



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of March 22, 2018 – 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, Art Mercado, Vice Mayor Dave King, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 March 8, 2018 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017/18**
- 3. Monthly Treasurer's Report – February 28, 2018**
❖ (Staff Contact: Finance Director Shannel Zamora)
- 4. Resolution No. 18-06 – “A Resolution of the City Council of the City of Buellton, California, Authorizing the Filing of a Claim with the Santa Barbara County Association of Governments for Allocation of Transportation Development Act Funds for Fiscal Year 2018-19”**
❖ (Staff Contact: Finance Director Shannel Zamora)

5. **Acceptance of the 2016/2017 Road Maintenance Project**
 ❖ *(Staff Contact: Public Works Director Rose Hess)*

PRESENTATIONS

PUBLIC HEARINGS

(POSSIBLE ACTION)

6. **Resolution No. 18-04 – “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 2018/19 – 2022/23”**
 ❖ *(Staff Contact: Public Works Director Rose Hess)*

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. 18-01 – “An Ordinance of the City Council of the City of Buellton, California, Amending Section 8.04.030.C of the Buellton Municipal Code Relating to Parking of Recreational Vehicles, Trailers, and Boats” (Second Reading)**
 ❖ *(Staff Contact: City Manager Marc Bierdzinski)*
8. **Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2018-19**
 ❖ *(Staff Contact: Finance Director Shannel Zamora)*

CITY MANAGER’S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

9. **Closed Session - California Government Code Section 54957 regarding:
 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (CONTRACT
 EXTENSION)**
 Title: City Manager

ADJOURNMENT

The next regular meeting of the City Council will be held on Thursday, April 12, 2018 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of March 8, 2018

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Marc Bierdzinski, Public Works Director Rose Hess, City Attorney Steve McEwen, Finance Director Shannel Zamora, Lt. Eddie Hsueh, and City Clerk Linda Reid

PUBLIC COMMENTS

Debbie Oquist, Buellton, discussed the Avenue of Flags Specific Plan and requested the Council create priorities for development of the Avenue of Flags. City Manager Bierdzinski provided an update regarding the progress of the Specific Plan.

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau announced the Wine and Chili Festival is scheduled for Sunday, March 18th from 12:00 to 4:30 p.m. at Flying Flags RV Resort.

CONSENT CALENDAR

1. **Minutes of February 22, 2018 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017-18**
3. **Acceptance of Public Waterline and Trails Easements for Buellton Apartments – 90 Second Street**
4. **Reduction of Bond for Buellton Apartments – 90 Second Street**

5. Consideration of Amendment No. 1 to the Agreement with the Buellton Historical Society to Place Historical Markers on Public Property to Commemorate Significant Events and People in Buellton History

MOTION:

Motion by Vice Mayor King, seconded by Council Member Mercado approving Consent Calendar Items 1 through 5 as listed.

VOTE:

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

Council Member Andrisek – Yes

Council Member Mercado – Yes

Vice Mayor King - Yes

Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

6. Ordinance No. 18-01 – “An Ordinance of the City Council of the City of Buellton, California, Amending Section 8.04.030.C of the Buellton Municipal Code Relating to Parking of Recreational Vehicles, Trailers, and Boats” (Introduction and First Reading)

RECOMMENDATION:

That the City Council consider the introduction and first reading of Ordinance No. 18-01.

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:12 p.m.

Finn Runge, Buellton, spoke about the safety of front yard setbacks when backing out of driveways.

Debbie Oquist, Buellton, discussed RV parking and potential offsite storage locations.

Mayor Sierra closed the Public Hearing at 6:15 p.m.

The City Council discussed the following issues:

- No grandfathering of existing recreational vehicles
- Six-month grace period for residents to find storage if needed
- Safety issues associated with a 2.5-foot versus 5-foot setback from the front property line
- Clarification of the side yard setback of 2.5 feet

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Mercado, seconded by Council Member Andrisek, approving the introduction and first reading of Ordinance No. 18-01 – “An Ordinance of the City Council of the City of Buellton, California, Amending Section 8.04.030.C of the Buellton Municipal Code Relating to Parking of Recreational Vehicles, Trailers, and Boats”

VOTE:

Motion passed by a roll call vote of 3-1, with Vice Mayor King voting no.

Council Member Andrisek – Yes

Council Member Mercado – Yes

Vice Mayor King - No

Mayor Sierra – Yes

COUNCIL MEMBER COMMENTS/ITEMS

Mayor Sierra stated that she, Vice Mayor King, and City Manager Bierdzinski attended the Solvang Rotary breakfast and accepted a Beautification award on behalf of the City of Buellton for its drought tolerant landscaping at City Hall.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

None

BUSINESS ITEMS

- 7. Mid-Year Progress Report from the Buellton Visitors Bureau for the Period July 2017 through December 2017**

RECOMMENDATION:

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

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

SPEAKERS/DISCUSSION:

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau discussed the mid-year progress report.

The Council thanked the Buellton Chamber of Commerce and Visitors Bureau for all they do to promote Buellton.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

- 8. Resolution No. 18-05 - “A Resolution of the City Council of the City of Buellton, California, Designating the Lowest City Council Vote Recipient of those Elected in the November 2018 Election to Serve a Two-year Term Pursuant to Government Code Section 34906”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 18-05.

STAFF REPORT:

City Attorney Steve McEwen presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Andrisek, seconded by Mayor Sierra approving Resolution No. 18-05 – “A Resolution of the City Council of the City of Buellton, California, Designating the Lowest City Council Vote Recipient of those Elected in the November 2018 Election to Serve a Two-year Term Pursuant to Government Code Section 34906”

VOTE:

Motion passed by a roll call vote of 4-0

Council Member Andrisek - Yes

Council Member Mercado – Yes

Vice Mayor King - Yes

Mayor Sierra - Yes

CITY MANAGER’S REPORT

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

CLOSED SESSION ITEMS

- 9. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Initiation of litigation pursuant to Government Code Section 54956.9, subdivision (d)(4) (one case)**

The City Council met in closed session to discuss Item No. 9. Direction to initiate an action was given. Once the action commences, the name of the action, identity of the defendants and other particulars will be provided upon request unless to do so would jeopardize the City’s ability to effectuate service.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:10 p.m. The next regular meeting of the City Council will be held on Thursday, March 22, 2018 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 22, 2018

Subject: List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2017/18

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 2/28/2018 through 3/13/2018 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 2/28/2018 through 3/13/2018, and electronic fund transfers issued for the period of 2/28/2018 through 3/13/2018 was \$217,388.82.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council review and accept the check register for the period 2/28/2018 through 3/13/2018.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims to be ratified and approved for payment by the City Council at the **March 22, 2018** Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00715	52,816.25
	A/P Packet #APPKT00712	18,570.44
	A/P Packet #APPKT00706	48,312.65
	Total A/P Packets:	\$119,699.34 (6 pages)

	\$119,699.34
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EXHIBIT B	\$53,398.10
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Staff Payroll	3/2/2018	44,291.38
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	\$44,291.38
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	\$217,388.82
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TOTAL AMOUNT OF CLAIMS:

- * The A/P Packets above will be approved on Council Agenda date of 03/22/2018
- Checks to be signed on 03/22/2018 tie to A/P Packet #APPKT00715
- Checks previously signed by staff to avoid late fees relate to:
- A/P Packets # APPKT00706 and APPKT00712

sz 3/14/18

Payments via Electronic Fund Transfer (EFT):
From 02/28/2018 through 03/13/2018

Bank Fee	2/28/2018	65.00
Bank Fee	2/28/2018	21.90
Bank Fee	2/28/2018	15.00
CalPERS - Medical	3/5/2018	19,633.44
CalPERS - Classic	3/5/2018	6,137.93
Payroll Tax - EDD	3/5/2018	2,632.99
CalPERS - PEPRA	3/5/2018	2,345.93
Payroll Tax - IRS	3/5/2018	7,315.71
DCP-AUL	3/8/2018	13,142.29
The Hartford	3/8/2018	525.46
Hassler - Postage	3/12/2018	900.00
AFLAC	3/13/2018	662.45

Total

53,398.10



City of Buellton, CA

Check Report - APPKT's 00706, 00712 and 00715

By Payment Number

Payment Dates 02/28/2018 - 03/13/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35945	2/28/2018 0068919-IN	000019 2/8/2018 - WWTP - MISC MATLS/SUP	AMERICAN INDUSTRIAL PIPE & SUPPLY	005-701-61140		141.61 141.61
35946	2/28/2018 776728	000076 1/31/2018 Misc Supplies	CAL-COAST IRRIGATION, INC.	020-601-60250		38.24 38.24
35947	2/28/2018 INV0008926	000105 1/25-2/25/2018 Irrigation 595 2nd/O	CITY OF BUELLTON	001-552-61211		676.82 676.82
35948	2/28/2018 19948	000655 1/30/2018 REC - Computer Service C	COAST NETWORKX, INC.	001-511-60210		105.00 105.00
35949	2/28/2018 INV0008927	000122 2/25-3/24/2018 REC - Internet/Telep	COMCAST CABLE	001-511-61290		176.52 176.52
35950	2/28/2018 18-194	000138 2/6/2018 Drop off Supplies	D.L. ELECTRIC, INC.	001-558-60250		644.50 644.50
35951	2/28/2018 79370	000598 1/1-1/31/2018 Bio Solids Collection	ENGEL & GRAY, INC.	005-701-60800		6,732.29 6,732.29
35952	2/28/2018 29338 29600	000187 2/2/2018 Chemicals 2/15/2018 Chemicals	FARM SUPPLY COMPANY	001-558-60900 020-601-61111		68.90 31.20 37.70
35953	2/28/2018 5339	000189 2/9/2018 Pump Repair	FISHER PUMP & WELL SERVICE, INC.	020-601-60250		1,251.00 1,251.00
35954	2/28/2018 INV0008933	001248 4/8-10/2018 REFUND - DEATH VALLE	FRANCES CARRICABURU	001-511-67135		375.00 375.00
35955	2/28/2018 INV0008929 INV0008929 INV0008929 INV0008929	001040 2/19-3/18/2018 Phone Summary Billi 2/19-3/18/2018 Phone Summary Billi 2/19-3/18/2018 Phone Summary Billi 2/19-3/18/2018 Phone Summary Billi	FRONTIER COMMUNICATIONS	001-410-67705 001-565-67705 005-701-67705 020-601-67705		1,802.82 331.94 415.44 557.51 497.93
35956	2/28/2018 747888 747904CR	000248 2/8/2018 BOL# 550547 Chemicals 2/8/2018 BOL# 550547 Containers Re	JCI JONES CHEMICALS, INC.	020-601-61111 020-601-61111		3,010.90 3,760.90 -750.00
35957	2/28/2018 INV0008934	001250 4/8-10/2018 REFUND - DEATH VALLE	JEAN ALBRECHT	001-511-67135		375.00 375.00
35958	2/28/2018 INV0008930 INV0008930	000258 2/22/2018 - EASTER BUNNY COSTUM 2/22/2018 - EASTER BUNNY COSTUM	JOHN P. SUREY dba	001-511-67140 001-511-67570		178.13 89.07 89.06
35959	2/28/2018 1099	000395 Feb 2018 - Monthly Janitorial Service	JOSE RAFAEL RUIZ dba	001-552-60800		1,650.00 1,650.00
35960	2/28/2018 1260	001173 2/12/2018 Tools	JV Outdoor Power Equipment	005-701-61127		91.88 91.88
35961	2/28/2018 120250-1	000280 2/22/2018 NtcPblcHrng - Ord#18-01	LEE CENTRAL COAST NEWSPAPERS	001-403-60520		129.21 129.21

