CITY OF BUELLTON

CITY COUNCIL AGENDA
Regular Meeting of March 26, 2020 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California

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

CORONAVIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No.-25-20 and No. N-29-20 from the Executive Department of the State of California and a Declaration of Local Health Emergency from the County of Santa Barbara, City Council meetings will not be physically open to the public and one or more (or even all) City Council Members may be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting through the City's website, via City TV Live Stream at: http://www.cityofbuellton.com/government/cityTV.php and may provide public comment by sending comments to the City Clerk via email at lindar@cityofbuellton.com (reference subject matter or agenda item in the subject line of email). Please include name and address in contents of message. Comments will then be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Mayor's discretion. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations can contact the City Clerk at (805) 688-5177 and best efforts will be made to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City of Buellton's procedure for resolving reasonable accommodation requests.

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

Speaker Slip to be completed and turned in to the City Clerk prior to commencement of meeting. Any person may address the Council on any subject pertaining to City business, including all items on the agenda not listed as a Public Hearing, including the Consent Agenda and Closed Session. Limited to three (3) minutes per speaker. By law, no action may be taken at this meeting on matters raised during Public Comments not included on this agenda. Public Speakers using a translator are allotted a total of six (6) minutes to speak, unless simultaneous translation equipment is used.

CONSENT CALENDAR (ACTION)

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

1. Minutes of March 12, 2020 Regular City Council Meeting

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

3. Monthly Treasurer's Report – February 29, 2020

- *(Staff Contact: Finance Director Shannel Zamora)*

4. Resolution No. 20-06 – "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 2020-21"

- *(Staff Contact: Finance Director Shannel Zamora)*

5. Receive and File the 2019 Annual Report on the Status of the General Plan

- *(Staff Contact: Assistant Planner Cara Meche)*

6. Acceptance of Bid and Award of Construction Contract for the 2019/20 Road Maintenance Project

- *(Staff Contact: Public Works Director Rose Hess)*

7. Acceptance of Bids and Award of Construction Contracts for Phase 1 and Phase 2 of the Storm Drain Improvement Projects

- *(Staff Contact: Public Works Director Rose Hess)*

8. Contract Extension with Moss, Levy & Hartzheim LLP for Auditing Services for Fiscal Years Ending June 30, 2020 and 2021

- *(Staff Contact: Finance Director Shannel Zamora)*

PRESENTATIONS

9. Recognition of Lieutenant Eddie Hsueh's Service to the City of Buellton

PUBLIC HEARINGS (POSSIBLE ACTION)

10. Ordinance No. 20-03 – "An Urgency Ordinance of the City Council of the City of Buellton, California, Considering Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-01) Relating to Accessory Dwelling Units, Amending Sections: 19.04.142 and 19.06.180"

❖ *(Staff Contact: Contract City Planner Irma Tucker)*

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)

11. Clarification of City Council Direction Regarding the Arts & Culture Committee Funding Request Rules and Procedures

❖ *(Staff Contact: Recreation Supervisor Kyle Abello)*

12. Conceptual Approval of Bike Skills Course at River View Park

❖ *(Staff Contact: Recreation Supervisor Kyle Abello)*

13. Appointment of Two Council Members to Serve on the Aquatics Ad Hoc Committee

❖ *(Staff Contact: Recreation Supervisor Kyle Abello)*

14. Resolution No. 20-07 – A Resolution of the City Council of the City of Buellton, California, Recognizing the Importance of the 2020 Census and Encouraging Residents of the City of Buellton to Promote and Complete the Census to Ensure a Fair and Complete Count"

❖ *(Staff Contact: Assistant Planner Cara Meche)*

15. Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2020-21

❖ *(Staff Contact: Finance Director Shannel Zamora)*

16. Presentation and Discussion of Administrative Steps Taken in Response to COVID-19 and County Declaration of Local Health Emergency

❖ *(Staff Contact: City Manager Scott Wolfe)*

17. Resolution No. 20-08 – "A Resolution of the City Council of the City of Buellton, California, Authorizing the Deferral of Payments of Transient Occupancy Tax and the Waiving of Penalties and Interest in Certain Instances"

❖ *(Staff Contact: City Manager Scott Wolfe)*

CITY MANAGER'S REPORT

CLOSED SESSION ITEMS (POSSIBLE ACTION)

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

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

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

ADJOURNMENT

The next regular meeting of the City Council will be held on Thursday, April 9, 2020 at 6:00 p.m.

City Manager Review: SW
Council Agenda Item No.: 1

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of March 12, 2020
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

REORDERING OF AGENDA

City Manager Wolfe announced that Item No. 6 be removed from the agenda at the request of the interested parties.

PUBLIC COMMENTS

Robert Ramirez and Karen Waite, representing the Santa Ynez Valley Elks Lodge presented the City of Buellton with a certificate for flying all American flags properly.

Michael Baker, CEO of the United Boys and Girls Clubs of Santa Barbara County discussed how kids will be adversely affected if schools are closed due to the Coronavirus, specifically with regard to missing out on school lunches.

CONSENT CALENDAR

1. Minutes of February 27, 2020 Regular City Council Meeting

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

MOTION:
Motion by Council Member King, seconded by Council Member Andrisek, approving Consent Calendar Items 1 and 2 as listed.

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

PRESENTATIONS

None

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Council Member King stated he's disappointed that the Wine and Chili Festival has been cancelled due to concerns over the Coronavirus.

Council Member Andrisek requested that staff agendize discussion of future paving projects in Buellton and possibly using an alternate product for crack sealing.

Mayor Sierra requested and the City Council agreed by consensus to agendize discussion and clarification of City Council direction of the Arts & Culture Committee Funding Request Rules and Procedures.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Sanchez announced that he attended the Arts and Culture Committee board meeting and provided an oral report regarding the meeting.

Mayor Sierra announced that she attended a Green Team board meeting and provided an oral report regarding the meeting.

BUSINESS ITEMS

3. Resolution No. 20-04 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2020/21 List of Projects Funded by SB1: The Road Repair and Accountability Act"

RECOMMENDATION:
That the City Council consider adoption of Resolution No. 20-04.

STAFF REPORT:
Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:
The City Council discussed which streets would be included in the paving schedule.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Vice Mayor Mercado, seconded by Council Member King approving Resolution No. 20-04 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2020/21 List of Projects Funded by SB1: The Road Repair and Accountability Act"

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

4. Resolution No. 20-05 – "A Resolution of the City Council of the City of Buellton, California, Adopting a Policy on Discontinuation of Water Service for Nonpayment Pursuant to the Water Shutoff Protection Act (SB 998)"

RECOMMENDATION:
That the City Council consider adoption of Resolution No. 20-05.

STAFF REPORT:
Finance Director Zamora presented the staff report.

SPEAKERS/DISCUSSION:
The City Council discussed the tenant and landlord shutoff/payment process and the number of residential shutoffs each month. The City Council also discussed the importance of following the SB 998 law and translation of the policy into various languages.

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Council Member King, seconded by Vice Mayor Mercado approving Resolution No. 20-05 – "A Resolution of the City Council of the City of Buellton, California, Adopting a Policy on Discontinuation of Water Service for Nonpayment Pursuant to the Water Shutoff Protection Act (SB 998)"

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

5. Authorization to Lease and Purchase Additional Safety and Security Equipment for City Facilities

RECOMMENDATION:
That the City Council consider authorizing the City Manager to purchase proposed security equipment at City facilities.

STAFF REPORT:
City Manager Wolfe presented the staff report.

SPEAKERS/DISCUSSION:
The City Council discussed the following issues:

- Adding carbon monoxide detectors to city facilities
- Monitoring security cameras from cell phones
- Adding fencing around City Hall
- Obtaining additional estimates for security services
- Buying versus leasing security equipment and future trade in value of equipment
- Longevity of security equipment

DOCUMENTS:
Staff report with attachments as listed in the staff report.

MOTION:
Motion by Council Member Sanchez, seconded by Vice Mayor Mercado authorizing the City Manager to purchase proposed security equipment at City facilities.

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

6. Consideration of Request to Remove Bonding Requirement from Village Specific Plan Senior Affordable Housing Project - Case #14-FDP-02

City Manager Wolfe announced that Item No. 6 be removed from the agenda at the request of the interested parties.

CITY MANAGER'S REPORT

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

CLOSED SESSION ITEMS

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

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

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

The City Council met in closed session to discuss Items 7, 8, and 9. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:28 p.m. The next regular meeting of the City Council will be held on Thursday, March 26, 2020 at 6:00 p.m.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	March 26, 2020
Subject:	List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2019/20

BACKGROUND

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

The check register for the period 03/04/2020 through 03/17/2020 has been prepared in accordance to Government Code section 37202 and Buellton Municipal Code section 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 03/04/2020 through 03/17/2020, and electronic fund transfers issued for the period of 03/04/2020 through 03/17/2020 was $404,944.32.

FISCAL IMPACT

Payments made to the various vendors were consistent with the approved City's Budget for FY 2019/20. Cash is available for the payment disbursements of the above liabilities.

RECOMMENDATION

That the City Council review and accept the check register for the period 03/04/2020 through 03/17/2020.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of **March 04, 2020 through March 17, 2020** for ratification by the City at the **March 27, 2020** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT01228	35,967.57
A/P Packet #APPKT01227	56,947.44
A/P Packet #APPKT01222	158,407.04
A/P Packet #APPKT01221	70,189.48
Total A/P Packets:	$321,511.53 (8 pages)

Total of checks issued:	$321,511.53

EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:		$33,759.52
Payroll processed		
Staff Payroll	3/13/2020	49,673.27
	Total Payroll:	$49,673.27

TOTAL AMOUNT OF CLAIMS:	**$404,944.32**

SB 3/18/20

EXHIBIT B

Payments via Electronic Fund Transfer (EFT):
From 03/04/2020 through 03/17/2020

DCP-AUL	3/4/2020	11,212.78
The Hartford	3/4/2020	411.58
AFLAC	3/10/2020	422.37
CalPERS - Classic	3/16/2020	5,795.43
CalPERS - PEPRA	3/16/2020	4,201.53
Payroll Tax - EDD	3/16/2020	3,016.68
Payroll Tax - IRS	3/16/2020	8,699.15
Total		**33,759.52**

CHECK DISBURSEMENTS - CITY COUNCIL - MARCH 27, 2020

City of Buellton, CA

By Payment Number

Payment Dates 03/04/2020 - 03/17/2020

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39299	3/10/2020	000326	MNS ENGINEERS, INC.			58,139.36
	74656	1/1-31/2020 - CITY ENGINEER/PUBLIC WORKS		025-554-60800		2,712.50
	74657	1/1-31/2020 - CITY/TRANSPORTATION PLANNING		029-557-60800		7,455.00
	74658	1/1-31/2020 - CITY STORM WATER MANAGEMENT PLAN		001-551-60800		16,379.11
	74659	1/1-31/2020 - CITY/UPDATE WATER		020-601-60830		1,650.00
	74660	1/1-31/2020 - CITY/McMURRAY ROAD SIGNAL UPGRADE		092-307-70005	09230770005	4,240.00
	74661	1/1-31/2020 - PED SFTY IMPRVMNTS - HWY 246/SYC DR		092-306-71500	09230671500	2,791.50
	74662	1/1-31/2020 - BACKFLOW PREVENTION PROGRAM		020-601-60830		5,000.00
	74663	1/1-31/2020 - INDUSTRIAL WAY STREET LIGHTING		092-311-70005	09231170005	3,085.00
	74664	1/1-31/2020 - MEDIAN 2 PARKING LOT		092-215-70005	09221570005	5,958.75
	74665	1/1-31/2020 - 2019/20 RDMAINT&CITYWIDE-CNCRTE REP		092-318-70005	09231870005	8,867.50
39300	3/10/2020	001111	TETRA TECH, INC.			12,050.12
	51552604	EngrngSrvcs->1/24/2020 - Encroachment Permit Srvc		025-557-60800		113.31
	51552606	EngrngSrvcs->1/24/2020 - Townhomes		001-22416	90021-070	1,817.95
	51552607	EngrngSrvcs->1/24/2020 - 73 Indstrial Way/Figueroa		001-22416	90037-070	480.24
	51552608	EngrngSrvcs->1/24/2020 - 5-Acre Bldng @ Ind Way		001-22416	90044-070	722.30
	51552609	EngrngSrvcs->1/24/2020 - NghbrhdPark/OpnSpace@Vlg		001-22416	90017-070	355.35
	51552610	EngrngSrvcs->1/24/2020 - Wtr Fnd Proj General Sppt		020-601-60830		844.98
	51552611	EngrngSrvcs->1/24/2020 - Waypoint Plan Check		001-22416	90039-070	7,715.99
39301	3/10/2020	000005	ABALONE COAST ANALYTICAL, INC.			1,065.40
	4881	Feb 2020 - WWTP - Chemical Testing		005-701-61111		794.60
	4881	Feb 2020 - WWTP - Chemical Testing		020-601-61111		45.00
	4885	Feb 2020 - DWTP - Chemical Testing		020-601-61111		225.80
39302	3/10/2020	000820	ACWA/JPIA			3,586.71
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-401-50400		660.94
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-402-50400		185.30
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-403-50400		69.15
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-410-50400		225.34
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-420-50400		200.79
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-511-50400		502.68
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-558-50400		590.79
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		001-565-50400		249.94
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		005-701-50400		450.89
	0643199	APRIL 2020 - DENTAL/VISION/EAP PREMIUMS		020-601-50400		450.89
39303	3/10/2020	000509	ALAN NEEDHAM dba			18,564.37
	27368	11/26/2020 - AOF - Irrigation Repair - Valve Box		001-552-60254		184.37
	27659	FEB 2020 - Mnthly Maint - Parks & Medians		001-552-60800		11,200.00
	27659	Feb 2020 - Mnthly Maint - Facilities & Streets		001-556-60800		3,960.00
	27660	Feb 2020 - Vineyard Vlg Park - Mnthly Lndscpe Main		001-552-60258		580.00
	27660	Feb 2020 - Vineyard Vlg Park - Mnthly Lndscpe Main		001-552-60259		2,640.00
39304	3/10/2020	000968	ALFA LAVAL Inc.			253.39
	280012598	3/2/2020 - WWTP - MISC MAINT/REPAIR ITEMS		005-701-60250		253.39
39305	3/10/2020	000189	ALL AMERICAN DRILLING, INC.			479.00
	1998	2/11/2020 - WTP - PUMP MAINTENANCE		020-601-60250		479.00
39306	3/10/2020	000661	AQUA-METRIC SALES, CO.			71,683.63
	INV0076984	3/2/2020 - Water Meters (176) & Install Supplies		092-607-74100	09260774100	71,683.63
39307	3/10/2020	000718	AUTOSYS, INC.			985.00
	2633	2/24/2020 - WTP - IT/Programming Word SCADA		020-601-60800		580.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	2634	2/26/2020 - WWTP - In Field Technical Service		005-701-60800		405.00
39308	3/10/2020	000930	BOB HOLDA			39.00
	INV0011753	3/3/2020 - REFUND - REC ROSE BOWL TRIP		001-44015	54039-040	39.00
39309	3/10/2020	001372	BRENNTAG PACIFIC, INC.			1,027.31
	BPI28917	2/28/2020 - WTP - CHEMICALS		020-601-61111		564.26
	BPI28918	2/28/2020 - WTP - CHEMICALS		020-601-61111		463.05
39310	3/10/2020	001462	BRITTEN, INC.			4,099.38
	20165262.01	2/18/2020 - PW - BANNER MOUNTING SETS		001-558-73500		4,099.38
39311	3/10/2020	000091	CENTRAL COAST WATER AUTHORITY			37,107.26
	INV0011752	7/1-9/30/2020 - CCWA Q-1 Costs/Charges		020-15000		6,861.65
	INV0011752	7/1-9/30/2020 - DWR Q-1 Costs/Charges		020-15000		30,245.61
39312	3/10/2020	000118	COASTAL COPY, INC.			56.31
	898436	1/29-2/28/2020 - REC - COPIER OVERAGES		001-511-61130		56.31
39313	3/10/2020	000122	COMCAST CABLE			286.01
	INV0011756	2/26-3/25/2020 - CH/PLNG - INTERNET SERVICES		001-410-61292		286.01
39314	3/10/2020	000122	COMCAST CABLE			236.01
	INV0011755	2/29-3/28/2020 - WWTP - INTERNET SERVICES		005-701-60210		236.01
39315	3/10/2020	001255	DELIVER-IT			165.00
	132076	FEB 2020 - DELIVERY SERVICE - SMPLES->ABALONE		005-701-60800		82.50
	132076	FEB 2020 - DELIVERY SERVICE - SMPLES->ABALONE		020-601-60800		82.50
39316	3/10/2020	000172	ECHO COMMUNICATIONS			131.35
	INV0011754	FEB2020-MsgSrvc/MAR2020-AnswrngSrvc		001-558-60800		43.79
	INV0011754	FEB2020-MsgSrvc/MAR2020-AnswrngSrvc		005-701-60800		43.78
	INV0011754	FEB2020-MsgSrvc/MAR2020-AnswrngSrvc		020-601-60800		43.78
39317	3/10/2020	000176	EXCLUSIVE ALARMS INC			222.00
	09264	APRIL-JUNE2020 - CH - MONITORING SECURITY SYSTEM		001-558-60800		120.00
	09265	APRIL-JUNE 2020 - PLNG-MONITORING SECURITY SYSTEM		001-558-60800		102.00
39318	3/10/2020	001364	FAMCON PIPE & SUPPLY-SM			1,317.78
	S100018804-001	12/16/2020 - WTP - MISC MAINT/REPAIR ITEMS		020-601-60250		1,317.78
39319	3/10/2020	000649	FLUID RESOURCE MANAGEMENT, INC.			870.40
	F19216	JAN-MAR2020 - QUARTERLY SERVICES		005-701-60800		870.40
39320	3/10/2020	001473	INTRADO ENTERPRISE COLLABORATION, INC.			6.52
	1744662014	2/29/2020 - CONFERENCE CALL		001-410-60900		6.52
39321	3/10/2020	001470	KINGS RIVER CASTING, INC.			608.28
	35966	2/26/2020 - Victorian Bench		001-558-60250		608.28
39322	3/10/2020	000587	KYLE ABELLO			84.00
	INV0011757	3/9/2020 - REIMBURSEMENT - REC - ROSEBOWL ENTRY		001-511-67135	54039-040	84.00
39323	3/10/2020	000280	LEE CENTRAL COAST NEWSPAPERS			478.00
	INV0011758	2/23/2020 - #155374-1 - REC - FEB ONLINE AD		001-511-60510		297.00
	INV0011758	3/1/2020 - # 155375-1 - REC - DIGITAL CONNECT FEB		001-511-60510		89.00
	INV0011758	2/25/2020 - # 155536-1 - REC - DAY TRIPS		001-511-60510		23.00
	INV0011758	02/18/2020 - # 155305-1 - REC - TRAVEL LOGOS		001-511-60510		23.00
	INV0011758	2/11/2020 - #154998-1 - REC - BUELLTON REC		001-511-60510		23.00
	INV0011758	2/6/2020 - #154633-1 - REC AFTER-SCHOOL ENRCHMNT		001-511-60510		23.00
39324	3/10/2020	000280	LEE CENTRAL COAST NEWSPAPERS			102.42
	155887	3/5/2020 - CC - Ntc-of-Adptn - Ord# 20-02		001-403-60520		102.42

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39325	3/10/2020	000310	MARBORG INDUSTRIES			1,109.69
	4837901	2/6&8/2020 - ROLL-OFF EXCHANGE(S)		092-706-74100	09270674100	1,109.69
39326	3/10/2020	000059	MOTOR PRODUCTS INC. dba			28.77
	INV0011750	FEB 2020 - MISC MAINT/REPAIR ITEMS		005-701-60270		28.77
39327	3/10/2020	000350	OLIVERA'S REPAIR, INC			1,087.54
	136024	2/26/2020 - Vehicle Maintenance		005-701-60270		1,087.54
39328	3/10/2020	000350	OLIVERA'S REPAIR, INC			3,045.00
	134929	1/7/2020 - CODE ENFRCMNT - VEHICLE TOWING		001-565-60800		3,045.00
39329	3/10/2020	000390	QUINN COMPANY			1,441.40
	WO030045604	2/25/2020 - PW EQUIP REPAIR		001-558-60270		1,441.40
39330	3/10/2020	001336	RANCH HANDS CONSTRUCTION, LLC			2,175.00
	5379	2/26/2020 - PW - AOF - BANNER BRKTS REPLACED		001-558-60250		1,050.00
	5385	2/27/2020 - AOF - Dismantel & Reinstall City Flags		001-558-60250		1,125.00
39331	3/10/2020	000032	READY REFRESH BY NESTLE			101.58
	10B0029022365	1/27-2/26/2020 - CH - WATER SERVICE		001-410-60800		69.12
	10B0029022381	2/1/2020 - LIB - WATER SERVICE		001-410-60800		7.53
	10B0029154614	1/27-2/26/2020 - PLNG - WATER SERVICE		001-410-60800		24.93
39332	3/10/2020	001354	SANTA YNEZ COMMUNITY SERVICES			2,289.50
	1258	JAN&FEB 2020 - WWTP OPERATIONS - SALARIES		005-701-60800		2,289.50
39333	3/10/2020	000438	SANTA YNEZ VALLEY HARDWARE			390.18
	INV0011751	Feb 2020 - Misc Supplies		005-701-61111		325.22
	INV0011751	Feb 2020 - Misc Maint/Repair Items		020-601-60250		12.25
	INV0011751	Feb 2020 - Misc Mat'ls/Supplies		020-601-61140		52.71
39334	3/10/2020	001116	SANTA YNEZ VALLEY STAR			128.00
	5368	MAR 2020 - REC - ADVERTISEMENT - MAR-A 2020 ISSUE		001-511-60510		128.00
39335	3/10/2020	000681	STATEWIDE TRAFFIC SAFETY & SIGNS, INC.			938.13
	03015277	2/27/2020 - Signs & Supplies		001-558-60560		938.13
39336	3/10/2020	001168	The DocuTeam			30.00
	0180759	2/1-29/2020 - CH - SHREDDING SERVICES		001-410-60900		30.00
39337	3/10/2020	000535	UNDERGROUND SERVICE ALERT			26.50
	220200072	MAR 2020 - NEW TKT CHRGS/MNTHLY DB MAINT FEE		005-701-60800		13.25
	220200072	MAR 2020 - NEW TKT CHRGS/MNTHLY DB MAINT FEE		020-601-60800		13.25
39338	3/10/2020	000904	US BANK EQUIPMENT FINANCE			482.71
	408088516	2/20-3/20/2020 - PLNG - COPIER LEASE		001-565-60310		482.71
39339	3/10/2020	000765	VICTOR RODRIGUEZ dba			183.70
	42372	3/3/2020 - PW - Vehicle Maintenance		001-558-60270		183.70
39340	3/10/2020	000768	WEX BANK			1,494.81
	64108888	FEB 2020 - Fuel Charges		001-511-61280		125.37
	64108888	FEB 2020 - Fuel Charges		001-558-61280		456.48
	64108888	FEB 2020 - Fuel Charges		005-701-61280		456.48
	64108888	FEB 2020 - Fuel Charges		020-601-61280		456.48
39341	3/17/2020	000326	MNS ENGINEERS, INC.			54,779.25
	74688	2/1-29/2020 - CITY ENGINEER/PUBLIC WORKS		025-554-60800		5,322.50
	74689	2/1-29/2020 - CITY/TRANSPORTATION PLANNING		029-557-60800		10,321.25
	74690	2/1-29/2020 - CITY/SEWER NETWORK		005-701-60830		567.50
	74691	2/1-29-2020 - CITY STORM WATER MGMNT PLAN		001-551-60800		6,117.50
	74692	2/1-29-2020 - CITY/UPDATE WATER		020-601-60830		1,220.00
	74693	2/1-29/2020 - CITY/MISC PLANNING SUPPORT		001-565-60830		395.00
	74694	2/1-29/2020 - CITY/MCMRY RD SIGNAL UPGRADE		092-307-70005	09230770005	1,270.00

