304	Code Updates	5,372	12,009	2,110	3,000	3,000
		TOTAL	5,372	12,009	2,110	3,000	3,000
410	5305	Equipment Rental	11,456	12,417	10,522	12,000	12,000
511	5305	Equipment Rental	0	0	0	0	5,000
565	5305	Equipment Rental	4,659	5,187	6,583	5,000	5,000
		TOTAL	16,115	17,604	17,106	17,000	22,000
511	5305	Small Equipment	0	0	0	2,600	3,000
		TOTAL	0	0	0	2,600	3,000
403	5306	Advertising - Legal	4,641	3,152	3,153	3,500	3,500
565	5306	Advertising - Legal	971	1,079	930	3,500	3,000
		TOTAL	5,612	4,230	4,082	7,000	6,500
410	5307	Office Equipment	0	0	1,076	0	0
		TOTAL	0	0	1,076	0	0
402	5401	Membership & Publications	0	660	810	1,000	800
403	5401	Membership & Publications	575	401	525	800	800
404	5401	Membership & Publications	23	23	0	50	0
410	5401	Membership & Publications	5,330	4,743	3,382	5,500	4,000
420	5401	Membership & Publications	434	680	701	800	800
558	5401	Membership & Publications	0	0	0	1,000	1,200
565	5401	Membership & Publications	1,848	1,761	2,259	1,500	2,000
701	5401	Membership & Publications	256	256	269	400	400
601	5401	Membership & Publications	5,482	5,037	5,329	7,000	7,000
		TOTAL	13,947	13,561	13,275	18,050	17,000
401	5402	Travel & Training	7,759	11,522	15,309	15,000	12,000
402	5402	Travel & Training	3,301	2,443	4,232	3,000	3,000
403	5402	Travel & Training	505	1,112	2,322	2,000	4,000
404	5402	Travel & Training	0	0	0	0	0
410	5402	Travel & Training	368	702	896	800	800
420	5402	Travel & Training	1,557	3,289	1,519	2,000	2,000
558	5402	Travel & Training	451	494	335	2,000	3,500
565	5402	Travel & Training	7,299	4,823	4,332	5,000	5,000
701	5402	Travel & Training	946	395	1,244	2,000	5,000
601	5402	Travel & Training	531	4,382	2,046	3,000	6,000
		TOTAL	22,716	29,163	32,235	34,800	41,300
		Preliminary 5-23-13					

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
511	5501	Operational Supplies	0	0	0	0	8,800
558	5501	Operational Supplies	0	0	0	0	1,500
701	5501	Operational Supplies	0	0	876	450	2,600
601	5501	Operational Supplies	0	0	524	450	450
		TOTAL	0	0	1,400	900	13,350
511	5502	Chemicals / Analysis	0	0	0	0	5,000
701	5502	Chemicals / Analysis	51,954	55,082	46,688	50,000	50,000
601	5502	Chemicals / Analysis	32,693	38,387	31,158	35,000	35,000
		TOTAL	84,647	93,469	77,847	85,000	90,000
558	5503	Tools	264	844	1,216	4,500	4,000
701	5503	Tools	107	78	230	900	2,000
601	5503	Tools	260	109	561	900	900
		TOTAL	631	1,031	2,007	6,300	6,900
558	5504	Laundry / Uniforms	832	703	609	750	750
701	5504	Laundry / Uniforms	629	501	236	700	700
601	5504	Laundry / Uniforms	662	501	236	700	700
		TOTAL	2,124	1,704	1,082	2,150	2,150
601	5505	Meter Expense	6,041	1,385	7,776	5,700	5,700
		TOTAL	6,041	1,385	7,776	5,700	5,700
511	5506	Fuel - Vehicles	0	3,462	5,312	5,000	7,000
558	5506	Fuel - Vehicles	4,863	4,898	7,416	9,000	9,000
701	5506	Fuel - Vehicles	4,863	4,898	7,352	7,000	7,000
601	5506	Fuel - Vehicles	4,863	4,898	7,352	7,000	7,000
		TOTAL	14,590	18,157	27,432	28,000	30,000
511	5507	Maintenance - Vehicles	0	533	2,645	3,000	2,000
558	5507	Maintenance - Vehicles	4,426	2,362	3,535	4,000	6,000
701	5507	Maintenance - Vehicles	900	1,210	2,984	2,000	2,000
601	5507	Maintenance - Vehicles	900	1,210	1,573	2,000	2,000
		TOTAL	6,227	5,315	10,737	11,000	12,000
558	5508	Landscape Maintenance Program	0	0	68	0	0
		TOTAL	0	0	68	0	0
511	5509	Maintenance / Repair	0	14,439	15,736	80,000	80,000
511	5509	Maintenance / Repair	29,884	12,282	9,271	13,000	12,000
511	5509	Maintenance / Repair	0	2,248	3,120	3,300	3,300
545	5509	Maintenance / Repair	0	0	0	15,000	15,000
558	5509	Maintenance / Repair	37,480	40,947	32,574	50,000	50,000
558	5509	Maintenance / Repair	674	1,500	4,977	2,500	2,500
565	5509	Maintenance / Repair	74	51	42	1,000	1,000
701	5509	Maintenance / Repair	48,492	32,735	39,416	45,000	45,000
601	5509	Maintenance / Repair	18,634	11,853	106,738	50,000	50,000
		TOTAL	135,240	116,054	211,873	259,800	258,800
558	5510	Safety Equipment	1,031	882	868	950	1,500
701	5510	Safety Equipment	445	481	750	950	2,000
601	5510	Safety Equipment	445	481	750	950	2,000
		TOTAL	1,920	1,843	2,368	2,850	5,500

