



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of January 22, 2015 – 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

Copies of staff reports or other written documentation relating to each item of business referred to on this Agenda are on file in the office of the City Clerk and are available for public inspection

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

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

### **CONSENT CALENDAR**

**(ACTION)**

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of January 8, 2015 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2014-15**
- 3. Revenue and Expenditure Reports through December 31, 2014**  
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

### **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)**

- 4. Request for Approval to Purchase Certified Pre-Owned Passenger Bus**  
❖ (Staff Contact: Recreation Coordinator Kyle Abello)
- 5. Financial Report for the Second Quarter Ending December 31, 2014**  
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)
- 6. Resolution No. 15-01 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2014-15 through the Second Quarter Ending December 31, 2014”**  
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

**CITY MANAGER’S REPORT**

**ADJOURNMENT**

The next meeting of the City Council will be held on Thursday, February 12, 2015 at 6:00 p.m.

# **CITY OF BUELLTON**

**CITY COUNCIL MEETING MINUTES**  
**Regular Meeting of January 8, 2015**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

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

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

## **REORDERING OF AGENDA**

None

## **PUBLIC COMMENTS**

Lew Adkins, Buellton, discussed the Avenue of Flags striping improvements.

Jody Knoell, Buellton, requested that the City Council look into televising City Council and Planning Commission meetings.

Larry Bishop, Buellton, requested that the City Council not close River View Park for special events.

## **CONSENT CALENDAR**

- 1. Minutes of December 11, 2014 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2014-15**

**MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member Elovitz, approving Consent Calendar Items 1 and 2 as listed.

**VOTE:**

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

**PRESENTATIONS**

None

**PUBLIC HEARINGS**

None

**COUNCIL MEMBER COMMENTS**

Council Member Elovitz agreed that River View Park should not be closed for special events.

Mayor Sierra thanked staff for trimming the vegetation around the stop sign at River View Drive and Second Street. Mayor Sierra announced she is still receiving complaints regarding the Avenue of Flags striping.

**COUNCIL ITEMS**

The Council agreed by consensus to the request that staff bring back information regarding televising City Council and Planning Commission meetings.

Vice Mayor Andrisek requested that staff place an article on the City's website and in the Buellton Buzz pertaining to citizen awareness of graffiti, vandalism, and homeless issues.

**WRITTEN COMMUNICATIONS**

None

**COMMITTEE REPORTS**

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

**BUSINESS ITEMS****3. Discussion and Direction Regarding Zaca Creek Golf Course****CONFLICT OF INTEREST:**

Council Member Baumann declared a conflict of interest regarding this item due to the proximity of his residence to Zaca Creek Golf Course and left the dais at 6:20 p.m.

**RECOMMENDATION:**

That the City Council waive the \$10,000 lease payments from 2012 and authorize the City Manager to amend the Zaca Creek Golf Course lease to allow one year of lease payments (\$15,000) to be used for golf course improvements with supporting documentation provided for all expenditures. Improvement priorities include upgrading the irrigation lines/sprinkler heads and repair of the fences around the property.

**STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

**DOCUMENTS:**

Staff report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Correspondence supporting the Zaca Creek Golf Course was received from Gerald/Marcia Brichan and Dennis Strong. The correspondence was distributed to the Council and made part of the record.

Mike Brown, operator of Zaca Creek Golf Course spoke about the golf course and discussed the proposed recommendations referenced above.

Peggy Brierton, Buellton, spoke about her concerns regarding the financial arrangements between Zaca Creek Golf Course and the City of Buellton and submitted a letter for the record.

The following individuals spoke in support of the Golf Course:

- Lenne Grant
- Kathy Vreeland
- Jill Cavanaugh
- Mark Cavanaugh
- Monica Escalera
- Dan Heedy
- Morgen McLaughlin

The City Council discussed the following issues:

- Future revenue projections
- Proposed Golf Course improvements
- Past City Council discussion of outstanding memberships

- The excellent condition and management of the Golf Course
- The decision of the prior City Manager in 2012 regarding the outstanding \$10,000 in lease payments
- That the Public Works Director work with the Golf Course staff regarding the design of the new irrigation system
- Monthly or quarterly statistics on rounds of play

**MOTION:**

Motion by Vice Mayor Andrisek, seconded by Council Member Connolly approving the waiver of \$10,000 in lease payments from 2012.

**VOTE:**

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

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

**MOTION:**

Motion by Council Member Elovitz, seconded by Vice Mayor Andrisek authorizing the City Manager to amend the Zaca Creek Golf Course lease to allow one year of lease payments (\$15,000) to be used for golf course improvements, as specified by the Public Works Director with plans and specifications submitted for approval by the Public Works Director, with supporting documentation provided for all expenditures. Improvement priorities include upgrading the irrigation lines/sprinkler heads and repair of the fences around the property.

**VOTE:**

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

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

Council Member Baumann returned to the dais at 7:07 p.m.

**CITY MANAGER'S REPORT**

City Manager Bierdzinski provided an informational report for the record.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 7:15 p.m. The next regular meeting of the City Council will be held on Thursday, January 22, 2015 at 6:00 p.m.

---

Holly Sierra  
Mayor

ATTEST:

---

Linda Reid  
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the **January 22, 2015** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		<u>\$ 309,581.85</u>
EXHIBIT B		<u>\$ 49,418.71</u>
PAYROLL	12/30/2014	\$ 804.50
PAYROLL	12/31/2014	\$ 37,984.66
Other Pay	12/31/2014	<u>\$ 6,714.60</u>
<b>TOTAL AMOUNT OF CLAIMS:</b>		<u><u>\$ 404,504.32</u></u>

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

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-000-2306-000 - Long-Term Care Deduction			
23606 1/1/15 - 1/15/15 - -M. Bierdzi	90 CALPERS LONG-TERM CARE PROGRAM		
	1	Paid	84.25
A001-000-2306-000 - Long-Term Care Deduction	*** Account total ***		84.25
A001-169-1201-000 - Pre-Paid Expense			
23558 2015 Membership Dues	286 LEAGUE OF CALIFORNIA CITIES		
	1	Paid	1,464.50
A001-169-1201-000 - Pre-Paid Expense	*** Account total ***		1,464.50
A001-202-2002-000 - Sales & Use Tax Payable			
23548 Thru 12/18/14 - K. Abello	193 FIRST NATIONAL BANK OF OMAHA		
	1	Paid	-38.90
A001-202-2002-000 - Sales & Use Tax Payable	*** Account total ***		-38.90
A001-202-2003-000 - SYVTBID Payable			
23612 11/14 SYVTBID Allocation	101 CITY OF SOLVANG		
	1	Paid	16,773.68
A001-202-2003-000 - SYVTBID Payable	*** Account total ***		16,773.68
A001-215-2820-000 - Bike Storage Key Deposit			
23617 1/15 - Bike Locker Key Dep Ref	0 CLINT CROSBY		
	1	Paid	25.00
A001-215-2820-000 - Bike Storage Key Deposit	*** Account total ***		25.00
A001-216-2825-000 - Developer Deposit			
23570 11/14- #135 Ind Way Vaca Ease	326 MNS ENGINEERS, INC.		
	1	Paid	1,357.50
23573 11/14 - # 119 Crossroads Ctr	326 MNS ENGINEERS, INC.		
	1	Paid	1,750.00
23574 11/14 - # 122 Buellton Apts	326 MNS ENGINEERS, INC.		
	1	Paid	1,125.00
23575 11/14 - # 127 Village Park	326 MNS ENGINEERS, INC.		
	1	Paid	1,875.00
23576 11/14 - # 129 Hampton Inn	326 MNS ENGINEERS, INC.		
	1	Paid	750.00
23577 11/14 - # 131 Village Townhome	326 MNS ENGINEERS, INC.		
	1	Paid	375.00
23643 12/14 - Hampton Inn #129	835 METRO VENTURES LTD		
	1	Paid	1,001.00
23644 12/14 - Tilton Racing #134	835 METRO VENTURES LTD		
	1	Paid	1,116.50
23645 12/14 - Terravant Annex #136	835 METRO VENTURES LTD		
	1	Paid	1,463.00
A001-216-2825-000 - Developer Deposit	*** Account total ***		10,813.00
A001-401-5301-000 - Office Supplies			
23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA		
	7	Paid	11.84
A001-401-5301-000 - Office Supplies	*** Account total ***		11.84

