



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of June 28, 2012 – 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

Council Member Leo Elovitz

ROLL CALL

Council Members Ed Andrisek, Judith Dale, Leo Elovitz, Mayor Pro Tem Dave King, 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. Limited to matters not otherwise appearing on the agenda. Limited to three (3) minutes per speaker. No action will be taken at this meeting.

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.

- 1. Minutes of June 19, 2012 Special City Council Meeting**
- 2. Minutes of June 14, 2012 Regular City Council Meeting**
- 3. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2011-12**
- 4. Amendment of Measure A Cooperative Agreement**
❖ (Staff Contact: Public Works Director Hess)

PRESENTATIONS

- 5. Proclamation Recognizing Pam Gnekow for her Service to the Community**

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS

COUNCIL ITEMS

- 6. Recognizing Outgoing Interim Council Member Leo Elovitz**

WRITTEN COMMUNICATIONS

COMMITTEE REPORTS

BUSINESS ITEMS

(POSSIBLE ACTION)

- 7. Presentation of Statistics Concerning Camp 4**
❖ *(Staff Contact: City Manager Kunkel)*
- 8. Resolution No. 12-18 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2012-13 Budget"**
❖ *(Staff Contact: Finance Director Muñoz)*
- 9. Resolution No. 12-19 - "A Resolution of the City Council of the City of Buellton, California, Updating and Restating Personnel Rules for City Employees"**
❖ *(Staff Contact: H.R. Director Reid)*

CITY COUNCIL OF BUELLTON AS SUCCESSOR AGENCY OF THE FORMER BUELLTON REDEVELOPMENT AGENCY

(POSSIBLE ACTION)

- 10. Resolution No. 12-02 - "A Resolution of the Successor Agency of the Former Buellton Redevelopment Agency, Adopting the Fiscal Year 2012-13 Successor Agency Budget"**
❖ *(Staff Contact: Finance Director Muñoz)*

CITY MANAGER’S REPORT

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, July 12, 2012 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Special Meeting of June 19, 2012
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Council Member Ed Andrisek led the Pledge of Allegiance

ROLL CALL

Present: Council Members Ed Andrisek, Judith Dale, Leo Elovitz, Mayor Pro Tem Dave King, and Mayor Holly Sierra

Staff: City Manager John Kunkel, City Attorney Ralph Hanson (Via Telephone), and City Clerk Linda Reid

PUBLIC COMMENTS

None

BUSINESS ITEMS

- 1. Resolution No. 12-20 – “A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of an Election to be Consolidated with the General Election to be held on Tuesday, November 6, 2012 for the Purpose of Submitting a Measure to the Qualified Voters of Buellton Regarding Raising the Transient Occupancy Tax Rate”**

RECOMMENDATION:

That the City Council consider the adoption of Resolution No. 12-20.

STAFF REPORT:

City Attorney Hanson presented the staff report.

DOCUMENTS:

Staff Report with attachments (Staff report of June 14, 2012 and Resolution No. 12-20 – versions 1 and 2)

SPEAKERS/DISCUSSION:

Jim Richardson, Mayor of the City of Solvang, requested that the Council approve Resolution No. 12-20 and stated that the Cities of Buellton and Solvang should raise the Transient Occupancy Tax (TOT) rate together to encourage tourism in the Valley.

Hans Duus, Council Member of the City of Solvang, stated the Valley should pull together and act as one unit to raise TOT, which will encourage tourism in the Valley.

Mike Hendrick, representing the Santa Ynez Valley Hotel Association and the Santa Ynez Valley Marriott, encouraged the Council to deny Resolution No. 12-20 and not raise the TOT in Buellton. Mr. Hendrick stated that any additional taxes should be designated to a specified fund.

Tracy Farhad, Executive Director of the Solvang Conference and Visitor's Bureau, stated her agency has never received a complaint about hotel taxes in Solvang.

Dan Baumann, representing Flying Flags RV Resort, stated he disagrees with the increased TOT measure and that he does receive complaints about the TOT charged in Buellton.

The City Council discussed the following issues:

- Council Member Andrisek provided a handout for the record listing the TOT totals for the past ten years and discussed his position on not raising TOT at this time unless it is designated as a specific tax, with the additional two percent increase being designated to tourism
- Promoting economic development and tourism in Buellton through adopting Resolution No. 12-20, version 2
- Charging restaurants and other businesses a special tax similar to TOT
- If the TOT measure is passed by the voters in November, the Council will determine (via ordinance) the amount of TOT increase up to 12% and where the extra tax increment will be designated

MOTION:

Motion by Mayor Pro Tem King, seconded by Council Member Dale approving and adopting "Version 2" of Resolution No. 12-20 – "A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of an Election to be Consolidated with the General Election to be held on Tuesday, November 6, 2012 for the Purpose of Submitting a Measure to the Qualified Voters of Buellton Regarding Raising the Transient Occupancy Tax Rate"

VOTE:

Motion passed by a roll call vote of 4-1, with Council Member Andrisek voting no.

ADJOURNMENT

Mayor Sierra adjourned the special meeting at 7:10 p.m. The next regular meeting of the City Council will be held on Thursday, June 28, 2012 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of June 14, 2012

**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

Council Member Judith Dale led the Pledge of Allegiance

ROLL CALL

Present: Council Members Ed Andrisek, Judith Dale, Leo Elovitz, Mayor Pro Tem Dave King, and Mayor Holly Sierra

Staff: City Manager John Kunkel, City Attorney Ralph Hanson (Via Telephone), Public Works Director/City Engineer Rose Hess, Planning Director Marc Bierdzinski, Station Commander Lt. Brad McVay, and City Clerk Linda Reid

REORDERING OF AGENDA

None

PUBLIC COMMENTS

Larry Bishop, Buellton, invited the Council, staff, and the public to the “Art in the Garden” event at the Botanic Garden on Saturday, June 23 from 11:00 a.m. to 3:00 p.m.

CONSENT CALENDAR

- 1. Minutes of June 7, 2012 Special City Council Meeting**
- 2. Minutes of May 24, 2012 Regular City Council Meeting**
- 3. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2011-12**
- 4. Resolution No. 12-12 – “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 2012-13 with the City Council”**

5. Resolution No. 12-13 – “A Resolution of the City Council of the City of Buellton, California, Establishing an Appropriation Limit for Fiscal Year 2012-13 Pursuant to Article XIII-B of the California Constitution”

MOTION:

Motion by Council Member Andrisek, seconded by Council Member Dale approving Items 1 through 5 of the consent calendar as listed.

VOTE:

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

PRESENTATIONS

None

PUBLIC HEARINGS

6. Resolution No. 12-10 – “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. 12-10.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff Report with attachment (Resolution No. 12-10)

DISCUSSION:

Mayor Sierra opened the Public Hearing at 6:07 p.m. There being no public comment, Mayor Sierra closed the Public Hearing at 6:08 p.m.

MOTION:

Motion by Council Member Andrisek, seconded by Mayor Pro Tem King, approving and adopting Resolution No. 12-10 – “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 COMMENTS

Council Member Andrisek stated that PG&E is removing the unsightly pole in the Post Office parking lot in the next two to three weeks.

Mayor Pro Tem King thanked staff and Council for reducing the budget at the Special Meeting of June 7.

Council Member Elovitz thanked the Public Works Director for reducing her budget significantly.

Council Member Dale questioned when the branding and economic development programs will move forward. Staff stated they will bring these items back to Council in August after the Statement of Qualifications (SOQ's) and draft Request for Proposals are reviewed by the Economic Development Task Force in July.

Council Member Dale questioned the status of the pass-through opening between Albertson's and the adjacent shopping center. Staff stated this project has been approved by the shopping center owner and will be paid for out of the General Fund and will likely move forward in September, 2012.

Mayor Sierra stated the west side Highway 246 road slurry over the "racing stripe" area is being reviewed and staff is researching methods with Santa Barbara County Association of Governments to obtain funding to pay for the road slurry.

COUNCIL ITEMS

Mayor Sierra requested that staff agendaize naming the BBQ area at River View Park after former Council Member Russ Hicks. The City Council agreed by consensus to agendaize this item for a future Council meeting.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

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

BUSINESS ITEMS

7. **Fiscal Year 2012-13 Preliminary City Budget**
 - **Presentation by Santa Barbara County Sheriff's Department Regarding their Contract**
 - **Other Budget Items**

STAFF REPORT:

City Manager Kunkel presented the staff report.

SPEAKERS/DISCUSSION:

Doug Martin, Chief Financial Officer of the Santa Barbara County Sheriff's Office, described the contract cost for police service for the City of Buellton and provided a handout for the record.

Lt. Brad McVay described the Sheriff Department's current staffing levels in Buellton and provided a handout for the record.

Mike Hendrick, General Manager of the Santa Ynez Valley Marriott, stated the Sheriff's Department is great to work with but he would like to keep the same deputies in Buellton. Mr. Hendrick questioned whether there needs to be a station located in Buellton.

Lisa Figueroa, Buellton, questioned whether the Buellton station could be open fewer hours and that cutting some Sheriff's Department positions will not be a cost savings because some positions are funded by grant money which cannot be allocated elsewhere.

The City Council discussed the following issues:

- Suggestions on how the Sheriff's Department can cut costs
- Service cost to maintain traffic motorcycle is \$3,600 per year
- Keeping the current level of law enforcement service in Buellton
- Salary and benefits of Sheriff's Department personnel
- Cutting the Traffic Officer, Community Resources Officer and Office Professional positions
- How administrative costs are calculated and allocated
- Closing the Buellton office to the public

MOTION:

Motion by Mayor Pro Tem King to table this item to the meeting of June 28, 2012. Motion failed for lack of a second.

MOTION:

Motion by Council Member Andrisek to eliminate the Traffic Officer, Community Resource Officer, and Office Professional positions. Motion failed for lack of a second.

MOTION:

Motion by Council Member Dale, seconded by Council Member Elovitz to table this item to the Council meeting of June 28, 2012 and for the City Manager to negotiate with the Sheriff's Department to determine if some positions can be reduced by the number of hours rather than totally eliminated.

VOTE:

Motion passed by a roll call vote of 4-1, with Council Member Andrisek voting no.

8. Consideration of Selection of Consultant for Live Internet Broadcast of Council Meetings

RECOMMENDATION:

That the City Council determine whether to provide live internet broadcast of Council meetings and if so, award the contract to Silvio Motta in the amount of \$7,900, plus \$150 per month for internet streaming service.

STAFF REPORT:

City Clerk Reid presented the staff report.

DOCUMENTS:

Staff Report with attachment (Consultant proposal)

SPEAKERS/DISCUSSION:

Silvio Motta discussed the internet broadcast of Council meetings.

The City Council discussed the following issues:

- Due to budget constraints, this is not the year to undertake this issue
- Look at other options to record meetings

MOTION:

Motion by Mayor Pro Tem King, seconded by Council Member Dale directing staff to table this issue until such time as there is money available in the City's budget.

VOTE:

Motion passed by a roll call vote of 3-2, with Council Members Andrisek and Elovitz voting no.

9. **Ordinance No. 12-01 – “An Ordinance of the City Council of the City of Buellton, California, Adding Chapter 9.10 to Title 9 of the Buellton Municipal Code Regarding the Regulation of Smoking in Public Places” (Second Reading)**

RECOMMENDATION:

That the City Council consider the adoption of Ordinance No. 12-01.

STAFF REPORT:

Planning Director Bierdzinski presented the staff report.

DOCUMENTS:

Staff Report with attachment (Ordinance No. 12-01)

SPEAKERS/DISCUSSION:

Cindy Taylor, Buellton, questioned enforcement of this ordinance and believes smokers' rights should be considered and that this ordinance would be bad for Buellton.

Written correspondence from Dawn Dunn, Administrator, Tobacco Prevention Settlement Program was received and made part of the record regarding this issue.

MOTION:

Motion by Mayor Pro Tem King, seconded by Council Member Elovitz approving and adopting Ordinance No. 12-01 – “An Ordinance of the City Council of the City of Buellton, California, Adding Chapter 9.10 to Title 9 of the Buellton Municipal Code Regarding the Regulation of Smoking in Public Places” by title only and waive further reading.

VOTE:

Motion passed by a roll call vote of 4-1, with Council Member Andrisek voting no.

10. **Resolution No. 12-17 – “A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of an Election to be Consolidated with the General Election to be held on Tuesday, November 6, 2012 for the Purpose of Submitting a Measure to the Qualified Voters of Buellton Regarding Raising the Transient Occupancy Tax Rate”**

RECOMMENDATION:

That the City Council consider the adoption of Resolution No. 12-17.

STAFF REPORT:

City Attorney Hanson presented the staff report.

DOCUMENTS:

Staff Report with attachments (Resolution No. 12-17 – versions 1 and 2)

SPEAKERS/DISCUSSION:

Mike Hendrick, representing the Santa Ynez Valley Hotel Association and the Santa Ynez Valley Marriott, provided handouts for the record regarding Transient Occupancy Tax (TOT) and questioned the justification for raising the TOT to 12% and spoke about the number of times this issue has been on the local ballots and that it has failed each time. Mr. Hendrick stated he supports Resolution No. 12-17-version 2 if the Council chooses to move forward with this ballot measure. Mr. Hendrick would like to see the increased TOT be dedicated to a particular fund.

The City Council discussed the following issues:

- Raising TOT will affect businesses and residents in Buellton
- The two percent increase is very small and will not significantly affect visitors
- Choosing version 2 of Resolution No. 12-17 and bring this issue back through Ordinance if the City of Solvang passes their TOT measure and raises their TOT

Written correspondence from Dan Baumann, General Manager of Flying Flags RV Resort submitted a letter for the record regarding this issue.

Mayor Sierra requested the following language be added to Resolution No. 12-17, (version 2):

WHEREAS, it is the further desire and intent of the City Council that all fees and revenues collected through the TOT increase shall be used as the Council shall find will contribute and promote to the growth, enlargement, and prosperity of the City and will forward, encourage, advance, help, aid assist in the growth, enlargement and prosperity of the City; and

MOTION:

Motion by Council Member Dale, seconded by Council Member Elovitz approving and adopting “Version 2” of Resolution No. 12-17 – “A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of an Election to be Consolidated with the General Election to be held on Tuesday, November 6, 2012 for the Purpose of Submitting a Measure to the Qualified Voters of Buellton Regarding Raising the Transient Occupancy Tax Rate” with the additional language listed above.

VOTE:

Motion failed by a roll call vote of 3-2, due to the requirement of a 4/5's vote to pass the TOT resolution. Council Member Andrisek and Mayor Pro Tem King voted no.

11. Resolutions Pertaining to General Municipal Election to be Held on November 6, 2012

- A. Resolution No. 12-14 – “A Resolution of the City Council of the City of Buellton, California, Calling and Giving Notice of the Holding of a General Municipal Election to be Held on Tuesday, November 6, 2012 for the Election of Certain Officers as Required by the Provisions of the Laws of the State of California Relating to General Law Cities”**
- B. Resolution No. 12-15 – “A Resolution of the City Council of the City of Buellton, California, Requesting the Board of Supervisors of the County of Santa Barbara to Consolidate a General Municipal Election to be Held on Tuesday, November 6, 2012 with the General Election Pursuant to Section 10403 of the Elections Code”**
- C. Resolution No. 12-16 – “A Resolution of the City Council of the City of Buellton, California, Adopting Regulations for Candidates for Elective Office Pertaining to Candidate’s Statements, Materials Submitted to the Electorate, and the Cost Thereof, Submitted to the Voters at an Election to be Held on Tuesday, November 6, 2012”**

RECOMMENDATION:

That the City Council approve Resolution Nos. 12-14, 12-15, and 12-16.

STAFF REPORT:

City Clerk Reid presented the staff report.

DOCUMENTS:

Staff Report with attachments (Resolution Nos. 12-14, 12-15, and 12-16)

MOTION:

Motion by Council Member Dale, seconded by Council Member Andrisek, approving Resolution Nos. 12-14, 12-15, and 12-16 as listed above.

VOTE:

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

12. Biennial Review of Conflict of Interest Code**RECOMMENDATION:**

That the City Council direct the City Manager on its behalf to notify each City agency of the requirement to review its Conflict of Interest Code and submit the 2012 Local Agency Biennial Notice to the City Council with Amendments.

STAFF REPORT:

City Clerk Reid presented the staff report.

DOCUMENTS:

Staff Report with attachment (Memorandum of June 14, 2012 to affected agencies)

MOTION:

Motion by Mayor Pro Tem King, seconded by Council Member Andrisek, directing staff to review the Conflict of Interest Code and submit the 2012 Local Agency Biennial Notice to the City Council with Amendments.

VOTE:

Motion passed by a voice vote of 5-0.

13. Approval of Expenditures for the Rehabilitation of Well No. 9**RECOMMENDATION:**

That the City Council approve the expenditures for the rehabilitation of Well 9 in the amount of \$175,000.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff Report with attachment (Fisher Pump and Well cost estimate)

DISCUSSION:

The City Council discussed the following issues:

- Getting an alternate bid for this service

MOTION:

Motion by Council Member Andrisek, seconded by Mayor Pro Tem King, approving the expenditures for the rehabilitation of Well 9 in the amount of \$175,000.

VOTE:

Motion passed by a roll call vote of 4-1, with Council Member Dale voting no.

CITY MANAGER'S REPORT

City Manager Kunkel announced that the Charter City Committee held a meeting last night and the Committee voted to move forward with the Charter City initiative and will present a draft to the Council at the second meeting in July.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 8:55 p.m. The next regular meeting of the City Council is scheduled for Thursday, June 28, 2012 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 28, 2012 Council Meeting.

Listed below is a brief summary of the attached claims:

	EXHIBIT A		\$ 267,593.18	
	EXHIBIT B		\$ 32,475.36	
	Staff Payroll	6/15/12	\$ 40,504.72	
TOTAL AMOUNT OF CLAIMS:			\$ 340,573.26	

	<u>FY 2010-11</u>	<u>FY 2011-12</u>
The total amount of claims and demands paid by the City for the Fiscal Year through June 19, 2012	\$ 7,758,038.59	\$ 9,206,901.19

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

Check-Run	Seq#	Date	Vendor Name	Checking # Obls	Discount	Net amount	Status	
26490-	520	1	6/14/2012	0 GARET BIRDSALL	1	.00	9.06	Logged
26491-	520	2	6/14/2012	0 LETICIA FRANCO	1	.00	160.00	Logged
26493-	520	4	6/14/2012	0 ERIC CROSIAR	1	.00	51.75	Logged
26494-	520	5	6/14/2012	0 HENRY ALVARADO	1	.00	75.70	Logged
26495-	520	6	6/14/2012	0 MANUEL VIRGEN	1	.00	10.48	Logged
26496-	520	7	6/14/2012	5 ABALONE COAST ANALYTICAL, INC.	1	.00	473.50	Logged
26497-	520	8	6/14/2012	14 ALLAN HANCOCK COLLEGE	1	.00	105.56	Logged
26498-	520	9	6/14/2012	27 AQUA BEN CORPORATION	1	.00	2,172.24	Logged
26499-	520	10	6/14/2012	28 ARAMARK UNIFORM SERVICES	1	.00	335.56	Logged
26500-	520	11	6/14/2012	32 ARROWHEAD	3	.00	81.10	Logged
26501-	520	12	6/14/2012	35 ASSOC TRANSPORTATION ENGINEERS	2	.00	2,511.04	Logged
26502-	520	13	6/14/2012	51 BIO-SYSTEMS INTERNATIONAL	1	.00	5,878.36	Logged
26503-	520	14	6/14/2012	59 MOTOR PRODUCTS INC. dba	1	.00	117.70	Logged
26504-	520	15	6/14/2012	63 BUELLTON UNION SCHOOL DISTRICT	1	.00	585.22	Logged
26505-	520	16	6/14/2012	72 CA JOINT POWERS INS AUTHORITY	2	.00	86,614.00	Logged
26506-	520	17	6/14/2012	83 CSD ENGINEERING	1	.00	212.00	Logged
26507-	520	18	6/14/2012	90 CalPERS LONG-TERM CARE PROGRAM	1	.00	84.25	Logged
26508-	520	19	6/14/2012	91 CENTRAL COAST WATER AUTHORITY	1	.00	39,843.83	Logged
26509-	520	20	6/14/2012	101 CITY OF SOLVANG	1	.00	17,788.00	Logged
26510-	520	21	6/14/2012	105 CITY OF BUELLTON	2	.00	1,371.71	Logged
26511-	520	22	6/14/2012	110 CVS PHARMACY	1	.00	22.10	Logged
26512-	520	23	6/14/2012	118 COASTAL COPY, LP	1	.00	432.51	Logged
26513-	520	24	6/14/2012	121 COC/BBA/VISITORS INFORMATION	1	.00	8,453.75	Logged
26514-	520	25	6/14/2012	122 COMCAST CABLE	1	.00	160.23	Logged
26515-	520	26	6/14/2012	130 SB CO EDUCATION OFFICE	1	.00	15.08	Logged
26516-	520	27	6/14/2012	142 DANIEL FITZGERALD dba	1	.00	960.00	Logged
26517-	520	28	6/14/2012	172 ECHO COMMUNICATIONS	1	.00	57.00	Logged
26518-	520	29	6/14/2012	176 EXCLUSIVE ALARMS	3	.00	324.00	Logged
26519-	520	30	6/14/2012	187 FARM SUPPLY COMPANY	1	.00	313.10	Logged
26520-	520	31	6/14/2012	201 G E CAPITAL	1	.00	160.55	Logged
26521-	520	32	6/14/2012	223 HDL COREN & CONE	1	.00	1,750.00	Logged
26522-	520	33	6/14/2012	230 HPC/EAGLE ENERGY	1	.00	1,466.06	Logged
26523-	520	34	6/14/2012	237 IRON MOUNTAIN	1	.00	41.10	Logged
26524-	520	35	6/14/2012	247 JAMES V. FRENCH dba	1	.00	750.69	Logged
26525-	520	36	6/14/2012	268 KEVIN WOLFCAL	1	.00	26.99	Logged
26526-	520	37	6/14/2012	280 LEE CENTRAL COAST NEWSPAPERS	1	.00	523.00	Logged
26527-	520	38	6/14/2012	285 SANTA MARIA TIMES dba	1	.00	74.86	Logged
26528-	520	39	6/14/2012	314 MAILBOXES, ETC.	1	.00	26.83	Logged
26529-	520	40	6/14/2012	315 MELE PRINTING	1	.00	1,393.68	Logged
26530-	520	41	6/14/2012	350 OLIVERA'S REPAIR, INC	1	.00	47.86	Logged
26531-	520	42	6/14/2012	379 POSTMASTER	1	.00	560.00	Logged
26532-	520	43	6/14/2012	379 POSTMASTER	1	.00	598.00	Logged
26533-	520	44	6/14/2012	380 PRAXAIR DISTRIBUTION, INC.	1	.00	119.25	Logged
26534-	520	45	6/14/2012	387 PURCHASE ADVANTAGE CARD	1	.00	149.78	Logged
26535-	520	46	6/14/2012	395 RAFAEL RUIZ CLEANING	3	.00	1,765.00	Logged
26536-	520	47	6/14/2012	397 RBF CONSULTING	1	.00	240.00	Logged
26537-	520	48	6/14/2012	405 RINCON CONSULTANTS, INC.	1	.00	7,941.90	Logged
26538-	520	49	6/14/2012	425 S Y V UNION HIGH SCHOOL	1	.00	29,281.88	Logged
26539-	520	50	6/14/2012	426 SAN LUIS PAPER CO.	2	.00	114.84	Logged
26540-	520	51	6/14/2012	432 SANTA BARBARA NEWS-PRESS	1	.00	182.35	Logged
26541-	520	52	6/14/2012	438 SANTA YNEZ VALLEY HARDWARE	1	.00	176.33	Logged
26542-	520	53	6/14/2012	446 SB CO AUDITOR'S OFFICE	1	.00	29,452.40	Logged
26543-	520	54	6/14/2012	450 SB CO SHERIFF'S DEPARTMENT	3	.00	1,560.99	Logged

Check-Run	Seq#	Date	Vendor Name	Checking # Obls	Discount	Net amount	Status	
26544-	520	55	6/14/2012	465 SP MAINTENANCE SERVICES, INC.	1	.00	2,821.00	Logged
26545-	520	56	6/14/2012	469 STAPLES CONTRACT & COMMERCIAL,	1	.00	298.12	Logged
26546-	520	57	6/14/2012	473 SPRINT SPECTRUM, L.P. dba	1	.00	34.14	Logged
26547-	520	58	6/14/2012	486 STEVE HARPER dba	1	.00	130.00	Logged
26548-	520	59	6/14/2012	489 STEVE'S WHEEL & TIRE	1	.00	87.11	Logged
26549-	520	60	6/14/2012	507 THE GAS COMPANY	4	.00	234.02	Logged
26550-	520	61	6/14/2012	521 TODD PIPE & SUPPLY	1	.00	98.93	Logged
26551-	520	62	6/14/2012	535 UNDERGROUND SERVICE ALERT	1	.00	15.00	Logged
26552-	520	63	6/14/2012	543 USA BLUEBOOK	1	.00	162.75	Logged
26553-	520	64	6/14/2012	545 KROS ANDRADE dba	1	.00	810.00	Logged
26554-	520	65	6/14/2012	555 VERIZON CALIFORNIA	1	.00	2,171.90	Logged
26555-	520	66	6/14/2012	570 WAYNE KREPS, JR. dba	1	.00	14.82	Logged
26556-	520	67	6/14/2012	587 KYLE ABELLO	1	.00	98.98	Logged
26557-	520	68	6/14/2012	598 ENGEL & GRAY, INC.	1	.00	3,771.75	Logged
26558-	520	69	6/14/2012	668 ONE STOP AUTO PARTS	1	.00	20.03	Logged
26559-	520	70	6/14/2012	669 HYDREX PEST CONTROL	1	.00	105.00	Logged
26560-	520	71	6/14/2012	679 COURIER SYSTEMS	1	.00	207.20	Logged
26561-	520	72	6/14/2012	699 BUELLTON ROTARY CLUB	1	.00	80.00	Logged
26562-	520	73	6/14/2012	714 SIERRA TURF, INC.	1	.00	1,570.00	Logged
26563-	520	74	6/14/2012	731 SAGE INSTITUTE INC.	1	.00	2,547.50	Logged
26564-	520	75	6/14/2012	741 CAL POLY CORPORATION	1	.00	2,471.00	Logged
26565-	520	76	6/14/2012	742 CENTURY MANUFACTURING CORP.	1	.00	133.84	Logged
26566-	520	77	6/14/2012	744 GE CAPITAL INFO TECH SOLUTIONS	1	.00	498.89	Logged
26567-	520	78	6/14/2012	746 LANDS END, INC	1	.00	130.53	Logged
26568-	520	79	6/14/2012	748 MEYERS,NAVE,RIBACK,SILVER & WI	1	.00	1,457.50	Logged
						.00		
** Total check discount **						.00		
** Total check amount **						267,593.18		
						.00		

Payments via Electronic Fund Transfer (EFT):

Aflac Sup Ins	6/5/12	559.12
Retirement Contribution	6/11/12	19,943.12
Payroll Taxes	6/12/12	278.63
FSA - Staff	6/15/12	712.33
Payroll Taxes	6/18/12	10,982.16
		-
		-
Total		<u>\$ 32,475.36</u>

FISCAL YEAR 2011-12 REVENUE AND EXPENDITURE RECAP

As of May 31, 2012
 91.7%
 of the year elapsed

<u>GENERAL FUND</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>
Total Revenues	\$3,948,016.00	\$3,986,700.13	101%
Total Expenditures	\$4,089,459.00	\$3,279,734.67	80%
<u>SPECIAL FUNDS</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>
Total Revenues	\$584,349.00	\$1,099,185.05	188%
Total Expenditures	\$2,240,746.00	\$2,364,521.19	106%
<u>WATER/SEWER</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>
Total Revenues	\$2,044,800.00	\$1,777,725.88	87%
Total Expenditures	\$2,605,396.00	\$1,941,085.81	75%
<u>SUCCESSOR AGENCY</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>
Total Revenues	\$825,000.00	\$426,554.06	52%
Total Expenditures	\$1,499,936.00	\$149,428.72	10%

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

The Cash Balances as of June 19, 2012 are as follows:

	Balance as of:	<u>FY 2010-11</u>	<u>FY 2011-12</u>
Checking			
Rabobank	6/19/12	0.00	249,886.46
Montecito Bnk&Trust	6/19/12	131,660.59	35,044.57
Total Checking		<u>131,660.59</u>	<u>284,931.03</u>
Savings/Investments			
LAIF-savings	5/31/12	12,828,040.33	13,041,976.14
Rabobank-money mkt	5/31/12	201,837.00	202,811.09
Morgan Stanley-bonds	5/31/12	0.00	375,000.00
Great Pacific-treasuries	5/31/12	0.00	0.00
First Empire-bonds	5/31/12	4,846,331.59	3,235,000.00
Total Savings/Investments		<u>17,876,208.92</u>	<u>16,854,787.23</u>
% of cash invested		28.03%	22.25%
Total Cash		<u><u>18,007,869.51</u></u>	<u><u>17,139,718.26</u></u>

City of Buellton
Actual Revenues and Expenditures and Cash Balance
Through May 31, 2012

001	General Fund	Revenues thru 5/31/12	Expenditures thru 5/31/12	Variance	Cash Bal at 5/31/12
401	City Council		105,881		
402	City Manager		150,985		
403	City Clerk		75,374		
404	City Attorney		130,412		
410	Non-Departmental		316,097		
411	Civic Complex		0		
420	Finance		142,433		
501	Public Safety-Police/Fire		1,348,705		
510	Leisure Services-Library		79,715		
550	Public Works-Street Lights		45,711		
557	Public Works-Engineering		171,881		
558	Public Works-General		364,440		
565	Planning		348,098		
	Sub total General Fund Depts	3,986,700	3,279,735	706,965	9,030,958
015	Storm Water	0	116,927	(116,927)	(134,301)
028	Parks	4,870	209,657	(204,787)	
	Recreation	122,791	410,823	(288,033)	(451,705)
072	Landscape Maintenance	123	77,706	(77,583)	18,497
	Total General Fund	4,114,484	4,094,848	19,636	8,463,450
	Special Revenue Funds	Revenues	Expenditures	Variance	Cash Bal
		thru 5/31/12	thru 5/31/12		at 5/31/12
005	Wastewater	555,062	521,719	33,343	2,532,670
020	Water	1,222,664	1,419,367	(196,703)	2,115,070
023	Housing	604	0	604	281,648
024	Traffic Mitigation	37	0	37	17,918
025	Gas Tax	643,368	1,025,468	(382,100)	1,154,191
026	Measure D	177	133,109	(132,932)	0
027	Local Transportation Fund	4,078	64,024	(59,945)	121,548
029	Transportation Planning	0	33,695	(33,695)	(39,935)
031	Measure A	276,499	293,112	(16,613)	262,443
	Total Special Revenue Funds	2,702,489	3,490,494	(788,004)	6,445,554
	Total-All Funds	6,816,973	7,585,341	(768,368)	14,909,003

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director/City Engineer

Meeting Date: June 28, 2012

Subject: Amendment of Measure A Cooperative Agreement

BACKGROUND

In August 2011 the Council approved a Measure A Cooperative Agreement for the Highway 246 Streetscape Project under the Measure A Regional Program. The scope of work included installation of sidewalks, landscaping, lighting, crosswalk pavers and raised median which is to address traffic circulation/safety and pedestrian improvements as well as enhance this portion of the City's main corridor.

During this period of Streetscape Project construction, Caltrans completed wheel rut repairs along Highway 246 between Ave of Flags and Industrial Way which greatly diminishes the enhancement goals. Staff and Council has met with and discussed with representatives from Caltrans and their interim District Director on several occasions to request additional road treatment.

Caltrans has stated they do not have the funds for additional treatment at this time, but anticipates returning to this section of road for additional work as soon as 2014/2015. In order to immediately address the City's concerns, Caltrans is willing to expedite the permitting process for a slurry seal/restripe only. The work will be included as an alternate line item within the City's Annual Road Maintenance project, which will be bid end of June/July.

Attached is a draft Amended Measure A Cooperative Agreement. The Santa Barbara County Association of Governments (SBCAG) Board will be approving this Agreement during their June 21st meeting.

FISCAL IMPACT

Authorization of the Cooperative Agreement Amendment would provide the City with additional Regional Measure A funds to wholly fund the slurry seal of Highway 246 between Avenue of Flags and Industrial Way.

RECOMMENDATION

That the City Council: Approve the Measure A Cooperative Agreement Amendment with SBCAG and authorize the City Manager to execute the agreement.

ATTACHMENT:

Attachment 1 – Amended Measure A Cooperative Agreement

**MEASURE A COOPERATIVE AGREEMENT
FOR THE CONSTRUCTION OF THE
BUELLTON CIRCULATION IMPROVEMENTS
PHASE IA and IB: STATE ROUTE 246 STREETScape PROJECT
AMENDED JUNE 21, 2012**

This Cooperative Agreement ("Agreement") is made and entered into on August 18, 2011 and amended on June 21, 2012 by and between the City of Buellton ("Sponsor") and the SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS, acting as the Santa Barbara County Local Transportation Authority ("Authority").

RECITALS

WHEREAS, Authority and Sponsor desire to enter into a Cooperative Agreement for funding of transportation improvements in Santa Barbara County pursuant to the authority provided by the Road Repair, Traffic Relief and Transportation Safety Measure ("Measure A") which was approved by the voters of Santa Barbara County on November 4, 2008; and

WHEREAS, Sponsor desires to receive funding from the Authority for the particular transportation improvement project work specified herein ("Project"); and

WHEREAS, the Project is eligible as the Construction of Phase I of the Buellton Circulation Improvements in the Measure A Investment Plan, the State Route 246 Streetscape Circulation Improvement; and

WHEREAS, the Authority is authorized to issue Measure A funds to Sponsor in the amount of 61.5% of the total eligible Project costs for Phase IA as estimated by the Sponsor in Exhibit "A" not to exceed \$600,000, and 100% of the total eligible Project costs for Phase IB, as estimated by the Sponsor in Exhibit A not to exceed \$150,000; and

WHEREAS, Authority shall issue Measure A reimbursement payments as provided in Section 2.1 to Sponsor pursuant to a request for reimbursement submitted by the Sponsor; however, the Sponsor understands that in no event shall reimbursement payments, when aggregated with the previously approved reimbursement requests, exceed the lesser of \$600,000 or 61.5% of the total Project costs for Phase IA and \$150,000 or 100% for Phase IB as listed in Exhibit "A"; and

WHEREAS, any cost savings which result in less than \$600,000 being spent on Phase IA Construction and \$150,000 on Phase IB Construction will be retained by the Authority and may be re-programmed to other phases of the Buellton Circulation Improvements project.