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35962	2/28/2018 119927-1	000280 2/15/2018 Ntc-Pblc-Hrng ResNo18-0	LEE CENTRAL COAST NEWSPAPERS	001-22416	90053-070	178.56 178.56
35963	2/28/2018 INV0008932	001249 4/8-10/2018 - REFUND - DEATH VALL	MARGARET RASMUSSEN	001-511-67135		375.00 375.00
35964	2/28/2018 30185247	000669 2/2/2018 Pest Control Service	O'CONNOR & SONS dba	001-558-60800		105.00 105.00
35965	2/28/2018 4372-379955 4372-380653 4372-381257 4372-383649	000801 2/1/2018 Tools 2/5/2018 Tools 2/8/2018 CH Misc Supplies 2/21/2018 Vehicle supplies	O'REILLY AUTOMOTIVE STORES, INC.	001-558-61127 020-601-61127 001-558-61140 001-558-60270		82.87 23.69 21.54 10.75 26.89
35966	2/28/2018 1212562	000861 2/13/2018 BL# 6555592 Chemicals	POLYDYNE INC.	005-701-61111		1,202.49 1,202.49
35967	2/28/2018 79125	000763 2/9/2018 Vehicle Maint (2014 Chev S	RIO VISTA CHEVROLET, INC.	020-601-60270		418.20 418.20
35968	2/28/2018 INV0008931	001105 2017-DEC - DECORATE/LIGHT LARGE	Santa Barbara Lights	001-558-60800		2,100.00 2,100.00
35969	2/28/2018 355	000441 07/01-12/31/2017 IRWM Program O	SB CO - PUBLIC WORKS DEPT	020-601-67575		375.78 375.78
35970	2/28/2018 13341	000853 2/9/2018 GATOR DUST BOND	SCHAFF HOLDINGS INC. dba	001-552-60258		74.35 74.35
35971	2/28/2018 03009241	000681 2/21/2018 Signs	STATEWIDE SAFETY & SIGNS, INC.	001-558-60560		2,455.04 2,455.04
35972	2/28/2018 INV0008925	001247 PP90024 - REFUND - DEVELOPER DEP	TILTON HOLDINGS, Ltd.	001-22416	90024-001	2,812.50 2,812.50
35973	2/28/2018 484290 486563	000543 2/5/2018 Misc Maint/Repair Items 2/7/2018 LAB Replacement Scale	USA BLUEBOOK INC	005-701-61111 005-701-73500		3,044.09 45.72 2,998.37
35974	2/28/2018 INV0008928	000582 03/2018 Mo HOA dues Unit 101 (COC	VINTAGE WALK, LLC OWNERS ASSOC.	001-410-60900		104.00 104.00
35975	2/28/2018 45419	000677 -> 1/31/2018 Services FY17-18 COB R	WALLACE GROUP	005-701-60800		16,187.75 16,187.75
35976	2/28/2018 53025609 53025609 53025609 53025609	000768 January 2018 Fuel Charges January 2018 Fuel Charges January 2018 Fuel Charges January 2018 Fuel Charges	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		1,349.20 75.70 424.50 424.50 424.50
35977	3/8/2018 4050 4054	000005 February 2018 WWTP - Chemicals/An February 2018 DWTP - Chemicals Ana	ABALONE COAST ANALYTICAL, INC.	005-701-61111 020-601-61111		505.00 340.00 165.00
35978	3/8/2018 0540561 0540561 0540561 0540561 0540561 0540561 0540561 0540561	000820 April 2018 Dental/Vision & EAP Premi April 2018 Dental/Vision & EAP Premi	ACWA/JPIA	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400		2,201.81 134.23 90.00 54.00 244.24 337.47 441.64 144.63 377.80

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	0540561	April 2018 Dental/Vision & EAP Premi		020-601-50400		377.80
35979	3/8/2018	001184	ALBERTSONS/SAFEWAY			74.71
	INV0008964	3/3/2018 Misc Supplies		001-402-60900		17.57
	INV0008964	3/3/2018 Misc Supplies		001-410-61130		32.70
	INV0008964	3/3/2018 Misc Supplies		005-701-61140		24.44
35980	3/8/2018	001138	ASFPM			160.00
	INV0008966	2018 Annual Membership Renewal		001-551-60650		160.00
35981	3/8/2018	000090	CalPERS LONG-TERM CARE PROGRAM			84.25
	12199106	3/1-3/16/2018 EE Long Term Care Pa		001-22166		84.25
35982	3/8/2018	000655	COAST NETWORKX, INC.			577.50
	19978	2/14/2018 - CH - T20180227.0052 - E		001-410-60210		210.00
	19978	2/21/2018 - CH - T20180227.0049 Po		001-410-60210		367.50
35983	3/8/2018	000118	COASTAL COPY, INC.			149.78
	778238	2/1-2/28/2018 - REC - Printer Overag		001-511-61130		149.78
35984	3/8/2018	000122	COMCAST CABLE			236.01
	INV0008957	3/1-3/28/2018 - WWTP - Business Int		005-701-60210		236.01
35985	3/8/2018	000122	COMCAST CABLE			286.01
	INV0008956	2/26-3/25/2018 - CH - Internet Servic		001-410-61292		286.01
35986	3/8/2018	001252	DOMINIQUE MABE			715.00
	INV0008962	03/07/2018 REBATE - Cash for Grass		001-558-74100		715.00
35987	3/8/2018	000172	ECHO COMMUNICATIONS			146.55
	INV0008958	02/2018 Msg Srvcs & 03/2018 Answe		001-558-60800		48.85
	INV0008958	02/2018 Msg Srvcs & 03/2018 Answe		005-701-60800		48.85
	INV0008958	02/2018 Msg Srvcs & 03/2018 Answe		020-601-60800		48.85
35988	3/8/2018	001253	LOWELL DICKE			25.00
	INV0008963	1/22/2018 REFUND - JUNIOR GOLF C		001-511-67140		25.00
35989	3/8/2018	000835	METRO VENTURES LTD			6,399.00
	2018-0301-buel	02/2018 - City Planner - Prof Services		001-22416	90052-070	283.50
	2018-0301-buel	02/2018 - City Planner - Prof Services		001-22416	90041-070	121.50
	2018-0301-buel	02/2018 - City Planner - Professional		001-565-60800		5,994.00
35990	3/8/2018	000353	MICHAEL J. BOGGESS dba			40.00
	3873	3/1/2018 - COB - Website Update		001-410-61292		40.00
35991	3/8/2018	000848	RAVATT, ALBRECHT & ASSOC, INC.			2,465.00
	0118-533.518	Archtct Srvcs thru 1/31/2018 COB De		001-22416	90052-070	1,685.00
	0118-Kamran	Archtct Srvcs thru 1/31/2018 518 Aof		001-22416	90052-075	780.00
35992	3/8/2018	000161	STATE OF CALIFORNIA - DOJ			32.00
	290593	2/2018 Fingerprint Screening - DOJ		001-410-60022		32.00
35993	3/8/2018	000507	THE GAS COMPANY			59.31
	INV0008959	1/23-2/23/2018 - COC - Gas Service		001-510-61230		59.31
35994	3/8/2018	000507	THE GAS COMPANY			80.45
	INV0008960	1/24-2/26/2018 - LIB/CCC - Gas Servi		001-510-61230		80.45
35995	3/8/2018	000507	THE GAS COMPANY			90.16
	INV0008961	1/22-2/22/2018 - CH - Gas Service		001-510-61230		90.16
35996	3/8/2018	001254	THE MAD HATTER			420.23
	1318	3/5/2018 - UNIFORM - HATS		001-558-60131		140.07
	1318	3/5/2018 - UNIFORM - HATS		005-701-60131		140.08
	1318	3/5/2018 - UNIFORM - HATS		020-601-60131		140.08

