



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of June 25, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 June 11, 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 May 31, 2015**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)
- 4. Approval of a Five-Year Library Lease with the City of Santa Barbara**
❖ (Staff Contact: Public Works Director Rose Hess)

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS

COUNCIL ITEMS

WRITTEN COMMUNICATIONS

COMMITTEE REPORTS

BUSINESS ITEMS

(POSSIBLE ACTION)

- 5. **Resolution No. 15-17 – “A Resolution of the City Council of the City of Buellton, California, Regarding Parking Restrictions at Various Transit Stop Locations”**
❖ *(Staff Contact: Public Works Director Rose Hess)*

- 6. **Resolution No. 15-18 – “A Resolution of the City Council of the City of Buellton, California, Regarding Parking Restrictions on South Avenue of Flags for Street Sweeping”**
❖ *(Staff Contact: Public Works Director Rose Hess)*

- 7. **Authorization to Reclassify the Recreation Technician Class to Youth Recreation Coordinator, Create New Employee Classes for Revenue Specialist and Accounting Specialist, and Adopt Associated Job Descriptions**
❖ *(Staff Contact: H.R. Director Linda Reid)*

CITY MANAGER’S REPORT

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, July 9, 2015 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of June 11, 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 Bierzinski, City Attorney Steve McEwen (Via Telephone), 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

Mike Hecker, Buellton, spoke about the 805 Criterium on June 20 and invited everyone to attend the event.

Darin Biamonte, Buellton, provided an update regarding the improvements at PAWS Park.

Alicia Thomas, Buellton, spoke about the reorganization of the Buellton Library and submitted a petition supporting the Library.

Lewis Adkins, Buellton, discussed repairs to the sidewalk on East Highway 246.

Ed Woolfolk, Buellton, spoke about the Buellton Library staff and how helpful and dedicated they have been to the community.

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau provided several announcements for the record.

Judith Dale, Buellton, announced a farewell party for the Buellton Library staff tomorrow afternoon.

CONSENT CALENDAR

- 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”**
- 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”**
- 5. Memorandum of Understanding with the City of Solvang - Cooperation in the Area of Recreation**
- 6. Van Rental Agreement Between City of Buellton and Buellton Union School District**

MOTION:

Motion by Vice Mayor Andrisek, seconded by Council Member Elovitz, approving Consent Calendar Items 1 through 6 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

- 7. Proclamation Recognizing Stuart C. Gildred YMCA – 25th Anniversary**

Mayor Sierra presented a proclamation to the Stuart C. Gildred YMCA recognizing their 25th anniversary. Tracy Bear from the YMCA accepted the proclamation and thanked the Council for their support.

PUBLIC HEARINGS

- 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”**

RECOMMENDATION:

That the City Council consider the approval and adoption of Resolution No. 15-10.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff Report with attachment (Resolution No. 15-10)

SPEAKERS/DISCUSSION:

Mayor Sierra opened the Public Hearing at 6:29 p.m.

Ron Anderson, Buellton, questioned whether the City pays for state water even if no state water is received by the City.

Mayor Sierra closed the Public Hearing at 6:30 p.m.

MOTION:

Motion by Council Member Elovitz, seconded by Vice Mayor Andrisek, approving and adopting 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”

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

COUNCIL MEMBER COMMENTS/ITEMS

Mayor Sierra announced that the new driveway at Albertsons has helped many people and businesses in Buellton.

Vice Mayor Andrisek thanked Darin Biamonte for his volunteer service to PAWS Park.

Vice Mayor Andrisek announced that several Council Members and staff attended the Channel Counties League of California Cities dinner in Pismo Beach and said it was a great event.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Sierra announced that she attended the Santa Barbara County Board of Supervisors meeting last week regarding moving the Buellton Library to Zone 1.

BUSINESS ITEMS

9. **Presentation of the Fiscal Year 2015-16 Visitors Bureau's Budget and Work Plan**

RECOMMENDATION:

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

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

DOCUMENTS:

Staff Report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau discussed the Visitors Bureau's budget and work plan.

The City Council discussed the following issues:

- Making the font size of the way-finding signs larger and easier to read
- Future advertising costs for the Visitors Bureau
- Creating signature events in Buellton
- Statistics identifying revenue numbers and hotel stays in Buellton
- Sharing revenue numbers with local businesses so they can invest appropriately in visitors' needs

CITY MANAGER'S REPORT

City Manager Bierdzinski provided an informational report to the City Council.

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 25, 2015 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the
June 25, 2015 Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		\$	<u>343,699.23</u>
EXHIBIT B		\$	<u>57,129.80</u>
Staff Payroll	6/15/2015	\$	37,166.94
Staff - Special	6/15/2015		1,261.74
TOTAL AMOUNT OF CLAIMS:		\$	<u><u>439,257.71</u></u>

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

MPB 6/16/15

Payments via Electronic Fund Transfer (EFT):

Bank Fees	6/3/15	30.00
Payroll Taxes - Staff	6/3/15	7,412.52
Payroll Taxes - Staff	6/3/15	2,072.14
CalPERS Medical	6/3/15	15,335.90
CalPers (Classic)	6/4/15	18,911.62
CalPers (Pepra)	6/4/15	544.36
OneAmerica Def Comp	6/4/15	11,789.72
Hartford Life	6/11/15	424.51
Aflac - Supplemental Ins	6/12/15	609.03

Total		<u>\$ 57,129.80</u>
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Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-000-2306-000	Long-Term Care Deduction			
	24523 6/1-6/15 - M. Bierzinski	90 CalPERS LONG-TERM CARE PROGRAM		
		1	Paid	84.25
A001-000-2306-000	Long-Term Care Deduction	*** Account total ***		84.25
A001-202-2003-000	SYVTBID Payable			
	24507 4/2015 SYVTBID fees collected	101 CITY OF SOLVANG		
		1	Paid	20,217.40
A001-202-2003-000	SYVTBID Payable	*** Account total ***		20,217.40
A001-216-2825-000	Developer Deposit			
	24510 5/15 - Terravant #136	835 METRO VENTURES LTD		
		1	Paid	385.00
	24565 4/28-5/29- Live Oaks Ln.#125	819 JOHN F. RICKENBACH		
		1	Paid	4,050.00
	24604 4/1-4/31-Crossroads@ Vill.#119	326 MNS ENGINEERS, INC.		
		1	Paid	10,625.00
	24605 4/1-4/31-Chumash Apts. #122	326 MNS ENGINEERS, INC.		
		1	Paid	5,500.00
	24606 4/1-4/31-Ngbhd @ Vill. #127	326 MNS ENGINEERS, INC.		
		1	Paid	2,125.00
	24607 4/1-4/31-Hampton Inn #129	326 MNS ENGINEERS, INC.		
		1	Paid	5,187.50
	24608 4/1-4/31-Flying Flags RV #126	326 MNS ENGINEERS, INC.		
		1	Paid	375.00
	24609 4/1-4/31-Village Twnhms. #131	326 MNS ENGINEERS, INC.		
		1	Paid	5,725.00
	24610 4/1-4/31-Tilton Eng. #134	326 MNS ENGINEERS, INC.		
		1	Paid	450.00
A001-216-2825-000	Developer Deposit	*** Account total ***		34,422.50
A001-401-5101-000	Medical Benefit			
	24559 July 2015 Premiums	820 ACWA/JPIA		
		1	Paid	457.15
A001-401-5101-000	Medical Benefit	*** Account total ***		457.15
A001-402-5101-000	Medical Benefit			
	24559 July 2015 Premiums	820 ACWA/JPIA		
		2	Paid	92.72
A001-402-5101-000	Medical Benefit	*** Account total ***		92.72
A001-403-5101-000	Medical Benefit			
	24559 July 2015 Premiums	820 ACWA/JPIA		
		3	Paid	55.63
A001-403-5101-000	Medical Benefit	*** Account total ***		55.63
A001-410-5301-000	Office Supplies			
	24515 5/12/15- supplies #7001798082	469 STAPLES CONTRACT & COMMERCIAL,		
		1	Paid	139.03
	24535 5/22/15- supplies #7001811633	469 STAPLES CONTRACT & COMMERCIAL,		
		1	Paid	95.98

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-410-5301-000	Office Supplies		*** Continued ***		
	24543 5/27- shipping labels	797	ESLY O. GUZMAN HERRERA dba		
		1		Paid	210.60
	24553 5/1-5/31-cont. ovrg.-CH/WTR ds	118	COASTAL COPY, LP		
		1		Paid	110.41
A001-410-5301-000	Office Supplies		*** Account total ***		556.02
A001-410-5401-000	Membership & Publications				
	24538 6/19/15-7/19/15- CH NP subscri	432	SANTA BARBARA NEWS-PRESS		
		1		Paid	182.35
A001-410-5401-000	Membership & Publications		*** Account total ***		182.35
A001-410-5603-000	Computer Maintenance &Software				
	24548 5/15-barracuda spam filer-trbl	655	COAST NETWORKX, INC.		
		1		Paid	997.50
	24549 5/15 - credit	655	COAST NETWORKX, INC.		
		1		Paid	-570.00
A001-410-5603-000	Computer Maintenance &Software		*** Account total ***		427.50
A001-410-5701-000	Telephone				
	24522 5/19-6/18 - Summary billing	555	VERIZON CALIFORNIA		
		1		Paid	321.71
A001-410-5701-000	Telephone		*** Account total ***		321.71
A001-410-5804-000	Animal Control				
	24509 FY 14/15 - 4th Qtr. Anim. Cntr	132	SB CO ANIMAL SVCS, HEALTH & RE		
		1		Paid	8,375.00
A001-410-5804-000	Animal Control		*** Account total ***		8,375.00
A001-410-5805-000	Visitors Bureau				
	24508 4/15 - Trans. Occ. Tax Alloc.	121	COC/BBA/VISITORS INFORMATION		
		1		Paid	32,389.24
A001-410-5805-000	Visitors Bureau		*** Account total ***		32,389.24
A001-410-6005-000	Recruitment Expense				
	24550 3/20--5/22-new hire & DMV phys	62	BUELLTON MEDICAL CENTER		
		1		Paid	925.00
	24556 5/2015- Fingerprint apps	161	STATE OF CALIFORNIA - DOJ		
		1		Paid	64.00
A001-410-6005-000	Recruitment Expense		*** Account total ***		989.00
A001-410-6301-000	Miscellaneous				
	24527 4/23-5/26 - misc. items	387	ALBERTSONS, LLC.		
		1		Paid	61.73
	24550 3/20--5/22-new hire & DMV phys	62	BUELLTON MEDICAL CENTER		
		2		Paid	250.00
A001-410-6301-000	Miscellaneous		*** Account total ***		311.73
A001-420-5101-000	Medical Benefit				
	24559 July 2015 Premiums	820	ACWA/JPIA		
		4		Paid	162.42
A001-420-5101-000	Medical Benefit		*** Account total ***		162.42

