



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of May 28, 2015 – 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

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

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

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

### **CONSENT CALENDAR**

**(ACTION)**

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of May 14, 2015 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2014-15**
- 3. Revenue and Expenditure Reports through April 30, 2015**  
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)
- 4. Approval of the 2015 Buellton Sewer System Management Plan (SSMP) Update**  
❖ (Staff Contact: Public Works Director Rose Hess)

- 5. **Resolution No. 15-12 – "A Resolution of the City Council of the City of Buellton, California, Approving Cooperation Agreements Between the County of Santa Barbara and the City of Buellton for Joint Participation in the Community Development Block Grant Program and HOME Consortium for Three Federal Fiscal Years (2016-2018)"**  
 ❖ *(Staff Contact: City Manager Marc Bierdzinski)*

**PRESENTATIONS**

- 6. **Proclamation Recognizing Steve Lykken**

**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)**

- 7. **Discussion of Cost Estimate for Undergrounding Utility Lines on Freear Drive**  
 ❖ *(Staff Contact: Public Works Director Rose Hess)*
- 8. **Consideration of Live Video Streaming of Council Meetings**  
 ❖ *(Staff Contact: City Manager Marc Bierdzinski)*
- 9. **Resolution No. 15-11 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2015-16 Budget"**  
 ❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*

**CITY MANAGER’S REPORT**

**ADJOURNMENT**

The next meeting of the City Council will be held on Thursday, June 11, 2015 at 6:00 p.m.

# CITY OF BUELLTON

## CITY COUNCIL MEETING MINUTES

Regular Meeting of May 14, 2015

City Council Chambers, 140 West Highway 246  
Buellton, California

### CALL TO ORDER

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

### PLEDGE OF ALLEGIANCE

### ROLL CALL

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

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

### REORDERING OF AGENDA

None

### PUBLIC COMMENTS

Lew Adkins, Buellton, discussed the sidewalks on East Highway 246 and thanked Mayor Sierra for walking the area and asked that attention be paid to future public works contracts.

Jody Knoell, Buellton, read a letter from Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau regarding events held at River View Park and submitted the letter for the record.

Jody Knoell, Buellton, requested the City consider installing lights and bike racks near the Amtrak bus station on Highway 246 in Buellton.

## CONSENT CALENDAR

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

### **CONFLICT OF INTEREST:**

Mayor Sierra announced that she has a conflict of interest with regard to Item No. 4 due to her employment with the United States Postal Service and recused herself from voting on Item No. 4

### **MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member Elovitz, approving Consent Calendar Items 1 through 4 as listed.

### **VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes to Items 1 through 3. Abstain as to Item 4.

## PRESENTATIONS

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

Mayor Sierra presented a proclamation recognizing California Safe Digging Month to John Shoals representing Pacific, Gas and Electric Company. Mr. Shoals accepted the proclamation and thanked the Council for recognizing safe digging in the community.

## PUBLIC HEARINGS

None

## COUNCIL MEMBER COMMENTS/ITEMS

Vice Mayor Andrisek announced that he attended Visit Santa Barbara luncheon last week and said it was a great event.

Council Member Baumann stated he attended the Buellton Brew Fest and indicated the Buellton Chamber did a great job organizing the event.

Mayor Sierra announced that the Santa Ynez Airport has an open house scheduled this Saturday. Mayor Sierra stated she attended the Santa Ynez Valley Cottage Hospital rededication ceremony last Saturday. Mayor Sierra said the Chamber mixer at Avant was well attended. Mayor Sierra announced that the Post Office food drive last weekend was successful.

Vice Mayor Andrisek requested that staff prepare a proclamation for Steve Lykken for organizing the Albertson's vehicular opening. The Council agreed by consensus to present a proclamation to Mr. Lykken.

Mayor Sierra requested that staff draft a letter to representatives at Caltrans requesting a light at the Amtrak bus stop in Buellton.

## **WRITTEN COMMUNICATIONS**

None

## **COMMITTEE REPORTS**

Council Member Baumann said he attended the Library Advisory Committee meeting in April.

Mayor Sierra announced that she attended a meeting of the Central Coast Collaborative on Homelessness and provided an oral report for the record.

## **BUSINESS ITEMS**

### **6. Discussion Regarding Library Zone Change**

#### **RECOMMENDATION:**

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

#### **STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

#### **DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

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

Correspondence from Nancy and John Dorwin was received on May 12, 2015 regarding this item, which was provided to the Council and made part of the record.

Correspondence from Carole Tacher, Santa Ynez, was received on May 14, 2015 regarding this item, which was provided to Council and made part of the record.

The City of Santa Barbara and the City of Lompoc provided proposed budgets for Buellton and Solvang Library branches, which was provided to the Council and made part of the record.

The following persons spoke in support of the Buellton Library and personnel:

- Shirley Cram, Lompoc
- Doug Domingos, Buellton
- Whitney Uyeda, Buellton
- Alicia Thomas, Buellton
- Joel Wilhamson, Buellton
- Barry Souther, Buellton
- Joe Domingos, Buellton
- Julia Ashley, Buellton
- Dave Smith, Buellton

Judith Dale, Buellton, provided a history of library operations in the Santa Ynez Valley and the only viable option for Buellton is to move to Zone 1.

Jessica Cadiente, Library Director for the City of Lompoc, discussed how the Buellton Library changes have taken place and explained the zone change moving forward.

Irene Macias, Library Director for the City of Santa Barbara, discussed how refreshing it is to see how the Buellton community supports its Library. Ms. Macias discussed how Zone 1 would be a better choice for the Buellton Library by providing more services and programs for the community.

Margaret Esther, Library Services Manager for the City of Santa Barbara, discussed staffing and programming for the Buellton Library if it were transferred to Zone 1.

The Council discussed the following issues:

- The pros and cons of moving to Zone 1 versus staying in Zone 2
- Encouraging the Cities of Lompoc or Santa Barbara to hire current Buellton Library personnel
- Hours of operation of the Buellton Library
- How library funding is allocated and the types of library programs offered
- Researching budgetary issues associated with having Buellton operate its own Library

**DIRECTION:**

The Council agreed by consensus to direct the City Manager to submit a letter to the Board of Supervisors on behalf of the City Council, detailing days and hours of operation and funding for the Buellton Library and supporting a transfer of the Buellton Library from Zone 2 (Lompoc) to Zone 1 (Santa Barbara).

## **7. Award of Contract for Citywide Landscape Maintenance Services**

### **RECOMMENDATION:**

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

### **STAFF REPORT:**

Public Works Director Hess presented the staff report.

### **DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

### **SPEAKERS/DISCUSSION:**

Larry Bishop, Buellton, thanked Alan Needham and Valley Gardner for their volunteer efforts in Buellton and he looks forward to Valley Gardner maintaining Buellton's landscaping.

Ron Anderson, Buellton, stated that Alan Needham and his crew will do a great job with maintaining Buellton's landscaping.

### **MOTION:**

Motion by Council Member Elovitz, seconded by Vice Mayor Andrisek authorizing the City Manager to enter into a contract for the Citywide landscape maintenance service with The Valley Gardener in an amount of \$180,240 per year and for an initial contract period of twenty four months with possible four one-year extensions.

### **VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

## **8. Budget Study Session for Fiscal Year 2015-16 Budget**

### **RECOMMENDATION:**

That the City Council review the Fiscal Year 2015-16 City Budget and provide direction to staff as to any desired changes.

### **STAFF REPORT:**

Finance Director Galloway-Cooper presented the staff report.

### **DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Peggy Brierton, Buellton, commented on the budget amount for economic development, line item for bikes and trails, and asked for a line item for Avenue of Flags downtown area

Rebecca Mordini, Buellton, requested that the Council consider funding the Library in this year’s budget to keep the Library open longer hours.

Judith Dale, Buellton, discussed the funding of recreation programs, that the Council allocate additional funds to the Library, and that pass-through costs for planning be provided in the budget.

Ron Anderson, President of the Buellton Chamber of Commerce and Visitors Bureau, stated the Visitors Bureau Board voted to fund economic development. Mr. Anderson stated staff should include Sky River RV as projected sales tax revenue for the City.

The City Council discussed the preliminary City budget and provided requested changes.

**DIRECTION:**

The City Council directed staff to implement the budget changes as discussed and bring it back for adoption at the regular Council meeting scheduled for May 28, 2015.

**CITY MANAGER’S REPORT**

City Manager Bierdzinski provided an informational report.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 9:35 p.m. The next regular meeting of the City Council will be held on Thursday, May 28, 2015 at 6:00 p.m.

\_\_\_\_\_  
Holly Sierra  
Mayor

ATTEST:

\_\_\_\_\_  
Linda Reid  
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the  
**May 28, 2015** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		<u>\$ 379,436.61</u>
EXHIBIT B		<u>\$ 37,104.11</u>
Staff Payroll	5/15/2015	\$ 37,362.80
Special Payroll	5/15/2015	\$ 475.74
<b>TOTAL AMOUNT OF CLAIMS:</b>		<u><u>\$ 454,379.26</u></u>

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

Payments via Electronic Fund Transfer (EFT):

Aflac - Supplemental Ins	5/4/15	609.03
CalPERS Medical	5/4/15	15,335.90
Payroll Taxes - Staff	5/5/15	2,054.12
Payroll Taxes - Special P/R	5/5/15	12.13
Payroll Taxes - Staff	5/5/15	7,303.21
OneAmerica Def Comp	5/13/15	11,789.72

<b>Total</b>		<u>\$ 37,104.11</u>
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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-000-2306-000 - Long-Term Care Deduction 24338 5/1-5/15 - M. Bierdzinski	90 CALPERS LONG-TERM CARE PROGRAM 1	Paid	84.25
A001-000-2306-000 - Long-Term Care Deduction	*** Account total ***		84.25
A001-202-2002-000 - Sales & Use Tax Payable 24330 4/15 - Flags	47 BETSY ROSS FLAG GIRLS, INC. 2	Paid	-102.08
A001-202-2002-000 - Sales & Use Tax Payable	*** Account total ***		-102.08
A001-202-2003-000 - SYVTBID Payable 24301 March 2015 SYVTBID fees coll.	101 CITY OF SOLVANG 1	Paid	19,982.20
A001-202-2003-000 - SYVTBID Payable	*** Account total ***		19,982.20
A001-215-2815-000 - Park/Damage Charge 24332 5/6/15 - Security Deposit Refu	0 ANDRES DE LA CRUZ 1	Paid	40.00
A001-215-2815-000 - Park/Damage Charge	*** Account total ***		40.00
A001-216-2825-000 - Developer Deposit 24305 7/14-4/15-Live Oaks Ln. #125	819 JOHN F. RICKENBACH 1	Paid	2,700.00
24327 4/15 - Tilton #134	835 METRO VENTURES LTD 1	Paid	1,463.00
24328 4/15 - Terravant #136	835 METRO VENTURES LTD 1	Paid	2,887.50
24358 Thru 3/31/15 Chumash proj. #12	848 RAVATT, ALBRECHT & ASSOC, INC. 1	Paid	600.00
24397 3/1-3/31-Crossroads @ the Vil.	326 MNS ENGINEERS, INC. 1	Paid	14,376.50
24398 3/1-3/31- Chumash Apts. #122	326 MNS ENGINEERS, INC. 1	Paid	1,485.00
24399 3/1-3/31- Nghbd. Pk.@ Vil. #12	326 MNS ENGINEERS, INC. 1	Paid	875.00
24400 3/1-3/31- Hampton Inn #129	326 MNS ENGINEERS, INC. 1	Paid	375.00
24401 3/1-3/31-Flying Flags RV Exp.	326 MNS ENGINEERS, INC. 1	Paid	6,406.25
24402 3/1-3/31-Village Townhomes #13	326 MNS ENGINEERS, INC. 1	Paid	2,151.50
24403 3/1-3/31-Terravant An. Proj.#	326 MNS ENGINEERS, INC. 1	Paid	625.00
A001-216-2825-000 - Developer Deposit	*** Account total ***		33,944.75
A001-357-4802-000 - Zoning Clearance 24326 4/27/15 Zoning clearance revok	0 TOM BORCHARD 1	Paid	45.00
A001-357-4802-000 - Zoning Clearance	*** Account total ***		45.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-401-5101-000 - Medical Benefit 24354 June 2015 Premiums	820 ACWA/JPIA 1	Paid	457.15
A001-401-5101-000 - Medical Benefit	*** Account total ***		457.15
A001-401-5301-000 - Office Supplies 24363 4/15 - Misc. Maint/Repair item	438 SANTA YNEZ VALLEY HARDWARE 1	Paid	9.70
A001-401-5301-000 - Office Supplies	*** Account total ***		9.70
A001-401-6301-000 - Miscellaneous 24331 4/9/15-Conf. call/CC meeting	144 INTERCALL, INC. 1	Paid	69.48
A001-401-6301-000 - Miscellaneous	*** Account total ***		69.48
A001-402-5101-000 - Medical Benefit 24354 June 2015 Premiums	820 ACWA/JPIA 2	Paid	92.72
A001-402-5101-000 - Medical Benefit	*** Account total ***		92.72
A001-403-5101-000 - Medical Benefit 24354 June 2015 Premiums	820 ACWA/JPIA 3	Paid	55.63
A001-403-5101-000 - Medical Benefit	*** Account total ***		55.63
A001-403-5301-000 - Office Supplies 24321 4/13/15-supplies #7001755312	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	5.73
A001-403-5301-000 - Office Supplies	*** Account total ***		5.73
A001-410-5301-000 - Office Supplies 24321 4/13/15-supplies #7001755312	469 STAPLES CONTRACT & COMMERCIAL, 2	Paid	242.09
A001-410-5301-000 - Office Supplies	*** Account total ***		242.09
A001-410-5602-000 - Internet Access/ Website Maint 24306 4/2/15-Rec. Dept. Mobile App.	353 MICHAEL J. BOGGESS dba 1	Paid	225.00
24350 4/26-5/25 - CH internet svcs.	122 COMCAST CABLE 1	Paid	235.70
A001-410-5602-000 - Internet Access/ Website Maint	*** Account total ***		460.70
A001-410-5701-000 - Telephone 24325 3/20/15-4/19/15 - summary bill	555 VERIZON CALIFORNIA 1	Paid	320.19
A001-410-5701-000 - Telephone	*** Account total ***		320.19
A001-410-5804-000 - Animal Control 24311 FY14/15-3rd Qtr. Anim. Ctrl.	132 SB CO ANIMAL SVCS, HEALTH & RE 1	Paid	8,375.00
A001-410-5804-000 - Animal Control	*** Account total ***		8,375.00

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-410-5805-000	Visitors Bureau				
	24300 3/15- TOT Alloc.& 4/2015 Disb.	121	COC/BBA/VISITORS INFORMATION		
		1		Paid	30,443.83
A001-410-5805-000	Visitors Bureau		*** Account total ***		30,443.83
A001-410-6005-000	Recruitment Expense				
	24334 3/15-New Hire screen - D. Kell	62	BUELLTON MEDICAL CENTER		
		1		Paid	185.00
A001-410-6005-000	Recruitment Expense		*** Account total ***		185.00
A001-410-6301-000	Miscellaneous				
	24335 325-4/28 - shred services	237	IRON MOUNTAIN		
		1		Paid	43.52
	24339 3/23-4/24 - Misc. maint. items	387	ALBERTSONS, LLC.		
		1		Paid	125.47
A001-410-6301-000	Miscellaneous		*** Account total ***		168.99
A001-420-5101-000	Medical Benefit				
	24354 June 2015 Premiums	820	ACWA/JPIA		
		4		Paid	162.42
A001-420-5101-000	Medical Benefit		*** Account total ***		162.42
A001-420-5301-000	Office Supplies				
	24321 4/13/15-supplies #7001755312	469	STAPLES CONTRACT & COMMERCIAL,		
		3		Paid	221.23
A001-420-5301-000	Office Supplies		*** Account total ***		221.23
A001-420-6201-000	Contract Services				
	24317 Thru 4/10 - S. Zamora	870	ACCOMTEMP		
		1		Paid	1,232.40
	24318 Thru 4/10 - V. Jenson	870	ACCOMTEMP		
		1		Paid	1,441.34
	24319 Thru 4/3/15 - V. Jenson	870	ACCOMTEMP		
		1		Paid	1,213.76
	24320 Thru 4/3/15 - S. Zamora	870	ACCOMTEMP		
		1		Paid	948.00
	24323 Thru 4/17/15- V. Jenson	870	ACCOMTEMP		
		1		Paid	910.32
	24324 Thru 4/17/15- S. Zamora	870	ACCOMTEMP		
		1		Paid	1,011.20
A001-420-6201-000	Contract Services		*** Account total ***		6,757.02
A001-501-6201-000	Contract Services				
	24312 5/2015 - contract services	450	SB CO SHERIFF'S DEPARTMENT		
		1		Paid	141,252.00
	24353 4/3/15 - overtime charges	450	SB CO SHERIFF'S DEPARTMENT		
		1		Paid	27.01
	24360 4/2015 - Motorcycle	450	SB CO SHERIFF'S DEPARTMENT		
		1		Paid	850.54
	24361 4/25 - Vintner's Fest.- OT chg	450	SB CO SHERIFF'S DEPARTMENT		
		1		Paid	344.51
A001-501-6201-000	Contract Services		*** Account total ***		142,474.06

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-510-5702-000	Utilities - Gas				
	24345 3/31-4/29-Lib./CC gas charges	507	THE GAS COMPANY		
		1		Paid	52.11
	24346 3/31-4/29-CH gas charges	507	THE GAS COMPANY		
		1		Paid	32.75
			*** Account total ***		84.86
A001-510-5702-000	Utilities - Gas				
A001-511-5101-000	Medical Benefit				
	24354 June 2015 Premiums	820	ACWA/JPIA		
		5		Paid	258.60
			*** Account total ***		258.60
A001-511-5101-000	Medical Benefit				
A001-511-5301-000	Office Supplies				
	24347 4/1-4/30-cont. ovrg. copes rec	118	COASTAL COPY, LP		
		1		Paid	114.26
			*** Account total ***		114.26
A001-511-5301-000	Office Supplies				
A001-511-5506-000	Fuel-Vehicles				
	24357 4/15 - Fuel charges	768	WEX BANK		
		4		Paid	925.28
			*** Account total ***		925.28
A001-511-5506-000	Fuel-Vehicles				
A001-511-5507-000	Maintenance-Vehicles				
	24333 3/31/15--hitch installed on va	711	ALL AMERICAN TRAILERS NORTH		
		1		Paid	585.25
			*** Account total ***		585.25
A001-511-5507-000	Maintenance-Vehicles				
A001-511-5509-000	Maintenance/Repair				
	24330 4/15 - Flags	47	BETSY ROSS FLAG GIRLS, INC.		
		1		Paid	1,426.58
	24344 4/23 - Rec. ctr. janit. suppli	426	SAN LUIS PAPER CO.		
		1		Paid	158.34
	24363 4/15 - Misc. Maint/Repair item	438	SANTA YNEZ VALLEY HARDWARE		
		2		Paid	2.38
			*** Account total ***		1,587.30
A001-511-5509-000	Maintenance/Repair				
A001-511-5509-001	Maintenance/Repair-Joint Use				
	24303 3/17-4/22- misc. maint.	521	TODD PIPE & SUPPLY		
		3		Paid	2.35
			*** Account total ***		2.35
A001-511-5509-001	Maintenance/Repair-Joint Use				
A001-511-5701-000	Telephone/Internet				
	24315 4/25-5/24 Phone/int.-rec. ctr.	122	COMCAST CABLE		
		1		Paid	168.05
	24348 3/26-4/25-Abello cell phone	473	SPRINT SPECTRUM, L.P. dba		
		1		Paid	34.51
			*** Account total ***		202.56
A001-511-5701-000	Telephone/Internet				
A001-511-5801-000	Buellton Recreation Program				
	24299 Room Rental Cancelation	0	SB DEPARTMENT OF SOCIAL SERVIC		
		1		Paid	190.00

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-511-5801-000	- Buellton Recreation Program	*** Continued ***		
	24310 1/15-3/15 School field rental	63 BUELLTON UNION SCHOOL DISTRICT 1	Paid	190.00
	24314 6/1-6/30 Rec. Ctr. copier leas	201 G E CAPITAL 1	Paid	150.12
	24339 3/23-4/24 - Misc. maint. items	387 ALBERTSONS, LLC. 2	Paid	85.42
	24356 5/9 & 5/11 Valleywide Dance DJ	745 PEDRO DE LA CRUZ dba 1	Paid	150.00
A001-511-5801-000	- Buellton Recreation Program	*** Account total ***		765.54
A001-511-5801-001	- Recreation Program 50/50			
	24356 5/9 & 5/11 Valleywide Dance DJ	745 PEDRO DE LA CRUZ dba 2	Paid	150.00
A001-511-5801-001	- Recreation Program 50/50	*** Account total ***		150.00
A001-511-5802-000	- Buellton Rec Program Trips			
	24355 5/30-trip to Hunt. Lib. cancel	0 ROSE ROBERTS 1	Paid	118.00
A001-511-5802-000	- Buellton Rec Program Trips	*** Account total ***		118.00
A001-511-6201-000	- Contract Services			
	24387 3/1-3/31- Storm Water Mgmt. P1	326 MNS ENGINEERS, INC. 1	Paid	16,325.00
A001-511-6201-000	- Contract Services	*** Account total ***		16,325.00
A001-552-5501-000	- Operational Supplies			
	24302 4/10-RVP supplies	801 O'REILLY AUTOMOTIVE STORES, IN 1	Paid	46.06
	24363 4/15 - Misc. Maint/Repair item	438 SANTA YNEZ VALLEY HARDWARE 6	Paid	16.15
	24364 4/2015 - Misc. Maint/Repair it	826 GENUINE PARTS COMPANY - NAPA 2	Paid	22.78
A001-552-5501-000	- Operational Supplies	*** Account total ***		84.99
A001-552-5509-001	- Maintenance/Repair-Riverview			
	24303 3/17-4/22- misc. maint.	521 TODD PIPE & SUPPLY 1	Paid	56.47
	24372 4/29- RVP repair sprinkler hea	76 CAL-COAST IRRIGATION, INC. 1	Paid	7.72
	24373 5/1 - RVP repair/replace	76 CAL-COAST IRRIGATION, INC. 1	Paid	8.85
A001-552-5509-001	- Maintenance/Repair-Riverview	*** Account total ***		73.04
A001-552-5704-000	- Utilities - Water			
	24313 3/25-4/25-Irrig. Oak Valley E1	105 CITY OF BUELLTON 1	Paid	972.14
A001-552-5704-000	- Utilities - Water	*** Account total ***		972.14
A001-557-6101-000	- Development Permit Processing			
	24396 3/1-3/31 - Small Permits	326 MNS ENGINEERS, INC. 1	Paid	550.00
A001-557-6101-000	- Development Permit Processing	*** Account total ***		550.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-557-6201-000 - Contract Services			
24383 3/1-3/31- Buellton Town Center	326 MNS ENGINEERS, INC. 1	Paid	75.00
24384 3/1-3/15 - City Engineer/PW	326 MNS ENGINEERS, INC. 1	Paid	6,110.00
A001-557-6201-000 - Contract Services	*** Account total ***		6,185.00
A001-558-5101-000 - Medical Benefit			
24354 June 2015 Premiums	820 ACWA/JPIA 6	Paid	349.32
A001-558-5101-000 - Medical Benefit	*** Account total ***		349.32
A001-558-5501-000 - Operational Supplies			
24363 4/15 - Misc. Maint/Repair item	438 SANTA YNEZ VALLEY HARDWARE 4	Paid	65.16
A001-558-5501-000 - Operational Supplies	*** Account total ***		65.16
A001-558-5504-000 - Laundry / Uniforms			
24368 5/7/15 - uniform reimb.	396 RAY OCHOA 1	Paid	46.54
A001-558-5504-000 - Laundry / Uniforms	*** Account total ***		46.54
A001-558-5506-000 - Fuel - Vehicles			
24357 4/15 - Fuel charges	768 WEX BANK 1	Paid	478.72
24371 4/23- Red Dielsel Fuel	241 J B DEWAR, INC. 3	Paid	413.85
A001-558-5506-000 - Fuel - Vehicles	*** Account total ***		892.57
A001-558-5507-000 - Maintenance - Vehicles			
24365 4/15-Maint/rep. service call	489 STEVE'S WHEEL & TIRE 1	Paid	205.87
24366 4/8/15- Lawn mower RVP	489 STEVE'S WHEEL & TIRE 1	Paid	55.39
24367 4/20/15 - Alignment - Chevrole	489 STEVE'S WHEEL & TIRE 1	Paid	29.98
A001-558-5507-000 - Maintenance - Vehicles	*** Account total ***		291.24
A001-558-5509-000 - Maintenance / Repair			
24303 3/17-4/22- misc. maint.	521 TODD PIPE & SUPPLY 2	Paid	37.09
24363 4/15 - Misc. Maint/Repair item	438 SANTA YNEZ VALLEY HARDWARE 3	Paid	281.84
24364 4/2015 - Misc. Maint/Repair it	826 GENUINE PARTS COMPANY - NAPA 1	Paid	13.49
24380 FY14/15-3/1-3/30 Maint.pub. pk	882 CALIFORNIA CONSERVATION CORPS 1	Paid	15,766.80
A001-558-5509-000 - Maintenance / Repair	*** Account total ***		16,099.22
A001-558-6201-000 - Contract Services			
24340 3/27-4/26 - CH drinking water	32 NESTLE WATERS NORTH AMERICA db 3	Paid	6.91

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-558-6201-000	- Contract Services		*** Continued ***		
	24341 3/27-4/26-Plng. dept. drinking	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	13.06
	24342 3/27-4/26-Lib./CC drinking wat	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	36.54
	24349 5/15- Svcs. & 4/14 - Msgs.	172	ECHO COMMUNICATIONS		
		1		Paid	25.80
	24381 4/21 - Pest cntrl. - Police/Li	112	CLARK PEST CONTROL		
		1		Paid	92.00
	24382 4/27 - Pest control - CH	112	CLARK PEST CONTROL		
		1		Paid	123.00
	24386 3/1-3/31 - Traffic Safety Stud	326	MNS ENGINEERS, INC.		
		1		Paid	4,390.00
	24405 4/15- CH/Plng./Lib. mo. janit.	142	DANIEL FITZGERALD dba		
		1		Paid	960.00
A001-558-6201-000	- Contract Services		*** Account total ***		5,647.31
A001-558-6301-000	- Miscellaneous				
	24343 4/6- Misc. supplies	110	CVS PHARMACY		
		1		Paid	21.84
A001-558-6301-000	- Miscellaneous		*** Account total ***		21.84
A001-565-5101-000	- Medical Benefit				
	24354 June 2015 Premiums	820	ACWA/JPIA		
		7		Paid	193.59
A001-565-5101-000	- Medical Benefit		*** Account total ***		193.59
A001-565-5301-000	- Office Supplies				
	24321 4/13/15-supplies #7001755312	469	STAPLES CONTRACT & COMMERCIAL,		
		4		Paid	32.21
	24322 4/15/15-Supplies #7001755312	469	STAPLES CONTRACT & COMMERCIAL,		
		1		Paid	17.26
A001-565-5301-000	- Office Supplies		*** Account total ***		49.47
A001-565-5305-000	- Equipment Rental				
	24336 4/21-5/20-Planning copier leas	744	GE CAPITAL INFO TECH SOLUTIONS		
		1		Paid	500.05
A001-565-5305-000	- Equipment Rental		*** Account total ***		500.05
A001-565-5701-000	- Telephone				
	24325 3/20/15-4/19/15 - summary bill	555	VERIZON CALIFORNIA		
		2		Paid	412.57
A001-565-5701-000	- Telephone		*** Account total ***		412.57
A001-565-6201-000	- Contract Services				
	24329 4/15- Professional Services	835	METRO VENTURES LTD		
		1		Paid	3,080.00
	24359 Thru 3/31/15- Ave. of Flags SP	848	RAVATT, ALBRECHT & ASSOC, INC.		
		1		Paid	1,987.50
A001-565-6201-000	- Contract Services		*** Account total ***		5,067.50

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-565-6202-000	Contract Services-Engineering 24388 3/1-3/31 - Misc. Planning supp	326 MNS ENGINEERS, INC. 1	Paid	450.00
A001-565-6202-000	Contract Services-Engineering	*** Account total ***		450.00
A005-701-5101-000	Medical Benefit 24354 June 2015 Premiums	820 ACWA/JPIA 8	Paid	247.27
A005-701-5101-000	Medical Benefit	*** Account total ***		247.27
A005-701-5303-000	Postage 24298 4/15-4/16-An. First Class #3 p	379 POSTMASTER 1	Paid	110.00
	24351 5/2015 postage water/sewer bil	379 POSTMASTER 1	Paid	285.00
A005-701-5303-000	Postage	*** Account total ***		395.00
A005-701-5402-000	Travel & Training 24308 4/22-24 Activate Slud Class re	263 JOHN SANCHEZ 1	Paid	136.02
	24309 4/22-24/15- Act. Sludge Class	396 RAY OCHOA 1	Paid	27.34
A005-701-5402-000	Travel & Training	*** Account total ***		163.36
A005-701-5501-000	Operational Supplies 24363 4/15 - Misc. Maint/Repair item	438 SANTA YNEZ VALLEY HARDWARE 5	Paid	170.18
		7	Paid	21.59
A005-701-5501-000	Operational Supplies	*** Account total ***		191.77
A005-701-5502-000	Chemicals / Analysis 24377 4/23 - Clarifloc/chemicals	861 POLYDYNE INC. 1	Paid	1,149.62
	24378 4/15 - chemical/analysis	5 ABALONE COAST ANALYTICAL, INC. 1	Paid	255.00
	24379 4/20 - Aceetylene & tanks	380 PRAXAIR DISTRIBUTION, INC. 1	Paid	139.57
A005-701-5502-000	Chemicals / Analysis	*** Account total ***		1,544.19
A005-701-5504-000	Laundry / Uniforms 24368 5/7/15 - uniform reimb.	396 RAY OCHOA 2	Paid	46.54
A005-701-5504-000	Laundry / Uniforms	*** Account total ***		46.54
A005-701-5506-000	Fuel - Vehicles 24357 4/15 - Fuel charges	768 WEX BANK 2	Paid	501.63
	24371 4/23- Red Dielsel Fuel	241 J B DEWAR, INC. 1	Paid	413.85
A005-701-5506-000	Fuel - Vehicles	*** Account total ***		915.48

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A005-701-5507-000 - Maintenance - Vehicles			
24365 4/15-Maint/rep. service call	489 STEVE'S WHEEL & TIRE 2	Paid	205.87
24367 4/20/15 - Alignment - Chevrole	489 STEVE'S WHEEL & TIRE 2	Paid	29.98
A005-701-5507-000 - Maintenance - Vehicles	*** Account total ***		235.85
A005-701-5509-000 - Maintenance / Repair			
24304 3/20/15-Misc.maint./repair ite	813 HOME DEPOT CREDIT SERVICES 1	Paid	188.64
24370 4/20 - WWTP cable repairs	342 NIELSEN BUILDING MATERIALS, INC 1	Paid	58.88
A005-701-5509-000 - Maintenance / Repair	*** Account total ***		247.52
A005-701-5701-000 - Telephone			
24325 3/20/15-4/19/15 - summary bill	555 VERIZON CALIFORNIA 3	Paid	579.70
A005-701-5701-000 - Telephone	*** Account total ***		579.70
A005-701-6201-000 - Contract Services			
24340 3/27-4/26 - CH drinking water	32 NESTLE WATERS NORTH AMERICA db 1	Paid	6.90
24349 5/15- Svcs. & 4/14 - Msgs.	172 ECHO COMMUNICATIONS 3	Paid	25.80
24362 4/15 - Dig Alert tickets	535 UNDERGROUND SERVICE ALERT 1	Paid	15.00
24376 4/15 - bus. cards - A. Sanchez	545 KROS ANDRADE dba 1	Paid	222.56
A005-701-6201-000 - Contract Services	*** Account total ***		270.26
A020-210-2101-000 - Customer Deposits			
24316 4/21-cust. deposit refund	0 SUSAN MONROE 1	Paid	25.00
A020-210-2101-000 - Customer Deposits	*** Account total ***		25.00
A020-601-5101-000 - Medical Benefit			
24354 June 2015 Premiums	820 ACWA/JPIA 9	Paid	377.88
A020-601-5101-000 - Medical Benefit	*** Account total ***		377.88
A020-601-5303-000 - Postage			
24298 4/15-4/16-An. First Class #3 p	379 POSTMASTER 2	Paid	110.00
24351 5/2015 postage water/sewer bil	379 POSTMASTER 2	Paid	285.00
A020-601-5303-000 - Postage	*** Account total ***		395.00
A020-601-5401-000 - Membership & Publications			
24307 4/28/15-Dist. Cert. & Fee exp.	827 JOSEPH GRAUER 1	Paid	120.00
A020-601-5401-000 - Membership & Publications	*** Account total ***		120.00

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-5502-000	Chemicals / Analysis			
	24369 4/15 - Ammonium Sulfate	27 AQUA BEN CORPORATION 1	Paid	2,311.43
	24374 4/15- Chlorine/sulfur dioxide	248 JCI JONES CHEMICALS, INC. 1	Paid	4,331.33
	24375 4/15 - cylinder return	248 JCI JONES CHEMICALS, INC. 1	Paid	-1,049.99
	24378 4/15 - chemical/analysis	5 ABALONE COAST ANALYTICAL, INC. 2	Paid	285.00
		*** Account total ***		5,877.77
A020-601-5502-000	Chemicals / Analysis			
A020-601-5504-000	Laundry / Uniforms			
	24368 5/7/15 - uniform reimb.	396 RAY OCHOA 3	Paid	46.53
		*** Account total ***		46.53
A020-601-5504-000	Laundry / Uniforms			
A020-601-5506-000	Fuel - Vehicles			
	24357 4/15 - Fuel charges	768 WEX BANK 3	Paid	501.63
	24371 4/23- Red Diesel Fuel	241 J B DEWAR, INC. 2	Paid	413.85
		*** Account total ***		915.48
A020-601-5506-000	Fuel - Vehicles			
A020-601-5507-000	Maintenance - Vehicles			
	24365 4/15-Maint/rep. service call	489 STEVE'S WHEEL & TIRE 3	Paid	205.88
	24367 4/20/15 - Alignment - Chevrole	489 STEVE'S WHEEL & TIRE 3	Paid	29.99
		*** Account total ***		235.87
A020-601-5507-000	Maintenance - Vehicles			
A020-601-5509-000	Maintenance / Repair			
	24303 3/17-4/22- misc. maint.	521 TODD PIPE & SUPPLY 4	Paid	199.09
		*** Account total ***		199.09
A020-601-5509-000	Maintenance / Repair			
A020-601-5701-000	Telephone			
	24325 3/20/15-4/19/15 - summary bill	555 VERIZON CALIFORNIA 4	Paid	480.25
		*** Account total ***		480.25
A020-601-5701-000	Telephone			
A020-601-6201-000	Contract Services			
	24340 3/27-4/26 - CH drinking water	32 NESTLE WATERS NORTH AMERICA db 2	Paid	6.90
	24349 5/15- Svcs. & 4/14 - Msgs.	172 ECHO COMMUNICATIONS 2	Paid	25.80
	24362 4/15 - Dig Alert tickets	535 UNDERGROUND SERVICE ALERT 2	Paid	15.00
		*** Account total ***		47.70
A020-601-6201-000	Contract Services			
A020-601-6202-000	Contract Services-Engineering			
	24393 3/1-3/31 - Water Model	326 MNS ENGINEERS, INC. 1	Paid	1,550.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-6202-000 - Contract Services-Engineering	*** Continued ***		
24394 3/1-3/31 - Backflow Prevention	326 MNS ENGINEERS, INC.		
	1	Paid	5,275.00
A020-601-6202-000 - Contract Services-Engineering	*** Account total ***		6,825.00
A029-557-6201-000 - Contract Services			
24385 3/1-3/31 City/Transportation p	326 MNS ENGINEERS, INC.		
	1	Paid	11,215.00
A029-557-6201-000 - Contract Services	*** Account total ***		11,215.00
A051-566-5702-000 - Utilities - Gas			
24337 3/30-4/28- Chamber gas charfge	507 THE GAS COMPANY		
	1	Paid	1.49
	unable to obtain accurate mete		
A051-566-5702-000 - Utilities - Gas	*** Account total ***		1.49
A092-203-6507-000 - Improvements			
24352 4/10-4/16 - Fin. mgmt. svcs.	862 TYLER TECHNOLOGIES, INC.		
	1	Paid	625.00
A092-203-6507-000 - Improvements	*** Account total ***		625.00
A092-302-6507-000 - Improvements			
24392 2013/14 Rd. Maint. Project	326 MNS ENGINEERS, INC.		
	1	Paid	1,500.00
A092-302-6507-000 - Improvements	*** Account total ***		1,500.00
A092-307-6507-000 - Improvements			
24389 3/1-3/31 - McMurry Rd. sig. up	326 MNS ENGINEERS, INC.		
	1	Paid	20,755.00
A092-307-6507-000 - Improvements	*** Account total ***		20,755.00
A092-308-6507-000 - Improvements			
24390 3/1-3/31 - Park & Ride Expansi	326 MNS ENGINEERS, INC.		
	1	Paid	375.00
A092-308-6507-000 - Improvements	*** Account total ***		375.00
A092-310-6507-000 - Improvements			
24395 2014/15 Rd. Maint. & stripling	326 MNS ENGINEERS, INC.		
	1	Paid	5,070.00
A092-310-6507-000 - Improvements	*** Account total ***		5,070.00
A092-602-6507-000 - Improvements			
24391 3/1-3/31-Reservoir 1&2 roof re	326 MNS ENGINEERS, INC.		
	1	Paid	4,900.00
24404 4/30/15- Reservoir 1&2 roof re	891 GLR CONSTRUCTION, INC.		
	1	Paid	11,047.00
A092-602-6507-000 - Improvements	*** Account total ***		15,947.00
* Report total *	*** Total ***		379,436.61 ✓

**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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: May 28, 2015

Subject: Revenue and Expenditure Reports through April 30, 2015

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**BACKGROUND**

The attached report compares month-to-month data covering the period July1, 2014 through April 30, 2015. The report is prepared monthly and submitted to Council on the second meeting of each month. Monthly reports are posted to the City's website. Upon monthly review, adjustments may be necessary and staff will update on the website.

