



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of February 14, 2019 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

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

TELECONFERENCE MEETING LOCATION:

**Council Member King will attend the above referenced regular
City Council meeting via teleconference from the following location:
40650 Village Drive
Big Bear, CA 92315**

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members Dave King, Art Mercado, John Sanchez, 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. Public Speakers using a translator are allotted a total of six (6) minutes to speak, unless simultaneous translation equipment is used.

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of January 24, 2019 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS/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)

- 3. Consideration of New Video Equipment and Videographer**
❖ (Staff Contact: Public Works Director Rose Hess)
- 4. Discussion and Direction Regarding Salary Survey Results**
❖ (Staff Contact: H.R. Director Linda Reid)

CITY MANAGER’S REPORT

CLOSED SESSION ITEM

(POSSIBLE ACTION)

- 5. Closed Session Pursuant to Government Code Section 54957(b)(1):
PUBLIC EMPLOYEE APPOINTMENT
Title: City Manager**

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, February 28, 2019 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of January 24, 2019
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Council Members Dave King, Art Mercado, and John Sanchez, Vice Mayor Ed Andrisek and Mayor Holly Sierra

Staff: City Manager Marc Bierdzinski, City Attorney Greg Murphy, Public Works Director Rose Hess, Planning Director Andrea Keefer, Finance Director Shannel Zamora, Lt. Eddie Hsueh, and City Clerk Linda Reid

PUBLIC COMMENTS

Randy Arntson, owner of Endelos Energy provided a demonstration of solar lighting for the Flags located on the Avenue of Flags. The City Council took a short recess to go outside and look at the mobile solar lights and reconvened at 6:05 p.m.

Tim Mahoney, representing Southern California Gas Company, spoke about balanced energy through renewable natural gas.

Larry Rankin, Buellton expressed his support for the Meritage Senior Living Project.

CONSENT CALENDAR

- 1. Minutes of January 10, 2019 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
- 3. Financial Report for the Second Quarter Ending December 31, 2018**
- 4. Monthly Treasurer's Report – December 31, 2018**

MOTION:

Motion by Council Member King, seconded by Council Member Mercado, approving Consent Calendar Items 1 through 4 as listed.

VOTE:

Motion passed by a roll call vote of 5-0.
Council Member King – Yes
Council Member Mercado – Yes
Council Member Sanchez - Yes
Vice Mayor Andrisek – Yes
Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

- 5. **Ordinance No. 19-01 – “An Ordinance of the City Council of the City of Buellton, California, Making Findings and Establishing a Moratorium on Electric Scooters within the City Limits for One-Year from January 24, 2019” (4/5 vote required)**

RECOMMENDATION:

That the City Council consider adoption of Ordinance No. 19-01.

STAFF REPORT:

City Attorney Murphy provided the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed whether the ordinance applies to personal scooters. City Attorney Murphy stated the ordinance will only apply to commercial scooters.

MOTION:

Motion by Council Member Mercado, seconded by Council Member King approving Ordinance No. 19-01 – “An Ordinance of the City Council of the City of Buellton, California, Making Findings and Establishing a Moratorium on Electric Scooters within the City Limits for One-Year from January 24, 2019”

VOTE:

Motion passed by a roll call vote of 5-0.
Council Member King - Yes
Council Member Mercado – Yes
Council Member Sanchez – Yes
Vice Mayor Andrisek - Yes
Mayor Sierra – Yes

6. **Resolution No. 19-02 – “A Resolution of the City Council of the City of Buellton, California, Approving a One-Year Time Extension (18-TE-01) Request for Conditional Use Permit (12-CUP-01) and Tentative Tract Map (TTM 31056) for the Meritage Senior Living Project, Located on Jonata Park Road (Assessor Parcel Numbers 099-400-064, 099-400-065 and 099-400-069 (offsite portion))”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 19-02.

STAFF REPORT:

Planning Director Keefer presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

Mark Edwards, Project Applicant spoke regarding his client’s request for a time extension on the Meritage Senior Living Project and the importance of identifying an appropriate operator to run the proposed project.

The City Council discussed the following issues:

- If architectural standards are changed, will they apply to the existing project
- Will green energy standards apply to the existing project

MOTION:

Motion by Council Member King, seconded by Vice Mayor Andrisek approving Resolution No. 19-02 – “A Resolution of the City Council of the City of Buellton, California, Approving a One-Year Time Extension (18-TE-01) Request for Conditional Use Permit (12-CUP-01) and Tentative Tract Map (TTM 31056) for the Meritage Senior Living Project, Located on Jonata Park Road (Assessor Parcel Numbers 099-400-064, 099-400-065 and 099-400-069 (offsite portion))”

VOTE:

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

Council Member King - Yes

Council Member Mercado – Yes

Council Member Sanchez – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Sanchez supported solar lights on the Avenue of Flags.

Vice Mayor Andrisek asked when the artwork on the Avenue of Flags will be moved. City Manager Bierdzinski stated they will be moved on February 1.

Vice Mayor Andrisek requested a closed session to discuss hiring a new City Manager. City Manager Bierdzinski stated that issue will be discussed during Item No. 10.