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-420-6201-000 - Contract Services					
	24516 FY-2015 - 4th Qtr. sales tax	227	HINDERLITER, DE LLAMAS & ASSOC		
		1		Paid	920.25
	24530 Thru 3/20/15- S. Zamora	870	ACCOUNTEMPS		
		1		Paid	1,258.94
	24531 Thru 3/20/15- V. Jenson	870	ACCOUNTEMPS		
		1		Paid	1,204.28
	24540 Thru 5/15 - S. Zamora	870	ACCOUNTEMPS		
		1		Paid	1,264.00
	24544 Thru 5/15 - V. Jenson	870	ACCOUNTEMPS		
		1		Paid	1,517.20
			*** Account total ***		6,164.67
A001-420-6201-000 - Contract Services					
A001-501-6201-000 - Contract Services					
	24532 6/2015 - contract services	450	SB CO SHERIFF'S DEPARTMENT		
		1		Paid	141,252.00
	24533 FY14-14 COPS FUNDS -credit	450	SB CO SHERIFF'S DEPARTMENT		
		1		Paid	-100,000.00
			*** Account total ***		41,252.00
A001-501-6201-000 - Contract Services					
A001-510-5702-000 - Utilities - Gas					
	24560 4/29-5/29- Lib../CC gas charge	507	THE GAS COMPANY		
		1		Paid	33.91
	24561 4/29-5/29- CH gas charges	507	THE GAS COMPANY		
		1		Paid	26.63
			*** Account total ***		60.54
A001-510-5702-000 - Utilities - Gas					
A001-511-5101-000 - Medical Benefit					
	24559 July 2015 Premiums	820	ACWA/JPIA		
		5		Paid	258.60
			*** Account total ***		258.60
A001-511-5101-000 - Medical Benefit					
A001-511-5301-000 - Office Supplies					
	24514 5/4/15 - office supplies	469	STAPLES CONTRACT & COMMERCIAL,		
		2		Paid	146.88
	24534 5/27/15- ofc. supplies #700181	469	STAPLES CONTRACT & COMMERCIAL,		
		1		Paid	11.86
			*** Account total ***		158.74
A001-511-5301-000 - Office Supplies					
A001-511-5306-000 - Advertising					
	24563 5/5-5/28- Rec. Ctr. ads	280	LEE CENTRAL COAST NEWSPAPERS		
		1		Paid	522.36
			*** Account total ***		522.36
A001-511-5306-000 - Advertising					
A001-511-5506-000 - Fuel-Vehicles					
	24612 5/15-fuel charges	768	WEX BANK		
		4		Paid	252.89
			*** Account total ***		252.89
A001-511-5506-000 - Fuel-Vehicles					
A001-511-5507-000 - Maintenance-Vehicles					
	24504 5/19-rep. def. valve sys. rec	489	STEVE'S WHEEL & TIRE		
		1		Paid	32.02
			*** Account total ***		32.02
A001-511-5507-000 - Maintenance-Vehicles					

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-511-5509-000	Maintenance/Repair			
	24518 5/7-5/21 - Rec. Ctr. janit. su	426 SAN LUIS PAPER CO. 1	Paid	176.87
	24564 5/15- Misc. maint./rep. items	438 SANTA YNEZ VALLEY HARDWARE 1	Paid	13.25
A001-511-5509-000	Maintenance/Repair	*** Account total ***		190.12
A001-511-5701-000	Telephone/Internet			
	24529 5/25-6/24 - phone/int. - rec.	122 COMCAST CABLE 1	Paid	172.80
	24551 4/26-5/25-Abello cell phone	473 SPRINT SPECTRUM, L.P. dba 1	Paid	106.47
A001-511-5701-000	Telephone/Internet	*** Account total ***		279.27
A001-511-5801-000	Buellton Recreation Program			
	24500 3/19-6/8 - Pre-Ballet & Tap	11464 SAMANTHA DEMANGATE 1	Paid	245.00
		2	Paid	105.00
	24505 6/2-camp supplies reimb.	43 BARBARA KNECHT 1	Paid	113.26
	24506 5/26 - Day Camp t-shirts	892 SC INC. 1	Paid	1,339.32
	24512 Jan.-Mach 2015	113 CITY OF SOLVANG 1	Paid	61.07
	24537 7/1-7/31- Rec. Ctr. copier lea	201 G E CAPITAL 1	Paid	150.12
	24576 6/9/15 - Staff print - t-shirt	892 SC INC. 1	Paid	32.40
A001-511-5801-000	Buellton Recreation Program	*** Account total ***		2,046.17
A001-511-6201-000	Contract Services			
	24594 4/1-4/31-storm wtr. mgmt.	326 MNS ENGINEERS, INC. 1	Paid	7,967.50
A001-511-6201-000	Contract Services	*** Account total ***		7,967.50
A001-552-5305-001	Small Equipment			
	24502 5/15 - Misc. supplies	187 FARM SUPPLY COMPANY 5	Paid	160.89
A001-552-5305-001	Small Equipment	*** Account total ***		160.89
A001-552-5501-000	Operational Supplies			
	24501 5/19- Misc. maint./repair item	813 HOME DEPOT CREDIT SERVICES 1	Paid	25.88
	24502 5/15 - Misc. supplies	187 FARM SUPPLY COMPANY 6	Paid	159.66
A001-552-5501-000	Operational Supplies	*** Account total ***		185.54
A001-552-5509-000	Mtce Repair-Riverview			
	24564 5/15- Misc. maint./rep. items	438 SANTA YNEZ VALLEY HARDWARE 3	Paid	23.73
A001-552-5509-000	Mtce Repair-Riverview	*** Account total ***		23.73

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-552-5509-001 - Maintenance/Repair-Riverview			
24513 5/7-5/22 - misc. maint./rep. i	521 TODD PIPE & SUPPLY 1	Paid	31.36
24569 6/20-Misc. main./rep. items	826 GENUINE PARTS COMPANY - NAPA 2	Paid	5.14
24570 5/30- RVP materials	895 APPLIED LANDSCAPE MATERIALS, I 1	Paid	3,935.20
24584 5/29 - RVP Rep./Repl.	76 CAL-COAST IRRIGATION, INC. 1	Paid	113.83
24588 5/29-RVP valve rep. & parts	16 SCHAFF HOLDINGS, INC. dba 1	Paid	200.31
A001-552-5509-001 - Maintenance/Repair-Riverview	*** Account total ***		4,285.84
A001-552-5509-002 - Maintenance/Repair-Oak Park			
24570 5/30- RVP materials	895 APPLIED LANDSCAPE MATERIALS, I 2	Paid	3,935.20
A001-552-5509-002 - Maintenance/Repair-Oak Park	*** Account total ***		3,935.20
A001-552-5509-003 - Maintenance/Repair-Golf Course			
24569 6/20-Misc. main./rep. items	826 GENUINE PARTS COMPANY - NAPA 1	Paid	2.40
24583 5/15- Zaca Creek superseded	513 TURF STAR, INC. 1	Paid	1,033.83
A001-552-5509-003 - Maintenance/Repair-Golf Course	*** Account total ***		1,036.23
A001-552-5704-000 - Utilities - Water			
24539 4/25-5/25-Irrig.Oak Valley Ele	105 CITY OF BUELLTON 1	Paid	1,356.27
A001-552-5704-000 - Utilities - Water	*** Account total ***		1,356.27
A001-557-6101-000 - Development Permit Processing			
24603 4/1-4/31- small permits	326 MNS ENGINEERS, INC. 1	Paid	200.00
A001-557-6101-000 - Development Permit Processing	*** Account total ***		200.00
A001-557-6201-000 - Contract Services			
24590 4/1-4/31- PW	326 MNS ENGINEERS, INC. 1	Paid	12,375.00
24591 4/1-4/31 - Transp. PIng.	326 MNS ENGINEERS, INC. 1	Paid	2,275.00
A001-557-6201-000 - Contract Services	*** Account total ***		14,650.00
A001-558-5101-000 - Medical Benefit			
24559 July 2015 Premiums	820 ACWA/JPIA 6	Paid	349.32
A001-558-5101-000 - Medical Benefit	*** Account total ***		349.32
A001-558-5503-000 - Tools			
24589 6/2 - Misc. maint./rep.	342 NIELSEN BUILDING MATERIALS, INC 1	Paid	61.40
A001-558-5503-000 - Tools	*** Account total ***		61.40