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-401-5402-000 - Travel & Training			
23549 Thru 12/18/14 - M. Bierzinski	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	550.00
A001-401-5402-000 - Travel & Training	*** Account total ***		550.00
A001-401-6301-000 - Miscellaneous			
23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	201.84
A001-401-6301-000 - Miscellaneous	*** Account total ***		201.84
A001-402-5402-000 - Travel & Training			
23549 Thru 12/18/14 - M. Bierzinski	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	9.99
A001-402-5402-000 - Travel & Training	*** Account total ***		9.99
A001-403-5301-000 - Office Supplies			
23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	23.59
23553 Thru 12/18/14 - C. Cooper	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	58.26
A001-403-5301-000 - Office Supplies	*** Account total ***		81.85
A001-403-5401-000 - Membership & Publications			
23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	90.00
A001-403-5401-000 - Membership & Publications	*** Account total ***		90.00
A001-403-5402-000 - Travel & Training			
23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	-177.96
A001-403-5402-000 - Travel & Training	*** Account total ***		-177.96
A001-410-5301-000 - Office Supplies			
23549 Thru 12/18/14 - M. Bierzinski	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	32.76
23590 12/14 Copies Used - Linda	118 COASTAL COPY, LP 1	Paid	25.01
23591 12/14 Copies Used - CH/Wtr Des	118 COASTAL COPY, LP 1	Paid	190.43
23620 12/10/14 Supplies #7001548170	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	48.55
23621 12/17/14 Supplies #7001561288	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	17.91
A001-410-5301-000 - Office Supplies	*** Account total ***		314.66
A001-410-5401-000 - Membership & Publications			
23558 2015 Membership Dues	286 LEAGUE OF CALIFORNIA CITIES 2	Paid	1,464.50
23601 2015 Membership Dues	626 CHANNEL COUNTIES DIVISION-LOCC 1	Paid	150.00
A001-410-5401-000 - Membership & Publications	*** Account total ***		1,614.50

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-410-5602-000 - Internet Access/ Website Maint 23626 12/26/14-1/25/15 CH Internet S	122 COMCAST CABLE 1	Paid	220.60
A001-410-5602-000 - Internet Access/ Website Maint	*** Account total ***		220.60
A001-410-5603-000 - Computer Maintenance &Software 23549 Thru 12/18/14 - M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	100.00
A001-410-5603-000 - Computer Maintenance &Software	*** Account total ***		100.00
A001-410-5701-000 - Telephone 23639 12/19/14 - 1/18/15 Summary Bil	555 VERIZON CALIFORNIA 1	Paid	338.26
A001-410-5701-000 - Telephone	*** Account total ***		338.26
A001-410-5702-000 - Utilities - Gas 23627 11/25-12/29/14 CH Gas Chgs	507 THE GAS COMPANY 1	Paid	48.73
A001-410-5702-000 - Utilities - Gas	*** Account total ***		48.73
A001-410-5805-000 - Visitors Bureau 23611 11/14 TOT Allocation	121 COC/BBA/VISITORS INFORMATION 1	Paid	26,184.40
A001-410-5805-000 - Visitors Bureau	*** Account total ***		26,184.40
A001-410-5807-000 - Community Organization Support 23599 FY 14/15 - 1st Qtr Program Sup	365 PEOPLE HELPING PEOPLE 1	Paid	2,773.04
23600 FY 14/15 - 1st Qtr ADCAP	365 PEOPLE HELPING PEOPLE 1	Paid	1,000.00
A001-410-5807-000 - Community Organization Support	*** Account total ***		3,773.04
A001-410-5808-000 - Misc Recognition Items 23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA 5	Paid	8.62
A001-410-5808-000 - Misc Recognition Items	*** Account total ***		8.62
A001-410-6301-000 - Miscellaneous 23549 Thru 12/18/14 - M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 5	Paid	333.08
23552 Thru 12/18/14 - L Reid	193 FIRST NATIONAL BANK OF OMAHA 6	Paid	175.88
23554 Thru 12/18/14 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	39.00
23592 11/14 Credit Card Process Fee	529 TRANSFIRST HEALTH & GOVERNMENT 1	Paid	412.05
A001-410-6301-000 - Miscellaneous	*** Account total ***		960.01
A001-420-5301-000 - Office Supplies 23621 12/17/14 Supplies #7001561288	469 STAPLES CONTRACT & COMMERCIAL, 2	Paid	122.30

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-420-5301-000 - Office Supplies	*** Continued ***		
23633 12/14 2014 W-2 Forms & Env	641 GREATLAND CORPORATION		
	1	Paid	125.87
A001-420-5301-000 - Office Supplies	*** Account total ***		248.17
A001-420-5401-000 - Membership & Publications			
23553 Thru 12/18/14 - C. Cooper	193 FIRST NATIONAL BANK OF OMAHA		
	2	Paid	110.00
A001-420-5401-000 - Membership & Publications	*** Account total ***		110.00
A001-420-5402-000 - Travel & Training			
23553 Thru 12/18/14 - C. Cooper	193 FIRST NATIONAL BANK OF OMAHA		
	3	Paid	862.14
A001-420-5402-000 - Travel & Training	*** Account total ***		862.14
A001-501-6201-000 - Contract Services			
23579 1/15 Contract Svcs	450 SB CO SHERIFF'S DEPARTMENT		
	1	Paid	141,252.00
23597 12/3/14 Overtime Chgs	450 SB CO SHERIFF'S DEPARTMENT		
	1	Paid	300.83
A001-501-6201-000 - Contract Services	*** Account total ***		141,552.83
A001-511-5301-000 - Office Supplies			
23589 12/14 Copies Used - Rec Ctr	118 COASTAL COPY, LP		
	1	Paid	69.10
23620 12/10/14 Supplies #7001548170	469 STAPLES CONTRACT & COMMERCIAL,		
	4	Paid	32.67
23621 12/17/14 Supplies #7001561288	469 STAPLES CONTRACT & COMMERCIAL,		
	3	Paid	12.46
A001-511-5301-000 - Office Supplies	*** Account total ***		114.23
A001-511-5306-000 - Advertising			
23629 12/14 Rec Ctr Ads	280 LEE CENTRAL COAST NEWSPAPERS		
	1	Paid	556.49
A001-511-5306-000 - Advertising	*** Account total ***		556.49
A001-511-5506-000 - Fuel-Vehicles			
23554 Thru 12/18/14 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA		
	1	Paid	98.81
23616 12/14 Fuel Charges	768 WEX BANK		
	4	Paid	198.84
A001-511-5506-000 - Fuel-Vehicles	*** Account total ***		297.65
A001-511-5509-000 - Maintenance/Repair			
23548 Thru 12/18/14 - K. Abello	193 FIRST NATIONAL BANK OF OMAHA		
	2	Paid	580.15
23554 Thru 12/18/14 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA		
	2	Paid	20.50
A001-511-5509-000 - Maintenance/Repair	*** Account total ***		600.65

