



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of August 22, 2013 at 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.

### **TELECONFERENCE MEETING LOCATION:**

**Council Member Holly Sierra will attend the above referenced regular City Council meeting via teleconference from the following location:**

**Omni Austin Hotel Downtown  
700 San Jacinto at 8<sup>th</sup> Street  
Austin, Texas 78701**

### **CALL TO ORDER**

Mayor Judith Dale

### **PLEDGE OF ALLEGIANCE**

Council Member Leo Elovitz

### **ROLL CALL**

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

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

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

**CONSENT CALENDAR (ACTION)**

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.

- 1. Minutes of August 8, 2013 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2013-14**
- 3. Consideration of Agreement with Autosys, Inc. for SCADA/Instrumentation/Electrical Technician Services**  
❖ (Staff Contact: Public Works Director Hess)
- 4. Acceptance of the 2011/2012 Concrete Repair Project**  
❖ (Staff Contact: Public Works Director Hess)

**PRESENTATIONS**

**PUBLIC HEARINGS**

**COUNCIL MEMBER COMMENTS**

**COUNCIL ITEMS**

**WRITTEN COMMUNICATIONS**

Written communications are included in the agenda packets. Any Council Member, the City Manager or City Attorney may request that a written communication be read into the record.

**COMMITTEE REPORTS**

This Agenda listing is the opportunity for Council Members to give verbal Committee Reports on any meetings recently held for which the Council Members are the City representatives thereto.

**BUSINESS ITEMS (POSSIBLE ACTION)**

- 5. Resolution No. 13-14 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Revised Fiscal Year 2013-14 Budget” and Discussion of New Financial Reporting**  
❖ (Staff Contact: Interim City Manager Bierdzinski and Finance Consultant Herrera)

**CITY MANAGER’S REPORT**

- 6. Interim City Manager’s Three Month Progress Report**

**ADJOURNMENT**

The next meeting of the City Council will be held on Thursday, September 12, 2013 at 6:00 p.m.

# CITY OF BUELLTON

**CITY COUNCIL MEETING MINUTES**  
**Regular Meeting of August 8, 2013**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

Council Member Holly Sierra led the Pledge of Allegiance

## **ROLL CALL**

**Present:** Council Members Ed Andrisek, Leo Elovitz, Holly Sierra, and Mayor Judith Dale

**Excused Absence:** Vice Mayor John Connolly

**Staff:** Interim City Manager Bierdzinski, City Attorney Ralph Hanson, Public Works Director Rose Hess, Finance Director Annette Muñoz, and City Clerk Linda Reid

## **REORDERING OF AGENDA**

None

## **PUBLIC COMMENTS**

Henry Alvarado, Buellton, stated that the BBQ Bonanza was a great success and thanked the Council for bringing back the original format of the event.

Mark Preston, Buellton, thanked the Council and staff for the monthly financial analysis and provided a handout for the record.

## **CONSENT CALENDAR**

- 1. Minutes of July 11, 2013 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2012-13**

**MOTION:**

Motion by Council Member Sierra, seconded by Council Member Andrisek, approving the Consent Calendar as listed

**VOTE:**

Motion passed by a roll call vote of 4-0.

**PRESENTATIONS**

None

**PUBLIC HEARINGS**

None

**COUNCIL MEMBER COMMENTS**

Council Member Elovitz questioned the progress of Financial Consultant John Herrera with regard to his analysis of the City's financial status. Interim City Manager Bierdzinski stated that Mr. Herrera will provide a detailed report at the August 22 Council meeting.

Council Member Elovitz requested that staff invite the Criterium coordinators to attend a Council meeting to report on the outcome of this year's Criterium.

Council Member Elovitz questioned the status of the social media policy. City Attorney Hanson indicated his firm has been working on the social medial policy and it will be brought before the Council soon.

Council Member Andrisek asked that Council meet with Mr. Herrera after he provides his analysis on August 22. Mr. Bierdzinski stated he will be involved with all meetings involving Mr. Herrera.

Council Member Andrisek discussed Santa Barbara County's new water quality directive.

Council Member Sierra thanked the Buellton Recreation Department and the BBQ crew for hosting the BBQ Bonanza.

Council Member Sierra announced that Beneful Dog Food is holding a "Dream Dog Park" contest to help inspire a \$500,000 dog park renovation in our area. Residents are encouraged to enter at [www.beneful.com/Dream-Dog-Park/](http://www.beneful.com/Dream-Dog-Park/) by September 17. Staff will post the entry link on the City's website.

**COUNCIL ITEMS**

Council Member Sierra requested that staff agendize the Visioning goals for discussion, status, and possible implementation at the September 26 meeting.

## WRITTEN COMMUNICATIONS

None

## COMMITTEE REPORTS

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

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

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

Council Member Andrisek announced that he attended the California Joint Powers Insurance Authority (CJPIA) Annual Board of Directors meeting in July and provided a handout for the record.

## BUSINESS ITEMS

### 3. Award of Contract for the 2012/13 Road Maintenance Project

#### **RECOMMENDATION:**

That the City Council award a contract in the amount of \$350,558 to Granite Construction for the 2012/2013 Road Maintenance Project and authorize the City Manager and City Attorney to execute the contract.

#### **STAFF REPORT:**

Public Works Director Hess presented the staff report.

#### **DOCUMENTS:**

Staff report with attachment (Location Exhibit)

#### **MOTION:**

Motion by Council Member Sierra, seconded by Council Member Andrisek, awarding a contract in the amount of \$280,447.00, plus a contingency amount of \$70,111 for a total contract amount of \$350,558 to Granite Construction for the 2012/2013 Road Maintenance Project and authorize the City Manager and City Attorney to execute the contract.

#### **VOTE:**

Motion passed by a roll call vote of 4-0.

## CITY MANAGER'S REPORT

Interim City Manager Bierdzinski and City Attorney Hanson provided informational reports for the record.

**ADJOURNMENT**

Mayor Dale adjourned the regular meeting at 6:58 p.m. The next regular meeting of the City Council will be held on Thursday, August 22, 2013 at 6:00 p.m.

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Judith Dale  
Mayor

ATTEST:

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Linda Reid  
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the **August 22, 2013** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A	<u>\$ 251,286.37</u>
EXHIBIT B	<u>\$ 57,272.92</u>
<b>TOTAL AMOUNT OF CLAIMS:</b>	<u><u>\$ 308,559.29</u></u>

	<u>FY 2012-13</u>	<u>FY 2013-14</u>
The total amount of claims and demands paid by the City for the Fiscal Year through August 14, 2013	\$ 1,373,791.56	\$ 787,558.04

**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
28276-	571	1	7/29/2013	118 COASTAL COPY, LP	1	.00	252.37	Logged
28277-	571	2	7/29/2013	119 CRAIG ADAMS	1	.00	50.00	Logged
28278-	571	3	7/29/2013	199 FOSTER D. REIF	1	.00	50.00	Logged
28279-	571	4	7/29/2013	242 JASON L. FUSSEL	1	.00	50.00	Logged
28280-	571	5	7/29/2013	303 ART MERCADO	1	.00	50.00	Logged
28281-	571	6	7/29/2013	787 LISA FIGUEROA	1	.00	50.00	Logged
28282-	572	1	8/08/2013	5 ABALONE COAST ANALYTICAL, INC.	1	.00	1,600.50	Logged
28283-	572	2	8/08/2013	28 ARAMARK UNIFORM SERVICES	1	.00	370.48	Logged
28284-	572	3	8/08/2013	32 NESTLE WATERS NORTH AMERICA db	3	.00	92.83	Logged
28285-	572	4	8/08/2013	45 BC PUMP SALES & SERVICE	1	.00	524.49	Logged
28286-	572	5	8/08/2013	59 MOTOR PRODUCTS INC. dba	1	.00	74.00	Logged
28287-	572	6	8/08/2013	90 CalPERS LONG-TERM CARE PROGRAM	1	.00	84.25	Logged
28288-	572	7	8/08/2013	101 CITY OF SOLVANG	1	.00	19,322.00	Logged
28289-	572	8	8/08/2013	105 CITY OF BUELLTON	1	.00	1,284.83	Logged
28290-	572	9	8/08/2013	107 CITY OF LOMPOC	1	.00	1,666.66	Logged
28291-	572	10	8/08/2013	121 COC/BBA/VISITORS INFORMATION	1	.00	31,511.66	Logged
28292-	572	11	8/08/2013	122 COMCAST CABLE	1	.00	163.81	Logged
28293-	572	12	8/08/2013	142 DANIEL FITZGERALD dba	1	.00	960.00	Logged
28294-	572	13	8/08/2013	172 ECHO COMMUNICATIONS	1	.00	58.44	Logged
28295-	572	14	8/08/2013	187 FARM SUPPLY COMPANY	1	.00	132.26	Logged
28296-	572	15	8/08/2013	201 G E CAPITAL	1	.00	160.92	Logged
28297-	572	16	8/08/2013	227 HINDERLITER, DE LLAMAS & ASSOC	1	.00	977.41	Logged
28298-	572	17	8/08/2013	248 JCI JONES CHEMICALS, INC.	2	.00	3,419.56	Logged
28299-	572	18	8/08/2013	285 SANTA MARIA TIMES dba	2	.00	460.05	Logged
28300-	572	19	8/08/2013	342 NIELSEN BUILDING MATERIALS, INC	1	.00	47.81	Logged
28301-	572	20	8/08/2013	350 OLIVERA'S REPAIR, INC	1	.00	43.35	Logged
28302-	572	21	8/08/2013	357 MARK F. POLLORENA III dba	1	.00	250.00	Logged
28303-	572	22	8/08/2013	365 PEOPLE HELPING PEOPLE	1	.00	1,362.33	Logged
28304-	572	23	8/08/2013	379 POSTMASTER	1	.00	500.00	Logged
28305-	572	24	8/08/2013	380 PRAXAIR DISTRIBUTION, INC.	1	.00	125.65	Logged
28306-	572	25	8/08/2013	382 PROCARE JANITORIAL SUPPLY, INC	1	.00	226.69	Logged
28307-	572	26	8/08/2013	387 ALBERTSONS, LLC.	1	.00	198.66	Logged
28308-	572	27	8/08/2013	438 SANTA YNEZ VALLEY HARDWARE	1	.00	382.17	Logged
28309-	572	28	8/08/2013	441 SB CO - PUBLIC WORKS DEPT	1	.00	1,520.00	Logged
28310-	572	29	8/08/2013	450 SB CO SHERIFF'S DEPARTMENT	1	.00	140,204.33	Logged
28311-	572	30	8/08/2013	465 SP MAINTENANCE SERVICES, INC.	2	.00	3,061.00	Logged
28312-	572	31	8/08/2013	473 SPRINT SPECTRUM, L.P. dba	1	.00	167.36	Logged
28313-	572	32	8/08/2013	488 SWRCB	1	.00	4,864.00	Logged
28314-	572	33	8/08/2013	507 THE GAS COMPANY	1	.00	19.81	Logged
28315-	572	34	8/08/2013	521 TODD PIPE & SUPPLY	1	.00	643.19	Logged
28316-	572	35	8/08/2013	535 UNDERGROUND SERVICE ALERT	1	.00	12.00	Logged
28317-	572	36	8/08/2013	555 VERIZON CALIFORNIA	1	.00	2,291.25	Logged
28318-	572	37	8/08/2013	570 WAYNE KREPS, JR. dba	3	.00	89.22	Logged
28319-	572	38	8/08/2013	587 KYLE ABELLO	1	.00	2,649.79	Logged
28320-	572	39	8/08/2013	649 FLUID RESOURCE MANAGEMENT, INC	1	.00	1,248.88	Logged
28321-	572	40	8/08/2013	655 COAST NETWORK, INC.	1	.00	475.00	Logged
28322-	572	41	8/08/2013	661 AQUA-METRIC SALES, CO.	1	.00	483.20	Logged
28323-	572	42	8/08/2013	668 ONE STOP AUTO PARTS	1	.00	1,519.88	Logged
28324-	572	43	8/08/2013	679 COURIER SYSTEMS	1	.00	127.08	Logged
28325-	572	44	8/08/2013	700 MAILFINANCE, INC.	1	.00	1,163.16	Logged
28326-	572	45	8/08/2013	718 AUTOSYS, INC.	1	.00	4,978.37	Logged
28327-	572	46	8/08/2013	768 WEX BANK	1	.00	3,347.42	Logged
28328-	572	47	8/08/2013	778 KELCOLE MANUFACTURING CORP. db	1	.00	183.00	Logged

Run date: 08/14/2013 @ 13:32  
Bus date: 08/14/2013

City of Buellton  
Check Summary Report

EXHIBIT A  
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Check-Run	Seq#	Date	Vendor Name	Checking	# Obls	Discount	Net amount	Status
28329-	572	48	8/08/2013	781 VALLEY CREST LANDSCAPE MAINT,	3	.00	5,284.00	Logged
28330-	572	49	8/08/2013	790 ROSS & CASSO, LLP	1	.00	173.25	Logged
28331-	572	50	8/08/2013	802 GOVERNMENT STAFFING SERVICES,	1	.00	10,000.00	Logged
28332-	572	51	8/08/2013	807 WATER ENVIRONMENT FEDERATION	1	.00	278.00	Logged
					.00			
** Total check discount **					.00			
** Total check amount **					251,286.37			
					.00			

Payments via Electronic Fund Transfer (EFT):

FSA-Staff	7/31/13	755.63
June Bank Charges	7/31/13	135.00
Life Ins Staff/Council-Aug	8/2/13	487.45
Health Premium	8/5/13	9,629.63
Deferred Compensation Plan	8/5/13	13,960.64
Aflac Sup Ins Staff/Council	8/5/13	643.92
Retirement Contribution	8/6/13	20,420.52
Payroll Taxes	8/7/13	11,240.13
<b>Total</b>		<b>57,272.92</b>

**FISCAL YEAR 2012-13 REVENUE AND EXPENDITURE RECAP**

As of June 30, 2013  
100.0%  
of the year elapsed

<u>GENERAL FUND</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 6/30/13</u>
Total Revenues (1)	\$4,296,365.00	\$5,958,235.10	139%	\$3,617,434.20
Total Expenditures (1)	\$5,017,791.00	\$5,191,794.72	103%	
<u>SPECIAL REVENUE FUNDS</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 6/30/13</u>
Total Revenues	\$501,419.00	\$691,028.33	138%	\$1,721,804.05
Total Expenditures	\$1,164,304.00	\$724,942.22	62%	
<u>WATER/SEWER</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 6/30/13</u>
Total Revenues	\$2,051,250.00	\$2,174,949.95	106%	\$3,961,469.59
Total Expenditures	\$3,252,814.00	\$3,296,712.33	101%	
<u>SUCCESSOR AGENCY</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>% of Budget YTD</u>	<u>Cash Balance at 6/30/13</u>
Total Revenues	\$0.00	\$73,911.96	N/A	\$75,700.96
Total Expenditures	\$0.00	\$1,826,499.56	N/A	

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

The Cash Balances as of August 14, 2013 are as follows:

	Balance as of:	<u>FY 2012-13</u>	<u>FY 2013-14</u>
<b>Checking</b>			
Rabobank	8/14/13	279,085.42	176,870.04
<b>Total Checking</b>		<u>279,085.42</u>	<u>176,870.04</u>
<b>Savings/Investments</b>			
LAIIF-savings	6/30/13	12,891,976.14	13,582,759.25
Rabobank-money mkt	6/30/13	203,049.67	203,670.35
Morgan Stanley-bonds	6/30/13	375,000.00	126,915.57
Great Pacific-treasuries	6/30/13	0.00	0.00
First Empire-bonds	6/30/13	3,231,010.19	2,257,564.45
<b>Total Savings/Investments</b>		<u>16,701,036.00</u>	<u>16,170,909.62</u>
% of cash invested		22.43%	15.83%
<b>Total Cash</b>		<u><u>16,980,121.42</u></u>	<u><u>16,347,779.66</u></u>

1.) General Fund revenues and expenditures include Storm Water, Parks and Rec and Landscape Maintenance

2.)\*Restricted cash of \$6,169,313.56 not included in general fund cash balance at 6/30/13

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

City Manager Review: MPB  
Council Agenda Item No.: 3

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: August 22, 2013

Subject: Consideration of Agreement with Autosys, Inc. for SCADA/Instrumentation/Electrical Technician Services

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**BACKGROUND**

The City of Buellton operates and maintains 4 groundwater wells, 2 water treatment plants, 3 reservoirs, 1 booster station and a network of water distribution system. While the City has operation staff, all control systems (supervisory control and data acquisition – SCADA), telemetry, instrumentation and electrical technician services has been contracted out.

Kevin Seifert, CEO of Autosys, Inc. has been providing SCADA/Instrumentation/Electrical Technician Services to the City since 2007. His services include programming, repair, maintenance and troubleshooting of the electrical and electronic components of the City’s water system, including the PLC systems, control equipment and peripherals, telemetry equipment. In addition, he has also been servicing meters at the wastewater treatment plant.

Mr. Seifert has been assisting staff in replacement of various control hardware and has also been instrumental in repairing communication controls of the entire water system. He understands the City’s needs to update the SCADA system and is already familiar with the program the City is considering and reviewing. He is a Certified Control Systems Technician and a Licensed Electrical Contractor. He also held certifications as a water treatment operator (T2) and distribution operator (D1).

In order to provide continuity of services, staff has worked with Autosys, Inc. for the Scope of Services to be performed in this fiscal year, which includes continued installation and programming of equipment, servicing of water treatment plants, regular inspection of SCADA equipment, inspecting and repair of electrical controls and assisting with emergency reliability at both the water and wastewater treatment plants.

**FISCAL IMPACT**

This professional consulting service, estimated at \$35,000.00 has been included in the FY 2013/14 budget.

**RECOMMENDATION**

Staff recommends that Council approve the agreement with Autosys, Inc. and authorize the City Manager to execute the Agreement.

**ATTACHMENTS**

Attachment 1 – Autosys, Inc. proposal

Attachment 2 – Professional Consulting Services Agreement

# AUTOSYS, INC.

Contractor License #872667

P.O. Box 3092, Atascadero, CA 93423  
805-438-3935

Automation Systems Integration and Service

## ATTACHMENT 1

July 26, 2013

Rose Hess, Director of Public Works  
City of Buellton, California

Ms Hess:

I am honored with the opportunity to present a proposal to continue providing Professional Services to the City of Buellton.

I have personally been providing services related to the City's Water and Waste Water SCADA, Telemetry, Instrumentation, and Electrical Systems for approximately 6 years. It has been a pleasure working with you and your Staff and I look forward to many more years of service to the City.

Please feel free to contact me directly at any time with any questions or concerns you or your Staff may have.

At Your Service,



Kevin T. Seifert - CEO / Project Manager  
Autosys, Inc.

July 27, 2013

## Proposal for Professional Services

Proposed to:

City of Buellton Public Works  
Buellton, California  
Rose Hess, Public Works Director

Proposed Services:

1. Perform labor on a as-needed basis, both scheduled and emergency call-out, for the design, installation, troubleshooting, repair, programming, and calibration of the City's Water and Waste Water SCADA, Telemetry, Instrumentation, and Electrical Systems.  
Including but not limited to these tasks:
  - a) Installation and programming of the replacement SCADA equipment and software.
  - b) Quarterly maintenance and calibration of the chlorine residual analyzers at Well 9 and McMurray Water Treatment Plants
  - c) Monthly inspection and testing of the SCADA primary and back-up power batteries at all sites.
  - d) Bi-annual calibration of the Influent Flow Meter at the Waste Water Treatment Plant
  - e) Inspection of all electric motor controls and report with recommendations for repair or replacement.
  - f) Quarterly inspection of lift station controls and calibration of level instrumentation
  - g) Design and rewire the electrical power supply distribution at McMurray WTP to enable the back-up generator to power the whole plant.

Billing for Services:

I estimate the annual billing for FY 2013-2014 to total \$35,000.00

Materials and equipment will be quoted, approved, and billed separately. A 20% markup will be applied to all material and equipment sales. Shipping costs will be prepaid and billed. All material and equipment are subject to Sales Tax at 8.0%

Invoices will be generated on a bi-weekly basis with Net 30 Terms.

Labor is billed by the hour, with a minimum of one hour. Our labor rate sheet is attached.



Kevin T. Seifert - CEO / Project Manager  
Autosys, Inc.

RATE SHEET  
2013/2014  
Effective August 1, 2013

<u>CLASSIFICATION</u>	<u>REGULAR</u>	<u>PREMIUM</u>	<u>OVER TIME</u>	<u>PREMIUM O.T.</u>
TECHNICAL CONSULTING	\$175	\$210	\$260	\$350
DESIGN / LAYOUT / NARRATIVE	\$155	\$185	\$230	\$310
PROGRAMMING	\$140	\$170	\$210	\$280
FIELD TECHNICAL SERVICE	\$115	\$140	\$170	\$230
DRAFTING / CAD	\$100	\$120	\$150	\$200
ELECTRICAL CONSTRUCTION	\$75	\$90	\$112	\$150
ASSISTANT	\$60	\$72	\$90	\$120
CLERICAL	\$45	\$55	\$67	\$90

**EMERGENCY RESPONSE (LESS THAN 1 WORKING DAYS NOTICE) IS BILLED AT PREMIUM RATES WITH A MINIMUM 2 HOUR CHARGE AND PORTAL-TO-PORTAL**

“REGULAR” RATES ARE BILLED PER HOURS WORKED, ACCORDING TO THE TIME DEFINITION, WITH A MINIMUM 1 HOUR CHARGE. TRAVEL IS BILLED AT \$1.00 PER MILE FROM SANTA MARIA, CA OR FROM CURRENT LOCATION, WHICH EVER IS CLOSEST

OTHER TIME CODES ARE BILLED PER HOURS WORKED AND PORTAL-TO-PORTAL, WITH A MINIMUM 2 HOUR CHARGE

EQUIPMENT, MATERIAL, AND SUPPLIES ARE BILLED AT COST+20%  
SHIPPING IS BILLED AT COST  
SALES TAX MAY APPLY

REGULAR TIME 7 A.M. TILL 5 P.M. WEEKDAYS, NOT A HOLIDAY  
PREMIUM TIME 7 A.M. TILL 5 P.M. WEEKENDS OR HOLIDAYS  
OVER TIME 5 P.M. TILL 7 A.M. WEEKDAYS, NOT A HOLIDAY  
PREMIUM O.T. 5 P.M. TO 7 A.M. WEEKENDS OR HOLIDAYS  
RATES ARE SUBJECT TO CHANGE

**CONFIDENTIAL**

# ATTACHMENT 2

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF BUELLTON  
AND  
AUTOSYS, INC.**

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**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN  
THE CITY OF BUELLTON  
AND  
AUTOSYS, INC.**

This AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF BUELLTON AND AUTOSYS, INC. ("AGREEMENT"), is made and entered into this 27th day of June 2013, by and among the City of BUELLTON a municipal corporation ("CITY") and AUTOSYS, INC. (CONSULTANT).

In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

**SECTION 1. TERM OF AGREEMENT.**

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of one (1) year from the date of execution of this AGREEMENT, as first shown above. Such term may be extended upon written agreement of both parties to this AGREEMENT.

**SECTION 2. SCOPE OF SERVICES.**

CONSULTANT agrees to perform the services set forth in EXHIBIT "A", "SCOPE OF SERVICES/PROPOSAL" and made a part of this AGREEMENT.

**SECTION 3. ADDITIONAL SERVICES.**

CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to or outside of those set forth in this AGREEMENT or listed in EXHIBIT "A" unless such additional services are authorized in advance and in writing by the City Council or City Manager of CITY. CONSULTANT shall be compensated for any such additional services in the amounts and in the manner agreed to by the City Council or City Manager.

