



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of June 11, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 28, 2015 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2014-15**
- 3. Resolution No. 15-14 – “A Resolution of the City Council of the City of Buellton, California, Acknowledging the Receipt of and Ordering the Filing of the Annual Statement of Investment Policy for Fiscal Year 2015-16 with the City Council”**  
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

- 4. **Resolution No. 15-15 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2015-16 Pursuant to Article XIII-B of the California Constitution”**  
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*
- 5. **Memorandum of Understanding with the City of Solvang - Cooperation in the Area of Recreation**  
❖ *(Staff Contact: Recreation Coordinator Kyle Abello)*
- 6. **Van Rental Agreement Between City of Buellton and Buellton Union School District**  
❖ *(Staff Contact: Recreation Coordinator Kyle Abello)*

**PRESENTATIONS**

- 7. **Proclamation Recognizing Stuart C. Gildred YMCA – 25<sup>th</sup> Anniversary**

**PUBLIC HEARINGS**

**(POSSIBLE ACTION)**

- 8. **Resolution No. 15-10 – “A Resolution of the City Council of the City of Buellton, California, Regarding the Commitments and Publishing the Report Required by Central Coast Water Authority Resolution Nos. 92-02 and 92-11”**  
❖ *(Staff Contact: Public Works Director Rose Hess)*

**COUNCIL MEMBER COMMENTS**

**COUNCIL ITEMS**

**WRITTEN COMMUNICATIONS**

**COMMITTEE REPORTS**

**BUSINESS ITEMS**

**(POSSIBLE ACTION)**

- 9. **Presentation of the Fiscal Year 2015-16 Visitors Bureau’s Budget and Work Plan**  
❖ *(Staff Contact: City Manager Marc Bierdzinski)*

**CITY MANAGER’S REPORT**

**ADJOURNMENT**

The next meeting of the City Council will be held on Thursday, June 25, 2015 at 6:00 p.m.

# **CITY OF BUELLTON**

## **CITY COUNCIL MEETING MINUTES**

**Regular Meeting of May 28, 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**

None

### **CONSENT CALENDAR**

- 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**
- 4. Approval of the 2015 Buellton Sewer System Management Plan (SSMP) Update**

### **MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member Baumann, 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

- 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)"**

Vice Mayor Andrisek discussed the Community Development Block Grant Program and asked if funds could be used to operate the Buellton Library.

**MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member Baumann, approving Consent Calendar Item 5 as listed.

**VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

**PRESENTATIONS**

- 6. Proclamation Recognizing Steve Lykken**

Mayor Sierra presented a proclamation to Steve Lykken recognizing him for his service to the community for over 40 years. Mr. Lykken thanked the Council for the proclamation.

**PUBLIC HEARINGS**

None

**COUNCIL MEMBER COMMENTS/ITEMS**

Vice Mayor Andrisek stated that drivers are speeding on River View Drive and asked that staff install a speed limit sign on that street.

Mayor Sierra announced she walked the sidewalk area on East Highway 246 and provided status of the request to Caltrans to repair the area.

Mayor Sierra requested solar lighting be installed at the Amtrak bus stop in Buellton.

## **WRITTEN COMMUNICATIONS**

None

## **COMMITTEE REPORTS**

Council Member Elovitz announced that he attended the Economic Development Task Force meeting on May 21 and provided an oral report regarding the meeting.

Mayor Sierra announced that she attended the Santa Barbara County Association of Governments (SBCAG) meeting and provided an oral report regarding the meeting.

## **BUSINESS ITEMS**

### **7. Discussion of Cost Estimate for Undergrounding Utility Lines on Freear Drive**

#### **RECOMMENDATION:**

That the City Council provide direction to staff regarding City funding for undergrounding of utility lines on Freear Drive.

#### **STAFF REPORT:**

Public Works Director Hess presented the staff report.

#### **DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

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

Correspondence was received from Gavin Moores, Developer for the Village Townhome project, regarding this item and was provided to Council and made part of the record.

Larry Rankin, Buellton, spoke in support of undergrounding utility lines on Freear Drive.

Katherine Shaw, Buellton, spoke in support of undergrounding utility lines on Freear Drive.

John Shoals, Senior Government Relations representative for Pacific, Gas and Electric Company spoke about relocating the electrical lines and discussed easement locations.

#### **DIRECTION:**

The City Council agreed by consensus to have staff schedule a meeting between all parties at the project site to discuss the utility undergrounding and place this item on a future agenda for further discussion.

## 8. Consideration of Live Video Streaming of Council Meetings

### **RECOMMENDATION:**

That the City Council determine whether to provide live internet broadcasting of City Council and Planning Commission meetings.

### **STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

### **DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

### **SPEAKERS/DISCUSSION:**

Judith Dale, Buellton, supported live video streaming of Council meetings and would like to have more than one camera installed in the Chamber.

Silvio Motta, discussed how the video streaming process would work and how the Council can add additional cameras in the future.

The Council discussed the following issues:

- Using tax payer funds to support live video streaming of Council meetings
- Adding additional cameras to the video streaming process
- Being able to determine number of viewers watching meetings
- Keeping existing audio recording in addition to archived video for future reference
- Being able to watch archived meetings
- Using the money towards the Library rather than for video streaming

### **MOTION:**

Motion by Council Mayor Baumann, seconded by Vice Mayor Andrisek supporting the funding for live internet broadcasting of City Council and Planning Commission meetings.

### **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

**9. Resolution No. 15-11 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2015-16 Budget"**

**RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 15-11.

**STAFF REPORT:**

Finance Director Galloway-Cooper presented the staff report.

**DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

The City Council discussed phasing the play structures and gazebo at the Village Park and marketing to public organizations to contribute funds for the play structures and gazebo.

**MOTION:**

Motion by Council Member Connolly, seconded by Vice Mayor Andrisek approving Resolution No. 15-11 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2015-16 Budget"

**VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

**CITY MANAGER’S REPORT**

City Manager Bierdzinski provided an informational report.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 7:25 p.m. The next regular meeting of the City Council will be held on Thursday, June 11, 2015 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the  
**June 11, 2015** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		<u>\$ 1,140,378.47</u>
EXHIBIT B		<u>\$ 10,385.02</u>
Staff Payroll	5/29/2015	\$ 36,823.28
Council Payroll	5/29/2015	2,101.63
<b>TOTAL AMOUNT OF CLAIMS:</b>		<u><u>\$ 1,189,688.40</u></u>

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

Payments via Electronic Fund Transfer (EFT):

Payroll Taxes - Special	5/19/15	4.81
Payroll Taxes - Staff	5/19/15	2,104.14
Payroll Taxes - Staff	5/19/15	7,431.58
Aflac - Supplemental Ins	5/19/15	609.03
Payroll Taxes - Special	5/19/15	62.17
Bank Fees	5/21/15	62.99
Bank Fees	5/31/15	110.30

<b>Total</b>		<b><u>\$ 10,385.02</u></b>
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Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-000-2306-000 - Long-Term Care Deduction 24440 5/16-5/31- M. Bierdzinski	90 CaIPERS 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 24416 5/5/15-Trash receipt.w/liner PR	721 UPBEAT, INC. 2	Paid	-194.80
A001-202-2002-000 - Sales & Use Tax Payable	*** Account total ***		-194.80
A001-216-2816-000 - Special Event Deposit 24415 5/9-Sec. Dep. Refund-Brewfest	60 BUELLTON CHAMBER OF COMMERCE 1	Paid	420.62
A001-216-2816-000 - Special Event Deposit	*** Account total ***		420.62
A001-216-2825-000 - Developer Deposit 24462 Thru 4/30-Terravant Annex #136	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	591.10
A001-216-2825-000 - Developer Deposit	*** Account total ***		591.10
A001-401-5101-000 - Medical Benefit 24436 4/15 - FSA Fees	782 WAGE WORKS 1	Paid	14.00
A001-401-5101-000 - Medical Benefit	*** Account total ***		14.00
A001-401-5301-000 - Office Supplies 24433 2/5/15 - credit #7001647708	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	-58.31
24447 Thru 05/19/15 - L.Reid	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	186.69
A001-401-5301-000 - Office Supplies	*** Account total ***		128.38
A001-401-5402-000 - Travel & Training 24406 5/29/15-LOCC Div. Mtg./Dinner	97 CHANNEL COUNTIES DIVISIONV- LO 1	Paid	210.00
A001-401-5402-000 - Travel & Training	*** Account total ***		210.00
A001-401-6301-000 - Miscellaneous 24443 Thru 5/19/15 - E. Andrisek	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	14.68
24447 Thru 05/19/15 - L.Reid	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	21.57
A001-401-6301-000 - Miscellaneous	*** Account total ***		36.25
A001-402-5301-000 - Office Supplies 24432 4/27/15-supplies #7001783624	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	180.87
A001-402-5301-000 - Office Supplies	*** Account total ***		180.87
A001-403-5101-000 - Medical Benefit 24436 4/15 - FSA Fees	782 WAGE WORKS 2	Paid	7.00
A001-403-5101-000 - Medical Benefit	*** Account total ***		7.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-403-5306-000 - Advertising - Legal 24439 5/7 - public hearing CC	285 SANTA MARIA TIMES dba 1	Paid	143.31
A001-403-5306-000 - Advertising - Legal	*** Account total ***		143.31
A001-404-6204-000 - Contract Services-Legal Fees 24461 Thru - 4/30/15 - retainer	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	9,666.40
24463 Thru - 4/30/15- Dept. Fin. Law	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	5,268.50
A001-404-6204-000 - Contract Services-Legal Fees	*** Account total ***		14,934.90
A001-410-5201-000 - Insurance - Liability 24429 FY - 7/1/15-7/1/16 - crime ins	168 ALLIANT INSURANCE 1	Paid	233.33
A001-410-5201-000 - Insurance - Liability	*** Account total ***		233.33
A001-410-5301-000 - Office Supplies 24432 4/27/15-supplies #7001783624	469 STAPLES CONTRACT & COMMERCIAL, 2	Paid	60.53
24434 4/16-5/15-cont. ovrg. CH/wtr.	118 COASTAL COPY, LP 1	Paid	22.22
24444 Thru 5/19/15- M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	102.34
24498 4/16-5/15-Cont. ovrg. CH/Wtr.	118 COASTAL COPY, LP 1	Paid	709.19
A001-410-5301-000 - Office Supplies	*** Account total ***		894.28
A001-410-5305-000 - Equipment Rental 24427 5/27-8/26 - Postage meter leas	700 MAILFINANCE, INC. 1	Paid	977.03
24441 5/15 - CH copier lease	713 COASTAL COPY, LP 1	Paid	484.92
A001-410-5305-000 - Equipment Rental	*** Account total ***		1,461.95
A001-410-5603-000 - Computer Maintenance &Software 24444 Thru 5/19/15- M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	100.00
A001-410-5603-000 - Computer Maintenance &Software	*** Account total ***		100.00
A001-410-5703-000 - Utilities - Electric 24459 4/7-5/6 - billing summary	352 P G & E 1	Paid	640.72
A001-410-5703-000 - Utilities - Electric	*** Account total ***		640.72
A001-410-5808-000 - Misc Recognition Items 24444 Thru 5/19/15- M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	24.82
A001-410-5808-000 - Misc Recognition Items	*** Account total ***		24.82