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
558	5511	Building Maintenance/Signs	0	645	1,978	2,000	2,000
		TOTAL	0	645	1,978	2,000	2,000
410	5601	Data Processing Contract Maintenance	0	0	0	0	0
420	5601	Data Processing Contract Maintenance	4,273	4,273	4,233	5,000	5,000
701	5601	Data Processing Contract Maintenance	799	900	900	1,300	1,300
601	5601	Data Processing Contract Maintenance	799	900	900	1,300	1,300
		TOTAL	5,871	6,072	6,032	7,600	7,600
410	5602	Internet Access / Website Maintenance	9,996	1,330	5,965	7,000	8,000
		TOTAL	9,996	1,330	5,965	7,000	8,000
401	5603	Computer Maintenance & Software	745	1,845	592	2,000	2,000
402	5603	Computer Maintenance & Software	992	570	0	500	500
403	5603	Computer Maintenance & Software	254	1,514	1,388	1,000	1,000
404	5603	Computer Maintenance & Software	0	0	0	0	0
410	5603	Computer Maintenance & Software	4,374	12,013	5,532	10,000	9,000
420	5603	Computer Maintenance & Software	1,254	2,058	815	2,500	2,500
558	5603	Computer Maintenance & Software	0	0	1,616	475	475
565	5603	Computer Maintenance & Software	1,936	1,468	2,457	3,500	3,500
701	5603	Computer Maintenance & Software	0	86	223	1,000	1,000
601	5603	Computer Maintenance & Software	0	505	318	1,000	2,000
		TOTAL	9,555	20,059	12,940	21,975	21,975
404	5701	Telephone	0	0	0	0	0
410	5701	Telephone	3,780	4,078	3,696	3,800	3,800
511	5701	Telephone	2,155	2,988	2,836	3,600	3,400
558	5701	Telephone	1,140	1,258	1,335	2,300	2,300
565	5701	Telephone	3,641	3,911	4,128	3,600	3,600
701	5701	Telephone	6,592	7,300	7,654	6,500	6,500
601	5701	Telephone	10,142	10,614	10,844	10,000	10,000
		TOTAL	27,451	30,148	30,493	29,800	29,600
410	5702	Utilities - Gas	666	697	841	800	900
510	5702	Utilities - Gas	1,710	2,952	2,651	2,800	2,800
		TOTAL	2,376	3,649	3,492	3,600	3,700
410	5703	Utilities - Electric	8,218	9,042	8,280	9,000	9,000
501	5703	Utilities - Electric	3,962	4,441	3,694	4,000	4,000
510	5703	Utilities - Electric	2,895	2,790	3,088	3,500	3,500
511	5703	Utilities - Electric	6,496	7,523	7,815	7,500	7,500
550	5703	Utilities - Electric	44,843	49,545	49,852	55,000	55,000
558	5703	Utilities - Electric	0	0	2,000	950	950
558	5703	Utilities - Electric	816	881	935	900	900
565	5703	Utilities - Electric	1,923	2,062	2,473	2,500	2,500
701	5703	Utilities - Electric	82,088	93,254	99,364	95,000	95,000
601	5703	Utilities - Electric	96,918	107,682	95,451	110,000	110,000
		TOTAL	248,159	277,220	272,951	288,350	288,350
410	5704	Utilities - Water	1,530	1,212	1,088	1,800	1,800
510	5704	Utilities - Water	1,530	1,212	1,088	1,800	1,800
511	5704	Utilities - Water	45,500	38,861	34,552	46,000	46,000
558	5704	Utilities - Water	39,067	25,116	18,589	32,000	32,000
558	5704	Utilities - Water	19,306	17,876	14,921	22,000	22,000
701	5704	Utilities - Water	11,882	14,724	11,253	13,000	13,000
		TOTAL	118,813	99,001	81,491	116,600	116,600
410	5705	Utilities - Sewer	858	858	858	900	900
		TOTAL	858	858	858	900	900