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-511-5701-000 - Telephone/Internet			
23586 12/25/14-1/24/15 Phone/Int-Rec	122 COMCAST CABLE 1	Paid	167.27
23623 11/26/14-12/25/14 Abello Cell	473 SPRINT SPECTRUM, L.P. dba 1	Paid	34.02
A001-511-5701-000 - Telephone/Internet	*** Account total ***		201.29
A001-511-5801-000 - Buellton Recreation Program			
23548 Thru 12/18/14 - K. Abello	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	101.47
23550 Thru 12/18/14 - P. Smith	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	1,250.00
23554 Thru 12/18/14 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	26.51
23615 Oct-Dec 2014 Qtrly Disb Field	63 BUELLTON UNION SCHOOL DISTRICT 1	Paid	340.00
23625 2/15 Rec Ctr Copier Lease	201 G E CAPITAL 1	Paid	150.12
A001-511-5801-000 - Buellton Recreation Program	*** Account total ***		1,868.10
A001-511-5801-001 - Recreation Program 50/50			
23550 Thru 12/18/14 - P. Smith	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	169.00
A001-511-5801-001 - Recreation Program 50/50	*** Account total ***		169.00
A001-511-5802-000 - Buellton Rec Program Trips			
23548 Thru 12/18/14 - K. Abello	193 FIRST NATIONAL BANK OF OMAHA 4	Paid	1,676.62
23549 Thru 12/18/14 - M. Bierdzinski	193 FIRST NATIONAL BANK OF OMAHA 6	Paid	710.78
23550 Thru 12/18/14 - P. Smith	193 FIRST NATIONAL BANK OF OMAHA 3	Paid	169.00
23554 Thru 12/18/14 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 5	Paid	61.99
A001-511-5802-000 - Buellton Rec Program Trips	*** Account total ***		2,618.39
A001-511-6201-000 - Contract Services			
23554 Thru 12/18/14 - B. Knecht	193 FIRST NATIONAL BANK OF OMAHA 6	Paid	59.30
A001-511-6201-000 - Contract Services	*** Account total ***		59.30
A001-551-6201-000 - Contract Services			
23564 11/14 Storm Water Mgmt Plan	326 MNS ENGINEERS, INC. 1	Paid	9,665.00
23602 12/14 - Water Education	865 BUILDING BLOCK ENTERTAINMENT I 1	Paid	1,745.00
A001-551-6201-000 - Contract Services	*** Account total ***		11,410.00
A001-552-5704-000 - Utilities - Water			
23595 12/14 Irrig - Oak Valley Elem/	105 CITY OF BUELLTON 1	Paid	166.37
A001-552-5704-000 - Utilities - Water	*** Account total ***		166.37

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-557-6101-000 - Development Permit Processing 23572 11/14 Small Permits	326 MNS ENGINEERS, INC. 1	Paid	500.00
A001-557-6101-000 - Development Permit Processing	*** Account total ***		500.00
A001-557-6201-000 - Contract Services 23561 11/14 City Eng/Public Works	326 MNS ENGINEERS, INC. 1	Paid	4,575.00
A001-557-6201-000 - Contract Services	*** Account total ***		4,575.00
A001-558-5301-000 - Office Supplies 23551 Thru 12/18/14 - R. Hess	193 FIRST NATIONAL BANK OF OMAHA 1	Paid	52.84
23618 12/12/14 Supplies #7001551206	469 STAPLES CONTRACT & COMMERCIAL, 1	Paid	143.15
A001-558-5301-000 - Office Supplies	*** Account total ***		195.99
A001-558-5402-000 - Travel & Training 23551 Thru 12/18/14 - R. Hess	193 FIRST NATIONAL BANK OF OMAHA 2	Paid	284.00
A001-558-5402-000 - Travel & Training	*** Account total ***		284.00
A001-558-5503-000 - Tools 23555 12/14 Meter/Probes/Sachets	864 HANNA INSTRUMENTS US, INC. 1	Paid	429.74
A001-558-5503-000 - Tools	*** Account total ***		429.74
A001-558-5506-000 - Fuel - Vehicles 23616 12/14 Fuel Charges	768 WEX BANK 1	Paid	364.42
A001-558-5506-000 - Fuel - Vehicles	*** Account total ***		364.42
A001-558-5507-000 - Maintenance - Vehicles 23583 12/14 Repair Hydrolic Leak	390 QUINN COMPANY 1	Paid	167.66
23584 12/14 Repair Fuel Leaks	390 QUINN COMPANY 1	Paid	232.49
23613 1/6/15 Oil/Lube 2012 Silverado	350 OLIVERA'S REPAIR, INC 2	Paid	23.67
A001-558-5507-000 - Maintenance - Vehicles	*** Account total ***		423.82
A001-558-5509-000 - Maintenance / Repair 23580 12/14 Overlays Wayfindings	600 LORRAINE THOMPSON dba 1	Paid	360.00
A001-558-5509-000 - Maintenance / Repair	*** Account total ***		360.00
A001-558-6201-000 - Contract Services 23563 11/14 Traffic Safety Studies	326 MNS ENGINEERS, INC. 1	Paid	4,670.00
23587 1/15 Svcs - 12/14 Msgs	172 ECHO COMMUNICATIONS 1	Paid	21.00

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A001-558-6201-000	- Contract Services		*** Continued ***		
	23630 12/14 Lib/CC Drinking Water	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	33.63
	23631 12/14 Plng Dept Drinking Water	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	14.06
	23632 12/14 CH Drinking Water	32	NESTLE WATERS NORTH AMERICA db		
		1		Paid	72.41
	23635 1/15 Street Sweeping Services	465	SP MAINTENANCE SERVICES, INC.		
		1		Paid	2,821.00
	23640 12/14 CH/Plng/CC/Lib Janitoria	142	DANIEL FITZGERALD dba		
		1		Paid	960.00
	23646 12/14 CH Drinking Water	32	NESTLE WATERS NORTH AMERICA db		
		3	Surplus	Paid	43.45
A001-558-6201-000	- Contract Services		*** Account total ***		8,635.55
A001-565-5301-000	- Office Supplies				
	23619 12/10/14 Supplies #7001548181	469	STAPLES CONTRACT & COMMERCIAL,		
		1		Paid	71.74
	23620 12/10/14 Supplies #7001548170	469	STAPLES CONTRACT & COMMERCIAL,		
		2		Paid	79.87
A001-565-5301-000	- Office Supplies		*** Account total ***		151.61
A001-565-5306-000	- Advertising - Legal				
	23624 12/14 - Legal Notice Plng	285	SANTA MARIA TIMES dba		
		1		Paid	240.60
A001-565-5306-000	- Advertising - Legal		*** Account total ***		240.60
A001-565-5701-000	- Telephone				
	23639 12/19/14 - 1/18/15 Summary Bil	555	VERIZON CALIFORNIA		
		2		Paid	394.03
A001-565-5701-000	- Telephone		*** Account total ***		394.03
A001-565-6201-000	- Contract Services				
	23596 11/14 FY 14/15 Econ Dev Svcs	812	KOSMONT & ASSOCIATES, INC. dba		
		1		Paid	426.40
	23642 12/14 Professional Services	835	METRO VENTURES LTD		
		1		Paid	2,194.50
A001-565-6201-000	- Contract Services		*** Account total ***		2,620.90
A001-565-6202-000	- Contract Services-Engineering				
	23565 11/14 Misc. Planning Support	326	MNS ENGINEERS, INC.		
		1		Paid	625.00
A001-565-6202-000	- Contract Services-Engineering		*** Account total ***		625.00
A005-701-5301-000	- Office Supplies				
	23551 Thru 12/18/14 - R. Hess	193	FIRST NATIONAL BANK OF OMAHA		
		3		Paid	52.85
A005-701-5301-000	- Office Supplies		*** Account total ***		52.85
A005-701-5303-000	- Postage				
	23588 1/15 Pstg for 1/15 Wtr/Swr Stm	379	POSTMASTER		
		1		Paid	292.50
A005-701-5303-000	- Postage		*** Account total ***		292.50