WHEREAS, Sponsor agrees to abide by the terms and conditions of the Authority as set forth herein for the receipt of Measure A funds; and

WHEREAS, Authority agrees to provide funding for the transportation improvements of the Sponsor's Project according to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual promises and undertakings herein made and the mutual benefits to be derived therefrom, the parties hereto represent, covenant and agree as follows:

AGREEMENT

SECTION I Covenants of Sponsor

1.1. Project Application. The complete Project description, scope of work, delivery schedule, estimate of cost by activity, anticipated amount and type of funds that will supplement Measure A funds, and the anticipated timing for release of Measure A funds are specified in the application, which is attached as Exhibit "A," and incorporated herein by this reference.

1.2. Change In Project Scope. A change in the Project scope as described in Exhibit "A" may not be implemented until it has been approved in writing by the Authority. Changes in scope implemented prior to Authority approval will not be eligible for reimbursement and in no event will a change in scope result in the Authority reimbursing more than \$600,000 **for Phase IA and \$150,000 for Phase IB.**

1.3. Eligible Reimbursement Costs. Eligible reimbursement costs are Construction costs as specified in Exhibit "A" or as may be approved from time to time by the Authority pursuant to Section 1.2. In no event shall expenses incurred prior to the execution of this Agreement be considered eligible reimbursement costs.

1.4. Measure A Percentage Share Defined. For this Agreement, the combined existing Measure A percentage share of eligible Project costs **for Phase IA** shall be 61.5% of Project costs with the total not to exceed the lesser of \$600,000 or 61.5% of the total costs for Project costs listed in Exhibit "A" **and 100% of Project costs with the total not to exceed the lesser of \$150,000 or 100% of the total costs for Project costs listed in Exhibit A.**

1.5. Invoices and Progress Reports. Starting one month after the execution of this Agreement, Sponsor will submit monthly progress reports and invoices for activities conducted over the prior unbilled month. These documents will include the following specified information:

1.6.a. Invoices. Sponsor will provide the Authority with one (1) copy of all invoices submitted to Sponsor by every contractor, subcontractor, consultant, or subconsultant performing work related to the Project, timecards reflecting hours invoiced for reimbursement by Sponsor's employees and staff, and invoices supporting direct expenses billed to project by Sponsor.

1.6.b. Progress Reports. The monthly progress reports will include a brief description of the status of the Project including the work completed to date. This summary may be included on the invoices submitted to the Authority or be attached to those invoices.

1.7. Use of Funds. Sponsor will use existing Measure A funds consistent with the Project scope of work described in Exhibit "A" or approved by the Authority pursuant to Section 1.2. Sponsor shall encumber the funds no later than the Project schedule as listed in Exhibit "A." Sponsor may submit extension requests and Authority will evaluate extension requests for approval.

1.8. Submittal of Documents. Sponsor will provide copies to the Authority of all executed contracts which relate to the Project scope as described in Exhibit "A" or approved by the Authority pursuant to Section 1.2. Sponsor will retain records pertaining to the Project for a five (5) year period following completion of the Project.

1.9. Completion of Project. Sponsor will be responsible for the timely completion of the Project, including meeting any timely use of funds deadlines, if applicable, set forth in Exhibit "A" and provide management of consultant and contractor activities, including responsibility for schedule, budget and oversight of the services, consistent with the scope of work. When Sponsor is responsible for the

construction management and oversight, any and all costs which exceed the lesser of \$600,000 or 61.5% of the total eligible Project costs, set forth in Exhibit "A" shall be the sole responsibility of Sponsor. This provision shall apply in all instances, including situations where a change in scope has been approved by the Authority pursuant to Section 1.2.

1.9.a. Letter of Completion Sponsor will, within 45 days of the Project becoming operable, provide a letter of Project completion which includes final cost, revenues, and schedule of completed and future activities For construction projects, pictures of the completed project must accompany the letter. Whenever possible, pictures of the "before" project conditions should also be submitted. This letter shall accompany the final invoice for payment from the Sponsor to provide notice of Agreement account closing by Authority.

1.10. Public Outreach Sponsor will be responsible for the development and administration of a public outreach effort to ensure public awareness during the Project delivery process. Sponsor will provide a copy of the public outreach plan and all materials documenting the public outreach activities, including public notices, press releases, flyers, etc. to the Authority. The public outreach plan must accompany the first invoice for payment from the Sponsor. The materials documenting the public outreach activities must accompany the final invoice for payment from the Sponsor.

1.11. Provision of Signs. Sponsor shall install signs approved by the Authority consistent with the guidelines and specifications set forth in Exhibit "B" of this Agreement, attached hereto and incorporated herein by this reference.

1.12. Cost Savings and Excess Costs

1.12.a. Cost Savings After the Project has been accepted by the Authority as complete, any positive difference between the cost, as listed in Exhibit "A" or approved by the Authority pursuant to Section 1.2, and the total amount invoiced to the Authority shall be considered cost savings. 100% of the cost savings will be re-credited to the Measure A program for re-programming by the Authority to other phases of the project.

1.12.b. Excess Costs In the event the actual Project cost exceeds the estimate shown in Exhibit "A," this amount will be considered an excess cost. Sponsor is solely responsible for all costs over the amount identified in Section 1.5.

1.12c Reconciliation of Excess Costs Excess project costs to complete a project are not eligible for reimbursement. The amount of Measure A funds as identified in Section 1.5 are the 'maximum' funds available for reimbursement to the Sponsor and will not be exceeded by the Sponsor without an approved amendment to this agreement. The Sponsor shall request an amendment if needed for this purpose in writing to the Authority. Such amended Agreement shall be effective only if signed and approved by the duly authorized representatives of both the Authority and the Sponsor.

1.13. Errors and Omissions. Sponsor shall diligently monitor and manage all aspects of the Project and shall aggressively pursue any and all remedies, including full restitution and damages from any consultant, contractor or sub-contractor and their insureds and sureties suspected of any acts, errors, or omissions committed during business activities that economically or legally damage the project.

SECTION II Covenants of Authority

2.1. Reimbursement Payments. The Authority shall make reimbursement payments to Sponsor for eligible Project costs as specified in Exhibit "A". To receive monthly reimbursement payments for work completed on the Project, Sponsor shall comply with the following reimbursement procedures:

2.1.a. Deadline to Submit Reimbursement Requests All invoices and progress reports shall be submitted to Authority on or before 5:00 p.m. on the tenth (10th) calendar day of the month in which the Sponsor requests reimbursement payments. Copies of invoices must be complete and legible or the Reimbursement Request will be returned. Reimbursement requests should be accompanied by a cover letter stating the time period for which reimbursement is requested, name of the project, total amount requested and contact name and telephone number. Authority shall issue reimbursement payments to Sponsor on or before the last day of the month for all timely submittals. Invoices are deemed ineligible without the accompanying progress reports. The Authority reserves the right to stop reimbursement payments of invoices without progress reports.

2.1.b. Late Submittals If Sponsor fails to submit documents to Authority as set forth in Section 2.1.a, above, then Authority may provide reimbursement payments for late submittals in the following calendar month.

2.1.c. Ineligible Costs The Authority reserves the right to adjust current or future reimbursement payments to Sponsor if an invoice includes ineligible costs.

2.1.d. Reimbursement Amount The amount of reimbursement payments to Sponsor shall be equivalent to 61.5% of eligible expenditures for each invoice submitted to the Authority as specified in Exhibit "A". The total reimbursement percentage share for this Agreement is the lesser of \$600,000 or 61.5% of the Construction costs.

2.1.e. Suspension of Reimbursement If the Authority determines that any costs in an invoice are not allowable, or the lack of supporting progress reports, the Authority shall return the invoice to Sponsor, with an invoice dispute notice outlining the reason for the return and the proposed remedy, if one exists, which would make the invoice acceptable for payment. Sponsor may re-submit the invoice for payment after reviewing the invoice dispute notice and making any necessary corrections. Sponsor may also immediately submit a new invoice representing only the amounts which are not in dispute, while setting aside the disputed amounts for review in accordance with the provisions set forth in this Section 2.1.

2.1.e. (1) Meeting. Once a dispute has occurred, the Authority shall arrange a meeting between the Authority and the Sponsor staff to discuss and attempt to resolve the dispute. If the invoice was received on or before 5:00 p.m. on the 10th day of the month, the meeting shall be held no later than the 20th day of the same month. If the invoice was received after this date and time, then the meeting shall be held no later than the 20th day of the following month.

2.1.e. (2) Subregional Committee. If an agreement cannot be reached at the meeting, then the Sponsor or the Authority shall have the option to take the dispute to the Authority's North/South County Subregional Committee, with the understanding that by doing so the reimbursement for the disputed cost item(s) will be delayed until a resolution of the matter is reached.

2.1.e. (3) Authority's Board Decision. If the Sponsor or the Authority disagrees with the resolution by the Subregional Committee then the dispute shall be submitted to the Authority's Board for resolution. If the Board determines that the disputed cost item(s) is ineligible, the Authority shall not provide reimbursement payment to the Sponsor for the disputed item(s). If the Board determines that the disputed cost item(s) is eligible, then the Authority shall provide reimbursement payment to the Sponsor for the disputed cost.

2.1.e. (4) Reservation of Rights. By utilizing the above procedures, the Sponsor does not surrender any rights to pursue available legal remedies if the Sponsor disagrees with the Board decision.

2.1.f. Acceptance of Work Does Not Result In Waiver. Reimbursement payments do not result in a waiver of the right of the Authority to require fulfillment of all terms of this Agreement.

2.2. Right to Conduct Audit. The Authority shall have the right to conduct an audit of all Sponsors' records pertaining to the Agreement at any time during the course of construction and up to a five (5) year period after completion of the Agreement.

SECTION III Mutual Covenants

3.1. Term. This Agreement shall remain in effect until discharged or terminated as provided in Section 3.2 or Section 3.15.

3.2. Discharge. This Agreement shall be subject to discharge as follows:

3.2.a. Termination by Mutual Consent This Agreement may be terminated at any time by mutual consent of the parties.

3.2.b. Discharge Upon Completion of Project. Except as to any rights or obligations which survive discharge as specified in Section 3.14, this Agreement shall be discharged, and the parties shall have no further obligation to each other, upon completion of the Project as certified by the Authority.

3.3. Indemnity. It is mutually understood and agreed, relative to the reciprocal indemnification of Authority and Sponsor:

3.3.a. Sponsor shall fully defend, indemnify and hold harmless Authority, and any officer or employee of Authority, against any damage or liability occurring by reason of anything done or omitted to be done by Sponsor under the Agreement. It is also fully understood and agreed that, pursuant to Government Code Section 895.4, Sponsor shall fully defend, indemnify and hold the Authority harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by Sponsor under this Agreement or in connection with any work, authority, or jurisdiction delegated to Sponsor under this Agreement.

3.3.b. Authority shall fully defend, indemnify and hold harmless Sponsor, and any officer or employee of Sponsor, against any damage or liability occurring by reason of anything done or omitted to be done by Authority under or in connection with any work, authority or jurisdiction delegated to Authority under the Agreement. It is also understood and agreed that, pursuant to Government Code Section 895.4, Authority shall fully defend, indemnify and hold the Sponsor harmless from any liability imposed for injury as defined by Government Code Section 810.8 occurring by reason of anything done or omitted to be done by Authority under this Agreement or in connection with any work, authority, or jurisdiction delegated to Authority under this Agreement.

3.4. Liability. As Authority is not the primary or responsible agency for carrying out the Project herein identified, the Authority is not liable for any loss, cost, liability, damage, claim, lien, action, cause of action, demand or expense which may arise as a result of the acts or omissions of Sponsor or its agents, contractors, consultants, engineers, or representatives. Nor shall the Authority be liable for any loss, cost, liability, damage, claim, lien, action, cause of action, demand or expense which may arise as a result of Authority's provision of funds which may be utilized in, but not limited to the acquisition of, the design, implementation, or construction of the project herein described.

3.5. Notices. Any notice which may be required under this Agreement shall be in writing and shall be given by personal service, or by certified or registered mail, return receipt requested, to the addresses set forth below:

AUTHORITY

Jim Kemp, Executive Director
SBCAG
260 N. San Antonio Road, Suite B
Santa Barbara, CA 93110

SPONSOR

John Kunkel, City Manager
City of Buellton
107 West Highway 246
Buellton, CA 93427

Either party may change its address by giving notice of such change to the other party in the manner provided in this Section 3.5. All notices and other communications shall be deemed communicated as of actual receipt or after the second business day after deposit in the United States mail.

3.6. Additional Acts and Documents. Each party agrees to do all such things and take all such actions, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purpose of the Agreement.

3.7. Integration. This Agreement represents the entire Agreement of the parties with respect to the subject matter hereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

3.8. Amendment. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

3.9. Independent Agency Sponsor renders its services under this Agreement as an independent agency and the Authority is also an independent agency under the Agreement. None of the Sponsor's agents or employees shall be agents or employees of the Authority and none of the Authority's agents or employees shall be agents or employees of Sponsor.

3.10. Assignment. The Agreement may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

3.11. Binding on Successors. This Agreement shall be binding upon the successor(s), assignee(s) or transferee(s) of the Authority or as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this Agreement other than as provided above.

3.12. Severability. Should any part of this Agreement be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect; provided that, the remainder of this Agreement can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

3.13. Counterparts. This Agreement may be executed in one or more counterparts and shall become effective when one or more counterparts have been signed by all of the parties; each counterpart shall be deemed an original but all counterparts shall constitute a single document.

3.14. Survival. The following provisions in this Agreement shall survive discharge:
Amended June 21, 2012

3.14.a. Sponsor. As to Sponsor, the following sections shall survive discharge: Section 1.7 (obligation to apply funds to Project), Section 1.8 (obligation to provide copies and retain records), Section 1.9 (obligation to continue to manage Project).

3.14.b. Authority. As to Authority, the following section shall survive discharge: Section 2.3 (right to conduct audit).

3.14.c. Both Parties. As to both parties, the following section shall survive discharge: Section 3.3. (mutual indemnities).

3.15. Limitation. All obligations of Authority under the terms of this Agreement are expressly contingent upon the Authority's continued authorization to collect and expend the sales tax proceeds provided by Measure A. If for any reason the Authority's right or ability to collect or expend such sales tax proceeds is terminated or suspended in whole or part so that it materially affects the Authority's ability to fund the project, the Authority shall promptly notify Sponsor, and the parties shall consult on a course of action. If, after twenty-five (25) working days, a course of action is not agreed upon by the parties, this Agreement shall be deemed terminated by mutual or joint consent. Any future obligation to fund this project or any other project or projects of Sponsor, not already specifically covered by separate Agreement, shall arise only upon execution of a new Agreement.

3.16. Attorneys' Fees. Should any litigation commence between the parties concerning the rights and duties of any party pursuant to, related to, or arising from, this Agreement, the prevailing party in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for its attorneys' fees and costs of such litigation, or in a separate action brought for that purpose.

3.17. Time. Time is and shall be of the essence of this Agreement and each and all of its provisions in which performance is a factor.

3.18. Remedies Cumulative. No remedy or election of remedies provided for in this Agreement shall be deemed exclusive, but shall be cumulative with all other remedies at law or in equity. Each remedy shall be construed to give the fullest effect allowed by law.

3.19. Applicable Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of California.

3.20. Captions. The captions in this Agreement are for convenience only and are not a part of this Agreement. The captions do not in any way limit or amplify the provisions of this Agreement and shall not affect the construction or interpretation of any of its provisions.

3.21. No Continuing Waiver. The waiver by any party of any breach of any of the provisions of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of the same, or of any other provision of this Agreement.

3.22. No Rights in Third Parties. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any third party, nor is anything in this Agreement intended to relieve or discharge the obligation or liability of any third party to any party to this Agreement, nor shall any provision of this Agreement give any third party any right of subrogation or action over or against any party to this Agreement.

3.23. Signator's Warranty. Each party warrants to each other that he or she is fully authorized and competent to enter into this Agreement in the capacity indicated by his or her signature and agrees to be bound by this Agreement as of the day and year first mentioned above upon the execution of this Agreement by each other party.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day and year first written above.

CITY OF BUELLTON

SBCAG, acting as the SANTA BARBARA COUNTY
LOCAL TRANSPORTATION AUTHORITY:

By: _____
John Kunkel
City Manager

By: _____
Joe Armendariz
Chairperson

ATTEST:

ATTEST:

By: _____
Linda Reid
City Clerk

By: _____
James Kemp
Executive Director

APPROVED AS TO FORM:

By: _____
Steve Underwood
Chief Assistant County Counsel

By: _____
Ralph Hanson
City Attorney



EXHIBIT A

PROJECT SCOPE, COST, SCHEDULE AND FUNDING PLAN

Project Name: Buellton Circulation Improvements, Phase I: State Route 246 Streetscape Improvement

Project Contact: Rose Hess

PROJECT SCOPE

Responsible Agency: City of Buellton

Project Limits: Highway 246 between Palm Way **Industrial Way** and Avenue of Flags

Project Phase:

- Phase 1 – Preliminary Engineering (Includes Preliminary Design/Engineering (PS&E) and Environmental
- Phase 2 – Right-of-Way Acquisition
- Phase 3 – Construction (Includes Project Construction & Construction Management)

Project Phase Scope:

Phase IA consists of street improvements along Highway 246 between Palm Way and Avenue of Flags. The improvements include circulation improvements: raised medians west of Avenue of Flags and pedestrian improvements: improved sidewalks, handicap ramps and intersection crosswalks with block pavers enhancement. Additional street lighting and landscape and irrigation improvements, as well as park benches, will also be installed.

Phase IB consists of a slurry seal of SR 246 between Avenue of Flags and Industrial Way.

Project Purpose:

The project addresses circulation conflicts between the state highway and local roads and alleyway. It also addresses needed pedestrian improvements, particularly at the “downtown” core.

Transportation Benefit:

Reduced turning movement accident rate along a regional highway, improved pedestrian visibility and enhanced pedestrian features and ADA compliant facilities.

Current Status:

Phase IA: Project is out to bid. Bid opening date is scheduled for Tuesday, August 16, 2011.

Phase IB: Project will be out to bid in June 2012

PROJECT COST

Project Work Description	Cost
Phase IA : Construction improvements as described in project scope.	\$975,000
Phase IB: Construction of improvements as described in project scope.	\$150,000



EXHIBIT A Continued

PROJECT SCOPE, COST, SCHEDULE AND FUNDING PLAN

Project Name: Buellton Circulation Improvements, Phase I: State Route 246 Streetscape Improvement

Project Contact: Rose Hess

PROJECT SCHEDULE PHASES IA & IB

<u>Project Phase</u>	<u>Start</u>	<u>End</u>	<u>Timely Use of Funds Deadline (if applicable)</u>
Construction	September 2011	January 2012	
		October 2012	

PROJECT FUNDING PLAN

PHASE IA

Fund Source and Percentage	Fund Amount
Measure A Buellton Circulation Improvements Project – 61.5%	\$600,000
Measure D – Local – 13.5%	\$132,000
Buellton gas tax funds - 25%	\$243,000
Total	\$975,000

PHASE 1B

Fund Source and Percentage	Fund Amount
Measure A Buellton Circulation Improvements Project – 100%	\$150,000
Total	\$150,000

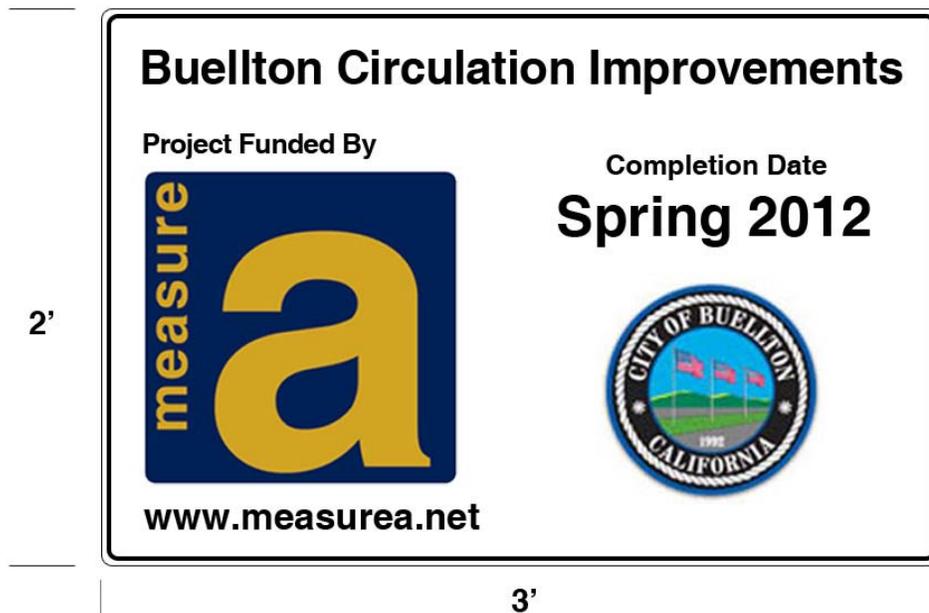


EXHIBIT B

MEASURE A PROJECT SIGN

The City of Buellton shall install two (2) Measure A project signs per measurements below that include the project title, Measure A logo, project completion date, project sponsor logo and Measure A website address.

The signs will be installed within ¼ mile of the ends of the project. The sign will be posted prior to the construction of the project, during the construction of the project and 1 month after the completion of construction.





City of Buellton



PROCLAMATION HONORING PAM GNEKOW FOR HER SERVICE TO THE COMMUNITY

WHEREAS, Pam Gnekow and Country Garden Catering have been doing business through the Buellton Senior Center since July 2009 by providing catering services from Paso Robles to Santa Barbara in an effort to raise money for *Meals on Wheels*; and

WHEREAS, Pam and her catering crew focus on non-profit catering to help other non-profit groups become self-sufficient; and

WHEREAS, Pam's vision is to continue to raise money for *Meals on Wheels* through her catering company as the *Meals on Wheels* program is expanding by 2-5 new families per month; and

WHEREAS, Pam's goal is to offer *Meals on Wheels* seven days a week by 2013 and implement her motto that "No Senior Goes Hungry"; and

WHEREAS, In 2011, Pam was honored by the Santa Ynez Valley Elks Lodge with the Distinguished Citizenship Award for her volunteering efforts throughout the Santa Ynez Valley; and

WHEREAS, In 2011, Pam was honored by the National *Meals on Wheels* Association for her fundraising efforts for *Meals on Wheels*;

NOW, THEREFORE, I, Holly Sierra, Mayor of the City of Buellton, on behalf of the Buellton City Council, hereby commend PAM GNEKOW and Country Garden Catering for their tireless service to the community and for enriching the lives of our residents.

PASSED, APPROVED, and ADOPTED this 28th day of June 2012.



Mayor

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council
From: John Kunkel, City Manager
Meeting Date: June 28, 2012
Subject: Presentation of Statistics Concerning Camp 4

BACKGROUND

At the Council's request, a presentation will be given concerning the Camp 4 property recently acquired by the Santa Ynez Band of Chumash Indians.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Annette Muñoz, Finance Director

Meeting Date: June 28, 2012

Subject: Resolution no. 12-18 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2012-13 Budget”

BACKGROUND

Based upon the review and comments of the City Council to the preliminary Fiscal Year 2012-13 Budget, attached for consideration and adoption is the final Fiscal Year 2012-13 Budget for the City of Buellton. Additions, changes and deletions may still be made as the City Council desires.

The Preliminary Budget document includes the following: changes to revenue projections, specifically a \$20,000 revenue increase to Fund 28 Buellton Recreation Program, a \$5,000 revenue increase to Fund 28 Recreation Program 50/50 and a \$165,000 decrease to Fund 01 CA Indian Gaming Grant. Based on the Gaming Grant that was recently received for fiscal year 2011-12, staff recommends a wait and see approach for the amount that may or may not be received in June of 2013. Also included in the budget document are the changes to departmental budget spreadsheets and the narratives that were discussed at the June 7, 2012 Special Meeting.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council consider the approval of Resolution No. 12-18 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2012-13 Budget”

ATTACHMENTS

Resolution No. 12-18
Attachment 1 - Proposed Preliminary Fiscal Year 2012-13 City Budget

RESOLUTION NO. 12-18

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BUELLTON, CALIFORNIA,
ADOPTING THE FISCAL YEAR 2012-13 BUDGET**

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

- A. City staff has presented a balanced budget to the City Council which recognizes those known sources of City income and the expenses anticipated during Fiscal Year 2012-13.
- B. The City Council has reviewed and studied the Preliminary Budget for Fiscal Year 2012-13.

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

- A. The City Council hereby adopts the final Fiscal Year 2012-13 Budget for the City of Buellton in those amounts which are hereby appropriated for the purposes as described therein.
- B. That a true and correct copy of the final Fiscal Year 2012-13 Budget will be on file in the Office of the City Clerk.
- C. That the City Manager can approve budget transfers within funds, providing it has no impact on fund balance and the Council can amend this Budget at any time.
- D. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 28th day of June, 2012.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

City of Buellton

**Fiscal Year 2012-13
Preliminary Budget**

City of Buellton
 Projected Revenues vs Projected Expenditures
 Fiscal Year 2012-13

001	General Fund	Projected Revenues	Projected Expenditures	Variance
401	City Council		122,343	
402	City Manager		166,413	
403	City Clerk		92,645	
404	City Attorney		125,050	
410	Non-Departmental		402,786	
411	Civic Complex		0	
420	Finance		236,439	
501	Public Safety-Police/Fire		1,943,759	
510	Leisure Services-Library		86,378	
550	Public Works-Street Lights		55,000	
557	Public Works-Engineering		134,575	
558	Public Works-General		517,456	
565	Planning		329,654	
	Sub total General Fund Depts	4,172,865	4,212,498	(39,633)
015	Storm Water	0	151,000	(151,000)
028	Parks	3,000	278,500	(275,500)
	Recreation	120,250	447,006	(326,756)
072	Landscape Maintenance	250	114,400	(114,150)
	Total General Fund	4,296,365	5,203,404	(907,039)
	Special Revenue Funds	Projected Revenues	Projected Expenditures	Variance
005	Wastewater	624,550	913,184	(288,634)
020	Water	1,426,700	1,785,274	(358,574)
023	Housing	500	3,450	(2,950)
024	Traffic Mitigation	0	0	0
025	Gas Tax	197,769	336,000	(138,231)
026	Measure D	0	0	0
027	Local Transportation Fund	2,700	97,250	(94,550)
029	Transportation Planning	0	25,000	(25,000)
031	Measure A	300,450	298,898	1,552
	Total Special Revenue Funds	2,552,669	3,459,056	(906,387)
	Total-All Funds	6,849,034	8,662,460	(1,813,426)

REVENUE PROJECTIONS
Fiscal Year 2012-13

Account Number	Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
<u>GENERAL FUND</u>						
<u>TAXES</u>						
001-301-4001-000	Property Taxes - Secured	914,434	890,325	891,993	700,000	800,000
001-302-4002-000	Property Taxes - Unsecured	37,174	42,981	38,069	40,000	40,000
001-309-4007-000	Homeowners Exemption	8,174	7,523	7,701	6,500	6,500
001-310-4101-000	Franchise Fees	142,731	131,659	209,220	205,000	205,000
001-311-4102-000	Sales & Use Tax	1,067,339	1,109,051	1,149,460	900,000	1,100,000
001-311-4115-000	Sales Tax Compensation	472,395	304,998	403,292	300,000	400,000
001-312-4103-000	Transient Occupancy Tax	1,223,797	1,164,409	1,193,216	1,100,000	1,100,000
001-321-4106-000	Property Transfer Tax	22,350	16,143	15,703	11,000	11,000
	TOTAL:	3,888,394	3,667,089	3,908,655	3,262,500	3,662,500
<u>FEES & PERMITS</u>						
001-357-4802-000	Zoning Clearance	1,440	1,440	1,080	1,000	1,000
001-378-4205-000	Engineering Fees	2,270	6,640	3,628	3,000	3,000
	TOTAL:	3,710	8,080	4,708	4,000	4,000
<u>FINES & PENALTIES</u>						
001-340-4401-000	Criminal Fines and Penalties	31,699	34,980	45,077	26,000	26,000
001-342-4402-000	Fines & Fees	5,252	9,829	3,265	5,000	5,000
	TOTAL:	36,951	44,809	48,342	31,000	31,000
<u>USE OF MONEY & PROPERTY</u>						
001-345-4904-000	Interest Income	237,765	59,896	69,087	10,000	50,000
001-346-4905-000	Rent	59,850	59,850	62,568	53,865	66,365
	TOTAL:	297,615	119,746	131,655	63,865	116,365

REVENUE PROJECTIONS
Fiscal Year 2012-13

Account Number	Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
GENERAL FUND						
REVENUES FROM OTHER AGENCIES						
001-322-4107-000	Motor Vehicle In-Lieu	16,002	13,971	21,917	8,000	5,000
001-322-4116-000	MV License Fee Compensation	367,285	366,110	366,193	350,000	350,000
001-333-4506-000	CA Indian Gaming Grant	132,000	0	165,000	165,000	0
001-333-4510-000	CA Bikeways and Trails Grant	132,000	0	48,061	0	0
001-365-4907-000	CalTrans STIP Funding	0	0	0	0	0
001-376-4908-000	CA Proposition 1B Funding	3,764	0	0	52,951	0
	TOTAL:	651,051	380,081	601,171	575,951	355,000
CHARGES FOR CURRENT SERVICES						
001-348-4403-000	Special Event Fees	660	865	645	700	500
001-390-4917-000	Miscellaneous	12,585	59,103	18,032	10,000	3,500
	TOTAL:	13,245	59,968	18,677	10,700	4,000
GENERAL FUND REVENUE		4,890,966	4,279,774	4,713,208	3,948,016	4,172,865

REVENUE PROJECTIONS
Fiscal Year 2012-13

Account Number	Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
<u>SPECIAL REVENUE FUNDS</u>						
<u>WASTEWATER ENTERPRISE FUND</u>						
005-345-4904-000	Interest	72,760	21,857	12,472	10,000	5,000
005-350-4602-000	Sewer Revenue	556,822	569,344	572,545	570,000	610,000
005-354-4605-000	Connection Fees	67,512	36,520	36,975	10,000	5,000
005-355-4606-000	Setup Fees	1,030	1,095	915	1,000	500
005-358-4607-000	Late Charges	4,167	4,312	4,413	4,300	4,000
005-390-4917-000	Miscellaneous	445	2,928	56	500	50
	TOTAL:	702,736	636,056	627,376	595,800	624,550
<u>STORM WATER FUND</u>						
015-345-4904-000	Interest	0	0	0	0	0
	TOTAL:	0	0	0	0	0
<u>WATER ENTERPRISE FUND</u>						
020-345-4904-000	Interest	59,000	18,062	11,300	12,000	4,000
020-349-4601-000	Bulk Water	13,554	11,567	10,787	10,000	4,000
020-350-4602-000	Water Sales	1,454,379	1,456,364	1,376,863	1,400,000	1,400,000
020-351-4603-000	Water Service Installation	1,685	1,450	1,515	800	500
020-354-4605-000	Connection Fees	31,350	19,240	41,600	10,000	5,000
020-355-4606-000	Setup Fees	1,030	1,095	915	1,000	600
020-358-4607-000	Late Charges	11,439	11,885	11,277	11,000	10,000
020-359-4608-000	Reinstatement Fee	3,968	2,778	3,189	2,700	2,100
020-389-4810-000	Infrastructure Contributions	0	53,200	36,000	0	0
020-390-4917-000	Miscellaneous	2,356	3,700	860	1,500	500
	TOTAL:	1,578,761	1,579,341	1,494,307	1,449,000	1,426,700
<u>HOUSING FUND</u>						
023-345-4904-000	Interest	10,039	7,711	7,165	4,500	500
023-388-4915-000	Housing Fees	42,818	42,818	160,854	0	0
	TOTAL:	52,857	50,529	168,019	4,500	500

REVENUE PROJECTIONS
Fiscal Year 2012-13

Account Number	Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
<u>SPECIAL REVENUE FUNDS</u>						
<u>TRAFFIC MITIGATION FUND</u>						
024-345-4904-000	Interest	126	0	25	0	0
024-384-4914-000	Traffic Mitigation Fees	12,210	12,807	17,856	2,000	0
	TOTAL:	12,336	12,807	17,881	2,000	0
<u>GAS TAX FUND</u>						
025-345-4904-000	Interest	26,799	9,613	6,344	5,000	2,000
025-376-4908-000	Surface Transportation Program	220,530	67,089	74,841	65,000	65,000
025-379-4909-000	Traffic Congestion Relief	39,848	43,097	0	0	0
025-380-4108-000	2105 Funds	25,254	23,593	24,859	25,482	23,360
025-380-4109-000	2106 Funds	18,584	17,260	17,944	18,181	20,424
025-380-4110-000	2107 Funds	33,582	31,409	33,182	33,911	33,525
025-380-4111-000	2107.5 Funds	1,000	0	1,000	1,000	1,000
025-380-4113-000	R & T 7360	0	0	38,645	53,550	52,460
025-383-4913-000	CalTrans Street Sweeping	0	0	0	0	0
	TOTAL:	365,597	192,061	196,815	202,124	197,769
<u>MEASURE D</u>						
026-345-4904-000	Interest	6,137	1,000	555	0	0
026-382-4113-000	Measure D	270,179	397,839	27	0	0
	TOTAL:	276,316	398,839	582	0	0
<u>LOCAL TRANSPORTATION FUND</u>						
027-345-4904-000	Interest	5,948	1,689	920	500	200
027-381-4910-000	SB 325 (LTF/TDA) - Bikeways	3,047	2,749	2,669	2,500	2,500
027-381-4911-000	SB 325 (LTF/TDA) - Roads	0	199	0	0	0
027-398-4923-000	Transfer from General Fund	0	0	0	0	0
	TOTAL:	8,995	4,637	3,589	3,000	2,700

REVENUE PROJECTIONS
Fiscal Year 2012-13

Account Number	Description	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
<u>SPECIAL REVENUE FUNDS</u>						
<u>PARKS/RECREATION FUND</u>						
028-319-4301-000	Park Quimby Act Fees	0	66,190	20,684	0	0
028-320-5801-000	Buellton Recreation Program	79,750	75,897	100,313	65,000	85,000
028-320-5801-001	Recreation Program 50/50	0	808	17,528	1,000	15,000
028-320-5802-000	Buellton Recreation Program-Trips	0	27,817	21,373	20,000	20,000
028-320-5814-000	Park Reservation Fees	3,110	4,990	3,650	3,000	3,000
028-345-4904-000	Interest	4,924	0	0	0	0
028-390-4917-000	Miscellaneous	0	0	0	0	250
028-398-4923-000	Transfer from General Fund	0	0	0	0	0
	TOTAL:	87,784	175,701	163,548	89,000	123,250
<u>TRANSPORTATION PLANNING</u>						
029-345-4904-000	Interest	25	0	6	0	0
029-381-4912-000	STA Funding	13,529	0	25,160	0	0
029-398-4923-000	Transfer from General Fund	0	0	0	0	0
	TOTAL:	13,554	0	25,165	0	0
<u>MEASURE A</u>						
031-345-4904-000	Interest	0	0	333	450	450
031-382-4113-000	Measure A	0	0	280,710	282,825	300,000
	TOTAL:	0	0	281,043	283,275	300,450
<u>LANDSCAPE MAINTENANCE FUND</u>						
072-345-4904-000	Interest	6,863	1,358	540	450	250
	TOTAL:	6,863	1,358	540	450	250
TOTAL SPECIAL REVENUES		3,105,799	3,051,329	2,978,867	2,629,149	2,676,169
TOTAL GENERAL FUND		4,890,966	4,279,774	4,713,208	3,948,016	4,172,865
TOTAL REVENUES		7,996,765	7,331,103	7,692,075	6,577,165	6,849,034