Check Report - APPKT's 00706, 00712 and 00715

Payment Dates: 02/28/2018 - 03/13/2018

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
35997	3/8/2018 INV0008965	001244 2018-02-24 TREE PLANTING	Thomas DeMarcus dba	075-22512		2,957.00 2,957.00
35998	3/8/2018 INV0008955	001071 1/31-2/27/2018 Misc Maint/Repair It	Tractor Supply Co	020-601-61127		70.72 70.72
35999	3/8/2018 ARINV103316	000529 OCT 2017 Monthly Merchant Fees	TRANSFIRST HEALTH & GOVERNMENT SVCS	001-410-60900		118.51 118.51
36000	3/8/2018 351697081	000904 2/20-3/20/2018 Planning - Ricoh Copi	US BANK EQUIPMENT FINANCE	001-565-60310		526.67 526.67
36001	3/8/2018 68087202	001063 4/1-4/30/2018 - REC - Copier Lease	Wells Fargo Vendor Fin Serv	001-511-60310		149.77 149.77
36002	3/13/2018 2098 2099	000718 2/26/2018 Design - Chlorine gas dete 2/28/2018 FieldTech - WWTP flow m	AUTOSYS, INC.	020-601-60800 005-701-60800		1,180.00 640.00 540.00
36003	3/13/2018 223379 223380	000065 January 2018 - Lgl Srvcs - Retainer January 2018 - Lgl Srvcs - Retainer	BURKE, WILLIAMS & SORENSEN, LLP	001-404-60840 001-404-60840		14,071.92 10,517.82 3,554.10
36004	3/13/2018 217005-5	000891 2/27/2018 Progressive Billing #5	GLR CONSTRUCTION, INC.	092-313-74100		31,441.77 31,441.77
36005	3/13/2018 42615A	000283 3/6/2018 Misc Office Supplies	LAWTON PRINTING, INC	001-410-61130		52.00 52.00
36006	3/13/2018 INV0008967 INV0008967	000379 5/2018-5/2019 First Class #3 Permit 5/2018-5/2019 First Class #3 Permit	POSTMASTER	005-701-61131 020-601-61131		225.00 112.50 112.50
36007	3/13/2018 18-217	000450 Feb 2018 - Motorcycle	SB CO SHERIFF'S DEPARTMENT	001-501-60800		1,074.56 1,074.56
36008	3/13/2018 IN0050907 IN0051704 IN0051705	000823 2018 - WWTP - Annual Hazardous Ma 2018 - WTP-McMry - Annual Hazardo 2018 -WTP-Hwy 246- Annual Hazardo	SB COUNTY EHS / CUPA	005-701-67575 020-601-67575 020-601-67575		1,950.00 704.00 623.00 623.00
36009	3/13/2018 65379	000465 February 2018 - Street Sweeping per	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,821.00 2,821.00
Payment Total:						119,699.34

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	45,518.03
005 - Sewer Fund	30,905.80
020 - Water Fund	8,876.74
075 - Trust & Agency Fund	2,957.00
092 - Capital Improvement Proj Fund	31,441.77
Grand Total:	119,699.34

Account Summary

Account Number	Account Name	Payment Amount
001-22166	Long-Term Care Deducti	84.25
001-22416	Developer Deposit	5,861.06
001-401-50400	Medical Benefit	134.23
001-402-50400	Medical Benefit	90.00
001-402-60900	Miscellaneous	17.57
001-403-50400	Medical Benefit	54.00
001-403-60520	Advertising - Legal	129.21
001-404-60840	Contract Services-Legal	14,071.92
001-410-60022	Recruitment Expense	32.00
001-410-60210	Computer Maintenance	577.50
001-410-60900	Miscellaneous/CalPERS	222.51
001-410-61130	Office Supplies	84.70
001-410-61292	Internet Access/ Websit	326.01
001-410-67705	Telephone	331.94
001-420-50400	Medical Benefit	244.24
001-501-60800	Contract Services	1,074.56
001-510-61230	Utilities - Gas	229.92
001-511-50400	Medical Benefit	337.47
001-511-60210	Computer Maint & Soft	105.00
001-511-60310	Equipment Rental	149.77
001-511-61130	Office Supplies	149.78
001-511-61280	Fuel-Vehicles	75.70
001-511-61290	Telephone/Internet	176.52
001-511-67135	Buelltton Rec Program Tr	1,125.00
001-511-67140	Buelltton Recreation Pro	114.07
001-511-67570	Recreation Program 50/	89.06
001-551-60650	Memberships & Publicat	160.00
001-552-60258	Maintenance/Repair-Riv	74.35
001-552-60800	Contract Services	1,650.00
001-552-61211	Utilities - Water	676.82
001-558-50400	Medical Benefit	441.64
001-558-60131	Laundry / Uniforms	140.07
001-558-60250	Maintenance / Repair	644.50
001-558-60270	Maintenance - Vehicles	26.89
001-558-60560	Signs	2,455.04
001-558-60800	Contract Services	5,074.85
001-558-60900	Miscellaneous	31.20
001-558-61127	Tools	23.69
001-558-61140	Operational Supplies	10.75
001-558-61280	Fuel - Vehicles	424.50
001-558-74100	Improvements	715.00
001-565-50400	Medical Benefit	144.63
001-565-60310	Equipment Rental	526.67
001-565-60800	Contract Services	5,994.00
001-565-67705	Telephone	415.44
005-701-50400	Medical Benefit	377.80
005-701-60131	Laundry / Uniforms	140.08
005-701-60210	Computer Maintenance	236.01

Account Summary

Account Number	Account Name	Payment Amount
005-701-60800	Contract Services	23,508.89
005-701-61111	Chemicals / Analysis	1,588.21
005-701-61127	Tools	91.88
005-701-61131	Postage	112.50
005-701-61140	Operational Supplies	166.05
005-701-61280	Fuel - Vehicles	424.50
005-701-67575	Regulatory Compliance	704.00
005-701-67705	Telephone	557.51
005-701-73500	Equipment	2,998.37
020-601-50400	Medical Benefit	377.80
020-601-60131	Laundry / Uniforms	140.08
020-601-60250	Maintenance / Repair	1,289.24
020-601-60270	Maintenance - Vehicles	418.20
020-601-60800	Contract Services	688.85
020-601-61111	Chemicals / Analysis	3,213.60
020-601-61127	Tools	92.26
020-601-61131	Postage	112.50
020-601-61280	Fuel - Vehicles	424.50
020-601-67575	Regulatory Compliance	1,621.78
020-601-67705	Telephone	497.93
075-22512	Tree In-Lieu Fee	2,957.00
092-313-74100	Road Maintenance Proje	31,441.77
	Grand Total:	119,699.34

Project Account Summary

Project Account Key	Payment Amount
None	113,838.28
90024-001	2,812.50
90041-070	121.50
90052-070	1,968.50
90052-075	780.00
90053-070	178.56
	Grand Total:
	119,699.34

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 22, 2018

Subject: Monthly Treasurer’s Report – February 28, 2018

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 8, 2017, Council adopted the current Investment Policy per Resolution 17-10 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 February 28, 2018. 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 February 28, 2018.

ATTACHMENTS

Attachment 1 – Monthly Treasurer’s Report – February 28, 2018



City of Buellton

City of Buellton
Monthly Treasurer's Report
As of February 28, 2018

March 22, 2018

This report presents the City's cash activity and investment portfolio as of February 28, 2018. The report includes:

- 1) Cash and investments at February 28, 2018 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 February 28, 2018

The following schedule is a summary of the City's cash and investments based on recorded value as of February 28, 2018 compared with the prior month.

	February 28, 2018	January 31, 2018
Cash	\$ 3,396,453.37	\$ 3,200,126.79
Investments held by the City	8,857,067.83	8,858,247.02
TOTAL CASH AND INVESTMENTS	\$ 12,253,521.20	\$ 12,058,373.81

Summary of activity for the Month and Future Liquidity: The increase of about \$196 thousand in cash in February is due to the receipt of \$206 thousand sales tax advance for the month of December 2017. The market value of investments held by the city decreased by \$1,180 current market conditions. 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:



Pooled Cash Report

City of Buellton, CA
For the Period Ending 2/28/2018

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	6,427,694.09	(19,966.82)	6,407,727.27
005-10000	Claim On Pooled Cash	1,484,449.74	13,255.42	1,497,705.16
006-10000	Claim on Pooled Cash	141,877.25	22,368.00	164,245.25
020-10000	Claim On Pooled Cash	2,444,779.90	148,212.94	2,592,992.84
021-10000	Claim on Pooled Cash	219,572.59	35,460.00	255,032.59
023-10000	Claim On Pooled Cash	476,511.71	-	476,511.71
024-10000	Claim On Pooled Cash	24,041.17	3,336.00	27,377.17
025-10000	Claim On Pooled Cash	322,533.33	(5,700.65)	316,832.68
027-10000	Claim On Pooled Cash	41,091.49	(1,294.38)	39,797.11
029-10000	Claim On Pooled Cash	13,086.14	(1,320.00)	11,766.14
031-10000	Claim On Pooled Cash	362,474.18	32,301.38	394,775.56
072-10000	Claim on Pooled Cash	-	-	-
075-10000	Claim On Pooled Cash	223,167.83	6,000.00	229,167.83
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	(122,905.61)	(37,504.50)	(160,410.11)
TOTAL CLAIM ON CASH		12,058,373.81	195,147.39	12,253,521.20
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	3,185,842.58	198,256.44	3,384,099.02
999-10002	Pooled Cash - Money Market	205,785.73	31.57	205,817.30
999-10003	Pooled Cash - FSA	14,284.21	(1,929.86)	12,354.35
999-10004	Pooled Cash - Brokerage	249,042.33	-	249,042.33
999-10005	Pooled Cash - LAIF	8,156,033.12	-	8,156,033.12
999-10006	Pooled Cash - Morgan Stanley	247,385.84	(1,210.76)	246,175.08
TOTAL: Cash in Bank		12,058,373.81	195,147.39	12,253,521.20
Wages Payable				
999-21000	Wages Payable	-	-	-
TOTAL: Wages Payable		-	-	-
TOTAL CASH IN BANK		12,058,373.81	195,147.39	12,253,521.20

Per Statements: 2/28/2018	
Rabobank General Checking	3,730,539.05
Rabobank Money Market	205,817.30
Rabobank FSA	12,354.35
Local Agency Investment Fund	8,156,033.12
First Empire	249,042.33
Morgan Stanley	246,175.08
Total Cash per Statements:	12,599,961.23

Claim on Cash vs. Total Cash Per Statements:	(346,440.03)
Outstanding items per System Reconciliation	(346,440.03)
Difference:	(0.00)

*Monthly Treasurer's Report
As of February 28, 2018*

City of Buellton
Investment Summary
February 28, 2018

Investment Portfolio	Interest Rate	Type	Market Value	Maturity Term	Maturity Date
Local Agency Investment Fund - LAIF	1.111%	Government - State Pool	\$ 8,156,033.12	NA	NA
Berkshire Bank*	1.35%	Negotiable Certificate of Deposit	249,042.33	5 years	4/30/2018
Rabobank Money Market	0.20%	Public Investment Money Market	205,817.30	NA	NA
Wells Fargo Bank**	2.25%	Certificate of Deposit	243,348.58	5 Years	8/16/2022
Total Invested:			\$ 8,854,241.33		
<i>Cash in Portfolio Holding Account</i>					
Portfolio Holding**		Cash Balance	2,826.50		
Total Cash in Investments:			2,826.50		
Total:			\$ 8,857,067.83		