**FISCAL IMPACT**

The Revenue and Expenditure report provides the community with an understanding of the financial activity of the City's funds on a monthly basis.

**RECOMMENDATION**

That the City Council receive and file this report for information purposes.

**ATTACHMENT**

Attachment 1 - Revenue and Expenditure Reports through April 30, 2015

# ATTACHMENT 1

City of Buellton  
 General Fund - Monthly Revenue (unaudited)  
 FY: 2014-15

cgc: 5 18 15

83%

2014

2015

Account Number	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-301-4001-000	Property Tax - Secured				33,069	141,176	359,395	86,672			369,071			989,383
001-302-4002-000	Property Tax - Unsecured				39,561		975							40,536
001-309-4007-000	Homeowners Exemptions							2,328						2,328
001-310-4101-000	Franchise Fees	5,368	11,187	15,754	10,637		5,445	11,051	16,325	11,031	65,735			152,533
001-311-4102-000	Sales Tax	142,485	105,200	140,200	123,665	101,000	134,600	120,237	93,200					960,587
001-311-4115-000	Sales Tax Compensation						-	262,535						262,535
001-312-4103-000	Transient Occupancy Tax (TOT)	201,632	209,982	147,317	154,620	125,706	116,716	113,343	109,717	146,154				1,325,187
001-320-5801-000	Buellton Recreation Program	13,067	7,576	12,384	11,101	6,589	3,280	11,799	9,545	5,954	9,887			91,182
001-320-5801-001	Recreation Program (50/50)	9,193	3,695	1,365	904	-	-	13,023	10,866					39,046
001-320-5802-000	Buellton Rec Pgm Trips	3,728	1,520	5,613	9,010	520	2,558	1,832	4,087	6,767	2,176			37,811
001-321-4106-000	Property Transfer Tax		5,881	2,852	2,013	3,008	-	4,885	7,484	1,980	3,576			31,679
001-322-4107-000	Motor Vehicle in Lieu Tax					2,005								2,005
001-322-4116-000	MV License Fee							188,798						188,798
001-325-5814-000	Park Reservation Fees	160	200	270	670	40	80	80	280	1,260	990			4,030
001-333-4506-000	CA Indian Gaming Grant													-
001-333-4508-000	COPS Grant													-
001-340-4401-000	Criminal Fines and Penalties		2,120	3,379	3,249	2,289			2,882	303	81			14,303
001-342-4402-000	Fines and Fees	325		295	418		889	5,538			4,036			11,501
001-345-4904-000	Interest	1,912	5,028	5,414	-	-	835	518	2,536	2,778	518			19,539
001-346-4905-000	Rent	2,500	8,978	5,739	5,739	1,250	10,228	1,250	5,739	10,228	5,739			57,390
001-347-4801-000	Law Enforcement Cost Recovery	19	48		10	10	29							116
001-348-4403-000	Event Applic Fee/Temp Use		310	155	310	100	180	2,460	556					4,071
001-357-4802-000	Zoning Clearance	45	209	315	180	135	135	135			180			1,334
001-357-4803-000	Document Sales	212		9	8	6				30				265
001-357-4806-000	Time Extension Fees													-
001-357-4801-110	Crossroads at the Village													-
001-357-4808-000	Code Enforcement Fines													-
001-376-4908-000	CA Prop 1B Revenue													-
001-378-4205-000	Small Permits	3,000	1,000			2,700		2,135	7,565	85	25			16,510
001-390-4917-000	Miscellaneous		6,031	400	111	35	381	529		408	29			7,924
001-390-4918-000	Cost Reimbursement	431	523	1,893	718									3,565
001-390-4924-000	Mandated Cost				9,305									9,305
001-395-4931-000	Transfer In						19,832							19,832
001-398-4923-000	Surplus Property Sales	-	-	5,288										5,288
<b>TOTAL REVENUE (ACTUAL THROUGH APRIL):</b>		<b>384,077</b>	<b>369,488</b>	<b>348,642</b>	<b>405,298</b>	<b>386,569</b>	<b>655,558</b>	<b>829,148</b>	<b>270,781</b>	<b>186,978</b>	<b>462,043</b>	-	-	<b>4,298,582</b>

Percentage Received: 70%  
 Original Budget 6,160,441  
 Amendments (Reso No. 15-01; Q-2) 10,000  
 Budget: 6,170,441

83%

2014

2015

Department No.	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-401	City Council	9,245	9,432	10,859	9,513	8,594	11,909	9,457	12,251	8,594	8,979			98,833
001-402	City Manager	16,615	16,950	17,479	16,633	16,553	17,414	16,833	16,920	16,809	16,885			169,091
001-403	City Clerk	7,641	7,404	7,913	10,816	7,613	9,288	8,867	14,524	10,154	8,752			92,972
001-404	City Attorney	-	11,674	11,845	9,154	-	21,931	29,877		19,679	21,569			125,729
001-410	Non-Departmental	75,574	11,702	88,061	55,750	44,868	46,587	41,175	55,255	36,162	27,128			482,262
001-420	Finance	22,129	21,459	21,487	21,082	25,962	36,908	24,099	18,308	26,485	19,352			237,271
001-501	Police and Fire	842	48,579	566,311	982	190,408	139,339	142,597	190,585	142,521	142,427			1,564,591
001-510	Library	-	501	470	92,088	14	587	306	420	359	341			95,086
001-511	Recreation	32,321	42,886	57,846	37,996	27,452	52,690	30,216	92,625	45,112	42,320			461,464
001-550	Street Lights	-	4,493	4,610	4,598	-	9,222	4,563	4,544	4,562	4,414			41,006
001-551	Storm Water	-	10,130	16,490	20,890	5,826	13,287	11,410	17,448	38,553	160			134,194
001-552	Public Works - Parks	8,984	15,742	10,734	9,320	7,371	9,975	7,228	12,858	7,395	14,217			103,824
001-556	Public Works - Landscape	-	10,056	5,400	5,410	4,826	5,964	5,037	5,066	5,024	5,143			51,926
001-557	Public Works - Engineering	-	3,650	-	11,125	-	4,025	5,075	9,250	12,990	-			46,115
001-558	Public Works - General	29,103	124,034	41,416	38,248	32,304	32,951	36,768	40,182	42,106	32,529			449,641
001-565	Planning/Community Dev	14,764	24,509	26,202	20,857	26,021	19,058	19,175	21,098	29,090	26,178			226,952
	Transfer to CIP fund 92 (updated in June)	-												-
	<b>TOTAL EXPENDITURES (ACTUAL THROUGH APRIL):</b>	<b>217,218</b>	<b>363,201</b>	<b>887,123</b>	<b>364,462</b>	<b>397,812</b>	<b>431,135</b>	<b>392,683</b>	<b>511,333</b>	<b>445,595</b>	<b>370,394</b>	-	-	<b>4,380,956</b>

Percentage spent: 71%  
 Budget 6,141,114  
 Amendments (Reso No. 15-01; Q-2) 10,000  
 Amended Budget 6,151,114

**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: Rose Hess, Director of Public Works

Meeting Date: May 28, 2015

Subject: Approval of the 2015 Buellton Sewer System Management Plan (SSMP) Update

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**BACKGROUND**

On April 22, 2010, the City approved the Buellton Sewer System Management Plan. This plan is required from all public agencies that own or operate a public wastewater collection system that is comprised of more than one-mile of pipes which conveys wastewater to a publicly owned treatment facility. This was mandated by the State Water Resources Control Board (SWRCB) Water Quality Order No. 2006-0003-DWQ on May 2, 2006, and amended by Order No. WQ 2008-0002-EXEC on February 20, 2008, to provide a consistent, statewide regulatory approach to address sanitary sewer overflows (SSO).

Therefore, the City is required to develop and implement a Sewer System Management Plan (SSMP), which documents the City's program to properly operate and maintain its sanitary sewer system. The SSMP addresses 11 elements:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance
5. Design and Performance Standards
6. Overflow Emergency Response Plan
7. Fats, oils & Grease Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement and Program Modifications
10. Sewer System Management Plan Program Audits
11. Communication Program

In addition to regular internal audits of the SSMP, formal update is required every 5 years. Since the plan is a living document, this update reflects new SOP's, inspection forms and current programs. It includes emergency contact information, reporting requirements, and maintenance plans.

The 2015 SSMP update is available for review on the City's website at: [www.cityofbuellton.com/public-works.asp](http://www.cityofbuellton.com/public-works.asp)

### **FISCAL IMPACT**

Approval of the SSMP will not cause any fiscal impact. Implementation of the SSMP will be appropriated annually during the budget process.

### **RECOMMENDATION**

That the City Council approve the 2015 Sewer System Management Plan update and authorize staff to file the document and complete the certification forms required by the State Water Resources Control Board.

### **ATTACHMENT**

2015 SSMP update - located at: [www.cityofbuellton.com/public-works.asp](http://www.cityofbuellton.com/public-works.asp)

**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: Marc Bierdzinski, City Manager

Meeting Date: May 28, 2015

Subject: Resolution No. 15-12 – “A Resolution of the City Council of the City of Buellton, California, Approving Cooperation Agreements between the County of Santa Barbara and the City of Buellton for Joint Participation in the Community Development Block Grant Program and HOME Consortium for Three Federal Fiscal Years (2016-2018)”

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**BACKGROUND**

The City of Buellton and the County of Santa Barbara have been in a Cooperative Agreement for the HOME Consortium since 1994, and this Agreement was last extended through this fiscal year. The Consortium includes the cities of Solvang, Goleta, Santa Maria, Carpinteria, and Lompoc. The Consortium allows the County to receive annual affordable housing grant funds from the U.S. Department of Housing and Urban Development (HUD). The HOME Program funds are used to produce and preserve affordable housing opportunities for low and very low income families.

In addition, Consortium membership allowed member jurisdictions to be eligible to receive an Urban County designation for entitlement Community Development Block Grant (CDBG) funds from HUD. The City of Buellton and the County of Santa Barbara have been in a Cooperative Agreement for the CDBG Program since 2007, and this Agreement was last extended through this fiscal year.

Both of these Agreements need to be re-adopted for the next three year Federal cycle (2016-2018). Attachment 1 is a letter from the County of Santa Barbara notifying the City of this requirement.

Both the HOME Consortium and CDBG Program are administered by the Housing and Community Development Department (HCDD) of the County of Santa Barbara on behalf of member cities. However, the City is responsible for determining the allocation of the HOME and CDBG funds.

**FISCAL IMPACT**

The City will be eligible to receive CDBG and HOME funding for projects for various activities directed towards revitalizing neighborhoods, economic development, providing improved community facilities and services, and building affordable housing.

**RECOMMENDATION**

That the City Council consider adoption of Resolution No. 15-12 - “A Resolution of the City Council of the City of Buellton, California, Approving Cooperation Agreements between the County of Santa Barbara and the City of Buellton for Joint Participation in the Community Development Block Grant Program and HOME Consortium for Three Federal Fiscal Years (2016-2018)”

**ATTACHMENTS**

Resolution No. 15-12

Attachment 1 – May 2015 Letter from County HCD

Attachment 2 – CDBG Cooperation Agreement

Attachment 3 – HOME Consortium Cooperation Agreement

**RESOLUTION NO. 15-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA APPROVING COOPERATION AGREEMENTS BETWEEN THE COUNTY OF SANTA BARBARA AND THE CITY OF BUELLTON FOR JOINT PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND HOME CONSORTIUM FOR THREE FEDERAL FISCAL YEARS (2016-2018)**

**WHEREAS**, the City of Buellton has participated in the HOME Consortium since 1994 and the Community Development Block Grant (“CDBG”) Program since 2007; and

**WHEREAS**, the City of Buellton has found value being a participating jurisdiction in these programs and desires to continue with the City’s participation; and

**WHEREAS**, the prior Cooperation Agreements for both programs expire this fiscal year.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Buellton, that:

Section 1: The above recitals are true and correct.

Section 2: The City Council of the City of Buellton hereby authorizes the City Manager to enter into the Cooperative Agreements for the HOME Consortium and CDBG Program on behalf of the City of Buellton.

Section 3: The Clerk of the City Council is hereby directed to transmit a certified copy of this Resolution to the Clerk of the Board of Santa Barbara County.

Section 4: This Resolution is effective upon its adoption.

**PASSED, APPROVED, and ADOPTED** this 28th day of May 2015.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk



**Community  
Services  
Department**  
*Connecting People to Opportunities*

Renée E. Bahl, Interim Director, Community Services  
Paddy Langlands, Deputy Director, Parks Division  
Dinah Lockhart, Deputy Director, Housing & Community Development  
Ryder Bailey, Chief Financial Officer, Community Services  
Ginny Brush, Executive Director, Arts Commission  
Angela Hacker, Manager, emPower Central Coast



May 14, 2015

Marc Bierzinski, City Manager  
City of Buellton  
P.O. Box 1819  
Buellton, CA 93427

RE: Community Development Block Grant (CDBG) Urban County Partnership and HOME Consortium Agreement Renewal Notification for Federal Fiscal Years 2016-2018

Dear Mr. Bierzinski,

As the City of Buellton representative to the CDBG Urban County Partnership and Santa Barbara County HOME Consortium, the County of Santa Barbara is notifying you of your City's right not to participate in the Urban County Partnership and/or the HOME Consortium for the next three-year qualification period (2016-2018). It is our understanding the City Council of the City of Buellton will consider the renewal of the CDBG Urban County Partnership and the HOME Consortium Agreements at an upcoming City Council meeting.

If the City decides to renew its participation in the CDBG Urban County Partnership and HOME Consortium, at the City's earliest convenience, please provide the County with an executed original of the CDBG Urban County Partnership Agreement, the HOME Consortium Agreement, and the City Council resolution. The Santa Barbara County Board of Supervisors is scheduled to consider the County's renewal of the CDBG Urban County Partnership and HOME Consortium at its June 16, 2015 meeting.

In CPD Notice 15-04, HUD has established June 19, 2015 as the date an Urban County participating city must notify the county and the its HUD Field office in writing that it is not participating during the FY 2016-18 qualification period. In CPD Notice 13-002 HUD has indicated that the County (Lead Entity) and HUD must be notified prior to June 15, 2015 if the HOME Consortium participating member does not intend to participate in the next 3-year HOME qualification period. All Urban County/HOME Consortium renewal documents must be submitted to HUD by June 30, 2015.

If you have any questions, please do not hesitate to call me at 805-568-3523.

Sincerely,

Dinah Lockhart, Deputy Director

**COOPERATION AGREEMENT BETWEEN THE COUNTY OF  
SANTA BARBARA AND THE CITY OF BUELLTON FOR  
PARTICIPATION IN THE SANTA BARBARA URBAN COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM FOR  
THREE FEDERAL FISCAL YEARS (2016-2018)**

This Cooperation Agreement (“Agreement”) for participation in the Santa Barbara CDBG Urban County (“Urban County”) is made and entered into this 28th day of May 2015, by and between the County of Santa Barbara, a subdivision of the State of California, (“COUNTY”), and the City of Buellton, a municipal corporation within COUNTY (“CITY”).

**WHEREAS**, the Housing and Community Development Act of 1974, as amended (24 U.S.C. 93-383 et seq.), (the “Act”), provides that Community Development Block Grant, (“CDBG”) funds may be used for the support of activities that provide decent housing and suitable living environments and expanded economic opportunities principally for persons of low- and moderate-income; and,

**WHEREAS**, CDBG regulations allow contiguous units of general government to join together to qualify as an urban county; and,

**WHEREAS**, the Community Development Block Grant Regulations issued pursuant to the Act provide that qualified urban counties must submit an application to the U.S. Department of Housing and Urban Development (“HUD”) for funds, and that cities and smaller communities within the metropolitan area not qualifying as metropolitan cities may join the County in said application and thereby become a part of a more comprehensive countywide effort; and

**WHEREAS**, the COUNTY and the CITY have participated in the HOME Consortium Program since 1994, the Santa Barbara Urban County Program since 2007, and the Emergency Solutions Grant (formerly Emergency Shelter Grant) Program since 2008; and

**WHEREAS**, 24 CFR 570.307(a) sets forth requirements for the qualifying and requalifying of counties for the CDBG Urban County program, and that the current three- (3) year cycle is set to expire in June 2016 and that a new Agreement for Program Years 2016-2018 for Fiscal Years 2016-17, 2017-18, and 2018-19 must be executed and submitted to HUD by the deadline of July 2015; and

**WHEREAS**, as a member of the CDBG Urban County, which includes the cities of Buellton, Carpinteria and Solvang, the CITY also agrees to participate in the Santa Barbara HOME Consortium, which includes the cities of Goleta and Santa Maria, since the Urban County is a member of the HOME Consortium and the Emergency Solutions Grant (ESG) Program, as the Urban County receives funding under the ESG program; and

**WHEREAS**, the Urban County is concurrently revising and renewing the HOME Agreement which requires execution by the Urban County; and

**WHEREAS**, HUD will review and certify this Agreement in order to assure compliance with HUD requirements; and,

**WHEREAS**, COUNTY has complied with all requirements for Counties seeking entitlement status under the CDBG program; and

**WHEREAS**, as the urban county applicant, the COUNTY must take responsibility and assume all obligations of an applicant under federal statutes, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications; and

NOW THEREFORE, in consideration of the mutual covenants herein set forth and the mutual benefits to be derived therefrom, the parties agree as follows:

1. GENERAL

The above recitals are true and correct.

This Agreement covers the COUNTY and CITY'S participation in the federal CDBG Program, and supersedes and replaces prior Urban County Agreements.

The COUNTY shall apply to HUD pursuant to 24 CFR 570.307(a) for a renewal of its designation as an urban county as that term is defined in 42 U.S.C.A. Sec. 5302 (a) (6) (A) ("Urban County").

The COUNTY shall have the authority to undertake or assist in accepting CDBG funding as an Urban County and undertaking eligible community development activities for the next three Federal Fiscal Years (2016-2018), funded from the CDBG program and from any CDBG program income generated from the expenditure of such funds. COUNTY and CITY agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities.

2. TERM AND AUTOMATIC RENEWAL

The term of this Agreement shall be the COUNTY CDBG Urban County qualification period of the federal fiscal years 2016-2018, commencing on October 1, 2015 and ending on September 30, 2019 which overlaps with Program Years 2016-17, 2017-18, 2018-19, commencing on July 1, 2016 and ending on June 30, 2019, unless an earlier date of termination is fixed by HUD, pursuant to the Act. Notwithstanding the above, if there are activities undertaken pursuant to this Agreement that are not yet completed or funded, then for the purpose of those activities only, this AGREEMENT shall remain in effect until all CDBG funds received pursuant to this AGREEMENT, and any program income received with respect to activities carried out pursuant to this Agreement, are expended, and the funded activities are completed.

Process

COUNTY will notify CITY no later than May of the renewal year, or in accordance with the applicable Community Planning and Development (CPD) notice pertaining to Urban County qualification, of its right to be excluded from the Urban County prior to the start of a successive three-year term. CITY will have until June of the renewal year, or in accordance with the applicable CPD notice pertaining to Urban County qualification, to notify COUNTY and the HUD Field Office of its decision to cease participating in the Urban County. The specific dates for these deadlines will be based on the most recent HUD CPD notice. The dates specified in the most recent HUD CPD notice will supersede timelines and dates described in this Agreement.

In addition, this Agreement automatically renews to new consecutive three-year terms unless CITY provides written notice to COUNTY at least 30 days prior to the end of the term ending June 30, 2019 that CITY elects not to participate in a new qualification period.

The Parties agree to adopt amendments to this Agreement incorporating any changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice by HUD, prior to a subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to HUD as required by the regulations. Failure to adopt amendments incorporating changes necessary to meet HUD requirements shall result in the automatic renewal provisions being voided.

### 3. PREPARATION OF CDBG APPLICATION

The parties agree that CITY shall be included in the application COUNTY shall submit to HUD for Title I Housing and Community Development Block Grant funds under the Act.

COUNTY shall be responsible for preparing and submitting to HUD, pursuant to 24 CFR 91, all necessary applications and materials to maintain CDBG entitlement as an Urban County under the Act. This duty shall include complying with all applicable noticing requirements, the preparation and processing of COUNTY Housing, Community and Economic Development Needs Identification, Citizen Participation Plans, the County Consolidated Plan, and other CDBG related programs which satisfy the application requirements of the Act and all applicable regulations. Further, COUNTY shall, as applicant, be responsible for holding public hearings and preparing and submitting the CDBG funding application and supporting materials in a timely and thorough manner, as required by the Act and the federal regulations established by HUD to secure entitlement grant funding.

CITY shall assist COUNTY by preparing a community development plan, for the period of this Agreement, which identifies community development and housing needs, projects and programs for the CITY; and specifies both short- and long-term CITY objectives, consistent with requirements of the Act. COUNTY agrees to: (1) include the CITY plan in the program application, and (2) include CITY's desired housing and community development objectives, policies, programs, projects and plans as submitted by CITY in COUNTY's consolidated plan.

### 4. COMPLIANCE WITH FINAL PROGRAMS AND PLANS

COUNTY and CITY shall comply in all respects with final community development plans and programs, which are developed through mutual cooperation pursuant to the application requirements of the Act and its regulations and approved by HUD.

5. COMPLIANCE WITH ACT AND REGULATIONS

COUNTY and CITY shall comply with all applicable requirements of the Act and its regulations in undertaking all acts under this Agreement, and shall take all actions necessary to meet the requirements of other applicable laws including the National Environmental Policy Act of 1969, the Uniform Relocation Act, the Fair Housing Act and affirmatively furthering fair housing, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11988, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Section 109 of Title I of the Act, Section 104(b) of Title I of the Act as amended, the Americans with Disabilities Act of 1990, and other applicable federal laws.

CITY agrees CDBG funding for activities in or in support of CITY are prohibited if CITY does not affirmatively further fair housing within its own jurisdiction or impedes COUNTY actions to comply with its fair housing certification.

6. PROHIBITION ON CITY APPLICATION TO OTHER CDBG PROGRAM

By executing this Agreement, CITY understands and agrees it may not apply for grants from appropriations under the Small Cities or State CDBG Programs during the period in which the City participates in the Urban County’s CDBG program.

7. POLICIES

COUNTY and CITY have adopted and are enforcing policies prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations and a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

8. DISTRIBUTION OF FUNDS

CDBG funds will be suballocated by COUNTY to CITY pursuant to a pro rata distribution based on the most current census data. Upon allocation, CITY may distribute funds at its discretion subject to all applicable CDBG rules and regulations.

<b>2013 ACS Five-Year Population Estimate</b>	<b>CDBG Urban County</b>	<b>CDBG Urban County Population Percentage</b>
134,865	Santa Barbara County - unincorporated	85.24%

4,862	City of Buellton	3.07%
13,184	City of Carpinteria	8.33%
5,298	City of Solvang	3.35%
158,209	<b>Sub-Total CDBG Urban County</b>	100.00%

9. METHOD OF DISTRIBUTION

- a. On or about November of each year, the COUNTY will issue a Notice of Funding Availability (NOFA) for Community Development Block Grant (CDBG) funds for public services, capital and other eligible projects. CITY may issue its own NOFA to solicit applications for CITY’s suballocation of CDBG funds. COUNTY may also issue an ‘off-cycle’ NOFA at any time throughout the year. The COUNTY NOFA will describe the process to apply for CDBG funds, including applications for funding from the pro-rata shares of the cities of Carpinteria, Solvang and Buellton, should the cities choose not to issue their own NOFA. The COUNTY’s CDBG application requires applicants to identify which jurisdiction’s(’) funding is requested.
- b. Applicants of eligible projects that are located within the jurisdiction of CITY may apply to COUNTY for additional CDBG funds from the remaining COUNTY allocation. CITY also may contribute all or a portion of its own suballocation to these eligible projects.
- c. COUNTY is responsible for directing the NOFA process and ensuring CDBG eligibility of projects submitted for funding consideration. Project funding requests from applicants for CITY’s suballocation must include a letter of support from CITY. COUNTY will review all applications submitted for eligibility. On or about February of each year, COUNTY will convene various steering and technical advisory committees to advise COUNTY on the use of CDBG Urban County funds. COUNTY will take funding recommendations to the County Board of Supervisors for consideration and final funding decisions on the use of the unincorporated COUNTY’S allocation of funds.
- d. Applications approved by the BOS will be included in the draft Annual Action Plan which will be posted for public comment for 30 days. CITY’s approved applications will be included in the Action Plan. The NOFA will contain a calendar (NOFA calendar) to assisting in meeting deadlines for the submission of the Action Plan to HUD. CITY agrees to have its proposed projects approved by its City Council before the start of the 30-day comment period listed in the NOFA calendar.
- e. Prior to the disbursement of any CDBG funds to a project or to CITY for eligible program costs, COUNTY and CITY will execute a subrecipient agreement, pursuant to CDBG regulations at 24 CFR 570.501(b) and 570.503. COUNTY will execute a subrecipient agreement with a contractor or subrecipient if CITY will not directly administer the project.

- f. HUD will hold the County responsible for any violation of the CDBG regulations at 24 CFR 570.501 and 570.906, therefore the subrecipient agreement between COUNTY and CITY will contain provisions that enable COUNTY to recover from CITY any funds expended in violation of CDBG regulations.

10. Method of Redistribution

- a. At least thirty days (30) days prior to the date that COUNTY issues the annual NOFA for CDBG funds (on or about November) for the upcoming program year (July – June), COUNTY will notify CITY of the date that COUNTY will issue the NOFA. At least ten (10) days prior to the NOFA issue date, CITY must notify COUNTY if it plans to use all or a portion of its upcoming program year suballocation for eligible projects to be identified by CITY, or if CITY will issue its own NOFA to solicit applications for CITY’s suballocation of CDBG funds. If CITY does not notify COUNTY of CITY’s planned use of CDBG funds at least ten (10) days prior to the date that the NOFA will be issued, then CITY’s funds will be included in COUNTY’s pro rata allocation amount and be made available to projects which apply for COUNTY funds. CITY agrees that it will forego the ability to identify uses of CDBG funds for the upcoming program year.
- b. On or before the application deadline published in the NOFA, CITY must identify proposed projects for the use of all or a portion of CITY’s suballocation of funds; unless CITY’s funds were included in COUNTY’s pro rata allocation amount in accordance with subsection a. of this section. CITY agrees to work with COUNTY to get CITY’s proposed projects approved through CITY’s City Council process in time to be included in the draft Urban County Action Plan and approved by the County Board of Supervisors for the upcoming program year.
- c. In the interest of fair share allocations and broad county-wide use of funds, an eligible project identified by a member CITY that did not receive allocation awards in the previous three-year cycle shall be given funding priority in the current cycle. This funding priority will consist of a minimum level of funding from the County’s pro-rata allocation equal to the share of unspent funds turned back into the CDBG pool in the prior years. This provision does not apply to the use of CDBG funds for public service projects.
- d. The three-year cycle in paragraph c. presumes the member CITY participated in the previous three-year cycle in order to be given funding priority in the current three-year cycle.
- e. When considering funding of projects, consideration shall be given to project readiness, the number of persons served, Consolidated Plan priority and urgency of project. COUNTY shall be responsible for tracking unspent funds returned to the CDBG funding pool, and prior year’s projects and associated funding amounts.
- f. Projects funded with CDBG funds must be reasonably expected to be completed within one year and the expenditure of CDBG funds must meet the CDBG

expenditure requirements set forth in 24 CFR 570.902 (a), which states, in part, that HUD will find COUNTY to be failing to carry out its CDBG activities if sixty (60) days prior to the end of the grantee's current program year, the amount of CDBG funds available to the recipient under grant agreements but undisbursed by the U.S. Treasury is more than 1.5 times the CDBG funding amount for its current program year.

- g. COUNTY as Lead Entity of the Urban County reserves the right to determine CDBG eligibility of proposed projects and to reallocate uncommitted funds, or funds committed to projects that are not satisfactorily progressing pursuant to program requirements, to other eligible projects in order to meet CDBG program deadlines and requirements.

#### 11. OTHER REQUIREMENTS

- a. The Urban County is a member of the Santa Barbara County HOME Consortium. As a member of the Urban County, CITY may only receive a suballocation of HOME funds under the HOME Consortium. If the Urban County does not receive a HOME formula allocation, CITY cannot form a HOME Consortium with other local governments. This does not preclude CITY from applying to the State for HOME funds, if the state allows.
- b. COUNTY is authorized to execute a HOME Consortium Agreement on behalf of the Urban County (as specified in CPD Notice CPD 13-002, page 1, section II. A. (1)). COUNTY is authorized to execute an ESG agreement on behalf of the Urban County.
- c. City may receive a formula allocation under the ESG Program only through the Urban County. This does not preclude CITY from applying to the state for ESG funds, if the state allows it.
- d. Pursuant to the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act, 2014, Pub.L. 113-76, CITY may not sell, trade or otherwise transfer all or any portion of such funds to another such metropolitan city, urban county, unit of general local government, Indian tribe or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title 1 of the Act.

#### 12. DISPOSITION OF PROGRAM INCOME

- a. COUNTY shall retain any income generated by the expenditure of CDBG funds received by CITY under this Agreement and such income shall be used only for eligible activities selected by CITY in accordance with all applicable CDBG requirements and regulations. Consistent with CDBG regulations, the COUNTY reserves the right to use twenty percent (20%) of all CDBG program income earned in the program year for General Administration, and fifteen percent (15%) of all program income earned in the prior year for Public Services.

- b. Any income generated from the disposition or transfer of real property acquired and/or improved with CDBG funds prior to any close out or change of status shall be treated as program income. COUNTY shall be responsible for monitoring and reporting to HUD on the use of any such program income.
- c. In the event of CDBG close-out or the non-participation of CITY under the CDBG program, any unexpended CDBG program income generated from CITY-awarded CDBG activities pursuant to this Agreement, shall be the property of COUNTY. Any CDBG program income generated from the disposition or transfer of real property acquired or improved with CDBG funds prior to any such close-out or change of status shall be treated the same as CDBG program income.

13. ADMINISTRATION OF PROGRAM

- a. COUNTY shall have the responsibility of administering the CDBG program including but not limited to preparation of plans to be submitted to HUD, issuance of notices, requests for project submittals, evaluation, administration and monitoring of projects, tracking and receiving program income and reporting to HUD. COUNTY is, to the greatest extent permissible by law and regulations, responsible for compliance with the National Environmental Protection Act (NEPA) and for all required noticing and documentation for projects funded under this Agreement. The COUNTY is not responsible for compliance with the California Environmental Quality Act (CEQA) for projects undertaken in CITY.
- b. COUNTY will retain up to twenty percent (20%) of the Urban County annual allocation, prior to the calculation of the allocation formula at Section 8 is applied, to cover COUNTY costs to administer the CDBG Program, as permitted by HUD regulations.
- c. COUNTY will be responsible for reports to be prepared as may be required by CDBG regulations, including but not limited to the Consolidated Plan, the Annual Action Plan and the Comprehensive Annual Performance Report (CAPER), and Cash and Management Information System reports. COUNTY and CITY will cooperate in the collection of, and will furnish any and all information required for, reports to be prepared as may be required by applicable laws and regulations.
- d. COUNTY agrees to abide by program administrative costs parameters stated in 24 CFR 570.206.
- e. CITY agrees to act in good faith and with due diligence in performance of CITY obligations and responsibilities under this Agreement and under all subrecipient agreements. CITY further agrees that it shall fully cooperate with COUNTY in all things required and appropriate to comply with the provisions of any grant agreement received by COUNTY pursuant to the Act and its Regulations.

14. CITY AWARD OF CDBG FUNDS

CITY maintains sole authority over the selection of CDBG-eligible activities awarded funds from the formula allocation pursuant to this AGREEMENT.

15. DISPOSITION OF REAL PROPERTY

- a. The provisions of this paragraph set forth the standards and rules that shall apply to real property acquired or improved in whole or in part using CDBG funds received by CITY pursuant to this Agreement. Prior to any modification or change in the use of said real property from the use or ownership planned at the time of its acquisition or improvements, CITY shall notify COUNTY and obtain authorization for said modification or change. CITY shall reimburse COUNTY with non-CDBG funds in an amount equal to the current fair market value (less any portion thereof attributable to expenditures of non-CDBG funds) of property acquired or improved with CDBG funds that is sold or otherwise transferred to a use that does not qualify for funding under CDBG laws and regulations.
- b. CITY is to include 'change in use' requirements in 24 CFR 570.505 in its agreements executed with CITY's subrecipients. Subrecipients must adhere to the change of use requirements, which includes a provision that the project improved with CDBG funds meet a CDBG national objective for five (5) years after closeout of the Urban County's participation in the CDBG program or, with respect to other recipients, until five (5) years after the close-out of the grant from which the assistance to the property was provided.