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-410-6017-000 - Emergency Operations			
24438 5/15 - Satelite phone svcs.	706 SATCOM GLOBAL, INC. 1	Paid	50.19
A001-410-6017-000 - Emergency Operations	*** Account total ***		50.19
A001-410-6301-000 - Miscellaneous			
24435 4/15 - credit card processing	529 TRANSFIRST HEALTH & GOVERNMENT 1	Paid	518.92
24444 Thru 5/19/15- M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	21.90
A001-410-6301-000 - Miscellaneous	*** Account total ***		540.82
A001-420-5101-000 - Medical Benefit			
24436 4/15 - FSA Fees	782 WAGE WORKS 3	Paid	7.00
A001-420-5101-000 - Medical Benefit	*** Account total ***		7.00
A001-420-6201-000 - Contract Services			
24428 4/15-9/15 - property tax svcs.	223 HDL COREN & CONE 1	Paid	1,750.00
24464 Thru - 5/1/15 - S. Zamora	870 ACCOUNTEMPS 1	Paid	979.60
24465 Thru - 5/1/15 - V. Jenson	870 ACCOUNTEMPS 1	Paid	1,213.76
24466 Thru - 5/8/15 - S. Zamora	870 ACCOUNTEMPS 1	Paid	1,264.00
24467 Thru 5/8/15 - V. Jenson	870 ACCOUNTEMPS 1	Paid	910.32
24493 Thru 4/24/15 - S. Zamora	870 ACCOUNTEMPS 1	Paid	1,264.00
24494 Thru 4/24/15 - V. Jenson	870 ACCOUNTEMPS 1	Paid	1,479.27
A001-420-6201-000 - Contract Services	*** Account total ***		8,860.95
A001-501-5703-000 - Utilities - Electric			
24459 4/7-5/6 - billing summary	352 P G & E 2	Paid	243.60
A001-501-5703-000 - Utilities - Electric	*** Account total ***		243.60
A001-501-6201-000 - Contract Services			
24460 5/6 & 5/9 - Rpt.-OT chgs.& Bre	450 SB CO SHERIFF'S DEPARTMENT 1	Paid	935.85
A001-501-6201-000 - Contract Services	*** Account total ***		935.85
A001-501-6208-000 - Contract Services - Fire Dept			
24412 4/15-6/15-Firefighter/Paramedi	448 SB CO FIRE DEPARTMENT 1	Paid	47,087.00
A001-501-6208-000 - Contract Services - Fire Dept	*** Account total ***		47,087.00
A001-510-5703-000 - Utilities - Electric			
24459 4/7-5/6 - billing summary	352 P G & E 3	Paid	276.70
A001-510-5703-000 - Utilities - Electric	*** Account total ***		276.70

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-511-5101-000 - Medical Benefit			
24436 4/15 - FSA Fees	782 WAGE WORKS 4	Paid	7.00
A001-511-5101-000 - Medical Benefit	*** Account total ***		7.00
A001-511-5301-000 - Office Supplies			
24431 4/27/15-supplies #7001783697	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	23.75
A001-511-5301-000 - Office Supplies	*** Account total ***		23.75
A001-511-5306-000 - Advertising			
24437 3/31-4/30-Rec. Ctr. ads	280 LEE CENTRAL COAST NEWSPAPERS 1	Paid	671.48
A001-511-5306-000 - Advertising	*** Account total ***		671.48
A001-511-5507-000 - Maintenance-Vehicles			
24414 PR - Small bus maint.	830 MATT SATTERTHWAITTE dba 1	Paid	359.27
24446 Thru 05/19/2015 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	7.55
A001-511-5507-000 - Maintenance-Vehicles	*** Account total ***		366.82
A001-511-5509-000 - Maintenance/Repair			
24442 Thru 5/19/15 - K. Abe'llo	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	51.81
24446 Thru 05/19/2015 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	58.40
A001-511-5509-000 - Maintenance/Repair	*** Account total ***		110.21
A001-511-5509-001 - Maintenance/Repair-Joint Use			
24416 5/5/15-Trash receipt.w/liner PR	721 UPBEAT, INC. 1	Paid	2,965.59
A001-511-5509-001 - Maintenance/Repair-Joint Use	*** Account total ***		2,965.59
A001-511-5801-000 - Buellton Recreation Program			
24446 Thru 05/19/2015 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	79.00
24448 4/18-5/22 - Pilates & Zumba	11170 DONELLE MARTIN 1	Paid	500.00
24449 4/16-5/20 - Zumba & Kick Boxin	11244 HERMILA SANCHEZ 1	Paid	213.50
24450 4/16-5/20 - Band	11308 KAY D. DOMINGUEZ 1	Paid	210.00
24451 4/16-5/20 - Tai Chi Relaxation	11476 STEPHEN F. DUNLAP 1	Paid	231.00
24452 4/22-5/22 - Yoga	11343 MARIANNE MADSEN 1	Paid	360.00
24453 4/16-5/20 - Flamenco Dance	11336 LAURA GARCIA dba 1	Paid	269.50
24454 4/16-5/20 - Kundalini yoga	11300 KAREN PALMER 1	Paid	70.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-511-5801-000 - Buellton Recreation Program		*** Continued ***	
24455 3/14-5/20 - Junior Chef	11146 CELI RIBET 1	Paid	149.10
24456 3/21-5/22 - Cycle Training	11321 LAURA COGAN 1	Paid	75.00
24457 3/19-5/20 - Gymnastics	11236 GARY GENE JOHNSON dba 1	Paid	453.00
24490 5/20-Vista Jr. Chef class-canc	0 MICHAEL FOLEY 1	Paid	14.00
A001-511-5801-000 - Buellton Recreation Program		*** Account total ***	2,624.10
A001-511-5802-000 - Buellton Rec Program Trips			
24426 4/18/15 - Carrizo Plain Trip g	0 JOHN IWERKS 1	Paid	100.00
24446 Thru 05/19/2015 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	86.43
	5	Paid	120.00
24458 3/13/15 - Huntington Lib. canc	0 CYNTHIA ALLAN 1	Paid	59.00
A001-511-5802-000 - Buellton Rec Program Trips		*** Account total ***	365.43
A001-511-6201-000 - Contract Services			
24417 5/15-Rec. Ctr. Mo'ly. janitori	395 JOSE RAFAEL RUIZ dba 1	Paid	2,105.00
24442 Thru 5/19/15 - K. Abello	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	49.97
A001-511-6201-000 - Contract Services		*** Account total ***	2,154.97
A001-550-5703-000 - Utilities - Electric			
24459 4/7-5/6 - billing summary	352 P G & E 4	Paid	4,441.45
A001-550-5703-000 - Utilities - Electric		*** Account total ***	4,441.45
A001-552-5509-000 - Mtce Repair-Riverview			
24477 RVP - Repair/Replace	76 CAL-COAST IRRIGATION, INC. 1	Paid	1.30
24478 5/12 - RVP supplies	521 TODD PIPE & SUPPLY 1	Paid	12.77
A001-552-5509-000 - Mtce Repair-Riverview		*** Account total ***	14.07
A001-552-5509-001 - Maintenance/Repair-Riverview			
24419 Main. & Repair - RVP	853 JORGEN STAAL dba 1	Paid	75.60
24474 RVP - repair/replace	76 CAL-COAST IRRIGATION, INC. 1	Paid	79.38
A001-552-5509-001 - Maintenance/Repair-Riverview		*** Account total ***	154.98
A001-552-5703-000 - Utilities - Electric			
24459 4/7-5/6 - billing summary	352 P G & E 5	Paid	504.55
A001-552-5703-000 - Utilities - Electric		*** Account total ***	504.55