Mayor Sierra stated she met with Supervisor Hartmann, Mayor Toussaint, and others at the first Santa Ynez Valley Leadership Hub meeting to discuss events in the Valley and ways to collaborate on promoting the Valley as a whole.

Mayor Sierra stated that restaurant week runs from January 27 through February 10 and it's a great chance to try new restaurants in the Valley.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

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

Vice Mayor Andrisek announced that he attended the Central Coast Water Authority (CCWA) Board Meeting and provided an oral report and handout regarding the meeting.

Vice Mayor Andrisek announced that he attended the Quarterly Awards at Vandenberg Air Force Base.

Mayor Sierra announced that she attended board meetings for Santa Barbara County Association of Governments (SBCAG) and Air Pollution Control District (APCD) and provided oral reports regarding the meetings.

Council Member Sanchez announced that he attended the New Council Members conference in Sacramento and stated he learned a lot and thanked staff for arranging his travel plans.

BUSINESS ITEMS

7. Discussion Regarding Speed Hump Policy on Public Roads

RECOMMENDATION:

That the City Council discuss the merits of formalizing a Speed Hump Policy and provide direction to staff.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

Lt. Hsueh stated that speed enforcement is more effective than speed humps.

The City Council discussed that adding more speed humps is not a solution to speeding; speed enforcement is what is needed.

DIRECTON:

The City Council agreed by consensus not to develop a speed hump policy at this time.

8. Review of Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2018**RECOMMENDATION:**

That the City Council review and file the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2018.

STAFF REPORT:

Finance Director Zamora presented the staff report.

DOCUMENTS:

Staff report with attachment as listed in the staff report.

SPEAKERS/DISCUSSION:

Adam Geis from Moss, Levy and Hartzheim stated that City staff was very helpful in providing data for the audit and the CAFR.

DIRECTION:

The City Council agreed by consensus to receive and file the Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2018.

9. Consideration of Wastewater Treatment Plant Management Agreement with Santa Ynez Community Services District**RECOMMENDATION:**

That the City Council authorize the City Manager to execute the Wastewater Treatment Plant Management Agreement with the Santa Ynez Community Services District.

STAFF REPORT:

Public Works Director Hess presented the staff report and provided an updated contract to the City Council and for the record.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed keeping the proposed contract active in case additional staff is needed in the future.

MOTION:

Motion by Vice Mayor Andrisek, seconded by Council Member Sanchez authorizing the City Manager to execute the Wastewater Treatment Plant Management Agreement with the Santa Ynez Community Services District.

VOTE:

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

Council Member King - Yes

Council Member Mercado – Yes

Council Member Sanchez – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

10. Discussion and Direction Regarding Recruitment for City Manager**RECOMMENDATION:**

That the City Council authorize the City Manager to retain the services of Ralph Andersen & Associates to perform the recruitment for City Manager and adjust the Fiscal Year 2018-19 budget accordingly.

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- Other recruitment firms were contacted but did not respond back
- Using a recruiting firm would be the most efficient method to recruit a new City Manger
- Legalities of using closed session to hire a recruitment firm

MOTION:

Motion by Council Member Sanchez, seconded by Council Member Mercado authorizing the City Manager to retain the services of Ralph Andersen & Associates to perform the recruitment for City Manager and adjust the Fiscal Year 2018-19 budget accordingly.

VOTE:

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

Council Member King - Yes

Council Member Mercado – Yes

Council Member Sanchez – Yes

Vice Mayor Andrisek - No

Mayor Sierra – Yes

CITY MANAGER’S REPORT

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

CLOSED SESSION ITEMS

**11. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Threat of litigation pursuant to Government Code Section 54956.9(d)(2) [Letter
from Kevin I. Shenkman dated September 28, 2018]**

The City Council met in closed session to discuss Item 11. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:45 p.m. The next regular meeting of the City Council will be held on Thursday, February 14, 2019 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

City Manager Review: MPB
Council Agenda Item No.: 2

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: February 14, 2019

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19

BACKGROUND

Staff is required to submit a check register to the City Council for approval every council meeting for the most recently completed check register (Attachment 1).

The check register for the period 01/16/2019 through 02/05/2019 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 01/16/2019 through 02/05/2019, and electronic fund transfers issued for the period of 01/16/2019 through 02/05/2019 was \$688,904.75.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Biennial Budget for FY 2017/18 and FY 2018/19. Cash is available for the payment disbursements of the above liabilities.