16. CONTINUATION OF BENEFITS OF THIS AGREEMENT

Notwithstanding the above, for any future year, in no event shall COUNTY be obligated to distribute more funds to CITY under this Agreement than COUNTY receives for a given fiscal year under the CDBG Program. If HUD or another federal agency does not award CDBG funds to COUNTY, COUNTY will not award CDBG funds to CITY.

17. EFFECTIVE DATES

This Agreement shall be effective for all purposes when this Agreement and like agreements have been executed by COUNTY and CITY, properly submitted to HUD, the grantor, by the designated deadline, and approved by HUD.

18. INDEMNIFICATION

a. INDEMNIFICATION

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the parties pursuant to California Government Code Section 895.6, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead all parties agree that pursuant to California Government Code Section 895.4, each of the parties hereto shall fully indemnify and hold each of the other parties, their

officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by California Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No party, nor any officer, board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of other parties hereto, their officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other parties under this Agreement.

b. **INSURANCE**

Each party shall maintain its own insurance coverage, through commercial insurance, self-insurance or a combination thereof, against any claim, expense, cost, damage, or liability arising out of the performance of its responsibilities pursuant to this Agreement.

19. **OTHER AGREEMENTS**

Pursuant to federal regulations at 24 CFR 570.501(b), CITY is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement set forth in federal regulations at 24 CFR 570.503. COUNTY and CITY will enter into a further written agreement that contains these minimum requirements. Prior to disbursing any CDBG funds to CITY, COUNTY, shall execute said written agreement with CITY. Said agreement shall remain in effect during any period that CITY has control over CDBG funds, including program income.

20. **NOTIFICATION**

Any and all notices, writings, correspondences, etc., sent pursuant to this Agreement shall be directed to CITY and COUNTY as follows:

CITY	COUNTY
City of Buellton City Manager PO Box 1819 Buellton, CA 93427	Housing and Community Development Div. Deputy Director 123 E. Anapamu Street, 2 <sup>nd</sup> floor Santa Barbara, CA 93101

21. **AGREEMENT NOT APPLICABLE TO OTHER FUNDS**

This Agreement applies only to those funds received under the CDBG Program and program income generated by CDBG funds, the HOME Program and the ESG Program. This Agreement does not apply to or control funds other than those described in this paragraph.

22. **RECORDS**

CITY and COUNTY shall maintain, on a current basis, complete records, including but not limited to contracts, loan documents, rehabilitation write-ups, final inspection reports, books of original entry, source documents supporting accounting transactions, eligibility and service records any of which may be applicable, a general ledger, personnel and payroll records, canceled checks and related documents and records to assure proper accounting of funds and performance of this Agreement in accordance with CDBG regulations. To the extent permitted by law, COUNTY and CITY will also permit access to all books, accounts or records of any kind for purposes of audit or investigation, in order to ascertain compliance with the provisions of this Agreement.

HUD specifies record retention requirements in 24 CFR 85.42 as modified by 570.502(a) (16), 24 CFR 84.53(b) as modified by 570.502(b) (3) (ix) (A) and (B). Records are to be retained for four years from the date of submission of the COUNTY's CAPER in which the specific activity is reported for the last time, unless there is litigation, claims, audit, negotiation, or other actions involving the records, which has started before expiration of the four-year period. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or the end of the regular four-year period, whichever is longer.

23. NONDISCRIMINATION

CITY shall comply with COUNTY laws, rules and regulations regarding nondiscrimination as such are found in the Santa Barbara County Code and as such may from time to time be amended. These provisions are incorporated herein as if they were fully set forth.

Noncompliance with provisions of this section shall constitute a material breach of this Agreement and in addition to any other remedies provided by law, COUNTY shall have the right to terminate this Agreement and the interest hereby created without liability therefor.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date set forth above.

ATTEST:  
MONA MIYASATO  
CLERK OF THE BOARD

“COUNTY”  
COUNTY OF SANTA BARBARA:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Janet Wolf  
Chair, Board of Supervisors

APPROVED AS TO ACCOUNTING FORM:

ROBERT W. GEIS, CPA  
AUDITOR-CONTROLLER

By: \_\_\_\_\_  
Deputy Auditor-Controller

By: \_\_\_\_\_  
Renée E. Bahl  
Interim Community Services Director

APPROVED AS TO FORM:  
MICHAEL C. GHIZZONI  
COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO FORM:  
RAY AROMATORIO  
RISK MANAGEMENT

By: \_\_\_\_\_  
Risk Manager

CITY OF BUELLTON

By: \_\_\_\_\_  
Marc P. Bierdzinski  
City Manager

Dated: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
Stephen A. McEwen  
City Attorney

Dated: \_\_\_\_\_

**COOPERATION AGREEMENT FOR THE  
SANTA BARBARA HOME CONSORTIUM**

This Agreement is entered into by and between the Cities of Goleta and Santa Maria (hereinafter collectively referred to as “CITIES” and individually CITY) and the County of Santa Barbara (COUNTY), acting as the “Lead Entity” for the Santa Barbara County Urban County, which consists of the County of Santa Barbara, and the cities of Buellton, Solvang, and Carpinteria (URBAN COUNTY CITIES), whereby CITIES, COUNTY, and URBAN COUNTY CITIES are “Consortium Members,” this agreement being effective as of \_\_\_\_\_, 2015.

**WITNESSETH:**

WHEREAS, there has been enacted into law the HOME Investment Partnerships Act under Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990 (HOME), the primary objective of which is to increase the supply of decent affordable housing to low- and very low-income Americans; and

WHEREAS, 24 CFR 92.101 provides direction under the HOME Program which authorizes contiguous units of general government to join together in a consortium; and

WHEREAS, 24 CFR 570.3(3) defines an Urban County under 102(a)(2) of title I of the Housing and Community Development act of 1974 as amended (42 U.S.C. 5301 et seq.) (‘Act’), and the COUNTY and the cities of Buellton, Solvang, and Carpinteria have joined to form an Urban County to receive federal entitlement funds under the Community Development Block Grant (CDBG) Program and the Emergency Solutions Grant (ESG) Program; and

WHEREAS, since 1994 the CITIES, the COUNTY, and the URBAN COUNTY CITIES have participated in the Santa Barbara County HOME Consortium, and have agreed to renew their membership in the HOME Consortium for subsequent three-year participation cycles;

WHEREAS, the publication of the 2013 HOME Final Rule on July 24, 2013 made a number of changes to the HOME Program which are applicable to all HOME-funded projects to which HOME funds are committed on or after August 23, 2013, with the exception of some provisions which take effect after this date to allow Participating Jurisdictions (PJ) time for implementation; and

WHEREAS, when an urban county participates in the HOME Program, the county and the participating cities are also Consortium Members of the HOME Consortium; and

WHEREAS, cities which are not members of the urban county may choose to join the HOME Consortium by signing a HOME Consortium Agreement; and

Cooperation Agreement  
Santa Barbara HOME Consortium

WHEREAS, Goleta and Santa Maria are not participating cities under the County of Santa Barbara Urban County but have indicated through resolution by their elected officials that they wish to continue to participate with the Urban County to renew the Santa Barbara County HOME Consortium for another three-year cycle; and

WHEREAS, it is the desire of COUNTY, CITIES and URBAN COUNTY CITIES to extend their consortium agreement so as to continue to implement the objective of increasing the local supply of decent affordable housing available to low- and very-low-income residents; and

WHEREAS, COUNTY has agreed to be designated as the Lead Entity of the Consortium and was authorized under the Urban County Cooperation Agreement, and as referenced in HUD Notice CPD-13-002, to execute the Consortium Agreement on behalf of the other members; and

WHEREAS, it is the desire of COUNTY, CITIES and URBAN COUNTY CITIES that this Agreement be renewed every three years unless COUNTY or one or more of the CITIES or URBAN COUNTY CITIES elects not to participate in the consortium in an upcoming qualification period; and

WHEREAS, this agreement supersedes and replaces the prior Consortium Agreements.

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

1. **TRUE AND CORRECT.** The above recitals are true and correct.
2. **RENEW A CONSORTIUM.** CITIES, URBAN COUNTY CITIES and COUNTY hereby renew a consortium, hereinafter the "Consortium," for the purpose of receiving HOME funds and promoting affordable housing.
3. **COMPLIANCE WITH LAW.** All members of the Consortium agree to comply with the applicable portions of: Title 24, Subtitle A, Part 92 of the Code of Federal Regulations (C.F.R.); the Housing and Community Development Act of 1974 as amended; Title 24, Chapter V, Part 570 of the C.F.R.; Title 24, Subtitle A, Part 58 of the C.F.R.; Title VI of the Civil Rights Act of 1964; Title VIII of the Civil Rights Act of 1968; Section 109 of the Housing and Community Development Act of 1974; Section 3 of the Housing and Urban Development Act of 1968; Executive Orders 11246, 11063 and 11593; the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; Title 24, Part 42 of the C.F.R.; OMB Circular A-122 and Attachments A, B, C, F, H, N and O; the Archeological and Historical Preservation Act of 1974; the Architectural Barriers Act of 1968; the Hatch Act (Chapter 15 of Title 5, U.S.C.); the Flood Disaster Protection Act of 1974; the Clean Air Act (42 U.S.C. Section 1857 et seq.) and the Federal Water Pollution

Cooperation Agreement  
Santa Barbara HOME Consortium

Control Act, as amended (33 U.S.C. Section 1251 et seq.); the Drug-Free Workplace Act of 1988.

3.1 **FAIR HOUSING.** Each member of the Consortium shall affirmatively further fair housing.

4. **TERM OF AGREEMENT.** This Agreement supersedes the prior Consortium Agreement and shall go into effect upon the signature of all parties. This agreement includes the initial three-year qualification period, which is FFY 2016, 2017, and 2018, and each successive three-year period as renewed pursuant to Section 5. In accordance with CFR §92.101(e), this Agreement cannot be terminated for a minimum of three Federal Fiscal Years, which are FFY 2016, 2017, and 2018 or during the successive three-year period upon renewal.

4.1 The Program Year for all Consortium members operates July 1 through June 30, 2016-17, 2017-18 and 2018-19.

5. **RENEWAL AND TERMINATION.** This Agreement shall be renewed for the Consortium's participation in successive qualification periods of three federal fiscal years each upon written notice by CITY to COUNTY. No later than the date specified by HUD's consortia designation notice or HOME consortia web page, the Lead Entity shall notify each CITY and URBAN COUNTY CITY in writing of its right to decide not to participate in the Consortium for the next qualification period and the Lead Entity shall send a copy of each notification to the HUD Field Office.

Within 30 days of the Lead Entity's notifications to each CITY, the CITY shall notify the Lead Entity in writing if the CITY chooses to participate in the Consortium for the next qualification period. Failure by the CITY to notify the COUNTY in writing of its decision will result in the City's non-participation in the next 3 year qualification period. The Lead Entity shall notify the HUD Field Office of the CITY's and/or URBAN COUNTY CITY's decision whether to participate before the beginning of the new qualification period.

Before the beginning of each new qualification period, the Lead Entity shall submit to the HUD Field Office a statement of whether or not any amendments have been made to this Agreement, a copy of each amendment to this Agreement, and, if the Consortium's membership has changed, the state certification required under 24 CRF. § 92.101(a)(2)(i). The Consortium shall adopt any amendments to this Agreement that are necessary to meet HUD requirements for consortium agreements in successive qualification periods.

The renewal of this Agreement will be void if the Lead Entity fails to notify a Consortium Member or the HUD field office as required under this renewal provision or the Lead Entity

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Santa Barbara HOME Consortium

fails to submit a copy of each amendment to this Agreement as required under this renewal provision.

6. **REQUIRED AMENDMENTS.** Notwithstanding the above, in the event that amendments to this Agreement are necessary to meet cooperation agreement requirements identified in the applicable Consortia Qualification Notice, the CITIES, URBAN COUNTY CITIES and COUNTY must amend this Agreement for the subsequent three-year qualification period. In such event COUNTY must submit the amendment to HUD as specified in the Consortia Qualification Notice. Failure to comply with the requirements set forth in this Section 6 will void the automatic renewal provision of this Agreement set forth in Section 5, above.

Any substantive changes to this Agreement must be approved in writing by all Consortium Members. However, should it become necessary to amend this Agreement to meet HUD requirements without making substantive changes and without altering the intent of this Agreement, such changes may be made administratively after notifying all CITIES' and URBAN COUNTY CITIES' Administrators/Managers and COUNTY Chief Executive Officer (CEO).

7. **PROGRAM ADMINISTRATION.** The Lead Entity for this Consortium shall be the County of Santa Barbara (COUNTY). The Lead Entity shall assume overall responsibility for ensuring that the Consortium's HOME Program is carried out in compliance with Title 24, Part 92 of the Code of Federal Regulations. The Lead Entity shall be specifically responsible for the following:

- 7.1 **RESPONSIBILITY FOR GOLETA.**

- (a) Receipt, disbursement and accounting of all HOME Program and matching funds;
- (b) Submission of a Consolidated Plan or other subsequent document as required by HUD;
- (c) Submission of all reports and data as may be required by HUD;
- (d) Preparation of annual sub-recipient agreements;
- (e) Technical assistance on all aspects of the HOME Program.

- 7.2 **RESPONSIBILITY FOR SANTA MARIA.**

- (a) Receipt, disbursement and accounting of all HOME Program and matching funds;
- (b) Submission of a Consolidated Plan or other subsequent document as required by HUD;
- (c) Submission of all reports and data as may be required by HUD;
- (d) Preparation of annual sub-recipient agreements;
- (e) Technical assistance on all aspects of the HOME Program.

7.3 **RESPONSIBILITY FOR URBAN COUNTY CITIES.**

- (a) Issuance of all Notices of Fund Availability (NOFAs);
- (b) Contract preparation and management for all HOME projects and activities;
- (c) Receipt, disbursement and accounting of all HOME Program and matching funds not administered by the CITIES;
- (d) Submission of a Consolidated Plan or other subsequent document as required by HUD;
- (e) Submission of all reports and data as may be required by HUD;
- (f) Technical assistance on all aspects of the HOME Program.

8. **CONTRACT ADMINISTRATION.** The County Chief Executive Officer (CEO) or his/her designee shall be the Lead Entity Administrator and shall administer this Agreement on behalf of the COUNTY. Each CITY or URBAN COUNTY CITY Administrator/Manager shall administer this Agreement on behalf of each city. CITIES and URBAN COUNTY CITIES agree to supply to the Lead Entity within a reasonable period of time after request, progress reports or other documentation as shall be required by the Lead Entity Administrator to audit performance of this Agreement.

9. **RECORDS AND REPORTS.** The Lead Entity Administrator shall maintain records as required by HUD. All records, including and not limited to records identified in CFR § 92.508, of the Lead Entity and each participating jurisdiction respecting individual projects and programs shall be open and available for inspection by auditors assigned by HUD and/or the CITIES or URBAN COUNTY CITIES during normal business hours of COUNTY. Each of the CITIES and URBAN COUNTY CITIES shall submit such reports and information as may be necessary for the Lead Entity to fulfill its obligations as administrator of the Consortium.

10. **INDEMNIFICATION AND INSURANCE.**

A. INDEMNIFICATION

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the parties pursuant to California Government Code Section 895.6, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead all parties agree that pursuant to California Government Code Section 895.4, each of the parties hereto shall fully indemnify and hold each of the other parties, their officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by California Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, board members, employees or agents, under or in

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Santa Barbara HOME Consortium

connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No party, nor any officer, board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of other parties hereto, their officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other parties under this Agreement.

**B. INSURANCE**

Each party shall maintain its own insurance coverage, through commercial insurance, self-insurance or a combination thereof, against any claim, expense, cost, damage, or liability arising out of the performance of its responsibilities pursuant to this Agreement.

11. **NOTICE.** Any notice or notices required or permitted to be given pursuant to this agreement must be provided either by certified mail or personal service.
12. **DISTRIBUTION OF FUNDS.** HOME Funds shall be suballocated to Consortium members based on the following formula:

$$\mathbf{A + B + 2C / \text{the Grand Sum of All Formula Totals for each CITY , URBAN COUNTY CITY and unincorporated COUNTY} = \text{Relative Percentage of Distribution}}$$

Where A equals the CITY's, URBAN COUNTY CITY's or unincorporated COUNTY's population, B equals the number of overcrowded households within said CITY, URBAN COUNTY CITY or unincorporated COUNTY, C equals the number of households within said CITY, URBAN COUNTY CITY or unincorporated COUNTY at or below the poverty rate. All figures used for formula factors shall be based upon the most current census data available and all terms shall be as defined by the Census Bureau. The resulting sum of A + B + 2C for each CITY, URBAN COUNTY CITY or unincorporated COUNTY is divided by the grand sum of all the individual CITY, URBAN COUNTY CITY and unincorporated COUNTY 'A + B + 2C' sums. The resulting Percentage of Distribution for each CITY, URBAN COUNTY CITY or unincorporated COUNTY is multiplied by the annual available Project Funds. The amount of annual available Project Funds is determined by:

The Annual HOME Grant Award – 10% Administrative Costs - 15% CHDO set-aside = Project Funds

Where the Annual HOME Grant Award is the annual allocation of HOME funds from HUD minus ten percent (10%) for Administrative Costs, which will be retained by the COUNTY.

**12.1 HOME CONSORTIUM.**

The Lead Entity will maintain a list of HOME-eligible projects (“Project Pipeline”) that have applied or may apply for HOME funds in the current year or future years. The Lead Entity will make the list available to Consortium Members.

The Project Pipeline includes requests for funds from HOME Consortium Members, or other project applicants. Projects not made known to the County for inclusion on the ‘Project Pipeline’ list will not be considered for funding. A project’s inclusion on the Project Pipeline list does not guarantee funding or imply a priority for funding. Projects must be on the pipeline for a minimum of 30 days and be eligible and must meet all requirements (such as having entitlements, and other funding in place) prior to receiving a funding reservation or commitment. Consortium Members are strongly encouraged to report to Lead Entity any potential projects for inclusion in the Project Pipeline at the earliest possible time.

The Lead Entity will convene various steering and technical advisory committees to advise the LEAD ENTITY on the use of HOME Consortium funds. The LEAD ENTITY will take funding recommendations to the County Board of Supervisors for consideration and final funding decisions.

**12.2 METHOD OF FUNDING NOTIFICATION.** No later than 30 calendar days from notification by HUD that HOME Investment Partnership funds have been awarded to the Consortium, the Lead Entity shall notify each Consortium Member of its respective funding amount. Each Consortium Member will have up to 180 calendar days from the date of notification to identify one or more eligible project for the use of its pro rata share of HOME funds. The Consortium Member agrees that the LEAD ENTITY may accept applications for HOME-eligible projects on a year-round basis. However, for planning purposes, the LEAD ENTITY will include in its annual Notice of Funding Availability (NOFA) a request that potential applicants submit a Letter of Intent to Apply (LOI) if the applicant intends to apply for HOME funds within the next year. Therefore, the Consortium Member should consider making all or a portion of its suballocation of HOME funds available to all potential projects.

A completed HOME application for the project must be received by the Lead Entity from the owner/developer of the project. The proposed project will be added to the Project Pipeline, in accordance with Section 12.1. The LEAD ENTITY encourages each Consortium Member’s legislative body to approve any Consortium Member-proposed project in time to be included in the draft Urban County Action Plan and approved by the County Board of Supervisors for the upcoming program year. If a project is not identified by a Consortium

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Santa Barbara HOME Consortium

Member during that 180-day period, that Consortium Member's share of HOME funds shall be made available to projects listed in the Project Pipeline according to Section 12.1.

A project shall be considered eligible if it conforms to the requirements of 24 CFR §92, Subpart E and is within the administrative capacity of the implementing jurisdiction. HOME funds must be committed (with an executed contract) within two years of the allocation year and expended within five years.

**12.3 USE OF PRIOR YEAR(S) FUNDING.**

- a. In the interest of fair share allocations and broad county-wide use of funds, an eligible project by a Consortium Member that did not receive allocation awards in the previous three-year cycle shall be given funding priority in the current cycle. This funding priority will consist of a minimum level of funding from the COUNTY's pro-rata allocation equal to the share of unspent funds returned to the HOME pool in the prior years. The allocation should provide a minimum level of funding equal to the share of unspent funds returned to the HOME funding pool in the prior years.
- b. The three-year cycle in paragraph a. presumes the member CITY participated in the previous three-year cycle in order to be given funding priority in the current three-year cycle.
- c. When considering funding of projects, consideration should be given to project readiness, the number of housing units produced, and/or number of persons served, geographic distribution and urgency of project. COUNTY shall be responsible for tracking unspent funds returned to the HOME funding pool, and prior years' projects and associated fund amounts.
- d. The COUNTY as Lead Entity of the HOME Consortium reserves the right to determine HOME eligibility of proposed projects and to reallocate uncommitted funds, or funds committed to projects that are not progressing in compliance with HOME Program rules, to other eligible projects in order to meet HOME program deadlines and requirements.

- 12.4 ADMINISTRATIVE FEES.** HUD permits that up to 10% of the HOME allocation be used for the administration of the HOME program. As the Lead Entity of the HOME Consortium, COUNTY will deduct 10% from the annual HOME allocation for the management of the HOME program, prior to calculation of the Consortium Member's suballocation.

- 12.5 **COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) SET-ASIDE.** The HOME Program requires that a minimum of 15% of HOME funds (accumulated from all years) be spent on projects which are owned, developed or sponsored by Lead Entity-certified CHDOs. The Lead Entity will reserve 15% from the annual HOME allocation, prior to calculation of Consortium Members' suballocations, to be awarded to Lead Entity-certified CHDOs.
- 12.6 **MATCHING CONTRIBUTIONS.** The Consortium shall be responsible for meeting the federal matching requirements of §92.218 through §92.220 of the CFR for all activities proposed under the Consortium. The match requirements may be passed down to housing developers on a project-by-project basis; however, the accountability remains with the Consortium Member for HOME funds expended from its pro rata share. COUNTY as Lead Entity will be responsible for tracking and reporting match obligations and match 'credits' to HUD. Any eligible sources of match which are contributed on eligible projects by a Consortium Member and by Project Sponsors shall also be reported to the Lead Entity as a matching contribution. Upon request, the Lead Entity shall assist and advise Consortium Members in determining eligible projects and sources of matching funds. If Consortium Member and/or COUNTY fees are waived for a project, such fee waivers shall be provided as HOME match.
- 12.7 **EXCLUSION OF FUNDS.** This Agreement applies only to those funds received under the HOME Program and program income generated by HOME funds and matching contributions. This Agreement does not apply to or control funds other than those described in this section.
- 12.8 **CONSORTIUM'S OBLIGATION TO DISTRIBUTE FUNDS.** If HOME funds are not awarded to the Consortium by HUD or if the Agreement is terminated or suspended, the Lead Entity has no obligation to provide HOME funding to HOME Consortium Members.
13. **HOUSING PROGRAMS AVAILABLE TO CONSORTIUM MEMBERS.** The Consortium recognizes the creation and preservation of affordable housing in Santa Barbara County as a high priority under the Five-Year Consolidated Plan. However, the HOME Program allows for additional types of housing-related programs. The Lead Entity will work with Consortium Members to design and implement programs that will be administered by Consortium Members and/or their subcontractors. The implementation of the programs will be determined by the Consortium and will depend upon the availability of funding to operate the program and the administrative capacity of the Lead Entity, Consortium member and/or subcontractor(s).

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- 13.1 **HOME BUYER ASSISTANCE PROGRAM.** The Lead Entity and/or Consortium member may consider operating a Homebuyer Assistance Program for eligible prospective homebuyers. The program will provide loans to eligible households to purchase eligible properties.
- 13.2 **OWNER-OCCUPIED REHABILITATION PROGRAM.** The Lead Entity and/or Consortium Member may consider operating a homeowner rehabilitation loan program for eligible owner-occupied units.
14. **LOCAL HOME TRUST FUND.** As required by HUD, HOME Program Income is maintained in a local HOME Trust Fund account. The local HOME Trust Fund account of the Consortium's HOME Program includes deposits of HOME funds disbursed from the Treasury account; any program income (from both the allocated funds and matching contributions in accordance with the definition of program income), and any repayments or recaptured funds as required by §92.503. The local account will be interest-bearing.
- Lead Entity has the responsibility for monitoring and reporting to HUD on the use of any such local HOME Trust Fund monies and the Lead Entity shall require appropriate record keeping and reporting by CITIES and URBAN COUNTY CITIES as may be needed for this purpose. In the event the Consortium dissolves, any HOME program income that is on hand or received subsequent to the dissolution shall be paid into the local HOME Trust Fund administered by the Lead Entity for use by former Consortium Members from which the program income was received, pursuant to a written agreement as provided for in §92.503(a) (1). In the event the Consortium is renewed at the end of the three-year term of this agreement, any currently participating Consortium Member that does not continue to participate in the HOME Consortium and does not execute a written agreement pursuant to §92.503(a)(1) automatically forfeits any and all future program income.
15. **CONSOLIDATED PLAN.** The Lead Entity shall be responsible for preparation and submission of a consolidated plan or subsequent document that may replace the Consolidated Plan under 24 CFR 91.
16. **APPROVAL OF CONSOLIDATED PLAN:** The Consolidated Plan, or other subsequent document that may replace the Consolidated Plan, shall not be submitted to HUD until it has been approved by a majority of the designated representatives of the HOME Consortium.
- 16.1 **AMENDMENTS TO THE CONSOLIDATED PLAN:** Any required amendments to the Consolidated Plan, or other subsequent document required by HUD, shall be made in accordance with 24 CFR Part 91.

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- 16.2 **STATE CERTIFICATION:** The LEAD ENTITY will obtain written certification from the State every three years declaring that the Consortium will direct its activities to the alleviation of housing problems within the state, as required by 24 CFR 92.101.
- 16.3 **SUBMISSION OF CAPER:** The LEAD ENTITY has primary responsibility for preparing and submitting the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD, which is due to HUD 90 days after the close of the program year. In order to prepare the CAPER, the LEAD ENTITY will request information from the Consortium Members at least quarterly on HOME funded programs and projects.
17. **NEW MEMBERS.** New members to the Consortium may be allowed upon receipt of a request to join the Consortium as provided for below.
- 17.1 **AUTHORIZING RESOLUTIONS.** Each request to join the Consortium must be accompanied by certified copies of authorizing resolutions by the governing body of the joining city.
- 17.2 **AVAILABILITY OF HOME FUNDS.** HOME funds shall not be available to a new member of the Consortium until the fiscal year in which HUD includes that city in its calculations for distribution of HOME funds.
- 17.3 **AUTHORITY TO AMEND AGREEMENT TO ADD NEW MEMBERS.** The LEAD ENTITY is authorized to amend the Consortium Agreement on behalf of the entire Consortium to add new members to the Consortium.
18. **AUTHORITY TO JOIN CONSORTIUM.** Each Consortium Member hereby certifies that it is authorized to enter into this Agreement. Authorizing Resolutions from the governing body of each local government joining the Consortium are incorporated into this Agreement under Attachment A and made part of this Agreement.
19. **COOPERATION IN UNDERTAKING HOUSING ASSISTANCE UNDER HOME.** Each member of the Consortium agrees to cooperate to undertake or to assist in the undertaking of housing assistance activities for the HOME Program.

Cooperation Agreement  
Santa Barbara HOME Consortium

**IN WITNESS WHEREOF**, the parties have executed this agreement on the day and year first above written. This agreement may be executed in counterparts, each of which shall be an original and all of which together constitute one and the same agreement.

ATTEST:  
MONA MIYASATO  
CLERK OF THE BOARD

“COUNTY”  
COUNTY OF SANTA BARBARA:

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Janet Wolf  
Chair, Board of Supervisors

APPROVED AS TO ACCOUNTING FORM:  
ROBERT W. GEIS, CPA  
AUDITOR-CONTROLLER

By: \_\_\_\_\_  
Renée E. Bahl  
Interim Community Services Director

By: \_\_\_\_\_  
Deputy Auditor-Controller

APPROVED AS TO FORM:  
MICHAEL C. GHIZZONI  
COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO FORM:  
RAY AROMATORIO, ARM, AIC  
RISK MANAGEMENT

By: \_\_\_\_\_  
Risk Manager

Cooperation Agreement  
Santa Barbara HOME Consortium

Attachment A: Consortium Member Authorizing Resolutions

City of Solvang

City of Buellton

City of Santa Maria

City of Goleta

City of Carpinteria

Attachment B: County Counsel legal opinion

**ATTACHMENT A**

**COOPERATION AGREEMENT TO FORM A HOME CONSORTIUM,**

CITY OF SOLVANG:

By: \_\_\_\_\_  
Brad Vidro

APPROVED AS TO FORM:  
CITY ATTORNEY

By: \_\_\_\_\_  
Ron Hanley

**ATTACHMENT A**

**COOPERATION AGREEMENT TO FORM A HOME CONSORTIUM**

CITY OF BUELLTON:

By: \_\_\_\_\_  
Marc P. Bierdzinski

APPROVED AS TO FORM:  
CITY ATTORNEY

By: \_\_\_\_\_  
Stephen A. McEwen

**ATTACHMENT A**

**COOPERATION AGREEMENT TO FORM A HOME CONSORTIUM**

CITY OF SANTA MARIA:

By: \_\_\_\_\_  
Rick Haydon

APPROVED AS TO FORM:  
CITY ATTORNEY

By: \_\_\_\_\_  
Gilbert A. Trujillo

**ATTACHMENT A**

**COOPERATION AGREEMENT TO FORM A HOME CONSORTIUM**

CITY OF GOLETA:

By: \_\_\_\_\_  
Michelle Greene

APPROVED AS TO FORM:  
CITY ATTORNEY

By: \_\_\_\_\_  
Tim Giles

**ATTACHMENT A**

**COOPERATION AGREEMENT TO FORM A HOME CONSORTIUM,**

CITY OF CARPINTERIA:

By: \_\_\_\_\_  
Dave Durlinger

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Peter N. Brown, on behalf of  
Brownstein, Hyatt, Farber, Schreck, LLP  
Acting as City Attorney for the City of Carpinteria

**ATTACHMENT B**

**COUNTY COUNSEL STATEMENT**

The terms and provisions of this Agreement are fully authorized under State and Local law. This Agreement provides full legal authority for the Consortium to undertake or assist in undertaking housing assistance activities for the HOME Investment Partnerships Program.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MICHAEL C. GHIZZONI  
COUNTY COUNSEL

By: \_\_\_\_\_  
Deputy County Counsel

5/19/2015 4:35 PM



# City of Buellton

## PROCLAMATION HONORING STEVE LYKKEN FOR OVER 40 YEARS OF SERVICE TO THE COMMUNITY

**WHEREAS**, Steve has been aptly described as a community member who has spared no time, effort, personal resources, or political persuasions to make Buellton a better place to work and live; and

**WHEREAS**, Steve has been a small business owner since 1968 providing valuable services to the local community, and is the owner and operator of Steve's Wheel & Tire that has been in its current location since 1973; and

**WHEREAS**, Steve, while serving on the Buellton Community Services District Board of Directors from 1977 to 1980, helped secure many of the water and sewer assets that are serving the City today; and

**WHEREAS**, Steve was instrumental in starting the incorporation process for the City of Buellton and was on the committee that weighed the pros and cons of incorporation; and

**WHEREAS**, Steve has used his own time to promote, support, and lobby for vehicular openings between the Albertsons shopping center and the properties to the east since the mid-1990s and he never gave up until they were finally made a reality in 2015.

**NOW, THEREFORE, I**, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby recognize and congratulate Steve Lykken for over 40 years of service to the community.

**APPROVED AND PRESENTED** this 28<sup>th</sup> day of May 2015.



*Mayor*

**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 28, 2015

Subject: Discussion of Cost Estimate for Undergrounding Utility Lines on Freear Drive

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**BACKGROUND**

Pursuant to City Council’s direction, staff submitted an application to PG&E to change service from overhead to underground for the residences fronting Freear Drive. PG&E Staff reviewed the site conditions and determined that in order to provide the conversion requested, the new facilities would need to be placed along the property frontages in Freear Drive. Due to current design codes, all new or relocated facilities, particularly of this voltage, must be provided along street frontages for safety and serviceability. Existing overhead services are not exempt from these requirements upon relocation. There has been some discussion with Mr. Rankin (Freear Resident) regarding the location; however PG&E dictates the location per their design guidelines, not the City.

Based on this information, PG&E’s engineers provided the preliminary design to relocate the services along Freear Drive (Attachment 1). PG&E provided the attached Construction Exhibits, Materials List and Cost Estimate with an estimated cost of \$271,037.80 (Attachment 2). It is important to note that all costs provided for PG&E are estimates for their facilities (materials) only. This does not include site work, trenching, conduits, substructures, backfill, easements, and coordination/relocation of any other utilities.

Upon receipt of the PG&E information, the City’s engineering staff provided a complete cost estimate for the Undergrounding Project. The following are additional considerations and costs that need to be included for a complete cost estimate:

- Other utilities: Verizon and Comcast currently also utilize the overhead poles and would need to be relocated along with PG&E;
- Engineering costs: PG&E only provides detail for their facilities. Plans and specifications, including details for trenching and other site work, will need to be prepared; and

- Permits: Caltrans encroachment permit and approval will be required to perform some of the relocation work that is within their right-of-way.

Total project cost estimate is \$630,616.94 (Attachment 3).

Another consideration is the residents that are part of this project. There are 12 houses on Freear Drive (Attachment 4), which would be directly affected by this undergrounding. PG&E stated that 100% of the residents MUST be ok with the project, sign and release the easements (prepared by PG&E and distributed by the City in the mail with the meeting notice – Attachment 5). The cost each property owner would be subject to is estimated at \$5,000. This is the cost to provide a new service panel and service lateral. This cost would be required regardless of the location of the underground service from the front or rear of the property. Notices regarding these cost estimates and easement forms have been mailed to each property owner.

### **FISCAL IMPACT**

Should City Council move forward with this project, \$631,000 would need to be allocated in the FY 15/16 Budget. The main source for funding at this time is the General Fund. An alternate option would be the formation of an Undergrounding District. Costs associated with forming an Undergrounding District have not been investigated at this time.

### **RECOMMENDATION**

That the City Council review the cost of undergrounding and provide direction to staff.

### **ATTACHMENTS**

- Attachment 1 – PG&E Drawings
- Attachment 2 – PG&E Cost Estimate
- Attachment 3 – Full Project Cost Estimate
- Attachment 4 – Underground Exhibit
- Attachment 5 – Sample Easement

**SAFETY PLEDGE**

I ALWAYS PUT SAFETY FIRST.  
I LOOK FOR AND ACT TO  
RESOLVE UNSAFE SITUATIONS.  
I HELP AND ENCOURAGE  
OTHERS TO ACT SAFELY.

**SUBSTRUCTURE VERIFICATION STAMP**  
DEVELOPER  
PLEASE NOTE AND SIGN

ALL P.G.&E. ENCLOSURES AND BOXES HAVE BEEN SET TO GRADE ACCORDING TO GRADE STAKES PROVIDED BY DEVELOPER'S ENGINEER. ALL COSTS TO RELOCATE OR RE-ADJUST BOXES AT A LATER DATE WILL BE BILLED TO THE DEVELOPER. PLEASE HAVE YOUR JOB SUP. VERIFY THE CORRECTED GRADE OF ALL ENCLOSURES AND BOXES, AND SIGN AND DATE DRAWING.