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-552-6201-000	- Contract Services				
	24469 4/15 - pest control - COB	804	ANIMAL & INSECT PEST MANAGEMEN		
		1		Paid	149.50
	24470 4/15 - Pest control - COB	804	ANIMAL & INSECT PEST MANAGEMEN		
		1		Paid	149.50
	24472 5/15 - CH Mo'ly. janitorial	395	JOSE RAFAEL RUIZ dba		
		1		Paid	1,800.00
	24482 5/15 - Mo'ly. Irrigation maint	781	VALLEY CREST LANDSCAPE MAINT,		
		1		Paid	880.00
	24483 5/15 - Landscape maint.	781	VALLEY CREST LANDSCAPE MAINT,		
		2		Paid	3,997.00
	24484 4/30 - Spray & fertilize parks	781	VALLEY CREST LANDSCAPE MAINT,		
		1		Paid	2,725.00
A001-552-6201-000	- Contract Services		*** Account total ***		9,701.00
A001-556-5703-000	- Utilities - Electric				
	24459 4/7-5/6 - billing summary	352	P G & E		
		6		Paid	82.78
A001-556-5703-000	- Utilities - Electric		*** Account total ***		82.78
A001-556-6201-000	- Contract Services				
	24483 5/15 - Landscape maint.	781	VALLEY CREST LANDSCAPE MAINT,		
		1		Paid	4,675.00
A001-556-6201-000	- Contract Services		*** Account total ***		4,675.00
A001-558-5101-000	- Medical Benefit				
	24436 4/15 - FSA Fees	782	WAGE WORKS		
		5		Paid	11.20
	24495 5/11 - First Aid - K. Greer	62	BUELLTON MEDICAL CENTER		
		1		Paid	418.38
A001-558-5101-000	- Medical Benefit		*** Account total ***		429.58
A001-558-5402-000	- Travel & Training				
	24445 Thru 5/19/15- R. Hess	193	FIRST NATIONAL BANK OF OMAHA		
		1		Paid	36.67
A001-558-5402-000	- Travel & Training		*** Account total ***		36.67
A001-558-5501-000	- Operational Supplies				
	24424 5/5/15-janitorial supplies	382	PROCARE JANITORIAL SUPPLY, INC		
		1		Paid	423.98
	24486 5/22-new battery/Bobby's truck	826	GENUINE PARTS COMPANY - NAPA		
		1		Paid	106.15
A001-558-5501-000	- Operational Supplies		*** Account total ***		530.13
A001-558-5504-000	- Laundry / Uniforms				
	24423 4/30/15 - 2 pants - Kurt	187	FARM SUPPLY COMPANY		
		1		Paid	32.36
	24488 5/19- clothing allow.-Bobby	800	CARR'S BOOT SHOP, INC. dba		
		1		Paid	183.97
A001-558-5504-000	- Laundry / Uniforms		*** Account total ***		216.33

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-558-5507-000 - Maintenance - Vehicles			
24420 4/16- Oil change - Kurt's truc	350 OLIVERA'S REPAIR, INC 1	Paid	47.65
24421 4/30/15-Caterpillar hydraulic	390 QUINN COMPANY 1	Paid	547.84
A001-558-5507-000 - Maintenance - Vehicles	*** Account total ***		595.49
A001-558-5509-000 - Maintenance / Repair			
24492 4/27- repair/replace	521 TODD PIPE & SUPPLY 1	Paid	157.88
A001-558-5509-000 - Maintenance / Repair	*** Account total ***		157.88
A001-558-5701-000 - Telephone			
24473 4/9-5/8 - PW/CM cell phone chg	556 VERIZON WIRELESS 1	Paid	159.77
A001-558-5701-000 - Telephone	*** Account total ***		159.77
A001-558-6201-000 - Contract Services			
24425 5/12-Street sweeping for April	465 SP MAINTENANCE SERVICES, INC. 1	Paid	2,821.00
24468 5/15 - rodent control - PO	669 HYDREX PEST CONTROL 1	Paid	105.00
24471 4/6-4/27 - Matt & towel svcs.	28 ARAMARK UNIFORM SERVICES 1	Paid	278.08
A001-558-6201-000 - Contract Services	*** Account total ***		3,204.08
A001-565-5002-000 - Planning Commission Salaries			
24407 5/21-Mo'ly. Plng. Comm. Mtg.	868 BRIAN DUNSTAN 1	Paid	50.00
24408 5/21-Mo'ly. Plng. Comm. Mtg.	303 ART MERCADO 1	Paid	50.00
24409 5/21-Mo'ly. Plng. Comm. Mtg.	199 FOSTER D. REIF 1	Paid	50.00
A001-565-5002-000 - Planning Commission Salaries	*** Account total ***		150.00
A001-565-5101-000 - Medical Benefit			
24436 4/15 - FSA Fees	782 WAGE WORKS 6	Paid	21.00
A001-565-5101-000 - Medical Benefit	*** Account total ***		21.00
A001-565-5703-000 - Utilities - Electric			
24459 4/7-5/6 - billing summary	352 P G & E 7	Paid	148.22
A001-565-5703-000 - Utilities - Electric	*** Account total ***		148.22
A001-565-6201-000 - Contract Services			
24410 Thru 4/30/15- Ave. of Flags SP	848 RAVATT, ALBRECHT & ASSOC, INC. 1	Paid	300.00
24411 4/1-4/30 - Econ. Dev. Svcs.	812 KOSMONT & ASSOCIATES, INC. dba 1	Paid	2,644.20
A001-565-6201-000 - Contract Services	*** Account total ***		2,944.20

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A005-701-5101-000 - Medical Benefit	24436 4/15 - FSA Fees		
	782 WAGE WORKS		
	7	Paid	8.40
A005-701-5101-000 - Medical Benefit	*** Account total ***		8.40
A005-701-5201-000 - Insurance - Liability	24429 FY - 7/1/15-7/1/16 - crime ins		
	168 ALLIANT INSURANCE		
	2	Paid	233.33
A005-701-5201-000 - Insurance - Liability	*** Account total ***		233.33
A005-701-5402-000 - Travel & Training	24445 Thru 5/19/15- R. Hess		
	193 FIRST NATIONAL BANK OF OMAHA		
	2	Paid	265.72
A005-701-5402-000 - Travel & Training	*** Account total ***		265.72
A005-701-5504-000 - Laundry / Uniforms	24423 4/30/15 - 2 pants - Kurt		
	187 FARM SUPPLY COMPANY		
	2	Paid	32.36
A005-701-5504-000 - Laundry / Uniforms	*** Account total ***		32.36
A005-701-5507-000 - Maintenance - Vehicles	24421 4/30/15-Caterpillar hydraulic		
	390 QUINN COMPANY		
	2	Paid	547.84
A005-701-5507-000 - Maintenance - Vehicles	*** Account total ***		547.84
A005-701-5701-000 - Telephone	24473 4/9-5/8 - PW/CM cell phone chg		
	556 VERIZON WIRELESS		
	3	Paid	159.77
A005-701-5701-000 - Telephone	*** Account total ***		159.77
A005-701-5703-000 - Utilities - Electric	24459 4/7-5/6 - billing summary		
	352 P G & E		
	8	Paid	8,031.96
A005-701-5703-000 - Utilities - Electric	*** Account total ***		8,031.96
A005-701-6201-000 - Contract Services	24422 Thru 4/30/15-Reg. Compl. Svcs.		
	677 WALLACE GROUP		
	1	Paid	2,827.00
	24471 4/6-4/27 - Matt & towel svcs.		
	28 ARAMARK UNIFORM SERVICES		
	2	Paid	69.52
	24485 5/1 - WWTP/WTR sample deliveri		
	679 COURIER SYSTEMS		
	1	Paid	68.52
	24487 4/1-4/30 - Biosolids WWTP		
	598 ENGEL & GRAY, INC.		
	1	Paid	5,348.40
A005-701-6201-000 - Contract Services	*** Account total ***		8,313.44
A020-210-2101-000 - Customer Deposits	24499 5/22 - cust. deposit refund		
	0 AMY BICKEL		
	1	Paid	37.01
A020-210-2101-000 - Customer Deposits	*** Account total ***		37.01

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-5101-000 - Medical Benefit			
24436 4/15 - FSA Fees	782 WAGE WORKS 8	Paid	8.40
A020-601-5101-000 - Medical Benefit	*** Account total ***		8.40
A020-601-5201-000 - Insurance - Liability			
24429 FY - 7/1/15-7/1/16 - crime ins	168 ALLIANT INSURANCE 3	Paid	233.34
A020-601-5201-000 - Insurance - Liability	*** Account total ***		233.34
A020-601-5401-000 - Membership & Publications			
24489 5/12/15-Membership renewal	807 WATER ENVIRONMENT FEDERATION 1	Paid	272.00
A020-601-5401-000 - Membership & Publications	*** Account total ***		272.00
A020-601-5501-000 - Operational Supplies			
24491 5/14 - marking paint	521 TODD PIPE & SUPPLY 1	Paid	20.11
A020-601-5501-000 - Operational Supplies	*** Account total ***		20.11
A020-601-5504-000 - Laundry / Uniforms			
24423 4/30/15 - 2 pants - Kurt	187 FARM SUPPLY COMPANY 3	Paid	32.37
A020-601-5504-000 - Laundry / Uniforms	*** Account total ***		32.37
A020-601-5507-000 - Maintenance - Vehicles			
24421 4/30/15-Caterpillar hydraulic	390 QUINN COMPANY 3	Paid	547.84
A020-601-5507-000 - Maintenance - Vehicles	*** Account total ***		547.84
A020-601-5509-000 - Maintenance / Repair			
24475 Fire Dept. - meter job	76 CAL-COAST IRRIGATION, INC. 1	Paid	42.96
24476 Fire Dept. - meter job	76 CAL-COAST IRRIGATION, INC. 1	Paid	6.70
24479 5/11 - missing lid - Albertson	521 TODD PIPE & SUPPLY 1	Paid	76.92
24480 5/14 - meter box for first stn	521 TODD PIPE & SUPPLY 1	Paid	105.72
24481 5/14/15 - Fire Dept.supplies	342 NIELSEN BUILDING MATERIALS,INC 1	Paid	20.14
A020-601-5509-000 - Maintenance / Repair	*** Account total ***		252.44
A020-601-5701-000 - Telephone			
24473 4/9-5/8 - PW/CM cell phone chg	556 VERIZON WIRELESS 2	Paid	159.77
A020-601-5701-000 - Telephone	*** Account total ***		159.77
A020-601-5703-000 - Utilities - Electric			
24459 4/7-5/6 - billing summary	352 P G & E 9	Paid	10,535.63
A020-601-5703-000 - Utilities - Electric	*** Account total ***		10,535.63