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-558-5504-000	Laundry / Uniforms			
	24502 5/15 - Misc. supplies	187 FARM SUPPLY COMPANY		
		1	Paid	114.73
A001-558-5504-000	Laundry / Uniforms	*** Account total ***		114.73
A001-558-5506-000	Fuel - Vehicles			
	24612 5/15-fuel charges	768 WEX BANK		
		1	Paid	426.30
A001-558-5506-000	Fuel - Vehicles	*** Account total ***		426.30
A001-558-5509-000	Maintenance / Repair			
	24587 5/20- Lib./PO door repairs	563 VORTEX INDUSTRIES, INC.		
		1	Paid	256.00
A001-558-5509-000	Maintenance / Repair	*** Account total ***		256.00
A001-558-5510-000	Safety Equipment			
	24567 5/28-exp. reimb.-boots	408 ROBERT COVARRUBIAS		
		1	Paid	129.99
A001-558-5510-000	Safety Equipment	*** Account total ***		129.99
A001-558-6201-000	Contract Services			
	24519 7/15-9/15 - CH alarm svcs.	176 EXCLUSIVE ALARMS		
		1	Paid	120.00
	24520 7/15-9/15 - Planning alarm svc	176 EXCLUSIVE ALARMS		
		1	Paid	102.00
	24521 7/15-9/15 - Rec. Ctr. alarm sv	176 EXCLUSIVE ALARMS		
		1	Paid	102.00
	24528 6/15-Svcs. & 5/23 Msgs.	172 ECHO COMMUNICATIONS		
		1	Paid	26.87
	24545 4/27-5/26-Lib./CC drinking wat	32 NESTLE WATERS NORTH AMERICA db		
		1	Paid	36.54
	24546 4/27-5/26-Plng. dept. drinking	32 NESTLE WATERS NORTH AMERICA db		
		1	Paid	6.53
	24547 4/27-5/26-CH drinking water	32 NESTLE WATERS NORTH AMERICA db		
		3	Paid	19.41
	24574 5/15- CH/Plng./Lib.-janitorial	142 DANIEL FITZGERALD dba		
		1	Paid	1,200.00
	24575 5/26- Pest Svc.-Police/Lib.	112 CLARK PEST CONTROL		
		1	Paid	159.00
	24593 4/1-4/31- traffic safety studi	326 MNS ENGINEERS, INC.		
		1	Paid	1,300.00
A001-558-6201-000	Contract Services	*** Account total ***		3,072.35
A001-565-5101-000	Medical Benefit			
	24559 July 2015 Premiums	820 ACWA/JPIA		
		7	Paid	193.59
A001-565-5101-000	Medical Benefit	*** Account total ***		193.59
A001-565-5301-000	Office Supplies			
	24514 5/4/15 - office supplies	469 STAPLES CONTRACT & COMMERCIAL,		
		1	Paid	83.46
A001-565-5301-000	Office Supplies	*** Account total ***		83.46

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-565-5305-000 - Equipment Rental	24558 5/21-6/20 - Planning copier le		
	744 GE CAPITAL INFO TECH SOLUTIONS 1	Paid	500.05
A001-565-5305-000 - Equipment Rental	*** Account total ***		500.05
A001-565-5306-000 - Advertising - Legal	24536 5/21/15-public hearing - plann		
	285 SANTA MARIA TIMES dba 1	Paid	126.39
A001-565-5306-000 - Advertising - Legal	*** Account total ***		126.39
A001-565-5701-000 - Telephone	24522 5/19-6/18 - Summary billing		
	555 VERIZON CALIFORNIA 2	Paid	411.97
A001-565-5701-000 - Telephone	*** Account total ***		411.97
A001-565-6201-000 - Contract Services	24511 5/15 - Professional Services		
	835 METRO VENTURES LTD 1	Paid	5,678.00
A001-565-6201-000 - Contract Services	*** Account total ***		5,678.00
A005-701-5101-000 - Medical Benefit	24559 July 2015 Premiums		
	820 ACWA/JPIA 8	Paid	247.27
A005-701-5101-000 - Medical Benefit	*** Account total ***		247.27
A005-701-5303-000 - Postage	24542 postage for 6/2015 water/sewer		
	379 POSTMASTER 1	Paid	285.00
A005-701-5303-000 - Postage	*** Account total ***		285.00
A005-701-5501-000 - Operational Supplies	24564 5/15- Misc. maint./rep. items		
	438 SANTA YNEZ VALLEY HARDWARE 2	Paid	55.57
	24568 6./9- supply reimb.		
	796 ROSE HESS 1	Paid	73.92
A005-701-5501-000 - Operational Supplies	*** Account total ***		129.49
A005-701-5502-000 - Chemicals / Analysis	24502 5/15 - Misc. supplies		
	187 FARM SUPPLY COMPANY 4	Paid	401.66
	24572 5/20-Acetylene & tanks		
	380 PRAXAIR DISTRIBUTION, INC. 1	Paid	135.81
	24582 5/15 - chemicals/analysis		
	5 ABALONE COAST ANALYTICAL, INC. 1	Paid	1,009.50
A005-701-5502-000 - Chemicals / Analysis	*** Account total ***		1,546.97
A005-701-5504-000 - Laundry / Uniforms	24502 5/15 - Misc. supplies		
	187 FARM SUPPLY COMPANY 2	Paid	113.27
A005-701-5504-000 - Laundry / Uniforms	*** Account total ***		113.27

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A005-701-5506-000	Fuel - Vehicles			
	24612 5/15-fuel charges	768 WEX BANK 2	Paid	392.47
A005-701-5506-000	Fuel - Vehicles	*** Account total ***		392.47
A005-701-5507-000	Maintenance - Vehicles			
	24579 5/27- Kurt's Truck serviced	350 OLIVERA'S REPAIR, INC 1	Paid	51.09
A005-701-5507-000	Maintenance - Vehicles	*** Account total ***		51.09
A005-701-5509-000	Maintenance / Repair			
	24554 4/15 - packing puller	19 AMERICAN INDUSTRIAL PIPE & SUP 1	Paid	89.55
	24555 4/27-WWTP rep. items	19 AMERICAN INDUSTRIAL PIPE & SUP 1	Paid	1,561.10
	24566 5/27-WWTP equip. repair	839 A-OK MOWER SHOPS INC. dba 1	Paid	56.57
	24585 5/27-WWTP misc. items	76 CAL-COAST IRRIGATION, INC. 1	Paid	74.49
	24586 5/27 - motor repair & clean	369 PERRY'S ELECTRIC MOTORS & CONT 1	Paid	2,373.71
A005-701-5509-000	Maintenance / Repair	*** Account total ***		4,155.42
A005-701-5701-000	Telephone			
	24522 5/19-6/18 - Summary billing	555 VERIZON CALIFORNIA 3	Paid	580.66
A005-701-5701-000	Telephone	*** Account total ***		580.66
A005-701-6201-000	Contract Services			
	24528 6/15-Svcs. & 5/23 Msgs.	172 ECHO COMMUNICATIONS 3	Paid	26.86
	24547 4/27-5/26-CH drinking water	32 NESTLE WATERS NORTH AMERICA db 1	Paid	19.41
	24578 Thru 5/31/15- Reg. Compl. Svcs	677 WALLACE GROUP 1	Paid	8,224.92
	24580 April-June 2015 - qurtrly svc.	649 FLUID RESOURCE MANAGEMENT, INC 1	Paid	800.00
A005-701-6201-000	Contract Services	*** Account total ***		9,071.19
A005-701-6202-000	Contract Services-Engineering			
	24592 4/1-4/31- Sewer network	326 MNS ENGINEERS, INC. 1	Paid	7,910.00
A005-701-6202-000	Contract Services-Engineering	*** Account total ***		7,910.00
A020-210-2101-000	Customer Deposits			
	24524 cust. deposit refund	0 SHANNON HALL 1	Paid	15.68
	24525 cust. deposit refund	0 MARGARET CRAWFORD 1	Paid	39.71
	24526 Cust. deposit refund	0 ALBERT VASQUEZ 1	Paid	15.87
A020-210-2101-000	Customer Deposits	*** Account total ***		71.26

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-350-4602-000	- Sales			
	24541 5/28 - Cust. refund	0 RPL ENTERPRISES		
		1	Paid	272.81
A020-350-4602-000	- Sales	*** Account total ***		272.81
A020-601-5101-000	- Medical Benefit			
	24559 July 2015 Premiums	820 ACWA/JPIA		
		9	Paid	437.18
A020-601-5101-000	- Medical Benefit	*** Account total ***		437.18
A020-601-5301-000	- Office Supplies			
	24515 5/12/15- supplies #7001798082	469 STAPLES CONTRACT & COMMERCIAL,		
		2	Paid	44.70
A020-601-5301-000	- Office Supplies	*** Account total ***		44.70
A020-601-5303-000	- Postage			
	24542 postage for 6/2015 water/sewer	379 POSTMASTER		
		2	Paid	285.00
A020-601-5303-000	- Postage	*** Account total ***		285.00
A020-601-5501-000	- Operational Supplies			
	24513 5/7-5/22 - misc. maint./rep. i	521 TODD PIPE & SUPPLY		
		3	Paid	40.94
A020-601-5501-000	- Operational Supplies	*** Account total ***		40.94
A020-601-5502-000	- Chemicals / Analysis			
	24582 5/15 - chemicals/analysis	5 ABALONE COAST ANALYTICAL, INC.		
		2	Paid	165.00
A020-601-5502-000	- Chemicals / Analysis	*** Account total ***		165.00
A020-601-5504-000	- Laundry / Uniforms			
	24502 5/15 - Misc. supplies	187 FARM SUPPLY COMPANY		
		3	Paid	113.28
A020-601-5504-000	- Laundry / Uniforms	*** Account total ***		113.28
A020-601-5506-000	- Fuel - Vehicles			
	24612 5/15-fuel charges	768 WEX BANK		
		3	Paid	392.47
A020-601-5506-000	- Fuel - Vehicles	*** Account total ***		392.47
A020-601-5509-000	- Maintenance / Repair			
	24513 5/7-5/22 - misc. maint./rep. i	521 TODD PIPE & SUPPLY		
		2	Paid	3.31
A020-601-5509-000	- Maintenance / Repair	*** Account total ***		3.31
A020-601-5701-000	- Telephone			
	24522 5/19-6/18 - Summary billing	555 VERIZON CALIFORNIA		
		4	Paid	482.54
A020-601-5701-000	- Telephone	*** Account total ***		482.54