THANK YOU

**NOTIFIED U.S.A.**

DATE: \_\_\_\_\_  
TICKET # \_\_\_\_\_  
BY: \_\_\_\_\_

**SUBSTRUCTURES RECAP**

SUBSTRUCTURE	TOTAL	INSTALLED	TRENCH AGENT	BACKFILL			SURFACE		
				ORIG	NEW	EXIST	ASPH	CONC	OTHR
#2 ELE BOX	6	PG&E	Applicant		X	X			
PMTX	2	PG&E	Applicant		X	X			
#5 ELE BOX	1	PG&E	Applicant	X	X	X			
#6 ELE BOX	1	PG&E	Applicant	X	X	X			

**TRENCH FOOTAGES**

TRENCH SECTION	UTILITIES IN TRENCH	TRENCH SIZE	FOOTAGE
PSTC	G P S T C L	24"X58"	772
PTCL	X X X X X X	24"X58"	92
PTC	X X X X X	24"X58"	751
STC-PRIV	X X X X X	24"X58"	872
L-FRAN	X X	18"X42"	10

STC\* PRIVATE FOOTAGES ARE NOT INCLUDED ON THE FORM B.

**Underground Service Alert**

Call: TOLL FREE  
**811**

**TWO WORKING DAYS BEFORE YOU DIG**

**PROJECT CONDITIONS STAMP**

Type(s) of Work:  
 New Business  
 PG&E Maintenance & Construction

Project Conditions:  
 NONE APPARENT (if project design changes, contact ADE)  
 or  
 CONDITIONS APPLY:  
 PERMITS  TAILBOARD  OTHER  
 (Provide additional information on line below)

By: COURTNEY BACOM, CDB9, 2/27/15  
SIGNATURE, NAME, [CORPORATE ID], DATE

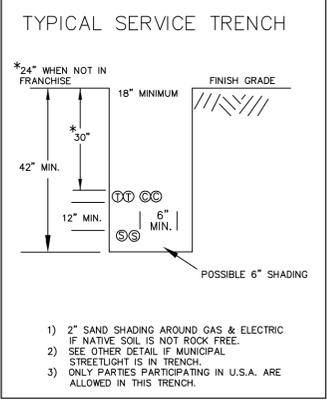
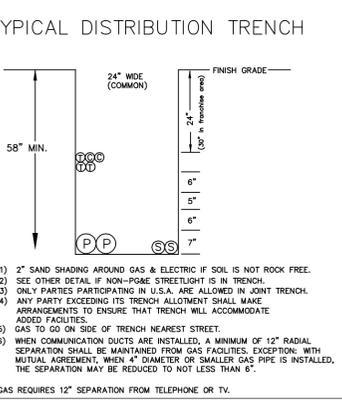
**APPLICANT TRENCH**

NOTES: APPLICANT TRENCH

- CALL "USA" 2 WORKING DAYS BEFORE EXCAVATING. UNDERGROUND SERVICE ALERT 1-800-227-2600
- SPECIFIC CONDITIONS REQUIRED BY PG&E FOR JOINT TRENCH WORK ARE OUTLINED IN PG&E'S UTILITY OPERATIONS STANDARD S5453.
- BACKFILL MATERIAL REQUIREMENTS ARE DETAILED IN U.O. STANDARD S5453, EXHIBIT B.
- PG&E INSPECTOR TO APPROVE ALL EXCAVATIONS AND TRENCHES (LOCATION AND BACKFILL MATERIAL) PRIOR TO BACKFILLING.
- TRENCHING AGENT TO DISPOSE OF ALL SPOIL.
- MINIMUM COVER FROM FINAL GRADE REQUIRED FOR ALL FACILITIES IN THE STREET AREA.
- TRENCHING AGENT TO SECURE ALL PERMITS.
- CONTRACTOR IS RESPONSIBLE FOR CROSSING EXISTING WATER, SEWER, AND STORM DRAIN LINES, EITHER UNDER OR OVER, AS REQUIRED TO MEET PG&E COVER AND CLEARANCE REQUIREMENTS. REFER TO INTERIM STANDARD PRACTICE 463-4.
- THE LOCATION OF ALL EXISTING OR NEWLY INSTALLED WATER, SEWER, AND STORM DRAIN OR OTHER LINES, SHALL BE DETERMINED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT RELY ON PG&E TO LOCATE FACILITIES. (PG&E WILL LOCATE PG&E FACILITIES UPON PROPER USA NOTIFICATION). CALL USA AT (800) 227-2600.
- THE CONTRACTOR WILL BE REQUIRED TO REMOVE AND REPLACE TRENCH SPOIL WITH 100% SELECT BACKFILL AS REQUIRED BY PG&E SPECIFICATIONS, AND ANY LOCAL CITY, COUNTY OR STATE REQUIREMENTS.
- THE CONTRACTOR WILL BE REQUIRED TO PLACE TEMPORARY AND/OR PERMANENT PAVING IN ACCORDANCE WITH ANY LOCAL CITY, COUNTY OR STATE REQUIREMENTS.
- SPLICE BOXES OR EQUIPMENT TO BE INSTALLED NO CLOSER THAN 1' Laterally OVER GAS FACILITIES.
- DEVELOPER TO PROVIDE AND INSTALL ANY EQUIPMENT PROTECTION (BARRIER POST, RETAINER WALLS ETC...) REQUIRED BY PG&E.

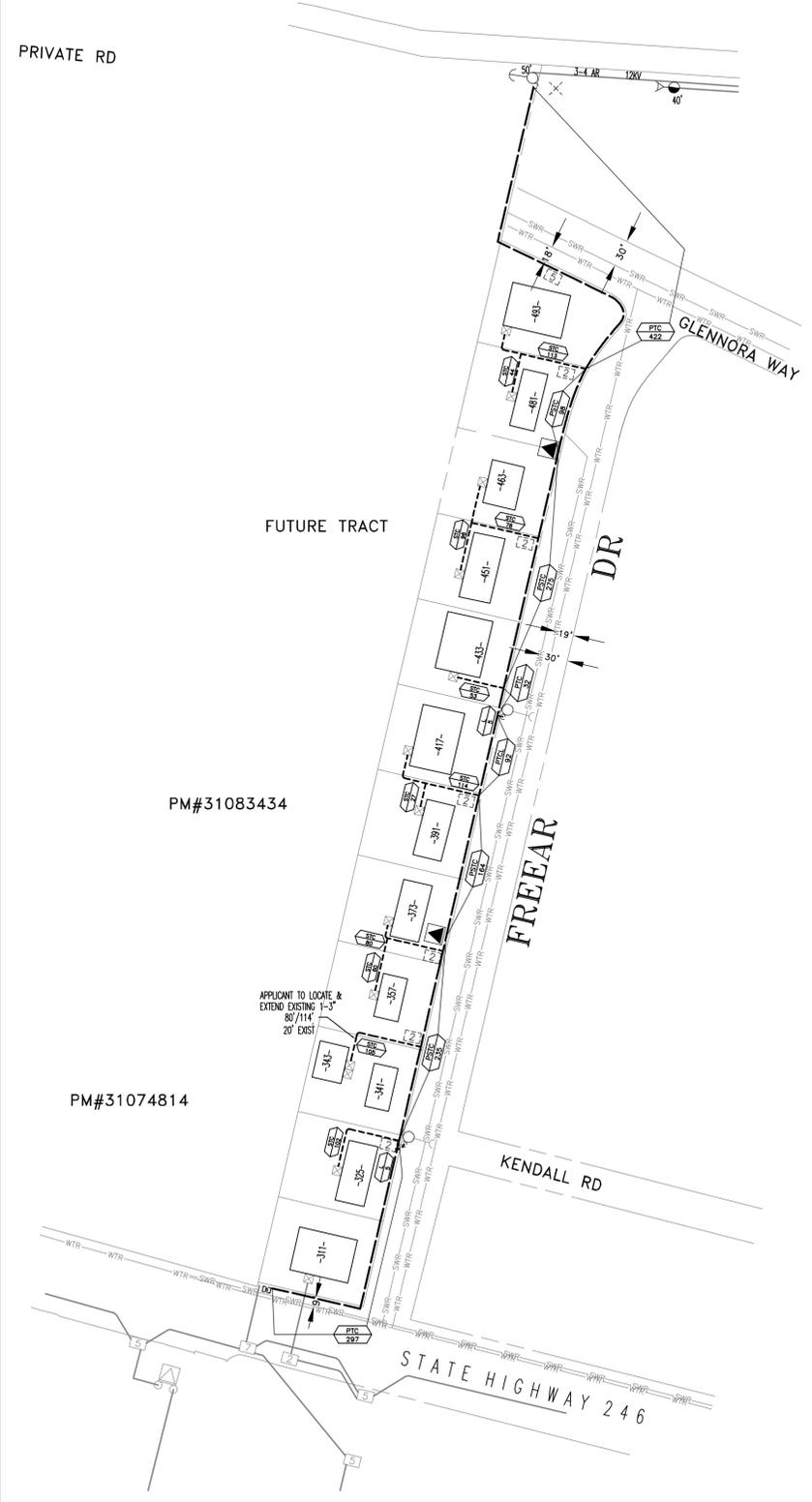
**ALL FIELD CHANGES REQUIRE PRIOR APPROVAL FROM:**

UTILITY	CONTACT PERSON	PHONE #
PG&E ELECTRIC	RAMON CHAVEZ II	(559) 347-5236
COMCAST	DAVE RUGG	(707) 759-4070
SOCAL GAS	JIM VARGO	(805) 681-7937



**APPLICANT INSTALL CONTRACTOR CONSTRUCTION REFERENCES**

- REFER TO GAS STANDARDS A-90 & A-91 FOR TYPICAL DIRECT BURIAL PLASTIC GAS MAIN AND SERVICE INSTALLATION, DRAWING #'S 283429 & 283430.
- REFER TO GAS STANDARDS A-90.1 & A-91.2 FOR TYPICAL PLASTIC GAS MAIN AND SERVICE INSERT CONSTRUCTION, DRAWING #'S 283725 & 283431.
- REFER TO GAS STANDARDS A-90.2 & A-90.3, D-12, D-13.1 & D-14 FOR TYPICAL ANODE AND LOCATING WIRE INSTALLATION ON DIRECT BURIAL PLASTIC GAS MAIN AND SERVICES, DRAWING #'S 283752, 283753, 282650, 283593 & 283975.
- REFER TO GAS STANDARDS A-91.3 & A-91.4 FOR TYPICAL GAS SERVICE RISER INSTALLATION, DRAWING #'S 284193 & 283967.
- REFER TO GAS STANDARD A-34 FOR TEST CRITERIA ON GAS MAIN AND SERVICES.
- PACIFIC GAS AND ELECTRIC TO PERFORM ALL HOT TIE-INS AND PURGING OF GAS PIPING PER GAS STANDARD A-38.
- CONTRACTOR IS RESPONSIBLE FOR CROSSING EXISTING WATER, SEWER AND STORM DRAIN LINES, EITHER UNDER OR OVER, AS REQUIRED TO MEET PG&E COVER AND CLEARANCE REQUIREMENTS. REFER TO INTERIM STANDARD PRACTICE 463-4.
- THE LOCATION OF ALL EXISTING OR NEWLY INSTALLED WATER, SEWER, AND STORM DRAIN OR OTHER LINES, SHALL BE DETERMINED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT RELY ON PG&E TO LOCATE FACILITIES. (PG&E WILL LOCATE PG&E FACILITIES UPON PROPER USA NOTIFICATION). CALL USA AT (800) 227-2600.
- THE CONTRACTOR WILL BE REQUIRED TO REMOVE AND REPLACE TRENCH SPOIL WITH 100% SELECT BACKFILL AS REQUIRED BY PG&E SPECIFICATIONS, AND ANY LOCAL CITY, COUNTY OR STATE REQUIREMENTS.
- THE CONTRACTOR WILL BE REQUIRED TO PLACE TEMPORARY AND/OR PERMANENT PAVING IN ACCORDANCE WITH ANY LOCAL CITY, COUNTY OR STATE REQUIREMENTS.
- SPLICE BOXES OR EQUIPMENT TO BE INSTALLED NO CLOSER THAN 1' Laterally OVER GAS FACILITIES.
- DEVELOPER TO PROVIDE AND INSTALL ANY EQUIPMENT PROTECTION (BARRIER POST, RETAINER WALLS ETC...) REQUIRED BY PG&E.



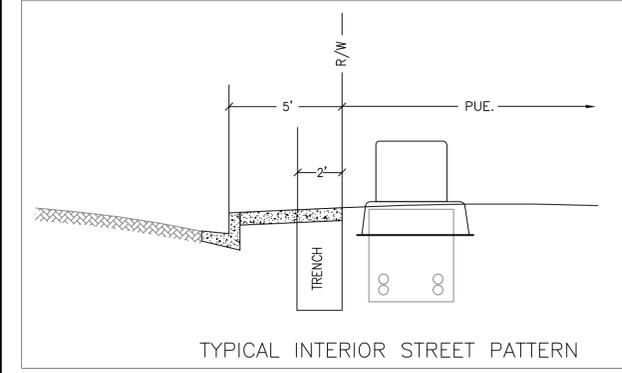
**JOINT TRENCH COMPOSITE**  
TRACT 6250-12  
CITY OF BUELLTON R20C  
FREEAR DR. N/O HWY 246  
BUELLTON, CA.

**LEGEND**

P PG&E ELECTRIC PRIMARY  
S PG&E ELECTRIC SECONDARY  
T COMCAST  
C COMCAST  
--- MAIN TRENCH  
--- SERVICE TRENCH  
--- EXISTING UNDERGROUND FACILITY  
[Symbol] PROPOSED 17" x 30" SECONDARY ELE BOX  
[Symbol] PROPOSED 36" x 60" PRIMARY ELE BOX  
[Symbol] PROPOSED 48" x 66" PRIMARY ELE BOX  
[Symbol] PADMOUNT TRANSFORMER  
[Symbol] INDICATES TRENCH FOOTAGE & OCCUPANCY

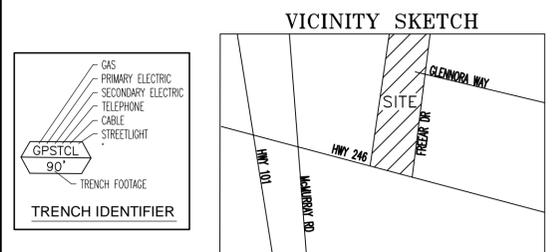
**MINIMUM COVER AND CLEARANCES**

	G	T	C	S	P	COVER
GAS	-	6"	6"	12"	12"	24"
TELE.	6"	-	0"	0"	12"	24", 30" STREET
CATV	6"	0"	-	0"	12"	18"
ELEC. SEC.	12"	0"	0"	-	6"	24", 30" STREET
ELEC. PRI.	12"	12"	12"	6"	-	30", 36" STREET



FOR QUESTIONS REGARDING THIS JOB:

ADE: NANCY DONNELLY (559) 347-5046  
SUP: KEN HENDRICKS  
OFFICE: (559) 347-5023  
CELL: (559) 970-0283  
REP: LIZ MARTINEZ  
OFFICE: (805) 346-2250



**ENGINEERING AND ESTIMATING DEPT.**  
8 RIVER PARK PLACE EAST  
FRESNO CA 98720  
PHONE #559.347.5047 FAX #559.347.5353  
PACIFIC GAS AND ELECTRIC COMPANY

CO: \_\_\_\_\_  
SD: 109232864  
Other: \_\_\_\_\_  
SHEETS: 1 OF 1  
PW: 31104052  
REV: \_\_\_\_\_

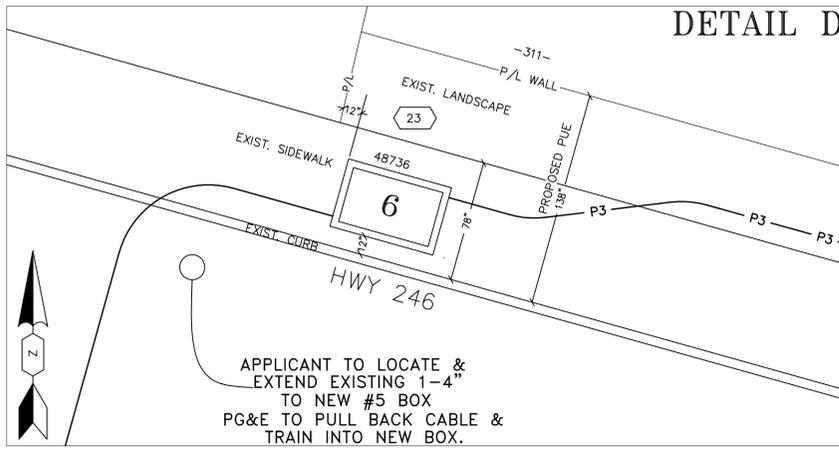
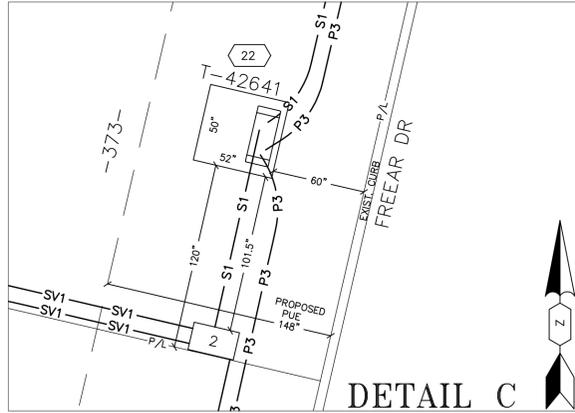
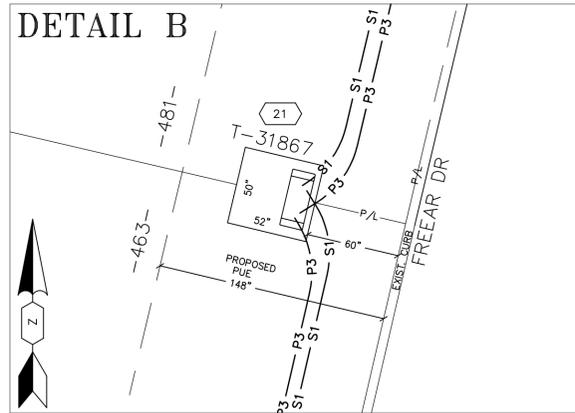
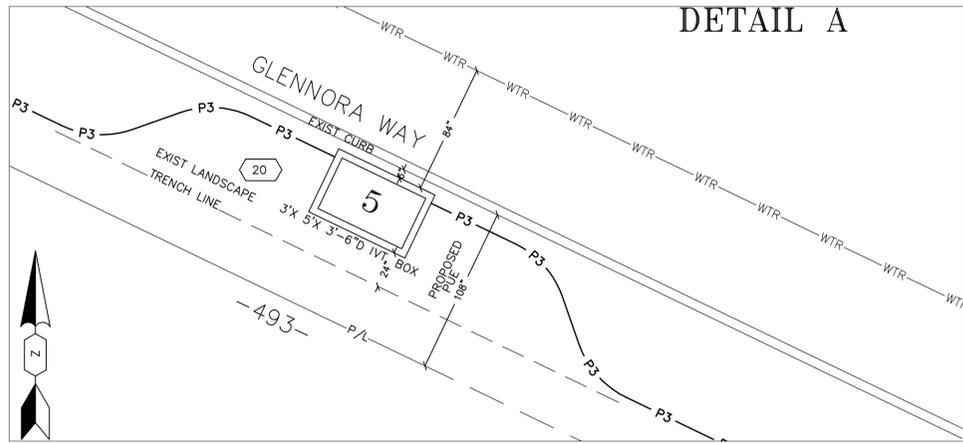
EST: COURTNEY BACOM  
ADE: NANCY DONNELLY  
SUPY: KEN HENDRICKS  
REP: LIZ MARTINEZ  
PLNR: KEN HUFFMAN  
SCALE: 1"=100'  
DATE: 3/2/2015

CITY OF BUELLTON - RULE 20C  
FREEAR DR N/O HWY 246  
BUELLTON  
JOINT TRENCH COMPOSITE

LOC.	INSTALL	EXIST.	DESCRIPTION
201	P3		PRIMARY CABLE: 3-1/OAL EPR 25KV IN 1-4" CONDUIT
202	S1		SECONDARY CABLE - 4/OAL TPX 600V IN 1-3" CONDUIT
203	[2]		17' x 30' x 18' SECONDARY BDX
204	SV1		SERVICE CABLE - 4/OAL TPX 600V IN 1-3" CONDUIT

INSTALL	EXIST.	DESCRIPTION
[5]		PM TRANSFORMER, DF-LB, W/BOX PAD
[5]		3' x 5' x 3'6" PRIMARY ENCLOSURE
	[5]	3 PHASE PRIMARY CABLE/CONDUCTOR - SIZE AS SHOWN



**Underground Service Alert**

Call: TOLL FREE  
**811**

TWO WORKING DAYS BEFORE YOU DIG

APPLICANT TO LOCATE & EXTEND EXISTING 1-4" TO NEW #5 BOX  
PG&E TO PULL BACK CABLE & TRAIN INTO NEW BOX.

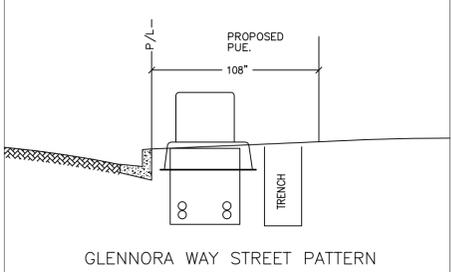
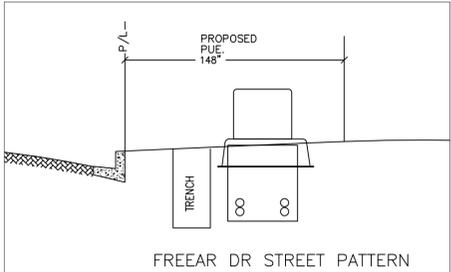
**PROJECT CONDITIONS STAMP**

Type(s) of Work:  
 New Business  
 PG&E Maintenance & Construction

Project Conditions:  
 NONE APPARENT (if project design changes, contact ADE) of  
 CONDITIONS APPLY:  
 PERMITS     TAILBOARD     OTHER  
 (Provide additional information on line below)

By: **RSCT 1/2015**  
 SIGNATURE, NAME, [CORPORATE ID], DATE

- NOTES:**
- REFER TO ELECTRIC & GAS SERVICE REQUIREMENTS (GREEN BOOK) OR SEPARATE PG&E STANDARD DRAWINGS. CONTACT YOUR PG&E REPRESENTATIVE FOR COPIES, OR ACCESS [www.pge.com/greenbook](http://www.pge.com/greenbook)
- CONDUIT, TRENCHING, AND BACKFILL:
- ALL DIMENSIONS AND LOCATIONS ARE ESTIMATED, APPROXIMATE AND MAY BE SUPERSEDED BY A JOINT TRENCH DRAWING. REFER TO THE JOINT TRENCH COMPOSITE DRAWING FOR EXACT TRENCH LOCATION
  - MAINTAIN MAXIMUM PRACTICABLE HORIZONTAL CLEARANCE BETWEEN PG&E FACILITIES AND "WET" UTILITIES (WATER, SEWER, STORM DRAIN, ETC.). THE MIN. ALLOWABLE SEPARATION BETWEEN PG&E FACILITIES AND ANY PARALLEL "WET" UTILITY IS 3'/FT. WITH A PRESENCE OF 1/FT. OF UNDISTURBED EARTH OR THE INSTALLATION OF A SUITABLE BARRIER. THIS MEASUREMENT IS BETWEEN THE OUTER EDGE OF THE PG&E FACILITY AND THE OUTER EDGE OF THE PARALLEL "WET" UTILITY. IF 3'/FT. CANNOT BE MAINTAINED, A FORMAL VARIANCE MUST BE OBTAINED FROM PG&E WORK WITH THE PG&E INSPECTOR (REFERENCE PG&E UO STANDARD 55453).
  - BOX, PAD, AND CONDUIT SIZES AND LOCATIONS SHALL CONFORM TO THE PG&E ELECTRIC CONSTRUCTION DRAWING.
  - PROVIDE LONG CONDUIT SWEEPS WHERE INDICATED. RECOMMENDED SWEEP RADIUS (10' OF RADIUS PER INCH OF CONDUIT DIAMETER) EXAMPLE: 4" CONDUIT = 40' RADIUS
  - DO NOT EXCEED 300 DEGREES OF BENDS IN CONDUIT RUNS. SECONDARY CONDUIT RUNS LESS THAN 200' IN LENGTH ALLOW 315 DEGREES (INCLUDING FEED LOCATION).
  - MANUFACTURED BENDS OR APPLICATION OF HEAT SHALL NOT BE USED TO OBTAIN LONG CONDUIT SWEEPS.
  - ALL CONDUITS SHALL BE PROVEN AND A POLYESTER PULLING TAPE INSTALLED.
  - MANUFACTURED BENDS ARE NOT TO BE CUT, SHORTENED, OR ALTERED IN ANY WAY.
  - IDENTIFY ENDS OF BURIED CONDUIT WITH AN ELECTRONIC MARKER AND A VERTICAL CONDUIT SCRAP INSTALLED FROM RIGID CAP TO GROUND LEVEL.
  - CONDUITS ENTERING PRIMARY BOXES SHALL BE AT A RIGHT ANGLE TO THE WINDOW OR WALL.
  - STUB CONDUITS AT RISER POLES IN QUADRANTS AS SHOWN. AT IDENTIFIED POLE LOCATIONS, THE TRENCHING AGENT IS TO EXCAVATE TO TRENCH DEPTH AND INSTALL A 30" DIAMETER CARDBOARD TUBE. THE RISER CONDUIT BEND IS TO BE PLACED OUTSIDE AND ADJACENT TO THE TUBE AT THE POLE QUADRANT INDICATED. BACKFILL AROUND AND INSIDE TUBE WITH CLEAN NATIVE FILL.
  - LS2 STREET LIGHT CONDUIT GOING TO PG&E BOXES OR PEDESTALS NOT DESIGNATED AS P.O.S. (INCLUDING TRANSFORMERS) WILL NOT BE ACCEPTED OR CONNECTED.
  - ONLY ONE LS2 STREET LIGHT (P.O.S.) CONNECTION PER BOX OR PEDESTAL.
- LAND RIGHTS AND EASMENTS:
- APPLICANT TO PROVIDE ADEQUATE P.U.E.'S AND/OR ROW'S FOR PG&E FACILITIES. ANY ADDITIONAL REQUIRED RIGHTS OF WAY ARE TO BE SURVEYED AND DOCUMENTED BY PG&E AT THE APPLICANT'S EXPENSE.
- SAFETY AND WORKMANSHIP:
- NOTIFY USA (811) 48 HOURS PRIOR TO DIGGING FOR UNDERGROUND LOCATING.
  - 48 HOUR NOTICE REQUIRED FOR UNDERGROUND INSPECTION.
  - MATERIALS AND WORKMANSHIP SHALL BE FIRST QUALITY IN EVERY RESPECT. PLUMB AND TRUE, AND ACCORDING TO THE SPECIFIC REQUIREMENTS OF THE DRAWINGS AND THE ABOVE APPLICABLE NOTES AND SPECIFICATIONS.
  - THE APPLICANT IS TO VERIFY ALL PROPOSED INSTALLATIONS, CONDITIONS & SPECIFICATIONS PRIOR TO COMMENCING WITH ANY PORTION OF WORK. ANY DISCREPANCIES, DELETIONS OR INCONSISTENCIES ARE TO BE REPORTED TO THE PG&E REPRESENTATIVE IMMEDIATELY. THE APPLICANT SHALL COMPLY WITH ALL APPLICABLE SPECIFICATIONS. ANY VARIATIONS FROM PLANS OR SPECIFICATIONS RELIEVES PG&E OF ALL RESPONSIBILITY FOR THE SUBSTRUCTURE OR DESIGN.



20 CABLE & PULLING DATA FOR ENCLOSURE PULLBOX							
FROM ENCLOSURE	NO. of CABLES	CABLE TYPE	ESTIMATED TENSION	ACTUAL TENSION	GALLONS LUBE	FRT END PACKS	RUN LENGTH W/TAILS
TOTAL LENGTHS: FEEDER 495 1PH DIST. 3PH DIST. 495							
168325	3	1/OAL			0	2	312
T-31867	3	1/OAL			0	2	281

22 CABLE & PULLING DATA FOR ENCLOSURE T-42641							
FROM ENCLOSURE	NO. of CABLES	CABLE TYPE	ESTIMATED TENSION	ACTUAL TENSION	GALLONS LUBE	FRT END PACKS	RUN LENGTH W/TAILS
TOTAL LENGTHS: FEEDER 1125 1PH DIST. 3PH DIST. 1125							
T-31867	3	1/OAL			2	3	599
PULLBOX	3	1/OAL			2	3	571

**PG150005BX**

FOR QUESTIONS REGARDING THIS JOB:

EST: RAMON CHAVEZ II (559) 347-5236  
 ADE: LINDA PRAULX (559) 347-5040  
 SUP: KEN HENDRICKS  
 OFFICE: (559) 347-5023  
 CELL: (559) 970-0283  
 REP: LIZ MARTINEZ  
 OFFICE: (805) 346-2250

**VICINITY SKETCH**

Primary Voltage: **12 KV**  
 Plat Map: BB4523  
 Circuit: BUELTON 1101  
 Voltage Class: 2  
 Insulation Dist.: AA  
 Corrosion Dist.: NON-CORROSIVE  
 Estimator: RAMON CHAVEZ II  
 PHONE: 559-347-5240  
 PAGER: N/A  
 THESE DRAWINGS ARE BASED ON DEVELOPER PLANS DATED: 01/2015

**ENGINEERING AND PLANNING DEPT.**  
**8 RIVER PARK PLACE EAST**  
**FRESNO CA 93720**

CO: SD: NOTIF.: 109232884  
 Other: SH: 1 OF 2 SHEETS  
 PM: 31104052

EST: RSCT  
 ADE: LIPE  
 SUPV: KEH4  
 REP: EA2  
 PLNR: KGH6  
 SCALE: 1"=100'  
 DATE: 01/2015

ORDER # DWG CHKD SUPV APVD BY

DESCRIPTION  
 REVISIONS

CITY OF BUELTON - RULE 20C  
 FREEAR DR N/O HWY 246  
 BUELTON  
 CONSTRUCTION SKETCH





# ATTACHMENT 2

March 24, 2015

MARC BIERDZINSKI, CITY MANAGER  
CITY OF BUELLTON, A Government Agency  
PO BOX 1819  
BUELLTON , CA 93427

RE: Contract ID: 1186850: CITY OF BUELLTON

Dear MARC BIERDZINSKI, CITY MANAGER ,

Enclosed are gas and/or electric agreements for your project located at:

FREAR DR, BUELLTON, 93427

This letter summarizes the agreements for this project.

	Non-Refundable Payment	Refundable Option*	50% Discount Option*
Special Facilities Payment	\$16,278.49	\$0.00	\$0.00
Electric Overhead to Underground Conversion (20C)	\$259,566.18	\$0.00	\$0.00
Street Lighting	\$193.13	\$0.00	\$0.00
Less Credit (Engineering Advance, etc.)	\$5,000.00	\$0.00	\$0.00
<b>TOTAL **</b>	<b>\$271,037.80</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL PAYMENT DUE</b>	<b>\$271,037.80</b>	<b>OR</b>	<b>\$271,037.80</b>

\* Only applies to Rule 15 Refundable Amounts. Amount shown is less credit for associated Applicant work.

\*\* The Income Tax Component of Contribution (ITCC) is included in the above charges when applicable.

Please sign both copies of the agreement and return one copy of the agreement to the address below along with your payment and retain one copy for your records. If the agreement is not returned to PG&E within 90 days of the date of this letter, the proposed agreement is canceled and PG&E may need to re-estimate the job.

Changes to the agreement, either to any of the terms or to the amount owing, are not permitted, and any change or interlineations voids the agreement. The payment of any amount less than the full amount shown will be deposited by PG&E, but PG&E will not begin any work on this contract until the amount is paid in full. The contract shall be deemed effective the date a fully executed copy is received by PG&E. Please allow 60 days from PG&E's receipt of the Agreement for construction to commence.

PG&E is committed to providing timely and efficient service and we look forward to continuing to work with you on this and future projects.

Should you have any questions regarding these contracts, please contact your project manager Elizabeth Martinez at 805-346-2250 or EAJ2@pge.com.

Please send the executed Agreements and payment to:

PG&E CFM/PPC DEPARTMENT  
PO BOX 997340  
Sacramento, CA 95899-7340

Sincerely,

Joshua Jones

Joshua Jones

Service Planning Supervisor



109232884E

**DISTRIBUTION SERVICE AND EXTENSION AGREEMENT  
 DECLARATIONS <sup>1</sup>**

Submitted to Applicant by:  
ELIZABETH MARTINEZ

Date of issuance: March 19, 2015

- CITY OF BUELLTON, A Government Agency (Applicant), has requested PACIFIC GAS & ELECTRIC COMPANY, a California corporation (PG&E), to deliver energy to the property situated at FREEAR DR, BUELLTON, 93427 and shown on the attached drawings.**
- Applicable Documents.** The cost summary for the facilities to be installed is attached hereto as Exhibit A. These facilities shall be installed in accordance with the applicable rules on file with the California Public Utilities Commission (which may include Gas and Electric Rules 2, 13, 15, 16, and 20), as well as the requirements set forth in the Provisions and the General Terms and Conditions for Gas and Electric Service by Applicant.
- Construction Options.** The responsibility for providing line extension work is divided between PG&E and the Applicant. However, Applicant may choose to have a qualified contractor perform some of the work that is PG&E's responsibility, and may choose to have PG&E perform some or all of the work that is the Applicant's responsibility. PG&E will reimburse or collect money based on its estimate of the costs, subject to the applicable rules. Based on Applicant's request, the contract costs are based on the following construction options:

PG&E Responsibility <sup>1</sup>		To Be Performed By	
		PG&E	Applicant
Gas	Main Trench	<input type="checkbox"/>	<input type="checkbox"/>
	Main Pipe Installation	<input type="checkbox"/>	<input type="checkbox"/>
	Service Pipe Installation	<input type="checkbox"/>	<input type="checkbox"/>
Electric	Distribution Wire and Equipment Installation	<input type="checkbox"/>	<input type="checkbox"/>
	Service Wire Installation	<input type="checkbox"/>	<input type="checkbox"/>
Applicant Responsibility <sup>2</sup>		To Be Performed By	
		PG&E	Applicant
Gas	Service Trench	<input type="checkbox"/>	<input type="checkbox"/>
Electric	Distribution Trench	<input type="checkbox"/>	<input type="checkbox"/>
	Service Trench	<input type="checkbox"/>	<input type="checkbox"/>
	Distribution Substructure Installation	<input type="checkbox"/>	<input type="checkbox"/>
	Service Substructure Installation	<input type="checkbox"/>	<input type="checkbox"/>

1. PG&E's responsibilities per Rule 15.b.1.b and Rule 16.D.2  
 2. Applicant's responsibilities per Rule 15.b.1.a and Rule 16.D.1



4.  N/A

**Refund/Discount Option Selection**

Applicant, in accordance with PG&E's extension rules, must select one of the following options for each commodity you are requesting service (gas and/or electric). Once the selection has been made, it cannot be changed.

