



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of April 23, 2015 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

Materials related to an item on this agenda, as well as materials submitted to the City Council after distribution of the agenda packet, are available for public inspection in the Office of the City Clerk, located at 107 West Highway 246, during normal business hours.

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of April 9, 2015 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for FY 2014-15**
- 3. Revenue and Expenditure Reports through March 31, 2015**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)
- 4. Receive and File the 2014 Annual Report on the Status of the General Plan**
❖ (Staff Contact: City Manager Marc Bierdzinski)

5. **Extension of Existing Contract with Metro Ventures Ltd. for Irma L. Tucker to Provide Professional Planning Services**
❖ *(Staff Contact: City Manager Marc Bierdzinski)*

PRESENTATIONS

6. **Presentation of Certificates to Recipients of the Norman and Gale Williams Buellton Education Scholarships**
7. **Proclamation Recognizing National Day of Prayer**

PUBLIC HEARINGS

(POSSIBLE ACTION)

8. **Resolution No. 15-05 – “A Resolution of the City Council of the City of Buellton, California, Approving a Circulation Element Amendment (15-GPA-01) Which Removes a New Street from the Circulation Element Map”(Continued from 3/26/15)**
❖ *(Staff Contact: Public Works Director Rose Hess)*

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)

9. **Fiscal Year 2015-16 Requests for Funding from Non-Profit Agencies**
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*
10. **Progress Report from the Buellton Visitors Bureau for the Period July 2014 through December 2014**
❖ *(Staff Contact: City Manager Marc Bierdzinski)*
11. **Discussion Regarding Suggested Changes to River View Park Reservation Application, Special Event Permit Application and Limits on Special Events**
❖ *(Staff Contact: Recreation Coordinator Kyle Abello)*
12. **Financial Report for the Third Quarter Ending March 31, 2015**
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*

- 13. Resolution No. 15-09 – “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 Third Quarter Ending March 31, 2015”**
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, May 14, 2015 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of April 9, 2015

**City Council Chambers, 140 West Highway 246
Buellton, California**

CALL TO ORDER

Vice Mayor Ed Andrisek called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Via Telephone: Mayor Holly Sierra

Staff: City Manager Marc Bierdzinski, City Attorney Steve McEwen (Via Telephone), Finance Director Carolyn Galloway-Cooper, Public Works Director Rose Hess, Station Commander Lt. Shawn O'Grady, and City Clerk Linda Reid

REORDERING OF AGENDA

None

PUBLIC COMMENTS

Lew Adkins, Buellton, discussed his concerns regarding the Sky River R.V. Sales project.

CONSENT CALENDAR

- 1. Minutes of March 26, 2015 City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2014-15**
- 3. Resolution No. 15-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 2% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2015”**

4. Agreement for Animal Control Services between the County of Santa Barbara and the City of Buellton - Fiscal Year 2015/16

MOTION:

Motion by Mayor Sierra, seconded by Council Member Baumann, approving Consent Calendar Items 1 through 4 as listed.

VOTE:

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

PRESENTATIONS

5. Proclamation Recognizing National Library Week 2015

Vice Mayor Andrisek presented Liz Chapman of the Buellton Library with a proclamation recognizing National Library Week – April 12-18, 2015 and thanked her and the Library staff for their service to the City of Buellton. Ms. Chapman thanked the City Council for their support of the Buellton Library.

6. Proclamation Recognizing Parkinson’s Awareness Month

Vice Mayor Andrisek presented a proclamation recognizing Parkinson’s Awareness Month.

PUBLIC HEARINGS

7. Resolution No. 15-06 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Measure A Five-Year Local Program of Projects for Fiscal Years 2015/16 – 2019/20”

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 15-06.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff Report with attachments as listed in the staff report.

DISCUSSION:

Vice Mayor Andrisek opened the public hearing at 6:13 p.m. There being no public comment, Vice Mayor Andrisek closed the Public Hearing at 6:14 p.m.

The City Council discussed the following issues:

- Future road maintenance projects
- Difference between various Measure A funding sources
- Set-aside funds for bike trails

MOTION:

Motion by Council Member Elovitz, seconded by Council Member Baumann approving Resolution No. 15-06 - "A Resolution of the City Council of the City of Buellton, California, Adopting the Measure A Five-Year Local Program of Projects for Fiscal Years 2015/16 – 2019/20"

VOTE:

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Elovitz - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

COUNCIL MEMBER COMMENTS/ITEMS

Mayor Sierra stated the Easter Eggstravaganza was a great success at River View Park. She also announced that Disc Golf is scheduled for April 17 at Zaca Creek Golf Course.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Sierra announced that she attended the North County Sub-Regional Santa Barbara County Association of Governments meeting and provided an oral report regarding the meeting.

BUSINESS ITEMS**8. Presentation of Santa Barbara County Sheriff's Department Contract for Fiscal Year 2015/16****RECOMMENDATION:**

That the City Council review the Fiscal Year 2015/16 Budget for the Sheriff's Department and direct staff to reflect these costs in the City's Budget.

STAFF REPORT:

Finance Director Galloway-Cooper presented the staff report.

DISCUSSION:

Doug Martin, CFO, with the Santa Barbara County Sheriff’s Department, provided a presentation to the City Council regarding their contract services for the City of Buellton. Lt. Shawn O’Grady and Undersheriff Bernard Melekian also addressed the Council.

The City Council discussed the following issues:

- When the County’s contract negotiations will be finalized
- The costs associated with the motor officer being included within the existing contract
- What contract services are provided by the Sheriff’s Department
- Staff will report back when County negotiations are complete and a budget amount is provided

DOCUMENTS:

Staff report with attachments as listed in the staff report.

CITY MANAGER’S REPORT

City Manager Bierdzinski provided an informational report.

ADJOURNMENT

Vice Mayor Andrisek adjourned the regular meeting at 7:03 p.m. The next regular meeting of the City Council will be held on Thursday, April 23, 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
April 23, 2015 Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A		<u>\$ 329,037.65</u>
EXHIBIT B		<u>\$ 57,045.76</u>
Staff Payroll	3/31/2015	\$ 36,743.35
Special Payroll	4/1/2015	<u>\$ 443.61</u>
TOTAL AMOUNT OF CLAIMS:		<u><u>\$ 423,270.37</u></u>

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

Payments via Electronic Fund Transfer (EFT):

Hartford Life Insurance	4/1/15	424.51
Bank Fees	3/31/15	128.60
Payroll Taxes - Staff	4/1/15	96.32
Payroll Taxes - Staff	4/1/15	23.20
Deferred Comp - Mass Mutual	4/1/15	11,789.72
CalPers (Medical)	4/2/15	15,811.85
CalPers (Classic)	4/2/15	18,827.18
CalPers (Pepra)	4/2/15	514.24
Payroll Taxes - Staff	4/3/15	7,319.12
Payroll Taxes - Staff	4/3/15	2,051.36
Payroll Taxes - Staff	4/3/15	4.46
Payroll Taxes - Staff	4/3/15	55.20
Total		<u>\$ 57,045.76</u>

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-000-2306-000 - Long-Term Care Deduction	24165 4/1-4/15 - M. Bierdzinski		
	90 CalPERS LONG-TERM CARE PROGRAM		
	1	Paid	84.25
A001-000-2306-000 - Long-Term Care Deduction	*** Account total ***		84.25
A001-202-2003-000 - SYVTBID Payable	24156 2/15-SYVTBID fees		
	101 CITY OF SOLVANG		
	1	Paid	14,382.48
A001-202-2003-000 - SYVTBID Payable	*** Account total ***		14,382.48
A001-215-2815-000 - Park/Damage Charge	24147 3/31/15 - park security refund		
	0 Rose Herrera		
	1	Paid	40.00
A001-215-2815-000 - Park/Damage Charge	*** Account total ***		40.00
A001-216-2816-000 - Special Event Deposit	24159 3/15-dep. refund - 3/14/15 rid		
	454 SCOR CARDIAC CYCLISTS CLUB, IN		
	1	Paid	2,351.98
	24171 3/11 & 3/14 - SCOR Sp. event 0		
	450 SB CO SHERIFF'S DEPARTMENT		
	1	Paid	2,872.41
A001-216-2816-000 - Special Event Deposit	*** Account total ***		5,224.39
A001-216-2825-000 - Developer Deposit	24142 3/15 Billing - Ret. & cust. #13		
	65 BURKE, WILLIAMS & SORENSEN, LL		
	2 Cust. #136		
	835 METRO VENTURES LTD		
	1	Paid	3,311.00
A001-216-2825-000 - Developer Deposit	*** Account total ***		3,490.90
A001-401-5301-000 - Office Supplies	24163 4/15-bus. cards - Ed. Andrisek		
	545 KROS ANDRADE dba		
	1	Paid	182.36
A001-401-5301-000 - Office Supplies	*** Account total ***		182.36
A001-401-5402-000 - Travel & Training	24176 2/6/15-4/6/15 - petty cash		
	372 PETTY CASH		
	1	Paid	105.00
A001-401-5402-000 - Travel & Training	*** Account total ***		105.00
A001-402-5402-000 - Travel & Training	24176 2/6/15-4/6/15 - petty cash		
	372 PETTY CASH		
	2	Paid	22.00
A001-402-5402-000 - Travel & Training	*** Account total ***		22.00
A001-403-5306-000 - Advertising - Legal	24164 3/26 - public hearing CC		
	285 SANTA MARIA TIMES dba		
	1	Paid	126.39
	24204 1/15-3/26-legal & pub. notices		
	285 SANTA MARIA TIMES dba		
	1	Paid	849.17
A001-403-5306-000 - Advertising - Legal	*** Account total ***		975.56

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-404-6204-000 - Contract Services-Legal Fees			
24142 3/15 Billing - Ret. & cust.#13	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	10,057.60
24143 3/15-Billing - Eminent Domain	65 BURKE, WILLIAMS & SORENSEN, LL 1	Paid	2,235.90
A001-404-6204-000 - Contract Services-Legal Fees	*** Account total ***		12,293.50
A001-410-5402-000 - Travel & Training			
24176 2/6/15-4/6/15 - petty cash	372 PETTY CASH 3	Paid	30.00
A001-410-5402-000 - Travel & Training	*** Account total ***		30.00
A001-410-5701-000 - Telephone			
24145 Thru 2/19-3/19- Summary billin	555 VERIZON CALIFORNIA 1	Paid	24.50
	2	Paid	311.73
A001-410-5701-000 - Telephone	*** Account total ***		336.23
A001-410-5805-000 - Visitors Bureau			
24157 2/15-Trans. Occ. Tax	121 COC/BBA/VISITORS INFORMATION 1	Paid	22,854.25
A001-410-5805-000 - Visitors Bureau	*** Account total ***		22,854.25
A001-410-6005-000 - Recruitment Expense			
24176 2/6/15-4/6/15 - petty cash	372 PETTY CASH 4	Paid	80.00
24182 3/15- fingerprint apps.	161 STATE OF CALIFORNIA - DOJ 1	Paid	96.00
A001-410-6005-000 - Recruitment Expense	*** Account total ***		176.00
A001-410-6301-000 - Miscellaneous			
24146 2/27-3/23	387 ALBERTSONS, LLC. 1	Paid	41.91
24176 2/6/15-4/6/15 - petty cash	372 PETTY CASH 5	Paid	15.00
A001-410-6301-000 - Miscellaneous	*** Account total ***		56.91
A001-420-6201-000 - Contract Services			
24149 Thru 3/13/15 - V. Jenson	870 ACCOUNTEMPS 1	Paid	1,431.86
24150 Thru-3/13/15 - S. Zamora	870 ACCOUNTEMPS 1	Paid	1,264.00
A001-420-6201-000 - Contract Services	*** Account total ***		2,695.86
A001-420-6301-000 - Miscellaneous			
24161 4/3/15-file cabinet lock repai	720 MICHAEL E. HEAD dba 1	Paid	218.64
A001-420-6301-000 - Miscellaneous	*** Account total ***		218.64
A001-501-6201-000 - Contract Services			
24170 4/2015 - Contract svcs.	450 SB CO SHERIFF'S DEPARTMENT 1	Paid	141,252.00
A001-501-6201-000 - Contract Services	*** Account total ***		141,252.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-510-5702-000 - Utilities - Gas			
24179 3/2-3/31-Libr.CC gas charges	507 THE GAS COMPANY 1	Paid	51.64
24180 3/2-3/31- CH gas charges	507 THE GAS COMPANY 1	Paid	36.32
A001-510-5702-000 - Utilities - Gas	*** Account total ***		87.96
A001-511-5301-000 - Office Supplies			
24183 3/1-3/31-cont. ovrg. copies re	118 COASTAL COPY, LP 1	Paid	118.05
A001-511-5301-000 - Office Supplies	*** Account total ***		118.05
A001-511-5306-000 - Advertising			
24205 3/1-3/26 - rec. ctr. ads	280 LEE CENTRAL COAST NEWSPAPERS 1	Paid	595.77
A001-511-5306-000 - Advertising	*** Account total ***		595.77
A001-511-5506-000 - Fuel-Vehicles			
24168 3/15-fuel charges	768 WEX BANK 4	Paid	313.52
A001-511-5506-000 - Fuel-Vehicles	*** Account total ***		313.52
A001-511-5507-000 - Maintenance-Vehicles			
24158 4/15-2010 Ford-install seat be	638 ADVANCED AUTOMOTIVE 1	Paid	218.66
A001-511-5507-000 - Maintenance-Vehicles	*** Account total ***		218.66
A001-511-5509-000 - Maintenance/Repair			
24211 3/15 - misc. maint.l items	438 SANTA YNEZ VALLEY HARDWARE 1	Paid	32.23
A001-511-5509-000 - Maintenance/Repair	*** Account total ***		32.23
A001-511-5509-001 - Maintenance/Repair-Joint Use			
24141 3/2/15 - 3/31/15	521 TODD PIPE & SUPPLY 4	Paid	338.13
A001-511-5509-001 - Maintenance/Repair-Joint Use	*** Account total ***		338.13
A001-511-5701-000 - Telephone/Internet			
24152 3/25-4/24-phone/int.-rec. ctr.	122 COMCAST CABLE 1	Paid	168.00
24177 2/26-3/25-Abello cell phone	473 SPRINT SPECTRUM, L.P. dba 1	Paid	34.47
A001-511-5701-000 - Telephone/Internet	*** Account total ***		202.47
A001-511-5801-000 - Buellton Recreation Program			
24146 2/27-3/23	387 ALBERTSONS, LLC. 2	Paid	20.25
24154 5/1-5/31-Rec. Ctr. lease	201 G E CAPITAL 1	Paid	150.12
24167 2014/15-dial a ride subsidy	113 CITY OF SOLVANG 1	Paid	1,203.00

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-511-5801-000 - Buellton Recreation Program			
24211 3/15 - misc. maint.l items	438 SANTA YNEZ VALLEY HARDWARE		
	2	Paid	67.75
A001-511-5801-000 - Buellton Recreation Program	*** Account total ***		1,441.12
A001-511-5802-000 - Buellton Rec Program Trips			
24146 2/27-3/23	387 ALBERTSONS, LLC.		
	3	Paid	20.24
24166 3/28/15-refund for Sedona snac	43 BARBARA KNECHT		
	1	Paid	106.56
A001-511-5802-000 - Buellton Rec Program Trips	*** Account total ***		126.80
A001-552-5305-001 - Small Equipment			
24202 3/27/15 - R.V.P. - tools	342 NIELSEN BUILDING MATERIALS,INC		
	1	Paid	6.15
A001-552-5305-001 - Small Equipment	*** Account total ***		6.15
A001-552-5501-000 - Operational Supplies			
24199 3/19/15- R.V.P.	342 NIELSEN BUILDING MATERIALS,INC		
	1	Paid	58.30
A001-552-5501-000 - Operational Supplies	*** Account total ***		58.30
A001-552-5502-000 - Chemicals			
24197 3/26-River View supplies	801 O'REILLY AUTOMOTIVE STORES, IN		
	1	Paid	70.18
A001-552-5502-000 - Chemicals	*** Account total ***		70.18
A001-552-5509-001 - Maintenance/Repair-Riverview			
24141 3/2/15 - 3/31/15	521 TODD PIPE & SUPPLY		
	1	Paid	331.68
24200 3/25/15 - R.V.P. Gazebo	342 NIELSEN BUILDING MATERIALS,INC		
	1	Paid	49.69
24201 3/26/15 - R.V.P. Gazebo	342 NIELSEN BUILDING MATERIALS,INC		
	1	Paid	40.09
24203 3/31/15 - R.V.P.	342 NIELSEN BUILDING MATERIALS,INC		
	1	Paid	49.36
24208 3/25/15- R.V.P. repair	890 OLD PIONEER MFG CO.		
	1	Paid	119.00
A001-552-5509-001 - Maintenance/Repair-Riverview	*** Account total ***		589.82
A001-552-5509-002 - Maintenance/Repair-Oak Park			
24186 Oak Park - repl. slide	889 CENTRAL COAST PLAYGROUNDS		
	1	Paid	1,200.00
A001-552-5509-002 - Maintenance/Repair-Oak Park	*** Account total ***		1,200.00
A001-552-5704-000 - Utilities - Water			
24148 2/25-3/25-Irrig. Oak Valley E1	105 CITY OF BUELLTON		
	1	Paid	851.92
A001-552-5704-000 - Utilities - Water	*** Account total ***		851.92

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-552-6201-000	- Contract Services			
	24184 2/15-mo'ly. Irrigation maint.	781 VALLEY CREST LANDSCAPE MAINT, 1	Paid	880.00
A001-552-6201-000	- Contract Services	*** Account total ***		880.00
A001-556-5509-000	- Maintenance/Repair			
	24198 Ave. oif the Flags-near Ellens	16 SCHAFF HOLDINGS, INC. dba 1	Paid	432.19
A001-556-5509-000	- Maintenance/Repair	*** Account total ***		432.19
A001-558-5501-000	- Operational Supplies			
	24141 3/2/15 - 3/31/15	521 TODD PIPE & SUPPLY 2	Paid	15.20
A001-558-5501-000	- Operational Supplies	*** Account total ***		15.20
A001-558-5506-000	- Fuel - Vehicles			
	24168 3/15-fuel charges	768 WEX BANK 1	Paid	578.62
A001-558-5506-000	- Fuel - Vehicles	*** Account total ***		578.62
A001-558-5507-000	- Maintenance - Vehicles			
	24191 3/18/15-Kurt's truck repair &	390 QUINN COMPANY 1	Paid	912.61
	24194 3/25-svc. on Challenger tracto	489 STEVE'S WHEEL & TIRE 1	Paid	47.88
	24196 3/17- oil change - Durango	350 OLIVERA'S REPAIR, INC 1	Paid	65.35
A001-558-5507-000	- Maintenance - Vehicles	*** Account total ***		1,025.84
A001-558-5509-000	- Maintenance / Repair			
	24141 3/2/15 - 3/31/15	521 TODD PIPE & SUPPLY 3	Paid	229.53
	24192 3/26-plant mat. replacement	781 VALLEY CREST LANDSCAPE MAINT, 1	Paid	1,134.00
	24211 3/15 - misc. maint.l items	438 SANTA YNEZ VALLEY HARDWARE 3	Paid	18.33
A001-558-5509-000	- Maintenance / Repair	*** Account total ***		1,381.86
A001-558-6201-000	- Contract Services			
	24153 4/15-svcs. & 3/23-msgs.	172 ECHO COMMUNICATIONS 1	Paid	25.80
	24162 3/15-CH drinking water	32 NESTLE WATERS NORTH AMERICA db 3	Paid	31.91
	24187 3/15-CH/PIng./CC/Lib. mo. jani	142 DANIEL FITZGERALD dba 1	Paid	960.00
A001-558-6201-000	- Contract Services	*** Account total ***		1,017.71
A001-565-5305-000	- Equipment Rental			
	24181 3/21-4/20-plng copier lse+add'	744 GE CAPITAL INFO TECH SOLUTIONS 1	Paid	945.76
A001-565-5305-000	- Equipment Rental	*** Account total ***		945.76