**SECTION 4. COMPENSATION AND METHOD OF PAYMENT.**

(a) Subject to any limitations set forth in this AGREEMENT, CITY agrees to pay CONSULTANT the amounts specified in EXHIBIT "A" and made a part of this AGREEMENT. The total compensation, including reimbursement for actual expenses, shall not exceed thirty-five thousand dollars (\$35,000), unless additional compensation is approved in writing by the City Council or City Manager.

(b) Each month CONSULTANT shall furnish to CITY an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by the following categories: labor (by sub-category), travel, materials, equipment, supplies, sub-consultant contracts and miscellaneous expenses. CITY shall independently review each invoice submitted by the CONSULTANT to determine whether the work performed and expenses incurred are in compliance with the provisions of this AGREEMENT. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to

the terms set forth in subsection (c). In the event CITY disputes any charges or expenses, the original invoice shall be returned by CITY to CONSULTANT for correction and resubmission.

(c) Except as to any charges for work performed or expenses incurred by CONSULTANT which are disputed by CITY, CITY will use its best efforts to cause CONSULTANT to be paid within thirty (30) days of receipt of CONSULTANT invoice.

(d) Payment to CONSULTANT for work performed pursuant to this AGREEMENT shall not be deemed to waive any defects in work performed by CONSULTANT.

## **SECTION 5. INSPECTION AND FINAL ACCEPTANCE.**

CITY may inspect and accept or reject any of CONSULTANT's work under this AGREEMENT, either during performance or when completed. CITY shall reject or finally accept CONSULTANT's work within sixty (60) days after submitted to CITY. CITY shall reject work by a timely written explanation, otherwise CONSULTANT's work shall be deemed to have been accepted. CITY's acceptance shall be conclusive as to such work except with respect to latent defects, fraud and such gross mistakes as amount to fraud. Acceptance of any of CONSULTANT's work by CITY shall not constitute a waiver of any of the provisions of this AGREEMENT including, but not limited to, sections 15 and 16, pertaining to indemnification and insurance, respectively.

## **SECTION 6. OWNERSHIP OF DOCUMENTS.**

All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents prepared, developed or discovered by CONSULTANT in the course of providing any services pursuant to this AGREEMENT shall become the sole property of CITY and may be used, reused or otherwise disposed of by CITY without the permission of the CONSULTANT. Upon completion, expiration or termination of this AGREEMENT, CONSULTANT shall turn over to CITY all such original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer files, files and other documents.

## **SECTION 7. CONSULTANTS BOOKS AND RECORDS.**

(a) CONSULTANT shall maintain any and all documents and records demonstrating or relating to CONSULTANT's performance of services pursuant to this AGREEMENT. CONSULTANT shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to CITY pursuant to this AGREEMENT. Any and all such documents or records shall be maintained in accordance with generally accepted accounting principles and shall be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by CONSULTANT pursuant to this AGREEMENT. Any and all such documents or records shall be maintained for three years from the date of execution of this AGREEMENT and to the extent required by laws relating to audits of public agencies and their expenditures.

(b) Any and all records or documents required to be maintained pursuant to this section shall be made available for inspection, audit and copying, at any time during regular business hours, upon written request by CITY or its designated representative. Copies of such documents or records shall be provided directly to the CITY for inspection, audit and copying

when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records shall be made available at CONSULTANT's address indicated for receipt of notices in this AGREEMENT.

(c) Where CITY has reason to believe that any of the documents or records required to be maintained pursuant to this section may be lost or discarded due to dissolution or termination of CONSULTANT's business, CITY may, by written request, require that custody of such documents or records be given to the requesting party and that such documents and records be maintained by the requesting party. Access to such documents and records shall be granted to CITY, as well as to its successors-in-interest and authorized representatives.

## **SECTION 8. STATUS OF CONSULTANT.**

(a) CONSULTANT is and shall at all times remain a wholly independent contractor and not an officer, employee or agent of CITY. CONSULTANT shall have no authority to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of or against CITY; whether by contract or otherwise, unless such authority is expressly conferred under this AGREEMENT or is otherwise expressly conferred in writing by CITY.

(b) The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that CONSULTANT or any of CONSULTANT's officers, employees or agents are in any manner officials, officers, employees or agents of CITY.

(c) Neither CONSULTANT, nor any of CONSULTANT's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to CITY's employees. CONSULTANT expressly waives any claim CONSULTANT may have to any such rights.

## **SECTION 9. STANDARD OF PERFORMANCE.**

CONSULTANT represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this AGREEMENT in a thorough, competent and professional manner. CONSULTANT shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. In meeting its obligations under this AGREEMENT, CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of CONSULTANT under this AGREEMENT.

## **SECTION 10. COMPLIANCE WITH APPLICABLE LAWS, PERMITS AND LICENSES.**

CONSULTANT shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this AGREEMENT. CONSULTANT shall obtain any and all licenses, permits and authorizations necessary to perform the services set forth in this AGREEMENT. Neither CITY, nor any elected or appointed boards, officers, officials, employees or agents of CITY, shall be liable, at law or in equity, as a result of any failure of CONSULTANT to comply with this section.

## **SECTION 11. NONDISCRIMINATION.**

**Basic Provisions.** In performing the Work, CONSULTANT agrees as follows:

(1) CONSULTANT will not discriminate against any employee or applicant from employment because of race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act—Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification. CONSULTANT will take positive action or ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act—Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification. Such action shall include but not be limited to the following: Employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by CITY setting forth the provisions of this nondiscrimination clause.

(2) CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race creed, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, sex, age, physical handicap, medical condition, marital status or pregnancy (as those terms are defined by the California Fair Employment and Housing Act—Government Code Section 12900-12996), except where such discrimination is based on a bona fide occupational qualification.

## **SECTION 12. UNAUTHORIZED ALIENS.**

CONSULTANT hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C.A. §1101, *et seq.* as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should CONSULTANT so employ such unauthorized aliens for the performance of work and/or services covered by this AGREEMENT, and should any liability or sanctions be imposed against CITY for such use of unauthorized aliens, CONSULTANT hereby agrees to and shall reimburse CITY for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by CITY.

## **SECTION 13. CONFLICTS OF INTEREST.**

(a) CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of CITY or which would in any way hinder CONSULTANT's performance of services under this AGREEMENT. CONSULTANT further covenants that in the performance of this AGREEMENT, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the City Manager. CONSULTANT agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of CITY in the performance of this AGREEMENT.

(b) CITY understands and acknowledges that CONSULTANT is, as of the date of execution of this AGREEMENT, independently involved in the performance of non-related services for other governmental agencies and private parties. CONSULTANT is unaware of any stated position of CITY relative to such projects. Any future position of CITY on such projects shall not be considered a conflict of interest for purposes of this section.

#### **SECTION 14. CONFIDENTIAL INFORMATION; RELEASE OF INFORMATION.**

(a) All information gained or work product produced by CONSULTANT in performance of this AGREEMENT shall be considered confidential, unless such information is in the public domain or already known to CONSULTANT. CONSULTANT shall not release or disclose any such information or work product to persons or entities other than CITY without prior written authorization from the City Manager, except as may be required by law.

(b) CONSULTANT, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the City Manager or unless requested by the City Attorney of CITY, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this AGREEMENT. Response to a subpoena or court order shall not be considered "voluntary" provided CONSULTANT gives CITY notice of such court order or subpoena.

(c) If CONSULTANT, or any officer, employee, agent or subcontractor of CONSULTANT, provides any information or work product in violation of this AGREEMENT, then CITY shall have the right to reimbursement and indemnity from CONSULTANT for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of CONSULTANT's conduct.

(d) CONSULTANT shall promptly notify CITY should CONSULTANT, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this AGREEMENT and the work performed thereunder. CITY retains the right, but has no obligation, to represent CONSULTANT or be present at any deposition, hearing or similar proceeding. CONSULTANT agrees to cooperate fully with CITY and to provide CITY with the opportunity to review any response to discovery requests provided by CONSULTANT. However, this right to review any such response does not imply or mean the right by CITY to control, direct, or rewrite said response.

#### **SECTION 15. INDEMNIFICATION.**

**INDEMNITY FOR PROFESSIONAL LIABILITY:** When the law establishes a professional standard of care for CONSULTANT's services, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CITY and any and all of its boards, officials, employees, and agents ("Indemnified Parties") from and against all losses, liabilities, damages, costs and expenses, including attorney's fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any entity or individual for which CONSULTANT shall bear legal liability) in the performance of professional services under this agreement.

**INDEMNITY FOR OTHER THAN PROFESSIONAL LIABILITY:** Other than in the performance of professional services and to the full extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CITY, and any and all of its boards, employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this AGREEMENT by CONSULTANT or by any individual or entity for which CONSULTANT is legally liable, including but not limited to officers, agents, employees or subcontractors of CONSULTANT.

#### **SECTION 16. INSURANCE.**

CONSULTANT agrees to obtain and maintain in full force and effect during the term of this AGREEMENT the insurance policies set forth in EXHIBIT "B" "INSURANCE" and made a part of this AGREEMENT. All insurance policies shall be subject to approval by CITY as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City Manager. CONSULTANT agrees to provide CITY with copies of required policies upon request.

#### **SECTION 17. ASSIGNMENT.**

The expertise and experience of CONSULTANT are material considerations for this AGREEMENT. CITY has an interest in the qualifications of and capability of the persons and entities who will fulfill the duties and obligations imposed upon CONSULTANT under this AGREEMENT. In recognition of that interest, CONSULTANT shall not assign or transfer this Agreement or any portion of this AGREEMENT or the performance of any of CONSULTANT 's duties or obligations under this AGREEMENT without the prior written consent of the City Council. Any attempted assignment shall be ineffective, null and void, and shall constitute a material breach of this AGREEMENT entitling CITY to any and all remedies at law or in equity, including summary termination of this AGREEMENT. CITY acknowledges, however, that CONSULTANT, in the performance of its duties pursuant to this AGREEMENT, may utilize subcontractors.

#### **SECTION 18. CONTINUITY OF PERSONNEL.**

CONSULTANT shall make every reasonable effort to maintain the stability and continuity of CONSULTANT's staff assigned to perform the services required under this AGREEMENT. CONSULTANT shall notify CITY of any changes CONSULTANT's staff assigned to perform the services required under this AGREEMENT, prior to any such performance.

#### **SECTION 19. TERMINATION OF AGREEMENT.**

(a) CITY may terminate this AGREEMENT, with or without cause, at any time by giving thirty (30) days written notice of termination to CONSULTANT. In the event such notice is given, CONSULTANT shall cease immediately all work in progress.

(b) CONSULTANT may terminate this AGREEMENT at any time upon thirty- (30) days written notice of termination to CITY.

(c) If either CONSULTANT or CITY fails to perform any material obligation under this AGREEMENT, then, in addition to any other remedies, either CONSULTANT, or CITY may terminate this AGREEMENT immediately upon written notice.

(d) Upon termination of this AGREEMENT by either CONSULTANT or CITY, all property belonging exclusively to CITY, which is in CONSULTANT's possession, shall be returned to CITY. CONSULTANT shall furnish to CITY a final invoice for work performed and expenses incurred by CONSULTANT prepared as set forth in SECTION 4 of this AGREEMENT. This final invoice shall be reviewed and paid in the same manner as set forth in SECTION 4 of this AGREEMENT.

## **SECTION 20. DEFAULT.**

In the event that CONSULTANT is in default under the terms of this AGREEMENT, the CITY shall not have any obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and may terminate this AGREEMENT immediately by written notice to the CONSULTANT.

## **SECTION 21. EXCUSABLE DELAYS.**

CONSULTANT shall not be liable for damages, including liquidated damages, if any, caused by delay in performance or failure to perform due to causes beyond the control of CONSULTANT. Such causes include, but are not limited to, acts of God, acts of the public enemy, acts of federal, state or local governments, acts of CITY, court orders, fires, floods, epidemics, strikes, embargoes, and unusually severe weather. The term and price of this AGREEMENT shall be equitably adjusted for any delays due to such causes.

## **SECTION 22. COOPERATION BY CITY.**

All public information, data, reports, records, and maps as are existing and available to CITY as public records, and which are necessary for carrying out the work as outlined in the EXHIBIT "A" "SCOPE OF SERVICES/PROPOSAL", shall be furnished to CONSULTANT in every reasonable way to facilitate, without undue delay, the work to be performed under this AGREEMENT.

**SECTION 23. NOTICES.**

All notices required or permitted to be given under this AGREEMENT shall be in writing and shall be personally delivered, or sent by telecopier or certified mail, postage prepaid and return receipt requested, addressed as follows:

To CITY: City of Buellton  
Attn: Rose Hess  
P.O. Box 1819  
107 W. Highway 246  
Buellton, CA 93427

To: Autosys, Inc.  
Attn: Kevin Seifert  
P.O. Box 3092  
Atascadero, CA 93423

Notice shall be deemed effective on the date personally delivered or transmitted by facsimile or, if mailed, three (3) days after deposit of the same in the custody of the United States Postal Service.

**SECTION 24. AUTHORITY TO EXECUTE.**

The person or persons executing this AGREEMENT on behalf of CONSULTANT represents and warrants that he/she/they has/have the authority to so execute this AGREEMENT and to bind CONSULTANT to the performance of its obligations hereunder.

**SECTION 25. BINDING EFFECT.**

This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

**SECTION 26. MODIFICATION OF AGREEMENT.**

No amendment to or modification of this AGREEMENT shall be valid unless made in writing and approved by the CONSULTANT and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void. In the event of any conflict between the terms and conditions of this AGREEMENT and attached Exhibit "A", the terms and conditions of this AGREEMENT shall control. In the event of any conflict between the terms and conditions of this AGREEMENT and any attached exhibits, the terms and conditions of this AGREEMENT will control.

**SECTION 27. WAIVER.**

Waiver by any party to this AGREEMENT of any term, condition, or covenant of this AGREEMENT shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this AGREEMENT shall not constitute a waiver of any other provision, nor a waiver of any subsequent breach or violation of any

provision of this AGREEMENT. Acceptance by CITY of any work or services by CONSULTANT shall not constitute a waiver of any of the provisions of this AGREEMENT.

**SECTION 28. LAW TO GOVERN; VENUE.**

This AGREEMENT shall be interpreted, construed and governed according to the laws of the State of California. In the event of litigation between the parties, venue in state trial courts shall lie exclusively in the County of Santa Barbara. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in Los Angeles.

**SECTION 29. ATTORNEYS FEES, COSTS AND EXPENSES.**

In the event litigation or other proceeding is required to enforce or interpret any provision of this AGREEMENT, the prevailing party in such litigation or other proceeding shall be entitled to an award of reasonable attorney's fees, costs and expenses, in addition to any other relief to which it may be entitled.

**SECTION 30. ENTIRE AGREEMENT.**

This AGREEMENT, including the attached EXHIBITS "A" and "B", is the entire, complete, final and exclusive expression of the parties with respect to the matters addressed therein and supersedes all other agreements or understandings, whether oral or written, or entered into between CONSULTANT and CITY prior to the execution of this AGREEMENT. No statements, representations or other agreements, whether oral or written, made by any party which are not embodied herein shall be valid and binding. No amendment to this AGREEMENT shall be valid and binding unless in writing duly executed by the parties or their authorized representatives.

**SECTION 31. SEVERABILITY.**

If a term, condition or covenant of this AGREEMENT is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this AGREEMENT shall not be affected thereby and the AGREEMENT shall be read and construed without the invalid, void or unenforceable provision(s).

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

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

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

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

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

CITY OF BUELLTON

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Marc Bierdzinski, Interim City Manager

\_\_\_\_\_  
Ralph Hanson, City Attorney

ATTEST:

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

**EXHIBIT "A"**

**SCOPE OF SERVICES/PROPOSAL**

***[NOTE: Scope of Services and Autosys, Inc. Compensation is set forth in the letter from Autosys, Inc. - dated July 27, 2013, attached hereto and incorporated herein by this reference. Total compensation shall not exceed thirty-five thousand dollars (\$35,000).]***

## EXHIBIT "B"

### INSURANCE

A. Insurance Requirements. CONSULTANT shall provide and maintain insurance, acceptable to the City Manager or City Council, in full force and effect throughout the term of this AGREEMENT, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by CONSULTANT, its agents, representatives or employees. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII. CONSULTANT shall provide the following scope and limits of insurance:

1. Minimum Scope of Insurance. Coverage shall be at least as broad as:

(1) Insurance Services Office form Commercial General Liability coverage (Occurrence Form CG 0001).

(2) Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, including code 1 "any auto" and endorsement CA 0025, or equivalent forms subject to the written approval of the City.

(3) Workers' Compensation insurance as required by the Labor Code of State of California and Employer's Liability insurance and covering all persons providing services on behalf of the CONSULTANT and all risks to such persons under this AGREEMENT.

(4) Errors and omissions liability insurance appropriate to the (CONSULTANT)'s profession.

2. Minimum Limits of Insurance. CONSULTANT shall maintain limits of insurance no less than:

(1) General Liability: \$1,000,000 general aggregate for bodily injury, personal injury and property damage.

(2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.

(3) Workers' Compensation and Employer's Liability: Workers' Compensation as required by the Labor Code of the State of California and Employers Liability limits of \$1,000,000 per accident.

(4) Errors and omissions Liability: \$1,000,000 per occurrence.

B. Other Provisions. Insurance policies required by this AGREEMENT shall contain the following provisions:

1. All Policies. Each insurance policy required by this paragraph 5 shall be endorsed and state the coverage shall not be suspended, voided, cancelled by the insurer or either party to this AGREEMENT, reduced in coverage or in limits except after 30 days' prior written notice by Certified mail, return receipt requested, has been given to the CITY FINANCE DIRECTOR.

2. General Liability Accident -- Mobile Liability Rates.

(1) CITY and its respective elected and appointed officers, officials, and employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities CONSULTANT performs; products and completed operations of CONSULTANT; premises owned, occupied or used by CONSULTANT; or automobiles owned, leased, hired or borrowed by CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to CITY, and their respective elected and appointed officers, officials, or employees.

(2) CONSULTANT's insurance coverage shall be primary insurance with respect to CITY, and its respective elected and appointed, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by CITY, and its respective elected and appointed officers, officials, employees or volunteers, shall apply in excess of, and not contribute with, CONSULTANT's insurance.

(3) CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(4) Any failure to comply with the reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to CITY, and its respective elected and appointed officers, officials, employees or volunteers.

3. Workers' Compensation and Employer's Liability Coverage. Unless the City Manager otherwise agrees in writing, the insurer shall agree to waive all rights of subrogation against CITY, and its respective elected and appointed officers, officials, employees and agents for losses arising from work performed by CONSULTANT.

C. Other Requirements. CONSULTANT agrees to deposit with CITY, at or before the effective date of this contract, certificates of insurance necessary to satisfy CITY that the insurance provisions of this contract have been complied with. The City Attorney may require that CONSULTANT furnish CITY with copies of original endorsements effecting coverage required by this Section. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. CITY reserves the right to inspect complete, certified copies of all required insurance policies, at any time.

1. CONSULTANT shall furnish certificates and endorsements from each subcontractor identical to those CONSULTANT provides.

2. Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects CITY or its respective elected or appointed officers, officials, employees and volunteers or the CONSULTANT shall procure a bond guaranteeing payment of losses and related investigations, claim administration, defense expenses and claims.

3. The procuring of such required policy or policies of insurance shall not be construed to limit CONSULTANT's liability hereunder nor to fulfill the indemnification provisions and requirements of this AGREEMENT.

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

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director/City Engineer

Meeting Date: August 22, 2013

Subject: Acceptance of the 2011/2012 Concrete Repair Project

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**BACKGROUND**

On January 24, 2013, the City Council awarded a contract to JJ Fisher Construction in the amount of \$153,232,95 with an approved contingency of 30% for a total amount not to exceed \$199,202.84 for the 2011/2012 Concrete Repair Project. The project was substantially completed end of June 2013. This includes the repair and installation of sidewalks, handicap ramps, curb and gutters, and driveways in various locations throughout the City, including the Post office and River View Park. Additional repairs includes aggregate base and concrete pads at River View Park, concrete repairs at the Wastewater Treatment Plant, installation of traffic rated water meter boxes at various concrete repair locations, approximately 50 lf additional of sidewalk grinding, 100 lf additional of curb and gutter repair, 100 sq. ft. additional sidewalk repair. Staff has inspected the construction and is satisfied that the project plans and specifications have been met.

**FISCAL IMPACT**

The final construction cost of the project, including change orders, was \$197,052.01. Funding for the construction of the project was allocated from Measure A Local Funds, General Fund and Gas Tax.

**RECOMMENDATION**

That the City Council accept the 2011/2012 Concrete Repair Project and instruct the City Manager to file the attached Notice of Completion.

**ATTACHMENT**

Attachment 1 - Notice of Completion

# ATTACHMENT 1

## NOTICE OF COMPLETION

Notice is hereby given that:

- 1. The undersigned is the owner or corporate officer of the interest or estate hereinafter described:
- 2. The full name of the owner is: City of Buellton
- 3. The full address of the owner is: 107 West Highway 246  
P.O. Box 1819  
Buellton, California 93427
- 4. The nature of the interest or estate of the owner is "in fee"
- 5. A work of improvement on the property hereinafter was completed on June 30, 2013. The work done was the repair and installation of sidewalks, handicap ramps, curb and gutters, and driveways in various locations throughout the City, including the Post Office, River View Park, and the Waste Water Treatment Plant within the City limits of the City of Buellton.
- 6. The name of the contractor, if any, for such work of improvement was JJ Fisher Construction.
- 7. The property on which said work of improvement was completed is in the City of Buellton, County of Santa Barbara, State of California, and is described as various streets within the City limits of the City of Buellton.

Dated: \_\_\_\_\_  
Linda Reid, City Clerk

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### VERIFICATION

I, the undersigned, declare that I am the City Engineer of the declarant of the foregoing Notice of Completion. I have read said Notice of Completion and know the contents thereof and the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 2013, at \_\_\_\_\_,  
(Date of Signature) (City where signed)  
California.

\_\_\_\_\_  
Rose M. Hess, Public Works Director/City Engineer

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

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, Interim City Manager  
John Herrera, CPA

Meeting Date: August 22, 2013

Subject: Resolution No. 13-14 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Revised Fiscal Year 2013-14 Budget” and Discussion of New Financial Reporting

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**BACKGROUND**

As I mentioned to you during our budget hearings in May and June, the budget is a planning and management tool that can be reviewed at any time during the year. I have had our financial consultant take a look at the budget that was adopted and as a result, we have found many changes that can be made to present a balanced budget to the City Council. These changes are described below.

The City of Buellton faces an entirely new financial picture in the fiscal year that begins July 1, 2013, and ends June 30, 2014, largely due to the dissolution of the Buellton Redevelopment Agency (RDA) and the resulting loss of \$6.2 million in the General Fund. Although the City is suing the State of California for the \$6.2 million State “grab”, conservative financial management requires that we restrict these monies as unavailable to the City in computing fund balance reserves for the budget.

The loss of RDA has dealt a \$6.2 million blow to the City’s financial position, specifically in the General Fund where we pay for core City services like Public Safety, Community Development, Public Works, Library Services, and General Government, which ensures efficient delivery of municipal services. The cost to the City to provide the General Fund services shown above is \$450,000 per month in fiscal year 2013/14, a total operating cost of \$5.4 million (excluding Water & Sewer). The loss of RDA is the equivalent of 14 months of General Fund services.