RECOMMENDATION

That the City Council review and accept the check register for the period 01/16/2019 through 02/05/2019.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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 **February 14, 2019** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00948	12,038.97
	A/P Packet #APPKT00943	383,687.26
	A/P Packet #APPKT00939	108,051.40
	A/P Packet #APPKT00935	26,984.49
	Total A/P Packets:	\$530,762.12 (7 pages)

Utility Packet #UBPKT01444	215.73 (1 page)
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Total Packets:	\$530,977.85
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EXHIBIT B		\$69,488.72
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Staff Payroll	1/18/2019	41,608.22
CC Payroll	1/24/2019	2,265.47
Staff Payroll	2/1/2019	44,564.49

Total Payroll:	\$88,438.18
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TOTAL AMOUNT OF CLAIMS:	\$688,904.75
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* The A/P Packets above will be approved on Council Agenda date of 2/14/2019
 Checks to be signed on 2/14/2019 tie to A/P Packet #APPKT00948
 Checks previously signed by staff to avoid late fees relate to:
 A/P Packet # APPKT00935, APPKT00939 and APPKT00943
 Utility Packet # UBPKT01444

88 2/16/19

Payments via Electronic Fund Transfer (EFT):
From 01/16/2019 through 02/05/2019

AFLAC	1/16/2019	574.06
Hassler - Postage	1/18/2019	300.00
CalPERS - Classic	1/22/2019	5,328.49
Payroll Tax - EDD	1/22/2019	3,962.08
CalPERS - PEPRA	1/22/2019	2,824.53
Payroll Tax - IRS	1/22/2019	7,418.63
CalPERS - Classic	1/25/2019	150.94
Payroll Tax - EDD	1/25/2019	108.20
CalPERS - PEPRA	1/25/2019	60.57
Payroll Tax - IRS	1/25/2019	70.48
Bank Fee	1/29/2019	12.00
Bank Fee	1/31/2019	94.70
CalPERS - Medical	2/4/2019	20,531.96
Payroll Tax - IRS	2/4/2019	7,838.13
CalPERS - Classic	2/4/2019	5,545.27
CalPERS - PEPRA	2/4/2019	2,948.83
Payroll Tax - EDD	2/4/2019	2,846.53
DCP-AUL	2/5/2019	8,861.32
Bank Fee	2/5/2019	12.00

Total

69,488.72



City of Buellton, CA

Check Disbursements - City Council - February 14, 2019

By Payment Number

Payment Dates 01/16/2019 - 02/05/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37353	1/16/2019	000820	ACWA/JPIA			2,589.99
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-401-50400		660.85
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-402-50400		115.02
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-403-50400		69.02
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-410-50400		112.67
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-420-50400		200.47
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-511-50400		431.91
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-558-50400		278.87
	0592518	February 2019 - Dental/Vision/EAP Premiums		001-565-50400		182.14
	0592518	February 2019 - Dental/Vision/EAP Premiums		005-701-50400		269.52
	0592518	February 2019 - Dental/Vision/EAP Premiums		020-601-50400		269.52
37354	1/16/2019	001184	ALBERTSONS/SAFEWAY			71.01
	INV0010164	Dec 2018 - Misc Supplies		001-410-61130		71.01
37355	1/16/2019	000028	ARAMARK UNIFORM SERVICES INC			576.20
	INV0010162	December 2018 - Mats/Towels Service		001-558-60800		460.96
	INV0010162	December 2018 - Mats/Towels Service		005-701-60800		115.24
37356	1/16/2019	000062	BUELLTON MEDICAL CENTER			185.00
	INV0010161	12/14/2018 -Pre-employment/Drug Screening		001-410-60022		185.00
37357	1/16/2019	000395	JOSE RAFAEL RUIZ dba			900.00
	1274	1/4/2019 - Janitorial Services		001-552-60800		900.00
37358	1/16/2019	000286	LEAGUE OF CALIFORNIA CITIES			200.00
	1676	2019 - LOCC Membership Dues		001-410-60650		200.00
37359	1/16/2019	011343	MARIANNE MADSEN			420.00
	INV0010160	12/12/18-1/14/19 - YOGA CLASS		001-511-67140		420.00
37360	1/16/2019	000352	P G & E			21,904.54
	INV0010163	12/5/18-1/4/19 - Electric Service		001-410-61241		550.23
	INV0010163	12/5/18-1/4/19 - Electric Service		001-501-61241		383.77
	INV0010163	12/5/18-1/4/19 - Electric Service		001-510-61241		160.88
	INV0010163	12/5/18-1/4/19 - Electric Service		001-550-61241		5,460.56
	INV0010163	12/5/18-1/4/19 - Electric Service		001-552-61241		513.53
	INV0010163	12/5/18-1/4/19 - Electric Service		001-556-61241		85.78
	INV0010163	12/5/18-1/4/19 - Electric Service		001-565-61241		221.22
	INV0010163	12/5/18-1/4/19 - Electric Service		005-701-61241		7,517.65
	INV0010163	12/5/18-1/4/19 - Electric Service		020-601-61241		7,010.92
37361	1/16/2019	000161	STATE OF CALIFORNIA - DOJ			32.00
	350091	Dec 2018 - Fingerprinting/Live Scan		001-410-60022		32.00
37362	1/16/2019	001168	The DocuTeam			42.00
	0156249	12/1-31/18 - WO# 00260579 - Shredding Services		001-410-60900		42.00
37363	1/16/2019	001188	The Hankering Corporation			63.75
	75358	1/11/2019 - Business Cards		020-601-61130		63.75
37364	1/23/2019	000121	BUELLTON VISITORS BUREAU			37,500.00
	INV0010205	January 2019 - Visitor's Bureau per Contract		001-410-67790		37,500.00
37365	1/23/2019	000065	BURKE, WILLIAMS & SORENSEN, LLP			11,035.40
	236074	December 2018 - Retainer - Legal Services		001-404-60840		10,250.00
	236075	December 2018 - Legal Services		001-404-60840		785.40
37366	1/23/2019	000090	CaPERS LONG-TERM CARE PROGRAM			84.25
	12699713	1/16-31/2019 - CalPERS Long-Term Care Program		001-22166		84.25
37367	1/23/2019	000088	CCI CENTRAL, INC.			36.71
	INST135116	1/11/2019 - Postage Machine Supplies		001-410-61130		36.71
37368	1/23/2019	000107	CITY OF LOMPOC			1,666.66
	102466	February 2019 - Monthly Transit Service		027-559-67445		1,666.66