Payment Number	Payment Date / Payable Number	Vendor # / Description	Vendor Name	Account Number	Project Account Key	Payment Amount / Item Amount
	74695	2/1-29/2020 - PED SFTY IMPRVMNTS-HWY246/SYC DR		092-306-71500	09230671500	9,764.50
	74696	3/11/2020 - BACKFLOW PREVENTION PROGRAM		020-601-60830		4,750.00
	74697	2/1-29/2020 - IND WAY STREET LIGHTING		092-311-70005	09231170005	2,500.00
	74698	2/1-29/2020 - MEDIAN 2 PARKING LOT		092-215-70005	09221570005	6,811.00
	74699	2/1-29/2020 - SD INLET RETROFIT&SFTY IMPRVMNTS		001-551-60800		1,487.50
	74700	2/1-29/2020 - 2019/20 RdMntnc&CtywdCncrteRprPrjcts		092-318-70005	09231870005	4,252.50
39342	3/17/2020	001111	TETRA TECH, INC.			2,168.19
	51552605	EngSrvcs->2/24/2020 - CROSSROADS		001-22416	90010-070	2,168.19
39343	3/17/2020	001184	ALBERTSONS/SAFEWAY			123.10
	INV0011790	FEB 2020 - MISC SUPPLIES		001-410-61130		49.06
	INV0011790	FEB 2020 - MISC SUPPLIES		001-511-67140		18.31
	INV0011790	FEB 2020 - MISC SUPPLIES		001-511-67570		18.30
	INV0011790	FEB 2020 - MISC SUPPLIES		001-565-61130		37.43
39344	3/17/2020	000839	A-OK POWER EQUIPMENT INC. dba			66.85
	497673	3/7/2020 - WWTP - Chainsaw Blade		005-701-60250		66.85
39345	3/17/2020	001478	AURORA RODRIGUEZ			100.00
	INV0011792	3/14/2020 - REFUND - RVP - SECURITY DEPOSIT		001-22510		100.00
39346	3/17/2020	000718	AUTOSYS, INC.			1,067.50
	2637	3/3&6/2020 - WWTP - IT/Programming/SCADA		005-701-60800		1,067.50
39347	3/17/2020	001447	BARBARA LAUX			125.00
	INV0011781	2/11-3/10/2020 - REC - YOGA CLASSES		001-511-67140		125.00
39348	3/17/2020	000112	CLARK PEST CONTROL			159.00
	25571959	3/7/2020 - PD/LIB - Pest Control		001-558-60800		159.00
39349	3/17/2020	001480	COMMUNITY ACTION COMMISSION OF SB COUNTY			860.00
	INV0011793	4/25/2020 - REFUND - RVP - CANCELLATION (COVID-19)		001-22510		550.00
	INV0011793	4/25/2020 - REFUND - RVP - CANCELLATION (COVID-19)		001-44020		310.00
39350	3/17/2020	000138	D.L. ELECTRIC, INC.			554.50
	19-641-5	3/4/2020 - AOF - LIGHT REPAIR		001-558-60250		554.50
39351	3/17/2020	000598	ENGEL & GRAY, INC.			5,401.09
	02X00002	FEB 2020 - WWTP - BIO SOLIDS WASTE HANDLING		005-701-60800		5,401.09
39352	3/17/2020	000176	EXCLUSIVE ALARMS INC			414.00
	09399	APR-JUNE2020 - CH/USPS - SECURITY MONITORING		001-558-60800		414.00
39353	3/17/2020	001006	FIGUEROA MOUNTAIN BREWERY			155.00
	INV0011794	3/14/2020 - REFUND - TUP REVOKED (COVID-19)		001-44025		155.00
39354	3/17/2020	001445	GAIL SAS			112.00
	INV0011788	1/21-3/3/2020 - REC - DOODLING CLASS		001-511-67140		112.00
39355	3/17/2020	011236	GARY GENE JOHNSON dba			1,401.00
	INV0011782	1/27-3/9/2020 - REC - GYMNASTICS		001-511-67140		1,401.00
39356	3/17/2020	001474	IRMA DOVER			200.00
	INV0011791	3/10/2020 - REFUND - RVP SECURITY DEPOSIT		001-22510		200.00
39357	3/17/2020	001376	JAMES BAKER			1,215.00
	INV0011785	1/13-2/25/2020 - REC - SPACE VR CAMPS		001-511-67140		1,215.00
39358	3/17/2020	000395	JOSE RAFAEL RUIZ dba			1,572.00
	1438	MAR 2020 - OVP/RVP - Monthly Janitorial Service		001-552-60800		1,572.00
39359	3/17/2020	001433	JULIE EVERETT			203.00
	INV0011786	2/11-3/9/2020 - REC - TINY TOTS JAMBOREE		001-511-67140		203.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39360	3/17/2020	011300	KAREN PALMER			90.00
	INV0011778	2/11-3/5/2020 - REC - KUNDALINI YOGA		001-511-67140		90.00
39361	3/17/2020	011308	KAY D. DOMINGUEZ			200.00
	INV0011783	2/7-3/5/2020 - REC - BAND		001-511-67140		200.00
39362	3/17/2020	000881	KIMBERLY A. LeCLAIRE dba			72.00
	101983	3/9/2020 - REC - DRUG TEST		001-403-67370		72.00
39363	3/17/2020	000296	LOCAL GOVERNMENT PUBLICATIONS			143.56
	20-181	2020 PLNG - LONGTIN'S CA LAND USE UPDATE		001-565-60650		143.56
39364	3/17/2020	000142	LOGAN R. FITZGERALD dba			3,855.00
	2020-02	FEB-2020 - VVP - Monthly Janitorial Service		001-552-60800		630.00
	2020-02	FEB 2020 - CH/LIB - Monthly Janitorial Service		001-558-60800		1,140.00
	2020-03	MAR 2020 - VVP - Monthly Janitorial Service		001-552-60800		945.00
	2020-03	MAR 2020 - CH/LIB - Monthly Janitorial Service		001-558-60800		1,140.00
39365	3/17/2020	001477	MAHAKANKALA BUDDHIST CENTER			66.50
	INV0011787	2/4-20/2020 - REC - LUNCHTIME MEDITATION		001-511-67140		66.50
39366	3/17/2020	000310	MARBORG INDUSTRIES			188.50
	4848008	2/29/2020 - WWTP - ROLL OFF RENTAL		092-706-74100	09270674100	188.50
39367	3/17/2020	011343	MARIANNE MADSEN			400.00
	INV0011779	2/8-3/4/2020 - REC - YOGA CLASS		001-511-67140		400.00
39368	3/17/2020	001377	MARNA PALSGAARD			198.75
	INV0011780	2/8-3/6/2020 - REC - SPIN/SCULPT		001-511-67140		198.75
39369	3/17/2020	000342	NIELSEN BUILDING MATERIALS,INC			14.52
	762588	3/9/2020 - RVP - MISC MAINT/REPAIR ITEMS		001-552-60258		14.52
39370	3/17/2020	000669	O'CONNOR & SONS dba			105.00
	30250734	2/4/2020 - USPO - Pest Control		001-558-60800		105.00
39371	3/17/2020	000848	RAVATT, ALBRECHT & ASSOC, INC.			3,560.00
	0220-783	ProfSrvcs->2/29/2020 - CommDsnGuidlnsUpdate		001-565-60800		3,560.00
39372	3/17/2020	001476	SANTA YNEZ VALLEY CHRISTIAN ACADEMY			160.00
	INV0011784	3/11/2020 - REC - SYVCA - SEWING CLASS		001-511-67140		160.00
39373	3/17/2020	000823	SB COUNTY EHS / CUPA			1,545.00
	IN0055871	4/1/2020 - WWTP - ANNUAL HAZ MAT'LS PERMIT		005-701-67575		757.00
	IN0056570	4/1/2020 - WTP/MCMRY - ANNUAL HAZ MAT'LS PERMIT		020-601-67575		464.00
	IN0056571	4/1/2020 - WTP/HWY 246 - ANNUAL HAZ MAT'LS PERMIT		020-601-67575		324.00
39374	3/17/2020	000454	SCOR CARDIAC CYCLISTS CLUB, INC.			6,655.00
	INV0011795	3/14/2020 - REFUND-TUP EVENT CANCELLED (COVID-19)		001-22418		6,500.00
	INV0011795	3/14/2020 - REFUND-TUP EVENT CANCELLED (COVID-19)		001-44025		155.00
39375	3/17/2020	001390	SCOTT WOLFE			750.00
	INV0011789	MARCH 2020 - REIMBRSMNT-HLTH INS PREM - PER CNTRCT		001-402-50400		750.00
39376	3/17/2020	001030	Shannel Zamora			212.75
	INV0011796	03/17/2020 - REPLACE CHK# 39179 DATED 2/11/2020		001-420-60710		212.75
39377	3/17/2020	000465	SP MAINTENANCE SERVICES, INC.			2,516.50
	74322	FEB 2020 - PW - STREET SWEEPING SERVICES		001-558-60800		2,516.50
39378	3/17/2020	000681	STATEWIDE TRAFFIC SAFETY & SIGNS, INC.			1,080.00
	3428114609	2/27/2020 - PW - ROADSIDE SIGNS		001-558-60560		1,080.00
39379	3/17/2020	001188	The Hankering Corporation			68.69
	79056	3/11/2020 - BUSINESS CARDS - L REID		001-403-60900		68.69

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
39380	3/17/2020	000529	TRANSFIRST HEALTH & GOVERNMENT SVCS			167.28
	ARINV109966	FEB 2020 - REC - MERCHANT FEES		001-511-60900		167.28
39381	3/17/2020	000551	VALLEY TOOL RENTALS			41.48
	20594.1.1	3/6/2020 - PW - Signs		001-558-60560		41.48
39382	3/17/2020	001207	WAGEWORKS INC.			148.00
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-401-50400		14.69
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-402-50400		10.85
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-403-50400		10.85
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-420-50400		22.02
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-511-50400		20.65
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-558-50400		17.35
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		001-565-50400		15.05
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		005-701-50400		18.27
	INV1995534	FEB 2020 - FSA/AFLAC ADMIN FEES		020-601-50400		18.27
					Payment Total:	321,511.53

Report Summary

Fund Summary

Fund		Payment Amount
001 - General Fund		101,683.60
005 - Sewer Fund		15,215.54
020 - Water Fund		56,165.26
025 - Gas Tax Fund		8,148.31
029 - Transportation Planning		17,776.25
092 - Capital Improvement Proj Fund		122,522.57
	Grand Total:	**321,511.53**

Account Summary

Account Number	Account Name	Payment Amount
001-22416	Developer Deposit	13,260.02
001-22418	Special Event Deposit	6,500.00
001-22510	Park/Damage Charge	850.00
001-401-50400	Medical Benefit	675.63
001-402-50400	Medical Benefit	946.15
001-403-50400	Medical Benefit	80.00
001-403-60520	Advertising - Legal	102.42
001-403-60900	Miscellaneous	68.69
001-403-67370	H/R Expense	72.00
001-410-50400	Medical Benefit	225.34
001-410-60800	Contract Services	101.58
001-410-60900	Miscellaneous	36.52
001-410-61130	Office Supplies	49.06
001-410-61292	Internet Access/ Website Maint	286.01
001-420-50400	Medical Benefit	222.81
001-420-60710	Travel & Training	212.75
001-44015	Buellton Rec Program Trips	39.00
001-44020	Park Reservation Fees	310.00
001-44025	Event Application Fee/Temp Use	310.00
001-511-50400	Medical Benefit	523.33
001-511-60510	Advertising	606.00
001-511-60900	Miscellaneous	167.28
001-511-61130	Office Supplies	56.31
001-511-61280	Fuel-Vehicles	125.37
001-511-67135	Buellton Rec Program Trips	84.00
001-511-67140	Buellton Recreation Program	4,189.56
001-511-67570	Recreation Program 50/50	18.30
001-551-60800	Contract Services	23,984.11
001-552-60254	Maintenance/Repair-A&F Medians	184.37
001-552-60258	Maintenance/Repair-River View	594.52
001-552-60259	Maintenance and Repair - Botanic Garden	2,640.00
001-552-60800	Contract Services	14,347.00
001-556-60800	Contract Services	3,960.00
001-558-50400	Medical Benefit	608.14
001-558-60250	Maintenance / Repair	3,337.78
001-558-60270	Maintenance - Vehicles	1,625.10
001-558-60560	Signs	2,059.61
001-558-60800	Contract Services	5,740.29
001-558-61280	Fuel - Vehicles	456.48
001-558-73500	Equipment	4,099.38
001-565-50400	Medical Benefit	264.99
001-565-60310	Equipment Rental	482.71
001-565-60650	Membership & Publications	143.56
001-565-60800	Contract Services	6,605.00
001-565-60830	Contract Services-Engineering	395.00
001-565-61130	Office Supplies	37.43
005-701-50400	Medical Benefit	469.16

Account Summary

Account Number	Account Name	Payment Amount
005-701-60210	Computer Maintenance &Software	236.01
005-701-60250	Maintenance / Repair	320.24
005-701-60270	Maintenance - Vehicles	1,116.31
005-701-60800	Contract Services	10,173.02
005-701-60830	Contract Services-Engineering	567.50
005-701-61111	Chemicals / Analysis	1,119.82
005-701-61280	Fuel - Vehicles	456.48
005-701-67575	Regulatory Compliance	757.00
020-15000	Pre-Paid Expense	37,107.26
020-601-50400	Medical Benefit	469.16
020-601-60250	Maintenance / Repair	1,809.03
020-601-60800	Contract Services	719.53
020-601-60830	Contract Services-Engineering	13,464.98
020-601-61111	Chemicals / Analysis	1,298.11
020-601-61140	Operational Supplies	52.71
020-601-61280	Fuel - Vehicles	456.48
020-601-67575	Regulatory Compliance	788.00
025-554-60800	Contract Services	8,035.00
025-557-60800	Contract Services	113.31
029-557-60800	Contract Services	17,776.25
092-215-70005	Design and Permitting	12,769.75
092-306-71500	Project Management and Inspections	12,556.00
092-307-70005	Design and Permitting	5,510.00
092-311-70005	Design and Permitting	5,585.00
092-318-70005	Design and Permitting	13,120.00
092-607-74100	Construction and Improvements	71,683.63
092-706-74100	Construction and Improvements	1,298.19
	Grand Total:	**321,511.53**

Project Account Summary

Project Account Key		Payment Amount
None		185,605.94
09221570005	Avenue of Flags Median 2 Improvements	12,769.75
09230671500	Phase III Hwy 246/Sycamore Ped Xing	12,556.00
09230770005	McMurray Road Widening/TS(13/14)	5,510.00
09231170005	Industrial Way Street Lights (General Fund)	5,585.00
09231870005	Road Maintenance Project (19/20)	13,120.00
09260774100	Water Meter Upgrades	71,683.63
09270674100	WWTP Facilities Improvements	1,298.19
54039-040	Rose Bowl Flea Market 3/8/20	123.00
90010-070	Crossroads Ctr at The Village	2,168.19
90017-070	Village Park	355.35
90021-070	Village Capital Pacific Townhomes	1,817.95
90037-070	Fig Mountain Brewing	480.24
90039-070	Family Bowling Center	7,715.99
90044-070	The Industrial Network	722.30
	Grand Total:	**321,511.53**

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 26, 2020

Subject: Monthly Treasurer's Report – February 29, 2020

BACKGROUND

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

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

This Treasurer's Report is for February 29, 2020. Treasurer's Reports are presented on a monthly basis.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receive and file the Treasurer's Report for the month ending February 29, 2020.

ATTACHMENTS

Attachment 1 – Monthly Treasurer's Report – February 29, 2020

City of Buellton

City of Buellton
Monthly Treasurer's Report
For the month ending in February 29, 2020

March 26, 2020

This report presents the City's cash activity and investment portfolio as of February 29, 2020. The report includes:

1) Cash and investments at February 29, 2020 compared to the prior month;

2) A reconciliation of cash and investments to City ledger balances;

3) All investments managed by the City on its own behalf;

4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at February 29, 2020

The following schedule is a summary of the City's cash and investments based on recorded value as of February 29, 2020 compared with the prior month.

	February 29, 2020	January 31, 2020	$ Change
Cash	$ 7,660,925.64	$ 7,243,605.25	$ 417,320.39
Investments held by the City	10,127,294.07	10,117,448.91	$ 9,845.16
TOTAL CASH AND INVESTMENTS	**$ 17,788,219.71**	**$ 17,361,054.16**	$ 427,165.55

Summary of activity for the Month and Future Liquidity*: The majority of the difference in the recorded value for cash and investments held by the City from last month is as a result of the receipt of December 2019 Sales Tax and January 2020 Transient Occupancy Tax. The value of investments increased due to the receipt of interest earning from Certificate of Deposits (CDs). The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.*

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

Bank Reconciliation - February 2020

City of Buellton, CA

For the Period Ending 2/29/2020

ACCOUNT #	ACCOUNT NAME	01/31/2020 BALANCE	CURRENT ACTIVITY	02/29/2020 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	10,005,310.19	265,714.91	10,271,025.10
005-10000	Claim On Pooled Cash	1,774,991.52	16,969.18	1,791,960.70
006-10000	Claim on Pooled Cash	117,397.90	-	117,397.90
020-10000	Claim On Pooled Cash	3,525,390.62	118,751.47	3,644,142.09
021-10000	Claim on Pooled Cash	193,358.56	-	193,358.56
023-10000	Claim On Pooled Cash	488,461.35	-	488,461.35
024-10000	Claim On Pooled Cash	35,783.51	-	35,783.51
025-10000	Claim On Pooled Cash	333,640.61	80,391.30	414,031.91
027-10000	Claim On Pooled Cash	217,528.07	(2,962.94)	214,565.13
029-10000	Claim On Pooled Cash	27,290.41	(3,227.50)	24,062.91
031-10000	Claim On Pooled Cash	345,451.04	30,512.62	375,963.66
075-10000	Claim On Pooled Cash	219,153.18	(1,005.00)	218,148.18
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	96,968.95	(97,650.24)	(681.29)
TOTAL CLAIM ON CASH		17,380,725.91	407,493.80	17,788,219.71
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	7,249,146.30	397,919.48	7,647,065.78
999-10002	Pooled Cash - Money Market	206,610.46	31.70	206,642.16
999-10003	Pooled Cash - FSA	14,130.70	(270.84)	13,859.86
999-10004	Pooled Cash - Brokerage	1,384,663.73	9,813.46	1,394,477.19
999-10005	Pooled Cash - LAIF	8,526,174.72	-	8,526,174.72
TOTAL: Cash in Bank		17,380,725.91	407,493.80	17,788,219.71

Per Statements:	**2/29/2020**
Rabobank General Checking	7,783,979.09
Rabobank Money Market	206,642.16
Rabobank FSA	13,859.86
Local Agency Investment Fund	8,526,174.72
Multi-Securites Bank	1,394,477.19
Total Cash per Statements:	**17,925,133.02**

Claim on Cash vs. Total Cash Per Statements:	(136,913.31)
Outstanding items per System Reconciliation	(136,913.31)
Difference:	-

City of Buellton
Investment Summary
February 29, 2020

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	84.71%	2.45%	n/a	n/a	$ 8,526,174.72	$ 8,526,174.72
Certificates of Deposits (Held with Multi-Securities Bank)						
Goldman Sachs Bank	1.99%	2.75%	2 yrs.	5/11/2020	200,000.00	200,502.00
T CT T Federal Credit Union	1.19%	2.05%	1 yr.	7/23/2020	120,000.00	120,262.80
Wells Fargo Bank	2.47%	2.25%	5 yrs.	8/16/2022	249,000.00	253,569.15
Sallie Mae Bank	0.99%	3.20%	5 yrs.	5/9/2023	100,000.00	105,136.00
First Technology Bank Fed Cr Union	1.02%	3.60%	5 yrs.	12/26/2023	103,000.00	110,746.63
First Technology Bank Fed Cr Union	0.99%	3.35%	5 yrs.	2/6/2024	100,000.00	106,760.00
Comenity Cap Bank	1.59%	2.80%	5 yrs.	4/15/2024	160,000.00	167,721.60
Morgan Stanley Bank	0.99%	2.75%	5 yrs.	5/2/2024	100,000.00	104,647.00
Capital One Bank	0.99%	2.00%	5 yrs.	8/21/2024	100,000.00	101,629.00
Morgan Stanley Bank	0.99%	1.90%	5 yrs	1/23/2025	100,000.00	101,129.00
Multi-Securities Bank - Cash in Holding						22,374.01
Money Market (Held with Rabobank)	2.05%	0.20%		n/a	206,642.16	206,642.16
Total City Investments	100.00%				$ 10,064,816.88	$ 10,127,294.07

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

The following is a fund balance schedule showing beginning fund balance at July 1, 2019 plus revenues minus expenditures for the period, resulting in ending fund balance at February 29, 2020. Fund balance includes total assets and liabilities of the City.

Fund Balance Report

City of Buellton, CA

As Of 2/29/2020

Fund	July 1, 2019 Balance	Total Revenues	Total Expenses	February 29, 2020 Balance
001 - General Fund	10,401,733.46	5,116,149.58	5,677,278.78	9,840,604.26
005 - Sewer Fund	3,188,079.16	856,715.48	725,273.83	3,319,520.81
006 - Wastewater Capital	230,946.11	709.55	-	231,655.66
020 - Water Fund	6,400,079.38	1,788,188.80	1,592,312.21	6,595,955.97
021 - Water Capital	403,504.96	1,168.66	-	404,673.62
023 - Housing Fees	484,515.12	2,946.23	-	487,461.35
024 - Traffic Mitigation Fund	35,567.23	216.28	-	35,783.51
025 - Gas Tax Fund	307,781.68	222,071.14	120,084.26	409,768.56
027 - Local Transportation Fund	323,882.03	4,488.04	113,804.94	214,565.13
029 - Transportation Planning	(103,452.73)	182.11	27,083.75	(130,354.37)
031 - Measure A	493,699.39	272,708.07	351,218.28	415,189.18
075 - Trust & Agency Fund	7,347.21	1,355.46	-	8,702.67
090 - Long-Term Debt	(2,609,593.50)	-	-	(2,609,593.50)
091 - General Fixed Assets	20,191,788.24	-	-	20,191,788.24
092 - Capital Improvement Proj Fund	-	1,792,105.53	1,792,105.53	-
	39,755,877.74	**10,059,004.93**	**10,399,161.58**	**39,415,721.09**

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

Shannel Zamora

Shannel Zamora
Finance Director

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 26, 2020

Subject: Resolution No. 20-06– "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 2020-21"

BACKGROUND

Resolution No. 20-06 authorizes the filing of a claim with the Santa Barbara County Association of Governments (SBCAG) for the City's allocation of Transportation Development Act (TDA) funds for Fiscal Year 2020-21. Two funds have been created by the TDA, the Local Transportation Fund (LTF) and the State Assistance Fund (STA). LTF 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 (Attachment 2). 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.

STA funds are generated from the statewide sales tax on motor vehicle fuel. Funding can only be used for mass transportation and transportation planning purposes. SBCAG advises claimants of FY 2020-21 STA apportionment in September and request that claimants file a revised TDA claim.

Buellton's maximum LTF apportionment for Fiscal Year 2020-21 is $233,848. Amounts for Regional Transportation Planning of $6,875 and for Pedestrian and Bikeway Facilities of $4,677 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 $222,296.

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 32.3 percent share of the ridership (increase from prior year at 30.50 percent). The amount budgeted as Buellton's portion for fiscal year 2020-21 is $222,296 which will be released to the City of Solvang.

The TDA claim is as follows:

Regional Transportation Planning:	$6,875
Pedestrian and Bikeway Facilities:	4,677
TOTAL TDA CLAIM	$11,552

The Local Transportation Fund apportionment will be distributed as follows:

Maximum Apportionment for 2020-21	$233,848
Less Total TDA Claim	11,552
Amount to be released to City of Solvang	$222,296

FISCAL IMPACT

The City will receive $233,848 as its maximum apportionment for Fiscal Year 2020-21, $222,296 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. 20-06 - "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 2020-21"

ATTACHMENTS

Resolution No. 20-06
Attachment 1 - TDA Claim for FY 2020-21
Attachment 2 - Transportation Development Act Local Transportation Fund (LTF) Apportionments for FY 2019-20
Attachment 3 - Santa Ynez Valley Transit Ridership Statistics (March 2019 February 2020).
Attachment 4 – Fiscal Year 2020-21 Transit Budget

RESOLUTION NO. 20-06

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 2020-21

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. Scott Wolfe, 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 2020-21.

B. That the authorized claim includes $6,875 for regional transportation planning, $4,677 for pedestrian and bicycle facilities, $222,296 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 26th day of March, 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

ATTACHMENT 1

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) 2020-2021

2 Claimant City of Buellton

3 Address PO BOX 1819, Buellton, CA 93427

4 Contact Person Scott Wolfe 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 2020-2021 for the purposes and in the amount(s) specified below:

	Purpose	Apportionment	Claimed
	Local Transportation Fund		
7	Regional Transportation Planning (PUC 99262 & 99402)	$ 6,875.00	$ 6,875.00
	less amount released to SBCAG	*minus*	$ 6,875.00
8	Pedestrian & Bikeway Facilities (PUC 99234)	$ 4,677.00	$ 4,677.00
9	Articles 4 & 8:	$ 222,296.00	
	less amounts released to:		
10	City of Solvang (SYVT)	*minus*	$ 222,296.00
11		*minus*	
12		*minus*	
	plus amounts released from:		
13	City of Solvang (SYVT)	*plus*	
14		*plus*	
15		*plus*	
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	$ 233,848.00	$ 4,677.00
21	Amount to be held in reserve (CCR 6648)		
	By Claimant *By SBCAG*		
	State Transit Assistance		
22	Transportation Planning		
23	Mass Transportation		
24	TOTAL STA		$ -

25 TOTAL TRANSPORTATION DEVELOPMENT ACT CLAIM $ 4,677.00
(add lines 20 and 24)

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: 3/26/2020

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

29 Signed: _____

30 Name: Shannel Zamora

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)

Line		Prior Year (FY)	Project Year (FY)
1	Budget Year	n/a	2020-2021
2	Total Eligible Operating Cost		
3	Estimated Fares		
4	Operating Deficit (subtract Line 3 from Line 2)	$ -	$ -
	Other Operating Revenues		
5	Property Taxes		
6	Local Transportation Fund	$ 4,460.00	$ 4,677.00
7	LTF Balance from Prior Year		
8	State Transit Assistance Fund	$ 49,105.00	
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)	$ 53,565.00	$ 4,677.00

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)

Line		Prior Year (FY)	Project Year (FY)
15	Budget Year	n/a	2020-2021
	Capital Expenditures (Itemize by Project)		
16			
17			
18			
19			
20			
21			
22			
23			
24	**Total Capital Expenditures** (Add Lines 16-23)	$ -	$ -
	Capital Revenues		
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.

These funds will be utlized towards design and construction of Bike and Pedestrian facilities as identified and priortized in the City Adopted Bicycle 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.

The City of Buellton Bikeway and Pedestrian Master Plan adopted January 2012. Pages 28-38 lists the proposed bike and pedestrian paths.

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

RESOLUTION NO. 20-06

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 2020-21

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. Scott Wolfe, 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 2020-21.

B. That the authorized claim includes $6,875 for regional transportation planning, $4,677 for pedestrian and bicycle facilities, $222,296 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 26th day of March, 2020.

Holly Sierra
Mayor

ATTEST:

Linda L. Reid
City Clerk

I, Linda L. Reid, City Clerk of the City of Buellton, do hereby certify that the foregoing Resolution No. 20-06 was duly adopted by the City Council of the City of Buellton at a regular meeting held on the 26th day of March, 2020 by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Linda L. Reid
City Clerk

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

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 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 2) 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 3) 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)

SS 4) 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: 11/27/2019
Applies to Articles 3 (bike/ped) and 8 (streets/roads)

5) 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 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)

N/A 6) 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)

N/A 7) 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 8) 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)

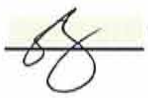
N/A 9) Claimant certifies it is in compliance with PUC 99155: if it offers reduced fares to seniors, it offers the same reduced rate to disabled persons, handicapped persons, and disabled veterans, and it honors the federal Medicare card for identification to receive reduced fares.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 10) 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 11) 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 12) 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 13) 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)


14) 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 15) 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)

N/A 16) Claimant certifies that pusuant to CCR § 6633 and PUC § 99268(c) it shall maintain farebox ratios in providing transit services as follows: Urbanized 20%, Non-Urbanized and ADA 10%

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

Signature: _____

Name: Scott Wolfe

Title: City Manager

Date: 03/26/2020

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 Support 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
	SBMTD Only	X			H.1 Fiscal Audit
		X			H.2 LTF ≤ 50% of CTSA's operating budget
	X	X		X	H.3 State Controller Annual Report **
X			X		H.4 State Controller Annual Report **
	X	X		X	H.5 Retirement System Funding
	X	X		X	H.6 Staffing of Vehicles
	X	X		X	H.7 Budget Increase *
	X	X		X	H.8 CHP Certification **
	X	X		X	H.9 Fares for Senior and Disabled
	X	X		X	H.10 Accessibility to Disabled
	X			X	H.11 Contract for Transit Services **
		X			H.12 Operations Plan and Budget **
		X			H.13 Indemnify, Hold Harmless; Insurance **
	COLT & SYVT Only				H.14 5% Demand Response
			X		H.15 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.		**Submitted by:**	
		Name:	
Signature:		**Title:**	
		E-mail	
Date:	3/26/2020	**Phone:**	

TTAC STAFF REPORT

SUBJECT: Transportation Development Act – Local Transportation Fund

MEETING DATE: March 5, 2020 **AGENDA ITEM:** 12

STAFF CONTACT: Martha Gibbs

RECOMMENDATION:
Recommend that the SBCAG Board approve the attached Local Transportation Fund apportionments for FY 2020-21.

DISCUSSION:
Included as Attachment A are the proposed Transportation Development Act Local Transportation Fund (LTF) apportionments for the upcoming fiscal year (FY 2020-21). LTF revenues are generated from ¼ cent of the state sales tax generated in our region and are apportioned among the local agencies based on population. The recommended apportionments for individual claimants are distributed using the Department of Finance population estimates as of January 2019.

Pursuant to California Code of Regulation, Title 21, Section 6620 the County Auditor-Controller is tasked with providing us with an estimate of the ¼ cent sales tax to be generated in a given fiscal year. SBCAG uses the estimate provided by the County Auditor-Controller to apportion these funds each year. For FY 2020-21 the County Auditor has estimated that $19,620,000 in LTF funds will be available for allocation. This represents an increase of approximately 2% from the current FY 2019-20 estimate of $19,232,954.

LTF revenues can be used for public transit, paratransit, pedestrian and bikeway projects, transportation planning and, under certain circumstances, for street and road purposes.

The estimated apportionments to each jurisdiction and their uses are detailed in Attachment A. Local agencies must submit claims for these funds using the attached apportionments. A summary of important dates for LTF claimants is also included in Attachment A.

Claims must be submitted to Martha Gibbs at SBCAG no later than April 1, 2020.