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A001-565-5306-000 - Advertising - Legal 24155 3/19-public notice-Invitation/	285 SANTA MARIA TIMES dba 1	Paid	457.74
A001-565-5306-000 - Advertising - Legal	*** Account total ***		457.74
A001-565-5401-000 - Membership & Publications 24160 2015-Longtin's CA Land Use 2d.	296 LOCAL GOVERNMENT PUBLICATIONS 1	Paid	97.43
A001-565-5401-000 - Membership & Publications	*** Account total ***		97.43
A001-565-5701-000 - Telephone 24145 Thru 2/19-3/19- Summary billin	555 VERIZON CALIFORNIA 3	Paid	403.55
A001-565-5701-000 - Telephone	*** Account total ***		403.55
A001-565-6201-000 - Contract Services 24169 2/1/15-2/28/15-Econ. Dev. Svcs	812 KOSMONT & ASSOCIATES, INC. dba 1	Paid	2,654.60
24172 3/2015-Terravant Annex #136	835 METRO VENTURES LTD 2	Paid	2,926.00
A001-565-6201-000 - Contract Services	*** Account total ***		5,580.60
A005-701-5303-000 - Postage 24151 4/15-postage for wtr./swr. bil	379 POSTMASTER 1	Paid	282.50
24176 2/6/15-4/6/15 - petty cash	372 PETTY CASH 6	Paid	2.79
A005-701-5303-000 - Postage	*** Account total ***		285.29
A005-701-5501-000 - Operational Supplies 24206 3/23 - WWTP concentrator	19 AMERICAN INDUSTRIAL PIPE & SUP 1	Paid	87.04
24211 3/15 - misc. maint.l items	438 SANTA YNEZ VALLEY HARDWARE 4	Paid	39.31
A005-701-5501-000 - Operational Supplies	*** Account total ***		126.35
A005-701-5502-000 - Chemicals / Analysis 24185 3/20- Acetylene & tanks	380 PRAXAIR DISTRIBUTION, INC. 1	Paid	128.29
A005-701-5502-000 - Chemicals / Analysis	*** Account total ***		128.29
A005-701-5506-000 - Fuel - Vehicles 24168 3/15-fuel charges	768 WEX BANK 2	Paid	578.61
A005-701-5506-000 - Fuel - Vehicles	*** Account total ***		578.61
A005-701-5507-000 - Maintenance - Vehicles 24191 3/18/15-Kurt's truck repair &	390 QUINN COMPANY 2	Paid	912.61
24194 3/25-svc. on Challenger tracto	489 STEVE'S WHEEL & TIRE 2	Paid	47.88

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A005-701-5507-000	Maintenance - Vehicles			
	24195 2015 sewer cleaner-pump machin	350 OLIVERA'S REPAIR, INC 1	Paid	400.00
A005-701-5507-000	Maintenance - Vehicles			
			*** Account total ***	1,360.49
A005-701-5509-000	Maintenance / Repair			
	24141 3/2/15 - 3/31/15	521 TODD PIPE & SUPPLY 5	Paid	32.90
	24189 4/8 0 concrete sand	58 BUELLFLAT ROCK CO. 1	Paid	148.05
	24207 3/4- comm'l. video hwy. 246	789 COUNTY SANITATION COMPANY, INC 1	Paid	750.00
	24211 3/15 - misc. maint.l items	438 SANTA YNEZ VALLEY HARDWARE 5	Paid	17.25
A005-701-5509-000	Maintenance / Repair			
			*** Account total ***	948.20
A005-701-5701-000	Telephone			
	24145 Thru 2/19-3/19- Summary billin	555 VERIZON CALIFORNIA 4	Paid	566.75
A005-701-5701-000	Telephone			
			*** Account total ***	566.75
A005-701-6011-000	Regulatory Compliance			
	24175 3/15-An. HazMat Permit/WWTP	823 SB COUNTY EHS / CUPA 1	Paid	690.00
A005-701-6011-000	Regulatory Compliance			
			*** Account total ***	690.00
A005-701-6201-000	Contract Services			
	24153 4/15-svcs. & 3/23-msgs.	172 ECHO COMMUNICATIONS 3	Paid	25.80
	24162 3/15-CH drinking water	32 NESTLE WATERS NORTH AMERICA db 1	Paid	31.92
	24188 4/1/15-WTR-sample deliveries	679 COURIER SYSTEMS 1	Paid	68.18
	24190 4/1/15-backflow repair WWTP	486 STEPHEN L. HARPER dba 1	Paid	410.00
	24193 3/15-dig Alert tickets	535 UNDERGROUND SERVICE ALERT 1	Paid	16.50
A005-701-6201-000	Contract Services			
			*** Account total ***	552.40
A020-210-2101-000	Customer Deposits			
	24144 4/1/15- cust. refund	0 Todd Van Deusen 1	Paid	82.61
A020-210-2101-000	Customer Deposits			
			*** Account total ***	82.61
A020-601-5303-000	Postage			
	24151 4/15-postage for wtr./swr. bil	379 POSTMASTER 2	Paid	282.50
	24176 2/6/15-4/6/15 - petty cash	372 PETTY CASH 7	Paid	2.79
A020-601-5303-000	Postage			
			*** Account total ***	285.29

Obligat'n	Description	Vendor/ Name/ Line Nbr Description	Stage	Amount
A020-601-5501-000	Operational Supplies			
	24141 3/2/15 - 3/31/15	521 TODD PIPE & SUPPLY		
		6	Paid	6.59
A020-601-5501-000	Operational Supplies	*** Account total ***		6.59
A020-601-5502-000	Chemicals / Analysis			
	24209 3/31-chlorine/sulfur dioxide	248 JCI JONES CHEMICALS, INC.		
		1	Paid	4,324.29
	24210 3/31/15-cyclinder return	248 JCI JONES CHEMICALS, INC.		
		1	Paid	-900.00
A020-601-5502-000	Chemicals / Analysis	*** Account total ***		3,424.29
A020-601-5506-000	Fuel - Vehicles			
	24168 3/15-fuel charges	768 WEX BANK		
		3	Paid	578.61
A020-601-5506-000	Fuel - Vehicles	*** Account total ***		578.61
A020-601-5507-000	Maintenance - Vehicles			
	24191 3/18/15-Kurt's truck repair &	390 QUINN COMPANY		
		3	Paid	912.61
	24194 3/25-svc. on Challenger tracto	489 STEVE'S WHEEL & TIRE		
		3	Paid	47.88
A020-601-5507-000	Maintenance - Vehicles	*** Account total ***		960.49
A020-601-5509-000	Maintenance / Repair			
	24189 4/8 0 concrete sand	58 BUELLFLAT ROCK CO.		
		2	Paid	148.05
A020-601-5509-000	Maintenance / Repair	*** Account total ***		148.05
A020-601-5701-000	Telephone			
	24145 Thru 2/19-3/19- Summary billin	555 VERIZON CALIFORNIA		
		5	Paid	467.59
A020-601-5701-000	Telephone	*** Account total ***		467.59
A020-601-6011-000	Regulatory Compliance			
	24173 3/15-risk mgmt. plan/WTP McMur	823 SB COUNTY EHS / CUPA		
		1	Paid	339.00
	24174 3/15-An. HazMat Permit/Hwy. 24	823 SB COUNTY EHS / CUPA		
		1	Paid	609.00
A020-601-6011-000	Regulatory Compliance	*** Account total ***		948.00
A020-601-6201-000	Contract Services			
	24153 4/15-svcs. & 3/23-msgs.	172 ECHO COMMUNICATIONS		
		2	Paid	25.80
	24162 3/15-CH drinking water	32 NESTLE WATERS NORTH AMERICA db		
		2	Paid	31.92
	24188 4/1/15-WTR-sample deliveries	679 COURIER SYSTEMS		
		2	Paid	68.17
A020-601-6201-000	Contract Services	*** Account total ***		125.89

Obligat'n	Description	Vendor/ Line Nbr	Name/ Description	Stage	Amount
A051-566-5702-000	Utilities - Gas				
	24178 2/27-3/30-Chamber gas charges	507	THE GAS COMPANY		
		1		Paid	49.95
A051-566-5702-000	Utilities - Gas		*** Account total ***		49.95
A092-202-6507-000	Improvements				
	24140 deposit reimbursement	0	Steve Lykken		
		1		Paid	93,236.00
A092-202-6507-000	Improvements		*** Account total ***		93,236.00
* Report total *			*** Total ***		329,037.65 ✓

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: April 23, 2015

Subject: Revenue and Expenditure Reports through March 31, 2015

BACKGROUND

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

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receive and file this report for information purposes.

ATTACHMENT

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

ATTACHMENT 1

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

cgc: 4 9 15

75%

2014

2015

Account Number	Description	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	FY: 2014-15
001-301-4001-000	Property Tax - Secured				33,069	141,176	359,395	540,333						1,073,973
001-302-4002-000	Property Tax - Unsecured				39,561		975							40,536
001-309-4007-000	Homeowners Exemptions													-
001-310-4101-000	Franchise Fees	5,368	11,187	15,754	10,637		5,445	11,051	16,325	11,031				86,798
001-311-4102-000	Sales Tax	142,485	105,200	140,200	123,665	101,000	134,600	120,237						867,387
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	116,716	113,343	109,717					1,179,033
001-320-5801-000	Buellton Recreation Program	13,067	7,576	12,384	11,101	6,589	3,280	11,799	9,545	5,954				81,295
001-320-5801-001	Recreation Program (50/50)	9,193	3,695	1,365	904	-	-	13,023	10,866					39,046
001-320-5802-000	Buellton Rec Pgm Trips	3,728	1,520	5,613	9,010	520	2,558	1,832	4,087	6,767				35,635
001-321-4106-000	Property Transfer Tax		5,881	2,852	2,013	3,008	-	4,885	7,484	1,980				28,103
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	80	280	1,260				3,040
001-333-4506-000	CA Indian Gaming Grant													-
001-333-4508-000	COPS Grant													-
001-340-4401-000	Criminal Fines and Penalties		2,120	3,379	3,249	2,289			2,882	303				14,222
001-342-4402-000	Fines and Fees	325		295	418		889	5,538						7,465
001-345-4904-000	Interest	1,912	5,028	5,414	-	-	835	518	2,536	2,778				19,021
001-346-4905-000	Rent	2,500	8,978	5,739	5,739	1,250	10,228	1,250	5,739	10,228				51,651
001-347-4801-000	Law Enforcement Cost Recovery	19	48		10	10	29							116
001-348-4403-000	Event Applic Fee/Temp Use		310	155	310	100	180	2,460	556					4,071
001-357-4802-000	Zoning Clearance	45	209	315	180	135	135	135						1,154
001-357-4803-000	Document Sales	212		9	8	6				30				265
001-357-4806-000	Time Extension Fees													-
001-357-4801-110	Crossroads at the Village													-
001-357-4808-000	Code Enforcement Fines													-
001-376-4908-000	CA Prop 1B Revenue													-
001-378-4205-000	Small Permits	3,000	1,000			2,700		2,135	7,565	85				16,485
001-390-4917-000	Miscellaneous		6,031	400	111	35	381	529						7,487
001-390-4918-000	Cost Reimbursement	431	523	1,893	718									3,565
001-390-4924-000	Mandated Cost				9,305									9,305
001-395-4931-000	Transfer In						19,832							19,832
001-398-4923-000	Surplus Property Sales	-	-	5,288										5,288
TOTAL REVENUE (ACTUAL THROUGH MARCH):		384,077	369,488	348,642	405,298	386,569	655,558	829,148	177,581	40,416	-	-	-	3,596,777

Percentage Received: 58%
 Original Budget 6,160,441
 Amendments (Reso No. 15-01; Q-2) 10,000
 Budget: 6,170,441

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	9,497	12,251	8,594				90,049
001-402	City Manager	16,615	16,950	17,479	16,633	16,553	17,414	16,833	16,920	16,809				152,206
001-403	City Clerk	7,641	7,404	7,913	10,816	7,613	9,288	8,867	14,524	10,154				84,220
001-404	City Attorney	-	11,674	11,845	9,154	-	21,931	29,877		19,679				104,160
001-410	Non-Departmental	75,574	11,702	88,061	55,750	44,868	46,587	41,175	53,937	36,162				453,816
001-420	Finance	22,129	21,459	21,487	21,082	25,962	36,908	24,099	18,308	26,485				217,919
001-501	Police and Fire	842	48,579	566,311	982	190,408	139,339	142,597	190,585	142,521				1,422,164
001-510	Library	-	501	470	92,088	14	587	306	420	359				94,745
001-511	Recreation	32,321	42,886	57,846	37,996	27,452	52,690	30,216	92,625	45,112				419,144
001-550	Street Lights	-	4,493	4,610	4,598	-	9,222	4,563	4,544	4,562				36,592
001-551	Storm Water	-	10,130	16,490	20,890	5,826	13,287	11,410	17,448	38,553				134,034
001-552	Public Works - Parks	8,984	15,742	10,734	9,320	7,371	9,975	7,228	12,858	7,395				89,607
001-556	Public Works - Landscape	-	10,056	5,400	5,410	4,826	5,964	5,037	5,066	5,024				46,783
001-557	Public Works - Engineering	-	3,650	-	11,125	-	4,025	5,075	9,250	12,990				46,115
001-558	Public Works - General	29,103	124,034	41,410	38,248	32,304	32,951	36,768	40,182	42,106				417,106
001-565	Planning/Community Dev	14,764	24,509	26,202	20,857	26,021	19,058	19,175	21,098	29,090				200,774
	Transfer to CIP fund 92 (updated in June)	-												-
	TOTAL EXPENDITURES (ACTUAL THROUGH MARCH):	217,343	363,201	887,117	364,462	397,812	431,165	392,723	510,015	445,595	-	-	-	4,009,433

Percentage spent:	65%
Budget	6,141,114
Amendments (Reso No. 15-01; Q-2)	10,000
Amended Budget	<u>6,151,114</u>

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and Council Members

From: Marc P. Bierdzinski, City Manager

Meeting Date: April 23, 2015

Subject: Receive and File the 2014 Annual Report on the Status of the General Plan

BACKGROUND

Section 65400(a) of the California Government Code requires that an annual report be furnished to the City Council regarding the status of General Plan implementation. Annual reports are due on April 1st of each year and must be submitted to the State Office of Planning and Research (“OPR”) and Department of Housing and Community Development (“HCD”). The 2014 Annual Report on the Status of the Buellton General Plan is attached (Attachment 1).

RECOMMENDATION

That the City Council receive and file the 2014 General Plan Annual Report and direct staff to file the Report with the State Housing and Community Development Department and Office of Planning and Research on such forms as dictated by the State of California.

ATTACHMENT

Attachment 1 - City of Buellton 2014 General Plan Annual Report

CITY OF BUELLTON
Annual Report on Status of the General Plan and Programs in Support of
Affordable Housing
Reporting Period 1/1/2014 through 12/31/2014

BACKGROUND

By law, every community in California is required to adopt a General Plan as the policy framework by which to guide future growth and development. At a minimum, each such Plan must contain seven mandatory elements (Land Use, Circulation, Housing, Conservation, Open-Space, Noise and Safety). Once adopted, zoning and development regulations that follow must be consistent with the policies of the General Plan.

Section 65400(a) of the California Government Code requires that an annual report be furnished to the City Council regarding the status of General Plan implementation. Annual reports are due on April 1st of each year and must be submitted to the State Office of Planning and Research (“OPR”), the Department of Housing and Community Development (“HCD”), and the Buellton City Council.

For Buellton, the annual report is also used as barometer in evaluating progress in meeting the City’s fair share of regional housing needs.

ANALYSIS

General Plan Overview: The Land Use and Circulation Elements were revised in 2005. The Conservation and Open Space, Economic Development, Noise, Parks and Recreation, Public Facilities and Services, and Safety Elements were revised in 2007. None of these elements were revised in 2014. The Housing Element was adopted in 2009 and certified by the State Housing and Community Development Department on January 20, 2010. The City began preparation of an updated Housing Element in 2014. The complete Buellton 2025 General Plan is available for review on the City’s website, www.cityofbuellton.com. Copies are also available by contacting the Planning Department at 805-688-7474.

Housing Element Overview: The Regional Housing Needs Allocation (“RHNA”) process is part of a statewide mandate to address housing related to future growth in the State. The needs assessment process sets numeric targets with the overriding goal of assuring an equitable geographic distribution of needs and responsibilities. The number assigned to the City of Buellton in July 2008 for 2007-2014 is 279, of which roughly 56% is assigned to target income groups. Table B reflects the current adjusted requirement, taking into account construction that has occurred since the beginning of the current RHNA planning cycle.

The 2009 Housing Element relies upon four basic means by which to address the City’s RHNA goals: Second Dwellings, Multifamily Infill, Mixed Use Development, and the

Affordable Housing Overlay Zone (“AHOZ”). Of these, the establishment of an AHOZ is viewed as the principal means for accommodating the City’s RHNA goals.

Housing Performance Assessment: Ordinance No. 05-05 was adopted by the City Council on October 13, 2005, and established the AHOZ and the sites to which the AHOZ will initially apply. This timeframe is consistent with the year-end deadline (December 2005) established by HCD in their certification of the 2004 Housing Element. The City has been actively marketing the AHOZ sites for affordable housing development through e-mails to affordable housing developers and proponents and via an AHOZ brochure to hand out to interested parties. The 2009 Housing Element has kept the AHOZ program in place and is the basis for the “Adequate Sites” requirement. A program was included in the 2009 Housing Element that would have reduced the number of AHOZ sites to reflect the City’s reduced RHNA allocation from the previous RHNA cycle (Program 1). Because the City has approved development on several of the AHOZ sites, staff decided not to implement this program.

As a summary, the AHOZ shall: (i) allow “stand alone” residential projects irrespective of the underlying zone designation with a minimum base density of 25 units/acre; (ii) grant a 2:1 density bonus (two market rate units above the base density for each affordable low and very low income unit) up to a maximum combined density of 50% above the base; (iii) impose an inclusionary requirement, mandating that at least 20% of the base density be affordable to very low, low and moderate income households; (iv) compute the distribution of inclusionary units based on the apportionment of net RHNA goals (a defined and determined below); and (v) institute a bifurcated land use entitlement process that allows for streamlined processing for projects that meet specified criteria.