Check Disbursements - City Council - February 14, 2019

Payment Dates: 01/16/2019 - 02/05/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37369	1/23/2019 20839	000655 1/5/2019 - Firmware Updates on Server	COAST NETWORK, INC.	001-410-60210		210.00 210.00
37370	1/23/2019 831240	000118 12/16/18-1/15/19 - HR - Copier Overage Fees	COASTAL COPY, INC.	001-410-61130		39.87 39.87
37371	1/23/2019 INV0010201	000140 1/3&17/2019 - Planning Commission Meetings	DAN HEEDY	001-565-50010		100.00 100.00
37372	1/23/2019 INV0010197	001330 1/22/2019 - REFUND - MMP DEPOSIT	ENGEN ENTERPRISES, INC.	075-22415		6,000.00 6,000.00
37373	1/23/2019 136942	000280 1/10/2019 - NtcOfPblcHrng - Res# 19-02	LEE CENTRAL COAST NEWSPAPERS	001-403-60520		148.95 148.95
37374	1/23/2019 136941	000280 1/10/2019 - NtcOfPblcHrng - Ord# 19-01	LEE CENTRAL COAST NEWSPAPERS	001-403-60520		120.75 120.75
37375	1/23/2019 INV0010202	001225 1/3&17/2019 - Planning Commission Meetings	MARCILO SARQUILLA	001-565-50010		100.00 100.00
37376	1/23/2019 INV0010199	001331 1/17/2019 - Planning Commission Meetings	MICHAEL EGLIN	001-565-50010		50.00 50.00
37377	1/23/2019 INV0010200	001187 1/3&17/2019 - Planning Commission Meetings	PATTY J HAMMEL	001-565-50010		100.00 100.00
37378	1/23/2019 INV0010198	001327 1/3&17/2019 - Planning Commission Meetings	ROBERT PAUL BLOKDYK	001-565-50010		100.00 100.00
37379	1/23/2019 INV0010206	000424 7/1-12/31/2018 - Semi-Annual Groundwater Prod	Santa Ynez River Water Conservation District - SYRWCD	020-601-67610		15,993.70 15,993.70
37380	1/23/2019 CM0000118 INV0010204	000894 December 2018 - TBID - Admin Fees December 2018 - SYVTBID - TBID Amount	Santa Ynez Valley Hotel Assn., Inc. dba	001-44250 001-22160		33,606.65 (685.85) 34,292.50
37381	1/23/2019 INV0010203 INV0010203 INV0010203 INV0010203 INV0010203 INV0010203 INV0010203	000464 1/31/2019 - Solvang State of the City 1/31/2019 - Solvang State of the City	SOLVANG CHAMBER OF COMMERCE	001-401-60710 001-402-60710 001-403-60710 001-420-60710 001-511-60900 001-558-60710 001-565-60710		350.00 105.00 35.00 35.00 35.00 35.00 70.00
37382	1/23/2019 9821807686 9821807686 9821807686 9821807686 9821807686 9821807686	000556 1/9-2/8/2019 - Wireless Telephone Service 1/9-2/8/2019 - Wireless Telephone Service	VERIZON WIRELESS	001-410-67705 001-511-61290 001-558-67705 005-701-61127 005-701-67705 020-601-67705		667.46 66.93 32.80 133.54 134.74 142.94 156.51
37383	1/23/2019 INV1158396 INV1158396 INV1158396 INV1158396 INV1158396 INV1158396 INV1158396 INV1158396 INV1158396	001207 December 2018 - FSA Admin Fees December 2018 - FSA Admin Fees	WAGEWORKS INC.	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		141.00 21.69 10.85 10.85 18.52 19.25 17.35 9.45 16.52 16.52
37390	1/30/2019 163979	001269 12/6/2018 - PD - Plumbing Repair	ANDREW MARTIN MENDOZA	001-558-60250		231.13 231.13
37391	1/30/2019 2270 2276	000718 2019-01-04 - WWTP Scada - IT/Programming 1/3/2019 - SCADA - IT/Programming	AUTOSYS, INC.	005-701-60800 020-601-60800		580.00 290.00 290.00
37392	1/30/2019 32995363	001214 Feb 2019 - CH - Telephone Lease	AVAYA Financial Services	001-410-60310		384.38 384.38
37393	1/30/2019 5537	000800 1/20/2019 - Boots	CARR'S BOOT SHOP, INC. dba	020-601-67600		155.51 155.51