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-6013-000	- State Water Project			
	24581 10/1/15-12/31/15-CCWA&DWR cost	91 CENTRAL COAST WATER AUTHORITY 1	Paid	27,599.59
A020-601-6013-000	- State Water Project	*** Account total ***		27,599.59
A020-601-6201-000	- Contract Services			
	24528 6/15-Svcs. & 5/23 Msgs.	172 ECHO COMMUNICATIONS 2	Paid	26.87
	24547 4/27-5/26-CH drinking water	32 NESTLE WATERS NORTH AMERICA db 2	Paid	19.41
	24573 6/15- WWTP/WTR sample deliveri	679 COURIER SYSTEMS 1	Paid	139.73
	24577 5/15- Dig Alert Tickets	535 UNDERGROUND SERVICE ALERT 1	Paid	16.50
A020-601-6201-000	- Contract Services	*** Account total ***		202.51
A020-601-6202-000	- Contract Services-Engineering			
	24600 4/1-4/31-Water Model	326 MNS ENGINEERS, INC. 1	Paid	3,170.00
A020-601-6202-000	- Contract Services-Engineering	*** Account total ***		3,170.00
A023-580-5818-000	- Housing Assistance			
	24503 3/11/15-treat/install/repair	98 CASEY'S HANDYMAN SERVICE 1	Paid	680.00
A023-580-5818-000	- Housing Assistance	*** Account total ***		680.00
A051-566-5509-000	- Maintenance / Repair			
	24557 4/15 - Mo'ly. HOA Dues - Unit	582 VINTAGE WALK, LLC OWNERS ASSOC 1	Paid	104.00
A051-566-5509-000	- Maintenance / Repair	*** Account total ***		104.00
A051-566-5702-000	- Utilities - Gas			
	24552 4/28-5/28- Chamber gas charges	507 THE GAS COMPANY 1	Paid	3.65
A051-566-5702-000	- Utilities - Gas	*** Account total ***		3.65
A092-203-6507-000	- Improvements			
	24562 5/10-5/15 - fin. mgmt. M. Zara	862 TYLER TECHNOLOGIES, INC. 1	Paid	5,825.14
A092-203-6507-000	- Improvements	*** Account total ***		5,825.14
A092-204-6507-000	- Improvements			
	24611 5/28-maint. -materials/labor	896 R. MORTENSEN CONSTRUCTION 1	Paid	1,731.68
A092-204-6507-000	- Improvements	*** Account total ***		1,731.68
A092-302-6507-000	- Improvements			
	24599 4/1-4/31- 14/15 Rdoad maint.	326 MNS ENGINEERS, INC. 1	Paid	375.00
A092-302-6507-000	- Improvements	*** Account total ***		375.00

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A092-306-6507-000 - Improvements	24597 4/1-4/31-ped. safety impvts.	326 MNS ENGINEERS, INC. 1	Paid	13,525.00
A092-306-6507-000 - Improvements		*** Account total ***		13,525.00
A092-307-6507-000 - Improvements	24595 4/1-4/31-McMurry signal upgrad	326 MNS ENGINEERS, INC. 1	Paid	8,330.00
A092-307-6507-000 - Improvements		*** Account total ***		8,330.00
A092-308-6507-000 - Improvements	24596 4/1-4/31-Park & Ride expansion	326 MNS ENGINEERS, INC. 1	Paid	2,925.00
A092-308-6507-000 - Improvements		*** Account total ***		2,925.00
A092-310-6507-000 - Improvements	24601 4/1-4/31 - 2014/15- Rd. maint.	326 MNS ENGINEERS, INC. 1	Paid	1,845.00
A092-310-6507-000 - Improvements		*** Account total ***		1,845.00
A092-602-6507-000 - Improvements	24571 5/31-Reservoir 1&2 roof repl.	891 GLR CONSTRUCTION, INC. 1	Paid	28,786.22
A092-602-6507-000 - Improvements	24598 4/1-4/31-Res. 1&2 roof repairs	326 MNS ENGINEERS, INC. 1	Paid	8,430.00
A092-602-6507-000 - Improvements		*** Account total ***		37,216.22
A092-603-6507-000 - Improvements	24602 4/1-4/31- Backwash Reclam.	326 MNS ENGINEERS, INC. 1	Paid	5,760.00
A092-603-6507-000 - Improvements		*** Account total ***		5,760.00
A092-706-6507-000 - WWTP Facilities Impvts	24517 3/24-4/17- SCADA/WWTP	718 AUTOSYS, INC. 1	Paid	12,148.37
A092-706-6507-000 - WWTP Facilities Impvts		*** Account total ***		12,148.37
* Report total *		*** Total ***		343,699.23 ✓

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 25, 2015
Subject: Revenue and Expenditure Reports through May 31, 2015

BACKGROUND

The attached report compares month-to-month data covering the period July1, 2014 through May 31, 2015. The report is prepared monthly and submitted to Council on the second meeting of each month. Monthly reports are posted to the City's website. Upon monthly review, adjustments may be necessary and staff will update on the website.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receives and files this report for information purposes.

ATTACHMENT

Attachment 1 - Revenue and Expenditure Reports through May 31, 2015

ATTACHMENT 1

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

cgc: 6 15 15

92%

2014 2015

Account Number	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-301-4001-000	Property Tax - Secured				33,069	141,176	359,395	86,672			369,071			989,383
001-302-4002-000	Property Tax - Unsecured				39,561		975							40,536
001-309-4007-000	Homeowners Exemptions							2,328						2,328
001-310-4101-000	Franchise Fees	5,368	11,187	15,754	10,637		5,445	11,051	16,325	11,031	65,735	23,930		176,463
001-311-4102-000	Sales Tax	142,485	105,200	140,200	123,665	101,000	134,600	120,237	93,200	124,200				1,084,787
001-311-4115-000	Sales Tax Compensation						-	262,535				254,634		517,169
001-312-4103-000	Transient Occupancy Tax (TOT)	201,632	209,982	147,317	154,620	125,706	116,716	113,343	109,717	146,154				1,325,187
001-320-5801-000	Buellton Recreation Program	13,067	7,576	12,384	11,101	6,589	3,280	11,799	9,545	5,954	9,887	15,755		106,937
001-320-5801-001	Recreation Program (50/50)	9,193	3,695	1,365	904	-	-	13,023	10,866			1,729		40,775
001-320-5802-000	Buellton Rec Pgm Trips	3,728	1,520	5,613	9,010	520	2,558	1,832	4,087	6,767	2,176	9,146		46,957
001-321-4106-000	Property Transfer Tax		5,881	2,852	2,013	3,008	-	4,885	7,484	1,980	3,576	2,801		34,480
001-322-4107-000	Motor Vehicle in Lieu Tax					2,005								2,005
001-322-4116-000	MV License Fee							188,798				188,798		377,596
001-325-5814-000	Park Reservation Fees	160	200	270	670	40	80	80	280	1,260	990	760		4,790
001-328-4303-000	Appeal Fee											660		660
001-331-4203-000	Miscellaneous Permits											10,000		10,000
001-333-4506-000	CA Indian Gaming Grant													-
001-333-4508-000	COPS Grant													-
001-340-4401-000	Criminal Fines and Penalties		2,120	3,379	3,249	2,289			2,882	303	81	45		14,348
001-342-4402-000	Fines and Fees	325		295	418		889	5,538			4,036	3,960		15,461
001-345-4904-000	Interest	1,912	5,028	5,414	-	-	835	518	2,536	2,778	518	225		19,764
001-346-4905-000	Rent	2,500	8,978	5,739	5,739	1,250	10,228	1,250	5,739	10,228	5,739	5,739		63,129
001-347-4801-000	Law Enforcement Cost Recovery	19	48		10	10	29							116
001-348-4403-000	Event Applic Fee/Temp Use		310	155	310	100	180	2,460	556					4,071
001-357-4802-000	Zoning Clearance	45	209	315	180	135	135	135			180			1,334
001-357-4803-000	Document Sales	212		9	8	6				30		20		285
001-357-4806-000	Time Extension Fees													-
001-357-4801-110	Crossroads at the Village													-
001-357-4808-000	Code Enforcement Fines													-
001-376-4908-000	CA Prop 1B Revenue													-
001-378-4205-000	Small Permits	3,000	1,000			2,700		2,135	7,565	85	25	2,453		18,963
001-390-4917-000	Miscellaneous		6,031	400	111	35	381	529		408	29			7,924
001-390-4918-000	Cost Reimbursement	431	523	1,893	718									3,565
001-390-4924-000	Mandated Cost				9,305									9,305
001-395-4931-000	Transfer In						19,832							19,832
001-398-4923-000	Surplus Property Sales	-	-	5,288										5,288
TOTAL REVENUE (ACTUAL THROUGH MAY):		384,077	369,488	348,642	405,298	386,569	655,558	829,148	270,781	311,178	462,043	520,655	-	4,943,437

Percentage Received:	80%
Original Budget	6,160,441
Amendments (Reso No. 15-01; Q-2)	10,000
Budget:	6,170,441

cgc: 6 15 15

92%

2014

2015

Department No.	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-401	City Council	9,245	9,432	10,859	9,513	8,594	11,909	9,457	12,251	8,594	8,979	8,960		107,793
001-402	City Manager	16,615	16,950	17,479	16,633	16,553	17,414	16,833	16,920	16,809	16,885	17,034		186,125
001-403	City Clerk	7,641	7,404	7,913	10,816	7,613	9,288	8,867	14,524	10,154	8,752	7,608		100,580
001-404	City Attorney	-	11,674	11,845	9,154	-	21,931	29,877		19,679	21,569	14,935		140,664
001-410	Non-Departmental	75,574	11,702	88,061	55,750	49,300	46,587	41,175	55,215	36,162	31,628	48,642		539,796
001-420	Finance	22,129	21,459	21,487	21,082	25,962	36,908	24,099	18,183	26,485	19,352	29,826		266,972
001-501	Police and Fire	842	48,579	566,311	982	190,408	139,339	142,597	190,585	142,521	142,427	190,741		1,755,332
001-510	Library	-	501	470	92,088	14	587	306	420	359	341	362		95,448
001-511	Recreation	32,321	42,886	57,846	37,996	27,452	52,690	30,216	92,625	45,112	42,320	55,428		516,892
001-550	Street Lights	-	4,493	4,610	4,598	-	9,222	4,563	4,544	4,562	4,414	4,441		45,447
001-551	Storm Water	-	10,130	16,490	20,890	5,826	13,287	11,410	17,448	38,553	160	-		134,194
001-552	Public Works - Parks	8,984	15,742	10,734	9,320	7,371	9,975	7,228	12,858	7,395	14,217	11,505		115,329
001-556	Public Works - Landscape	-	10,056	5,400	5,410	4,826	5,964	5,037	5,066	5,024	5,143	4,758		56,684
001-557	Public Works - Engineering	-	3,650	-	11,125	-	4,025	5,075	9,250	12,990	-	6,735		52,850
001-558	Public Works - General	29,103	124,034	41,416	38,248	32,304	32,951	36,768	39,954	42,106	32,529	52,119		501,532
001-565	Planning/Community Dev	14,764	24,509	26,202	20,857	26,021	19,058	19,175	21,098	29,090	26,178	23,629		250,581
	Transfer to CIP fund 92 (updated in June)	-												-
	TOTAL EXPENDITURES (ACTUAL THROUGH MAY):	217,218	363,201	887,123	364,462	402,244	431,135	392,683	510,940	445,595	374,894	476,723	-	4,866,218