The TDA manual and associated forms to reference when completing your LTF claim can be found on the SBCAG website, at http://www.sbcag.org/documents.html#transitresources

ATTACHMENTS:

A. FY 2020-21 Local Transportation Fund Apportionments and Summary of Important Dates for LTF Claimants

ATTACHMENT A

Transportation Development Act
Local Transportation Fund (LTF)
Apportionments Fiscal Year 2020-21

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
Guadalupe	7,839	1.7243996%	336,170	6,723	9,883		303,586 4
Lompoc	43,649	9.6017757%	1,871,857	37,437	55,033		1,779,387
Santa Maria	107,356	23.6158498%	4,603,886	92,078	135,354		4,157,631 4
Solvang	5,822	1.2807060%	249,672	4,993	7,340		237,339
SB County (Unincorp. North County)	67,066	14.7529771%	2,876,078	57,522	84,557		2,662,022 4
SMOOTH (S. M. Valley CTSA)						$306,778	
So. Co. Claimants (See Below)	217,408	47.8247572%	9,323,389	186,468	274,108	443,141	8,419,672
Total:	454,593	100.0000000%	$19,494,900 3	$389,898	$573,150	$749,919	$17,781,933
SOUTH COUNTY CLAIMANTS							
SBMTD	217,408		$8,693,780		$274,108		$8,419,672
Easy Lift			443,141			$443,141	
Carpinteria	13,680	3.0092852%	11,733	$11,733			
Goleta	32,759	7.2062262%	28,097	28,097			
Santa Barbara City	93,532	20.5748879%	80,221	80,221			
SB County (Unincorp. South County)	77,437	17.0343579%	66,417	66,417			
Total:	217,408	47.8247572%	$9,323,389	$186,468	$274,108	$443,141	$8,419,672

1 January 2019 Department of Finance figures.
2 TDA revenue estimate from County Auditor-Controller, January 2020
3 Per PUC section 99233.1 allocation has been reduced by $125,100 for administration
4 Adjusted to provide funding for SMOOTH (Santa Maria Valley CTSA).

SUMMARY OF IMPORTANT DATES FOR LTF CLAIMANTS

January	SBCAG holds a public hearing to receive input on the existence of unmet transit needs.
February	County Auditor-Controller furnishes SBCAG with an estimate of funds to be generated in the Local Transportation Fund within the county in the upcoming year.
February/March	SBCAG presents LTF apportionments to TTAC and the SBCAG board.
April 1:	Claimants file annual LTF claims with SBCAG.
April/May:	SBCAG makes findings concerning the existence of unmet transit needs that can be reasonably met.
June 20:	SBCAG approves LTF allocations and conveys instructions to the County Auditor and to claimants.
July:	County Auditor reports to SBCAG actual LTF revenues received during the prior fiscal year and revises current year estimate if applicable.
Sept/October:	SBCAG apportions revised estimate and claimants file a revised LTF Claim incorporating any year end balances into current year claim, if applicable.
October:	Article 8(a) (e.g., non-transit) claimants submit expenditure reports to State Controller (Section 6665).
December 31:	Annual fiscal audits are due to the State Controller (Section 6664)
January 31:	All transit claimants submit annual Financial Transactions Report to State Controller and SBCAG
January 31:	SBCAG submits annual report to State Controller (Section 6660).

ATTACHMENT 3

Santa Ynez Valley Transit Ridership Statistics, February 2019 – February 2020

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Total
Fixed Route	3,365	3,478	3,396	3,892	3,752	4,143	3,415	4,069	3,637	3,353	3,525	3,517	43,542
Dial-A-Ride	432	375	381	374	345	308	297	309	250	219	314	287	3,891
Total	**3,797**	**3,853**	**3,777**	**4,266**	**4,097**	**4,451**	**3,712**	**4,378**	**3,887**	**3,572**	**3,839**	**3,804**	**47,433**
Breakdown by Community													
Buellton	1,116	1,195	1,202	1,566	1,379	1,490	1,114	1,331	1,303	1,188	1,223	1,211	15,318
Solvang	1,809	1,839	1,708	1,982	1,937	2,109	1,754	2,136	1,814	1,720	1,887	1,823	22,518
County	872	819	867	718	781	852	844	911	770	664	729	770	9,597

City of Solvang
Proposed Transit Budget
Fiscal Years 2021-2022

	FY 2020/21	FY 2021/22
Revenues		
Fare box (User Fees)	$ 53,000	$ 55,000
Federal Operating Funds (Section 5311)	$ 213,045	$ 215,000
Proposition 1B (PTMISEA)	$ -	$ -
TDA Article 4 (Includes partner contributions)	$ 654,635	$ 675,000
Local Subsidy	$ 4,000	$ 4,000
Paratransit (Section 4A STA Funding)	$ 12,700	$ 13,000
Measure A Transit for Elderly & Disabled	$ 13,150	$ 13,275
Sale of Surplus Property	$ -	$ 15,000
Interest Income	$ 16,000	$ 16,000
Transfer In-Reserves	$ -	$ -
Transfer In-Special Revenue	$ 3,000	$ 3,000
Miscellaneous Revenue	$ 30,718	$ -
Total Revenue	**$ 1,000,248**	**$ 1,009,275**
Expenditure		
Maintenance & Operating Costs	$ 1,082,995	$ 1,150,140
Capital Plan	$ 223,000	
Total Expenditures	**$ 1,305,995**	**$ 1,150,140**

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and Council Members

From: Cara Meche, Assistant Planner

Meeting Date: March 26, 2020

Subject: Receive and File the 2019 Annual Report on the Status of the General Plan

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BACKGROUND

Section 65400(a) of the California Government Code requires that an annual report be furnished to the City Council regarding the status of General Plan implementation. Annual reports are due on April 1st of each year and must be submitted to the State Office of Planning and Research ("OPR") and Department of Housing and Community Development ("HCD"). The 2019 Annual Report on the Status of the Buellton General Plan is attached (Attachment 1) and the Annual Element Progress Report is attached (Exhibit A).

The Annual Report heavily focuses on progress made towards meeting the Regional Housing Needs Allocation (RHNA) in the Housing Element, which is the number of residential units and the percentage of affordable housing required to be accommodated. This is done through State mandate that the City must identify enough sites adequate for future development to meet this allocation. The number assigned to Buellton for 2015-2022 is 275 units, of which 55% are to be affordable. In this reporting year, from January 1, 2019 – December 31, 2019, an application for 64 multi-family units was submitted, 8 single-family units received entitlements, building permits were issued for 17 single-family attached units and 1 accessory dwelling unit, and 36 single-family attached units received a Certificate of Occupancy. The accessory dwelling unit was the only unit counted towards the affordable requirement this reporting year. To date, 61 very-low income units and 40 low income units are still needed by 2022 to meet the City's RHNA.

There are four primary means to accommodate RHNA goals: Accessory Dwelling Units (ADU), Multifamily Infill, Mixed Use Development, and the Affordable Housing Overlay Zone ("AHOZ"). With the adoption of an updated ADU ordinance on November 14, 2019, consistent with new state law that eased restrictions on these units, increased ADU development is expected. An application submitted for mixed-use, multi-family residential development also show promise to help fulfill the City's RHNA. Lastly, remaining vacant AHOZ sites alone will be able to accommodate RHNA goals for this

2019 General Plan Annual Report Page 2 March 26, 2020 RHNA planning cycle through 2022. In 2019, two of these sites received interest from residential developers.

RECOMMENDATION

That the City Council receive and file the 2019 General Plan Annual Report and direct staff to file the Report with the State Housing and Community Development Department and Office of Planning and Research on such forms as dictated by the State of California.

ATTACHMENTS

Attachment 1 - City of Buellton 2019 General Plan Annual Report (Exhibit A)

CITY OF BUELLTON

Annual Report on Status of the General Plan and Programs in Support of Affordable Housing
Reporting Period 1/1/2019 through 12/31/2019

BACKGROUND

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

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

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

ANALYSIS

General Plan Overview: The Land Use Element was revised in 2008. The Circulation, Conservation and Open Space, Economic Development, Noise, Parks and Recreation, Public Facilities and Services elements were revised in 2007. The Safety element was revised in 2017. The City updated its Housing Element in February 2015. The updated Housing Element was certified by the State Housing and Community Development Department on May 12, 2015. This report is based on the 2015 Housing Element Update. The complete Buellton 2025 General Plan is available for review on the City's website, www.cityofbuellton.com. Copies are also available by contacting the Planning Department at 805-688-7474.

Housing Element Overview: The Regional Housing Needs Allocation ("RHNA") process is part of a statewide mandate to address housing related to future growth in the State. The needs assessment process sets numeric targets with the overriding goal of assuring an equitable geographic distribution of needs and responsibilities. The number assigned to the City of Buellton in July 2013 for 2015-2022 is 275, of which roughly 55% is assigned to be affordable units. Table B reflects the current adjusted requirement, taking into account construction that has occurred since the beginning of the current RHNA planning cycle. To date, 61 very-low income units and 40 low income units are needed by 2022 to meet the City's RHNA.

The 2015 Housing Element relies upon four basic means by which to address the City's RHNA goals: Accessory Dwelling Units, Multifamily Infill, Mixed Use Development, and the Affordable Housing Overlay Zone ("AHOZ"). Of these, the establishment of an AHOZ is viewed as the principal means for accommodating the City's RHNA goals.

Housing Performance Assessment: The City is in the process of implementing the programs in the adopted 2015 Housing Element, shown in Table D.

Ordinance No. 19-03, amending the requirements for Accessory Dwelling Unit (ADU) was adopted on November 14, 2019. New state legislation eased restrictions on these units, which is expected to increase interest in ADU development.

Ordinance No. 05-05 was adopted by the City Council on October 13, 2005, and established the AHOZ and the sites to which the AHOZ will initially apply. The 2015 Housing Element has kept the AHOZ program in place and is the basis for the "Adequate Sites" requirement.

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

To date, two AHOZ sites have been developed as residential. The first, Juliette Walk on Site V completed in 2009, consists of 44 condominium units of which four are affordable to very low income persons and three are affordable to low income persons. An $85,635 housing in-lieu fee was also collected. The second was completed in 2017, Avenue Heights Apartments on Site X, which consists of 69 apartment units of which five are affordable to very low income persons, four are affordable to low income persons, and the remainder, since they are apartments, qualify as moderate income units. Three units are designated specifically, by deed-restriction, for moderate income persons.

Several AHOZ sites have been entitled or developed with commercial uses, reducing the number of adequate sites and potential residential units. These sites include: Site II, entitled with the Meritage Senior Living project; a portion of Site VII, entitled with the Hartman Hwy 246 project; Site IX, entitled with the Waypoint project, and; Site XI, developed with the Hampton Inn. Senate Bill 166, the "No Net Loss Law" became effective January 1, 2019, and requires that any action resulting in a parcel being developed with fewer residential units than identified in the current Housing Element would not result in a shortage of adequate sites to accommodate RHNA, or if it would, that additional adequate sites must be identified within 180 days to make up for that shortfall. Even with the loss of these sites for residential units however, the City has

identified enough adequate sites through the AHOZ ordinance to accommodate 768 units on the currently vacant sites, over and above the 2015-2022 RHNA.

Annual Programmatic Calibrations: In compliance with updated State HCD reporting requirements, a general accounting of applications submitted, project entitlements, permits issued and construction completed during the current Housing Element cycle is set forth in Tables A and A2. During this fourth year of reporting under the 2015 Housing Element, an application for 64 multi-family units was submitted, 8 single-family units received entitlements, building permits were issued for 17 single-family attached units and 1 accessory dwelling unit, and 36 single-family attached units received a Certificate of Occupancy. Details of the projects reported are as follows:

The Creekside Village project application was submitted and deemed complete in December 2019. The project is a mixed-use development proposed on the Avenue of Flags, consisting of 12,000 square feet of commercial space on the ground floor, 64 one, two and three bedroom apartments on the second and third floors, and several proposed amenities such as a portion of the City-wide River Trail, a bicycle repair station and bike racks on the ground floor and club house, wine deck and bocce ball courts on the second floor.

An accessory dwelling unit on Central Avenue consisting of a garage conversion was submitted, approved and issued a building permit in April, May and August 2019, respectively.

The Central Homes project received entitlements in January 2019. The project consists of 8 single family residential units on small lots and a central common courtyard area on Central Avenue.

The Vineyard Village Townhomes project is currently close to completion. There are a total of 11 construction phases for the project, and 155 townhome units. Building permits were issued for the last phase (3 buildings) in March and June 2019 and Certificate of Occupancy's were issued for 6 buildings throughout the year.

EXHIBIT A

Jurisdiction	Buellton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes
1					2	3	4	5							6	7	8	9	10
Prior APN+	Current APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes+
Summary Row: Start Data Entry Below								6	0	4	0	0	1	53	64	1	0	0	
	137-170-042, 137-170-043	480 Avenue of Flags	Creekside Village	19-FDP-01, 19-LLA-01	5+	R	12/30/2019	6		4				53	63		0	No	
	099-262-006	230 Central Avenue #101		19-ZC-14, 19BDP-00000-00781	ADU	R	4/2/2019						1		1	1	0	No	
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Jurisdiction	Woodland
Reporting Year	2019 (Jan. 1 - Dec. 31)

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

Note: "+" indicates an optional field

Cells in gray contain auto-calculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement										Affordability by Household Incomes - Building Permits										Affordability by Household Incomes - Certificates of Occupancy										Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Notes
	1				2	3	4								5	6	7										8	9	10							11	12	13	14	15	16	17	18	19	20			21
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFD, SFA, 2-4, 5+ ADU,MH)	Tenure R=Rental O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness Date Issued	# of Units Issued Certificates of Occupancy or other forms of readiness	Year many of the units were Extremely Low Income?	Was Project APPROVED using GC 65913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N	Assistance Programs for Each Development (see instructions)	Deed Restriction Type (see instructions)	For units affordable without financial assistance or deed restrictions, enter the date they lawfully determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (prefill if affordable in perpetuity enter "1000")	Number of Demolished/Destroyed Units "Impact Units"	Demolished or Destroyed "Units"	Demolished/Destroyed Units Owner or Renter*	Notes*
Summary Row: Field Data Entry Error							0	0	0	0	0	0	0		0	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	13		#N/A	0	0	0	0	0	0	24		0	0	0							0	0	0	
	009-263-009, 009, 007	530 Central Avenue	The Central Homes	17-FDP-02	SFD	O							8	1/10/2018										0									0		N	Y										In Lieu Fee Per T.P. Affordable Units/Application Deemed Complete in 2017
137-050-045	137-750-010	201, 203, 205, 207, 209, 211 Dierking Drive	Vineyard Village Townhomes	14-FDP-03, 1980DP-01076	SFA	O									0							9	3/21/2019	9									0		N	Y										Affordable Units for Project Tied to Specific Plan
137-050-045	137-750-010	500, 502, 504, 506, 508, 510 Dierking Drive	Vineyard Village Townhomes	14-FDP-03, 1980DP-01080	SFA	O									0							9	6/11/2019	9									0		N	Y										Affordable Units for Project Tied to Specific Plan
137-050-045	137-750-010	512, 514, 516, 518 Dierking Drive	Vineyard Village Townhomes	14-FDP-03, 1980DP-01076	SFA	O									0							9	6/11/2019	9									0		N	Y										Affordable Units for Project Tied to Specific Plan
	009-262-008	530 Central Avenue #101		18-JDJ-14, 1980DP-00781	ADU	R						1		6/17/2019	0							1	8/26/2019	1									0		N	Y			The 2015 Housing Element has no sites or units that are counting units to be affordable to moderate income (here)								
137-050-045	137-850-004, 006, 008, 010, 012, 014	506, 507, 509, 510, 511, 513, 514, 516, 517, 519 Sentiana Way	Vineyard Village Townhomes	14-FDP-03, 1980DP-01077	SFA	O									0									0							4	1/28/2019	4		N	Y										Affordable Units for Project Tied to Specific Plan
137-050-045	137-850-004, 006, 008, 010, 012, 014	518, 520, 522, 524, 526, 528, 530, 532 Sentiana Way	Vineyard Village Townhomes	14-FDP-03, 1980DP-01081	SFA	O									0									0							7	2/20/2019	7		N	Y										Affordable Units for Project Tied to Specific Plan
137-750-012	137-850-004, 006, 008, 010, 012, 011, 013, 015, 017, 019	502, 504, 506, 507, 509, 511, 513, 515, 517, 519 Sentiana Way	Vineyard Village Townhomes	14-FDP-03, 1980DP-01076	SFA	O									0									0							7	4/23/2019	7		N	Y										Affordable Units for Project Tied to Specific Plan
137-050-045	137-750-045	208, 210, 212, 214, 216, 218 Dierking Drive	Vineyard Village Townhomes	14-FDP-03, 1980DP-01076	SFA	O									0									0							4	6/14/2019	4		N	Y										Affordable Units for Project Tied to Specific Plan
	137-850-004, 006, 008, 010, 012, 014	500, 504, 506, 508, 510 Sentiana Way	Vineyard Village Townhomes	14-FDP-03, 1980DP-00782	SFA	O									0									0							9	5/15/2019	9		N	Y										Affordable Units for Project Tied to Specific Plan
	137-750-045	501, 503, 505, 507, 509 Sentiana Way	Vineyard Village Townhomes	14-FDP-03, 18-JDJ-16, 1980DP-00987	SFA	O									0									0							5	7/5/2019	5		N	Y										Affordable Units for Project Tied to Specific Plan
															0									0									0													

Jurisdiction	Buellton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

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

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	2									3	4
Income Level		**RHNA Allocation by Income Level**	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	66	5									5	61
	Non-Deed Restricted												
Low	Deed Restricted	44	4									4	40
	Non-Deed Restricted												
Moderate	Deed Restricted	41										62	
	Non-Deed Restricted		60		1		1						
Above Moderate		124		51	38	36	17					142	
Total RHNA		**275**											
Total Units			**69**	**51**	**39**	**36**	**18**					**213**	**101**

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

Cells in grey contain auto-calculation formulas

Jurisdiction	Buellton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

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

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C
Sites Identified or Rezoned to Accommodate Shortfall Housing Need

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Type of Shortfall	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Type of Shortfall	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below																	

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

Jurisdiction	Buellton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
Program 1: Affordable Housing Overlay Zone (AHOZ)	The City will keep the existing AHOZ sites in the AHOZ inventory but will re-evaluate and re-allocate sites in 2015. The AHOZ sites shall continue to have a minimum density of 25 units per acre to ensure affordability. If any of those properties is developed with a non-residential project or any development that does not meet the requirements of the AHOZ, a comparable acreage shall be rezoned to the AHOZ designation to offset the loss. In addition, for AHOZ sites in excess of two acres, the City will City of Buellton 2015 Housing Element Page 17 encourage and give favorable consideration to land divisions and specific plans resulting in parcel sizes that facilitate the development of affordable housing projects in light of state and federal funding programs that typical favor projects of between 50 and 150 units. The City will facilitate the development of these sites for low income housing using the methods described in Programs 8 and 9 (Targeted Assistance and Public-Private Partnerships).	Ongoing	The sites have been maintained with a minimum 25 units/acre density and 20% affordability. However, since General Commercial (CR) is prioritized, several sites have been entitled or developed as such. Additional sites have not been re-allocated since the City still maintains enough adequate sites. The sites that have been developed with residential have used the methods in the described programs. • Site I - Underutilized • Site II - Entitled as CR: Meritage Senior Assisted Living Facility • Site III - Undeveloped • Site IV - Undeveloped • Site V - Developed as Residential Multifamily: Juliette Walk • Site VII - Portion entitled as CR: Hartman. Portion underutilized • Site IX - Portion entitled with CR: The Waypoint. Portion undeveloped • Site X developed with Avenue Heights Apartments – counted toward this planning period's RHNA (5 VL, 4 Low & 60 mod) • Site XI - Developed as CR: Hampton Inn
Program 2: Secondary Units and Multifamily Infill	The City has the capacity to accommodate secondary dwellings on the majority of single family zoned lots. In addition, 33 multifamily units could be developed on existing under developed multi-family zoned parcels. Intensifying the development of under-built properties would provide for more efficient use of a limited land resource while dispersing affordable housing over a larger geographic area. The City shall: (i) maintain the current secondary unit regulations that allow secondary units on smaller lot sizes and exempts them from the inclusionary housing requirements; (ii) continue to provide a 2:1 density bonus for infill multifamily units up to a maximum increase of 50% above the base density; and (iii) continue to allow a reduction in development standards for infill multifamily units by discretionary review as an additional density bonus incentive under the current affordable housing regulations.	Ongoing	Zoning Ordinance Amendment adopted in 2019. ADUs exempt from inclusionary housing requirements.
Program 3: RHNA Allocation	The City shall update its Affordable Housing Ordinance (AHO) to reflect the 2015-2023 RHNA allocation.	2016	Zoning ordinance to be amended in the upcoming years.

Program 4: Inclusionary Housing and Density Bonus	The City shall continue to implement the ordinance requiring a 15% inclusionary requirement for all residential projects (except for AHOZ projects which have a 20% inclusionary requirement). The inclusionary requirement shall be accomplished by on-site construction, payment of in-lieu fees, or equivalent actions prescribed in the AHO. The distribution of inclusionary units among target income groups shall be based on the apportionment of RHNA goals. The City shall also continue to implement its ordinance required density bonus requirements that are consistent with State Law and shall review and update its regulations as needed to reflect any State Law changes.	Ongoing; 2016 for review/updates to Density Bonus Regulations	Programs have been maintained and implemented. Zoning Ordinance to be amended in the upcoming years.
Program 6: Secondary Dwelling and Infill Inducements	As previously noted, the City anticipates that eight to 16 secondary dwellings would be constructed during the planning period. These units are affordable to moderate income and rents generally fall within the limits established in connection with the Federal Section 8 Housing Assistance Payments Program ("HAPP"). Secondary units are exempt by ordinance from inclusionary requirements in exchange for agreement by property owners to affirmatively market secondary units to income qualifying tenants under the Section 8 HAPP. In addition, the City shall seek grant funds and establish a rehabilitation/construction loan program to help defray development costs and induce production of secondary units. In exchange for rehabilitation/construction financing, owner/developers of secondary units shall be obligated to affordability covenants for a minimum of 10 years.	Ongoing	Supporting State and Federal Grants for Secondary Units, and Tax Increments for Multifamily Infill
Program 7:Targeted Assistance	Past performance clearly evidence the need for deeper subsidies, land use incentives, and layered funding to make development of affordable housing possible. This is particularly true of very low income households and special needs populations (including extremely low income, farmworkers, disabled and homeless) where the needs are most acute. Local funds alone are insufficient to meet that need. Instead, the City will need to draw upon a variety of existing and potential funding resources available from State, Federal and private sources. Locally, the most significant and immediately available resources include: (i) City's Housing In-Lieu Fee Fund; (ii) HOME Investment Partnership Program; (iii) CDBG Program funding; and (iv) County Housing Trust Funds.	Annual review for Grant Applications and as NOFAs are released; Project-specific Collaboration with Builders/ Non-Profit Sponsors and Facilitation of Large Lot Developments; and 2016 for AHO Amendments	Participation in the HOME Consortium, CDBG and CoC. Portion of excess in the sales of an affordable unit is deposited in the City's Affordable Housing Trust Fund, in-lieu fees are paid to this fund.
Program 8: Public-Private Partnerships	The development of affordable housing, particularly for extremely low and very low income households, as well as populations with special needs, generally requires collaboration among multiple parties (e.g., developers, non-profit housing sponsors, local government, etc.). In this regard, the City's contribution can take one of a number of forms: (i) assisting in the review and preparation of concept drawings; (ii) analyzing development proforma and identifying gap financing; (iii) fast tracking the environmental review and entitlement permit process; (iv) utilizing the City's police powers to provide necessary land use and zoning; (v) supporting applications submitted to funding agencies; and (vi) providing direct financial or development assistance. Recognizing the collaborative nature of affordable housing development, the City shall undertake the following: (i) continue participation in the County HOME Consortium and CDBG Urban County and similar collaborative efforts to affirmatively further emergency shelter, transitional housing, single room occupancy units, shared living arrangements, supportive services and congregate housing needs outlined in the Consolidated Plan; (ii) conduct workshops and advise for-profit and non-profit sponsors of Key Development Sites selected for application of an AHOZ, including dissemination of information on City website; and (iii) avail itself and offer all reasonable assistance to facilitate the development of affordable housing consistent with the General Plan and Housing Element, with particular emphasis on the needs of extremely low and very low income households and associated special needs population segments (e.g., farmworkers, disabled, etc.)	Annual program and funding collaboration with agencies (e.g County HOME Consortium and CDBG Urban County); and Project-specific assistance, fast tracking and workshops as needed in response to requests from developers and organizations.	The City assists in the review and development of concept drawings through the Conceptual Review process, where the applicant can receive feedback from the Planning Commission and City departments before submitting a formal application. The City has also supported applications submitted to funding agencies for HOME funding. The City continues to participate in the HOME Consortium, CDBG, CoC, and a Regional Housing and Homelessness Collaborative. Information on AHOZ sites is up on the City's website and brochures are available in the Planning Department.
Program 9: Multi-Family Infill	All residential projects, excluding AHOZ projects, shall require review and recommendation by the Planning Commission and a final decision by the City Council in order to ensure that the design is consistent with the City's policies and ordinances.	2016-2017	Municipal code has not been amended to this end, and no plans to do so are forthcoming.

Program 10: Special Needs Housing	As a member of the Santa Barbara County HOME Consortium, the City actively supports the County in administering a Continuum of Care Homeless Assistance Program. In addition, the City provides financial assistance to Santa Ynez Valley People Helping People in furnishing food and emergency services to Buellton residents. Information regarding services to assist homeless persons is routinely provided by the City as appropriate. Persons needing such services are typically referred to the County Sheriff (which administers a fund for food, gas and emergency shelter) or to People Helping People (which administers various social services). A substation of the County Sheriff is located adjacent to City Hall and People Helping People operate in nearby Solvang. To address these needs, the City shall: (i) continue its involvement and support of the Consortium of Care and People Helping People Homeless Programs; (ii) continue to disseminate information on services and resources; and (iii) evaluate amnesty provisions for using motels for limited residential purposes (see Program 16).	2017 for Residential Amnesty Program, Ongoing for Balance of Services	Continued involvement in CoC and People Helping People Homeless Programs. Amnesty provisions included in Zoning Ordinance by allowing motels used as single-room occupancies under Special Needs Housing.
Program 11: Persons with Disabilities	Continuation of the Adaptive Retrofit and Universal Design Programs	2017 for Code Amendment; Ongoing for balance of programs	Code amendment adopted. Continue to maintain and implement this program.
Program 11A: Land Use Modifications - Transitional and Supportive Housing	The City shall amend its existing use regulations (codified at Sections 19.02.110 and 19.02.210 of the Municipal Code) to allow transitional and supportive housing in all zones allowing residential uses. Transitional and supportive housing will not be subject to any restrictions not imposed on similar dwellings in the same zone.	2016	Municipal Code has been amended.
Program 12: Property Rehabilitation	In response to the need for property rehabilitation, the City shall: (i) continue its financial support of the mobile home repair program; (ii) (iii) evaluate expansion of emergency repair assistance to encompass adaptive retrofit needs of disabled persons and inclusion of energy conservation features; (iv) conduct a focused outreach to owners of substandard rental property to identify interest/willingness to engage in cooperative rehabilitation; (v) establish a budget and seek grant funds to underwrite these endeavors; and (vi) prioritize funds according to the severity of need and link affordable housing covenants to the amount of funds required.	Ongoing for Emergency Mobile Home Repair Program; 2017 for Emergency Mobile Home Repair Program Expansion and Outreach to Rental Properties	City has Appropriated Funds for Continuation of the Emergency Mobile Home Repair Program.
Program 13: Code Enforcement	There are an underdetermined number of motel rooms (concentrated in the area of Avenue of Flags) that may be in violation of zoning regulations by virtue of their long-term residential use. To protect tenants without compromising land use policies or vested property owner rights, the City shall undertake the following action. Transient Occupancy. The City shall amend its Municipal Code to: (i) clarify the definition of hotel and motel uses with respect to duration of occupancy; (ii) allow for a reasonable number of long-term visitor stays; (iii) provide for a reasonable amortization of existing non-conforming use; and (iv) make allowances for relocation payments in the event of tenant displacement. As part of the Municipal Code amendment, the City shall: (i) undertake an analysis of candidate properties; (ii) ascertain the breadth and magnitude of potential nonconforming conditions; and (iii) evaluate the feasibility of an amnesty program whereby limited residential use may be continued in exchange for affordable housing covenants.	2017	Program to be implemented in the upcoming years.