Check Disbursements - City Council - February 14, 2019

Payment Dates: 01/16/2019 - 02/05/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37408	1/30/2019 36791	000330 1/17/2019 - Vehicle Repair	MONTE'S AUTO BODY, INC.	005-701-60270		198.55 198.55
37409	1/30/2019 686294 686398	000342 1/17/2019 - RVP - Maint/Repair Items 1/18/2019 - RVP - Maint/Repair Items	NIELSEN BUILDING MATERIALS,INC	001-552-60258 001-552-60258		44.40 19.02 25.38
37410	1/30/2019 18110-1F 18110-1F 18110-1F	000831 1/14/2019 - Clear & Haul Off Veg & Debris 1/14/2019 - Clear & Haul Off Veg & Debris 1/14/2019 - Clear & Haul Off Veg & Debris	PAUL D. POTTER, JR., dba	092-101-74100 092-102-74100 092-314-74100		33,145.00 8,000.00 10,000.00 15,145.00
37411	1/30/2019 22629	000369 1/17/2019 - WWTP - Sump Pump Maint/Repair	PERRY'S ELECTRIC MOTORS & CONTROLS INC	005-701-60250		3,700.19 3,700.19
37412	1/30/2019 1315058	000861 1/17/2019 - WWTP - Chemicals	POLYDYNE INC.	005-701-61111		1,304.81 1,304.81
37413	1/30/2019 87202493	000380 12/20/18-1/20/19 - WWTP - Cylinder Rental	PRAXAIR DISTRIBUTION, INC.	005-701-61111		51.06 51.06
37414	1/30/2019 123645 123645 123645	000382 Jan 2019 - Misc Supplies Jan 2019 - Misc Supplies Jan 2019 - Misc Supplies	PROCARE JANITORIAL SUPPLY, INC.	001-552-61140 001-558-61140 005-701-61140		462.25 272.73 161.79 27.73
37415	1/30/2019 WON30002518 WON30002518 WON30002518	000390 1/14/2019 - WWTP - Engine Repair 1/14/2019 - WWTP - Engine Repair 1/14/2019 - WWTP - Engine Repair	QUINN COMPANY	001-558-60270 005-701-60270 020-601-60270		2,708.64 902.88 902.88 902.88
37416	1/30/2019 1218-533	000848 Srvcs->12/31/2018 - COB Arch Design Review	RAVATT, ALBRECHT & ASSOC, INC.	001-22416	90060-070	770.00 770.00
37417	1/30/2019 INV0010208	000424 1/22/2019 - CMA - GSA Cost Share (COB)	Santa Ynez River Water Conservation District - SYRWCD	001-551-67575		130,000.00 130,000.00
37418	1/30/2019 18-5042	000450 December 2018 - Contract Law Enforcement Services	SB CO SHERIFF'S DEPARTMENT	001-501-60800		148,850.42 148,850.42
37419	1/30/2019 IN0053151	000823 10/28/2018 - Prgrm D608/D609 - RMP-Rvw/RptWrtnng	SB COUNTY EHS / CUPA	020-601-67575		388.00 388.00
37420	1/30/2019 03012076	000681 1/21/2019 - Guardrail Repair	STATEWIDE SAFETY & SIGNS, INC.	001-558-60250		1,270.60 1,270.60
37421	1/30/2019 1220180067 1220180067	000535 Dec 2018 - New Tkt Chrgs/Mnthly DB Maint Fee Dec 2018 - New Tkt Chrgs/Mnthly DB Maint Fee	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		26.50 13.25 13.25
37422	1/30/2019 47453	000677 Srvcs->12/31/18 - COB Reg Cmplnc Srvcs 2018-19	WALLACE GROUP	005-701-60800		18,585.11 18,585.11
37423	2/5/2019 INV0010241	000105 12/25/18-1/25/19 - 595 2nd/OakVlly - Irrigation	CITY OF BUELLTON	001-552-61211		150.80 150.80
37424	2/5/2019 INV02739 INV02739	000101 July-Dec 2018 - REC - 50/50 Revenue/Expenses July-Dec 2018 - REC - 50/50 Revenue/Expenses	CITY OF SOLVANG	001-22419 001-511-67570		9,436.77 7,271.68 2,165.09
37425	2/5/2019 INV0010243	001119 2019 BUSD Jog-a-thon Sponsorship (Gold Level)	Jonata-Oak Valley PTSA	001-410-69600		425.00 425.00
37426	2/5/2019 N7548251	000700 2/27-5/26/2019 - Lease - Postage Machine	MAILFINANCE, INC.	001-410-60310		975.29 975.29
37427	2/5/2019 INV0010240 INV0010240	000379 February 2019 - UB Postage February 2019 - UB Postage	POSTMASTER	005-701-61131 020-601-61131		520.00 260.00 260.00
37428	2/5/2019 AI02190061	000706 ->1/31/2019-Iridium SIM Card #881622413853	SATCOM GLOBAL, INC.	001-410-60014		51.30 51.30
37429	2/5/2019 69219678	001063 Feb 2019 - CH - Copier Lease	Wells Fargo Vendor Fin Serv	001-410-60310		340.81 340.81