In August 2006, the City Council approved the first AHOZ project on AHOZ Site V (Juliette Walk). The project consists of 44 condominium units of which four are affordable to very low income persons and three are affordable to low income persons. An \$85,635 housing in-lieu fee was also collected. All units have been constructed and are occupied.

In April 2008, the Zoning Administrator approved a second AHOZ project on AHOZ Site IV. The project consisted of 53 apartment units of which five are affordable to very low income persons, three are affordable to low income persons, and the remainder, since they are apartments, would qualify as moderate income units. Unfortunately, this project was not constructed and the Development Plan expired on April 23, 2014.

In September 2013, the City Council approved a third AHOZ project on AHOZ Site X. The project consists of 62 apartment units of which five are affordable to very low income persons, four are affordable to low income persons, and the remainder, since they are apartments, would qualify as moderate income units. Construction has not begun on this project.

The City is in the process of implementing the new and updated programs in the adopted Housing Element.

Annual Programmatic Calibrations: Since Ordinance No. 05-05 (AHOZ) was adopted in October 2005, three AHOZ projects with fourteen very low income units, ten low income units, and 98 moderate income units have been approved. One of these projects also included a housing in-lieu fee of \$85,635. Construction has been completed on one project. In addition, interest has been shown in developing other AHOZ sites. Based on the interest shown for the AHOZ concept, it appears that it is an effective method for providing affordable housing in the City of Buellton.

Ordinance No. 06-10 implementing several 2004 Housing Element Programs has been in effect for several years. However, no projects have been submitted during this reporting period that have taken advantage of these revised standards. The City has formed a Community Development Block Grant Committee to review applications. One capital project was funded during the last funding cycle. No social service programs were funded during the last funding cycle. It is too early to evaluate the effects of reducing the lot sizes for secondary dwelling units. Status of this item will be discussed in future reporting cycles.

In compliance with State HCD reporting requirements, a general accounting of permits issued and construction completed during the current Housing Element cycle is set forth in Tables A and B. The following are three projects that have been completed.

- Vintage Walk is a commercial/residential mixed use project and contains 11 market rate residential condominiums along with six affordable apartments that are managed by the Housing Authority of Santa Barbara County. Four units are for very low income persons and two units are for low income persons. The units are fully occupied. Preferences are being given for Buellton residents.
- Valley Station consists of 36 market rate single family homes and a commercial/residential component with seven affordable housing units (three very low and four low). These units are fully occupied. The City has also subsidized two of the low income units so that very low income tenants could occupy the units. These units are now owned and managed by the Housing Authority of Santa Barbara County. Preferences are being given for Buellton residents.
- Juliette Walk is a 44 unit condominium project developed under the AHOZ regulations. Four of the units are designated as very low income and three are designated as low income. All seven are for sale condominiums. All units have been completed and occupied.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Buellton
Reporting Period 1/1/2014 - 12/31/2014

Table A

Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information								Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
None											
(9) Total of Moderate and Above Moderate from Table A3 ▶ ▶			0	0	0	0	0				
(10) Total by income Table A/A3 ▶ ▶			0	0	0	0	0	0			
(11) Total Extremely Low-Income Units*			0								

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Buellton
Reporting Period 1/1/2014 - 12/31/2014

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate						0	
No. of Units Permitted for Above Moderate						0	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Buellton
Reporting Period 1/1/2014 - 12/31/2014

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2007	2008	2009	2010	2011	2012	2013	2014		Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	64	11	0	0	0	0	0	0	0	11	53
	Non-deed restricted		0	0	0	0	0	0	0	0	0	
Low	Deed Restricted	47	9	0	0	0	0	0	0	0	9	38
	Non-deed restricted		0	0	0	0	0	0	0	0	0	
Moderate	Deed Restricted	46	0	0	0	0	0	0	0	0	0	45
	Non-deed restricted		0	0	0	0	1	0	0	0	1	
Above Moderate		122	85	0	0	11	0	0	0	0	96	26
Total RHNA by COG. Enter allocation number:		279	105	0	0	11	1	0	0	0	117	162
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C
HOUSING ELEMENT PROGRAM PERFORMANCE (2014)

PROGRAM SUMMARY		HOUSING ELEMENT PROGRAMS			
Housing Program		Five-Year Objective	Implementation Time Frame	Status of Implementation	
ADEQUATE HOUSING SITES	1	Affordable Housing Overlay Zone (AHOZ)	Revise and Maintain AHOZ Sites	Ongoing	Program being maintained.
	2	Mixed Use Development	Implement the Mixed Use Regulations	Ongoing	Program being maintained.
	3	Secondary Units and Multifamily Infill	Amended Zoning Ordinance	Ongoing for Secondary Units and 2012 for Zoning Ordinance Amendments	Secondary unit program being maintained.
	4	RHNA Allocation	Amended Zoning Ordinance	2012	Zoning ordinance to be amended in 2015.
AFFORDABLE HOUSING SUPPLY	5	Inclusionary Housing and Density Bonus	Affordable Housing Units	Ongoing	Programs to be maintained and implemented.
	6	Affordable Housing Overlay Zone	Maintain AHOZ	Ongoing	Program being maintained.
	7	Secondary Dwelling and Infill Inducements	Financial Assistance Programs	Ongoing	Support State and Federal Grants for Secondary Units, and Tax Increments for Multifamily Infill
	8	Targeted Assistance	Capitalization of Housing Trust Funds	2010 for Affordable Housing Ordinance and 5-Year Implementation Plan Amendment Ongoing for Grant Applications and Non-Profit Collaboration	Redevelopment Agency dissolved per State action. Balance of activities ongoing.
	9	Public-Private Partnerships	Affordable Housing Projects	Ongoing	City Continues to Confer with Developers and Non-Profit Housing Sponsors on Affordable Housing Opportunities.

		HOUSING ELEMENT PROGRAMS			
Housing Program		Five-Year Objective	Implementation Time Frame	Status of Implementation	
HOUSING IMPEDIMENTS	10	Land Use Modifications-Special Needs Housing	Amended Zoning Ordinance	2009-2012	Program was implemented. Section 19.02.110, 19.02.210, 19.02.310 and 19.16.012 were updated. Also, Section 19.06.260 was added to the Municipal Code.
	11	Multi-Family Infill	Amended Municipal Code	2009-2010	Program being maintained and will be implemented.
	12	Development Constraints	Amended Zoning Ordinance	2010-2011	Program was reviewed as part of the public visioning process and no constraints were found. The program will not be implemented.
	13	Special Needs Housing	Development of Special Needs Housing Units	2012 for Residential Motel Amnesty Program, Ongoing for other services	Continue to maintain and implement this program.
	14	Persons with Disabilities	Continuation of the Adaptive Retrofit and Universal Design Programs	2010 for Code Amendment, Ongoing for other programs	Continue and maintain programs.
CONSERVATION & REHABILITATION	15	Property Rehabilitation	Emergency Repairs & Property Rehabilitation	Ongoing for Emergency Mobile Home Repair Program	City has Appropriated Funds for Continuation of the Emergency Mobile Home Repair Program. The Housing Conservation Program was discontinued due to the lack of Redevelopment funds.
	16	Code Enforcement	Amended Municipal Code and Affordable Housing Ordinance & Residential Motel Amnesty Program	2011	Program to be reviewed in 2015.
	17	Energy Conservation	Increased Energy Awareness	Ongoing	City has and will continue to pursue energy conservation grants.

		HOUSING ELEMENT PROGRAMS			
Housing Program		Five-Year Objective	Implementation Time Frame	Status of Implementation	
EQUAL HOUSING OPPORTUNITIES	18	Fair Housing Services	Local Access to Fair Housing Services	2010	City will maintain HOME and CDBG Programs to fund these services.
	19	Information & Referral	Distribution of Information Regarding Equal Access to Housing	2010 for Fair Housing Seminar; 2010 for Mailing & Website; Ongoing for Information Dissemination & Interagency Cooperation	Outreach and Referral is Ongoing.
	20	Public Participation and Monitoring	Integrative Policy Development and Performance Review	Ongoing	Noticing and Annual HCD Reports are Ongoing.
PRESERVATION OF AT RISK UNITS	21	Affordable Housing Monitoring	Annually Updated "At Risk" Units List and Notification of Central Gardens I	Ongoing for Annual Year-End Reports, 2010 for Notification of Central Gardens I	Noticing and Annual HCD Reports are ongoing.

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, City Manager

Meeting Date: April 23, 2015

Subject: Extension of Existing Contract with Metro Ventures Ltd. for Irma L. Tucker to Provide Professional Planning Services

BACKGROUND

The contract for Irma L. Tucker, President of Metro Ventures, for professional planning services, expires on May 8, 2015. Ms. Tucker has helped ease the workload on planning and she continues to be an excellent fit for the City. Projects she has worked on include:

- Completion of the Housing Element along with Assistant Planner Perez
- Processing and plancheck of the Hampton Inn Development Plan
- Processing and plancheck of the Tilton Engineering Development Plan
- Assisted contract planner Rickenbach on the Live Oak Lanes project
- Fielded planning questions at the counter and over the phone
- Worked with Public Works Director Hess on forming the “green” team committee
- A key project team member on the Avenue of Flags Specific Plan

The planning workload is continuing so staff would like to extend the contract with Irma Tucker for one year due to the Avenue of Flags Specific Plan project.

The current 6-month contract is for 520 hours (20 hours per week) at \$77 an hour for a not-to-exceed cost of \$40,040. Based on the excellent serviced the City has received and the fact that Ms. Tucker books hotel nights while working at the City (and does not bill the City), staff is requesting an hourly increase to \$80 per hour. Therefore a one year contract would equal 1,040 hours (20 hours per week) at \$80 an hour for a not-to-exceed cost of \$83,200. Any additional extension of the contract would be brought back to the City Council for authorization.

This is a contract position and does not include any benefits.

FISCAL IMPACT

The City is still seeing a cost savings of not having a full time Planning Director while still having a contract planner on staff. Planning expenditures through 66% of Fiscal Year 14-15 are at 49%. This is due in part to approximately 55% of her hours being charged to private development projects in which the city is reimbursed. The \$83,200 can continue to be accommodated via budget transfers from salaries to contract services in Fiscal Years 14-15 and 15-16.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to extend the existing contract for professional planning services with Metro Ventures Ltd. for a period of one year.

Certificate of Achievement

***THE NORMAN AND GALE WILLIAMS
BUELLTON EDUCATION SCHOLARSHIP***

**FOR THE 2015-2016 ACADEMIC YEAR
IS AWARDED TO**

LESLEY GOMEZ

**PRESENTED AT THE APRIL 23, 2015
BUELLTON CITY COUNCIL MEETING, BUELLTON, CALIFORNIA**

NORMAN WILLIAMS



HOLLY SIERRA, MAYOR

Certificate of Achievement

***THE NORMAN AND GALE WILLIAMS
BUELLTON EDUCATION SCHOLARSHIP***

**FOR THE 2015-2016 ACADEMIC YEAR
IS AWARDED TO**

GABRIEL ZEPEDA

**PRESENTED AT THE APRIL 23, 2015
BUELLTON CITY COUNCIL MEETING, BUELLTON, CALIFORNIA**

NORMAN WILLIAMS



HOLLY SIERRA, MAYOR



PROCLAMATION National Day of Prayer

WHEREAS, each year, in accordance with Public Law 100-307, the President proclaims the first Thursday in May as National Day of Prayer;

WHEREAS, a National Day of Prayer is an occasion for each of us to reflect more deeply on the eternal verities and those matters which transcend our everyday routines. Through prayer, one opens the heart and stills the mind; and

WHEREAS, I encourage everyone to participate in this day in the manner that is most appropriate to their own religious or spiritual beliefs and experience.

NOW, THEREFORE, I, Mayor Holly Sierra, on behalf of the Buellton City Council, proclaim Thursday, May 7, 2015, as a National Day of Prayer.

PASSED, APPROVED, and ADOPTED this 23rd day of April 2015.



Holly Sierra
Mayor



CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: April 23, 2015

Subject: Resolution No. 15-05 – “A Resolution of the City Council of the City of Buellton, California, Approving a Circulation Element Amendment (15-GPA-01) Which Removes a New Street from the Circulation Element Map”

BACKGROUND

The proposal is to remove a “new street” from the Circulation Element Map. This request was initiated by the property owner of lots 10/11/12 in the Santa Rita Gateway Center at 71 Industrial Way. The property is the remaining undeveloped portion of the Santa Rita Industrial Park. During the Circulation Element update in 2005, the Circulation Element Map Figure C-1 was updated to show a “new street” to the west of Industrial Way and east of the city’s wastewater treatment plant (Attachment 1) in order to address concerns that the vacant property south of the wastewater treatment plant would not have access.

During staff’s current review of the Circulation Element, the City determined that it would not build a public road over this existing area and that the “new street” designation was unnecessary in the General Plan. The placement of that designation in 2005 was made without review of the actual necessity or feasibility of a public street. The steep grade differential would restrict that access driveway from being developed as a full public road. In addition, current access to the wastewater treatment plant has been through Pamela Way (a private road which the city has been provided access rights).

Removal of the “new street” designation does not remove any access rights the City has over that area. The City owns in fee an 18- foot width to 30- foot width of the old access road and an additional 30- foot wide easement for road purposes as shown on Attachment 2.

On February 5, 2015 the Planning Commission reviewed this project and recommended that the City Council approve the Circulation Element Amendment. The Planning Commission also suggested that affected property owners and city staff discuss the details of this proposal since concerns have been raised by an adjacent property owner. Discussion and negotiations regarding development rights, alternative access and needs,

as well establishing a better understanding of the underlying easements for the property owners, have been ongoing.

Trey Pinner, the property representative, for the vacant parcel south of the wastewater treatment plant is mainly concerned about losing access. The action of removing the “new street” designation in the General Plan’s Circulation Element does not eliminate access to his property. Mr. Pinner’s parcel may have access rights over the existing road the City owns in fee as shown in Attachment 3. Regardless of the validity of that access right, access to Mr. Pinner’s parcel can be easily granted because the City owns that portion in fee. These rights are not lost by removing the “new street” designation.

A secondary issue raised by Mr. Pinner relates to the proposed subsequent actions, which involve vacation of the excess southern easement as delineated in Attachment 3. He is concerned about the availability of suitable access width to develop his vacant parcel. This determination is difficult to fully assess without a project proposal. However, staff reviewed his lot and, based on the floodway limits alone, estimates that the developable area is approximately five acres. This acreage may be further reduced based on current stormwater requirements for permeable surfaces. In general discussion with the Fire Department, an industrial area may be served by a driveway with a width of twenty feet. The total width available is thirty feet (Mr. Pinner’s twelve foot easement plus the City’s eighteen feet). On the upper portion of the access, the City’s property is 25 to 30 feet wide. Therefore, the minimum Fire Department standards are met for access.

During a meeting between Mr. Pinner, his engineer Sid Goldstein, Rose Hess and Mr. Poor (property owner of Lots 10/11/12), various alternative development access locations and widths were discussed. These include:

- 30’ width – existing through the city’s access road
- 40’ width – utilizing the 10- foot drainage easement to the east located on Mr. Poor’s lots
- 30’ width – utilizing Pamela Way (Mr. Pinner’s property currently has no rights to utilize Pamela Way, discussion and negotiation would still be available if there was a shared interest and contribution to its maintenance)
- Varying width - utilizing a portion of the southeast corner of the wastewater treatment plant if needed for access width and to facilitate turn movements

Final determinations have not been made or agreed upon since there is no actual development plan. However, all parties are open to continue discussion. Should Council approve this recommendation, staff would return to the Planning Commission with the request to vacate the excess easement that impacts lots 10/11/12 in the Santa Rita Gateway Center at 71 Industrial Way (shown on Attachment 3).

To summarize, tonight’s action is specific and limited to removing the “new street” designation in the General Plan’s Circulation Element. The findings to support this action are:

- The City will not be building new public street in this area;

- Access to the WWTP has been provided through Pamela Way;
- The City already has existing rights in fee and easements for access to the southerly property without a “new street” General Plan designation;
- Mr. Pinner’s parcel already has existing rights for access through the City’s access road along with their own 12 foot access strip; and
- The City’s fee ownership of existing access roads allows the right of the City to grant access across this property to properties in the area.

RECOMMENDATION

That the City Council consider approval of Resolution No. 15-05 – “A Resolution of the City Council of the City of Buellton, California, Approving a Circulation Element Amendment (15-GPA-01) Which Removes a New Street from the Circulation Element Map”

ATTACHMENTS

Resolution No. 15-05
Attachment 1 – Circulation Element Map
Attachment 2 – Existing Easements
Attachment 3 – Existing Access Rights

RESOLUTION NO. 15-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, APPROVING A CIRCULATION ELEMENT AMENDMENT (15-GPA-01) WHICH REMOVES A NEW STREET FROM THE CIRCULATION ELEMENT MAP

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

SECTION 1: California Government Code Section 65300 requires that each city and county adopt and periodically update a comprehensive general plan. The current Land Use and Circulation Elements were updated in 2005. The Conservation and Open Space, Parks and Recreation, Public Facilities and Services, and Safety Elements were updated in 2007. The Housing Element was updated in 2015.

SECTION 2: The proposed project (the “Project”), for purposes of the California Environmental Quality Act of 1970, as amended (“CEQA”), consists of:

- **Technical Amendments to the Circulation Element of the General Plan, 15-GPA-01.** The Project includes technical amendments to Figure C-1 of the Circulation Element of the General Plan. A “new street” to the west of Industrial Way and to the east of the wastewater treatment plan will be removed. Circulation review has been completed and full road width of 30 feet will not be constructed as shown in Figure C-1. Steep grade differentials restrict that access driveway from being developed as a full road. The existing access width of 18 feet has been sufficient for trucks and emergency services. Although the designation of “New Street” will be removed from the Circulation Element, the existing access and road easement will remain through the entrance of the Wastewater Treatment Plant. In addition, an access easement for private road purposes remains to the lot south of the Wastewater Treatment Plant.

SECTION 3: All proceedings having been duly taken as required by law, and upon review of the information provided in the staff report, consideration of the testimony given at the public hearing, as well as other pertinent information, the City Council finds the following:

- A. **Record.** Prior to rendering a decision on any aspect of the Project, the City Council considered the following:
 1. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the Planning Commission on February 5, 2015 (the “PC Public Hearing”).
 2. All oral, written and visual materials presented by City staff and consultants in conjunction with the PC Public Hearing.

3. All public testimony, both written and oral, received in conjunction with that certain public hearing conducted by the City Council on March 26, 2015 and continued to April 23, 2015 (the “CC Public Hearings”).
4. All oral, written and visual materials presented by City staff and consultants in conjunction with the CC Public Hearings.
5. The following informational documents which, by this reference, are incorporated herein.
 - a. Those certain written reports submitted by City staff dated February 5, 2015, March 26, 2015, and April 23, 2015 (the “Staff Reports”).