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-6011-000 - Regulatory Compliance 24430 7/1/14-12/31/14-Large wtr. sys	845 SWRCB ACCOUNTING OFFICE 1	Paid	1,443.84
A020-601-6011-000 - Regulatory Compliance	*** Account total ***		1,443.84
A020-601-6013-000 - State Water Project 24418 FY 15/16 CCWA & DWR fixed cost	91 CENTRAL COAST WATER AUTHORITY 1	Paid	986,111.35
A020-601-6013-000 - State Water Project	*** Account total ***		986,111.35
A020-601-6201-000 - Contract Services 24485 5/1 - WWTP/WTR sample deliveri	679 COURIER SYSTEMS 2	Paid	68.51
A020-601-6201-000 - Contract Services	*** Account total ***		68.51
A027-559-6212-000 - Lompoc- Wine Country Express 24413 6/15 - Transit services	107 CITY OF LOMPOC 1	Paid	1,666.66
A027-559-6212-000 - Lompoc- Wine Country Express	*** Account total ***		1,666.66
A051-566-5703-000 - Utilities - Electric 24459 4/7-5/6 - billing summary	352 P G & E 10	Paid	92.74
A051-566-5703-000 - Utilities - Electric	*** Account total ***		92.74
A092-203-6507-000 - Improvements 24496 4/23/15- Fin. Mgmt. svcs.	862 TYLER TECHNOLOGIES, INC. 1	Paid	125.00
24497 5/3-5/8- Fin. Mgt.-M. Zaragoza	862 TYLER TECHNOLOGIES, INC. 1	Paid	5,809.02
A092-203-6507-000 - Improvements	*** Account total ***		5,934.02
* Report total *	*** Total ***		1,140,378.47 ✓

**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: June 11, 2015

Subject: Resolution No. 15-14 – “A Resolution of the City Council of the City of Buellton, California, Acknowledging the Receipt of and Ordering the Filing of the Annual Statement of Investment Policy for Fiscal Year 2015-16 with the City Council”

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**BACKGROUND**

California Government Code Section 53646(a)(2) previously required the annual filing of a Statement of Investment Policy with the State Controller’s Office. The law has now been revised to state that the policy “may” be filed annually.

The City of Buellton Investment Policy is attached for filing under Resolution No. 15-14 and its Exhibit “A”. The basic premise underlying the City’s Investment Policy is to insure that money is always safe and available when needed. The objective of this Policy is to accurately monitor and forecast expenditures and revenues through daily projected cash flow analysis to enable investment of funds to the fullest extent possible.

**FISCAL IMPACT**

The filing of the agenda item will not have any fiscal impact on the City.

**RECOMMENDATION**

That the City Council adopt Resolution No. 15-14 - “A Resolution of the City Council of the City of Buellton, California, Acknowledging the Receipt of and Ordering the Filing of the Annual Statement of Investment Policy for Fiscal Year 2015-16 with the City Council”

**ATTACHMENT**

Resolution No. 15-14 with Investment Policy attached as Exhibit “A”

**RESOLUTION NO. 15-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ACKNOWLEDGING THE RECEIPT OF AND ORDERING THE FILING OF THE ANNUAL STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2015-16 WITH THE CITY COUNCIL**

**WHEREAS**, Section 53646(a)(2) of the California Government Code states that an annual Statement of Investment Policy may be filed by local agencies; and,

**WHEREAS**, the Finance Director of the City of Buellton declares the annual Statement of Investment Policy to be as set forth in Exhibit "A" attached hereto; and,

**WHEREAS**, all legal prerequisites have occurred prior to the adoption of this Resolution.

**NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:**

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

**SECTION 2.** The annual Statement of Investment Policy for the City of Buellton has been prepared and filed by the City Finance Director and presented to the City Council for the Fiscal Year 2015-16 in compliance with Section 53646(a)(2) of the California Government Code.

**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this 11th day of June, 2015.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**CITY OF BUELLTON**

**STATEMENT OF INVESTMENT POLICY**

**PURPOSE**

This Statement is intended to provide guidelines for the prudent investment of the City’s temporary idle cash, and outlines the policies for maximizing the efficiency of the City’s cash management system. The ultimate goal is to enhance the economic status of the City while protecting its pooled cash.

**OBJECTIVE**

The City’s cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to obtain the highest yield obtainable as long as investments meet the criteria established for safety and liquidity. Yield shall become a consideration only after the basic requirements of safety and liquidity have been met.

**POLICY**

The City of Buellton operates its temporary pooled idle cash investments under the “Prudent Investor Standard” (Government Code Section 53600.3). The Prudent Investor Standard states, in essence, that in investing or managing property for the benefit of another, a trustee shall exercise the judgment and care, under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency. This affords the City a broad spectrum of investment opportunities as long as the investment is deemed prudent and permissible under applicable law including Government Code Section 53600 et seq.

Investments may be made in the following media:

- Securities of the United States Government, or its agencies
- Certificate of Deposit (or time deposits) placed with commercial banks and/or savings and loan companies
- Negotiable Certificates of Deposit
- Commercial Paper
- Money Market funds rated “AAAm” or AAAM-G” or better by Standard & Poor’s Corporation
- Local Agency Investment Fund (State Pool) Demand and Deposits
- Repurchase Agreements (Repos)

Criteria for selecting investments and the order of priority are:

1. **Safety:** The safety and risk associated with an investment refer to the potential loss of principal, interest or a combination of these amounts. The City only operates in those investments that are considered very safe.
2. **Liquidity:** This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality especially when the unexpected need for funds occurs.
3. **Yield:** Yield is the potential dollar earnings an investment can provide, and sometimes is described as the rate of return.

### **SAFEKEEPING**

Securities purchased from brokers/dealers will be held in third party safekeeping by the trust department of Valley Oaks Bank or other designated third party trust, in the name of the City of Buellton.

### **INVESTMENT OBJECTIVE**

The cash management system of the City of Buellton is designed to accurately monitor and forecast expenditures and revenues, thus insuring the investment of monies to the fullest extent possible. Attempts are made to obtain the highest interest yields possible as long as investments meet the criteria required for safety and liquidity.

### **MONTHLY REPORTS**

The City Finance Director, as the investment officer, is to submit monthly reports to the local governing body to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month’s estimated expenditures. In addition, a monthly report of investments with a maturity greater than one year from the date of purchase will be submitted to the local governing body.

### **CITY CONSTRAINTS**

Buellton strives to maintain the level of investment of all idle funds, as near 100 percent as possible, through daily and projected cash flow determinations. Idle cash management and investment transactions are the responsibility of the City Finance Director. The basic premise underlying the City’s investment philosophy is, and will continue to be, to insure that money is always safe and available when needed.

### **DEPOSITORIES**

The Finance Director will establish selection criteria for pre-approval of institutions with which to do business. To qualify for selection, an institution must have an office in California. A written listing of approved institutions will be maintained by the Finance Director.

**BROKER/DEALERS**

To provide for the optimum yield in the investment of the City's funds, the City's investment procedures shall be designed to encourage competitive bidding on transactions from approved brokers/dealers. In order to be approved by the City, the dealer must be a primary dealer reporting to the New York Federal Reserve, unless a comprehensive credit and capitalization analysis reveals that the firm is adequately financed to conduct public business; the dealer must be experienced in institutional trading practices and familiar with the California Government Code as related to investments; and other criteria as may be established in the investment procedures.

The Finance Director will periodically conduct a credit analysis of each financial institution and securities broker/dealer to determine the financial condition of such agency and reduce the risk of default.

**LIMIT ON TERM TO MATURITY**

The City Finance Director or his/her representative is not to invest any City monies in investments allowed under this policy that have a term remaining to maturity in excess of five years from the date of investment, unless the City Council has granted express authority to make such investment. The City Finance Director must request authority from the legislative body three months prior to the date of investment.

**SAFEKEEPING AND CUSTODY**

To protect against potential fraud and embezzlement, the assets of the City shall be secured through third-party custody and safekeeping procedures. The Finance Director shall be bonded to protect the public against possible embezzlement and malfeasance. Safekeeping procedures shall be reviewed annually by the independent auditor and any irregularities noted should be reported promptly to the City Manager and the City Council.

**PERFORMANCE EVALUATION AND OPERATIONS AUDIT**

The monthly investment reports submitted to the City Council shall contain sufficient information to permit an independent organization to evaluate the performance of the investment program.

**ETHICS**

All persons authorized to place or approve investments shall report annually on Form 700 of the Fair Political Practices Commission all required economic interests for that year.

**ANNUAL REVIEW**

This Statement of Investment Policy is to be submitted to the City Council annually for review and approval. It is to continue to serve as the basis for the responsibilities and actions taken by the City Finance Director relative to the investment of the City's idle funds.

(End)

**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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: June 11, 2015

Subject: Resolution No. 15-15 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2015-16 Pursuant to Article XIII-B of the California Constitution”

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**BACKGROUND**

In 1979, the voters of the State of California passed Proposition 4, the “Gann Initiative”, which added Article XIII-B to the State Constitution. This Article provides that the City’s annual appropriations be subject to certain State limitations based upon budgeted appropriations for Fiscal Year 1978-79 and adjusted annually for changes in population and cost of living or personal income. New legislation under Proposition 98 and 111 modified the original provisions of the law, allowing exemptions for qualified capital projects and adjustment factor changes.

The City’s limitation is calculated each year and established by a resolution of the City Council. The limitation for fiscal year 2015-16 is \$9,786,437. The Gann spending limitation is calculated by taking the prior year’s limitation of \$9,339,493 and adjusting it by the growth factor in the California Per Capita Personal Income and the change in the population within the City of Buellton. The appropriations subject to the limit is \$5,442,991, which is under limit by \$4,343,446 less than the appropriation limit.