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A005-701-5501-000 - Operational Supplies			
23603 12/14 - Misc Supplies	110 CVS PHARMACY 1	Paid	15.57
23614 12/14 - WWTP Burlap	570 WAYNE KREPS, JR. dba 1	Paid	19.44
23622 12/14 - Safety Supplies gloves	413 SUSAN CAMPBELL dba 1	Paid	324.00
A005-701-5501-000 - Operational Supplies	*** Account total ***		359.01
A005-701-5502-000 - Chemicals / Analysis			
23609 12/14 Chemicals/Analysis	5 ABALONE COAST ANALYTICAL, INC. 1	Paid	297.50
23610 12/14 Acetylene & Tanks	380 PRAXAIR DISTRIBUTION, INC. 1	Paid	134.81
A005-701-5502-000 - Chemicals / Analysis	*** Account total ***		432.31
A005-701-5503-000 - Tools			
23555 12/14 Meter/Probes/Sachets	864 HANNA INSTRUMENTS US, INC. 3	Paid	429.74
A005-701-5503-000 - Tools	*** Account total ***		429.74
A005-701-5506-000 - Fuel - Vehicles			
23616 12/14 Fuel Charges	768 WEX BANK 2	Paid	364.41
A005-701-5506-000 - Fuel - Vehicles	*** Account total ***		364.41
A005-701-5507-000 - Maintenance - Vehicles			
23583 12/14 Repair Hydrolic Leak	390 QUINN COMPANY 3	Paid	167.66
23584 12/14 Repair Fuel Leaks	390 QUINN COMPANY 3	Paid	232.49
23613 1/6/15 Oil/Lube 2012 Silverado	350 OLIVERA'S REPAIR, INC 1	Paid	23.66
A005-701-5507-000 - Maintenance - Vehicles	*** Account total ***		423.81
A005-701-5509-000 - Maintenance / Repair			
23557 12/14 Wtr/Swr Equip Repair	839 A-OK MOWER SHOPS INC. dba 1	Paid	74.36
23605 12/14 - WWTP Supplies	801 O'REILLY AUTOMOTIVE STORES, IN 1	Paid	46.36
23608 12/14 Zaca Creek Inspection	649 FLUID RESOURCE MANAGEMENT, INC 1	Paid	1,312.65
23634 12/14 - Fill Sand	58 BUELLFLAT ROCK CO. 1	Paid	237.43
23638 12/14 - WWTP Gates	866 HAMON OVERHEAD DOOR 1	Paid	190.02
A005-701-5509-000 - Maintenance / Repair	*** Account total ***		1,860.82
A005-701-5601-000 - Data Processing Contract Maint			
23593 1/31/15-1/31/16 Annual Maint S	127 CONTINENTAL UTILITY SOLUTIONS, 1	Paid	899.50
A005-701-5601-000 - Data Processing Contract Maint	*** Account total ***		899.50

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A005-701-5701-000	- Telephone	23639	12/19/14 - 1/18/15 Summary Bil		
		555	VERIZON CALIFORNIA		
		3		Paid	554.45
A005-701-5701-000	- Telephone		*** Account total ***		554.45
A005-701-6201-000	- Contract Services	23559	11/14 Regulatory Compliance		
		677	WALLACE GROUP		
		1		Paid	5,688.32
		23585	12/16/14 WWTP/Wtr Sample Bottl		
		679	COURIER SYSTEMS		
		1		Paid	7.00
		23587	1/15 Svcs - 12/14 Msgs		
		172	ECHO COMMUNICATIONS		
		2		Paid	21.00
		23636	12/14 Dig Alerts		
		535	UNDERGROUND SERVICE ALERT		
		1		Paid	5.25
		23637	1/15 WWTP/Wtr Sample Deliverie		
		679	COURIER SYSTEMS		
		1		Paid	67.50
		23646	12/14 CH Drinking Water		
		32	NESTLE WATERS NORTH AMERICA db		
		1	CITY HALL DRINKING WATER	Paid	14.48
A005-701-6201-000	- Contract Services		*** Account total ***		5,803.55
A005-701-6508-000	- Equipment	23641	10/14 WWTP Flowmeter		
		543	USA BLUEBOOK		
		1		Paid	3,568.69
A005-701-6508-000	- Equipment		*** Account total ***		3,568.69
A020-350-4602-000	- Sales	23594	11/14 Robinson #2400/Collectio		
		506	THE CREDIT BUREAU		
		1		Paid	53.36
A020-350-4602-000	- Sales		*** Account total ***		53.36
A020-601-5301-000	- Office Supplies	23620	12/10/14 Supplies #7001548170		
		469	STAPLES CONTRACT & COMMERCIAL,		
		3		Paid	13.46
A020-601-5301-000	- Office Supplies		*** Account total ***		13.46
A020-601-5303-000	- Postage	23588	1/15 Pstg for 1/15 Wtr/Swr Stm		
		379	POSTMASTER		
		2		Paid	292.50
A020-601-5303-000	- Postage		*** Account total ***		292.50
A020-601-5502-000	- Chemicals / Analysis	23581	12/14 Chemicals		
		216	HACH COMPANY		
		1		Paid	206.94
		23582	12/14 Chemicals		
		216	HACH COMPANY		
		1		Paid	17.27
		23609	12/14 Chemicals/Analysis		
		5	ABALONE COAST ANALYTICAL, INC.		
		2		Paid	165.00
A020-601-5502-000	- Chemicals / Analysis		*** Account total ***		389.21
A020-601-5503-000	- Tools	23555	12/14 Meter/Probes/Sachets		
		864	HANNA INSTRUMENTS US, INC.		
		2		Paid	429.74
A020-601-5503-000	- Tools		*** Account total ***		429.74