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
511	5801	Buellton Recreation Program	108,503	72,118	51,763	75,000	67,000
511	5801	Buellton Recreation Program	933	12,958	25,369	15,000	35,000
		TOTAL	109,436	85,077	77,132	90,000	102,000
511	5802	Buellton Rec Program Trips	28,890	19,487	19,708	20,000	20,000
		TOTAL	28,890	19,487	19,708	20,000	20,000
410	5804	Animal Control	29,097	29,097	29,970	31,500	32,306
		TOTAL	29,097	29,097	29,970	31,500	32,306
410	5805	Visitors Bureau	135,365	115,167	114,888	123,962	123,962
		TOTAL	135,365	115,167	114,888	123,962	123,962
410	5806	Newsletter	7,473	4,513	5,236	0	0
		TOTAL	7,473	4,513	5,236	0	0
410	5807	Community Organization Support	33,666	42,862	65,264	55,000	70,000
410	5807	Undesignated Miscellaneous Support	0	0	0	15,000	2,000
		TOTAL	33,666	42,862	65,264	70,000	72,000
410	5808	Miscellaneous Recognition Items	7,334	8,333	5,790	3,500	3,500
		TOTAL	7,334	8,333	5,790	3,500	3,500
401	5809	Election Expense	553	2,775	553	5,000	0
403	5809	Election Expense	0	0	0	0	1,500
		TOTAL	553	2,775	553	5,000	1,500
410	5812	SB Co Mental Health Mobile Crisis Svcs.	2,169	2,169	2,337	2,430	2,525
		TOTAL	2,169	2,169	2,337	2,430	2,525
580	5818	Housing Assistance	3,624	604	0	0	0
580	5818	Mobile Home Repair	0	0	0	3,450	3,000
		TOTAL	3,624	604	0	3,450	3,000
511	5820	Zaca Creek	0	4,310	46,637	0	0
		TOTAL	0	4,310	46,637	0	0
511	5820	Golf Course Renovation	0	0	14,076	25,000	0
		TOTAL	0	0	14,076	25,000	0
411	6002	Property Acquisition Fees	450	0	0	0	0
		TOTAL	450	0	0	0	0
420	6004	Audit	6,167	7,222	5,440	7,350	7,100
701	6004	Audit	6,169	7,219	5,438	7,350	7,100
601	6004	Audit	6,169	7,219	5,438	7,350	7,100
		TOTAL	18,505	21,660	16,315	22,050	21,300
402	6005	Recruitment Expense	21,688	0	0	0	0
410	6005	Recruitment Expense	2,773	2,472	4,666	2,500	2,500
		TOTAL	24,461	2,472	4,666	2,500	2,500