Therefore, the City of Buellton is in compliance with Article XIII-B of the California Constitution for fiscal year 2015-16. The Article XIII-B is not a restricting factor for the City of Buellton due to the combination of modest population growth and continued General Fund spending on qualified capital projects. These factors will continue to be monitored annually and if the use of alternative growth factors as authorized by Proposition 111 would result in a more advantageous appropriation limit, staff will revise the appropriations limit.

Per Government Code 7910 documentation used in the determination of the appropriations limit is available to the public upon request.

**FISCAL IMPACT**

There will be no fiscal impact to the City because appropriations are below the limit.

**RECOMMENDATION**

That the City Council adopt Resolution No. 15-15 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2015-16 Pursuant to Article XIII-B of the California Constitution”

**ATTACHMENTS**

Resolution No. 15-15 with Calculation of Appropriations Limit for Fiscal Year 2015-16  
attached as Exhibit A  
Attachment 1 - Letter dated May 2015 from California Department of Finance

**RESOLUTION NO. 15-15**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ESTABLISHING AN APPROPRIATION LIMIT FOR FISCAL YEAR 2015-16**

**WHEREAS**, Article XIII-B of the California Constitution provides that the total annual appropriations limit of this City shall not exceed the appropriations limit for the prior year, except as adjusted for changes in the cost of living or personal income and population, or as otherwise provided for in said Article XIII-B and implementing State statutes; and,

**WHEREAS**, pursuant to said Article XIII-B of said California Constitution, the City is required to set its appropriation limit for each fiscal year, and has made available to the public the documentation used in the determination of said appropriation limit; and,

**WHEREAS**, in 1990, the voters of California adopted Proposition 111 which amended Article XIII-B of the California Constitution; and,

**WHEREAS**, among the changes implemented by Proposition 111 are adjustments to the growth factors used to calculate the annual appropriation limit; and,

**WHEREAS**, Proposition 111 established Fiscal Year 1986-87 as the base year for calculating the annual Appropriation Limit and permits the City to re-establish annual Appropriation Limit for all succeeding years based upon the new growth factors; and,

**WHEREAS**, a resolution establishing the annual appropriations limit is to be adopted at a regularly scheduled meeting of the City Council.

**WHEREAS**, all legal prerequisites have occurred prior to the adoption of this Resolution.

**NOW, THEREFORE, THE CITY COUNCIL DOES RESOLVE, DECLARE, DETERMINE, AND REQUEST AS FOLLOWS:**

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

**SECTION 2.** The Council of the City of Buellton elects to use the change in California per capita income as the cost of living adjustment factor and the annual population change for the City of Buellton as the population adjustment.

**SECTION 3.** The appropriation limit is amended for Fiscal Year 2015-16 and is hereby set forth as Exhibit "A" in the amount of \$9,786,437.

**SECTION 4.** The City reserves the right to adjust or amend the appropriations limit based upon the use of alternative growth factors as authorized by Proposition 111 if such changes or revisions would result in a more advantageous appropriation limit, now or in the future.

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

**PASSED, APPROVED and ADOPTED** this 11<sup>th</sup> day of June, 2015.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**EXHIBIT "A"**

**CITY OF BUELLTON**  
**Calculation Using Per Capita Personal Income and Population Change**  
**Annual Appropriations Subject to Gann Limit**  
**Fiscal Year 2015-16**

**Appropriations Subject to Limitation**

Fiscal year 2015-16 adopted revenues	\$6,665,000
Less:	
Non-proceeds of tax	(1,222,009)
Qualified Capital Outlay	
Plus:	
User-fees in excess of costs	-
	<hr/>
Total Appropriations Subject to limitation	<u>\$5,442,991</u>

**Appropriations Limit**

Fiscal year 2014-15 appropriation limit, adopted	\$9,339,493
A. California per Capita adjustment	1.0382
B. Population adjustment	<u>1.0093</u>
Change factor (A X B)	1.0479
Increase in appropriation limit	<u>\$ 446,944</u>
Fiscal year 2015-16 appropriation limit	<u>\$9,786,437</u>



DEPARTMENT OF  
**FINANCE**  
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. ■ GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2015

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2015, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2015-16. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2015-16 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2015.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN  
Director  
By:

KEELY M. BOSLER  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2015-16 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2015-16	3.82

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2015-16 appropriation limit.

**2015-16:**

Per Capita Cost of Living Change = 3.82 percent  
 Population Change = 0.93 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.82 + 100}{100} = 1.0382$

Population converted to a ratio:  $\frac{0.93 + 100}{100} = 1.0093$

Calculation of factor for FY 2015-16:  $1.0382 \times 1.0093 = 1.0479$

Fiscal Year 2015-16

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2014 to January 1, 2015 and Total Population, January 1, 2015**

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2014-2015	1-1-14	1-1-15	1-1-2015
Santa Barbara				
Buellton	0.41	4,911	4,931	4,931
Carpinteria	0.44	13,487	13,547	13,547
Goleta	1.54	30,298	30,765	30,765
Guadalupe	0.47	7,171	7,205	7,205
Lompoc	3.93	39,971	41,541	43,479
Santa Barbara	0.53	90,592	91,068	91,088
Santa Maria	0.69	101,383	102,087	102,087
Solvang	2.01	5,381	5,489	5,489
Unincorporated	0.96	134,472	135,765	139,052
County Total	1.11	427,666	432,398	437,643

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**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: Kyle Abello, Recreation Coordinator

Meeting Date: June 11, 2015

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

---

**BACKGROUND**

Over the past 12 years, the cooperative relationship between the Cities of Buellton and Solvang in the area of recreation services has been governed by a Memorandum of Understanding (M.O.U.) that has been renewed on an annual basis. The existing M.O.U. with the City of Solvang expires on June 30, 2015.

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

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

**FISCAL IMPACT**

None

**RECOMMENDATION**

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

**ATTACHMENT**

Attachment 1 - Memorandum of Understanding with the City of Solvang for FY 2015/16

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“M.O.U.”) is made and entered into effective as of June 30, 2015, by and between the City of Solvang, a California Municipal Corporation (“Solvang”) and the City of Buellton, a California Municipal Corporation (“Buellton”).

### **Recitals**

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

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

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

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

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

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

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

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

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

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

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

**CITY OF SOLVANG**

By: \_\_\_\_\_  
Jim Richardson, Mayor

ATTEST:

\_\_\_\_\_  
Mary Ellen Rio, City Clerk

**CITY OF BUELLTON**

By: \_\_\_\_\_  
Holly Sierra, Mayor

ATTEST:

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

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

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

To: The Honorable Mayor and City Council

From: Kyle Abello, Recreation Coordinator

Meeting date: June 11, 2015

Subject: Van Rental Agreement Between City of Buellton and Buellton Union School District

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**BACKGROUND**

The Summer Day Camp operated the Buellton Recreation Department involves field trips and activities with the children. In order to accommodate as many children as possible for these field trips, additional vehicles are needed from time to time beyond the passenger buses owned by the City. The Buellton Union School District has offered the rental of their nine passenger van. The attached agreement (Attachment 1) identifies the conditions of use, costs, liability, and insurance responsibilities. The Agreement will be considered by the District Board of Trustees at their June 10, 2015 Board Meeting.

**FISCAL IMPACT**

The annual rental fee to be paid by the City of Buellton to the Buellton Union School District is \$1.00.

**RECOMMENDATION**

That the City Council consider approval of the Van Rental Agreement between the City of Buellton and the Buellton Union School District.

**ATTACHMENT**

Attachment 1-Van Rental Agreement

## **RENTAL AGREEMENT**

Buellton Union School District  
and  
City of Buellton

This **RENTAL AGREEMENT** ("Agreement") is made and entered into effective on the \_\_\_th day of \_\_\_\_\_, 2015, by and between the CITY OF BUELLTON, a California municipal corporation ("City") and the BUELLTON UNION SCHOOL DISTRICT, a school district duly organized and operated under the laws of the State of California ("District").

### **1. RECITALS:**

- A. The District owns one (1), nine (9) passenger van ("Van"), and the District is willing to rent the Van to the City.
- B. The City operates a Summer recreation program/camp for children.
- C. The City recognizes the need for an additional Van for transporting children in the Summer recreation program to various locations for camp activities.
- D. The District owns a Van which is not in use during the Summer and has offered to make a vehicle available to the City for use in their Summer recreation program.

### **2. AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the City and the District agree as follows:

#### **A. Use of Van by City**

- 1. The District hereby grants to the City the right and privilege of using the Van, for the public, community and/or recreational purposes in accordance with the terms and conditions of this Agreement and in accordance with applicable law.
- 2. The Van shall be rented to the City at the cost of \$1.00 to be paid annually, within 30 days of executing this agreement.

3. In the event the District's governing Board should determine that City's use of the Van is inconsistent with District's use of the Van for school purposes or that City's use interferes with the education programs and activities of District, the Parties agree to resolve such dispute pursuant to Section 9 of this Agreement.
4. The District and the City agree that they will share in the use of said Van and will coordinate the times and programs necessary to allow the best appropriate use of the Van.
5. City stipulates the authorized drivers of the Van will be the following District and City Recreation staff:  
  
Carrie Reed
6. The City will enroll the drivers in the DMV pull notice program.

B. Maintenance and Repair

1. The District shall pay for the recurring costs of operating, maintaining and repairs of the Van. The City and District agree, to the extent possible, to each be responsible for, and to perform, the day-to-day maintenance and clean-up of their respective uses and activities of the Van and to coordinate such maintenance and repair efforts to best serve the purposes and intent of this Agreement.

3. Term

The term of this Agreement shall be for the duration of the Recreation Summer Program/Camp during 2015, June 8 – August 14, 2015.