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A020-601-5506-000	Fuel - Vehicles				
	23616 12/14 Fuel Charges	768	WEX BANK		
		3		Paid	364.41
A020-601-5506-000	Fuel - Vehicles		*** Account total ***		364.41
A020-601-5507-000	Maintenance - Vehicles				
	23583 12/14 Repair Hydrolic Leak	390	QUINN COMPANY		
		2		Paid	167.66
	23584 12/14 Repair Fuel Leaks	390	QUINN COMPANY		
		2		Paid	232.49
	23613 1/6/15 Oil/Lube 2012 Silverado	350	OLIVERA'S REPAIR, INC		
		3		Paid	23.66
A020-601-5507-000	Maintenance - Vehicles		*** Account total ***		423.81
A020-601-5509-000	Maintenance / Repair				
	23556 12/14 Tree Removal- 246 & Calo	622	HUMBERTO TAPIA dba		
		1		Paid	2,997.00
	23560 12/14 SCADA Programming	718	AUTOSYS, INC.		
		1		Paid	1,987.50
	23604 12/14 Reg 1&2 Storm Damage	342	NIELSEN BUILDING MATERIALS, INC		
		1		Paid	28.25
	23607 12/14 - Emgcy Call McMurray WT	718	AUTOSYS, INC.		
		1		Paid	870.00
A020-601-5509-000	Maintenance / Repair		*** Account total ***		5,882.75
A020-601-5601-000	Data Processing Contract Maint				
	23593 1/31/15-1/31/16 Annual Maint S	127	CONTINENTAL UTILITY SOLUTIONS,		
		2		Paid	899.50
A020-601-5601-000	Data Processing Contract Maint		*** Account total ***		899.50
A020-601-5701-000	Telephone				
	23639 12/19/14 - 1/18/15 Summary Bil	555	VERIZON CALIFORNIA		
		4		Paid	527.47
A020-601-5701-000	Telephone		*** Account total ***		527.47
A020-601-6201-000	Contract Services				
	23585 12/16/14 WWTP/Wtr Sample Bottl	679	COURIER SYSTEMS		
		2		Paid	7.00
	23587 1/15 Svcs - 12/14 Msgs	172	ECHO COMMUNICATIONS		
		3		Paid	21.00
	23636 12/14 Dig Alerts	535	UNDERGROUND SERVICE ALERT		
		2		Paid	5.25
	23637 1/15 WWTP/Wtr Sample Deliverie	679	COURIER SYSTEMS		
		2		Paid	67.50
	23646 12/14 CH Drinking Water	32	NESTLE WATERS NORTH AMERICA db		
		2	CITY HALL DRINKING WATER	Paid	14.48
A020-601-6201-000	Contract Services		*** Account total ***		115.23
A020-601-6202-000	Contract Services-Engineering				
	23569 11/14 Water Model	326	MNS ENGINEERS, INC.		
		1		Paid	5,602.50

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-6202-000 - Contract Services-Engineering	326 MNS ENGINEERS, INC.		
23571 11/14 Backflow Prevention Prgm	1	Paid	3,200.00
		*** Account total ***	8,802.50
A020-601-6202-000 - Contract Services-Engineering			
A027-559-6212-000 - Lompoc- Wine Country Express	107 CITY OF LOMPOC		
23598 1/15 Transit Svcs	1	Paid	1,666.66
		*** Account total ***	1,666.66
A027-559-6212-000 - Lompoc- Wine Country Express			
A028-511-5802-000 - Buellton Rec Program Trips	755 SYV ELITE EVENT PARTY RENTALS,		
23578 12/14 Linen Rentals-Rec Ctr	1	Paid	329.00
		*** Account total ***	329.00
A028-511-5802-000 - Buellton Rec Program Trips			
A029-557-6201-000 - Contract Services	326 MNS ENGINEERS, INC.		
23562 11/14 Transportation Planning	1	Paid	3,195.00
		*** Account total ***	3,195.00
A029-557-6201-000 - Contract Services			
A051-566-5702-000 - Utilities - Gas	507 THE GAS COMPANY		
23628 11/24-12/29/14 Chamber Gas Chg	1	Paid	53.43
		*** Account total ***	53.43
A051-566-5702-000 - Utilities - Gas			
A092-307-6507-000 - Improvements	326 MNS ENGINEERS, INC.		
23568 11/14 Road Maint Projects	1	Paid	23,075.00
		*** Account total ***	23,075.00
A092-307-6507-000 - Improvements			
A092-308-6507-000 - Improvements	326 MNS ENGINEERS, INC.		
23566 11/14 Park/Ride Expansion	1	Paid	3,240.00
		*** Account total ***	3,240.00
A092-308-6507-000 - Improvements			
A092-602-6507-000 - Improvements	326 MNS ENGINEERS, INC.		
23567 11/14 Reservoir 1&2 Roof Repai	1	Paid	700.00
		*** Account total ***	700.00
A092-602-6507-000 - Improvements			
* Report total *		*** Total ***	309,581.85

## Payments via Electronic Fund Transfer (EFT):

Dec. 2014 Bank Svc Chg	12/31/14	223.70
Payroll Taxes - Bishop	1/2/15	861.58
Payroll Taxes - Staff	1/2/15	9,736.74
Payroll Taxes - Other	1/2/15	3,954.33
Medical Premium	1/2/15	17,753.84
Postage Meter Fee	1/5/15	50.00
FSA- Dec - Staff/Council	1/8/15	1,527.56
Dec Retirement Contribution	1/12/15	14,112.64
Aflac Sup Ins - Staff/Council	1/12/15	826.03
Dec 2014 Life Ins Premium	1/12/15	372.29
		<hr/> <hr/>
<b>Total</b>		49,418.71

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

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

To: The Honorable Mayor and City Council

From: Carolyn Galloway-Cooper, Finance Director

Meeting Date: January 22, 2015

Subject: Revenue and Expenditure Reports through December 31, 2014

---

**BACKGROUND**

The attached report compares month-to-month data covering the period July1, 2014 through December 31, 2014. The report is prepared monthly and submitted to Council on the second meeting of each month. Staff was unable to submit the November 2014 report on the second meeting in December due to cancellation of the meeting. This report includes the November and December. Monthly reports are posted to the City's website. Upon monthly review, adjustments may be necessary and staff will update on the website.

**FISCAL IMPACT**

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

**RECOMMENDATION**

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

**ATTACHMENT**

Attachment 1 - Revenue and Expenditure Reports through December 31, 2014

# ATTACHMENT 1

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

cgc: 1715

50%

2014 2015

Account Number	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-301-4001-000	Property Tax - Secured				33,069	141,176	360,392							534,637
001-302-4002-000	Property Tax - Unsecured				39,561		-							39,561
001-309-4007-000	Homeowners Exemptions						-							-
001-310-4101-000	Franchise Fees	5,368	11,187	15,754	10,637		5,445							48,391
001-311-4102-000	Sales Tax	142,485	105,200	140,200			123,665							511,550
001-311-4115-000	Sales Tax Compensation						-							-
001-312-4103-000	Transient Occupancy Tax (TOT)	201,632	209,982	147,317	154,620	125,706								839,257
001-320-5801-000	Buellton Recreation Program	13,067	7,576	12,384	11,101	6,589	3,280							53,997
001-320-5801-001	Recreation Program (50/50)	9,193	3,695	1,365	904		1,660							16,817
001-320-5802-000	Buellton Rec Pgm Trips	3,728	1,520	5,613	9,010	520	4,590							24,981
001-321-4106-000	Property Transfer Tax		5,881	2,852	2,013	3,077								13,823
001-322-4107-000	Motor Vehicle in Lieu Tax					2,005								2,005
001-322-4116-000	MV License Fee													-
001-325-5814-000	Park Reservation Fees	160	200	270	670	40	80							1,420
001-333-4506-000	CA Indian Gaming Grant													-
001-333-4508-000	COPS Grant													-
001-340-4401-000	Criminal Fines and Penalties		2,120	3,379										5,499
001-342-4402-000	Fines and Fees	325		295	418		583							1,621
001-345-4904-000	Interest	1,912	5,028	5,414	903									13,257
001-346-4905-000	Rent	2,500	8,978	5,739	5,739	1,250	10,228							34,434
001-347-4801-000	Law Enforcement Cost Recovery	19	48		10	10	29							116
001-348-4403-000	Event Applic Fee/Temp Use		310	155	310	100	-							875
001-357-4802-000	Zoning Clearance	45	209	315	180	135	135							1,019
001-357-4803-000	Document Sales	212		9	8	6	-							235
001-357-4806-000	Time Extension Fees						-							-
001-357-4801-110	Crossroads at the Village						-							-
001-357-4808-000	Code Enforcement Fines						-							-
001-376-4908-000	CA Prop 1B Revenue						-							-
001-378-4205-000	Small Permits	3,000	1,000			2,700	-							6,700
001-390-4917-000	Miscellaneous		6,031	400	111	35	-							6,577
001-390-4918-000	Cost Reimbursement	431	523	1,893	718		-							3,565
001-390-4924-000	Mandated Cost				9,305		-							9,305
001-395-4931-000	Transfer In						-							-
001-398-4923-000	Surplus Property Sales	-	-	5,288			-							5,288
<b>TOTAL REVENUE (ACTUAL THROUGH DECEMBER):</b>		<b>384,077</b>	<b>369,488</b>	<b>348,642</b>	<b>279,287</b>	<b>283,349</b>	<b>510,087</b>	-	-	-	-	-	-	<b>2,174,930</b>

