



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of February 27, 2020 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

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

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members Ed Andrisek, Dave King, John Sanchez, Vice Mayor Art Mercado, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 February 13, 2020 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20**
- 3. Monthly Treasurer's Report - January 31, 2020**
❖ (Staff Contact: Finance Director Shannel Zamora)

4. **Six-Month Report for Fiscal Year 2019-20 from the Buellton Visitors Bureau**
❖ *(Staff Contact: Finance Director Shannel Zamora)*
5. **Acceptance of Public Trail Easement (Flying Flags)**
❖ *(Staff Contact: Public Works Director Rose Hess)*
6. **Quarterly Report for July 1, 2019 through September 30, 2019 from Visit Santa Ynez Valley (VisitSYV)**
❖ *(Staff Contact: Finance Director Shannel Zamora)*

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)

7. **Ordinance No. 20-02 – “An Ordinance of the City Council of the City of Buellton, California, Prohibiting the Offer or Operation of Shared-Use Electric Scooters within the City Limits” (Second Reading)**
❖ *(Staff Contact: City Manager Scott Wolfe)*
8. **Discussion and Direction Regarding Industrial Way Lighting Solar Options**
❖ *(Staff Contact: Public Works Director Rose Hess)*
9. **Consideration of Draft Request for Proposals for Engineering Services**
❖ *(Staff Contact: Public Works Director Rose Hess)*
10. **Authorization of Funds Expenditure for Critical Upgrades to City Hall Computer Network**
❖ *(Staff Contact: City Manager Scott Wolfe)*

CITY MANAGER’S REPORT

CLOSED SESSION ITEMS**(POSSIBLE ACTION)**

- 11. Closed Session Pursuant to Government Code Section 54956.8 Conference with Real Property Negotiator
Property: 264 La Lata Drive, Buellton, CA (APN: 099-450-012)
Agency Negotiator: Scott Wolfe, City Manager
Negotiating Party: ECCUMENICAL III, LLC, Property Owner
Under Negotiation: Price and Terms of Payment**
- 12. Closed Session Pursuant to Government Code Section 54956.8
Conference with Real Property Negotiator
Property: 202 Dairyland Road, Buellton, CA (APN: 099-66-032, -033, -034, -035;
and 099-67-005)
Agency Negotiator: Scott Wolfe, City Manager
Negotiating Party: Greg Willemssen, Successor Trustee for Willemssen Living Trust,
Property Owner
Under Negotiation: Price and Terms of Payment**
- 13. Closed Session Pursuant to Government Code Section 54956.9(d)(4)
Potential Initiation of Litigation**
- 14. Closed Session Pursuant to Government Code Section 54956.9(d)(2)
Facts and circumstances that might result in litigation against the Agency but which
the Agency believes are not yet known to a potential plaintiff or plaintiffs**

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, March 12, 2020 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of February 13, 2020
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 Ed Andrisek, Dave King, and John Sanchez, Vice Mayor Art Mercado and Mayor Holly Sierra

Staff: City Manager Scott Wolfe, City Attorney Greg Murphy, Public Works Director Rose Hess, Finance Director Shannel Zamora, Contract Planner Irma Tucker, and City Clerk Linda Reid

PUBLIC COMMENTS

None

CONSENT CALENDAR

Council Member King requested and the Council agreed by consensus to pull Item No. 5 for discussion.

- 1. Minutes of January 9, 2020 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20**
- 3. Financial Report for the Second Quarter Ending December 31, 2019**
- 4. Monthly Treasurer's Report – December 31, 2019**
- 6. Approval of Intra-Basin Administrative Agreement for Implementation of the Sustainable Groundwater Management Act (SGMA) in the Santa Ynez River Valley Groundwater Basin with the Santa Ynez River Water Conservation District**

7. **Resolution No. 20-03 – “A Resolution of the City Council of the City of Buellton, California, Authorizing the Placement of a Lien on Particular Property Located in the City of Buellton, for Unpaid Enforcement Charges to Abate a Public Nuisance”**
8. **Ratification of Agreement Responsive to City Council Direction from Closed Session Items on Meeting of January 9, 2020**

MOTION:

Motion by Council Member Andrisek, seconded by Vice Mayor Mercado, approving Consent Calendar Items 1, 2, 3, 4, 6, 7 and 8 as listed.

VOTE:

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

Council Member Andrisek – Yes

Council Member King - Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

5. **Acceptance of Bid and Award of Construction Contract for the Avenue of Flags Median 2 Improvements Project**

Council Member King discussed reducing the amount of landscaping on Median 2 in order to save money on the project. The Council agreed by consensus to move forward with Median 2 construction.

MOTION:

Motion by Council Member King, seconded by Council Member Sanchez, approving Consent Calendar Item 5 as listed.

VOTE:

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

Council Member Andrisek – Yes

Council Member King - Yes

Council Member Sanchez - Yes

Vice Mayor Mercado – Yes

Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

- 9. Ordinance No. 20-01 – “An Ordinance of the City Council of the City of Buellton, California, Re-Adopting Chapter 8.12 of the Buellton Municipal Code Pertaining to the 2019 California Fire Code as Adopted and Amended by the County of Santa Barbara” (Public Hearing and Second Reading)**

RECOMMENDATION:

That the City Council consider adoption of Ordinance No. 20-01.

STAFF REPORT:

City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:14 p.m. There being no public comment, Mayor Sierra closed the Public Hearing at 6:15 p.m.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member King, seconded by Council Member Andrisek approving Ordinance No. 20-01 – “An Ordinance of the City Council of the City of Buellton, California, Re-Adopting Chapter 8.12 of the Buellton Municipal Code Pertaining to the 2019 California Fire Code as Adopted and Amended by the County of Santa Barbara” by title only and waive further reading.

VOTE:

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

Council Member Andrisek - Yes

Council Member King - Yes

Council Member Sanchez - Yes

Vice Mayor Mercado - Yes

Mayor Sierra – Yes

- 10. Ordinance No. 20-02 – “An Ordinance of the City Council of the City of Buellton, California, Prohibiting the Offer or Operation of Shared-Use Electric Scooters within the City Limits” (Introduction and First Reading)**

RECOMMENDATION:

That the City Council consider the introduction and first reading of Ordinance No. 20-02.

STAFF REPORT:

City Manager Wolfe provided the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:20p.m. There being no public comment, Mayor Sierra closed the Public Hearing at 6:21 p.m.

City Attorney Murphy discussed the prohibition of electric scooters in Buellton.

MOTION:

Motion by Council Member Sanchez, seconded by Council Member King approving the introduction and first reading of Ordinance No. 20-02 – “An Ordinance of the City Council of the City of Buellton, California, Prohibiting the Offer or Operation of Shared-Use Electric Scooters within the City Limits”

VOTE:

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

- 11. **Resolution No. 20-01 – “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 2020/2021 – 2024/2025”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 20-01.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:24 p.m. There being no public comment, Mayor Sierra closed the Public Hearing at 6:25 p.m.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Vice Mayor Mercado, seconded by Council Member King approving Resolution No. 20-01 – “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 2020/21 – 2024/25”

VOTE:

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez – Yes

Vice Mayor Mercado - Yes

Mayor Sierra – Yes

COUNCIL MEMBER COMMENTS/ITEMS

Mayor Sierra announced there will be a ribbon cutting ceremony at Highway 246 and Sycamore Drive to commemorate the new flashing crosswalk in that location on February 25th at noon. Mayor Sierra announced that Buellton's State of the City breakfast is scheduled for February 26 at 9:00 a.m. at the Santa Ynez Valley Marriott. Mayor Sierra announced the passing of long-time Santa Ynez Valley resident and community activist Laura Kath. Mayor Sierra discussed potential grant applications for the Safe Routes to School program and received council consensus to agendaize discussion of this item at the February 27 Council meeting.

Council Member King announced the next Buellton Chamber Mixer is scheduled for February 19 at Figueroa Mountain Brewing Company.

Council Member Andrisek requested that Shelby Sim, representing Visit Santa Ynez Valley, briefly speak to the Council. Mr. Sim requested that Visit Santa Ynez Valley's Quarterly Report be placed on the Council's February 27 Consent Calendar and their Annual Report will be agendaized in the second quarter, where he will provide a presentation to the Council.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Sanchez announced he attended the Arts and Culture Committee meeting and provided an oral report for the record.

Council Member Sanchez announced he attended the Second Elected Leaders Forum to Address Homelessness and provided an oral report for the record.

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

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

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.

BUSINESS ITEMS

12. Authorization for Expenditure of Funds in Support of the Arts and Culture Committee Activities

RECOMMENDATION:

That the City Council consider authorizing \$500 for marketing expenses to support the Arts and Culture Committee and authorizing the City Manager to approve future administrative expenditures up to \$1,000.

STAFF REPORT:

City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:

Peggy Brierton, Buellton, spoke in support of the requested marketing expenditure for the Arts and Culture Committee and provided a handout for the record.

Judi Stauffer, Buellton, spoke about the future marketing of the Arts and Culture Committee and that the marketing be transparent and professional.

Council Member King requested the Arts and Culture Committee seek Council approval for expenditures over \$500.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Vice Mayor Mercado, seconded by Council Member King authorizing \$500 for marketing expenses to support the Arts and Culture Committee and authorizing the City Manager to approve future administrative expenditures up to \$500.

VOTE:

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez – Yes

Vice Mayor Mercado - Yes

Mayor Sierra – Yes

- 13. Resolution No. 20-02 - “A Resolution of the City Council of the City of Buellton, California, Amending the Out-of-Agency Agreement for the Provision and Sale of Water to Zaca Creek Restaurant Located at 1297 Jonata Park Road APN 99-600-02 Approximately One Quarter of a Mile North of the Incorporation Boundary of the City of Buellton in the Unincorporated Area of Santa Barbara County”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 20-02.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

The City Council announced their support for the Zaca Creek Restaurant project.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Sanchez, seconded by Council Member Andrisek approving Resolution No. 20-02 – “A Resolution of the City Council of the City of Buellton, California, Amending the Out-of-Agency Agreement for the Provision and Sale of Water to Zaca Creek Restaurant Located at 1297 Jonata Park Road APN 99-600-02 Approximately One Quarter of a Mile North of the Incorporation Boundary of the City of Buellton in the Unincorporated Area of Santa Barbara County”

VOTE:

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

Council Member Andrisek – Yes

Council Member King – Yes

Council Member Sanchez – Yes

Vice Mayor Mercado - Yes

Mayor Sierra – Yes

- 14. Authorization to Engage Research Firm for Community Attitude Survey**

RECOMMENDATION:

That the City Council consider an agreement with True North Research to conduct a community satisfaction survey.

STAFF REPORT:

City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- City Attorney Murphy and City Manager Wolfe both described the type of questions to be included in the survey and how the survey would be conducted
- That Council Members can communicate directly with residents rather than conducting a survey

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Mayor Sierra, seconded by Vice Mayor Mercado authorizing an agreement with True North Research to conduct a community satisfaction survey and authorizing the Mayor to sign the agreement, with cost not to exceed \$28,850.

VOTE:

Motion passed by a roll call vote of 3-2.

Council Member Andrisek – Yes

Council Member King – No

Council Member Sanchez – No

Vice Mayor Mercado - Yes

Mayor Sierra – Yes

15. Establishment of City Council Priorities for the Year 2020**RECOMMENDATION:**

That the City Council consider the list of proposed priorities for 2020 and determine which priorities will be adopted.

STAFF REPORT:

City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the list of Council priorities for 2020.

DOCUMENTS:

Staff report with attachments as listed in the staff report. Council Member Andrisek provided photos of asphalt cracks in the Meadow Ridge subdivision, which were made part of the record.

DIRECTION:

The City Council agreed by consensus to pursue all the proposed Council priorities for 2020, except for the City Council retreat and that staff pay immediate attention to the City's sewer infrastructure and asphalt crack sealing in the Meadow Ridge subdivision.

CITY MANAGER'S REPORT

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

CLOSED SESSION ITEMS

- 16. Closed Session - California Government Code Section 54957 regarding:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: City Manager**

- 17. Closed Session Pursuant to Government Code Section 54956.8
Conference with Real Property Negotiator
Property: 264 La Lata Drive, Buellton, CA (APN: 099-450-012)
Agency Negotiator: Scott Wolfe, City Manager
Negotiating Party: ECCUMENICAL III, LLC, Property Owner
Under Negotiation: Price and Terms of Payment**

- 18. Closed Session Pursuant to Government Code Section 54956.8
Conference with Real Property Negotiator
Property: 202 Dairyland Road, Buellton, CA (APN: 099-66-032, -033, -034, -035;
and 099-67-005)
Agency Negotiator: Scott Wolfe, City Manager
Negotiating Party: Greg Willemsen, Successor Trustee for Willemsen Living Trust,
Property Owner
Under Negotiation: Price and Terms of Payment**

- 19. Closed Session Pursuant to Government Code Section 54956.9(d)(4)
Potential Initiation of Litigation**

- 20. Closed Session Pursuant to Government Code Section 54956.9(d)(2)
Facts and circumstances that might result in litigation against the Agency but which
the Agency believes are not yet known to a potential plaintiff or plaintiffs**

The City Council met in closed session to discuss Items 16, 17, 18, 19, and 20. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 8:51 p.m. The next regular meeting of the City Council will be held on Thursday, February 27, 2020 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: February 27, 2020

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20

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 02/06/2020 through 02/18/2020 has been prepared in accordance to Government Code section 37202 and Buellton Municipal Code section 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, 02/06/2020 through 02/18/2020, and electronic fund transfers issued for the period of 02/05/2020 through 02/18/2020 was \$356,242.72.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Budget for FY 2019/20. 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 02/06/2020 through 02/18/2020.

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 for the period of February 06, 2020 through February 18, 2020 for ratification by the City at the February 27, 2020 City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT01204	59,458.62
A/P Packet #APPKT01200	65,382.40
A/P Packet #APPKT01199	116,120.70
Total A/P Packets:	<u>\$240,961.72</u> (8 pages)

Total of checks issued:	<u>\$240,961.72</u>
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EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$64,582.11</u>
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Payroll processed

Staff Payroll	2/14/2020	50,698.89
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Total Payroll:	<u>\$50,698.89</u>
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TOTAL AMOUNT OF CLAIMS:	<u>\$356,242.72</u>
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Payments via Electronic Fund Transfer (EFT):
From 02/05/2020 through 02/18/2020

CalPERS - Medical	2/6/2020	25,476.74
DCP-AUL	2/7/2020	15,817.16
The Hartford	2/7/2020	411.58
AFLAC	2/12/2020	422.37
CalPERS - Classic	2/18/2020	5,768.80
CalPERS - PEPR	2/18/2020	4,201.53
Payroll Tax - EDD	2/18/2020	3,229.23
Payroll Tax - IRS	2/18/2020	9,254.70

Total

64,582.11



Check Disbursements - City Council - February 27, 2020

City of Buellton, CA

By Payment Number

Payment Dates 02/06/2020 - 02/28/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39146	2/11/2020	000326	MNS ENGINEERS, INC.			104,179.04
	74436	12/1-31/2019 - City Engineer/Public Works		025-554-60800		2,165.00
	74437	12/1-31/2020 - City/Transportation Planning		029-557-60800		3,227.50
	74438	12/1-31/2019 - City/Traffic Studies		025-554-67265		175.00
	74439	12/1-31/2019 - City Storm Water Management Plan		001-551-60800		10,127.50
	74440	12/1-31/2019 - City/McMurray Road Signal Upgrade		092-307-70005	09230770005	525.00
	74441	12/1-31/2019 - Ped Safety Imprvmnts - Hwy246/Syc		092-306-71500	09230671500	2,979.04
	74442	12/1-31/2019 - Backflow Prevention Program		020-601-60830		4,375.00
	74443	12/1-31/2019 - Median 2 Parking Lot		092-215-70005	09221570005	39,822.50
	74444	12/1-31/2019 - North Park and Ride		092-308-70005	09230870005	34,707.50
	74445	12/1-31/2019 - 2019/20 RdMaint&Citywide CncrteProj		092-318-70005	09231870005	6,075.00
39147	2/11/2020	001111	TETRA TECH, INC.			11,941.66
	51540768	EngSrvcs->12/27/19 - Encroachment Permit Services		025-557-60800		177.69
	51540769	EngSrvcs->12/27/19 - Crossroads		001-22416	90010-070	1,124.00
	51540770	EngSrvcs->1/27/19 - Townhomes		001-22416	90021-070	1,999.50
	51540771	EngSrvcs->12/27/19 - 73 Ind Way Figueroa		001-22416	90037-070	899.98
	51540772	EngSrvcs->12/27/2019 - 5-Acre Bldng @ Ind Way		001-22416	90044-070	495.71
	51540773	EngSrvcs->12/27/19 - Nghbrhd Park/OpnSpC @ Village		001-22416	90017-070	195.71
	51540774	EngSrvcs->12/27/19 - Sewer Fund Proj - Gen Support		092-704-70005	09270470005	7,049.07
39148	2/11/2020	000005	ABALONE COAST ANALYTICAL, INC.			2,499.90
	4853	JAN 2020 - WWTP - Chemicals/Analysis		005-701-61111		1,244.50
	4857	JAN 2020 - DWTP - Chemicals/Analysis		020-601-61111		1,255.40
39149	2/11/2020	000820	ACWA/JPIA			3,516.65
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-401-50400		660.94
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-402-50400		185.30
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-403-50400		69.15
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-410-50400		225.34
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-420-50400		200.79
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-511-50400		502.68
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-558-50400		562.76
	0641459	March 2020 - Dental/Vision/EAP Premiums		001-565-50400		249.94
	0641459	March 2020 - Dental/Vision/EAP Premiums		005-701-50400		429.87
	0641459	March 2020 - Dental/Vision/EAP Premiums		020-601-50400		429.88
39150	2/11/2020	000509	ALAN NEEDHAM dba			24,115.00
	27490	Jan 2020 - Annual Christmas Tree Chipping		001-556-60800		1,085.00
	27504	Jan 2020 - VVP - Monthly Landscape/Trashcans		001-552-60800		3,220.00
	27512	Jan 2020 - Monthly Parks & Median Landscape Maint		001-552-60800		11,200.00
	27512	Jan 2020 - Monthly Landscape Maint Fac&Sts		001-556-60800		3,960.00
	27539	2020 - Annual City Tree Maintenance		001-556-60800		4,650.00
39151	2/11/2020	001184	ALBERTSONS/SAFEWAY			60.63
	INV0011647	JAN 2020 - Misc Supplies		001-410-61130		27.67
	INV0011647	JAN 2020 - Misc Supplies		001-565-61130		32.96
39152	2/11/2020	000839	A-OK POWER EQUIPMENT INC. dba			73.25
	489825	2/3/2020 - WTP - Misc Maint/Repair Supplies		020-601-60250		73.25
39153	2/11/2020	000718	AUTOSYS, INC.			5,114.47
	2616	1/14/2020 - WTP - BW Tank Level Sensor Repair		020-601-60800		2,326.97
	2617	1/13-27/2020 - WTP - Infield Technical Service		020-601-60800		1,957.50
	2618	1/13&16/2020 - WWTP - Infield Tech Service/IT Prog		005-701-60800		830.00