Check Disbursements - City Council - February 14, 2019

Payment Dates: 01/16/2019 - 02/05/2019

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
	Payable Number	Description				Item Amount
37430	2/5/2019	001063	Wells Fargo Vendor Fin Serv			139.00
	69235186	Feb 2019 - REC - Copier Lease		001-511-60310		139.00
Payment Total:						530,762.12

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	400,873.59
005 - Sewer Fund	34,663.02
020 - Water Fund	30,243.97
027 - Local Transportation Fund	1,666.66
075 - Trust & Agency Fund	6,000.00
092 - Capital Improvement Proj Fund	57,314.88
Grand Total:	530,762.12

Account Summary

Account Number	Account Name	Payment Amount
001-22160	SYVTBID Payable	34,292.50
001-22166	Long-Term Care Deduction	84.25
001-22416	Developer Deposit	770.00
001-22419	Due to Solvang - Joint Events	7,271.68
001-401-50400	Medical Benefit	682.54
001-401-60710	Travel & Training	105.00
001-401-60900	Miscellaneous	41.26
001-401-61130	Office Supplies	30.58
001-402-50400	Medical Benefit	125.87
001-402-60710	Travel & Training	35.00
001-403-50400	Medical Benefit	79.87
001-403-60520	Advertising - Legal	269.70
001-403-60650	Membership & Publications	90.00
001-403-60710	Travel & Training	35.00
001-404-60840	Contract Services-Legal Fees	11,035.40
001-410-50400	Medical Benefit	112.67
001-410-60014	Emergency Operations	51.30
001-410-60022	Recruitment Expense	217.00
001-410-60210	Computer Maintenance &Software	210.00
001-410-60310	Equipment Rental	1,700.48
001-410-60650	Membership & Publications	200.00
001-410-60900	Miscellaneous/CalPERS Unfunded Liability	58.33
001-410-60910	Misc Recognition Items	567.34
001-410-61130	Office Supplies	557.10
001-410-61241	Utilities - Electric	550.23
001-410-61292	Internet Access/ Website Maint	409.01
001-410-67705	Telephone	394.30
001-410-67790	Visitors Bureau	37,500.00
001-410-69600	Undesignated Misc Support	425.00
001-420-50400	Medical Benefit	218.99
001-420-60710	Travel & Training	35.00
001-44250	Miscellaneous	(685.85)
001-501-60800	Contract Services	148,850.42
001-501-61241	Utilities - Electric	383.77
001-510-61241	Utilities - Electric	160.88
001-511-50400	Medical Benefit	451.16
001-511-60250	Maintenance/Repair	587.22
001-511-60310	Equipment Rental	139.00
001-511-60800	Contract Services	171.55
001-511-60900	Miscellaneous	51.63
001-511-61290	Telephone/Internet	209.16
001-511-67135	Buellton Rec Program Trips	(520.00)
001-511-67140	Buellton Recreation Program	1,442.19
001-511-67570	Recreation Program 50/50	2,165.09
001-511-73500	Equipment	2,422.00
001-550-61241	Utilities - Electric	5,460.56
001-551-60650	Memberships & Publications	160.00
001-551-67575	Regulatory Compliance	130,000.00
001-552-60258	Maintenance/Repair-Riverview	44.40
001-552-60800	Contract Services	2,650.00
001-552-61140	Operational Supplies	272.73
001-552-61211	Utilities - Water	150.80
001-552-61241	Utilities - Electric	513.53
001-556-61241	Utilities - Electric	85.78
001-558-50400	Medical Benefit	296.22
001-558-60210	Computer Maintenance &Software	40.94
001-558-60250	Maintenance / Repair	1,691.73
001-558-60270	Maintenance - Vehicles	902.88