Program 14: Energy Conservation	The City will continue to collect, maintain and disseminate information from Pacific Gas and Electric ("PG&E") to encourage existing residents to participate in energy efficiency retrofit and rebate programs. This information will be maintained at City Hall and relevant topics will be periodically featured in the City's bi-monthly newsletter that is distributed to all residents. In addition, the City will: (i) post relevant information on its official website; (ii) integrate energy retrofit improvements into its emergency repair ; and (iii) sponsor an energy awareness program, in conjunction with PG&E, to educate residents about the benefits of various retrofit and rebate programs.	Ongoing	City runs a Landcape Rebate Program for water conservation. Relevant information on energy efficiency and conservation programs posted to City's website, bi-monthly newsletter and Facebook page.
Program 15: Fair Housing S	The Federal HOME (Investment Partnership Act) Program provides access to grant funds targeted at low and very low income families. Eligible uses of these funds include homeownership assistance, multifamily rental project assistance, homeowner rehabilitation, and tenant based rental assistance. To enhance their prospects for Federal HOME funding, the Cities of Buellton, Carpinteria, Goleta, Lompoc, Santa Maria and Solvang have formed a consortium in cooperation with Santa Barbara County. As a member of the HOME Consortium, the City of Buellton has access to a variety of fair housing services sponsored by the County including the Rental Housing Mediation Task Force, fair housing publications and website information. Due to limited funding, these services are typically restricted to residents and property owners within unincorporated areas of the County. To expand access to these programs and assure their continued availability to Buellton, the City shall enter into discussions with the County and arrange a transfer or trade of HOME funds or Federal CDBG funds in exchange for access to County-sponsored fair housing counseling, information dissemination and referral services.	2017	Program has been implemented and maintained.
Program 16: Information and Referral	The City will continue to collect, maintain and disseminate information from the County, Housing Authority and State Department of Equal Housing and Employment regarding housing and tenant rights. This information will be maintained at City Hall and relevant topics will be periodically featured in the City's bi-monthly newsletter that is distributed to all residents. The City will also: (i) post relevant information on its official website; (ii) conduct a focused mailing of relevant materials to landlords and tenants; and (iii) refer complaints directly to the State Department of Fair Employment and Housing. In addition, the City in partnership with the County of Santa Barbara (acting by and through the HOME Consortium and CDBG Program), and other public and non-profit agencies, will jointly sponsor and avail its facilities to provide an educational seminar on tenant and property owner rights and responsibilities under state and federal fair housing laws, including rights of the disabled for equal access to housing.	2017 for Fair Housing Seminar; 2017 for Mailing and Website; Ongoing for Information Dissemination and Interagency Cooperation	Complaints are referred to the California Rural Legal Assistance. The City has not maintained information regarding housing and tenant rights.
Program 17: Participation and Public Monitoring	Prior to any public hearing where the City is considering amending or updating the Housing Element, the City will post notices at significant public locations and shall directly notify the entities listed in Table H-4. Notice shall also be given in conjunction with annual review of Housing Element performance. a. Annual Review. In the time frame mandated by State Law, the City shall prepare its General Plan Annual Report and present said report to the City Council. The report shall then be filed with State HCD in the manner prescribed by law. b. Program Promotion. As part of the annual review process, the City shall continue to promote the availability of housing assistance programs. No less than once a year, these programs will be advertised in the City's bi-monthly newsletter that is distributed to all residents and posted on the City's official website.	Ongoing for Noticing, Advertising, Workshops and Annual Reports	Annual Review objectives have been implemented and maintained. Program promotion objectives have not yet been met.

Program 18: Affordable Housing Monitoring	The City shall maintain, in coordination with the Housing Authority, and all other non-profit housing sponsors, a list of all dwellings within the City that are subsidized by government funding or low income housing developed through local regulations or incentives. The list shall include, at a minimum, the number of units, the type of government program, and the date at which the units may convert to market-rate dwellings. In addition, the City shall document the status of all covered units as part of its year-end report required pursuant to Government Code Section 65400. The City shall also notify the current owner/manager of Central Gardens I of the two year notice requirement in Section 19.16.022(B)(8) of the Municipal Code and record a declaration to this effect upon the title.	Ongoing for Annual Year-End Reports, 2016 for Notification to Central Gardens I	Such a list has been started, but not yet completed and maintained.

Jurisdiction	Buellton	
Reporting Period	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Buellton	
Reporting Period	2019	(Jan. 1 - Dec. 31)

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

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)(2)

This table is optional. Jurisdictions may list (for informational purposes only) units that do not count toward RHNA, but were substantially rehabilitated, acquired or preserved. To enter units in this table as progress toward RHNA, please contact HCD at APR@hcd.ca.gov. HCD will provide a password to unlock the grey fields. Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in Government Code section 65583.1(c)(2).

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1+
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Total Units by Income									

Jurisdiction	Buellton	
Reporting Period	2019	(Jan. 1 - Dec. 31)

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

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

Table G						
Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of						
Project Identifier						
1						**4**
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	Buellton	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	1
Above Moderate		8
Total Units		**9**

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

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	64
Total Housing Units Approved:	1
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Very Low	#N/A	#N/A	#N/A
Low	#N/A	#N/A	#N/A
Moderate	#N/A	#N/A	#N/A
Above Moderate	#N/A	#N/A	#N/A
Total	#N/A	#N/A	#N/A

Cells in grey contain auto-calculation formulas

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: March 26, 2020

Subject: Acceptance of Bid and Award of Construction Contract for the 2019/20 Road Maintenance Project

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BACKGROUND

In February 2020 the City published a Notice to Contractors inviting sealed bids for the 2019/2020 Road Maintenance Project. The Project will include pavement maintenance of Central Avenue between Highway 246 and Jonata Park Road, Jonata Park Road between Central Avenue to the north City Limits, the alley north of Highway 246 and between Park Street and Central Ave, the portion of First Street and Second Street between Central Avenue and Avenue of Flags and the parking lots at City Hall, the Library and Post Office and River View Park, as well as localized asphalt repairs in various locations throughout the City. In addition, repairs include pavement striping, traffic sign replacement, and bike sharrow pavement markings on Second Street.

On March 10, 2020, two bids were received for the project from the following contractors:

Bid Rank	Contractor	Bid Schedule
1	Pavement Coatings Co.	$265,840.00
2	American Asphalt South Inc.	$322,414.40

The low bidder is Pavement Coatings Co. with a total bid of $265,840 which is below the Engineer's Cost estimate of $300,000. Staff has reviewed all the bid documents and has found them to be complete and correct. Bid amounts have also been verified. Staff has reviewed and verified license, bonds and references for Pavement Coatings Co.

In addition, staff recommends adding a contingency amount of 20%, $53,168.00 for additional repairs that may be needed. This would bring the total contract amount to $319,008.00.

It is anticipated that the effective date of the Notice to Proceed for work will be approximately April 13, 2020. The project term is 40 working days (approximate completion date is June 5, 2020).

FISCAL IMPACT

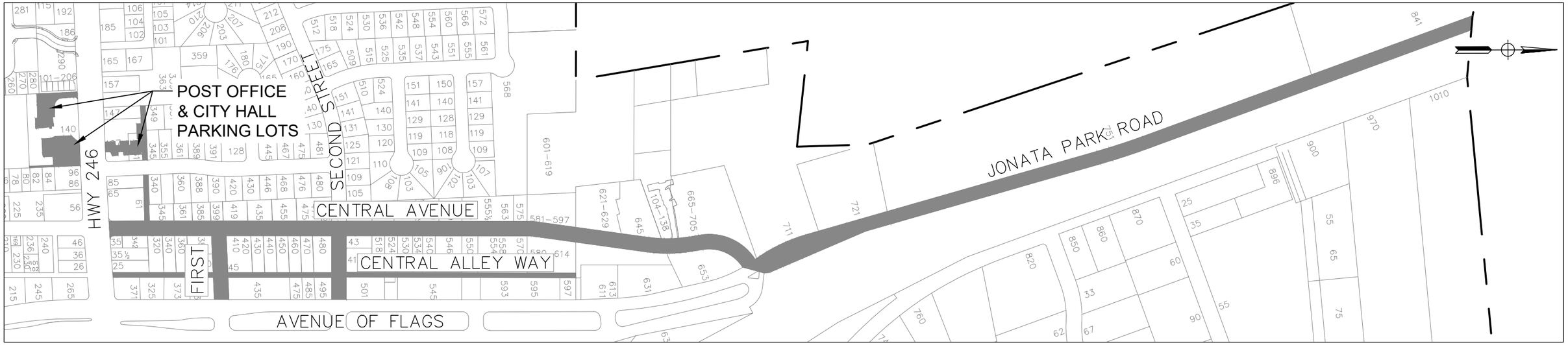
The 19/20 Road Maintenance Project is budgeted in the 19/20 FY Capital Improvement Project List. (092-318). Funding is appropriated in the 2019-21 Biennial budget in a total construction (including construction management) amount of $475,000 through General Fund ($150,000), Gas Tax ($87,575), and Measure A ($237,425).

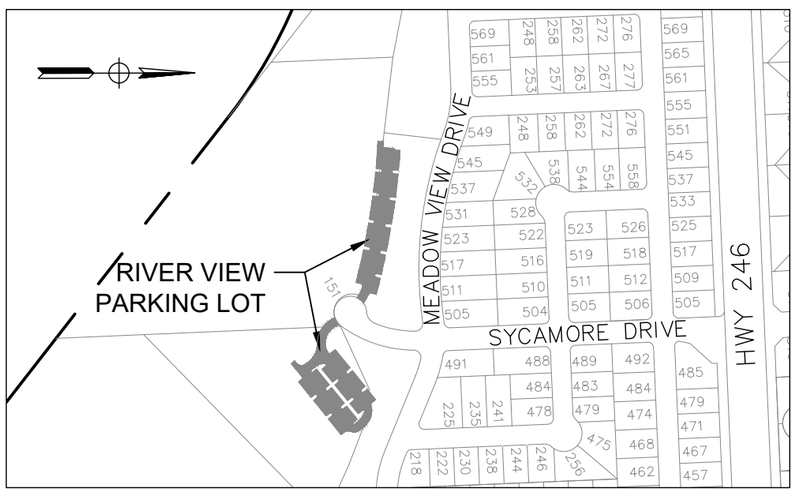
RECOMMENDATION

That the City Council award the 2019/2020 Road Maintenance Project construction contract to Pavement Coatings Co. in the amount of $265,840 plus an additional contingency amount of $53,168.00 for a total contract amount of $319,008.

ATTACHMENTS

Attachment 1 – Pavement Maintenance/Crack Seal Location Map





NOTE: CONTRACTOR SHALL COORDINATE WITH CITY TO SCHEDULE WORK WITHIN ALL PARKING LOTS. WORK SHALL NOT COMMENCE IN THE PARKING LOTS OF CITY HALL, POST OFFICE, OR RIVER VIEW PARK WITHOUT GETTING OFFICIAL APPROVAL OF THE SCHEDULE FROM THE CITY ENGINEER FOR EACH PHASE OF WORK TO BE COMPLETED. ANY WORK COMPLETED WITHOUT AN APPROVED SCHEDULE AND COORDINATION WITH THE CITY WILL NOT BE PAID FOR.

LEGEND

CRACK SEAL AND TYPE II SLURRY W/ BLACK ROCK AGGREGATE = 493,037 SF

STREET NAME	APPROX. CRACK SEAL (LF)
CENTRAL AVENUE	7,869
JONATA PARK ROAD	3,601
FIRST STREET	10
SECOND STREET	520
CITY HALL	608
POST OFFICE	2,085
ALLEY (CITY HALL)	221
CRACK SEAL TOTAL:	14,914 LF

GENERAL NOTES

1. SLURRY SEAL SHALL BE APPLIED AS SHOWN IN THE PROJECT EXHIBITS. CONFIRM LIMITS AT INTERSECTIONS WITH CITY'S AUTHORIZED REPRESENTATIVE.
2. CONTRACTOR SHALL INVENTORY, PROTECT IN PLACE AND UNCOVER ALL MANHOLES, UTILITY BOXES AND VALVE CANS AFTER SLURRY INSTALLATION.
3. CONTRACTOR SHALL HOT LANCE TORCH AND BLOW OUT ALL CRACKS TO BE CLEAR OF VEGETATION INCLUDING GUTTER LIP EDGE.
4. CONTRACTOR SHALL CONFIRM THE LOCATION AND EXTENT OF CRACK SEALANT TO BE APPLIED WITH CITY'S AUTHORIZED REPRESENTATIVE.
5. CRACK SEALANT SHALL BE COMPLETED A MINIMUM OF 7 DAYS PRIOR TO INSTALLATION OF SLURRY SEAL.
6. SLURRY SEAL TO BE INSTALLED OVER EXISTING PAVEMENT STRIPING AND MARKINGS UNLESS NOTED OTHERWISE ON SHEET C-4 TO C-9; STRIPING EXHIBITS.
7. CONTRACTOR SHALL INVENTORY AND REPLACE ALL STRIPING, PAVEMENT MARKINGS, AND FIRE HYDRANT MARKERS WITHIN THE SLURRY SEAL LIMITS (NOT ALL FIRE HYDRANT MARKERS ARE SHOWN ON THESE EXHIBITS). ALL STRIPING AND PAVEMENT MARKINGS SHALL HAVE TWO APPLICATIONS OF TWO COATS EACH FOR A TOTAL OF FOUR COATS OF PAINT PER PROJECT SPECIFICATIONS. GLASS BEADS SHALL BE APPLIED WITH EACH COAT.
8. CONTRACTOR SHALL BE RESPONSIBLE TO COLLECT EXCESS GLASS BEADS. BLOWING/DISPERSING GLASS BEADS WILL NOT BE ALLOWED. COLLECTED GLASS BEADS SHALL BECOME THE PROPERTY OF THE CONTRACTOR.
9. SEE SHEET C-3 FOR STREET SIGN REPLACEMENT SCOPE.
10. CONTRACTOR SHALL TRIM BUSHES, CLEAN, AND CLEAR DEBRIS IN CENTRAL ALLEY WAY BEFORE SLURRY SEAL.

MNS ENGINEERS INC
ENGINEERING | SURVEYING
CONSTRUCTION MANAGEMENT

201 Industrial Way
Buellton, CA 93427
Phone: 805-688-5200
www.mnsengineers.com

0 1/2 1 2

THIS BAR IS 2 INCHES AT FULL SCALE. IF NOT 2 INCHES, THEN SCALE ACCORDINGLY.

SCALE: 1" = 250'

2019/ 2020 ROAD MAINTENANCE PROJECT
CITY OF BUELLTON
PAVEMENT MAINTENANCE / CRACK SEAL LOCATION MAP

DRAWING NUMBER
C-1
SHEET NUMBER
1 OF 14

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CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: March 26, 2020

Subject: Acceptance of Bids and Award of Construction Contracts for Phase 1 and Phase 2 of the Storm Drain Improvement Projects

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BACKGROUND

In January 2020 the City published a Notice to Contractors inviting sealed bids for the Phase 1 and Phase 2 of Storm Drain Retrofit Project. The Project includes the retrofit of the city's storm drain inlets with curb guard grates and appurtenant repairs such as curb painting, grouting, and replacement of lids and covers. The project addresses several needs of the city: 1) compliance with the State Water Resources Control Board's 13383 Orders (Trash Amendment) which requires all municipal separate storm sewer systems (MS4) permittees to implement full capture systems to prevent trash from entering waterways; and 2) general safety compliance – many of the city's storm drain inlets had openings of 8 to 12+ inches, retrofits are required to ensure openings are no more than 4 inches.

The project was bid in two phases: Phase 1 – Avenue of Flags, north and south McMurray Road and the Rancho de Maria neighborhood; and Phase 2 – neighborhoods on west end of the City (west of Avenue of Flags, north and south of Highway 246 and the Thumbelina/Ballard Canyon neighborhoods.

On March 3, 2020, the following bids were received:

Phase 1 - 4 bids, from the following contractors:

Bid Rank	Contractor	Bid Schedule
1	CalPortland Construction	$96,835.00
2	Taylor Jane Construction	$104,715.00
3	G. Sosa Construction	$105,002.00
4	Specialty Construction	$124,664.00

Phase 2 - 4 bids, from the following contractors:

Bid Rank	Contractor	Bid Schedule
1	Taylor Jane Construction	$144,131.00
2	G. Sosa Construction	$147,300.00
3	CalPortland Construction	$161,311.00
4	Specialty Construction	$196,337.00

The low bidder for Phase 1 is CalPortland Construction with a total bid of $96,835. The low bidder for Phase 2 is Taylor Jane Construction with a total bid of $144,131.00. Staff has reviewed all the bid documents and has found them to be complete and correct. Bid amounts have also been verified. Staff has reviewed and verified license, bonds and references for both CalPortland Construction and Taylor Jane Construction.

It is anticipated that the effective date of the Notice to Proceed for work for Phase 1 will be is tentatively April 2020 with the project term of 25 working days. The anticipated effective date of the Notice to Proceed for work for Phase 2 will be after July 1, 2020 with the project term of 25 working days. Actual start date for both Phases will be dependent on arrival of materials.

FISCAL IMPACT

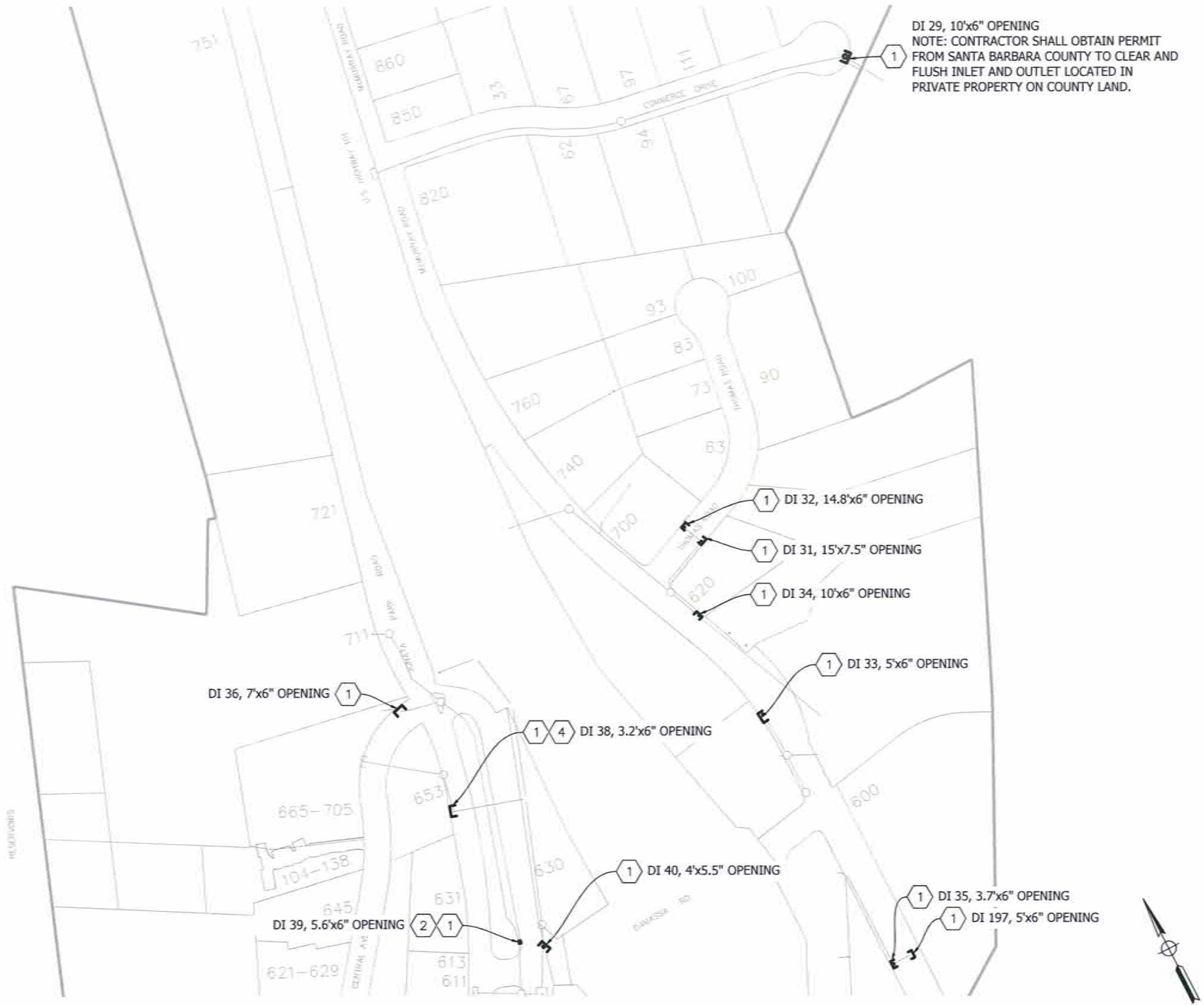
The Storm Drain Retrofit Project is budgeted in the 2019/20 and the 2020/21 Fiscal Year Capital Improvement Project List (092-318). Funding is appropriated in the 2019-21 Biennial budget in a total construction amount of $150,000 through General Fund in each fiscal year.

RECOMMENDATION

That the City Council award the Storm Drain Retrofit Project construction contract for Phase 1 to CalPortland Construction, in the amount of $96,835.00 and Phase 2 to Taylor Jane Construction, in the amount of $144,131.00.

ATTACHMENTS

Attachment 1 – Phase 1 Map
Attachment 2 – Phase 2 Map



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(8) SEE DETAIL SHEET C–5.

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SCALE: 1" = 250'

STORM DRAIN RETROFIT PROJECT - PHASE 1
CITY OF BUELLTON
DROP INLET REPAIR
LOCATION MAP

DRAWING NUMBER
C-1
SHEET NUMBER
1 OF 6

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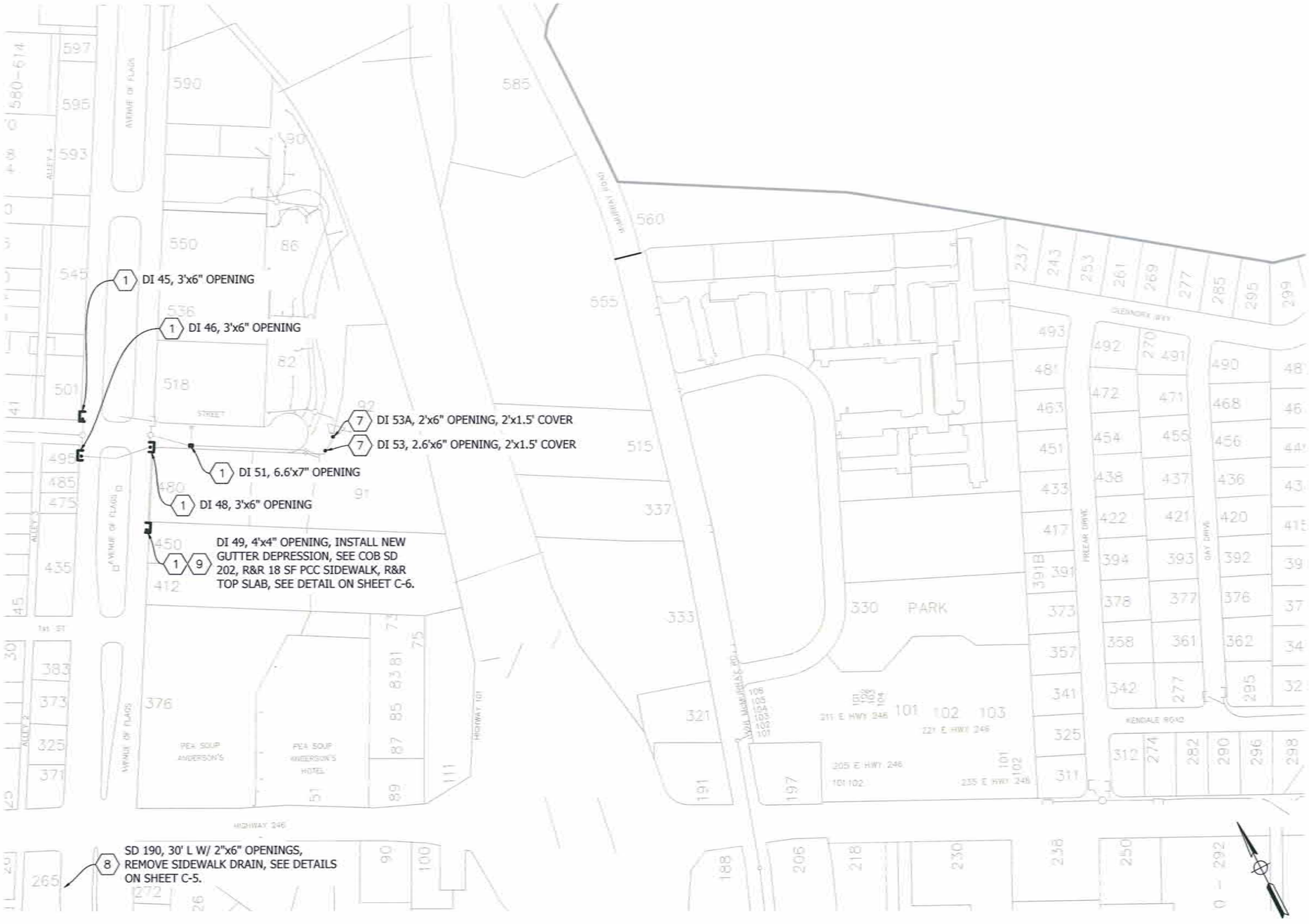

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STORM DRAIN RETROFIT PROJECT - PHASE 1
CITY OF BUELLTON
DROP INLET REPAIR LOCATION MAP

DRAWING NUMBER
C-2

SHEET NUMBER
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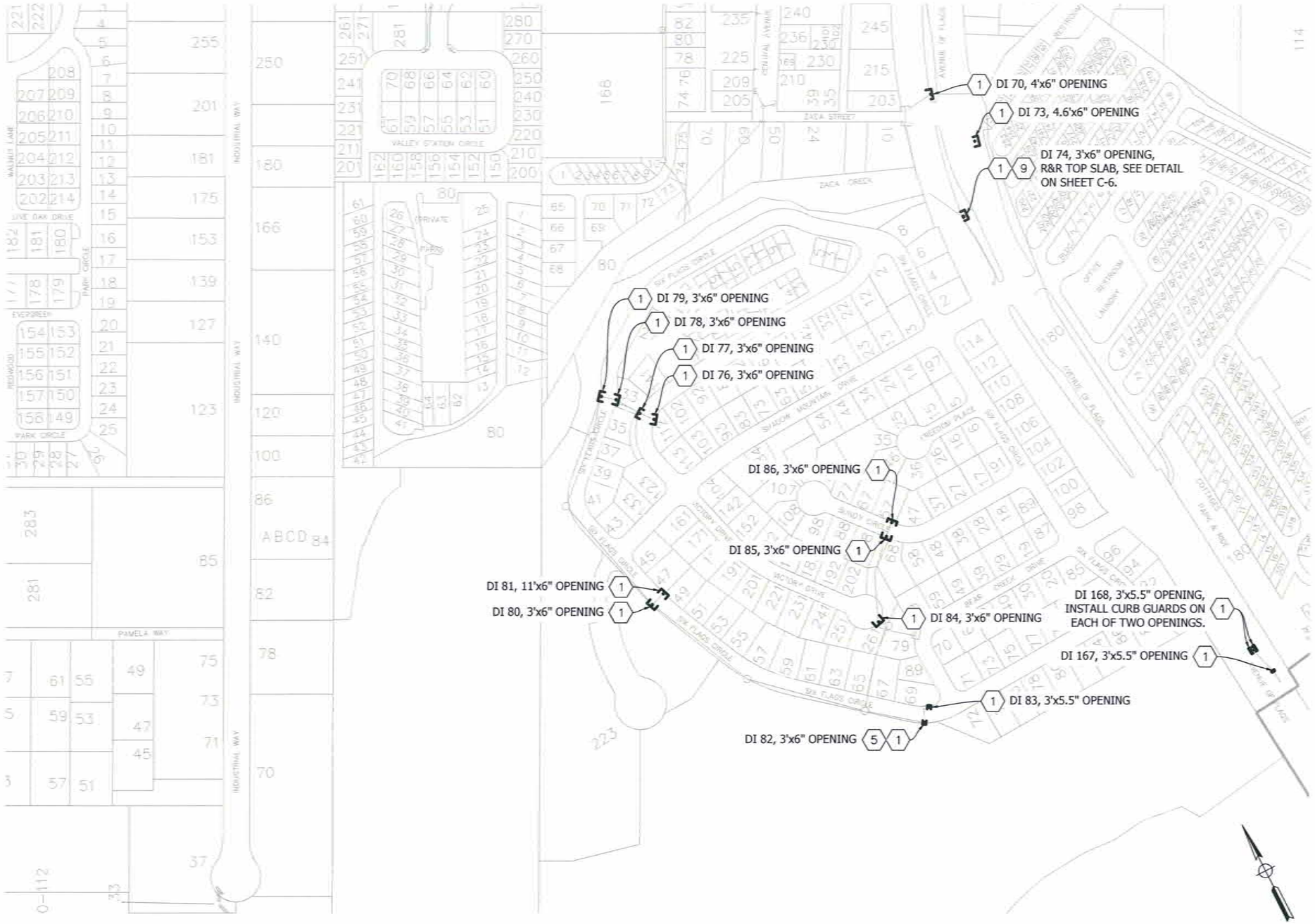