**Revised Budget Document**

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Staff has revised the budget adopted on June 27, 2013, with more realistic revenue estimates and expenditure transfers so the Fiscal Year **2013/14 budget is “structurally” in balance and does not require the use of any General Fund reserves.** The revised budget actually projects to end the year with \$100,695 “surplus” in the General Fund at June 30, 2014.

Readers of the enclosed budget document must keep in mind that *even though our City budget is fully-funded in fiscal year 2013/14, the loss of \$6.2 million in cash reserves calls for more attention to spending and for multi-year planning.* Compared to prior years, the new budget must focus on establishing a more accurate financial position to measure the “fiscal health” of the City, and not just present budget worksheets of estimated revenues and expenditure budgets of City funds and departments presented previously.

Our goal moving forward is to continue to present a Citywide perspective on the finances of the City, across all funds, taking a business approach in managing cash flows, maximizing investments, budget management, and financial reporting to ensure the City Council and the community are well informed on the current and future budget recommendations that will affect our organization and our community.

In addition, we will be looking at additional budget controls such as encumbrance accounting and the use of purchase orders for all expenditures above a certain limit. This policy is an effective financial management tool to help the City Manager control and manage the budget as well as help to make the “monthly” budget vs. actual reports more meaningful to the City Council and departmental staff who rely on these monthly reports to manage their budgets and their operations.

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This revised Fiscal Year 2013/14 budget represents “year one” of a multi-year financial plan that we will need to address as we move forward. The revised budget is “balanced” and remains fully-funded in Fiscal Year 2013/2014. However, our Water and Sewer Enterprises and federal and state mandated requirements (i.e., National Pollutant Discharge Elimination System (NPDES), Storm Water, etc.) will require that the City re-evaluate the funding structure of these municipal services during the next 12 to 36 months.

A multi-year plan would provide prudent financial management which includes eliminating subsidies in the budget, establishing fund balance reserve policies, complying with legal cash flow “coverage ratios” in our municipal water/sewer Enterprise Funds, funding vehicle/equipment replacement, meeting infrastructure preservation and improvement plans, and projecting cash flows across all funds of the City.

Long term comprehensive financial planning is a must for our City, and accountability and transparency is most important as staff carries out the priorities of the City Council, including economic development and improved financial reporting for the City Council and the community.

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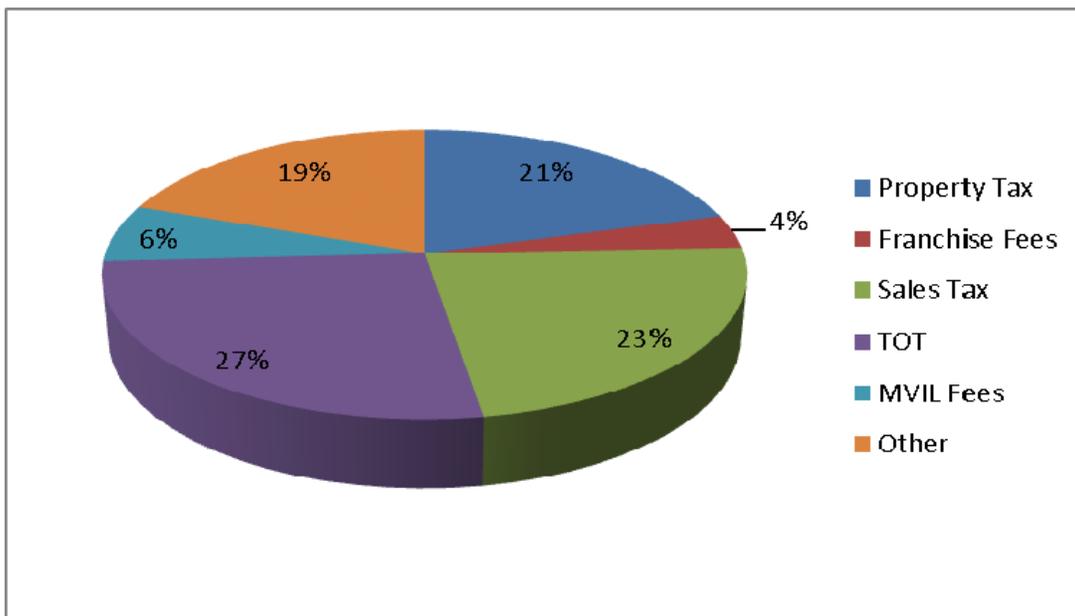
As stated above, the Fiscal Year 2013/14 budget adopted by the City Council on June 27, 2013, was adopted with a General Fund that required the use of roughly \$295,000 of fund balance reserves to balance the budget. Also, the previous estimate of fund balance in the General Fund was presented as \$13.1 million (which includes the \$6.2 million RDA funds). This fund balance estimate has since then been revised to \$10 million (also

including the RDA funds). If we exclude the RDA funds, the fund balance drops from \$6.9 million in June to an actual amount of \$3.8 million under the revised budget.

In analyzing General Fund revenues that fund the City budget, we note that the top five revenue sources generate 81% of the \$5.4 million annual cost of providing vital City services to the community as shown below. By focusing in on these, we can better seek ways to enhance the revenue budget and improve the fund balance reserves in the General Fund. Recently, the City approved an increase in the TOT rate, raising it from 10% to 12% of TOT sales. This new rate is expected to increase TOT revenues by up to 20% once a full year of TOT activity is experienced under the higher 12% tax rate (but 75% of the increase is going towards the Visitor’s Bureau).

The chart below shows the allocation of revenues in the General Fund revised budget for Fiscal Year 2013/14:

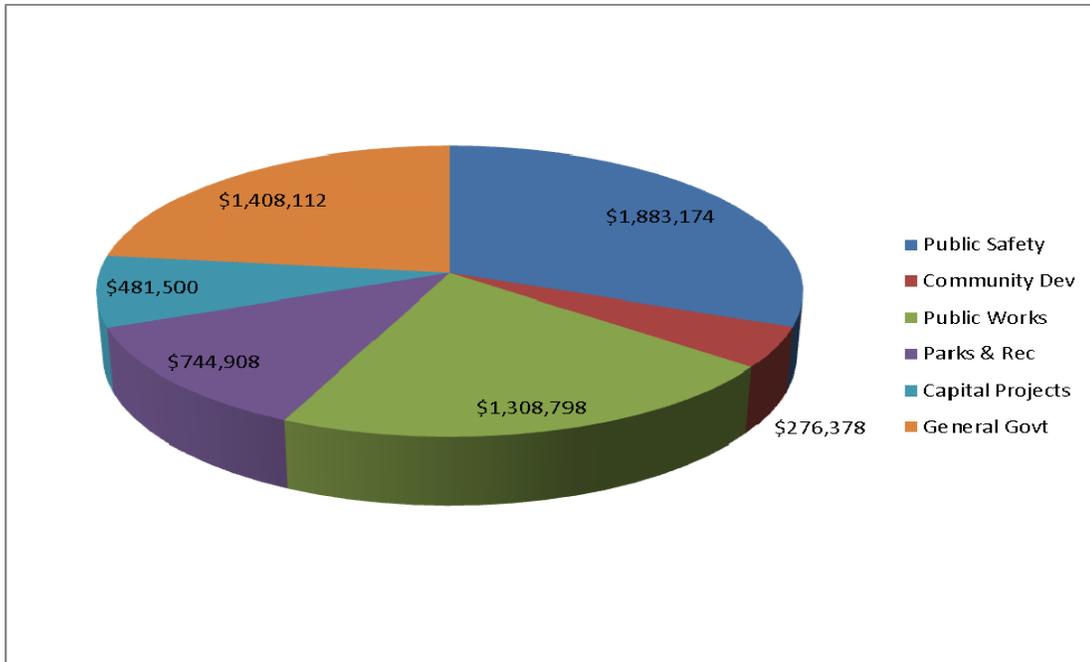
**Top 5 Revenues Generate 81% of General Fund Budget**



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The chart below shows the allocation of expenditures in the General Fund revised budget for Fiscal Year 2013/14:

### General Fund Budget Summary – “Where It Goes”



### How Did We Go from \$6.9 Million to \$3.8 Million in General Fund Reserves?

A most important question we need to explain for readers of the City budget is regarding the fund balance in the General Fund. How did we get from a projected fund balance of \$6.9 million (rounded) down to \$3.8 million at June 30, 2013 (these numbers exclude the \$6.2 million RDA funds)? The answer is computed as follows:

Original Estimate:	\$6.9 million
Revised Estimate:	<u>\$3.8 million</u>
Difference:	\$3.1 million

The \$3.1 million difference between the \$6.9 million “available” fund balance (net of \$6.2 million loss of RDA) estimate at June 30, 2013, and the revised \$3.8 million estimate is due to “overstatement” in the last budget plan presented by staff. We should have reduced the \$6.9 million fund balance to account for \$3.1 million in current encumbrances against the General Fund and non-spendable assets on the balance sheet. It was basically an accounting presentation error.

Note that there still remains a \$1.9 million receivable in the General Fund “due from” the Successor Agency to the RDA. We have removed this receivable from our fund balance estimate as it is unlikely these funds will be paid back to the City.

With the large scale restatement of available fund balance in the General Fund from \$6.9 million down to \$3.8 million, it is imperative that we not use any more fund balance reserves to balance our General Fund budget. Fund balance reserves will, however, be considered for capital improvement projects and other one-time investments.

As previously stated, the revised Fiscal Year 2013/14 budget is being brought back to the City council as a “balanced” budget through adjustments in revenues and expenditure allocations and transfers, with a “surplus” of \$100,965 projected for the budget at June 30, 2014. And we are simplifying the City budget by consolidating all operating costs into one of three functional areas, leaving Special Revenue budgets as funding programs.

The three operating activities in the City budget are accounted for as follows:

1. **General Fund** – Funds public safety, public works, and other municipal services
2. **Utilities Funds** – Funds Sewer and Water services
3. **Capital Improvement Program (CIP) Funds** – Funds all City infrastructure projects and related fixed assets

The Special Revenue funds presented previously are largely used as “funding sources” for the three “operational” budget plans shown above. Except for the LTF Fund 027 and Transportation Fund 029, Special Revenue funds do not have expenditures. They have “transfers out” to fund “eligible” expenditures in one of the operating programs above.

Here is a summary of the revised City budget for the Fiscal Year 2013/14:

- **General Fund** has \$3,800,000 fund balance reserve
  - \$5,625,065 Revenue estimate
  - \$5,440,370 Expenditure budget
  - \$184,695 (less \$84k one-time revenue) = \$100,695 “surplus” in the budget
  - *\$662,500 fund balance is being used to fund CIP and other funds*
- **Sewer Fund** has \$1,872,000 working capital reserve
  - \$620,950 Revenue estimate
  - \$930,915 Expense budget
  - \$309,965 working capital used to fund “operating” revenue shortfall
  - *\$330,000 is being used to fund CIP fund*
- **Water Fund** has \$1,949,000 working capital reserve
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  - \$441,720 working capital used to fund “operating” revenue shortfall
  - *\$360,000 is being used to fund CIP fund*
- **Capital Improvement Fund** has \$2,262,089 in funding for capital projects
  - \$2,262,089 Revenue estimate
  - \$2,262,089 Expenditure Project budgets
- **Special Revenues Funds** have \$295,750 “net” combined fund balances
  - \$579,207 Revenue estimate
  - \$80,750 Expenditure budget
  - *\$1,119,589 transfers to CIP and other funds.*

The Special Revenue Funds can transfer \$1,119,589 to the CIP Fund because they have sufficient fund balance reserves on their individual balance sheets. The \$295,750 balance is a “net” combined amount which includes three Special Revenue funds with significant deficits, yet they are presented here because they are Special Revenue funds.

Staff will continue to work with Kosmont Companies to pursue economic development activities that expand our tax revenue base. We may add consulting hours with John Herrera to come back in September to assist with some additional financial management projects that will improve the City’s financial position as well as more accurately present the fiscal health of the City of Buellton. Lastly, we will continue to work to identify new funding sources, including grants and General Fund budget enhancement tools (i.e., cost recovery, internal service funds, etc.).

At the next City Council meeting we will be presenting the quarterly treasury report and the first quarterly report for the 4<sup>th</sup> Quarter ending June 30, 2013. There is still room for improvement in our City budget document and with our regular financial reporting. As I have mentioned to you during our budget hearings, the budget is a planning and management tool that can be reviewed at any time during the year. And the 2014/15 Fiscal Year Budget calendar begins in just 5 months!

### **FISCAL IMPACT**

The revised budget anticipates a \$100k budget surplus at the end of the fiscal year.

### **RECOMMENDATION**

That the City Council consider the approval and adoption of Resolution No. 13-14 - “A Resolution of the City Council of the City of Buellton, California, Adopting the Revised Fiscal Year 2013-14 Budget” and Discussion of New Financial Reporting

### **ATTACHMENTS**

Resolution No. 13-14  
Attachment 1 – Revised Fiscal Year 2013-14 City Budget

**RESOLUTION NO. 13-14**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, ADOPTING THE REVISED FISCAL YEAR 2013-14 BUDGET AND DISCUSSION OF NEW FINANCIAL REPORTING**

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

- A. On June 27, 2013, the City Council adopted Resolution No. 13-11 adopting the Fiscal Year 2013-2014 Budget.
- B. Subsequent to the adoption of Resolution No 13-11, City staff conducted a further review of expected revenues and expenditures and cash reserves, and staff concluded that the City Council should again review and readopt a revised Fiscal Year 2013-2014 Budget.
- C. City staff has presented a revised budget to the City Council which recognizes those known sources of City income and the expenses anticipated during Fiscal Year 2013-14.
- D. The City Council has reviewed and studied the Revised Budget for Fiscal Year 2013-14.

**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 2013-14 Revised 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 2013-14 Revised 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 City Council can amend this Budget at any time. In addition, the City Council will review the Budget mid-year at the second meeting in January 2014.
- D. That the City Manager can approve budget transfers within any project budget in the newly created Capital Improvement Program Fund 092.
- E. Resolution No. 13-11 is hereby repealed.
- F. The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this 22<sup>nd</sup> day of August, 2013.

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Judith Dale  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**City of Buellton  
Annual Budget  
Fiscal Year  
2013-2014**



# **City of Buellton**

**Fiscal Year 2013-2014**

**Adopted Budget**

**CITY OF BUELLTON  
ADOPTED BUDGET  
FISCAL YEAR 2013-2014**

**JUDITH DALE, MAYOR**

**JOHN CONNOLY, VICE MAYOR**

**ED ANDRISEK, COUNCIL MEMBER**

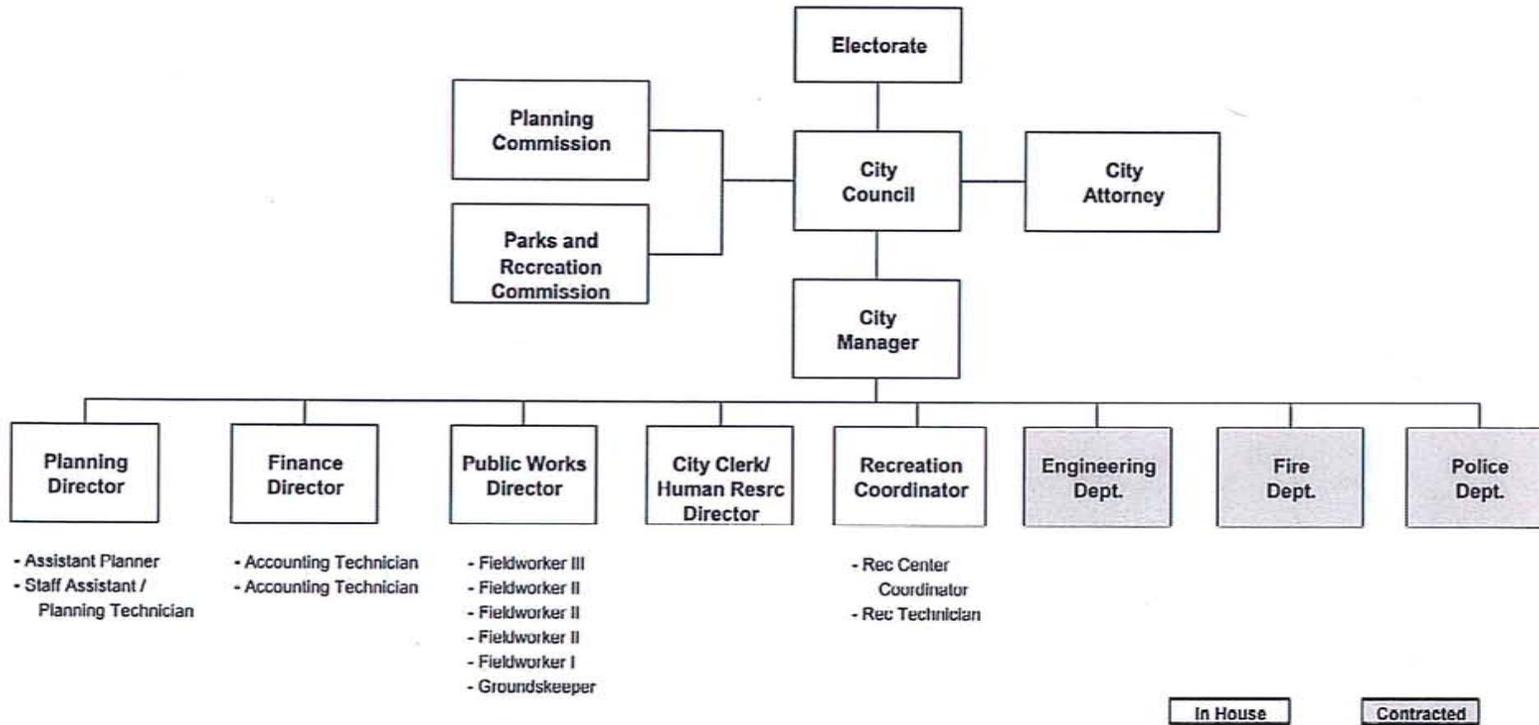
**LEO ELOVITZ, COUNCIL MEMBER**

**HOLLY SIERRA, COUNCIL MEMBER**

**MARC BIERDZINSKI, INTERIM CITY MANAGER**

# CITY OF BUELLTON

## Organizational Chart



## City of Buellton – FY 2013/14 Budget

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Honorable Mayor and City Council Members

RE: FY 2013/2014 Adopted Budget

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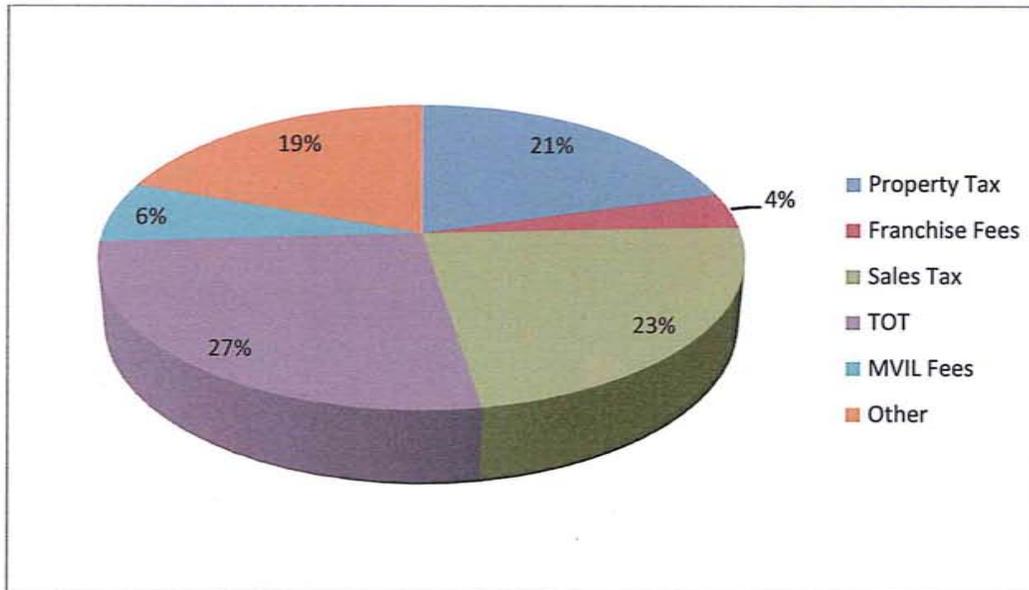
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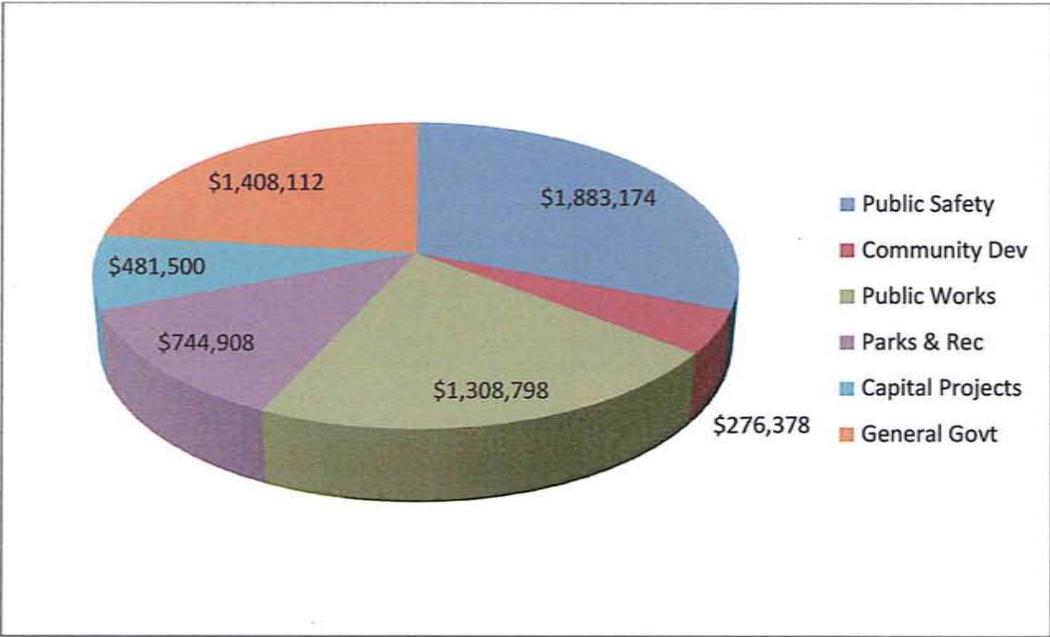


# City of Buellton – FY 2013/14 Budget

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### General Fund Budget Summary – "Where It Goes"



## City of Buellton – FY 2013/14 Budget

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## City of Buellton – FY 2013/14 Budget

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I would like to thank the City Council for their commitment to conservative financial management, good governance, and transparent fiscal stewardship. I would also like to thank the Finance Department staff who worked diligently to revise our fiscal year 2013/14 budget to make it more user friendly and reflective of the City’s current financial position. Lastly, I would like to thank staff from all Departments who contributed to the preparation of the budget.