*Held by First Empire

**Held by Morgan Stanley

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, 2018 plus revenues minus expenditures for the period, resulting in ending fund balance at February 28, 2018. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

Fund Balance Report

As Of 02/28/2018

Fund	July 1, 2017 Balance	Total Revenues	Total Expenses	February 28, 2018 Balance
001 - General Fund	6,879,205.82	4,166,752.15	4,445,956.28	6,600,001.69
005 - Sewer Fund	3,486,348.95	726,682.01	591,458.86	3,621,572.10
006 - Wastewater Capital	81,915.55	97,061.96	-	178,977.51
020 - Water Fund	5,638,570.87	1,694,372.13	1,129,121.55	6,204,269.97
021 - Water Capital	142,456.80	153,075.58	-	295,532.38
023 - Housing Fees	476,537.26	1,974.45	2,000.00	476,511.71
024 - Traffic Mitigation Fund	12,648.71	14,728.46	-	27,377.17
025 - Gas Tax Fund	353,635.43	82,918.24	252,249.99	184,303.68
027 - Local Transportation Fund	49,453.33	2,883.72	14,833.28	37,503.77
029 - Transportation Planning	(132,106.10)	17,971.64	21,355.00	(135,489.46)
031 - Measure A	210,042.53	238,459.24	324,903.21	123,598.56
075 - Trust & Agency Fund	2,145.00	941.57	-	3,086.57
090 - Long Term Debt	(2,524,366.00)	-	-	(2,524,366.00)
091 - General Fixed Assets	17,240,627.54	-	-	17,240,627.54
092 - Capital Improvement Proj Fund	-	950,786.22	1,111,196.33	(160,410.11)
Report Total:	31,917,115.69	8,148,607.37	7,893,074.50	32,173,097.08

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: MPB
Council Agenda Item No.: 4

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 22, 2018

Subject: Resolution No. 18-06– “A Resolution of the City Council of the City of Buellton, California, Authorizing the Filing of a Claim with the Santa Barbara County Association of Governments for Allocation of Transportation Development Act Funds for Fiscal Year 2018-19”

BACKGROUND

Resolution No. 18-06 authorizes the filing of a claim with the Santa Barbara County Association of Governments for the City’s allocation of Transportation Development Act (TDA) funds for Fiscal Year 2018-19. The money received by each local government must first be used to fund public transit needs that can be reasonably met. These needs are determined through a public hearing. Buellton’s public hearing was held earlier this year as part of a single meeting of the combined North County Agencies. At that hearing, it was determined that Buellton’s need for public transit was being met by the Santa Ynez Valley Transit. In accordance with the Act, we must continue to fund our share of its operation and must also provide funding for regional planning and pedestrian bikeway facilities.

Buellton’s maximum apportionment for Fiscal Year 2018-19 is \$208,637. Amounts for Regional Transportation Planning of \$6,134 and for Pedestrian and Bikeway Facilities of \$4,173 have been determined by the Santa Barbara County Association of Governments. Therefore, Buellton’s share of TDA funds available for transit for the Fiscal Year is \$198,330.

The projected budget for the Santa Ynez Valley Transit system is prepared by the City of Solvang, the administrator of transit operations, and includes the City’s portion of transit service cost based on Buellton’s 33.7 percent share of the ridership (down from prior year at 43.5 percent). The amount budgeted as Buellton’s portion for fiscal year 2018-19 is \$198,330.

The TDA claim is as follows:

Regional Transportation Planning:	\$6,134
Pedestrian and Bikeway Facilities:	<u>4,173</u>
TOTAL TDA CLAIM	\$10,307

The Local Transportation Fund apportionment will be distributed as follows:

Maximum Apportionment for 2017-18	\$208,637
Less Total TDA Claim	<u>10,307</u>
Amount to be released to City of Solvang	\$198,330

FISCAL IMPACT

The City will receive \$208,637 as its maximum apportionment for Fiscal Year 2018-19, \$198,330 of which will be paid directly to the City of Solvang for operation of the transit system.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 18-06 - “A Resolution of the City Council of the City of Buellton, California, Authorizing the Filing of a Claim with the Santa Barbara County Association of Governments for Allocation of Transportation Development Act Funds for Fiscal Year 2018-19”

ATTACHMENTS

- Resolution No. 18-06
- Attachment 1 - TDA Claim for FY 2018-19
- Attachment 2 - Transportation Development Act Local Transportation Fund (LTF) Apportionments for FY 2018-19
- Attachment 3 - Santa Ynez Valley Transit Ridership Statistics (February 2017 – February 2018)

RESOLUTION NO. 18-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AUTHORIZING THE FILING OF A CLAIM WITH THE SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2018-19

I. RECITALS:

- A. The Transportation Development Act, as amended, Public Utilities Code Section 99200, *et seq.* (hereafter, the “TDA”), provides for the allocation of funds from the Local Transportation Fund and the State Transit Assistance Fund, for use by eligible claimants for various transportation purposes; and
- B. Pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations thereunder set forth in Title 21 California Code of Regulations Section 6600, *et seq.*, (the “Regulations”), a prospective claimant wishing to receive an allocation from the Local Transportation Fund or the State Transit Assistance Fund (hereinafter “STA”) shall file its claim with the Santa Barbara County Association of Governments.

II. NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY RESOLVE AS FOLLOWS:

- A. Marc Bierdzinski, City Manager, or his designated representative, is hereby authorized and shall execute and file an appropriate claim pursuant to the terms of the TDA and the Regulations, together with all necessary supporting documents, with the Santa Barbara County Association of Governments for an allocation of TDA funds for the Fiscal Year 2018-19.
- B. That the authorized claim includes \$6,134 for regional transportation planning, \$4,173 for pedestrian and bicycle facilities, \$198,330 for transit or paratransit purposes, plus STA funds to be allocated for mass transportation or local transportation planning.
- C. A certified copy of this Resolution shall be transmitted by the City Manager to the Santa Barbara County Association of Governments in conjunction with the filing of the claim authorized hereby.

D. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 22nd day of March, 2018.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk



Transportation Development Act

CLAIM FORMS

February 2018

DOCUMENT A (Instructions on pages 4-3 and 4-4)

**TRANSPORTATION DEVELOPMENT ACT CLAIM FORM
(All claimants must complete this document)**

Line

1 Project Year (FY) 2018-19

2 Claimant City of Buellton

3 Address P.O. BOX 1819, Buellton

4 Contact Person Marc Bierdzinski Title City Manager

5 Telephone Number 805-686-0137

6 The above named claimant hereby applies for allocations of Transportation Development Act funds for FY 2018-19 for the purposes and in the amount(s) specified below:

Purpose	Apportionment	Claimed
Local Transportation Fund		
7 Regional Transportation Planning (PUC 99262 & 99402)	\$ 6,134.00	\$ 6,134.00
<i>less amount released to SBCAG</i>	<i>minus</i>	\$ 6,134.00
8 Pedestrian & Bikeway Facilities (PUC 99234)	\$ 4,173.00	\$ 4,173.00
9 Articles 4 & 8:	\$ 198,330.00	
<i>less amounts released to:</i>		
10 <u>City of Solvang</u>	<i>minus</i>	\$ 198,330.00
11	<i>minus</i>	
12	<i>minus</i>	
13	<i>minus</i>	
14	<i>minus</i>	
<i>plus amounts released from:</i>		
15	<i>plus</i>	
16	<i>plus</i>	
17	<i>plus</i>	
18	<i>plus</i>	
19	<i>plus</i>	
20 Article 4 Transit (PUC 99260)		\$ -
21 Article 4.5 Community Transit (PUC 99275)		\$ -
22 Article 8a Streets & Roads (PUC 99400a)		
23 Article 8c Transit Contracts (PUC 99400c)		
24 TOTAL LTF	\$ 208,637.00	\$ 4,173.00
25 Amount to be held in reserve by claimant (CCR 6648)		
State Transit Assistance		
26 Transportation Planning		

DOCUMENT A (Continued)

27	Mass Transportation	
28	TOTAL STA	\$ -

29	TOTAL TRANSPORTATION DEVELOPMENT ACT CLAIM (add lines 20 and 24)	\$ 4,173.00
----	---	-------------

Claimant acknowledges that payment by the County Auditor of an allocation made by the Association of Governments is subject to such monies being on hand and available for distribution and to the provision that such moneys be used only in accordance with the terms of the allocation instruction issued by the Association of Governments

30 By: _____
31 Title: City Manager
32 Date: 3/22/2018

I hereby attest to the reasonableness and accuracy of the financial statements included in Documents C, D, F, and G. (Sec. 6632)

33 Signed: _____
Chief Financial Officer
34 Name: Shannel Zamora
35 Title: Finance Director

Reference: CCR Section 6630

DOCUMENT D, PART A (Instructions on pages 4-7 and 4-8)

**PROPOSED OPERATING BUDGET
(All transit claimants must complete this document)**

<u>Line</u>	<u>Prior Year (FY)</u>	<u>Project Year (FY)</u>
1 Budget Year	2017-18	2018-19
2 Total Eligible Operating Cost		
3 Estimated Fares		
4 Operating Deficit (subtract Line 3 from Line 2)	\$ -	\$ -
 <u>Other Operating Revenues</u>		
5 Property Taxes		
6 Local Transportation Fund	\$ 3,977.00	\$ 4,173.00
7 LTF Balance from Prior Year		
8 State Transit Assistance Fund		
9 Federal Operating Assistance		
10a Measure D/A - Local		
10b Measure D/A - Regional		
11 Other (specify):		
12 Other (specify):		
13 Other (specify):		
14 Net Surplus/(Deficit) (add Lines 5-13 to Line 4)	\$ 3,977.00	\$ 4,173.00

Footnotes

Reference: CCR Section 6632

DOCUMENT D, PART B (Instructions on pages 4-7 and 4-8)

**PROPOSED CAPITAL BUDGET
(All transit claimants must complete this document)**

<u>Line</u>	<u>Prior Year (FY)</u>	<u>Project Year (FY)</u>
15 Budget Year	<u>2017-18</u>	<u>2018-19</u>
<u>Capital Expenditures</u> (Itemize by Project)		
16 Santa Ynez River Trail	\$ 20,000.00	\$ 20,000.00
17		
18		
19		
20		
21		
22		
23		
24 Total Capital Expenditures (Add Lines 16-23)	\$ 20,000.00	\$ 20,000.00
<u>Capital Revenues</u>		
25 Property Taxes		
26 Local Transportation Fund (LTF)	\$ 3,977.00	\$ 4,173.00
27 LTF Reserve Account		
28 LTF Balance from Prior Year		
29 State Transit Assistance Fund (STAF)		
30 STAF Balance from Prior Year		
31 Federal Capital Assistance		
32 Other (specify):		
33 Other (specify):		
34 Other (specify):		
35 Other (specify):		
36 Total Capital Revenues (add Lines 25-35)	\$ 3,977.00	\$ 4,173.00
37 Net Surplus/(Deficit) (subtract Line 36 from Line 24)	\$ (16,023.00)	\$ (15,827.00)

DOCUMENT E (Instructions on page 4-9)

PROJECT DESCRIPTION & REGIONAL TRANSPORTATION PLAN CONFORMITY
(All claimants must complete this document)

Complete sections for **every article** under which you are claiming TDA funds.