Percentage spent: 79%
 Budget 6,141,114
 Amendments (Reso No. 15-01; Q-2) 10,000
 Amended Budget 6,151,114

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: June 25, 2015

Subject: Approval of a Five-Year Library Lease with the City of Santa Barbara

BACKGROUND

The City of Buellton currently leases the library facility to the City of Lompoc for the Buellton Branch Library. With the change in library administration to the City of Santa Barbara, it is necessary to coordinate a new lease agreement with the City of Santa Barbara. The term of the Lease is 5 years, with provisions essentially the same as it was with the City of Lompoc. The Lease Agreement discusses use of the City's building for library purposes and identifies maintenance responsibilities. The City has coordinated with City of Santa Barbara staff regarding various maintenance assignments and these assignments are incorporated in the Lease Agreement.

Library hours are currently being negotiated with Santa Barbara and are independent of the Lease Agreement.

FISCAL IMPACT

There will be no fiscal impact with the approval of the Library Lease Agreement.

RECOMMENDATION

Staff recommends that Council approve the Lease Agreement with the City of Santa Barbara for the Buellton Branch Library.

ATTACHMENT

Attachment 1 – Buellton Branch Lease Agreement

BUELLTON BRANCH LIBRARY LEASE AGREEMENT

THIS LEASE is effective as of July 1, 2015, between the CITY OF BUELLTON, a Municipal Corporation, hereinafter referred to as "BUELLTON" and the CITY OF SANTA BARBARA, a Municipal Corporation, hereinafter referred to as "SANTA BARBARA". Through an "Agreement for Operation of a Countywide Free Library System", hereinafter called "AGREEMENT", by and between the County of Santa Barbara and the City of Santa Barbara, dated August 26, 2014, the County of Santa Barbara contracts with the City of Santa Barbara to provide free library services to all residents of Buellton, Solvang and all of Santa Barbara under Library Zone One.

BUELLTON hereby leases to SANTA BARBARA, on the terms and conditions hereinafter set forth, and in it's "as is condition", those PREMISES described as follows:

That portion of that certain real property located at 140 West Highway 246, Buellton CA, 93427 as more particularly described on Exhibit A-1, Legal Description but limited to that area depicted as "library" on Exhibit A-2, Site Plan, attached herewith and incorporated herein by this reference ("PREMISES").

1. TERM OF LEASE: This agreement is effective for an initial term of five (5) years with an option for an additional term of five (5) years upon a written request by SANTA BARBARA at least ninety (90) days prior to the termination date. Either party may terminate this Lease with or without cause by giving the other party at least ninety (90) days prior written notice of such termination.
2. RENTAL: The annual rental rate for this Lease shall be One dollar (\$1.00) per year.
3. USE: SANTA BARBARA shall use the PREMISES as the Buellton Branch Library and for no other use without BUELLTON'S written consent.
4. TAXES AND ASSESSMENTS: BUELLTON shall pay and discharge all taxes and assessments, including special assessments, if any, levied upon said PREMISES.
5. UTILITIES, JANITORIAL SERVICES and MAINTENANCE/REPAIR RESPONSIBILITIESIn general, BUELLTON and SANTA BARBARA shall perform maintenance and repair responsibilities on the PREMISES as assigned in Exhibit 2, "Maintenance and Repairs Responsibilities", attached hereto and incorporated herein by this reference. However, SANTA BARBARA shall only be responsible to perform maintenance and repairs to the extent such maintenance and repairs are funded from Buellton Library funds. Notwithstanding the maintenance and repair assignments in Exhibit 2, if SANTA BARBARA modifies the heating, air conditioning system, roof, electrical and

plumbing systems and the external walls, SANTA BARBARA shall be responsible for and provide the labor to conduct such alterations to the PREMISES as allowed herein. In addition, SANTA BARBARA shall be responsible for and pay the cost of the repair of any of the above systems if such expenses are incurred by reason of negligence or fault on the part of the SANTA BARBARA.

6. CONDITION OF PREMISES: SANTA BARBARA has inspected the PREMISES and takes the PREMISES in its "as is" condition. SANTA BARBARA acknowledges that BUELLTON has made no representation or warranties as to the condition of the PREMISES. SANTA BARBARA shall return the PREMISES to BUELLTON upon termination of this Lease in the same condition as originally received subject to reasonable wear and tear.
7. ABANDONMENT – DISPOSITION OF PERSONAL PROPERTY: SANTA BARBARA shall not vacate or abandon the PREMISES at any time during the term of this Lease without BUELLTON'S consent, which consent shall not be withheld unreasonably. If SANTA BARBARA, with BUELLTON'S consent, abandons, vacates or surrenders the PREMISES, any personal property belonging to SANTA BARBARA and left on the PREMISES shall be removed upon BUELLTON'S demand.
8. ASSIGNMENTS: SANTA BARBARA shall not assign this Lease, or any interest therein, and shall not sublet the PREMISES or any part thereof, or any right or privilege appurtenant thereto, or suffer any other person including other officers, agents and employees of SANTA BARBARA to occupy or use the PREMISES, or any part thereof, without the prior written consent of BUELLTON. Consent to one assignment, subletting, occupation or use by another person shall not be deemed to be consent to any subsequent assignment, subletting, occupation or use by another person. Any such assignment of subletting without consent shall be void and shall, at the option of BUELLTON, terminate this Lease.
9. INDEMNITY AND INSURANCE: SANTA BARBARA agrees to defend, indemnify and hold BUELLTON harmless from and against all loss, personal injury, property damage, claims, suites and proceedings arising from negligent or willful acts or omissions of SANTA BARBARA or its agents, employees, contractors, successors, assigns, licensees, visitors, guests or invitees occasioned by or in connection with the use of the subject PREMISES by SANTA BARBARA, whether such loss, personal injury or property damage is sustained by BUELLTON, its agents or employees, or any other person.

BUELLTON agrees to defend, indemnify and hold SANTA BARBARA harmless from and against all loss, personal injury, property, damage, claims, suits and proceedings arising from negligent or willful acts or omissions of BUELLTON, its agent, employees, contractors, assigns, licensees, visitors, guests or invitees occasioned by or in connection with the use of the PREMISES by SANTA BARBARA whether such loss, personal injury or property damage is sustained by SANTA BARBARA, its agents or employees, or any other person.

10. DESTSRUCTION OF PREMISES: if the PREMISES are totally destroyed by fire or other casualty, this Lease, at the option of SANTA BARBARA or BUELLTON, shall terminate. If a casualty renders ten percent (10%) or less of the floor space of the PREMISES unusable for the purpose intended, BUELLTON shall promptly repair the PREMISES, but in any event within sixty (60) days of the casualty, or SANTA BARBARA may terminate this Lease by written notice to BUELLTON.

If a casualty renders more than ten percent (10%) of floor space of the PREMISES unusable, SANTA BARBARA may choose to remain and BUELLTON shall promptly repair the PREMISES within ninety (90) says of the casualty, or SANTA BARBARA may terminate this Lease by written notice to BUELLTON, within ten (10) ds of the casualty. If the casualty renders twenty percent (20%) or more of the floor space unusable, this Lease may be terminated at the option of SANTA BARBARA or BUELLTON.

11. NOTICES: Except where otherwise specifically provided, all notices under this Lease and in connection herewith and all statements shall be addressed and delivered as follows:

To SANTA BARBARA: Library Director
 Santa Barbara Public Library System
 40 E. Anapamu St.
 Santa Barbara, CA 93101

To BUELLTON: City Manager
 City of Buellton
 107 West Highway 246
 Buellton, CA 93427

Or at such other address as the respective party may designate in writing. Such notices shall be served by depositing them addressed as set out above, postage prepaid, in the United States mail. Notices served by mail shall be certified or registered with return receipt requested.

12. ENTIRE AGREEMENT: In conjunction with the matters considered herein, this Lease contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereinafter binding except as set forth herein, this Lease may be altered, amended or modified only by an instrument in writing, executed by the parties to this Lease and by no other means. Each party waives its future right to claim contest or assert that this Lease was modified, cancelled, or superseded or changed by any oral agreements.

IN WITNESS WHEREOF, BUELLTON and SANTA BARBARA have signed this Lease.

Date: _____

SANTA BARBARA
CITY OF SANTA BARBARA

BY: _____

Helene Schneider, Mayor

Date: _____

BUELLTON
CITY OF BUELLTON

BY: _____

Holly Sierra, Mayor

Approved as to Form:

BY: _____

Steve McEwen, Buellton City Attorney

BY: _____

Ariel Calonne, Santa Barbara City Attorney

Legal Description

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

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

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

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

TOGETHER with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, and the reversion and reversions, remainder and remainders, rents, issues and profits thereof.