Account Summary

Account Number	Account Name	Payment Amount
001-558-60710	Travel & Training	35.00
001-558-60800	Contract Services	499.56
001-558-60900	Miscellaneous	15.10
001-558-61130	Office Supplies	89.00
001-558-61140	Operational Supplies	161.79
001-558-67705	Telephone	133.54
001-565-50010	Planning Commission Salaries	450.00
001-565-50400	Medical Benefit	191.59
001-565-60710	Travel & Training	2,370.00
001-565-60900	Miscellaneous	45.15
001-565-61241	Utilities - Electric	221.22
001-565-67705	Telephone	408.45
005-701-50400	Medical Benefit	286.04
005-701-60210	Computer Maintenance &Software	40.95
005-701-60250	Maintenance / Repair	3,700.19
005-701-60270	Maintenance - Vehicles	1,101.43
005-701-60710	Travel & Training	390.00
005-701-60800	Contract Services	19,117.20
005-701-61111	Chemicals / Analysis	1,355.87
005-701-61127	Tools	134.74
005-701-61131	Postage	260.00
005-701-61140	Operational Supplies	63.70
005-701-61241	Utilities - Electric	7,517.65
005-701-67705	Telephone	695.25
020-601-50400	Medical Benefit	286.04
020-601-60210	Computer Maintenance &Software	116.75
020-601-60250	Maintenance / Repair	3,646.75
020-601-60270	Maintenance - Vehicles	902.88
020-601-60800	Contract Services	416.85
020-601-61111	Chemicals / Analysis	202.57
020-601-61130	Office Supplies	63.75
020-601-61131	Postage	260.00
020-601-61140	Operational Supplies	106.36
020-601-61241	Utilities - Electric	7,010.92
020-601-67575	Regulatory Compliance	388.00
020-601-67600	Safety Equipment	201.82
020-601-67610	Santa Ynez River Appropriation	15,993.70
020-601-67705	Telephone	647.58
027-559-67445	Lompoc- Wine Country Express	1,666.66
075-22415	Const &Demo Material Mgmt Dep	6,000.00
092-101-74100	Construction and Improvements	8,000.00
092-102-74100	Construction and Improvements	10,000.00
092-314-74100	Construction and Improvements	15,145.00
092-706-74100	Construction and Improvements	24,169.88
	Grand Total:	530,762.12

Project Account Summary

Project Account Key	Account Name	Payment Amount
None		529,635.90
53005-040	12/26/18-1/4/19 - Winter Break Camp	876.22
54017-040	12/15/18 - Cambria Christmas Market	(520.00)
90060-070	The Hartman Project	770.00
	Grand Total:	530,762.12



UBPKT01444 - 1/25/19 SC Utility Billing Refunds for UBPKT01422

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
03-17500-002	STOCKER, JONATHON	1/25/2019	37387	15.73			15.73	Deposit
06-10100-005	FAUST AVENUE LLC	1/25/2019	37388	100.00			100.00	Deposit
07-09500-006	WINTERHALDER, DEBI	1/25/2019	37389	100.00			100.00	Deposit
Total Refunds: 3			Total Refunded Amount:	215.73				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	215.73
Revenue Total:	215.73

General Ledger Distribution

Posting Date: 01/25/2019

Account Number	Account Name	Posting Amount	IFT
Fund: 020 - WATER FUND			
020-10000	Claim On Pooled Cash	-215.73	Yes
020-22420	Unapplied Credits	215.73	
		020 Total:	0.00
Fund: 999 - POOLED CASH			
999-10001	Pooled Cash - General Checking	-215.73	
999-27000	Due To Other Funds	215.73	Yes
		999 Total:	0.00
		Distribution Total:	0.00

Check #s 37385 + 37386 VOIDED as check #s were out of sequence.

Jacob
1/25/19

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: February 14, 2019

Subject: Consideration of New Video Equipment and Videographer

BACKGROUND

During the January 24, 2019 City Council meeting, Council directed staff to obtain costs for an additional camera and videographer services to operate the equipment.

The original system was installed in 2015, with a single fixed camera. The proposed system addition includes: Newtek TriCaster Advanced edition, 2 PTZ NDI cameras with wall brackets, 1 PTZ camera controller, 1 network switch, and a computer work station. The second camera would allow a view of the podium and better angle towards the presentation board. The approximate cost for this system, including labor and materials to relocate and extend the existing system is \$15,400.

In addition, staff reached out to technical videographers to obtain cost for operating the equipment during Council and Planning Commission meetings. The only technician available and submitted a proposal for our required times is Patrick Meyer with Valley PC Repair. Mr. Meyer's hourly rate is \$80/hour with a 1 hour minimum.

FISCAL IMPACT

The capital cost of \$15,400 for upgrading the video equipment and is not included in the current 2018/19 Fiscal Year Budget. Should Council approve the upgrade, the budget would require an amendment to include this capital cost.

The operating cost with the proposed \$80/hour is estimated at \$2,880 /month, estimating 3 hours every Council and Planning Commission meeting, 4 meetings / month. This cost is not included in the current 2018/19 Fiscal Year Budget. Should Council approve the upgrade, the budget would require an amendment to include \$11,520 (for 4 remainder months in this fiscal year) for operating cost. Future year's annual budget would be \$34,560, assuming a 3 hours every Council and Planning Commission meeting, 4 meetings/month.

RECOMMENDATION

That the City Council review the cost for upgrading the video equipment and the cost for the video operator and provide direction for purchase and amend the Fiscal Year 2018/19 Budget for operating and/or capital costs as appropriate.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, H.R. Director

Meeting Date: February 14, 2019

Subject: Discussion and Direction Regarding Salary Survey Results

BACKGROUND

At the City Council meeting of January 10, 2019, the Council requested that staff look into conducting a salary survey in order to attract and retain good employees, specifically in the Public Works Department as the City had three retirees in that department in December 2018. Staff received a quote from an outside agency to conduct the salary survey, which was \$8,500. Staff then decided to conduct a salary survey ourselves, focusing on nearby municipal agencies and came up with the base salary figures in Attachment 1.