Marc P. Bierdzinski, AICP  
**Interim City Manager**

August 22, 2013

# **BUDGET SUMMARIES**

**CITY OF BUELLTON, CALIFORNIA**  
**"Budget at a Glance" - Operating / CIP Budgets**  
**For Fiscal Year that Begins 07/01/13 and Ends 06/30/14**

**GENERAL FUND DEPARTMENTS**

Dept <u>No.</u>	<u>Description of Department</u>	FY 09/10 <u>Actual</u>	FY 10/11 <u>Actual</u>	FY 11/12 <u>Actual</u>	FY 12/13 <u>Actual</u>	FY 12/13 <u>Budget</u>	FY 13/14 <u>Adopted</u>
001-401	City Council	95,648	104,700	115,581	110,286	122,343	136,103
001-402	City Manager	142,606	160,824	167,527	260,836	166,413	207,575
001-403	City Clerk	67,541	86,953	83,289	92,801	92,645	109,613
001-404	City Attorney	143,004	132,112	174,043	196,999	125,050	125,000
001-410	Non-Departmental	379,440	380,717	351,133	518,463	402,348	584,681
001-420	Finance	164,453	144,550	155,744	160,492	186,439	245,140
001-501	Police & Fire	1,741,417	1,804,188	1,350,472	1,872,020	1,787,656	1,883,174
001-510	Library	77,134	81,504	81,378	85,399	86,378	95,378
001-511	Recreation (Formerly in Fund 028)	-	-	-	-	-	506,108
001-550	Street Lights	44,843	49,545	49,852	48,247	55,000	55,000
001-551	Storm Water (Formerly in Fund 15)	-	-	-	-	-	141,000
001-552	Public Works - Parks (Formerly in Fund 028)	-	-	-	-	-	238,800
001-556	Public Works - Landscape Maint (Fund 072)	-	-	-	-	-	114,400
001-557	Public Works - Engineering	139,344	73,801	87,143	66,442	64,000	64,000
001-558	Public Works - General	390,615	403,562	421,647	603,808	528,384	527,762
001-565	Community Development / Planning	468,866	369,706	438,151	313,357	339,654	406,636
<b>Total General Fund Expenditures</b>		<b>3,854,910</b>	<b>3,792,162</b>	<b>3,475,961</b>	<b>4,329,150</b>	<b>3,956,310</b>	<b>5,440,370</b>
015 to 001	Storm Water Fund 015 (Gen Fund in FY 13/14)	173,182	138,371	146,743	133,799	151,000	-
028 to 001	Parks & Rec Fund 028 (Gen Fund in FY 13/14)	561,522	543,770	684,985	699,364	725,506	-
072 to 001	Landscape Fund 072 (Gen Fund in FY 13/14)	110,360	91,384	98,567	15,040	114,400	-
<b>General Fund Expenditures (with Fund 028)</b>		<b>4,699,975</b>	<b>4,565,686</b>	<b>4,406,256</b>	<b>5,177,353</b>	<b>4,947,216</b>	<b>5,440,370</b>
Transfer to CIP Fund 092		14,491	531,177	132,256	14,441	70,575	662,500
<b>Total Use of General Fund</b>		<b>4,714,466</b>	<b>5,096,863</b>	<b>4,538,511</b>	<b>5,191,794</b>	<b>5,017,791</b>	<b>6,102,870</b>

**CITY OF BUELLTON, CALIFORNIA**  
**"Budget at a Glance" - Operating / CIP Budgets**  
**For Fiscal Year that Begins 07/01/13 and Ends 06/30/14**  
**SPECIAL FUND DEPARTMENTS**

<b>Dept No.</b>	<b>Description of Department</b>	<b>FY 09/10 Actual</b>	<b>FY 10/11 Actual</b>	<b>FY 11/12 Actual</b>	<b>FY 12/13 Actual</b>	<b>FY 12/13 Budget</b>	<b>FY 13/14 Adopted</b>
005-701	<b>Total Sewer Fund Expenditures</b>	886,361	820,887	771,941	828,880	927,862	930,915
	Transfer to CIP Fund 092	-	-			275,000	330,000
	<b>Total Use of Sewer Fund</b>	886,361	820,887	771,941	828,880	1,202,862	1,260,915
020-601	<b>Total Water Fund Expenditures</b>	1,610,661	1,601,843	1,699,456	2,467,832	1,849,952	1,864,720
	Transfer to CIP Fund 092			2		200,000	360,000
	<b>Total Use of Water Fund</b>	1,610,661	1,601,843	1,699,458	2,467,832	2,049,952	2,224,720
023-580	<b>Housing Fees / Mobile Home Repair</b>	3,624	604		2,970	3,450	-
	Transfer to Other Funds						3,000
	<b>Total Water Fund Expenditures</b>	3,624	604	-	2,970	3,450	3,000
025-554	<b>Gas Tax Funded Traffic Studies</b>	44,460	23,793	23,218	16,603	38,991	-
	Transfer to Other Funds						536,000
	<b>Total Use of Gas Tax Fund</b>	44,460	23,793	23,218	16,603	38,991	536,000
027-559	<b>Local Transportation Programs LTF Funded</b>	24,037	71,372	76,575	75,517	90,750	45,750
	Transfer to Other Funds						
	<b>Total Use of LTF Fund</b>	24,037	71,372	76,575	75,517	90,750	45,750
029-557	<b>Transportation Planning Contract Services</b>	49,340	45,213	41,655	23,188	25,000	35,000
031-560	Measure A Transfer to CIP Fund 092 (FY 12/13)		3,087	55,700	73,703	91,213	274,989
	Measure A Transfer to CIP Fund 092 (FY 13/14)			248,647	229,964	478,862	305,600
	<b>Total Measure A Transfers to CIP Fund 092</b>	-	3,087	304,347	303,667	570,075	580,589
	<b>TOTAL OPERATING BUDGET</b>	7,318,458	7,129,399	7,019,100	8,592,342	7,883,221	8,316,755
	<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	14,491	534,264	436,605	318,107	1,115,650	2,472,089
	<b>TOTAL OPERATING BUDGET RESOURCES USE</b>	7,332,949	7,663,663	7,455,705	8,910,450	8,998,871	10,788,844

**CITY OF BUELLTON, CALIFORNIA**  
**"Budget at a Glance" - Operating / CIP Budgets**  
**For Fiscal Year that Begins 07/01/13 and Ends 06/30/14**  
**CITYWIDE C.I.P. BUDGET**

<b>Project Number</b>	<b>Project Description</b>	FY 13/14 is "first year" for the Citywide CIP Budget.	<b>FY 13/14 Budget</b>
092-101	Storm Drain Cleaning & Retrofit Project		15,000
092-201	Facilities Maintenance & Painting Project		10,000
092-202	Buellton Town Center Driveway Project		114,000
092-203	Fundware Accounting Software Replacement		100,000
092-301	Road Maintenance (FY 12/13) Project		474,989
092-302	Road Maintenance (FY 13/14) Project		635,600
092-303	Bus Shelter Improvement Project		5,000
092-304	Wayfinding Sign Project		68,500
092-306	Phase III Hwy 246/Sycamore PedX Project		25,000
092-307	McMurray Road Widening / TS Project		25,000
092-308	No. Ave of Flags Park & Ride Project		15,000
092-309	Prop 1B Project "TBD"		84,000
092-602	Reservoirs 1 & 2 (FY 12/13) Project		200,000
092-603	WTP Facilities Improvement Project		100,000
092-604	Scada Improvement Project		60,000
092-702	Sewer Collectinos Sys Clean CCTV Project		30,000
092-703	WWTP & Lift Station Security Project		50,000
092-704	Sewer Line Replacement Project		100,000
092-705	Headworks Improvement (FY 12/13) Project		150,000
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>			<b>2,262,089</b>

**Fund Balance Analysis - CIP Funding Sources**

		<u>Est. 06/30/13 Fund Equity</u>	<u>FY 13/14 Revenue</u>	<u>FY 13/14 Expenditure</u>	<u>FY 13/14 CIP Funding</u>	<u>Est. 06/30/14 Fund Equity</u>
Transfer In from <b>General Fund 001</b>	General Fund	1,800,000	5,512,065	(5,440,370)	(662,500)	1,209,195
Transfer In from <b>Sewer Fund 005</b>	Sewer Fund	1,872,000	620,950	(930,915)	(330,000)	1,232,035
Transfer In from <b>Water Fund 020</b>	Water Fund	1,949,000	1,423,000	(1,864,720)	(360,000)	1,147,280
Transfer In from <b>Measure A Fund 031</b>	Measure A Fund	448,000	326,250	-	(580,589)	193,661
Transfer In from <b>Local Transportation Fund 027</b>	LTF Fund	10,000	3,918	(45,750)	-	(31,832)
Transfer In from <b>Gas Tax Fund 025</b>	Gas Tax Fund	829,000	218,664	-	(510,000)	537,664
<b>Total Transfers In Funding from All Funds</b>		<b>6,908,000</b>	<b>8,104,847</b>	<b>(8,281,755)</b>	<b>(2,443,089)</b>	<b>4,288,003</b>

**CITY OF BUELLTON, CALIFORNIA**  
**"Budget at a Glance" - Operating / CIP Budgets**  
**For Fiscal Year that Begins 07/01/13 and Ends 06/30/14**  
**ANALYSIS OF FUND BALANCES**  
**ESTIMATED FOR FY 2013 / 2014 BUDGET**

**FUND BALANCE ANALYSIS (INCLUDES RDA SUCCESSOR AGENCY)**

Fund No.	Fund Description	Est. 06/30/13 <u>Fund Equity</u>	FY 13/14 <u>Revenue</u>	FY 13/14 <u>Expenditure</u>	FY 13/14 <u>Transfers</u>	Est. 06/30/14 <u>Fund Equity</u>
001	General Fund	3,803,000	5,512,065	(5,440,370)	(633,500)	3,241,195
005	Sewer Fund	1,872,000	620,950	(930,915)	(330,000)	1,232,035
020	Water Fund	1,949,000	1,423,000	(1,864,720)	(360,000)	1,147,280
023	Housing Fees Fund	655,000	5,000	0	(3,000)	657,000
024	Traffic Mitigation Fund	(158,000)	25	0	0	(157,975)
025	Gas Tax Fund	901,000	218,664	0	(536,000)	583,664
027	Local Transportation Fund	11,000	3,918	(45,750)	32,000	1,168
029	Transportation Planning Fund	(116,000)	25,000	(35,000)	149,000	23,000
031	Measure A Fund	444,000	326,600	0	(580,589)	190,011
051	Successor Agency Project Fund	(1,470,000)	0	0	0	(1,470,000)
052	Successor Agency Debt Service Fund	(113,000)	0	0	0	(113,000)
053	Successor Agency Low Mod Housing Fund	750	0	0	0	750
075	Trust & Agency Fund	141,000	0	0	0	141,000
092	City CIP Fund	0	0	(2,262,089)	2,262,089	0
<b>TOTAL FUND BALANCE "ESTIMATED AVAILABLE"</b>		<b>7,919,750</b>	<b>8,135,222</b>	<b>(10,578,844)</b>	<b>-</b>	<b>5,476,128</b>

Notes:

- (1) The \$3.8 million Gen Fund balance excludes \$6.3 million pending RDA litigation. If City prevails, fund balance would be \$8.1 million in Gen Fund.
- (2) Funds 015 (Storm Water), 028 (Parks & Rec), and 072 (Landscape Maint Fund) were consolidated into the Gen Fund 001 at 06/30/13.
- (3) Municipal enterprise rates are insufficient to fund the cost of operations for Water/Sewer (including depreciation).
- (4) Trust & Agency Fund equity balance is not really equity, but are shown to reflect the cash balance of this fiduciary type fund.
- (5) Gen Fund Transfers is "net" \$633,500 due to \$662,500 Transfer Out and \$29,000 Transfer In (from Housing and Gas Tax Funds).

**REVENUE PROJECTIONS**

Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b><u>GENERAL FUND</u></b>									
<b><u>TAXES</u></b>									
001-301-4001-000	Property Taxes - Secured	890,325	891,993	1,009,788	1,536,078	800,000	1,118,000	318,000	0.40
001-302-4002-000	Property Taxes - Unsecured	42,981	38,069	40,142	43,381	40,000	41,000	1,000	0.03
001-309-4007-000	Homeowners Exemption	7,523	7,701	7,451	7,217	6,500	7,000	500	0.08
001-310-4101-000	Franchise Fees	131,659	209,220	202,981	207,922	205,000	210,000	5,000	0.02
001-311-4102-000	Sales & Use Tax	1,109,051	1,149,460	1,241,759	1,303,067	1,100,000	1,300,000	200,000	0.18
001-311-4115-000	Sales Tax Compensation	304,998	403,292	370,030	441,018	400,000	445,000	45,000	0.11
001-312-4103-000	Transient Occupancy Tax	1,164,409	1,193,216	1,239,617	1,344,904	1,100,000	1,500,000	400,000	0.36
001-321-4106-000	Property Transfer Tax	16,143	15,703	13,681	15,333	11,000	14,000	3,000	0.27
	<b>TOTAL:</b>	<b>3,667,089</b>	<b>3,908,655</b>	<b>4,125,447</b>	<b>4,898,920</b>	<b>3,662,500</b>	<b>4,635,000</b>	<b>972,500</b>	<b>0.27</b>
<b><u>FEES &amp; PERMITS</u></b>									
001-323-4201-000	Home Occupation Permit	0	0	0	75	0	0	0	N/A
001-325-4301-000	Park Quimby Act Fees	66,190	20,684	0	0	0	0	0	N/A
001-357-4802-000	Zoning Clearance	1,440	1,080	1,485	1,530	1,000	1,200	200	0.20
001-357-4804-000	Sign Exemption	0	0	0	780	0	0	0	N/A
001-357-4806-000	Time Extension Fess	0	0	0	780	0	0	0	N/A
001-378-4205-000	Engineering Fees	6,640	3,628	1,587	3,900	3,000	3,000	0	0.00
	<b>TOTAL:</b>	<b>74,270</b>	<b>25,392</b>	<b>3,072</b>	<b>7,065</b>	<b>4,000</b>	<b>4,200</b>	<b>200</b>	<b>0.05</b>
<b><u>FINES &amp; PENALTIES</u></b>									
001-340-4401-000	Criminal Fines and Penalties	34,980	45,077	45,753	45,349	26,000	40,000	14,000	0.54
001-342-4402-000	Fines & Fees	9,829	3,265	2,526	2,322	5,000	2,500	(2,500)	(0.50)
001-357-4808-000	Code Enforcement fines	0	0	0	100	0	0	0	N/A
	<b>TOTAL:</b>	<b>44,809</b>	<b>48,342</b>	<b>48,279</b>	<b>47,771</b>	<b>31,000</b>	<b>42,500</b>	<b>11,500</b>	<b>0.37</b>
<b><u>USE OF MONEY &amp; PROPERTY</u></b>									
001-345-4904-000	Interest Income	61,254	69,627	98,995	90,971	50,000	75,000	25,000	0.50
001-346-4905-000	Rent	59,850	62,568	56,965	60,115	66,365	68,865	2,500	0.04
	<b>TOTAL:</b>	<b>121,104</b>	<b>132,195</b>	<b>155,960</b>	<b>151,086</b>	<b>116,365</b>	<b>143,865</b>	<b>27,500</b>	<b>0.24</b>

**REVENUE PROJECTIONS**

**Fiscal Year 2013-14**

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b>GENERAL FUND</b>									
<b>REVENUES FROM OTHER AGENCIES</b>									
001-322-4107-000	Motor Vehicle In-Lieu	13,971	21,917	2,413	2,501	5,000	2,400	(2,600)	(0.52)
001-322-4116-000	MV License Fee Compensation	366,110	366,193	367,510	363,524	350,000	363,000	13,000	0.04
001-333-4508-000	COPS grant	0	0	0	100,000	0	100,000	100,000	N/A
001-333-4506-000	CA Indian Gaming Grant	0	165,000	117,876	83,376	0	75,000	75,000	N/A
001-333-4510-000	CA Bikeways and Trails Grant	0	48,061	51,939	0	0	0	0	N/A
001-347-4801-000	Law Enforcement	0	0	0	311	0	0	0	N/A
001-357-4807-001	Bev Container Recycle Program	0	0	0	5,000	0	0	0	N/A
001-365-4907-000	CalTrans STIP Funding	0	0	0	0	0	0	0	N/A
001-376-4908-000	CA Proposition 1B Funding	0	0	0	40,629	0	89,000	89,000	N/A
	<b>TOTAL:</b>	<b>380,081</b>	<b>601,171</b>	<b>539,738</b>	<b>595,340</b>	<b>355,000</b>	<b>629,400</b>	<b>274,400</b>	<b>0.77</b>
<b>CHARGES FOR CURRENT SERVICES</b>									
001-320-5801-000	Buellton Recreation Program	75,897	100,313	91,434	90,691	85,000	85,000	0	0.00
001-320-5801-001	Recreation Program 50/50	808	17,528	28,509	37,271	15,000	25,000	10,000	0.67
001-320-5802-000	Buellton Recreation Program-Trips	27,817	21,373	32,586	32,395	20,000	20,000	0	0.00
001-325-5814-000	Park Reservation Fees	4,990	3,650	5,030	5,360	3,000	3,500	500	0.17
001-344-4404-000	SB Co Judgmnts, Settlements	0	0	0	73,481	0	0	0	N/A
001-344-4902-000	Insurance Reimbursement WC	0	0	0	579	0	0	0	N/A
001-348-4403-000	Special Event Fees	865	645	945	1,490	500	1,000	500	1.00
001-357-4803-000	Document Sales	0	0	0	1,290	0	0	0	N/A
001-390-4917-000	Miscellaneous	59,103	18,032	13,203	4,567	3,750	6,600	2,850	0.76
001-393-4925-000	Transfer from Revenues	0	0	0	10,928	0	29,000	29,000	N/A
	<b>TOTAL:</b>	<b>169,480</b>	<b>161,541</b>	<b>171,707</b>	<b>258,053</b>	<b>127,250</b>	<b>170,100</b>	<b>42,850</b>	<b>0.34</b>
<b>GENERAL FUND REVENUE</b>		<b>4,456,833</b>	<b>4,877,296</b>	<b>5,044,203</b>	<b>5,958,235</b>	<b>4,296,115</b>	<b>5,625,065</b>	<b>1,328,950</b>	<b>0.31</b>

**REVENUE PROJECTIONS**

Fiscal Year 2013-14

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

**WASTEWATER ENTERPRISE FUND**

005-344-4902-000	Insurance Reimbursement WC	0	0	0	434	0	0	0	N/A
005-345-4904-000	Interest	21,857	12,472	7,061	5,792	5,000	6,000	1,000	0.20
005-350-4602-000	Sewer Revenue	569,344	572,545	592,182	642,280	610,000	610,000	0	0.00
005-354-4605-000	Connection Fees	36,520	36,975	500		5,000	0	(5,000)	(1.00)
005-355-4606-000	Setup Fees	1,095	915	905	820	500	900	400	0.80
005-358-4607-000	Late Charges	4,312	4,413	4,376	4,935	4,000	4,000	0	0.00
005-390-4917-000	Miscellaneous	2,928	56	0	1,668	50	50	0	0.00
005-393-4925-000	Transfer From Revenues	0	0	0	6,778	0	0	0	N/A
	<b>TOTAL:</b>	<b>636,056</b>	<b>627,376</b>	<b>605,024</b>	<b>662,707</b>	<b>624,550</b>	<b>620,950</b>	<b>(3,600)</b>	<b>(0.01)</b>

**WATER ENTERPRISE FUND**

020-345-4904-000	Insurance Reimbursement WC	0	0	0	434	0	0	0	N/A
020-345-4904-000	Interest	18,062	11,300	7,458	5,611	4,000	5,000	1,000	0.25
020-349-4601-000	Bulk Water	11,567	10,787	5,378	4,006	4,000	4,000	0	0.00
020-350-4602-000	Water Sales	1,456,364	1,376,863	1,363,427	1,441,307	1,400,000	1,400,000	0	0.00
020-351-4603-000	Water Service Installation	1,450	1,515	110	0	500	500	0	0.00
020-353-4604-000	Hydrant Permits	0	0	0	300	0	0	0	N/A
020-354-4605-000	Connection Fees	19,240	41,600	5,200	0	5,000	0	(5,000)	(1.00)
020-355-4606-000	Setup Fees	1,095	915	905	825	600	900	300	0.50
020-358-4607-000	Late Charges	11,885	11,277	10,866	11,948	10,000	10,000	0	0.00
020-359-4608-000	Reinstatement Fee	2,778	3,189	2,577	2,272	2,100	2,100	0	0.00
020-389-4810-000	Infrastructure Contributions	53,200	36,000	34,720	36,380	0	0	0	N/A
020-390-4917-000	Miscellaneous	3,700	860	812	2,382	500	500	0	0.00
020-393-4925-000	Transfer From Revenues	0	0	0	6,778	0	0	0	N/A
	<b>TOTAL:</b>	<b>1,579,341</b>	<b>1,494,307</b>	<b>1,431,453</b>	<b>1,512,243</b>	<b>1,426,700</b>	<b>1,423,000</b>	<b>(3,700)</b>	<b>(0.003)</b>

**HOUSING FUND**

023-345-4904-000	Interest	7,711	7,165	6,792	6,778	500	5,000	4,500	9.00
023-388-4915-000	Housing Fees	42,818	160,854	0	0	0	0	0	N/A
	<b>TOTAL:</b>	<b>50,529</b>	<b>168,019</b>	<b>6,792</b>	<b>6,778</b>	<b>500</b>	<b>5,000</b>	<b>4,500</b>	<b>9.00</b>

**REVENUE PROJECTIONS**

Fiscal Year 2013-14

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

**TRAFFIC MITIGATION FUND**

024-345-4904-000	Interest	0	25	49	43	0	25	25	N/A
024-384-4914-000	Traffic Mitigation Fees	12,807	17,856	5,200	0	0	0	0	N/A
	<b>TOTAL:</b>	<b>12,807</b>	<b>17,881</b>	<b>5,249</b>	<b>43</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>N/A</b>

**GAS TAX FUND**

025-345-4904-000	Interest	9,613	6,344	18,853	2,630	2,000	2,000	0	0.00
025-376-4908-000	Surface Transportation Program	67,089	74,841	71,416	71,153	65,000	70,000	5,000	0.08
025-379-4909-000	Traffic Congestion Relief	43,097	0	0	0	0	0	0	N/A
025-380-4108-000	2105 Funds	23,593	24,859	22,195	21,447	23,360	22,788	(572)	(0.02)
025-380-4109-000	2106 Funds	17,260	17,944	17,450	17,824	20,424	19,906	(518)	(0.03)
025-380-4110-000	2107 Funds	31,409	33,182	31,857	34,014	33,525	33,927	402	0.01
025-380-4111-000	2107.5 Funds	0	1,000	1,000	1,000	1,000	1,000	0	0.00
025-380-4113-000	R & T 7360	0	38,645	65,595	42,423	52,460	69,043	16,583	0.32
025-383-4913-000	CalTrans Street Sweeping	0	0	0	0	0	0	0	N/A
025-383-4916-000	Gas Tax Reimbursement	0	0	0	6,361	0	0	0	N/A
	<b>TOTAL:</b>	<b>192,061</b>	<b>196,815</b>	<b>228,367</b>	<b>196,852</b>	<b>197,769</b>	<b>218,664</b>	<b>20,895</b>	<b>0.11</b>

**MEASURE D**

026-345-4904-000	Interest	1,000	555	0	0	0	0	0	N/A
026-382-4113-000	Measure D	397,839	27	0	0	0	0	0	N/A
	<b>TOTAL:</b>	<b>398,839</b>	<b>582</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