Check Disbursements - City Council - February 27, 2020

Payment Dates: 02/06/2020 - 02/28/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39154	2/11/2020 850562-C	000047 1/30/2020 - PW - Flags & Accessories	BETSY ROSS FLAG GIRLS, INC.	001-558-60250		232.00 232.00
39155	2/11/2020 INV0011653	000062 1/21/2020 - HR/PW - Employee Immunization	BUELLTON MEDICAL CENTER	001-403-60022		95.00 95.00
39156	2/11/2020 2001-567057	000076 1/22/2020 - WTP - Misc Maint/Repair Items	CAL-COAST IRRIGATION, INC.	020-601-60250		15.09 15.09
39157	2/11/2020 25267650	000112 1/24/2020 - PD/LIB - Pest Control	CLARK PEST CONTROL	001-558-60800		159.00 159.00
39158	2/11/2020 412 451	001393 7/1/18-12/31/18 - IRWM Program MOU FY18/19 - Annual - PollutantLoadMonitoring/LabFees	County of Santa Barbara - Dept of Public Works	001-551-67575 001-551-67575		1,923.31 812.48 1,110.83
39159	2/11/2020 3149	001465 Feb2020 - FIN - Customer Service Training	CSA, INC.	001-420-60710		196.00 196.00
39160	2/11/2020 S100021555.001 S100021663.001	001364 1/29/2020 - WTP - Misc Maint/Repair Items 2/3/2020 - WTP - Misc Mat'ls/Supplies Items	FAMCON PIPE & SUPPLY-SM	020-601-60250 020-601-60250		1,246.67 587.24 659.43
39161	2/11/2020 121371	000543 1/21/2020 - WWTP - Misc Supplies	HD SUPPLY FACILITIES MAINTENANCE, LTD.	005-701-61140		927.69 927.69
39162	2/11/2020 INV0011645 INV0011645 INV0011645 INV0011645 INV0011645 INV0011645 INV0011645 INV0011645	000813 JAN 2020 - PD - FIREPROOF SAFE JAN 2020 - MISC MAINT/REPAIR ITEMS JAN 2020 - MISC MAINT/REPAIR ITEMS	HOME DEPOT CREDIT SERVICES	001-501-73500 001-552-60059 001-552-60258 001-552-61140 001-558-60250 001-565-60900 005-701-61140 020-601-61140		749.04 171.32 51.31 86.32 42.10 97.24 148.57 76.09 76.09
39163	2/11/2020 18554	001466 1/23/2020 - LIB - Building Inspection	INSIGHT ENVIRONMENTAL, INC.	001-558-60800		1,875.00 1,875.00
39164	2/11/2020 INV0011652	001119 2020 - BUSD JOG-A-THON SPONSORSHIP (GOLD LEVEL)	Jonata-Oak Valley PTSA	001-410-69600		425.00 425.00
39165	2/11/2020 INV0011649	001444 2/3-6/2020 - PW - Reimbursement	JUAN CARLOS VELASQUEZ	001-558-60710		412.68 412.68
39166	2/11/2020 4816565	000310 1/4/2020 - WWTP - Roll-off Exchange (2 units)	MARBORG INDUSTRIES	092-706-74100	09270674100	815.69 815.69
39167	2/11/2020 754260 755023	000342 1/24/2020 - PW - Misc Maint/Repair Items 1/29/2020 - PW - Misc Maint/Repair Items	NIELSEN BUILDING MATERIALS,INC	001-558-61140 001-558-60250		43.61 17.23 26.38
39168	2/11/2020 30247320	000669 1/8/2020 - USPO - Pest Control	O'CONNOR & SONS dba	001-558-60800		105.00 105.00
39169	2/11/2020 4372-112649 4372-117346	000801 1/10/2020 - PW - Vehicle Maint Items 2/5/2020 - PW - Vehicle Materials	O'REILLY AUTOMOTIVE STORES, INC.	001-558-60270 001-558-60270		11.84 4.30 7.54
39170	2/11/2020 INV0011643 INV0011648	000352 11/16/19-12/1/6/2020 - Electrical Service 1/7-2/5/2020 - Electric Service	P G & E	001-550-61241 001-550-61241		115.35 72.50 42.85

Check Disbursements - City Council - February 27, 2020

Payment Dates: 02/06/2020 - 02/28/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39171	2/11/2020 INV0011646	000704 2/4-6/2020 - REC - Rmbrsmnt-JPIA Park & RecTrning	PAUL SMITH	001-511-60900		401.69 401.69
39172	2/11/2020 1423874	000861 1/21/2020 - WWTP - Chemicals	POLYDYNE INC.	005-701-61111		1,304.81 1,304.81
39173	2/11/2020 WO030045417	000390 1/21/2020 - WWTP - Caterpillar Servicing	QUINN COMPANY	005-701-60270		1,066.15 1,066.15
39174	2/11/2020 114242	001002 1/31/2020 - PW - Misc Supplies	ROBERTSON SUPPLY	001-552-61140		113.14 113.14
39175	2/11/2020 AIO2200051	000706 Srvc->1/31/2020 - Iridium SIM Card - GSA Plan	SATCOM GLOBAL, INC.	001-410-60014		51.81 51.81
39176	2/11/2020 FY19-20 Q2	000132 10/1-12/31/2019 - ANIMAL SHELTER & FIELD SERVICES	SB CO ANIMAL SVCS, HEALTH & REG	001-410-60015		10,134.50 10,134.50
39177	2/11/2020 54086 54086 54087	000427 FY19-20 - PW - Emission Fees - Generator FY19-20 - WWTP - Emission Fee 1/27/2020 - WTP - Emission Fees BstrPmpSttn/PmpYd	SB CO APCD	001-558-67575 005-701-67575 020-601-67575		1,837.24 459.31 459.31 918.62
39178	2/11/2020 INV0011650	001390 FEB 2020 - REIMBURSEMENT MERP PER CONTRACT	SCOTT WOLFE	001-402-50400		750.00 750.00
39179	2/11/2020 INV0011651	001030 1/28-31/2020 - REIMBURSEMENT - CSMFO CONFERENCE	Shannel Zamora	001-420-60710		212.75 212.75
39180	2/11/2020 74028	000465 JAN 2020 - PW - Street Sweeping Services	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,516.50 2,516.50
39181	2/11/2020 03015035	000681 1/28/2020 - PW - Sign "Senior Center"	STATEWIDE TRAFFIC SAFETY & SIGNS, INC.	001-558-60560		15.13 15.13
39182	2/11/2020 1-78750 1-78750 1-78750	000489 2/4/2020 - PW - Vehicle Maintenance 2/4/2020 - PW - Vehicle Maintenance 2/4/2020 - PW - Vehicle Maintenance	STEVE'S WHEEL & TIRE	001-558-60270 005-701-60270 020-601-60270		52.16 17.38 17.39 17.39
39183	2/11/2020 INV0011642	000521 January 2020 - Misc Maint/Repair Items	TODD PIPE & SUPPLY	020-601-61140		15.89 15.89
39184	2/11/2020 120200070 120200070	000535 Feb 2020 - New Ticket Charges Feb 2020 - New Ticket Charges	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		29.70 14.85 14.85
39185	2/11/2020 41940	000765 1/15/2020 - Vehicle Maintenance	VICTOR RODRIGUEZ dba	001-558-60270		94.59 94.59
39186	2/11/2020 INV970899-022020	001388 FEB 2020 - VB - HOA DUES - 597 AOF #101	VINTAGE WALK OWNERS ASSOCIATION	001-410-60900		148.80 148.80
39187	2/11/2020 63613739 63613739 63613739 63613739	000768 JAN 2020 - VEHICLE FUEL CHARGES JAN 2020 - VEHICLE FUEL CHARGES JAN 2020 - VEHICLE FUEL CHARGES JAN 2020 - VEHICLE FUEL CHARGES	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		1,909.67 390.29 506.46 506.46 506.46
39188	2/18/2020 27384	000509 12/3-16/2019 - PW - IRRIGATION REPAIR	ALAN NEEDHAM dba	001-556-60800		6,916.04 6,916.04
39189	2/18/2020 INV0011676	001447 12/17	BARBARA LAUX	001-511-67140		250.00 250.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39190	2/18/2020	000060	BUELLTON CHAMBER OF COMMERCE			960.00
	INV0011681	2/26/2020 - COB - STATE OF THE CITY - MARRIOTT		001-401-60710		120.00
	INV0011681	2/26/2020 - COB - STATE OF THE CITY - MARRIOTT		001-403-60710		40.00
	INV0011681	2/26/2020 - COB - STATE OF THE CITY - MARRIOTT		001-420-60710		160.00
	INV0011681	2/26/2020 - COB - STATE OF THE CITY - MARRIOTT		001-511-60900		120.00
	INV0011681	2/26/2020 - COB - STATE OF THE CITY - MARRIOTT		001-558-60710		280.00
	INV0011681	2/26/2020 - COB - STATE OF THE CITY - MARRIOTT		001-565-60710		240.00
39191	2/18/2020	000076	CAL-COAST IRRIGATION, INC.			9.91
	2002-568182	2/6/2020 - WTP - MISC MAINT/REPAIR ITEMS		020-601-60250		9.91
39192	2/18/2020	000101	CITY OF SOLVANG			7,181.14
	INV02942	OCT-DEC 2019 - REC - ACCT RECONCILIATION		001-22419		6,339.45
	INV02942	OCT-DEC 2019 - REC - ACCT RECONCILIATION		001-511-67570		841.69
39193	2/18/2020	001083	DELUXE			1,103.02
	02046833069	2/10/2020 - CHECKS & ENDORSEMENT STAMP		001-410-61130		367.68
	02046833069	2/10/2020 - CHECKS & ENDORSEMENT STAMP		005-701-61130		367.67
	02046833069	2/10/2020 - CHECKS & ENDORSEMENT STAMP		020-601-61130		367.67
39194	2/18/2020	011170	DONELLE MARTIN			125.00
	INV0011673	1/9-2/6/2020 - REC - PILATES		001-511-67140		125.00
39195	2/18/2020	000598	ENGEL & GRAY, INC.			9,251.34
	01X00002	JAN 2020 - WWTP - BIO SOLID WASTE HANDLING		005-701-60800		9,251.34
39196	2/18/2020	000739	HANLY GENERAL ENGINEERING CORP.			760.00
	1934	10/29/2019 - WTP - WATER VALVE REPLACEMENT		020-601-60250		760.00
39197	2/18/2020	001433	JULIE EVERETT			451.50
	INV0011677	1/16-2/6/2020 - REC - TINY TOTS JAMBOREE		001-511-67140		451.50
39198	2/18/2020	000986	KAREN MILLER			183.10
	INV0011684	2/17/2020 - REIMBURSEMENT - OFFICE SUPPLIES		001-410-61130		183.10
39199	2/18/2020	011300	KAREN PALMER			52.50
	INV0011678	1/14-2/6/2020 - REC - KUNDALINI YOGA		001-511-67140		52.50
39200	2/18/2020	011306	KARLIN LADERA			722.40
	INV0011680	1/18-2/15/2020 - REC - SOCCER		001-511-67140		722.40
39201	2/18/2020	011308	KAY D. DOMINGUEZ			370.00
	INV0011679	1/14-2/5/2020 - REC - BAND		001-511-67140		370.00
39202	2/18/2020	000310	MARBORG INDUSTRIES			201.50
	4826407	1/31/2020 - WWTP - ROLL-OFF RENTAL (2)		092-706-74100	09270674100	201.50
39203	2/18/2020	011343	MARIANNE MADSEN			320.00
	INV0011675	1/11-2/5/2020 - REC - YOGA CLASS		001-511-67140		320.00
39204	2/18/2020	001377	MARNA PALSGAARD			284.25
	INV0011674	1/11-2/7/2020 - REC SPIN/SCULPT		001-511-67140		284.25
39205	2/18/2020	000835	METRO VENTURES LTD			7,209.00
	2020-0211-buel	JAN 2020 - PLNG - PROF SERVICES - CITY PLANNER		001-22416	90057-070	364.50
	2020-0211-buel	JAN 2020 - PLNG - PROF SERVICES - CITY PLANNER		001-565-60800		6,844.50
39206	2/18/2020	000352	P G & E			20,853.01
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-410-61241		837.02
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-501-61241		324.63
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-510-61241		183.52
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-550-61241		4,767.40
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-552-61241		369.58
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-556-61241		106.05
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		001-565-61241		307.87

Check Disbursements - City Council - February 27, 2020

Payment Dates: 02/06/2020 - 02/28/2020

Payment Number	Payment Date	Vendor #	Vendor Name	Account Number	Project Account Key	Payment Amount
	Payable Number	Description				Item Amount
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		005-701-61241		7,145.44
	INV0011683	1/6-2/4/2020 - ELECTRIC SERVICE		020-601-61241		6,811.50
39207	2/18/2020	001468	PETE THOMSEN			500.00
	INV0011682	2/17/2020 - REC - BEAD & GAME TABLES		001-511-60250		500.00
39208	2/18/2020	000372	PETTY CASH			277.20
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		001-511-60250		91.18
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		001-511-67140		119.06
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		001-565-60250		16.14
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		001-565-61130		21.53
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		001-565-61131		8.75
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		005-701-61131		4.90
	INV0011685	1/27/2020 - WTP - MCMURRAY BACKWASH PARTS		020-601-60250		10.75
	INV0011685	2/18/2020 - REIMBURSE PETTY CASH		020-601-61131		4.89
39209	2/18/2020	000861	POLYDYNE INC.			1,304.80
	1428257	2/7/2020 - WWTP - CHEMICALS		005-701-61111		1,304.80
39210	2/18/2020	000380	PRAXAIR DISTRIBUTION, INC.			1.04
	94615377	1/31/2020 - WWTP - CHEMICALS		005-701-61111		1.04
39211	2/18/2020	001168	The DocuTeam			27.00
	0179091	1/1-1/31/2020 - CH - SHREDDING SERVICES		001-410-60900		27.00
39212	2/18/2020	000529	TRANSFIRST HEALTH & GOVERNMENT SVCS			144.87
	ARINV109713	JAN 2020 - REC - MERCHANT FEES		001-511-60900		144.87
Payment Total:						240,961.72

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	96,895.14
005 - Sewer Fund	24,952.31
020 - Water Fund	21,193.78
025 - Gas Tax Fund	2,517.69
029 - Transportation Planning	3,227.50
092 - Capital Improvement Proj Fund	92,175.30
Grand Total:	240,961.72

Account Summary

Account Number	Account Name	Payment Amount
001-22416	Developer Deposit	5,079.40
001-22419	Due to Solvang - Joint Events	6,339.45
001-401-50400	Medical Benefit	660.94
001-401-60710	Travel & Training	120.00
001-402-50400	Medical Benefit	935.30
001-403-50400	Medical Benefit	69.15
001-403-60022	Recruitment Expense	95.00
001-403-60710	Travel & Training	40.00
001-410-50400	Medical Benefit	225.34
001-410-60014	Emergency Operations	51.81
001-410-60015	Animal Control	10,134.50
001-410-60900	Miscellaneous	175.80
001-410-61130	Office Supplies	578.45
001-410-61241	Utilities - Electric	837.02
001-410-69600	Undesignated Misc Support	425.00
001-420-50400	Medical Benefit	200.79
001-420-60710	Travel & Training	568.75
001-501-61241	Utilities - Electric	324.63
001-501-73500	Equipment	171.32
001-510-61241	Utilities - Electric	183.52
001-511-50400	Medical Benefit	502.68
001-511-60250	Maintenance/Repair	591.18
001-511-60900	Miscellaneous	666.56
001-511-61280	Fuel-Vehicles	390.29
001-511-67140	Buellton Recreation Program	2,694.71
001-511-67570	Recreation Program 50/50	841.69
001-550-61241	Utilities - Electric	4,882.75
001-551-60800	Contract Services	10,127.50
001-551-67575	Regulatory Compliance	1,923.31
001-552-60059	Maintenance-Repair Village Park	51.31
001-552-60258	Maintenance/Repair-River View	86.32
001-552-60800	Contract Services	14,420.00
001-552-61140	Operational Supplies	155.24
001-552-61241	Utilities - Electric	369.58
001-556-60800	Contract Services	16,611.04
001-556-61241	Utilities - Electric	106.05
001-558-50400	Medical Benefit	562.76
001-558-60250	Maintenance / Repair	355.62
001-558-60270	Maintenance - Vehicles	123.81
001-558-60560	Signs	15.13
001-558-60710	Travel & Training	692.68
001-558-60800	Contract Services	4,655.50
001-558-61140	Operational Supplies	17.23
001-558-61280	Fuel - Vehicles	506.46
001-558-67575	Regulatory Compliance	459.31
001-565-50400	Medical Benefit	249.94
001-565-60250	Maintenance / Repair	16.14