<p><b>Gas</b></p> <p><input type="checkbox"/> 10-Year Subject to Refund Option</p> <p style="font-size: 48pt; text-align: center;"><b>N/A</b></p> <p><input type="checkbox"/> Non-Refundable 5% Discount Option</p>	<p><b>Electric</b></p> <p><input type="checkbox"/> 10-Year Subject to Refund Option</p> <p style="font-size: 48pt; text-align: center;"><b>N/A</b></p> <p><input type="checkbox"/> Non-Refundable 5% Discount Option</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**ACCEPTED:**

**APPLICANT:** CITY OF BUELLTON, A Government Agency

<b>By:</b>	
	(Authorized Signature)
	<b>MARC BIERDZINSKI, CITY MANAGER</b>
	(Type or Print Name)
<b>TITLE:</b>	
<b>DATE:</b>	
<b>MAILING ADDRESS:</b>	<b>PO BOX 1819 BUELLTON, CA 93427</b>

**PACIFIC GAS AND ELECTRIC COMPANY:**

<b>By:</b>	Joshua Jones
	(Authorized Signature)
	<b>Joshua Jones</b>
	(Type or Print Name)
<b>TITLE:</b>	<b>Service Planning Supervisor</b>
<b>DIVISION:</b>	<b>Los Padres</b>
<b>DATE:</b>	



109232884E



**REFERENCES:** Notification # 109232884  
 Contract # 1186850  
 E-PM #  
 G-PM #

Applicant: CITY OF BUELLTON, A Government Agency

Project Location/Name: FREEAR DR, BUELLTON, 93427

**SUMMARY OF PAYMENTS**

The total cash payment you need to make depends upon your selection of the 10 Year Refundable Advance Option or the Non-Refundable Discount Option for your gas and/or electric extension under Rule 15. Since you may elect one option for the gas extension and a different option for the electric extension, several different cash payments are available. Each payment option is summarized below. These payments include all billing under this Agreement including payments subject to refund, and non-refundable payments. To determine what is refundable or non-refundable, or to see full detailed billing information, please see the attached cost summaries. Even if you have no payment due for your gas and/or electric extension (Rule 15), you must still elect the 10 Year Refundable or Non-Refundable Discount Option for each extension on the second page of the Declarations.

**10 Year Refundable Advance Option - Gas & Electric** <sup>(1)</sup> **\$259,566.18** <sup>(2)</sup>

-- OR

**Non-Refundable Discount Option - Gas & Electric** <sup>(1)</sup> **\$259,566.18** <sup>(3)</sup>

-- OR

**10 Year Refundable Advance Option - Gas /** <sup>(1)</sup> **\$259,566.18** <sup>(2)</sup>  
**Non-Refundable Discount Option - Electric**

-- OR

**10 Year Refundable Advance Option - Electric /** <sup>(1)</sup> **\$259,566.18** <sup>(2)</sup>  
**Non-Refundable Discount Option - Gas**

- (1) Amounts shown do not include reimbursements for facilities that are normally the responsibility of PG&E per our tariffs. See the Reimbursement Summary for a total of all Reimbursements to be paid upon acceptance of facilities.
- (2) The payment amount shown on this line includes both refundable payments under Rule 15 for the gas and/or electric extension, plus other non-refundable payments. The total payment is not subject to refund. Please see the attached detailed Cost Summaries to determine the portion of this payment that may be subject to refund.
- (3) The payment amount shown on this line includes only non-refundable payments under Rule 15 for the gas and/or electric extension, plus other non-refundable payments. None of the payment shown is subject to refund.



109232884E



**Pacific Gas and Electric Company REFERENCES:  
DISTRIBUTION AND SERVICE EXTENSION AGREEMENT  
EXHIBIT A - COST SUMMARY**

REFERENCES:  
Notification # 109232884  
Contract # 1186850  
PM # 31104052

Applicant: CITY OF BUELLTON, A Government Agency

Project Location/Name: FREEAR DR, BUELLTON

**ELECTRIC RULE 20C**

**Non Refundable Payments**

Engineering & Administrative Costs		\$44,415.77	
Value of Applicant Design Work	(+)	\$0.00	
Cost of Additional Applicant Design Plan Check	(+)	\$0.00	
Value of 20C Underground System	(+)	\$91,059.10	
Tie-In of 20C by PG&E	(+)	\$15,715.31	
PG&E Land Rights Costs	(+)	\$5,775.73	
Inspection Fees	(+)	\$3,937.68	
Value of 20C Trench & Excavation	(+)	\$23,430.92	
Value of 20C Conduits & Substructures	(+)	\$22,800.85	
Rule 20C Trench Permits Obtained by PG&E	(+)	\$0.00	
less Salvage & Depreciation for Overhead Facilities	(-)	\$1,279.00	
SUB TOTAL	(=)	\$205,856.36	
plus ITCC @ 34.0%	(+)	\$69,991.16	
plus Cost to Remove Overhead Line by PG&E		\$29,950.42	
less 20C Underground System Installed by Applicant	(-)	\$0.00	
less 20C Trench & Excavation Provided by Applicant	(-)	\$23,430.92	
less 20C Conduits & Substructures Installed by Applicant	(-)	\$22,800.85	
less Value of Applicant Design Work	(-)	\$0.00	
SUB TOTAL	(=)		\$259,566.18 <sup>1</sup>
<b>Electric Rule 20C Cash Payment</b>			
Total Rule 20C Non-Refundable Payment			\$259,566.18 <sup>1</sup>

(1) For Contractor Installed Projects (Option 2A), credit amounts will be reimbursed upon acceptance of facilities. See Reimbursement Summary for a total of Reimbursements and Credits to be paid upon acceptance of facilities



109232884E



**Pacific Gas and Electric Company  
Agreement to Perform  
Tariff Schedule Related Work**

**DISTRIBUTION:**

- APPLICANT (Original)
- DIVISION (Original)
- ACCTG. SVCS.

**REFERENCES:**

Notification # 109232884  
 Contract # 1186850  
 R20-PM # 31104052

**CITY OF BUELLTON, A Government Agency (Applicant) has requested PACIFIC GAS AND ELECTRIC COMPANY, a California corporation (PG&E), to perform the tariff schedule related work as located and described in paragraph 3 herein. PG&E agrees to perform the requested work and furnish all necessary labor, equipment, materials and related facilities required therefor, subject to the following conditions:**

1. Whenever part or all of the requested work is to be furnished or performed upon property other than that of Applicant, Applicant shall first procure from such owners all necessary rights-of-way and/or permits in a form satisfactory to PG&E and without cost to it.
2. Applicant shall indemnify and hold harmless PG&E, its officers, agents and employees, against all loss, damage, expense and liability resulting from injury to or death of any person, including but not limited to, employees of PG&E, Applicant or any third party, or for the loss, destruction or damage to property, including, but not limited to property of PG&E, Applicant or any third party, arising out of or in any way connected with the performance of this agreement, however caused, except to the extent caused by the active negligence or willful misconduct of PG&E, its officers, agents and employees. Applicant will, on PG&E's request, defend any suit asserting a claim covered by this indemnity. Applicant will pay all costs that may be incurred by PG&E in enforcing this indemnity, including reasonable attorneys' fees.
3. The location and requested work are described as follows: (Describe in detail the materials and facilities to be furnished and/or work to be performed by PG&E. If more space is required, use other side and attach any necessary drawings as Exhibits A, B, C, etc):

LOCATION: **FREEAR DR, BUELLTON, 93427**

DESCRIPTION OF WORK: **Rule 20C - Underground existing overhead electric facilities**

Engineering & Administrative Costs		\$44,415.77
Value of Applicant Design Work	(+)	\$0.00
Cost of Additional Applicant Design Plan Checks	(+)	\$0.00
Value of 20C Underground System	(+)	\$91,059.10
Tie-In of 20C by PG&E	(+)	\$15,715.31
PG&E Land Rights Costs	(+)	\$5,775.73
Inspection Fees	(+)	\$3,937.68
Value of 20CTrench & Excavation	(+)	\$23,430.92
Value of 20C Conduits & Substructures	(+)	\$22,800.85
Rule 20C Trench Permits Obtained by PG&E	(+)	\$0.00
less Salavage & Depreciation for Overhead Facilities	(-)	\$1,279.00
<b>SUB TOTAL</b>	<b>(=)</b>	<b>\$205,856.36</b>
plus ITCC @ 34%	(+)	\$69,991.16
plus Cost to Remove Overhead Line by PG&E	(+)	\$29,950.42
less 20C Underground System Installed by Applicant	(-)	\$0.00
less 20C Trench & Excavation Provided by Applicant	(-)	\$23,430.92
less 20C Conduits & Substructures Installed by Applicant	(-)	\$22,800.85
less Value of Applicant Design Work	(-)	\$0.00
<b>Electric Rule 20C Cash Payment</b>	<b>(=)</b>	<b>\$259,566.18</b>



109232884E

4. Applicant shall pay to PG&E, promptly upon demand by PG&E, as the complete contract price hereunder, the sum of Two Hundred Fifty-Nine Thousand Five Hundred Sixty-Six Dollars And Eighteen Cents (\$259,566.18)

Upon completion of requested work, ownership shall vest in:  PG&E  Applicant

Executed this \_\_\_\_\_ day of \_\_\_\_\_

**CITY OF BUELLTON, A Government Agency**

**PACIFIC GAS & ELECTRIC COMPANY**

Applicant

By: \_\_\_\_\_

By: Joshua Jones

**MARC BIERDZINSKI, CITY MANAGER**

**Joshua Jones**

Print/Type/Name

Title: \_\_\_\_\_

Title: **Service Planning Supervisor**

Mailing Address: PO BOX 1819  
BUELLTON CA 93427



109232884E



**Pacific Gas and Electric Company**  
**DISTRIBUTION AND SERVICE EXTENSION AGREEMENT**  
**EXHIBIT A - COST SUMMARY**

**REFERENCES:**

Notification #	<u>109232884</u>
Contract #	<u>1186850</u>
E15-PM #	<u>31104052</u>
E16R-PM #	
E20B-PM #	
E20C-PM #	
G15-PM #	
G16R-PM #	

Applicant: **CITY OF BUELLTON, A Government Agency**  
 Project Location/Name: **FREEAR DR, BUELLTON, 93427**

**REIMBURSEMENT SUMMARY**

Reimbursements are provided for facilities that are installed by the Applicant which are normally the responsibility of PG&E per our tariffs. Reimbursements will be made after the facilities are accepted by PG&E, operational and ready to supply service. Reimbursable payments made for services will be reimbursed at the average rate shown as each service is connected. All reimbursements will be based upon PG&E's estimated costs.

**Electric Rule 15**

10 Year Refundable Advance Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
		- or -	
Non-Refundable Discount Option Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
Joint Pole Credits	(+)	<u>\$0.00</u>	
PG&E Betterments	(+)	<u>\$0.00</u>	
<b>SUB TOTAL:</b>	w/ 10 Year Refundable Advance Credit Amount	(=)	<u>\$0.00</u>
			- or -
	w/ Non-Refundable Discount Credit Amount	(=)	<u>\$0.00</u>

**Electric Rule 16**

Joint Pole Credits		<u>\$0.00</u>	
Applicant Design Work within the Allowance	(+)	<u>\$0.00</u>	
<b>SUB TOTAL:</b>		(=)	<u>\$0.00</u>

<b>Reimbursements per Service Completion - Electric</b>			
	Energized System	<u>\$0.00</u>	/service <sup>(2)</sup>
	Non-energized System	<u>\$0.00</u>	/service <sup>(2)</sup>

**Electric Rule 20B**

Joint Pole Credits		<u>\$0.00</u>	
Rule 20B Payment Credit	(+)	<u>\$0.00</u>	
<b>SUB TOTAL:</b>		(=)	<u>\$0.00</u>

**Electric Rule 20C**

Joint Pole Credits		<u>\$0.00</u>	
Rule 20C Payment Credit	(+)	<u>\$0.00</u>	
<b>SUB TOTAL:</b>		(=)	<u>\$0.00</u>



109232884E

## Streetlights

### LS-1

Standard Luminaries		<u>\$0.00</u>	
Standard Poles & Arms	(+)	<u>\$0.00</u>	
Protective Tubes	(+)	<u>\$0.00</u>	
Internal Wiring	(+)	<u>\$0.00</u>	
Overhead Conductor	(+)	<u>\$0.00</u>	
Underground Conductor	(+)	<u>\$0.00</u>	
Connections	(+)	<u>\$0.00</u>	

### LS-2

Connections	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>

## Gas Rule 15

10 Year Refundable Advance Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
		- or -	
Non-Refundable Discount Option Credit Amount		<u>\$0.00</u> <sup>(1)</sup>	
PG&E Betterments	(+)	<u>\$0.00</u>	
SUB TOTAL:	w/ 10 Year Refundable Advance Credit Amount	(=)	<u>\$0.00</u>
			- or -
	w/ Non-Refundable Discount Credit Amount	(=)	<u>\$0.00</u>

## Gas Rule 16

Stub Services		<u>\$0.00</u>	
Applicant Design Work within the Allowance	(+)	<u>\$0.00</u>	
SUB TOTAL:		(=)	<u>\$0.00</u>

### Reimbursements per Service Completion - Gas

Pressurized System	<u>\$0.00</u> /service <sup>(2)</sup>
Non-Pressurized System	<u>\$0.00</u> /service <sup>(2)</sup>

## Total Reimbursement

<b>10 Year Refundable Advance Option - Gas &amp; Electric</b>	<u>\$0.00</u> <sup>(3)</sup>
-- OR	
<b>Non-Refundable Discount Option - Gas &amp; Electric</b>	<u>\$0.00</u> <sup>(3)</sup>
-- OR	
<b>10 Year Refundable Advance Option - Gas / Non-Refundable Discount Option - Electric</b>	<u>\$0.00</u> <sup>(3)</sup>
-- OR	
<b>10 Year Refundable Advance Option - Electric / Non-Refundable Discount Option - Gas</b>	<u>\$0.00</u> <sup>(3)</sup>

(1) 10 Year Refundable and Discount Option credit amounts will be paid upon acceptance of facilities. Credit amounts are subject to future deficiency billing in accordance with the tariff.

(2) This Reimbursement will be paid on a per service basis as each service is completed.

(3) Excludes service completion reimbursements made under Rule 16. Service completion reimbursements will be made as each service is connected, on a per service basis.



109232884E



**Pacific Gas and Electric Company  
Agreement to Perform  
Tariff Schedule Related Work**

**DISTRIBUTION:**

- APPLICANT (Original)
- DIVISION (Original)
- ACCTG. SVCS.

**REFERENCES:**

Notification # 109232884  
 Contract # 1186850  
 ELS-PM # 31104052

**CITY OF BUELLTON, A Government Agency (Applicant) has requested PACIFIC GAS AND ELECTRIC COMPANY, a California corporation (PG&E), to perform the tariff schedule related work as located and described in paragraph 3 herein. PG&E agrees to perform the requested work and furnish all necessary labor, equipment, materials and related facilities required therefor, subject to the following conditions:**

1. Whenever part or all of the requested work is to be furnished or performed upon property other than that of Applicant, Applicant shall first procure from such owners all necessary rights-of-way and/or permits in a form satisfactory to PG&E and without cost to it.
2. Applicant shall indemnify and hold harmless PG&E, its officers, agents and employees, against all loss, damage, expense and liability resulting from injury to or death of any person, including but not limited to, employees of PG&E, Applicant or any third party, or for the loss, destruction or damage to property, including, but not limited to property of PG&E, Applicant or any third party, arising out of or in any way connected with the performance of this agreement, however caused, except to the extent caused by the active negligence or willful misconduct of PG&E, its officers, agents and employees. Applicant will, on PG&E's request, defend any suit asserting a claim covered by this indemnity. Applicant will pay all costs that may be incurred by PG&E in enforcing this indemnity, including reasonable attorneys' fees.
3. The location and requested work are described as follows: (Describe in detail the materials and facilities to be furnished and/or work to be performed by PG&E. If more space is required, use other side and attach any necessary drawings as Exhibits A, B, C, etc):

**LOCATION: FREEAR DR BUELLTON, 93427**

**DESCRIPTION OF WORK: Install Streetlight Service Point and/or Circuit (1)**

Engineering & Administrative Costs		<u>\$0.00</u>
Streetlight Service - Facilities & Connection	(+)	<u>\$0.00</u>
Total Amount Subject to Allowance	(=)	<u>\$0.00</u>
Streetlight Service Point Allowance	(-)	<u>\$0.00</u>
Balance	(=)	<u>\$0.00</u>
Re-Engineering Costs	(+)	<u>\$0.00</u>
SL Svc Extnsn and/or Circuit - Inspection	(+)	<u>\$4.69</u>
SL Extnsn and/or Circuit - Trench	(+)	<u>\$549.55</u>
<b>Subtotal</b>	<b>(=)</b>	<b><u>\$554.24</u></b>
plus ITCC @ 34.0%	(+)	<u>\$188.44</u>
Streetlight Service Point - Connection Only	(+)	<u>\$0.00</u>
Less Applicant Provided Work:		
Cost beyond Allowance by Applicant	(-)	<u>\$0.00</u>
SL Extnsn and/or Circuit - Trench	(-)	<u>\$549.55</u>
<b>Total Streetlight Non-Refundable Payment</b>	<b>(=)</b>	<b><u>\$193.13</u></b>
Amount shown does not include PG&E Contributions of:		<u>\$0.00</u>



4. Applicant shall pay to PG&E, promptly upon demand by PG&E, as the complete contract price hereunder, the sum of One Hundred Ninety-Three Dollars And Thirteen Cents (\$193.13)

Upon completion of requested work, ownership shall vest in:  PG&E  Applicant

Executed this \_\_\_\_\_ day of \_\_\_\_\_

**CITY OF BUELLTON, A Government Agency**  
Applicant

**PACIFIC GAS & ELECTRIC COMPANY**

By: \_\_\_\_\_

By: Joshua Jones

**MARC BIERDZINSKI, CITY MANAGER**  
Print/Type/Name

**Joshua Jones**

Title: \_\_\_\_\_

Title: **Service Planning Supervisor**

Mailing Address: PO BOX 1819  
BUELLTON, CA 93427



109232884E



Pacific Gas and Electric Company  
Gas and Electric Rule 2

**Agreement to Install Applicant  
Requested Common Special Facilities**

DISTRIBUTION :		REFERENCES :	
Original:	<input type="checkbox"/>	Notification #	109232884
	<input type="checkbox"/>	Contract #	1186850
	<input type="checkbox"/>	EMLX-PM #	
Copy:	<input type="checkbox"/>	E16R-PM #	31104052
	<input type="checkbox"/>	ERR-PM #	
	<input type="checkbox"/>	MLX #	0
	<input type="checkbox"/>	Customer #	1174638
Date Ready for Service _____			
This area for Company Internal use only			

At the request of **CITY OF BUELLTON, A Government Agency** (Applicant),

**Pacific Gas and Electric Company** (PG&E), hereby agrees, as an accommodation, to install Facilities that are in addition to or in substitution for its standard facilities as located and described in paragraph 1 herein.

PG&E agrees to perform the requested work and furnish all necessary labor, equipment, materials and related facilities required therefore, subject to the following conditions:

- The location and requested work are described as follows: (Describe in detail the materials and facilities to be furnished and/or work to be performed by PG&E. If more space is required, use other side and attach any necessary drawings as Exhibits):

LOCATION:

**FREAR DR BUELLTON, 93427**

DESCRIPTION OF FACILITIES:

**INSTALLATION OF SUBSURFACE INTERRUPTER**

- Applicant shall pay to PG&E, promptly upon demand by PG&E prior to construction, the additional cost over and above the standard equipment installation. In addition, Applicant shall pay for the ongoing maintenance and operation of that equipment through an Equivalent One Time Cost of Ownership payment.

The costs are summarized as follows:

Special Facilities Additional Cost	<u>\$10,923.53</u>
Equivalent One Time Payment	<u>\$7,880.93</u>
Rearrangement Cost	<u>\$0.00</u>
ITCC	<u>\$3,714.00</u>
<b>TOTAL DUE*</b>	<b><u>\$16,278.49</u></b>

- Applicant shall indemnify and hold harmless PG&E, its officers, agents and employees, against all loss, damage, expense and liability resulting from injury to or death of any person, including but not limited to, employees of PG&E, Applicant or any third party, or for the loss, destruction or damage to property, including, but not limited to property of PG&E, Applicant or any third party, arising out of or in any way connected with the performance of this agreement, however caused, except to the extent caused by the active negligence or willful misconduct of PG&E, its officers, agents and employees. Applicant will, on PG&E's request, defend any suit asserting a claim covered by this indemnity. Applicant will pay all costs that may be incurred by PG&E in enforcing this indemnity, including reasonable attorneys' fees.



109232884E

\*Total due is net credit of \$6,239.97 for Applicant work

4. Whenever part or all of the requested work is to be furnished or performed upon property other than that of Applicant, Applicant shall first procure from such owners all necessary rights-of-way and/or permits in a form satisfactory to PG&E and without cost to it.
5. Where it is necessary to install Special Facilities on Applicant's premises, Applicant hereby grants to PG&E:
  - (a) the right to make such installation on Applicant's premises along the shortest practical route thereon and of sufficient width to provide legal clearance from all structures now or hereafter erected on Applicant's premises for any facilities of PG&E; and ,
  - (b) the right of ingress to and egress from Applicant's premises at all reasonable hours for any purposes reasonably connected with the operation and maintenance of the Special Facilities.
6. As provided in PG&E's applicable Electric Rule 14 or Gas Rules 14 and 21, Applicant understands that PG&E does not guarantee electric or gas service to be free from outages, interruptions, or curtailments and that the charges for the Special Facilities represent the additional cost associated with providing the Special Facilities rather than for a guaranteed level of service or reliability.
7. Upon request of the customer and at the option of PG&E, gas will be delivered at a pressure higher than standard delivery pressure where such higher pressure is available from existing facilities. PG&E, however, retains the right to decrease at any time the higher delivery pressure, as per Rule 2, incorporated into this agreement by reference.

Upon completion of requested work, ownership shall vest in PG&E.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

**CITY OF BUELLTON, A Government**  
**Agency**  
 Applicant

**PACIFIC GAS & ELECTRIC COMPANY**

By: \_\_\_\_\_  
**MARC BIERDZINSKI, CITY MANAGER**  
 Print/Type/Name

By: Joshua Jones  
**Joshua Jones**

Title: \_\_\_\_\_

Title: **Service Planning Supervisor**

**Mailing Address:** PO BOX 1819  
 BUELLTON, CA 93427



109232884E

**Freear Dr, Buellton  
Undergrounding Cost Estimate**

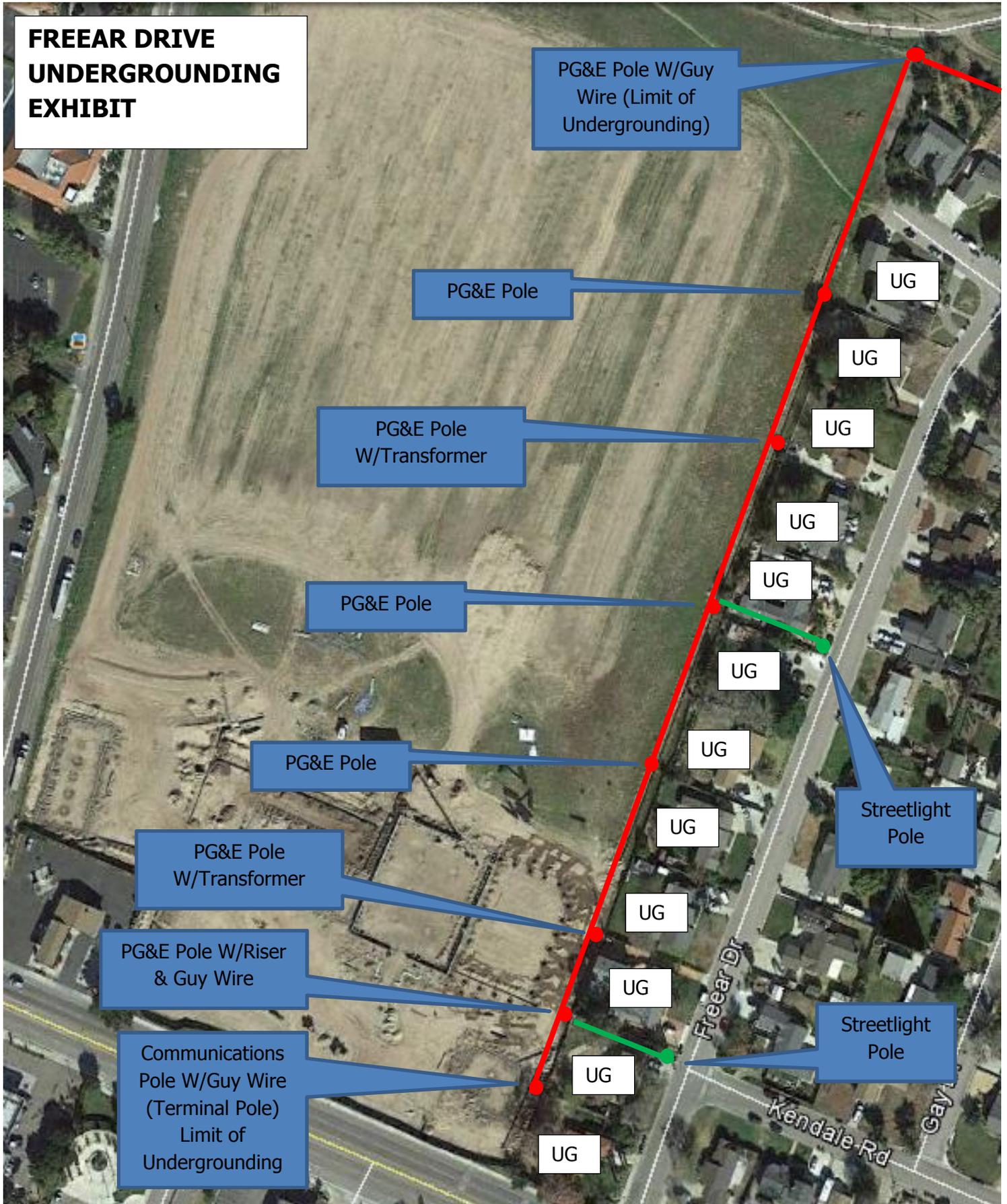
	ITEM DESCRIPTION	UNITS	QUANT.	UNIT COST	TOTAL ITEM COST	NOTES
<b>Construction</b>						
<b>CITY</b>						
1	Mobilization, Bonds & Insurance	LS	1	\$10,000.00	\$10,000.00	
2	Construction Water, Property notifications, Property owner coordination, Site cleanup	LS	1	\$3,500.00	\$3,500.00	
3	Traffic Control, Pedestrian Safety (Plating, etc.)	LS	1	\$5,000.00	\$5,000.00	
4	Excavation, Bedding, Backfill & Compaction (Mainline)	LF	1340	\$17.50	\$23,450.00	\$23,430.92 Estimate Credit per PG&E Agreement
5	Conduits and Substructures (Mainline)	LS	1340	\$35.00	\$46,900.00	\$22,800.85 Estimate Credit per PG&E Agreement
6	Residential UG Services Lateral (Conduit)**	EA	12	\$3,500.00	\$42,000.00	
7	Residential UG Services (Panel)**	EA	12	\$1,000.00	\$12,000.00	
8	Residential UG Services (PG&E -Conductors, Meter, Power-up)	EA	12	\$0.00	\$0.00	Assume included in PG&E Scope per Agreement
9	Streetlight Extension and/or Circuit Trench & Pull Box, Riser X2)	LF	280	\$25.00	\$7,000.00	\$549.55 Estimate Credit per PG&E Agreement
10	Contingency (City Contract) 20%	LS	1	\$29,970.00	\$29,970.00	
<b>PG&amp;E (City Paid)</b>						
11	Installation of Subsurface Interrupter (Special Facilities Payment)*	LS	1	\$16,278.49	\$16,278.49	
12	Electric Overhead to Underground Conversion - (20C) System Cost, ITCC, Remove Overhead, pull new Conductors, Tie-Ins, Inspections, Land Right Costs (Use PG&E's \$259,566.18 est less Engineering of \$44,415.77)*	LS	1	\$215,150.41	\$215,150.41	
13	Install Streetlight Service point and/or Circuit*	LS	1	\$193.13	\$193.13	
<b>Comcast/Verizon</b>						
14	Verizon (Labor)	LS	1	\$48,710.10	\$48,710.10	Based on Comcast Estimate (Verizon unresponsive)
15	Comcast (Labor)	LS	1	\$48,710.10	\$48,710.10	See attached quote from Comcast
16	Verizon (Materials)	EA	1	\$3,569.47	\$3,569.47	Based on Comcast Estimate (Verizon unresponsive)
17	Comcast (Materials)	LS	1	\$3,569.47	\$3,569.47	See attached quote from Comcast
<b>CONSTRUCTION TOTAL</b>					<b>\$516,001.17</b>	

\*Per PG&E Electric Agreement for Freear Dr., Buellton

\*\* RESIDENTIAL SERVICE LATERAL COSTS (COST RESPONSIBILITY FOR INDIVIDUAL RESIDENCES)

<b>Design</b>						
<b>City</b>						
18	Engineering Costs, Underground Design (Laterals/panel locations)	EA	12	\$2,000.00	\$24,000.00	
19	Caltrans Encroachment Permit	LS	1	\$15,000.00	\$15,000.00	
20	PG&E Application Fee (Engineering Advance)*	LS	1	\$5,000.00	\$5,000.00	
21	ROW- Rights of Entry	EA	12	\$1,000.00	\$12,000.00	
22	Engineering Contingency (20%)	LS	1	\$11,200.00	\$11,200.00	
					<b>\$67,200.00</b>	<i>City Design Costs</i>
<b>PG&amp;E</b>						
23	Engineering & Administrative Costs (Mainline UG Design)*	LS	1	\$44,415.77	\$44,415.77	
<b>Comcast/Verizon</b>						
24	Comcast Planning Design	LS	1	\$1,500.00	\$1,500.00	
25	Verizon Planning Design	LS	1	\$1,500.00	\$1,500.00	
					<b>\$47,415.77</b>	<i>PG&amp;E/Verizon /Comcast</i>
<b>DESIGN TOTAL</b>					<b>\$114,615.77</b>	
<b>PROJECT TOTAL</b>					<b>\$630,616.94</b>	

**FREAR DRIVE  
UNDERGROUNDING  
EXHIBIT**



Distribution Easement (Rev. 04/13)

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
Land Services Office
4325 South Higuera Street
San Luis Obispo, CA 93401

Location: City/Uninc \_\_\_\_\_

Recording Fee \$ \_\_\_\_\_

Document Transfer Tax \$ \_\_\_\_\_

- [ ] This is a conveyance where the consideration and value is less than \$100.00 (R&T 11911)
[ ] Computed on Full Value of Property Conveyed, or
[ ] Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale.

Signature of declarant or agent determining tax \_\_\_\_\_

(SPACE ABOVE FOR RECORDER'S USE ONLY)

LD# 3406-31-

EASEMENT DEED

JOHN W. SANTRIZOS and CHRISTIANE F. PEREIRA, husband and wife

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to construct, reconstruct, install, inspect, maintain, replace, remove, and use facilities of the type hereinafter specified, together with a right of way therefor, within the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situate in the City of Buellton, County of Santa Barbara, State of California, described as follows:

APN 137-221-006

Lot 20 of Tract No. 10,054 as said lot is shown upon the map filed for record August 19, 1959 in Book 51 of Maps and Surveys at page 94, Santa Barbara County Records.

Said facilities and easement area are described as follows:

Such underground conduits, pipes, manholes, service boxes, wires, cables, and electrical conductors; aboveground marker posts, risers, and service pedestals; underground and aboveground switches, fuses, terminals, and transformers with associated concrete pads; and fixtures and appurtenances necessary to any and all thereof, as Grantee deems necessary for the distribution of electric energy and communication purposes located within the strip of land described as follows:

A strip of land of the uniform width of 10 feet lying contiguous to and northwesterly of the northwesterly boundary line of the city street known as Freear Drive and northeasterly of the northeasterly boundary line of California State Highway 05-SB-246 and extending from the northeasterly boundary line of said lands southwesterly and northwesterly approximately 205 feet to the easterly boundary line of the 10 foot wide Public Utilities Easement as shown upon said map (measured along said northwesterly and northeasterly boundary lines).

PG&E CO. COPY

Grantor further grants to Grantee the right, from time to time, to trim or to cut down any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor shall not erect or construct any building or other structure or drill or operate any well within said easement area.

Grantor further grants to Grantee the right to assign to another public utility as defined in Section 216 of the California Public Utilities Code the right to install, inspect, maintain, replace, remove and use communications facilities within said easement area (including ingress thereto and egress therefrom).

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", Exhibit "A", attached hereto and made a part hereof.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto.

Dated \_\_\_\_\_, 20\_\_\_\_.

02/23/15  
Los Padres Division; Area 4  
San Luis Obispo Land Services Office  
Electric Distribution  
(SBM, T6N, R31W)  
(Sec. 7, NE¼ of SW¼)  
FERC: N/A  
PG&E Dwg. #: S-0631150  
Plat #: B'B'-45-23  
Affected LD: N/A  
Cross Ref LD: N/A  
Interest: 04, 06, 43  
SBE: N/A  
PM: 31104052  
JCN: N/A  
County: Santa Barbara  
Utility Notice #: N/A  
851 Approval Application # \_\_\_\_\_  
851 Approval Decision # \_\_\_\_\_  
trp/cjm (CW)  
L# 57684L.doc

\_\_\_\_\_  
John W. Santrizos

\_\_\_\_\_  
Christiane F. Pereira

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_ )

On \_\_\_\_\_, before me, \_\_\_\_\_, Notary Public,  
Here insert name and title of the officer

personally appeared \_\_\_\_\_  
\_\_\_\_\_

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public (Seal)

**CAPACITY CLAIMED BY SIGNER**

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other \_\_\_\_\_

**Pacific Gas and Electric Company**



**EXHIBIT "A"**

**GRANT OF EASEMENT DISCLOSURE STATEMENT**

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E's applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E's applicant requesting the extension of PG&E utility facilities to the applicant's property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E's contractors perform this work on your property, if available, or granting permission to PG&E's applicant or the applicant's contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E's applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant's contractor, to work on your property. Upon completion of the applicant's installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.