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
701	6007	Depreciation	170,608	164,434	174,089	175,000	175,000
601	6007	Depreciation	166,943	168,832	154,097	167,000	167,000
		TOTAL	337,551	333,265	328,186	342,000	342,000
553	6008	TCRF Audit	101,102	0	0	0	0
		TOTAL	101,102	0	0	0	0
410	6009	LAFCO Contribution	1,567	1,646	1,340	1,700	1,700
		TOTAL	1,567	1,646	1,340	1,700	1,700
545	6011	Regulatory Compliance	0	600	4,852	1,000	6,000
701	6011	Regulatory Compliance	12,006	10,860	13,163	19,500	20,000
601	6011	Regulatory Compliance	10,365	9,396	22,663	22,000	22,000
		TOTAL	22,372	20,856	40,678	42,500	48,000
410	6012	Transfer to Other Funds	0	0	0	0	0
		TOTAL	0	0	0	0	0
601	6013	State Water Project	901,424	946,204	947,268	1,000,000	1,000,000
		TOTAL	901,424	946,204	947,268	1,000,000	1,000,000
601	6014	Santa Ynez River Appropriations	7,929	4,980	4,356	6,300	6,300
		TOTAL	7,929	4,980	4,356	6,300	6,300
565	6016	Code Enforcement Expense	58	2,539	46	1,000	1,000
		TOTAL	58	2,539	46	1,000	1,000
410	6017	Emergency Operations	6,975	4,600	1,651	2,000	2,000
		TOTAL	6,975	4,600	1,651	2,000	2,000
557	6101	Development Permit Processing	4,205	4,355	1,753	4,000	4,000
		TOTAL	4,205	4,355	1,753	4,000	4,000
404	6204	Contract Services	142,971	132,089	174,043	125,000	125,000
411	6201	Contract Services	0	0	0	0	0
420	6201	Contract Services	14,240	11,486	12,979	12,000	12,000
501	6201	Contract Services	1,577,179	1,625,211	1,152,887	1,582,656	1,697,174
510	6201	Contract Services	71,000	74,550	74,550	78,278	78,278
511	6201	Contract Services	114,100	99,176	136,883	125,000	90,000
545	6201	Contract Services	173,182	137,771	141,891	135,000	135,000
553	6201	Contract Services	100,000	0	0	0	0
554	6201	Contract Services	44,460	23,793	23,218	38,991	26,000
555	6201	Contract Services	25,885	25,342	28,643	35,000	35,000
557	6201	Contract Services	83,660	69,446	74,865	60,000	60,000
557	6201	Contract Services	5,715	0	0	0	0
557	6201	Contract Services	9,765	395	31,622	42,983	25,000
557	6201	Contract Services	49,400	45,213	41,655	25,000	35,000
558	6201	Contract Services	26,014	50,537	42,609	42,000	47,000
558	6201	Contract Services	74,182	71,128	82,213	89,000	89,000
559	6201	Contract Services	0	0	15,759	15,000	15,000
560	6201	Contract Services	495,114	0	0	0	0
560	6201	Contract Services	0	3,087	55,700	91,213	50,000
565	6201	Contract Services	81,439	31,771	44,976	15,000	5,000
580	6201	Contract Services	0	0	0	0	0
701	6201	Contract Services	200,607	163,782	87,134	158,000	180,000
601	6201	Contract Services	39,929	16,877	18,696	26,000	30,000
		TOTAL	3,328,842	2,581,654	2,240,322	2,696,121	2,734,452

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
511	6202	Contract Services - Engineering	885	0	0	0	0
557	6202	Contract Services - Engineering	51,480	0	10,525	0	0
558	6202	Contract Services - Engineering	15,382	0	0	0	0
559	6202	Contract Services - Engineering	4,038	51,373	39,716	30,000	25,000
565	6202	Contract Services - Engineering	30,070	15,123	10,160	10,000	8,000
701	6202	Contract Services - Engineering	19,578	4,435	3,565	25,000	35,000
601	6202	Contract Services - Engineering	29,938	1,350	2,148	10,000	10,000
		TOTAL	151,369	72,281	66,114	75,000	78,000
511	6207	Administrative Overhead	15,000	15,000	0	0	0
		TOTAL	15,000	15,000	0	0	0
501	6208	Fire Department Contract	160,276	174,536	193,892	201,000	182,000
		TOTAL	160,276	174,536	193,892	201,000	182,000
559	6212	Lompoc-SYV Transit Project	20,000	20,000	20,000	20,000	20,000
559	6212	SYVT Dial-A-Ride Subsidy	0	0	1,100	1,650	1,650
559	6212	Breeze Extension Pilot	0	0	0	24,100	24,100
		TOTAL	20,000	20,000	21,100	45,750	45,750
401	6301	Miscellaneous	2,996	5,714	1,065	1,000	1,000
402	6301	Miscellaneous	1,416	452	0	500	500
403	6301	Miscellaneous	2,551	2,202	1,693	2,000	1,000
404	6301	Miscellaneous	9	0	0	0	0
410	6301	Miscellaneous	3,282	8,200	4,359	3,600	5,000
420	6301	Miscellaneous	7	135	479	200	200
511	6301	Miscellaneous	886	2,073	2,511	1,000	1,500
565	6301	Miscellaneous	2,741	2,942	658	1,000	1,000
701	6301	Miscellaneous	1,455	2,244	2,386	1,200	1,000
601	6301	Miscellaneous	2,807	3,188	4,716	2,200	2,200
		TOTAL	18,150	27,151	17,867	12,700	13,400
410	6503	Vehicles	0	0	0	0	0
511	6503	Vehicles	0	0	0	0	0
558	6503	Vehicles	0	0	18,300	32,628	0
		TOTAL	0	0	18,300	32,628	0
402	6504	Office Furniture	6,207	0	0	0	0
403	6504	Office Furniture	0	0	0	0	0
420	6504	Office Furniture	0	0	0	0	0
565	6504	Office Furniture	0	0	0	0	0
		TOTAL	6,207	0	0	0	0
401	6505	Computer Equipment	0	0	0	0	0
402	6505	Computer Equipment	0	0	0	0	0
403	6505	Computer Equipment	0	0	0	0	0
410	6505	Computer Equipment	3,677	0	0	0	0
420	6505	Computer Equipment	0	0	1,047	0	0
565	6505	Computer Equipment	0	0	1,067	0	0
		TOTAL	3,677	0	2,114	0	0
403	6506	Office Equipment	0	0	0	0	0
420	6506	Office Equipment	0	0	0	0	0
565	6506	Office Equipment	0	0	0	0	0
		TOTAL	0	0	0	0	0