Exhibit A-1

**EXHIBIT 2
MAINTENANCE AND REPAIR RESPONSIBILITIES**

	ITEM	NOT APPLICABLE	LIBRARY	CITY	
1	Building Exterior				
	Repair Walls			X	
	Painted Surfaces			X	
	Door and Window Trim			X	
	Doors, Hardware			X	
	Windows: Hardware and Screens			X	
	Locks			X	
	Roof			X	
	Rain gutters			X	
	Flashing			X	
	Down spouts			X	
	Pest Control			X	
	Lighting				
	Bulbs			X	
	Fixtures			X	
	Transformers			X	
	Flourescent Lights			X	
	Ballast			X	
	Handrails			X	
	Signs			X	
	Timers	X			
	Sewer Pipes			X	
	Decking	X			
	Exterior Patios	X			
	Water Softener, Filter and Conditioner	X			
	Stairs			X	
	Roof Drains			X	
	Drinking Fountains			X	
	Gates	X			
	Gas/Water pipe lines			X	
	Electrical Lines			X	
	Phone/Computer/Cable Lines		X		
2	Building Interior				
	Walls* (structural)			X	
	Painted Surfaces		X		
	Door Hardware			X	
	Locks			X	
	General Cleaning		X		General weekly only.
	Floor, Sweeping and Cleaning		X		
	Carpet, Vacuum and Cleaning		X		
	Window Coverings		X		
	Trash		X		
	Lighting				
	Bulbs		X		
	fixtures		X		
	Transformers		X		
	Flourescent Lights		X		
	Ballast		X		

**EXHIBIT 2
MAINTENANCE AND REPAIR RESPONSIBILITIES**

	ITEM	NOT APPLICABLE	LIBRARY	CITY	
	Emergency Lights		X		
	Handrails (ADA)			X	
	Signs	X			
	Timers	X			
	Drinking Fountains	X			
	Ceiling		X		
	Showers	X			
	Toilet/Urinals (Replacement)			X	
	Toilet/Urinals (Maintenance)			X	
	Sink & Faucets (Replacement)			X	
	Sink & Faucets (Maintenance)			X	
	Gas Pipe Lines			X	
	Water Pipe Lines			X	
	Sewer Pipe Lines/Drains			X	
	Phone Lines & Jacks		X		
	Computer Lines & Jacks		X		
	TV Cable & Jacks		X		
	Phones		X		
	Towel Racks	X			
	Garbage Disposal	X			
	Refrigerator/microwave	X			
	Stove	X			
	Counter Tops, replacement	X			
	Cabinets, replacement	X			
	Dish Washer	X			
	Trash Compactor	X			
3	Grounds				
	Drinking Fountains			X	
	Mail Boxes	X			
	Fences	X		X	
	Trash bins			X	
	Trash Enclosures			X	
	Bike Racks			X	
	Signs			X	
	Litter Pick-Up			X	
	Lighting				
	Parking Lot			X	
	Driveways			X	
	Walkways			X	
	Timers (external)	X			
	Timers (internal)	X			
	Signs			X	
	Cleaning, Sidewalks, Walkways, Parking Lots			X	
4	Landscaping				
	Trees			X	
	Shrubs			X	
	Flowers			X	
	Lawn			X	

**EXHIBIT 2
MAINTENANCE AND REPAIR RESPONSIBILITIES**

	ITEM	NOT APPLICABLE	LIBRARY	CITY	
	Watering			X	
	Sprinkler, Repair and Replace			X	
	Headers			X	
	Rodent/Pest Control			X	
	Seeding			X	
	Fertilizer			X	
	Plant Trimmings			X	
	Plant Replacement			X	
	Tree Care & Trimming			X	
5	Mechanical Systems				
	Electrical Panels, Breaker, Interior			X	
	Electrical Fuses, Interior			X	
	Electrical Receptacle, Switches, Interior			X	
	Electrical Central Switches			X	
	Elevator	X			
	Heating			X	
	Air Conditioning			X	
	Water Heater			X	
6	Roadways/Parking Lots Repair & Maintenance				
	Striping			X	
	Handicap Signage			X	
	Asphalt Surface, Curbing			X	
	Cement Surface, Curbing			X	
	Wheel Stops			X	
	Drainage			X	
	Signs			X	
7	Fire Equipment				
	Sprinklers			X	
	Hoses	X			
	Extinguisher (interior)			X	
	Alarm Systems	X			
	Smoke Detectors			X	
8	Other Items				
	Paper supplies, dispensers, soaps in restrooms			X	
	Interior janitorial products and services (lobby)			X	
	Interior Floor Waxing, Sweeping		X		
	Window Washing (interior & exterior)		interior	exterior	
	Exterior sweeping entry, sidewalk and walkways			X	
	Janitorial service for public areas or common use			X	
	Broken window glass or door glass			X	
	Refuse, Rubbish and Garbage Disposal*			X	
	Cleaning Storage Rooms, Utility Rooms*			X	
	Exterminating			X	
	Carpet Replacement, Linoleum Replacement		X	Initial only	
	Library Drop Box		X		
	Building Foundation			X	

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: June 25, 2015

Subject: Resolution No. 15-17 – “A Resolution of the City Council of the City of Buellton, California, Regarding Parking Restrictions at Various Transit Stop Locations”

BACKGROUND

The City has received several requests for parking restrictions and safety markings from the Santa Ynez Valley Transit and the Buellton Union School District (BUSD).

There are five transit stops that transit operators have identified as having safety issues during transit operations. Buses are supposed to stop directly in front of the bus shelter for access. For the locations listed below, there are either vehicles parked in place or parked too close for the bus driver to safely maneuver to the bus stop.

1. Second Street @ west of Ave of Flags – 50’ of red curb
2. La Lata Drive @ north of Second Street – 75’ of white curb
3. Second Street @ east of La Lata Place – 23’ red curb
4. Second Street @ east of Sycamore Drive – 40’ red curb
5. Meadow View Drive @ Meadow Road – 40’ of red curb

Staff has reviewed these requests and agrees that safety marking are appropriate for the locations listed above.

FISCAL IMPACT

Approval of curb painting and pavement marking will have minimal Fiscal Impact as the markings can be completed by staff or others.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 15-17 – A Resolution of the City Council of the City of Buellton, California, Regarding Parking Restrictions at Various Transit Stop Locations”

ATTACHMENT

Resolution No. 15-17 with Exhibit A

RESOLUTION NO. 15-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, REGARDING PARKING RESTRICTIONS AT VARIOUS TRANSIT STOP LOCATIONS

WHEREAS, certain portions of the Santa Barbara County Code, including Chapter 23: Motor Vehicles and Traffic, have been adopted as part of the Buellton Municipal Code Section 10.01.010; and,

WHEREAS, California Vehicle Code Section 22507 and Section 23-11.1 of the Santa Barbara County Code authorizes the City Council, by Resolution, to designate limited, no parking, loading, and bus zones; and

WHEREAS, Section 23-11.1(a) of the Santa Barbara County Code designates that a red curb shall mean no stopping, standing or parking at any time except as permitted by the California Vehicle Code except that a bus may stop in a red zone marked or signed as a bus zone; and

WHEREAS, the City has received requests based on operational safety from the Santa Ynez Transit Services and the Buellton Union School District to apply parking restrictions at these transit stop locations; and,

WHEREAS, the City Council finds that it is in the best interests of the community and the transit operators to restrict parking, with appropriate red curb markings and white curb markings, to provide safe zones for the transition and parking of the transit vehicles; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Buellton does hereby resolve, determine, and order as follows:

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

SECTION 2. The City Council hereby restricts parking for 50 feet on Second Street just west of Ave of Flags (red curb), for 75' on La Lata Drive just north of Second Street (white curb), for 23' on Second Street just east of La Lata Place (red curb), for 40' on Second Street just east of Sycamore Drive (red curb), and for 40' on Meadow View Drive at Meadow Road (red curb) as shown on Exhibit "A" attached hereto and incorporated by this reference.

SECTION 3. The City Council hereby approves and directs to the installation (and subsequent maintenance) of red curb markings and green curb markings at the four locations as shown on Exhibit "A."

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

PASSED, APPROVED and ADOPTED this 25th day of June, 2015.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

1. Second Street @ Avenue of Flags (Tono's)



2. La Lata Drive (Jonata School/Recreation Center)



3. Second Street @ La Lata Place



4. Second Street @ Sycamore Drive



5. Meadow View Drive @ Meadow Road



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: Rose Hess, Public Works Director

Meeting Date: June 25, 2015

Subject: Resolution No. 15-18 – “A Resolution of the City Council of the City of Buellton, California, Regarding Parking Restrictions on South Avenue of Flags for Street Sweeping”

BACKGROUND

The City has received several complaints regarding vehicles parking along the South Avenue of Flags south of Ellen’s restaurant causing the build-up of debris and leaves. The vehicles parked in this location are either unaware or refuse to move during street sweeping days, making the pick-up of the debris impossible unless done manually by staff.

The California Vehicle Code Section 40245 provides for parking violations during street sweeping, recognizing that:

- (1) Streetsweepers operating throughout our nation and the world remove from streets and roads unnecessary pollutants, contaminants, chemicals, trash, and debris, which provides significant environmental and sanitation benefits, thereby protecting the environment and contributing to the health of people in communities worldwide.*
- (2) Each year, illegally parked private cars, trucks, and service vehicles on local streets and roads disrupt full street sweeping of as many as three parking spaces per illegally parked vehicle, resulting in significant debris, grease, oil, and other pollutants being needlessly washed into the stormwater drains.*
- (3) A major benefit of street sweeping, especially in more urbanized areas with higher areas of paving, is that by capturing pollutants before they are made soluble by rainwater, the need for stormwater treatment practices, which can be very costly when compared to collecting pollutants before they become soluble, may be reduced.*

The area impacted is approximately 475 feet and would require several signs designating the restriction. The restricted time period would be between 6:30-7:30 am on the 2nd and 4th Mondays of the Month. Staff has discussed this schedule with the current street sweeping contractor and it is acceptable to them.

