



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of March 23, 2017 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

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

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members Dan Baumann, John Connolly, Foster Reif, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of March 9, 2017 Regular City Council Meeting**
- 2. List of Claims to be Approved/Ratified for Payment to Date for Fiscal Year 2016-17**
- 3. Revenue and Expenditure Reports through February 28, 2017**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)
- 4. Resolution No. 17-03 – “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 2017-18”**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS

COUNCIL ITEMS

WRITTEN COMMUNICATIONS

Written communications are included in the agenda packets. Any Council Member, the City Manager, or City Attorney may request that a written communication be read into the record.

COMMITTEE REPORTS

This Agenda listing is the opportunity for Council Members to give verbal Committee Reports on any meetings recently held for which the Council Members are the City representatives thereto.

BUSINESS ITEMS

(POSSIBLE ACTION)

- 5. Presentation Regarding the City’s Emergency Response Procedures**
❖ (Staff Contact: City Manager Marc Bierdzinski)
- 6. Discussion Regarding the City’s Code Compliance Procedures**
❖ (Staff Contact: City Manager Marc Bierdzinski)
- 7. Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2017-18**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

CITY MANAGER’S REPORT

(POSSIBLE ACTION)

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

- 8. 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 13, 2017 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of March 9, 2017

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Council Members Dan Baumann, John Connolly and Foster Reif,
Vice Mayor Ed Andrisek, and Mayor Holly Sierra

Staff: City Manager Marc Bierdzinski, Finance Director Carolyn
Galloway-Cooper, Public Works Director Rose Hess, City
Attorney Steve McEwen, and City Clerk Linda Reid

PUBLIC COMMENTS

None

CONSENT CALENDAR

1. **Minutes of February 9, 2017 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2016-17**

MOTION:

Motion by Council Member Baumann, seconded by Council Member Connolly approving Consent Calendar Items 1 and 2 as listed.

VOTE:

Motion passed by a roll call vote of 5-0.
Council Member Baumann – Yes
Council Member Connolly – Yes
Council Member Reif – Yes
Vice Mayor Andrisek - Yes
Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

3. **Resolution No. 17-01 – “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 2017/18 – 2021/22”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 17-01.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:11p.m. There being no public comment, Mayor Sierra closed the Public Hearing at 6:12 p.m.

The City Council discussed the expenditure process and future funding allocations.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Vice Mayor Andrisek, seconded by Council Member Baumann adopting Resolution No. 17-01 – “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 2017/18 – 2021/22”

VOTE:

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

Council Member Baumann – Yes

Council Member Connolly – Yes

Council Member Reif – Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

COUNCIL MEMBER COMMENTS/ITEMS

Mayor Sierra commented on the blessing of the Valley-wide pool and thanked Council Member Connolly for his efforts to obtain the pool. Mayor Sierra recognized Lead Fieldworker John Sanchez for 35 years of service with the City of Buellton.

Mayor Sierra suggested that staff contact Caltrans staff member Cathy DeGrazia and request her attendance at a future Council meeting to provide an update on the Highway 246 construction project.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Sierra announced she attended meetings in Sacramento to obtain support for Senate Bill 1 and requested a support letter be sent from the City of Buellton. City Manager Bierdzinski stated he will follow up with a support letter.

Mayor Sierra announced that she attended a Central Coast Collaborative on Homelessness meeting and provided an oral report regarding the meeting.

BUSINESS ITEMS

- 4. Resolution No. 17-02 – “A Resolution of the City Council of the City of Buellton, California, Imposing a Three-Hour Parking Limit on the East Side of the 200 Block of Avenue of Flags”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 17-02.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

Finn Runge, Buellton, stated he agreed with limited parking on the Avenue of Flags but expressed his concern that other businesses would request similar accommodations.

The City Council discussed the following issues:

- Time limited parking spaces on the Avenue of Flags
- Setting a precedent for other areas to request limiting parking
- How the City would enforce limited parking
- Include an article in the Buellton Buzz about use of parking spaces on the Avenue of Flags

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DIRECTION:

There was no motion to adopt the proposed resolution. In lieu of the parking restrictions proposed in the resolution, the City Council suggested that the City Manager add an article in the Buellton Buzz about use of parking spaces on the Avenue of Flags.

5. Discussion Regarding Process to Fill Council Vacancy

RECOMMENDATION:

That the City Council discuss the appointment process for filling Council Member Baumann’s vacant seat and direct staff to advertise for the opening.

STAFF REPORT:

City Clerk Reid presented the staff report.

DOCUMENTS:

Staff Report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- Appointing a City Council Member rather than holding an election
- Establishing a future policy filling City Council vacancies
- Whether Council Member Baumann can participate in the selection process of appointing a new Council Member

DIRECTION:

The City Council agreed by consensus to accept applications for appointment to the City Council until Monday April 3, 2017 at 5:00 p.m.