4. Indemnification and Insurance

- A. The City agrees to and does hereby indemnify, hold harmless and defend the District, its governing board, its officers, agents and employees from every claim or demand or expense of any nature whatsoever, including but not limited to injury to or death of person(s) or damage to any property which arises as a result of the negligence or willful misconduct of the City, its officers, agents or employees in the performance of this Agreement.
- B. The District agrees to and does hereby indemnify, hold harmless and defend the City, its City Council members, its officers, agents and employees from every claim or demand or expense of any nature

whatsoever, including but not limited to injury to or death of person(s) or damage to any property which arises as a result of the negligence or willful misconduct of the District, its officers, agents or employees in the performance of this Agreement.

E.

1. The City and the District each agree to maintain comprehensive general liability insurance either through an insurance carrier licensed to do business in the State of California or through a joint powers insurance authority with the amount of said insurance required to be at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate.
2. The City and the District each agree to maintain automobile liability insurance either through an insurance carrier licensed to do business in the State of California or through a joint powers insurance authority with the amount of said insurance required to be at least one million dollars (\$1,000,000.00) per accident.
3. The City and the District each agree to provide thirty (30) days written notice to the other party if it proposes any substitution, change, or other modification of the aforementioned insurance coverage which will result in a decrease in the scope or the amount of such coverage.

## 5. **Notices**

Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery or by mail. Mailed notices shall be addressed to the address of the parties to be notified which appears below, but each party may change its address by written notice given in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of ten (10) calendar days following the date of mailing of the notice.

CITY OF BUELLTON

City of Buellton  
Attn: City Manager  
107 W. Highway 246  
P. O. Box 1819  
Buellton, CA 93427

BUELLTON UNION  
SCHOOL DISTRICT

Buellton Union School District  
Attn: Superintendent  
301 Second Street  
P. O. Box 75  
Buellton, CA 93427

**6. Entire Agreement**

This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the subject matter of this Agreement, and contains all of the covenants

**7. Governing Law**

This Agreement will be governed by and construed in accordance with the laws of the State of California. Any legal action in which enforcement of the terms and conditions of this Agreement is requested, or in which it is alleged that a breach of this Agreement has taken place, shall be filed and prosecuted in the County of Santa Barbara, California.

**8. Breach of Agreement**

If either party defaults in the performance of any of the terms or conditions of this Agreement, it shall have thirty (30) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the defaulting party fails to cure its default within such period of time, the non-defaulting party shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity, or under this Agreement. This failure of a party to object to any default in the performance of the terms and conditions of this Agreement shall not constitute a waiver of either that term or condition or any other term or condition of this Agreement.

**9. Dispute Resolution**

In the event of a dispute pertaining to the agreement, the City and the District shall each appoint an authorized representative to cooperate in developing a mutually agreeable problem resolution plan.

In the event the parties fail to resolve the dispute as set forth above, the dispute will be referred to non-binding mediation. Thereafter, either party may assert its other rights and remedies under this Agreement within a court of competent jurisdiction.

**10. Attorney Fees**

If any legal proceeding, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney's fees, which shall be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

**11. Severability**

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

**12. Successors and Assigns**

- A. Neither party may assign its interest in this Agreement without the express written consent of the other party.
- B. The terms and conditions of this Agreement shall be binding on the successors and assigns of the parties to this Agreement.

**13. Employees**

- A. For purposes of this Agreement, all persons employed in the performance of services and functions for the City shall be deemed City employees and no City employee shall be considered as an employee of the District under the jurisdiction of the District, nor shall such City employees have any District pension, civil service, or other status while an employee of the City.
- B. For purposes of this Agreement, all persons employed in the performance of services and functions for the District shall be deemed District employees and no District employee shall be considered as an employee of the City or under jurisdiction of the City, nor shall such District employees have any City pension, civil service, or other status while an employee of the District.

**14. Applicable Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of California and to the extent that there is any conflict between this Agreement and the laws of the State of California, the laws of the State of California shall prevail.

IN WITNESS WHEREOF, the District and the City have executed this Agreement as of the date first above written.

(Signatures on the following page)

**BUELLTON UNION SCHOOL DISTRICT**

By: \_\_\_\_\_  
Bryan McCabe, Superintendent

**ATTEST:**

\_\_\_\_\_  
Terri Schrepel, Secretary to the Board

**CITY OF BUELLTON**

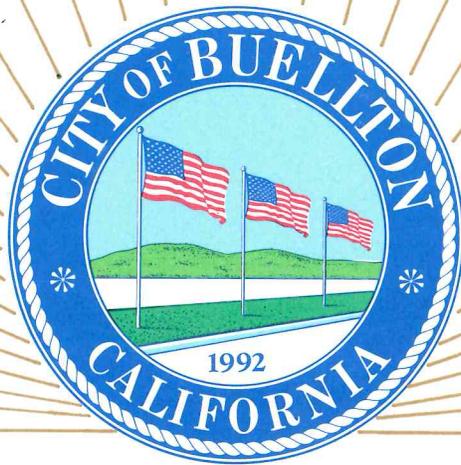
By: \_\_\_\_\_  
Holly Sierra, Mayor

**ATTEST:**

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

APPROVED AS TO FORM BY THE CITY  
ATTORNEY FOR THE CITY OF BUELLTON

\_\_\_\_\_  
Steven McEwen, City Attorney



# City of Buellton



## PROCLAMATION HONORING STUART C. GILDRED FAMILY YMCA – 25<sup>TH</sup> ANNIVERSARY

**WHEREAS**, June 12, 2015 marks the 25<sup>th</sup> anniversary of the Stuart C. Gildred Family YMCA, Santa Ynez Valley; and

**WHEREAS**, despite a discouraging feasibility study, the Santa Ynez Valley YMCA was established as a “storefront” branch of the Channel Islands YMCA on March 1, 1989; and

**WHEREAS**, today the Stuart C. Gildred Family YMCA is a thriving \$2,000,000 operation and has touched the lives of 1 in 4 people in the Valley; and

**WHEREAS**, the YMCA has been embraced by the community from the very beginning through a startup grant from a local foundation, countless volunteer hours, and the collaboration and donations of many individuals, businesses and organizations; and

**WHEREAS**, the YMCA has provided services from a number of offices and school sites throughout the Valley to become a cornerstone in the community long before its permanent location at 900 North Refugio Road; and

**WHEREAS**, the Stuart C. Gildred Family YMCA has been providing this community with high quality and affordable programming, such as After-School Childcare, Summer Day Camp, Youth Sports, Swim Lessons, Youth & Government, and strength training for Active Older Adults for the past 25 years.

**NOW, THEREFORE**, I, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby recognize and congratulate the 25<sup>th</sup> Anniversary of the Stuart C. Gildred Family YMCA and thank them for their service to the community.

**APPROVED AND PRESENTED** this 11<sup>th</sup> day of June 2015.



*Mayor*

**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: Rose Hess, Public Works Director

Meeting Date: June 11, 2015

Subject: Resolution No. 15-10 – “A Resolution of the City Council of the City of Buellton, California, Regarding the Commitments and Publishing the Report Required by Central Coast Water Authority Resolution Nos. 92-02 and 92-11”

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**BACKGROUND**

On January 23, 1992, the Central Coast Water Authority (CCWA) Board of Directors approved CCWA Resolution No. 92-2, which formally approved construction of the Mission Hills and Santa Ynez Extensions and associated facilities. Resolution No. 92-2 included the following:

“CCWA adopts the following conditions of approval for the project. With the adoption of these conditions, CCWA finds that the environmental impacts of the project associated with the potential for growth inducement are insignificant:

1. The Santa Ynez Extension and Mission Hills Extension Mitigation Monitoring Program shall be implemented and enforced throughout the project construction and operation, unless modified after appropriate California Environmental Quality Act (CEQA) review and approval by CCWA.
2. The Santa Maria Valley Water Treatment Plant Mitigation Monitoring Program shall be implemented and enforced through the project construction and operation, unless modified after appropriate CEQA review and approval by CCWA.
3. CCWA shall require each Water Supply Agreement contractor to commit, prior to the contractor’s use of project water, that the water supplied to the contractor by the project will be used first to offset the contractor’s proportionate share of groundwater basin overdraft, if any, and to improve water quality for its customers, if appropriate, before being made available for other purposes. Such a commitment can be manifested in a number of different ways, including but not limited to adoption of an ordinance or resolution or adoption of a water management plan or program which brings groundwater supply and demand into balance.”

On February 27, 1992, the CCWA Board of Directors adopted Resolution No. 92-11, which complied with the terms of a Settlement Agreement between CCWA and two local organizations, which had threatened to institute litigation concerning the CCWA's compliance with CEQA in connection with the project. Resolution No. 92-11 added a new Condition #4 to the above-stated three conditions of approval:

4. "Each contractor shall commit to prepare and shall publish a report on its annual and long term water supply, beginning in the year that State Water Project (SWP) water first is delivered and annually thereafter for so long as the contractor continues to receive SWP water. This report shall include a calculation which quantifies, over the time period of the contractor's water management plan or the report, whichever is longer: (1) the obligation to offset groundwater overdraft and improve water quality, if any, set forth in the prior condition; and (2) reasonable estimates of total supplies available to the contractor, including but not limited to local supplies and the contractor's prediction regarding SWP urban delivery capacity, determined from State Department of Water Resources (DWR) operations studies. The report shall also include a calculation of the available water supply for the ensuing year and the amount of SWP water necessary to fulfill the contractor's obligations as set forth in Condition 3. The report shall contain sufficient information to monitor compliance with Condition No. 3 above. This report shall be presented for adoption to the contractor's Board of Directors at a public hearing. The report shall be distributed at local libraries and at each contractor's office and shall be available for public review at least 30 days prior to the Board hearing".

Condition No. 3 requires that a commitment be made with regard to use of SWP water. Condition No. 4 requires that annual reports be prepared concerning certain matters relating to water supply and demand, beginning with the year that SWP water first is delivered and thereafter for so long as SWP water is received.

In view of the above requirements, we have prepared the appropriate Resolution, which complies with the requirements of said Condition Nos. 3 and No. 4. Resolution No. 15-10 adopts the annual report, attached to Resolution No. 15-10 as Exhibit "A", regarding the City's long term water supply.