**LOCAL TRANSPORTATION FUND**

027-345-4904-000	Interest	1,689	920	415	154	200	200	0	0.00
027-381-4910-000	SB 325 (LTF/TDA) - Bikeways	2,749	2,669	3,234	16,090	2,500	3,718	1,218	0.49
027-381-4911-000	SB 325 (LTF/TDA) - Roads	199	0	0	0	0	0	0	N/A
027-381-4913-000	SYVT Dial-A-Ride Subsidy	0	0	1,100	0	0	0	0	N/A
027-398-4923-000	Transfer from General Fund	0	0	0	0	0	32,000	32,000	N/A
	<b>TOTAL:</b>	<b>4,637</b>	<b>3,589</b>	<b>4,749</b>	<b>16,245</b>	<b>2,700</b>	<b>35,918</b>	<b>33,218</b>	<b>12.30</b>

**REVENUE PROJECTIONS**

Fiscal Year 2013-14

Account Number	Description	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b><u>SPECIAL REVENUE FUNDS</u></b>									
<b><u>TRANSPORTATION PLANNING</u></b>									
029-345-4904-000	Interest	0	6	0	0	0	0	0	N/A
029-381-4912-000	STA Funding	0	25,160	0	27,071	0	25,000	25,000	N/A
029-398-4923-000	Transfer from General Fund	0	0	0	0	0	149,000	149,000	N/A
	<b>TOTAL:</b>	<b>0</b>	<b>25,165</b>	<b>0</b>	<b>27,071</b>	<b>0</b>	<b>174,000</b>	<b>174,000</b>	<b>N/A</b>
<b><u>MEASURE A</u></b>									
031-345-4904-000	Interest	0	333	740	793	450	350	(100)	(0.22)
031-382-4113-000	Measure A	0	280,710	328,814	443,246	300,000	326,250	26,250	0.09
031-382-4114-000	Measure A (Safe Routes to Sch)	0	0	0	0	0	25,000	25,000	N/A
	<b>TOTAL:</b>	<b>0</b>	<b>281,043</b>	<b>329,554</b>	<b>444,040</b>	<b>300,450</b>	<b>351,600</b>	<b>51,150</b>	<b>0.17</b>
<b><u>CITYWIDE CIP FUND</u></b>									
092-395-4924-000	Transfer In - General Fund	0	0	0	0	0	481,500	481,500	N/A
092-395-4925-000	Transfer In - Sewer Fund	0	0	0	0	0	330,000	330,000	N/A
092-395-4926-000	Transfer In - Water Fund	0	0	0	0	0	360,000	360,000	N/A
092-395-4927-000	Transfer In - Gas Tax Fund	0	0	0	0	0	510,000	510,000	N/A
092-395-4929-000	Transfer In - Local Transportation	0	0	0	0	0	0	0	N/A
092-395-4930-000	Transfer In - Measure A Fund	0	0	0	0	0	580,589	580,589	N/A
	<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,262,089</b>	<b>2,262,089</b>	<b>N/A</b>
<b>TOTAL SPECIAL REVENUES</b>		<b>2,874,269</b>	<b>2,814,778</b>	<b>2,611,188</b>	<b>2,865,978</b>	<b>2,552,669</b>	<b>5,091,246</b>	<b>2,538,577</b>	<b>0.99</b>
<b>TOTAL GENERAL FUND</b>		<b>4,456,833</b>	<b>4,877,296</b>	<b>5,044,203</b>	<b>5,958,235</b>	<b>4,296,115</b>	<b>5,625,065</b>	<b>1,328,950</b>	<b>0.31</b>
<b>TOTAL REVENUES</b>		<b>7,331,103</b>	<b>7,692,074</b>	<b>7,655,392</b>	<b>8,824,214</b>	<b>6,848,784</b>	<b>10,716,311</b>	<b>3,867,527</b>	<b>0.56</b>

# **DEPARTMENTAL BUDGETS**

**FUND: 001-GENERAL**

**DEPARTMENT: 401/CITY COUNCIL**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 83,733	\$ 85,271	\$ 98,047	\$ 100,535	\$ 103,843	\$ 119,103
Operating & Maintenance	\$ 11,915	\$ 19,429	\$ 17,534	\$ 9,751	\$ 18,500	\$ 17,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 95,648	\$ 104,700	\$ 115,581	\$ 110,286	\$ 122,343	\$ 136,103

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

**CITY COUNCIL**  
**001-401**

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b><u>EMPLOYEE SERVICES</u></b>								
5001 Staff Salaries	29,099	35,648	40,729	43,303	41,088	43,778	2,690	6.5%
5003 Council Salaries	26,400	20,768	21,120	21,120	21,120	26,400	5,280	25.0%
5004 Council Car Expense Allowance	4,500	3,540	3,600	3,600	3,600	4,500	900	25.0%
5100 Benefits	23,734	25,315	32,599	32,512	38,035	44,425	6,390	16.8%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>	<b>83,733</b>	<b>85,271</b>	<b>98,047</b>	<b>100,535</b>	<b>103,843</b>	<b>119,103</b>	<b>15,260</b>	<b>14.7%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>								
5301 Office Supplies	415	347	568	373	500	500	0	0.0%
5402 Travel & Training	7,759	11,522	15,309	8,426	15,000	12,000	(3,000)	-20.0%
5603 Computer Maintenance & Software	745	1,845	592	570	2,000	2,000	0	0.0%
5809 Election Expense	0	0	0	0	0	1,500	1,500	N/A
6301 Miscellaneous	2,996	5,714	1,065	381	1,000	1,000	0	0.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>	<b>11,915</b>	<b>19,429</b>	<b>17,534</b>	<b>9,751</b>	<b>18,500</b>	<b>17,000</b>	<b>(1,500)</b>	<b>-8.1%</b>
<b><u>CAPITAL</u></b>								
6504 Office Furniture	0	0	0	0	0	0	0	N/A
6505 Computer Equipment	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>CITY COUNCIL TOTAL:</b>	<b>95,648</b>	<b>104,700</b>	<b>115,581</b>	<b>110,286</b>	<b>122,343</b>	<b>136,103</b>	<b>13,760</b>	<b>11.2%</b>

FUND: 001-GENERAL

DEPARTMENT: 401/CITY COUNCIL

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	<u>Budget 2011-12</u>	<u>Budget 2012-13</u>	<u>Budget 2013-14</u>
Council Members (5)	5.00	5.00	5.00
City Clerk	0.40	<u>0.40</u>	<u>0.40</u>
	5.40	5.40	5.40
5001 Staff Salaries	\$37,435	\$41,088	\$43,778
40% of City Clerk salary			
5003 Council Salaries	\$21,120	\$21,120	\$26,400
5004 Council Car Expense Allowance	\$3,600	\$3,600	\$4,500
5100 Benefits	\$35,720	\$38,035	\$44,425
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$600	\$500	\$500
5402 Travel & Training	\$20,000	\$15,000	\$12,000
Attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.			
5603 Computer Maintenance & Software	\$2,000	\$2,000	\$2,000
5809 Election Expenses	\$0	\$0	\$1,500
6301 Miscellaneous	\$1,000	\$1,000	\$1,000
<u>Capital</u>			
6504 Office Furniture		\$0	\$0
6505 Computer Equip	\$2,000	\$0	\$0

**FUND: 001-GENERAL**

**DEPARTMENT: 402/CITY MANAGER**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 108,696	\$ 156,258	\$ 162,406	\$ 255,225	\$ 161,113	\$ 203,525
Operating & Maintenance	\$ 27,702	\$ 4,566	\$ 5,122	\$ 5,611	\$ 5,300	\$ 4,050
Capital	\$ 6,207	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 142,605	\$ 160,824	\$ 167,527	\$ 260,836	\$ 166,413	\$ 207,575

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

CITY MANAGER  
001-402

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	83,528	117,385	122,892	210,397	118,883	143,400	24,517	20.6%
5100	Benefits	25,168	38,873	39,514	44,828	42,230	60,125	17,895	42.4%
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>		<b>108,696</b>	<b>156,258</b>	<b>162,406</b>	<b>255,225</b>	<b>161,113</b>	<b>203,525</b>	<b>42,412</b>	<b>26.3%</b>

<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	305	441	80	454	300	250	(50)	-16.7%
5401	Membership & Publications	0	660	810	400	1,000	800	(200)	-20.0%
5402	Travel & Training	3,301	2,443	4,232	3,938	3,000	2,000	(1,000)	-33.3%
5603	Computer Maintenance & Software	992	570	0	819	500	500	0	0.0%
6005	Recruitment Expense	21,688	0	0	0	0	0	0	N/A
6301	Miscellaneous	1,416	452	0	0	500	500	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>27,702</b>	<b>4,566</b>	<b>5,122</b>	<b>5,611</b>	<b>5,300</b>	<b>4,050</b>	<b>(1,250)</b>	<b>-23.6%</b>

<b><u>CAPITAL</u></b>									
6504	Office Furniture	6,207	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>6,207</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

<b>CITY MANAGER TOTAL:</b>	<b>142,605</b>	<b>160,824</b>	<b>167,527</b>	<b>260,836</b>	<b>166,413</b>	<b>207,575</b>	<b>41,162</b>	<b>24.7%</b>
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FUND: 001-GENERAL

DEPARTMENT: 402/CITY MANAGER

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Employee Services

	Budget 2011-12	Budget 2012-13	Budget 2013-14
City Manager	0.80	0.80	1.00
5001 Salaries	\$114,240	\$118,883	\$143,400
5100 Benefits	\$38,840	\$42,230	\$60,125

Operating & Maintenance

5301 Office Supplies	\$500	\$300	\$250
5401 Membership & Publications	\$700	\$1,000	\$800
5402 Travel & Training	\$3,000	\$3,000	\$2,000
5603 Computer Maintenance & Software	\$1,000	\$500	\$500
6301 Miscellaneous	\$600	\$500	\$500

Capital

6504 Office Furniture	\$0	\$0	\$0
6505 Computer Equipment	\$0	\$0	\$0

**FUND: 001-GENERAL**

**DEPARTMENT: 403/CITY CLERK**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 52,085	\$ 63,125	\$ 70,812	\$ 76,696	\$ 74,345	\$ 95,313
Operating & Maintenance	\$ 15,456	\$ 23,829	\$ 12,477	\$ 16,105	\$ 18,300	\$ 14,300
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 67,541	\$ 86,953	\$ 83,289	\$ 92,801	\$ 92,645	\$ 109,613

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

**CITY CLERK**  
**001-403**

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	36,373	44,560	49,947	53,569	51,360	65,668	14,308	27.9%
5100	Benefits	15,712	18,564	20,865	23,128	22,985	29,645	6,660	29.0%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>52,085</b>	<b>63,125</b>	<b>70,812</b>	<b>76,696</b>	<b>74,345</b>	<b>95,313</b>	<b>20,968</b>	<b>28.2%</b>

<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	1,006	664	732	533	1,000	1,000	0	0.0%
5304	Code Updates	5,372	12,009	2,110	2,736	3,000	3,000	0	0.0%
5306	Advertising - Legal	4,641	3,152	3,153	3,361	3,500	3,500	0	0.0%
5401	Membership & Publications	575	401	525	420	800	800	0	0.0%
5402	Travel & Training	505	1,112	2,322	1,882	2,000	4,000	2,000	100.0%
5603	Computer Maintenance & Software	254	1,514	1,388	95	1,000	1,000	0	0.0%
5809	Election Expense	553	2,775	553	5,561	5,000	0	(5,000)	-100.0%
6301	Miscellaneous	2,551	2,202	1,693	1,517	2,000	1,000	(1,000)	-50.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>15,456</b>	<b>23,829</b>	<b>12,477</b>	<b>16,105</b>	<b>18,300</b>	<b>14,300</b>	<b>(4,000)</b>	<b>-32.1%</b>

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

<b>CITY CLERK TOTAL:</b>	<b>67,541</b>	<b>86,953</b>	<b>83,289</b>	<b>92,801</b>	<b>92,645</b>	<b>109,613</b>	<b>16,968</b>	<b>18.3%</b>
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FUND: 001-GENERAL

DEPARTMENT: 403/CITY CLERK

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	Budget 2011-12	Budget 2012-13	Budget 2013-14
City Clerk	0.50	0.50	0.60
5001 Salaries	\$46,794	\$51,360	\$65,668
5100 Benefits	\$16,955	\$22,985	\$29,645
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$1,000	\$1,000	\$1,000
5304 Code Updates	\$3,000	\$3,000	\$3,000
Buellton Municipal Code and Santa Barbara County Code updates.			
5306 Advertising - Legal	\$6,000	\$3,500	\$3,500
5401 Membership & Publications	\$800	\$800	\$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	\$3,000	\$2,000	\$4,000
Attendance at conferences and seminars.			
5603 Computer Maintenance & Software	\$1,000	\$1,000	\$1,000
5809 Election Expense	\$1,500	\$5,000	\$0
6301 Miscellaneous	\$2,000	\$1,000	\$1,000
<u>Capital</u>			
6504 Office Furniture	\$0	\$0	\$0
6505 Computer Equipment	\$0	\$0	\$0
6506 Office Equipment	\$0	\$0	\$0

**FUND: 001-GENERAL**

**DEPARTMENT: 404/CITY ATTORNEY**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 143,004	\$ 132,112	\$ 174,043	\$ 196,999	\$ 125,050	\$ 125,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 143,004	\$ 132,112	\$ 174,043	\$ 196,999	\$ 125,050	\$ 125,000

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

CITY ATTORNEY  
001-404

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	0	0	0	0	0	0	0	N/A
5100	Benefits	0	0	0	0	0	0	0	N/A
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	0	0	0	0	0	0	0	N/A
5401	Membership & Publications	23	23	0	0	50	0	(50)	-100.0%
5402	Travel & Training	0	0	0	0	0	0	0	N/A
5603	Computer Maintenance & Software	0	0	0	0	0	0	0	N/A
5701	Telephone	0	0	0	0	0	0	0	N/A
6204	Contract Services	142,971	132,089	174,043	196,999	125,000	125,000	0	0.0%
6301	Miscellaneous	9	0	0	0	0	0	0	N/A
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>143,004</b>	<b>132,112</b>	<b>174,043</b>	<b>196,999</b>	<b>125,050</b>	<b>125,000</b>	<b>(50)</b>	<b>0.0%</b>
<b>CITY ATTORNEY TOTAL:</b>		<b>143,004</b>	<b>132,112</b>	<b>174,043</b>	<b>196,999</b>	<b>125,050</b>	<b>125,000</b>	<b>(50)</b>	<b>0.0%</b>

FUND: 001-GENERAL

DEPARTMENT: 404/CITY ATTORNEY

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

<u>Employee Services</u>	Budget 2011-12	Budget 2012-13	Budget 2013-14
City Attorney	0.00	0.00	0.00
5001 Salaries	\$0	\$0	\$0
5100 Benefits	\$0	\$0	\$0
 <u>Operating &amp; Maintenance</u>			
	\$0	\$0	\$0
5301 Office Supplies	\$0	\$0	\$0
5401 Membership & Publications	\$50	\$0	\$0
Santa Ynez Valley News	\$0	\$0	\$0
5402 Travel & Training	\$500	\$0	\$0
5603 Computer Maintenance & Software	\$0	\$0	\$0
5701 Telephone	\$0	\$0	\$0
6204 Contract Services	\$0	\$0	\$0
City Attorney contract services.	\$90,000	\$125,050	\$125,000
6301 Miscellaneous	\$0	\$0	\$0

**FUND: 001-GENERAL**

**DEPARTMENT: 410/NON-DEPARTMENTAL**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 32,095	\$ 46,885	\$ 50,512	\$ 49,833	\$ 54,050	\$ 51,000
Operating & Maintenance	\$ 343,668	\$ 333,832	\$ 300,622	\$ 465,715	\$ 348,298	\$1,196,181
Capital	\$ 3,677	\$ -	\$ -	\$ 2,914	\$ -	\$ -
Department Total	\$ 379,440	\$ 380,718	\$ 351,133	\$ 518,462	\$ 402,348	\$1,247,181

**DEPARTMENT DESCRIPTION**

The Non-Departmental budget provides for those services and functions neither included no attributed to the operation of any single department and which benefit more than one departmental operation.

DEPARTMENT EXPENDITURES

							NON-DEPARTMENTAL	
							001-410	
							Change From	% Change
							2012-13	From 2012-13
							Budget	Budget
<u>EMPLOYEE SERVICES</u>	2009-10	2010-11	2011-12	2012-13	2012-13	2013-14		
	Actual	Actual	Actual	Estimate	Budget	Proposed		
5100 Benefits	32,095	46,885	50,512	49,833	54,050	51,000	(3,050)	-5.6%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>	<b>32,095</b>	<b>46,885</b>	<b>50,512</b>	<b>49,833</b>	<b>54,050</b>	<b>51,000</b>	<b>(3,050)</b>	<b>-5.6%</b>
<u>OPERATING &amp; MAINTENANCE</u>								
5201 Insurance - Liability	44,666	51,119	43,070	36,653	40,000	35,000	(5,000)	-12.5%
5202 Insurance - Property	6,165	3,681	4,599	4,635	5,206	5,200	(6)	-0.1%
5203 Insurance - Bond	1,391	0	0	0	1,000	0	(1,000)	-100.0%
5301 Office Supplies	9,729	10,388	8,303	9,656	6,300	6,300	0	0.0%
5303 Postage	5,439	2,492	2,039	1,454	3,000	3,000	0	0.0%
5305 Equipment Rental	11,456	12,417	10,522	10,099	12,000	12,000	0	0.0%
5307 Office Equipment	0	0	1,076	0	0	0	0	N/A
5401 Membership & Publications	5,330	4,743	3,382	3,232	5,500	4,000	(1,500)	-27.3%
5402 Travel & Training	368	702	896	210	800	800	0	0.0%
5601 Data Processing Contract Maintenance	0	0	0	0	0	0	0	N/A
5602 Internet Access / Website Maintenance	9,996	1,330	5,965	8,060	7,000	8,000	1,000	14.3%
5603 Computer Maintenance & Software	4,374	12,013	5,532	2,776	10,000	9,000	(1,000)	-10.0%
5701 Telephone	3,780	4,078	3,696	3,801	3,800	3,800	0	0.0%
5702 Utilities - Gas	666	697	841	740	800	900	100	12.5%
5703 Utilities - Electric	8,218	9,042	8,280	10,596	9,000	9,000	0	0.0%
5704 Utilities - Water	1,530	1,212	1,088	1,208	1,800	1,800	0	0.0%
5705 Utilities - Sewer	858	858	858	1,038	900	900	0	0.0%
5804 Animal Control	29,097	29,097	29,970	31,469	31,500	32,306	806	2.6%
5805 Visitors Bureau	135,365	115,167	79,859	193,851	123,962	312,450	188,488	152.1%
5806 Newsletter	7,473	4,513	5,236	0	0	0	0	N/A
5807 Community Organization Support	33,666	42,862	65,264	55,810	55,000	70,000	15,000	27.3%
5807 Undesignated Miscellaneous Support	0	0	0	6,500	15,000	2,000	(13,000)	N/A
5808 Miscellaneous Recognition Items	7,334	8,333	5,790	6,195	3,500	3,500	0	0.0%
5812 SB Co Mental Health Assessment Team (MHAT)	2,169	2,169	2,337	2,428	2,430	2,525	95	3.9%
6005 Recruitment Expense	2,773	2,472	4,666	1,782	2,500	2,500	0	0.0%
6006 H/R Expenses	0	0	0	1,024	0	0	0	N/A
6009 LAFCO Contribution	1,567	1,646	1,340	1,243	1,700	1,700	0	0.0%
6012 Transfer to Other Funds	0	0	0	50,000	0	662,500	662,500	N/A
6017 Emergency Operations	6,975	4,600	1,651	697	2,000	2,000	0	0.0%
6301 Miscellaneous	3,282	8,200	4,359	20,559	3,600	5,000	1,400	38.9%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>	<b>343,668</b>	<b>333,832</b>	<b>300,622</b>	<b>465,715</b>	<b>348,298</b>	<b>1,196,181</b>	<b>847,883</b>	<b>282.0%</b>
<u>CAPITAL</u>								
6503 Vehicle Replacement	0	0	0	0	0	0	0	N/A
6505 Office Furniture	0	0	0	0	0	0	0	N/A
6505 Computer Equipment	3,677	0	0	2,914	0	0	0	N/A
6507 Improvements	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>	<b>3,677</b>	<b>0</b>	<b>0</b>	<b>2,914</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>NON-DEPARTMENTAL TOTAL:</b>	<b>379,440</b>	<b>380,718</b>	<b>351,133</b>	<b>518,462</b>	<b>402,348</b>	<b>1,247,181</b>	<b>844,833</b>	<b>210.0%</b>

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

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Budget 2011-12

Budget 2012-13

Budget 2013-14

Employee Services

5100	Benefits	\$39,000	\$54,050	\$51,000
	Medical Benefits for retired employees			

Operating & Maintenance

5201	Insurance - Liability	\$41,000	\$40,000	\$35,000
	80% of the City's liability insurance; 10% is charged to the Wastewater and Water funds respectively.			

5202	Insurance - Property	\$4,220	\$5,206	\$5,200
	20% of the City's fire insurance costs; 40% is charged to the Wastewater and Water funds respectively. Includes earthquake and flood insurance on City property.			

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

5303	Postage	\$3,600	\$3,000	\$3,000
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5305	Equipment Rental	\$12,000	\$12,000	\$12,000
	Lease cost of a copier and postage meter.			

5401	Membership & Publications	\$6,000	\$5,500	\$4,000
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5402	Travel & Training	\$800	\$800	\$800
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5602	Internet Access / Website Maintenance	\$2,700	\$7,000	\$8,000
	Includes \$1,000 annual maintenance for Buellton App and \$7,000 website update and maintenance.			

5603	Computer Maintenance & Software	\$12,000	\$10,000	\$9,000
	Update Office product			

5701	Telephone	\$3,800	\$3,800	\$3,800
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5702	Utilities - Gas	\$700	\$800	\$900
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5703	Utilities - Electric	\$9,000	\$9,000	\$9,000
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5704	Utilities - Water	\$1,800	\$1,800	\$1,800
	50% of water used at 140 W. Highway 246.			