Percentage Received: 35%  
 Budget: 6,160,441

City of Buellton  
 General Fund Monthly Expenditures ( Unaudited)  
 FY: 2014-15

cgc: 17 15

50%

2014

2015

Department No.	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-401	City Council	9,370	9,432	10,859	9,513	8,594	11,939							59,707
001-402	City Manager	16,615	17,550	17,479	16,633	16,553	17,414							102,244
001-403	City Clerk	7,641	7,404	7,913	10,816	7,613	9,288							50,675
001-404	City Attorney	-	11,674	11,845	9,154	-	21,931							54,604
001-410	Non-Departmental	75,574	9,889	88,061	55,750	44,868	42,448							316,590
001-420	Finance	22,129	22,071	21,487	21,082	25,962	36,908							149,639
001-501	Police and Fire	842	48,579	566,311	982	190,408	143,072							950,194
001-510	Library	-	501	470	92,088	14	587							93,660
001-511	Recreation	32,321	42,886	57,846	37,996	27,452	52,690							251,191
001-550	Street Lights	-	4,493	4,610	4,598	-	9,222							22,923
001-551	Storm Water	-	10,130	16,490	20,890	5,826	13,287							66,623
001-552	Public Works - Parks	8,984	15,742	10,734	9,320	7,371	9,975							62,126
001-556	Public Works - Landscape	-	10,056	5,400	5,410	4,826	5,964							31,656
001-557	Public Works - Engineering	-	3,650	-	11,125	-	4,025							18,800
001-558	Public Works - General	29,103	124,634	41,410	38,248	32,304	32,951							298,650
001-565	Planning/Community Dev	14,764	24,509	26,202	20,857	26,021	19,058							131,411
	Transfer to CIP fund 92 (updated in June)	-												-
	<b>TOTAL EXPENDITURES (ACTUAL THROUGH DECEMBER):</b>	<b>217,343</b>	<b>363,200</b>	<b>887,117</b>	<b>364,462</b>	<b>397,812</b>	<b>430,759</b>	-	-	-	-	-	-	<b>2,660,693</b>

Percentage spent: 43%  
 Budget 6,141,114  
 Amendments -  
 Amended Budget 6,141,114

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

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

To: The Honorable Mayor and City Council

From: Kyle Abello, Recreation Coordinator

Meeting date: January 22, 2015

Subject: Request for Approval to Purchase Certified Pre-Owned Passenger Bus

---

**BACKGROUND**

Over the last several years, the City’s Recreation Program has experienced strong growth in participation, especially in our youth day camps which run all summer and during the winter and spring breaks. Transportation plays a vital role in these active camps as we travel to the high school pool, the beach, and other local destinations.

In the past, we have had access to two 14 passenger vehicles (Buellton and Solvang each own one) and an eight-passenger van (owned by the Buellton Union School District) for a total of 36 passenger seats for camp. This meant that with a weekly attendance in the range of 40-50 kids plus counselors, we were forced to either make multiple trips to our destination or reduce the maximum number of kids allowed per week. With careful accounting of daily camp numbers and creative shuttling of vehicles, we have made it work; however, we have been informed by Solvang Recreation Staff that their 14-passenger vehicle may not be available for camp transportation going forward as they shift staff into new program areas.

To address this anticipated shortfall in transportation resources, Staff researched various options and recommends that the City Council authorize the purchase of a certified pre-owned passenger bus to be used for the City’s Recreation Program. The funds for the vehicle purchase are available in the current budget with reallocation from several Recreation budget line items which are referenced in the fiscal impact section. Additionally, there are sufficient funds in vehicle fuel and maintenance to cover operational costs. Attachments 1, 2, and 3 represent price quotes from three different companies for certified pre-owned 20-25 passenger buses. If the purchase request is approved, Staff will negotiate the lowest price for a vehicle in the best condition and lowest mileage possible.

Staff feels that the purchase of a certified pre-owned passenger bus would provide the greatest utility and flexibility for the City's Recreation Program as it continues to develop. In addition to allowing the popular youth day camps to continue serving the community, such a vehicle would also allow the Department to maximize occupancy for senior and recreational trips throughout the year and thereby increase program revenue.

### **FISCAL IMPACT**

This request represents a budget-neutral reallocation of currently budgeted Recreation funds from several budget line items, so there is no net fiscal impact to the City. The approximate cost of a certified pre-owned passenger bus of the requisite size and mileage is \$30,000. The budget line items that have unspent and available funds include: Buellton Recreation Program, Recreation Program 50/50, and Buellton Rec Program Trips.

### **RECOMMENDATION**

That the City Council approve the purchase a certified pre-owned passenger bus for the Recreation program.

### **ATTACHMENTS**

Attachment1: [http://www.creativebussales.com/bus\\_sales\\_dt.php?unit=48393](http://www.creativebussales.com/bus_sales_dt.php?unit=48393)

Attachment 2: <http://nationsbus.com/invdetail.php?id=1272>

Attachment3:<http://absolutebus.com/bus-sales/used-buses-for-sale/eldorado-aerotech/19012/used-buses-for-sale-eldorado-aerotech.html>

**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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: January 22, 2015

Subject: Financial Report for the Second Quarter Ending December 31, 2014

---

**BACKGROUND**

Four times each year, City staff completes a comprehensive analysis of City finances, including projected fund balances, revenues to date, departmental budgets, expenditures, encumbrances and potential budget adjustments. This financial report summarizes the Second Quarter of the fiscal years' financial analysis for the General Fund and Enterprise Funds.

The attached report provides an overview of the current economic outlook on the Local, State and National levels; General Fund revenues, expenditures, projected fund balances; and activity in the two Enterprise Funds. Though this information is not audited and does not contain all the usual periodic adjustments, accruals or disclosures, the information does provide a picture of the City's activity and developing financial trends.

**FISCAL IMPACT**

The Interim financial statement provides the community with an understanding of the financial activity of the City's primary funds.

**RECOMMENDATION**

That the City Council receive, review, and file the Second Quarter financial report.

**ATTACHMENT**

Attachment 1 - Quarterly Financial Report for the period ending December 31, 2014

# CITY OF BUELLTON



## QUARTERLY FINANCIAL REPORT

Second Quarter Ending December 31, 2014

January 22, 2015

### Overview

The purpose of this financial report is to provide financial information for the City of Buellton. This report covers the second quarter of fiscal year 2014-15 or the period July 1, 2014 through December 31, 2014. The report will be presented quarterly and concentrates on the General Fund and Enterprise Funds. The quarterly financial report presents the City's financial position, considers economic factors and highlights trends based on the City's budget versus what actually occurred during the period. A discussion of other economic factors provides a means of comparing the local economy against larger economic events that may affect the City of Buellton. This quarterly financial report is a valuable tool to the Council, staff and general public.