Account Summary

Account Number	Account Name	Payment Amount
001-565-60710	Travel & Training	240.00
001-565-60800	Contract Services	6,844.50
001-565-60900	Miscellaneous	148.57
001-565-61130	Office Supplies	54.49
001-565-61131	Postage	8.75
001-565-61241	Utilities - Electric	307.87
005-701-50400	Medical Benefit	429.87
005-701-60270	Maintenance - Vehicles	1,083.54
005-701-60800	Contract Services	10,096.19
005-701-61111	Chemicals / Analysis	3,855.15
005-701-61130	Office Supplies	367.67
005-701-61131	Postage	4.90
005-701-61140	Operational Supplies	1,003.78
005-701-61241	Utilities - Electric	7,145.44
005-701-61280	Fuel - Vehicles	506.46
005-701-67575	Regulatory Compliance	459.31
020-601-50400	Medical Benefit	429.88
020-601-60250	Maintenance / Repair	2,115.67
020-601-60270	Maintenance - Vehicles	17.39
020-601-60800	Contract Services	4,299.32
020-601-60830	Contract Services-Engineering	4,375.00
020-601-61111	Chemicals / Analysis	1,255.40
020-601-61130	Office Supplies	367.67
020-601-61131	Postage	4.89
020-601-61140	Operational Supplies	91.98
020-601-61241	Utilities - Electric	6,811.50
020-601-61280	Fuel - Vehicles	506.46
020-601-67575	Regulatory Compliance	918.62
025-554-60800	Contract Services	2,165.00
025-554-67265	Development Permit Processing	175.00
025-557-60800	Contract Services	177.69
029-557-60800	Contract Services	3,227.50
092-215-70005	Design and Permitting	39,822.50
092-306-71500	Project Management and Inspections	2,979.04
092-307-70005	Design and Permitting	525.00
092-308-70005	Design and Permitting	34,707.50
092-318-70005	Design and Permitting	6,075.00
092-704-70005	Design and Permitting	7,049.07
092-706-74100	Construction and Improvements	1,017.19
Grand Total:		240,961.72

Project Account Summary

Project Account Key		Payment Amount
None		143,707.02
09221570005	Avenue of Flags Median 2 Improvements	39,822.50
09230671500	Phase III Hwy 246/Sycamore Ped Xing	2,979.04
09230770005	McMurray Road Widening/TS	525.00
09230870005	No. Avenue of the Flags Park & Ride	34,707.50
09231870005	Road Maintenance Project (19/20)	6,075.00
09270470005	Sewer Line Replacement	7,049.07
09270674100	WWTP Facilities Improvements	1,017.19
90010-070	Crossroads Ctr at The Fillage	1,124.00
90017-070	Village Park	195.71
90021-070	Village Capital Pacific Townhomes	1,999.50
90037-070	Fig Mountain Brewing	899.98
90044-070	The Industrial Network	495.71

Project Account Summary

Project Account Key
90057-070

480 Ave of Flags - Creekside

Payment Amount
364.50
240,961.72

Grand Total:

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: February 27, 2020

Subject: Monthly Treasurer’s Report – January 31, 2020

BACKGROUND

California Government Code Section 53646(b)(3) provides mandatory investment reporting requirements for California public agencies. The attached Treasurer’s Report complies with the State’s reporting requirement.

On June 13, 2019, Council adopted the current Investment Policy per Resolution 19-15 which states the City Finance Director, as the investment officer, must submit monthly reports to City Council to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month’s estimated expenditures.

This Treasurer’s Report is for January 31, 2020. Treasurer’s Reports are presented on a monthly basis.

FISCAL IMPACT

There is no fiscal impact; this report is intended to show the City Council the financial performance of the City’s investment portfolio of idle funds.

RECOMMENDATION

That the City Council receive and file the Treasurer’s Report for the month ending January 31, 2020.

ATTACHMENTS

Attachment 1 – Monthly Treasurer’s Report – January 31, 2020



City of Buellton

City of Buellton

Monthly Treasurer's Report

For the month ending in January 31, 2020

February 27, 2020

This report presents the City's cash activity and investment portfolio as of January 31, 2020. The report includes:

- 1) Cash and investments at January 31, 2020 compared to the prior month;
- 2) A reconciliation of cash and investments to City ledger balances;
- 3) All investments managed by the City on its own behalf;
- 4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at January 31, 2020

The following schedule is a summary of the City's cash and investments based on recorded value as of January 31, 2020 compared with the prior month.

	January 31, 2020	December 31, 2019	\$ Change
Cash	\$ 7,243,605.25	\$ 6,847,231.60	\$ 396,373.65
Investments held by the City	10,117,448.91	10,065,447.00	\$ 52,001.91
TOTAL CASH AND INVESTMENTS	\$ 17,361,054.16	\$ 16,912,678.60	\$ 448,375.56

Summary of activity for the Month and Future Liquidity: *The majority of the difference in the recorded value for cash and investments held by the City from last month is as a result of the receipt of November 2019 Sales Tax and receipt of property taxes in lieu of Vehicle License Fee. The value of investments increased due to the receipt of Quarterly LAIF interest earning of 2.29% of the outstanding principle balance. The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.*

The following schedule is a reconciliation of Cash and Investments to City ledger:



Bank Reconciliation - January 2020

City of Buellton, CA
For the Period Ending 1/31/2020

ACCOUNT #	ACCOUNT NAME	12/31/2019 BALANCE	CURRENT ACTIVITY	01/31/2020 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	9,828,183.50	208,857.20	10,037,040.70
005-10000	Claim On Pooled Cash	1,730,005.73	53,052.05	1,783,057.78
006-10000	Claim on Pooled Cash	117,049.95	347.95	117,397.90
020-10000	Claim On Pooled Cash	3,399,843.59	125,535.88	3,525,379.47
021-10000	Claim on Pooled Cash	192,785.47	573.09	193,358.56
023-10000	Claim On Pooled Cash	486,016.57	1,444.78	487,461.35
024-10000	Claim On Pooled Cash	35,677.45	106.06	35,783.51
025-10000	Claim On Pooled Cash	309,195.94	25,774.71	334,970.65
027-10000	Claim On Pooled Cash	251,125.83	1,109.74	252,235.57
029-10000	Claim On Pooled Cash	27,209.52	80.89	27,290.41
031-10000	Claim On Pooled Cash	316,780.13	31,707.45	348,487.58
075-10000	Claim On Pooled Cash	218,503.64	649.54	219,153.18
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	301.28	(863.78)	(562.50)
TOTAL CLAIM ON CASH		16,912,678.60	448,375.56	17,361,054.16
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	6,832,921.22	396,553.33	7,229,474.55
999-10002	Pooled Cash - Money Market	206,575.37	35.09	206,610.46
999-10003	Pooled Cash - FSA	14,310.38	(179.68)	14,130.70
999-10004	Pooled Cash - Brokerage	1,381,397.64	3,266.09	1,384,663.73
999-10005	Pooled Cash - LAIF	8,477,473.99	48,700.73	8,526,174.72
TOTAL: Cash in Bank		16,912,678.60	448,375.56	17,361,054.16

Per Statements:	1/31/2020
Rabobank General Checking	7,356,748.81
Rabobank Money Market	206,610.46
Rabobank FSA	14,130.70
Local Agency Investment Fund	8,526,174.72
Multi-Securites Bank	1,384,663.73
Total Cash per Statements:	17,488,328.42

Claim on Cash vs. Total Cash Per Statements:	(127,274.26)
Outstanding items per System Reconciliation	(127,274.26)
Difference:	-

City of Buellton
Investment Summary
January 31, 2020

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	84.71%	2.45%	n/a	n/a	\$ 8,526,174.72	\$ 8,526,174.72
Certificates of Deposits (Held with Multi-Securities Bank)						
Direct Federal Credit Union	0.00%	2.75%	16 mo.	1/24/2020	-	-
Goldman Sachs Bank	1.99%	2.75%	2 yrs.	5/11/2020	200,000.00	200,656.00
T C T Federal Credit Union	1.19%	2.05%	1 yr.	7/23/2020	120,000.00	120,253.20
Wells Fargo Bank	2.47%	2.25%	5 yrs.	8/16/2022	249,000.00	252,344.07
Sallie Mae Bank	0.99%	3.20%	5 yrs.	5/9/2023	100,000.00	104,632.00
First Technology Bank Fed Cr Union	1.02%	3.60%	5 yrs.	12/26/2023	103,000.00	110,002.97
First Technology Bank Fed Cr Union	0.99%	3.35%	5 yrs.	2/6/2024	100,000.00	105,978.00
Comenity Cap Bank	1.59%	2.80%	5yrs.	4/15/2024	160,000.00	166,374.40
Morgan Stanley Bank	0.99%	2.75%	5 yrs.	5/2/2024	100,000.00	103,797.00
Capital One Bank	0.99%	2.00%	5 yrs.	8/21/2024	100,000.00	100,721.00
Morgan Stanley Bank	0.99%	1.90%	5 yrs	1/23/2025	100,000.00	100,204.00
Multi-Securities Bank - Cash in Holding						19,701.09
Money Market (Held with Rabobank)	2.05%	0.20%		n/a	206,610.46	206,610.46
Total City Investments	<u>100.00%</u>				<u>\$ 10,064,785.18</u>	<u>\$ 10,117,448.91</u>

Currently, short-term excess cash is primarily invested in the Local Agency Investment Fund (LAIF) administered by the State Treasurer. This is a high quality investment available in terms of safety, liquidity, and yield. Due to fluctuations in the marketplace, the City may have some investments with a current market value that is greater or less than the recorded value. This difference has no effect on investment yield as the City intends to hold the securities to maturity. However, generally accepted accounting principles require that market gains and losses be reported as interest earnings or losses at year-end.

The following is a fund balance schedule showing beginning fund balance at July 1, 2019 plus revenues minus expenditures for the period, resulting in ending fund balance at January 31, 2020. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

Fund Balance Report

As Of 1/31/2020

Fund	July 1, 2019 Balance	Total Revenues	Total Expenses	January 31, 2020 Balance
001 - General Fund	10,401,733.46	4,541,304.86	4,940,413.56	10,002,624.76
005 - Sewer Fund	3,188,079.16	757,245.66	650,780.33	3,294,544.49
006 - Wastewater Capital	230,946.11	709.55	-	231,655.66
020 - Water Fund	6,400,079.38	1,596,495.14	1,394,286.43	6,602,288.09
021 - Water Capital	403,504.96	1,168.66	-	404,673.62
023 - Housing Fees	484,515.12	2,946.23	-	487,461.35
024 - Traffic Mitigation Fund	35,567.23	216.28	-	35,783.51
025 - Gas Tax Fund	307,781.68	130,612.26	107,271.02	331,122.92
027 - Local Transportation Fund	323,882.03	4,117.66	110,471.62	217,528.07
029 - Transportation Planning	(103,452.73)	182.11	9,307.50	(112,578.12)
031 - Measure A	493,699.39	199,933.39	348,181.74	345,451.04
075 - Trust & Agency Fund	7,347.21	1,355.46	-	8,702.67
090 - Long-Term Debt	(2,609,593.50)	-	-	(2,609,593.50)
091 - General Fixed Assets	20,191,788.24	-	-	20,191,788.24
092 - Capital Improvement Proj Fund	-	1,560,117.39	1,560,117.39	-
	39,755,877.74	8,796,404.65	9,120,829.59	39,431,452.80

As required by Government Code Section 53646 (b) (3), the chief officer for the City declares that there is sufficient funds to meet all obligations for the next six months.

Shannel Zamora

Shannel Zamora
Finance Director

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: February 27, 2020

Subject: Six-Month Report for Fiscal Year 2019-20 from the Buellton
Visitors Bureau

BACKGROUND

Attachment 1 is the Six-Month Report from the Visitors Bureau for activities from July 1, 2019 through December 31, 2019, as required by the City’s contract with the Chamber of Commerce for operation of the Visitors Bureau. The Six-Month report will be posted on the City’s website.

RECOMMENDATION

That the City Council receive the Six-Month Report from the Buellton Visitors Bureau.

ATTACHMENTS

Attachment 1 – 2019-20 Buellton Visitors Bureau Six-Month Report



Buellton Visitors Bureau 6 month report (July 2019 – December 2019)

The following report is of the activities that have occurred in the first 6 months of the fiscal year July 1, 2019 – December 31, 2019.

The Transient Occupancy Tax (TOT) for Buellton increased an average of 4.3% a month over last year, for the first half of the year. Our lodging properties continue to offer great product at competitive rates, making it attractive for our visitors to stay in Buellton. We hope to see this trend continue as we head into the second half of the fiscal year. Our goal is to once again surpass last year's TOT, which broke the \$3 million threshold.

The Visitors Bureau renewed the contract with Solutions on 2nd to assist with our digital marketing strategy and implementation. Solutions on 2nd also monitors and oversees our analytics so we may make adjustments as needed. We developed and launched a new trip planning tool using Visit Widget, an app that our visitors may download to help make the best of their visit while here in Buellton. The app is available on both Android and iOS and may also be accessed on the iPads in the visitors center.

Solutions on 2nd continues to oversee our social media platforms, which are on Facebook, Instagram and Twitter. Our following continues to grow and we continue to share relevant and interesting information with our visitors through these platforms. We also implemented a new semi-monthly blog post schedule and ran a Facebook "12 Stays of Christmas" post series, all of which performed and continue to perform well. A monthly newsletter is generated and circulated to our visitors who have opted in to receive information from us. Contents of these newsletters cover upcoming events and local happenings.

We continue to work with 360 View PR as our public relations partner. In the first half of the year, we traveled to Los Angeles to host a dinner for media focusing on *Sideways* 15th Anniversary. We were joined by Frank Ostini with the Hitching Post II and Producer, Michael London for a screening of the movie and a Q&A following the movie. We received great coverage for the anniversary event which took place in October. In addition to *Sideways* coverage, we were also recognized as a destination in the following publications; New York Times, LA Times, Vine Pair, Trekkn, NBC Los Angeles, and MSN to name a few. This is all great exposure for our destination.

We are pleased to be working with Madden Media, an industry leader when it comes to digital marketing. We began running social media ads with Madden Media in late August which has brought significant impressions to our site. Our new website continues to grow in traffic and exposure through these ads. We also launched 2 stories, Fall Family Fun and Momcations. Both of these stories also consisted of a SoFi Video which played across the social media platforms to capture new viewers. We did our first User Generated Content (UGC) photoshoot with Flying Flags staff for the Momcation story.

These have both been performing very well and continue to influence our visitors on reasons to come to Buellton. Also, through Madden Media, we received a visitor cell phone analytic report to show the geography, audience types, and demographic characteristics of our visitors. This allowed us to look at top points of interest and destinations in Buellton and learn more about our visitors by their cell phone usage. This is all valuable information as we continue to study our audience and refine our marketing efforts.

Income / Expenses

Income received from July – December was \$225,000.00

Expenses incurred from July 1 – December 31 were \$207,961.39

Print / Digital

We continue to do some print advertising and we place a great amount of our budget in digital marketing so we may optimizing our website.

California Travel Media – The ad placed in California Road Trips was a cooperative ad with the Central Coast Tourism Council highlighting the various destinations throughout the Central Coast. This has a vast distribution and is picked up by travelers both domestic and international.

California RV Show – We continue to advertise in the show guide since we are not attending in person. The audience is of interest given Buellton has one of the best RV Resorts on the Central Coast. The CA RV Show is a 10 day show and attracts thousands of people over the course of the show. Some are new to camping and some are seasoned campers looking to upgrade their motorhomes. This year, in addition to advertising Buellton, we also showcased, Flying Flags as a destination resort, RV Hotels which is a local company offering people to experience camping in an RV without the hassle of towing or setting it up and Airstream of Santa Barbara to attract buyers for that specialty market. Programs are available to all attendees, RV Dealers, and exhibitors upon entering.

PCPA Theaterfest – We renewed our rack brochure listing with PCPA. We continue to list our website and location information for the Buellton Visitors Bureau on their brochure so people visiting the theater also know that Buellton is nearby and makes for a great overnight stay. The distribution is in display racks throughout the area, as well as hotels and visitor's centers.

Santa Barbara Destination Guide – We have purchased a full-page ad in the Santa Barbara Visitor magazine which includes advertorial and reaches a wide audience. They distribute over 90k copies, and link a digital publication on their website. The guides are also displayed in visitor centers, hotels, airports, trade shows, in market and direct mailings.

Visit Santa Ynez Valley – We purchased a ½ page ad in the Santa Ynez Valley Visitor Guide. We've utilized this space to promote Buellton and our trip planning tool. Through the use of a QR code, readers are able to scan the code from the magazine and be taken to our app. We hope to increase users on our app and expose more people to all there is to do and see in Buellton.

DiscoverBuellton.com – We continue to develop and maintain our new site. By adding content, stories, images, and calendar items we are able to keep the site relevant and fresh. This also helps with the

optimization of the site and when people search for things to do in our area, Discover Buellton is the site that rises to the top of their search. That is the position we want to stay.

Social Media / E Marketing

CrowdRiff – We continue to utilize CrowdRiff which allows us to glean user generated content for our use on our website, in galleries, and social media platforms. This brings more of an authentic look and feel to our platforms when it is actual people here enjoying our area.

Visit Widget – We began using this for our trip planning tool. This comes with an app as well that our visitors may download and use while in market or while planning their visit. Guests are able to build itineraries, map out their day and check out local happenings which are populated from our calendar. They may share their itinerary with friends or print it out for their use when they arrive. We are also able to promote our local businesses and events on this tool as well. In addition to the app, we have 2 kiosks located in the Visitors Center where people may interact and build out their itinerary and send it to their phone before leaving. We look forward to increase our number of users and feel this is a great tool for our visitors planning a trip to Buellton.