CITY MANAGER’S REPORT

City Manager Bierdzinski provided an informational report to the City Council. Public Works Director Hess provided an update regarding Caltrans road and sidewalk improvements on West Highway 246.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 6:45 p.m. The next regular meeting of the City Council will be held on Thursday, March 23, 2017 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the
March 23, 2017 Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00455	96,078.37 (2 pages)
	A/P Packet # APPKT00454	38,643.71 (2 pages)
	A/P Packet #APPKT00450	63,192.96 (3 pages)
	Utility Packet #UBPKT00542	101.01 (1 page)

Total Packets:	\$198,016.05
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EXHIBIT B	\$64,021.91
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Staff Payroll	3/3/2017	40,427.21
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Total Payroll:	\$40,427.21
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TOTAL AMOUNT OF CLAIMS:	\$302,465.17
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* The A/P Packets above will be approved on Council Agenda date of 03/23/2017
 Checks to be signed on 03/23/17 tie to A/P Packet #APPKT00455
 Checks previously signed by staff to avoid late fees relate to:
 A/P Packets # APPKT00450 and APPKT00454
 Utility Packet #UBPKT00542

Payments via Electronic Fund Transfer (EFT):
From 03/01/2017 through 03/15/2017

CalPERS - Medical	3/2/2017	22,236.80 ✓
CalPERS - Classic	3/2/2017	13,669.76 ✓
CalPERS - PEPRA	3/2/2017	3,721.85 ✓
DCP-AUL	3/3/2017	12,423.90 ✓
The Hartford	3/3/2017	472.72 ✓
Payroll Tax - IRS	3/6/2017	8,466.82 -
Payroll Tax - EDD	3/6/2017	2,409.03 .
Bank Fee	3/10/2017	12.00 ✓
AFLAC	3/14/2017	609.03 ✓

Total

64,021.91



City of Buellton, CA

Check Register

Packet: APPKT00455 - 2017-03-23 City Council - PAYMENTS

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General Checking-General Checking						
000711	ALL AMERICAN TRAILERS NORTH	03/15/2017	Regular	0.00	5,138.41	34290
000101	CITY OF SOLVANG	03/15/2017	Regular	0.00	6,747.73	34291
000176	EXCLUSIVE ALARMS INC	03/15/2017	Regular	0.00	222.00	34292
000187	FARM SUPPLY COMPANY	03/15/2017	Regular	0.00	196.97	34293
000649	FLUID RESOURCE MANAGEMENT, IN	03/15/2017	Regular	0.00	870.40	34294
000237	IRON MOUNTAIN	03/15/2017	Regular	0.00	47.55	34295
000326	MNS ENGINEERS, INC.	03/15/2017	Regular	0.00	79,822.50	34296
	Void	03/15/2017	Regular	0.00	0.00	34297
000706	SATCOM GLOBAL, INC.	03/15/2017	Regular	0.00	49.89	34298
000450	SB CO SHERIFF'S DEPARTMENT	03/15/2017	Regular	0.00	161.92	34299
000465	SP MAINTENANCE SERVICES, INC.	03/15/2017	Regular	0.00	2,821.00	34300

Bank Code General Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	29	10	0.00	96,078.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	29	11	0.00	96,078.37

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	3/2017	96,078.37
			96,078.37



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General Checking-General Checking						
000820	ACWA/JPIA	03/15/2017	Regular	0.00	2,368.88	34265
000509	ALAN NEEDHAM dba	03/15/2017	Regular	0.00	2,145.00	34266
000028	ARAMARK UNIFORM SERVICES INC	03/15/2017	Regular	0.00	413.16	34267
000753	BEN T. JOHNSON, dba	03/15/2017	Regular	0.00	15,320.00	34268
000076	CAL-COAST IRRIGATION, INC.	03/15/2017	Regular	0.00	70.78	34269
000090	CaIPERS LONG-TERM CARE PROGRA	03/15/2017	Regular	0.00	84.25	34270
000091	CENTRAL COAST WATER AUTHORIT	03/15/2017	Regular	0.00	1,747.51	34271
000655	COAST NETWORKX, INC.	03/15/2017	Regular	0.00	5,294.58	34272
000110	CVS PHARMACY INC.	03/15/2017	Regular	0.00	10.38	34273
000598	ENGEL & GRAY, INC.	03/15/2017	Regular	0.00	4,106.27	34274
000187	FARM SUPPLY COMPANY	03/15/2017	Regular	0.00	64.60	34275
000191	FERGUSON ENTERPRISES, INC #135C	03/15/2017	Regular	0.00	869.10	34276
000826	GENUINE PARTS COMPANY INC	03/15/2017	Regular	0.00	14.51	34277
000280	LEE CENTRAL COAST NEWSPAPERS	03/15/2017	Regular	0.00	172.92	34278
000280	LEE CENTRAL COAST NEWSPAPERS	03/15/2017	Regular	0.00	140.49	34279
000280	LEE CENTRAL COAST NEWSPAPERS	03/15/2017	Regular	0.00	131.10	34280
000280	LEE CENTRAL COAST NEWSPAPERS	03/15/2017	Regular	0.00	179.97	34281
001131	NINA POWERS REV. TRUST	03/15/2017	Regular	0.00	2,100.00	34282
001130	Pam Gnekow	03/15/2017	Regular	0.00	500.00	34283
000438	SANTA YNEZ VALLEY HARDWARE	03/15/2017	Regular	0.00	228.21	34284
000823	SB COUNTY EHS / CUPA	03/15/2017	Regular	0.00	1,908.00	34285
001030	Shannel Zamora	03/15/2017	Regular	0.00	40.61	34286
000978	Staples Credit Plan	03/15/2017	Regular	0.00	132.20	34287
000489	STEVE'S WHEEL & TIRE	03/15/2017	Regular	0.00	497.19	34288
000582	VINTAGE WALK, LLC OWNERS ASSO	03/15/2017	Regular	0.00	104.00	34289