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STORM DRAIN RETROFIT PROJECT - PHASE 1
CITY OF BUELLTON
DROP INLET REPAIR LOCATION MAP

DRAWING NUMBER
C-3

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STORM DRAIN RETROFIT PROJECT - PHASE 1
CITY OF BUELLTON
DROP INLET REPAIR LOCATION MAP

DRAWING NUMBER
C-4

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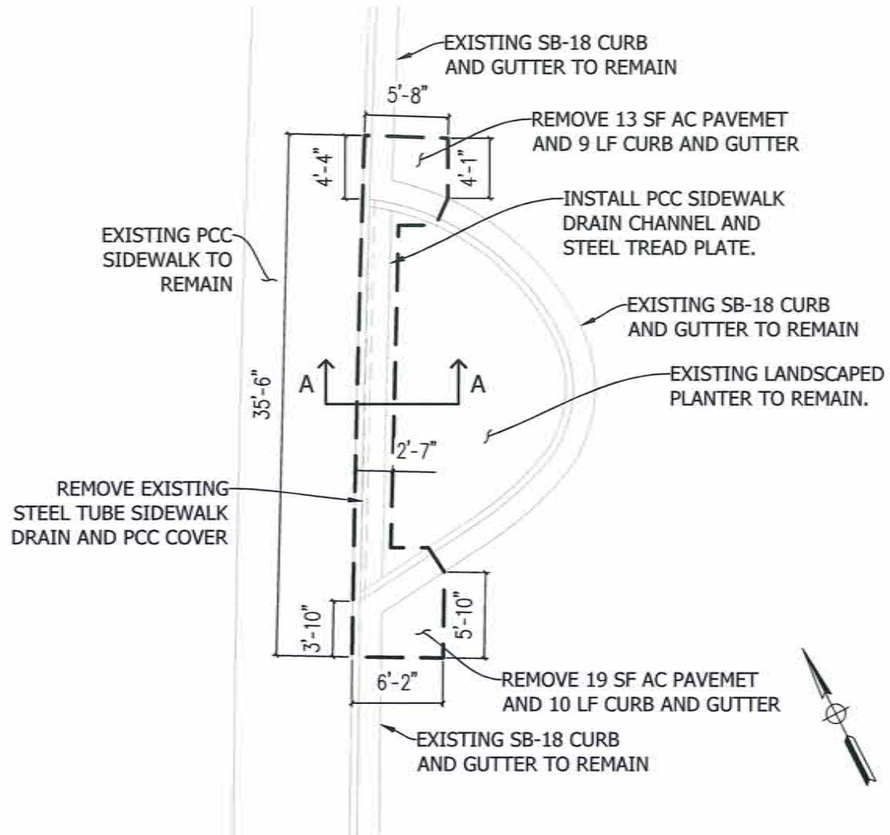
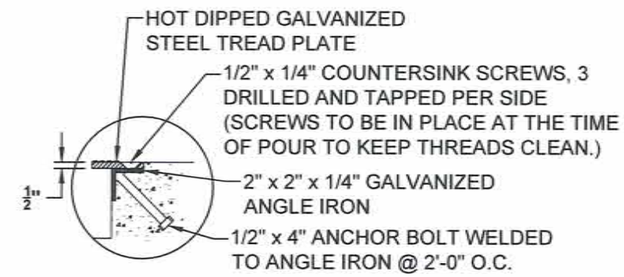


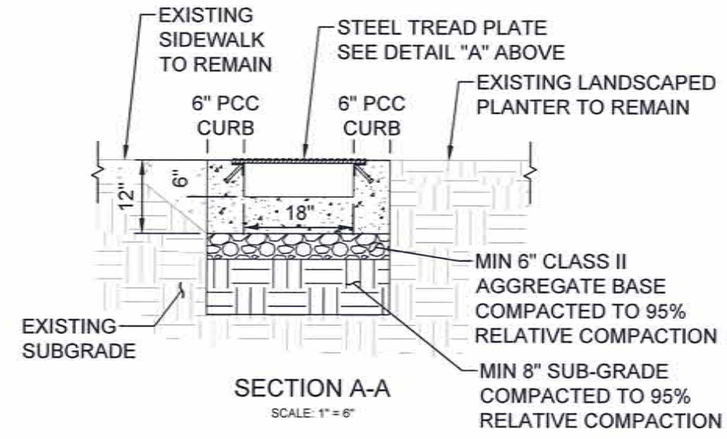
SIDEWALK DRAIN DETAIL

SCALE: 1' = 10"



DETAIL "A"

NOT TO SCALE



SECTION A-A

SCALE: 1" = 6"

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CITY OF BUELLTON
DROP INLET REPAIR
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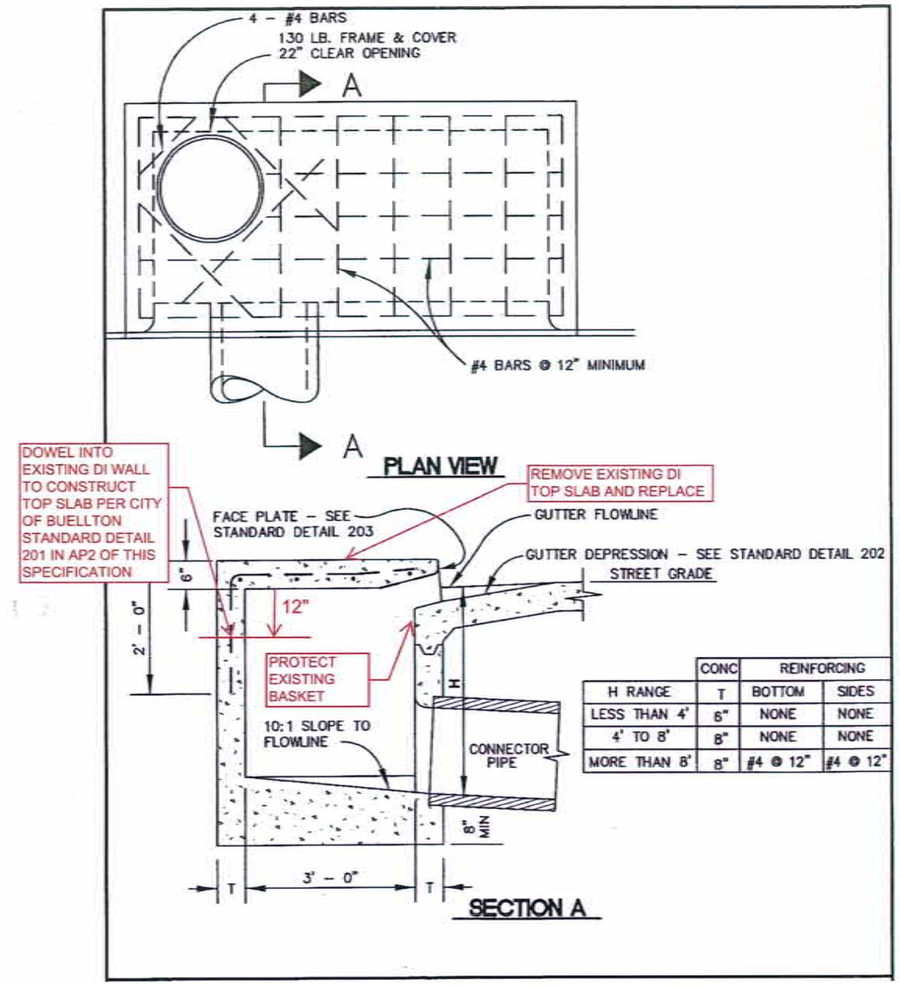

H RANGE	CONC T	REINFORCING BOTTOM	REINFORCING SIDES
LESS THAN 4'	6"	NONE	NONE
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DROP INLET LID REPLACEMENT - DETAIL C

SCALE: 1' = 10"

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DROP INLET REPAIR DETAILS

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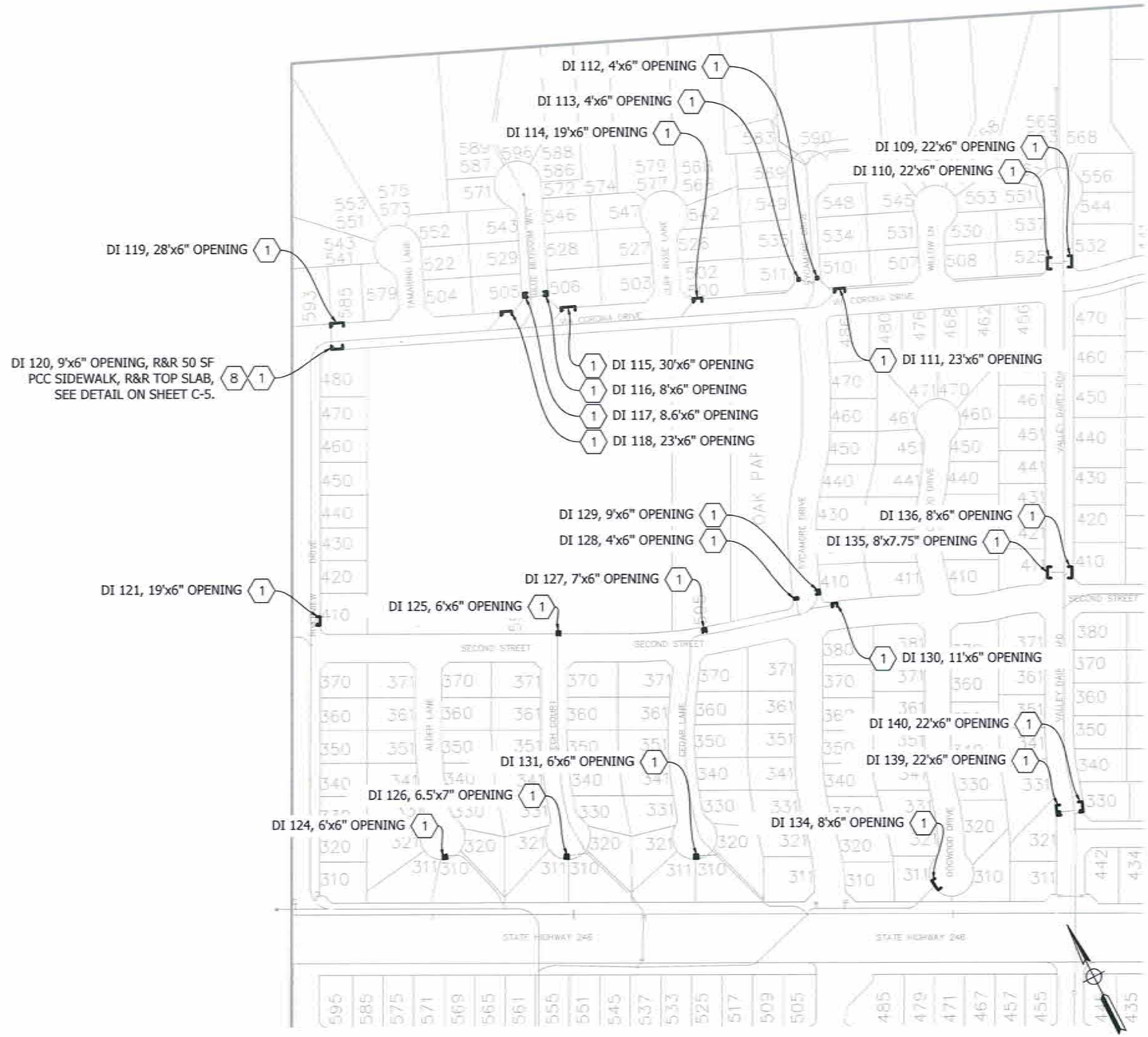

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STORM DRAIN RETROFIT PROJECT - PHASE 2
CITY OF BUELLTON
DROP INLET REPAIR LOCATION MAP

DRAWING NUMBER
C-1
SHEET NUMBER
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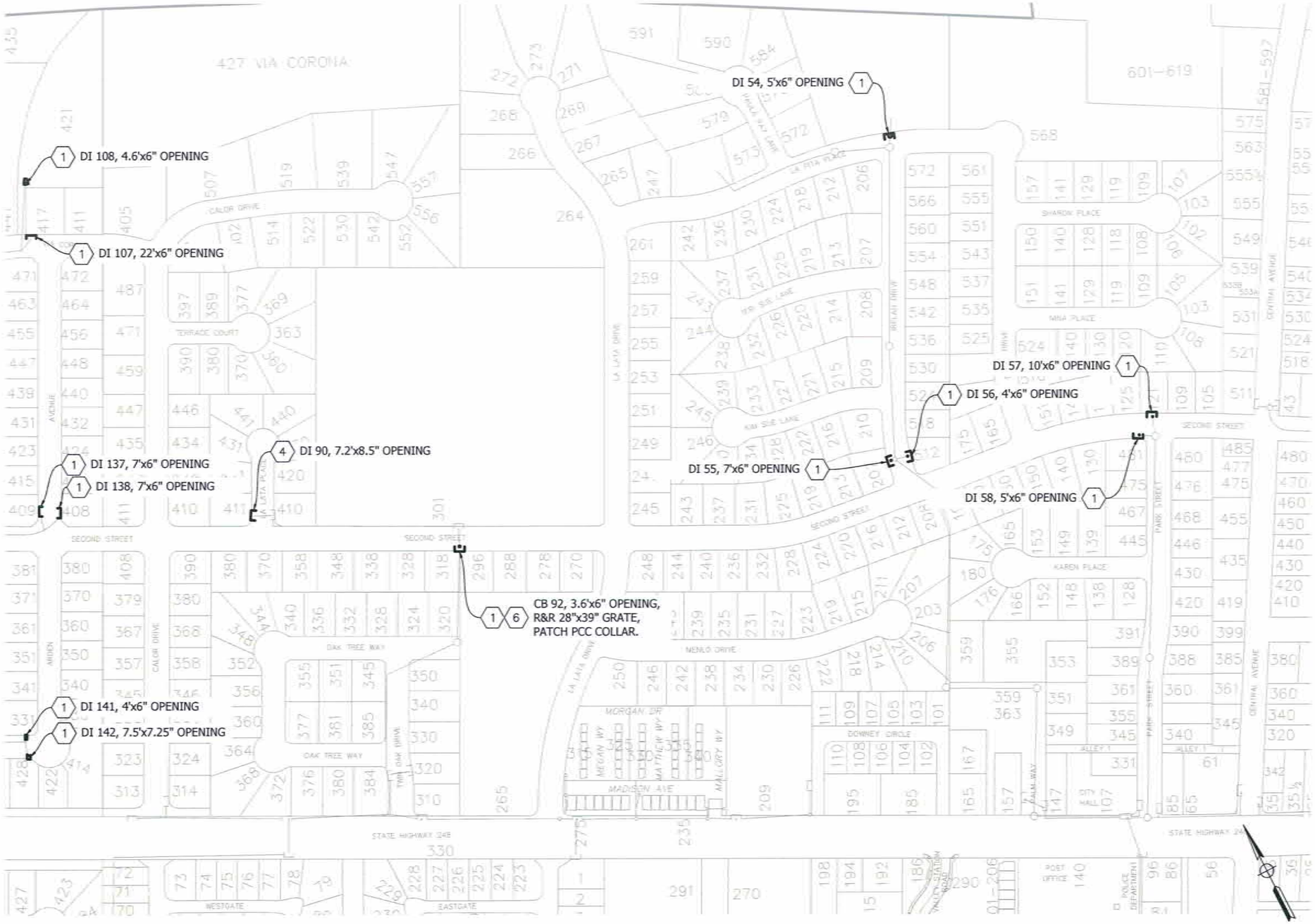

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STORM DRAIN RETROFIT PROJECT - PHASE 2
CITY OF BUELLTON
DROP INLET REPAIR LOCATION MAP

DRAWING NUMBER
C-2

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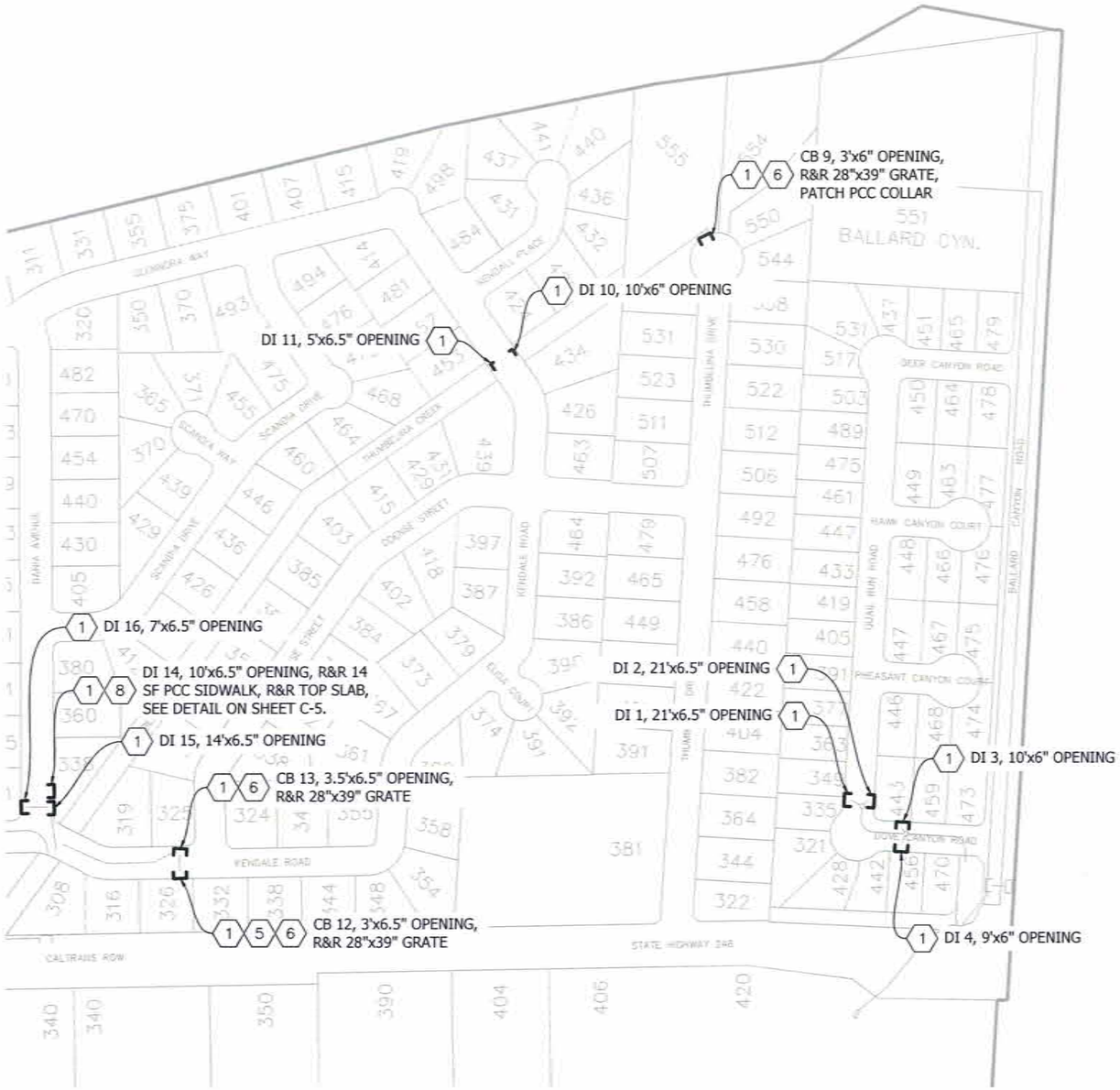

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STORM DRAIN RETROFIT PROJECT - PHASE 2
CITY OF BUELLTON
DROP INLET REPAIR LOCATION MAP

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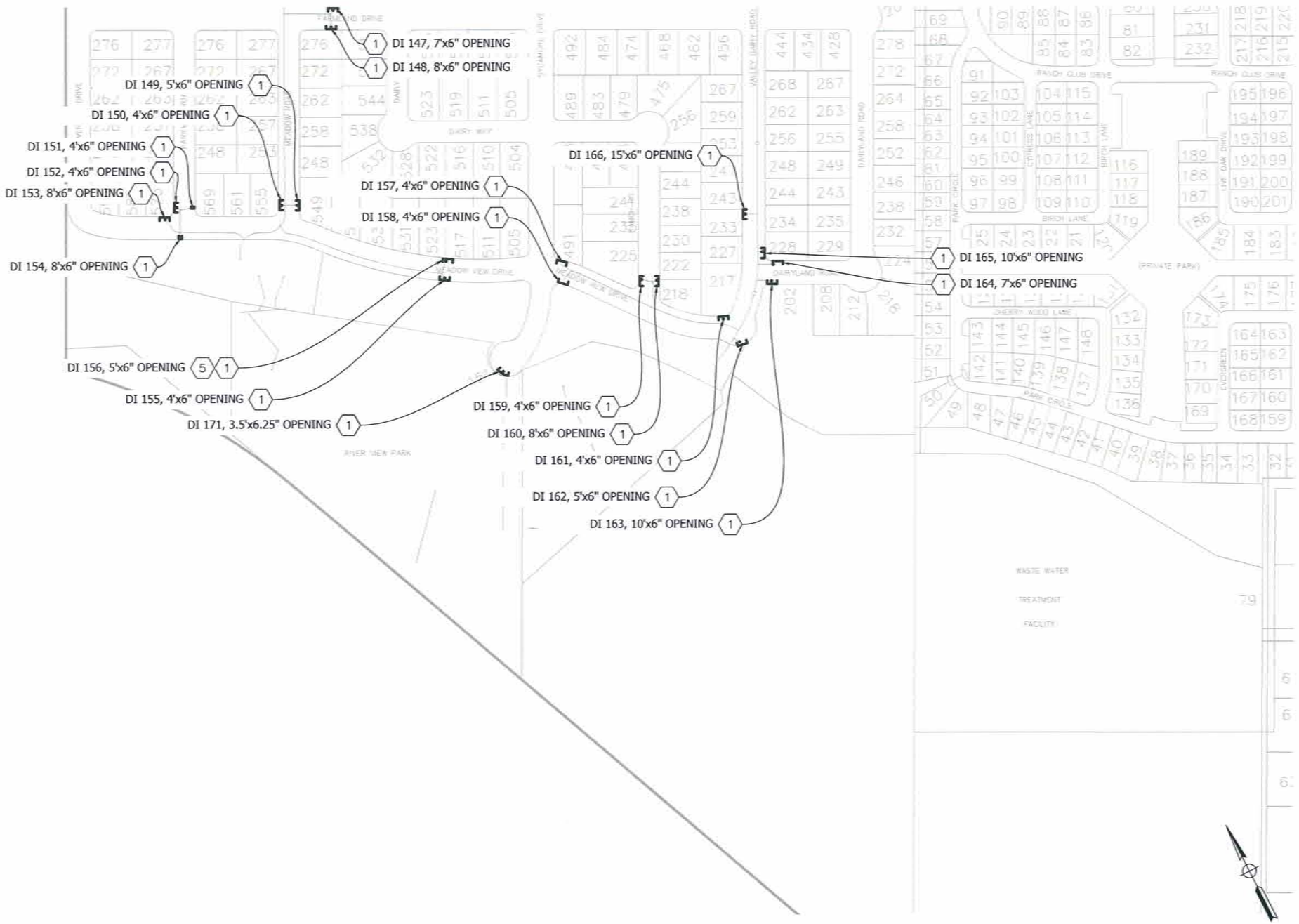

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DROP INLET REPAIR LOCATION MAP

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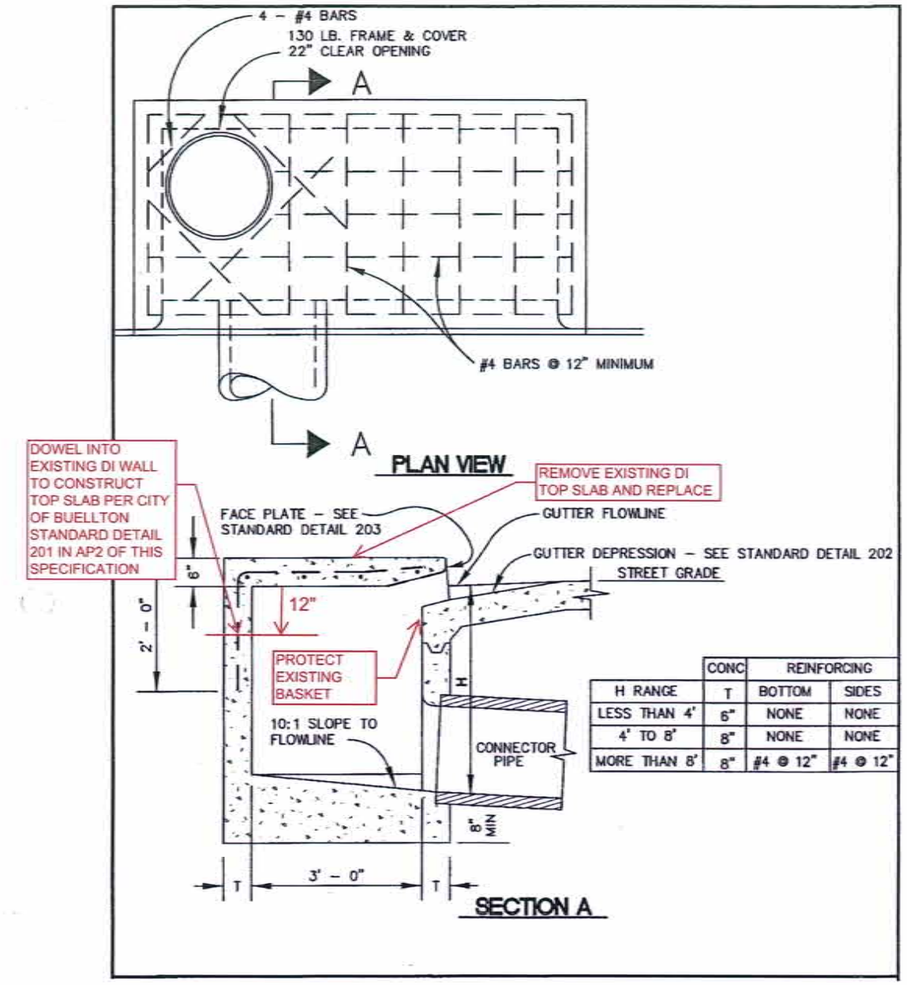

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DROP INLET LID REPLACEMENT - DETAIL C

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STORM DRAIN RETROFIT PROJECT - PHASE 2
CITY OF BUELLTON
DROP INLET REPAIR DETAILS

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CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: March 26, 2020

Subject: Contract Extension with Moss, Levy & Hartzheim LLP for Auditing Services for Fiscal Years Ending June 30, 2020 and 2021

BACKGROUND

At the City Council meeting of April 27, 2017, the City Council authorized the City Manager to enter into a three-year contract with Moss, Levy & Hartzheim LLP for auditing services for the Fiscal Years ending June 30, 2017, 2018, and 2019, with the City's option for a contract extension for each of the two subsequent Fiscal Years.