B. Public Review. On the basis of evidence hereinafter listed, all administrative procedures and public participation requirements prescribed in the Buellton Municipal Code have been lawfully satisfied:

1. A notice was published in a legal section of a newspaper of general circulation on January 22, 2015 (the “PC Public Notice”), a minimum of ten (10) days in advance of the Public Hearing conducted by the Planning Commission on February 5, 2015, and posted at three permanent and conspicuous locations within the City.
2. The PC Public Notice was mailed to the Applicant, affected public agencies, persons owning property within 300 feet of the Project site and others known to be interested in the matter on January 22, 2015, a minimum of 10 days in advance of the PC Public Hearing.
3. The PC Public Notice was posted in three public locations on January 22, 2015, a minimum of 10 days in advance of the Public Hearing.
4. A notice was published in a legal section of a newspaper of general circulation on March 12, 2015 (the “CC Public Notice”), a minimum of ten (10) days in advance of the Public Hearing conducted by the City Council on March 26, 2015 and continued to April 23, 2015, and posted at three permanent and conspicuous locations within the City.
5. The CC Public Notice was mailed to the Applicant, affected public agencies, persons owning property within 300 feet of the Project site and others known to be interested in the matter on March 12, 2015, a minimum of 10 days in advance of the Public Hearing which was held on March 26, 2015 and continued to April 23, 2015.

6. The CC Public Notice was posted in three public locations on March 12, 2015, a minimum of 10 days in advance of the CC Public Hearing which was held on March 26, 2015 and continued to April 23, 2015.

C. **Environmental Clearance.** The proposed minor technical amendments to Figure C-1 of the Circulation Element are exempt from CEQA because it can be seen with certainty that there is no possibility that the activity in question will have a significant effect on the environment, pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 4:

A. **Environmental Review.** The City Council hereby determines that the proposed minor technical amendments to Figure C-1 of the Circulation Element of the General Plan are exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines.

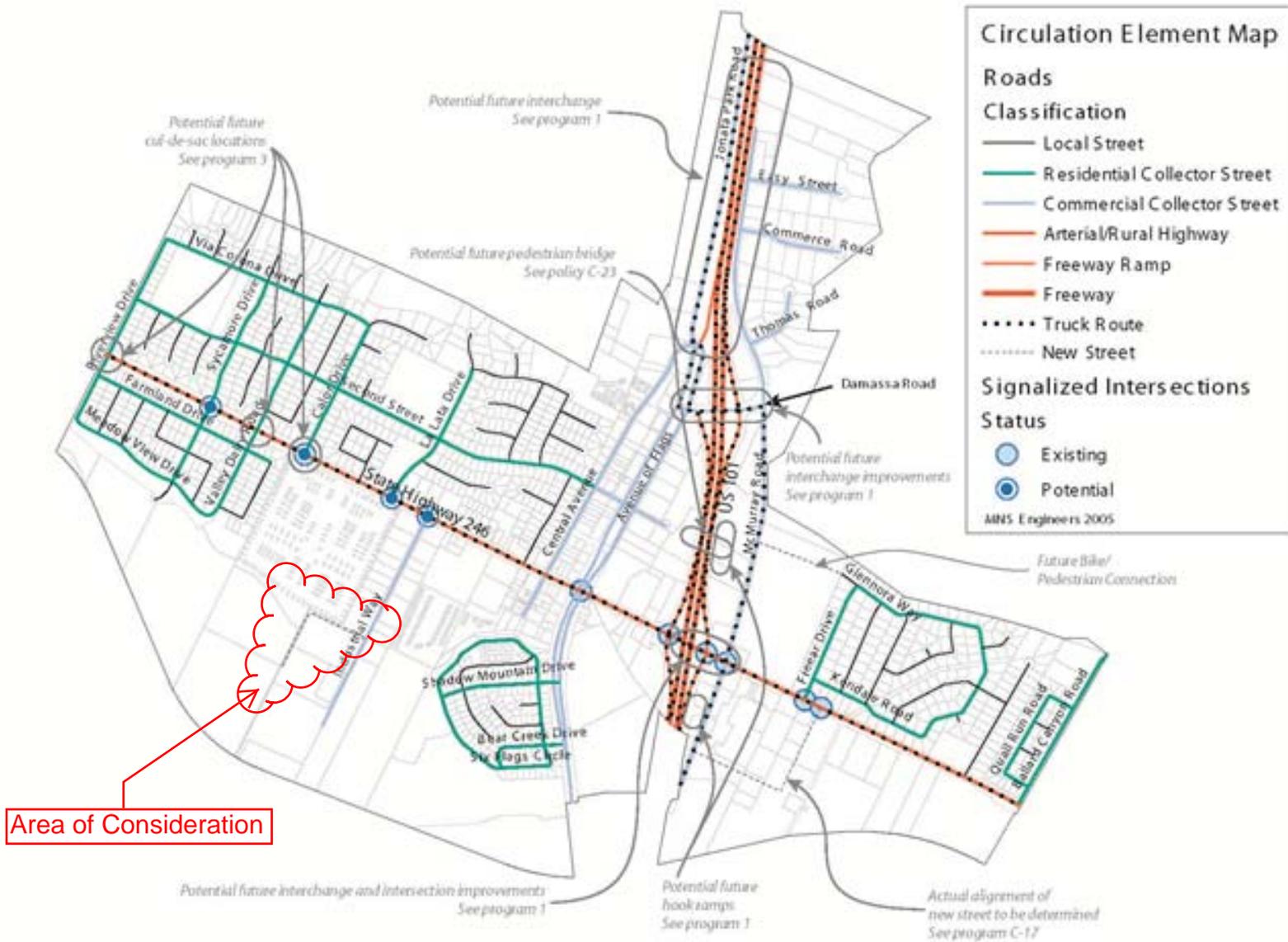
B. **General Plan Amendment.** The City Council hereby approves the minor technical amendments to Figure C-1 of the Circulation Element of the General Plan as shown on Exhibit A, attached hereto.

PASSED, APPROVED AND ADOPTED this 23rd day of April 2015.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

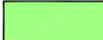


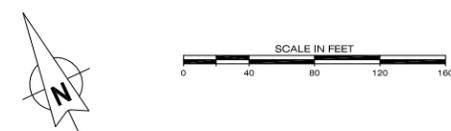
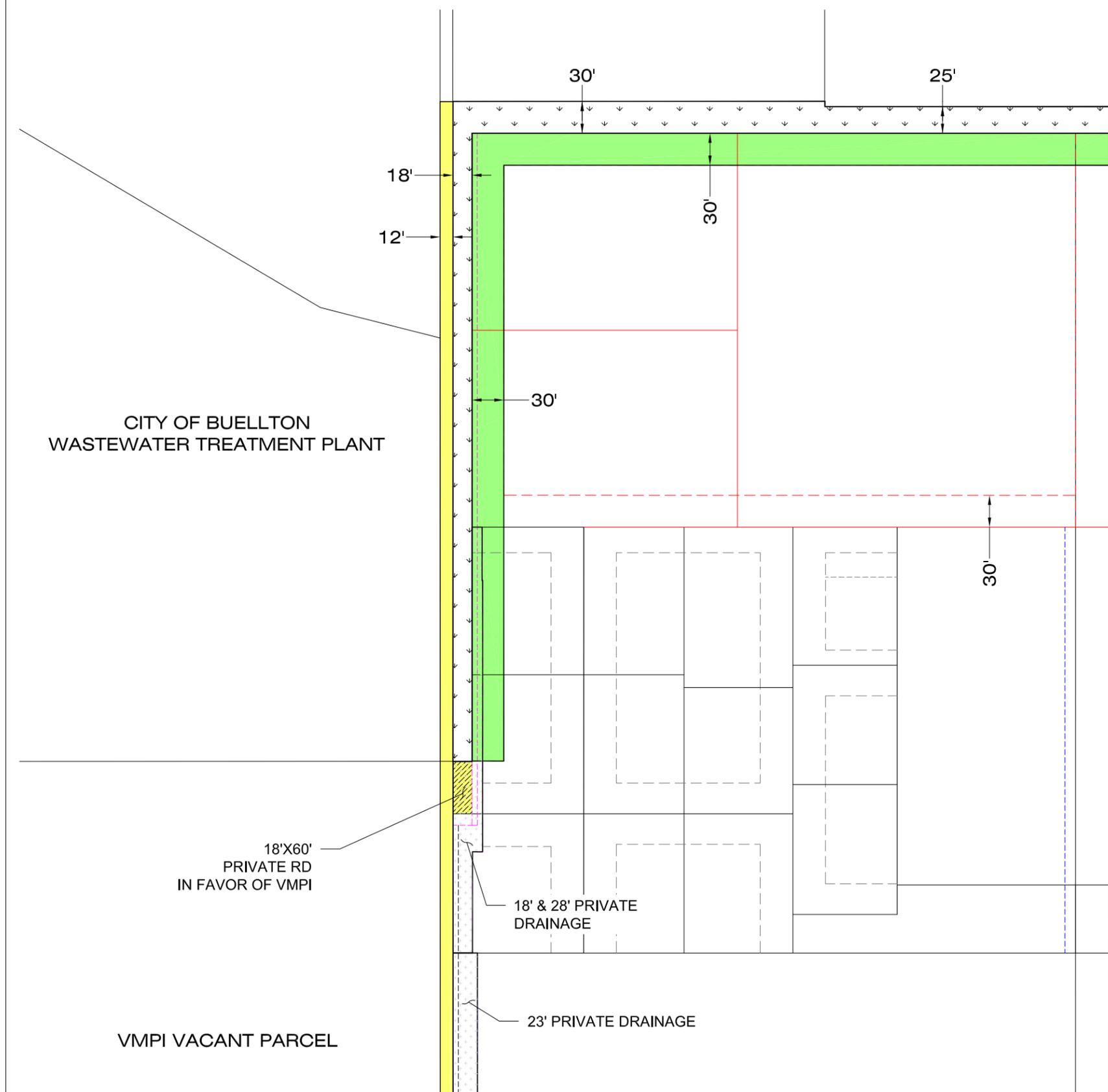
Source: MNS Engineers, Inc. and City of Buellton, November, 2005

Circulation Element Map

Figure C-1

ATTACHMENT 2

-  FEE TO BUELLTON COMMUNITY SERVICE DISTRICT (B.C.S.D.)
-  EASEMENT TO B.C.S.D.
-  FEE FOR VMPI
-  EASEMENT FOR PRIVATE ROAD TO VMPI



CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council
From: Carolyn Galloway-Cooper, Finance Director
Meeting Date: April 23, 2015
Subject: Fiscal Year 2015-16 Requests for Funding from Non-Profit Agencies

BACKGROUND

The City has received funding requests from outside non-profit agencies. Funding is allocated to two budget units of the General Fund. Paws Park and Botanic Gardens are funded through Parks Maintenance and all other agencies are funded through Non-Departmental. The Historical Society will be funded as part of the Budget process separately at a future date.

Each agency will be available to provide a 3-minute statement communicating their funding request.

General Fund: Non-Departmental:

1. Santa Ynez Valley Senior Citizens' Foundation, Inc.
Representative – Robin Serritslev, Grant Writer

FY 15-16 Requested amount - \$50,000 Received FY 14-15: \$50,000

2. Santa Ynez Valley People Helping People
Representative – Dean Palius, CEO

FY 15-16 Requested amount:

<i>Food and Emergency Program</i>	<i>\$12,000</i>	Received FY 14-15: \$	8,250
<i>ADCAP</i>	<i>4,000</i>	Received FY 14-15:	<u>2,750</u>
<i>Total:</i>	<i>\$16,000</i>	Total Received -	\$11,000

3. Foodbank of Santa Barbara County
Representative – Eric Talkin, CEO

FY 15-16 Requested amount - \$12,000 Received FY 14-15: \$7,700

- 4. Santa Ynez Valley Fruit & Vegetable Rescue
Representative – Amy Derryberry, Executive Director

FY 15-16 Requested amount - \$7,000 Received FY 14-15: \$4,000

- 5. Santa Ynez Valley Community Aquatics Foundation
Representative – Bruce J. Porter, President

FY 15-16 Requested amount - \$10,000 Received FY 14-15: -0-

General Fund: Parks Maintenance:

- 6. Santa Ynez Valley Botanic Gardens
Representative – Puck Erickson, Board President

FY 15-16 Requested amount - \$5,000 Received FY 14-15: \$5,000

- 7. Paws Park
Representative – Darin Biamonte, President

FY 15-16 Requested amount:

Renewal of exterior maintenance - \$ 6,300 Received FY 14-15: \$6,300

New hydro-seed maintenance - \$ 4,200

Total: \$10,500

FISCAL IMPACT

The City Council funded outside agencies in the amount of \$84,000 in the prior year. Non-Departmental funding was \$72,700 and Park Maintenance funding was \$11,300. This year the requests total ***\$110,500*** (Allocation: Non-Departmental - \$95,000 and Park Maintenance - \$15,500).

RECOMMENDATION

Staff recommends that the City Council determine the allocations for the 2015-16 funding requests from non-profits that will be reflected in the Non-Departmental and Parks Maintenance budget units of the General Fund.

ATTACHMENTS

- Attachment 1 – Santa Ynez Valley Senior Citizens’ Foundation, Inc. – Funding Request
- Attachment 2 – Santa Ynez Valley People Helping People – Funding Request
- Attachment 3 – Foodbank of Santa Barbara County – Funding Request
- Attachment 4 – Santa Ynez Valley Fruit & Vegetable Rescue – Funding Request
- Attachment 5 – Santa Ynez Valley Community Aquatics Foundation – Funding Request
- Attachment 6 – Santa Ynez Valley Botanic Gardens – Funding Request
- Attachment 7 – Paws Park



Santa Ynez Valley Senior Citizens Foundation

March 6, 2015

City of Buellton
City Council
P.O. Box 1819
Buellton, CA 93427

Dear City Council,

On behalf of the Santa Ynez Valley Senior Citizens Foundation DBA the Buellton Senior Center I would like to sincerely thank the City of Buellton for its unwavering support of seniors. We would not be able to serve the community at our current capacity without your support.

The Santa Ynez Valley Senior Citizens Foundation DBA the Buellton Senior Center is respectfully submitting this letter for consideration for grant funds in the City's 2015-2016 budget.

Request: \$50,000 Food Program grant for the Buellton Senior Center to assist with funding the increased demand for meals for low-income seniors.

Organization History, Mission and Sustainability

The Buellton Senior Center is a 501(c)(3) organization founded in 1976. The Board of Directors consists of nine community members and 75 volunteers provide more than 16,000 hours of work in addition to five staff members.

The Center is open Monday through Friday from 10:00 to 3:00. The **mission** of the Santa Ynez Valley Senior Citizens Foundation, Buellton Senior Center is to advocate and promote the well being of valley-wide seniors, especially those who are financially at risk.

Executive Director, Pam Gnekow has volunteered to waive her salary for two years (2014 and 2015) in order to move the Buellton Senior Center to secure financial footing. The Center has consolidated its two thrift stores in to one thrift store with much success, perfected its catering service, reduced its 2015 food budget by 40% from two years ago by offering more "Chef's Choice" lunches, soups and vegetarian options while maintaining its quality and RDA nutritional compliance. Current church partnerships are leveraging our donation and assistance capacity and volunteer availability. Treasurer, David Lehman, CPA is volunteering to do all of the Center's bookkeeping, eliminating the bookkeeping expenses and offering the best accounting possible. 2014 was the first year in several that the Buellton Senior Center had a "net profit" and is trending positively with cash flow all while increasing services.

The Center is excited to move to its new location in 2017 across from the Marriott. The new location not only be a beautiful place for our clients to eat and socialize, but also



Santa Ynez Valley Senior Citizens Foundation

save the Center repair fees as it will be a free lease, offer a more efficient and larger kitchen, and provide payment for 50 new seniors lunches from the people that live in the development. We plan to keep our current location open to best serve our clientele that live in the two Buellton mobile home parts.

Programs

Your grant helped us provide 23,898 meals, 3,500 bags of groceries to 1,133 people in 2014. 75% of our clients received need-based, income verified scholarships. We also remodeled the Center to make it both more inviting and efficient.

Approximately 60% of our overall clientele are Caucasian and 50% of our Meals on Wheels and grocery program users are Latino. 75% of our Food Program users are low-income based on HUD's standards for Santa Barbara County (\$35,700 or less) and receive free meals. Many of our clients live below the Federal poverty level and some are homeless. The average income of our scholarship clients is \$860/month. Our Food Program enables seniors to live independently and provides meals that meet 75% of their daily dietary requirements.

The Center Provides

Food Program:

- ❖ 23,500 meals annually
 - i. 136 housebound seniors use our Buellton Meals on Wheels
 - ii. 957 clients of which 75% are low-income
- ❖ 3,500 bags of free groceries are supplied to 65 low-income seniors annually
- ❖ Daily Free Farmer's Market Open to the Public
- ❖ Monthly Senior Center dinners
- ❖ Pick up and delivers weekly Food Bank food for all of the Stuart Gildred Y's Day Care programs and Santa Ynez Charter School
- ❖ Monthly "mandate" dinners in collaboration with Valley Christian Fellowship
- ❖ Co-hosting the Veteran's of Foreign Wars Welcome Home Dinners with the Solvang Rotary

Other Programs:

- ❖ 90 Center Subsidized Dial-A-Ride bus passes are sold at a discounted price each month
- ❖ Assist low-income seniors obtain prescriptions (over 100 people served in 2014)
- ❖ Match seniors to senior rooms for rent (50 people served over the past 2 years)
- ❖ Medical Aids Closet is open everyday for people to borrow items
- ❖ Bingo every Friday
- ❖ Volunteers drive seniors to appointments as requested
- ❖ Quilting Circle
- ❖ Volunteer and job opportunities for the County's Probation Department
- ❖ Thrift Store open daily in Buellton and operated by volunteers



Santa Ynez Valley Senior Citizens Foundation

- ❖ Distribution center for SYV People Helping People
- ❖ Administer the City of Buellton's Mobile Home Assistance Fund
- ❖ Propane to seniors that can't afford to heat their mobile homes
- ❖ Assist low-income seniors obtain pet food

Future Funding

The Center regularly collaborates with eight other organizations to deliver services to seniors and the low-income population of the Santa Ynez Valley. The 2015 budget is smaller than the 2014 budget at \$512,800, which is generated primary from thrift store revenues, grants and fundraising. The Center hosts Chef's Picnic in the Park with the Solvang Senior Center, which the Chumash Foundation sponsors, operates a catering service and hosts an annual golf tournament.

Evaluation

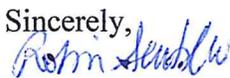
Our main success driver is the number of meals prepared and the number of people served. Our Food Program goals for 2015 are to: serve more than 950 people, prepare at least 23,500 meals, distribute at least 3,500 bags of groceries, and add weekend Meals on Wheels that will be delivered Fridays as soon as funding is secured. Our organizational vision is to end senior hunger in the Valley.

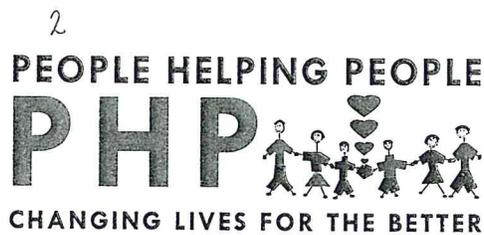
The Center builds strong relationships with its clientele. We check on all of the Meals on Wheels clients' everyday and when something is needed makes sure that the client is taken care of. There are a handful of homeless people in the Valley and we welcome them to use the bathroom and phone whenever they need. We contact family members when it appears more services are needed than the Center can provide.