Facebook, Instagram, Twitter – We are using Solutions on 2nd to oversee and execute our social media strategy. We continue to see growth in our followers by posting on a regular basis and keeping our content relevant. We've chosen some topics to highlight and themes to post about which also engage our followers. We find that educating our followers about the history, attractions, and all things Buellton through these platforms, sparks interest and conversation. We can be found on Instagram, Twitter, and Facebook. Our followers for Instagram are 2,875, Twitter is 1010 followers and Facebook is 2,677. These all continue to grow as we learn more about our audience and continue to bring them relevant content about our area.

Web

We work with Park Central Web on our website development and maintenance. Park Central is a local company and works closely with our team on troubleshooting and strategizing so our site reaches its fullest potential.

Graphic Design

We continue to work with UVA Design Studio for our graphic designs for print, digital, and our website graphics as well. UVA also assists with all of our marketing materials including our trade show booth display, Buellton maps, stationary, business cards, Winter Fest postcards and they design the billboard vinyls for the McMurray Road billboard.

Trade Shows

The VB will be attending the LA Travel & Adventure Show in February as well as the IPW (International Pow Wow) in June. These shows allow us to meet with the consumer, travel media, as well as tour operators and travel agents across the globe. By taking our brand on the road and into the marketplace, we are able to gain great exposure and continue to put Buellton in front of the buyer.

Promotional Items

Our promotional items are used as giveaways at the trade shows we attend as well as to our visiting media and our PR team takes them to media missions they attend throughout the year. We will also continue to update our supply of Buellton bags and USB's for our travel media as our supply gets low.

Economic Development

Billboard wrap – We continue to change out the billboard on McMurray Rd which welcomes our visitors to Buellton and showcases events taking place in Buellton. We change this sign out about 4 times a year.

Traffic Counts

Walk-ins - July – December 2019 we welcomed and assisted over 1600 visitors who came into our visitor's center. These visitors are from around the world and they look to learn more about Buellton and what there is to do here. Our goal is to have them spend the night in Buellton once they learn all there is to do and see.

Calls & Mailing – July – December 2019 the visitor's center communicated with, via phone and/or mail nearly 800 individuals. This includes mailing of visitor information and guides, as well as, emailing information on leads we receive through our website.

Visitor Welcome Bags – We assembled 185 welcome bags for various groups who stayed with us at one of our lodging properties. This is a service we offer for free to our visitors which helps them with useful information during their stay.

Events

Winter Fest – We celebrated Winter Fest at our new Village Park this year so we could highlight this new asset to our community. We brought in 20 tons of snow, food trucks, vendors, live performances by local youth, and the tree lighting. We purchased garland and ribbons to decorate the fence and the gazebo to make it more festive. It turned out to be a great venue for this event and we continue to welcome visitors from near and far for the festivities. For this event, we partner with the Buellton Historical Society, Buellton Rec, Buellton Chamber of Commerce and the City of Buellton to make it a memorable day.

Sponsorships & Donations

SCOR Bike Ride – The Solvang Century has been taking place for many years. They have recently moved their staging area to the Marriott. With this change, we have provided a sponsorship to the ride since our lodging establishments will receive many overnight stays from the riders not to mention our restaurants will see an influx during this time as well.

Deuces on 101 – This was a first year event, put on by Steve Lykken and it was a great success. Car enthusiasts from across the state and country descended upon Buellton with their 1932 Ford Deuces to enjoy the weekend car show. They occupied many of our hotel rooms, hosted their group at local businesses and dined in our local restaurants. The car show took place at Zaca Creek Golf Course which made for a beautiful setting for these cars. We hope the show continues this year.

Blind Golf Tournament – This is a tournament held at Zaca Creek Golf Course. Golfers who may be blind or have impaired vision or be disabled, come to Buellton and spend a few nights in our lodging

establishments and are then paired up with local golfers to play in a tournament held at Zaca Creek Golf Course. They also have a seminar and offer lessons as part of the event. We've supported this event as we know it brings in overnight stays and supports our local Golf Course.

Sideways Fest – This event recognized the 15th Anniversary since the movie *Sideways* was released. It took place in October and was hosted by the Sta. Rita Hills Wine Alliance. This weekend long event started with a screening in Solvang with a Q&A with writer Rex Pickett and two local wineries. On Saturday, movie buffs participated in a *Sideways* tour which led them to various locations used in the making of the movie and wine tasting along the way. On Sunday, guests were treated to a wine tasting event with food and live music at River View Park. The weekend turned out to be a success and highlighted our Sta. Rita Hills wine region nicely.

Additional Projects Completed and/or in the process

Motion Loft Traffic Sensors – We continued to receive data from our sensors located throughout town, however, we were recently informed that this company was going bankrupt and will be removing the sensors in the near future. We are able to keep all the data from the sensors from the past, but will not have this information going forward.

Organizations & Meetings

Central Coast Tourism Council (CCTC) – The Buellton Visitors Bureau continues to be a member of the Central Coast Tourism Council. Kathy is a Board member and holds the Treasurer position. This organization represents the regions from Monterey/Santa Cruz area to Ventura/Oxnard and the Channel Islands. It is a considered a rural region of California and we work in collaboration with all of the members to promote this region to a domestic and international market. Many relationships are made through this organization and opportunities to partner on marketing initiatives are made available to the members. This year we have partnered on an East Coast Initiative which is directly marketing to New York, Boston and Philadelphia. Without these partnerships, we are not able to reach this market on our own.

In conclusion, the Buellton Visitors Bureau continues to market Buellton and build upon the Discover Buellton brand. With our messaging solely focusing on Buellton, we see growth in our audience and Buellton continues to grow as a destination. Our lodging properties continue to raise the bar and compete with our neighboring communities and we are fortunate to have such great inventory to market to our visitors. We work closely with our hoteliers and local businesses to make sure they are aware of our efforts and they have been very generous with hosting travel media and working with us in return.

We continue to grow our audience through the various touch points we use to reach our visitors, whether it be digital, print, or in person. We take pride in marketing Buellton and will continue to provide the utmost professional level of service to the City.

Respectfully Submitted,

Kathy Vreeland

Kathy Vreeland, Executive Director

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: February 27, 2020

Subject: Acceptance of Public Trail Easement (Flying Flags)

BACKGROUND

On March 20, 2014, the Planning Commission approved Resolution No. 14-04 for the Flying Flags Negative Declaration and Time Extension for the Final Development Plan. During the approval process, it was determined that the public trail easement would be required for dedication. As part of implementation of the City’s Bicycle and Pedestrian Master Plan, a public trail easement is required to continue the Santa Ynez River Trail. The requirement was incorporated into the project’s Conditions of Approval.

The developer has prepared the Grant of Easements for the public dedications. The public trail easement legal description and exhibit are provided as Attachment 1.

The trail easement is approximately 841 feet long and 20 feet wide (10 feet along each side of the shown centerline). The easement is to the south of the active Flying Flags campground and within the County of Santa Barbara limits. The applicant has worked with both Planning and Engineering staff on viable location for the easement. As the City moves forward in the future with design and construction of the Santa Ynez River Trail, coordination with the County will be necessary.

FISCAL IMPACT

The listing of this agenda item in itself will not have any fiscal impact on the City.

RECOMMENDATION

That City Council accept the Grant of Easement dedications for public trail.

ATTACHMENTS

Attachment 1 – Grant of Easement – Trail

Recording Requested by:
CITY OF BUELLTON
When Recorded Mail to:
City of Buellton
P.O. Box 1819
Buellton, CA 93427

No Fee Per Government Code 6103

APN 137-200-085

GRANT OF EASEMENT (TRAIL)

FPA FLYING FLAGS ASSOCIATES, L.P., (hereinafter referred to as "Grantor"), hereby grants to the City of Buellton, a municipal corporation, within the County of Santa Barbara, and State of California, and its successors and assigns (hereinafter referred to as "Grantee"), an easement and right-of-way for public trail purposes on, over, across and along that certain real property in the County of Santa Barbara, State of California, described as follows:

See attached legal description, Exhibit "A" and attached Exhibit "B"

Grantor agrees for itself, its heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, deep rooting trees, earth fill or other structures including walls or fences with continuous footings in a manner that restricts the use of the trail.

The easement and use provided herein is expressly for recreational purposes within the meaning of California Civil Code Section 846 and Grantor expressly reserves all immunities and protections from liability provide for in California Civil Code Section 846, California Government Code Section 831.4 and as otherwise provided by law.

Grantee, and its contractors, agents and employees shall have the right to trim or cut tree roots as may endanger or interfere with said trail and shall have free access to said trail and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such manner as will cause the least

injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

It is understood that the undersigned Grantor grants only that portion of the attached described land in which said Grantor has interest.

It is understood that each undersigned Grantor grants only that portion of the above described land in which said Grantor has an interest.

Grantor: EXECUTED this 28 day of Aug, 2019
FPA FLYING FLAGS ASSOCIATES, L.P.
By: [Signature]
(PROPERTY OWNER)

Michael B. Earl
Manager of General Partner

NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

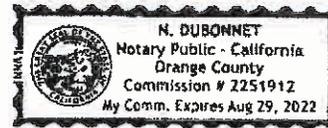
State of California)
County of Orange)

On August 28, 2019, before me, N. Dubonnet, Notary Public, personally appeared Michael B. Earl, who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature *N. Dubonnet* (Seal)



CERTIFICATE OF ACCEPTANCE
AND CONSENT TO RECORDATION OF
EASEMENT GRANT DEED (TRAIL)

This is to certify that the interest in real property conveyed by the Deed of Easement dated _____ from FPA Flying Flags Associates, LP to the City of Buellton, a municipal corporation of the State of California, is hereby accepted by the undersigned City Clerk on behalf of the City Council, pursuant to the action of the City Council at its meeting of February 27, 2020 and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

City of Buellton

by _____
Linda Reid, City Clerk

EXHIBIT "A"

EXHIBIT A

Legal Description

Buellton Trail Easement

,laying 10 feet on either side of the described centerline

Being a 20 foot wide trail easement over a portion of Parcel 1 of Parcel Map No. 14012, in the City of Buellton, as shown on Map Book 47 at Page 28, Record of Surveys, on file in the office of the County Recorder, County Of Santa Barbara, State of California, laying 10 feet on either side of the following described centerline;

Beginning at a point on the west line of said Parcel 1 from which a one-half inch iron pipe with tag marked RCE 3162-LS3253 set on said Parcel 1 bears North 7 degrees 44 minutes 46 seconds West 4.81 feet:

Thence South 60 degrees 18 minutes 02 seconds East 42.65 feet;

Thence South 65 degrees 52 minutes 52 seconds east 9.38 feet to the beginning of a 15.00 foot radius curve concave to the north;

Thence easterly 14.45 feet along the arc of said curve through a central angle of 55 degrees 11 minutes 23 seconds to the end of said curve;

Thence North 58 degrees 55 minutes 46 seconds East 12.36 feet to the beginning of a 20.00 foot radius curve concave to the south;

Thence easterly 22.11 feet along the arc of said curve through a central angle of 63 degrees 19 minutes 43 seconds to the end of said curve;

Thence South 57 degrees 44 minutes 31 seconds East 4.34 feet the beginning of a 100.00 foot radius curve concave to the north;

Thence easterly 80.22 feet along the arc of said curve through a central angle of 45 degrees 57 minutes 40 seconds to the end of said curve;

Thence North 76 degrees 17 minutes 49 seconds East 71.10 feet;

Thence North 85 degrees 40 minutes 20 seconds East 56.62 feet;

Thence South 84 degrees 56 minutes 42 seconds East 66.13 feet;

Thence North 82 degrees 30 minutes 31 seconds East 104.50 feet;

Thence South 85 degrees 15 minutes 13 seconds East 45.79 feet;

Thence South 65 degrees 10 minutes 02 seconds East 31.60 feet;

Thence South 57 degrees 27 minutes 25 seconds East 36.99 feet ;

Thence South 51 degrees 33 minutes 41 seconds East 37.34 feet to the beginning of a 50.00 foot radius curve concave to the Northeast;

Thence southeasterly 39.52 feet along the arc of said curve through a central angle of 45 degrees 17 minutes 15 seconds to the end of said curve;

Thence North 83 degrees 09 minutes 04 seconds East 24.63 feet;

Thence South 89 degrees 42 minutes 07 seconds East 49.67 feet to the East line of said Parcel 1 and end of said centerline from which a 2 inch brass cap monument marked "150.00 ' Lt of Sta.294+50" as shown on said Parcel Map bears North 20 degrees 30 minutes 55 seconds West 156.01 feet.



Marshall D. Fargen L.S. 8962

2-18-2020

Date:



14046pathway.docx

EXHIBIT “B”

EXHIBIT B-1

AVENUE OF THE FLAGS

FLYING FLAGS RV RESORT

SANTA YNEZ RIVER

PARCEL 1
MB 47-28

CENTERLINE 20' WIDE PATHWAY
SEE SHEET 2

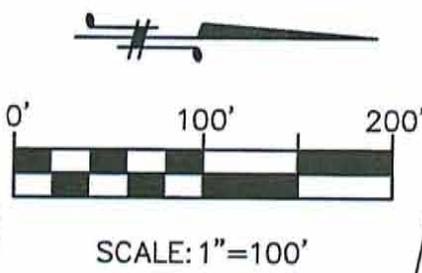
US HIGHWAY 101

SURVEYORS STATEMENT
I HEREBY STATE THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION UNDER THE PROVISIONS OF SECTION 8726 OF THE PROFESSIONAL LAND SURVEYORS ACT AND THAT SAID SURVEY CORRECTLY SHOWS THE TOPOGRAPHIC FEATURES.

MARSHALL D. FARGEN L.S. 8962 DATE

Marshall D. Fargen

2-13-2020



JOB: 18150
FARGEN SURVEYS, INC.
2624 AIRPARK DRIVE
SANTA MARIA, CA 93455
PHONE: 805-934-5727
FAX: 805-934-3448
DATE: SEPTEMBER 11, 2019
PATHWAY.DWG

EXHIBIT MAP

A PORTION OF PARCEL 1 OF PARCEL MAP NO. 14,012, PER MB 47, PG 28 RECORDS OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA.

SHEET 1 OF 2

LINE TABLE		
NO.	BEARING	DISTANCE
L1	N7°44'46"W	4.81'
L2	S60°18'02"E	42.65'
L3	S65°52'52"E	9.38'
L4	N58°55'46"E	12.36'
L5	S57°44'31"E	4.34'
L6	N76°17'49"E	71.10'
L7	N85°40'20"E	56.62'
L8	S84°56'42"E	66.13'
L9	N82°30'31"E	104.50'
L10	S85°15'13"E	45.79'
L11	S65°10'02"E	31.60'
L12	S57°27'25"E	36.99'
L13	S51°33'41"E	37.34'
L14	N83°09'04"E	24.63'
L15	S89°42'07"E	49.67'
L16	N8°03'43"E	86.66'

LEGEND

- (M) DENOTES MEASURED DATA
 (R1) DENOTES 47 PM 28
 M1 DENOTES 1/2" I.P. & TAG MARKED "RCE 3162-LS3253" PER (R1)
 M2 DENOTES 2" BC MON. MARKED "150.00' LT. OF STA.294+50" PER (R1) N53°46'05"E 0.54' FROM TRUE CORNER.
 P.O.B DENOTES POINT OF BEGINNING.
 ● DENOTES NO MONUMENT UNLESS AS NOTED.

CURVE TABLE			
NO.	DELTA	RADIUS	LENGTH
C1	55°11'23"	15.00'	14.45'
C2	63°19'43"	20.00'	22.11'
C3	45°57'40"	100.00'	80.22'
C4	45°17'15"	50.00'	39.52'



2624 AIRPARK DRIVE
 SANTA MARIA, CA 93455
 PHONE: 805-934-5727
 FAX: 805-934-3448
 DATE:

JOB: 18150 PATHWAY.DWG

EXHIBIT MAP

A PORTION OF PARCEL 1 OF PARCEL MAP NO. 14,012, PER MB 47, PG 28 RECORDS OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA.

SHEET 2 OF 2

EXHIBIT B-2

FLYING FLAGS RV RESORT

CITY BOUNDARY LINE

CENTERLINE EXISTING PATHWAY

PARCEL 1
MB 47-28

SANTA YNEZ RIVER

US HIGHWAY 101



SCALE: 1"=100'

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: February 27, 2020

Subject: Quarterly Report for July 1, 2019 through September 30, 2019
from Visit Santa Ynez Valley (VisitSYV)

BACKGROUND

Attached is the 2019 third quarter report for the period beginning July 1, 2019 through September 30, 2019 from Visit Santa Ynez Valley. This report is submitted to the City of Buellton in accordance with the fulfillment of the provisions of the SYVTBIB.

FISCAL IMPACT

None

RECOMMENDATION

That the City Council receive and file this 2019 third quarter report.

ATTACHMENTS

Attachment 1 – Quarterly Report for the third quarter of 2019 from Visit Santa Ynez Valley



3rd Quarter 2019 Report of the Santa Ynez Valley Hotel Association (dba Visit the Santa Ynez Valley) – Submitted 12/26/19

VisitSYV is reporting activity since the 2019 2nd quarter report. This report is submitted to the City of Solvang, the City of Buellton and the Santa Barbara County Board of Supervisors, in accordance with the fulfillment of the provisions of the SYVTBID.