Moss, Levy & Hartzheim has satisfactorily performed the City's audit for the past three years, and has expressed a desire to continue the professional relationship with the City.

FISCAL IMPACT

The auditing fee for Fiscal Year ending June 30, 2020 will be $27,085 and $28,040 for Fiscal Year ending June 30, 2021.

RECOMMENDATION

That the City Council authorizes the City Manager to enter into a two-year contract extension with Moss, Levy & Hartzheim LLP for auditing services for the Fiscal Years ending June 30, 2020 and 2021.

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Irma Tucker, Contract City Planner
Meeting Date:	March 26, 2020
Subject:	Ordinance No. 20-03 – "An Urgency Ordinance of the City Council of the City of Buellton, California, Considering Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-01) Relating to Accessory Dwelling Units, Amending Sections: 19.04.142 and 19.06.180"

BACKGROUND

Section 19.06.180 of the Buellton Municipal Code contains the regulations for approval of accessory dwelling units (ADUs) in the City of Buellton. In compliance with State ADU laws in effect at the time, the City Council previously adopted Ordinance No. 19-03 to regulate ADUs, as codified in Section 19.06.180 (Accessory Dwelling Units) of Chapter 19.06 (Specific Use Requirements) of Title 19 (Zoning) of the Municipal Code.

In the latter part of 2019, the California Legislature approved, and the Governor signed into law, a number of bills (New ADU laws) that, among other things, amended Government Code Sections 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and Junior ADUs. The New ADU Laws take effect January 1, 2020. The City's regulations must not be in conflict with the New ADU Laws otherwise the City must apply only the limited default standards provided in Government Code Sections 65852.2 and 65852.22 for the approval of ADUs and JADUs.

The City desires to amend Municipal Code sections 19.04.142 (Number of Parking Spaces Required) and 19.06.180 (Accessory Dwelling Units) in compliance with the New ADU Laws and staff has prepared draft amendments to Title 19 (Zoning) of the Buellton Municipal Code, which are set forth in Exhibit A ("Amendments"). Highlights of changes resulting from the New ADU Laws are reflected below in the "Changes from New ADU Laws" section of this report.

There is a current and immediate threat to the public health, safety and welfare based on passage of the New ADU Laws because, as of January 1, 2020, the City's regulations are not in total compliance with Government Code sections 65852.2 and 65852.22,

Ordinance No. 19-03 regulating ADUs and JADUs is null and void. This leaves the City with having to approve ADUs and JADUs based solely on the default statutory standards, without local regulations governing height, setback, design, parking, and appropriate location, among other things, which would threaten the character of existing neighborhoods, negatively impact property values, personal privacy, and fire safety, and subject residents of certain areas of the City to increased risk of congestion and traffic hazards. These threats to public safety, health, and welfare justify adoption of this ordinance as an urgency ordinance to be effective immediately upon adoption by a four-fifths vote of the City Council

State ADU Law allows local agencies to identify where new accessory dwelling units should not be a permitted. The designation of areas where accessory dwelling units are not permitted may be based on criteria that may include lack of utilities and the impact of accessory dwelling units on traffic flow and public safety. In accordance with the State Law, Ordinance 20-03 designates the following three areas within the City where ADUs are restricted or not allowed: 1) Central Avenue and Central Avenue Alley, 2) State Highway 246 West and 3) the Village Specific Plan.

As required by State Law, the City's adopted ordinance regarding accessory dwelling units will need to be submitted to the California Department of Housing and Community Development (HCD) for review. It is possible that further revisions may needed. It is anticipated that a regular ordinance that reflects any needed revisions will be brought back before the Planning Commission for public hearing and recommendations to City Council for adoption in the coming months, following review and comment by HCD.

CHANGES FROM NEW ADU LAWS

The following are highlights of changes resulting from the New ADU Laws:

- Development standards shall not include requirements on minimum lot size
- Provides that areas designated for ADUs may be based on water and sewer and impacts on traffic flow and public safety
- Eliminates owner-occupancy requirements by local agencies until January 1, 2025
- Prohibits a local agency from establishing a maximum size of an ADU of less than 850 square feet, or 1000 square feet if the ADU contains more than one bedroom
- Clarifies that when ADUs are created through the conversion of a garage, carport or covered parking structure, replacement off-street parking spaces cannot be required by the local agency. *(Note: the City is requesting that off-street parking be required in some of the restricted areas.)*
- Reduces the maximum ADU and JADU application review time from 120 days to 60 days
- Clarifies "public transit" to include various means of transportation that charge set fees, run on fixed routes and are available to the public

- Establishes impact fee exemptions or limitations based on the size of the ADU; ADUs up to 750 square feet are exempt from impact fees and impact fees for an ADU of 750 square feet or larger shall be proportional to the relationship of the ADU to the primary dwelling unit
- Defines an "accessory structure" to mean a structure that is accessory or incidental to a dwelling on the same lot as the ADU
- Clarifies that a local agency may identify an ADU or JADU as an adequate site to satisfy RHNA housing needs
- Permits JADUs without an ordinance adoption by a local agency
- Allows a permitted JADU to be constructed within the walls of the proposed or existing single-family residence and eliminates the required inclusion of an existing bedroom or an interior entry into the single-family residence
- Allows an owner of a substandard ADU, upon application and approval, a time period of 5 years to correct the violation, so long as the violation is not a health and safety issue, as determined by the enforcement agency
- Provides that covenants, conditions and restrictions (CC&Rs) that either effectively prohibit or unreasonably restrict the construction or use of an ADU or JADU on a lot zoned for single-family residential use are void and unenforceable

GENERAL PLAN CONSISTENCY

Staff has determined that the proposed Amendments are consistent with the General Plan, the requirements of state planning and zoning laws, and Title 19 of the Zoning Ordinance.

The Amendments are consistent with the General Plan Housing Element, Section III goal of maintaining adequate sites with appropriate zoning, development standards and public infrastructure to facilitate development of the broadest range of housing for all income levels and population segments sufficient to attain compliance with the City's fair share allocation of regional housing needs.

ENVIRONMENTAL REVIEW

Approval of Ordinance No. 20-03 adopting Amendments to the Zoning Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA). The Amendments are statutorily exempt from CEQA review pursuant to Public Resources Code Section 21080.17 ("Act not applicable to local ordinances regulating construction of dwelling units and second units") and CEQA Guidelines Section 15282(h) ("Other Statutory Exemptions"): "(h) The adoption of an ordinance regarding second units in a single-family or multifamily residential zone by a city or county to implement the provisions of Sections 65852.1 and 65852.2 of the Government Code as set forth in Section 21080.17 of the Public Resources Code".

FISCAL IMPACT

There is no direct fiscal impact from adopting Ordinance No. 20-03 related to accessory dwelling units.

RECOMMENDATION

That the City Council consider the adoption of Ordinance No. 20-03 – "An Urgency Ordinance of the City Council of the City of Buellton, California, Considering Revisions to Title 19 (Zoning) of the Buellton Municipal Code (20-ZOA-01) Relating to Accessory Dwelling Units, Amending Sections: 19.04.142 and 19.06.180" by title only and waive further reading.

ATTACHMENTS

Ordinance No. 20-03
Exhibit A – Draft Amendments to Title 19 (Zoning) Related to Accessory (ADUs)
Exhibit B – Government Code Sections 65852.2 and 65852.22

ORDINANCE NO. 20-03

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, CONSIDERING REVISIONS TO TITLE 19 (ZONING) OF THE BUELLTON MUNICIPAL CODE (20-ZOA-01) RELATING TO ACCESSORY DWELLING UNITS, AMENDING SECTIONS: 19.04.142 AND 19.06.180

WHEREAS, the California Planning and Zoning law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs); and

WHEREAS, in compliance with State ADU laws, the City of Buellton ("City") City Council previously adopted Ordinance No. 19-03 to regulate ADUs, as codified in Section 19.06.180 (Accessory Dwelling Units) of Chapter 19.06 (Specific Use Requirements) of Title 19 (Zoning) of the Buellton Municipal Code ("Municipal Code"); and

WHEREAS, in 2019, the California Legislature approved, and the Governor signed into law, a number of bills (New ADU laws) that, among other things, amended Government code sections 65852.2 and 65852.22 to impose new limits on local authority to regulate ADUs and JADUs; and

WHEREAS, the New ADU Laws take effect January 1, 2020 and, if the City's ADU ordinance does not comply with the New ADU Laws, the City's ordinance becomes null and void on the date as a matter of law; and

WHEREAS, the City desires to amend Municipal Code sections 19.04.142 (Number of Parking Spaces Required) and 19.06.180 (Accessory Dwelling Units) in compliance with the New ADU Laws; and

WHEREAS, there is a current and immediate threat to the public health, safety and welfare based on the passage the New ADU Laws because if the City's ordinance does not comply with Government Code sections 65852.2 and 65852.22 (as amended) as of January 1, 2020 and the City's Ordinance No. 19-03 regulating ADUs and JADUs becomes null and void, the City would thereafter be limited to applying the few default standards that are provided in Government Code sections 65852.2 and 65852.22 for the approval of ADUs and JADUs; and

WHEREAS; the approval of ADUs and JADUs without local regulations governing height, setback, design, and other standards would threaten the character of existing neighborhoods and negatively impact property values, personal privacy, and fire safety. These threats to public safety, health, and welfare justify adoption of this ordinance as an urgency ordinance to be effective immediately upon adoption by a four-fifths vote of the City Council; and

WHEREAS, adoption of the zoning ordinance amendments set forth in Exhibit A ("Amendments") is consistent with Government Code sections 65852.2 and 65852.22 (as amended) as of January 1, 2020 governing the implementation of local ADU and JADU ordinances; and

WHEREAS, The Government Code Section 36937(b) authorizes a city to adopt an urgency measure by four-fifths vote where necessary to protect the public peace, health, or safety without following the procedures otherwise required prior to adoption of a zoning ordinance; and

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

NOW, THEREFORE, 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 zoning 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 26, 2020 ("City Council Public Hearing").
2. All oral, written and visual materials presented by City staff in conjunction with the City Council Public Hearing.
3. The following informational documents which, by this reference, are incorporated herein.
   a. The staff report submitted to the City Council dated March 26, 2020 (the "Staff Report").

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

1. A notice was published in a legal section of a newspaper on March 12, 2020 (the "Public Notice"), a minimum of ten (10) days in advance of the City Council Public Hearing conducted on March 26, 2020.
2. The Public Notice and Agenda for the Public Hearing was posted in two conspicuous public places on March 12, 2020, a minimum of 10 days before the March 26, 2020, Public Hearing.

C. <u>Environmental Clearance</u>. Adoption of the zoning ordinance amendments is exempt from the California Environmental Quality Act ("CEQA") because the amendments implement the provisions of California Government Code Section 65852.2, which is statutorily exempt pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines Section 15282(h) pertaining to Other Statutory Exemptions.

D. <u>Findings and Declarations</u>. Based on (i) the evidence presented in the Staff Report (incorporated herein by reference), (ii) consultations with affected City Departments, and (iii) testimony and comments received in connection with the public hearing, the City Council does hereby declare as follows:

1. Urgency Findings

Pursuant to California Government Code section 36937 (b), this urgency ordinance is necessary to address a current and immediate threat to the public health, safety and welfare of the City and its residents based on the following declarations:

a. There is a current and immediate threat to the public health, safety or welfare based on the passage of the New ADU laws because if the City's ordinance does not comply with Government Code sections 65852.2 and 65852.22 (as amended) as of January 1, 2020 and the City's Ordinance No. 19-03 regulating ADUs becomes null and void, the City would thereafter be limited to applying the few default standards that are provided in Government Code sections 65852.2 and 65852.22 for the approval of ADUs and JADUs.

b. The approval of ADUs and JADUs based solely on the default statutory standards, without local regulations governing height, setback, design, parking, restricted areas, among other things, would threaten the character of existing neighborhoods, and negatively impact property values, personal privacy, and fire and life safety. These threats to public safety, health and welfare justify adoption of this ordinance as an urgency ordinance to be effective immediately upon adoption by four-fifths vote of the City Council.

2. Zoning Ordinance Amendments Findings

a. The Amendments are in the interests of the general community welfare as it promotes housing opportunities for the varying needs of family members, the elderly, low-income and other economic groups, at below market prices within existing neighborhoods. The Amendments ensure a safe and attractive residential environment by promoting high standards of site development to preserve the integrity of residential neighborhoods.

b. The Amendments are consistent with the General Plan, the requirements of state planning and *zoning* laws, and Title 19 of the Zoning Ordinance.

c. The Amendments are consistent with the General Plan Housing Element, Section III goal of maintaining adequate sites with appropriate zoning, development standards and public infrastructure to facilitate development of the broadest range of housing for all income levels and population segments sufficient to attain compliance with the City's fair share allocation of regional housing needs.

d. The Amendments are consistent with good zoning and planning practices.

3. Restricted Area Findings

a. The approval of accessory dwelling units based solely on the default statutory standards, without local regulations, would threaten the character of existing neighborhoods, result in new ADUs and JDUs that are inconsistent with the goals and policies of the General Plan for residential areas, negatively impact public safety and traffic flow in certain areas.

b. Government Code Sections 65852.2 and 65852.22 allows local agencies to identify where new accessory dwelling units should not be a permitted. The designation of areas where accessory dwelling units are not permitted may be based on criteria that may include lack of utilities and the impact of accessory dwelling units on traffic flow and public safety.

c. Restricted Area #1 – Central Avenue. The Public Works Department has identified roadways and alleys in the high- density historic residential core of the City, generally along and adjacent to Central Avenue and Central Avenue Alley, where: over 85% of the vehicles travel in excess of the safe posted speed; there are limited sidewalks, and there exists high parking congestion, cumulatively resulting in conflicts between pedestrians and vehicles. In addition, many residences are served by narrow alleys and drive aisles with less than optimal emergency ingress and egress.

The increased congestion caused by residents of potential new accessory dwelling units and their vehicles parked off-site would further hinder traffic flow, exacerbate conflicts between pedestrians and vehicles, and cause delays in the emergency response to homes in the area in the event of emergencies, given the narrow width of streets and alleys in this area. To avoid potentially serious negative impacts of accessory dwelling units on traffic flow and public safety, ADUs and JADUs in this area are only permitted if code required number of off-street parking is provided for the existing residences and at least one off-street parking space is provided for the proposed accessory dwelling units.

d. Restricted Area #2 – Highway 246 West. The Public Works Department has identified a portion of State Highway 246, between Riverview Drive and Industrial Way, where vehicles travel in excess of the safe posted

speed. This is a 4-lane State Highway at this location, with restricted street parking and there have been a number of traffic accidents resulting in serious injuries, including a pedestrian fatality. High-density residential uses gain direct access from Highway 246 via narrow private drive aisles with no sidewalks and high parking congestion.

In this area, the increased cumulative congestion caused by residents of potential new accessory dwelling units and their vehicles parked either on- or off-site would further hinder traffic flow, create unsafe sight-distance issues, cause delays in the emergency response to homes, and exacerbate conflicts between pedestrians and vehicles on an already dangerous stretch of highway. To avoid potentially serious negative impacts of accessory dwelling units on traffic flow and public safety, ADUs and JADUs are not permitted in this area.

e. Restricted Area #3 – Village Specific Plan. This mixed-use development fronts on Highway 246 to the south and McMurray Road to the west. Highway 246 is a 4-lane State Highway, with no street parking. A high level of vehicular congestion exists at the intersection of Highway 246 and McMurray Road. The Public Works Department has identified the portion of McMurray Road between 55 S. McMurray Road and Damassa Road, where vehicles travel in excess of the safe posted speed. At this location, the roadway is constrained at 2 lanes for a major arterial with bike lanes and numerous private driveways and intersections throughout this length. This road is also a designated truck route, with frequent high concentrations of truck parking along McMurray Road, which may hinder visibility at intersections where cross traffic travels in excess of posted speed limits. High-density residential uses gain access from McMurray Road via private streets, from which narrow drive aisles with no sidewalks provide access to the residential units.

In this area, the increased cumulative congestion caused by residents of potential new accessory dwelling units and their vehicles parked either on- or off-site would further hinder traffic flow, create unsafe sight-distance issues, cause delays in the emergency response to homes, and exacerbate conflicts between pedestrians and vehicles on an impacted and congested stretch of roadway. To avoid potentially serious negative impacts of accessory dwelling units on traffic flow and public safety, ADUs and JADUs are not permitted in this area.

SECTION 2: In accordance with the changes set forth in Exhibit A to this Ordinance, Title 19 (Zoning) of the Buellton Municipal Code is hereby amended.

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 26th day of March, 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

Exhibit A – Draft Amendments to Title 19 (Zoning) Relating to Accessory Dwelling Units
Exhibit B – California Government Code Sections 65852.2 and 65852.22

EXHIBIT A

**DRAFT AMENDMENTS TO TITLE 19 (ZONING)
RELATED TO
ACCESSORY DWELLING UNITS (ADUs) and
JUNIOR ACCESSORY DWELLING UNITS (JADUs)**

Chapter 19.04 GENERAL DEVELOPMENT REGULATIONS

19.04.142 Number of parking spaces required.

D. Residential Uses**.** Off-street parking spaces shall be provided in the following ratios:

[ADU land use and related parking space requirements are added to the parking ratio table as follow:]

Land Use	Number of Parking Spaces Required
Accessory dwelling units (ADUs)	See Section 19.06.180

Chapter 19.06 SPECIFIC USE REQUIREMENTS

19.06.180 Accessory dwelling units.

[Section 19.06.180 is amended in its entirety with restated text that is in compliance with 2019 State ADU law, as follows:]

A. Purpose and Intent. The purpose of this Section is to allow and regulate Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) in compliance with California Government Code Sections 65852.2 and 65852.22, incorporated herein by this reference, and any successors or additions thereto. Accessory dwelling units provide housing opportunities for the varying needs of the elderly, low-income and other economic groups. The intent is also to ensure a safe and attractive residential environment by promoting high standards of site development consistent with State ADU law.

B. Definitions. The following terms when used in this chapter will have the meanings provided in this section:

"Accessory structure" means a structure that is accessory or incidental to a dwelling on the same lot as the ADU

"Accessory dwelling unit" or **"ADU"** will have the meaning set forth in Government Code Section 65852.2(i)(4), which is: an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons, and includes permanent provisions for living, sleeping, eating, cooking (i.e., stove, refrigerator, and sink), and sanitation (i.e., bathroom with shower or bathtub) on the same parcel as the existing or proposed single-family dwelling (primary unit) is situated. An ADU also includes the following: (a) an efficiency unit, as defined in Health and Safety Code Section 17958.1, and (b) a manufactured home, as defined in Health and Safety Code Section 18007.

"Attached ADU" means an ADU that is attached to the primary unit.

"Car share vehicle operation" means a subscription or membership service that provides automobile reservations for an additional fee to its members on an hourly and/or daily basis.

"Detached ADU" means an ADU that is detached from the primary unit.

"Efficiency Kitchen" means a kitchen that includes each of the following: (a) a cooking facility with appliances; (b) a food preparation counter or counters that total at least 15 square feet in area; and (c) food storage cabinets that total at least 30 square feet of shelf space.

"**Floor Area**" means, for the purpose of this Chapter, habitable space consisting of all interior living spaces including, but not limited to, an entry, hallways, sleeping areas, sanitation, and eating and kitchen facilities.

"Junior ADU" or "JADU" means a unit that: (a) is created by the conversion of existing floor space, which is contained within the existing floor area of a primary dwelling unit; is no more than 500 square feet in size; provides a separate entrance from the main entrance to the primary unit; and includes an efficiency kitchen. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure.

"Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU.

"Primary unit" means the existing or proposed single-family residential structure on the legal lot upon which an ADU is located.

"Public transit" means a location including, but not limited to, a bus stop or train station, where the public may access busses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public..

"Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

C. Additional Standards. In addition to standards and regulations set forth in paragraph A of this Chapter, the following apply:

1. Rental Term. No ADU or Junior ADU may be rented for a term that is shorter than 30 days.

2. Owner Occupancy

a. All ADUs permitted before January 1, 2020 are subject to the owner occupancy requirement that was in place when the ADU was permitted.

b. An ADU that is permitted after that date but before January 1, 2025, is not subject to any owner-occupancy requirement.

c. All ADUs that are permitted on or after January 1, 2025 are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.

d. All JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the principal dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization.

3. No Separate Conveyance. An ADU or JADU may be rented, but no ADU or JADU may be sold or otherwise conveyed separately from the lot and the principal dwelling (in the case of a Single-Unit Dwelling lot) or from the lot and all of the dwellings (in the case of a Multi-family Dwelling lot).

4. Deed Restriction. Prior to issuance of a building permit for an ADU or JADU, a deed restriction must be recorded against the title of the property in the Santa Barbara County Recorder's office and a copy filed with the Director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the City and must provide that:

a. The ADU or JADU may not be sold separately from the principal dwelling.

b. The ADU or JADU is restricted to the approved size and to other attributes allowed by this Ordinance.

c. The deed restriction runs with the land and may be enforced against future property owners.

d. The deed restriction may be removed if the owner eliminates the ADU or JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the ADU or JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the ADU or JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of City zoning regulations. If the ADU or JADU is not entirely physically removed, but is only eliminated by virtue of having a necessary component of an ADU or JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of the City's zoning regulations.

e. The deed restriction is enforceable by the Director or his or her designee for the benefit of the City. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the City is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the ADU or JADU in violation of the recorded restrictions or abatement of the illegal unit.

5. Development Standards. Applies to ADUs that are not exempt from local standards as described in Section D.3.a of this Chapter.

a. Property development standards. Except as otherwise required by Government Code Section 65852.2, the following shall apply; at a minimum, development of at least one 800 square foot attached or detached ADU shall be permitted on every qualifying lot:

i. Placement, Setbacks and Fencing

(A). An ADU may be placed anywhere on a residential lot as long as the placement of the ADU meets all development standards of the underlying zone, except as specifically set forth in this Chapter.

(B). The ADU shall have four foot side and rear setbacks that are sufficient for life safety. The minimum front setbacks of the underlying zone apply to a newly constructed ADU.

(C). An ADU may not violate the minimum distance between building standards for the applicable zone.

(D). An attached or detached ADU must have a fence, meeting the requirements for the applicable zone, put in place along the side and rear property lines nearest the structure.

(E) No ADU may be located in a way that would prohibit access to a designated parking area or impede safe ingress and egress from a required side, rear, or front setback.

(F) No ADU may remove a protected native tree unless the proposed construction complies with the requirements of the Native Tree Protection Ordinance, Municipal Code Chapter 12.32.

(G) No change in setbacks shall be required when an ADU is constructed in the same location and to the same dimensions as an existing legal structure that is converted in to an ADU or to a portion of an ADU, even when that structure has been demolished.

ii. Open Space.

(A). The open space area on the lot shall be commonly accessible to both the main unit and the ADU unless otherwise approved by the Director.

iii. Design and Neighborhood Compatibility.

(A). An ADU must be compatible with the design of the surrounding neighborhood and not cause excessive noise, traffic, parking or other disturbance to the existing neighborhood or adversely affect public services and resources, including water supply, fire protection, and sewage disposal.

(B). An ADU must meet Objective Design Standards.

(1) The materials and colors of exterior walls, roof, eaves, windows, and doors as well as the landscaping of an ADU must match those of the primary dwelling.

(2) The roof slope of an ADU must match the dominant roof slope of the primary dwelling. The dominant roof slope is the slope shared by the largest portion of the roof.

(3) The ADU must have an independent exterior entrance separate from the primary dwelling.

iv. Accessory Structures. Except for exempt ADUs described in Section D.3 of this Chapter, an ADU shall not be permitted on a lot zoned for single-family use, in addition to a guest house or similar structure. If an ADU has been approved on the lot a guest house or other occupiable accessory structure may not subsequently be approved unless the ADU is removed.

6. Restricted Area #1. Due to public safety and traffic flow concerns, ADUs and JADUs are not allowed unless the number of code required off-street parking spaces are provided on-site for all existing or proposed primary residences (single-family and/or multi-family dwelling units) and one off-street parking is provided per unit for all proposed ADUs and JADUs, including garage conversions, in the restricted areas and per the requirements described below:

a. All properties that have vehicular access from:

i. Central Avenue, north of Zaca Street, and south of its intersection with Avenue of Flags

ii. Central Avenue Alley (east of Central Avenue), north of Zaca Street to its northern terminus at 614 Central Avenue and 597 Avenue of Flags.

b. All properties that have vehicular access from the following roadways between Central Avenue and Central Avenue Alley:

i. Zaca Street,

ii. State Highway 246

iii. 1st Street

iv. 2nd Street

c. Any property in the above areas that is accessed solely by an unimproved or unpaved road or alley.

d. Off-Street Parking in Restricted Area #1. The following parking regulations govern additional parking requirements for ADUs in the Restricted Area #1.

i. Number of Spaces. In addition to the required parking for the primary residence as specified in the applicable zoning district and in Section 19.04.140 et seq., and a minimum of one parking space shall be provided per ADU, all of which may be covered or uncovered in any configuration on-site,.

ii. Location. The additional parking space may be covered or uncovered and may be provided in setback areas in locations determined by the Zoning Administrator or through tandem parking on an existing driveway, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

iii. Replacement Parking. When the parking area for the primary residence is used for an ADU:

(A). Replacement off-street parking is required at a one-to-one ratio and may be provided in any configuration on the lot, including tandem parking, uncovered and on existing driveways,

(B). A conversion ADU that replaces the primary dwelling unit's existing garage shall not cause the applicant to have to construct replacement covered parking for the main unit.

7. Restricted Area #2 – West Highway 246. Due to public safety and traffic flow concerns, ADUs and JADUs are not allowed in the following areas:

a. All properties that have vehicular access from:

i. State Highway 246, between Riverside Drive and Industrial Way.

b. Any property in the above areas that is accessed solely by private drive aisles, or an unimproved or unpaved road or alley.

8. Restricted Area #3 – Village Specific Plan. Due to public safety and traffic flow concerns, ADUs and JADUs are not allowed in the following areas:

a. All properties that have vehicular access from:

i. North side of State Highway 246, between McMurray Road and Freear Drive

ii. East side of McMurray Road, between State Highway 246 and 560 McMurray Road

b. Any property in the above areas that is accessed solely by private drive aisles, or an unimproved or unpaved road or alley.

9. Utilities

a. Construction of a new or proposed detached ADU over 750 square feet may require new meter connections water, electric, and gas service. Sewer service may be provided through the primary unit's sewer line, provided that the applicant makes a showing that the existing sewer line has sufficient capacity and slope to ensure proper flow strength for the ADU's sewer output. If sufficient capacity and slope cannot be ensured, an ADU may require a separate sewer line.

b. If new utility connections or meters are required for the ADU, connection and impact fees shall be required, as applicable.

D. Application for ADU/JADU

The construction or installation of an ADU/JADU is a ministerial decision as required by State law in accordance with the review and approval scheme set forth in Government Code Sections 65852.2 and 65852.22. Ministerial approvals are not subject to review at a public hearing. Construction of an ADU shall be subject to administrative (ministerial) review as follows:

1. Submittal of building plans accompanied by the following forms and information:

a. A completed Project Application Form for ADU or JADU, as applicable, provided by the Planning Department and signed by the owner and applicant (if different from the owner), under penalty of perjury.

b. Materials and information required by the ADU/JADU Application Checklist, provided by the Planning Department.

2. Planning Department shall verify completeness of materials required and determine applicability of any municipal code requirements and reviews.