ARTICLE 3 BIKE/PED CLAIMS [Cities and County]

Describe how you plan to use LTF Article 3 Bike/Ped funds. Include, as applicable, location, type of bike facility, length of project (if bike lane), construction start date, and expected date of opening.

Funds will be utilized towards design and construction of Bike and Pedestrian facilities as identified and prioritized in the City's Adopted Bicycle and Pedestrian Master Plan (2012). Monies will be accrued until the totals are sufficient to support projects.

List the corresponding RTP project and/or page numbers.

List the corresponding local bicycle plan project and/or page numbers.

ARTICLE 4 TRANSIT CLAIMS [COLT, Guadalupe, SBMTD, SMAT, and SYVT]

Describe how you plan to use LTF Article 4 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 4.5 COMMUNITY TRANSIT SERVICES CLAIMS [Easy Lift and SMOOTH]

Describe how you plan to use LTF Article 4.5 CTSA funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 8(c) TRANSIT CLAIMS [County only]

Describe how you plan to use LTF Article 8 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 8(a) STREETS AND ROADS CLAIMS [Cities and County, if applicable]

Describe how you plan to use LTF Article 8 Streets/Roads funds. Include, as applicable, type of project, construction start date, expected date of opening.

NA

Reference: CCR Section 6651

DOCUMENT H (Instructions on page 4-14)

STANDARD ASSURANCES FOR APPLICANTS – LTF
(All claimants must complete this document)

CLAIMANT ASSURANCES: Initial Each Section or Indicate N/A.

N/A 1) Claimant certifies that it maintain for the project year the ratio of fare revenues and local funds to operating cost at least equal to the ratios adopted by SBCAG (SBCAG Resolution 10-35, SBCAG Resolution 14-34 for City of Lompoc).

Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 2) Claimant that received an allocation of LTF funds for an extension of service pursuant to PUC 99268.8/CCR 6619.1 certifies that it will file a report of these services pursuant to CCR 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.

Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 3) Claimant filing a claim for TDA funds for capital intensive projects certifies that it has made every effort to obtain federal funding pursuant to PUC 99268.7 and/or CCR 6754(a)(3).

Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 4) Claimant certifies it has submitted a satisfactory, independent fiscal audit, with required certification statement, to SBCAG and to the State Controller, pursuant to PUC 99245 and 21 CCR 6664, for the prior fiscal year (project year minus two). Claimant also assures this audit requirement will be completed for the current fiscal year (project year minus one).

Date of submittal to State Controller: _____

Date of submittal to SBCAG: _____

Applies to SBMTD, Easy Lift, and SMOOTH. SBCAG contracts for and submits fiscal audits for all other TDA claimants.

N/A 5) Claimant certifies that, per SBCAG Resolution 90-1, no more than 50% of the CTSA's operating budget for the year came from LTF. Claimant also certifies that its fiscal audit contains verification of this limitation (e.g., "[Easy Lift/SMOOTH] is [not] in compliance with requirement, per SBCAG Resolution 90-1, that no more than 50% of [Easy Lift's/SMOOTH's] operating budget for the year came from Local Transportation Funds.>").

Applies to Article 4.5 (CTSAs)

N/A 6) Claimant certifies it has submitted an annual report, documenting agency operations, in conformance with the uniform system of accounts and records, to SBCAG and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures this report will be audited by an independent CPA. Claimant also assures this report will be completed for the current fiscal year (project year minus one).

Date of submittal to State Controller: _____

Date of submittal to SBCAG: _____

Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

 7) Claimant certifies it has submitted an annual report, regarding expenditure of funds received, to the State Controller, pursuant to 21 CCR 6665, for the prior year (project year minus two). Claimant assures this report will be audited by an independent CPA. Claimant also assures this report will be completed for the current fiscal year (project year minus one).

Date of submittal to State Controller: 10/1/2017

Applies to Articles 3 (bike/ped) and 8 (streets/roads)

8) Claimant certifies that (initial one):

N/A a) the current cost of its retirement system is fully funded with respect to the officers and employees

DOCUMENT H (Continued)
(Instructions on page 4-15)

- of its public transportation system (PUC 99271(a)); or
- N/A b) the operator is implementing a plan approved by SBCAG which will fully fund the retirement system for such officers and employees within 40 years (PUC 99271(a)); or
- N/A c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC 99272 and 99273.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- 9) Claimant certifies that, pursuant to PUC 99264, it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

DOCUMENT H (Continued)
(Instructions on page 4-15)

- N/A 10) Claimant certifies that the transit operator's operating budget has not increased more than 15% over the preceding year, and does not include a substantial increase or decrease in scope of operations or capital budget provisions for major new fixed facilities. **If the budget does include such changes, documentation is attached** that identifies and substantiates the reason and need for the changes, pursuant to PUC 99266, CCR 6632(b). E.g., if there is a substantial change between the capital expenditures proposed in this claim and those described in the claimant's Short Range Transit Plan (SRTP) or Transit Development Program (TDP), the claimant must provide a statement that substantiates the need for this change. If the claimant has neither a SRTP nor a TDP, the claimant must provide a statement that describes the need for the proposed capital expenditure.
ATTACHMENTS MAY BE REQUIRED
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- N/A 11) Claimant certifies that **attached is certification from the Department of California Highway Patrol** (CHP), completed within the last 13 months, that indicates the operator is in compliance with Section 1808.1 of the Vehicle Code. Section 1808.1 of the Vehicle Code requires, among other things, that operators participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.
ATTACHMENTS REQUIRED
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- N/A 12) Claimant certifies it is in compliance with PUC 99155: if it offers reduced fares to seniors, it offers the same reduced rate to disabled persons, handicapped persons, and disabled veterans, and it honors the federal Medicare card for identification to receive reduced fares.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- N/A 13) Claimant certifies it is in compliance with PUC 99155.5: dial-a-ride and paratransit services are accessible to handicapped persons and the service is provided to persons without regard to vehicle ownership and place of residence.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)
- N/A 14) Claimants that contract with another entity or entities for transit service certify that a copy of **the contract negotiated with that entity is attached**, pursuant to CCR 6630.
ATTACHMENTS REQUIRED
Applies to Articles 4 (transit) and 8 (transit)
- N/A 15) Claimant certifies that, per SBCAG Resolution 90-1, **attached to this claim is an operations plan and budget** that describes existing and proposed service, and report on progress of coordination and consolidation objectives.
ATTACHMENTS REQUIRED
Applies to Article 4.5 (CTSAs)
- N/A 16) Claimant certifies that, per SBCAG Resolution 90-1, it has **attached** an agreement to indemnify and hold harmless SBCAG from any claims, judgments or liabilities against the claimant. Claimant certifies it has also **attached proof of insurance coverage**, with limits of general liability to be specified.
ATTACHMENTS REQUIRED
Applies to Article 4.5 (CTSAs)
- N/A 17) Claimant certifies that in its TDA claim, not less than 5% of the amount claimed under Article 4 will be expended for demand-response service for the elderly and individuals with disabilities, per SBCAG Resolution 90-1.
Applies to Articles 4 (transit) in service areas without a designated CTSA [COLT, SYVT]

DOCUMENT H (Continued)
(Instructions on page 4-15)

N/A 18) If SBCAG has found that there are unmet transit needs that are reasonable to meet within its jurisdiction, the claimant certifies it has **attached a summary of the actions it plans** to take to meet the needs.

ATTACHMENTS MAY BE REQUIRED
Applies to Article 8 (streets/roads)

The undersigned (must be the individual named in the authorizing resolution) hereby certifies that the above statements are true and correct.

Signature:



Name:

Marc Bierdzinski

Title:

City Manager

Date:

3/22/2018

DOCUMENT H (Continued)
(Instructions on page 4-15)

Note: May need to adopt new resolution for farebox changes for MTD due to SB 508.

DOCUMENT I

STATE TRANSIT ASSISTANCE ALLOCATION AREAS

Select the claim category or categories by checking appropriate box and indicating the amount of STA funding

6730 - Claims of Operators
SBMTD, SMAT, COLT, SYVT, Guadalupe Flyer

Claims may be filed for allocations from the State Transit Assistance fund by an operator for the following purposes.