Financial

Beginning balance on July 1, 2019: \$325,861

Q3 Income

TBID Funding received 7/1/19 through 9/30/19: \$217,117

Membership income: \$10,000

County Grant: \$6,942

Misc. Income: \$964

Total Income received 3rd quarter: \$235,023

Expenses

Advertising/Marketing: \$130,998

Grants/Special Projects: \$9,580

Travel & Conventions: \$4,878

Personnel Costs: \$58,838

Contract services: \$10,050

Facilities/equipment: \$6,456

Operations: \$2,838

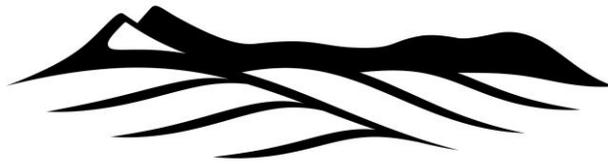
Other types of expenses: \$1,774

Total expenses 3rd quarter: \$225,412

Ending Balance as of September 30, 2019: \$335,472

SANTA YNEZ VALLEY

CALIFORNIA



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Membership

We receive TBID funding from 34 lodging properties and currently have **233 total members** that pay a basic membership fee of \$250, a nonprofit fee of \$125, and trade members where services are traded for membership such as wine, catering, photography.

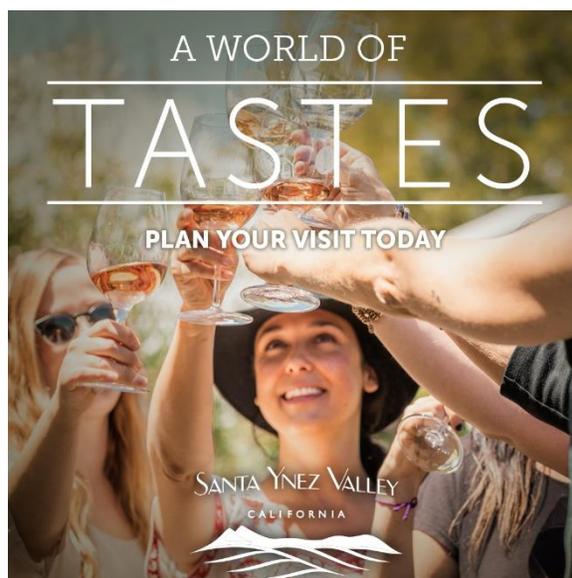
Marketing (July 1, 2019 – September 30, 2019)

Santa Ynez Valley Marketing Campaign

The 2019 VisitSYV Marketing Campaign consists of VisitSYV as the sole stakeholder with \$200k invested. DVA Advertising & PR Agency has been contracted for public relations and began our new digital marketing campaign after ad testing was completed by Oniracom in Q1. The new digital campaign utilized findings from the Actionable Intelligence Report developed in Q1, targeting and identifying a new aspirational audience and target demographic. VisitSYV is pleased to report on the metrics supporting the benefits of the collective marketing program. Third quarter marketing results are detailed below.

Creative

VisitSYV continued 2019's marketing program with campaign creative developed by DVA Advertising, targeting the personas identified in the aforementioned Q1 Actionable Intelligence Report.





Public Relations Campaign

Public relations efforts for Q3 2019 continued to focus on outreach to major regional and national media outlets, Santa Barbara airport direct flight markets, and key drive markets. Press releases were drafted and distributed focusing on multi-generational travel to the Santa Ynez Valley, and the inaugural Taste of the Santa Ynez Valley celebration.

Media coordination for planned or completed visits in the third quarter of 2019 included:

- Jim Farber, Creators Syndicate, coordination of Sept. 19-22 visit to explore the Santa Ynez Valley with a film/movies and history angle.
- Elaine Schoch, Carpe Travel, coordination of her visit (Aug. 6-9) and needs regarding images, additional information, interview contacts.
- Marina Vidigal Brandileone, Ideias Na Mala, LA-based family travel writer, coordination of upcoming November visit and coverage.
- Anthea Gerrie, Trip Reporter UK, coordination of upcoming Oct. 21-22 visit as a follow-up to her previous time in the Santa Ynez Valley.
- Dan Johnson, Smart Meetings, compile image library for consideration for inclusion in upcoming California Central Coast feature along with Shelby Sim interview.
- Priscilla Felton, Wine & Spirits, coordinate Sideways 15th anniversary feature story resulting from press release.
- Meredith Rosenberg, Travel Channel, respond to query regarding the country's top small towns for food.

Total value of public relations media coverage for Q3 2019 = **\$561,745*** (up 30% YoY)

Total circulation of editorial coverage for Q3 2019 = **7,308,017**

Total unique visitors/month of editorial coverage for Q3 2019: **356,092,821**

**PR value is calculated by multiplying the advertising rate times the size of the story, and then doubling that number to reflect the added value of editorial coverage*

Digital Results

In Q3 of 2019, VisitSYV ran the bulk of the budget on the Facebook network (including Instagram), utilizing still, lightweight motion and video content, optimizing toward clicks to book. We also began the Taste SYV and Solvang Stomp campaigns which performed well.

SANTA YNEZ VALLEY

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Facebook Network

Impressions: **1,734,079**

Clicks: **13,250**

CTR: **0.78%**

Search

Impressions: **13,243**

Clicks: **432**

CTR: **3.26%**

Visit Santa Ynez Valley Sponsored · 28

Saddle up, you're just a scenic drive away from wide open adventure.

VISITSYV.COM
A World Of Experiences
Plan Your Getaway Today

3 Comments 3 Shares

Visit Santa Ynez Valley Sponsored · 101

Fly direct into Santa Barbara (SBA) to reach the perfect pairing of wine country and you.

VISITSYV.COM
A World Of Experiences
Plan Your Getaway Today

8 Comments 13 Shares

[Visit Santa Ynez Valley | The Perfect California Getaway](#)
www.visitsyv.com/SantaYnezValley
Six Unique Communities, Gorgeous Vineyards, Delicious Restaurants And Much More.

[Visit Santa Ynez Valley | Things To Do](#)
www.visitsyv.com/SantaYnezValley
Enjoy Wine Tasting, Restaurants, Hiking, Biking, & More.

[Santa Ynez Valley, California | A Perfect Romantic Weekend](#)
www.visitsyv.com/SantaYnezValley
Six Unique Communities, Gorgeous Vineyards, Delicious Restaurants And Much More.

Website

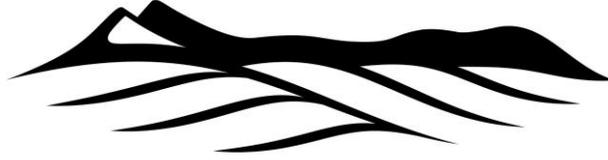
Since our **website** debuted in April 2014, we have received **2,174,683** pageviews. The site has also garnered **126,728** clicks to our members' individual websites. The top 5 most popular pages on the site are as follows: (1) **Homepage**; (2) **Wine Tasting**; (3) **Restaurant Week**; (4) **Events**; (5) **Discover Los Olivos**.

Q3 VisitSYV Social Media Stats

- **Facebook** audience increased 2.2% to **17,133** likes.
- **Twitter** account increased 1.2% to **4,199** followers.
- **Instagram** has increased 19.7% to **7,060** followers.

SANTA YNEZ VALLEY

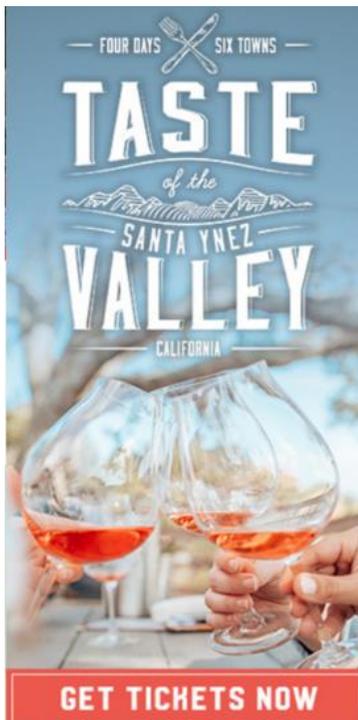
CALIFORNIA



VISITSYV.COM

VisitSYV Promotions

In Q3 VisitSYV continued to develop campaigns for Taste of the Santa Ynez Valley (TasteSYV), a four-day food, wine and experiential festival meant to showcase all that our six distinct communities have to offer, as well as Solvang STOMP, the pinnacle event taking place on Saturday, October 19th, during the 4 day festival. Running over the course of four days (October 17 - 20th) TasteSYV begins in Los Alamos on Thursday afternoon, continues in Santa Ynez on Friday, in Solvang, Ballard, and Los Olivos on Saturday, and ends in Buellton on Sunday. The inaugural event will include curated experiences, wine and beer events, and dinners, showcasing what each of our unique communities has to offer. The goal is to provide a “taste” so that attendees will return to spend more time. A comprehensive marketing campaign and accompanying assets were developed.



TASTE VALLEY Taste of the Santa Ynez Valley Sponsored · 📍
Stomp, drink, eat & dance at the Solvang Stomp harvest street festival on Sat. Oct 19!



TASTE VALLEY Taste of the Santa Ynez Valley Sponsored · 📍
Do you have your tickets yet for Taste of the Santa Ynez Valley? Save your spot for wine, food and fun this Oct 17-20.



TASTE VALLEY Taste of the Santa Ynez Valley Sponsored · 📍
Grab your tickets now for the Solvang Stomp harvest street festival on Sat. Oct 19!





Additional Print Advertising

Santa Ynez Valley Star

VisitSYV sponsors a monthly 1/4 page ad in the Santa Ynez Valley Star, which is used to highlight upcoming special events and draw users back to our events calendar at VisitSYV.com/events.

Education

Destinations International

VisitSYV President & CEO, Shelby Sim, attended Destinations International, July 23-25 in St. Louis, Missouri. Tourism and destination marketers from 13+ countries attended to discuss tourism trends including the intersection of localhood and tourism, and holistic digital strategies.

DMA West CEO Summit

VisitSYV President & CEO, Shelby Sim, attended the DMA West CEO Summit, July 29-31, in Pismo Beach, California. The summit is a Western states peer-to-peer destination marketing conference where idea-sharing and networking are key values. The summit dives deep into tourism trends and shares insights on new and rising vendors.

ESTO

VisitSYV Vice President of Marketing, Danielle Laudon Ruse, attended ESTO (Educational Seminar for Tourism Organizations), August 17-20, in Austin, Texas. The 4-day tourism conference is the premier annual learning and knowledge-sharing forum produced by the U.S. Travel Association for destination marketing organizations. Sessions included interactive learning labs on content development, data-driven creative strategies, and visual storytelling, as well as insights and research presented by U.S. Travel, Expedia, Miles Partnership and Destination Analysts among others.

Grants & Special Projects 3rd Quarter 2019

The purpose of our grants program continues to be to assist with publicity and outreach for valley events which encourage overnight stays. Primary consideration goes to events which occur mid-week (Sunday to Thursday) and/or in off-season. For marketing of valley events, grants were given to:

- Danish Days, produced by Danish Days Foundation: **\$5,000**
- Los Alamos Old Days, produced by Los Alamos Valley Men's Club: **\$3,500**
- Vaquero Show & Sale, produced by the SYV Historical Museum: **\$1,000**



Collaborations with Santa Barbara County DMOs and other organizations

VisitSYV collaborates actively with other county destination marketing organizations, including the Solvang Conference & Visitors Bureau, Buellton Visitors Bureau, the Santa Barbara County Vintners Association, Visit Santa Barbara, the Los Olivos, Buellton, Solvang, and Santa Ynez Chambers as well as the Los Alamos Business Association, The Chumash Foundation, and the Santa Barbara County Association of Governments.

Public comment

Members of the board and the President continue to be called upon to make written and/or verbal public comment on several hotel and tourism related issues. Each question is raised on a board agenda and voted upon by the board, or authorized by the president, before comment is made. Ongoing participation with our water challenges, cannabis, wine ordinance and special events ordinance hearings is anticipated by President, Shelby Sim, and, when needed, Linda Johansen, Chairman.

Organization

In June, Bryan Maroun, General Manager, Sunstone Winery stepped down from the board and was replaced by Louise Smith of Louise's Kitchen Table by election. John Richardson, General Manager, Santa Ynez Inn, became Treasurer, filling the vacant position left by Bryan Maroun's departure.

The board continues to meet monthly, normally the 2nd Thursday of the month, 9:00 a.m. at the Chumash Casino. The board consists of nine individuals, seven of which are from the hotel industry and the other two are an at large representation of the membership base.



Staff & Board of Directors

President & CEO - Shelby Sim

Vice President of Marketing - Danielle Laudon Ruse

Digital Coordinator & Member Services – Marisa Yott

The board members are:

Chairman – Linda Johansen, Owner, Pea Soup Andersen’s Inn, Buellton

Vice Chairman – Andrew Economon, Executive Director of Hospitality, Chumash properties, including Hotel Corque and Hadsten House

Secretary – Sherrie FitzGerald, Director of Marketing, Alisal Guest Ranch and Resort, Solvang

Treasurer – John Richardson, General Manager, Santa Ynez Inn, Santa Ynez

Budi Kazali, Owner, Ballard Inn, Ballard

Karla Azahar, General Manager, Santa Ynez Valley Marriott, Buellton

Will Henry, Owner, PICO Restaurant, Los Alamos

Louise Smith, Owner, Louise’s Kitchen, Solvang

Respectfully submitted by:

Shelby Sim, President and CEO

Santa Ynez Valley Hotel Association, dba Visit the Santa Ynez Valley

Shelby@VisitSYV.com

PO Box 633, Solvang, CA 93464

www.visitsyv.com, 805-451-6038

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: February 27, 2020

Subject: Ordinance No. 20-02 - “An Ordinance of the City Council of the City of Buellton, California, Prohibiting the Offer or Operation of Shared-Use Electric Scooters within the City Limits” (Second Reading)

BACKGROUND

The City Council introduced and held the first reading of Ordinance No. 20-02 on February 13, 2020. Attached Ordinance No. 20-02 is now ready for adoption.

As noted at the City Council meeting of February 13, 2020, Ordinance No. 20-02 will codify the prohibition of shared-use electric scooters, and only shared-use scooters (i.e., not scooters owned by residents and employed for their own personal use), and allow the City Manager to issue regulations regarding the notification of personal mobility companies about the restrictions and about the return of impounded electric scooters.

Justification of this prohibition centers on the most common problems encountered by jurisdictions where such scooters are used, in particular, the abandonment of the scooters at the destination of the rider, leading to visual clutter and the obstruction of sidewalks and other rights-of-way. Also of concern are the various examples of vandalism to, and illegal dumping of scooters, presumably by persons who are unhappy that they are left in inconvenient locations. Thus, staff would recommend the adoption of the accompanying ordinance prohibiting the operation or offer of shared use electric scooters within the City. Should persistent demand for such devices be recognized by the tourism industry in Buellton and should an operator approach the City with a business plan that self-regulates to the City Council’s satisfaction, the City Council may choose to re-evaluate this prohibition in the future.

RECOMMENDATION

Staff recommends that the City Council consider the adoption of Ordinance No. 20-02 - “An Ordinance of the City Council of the City of Buellton, California, Prohibiting the Offer or Operation of Shared-Use Electric Scooters within the City Limits” by title only and waive further reading.

ATTACHMENTS

Ordinance No. 20-02

ORDINANCE NO. 20-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, PROHIBITING THE OFFER OR OPERATION OF SHARED-USE ELECTRIC SCOOTERS WITHIN THE CITY LIMITS

THE CITY COUNCIL OF THE CITY OF BUELLTON DOES ORDAIN AS FOLLOWS:

SECTION 1: 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 proposed ordinance amendments, 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 City Council on February 13, 2020 (“Public Hearing”).
2. All oral, written and visual materials presented by City staff in conjunction with the Public Hearing.
3. The following informational documents which, by this reference, are incorporated herein.
 - a. That certain written report submitted to the City Council dated March 13, 2020 (the “Staff Report”).

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 on January 30, 2020 (the “Public Notice”), a minimum of ten (10) days in advance of the Public Hearing conducted on February 13, 2020.
2. The Public Notice was posted in two public locations on January 28, 2020, a minimum of 10 days in advance of the Public Hearing.

SECTION 2. To promote and protect the public peace, health and safety of the City's citizens and residents, Chapter 9.32 of Title 9 of the Buellton Municipal Code is hereby adopted to read as follows:

Chapter 9.04

ELECTRIC SCOOTERS

Sections:

9.32.010 – Findings.

9.32.020 – Definitions.

9.32.030 – Prohibition.

9.32.040 – Violations.

9.32.010 – Findings. The City Council finds that the prohibition of Shared On-Demand Personal Mobility Devices within the City will help to ensure that the use of the public right of way, at all times, promotes the public health, safety and welfare and allows for adequate vehicle and pedestrian circulation.

9.32.020 – Definitions. For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

A. "Electric Scooter" shall mean any wheeled device that has handlebars and is designed to be either powered by an electric motor or other power source, or to be powered by human propulsion, that is accessed via an on-demand portal, whether through a smart-phone, access code, I.D. card, or similar method, and is operated by a private entity that owns, manages, maintains and insures devices for shared use by members, which are available to members in unstaffed, self-service locations.

B. "Electric Scooter Operator" shall mean an individual or a public, private, or non-profit entity that manages Electric Scooters.

9.32.030. – Prohibition. It shall be unlawful to provide, place or offer for use or to use an Electric Scooter, or to operate as an Electric Scooter Operator in any street or public right of way, or other public place within the city in which the public has the right of travel.

A. The Santa Barbara County Sheriff's Department and any persons authorized by the city and having the duty to enforce this Code are hereby authorized to impound the Electric Scooters of any person or Electric Scooter Operator violating the provisions of this chapter. The impound shall be subject to an impound fee established by City Council resolution.

B. The City Manager may promulgate regulations for the notification to the Operator and return of the Electric Scooters to the Operator and as may otherwise be necessary to implement the purpose of this chapter. Any device not retrieved within 90 days of notice shall be subject to disposal.

The foregoing shall not be deemed to make unlawful the retail sale of electric scooters intended for ownership by individuals by retail businesses located in the City. It shall not be deemed to make unlawful the retail purchase, whether from retail businesses with physical locations or from on-line retailers, or the use of individually-owned electric scooters. Only Electric Scooters and Electric Scooter Operators, as specifically defined above, are prohibited within the City.

9.32.040 – Violations.