Bank Code General Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	31	25	0.00	38,643.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	31	25	0.00	38,643.71

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	3/2017	38,643.71
			38,643.71



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: General Checking-General Checking						
000005	ABALONE COAST ANALYTICAL, INC.	03/09/2017	Regular	0.00	775.30	34219
000509	ALAN NEEDHAM dba	03/09/2017	Regular	0.00	16,167.50	34220
000387	ALBERTSONS, LLC.	03/09/2017	Regular	0.00	106.41	34221
000800	CARR'S BOOT SHOP, INC. dba	03/09/2017	Regular	0.00	444.90	34222
000105	CITY OF BUELLTON	03/09/2017	Regular	0.00	150.63	34223
000112	CLARK PEST CONTROL	03/09/2017	Regular	0.00	159.00	34224
000118	COASTAL COPY, INC.	03/09/2017	Regular	0.00	76.63	34225
000122	COMCAST CABLE	03/09/2017	Regular	0.00	236.01	34226
000122	COMCAST CABLE	03/09/2017	Regular	0.00	233.55	34227
000122	COMCAST CABLE	03/09/2017	Regular	0.00	171.13	34228
000679	COURIER SYSTEMS	03/09/2017	Regular	0.00	150.00	34229
000142	DANIEL FITZGERALD dba	03/09/2017	Regular	0.00	960.00	34230
000172	ECHO COMMUNICATIONS	03/09/2017	Regular	0.00	113.15	34231
000191	FERGUSON ENTERPRISES, INC #1350	03/09/2017	Regular	0.00	857.71	34232
000194	First American Title Company	03/09/2017	Regular	0.00	10,000.00	34233
001040	FRONTIER COMMUNICATIONS	03/09/2017	Regular	0.00	1,760.81	34234
001126	Griffin Gerritsen Construction	03/09/2017	Regular	0.00	485.00	34235
000813	HOME DEPOT CREDIT SERVICES	03/09/2017	Regular	0.00	157.85	34236
001127	Inspired Emotion	03/09/2017	Regular	0.00	129.60	34237
000779	LASH CONSTRUCTION, INC.	03/09/2017	Regular	0.00	2,538.70	34238
000280	LEE CENTRAL COAST NEWSPAPERS	03/09/2017	Regular	0.00	377.84	34239
000280	LEE CENTRAL COAST NEWSPAPERS	03/09/2017	Regular	0.00	126.39	34240
000280	LEE CENTRAL COAST NEWSPAPERS	03/09/2017	Regular	0.00	105.24	34241
000835	METRO VENTURES LTD	03/09/2017	Regular	0.00	7,800.00	34242
000353	MICHAEL J. BOGGESS dba	03/09/2017	Regular	0.00	80.00	34243
000669	O'CONNOR & SONS dba	03/09/2017	Regular	0.00	105.00	34244
000801	O'REILLY AUTOMOTIVE STORES, INC	03/09/2017	Regular	0.00	96.57	34245
000372	PETTY CASH	03/09/2017	Regular	0.00	277.21	34246
000861	POLYDYNE INC.	03/09/2017	Regular	0.00	1,716.46	34247
000379	POSTMASTER	03/09/2017	Regular	0.00	570.00	34248
000380	PRAXAIR DISTRIBUTION, INC.	03/09/2017	Regular	0.00	149.99	34249
000390	QUINN COMPANY	03/09/2017	Regular	0.00	8,007.46	34250
000032	READY REFRESH BY NESTLE	03/09/2017	Regular	0.00	124.49	34251
000427	SB CO APCD	03/09/2017	Regular	0.00	421.17	34252
000450	SB CO SHERIFF'S DEPARTMENT	03/09/2017	Regular	0.00	2,147.11	34253
000829	SBC VOAD	03/09/2017	Regular	0.00	35.00	34254
000681	STATEWIDE SAFETY & SIGNS, INC.	03/09/2017	Regular	0.00	928.11	34255
000489	STEVE'S WHEEL & TIRE	03/09/2017	Regular	0.00	1,313.80	34256
000507	THE GAS COMPANY	03/09/2017	Regular	0.00	62.38	34257
000507	THE GAS COMPANY	03/09/2017	Regular	0.00	56.33	34258
000521	TODD PIPE & SUPPLY	03/09/2017	Regular	0.00	306.43	34259
001102	TRI COUNTY OFFICE FURNITURE	03/09/2017	Regular	0.00	1,221.89	34260
000535	UNDERGROUND SERVICE ALERT	03/09/2017	Regular	0.00	63.00	34261
000904	US BANK EQUIPMENT FINANCE	03/09/2017	Regular	0.00	482.34	34262
000543	USA BLUEBOOK INC	03/09/2017	Regular	0.00	902.20	34263