Attachments

- A. Organizational Budget
- B. Program Budget
- C. City of Buellton granting history
- D. Financial Statements

Thank you for your past support and for the opportunity to present this request. The relationship that we have built truly benefits our wonderful city and its residents.

Sincerely,

Robin Serritslev
Grant Writer



March 10, 2015

Mayor and Council Members
City of Buellton
P.O. Box 1819
Buellton, CA 93427

Dear Honorable Mayor and Council Members:

REQUEST:

For Fiscal Year 2015-16, People Helping People (PHP) requests that the City Council consider a grant to fund basic needs programs in the total amount of \$16,000. Funding to specific programs to be as follows:

1. Continued partial funding of the Food and Emergency Solutions Programs of People Helping People in the amount of \$12,000 for fiscal year 2015-16. Serve 200 Buellton residents on Food Program. Serve 50 Buellton residents with Emergency Solutions Program to prevent homelessness.
2. Continued partial funding of the ADCAP (Advocates for Domestic & Child Abuse Prevention) Program of People Helping People in the amount of \$4,000 for fiscal year 2015-16. Serve 30 Buellton residents with the ADCAP program to prevent domestic violence.

Last year, the Council funded People Helping People at \$11,000.

DISCUSSION:

Organization Background and Goals

In December, PHP celebrated its 22nd Anniversary of service to the Santa Ynez Valley and the City of Buellton in particular. PHP continues to manage eighteen (18) distinct programs and services, "under one roof," to minimize overhead costs (9% including general/administrative and fundraising) and improve access to services. PHP also continues to partner with other organizations to provide local services to meet the needs of local residents. PHP houses services from County Departments including Public Health, Social Services and from non government agencies like Antioch University (counseling interns) and CALM (Child abuse Listening and Mediation Services).

PHP is a unique multi-program organization which has developed a model delivery system integrating services for infants, children, and adults into a "one stop" shop with multiple neighborhood access points. PHP continues to meet clients' basic needs while working to reduce risk factors and needs. Major programs include **Basic Needs:** Food and Emergency Solutions (Rent, utility and relocation assistance to Prevent Homelessness or rapidly re-house a family); **Health Care:** Community Health Care Access, Children's Dental Fund, Adult Dental Fund, Early Childhood Mental Health Counseling; **Youth Programs:** Los Alamos Afterschool Youth Program, Student Action Prevention Network (SPAN-Life Skills Classes), High School Student Mentoring, Generation Kindness and Drug Free Clubs, and Youth (drug prevention) Coalition; and **Family Support:** Family Strengthening; Domestic Violence Prevention, Advocacy, Parent Education, Scholarships, and Christmas-Fulfill-A-Wish. All of these services are delivered from PHP's Solvang Service Center and five school-based Family Resource Centers including one at Jonata School.

PHP's mission is as follows:

"People Helping People is dedicated to improving the lives of men, women and children in the communities it serves by addressing emergency and basic needs, furnishing comprehensive integrated family and individual support services, and acting as a catalyst for positive community change."

Traditionally, PHP services have been primarily furnished to very low and low-income individuals and families and anyone with a temporary financial need. However, PHP's school based academic, literacy, counseling, and other family support program services are furnished based upon need not income. These services are particularly furnished with the aim of realizing PHP's vision that:

All men, women, and children in our community should have the opportunity to attain self-sufficiency with dignity, are able to fulfill their potential, and live in a healthy community."

In fiscal year 2012-13 ending June 30, PHP served more than 3,900 unduplicated clients, and increase from 3,700 in 2011-12. In the Buellton zip code that may include some County residents, PHP served more than 733 clients.

Major Accomplishments

1. In 2010 and 2011, PHP won the S. B. County Women's Commission award for service to women and their families.
2. **For FY 12-13, PHP provided a total of nearly 4,000 services in Buellton at a value of \$259,000.** Buellton's funding of \$11,000 was therefore leveraged 24 times to provide services by PHP.
3. PHP has continued to serve an increasing number of clients, especially in its basic needs programs, even though staffing has decreased significantly (-33%) over the past 4 years. This is a testament to the commitment of staff to the mission of PHP and its management's ability to pursue efficiencies and do more with less.
4. PHP continues to operate extremely efficiently and effectively. There are two key reasons:
 - a. PHP has been able to do more with less through its creative partnerships and pursuit of outside funding to meet client needs. In terms of partnerships, PHP has continued to expand its cooperative efforts to prevent and reduce homelessness in the Valley by collaborating with St. Vincent's de Paul at Mission Santa Ines, Deacons at S.Y.V. Presbyterian Church, and the Vestry at St. Mark's. The partners cooperate to fund assistance, conduct home visits, and case-manage clients.
 - b. For FY 2013-14, PHP's annual audit of financial statements shows that PHP's total overhead costs were below 10% of total expenses. PHP overhead consists of 6.7% for fundraising and a remarkably low 2.3% for general and administrative (G&A) expenses. The audit contained no exceptions which is consistent with audits for the past eight (8) years. And for the first time last year, the audit included no management recommendations, which is evidence of the excellence of our accounting procedures.
5. For the first seven months of FY 2014-15, PHP is on pace to serve approximately the same number of clients as in the prior year.
6. In 2012-13, in order to reduce food insecurity among low to extremely low income local residents, PHP initiated a County-wide collaborative of non-profit agencies. Food insecurity is defined as "not knowing at

some point where your next meal will come from.” In Santa Barbara County, the Foodbank reports that 1 in 4 children and 4 in 10 adults report food insecurity. The Collaborative of County non-profits led by PHP was designed to attract additional federal support to the areas served by the members so that clients could purchase additional food. PHP successfully completed the second year of a 2-year grant as the lead agency of the Collaborative and was just granted a new two-year grant by which has been so successful the State Department of Social Services.

7. In 2012-13, PHP, in a very competitive grant process, was awarded its first Emergency Solutions grant by Santa Barbara County. PHP was funded again in 2013-14 and 2014-15. These federal funds are used to prevent homelessness and rapidly re-house the homeless whose annual income is at or below 30% of the Area Median Income (AMI). For a family of four, this income limit is \$23,900 per year.

8. Also in 2012-13, PHP’s successful efforts via its Youth Coalition of community leaders to reduce alcohol, tobacco, and drug abuse in the Valley was rewarded by the Substance Abuse and Mental Health Administration (SAMHSA) with a renewal of a 5-year Drug Free Coalition grant and a 4-year Sober Truth About Preventing Underage Drinking (STOP) grant. PHP is completing the second year of both of these grants.

9. In fiscal year 2013-14, PHP served the following numbers of unduplicated clients in Buellton for funded programs:

Food Program: 140

Emergency Solutions: 38

ADCAP Domestic Violence Prevention: 27

10. In FY 2013-14, in recognition for the importance of its public services to low income residents, PHP was awarded a \$149,00 Community Development Block Grant (CDBG) to make capital improvements to its Client Service Center. In 2014-15, PHP has once again been recommended by County Staff and the Capital Loan Committee for an additional capital grant for its Service Center building.

Program Goals and Outcomes

PHP is requesting funding to support its basic needs programs in the City of Buellton: Food Distribution, Emergency Solutions, and Advocates for Domestic and Child Abuse Prevention (ADCAP). The specific goals and objectives, and activities of these programs are described below.

The goals of the Food Program are to reduce hunger, improve nutrition, improve quality of life, and reduce public expense. The Food Program also acts as a bridge for individuals and families during times of urgent need, which helps to reduce homelessness. Specific outcomes include:

- Food Program will serve 1150 unduplicated individuals with 260,000 pounds of food
- 30% of Food Program families will receive referrals for other PHP services
- 60 families lacking transportation or who are disabled will receive deliveries of groceries
- 50% of groceries will be healthy fruits and vegetables

The goals of the Emergency Solutions Program are to prevent homelessness and rapidly re-house individuals and families who become homeless. Specific outcomes include:

- Will serve 150 unduplicated clients
- 90% of rent assistance participants will remain in permanent housing for six months

- 80% of adult participants will obtain earned income at project exit

The primary goal of PHP's Advocates for Domestic & Child Abuse Prevention (ADCAP) Program is to reduce the number of adults and children subjected to domestic violence. The specific outcome to be achieved is to maintain an annual repeat incident rate of 5% or below per year. That means the family is free of violence for a minimum of 1 year after PHP services. 160 clients will be served.

Program Descriptions

PHP's programs endeavor to empower individuals and families to become as self-sufficient as possible and to gain the skills and knowledge to advocate for themselves. Clients are empowered by improvement to individual and family functioning including healthy parenting practices, improved academic achievement, job skills, health, and freedom from violence. Clients are encouraged to give back by participating on PHP committees, at events, and to volunteer at programs like the Food Program.

The Food Program is extremely efficient and effective leveraging a small amount of cash and maximizing donated goods and volunteers. The equivalent of 1/3 of a PHP employee (15 hours per week) coordinates the program that utilizes 15-20 volunteers in two locations to distribute in excess of \$350,000 in direct goods and assistance.

The Food Program operates biweekly year-round at Mission Santa Ines and at Creekside Apartments (new location) in Los Alamos. A storage facility is maintained at the Solvang Designer Outlet Center. 375 families are currently enrolled. Approximately 150 families are currently being served at the Mission and 80 in Los Alamos at each scheduled distribution. Volunteers currently make biweekly deliveries to approximately 20 families that lack transportation and approximately 45 families who are unable to get to the Mission by 1 PM pick up groceries later in the day at PHP's Service Center in Solvang or at the Buellton Senior Center. Families are entitled to receive between one-three bags of groceries dependent upon family size. Each bag of groceries weighs 16-20 pounds. The Food Program now distributes approximately 256,000 pounds of food per year. Food is purchased from the Santa Barbara County Food Bank, donated by the Food Bank or USDA, and donated by the local community. PHP staff enrolls applicants, orders food, arranges for its delivery, maintains inventory, and prepares required reports. Volunteers unload, pack, distribute, and store food as well as clean up and deliver bags of groceries at two sites. For emergency needs, PHP maintains a food pantry at its Service Center that is stocked with canned and dry goods for emergencies. In addition, PHP distributes food from Albertson's "Fresh Rescue" program three days each week at its Solvang Service Center and one day each week at Crossroads Church in Buellton. Annually, this produces 12-15,000 pounds of donated food. PHP in conjunction with Crossroads Church and the Santa Barbara County Foodbank also conducts a monthly "farmers' market distribution (80 clients) in Buellton.

Last fiscal year ending June 30, 2014, PHP served 1,085 unduplicated individuals through the Food Program. Last year, more than 2,000 volunteer hours were donated to operate the program. Clients must meet Federal poverty standards and verify income at intake. Standards are \$16,245 for a single; \$40,515 for a family of five.

Emergency Solutions Services are furnished to clients upon referral to PHP from school based Resource Centers, churches, businesses, schools, and law enforcement. Services are furnished through vouchers at the PHP Thrift Store and local restaurants, motels, service stations, and other service vendors. Rental assistance

payments may be made directly to a landlord to prevent eviction or furnish rapid re-housing when a long-term solution is available to prevent future recurrence. Utility Assistance is provided to families who have received a 48-hour shut off notice. Payment is made either directly to a utility or through a voucher system. Last, PHP assists clients with transportation (and translation) to employment, are seeking work or need to attend to legal or medical matters. Transportation is furnished by PHP staff or with transit vouchers. Eligibility is based upon proof of need. All clients must pass a drug screening to be eligible for rent or utility assistance.

For the past four years, PHP has partnered with local organizations St. Vincent De Paul and SYV Presbyterian Deacons to multiply its direct assistance to needy families and reduce duplication. St Marks recently joined this partnership to prevent homelessness. In 2013-14, PHP assisted 166 individuals, a 10% increase from the prior year.

The ADCAP domestic violence prevention program has been in operation for fourteen years. Services are directed toward both intervention and prevention; immediate cessation of continuing violence, implementation of a public education and information component designed to improve access to services and to forestall the start of physical violence. Efforts directed at the prevention and cessation of current domestic and family violence break the prevalent cycle of today's children becoming tomorrow's abusers. The specific program, administered by the ADCAP Program Director, on-site staff, and certified volunteers, available 24 hours includes:

- **Emergency Services** - Twenty-four hour advocate response to Santa Barbara County Sheriff's Department (Buellton Police Department) 911 domestic violence crime calls, emergency transportation, temporary shelter, food and clothing. During the hours of 5 PM to 7 AM emergency services are provided by on-call volunteers.
- **Drop-in Center** during business hours staffed by ADCAP's Coordinator, who conducts client needs assessments, develops support and safety plans, furnishes service referrals, and provides advocacy and victim empowerment through counseling, legal, and court support.
- **Case Management Services** – Risk and needs assessment, home visitation, translation, transportation, system advocacy, follow-up, vocational guidance, referrals and linkages and on-going evaluation of service plan.
- **Information, referral and follow up to community resources** - Community service organizations, health care and counseling; District Attorney's Victim Witness Program, Legal-Aid, Family Law, Child Welfare Services

This ADCAP program is the only one of its kind in the County operating with an all volunteer emergency response, and therefore the ADCAP program is extremely cost effective. The total annual budget of \$53,000 supports a part-time program Director and part-time case management staff that follow-up with victims and family members to make sure that they are safe, have basic needs met, and receive family support services including counseling.

Financial Information

PHP's projected Fiscal Year 2014-15 annual operating budget (See Attachment 1)

Revenue	: \$2,018,882
Expense	: \$1,920,092
Net Over Expense	: \$ 36,473

PHP's projected Fiscal Year 2015-16 annual operating budget (See Attachment 1)

Revenue : \$2,078,412
 Expense : \$2,069,121
 Net Over Expense : \$ 9,291

PHP's Fiscal Year 2013-14 Audited Profit and Loss (See Audit as Attachment 2)

Revenue : \$2,214,671
 Expense : \$2,057,963
 Net Over Expense : \$ 156,708
 Funds Restricted to FY 14-15 Use : \$ 130,933¹
 Net Operating : 25,755

Projected Fiscal Year 2015-16 operating expense budgets for
 Food, Emergency Solutions, and ADCAP are respectively
 See Attachment 3 for program budgets.

: \$ 524,750
 : \$ 570,113
 : \$ (45,363)²

PHP's Financial Summary for FY 2014-15, Q-2 Ending December 31, 2014 (Attachment 4)

¹ Funds received in 13-14 temporarily restricted by grantors or contracts to use in FY 14-15.

² Deficit to be filled by PHP general funds derived from fundraising and thrift store.

AMOUNT AND PERCENTAGE OF PHP BUDGET DEVOTED TO SERVING BUELLTON
\$256,000
12%

PHP's five (5) Year overhead cost history:

5-YEAR OVERHEAD RATE COMPARISON PER INDEPENDENT AUDIT					
FY YEAR:	2009-10	2010-11	2011-12	2012-13	2013-14
% Fund Raising	3.4	5.6	7.6	6.8	6.7
% Gen. & Admin.	<u>5.1</u>	<u>4.8</u>	<u>3.4</u>	<u>2.7</u>	<u>2.3</u>
% Total Overhead	8.5	10.4	11.0	9.5	9.0
5 YR AV:					<u>9.7%</u>

CITY of BUELLTON 5-YEAR FUNDING to PHP					
FY YEAR:	2010-11	2011-12	2012-13	2013-14	2014-15
Funding	\$16,267	\$11,966	7,203	11,000	\$11,000

Mayor and Council Members
City of Buellton
March 18, 2014
Page 7

Conclusion

In conclusion, we believe that the cost data provided shows that the \$16,000 in requested funding represents an extremely cost effective no frills investment by the Council in providing the most basic needs services to its citizens- food, shelter and family safety. Additionally, all funds granted will be spent on services furnished to Buellton residents. It is an investment in community services providing a helping hand to those most vulnerable in our community and allows PHP to leverage the investment many times over with other public and private funders.

We appreciate the Council's past support and the opportunity of presenting this proposal and look forward to discussing it at a future Council meeting.

Respectfully submitted,

Dean A. Palius, CEO

Enclosures: Attachments (4)
Annual Report



*Ending Hunger and Transforming
the Health of Santa Barbara County
Through Good Nutrition*

www.foodbanksbc.org

South County Facility
4554 Hollister Avenue
Santa Barbara, CA 93110
phone 805 967 5741
fax 805 683 4951

North County Facility
490 West Foster Road
Santa Maria, CA 93455
phone 805 937 3422
fax 805 937 8750

**Education &
Administration Center**
1525 State Street, Suite 100
Santa Barbara, CA 93101
phone 805 967 5741

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Vibeke Weiland

Chief Executive Officer

Erik Talkin



**FEEDING
AMERICA**

March 12, 2015

Carolyn Galloway-Cooper
City of Buellton
P.O. Box 1819
Buellton, CA 93427

RE: Request to the City of Buellton for Grant Support from the Foodbank of Santa Barbara County

The Foodbank of Santa Barbara County gratefully acknowledges a grant of \$7,700 made to the Foodbank in FY2015 in support of our mission “to provide nourishment to those in need by acquiring and distributing safe nutritious foods via local agencies and providing education to solve health and nutrition problems in Santa Barbara County.” This is a letter of request to the City of Buellton for a grant of \$12,000 in FY2016 to allow us to continue and expand our work in your community. Funds will be used to operate programs that provide direct food assistance throughout Buellton and the surrounding areas that rely heavily on food distribution programs managed by Foodbank partners.

About the Foodbank

Founded in 1982 the Foodbank of Santa Barbara County has expanded its facilities and capacity to provide increased access to food and resources through a network of social service programs and partners. The recipients of food and resources are comprised primarily of working households with limited or fixed incomes and include vulnerable persons such as children and seniors. In recent years the Foodbank has placed heightened emphasis on acquiring and distributing nutritious food items, such as higher protein foods and especially the building blocks of health—fruits and vegetables. Working with local growers, regional produce groups and other food banks last year nearly half of all food distributed by the Foodbank was fresh produce—which is *provided free of charge* to the nonprofit agencies that serve people in need throughout the County. To make healthy foods more readily available and decrease food insecurity (the lack of a reliable, sustainable source of food) the Foodbank has also designed and introduced its own client-focused award-winning programs that combine healthy food with food literacy education.

How Your FY2015 Grant Helped the Foodbank Serve Your Community

The number of pounds of food distributed locally in Buellton has risen by nearly a third in the past year. In FY2014 we distributed total of 69,814lbs through programs at the Buellton Senior Center, the Oak Valley Center and through our Mobile Farmer’s Market. In FY2015, year-to-date, we have distributed total of 92,986lbs in Buellton - an increase of over 33% over last year. Through the Buellton Senior

Center alone 72,662lbs were provided to seniors. Other program partners in the region saw similar increases with Solvang’s distributions increasing by 58%. The attached table details this data further:

Location	FY 2014 Totals (lbs)	FY 2015 YTD Totals (lbs)	Percent Change
City of Buellton	69,814	92,986	+33%
Solvang	175,277	277,353	+58%
Santa Ynez	15,356	15,601	+1.6%

These programs are a vital source of support for food insecure seniors, families and youth. Children and seniors are two groups that are highly vulnerable to the effects of food insecurity and poor nutrition. The negative impact of these two factors on the health of both groups manifests in the form of childhood diabetes and other chronic diet-related diseases such as heart disease. Preventing these conditions can be helped by providing regular access to healthy foods with ample quantities of fruits and vegetables.