### **FISCAL IMPACT**

The fiscal impact to the City will be the publication costs of the annual report and the staff time required to prepare said report.

### **RECOMMENDATION**

That the City Council consider the adoption of Resolution No. 15-10 - "A Resolution of the City Council of the City of Buellton, California, Regarding the Commitments and Publishing the Report Required by Central Coast Water Authority Resolution Nos. 92-02 and 92-11"

### **ATTACHMENT**

Resolution No. 15-10

**RESOLUTION NO. 15-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, REGARDING THE COMMITMENTS AND PUBLISHING THE REPORT REQUIRED BY CENTRAL COAST WATER AUTHORITY RESOLUTION NOS. 92-02 AND 92-11**

- I. THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY FIND AND DETERMINE AS FOLLOWS:
- A. The City of Buellton (“City”) has a Water Supply Agreement with the Central Coast Water Authority (“Authority”); and
  - B. One of the conditions of approval of the Santa Ynez and Mission Hills Extensions to the Coastal Branch Phase II of the State Water Project as found in Central Coast Water Authority Resolutions 92-2 and 92-11 requires the following commitments:
    - 1. Prior to the City’s use of State Water Project water, the City will commit that the use of that water will be used first to offset the contractor’s proportionate share of groundwater basin overdraft, if any, and to improve water quality for its customers, if appropriate, before being made available for other purposes.
    - 2. Beginning in the year that State Water Project water is first delivered and annually thereafter, the City will commit to prepare and publish an annual report on its long-term water supply. This report shall include a calculation which quantifies:
      - (a) the obligation to offset groundwater overdraft and improve water quality, if any, set forth in the prior condition; and
      - (b) reasonable estimates of total supplies available to the City, including but not limited to local supplies and the contractor’s prediction regarding State Water Project urban delivery capacity, determined from State Department of Water Resources (DWR) operations studies; and
      - (c) the available water supply for the ensuing year and the amount of State Water Project water necessary to fulfill the contractor’s obligations; and
      - (d) sufficient information to monitor compliance; and

C. This resolution has been presented for adoption to the City Council of the City of Buellton at a public hearing and the Annual Long-Term Water Supply Report (“Report”) attached as Exhibit “A” to this Resolution has been distributed to local libraries and City Hall for public review for a period of time in excess of 30 days prior to the hearing.

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

A. The City Council of the City of Buellton (“City”) hereby commits to using State Water Project water, which it receives to first offset the City’s proportionate share of groundwater basin overdraft, if any, and to improve water quality for its consumers, if appropriate, before making such water available for other purposes.

B. The City Council of the City hereby adopts the Annual Long-Term Water Supply Report (“Report”) attached as Exhibit “A” to this Resolution.

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

**PASSED, APPROVED, and ADOPTED** this 11<sup>th</sup> day of June 2015.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**EXHIBIT "A"**

**CITY OF BUELLTON  
ANNUAL LONG-TERM WATER SUPPLY REPORT**

The City's proportionate share of groundwater basin overdraft is zero based on its calculation of the City's existing prescriptive right to appropriate and use Santa Ynez River Underflow water.

If a determination was made that the City has no existing prescriptive rights, the City's proportionate share of the Santa Ynez River Underflow overdraft would be 1224 acre feet per year based on:

- A. The proportionate amount of the City's pumping estimated to be 588 acre feet in 2015, compared with
- B. The estimated total gross pumping of 637 acre feet, and
- C. The estimated annual overdraft in the basin is 0 (zero) acre feet.

The use of State Water Project water within the City in lieu of pumping by the City from the Santa Ynez River will result in current conditions that are essentially in supply/demand balance and the amount of reduced pumping as a result of using State Water Project water will equal or exceed the amount set forth in B or C above.

Based upon authority reports, there is no evidence at this time of any need to improve water quality for the benefit of City consumers. However, utilization of up to 578 acre feet of treated State Water Project water within the City in any given year will have a positive effect on both the City's consumers given the higher quality of State Water Project water and the groundwater basin users as a result of return flow of significantly higher quality.

The water supplies reasonably available to the City during Fiscal Year 2015 and for the cumulative long term (five years) is estimated to be (in acre feet):

	<u>2015</u>	<u>Long Term</u>
1. Buellton Uplands Basin	1,000	5,000
2. Santa Ynez River Underflow <i>(based on water rights permit)</i>	1,385	6,925
3. State Water Project <i>(based on contract)</i>	<u>578</u>	<u>2,890</u>
Total Available Supplies	2,963	14,815

The amount of water estimated to be required to meet demands within the City during fiscal year 2015 and over the long term (five years) is estimated to be (in acre feet):

	<u>2015</u>	<u>Long Term</u>
1. Estimated water demand Santa Ynez River	650	3,250
2. Estimated water demand Groundwater Basin	<u>650</u>	<u>3,250</u>
Total Demand	1,300	6,500

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

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: June 11, 2015

Subject: Presentation of the Fiscal Year 2015-16 Visitors Bureau's Budget and Work Plan

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**BACKGROUND**

Attachment 1 is the required Fiscal Year 2015-16 Budget and Work Plan from the Buellton Visitors Bureau (VB), as required by the City's contract with the Chamber of Commerce for operation of the VB. With the concurrence of staff, the Budget and Work Plan was submitted in May.

The VB will make a presentation and be available to answer questions from the City Council.

The Economic Development Task Force (EDTF) met on May 21 and reviewed the VB Budget and Work Plan. The consensus of the EDTF was that the Budget and Work Plan looked good but members had a few questions that the VB said they would address at the City Council meeting.

Also included in Attachment 1 is the VB's response to funding of community amenities and economic development. They have conceptually agreed to funding Kosmont's work for the City, but the details need to be worked out. Staff is not supportive of a 3-way contract. The contract needs to be between the City and Kosmont.

**RECOMMENDATION**

That the City Council receive and comment on the Fiscal Year 2015-16 Budget and Work Plan from the Buellton Visitors Bureau.

**ATTACHMENT**

Attachment 1 – Fiscal Year 2015-16 Visitors Bureau's Budget and Work Plan

# ATTACHMENT 1

The Buellton Chamber of Commerce is contracted with the City of Buellton to operate a Visitor's Bureau (VB) for the promotion and marketing of Buellton. Along with promoting tourism, the VB also operates a visitor's center and plays a financial and fundamental role in the Economic Development of the City.

The VB is funded through a percentage of Transient Occupancy Tax (TOT) collected by the City of Buellton, along with a small allocation from the County of Santa Barbara. The Bureau is paid on a monthly basis reflecting the TOT generated from two months prior. The VB budget reflects the projected income and expenses as determined by the Board of Directors.

As outlined in the budget, the VB will continue to market Buellton as a destination on a domestic and international level, as a place where visitors may come to, "Eat, Stay, & Play". By working individually and cooperatively with other entities, the VB will continue to brand Buellton through print and digital media, sponsorships, donations, and trade shows.

The Board of Directors and staff have developed a budget with focus on tourism promotion and economic development. The breakdown is as follows for the fiscal year 2015-2016.

The projected income for the VB is set at \$400,000. A balance forward from the fiscal year is estimated to be \$50,000, and the VB has earmarked \$100,000 for committed projects that are in process and yet to be paid.

*Economic Development* – The VB has allocated just over 20% of its budget towards economic development which will cover a contracts with Kosmont Companies for both the VB and the City, along with committed projects such as the Hwy 246 Banner System, an Information Kiosk, and a credit card analysis program used to track tourism spending.

*Billboards* – The billboards continue to market Buellton and invite the traveler to exit the freeway. In the upcoming the year, the VB is looking to start replacing lights on the signs to make them more energy efficient and put them in a downward facing position making them more dark sky friendly.

*Co-op* – The VB continues to work collaboratively with various partners to promote Buellton on regional, domestic, and international levels. These contracts include partnerships with Visit the Santa Ynez Valley, Central Coast Tourism Council, and Visit California. These collaborative efforts are carried out in print, digital, and social media along with trade shows.

*Print* – The VB will continue to place ads in print where it is viable to do so. Publications promoting the Valley, Central Coast Region, and the State are all viable options for print media. In addition to these publications, the VB will also work with Wine Country Magazine to highlight the wine industry in Buellton and continue to place rack cards in locations managed by Certified Folder, such as California Welcome Centers (Pismo and Oxnard) as well as locations throughout Southern California.

*Web* – The VB markets on the web through many of our co-op buys and looks for opportunities to advertise so we may continue to brand Buellton.

*Graphic Design* – The VB continues to work with UVA Design for our graphic work, which includes the website, ads in both print and digital, map edits, trade show materials, and the "Welcome to" billboard

off McMurray Road. We will also be working with Zaca Creek Golf Course to design a marketing piece for the course.

*E-Marketing* – The VB contracts with Madden Media who assists with SEO and content management for the VB site and with Meltwater Press who offer a data base for press release distribution. Both of these companies provide reporting, tracking, and continuous support and development for the VB. Social Media continues to be a positive approach to marketing Buellton and allows us to stay relevant to our visitors and followers. The VB is looking to contract with an individual to enhance our presence in this area of our marketing and to improve upon what we currently have.

*Promotional Items* - These are items used for trade shows and other occasions where giveaways are used. We look to place something in the hands of people they find useful and continue to brand Buellton in the process.

*Events* – The VB partners with the Buellton Rec Center, the Historical Society and the Chamber of Commerce to host the Buellton Winterfest. This event has continued to grow and provides our community and visitors a fun way to celebrate the holiday season. The evening festival includes, tons of snow, vendors, beer/wine/spirits, music, food, a light parade and ends with the annual tree lighting. We have increased the audience over the years and have made this a signature event for our city.