**EXPENDITURE SUMMARY
BY FUND/CATEGORY**

Fiscal Year 2012-13 Budgeted Amounts

FUND	EMPLOYEE SERVICES	OPERATING & MAINTENANCE	CAPITAL	TOTAL
001 General	1,170,125	2,888,098	154,275	4,212,498
005 Wastewater	278,634	634,550	0	913,184
015 Storm Water	0	151,000	0	151,000
020 Water	285,224	1,500,050	0	1,785,274
023 Housing	0	3,450	0	3,450
024 Traffic Mitigation	0	0	0	0
025 Gas Tax	0	86,000	250,000	336,000
026 Measure D	0	0	0	0
027 Local Transportation	0	90,750	6,500	97,250
028 Parks/Recreation	297,506	423,000	5,000	725,506
029 Transportation Planning	0	25,000	0	25,000
031 Measure A	0	50,000	248,898	298,898
072 Landscape Maintenance	0	114,400	0	114,400
TOTAL	\$2,031,489	\$5,966,298	\$664,673	\$8,662,460
Percent of Total	23.5%	68.9%	7.7%	

Fiscal Year 2011-12 Budgeted Amounts

FUND	EMPLOYEE SERVICES	OPERATING & MAINTENANCE	CAPITAL	TOTAL
001 General	1,079,192	2,807,716	136,217	4,023,125
005 Wastewater	248,968	620,480	0	869,448
015 Storm Water	0	151,000	0	151,000
020 Water	248,968	1,486,980	0	1,735,948
023 Housing	0	0	0	0
024 Traffic Mitigation	0	0	0	0
025 Gas Tax	0	90,000	200,000	290,000
026 Measure D	0	0	0	0
027 Local Transportation	0	75,000	6,500	81,500
028 Parks/Recreation	264,194	353,900	13,500	631,594
029 Transportation Planning	0	50,000	0	50,000
031 Measure A	0	50,000	231,175	281,175
072 Landscape Maintenance	0	109,400	0	109,400
TOTAL	\$1,841,322	\$5,794,476	\$587,392	\$8,223,190
Percent of Total	22.4%	70.5%	7.1%	

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 76,198	\$ 83,733	\$ 85,271	\$ 97,875	\$ 103,843
Operating & Maintenance	\$ 19,398	\$ 11,915	\$ 19,429	\$ 23,600	\$ 18,500
Capital	\$ -	\$ -	\$ -	\$ 2,000	\$ -
Department Total	\$ 95,596	\$ 95,648	\$ 104,700	\$ 123,475	\$ 122,343

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

CITY COUNCIL
001-401

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Staff Salaries	24,779	29,099	35,648	37,435	41,088	3,653	9.8%
5003	Council Salaries	25,200	26,400	20,768	21,120	21,120	0	0.0%
5004	Council Car Expense Allowance	4,500	4,500	3,540	3,600	3,600	0	0.0%
5100	Benefits	21,719	23,734	25,315	35,720	38,035	2,315	6.5%
	<u>EMPLOYEE SERVICES SUBTOTAL:</u>	76,198	83,733	85,271	97,875	103,843	5,968	6.1%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	1,243	415	347	600	500	(100)	-16.7%
5402	Travel & Training	14,983	7,759	11,522	20,000	15,000	(5,000)	-25.0%
5603	Computer Maintenance & Software	2,828	745	1,845	2,000	2,000	0	0.0%
6301	Miscellaneous	344	2,996	5,714	1,000	1,000	0	0.0%
	<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	19,398	11,915	19,429	23,600	18,500	(5,100)	-21.6%
<u>CAPITAL</u>								
6504	Office Furniture	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	2,000	0	(2,000)	-100.0%
	<u>CAPITAL SUBTOTAL:</u>	0	0	0	2,000	0	(2,000)	-100.0%
CITY COUNCIL TOTAL:		95,596	95,648	104,700	123,475	122,343	(1,132)	-0.9%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Council Members (5)	5.00	5.00	5.00
City Clerk	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Total	5.40	5.40	5.40

5001 Staff Salaries \$41,088
40% of City Clerk salary

5003 Council Salaries \$21,120
20% of Council salary to be expended from Successor Agency budget

5004 Council Car Expense Allowance \$3,600
20% of auto allowance to be expended from Successor Agency budget

5100 Benefits \$38,035

Operating & Maintenance

5301 Office Supplies \$500

5402 Travel & Training \$15,000
Attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.

5603 Computer Maintenance & Software \$2,000

6301 Miscellaneous \$1,000

Capital

6504 Office Furniture \$0

6505 Computer Equip \$0

Preliminary 6-28-12

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 164,558	\$ 108,696	\$ 156,258	\$ 153,080	\$ 161,113
Operating & Maintenance	\$ 14,218	\$ 27,702	\$ 4,566	\$ 5,800	\$ 5,300
Capital	\$ -	\$ 6,207	\$ -	\$ -	\$ -
Department Total	\$ 178,776	\$ 142,605	\$ 160,824	\$ 158,880	\$ 166,413

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

CITY MANAGER
001-402

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	121,979	83,528	117,385	114,240	118,883	4,643	4.1%
5100	Benefits	42,579	25,168	38,873	38,840	42,230	3,390	8.7%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		164,558	108,696	156,258	153,080	161,113	8,033	5.2%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	483	305	441	500	300	(200)	-40.0%
5401	Membership & Publications	1,235	0	660	700	1,000	300	42.9%
5402	Travel & Training	1,831	3,301	2,443	3,000	3,000	0	0.0%
5603	Computer Maintenance & Software	1,425	992	570	1,000	500	(500)	-50.0%
6005	Recruitment Expense	9,244	21,688	0	0	0	0	N/A
6301	Miscellaneous	0	1,416	452	600	500	(100)	-16.7%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		14,218	27,702	4,566	5,800	5,300	(500)	-8.6%
<u>CAPITAL</u>								
6504	Office Furniture	0	6,207	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>		0	6,207	0	0	0	0	N/A
CITY MANAGER TOTAL:		178,776	142,605	160,824	158,880	166,413	7,533	4.7%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
City Manager	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>
Total	0.80	0.80	0.80

5001 Salaries \$118,883

5100 Benefits \$42,230

Operating & Maintenance

5301 Office Supplies \$300

5401 Membership & Publications \$1,000

5402 Travel & Training \$3,000

5603 Computer Maintenance & Software \$500

6301 Miscellaneous \$500

Capital

6504 Office Furniture \$0

6505 Computer Equipment \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 45,543	\$ 52,085	\$ 63,125	\$ 63,749	\$ 74,345
Operating & Maintenance	\$ 22,270	\$ 15,456	\$ 23,829	\$ 18,300	\$ 18,300
Capital	\$ 862	\$ -	\$ -	\$ 2,000	\$ -
Department Total	\$ 68,675	\$ 67,541	\$ 86,953	\$ 84,049	\$ 92,645

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

CITY CLERK
001-403

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	30,974	36,373	44,560	46,794	51,360	4,566	9.8%
5100	Benefits	14,569	15,712	18,564	16,955	22,985	6,030	35.6%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		45,543	52,085	63,125	63,749	74,345	10,596	16.6%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	608	1,006	664	1,000	1,000	0	0.0%
5304	Code Updates	3,123	5,372	12,009	3,000	3,000	0	0.0%
5306	Advertising - Legal	5,396	4,641	3,152	6,000	3,500	(2,500)	-41.7%
5401	Membership & Publications	529	575	401	800	800	0	0.0%
5402	Travel & Training	1,173	505	1,112	3,000	2,000	(1,000)	-33.3%
5603	Computer Maintenance & Software	371	254	1,514	1,000	1,000	0	0.0%
5809	Election Expense	11,074	553	2,775	1,500	5,000	3,500	233.3%
6301	Miscellaneous	(4)	2,551	2,202	2,000	2,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		22,270	15,456	23,829	18,300	18,300	0	0.0%
<u>CAPITAL</u>								
6504	Office Furniture	862	0	0	2,000	0	(2,000)	-100.0%
6505	Computer Equipment	0	0	0	0	0	0	N/A
6506	Office Equipment	0	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>		862	0	0	2,000	0	(2,000)	-100.0%
CITY CLERK TOTAL:		68,675	67,541	86,953	84,049	92,645	8,596	10.2%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
City Clerk	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total	0.50	0.50	0.50

5001 Salaries \$51,360

5100 Benefits \$22,985

Operating & Maintenance

5301 Office Supplies \$1,000

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

5306 Advertising - Legal \$3,500

5401 Membership & Publications \$800
 Dues for the City Clerk for the International Institute of Municipal Clerks Association;
 Calif City Clerks Association dues; miscellaneous books and publications.

5402 Travel & Training \$2,000
 Attendance at conferences and seminars.

5603 Computer Maintenance & Software \$1,000

5809 Election Expense \$5,000

6301 Miscellaneous \$2,000

FISCAL YEAR 2012-13

Capital

6504 Office Furniture \$0

6505 Computer Equipment \$0

6506 Office Equipment \$0
 Preliminary 6-28-12

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 99,234	\$ 143,004	\$ 132,112	\$ 90,550	\$ 125,050
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 99,234	\$ 143,004	\$ 132,112	\$ 90,550	\$ 125,050

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

CITY ATTORNEY
001-404

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	0	0	0	0	0	0	N/A
5100	Benefits	0	0	0	0	0	0	N/A
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		0	0	0	0	0	0	N/A
 <u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	0	0	0	0	0	0	N/A
5401	Membership & Publications	23	23	23	50	50	0	0.0%
5402	Travel & Training	0	0	0	500	0	(500)	-100.0%
5603	Computer Maintenance & Software	0	0	0	0	0	0	N/A
5701	Telephone	162	0	0	0	0	0	N/A
6204	Contract Services	99,049	142,971	132,089	90,000	125,000	35,000	38.9%
6301	Miscellaneous	0	9	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		99,234	143,004	132,112	90,550	125,050	34,500	38.1%
 CITY ATTORNEY TOTAL:		99,234	143,004	132,112	90,550	125,050	34,500	38.1%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
City Attorney	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total	0.00	0.00	0.00

5001 Salaries \$0

5100 Benefits \$0

Operating & Maintenance

5301 Office Supplies \$0

5401 Membership & Publications \$50
 Santa Ynez Valley News

5402 Travel & Training \$0

5603 Computer Maintenance & Software \$0

5701 Telephone \$0

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

6301 Miscellaneous \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 26,672	\$ 32,095	\$ 46,885	\$ 39,000	\$ 54,050
Operating & Maintenance	\$ 295,354	\$ 343,668	\$ 333,832	\$ 286,584	\$ 343,736
Capital	\$ -	\$ 3,677	\$ -	\$ 5,000	\$ 5,000
Department Total	\$ 322,026	\$ 379,440	\$ 380,718	\$ 330,584	\$ 402,786

DEPARTMENT DESCRIPTION

The Non-Departmental budget provides for those services and functions neither included nor attributed to the operation of any single department and which benefit more than one departmental operation.

DEPARTMENT EXPENDITURES

NON-DEPARTMENTAL

001-410

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed	Change From 2011-12 Budget	% Change From 2011-12 Budget
<u>EMPLOYEE SERVICES</u>							
5100 Benefits	26,672	32,095	46,885	39,000	54,050	15,050	38.6%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>	26,672	32,095	46,885	39,000	54,050	15,050	38.6%
<u>OPERATING & MAINTENANCE</u>							
5201 Insurance - Liability	45,679	44,666	51,119	41,000	40,000	(1,000)	-2.4%
5202 Insurance - Property	5,848	6,165	3,681	4,220	5,206	986	23.4%
5203 Insurance - Bond	420	1,391	0	0	1,000	1,000	N/A
5301 Office Supplies	5,521	9,729	10,388	6,300	6,300	0	0.0%
5303 Postage	3,750	5,439	2,492	3,600	3,000	(600)	-16.7%
5305 Equipment Rental	11,086	11,456	12,417	12,000	12,000	0	0.0%
5401 Membership & Publications	5,663	5,330	4,743	6,000	5,500	(500)	-8.3%
5402 Travel & Training	483	368	702	800	800	0	0.0%
5601 Data Processing Contract Maintenance	0	0	0	0	0	0	N/A
5602 Internet Access / Website Maintenance	2,482	9,996	1,330	2,700	3,500	800	29.6%
5603 Computer Maintenance & Software	3,087	4,374	12,013	12,000	10,000	(2,000)	-16.7%
5701 Telephone	3,668	3,780	4,078	3,800	3,800	0	0.0%
5702 Utilities - Gas	624	666	697	700	800	100	14.3%
5703 Utilities - Electric	8,394	8,218	9,042	9,000	9,000	0	0.0%
5704 Utilities - Water	1,626	1,530	1,212	1,800	1,800	0	0.0%
5705 Utilities - Sewer	432	858	858	900	900	0	0.0%
5804 Animal Control	27,698	29,097	29,097	30,000	31,500	1,500	5.0%
5805 Visitors Bureau	116,053	135,365	115,167	65,627	122,900 (1)	57,273	87.3%
5806 Newsletter	5,024	7,473	4,513	7,000	0	(7,000)	-100.0%
5807 Community Organization Support	33,019	33,666	42,862	57,500	55,000 (2)	(2,500)	-4.3%
5807 Undesignated Miscellaneous Support	0	0	0	0	15,000	15,000	N/A
5808 Miscellaneous Recognition Items	6,829	7,334	8,333	7,000	3,500	(3,500)	-50.0%
5812 SB Co Mental Health Assessment Team (MHAT)	2,089	2,169	2,169	2,337	2,430	93	4.0%
6005 Recruitment Expense	1,707	2,773	2,472	2,000	2,500	500	25.0%
6009 LAFCO Contribution	1,460	1,567	1,646	1,700	1,700	0	0.0%
6012 Transfer to Other Funds	0	0	0	0	0	0	N/A
6017 Emergency Operations	0	6,975	4,600	5,000	2,000	(3,000)	-60.0%
6301 Miscellaneous	2,712	3,282	8,200	3,600	3,600	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	295,354	343,668	333,832	286,584	343,736	57,152	17.1%
<u>CAPITAL</u>							
6503 Vehicle Replacement	0	0	0	5,000	5,000 (3)	0	0.0%
6505 Office Furniture	0	0	0	0	0	0	N/A
6505 Computer Equipment	0	3,677	0	0	0	0	N/A
6507 Improvements	0	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>	0	3,677	0	5,000	5,000	0	0.0%
<u>NON-DEPARTMENTAL TOTAL:</u>	322,026	379,440	380,718	330,584	402,786	72,202	21.8%

Preliminary 6-28-12

DEPARTMENT EXPENDITURES

- (1) This amount is estimated and will be revised based on actual Transient Occupancy Tax receipts for the current fiscal year.
- (2) This incorporates the grant to the SYV Senior Citizens' Foundation (\$35,000 - program support), People Helping People (\$3,000 - for program support, ADCAP, and \$5,000 specifically for Buellton Afterschool Program), the Santa Barbara Foodbank (\$5,000), SYV Fruit and Vegetable Rescue (5,000) and Paws Park (\$2,000).
- (3) Vehicle Replacement, carryforward \$10,000 for a total of \$15,000.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Employee Services

5100 Benefits \$54,050
 Medical Benefits for retired employees

Operating & Maintenance

5201 Insurance - Liability \$40,000
 80% of the City's liability insurance; 10% is charged to the Wastewater and Water funds respectively.

5202 Insurance - Property \$5,206
 20% of the City's fire insurance costs; 40% is charged to the Wastewater and Water funds respectively. Includes earthquake and flood insurance on City property.

5203 Insurance - Bond \$1,000
 City Manager bond insurance per contract

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

5303 Postage \$3,000

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

5401 Membership & Publications \$5,500
 League of California Cities dues, miscellaneous dues and various publications.

5402 Travel & Training \$800

5601 Data Processing Contract Maintenance \$0

5602 Internet Access / Website Maintenance \$3,500
 Includes \$1,000 annual maintenance for Buellton App

**FUND: 001-GENERAL
FISCAL YEAR 2012-13**

DEPARTMENT: 410/NON-DEPARTMENTAL

- 5603 Computer Maintenance & Software \$10,000
 Update Office product

- 5701 Telephone \$3,800

- 5702 Utilities - Gas \$800

- 5703 Utilities - Electric \$9,000

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

- 5705 Utilities - Sewer \$900

- 5804 Animal Control \$31,500
 Contract for services with County Animal Control.

- 5805 Visitors Bureau \$122,900
 Contract for advertising services based on 10% of prior year's Transient Occupancy Tax receipts.

- 5806 Newsletter \$0
 Cost of printing the Buellton Banner.

- 5807 Community Organization Support \$55,000
 Senior Center, People Helping People, Foodbank, SYV Fruit & Vegetable Rescue, and Paws Park.

- 5807 Undesignated Misc Support \$15,000

- 5808 Miscellaneous Recognition Items \$3,500
 Miscellaneous award items for various organizations and employee recognition

- 5812 Mental Health Assessment Team (MHAT) Services \$2,430
 Santa Barbara County Mental Health Assessment Team (MHAT) Services.

- 6005 Recruitment Expense \$2,500
 Expenses related to new employee recruitment.

- 6009 LAFCO Contribution \$1,700
 City's share of LAFCO's operating costs.

Preliminary 6-28-12

FISCAL YEAR 2012-13

6012 Transfer to Other Funds \$0

6017 Emergency Operations \$2,000
One CERT class and miscellaneous emergency preparedness tasks.

6301 Miscellaneous \$3,600

Capital

6503 Vehicle Replacement \$5,000
City Hall vehicle

6504 Office Furniture \$0

6505 Computer Equipment \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ 450	\$ -	\$ -	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ -	\$ 450	\$ -	\$ -	\$ -

DEPARTMENT DESCRIPTION

The Civic Complex budget provides for the expenses related to the acquisition and preliminary plans for developing property to be used as a City Hall/Civic Complex.

DEPARTMENT EXPENDITURES

CIVIC COMPLEX
001-411

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
6002	Property Acquisition Fees	0	450	0	0	0	0	N/A
6201	Contract Services	0	0	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		0	450	0	0	0	0	N/A
CIVIC COMPLEX TOTAL:		0	450	0	0	0	0	N/A

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6002 Property Acquisition Fees \$0

6201 Contract Services \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 156,393	\$ 134,550	\$ 114,440	\$ 129,224	\$ 155,089
Operating & Maintenance	\$ 25,804	\$ 29,904	\$ 30,110	\$ 32,440	\$ 31,350
Capital	\$ -	\$ -	\$ -	\$ 8,000	\$ 50,000
Department Total	\$ 182,197	\$ 164,453	\$ 144,550	\$ 169,664	\$ 236,439

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

FINANCE
001-420

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	106,496	92,101	77,586	83,639	101,579	17,940	21.4%
5100	Benefits	49,897	42,449	36,854	45,585	53,510	7,925	17.4%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		156,393	134,550	114,440	129,224	155,089	25,865	20.0%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	1,267	1,973	968	2,000	1,500	(500)	-25.0%
5302	Printing	0	0	0	0	0	0	N/A
5401	Membership & Publications	469	434	680	800	800	0	0.0%
5402	Travel & Training	5,338	1,557	3,289	3,500	2,000	(1,500)	-42.9%
5601	Data Processing Contract Maintenance	4,100	4,273	4,273	5,000	5,000	0	0.0%
5603	Computer Maintenance & Software	485	1,254	2,058	2,500	2,500	0	0.0%
6004	Audit	4,947	6,167	7,222	6,440	7,350	910	14.1%
6201	Contract Services	9,224	14,240	11,486	12,000	12,000	0	0.0%
6301	Miscellaneous	(26)	7	135	200	200	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		25,804	29,904	30,110	32,440	31,350	(1,090)	-3.6%
<u>CAPITAL</u>								
6504	Office Furniture	0	0	0	5,000	0	(5,000)	-100.0%
6505	Computer Equipment	0	0	0	3,000	50,000	47,000	1566.7%
6506	Office Equipment	0	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>		0	0	0	8,000	50,000	42,000	525.0%
FINANCE TOTAL:		182,197	164,453	144,550	169,664	236,439	66,775	39.4%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Finance Director	0.50	0.50	0.50
Accounting Technicians (2)	0.70	0.70	0.70
Staff Assistant	<u>0.00</u>	<u>0.00</u>	<u>0.25</u>
Total	1.20	1.20	1.45

5001 Salaries \$101,579

5100 Benefits \$53,510

Operating & Maintenance

5301 Office Supplies \$1,500

5302 Printing \$0

5401 Membership & Publications \$800
 Membership dues for the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.

5402 Travel & Training \$2,000
 Attendance at conferences and seminars

5601 Data Processing Contract Maintenance \$5,000
 Contract support for accounting programs.

5603 Computer Maintenance & Software \$2,500

6004 Audit \$7,350
 33 1/3% of the cost.

6201 Contract Services \$12,000
 Hinderliter De Llamas, HDL Coren & Cone

6301 Miscellaneous \$200

FISCAL YEAR 2012-13

Capital

6504 Office Furniture \$0

6505 Computer Equipment \$50,000
 Accounting software set-aside

6506 Office Equipment \$0
 Preliminary 6-28-12

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$1,634,309	\$1,741,416	\$1,804,188	\$1,855,592	\$1,943,759
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$1,634,309	\$1,741,416	\$1,804,188	\$1,855,592	\$1,943,759

DEPARTMENT DESCRIPTION

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

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

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - POLICE & FIRE
001-501

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5703	Utilities - Electric	3,565	3,962	4,441	4,000	4,000	0	0.0%
6201	Contract Services - Police	1,467,156	1,577,179	1,625,211	1,657,492	1,738,759	81,267	4.9%
6208	Contract Services - Fire	163,588	160,276	174,536	194,100	201,000	6,900	3.6%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		1,634,309	1,741,416	1,804,188	1,855,592	1,943,759	88,167	4.8%
 PUBLIC SAFETY TOTAL:		 1,634,309	 1,741,416	 1,804,188	 1,855,592	 1,943,759	 88,167	 4.8%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

5703 Utilities - Electric \$4,000

6201 Contract Services \$1,738,759

Contract with the County of Santa Barbara Sheriff's Department for public safety services and traffic enforcement. Includes \$13,000 for estimated overtime pay.

6208 Contract Services \$201,000

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

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 79,520	\$ 77,134	\$ 81,504	\$ 82,650	\$ 86,378
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 79,520	\$ 77,134	\$ 81,504	\$ 82,650	\$ 86,378

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

LEISURE SERVICES - LIBRARY

001-510

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5702	Utilities - Gas	3,840	1,710	2,952	2,800	2,800	0	0.0%
5703	Utilities - Electric	3,054	2,895	2,790	3,500	3,500	0	0.0%
5704	Utilities - Water	1,626	1,530	1,212	1,800	1,800	0	0.0%
6201	Contract Services	71,000	71,000	74,550	74,550	78,278	3,728	5.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		79,520	77,134	81,504	82,650	86,378	3,728	4.5%
 LIBRARY TOTAL:		 79,520	 77,134	 81,504	 82,650	 86,378	 3,728	 4.5%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

5702 Utilities - Gas \$2,800

5703 Utilities - Electric \$3,500

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

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

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 46,343	\$ 44,843	\$ 49,545	\$ 55,000	\$ 55,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 46,343	\$ 44,843	\$ 49,545	\$ 55,000	\$ 55,000

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - STREET LIGHTS
001-550

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5703	Utilities - Electric	46,343	44,843	49,545	55,000	55,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		46,343	44,843	49,545	55,000	55,000	0	0.0%
 STREET LIGHTS TOTAL:		46,343	44,843	49,545	55,000	55,000	0	0.0%

FUND: 001-GENERAL

DEPARTMENT: 550/PUBLIC WORKS
STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

5703 Utilities - Electric \$55,000

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 105,048	\$ 139,344	\$ 73,801	\$ 94,000	\$ 64,000
Capital	\$ 541,419	\$ -	\$ -	\$ 102,951	\$ 70,575
Department Total	\$ 646,467	\$ 139,344	\$ 73,801	\$ 196,951	\$ 134,575

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - ENGINEERING
001-557

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed	Change From 2011-12 Budget	% Change From 2011-12 Budget
<u>OPERATING & MAINTENANCE</u>							
6101 Development Permit Processing	2,963	4,205	4,355	4,000	4,000	0	0.0%
6201 Contract Services	68,570	83,660	69,446	75,000	60,000	(15,000)	-20.0%
6202 Engineering Services	33,515	51,420	0	0	0	0	N/A
6202 Engineering Services - Prop1B	0	60	0	15,000	0	(15,000)	-100.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	105,048	139,344	73,801	94,000	64,000	(30,000)	-31.9%
<u>CAPITAL</u>							
6507 Improvements	541,419	0	0	65,000	65,000	0	0.0%
6507 Improvements - Prop 1B	0	0	0	37,951	5,575	(32,376)	-85.3%
<u>CAPITAL SUBTOTAL:</u>	541,419	0	0	102,951	70,575	(32,376)	-31.4%
ENGINEERING TOTAL:	646,467	139,344	73,801	196,951	134,575	(62,376)	-31.7%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6101 Development Permit Processing \$4,000

6201 Contract Services \$60,000

6202 Engineering Services \$0

Capital

6507 Improvements \$65,000

6507 Improvements \$5,575
Prop 1B - Local Streets and Roads Improvement

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 272,080	\$ 274,983	\$ 274,655	\$ 291,779	\$ 336,631
Operating & Maintenance	\$ 94,537	\$ 115,632	\$ 128,907	\$ 137,100	\$ 152,125
Capital	\$ -	\$ -	\$ 2,214	\$ 10,666	\$ 28,700
Department Total	\$ 366,617	\$ 390,615	\$ 405,776	\$ 439,545	\$ 517,456

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - GENERAL
001-558

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	185,124	187,612	185,976	189,664	219,416	29,752	15.7%
5100	Benefits	86,956	87,371	88,679	102,115	117,215	15,100	14.8%
<u>EMPLOYEE SERVICES SUBTOTAL:</u>		272,080	274,983	274,655	291,779	336,631	44,852	15.4%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	73	62	220	200	200	0	0.0%
5401	License, Membership & Publications	0	0	0	0	1,000	1,000	N/A
5402	Travel & Training	257	451	494	475	2,000	1,525	321.1%
5503	Tools	1,458	264	844	3,500	4,500	1,000	28.6%
5504	Laundry - Uniforms	1,021	832	703	750	750	0	0.0%
5506	Fuel - Vehicles	4,168	4,863	4,898	6,650	9,000	2,350	35.3%
5507	Maintenance - Vehicles	1,799	4,426	2,362	4,000	4,000	0	0.0%
5508	Landscape Maintenance Program	0	0	0	0	0	0	N/A
5509	Maintenance / Repair	33,764	37,480	40,947	41,900	50,000	8,100	19.3%
5510	Safety Equipment	321	1,031	882	950	950	0	0.0%
5511	Signs	0	0	645	950	2,000	1,050	110.5%
5603	Computer Maintenance & Software	0	0	0	475	475	0	0.0%
5701	Telephone	1,400	1,140	1,258	2,300	2,300	0	0.0%
5703	Utilities - Electric	968	0	0	950	950	0	0.0%
5704	Utilities - Water	20,370	39,067	25,116	32,000	32,000	0	0.0%
6201	Contract Services	28,938	26,014	50,537	42,000	42,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		94,537	115,632	128,907	137,100	152,125	15,025	11.0%
<u>CAPITAL</u>								
6503	Vehicle Replacement	0	0	0	10,666	21,700	11,034	103.5%
6507	Improvements	0	0	2,214	0	0	0	N/A
6508	Equipment	0	0	0	0	7,000	7,000	N/A
<u>CAPITAL SUBTOTAL:</u>		0	0	2,214	10,666	28,700	18,034	169.1%
<u>PUBLIC WORKS - GENERAL TOTAL:</u>		366,617	390,615	405,776	439,545	517,456	77,911	17.7%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Public Works Director	0.40	0.40	0.40
Fieldmen (6)	2.00	2.00	2.40
Groundskeeper	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total	3.40	3.40	3.80

5001 Salaries \$219,416

5100 Benefits \$117,215

Operating & Maintenance

5301 Office Supplies \$200

5401 License, Membership & Publications \$1,000

5402 Travel & Training \$2,000

5503 Tools \$4,500

5504 Laundry - Uniforms \$750

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

5506 Fuel - Vehicles \$9,000

5507 Maintenance - Vehicles \$4,000

5508 Landscape Maintenance Program \$0

5509 Maintenance / Repair \$50,000

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

5510 Safety Equipment \$950

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

5511 Building Maintenance/Signs \$2,000

Preliminary 6-28-12

FISCAL YEAR 2012-13

5603 Computer Maintenance & Software \$475

5701 Telephone \$2,300

5703 Utilities - Electric \$950

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

6201 Contract Services \$42,000
Contract services for miscellaneous tree trimming, 33 1/3% of mapping services, 33 1/3% of answering service, 60% of janitorial service, fire extinguisher servicing and monthly service agreement for security system at City Hall.

Capital

6503 Vehicle Replacement \$21,700
40% Replacement of 92' Crown Vic and 2000 Ford Explorer plus \$2,500 set aside for Public Works truck.

6507 Improvements \$0

6508 Equipment \$7,000
Grinder and speed limit radar sign

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 270,650	\$ 270,439	\$ 267,269	\$ 304,485	\$ 285,054
Operating & Maintenance	\$ 83,050	\$ 138,430	\$ 74,460	\$ 126,100	\$ 44,600
Capital	\$ 1,479	\$ -	\$ -	\$ 5,600	\$ -
Department Total	\$ 355,179	\$ 408,869	\$ 341,729	\$ 436,185	\$ 329,654

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - PLANNING

001-565

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Staff Salaries	183,718	182,427	173,945	188,595	180,718	(7,877)	-4.2%
5002	Planning Commission Salaries	5,250	6,000	6,000	6,000	6,000	0	0.0%
5005	Intern Program	0	1,210	6,251	0	0	0	N/A
5005	Code Enforcement	0	0	0	16,100	7,176	(8,924)	-55.4%
5100	Benefits	81,682	80,802	81,073	93,790	91,160	(2,630)	-2.8%
EMPLOYEE SERVICES SUBTOTAL:		270,650	270,439	267,269	304,485	285,054	(19,431)	-6.4%
<u>OPERATING & MAINTENANCE</u>								
5301	Office Supplies	1,919	1,770	1,743	2,000	2,000	0	0.0%
5305	Equipment Rental	4,172	4,659	5,187	5,000	5,000	0	0.0%
5306	Advertising - Legal	4,026	971	1,079	5,000	3,500	(1,500)	-30.0%
5401	Membership & Publications	1,714	1,848	1,761	2,500	1,500	(1,000)	-40.0%
5402	Travel & Training	6,027	7,299	4,823	8,000	5,000	(3,000)	-37.5%
5509	Maintenance / Repair	1,669	74	51	1,000	1,000	0	0.0%
5603	Computer Maintenance & Software	1,371	1,936	1,468	4,000	3,500	(500)	-12.5%
5701	Telephone	3,497	3,641	3,911	3,600	3,600	0	0.0%
5703	Utilities - Electric	1,983	1,923	2,062	2,500	2,500	0	0.0%
6016	Code Enforcement Expense	0	58	2,539	2,000	1,000	(1,000)	-50.0%
6201	Contract Services	26,046	81,439	31,771	60,000	5,000	(55,000)	-91.7%
6202	Contract Services - Engineering	30,322	30,070	15,123	30,000	10,000	(20,000)	-66.7%
6301	Miscellaneous	304	2,741	2,942	500	1,000	500	100.0%
OPERATING & MAINTENANCE SUBTOTAL:		83,050	138,430	74,460	126,100	44,600	(81,500)	-64.6%
<u>CAPITAL</u>								
6504	Office Furniture	1,479	0	0	1,600	0	(1,600)	-100.0%
6505	Computer Equipment	0	0	0	3,500	0	(3,500)	-100.0%
6506	Office Equipment	0	0	0	500	0	(500)	-100.0%
CAPITAL SUBTOTAL:		1,479	0	0	5,600	0	(5,600)	-100.0%
PLANNING TOTAL:		355,179	408,869	341,729	436,185	329,654	(106,531)	-24.4%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Planning Director	0.90	0.90	0.90
Planning Commissioners (5)	5.00	5.00	5.00
Assistant Planner	1.00	1.00	1.00
Staff Assistant/ Planning Tech	<u>0.70</u>	<u>0.70</u>	<u>0.45</u>
Total	7.60	7.60	7.35

5001 Salaries \$180,718

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

5005 Intern Program \$0

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

5100 Benefits \$91,160

Operating & Maintenance

5301 Office Supplies \$2,000

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

5306 Advertising - Legal \$3,500

5401 Membership & Publications \$1,500
 Professional and organization dues.

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

FISCAL YEAR 2012-13

- 5509 Maintenance / Repair \$1,000
Copier and miscellaneous maintenance and repairs.
- 5603 Computer Maintenance & Software \$3,500
Maintenance and updates of existing computer software programs.
- 5701 Telephone \$3,600
- 5703 Utilities - Electric \$2,500
- 6016 Code Enforcement Expense \$1,000
- 6201 Contract Services \$5,000
Peer review for updated zoning and land use documents, \$5,000
- 6202 Contract Services - Engineering \$10,000
GIS, CADD and mapping services.
- 6301 Miscellaneous \$1,000
- Capital
- 6504 Office Furniture \$0
Miscellaneous office furniture.
- 6505 Computer Equipment \$0
Miscellaneous computer equipment and upgrades.
- 6506 Office Equipment \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 249,574	\$ 242,877	\$ 233,436	\$ 248,968	\$ 278,634
Operating & Maintenance	\$ 620,019	\$ 643,484	\$ 586,223	\$ 620,480	\$ 634,550
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 869,593	\$ 886,361	\$ 819,659	\$ 869,448	\$ 913,184

DEPARTMENT DESCRIPTION

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

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

DEPARTMENT EXPENDITURES

WASTEWATER
005-701

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	170,775	166,992	158,192	162,973	182,184	19,211	11.8%
5100	Benefits	78,799	75,886	75,244	85,995	96,450	10,455	12.2%
EMPLOYEE SERVICES SUBTOTAL:		249,574	242,877	233,436	248,968	278,634	29,666	11.9%

OPERATING & MAINTENANCE

5201	Insurance - Liability	5,644	5,517	6,257	5,200	5,000	(200)	-3.8%
5202	Insurance - Property	11,696	12,330	7,363	8,440	10,500	2,060	24.4%
5203	Insurance - Bond	140	140	0	200	0	(200)	-100.0%
5301	Office Supplies	1,995	1,790	3,455	2,300	2,300	0	0.0%
5303	Postage	3,151	3,333	4,275	4,500	4,500	0	0.0%
5401	Membership & Publications	256	256	256	400	400	0	0.0%
5402	Travel & Training	910	946	395	1,100	2,000	900	81.8%
5501	Operational Supplies	0	0	0	450	450	0	0.0%
5502	Chemicals / Analysis	52,578	51,954	55,082	50,000	50,000	0	0.0%
5503	Tools	690	107	78	900	900	0	0.0%
5504	Laundry - Uniforms	804	629	501	700	700	0	0.0%
5506	Fuel - Vehicles	4,168	4,863	4,898	6,600	7,000	400	6.1%
5507	Maintenance - Vehicles	1,447	900	1,210	2,000	2,000	0	0.0%
5509	Maintenance / Repair	46,672	48,492	32,735	45,000	45,000	0	0.0%
5510	Safety Equipment	187	445	481	950	950	0	0.0%
5601	Data Processing Contract Maintenance	799	799	900	1,300	1,300	0	0.0%
5603	Computer Maintenance & Software	105	0	86	1,000	1,000	0	0.0%
5701	Telephone	6,544	6,592	7,300	6,000	6,500	500	8.3%
5703	Utilities - Electric	82,120	82,088	93,254	90,000	95,000	5,000	5.6%
5704	Utilities - Water	10,887	11,882	14,724	12,000	13,000	1,000	8.3%
6004	Audit	4,947	6,169	7,219	6,440	7,350	910	14.1%
6007	Depreciation	160,478	170,608	164,434	175,000	175,000	0	0.0%
6011	Regulatory Compliance	11,329	12,006	10,860	15,800	19,500	3,700	23.4%
6201	Contract Services	132,259	200,607	163,782	158,000	158,000	0	0.0%
6202	Contract Services - Engineering	79,294	19,578	4,435	25,000	25,000	0	0.0%
6301	Miscellaneous	919	1,455	2,244	1,200	1,200	0	0.0%
OPERATING & MAINTENANCE SUBTOTAL:		620,019	643,484	586,223	620,480	634,550	14,070	2.3%

WASTEWATER TOTAL:	+	869,593	886,361	819,659	869,448	913,184	43,736	5.0%
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DEPARTMENT EXPENDITURES

WASTEWATER
005-701

BUDGET NOTE: Capital Items are included in the Depreciation Category

<u>CAPITAL</u>	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
6503 Vehicle Replacement	0	0	0	2,500	7,900 (1)	5,400	216.0%
6507 Improvements	0	0	732,060	0	275,000	275,000	N/A
6508 Equipment	0	0	0	0	0	0	N/A
<u>CAPITAL TOTAL:</u>	0	0	732,060	2,500	282,900	280,400	11216.0%

(1) Carry forward \$11,833 to FY 12-13 for vehicle replacement for a total of \$14,333 for Public Works vehicle.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Finance Director	0.20	0.20	0.20
Accounting Technicians (2)	0.65	0.65	0.65
Public Works Director	0.30	0.30	0.30
Fieldmen (5)	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total	2.65	2.65	2.65

5001 Salaries \$182,184

5100 Benefits \$96,450

Operating & Maintenance

5201 Insurance - Liability \$5,000

10% of the City's liability insurance; 80% is charged to the General Fund and 10% is charged to the Water Fund.