	Claimed
<input type="checkbox"/> 6730 (a) The operating cost of the operator's public transportation system.	\$ -
<input type="checkbox"/> 6730 (b) The capital requirements of the operator's public transportation system.	\$ -
<input type="checkbox"/> 6730 (b) Subsidy of passenger rail services, either by bulk purchases of passenger tickets or by direct payments to a railroad corporation, pursuant to Public Utilities Code sections 99260.2(b) and 99260.5, or for rail passenger service operation and capital improvement expenditures pursuant to Public Utilities Code section 99260.6 and construction and maintenance of intermodal transportation facilities pursuant to Public Utilities Code section 99234.9.	\$ -
<input type="checkbox"/> 6730 (d) Community transit service purposes pursuant to Public Utilities Code section 99275.	\$ -

6731 - Claims of Cities, Counties or Transit Districts
City of Buellton, City of Guadalupe, City of Lompoc, City of Santa Maria, City of Solvang, County of Santa Barbara and Santa Barbara Metropolitan Transit District

Claims may be filed for allocations from the State Transit Assistance fund by a city or county, or transit district for the following purposes, if it is eligible for allocations from the local transportation fund for such purposes:

	Claimed
<input type="checkbox"/> 6731(a) Payments for passenger rail service operations and capital improvements pursuant to Public Utilities Code section 99400(b) and construction and maintenance of intermodal transportation facilities pursuant to Public Utilities Code section 99234.9.	\$ -
<input type="checkbox"/> 6731(b) Payment to an entity under contract with the city, county or transit district, for transportation services or payment for the claimant's related administrative and planning cost, pursuant to Public Utilities Code sections 99400(c) and 99400(d).	\$ -

6731 - Claims of Cities, Counties or Transit Districts [CONTINUED]

City of Buellton, City of Guadalupe, City of Lompoc, City of Santa Maria, City of Solvang, County of Santa Barbara and Santa Barbara Metropolitan Transit District

Claimed

<input type="checkbox"/>	6731(c) To provide or contract for transportation services to elderly and handicapped persons, if the city, county, or transit district is a member of a joint powers entity operating a public transportation system, pursuant to Public Utilities Code section 99260.7	\$ -
<input type="checkbox"/>	6731(d) Community transit service purposes pursuant to Public Utilities Code section 99275.	\$ -
<input type="checkbox"/>	6731(e) Transportation services provided by cities or counties with populations of less than 5,000 pursuant to Public Utilities Code section 99405(d).	\$ -

6731.1 Claims of Consolidated Transportation Service Agencies

Easy Lift and SMOOTH

<input type="checkbox"/>	Claims may be filed for allocations from the state transit assistance fund by consolidated transportation service agencies for purposes specified in Public Utilities Code section 99275.	\$ -
Total Amount Claimed		\$ -

REFERENCED PUBLIC UTILITIES CODE SECTIONS

99234.9 Rail Passenger Service Projects

Any county, city, county transportation commission, or operator may file claims with the transportation-planning agency for rail passenger service operation expenditures and capital improvement expenditures, including construction and maintenance of intermodal transportation facilities. These funds may be used as the entity's required contribution toward the cost of providing these services or capital improvements.

99260.2 Claims for Peak-Hour Service; Rail Ticket Purchases

99260.2 (b) Claims may be filed with the transportation-planning agency by a transit district to make bulk purchases of passenger tickets for passenger rail services, if it is authorized to make such purchases by its enabling legislation.

99260.5 Claims for Railroad Corporation

99260.5(a) Claims may also be filed with the transportation planning agency by a city and county or a transit district under this article for payments to be made to a railroad corporation subject to the jurisdiction of the Public Utilities Commission and engaged in the transportation of persons, as defined in Section 208, for operating losses incurred in such transportation of persons between points within the city and county or the district, as the case may be, and for that portion of the operating losses incurred in such transportation of persons in the city and county or the district, as the case may be, whose origin or destination, or both, are outside the city and county or district.

99260.5(b) A city and county or a transit district receiving funds under a claim filed pursuant to subdivision (a) shall use those funds for the purposes specified in that subdivision.

99260.6 Claims for Rail Passenger Service

Public agencies authorized to file claims pursuant to Section 99234.9 may file claims under this article.

99260.7 Claims for Separate Service to Elderly and Disabled Persons by Joint Powers Agency Members

In order to provide, or to contract to provide, transportation services using vehicles for the exclusive use of elderly or disabled persons, a city or a county, which is contributing funds it is eligible to receive under this article to a joint powers agency of which it is a member to operate a public transportation system, may also file a claim under this article and may also file a claim for funds made available pursuant to Section 99313.

99275 - Community Transit Services Definition

99275 (a) Claims may be filed with the transportation planning agency by claimants for community transit services, including such services for those, such as the disabled, who cannot use conventional transit services.

99275 (b) For purposes of this article, "community transit services" means transportation services which link intra-community origins and destinations.

99313 - State Transit Assistance; Population Formula Allocations

From the funds made available pursuant to subdivision (c) of Section 99312, an amount shall be allocated by the Controller to each transportation planning agency and county transportation commission, and the San Diego Metropolitan Transit Development Board, based on the ratio of the population of the area under its jurisdiction to the total population of the state.

99400 - Article 8

Claims may be filed under this article with the transportation-planning agency by counties and cities for the following purposes and by transit districts for the purposes specified in subdivisions

99400 (b) Passenger rail service operations and capital improvements.

99400 (c) Payment to any entity which is under contract with a county, city, or transit district for public transportation or for transportation services for any group, as determined by the transportation planning agency, requiring special transportation assistance. If the county, city, or transit district is being served by an operator, the contract entered into by the county, city, or transit district shall specify the level of service to be provided, the operating plan to implement that service, and how that service is to be coordinated with the public transportation service provided by the operator. Prior to approving any claim filed under this section, the transportation planning agency, or the county transportation commission in a county with such a commission, shall make a finding that the transportation services contracted for under subdivision (c) are responding to a transportation need not otherwise being met within the community or jurisdiction of the claimant and that, where appropriate, the services are coordinated with the existing transportation service.

99400 (d) Payments to counties, cities, and transit districts for their administrative and planning cost with respect to transportation services under subdivision (c).

99405 50-Percent Allocation Limitation

99405 (d) The 50-percent limitation shall not apply to funds allocated under this article to a city or county with a population of less than 5,000, and, notwithstanding Section 99400, the city or county may claim funds

under this article for transportation services, including associated capital, planning, and administrative costs, without contracting with another entity.

Article 3 Bike/ Ped	Article 4 Transit	Article 4.5 Community Transit	Article 8(a) Streets & Roads	Article 8(c) Transit	REQUIRED FORMS CHECKLIST	
					Claimant:	City of Buellton
Cities and County	COLT, Guad., SBMTD, SMAT, SYVT	CTSAs: Easy Lift and SMOOTH	Cities and County	County	Document Name	
X	X	X	X	X	Document A: Claim Form	
X	X	X	X	X	Document B: Resolution	
	X	X		X	Document C: Productivity Improvement	
					Document D: Fiscal Reporting	
	X	X		X	Part A Proposed Operating Budget	
	X	X		X	Part B Proposed Capital Budget	
X	X	X	X	X	Document E: Project Description & RTP Conformity	
	X	X		X	Document F: Maximum Transit Allocation	
					Document G: Fare and Local Funds Ratios	
	X			X	G.1 Fixed Route	
	X (not SBMTD)	X			G.2 Demand Response	
	X (not SBMTD)				G.3 Systemwide (combined)	
					Document H: Standard Assurances	
	X	X		X	H.1 Farebox Ratio	
	X	X		X	H.2 Extension of Service	
	X	X		X	H.3 Federal Funding	
	SBMTD Only	X			H.4 Fiscal Audit	
		X			H.5 LTF ≤ 50% of CTSA's operating budget	
	X	X		X	H.6 State Controller Annual Report	
X			X		H.7 State Controller Annual Report	
	X	X		X	H.8 Retirement System Funding	
	X	X		X	H.9 Staffing of Vehicles	
	X	X		X	H.10 Budget Increase *	
	X	X		X	H.11 CHP Certification **	
	X	X		X	H.12 Fares for Senior and Disabled	
	X	X		X	H.13 Accessibility to Disabled	
	X			X	H.14 Contract for Transit Services **	
		X			H.15 Operations Plan and Budget **	
		X			H.16 Indemnify, Hold Harmless; Insurance **	
	COLT & SYVT Only				H.17 5% Demand Response	
			X		H.18 Unmet Needs *	

*attachments may be required

**attachments required

I hereby certify that I have completed all forms necessary to comply with the requirements of the Transportation Development Act.

Signature:

[Redacted Signature]

Date:

3/22/2018

Submitted by:

Name: Marc Bierdzinski
 Title: City Manager
 E-mail: marcb@cityofbuellton.com
 Phone: 805-686-7429

**Transportation Development Act
Local Transportation Fund (LTF)
Apportionments
2018/19**

CLAIMANTS	Population ¹	% of Total Population	Maximum Apportionment ² ³	Bike & Ped. Funds (2%)	Planning Funds (3%)	Article 4.5 (5%)	Available for Articles 4 & 8
Buellton	5,129	1.1381010%	\$208,637	\$4,173	\$6,134		\$198,330
Guadalupe	7,414	1.6451317%	\$301,586	6,032	8,867		\$272,352 *
Lompoc	44,042	9.7727126%	\$1,791,534	35,831	52,671		\$1,703,032
Santa Maria	106,280	23.5830321%	\$4,323,241	86,465	127,103		\$3,904,190 *
Solvang	5,593	1.2410604%	\$227,511	4,550	6,689		\$216,272
SB County (Unincorp. North County)	66,572	14.7720543%	\$2,708,014	54,160	79,616		\$2,506,483 *
SMOOTH (S. M. Valley CTSA)						\$287,572	
So. Co. Claimants (See Below)	215,633	47.8479079%	\$8,771,478	175,431	257,881	416,908	\$7,921,258
Total:	450,663	100.0000000%	\$18,332,000	\$366,642	\$538,961	\$704,480	\$16,721,917
SOUTH COUNTY CLAIMANTS							
SBMTD	215,633		\$8,179,139		\$257,881		\$7,921,258
Easy Lift			\$416,908			\$416,908	
Carpinteria	13,943	3.0938861%	\$11,344	\$11,344			
Goleta	31,760	7.0473946%	\$25,839	25,839			
Santa Barbara City	93,063	20.6502420%	\$75,712	75,712			
SB County (Unincorp. South County)	76,867	17.0563852%	\$62,536	62,536			
Total:	215,633	47.8479079%	\$8,771,478	\$175,431	\$257,881	\$416,908	\$7,921,258

¹ January 2017 Department of Finance figures.

² TDA revenue estimate from County Auditor-Controller, January 2018.