A. It is unlawful for any person to violate any provision of this chapter. Any person violating any provision of this chapter shall be deemed guilty of an infraction or misdemeanor as hereinafter specified.

B. Any person so convicted shall be:

1. Guilty of an infraction offense and punished by a fine of one hundred dollars (\$100.00) for a first violation;
2. Guilty of an infraction offense and punished by a fine of two hundred dollars (\$200.00) for a second violation within one year;
3. The third and any additional violations within one year shall constitute a misdemeanor offense and shall be punishable by a fine of one thousand dollars (\$1,000.00) or six months in jail, or both.

SECTION 3. CEQA. This ordinance is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Section 15060(c)(2) of the CEQA Guidelines (Title 14 California Code of Regulations) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment, and Section 15060(c)(3), because the activity is not a project as defined in Section 15378 of the CEQA Guidelines as it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end the provisions of this ordinance are declared to be severable.

SECTION 5. Publication. The City Clerk is directed to certify to the adoption of this ordinance and publish as required by law.

PASSED, APPROVED, AND ADOPTED this 27th day of February, 2020.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: February 27, 2020

Subject: Discussion and Direction Regarding Industrial Way Lighting Solar Options

BACKGROUND

The Industrial Way Street Lights Project has been on-going for 6 years. The following is a synopsis of previous Council Meetings/Actions:

* February 27, 2014 – Council discussed the increase of evening vehicular traffic and commercial activities and pedestrian traffic on Industrial Way. Council direction was to initiate an application with PG&E for street lights on Industrial Way with preference for decorative lighting fixtures, LED and would be owned and maintained by PG&E.

* September 11, 2014 – Council reviewed options of decorative vs cobra head in LED. The only PG&E owned/maintained option for LED was cobra head. Although decorative LED option is preferred, ownership/maintenance by PG&E is higher priority. Council direction was to move forward towards PG&E owned and maintained lights.

* March 10, 2016 – Council reviewed update on design progress with PG&E. Cobra head LEDs at 100 watts was chosen to reduce concerns regarding brightness and preserve dark skies (70 watt was not recommended due to insufficiency of light coverage across the street as recommended design was for single loaded street). During this time, PG&E has worked to obtain required easements in order to accommodate a power source towards the south on Industrial Way. Council direction was to eliminate the cobra head lighting and research options for decorative lighting which would be owned and maintained by the City.

* December 14, 2017 – Council reviewed update on PG&E progress and staff's cost estimate between cobra head and decorative fixtures as PG&E has not provided their cost estimate. Council direction was to continue review of decorative cost options and return with update.

* February 8, 2018 – Council reviewed an update on PG&E progress and new information on decorative LED fixtures now offered by PG&E. City Council direction was to proceed in working with PG&E and pursue the decorative downward lighting, the Memphis style lights with double downward directed bulbs.

* November 14, 2019 – Council reviewed an update that PG&E has completed design and provided their cost estimate for total construction costs in the amount of \$707,000. The portion directly payable to PG&E is \$360,000 which includes their design cost and the portion of the construction activities that they will install themselves. The remaining \$347,000 is PG&E’s estimate for the remaining civil construction portion which would include trenching and conduits that would need to be designed, bid and constructed by the City. Council direction was for staff to research solar lighting options and return with comparisons.

DISCUSSION

Pursuant to Council’s direction, staff researched solar street lighting options and applications within California. Four solar lighting companies were reviewed, with only 2 companies having actual solar street light installation examples:

Company	Solar Application Examples	Verification
Solar Co. #1	Delano, CA	unverified
Solar Co. #2	Wasco, CA Monterey, CA Goleta, CA Los Angeles, CA Beaumont, CA	Most unverified Goleta install was verified – bike path application
Solar Co. #3	None	n/a
Solar Co. #4	None	n/a

The research has been summarized in two attachments. Attachment 1 is the Roadway Solar Lighting Research Overview of the companies listed above. Review of each company included specific Solar Model/Configuration, Design/Installation capabilities (all will provide basic photometrics plan only to demonstrate light spread but not prepare construction plans. None will install), Operation Discussion for light/battery life (3 can design for up to 5 days), Service Agreements/Warranty terms (None offer Service Agreements, warranty terms vary), Pole type (2 will not supply poles), Cost, and project examples. Photos have been include for the available projects. Attachment 2 provides a spreadsheet summarizing the information gathered.

Staff has reviewed battery life and liabilities for solar lighting. Each of the companies shown state they can provide battery life of up to 5 days without solar recharge. However, there are no actual examples that can verify this claim. In local examples we have seen that solar lights may not last the entire night. Liability of knowing there will

continue to be a dark period regardless of installation is a concern. In discussion with the City Attorney and CJPIA, there is no state regulation that requires or obligates the City to provide street lighting. CJPIA representatives has commented on the scenario of the City providing street lights that would be owned and maintained by the city and power is not guaranteed through the entire night. Provided that the City is not installing the lights to correct a problem, the City may not be liable should the lights not last the entire evening or should not light due to lack of solar charge. However, if the lights installed were owned and maintained by PG&E, liability is transferred to PG&E.

Very few agencies have utilized solar powered lights on their public roadways. They are more typically implemented for facilities such as government buildings, parking lots and bike paths. The fixtures are all cobra heads. Unfortunately, due to the scarce implementation of the solar lighting on public roads, there is little historical data on any issues or lessons learned from their installation. None of the manufacturers offer any service agreement, therefore any troubleshooting and labor would have to be done by a contracted electrician to troubleshoot and effectuate any applicable warranties for the parts. Beyond the warranty period, all repairs and costs for replacement material will be borne by the City contracting with an electrician.

The costs for the solar lighting (for complete package of pole, light fixture and solar unit) is approximately \$6000/light. Installation costs are estimated at \$3000/light. Based on PG&E's plans 34 lights were to be installed. This would be a general estimate of \$306,000 just for the equipment and installation.

At this milestone, staff would request Council direction for lighting on Industrial Way. Does the Council want to continue with the traditional lighting route through PG&E or through City owned and maintained solar lights?

Should Council opt to forgo the PG&E Street lights and pursue solar street lights, the next steps would be for Council to decide on the following design criteria:

- Coverage: pedestrian height lights (~15', will require an estimated 34 lights, covers primarily sidewalk) or street height lights (~25', will require an estimate 20 lights, covers sidewalk and street).
- Fixture type – decorative or industrial (cobra/flat head).

With the criteria established, staff will prepare a Request for Proposals (RFP) for the purchase of solar lighting equipment for Council to approve. Installation would be bid at a future time.

FISCAL IMPACT

The 2019/20 and 2020/21 Fiscal Years Budget includes \$82,500 (2019/20) for the design phase and \$400,000 (2020/21) for the project management and construction phases in Capital Projects for street lights along Industrial Way.

The different alternatives have the following costs:

Estimated cost of solar street lights, estimating 34 light poles based on PG&E design:

- Solar light package (pedestrian height) - \$6000 each *34 = \$204,000
- Additional civil design for foundations and final plans & specifications = \$10,000
- Installation (pedestrian height) - \$3000 each *34 = \$102,000
- Inspection = \$25,000

Should Council decide to continue to pursue the solar street lights, design costs incurred by PG&E will still need to be paid. Cost for those services is \$53,000.

RECOMMENDATION

That the City Council receive the project update on Industrial Way solar street lighting and provide direction to staff.

ATTACHMENTS

Attachment 1 – Roadway Solar Lighting Research Overview

Attachment 2 – Street Lighting Spreadsheet

Roadway Solar Lighting Research Overview

February 18, 2020

Prepared By: MNS Engineers

Solar Co. #1

Model/Configuration: The product Solar Co. #1 offers for roadway/ freeway solar street lighting applications is their Satelis model. There are two Satelis models, one with one solar panel and one with two solar panels, depending on the lumen output needed. The solar panel is located above the light fixture (See Figure 1 below). They do not offer different light fixture head styles.

Design/Installation: Solar Co. #1 will perform the photometric design for free. The City must provide a dwg file of the project site. They do not perform the installation, maintenance, or IT support.

Operation: Their fixtures have different options for brightness and lighting operation options, such as: motion sense, fixed output, and time-based programming. The standard operation will turn the fixtures on in darkness and off when exposed to light, however, we can have a low brightness setting during the day if needed. The batteries last 64-129 hours depending on sizing. Each light is controlled one at a time by a physical remote that must be used within 50 feet. Solar Co. #1 is only a manufacturer of this product, so a separate contractor is required for installation. Installation is standalone and does not require any conduit installation.

Service Agreement/ Warranty: They have a 5-year limited warranty for LED Fixtures, but they do not offer a service agreement.

Pole Type: Not included. Must purchase from a separate manufacturer.

Approximate cost Per Complete Unit: \$2600

Project Examples:

Delano, CA: Spoke with one of their engineers from the city, and he was not familiar with the project that is shown on Solar Co. #1 website. He will speak with their utilities department and call back if he found different information from what he knew.

Product Info/Examples:



Figure 1: Satelis Model Example.

SPECIFICATIONS

OUTBEAM	Satalis 10,000		Satalis 15,000	
Model	TLSTD50XYZZ		TLSTD75XYZZ	
Lumens	10,000		15,000	
LED Chip	Lumileds 5050 (215lm/W-CRI>70)			
Beam Angle	80°x140°			
Solar Panel Power Rating	130W	130W	260W	260W
Battery Capacity (Li-ion LiFePO4)	30A 25.6V	60A 25.6V	60A 25.6V	90A 25.6V
Maximum Autonomy*	64 hrs	129 hrs	64 hrs	96 hrs
Materials	Body: Aluminum/Led cover:Polycarbonate/Monocrystalline SOLAR panel			
Installation Height	20 to 33ft		26 to 39ft	
Operating Temperature	-4 to 122 °F		-4 to 122 °F	
IP Rating	IP 65			

Figure 2: Satelis Model 10,000 and 15,000 specifications.

Satelis

Lighting Fixture

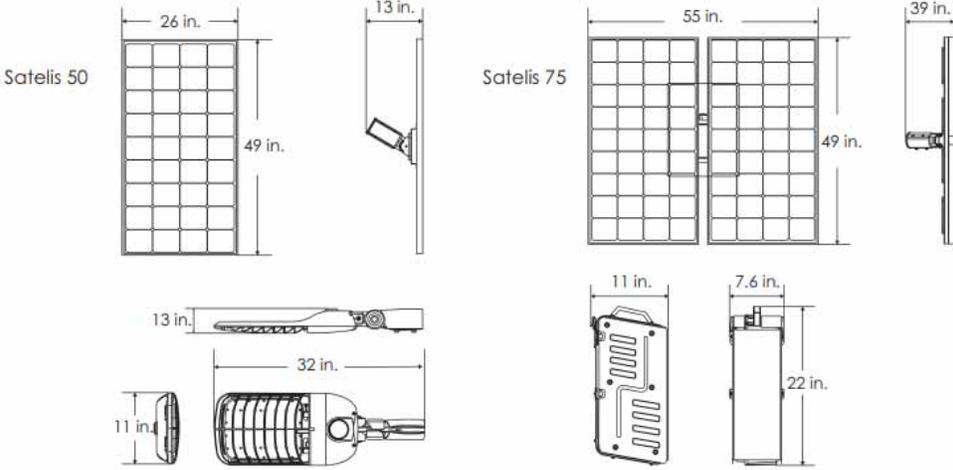


Figure 3: Satelis fixture dimensions.

Solar Co. #2

Model/Configuration: Solar Co. #2 offers their EverGen solar commercial light for roadway applications. There are many customization options for the lights posts and fixtures and can mix and match with different brands (decorative, cobra head, etc.). Pictures or a brochure for each style was not readily available, however the few pictures available are included below.

Design/Installation: Solar Co. #2 will have their engineer create the photometric design as a separate cost. They do not perform the installation, maintenance, or IT support.

Operation: There is a controller in every battery box, and each light is controlled remotely from a software on a desktop. The software shows you the health of each system and will alert you of failures. They also has run-time strategies for roadway applications with dimming options for daytime operation. They will pull data from the NASA sun hour data chart in our location to ensure we can have 5 days of consecutive lighting with no sun, and meet the required light levels. They will also come out to the project site and perform sunlight data testing to determine ambient lighting conditions.

Service Agreement/ Warranty: Solar Co. #2 is a manufacturer; however, they offer help in finding a contractor they know is familiar with installation of their fixtures. They do not offer a service agreement. See warranty details in Figure 14.

Pole Type: Steel and Aluminum

Range of Cost Per Complete Unit: \$3,000-\$6,000

Project Examples:

- Wasco, CA: Contacted their Public Works Department, but did not hear back from them. Sol provided them with solar roadway lighting that they use on a stretch of Highway 43 running through their city (See Figure 4 below). The contact from Sol also said the solar roadway lights are a standard for new development projects.
- Monterey, CA: Spoke with city representative and was given the number of one of their utilities staff, but was only able to leave a voicemail. Still awaiting a call back.
- Navajo Nation, New Mexico: Connecting this reservation to the grid was too expensive due to how remote they were, so they turned to Sol for solar lighting. They installed over 500 of their solar lights for 20 subdivisions (See Figure 5 below).
- Goleta, CA: The City of Goleta purchased solar pathway lighting for the Maria Ygnacio Creek bike path (See Figure 6 and 7 below).
- Elmer Avenue, Los Angeles, CA: A community installed a series of Carmanah EverGEN 1520 solar lights along a residential roadway (See Figure 8 and 9 below). They are completely off the grid and helped promote a larger green effort in this area.

- Beaumont, CA: The City determined the costs for street lighting was too expensive and turned to solar lighting their residential communities and roadways (See Figure 10 and 11 below). They installed 200 units and found the overall process and installation to be easy and with quick implementation. The change to solar lighting saved them hundreds of thousands of dollars in energy costs.



Figure 4: Street Lighting Example in Caltrans ROW. Wasco, CA.



Figure 5: Navajo Nation, NM.



Figure 6: Goleta bike path lighting 1.



Figure 7: Goleta bike path lighting 2.



Figure 8: Elmer Street Lighting Example 1.



Figure 9: Elmer Street Lighting Example 2.



Figure 10: Beaumont Street Lighting Example 1.



Figure 11: Beaumont Street Lighting Example 2.

Product Info/Examples:

Figure 12: Evergen Solar Lighting System Example.

BATTERY	
Type	Maintenance-free valve regulated lead acid; spill-proof, leak-proof.
Standard Options	Gel Technology Group 27 (5-year)
Extended Life Options	Pure Lead AGM Technology Group 31 (10-year)
Quantity	1–4 based on sizing
FIXTURES	
Type	Cree XSP High Output Solar Series
IES Distribution Types	Type 2 Long, 3 Medium, 4 Medium
Color Temperature Options	3000K, 4000K
Efficacy Range	165 to 130 lumens per watt from complete fixture (3000K, via LM-79 testing)
Color Rendering Index	Minimum of 70 CRI
Mounting	42mm–60mm (1.6in–2 $\frac{3}{8}$ in) OD horizontal tenon, min 203mm (8.0in) in length

Figure 13: Evergen Specifications.

WARRANTY (See warranty documentation for more details)	
Electronics	10 years
Battery	5-year warranty on standard battery
	Up to 10-year extended-life battery upgrades available
Fixture	Manufacturer's Warranty – 10 years limited excluding finish
Pole	Lifetime (excluding finish)
Hardware	10 years

Figure 14: Evergen Warranty.



Figure 15: Decorative Lighting Example.

Solar Co. #3

Model/Configuration: Solar Co. #3 carries a solar light unit for roadways, model SL34. They only offer a single model light head, however, they show different types of light spreads depending on the number of lanes and road (See Figure 16 below). The solar panel is attached above the light fixture the same as the two previous manufacturers and powers the light head below.

Design/Installation: Solar Co. #3 will perform the photometric design for free. We must provide a plan view to scale of the project site and give them foot-candle requirements. They do not perform the installation or maintenance.

Operation: They pre-program the light head before sending it to us, to program the lights to turn on at sunset and off at sunrise. Their system uses the solar panel voltage to determine day/night, so there will not be any need to adjust operation during daylight savings. An additional device can be purchased to plug into the controller on the light post that will allow you to connect it via smartphone. You can then change the illumination time, see the history of the last 30 days, and have a live view of how it's operating through the app. Their battery backup, assuming zero sun exposure, is for 2.23 nights before the batteries will no longer operate. They can spec the batteries to have up to 5 days of back-up.

Pole Type: Galvanized Steel

Service Agreement/ Warranty: They have a 20-year warranty for the solar panel and a 5-year warranty for all other parts excluding the battery, but they do not offer a service agreement.

Approximate Cost Per Complete Unit: \$3,341.99

Product Info/Examples: None available.



PHILIPS LUMILEDS
LUXEON T
never before possible

DARK SKY COMPLIANT LIGHTING
Full Cutoff Light Fixture

MW MEAN WELL

Philips LUMILEDS LUXEON T LED emitters produce up to 142 lumens per Watt efficiency and have a life span greater than 100,000 hours of operation.

- 135 Watt LED Lamp - Philips LUMILEDS® LUXEON T
Provides approx. 14,280 lumens of light output.
- 100 Watt LED Lamp - Philips LUMILEDS® LUXEON T
Provides approx. 10,710 lumens of light output.
- 65 Watt LED Lamp - Philips LUMILEDS® LUXEON T
Provides approx. 7,140 lumens of light output.
- 35 Watt LED Lamp - Philips LUMILEDS® LUXEON T
Provides approx. 3,570 lumens of light output.

Each lamp is supplied in one of four different lighting distributions: Type I, II, III, or V.

Figure 16: SL34 Light head and light distribution.



Figure 17: Example 1.



Figure 18: Example 2.

Solar Co. #4

Model/Configuration: Solar Co. #4 offers one type of a completely solar street light that is their SE-Series. The solar panel and light fixture are one component.