FISCAL IMPACT

Approval of parking restriction will have minimal Fiscal Impact as the sign installation can be completed by staff.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 15-18 – “A Resolution of the City Council of the City of Buellton, California, Regarding Parking Restrictions on South Avenue of Flags for Street Sweeping”

ATTACHMENT

Resolution No. 15-18 with Exhibit A

RESOLUTION NO. 15-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, REGARDING PARKING RESTRICTIONS ON SOUTH AVENUE OF FLAGS FOR STREET SWEEPING

WHEREAS, certain portions of the Santa Barbara County Code, including Chapter 23: Motor Vehicles and Traffic, have been adopted as part of the Buellton Municipal Code Section 10.01.010; and,

WHEREAS, California Vehicle Code Section 40245 authorizes the City Council, by Resolution, to designate limited, parking restrictions and violations during street sweeping; and

WHEREAS, the City has received complaints regarding vehicles parked and unmoved during street sweeping days causing the sweeping to be ineffective and unable to collect any debris and leaves built up adjacent to the curb; and,

WHEREAS, the City has committed to provide street sweeping services on all public roads for the health, safety benefits of the community for the health and safety of our environment by capturing pollutants that may otherwise enter storm drains, rivers and streams; and,

WHEREAS, the City Council finds that it is in the best interests of the community and environment to prohibit parking on South Avenue of Flags during street sweeping days; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Buellton does hereby resolve, determine, and order as follows:

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

SECTION 2. The City Council hereby restricts parking for approximately 475 feet on South Avenue of Flags, east side of the northbound lanes between Shadow Mountain Drive and the diagonal parking. Parking restrictions will be limited to the days and hours in which street sweeping is scheduled to occur.

SECTION 3. The City Council hereby approves and directs the installation (and subsequent maintenance) of appropriate “No Parking” signs at the locations as shown on Exhibit “A.”

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

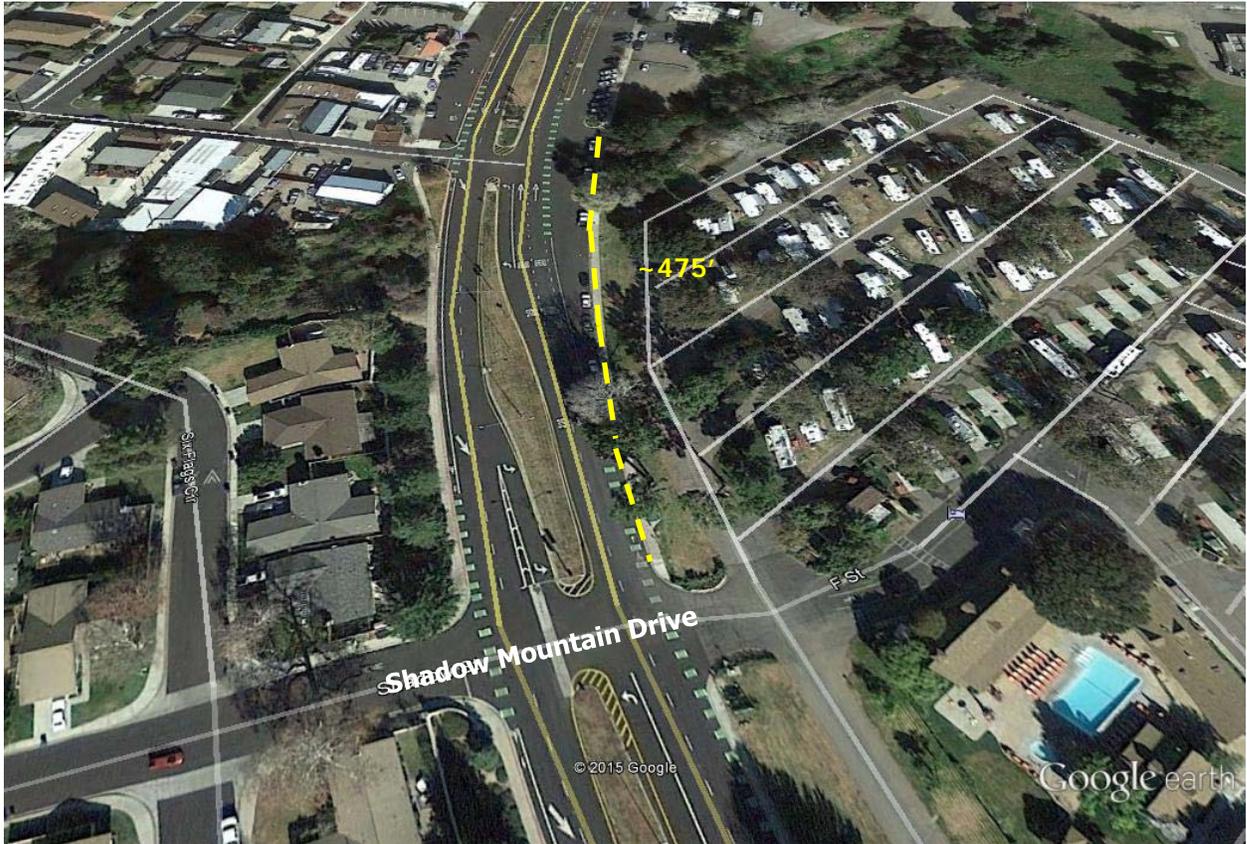
PASSED, APPROVED and ADOPTED this 25th day of June, 2015.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

PROPOSED STREET SWEEPING PARKING RESTRICTIONS



1. No Parking Street Sweeping w/ left arrow (on new post w/ ex. sign for 7' clr.)



2. No Parking Street Sweeping (on ex. sign and post *verify clearance*)



3. No Parking Street Sweeping (on new post before fire hydrant red curb)

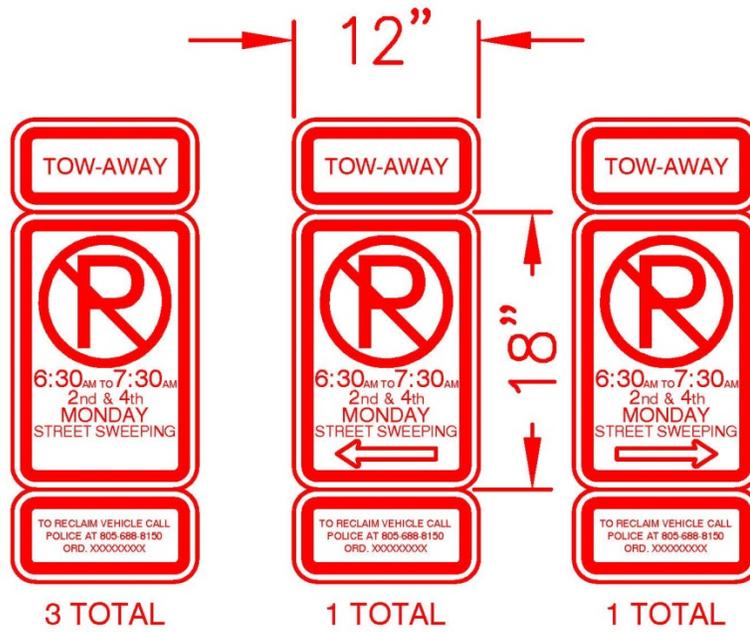


4. No Parking Street Sweeping (on new post before fence outside of trees)



5. No Parking Street Sweeping w/ right arrow (on new post centered in median – 7' height)





R30B (CA) (MOD)
R7-201P (MOD)

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, H.R. Director

Meeting Date: June 25, 2015

Subject: Authorization to Reclassify the Recreation Technician Class to Youth Recreation Coordinator, Create New Employee Classes for Revenue Specialist and Accounting Specialist, and Adopt Associated Job Descriptions

BACKGROUND

Staff proposes to reclassify the existing Recreation Technician Class and create two new Finance positions, which are detailed below. The three proposed job descriptions are included in Attachment 1.

Reclassification of Recreation Technician Position

The City's current Recreation Technician, Paul Smith has been working for the City for over three years. During that time, his duties have become increasingly centered on youth programs and activities and have gradually begun to evolve to focus on coordination of a very successful youth recreation program. Mr. Smith is currently in charge of several youth programs including Trips for Kids, Surf Camp, and The Zone after school program, and staff would like to expand the youth programs even further.

Mr. Smith has contributed significantly to what has become a very successful youth program at the Recreation Center and in doing so, the duties of his Recreation Technician position have increasingly shifted from a general recreation focus towards spending most of his days working with youth. To ensure that the Class responsible for those duties remains focused on youth programs in particular, can be required to take on duties in expanding the available youth programs and can further be required to meet additional eligibility requirements not currently required of the current Recreation Technician Class, such as a Lifeguard certification and certification and licensing needed to drive a specified number of passengers, staff proposes to reclassify the Recreation Technician Class to a new Youth Recreation Coordinator Class, under Section 2.4 of the City's Personnel Rules. Staff proposes to assign a salary range of \$3,567 - \$4,336 to the new Class, which represents an increase over the salary range of \$2,979 - 3,622 assigned to the Recreation Technician Class. A revised salary schedule is included as Attachment 2.

Staff notes that an employee who is topped out at step-five of the salary range for Youth Recreation Coordinator would receive a monthly salary of \$699 per month greater than the topped out monthly salary of a Recreation Technician.

In support of the proposed reclassification, staff has prepared the attached recommended Youth Recreation Coordinator job description. As the incumbent in the Recreation Technician Class and Position, Mr. Smith would be placed automatically in the Youth Recreation Coordinator Class and Position, in accordance with Section 3.7-B of the City's Personnel Rules. Consistent with the requirements set forth in the proposed Youth Recreation Coordinator job description, Mr. Smith will have up to six months to obtain the additional certifications and meet any other newly applicable requirements. Staff understands that Mr. Smith has already taken steps towards meeting these requirements and will also pursue other certifications that will enhance his skills that are offered through California Joint Powers Insurance Authority (CJPIA) or other organizations.