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000551	VALLEY TOOL RENTALS	03/09/2017	Regular	0.00	42.67	34264

Bank Code General Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	59	46	0.00	63,192.96
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	59	46	0.00	63,192.96

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	3/2017	63,192.96
			<u>63,192.96</u>



Refund Check Register

Refund Check Detail

UBPKT00543 - Refunds 01 UBPKT00542 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-03800-002	RAMINHA CONSTRUCTION, INC.	3/7/2017	34217	59.09			59.09	Generated From Billing
08-04000-003	RILEY, STACI	3/7/2017	34218	41.92			41.92	Generated From Billing
Total Refunded Amount:				101.01				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	101.01
Revenue Total:	101.01

General Ledger Distribution

Posting Date: 03/07/2017

Fund:	Account Number	Account Name	Posting Amount	IFT
020 - WATER FUND	020-10000	Claim On Pooled Cash	-101.01	Yes
	020-22420	Unapplied Credits	101.01	
020 Total:			0.00	
999 - POOLED CASH	999-10001	Pooled Cash - General Checking	-101.01	
	999-27000	Due To Other Funds	101.01	Yes
	999 Total:		0.00	
Distribution Total:			0.00	

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Carolyn Galloway-Cooper, Finance Director

Meeting Date: March 23, 2017

Subject: Revenue and Expenditure Reports through February 28, 2017

BACKGROUND

The attached reports compare month-to-month data covering the period July 1, 2016 through February 28, 2017. The reports are prepared monthly and submitted to Council on the second meeting of each month. Monthly reports are posted to the City's website. Upon monthly review, adjustments may be necessary and staff will update on the website.

The expenditures are under budget for the 2016-17 fiscal year. Capital Improvement Project expenditures will be included on the March 2017 report, which will match expenditures more closely with budget. They include Storm Drain Cleaning and Retrofit, Facilities Maintenance and Painting, City Hall Roof and Restroom Repairs, Industrial Way Streetlights, and Sidewalk/Road Maintenance. Revenue is below target due to timing differences and expected to meet budget by year end.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receives and files these reports for information purposes.

ATTACHMENT

Attachment 1 - Revenue and Expenditure Reports through February 28, 2017

City of Buellton
 General Fund Monthly Expenditures (Unaudited)
 FY: 2016-17

sz 3-13-17

67%

Department No.	Description	2016					2017					FY: 2016-17		
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		May	June
001-401	City Council	8,692	9,356	11,110	9,511	8,747	10,725	8,935	11,791					78,866
001-402	City Manager	16,954	16,648	24,642	16,812	16,832	17,256	19,464	17,818					146,427
001-403	City Clerk	7,706	7,824	13,539	11,554	7,707	7,465	7,979	8,498					72,272
001-404	City Attorney	38	10,744	14,288	9,454	13,296	10,241	11,877	10,352					80,289
001-410	Non-Departmental	188,164	56,919	53,853	60,324	79,408	62,577	54,842	55,296					611,383
001-420	Finance	14,943	16,271	15,993	15,906	15,767	15,120	13,308	14,316					121,625
001-501	Police and Fire	284,694	145,833	192,766	144,178	191,470	1,786	284,938	193,312					1,438,977
001-510	Library	323	141,996	332	307	219	196	206	239					143,818
001-511	Recreation	52,377	59,403	46,594	38,754	30,447	34,100	41,549	33,248					336,472
001-550	Street Lights	4,794	4,810	4,925	4,882	4,968	3,267	6,996	5,283					39,924
001-551	Storm Water	2,946	14,540	16,035	9,805	16,489	5,940	6,805						72,560
001-552	Public Works - Parks	36,133	17,318	17,001	5,003	35,813	16,572	13,869	15,005					156,715
001-556	Public Works - Landscape	4,262	4,098	5,083	384	7,720	3,908	6,105	4,039					35,600
001-557	Public Works - Engineering		10,538	7,738	9,955	8,325	10,190	6,978						53,723
001-558	Public Works - General	31,768	46,099	48,976	43,642	53,817	64,658	43,085	41,277					373,322
001-565	Planning/Community Dev	45,986	28,549	24,147	26,480	26,807	20,603	27,543	20,327					220,441
	Transfer to CIP fund 92 (updated in March)													-
	TOTAL EXPENDITURES (ACTUAL THROUGH FEB):	699,778	590,946	497,021	406,952	517,832	284,604	554,480	430,803	-	-	-	-	3,982,415