### US Economy

Gross domestic product (GDP), the broadest measure of goods and services churned out by the economy, grew at about 3.8 percent compared to the prior year. According to the Bureau of Labor Statistics (BLS), the unemployment rate declined by 0.2 percentage points to 5.6 percent in December, and the number of unemployed persons declined by 383,000 to 83.7 million. Over the 2014 calendar year, the unemployment rate and the number of unemployed persons were down by 1.1 percentage points and 1.7 million, respectively. Job growth averaged 246,000 per month, compared with an average monthly gain of 194,000 in 2013. Job gains occurred in professional and business services construction, food services and drinking places, health care and manufacturing. Employment in professional and business services rose by 52,000 in December.

### State Economy

California's gross domestic product (GDP) grew at about 4.3 percent compared to the prior year. California's GDP forecast is derived from the national forecast by allocating output to each of the 50 states based on employment shares. The State's economy is forecast to grow faster than the national economy accelerated economic growth is expected into 2015. This could translate into solid job gains as well. The State is gaining traction, as drags related to earlier real estate speculation recede. California's job market continues to improve. The State's unemployment rate exceeded the national level and was about 7.2 percent in November (seasonally adjusted).

### City of Buellton

The City's General fund ended the second quarter of the 2014-15 fiscal year with over \$11 Million in fund balance. Minimal change from the prior quarter was experienced. Over half of that amount is restricted until a legal decision is rendered concerning the City's current lawsuit against the State of California. Approximately \$3 Million in cash reserves is available to the City. The General Fund finished the quarter below budgeted revenues at 35% but will meet target by year-end. Expenditures are below budget at 43%. The City's Enterprise funds ended the second quarter showing positive fund balances in both Water and Sewer Funds and revenues exceeded expenditures in the second quarter. Details are provided in a later discussion.

**GENERAL FUND**

**General Fund Balance**

The chart below shows that with 50% of the year complete revenues are below projections at 35% while expenditures are below expected at 43% of appropriations. “Revenue versus budget” gaps are explained in the next paragraph.

<b>General Fund - Fund Balance</b>	<b>Budget</b>	<b>Actual</b>	<b>Percent</b>
Balance, at Start of Year	\$ 12,453,530	\$ 12,096,951	
Revenues *	6,160,441	2,174,930	35%
Expenditures *	6,141,114	2,660,693	43%
Balance, at End of Year	<u>\$ 12,472,857</u>	<u>\$ 11,611,188</u>	
* Includes Transfers			

The chart below provides summary comparison information on revenues and expenditures for the second quarter ending December 31, 2014 versus the second quarter ending December 31, 2013. Total revenues are higher in the prior year of 2013-14. The major cause of this variance is delayed receipts in the current year for Property tax, Sales tax, Transient Occupancy Tax and Franchise Fees. Revenue flows are expected to be on target with budget as the fiscal year elapses. Expenditures are higher compared to the prior year second quarter of 2013-14. This is due to one-time capital activity early in the fiscal year of over \$80,000. In addition, contributions to various nonprofit agencies were paid in the first half of the fiscal year. These payments will not recur in 2014-15. Overall, current actual expenditures are within budget at 43 percent of appropriations. Capital projects in progress include Fundware software replacement, Storm Drain Cleaning/Retrofit and Paws Park. A detailed discussion will be provided in the third quarter report.

<b>General Fund</b>	<b>2014-15</b>	<b>2013-14</b>	<b>Over (Under)</b>
<b>Revenues:</b>			
Taxes	1,989,221	2,193,288	(204,067)
Fees and Permits	9,142	27,262	(18,120)
Fines and Penalties	7,121	15,225	(8,104)
Charges For Current Services	97,653	86,515	11,138
Other Revenues	71,793	100,855	(29,062)
<b>Total Revenues</b>	<u>2,174,930</u>	<u>2,423,145</u>	<u>(248,215)</u>
<b>Expenditures:</b>			
General Government	2,577,239	2,519,464	57,775
Capital	83,454	6,372	77,082
<b>Total Expenditures</b>	<u>2,660,693</u>	<u>2,525,836</u>	<u>134,857</u>

**Top Five Revenues**

Top Five Revenues	Budget	YTD Actual	Percent
Sales Tax	2,050,000	511,550	25%
TOT	1,600,000	839,257	52%
Property Tax	1,188,000	588,021	49%
MVLF	363,000	2,005	1%
Franchise Fees	210,000	48,391	23%
Other Revenues	749,441	185,706	25%
<b>Total Revenues</b>	<b>6,160,441</b>	<b>2,174,930</b>	<b>35%</b>

**Sales Tax**

The City received 25% of the total Sales Tax revenue as of December 31, 2014. Payments are recorded when received and the City receives delayed payments throughout the fiscal year. Sales Tax payments fluctuate each month and are expected to be on target with budget for the 2014-15 fiscal year. Sales tax is the top revenue source in the General Fund. The City has experienced strong revenue reports from local sales tax and increasing trends are expected. The State’s “Triple-Flip” wind down process will be discussed in the 2015-16 budget and a brief update provided in the third quarterly report.

**Transient Occupancy Tax (TOT)**

This revenue source is a major component of the City’s General Fund revenue. The City expects TOT revenue streams to meet budgeted levels. TOT receipts have been recorded through November (42%) yet the second quarter shows higher than budgeted at 52%. Payments for the reporting period are due on the 20<sup>th</sup> of the following month, which causes revenue streams to lag one month.

**Property Tax**

The City’s property tax revenues are received later in the fiscal year at intervals set by the Santa Barbara County Auditor-Controller. Property tax is expected to be on target with budget.

**Motor Vehicle License Fees**

Payments for 2014-15 are expected to be on course with budget. Payments from the State of California are received intermittently throughout the fiscal year.

**Franchise Fees**

The majority of the City’s Franchise Fees are collected from MarBorg Industries, the City’s solid waste service provider. Other franchise fees are received from various utilities. This revenue source is expected to meet budget by fiscal year-end but timing delays caused the second quarter to lag.

*Top Five Revenues for the City of Buellton’ General Fund are Sales Tax, Property Tax, Transient Occupancy Tax (TOT), Motor Vehicle License Fee (MVLF) and Franchise Fees. These revenues account for almost 90% of total General Fund Revenues.*

**Expenditures**

The chart below summarizes operating costs by department and shows that although two budget units are over budget, overall the General fund is within budget at the end of the second quarter.

Department Expenditures	Budget	YTD Actual	% Expended
City Council	131,110	59,707	46%
City Manager	216,945	102,244	47%
City Clerk	113,020	50,675	45%
City Attorney	125,000	54,604	44%
Non-Departmental	1,054,621	316,590	30%
Finance	298,887	149,639	50%
Police and Fire	1,647,348	950,194	58%
Library	99,741	93,660	94%
Recreation	502,391	251,191	50%
Street Lights	55,000	22,923	42%
Storm Water	161,600	66,623	41%
Public Works - Parks	247,400	62,126	25%
Public Works - Landscape	85,400	31,656	37%
Public Works - Engineering	85,000	18,800	22%
Public Works - General	669,850	298,650	45%
Planning (Comm Dev)	406,801	131,411	32%
Transfer to CIP Fund 92	241,000		0%
<b>Total All Departments</b>	<b>6,141,114</b>	<b>2,660,693</b>	<b>43%</b>

As of December 31, 2014 or 50% of the year expended, the General Fund budget ended at 43% spent. Actual General Fund expenditures were approximately \$2.7 Million. Although Police and Fire and Library ended the year over budget, the General Fund absorbed the overage with numerous departments falling within appropriations and ending the year under-budget. Police and Fire exceeded budget due to overtime services paid at special events. The Library budget is expected to balance at fiscal year-end and the over-budget condition is due to a contractual payment to the City of Lompoc to operate the Buellton branch of the County Library. Because of the positive condition of the other General Fund budget units, there are no budget amendments required this quarter for the General Fund.