Creating Two New Finance Classes/Positions

In January of this year, the Finance Department hired new temporary staff to help the Finance Director successfully transition through the Tyler software conversion. That process is well under way and should be complete by the end of the year.

Staff is confident that the new software conversion will automate many of the current finance processes which will free up time for more analysis functions rather than task functions. If so, that automation will allow staff to be proactive rather than reactive, which will create a more efficient department that will free up the Finance Director to manage the department and also manage Network and Information Services for the City.

Staff also hopes to turn the Finance Department into a forward thinking and analytical branch of the City that will produce fiscally sound results for the City and its residents.

In support of these goals, staff proposes to create two new Classes: a Revenue Specialist and an Accounting Specialist. The Revenue Specialist will manage cash and banking services, revenue forecasting, debt management, water and sewer billing, transient occupancy tax collections, and accounts receivable. The Accounting Specialist will manage financial planning and reporting, budget, audit coordination, fixed assets, accounts payable, payroll, and private projects. Both positions will handle cashiering and front counter duties. The Finance Department plans to keep a part-time Accounting Technician on staff, so staff recommends that the Accounting Technician Class not be abolished.

Staff recommends that, in light of the increased responsibility and independent judgment required in the Specialist Classes compared to the Accounting Technician Class, that the Council approve a salary range of \$4,821 - \$5,860 for both the Accounting Specialist and the Revenue Specialist. Staff also recommends that the Council adopt the new job descriptions included in Attachment 1. In terms of cost, staff notes that an employee who is topped out for the salary range for the Accounting Specialist Class and the Revenue Specialist Class would receive a monthly salary of \$1,177 per month greater than the

topped out salary of an Accounting Technician. A revised salary schedule is included as Attachment 2.

However, it should also be noted that the City will be saving on benefits for the two new finance positions. As new hires, the employees selected for these two positions will not be receiving the employer contribution for the deferred compensation plan. Also, depending on their membership status with CalPERS when hired, the City could also save paying the employee contribution to CalPERS along with a reduced rate for the employer contribution. The estimated annual benefit savings for two positions could be as high as \$1,400 per month.

Although the software conversion is not yet complete, staff requests that the Council create the Revenue Specialist and Accounting Specialist Classes, with one vacant Position in each Class, at this time to allow staff to initiate recruitment promptly upon completion of the software conversion.

FISCAL IMPACT

In terms of salary alone, the highest possible fiscal impact for the three revised positions would be an increase of approximately \$3,237 per month (if employees in all three positions were topped out at highest step). The Fiscal Year 2015/16 Budget includes funding for the three positions. However, it should be noted that the estimated benefit savings for the two new finance positions could be as high as \$1,400 per month.

RECOMMENDATION

That the City Council provide authorization to create new employee classes for Revenue Specialist and Accounting Specialist and reclassify the Recreation Technician Class to Youth Recreation Coordinator and Adopt Associated Job Descriptions.

ATTACHMENTS

Attachment 1 – Revised Job Descriptions
Attachment 2 – Revised Salary Schedule



YOUTH RECREATION COORDINATOR **Monthly Salary Range: \$3,567 – 4,336**

Job Description

GENERAL STATEMENT OF DUTIES:

The Youth Recreation Coordinator is responsible for coordinating and scheduling activities and programs targeted towards children and youth. Provides staff and logistical support for events and programs at community facilities, parks, public places, and special community events. The Youth Recreation Coordinator reports to the Recreation Coordinator and assists the Recreation Department in providing a comprehensive recreation program for youth and adults.

SUPERVISION RECEIVED:

Under the direction of the Recreation Coordinator.

EXAMPLE OF DUTIES:

Plans, organizes, implements, and monitors youth recreation programs, special events, and specialty classes; tracks and maintains all necessary records; participates in setup and takedown activities for programs and events; prepares cost estimates and participation requirements for youth recreation programs, supervises part-time and volunteer staff; and performs other duties as assigned.

EDUCATION AND EXPERIENCE:

High school diploma required. Bachelor's degree preferred. Three years of increasingly responsible administrative, recreation programming, and clerical experience, including experience working with the public required. Experience in coordination of recreation activities or in a municipal recreation program desirable or any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements. First Aid/CPR certification, Lifeguard certification, and California Class B driver's license required within six months of employment.

KNOWLEDGE, SKILLS AND ABILITIES:

Principles and practices of youth program development, promotion, and implementation
Identify trends and opportunities for new youth programs
Basic operations, services, and activities of facility management, rental and recreation services
Principles and practices of customer service
Basic mathematical and accounting principles
Basic marketing theories, principles and practices and their application to youth recreation
Creation of marketing materials for youth programs including flyers and newsletters
Office equipment and proficient use of computer programs

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Communicate clearly and concisely, both orally and in writing

Maintain effective working relationships with those contacted in the course of work, including the general public, contractors and organizations

Take a proactive approach to problem solving

Manage multiple programs and activities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

Walking or standing for extended periods of time, bending, stooping, kneeling, reaching, and lifting up to 40 pounds

Ability to hear clearly over distracting noise

Work hours include mornings, evenings, and weekends as needed

Drive a vehicle and maintain a satisfactory driving record

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.



REVENUE SPECIALIST
Monthly Salary Range: \$4,821 - \$5,860

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of responsible Financial functions related to the activities and operations of the City's Finance Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director, who reviews work for conformance with policies and procedures.

EXAMPLE OF DUTIES:

- Water and Sewer Billing
- Accounts Receivable
- Cashiering
- TOT collections
- Investments and Cash Management
- Banking Services
- Revenue Forecasts & Monitoring
- Debt Management

EDUCATION AND EXPERIENCE:

AA in Accounting preferred. High school diploma or General Educational Development (GED) Certificate required, preferably including or supplemented by courses in bookkeeping or accounting. Minimum of three years of increasingly responsible experience in maintaining complete financial and statistical records, using computerized systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices and methods of accounting with emphasis on municipal accounting. Knowledge of modern office management procedures, practices and equipment. Ability to operate a variety of office and communications equipment, including a 10-key calculator by touch, and personal computer with word processing and accounting software. Ability to maintain various financial records and make mathematical calculations with speed and accuracy. Ability to work independently, and interpret and implement various laws. Ability to understand and follow verbal and written directions. Ability to use initiative and sound independent judgment within established guidelines and to prioritize work while conducting multiple tasks. Ability to establish and maintain effective working relationships with co-workers and those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 25 pounds at waist level. Frequent sitting, some standing and walking required. High use of computer terminal and keyboard. High to moderate requirement for hand coordination, visual ability (close vision, color vision, and the ability to adjust focus) and cognitive abilities. Must tolerate moderate noise levels and interruptions in open office environment. Works indoors in controlled conditions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.



ACCOUNTING SPECIALIST
Monthly Salary Range: \$4,821 - \$5,860

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of responsible accounting functions related to the activities and operations of the City's Finance Department.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director, who reviews work for conformance with policies and procedures.

EXAMPLE OF DUTIES:

- Payroll
- Accounts Payable
- Budget
- Audit Coordination
- Financial Reporting
- Financial Planning
- Fixed Assets/Capital Improvement Projects
- Petty Cash Custodian
- Private Projects

EDUCATION AND EXPERIENCE:

AA in Accounting preferred. High school diploma or General Educational Development (GED) Certificate required, preferably including or supplemented by courses in bookkeeping or accounting. Minimum of three years of increasingly responsible experience in maintaining complete financial and statistical records, using computerized systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices and methods of accounting with emphasis on municipal accounting. Knowledge of modern office management procedures, practices and equipment. Ability to operate a variety of office and communications equipment, including a 10-key calculator by touch, and personal computer with word processing and accounting software. Ability to maintain various financial records and make mathematical calculations with speed and accuracy. Ability to work independently, and interpret and implement various laws. Ability to understand and follow verbal and written directions. Ability to use initiative and sound independent judgment within established guidelines and to prioritize work while conducting multiple tasks. Ability to establish and maintain effective working relationships with co-workers and those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 25 pounds at waist level. Frequent sitting, some standing and walking required. High use of computer terminal and keyboard. High to moderate requirement for hand coordination, visual ability (close vision, color vision, and the ability to adjust focus) and cognitive abilities. Must tolerate moderate noise levels and interruptions in open office environment. Works indoors in controlled conditions.

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PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

SELECTION GUIDELINES:

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

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Effective July 1, 2015

New Position in 2015-16

City of Buellton Salary Ranges with 2.0% COLA

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Maintenance & Utility FieldWorker I	2,979	3,128	3,285	3,449	3,622
Recreation Technician	2,979	3,128	3,285	3,449	3,622
Facilities Maintenance Worker	3,158	3,316	3,482	3,656	3,838
Grounds Maintenance Worker	3,158	3,316	3,482	3,656	3,838
Accounting Technician (Tier I)	3,263	3,426	3,597	3,777	3,966
Youth Recreation Coordinator	3,567	3,745	3,933	4,129	4,336
Staff Assistant/Planning Technician	3,567	3,745	3,933	4,129	4,336
Journeyman Maintenance & Utility FieldWorker	3,567	3,745	3,933	4,129	4,336
Accounting Technician (Tier II)	3,853	4,045	4,247	4,460	4,683
Recreation Center Coordinator	3,843	4,036	4,237	4,449	4,672
Lead Maintenance & Utility FieldWorker	4,410	4,631	4,863	5,106	5,361
Assistant Planner	4,703	4,938	5,185	5,445	5,717
Recreation Coordinator	4,703	4,938	5,185	5,445	5,717
Revenue Specialist	4,821	5,062	5,315	5,581	5,860
Accounting Specialist	4,821	5,062	5,315	5,581	5,860
City Clerk/HR Director	7,437	7,809	8,199	8,609	9,040
Finance Director	7,437	7,809	8,199	8,609	9,040
Public Works Director	7,437	7,809	8,199	8,609	9,040
Planning Director	7,437	7,809	8,199	8,609	9,040

City Manager Calculation:	Monthly
City Manager (Marc Bierdzinski)	12,381