Percentage spent: 57%
 Budget: 6,999,437

Note: CIP Expenditures will be updated in March

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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: March 23, 2017

Subject: Resolution No. 17-03 – “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 2017-18”

BACKGROUND

Resolution No. 17-03 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 2017-18. 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 2017-18 is \$198,871. Amounts for Regional Transportation Planning of \$5,847 and for Pedestrian and Bikeway Facilities of \$3,977 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 \$189,047.

The projected budget for the Santa Ynez Valley Transit system was 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 43.5 percent share of the ridership (up from prior year at 34.6 percent). The amount budgeted as Buellton’s portion for fiscal year 2017-18 is \$189,047.

The TDA claim is as follows:

Regional Transportation Planning:	\$5,847
Pedestrian and Bikeway Facilities:	<u>3,977</u>
TOTAL TDA CLAIM	\$9,824

The Local Transportation Fund apportionment will be distributed as follows:

Maximum Apportionment for 2017-18	\$198,871
Less Total TDA Claim	<u>9,824</u>
Amount to be released to City of Solvang	\$189,047

FISCAL IMPACT

The City will receive \$198,871 as its maximum apportionment for Fiscal Year 2017-18, \$189,047 of which will be paid directly to the City of Solvang for operation of the transit system.

RECOMMENDATION

That the City Council adopt Resolution No. 17-03 - “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 2017-18”

ATTACHMENTS

- Resolution No. 17-03
- Attachment 1 - TDA Claim for FY 2017-18
- Attachment 2 - Transportation Development Act Local Transportation Fund (LTF) Apportionments for FY 2017-18
- Attachment 3 - Fiscal Year 2017-18 Transit Budget
- Attachment 4 - Santa Ynez Valley Transit Ridership Statistics (February 2016 – February 2017).

RESOLUTION NO. 17-03

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 2017-18

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 2017-18.
- B. That the authorized claim includes \$5,847.00 for regional transportation planning, \$3,977.00 for pedestrian and bicycle facilities, and \$189,047 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 23rd day of March, 2017.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk



Transportation Development Act

CLAIM FORMS

February 2016

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) 2017-18

2 Claimant City of Buellton

3 Address P.O. Box 1819

4 Contact Person Marc Bierdzinski Title City Manager

5 Telephone Number 805-686-7429

6 The above named claimant hereby applies for allocations of Transportation Development Act funds for FY 2017-18 for the purposes and in the amount(s) specified below:

	Purpose	Apportionment	Claimed
	Local Transportation Fund		
7	Regional Transportation Planning (PUC 99262 & 99402)	\$ 5,847.00	\$ 5,847.00
	<i>less amount released to SBCAG</i>	<i>minus</i>	\$ 5,847.00
8	Pedestrian & Bikeway Facilities (PUC 99234)	\$ 3,977.00	\$ 3,977.00
9	Articles 4 & 8:	\$ 189,047.00	
	<i>less amounts released to:</i>		
10	<u>City of Solvang</u>	<i>minus</i>	\$ 189,047.00
11		<i>minus</i>	
12		<i>minus</i>	
	<i>plus amounts released from:</i>		
13		<i>plus</i>	
14		<i>plus</i>	
15		<i>plus</i>	
16	Article 4 Transit (PUC 99260)		\$ -
17	Article 4.5 Community Transit (PUC 99275)		\$ -
18	Article 8a Streets & Roads (PUC 99400a)		
19	Article 8c Transit Contracts (PUC 99400c)		
20	TOTAL LTF	\$ 198,871.00	\$ 3,977.00
21	Amount to be held in reserve by claimant (CCR 6648)		
	State Transit Assistance		
22	Transportation Planning		
23	Mass Transportation		
24	TOTAL STA		\$ -
25	TOTAL TRANSPORTATION DEVELOPMENT ACT CLAIM <i>(add lines 20 and 24)</i>		\$ 3,977.00

DOCUMENT A (Continued)

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

26 By: _____
27 Title: City Manager
28 Date: 3/23/2017

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

29 Signed: _____
Chief Financial Officer
30 Name: Carolyn Galloway-Cooper
31 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
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
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

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	0	2017-18
<u>Capital Expenditures</u> (Itemize by Project)		
16		
17		
18		
19		
20		
21		
22		
23		
24 Total Capital Expenditures (Add Lines 16-23)	\$ -	\$ -
<u>Capital Revenues</u>		
25 Property Taxes		
26 Local Transportation Fund (LTF)		
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)	\$ -	\$ -
37 Net Surplus/(Deficit) (subtract Line 36 from Line 24)	\$ -	\$ -

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.