**Major Expenditure Variances**

Expenditures By Type	Budget	YTD Actual	% Expended
Staffing	1,733,904	737,800	43%
Contract Services	2,729,189	1,318,150	48%
Telecomm and Utilities	239,850	66,617	28%
Supplies and Materials	71,850	25,057	35%
Other Operating Costs	1,261,821	429,634	34%
Minor Capital	104,500	83,434	80%
<b>Total by Type</b>	<b>6,141,114</b>	<b>2,660,693</b>	<b>43%</b>

The chart above shows General Fund operating expenditures by Expenditure Type. With 50% of the year expended as of the second quarter of fiscal year 2014-15, all budget categories are within budget except Minor Capital. This category is the purchase of replacement vehicles early in the quarter and will not be over budget as the year elapses. In addition, staff will update this category next quarter after allocating vehicle costs to the Enterprise funds. The overall General Fund operating expenditures are within budget.

**ENTERPRISE FUNDS**

The Statement of Revenues and Expenses for the second quarter of Fiscal Year 2014-15 are shown below.

**Revenues and Expenses**

Enterprise Funds	Water	Wastewater
Revenues		
Charges for Service	779,403	468,868
Interest Income		
Other Revenues	1,171	762
Total Revenues	780,574	469,630
Expenses		
Operating	355,999	315,902
Transfers Out/CIP	43,055	13,666
State Water	320,432	-
Total Expenses	719,486	329,568
Profit (Loss)	61,088	140,062

**Water Fund**

Operating revenues have exceeded operating expenditures by over \$100,000 (excludes Capital Improvement Projects) in the second quarter of Fiscal Year 2014-15. The Water fund utilizes reserves to fund Capital Improvement projects (CIPs) which amount to about \$43,000 expended as of December 31, 2014. The total CIP budget for fiscal year 2014-15 includes Reservoirs 1 & 2 Improvements, Water Treatment Plant Facilities Improvements and Water Treatment Plant and Pump Booster Reliability Project. Budgeted appropriations for CIPs amount to approximately \$860,000. A water rate study is underway to provide direction regarding the need for future rate increases. The Water Fund ended the second quarter with approximately \$2 Million in reserves.

**Wastewater Fund**

Operating revenues exceeded operating expenditures by about \$150,000 (excludes Capital Improvement Projects) in the second quarter of Fiscal Year 2014-15. The Sewer fund utilizes reserves to fund Capital Improvement projects (CIPs) which amount to almost \$14,000 expended as of December 31, 2014. The total CIP budget for fiscal year 2014-15 includes Wastewater Treatment Plant Facilities Improvements. Total budgeted appropriations for CIPs amount to \$100,000. There was an unfinished CIPs from the prior year that will be included in the Mid-Year Budget amendments. Expenditures are expected in this fiscal year for Sewer Collection System Clean (CCTV) Project and should have been included in the 2014-15 CIP budget. A sewer rate study is underway to provide direction regarding the need for future rate increases. The Sewer Fund ended the second quarter with almost \$1.4 Million in reserves.

**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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: January 22, 2015

Subject: Resolution No. 15-01 – “A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2014-15 through the Second Quarter Ending December 31, 2014”

---

**BACKGROUND**

As part of the City’s budget process, staff periodically presents to the City Council for consideration various operational and personnel adjustments in conjunction with the quarterly financial report. Staff is presenting the following personnel and operational recommendations for incorporation into the 2014-15 budget.

General Government - Increase Appropriations: Recreation (\$30,000) (\$10,000);  
Decrease Appropriations: (\$30,000)

- Recreation: Purchase of a certified pre-owned bus amounting to \$30,000 for the purpose of transporting passengers for camp activities. Sufficient funds in the amount of \$30,000 are available within the Recreation Department budget. A decrease in the operating budget offset by an increase in the capital outlay budget is listed on the attached resolution. Because of the transfer from Operations to Capital, a budget amendment is required. This transaction nets to \$0.
- Recreation: An increase in Buellton Recreation Department trips of \$10,000 is offset by an increase in trip revenue of \$10,000. Because this results in an increase in the original budget, an amendment is required and it is listed on the attached resolution. This transaction nets to \$0.

Enterprise Funds – Increase appropriations: \$30,000 (Sewer); \$30,000 (Water)

- The Capital Improvement Project (CIP) under Sewer Collection System Clean (CCTV) project was from 2013-14 and was not complete at 6/30/2014. This adjustment of \$30,000 carries the project over to 2014-15. It was excluded from the Capital Improvement Budget for 2014-15. Public Works staff anticipates spending \$30,000 to complete the project. This action requires a budget amendment. Funding will come from Sewer fund reserves.

- Water meter expense in the amount of \$30,000 is for new meters resulting from development. All meter cost is offset by connection fees (revenue) and nets to \$0.

### **FISCAL IMPACTS**

The proposed operational changes are intended to maximize operational efficiencies and enhance service delivery. The General Fund increased expenditures appropriations in the amount \$40,000 offset by a decrease in expenditures and an increase in revenue of \$40,000. The Sewer fund increased expenditures by \$30,000 and will use reserves to fund the Capital Improvement Project. Adequate reserves exist in the Sewer Fund. Water Fund increase of \$30,000 offsets with corresponding revenue and nets to \$0.

### **RECOMMENDATION**

That the City Council consider adoption of Resolution No. 15-01 - "A Resolution of the City Council of the City of Buellton, California, for the Purpose of Budget Amendments from Operational Changes Related to Fiscal Year 2014-15 through the Second Quarter Ending December 31, 2014"

### **ATTACHMENT**

Attachment 1 - Resolution No. 15-01

**RESOLUTION NO. 15-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, FOR THE PURPOSE OF BUDGET AMENDMENTS FROM OPERATIONAL CHANGES RELATED TO FISCAL YEAR 2014-15 THROUGH THE SECOND QUARTER ENDING DECEMBER 31, 2014**

**WHEREAS**, the City Council adopted the fiscal Year 2014-15 budget; and

**WHEREAS**, it is necessary to make amendments to the 2014-15 budget as part of the First and Second Quarter Financial Reports;

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

That the following budget amendments for the fiscal Year 2014-15 budget are approved:

- 1.) **Increase appropriations for Recreation Department Program Trips**  
(+10,000) *Account #: 001-320-5802-000 [Revenue]*
- 2.) **Increase appropriations for Recreation Department Program Trips**  
(+10,000) *Account #: 001-511-5802-000 [Expenditure]*
- 3.) **Decrease appropriations for Recreation Department Programs**  
(-20,000) *Account #: 001-511-5801-000 [Expenditures]*
- 4.) **Decrease appropriations for Recreation Department**  
(-10,000) *Account #: 001-511-5801-001 [Expenditures]*
- 5.) **Increase appropriations for Recreation Department**  
(+30,000) *Account #: 001-511-6503-000 [Expenditures]*
- 6.) **Increase appropriations for Water Department Meters**  
(+30,000) *Account #: 020-601-5505-000 [Expenditures]*
- 7.) **Increase appropriations for Water Department Connection Fees**  
(+30,000) *Account #: 020-354-4605-000 [Revenue]*
- 8.) **Increase appropriations for Sewer Department CIP**  
(+30,000) *Account #: 092-702-6507-000 [Expenditures]*

These proposed appropriation increases net to zero for the General Fund. A net increase in appropriations of \$30,000 resulted for the Enterprise Fund. Detailed explanations related to these budget increases are outlined in the attached staff report.

**PASSED, APPROVED and ADOPTED** this 22<sup>nd</sup> day of January 2015.

---

Holly Sierra  
Mayor

ATTEST:

---

Linda Reid  
City Clerk