³ Prior to allocation, \$130,000 total goes to TDA Performance Audit costs and TDA overall administration costs

* Adjusted to provide funding for SMOOTH (Santa Maria Valley CTSA).

** Per SB County, estimated revenue for FY 2018-19 is \$18,462,000 which is a 3% increase over FY 2017-18 estimated revenue of \$17,922,000.

ATTACHMENT 3

	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Total
Fixed Route	2,017	2,765	2,814	2,729	3,114	2,966	2,578	2,672	2,406	2,180	2,184	2,131	30,556
Dial-A-Ride	436	523	461	517	465	490	507	542	437	473	499	524	5,874
Total	2,453	3,288	3,275	3,246	3,579	3,456	3,085	3,214	2,843	2,653	2,683	2,655	36,430
Breakdown by community													
Buellton	737	1,065	1,139	1,037	1,213	1,203	1,029	1,179	1,001	903	902	867	12,275
Solvang	1,104	1,415	1,336	1,470	1,587	1,561	1,473	1,377	1,283	1,183	1,223	1,220	16,232
County	612	808	800	739	779	692	583	658	559	567	558	568	7,923

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director/City Engineer

Meeting Date: March 22, 2018

Subject: Acceptance of the 2016/2017 Road Maintenance Project

BACKGROUND

On May 11, 2017, the City Council awarded a contract to GLR Construction, Inc. (GLR) in the amount of \$844,185.89 with an approved contingency of 5% for a total amount not to exceed \$886,395.18 for the 2016/2017 Road Maintenance Project. The project was substantially completed January 5, 2018. This includes the cape seal and slurry seal installed in the Thumbelina and Ballard Canyon neighborhoods respectively. Also various concrete improvements throughout the City and at River View Park were completed. Staff has inspected the construction and is satisfied that the project plans and specifications have been met.

FISCAL IMPACT

The final construction cost of the project, including change orders, was \$834,690.07. Funding for the construction of the project was allocated from Measure A Local Funds, General Fund and Gas Tax.

RECOMMENDATION

That the City Council accept the 2016/2017 Road Maintenance Project and instruct the City Engineer to file the attached Notice of Completion.

ATTACHMENT

Attachment 1 - Notice of Completion

NOTICE OF COMPLETION

Notice is hereby given that:

1. The undersigned is the owner or corporate officer of the interest or estate hereinafter described:
2. The full name of the owner is: City of Buellton
3. The full address of the owner is: 107 West Highway 246
P.O. Box 1819
Buellton, California 93427
4. The nature of the interest or estate of the owner is "in fee"
5. A work of improvement on the property hereinafter was completed on January 5, 2018. The work done includes pavement maintenance, cape seal and slurry seal installed in the Thumbelina and Ballard Canyon neighborhoods respectively. In addition, various concrete improvements throughout the City and at River View Park were completed. All improvements are within the City limits of the City of Buellton.
6. The name of the contractor, if any, for such work of improvement was GLR Construction.
7. The property on which said work of improvement was completed is in the City of Buellton, County of Santa Barbara, State of California, and is described as various streets within the City limits of the City of Buellton.

Dated: _____

Linda Reid, City Clerk

VERIFICATION

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

Executed on March _____ 2018, at Buellton, California.

Rose M. Hess, Public Works Director/City Engineer

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: March 22, 2018

Subject: Resolution No. 18-04 - “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 2018/2019 - 2022/2023”

BACKGROUND

On November 4, 2008, the voters of the County of Santa Barbara approved Measure A – the Road Repair, Traffic Relief and Transportation Safety Measure. As a result, the local sales tax rate was continued countywide by ½ cent effective April 1, 2010. The transportation sales tax will remain in effect for 30 years, with the revenues being allocated for transportation improvements identified in the Measure A Investment Plan. Any projects funded with Measure A revenues must be identified in the five-year Measure A Program of Projects (POP).

The five-year POP must be approved through a public hearing and the approved program must be forwarded to the Santa Barbara County Association of Governments by April 15, 2018.

The Measure A funds have been used to supplement the City’s local general funds allocated to its road maintenance, striping, sidewalk improvements and transit subsidy. The City has used Measure A funds to subsidize the Dial-A-Ride program, part of the Santa Ynez Valley Transit operations, which is funded by the Cities of Solvang and Buellton and the County of Santa Barbara.

The City will continue to utilize Measure A Funds to support other City transit obligations such as the Wine Country Express and Breeze 200. Historically, the City has utilized General Fund to support transit since all of its TDA allocations are provided to the City of Solvang for operation of the Santa Ynez Valley Transit. The City is required to provide a minimum of 5% of its Measure A local fund towards alternative transportation.

During the April 10, 2014 Council meeting, Council discussed the potential to utilize local Measure A funds towards its Bicycle and Pedestrian Master Plan implementation, specifically the proposed multi-purpose trail along the south city limits. These would be eligible uses and upon actual expenditure would be counted towards the City’s requirement for alternative transportation. As part of this five year POP, staff has continued to identify \$10,000 each fiscal year to allocate towards this future project.

Exhibit “A” within Resolution No. 18-04 provides the estimate of Measure A revenues and the proposed maintenance and transit allocations for the next 5 years.

FISCAL IMPACT

Each year the City of Buellton receives a portion of the revenues derived from Measure A sales tax receipts based on population. Estimated revenue anticipated from Measure A for the next five year period is approximately \$1,739,213. The annual allocations estimated are as follows:

FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
\$353,793	\$359,657	\$339,171	\$341,912	\$344,680

RECOMMENDATION

That the City Council consider approval of Resolution No. 18-04 – “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 2018/2019 - 2022/2023”

ATTACHMENTS

Resolution No. 18-04 (Exhibit A– Buellton Measure A Local Program of Projects for FY 2018/2019 - 2022/2023)

RESOLUTION NO. 18-04

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 2018/2019 - 2022/2023

A. Recitals

WHEREAS, on November 4, 2008, the voters of Santa Barbara County (“County”) approved Ordinance No. 5, the Road Repair, Traffic Relief and Transportation Safety Measure known as Measure A; and

WHEREAS, the Ordinance provides that the County Local Transportation Authority shall annually approve a program of projects submitted by local jurisdictions identifying those transportation projects eligible for Measure A funds during the succeeding five-year period; and

WHEREAS, the City of Buellton was provided with an estimate of annual Measure A local revenues for Fiscal Years 2018/2019 - 2022/2023; and

WHEREAS, on March 22, 2018, the City of Buellton conducted and concluded a duly noticed public hearing in accordance with Section 18 of the Ordinance prior to the adoption of this Resolution; and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution.

B. Resolution. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Buellton as follows:

SECTION 1. The City Council finds that all of the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

SECTION 2. The City of Buellton does hereby adopt the attached Five-Year Program for Projects (Exhibit “A”) to be funded in part with Measure A revenues.

SECTION 3. The City of Buellton certifies that it will include in its budget an amount of local discretionary funding for local streets and roads sufficient to comply with the Maintenance of Effort requirements contained in Section 27 of the Ordinance.

SECTION 4. The City of Buellton will not use Measure A revenues to replace private developer funding which has been committed to a transportation project or would otherwise be required under current City policies.

SECTION 5. The City of Buellton has complied with all other applicable provisions and requirements of the Ordinance.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 22nd day of March 2018.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: March 22, 2018

Subject: Ordinance No. 18-01 – “An Ordinance of the City Council of the City of Buellton, California, Amending Section 8.04.030.C of the Buellton Municipal Code Relating to Parking of Recreational Vehicles, Trailers, and Boats” (Second Reading)

BACKGROUND

The City Council introduced and held the first reading of Ordinance No. 18-01 on March 8, 2018. Attached Ordinance No. 18-01 is now ready for adoption.

As noted on March 8, 2018, based on a quick windshield survey of the City, it appears that most recreational vehicles, trailers, and boats can be accommodated under the proposed revised parking locations contained within Ordinance No. 18-01 and that only three owners would have to find alternative storage locations. A Council member has asked how many additional properties would be impacted if the front setback was changed to 5-feet. A second quick windshield survey determined that 11 additional properties may have to find alternative storage locations (for a total of 14).

RECOMMENDATION

Staff recommends that the City Council consider the adoption of Ordinance No. 18-01 - “An Ordinance of the City Council of the City of Buellton, California, Amending Section 8.04.030.C of the Buellton Municipal Code Relating to Parking of Recreational Vehicles, Trailers, and Boats” by title only and waive further reading.

ATTACHMENTS

Ordinance No. 18-01

ORDINANCE NO. 18-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AMENDING SECTION 8.04.030.C OF THE BUELLTON MUNICIPAL CODE RELATING TO PARKING OF RECREATIONAL VEHICLES, TRAILERS, AND BOATS

WHEREAS, the City would like to amend the locational restrictions for parking recreational vehicles, boats, and trailers on private property; and

WHEREAS, all legal prerequisites have occurred prior to adoption of this Ordinance.

THE CITY COUNCIL OF THE CITY OF BUELLTON DOES HEREBY 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 March 8, 2018 (“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 8, 2018 (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 February 22, 2018 (the “Public Notice”), a minimum of ten (10) days in advance of the Public Hearing conducted on March 8, 2018.

2. The Public Notice was posted in two public locations on February 22, 2018, a minimum of 10 days in advance of the Public Hearing.