5705	Utilities - Sewer	\$9,000	\$900	\$900
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**FUND: 001-GENERAL**

**DEPARTMENT: 410/NON-DEPARTMENTAL**

5804	Animal Control	\$30,000	\$31,500	\$32,306
	Contract for services with County Animal Control.			
5805	Visitors Bureau	\$65,627	\$123,962	\$312,450
	Contract for advertising services based on 20.83% of \$1,500,000 budgeted Transient Occupancy Tax revenue.			
5806	Newsletter	\$7,000	\$0	\$0
	Cost of printing the Buellton Banner.			
5807	Community Organization Support	\$57,500	\$55,000	\$70,000
	Senior Center, People Helping People, Foodbank, and SYV Fruit & Vegetable Rescue			
5807	Undesignated Misc Support		\$15,000	\$2,000
5808	Miscellaneous Recognition Items	\$7,000	\$3,500	\$3,500
	Miscellaneous award items for various organizations and employee recognition program.			
5812	Mental Health Assessment Team (MHAT) Services	\$2,337	\$2,430	\$2,525
	Santa Barbara County Mental Health Assessment Team (MHAT) Services.			
6005	Recruitment Expense	\$2,000	\$2,500	\$2,500
	Expenses related to new employee recruitment.			
6009	LAFCO Contribution	\$1,700	\$1,700	\$1,700
	City's share of LAFCO's operating costs.			
6012	Transfer to Other Funds			\$662,500
	Transfer to CIP Project #202 (Buellton Town Center Driveway)			\$114,000
	Transfer to CIP Project #304 (Wayfinding Sign Project)			\$68,500
	Transfer to CIP Project #201 (Facilities Maint & Painting Project)			\$10,000
	Transfer to CIP Project #302 (Road Maintenance Project)			\$70,000
	Transfer to CIP Project #101 (Storm Drain Clean/Retrofit Project)			\$15,000
	Transfer to CIP Project #303 (Bus Shelter Project)			\$5,000
	Transfer to CIP Project #308 (Park & Ride Project)			\$15,000
	Transfer to CIP Project #203 (Fundware Accounting Software Replacement)			\$100,000
	Transfer to CIP Project #309 (Prop 1B Project "TBD")			\$84,000
	Transfer to Local Transportation Fund 027 (to cover Operating costs in FY 13/14)			\$32,000
	Transfer to Transportation Planning Fund 029 (to cover \$114k deficit + \$35,000 FY 13/14 expense)			\$149,000
6017	Undesignated Misc Support	\$5,000	\$2,000	\$2,000
	One CERT class and miscellaneous emergency preparedness tasks.			
6301	Miscellaneous	\$3,600	\$3,600	\$5,000
	<u>Capital</u>			
6503	Vehicle Replacement	\$10,000		\$0

**FUND: 001-GENERAL**

**DEPARTMENT: 420/FINANCE**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 134,550	\$ 114,440	\$ 127,491	\$ 133,599	\$ 155,089	\$ 176,540
Operating & Maintenance	\$ 29,904	\$ 30,110	\$ 27,206	\$ 26,894	\$ 31,350	\$ 68,600
Capital	\$ -	\$ -	\$ 1,047	\$ -	\$ -	\$ -
Department Total	\$ 164,453	\$ 144,550	\$ 155,744	\$ 160,492	\$ 186,439	\$ 245,140

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

**FINANCE**  
**001-420**

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	92,101	77,586	86,378	90,978	101,579	116,840	15,261	15.0%
5100	Benefits	42,449	36,854	41,113	42,621	53,510	59,700	6,190	11.6%
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>		<b>134,550</b>	<b>114,440</b>	<b>127,491</b>	<b>133,599</b>	<b>155,089</b>	<b>176,540</b>	<b>21,451</b>	<b>13.8%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	1,973	968	1,040	864	1,500	1,500	0	0.0%
5302	Printing	0	0	0	0	0	0	0	N/A
5401	Membership & Publications	434	680	701	822	800	800	0	0.0%
5402	Travel & Training	1,557	3,289	1,519	821	2,000	2,000	0	0.0%
5601	Data Processing Contract Maintenance	4,273	4,273	4,233	4,309	5,000	5,000	0	0.0%
5603	Computer Maintenance & Software	1,254	2,058	815	107	2,500	2,500	0	0.0%
6004	Audit	6,167	7,222	5,440	6,776	7,350	7,100	(250)	-3.4%
6201	Contract Services	14,240	11,486	12,979	12,550	12,000	49,500	37,500	312.5%
6301	Miscellaneous	7	135	479	645	200	200	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>29,904</b>	<b>30,110</b>	<b>27,206</b>	<b>26,894</b>	<b>31,350</b>	<b>68,600</b>	<b>37,250</b>	<b>136.9%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	0	1,047	0	0	0	0	N/A
6506	Office Equipment	0	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>1,047</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>FINANCE TOTAL:</b>		<b>164,453</b>	<b>144,550</b>	<b>155,744</b>	<b>160,492</b>	<b>186,439</b>	<b>245,140</b>	<b>58,701</b>	<b>31.5%</b>

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Employee Services</u>			
Finance Director	0.50	0.50	0.60
Accounting Technicians (2)	0.70	0.70	0.70
Staff Assistant	1.00		0.25
	2.20	1.20	1.55
5001 Salaries	\$83,639	\$101,579	\$116,840
5100 Benefits	\$45,585	\$53,510	\$59,700
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$2,000	\$1,500	\$1,500
5302 Printing	\$0	\$0	\$0
5401 Membership & Publications	\$800	\$800	\$800
Membership dues for the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.			
5402 Travel & Training	\$3,500	\$2,000	\$2,000
Attendance at conferences and seminars			
5601 Data Processing Contract Maintenance	\$5,000	\$5,000	\$5,000
Contract support for accounting programs.			
5603 Computer Maintenance & Software	\$2,500	\$2,500	\$2,500
6004 Audit	\$6,440	\$7,350	\$7,100
33 1/3% of the cost.			
6201 Contract Services	\$12,000	\$12,000	\$49,500
Hinderliter De Llamas, HDL Coren & Cone \$12,000, Temp Fin Consult \$37,500			
6301 Miscellaneous	\$200	\$200	\$200
<u>Capital</u>			
6504 Office Furniture	\$0	\$0	\$0
6505 Computer Equipment	\$0	\$0	\$0
6506 Office Equipment	\$0	\$0	\$0

**FUND: 001-GENERAL**

**DEPARTMENT: 501/PUBLIC SAFETY  
POLICE & FIRE**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -		\$ -	\$ -
Operating & Maintenance	\$ 1,741,416	\$ 1,804,188	\$ 1,350,472	\$ 1,872,020	\$ 1,787,656	\$ 1,883,174
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,741,416	\$ 1,804,188	\$ 1,350,472	\$ 1,872,020	\$ 1,787,656	\$ 1,883,174

**DEPARTMENT DESCRIPTION**

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

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

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - POLICE & FIRE  
001-501

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5703	Utilities - Electric	3,962	4,441	3,694	3,166	4,000	4,000	0	0.0%
6201	Contract Services - Police	1,577,179	1,625,211	1,152,887	1,674,325	1,582,656	1,697,174	114,518	7.2%
6208	Contract Services - Fire	160,276	174,536	193,892	192,812	201,000	182,000	(19,000)	-9.5%
6210	Contract Services	0	0	0	1,717	0	0	0	N/A
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>1,741,416</b>	<b>1,804,188</b>	<b>1,350,472</b>	<b>1,872,020</b>	<b>1,787,656</b>	<b>1,883,174</b>	<b>95,518</b>	<b>5.3%</b>
<b>PUBLIC SAFETY TOTAL:</b>		<b>1,741,416</b>	<b>1,804,188</b>	<b>1,350,472</b>	<b>1,872,020</b>	<b>1,787,656</b>	<b>1,883,174</b>	<b>95,518</b>	<b>5.3%</b>

FUND: 001-GENERAL

DEPARTMENT: 501/PUBLIC SAFETY  
POLICE & FIRE

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
5703 Utilities - Electric	\$4,000	\$4,000	\$4,000
6201 Contract Services	\$1,657,492	\$1,582,656	\$1,697,174
Contract with the County of Santa Barbara Sheriff's Department for public safety services and traffic enforcement. Includes \$10,000 for estimated overtime pay.			
6208 Contract Services	\$ 194,100	\$ 201,000	\$ 182,000
Contract with the County of Santa Barbara's Fire Department for 33% of the salary for a			

FUND: 001-GENERAL

DEPARTMENT: 510/LEISURE SERVICES  
LIBRARY

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 77,134	\$ 81,504	\$ 81,378	\$ 85,399	\$ 86,378	\$ 95,378
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 77,134	\$ 81,504	\$ 81,378	\$ 85,399	\$ 86,378	\$ 95,378

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

LEISURE SERVICES - LIBRARY

001-510

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5702	Utilities - Gas	1,710	2,952	2,651	2,055	2,800	2,800	0	0.0%
5703	Utilities - Electric	2,895	2,790	3,088	3,858	3,500	3,500	0	0.0%
5704	Utilities - Water	1,530	1,212	1,088	1,208	1,800	1,800	0	0.0%
6201	Contract Services	71,000	74,550	74,550	78,278	78,278	87,278	9,000	11.5%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>77,134</b>	<b>81,504</b>	<b>81,378</b>	<b>85,399</b>	<b>86,378</b>	<b>95,378</b>	<b>9,000</b>	<b>10.4%</b>
<b>LIBRARY TOTAL:</b>		<b>77,134</b>	<b>81,504</b>	<b>81,378</b>	<b>85,399</b>	<b>86,378</b>	<b>95,378</b>	<b>9,000</b>	<b>10.4%</b>

FUND: 001-GENERAL

DEPARTMENT: 510/LEISURE SERVICES  
LIBRARY

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
5702 Utilities - Gas	\$2,800	\$2,800	\$2,800
5703 Utilities - Electric	\$3,500	\$3,500	\$3,500
5704 Utilities - Water	\$1,800	\$1,800	\$1,800
50% of water used at 140 W. Highway 246.			
6201 Contract Services	\$74,550	\$78,278	\$87,278
Contract with the Lompoc Library System to manage the Buellton Library.			

**FUND: 001-GENERAL**

**DEPARTMENT: 511/RECREATION**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 205,647	\$ 232,534	\$ 303,256	\$ 295,527	\$ 297,506	\$ 320,408
Operating & Maintenance	\$ 228,830	\$ 181,640	\$ 173,940	\$ 199,465	\$ 185,650	\$ 185,700
Capital	\$ 14,491	\$ 528,963	\$ 42,124	\$ -	\$ -	\$ -
Department Total	\$ 448,968	\$ 943,136	\$ 519,320	\$ 494,992	\$ 483,156	\$ 506,108

**DEPARTMENT DESCRIPTION**

Recreation purposes and recreaton programs.

The Storm Water (015), Parks/Recreation (028), and Landscaping (072) Funds were allocated on a percentage basis when consolidating them into the General Fund in prior years to allow for consistency and comparisons with the Budget adopted in FY 2013/2014.

DEPARTMENT EXPENDITURES

RECREATION  
001-511

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	112,658	117,176	135,381	174,445	165,961	175,818	9,857	5.9%
5005	Hourly Employees	35,317	49,643	83,448	23,314	30,000	38,000	8,000	26.7%
5100	Benefits	57,673	65,716	84,427	97,768	101,545	106,590	5,045	5.0%
		<b>205,647</b>	<b>232,534</b>	<b>303,256</b>	<b>295,527</b>	<b>297,506</b>	<b>320,408</b>	<b>22,902</b>	<b>7.7%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	2,643	3,778	3,496	4,050	3,000	3,000	0	0.0%
5506	Fuel- Vehicles	0	3,462	5,312	6,232	5,000	7,000	2,000	40.0%
5507	Maintenance - Vehicles	0	533	2,645	1,705	3,000	2,000	(1,000)	-33.3%
5509	Maintenance / Repair - Rec Dept	29,884	12,282	9,271	10,296	13,000	12,000	(1,000)	-7.7%
5509	Maintenance / Repair - Joint Use	0	2,248	3,120	3,400	3,300	3,300	0	0.0%
5701	Telephone/Internet	2,155	2,988	2,836	2,599	3,600	3,400	(200)	-5.6%
5801	Buelltton Recreation Program	108,503	72,118	51,763	58,037	75,000	67,000	(8,000)	-10.7%
5801	Buelltton Recreation Program 50/50	933	12,958	25,369	41,633	15,000	35,000	20,000	133.3%
5802	Buelltton Rec Programs Trips	28,890	19,487	19,708	26,535	20,000	20,000	0	0.0%
6015	Transfer to R	0	0	0	5,000	0	0	0	N/A
6201	Contract Services	39,935	34,712	47,909	37,816	43,750	31,500	(12,250)	N/A
6207	Recreation Coordinator/Admin Overhead	15,000	15,000	0	0	0	0	0	N/A
6301	Miscellaneous	886	2,073	2,511	2,162	1,000	1,500	500	50.0%
	<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>	<b>228,830</b>	<b>181,640</b>	<b>173,940</b>	<b>199,465</b>	<b>185,650</b>	<b>185,700</b>	<b>50</b>	<b>0.0%</b>
<b><u>CAPITAL</u></b>									
6503	Vehicles	0	0	0	0	0	0	0	N/A
6507	Improvements	14,491	528,963	42,124	0	0	0	0	N/A
	<b>CAPITAL SUBTOTAL:</b>	<b>14,491</b>	<b>528,963</b>	<b>42,124</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>PARKS / RECREATION TOTAL:</b>		<b>448,968</b>	<b>943,136</b>	<b>519,320</b>	<b>494,992</b>	<b>483,156</b>	<b>506,108</b>	<b>22,952</b>	<b>4.8%</b>

FUND: 001-GENERAL

DEPARTMENT: 511/RECREATION

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Employee Services</u>			
Recreation Coordinator	1.00	1.00	1.00
Staff Assistant/Planning Tech	0.30	0.30	0.30
Recreation Center Programmer	1.00	1.00	1.00
Recreation Center Coordinator	0.00	1.00	1.00
Recreation Technician	0.00	1.00	1.00
Total	2.30	4.30	4.30
5001 Salaries	\$153,424	\$165,961	\$175,818
5005 Hourly Employees	\$38,000	\$30,000	\$38,000
Currently employ five part-time employees			
5100 Benefits	\$72,770	\$101,545	\$106,590
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$2,500	\$3,000	\$3,000
5506 Fuel - Vehicles	\$5,000	\$5,000	\$7,000
5507 Maint - Vehicles	\$3,000	\$3,000	\$2,000
5509 Maintenance / Repair	\$20,000	\$13,000	\$12,000
Buellton Rec dept repairs and maintenance - office, Zone			

**FUND: 001-GENERAL**

**DEPARTMENT: 511/RECREATION**

5509	Maint/Repair-Joint Use	\$3,300	\$3,300	\$3,300
	Joint facility repairs - gym, kitchen, weight room, Amount based on 1/3 of the total Rec Center			
5701	Telephone/Internet	\$3,600	\$3,600	\$3,400
5801	Buellton Recreation Program	\$100,000	\$75,000	\$67,000
	Seasonal personnel, Oak Valley afterschool program, supplies, flyers and equipment.			
5801	Buellton Recreation Program	\$1,000	\$15,000	\$35,000
	Shared recreations programs with the City of Solvang			
5802	Buellton Recreation Program-Trips	\$20,000	\$20,000	\$20,000
	Trips organized for children and adults through Buellton Recreation			
6201				
6207	Contract Services	\$43,750	\$43,750	\$31,500
6301	Miscellaneous	\$1,000	\$1,000	\$1,500

Capital

6503	Vehicles	\$5,000	\$0	\$0
6507	Improvements	\$8,500	\$0	\$0
	John Deere mower			

**FUND: 001-GENERAL**

**DEPARTMENT: 550/PUBLIC WORKS  
STREET LIGHTS**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 44,843	\$ 49,545	\$ 49,852	\$ 48,247	\$ 55,000	\$ 55,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 44,843	\$ 49,545	\$ 49,852	\$ 48,247	\$ 55,000	\$ 55,000

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - STREET LIGHTS

001-550

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>								
5703 Utilities - Electric	44,843	49,545	49,852	48,247	55,000	55,000	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>44,843</b>	<b>49,545</b>	<b>49,852</b>	<b>48,247</b>	<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>0.0%</b>
<b>STREET LIGHTS TOTAL:</b>	<b>44,843</b>	<b>49,545</b>	<b>49,852</b>	<b>48,247</b>	<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>0.0%</b>

FUND: 001-GENERAL

DEPARTMENT: 550/PUBLIC WORKS  
STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Operating & Maintenance

5703 Utilities - Electric

Budget 2011-12	Budget 2012-13	Budget 2013-14
\$55,000	\$55,000	\$55,000

**FUND: 001-STORM WATER**

**DEPARTMENT: 551/STORM WATER**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 173,182	\$ 138,371	\$ 146,743	\$ 133,799	\$ 151,000	\$ 141,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 173,182	\$ 138,371	\$ 146,743	\$ 133,799	\$ 151,000	\$ 141,000

**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  
001-551

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	from 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5509	Maintenance/Repair	0	0	0	5,597	15,000	0	(15,000)	-100.0%
6011	Regulatory Compliance	0	600	4,852	5,127	1,000	6,000	5,000	500.0%
6201	Contract Services	173,182	137,771	141,891	123,075	135,000	135,000	0	0.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>173,182</b>	<b>138,371</b>	<b>146,743</b>	<b>133,799</b>	<b>151,000</b>	<b>141,000</b>	<b>(10,000)</b>	<b>-6.6%</b>
<b>STORM WATER TOTAL:</b>		<b>173,182</b>	<b>138,371</b>	<b>146,743</b>	<b>133,799</b>	<b>151,000</b>	<b>141,000</b>	<b>(10,000)</b>	<b>-6.6%</b>

FUND: 001-STORM WATER

DEPARTMENT: 551/STORM WATER

**EXPENDITURE DETAIL NARRATIVE**

**FISCAL YEAR 2013-14**

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
5509 Repair/Maintenance	\$0	\$15,000	\$15,000
6011 Regulatory Compliance	\$1,000	\$1,000	\$6,000
6201 Contract Services	\$150,000	\$135,000	\$135,000
Engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluation.			

**FUND: 001-GENERAL**

**DEPARTMENT: 552 PUBLIC WORKS/PARK**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 126,160	\$ 129,596	\$ 207,789	\$ 204,372	\$ 242,350	\$ 213,800
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Department Total	\$ 126,160	\$ 129,596	\$ 207,789	\$ 204,372	\$ 242,350	\$ 238,800

**DEPARTMENT DESCRIPTION**

Pending

The Storm Water (015), Parks/Recreation (028), and Landscaping (072) Funds were allocated on a percentage basis when consolidating them into the General Fund in prior years to allow for consistency and comparisons with the Budget adopted in FY 2013/2014.

DEPARTMENT EXPENDITURES

PUBLIC WORKS/PARKS  
001-552

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>								
5305 Equipment Rental	0	0	0	563	0	5,000	5,000	N/A
5305 Small Equipment	0	0	0	1,276	2,600	3,000	400	15.4%
5501 Operational Supplies	0	0	0	0	0	8,800	8,800	N/A
5502 Chemicals	0	0	0	0	0	5,000	5,000	N/A
5509 Maintenance / Repair -Riverview	0	14,439	15,736	47,067	80,000	80,000	0	0.0%
5509 Maintenance / Repair - Paws Park				316				
5703 Utilities - Electric-Park	6,496	7,523	7,815	9,784	7,500	7,500	0	0.0%
5704 Utilities - Water (Oak Park and River View)	45,500	38,861	34,552	38,244	46,000	46,000	0	0.0%
5820 Zaca Creek-Park	0	4,310	46,637	6,851	0	0	0	N/A
5820 Golf Course Renovation-Park	0	0	14,076	30,040	25,000	0	(25,000)	-100.0%
6201 Contract Services-Park	74,165	64,464	88,974	70,231	81,250	58,500	(22,750)	-28.0%
6202 Contract Services - Engineering	0	0	0	0	0	0	0	N/A
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>126,160</b>	<b>129,596</b>	<b>207,789</b>	<b>204,372</b>	<b>242,350</b>	<b>213,800</b>	<b>(28,550)</b>	<b>-13.7%</b>
<b><u>CAPITAL</u></b>								
6503 Vehicles	0	0	0	0	0	0	0	N/A
6507 Improvements	0	0	0	0	0	0	0	N/A
6508 Equipment	0	0	0	0	0	25,000	25,000	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>N/A</b>
<b>PUBLIC WORKS/ PARKS TOTAL:</b>	<b>126,160</b>	<b>129,596</b>	<b>207,789</b>	<b>204,372</b>	<b>242,350</b>	<b>238,800</b>	<b>(3,550)</b>	<b>-1.5%</b>

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

FUND: 001-GENERAL

DEPARTMENT: 552 PUBLIC WORKS/PARK

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
5305 Equipment Rental	\$0	\$0	\$5,000
5305 Small Equipment	\$0	\$2,600	\$3,000
5501 Operational Supplies	\$0	\$0	\$8,800
Trash bags/dog pot bags, soaps, toilet paper, cleaning supplies			
5502 Chemicals	\$0	\$0	\$5,000
Pesticides, herbicides, graffiti remover			
5509 Maintenance / Repair	\$14,000	\$80,000	\$80,000
Irrigation, sidewalks, plants, restrooms, buildings, electrical etc. Botanic Garden \$5,000, Paws Park \$10,000			
5703 Utilities - Electric	\$7,500	\$7,500	\$7,500
River View Park and Oak Park			
5704 Utilities - Water	\$48,000	\$46,000	\$46,000
Irrigation water for Oak Park and River View Park.			
5820 Zaca Creek	\$0	\$0	\$0
5820 Golf Course Renovation	\$0	\$25,000	\$0
6201 Contract Services	\$81,250	\$81,250	\$58,500
Valley Crest (36k), Rafael Ruiz (24k), park maintenance support			
6202 Contract Services - Engineering	\$0	\$0	\$0
<u>Capital</u>			
6508 Equipment	\$0	\$0	\$25,000

**FUND: 001-GENERAL**

**DEPARTMENT: 556/PUBLIC WORKS-LANDSCAPE MAINT**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 110,360	\$ 91,384	\$ 98,567	\$ 15,040	\$ 114,400	\$ 114,400
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 110,360	\$ 91,384	\$ 98,567	\$ 15,040	\$ 114,400	\$ 114,400

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLICS WORKS-LANDSCAPE MAINT

001-556

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5509	Maintenance / Repair	674	1,500	4,977	344	2,500	2,500	0	0.0%
5703	Utilities - Electric	816	881	935	1,114	900	900	0	0.0%
5704	Utilities - Water	19,306	17,876	14,921	0	22,000	22,000	0	0.0%
6201	Contract Services	74,182	71,128	77,735	13,581	89,000	89,000	0	0.0%
6202	Contract Services - Engineering	15,382	0	0	0	0	0	0	N/A
<b>OPERATING &amp; MAINTENANCE SUBTOTAL</b>		<b>110,360</b>	<b>91,384</b>	<b>98,567</b>	<b>15,040</b>	<b>114,400</b>	<b>114,400</b>	<b>0</b>	<b>0.0%</b>
<b>LANDSCAPE MAINTENANCE TOTAL:</b>		<b>110,360</b>	<b>91,384</b>	<b>98,567</b>	<b>15,040</b>	<b>114,400</b>	<b>114,400</b>	<b>0</b>	<b>0.0%</b>

FUND: 001-GENERAL

DEPARTMENT: 556/PUBLIC WORKS-LANDSCAPE MAINT

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
5509 Maintenance / Repair	\$1,600	\$2,500	\$2,500
5703 Utilities - Electric	\$800	\$900	\$900
5704 Utilities - Water	\$22,000	\$22,000	\$22,000
6201 Contract Services	\$85,000	\$89,000	\$89,000
Valley Crest maintenance contract for common landscaped areas of the City. Ave of Flags medians and Highway 246.			