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget	2013-14 Proposed
410	6507	Improvements	0	0	0	0	0
511	6507	Improvements	14,491	528,963	42,124	0	0
553	6507	Improvements	0	0	899,224	100,000	100,000
557	6507	Improvements	0	0	90,131	70,575	75,000
557	6507	Improvements	0	0	0	0	0
557	6507	Improvements	59,092	89,085	89,361	251,555	150,000
558	6507	Improvements	0	2,214	0	0	10,000
559	6507	Improvements	0	0	0	6,500	0
560	6507	Improvements	0	0	133,109	0	0
560	6507	Improvements	0	0	248,647	478,862	230,600
		TOTAL	73,583	620,262	1,502,595	907,492	565,600
511	6508	Equipment	0	0	0	0	25,000
558	6508	Equipment	0	0	0	7,000	7,000
		TOTAL	0	0	0	7,000	32,000
TOTAL EXPENDITURES			8,070,135	7,749,282	8,622,458	8,880,553	8,701,367

ATTACHMENT 2

2013/14 BUDGET - CAPITAL IMPROVEMENT LIST

	Project Description/ Location/Comments	Total Project Cost Estimate	FY 13/14 Budget
Maintenance			
12/13 Road Maintenance (Carry-Over)	rancho de maria and various commercial road	\$ 500,000.00	\$ 474,989.00
13/14 Road Maintenance	commercial roads and concrete repairs	\$ 630,000.00	\$ 630,000.00
Facilities Maintenance / Painting	various	\$ 50,000.00	\$ 10,000.00
Sewer Collections System Cleaning/CCTV	ssmp compliance	\$ 100,000.00	\$ 30,000.00
Storm Drain Cleaning and Retrofit	swmp compliance and retrofits	\$ 360,000.00	\$ 15,000.00
Capital			
Bus Shelter Improvement	Buellton Town Center	\$ 5,000.00	\$ 5,000.00
Wayfinding Sign Project	landmark identification and directional signage - various	\$ 68,500.00	\$ 68,500.00
Headworks Improvement Project (carryover)	WWTP	\$ 150,000.00	\$ 150,000.00
WWTP and Lift Station security and reliability Project	safety and electrical improvements/generators	\$ 150,000.00	\$ 150,000.00
Reservoirs 1 & 2 Project (carryover)	roof reconstruction, cleaning and improvements.	\$ 200,000.00	\$ 200,000.00
WTP Facilities Improvements	McMurray (WTP/Booster), 246	\$ 480,000.00	\$ 100,000.00
Scada Improvement Project	monitoring and control of water system - various	\$ 60,000.00	\$ 60,000.00
Phase 3 - Highway 246/Sycamore Pedestrian Crossing Project	pedestrian safety improvements at 246/Sycamore.	\$ 500,000.00	\$ 25,000.00
Buellton Town Center	Loan to Property Owners	\$ 113,066.00	\$ 113,066.00
McMurray Road Widening and TS Improvements	road widening, TS, ROW	\$ 600,000.00	\$ 600,000.00
North Ave of Flags Park & Ride	north park and ride/bus stop	\$ 500,000.00	\$ 500,000.00