Current and Emergent Needs

The persistence of food insecurity, fueled by areas of poverty and low employment Countywide and the continued emergency drought status in the County substantiate our need for increased funding in order to procure enough food to meet the increased demand in Buellton.

The needs for a strong food distribution organization to serve the communities of Santa Barbara County are borne out as result of our participation last year in Feeding America's nationwide Hunger in America survey of the clients of our partner programs and agencies. The demographic data depicts the life circumstances of the working households and individuals we serve. An estimated 75% of households are food insecure; 62% of the households reported they had to choose between paying for food and rent/mortgage in the last year and an estimated 21% of households report at least one member with diabetes. These data are supported by a reported number of 140,000 unduplicated poverty-level individuals served in FY2014 in Santa Barbara--a 35% increase over 104,000 FY2013 unduplicated individuals. Clearly there's been dramatic growth in need to source even greater amounts of healthy food, address the diet related health challenges of low-income people and provide a safe and secure food supply for community preparedness needs.

By leveraging our membership with the California Association of Food Banks, an organization committed to promoting collaboration and innovation among its member food banks, and through our partnership with Feeding America, a nationwide network of food banks and pantries, we are able to procure food from retailers, manufacturers and growers. This allows us to provide a wide variety of healthy and nutritious food including high protein staples and shelf stable dairy products. Through these collaborations we are also able to work with growers across the state to provide produce that is not grown locally such as peaches, carrots and onions from farms in the Central Valley.

But despite the benefits of these partnerships, our cost for procuring food continues to rise dramatically. In FY2015, Foodbank will spend ~\$650,000 for *food purchases* (includes *Fresh Produce*). The persistence of the statewide drought has had an impact on the amount of produce available for donation by farms in Santa Barbara County and throughout California. As the amount of available produce declines, pushing prices up and sending produce to market, area food banks are receiving fewer donations. According to an October 2014 report by California Food Policy Advocates, a statewide public policy and advocacy organization dedicated to improving the health and well-being of low-income Californians, by increasing their access to nutritious, affordable food, “emergency food providers, who may rely on excess food deliveries from farms, have a harder time keeping shelves stocked when donations shrink, and cannot distribute enough food to meet the demands of newly unemployed families and previously low-income communities.”

The Sacramento Bee reports that impacts of the drought are making their way into the emergency food system, as rural food banks “... are reporting higher demand for assistance from farmworkers and their families.” This holds true for our own local food supply, as our need to purchase fresh produce has increased due to the decline in donations from agricultural suppliers who need to send more of their product to market.

Again, we would like to express our gratitude to the Buellton City Council for your support. With your kind help, we can continue to address the critical needs of those in Buellton who struggle with food sufficiency. Our North County Development Manager, Judi Monte, jmonte@foodbanksbc.org or (805) 937-3422, x 106 has met with you previously and is very willing to meet with you to discuss this year’s request.

Sincerely,



Erik Talkin
Chief Executive Officer

Enclosures:
501 (C) 3 form & Trustee Roster

Veggie Rescue
Nourishing our Community



4

March 19, 2015

Marc Bierdzinski, City Manager/City Planner

City of Buellton
107 West Highway 246
Buellton, CA 93427

Received
MAR 20 2015
CITY OF BUELLTON

Executive Director
Amy Derryberry

Board of Directors

Chairman
Terry Delaney

Treasurer
Erica Holten

Secretary
Kellie Delaney

Directors

Holly Delaney

Bethany Markee

Monica Scafide

Bob Williams

Dear Mr. Bierdzinski,

SYVFVR's mission is to redirect or "glean" donated local produce from farms, farmer's markets, home gardens and orchards, then deliver the produce to local charitable organizations and schools in Santa Barbara County at no charge, thereby helping to reduce food budgets and improve nutrition for people whose food security is in jeopardy.

We are asking for funding of \$7,000. ✓

* \$6,500 for delivery costs. We currently deliver twice weekly to Buellton Senior Center Solvang Elementary School's Viking Café, and People Helping People and plan to increase those deliveries to five days per week.

* \$500 for maintenance on the Buellton Senior Center Reach-In cooler, which requires yearly mechanical maintenance to keep it running efficiently

Our focus on Buellton

We are very active in supporting the Buellton Senior Center, where we deliver between 25 and 30 cases of produce per week, which converts into approximately \$1,100 savings per week, for their program costs. We supply fruits & vegetables weekly that are used for Meals on Wheels, Senior Center lunches and the Senior Center farmers market. We have supplied both the Buellton and Solvang Senior Centers with glass door refrigerators that we maintain and keep stocked and are available to our seniors and other members of the community. The Viking Café at Solvang School cooks approximately 1125 meals per week for the Oak Valley Elementary School, and additionally about 70 meals per week to Oak Valley staff. Within this coming season, Veggie Rescue will increase deliveries from two to five times per week for all of our Valley recipients.

About Veggie Rescue

The organization was founded in November 2010 and by August, 2011 501(c)3 non-profit status was established. Since our inception we have gleaned and delivered, at no cost to the recipients, 339,274 pounds of fresh produce. **This equals an approximate value of \$444,989 dollars in savings for our recipient's food budgets.** We now have 87 volunteers and we are gleaning 25 farms and markets and delivering to 19 charities & schools.

SYV Fruit & Vegetable Rescue

A California Non-Profit Corporation and 501(c)(3) Organization

P.O. Box 1651 Santa Ynez, CA 93460 · 805-350-7786 · www.syvfvr.org · syvfvr@gmail.com

2013 was a year of “catching up”. We focused on creating a more solid system of operations, added 2 board members and defined volunteer positions. We are blessed with a high achieving volunteer who co-ordinates all the volunteers and organizes our community gleans.

In 2014 we gained 2 new delivery volunteers who make weekly runs throughout the Santa Ynez Valley and Lompoc. A “Veggie Vision” committee focuses on our future goals including how we can take our model of operations to other communities. Our annual gleaning totals for 2014 was 91,434 pounds of local, fresh produce, equating to a budgetary savings of \$118,864 in our community kitchens serving those in need.

The year of 2015 started off with a big leap for our small non-profit when we decided to hire an Executive Director. Amy Derryberry, a four year Board Member and volunteer, was hired to help our program significantly expand, enabling us to provide more fresh, local produce to those in need. It is with joy and appreciation that the volunteers, board and staff at Veggie Rescue give their time to support such a meaningful community program. We are already well above our average monthly poundage from the previous years.

Our recipients range from elementary school children, teenage crisis centers, and adult recovery centers to senior centers. We serve both the Santa Ynez Valley and the greater Santa Barbara County.

Our current beneficiaries in the Valley are; Buellton Senior Center / Meals On Wheels, People Helping People, Solvang Elementary School, Friendship House, Solvang Senior Center, Santa Ynez Recovery Ranch, and Santa Ynez Charter School.

Our plan is to continue to develop and grow in a stable, sustainable way to meet our objective of continuing to provide fresh, nutritious produce to charities and schools at no cost, allowing them to stretch their food budget. The impact of our project feeds the hungry, gives hope and relief to those in need, improves health and supports people in transition.

Sincerely,



Amy Derryberry
Executive Director

SYV Fruit & Vegetable Rescue

A California Non-Profit Corporation and 501(c)(3) Organization

P.O. Box 1651 Santa Ynez, CA 93460 · 805-350-7786 · www.syfvvr.org · syfvvr@gmail.com

Santa Ynez Valley Community Aquatics Foundation
Post Office Box 599
Santa Ynez, CA 93460

15 March 2015

The Honorable Holly Sierra, Mayor
City of Buellton
PO Box 1819
Buellton, CA 93427

Madame Mayor and City Council Members,

On behalf of the Santa Ynez Valley Community Aquatics Foundation, I request funding for our foundation in the amount of \$10,000. ✓

The immediate goal of our foundation is to construct a high-quality, multi-purpose aquatics facility that will be the de facto "city pool" for Buellton and other local communities.

The only public pool in the Santa Ynez Valley is the pool at Santa Ynez Valley Union High School. It is now 50 years old and is past its useful lifespan, with problems such as crumbling surfaces, imploding drains, and structural cracks. The design of the pool also does not allow for regulation water polo games or swim meets. Residents of Buellton currently use this pool for high school physical education, instruction, recreation, and competition (water polo, swimming, and diving; both for high school and club teams). The Buellton Recreation Department sponsors programs to the pool during the summer.

A new aquatics center will go far beyond replacing the current pool. A modern facility will allow far greater community access to the pool during both school and non-school hours, with expanded opportunities for club sports, recreation, therapy, and City of Buellton events.

Our efforts are relatively new, but are quickly gaining momentum. We currently have no funds and therefore have attached no financial statement. We are all local volunteers. The amount requested will be used for initial-phase project design and development.

Our foundation is incorporated under the laws of the State of California and has received IRS approval for 501(c)(3) nonprofit/charitable status. We have approval of the Santa Ynez Valley Union High School District's Board of Education to pursue this funding program.

Respectfully,

Bruce J. Porter
President
688-9079

City of Buellton
Attention: Carolyn Galloway-Cooper, Mark Bierdzinski

March 20, 2015

PO Box 1819, Buellton, CA 93427

Dear Carolyn,

Thank you for considering our grant submittal for the year 2015-2016. We continue to work hard to become a resource for Valley citizens and visitors of which the City can be proud. Volunteers [including Board members] who hail from Buellton, participants in our educational and outreach programs including Buellton schools as well as MOPS parents and Scouts are forming the lasting roots of the Garden as it grows.

We continue to build on our outdoor education programs which now include not only our 4th California History program and MOPS program but also include two new programs; we partnered with MNS Engineers on a 'Clean Water and Storm Management Program' for Buellton 7th graders and are introducing a birding program for schools next month. We continue to participate in the Teen Court program and work with Boy Scouts and Girl Scouts, as well as Dunn School and Family School. Volunteers weeded, watered, repaired paths and gave many hours in the building of the new Children's Amphitheater. The Santa Barbara Botanic Garden is featuring the Garden as part of their Native Plant Tour on April 19th. Over 100 people from Santa Barbara will be visiting the Garden as part of this all day event. In May, we will be hosting the Valley wide Earth Day event, building on our Earth Day success last year. Again environmental groups and businesses from throughout Santa Barbara County will be joining the community and us for a day of education, fun, and sharing the Garden.

We are proud to be a part of the cultural and environmental experiences offered to Buellton residents. Through our Facebook page and website we are encouraging visitors and residents of the Valley to discover Buellton.

This year we broke ground on our Propagation and Storage facility. We thank you again for the donation last year to this project. We anticipate 75% completion of the facility for Earth Day.

As use of the Garden increases, we have discovered that many groups like to utilize the amphitheater for talks, discussion, etc. We would like to expand our Children's Reading groups, which we have hosted with the Library. During the summer and fall, the facility needs more shade for expanded use and better experiences for program participants.

We are asking for a grant of \$5,000.00^v to construct a permanent shade sail structure over the amphitheater. As with all of the elements and facilities we have constructed in the Garden, we want a structure of inherent quality and durability. After much research, we have selected



several companies to prepare proposals for fabrication. After initial discussions, the cost of the product and projected installation will be approximately \$5,800.00. The City funding would enable us to construct this during the year of 2016 to be ready for our spring and summer season.

We continue to strive to meet the goals of our Mission Statement and grow as a resource for the City and its residents.

Mission Statement

The mission of the Santa Ynez Valley Botanic Garden Foundation is to provide a unique, accessible and interactive environment, highlighting plants native to the Santa Ynez River watershed. The Garden will encourage community collaboration, foster new approaches to environmental education, and cultivate an appreciation of the natural world. As a source of inspiration and information, the Garden will be a venue for arts and crafts, and a peaceful refuge for visitors of all ages.

We look forward to our presentation to the City Council.

Sincerely, Puck Erickson, Board President

5

Dear Buellton City Council,

Since first conspired in 2006 to its inception in 2009, the mission of Paws Park has been to allow the community and its visitors an opportunity to enjoy their dogs in an off-leash environment. The City of Buellton has been instrumental in creating this wonderful park and has been a firm and consistent supporter. Our goal as docents to this park is to seek funding for continued maintenance.

Our primary focus is the safety and well being of our two and four legged visitors. The new hydroseed surface will require regular mowing, fertilization and most importantly, labor intensive weed control to keep the dangerous foxtail and burr producing grasses under control. This is in addition to the ongoing exterior landscape maintenance of the property.

Regular and proper maintenance of park interiors and exteriors by a professional, experienced, properly equipped, properly trained, licensed and insured contractor will ensure a safe environment for our four legged friends, aesthetics for our visitors, curb appeal for our neighbors, liability mitigation for the City as well as the security of the City's initial capital investment in the park.

This year, PAWS is requesting \$6300 for the renewal of our exterior maintenance contract and \$4200 for a new hydroseed maintenance contract for the park interiors. The total funds request of \$10,500 will provide a 12 month contract for complete interior and exterior park maintenance with a professional local landscape maintenance contractor.

Thank you for your consideration.

Sincerely,

Darin Biamonte, President

PAWS PARK

JOE'S LANDSCAPE MAINTENANCE



PO BOX 1504
LOMPOC CA 93438
(805) 735-9767

LANDSCAPING PROPOSAL

To: Paws Park
La Pita Pl
Buellton CA 93427

Date: March 18, 2015

We hereby submit specifications and estimates for landscaping as follows:

Fertilize grass quarterly

We purpose hereby to furnish material and labor
Complete in accordance with above specifications,
for the sum of

\$120.00

Quotation valid for 30 days.
Payments are due monthly.

Quotation prepared by: Joe Lawver

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be done only upon a written change order. The cost will become an extra charge over and above the estimate.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and material which may be required should unforeseen problems arise after the work has started.

To accept this quotation, sign here and return:

480

JOE'S LANDSCAPE MAINTENANCE



PO BOX 1504
LOMPOC CA 93438
(805) 735-9767

LANDSCAPING PROPOSAL

To: Paws Park
La Pita Pl
Buellton CA 93427

Date: March 18, 2015

We hereby submit specifications and estimates for landscaping as follows:

Mowing of grass areas

We purpose hereby to furnish material and labor
Complete in accordance with above specifications,
for the sum of

\$325.00 per Month

Quotation valid for 30 days.
Payments are due monthly.

3900

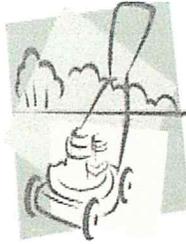
Quotation prepared by: Joe Lawver

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be done only upon a written change order. The cost will become an extra charge over and above the estimate.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and material which may be required should unforeseen problems arise after the work has started.

To accept this quotation, sign here and return:

JOE'S LANDSCAPE MAINTENANCE



PO BOX 1504
LOMPOC CA 93438
(805) 735-9767

LANDSCAPING PROPOSAL

To: Paws Park
La Pita Pl
Buellton CA 93427

Date: March 18, 2015

We hereby submit specifications and estimates for landscaping as follows:

Check and refill all dog waste bags & trashcans

Sweep & Blow down all walkways, concrete pads and curb lines

Maintain dirt path

Weed abatement

Manage drip irrigation

Pruning, trimming and raking as needed

Replace Plant / Shrub tree loss as needed

Take out trash bins weekly

We purpose hereby to furnish material and labor
Complete in accordance with above specifications,
for the sum of

\$525.00 per Month

Quotation valid for 30 days.
Payments are due monthly.

6300

Quotation prepared by: Joe Lawver

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be done only upon a written change order. The cost will become an extra charge over and above the estimate.

All elements of this agreement are contingent upon strikes, accidents or delays beyond our control. The estimate does not include material price increases, or additional labor and material which may be required should unforeseen problems arise after the work has started.

To accept this quotation, sign here and return:

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: April 23, 2015

Subject: Progress Report from the Buellton Visitors Bureau for the Period
July 2014 through December 2014

BACKGROUND

Attachment 1 is the required six-month progress report on Visitors Bureau activities from July 2014 through December 2014, as required by the City's contract with the Chamber of Commerce for operation of the Visitors Bureau. The progress report was submitted at the end of January and posted on the City's website and was also provided to the City Council. Due to scheduling conflicts, staff did not place this item on the City Council agenda at that time. The Visitors Bureau will make a presentation and be available to answer questions from the City Council.

The Visitors Bureau is in the process of developing its 2015-2016 Budget for review by the Economic Development Task Force and then the City Council in late April/early May (also a contract requirement).

Monthly reports from the Visitors Bureau are received and posted on the City's website.

RECOMMENDATION

That the City Council receive the progress report from the Buellton Visitors Bureau.

ATTACHMENT

Attachment 1 – July 2014 through December 2014 Progress Report

eat, stay & play!!
BUELLTON
VISITORS BUREAU

- ▶ Progress Report for July 1, 2014 – December 31, 2014

Overview

- ▶ The Buellton Visitors Bureau continues to market Buellton as a destination within the Santa Ynez Valley as a place to Eat, Stay, & Play. By partnering with other agencies on a regional and state level, we have been able to market to a larger audience going beyond the borders of our state and country.
- ▶ The majority of our marketing takes place in the form of print, digital, social media, and trade shows. Through these means, we are able to follow and track our efforts and develop a sense of ROI.
- ▶ The Visitors Bureau also continues to offer sponsorships for events taking place in and around Buellton which provide for overnight stays. Donations were also made to specific projects for promotion or economic development of the City.
- ▶ The Visitors Bureau continues to belong to organizations within the tourism and economic development industries in order to stay relevant and involved in the changing trends. As a member, we are able to take advantage of cooperative advertising opportunities that may arise allowing us to promote our City. We have seen an increase in traffic and a great deal of interest from developers who wish to come to Buellton.
- ▶ We take great pride in what we do and appreciate the opportunity to market Buellton and promote economic development for our City.

Budget vs Actual

- ▶ See separate attachment for budget details. The budget shows Profit & Loss Budget vs. Actual for the fiscal year: July 1, 2014 – June 30, 2015 which includes expenses paid in January, 2015 as well.

Our visitor traffic at the visitors center is on the rise. More people are becoming aware of our location and find the information we provide very helpful. We see visitors from around the globe and enjoy sharing our community with them and helping them with travel plans during their stay.

We also receive leads from our print ads in the Yosemite Journal which we respond to with a packet of information as well as add them to our email list.

Visitor Bags are assembled for groups staying in our local hotels and RV Resort upon request. This is a nice way to welcome visitors to our area and offer some information and maps that may assist them during their stay. Upon request, we will meet the group and tell them a bit about our area and answer any questions.