FUND: 001-GENERAL

DEPARTMENT: 557/PUBLIC WORKS  
ENGINEERING

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 139,344	\$ 73,801	\$ 87,143	\$ 66,443	\$ 64,000	\$ 64,000
Capital	\$ -	\$ -	\$ 0	\$ 14,441	\$ 70,575	\$ -
Department Total	\$ 139,344	\$ 73,801	\$ 87,143	\$ 80,883	\$ 134,575	\$ 64,000

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - ENGINEERING  
001-557

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed	Change From 2012-13 Budget	% Change From 2012-13 Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>								
6101 Development Permit Processing	4,205	4,355	1,753	6,245	4,000	4,000	0	0.0%
6201 Contract Services	83,660	69,446	74,865	59,913	60,000	60,000	0	0.0%
6202 Engineering Services	51,420	0	0	285	0	0	0	N/A
6202 Engineering Services - Prop1B	60	0	10,525		0	0	0	N/A
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>139,344</b>	<b>73,801</b>	<b>87,143</b>	<b>66,443</b>	<b>64,000</b>	<b>64,000</b>	<b>0</b>	<b>0.0%</b>
<b><u>CAPITAL</u></b>								
6507 Improvements	0	0	0	14,441	65,000	0	(65,000)	0.0%
6507 Improvements - Prop 1B	0	0	0	0	5,575	0	(5,575)	0.0%
<b><u>CAPITAL SUBTOTAL:</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,441</b>	<b>70,575</b>	<b>0</b>	<b>(70,575)</b>	<b>0.0%</b>
<b>ENGINEERING TOTAL:</b>	<b>139,344</b>	<b>73,801</b>	<b>87,143</b>	<b>80,883</b>	<b>134,575</b>	<b>64,000</b>	<b>(70,575)</b>	<b>-52.4%</b>

FUND: 001-GENERAL

DEPARTMENT: 557/PUBLIC WORKS  
ENGINEERING

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14	
<u>Operating &amp; Maintenance</u>				
6101 Development Permit Processing	\$4,000	\$4,000	\$4,000	
6201 Contract Services	\$75,000	\$60,000	\$60,000	
6202 Engineering Services	\$15,000	\$0	\$0	
 <u>Capital</u>				
6507 Improvements	\$0	\$0	\$0	
6507 Improvements	\$0	\$0	\$0	
<table border="1"><tr><td>Prop 1B - Local Streets and Roads Improvement</td></tr></table>				Prop 1B - Local Streets and Roads Improvement
Prop 1B - Local Streets and Roads Improvement				

**FUND: 001-GENERAL**

**DEPARTMENT: 558/PUBLIC WORKS  
GENERAL**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 274,983	\$ 274,655	\$ 286,079	\$ 318,113	\$ 336,631	\$ 333,387
Operating & Maintenance	\$ 115,632	\$ 128,907	\$ 117,269	\$ 247,052	\$ 152,125	\$ 187,375
Capital	\$ -	\$ -	\$ 18,300	\$ 38,643	\$ 39,628	\$ 7,000
Department Total	\$ 390,615	\$ 403,562	\$ 421,648	\$ 603,808	\$ 528,384	\$ 527,762

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - GENERAL

001-558

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	187,612	185,976	188,619	205,795	219,416	205,730	(13,686)	-6.2%
5005	Hourly	0	0	0	5,716	0	12,192	12,192	N/A
5100	Benefits	87,371	88,679	97,460	106,602	117,215	115,465	(1,750)	-1.5%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>274,983</b>	<b>274,655</b>	<b>286,079</b>	<b>318,113</b>	<b>336,631</b>	<b>333,387</b>	<b>(3,244)</b>	<b>-1.0%</b>

**OPERATING & MAINTENANCE**

5301	Office Supplies	62	220	1,126	1,907	200	200	0	0.0%
5401	License,Membership & Publications	0	0	0	1,185	1,000	1,200	200	20.0%
5402	Travel & Training	451	494	335	2,356	2,000	2,500	500	25.0%
5501	Operational Supplies	0	0	0	0	0	1,500	1,500	N/A
5503	Tools	264	844	1,216	1,786	4,500	4,000	(500)	-11.1%
5504	Laundry - Uniforms	832	703	609	1,038	750	750	0	0.0%
5506	Fuel - Vehicles	4,863	4,898	7,416	7,988	9,000	9,000	0	0.0%
5507	Maintenance - Vehicles	4,426	2,362	3,535	7,212	4,000	6,000	2,000	50.0%
5508	Landscape Maintenance Program	0	0	1,462	9	0	0	0	N/A
5509	Maintenance / Repair	37,480	40,947	32,574	42,043	50,000	50,000	0	0.0%
5510	Safety Equipment	1,031	882	868	1,276	950	1,500	550	57.9%
5511	Signs	0	645	1,978	277	2,000	2,000	0	0.0%
5603	Computer Maintenance & Software	0	0	1,616	444	475	475	0	0.0%
5701	Telephone	1,140	1,258	1,335	1,110	2,300	2,300	0	0.0%
5703	Utilities - Electric	0	0	2,000	12,174	950	950	0	0.0%
5704	Utilities - Water	39,067	25,116	18,589	17,622	32,000	32,000	0	0.0%
6201	Contract Services	26,014	50,537	42,609	148,412	42,000	73,000	31,000	73.8%
6301	Miscellaneous	0	0	0	213	0	0	0	N/A
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>115,632</b>	<b>128,907</b>	<b>117,269</b>	<b>247,052</b>	<b>152,125</b>	<b>187,375</b>	<b>35,250</b>	<b>23.2%</b>

**CAPITAL**

6503	Vehicle Replacement	0	0	18,300	32,666	32,628	0	(32,628)	-100.0%
6507	Improvements	0	0	0	0	0	0	0	N/A
6508	Equipment	0	0	0	5,977	7,000	7,000	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>0</b>	<b>0</b>	<b>18,300</b>	<b>38,643</b>	<b>39,628</b>	<b>7,000</b>	<b>(32,628)</b>	<b>-82.3%</b>

**PUBLIC WORKS - GENERAL TOTAL:**

<b>390,615</b>	<b>403,562</b>	<b>421,648</b>	<b>603,808</b>	<b>528,384</b>	<b>527,762</b>	<b>(622)</b>	<b>-0.1%</b>
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FUND: 001-GENERAL

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Employee Services</u>			
Public Works Director	0.40	0.40	0.40
Fieldmen (6)	2.00	2.00	2.40
Groundskeeper	1.00	1.00	1.00
Total	3.40	3.40	3.80
5001 Salaries	\$189,664	\$219,416	\$205,730
5005 Hourly		\$0	\$12,192
5100 Benefits	\$102,115	\$117,215	\$115,465
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$200	\$200	\$200
5401 License, Membership & Publications		\$1,000	\$1,200
5402 Travel & Training	\$475	\$2,000	\$2,500
5501 Operational Supplies		\$0	\$1,500
5503 Tools	\$3,500	\$4,500	\$4,000
5504 Laundry - Uniforms	\$750	\$750	\$750
33 1/3% of laundry and uniform service for Public Works employees; 100% for Groundskeeper.			
5506 Fuel - Vehicles	\$6,650	\$9,000	\$9,000
5507 Maintenance - Vehicles	\$4,000	\$4,000	\$6,000
5508 Landscape Maintenance Program			\$0
5509 Maintenance / Repair	\$41,900	\$50,000	\$50,000
City buildings, facilities, infrastructure and			
5510 Safety Equipment	\$950	\$950	\$1,500
33 1/3% of cost for Public Works employees; 100%			
5511 Building Maintenance/Signs	\$950	\$2,000	\$2,000
5603 Computer Maintenance & Software	\$475	\$475	\$475
5701 Telephone	\$2,300	\$2,300	\$2,300
5703 Utilities - Electric	\$950	\$950	\$950

**FUND: 001-GENERAL**

**DEPARTMENT: 558/PUBLIC WORKS - GENERAL**

5704	Utilities - Water	\$32,000	\$32,000	\$32,000
	Irrigation water use on Avenue of Flags medians.			
6201	Contract Services	\$42,000	\$42,000	\$47,000
	Contract services for miscellaneous tree trimming, 33 1/3% of mapping services, 33 1/3% of answering service, 60% of janitorial service, fire extinguisher servicing and monthly service agreement for security system at City Hall.			

Capital

6503	Vehicle Replacement	\$20,000	\$32,628	\$0
6507	Improvements			
	Painting of buildings \$10,000, Wayfinding signs			
6508	Equipment	\$22,000	\$7,000	\$7,000
	Radar feedback sign			

**FUND: 001-GENERAL**

**DEPARTMENT: 565/COMMUNITY DEVELOPMENT  
PLANNING**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 270,439	\$ 267,269	\$ 302,951	\$ 278,520	\$ 285,054	\$ 306,036
Operating & Maintenance	\$ 198,427	\$ 105,684	\$ 134,134	\$ 34,837	\$ 54,600	\$ 100,600
Capital	\$ -	\$ (3,248)	\$ 1,067		\$ -	\$ -
Department Total	\$ 468,866	\$ 369,706	\$ 438,151	\$ 313,357	\$ 339,654	\$ 406,636

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - PLANNING

001-565

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Staff Salaries	182,427	173,945	196,784	177,830	180,718	194,180	13,462	7.4%
5002	Planning Commission Salaries	6,000	6,000	6,000	3,850	6,000	6,000	0	0.0%
5005	Intern Program	1,210	6,251	0	0	0	0	0	N/A
5005	Code Enforcement	0	0	9,039	4,669	7,176	7,176	0	0.0%
5100	Benefits	80,802	81,073	91,127	92,171	91,160	98,680	7,520	8.2%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>270,439</b>	<b>267,269</b>	<b>302,951</b>	<b>278,520</b>	<b>285,054</b>	<b>306,036</b>	<b>20,982</b>	<b>7.4%</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5301	Office Supplies	1,770	1,743	2,852	805	2,000	2,000	0	0.0%
5305	Equipment Rental	4,659	5,187	6,583	6,477	5,000	5,000	0	0.0%
5306	Advertising - Legal	971	1,079	930	1,569	3,500	3,000	(500)	-14.3%
5401	Membership & Publications	1,848	1,761	2,259	1,970	1,500	2,000	500	33.3%
5402	Travel & Training	7,299	4,823	4,332	3,290	5,000	5,000	0	0.0%
5509	Maintenance / Repair	74	51	42	0	1,000	1,000	0	0.0%
5603	Computer Maintenance & Software	1,936	1,468	2,457	1,915	3,500	3,500	0	0.0%
5701	Telephone	3,641	3,911	4,128	4,454	3,600	3,600	0	0.0%
5703	Utilities - Electric	1,923	2,062	2,473	2,864	2,500	2,500	0	0.0%
5818	Mobile Home Repair	0	0	0	0	0	3,000	3,000	N/A
6016	Code Enforcement Expense	58	2,539	46	340	1,000	1,000	0	0.0%
6102	Bev Container Recycle Program	62,284	32,753	55,125	0	0	0	0	N/A
6201	Contract Services	81,439	31,771	44,976	10,000	15,000	60,000	45,000	300.0%
6202	Contract Services - Engineering	30,070	15,123	10,160	6,330	10,000	8,000	(2,000)	-20.0%
6301	Miscellaneous	2,741	2,942	658	231	1,000	1,000	0	0.0%
6601	Reimbursable	(2,287)	(1,529)	(2,886)	(5,408)	0	0	0	#DIV/0!
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>198,427</b>	<b>105,684</b>	<b>134,134</b>	<b>34,837</b>	<b>54,600</b>	<b>100,600</b>	<b>46,000</b>	<b>84.2%</b>
<b><u>CAPITAL</u></b>									
6504	Office Furniture	0	0	0	0	0	0	0	N/A
6505	Computer Equipment	0	(3,248)	1,067	0	0	0	0	N/A
6506	Office Equipment	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>0</b>	<b>(3,248)</b>	<b>1,067</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>PLANNING TOTAL:</b>		<b>468,866</b>	<b>369,706</b>	<b>438,151</b>	<b>313,357</b>	<b>339,654</b>	<b>406,636</b>	<b>66,982</b>	<b>19.7%</b>

(1) Economic Development Consultant

Adopted City Budget

FY 2013/2014

Planning

August 22, 2013

FUND: 001-GENERAL

DEPARTMENT: 565/COMMUNITY DEVELOPMENT  
PLANNING

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Employee Services</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	0.70	0.70	0.45
Total	7.60	7.60	7.35
5001 Salaries	\$188,595	\$180,718	\$194,180
5002 Planning Commission Salaries	\$6,000	\$6,000	\$6,000
\$100 per month each for five Planning Commissioners			
5005 Intern Program	\$16,100	\$0	\$0
5005 Code Enforcement		\$7,176	\$7,176
Part-Time Code Enforcement Officer			
5100 Benefits	\$93,790	\$91,160	\$98,680
<u>Operating &amp; Maintenance</u>			
5301 Office Supplies	\$2,000	\$2,000	\$2,000
5305 Equipment Rental	\$5,000	\$5,000	\$5,000
Monthly leasing expense for copier.			
5306 Advertising - Legal	\$5,000	\$3,500	\$3,000
5401 Membership & Publications	\$2,500	\$1,500	\$2,000
Professional and organization dues.			
5402 Travel & Training	\$8,000	\$5,000	\$5,000
Attendance at conferences and seminars for Planning Commission and staff.			
5509 Maintenance / Repair	\$1,000	\$1,000	\$1,000
Copier and miscellaneous maintenance and repairs.			
5603 Computer Maintenance & Software	\$4,000	\$3,500	\$3,500
Maintenance and updates of existing computer software programs.			
5701 Telephone	\$3,600	\$3,600	\$3,600

FUND: 001-GENERAL

DEPARTMENT: 565/COMMUNITY DEVELOPMENT  
PLANNING

5703	Utilities - Electric	\$2,500	\$2,500	\$2,500
6016	Code Enforcement Expense	\$2,000	\$1,000	\$1,000
6201	Contract Services	\$90,000	\$15,000	\$60,000
Economic Development consultant \$60,000				
6202	Contract Services - Engineering	\$30,000	\$10,000	\$8,000
GIS, CADD and mapping services.				
6301	Miscellaneous	\$500	\$1,000	\$1,000

Capital

6504	Office Furniture	\$1,600	\$0	\$0
Miscellaneous office furniture.				
6505	Computer Equipment	\$3,500	\$0	\$0
Miscellaneous computer equipment and upgrades.				
6506	Office Equipment	\$500	\$0	\$0

**FUND: 005-WASTEWATER**

**DEPARTMENT: 701/WASTEWATER**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 242,877	\$ 233,436	\$ 245,595	\$ 264,880	\$ 278,634	\$ 272,515
Operating & Maintenance	\$ 643,484	\$ 587,451	\$ 526,346	\$ 564,000	\$ 634,550	\$ 973,400
Capital	\$ -	\$ 0	\$ -	\$ -	\$ 14,678	\$ 15,000
Department Total	\$ 886,361	\$ 820,887	\$ 771,941	\$ 828,880	\$ 927,862	\$ 1,260,915

**DEPARTMENT DESCRIPTION**

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

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

DEPARTMENT EXPENDITURES

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

	2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change	
	Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13	
							Budget	Budget	
<b><u>EMPLOYEE SERVICES</u></b>									
5001	Salaries	166,992	158,192	163,386	176,578	182,184	(4,554)	-2.5%	
5100	Benefits	75,886	75,244	82,209	88,303	94,885	(1,565)	-1.6%	
	<b>EMPLOYEE SERVICES SUBTOTAL:</b>	<b>242,877</b>	<b>233,436</b>	<b>245,595</b>	<b>264,880</b>	<b>272,515</b>	<b>(6,119)</b>	<b>-2.2%</b>	
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5201	Insurance - Liability	5,517	6,257	5,363	4,669	5,000	0	0.0%	
5202	Insurance - Property	12,330	7,363	9,197	9,269	10,500	0	0.0%	
5203	Insurance - Bond	140	0	0	0	0	0	N/A	
5301	Office Supplies	1,790	3,455	1,888	1,720	2,300	0	0.0%	
5303	Postage	3,333	4,275	4,685	5,137	5,000	500	11.1%	
5401	Membership & Publications	256	256	269	0	400	0	0.0%	
5402	Travel & Training	946	395	1,244	4,602	2,000	4,000	100.0%	
5501	Operational Supplies	0	0	876	2,702	450	2,600	477.8%	
5502	Chemicals / Analysis	51,954	55,082	46,688	24,690	50,000	0	0.0%	
5503	Tools	107	78	230	1,872	900	2,000	122.2%	
5504	Laundry - Uniforms	629	501	236	865	700	0	0.0%	
5506	Fuel - Vehicles	4,863	4,898	7,352	7,409	7,000	0	0.0%	
5507	Maintenance - Vehicles	900	1,210	2,984	3,011	2,000	0	0.0%	
5509	Maintenance / Repair	48,492	32,735	39,416	47,823	45,000	0	0.0%	
5510	Safety Equipment	445	481	750	848	950	2,000	110.5%	
5601	Data Processing Contract Maintenance	799	900	900	900	1,300	0	0.0%	
5603	Computer Maintenance & Software	0	86	223	971	1,000	0	0.0%	
5701	Telephone	6,592	7,300	7,654	7,899	6,500	6,500	0.0%	
5703	Utilities - Electric	82,088	93,254	99,364	103,524	95,000	95,000	0.0%	
5704	Utilities - Water	11,882	14,724	11,253	12,777	13,000	0	0.0%	
6004	Audit	6,169	7,219	5,438	6,777	7,350	7,100	(250)	-3.4%
6007	Depreciation	170,608	165,662	174,089	170,913	175,000	175,000	0	0.0%
6011	Regulatory Compliance	12,006	10,860	13,163	14,272	19,500	20,000	500	2.6%
6012	Transfer to Other Funds	0	0	0	0	0	330,000	330,000	N/A
6201	Contract Services	200,607	163,782	87,134	111,558	158,000	150,000	(8,000)	-5.1%
6202	Contract Services - Engineering	19,578	4,435	3,565	18,810	25,000	35,000	10,000	40.0%
6301	Miscellaneous	1,455	2,244	2,386	982	1,200	1,000	(200)	-16.7%
	<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>	<b>643,484</b>	<b>587,451</b>	<b>526,346</b>	<b>564,000</b>	<b>634,550</b>	<b>973,400</b>	<b>338,850</b>	<b>53.4%</b>
<b><u>CAPITAL</u></b>									
6503	Vehicle Replacement	0	0	0	0	14,678	0	(14,678)	-100.0%
6507	Improvements	0	0	0	0	0	0	0	N/A
6508	Equipment	0	0	0	0	0	15,000	15,000	N/A
	<b>CAPITAL TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,678</b>	<b>15,000</b>	<b>322</b>	<b>2.2%</b>
	<b>WASTEWATER TOTAL:</b>	<b>+ 886,361</b>	<b>820,887</b>	<b>771,941</b>	<b>828,880</b>	<b>927,862</b>	<b>1,260,915</b>	<b>322</b>	<b>0.0%</b>

Adopted City Budget  
FY 2013/2014

August 22, 2013

BUDGET NOTE: Capital Items are included in the Depreciation Category

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Employee Services</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	\$162,973	\$182,184	\$177,630
5100 Benefits	\$85,995	\$96,450	\$94,885
<u>Operating &amp; Maintenance</u>			
5201 Insurance - Liability	\$5,200	\$5,000	\$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	\$8,440	\$10,500	\$10,500
40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Water Fund. Includes earthquake and flood insurance on City property.			
5203 Insurance - Bond	\$200		
5301 Office Supplies	\$2,300	\$2,300	\$2,300
5303 Postage	\$4,500	\$4,500	\$5,000
5401 Membership & Publications	\$400	\$400	\$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).			
5402 Travel & Training	\$1,100	\$2,000	\$4,000
Attendance at seminars and reimbursement for certification and license renewal fees.			
5501 Operational Supplies	\$450	\$450	\$2,600
5502 Chemical Analysis	\$50,000	\$50,000	\$50,000
5503 Tools	\$900	\$900	\$2,000
5504 Laundry - Uniforms	\$700	\$700	\$700
33 1/3% of laundry and uniform service for the Wastewater Plant operators.			
5506 Fuel - Vehicles	\$6,600	\$7,000	\$7,000
5507 Maintenance - Vehicles	\$2,000	\$2,000	\$2,000
5509 Maintenance / Repair	\$45,000	\$45,000	\$45,000
5510 Safety Equipment	\$950	\$950	\$2,000
33 1/3 % of the cost for the Wastewater Plant operators.			

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

5601	Data Processing Contract Maintenance	\$1,300	\$1,300	\$1,300
	50% of contract support for utility billing software.			
5603	Computer Maintenance & Software	\$1,000	\$1,000	\$1,000
5701	Telephone	\$6,000	\$6,500	\$6,500
5703	Utilities - Electric	\$90,000	\$95,000	\$95,000
5704	Utilities - Water	\$12,000	\$13,000	\$13,000
6004	Audit	\$6,440	\$7,350	\$7,100
	33 1/3% of the cost.			
6007	Depreciation	\$175,000	\$175,000	\$175,000
	Estimate for Fiscal Year 2013-14; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.			
6011	Regulatory Compliance	\$15,800	\$19,500	\$20,000
	Assembly Bill 2588, Santa Barbara Air Pollution Control Board and miscellaneous compliance costs.			
6012	Transfer to Other Funds	\$0	\$0	\$330,000
	Transfer to CIP Fund 092 Project #702 (CCTV)			\$30,000
	Transfer to CIP Fund 092 Project #703 (WWTP & Lift Station)			\$50,000
	Transfer to CIP Fund 092 Project #704 (Sewer Line Replacement)			\$100,000
	Transfer to CIP Fund 092 Project #705 (Headworks WWTP)			\$150,000
6201	Contract Services	\$158,000	\$158,000	\$180,000
	Trash hauling, 33 1/3% of answering service, 33 1/3% of mapping service, 20% of janitorial services, engineering services and sludge removal.			
6202	Contract Services - Engineering	\$25,000	\$25,000	\$35,000
	Engineering work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades and Regional Water Quality Control Board (RWQCB) compliance and permitting.			
6301	Miscellaneous	\$1,200	\$1,200	\$1,000
	<u>Capital</u>			
6503	Vehicle Replacement	\$11,833	\$14,678	
6507	Improvements			
6508	Equipment			\$15,000
	Wastewater treatment plant equipment.			