5202 Insurance - Property \$10,500

40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Water Fund. Includes earthquake and flood insurance on City

5203 Insurance - Bond \$0

5301 Office Supplies \$2,300

5303 Postage \$4,500

5401 Membership & Publications \$400

Membership dues for the Association of California Water Agencies (ACWA), American Water Works Association (AWWA), Sanitation Agency Managers Association (SAMA) and Underground Service Alert (USA).

FISCAL YEAR 2012-13

- 5402 Travel & Training \$2,000
Attendance at seminars and reimbursement for certification and license renewal fees.
- 5501 Operational Supplies \$450
- 5502 Chemical Analysis \$50,000
- 5503 Tools \$900
- 5504 Laundry - Uniforms \$700
33 1/3% of laundry and uniform service for the Wastewater Plant operators.
- 5506 Fuel - Vehicles \$7,000
- 5507 Maintenance - Vehicles \$2,000
- 5509 Maintenance / Repair \$45,000
- 5510 Safety Equipment \$950
33 1/3 % of the cost for the Wastewater Plant operators.
- 5601 Data Processing Contract Maintenance \$1,300
50% of contract support for utility billing software.
- 5603 Computer Maintenance & Software \$1,000
- 5701 Telephone \$6,500
- 5703 Utilities - Electric \$95,000
- 5704 Utilities - Water \$13,000
- 6004 Audit \$7,350
33 1/3% of the cost.
- 6007 Depreciation \$175,000
Estimate for Fiscal Year 2012-13; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.
- 6011 Regulatory Compliance \$19,500
Assembly Bill 2588, Santa Barbara Air Pollution Control Board and miscellaneous compliance costs.

FISCAL YEAR 2012-13

6201 Contract Services \$158,000

Trash hauling, 33 1/3% of answering service, 33 1/3% of mapping service, 20% of janitorial services, engineering services and sludge removal.

6202 Contract Services - Engineering \$25,000

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

6301 Miscellaneous \$1,200

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

Capital

6503 Vehicle Replacement \$7,900

40% Replacement of 2000 Ford Explorer plus \$2,500 set aside for Public Works truck.

6507 Improvements \$275,000

Headworks improvements: bar/fine screen

6508 Equipment \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 162,180	\$ 173,182	\$ 138,371	\$ 151,000	\$ 151,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 162,180	\$ 173,182	\$ 138,371	\$ 151,000	\$ 151,000

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

STORM WATER
015-545

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5509	Maintenance/Repair	0	0	0	0	15,000	15,000	N/A
6011	Regulatory Compliance	173	0	600	1,000	1,000	0	0.0%
6201	Contract Services	162,007	173,182	137,771	150,000	135,000	(15,000)	-10.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		162,180	173,182	138,371	151,000	151,000	0	0.0%
 STORM WATER TOTAL:		162,180	173,182	138,371	151,000	151,000	0	0.0%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

5509 Repair/Maintenance \$15,000

6011 Regulatory Compliance \$1,000

6201 Contract Services \$135,000

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

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 249,568	\$ 242,871	\$ 233,430	\$ 248,968	\$ 285,224
Operating & Maintenance	\$ 1,339,863	\$ 1,367,790	\$ 1,368,414	\$ 1,486,980	\$ 1,500,050
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,589,431	\$ 1,610,661	\$ 1,601,843	\$ 1,735,948	\$ 1,785,274

DEPARTMENT DESCRIPTION

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

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

DEPARTMENT EXPENDITURES

WATER
020-601

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		Actual	Actual	Actual	Budget	Proposed	2011-12	From 2011-12
							Budget	Budget
<u>EMPLOYEE SERVICES</u>								
5001	Salaries	170,775	166,992	158,192	162,973	187,584	24,611	15.1%
5100	Benefits	78,793	75,879	75,238	85,995	97,640	11,645	13.5%
EMPLOYEE SERVICES SUBTOTAL:		249,568	242,871	233,430	248,968	285,224	36,256	14.6%
<u>OPERATING & MAINTENANCE</u>								
5201	Insurance - Liability	5,644	5,517	6,257	5,200	5,000	(200)	-3.8%
5202	Insurance - Property	11,696	12,330	7,363	8,440	10,500	2,060	24.4%
5203	Insurance - Bond	140	140	0	200	0	(200)	-100.0%
5301	Office Supplies	1,941	1,630	3,574	3,300	3,300	0	0.0%
5302	Printing	999	966	956	900	900	0	0.0%
5303	Postage	3,101	3,333	4,275	4,500	4,500	0	0.0%
5401	Membership & Publications	5,647	5,482	5,037	7,000	7,000	0	0.0%
5402	Travel & Training	1,023	531	4,382	1,900	3,000	1,100	57.9%
5501	Operational Supplies	0	0	0	450	450	0	0.0%
5502	Chemicals / Analysis	36,167	32,693	38,387	35,000	35,000	0	0.0%
5503	Tools	683	260	109	900	900	0	0.0%
5504	Laundry - Uniforms	804	662	501	700	700	0	0.0%
5505	Meter Expense	6,830	6,041	1,385	5,700	5,700	0	0.0%
5506	Fuel - Vehicles	4,168	4,863	4,898	6,600	7,000	400	6.1%
5507	Maintenance - Vehicles	1,418	900	1,210	2,000	2,000	0	0.0%
5509	Maintenance / Repair	18,738	18,634	11,853	50,000	50,000	0	0.0%
5510	Safety Equipment	187	445	481	950	950	0	0.0%
5601	Data Processing Contract Maintenance	799	799	900	1,300	1,300	0	0.0%
5603	Computer Maintenance & Software	105	0	505	1,000	1,000	0	0.0%
5701	Telephone	10,218	10,142	10,614	10,000	10,000	0	0.0%
5703	Utilities - Electric	84,202	96,918	107,682	110,000	110,000	0	0.0%
6004	Audit	4,947	6,169	7,219	6,440	7,350	910	14.1%
6007	Depreciation	155,924	166,943	168,832	167,000	167,000	0	0.0%
6011	Regulatory Compliance	8,717	10,365	9,396	13,000	22,000	9,000	69.2%
6013	State Water Project	937,498	901,424	946,204	1,000,000	1,000,000	0	0.0%
6014	Santa Ynez River Appropriations	4,172	7,929	4,980	6,300	6,300	0	0.0%
6201	Contract Services	20,506	39,929	16,877	26,000	26,000	0	0.0%
6202	Contract Services - Engineering	11,864	29,938	1,350	10,000	10,000	0	0.0%
6301	Miscellaneous	1,725	2,807	3,188	2,200	2,200	0	0.0%
OPERATING & MAINTENANCE SUBTOTAL:		1,339,863	1,367,790	1,368,414	1,486,980	1,500,050	13,070	0.9%
WATER TOTAL:		1,589,431	1,610,661	1,601,843	1,735,948	1,785,274	49,326	2.8%

DEPARTMENT EXPENDITURES

WATER
020-601

BUDGET NOTE: Capital Items are included in the Depreciation Category

<u>CAPITAL</u>	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
6503 Vehicle Replacement	0	0	0	2,500	7,900 (1)	5,400	216.0%
6507 Improvements	0	0	0	2,000	200,000	198,000	9900.0%
6508 Equipment	0	53,699	0	5,000	50,000	45,000	900.0%
<u>CAPITAL TOTAL:</u>	0	53,699	0	9,500	257,900	248,400	2614.7%

(1) Carry forward \$11,833 to FY 12-13 for vehicle replacement for a total of \$14,333 for Public Works vehicle.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2010-11</u>	<u>2011-12</u>
Finance Director	0.20	0.20	0.20
Accounting Technicians (2)	0.65	0.65	0.65
Public Works Director	0.30	0.30	0.30
Fieldmen (5)	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
Total	2.65	2.65	2.65

5001 Salaries \$187,584

5100 Benefits \$97,640

Operating & Maintenance

5201 Insurance - Liability \$5,000

10% of the City's liability insurance; 80% is charged to the General Fund and 10% is charged to the Wastewater Fund.

5202 Insurance - Property \$10,500

40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Wastewater Fund. Includes earthquake and flood insurance on City property.

5203 Insurance - Bond \$0

5301 Office Supplies \$3,300

5302 Printing \$900

5303 Postage \$4,500

FISCAL YEAR 2012-13

- 5401 Membership & Publications \$7,000
Membership dues for the Association of California Water Agencies (ACWA), American Water Works Association (AWWA), Cross Connection, Santa Barbara Water Purveyors Association and Underground Service Alert (USA).

- 5402 Travel & Training \$3,000
Attendance at seminars and reimbursement for Certification and License renewal fees.

- 5501 Operational Supplies \$450

- 5502 Chemical Analysis \$35,000

- 5503 Tools \$900

- 5504 Laundry - Uniforms \$700
33 1/3% of laundry and uniform service for the Water Department employees.

- 5505 Meter Expense \$5,700
New and replacement meters. New meter expense is offset by meter installation revenue.

- 5506 Fuel - Vehicles \$7,000

- 5507 Maintenance - Vehicles \$2,000

- 5509 Maintenance / Repair \$50,000

- 5510 Safety Equipment \$950
33 1/3 % of the cost for the Water Department employees.

- 5601 Data Processing Contract Maintenance \$1,300
50% of contract support for utility billing software.

- 5603 Computer Maintenance & Software \$1,000

- 5701 Telephone \$10,000

- 5703 Utilities - Electric \$110,000

- 6004 Audit \$7,350
33 1/3% of the cost.

6007 Depreciation \$167,000

Estimate for Fiscal Year 2012-13; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes

6011

Regulatory Compliance \$22,000

Cost of State mandated programs and regulatory compliance.

6013

State Water Project \$1,000,000

Covers both Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.

6014

Santa Ynez River Appropriations \$6,300

Annual groundwater charges.

6201

Contract Services \$26,000

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

6202

Contract Services - Engineering \$10,000

Rate and connection fee studies, water system modeling and atlas mapping.

6301

Miscellaneous \$2,200

Memo Items Only:

(Paid from line item 6007)

Capital

6503 Vehicle Replacement \$7,900

40% Replacement of 2000 Ford Explorer plus \$2,500 set aside for Public Works truck.

6507 Improvements \$200,000

Replacement of reservoir roofs and pump station tank

6508

Equipment \$50,000

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 3,624	\$ 3,624	\$ 604	\$ -	\$ 3,450
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 3,624	\$ 3,624	\$ 604	\$ -	\$ 3,450

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

HOUSING
023-580

	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
<u>OPERATING & MAINTENANCE</u>							
5818 Housing Assistance	3,624	3,624	604	0	0	0	N/A
5818 Mobile Home Repair	0	0	0	0	3,450	3,450	N/A
6201 Contract Services	0	0	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	<u>3,624</u>	<u>3,624</u>	<u>604</u>	<u>0</u>	<u>3,450</u>	<u>3,450</u>	<u>N/A</u>
HOUSING TOTAL:	3,624	3,624	604	0	3,450	3,450	N/A

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

5818 Housing Assistance \$0

5818 Mobile Home Repair \$3,450

Mobile Home Repair \$3,000 admin fee through Habitat for Humanity \$450

6201 Contract Services \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 58,024	\$ 5,715	\$ -	\$ -	\$ -
Capital	\$ 142,034	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 200,058	\$ 5,715	\$ -	\$ -	\$ -

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

TRAFFIC MITIGATION
024-557

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed	Change From 2011-12 Budget	% Change From 2011-12 Budget
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services	58,024	5,715	0	0	0	0	N/A
OPERATING & MAINTENANCE SUBTOTAL:	58,024	5,715	0	0	0	0	N/A
<u>CAPITAL</u>							
6507 Improvements	142,034	0	0	0	0	0	N/A
CAPITAL SUBTOTAL:	142,034	0	0	0	0	0	N/A
TRAFFIC MITIGATION TOTAL:	200,058	5,715	0	0	0	0	N/A

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6201 Contract Services \$0
 Fee study, General Plan Update

Capital

6507 Improvements \$0

FUND: 025-GAS TAX**DEPARTMENT: 553/STREET MAINTENANCE
554/TRAFFIC SAFETY
555/STREET CLEANING
557/ENGINEERING**

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 66,517	\$ 281,212	\$ 49,530	\$ 90,000	\$ 86,000
Capital	\$ -	\$ 59,092	\$ 89,085	\$ 200,000	\$ 250,000
Department Total	\$ 66,517	\$ 340,304	\$ 138,615	\$ 290,000	\$ 336,000

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

**GAS TAX
025-55X**

			2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
			<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
								<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>									
553	6008	TCRF Audit	0	101,102	0	0	0	0	N/A
553	6201	Contract Services	0	100,000	0	0	0	0	N/A
554	6201	Contract Services	6,894	44,460	23,793	30,000	26,000	(4,000)	-13.3%
555	6201	Contract Services	28,075	25,885	25,342	35,000	35,000	0	0.0%
557	6201	Contract Services	31,548	9,765	395	25,000	25,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>			66,517	281,212	49,530	90,000	86,000	(4,000)	-4.4%
 <u>CAPITAL</u>									
553	6507	Improvements	0	0	0	100,000	100,000	0	0.0%
557	6507	Improvements	0	59,092	89,085	100,000	150,000	50,000	50.0%
<u>CAPITAL SUBTOTAL:</u>			0	59,092	89,085	200,000	250,000	50,000	25.0%
 <u>GAS TAX TOTAL:</u>			66,517	340,304	138,615	290,000	336,000	46,000	15.9%

025-555-6201-000 = Street Sweeping

\$

FUND: 025-GAS TAX

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

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

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

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

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

Capital

553 6507 Improvements \$100,000
Annual street maintenance

557 6507 Improvements \$150,000
Annual street maintenance

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 27,742	\$ 495,114	\$ -	\$ -	\$ -
Capital	\$ 118,766	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 146,508	\$ 495,114	\$ -	\$ -	\$ -

DEPARTMENT DESCRIPTION

As a result of the passage of Measure D, which was approved by the voters of Santa Barbara County on November 7, 1989, the local sales tax rate was increased countywide by 1/2 cent, effective April 1, 1990. The Transportation sales tax will remain in effect for 20 years and expires on March 31, 2010. The revenues from Measure D are allocated for transportation improvements. These funds can be used for street construction, repair and maintenance.

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

DEPARTMENT EXPENDITURES

MEASURE D
026-560

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed	Change From 2011-12 Budget	% Change From 2011-12 Budget
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services	27,742	495,114	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	27,742	495,114	0	0	0	0	N/A
<u>CAPITAL</u>							
6507 Improvements	118,766	0	0	0	0	0	N/A
<u>CAPITAL SUBTOTAL:</u>	118,766	0	0	0	0	0	N/A
MEASURE D TOTAL:	146,508	495,114	0	0	0	0	N/A

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6201 Contract Services \$0

Capital

6507 Improvements \$0

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 32,742	\$ 24,037	\$ 71,373	\$ 75,000	\$ 90,750
Capital	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500
Department Total	\$ 32,742	\$ 24,037	\$ 71,373	\$ 81,500	\$ 97,250

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

LOCAL TRANSPORTATION
027-559

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
6201	Contract Services	12,742	0	0	15,000	15,000	0	0
6202	Contract Services - Eng	0	4,038	51,373	40,000	30,000	(10,000)	-25.0%
6212	Lompoc-Wine Country Express	20,000	20,000	20,000	20,000	20,000	0	0.0%
6212	SYVT Dial-A-Ride Subsidy	0	0	0	0	1,650	1,650	N/A
6212	Breeze Extension Pilot	0	0	0	0	24,100	24,100	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		32,742	24,037	71,373	75,000	90,750	15,750	21.0%
<u>CAPITAL</u>								
6507	Improvements	0	0	0	6,500	6,500	0	0.0%
<u>CAPITAL SUBTOTAL:</u>		0	0	0	6,500	6,500	0	0.0%
LOCAL TRANSPORTATION TOTAL:		32,742	24,037	71,373	81,500	97,250	15,750	19.3%

EXPENDITURE DETAIL NARRATIVEFISCAL YEAR 2012-13Operating & Maintenance

- 6201 Contract Services \$15,000
Transit / bike administration, program reports and operating committee meetings.
- 6202 Contract Svc-Eng \$30,000
Preliminary design for Hwy 246 and Sycamore safety improvements.
- 6212 Lompoc-SYV Transit Project \$20,000
Wine Country Express
- 6212 SYVT Dial-A-Ride Subsidy \$1,650
- 6212 Breeze Extension Pilot \$24,100

Capital

- 6507 Improvements \$6,500
Miscellaneous transit / bike improvements and repairs.

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 158,384	\$ 205,647	\$ 232,534	\$ 264,194	\$ 297,506
Operating & Maintenance	\$ 373,102	\$ 355,875	\$ 311,236	\$ 353,900	\$ 423,000
Capital	\$ 206,211	\$ 14,491	\$ 528,963	\$ 13,500	\$ 5,000
Department Total	\$ 737,697	\$ 576,013	\$1,072,732	\$ 631,594	\$ 725,506

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

PARKS / RECREATION
028-511

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed	Change From 2011-12 Budget	% Change From 2011-12 Budget
<u>EMPLOYEE SERVICES</u>							
5001 Salaries	98,384	112,658	117,176	153,424	165,961	12,537	8.2%
5005 Hourly Employees	12,222	35,317	49,643	38,000	30,000	(8,000)	-21.1%
5100 Benefits	47,778	57,673	65,716	72,770	101,545	28,775	39.5%
	158,384	205,647	232,534	264,194	297,506	33,312	12.6%
<u>OPERATING & MAINTENANCE</u>							
5301 Office Supplies	0	2,643	3,778	2,500	3,000	500	20.0%
5305 Equipment Rental	0	0	0	0	0	0	N/A
5305 Small Equipment	0	0	0	0	2,600	2,600	N/A
5506 Fuel- Vehicles	0	0	3,462	5,000	5,000	0	0.0%
5507 Maintenance - Vehicles	0	0	533	3,000	3,000	0	0.0%
5509 Maintenance / Repair - Park	0	0	14,439	14,000	75,000	61,000	435.7%
5509 Maintenance / Repair - Rec Dept	20,137	29,884	12,282	20,000	13,000	(7,000)	-35.0%
5509 Maintenance / Repair - Joint Use	0	0	2,248	3,300	3,300 (1)	0	0.0%
5701 Telephone/Internet	0	2,155	2,988	3,600	3,600	0	0.0%
5703 Utilities - Electric-Park	6,994	6,496	7,523	7,500	7,500	0	0.0%
5704 Utilities - Water (Oak Park and River View)	45,513	45,500	38,861	48,000	46,000	(2,000)	-4.2%
5801 Buellton Recreation Program	138,346	108,503	72,118	100,000	75,000	(25,000)	-25.0%
5801 Buellton Recreation Program 50/50	0	933	12,958	1,000	15,000	14,000	1400.0%
5802 Buellton Rec Programs Trips	0	28,890	19,487	20,000	20,000	0	0.0%
5820 Zaca Creek-Park	0	0	4,310	0	0	0	N/A
5820 Golf Course Renovation-Park	0	0	0	0	25,000	25,000	N/A
6201 Contract Services-Park	116,211	114,100	99,176	125,000	125,000	0	0.0%
6202 Contract Services - Engineering	30,330	885	0	0	0	0	N/A
6207 Recreation Coordinator/Admin Overhead	15,000	15,000	15,000	0	0	0	N/A
6301 Miscellaneous	571	886	2,073	1,000	1,000	0	0.0%
OPERATING & MAINTENANCE SUBTOTAL:	373,102	355,875	311,236	353,900	423,000	69,100	22.2%
<u>CAPITAL</u>							
6503 Vehicles	55,809	0	0	5,000	5,000 (2)	0	0.0%
6507 Improvements	150,402	14,491	528,963	8,500	0	(8,500)	-100.0%
CAPITAL SUBTOTAL:	206,211	14,491	528,963	13,500	5,000	(8,500)	-63.0%
PARKS / RECREATION TOTAL:	737,697	576,013	1,072,732	631,594	725,506	93,912	14.9%

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

(2) Carry forward \$5,000 to FY 12-13 for bus replacement for a total of \$10,000

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Recreation Coordinator	1.00	1.00	1.00
Staff Assistant/Planning Tech	0.30	0.30	0.30
Recreation Center Programmer	1.00	0.00	0.00
Recreation Center Coordinator	0.00	1.00	1.00
Recreation Technician	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>
Total	2.30	2.30	3.30

5001 Salaries \$165,961

5005 Hourly Employees \$30,000
 Currently employ six part-time employees

5100 Benefits \$101,545

Operating & Maintenance

5301 Office Supplies \$3,000

5305 Equipment Rental \$0

5305 Small Equipment \$2,600
 Container for shortage, \$1,800, Generator, \$800

5506 Fuel - Vehicles \$5,000

5507 Maint - Vehicles \$3,000

5509 Maintenance / Repair \$75,000
 Grounds maintenance and landscaping supplies to maintain park grounds. Repairs to paths at Riverview Park.

5509 Maintenance / Repair \$13,000
 Buellton Rec dept repairs and maintenance - office, Zone

FUND: 028-PARKS/RECREATION**DEPARTMENT: 511/PARKS/RECREATION**5509 Maint/Repair-Joint Use \$3,300

Joint facility repairs - gym, kitchen, weight room, restroom,courtyard

Amount based on 1/3 of the total Rec Center rental revenue from the previous year

5701 Telephone/Internet \$3,6005703 Utilities - Electric \$7,500

River View Park and Oak Park

5704 Utilities - Water \$46,000

Irrigation water for Oak Park and River View Park.

5801 Buellton Recreation Program \$75,000

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

5801 Buellton Recreation Program \$15,000

Shared recreations programs with the City of Solvang

5802 Buellton Recreation Program-Trips \$20,000

Trips organized for children and adults through Buellton Recreation

5820 Zaca Creek \$0

Golf Course expenditures prior to lessee contract

5820 Golf Course Renovation \$25,000

Patio cover and remainder of fence

6201 Contract Services \$125,000

Landscape and facilities maintenance and miscellaneous contract services for two parks.

FISCAL YEAR 2012-136202 Contract Services - Engineering \$06207 Recreation Coordinator/ Admin Overhead \$0

Discontinued as of fiscal year 2011-12

6301 Miscellaneous \$1,000**Capital**6503 Vehicles \$5,000

Bus replacement set aside

6507 Improvements \$0

Preliminary 6-28-12

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 50,054	\$ 49,400	\$ 45,213	\$ 50,000	\$ 25,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 50,054	\$ 49,400	\$ 45,213	\$ 50,000	\$ 25,000

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

TRANSPORTATION PLANNING

029-557

	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services	50,054	49,400	45,213	50,000	25,000	(25,000)	-50.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	<u>50,054</u>	<u>49,400</u>	<u>45,213</u>	<u>50,000</u>	<u>25,000</u>	<u>(25,000)</u>	<u>-50.0%</u>
 <u>TRANSPORTATION PLANNING TOTAL:</u>	 <u>50,054</u>	 <u>49,400</u>	 <u>45,213</u>	 <u>50,000</u>	 <u>25,000</u>	 <u>(25,000)</u>	 <u>-50.0%</u>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6201 Contract Services \$25,000

Transportation funding applications, grant applications and annual reports for Santa Barbara County Association of Governments (SBCAG) and the California Department of Transportation (CalTrans).

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ -	\$ 3,087	\$ 50,000	\$ 50,000
Capital	\$ -	\$ -	\$ -	\$ 231,175	\$ 248,898
Department Total	\$ -	\$ -	\$ 3,087	\$ 281,175	\$ 298,898

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

MEASURE A
031-560

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed	Change From 2011-12 Budget	% Change From 2011-12 Budget
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services/Ballot Initiative	0	0	3,087	50,000	50,000	0	0.0%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	0	0	3,087	50,000	50,000	0	0.0%
<u>CAPITAL</u>							
6507 Improvements	0	0	0	231,175	248,898	17,723	7.7%
<u>CAPITAL SUBTOTAL:</u>	0	0	0	231,175	248,898	17,723	7.7%
MEASURE A TOTAL:	0	0	3,087	281,175	298,898	17,723	6.3%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6201 Contract Services \$50,000
2012-13 Road Maintenance Project.

Capital

6507 Improvements \$248,898
2012-13 Road Maintenance Project.

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 132,425	\$ 110,360	\$ 91,384	\$ 109,400	\$ 114,400
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 132,425	\$ 110,360	\$ 91,384	\$ 109,400	\$ 114,400

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

LANDSCAPE MAINTENANCE
072-558

		2008-09	2009-10	2010-11	2011-12	2012-13	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Proposed</u>	2011-12	From 2011-12
							<u>Budget</u>	<u>Budget</u>
<u>OPERATING & MAINTENANCE</u>								
5509	Maintenance / Repair	1,595	674	1,500	1,600	2,500	900	56.3%
5703	Utilities - Electric	835	816	881	800	900	100	12.5%
5704	Utilities - Water	19,097	19,306	17,876	22,000	22,000	0	0.0%
6201	Contract Services	110,898	74,182	71,128	85,000	89,000	4,000	4.7%
6202	Contract Services - Engineering	0	15,382	0	0	0	0	N/A
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>		<u>132,425</u>	<u>110,360</u>	<u>91,384</u>	<u>109,400</u>	<u>114,400</u>	<u>5,000</u>	<u>5.5%</u>
LANDSCAPE MAINTENANCE TOTAL:		<u>132,425</u>	<u>110,360</u>	<u>91,384</u>	<u>109,400</u>	<u>114,400</u>	<u>5,000</u>	<u>4.6%</u>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

5509 Maintenance / Repair \$2,500

5703 Utilities - Electric \$900

5704 Utilities - Water \$22,000

6201 Contract Services \$89,000

Maintenance contract for common landscaped areas of the City. Ave of Flags medians and Highway 246.

6202 Contract Services - Engineering \$0

Summary of Change in Expenditures From the Fiscal Year 2011-12 Budget

	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From FY 2011-12 <u>Budget</u>	Percent Increase/ Decrease	
	<u>General Fund</u>				
001 401 City Council	\$123,475	\$122,343	(\$1,132)	-0.9%	
402 City Manager	158,880	166,413	7,533	4.7%	
403 City Clerk	84,049	92,645	8,596	10.2%	
404 City Attorney	90,550	125,050	34,500	38.1%	
410 Non-Departmental	330,584	402,786	72,202	21.8%	
411 Civic Complex	0	0	0	N/A	
420 Finance	169,664	236,439	66,775	39.4%	
501 Public Safety - Police	1,855,592	1,943,759	88,167	4.8%	
510 Leisure Services - Library	82,650	86,378	3,728	4.5%	
550 Public Works - Street Lights	55,000	55,000	0	0.0%	
557 Public Works - Engineering	196,951	134,575	(62,376)	-31.7%	
558 Public Works - General	439,545	517,456	77,911	17.7%	
565 Planning	436,185	329,654	(106,531)	-24.4%	
015 <u>Storm Water</u>	151,000	151,000	0	0.0%	
028 <u>Parks</u>	\$631,594	\$725,506	\$93,912	14.9%	
072 <u>Landscape Maintenance</u>	\$109,400	\$114,400	\$5,000	4.6%	
	<u>General Fund Total</u>	<u>\$4,915,119</u>	<u>\$5,203,404</u>	<u>\$288,285</u>	<u>5.9%</u>
005 <u>Wastewater</u>	\$869,448	\$913,184	\$43,736	5.0%	
020 <u>Water</u>	\$1,735,948	\$1,785,274	\$49,326	2.8%	
023 <u>Housing</u>	\$0	\$3,450	\$3,450	N/A	
024 <u>Traffic Mitigation</u>	\$0	\$0	\$0	N/A	
025 <u>Gas Tax</u>	\$290,000	\$336,000	\$46,000	15.9%	
026 <u>Measure D</u>	\$0	\$0	\$0	N/A	
027 <u>Local Transportation Fund</u>	\$81,500	\$97,250	\$15,750	19.3%	
029 <u>Transportation Planning</u>	\$50,000	\$25,000	(\$25,000)	-50.0%	
031 <u>Measure A</u>	\$281,175	\$298,898	\$17,723	6.3%	
	<u>Special Funds Total</u>	<u>\$3,308,071</u>	<u>\$3,459,056</u>	<u>\$150,985</u>	<u>4.6%</u>
Total - All Funds	\$8,223,190	\$8,662,460	\$439,270	5.3%	

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
401	5001	Salaries	24,779	29,099	35,648	37,435	41,088
402	5001	Salaries	121,979	83,528	117,385	114,240	118,883
403	5001	Salaries	30,974	36,373	44,560	46,794	51,360
404	5001	Salaries	0	0	0	0	0
420	5001	Salaries	106,496	92,101	77,586	83,639	101,579
511	5001	Salaries	98,384	112,658	117,176	153,424	165,961
558	5001	Salaries	185,124	187,612	185,976	189,664	219,416
565	5001	Salaries	183,718	182,427	173,945	188,595	180,718
701	5001	Salaries	170,775	166,992	158,192	162,973	182,184
601	5001	Salaries	170,775	166,992	158,192	162,973	187,584
		TOTAL	1,093,004	1,057,781	1,068,661	1,139,737	1,248,773
565	5002	Planning Commission Salaries	5,250	6,000	6,000	6,000	6,000
		TOTAL	5,250	6,000	6,000	6,000	6,000
401	5003	Council Salaries	25,200	26,400	20,768	21,120	21,120
		TOTAL	25,200	26,400	20,768	21,120	21,120
401	5004	Council Car Expense Allowance	4,500	4,500	3,540	3,600	3,600
		TOTAL	4,500	4,500	3,540	3,600	3,600
511	5005	Hourly Employees	12,222	35,317	49,643	38,000	30,000
565	5005	Intern Program	0	1,210	6,251	16,100	7,176
		TOTAL	12,222	36,527	55,894	54,100	37,176
401	5100	Benefits	21,719	23,734	25,315	35,720	38,035
402	5100	Benefits	42,579	25,168	38,873	38,840	42,230
403	5100	Benefits	14,569	15,712	18,564	16,955	22,985
404	5100	Benefits	0	0	0	0	0
410	5100	Benefits	26,672	32,095	46,885	39,000	54,050
420	5100	Benefits	49,897	42,449	36,854	45,585	53,510
511	5100	Benefits	47,778	57,673	65,716	72,770	101,545
558	5100	Benefits	86,956	87,371	88,679	102,115	117,215
565	5100	Benefits	81,682	80,802	81,073	93,790	91,160
701	5100	Benefits	78,799	75,886	75,244	85,995	96,450
601	5100	Benefits	78,793	75,879	75,238	85,995	97,640
		TOTAL	529,444	516,768	552,441	616,765	714,820
410	5201	Insurance - Liability	45,679	44,666	51,119	41,000	40,000
701	5201	Insurance - Liability	5,644	5,517	6,257	5,200	5,000
601	5201	Insurance - Liability	5,644	5,517	6,257	5,200	5,000
		TOTAL	56,967	55,701	63,633	51,400	50,000
410	5202	Insurance - Property	5,848	6,165	3,681	4,220	5,206
701	5202	Insurance - Property	11,696	12,330	7,363	8,440	10,500
601	5202	Insurance - Property	11,696	12,330	7,363	8,440	10,500
		TOTAL	29,240	30,824	18,407	21,100	26,206
410	5203	Bond Insurance	420	1,391	0	0	1,000
701	5203	Bond Insurance	140	140	0	200	0
601	5203	Bond Insurance	140	140	0	200	0
		TOTAL	700	1,671	0	400	1,000