Design/Installation: Solar Co. #4 will perform the photometric design for free. We must provide a plan view to scale of the project site and give them foot-candle requirements. They do not perform the installation, maintenance, or IT support.

Operation: Their lights operate to the ambient light conditions and will turn on at sunset and off at sunrise once the system detects when there is or is not enough light. Each light fixture is controlled by a physical remote. They provide various models of the SE-series and each has a different battery backup depending on the required time.

Pole Type: Not included. Must purchase from a separate manufacturer.

Service Agreement/ Warranty: They have a 3-year manufacturer warranty, but they do not offer service agreement.

Approximate Cost Per Complete Unit: Not disclosed.

Product Info/Examples:



Figure 19: SE Series Example.

Conclusion

All of the solar companies are solely the manufacturer of their solar products and do not perform any installation, maintenance, service agreements, or continued IT support. All of the manufacturers also offered a photometric design for the recommended layout of the lights. They provide instruction manuals for installation and each light unit operates with an app, software, or physical remote. The most reliable method for lighting operation hours appears to be units that operate based on ambient lighting conditions. This ensures the streets lights will always turn on when there is not enough natural lighting, and will turn off vice versa. Solar Co. #3 yielded the most relevant projects; the contact said they would come out and do sun data testing and ensure the lights will have 5 days of battery backup. They also have the most options for customization with posts and fixtures.

See provided spreadsheet, Attachment 2, for concise summary of information.

ATTACHMENT 2

	Solar Company	California Cities that used	Verified?	Location	Application	Pole type	Fixture type (head)	Battery	Light Duration	Control	Picture	Cost	Installation Included?	Will they provide full design and layout	Is Design included in cost	Design Cost (if optional/additional)	Warranty	Service Agreement	Cost for Service Agreement	Details for Service Agreement
1	Solar Co. #1	Delano, CA	No response from City	unknown residential	Street Lighting and Parking Lot Lighting	Pole not supplied by Soltech	Cobrahead	30A, 60A, or 90A	64-129 hours	Each light is controlled by a physical remote that must be used within 50 ft of the unit.	See Memo	\$2,600 per complete fixture unit	No	Yes, lighting design is free. They would request us to send a dwg file of the roadway site.	Yes	Free	Year 1 - They will replace, repair, reimburse or credit 100% of the original purchase price of defective light fixture, battery or battery pack, electronic components or electronic controllers. They will also pay directly or reimburse SOLTECH preapproved labor costs to a certified contractor replace or repair defective LED fixtures, components or electronics. Year 2 through 5 - They will cover defective components as in Year 1, but will not pay or reimburse labor costs to replace or repair defective components.	They do not offer a service agreement		
2	Solar Co. #2	Wasco, CA Monterey, CA Goleta, CA Los Angeles, CA Beaumont, CA	No response from Cities except for Goleta	Wasco = portion off Highway 43, Goleta = bike path, Los Angeles - Elmer Ave, Beaumont - residential neighborhood	Street Lighting	Steel and aluminum	Cobrahead and decorative options (many more options available, but need parameters)	Gel Technology Group (1-4 needed based on sizing)	Up to 5 days without sunlight depending on battery capacity	Each light can be controlled remotely from a software on a desktop. Software shows the health of each system and will alert of failures.	See Memo	\$3,000-6,000 per complete unit	No	Yes. Their design engineer will perform the photometric design to ensure we have the required footcandles.	No	Design is optional and the cost is project dependent	Electronics - 10 years Battery - 5 year Fixture - 10 year limited excluding finish Pole - Lifetime excluding finish Hardware - 10 year	They do not offer a service agreement		
3	Solar Co. #3	N/A	N/A	N/A	Street Lighting	Galvanized steel with silver/gray finish	Cobrahead	Up to 94Ah	5 days of lighting backup	Each light is pre-programmed to operate according to ambient lighting at sunset/sunrise; this way adjustments will not be needed for daylight savings. Each light can be controlled from a remote that connects via bluetooth	See Memo	\$3,342 per complete unit	No	Yes. We will have to provide a plan view/google map view to scale of the site and give them our minimum foot-candle requirement, and they will then place their lights on the plan.	Yes	Free	20 year panel warranty 5 year product warranty Lifetime tech support	They do not offer any service agreements. Contact said the only service/maintenance the systems require after initial installation is replacing the battery every 4-5 years		
4	Solar Co. #4	N/A	N/A	N/A	Street Lighting	Pole not supplied by Solar Max	Cobrahead	12Ah-42Ah	Not disclosed. Depends on the model of SE Series	Each light can be controlled by a remote, but will operate according to ambient lighting at sunset/sunrise.	See Memo	They would not disclose their pricing	No	Yes. We will have to provide a plan view with the site conditions.	Yes	Free	3 year manufacturer warranty	They do not offer a service agreement		

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Director of Public Works

Meeting Date: February 27, 2020

Subject: Consideration of Draft Request for Proposals for Engineering Services

BACKGROUND

Pursuant to the City Council’s direction, staff has prepared a draft Request for Proposal (RFP) for Engineering Services. The City Council appointed an ad hoc committee consisting of Mayor Pro Tem Mercado and Council member Sanchez to work with staff to ensure the proposal includes language to address Council’s concerns such as invoice support documentation and timeliness of services.

Generally, the scope of work includes:

- A. Serve as Engineering Division staff under the direction of the Public Works Director/City Engineer and provides support as requested.
- B. Perform Development Review Services: Review development proposals as needed and serve as the City’s project engineer for private development and/or public improvement projects. Consultant shall provide all services and work required for plan check and the review and approval of development plans, permit applications, and associated studies. Development review services include, but are not limited to, plan check, map check, permit issuance, construction inspection, traffic studies for CEQA review, and city engineering and surveying services. Consultant shall have dedicated staff members with appropriate licenses, including but not limited to civil engineering licenses, surveyor’s licenses, traffic engineering licenses, and stormwater licenses. Consultant’s staff members must be qualified to sign and/or approve plans and permits on the City’s behalf.
- C. Capital Improvement Projects: Under the direction of the Public Works Director/City Engineer, Consultant shall oversee capital project designs, surveying (as needed), bid processing, contract management, construction, and project inspection. This shall include permit processing through applicable agencies, including Caltrans, the Regional Water Quality Control Board, and Department of Fish and Wildlife, among others. The City reserves the right to solicit for engineering services for any individual capital or other city engineering project.

- D. Transportation Services: Work with Caltrans and SBCAG to resolve transit issues, regional transportation work, local transportation planning work and prepare special traffic studies as needed. This shall also include serving as an alternate on the Technical Transportation Advisory Committee (TTAC) and represent the City on Transit issues and committees as needed.
- E. Stormwater Management Services: Consultant shall monitor compliance with and implementation of state and federal stormwater regulations. Consultant shall conduct and coordinate inspections of project sites, address public complaints and issues noted and prepare reports to demonstrate compliance with applicable regulations. All staff training that deals with current permit requirements and regulations will be provided by the Consultant to city staff, Council, Commissions and all other city consultants as applicable. Consultant shall coordinate with other local agencies and represent the City in Santa Barbara County Association of MS4 Managers (SBCAMM) and other regional groups. Consultant is responsible for advocating for the City with all regulators and regulatory agencies.
- F. Permitting and Administration: Review permit applications for Encroachment Permits for compliance with the Buellton Municipal Code and compatibility with existing and pending private improvements and public utilities (i.e., PGE, SoCal Gas and others) etc., and provide inspection of site/improvement work . Coordinate with Planning Department and the City Engineer for review of encroachment permit projects under technical engineering plan check, permits and inspection services.
- G. GIS and Mapping: Create, maintain, and update all GIS and mapping data, as needed, for all city projects, including maintenance of CAD files as back-up. Consultant shall also maintain city atlases for all public improvements, including but not limited to water pipes and related facilities, sewers, storm drains, parks, public facilities, and street lights.
- H. Surveying and Title/Easement/Deed Work. Consultant shall perform surveying services that include, but are not limited to, topographic surveying and mapping, boundary line surveying, and review and certification of parcel maps, final maps, lot line adjustments and other documents submitted to the City for technical correctness under the Subdivision Map Act. In addition, work to support construction design for roadwork and other CIP project as necessary. A valid Surveying License must be maintained at all times in order to sign/stamp city plans/deeds.
- I. Water Distribution, Stormwater and Wastewater Collection Systems: Consultant shall provide all services and work required to complete studies, designs, plans, specifications, and estimates for City water projects in order to maintain continued operation of the City water distribution, storm and sanitary sewer systems, and to meet public demand and ensure compliance with state and federal mandates. Consultant shall also maintain the city's water model.
- J. Streets and Roads: Assist City staff in identifying and prioritizing pavement preservation projects. Consultant shall also design and prepare plans, specifications and estimates for pavement projects with scope as outlined in CIP's.

- K. General Compliance: Assist the City in consultation and coordination with state and federal agencies to ensure general compliance with various state and federal regulations. The City has established outstanding relationships with agencies such as the Regional Water Quality Control Board, Department of Health, and Water Resources Control Board. It is expected that these relationships continue in an exemplary manner.
- L. Backflow Management: Maintain and manage the City's cross-connection control program. In this capacity, Consultant will send inspection notices, respond to questions, coordinate with property owners, provide application for unpermitted backflow devices and coordinate with backflow certifiers.
- M. Utility Coordination: with PG&E, Gas Co, Verizon, Comcast, etc. for permitting and Utility Design Standards for the City, including updating old details and coordinating with the Public Works Department staff on preferences.
- N. Watershed and Flood Protection Services: Review of private studies to ensure flood protection, review/update city policies to ensure flood protection for public facilities, and coordinate with agencies such as FEMA and Santa Barbara County regarding mapping and river/stream maintenance. Conducts special studies as requested for drainage master planning and FIRM updates.
- O. Other: Perform additional engineering functions and special projects as requested by the City.

This scope of work is not inclusive of every possible activity the consultant may complete for the City. The needs may change as funds become available or as priorities shift based on City Council direction.

The Draft RFP is provided in Attachment 1 for your review and comment. Included is the proposed schedule, provided City Council approves the Draft RFP tonight:

RFP issued	March 2, 2020
Written Questions Due	April 9, 2020
Proposal Due	April 16, 2020
Tentative Award Date	May 28, 2020
Tentative Contract Start Date	July 1, 2020

FISCAL IMPACT

The City's Engineering services are funding through General Fund, Enterprise Funds (Water and Sewer), Measure A, Gas Tax and Grant Funds. Consultant works with the City annually to determine the appropriate budget for the anticipated annual workload. However, no direct impact to the City is anticipated as a result of the release of this RFP.

RECOMMENDATION

Staff recommends the City Council review the Draft RFP for Engineering Services and provide comments and direction to staff.

ATTACHMENTS

Attachment 1– Draft RFP for Engineering Services 2020



REQUEST FOR PROPOSALS
FOR
CITY ENGINEERING SERVICES
February 2020

SUBMITTAL:

One original and six copies must be received on or before **5:00pm: April 16, 2020**

ADDRESSED TO:

City of Buellton
Attn: Rose Hess, Director of Public Works/City Engineer
107 West Highway 246
P.O. Box 1819
Buellton, CA 93427

MARK ENVELOPE:

"PROPOSAL – CITY ENGINEERING SERVICES"

**PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE
SHALL BE RETURNED UNOPENED TO THE SENDER**

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LIST OF APPENDICES

APPENDIX A - STANDARD AGREEMENT and INSURANCE

SECTION A - GENERAL INFORMATION

SECTION A1 - CITY CONTACT

All questions regarding this Request for Proposals (“RFP”) are to be submitted in writing via U.S. mail or e-mail to:

CITY OF BUELLTON

Attn: Rose Hess, Director of Public Works /City Engineer

SUBJECT: PROPOSAL FOR ENGINEERING SERVICES

**107 West Highway 246
P.O. Box 1819
Buellton, California 93427**

Email: roseh@cityofbuellton.com

All contacts during the proposal process shall be in writing and submitted to Rose Hess. Attempts by the Respondent to contact other department representatives regarding this RFP may result in disqualification of the Respondent from the proposal process.

SECTION A2 – RFP Schedule

Event Date

RFP issued	March 2, 2020
Written Questions Due	April 9, 2020
Proposal Due	April 16, 2020
Tentative Award Date	May 28, 2020
Tentative Contract Start Date	July 1, 2020

Award and start dates are tentative and approximate. It is the responsibility of each Respondent to be familiar with all of the specifications, Contract terms and conditions. The Respondent agrees and acknowledges all RFP specifications, terms, and conditions and confirms the Respondent’s ability to perform by submitting a proposal. By submitting a proposal, the Respondent certifies that, if awarded a contract, it will make no claim against the City based upon ignorance of conditions or misunderstanding of the specifications.

SECTION A3 - DEFINITIONS

Agreement:	The standard form of agreement contained in Appendix A.
Authorized Representative:	The person designated by the City as having the authority and responsibility for administering the Project.
City:	City of Buellton, California.
Contract Documents:	The Agreement, together with the terms and conditions set forth in Section E of the RFP.
Consultant:	The successful Respondent to the RFP to whom contract is awarded.
City Engineer:	City Public Works Director or appointed representative.
Project:	The Statement of Work described in Section B of the RFP.
Proposer/Respondent:	The party or parties who submit a proposal in response to the RFP.
RFP:	Request for Proposals for the Project.
Work:	All work and assignments related to the engineering services that are provided by the Consultant.

SECTION B - STATEMENT OF WORK

SECTION B1 – SUMMARY OF SERVICES

B1.1 Overview.

The City of Buellton is a small city located in Santa Barbara County, approximately 40 miles north of Santa Barbara. The City has a population of approximately 5,300 residents within 1.6 square miles. Infill projects are the primary project type, as most of the City is already built-out.

B1.2 City Services Description.

The City of Buellton (City) is soliciting proposals from qualified consultants to provide complete engineering services and to work in conjunction with City staff. Currently, there are 18 full-time City staff members. The City has five departments; Finance, Planning, Recreation, Public Works/Engineering and Administration. The City provides Building services through a contract with the Santa Barbara County Department of Building and Safety, and Police services through a contract with the Santa Barbara County Sheriff's Department. Fire services are provided by the Santa Barbara County Fire Department. Consultant would act as the primary provider of all engineering services for the City and would work closely with all City departments under the direction of the Public Works Director/City Engineer. The City is currently under contract with MNS Engineers and TetraTech Inc for Engineering Services.

B1.3 Scope of Services.

The City is requesting proposals for a consultant to provide complete engineering services for the City. The selected Consultant must have the expertise, experience, and resources available to perform the work and services described in this RFP. These services include, but are not limited to, the following;

- A. Serve as Engineering Division staff under the direction of the Public Works Director/City Engineer and provides support as requested.
- B. Perform Development Review Services: Review development proposals as needed and serve as the City's project engineer for private development and/or public improvement projects. Consultant shall provide all services and work required for plan check and the review and approval of development plans, permit applications, and associated studies. Development review services include, but are not limited to, plan check, map check, permit issuance, construction inspection, traffic studies for CEQA review, and city engineering and surveying services. Consultant shall have dedicated staff members with appropriate licenses, including but not limited to civil engineering licenses, surveyor's licenses, traffic engineering licenses, and stormwater licenses. Consultant's staff members must be qualified to sign and/or approve plans and permits on the City's behalf.
- C. Capital Improvement Projects: Under the direction of the Public Works Director/City Engineer, Consultant shall oversee capital project designs, surveying (as needed), bid

processing, contract management, construction, and project inspection. This shall include permit processing through applicable agencies, including Caltrans, the Regional Water Quality Control Board, and Department of Fish and Wildlife, among others. The City reserves the right to solicit for engineering services for any individual capital or other city engineering project.

- D. Transportation Services: Work with Caltrans and SBCAG to resolve transit issues, regional transportation work, local transportation planning work and prepare special traffic studies as needed. This shall also include serving as an alternate on the Technical Transportation Advisory Committee (TTAC) and represent the City on Transit issues and committees as needed.
- E. Stormwater Management Services: Consultant shall monitor compliance with and implementation of state and federal stormwater regulations. Consultant shall conduct and coordinate inspections of project sites, address public complaints and issues noted and prepare reports to demonstrate compliance with applicable regulations. All staff training that deals with current permit requirements and regulations will be provided by the Consultant to city staff, Council, Commissions and all other city consultants as applicable. Consultant shall coordinate with other local agencies and represent the City in Santa Barbara County Association of MS4 Managers (SBCAMM) and other regional groups. Consultant is responsible for advocating for the City with all regulators and regulatory agencies.
- F. Permitting and Administration: Review all permit applications for Encroachment Permits for compliance with the Buellton Municipal Code, and compatibility with existing and pending private improvements and public utilities (ie, PGE, SoCal Gas and others) etc., and provide inspection of site/improvement work. Coordinate with Planning Department and the City Engineer for review of encroachment permit projects under technical engineering plan check, permits and inspection services.
- G. GIS and Mapping: Create, maintain, and update all GIS and mapping data, as needed, for all city projects, including maintenance of CAD files as back-up. Consultant shall also maintain city atlases for all public improvements, including but not limited to water pipes and related facilities, sewers, storm drains, parks, public facilities, and street lights.
- H. Surveying and Title/Easement/Deed Work. Consultant shall perform surveying services that include, but are not limited to, topographic surveying and mapping, boundary line surveying, and review and certification of parcel maps, final maps, lot line adjustments and other documents submitted to the City for technical correctness under the Subdivision Map Act. In addition, work to support construction design for roadwork and other CIP project as necessary. A valid Surveying License must be maintained at all times in order to sign/stamp city plans/deeds.
- I. Water Distribution, Storm Water and Wastewater Collection Systems: Consultant shall provide all services and work required to complete studies, designs, plans,

specifications, and estimates for City water projects in order to maintain continued operation of the City water distribution, storm and sanitary sewer systems, and to meet public demand and ensure compliance with state and federal mandates. Consultant shall also maintain the city's water model.