Plat No. B'B'-45-23



Lot 2  
Tract No. 31,052  
205 Maps & Surveys 69

Lot 4

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

Lot 6

Lot 7

Lot 8

Lot 9

Lot 10

Lot 11

Lot 12

Lot 13

Lot 14

Lot 15

Lot 18

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Lot 23

Lot 24

Lot 25

Lot 26

Lot 27

Lot 28

Lot 29

Lot 30

Lot 31

Lot 32

Lot 33

Lot 34

Lot 35

Lot 36

Lot 37

Lot 38

Glennora Way

Freear Drive

Gay Drive

Tract No. 10,054  
51 Maps & Surveys 94

Kendale Road

05-SB-246  
(CA State Highway 246)

10' PUE

10' UG Strip

Lot 5

Lot 3

Unless otherwise shown  
all courses extend to or  
along boundaries or lines

Legend

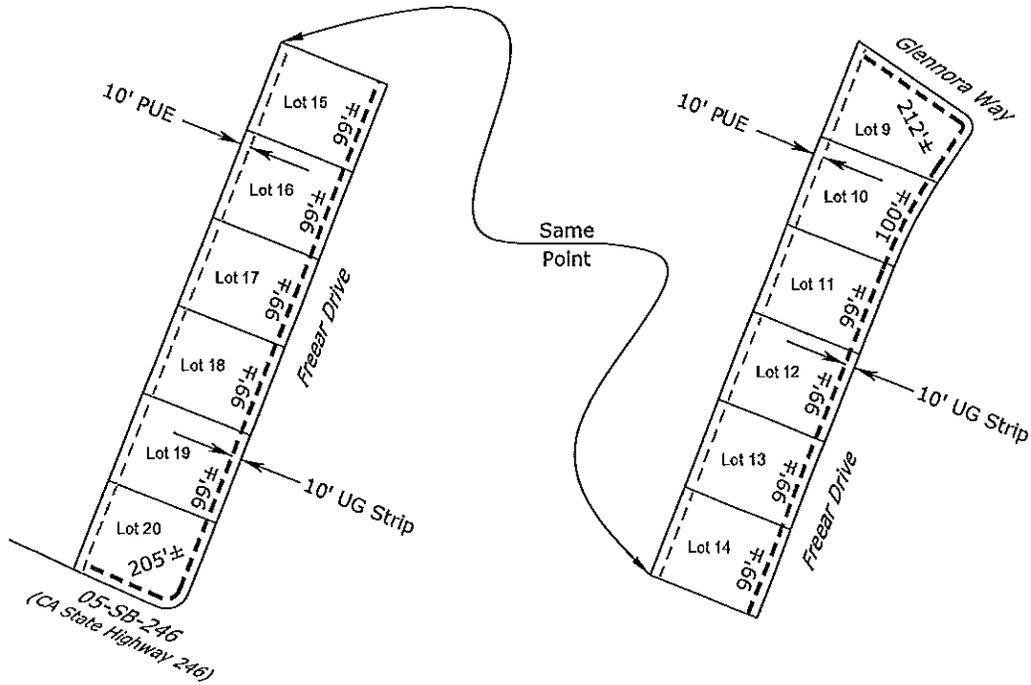
- Existing Pole
- New Pole
- Easement Delineation
- Property Line

(Section 7, NE 1/4 of SW 1/4)

City, Rancho, Subdivision, Etc.		SCALE	DATE
City of Buellton		1" = 100'	02/23/15

SECTION (7)	TOWNSHIP (6N)	RANGE (31W)	MERIDIAN SBM	COUNTY: Santa Barbara	APPLICANT: City-Buellton
				F.B.:	DR.BY: trp CH.BY: cjm

REFERENCES: 57684.dgn	PG&E	Los Padres DIVISION	31104052 AUTHORIZ	S-0631150 DRAWING NO.
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Lot No.	APN Number	Owner(s) Name	Doc Number
9	137-212-001	Katherine A. Shaw, trustee	2009-0047818
10	137-212-002	Andres Ibarra & Maria Ibarra, h&w	1999-0021122
11	137-212-003	Diana L. Chaves	2012-0060735
12	137-212-004	Arthur E. Mercado, Jr. & Gayle Mercado, trustees	2012-0046946
13	137-212-005	Larry R. Rankin	2009-0045020
14	137-212-006	Patrina Jones & Willie Jones, w&h	2006-0000012
15	137-221-001	Jose Santos Guerrero & Leticia Guerrero, h&w	1998-0017194
16	137-221-002	Benjamin W. Sprague & Nicole Marie Sprague, h&w	2012-0000514
17	137-221-003	Sven E. Persson & Martha Jeanne Persson, trustees	1991-0046536
18	137-221-004	Reynaldo H. Benitez & Maria C. Benitez, h&w	2010-0036530
19	137-221-005	Maria Hendrika Gothard, trustee	2007-0070281
20	137-221-006	John W. Santrizos & Christiane F. Pereira, h&w	2014-0026721

Unless otherwise shown  
all courses extend to or  
along boundaries or lines

Legend

- ⊙ Existing Pole
- × New Pole
- Easement Delineation
- Property Line

(Section 7, NE 1/4 of SW 1/4)

City, Rancho, Subdivision, Etc.				SCALE	DATE
City of Buellton				1" = 100'	02/23/15
SECTION	TOWNSHIP	RANGE	MERIDIAN	COUNTY: Santa Barbara	APPLICANT: City-Buellton
(7)	(6N)	(31W)	SBM	F.B.:	DR.BY: trp CH.BY: cjm
REFERENCES: 57684.dgn				PG&E	Los Padres DIVISION 31104052 AUTHORIZ S-0631150 DRAWING NO.

**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, City Manager

Meeting Date: May 28, 2015

Subject: Consideration of Live Video Streaming of Council Meetings

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**BACKGROUND**

At the beginning of 2015, the City Council directed staff to obtain a revised proposal for video streaming of City Council and Planning Commission meetings. Staff went back to Mr. Silvio Motta, who provided a proposal in 2012, the last time that the Council considered this item. Attachment 1 is Mr. Motta's revised proposal.

The proposal includes a video system that will offer the City the option to enhance and expand broadcast capabilities in the future. The system is user friendly, consisting of one video camera, a video switcher, and a video streaming encoder. In order to ensure proper system operation, the proposal includes up to four hours of basic training for the City staff to operate the system.

The proposal also includes an annual streaming video subscription service (so as not to impact the City's existing server). This is a third-party company that will provide the live streaming distribution via the internet and store the content for the public to view on demand. Although the proposed video system may be compatible with various other streaming service providers, the recommendation is to use the proposed vendor for at least the first year. The City may choose to use other service providers in the future.

In summary, the proposal will allow the City to broadcast the City Council and Planning Commission meetings live via the internet. Furthermore, with this particular subscription service the City will have an internet channel available at any time for special meetings and other City-related content.

In 2012, staff conducted a survey on whether to televise (Comcast) or stream (internet) City Council meetings. About 200 responses were received. It was an equal response on whether to televise meetings, with a slight majority (125 to 85) in favor of video streaming. Many people who said "no" indicated that this was a waste of taxpayer money.

Mr. Motta will be in attendance at the City Council meeting to answers any questions.

**FISCAL IMPACT**

The fiscal impact would be in initial cost of \$10,254 for equipment, installation, and training, plus a yearly streaming video service subscription of \$2,388. Therefore, the first year cost would be \$12,642. Staff has included this amount in the Fiscal Year 15-16 Budget. If the City Council declines to implement video streaming then this amount would be removed from the Fiscal Year 15-16 Budget.

**RECOMMENDATION**

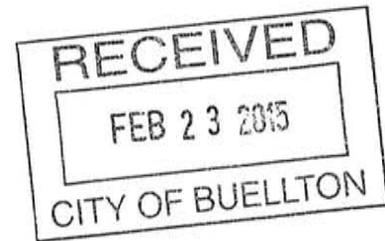
That the City Council determine whether to provide live internet broadcasting of City Council and Planning Commission meetings, and if so, authorize the City Manager to enter into our standard contract with Mr. Silvio Motta in accordance with Mr. Motta's proposal of February 23, 2015.

**ATTACHMENT**

Attachment 1 – February 23, 2015, Proposal from Silvio Motta

February 23, 2015

City of Buellton  
107 W. Highway 246  
Buellton, CA 93427



ATTN: Marc Bierdzinski, City Manager

Dear Marc,

Please find below a revised video system proposal to stream Buellton City Council and Planning Commission meetings via the internet.

This proposal includes a video system that will offer the City the option to enhance and expand broadcast capabilities in the future. The system is user friendly consisting of one video camera, a video switcher and a video streaming encoder. In order to ensure proper system operation, I am including in this proposal up to 4 hours of basic training for the City staff to operate the system.

The other component of the proposal is an annual streaming video subscription service. This is a third party company that will provide the live streaming distribution via the internet and storage of the content for the public to view on demand. Although the proposed video system may be compatible with various other streaming service providers, my recommendation is to use the proposed vendor for at least the first year. The City may choose to use other service providers in the future.

In summary, this proposal will address the City's desire to broadcast the City Council and Planning Commission meetings live via the internet. Furthermore, with this particular subscription service the City will have an internet channel available at any time for special meetings and other City related content.

If you have any questions regarding this proposal, please feel free to contact me at 805-451-8985.

Thank you in advance for the opportunity to submit this proposal. I look forward to assisting you in making public meetings more accessible for the residents of Buellton.

Sincerely,

**Silvio Motta**  
4126 Casey Ave.  
Santa Ynez, CA 93460  
(805) 451-8985  
[silvio@motta.sbcoxmail.com](mailto:silvio@motta.sbcoxmail.com)

**Please note on this proposal that I reserve the right to substitute any equipment or services of equal or similar specification and service levels.**

**City of Buellton**

**LIVE INTERNET BROADCAST OF COUNCIL  
and PLANNING COMMISSION MEETINGS**

**Proposal**  
Revised

**February 23, 2015**



Silvio Motta  
805 451-8985

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[silvio@motta.sbcoxmail.com](mailto:silvio@motta.sbcoxmail.com)

## Buellton Video Streaming Proposal

### **Video Encoder with video production capabilities**

The dedicated Video Encoder is a live streaming device that works seamlessly with the video stream service provider to deliver the industry's first affordable unlimited ad-free live streaming end-to-end solution. This device includes video production capabilities that may be used in the future.

### **Video Camera**

The proposed pan/tilt HD video camera is designed for high resolution video production. **\$6,804**

### **Hardware – AV supplies**

Video and audio accessories including cables, connectors, brackets, UPS – back up power unit. **\$1,200**

### **Professional Technical Services**

Verification of the system operation and up to 4 hours of training. **\$2,250**

### **Equipment and Consultant**

**Sub-Total** **\$10,254**

### **Annual streaming video service subscription**

This annual subscription service allows the City to stream live on the City's web site and record the meetings in a cloud video server. The following features included in this service level are: Unlimited live streaming; High Quality Video; iPhone App; Archiving and Video on Demand. **\$2,388**

**Total** **\$12,642**

### **Please note the City of Buellton is expected to provide:**

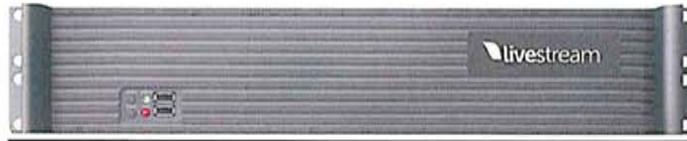
- Dedicated internet connection to stream
- Webmaster support for website interface

### **References:**

- Tony Ruggieri, City of Santa Barbara Television Supervisor.  
Phone: 805 564-5311 Email: [truggieri@SantaBarbaraCA.gov](mailto:truggieri@SantaBarbaraCA.gov)
- Alan Sutterfield, Santa Maria Community TV, Station Manager  
Phone: 805 925-0951 ext. 501 Email: [asutterfield@ci.santa-maria.ca.us](mailto:asutterfield@ci.santa-maria.ca.us)

## Video Encoder Specifications

# Studio HD31



## live production switcher

With three HD-SDI / HDMI inputs, all the Studio Software features and a high performance system, Studio HD31 provides everything you need for a multi-camera live production.

HD-SDI Inputs	3	Graphics & Titling	Load JPG or PNG files (full transparency support with PNG files). Add text (set position/font/size/color) over any loaded image file within the GFX1 or GFX2 or GFX3
Embedded Audio Input	3 Stereo or 24 Mono inputs	Video clip Playback	2 Media Players - Eject/Load clip, Play/Pause/Stop, Audio/Video Scrubber, Timecode Indicator, Seek to timecode, Mark In/Mark Out, Loop, Auto-play on transition*
Audio Monitoring (1/8")	*	Recording	AVI MJPEG with uncompressed audio. Interlacing and timecode support. Full compatibility with Blackmagic Design Media Express and Adobe Premiere.
HDMI Inputs	3	Recording Capacity	~40 hours at 1080i (Using 2 TB built in Hard Drive with recorder set to record at 100Mbps MJPEG AVI)
HDMI Outputs	1	Live Streaming	High Quality Streaming. Integrated live streaming to Livestream or any other RTMP compatible service including Ustream, YouTube Live, Akamai, Wowza Media Server.
HD-SDI Output	1	Audio Mixing	Integrated multi-channel audio mixer for internal and external audio sources, outputs, stream and headphones. Incorporated video switcher follow feature with audio crossfade support when fading two video sources
Composite Input (BNC)	0	Supported Formats	HD: 720p50, 720p50 94, 720p60, 1080PsF23.98, 1080p23.98, 1080PsF24, 1080p24, 1080PsF25, 1080p25, 1080PsF29.97, 1080p29.97, 1080PsF30, 1080p30, 1080i50, 1080i50 94 and 1080i60SD: 625/25 PAL, 525/29.97 NTSC
Composite Output (BNC)	0	Playback Media Formats	GFX: JPEG or PNG image files with transparency support. DDR: AVI MJPEG with uncompressed audio, DV Video, WMV (7/8/9), H.264 (.mov & .avi), MPEG4 Part 2 (.mov & .avi), MPEG4 V1/V2 (.mov & .avi), AAC, MP3
S-Video Input	0	Record Media Formats	AVI MJPEG with uncompressed audio
S-Video Output	0	Operating System	Windows 7 Professional (64 bit) or better
Component Input	0	CPU	Intel Core i7-4790K Haswell Quad-Core 4.0GHz
Component Output	0	Graphics Card	On Board Graphics
Analog Audio (1/8") Input	1	Storage	2TB WD BLACK SERIES WD2003FZEX 7200 RPM/ SATA 2.5" Internal Hard Drive
Analog Audio (1/8") Output	1	RAM	G.SKILL Trident X Series 16GB (2 x 8GB) 240-Pin DDR3 SDRAM
Analog Audio (1/4") Input	0	Processing	Video: 4:2:2, 10 bit Color (REC 601, REC 709) Audio: 48 kHz, 24-bit REF IN/GateLock (Requires genlocking the two Blackmagic Design cards via two separate connectors)
Analog Audio (1/4") Output	0	Built-In Video Input/ Output Cards	3 Blackmagic Design DeckLink Mini Recorders (PCI), 1 Blackmagic Design DeckLink Mini Monitor (PCI)
AES/EBU Input	0	Included in the box	*Power cable, Livestream Studio™ Keyboard, Mouse, Livestream Mousepad, Rack Ears Rubber Feet, Blackmagic Design cards documentation and driver CD, Warranty*
AES/EBU Output	0	Physical Dimensions	13.7" (D) x 19" (W) x 3.5" (H) ~13.8 lbs
Additional AES/ EBU or Analog Audio Output	0		
Tom Blinn Carry Bag	Not Available		
Livestream Studio Keyboard	Included		
Media Sources	7 Integrated digital media sources for video & graphics playback. 2 DDRs (video clip playback with built-in transcoder). 3 GFX (graphics). 2 Color Bars / Background Color		
Remote Camera	2 x Remote camera desktop video & audio over local Wifi or Ethernet network. Download Livestream Studio™ Remote Camera here.		
Format Converter	Built-in broadcast quality format converter for every input with automatic format detection. Allows use of any camera and video source without matching video formats.		
Built-In Multiview	On-screen full field rate multiview of all live inputs. Preview, Program Out, GFX and DDR, Audio PPM overlay with peak hold feature on all inputs and outputs. Resizable layout allowing hiding of all controls to maximize multiview screens		
External Multi-Screens	1 x Extended Screen output using HDMI*		
Video Switcher / Mixer	1 x Mixer & Effects Bank (M/E) with no upstream keyer, transitions - SMPTE Wipe, Cut & Fade (Auto transition with adjustable duration in frames, manual via on-screen T-BAR or keyboard shortcuts)		
Graphics Downstream Key	3 x Graphics DSK (downstream key) channels. One channel for GFX1, one channel for GFX2, one channel for GFX3. Independent or locked transition controls (fade/cut). Preview on multiview.		

\* External screens not included  
 Specifications are subject to change. For complete technical specifications, please visit [www.livestream.com/studio](http://www.livestream.com/studio)  
 Pricing and availability may vary. Please contact your local reseller for details.  
 © 2014 Livestream, Inc

Silvio Motta  
 805 451-8985

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[silvio@motta.sbcoxmail.com](mailto:silvio@motta.sbcoxmail.com)

## Video Camera Specifications – Sony PTZ HD Camera



### **Sony's EVI-H100S PTZ Camera with 20x Optical Zoom (Black)**

Remote tilt, pan and zoom paired with Full HD 1080p image quality create the feeling of being in the room with remote participants.

#### **Full HD 1080p**

EVI-H100S can transmit a Full HD 1080p signal at 25 or 29.97 frames per second. 720p and SD resolutions are also available.

#### **1/2.8-Inch Exmor CMOS Sensor**

With a signal-to-noise ratio of more than 50 dB, Sony's 1/2.8-Inch Exmor CMOS Sensor produces a crisp, clear picture.

#### **20x Optical Zoom Lens**

The zoom lens has a focal length of 4.7-94mm and it provides an angle-of-view ranging from slightly wide-angle to super telephoto. That's an optical zoom ratio of 20x, and the additional 12x digital zoom insures you'll have ample reach.

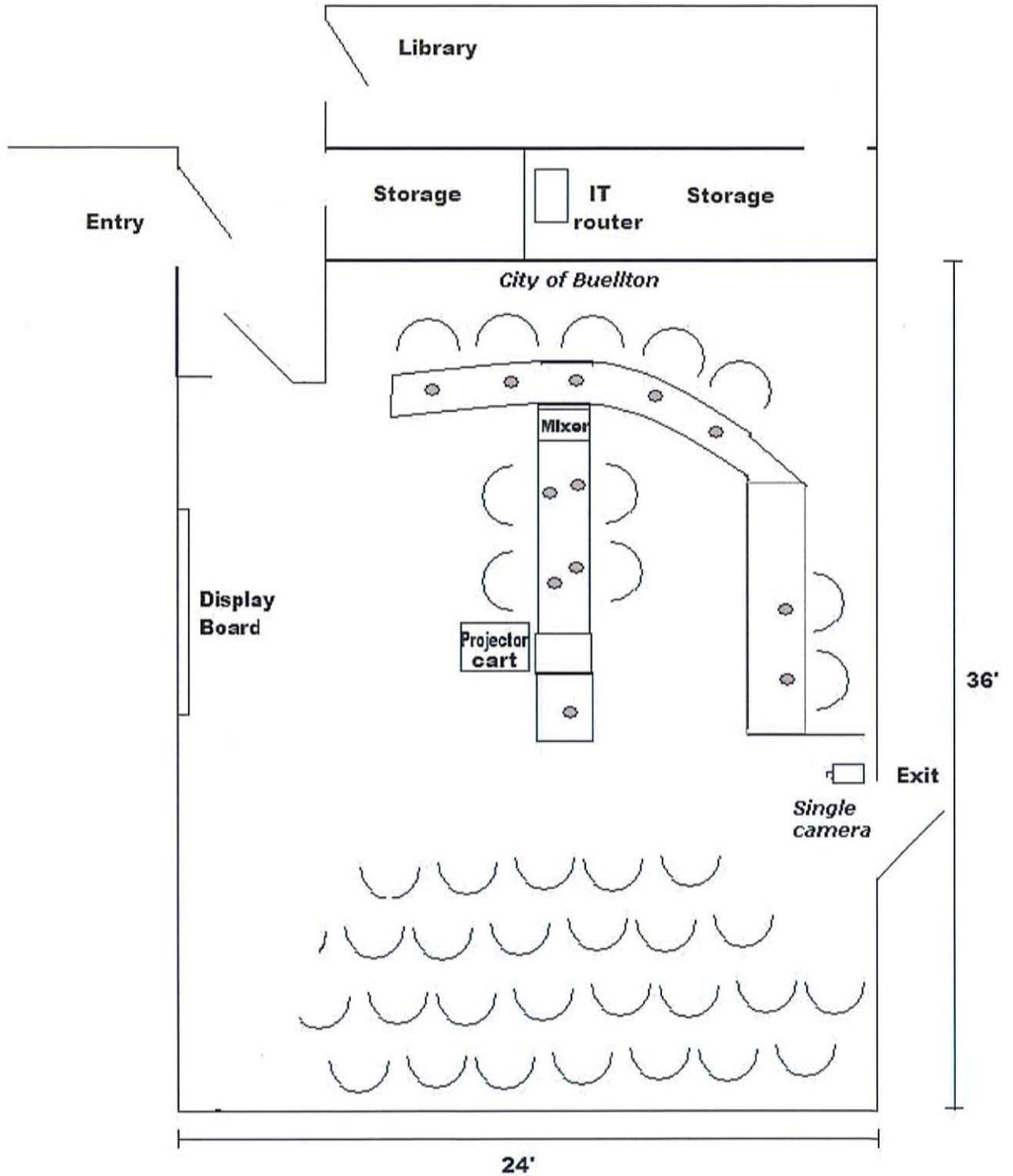
#### **E-Flip for Standard or Ceiling Mount**

The E-Flip function rotates the image 180 degrees, so the picture will be viewed right-side up whether the camera is mounted in the standard position or upside down. A ceiling mounting bracket is included.

#### **Sony's Wide-D Technology**

Wide-D technology blends varying exposure values to produce images with a wide dynamic range. This process yields more details in the highlights and shadows.

City of Buellton  
Council Chambers  
Floor Plan Diagram



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

Meeting Date: May 28, 2015

Subject: Resolution No. 15-11 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2015-16 Budget”

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**BACKGROUND**

After the Budget Study Session on May 14<sup>th</sup>, staff made changes based on recommendations from the City Council, the public and further staff review. The final Fiscal Year 2015-16 Budget for the City of Buellton is submitted for adoption. Additions, changes and deletions may still be made at this meeting and will be reflected in the final printed budget.

The following information has been changed:

- 1) Capital Improvement Projects (CIP) changed for City Hall Office Rehabilitation (from \$75,000 to \$30,000) and Village Park Improvements (from \$216,000 to \$56,000). City Hall Office rehabilitation estimate was reduced in order to revisit the project at mid-year. The developer’s contribution was not netted out of the original estimate for the Village Park.
- 2) Secured Property taxes were reduced by \$75,000 and related property tax (unsecured, property transfer tax, etc.) estimates reduced by smaller amounts.
- 3) Sales Compensation was removed from estimates and the new estimate is approximately \$12,000 lower (based on adding the previous entries for Sales Tax and Sales Tax Compensation and comparing the updated amount).
- 4) Transient Occupancy Tax was reduced by \$50,000.
- 5) Enterprise fund Capital Equipment was reduced from \$75,000 to \$30,000.
- 6) Non-Departmental expenditures were adjusted for CIPs (above) and transfers out for Transit Operations and Transportation Planning were added (\$78,000).
- 7) Enterprise funds connection fee revenue was revised based on estimates for the Village Townhomes and Buellton Apartments.

**FISCAL IMPACT**

The final fiscal impact reflects all funds have sufficient revenue or reserves to meet budgeted expenditures. Council will be updated quarterly on changes in fiscal impacts.

**RECOMMENDATION**

That the City Council consider adoption of Resolution No. 15-11 - “A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2015-16 Budget”

**ATTACHMENT**

Resolution No. 15-11  
Attachment 1 – Fiscal Year 2015-16 City Budget

**RESOLUTION NO. 15-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BUELLTON, CALIFORNIA, ADOPTING  
THE FISCAL YEAR 2015-16 BUDGET**

**I. THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY FIND  
AND DETERMINE AS FOLLOWS:**

- A. City staff has presented a budget to the City Council which recognizes those known sources of City income and the expenses anticipated during Fiscal Year 2015-16.
- B. The City Council has reviewed and studied the Preliminary Budget for Fiscal Year 2015-16.

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

- A. The City Council hereby adopts the final Fiscal Year 2015-16 Budget for the City of Buellton in those amounts which are hereby appropriated for the purposes as described therein.
- B. That a true and correct copy of the final Fiscal Year 2015-16 Budget will be on file in the Office of the City Clerk.
- C. That the City Manager can approve budget transfers within funds, providing it has no impact on fund balance and the Council can amend this Budget at any time. In addition, the City Council will review the Budget quarterly and mid-year at the second meeting in January 2016.
- D. The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this 28<sup>th</sup> day of May, 2015.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

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



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

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**City Council Members/City Manager**

**Fiscal Year 2015-2016**

**Holly Sierra, Mayor**

**Ed Andrisek, Vice Mayor**

**Daniel Baumann, Council Member**

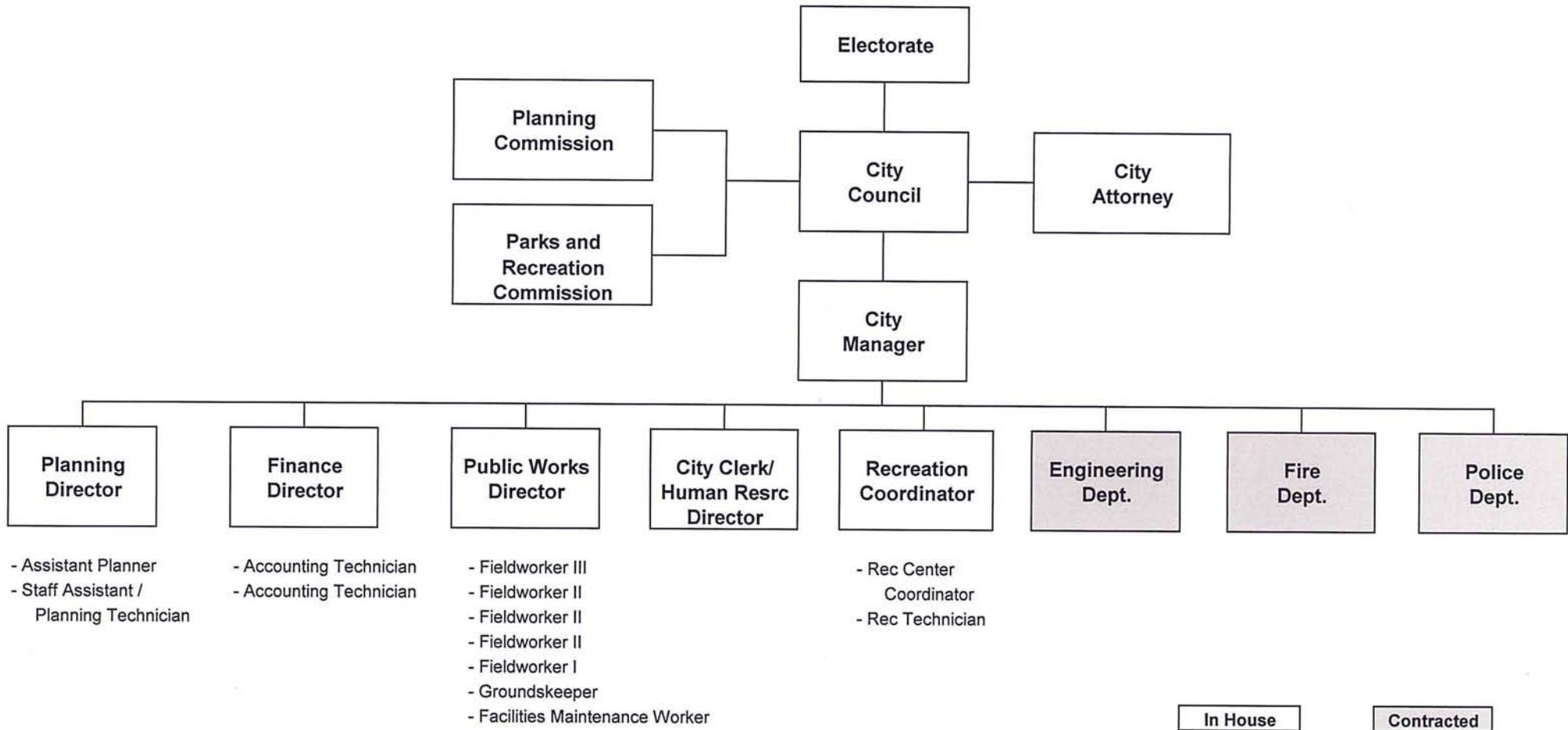
**John Connolly, Council Member**

**Leo Elovitz, Council Member**

**Marc Bierdzinski, City Manager**

# CITY OF BUELLTON

## Organizational Chart



In House

Contracted



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## **BUDGET MESSAGE**

May 28, 2015

To: Honorable Mayor and City Council

From: Marc P. Bierdzinski, City Manager

### **INTRODUCTION**

On behalf of the entire City staff it is an honor to present the City of Buellton Municipal Budget for Fiscal Year 2015-16. With this budget message, primary importance is given to City Council recommendations for budget priorities, capital improvement goals, and other important operational objectives and implements a financial plan that considers a longer-term vision for the City. This budget achieves strategic investment and fiscal stability. The budget contains a set of recommended actions that increase the General Fund sources by \$528,317 or 9 percent and uses by \$501,968 or 8 percent. The increase in sources includes several major components: increases in Transient Occupancy Tax, Sales Tax, Motor Vehicle License fee and various charges for current services. These increases are partially offset by savings realized from the use of reserves that had been established for Capital Improvement Projects. The increase in uses is mostly due to funding the City's Capital Improvement Program and service level enhancements discussed below:

- 1) Using consistent resources available on an ongoing basis while delivering essential services;
- 2) Reinvesting in the Capital Improvement Plan;
- 3) Maintain General Fund and other operating fund balances within policy reserve levels;
- 4) Continuing to focus on delivering essential services with local tax dollars;
- 5) Prioritizing the importance of Recreation, Library services and other community based programs; and

- 6) Awareness of Council’s vision for the City of Buellton and refining actions to carry out the vision for the future.

The City’s Budget is based on considerations from several sources. Sources include City Council Members, input from the community and information from staff. It carries out Council’s objectives and continues to move along the path of financial stability by investing in its future.

**BUDGET SUMMARY**

**Capital Improvement Plan**

The Capital Improvement Plan includes completion of current projects, new investments and important reinvestments in critical infrastructure projects. Funds allocated for capital projects will be spent or will be rolled forward for specific projects in future years. Capital Improvements are explained in detail following the funding summary below:

1)	General Fund	\$ 464,884
2)	Sewer Fund	\$ 283,333
3)	Water Fund	\$ 1,103,333
4)	Measure A	\$ 816,247
5)	Gas Tax	\$ 775,000
6)	Local Transportation Fund (LTF)	\$ 50,000

- **General Fund**

Funding is through the use of reserves in the General fund and combined funding as explained below. It covers Public Works, Finance, Storm Water and Parks and is recorded under Budget Unit “Non-Departmental”. Projects include the Village Park improvements (combined with private funding), Riverview Park pedestrian/sidewalk improvements (combined with road maintenance funding), Avenue of the Flags Park and Ride, and various circulation improvements. In addition, the financial software upgrade is scheduled for completion within three months after the start of the new fiscal year. Ongoing maintenance will continue to maintain the investment in projects year after year. Other projects include facilities maintenance, City Hall office rehabilitation and Industrial Way Streetlights (\$464,884).

- Enterprise Funds  
Funding is provided by the Enterprise funds through reserves. Water and Sewer projects include Reservoirs 1 & 2 improvements, facilities improvements for Water and Wastewater Treatment Plants, Water Treatment Plant Backwash reclamation Improvement Project (a water conservation measure), Water meter improvements, Recycled Water Concept feasibility projects (joint with Wastewater), Sewer Collection System Clean and Tyler Technologies financial software implementation. (Water: \$1,103,333 and Wastewater: \$283,333).
- Measure A  
Funding is from the State of California and includes Sidewalks, Phase III Hwy 246/Sycamore Pedestrian crossing, Road maintenance and Highway 246 Sidewalk. CalTrans and private funding for some projects is allocated and other allocations come from SBCAG (\$816,247).
- Gas Tax  
Funding is from the State of California and includes McMurray Road Widening and Road maintenance at various locations (\$775,000).
- Local Transportation Fund (LTF) - Transportation Development Act (TDA)  
Funding is from the State of California and includes North Ave of the Flags Park and Ride. Allocations come from SBCAG (\$50,000).

### General Fund

Staff submits monthly and quarterly reports to Council. The City budget is reviewed each quarter. This approach provides a method of finding budget gaps and making necessary adjustments on a regular basis. As a result, a sustainable strategy was developed to guide budgeting efforts. This strategy allows Council to control costs, while identifying financial requirements and budget adjustments prior to the close of the fiscal year. The 2015-16 Budget identifies ongoing revenue sources and seeks to reduce operating costs.

## Revenue and Expenditures Summary

- Currently, no General Fund reserves will be used for Operating Expenditures.
- The Planning Director position is fully funded in the proposed budget, albeit at a lower step to free up additional monies. If the Planning Director remains unfilled or a portion of the expenditure is spent as a result of a part-time position, it will improve the reserve position of the General Fund.
- Conservative estimates based on information from prior year and other external data have been used in projecting revenue.
- Capital Improvement Projects for Special Revenue funds, i.e., Measure A, Gas Tax, Water and Sewer will be charged costs for work performed by General Fund staff. Work performed by staff includes engineering, finance, administrative and other services. For example, work performed by the City Engineer on various projects related to Capital Improvements (other than General Fund) will be assessed a charge for the work performed. General Fund staff provides services to the Successor Agency and it is allocated an administrative cost allowance approved by the Oversight Board twice per year.

## General Fund Revenue

- Transient Occupancy Tax  
The Hampton Inn adds an additional hotel and is expected to increase revenues by \$60,000. This increase is based on a comparison to anticipated revenues, anticipated to be \$1,740,000 for 2014-15.
- Sales Tax  
Tractor Supply, Sky River RV sales and various planned commercial establishments at the City's Crossroads location are expected to increase revenues. Our Sales Tax contractor, HdL anticipates an increase in Sales Tax from sales transactions resulting from new commercial activity. Estimates in 2015-16 are higher compared to the current year estimate of about \$1,965,000. Growth rates are expected to be gradual as with the overall economy and conservative estimates from HdL expect an increase of about \$88,000 (note that the Sales Tax Compensation ends in 2015-16 along with the end of the Triple Flip).

## General Fund Expenditures

- City Council  
Video streaming of City Council meetings is included under Computer Maintenance and Software. In 2015-16, the public will have the opportunity to view the meetings remotely.

- Finance  
Two new positions will replace two existing Accounting Technicians in the Finance Department. The Accounting and Revenue Specialist will be key employees working on billing, collections, reconciliations, CIPs, Payroll, Private Projects and a variety of cash and financial duties. The conversion to Tyler Software advances the financial accounting and Utility Billing systems for the Department and the public. The conversion will be complete in the first half of 2015-16 at which time the Department staff will reduce to one Part-time staff person and two full time staff (by January 2016).
  
- Non-Departmental  
Due to changes to CalPERS risk pools, the City will be invoiced for an annual Unfunded Accrued Liability (UAL) in addition to being charged the Employer Contribution rate as a percentage of payroll. This UAL is split and budgeted in the General Fund (Non-Departmental) and the Enterprise Funds. CalPERS isolated the Unfunded Accrued Liability (UAL) which is the difference between assets and liabilities within the plan on a Market Value of Assets (MVA) basis.  
  
Contributions to non-profit agencies include: Senior Center (\$50,000), People Helping People (\$11,400), Food Bank of Santa Barbara County (\$8,400), SYV Fruit and Vegetable Rescue (\$5,300) and Aquatics Foundation (\$3,800).
  