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

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ 242,871	\$ 233,430	\$ 246,421	\$ 272,439	\$ 285,224	\$ 281,370
Operating & Maintenance	\$ 1,367,790	\$ 1,368,414	\$ 1,453,036	\$ 2,195,394	\$ 1,500,050	\$ 1,868,350
Capital	\$ -	\$ -	\$ -	\$ -	\$ 64,678	\$ 75,000
Department Total	\$ 1,610,661	\$ 1,601,843	\$ 1,699,456	\$ 2,467,832	\$ 1,849,952	\$ 2,224,720

**DEPARTMENT DESCRIPTION**

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

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

DEPARTMENT EXPENDITURES

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	WATER
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	020-601
								Budget	% Change
									From 2012-13
									Budget
<b>EMPLOYEE SERVICES</b>									
5001	Salaries	166,992	158,192	164,130	177,393	187,584	177,630	(9,954)	-5.3%
5005	Hourly	0	0	0	5,716	0	7,200	7,200	N/A
5100	Benefits	75,879	75,238	82,291	89,329	97,640	96,540	(1,100)	-1.1%
<b>EMPLOYEE SERVICES SUBTOTAL:</b>		<b>242,871</b>	<b>233,430</b>	<b>246,421</b>	<b>272,439</b>	<b>285,224</b>	<b>281,370</b>	<b>(3,854)</b>	<b>-1.4%</b>
<b>OPERATING &amp; MAINTENANCE</b>									
5201	Insurance - Liability	5,517	6,257	5,363	4,669	5,000	5,000	0	0.0%
5202	Insurance - Property	12,330	7,363	9,197	9,269	10,500	10,500	0	0.0%
5203	Insurance - Bond	140	0	0	0	0	0	0	N/A
5301	Office Supplies	1,630	3,574	1,827	1,674	3,300	3,300	0	0.0%
5302	Printing	966	956	1,018	0	900	900	0	0.0%
5303	Postage	3,333	4,275	4,694	5,148	4,500	5,000	500	11.1%
5401	Membership & Publications	5,482	5,037	5,329	5,910	7,000	7,000	0	0.0%
5402	Travel & Training	531	4,382	2,046	3,122	3,000	5,000	2,000	66.7%
5501	Operational Supplies	0	0	524	369	450	450	0	0.0%
5502	Chemicals / Analysis	32,693	38,387	31,158	39,446	35,000	35,000	0	0.0%
5503	Tools	260	109	561	442	900	900	0	0.0%
5504	Laundry - Uniforms	662	501	236	926	700	700	0	0.0%
5505	Meter Expense	6,041	1,385	7,776	0	5,700	5,700	0	0.0%
5506	Fuel - Vehicles	4,863	4,898	7,352	7,409	7,000	7,000	0	0.0%
5507	Maintenance - Vehicles	900	1,210	1,573	2,918	2,000	2,000	0	0.0%
5509	Maintenance / Repair	18,634	11,853	106,738	102,626	50,000	50,000	0	0.0%
5510	Safety Equipment	445	481	750	1,701	950	2,000	1,050	110.5%
5601	Data Processing Contract Maintenance	799	900	900	900	1,300	1,300	0	0.0%
5603	Computer Maintenance & Software	0	505	318	1,224	1,000	2,000	1,000	100.0%
5701	Telephone	10,142	10,614	10,844	10,990	10,000	10,000	0	0.0%
5703	Utilities - Electric	96,918	107,682	95,451	114,929	110,000	110,000	0	0.0%
6004	Audit	6,169	7,219	5,438	6,777	7,350	7,100	(250)	-3.4%
6007	Depreciation	166,943	168,832	154,097	166,272	167,000	167,000	0	0.0%
6011	Regulatory Compliance	10,365	9,396	22,663	10,026	22,000	22,000	0	0.0%
6012	Transfer to Other Funds	0	0	0	0	0	360,000	360,000	N/A
6013	State Water Project	901,424	946,204	947,268	1,655,828	1,000,000	1,000,000	0	0.0%
6014	Santa Ynez River Appropriations	7,929	4,980	4,356	7,817	6,300	6,300	0	0.0%
6201	Contract Services	39,929	16,877	18,696	30,509	26,000	30,000	4,000	15.4%
6202	Contract Services - Engineering	29,938	1,350	2,148	0	10,000	10,000	0	0.0%
6301	Miscellaneous	2,807	3,188	4,716	4,494	2,200	2,200	0	0.0%
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>		<b>1,367,790</b>	<b>1,368,414</b>	<b>1,453,036</b>	<b>2,195,394</b>	<b>1,500,050</b>	<b>1,868,350</b>	<b>368,300</b>	<b>24.6%</b>
<b>CAPITAL</b>									
6503	Vehicle Replacement	0	0	0	0	14,678	0	(14,678)	-100.0%
6507	Improvements	0	0	2	0	0	0	0	N/A
6508	Equipment	0	0	0	0	50,000	75,000	25,000	50.0%
<b>CAPITAL TOTAL:</b>		<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>64,678</b>	<b>75,000</b>	<b>10,322</b>	<b>16.0%</b>
<b>WATER TOTAL:</b>		<b>1,610,661</b>	<b>1,601,843</b>	<b>1,699,458</b>	<b>2,467,832</b>	<b>1,849,952</b>	<b>2,224,720</b>	<b>364,446</b>	<b>19.7%</b>

Adopted Budget FY 2012/2013  
 BUDGET NOTE: Capital Items are included in the Depreciation Category

Water

August 22, 2013

(1) Improvements includes water treatment plant improvements, buildings, filters, booster station and Clearscada software.  
 (2) Equipment includes sampling, sounding and generators.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Employee Services</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)	1.50	1.50	1.50
Total	2.65	2.65	2.65
5001 Salaries	\$162,973	\$187,584	\$177,630
5005 Hourly	\$0	\$0	\$7,200
5100 Benefits	\$85,995	\$97,640	\$96,540
<u>Operating &amp; Maintenance</u>			
5201 Insurance - Liability	\$5,200	\$5,000	\$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	\$8,440	\$10,500	\$10,500
40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Wastewater Fund. Includes earthquake and flood insurance on City property.			
5203 Insurance - Bond	\$200		\$0
5301 Office Supplies	\$3,300	\$3,300	\$3,300
5302 Printing	\$900	\$900	\$900
5303 Postage	\$4,500	\$4,500	\$5,000
5401 Membership & Publications	\$7,000	\$7,000	\$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	\$1,900	\$3,000	\$5,000
Attendance at seminars and reimbursement for Certification and License renewal fees.			
5501 Operational Supplies	\$450	\$450	\$450
5502 Chemical Analysis	\$35,000	\$35,000	\$35,000
5503 Tools	\$900	\$900	\$900
5504 Laundry - Uniforms	\$700	\$700	\$700
33 1/3% of laundry and uniform service for the Water Department employees.			
5505 Meter Expense	\$5,700	\$5,700	\$5,700
New and replacement meters. New meter expense is offset by meter installation revenue.			

**FUND: 020-WATER**

**DEPARTMENT: 601/WATER**

5506	Fuel - Vehicles	\$6,600	\$7,000	\$7,000
5507	Maintenance - Vehicles	\$2,000	\$2,000	\$2,000
5509	Maintenance / Repair	\$50,000	\$50,000	\$50,000
5510	Safety Equipment	\$950	\$950	\$2,000
33 1/3 % of the cost for the Water Department employees.				
5601	Data Processing Contract Maintenance	\$1,300	\$1,300	\$1,300
50% of contract support for utility billing software.				
5603	Computer Maintenance & Software	\$1,000	\$1,000	\$2,000
5701	Telephone	\$10,000	\$10,000	\$10,000
5703	Utilities - Electric	\$110,000	\$110,000	\$110,000
6004	Audit	\$6,440	\$7,350	\$7,100
33 1/3% of the cost.				
6007	Depreciation	\$167,000	\$167,000	\$167,000
Estimate for Fiscal Year 2013-14; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.				
6011	Regulatory Compliance	\$13,000	\$22,000	\$22,000
Cost of State mandated programs and regulatory compliance.				
6012	Transfer to Other Funds	\$0	\$0	\$360,000
Transfer to CIP Fund Project #602 (Reservoirs 1/2)				\$200,000
Transfer to CIP Fund Project #603 (WTP Facilities)				\$100,000
Transfer to CIP Fund Project #604 (Scada)				\$60,000
6013	State Water Project	\$1,000,000	\$1,000,000	\$1,000,000
Covers both Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.				
6014	Santa Ynez River Appropriations	\$6,300	\$6,300	\$6,300
Annual groundwater charges.				
6201	Contract Services	\$26,000	\$26,000	\$30,000
Trash hauling, 33 1/3% of answering service, 33 1/3% of mapping service, 20% of janitorial services, engineering services, valve replacement and repainting of water treatment plant.				
6202	Contract Services - Engineering	\$10,000	\$10,000	\$10,000
6301	Miscellaneous	\$2,200	\$2,200	\$2,200
<u>Capital</u>				
6503	Vehicle Replacement	\$11,833	\$14,678	\$0
6507	Improvements	Water treatment plant improvements, buildings, filters, booster station & Clearscada Software		
6508	Equipment	\$5,000	\$50,000	\$75,000
Sampling, sounding and generators				

**FUND: 023-HOUSING**

**DEPARTMENT: 580/HOUSING**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 3,624	\$ 604	\$ -	\$ 2,970	\$ 3,450	\$ 3,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 3,624	\$ 604	\$ -	\$ 2,970	\$ 3,450	\$ 3,000

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

**HOUSING  
023-580**

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
								<u>Budget</u>	<u>Budget</u>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
5818	Housing Assistance	3,624	604	0		0	0	0	N/A
5818	Mobile Home Repair	0	0	0	2,970	3,450	0	(3,450)	-100.0%
6012	Transfer to Other Funds	0	0	0	0	0	3,000		
6201	Contract Services	0	0	0		0	0	0	N/A
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>3,624</b>	<b>604</b>	<b>0</b>	<b>2,970</b>	<b>3,450</b>	<b>3,000</b>	<b>(3,450)</b>	<b>-100.0%</b>
 <b>HOUSING TOTAL:</b>		 <b>3,624</b>	 <b>604</b>	 <b>0</b>	 <b>2,970</b>	 <b>3,450</b>	 <b>3,000</b>	 <b>(3,450)</b>	 <b>-100.0%</b>

**EXPENDITURE DETAIL NARRATIVE**

**FISCAL YEAR 2013-14**

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
5818 Housing Assistance			
5818 Mobile Home Repair	\$0	\$3,450	\$0
<u>Mobile Home Repair \$3,000 thru Senior Center.</u>			
6012 Transfer to Gen Fund to cover cost of Mobile Home Repair (001-565-5818-000)			\$3,000
6201 Contract Services			

**FUND: 025-GAS TAX**

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

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 281,212	\$ 49,530	\$ 83,482	\$ 94,855	\$ 38,991	\$ 536,000
Capital	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -
Department Total	\$ 281,212	\$ 49,530	\$ 83,482	\$ 94,855	\$ 38,991	\$ 536,000

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

**GAS TAX  
025-55X**

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
553	6008 TCRF Audit	101,102	0	0		0	0	0	N/A
553	6012 Transfer to Other Funds						536,000	536,000	N/A
553	6201 Contract Services	100,000	0	0		0	0	0	N/A
554	6201 Contract Services	44,460	23,793	23,218	16,603	38,991	0	(38,991)	-100.0%
555	6201 Contract Services	25,885	25,342	28,643	14,105	0	0	0	N/A
557	6201 Contract Services	9,765	395	31,622	64,148	0	0	0	N/A
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>281,212</b>	<b>49,530</b>	<b>83,482</b>	<b>94,855</b>	<b>38,991</b>	<b>536,000</b>	<b>497,009</b>	<b>1274.7%</b>
<b><u>CAPITAL</u></b>									
553	6507 Improvements	0	0	0	0	0	0	0	N/A
557	6507 Improvements	0	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>GAS TAX TOTAL:</b>		<b>281,212</b>	<b>49,530</b>	<b>83,482</b>	<b>94,855</b>	<b>38,991</b>	<b>536,000</b>	<b>497,009</b>	<b>1274.7%</b>

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 2013-14

		Budget 2011-12	Budget 2012-13	Budget 2013-14	
<u>Operating &amp; Maintenance</u>					
554	6012	Transfer to Other Funds	\$0	\$0	\$536,000
		Transfer to Gen Fund (Traffic Studies) to 001-558-6201-000			\$26,000
		Transfer to CIP Fund Project #307 (McMurray Road Widening)			\$25,000
		Transfer to CIP Fund Project #302 (Road Maintenance Project)			\$35,000
		Transfer to CIP Fund Project #301 (Road Maintenance Project FY 12/13 carryover)			\$200,000
		Transfer to CIP Fund Project #302 (Road Maintenance Project FY 13/14 new fundir			\$250,000
554	6201	Contract Services	\$36,208	\$38,991	\$0
		Traffic safety studies.			
555	6201	Contract Services	\$35,000	\$35,000	\$0
		Street cleaning expenditures.			
557	6201	Contract Services	\$49,605	\$25,000	\$0
		Engineering services for street operational improvements.			

**FUND: 026-MEASURE D**

**DEPARTMENT: 560/MEASURE D**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 495,114	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 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

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6201	Contract Services	495,114	0	0	0	0	0	0	N/A
	<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>495,114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b><u>CAPITAL</u></b>									
6507	Improvements	0	0	0	0	0	0	0	N/A
	<b><u>CAPITAL SUBTOTAL:</u></b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>MEASURE D TOTAL:</b>		<b>495,114</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>

FUND: 026-MEASURE D

DEPARTMENT: 560/MEASURE D

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

Budget 2011-12

Budget 2012-13

Budget 2013-14

Operating & Maintenance

6201 Contract Services

\$0

\$0

\$0

Capital

6507 Improvements

\$0

\$0

\$0

**FUND: 027-LOCAL TRANSPORTATION**

**DEPARTMENT: 559/TDA GRANT**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 24,037	\$ 71,373	\$ 76,575	\$ 75,516	\$ 90,750	\$ 45,750
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 24,037	\$ 71,373	\$ 76,575	\$ 75,516	\$ 90,750	\$ 45,750

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

LOCAL TRANSPORTATION  
027-559

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6201	Contract Services	0	0	15,759	26,730	15,000	0	(15,000)	(1)
6202	Contract Services - Eng	4,038	51,373	39,716	7,605	30,000	0	(30,000)	-100.0%
6212	Lompoc-Wine Country Express	20,000	20,000	20,000	19,999	20,000	20,000	0	0.0%
6212	SYVT Dial-A-Ride Subsidy	0	0	1,100	1,100	1,650	1,650	0	0.0%
6212	Breeze Extension Pilot	0	0	0	20,082	24,100	24,100	0	0.0%
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>24,037</b>	<b>71,373</b>	<b>76,575</b>	<b>75,516</b>	<b>90,750</b>	<b>45,750</b>	<b>(45,000)</b>	<b>-49.6%</b>
<b><u>CAPITAL</u></b>									
6507	Improvements	0	0	0	0	0	0	0	N/A
<b><u>CAPITAL SUBTOTAL:</u></b>		<b>0</b>	<b>N/A</b>						
<b>LOCAL TRANSPORTATION TOTAL:</b>		<b>24,037</b>	<b>71,373</b>	<b>76,575</b>	<b>75,516</b>	<b>90,750</b>	<b>45,750</b>	<b>(45,000)</b>	<b>-49.6%</b>

FUND: 027-LOCAL TRANSPORTATION

DEPARTMENT: 559/TDA GRANT

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
6201 Contract Services North Park & Ride design/permitting			
6202 Contract Svc-Eng Phase 3 for Hwy 246 and Sycamore crossing concept	\$0	\$0	\$0
6212 Lompoc-SYV Transit Project Wine Country Express	\$20,000	\$20,000	\$20,000
6212 SYVT Dial-A-Ride Subsidy		\$1,650	\$1,650
6212 Breeze Extension Pilot		\$24,100	\$24,100
<u>Capital</u>			
6507 Improvements			

**FUND: 029-TRANSPORTATION PLANNING**

**DEPARTMENT: 557/ENGINEERING**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 49,340	\$ 45,213	\$ 41,655	\$ 23,188	\$ 25,000	\$ 35,000
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 49,340	\$ 45,213	\$ 41,655	\$ 23,188	\$ 25,000	\$ 35,000

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

TRANSPORTATION PLANNING  
029-557

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Proposed</u>	2012-13	From 2012-13
								<u>Budget</u>	<u>Budget</u>
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6201	Contract Services	49,340	45,213	41,655	23,188	25,000	35,000	10,000	40.0%
	<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>49,340</b>	<b>45,213</b>	<b>41,655</b>	<b>23,188</b>	<b>25,000</b>	<b>35,000</b>	<b>10,000</b>	<b>40.0%</b>
<b>TRANSPORTATION PLANNING TOTAL:</b>		<b>49,340</b>	<b>45,213</b>	<b>41,655</b>	<b>23,188</b>	<b>25,000</b>	<b>35,000</b>	<b>10,000</b>	<b>40.0%</b>

FUND: 029-TRANSPORTATION PLANNING

DEPARTMENT: 557/ENGINEERING

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			

6201 Contract Services	\$50,000	\$25,000	\$35,000
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Transportation and transit coordination/planning/Caltrans			
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**FUND: 031-MEASURE A**

**DEPARTMENT: 560/MEASURE A**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-2013 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,589
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 580,589

**DEPARTMENT DESCRIPTION**

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

DEPARTMENT EXPENDITURES

MEASURE A  
031-560

		2009-10	2010-11	2011-12	2012-13	2012-13	2013-14	Change From	% Change
		Actual	Actual	Actual	Estimate	Budget	Proposed	2012-13	From 2012-13
								Budget	Budget
<b><u>OPERATING &amp; MAINTENANCE</u></b>									
6012	Transfer to Other Funds	0	0	0	0	0	580,589	580,589	N/A
6201	Contract Services/Ballot Initiative	0	0	0	0	0	0	0	N/A
<b>OPERATING &amp; MAINTENANCE SUBTOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,589</b>	<b>0</b>	<b>N/A</b>
<b><u>CAPITAL</u></b>									
6507	Improvements	0	0	0	0	0	0	0	N/A
<b>CAPITAL SUBTOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>
<b>MEASURE A TOTAL:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>580,589</b>	<b>0</b>	<b>N/A</b>

FUND: 031-MEASURE A

DEPARTMENT: 560/MEASURE A

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2013-14

	Budget 2011-12	Budget 2012-13	Budget 2013-14
<u>Operating &amp; Maintenance</u>			
6201 Transfer to Other Funds	\$0	\$0	\$580,589
Transfer to CIP Fund project #306 (Highway 246/Sycamore Pedestrian Crossing)			\$25,000
Transfer to CIP Fund project #301 (Road Maintenance FY 12/13 carryover)			\$274,989
Transfer to CIP Fund projejt #302 (Road Maintenance FY 13/14 new funding)			\$280,600
6201 Contract Services	\$0	\$0	\$0
2013-14 Road Maintenance Project.			
 <u>Capital</u>			
6507 Improvements	\$0	\$0	\$0
2013-14 Road Maintenance Project.			

**FUND: 092- CITYWIDE CIP FUND**

**DEPARTMENT: 092 / CIP FUND**

DEPARTMENT SUMMARY	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-2013 Estimate	2012-13 Budget	2013-14 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,262,089
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,262,089

**DEPARTMENT DESCRIPTION**

FY 2013/14 is the first year of this Citywide CIP Fund. We are consolidating all CIP projects into this new CIP Fund 092. By centralizing all capital improvement project expenditures into a single fund, this allows the City Engineer / Public Works Director to better manage projects and present status reports to stakeholders.

**DEPARTMENT EXPENDITURES**

**CITYWIDE CIP FUND**

**092-xxx**

092-101	Storm Drain Cleaning & Retrofit Project	15,000
092-201	Facilities Maintenance & Painting Project	10,000
092-202	Buelltton Town Center Driveway Project	114,000
092-203	Fundware Accounting Software Replacement	100,000
092-301	Road Maintenance (FY 12/13) Project	474,989
092-302	Road Maintenance (FY 13/14) Project	635,600
092-303	Bus Shelter Improvement Project	5,000
092-304	Wayfinding Sign Project	68,500
092-305	Available Project Number	0
092-306	Phase III Hwy 246/Sycamore PedX Project	25,000
092-307	McMurray Road Widening / TS Project	25,000
092-308	No. Ave of Flags Park & Ride Project	15,000
092-309	Prop 1B Project "TBD"	84,000
092-602	Reservoirs 1 & 2 (FY 12/13) Project	200,000
092-603	WTP Faciliites Improvement Project	100,000
092-604	Scada Improvement Project	60,000
092-702	Sewer Collectinos Sys Clean CCTV Project	30,000
092-703	WWTP & Lift Station Security Project	50,000
092-704	Sewer Line Replacement Project	100,000
092-705	Headworks Improvement (FY 12/13) Project	150,000
	<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>2,262,089</b>

**Fund Balance Analysis - CIP Funding Sources**

		Est. 06/30/13	FY 13/14	FY 13/14	FY 13/14	Est. 06/30/14
		Fund Equity	Revenue	Expenditure	CIP Funding	Fund Equity
Transfer In from General Fund 001	General Fund	3,800,000	5,512,065	(5,440,370)	(481,500)	3,390,195
Transfer In from Sewer Fund 005	Sewer Fund	1,872,000	620,950	(930,915)	(330,000)	1,232,035
Transfer In from Water Fund 020	Water Fund	1,949,000	1,423,000	(1,864,720)	(360,000)	1,147,280
Transfer In from Measure A Fund 031	Measure A Fund	448,000	326,250	0	(580,589)	193,661
Transfer In from Local Transportation Fund 027	LTF Fund	10,000	35,918	(45,750)	0	168
Transfer In from Gas Tax Fund 025	Gas Tax Fund	829,000	218,664	(26,000)	(510,000)	511,664
<b>Total Transfers In Funding from All Funds</b>		<b>8,908,000</b>	<b>8,136,847</b>	<b>(8,307,755)</b>	<b>(2,262,089)</b>	<b>6,475,003</b>

**CIP Projects follow the following numbering scheme:**

- 100's - Storm Drain Projects
- 200's - Facilities / IT Improvements
- 300's - Street Projects
- 600's - Water Projects
- 700's - Sewer Projects

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

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, Interim City Manager

Meeting Date: August 22, 2013

Subject: Interim City Manager's Three Month Progress Report

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**BACKGROUND**

When I was appointed Interim City Manager in May, the City Council asked for a review and progress report after the first three months as to progress on Buellton work items under my direct control and/or supervision. The following are the "Team Buellton" accomplishments during this period and the expectations for the next three month period.

**Accomplishments**

- **Budget:** The Fiscal Year 2013-2014 budget was adopted by June 30 and the final revised budget will be reviewed by the City Council on August 22. In anticipation of the City Council's desire for a more streamlined and understandable City finance system, I sought out the services of, and the City Council authorized, a financial consultant to review the operation of the department and to develop user friendly reports and a new budget format. These will be presented on August 22.
- **Albertson's Access Opening:** At the time I became Interim City Manager, the interaction with the various key property owners had stagnated to almost complete inactivity. I have actively engaged in dialog with the owners to get final comments and commitments to the project. At present, the final version of the access agreement is in the hands of the nine property owners for signature. The construction of the project has been assumed by Steve Lykken and the construction agreement should be signed in the next week. Once all nine access agreements are signed construction may begin.
- **Community Assistance:** I was asked to intervene on behalf of the Senior Center when they had problems with the health department inspector. After making contacts with the County, the Senior Center is now able to phase any needed improvements. I worked with Rose Hess to move the Southern California Gas Company pole from Rancho de Maria to the end of Industrial Way. I worked with the Marriott for installation of the Tesla electric vehicle chargers (installed and operational) as well as two standard electric vehicle chargers (plans are in process).

- **Economic Development:** I executed the contract with the Kosmont Company for economic development services. Initial work products to be completed within a year. Completed the TOT increase with the Visitor's Bureau/Chamber and will work on updating the Chamber Agreement with the City.
- **City Hall/Council Communications:** I started the bi-weekly City updates which have been sent to the City Council via e-mail. I have also made it my policy to be at City Hall regularly by 8:00 am and have encouraged the staff (successfully) to also be present at that hour. Whenever I, or members of City Staff will be absent, all at City Hall will be informed of the time and place the person will be gone and how to reach them. The intent of all at City Hall is to respond to public and City Council inquiries as soon as possible and, in most cases, the same day.
- **Dual Role of City Planner/Interim City Manager:** I continued to oversee the operations of the planning department with no loss of productivity or efficiency.
- **Personnel/Benefits:** To help better the working relationships and work production expectations between the City Manager's office and the various department heads, I have instituted a mandatory "expectations memo" that is prepared by both the individual department heads and the City Manager. To help reduce the costs of employee benefits, I have been performing a cost-benefit analysis on the self-funded dental/vision plan including a further review of its legality.

### **Expectations for the Upcoming Three Months**

- I will review the continuing maintenance program for Oak Park and River View Park.
- The 2013 Emergency Operations Plan has been submitted to the State for review and we expect approval and adoption.
- I am working with Rose Hess on required capital improvements, including replacement of the reservoir roofs.
- I am continuing to work with Kosmont Company and the Chamber of Commerce on economic development.
- Develop and implement the California Uniform Cost Accounting Act procedures. Under this system, a City is allowed to streamline the time (and reduce the cost) of bidding for public works by allowing higher State authorized limits for "no-bid" contracts or informal-bid contracts.
- Implementation of financial reporting documents- Quarterly Budget reports, CAFR, etc.
- Construction and completion of the Albertson's access openings.
- Review of the Visioning plan implementation programs (Scheduled for the September 26 City Council meeting).
- I will be working with Rose Hess and Kyle Abello on installation of the wayfinding signs throughout the City.