- C. **Environmental Clearance.** This project is exempt from the California Environmental Quality Act because it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

SECTION 2: The following sections of the Buellton Municipal Code are hereby amended, in words and figures, as follows:

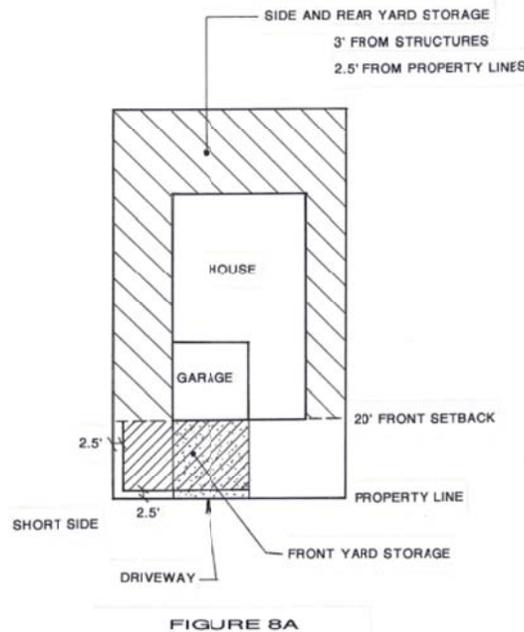
“8.04.030 Public nuisances designated

C. **Improper Parking of Recreational Vehicles, Boats and Trailers.** Improper parking of a recreational vehicle, boat or trailer, as set forth in this subsection, shall constitute a public nuisance. In all zones in the city, a recreational vehicle, as defined in Section 19.12.020, boat, or a trailer, as defined in Section 19.12.020, may be parked or stored only in the following manner:

1. A recreational vehicle, boat, or trailer may be parked or stored in any enclosed structure as long as the structure otherwise conforms to the zoning requirements of the particular zone where located.

2. **Residential Property.** No more than two recreational vehicles, boats, or trailers may be parked or stored outside of an enclosed structure on a residentially zoned lot. The following locational restrictions shall apply:

- a. Two recreational vehicles, boats, or trailers may be parked or stored in the side or rear yard of the property provided that such recreational vehicles, boats, or trailers are screened behind a six-foot high wall or fence, no closer than three feet to any building or structure, and no closer than two and half feet to the property lines (see Figure 8A), and parked or stored on a pad composed of concrete, pavers, compacted base, or gravel.



b. One recreational vehicle, boat, or trailer may be parked or stored in the front setback area as follows:

i. On the driveway to the garage provided the recreational vehicle, boat, or trailer is setback two and a half feet from the front property line; or

ii. An addition to the driveway to the garage may be used for parking or storage of a recreational vehicle, boat, or trailer on the short side of the property as shown in Figure 8A. The parking or storage area can be no closer than two and a half feet to the side property line and two and a half feet to the front property line (Figure 8A). The parking or storage pad shall be composed of concrete or pavers. Compacted base or gravel is not permitted.

c. The driveway may be used for temporary parking for loading and unloading for a period not exceeding 72 hours.

3. Commercial/Industrial Property. No registered owner, legal owner, driver, renter, and/or lessee of any recreational vehicle, boat, or trailer shall park or store, or allow the recreational vehicle, boat, or trailer to be parked or stored, on any unpaved surface within the yard or setback areas of any commercial, industrial or vacant lot. The surface upon which a recreational vehicle, boat, or trailer is parked or stored shall provide adequate vehicle support together with dust, weed, and erosion control for the driveway, parking area and area underneath the recreational vehicle, boat, or trailer.

4. No part of the recreational vehicle, boat, or trailer may extend over the public sidewalk or parkway.

5. A recreational vehicle, boat, or trailer shall not be parked or stored in a manner that constitutes a safety hazard or poses a danger to any person.

6. All storage of recreational vehicles, boats, and trailers shall conform to this ordinance within six months of its adoption.”

SECTION 3: If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance irrespective of the fact that any one or more sections, subsections, subdivision, sentences, clauses, phrases or portions thereof be declared invalid or unconstitutional.

SECTION 4: The City Clerk: (i) shall certify as to the passage of this Ordinance and shall cause the same to be published as required by law; (ii) is hereby authorized and directed to make typographical, grammatical and similar corrections in the final text of the Ordinance so long as such corrections do not constitute substantive changes in context; and (iii) cause the Buellton Municipal Code to be reprinted by adding the language contained within Section 2 of this Ordinance.

PASSED, APPROVED, AND ADOPTED this 22nd day of March 2018.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 22, 2018

Subject: Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2018-19

BACKGROUND

The Bureau of Labor Statistics of the U.S. Department of Labor reported that the 12-month percent change in the Consumer Price Index (CPI) from January 2017 through December 2017 was an annual rate of 2.7 percent for the greater Los Angeles area (Attachment 1). Santa Barbara County is included within the Los Angeles area CPI. The City's Budget for Salary and Benefits for Fiscal Year 2018/19 is currently budgeted at a 2 percent increase from Fiscal Year 2017/18.

A 2.7 percent cost of living raise is requested, which is the current CPI. The request is based on external market survey data and historic internal data. First, a survey was taken of nine local cities. The average COLA increase for these cities was 2.4 percent or 0.3 percent lower than the City's COLA request (Attachment 2). Second, the historic average increase for the City of Buellton employees is 2.00 percent while the average CPI for the same period is 2.27 percent. The 2018-19 COLA request supports the historic average for Buellton employees (Attachment 3).

This information is provided to assist the City Council in making a determination as to an employee COLA for the upcoming fiscal year. In addition, the table below summarizes the number of employees at each salary step level. Of the 19 full-time employees, ten are at their max step level, or 53% of full-time employees.

Step Salary Level	Number of Employees
Step 1	1
Step 2	1
Step 3	2
Step 4	5
Step 5	10

FISCAL IMPACT

The fiscal impact to the City will be dependent upon the action taken by Council. If a 2.7 percent increase is granted, the overall increase to salary and benefits is approximately \$50,880. The General Fund portion is \$35,550 and Enterprise Fund portion is \$15,330. Since the City budgeted a 2% increase, the additional .7 percent increase will increase the General Fund Budget by approximately \$10,600 with no change to the Enterprise Budget. Staff estimates that available revenue exists to fund the 2.7 percent increase in the next fiscal year.

RECOMMENDATION

That the City Council approve the cost of living adjustment of 2.7 percent for all full-time regular City employees for Fiscal Year 2018-19. If approved by the Council, staff will bring back a resolution authorizing the COLA.

ATTACHMENTS

- Attachment 1 – Consumer Price Index (CPI) - Urban Wage Earners and Clerical Workers; 12-Month Percent Change (Annual)
- Attachment 2 – Cost of Living (COLA) Survey
- Attachment 3 – History of Cost of Living Adjustments

**CPI-Urban Wage Earners and Clerical Workers (Current Se
12-Month Percent Change**

Series Id: CWURA421SA0
 Not Seasonally Adjusted
 Series Title: All items in Los Angeles-Riverside-Orange
 Area: Los Angeles-Riverside-Orange County, CA
 Item: All items
 Base Period: 1982-84=100
 Years: 2007 to 2017

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2007	3.1	3.4	4.0	3.6	3.0	2.7	2.4	2.1	2.2	3.8	4.7	4.6	3.3	3.3	3.3
2008	4.6	3.7	3.6	3.7	4.1	6.1	6.6	5.7	5.0	3.5	0.6	-0.6	3.9	4.3	3.5
2009	-0.6	-0.5	-1.6	-2.1	-2.4	-2.8	-3.2	-2.1	-1.4	-0.6	1.2	2.5	-1.2	-1.7	-0.6
2010	2.3	1.8	2.4	2.4	2.0	1.0	1.0	1.0	0.5	0.9	1.0	1.6	1.5	2.0	1.0
2011	2.0	2.6	3.5	3.9	3.7	3.3	2.7	2.7	3.5	3.1	3.2	2.2	3.0	3.2	2.9
2012	2.1	2.1	2.0	1.3	1.5	1.5	1.9	2.5	2.2	3.2	2.1	2.0	2.0	1.8	2.3
2013	1.9	2.4	1.3	0.9	1.0	1.5	1.6	0.9	0.7	-0.3	0.5	1.2	1.1	1.5	0.8
2014	0.8	0.4	1.0	1.6	1.8	1.9	2.1	1.8	1.6	1.4	1.0	0.3	1.3	1.3	1.4
2015	-0.7	-0.4	0.2	0.0	0.9	0.4	1.2	1.0	0.4	0.7	1.4	1.9	0.6	0.1	1.1
2016	3.3	2.3	1.3	1.6	0.6	1.1	0.3	0.6	1.5	1.9	1.5	1.7	1.5	1.7	1.3
2017	1.7	2.5	2.4	2.5	2.4	2.2	2.5	2.9	3.2	3.0	3.7	3.7	2.7	2.3	3.2

ATTACHMENT 2

City of Buellton
COLA survey
March 2018

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CITY	INCREASE		Description
Arroyo Grande		2.0%	
Carpinteria		2.2%	
Goleta		2.0%	2017, currently under negotiation for 2%
Grover Beach		2.5%	Service Employees
Paso Robles		4.5%	2017
Pismo Beach		3.0%	
Santa Barbara		1.0%	
Santa Maria		2.00%	
Solvang		2.00%	
Average Increase for 9 Cities:		2.4%	

Source: Various Cities in Santa Barbara and San Luis Obispo Counties
Survey Question: What is the percentage increase in salaries for most recent COLA ?

Percentage averaged if City's Employee classification received different increases.

**City of Buellton
History of
Cost of Living Adjustments Granted**

12 month CPI Change "Annual"	Year	COLA Granted	Effective Date
3.10%	1992	-	7/1/1992
3.40%	1993	-	7/1/1993
2.00%	1994	2.00%	7/1/1994
1.40%	1995	-	7/1/1995
0.90%	1996	3.00%	7/1/1996
2.20%	1997	2.50%	7/1/1997
1.20%	1998	1.50%	7/1/1998
2.00%	1999	1.50%	7/1/1999
2.30%	2000	2.50%	7/1/2000
3.80%	2001	2.50%	7/1/2001
2.70%	2002	1.24%	7/1/2002
3.50%	2003	3.50%	7/1/2003
1.80%	2004	1.80%	7/1/2004
3.70%	2005	3.70%	7/1/2005
5.40%	2006	5.40%	7/1/2006
3.20%	2007	3.00%	7/1/2007
3.90%	2008	3.50%	7/1/2008
-0.01%	2009	-	7/1/2009
1.80%	2010	-	7/1/2010
1.80%	2011	2.00%	7/1/2011
2.10%	2012	2.10%	7/1/2012
2.00%	2013	2.00%	7/1/2013
1.1%	2014	2.00%	7/1/2014
1.3%	2015	2.00%	7/1/2015
0.6%	2016	2.00%	7/1/2016
1.5%	2017	1.50%	7/1/2017
2.70%	2018	2.70%	7/1/2018
<u>2.27%</u>	Average	<u>2.00%</u>	Average

Assuming 2.7% in 2018