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.

- 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)
- 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)
- 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)
- 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.
- 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)
- 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: 2/24/2017
Applies to Articles 3 (bike/ped) and 8 (streets/roads)
- 8) Claimant certifies that (initial one):
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

- 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
- 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)

- 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)

- 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)

- 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)

- 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)

- 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)

- 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)

- 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)

- 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)

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:

3/23/2017

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:	
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:

3/23/2017

Submitted by:

Name: Marc Bierzinski

Title: City Manager

E-mail: marcb@cityofbuellton.com

Phone: 805-686-7429

**Transportation Development Act
Local Transportation Fund (LTF)
Apportionments
2017-18**

CLAIMANTS	Population ¹	% of Total Population	Maximum Apportionment ²	Bike & Ped. Funds (2%)	Planning Funds (3%)	Article 4.5 (5%)	Available for Articles 4 & 8
Buellton	4,957	1.1096511%	\$198,871	\$3,977	\$5,847		\$189,047
Guadalupe	7,348	1.6448893%	\$294,797	5,896	8,667		\$266,222 *
Lompoc	44,116	9.8756036%	\$1,769,906	35,398	52,035		\$1,682,473
Santa Maria	104,404	23.3713962%	\$4,188,622	83,772	123,145		\$3,782,620 *
Solvang	5,451	1.2202356%	\$218,691	4,374	6,429		\$207,888
SB County (Unincorp. North County)	65,945	14.7621791%	\$2,645,678	52,914	77,783		\$2,448,809 *
SMOOTH (S. M. Valley CTSA)						\$279,269	
So. Co. Claimants (See Below)	214,496	48.0160451%	\$8,605,435	172,110	253,000	409,016	\$7,771,309
T o t a l	446,717	100.0000000%	\$17,922,000	\$358,441	\$526,906	\$688,285	\$16,348,368
SOUTH COUNTY CLAIMANTS							
SBMTD	214,496		\$8,024,309		\$253,000		\$7,771,309
Easy Lift			\$409,016			\$409,016	
Carpinteria	13,928	3.1178576%	\$11,176	\$11,176			
Goleta	31,235	6.9921225%	\$25,063	25,063			
Santa Barbara City	93,190	20.8610821%	\$74,775	74,775			
SB County (Unincorp. South County)	76,143	17.0449829%	\$61,096	61,096			
T o t a l	214,496	48.0160451%	\$8,605,435	\$172,110	\$253,000	\$409,016	\$7,771,309

¹ January 2016 Department of Finance figures.

² TDA revenue estimate from County Auditor-Controller, January 2017.

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

** Per SB County ,estimated revenue for FY 2017-18 is \$17,922,000 which is a 2 % increase over FY 2016-17 revised estimated revenue of \$17,572,000.

ATTACHMENT 3

	FY 2016/17	FY 2017/18
Revenues		
Farebox (User Fees)	\$ 68,000	\$ 68,000
Federal Operating Funds (Section 5311)	\$ 189,028	\$ 190,000
Proposition 1B (PTMISEA)	\$ 20,000	\$ 197,713
TDA Article 4 (Includes partner contributions)	\$ 618,579	\$ 597,562
Local Subsidy	\$ 10,400	\$ 11,000
Paratransit (Section 4A STA Funding)	\$ -	\$ 95,655
Sale of Surplus Property	\$ -	
Interest Income	\$ 2,000	\$ 2,000
Transfer in-Reserves	\$ 5,000	\$ 76,018
Transfer in-Special Revenue		\$ 1,500
Total Revenue	\$ 913,007	\$ 1,239,448
Expenditures		
Maintance & Operating Costs	\$ 942,879	\$ 946,735
Capital Plan	\$ 20,000	\$ 292,713
Total Expenditures	\$ 962,879	\$ 1,239,448

*Please note figures are estimates and are subject to change.

ATTACHMENT 4

	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	17-Jan	17-Feb	Total
Fixed Route	2,794	2,713	2,731	2,957	2,940	3,188	2,850	3,153	2,760	2,728	2,275	2,017	33,106
Dial-A-Ride	512	518	477	527	682	545	489	452	459	447	480	436	6,024
Total	3,306	3,231	3,208	3,484	3,622	3,733	3,339	3,605	3,219	3,175	2,755	2,453	39,130

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: March 23, 2017

Subject: Presentation Regarding the City's Emergency Response Procedures

BACKGROUND

Staff will provide a presentation to the City Council on the City's emergency response procedures. The Power Point presentation is included as Attachment 1.