3. ADU Exemption. As set forth in Government Code section 65852.2(e)(1), certain categories of ADUs shall be permitted without applying local development standards (e.g. limits on lot size, unit size, parking, height, setback, landscaping, or aesthetics) if proposed on a lot developed with one single-family home. ADUs and JADUs eligible for this automatic approval include but are not limited to:

a. An ADU converted from existing space in the home or another structure (e.g. a garage) so long as the ADU can be accessed from the exterior and has setbacks sufficient for fire safety.

b. A new detached ADU that is no larger than 800 square feet, has a maximum height of 16 feet, and has rear and side setbacks of 4 feet.

c. A JADU that complies with the requirements of Government Code section 65852.22.

d. One ADU and one JADU may be allowed on a single-family lot as set forth in Government Code section 65852(e)(1)(B).

e. ADUs added to multi-family buildings, in compliance with Government Code section 65852 (e)(1) (C) & (D).

4. ADU Permit. Non-exempt ADUs shall be reviewed for compliance with the Development Standards described in paragraph C.5 of this Chapter, except as otherwise set forth herein.

5. Exceptions. The standards and regulations for ADUs/JADUs apply to the accessory dwelling unit only. When the accessory dwelling unit is an integral component of a larger project or when other permits are required that are subject to discretionary review by the Zoning Administrator or Planning Commission, building permits for the accessory dwelling units may be issued only after associated approvals have been secured.

6. Subsequent to Planning Department review and approval, building plans and applicable permit application(s) shall be submitted to the building department. No ADU/JADU may be constructed until the building department has issued required permits and approvals necessary for the proposed construction.

E. Fees. The following fees shall apply:

1. Development Impact Fees.

a. No development impact fees are required for an ADU that is less than 750 square feet in floor area.

b. Any development impact fee that is required for an ADU that is 750 square feet or larger in floor area shall be charged proportionately in relation to the square footage of the principal dwelling unit. “Development impact fee” here does not include any connection fee or capacity charge for water or sewer service.

2. Connection Fees. The following connection fees and/or capacity charges for water and sewer are required:

a. None for ADUs under 750 square feet.

b. Construction of new or proposed detached ADU over 750 square feet may require new meter connections; the fee shall be proportionate to the burden of the ADU based upon its square feet and shall not exceed the reasonable cost of providing the service

GOVERNMENT CODE - GOV

TITLE 7. PLANNING AND LAND USE [65000 - 66499.58] *(Heading of Title 7 amended by Stats. 1974, Ch. 1536.)*

DIVISION 1. PLANNING AND ZONING [65000 - 66301] *(Heading of Division 1 added by Stats. 1974, Ch. 1536.)*

CHAPTER 4. Zoning Regulations [65800 - 65912] *(Chapter 4 repealed and added by Stats. 1965, Ch. 1880.)*

ARTICLE 2. Adoption of Regulations [65850 - 65863.13] *(Article 2 added by Stats. 1965, Ch. 1880.)*

65852.2. (a) (1) A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:

(A) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.

(B) (i) Impose standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historic Resources. These standards shall not include requirements on minimum lot size.

(ii) Notwithstanding clause (i), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.

(C) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.

(D) Require the accessory dwelling units to comply with all of the following:

(i) The accessory dwelling unit may be rented separate from the primary residence, but may not be sold or otherwise conveyed separate from the primary residence.

(ii) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.

(iii) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling.

(iv) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.

(v) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.

(vi) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

(vii) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit

that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.

(viii) Local building code requirements that apply to detached dwellings, as appropriate.

(ix) Approval by the local health officer where a private sewage disposal system is being used, if required.

(x) (I) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.

(II) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.

(III) This clause shall not apply to an accessory dwelling unit that is described in subdivision (d).

(xi) When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.

(xii) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence.

(2) The ordinance shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(3) A permit application for an accessory dwelling unit or a junior accessory dwelling unit shall be considered and approved ministerially without discretionary review or a hearing, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits. The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall be considered without discretionary review or hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse it for costs incurred to implement this paragraph, including the costs of adopting or amending any ordinance that provides for the creation of an accessory dwelling unit.

(4) An existing ordinance governing the creation of an accessory dwelling unit by a local agency or an accessory dwelling ordinance adopted by a local agency shall provide an approval process that includes only ministerial provisions for the approval of accessory dwelling units and shall not include any discretionary processes, provisions, or requirements for those units, except as otherwise provided in this subdivision. If a local agency has an existing accessory dwelling unit ordinance that fails to meet the requirements of this subdivision, that ordinance shall be null and void and that agency shall thereafter apply the standards established in this subdivision for the approval of accessory dwelling units, unless and until the agency adopts an ordinance that complies with this section.

(5) No other local ordinance, policy, or regulation shall be the basis for the delay or denial of a building permit or a use permit under this subdivision.

(6) This subdivision establishes the maximum standards that local agencies shall use to evaluate a proposed accessory dwelling unit on a lot that includes a proposed or existing single-family dwelling. No additional standards, other than those provided in this subdivision, shall be used or imposed, including any owner-occupant requirement, except that a local agency may require that the property be used for rentals of terms longer than 30 days.

(7) A local agency may amend its zoning ordinance or general plan to incorporate the policies, procedures, or other provisions applicable to the creation of an accessory dwelling unit if these provisions are consistent with the limitations of this subdivision.

(8) An accessory dwelling unit that conforms to this subdivision shall be deemed to be an accessory use or an accessory building and shall not be considered to exceed the allowable density for the lot upon which it is located, and shall be deemed to be a residential

use that is consistent with the existing general plan and zoning designations for the lot. The accessory dwelling unit shall not be considered in the application of any local ordinance, policy, or program to limit residential growth.

(b) When a local agency that has not adopted an ordinance governing accessory dwelling units in accordance with subdivision (a) receives an application for a permit to create an accessory dwelling unit pursuant to this subdivision, the local agency shall approve or disapprove the application ministerially without discretionary review pursuant to subdivision (a). The permitting agency shall act on the application to create an accessory dwelling unit or a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family or multifamily dwelling on the lot. If the permit application to create an accessory dwelling unit or a junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the accessory dwelling unit or junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. If the local agency has not acted upon the completed application within 60 days, the application shall be deemed approved.

(c) (1) Subject to paragraph (2), a local agency may establish minimum and maximum unit size requirements for both attached and detached accessory dwelling units.

(2) Notwithstanding paragraph (1), a local agency shall not establish by ordinance any of the following:

(A) A minimum square footage requirement for either an attached or detached accessory dwelling unit that prohibits an efficiency unit.

(B) A maximum square footage requirement for either an attached or detached accessory dwelling unit that is less than either of the following:

(i) 850 square feet.

(ii) 1,000 square feet for an accessory dwelling unit that provides more than one bedroom.

(C) Any other minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings that does not permit at least an 800 square foot accessory dwelling unit that is at least 16 feet in height with four-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.

(d) Notwithstanding any other law, a local agency, whether or not it has adopted an ordinance governing accessory dwelling units in accordance with subdivision (a), shall not impose parking standards for an accessory dwelling unit in any of the following instances:

(1) The accessory dwelling unit is located within one-half mile walking distance of public transit.

(2) The accessory dwelling unit is located within an architecturally and historically significant historic district.

(3) The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

(4) When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

(5) When there is a car share vehicle located within one block of the accessory dwelling unit.

(e) (1) Notwithstanding subdivisions (a) to (d), inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(A) One accessory dwelling unit or junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:

(i) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

(ii) The space has exterior access from the proposed or existing single-family dwelling.

(iii) The side and rear setbacks are sufficient for fire and safety.

(iv) The junior accessory dwelling unit complies with the requirements of Section 65852.22.

(B) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in subparagraph (A). A local agency may impose the following conditions on the accessory dwelling unit:

(i) A total floor area limitation of not more than 800 square feet.

(ii) A height limitation of 16 feet.

(C) (i) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

(ii) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

(D) Not more than two accessory dwelling units that are located on a lot that has an existing multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limit of 16 feet and four-foot rear yard and side setbacks.

(2) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.

(3) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.

(4) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this subdivision be for a term longer than 30 days.

(5) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.

(6) Notwithstanding subdivision (c) and paragraph (1) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in paragraph (1), and may impose standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

(f) (1) Fees charged for the construction of accessory dwelling units shall be determined in accordance with Chapter 5 (commencing with Section 66000) and Chapter 7 (commencing with Section 66012).

(2) An accessory dwelling unit shall not be considered by a local agency, special district, or water corporation to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.

(3) (A) A local agency, special district, or water corporation shall not impose any impact fee upon the development of an accessory dwelling unit less than 750 square feet. Any impact fees charged for an accessory dwelling unit of 750 square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit.

(B) For purposes of this paragraph, “impact fee” has the same meaning as the term “fee” is defined in subdivision (b) of Section 66000, except that it also includes fees specified in Section 66477. “Impact fee” does not include any connection fee or capacity charge charged by a local agency, special district, or water corporation.

(4) For an accessory dwelling unit described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation shall not require the applicant to install a new or separate utility connection directly between the accessory

dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.

(5) For an accessory dwelling unit that is not described in subparagraph (A) of paragraph (1) of subdivision (e), a local agency, special district, or water corporation may require a new or separate utility connection directly between the accessory dwelling unit and the utility. Consistent with Section 66013, the connection may be subject to a connection fee or capacity charge that shall be proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee or charge shall not exceed the reasonable cost of providing this service.

(g) This section does not limit the authority of local agencies to adopt less restrictive requirements for the creation of an accessory dwelling unit.

(h) (1) A local agency shall submit a copy of the ordinance adopted pursuant to subdivision (a) to the Department of Housing and Community Development within 60 days after adoption. After adoption of an ordinance, the department may submit written findings to the local agency as to whether the ordinance complies with this section.

(2) (A) If the department finds that the local agency's ordinance does not comply with this section, the department shall notify the local agency and shall provide the local agency with a reasonable time, no longer than 30 days, to respond to the findings before taking any other action authorized by this section.

(B) The local agency shall consider the findings made by the department pursuant to subparagraph (A) and shall do one of the following:

(i) Amend the ordinance to comply with this section.

(ii) Adopt the ordinance without changes. The local agency shall include findings in its resolution adopting the ordinance that explain the reasons the local agency believes that the ordinance complies with this section despite the findings of the department.

(3) (A) If the local agency does not amend its ordinance in response to the department's findings or does not adopt a resolution with findings explaining the reason the ordinance complies with this section and addressing the department's findings, the department shall notify the local agency and may notify the Attorney General that the local agency is in violation of state law.

(B) Before notifying the Attorney General that the local agency is in violation of state law, the department may consider whether a local agency adopted an ordinance in compliance with this section between January 1, 2017, and January 1, 2020.

(i) The department may review, adopt, amend, or repeal guidelines to implement uniform standards or criteria that supplement or clarify the terms, references, and standards set forth in this section. The guidelines adopted pursuant to this subdivision are not subject to Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2.

(j) As used in this section, the following terms mean:

(1) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:

(A) An efficiency unit.

(B) A manufactured home, as defined in Section 18007 of the Health and Safety Code.

(2) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.

(3) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.

(4) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.

(5) "Local agency" means a city, county, or city and county, whether general law or chartered.

(6) “Neighborhood” has the same meaning as set forth in Section 65589.5.

(7) “Nonconforming zoning condition” means a physical improvement on a property that does not conform with current zoning standards.

(8) “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(9) “Proposed dwelling” means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

(10) “Public transit” means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.

(11) “Tandem parking” means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

(k) A local agency shall not issue a certificate of occupancy for an accessory dwelling unit before the local agency issues a certificate of occupancy for the primary dwelling.

(l) Nothing in this section shall be construed to supersede or in any way alter or lessen the effect or application of the California Coastal Act of 1976 (Division 20 (commencing with Section 30000) of the Public Resources Code), except that the local government shall not be required to hold public hearings for coastal development permit applications for accessory dwelling units.

(m) A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

(n) In enforcing building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code for an accessory dwelling unit described in paragraph (1) or (2) below, a local agency, upon request of an owner of an accessory dwelling unit for a delay in enforcement, shall delay enforcement of a building standard, subject to compliance with Section 17980.12 of the Health and Safety Code:

(1) The accessory dwelling unit was built before January 1, 2020.

(2) The accessory dwelling unit was built on or after January 1, 2020, in a local jurisdiction that, at the time the accessory dwelling unit was built, had a noncompliant accessory dwelling unit ordinance, but the ordinance is compliant at the time the request is made.

(o) This section shall remain in effect only until January 1, 2025, and as of that date is repealed.

(Amended by Stats. 2019, Ch. 659, Sec. 1.5. (AB 881) Effective January 1, 2020. Repealed as of January 1, 2025, by its own provisions. See later operative version added by Sec. 2.5 of Stats. 2019, Ch. 659.)

TITLE 7. PLANNING AND LAND USE [65000 - 66499.58] *(Heading of Title 7 amended by Stats. 1974, Ch. 1536.)*

DIVISION 1. PLANNING AND ZONING [65000 - 66301] *(Heading of Division 1 added by Stats. 1974, Ch. 1536.)*

CHAPTER 4. Zoning Regulations [65800 - 65912] *(Chapter 4 repealed and added by Stats. 1965, Ch. 1880.)*

ARTICLE 2. Adoption of Regulations [65850 - 65863.13] *(Article 2 added by Stats. 1965, Ch. 1880.)*

65852.22. (a) Notwithstanding Section 65852.2, a local agency may, by ordinance, provide for the creation of junior accessory dwelling units in single-family residential zones. The ordinance may require a permit to be obtained for the creation of a junior accessory dwelling unit, and shall do all of the following:

(1) Limit the number of junior accessory dwelling units to one per residential lot zoned for single-family residences with a single-family residence built, or proposed to be built, on the lot.

(2) Require owner-occupancy in the single-family residence in which the junior accessory dwelling unit will be permitted. The owner may reside in either the remaining portion of the structure or the newly created junior accessory dwelling unit. Owner-occupancy shall not be required if the owner is another governmental agency, land trust, or housing organization.

(3) Require the recordation of a deed restriction, which shall run with the land, shall be filed with the permitting agency, and shall include both of the following:

(A) A prohibition on the sale of the junior accessory dwelling unit separate from the sale of the single-family residence, including a statement that the deed restriction may be enforced against future purchasers.

(B) A restriction on the size and attributes of the junior accessory dwelling unit that conforms with this section.

(4) Require a permitted junior accessory dwelling unit to be constructed within the walls of the proposed or existing single-family residence.

(5) Require a permitted junior accessory dwelling to include a separate entrance from the main entrance to the proposed or existing single-family residence.

(6) Require the permitted junior accessory dwelling unit to include an efficiency kitchen, which shall include all of the following:

(A) A cooking facility with appliances.

(B) A food preparation counter and storage cabinets that are of reasonable size in relation to the size of the junior accessory dwelling unit.

(b) (1) An ordinance shall not require additional parking as a condition to grant a permit.

(2) This subdivision shall not be interpreted to prohibit the requirement of an inspection, including the imposition of a fee for that inspection, to determine if the junior accessory dwelling unit complies with applicable building standards.

(c) An application for a permit pursuant to this section shall, notwithstanding Section 65901 or 65906 or any local ordinance regulating the issuance of variances or special use permits, be considered ministerially, without discretionary review or a hearing. The permitting agency shall act on the application to create a junior accessory dwelling unit within 60 days from the date the local agency receives a completed application if there is an existing single-family dwelling on the lot. If the permit application to create a

junior accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the permitting agency may delay acting on the permit application for the junior accessory dwelling unit until the permitting agency acts on the permit application to create the new single-family dwelling, but the application to create the junior accessory dwelling unit shall still be considered ministerially without discretionary review or a hearing. If the applicant requests a delay, the 60-day time period shall be tolled for the period of the delay. A local agency may charge a fee to reimburse the local agency for costs incurred in connection with the issuance of a permit pursuant to this section.

(d) For purposes of any fire or life protection ordinance or regulation, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit. This section shall not be construed to prohibit a city, county, city and county, or other local public entity from adopting an ordinance or regulation relating to fire and life protection requirements within a single-family residence that contains a junior accessory dwelling unit so long as the ordinance or regulation applies uniformly to all single-family residences within the zone regardless of whether the single-family residence includes a junior accessory dwelling unit or not.

(e) For purposes of providing service for water, sewer, or power, including a connection fee, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.

(f) This section shall not be construed to prohibit a local agency from adopting an ordinance or regulation, related to parking or a service or a connection fee for water, sewer, or power, that applies to a single-family residence that contains a junior accessory dwelling unit, so long as that ordinance or regulation applies uniformly to all single-family residences regardless of whether the single-family residence includes a junior accessory dwelling unit.

(g) If a local agency has not adopted a local ordinance pursuant to this section, the local agency shall ministerially approve a permit to construct a junior accessory dwelling unit that satisfies the requirements set forth in subparagraph (A) of paragraph (1) of subdivision (e) of Section 65852.2 and the requirements of this section.

(h) For purposes of this section, the following terms have the following meanings:

(1) “Junior accessory dwelling unit” means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

(2) “Local agency” means a city, county, or city and county, whether general law or chartered.

(Amended by Stats. 2019, Ch. 655, Sec. 2. (AB 68) Effective January 1, 2020.)

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Kyle Abello, Recreation Supervisor
Meeting date:	March 26, 2020
Subject:	Clarification of City Council Direction Regarding the Arts & Culture Committee Funding Request Rules and Procedures

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BACKGROUND

At its regular meeting of August 8, 2019, the City Council approved the formation of the Buellton Arts & Culture Committee along with a description and scope for the Committee (included as Attachment 1). The purpose of the Committee is to enhance the quality of life and develop a sense of cohesiveness and community pride in Buellton by bringing artistic and cultural experiences to the community. The direction of the City Council, as understood by Staff, was to announce the formation of the Committee; recruit volunteers to serve on the Committee to promote, evaluate and recommend arts and cultural project applications for funding by the Council; prepare staff reports to present the recommended projects to Council; and to assist project applicants with the entire process. This understanding of Council direction is represented in a simple work flow diagram shown as Attachment 2.

After a positive community response, the Arts & Culture Committee held its first meeting in October with 12 volunteers from across the greater Valley area. With the knowledge and experience from several of these volunteers, the Committee soon had a working application for those interested in requesting arts and cultural project funding (included as Attachment 3). The first and only project to come to the Committee and Council to date, the Day of the Dead series of artistic and cultural workshops, utilized this application form. After approval by the City Council, project applicant and local artist Stacey Thompson worked with the Botanic Garden and organized an excellent group of speakers and artists and provided the community with a wonderful and unique experience. Staff considered this first project to be a good example of the execution of the direction and intent of the City Council in establishing the Arts & Culture Committee and budgeting funds for projects.

In recent months Staff has become aware that some individuals on the Arts & Culture Committee may have a different interpretation of the City Council's direction in regard to the intended purpose of the Committee and, in particular, the process whereby applicants

request project funding. Whereas Staff has understood Council's direction as creating a simple and straightforward application process to move project applications through Committee evaluation and on to Council approval as efficiently as possible, some Committee members believe in a more restrictive application process and narrower elibility rules regarding who may apply for project funding. The latter opinion has also been accompanied by a call to halt the Committee's consideration of any project funding requests until after an assortment of additional structural documents are finalized by the Committee and approved at a City Council Meeting and then wait until an official launch of the Arts & Culture website. Staff is concerned that this alternate understanding with a more restrictive eligibility rules and a more complex application process may discourage many artists from apply for project funding. Additionally concerning is that the initial enthusiasm and participation of some of the Committee members has dimmed with the emphasis on creating a bureaucratic structure and extensive guidelines rather than a focus on seeking out and evaluating creative project ideas to bring to the City Council for funding and implementation. Of the original 12 individuals who answered the call to volunteer on the Buellton Arts & Culture Committee, three have resigned and one has moved out of state.

Due to the apparent differences in understanding of Council's direction and the concern that the accompanying confusion may hamper the effectiveness and ultimate success of the Arts & Culture Committee, Staff requests clarification of Council direction on three specific questions as set forth in the Recommendation section of this report.

FISCAL IMPACT

None

RECOMMENDATION

That the City Council provide clarification on Arts & Culture Committee Funding Request Rules and Procedures, specifically:

1) Does the Council desire a simple project funding request process such as the one used for the Day of the Dead project and using an application form like the one shown in Attachment 3 or does the Council desire a more complicated and cumbersome process like that used by the Santa Barbara County Arts Commission?

2) Does the Council desire to impose any further restrictions on those applying for project funding such as requirements to be a non-profit organization or does the Council desire to allow anyone to apply as long as the project takes place within the Buellton City limits?

3) Does the Council desire that the Committee solicit projects in the remainder of this fiscal year with the current Project Funding Request Form or does the Council desire for the Committee to wait until additional structural documents are finalized, brought to Council for approval, and the Arts & Culture website is launched?

ATTACHMENTS

Attachment 1: Buellton Arts & Culture Committee Description
Attachment 2: Buellton Arts & Culture Committee Work Flow Diagram
Attachment 3: Project Funding Request Form

ATTACHMENT 1

BUELLTON ARTS & CULTURE COMMITTEE

Purpose: To enhance the quality of life and develop a sense of cohesiveness and community pride in Buellton by bringing artistic and cultural experiences to the community.

Definitions:

ARTS: Anything having to do with the **visual arts** (painting, sculpture, ceramics, drawing, ceramics, photography, film, digital, etc.) and **performing arts** (music, theatre, dance, and variations and combinations of such), including multimedia art, which may involve a combination of both visual and performing arts.

CULTURE: Anything having to do with the shared patterns of behaviors, ideas, customs, and traditions associated with a certain group or groups of people.

Membership: Committee members may come from Buellton or the greater Valley area and should have at least a basic knowledge and interest in artistic and cultural endeavors. Examples of possible members may include, but are not limited to: artists, musicians, performers, museum curators or docents, scholars, gallery owners, teachers, etc.

Scope: In creating artistic and cultural experiences for the community, the Committee may consider:

Public art installations (either permanent or temporary), events, or performances

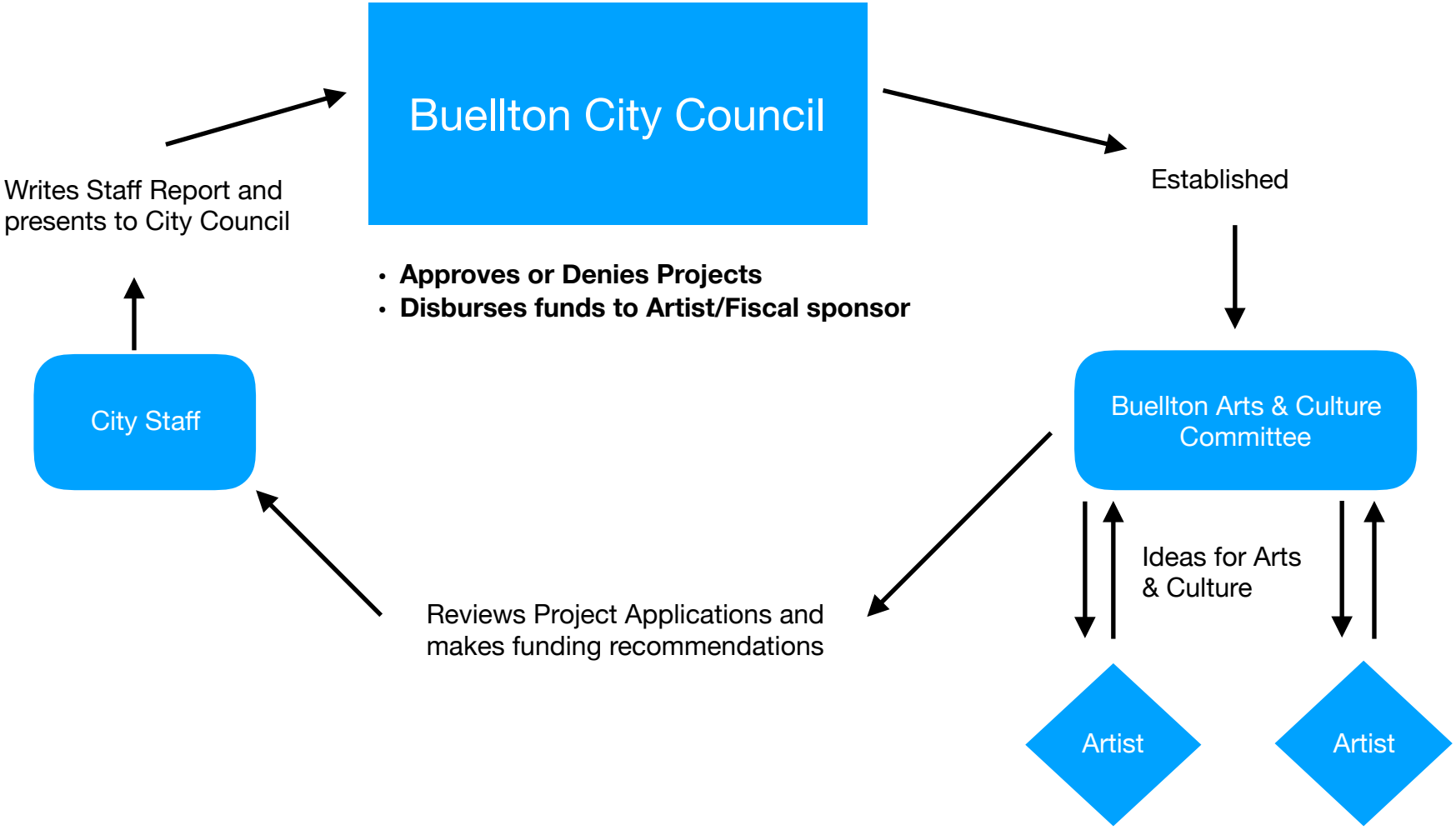
Producing or assisting with cultural activities and events

Collaborating with other local organizations on projects related to arts and culture

Concept Approval and Implementation: The Committee will present concepts to the City Council for approval. The City Council shall have the authority to allocate funding and/or other resources for implementation of the Committee's concepts.

Sensitivities: While it is understood that the function of art is often to challenge societal norms or advocate for social or political change, the City of Buellton chooses to expend public funds on art and cultural activities which serve to enhance appreciation of art in its various forms and develop or enhance a sense of community. To this end, the Arts and Culture Committee shall utilize its best judgement in recommending concepts to the City Council which avoid subject matter which is overtly political, or which is potentially offensive to ethnic, racial, religious or minority groups. Recommendations should also be made which are appropriate to the context in which they will be presented, sensitive to community standards with regard to decency, and presented with the intention of building a cohesive community.

ATTACHMENT 2



BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

APPLICATION DATE: _____

NAME OF PROJECT: _____

PROJECT DATE(S): _____

SPONSORING ORGANIZATION: _____

KEY ORGANIZER: _____

CONTACT INFORMATION: _____

_____

TYPE OF PROGRAM: [ ] ARTS PROGRAM [ ] CULTURE PROGRAM [ ] BOTH

TOTAL PROJECT BUDGET: _____

AMOUNT OF FUNDING REQUESTED: _____

HAS THIS ORGANIZATION RECEIVED FUNDING FROM THE BUELLTON ARTS & CULTURE PROGRAM PERVIOUSLY? IF SO, WHEN WAS THE LAST TIME?

YES NO YEAR: _____

DESCRIPTION OF EVENT — Include goals, objectives, and other project partners/collaborators:

DESCRIPTION OF EVENT — cont.