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
401	5301	Office Supplies	1,243	415	347	600	500
402	5301	Office Supplies	483	305	441	500	300
403	5301	Office Supplies	608	1,006	664	1,000	1,000
404	5301	Office Supplies	0	0	0	0	0
410	5301	Office Supplies	5,521	9,729	10,388	6,300	6,300
420	5301	Office Supplies	1,267	1,973	968	2,000	1,500
511	5301	Office Supplies	0	2,643	3,778	2,500	3,000
558	5301	Office Supplies	73	62	220	200	200
565	5301	Office Supplies	1,919	1,770	1,743	2,000	2,000
701	5301	Office Supplies	1,995	1,790	3,455	2,300	2,300
601	5301	Office Supplies	1,941	1,630	3,574	3,300	3,300
		TOTAL	15,050	21,322	25,579	20,700	20,400
420	5302	Printing	0	0	0	0	0
601	5302	Printing	999	966	956	900	900
		TOTAL	999	966	956	900	900
410	5303	Postage	3,750	5,439	2,492	3,600	3,000
701	5303	Postage	3,151	3,333	4,275	4,500	4,500
601	5303	Postage	3,101	3,333	4,275	4,500	4,500
		TOTAL	10,002	12,105	11,043	12,600	12,000
403	5304	Code Updates	3,123	5,372	12,009	3,000	3,000
		TOTAL	3,123	5,372	12,009	3,000	3,000
410	5305	Equipment Rental	11,086	11,456	12,417	12,000	12,000
511	5305	Equipment Rental	0	0	0	0	0
565	5305	Equipment Rental	4,172	4,659	5,187	5,000	5,000
		TOTAL	15,258	16,115	17,604	17,000	17,000
511	5305	Small Equipment	0	0	0	0	2,600
		TOTAL	0	0	0	0	2,600
403	5306	Advertising - Legal	5,396	4,641	3,152	6,000	3,500
565	5306	Advertising - Legal	4,026	971	1,079	5,000	3,500
		TOTAL	9,422	5,612	4,230	11,000	7,000
402	5401	Membership & Publications	1,235	0	660	700	1,000
403	5401	Membership & Publications	529	575	401	800	800
404	5401	Membership & Publications	23	23	23	50	50
410	5401	Membership & Publications	5,663	5,330	4,743	6,000	5,500
420	5401	Membership & Publications	469	434	680	800	800
558	5401	Membership & Publications	0	0	0	0	1,000
565	5401	Membership & Publications	1,714	1,848	1,761	2,500	1,500
701	5401	Membership & Publications	256	256	256	400	400
601	5401	Membership & Publications	5,647	5,482	5,037	7,000	7,000
		TOTAL	15,536	13,947	13,561	18,250	18,050
401	5402	Travel & Training	14,983	7,759	11,522	20,000	15,000
402	5402	Travel & Training	1,831	3,301	2,443	3,000	3,000
403	5402	Travel & Training	1,173	505	1,112	3,000	2,000
404	5402	Travel & Training	0	0	0	500	0
410	5402	Travel & Training	483	368	702	800	800
420	5402	Travel & Training	5,338	1,557	3,289	3,500	2,000
558	5402	Travel & Training	257	451	494	475	2,000
565	5402	Travel & Training	6,027	7,299	4,823	8,000	5,000
701	5402	Travel & Training	910	946	395	1,100	2,000
601	5402	Travel & Training	1,023	531	4,382	1,900	3,000
		TOTAL	32,025	22,716	29,163	42,275	34,800

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
701	5501	Operational Supplies	0	0	0	450	450
601	5501	Operational Supplies	0	0	0	450	450
		TOTAL	0	0	0	900	900
701	5502	Chemicals / Analysis	52,578	51,954	55,082	50,000	50,000
601	5502	Chemicals / Analysis	36,167	32,693	38,387	35,000	35,000
		TOTAL	88,745	84,647	93,469	85,000	85,000
558	5503	Tools	1,458	264	844	3,500	4,500
701	5503	Tools	690	107	78	900	900
601	5503	Tools	683	260	109	900	900
		TOTAL	2,831	631	1,031	5,300	6,300
558	5504	Laundry / Uniforms	1,021	832	703	750	750
701	5504	Laundry / Uniforms	804	629	501	700	700
601	5504	Laundry / Uniforms	804	662	501	700	700
		TOTAL	2,629	2,124	1,704	2,150	2,150
601	5505	Meter Expense	6,830	6,041	1,385	5,700	5,700
		TOTAL	6,830	6,041	1,385	5,700	5,700
511	5506	Fuel - Vehicles	0	0	3,462	5,000	5,000
558	5506	Fuel - Vehicles	4,168	4,863	4,898	6,650	9,000
701	5506	Fuel - Vehicles	4,168	4,863	4,898	6,600	7,000
601	5506	Fuel - Vehicles	4,168	4,863	4,898	6,600	7,000
		TOTAL	12,504	14,590	18,157	24,850	28,000
511	5507	Maintenance - Vehicles	0	0	533	3,000	3,000
558	5507	Maintenance - Vehicles	1,799	4,426	2,362	4,000	4,000
701	5507	Maintenance - Vehicles	1,447	900	1,210	2,000	2,000
601	5507	Maintenance - Vehicles	1,418	900	1,210	2,000	2,000
		TOTAL	4,664	6,227	5,315	11,000	11,000
558	5508	Landscape Maintenance Program	0	0	0	0	0
		TOTAL	0	0	0	0	0
511	5509	Maintenance / Repair	0	0	14,439	14,000	75,000
511	5509	Maintenance / Repair	20,137	29,884	12,282	20,000	13,000
511	5509	Maintenance / Repair	0	0	2,248	3,300	3,300
545	5509	Maintenance / Repair	0	0	0	0	15,000
558	5509	Maintenance / Repair	33,764	37,480	40,947	41,900	50,000
558	5509	Maintenance / Repair	1,595	674	1,500	1,600	2,500
565	5509	Maintenance / Repair	1,669	74	51	1,000	1,000
701	5509	Maintenance / Repair	46,672	48,492	32,735	45,000	45,000
601	5509	Maintenance / Repair	18,738	18,634	11,853	50,000	50,000
		TOTAL	122,575	135,240	116,054	176,800	254,800
558	5510	Safety Equipment	321	1,031	882	950	950
701	5510	Safety Equipment	187	445	481	950	950
601	5510	Safety Equipment	187	445	481	950	950
		TOTAL	695	1,920	1,843	2,850	2,850
558	5511	Building Maintenance/Signs	0	0	645	950	2,000
		TOTAL	0	0	645	950	2,000

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
410	5601	Data Processing Contract Maintenance	0	0	0	0	0
420	5601	Data Processing Contract Maintenance	4,100	4,273	4,273	5,000	5,000
701	5601	Data Processing Contract Maintenance	799	799	900	1,300	1,300
601	5601	Data Processing Contract Maintenance	799	799	900	1,300	1,300
		TOTAL	5,698	5,871	6,072	7,600	7,600
410	5602	Internet Access / Website Maintenance	2,482	9,996	1,330	2,700	3,500
		TOTAL	2,482	9,996	1,330	2,700	3,500
401	5603	Computer Maintenance & Software	2,828	745	1,845	2,000	2,000
402	5603	Computer Maintenance & Software	1,425	992	570	1,000	500
403	5603	Computer Maintenance & Software	371	254	1,514	1,000	1,000
404	5603	Computer Maintenance & Software	0	0	0	0	0
410	5603	Computer Maintenance & Software	3,087	4,374	12,013	12,000	10,000
420	5603	Computer Maintenance & Software	485	1,254	2,058	2,500	2,500
558	5603	Computer Maintenance & Software	0	0	0	475	475
565	5603	Computer Maintenance & Software	1,371	1,936	1,468	4,000	3,500
701	5603	Computer Maintenance & Software	105	0	86	1,000	1,000
601	5603	Computer Maintenance & Software	105	0	505	1,000	1,000
		TOTAL	9,777	9,555	20,059	24,975	21,975
404	5701	Telephone	162	0	0	0	0
410	5701	Telephone	3,668	3,780	4,078	3,800	3,800
511	5701	Telephone	0	2,155	2,988	3,600	3,600
558	5701	Telephone	1,400	1,140	1,258	2,300	2,300
565	5701	Telephone	3,497	3,641	3,911	3,600	3,600
701	5701	Telephone	6,544	6,592	7,300	6,000	6,500
601	5701	Telephone	10,218	10,142	10,614	10,000	10,000
		TOTAL	25,489	27,451	30,148	29,300	29,800
410	5702	Utilities - Gas	624	666	697	700	800
510	5702	Utilities - Gas	3,840	1,710	2,952	2,800	2,800
		TOTAL	4,464	2,376	3,649	3,500	3,600
410	5703	Utilities - Electric	8,394	8,218	9,042	9,000	9,000
501	5703	Utilities - Electric	3,565	3,962	4,441	4,000	4,000
510	5703	Utilities - Electric	3,054	2,895	2,790	3,500	3,500
511	5703	Utilities - Electric	6,994	6,496	7,523	7,500	7,500
550	5703	Utilities - Electric	46,343	44,843	49,545	55,000	55,000
558	5703	Utilities - Electric	968	0	0	950	950
558	5703	Utilities - Electric	835	816	881	800	900
565	5703	Utilities - Electric	1,983	1,923	2,062	2,500	2,500
701	5703	Utilities - Electric	82,120	82,088	93,254	90,000	95,000
601	5703	Utilities - Electric	84,202	96,918	107,682	110,000	110,000
		TOTAL	238,458	248,159	277,220	283,250	288,350
410	5704	Utilities - Water	1,626	1,530	1,212	1,800	1,800
510	5704	Utilities - Water	1,626	1,530	1,212	1,800	1,800
511	5704	Utilities - Water	45,513	45,500	38,861	48,000	46,000
558	5704	Utilities - Water	20,370	39,067	25,116	32,000	32,000
558	5704	Utilities - Water	19,097	19,306	17,876	22,000	22,000
701	5704	Utilities - Water	10,887	11,882	14,724	12,000	13,000
		TOTAL	99,119	118,813	99,001	117,600	116,600
410	5705	Utilities - Sewer	432	858	858	900	900
		TOTAL	432	858	858	900	900

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
511	5801	Buellton Recreation Program	138,346	108,503	72,118	100,000	75,000
511	5801	Buellton Recreation Program	0	933	12,958	1,000	15,000
		TOTAL	138,346	109,436	85,077	101,000	90,000
511	5802	Buellton Rec Program Trips	0	28,890	19,487	20,000	20,000
		TOTAL	0	28,890	19,487	20,000	20,000
410	5804	Animal Control	27,698	29,097	29,097	30,000	31,500
		TOTAL	27,698	29,097	29,097	30,000	31,500
410	5805	Visitors Bureau	116,053	135,365	115,167	65,627	122,900
		TOTAL	116,053	135,365	115,167	65,627	122,900
410	5806	Newsletter	5,024	7,473	4,513	7,000	0
		TOTAL	5,024	7,473	4,513	7,000	0
410	5807	Community Organization Support	33,019	33,666	42,862	57,500	55,000
410	5807	Undesignated Miscellaneous Support	0	0	0	0	15,000
		TOTAL	33,019	33,666	42,862	57,500	70,000
410	5808	Miscellaneous Recognition Items	6,829	7,334	8,333	7,000	3,500
		TOTAL	6,829	7,334	8,333	7,000	3,500
403	5809	Election Expense	11,074	553	2,775	1,500	5,000
		TOTAL	11,074	553	2,775	1,500	5,000
410	5812	SB Co Mental Health Mobile Crisis Svcs.	2,089	2,169	2,169	2,337	2,430
		TOTAL	2,089	2,169	2,169	2,337	2,430
580	5818	Housing Assistance	3,624	3,624	604	0	0
580	5818	Mobile Home Repair	0	0	0	0	3,450
		TOTAL	3,624	3,624	604	0	3,450
511	5820	Zaca Creek	0	0	4,310	0	0
		TOTAL	0	0	4,310	0	0
511	5820	Golf Course Renovation	0	0	0	0	25,000
		TOTAL	0	0	0	0	25,000
411	6002	Property Acquisition Fees	0	450	0	0	0
		TOTAL	0	450	0	0	0
420	6004	Audit	4,947	6,167	7,222	6,440	7,350
701	6004	Audit	4,947	6,169	7,219	6,440	7,350
601	6004	Audit	4,947	6,169	7,219	6,440	7,350
		TOTAL	14,841	18,505	21,660	19,320	22,050
402	6005	Recruitment Expense	9,244	21,688	0	0	0
410	6005	Recruitment Expense	1,707	2,773	2,472	2,000	2,500
		TOTAL	10,951	24,461	2,472	2,000	2,500

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
701	6007	Depreciation	160,478	170,608	164,434	175,000	175,000
601	6007	Depreciation	155,924	166,943	168,832	167,000	167,000
		TOTAL	316,402	337,551	333,265	342,000	342,000
553	6008	TCRF Audit	0	101,102	0	0	0
		TOTAL	0	101,102	0	0	0
410	6009	LAFCO Contribution	1,460	1,567	1,646	1,700	1,700
		TOTAL	1,460	1,567	1,646	1,700	1,700
545	6011	Regulatory Compliance	173	0	600	1,000	1,000
701	6011	Regulatory Compliance	11,329	12,006	10,860	15,800	19,500
601	6011	Regulatory Compliance	8,717	10,365	9,396	13,000	22,000
		TOTAL	20,219	22,372	20,856	29,800	42,500
410	6012	Transfer to Other Funds	0	0	0	0	0
		TOTAL	0	0	0	0	0
601	6013	State Water Project	937,498	901,424	946,204	1,000,000	1,000,000
		TOTAL	937,498	901,424	946,204	1,000,000	1,000,000
601	6014	Santa Ynez River Appropriations	4,172	7,929	4,980	6,300	6,300
		TOTAL	4,172	7,929	4,980	6,300	6,300
565	6016	Code Enforcement Expense	0	58	2,539	2,000	1,000
		TOTAL	0	58	2,539	2,000	1,000
410	6017	Emergency Operations	0	6,975	4,600	5,000	2,000
		TOTAL	0	6,975	4,600	5,000	2,000
557	6101	Development Permit Processing	2,963	4,205	4,355	4,000	4,000
		TOTAL	2,963	4,205	4,355	4,000	4,000
404	6204	Contract Services	99,049	142,971	132,089	90,000	125,000
411	6201	Contract Services	0	0	0	0	0
420	6201	Contract Services	9,224	14,240	11,486	12,000	12,000
501	6201	Contract Services	1,467,156	1,577,179	1,625,211	1,657,492	1,738,759
510	6201	Contract Services	71,000	71,000	74,550	74,550	78,278
511	6201	Contract Services	116,211	114,100	99,176	125,000	125,000
545	6201	Contract Services	162,007	173,182	137,771	150,000	135,000
553	6201	Contract Services	0	100,000	0	0	0
554	6201	Contract Services	6,894	44,460	23,793	30,000	26,000
555	6201	Contract Services	28,075	25,885	25,342	35,000	35,000
557	6201	Contract Services	68,570	83,660	69,446	75,000	60,000
557	6201	Contract Services	58,024	5,715	0	0	0
557	6201	Contract Services	31,548	9,765	395	25,000	25,000
557	6201	Contract Services	50,054	49,400	45,213	50,000	25,000
558	6201	Contract Services	28,938	26,014	50,537	42,000	42,000
558	6201	Contract Services	110,898	74,182	71,128	85,000	89,000
559	6201	Contract Services	12,742	0	0	15,000	15,000
560	6201	Contract Services	27,742	495,114	0	0	0
560	6201	Contract Services	0	0	3,087	50,000	50,000
565	6201	Contract Services	26,046	81,439	31,771	60,000	5,000
580	6201	Contract Services	0	0	0	0	0
701	6201	Contract Services	132,259	200,607	163,782	158,000	158,000
601	6201	Contract Services	20,506	39,929	16,877	26,000	26,000
		TOTAL	2,526,943	3,328,842	2,581,654	2,760,042	2,770,037

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
511	6202	Contract Services - Engineering	30,330	885	0	0	0
557	6202	Contract Services - Engineering	33,515	51,480	0	15,000	0
558	6202	Contract Services - Engineering	0	15,382	0	0	0
559	6202	Contract Services - Engineering	0	4,038	51,373	40,000	30,000
565	6202	Contract Services - Engineering	30,322	30,070	15,123	30,000	10,000
701	6202	Contract Services - Engineering	79,294	19,578	4,435	25,000	25,000
601	6202	Contract Services - Engineering	11,864	29,938	1,350	10,000	10,000
		TOTAL	185,325	151,369	72,281	120,000	75,000
511	6207	Administrative Overhead	15,000	15,000	15,000	0	0
		TOTAL	15,000	15,000	15,000	0	0
501	6208	Fire Department Contract	163,588	160,276	174,536	194,100	201,000
		TOTAL	163,588	160,276	174,536	194,100	201,000
559	6212	Lompoc-SYV Transit Project	20,000	20,000	20,000	20,000	20,000
559	6212	SYVT Dial-A-Ride Subsidy	0	0	0	0	1,650
559	6212	Breeze Extension Pilot	0	0	0	0	24,100
		TOTAL	20,000	20,000	20,000	20,000	45,750
401	6301	Miscellaneous	344	2,996	5,714	1,000	1,000
402	6301	Miscellaneous	0	1,416	452	600	500
403	6301	Miscellaneous	(4)	2,551	2,202	2,000	2,000
404	6301	Miscellaneous	0	9	0	0	0
410	6301	Miscellaneous	2,712	3,282	8,200	3,600	3,600
420	6301	Miscellaneous	(26)	7	135	200	200
511	6301	Miscellaneous	571	886	2,073	1,000	1,000
565	6301	Miscellaneous	304	2,741	2,942	500	1,000
701	6301	Miscellaneous	919	1,455	2,244	1,200	1,200
601	6301	Miscellaneous	1,725	2,807	3,188	2,200	2,200
		TOTAL	6,545	18,150	27,151	12,300	12,700
410	6503	Vehicles	0	0	0	5,000	5,000
511	6503	Vehicles	55,809	0	0	5,000	5,000
558	6503	Vehicles	0	0	0	10,666	21,700
		TOTAL	55,809	0	0	20,666	31,700
402	6504	Office Furniture	0	6,207	0	0	0
403	6504	Office Furniture	862	0	0	2,000	0
420	6504	Office Furniture	0	0	0	5,000	0
565	6504	Office Furniture	1,479	0	0	1,600	0
		TOTAL	2,341	6,207	0	8,600	0
401	6505	Computer Equipment	0	0	0	2,000	0
402	6505	Computer Equipment	0	0	0	0	0
403	6505	Computer Equipment	0	0	0	0	0
410	6505	Computer Equipment	0	3,677	0	0	0
420	6505	Computer Equipment	0	0	0	3,000	50,000
565	6505	Computer Equipment	0	0	0	3,500	0
		TOTAL	0	3,677	0	8,500	50,000
403	6506	Office Equipment	0	0	0	0	0
420	6506	Office Equipment	0	0	0	0	0
565	6506	Office Equipment	0	0	0	500	0
		TOTAL	0	0	0	500	0

ACCOUNT TOTALS

DEPT	ACCT	DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 Budget	2012-13 Proposed
410	6507	Improvements	0	0	0	0	0
511	6507	Improvements	150,402	14,491	528,963	8,500	0
553	6507	Improvements	0	0	0	100,000	100,000
557	6507	Improvements	541,419	0	0	102,951	70,575
557	6507	Improvements	142,034	0	0	0	0
557	6507	Improvements	0	59,092	89,085	100,000	150,000
558	6507	Improvements	0	0	2,214	0	0
559	6507	Improvements	0	0	0	6,500	6,500
560	6507	Improvements	118,766	0	0	0	0
560	6507	Improvements	0	0	0	231,175	248,898
		TOTAL	952,621	73,583	620,262	549,126	575,973
558	6508	Equipment	0	0	0	0	7,000
		TOTAL	0	0	0	0	7,000
TOTAL EXPENDITURES			8,065,768	8,070,135	7,749,282	8,223,190	8,662,460

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, Human Resources Director

Meeting Date: June 28, 2012

Subject: Resolution No. 12-19 – “A Resolution of the City Council of the City of Buellton, California, Updating and Restating Personnel Rules for City Employees”

BACKGROUND

The City’s current Personnel Rules were amended and adopted February 25, 2010. Certain state and federal laws have been enacted since then which affect the Personnel Rules. The proposed update and restatement of the Personnel Rules will implement the new laws and will clarify other sections of the Rules in order to better protect the City and its employees. Clarifying language has been added regarding compensatory time off, rest and meal periods, on-call pay, pre-employment drug testing, nepotism, self-funded dental and vision, vacation buyout, birthday holiday, management leave, benefit change regarding deferred compensation plan for new hires, and employee service bonus.

Staff has also created separate policies for the following issues:

- Drug-Free Workplace
- Electronic Communications
- Harassment, Discrimination, and Retaliation
- Family Care and Medical Leave

Employees will be asked to approve and sign each of the four policies listed above, thereby removing these items from the personnel rules.

Over the past year, staff has worked closely with Burke, Williams and Sorensen’s personnel attorney, who specializes in labor and employment law, to review and update the Personnel Rules. For clarity, these Rules have been restated to incorporate the previous amendments and the current revisions into one comprehensive document, listed as Attachment 1 – Personnel Rules Final Draft.

FISCAL IMPACT

This agenda item will not have any fiscal impact to the City.

RECOMMENDATION

That the City Council adopt Resolution No. 12-19 - “A Resolution of the City Council of the City of Buellton, California, Updating and Restating the Personnel Rules for City Employees”

ATTACHMENTS

Resolution No. 12-19
Attachment 1 - Personnel Rules – Final Draft

RESOLUTION NO. 12-19

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BUELLTON, CALIFORNIA,
UPDATING AND RESTATING PERSONNEL
RULES FOR CITY EMPLOYEES**

WHEREAS, the City Council of the City of Buellton adopted Resolution No. 01-08 implementing Personnel Rules for its employees on June 21, 2001; and

WHEREAS, the City Council of the City of Buellton adopted Resolution No. 02-09 approving and adopting Amendment No. 1 of the Personnel Rules for its employees on April 25, 2002; and

WHEREAS, the City Council of the City of Buellton adopted Resolution No. 08-04 Updating and Restating Personnel Rules for City Employees on February 28, 2008; and

WHEREAS, the City Council of the City of Buellton adopted Resolution No. 10-06 Updating Personnel Rules for City Employees and Revising Certain Employee Job Descriptions on February 25, 2010; and

WHEREAS, certain state and federal laws have been enacted since that time which affect the Personnel Rules; and

WHEREAS, updating and restating the Personnel Rules to reflect the statutory changes and other modifications will result in one comprehensive document; and

WHEREAS, attached hereto, marked as Attachment 1 and incorporated herein by this reference, are the updated and revised Buellton Personnel Rules; and,

WHEREAS, the City Council desires to amend the Personnel Rules to more fully reflect the needs of the City of Buellton and its employees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Buellton as follows:

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.
2. The Buellton Personnel Rules are hereby adopted as shown in Attachment 1.
3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 28th day of June, 2012

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

RULE I. GENERAL PROVISIONS

SEC. 1.1 PURPOSE

These Rules are intended to implement and supplement the Personnel Ordinance and the Classification and Salary Resolution in the establishment and maintenance of an efficient and uniform personnel program for the City of Buellton ("City").

SEC. 1.2 APPLICABILITY

A. The provisions of these Rules apply to all employees in the Classified Service. Unless otherwise required by law or expressly stated herein, the applicability of these Rules to individuals in the Exempt Service (as defined in 1.4(B)(16)), is limited to the following Rules: **Rule I** (General Provisions) and **Rule XVIII** (Policy Against Workplace Violence).

B. In addition to the Rules identified in Section 1.2(A), the following Rules will also apply to Department Directors: **Rule II** (Classification); **Rule III** (Compensation); **Sections 4.1 and 4.2 of Rule IV** (Applications, Recruitment and Examining); **Rule V** (Appointments); **Rule VII** (Performance Reports); **Rule VIII** (Hours of Work/Overtime); **Rule IX** (Leaves of Absence); **Rule X** (Layoff/Separation/Retirement); **Rule XI** (Outside Employment/Political Activities); **Sections 12.1, 12.2, and 12.3 of Rule XII** (Disciplinary Actions); **Rule XIV** (Employee Benefits); **Rule XV** (Educational Assistance); **Rule XVI** (Uniforms and Equipment), and **Rule XVII** (Dress Code)..

C. In addition to the Rules identified in Section 1.2(A), the following Rules will also apply to all seasonal and part-time employees: **Section 5.6 of Rule V** (Nepotism); **Rule XI** (Outside Employment/Political Activities); **Rule XVI** (Uniforms and Equipment), and **Rule XVII** (Dress Code).. Also, **Rule IV** (Applications, Recruitment and Examinations) will apply to part-time employees, but not seasonal employees.

SEC. 1.3 AMENDMENT OF RULES

The City Council shall have authority to adopt, amend, or repeal these Rules as provided in the Personnel Ordinance. The Personnel Officer shall have authority to prepare and recommend revisions to the Personnel Rules.

SEC. 1.4 DEFINITION OF TERMS

A. General Definition: All words and terms used in these Rules and in any resolution or ordinance dealing with personnel policies, system, or procedures shall be defined as they are normally and generally defined in the field of personnel administration unless a specific definition is provided for herein.

B. Specific Definitions:

1. Acting Appointment: An interim appointment to temporarily perform the duties of a higher position. The person filling this position must meet the

minimum standards or qualifications of the position. Acting appointments are held on an at-will basis by current City employees.

2. Advancement: A salary increase within the limits of a pay range established for a Class.
3. Allocation: The assignment of a single Position to its proper Class in accordance with the duties performed, and the authority and responsibilities exercised.
4. Appointing Authority: The City Manager or his/her designee shall make the appointments to Positions in the Classified Service. The City Manager or his/her designee shall make the appointments to Positions in the Exempt Service except that the City Council shall appoint the City Manager, City Clerk, City Attorney, and City Treasurer.
5. Class: All Positions sufficiently similar in duties, authority, and responsibility, to permit grouping under a common title in the application with equity of common standards of selection, transfer, demotion and salary.
6. Classified Service: All Positions of employment in the service of the City except those in the Exempt Service.
7. Compensation: The salary, wage, allowance, and all other forms of valuable consideration earned by or paid to any employee by reason of service in any Position, but does not include expenses authorized and incurred incidental to employment.
8. Continuous Service: Service in the employ of the City without a break or interruption. A severance of the employee from his/her employment initiated by either the City or the employee for periods of more than fifteen (15) days constitutes a break in continuous service, except where otherwise required by law.
9. Council: The City Council of the City of Buellton.
10. Days: Calendar days unless otherwise stated.
11. Demotion: The movement of an employee from one Class to another Class having a lower maximum base rate of pay.
12. Department Director: Any individual having the authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees with the concurrence of the Personnel Officer, or the responsibility to direct them, or to adjust their grievances, or to effectively recommend such action, if the exercise of that authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

13. Disciplinary Action: The written reprimand, discharge, demotion, reduction in pay, or suspension of a regular or management employee for punitive reasons.
14. Domestic Partner: A person who has filed a Declaration of Domestic Partnership with the California Secretary of State pursuant to California *Family Code* section 297 *et seq.*
15. Eligibility List: The list which contains the names of successful applicants according to relative performance on the total weighted examinations.
16. Exempt Service: The Exempt Service shall include the following:
 - a. All elected officials and members of boards and commissions;
 - b. The City Manager, City Attorney, City Clerk, and City Treasurer;
 - c. All Department Directors;
 - d. Architects, consultants, counsel and others rendering temporary professional services;
 - e. Voluntary personnel and personnel appointed to service without pay;
 - f. Emergency employees who are hired to meet the immediate requirements of an emergency condition, such as fire, flood or earthquake which threatens life or property;
 - g. Such other Positions involving seasonal or part-time employment; and
 - h. Any new Position created at the Department Director, Assistant Department Director, or staff level, if it is specified as exempt by the City Council at the time of creation.
17. Full-Time Employees: Employees whose Positions work more than one thousand (1,000) hours per fiscal year. All Positions shall be full-time unless otherwise designated, or unless the compensation is fixed upon the basis of part-time work.
18. Human Resources Director: The City Clerk/Human Resources Director or his/her designee.
19. Lay-Off: The separation of employees from the active work force due to lack of work or funds, or to the abolition of Positions by the City Council for the above reasons or due to organization changes.
20. Management: Those employees holding the position of Department Director or higher.

21. Minimum Qualifications: The minimum requirements for an applicant to be considered for a particular City position, which vary according to the position sought.
22. Non-exempt Employees: Employee who hold Positions that, by the nature of the job requirements or the salary earned, is entitled to earn compensation at an overtime rate. Non-exempt status is based on applicable state and federal law, including, but not limited to guidelines under the Fair Labor Standards Act ("FLSA").
23. Part-Time Employees: Employees whose Positions work less than one thousand (1,000) hours per fiscal year, are paid on an hourly basis and only receive fringe benefits that are specifically provided to part-time employees by resolution of the City Council.
24. Position: A group of duties and responsibilities in the Classified Service requiring the full-time or part-time employment of one person.
25. Personnel Officer: The City Manager or his/her designee.
26. Personnel Ordinance: Ordinance No. 92-16 which creates a personnel system for the City.
27. Probationary Period: A period to be considered an integral part of the examination, recruiting, testing and selection process during which an employee is required to demonstrate fitness for the Position to which the employee is appointed by actual performance of the duties of the Position.
28. Promotion: The movement of an employee from one Class to another Class having a higher maximum base rate of pay.
29. Provisional Appointment: An appointment of a person who is not a current employee and who possesses the minimum qualifications established for a particular Class due to the absence of available eligible candidates.
30. Reduction in Pay: A temporary or permanent decrease in an employee's rate of pay for disciplinary reasons.
31. Reemployment List: A list of names of Regular Employees who have been laid off from a Position.
32. Regular Employee: An employee in the Classified Service who has successfully completed the Probationary Period and has been retained as hereafter provided in these Rules.
33. Reinstatement: The restoration without examination of a former employee or probationary employee to a classification in which the employee formerly served.

34. Rejection: The involuntary separation from the City service of an employee who has not successfully completed the Probationary Period for a Position, or the demotion of an employee who did not successfully complete the employee's promotional probationary period.
35. Resignation; The voluntary separation of a City employee from the City service.
36. Salary Range: The range of Salary Rates for a Class.
37. Salary Rate: The dollar amount of each step in a Salary Range, or the flat dollar amount for a Class not having a Salary Range.
38. Salary Step: The minimum through maximum salary increments of a Salary Range.
39. Seniority: An employee's status in relation to other employees based first on years of service in a particular Class and then on total years of service at the City.
40. Suspension: The temporary separation from service of an employee without pay for disciplinary purposes.
41. Temporary Employee: An employee who is appointed for a limited period of time for a specified, limited purpose and is only entitled to benefits as provided by resolution of the City Council. A Temporary Employee is not appointed to a Position.
42. Transfer: The movement of an employee from one Position to another Position in the same Class or to another Class with the same maximum base rate of pay.

NOTE: For specific definitions for Sections 13.3, 15.2, 16.2 and 19.1, see the individual sections.

SEC. 1.5 EQUAL EMPLOYMENT OPPORTUNITY

The City is committed to a policy of equal opportunities for applicants and employees. The City does not discriminate against applicants or employees with respect to terms or conditions of employment based on race, color, ancestry, sex, gender, sexual orientation, gender identity, gender expression, age, religious or political affiliation or belief, ethnicity, national or geographical origin, creed, physical or mental disability, medical condition, genetic information, marital or registered domestic partner status, membership in or attitude toward any employee organization, veteran status, or any other characteristic protected by state or federal law or local ordinance., nor does the City discriminate against applicants or employees who are perceived to have such characteristics or who associate with an individual having such characteristics. Every reasonable effort will be made to provide an accessible work environment for such employees and applicants.

Employment practices (e.g., hiring, training, testing, transfer, promotion, compensation, benefits, and discharge) will not discriminate against disabled employees or applicants. The City will engage in the interactive process, as defined by the Americans with Disabilities Act (“ADA”) and the Fair Employment and Housing Act (“FEHA”), to determine whether an applicant or employee is able to perform the essential functions of his/her position. During this process, the City will examine possible reasonable accommodations that will make it possible for the employee or applicant to so perform. Such interactive process will include a meeting with the employee or applicant, the City, and, if necessary and authorized by the employee or applicant, the employee or applicant’s health care provider.

Reasonable accommodation can include, but is not limited to job restructuring, reassignment to a vacant Position for which the employee is qualified, leaves of absence, and making facilities accessible.

RULE II. **CLASSIFICATION**

SEC. 2.1 PREPARATION OF PLAN

The Personnel Officer shall ascertain and record the duties, responsibilities, minimum standards, and minimum qualifications of all Positions in the City and shall recommend a classification/compensation plan for all Positions. The classification/compensation plan need not be contained in only one document, but may be comprised of various documents. The classification/compensation plan shall consist of Classes of Positions defined by Class specifications, including the title. The classification/compensation plan shall be so developed and maintained that all Positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same Class, and that the same schedules of compensation may be made to apply with equity under similar working conditions to all Positions in the same Class. The classification/compensation plan will contain the General Salary Schedule and a General Benefits Schedule.

SEC. 2.2 ALLOCATION OF POSITIONS

Following the adoption of the classification/compensation plan, the Personnel Officer shall allocate every Position in the Classified Service to one of the Classes established by the plan.

SEC. 2.3 NEW POSITIONS

A new Position shall not be created and filled until the classification plan has been amended to provide therefore and an appropriate eligibility list established for such Position.

SEC. 2.4 RECLASSIFICATION

Positions, the assigned duties of which have been materially changed by the City so as to necessitate reclassification, whether new or already created, shall be allocated by the

Personnel Officer to a more appropriate Class. Reclassifications shall not be used for the purpose of avoiding restrictions concerning demotions and promotions, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities.

RULE III. **COMPENSATION**

SEC. 3.1 SALARY ON APPOINTMENT

- A. New Employees: New employees shall be paid at the first step of the salary range for the Position to which the employee is appointed except as provided for elsewhere in these Rules.
- B. Advanced Step Hiring: The Personnel Officer may appoint a new employee to an advanced step of the pay range if it is determined that qualified applicants cannot be successfully recruited at the first step of the salary range.
- C. Reemployment: A person who previously held a Position with the City and was in good standing may, at the discretion of the City Manager, when reemployed in a Position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed.