ATTACHMENT

Attachment 1 – Power Point Presentation



Emergency Operations Summary

Emergency Preparedness

- Goal is to protect
 - Life
 - Property
 - Environment

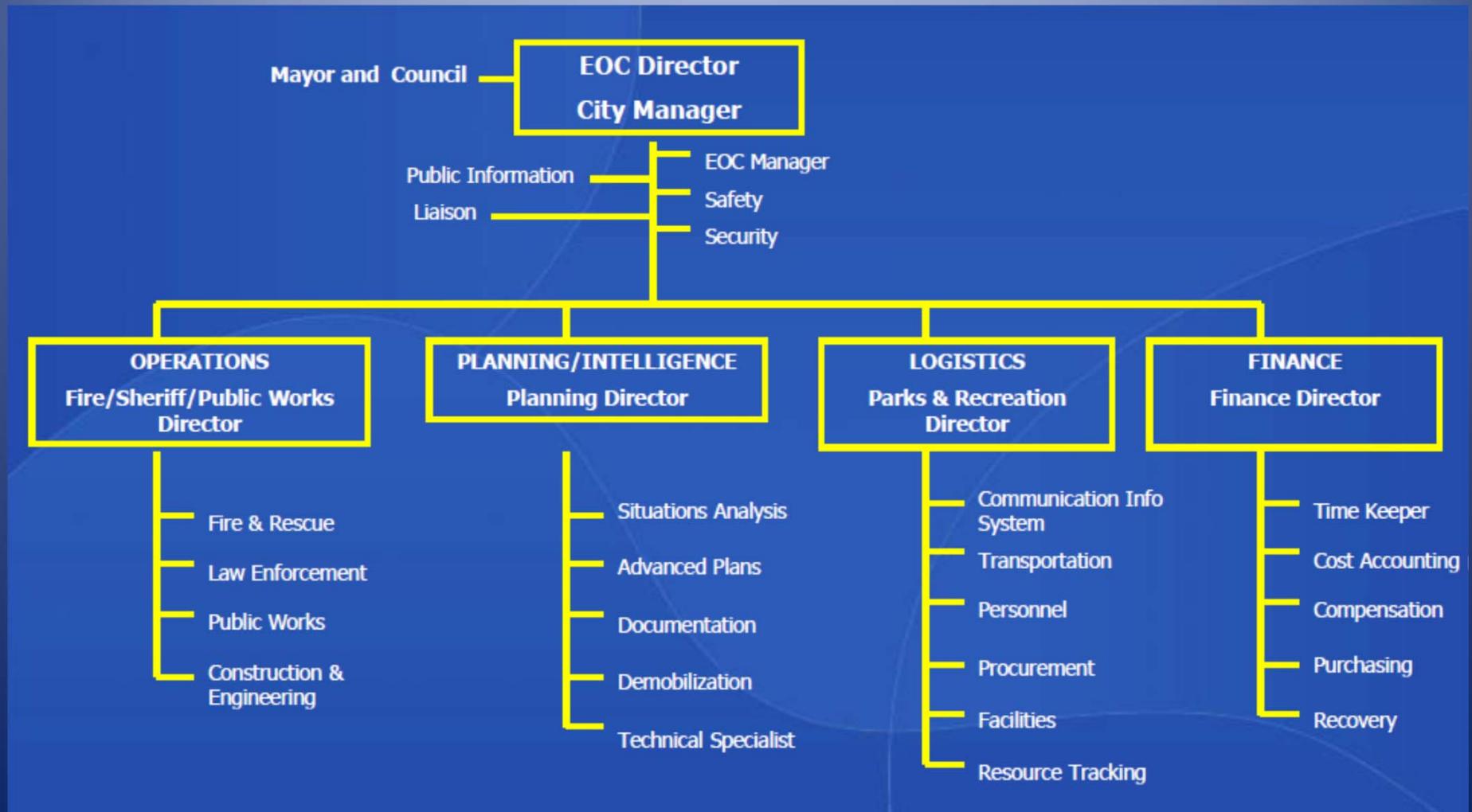
National Incident Management System (NIMS)

- Common Terminology
- Modular Organization
- Integrated Communications
- Unity of Command
- Consolidated Action Plans
- Manageable Span of Control
- Designated Incident Facilities
- Resource Management

Five NIMS Functions

- Management
- Operations
- Planning/Intelligence
- Logistics
- Finance

City Organizational Chart



Organizational Levels

- Federal
 - State
 - OES Region
 - Operational Area (County)
 - » Local Government (City)
 - Field (Incident Command)

Four Phases of Emergency Management

- Mitigation
- Preparedness
- Response
- Recovery



Emergency Operations Center (EOC)

- Primary EOC
 - Planning Department Offices
- Alternate EOC
 - City Hall
- Activations Levels
 - Level 1 – Minimum Staffing
 - Level 2 – Functional Position Staffing
 - Level 3 – Full Staffing

City Resources

- Emergency Management Plan
- EOC Generator
- Satellite Phone
- Police and Fire Radios
- Two CERT Trailers
- Shelter Locations
 - Jonata School
 - Oak Valley School
- Extra On-Call Staff when Events Predicted
 - Storms