- J. Streets and Roads: Assist City staff in identifying and prioritizing pavement preservation projects. Consultant shall also design and prepare plans, specifications and estimates for pavement projects with scope as outlined in CIP's.
- K. General Compliance: Assist the City in consultation and coordination with state and federal agencies to ensure general compliance with various state and federal regulations. The City has established outstanding relationships with agencies such as the Regional Water Quality Control Board, Department of Health and Water Resources Control Board. It is expected that these relationships continue in an exemplary manner.
- L. Backflow Management: Maintain and manage the City's cross-connection control program. In this capacity, Consultant will send inspection notices, respond to questions, coordinate with property owners, provide application for unpermitted backflow devices and coordinate with backflow certifiers.
- M. Utility Coordination: with PG&E, Gas Co, Verizon, Comcast, etc. for permitting and Utility Design Standards for the City, including updating old details and coordinating with the Public Works Department staff on preferences.
- N. Watershed and Flood Protection Services: Review of private studies to ensure flood protection, review/update city policies to ensure flood protection for public facilities, and coordinate with agencies such as FEMA and Santa Barbara County regarding mapping and river/stream maintenance. Conducts special studies as requested for drainage master planning and FIRM updates.
- O. Other: Perform additional engineering functions and special projects as requested by the City.

B1.4 Miscellaneous Services.

The above list is not intended to be an all-inclusive list of duties and assignments. Periodically, the City has the need for assistance with special engineering studies and projects or general staff assistance. The consultant must be able to provide assistance on these types of assignments on an as-needed basis through this contract to provide necessary services.

B 1.5 Quality Control/ Quality Assurance.

Quality Control/ Quality Assurance: Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans and related work are independently checked, corrected and back checked, and all project-related correspondence and memoranda are

dated and received by the Project Manager and bound in appropriate project files.

All work shall be performed in conformance with the State of California's and/or City of Buellton's policies, procedures and standards. Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the work performed, and shall check all such materials accordingly. The work performed and associated materials shall be of acceptable quality. The material produced and work performed shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and shall identify the maker and checker.

SECTION B2 – EXPECTATIONS OF THE CONSULTANT

B2.1 GENERAL

Consultant is expected to perform and provide the following

- A. For Development Plan Check purposes: Timely turn-around when reviewing projects, following a 3-2-1 week timeframe on plan/map check. (First plan check is a 3 week turn-around, second plan check is a 2 week turn-around, and third plan check is a 1 week turn-around.)
- B. Responsiveness and availability to the public (residents and businesses) and project applicants. Response and/or acknowledge within 24 hours to inquiries.
- C. Be available as needed to City staff for information and as a resource. Meet and confer with staff as regularly throughout any design or inspection projects and while administering any programs for the City.
- D. Think creatively, unconventionally, and/or from new perspectives.
- E. Provide cost-efficient services to the City, public and developers.
- F. Represent the City in a positive and professional manner and ensure the City's best interest is always met in group/regional discussions as well as internal interactions with city staff.
- G. Supplement City staff as needed and requested.
- H. Consultant selected for these services shall not perform any work for the private sector within the city limits. In addition, the consultant shall not perform any work for the private sector outside the city limits in which the work/contract may have potential for a conflict of interest.

- I. Invoices should be submitted in a timely fashion and with sufficient detail and back-up documentation for work performed. When invoicing on development projects or private encroachment permit work, they shall be submitted within 2 weeks of the end of the month so that they can be processed to the applicant.
- J. All work assigned by the City and performed by Consultant shall be assigned to and completed by Consultant personnel at the appropriate discipline and staffing level to be the most economically beneficial to the City.
- K. Consultant understands and agrees that it will do the work assigned to it by City and that City will often undertake work utilizing its own staff where economically beneficial to City. Consultant will not dispute City's allocation of work as between City staff and Consultant's personnel.

SECTION C - SUBMISSION OF PROPOSALS

SECTION C1 – GENERAL PROPOSAL REQUIREMENTS

C1.1 General.

Each individual or firm submitting a proposal shall meet all of the terms and conditions specified in this Request for Proposal (RFP). By submitting a proposal, the individual or firm acknowledges agreement with the acceptance of all provisions in the RFP.

- A. The proposal shall not be more than fifty single-sided pages in length including single page resumes of the persons to be assigned to the project. Page limitations shall include all items described under Section C2.
- B. Other materials may be attached as deemed appropriate, including a form/forms of proof of engineering services performed by the responder that most closely fit the scope of work outlined above. These materials will not be included in the page count and should be an appendix.
- C. One original and six copies of the proposal are to be provided.
- D. The City is not liable for any costs incurred by the Proposer before entering into a formal contract. Costs of developing the proposals or any other such expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City.

SECTION C2 – PROPOSAL CONTENTS

C2.1 Proposal Contents.

The content and sequence of the proposals shall be as follows:

- A. **Cover Letter.** A one-page cover letter and introduction including the company name and address of the Respondent and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the Respondent. Whether the Respondent is an individual, partnership or corporation shall also be stated. It must be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the Respondent. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- B. **Approach.** Describe your approach to providing these services outlined in Section B. Include a discussion on the various disciplines your firm can provide locally and specialty services. Include any special ideas, techniques or suggestions that you think

might make the process of providing these services proceed smoothly. Include a discussion on how transition will be made to ensure that services will be seamless to the public.

- C. **Experience and Qualifications.** Describe the experience of the firm and its members with related contracts of a similar nature of providing municipal engineering services. Describe your staff's unique qualifications and training for this type of work. To ensure efficient services, it is critical that the consultant have past municipal engineering experience. The team's overall experience with providing full engineering services for other municipalities will be considered during the review process. Provide at least five current references.
- D. **Organizational Chart.** Proposer shall include an organizational chart that includes titles, names, licenses, and contact information for key staff members, including each individual who would be assigned to provide services under this proposal. The organizational chart shall include the role of each individual for this project. This chart should be provided as an attachment to the proposal.

After contract execution, Consultant shall not substitute key personnel or sub-consultants without prior written approval from the City of Buellton. Consultant shall provide justification and obtain written approval from the City for the substitution prior to using a different sub-consultant on the contract. The qualifications of the sub-consultant must be at the same level or higher as the original, and the cost must be the same or lower. The team must provide applicable licenses for the work outlined in Section B.

- E. **Addenda.** Each proposal shall include specific acknowledgment that the Respondent has received all addenda (if any) issued during the proposal period. Failure to so acknowledge may result in the proposal being rejected as not responsive.
- F. **Agreement.** A copy of the City's standard agreement is provided in the attachments, including the required insurance requirements. Any issues to the standard agreement must be brought forward as part of the proposal documents or should be noted as accepted as-is.
- G. **Cost Proposal.** Provide an Hourly Rates schedule for all staff and services. This should be included as an attachment to the proposal. Please note it is expected that the hourly rates include overhead to cover costs for transportation, travel time, copies, printing, reprographics etc. Such charges will not be reimbursed if submitted on invoices.
- H. **Ability to Provide Local Access.** The Respondent shall discuss how it plans to address local needs and how it will make its team available to the City staff and to the public. It is critical that services are efficient, convenient and accessible.

SECTION C3 – DEADLINE FOR SUBMISSION

C3.1 Question and Comments

The City will accept pre-submittal questions in the interest of clarity and complete responses to the RFP. Respondents are encouraged to cover all questions in one request so that the City staff can provide timely and effective responses.

Pre-submittal questions will only be accepted by email through April 9, 2020. Responses to all questions will be emailed to all RFP participants and posted on the City's web page. RFP questions are to be submitted to Rose Hess at roseh@cityofbuellton.com. As the City may be unaware of all prospective firms, it is the responsibility of each interested firm to review all documents and information available.

C3.2 Submittals

All proposals shall be submitted no later than 5:00pm on Thursday, April 16, 2020 and shall be addressed to:

CITY OF BUELLTON
Attn: Rose Hess, Director of Public Works/City Engineer

SUBJECT: PROPOSAL - CITY ENGINEERING SERVICES

**107 West Highway 246
P.O. Box 1819
Buellton, California 93427**

Email: roseh@cityofbuellton.com

C3.3 Proposal Modifications

Any Respondent who wishes to make modifications to a proposal already received by the City must withdraw his proposal in order to make modifications. All modifications must be made in ink, properly initialed by the Respondent's authorized representative, executed, and submitted in accordance with the terms of this solicitation. It is the responsibility of the Respondent to ensure that modified or withdrawn proposals are resubmitted before the submittal deadline of April 16, 2020.

C3.4 Proposal Withdrawal

A Respondent may withdraw a proposal, without prejudice to submitting a new or revised proposal prior to the April 16, 2020 submittal deadline, by submitting a written request to Rose Hess, Director of Public Works, to withdraw, in which event the proposal will be returned to the Respondent unopened.

SECTION D - AWARD OF CONTRACT

SECTION D1 - REVIEW OF PROPOSALS

D1.1 General.

A committee made up of City staff will evaluate the proposals. The proposal will be evaluated on the basis of experience, qualifications, your approach to providing the services, and any other criteria related to the ability of the Proposer to provide the services and meet the expectations as outlined in Section B of the RFP.

Final selection will be based on the evaluation of proposals and subsequent interviews that will be conducted with consultants seen as possessing the highest qualifications necessary to complete the work described in the proposal. The consultant determined best qualified to perform the work will be recommended to the City Council for contract award.

All proposals, irrespective of irregularities or informalities, will be opened after the date of submittal deadline stipulated in this RFP. This is not a public opening. A tally of names will be performed and may be released upon request. **NO OTHER INFORMATION WILL BE RELEASED.**

The City reserves the right to postpone the April 16, 2020 submittal deadline and opening of proposals any time before the date announced in the RFP or subsequent addenda.

D1.2 Disqualification of Respondent.

If there is reason to believe that collusion exists among the Respondents, none of the proposals of the participants in such collusion will be considered.

D1.3 Rejection of Proposals.

The City reserves the right to reject any and all proposals for any reasons deemed appropriate by the City, including but not limited to any proposals which are incomplete, obscure or irregular, any proposal which omits one or more items specified in Section C2.

D1.4 Waivers and Deviations.

The City reserves the right to waive any informalities or irregularities and any technical or clerical errors in any proposal as the City may deem appropriate. The City further reserves the right to negotiate deviations from the prescribed terms, conditions and requirements of the selected Respondent.

D1.5 Award of Contract.

The City will review the proposals and within 45 calendar days after the due date for proposals, the City will act either to accept a proposal or to reject all proposals. Award shall be made based on the standards set forth in Section D1.1. The acceptance of a proposal will be evidenced by a notice of award of contract in writing, delivered by mail to the Respondent whose proposal is accepted. No other act of the City shall constitute acceptance of a proposal. The City Council may award the contract in parts and to several consultants. The award of contract(s) shall obligate the Respondent(s) whose proposal is

accepted to furnish evidence of insurance and execute the agreement set forth herein. Award is contingent upon the successful negotiation of final agreement terms. Negotiations shall be confidential and not subject to disclosure to competing proposers unless an agreement is reached. If negotiations cannot be concluded successfully, the City in its sole discretion may negotiate an agreement with another proposer or withdraw the RFP.

D1.6 Execution of Contract.

The Agreement shall be executed in duplicate by the successful Respondent(s) and returned, together with the evidence of insurance, within 10 calendar days after the Notice of Award in Section D1.5. After execution by the City, one original contract shall be returned to the Consultant.

SECTION E - CONTRACT PROVISIONS

SECTION E1- CONTRACT DOCUMENTS

E1.1 Form of Agreement.

The standard form of agreement used by the City is set forth in Appendix C. In addition, the City reserves the right to further modify the standard form of agreement to incorporate such terms and conditions that are mutually acceptable to the City and Contractor and with provisions as outlined in this specific RFP. In the event of conflict between the provisions of the Agreement (Appendix C) and the contract provisions set forth herein, the City, at its sole discretion, shall elect which provisions governs.

E1.2 Term of Contract.

The initial term of the Agreement shall be for a period of two (2) years with an option of three (3) additional one (1) year agreement extensions available; subject to satisfactory performance and terms acceptable to the City. If the City elects to send out an RFP at the end of any portion of the term, the contract will automatically become month-to-month.

E1.3 Payment.

Subject to the terms and conditions set forth in the Agreement, Consultant shall be compensated by the City for actual time and materials expended in the performance of the Work, including compensation for approved reimbursable expenses, utilizing the approved hourly rates provided in this Agreement. It is expected that the hourly rates approved with the contract are to be maintained at a minimum of 2 years coinciding with contract term. Consultant shall furnish to the City an original invoice for all Work performed and expenses incurred during the preceding month. The invoice shall match hourly rates in the cost proposal. Hourly rates established shall be set for the term of the contract including extensions unless approved by Council.

SECTION E2 – INSURANCE

E3.1 General Provisions.

Prior to the beginning of and throughout the duration of the Work, Consultant shall maintain insurance in conformance with the requirements set forth in the Agreement. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in Agreement constitute the minimum amount of coverage required.

SECTION E3 - WORK EXECUTION

E3.1 Notice of Award.

A written Notice of Award will be provided after the City Council meeting at which the contract is awarded.

E3.2 Kick-Off Meeting.

Within five days of issuance of the Notice of Award, the City may initiate a Kick-Off meeting between staff and consultant team to discuss the commencement of services by the Consultant and the transition requirements.

APPENDIX A - - STANDARD AGREEMENT and INSURANCE

APPENDIX A

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Scott Wolfe, City Manager

Meeting Date: February 27, 2020

Subject: Authorization of Funds Expenditure for Critical Upgrades to City Hall Computer Network

BACKGROUND

In December of 2019, staff was advised by Coast Networx, Inc. (the City’s IT service provider) of a pending termination of support and security updates for all computers and servers operating on the Windows 7 Operating System. This termination took place in January of 2020. Aside from the cessation of support and security updates, the City’s finance software system, developed by Tyler Technologies, has begun to have issues with computers not operating on Windows 10. This has been verified by Tyler Technologies technical support. Therefore, in addition to the potential threats associated with running an operating system without security updates, staff members who use the Tyler platform will not be able to perform their duties reliably without upgrading to Windows 10.

Staff has reviewed the replacement needs and has come to the conclusion that six (6) desktop machines and two (2) laptops need to be replaced, along with the City’s file server. The new equipment and labor for installation will result in an expenditure of \$21,433.63. The total cost was not budgeted, but Staff has been able to transfer savings from other similar budgeted items to allow for the unanticipated upgrades. The cost allocation between the General Fund, Sewer and Water Funds are shown below.

General Fund	\$10,452
Available in Budget:	
City Clerk 001-403-72200 (Office Furniture)	\$1,000
Finance 001-420-72300 (Computer Equipment)	\$1,000
Public Works 001-558-73500 (Equipment)	\$1,000
Remaining Funded Needed:	\$7,452

Sewer Fund	\$7,042
Available in Budget:	
005-701-73500 Equipment	\$25,000

Water Fund	\$3,940
Available in Budget:	
020-601-73500 Equipment	\$7,000

The remaining \$7,452 can be funded through savings realized in Account #001-410-50600 (Insurance Liability). The City Council had budgeted \$80,000 for this expense, but the actual expense this year was only \$53,181, resulting in a savings of \$26,819. Should the City Council approve this expenditure, this will be reflected in the Finance Director's next Budget Adjustment.

There are a number of computers which are still running Windows 7 which will not be upgraded at this time to minimize the budgetary impact of this unexpected purchase. These machines will have their replacements budgeted in next year's budget Amendment for Fiscal Year 2020-2021.

FISCAL IMPACT

The purchase of this equipment will result in an expenditure of \$10,452 from the City's General Fund. Of this total, \$3,000 is already budgeted, and \$7,452 will be transferred from savings realized in another account. In addition, the purchase will result in an expenditure of \$7,042 from the Sewer Fund and \$3,940 from the Water Fund which will be transferred from savings realized from other accounts. No additions to the current budget are required.

RECOMMENDATION

Staff recommends that the City Council authorize the expenditure of funds in the amount of \$21,433.63 for the upgrading of computer equipment as described in the staff report.

ATTACHMENTS

Attachment 1 - Invoice from Coast Networx, Inc., dated 2/18/2020



Coast Networkx, Inc.
 1130 E Clark Ave Ste 150-106
 SANTA MARIA, CA 93455 US
 (805) 357-4646
 aj@coastnetworkx.com
 http://www.coastnetworkx.com

ATTACHMENT 1

Invoice 1009

ADDRESS	SHIP TO	DATE	TOTAL
City of Buellton P.O. Box 1819 Buellton, CA 93427	City of Buellton City of Buellton 107 West Highway 246 Buellton, CA 93427	02/18/2020	\$21,433.63

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Dell Vostro Laptop	Dell Precision Laptop for Rose & Sewer Core I 7 Processor 16 gigs Ram 1TB Solid State High speed hard drive Windows 10 Pro 3 year warranty	2	2,880.00	5,760.00T
	Dell PowerEdge 2680 Server	Dell Power edge Server 32 Processors 256 gigs Ram 6 Solid State Hard drives in Raid 10 Array with hot spare Redundant power supplies Ildrac enterprise 1 year warranty	1	7,499.00	7,499.00T
	Dell Vostro Desktop	Dell Optiplex Desktops Windows 10 pro Core I7 Processor 8 gigs Ram 256 gig Solid State hard drive (High speed PCI Nvme Class 40) 3 year warranty	6	1,084.00	6,504.00T
	Dell Vostro Laptop	Dell Laptop for Paul (We will fix Pauls and put his at the front counter) Core I5 Processor 8 gigs Ram Windows 10 pro 1 year warranty 256 gig High speed solid state hard drive	1	0.00	0.00T
	DVI Cable - 10ft	10 pack of various monitor cables adapters that we will need to connect the new desktops to the older monitors	1	129.00	129.00T

SUBTOTAL	19,892.00
TAX (7.75%)	1,541.63

TOTAL	\$21,433.63
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THANK YOU.

Accepted By

Accepted Date