SEC. 3.2 SALARY ANNIVERSARY DATES

Employees shall have a salary anniversary date of the first or sixteenth day of the month, whichever is closer to the date of his/her initial hire date, promotion, demotion, reinstatement or reemployment. The salary anniversary date may be modified by the action of the Appointing Authority under Section 7.6.A.4.

SEC. 3.3 INCREASES WITHIN SALARY RANGE

Employees will normally become eligible for an adjustment in pay after twelve (12) months of service in the first or starting step. The adjustment shall be made only if recommended by the Department Director, and if approved by the City Manager. The remaining steps are incentive adjustments, based on performance evaluation, to encourage an employee to perform at his/her highest level, and to recognize seniority and increased skill on the job. Employees are normally eligible for these adjustments any time after the completion of twelve (12) months of service at the preceding step. This period may be shortened or extended in conjunction with the performance report recommendations and as approved by the City Manager.

SEC. 3.4 SALARY UPON PROMOTION

Except in instances where the granting of a full step increase would result in a salary in excess of the top step of the salary range, any employee who is promoted to a Position in a Class with a higher salary range shall be placed on the step in the new higher

range which is at least equal to an advancement of a full step over the step he/she held in his/her former range. If the maximum of the range would be exceeded by such advancement, the employee shall receive the top step of the range. An employee thus promoted is assigned to a new salary anniversary date effective on the date of promotion.

SEC. 3.5 SALARY UPON TRANSFER

Any employee who is transferred from one Position to another Position in the same Class, or to another Position in a Class having the same salary range, shall be compensated at the same step in the salary range as he/she previously received and his/her salary anniversary date shall not change.

SEC. 3.6 SALARY ON CHANGE IN RANGE ASSIGNMENT

Whenever a Class is reassigned to either a higher or lower salary range by the Council, the salary of each incumbent in such Class on the date the reassignment is effective shall be adjusted to the step/salary Position in the new range that corresponds to the step/salary he/she was receiving in the former range and he/she shall retain the same salary anniversary date.

SEC. 3.7 SALARY ON REALLOCATION OF POSITION

- A. If the Position is reallocated to a Class having the same salary range, the salary and the salary anniversary date of the incumbent shall not change.
- B. If the Position is reallocated to a Class which has a higher salary range, the City Manager shall adjust the salary of the incumbent employee to any step of the higher salary range which is at least as much as he/she was receiving in the former range and he/she shall retain the same salary anniversary date.
- C. If the Position is reallocated to a Class with a lower salary range, and the employee's salary exceeds the top step of the Class to which his/her Position is reallocated, his/her salary shall not change until it is exceeded by the top step of the Class. The employee's salary anniversary date shall not change.

SEC. 3.8 SALARY ON DEMOTION

Any employee who is demoted to a Position in a Class with a lower salary range shall have his/her salary reduced to a salary step in the range for the lower Class which is:

- A. If a disciplinary demotion, one or more steps less than that received in the salary range for the Class from which demoted. A new salary anniversary date shall be established on the basis of the demotion.
- B. If a non-disciplinary demotion, the step he/she would have attained in that lower Class if his/her services had been continuous in said lower Class with the same level of performance and length of service. He/she shall retain his/her salary anniversary date.

SEC. 3.9 ACTING PAY

An employee who is required on the basis of an acting appointment to serve in a Class with a higher salary range than that of the Class in which he/she is normally assigned, shall receive the entrance salary rate of the higher salary range or one rate higher than the rate he/she normally receives, whichever is greater, provided the employee shall possess the Minimum Qualifications for the higher Class, and perform all the duties and assume all the responsibilities of the higher Class on a full-time basis. An employee is entitled to acting pay only after the employee has served for ten (10) consecutive working days in the higher classification. Acting appointments will be made for an initial 30-day period and may be extended by the City Manager for successive 30-day periods up to a maximum duration of six (6) months.

SEC. 3.10 ON-CALL PAY

Non-exempt employees in field positions who are placed on "on-call" status by the Department Director shall receive \$60.25 for each pay period for which they are in "on-call" status.

SEC. 3.11 MONTHLY SALARY

Monthly salary rates for Non-exempt employees are based on a 40-hour work week and no authorization may be made for such an employee to work less than said work week without a directly proportionate decrease in compensation, unless paid leave is used to make up the difference.

SEC. 3.12 SERVICE BONUS

As an incentive for continued employment with the City, employees will receive a service bonus on the following schedule:

- A. \$50 per month for completion of 5 to 9 consecutive or cumulative years of City employment.
- B. \$100 per month for completion of 10 to 14 consecutive or cumulative years of City employment;
- C. \$150 per month for completion of 15 to 19 consecutive or cumulative years of City employment.
- D. \$200 per month for completion of 20 or more consecutive or cumulative years of City employment.

SEC. 3.13 SPECIAL SALARY ADJUSTMENTS

Notwithstanding anything in these Rules to the contrary, in order to correct gross inequities, or in exchange for outstanding achievement and performance that the City Council may find justified, the City Council may by the affirmative vote of no less than three members, upon recommendation of the City Manager, adjust the salary rate of an

incumbent of a particular Position to any step within the salary range for the Class to which the Position is allocated.

SEC. 3.14 PAY PERIODS

- A. The salaries and wages of all employees shall be paid semi-monthly, on the 15th day and the last day of every month. In the event a pay day falls on one of the holidays listed in these rules, or on a Saturday or Sunday, the immediately previous working day shall become the pay day.
- B. Any employee wishing to have his/her pay check issued on his/her last working day before the scheduled pay day should notify the Finance Officer two (2) days prior to the day he/she wishes to receive his/her pay check. Request for pay checks other than the normal pay days will be considered only under the following conditions:
 - 1. Employee is leaving on vacation;
 - 2. Employee is taking compensatory time off;
 - 3. Employee has a scheduled day off.

SEC. 3.15 ADVANCEMENT OF WAGES

- A. This Section applies to all employees.
- B. Employees requesting payment of wages in advance of scheduled pay days as defined in Section 3.14, shall submit said request to the Human Resources Director, or his/her designated representative.
- C. The Human Resources Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.
- D. Pre-pay day advancement of wages is not a privilege which an employee may use at his/her discretion, but may be authorized by the Human Resources Director at his/her discretion in case of employee necessity and/or personal financial emergency. As a condition of receipt of advancement of wages, employees will be required to execute a written acknowledgement of the advancement and their obligation to repay any outstanding amounts following separation from City employment.

RULE IV. **APPLICATIONS, RECRUITMENT AND EXAMINATIONS**

SEC. 4.1 VACANCIES

Vacant regular Positions in the Classified Service may be filled only by selection from an eligibility list, by acting or provisional appointment, by transfer, by reinstatement or by

demotion. Selection of employees for Classified Service is made by the Department Director for the Position, subject to approval by the City Manager.

SEC. 4.2 ANNOUNCEMENT OF VACANCIES / ACCEPTANCE OF APPLICATIONS

- A. When a Classified Service Position becomes vacant, the Human Resources Director shall be notified by the Department Director responsible for the Position. If a continuing need for the Position exists, the Human Resources Director will publicly advertise the Position by a written announcement setting forth the basic requirements for the job, a closing date for acceptance of applications, and information where applications and the job description can be obtained.
- B. Applications will be available in the office of the Human Resources Director and will be collected by the Human Resources Director until the closing date for acceptance of applications.

SEC. 4.3 ELIGIBILITY LIST / SELECTION TESTING

Following the closing date for applications, an eligibility list shall be created.

- A. Upon scoring of all selection components, the names of applicants will be placed on eligibility lists, ranked according to scores.
 - 1. In case of tied scores, candidates shall be listed in alphabetical order.
- B. Duration of Eligibility Lists.
 - 1. Eligibility lists shall become effective upon the Personnel Officer's certification that the lists represent the relative evaluations of the candidates whose names appear on them.
 - 2. Unless otherwise provided in these Personnel Rules, eligibility lists shall be effective for a period of one (1) year from the date of their establishment, provided that the Personnel Officer may extend the period not to exceed an additional twelve (12) months. The Personnel Officer may abolish for cause an eligibility list at any time and request a new recruitment and the preparation of a new eligibility list for any class or position. Two (2) or less names of qualified candidates available for appointment on an eligibility list constitutes sufficient cause for abolishing an eligibility list, but is not the sole reason constituting cause.
- C. Removal of Names from Eligibility Lists. The Personnel Officer may remove the name of any eligible candidate from an eligibility list for any of the following reasons:
 - 1. On evidence that the eligible candidate cannot be located by postal authorities. Failure to reply within five (5) business days to a letter requesting information as to availability for appointment, or failure to notify the Personnel Officer of any change of address resulting in the return of

letters without forwarding by the U.S. Post Office, will be considered grounds for removal. A candidate who is notified of his/her removal under this section may request in writing that the Personnel Officer restore his/her name to the eligibility list. Such a request may be granted if, in the Personnel Officer's sole discretion, an acceptable reason exists for the candidate's failure to reply to a notice requesting availability for appointment or failure to file a notice of a changed address. Upon receipt of a verbal or written statement from the eligible candidate declining appointment and stating that he/she wishes his/her name to be removed from the eligibility list.

2. If an offer of regular full-time employment in the class for which the eligibility list was established has been declined by the eligible candidate.
 3. If an eligible candidate on a promotional eligibility list leaves the City service.
 4. After a determination has been made by the Personnel Officer that the candidate does not meet job-related standards.
- D. Availability of Candidates. It shall be the responsibility of eligible candidates to notify the Human Resources Department in writing of any change of address or other change affecting availability for consideration for appointment.
- E. Examinations shall be conducted and used to aid in the selection of qualified employees. They shall consist of recognized selection techniques that will fairly test the qualifications of candidates and shall be job-related. Examinations may include, but are not limited to, written tests, personal interviews, performance tests, physical agility tests, evaluation of daily work performance, work samples or any combination thereof. The Human Resources Director may set minimum standards for all tests. The City also retains the right to conduct a thorough background check of each applicant. When conducting background checks on applicants, the City shall comply with all requirements of the Federal Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.
- F. All job applicants are required to submit to a physician's examination, and depending on the Position, may also be required to submit to a drug screen, at the City's expense upon being made a conditional offer of employment. No job commitment shall be made until a negative drug screen result is obtained, where applicable, and a physician has certified that the applicant is medically qualified to perform the essential functions of the Position. When the applicant reports to the medical facility for the scheduled examination, personal identification shall be provided to the facility in the form of a photograph and verifiable signature (for example, a driver's license). All test results will be kept confidential. The applicant will be told whether the tests were passed or failed, but only the Human Resources Director, the Personnel Officer and their assistant(s) will have access to the test results, on a need-to-know basis.

RULE V.
APPOINTMENTS

SEC. 5.1 APPOINTMENT OF NEW EMPLOYEE

The hire date of a new employee shall be that of the first day actually worked.

SEC. 5.2 PROVISIONAL APPOINTMENTS

- A. It shall be the policy of the City to require all Department Directors and other appointing authorities, whenever possible, to notify the Human Resources Director of impending or anticipated vacancies in their departments sufficiently in advance so as to allow for the establishment of an appropriate eligibility list. However, when the demands of the services are such that it is not practicable to give such notification and if it is not practicable to delay appointment until a new eligibility list can be certified, the Appointing Authority may make a provisional appointment to the Position. As soon as practicable, but not longer than six (6) months after a provisional appointment has been made, the Human Resources Director may cause an examination to be prepared, and all Positions filled provisionally shall be filled by an appointment from an eligibility list. No person shall be employed by the City under provisional appointment for a total of more than six (6) months in any fiscal year except that the City Manager may, with approval of a majority of the Council, extend the period of any provisional appointment for not more than ninety (90) days by any one action and shall not exceed a total of twelve (12) months.
- B. A person appointed to a Position on a provisional basis shall not be entitled to credit for the time served under the provisional appointment toward the completion of his/her Probationary Period and shall be entitled to the same salary and other benefits as an applicant appointed from an eligibility list except that he/she may not be employed under the provisional appointment for longer than the period authorized herein.
- C. No preference shall be allowed in any examination or the establishment of any eligibility lists for a Position for an applicant who rendered service in that Position under a provisional appointment.

SEC. 5.3 ACTING APPOINTMENTS TO A HIGHER CLASS

An acting appointment may be made of a current employee to a higher Class or Position occupied by a person on temporary leave or disability. Such acting appointment shall not exceed six (6) months. The City Manager may extend acting appointments for successive thirty (30) day periods. Acting appointments shall be made in accordance with the provisional appointments section of the Personnel Rules. The City Manager shall determine the amount of Acting Pay in accordance with Section 3.9. of these Rules Upon the return of the incumbent from leave or disability, the acting appointment shall be immediately terminated, and the appointee shall resume the duties and receive the compensation and privileges as if he/she had continued his/her duties in his/her previous classification.

SEC. 5.4 REINSTATEMENT

The Appointing Authority may, with the approval of the Personnel Officer, reinstate any person who has resigned in good standing, provided that such reinstatement is accomplished within one (1) year of the date of resignation, or as otherwise required by law. Such reinstatement action may, at the discretion of the Appointing Authority, take precedence over any eligibility list except a reemployment list. Any person so reinstated shall be subject to a new Probationary Period of the same length as established for new appointees to a Position in the Class, unless excused by Personnel Officer.

SEC. 5.5 TRANSFER

The Personnel Officer may transfer an employee from one Position to another in the same Class or a comparable Class at the same salary level. While the Personnel Officer retains the right to order the transfer, consideration will be given to the affected employee's and the Department Director's wishes. An employee may initiate a request for transfer to an available position in the same Class for which he/she meets the Minimum Qualifications by submitting a request in writing to the Personnel Officer.

SEC. 5.6 NEPOTISM

A. Definitions.

1. Applicant. A person who applies for a position at the City and is not a Current Employee.
2. Change of Status. A change in the legal status or personnel status of one or more Current Employees.
 - a. Changes in legal status include but are not limited to marriage, divorce, separation, or any such change through which a Current Employee becomes a Family Member or ceases to be a Family Member of another Current Employee.
 - b. Changes in personnel status include but are not limited to promotion, demotion, transfer, resignation, retirement or termination of a Current Employee who is a Family Member of another Current Employee.
3. Current Employee. A person who is presently a City employee, or an elected or appointed City official.
4. Direct Supervision. One or more of the following roles, undertaken on a regular, acting, overtime, or other basis shall constitute Direct Supervision:
 - a. Occupying a position in an employee's direct line of supervision; or
 - b. Functional supervision, such as a lead worker, crew leader, or shift supervisor;

- c. Participating in personnel actions including, but not limited to, appointment, transfer, promotion, demotion, layoff, suspension, termination, assignments, approval of merit increases, evaluations, and grievance adjustments.
5. Family Member: A spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sister, step-sister, sister-in-law, brother, step-brother, brother-in-law, child, step-child, legal ward, daughter-in-law, son-in-law, grandchild, or grandparent.
6. Prohibited Conduct. Conduct by Family Members including, but not limited to, one or more of the following:
 - a. Participation directly or indirectly in the recruitment or selection process for a position for which a Family Member is an Applicant.
 - b. Direct Supervision of a Family Member that does not comply with limitations set forth in this Rule;
 - c. Conduct by one or more Family Members that has an adverse effect on supervision, safety, security or morale.

B. Guidelines for Applicants.

1. No qualified Applicant may be denied the right to file an application for employment and compete in the examination process. However, consistent with this Article, the City may reasonably regulate, condition, or prohibit the employment of an Applicant for a full-time position.
2. Disclosure: Each Applicant is required to disclose the identity of any Family Member who is a Current Employee.
3. Assessment by the Personnel Officer: For each Applicant who has a Family Member who is a Current Employee, the Personnel Officer shall assess whether any of the following circumstances exist:
 - a. Business reasons of supervision, safety, security or morale warrant the City's refusal to place the Applicant under Direct Supervision by the Family Member; or
 - b. Business reasons of supervision, security, or morale that involve potential conflicts of interest or other hazards that are greater for Family Members than for other employees, which warrant the City's refusal to permit employment of Family Members in the same department, division, or facility.
4. Decision of the Personnel Officer: If the Personnel Officer determines that either of the above circumstances exist, the Personnel Officer shall exercise his or her discretion to either reject the Applicant or consider the

Applicant for employment in a position that does not present either of the above circumstances.

5. Following examination, if the Applicant is successfully certified as eligible pursuant to Article VIII, he or she may be employed in a position for which the Personnel Officer has determined that neither circumstance exists pursuant to Section 5.6(B)(3).
6. When an eligible Applicant is refused appointment by virtue of this Article, his or her name shall remain on the eligibility list for openings in the same classification. For each opening, the Personnel Officer shall make a determination consistent with Section 5.6(B)(3).

C. Guidelines for Current Employees.

1. Employees shall report a Change of Status to the Personnel Officer within a reasonable time after the effective date of the Change of Status. Wherever feasible, Employees shall report a Change of Status in advance of the effective date.
2. Within thirty days from receipt of notice, the Personnel Officer shall undertake a case-by-case consideration and individualized assessment of the particular work situation to determine whether the Change of Status has the potential for creating an adverse impact on supervision, safety, security, or morale.
 - a. The Personnel Officer shall consult with an affected Department Director to make a good faith effort to regulate, transfer, condition or assign duties in such a way as to minimize potential problems of supervision, safety, security, or morale.
 - b. Notwithstanding the above provisions, the City retains the right to exercise its discretion to determine that the potential for creating an adverse impact on supervision, safety, security, or morale cannot be sufficiently minimized and to take further action pursuant to Section 5.6(C)(3)(a).
3. Following a Change of Status or new hire of a Family Member, affected Department Directors shall reasonably monitor and regulate both Family Members' conduct and performance for a period of one year from the date of the Personnel Officer's determination. The Department Director shall document these actions. Successive Department Director may re-visit such a determination at their discretion.
 - a. If the Department Head determines, subject to any applicable requirements of due process, that an employee has engaged in Prohibited Conduct, the Department Director shall re-visit the Personnel Officer's determination. Depending on the severity of the Prohibited Conduct, the Department Director may recommend

that the Personnel Officer take one or more of the following additional measures:

- (1) Transfer one of the Family Members to a similar position that would not be in violation of this policy. The transfer will be granted provided the Family Member qualifies and there is an opening to be filled. There can be no guarantee that the new position will be within the same classification or at the same salary level.
 - (2) If the situation cannot be resolved by transfer, one of the Family Members must separate from City employment. If one of the employees does not voluntarily resign, the employee with primary responsibility for the Prohibited Conduct will be discharged.
4. Department Directors who receive complaints from other employees that one or more Family Members has engaged in Prohibited Conduct shall respond in accordance with existing complaint and disciplinary procedures, where applicable.
 5. Where situations exist prior to the effective date of this Article that may be in conflict with this Article, every effort shall be made to reasonably address the situation so as to avoid any future conflict.
- D. Employee Complaints. Employees who believe that they have been adversely affected by Prohibited Conduct by one or more Family Member should submit complaints to a Department Head or to the Personnel Officer.
- E. Savings Clause. Should any provision of this Rule, or any application thereof, be unlawful by virtue of any federal, state, or local laws and regulations, or by court decision, such provision shall be effective and implemented only to the extent permitted by such law, regulation or court decision, but in all other aspects, the provisions of this Rule shall continue in full force and effect.

RULE VI. **PROBATION**

SEC. 6.1 PROBATIONARY STATUS

During the Probationary Period the employee, unless subject to the terms and conditions of an employment contract, may be rejected at any time, for any lawful reason, or no reason.

SEC. 6.2 PROBATIONARY PERIODS

- A. The Probationary Period shall not include time served under a temporary, acting or provisional appointment. Periods of time on leaves longer than thirty (30) days require that the Probationary Period be extended a period of time equal to the

amount of time spent on leave.

B. Length of Probationary Period:

1. All original and promotional appointments shall have a Probationary Period of one (1) year.
2. Probationary Period - Transfers: Whenever a transfer is made, at the initial request of the employee, the transfer shall be subject to the employee satisfactorily completing a six (6) month probation period in the new Position or completing the remainder of the original Probationary Period, whichever is longer.
3. Extension of Probationary Period: At the discretion of the Appointing Authority, any employee serving a Probationary Period may at the conclusion of such period have his/her Probationary Period extended for up to an additional six (6) months, but for no longer. The Appointing Authority shall notify the Personnel Officer of such contemplated extension of the Probationary Period, before taking such action. Employees shall be notified in writing of any extension Probationary Periods.

SEC. 6.3 REGULAR STATUS

- A. An employee's status shall be considered regular upon completion of the Probationary Period only if the Appointing Authority reports in writing to the Personnel Officer that the services of the employee have been satisfactory and that the employee is recommended for regular status.
- B. If recommendation is made for rejection of the probationer by the Appointing Authority, he/she should normally furnish a written report to the Personnel Officer indicating the individual did not meet conditions of probation.

SEC. 6.4 REJECTION DURING PROBATIONARY PERIOD OF PROMOTED EMPLOYEES

- A. Employees: An employee rejected during the Probationary Period from a Position to which he/she has been promoted shall be reinstated to the Position from which he/she was promoted, if such Position is vacant and existing, unless he/she is discharged for cause, which would have been sufficient to cause his/her discharge from his/her former Position as well. In such case, the employee shall be entitled to appeal his/her discharge as provided in these rules.
- B. Probationary Employees: Employees promoted to a higher Class while on probation in a lower Class and who subsequently fail to perform satisfactorily in the promoted Position will be entitled to return to their former Position provided the Position has not been eliminated and is vacant. Such employee shall continue to serve a Probationary Period for the length of time remaining on the Probationary Period at the time of promotion.

RULE VII.
PERFORMANCE REPORTS

SEC. 7.1 POLICY

It is the policy of the City that periodic and regular reports be made as to the efficiency, competency, conduct and merit of its employees. To this end, it is the responsibility of the City Manager and the Department Directors that these ratings be made. It is the responsibility of the Human Resources Director to provide and prescribe the forms and procedures to be used in such reports of performance so that the program of performance reporting will be carried on in a sound, timely, and effective manner.

SEC. 7.2 AUTHORITY TO MAKE REPORTS

Department Directors shall have the authority to prepare reports of performance for those employees within his/her department. The City Manager shall prepare reports of performance for the Department Directors. The City Manager shall review and approve all personnel performance reports following review and signature by the employee and his/her Department Director.

SEC. 7.3 TIME FOR REPORTING

- A. Probationary Employees: Within ten (10) days prior to the completion of every three (3) months during the Probationary Period, the Department Director shall furnish the Human Resources Director with a report as to the progress and capacity of the probationary employee, a copy of which shall also be furnished to the probationer.
- B. Regular Employees: A report for an employee shall be prepared and received within thirty (30) days after his/her salary anniversary date, provided that the employee may in addition be given a report of performance at any other time during the year upon his/her request or at the discretion of the Appointing Authority, and provided further that any employee who has been rated "improvement needed" or "unsatisfactory" shall be reported on again three (3) months from receiving such rating and again three (3) months subsequent to that.
- C. Lack of Opportunity to Observe Performance. If, as a result of extended absence or other circumstances resulting in a Department Director's opportunity to observe an employee's performance for fewer than three (3) months, the employee and Department Director may mutually agree in writing to delay issuance of the report of performance by up to three (3) months. If the employee is eligible for a step advancement, and the Department Director determines that the employee's performance so warrants, he/she may recommend to the City Manager that the employee receive the step advancement retroactively to the salary anniversary date.

SEC. 7.4 REVIEW WITH EMPLOYEE

It is acknowledged that one of the prime benefits of a sound performance rating system is that it can bring together the employee and his/her Department Director in a frank and constructive discussion and appraisal of the employee's work and the specific ways in which it may be improved. Therefore, each performance report shall be thoroughly discussed with the employee with this view in mind. The employee shall sign the report to acknowledge its contents. Such signature shall not necessarily mean the employee endorses the content of the report. The employee shall be entitled to attach a written response to his/her performance report, but no administrative appeal of the rating or contents may be had by the employee. Any written response by the employee shall be maintained with the performance report.

SEC. 7.5 DISTRIBUTION OF REPORTS

Reports shall be prepared in three (3) copies. After review and approval of the Appointing Authority, one copy shall be retained by him/her for his/her files, one copy provided to the employee, and one copy shall be transmitted to the Human Resources Director. The Human Resources Department copy, along with any response by the employee, shall be made a part of the employee's employment history and included in the employee's personnel file.

SEC. 7.6 PERFORMANCE RATINGS

A. Effects of "Improvement Needed" and "Unsatisfactory" Ratings:

1. Any employee who receives an overall rating of "unsatisfactory" or "improvement needed" rating will not be eligible to be appointed off of any eligibility list until a satisfactory rating is established.
2. Any employee who receives an overall rating of "unsatisfactory" or "improvement needed" rating will not receive any merit salary increase during the period following the report, except as provided in subsection 4 below.
3. In any case, where an employee is rated overall rating of "unsatisfactory" on two (2) consecutive occasions or "improvement needed" on three (3) consecutive occasions, Disciplinary Action shall be taken by the Appointing Authority as provided for in these rules, if such action has not already been taken.
4. If an employee who has been denied a merit salary increase improves his/her performance to such an extent that the Appointing Authority believes a merit salary increase is now justified, the Appointing Authority shall indicate the improvement on a report of performance form and may specifically award a merit salary increase. Additionally, in awarding the merit salary increase under this subsection, the Appointing Authority may change the merit salary increase anniversary date to the date of the award of the merit salary increase or may permit the anniversary date to remain

the same. Any merit salary increase awarded under this subsection shall not be made retroactive.

RULE VIII.
HOURS OF WORK/OVERTIME

SEC. 8.1 POLICY

It is the policy of the City that eight (8) hours shall constitute a day's work and five (5) days shall constitute a week's work, for all Full-Time Employees, except that work days and work weeks of a different number of hours may be established in order to meet the varying needs of the different City departments where permitted by law.

SEC. 8.2 WORK WEEK

The work week shall be seven (7) consecutive twenty-four (24) hour periods starting at 12:01 a.m. on Monday and ending at midnight on the following Sunday..

SEC. 8.3 DAILY HOURS OF WORK

Daily hours of work or shifts for employees within departments shall be assigned by Department Directors as required to meet the operational requirements of said departments. The normal work shift for employees is eight (8) hours per day.

SEC. 8.4 CHANGE IN WORKING HOURS

Any foreseeable absence or deviation from scheduled working hours desired by an employee shall, in advance, be cleared in writing through the office of the Human Resources Director, and such absence shall be noted on the employee's time sheet.

SEC. 8.5 OVERTIME AND COMPENSATORY TIME OFF

A. Overtime Compensation:

1. Employees shall not perform work outside of their regularly scheduled shifts unless requested to do so by a Department Director or with advance written authorization from a Department Director. This requirement applies to, but is not limited to:
 - a. Work performed before the start of the shift;
 - b. Work performed during meal periods;
 - c. Work performed after the end of the shift; and
 - d. Other work performed "off the clock" including work performed at home.
2. All employees shall take reasonable measures wherever feasible to avoid the need for work to be performed outside of their regularly scheduled

shifts. Where required, time spent on such work shall be kept to a minimum.

3. Department Directors shall adhere to the following guidelines in requesting or assigning work outside an employee's regularly scheduled shift:
 - a. An employee who may be required to perform work outside the regular shift shall be notified of the apparent need for such work as soon as practicable prior to when the work is expected to begin.
 - b. When practicable, opportunities shall be made available on an equal basis to employees capable of performing the work.
4. Non-exempt employees shall be paid at one and one-half times the employee's regular rate of pay for all hours worked in excess of forty (40) hours in a work week by Non-exempt employees. Vacation, sick leave, holidays, jury duty and compensatory time off shall not be considered hours worked. Although no Department Director shall be entitled to any compensation for overtime work, Department Directors shall receive management leave as specified in Section 9.13.
5. Employees shall be subject to discipline, up to and including termination, for violation(s) of this section.

B. Compensatory Time Off: Employees may elect to convert earned overtime to compensatory time off at the rate of one and one-half (1½) hours for each hour actually worked, subject to the prior approval of the Department Director. Employees may not accrue more than eighty (80) hours of compensatory time off. Employees shall be permitted to use compensatory time off within a reasonable period of time after the employee makes a request, provided that it does not unduly disrupt the City's operations. "Unduly disrupt" shall mean that it would impose an unreasonable burden on the City's ability to provide services of acceptable quality and quantity for the public during the time the employee requested off. Compensatory time off shall be used within one (1) year from the time overtime was performed. If the Department Director is unable to schedule and grant the time off within one (1) year, cash payment shall be made at the employee's current rate of pay in lieu of compensatory time off. An employee whose employment is terminated for any reason shall be paid for all unused compensatory time off at a rate of the higher of (1) the average hourly rate the employee earned during the last three (3) years of employment; or (2) the final hourly rate earned by the employee.

SEC. 8.6 REST BREAKS

Non-exempt employees shall be entitled to a paid 15-minute break for every four (4) hours worked. Such time shall be considered hours worked.

SEC. 8.7 MEAL PERIODS

- A. Non-exempt employees are entitled to unpaid, thirty minute meal periods during which they shall be entirely relieved of responsibilities and restrictions. Such time shall not constitute hours worked.
- B. Department Directors shall schedule meal periods to ensure appropriate coverage.
- C. Non-exempt employees who work during their meal periods shall be paid for time worked.

RULE IX. **LEAVES OF ABSENCE**

SEC. 9.1 HOLIDAYS

- A. The following days shall be recognized and observed as paid holidays:
 - 1. New Year's Day (January 1)
 - 2. Martin Luther King Jr.'s Birthday
 - 3. Presidents' Day
 - 4. Memorial Day
 - 5. Independence Day (July 4)
 - 6. Labor Day
 - 7. Admission Day (September 9) (taken as a floating holiday)
 - 8. Veteran's Day (November 11)
 - 9. Thanksgiving Day
 - 10. Day After Thanksgiving Day
 - 11. Christmas Eve (December 24)
 - 12. Christmas Day (December 25)
- B. For purposes of this Rule, a holiday will be considered to be "observed" by the City solely on those days on which City Hall would usually be open but is closed due to the holiday.
- C. If a holiday falls on a Sunday and is observed nationally the following Monday, the City will observe the holiday on the following Monday.
- D. Full-Time and Probationary Employees shall receive one (1) day's pay for each of the holidays listed above for the number of hours they would have been scheduled to work.
- E. Whenever a holiday falls on a Saturday or Sunday and is not otherwise observed by the City, the employee will be granted an additional vacation day for each Saturday or Sunday holiday worked.
- F. If any employee works on the day the City observes any of the holidays listed above (excluding Admission Day), he/she shall be paid for all hours worked at the rate of two (2) times his/her hourly rate of pay and shall be granted a different

day off in lieu of the holiday.

- G. Birthday Holiday: Each employee is entitled to one paid holiday in celebration of his/her birthday. The employee is required to observe this holiday on a date that falls within the period from seven calendar days before to seven calendar days after the employee's birthday. If the employee is unable to observe the birthday holiday during this time period because the Department Director has determined that it would cause a hardship to the department or to the City, the City Manager can approve an exception in writing to permit the employee to observe the birthday holiday at a later date in the same calendar year. An employee who does not observe his/her birthday holiday in the time period specified, and does not request an exception before the expiration of the birthday holiday observation period, shall not be permitted to observe the birthday holiday that year. A birthday holiday has no cash value and shall not be paid out or carried forward.

SEC. 9.2 VACATION

- A. Full-time and Probationary employees in all classifications shall accrue vacation, on a daily basis, according to the following schedule:
1. From the date of hire through five (5) years of service: ten (10) days per year.
 2. Beginning the sixth year through ten (10) years of service: fifteen (15) days per year.
 3. Beginning the eleventh year of employment: twenty (20) days per year.
- B. The City Manager may in his/her sole discretion, permit a Department Director to accrue vacation on a schedule other than as specified in Section 9.2.A. The City Manager shall specify the applicable schedule in writing at the time of hire.
- C. The maximum number of vacation days that may be accumulated by an employee is forty (40) days. Once an employee reaches the maximum accumulation, he/she shall cease vacation accrual until his/her total number of vacation hours falls below the maximum allowable.
- D. A maximum of five (5) vacation days per calendar year may be converted to compensation and shall be paid at the employee's rate of pay at the time of the conversion.
- E. An employee may also convert an additional five (5) vacation days per calendar year to compensation, which shall be paid at the employee's rate of pay at the time of the conversion, provided that the employee takes an additional five (5) days of vacation off work during the same pay period in which the conversion occurs.
- F. At termination of employment for any reason, the City shall compensate the employee for the employee's accumulated vacation time at the employee's

straight time rate of pay at the time of termination.

- G. The City will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness constituting a "serious health condition" within the meaning of the City's Family Care and Medical Leave, Pregnancy Disability Leave, and Military Family Leave Policy where sick leave has been fully used.
- H. If a holiday falls on a work day during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.
- I. Vacations may be scheduled at any time during the year upon written approval of the Department Director.

SEC. 9.3 SICK LEAVE

- A. This policy shall apply to full-time and probationary employees in all classifications.
- B. Sick leave is defined as absence from work due to illness, non-industrial injury or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior written notice is provided to the Department Director.
- C. Employees shall earn sick leave at the rate of one (1) working day per month. The accumulation of sick leave is unlimited.
- D. Sick leave is not a privilege which an employee may use at his/her discretion, but shall be allowed only in circumstances described in Section 9.3.B or Section 9.3.H., or for actual sickness or disability of the employee, or because of illness in his/her immediate family (as defined in paragraph I), unless converted to personal leave pursuant to Section 9.5.
- E. In order to receive compensation while on sick leave, the employee shall notify his/her Department Director prior to the time for beginning the work day, or as soon thereafter as practical.
- F. If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Department Director, Human Resources Director, or the City Manager. If the absence is of an unusual nature, a release from the doctor to return to work may be required by the Department Director, Human Resources Director, or the City Manager.
- G. When an employee retires under the California Public Employees Retirement System (CalPERS), a credit for his/her unused sick leave shall be converted to additional service credit at the rate of 0.004 years of service credit for each day of unused sick leave (i.e., 250 days of sick leave equals one additional year of

service credit) per CalPERS contract with the City.

- H. Sick leave may also be used to supplement bereavement leave taken under Section 9.4

SEC. 9.4 BEREAVEMENT LEAVE

- A. Employees are entitled to paid bereavement leave in the event of death in their immediate family. Bereavement leave is a separate benefit from other paid leaves; however, sick leave may be used to supplement the periods provided in Section 9.4.B.
- B. Employees will receive up to three (3) working days of paid bereavement leave per calendar year, per immediate family member. Employees who provide documentation demonstrating a need for their attendance at a distance greater than 300 miles from the City may be permitted up to a total of five (5) working days of paid bereavement leave, at the discretion of the Personnel Officer.
- C. For purposes of this Section 9.4, "immediate family" shall be defined as an employee's spouse, domestic partner, parent, child, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-parent, step-child, step-sibling, or any person who is a legal dependent of the employee. Requested exceptions to this definition may be approved in advance at the sole discretion of the Personnel Officer.