Visitor Traffic July 1– Dec 31, 2014

2230 Walk-Ins

90 Calls

345 Mailings

596 Visitor Bags



Website Analytics www.VisitBuellton.com

Top 5 Countries

- USA
- Brazil
- Canada
- UK
- India

Top 5 Pages Viewed

- Wine Tasting
- Calendar
- What to Do
- Dining
- Lodging

12,465 Users ~ 85% are New Visitors

26,755 page views

Mobile Devices used the most for searching

Social Media

#VisitBuellton

We are putting together a sweepstakes for Facebook in the upcoming months and plan to increase our reach and followers at a more rapid pace.

- ▶ Facebook – VisitBuellton 778 likes
- ▶ Twitter - @VisitBuellton 113 Followers



Member Dues & Subscriptions

- ▶ Central Coast Tourism Council, CCTC (A regional tourism organization formed for the purpose of marketing the entire region to a broader base and overseas market. Being a member of the CCTC allows us to network with other leaders in the industry, participate in cooperative marketing campaigns, be a part of the bigger picture-that being the California Central Coast, and participate in international trade shows & Fam tours.)

- ▶ Western Association of Conference & Visitors Bureaus, WACVB (This association serves more than 140 member bureaus in the Western United States and Western Canada. WACVB is an educational resource for professionals in the convention and visitor industry. New to this organization, it has been a great resource for information and network of industry leaders and peers.)

- ▶ International Council for Shopping Centers, ICSC (This has been a very valuable organization to be a part of. The ICSC is “The” place to meet up with the movers and shakers in the retail world. The conventions and conferences allow us to put Buellton out there in front of these decision makers.)



Sponsorships / Donations

Sponsorships

- ▶ Wine Bloggers Conference
- ▶ WACVB CEO Forum
- ▶ Harvest Blues Festival
- ▶ Sideways 10 Anniversary
- ▶ Sideways Map partnership
- ▶ RV Show Wine Tasting event

Donations

- ▶ SYV Botanic Garden
- ▶ SYV Rotary for 4th of July Fireworks Show
- ▶ CCTC Canadian Traveler Give-Away (Hitching Post II)



The Visitors Bureau has allocated funds for sponsorships and donations. We are proud to be able to offer our support to these events that bring visitors in from out of the area. We have also participated in the Sideways 10 promotion which was a cooperative effort of the surrounding CVB's and Vintner's Association. We offered a wine tasting along with a presentation at the RV Show and donated wine for a sweepstakes give-away in partnership with the CCTC. Donations were made to the Botanic Garden as they were working towards a matching grant for ongoing projects at the garden and a donation was made to the SYV Rotary club for their annual July 4th Fireworks show which attracts many visitors to our area.

Economic Development

- We continue to work with the City and Kosmont Co. on economic development in Buellton.
- We updated and printed more Buellton maps. These are very useful to our visitors and we distribute at the local hotels, gas stations, restaurants, and visitors center.
- We continue the banner system on the light poles along the Avenue of flags and Hwy 246 to welcome visitors and announce holidays and events.
- We are still in the process of working on a Banner Pole system that will go over Hwy 246, just west of Ballard Canyon. This will allow the City and other organizations to hang banners announcing events and other public announcements. We hope to complete this by the end of our fiscal year.

Canadian Traveler, RV Show program

eat, stay & play!!

BUELLTON
VISITORS BUREAU & CHAMBER OF COMMERCE



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CALIFORNIA
BUELLTON
SANTA BARBARA
LOS ANGELES

WWW.VISITBUELLTON.COM

eat, stay & play!!

BUELLTON
VISITORS BUREAU & CHAMBER OF COMMERCE



SAN FRANCISCO
CALIFORNIA
BUELLTON
SANTA BARBARA
LOS ANGELES

WWW.VISITBUELLTON.COM



eat, stay & play

Load up the RV and head to Buellton. If you haven't explored this unique Central Coast city, then you must add it to your bucket list of trips. Located in the heart of the Santa Barbara County and smack dab in the middle of Santa Ynez Valley wine country, this small town is a great place to set up camp and explore.

The uniqueness, hidden gems, and niche industries of Buellton offer an array of things to do and see. Home of the movie *Sideways*, Figueras Brewing, Ascendant Spirits, Hitching Post II, Mendenhall's Museum, Ostrichland and more, Buellton prides itself with the eclectic mix of award winning businesses.

Nearby towns and attractions, such as Solvang and the Chumash Casino are just a couple more reasons to visit.

Most of these businesses are located within walking distance to Flying Flags RV Resort, a destination RV resort. Here you will find



SAN FRANCISCO
CALIFORNIA
BUELLTON
SANTA BARBARA
LOS ANGELES



eat, stay & play!!
BUELLTON
VISITORS BUREAU & CHAMBER OF COMMERCE

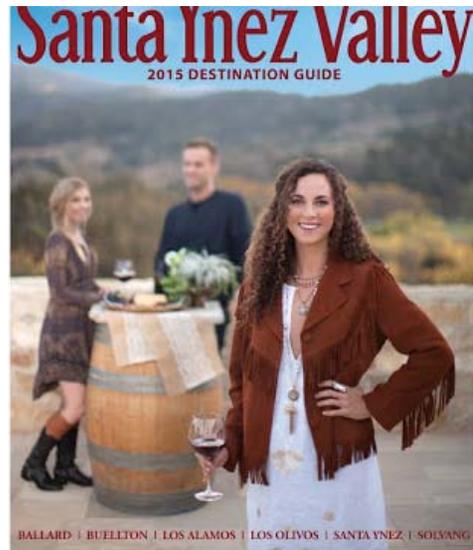
WWW.FLYINGFLAGS.COM | WWW.VISITBUELLTON.COM

Booth Displays, Yosemite Journal, SYV Destination Guide, Billboard Vinyl



Tablecloth

Advertising Publications



PCPA
THEATERFEST

CERTIFIED
FOLDER DISPLAY
SERVICE, INC.
SINCE 1899



Web & PR

We contracted with two new firms this year to assist with search engine marketing and optimization (SEO, SEM), as well as, press release distribution.

We have used Madden Media for two months for SEO & SEM. The following is a summary of those two months:

November – 139,205 Impressions / 1,643 Clicks / 1.18% CTR

December – 119,767 Impressions / 2,103 Clicks / 1.76% CTR

We will be working with this company on a Facebook promotion very soon.

We are working with Meltwater Press for press release distribution. With their system we have access to a broad database world-wide and we continue to learn the system and create distribution lists for our releases. Below is a chart showing the hits and interests we received in the first half of our fiscal year.



Trade Shows

- ▶ We purchased a new backdrop and tablecloth for our booth display which continues to brand Buellton with the Eat, Stay, & Play tag line.
- ▶ We attended the California RV Show in the Fall in partnership with Flying Flags RV Resort. The show drew more than 35,000 people and direct results were reservations at Flying Flags. We were also invited to do a presentation on our area along with a wine tasting. This was a great opportunity to talk more about Buellton and the surrounding area along with Flying Flags RV Resort amenities.
- ▶ We will be attending LA Travel & Adventure Show Coming Up in February which is a consumer, leisure travel show.

Winter Fest



SUNDAY, DECEMBER 7, 2014~ALL DAY

BREAKFAST WITH SANTA 9am-Noon
Buellton Rec. Center General Admission \$12
Children 10 and under FREE – includes breakfast,
photo with Santa, Make and Take activities

..»—❄—«..

CONCERT, COOKIES, & COCOA 4:30-6:00 PM
Buellton Rec. Center FREE

..»—❄—«..

HOLIDAY VILLAGE 4:30-8:00 PM
Avenue of Flags 20 Tons of snow
Food Trucks - Vendors - Beer - Wine - Spirits

LIGHT PARADE 6:00 PM
Mobile Light Parade starts at Jonata Middle School and ends on
the Avenue of Flags for the Tree Lighting (*See map for route.*)
To participate in the parade, log onto www.buellton.org or
www.buelltonrec.com and complete an entry form.

BUELLTON CHRISTMAS TREE LIGHTING 7:00 PM
Avenue of Flags

MORE INFORMATION
www.buellton.org and www.buelltonrec.com
Chamber of Commerce: 688-7829 Buellton Rec. Center: 688-1086

Winterfest was a partnership with the Buellton Rec. Center, Buellton Chamber of Commerce, Buellton Historical Society, and the Buellton Visitors Bureau. Over 300 people enjoyed the Breakfast with Santa in the morning and over 400 people enjoyed the evening on the Avenue with snow, vendors, food, beer/wine/spirits, the light parade, and the tree lighting. This event has grown in attendance and is enjoyed by locals and visitors alike.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: MPB
Council Agenda Item No.: 11

To: The Honorable Mayor and City Council

From: Kyle Abello, Recreation Coordinator

Meeting date: April 23, 2015

Subject: Discussion Regarding Suggested Changes to River View Park Reservation Application, Special Event Permit Application and Limits on Special Events

BACKGROUND

Overview

Over the past several years, use of River View Park has been increasing, both for regular group reservations and for special events. The impacts on neighboring residents, staff time, and general public use of the park have made it necessary to address these issues and explore possible adjustments to our park reservation system. At Council direction, staff has reviewed current application forms and policies for both regular group reservations and special event park use. After ample research of similar facilities in other jurisdictions and internal evaluation of areas of current park use policy that need improvement, staff has provided recommended revisions to the current River View Park Reservation Application and Special Event Permit Application. In addition, staff has recommended a tier system to limit the number and size of special events allowed annually at River View Park.

Suggested Changes to River View Park Reservation Application

Staff recommends revisions to the deposit amounts and format of the River View Park Reservation Application as shown in Attachment 1.

Suggested Changes to Special Event Permit Application

Staff researched special event policies and procedures of comparable cities including Lompoc, Pismo Beach, Santa Barbara, and Newport Beach. Staff recommends revisions to the insurance specifications and adding a staff time component and notice of event limits at River View Park to the Special Event Permit Application as shown in Attachment 2.

Limits on Special Events

After analyzing comparable cities, park capacity and number and nature of recent event requests, Staff recommends the following tier system to limit the number of special events by outside user groups allowed annually at River View Park:

Up to 1 event per year of 2500-3000 attendees (e.g. Vintner's Festival)
Up to 3 events per year of 1000-2500 attendees (e.g. Buellton Brewfest)
Up to 5 events per year of under 1000 attendees (e.g. Dog Agility Trials)

FISCAL IMPACT

This item, in itself, will have no fiscal impact.

RECOMMENDATION

That the City Council discuss suggested changes to the River View Park Reservation Application, Special Event Permit Application, and placing limits on the number and size of special events allowed annually at the Park and provide direction to Staff.

ATTACHMENTS

Attachment 1 – River View Park Reservation Application (current version with redlined changes)
Attachment 2 – Special Event Permit Application (current version with redlined changes)



River View Park

151 Sycamore Drive, Buellton, CA 93427

Group Area Reservation Application

P.O. Box 1819 Ph: (805) 688-7474
 107 W. Highway 246 Fax: (805) 686-1729
 Buellton, CA 93427 email: clareb@cityofbuellton.com

In the event of any problems the day of your reservation call: **688-5177**

Responsible Party: _____ Phone: _____

Mailing Address: _____

City: _____ St: _____ ZIP: _____ Driver's License: _____

Group Area: _____ Date of Reservation: _____ Closing Time: _____

Expected Attendance: _____ (310 Max) Type of Event: _____

You are required to clean your area and be out by the designated closing time listed above. Failure to leave by the designated time may result in the loss of your deposit.

Reservation Fee: _____ Security/Damage Deposit***: _____

Bounce House Horseshoes (City Provided)

Group Areas*	Capacity	Reservation Fee**	Security/Damage Deposit
Area A	40	\$40.00	\$40.00 100.00
Area B	40	\$40.00	\$40.00 100.00
Area C	40	\$40.00	\$40.00 100.00
Area D	40	\$40.00	\$40.00 100.00
Area E	40	\$40.00	\$40.00 100.00
Event Pavilion	150	\$150.00	\$150.00
Areas A,B,C,D	160	\$160.00	\$160.00 400.00

*Multiple areas may be reserved and used in conjunction for large groups (No more than four at a time). Reservations may be made up to 6 months in advance. A thirty day cancellation notice is required for a full refund.

**Reservation fees subject to change. All fees/deposits must be paid within 1 week of making reservation at time of reservation.

Fee Paid: _____

Date: _____

Credit Card Auth : _____

~~*** Security/damage deposit fee waived if Credit Card Authorization form is completed by Applicant.~~

Refund Acct # 001-215-2815-000
\$ _____

River View Park

PARK RULES & REGULATIONS

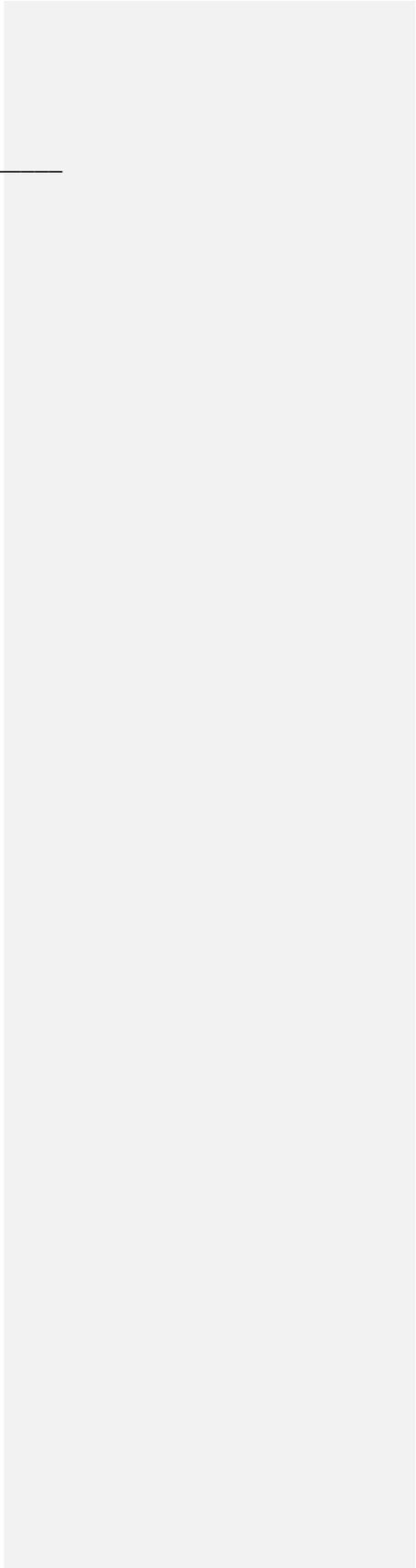
1. Off-road vehicles, skateboards, scooters, roller blades or similar devices are prohibited. (BMC 12.28.190)
2. Solicitations, businesses or professions are not allowed unless permitted by the City. (BMC 12.28.200)
3. Dogs/cats and small pets are allowed on leash (6 feet or less) with mandatory cleanup required. (BMC 12.28.210)
4. Amplified sound is not allowed unless permitted by the City. (BMC 12.28.220)
5. Firearms, fireworks, explosives, knives, slingshots or similar devices are prohibited. (BMC 12.28.30)
6. Plantings, buildings, fences, benches, monuments or other structures may not be disturbed or damaged or water may not be polluted. (BMC 12.28.250, 260 and 280)
7. Practicing golf is allowed only if in a designated area. (BMC 12.28.270)
8. Fires are allowed in fireplaces or barbecues provided or approved by the City. (BMC 12.28.290)
9. Refuse must be placed in receptacles provided, if excessive use dumpster. (BMC 12.28.300)
10. Loitering is not allowed outside of posted park hours, park closes ½ hour after sunset and opens ½ hour before sunrise. (BMC 12.28.310)
11. Permits are required for meetings, services, concerts, exercise classes, parades or exhibitions. (BMC 12.28.320)
12. No controlled substances or glass containers are allowed. (BMC 12.28.330, 12.28.340 and 12.28.350)
13. Bounce Houses: In order to have bounce houses, you MUST reserve a group picnic area (Areas A,B,C or D) and bounce houses are ONLY allowed on the grass lawn in the center of the arbor.
14. **NO VEHICLES** of any kind are to be driven on the grass or resin pavement.

Failure to follow rules and regulations may result in denial of facility use, confiscation of prohibited items and/or a misdemeanor. (BMC 12.28.160 and 12.28.360)

I have read and understand the General Park Rules and the accompanying Park Rules and Regulations and understand that failure to fully comply with any of the rules and regulations may lead to partial or total loss of my security/damage deposit.

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Signature: _____ Date: _____





City of Buellton

Special Event Permit Application

It is the City's desire that all groups and individuals who would like to stage a special event *which utilizes public facilities* (medians, streets, sidewalks, parks etc.) and *has a significant impact on the community* be able to do so in a manner which assures both the safety of the public and the success of the event. An application and agreement process has been set in place to achieve these goals.

Special Events FAQs

Q: Who needs to complete a Special Events Application?

A: Any group or individual who would like to put on an event that will **1) utilize public facilities** (e.g., medians, streets, sidewalks, parks, etc.) and/or **2) have a significant impact on the community**. For example, a street festival or parade on the Avenue of Flags or its landscaped medians would require a Special Events Application. A private party at River View Park would not (there is a simple form for group picnic area reservations at the Park on the City website).

Q: How far ahead of time does an event sponsor need to complete a Special Event Permit Application?

A: A Special Event Permit Application must be submitted **at least 45 days before the event** (movie film crews may be allowed to apply for a permit on shorter notice). Each application is reviewed on a case-by-case basis by multiple departments within the City to determine the need for security, traffic management, waste disposal, and other considerations that accompany special events. During this time, a representative from the City Events Committee will work with the sponsor to address any concerns regarding the event and to obtain compliance with any conditions the City may require in order to permit the event.

Q: Is there a fee associated with the Special Events Application?

A: There is a \$100 fee to process your Special Events Application, **and there are costs associated with putting on a special event that are the responsibility of the event sponsor**. All events are required to carry a minimum of one million dollars (\$1,000,000) liability insurance naming the City as additionally insured **for the entirety of time City property is being used, including set up and clean up**. All events with over 50 people in attendance are required to provide a damage deposit of \$500 to the City. Additional costs depend on the size and scope of the event and services required (these will be detailed in the application). For example, if the event requires Sheriff's involvement for traffic control, etc. a deposit in the amount of \$4,600 will be required.

Q: When will the event be approved and when can it be publicized?

A: After the City has reviewed the Application and addressed any concerns regarding the event, an official Special Event Permit will be issued. Then, and only then, is the event approved. This document will permit the event as described in the Application and may include conditions of approval depending on its size and scope. Only after the Special Event Permit has been issued should publicizing of the event occur.

Q: Is there a limit on the number or size of special events at River View Park?

A: Yes, the limits on the number or size of special events at River View Park are as follows:

Up to 1 event per year of 2500-3000 attendees

Up to 3 events per year of 1000-2500 attendees

Up to 5 events per year of under 1000 attendees

SPECIAL EVENT PERMIT APPLICATION

NOTE: These permit rules are in addition to Buellton Municipal Code Chapter 12.24 Median Strips in Avenue of Flags and Chapter 12.28 Park and Recreational Facilities.