City Staff

- Emergency Manager
 - City Manager
- EOC Manager/Emergency Coordinator/PIO/Liaison/Safety
 - City Clerk
- Operations Leader
 - Public Works Director/Sheriff Lt./Fire BC
- Planning Leader
 - Planning Director
- Logistics Leader
 - Recreation Coordinator
- Finance Leader
 - Finance Director

Mayor and Council Duties

- Obtain Briefings by the City Manager or Designee
- When Available Report to a Designated Location for Information Updates
 - Council Chambers
- With the Assistance of the City Clerk (PIO), Survey the Impacted Areas of the City

Mayor and Council Notifications

- You will receive:
 - Updates on current conditions by the City Manager or Designee
 - Instructions on where and when incident briefings are planned
- The City Clerk (PIO) will schedule interviews with the media for the Mayor
- Before answering questions from the citizens or media, make sure that you have been briefed on the current information

Basic Media Rules

- Avoid Speculation – tell only what you know
- If you don't know an answer to a question, say so, and offer to find the answer and get back to them
- Avoid making promises

Media Communications

- Things you can say:
 - Our emergency operations center is open and staffed...
 - First responders are aware of the situation and actively working on it...
 - I have been given our current situation, which is...
 - Can I get back to you within an hour with more information...
- Things not to say:
 - I don't know
 - No comment
 - Don't make promises

Declaring a Disaster

- When life, property or the environment are threatened and City resources have been depleted...
 - Can only be proclaimed by the governing body of the City or by an official designated by ordinance
 - Cannot remain in effect for more than seven days without ratification
 - If there is a need to continue the proclamation, City Council will meet every 14 days

Partners

- County Office of Emergency Management
- County Sheriff and Fire
- Neighboring Cities
- State Office of Emergency Services
- Red Cross
- VOAD (Volunteer Organizations Active in Disasters)

Personal Responsibility

- Have an emergency kit ready and current with supplies
- Family plans, including meet-up locations
- Prepare your home, office, and car
- Develop a communications plan with your family
- Staff are expected to perform their assigned responsibilities during a disaster after making sure their family is safe

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: Marc Bierdzinski, City Manager

Meeting Date: March 23, 2017

Subject: Discussion Regarding the City's Code Compliance Procedures

BACKGROUND

The City Council requested an update on code compliance procedures within the City. In the mid-2000s, the City Council directed staff to proceed with code compliance under the following guidelines:

- That anonymous complaints will be accepted
- Along with citizen complaints, that staff will initiate the code compliance process if obvious violations are observed

In the past year, the City investigated 124 new complaints. Out of this total, 56 were staff-initiated (45%) and 68 were citizen complaints (55%).

The City does not have the staff available to monitor violations every day. In most cases, staff will notice a violation while out on another call or doing field inspections.

Staff is available to answer questions regarding the code compliance process.

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: Carolyn Galloway-Cooper, Finance Director

Date: March 23, 2017

Subject: Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2017-18

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 2016 through December 2016 was an annual rate of 1.5 percent for the greater Los Angeles area (Attachment 1). Santa Barbara County is included within the Los Angeles area CPI.

A 2 percent cost of living raise is requested, which is higher than the 1.5 percent 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 2.2 percent, or 0.2 percent higher than the City's COLA request (Attachment 2). Second, the historic average increase for the City of Buellton employees is 2.07 percent while the average CPI for the same period is 2.35 percent. The 2017-18 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.

FISCAL IMPACT

The fiscal impact to the City will be dependent upon the action taken by Council. If a 2 percent increase is granted, the overall increase including benefits is approximately \$36,800. The General Fund portion is \$26,500 and Enterprise Fund portion is \$10,300. Staff estimates that available revenue exists to fund the increase in the next fiscal year.

RECOMMENDATION

That the City Council approve a cost of living adjustment of 2 percent for all full-time regular City employees for Fiscal Year 2017-18. If approved by 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

Consumer Price Index - Urban Wage Earners and Clerical V
12-Month Percent Change

Series Id: CWURA421SA0
 Not Seasonally Adjusted
 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												1.5	1.7	1.3

ATTACHMENT 2

City of Buellton
COLA survey
March 2017

sz 3 13 17

CITY	INCREASE		Description
Arroyo Grande		2.0%	
Atascadero		2.0%	In addition to the 2% was requested and approved 1/17
	2.5%	0.5%	
Goleta		2.0%	
Grover Beach		2.5%	Service Employees
		2.0%	Management
	Average: Grover Beach	2.17%	Executive Management
Pismo Beach		2.0%	Next Fiscal Year 3% increase
San Luis Obispo		2.0%	
Santa Barbara		0.5%	
Santa Maria		3.00%	
Solvang		4.00%	
Average Increase for 9 Cities:			
		2.2%	

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
1.50%	2017	2.00%	7/1/2017
<u>2.35%</u>	Average	<u>2.07%</u>	Average

Assuming 2% in 2017