SEC. 9.5 PERSONAL LEAVE

Employees may convert sick leave to personal leave in accordance with the procedure set forth in this Section. On January 1 of each year, if an employee has a minimum of ten (10) days of accumulated sick leave, ten percent (10%) of that accumulated sick leave will be available for conversion to, and use as, personal leave, during that calendar year. For example, an employee with twelve (12) days of sick leave on January 1 would have available 1.2 days of personal leave.

No employee is required to convert sick leave to personal leave. However, when sick leave is converted and used as personal leave, the amount of the personal leave used will be deducted from the employee's accumulated sick leave balance. Thus, in the example above, if the employee used the 1.2 days of personal leave before earning any additional sick leave, the employee's accumulated sick leave balance would be 10.8 days.

Any additional sick leave accrued, but not used, during the calendar year will be added to the employee's accumulated sick leave balance for calculating the amount of personal leave that will be available for the following calendar year.

SEC. 9.6 MILITARY LEAVE

Military leave shall be granted in accordance with Section 395 of the Military and Veteran's Code and the Federal Uniformed Services Employment and Reemployment Rights Act.

SEC. 9.7 JURY DUTY

- A. This policy shall apply to full-time and probationary employees in all classifications.
- B. An employee summoned for jury duty will immediately notify the Human Resources Director. While serving on a jury, he/she will be given a leave of absence, with pay, for the duration of said jury duty. Said leave of absence with pay is conditional upon the employee returning to work upon his/her dismissal each day to complete his/her normal work day. It is also conditional upon the employee's conveyance to the City of any compensation received as a juror, not including any travel allowance received.

SEC. 9.8 VOTING LEAVE

In accordance with California *Election Code* sections 14000 and 14001, if a registered voter does not have sufficient time outside normal working hours within which to vote at general direct primary or presidential elections, he/she may take off such working time as will enable him/her to vote. The scheduling of the time referenced above shall be subject to the approval of the Department Director and shall normally be at the beginning or end of a work shift. A maximum of two (2) hours may be taken with pay. The employee must provide two (2) days notice of the need for voting leave.

SEC. 9.9 ELECTION OFFICIAL LEAVE

Employees serving as an election official shall be permitted leave in order to so serve. Such leave is unpaid, but, at their option, employees may request to use vacation leave to serve as an election official. An employee taking leave to serve as an election official is required to give his/her Department Director at least ten (10) days notice before the date of the election in which the employee is to serve as an election official. Employees serving as an election official are required to provide their Department Director with proof of service prior to taking leave.

SEC. 9.10 LACTATION BREAKS

- A. In accordance with California and federal law, the City will provide an employee with reasonable unpaid time off and an appropriate area for the purpose of the employee expressing breast milk for the employee's infant child.
- B. For purposes of this Section 9.10, an "appropriate area" is a place other than a bathroom that is in close proximity to the employee's work area and that is shielded from view and free from intrusion by other employees and the public. The City will consider input from the affected employee but retains sole discretion

in identifying an "appropriate area" on a case-by-case basis.

SEC. 9.11 UNPAID LEAVES OF ABSENCE

- A. Upon the request of the employee and the recommendation of the Appointing Authority, a leave of absence without pay may be granted by the Council or City Manager to an employee, who immediately preceding the effective date of such leave, shall have completed at least one year of continuous service.
1. An employee shall not be entitled to a leave of absence as a matter of right, but only upon good and sufficient reason.
 2. Request for leave of absence without pay shall be made in writing to the Human Resources Director, and shall state specifically the reason for the request, the date when it is desired to begin the leave, and the probable date of return. The Human Resources Director will transmit the request to the Council, in the case of leaves of more than one hundred twenty (120) days. A request for a leave of one hundred twenty (120) days or less may be approved by the City Manager, upon recommendation of the Appointing Authority. A physician's statement will be required of employees who request leave of absence without pay as a result of a medical condition. However, employees are not required to include information regarding diagnosis.
 3. A leave of absence without pay may be granted by the Council for a period not to exceed one year provided that the Council may extend such leave for up to an additional year.
 4. An employee shall be entitled to reinstatement in his/her regular position upon completion of the authorized period of leave.
- B. The Appointing Authority may grant a leave of absence without pay for a reasonable period of time to any employee who is injured on the job, or has a "serious health condition" within the meaning of the City's Family Care and Medical Leave, Pregnancy Disability Leave, and Military Family Leave Policy even though the employee does not meet the one year of continuous service requirements as specified in Section 9.9.A.
- C. A leave of absence without pay granted by the Appointing Authority or the Council under Section 9.A. or 9.B. shall not be construed as a break in continuous service or employment, and rights accrued at the time leave is granted shall be retained by the employee. However, vacation credits, sick leave credits, increases in salary and other similar benefits shall not accrue to a person granted such leave during the period of absence. An employee reinstated after leave of absence without pay shall receive the same step in the salary range he/she received when he began his/her leave of absence. Time spent on such leave without pay shall not count toward service for increases within the salary range, and the employee's salary anniversary date shall be set forward one month for each thirty (30) consecutive days taken.

SEC. 9.12 UNAUTHORIZED LEAVES OF ABSENCE AND FAILURE TO RETURN FROM LEAVE

- A. An employee may be considered to have voluntarily resigned from his/her employment with the City under any of the following circumstances:
 - 1. Absence from his/her job for more than two (2) working days without prior permission from the Department Director;
 - 2. Any action taken during a leave of absence from the City that is inconsistent with an intention to return to employment with the City, such as accepting full-time employment with another employer;
 - 3. Failure to return to employment following the expiration of an authorized leave of absence, unless the City permits extension of the leave.
- B. The City shall provide written notice to employees who are considered to have voluntarily resigned. The notice shall describe the facts on which the voluntary resignation is based and the right to petition the Personnel Officer for reconsideration.
- C. Employees who are considered to have resigned under Section 9.12.A. can petition the Personnel Officer for reconsideration by submitting a written statement within five (5) days of the date of notice. The Personnel Officer shall review the employee's statement to determine if good cause is present, and shall decide whether the employee's voluntary resignation will be withdrawn.
- D. Any unauthorized absence may be cause for Disciplinary Action as provided in Rule XII.

SEC. 9.13 MANAGEMENT LEAVE

Department Directors shall receive eight (8) days of management leave per calendar year, which may be used at the Department Director's discretion, with advance approval by the City Manager. During their first year as a Department Director, they shall obtain a pro rata amount of management leave commensurate with the time remaining in the calendar year. Management leave may be carried forward from year to year. The maximum number of days that may be accumulated by an employee as management leave is sixteen (16) days. Once an employee reaches the maximum accumulation, he/she shall cease accrual of management leave until his/her total number of vacation hours falls below the maximum allowable. Department Directors will be compensated for management leave at the time of termination of employment at their straight time rate.

SEC. 9.14 SICK LEAVE DONATION POLICY

- A. Purpose: The purpose of this Policy is to establish a program and procedures for employees to volunteer to donate a portion of their accumulated sick leave time to fellow employees who meet the criteria for eligibility in Section 9.14.B. There

have been occasions when an employee, due to a catastrophic illness or injury, has exhausted all forms of paid time off. Such seriously ill employees have been forced to go without compensation for a length of time. This Policy is designed to address such circumstances. Participation by donors or recipients in the Sick Leave Donation Program is entirely voluntary.

B. Sick Leave Donation Banks: The Sick Leave Donation Program will allow an employee to request that a Sick Leave Donation Bank be established on his/her behalf. A Sick Leave Donation Bank shall not be established unless the City Manager or the City Manager's designee has approved the employee's request. Leave donations will be credited to a particular recipient's Sick Leave Donation Bank and will be for use by that designated recipient only.

1. Eligibility of Employee for Sick Leave Donations: To be eligible to receive approval for establishment of a Sick Leave Donation Bank on his/her behalf, an employee must meet all the following conditions:

- a. Must meet the criteria for use of sick leave in accordance with Section 9.3; and,
- b. Must have been employed by the City in a full-time Position for at least one year; and,
- c. Must submit a confidential statement from a treating physician which indicates that the employee's absence is due to a qualifying reason under Section 9.14.B.2. and estimates the duration of the employee's absence from work; and,
- d. Must have applied for long-term disability insurance, if any, or for Workers' Compensation benefits, if eligible, and have authorized the City to integrate any such awarded benefits with available leave balances; and,
- e. Must have exhausted all earned leave balances (including sick, vacation, compensatory time, and management leave). However, the Human Resources Director may approve the solicitation and acceptance of sick leave donations prior to all balances being exhausted when the physician's statement and existing leave balances indicate that all such balances will be exhausted within the next two pay periods.

2. Qualifying Reasons to Request Donated Sick Leave:

- a. For purposes of Section 9.14 a "qualifying reason" to request donated sick leave is one of the following:
 - (1) The employee has a "serious health condition" that requires the employee's absence from work for longer than two (2)

pay periods, including intermittent absences that are related to the same "serious health condition"; or

- (2) The employee is caring for an "immediate family member" who has a "serious health condition" that requires the employee's absence for longer than two (2) pay periods.
- (3) The employee needs additional time off after the death of an "immediate family member," beyond his/her entitlement under Section 9.4.

- b. For purposes of this Section 9.14, a "serious health condition" has the same meaning as in the City's Family Care and Medical Leave, Pregnancy Disability Leave, and Military Family Leave Policy.
- c. For purposes of this Section 9.14, an "immediate family member" shall mean the employee's child, spouse, domestic partner, or parent.

3. Sick Leave Donation Bank Guidelines: Leave donations will be credited to a recipient's Sick Leave Donation Bank on an hour-for-hour basis, regardless of the hourly pay rate of any particular employee. While using leave from the recipient's Sick Leave Donation Bank, the recipient will be treated as though he/she was merely using the recipient's own sick leave. Thus, the recipient will accrue additional vacation or sick leave, as usual, during the use of hours from the Sick Leave Donation Bank. Any hours of donated sick leave remaining in the Sick Leave Donation Bank at the time the Bank is abolished will be returned pro rata (in proportion to the number of hours each employee donated) to all employees who donated to the Sick Leave Donation Bank. The donated hours used by the recipient are taxable to him/her in accordance with Internal Revenue Service regulations and are subject to withholdings as required by law.

C. Leave Donations: Donations of sick leave are subject to the following requirements:

1. Minimum Donations: Participating employees must donate a minimum of four hours from their accumulated sick leave balance. No donation from an employee will be permitted that would result in the donor's accumulated sick leave balance, immediately after the donation, being below eighty (80) hours of accumulated sick leave.
2. Whole Hour Donations: Leave donations must be in whole hours. No fractions of hours may be donated.
3. Maximum Donation Per Employee: No individual employee may donate more than forty (40) hours to a particular Sick Leave Donation Bank.

4. Maximum Donation per Sick Leave Donation Bank: The maximum cumulative amount of sick leave that may be donated to a particular Sick Leave Donation Bank is four hundred eighty (480) hours.
- D. Responsibilities Under the Policy: The development and use of a Sick Leave Donation Bank carries with it a shared responsibility between City's management and individual employees desiring to participate in the program. The respective responsibilities are set forth below:
1. The Requesting Employee: The requesting employee will prepare and submit to the Human Resources Director a "Request to Establish a Sick Leave Donation Bank" form. Additionally, the requesting employee should submit a "Certification of Physician or Practitioner" form to the Human Resources Director in a sealed envelope labeled "Confidential – Request to Establish a Sick Leave Donation Bank." If the requesting employee is unable to make the request on their own behalf, the employee's Department Director may submit a request on the employee's behalf.
 2. The Program Administrator: The Human Resources Director will serve as the administrator of the Sick Leave Donation Program. The Administrator will receive the confidential statement from the requestor's physician in a manner consistent with the Federal Family and Medical Leave Act and the California Family Rights Act. The Personnel Officer will approve or deny the establishment of a requested Sick Leave Donation Bank, in accordance with the requirements of this Policy. If the request is approved, the Bank shall be established and the Administrator will publicize the request with the statement approved by the requestor. The Administrator shall approve or deny each offered donation, if any, to the Sick Leave Donation Bank in accordance with the requirements of this Policy. The Administrator shall determine when the Sick Leave Donation Bank shall be abolished.
 3. The Donating Employee: A donating employee will prepare and submit to the Human Resources Director a "Request to Donate to Sick Leave Donation Bank" form.
 4. The Finance Department: The Finance Department will make the appropriate payroll and leave balance adjustments for both the recipient and any donors. The Finance Department will coordinate the usage of hours from the Sick Leave Donation Bank and the integration of any other benefits therewith, if applicable. If hours are remaining in the Sick Leave Donation Bank at the time it is abolished, the Finance Department will credit all donors' leave balances with a pro rata share of the hours remaining in the Bank in accordance with the number of hours each donor contributed.

SEC. 9.15 VICTIM LEAVE

Victims of domestic violence and/or sexual assault shall be permitted unpaid leave in accordance with *Labor Code* sections 230(c) and 230.1. Victims of a violent or serious felony or a felony involving theft or embezzlement shall be permitted unpaid leave in accordance with *Labor Code* section 230.2.

SEC. 9.16 SCHOOL VISITATION LEAVE

Employees shall be permitted to take unpaid leave in accordance with *Labor Code* sections 230.7 and 230.8.

RULE X.
LAYOFF/SEPARATION/RETIREMENT

SEC. 10.1 ELIMINATION OF POSITIONS

Decreased public interest or changes in the City's fiscal priorities may result in the elimination or curtailment of a public service activity which may therefore require the layoff of one or more employees.

SEC. 10.2 LAYOFF PROCEDURE

Any employee may be laid off because of either the abolishment of the Position or a determination by the City Manager that there is a shortage of work funds. Said layoff shall not be subject to appeal. The procedures of the City of Buellton Municipal Code Section 2.60.190 shall be followed.

SEC. 10.3 RESIGNATIONS

Resigning employees shall be required to file a written resignation stating the effective date and reason(s) at least two (2) weeks prior to leaving the City's service, unless the time limit is waived by the City Manager. The resignation date should be the last day the employee actually worked.

SEC. 10.4 TERMINATIONS

The City Manager may terminate:

- A. Employees at any time while they are on probation.
- B. Employees in the Exempt Service at any time. This authority applies only to those exempt employees the City Manager has the authority to appoint.
- C. Employees for disciplinary purposes in accordance with Rule XII, to the extent applicable.

SEC. 10.5 RETIREMENT/DISABILITY RETIREMENT

In accordance with the City's contract with the California Public Employees' Retirement System (CalPERS), employees who meet the age and service credit minimums may qualify for a service retirement from CalPERS. Under CalPERS laws, an employee who is unable to perform his/her job because of an illness or injury which is expected to be permanent or last for an extended and uncertain period, may be entitled to receive a disability retirement. The cause of the disability need not be related to the employee's job.

RULE XI.
OUTSIDE EMPLOYMENT/POLITICAL ACTIVITIES

SEC. 11.1 OUTSIDE EMPLOYMENT

- A. During the employees' work day, they are expected to devote full attention to their prescribed duties. Employees may engage in outside employment, enterprise or activity (collectively "outside employment") under the following circumstances only:
1. They notify the Appointing Authority prior to beginning outside employment, providing sufficient information for the Appointing Authority to determine whether the outside employment is consistent with this Rule.
 2. The Appointing Authority shall assess whether any of the following factors are involved in the proposed outside employment:
 - a. Receipt or acceptance by the employee of any money or other consideration from anyone other than the City for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employee's City employment as a part of employee's duties as a City employee; or
 - b. Performance of an act in other than the employee's capacity as a City employee which act may later be directly or indirectly subject to the control, inspection, review, audit, or enforcement by such employee or the department by which the employee is employed; or
 - c. Conditions or factors which are likely to directly or indirectly lessen the efficiency of the employee in the employee's regular City employment, or conditions in which there is a substantial danger of injury or illness to the employee; or
 - d. Use of City time, facilities, equipment, and supplies, prestige, influence, or confidential information of the employee's City office or employment for private gain or advantage; or
 - e. Solicitation of future employment with a business doing business with the City over which the employee has some control or

influence in employee's official capacity at the time of the transaction.

3. The Appointing Authority will approve proposed outside employment that he/she determines does not:
 - a. conflict with or is not incompatible or inconsistent with the employee's City responsibilities, including performance of overtime and emergency duties and any other aspect of City operations;
 - b. lessen the effectiveness of the employee; and
 - c. does not create a conflict of interest.
 4. The Appointing Authority shall advise the employee in writing as to whether the outside employment is approved or prohibited.
 5. An employee may submit a written appeal to the Personnel Officer within fourteen (14) days from the employee's receipt of the Appointing Authority's written determination that a proposed outside employment is prohibited. The written appeal shall specify the grounds on which the employee challenges the Appointing Authority's determination and shall include an attachment with all relevant documentary evidence for the appeal. The Personnel Officer shall schedule a meeting with the employee and appointing authority to discuss the appointing authority's determination. The Personnel Officer shall issue a written decision to the employee and the Appointing Authority within fourteen (14) days from the date of the meeting. The decision of the Personnel Officer shall be final.
- B. An employee with approved outside employment must notify the Appointing Authority within one (1) working day regarding any changes to the terms or conditions of the outside employment that may have a potential adverse effect on the application of one or more of the factors under Section 11.1.A.2.
- C. Employees shall be subject to disciplinary action pursuant to Rule XII for violation of this Rule, including, but not limited to, failure to disclose outside employment, failure to provide timely updates regarding changes to outside employment, and intentional inclusion of material mis-statements or exclusion of material information in the employee's description of the outside employment.

SEC. 11.2 POLITICAL ACTIVITIES

Employees may not solicit political funds or contributions from other employees while on duty or on City property, nor may any employee participate in political activities while on duty or while in any uniform which would represent the City.

RULE XII.
DISCIPLINARY ACTIONS

SEC. 12.1 CAUSES

- A. Disciplinary measures may be taken for any good and sufficient cause. The extent of the Disciplinary Action taken shall be commensurate with the offense provided that the prior employment history of the employee may also be considered pertinent. Cause may include, but are not limited to, the following:
1. Violation of City Personnel Rules, ordinances, regulations, rules, and/or administrative policies and procedures; or of standards established under California or federal law.
 2. Failure to maintain job performance standards or to properly perform assigned duties;
 3. Theft of or harm to City property or the personal property of another;
 4. Lack of cooperation;
 5. Insubordination;
 6. Dishonesty;
 7. Conviction of a felony, or conviction of a misdemeanor relating to the employee's fitness to perform assigned duties;
 8. Unauthorized absence from employment or excessive absenteeism;
 9. Tardiness;
 10. Failure to maintain satisfactory working relationships with other employees or the public;
 11. Reporting for work, or being at work, under the influence of or in possession of alcohol, or non-prescribed controlled substances;
 12. Assault, battery, or fighting while on duty or under the guise of office;
 13. Gambling on City property or during working hours;
 14. Sleeping on the job or leaving the job without authorization;
 15. Improper use of City funds;
 16. Acceptance of bribes or extortion;
 17. Unauthorized use of City property;

18. Falsification of records, including information provided on an application for employment or on time sheets;
 19. Failure to properly care for City property;
 20. Acceptance of any gift, (other than as provided for by written City policy) reward or other form of compensation in addition to compensation for performance of official duties;
 21. Carelessness or negligence;
 22. Failure to maintain any employment qualification;
 23. Discourteous treatment of the public or fellow employees;
 24. Failure to comply with safety standards;
 25. Interfering with the work performance of others;
 26. Abuse of leaves of absence, including sick leave; and/or
 27. Other failure of good behavior either during or outside of employment such that the employee's conduct causes discredit to the City.
- B. Reduction in Pay: Reductions in pay which are part of a general plan to reduce salaries and wages as an economy measure are not disciplinary measures.

SEC. 12.2 AUTHORITY FOR DISCIPLINARY ACTIONS

- A. The Department Directors and/or City Manager shall have authority to take Disciplinary Action. As specified in Section 10.4, only the City Manager may terminate employees.
- B. The Personnel Officer shall be notified of any contemplated Disciplinary Action prior to the time it is taken, provided that in emergency situations or other instances when prior notification is not practicable, the Personnel Officer may be notified as soon as possible subsequent to the time the action is taken.

SEC. 12.3 TYPES OF DISCIPLINARY ACTION

- A. Lesser Disciplinary Action:
 1. Oral Reprimand: Oral reprimand as a Disciplinary Action means the employee is informed of his/her poor performance verbally by his/her Department Director. The employee shall have no right to prior notice and no right of appeal.
 2. Written Reprimand: Written reprimand as a Disciplinary Action means an official notification of the employee that there is cause for dissatisfaction with his/her services and that further disciplinary measures may be taken

if said cause is not corrected. Official reprimand shall be given in the manner and on forms prescribed by the Personnel Officer. Reprimand notices shall be made a part of the employee's official personnel record and may be considered as pertinent evidence or information in any appeal hearing. The employee shall have no right to prior notice and no right of appeal.

3. Suspension Without Pay For Less Than Five (5) Working Days: Suspension without pay shall be a temporary separation from City service. Prior to the imposition of the suspension without pay, employees shall be provided with a Notice of Disciplinary Action which sets forth the effective date and specific reasons for the suspension without pay. The Notice of Disciplinary Action shall also include copies of all written materials supporting the suspension without pay. The employee's right of appeal is limited to the Complaint Procedure in Section 13.4.

4. Reduction In Pay: Reduction for a time period equivalent to less than a five (5) working day suspension. Reduction in step within range as a disciplinary measure is the withdrawal of increments granted for merit, efficiency and length of service. The maximum reduction in pay that may be given for any one Disciplinary Action shall be two (2) steps within the range for that Class. Reduction in pay shall become effective on the first of the month following the effective date of the Disciplinary Action. Prior to the imposition of the reduction in pay, employees shall be provided with a Notice of Disciplinary Action which sets forth the effective date and specific reasons for the reduction in pay. The Notice of Disciplinary Action shall also include copies of all written materials supporting the reduction in pay. The employee's right of appeal is limited to the Complaint Procedure in Section 13.4.

B. Serious Disciplinary Actions: Serious Disciplinary Actions require due process as set forth in Rule 12.4. Serious Disciplinary Actions include the following:

1. Reduction in range equivalent to a five (5) or more working day suspension without pay.
2. Suspension without pay for five (5) or more working days, but not more than thirty (30) working days. Suspension without pay shall be a temporary separation from City service.
3. Demotion without consent as Disciplinary Action, shall be a reduction in classification or rank, with reduction in salary.
4. Dismissal means the discharge of an employee from the City service on the initiative of the City Manager. Such termination of employment shall be permanent.

SEC. 12.4 PROCEDURES FOR SERIOUS DISCIPLINARY ACTIONS

- A. Notice of Proposed Disciplinary Action: In instances of serious Disciplinary Actions as defined in Section 12.3.B, employees shall receive a written notice of proposed Disciplinary Action.
1. The notice of proposed Disciplinary Action shall state the proposed Disciplinary Action and the effective date and specific reasons for the proposed Disciplinary Action.
 2. The notice of proposed Disciplinary Action shall include copies of all written materials supporting the proposed action.
 3. The notice of proposed Disciplinary Action shall inform the employee of his/her right to respond, either orally or in writing, to the Department Director or City Manager, as appropriate, within five (5) working days of the date of the notice of proposed Disciplinary Action if it was personally delivered, or within seven (7) working days of the date of the notice of proposed Disciplinary Action if it was delivered by United States mail. If the employee requests to respond orally to the notice of the proposed Disciplinary Action, the Department Director or City Manager, as appropriate, shall schedule a meeting as soon as possible.
- B. Notice of Decision: After review of the employee's timely written response, if any, or following the conclusion of the meeting, the Department Director or City Manager, as appropriate, shall issue and deliver to the employee a Notice of Decision which shall be a written statement of the decision to uphold, modify, or reject the proposed Disciplinary Action. Such action to be taken may not include discipline more severe than that described in the notice of proposed Disciplinary Action. The Notice of Decision shall be served within seven (7) working days after the receipt of the written response or the conclusion of the meeting, whichever is later.
- C. Disciplinary Appeal Hearing:
1. Right to a Disciplinary Appeal Hearing: Any employee who has received a Notice of Decision imposing serious Disciplinary Action shall be entitled to request an evidentiary appeal of the imposition of discipline.
 2. Requesting a Disciplinary Appeal: An employee wishing to appeal the imposition of a serious Disciplinary Action shall initiate the appeal by filing a written request with the City Manager within five (5) working days of the date of the Notice of Discipline if it was personally delivered, or within seven (7) working days of the date of the notice of imposition of discipline if it was delivered by United States mail. The request shall be addressed to the City Manager, and shall identify the subject matter of the appeal, the grounds for the appeal, and the relief desired by the employee. All disciplinary appeal hearings shall be conducted in private unless the employee requests a public hearing.

3. Designation of Hearing Officer:
 - a. When a person other than the City Manager imposes the Disciplinary Action, the City Manager may choose to act as the Hearing Officer and conduct the hearing himself/herself and make the final decision;
 - b. When a person other than the City Manager imposes the Disciplinary Action, the City Manager may refer the hearing to an outside Hearing Officer, who will be selected by a method mutually agreed to by the employee and City Manager, to conduct the hearing and provide advisory findings and recommendations before the City Manager makes the final decision; or
 - c. The City Manager may refer the hearing to an outside Hearing Officer who will be selected by a method mutually agreed to by the employee and City Manager to conduct the hearing and make the final decision on the appeal. The City Manager shall delegate authority to a Hearing Officer in this manner whenever the City Manager imposed the Disciplinary Action under appeal or whenever the appealing employee demonstrates significant bias on the part of the City Manager that disqualifies him/her as a neutral reviewer of that appeal.
 4. Scheduling the Disciplinary Appeal Hearing: The City Manager shall schedule the disciplinary appeal hearing within a reasonable time after the designation of a Hearing Officer, considering the availability of the Hearing Officer, the employee, and any witnesses.
 5. Representation and Employee Appearance at Disciplinary Appeal Hearing: The employee is entitled to be represented by counsel or other representative at the disciplinary appeal hearing. However, an employee who requests a disciplinary appeal hearing must be present during the disciplinary appeals hearing. Failure to be present shall constitute a waiver of the employee's right to an appeal. Waiver will not occur if the employee can demonstrate good cause for his/her failure to be present within three (3) working days from the date the employee fails to appear.
- D. Conduct of Disciplinary Appeal Hearings: The proceedings before the Hearing Officer shall be conducted as follows:
1. All parties shall have the following rights:
 - a. To call and examine witnesses;
 - b. To introduce exhibits;
 - c. To cross examine opposing witnesses on any matter relevant to the issue, even if the matter is not covered in the direct examination;

- d. To impeach any witness regardless of which party first called him/her to testify;
 - e. To rebut the evidence against them; and
 - f. To present oral and written arguments
2. The City shall have the burden of proof, and the burden shall be by the preponderance of the evidence.
 3. The hearing shall not be conducted in accordance with the technical rules relating to evidence and witnesses, but shall be conducted in a manner most conducive to the determination of the truth. Any relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules which might make improper admission of such evidence over objection in a court of law. The Hearing Officer's decision shall not be invalidated by any informality in the proceedings.
 4. Hearsay evidence may be used for the purpose of explaining any direct evidence but shall not be sufficient in and of itself to support a finding, unless it would be admissible over objections in civil actions.
 5. The Hearing Officer shall not take testimony from one (1) party outside the presence of the other.
 6. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions.
 7. Irrelevant evidence and unduly repetitious evidence shall be excluded.
 8. The Hearing Officer shall determine the relevancy, weight, and credibility of testimony and evidence.
 9. The Hearing Officer shall have the power to exclude any witnesses.
- E. Issuance of Decision: Within thirty (30) days after the close of the hearing, a written statement of decision, containing findings of fact and conclusions of law, shall be issued by the Hearing Officer. The Hearing Officer shall have the authority to affirm, revoke, or reduce the Disciplinary Action imposed against the employee. The Hearing Officer may not provide for discipline more stringent than that imposed by the City. When the Hearing Officer presents an advisory opinion to the City Manager, the City Manager shall have an additional fifteen (15) days to consider the advisory opinion and any written objections to the advisory opinion filed by the parties before the City Manager must issue a final decision. The parties shall have seven (7) days from the date the advisory opinion is issued to file written objections with the City Manager.

The Hearing Officer's decision constitutes a final resolution of any Disciplinary Action and no further appeal shall be permitted within the City's administrative process. A copy of the Hearing Officer's decision shall be provided to the employee.

Notwithstanding the above, the Hearing Officer shall not have binding authority to add, modify, or subtract from the Personnel Rules, or any resolutions, ordinances, or policies adopted by the City. Further, the Hearing Officer shall not have the authority or power to render a binding decision that requires the City to expend additional funds, to hire additional personnel, to buy additional equipment or supplies, or to pay wages or benefits not specifically provided for in the Personnel Rules, or any resolutions, ordinances, or policies adopted by the City. The Hearing Officer shall not have the authority to require the City to perform any other action that would violate state or federal laws.

- F. Judicial Review: An employee may seek judicial review of the final decision by the Hearing Officer in accordance with Section 1094.5 of the California *Code of Civil Procedure* by filing a petition for a writ of mandate. Section 1094.5 of the *Code of Civil Procedure* requires that the petition writ of mandate must be filed not later than the ninetieth (90th) day following the date on which the Hearing Officer's decision becomes final.

SEC. 12.5 ADMINISTRATIVE LEAVE WITH PAY

An employee may be placed on an Administrative Leave with Pay to allow the City time to fully investigate the facts of an alleged violation, while the Disciplinary Action is in process, or when the Personnel Officer determines that it is in the best interests of the City. The employee must be reasonably available by telephone during his/her normal working hours and able to report to the City within sixty (60) minutes if directed to do so. When an employee is placed on Administrative Leave with Pay during this investigation, he/she shall not discuss the alleged violation or the Disciplinary Action with anyone, except a representative of his/her choice. Failure to remain reasonably reachable by telephone or to report to the City within sixty (60) minutes of being directed to do so shall be considered insubordination, and could result in additional Disciplinary Action. The employee shall be informed that communicating with others, except a representative of his/her choice, about a pending investigation constitutes insubordination and is a separate and independent ground for discipline. This section is not intended to prevent the employee from communicating with his/her legal counsel.

SEC. 12.6 TIME EXTENSIONS

Any time limitations or requirements as set forth under this Rule may be extended or changed by mutual written agreement of the parties.

SEC. 12.7 DELIVERY OF NOTICES

When notice is required under this Rule, the notice shall be given to the affected employee either by delivery of the notice to the employee in person; or if the employee is not available for personal delivery, by placing the notice in the United States mail, first

Class, postage paid, and by Certified Mail, return receipt requested, in an envelope addressed to the employee's last known home address. It shall be the responsibility of the employee to inform the City, in writing, of his/her current home address and of any change in such address, and the information so provided shall constitute the employee's "last known home address". Such personal delivery or mailing shall be presumed to provide actual notice to the affected employee.

RULE XIII.
GRIEVANCE AND COMPLAINT PROCEDURE

SEC. 13.1 ESTABLISHMENT

These procedures are established in order to provide adequate opportunities for employees to bring forth their views relating to any unfair or improper aspect of their employment situation and to seek correction thereof. This Section 13.1 reflects a statement of intent and does not create any enforceable right beyond the procedures set forth in this Rule XIII.

SEC. 13.2 SCOPE OF PROCEDURES

The procedures set forth in this Rule shall apply to all employee complaints and grievances, as defined herein, except where other methods have been specifically prescribed in the Personnel Ordinance and in these Rules, such as in the matters of dismissal, demotion and reduction.

SEC. 13.3 DEFINITIONS

- A. Complaint: An allegation or charge that the complaining employee has suffered a wrong as a result of management action or inaction.
- B. Complaint Procedure: The process by which a determination is made as to whether or not a wrong has been committed. Complaints may not be filed over matters for which there is a separate appeal, which are subject to the grievance procedure, or which are expressly excluded from the grievance procedure pursuant to Sections 13.3.C.1-6.
- C. Grievance: An expressed claim by an employee that the City has violated, misinterpreted, or misapplied an obligation to the employee as such obligation is expressed and written in the Personnel Ordinance, a resolution, or these Rules. Specifically excluded from the grievance procedures are the following:
 - 1. Performance evaluations;
 - 2. Deferred merit salary increases;
 - 3. All Lesser Disciplinary Actions;
 - 4. Policy decisions of the City Council;

5. Transfer to another Position in the same classification without a loss of pay; and
 6. Matters for which there is a separate appeal, including, but not limited to, Disciplinary Action.
- D. Grievance Procedure: The process by which the validity of a grievance is determined.

SEC. 13.4 COMPLAINT PROCEDURE

- A. Step 1: The employee shall discuss any complaint with his/her Department Director within seven (7) days after the employee knew, or in the exercise of reasonable diligence should have known, of the events giving rise to the complaint. The Department Director is required to review every complaint and attempt to settle it as quickly and fairly as possible. The Department Director shall issue a written decision to the employee within ten (10) days from the date of his/her meeting with the employee.
- B. Step 2: If the action taken by his/her Department Director is not satisfactory, the employee shall submit his/her complaint in writing to the Human Resources Director. The Human Resources Director or designee shall meet and discuss the complaint with the employee within ten (10) days of his/her receipt of the complaint. The Human Resources Director or designee shall have twenty (20) days from the date of his/her meeting with the employee to issue a decision. The decision of the Human Resources Director or designee is final.

SEC. 13.5 GRIEVANCE PROCEDURE

- A. Step 1: The employee shall inform, in writing, his/her Department Director of his/her grievance and relevant facts within seven (7) days after the employee knew, or in the exercise of reasonable diligence should have known, of the events giving rise to the grievance. At least one (1) conference shall be held between the employee and his/her Department Director after the employee has expressed his/her grievance. The Department Director shall advise the employee of his/her decision in writing within fourteen (14) days following notification of the grievance.
- B. Step 2: If the grievance is not satisfactorily resolved in Step 1, the grievant may, within seven (7) days of receipt of the Department Director's decision, submit the grievance to the Human Resources Director for consideration by the City Manager. Such submittal shall include the original grievance form, a written statement of any issues which are still in dispute, the specific basis upon which the grievant takes issues with the Position of his/her Department Director, the specific provision of the Personnel Ordinance, resolution, or Personnel Rules that the grievant asserts has been violated, and the remedy the grievant seeks. The City Manager or his/her designee shall take such review and investigative action as he/she deems necessary and inform the grievant of his/her decision in writing within fourteen (14) days of receipt of the grievance. The decision of the City

Manager or his/her designee is final.