The last salary survey conducted by staff was prepared in March 2010 and the prior administration and City Council decided to adopt raises for three positions with the highest salary gap, those being the Grounds Maintenance Worker, Accounting Technicians, and Lead Fieldworker.

As shown in Attachment 1, the base salary rate for all staff positions is currently less than the market average for similar positions in Santa Barbara County.

Currently, the Consumer Price Index for Southern California is 3.3%. This is the basis the City Council has used to approve cost of living increases (COLA) in the past. If Council chooses to consider salary increases, it would be appropriate to combine the COLA with any salary increases.

FISCAL IMPACT

Fiscal impact depends on whether the City Council approves a salary increase for some or all staff members. If the City Council wants a more detailed salary survey, the cost for a third party survey would be \$8,500.

RECOMMENDATION

That the City Council review the attached salary survey results and provide direction to staff regarding either agendizing a salary increase for some or all staff members or agendizing the approval of a contract for an outside agency to conduct a more formal salary survey.

ATTACHMENTS

Attachment 1 – Salary Survey Results

Salary Survey - February 2019

Position	Buellton	Carpinteria	Goleta	Lompoc	Santa Barbara	Santa Maria	Solvang	Average	Difference	Base Salary % to Market
Fieldworker I	3,168 - 3,851	3,406 - 4,140	3,417-4,361	3,353-4,022	4,542 - 5,521	3,338 - 3,936	3,950 - 4,931	3,668 - 4,485	<634>	-14%
Facilities Maintenance	3,358 - 4,081	4,048 - 4,921	3,417-4,361	3,074-3,854	3,496-4,250	3,282-3,997	3,322 - 4,153	3,440 - 4,256	<175>	-4%
Staff Assistant/Planning Tech.	3,792 - 4,610	4,433 - 5,388	4,563-5,823	4,372-5,260	3,768-4,580	3,991-4,851	3,950 - 4,931	4,179 - 5,139	<529>	-10%
Journeyman Fieldworker	3,792 - 4,610	3,950 - 4,801	3,656-4,666	4,274-5,141	5,714 - 6,946	4,180 - 5,081	4,151 - 5,184	4,321 - 5,303	<693>	-13%
Youth Recreation Coordinator	3,792 - 4,610	3,635 - 4,998	n/a	4,036-4,852	3,768-4,580	3,952-4,803	4,049 - 5,057	3,888 - 4,858	<248>	-5%
Parks Foreman	3,792 - 4,610	n/a	n/a	3,690-4,641	4,420-5,373	4,179 - 5,080	3,853 - 4,816	4,035 - 4,978	<368>	-7%
Accounting Technician (Tier II)	4,097 - 4,980	n/a	4,225-5,392	4,341-5,223	4,290-5,214	4,292 - 5,217	3,853 - 4,816	4,200 - 5,172	<192>	-4%
Recreation Center Coordinator	4,086 - 4,967	3,635 - 4,998	n/a	4,036-4,852	4,554-5,536	4,199-5,104	4,049 - 5,057	4,095 - 5,109	<142>	-3%
Lead Fieldworker	4,689 - 5,699	4,246 - 5,161	4,563-5,823	5,807-7,005	7,289 - 8,860	7,021 - 8,534	6,158 - 7,697	5,847 - 7,180	<1,481>	-21%
Assistant Planner	5,000 - 6,078	4,408 - 6,061	5,322-6,792	4,960-5,975	5,758-6,999	4,374 - 5,317	4,465 - 5,583	4,881 - 6,121	<43>	0
Recreation Coordinator	5,000 - 6,078	n/a	n/a	4,705-5,665	6,042-7,344	4,859-5,908	5,056 - 6,319	5,165 - 6,309	<231>	-4%
Accounting Specialist	5,126 - 6,230	n/a	5,748-7,335	5,050-6,085	5,478-6,658	5,739 - 6,976	5,056 - 6,319	5,414 - 6,674	<444>	-7%
Revenue Specialist	5,126 - 6,230	n/a	5,748-7,335	5,050-6,085	5,478-6,658	5,739-6,976	5,056 - 6,319	5,414 - 6,674	<444>	-7%
City Clerk/H.R. Director	7,908 - 9,612	6,444 - 8,870	10,126-12,924	7,194-8,691	10,400-12,641	10,438-12,687	7,321 - 9,148	8,654 - 10,827	<1,215>	-11%
Finance Director	7,908 - 9,612	8,782 - 12,075	12,031-15,355	8,231-9,951	10,609-12,896	11,236-13,657	8,481 - 10,606	9,895 - 12,423	<2,811>	-23%
Planning Director	7,908 - 9,612	8,782 - 12,075	12,031-15,355	7,711-9,319	10,746-13,062	10,502-12,765	7,883 - 9,845	9,609 - 12,070	<2,458>	-20%
Public Works Director/City Engr.	7,908 - 9,612	8,782 - 12,075	13,769-17,574	9,467-12,890	12,288-14,936	12,018-14,609	9,139 - 11,426	10,910 - 13,918	<4,306>	-31%

* NOTE: Goleta and Carpinteria Field Staff do not perform water and sewer functions.