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

PROJECT BUDGET DETAIL:

TOTAL PROJECT BUDGET: _____

PROJECT FUNDING (list anticipated funding sources and amounts) — must equal Total Project Budget

SOURCE OF REVENUE	AMOUNT
TOTAL	**$**

PROJECT EXPENSES (promotional materials; space rental; artist honoraria; advertising; etc.) — must equal Total Project Budget

EXPENSE CATEGORY	AMOUNT
TOTAL	**$**

BUELLTON ARTS & CULTURE COMMITTEE

PROJECT FUNDING REQUEST FORM

CHECKLIST OF ITEMS TO SUBMIT:

- ☐ Completed application
- ☐ If art, craft or other objets d'arte are to be exhibited or otherwise displayed, either links to artists/artisans websites, 4-6 digitized images (minimum 300dpi).
- ☐ If music, dance or other types of performance work is to be presented, either links to the artists' websites or digitized video of their work.
- ☐ Project key organizer's vitae / experience and list of committee members

CITY OF BUELLTON

City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Kyle Abello, Recreation Supervisor

Meeting date: March 26, 2020

Subject: Conceptual Approval of Bike Skills Course at River View Park

---

BACKGROUND

During budget discussions last spring, the City Council allocated $50,000 under Capital Improvement Project 401: Miscellaneous River View Park Improvements. One of the possible projects detailed in this budget line item was a Bicycle Pump Track, something that many local residents have requested as a possible improvement at the east end of River View Park. Youth Recreation Coordinator Paul Smith has spent the last several months speaking with Buellton cycling enthusiasts, industry experts, local contractors, and the founders of Lompoc's River Bend Bike Park. As a result of these discussions, Staff has determined that the term "Bike Skills Course" more accurately describes the proposed project, and that is what is being presented to you for conceptual approval.

During the course of his outreach in the local community, Mr. Smith found a very knowledgable and dedicated group of individuals who are committed to the success of a Bike Skills Course at River View Park; from design and construction assistance to offers of help with long term upkeep and maintenance, there has been an outpouring of interest from Buellton and beyond. Some of the key input on the suggested design and materials for the course has come from the founders of Lompoc's Bike Park, one of whom is a Buellton resident. Attachment 1 shows the proposed footprint of the Bike Skills Course. The red line represents the core pathway, but allows space for growth and future trail spurs and additional skills elements.

Mr. Smith is working with local resident and contractor DJ Dunn to prepare a cost estimate for the earthwork labor and materials necessary for a basic course. Mr. Dunn is also a member of local non-profit Santa Ynez Valley Youth Recreation, which raises funds to provide facilities and equipment at local schools and public parks that serve our Valley's youth. Some of their past accomplishments include providing grants to outfit the weight room and the Zone at the Buellton Rec Center, building new tennis courts at Santa Ynez Valley Union High School, and constructing the softball field and sand volleyball courts at Solvang's Sunny Fields Park. There is a possibility of partnering with Santa Ynez Valley Youth Recreation to complete the Bike Skills Course that may result in cost-savings and

attracting additional private monetary and in-kind donations. Staff anticipates that growing interest in the Bike Skills Course will lead to the formation of a more formal organization that will build upon this initial foundation and partner with the City to further develop and sustain this amenity at River View Park in much the same way as the Botanic Garden Foundation and PAWS have been able to provide enhanced facilities for the community in City parks.

Therefore, Staff recommends that the City Council consider conceptual approval of the Bike Skills Course at River View Park and direct Staff to return with a more detailed cost estimate for the project and possible proposal for a partnership with Santa Ynez Valley Youth Recreation in order to provide this community amenity.

FISCAL IMPACT

The fiscal impact depends on the direction of Council. Once a more detailed cost estimate is prepared in conjunction with possible private and in-kind donations from the community, staff will have a more accurate project budget amount. The FY 19/20 Budget includes an allocation for a Bicycle Pump Track of approximately $15,000 of the total $50,000 budgeted under Capital Improvement Project 401: Miscellaneous River View Park Improvements. The Council could choose to utilize some or all of the Project 401 funds for this improvement, especially if any of the other amenities noted in the detail (i.e. Electric Vehicle Charging Station, Bocce Ball Courts, and Sustainable Water Feature) are no longer a priority at this time.

RECOMMENDATION

That the City Council consider conceptual approval of a Bike Skills Course at River View Park and direct Staff to return with a more detailed cost estimate for the project and a proposal for a partnership with the non-profit Santa Ynez Valley Youth Recreation in order to provide this community amenity.

ATTACHMENTS

Attachment 1: Proposed Footprint of the Bike Skills Course at River View Park

ATTACHMENT 1

CITY OF BUELLTON

City Council Agenda Staff Report

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

To:	The Honorable Mayor and City Council
From:	Kyle Abello, Recreation Supervisor
Meeting date:	March 26, 2020
Subject:	Appointment of Two Council Members to Serve on the Aquatics Ad Hoc Committee

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BACKGROUND

On March 3, the City received a letter from the California Department of Parks and Recreation, Office of Grants and Local Services, stating that we were unsuccessful in our $6.3 million Prop. 68 Grant for the proposed community aquatics facility (Attachment 1). The State received 478 applications totaling $2.3 billion in requests for $254.9 million in available funding, making this the most competitive grant process in the 50-year history of the State Parks' Office of Grants and Local Services. While this outcome is disappointing, the grant application process did serve as a catalyst to form a formal partnership among the City of Buellton, the Santa Ynez Valley Union High School District, and the Santa Ynez Valley Community Aquatics Foundation to bring a community aquatics complex to our Valley.

In the near future, the Foundation plans to convene a meeting of key stakeholders in the Santa Ynez Valley Community Aquatics Complex to discuss options and next steps given current and future funding realities. Staff recommends that the Council appoint two of its members to serve as an Aquatics Ad Hoc Committee in order to participate in these discussions. Although the existing formal agreement between the City, the District, and the Foundation was contingent upon the success of the Prop. 68 Grant, there may be sufficient value in continuing the partnership, albeit in a less formal manner. The proposed Aquatics Ad Hoc Committee could evaluate such a proposal and bring a recommendation to the City Council as a whole. The Committee would meet on an as-needed basis.

FISCAL IMPACT

None

RECOMMENDATION

That the City Council appoint two of its members to serve on an Aquatics Ad Hoc Committee to participate in discussions regarding the future of the Santa Ynez Valley Community Aquatics Complex.

ATTACHMENTS

Attachment 1—Letter from California Department of Parks and Recreation

Gavin Newsom, Governor
Lisa Ann L. Mangat, Director

State of California • Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION
P.O. Box 942896 • Sacramento, CA 94296-0001
(916) 653-7423

FEB 20 2020

RECEIVED
MAR 03 2020
CITY OF BUELLTON

Kristen Thomsen
Recreation Center Coordinator
City of Buellton
P.O. Box 1819
Buellton, CA 93427

Re: City of Buellton Santa Ynez Valley Community Aquatics Park - Proposition 68 Statewide Park Development and Community Revitalization Program (SPP)

Dear Kristen Thomsen:

Thank you for your interest in the SPP program. The Office of Grants and Local Services (OGALS) has completed its multi-level review process of the SPP "Round Three" applications. Unfortunately, the project application listed above was not selected for funding.

SPP "Round Three" was the most competitive grant program in OGALS' nearly fifty-year history of grant administration. **A total of $2.3 billion was requested through 478 project applications. The amount requested greatly exceeded the $254.9 million available in this round.** OGALS believes that each application highlights a statewide need for local parks.

At this time, the application deadline for SPP "Round Four" is not yet established. OGALS will announce a series of statewide Application Workshops to share lessons learned from this current round of applications, and to assist applicants in preparing for the next round. Information about the SPP will be posted at www.parks.ca.gov/spp

OGALS looks forward to reviewing your "Round Four" grant application. If you have any questions about this project or the SPP, please contact your Competitive Review Project Officer Kristine Schilpp at Kristine.Schilpp@parks.ca.gov or (916) 651-6630.

Sincerely,

Sedrick Mitchell, Deputy Director
Community Engagement Division

cc: Project file

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 14

To:	The Honorable Mayor and City Council
From:	Cara Meche, Assistant Planner
Meeting Date:	March 26, 2020
Subject:	Resolution No. 20-07 – "A Resolution of the City Council of the City of Buellton, California, Recognizing the Importance of the 2020 Census and Encouraging Residents of the City of Buellton to Promote and Complete the Census to Ensure a Fair and Complete Count"

BACKGROUND

In an effort to provide a more accurate account in the upcoming census, the United States (U.S.) Census Bureau has requested that cities adopt a resolution (Resolution No. 20-07) to recognize the importance of the 2020 U.S. Census.

Census counts are used to determine the distribution of federal funds for schools, hospitals, roads, public works, and social programs. This count is also used to distribute seats in the House of Representatives and determine legislative districts for federal, state, and local representatives. Moreover, the census provides a social, demographic, and economic profile of the country's residents, leading to more informed policymakers and businesses. This year marks the first time in our history that online responses will be collected.

The City of Buellton has already initiated collaborative efforts with the U.S. Census to ensure a complete and accurate count of our residents. Last year, the Planning Department participated in the voluntary Local Update of Census Addresses Operation (LUCA) and the New Construction Program, in which an accurate updated address list was provided to the U.S. Census Bureau. The City, along with other local government agencies and organizations, is also participating in the Complete Count Census Committee of the County of Santa Barbara in order to receive and share information and outreach materials. Outreach efforts by the City this year have included posts to the City's website and Facebook page, and handouts at City Hall. Future public events until July 2020 are planned to be additional outreach opportunities.

Adoption of the attached resolution would signify the City's continued support of the 2020 U.S. Census.

FISCAL IMPACT

There is no direct positive or negative financial impact associated with the resolution, although future financial benefits may be derived by a more accurate census count.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 20-07 – "A Resolution of the City Council of the City of Buellton, California, Recognizing the Importance of the 2020 Census and Encouraging Residents of the City of Buellton to Promote and Complete the Census to Ensure a Fair and Complete Count"

ATTACHMENTS

Resolution No. 20-07
Attachment 1 – League of California Cities "Action Alert"

RESOLUTION NO. 20-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, RECOGNIZING THE IMPORTANCE OF THE 2020 CENSUS AND ENCOURAGING RESIDENTS OF THE CITY OF BUELLTON TO PROMOTE AND COMPLETE THE CENSUS TO ENSURE A FAIR AND COMPLETE COUNT

WHEREAS, the U.S. Census Bureau is required by Article I, Section 2 of the U.S. Constitution to conduct an accurate count of the population every ten years; and

WHEREAS, the next enumeration will be April 1, 2020 and will be the first to rely heavily on online responses; and

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups; and

WHEREAS, that challenge is amplified in California, given the size of the state and the diversity of communities; and

WHEREAS, California has a large percentage of individuals that are considered traditionally hard to count; and

WHEREAS, these diverse communities and demographic populations are at risk of being missed in the 2020 Census; and

WHEREAS, California receives nearly $77 billion in federal funding that relies, in part, on census data; and

WHEREAS, a complete and accurate count of California's population is essential; and

WHEREAS, the data collected by the decennial Census determines the number of seats each state has in the U.S. House of Representatives and is used to distribute billions of dollars in federal funds to state and local governments; and

WHEREAS, the data is also used in the redistricting of state legislatures, county boards of supervisors and city councils; and

WHEREAS, the decennial census is a massive undertaking that requires cross-sector collaboration and partnership in order to achieve a complete and accurate count; and

WHEREAS, California's leaders have dedicated a historic amount of funding and resources to ensure every Californian is counted once, only once and in the right place; and

WHEREAS, this includes coordination between tribal, city, county, state governments, community-based organizations, education, and many more; and

WHEREAS, U.S. Census Bureau is facing several challenges with Census 2020, including constrained fiscal environment, rapidly changing use of technology, declining response rates, increasingly diverse and mobile population, thus support from partners and stakeholders is critical; and

WHEREAS, California kicked-off its outreach and engagement efforts in April 2019 for the 2020 Census; and

WHEREAS, the City of Buellton, in partnership with other local governments, the State, businesses, schools, and community organizations, is committed to robust outreach and communication strategies, focusing on reaching the hardest-to-count individuals.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Buellton recognizes the importance of the 2020 U.S. Census and supports helping to ensure a complete, fair, and accurate count of all Californians.

PASSED, APPROVED and ADOPTED this 26th day of March, 2020.

_____
Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk

ACTION ALERT!!
SUPPORT
Send a City Resolution to Recognize the Importance of the 2020 U.S. Census "Be Counted California"

Background:

California cities can play in active role in helping to make the 2020 U.S. Census fair and accurate, especially for historically undercounted populations: racial and ethnic minorities, young children and renters. The 2010 census undercounted 95,000 (or 0.26 percent of) California residents. Though the overall count was an improvement from the previous undercounts (2.74 percent in 1990 and 1.52 percent in 2000), the rate of undercounted populations remains consistently high, and that has many cities concerned about getting an accurate account in the upcoming census. One of the main implications of a miscount is the loss of annual federal and state funding for local government as well as philanthropic funding for social programs and services. In addition, one or more Congressional seats given to California could be lost.

Obtaining an accurate and complete count poses challenges due to several factors. The housing affordability crisis has forced more Californians to move into hard-to-count unconventional housing and overcrowded dwellings or to become homeless. For the first time, the Census is a digital census and more than 75 percent of California households will be receiving an invitation to complete their census form online, even though many households lack broadband or digital literacy.

The California Census Office is hosting a kick-off event on April 2, 2019 at the State Capitol in Sacramento to jump-start the public awareness of the 2020 Census and they have requested for the League to encourage its members to adopt a resolution recognizing the importance of the 2020 U.S. Census.

ACTION:
Adopt a city proclamation or resolution supporting the 2020 U.S. Census.
Sample resolution attached.

Quick Facts

Why is the 2020 Census important?

- Every Californian counts
- It's about fair representation
- It's about fair share of funding
- It's your civic duty
- It's about redistricting
- You are the expert – your responses help
- Your data are confidential

How is the Census data used?

- To advocate more resources for community members.
- To ensure public safety and plan new schools and hospitals.
- To decide where to open companies and businesses, which create jobs.
- By law, the U.S. Census Bureau cannot share the data with immigration or law enforcement agencies or allow it to determine eligibility for government benefits.

Tips for Building Complete Count Partnerships

California has made a historic commitment to the 2020 Census by investing over $100 million to help ensure a complete count. With more than $70 million directly allocated for county, tribal and community based organizations, the state is taking special care to reach hard-to-count communities. And philanthropic organizations, such as the California Endowment and the Irvine Foundation, made a $20 million commitment in 2017–18 to support local and regional census work by allocating funding and sustaining coordinated efforts like the Census Policy Advocacy Network. Aside from forming local census complete count committees, cities should consider partnering with federal and state agencies, tribal governments, counties and community-based organizations and tap into existing initiatives.

Resources to Help Identify Your Hard-to-Count Populations

- ***2020 Census Maps: California's Hard-to-Count Communities.*** The Public Policy Institute of California projects the likelihood of nonresponse rates for individual hard-to-count groups.

- ***2010 Census Participation Rates.*** This U.S. Census Bureau map shows participation rates in the 2010 and 2000 censuses.

- ***California Hard-to-Count Index Map.*** This map provides demographic information in addition to the Hard-to-Count Index.

For more information, visit www.census.gov/2020resources or https://census.ca.gov/resources.

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 15

To:	The Honorable Mayor and City Council
From:	Shannel Zamora, Finance Director
Meeting Date:	March 26, 2020
Subject:	Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2020-21

BACKGROUND

Every year as part of the budget process, staff presents to City Council a proposed cost of living adjustment (COLA) for full-time staff. For fiscal year 2020-21, staff proposes a 3.2 percent COLA. The requested COLA is based on the Consumer Price Index (CPI), historic internal data and external market survey data.

CPI is published by the Bureau of Labor Statistics of the U.S. Department of Labor (BLS). The City of Buellton uses the "annual" average to formulate the cost of living adjustment. CPI is a measure that examines the weighted average of prices of a basket of consumer goods and services such as housing, transportation, food and medical care.

The BLS reported that the 12-month percent change in the CPI from January 2019 through December 2019 was an annual rate of 3.2 percent for the greater Los Angeles area (Attachment 1). Santa Barbara County is included within the Los Angeles area CPI. The historic average annual CPI is 2.36 percent while the average COLA increase for City of Buellton employees is 2.09 percent (Attachment 2). The requested COLA for fiscal year 2020-21 is 1.11 percent higher than the historic average COLA granted to city employees and 0.84 percent higher than the average CPI annual change.

On March 9, 2020, a survey was taken of thirteen local cities. Cities were asked to provide the percentage increase in salaries for their most current COLA (Attachment 3). The average COLA increase for these cities was 2.27 percent or .93 percent lower than the City's COLA request.

In addition, the table on the following page summarizes the number of employees at each salary step level. Of the current 18 full-time employees, thirteen are at their max step level, or 72% of full-time employees. This information is provided to assist the City Council in making a determination as to an employee COLA for the upcoming fiscal year.

Step Salary Level	Number of Employees
Step 1	**0**
Step 2	**1**
Step 3	**2**
Step 4	**2**
Step 5	**13**

The City Manager is a full time employee of the City, and may be eligible for this COLA as well. However, the City Manager's employment agreement indicates that while he is eligible for the same COLA as may be received by other City employees as and when authorized by the City Council, the City Council retains sole discretion in determining whether he will receive such a COLA. Therefore, as his annual evaluation date coincides with the new fiscal year, which is the effective date of this COLA, it is recommended that the City Council not consider the City Manager's receipt of this COLA until his annual evaluation in June or July.

FISCAL IMPACT

The fiscal impact to the City will be dependent upon the action taken by Council. If a 3.2 percent increase is granted, the overall increase to salary and benefits is approximately $92,700. The General Fund portion is $50,700, Water Fund portion is $21,000 and Wastewater Fund portion is $21,000. Staff estimates that available revenue exists to fund the 3.2 percent increase in the next fiscal year.

RECOMMENDATION

That the City Council approve of a cost of living adjustment of 3.2 percent for all full-time City employees, with the exception of the City Manager, for Fiscal Year 2020-21. If approved by City 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 - History of Cost of Living Adjustments
Attachment 3 – Cost of Living (COLA) Survey

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include graphs include annual averages

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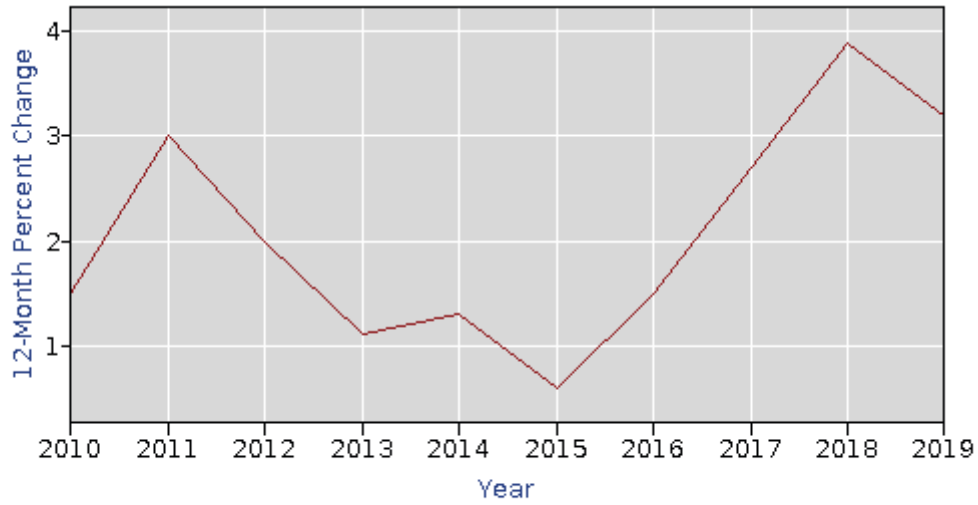
Data extracted on: March 13, 2020 (1:58:51 PM)

CPI for Urban Wage Earners and Clerical Workers (CPI-W)

12-Month Percent Change
Series Id: CWURS49ASA0
Not Seasonally Adjusted
Series Title: All items in Los Angeles-Long Beach-Anaheim, CA, urban wage earners and clerical workers, not seasonally adjusted
Area: Los Angeles-Long Beach-Anaheim, CA
Item: All items
Base Period: 1982-84=100



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Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
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
2018	3.7	3.7	3.9	4.1	4.3	4.2	4.0	4.1	3.9	4.3	3.8	3.3	3.9	4.0	3.9
2019	2.9	2.6	2.7	3.6	3.4	3.3	3.3	2.9	3.2	3.6	3.5	3.2		3.1	3.3
2020	3.5	3.5													

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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
3.90%	2019	3.50%	7/1/2019
3.20%	2020	3.20%	7/1/2020
2.36%	Average	2.09%	Average

Assuming 3.2% in 2020

ATTACHMENT 3

City of Buellton sz 3 9 2020
COLA survey
March 2020

CITY	COLA	Description
Arroyo Grande*	2.00%	Management: 2% FY 2018/19, 2% FY 2019/20 Service Employees: 2% FY 2018/19, 2% FY 2019/20
Atascadero	2.50%	3.5% FY 2018/19 and 2.5% FY 2019/20
Carpinteria	2.15%	FY 19/20
Goleta	3.00%	effective 1/1/2020 and FY 2020/21
Grover Beach*	2.00%	Executive: 2% FY 18/19, 2% FY 2019/20, 2% FY 2020/21 Management: 2% FY 18/19, 2% FY 2019/20, 2% FY 2020/21 Service Employees: 2.5% FY 2019/20, 1.5% FY 2020/21
Guadalupe		No response
Lompoc*	3.00%	Management:2% effective 2/1/2020 for FY 19/20, 3% for 2020/21 Service:2% effective 2/1/2020 for FY 19/20, 3% for 2020/21
Paso Robles	3.00%	3% eff. 1/26/20, 2% eff 1/10/21, 3% eff 1/9/22
Pismo Beach	2.00%	FY 2020 1%, FY 2021 2% FY 2022 1%
San Luis Obispo	2.00%	1% FY 2018/19, 2% FY 2019/20, 2% FY 2020/21
Santa Barbara	1.65%	effective 3/30/2019
Santa Maria*	2.25%	Management: 3% eff 12/31/19, 2% eff 12/31/2020 Service: 1.5% eff 12/31/19, 1.5% eff 12/31/2020
Solvang	1.70%	Management: 1.7% FY 19/20
Average Increase for 12 Cities:	***2.27%***	

Source: Various Cities in Santa Barbara and San Luis Obispo Counties
# of Cities Surveyed: 13
Survey Question: What is the percentage increase in salaries for most recent COLA ?

*Averaged if City has multiple bargaining units.

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 16

To:	The Honorable Mayor and City Council
From:	Scott Wolfe, City Manager
Meeting Date:	March 26, 2020
Subject:	Presentation and Discussion of Administrative Steps Taken in Response to COVID-19 and County Declaration of Local Health Emergency

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As conditions, mandates, and circumstances are changing rapidly, no staff report is included at this time.

Staff will present a verbal report to the City Council at its March 26, 2020 Regular Meeting.

CITY OF BUELLTON

City Council Agenda Staff Report

City Manager Review: SW
Council Agenda Item No.: 17

To:	The Honorable Mayor and City Council
From:	Scott Wolfe, City Manager
Meeting Date:	March 26, 2020
Subject:	Resolution No. 20-08 – "A Resolution of the City Council of the City of Buellton, California, Authorizing the Deferral of Payments of Transient Occupancy Tax and the Waiving of Penalties and Interest in Certain Instances"

BACKGROUND

The various responses to the COVID-19 pandemic have resulted in decreased travel. While it is anticipated that this drop in transient occupancy will be temporary, the unexpectedly sharp curtailing of demand for lodging due to COVID-19 has resulted in economic stress for Buellton's hotels and motels. At least one hotel has contacted City staff to indicate a problem paying the Transient Occupancy Tax (TOT) payments to the City at this time, while attempting to alter their operations to remain open. Such alterations may include layoffs of staff or other changes that require short-term increases in expenditures to achieve longer-term savings. These may prove to be difficult from a cash flow perspective.

To assist our local lodging businesses, staff is proposing a plan to allow the temporary deferral of TOT payments to the City. Under the proposed plan, deferrals would be granted for a period of up to 90 days. TOT returns would still need to be filed with the City Finance Department on time, but payment could be deferred. Barring an extreme circumstance, the initial deferral would be for 30 days or less, with evaluation of further deferrals occurring after the next TOT return is filed.

It is anticipated that after the first month, the TOT due will be minimal as the number of rooms rented will still be very low. This may allow for easier payment of TOT without the need for further deferrals. However, if further need is demonstrated, the Finance Director, in consultation with the City Manager, would be able to issue subsequent deferrals to assist the business, so long as no more than 3 months of deferred TOT is outstanding.

Currently, the Municipal Code allows staff to defer the payment of TOT, but requires the payment of interest in the amount of 1% per month (or portion thereof) on the amount deferred. Given the circumstances, staff is proposing the waiver of this interest charge.
To further assist these businesses, staff would propose that the City waive any penalties for TOT returns not filed on time in March as long as they are filed (and if payment cannot be made, a deferral requested) by March 31. This will provide both an incentive to file the return, and relief to a business already in need.

To accomplish the implementation of the proposed plan, the City Council will need to adopt a resolution permitting the extended deferrals, and waiving penalties and interest in certain instances. The accompanying resolution includes the authorization and waivers for the plan as described in this report. Should the City Council make changes to the proposed plan prior to approval, staff will implement the City Council's direction and return at the next City Council meeting with a resolution ratifying that direction.

FISCAL IMPACT

The deferral of tax payments for a limited time, and the associated waiver of penalties and interest on those deferrals, will result in fiscal impacts, primarily associated with the loss of interest that may accrue on the funds were they paid to the City on time. Total fiscal impacts are presumed to be less than $18,000 over a period which could extend for four to six months.

RECOMMENDATION

That the City Council consider adoption of Resolution No. 20-08 – "A Resolution of the City Council of the City of Buellton, California, Authorizing the Deferral of Payments of Transient Occupancy Tax and the Waiving of Penalties and Interest in Certain Instances"

ATTACHMENTS

Resolution No. 20-08

RESOLUTION NO. 20-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AUTHORIZING THE DEFERRAL OF PAYMENTS OF TRANSIENT OCCUPANCY TAX AND THE WAIVING OF PENALTIES AND INTEREST IN CERTAIN INSTANCES

WHEREAS, on March 4, 2020, Governor Newsome declared a state of emergency for conditions caused by COVID-19, which the Centers for Disease Control and Prevention considers a very serious public health threat; and

WHEREAS, on March 11, 2020, the World Health Organization declared COVID-19 a global pandemic, and Governor Newsome and California State Public Health officials recommended a series of actions, including the postponement or cancellation of large gatherings and the implementation of social distancing requirements, to slow the transmission rate of COVID-19; and

WHEREAS, on March 12, 2020, the Santa Barbara County Health Officer issued a Declaration of Local Health Emergency, ordering cancellations of large gatherings and implementation of social distancing for all areas of Santa Barbara County; and

WHEREAS, the compliance with this order has resulted in a sharp decrease in the occupancy of Buellton's hotels and motels, causing serious economic stress, employee layoffs, and issues with cash flow, including the ability to pay the City's Transient Occupancy Tax (TOT) in a timely manner; and

WHEREAS, Buellton Municipal Code Section 3.28.080 requires the payment of a penalty for failure to remit TOT by the due date, and Section 3.28.270 allows City staff to extend the time for making a TOT payment to the City for up to one month, but requires interest be paid during such extension; and

WHEREAS, it is the desire of the City Council to provide some relief to hotel and motel operators who are struggling with the impacts of the COVID-19 pandemic and the subsequent public health mandates.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The City Council of the City of Buellton hereby authorizes the City Manager, City Finance Director, or authorized designee, to defer payment of Transient Occupancy Tax for operators requesting such relief for a period not to exceed 90 days, if returns have been filed in a timely manner, which shall include any date before April 1 for returns due in March.

SECTION 2. The City Council also waives the penalties associated with the late filing of returns or payments associated with the Tax due for February, 2020, if returns are filed and payment made or request for deferral made to the Finance Department by March 31, 2020.

SECTION 3. The City Council further waives the interest payment required for deferrals as required by Buellton Municipal Code Section 3.28.270 for the time consistent with the deferral authorized in Section 1, above.

SECTION 4. The City Council declares that this authorization remain in place until removed by the City Council, or until 30 days from the lifting of the County Health Officer's order mandating the cancellation of large events and gatherings and requiring social distancing.

PASSED, APPROVED AND ADOPTED on this 26th day of March, 2020.

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Holly Sierra
Mayor

ATTEST:

_____
Linda Reid
City Clerk