SEC. 13.6 GENERAL PROVISIONS

- A. No retribution or adverse employment action shall be taken against employees because of their use of the grievance or complaint procedures.
- B. All documents, communications and records dealing with the processing of grievances and complaints shall be filed separately from personnel files.
- C. Failure by the City at any step of this procedure to communicate the decision on the grievance or complaint within the specified time limits shall permit the grievant or complainant to proceed to the next step.
- D. The grievant or complainant shall be present at all steps of the procedure.
- E. Failure at any step of these procedures to appeal a decision on a grievance or complaint within specified time limits shall be deemed acceptance of the decision rendered by the employee.
- F. The time limits specified at any step in this procedure may be extended by mutual written agreement of the City and grievant or complainant.
- G. The original grievance or complaint shall accompany all requests for institution of the next step in the grievance or complaint procedure.
- H. Communication with the grievant or complainant shall be processed by personal signed receipt of documents, or by certified mail, or registered mail.

RULE XIV.
EMPLOYEE BENEFITS

SEC. 14.1 HEALTH BENEFITS

Accident, health, hospital, and self-funded dental and vision insurance to cover non-occupational injuries and sickness for probationary and Full-Time Employees shall be provided by the City. The scope of coverage and the payment of premiums are subject to periodic review and revision by the City Council and shall be set by resolution of the City Council.

SEC. 14.2 RETIREMENT BENEFITS

The City has contracted with the California Public Employees' Retirement System (CalPERS) for the two percent (2%) at age fifty-five (55) retirement plan. The City shall pay the employees' seven percent (7%) contribution and the employer's contribution to CalPERS.

SEC. 14.3 DEFERRED COMPENSATION PLAN

Upon successful completion of the Probationary Period, Full-Time Employees shall be enrolled in the City's deferred compensation plan.

- A. Employees hired before January 1, 2012 are entitled to a contribution from the City equal to six (6) percent of base compensation.
- B. Employees hired on or after January 1, 2012 may choose to contribute to a deferred compensation plan with no entitlement to contribution from the City.
- C. At the discretion of the City Manager, Department Directors hired on or after January 1, 2012 may be granted entitlement to a contribution to the City's deferred compensation plan. The City Manager shall specify applicable terms in writing at the time of hire.

RULE XV. **EDUCATIONAL ASSISTANCE**

SEC. 15.1 EDUCATIONAL ASSISTANCE FOR TRAINING AND ADVANCEMENT

- A. The responsibility for developing training programs for employees is with the Human Resources Director and Department Directors, jointly. When a training course to be taken by an employee will benefit the City, the City Manager may authorize payment by the City of tuition charges and books.
- B. If an employee is entitled to additional compensation by earning a degree, as specified in his/her job description, it will be the employee's responsibility to pay all fees for their courses and upon completing the course and earning a grade of C or better, to submit proof of payment for reimbursement of the tuition charges and books.
- C. Non-exempt employees shall be compensated for travel time, attendance at training or meetings, and other similar time where required under applicable state and federal wage and hour laws.

SEC. 15.2 LICENSES AND CERTIFICATION ASSISTANCE

- A. In cases of enrollment for Operator-in-Training, or any other certification which is a condition of employment, the City shall pay application fees in advance.
- B. The cost of licensing fees, renewal fees, and test fees for all levels of certification are reimbursable, upon receipt of the certification or license. To obtain reimbursement after successful completion of the test/renewal/license process, the employee is responsible for submitting proof of payment for test fees, renewal fees, and license fees, along with proof of the certification or license, to the City Manager. In unusual circumstances, the City Manager may authorize the payment of the test/renewal/license fees in advance.

RULE XVI.
UNIFORMS AND EQUIPMENT

SEC. 16.1 UNIFORMS

- A. In general. The City shall either provide uniform items that employees are required to wear to meet Department needs or shall bear the cost of required uniform items.
- B. Uniforms for field employees.
 - 1. The required uniform shall consist of collared or t-shirt-type shirts and jeans. Field employees shall be responsible for purchasing pants or other apparel that is generally usable in their occupations.
 - 2. The City will provide required uniform items or an allowance to field employees, as follows:
 - a. Up to ten (10) shirts will be provided to each employee per fiscal year.
 - b. Employees will be reimbursed for purchase of up to five (5) pairs of jeans per fiscal year, up to a maximum amount of \$300 per fiscal year.
 - 3. Field employees are responsible for the proper cleaning and maintenance of their uniform items.

SEC. 16.2 EQUIPMENT

- A. The City shall provide employees with the essential equipment to perform the duties of their Positions, as determined in the discretion of the Department Director.
- B. Employees are responsible for requesting training on equipment that they are unfamiliar with prior to using such equipment. Also, employees are responsible for the proper operation and maintenance of all equipment.

SEC. 16.3 SAFETY EQUIPMENT AND PROTECTIVE CLOTHING

- A. All field employees will be required to wear approved safety shoes and other safety equipment and protective clothing. Field employees who fail or refuse to wear such safety and protective items as appropriate will be subject to Disciplinary Action under Rule XII. If any employee is unable to wear one or more safety or protective items due to protected characteristics, the Personnel Officer may grant exceptions to this Rule where required by law as a reasonable accommodation.
- B. The City will provide one of each of the following safety equipment and protective clothing items to each field employee:

1. Hard hats
2. Pair of ear plugs
3. Safety goggles
4. Non-prescription safety glasses
5. Safety vests
6. High visibility raincoats

C. Approved Safety Shoes:

1. The City requires that the approved safety shoes include both a steel toe and steel shank construction and meet the requirements of the American National Steel Institute (ANSI Z41.1). The shoes must be low quarter, three quarter or full boot.
2. Employees must choose their own approved safety shoes meeting the above requirements. After obtaining approval from the Public Works Director, the employee will purchase a safety shoe which is approved by OSHA from a vendor pre-selected by the Public Works Director. After purchase of the approved safety shoes, the employee will present a receipt of purchase to his/her Department Director for reimbursement. The maximum amount of reimbursement will be one hundred forty dollars (\$140.00), per fiscal year. Reimbursement will be made to the employee within ten (10) days after presentation of the receipt to the Public Works Director.

RULE XVII. DRESS CODE

SEC. 17.1 GENERAL POLICY.

- A. The City is a professional organization, and customers, suppliers, and the general public (collectively "customers") frequently form their initial impressions of professional credibility based solely on employee appearance. Therefore, all employees must present a professional appearance by wearing attire appropriate to their job classifications and must promote a positive image to customers.
- B. This Rule is intended to provide standards on dress and appearance and is not meant to address all situations. There may be differences in some Departments' standards depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms under Rule XVI, or other circumstances identified by the Department Director. The standards in this Rule apply when the employee has officially reported to work. Department Directors shall be responsible for enforcement of this Rule and related Department Policies among their employees.

SEC. 17.2 GENERAL GUIDELINES FOR ATTIRE AND FOOTWEAR.

- A. Acceptable Attire: Acceptable attire includes, but is not limited to Department approved uniform, including shirts with City logo. suits, dresses (with or without nylons), skirts of moderate length, pantsuits, shirts (with or without ties), sport

coats, dress slacks, khakis or Dockers-type slacks, Capri-style suits, and polo-type or other collared shirts. Attire meeting the above criteria may be sleeveless, short-sleeved, or long-sleeved.

- B. Unacceptable Attire: Unacceptable attire includes, but is not limited to, t-shirts, sweatshirts, jogging outfits, workout wear, sweat pants, jeans (blue or colored), shorts, halter tops, tank tops, skorts, and culottes. Otherwise acceptable attire shall be unacceptable if it is of immoderate length, sheer or see-through material, or is revealing, low-backed, spaghetti-strapped, or bearing messages.
- C. Acceptable Footwear: Acceptable footwear includes, but is not limited to, sandals, loafers, and other dress shoes.
- D. Unacceptable Footwear: Unacceptable footwear includes, but is not limited to, athletic shoes (including sneakers and tennis shoes), flip-flops, thongs, and other casual sandals.

SEC. 17.3 LIMITED EXCEPTIONS.

- A. While jeans, shorts and athletic shoes, are not considered appropriate in any office or other business setting, some field employees, in the Department Director's discretion, may wear these items.
- B. Department Directors may exercise their discretion regarding appropriate attire in light of weather conditions or requirements of special projects or assignments.
- C. The City may designate special casual days during which the dress code may be relaxed. Criteria for such casual days will be announced in advance.

SEC. 17.4 TATTOOS AND JEWELRY.

- A. All tattoos must be covered.
- B. Facial piercing jewelry, including, but not limited to that displayed via nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing, is prohibited.
- C. Employees may wear up to two (2) earrings in each earlobe.
- D. All other jewelry must be appropriate, not detract from a professional appearance, and not constitute a potential safety hazard for the employee or others due to its characteristics or the manner in which it is worn. Such a determination shall rest in the discretion of the Department Director.

SEC. 17.5 GROOMING.

- A. All employees must maintain a clean, presentable appearance.
- B. When used, perfumes, colognes, after shaves, and scented lotions shall be applied in moderation.

- C. Beards, sideburns, and moustaches must be neatly groomed. Hair must be properly restrained as required for its length and the nature of the assignment. Hair coloring shall be within the range of natural hair colors.

SEC. 17.6 VIOLATIONS.

- A. Should an employee wear inappropriate attire or footwear to work, the employee shall be asked to leave the workplace and promptly return after changing into appropriate attire and footwear. Non-exempt employees may deduct the missed time from their available paid leave, or in the absence of leave, shall be required to take the missing time as leave without pay. Failure by any employee to return to work promptly may be grounds for discipline, pursuant to Rule XII.
- B. Repeated violations of this Rule may be grounds for discipline, pursuant to Rule XII.

SEC. 17.7 ACCOMMODATION OF PROTECTED CHARACTERISTICS.

- A. The Personnel Officer may grant exceptions to this Rule as required by law to accommodate an employee's protected characteristic(s).

RULE XVIII.
POLICY AGAINST WORKPLACE VIOLENCE

SEC. 18.1 OBJECTIVES

The City is strongly committed to ensuring the safety of all employees. Consistent with this policy, acts or threats of violence, including intimidation, harassment, and/or coercion which involve or affect employees will not be tolerated, and will be subject to appropriate Disciplinary Action pursuant to Rule XII, up to and including termination. The following are the objectives of the City:

- A. To ensure that all workplace threats and violent behavior are addressed promptly.
- B. To ensure that the level of physical and facility security in City workplaces is sufficient to protect the health and safety of employees.
- C. To ensure that all employees are appropriately trained in workplace security, diffusing hostile situations, and steps to take during an emergency incident.
- D. To ensure that all Disciplinary Action taken for behavior prohibited under this Rule is reviewed, evaluated, and administered consistently and equitably throughout the City, and done so in a timely manner.

SEC. 18.2 THREATS OR ACTS OF VIOLENCE DEFINED

A credible threat of violence is a knowing and willful statement or course of conduct that would place a reasonable person in fear for his/her safety, or the safety of his/her immediate family, and that serves no legitimate purpose. General examples of

prohibited workplace violence include, but are not limited to the following:

- A. Threatening to harm or harming an individual or his/her family, friends, associates, or their property.
- B. Fighting or challenging another individual to a fight.
- C. Intimidation through direct or veiled verbal threats, or through physical threats, such as obscene gestures, grabbing, and pushing.
- D. Making harassing or threatening telephone calls; sending harassing or threatening letters, emails, text messages, or other correspondence.
- E. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
- F. Harassing surveillance or stalking, which is engaging in a pattern of conduct with the intent to follow, alarm, or harass another individual, which presents a credible threat to the individual and causes the individual to fear for his/her safety, or the safety of his/her immediate family, as defined in *Civil Code* section 1708.7.
- G. Making a suggestion or otherwise intimating that an act to injure persons or property is appropriate behavior.
- H. Possession of firearms (loaded or unloaded), weapons, or any other dangerous devices on City property. This includes "look-alike" weapons, such as toy guns. Weapons and dangerous devices may include, but are not limited to the following: blackjacks, slingshots, metal knuckles, explosive substances, dirks, daggers, gas- or spring-operated guns, knives having a blade longer than three and one-half (3½) inches, folding knives having a blade that locks into place, razor blades, and clubs.
- I. Use of a personal or City-issued tool or other equipment in a threatening manner toward another.

SEC. 18.3 REPORTING WORKPLACE VIOLENCE

Any employee who is the victim of a threat or act of violence, or any employee who witnesses such conduct, should immediately report the incident to his/her Department Director or other appropriate person in the chain of command. Should the employee perceive that he/she is in immediate danger of a violent act, or has just been victimized by a violent act, or is a witness of a violent act or imminent violent act, he/she shall whenever possible:

- A. Place themselves in a safe location.
- B. If appropriate, call the Police Department or 911 and request immediate response of a police officer and be prepared to inform the police dispatcher of the circumstances and the exact location of where an officer is needed.

- C. Inform the Human Resources Director or the City Manager of the circumstances.
- D. Complete a written report as soon as possible and submit the original copy to the Human Resources Director.
- E. Cooperate fully in any administrative or criminal investigation, which shall be conducted within existing policy and laws.

SEC. 18.4 REPORTING POTENTIAL FUTURE WORKPLACE VIOLENCE

Employees who have reason to believe they or any employee may be the subject of a violent act in the workplace or as a result of their City employment, should immediately notify Human Resources Director or the City Manager.

SEC. 18.5 VIOLATION OF RULE

The City's prohibition against threats and acts of violence applies to all persons in the City operation, including but not limited to City personnel, contract and temporary workers, customers, and anyone else on City property. Violations of this Rule by any individual may be followed by legal action as appropriate, which may include, but is not limited to, seeking a temporary restraining order and/or injunction on behalf of employees if the situation warrants such action. In addition to appropriate legal action, violations of this Rule by employees, including making a false report under this Rule, may lead to appropriate Disciplinary Action pursuant to Rule XII, up to and including termination.

CITY OF BUELLTON
ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL RULES

I acknowledge that I have received my copy of the City of Buellton Personnel Rules. I recognize that the Personnel Rules supersede any related Personnel Rules, policy statements, manuals, and/or administrative policies previously issued by the City of Buellton. I will read and abide by all Personnel Rules and regulations set forth in the Personnel Rules.

I understand that these Personnel Rules do not create a vested contractual right in the execution of the duties and responsibilities relating to these Personnel Rules.

Print Name

Signature

Date

CITY OF BUELLTON
Successor Agency Agenda Staff Report

City Manager Review: JHK
Council Agenda Item No.: 10

To: The Successor Agency

From: Annette Muñoz, Finance Director

Meeting Date: June 28, 2012

Subject: Resolution No. 12-02 – “A Resolution of the Successor Agency of the Former Buellton Redevelopment Agency, Adopting the Fiscal Year 2012-13 Successor Agency Budget”

BACKGROUND

As of February 1, 2012 the Buellton Redevelopment Agency was dissolved: included as a separate document is the budget for the Buellton Successor Agency which reflects the Administrative Cost Budget and the Recognized Obligation Payment Schedule for the period July 1, 2012 through December 31, 2012.

FISCAL IMPACT

The fiscal impact will be determined.

RECOMMENDATION

That the Successor Agency consider the approval of Resolution No. 12-02 – “A Resolution of the Successor Agency of the Former Buellton Redevelopment Agency, Adopting the Fiscal Year 2012-13 Successor Agency Budget”

ATTACHMENTS

Resolution No. 12-02 (Successor Agency)
Exhibit A – Resolution No. 12-02 (Oversight Board) and Recognized Obligation Payment Schedule July 1, 2012 to December 31, 2012
Attachment 1 - Proposed Fiscal Year 2012-13 Successor Agency Budget

RESOLUTION NO. 12-02

A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER BUELLTON REDEVELOPMENT AGENCY, ADOPTING THE FISCAL YEAR 2012-13 SUCCESSOR AGENCY BUDGET

I. THE SUCCESSOR AGENCY OF THE FORMER BUELLTON REDEVELOPMENT AGENCY DOES HEREBY FIND AND DETERMINE AS FOLLOWS:

A. The Successor Agency Budget reflects the Administrative Cost Budget and the Recognized Obligation Payment Schedule for the period July 1, 2012 through December 31, 2012.

II. NOW, THEREFORE, THE SUCCESSOR AGENCY OF THE FORMER BUELLTON REDEVELOPMENT AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

A. The Agency hereby adopts the Fiscal Year 2012-13 Budget for the Successor Agency of the Former Buellton Redevelopment Agency in those amounts, which are hereby appropriated for the purposes as described therein. Exhibit A lists the Recognized Obligation Payment Schedule from July 1, 2012 through December 31, 2012.

B. That a true and correct copy of the final Fiscal Year 2012-13 Successor Agency Budget will be on file in the Office of the Finance Director.

C. That the Executive Director can approve budget transfers within funds, providing it has no impact on fund balance and the Agency can amend this Budget at any time.

D. The Agency Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED, and ADOPTED this 28th day of June 2012.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

RESOLUTION NO. 12-02

A RESOLUTION OF THE OVERSIGHT BOARD TO THE SUCCESSOR AGENCY TO THE DISSOLVED BUELLTON REDEVELOPMENT AGENCY ADOPTING A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) PURSUANT TO HEALTH AND SAFETY CODE SECTION 34177 FOR THE SIX-MONTH FISCAL PERIOD COVERING JULY 1, 2012 THROUGH DECEMBER 31, 2012

WHEREAS, on December 29, 2011, the California Supreme Court delivered its decision in *California Redevelopment Association v. Matosantos*, finding ABX1 26 (the "Dissolution Act") largely constitutional; and

WHEREAS, under the Dissolution Act and the California Supreme Court's decision in *California Redevelopment Association v. Matosantos*, all California redevelopment agencies, including the Buellton Redevelopment Agency (the "former RDA"), were dissolved on February 1, 2012; and

WHEREAS, under the Dissolution Act, the City of Buellton ("City") serves as the successor agency to the former RDA (the "Successor Agency"), subject to all limitations, conditions and qualifications as provided in the Dissolution Act; and

WHEREAS, pursuant to Health and Safety Code Section 34177(l), before each six-month fiscal period, the Successor Agency is required to adopt a draft Recognized Obligation Payment Schedule ("ROPS") that lists all of the obligations that are "enforceable obligations" pursuant to Health & Safety Code Section 34177, and which identifies a source of payment for each obligation from among (i) the Low and Moderate Income Housing Fund, (ii) bond proceeds, (iii) reserve balances, (iv) the administrative cost allowance, (v) revenues from rents, concessions, interest earnings, and asset sales, and (vi) the Redevelopment Property Tax Trust Fund established by the County Auditor-Controller to the extent no other source of funding is available or payment from property tax is contractually or statutorily required; and

WHEREAS, the draft ROPS must be submitted to and approved by the Oversight Board established to review Successor Agency actions, posted on the Successor Agency's website, and transmitted to the Santa Barbara County Auditor-Controller, the State Controller and the State Department of Finance; and

WHEREAS, pursuant to the Dissolution Act, the Oversight Board to the Successor Agency met at duly-noticed public meetings on April 16, April 20, and June 4, 2012 to review the ROPS. The Oversight Board considered obligations listed on the ROPS for the period covering July 1, 2012 through December 31, 2012, including the administrative budget presented, and considered approval of the ROPS for the six-month fiscal period presented; and

WHEREAS, pursuant to Health & Safety Code Section 34181 the Oversight Board directs the Successor Agency to immediately take any action as required under the Dissolution Act to implement the decisions of the Oversight Board as set forth in the ROPS.

NOW, THEREFORE, the Oversight Board, formed pursuant to Health & Safety Code Section 34179 to oversee the Successor Agency does hereby resolve, find and determine as follows:

Section 1. The Recitals set forth above are true and correct, and are incorporated herein by reference.

Section 2. The ROPS attached hereto as Exhibit A is hereby approved.

Section 3. The Executive Director of the Successor Agency or designee is authorized and directed to take all actions necessary to implement this Resolution, including without limitation, the submittal of the approved ROPS to the Santa Barbara County Auditor-Controller, the State Department of Finance and the State Controller, and the posting of this Resolution and the ROPS on the Successor Agency's website.

Section 4. The Finance Director is authorized to incorporate the items on the ROPS into the 2012-13 operating budget as may be required.

Section 5. Pursuant to Health & Safety Code Section 34181 the Oversight Board directs the Successor Agency to immediately take any action as required under the Dissolution Act to implement this Resolution and the decisions of the Oversight Board as set forth in the ROPS.

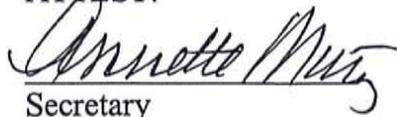
Section 6. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.

Section 7. The Executive Director of the Successor Agency and the Finance Director, and their designees, are authorized and directed to take such actions as necessary and appropriate to carry out and implement the intent of this Resolution, including without limitation, the establishment of separate accounts and funds as necessary to appropriately document the receipts and expenditures of the City acting in its capacity as Successor Agency to the former RDA.

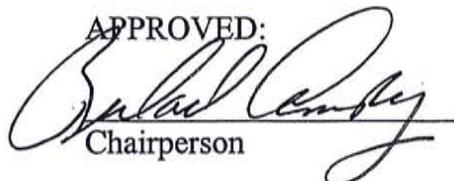
PASSED AND ADOPTED this 4th day of June, 2012, by the following vote:

AYES: 6
NOES:
ABSENT: 1
ABSTAIN:

ATTEST:


Secretary

APPROVED:


Chairperson

**RECOGNIZED OBLIGATION PAYMENT SCHEDULE - CONSOLIDATED
FILED FOR THE July 1, 2012 to Dec 31, 2012 PERIOD**

Name of Successor Agency Buellton

	Current	
	Total Outstanding Debt or Obligation	Total Due During Fiscal Year
Outstanding Debt or Obligation	\$ -	\$ 183,748.00
	Total Due for Six Month Period	
Outstanding Debt or Obligation	\$ 91,874.00	
Available Revenues other than anticipated funding from RPTTF	\$ -	
Enforceable Obligations paid with RPTTF	\$ 3,000.00	
Administrative Cost paid with RPTTF	\$ 88,874.00	
Pass-through Payments paid with RPTTF	\$ -	
Administrative Allowance (greater of 5% of anticipated Funding from RPTTF or 250,000. Note: Calculation should not include pass-through payments made with RPTTF. The RPTTF Administrative Cost figure above should not exceed this Administrative Cost Allowance figure)	\$ 150.00	

Certification of Oversight Board Chairman:
Pursuant to Section 34177(l) of the Health and Safety code,
I hereby certify that the above is a true and accurate Recognized
Enforceable Payment Schedule for the above named agency.

Annette Muñoz Finance Director
 Name Title
Annette Muñoz 5/21/12
 Signature Date

DRAFT RECOGNIZED OBLIGATION PAYMENT SCHEDULE
Per AB 26 - Section 34177 (*)

Project Name / Debt Obligation	Contract/Agreement Execution Date	Payee	Description	Project Area	Total Outstanding Debt or Obligation	Total Due During Fiscal Year 2012-13**	*** Funding Source	Payable from the Redevelopment Property Tax Trust Fund (RPTTF)						
								Payments by month						
								Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	Total
1) Visitors Bureau	1/23/09	County of Santa Barbara	Utilities and HOA fees for Econ Dev office purch -H&S 34169	Ave of Flags		6,000.00	RPTTF	500.00	500.00	500.00	500.00	500.00	500.00	\$ 3,000.00
2)														\$ -
3)														\$ -
4)														\$ -
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29)														\$ -
30)														\$ -
31)														\$ -
32)														\$ -
Totals - This Page (RPTTF Funding)					\$ -	\$ 6,000.00	N/A	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,000.00
Totals - Page 2 (Other Funding)					\$ -	\$ -	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 3 (Administrative Cost Allowance)					\$ -	\$ 177,748.00	N/A	\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 88,874.00
Totals - Page 4 (Pass Thru Payments)					\$ -	\$ -	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand total - All Pages					\$ -	\$ 183,748.00		\$ 15,312.00	\$ 15,312.00	\$ 15,312.00	\$ 15,312.00	\$ 15,312.00	\$ 15,314.00	\$ 91,874.00

* The Preliminary Draft Recognized Obligation Payment Schedule (ROPS) is to be completed by 3/1/2012 by the successor agency, and subsequently be approved by the oversight board before the final ROPS is submitted to the State Controller and State Department of Finance by April 15, 2012. It is not a requirement that the Agreed Upon Procedures Audit be completed before submitting the final Oversight Approved ROPS to the State Controller and State Department of Finance.

** All totals due during fiscal year and payment amounts are projected.

*** Funding sources from the successor agency: (For fiscal 2011-12 only, references to RPTTF could also mean tax increment allocated to the Agency prior to February 1, 2012.)
 RPTTF - Redevelopment Property Tax Trust Fund Bonds - Bond proceeds Other - reserves, rents, interest earnings, etc
 LMIHF - Low and Moderate Income Housing Fund Admin - Successor Agency Administrative Allowance

DRAFT RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34177 (*)

	Project Name / Debt Obligation	Payee	Description	Project Area	Total Outstanding Debt or Obligation	Total Due During Fiscal Year 2012-2013**	Funding Source **	Payable from the Administrative Allowance Allocation ****						Total
								Payments by month						
								Jul 2012	Aug 2012	Sep 2012	Oct 2012	Nov 2012	Dec 2012	
1)	Successor Agency Costs	County of Santa Barbara	Admin Costs	General Operations		177,748.00	RPTTF	14,812.00	14,812.00	14,812.00	14,812.00	14,812.00	14,814.00	\$ 88,874.00
2)														\$ -
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Totals - This Page					\$ -	\$ 177,748.00		\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 14,812.00	\$ 14,814.00	\$ 88,874.00

* The Preliminary Draft Recognized Obligation Payment Schedule (ROPS) is to be completed by 3/1/2012 by the successor agency, and subsequently be approved by the oversight board before the final ROPS is submitted to the State Controller and State Department of Finance by April 15, 2012. It is not a requirement that the Agreed Upon Procedures Audit be completed before submitting the final Oversight Approved ROPS to the State Controller and State Department of Finance.
 ** All total due during fiscal year and payment amounts are projected.
 *** Funding sources from the successor agency: (For fiscal 2011-12 only, references to RPTTF could also mean tax increment allocated to the Agency prior to February 1, 2012.)
 RPTTF - Redevelopment Property Tax Trust Fund Bonds - Bond proceeds Other - reserves, rents, interest earnings, etc
 LMIHF - Low and Moderate Income Housing Fund Admin - Successor Agency Administrative Allowance
 **** - Administrative Cost Allowance caps are 5% of Form A 6-month totals in 2011-12 and 3% of Form A 6-month totals in 2012-13. The calculation should not factor in pass through payments paid for with RPTTF in Form D.

**City of Buellton
Successor Agency**

**Fiscal Year 2012-13
Preliminary Budget**

FUND: 051-SUCCESSOR AGENCY**DEPARTMENT: 566/COMMUNITY
DEVELOPMENT**

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ 77,630	\$ 62,968	\$ 83,518	\$ 92,641	\$ 42,414
Operating & Maintenance	\$ 286,521	\$ 495,569	\$ 217,049	\$ 468,295	\$ 49,460
Capital	\$ 35,066	\$ 222,643	\$ -	\$ 800,000	\$ -
Department Total	\$ 399,217	\$ 781,180	\$ 300,568	\$ 1,360,937	\$ 91,874

DEPARTMENT DESCRIPTION

As of February 1, 2012 the Buellton Redevelopment Agency was dissolved. The Community Development Department, which provided the staffing and operational functions for the former Redevelopment Agency, was transferred to the Buellton Successor Agency. The Successor Agency budget only pertains to the period July 1, 2012 through December 31, 2012 and represents the Administrative Cost budget that was listed on the Recognized Obligation Payment Schedule (ROPS) and approved by the Oversight Board in April of 2012.

DEPARTMENT EXPENDITURES

REDEVELOPMENT
COMMUNITY DEVELOPMENT
051-566

	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
<u>EMPLOYEE SERVICES</u>							
5001 Salaries	56,151	46,591	57,106	57,351	29,400	-27,951	-48.74%
5003 Council Salaries	0	0	5,192	5,280	2,640	-2,640	-50.00%
5004 Council Car Allowance	0	0	885	900	450	-450	-50.00%
5100 Benefits	21,479	16,376	20,335	29,110	9,924	-19,186	-65.91%
EMPLOYEE SERVICES SUBTOTAL:	77,630	62,968	83,518	92,641	42,414	-50,227	-54.22%
<u>OPERATING & MAINTENANCE</u>							
5301 Office Supplies	0	0	0	700	150	-550	-78.57%
5303 Postage	0	0	40	400	60	-340	-85.00%
5401 Membership & Publications	1,548	1,730	1,849	2,000	0	-2,000	-100.00%
5402 Travel & Training	0	0	18	3,000	0	-3,000	-100.00%
5509 Maintenance & Repair	194	103	758	1,500	840	-660	-44.00%
5702 Utilities - Gas	260	213	244	500	552	52	10.40%
5703 Utilities - Electric	1,207	2,050	2,324	2,000	1,608	-392	-19.60%
5704 Utilities - Water	0	218	226	0	0	0	N/A
5705 Utilities - Sewer	0	286	286	0	0	0	N/A
5805 Economic Development/Visitors Bureau	0	0	5,000	63,695	0	-63,695	-100.00%
6004 Audit	2,585	2,700	0	2,500	1,250	-1,250	-50.00%
6010 Principal & Interest	175,804	44,289	38,861	52,000	0	-52,000	-100.00%
6020 Education Revenue Augmentation Fund (ERAF)	0	0	0	40,000	0	-40,000	-100.00%
6022 Supplemental ERAF	0	196,446	40,445	45,000	0	-45,000	-100.00%
6201 Contract Services	32,271	34,038	25,186	25,000	0	-25,000	-100.00%
6202 Contract Services - Engineering	72,652	208,395	92,500	220,000	0	-220,000	-100.00%
6204 Contract Services - Legal Fee	0	5,099	9,310	10,000	45,000	35,000	350.00%
OPERATING & MAINTENANCE SUBTOTAL:	286,521	495,569	217,049	468,295	49,460	-418,835	-192.97%
<u>CAPITAL</u>							
6501 Property Acquisition	35,066	0	0	0	0	0	N/A
6507 Improvements	0	222,643	0	800,000	0	-800,000	-100.00%
CAPITAL SUBTOTAL:	35,066	222,643	0	800,000	0	-800,000	-100.00%
COMMUNITY DEVELOPMENT TOTAL:	399,217	781,180	300,568	1,360,936	91,874	-1,269,062	-93.25%

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

<u>Employee Services</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>
City Manager	0.20	0.20	0.20
Finance Director	0.10	0.10	0.10
Planning Director	0.10	0.10	0.10
City Clerk	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
Total	0.50	0.50	0.50

5001 Salaries \$29,400

5003 Council Salaries \$2,640

5004 CC Auto Allow \$450

5100 Benefits \$9,924

Operating & Maintenance

5301 Office Supplies \$150

5303 Postage \$60

5401 Membership & Publications \$0

5402 Travel & Training \$0

5509 Repair & Maintenance \$840
Homeowners Association fees for Visitors Bureau

5702 Utilities - Gas \$552

5703 Utilities - Electric \$1,608

5705 Utilities - Sewer \$0

5805 Economic Development/Visitors Bureau \$0

6004 Audit \$1,250

Preliminary 6-28-12

FUND: 051-SUCCESSOR AGENCY

**DEPARTMENT: 566/COMMUNITY
DEVELOPMENT**

6010	<u>Principal & Interest</u>	<u>\$0</u>	
6020	<u>Education Revenue Augmentation Fund (ERAF)</u>		<u>\$0</u>
6022	<u>Supplemental (ERAF)</u>		<u>\$0</u>
6201	<u>Contract Services</u>	<u>\$0</u>	
6204	<u>Contract Services - Legal Fee</u>		<u>\$45,000</u>
	<u>Capital</u>		
6207	<u>Improvements</u>	<u>\$0</u>	

FUND: 052-SUCCESSOR AGENCY**DEPARTMENT: 303/REDEVELOPMENT
OBLIGATION RETIREMENT FUND**

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 91,874
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ -	\$ -	\$ -	\$ -	\$ 91,874

DEPARTMENT DESCRIPTION

The Redevelopment Obligation Retirement Fund for the Successor Agency is to provide for the tracking of allocated tax increment receipts from the County.

DEPARTMENT REVENUE

REDEVELOPMENT OBLIGATION
RETIREMENT FUND
052-303

	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
<u>REVENUE</u>							
4003 Tax Increment - Secured	0	0	0	0	91,874	91,874	N/A
<u>REVENUE SUBTOTAL:</u>	0	0	0	0	91,874	91,874	N/A
REVENUE TOTAL:	0	0	0	0	91,874	91,874	N/A

FUND: 052-SUCCESSOR AGENCY

DEPARTMENT: 303/REDEVELOPMENT
OBLIGATION RETIREMENT FUND

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

4003 <u>Tax Increment - Secured</u>	<u>\$91,874</u>
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FUND: 043-REDEVELOPMENT

**DEPARTMENT: 566/COMMUNITY
DEVELOPMENT/LOW COST HOUSING**

DEPARTMENT SUMMARY	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Budget	2012-13 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 21,158	\$ -	\$ -	\$ 29,000	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 21,158	\$ -	\$ -	\$ 29,000	\$ -

DEPARTMENT DESCRIPTION

The Redevelopment Agency Low Cost Housing Fund serves as the local resource for funding housing development for low and moderate income families. State law requires that 20% of all tax increment receipts be dedicated to the Fund. This Fund is subject to transfer to the County.

DEPARTMENT EXPENDITURES

REDEVELOPMENT
LOW COST HOUSING
043-566

	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Budget</u>	2012-13 <u>Proposed</u>	Change From 2011-12 <u>Budget</u>	% Change From 2011-12 <u>Budget</u>
<u>OPERATING & MAINTENANCE</u>							
6201 Contract Services	2,660	0	0	1,000	0	-1,000	-100.00%
6405 Housing Conservation Program	18,498	0	0	28,000	0	-28,000	-100.00%
<u>OPERATING & MAINTENANCE SUBTOTAL:</u>	21,158	0	0	29,000	0	-29,000	-100.00%
LOW COST HOUSING TOTAL:	21,158	0	0	29,000	0	-29,000	-100.00%

FUND: 043-REDEVELOPMENT

DEPARTMENT: 566/COMMUNITY
DEVELOPMENT/LOW COST HOUSING

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2012-13

Operating & Maintenance

6201 Contract Services \$0

6405 Housing Conservation Program \$0

Summary of Change in Expenditures From the Fiscal Year 2011-12 Adopted Budget

	<u>2011-12 Budget</u>	<u>2012-13 Proposed</u>	Change From FY 2011-12 <u>Adopted</u>	Percent Increase/ <u>Decrease</u>
051 <u>Community Development</u>				
566 Community Development	\$1,360,936	\$91,874	(\$1,269,062)	-93.2%
043 <u>Low Cost Housing</u>				
566 Low Cost Housing	\$29,000	\$0	(\$29,000)	-100.0%
 Totals	 \$1,389,936	 \$91,874	 (\$1,298,062)	 -93.4%