- Public Safety  
The City did not receive a final budget from the Sheriff Department due to ongoing negotiations. The City budgeted the maximum amount (5% increase) to maintain status quo service levels. Upon receiving a final amount, staff will notify Council and change the proposed maximum. Staff records the gross expenditure (\$1,780,000) offset by the COPs grant (\$100,000). The Fire Department increased by 2.6% at an amount of \$193,696.
  
- Public Works: General; Landscape Maintenance; Engineering; Parks  
Public Works covers operations and maintenance of building facilities such as City Hall, Library, Council Chambers, Post Office, Sheriff's Office, Park and Ride and multiple parks facilities and asset maintenance of the City's fleet and heavy equipment.
  
- Planning Department  
The Planning Director is funded although currently remains unfilled. Increased development within the City requires contract services to increase. Funds from salaries will be transferred to contract services on an as-needed basis to fund the approved contract Planner position.

- Recreation

The Recreation Department no longer partners with the City of Solvang for Summer Camp program thus reducing expenditures in the “50/50” expenditure category.

- Library

The budgeted amount is consistent with the prior year at \$99,741. Staff is awaiting direction after zone changes resulting in the City of Santa Barbara replacing the City of Lompoc, which may change the budgeted amount under “contract services”.

The chart below summarizes Operating revenues and expenditures to show a net surplus exists in the General Fund for 2015-16.

*Summary – General Fund Revenues versus Expenditures*

	<b>2015-16</b>
General Fund Operating Revenues	\$ 6,200,116
(Excludes Transfer-in from Reserves for CIP)	
General Fund Operating Expenditures	6,188,198
(Excludes Transfer-out to fund 92 for CIP)	
	<hr/>
Excess Revenues:	<u>\$ 11,918</u>

There is a net surplus and no need to transfer from reserves for Operating Expenditures

## Enterprise Funds

The Enterprise Funds plan to initiate plant improvements but operating costs and trends will be thoroughly reviewed in 2015-16. The budget includes a rate study and revenue projections are strongly conservative. Staff included Connection Fees for the Village Townhomes and Buellton Apartments. Planning efforts provide a prioritized approach to infrastructure improvements and expansion. The State Water payment is \$1,076,000 this fiscal year.

## Special Revenue Funds

Special Fund Reserves – CIPs are the major category for expenditures. Special funds include Measure A, Transportation Development Act (TDA) and Gas Tax. TDA funds are used to record expenditures for transportation costs throughout the City. For example, the Breeze, Lompoc Wine Country Express and Dial-a-Ride serve the transportation needs of the City. The General Fund and Measure A will execute interfund transfers out to the TDA fund to cover these operating costs. The revenue received from TDA is redirected to the City of Solvang for transit except for a portion which amounts to just over \$3,000 per year. Revenue continues to be maintained in the fund to assist with future Bike and Pedestrian projects such as walking trails. The General Fund will fund Transportation Planning Fund to pay for transit planning and coordination with CalTrans.

## Fund Balance

- General Fund Reserves - Current General Fund revenue is sufficient to cover expenditures. Cash reserves are at over \$3 Million and reserves will be used to cover CIPs totaling \$464,884. Revenues exceed expenditures in the 2015-16 Budget by approximately \$12,000. It is not necessary to use reserves for operating expenses as a result of this surplus. General Fund reserves will be used for Capital Projects but a substantial excess of the suggested minimum of 25% Reserve Policy is still maintained. The City's General Fund reserve (net of capital projects) will be at approximately 42% or about five months operating reserve, at June 30, 2016. These operating reserves are essential against unexpected economic emergencies or natural disaster. As Council is aware, the City's General Fund currently includes the restricted amount of \$6.2 million in addition to approximately \$3 million in unrestricted reserves. Although the City is suing the State over the \$6.2 million, conservative financial management requires that these monies are unavailable to the City in computing fund balance reserves for the budget.

- Sewer Fund Reserves – Current sewer fund cash reserves are over \$1.5 Million and will not be used to cover the Sewer fund operating expenditures. Reserves will be used for CIPs. CIPs total \$283,333. Although we have raised the sewer rates with the ultimate goal of making the fund self-sufficient, a continued effort such as a rate study will assist in maintaining positive cash flow.
- Water Fund Reserves – Current water fund cash reserves are over \$2.5 Million and will not be used to cover the Water fund operating expenditures. Reserves will be used to fund CIPs for a of total \$1,103,333. A rate study will assist in maintaining positive cash flow.
- Special Fund Reserves – CIPs are the major category for expenditures. Special funds include Measure A, Transportation Development Act (TDA) and Gas Tax. TDA funds will require interfund transfers from the Measure A and General Fund for operating transit services (Breeze, Dial-a-Ride, other rapid transit) and CIP expenditures as follows: (Measure A: \$816,247; TDA: \$50,000; Gas Tax: \$775,000).

**City-Wide Budget Highlights**

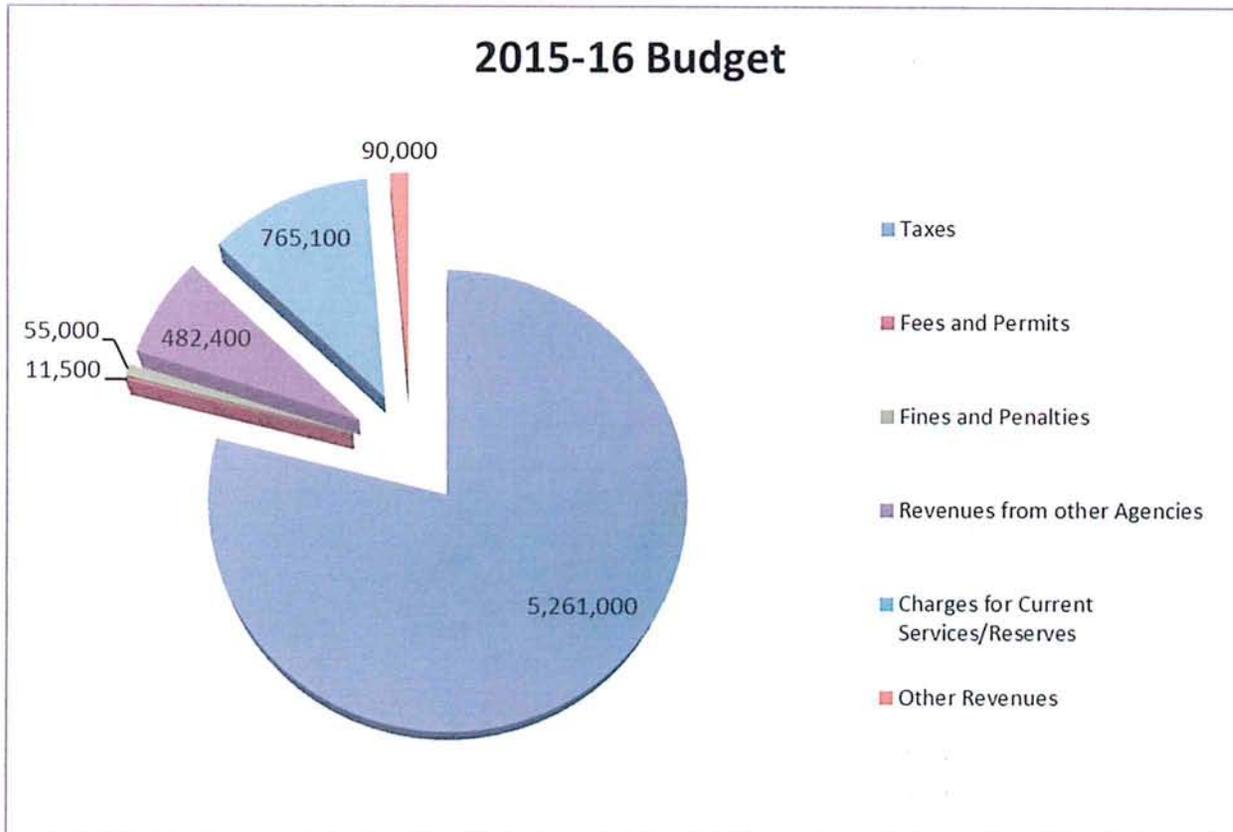
The chart below shows that the 2015-16 Budget for all funds compared to prior year totals increased overall by \$763,653. City-wide expenditures are higher than the prior year by about \$63,000. Capital Improvement Projects exceed prior year budget by about \$700,000. Carryforwards exist when the amount budgeted is not fully spent in a fiscal year. The unspent funds are carried forward to the next fiscal year. In 2015-16, CIPs carried forward amount to about \$60,000 for General Fund projects, about \$700,000 for Road projects, about \$733,333 for Water projects and almost \$163,333 for Sewer projects. Total CIPs carried forward equal about \$1,657,000.

<b>Description</b>	<b>Fiscal Year 2015-16</b>	<b>Fiscal Year 2014-15</b>	<b>Increase / (Decrease)</b>
<b>City Wide Budget (Total Expenditures net of CIP)</b>	<b>\$ 9,395,011</b>	<b>\$9,331,758</b>	<b>\$ 63,253</b>
<b>Capital Improvement Budget (CIP Expenditures)</b>	<b>\$ 3,492,797</b>	<b>\$2,792,397</b>	<b>\$700,400</b>
<b>Total:</b>	<b>\$12,975,558</b>	<b>\$12,124,155</b>	<b>\$763,653</b>

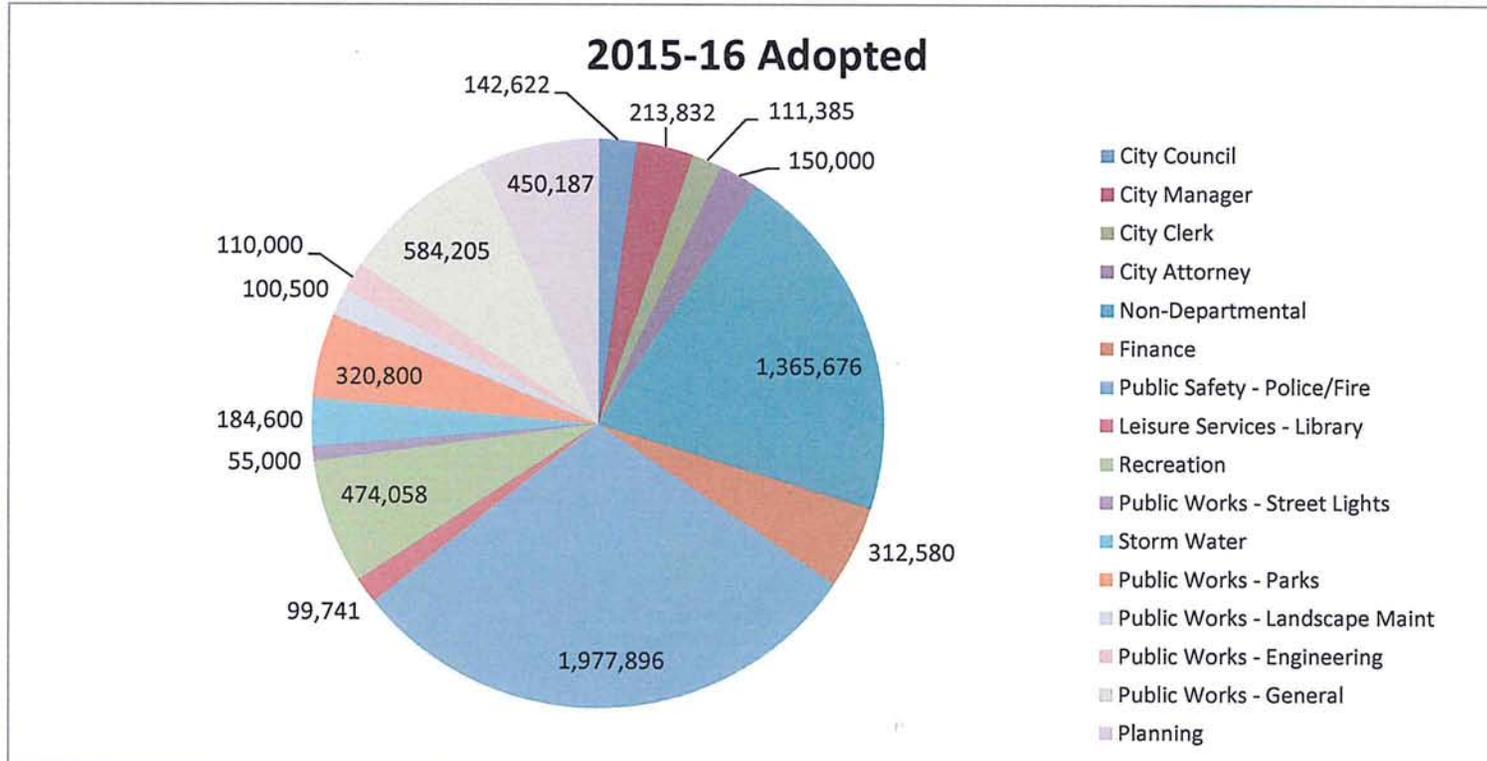
**CONCLUSION**

The following charts show City revenues and where the money will be spent in the General Fund during fiscal year 2015-16. Although the City operates in an economic environment with strong TOT and Sales Tax revenue, the goal each year is to maintain long-term and short-term fiscal health through conservative and prudent financial decisions. This effort is intended to be undertaken while planning future revenues against expenditures. The top five revenues include Sales Tax, TOT, Property Tax, Motor Vehicle License fees and Franchise Fees. The City operates within the budget constraints and will continue to stay on a course of action that reflects watchful fiscal actions now and in the future.

TOTAL REVENUES – GENERAL FUND



TOTAL DEPARTMENT EXPENDITURES – GENERAL FUND



# FUND BALANCE

CITY OF BUELLTON, CALIFORNIA  
 Budget at a Glance - Operating / CIP Budgets  
 For Fiscal Year Beginning 7/1/15 and Ending 6/30/16

Analysis of Fund Balances: Estimated for 2015-16

Fund No.	Description	Est. 6/30/15 Fund Equity		FY 2015-16 Revenue		FY 2015-16 Expenditures		FY 2015-16 Transfers In		FY 2015-16 Transfers Out		Est. 6/30/16 Fund Equity
1	General Fund	3,250,000	(1)	6,146,400	(7)	6,110,198	(7)	53,716	(5)	542,884	(2)	2,797,034
5	Sewer Fund	1,500,000	(3)	1,077,900		1,017,882		-		283,333		1,276,685
20	Water Fund	2,500,000	(3)	2,070,500		2,057,731	(4)	-		1,103,333		1,409,436
23	Housing Fees Fund	652,000		5,000		3,000		-		-		654,000
24	Traffic Mitigation Fund	-		25		-		-		-		25
25	Gas Tax Fund	800,000		182,854		184,854		-		592,146		205,854
27	Local Transportation Fund	10,000		3,020		42,100		92,100		50,000		13,020
29	Transportation Planning Fund	-		25,000		45,000		45,000		-		25,000
31	Measure A Fund	650,000		343,077		343,077		-		512,270		137,730
51	Successor Agency Fund	32,000		53,716		-		-		53,716	(5)	32,000
75	Trust and Agency Fund	165,000	(6)	-		-		-		-		165,000
92	City-wide CIP Fund	-		-		-		3,492,797		3,492,797		-
<b>TOTAL FUND BALANCE "ESTIMATED AVAILABLE":</b>		<b>9,559,000</b>		<b>9,907,492</b>		<b>9,803,842</b>		<b>3,683,613</b>		<b>6,630,479</b>		<b>6,715,784</b>

Notes:

- (1) The \$3,250,000 in the General Fund excludes \$6.3 Million pending RDA litigation resulting from the dissolution. If the City prevails, fund balance will be over \$9 Million.
- (2) General Fund Transfer Out includes:
 

CIP (From: Non Departmental and Storm Water)	464,884	(transferred to fund 92)
Operating (From: Non Departmental)	<u>78,000</u>	(transferred to LTF (fund 27) and Transportation Planning (fund 29))
<b>TOTAL:</b>	<b><u>542,884</u></b>	
- (3) Municipal utility rate study is planned in 2015-16.
- (4) State water rate coverage calculation for 2015-16 is expected to be met.
- (5) Successor Agency to pay for General Fund costs of winding down the dissolved Redevelopment Agency .
- (6) Trust and Agency Fund equity is not really equity, it is shown to reflect the cash balance of this fiduciary fund.
- (7) Revenue (\$6,200,116 minus Operating transfer-in of \$53,716 - see note 5 above); Expenditures (\$6,188,198 minus Operating transfer-out of \$78,000 - see note 2 above) CIP excluded.

**REVENUE PROJECTIONS**

**BY FUND**

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

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
<b><u>GENERAL FUND</u></b>							
<b><u>TAXES</u></b>							
001-301-4001-000	Property Taxes - Secured	891,993	1,403,921	1,070,560	1,118,000	1,120,000	1,125,000
001-302-4002-000	Property Taxes - Unsecured	38,069	43,381	38,934	41,000	41,000	41,000
001-309-4007-000	Homeowners Exemption	7,701	7,217	6,986	7,000	7,000	7,000
001-310-4101-000	Franchise Fees	209,220	207,922	216,444	210,000	210,000	210,000
001-311-4102-000	Sales & Use Tax	1,149,460	1,303,067	1,484,107	1,447,655	1,440,000	2,053,000
001-311-4115-000	Sales Tax Compensation	403,292	441,018	451,304	517,169	517,169	0
001-312-4103-000	Transient Occupancy Tax	1,193,216	1,344,904	1,604,086	1,740,000	1,600,000	1,800,000
001-321-4106-000	Property Transfer Tax	15,703	15,333	16,235	20,000	20,000	25,000
	TOTAL:	3,908,655	4,766,763	4,888,656	5,100,824	4,955,169	5,261,000
<b><u>FEES &amp; PERMITS</u></b>							
001-325-4301-000	Park Quimby Act Fees	20,684	0	0	0	0	0
001-357-4802-000	Zoning Clearance	1,080	1,530	1,195	1,500	1,200	1,500
001-378-4205-000	Engineering Fees	3,628	1,587	51,200	8,000	3,000	10,000
	TOTAL:	25,392	3,117	52,395	9,500	4,200	11,500
<b><u>FINES &amp; PENALTIES</u></b>							
001-340-4401-000	Criminal Fines and Penalties	45,077	45,349	34,155	40,000	40,000	40,000
001-342-4402-000	Fines & Fees	3,265	2,322	581	15,000	2,500	15,000
	TOTAL:	48,342	47,671	34,736	55,000	42,500	55,000
<b><u>USE OF MONEY &amp; PROPERTY</u></b>							
001-345-4904-000	Interest Income	69,627	91,063	43,705	20,000	75,000	20,000
001-346-4905-000	Rent	62,568	60,115	67,615	68,865	68,865	70,000
	TOTAL:	132,195	151,178	111,320	88,865	143,865	90,000

## REVENUE PROJECTIONS Fiscal Year 2015-16

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
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### GENERAL FUND

#### REVENUES FROM OTHER AGENCIES

001-322-4107-000	Motor Vehicle In-Lieu	21,917	2,501	2,069	2,400	2,400	2,400
001-322-4116-000	MV License Fee Compensation	366,193	363,524	369,601	375,000	363,000	375,000
001-333-4508-000	COPS	100,000	100,000	100,000	100,000	100,000	100,000
001-333-4506-000	CA Indian Gaming Grant	165,000	83,376	83,376	0	83,376	0
001-333-4510-000	CA Bikeways and Trails Grant	48,061	0	0	0	0	0
001-365-4807-000	Beverage Container Grant	0	0	5,000	5,000	5,000	5,000
001-376-4908-000	CA Proposition 1B Funding	0	40,629	0	0	0	0
	TOTAL:	701,171	590,030	560,046	482,400	553,776	482,400

#### CHARGES FOR CURRENT SERVICES/RESERVES FOR CIP

001-320-5801-000	Buellton Recreation Program	100,313	90,691	99,182	85,000	85,000	90,000
001-320-5801-001	Recreation Program 50/50	17,528	37,271	38,948	25,000	25,000	5,000
001-320-5802-000	Buellton Recreation Program-Trips	21,373	32,395	43,095	40,000	45,000	45,000
001-325-5814-000	Park Reservation Fees	3,650	5,360	8,250	5,000	3,500	5,000
001-348-4403-000	Special Event Fees	645	1,490	1,165	1,500	1,000	1,500
001-390-4917-000	Miscellaneous	18,032	88,496	10,125	10,000	6,600	10,000
001-390-4918-000	Developer Reimb for Planning cost	0	0	29,163	30,000	12,000	40,000
001-390-4919-000	Staffing Charges - CIPs	0	0	0	40,500	0	50,000
001-395-4931-000	Transfer in from Successor Agency	0	0	0	0	59,073	53,716
001-393-4925-000	Transfer in from Reserves (CIP)	0	10,928	59,073	50,000	200,000	464,884
	TOTAL:	161,541	266,631	289,001	287,000	437,173	765,100

<b>GENERAL FUND REVENUE</b>	<b>4,977,296</b>	<b>5,825,390</b>	<b>5,936,154</b>	<b>6,023,589</b>	<b>6,136,683</b>	<b>6,665,000</b>
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**REVENUE PROJECTIONS**  
**Fiscal Year 2015-16**

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
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**SPECIAL REVENUE FUNDS**

**WASTEWATER ENTERPRISE FUND**

005-345-4904-000	Interest	12,472	5,792	3,386	2,000	6,000	2,000
005-350-4602-000	Sewer Revenue	572,545	642,280	689,539	746,000	700,000	725,000
005-354-4605-000	Connection Fees	36,975	0	0	90,000	0	346,000
005-355-4606-000	Setup Fees	915	820	740	500	950	900
005-358-4607-000	Late Charges	4,413	4,935	5,446	4,500	4,000	4,000
005-393-4925-000	Transfer from Reserves - Operating Costs	0	0	0	0	0	0
005-393-4925-000	Transfer from Reserves for CIP	0	0	0	0	0	283,333
	<b>TOTAL:</b>	<b>627,320</b>	<b>653,827</b>	<b>699,111</b>	<b>843,000</b>	<b>710,950</b>	<b>1,361,233</b>

**WATER ENTERPRISE FUND**

020-345-4904-000	Interest	11,300	5,610	4,546	3,000	5,000	3,000
020-349-4601-000	Bulk Water	10,787	4,006	20,327	20,000	4,000	20,000
020-350-4602-000	Water Sales	1,376,863	1,441,307	1,512,560	1,400,000	1,550,000	1,428,000
020-351-4603-000	Water Service Installation	1,515	0	0	3,000	500	500
020-354-4605-000	Connection Fees	41,600	0	0	185,000	0	606,000
020-355-4606-000	Setup Fees	915	825	740	1,000	900	900
020-358-4607-000	Late Charges	11,277	11,948	12,805	10,000	10,000	10,000
020-359-4608-000	Reinstatement Fee	3,189	2,272	2,529	2,100	2,600	2,100
020-389-4810-000	Infrastructure Contributions	36,000	36,380	0	0	0	0
020-393-4925-000	Transfer from Reserves - Operating Costs	0	0	0	0	0	0
020-393-4925-000	Transfer from Reserves for CIP	0	0	0	0	0	1,103,333
	<b>TOTAL:</b>	<b>1,493,447</b>	<b>1,502,348</b>	<b>1,553,507</b>	<b>1,624,100</b>	<b>1,573,000</b>	<b>3,173,833</b>

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

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
<u>HOUSING FUND</u>							
023-345-4904-000	Interest	7,165	6,792	219	5,000	5,000	5,000
023-388-4915-000	Housing Fees	160,854	0	0	0	0	0
	TOTAL:	168,019	6,792	219	5,000	5,000	5,000
<u>SPECIAL REVENUE FUNDS</u>							
<u>TRAFFIC MITIGATION FUND</u>							
024-345-4904-000	Interest	25	49	25	25	25	25
024-384-4914-000	Traffic Mitigation Fees	17,856	5,200	0	0	0	0
	TOTAL:	17,881	5,249	25	25	25	25
<u>GAS TAX FUND</u>							
025-345-4904-000	Interest	6,344	2,630	1,845	1,500	2,000	2,000
025-376-4908-000	Surface Transportation Program	74,841	71,153	73,327	73,327	55,000	70,000
025-379-4909-000	Traffic Congestion Relief	0	0	0	0	0	0
025-380-4108-000	2105 Funds	24,859	19,424	32,065	22,788	23,520	27,955
025-380-4109-000	2106 Funds	17,944	16,182	17,739	19,906	23,105	19,211
025-380-4110-000	2107 Funds	33,182	32,215	34,118	33,027	28,903	38,414
025-380-4111-000	2107.5 Funds	1,000	0	1,000	1,000	1,000	1,000
025-380-4113-000	Prop 42 Replcmt/Sec 2103	38,645	40,998	64,573	69,043	65,739	24,274
025-393-4925-000	Transfer from Reserves for CIP/Staff Costs	0	0	0	0	0	592,146
	TOTAL:	196,815	182,602	224,667	220,591	199,267	775,000
<u>MEASURE D</u>							
026-345-4904-000	Interest	555	0	0	0	0	0
026-382-4113-000	Measure D	27	0	0	0	0	0
	TOTAL:	582	0	0	0	0	0

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

Account Number	Description	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimated	2014-15 Budget	2015-16 Proposed
<b>LOCAL TRANSPORTATION FUND</b>							
027-345-4904-000	Interest	920	154	10	10	150	20
027-381-4910-000	SB 325 (LTF/TDA) - Bikeways	2,669	16,424	3,718	3,767	3,718	3,000
027-381-4911-000	SB 325 (LTF/TDA) - Roads	0	0	7,722	0	0	0
027-381-4913-000	SYVT Dial-A-Ride Subsidy	0	0	0	0	0	0
027-398-4923-000	Transfer from Other Funds	0	0	40,350	25,000	126,100	92,100
	TOTAL:	3,589	16,578	51,800	28,777	129,968	95,120
<b>SPECIAL REVENUE FUNDS</b>							
<b>TRANSPORTATION PLANNING</b>							
029-345-4904-000	Interest	6	0	0	0	0	0
029-381-4912-000	STA Funding	25,160	27,071	27,100	25,000	25,000	20,000
029-398-4923-000	Transfer from General Fund	0	0	36,600	32,000	45,000	25,000
	TOTAL:	25,165	27,071	63,700	57,000	70,000	45,000
<b>MEASURE A</b>							
031-345-4904-000	Interest	333	793	706	350	350	350
031-393-4925-000	Transfer from Reserves for CIP/Staff Costs	0	0	0	0	0	512,270
031-382-4113-000	Measure A	280,710	472,235	295,278	326,250	322,897	342,727
	TOTAL:	281,043	473,028	295,984	326,600	323,247	855,347
<b>TOTAL SPECIAL REVENUES</b>		<b>2,813,862</b>	<b>2,867,495</b>	<b>2,889,013</b>	<b>3,105,093</b>	<b>3,011,457</b>	<b>6,310,558</b>
<b>TOTAL GENERAL FUND</b>		<b>4,977,296</b>	<b>5,825,390</b>	<b>5,936,154</b>	<b>6,023,589</b>	<b>6,136,683</b>	<b>6,665,000</b>
<b>TOTAL REVENUES</b>		<b>7,791,158</b>	<b>8,692,885</b>	<b>8,825,167</b>	<b>9,128,682</b>	<b>9,148,140</b>	<b>12,975,558</b>

# **EXPENDITURE PROJECTIONS**

## **BY FUND**

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

Dept No.	<u>General Fund</u>	<u>2014-15 Budget</u>	<u>2015-16 Adopted</u>	<u>Change From FY 2014-15 Budget</u>	<u>Percent Increase/ Decrease</u>
001	401 City Council	131,110	142,622	11,512	9%
001	402 City Manager	216,945	213,832	(3,113)	-1%
001	403 City Clerk	113,020	111,385	(1,635)	-1%
001	404 City Attorney	125,000	150,000	25,000	20%
001	410 Non-Departmental	1,054,621	1,365,676	311,055	29%
001	420 Finance	298,887	312,580	13,693	5%
001	501 Public Safety - Police/Fire	1,888,348	1,977,896	89,548	5%
001	510 Leisure Services - Library	99,741	99,741	-	0%
001	511 Recreation	512,391	474,058	(38,333)	-7%
001	550 Public Works - Street Lights	55,000	55,000	-	0%
001	551 Storm Water	161,600	184,600	23,000	14%
001	552 Public Works - Parks	247,400	320,800	73,400	30%
001	556 Public Works - Landscape Maint	85,400	100,500	15,100	18%
001	557 Public Works - Engineering	85,000	110,000	25,000	29%
001	558 Public Works - General	669,850	584,205	(85,645)	-13%
001	565 Planning	406,801	450,187	43,386	11%
	<b>General Fund Total</b>	<b>6,151,114</b>	<b>6,653,082</b>	<b>501,968</b>	<b>8%</b>

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

		<u>2014-15 Budget</u>	<u>2015-16 Adopted</u>	<u>Change From FY 2014-15 Budget</u>	<u>Percent Increase/ Decrease</u>
005	<u>Wastewater</u>	1,196,815	1,301,215	104,400	9%
020	<u>Water</u>	2,933,729	3,161,064	227,335	8%
023	<u>Housing</u>	3,000	3,000	-	0%
025	<u>Gas Tax</u>	861,000	777,000	(84,000)	-10%
027	<u>Local Transportation Fund</u>	126,100	92,100	(34,000)	-27%
029	<u>Transportation Planning</u>	45,000	45,000	-	0%
031	<u>Measure A</u>	807,397	855,347	47,950	6%
	<b>Special Funds Total</b>	<b>5,973,041</b>	<b>6,234,726</b>	<b>261,685</b>	<b>4%</b>
	<b>Total - All Funds</b>	<b>12,124,155</b>	<b>12,887,808</b>	<b>763,653</b>	<b>6%</b>

# GENERAL FUND

**FUND: 001-GENERAL**

**DEPARTMENT: 401/CITY COUNCIL**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

CITY COUNCIL  
001-401

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

FUND: 001-GENERAL

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

CITY MANAGER  
001-402

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

**FUND: 001-GENERAL****DEPARTMENT: 403/CITY CLERK**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

CITY CLERK  
001-403

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

CITY ATTORNEY  
001-404

<u>EMPLOYEE SERVICES</u>		2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed	Change From 2014-15 Budget	% Change From 2014-15 Budget
5001	Salaries	0	0	0	0	0	0	0	N/A
5100	Benefits	0	0	0	0	0	0	0	N/A
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

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

<b>CITY ATTORNEY TOTAL:</b>	<b>132,121</b>	<b>174,043</b>	<b>182,235</b>	<b>150,000</b>	<b>125,000</b>	<b>150,000</b>	<b>25,000</b>	<b>20.0%</b>
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FUND: 001-GENERAL

DEPARTMENT: 404/CITY ATTORNEY

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

**FUND: 001-GENERAL**

**DEPARTMENT: 410/NON-DEPARTMENTAL**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 50,512	\$ 49,833	\$ 49,586	\$ 50,500	\$ 50,500	\$ 60,583
Operating & Maintenance	\$ 335,650	\$ 497,227	\$ 639,744	\$ 791,221	\$1,004,121	\$1,304,093
Capital	\$ -	\$ 2,914	\$ 919	\$ 842,621	\$ -	\$ 1,000
Department Total	\$ 386,162	\$ 549,974	\$ 690,249	\$1,684,342	\$1,054,621	\$1,365,676

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

NON-DEPARTMENTAL  
001-410

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2014-15	From 2014-15
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5100	Benefits	50,512	49,833	49,586	50,500	50,500	60,583	10,083	20.0%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>50,512</b>	<b>49,833</b>	<b>49,586</b>	<b>50,500</b>	<b>50,500</b>	<b>60,583</b>	<b>10,083</b>	<b>20.0%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5201	Insurance - Liability	43,070	36,653	420	105,000	105,000	152,015	47,015	44.8%
5202	Insurance - Property	4,599	4,635	4,908	5,500	5,500	5,500	0	0.0%
5301	Office Supplies	8,303	9,656	7,690	6,300	6,300	6,500	200	3.2%
5303	Postage	2,039	1,454	1,306	2,000	3,000	2,000	(1,000)	-33.3%
5305	Equipment Rental	10,522	10,099	10,333	8,000	12,000	10,000	(2,000)	-16.7%
5307	Office Equipment	1,076	0	0	0	0	0	0	N/A
5401	Membership & Publications	3,382	3,232	1,768	1,000	4,000	4,500	500	12.5%
5402	Travel & Training	896	210	150	5,000	800	800	0	0.0%
5601	Data Processing Contract Maintenance	0	0	2,398	0	0	0	0	N/A
5602	Internet Access / Website Maintenance	5,965	8,060	0	8,000	8,000	10,000	2,000	25.0%
5603	Computer Maintenance & Software	5,532	2,776	4,171	10,000	10,000	10,000	0	0.0%
5701	Telephone	3,696	3,801	3,612	3,800	3,800	3,800	0	0.0%
5702	Utilities - Gas	841	740	558	900	900	900	0	0.0%
5703	Utilities - Electric	8,280	10,596	8,888	9,000	9,000	9,000	0	0.0%
5704	Utilities - Water	1,088	1,208	1,312	1,800	1,800	1,800	0	0.0%
5705	Utilities - Sewer	858	1,038	1,110	900	900	900	0	0.0%
5804	Animal Control	29,970	31,469	32,306	33,500	33,500	35,093	1,593	4.8%
5805	Visitors Bureau	114,888	225,363	302,605	350,000	315,000	375,000	60,000	19.0%
5806	Newsletter	5,236	0	0	0	0	0	0	N/A
5807	Community Organization Support	65,264	55,810	66,874	72,700	72,700 (1)	78,900	6,200	8.5%
5807	Undesignated Miscellaneous Support	0	6,500	500	2,000	2,000	2,000	0	N/A
5808	Miscellaneous Recognition Items	5,790	6,195	2,268	3,500	3,500	3,500	0	0.0%
5812	SB Co Mental Health Assessment Team (MHAT)	2,337	2,428	2,522	2,621	2,621	2,621	0	0.0%
6005	Recruitment Expense	4,666	2,806	2,984	2,000	2,000	2,000	0	0.0%
6009	LAFCO Contribution	1,340	1,243	1,506	1,700	1,700	2,000	300	17.6%
6012	Transfer to Other Funds	0	50,000	168,040	148,000	392,100 (2)	522,884	130,784	N/A
6017	Emergency Operations	1,651	695	1,815	3,000	3,000	3,000	0	0.0%
6301	Miscellaneous and PERS unfunded liability	4,359	20,560	9,700	5,000	5,000	59,380	54,380	1087.6%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>335,650</b>	<b>497,227</b>	<b>639,744</b>	<b>791,221</b>	<b>1,004,121</b>	<b>1,304,093</b>	<b>299,972</b>	<b>46.9%</b>
<b><u>CAPITAL</u></b>									
6503	Vehicle Replacement	0	0	0	0	0	0	0	N/A
6505	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	2,914	919	900	0	1,000	1,000	N/A
6507	Improvements	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>0</b>	<b>2,914</b>	<b>919</b>	<b>900</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>N/A</b>
<b>NON-DEPARTMENTAL TOTAL:</b>		<b>386,162</b>	<b>549,974</b>	<b>690,249</b>	<b>842,621</b>	<b>1,054,621</b>	<b>1,365,676</b>	<b>311,055</b>	<b>29.5%</b>

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

(2) Capital Improvement Project transfers (CIP); Operating Transfers to Funds 027 (LTF) and 029 (Transportation Planning)

EXPENDITURE DETAIL NARRATIVE

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

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

5804	Animal Control	\$ 32,306	\$ 33,500	\$ 35,093
	Contract for services with County Animal Control.			
5805	Visitors Bureau	\$ 302,605	\$ 315,000	\$ 375,000
	Contract for advertising services based on 20.83% of \$1,500,000 budgeted Transient Occupancy Tax revenue.			
5806	Newsletter	\$ -	\$ -	\$ -
	Cost of printing the Buellton Banner.			
5807	Community Organization Support	\$ 66,874	\$ 72,700	\$ 78,900
	Senior Center, People Helping People, Foodbank, and SYV Fruit & Vegetable Rescue			
5807	Undesignated Misc Support	\$ 500	\$ 2,000	\$ 2,000
	Donation to Buellton Historical Society (2014-15).			
5808	Miscellaneous Recognition Items	\$ 2,268	\$ 3,500	\$ 3,500
	Miscellaneous award items for various organizations and employee recognition program.			
5812	Mental Health Assessment Team (MHAT) Services	\$ 2,522	\$ 2,621	\$ 2,621
	Santa Barbara County Mental Health Assessment Team (MHAT) Services.			
6005	Recruitment Expense	\$ 2,984	\$ 2,000	\$ 2,000
	Expenses related to new employee recruitment.			
6009	LAFCO Contribution	\$ 1,506	\$ 1,700	\$ 2,000
	City's share of LAFCO's operating costs.			
6012	Transfer to Other Funds			
	Transfer to CIP Project #202 (Buellton Town Center Driveway; MOE)	\$ -	\$ -	\$ -
	Transfer to CIP Project #304 (Wayfinding Sign Project)	\$ -	\$ -	\$ -
	Transfer to CIP Project #201 (Facilities Maintenance and Painting Project)	\$ -	\$ -	\$ 10,000
	Transfer to CIP Project #204 (Paws Park Improvements)	\$ -	\$ 61,000	\$ -
	Transfer to CIP Project #311 (Industrial Way Streetlights)	\$ -	\$ -	\$ 100,000
	Transfer to CIP Project #302 (Road Maintenance Project - 13/14); MOE	\$ -	\$ -	\$ -
	Transfer to CIP Project #310 (Road Maintenance Project - 14/15)	\$ -	\$ -	\$ 90,550
	Transfer to CIP Project #310 (Road Maintenance Project - 15/16)	\$ -	\$ -	\$ 100,000
	Transfer to CIP Project #xxx (Village Park Improvement)	\$ -	\$ -	\$ 56,000
	Transfer to CIP Project #xxx (Pedestrian Sidewalk Imprvmt Pjt)	\$ -	\$ -	\$ 25,000
	Transfer to CIP Project #203 (Fundware Accounting Software Replacement)	\$ -	\$ 17,000	\$ 33,334
	Transfer to CIP Project #xxx (City Hall Rehab & Modification Project)	\$ -	\$ -	\$ 30,000
	Transfer to Local Transportation Fund 027 (to cover operating costs)	\$ 40,350	\$ 25,000	\$ 53,000
	Transfer to Transportation Planning Fund 029 (to cover operating costs)	\$ 36,600	\$ 45,000	\$ 25,000
	Transfer from Reserves		\$ -	\$ -
6017	Emergency Operations	\$ 1,815	\$ 3,000	\$ 3,000
	One CERT class and miscellaneous emergency preparedness tasks.			

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

6301 Miscellaneous

\$ 9,700

\$ 5,000

\$ 59,380

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

Capital

6503 Vehicle Replacement

\$ -

\$ -

\$ -

6504 Office Furniture

\$ -

\$ -

\$ -

6505 Computer Equipment

\$ 919

\$ -

\$ -

6507 Improvements

\$ -

\$ -

\$ -

FUND: 001-GENERAL

DEPARTMENT: 420/FINANCE

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

FINANCE  
001-420

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

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

**DEPARTMENT DESCRIPTION**

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

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

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - POLICE & FIRE  
001-501

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

EXPENDITURE DETAIL NARRATIVE

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

LEISURE SERVICES - LIBRARY

001-510

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

FUND: 001-GENERAL

DEPARTMENT: 510/LEISURE SERVICES  
LIBRARY

EXPENDITURE DETAIL NARRATIVE

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

**FUND: 001-RECREATION**

**DEPARTMENT: 511/RECREATION**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

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

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

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

FUND: 001-GENERAL

DEPARTMENT: 511/RECREATION

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - STREET LIGHTS  
001-550

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

FUND: 001-GENERAL

DEPARTMENT: 550/PUBLIC WORKS  
STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - ENGINEERING  
001-557

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

EXPENDITURE DETAIL NARRATIVE

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - GENERAL  
001-558

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
<u>EMPLOYEE SERVICES</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
5001	Salaries	188,619	205,795	215,994	225,460	225,460	231,058	5,598	2.5%
5005	Hourly	0	0	7,648	10,400	10,400	12,192	1,792	17.2%
5100	Benefits	97,460	112,318	104,588	125,540	125,540	107,805	(17,735)	-14.1%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>286,079</b>	<b>318,113</b>	<b>328,230</b>	<b>361,400</b>	<b>361,400</b>	<b>351,055</b>	<b>(10,345)</b>	<b>-2.9%</b>

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
<u>OPERATING &amp; MAINTENANCE</u>									
5301	Office Supplies	1,126	1,907	1,392	1,200	1,000	1,200	200	20.0%
5401	License, Membership & Publications	0	1,185	2,525	1,200	1,200	1,200	0	0.0%
5402	Travel & Training	335	2,356	1,776	2,500	2,500	2,500	0	0.0%
5501	Operational Supplies	0	0	5,898	6,000	6,000	6,000	0	0.0%
5503	Tools	1,216	1,786	2,665	4,000	4,000	4,000	0	0.0%
5504	Laundry - Uniforms	609	1,038	1,219	800	800	800	0	0.0%
5506	Fuel - Vehicles	7,416	7,988	6,695	8,000	8,000	8,000	0	0.0%
5507	Maintenance - Vehicles	3,535	7,212	8,829	10,000	10,000	15,000	5,000	50.0%
5508	Landscape Maintenance Program	1,462	9	0	0	0	0	0	0.0%
5509	Maintenance / Repair	32,574	42,713	47,132	50,000	50,000	40,000	(10,000)	-20.0%
5510	Safety Equipment	868	1,276	1,749	1,500	1,500	1,500	0	0.0%
5511	Signs - Replacement and Upgrade	1,978	277	1,725	5,000	5,000	15,000	10,000	200.0%
5603	Computer Maintenance & Software	1,616	444	383	500	500	2,000	1,500	300.0%
5701	Telephone	1,335	1,110	5,165	5,500	6,500	5,500	(1,000)	-15.4%
5703	Utilities - Electric	2,000	12,174	0	950	950	950	0	0.0%
5704	Utilities - Water	18,589	17,622	19,406	32,000	32,000	32,000	0	0.0%
6011	Regulatory Compliance	0	0	1,700	500	0	2,500	2,500	+
6201	Contract Services	42,609	148,625	90,065	100,000	100,000	75,000	(25,000)	-25.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>117,268</b>	<b>247,722</b>	<b>198,324</b>	<b>229,650</b>	<b>229,950</b>	<b>213,150</b>	<b>(16,800)</b>	<b>-7.3%</b>

		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
<u>CAPITAL</u>									
6503	Vehicle Replacement	18,300	32,666	0	68,500	68,500	0	(68,500)	+
6507	Improvements	0	5,977	0	0	0	10,000	10,000	0.0%
6508	Equipment	0	0	5,885	10,000	10,000	10,000	0	0.0%
<b>CAPITAL SUBTOTAL:</b>		<b>18,300</b>	<b>38,643</b>	<b>5,885</b>	<b>78,500</b>	<b>78,500</b>	<b>20,000</b>	<b>(58,500)</b>	<b>-74.5%</b>

<b>PUBLIC WORKS - GENERAL TOTAL:</b>		<b>421,647</b>	<b>604,478</b>	<b>532,439</b>	<b>669,550</b>	<b>669,850</b>	<b>584,205</b>	<b>(85,645)</b>	<b>-12.8%</b>
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EXPENDITURE DETAIL NARRATIVE

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

33 1/3% of laundry and uniform service for Public Works employees; 100% for Groundskeeper; Increased maintenance required on aging vehicles/equipment.

FUND: 001-GENERAL

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

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

Capital

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

**FUND: 001-GENERAL FUND**

**DEPARTMENT: 551/STORM WATER**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

STORM WATER  
001-551

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

EXPENDITURE DETAIL NARRATIVE

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

**FUND: 001-GENERAL FUND**

**DEPARTMENT: 552/PARKS**

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

**DEPARTMENT DESCRIPTION**

Parks was consolidated into the General Fund in prior years. Oak Park, Riverview, Paws Park, Botanic Garden, Avenue of the Flags and the Golf Course.

DEPARTMENT EXPENDITURES

PARKS  
001-552

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

- (1) Includes contribution for Botanic Gardens of \$ - approved at 4/23/15 City Council Meeting  
 (2) Includes contribution for Paws Park of \$ - approved at 4/23/15 City Council Meeting; Ongoing maintenance.

EXPENDITURE DETAIL NARRATIVE

<u>FISCAL YEAR 2015-16</u>		Actual	Budget	Budget
		2013-14	2014-15	2015-16
<u>Operating &amp; Maintenance</u>				
5305	Equipment Rental	\$ -	\$ 5,000	\$ 5,000
5305	Small Equipment	\$ 394	\$ 3,000	\$ 3,000
5501	Operational Supplies	\$ 2,120	\$ 8,800	\$ 8,800
Trash bags/dog pot bags, soaps, toilet paper, cleaning supplies				
5502	Chemicals	\$ 154	\$ 1,000	\$ 1,000
Pesticides, herbicides, graffiti remover				
5509	Maintenance/Repair - Riverview Park	\$ 18,617	\$ 35,000	\$ 30,000
Sidewalks, plants, restrooms, buildings, electrical, etc. Botanic Gardens (\$1,900)				
5509-2	Maintenance/Repair - Oak Park	\$ 2,147	\$ 5,000	\$ 20,000
5509-4	Maintenance/Repair - Paws Park	\$ 9,684	\$ 6,000	\$ 10,500
Paws Park (\$10,500); City-related maintenance.				
5509-5	Maintenance/Repair - Ave of the Flags	\$ 424	\$ 5,000	\$ 5,000
5703	Utilities - Electric	\$ 877	\$ 7,500	\$ 7,500
Riverview and Oak Parks				
5704	Utilities - Water	\$ 40,677	\$ 46,000	\$ 46,000
Riverview and Oak Parks				
5820	Zaca Creek	\$ -	\$ -	\$ -
5820	Golf Course Renovation	\$ 9,245	\$ -	\$ -
6201	Contract Services	\$ 84,351	\$ 105,100	\$ 159,000
Rafael Ruiz (\$24,000); Valley Gardener (\$135,000)				
6202	Contact Services - Engineering	\$ -	\$ -	\$ -
<u>Capital</u>				
6507	Improvements	\$ -	\$ -	\$ -
6508	Equipment	\$ 9,775	\$ 25,000	\$ 25,000

**FUND: 001-GENERAL FUND****DEPARTMENT: 556/PUBLIC WORKS-LANDSCAPE MAINTENANCE**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS-LANDSCAPE MAINTENANCE  
001-556

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

FUND: 001-GENERAL FUND

DEPARTMENT: 556/PUBLIC WORKS-LANDSCAPE MAINTENANCE

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

Operating & Maintenance

	Actual 2013-14	Budget 2014-15	Budget 2015-16
5509 Maintenance / Repair	\$ 1,847	\$ 2,500	\$ 2,500
5703 Utilities - Electric	\$ 8,336	\$ 900	\$ 6,000
5704 Utilities - Water	\$ 15,846	\$ 22,000	\$ 22,000
6201 Contract Services	\$ 69,290	\$ 60,000	\$ 70,000
<div style="border: 1px solid black; padding: 2px;">Valley Gardener maintenance contract for common landscaped areas of the City. Portions of Highway 246.</div>			
6202 Contract Services - Engineering	\$ -	\$ -	\$ -

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - PLANNING  
001-565

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

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

FUND: 001-GENERAL

DEPARTMENT: 565/COMMUNITY DEVELOPMENT  
PLANNING

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

<u>Employee Services</u>	Actual 2013-14	Budget 2014-15	Budget 2015-16
Planning Director	0.90	1.00	1.00
Planning Commissioners (5)	5.00	5.00	5.00
Assistant Planner	1.00	1.00	1.00
Staff Assistant/ Planning Tech	0.70	0.45	0.45
Total	<u>22,572.00</u>	<u>22,126.50</u>	<u>22,126.50</u>
5001 Salaries	\$ 103,445	\$ 204,516	\$ 177,397
5002 Planning Commission Salaries	\$ 3,150	\$ 6,000	\$ 6,000
\$100 per month each for five Planning Commissioners			
5005 Intern Program	\$ -	\$ -	\$ -
5005 Code Enforcement	\$ 4,750	\$ 9,200	\$ 9,200
Part-Time Code Enforcement Officer			
5100 Benefits	\$ 47,016	\$ 99,485	\$ 80,490

Operating & Maintenance

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

Capital

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

# ENTERPRISE FUNDS

**FUND: 005-WASTEWATER**

**DEPARTMENT: 701/WASTEWATER**

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

**DEPARTMENT DESCRIPTION**

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

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

DEPARTMENT EXPENDITURES

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

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

DEPARTMENT EXPENDITURES

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

BUDGET NOTE: Capital Items are included in the Depreciation Category

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

EXPENDITURE DETAIL NARRATIVE

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

FUND: 005-WASTEWATER		DEPARTMENT: 701/WASTEWATER		
5504	Laundry - Uniforms	\$ 864	\$ 800	\$ 800
33 1/3% of laundry and uniform service for the Wastewater Plant operators.				
5506	Fuel - Vehicles	\$ 6,695	\$ 6,000	\$ 6,000
5507	Maintenance - Vehicles	\$ 6,950	\$ 8,000	\$ 8,000
5509	Maintenance / Repair	\$ 29,885	\$ 65,000	\$ 50,000
5510	Safety Equipment	\$ 1,919	\$ 2,000	\$ 2,000
33 1/3 % of the cost for the Wastewater Plant operators.				
5601	Data Processing Contract Maintenance	\$ 900	\$ 1,300	\$ 1,300
50% of contract support for utility billing software.				
5603	Computer Maintenance & Software	\$ 288	\$ 1,000	\$ 1,000
5701	Telephone	\$ 6,405	\$ 6,500	\$ 7,200
5703	Utilities - Electric	\$ 130,042	\$ 100,000	\$ 100,000
5704	Utilities - Water	\$ 22,105	\$ 13,000	\$ 13,000
6004	Audit	\$ 9,131	\$ 7,100	\$ 7,100
33 1/3% of the cost.				
6007	Depreciation	\$ 175,933	\$ 175,000	\$ 175,000
Includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.				
6011	Regulatory Compliance	\$ 13,760	\$ 20,000	\$ 20,000
Compliance and permit costs with various regulatory agencies including: Air Pollution Control Board, Regional Water Quality Control Board, County of Santa Barbara.				
6012	Transfer to other funds			
	Transfer to CIP Fund 092 Project #702 (CCTV)	\$ -	\$ 30,000	\$ 30,000
	Transfer to CIP Fund 092 Project #703 (WWTP & Lift Station)	\$ -	\$ -	\$ -
	Transfer to CIP Fund 092 Project #7xx Recycled Wtr Feasibility Concept - Joint Pjt	\$ -	\$ -	\$ 120,000
	Transfer to CIP Fund 092 Project #705 (Headworks WWTP)	\$ -	\$ -	\$ -
	Transfer to CIP Fund 092 Project #311 (WWTP and Pump booster Reliability Project)	\$ -	\$ -	\$ -
	Transfer to CIP Fund 092 Project #706 (Facilities Improvements)	\$ -	\$ 100,000	\$ 100,000
	Transfer to CIP Project #203 (Fundware/Utility Billing Software Replacement)	\$ -	\$ 50,000	\$ 33,333
	Transfer to General Fund for Overhead charges	\$ -	\$ -	\$ -
6201	Contract Services	\$ 170,347	\$ 180,000	\$ 283,333
Trash hauling, 33 1/3% of answering service and sludge removal. Compliance work with sewer system Management Plan and consultant cost for rate study.				
6202	Contract Services - Engineering	\$ 41,060	\$ 55,000	\$ 55,000
Engineering work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades and Regional Water Quality Control Board (RWQCB) compliance and permitting.				

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

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

**FUND: 020-WATER****DEPARTMENT: 601/WATER**

DEPARTMENT SUMMARY	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Budget	2015-16 Proposed
Employee Services	\$ 246,421	\$ 272,440	\$ 183,885	\$ 223,015	\$ 223,129	\$ 209,294
Operating & Maintenance	\$1,453,036	\$1,443,005	\$1,677,191	\$1,648,000	\$2,627,100	\$2,891,770
Capital	\$ -	\$ -	\$ -	\$ 83,500	\$ 83,500	\$ 60,000
Department Total	\$1,699,456	\$1,715,445	\$1,861,076	\$1,954,515	\$2,933,729	\$3,161,064

**DEPARTMENT DESCRIPTION**

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

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

DEPARTMENT EXPENDITURES

**WATER  
020-601**

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

DEPARTMENT EXPENDITURES

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

BUDGET NOTE: Capital Items are included in the Depreciation Category

<u>CAPITAL</u>		2011-12	2012-13	2013-14	2014-15	2014-15	2015-16	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2014-15	From 2014-15
								<u>Budget</u>	<u>Budget</u>
6503	Vehicle Replacement	0	0	0	8,500	8,500	0	(8,500)	-100.0%
6507	Improvements	0	0	0	0	0	30,000	30,000	-
6508	Equipment	0	0	0	75,000	75,000	30,000	(45,000)	-60.0%
<b><u>CAPITAL TOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>83,500</b>	<b>83,500</b>	<b>60,000</b>	<b>(23,500)</b>	<b>-28.1%</b>

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

(2) Equipment includes sampling, sounding and generators.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

FUND: 020-WATER		DEPARTMENT: 601/WATER		
5502	Chemical Analysis	\$ 41,978	\$ 40,000	\$ 40,000
5503	Tools	\$ 1,842	\$ 1,500	\$ 1,500
5504	Laundry - Uniforms	\$ 865	\$ 800	\$ 800
<b>33 1/3% of laundry and uniform service for the Water Department employees.</b>				
5505	Meter Expense	\$ 2,720	\$ 6,000	\$ 40,000
<b>New and replacement meters. New meter expense is offset by meter installation revenue.</b>				
5506	Fuel - Vehicles	\$ 7,424	\$ 7,000	\$ 7,000
5507	Maintenance - Vehicles	\$ 6,984	\$ 8,000	\$ 8,000
5509	Maintenance / Repair	\$ 47,733	\$ 50,000	\$ 50,000
5510	Safety Equipment	\$ 1,654	\$ 3,000	\$ 3,000
<b>33 1/3 % of the cost for the Water Department employees.</b>				
5601	Data Processing Contract Maintenance	\$ 900	\$ 1,300	\$ 1,300
<b>50% of contract support for utility billing software.</b>				
5603	Computer Maintenance & Software	\$ 2,028	\$ 2,000	\$ 4,000
5701	Telephone	\$ 9,196	\$ 10,000	\$ 10,000
5703	Utilities - Electric	\$ 125,583	\$ 110,000	\$ 110,000
6004	Audit	\$ 9,132	\$ 7,100	\$ 7,100
<b>33 1/3% of the cost.</b>				
6007	Depreciation	\$ 163,471	\$ 167,000	\$ 167,000
<b>Estimate for Fiscal Year 2013-14; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</b>				
6011	Regulatory Compliance	\$ 15,014	\$ 22,000	22,000
6012	Transfer to Other Funds			
	Transfer to CIP Fund Project #6xx (Water Meter Improvements)	\$ -	\$ -	\$ 40,000
	Transfer to CIP Fund Project #603 (WTP Facilities)	\$ -	\$ 160,000	\$ 150,000
	Transfer to CIP Fund Project #6xx (Backwash Reclamation Imprvt Pjt)	\$ -	\$ -	\$ 100,000
	Transfer to CIP Fund Project #6xx (Reservoirs 1 & 2 - 2013-14)	\$ -	\$ -	\$ 700,000
	Transfer to CIP Fund Project #6xx - (Water Meter Upgrades)	\$ -	\$ -	\$ 50,000
	Transfer to CIP Fund Project #203 (Fund & Utility billing Software)	\$ -	\$ 25,000	\$ 33,333
	Transfer to CIP Project #6xx (Recycled Water Concept/Feas/Joint Pjt)	\$ -	\$ 30,000	\$ 30,000
6013	State Water Project	\$ 984,330	\$ 1,040,000	\$ 1,076,000
<b>Covers both Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.</b>				
6014	Santa Ynez River Appropriations	\$ 13,272	\$ 9,000	\$ 9,000
<b>Annual groundwater charges.</b>				
6201	Contract Services	\$ 14,758	\$ 75,000	\$ 95,000

FUND: 020-WATER

DEPARTMENT: 601/WATER

33 1/3% of answering service, instrumentation contract services and consultant for rate study.

6202	Contract Services - Engineering	\$ 12,020	\$ 75,000	\$ 75,000
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Rate and connection fee studies, water system modeling and atlas mapping.

6301	Miscellaneous	\$ 595	\$ 2,000	\$ 8,837
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CalPERS Unfunded Liability is billed separately from Payroll. The amount due from the Enterprise fund is \$6,813.98. Other costs are due to various small WTP-related purchases.

Capital

6503	Vehicle Replacement	\$ -	\$ 8,500	\$ -
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6507	Improvements	\$ -	\$ -	\$ 30,000
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Water Conservation rebates, i.e., "cash for grass".

6508	Equipment	\$ -	\$ 75,000	\$ 30,000
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Sampling, sounding and generators

## **OTHER FUNDS**

**FUND: 023-HOUSING**

**DEPARTMENT: 580/HOUSING**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

HOUSING  
023-580

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

EXPENDITURE DETAIL NARRATIVE

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

**FUND: 025-GAS TAX**

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

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

GAS TAX  
025-55X

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

025-555-6201-000 = Street Sweeping

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

Capital

See Fund 92

**FUND: 027-LOCAL TRANSPORTATION**

**DEPARTMENT: 559/TDA GRANT**

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

LOCAL TRANSPORTATION  
027-559

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

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

Capital

6507 Improvements  
       See Fund 92

FUND: 029-TRANSPORTATION PLANNING

DEPARTMENT: 557/ENGINEERING

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

TRANSPORTATION PLANNING  
029-557

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2015-16

Actual  
2013-14

Budget  
2014-15

Budget  
2015-16

Operating & Maintenance

6201 Contract Services

\$ 30,000

\$ 45,000

\$ 45,000

Transportation and transit coordination/planning/Caltrans
-----------------------------------------------------------

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

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

MEASURE A  
031-560

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





**2015-16**

**CAPITAL IMPROVEMENT  
PROJECTS (CIP) BUDGET**

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**2016 through 2020**

**CAPITAL IMPROVEMENT PROGRAM**

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

Project  
 Number

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

Transfer to CIP fund 92:

FY 15-16						
General Fund	Gas Tax	LTF	MA	Water	WW	TOTAL
20,000						20,000
10,000						10,000
33,334				33,333	33,333	100,000
30,000						30,000
25,000			25,000			50,000
56,000						56,000
			70,000			70,000
	25,000					25,000
		50,000				50,000
90,550	300,000		221,247			611,797
100,000						100,000
	250,000		250,000			500,000
100,000	200,000		250,000			550,000
				700,000		700,000
				150,000		150,000
				100,000		100,000
				40,000		40,000
				50,000		50,000
				30,000		30,000
					30,000	30,000
					100,000	100,000
					120,000	120,000
464,884	775,000	50,000	816,247	1,103,333	283,333	3,492,797

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

CITY-WIDE CIP BUDGET

Project Number	Project Description	FY 2015-16 Budget	FY 2016-20 Budget	Total Budget (All Years)	Start Date	End Date
092-101	Storm Drain cleaning and Retrofit	20,000	-	35,000	1st Qtr 2014	4th Qtr 2016
092-201	Facilities Maintenance and Painting	10,000	-	10,000	1st Qtr 2014	4th Qtr 2016
092-202	Buellton Town Center Driveway	-	-	114,000	1st Qtr 2014	4th Qtr 2015
092-203	Fundware Accounting Software Replacement	100,000	-	150,000	3rd Qtr 2015	2nd Qtr 2016
092-204	Paws Park Grass (General Fund)	-	-	61,000	1st Qtr 2015	4th Qtr 2015
092-new	City Hall Office Rehab and Modification	30,000	30,000	60,000	1st Qtr 2016	4th Qtr 2016
092-new	Riverview Park Pedestrian/Sidewalk Improvements - with Rd Maintenance funding	50,000	100,000	150,000	1st Qtr 2016	4th Qtr 2020
092-new	Santa Ynez River Trail Conceptual Plan and Feasibility Study	-	40,000	40,000	1st Qtr 2019	4th Qtr 2019
092-new	Santa Ynez River Trail Environmental and Design	-	150,000	150,000	1st Qtr 2020	4th Qtr 2020
092-new	Santa Ynez River Trail Construction	-	-	TBD	After 2020	
092-new	Fleet Purchases	-	175,000	175,000	1st Qtr 2017	1st Qtr 2020
092-new	Village Park Improvments (Combine funding with Developer) - (1)	56,000	-	56,000	1st Qtr 2016	4th Qtr 2016
092-new	The Avenue Improvements	-	-	-		Future
092-302	Road Maintenance (FY 13/14)	-	-	1,261,200	1st Qtr 2014	4th Qtr 2015
092-306	Phase III Hwy 246/Sycamore Ped Xing	70,000	670,000	865,000	1st Qtr 2014	4th Qtr 2017
092-307	McMurray Road Widening / TS (13/14)	25,000	500,000	575,000	1st Qtr 2014	4th Qtr 2017
092-308	No. Ave of the Flags prk and Ride	50,000	625,000	705,000	1st Qtr 2014	4th Qtr 2018
092-310	Road Maintenance (FY 14/15)	611,797	-	611,797	1st Qtr 2016	4th Qtr 2016
092-311	Industrial Way Street Lights (General Fund)	100,000	-	100,000	1st Qtr 2016	4th Qtr 2016
092-312	Highway 246 Sidewalk (CalTrans)	500,000	-	500,000	1st Qtr 2016	4th Qtr 2016
092-313	Road Maintenance Project (15/16)	550,000	1,920,000	2,470,000		Ongoing
092-new	SD Inlet/Catch Basin Retrofit Improvements	-	600,000	600,000		Ongoing
092-new	Avenue of the Flags Pedestrian/Drainage Improvements	-	550,000	550,000	1st Qtr 2017	4th Qtr 2018
092-602	Reservoirs 1 & 2 (FY 13/14)	700,000	-	900,000	1st Qtr 2014	1st Qtr 2015
092-603	WTP Facilities Improvement (13/14)	150,000	400,000	810,000		Ongoing
092-604	WTP and Pump Booster Reliability Project	-	-	60,000	1st Qtr 2014	4th Qtr 2015
092-new	WTP Backwash Reclamation Improvement Project	100,000	-	100,000	1st Qtr 2016	4th Qtr 2016
092-new	Water Meter Reading Improvements	40,000	65,000	105,000	1st Qtr 2016	4th Qtr 2019
092-new	Water Meter Upgrades	50,000	150,000	200,000		Ongoing
092-new	WTP/Booster Power Reliability	-	300,000	300,000	1st Qtr 2017	4th Qtr 2018
092-new	Supplemental Well/WTP Feasibility	-	50,000	50,000	1st Qtr 2018	4th Qtr 2019
092-new	Water Distribution System Improvements	-	700,000	700,000		Ongoing
092-new	Recycled Water Concept/Feasibility Joint Project **	30,000	100,000	130,000	1st Qtr 2016	4th Qtr 2017
092-702	Sewer Collections System Cleaning/CCTV	30,000	60,000	90,000		Ongoing
092-703	WWTP and Lift Station security and reliability Project	-	-	100,000		See Project 092-706
092-704	Sewer Line Replacement	-	-	100,000	1st Qtr 2014	4th Qtr 2014
092-705	Headworks Improvement Project (carryover)	-	-	150,000	1st Qtr 2014	4th Qtr 2014
092-706	WWTP Facilities Improvements	100,000	400,000	500,000		Ongoing
092-new	Endeloe Pilot Project [No Cost to City]	-	-	-	1st Qtr 2018	4th Qtr 2019
092-new	Sewer Jetter/Vac Truck	-	200,000	200,000	1st Qtr 2018	4th Qtr 2019
092-new	WWTP Lift Station and Plant Power Reliability	-	280,000	280,000	1st Qtr 2017	4th Qtr 2018
092-new	Recycled Water Concept/Feasibility Joint Project **	120,000	800,000	920,000	1st Qtr 2016	4th Qtr 2018
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM:</b>		<b>3,492,797</b>	<b>8,865,000</b>	<b>14,933,997</b>		

(1) Total Project Cost is \$303,138; Developer is required to contribute

FUND BALANCE ANALYSIS- CIP FUNDING SOURCES

Fund Number			Est. 6/30/15 Fund Equity	FY 2015-16 Revenue		FY 2015-16 Expenditures	FY 2015-16 CIP Funding	Est. 6/30/16 Fund Equity
001	Transfer In from General Fund	General Fund	3,250,000	6,200,116	(1)	(6,188,198)	(2) (464,884)	2,797,034
005	Transfer In from Sewer Fund	Sewer Fund	1,500,000	1,077,900		(1,017,882)	(283,333)	1,276,685
020	Transfer In from Water Fund	Water Fund	2,500,000	2,070,500		(2,057,731)	(1,103,333)	1,409,436
031	Transfer In from Measure A	Measure A	650,000	343,077		(39,100)	(816,247)	137,730
027	Transfer In from Local Transportation Fund	LTF Fund	10,000	95,120		(42,100)	(50,000)	13,020
025	Transfer In from Gas Tax Fund	Gas Tax Fund	800,000	182,854		(2,000)	(775,000)	205,854
TOTAL TRANSFERS IN FUNDING FROM ALL FUNDS			8,710,000	9,969,567		(9,347,011)	(3,492,797)	5,839,759

(1) Includes Non-CIP Transfer-In of \$53,716

(2) Includes Non-CIP Transfer-Out of \$78,000

## GLOSSARY OF TERMS

<b>Accounting System</b>	The total structure of records and procedures which identify, record, classify, summarize and report information on the financial position and results of operations of a government.
<b>Adoption</b>	Formal action by the City Council, which sets the spending plan for the fiscal year.
<b>Appropriation</b>	A legal authorization granted by the City Council to expend monies, and incur obligations for specific purposes.
<b>Assessed Property Value</b>	The dollar value set upon real estate or other property by the County Assessor.
<b>Audit</b>	A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.
<b>Bonds</b>	A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date.
<b>Budget</b>	An annual financial plan that identifies estimated revenues, specific types and levels of services to be provided, and establishes the amount of money which can be spent.
<b>Budgetary Control</b>	The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.
<b>Capital Improvement Plan (CIP)</b>	Annual appropriations in the City's budget for capital improvement projects such as street or park improvements, building construction, and various kinds of major facility maintenance. Capital improvement projects are supported by a five-year expenditure plan, which details funding sources and expenditure amounts. They are often multi-year projects which require funding beyond the one-year period of the annual budget.
<b>Consumer Price Index (CPI)</b>	A statistical description of price levels provided by the U.S. Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

<b>Debt Service</b>	The payment of principal and interest on borrowed funds such as bonds.
<b>Deficit</b>	An excess of expenditures or expenses over revenues.
<b>Departments/Divisions/Activities</b>	The budget organizes departmental expenditures into functional budget/organizational units called divisions. Each division contains an "activity summary" which describes the major services being provided and the personnel/financial resources required to provide the service.
<b>Enterprise Fund</b>	A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting. The City enterprise funds are the water and sewer funds.
<b>Expenditure</b>	The actual payment for goods and services.
<b>Fiscal Year</b>	The period designated by the City for the beginning and ending of financial transactions. The City of Buellton's fiscal year begins July 1 and ends June 30 of each year.
<b>Fringe Benefits</b>	These include employee retirement, health, dental and vision insurance, workers compensation, uniforms and deferred compensation plans.
<b>Fund</b>	An accounting entity with a set of self-balancing revenue and expenditure accounts used to record the financial affairs of a governmental organization.
<b>Fund Balance</b>	The difference between the assets (revenues and other resources) and liabilities (expenditures incurred or committed to) of a particular fund.
<b>General Fund</b>	The fund used to account for all financial resources except those required to be accounted for in another fund (e.g., enterprise or grant funds). Usually, the General Fund is the largest fund in a municipality.
<b>Grants</b>	Contributions of cash or other assets from another governmental agency to be used or expended for a specified purpose, activity or facility.
<b>Infrastructure</b>	Facilities on which the continuance and growth of a community depend, such as roads, water lines, sewers, public buildings, parks and so forth.
<b>Lease-Purchase Agreement</b>	Contractual agreements which are termed leases, but whose lease amount is applied to the purchase.

<b>Levy</b>	(verb) To impose taxes, special assessments or service charges for the support of governmental activities; (noun) The total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency.
<b>Long-Term Debt</b>	Debt with a maturity of more than one year after the date of issue.
<b>Maintenance of Effort</b>	The required amount of discretionary expenditures to maintain city streets and roads.
<b>Objective</b>	Desired output oriented accomplishments which can be measured and achieved within a given time frame. Achievement of the objective/advances the organization has towards a corresponding goal.
<b>Objects of Expense</b>	The individual expenditure accounts used to record each type of expenditure City operations may incur. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major categories of expenditure. The principal objects of expenditure used in the budget are: <ul style="list-style-type: none"> <li>➤ <u>Employee Services</u> - Salaries and fringe benefits paid to City employees. Includes items such as vision, health, dental insurance, retirement and deferred compensation.</li> <li>➤ <u>Operating and Maintenance Charges</u> - Supplies and other materials and services used in the normal operations of City departments. Includes items such as books, chemicals and construction materials, consultant contracts and internal service fund charges, advertising, travel and utilities.</li> <li>➤ <u>Capital Outlay</u> - A budget category which budgets all equipment having a unit cost of more than \$500 and an estimated useful life of more than one year. This includes furniture, automobiles, machinery, equipment and other relatively minor fixed assets.</li> </ul>
<b>Operating Budget</b>	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled.
<b>Ordinance</b>	A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.
<b>Reserve</b>	An account used to record a portion of the fund balance as legally segregated for a specific use.
<b>Resolution</b>	A special or temporary order of a legislative body requiring less formality than an ordinance.
<b>Revenue</b>	Annual income received by the City.

<b>Resolution</b>	A special or temporary order of a legislative body requiring less formality than an ordinance.
<b>Revenue</b>	Annual income received by the City.
<b>Taxes</b>	Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include charges for services rendered only to those paying for such charges as sewer or water service.
<b>Transfers In/Out</b>	Payments from one fund to another fund, primarily for work or services provided.