*Trade Shows* – We have seen great response from our presence at trade shows. In addition to the California RV Show and the LA Travel and Adventure Show in Long Beach, we will increase our participation to include the LA Travel and Adventure Show in San Diego and we are looking to research the MICE (Meetings, Incentives, Conferences, & Exhibitions) market and may have a presence in the IPW (International Pow Wow) this next fiscal year as well. The RV Show and the Travel shows are all consumer based shows where as an exhibitor we are able to speak to the end consumer. The MICE and IPW are appointment based shows where specific appointments are set with the planners and agents who then sell to the end users. Expanding our presence allows us to reach new markets and continue to educate consumers about the City of Buellton and all we have to offer.

Other items included in the budget include Membership, Sponsorship, and Donations. The VB continues to be a member of the Central Coast Tourism Council which allows us to promote on an international level by offering cooperative marketing opportunities. The International Conference of Shopping Centers continues to be a valuable resource for the Economic Development of Buellton. As a member, we are able to have a presence in the retail marketplace and a means to reaching the decision makers in the industry. The Western Association of Conference and Visitors Bureaus provides a means to professional growth within the industry through education and services. The VB looks to attract and promote events that take place in Buellton and the surrounding Valley. Sponsorships for these events are reviewed by the Board of Directors and awarded as they see fit. Some events the VB sponsors are; the 805 Criterium, People Helping People Polo Classic, Santa Barbara Vintner's Festival, Earth Day at the Botanic Garden, 4<sup>th</sup> of July Fireworks program, Mud Runs, and more.

Staff and Board attend various conferences and meetings throughout the year which pertain to the tourism industry. On a County level, outlook forums and annual meetings are attended to stay up on new markets and trends in the tourism industry and to see how our county is doing in comparison to other parts of California. On a regional level, meetings are held every other month to plan and carry out marketing efforts for the entire Central Coast region. This is a large cooperative effort and a very

important organization for Buellton to be a part of and allows us to position ourselves within the State marketing efforts. Western Association of Conference and Visitors Bureau is for employee development and provides staff with a network of industry leaders and peers.

Operational costs such as employee services, office equipment, accounting and bookkeeping are standard expenses of any business.

The VB continues to brand and market Buellton as a place to “Eat, Stay, & Play”. Through our marketing efforts we have seen an increase in traffic and TOT. Occupancy is up and we continue to attract people from all over the world. It is with pleasure and passion that we continue to market Buellton and we take pride in all that we have to offer.

**BUELLTON VISITOR'S BUREAU**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	<u>Jul '15 - Jun 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Income				
4100 · Program Service Income				
4110 · TOT Funding				
4109 · Committed Project Allocation	0.00	100,000.00	-100,000.00	0.0%
4111 · Balance Forward	0.00	50,000.00	-50,000.00	0.0%
4110 · TOT Funding - Other	0.00	400,000.00	-400,000.00	0.0%
Total 4110 · TOT Funding	0.00	550,000.00	-550,000.00	0.0%
4120 · SB County Funding	0.00	2,758.00	-2,758.00	0.0%
Total 4100 · Program Service Income	0.00	552,758.00	-552,758.00	0.0%
Total 4000 · Income	0.00	552,758.00	-552,758.00	0.0%
Total Income	0.00	552,758.00	-552,758.00	0.0%
Expense				
5000 · Program Expenses				
5001 · Member Dues & Subscriptions	0.00	4,000.00	-4,000.00	0.0%
5002 · Sponsorships and Donations	0.00	30,000.00	-30,000.00	0.0%
5003 · Conference and Meeting				
5103 · Vehicle Mileage	0.00	2,000.00	-2,000.00	0.0%
5003 · Conference and Meeting - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5003 · Conference and Meeting	0.00	5,000.00	-5,000.00	0.0%
5004 · Economic Development	0.00	120,000.00	-120,000.00	0.0%
5300 · Advertising				
5330 · Billboards	0.00	25,000.00	-25,000.00	0.0%
5340 · Coop Advertising	0.00	50,000.00	-50,000.00	0.0%
5350 · Print Advertising	0.00	30,000.00	-30,000.00	0.0%
5360 · Web	0.00	5,000.00	-5,000.00	0.0%
5370 · Graphic Design	0.00	20,000.00	-20,000.00	0.0%
5380 · E Marketing	0.00	70,000.00	-70,000.00	0.0%
5390 · Promotional Items	0.00	5,000.00	-5,000.00	0.0%
Total 5300 · Advertising	0.00	205,000.00	-205,000.00	0.0%
5400 · Event Expenses				
5460 · Other Events				
5463 · Buellton Winter Fest	0.00	10,000.00	-10,000.00	0.0%
Total 5460 · Other Events	0.00	10,000.00	-10,000.00	0.0%
Total 5400 · Event Expenses	0.00	10,000.00	-10,000.00	0.0%
5500 · Trade Shows				
5501 · Trade Shows	0.00	18,000.00	-18,000.00	0.0%
Total 5500 · Trade Shows	0.00	18,000.00	-18,000.00	0.0%
Total 5000 · Program Expenses	0.00	392,000.00	-392,000.00	0.0%
6100 · Employee Services				
6110 · Wages & Salaries	0.00	106,000.00	-106,000.00	0.0%
6120 · Payroll Taxes (Employer only)	0.00	7,000.00	-7,000.00	0.0%
6200 · Contract Labor	0.00	18,000.00	-18,000.00	0.0%
6300 · Insurance				
6310 · Workmens Comp	0.00	1,000.00	-1,000.00	0.0%
6320 · Liability Insurance	0.00	2,000.00	-2,000.00	0.0%
Total 6300 · Insurance	0.00	3,000.00	-3,000.00	0.0%
Total 6100 · Employee Services	0.00	134,000.00	-134,000.00	0.0%
6400 · Taxes				
6410 · Property Tax - Unsecured	0.00	450.00	-450.00	0.0%
Total 6400 · Taxes	0.00	450.00	-450.00	0.0%
7000 · Maintenance Expense				

8:15 AM  
 05/17/15  
 Cash Basis

**BUELLTON VISITOR'S BUREAU**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>7100 · Office Expense</b>				
7110 · Office Supplies	0.00	3,000.00	-3,000.00	0.0%
7115 · Website Maintenance	0.00	500.00	-500.00	0.0%
7120 · Telephone/Internet	0.00	1,450.00	-1,450.00	0.0%
7125 · Office Alarm	0.00	350.00	-350.00	0.0%
<b>7130 · Office Equipment</b>				
7131 · Purchase	0.00	500.00	-500.00	0.0%
7132 · Rental	0.00	1,800.00	-1,800.00	0.0%
7133 · Maintenance	0.00	1,000.00	-1,000.00	0.0%
<b>Total 7130 · Office Equipment</b>	<b>0.00</b>	<b>3,300.00</b>	<b>-3,300.00</b>	<b>0.0%</b>
7140 · Computer Equipment	0.00	1,500.00	-1,500.00	0.0%
7150 · Cleaning & Janitorial	0.00	1,400.00	-1,400.00	0.0%
7170 · Postage & Shipping	0.00	3,000.00	-3,000.00	0.0%
7180 · Rent - Storage	0.00	1,720.00	-1,720.00	0.0%
7190 · Building Repairs & maintenance	0.00	100.00	-100.00	0.0%
7195 · Miscellaneous	0.00	100.00	-100.00	0.0%
<b>Total 7100 · Office Expense</b>	<b>0.00</b>	<b>16,420.00</b>	<b>-16,420.00</b>	<b>0.0%</b>
<b>7200 · Professional Fees</b>				
7210 · Accounting	0.00	3,500.00	-3,500.00	0.0%
7220 · Bookkeeping & Accounting	0.00	2,000.00	-2,000.00	0.0%
7230 · Legal	0.00	1,500.00	-1,500.00	0.0%
<b>Total 7200 · Professional Fees</b>	<b>0.00</b>	<b>7,000.00</b>	<b>-7,000.00</b>	<b>0.0%</b>
<b>Total 7000 · Maintenance Expense</b>	<b>0.00</b>	<b>23,420.00</b>	<b>-23,420.00</b>	<b>0.0%</b>
<b>9000 · Opportunity Reserves</b>	<b>0.00</b>	<b>2,888.00</b>	<b>-2,888.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>0.00</b>	<b>552,758.00</b>	<b>-552,758.00</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

May 18, 2015

RE: Letter of request for funds from the Visitors Bureau

Dear Marc,

On behalf of the Board of Directors, I am responding to your letter of request for funding from the Visitors Bureau. Per the letter, a request was made for 5 specific items. The Board reviewed and discussed each item individually and have made the following suggestions.

Economic Development contract with Kosmont: The Visitors Bureau agrees to fund the contract with Kosmont companies, given a 3-way contract between the City, Kosmont, and the Visitors Bureau be established.

Botanic Garden: The Visitors Bureau realizes this is a great asset to our community and considered to be tourism related. The Board has agreed to contribute to the Botanic Garden on a per-request basis. Realizing it is the Board's discretion for each request.

Bike Trails: Although the Board supports the concept of a trails system, they have declined to financially support this item until all components have been put into place and a viable project has been presented. This would include ownership of all easement properties in the bike & trails master plan and approval from all related agencies, i.e. Fish & Game, etc. At such time, when all components are in place and other grant opportunities, as noted in the master plan have been applied for, the Board has agreed to then create a line item in our budget for this project.

PAWS Park: The Board has declined to fund this request given the Visitors Bureau is tasked with marketing the City rather than maintaining its properties.

Community Pool: Given that we are a tourism marketing organization and most of our hotels and campground have pools, the Board has declined to fund this request and feel it should be a valley-wide bond issue. That being said, in the event this facility comes to fruition and the opportunity to sponsor or market swim meets and tournaments, that generate room nights at our local lodging establishments, then the VB will be happy to consider those opportunities.

We appreciate being a part of the Economic Development of our City and look forward to continuing our partnership as we move ahead. Thank you for the opportunity to be involved.

Sincerely,

Kathy Vreeland, Executive Director