Event Title _____

Event Sponsor (Group or individual) _____

Event Organizer (This is the person responsible for organizing the event and is authorized to make all decisions related to the event and the Application process.)

Name _____ Phone _____ E-mail _____

Street Address _____

City _____ State _____ ZIP _____ Fax _____

Additional cell # for day of event _____ alternate contact name/phone _____

Event Type (you may check more than one)

- Auto Show
- Athletic Event
- Concert/Performance
- Farmers/Outdoor Market
- Festival/Celebration
- Parade
- Other _____

Event Description and Location(briefly describe the event and where it is to take place)

Event Date/Time

Date(s) of event _____

Start Time (including set up) _____ Stop Time (including clean up) _____
(If it is a multi-day event, please include start and stop times for each day)

Event Estimated Attendance (per day, if more than one day) _____

Event Checklist

Please use the following checklist to provide the City with more detailed information about the proposed event and to refine the event plan. For each item checked, please include the appropriate information; attach additional sheets if necessary.

Event Site Plan (Clearly draw the proposed layout of the event on the map provided. Be sure to show the locations of any street closure requests, portable structures, vendor booths, first aid facilities, barricades, show vehicles or animals, signs/banners, and any other information that will better assist the City in reviewing the activities associated with the event.)

Admission Fees (Are entry or participant fees required? Please describe.)

Parade (See parade route map provided. All parades will require a traffic management plan approved by the Sheriff's Department)

Race (Will the event feature an organized run, walk, or bicycle race? Please describe.)

Portable Restrooms (Portable restrooms may be required if the event will last longer than one hour and if permanent restrooms are not available on site. One chemical toilet for every 250 people in attendance is recommended with at least 10% of toilets ADA accessible. How many portable toilets will the sponsor provide? Where? Please describe.)

Parking (Will your event require off-site parking? Please describe where.)

Trash/Recycling (The sponsor is responsible for providing proper disposal of trash/recycling during the event and the area should be returned to a clean condition at the conclusion of the event. How many trash cans and recycling containers will the sponsor provide? Where? Please describe.)

Music/Amplified Sound (Will musical entertainment be a part of the event and will amplified sound be used in any way? Please describe.)

Security (see *Conditions of Use #9*)

Vendors (Will the event include commercial vendors? Will there be vendor fees? Please describe.)

Food (Will food be served at the event? Will it be prepared on site? Will food be sold? Please describe. All food preparation and sales must comply with County Public Health Department standards, [Call Rick Furdado: 346-8480681-5102](tel:346-8480681))

Alcohol (Will alcohol be served? Any event where alcohol is present requires a security plan approved by the Sheriff's Department. Will alcohol be sold? The sale of alcohol requires a Special Daily License from Alcoholic Beverage Control, 543-7183, and a Seller's Permit from the Board of Equalization, 1-800-400-7115)

Power (Will the event require electric power? Please describe. City provided power may be available upon request at cost.)

Water (Will the event require water? Please describe. City provided water may be available upon request at cost.)

City Staff Assistance (Will the event require City staff time or assistance? Please describe. Large events may be required to have staff monitor. City will bill for staff time at \$75/hour.)

Other (Please describe any other important aspect of the event not covered above.)

Agreement

In consideration of the issuance of a permit by the City, the Sponsor agrees to accept the following terms and conditions.

Definitions

City – the City of Buellton

Sponsor – the authorized agent of the group or individual applying for an event permit

Event – the special event proposed in this application

Public Property – parks, streets, sidewalks, right of ways, or other City owned facilities used by Applicant during an event

A. Conditions of Use

1. A person who is at least eighteen (18) years of age must sign this agreement. If alcohol will be served, a person who is at least twenty-one (21) years of age must sign this agreement.
2. Sponsor shall provide the City with a single contact who is to serve as the representative for Sponsor's activities.
3. Sponsor shall be responsible for securing all required permits and licenses.
4. Any Public Property shall be used for the purpose stated in the application and no other use will be permitted.
5. Sponsor shall not use the City's name to suggest endorsement or sponsorship of the Event without prior written approval of the City Manager or his/her designee. Sponsor's publicity of the Event shall clearly and accurately identify the name of the sponsoring organization or individual and shall not use the City's name in any manner except to designate the location of the event.
6. Sponsor shall permit any City employees to visit the Event described in this application to insure compliance with Event terms and conditions.
7. Under no circumstances shall Sponsor sublease or allow any other organization or individual to use the Public Property for the period which the Sponsor has contracted. Sponsor is an independent contractor and not the agent or employee of the City.
8. In the event that Public Property is left damaged, Sponsor shall be charged for any and all janitorial and/or repair fees incurred by City as a result of same and these fees shall be billed to Sponsor.
9. The City, at its sole discretion, may require a certain number of security officers for the Event. Sponsor shall be responsible for procuring and paying for security officers through the City or a private security agency.
10. Sponsor is solely responsible for supervising all individuals on Public Property during the Event. The City is not responsible for providing this supervision. However, the City may evict individuals from the Event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

11. Sponsor, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to Public Property prior to or after the Event time period. Sponsor shall be responsible for arranging access during the time requested for entry and exit of the facility.
12. Sponsor shall be responsible for all clean up of Public Property at the end of the Event. Sponsor shall pick up, bag, and remove all trash generated by all activity in any way connected with the Event, leaving Public Property clean and free of all trash and litter.
13. Sponsor shall not store any equipment or materials on Public Property without prior written approval of the City Manager or his/her designee.
14. Sponsor shall not remove, or relocate City property for any reason without prior written approval of the City Manager or his/her designee.
15. Sponsor shall secure the approval of the City before using audio/visual systems, public address systems, and live or recorded amplified music. Sponsor shall not record, televise, or broadcast the Event or any portion thereof without prior written approval of the City Manager or his/her designee.
16. Sponsor shall comply with all local, state, and federal laws and regulations related to the use of Public Property.
17. Gambling of any kind is not permitted on Public Property.
18. If Sponsor violates any part of this agreement or reports false information to the City, the City may refuse Applicant further Event use of Public Property and Sponsor shall forfeit a portion of or all of the deposit.
19. The City may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.
20. Any person aggrieved by the City's decision with respect to this Agreement may appeal to the City Manager or his/her designee in writing no later than five (5) days after the City's decision has been communicated to the aggrieved party.
21. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

B. Indemnification and Insurance

1. Sponsor shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liabilities for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected to the Sponsor's use of Public Property, unless solely caused by the gross negligence or willful misconduct of the City, its officers, employees, or agents.
2. Sponsor shall procure and maintain general liability insurance against any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected to the Sponsor's use of Public Property in the amount of one million dollars (\$1,000,000) per occurrence. Such insurance shall name the City, its officers, employees, and agents as additionally insured prior to the event date. - Such insurance certificate should cover all dates including set up and tear down dates. Sponsor shall file certificates of such insurance with the City, which shall be endorsed to provide thirty

(30) days notice to the City of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City may deny permitting the event.

3. Sponsor shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with the Sponsor's use of Public Property to the City Manager or his/her designee, in writing and as soon as practicable.

4. Sponsor waives any right of recovery against the City, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond their control. Sponsor shall not charge results of "acts of God" to the City, its officers, employees, or agents.

5. Sponsor waives any right of recovery against the City, its officer, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way connected with Sponsor's use of Public Property, even if the City, its officers, employees, or agents seek recovery against Sponsor.

IMPORTANT – READ BEFORE SIGNING

I am an authorized agent of the organization submitting this Agreement. The information provided in this Agreement is true and correct. I have read and understand this Agreement and the Sponsor agrees to all of the aforementioned rules, regulations, and conditions of use.

Sponsor _____

Signature and Title of Responsible Person _____ **Date** _____

Print Name _____

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: MPB
Council Agenda Item No.: 12

To: The Honorable Mayor and City Council

From: Carolyn Galloway-Cooper, Finance Director

Meeting Date: April 23, 2015

Subject: Financial Report for the Third Quarter ending March 31, 2015

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 Third 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 receives, reviews, and files this Third Quarter financial report.

ATTACHMENT

Attachment 1 - Quarterly Financial Report for the period ending March 31, 2015

CITY OF BUELLTON



QUARTERLY FINANCIAL REPORT

Third Quarter Ending March 31, 2015

April 23, 2015

Overview

The purpose of this financial report is to provide financial information for the City of Buellton. This report covers the third quarter of fiscal year 2014-15 or the period July 1, 2014 through March 31, 2015. 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

A strong dollar, lackluster domestic demand and soft overseas markets put a damper on spending through the third quarter. Gross Domestic Product is up slightly compared to this same period a year ago. The relatively low inventory of unsold homes will help to firm up home prices in coming months. New home sales are still on pace and sales of new single-family homes increased slightly. Demand for existing homes is on the rise and pending sales of existing homes rose 12% from a year ago in February. Builders are enjoying a strong start to the spring selling season, with many of them reporting higher sales amid strong job growth and low mortgage rates. Unemployment is at 5.5 percent with little change from a month ago and down from one year ago when it was at 6.7 percent.

State Economy

Unemployment was at 6.7 percent in February, dropping from 7.1 percent in December 2014. Manufacturing increased .2 percent over the 12-month period ending in February 2015. The State is unwinding the "triple flip" with their Economic Recovery Bonds expected to be fully paid in July 2015. Triple flip reimbursements are allocated by county auditors from the Sales and Use Tax Compensation Fund. Each county auditor pays cities and the county from the county Sales Tax Compensation Fund fifty-percent in January and fifty-percent in May. For the 2014-15 fiscal year, the triple flip will operate as it has in previous years. More discussion on triple flip will follow.

City of Buellton

The City's General fund ended the third 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 58% but will meet target by year-end. Expenditures are below budget at 65%. The City's Enterprise funds ended the third quarter showing positive fund balances in both Water and Sewer Funds and revenues exceeded expenditures in the third quarter. Details are provided in a later discussion.

GENERAL FUND

General Fund Balance

The chart below shows that with 75% of the year complete revenues are below projections at 58% while expenditures are below expected at 65% of appropriations. “Revenue versus budget” gaps are explained in the next paragraph.

General Fund - Fund Balance	Budget	Actual	Percent
Balance, at Start of Year	\$ 12,453,530	\$ 12,096,951	
Revenues *	6,160,441	3,596,777	58%
Expenditures *	6,151,114	4,009,433	65%
Balance, at End of Year	<u>\$ 12,462,857</u>	<u>\$ 11,684,295</u>	
* Includes Transfers			

The chart below provides summary comparison information on revenues and expenditures for the third quarter ending March 31, 2015 versus the third quarter ending March 31, 2014. 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 lower compared to the prior year third quarter of 2013-14. This was expected with 2014-15 budgeted expenditures reduced by 3 percent overall compared to the prior year. Current actual expenditures are below budget at 65 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 final quarterly report.

General Fund	2014-15	2013-14	Over (Under)
Revenues:			
Taxes	3,277,835	3,372,794	(94,959)
Fees and Permits	24,750	21,130	3,620
Fines and Penalties	21,686	25,429	(3,743)
Charges For Current Services	156,357	134,940	21,417
Other Revenues	116,149	132,194	(16,045)
Total Revenues	<u>3,596,777</u>	<u>3,686,487</u>	<u>(89,710)</u>
Expenditures:			
General Government	3,901,176	4,013,478	(112,302)
Capital	108,257	6,867	101,390
Total Expenditures	<u>4,009,433</u>	<u>4,020,345</u>	<u>(10,912)</u>

Top Five Revenues

Top Five Revenues	Budget	YTD Actual	Percent
Sales Tax	2,050,000	867,387	42%
TOT	1,600,000	1,179,033	74%
Property Tax	1,188,000	1,142,612	96%
MVLF	363,000	2,005	1%
Franchise Fees	210,000	86,798	41%
Other Revenues	759,441	318,942	42%
Total Revenues	6,170,441	3,596,777	58%

Sales Tax

The City received 42% of the total Sales Tax revenue as of March 31, 2015. Payments are recorded when received and applied to the corresponding months of sales, usually two months prior to receipt. 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. Triple flip is ending and according to law, the full 1 percent rate will then return on January 1, 2016 and the 0.25 percent state Fiscal Recovery Fund rate will end. The City will be fully reimbursed for sales tax lost from inception through March 31, 2015.

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 with total receipts at 74 percent of budget. TOT receipts have been received through February or 67 percent of the year expended. Payments for the reporting period are due on the 20th 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 on target with budget with timing delays in the third quarter.

Expenditures

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

Department Expenditures	Budget	YTD Actual	% Expended
City Council	131,110	90,049	69%
City Manager	216,945	152,206	70%
City Clerk	113,020	84,220	75%
City Attorney	125,000	104,160	83%
Non-Departmental	833,621	453,816	54%
Finance	298,887	217,919	73%
Police and Fire	1,888,348	1,422,164	75%
Library	99,741	94,745	95%
Recreation	512,391	419,144	82%
Street Lights	55,000	36,592	67%
Storm Water	141,600	134,034	95%
Public Works - Parks	247,400	89,607	36%
Public Works - Landscape	85,400	46,783	55%
Public Works - Engineering	85,000	46,115	54%
Public Works - General	669,850	417,105	62%
Planning (Comm Dev)	406,801	200,774	49%
Transfer to CIP Fund 92	241,000	-	0%
Total All Departments	6,151,114	4,009,433	65%

As of March 31, 2015 or 75% of the year expended, the General Fund budget ended at 65 percent spent. Actual General Fund expenditures were approximately \$4 Million. Although City Attorney, Library, Recreation and Storm Water ended the quarter over budget, the General Fund absorbed the overage with numerous departments falling within appropriations and ending the quarter under-budget. The City Attorney expenditures relate to necessary legal operational charges. Library budget is expected to balance at fiscal year-end and is due to a one-time contractual payment to the City of Lompoc to operate the Buellton branch of the County Library. The purchase of a bus in the Recreation Department caused an increase in expenditures for the quarter. Storm Water includes expenditures for Storm Drain Cleaning and Retrofit CIP. CIP expenditures will be adjusted in the final quarter. 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	1,093,970	63%
Contract Services	2,729,189	2,026,218	74%
Telecomm and Utilities	239,850	97,382	41%
Supplies and Materials	71,850	40,459	56%
Other Operating Costs	1,241,821	637,940	51%
Minor Capital	134,500	108,874	81%
Total by Type	6,151,114	4,004,844	65%

The chart above shows General Fund operating expenditures by Expenditure Type. With 75% of the year expended as of the third quarter of fiscal year 2014-15, all budget categories are within budget except Minor Capital. This category is for the purchase of replacement vehicles early in the quarter and a Recreation Bus purchase during this quarter. It will not be over budget as the year elapses. In addition, staff will update the Minor Capital category in the 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 third quarter of Fiscal Year 2014-15 are shown below.

Revenues and Expenses

Enterprise Funds	Water	Wastewater
Revenues		
Charges for Service	1,060,845	563,523
Interest Income	1,069	762
Other Revenues*	184,600	89,227
Total Revenues	1,246,514	653,512
Expenses		
Operating	503,593	465,404
Transfers Out/CIP	86,338	35,469
State Water	404,535	-
Total Expenses	994,466	500,873
Profit (Loss)	252,048	152,639

*Connection Fees

Water Fund

Operating revenues have exceeded operating expenditures by over \$150,000 (excludes Capital Improvement Projects) in the third quarter of Fiscal Year 2014-15. The Water fund utilizes reserves to fund Capital Improvement projects (CIPs) which amount to about \$86,000 expended as of March 31, 2015. 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. The Water Fund will split the cost of the Fundware Software Replacement Project equally between Water, Wastewater and General Fund (1/3 each). Budgeted appropriations for CIPs amount to approximately \$910,000 (\$860,000 for Water Improvements plus \$50,000 for Fundware Replacement). A water rate study is underway to provide direction regarding the need for future rate increases. The Water Fund ended the third quarter with approximately \$2.5 Million in reserves, similar to the prior quarter.

Wastewater Fund

Operating revenues exceeded operating expenditures by about \$99,000 (excludes Capital Improvement Projects) in the third quarter of Fiscal Year 2014-15. The Sewer fund utilizes reserves to fund Capital Improvement projects (CIPs) which amount to over \$35,000 expended as of March 31, 2015. The total CIP budget for fiscal year 2014-15 includes Wastewater Treatment Plant Facilities Improvements, Sewer Collection System Clean (CCTV) and Fundware Software Replacement. The Wastewater Fund will split the cost of the Fundware Software Replacement Project equally between Water, Wastewater and General Fund (1/3 each). Total budgeted appropriations for CIPs amount to \$180,000 (\$130,000 for Wastewater Improvements/CCTV and \$50,000 for Fundware Replacement). The CCTV was an unfinished CIP from the prior year that staff added in the Mid-Year Budget amendments (\$30,000). A sewer rate study is underway to provide direction regarding the need for future rate increases. The Sewer Fund ended the third quarter with slightly over \$1.5 Million in reserves, similar to the prior quarter.

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: MPB
Council Agenda Item No.: 13

To: The Honorable Mayor and City Council

From: Carolyn Galloway-Cooper, Finance Director

Meeting Date: April 23, 2015

Subject: Resolution No. 15-09 – “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 Third Quarter Ending March 31, 2015”

BACKGROUND

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

Measure A – Appropriation to fund transit operations: Increase Transfer to the Local Transportation fund (LTF) for Lompoc – Wine Country Express, Santa Ynez Valley Transit Dial-A-Ride subsidy and Breeze Extension Pilot (+\$101,000). This funding was included in the Program of Projects (POP) for 2014-15 and this allocates the correct amount in City Budget for 2014-15 under Measure A.

General Fund – Appropriations to fund transit operations: Decrease Transfer to the Local Transportation fund (LTF) for Lompoc – Wine Country Express, Santa Ynez Valley Transit Dial-A-Ride subsidy and Breeze Extension Pilot (-\$101,000). The City Budget for 2014-15 allocated this funding to the General Fund and this corrects the allocation from General Fund to Measure A, in compliance with the Program of Projects (POP).

FISCAL IMPACT

The proposed change increases appropriations in Measure A (+\$101,000) and decreases appropriations in the General Fund (-\$101,000). There are revenues in the Measure A fund set aside in the POP for the purpose of this funding.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 15-09 – “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 Third Quarter Ending March 31, 2015”

ATTACHMENT

Resolution No. 15-09

RESOLUTION NO. 15-09

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 THIRD QUARTER ENDING MARCH 31, 2015

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 Third Quarter Financial Report;

NOW, THEREFORE, BE IT RESOLVED by 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 interfund Transfer from Measure A to Local Transportation Fund: (+101,000) Account #: 031-560-6012-000**
[Expenditure]
- 2.) **Decrease appropriations for interfund Transfer from General Fund to Local Transportation Fund: (-101,000) Account #: 001-410-6012-000**
[Expenditure]

The proposed appropriation increase for the Measure A fund increases the fund's expenditures in the amount of \$101,000. The proposed appropriation decrease for the General Fund decreases the fund's expenditures in the amount of \$101,000. Detailed explanations related to these budget increases and decreases are outlined in the attached staff report.

PASSED, APPROVED and ADOPTED this 23rd day of April, 2015.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk