



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of April 11, 2019 – 6:00 p.m.
City Council Chambers, 140 West Highway 246
Buellton, California**

Materials related to an item on this agenda, as well as materials submitted to the City Council after distribution of the agenda packet, are available for public inspection in the Office of the City Clerk, located at 107 West Highway 246, during normal business hours.

CALL TO ORDER

Mayor Holly Sierra

PLEDGE OF ALLEGIANCE

ROLL CALL

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

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of March 28, 2019 City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
- 3. Resolution No. 19-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 3.5% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2019”**
 - ❖ (Staff Contact: Finance Director Shannel Zamora)

- 4. Annual Report for July 1, 2018 through December 31, 2018 from Visit Santa Ynez Valley (VisitSYV)**
 ❖ *(Staff Contact: Finance Director Shannel Zamora)*

PRESENTATIONS

- 5. Proclamation Recognizing National Donate Life Month**

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS/ITEMS

WRITTEN COMMUNICATIONS

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

COMMITTEE REPORTS

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

BUSINESS ITEMS

(POSSIBLE ACTION)

- 6. Fiscal Year 2019-20 & 2020-21 Requests for Funding from Non-Profit Agencies**
 ❖ *(Staff Contact: Finance Director Shannel Zamora)*
- 7. Consideration of Reinstating Employer Contribution to the 457 Deferred Compensation Plan (DCP) for Employees Hired after January 1, 2012**
 ❖ *(Staff Contact: Human Resources Director Linda Reid)*

CITY MANAGER’S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

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

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, April 25, 2019 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES
Regular Meeting of March 28, 2019
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

PUBLIC COMMENTS

Puck Erickson, representing Santa Ynez Valley Botanic Garden displayed a video that showed what's happening at the Botanic Garden and provided an events calendar for the record.

CONSENT CALENDAR

Mayor Sierra announced she met with the Finance staff and discussed a procedural change to how accounts payable will process payments going forward.

- 1. Minutes of March 14, 2019 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
- 3. Monthly Treasurer's Report – February 28, 2019**

4. **Resolution No. 19-06 – “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 2019-20”**
5. **Receive and File the 2018 Annual Report on the Status of the General Plan**
6. **Extension of City Manager Contract**
7. **Approval of Settlement Agreement Related to California Voting Rights Act**

MOTION:

Motion by Council Member King, seconded by Council Member Mercado, approving Consent Calendar Items 1 and 7 as listed.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

PRESENTATIONS

None

PUBLIC HEARINGS

8. **Resolution No. 19-05 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Measure A Five-Year Local Program of Projects for Fiscal Years 2019/2020 – 2023/2024”**

RECOMMENDATION:

That the City Council consider adoption of Resolution No. 19-05.

STAFF REPORT:

Public Works Director Hess presented the staff report with some numerical changes to Exhibit A.

SPEAKERS/DISCUSSION:

Mayor Sierra opened the public hearing at 6:15 p.m. There being no public comment, Mayor Sierra closed the Public Hearing at 6:16 p.m.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member King, seconded by Council Member Mercado approving Resolution No. 19-05 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Measure A Five-Year Local Program of Projects for Fiscal Years 2019/20 – 2023/24”

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Sanchez stated that he is working with Randy Endelos on installing solar lights for the flags on the Avenue of Flags.

Vice Mayor Andrisek congratulated the Buellton Chamber of Commerce for organizing the Wine and Chili Festival at Flying Flags RV Resort. The other Council Members who attended said the event was very well done.

Vice Mayor Andrisek requested and the Council agreed by consensus to agendize a discussion regarding the Plains All American pipeline project and provided a sample resolution adopted by the City of Santa Maria for the record.

Council Member Sanchez requested and the Council agreed by consensus to agendize discussion regarding the red curb along the south end of McMurray Road.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Mayor Sierra announced that she and Council Member Sanchez attended the Library Advisory Committee meeting and provided an oral report regarding the meeting.

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

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

Mayor Sierra announced that she attended the California Association of Councils of Government (CALCOG) board meeting in Yosemite and provided an oral report regarding the meeting.

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

BUSINESS ITEMS

9. Discussion and Direction Regarding Adding the Buellton Senior Center as a Budget Line Item

RECOMMENDATION:

That the City Council consider adding the Buellton Senior Center as a budget line item and discuss how much to allocate the non-profit funding if the Buellton Senior Center is removed from this funding source

STAFF REPORT:

City Manager Bierdzinski presented the staff report.

SPEAKERS/DISCUSSION:

Pam Gnekow, representing the Buellton Senior Center asked for support of the budget line item for the Buellton Senior Center.

The City Council discussed the following issues:

- Support for the Buellton Senior Center
- How much money to allocate for the remaining non-profit agencies

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Sanchez, seconded by Vice Mayor Andrisek, approving the addition of the Buellton Senior Center as a budget line item with a budgeted amount of \$65,000.

VOTE:

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

DIRECTION:

The City Council agreed by consensus to cap the remaining non-profit funding at \$25,000.

10. Determination of Employee Cost of Living Adjustment (COLA) for Fiscal Year 2019-20

RECOMMENDATION:

That the City Council consider approval of a COLA for all full-time regular City employees for Fiscal Year 2019-20 in the amount of 4.0 percent.

STAFF REPORT:

Finance Director Zamora presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the appropriate COLA percentage.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DIRECTION:

The Council agreed by consensus to approve a 3.5% COLA for all full-time regular employees effective July 1, 2019 and staff will present a resolution solidifying the COLA at the April 11 Council meeting.

11. Review and Direction to Staff Regarding Avenue of Flags Median Two Design Plan

RECOMMENDATION:

That the City Council review the draft plans and provide staff with additional direction if necessary to move forward towards completion of the Design Plans.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

Peggy Brierton, Buellton provided her suggestions for the flex-space median and submitted a handout for the record which was distributed to the City Council and made part of the record.

Ron Milligan, Landscape Architect with MNS Engineers discussed the proposed landscape concept and flex-space area.

Irma Tucker, Contract Planner discussed the proposed flex-space.

The City Council discussed the following issues:

- Adding rolled curbs
- Replace the two 30 foot flag poles with a 50 foot centrally located flag pole
- Use of drought resistant and low maintenance landscaping
- Provide options of stamped concrete rather than using pavers
- Allowing space for two lanes in each direction per the Specific Plan
- Council support of the alternative design plan presented at the meeting

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DIRECTION:

The City Council agreed by consensus to direct staff to move forward with the alternative design plan for Median Two of the Avenue of Flags and bring back a revised concept plan.

12. Review and Approval of Botanic Garden Entry Pillars at River View Park

RECOMMENDATION:

That the City Council review and approve the design and location of the Botanic Garden entry pillars at River View Park.

STAFF REPORT:

Public Works Director Hess presented the staff report.

SPEAKERS/DISCUSSION:

The City Council requested that the sign be raised up higher or be placed on pedestals.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DIRECTION:

The City Council agreed by consensus to approve the design and location of the Botanic Garden entry pillars at River View Park.

CITY MANAGER'S REPORT

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

CLOSED SESSION ITEMS

**13. Closed Session Pursuant to Government Code Section 54957(b)(1):
PUBLIC EMPLOYEE APPOINTMENT**

Title: City Manager

The City Council met in closed session to discuss Item 13. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 8:20 p.m. The next regular meeting of the City Council will be held on Thursday, April 11, 2019 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: April 11, 2019

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

BACKGROUND

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

The check register for the period 03/20/2019 through 04/03/2019 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 03/20/2019 through 04/03/2019, and electronic fund transfers issued for the period of 03/20/2019 through 04/02/2019 was \$324,860.35.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council review and accept the check register for the period 03/20/2019 through 04/03/2019.

ATTACHMENTS

Attachment 1 – Claims

CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of March 20, 2019 through April 03, 2019 for ratification by the City Council at the **April 11, 2019** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT00989	42,191.66
A/P Packet #APPKT00987	144,686.03
A/P Packet #APPKT00984	41,361.18
A/P Packet #APPKT00981	29,420.06
Total A/P Packets:	<u>\$257,658.93</u> (7 pages)
Utility Packet #UBPKT01492	179.59 (1 page)
Total of checks issued:	<u>\$257,838.52</u>

EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$19,308.76</u>
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Payroll processed

CC Payroll	3/28/2019	2,265.47
Staff Payroll	3/29/2019	45,447.60
Total Payroll:		<u>\$47,713.07</u>

TOTAL AMOUNT OF CLAIMS:	<u><u>\$324,860.35</u></u>
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Payments via Electronic Fund Transfer (EFT):

From 03/20/2019 through 04/02/2019

Bank Fee	3/29/2019	105.50
CalPERS - Classic	3/29/2019	150.94
Payroll Tax - EDD	3/29/2019	108.20
CalPERS - PEPR	3/29/2019	60.57
Payroll Tax - IRS	3/29/2019	70.48
CalPERS - Classic	4/1/2019	5,472.30
Payroll Tax - EDD	4/1/2019	2,936.45
CalPERS - PEPR	4/1/2019	2,893.22
Payroll Tax - IRS	4/1/2019	7,511.10

Total

19,308.76



City of Buellton, CA

Check Disbursements - City Council - April 11, 2019

By Payment Number

Payment Dates 03/20/2019 - 04/03/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37630	3/20/2019 INV0010395	011105 2/13-3/13/2019 - CYCLE TRAINING	ADRIENNE WALTER	001-511-67140		90.00 90.00
37631	3/20/2019 INV0010393	001303 1/13-3/13/2019 - BEGINNING CHILD BALLE	AMANDA RUSSELL	001-511-67140		210.00 210.00
37632	3/20/2019 INV0010402	001199 3/5-8/2019 - LOCC - LB - PLNG CMSNRS ACADEMY	ANDREA KEEFER	001-565-60710		202.96 202.96
37633	3/20/2019 12789758	000090 3/16-31/2019 - CalPERS LT Care Program	CaPERS LONG-TERM CARE PROGRAM	001-22166		84.25 84.25
37634	3/20/2019 842092	000118 2/16-3/15/2019 - CH/HR - Copier Overage Charges	COASTAL COPY, INC.	001-410-61130		52.08 52.08
37635	3/20/2019 INV0010400	011169 2/12-3/13/2019 - VIOLIN	DIANE BYINGTON dba	001-511-67140		56.00 56.00
37636	3/20/2019 INV0010394	011236 1/11-3/13/2019 - GYMNASTICS	GARY GENE JOHNSON dba	001-511-67140		1,404.00 1,404.00
37637	3/20/2019 INV0010392	001089 2/13-3/13/2019 - FLOW YO-YOGA	GINA SIGMAN	001-511-67140		126.00 126.00
37638	3/20/2019 INV0010398	011300 2/13-3/13/2019 - KUNDALINI/FUN&FOCUS YOGA	KAREN PALMER	001-511-67140		80.50 80.50
37639	3/20/2019 INV0010399	011306 9/10-12/11/2018 - SOCCER ACADEMY	KARLIN LADERA	001-511-67140		882.00 882.00
37640	3/20/2019 INV0010397	011321 1/15-3/13/2019 - CYCLE TRAINING	LAURA COGAN	001-511-67140		60.00 60.00
37641	3/20/2019 INV0010396	001132 2/13-3/13/2019 - PERSONAL TRAINING	MAILE INEMAN	001-511-67140		126.00 126.00
37642	3/20/2019 INV0010401	011343 2/13-3/13/2019 - YOGA CLASS	MARIANNE MADSEN	001-511-67140		360.00 360.00
37643	3/20/2019 INV0010390 INV0010390 INV0010390 INV0010390 INV0010390 INV0010390 INV0010390 INV0010390 INV0010390 INV0010390	000352 2/5-3/6/2019 - Electric Service 2/5-3/6/2019 - Electric Service	P G & E	001-410-61241 001-501-61241 001-510-61241 001-550-61241 001-552-61241 001-556-61241 001-565-61241 005-701-61241 020-601-61241		19,906.49 525.99 409.87 165.69 5,119.01 493.27 82.43 227.72 7,481.21 5,401.30
37644	3/20/2019 9825717508 9825717508 9825717508 9825717508 9825717508	000556 3/9-4/8/2019 - Wireless Phone Services 3/9-4/8/2019 - Wireless Phone Services 3/9-4/8/2019 - Wireless Phone Services 3/9-4/8/2019 - Wireless Phone Services 3/9-4/8/2019 - Wireless Phone Services	VERIZON WIRELESS	001-410-67705 001-511-61290 001-558-67705 005-701-67705 020-601-67705		486.45 66.52 32.90 123.61 98.79 164.63

Check Disbursements - City Council - April 11, 2019

Payment Dates: 03/20/2019 - 04/03/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37645	3/20/2019	000768	WEX BANK			1,464.93
	58097552	February 2019 - Fuel Charges		001-511-61280		379.35
	58097552	February 2019 - Fuel Charges		001-558-61280		361.86
	58097552	February 2019 - Fuel Charges		005-701-61280		361.86
	58097552	February 2019 - Fuel Charges		020-601-61280		361.86
37646	3/20/2019	001332	YELLOWSTONE NATIONAL PARK LODGES			3,828.40
	INV0010391	5/30&31/2019 - Canyon Lodge/2nts-10rms		001-511-67135	54018-040	3,828.40
37647	3/25/2019	000326	MNS ENGINEERS, INC.			37,732.43
	72295	2/1-28/2019 - CITY ENGINEER/PUBLIC WORKS		025-554-60800		2,890.00
	72296	2/1-28/2019 - CITY/TRANSPORTATION PLANNING		029-557-60800		1,945.00
	72297	2/1-28/2019 - CITY/TRAFFIC SAFETY STUDIES		025-554-67265		1,620.00
	72298	2/1-28/2019 - City Storm Water Management Plan		001-551-60800		6,537.50
	72299	2/1-28/2019 - CITY/UPDATE WATER		020-601-60830		652.43
	72300	2/1-28/2019 - PedSftyImprvmts-Hwy246/Sycamore		092-306-70005		7,207.50
	72301	2/1-28/2019 - Water Model		020-601-60830		4,402.50
	72302	2/1-28/2019 - Backflow Prevention Program		020-601-60830		4,375.00
	72303	2/1-28/2019 - 2018/19 RdMaint&CitywideCncrtRepProj		092-317-70000		1,137.50
	72304	2/1-28/2019 - EngSrvcs - Median 2 Parking Lot		092-215-70000		6,965.00
37648	3/25/2019	001111	TETRA TECH, INC.			3,628.75
	51418185	EngSrvcs->2/22/2019 - Encroachment Permit Services		025-557-60800		416.25
	51418186	EngSrvcs->2/22/2019 - Crossroads Center @ Village		001-22416	90010-070	687.50
	51418187	EngSrvcs->2/22/2019 - Townhomes @ Vllg Crossroads		001-22416	90021-070	1,531.25
	51418188	EngSrvcs->2/22/2019 - 73 Industrial Way Figueroa		001-22416	90037-070	493.75
	51418189	EngSrvcs-> 2/22/2019 - 5-Acre Bldng@IndustrialWay		001-22416	90044-070	250.00
	51418190	EngSrvcs-> 2/22/2019 - NghbrhdPark/OpenSp@Village		001-22416	90017-070	250.00
37652	3/27/2019	000027	AQUA BEN CORPORATION			2,306.48
	38582	3/12/2019 - WWTP - CHEMICALS		020-601-61111		2,306.48
37653	3/27/2019	000661	AQUA-METRIC SALES, CO.			3,748.13
	INV0073013	3/19/2019 - DWTP - MAINT/REPAIR ITEMS		020-601-61240		3,648.46
	INV0073045	3/20/2019 - DWTP - MAINT/REPAIR ITEMS		020-601-61140		99.67
37654	3/27/2019	000028	ARAMARK UNIFORM SERVICES INC			462.96
	INV0010415	February 2019 - MATS/TOWELS SERVICE		001-558-60800		370.37
	INV0010415	February 2019 - MATS/TOWELS SERVICE		005-701-60800		92.59
37655	3/27/2019	000121	BUELLTON VISITORS BUREAU			37,500.00
	INV0010422	MARCH 2019 - VISITOR'S BUREAU PER CONTRACT		001-410-67790		37,500.00
37656	3/27/2019	000118	COASTAL COPY, INC.			310.13
	842455	02/18-3/17/2019 - REV/FD/CH - Overage Charges		001-410-61130		310.13
37657	3/27/2019	000122	COMCAST CABLE			149.94
	INV0010417	3/18-4/17/2019 - CC Chamber - Internet Services		001-410-61292		149.94
37658	3/27/2019	000138	D.L. ELECTRIC, INC.			1,930.50
	19-228/3	3/20/2019 - OP - Replace&Prgrm Lighting Time Clock		001-552-60256		1,930.50
37659	3/27/2019	000140	DAN HEEDY			50.00
	INV0010420	3/21/2019 - Planning Commission Meeting		001-565-50010		50.00
37660	3/27/2019	000193	FIRST NATIONAL BANK OF OMAHA			7,344.04
	INV0010436	KAbello - CC through 3/18/2019		001-12500		957.27
	INV0010436	KAbello - CC through 3/18/2019		001-511-60800		79.95
	INV0010436	KAbello - CC through 3/18/2019		001-511-61130		149.99
	INV0010436	KAbello - CC through 3/18/2019		001-511-67135	54021-040	475.00
	INV0010436	KAbello - CC through 3/18/2019		001-511-67140	53006-040	109.25
	INV0010436	KAbello - CC through 3/18/2019		001-511-67140	53007-040	36.24
	INV0010436	KAbello - CC through 3/18/2019		001-511-67570		957.27

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0010437	MBierdzinski - CC through 3/18/2019		001-402-60710		165.24
	INV0010438	RHess - CC through 3/18/2019		001-558-60710		60.54
	INV0010438	RHess - CC through 3/18/2019		001-558-61140		24.30
	INV0010438	RHess - CC through 3/18/2019		005-701-61140		24.29
	INV0010438	RHess - CC through 3/18/2019		020-601-60210		29.08
	INV0010438	RHess - CC through 3/18/2019		020-601-60250		173.24
	INV0010438	RHess - CC through 3/18/2019		020-601-61140		24.29
	INV0010439	AKeefe - CC through 3/18/2019		001-565-60710		2,810.21
	INV0010440	BKnecht - CC through 3/18/2019		001-511-60510		47.19
	INV0010440	BKnecht - CC through 3/18/2019		001-511-60800		90.00
	INV0010440	BKnecht - CC through 3/18/2019		001-511-67135		6.85
	INV0010440	BKnecht - CC through 3/18/2019		001-511-67140		68.66
	INV0010441	LReid - CC through 3/18/2019		001-403-60650		209.00
	INV0010441	LReid - CC through 3/18/2019		001-403-61130		29.85
	INV0010441	LReid - CC through 3/18/2019		001-410-61130		66.08
	INV0010442	PSmith - CC through 3/18/2019		001-511-67140	53006-040	303.25
	INV0010443	SZamora - CC through 3/18/2019		001-420-60650		435.00
	INV0010443	SZamora - CC through 3/18/2019		001-420-60710		12.00
37662	3/27/2019	000649	FLUID RESOURCE MANAGEMENT, INC.			45,857.23
	T18032	1/31/2019 - WWTP - Operational Services		005-701-60830		19,441.57
	T18077	February 2019 - WWTP - Operations Services		005-701-60830		18,284.08
	W17136	11/20/2018 - WWTP - Flow Meter Swap Parts		005-701-60250		681.62
	W17565	10/18/18 - WWTP - Skimmer System Efficiency		005-701-60250		78.50
	W17728	2/6/2019 - WWTP - Zaca LS Valve Replacement		005-701-60250		3,692.45
	W17739	2/13/2019 - Lightening Surge Protector Repair		005-701-60250		1,165.88
	W17741	2/13/2019 - WWTP - LS Repairs		005-701-60250		1,075.13
	W17957	2/2/2019 - WWTP - Lift Station Alarm Repair		005-701-60250		574.00
	W18033	2/27/2019 - WWTP Lift Station Clean Out		005-701-60250		864.00
37663	3/27/2019	001040	FRONTIER COMMUNICATIONS			1,827.22
	INV0010416	3/19-4/18/2019 - TELEPHONE SERVICES		001-410-67705		338.54
	INV0010416	3/19-4/18/2019 - TELEPHONE SERVICES		001-565-67705		408.34
	INV0010416	3/19-4/18/2019 - TELEPHONE SERVICES		005-701-67705		572.53
	INV0010416	3/19-4/18/2019 - TELEPHONE SERVICES		020-601-67705		507.81
37664	3/27/2019	000543	HD SUPPLY FACILITIES MAINTENANCE, LTD.			364.01
	828407	3/4/2019 - WWTP - MISC TREATMENT ITEMS		005-701-61111		364.01
37665	3/27/2019	000223	HINDERLITER, de LLAMAS & ASSOCIATES			1,670.39
	0030872-IN	2018-Q3- Sales Tax Audit		001-420-60800		620.39
	0030872-IN	2019-Q1 - Contract Services - Sales Tax		001-420-60800		1,050.00
37666	3/27/2019	001343	JMPE ELECTRICAL ENGINEERING			4,800.00
	12201	3/11/2019 - Elec Plans-CH&McMrry Wells Generators		020-601-60800		4,800.00
37667	3/27/2019	000395	JOSE RAFAEL RUIZ dba			1,750.00
	1303	MAR 2019 - MONTHLY JANITORIAL SERVICE		001-552-60800		1,750.00
37668	3/27/2019	001342	KATHLEEN CORTOPASSI			15.00
	INV0010423	3/25/2019 - REFUND - 30/30 PASS		001-511-67140		15.00
37669	3/27/2019	001331	MICHAEL EGLIN			50.00
	INV0010418	3/21/2019 - Planning Commission Meeting		001-565-50010		50.00
37670	3/27/2019	000954	MICHAEL MacEACHERM dba			1,300.00
	5306	1/17&2/17/2019 - CLEAR BLOCKAGES-STORM DRAINS		092-101-74100		700.00
	5308	1/23/2019 - WWTP - VACUUM OUT CHANNEL		005-701-60250		600.00
37671	3/27/2019	000801	O'REILLY AUTOMOTIVE STORES, INC.			28.31
	4372-454499	3/4/2019 - AOF - MAINT/REPAIR ITEMS		001-558-60250		9.15
	4372-455675	3/11/2019 - MAINT/REPAIR ITEMS		001-558-60250		3.76

Check Disbursements - City Council - April 11, 2019

Payment Dates: 03/20/2019 - 04/03/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	4372-455731	3/11/2019 - MAINT/REPAIR ITEMS		020-601-60250		15.40
37672	3/27/2019 INV0010419	001187 3/21/2019 - Planning Commission Meeting	PATTY J HAMMEL	001-565-50010		50.00 50.00
37673	3/27/2019 1331876	000861 3/12/2019-BL#6688902 - CLARIFLOC	POLYDYNE INC.	005-701-61111		1,304.80 1,304.80
37674	3/27/2019 19-3366	000840 3/14/2019 - DWTP - REPAIR/MAINT ITEMS	SAF-T-FLO WATER SERVICES, INC.	020-601-60250		405.90 405.90
37675	3/27/2019 CM0000128 INV0010421	000894 FEBRUARY 2019 - SYVTBID - ADMIN FEE FEBRUARY 2019 - SYVTBID AMOUNT	Santa Ynez Valley Hotel Assn., Inc. dba	001-44250 001-22160		24,377.50 (497.50) 24,875.00
37676	3/27/2019 03012420 03012431	000681 3/11/2019 - ASPHALT COLD PATCH 3/12/2019 - BARRICADE	STATEWIDE SAFETY & SIGNS, INC.	001-558-60250 001-558-67600		1,454.95 678.83 776.12
37677	3/27/2019 47838	000677 ProfSrvcs-> Feb-28-2019 - COB Reg Cmplnce Srvcs	WALLACE GROUP	005-701-60800		5,628.54 5,628.54
37678	4/3/2019 53099872	000870 3/18-3/22/2019 - Temp Accounting Clerk	ACCOUNTEMPMS	001-420-60800		767.80 767.80
37679	4/3/2019 INV19-00019	000063 April-June2019 (FY18-19 Q4) - REC - Custodial Srvc	BUELLTON UNION SCHOOL DISTRICT	001-511-60800		7,500.00 7,500.00
37680	4/3/2019 INV0010449	000105 2/25-3/25/2019 - Irrigation - 595 2nd/Oak Vlly	CITY OF BUELLTON	001-552-61211		150.80 150.80
37681	4/3/2019 21020	000655 3/1-4/1/2019 - Mnthly Guardian Desktop monitoring	COAST NETWORKX, INC.	001-410-60210		795.00 795.00
37682	4/3/2019 INV0010447	000122 3/25-4/24/2019 - REC - Internet/Phone Service	COMCAST CABLE	001-511-61290		176.36 176.36
37683	4/3/2019 INV0010445	000122 3/26-4/25/2019 - CH-Plng - Internet Service	COMCAST CABLE	001-410-61292		286.01 286.01
37684	4/3/2019 INV0010444	000122 3/29-4/28/2019 - CH - Internet Service	COMCAST CABLE	001-410-61292		236.01 236.01
37685	4/3/2019 INV0010448 INV0010448 INV0010448	000172 April 2019 - Message Service April 2019 - Message Service April 2019 - Message Service	ECHO COMMUNICATIONS	001-558-60800 005-701-60800 020-601-60800		114.00 38.00 38.00 38.00
37686	4/3/2019 139802	000280 3/14/2019 - COB - NtcOfPblcHrng-Res#19-05	LEE CENTRAL COAST NEWSPAPERS	001-403-60520		120.75 120.75
37687	4/3/2019 INV0010451 INV0010451 INV0010451	000280 3/26/2019 REC #140385-1 - 3/26&28/19-Spring Break 3/5/2019 - #139449-1 - 3/3&3/7/19 - Iceland 3/21/2019 #140034-1 - 3/19&21-Spring Break	LEE CENTRAL COAST NEWSPAPERS	001-511-60510 001-511-60510 001-511-60510		255.00 102.00 102.00 51.00
37688	4/3/2019 2019-0402-buel	000835 MARCH2019 - Services pertaining to City Planner	METRO VENTURES LTD	001-565-60800		7,776.00 7,776.00
37689	4/3/2019 4011 4014	000353 4/1/2019 -REC-1-Yr Website Hosting-buelltonrec.com 3/29/2019 - COB/buelltongreenscene - Website Maint	MICHAEL J. BOGGESS dba	001-511-60210 001-410-61292		300.00 200.00 100.00
37690	4/3/2019 5300	000954 1/23/2019 - Clean 196 Storm Drains	MICHAEL MacEACHERM dba	092-101-74100		11,760.00 11,760.00

Check Disbursements - City Council - April 11, 2019

Payment Dates: 03/20/2019 - 04/03/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37691	4/3/2019 3117	000365 FY2018-19 - Non-Profit Donation - CommSupport	PEOPLE HELPING PEOPLE	001-410-67200		9,567.60 9,567.60
37692	4/3/2019 INV0010450 INV0010450	000379 April 2019 - UB Postage April 2019 - UB Postage	POSTMASTER	005-701-61131 020-601-61131		520.00 260.00 260.00
37693	4/3/2019 19C0029022365 19C0029022381 19C0029154614	000032 2/27-3/26/2019 - CH - Drinking Water Service 2/27-3/26/2019 - LIB - Drinking Water Service 2/27-3/26/2019 - Plng - Drinking Water Service	READY REFRESH BY NESTLE	001-410-60800 001-410-60800 001-410-60800		127.51 60.13 40.45 26.93
37694	4/3/2019 AI04190049	000706 Srvc->2019-03-31 - Iridium SIM Card (881622413853)	SATCOM GLOBAL, INC.	001-410-60014		50.79 50.79
37695	4/3/2019 INV0010446	000507 2/26-3/27/2019 - VB - Gas Service	SoCalGas	001-410-61230		58.94 58.94
37696	4/3/2019 INV0010452 INV0010452 INV0010452 INV0010452	000978 2/26-3/15/2019 - Misc Office Supplies 2/26-3/15/2019 - Misc Office Supplies 2/26-3/15/2019 - Misc Office Supplies 2/26-3/15/2019 - Misc Office Supplies	Staples Credit Plan	001-410-61130 001-511-61130 001-565-61130 020-601-61130		883.75 267.36 192.37 364.63 59.39
37697	4/3/2019 381229681	000904 3/20-4/20/2019 - Plng - Copier Lease	US BANK EQUIPMENT FINANCE	001-565-60310		482.34 482.34
37698	4/3/2019 INV00011792-042019	000582 April 2019 - HOA Dues - 597 AOF #101	VINTAGE WALK, LLC OWNERS ASSOC.	001-410-60900		124.00 124.00
37699	4/3/2019 69465777	001063 April 2019 - REC - Copier Lease	Wells Fargo Vendor Fin Serv	001-511-60310		139.00 139.00
Payment Total:						257,658.93

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	132,608.39
005 - Sewer Fund	62,683.85
020 - Water Fund	27,725.44
025 - Gas Tax Fund	4,926.25
029 - Transportation Planning	1,945.00
092 - Capital Improvement Proj Fund	27,770.00
Grand Total:	257,658.93

Account Summary

Account Number	Account Name	Payment Amount
001-12500	Other Receivables - Due from Solvang Joint Events	957.27
001-22160	SYVTBID Payable	24,875.00
001-22166	Long-Term Care Deduction	84.25
001-22416	Developer Deposit	3,212.50
001-402-60710	Travel & Training	165.24
001-403-60520	Advertising - Legal	120.75
001-403-60650	Membership & Publications	209.00
001-403-61130	Office Supplies	29.85
001-410-60014	Emergency Operations	50.79
001-410-60210	Computer Maintenance & Software	795.00
001-410-60800	Contract Services	127.51
001-410-60900	Miscellaneous/CalPERS Unfunded Liability	124.00
001-410-61130	Office Supplies	695.65
001-410-61230	Utilities - Gas	58.94
001-410-61241	Utilities - Electric	525.99
001-410-61292	Internet Access/ Website Maint	771.96
001-410-67200	Community Organization Support	9,567.60
001-410-67705	Telephone	405.06
001-410-67790	Visitors Bureau	37,500.00
001-420-60650	Membership & Publications	435.00
001-420-60710	Travel & Training	12.00
001-420-60800	Contract Services	2,438.19
001-44250	Miscellaneous	(497.50)
001-501-61241	Utilities - Electric	409.87
001-510-61241	Utilities - Electric	165.69
001-511-60210	Computer Maint & Software	200.00
001-511-60310	Equipment Rental	139.00
001-511-60510	Advertising	302.19
001-511-60800	Contract Services	7,669.95
001-511-61130	Office Supplies	342.36
001-511-61280	Fuel-Vehicles	379.35
001-511-61290	Telephone/Internet	209.26
001-511-67135	Buellton Rec Program Trips	4,310.25
001-511-67140	Buellton Recreation Program	3,926.90
001-511-67570	Recreation Program 50/50	957.27
001-550-61241	Utilities - Electric	5,119.01
001-551-60800	Contract Services	6,537.50
001-552-60256	Maintenance/Repair-Oak Park	1,930.50
001-552-60800	Contract Services	1,750.00
001-552-61211	Utilities - Water	150.80
001-552-61241	Utilities - Electric	493.27
001-556-61241	Utilities - Electric	82.43
001-558-60250	Maintenance / Repair	691.74
001-558-60710	Travel & Training	60.54
001-558-60800	Contract Services	408.37
001-558-61140	Operational Supplies	24.30
001-558-61280	Fuel - Vehicles	361.86

Account Summary

Account Number	Account Name	Payment Amount
001-558-67600	Safety Equipment	776.12
001-558-67705	Telephone	123.61
001-565-50010	Planning Commission Salaries	150.00
001-565-60310	Equipment Rental	482.34
001-565-60710	Travel & Training	3,013.17
001-565-60800	Contract Services	7,776.00
001-565-61130	Office Supplies	364.63
001-565-61241	Utilities - Electric	227.72
001-565-67705	Telephone	408.34
005-701-60250	Maintenance / Repair	8,731.58
005-701-60800	Contract Services	5,759.13
005-701-60830	Contract Services-Engineering	37,725.65
005-701-61111	Chemicals / Analysis	1,668.81
005-701-61131	Postage	260.00
005-701-61140	Operational Supplies	24.29
005-701-61241	Utilities - Electric	7,481.21
005-701-61280	Fuel - Vehicles	361.86
005-701-67705	Telephone	671.32
020-601-60210	Computer Maintenance &Software	29.08
020-601-60250	Maintenance / Repair	594.54
020-601-60800	Contract Services	4,838.00
020-601-60830	Contract Services-Engineering	9,429.93
020-601-61111	Chemicals / Analysis	2,306.48
020-601-61130	Office Supplies	59.39
020-601-61131	Postage	260.00
020-601-61140	Operational Supplies	123.96
020-601-61240	Meter Expense	3,648.46
020-601-61241	Utilities - Electric	5,401.30
020-601-61280	Fuel - Vehicles	361.86
020-601-67705	Telephone	672.44
025-554-60800	Contract Services	2,890.00
025-554-67265	Development Permit Processing	1,620.00
025-557-60800	Contract Services	416.25
029-557-60800	Contract Services	1,945.00
092-101-74100	Construction and Improvements	12,460.00
092-215-70000	Conceptual Plan and Feasibility	6,965.00
092-306-70005	Design and Permitting	7,207.50
092-317-70000	Conceptual Plan and Feasibility	1,137.50
	Grand Total:	257,658.93

Project Account Summary

Project Account Key		Payment Amount
None		249,694.29
53006-040	February Camp 2019	412.50
53007-040	Spring Break Camp	36.24
54018-040	Yellowstone National Park	3,828.40
54021-040	The Broad Museum, Los Angeles	475.00
90010-070	Crossroads Ctr at The Village	687.50
90017-070	Village Park	250.00
90021-070	Village Capital Pacific Townhomes	1,531.25
90037-070	Fig Mountain Brewing	493.75
90044-070	The Industrial Network	250.00
	Grand Total:	257,658.93



UBPKT01494 - Refunds 01 UBPKT01492 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
04-16100-003	PENN, JACQUELINE & JEFF	3/27/2019	37649	41.10			41.10	Generated From Billing
07-13000-002	SWANSON, ROBERT	3/27/2019	37650	90.58			90.58	Generated From Billing
09-16000-006	BAE, JINA	3/27/2019	37651	47.91			47.91	Generated From Billing
Total Refunds: 3			Total Refunded Amount:	179.59				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	179.59
Revenue Total:	179.59

General Ledger Distribution

Posting Date: 03/27/2019

Account Number	Account Name	Posting Amount	IFT
Fund: 020 - WATER FUND			
020-10000	Claim On Pooled Cash	-179.59	Yes
020-22420	Unapplied Credits	179.59	
020 Total:		0.00	
Fund: 999 - POOLED CASH			
999-10001	Pooled Cash - General Checking	-179.59	
999-27000	Due To Other Funds	179.59	Yes
999 Total:		0.00	
Distribution Total:		0.00	

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: April 11, 2019

Subject: Resolution No. 19-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 3.5% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2019”

BACKGROUND

Buellton Municipal Code Section 2.08.060 authorizes the City Manager to prepare and submit a proposed annual salary plan to the City Council for its approval. On March 28, 2019, the City Council authorized a 3.5 percent Cost of Living Adjustment (COLA) for all regular full-time employees, effective, July 1, 2019 and requested that staff bring back a resolution formally approving the COLA for Fiscal Year 2019-20.

FISCAL IMPACT

The fiscal impact of the COLA will be reflected in the Fiscal Year 2019-20 Budget and the overall increase including benefits would be \$49,095.

RECOMMENDATION

That the City Council approve and adopt Resolution No. 19-08 – “A Resolution of the City Council of the City of Buellton, California, Approving a 3.5% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2019”

ATTACHMENTS

Resolution No. 19-08

RESOLUTION NO. 19-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, APPROVING A 3.5% COST OF LIVING ADJUSTMENT (COLA) FOR ALL REGULAR FULL-TIME EMPLOYEES, EFFECTIVE JULY 1, 2019

WHEREAS, Section 2.08.060 of the Buellton Municipal Code authorizes the City Manager to prepare and submit a proposed annual salary plan to the City Council for its approval; and

WHEREAS, the City Council has reviewed and approved the 3.5% COLA submitted on March 28, 2019; and

WHEREAS, the City Council values the work performed by its regular full-time employees; and

WHEREAS, based on financial information provided by the Finance Director, the City Council has determined that it is financially prudent to provide for an increase in salaries of regular full-time employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BUELLTON DOES RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

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

SECTION 2. The City Council hereby directs adjustments to regular full-time employees' salaries to reflect a 3.5% cost of living adjustment, effective July 1, 2019.

SECTION 3. The fiscal impact of the salary adjustment will be reflected in the Fiscal Year 2019-20 City Budget.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 11th day of April, 2019.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: April 11, 2019

Subject: Annual Report for July 1, 2018 through December 31, 2018 from Visit Santa Ynez Valley (VisitSYV)

BACKGROUND

Attached is the Annual Report for the period July 1, 2018 through December 31, 2018 from Visit Santa Ynez Valley.

RECOMMENDATION

That the City Council receive, review and file the VisitSYV 2018 Annual Report.

ATTACHMENTS

Attachment 1 – 2018 Annual Report from Visit Santa Ynez Valley



Annual report for 2018 of the Santa Ynez Valley Hotel Association (dba Visit the Santa Ynez Valley) – Submitted 3/13/19

VisitSYV is reporting activity for the entire year of 2018. This report is submitted to the City of Solvang, the City of Buellton and the Santa Barbara County Board of Supervisors, in accordance with the fulfillment of the provisions of the SYV TBID.

Financial

Beginning balance on January 1st, 2018: \$229,236

2018 Income

TBID Funding received 1/1/18 through 12/31/18: \$915,798

Membership income:	\$29,875
Web Advertising:	\$16,890
County marketing grant:	\$6,942
Miscellaneous revenue:	\$913

Total Income received 2018: \$970,418

Expenses

Advertising/Marketing:	\$445,490
Grants/Special Projects:	\$81,720
Travel & Conventions:	\$58,291
Personnel Costs:	\$253,881
Contract services:	\$57,657
Facilities/equipment:	\$6,659
Operations:	\$10,642
Other types of expenses:	\$6,409

Total expenses 2018: \$920,749

Operating balance as of December 31st, 2018: \$276,958

Membership

We receive TBID funding from 35 lodging properties and currently have **208 members** that pay a basic membership fee of \$250, a nonprofit fee of \$125, and trade members where services are traded for membership such as wine, catering, photography. We held 3 networking receptions that were well attended throughout the year.



Annual Meeting

VisitSYV held their Annual Meeting on June 12, 2018 at Hotel Corque, with over 100 Santa Ynez Valley residents, hospitality professionals, and media in attendance. The organization introduced the 2018-2020 term Board of Directors and recognized a hospitality professional who exhibited outstanding customer service and spirit, going above and beyond to brand the Santa Ynez Valley as an all-welcoming destination. Spirit of the Valley recipient Maeapple Chaney (Refugio Winery), was honored by Visit the Santa Ynez Valley’s President & CEO, Shelby Sim, and Board of Directors at the meeting.

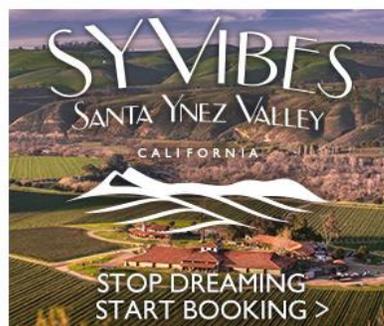
Marketing (January 1, 2018 – December 31, 2018)

Santa Ynez Valley 2018 Marketing Campaign

The 2018 VisitSYV Marketing Campaign consists of VisitSYV as the sole stakeholder with \$200k invested in a new annual campaign. DVA Advertising & PR Agency continues to be our agency of record. VisitSYV is pleased to report on the metrics supporting the benefits of the marketing program. 2018 marketing results are detailed below.

Creative

VisitSYV’s 2018 marketing program showcased consistent brand creative (featuring a branded logotype, font, and an “SYV” themed headline). The creative campaign plays on the region’s initials to speak to the valley’s unique atmosphere & offerings, while new photography demonstrates the Santa Ynez Valley’s continuous beauty married with evolving assets.





Print

VisitSYV 2018 Campaign creative was featured in the following print in 2018:

- Gentry Destinations, April/May 2018 issue (Circulation: 107,200)
- Sunset Magazine SoCal Insider, April 2018 issue (Circulation: 1,052,000)
- Bon Appetit, May 2018 issue (Circulation: 25,000)
- Los Angeles Magazine, May 2018 issue (Circulation: 4,850,000)
- Gentry Destinations, August/September 2018 issue (Circulation: 107,200)
- Gentry, August 2018 issue (Circulation: 107,000)
- Gentry Destinations, August/September 2018 (Circulation: 107,200)
- Bon Appetit, September 2018 issue (Circulation: 25,000)
- Sunset Travel Chronicles, October 2018 issue (Circulation: 1,052,000)
- Gentry, October 2018 issue (Circulation: 107,000)

Digital

In 2018 VisitSYV continued to use the best performing digital channels. We used digital display for awareness and brand and paid social and sponsored content for engagement and conversion. Video ads were also introduced in 2018.

See the metrics below for digital advertising in 2018:

Google Display

Impressions: 1,117,199

Clicks: 1,594

CTR: 0.14%

Google Search

Impressions: 25,591

Clicks: 782

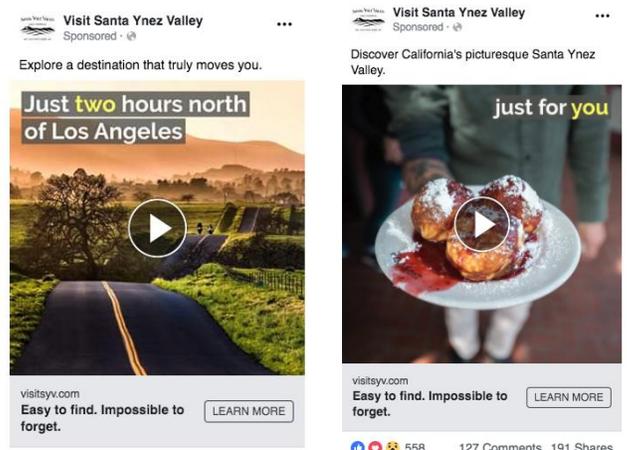
CTR: 3.06%

Facebook (includes Instagram and Retargeting)

Impressions: 3,046,146

Clicks: 42,410

CTR: 1.39%





Public Relations

Public relations efforts for 2018 focused on outreach to major regional and national media outlets, drive markets including Los Angeles, San Diego, and San Francisco, and an increased outreach effort targeting Santa Barbara airport direct flight markets (Dallas, Denver, Phoenix, Portland, Seattle). Following is an overview of year-end circulation and values, a list of media visits coordinated, and a list of media invitations and press releases distributed. A complete recap of 2018 clippings can be found [here](#).

- Total value of public relations media coverage for 2018 = **\$1,618,128***
- Total circulation of editorial coverage for 2018 = 64,797,087
- Total unique visitors/month of editorial coverage for 2018: 1,757,428,954

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

Hosted Media Visits

- Bonnie Graves, South Bay Magazine & Girl Meets Grape – Jan. 26-28
- Julie Arnan, 425 Magazine – Feb. 9-11
- Rich Rubin, Passport Magazine – March 28-30
- Luke Sykora, Sunset Magazine – April 16-18
- Visit California Canadian FAM – April 25-26
 - Candace Dericx, Life in Pleasantville
 - Adrienne Matei, Nuvo Magazine
 - Sara Samson, WestJet Magazine
 - Jessica Padykula, Travel Life
- Steven Kenniff, Must Do Travels – April 27-28
- Carol Guttery, Wayfaring Views – May 14-15
- Allison Arthur & Cara Rank, Dishing – June 3-8
- Kate Loweth, Red Tricycle – June 13-15
- Julie Wolfson, Cool Hunting – July 2-3
- Lindsey Hunter Lopez, LA Parent – July 8-10
- Caitlin Agnew/Jordan Blaine/and Kara Mercer, Bellevue Lifestyle - July 17-20
- Jamie Siebrase, St. Louis Homes & Lifestyles – Aug. 12-15



- Christopher Elliott, USA Today - Oct. 5-9
- Mehera Bonner, Marie Claire – Oct. 25-27
- Kelvin Bellamy, LA Travel – Nov. 16-18
- Lisa Johnson, House & Garden – Dec. 7-8

Press Releases

- Jan. 8, 2018 – Santa Ynez Valley Restaurant Week returns Jan. 21-27
- March 5, 2018 – SPRING INVITATION: You're invited to the Santa Ynez Valley
- May 1, 2018 – Santa Ynez Valley wine country & families: a perfect, if unexpected, pairing
- May 16, 2018 – The Santa Ynez Valley offers an unforgettable summer experience
- July 31, 2018 – Imbibe in comfort, style, and safety with a Santa Ynez Valley wine tour
- Sept. 7, 2018 – FALL INVITATION: An invitation to visit the Santa Ynez Valley in fall
- Sept. 7, 2018 – Fall a fresh experience in the Santa Ynez Valley
- Nov. 13, 2018 – The holiday season is best spent in the Santa Ynez Valley

2018 Santa Ynez Valley Destination Guide

VisitSYV worked with Griffin Publishing to create the 2018 destination guide, with over 90 pages covering the Santa Ynez Valley. **95,000** copies were printed, with distribution taking place via trade shows, California festivals, the Solvang Visitors Center, the Buellton Visitors Center, the Santa Barbara Visitors Center, and direct mailings to **18,339** homes in Santa Barbara, the Santa Ynez Valley, Laguna and Newport Beach. The guides are also distributed on a monthly basis to our hotels, museums, and popular restaurants and retailers. The guides are also being distributed to the 35 cruise ships that enter the region through Santa Barbara.

Website

From January 1, 2018 – December 31, 2018, VisitSYV.com received **364,729** pageviews from **148,323** unique users. The site has also garnered **14,184** clicks to our members' individual websites, and **7,040*** clicks to book for VisitSYV hotels. The top most popular pages on the site are as follows: (1) **Homepage**; (2) **Restaurant Week**; (3) **Wine Tasting**.

**Clicks to book includes clicks off the lodging page, Jackrabbit booking bar searches, and clicks to the Jackrabbit lodging page from the millennial and baby boomer landing pages.*



JackRabbit Systems

VisitSYV renewed our contract with JackRabbit Systems, a booking widget that lives on VisitSYV.com. This added feature is a major benefit to consumers, allowing them to search rates, dates and hotel availability directly on VisitSYV.com, while also allowing SYVTBID hoteliers to secure the leads without paying any additional agency fees.

VisitSYV Promotions

SYV Restaurant week (January 21-27, 2018) is an annual VisitSYV promotion which ties in with Visit California's Restaurant Month promotion. DineSYV.com received 23,410 pageviews with over 3,000 users from San Francisco and 2,000 users from Los Angeles; remaining users came from the Central Coast. VisitSYV's Restaurant Week advertising campaign reached consumers via Facebook (**46,722** impressions, **2,104** clicks to DineSYV.com, and an average **2.53%** CTR), 3 issues of The Independent (**40,000** printed), the Santa Ynez Valley Star, and printed poster (**100** printed) and postcard distribution (**4,000** printed). Restaurant Week presents an opportunity for increased engagement and visitation for our website, and acts as a great opportunity to showcase our members and show appreciation. A total of 30 VisitSYV restaurants participated, 5 hoteliers offered packages and discounts, and an added 9 wineries participated as a pairing feature. Please see analytic reports below.

DineSYV.com*

Total Page views for DineSYV.com: **23,410**

Avg Time Spent on page: **00:04:07 (15.39% YOY increase)**

Top Traffic Sources

Google: **9,504**

Direct: **5,663*** *direct traffic can be attributed to print advertising, posters & postcards*

Facebook: **3,671**

SolvangUSA.com: **2,474** (786.74% YOY increase from 279 in 2017)

Social Media Stats

- Our **Facebook** audience has increased to **16,520** likes.
- VisitSYV **Twitter** account has increased to **4,105** followers.
- VisitSYV **Instagram** has increased to **4,843** followers.



Additional Print Advertising

2018 California Visitors Guide & Central Coast Insert

VisitSYV partnered with the California Central Coast Tourism Council for an insert listing and a directory listing in the Official 2017 California Visitors Guide (**500,000 copies printed**). Distribution takes place via newsstand copies, Visit California and Sunset events, direct mailings to qualified consumers, and targeted distribution via auto clubs, rental car agencies, visitor centers, and more. The co-op partnership allowed for both a featured listing in the insert, and a featured listing in the guide's directory, doubling VisitSYV's coverage within the guide.

Santa Barbara Visitors Magazine

VisitSYV sponsored a 4 page editorial spread on the Santa Ynez Valley in Visit Santa Barbara's annual visitors magazine (**100,000 copies printed**). VisitSYV partners, Solvang Conference & Visitors Bureau and Buellton Chamber & Visitors Bureau, also sponsored a single page each, allowing the Santa Ynez Valley to have a 6+ page spread.

Santa Barbara Seasons Magazine

VisitSYV purchased a 1/3 page ad in the Spring 2018 issue of Seasons Magazine (**23,000+ copies printed**). Santa Barbara Seasons is mailed to southern Santa Barbara County's 11,635 residents with a recorded minimum household income of \$250,000. In addition, 12,000 copies of each issue are allocated for prominent display within more than 3,000 guest rooms at Santa Barbara County hotels and inns, providing access to more than 350,000 visitors each issue. Seasons is also sold on newsstands throughout the county and by subscription, and is complimentary at many hospitality locations and events.

Westways: Discover March/April 2018

VisitSYV partnered with the Buellton Chamber & Visitors Bureau & Solvang Conference & Visitors Bureau for a 2 page advertorial co-op spread in *Westways'* Discover March/April edition. This special insert went to **500,000 Westways** households in California with household incomes of +\$75,000. This was our fourth annual *Westways* co-op with the Buellton Chamber & Visitors Bureau, and the third time bringing on the Solvang Conference & Visitors Bureau as a *Westways* partner.

Touring & Tasting Magazine

VisitSYV purchased a 2-page advertorial spread in the Spring/Summer issue of Touring & Tasting magazine (**60,000 copies printed**). Touring & Tasting is distributed nationally to both consumers and travel and meeting planners via newsstands, regional distribution, and consumer wine events.



Los Angeles Magazine, Central Coast Wine Edition

To increase visitation after the wildfires and resulting Montecito Debris Flow, VisitSYV participated in a major Central Coast advertorial in Los Angeles Magazine, purchasing a half page ad and half page advertorial. The Santa Ynez Valley received 4 additional pages of editorial in the feature. Los Angeles Magazine has the largest print circulation of any regional magazine with a circulation of 4,850,000.

Edible Santa Barbara County Summer 2018 Issue

VisitSYV purchased a half page ad in Edible Santa Barbara's Summer 2018 issue with a circulation of 16,000. The Summer issue includes a Santa Barbara County Farm Guide pullout insert which provides a visual reference for visiting and supporting local farms and agriculture that readers refer to and use all year long.

Santa Ynez Valley Star

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

2018 Central Coast Tourism Council (CCTC) Map

VisitSYV purchased a listing and "Hidden Gems" callout and image on the annual Central Coast Tourism Council map, with 200,000 full color maps printed and distributed annually via California Welcome Centers, Central Coast visitor centers, airports and additional locations across the state of California, internationally, and through worldwide tradeshow and media events.

Additional Display/Onsite Activations

Santa Barbara International Film Festival

VisitSYV was the proud sponsor of the Santa Ynez Valley Lounge at the Santa Barbara International Film Festival, January 31 – February 10, 2018, for the third year in a row. We hosted educational film related seminars and panel discussions during the day and happy hours in the evening. Our full screen ad was played before over 300 screenings during the festival, and our logo was included before each tribute and award ceremony. Our goal was to increase VisitSYV's presence within Santa Barbara County and inspire the 90,000 festival attendees from around the globe to spend a few days with us here in the SYV, and also to collect data from VIP attendees in our lounge through a giveaway package.



Figueroa Mountain Brewing Co. Lagerville Sponsorship

VisitSYV became the glass sponsor for Figueroa Mountain Brewing Co.'s first annual Lagerville, an event held on Saturday, May 19th, which brought together independent brewers and craft beer fans in an intimate setting in Buellton, celebrating the historical and approachable lager beer styles.

Airport Digital Display Ad Buy

VisitSYV continues to run digital display advertising in the Santa Barbara Airport which encourages travelers to visit the Santa Ynez Valley, highlighting that we are only 30 minutes north of the airport. Our ads play on a digital screen strategically placed by baggage claim and tourist information. Ads began June 1, 2017 and continue through June 2019. In addition, VisitSYV has partnered with the Solvang Conference & Visitors Bureau via Certified Folder to display our 2018 Destination Guide in the airport, featured just below our digital display advertising.

Video Asset Development

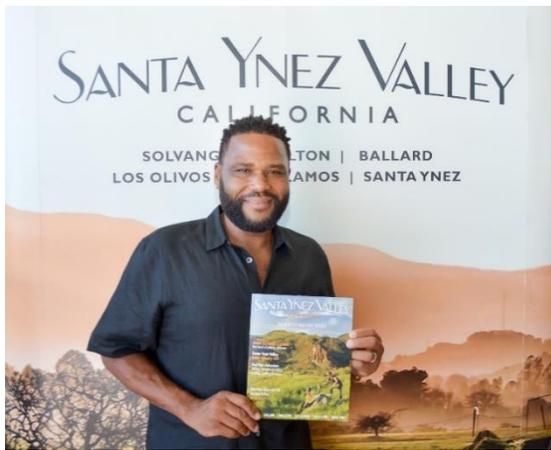
VisitSYV contracted with Lure Films to produce a 2:30 longform commercial, :30 commercial, and photography assets to coincide with the video marketing efforts. The longform commercial was published in the month of June on YouTube, Facebook and Instagram. VisitSYV contracted with Lure a second time before the year end to develop 2019 video creative, set to debut after next year's Santa Ynez Valley Restaurant Weeks promotion.





2018 Emmy Awards Gifting Suite

VisitSYV participated in the 2018 Emmy Awards Gifting Suite produced by Gavin B Kelly Productions in Los Angeles, September 14th and 15th. Over the course of 2 days, we provided gift packages to over 50 actors, entertainers and influencers, with the goal of elevating the Santa Ynez Valley brand, bringing repeat luxury business to our region, and gaining exposure through the talents' social media channels. The Santa Ynez Valley brand was featured prominently on a morning segment on KTLA.



#Chroma Activation

VisitSYV partnered with Visit Santa Barbara, Go Goleta, Explore Buellton, the Solvang Conference & Visitors Bureau, and Santa Maria Valley to create an immersive, on-site activation in Glendale to inspire travel to Santa Barbara County. In order to promote the unique offerings of each region in Santa Barbara County in a new and creative way through one cohesive, yet memorable, experience, we created an experiential, in-market campaign that invited consumers to visit, learn, and engage in a new and creative way - through an Instagrammable travel pop-up shop. Held at the Americana on Brand in Glendale November 1 – 4, 2018, the pop-up received 4,009 in-store interactions, 31,560 social engagements, and 2,421,995 total impressions. For a complete event breakdown, find the full report [here](#). A recap video of the event can also be found [here](#).

KEYT Commercials

For the third year in a row, VisitSYV aired 30 second commercials on KEYT and KKFX encouraging winter shopping and visitation. From November 23 – December 31, 2018, VisitSYV had a total of 120 thirty-second commercials featuring the Santa Ynez Valley air on KEYT and KKFX.



Comcast/Spectrum Commercials

VisitSYV further boosted our new 30 second commercial using Comcast and Spectrum Reach to target drive market households in the Greater Los Angeles and Greater Bay Areas from November 20 – January 1, 2019. The commercial aired 8,614 times in Los Angeles and the Bay Area and reached an estimated 990,722 households in the Bay Area alone.

Trade Shows

SF/Bay Area Travel & Adventure 2018

VisitSYV had a booth at the SF/Bay Area Travel & Adventure Show at the Santa Clara Convention Center, February 17-18, 2018. Vice President of Marketing, Danielle Laudon Ruse, and Digital Coordinator & Member Services, Marisa Yott, engaged with consumers over the course of the 2 day show, and distributed over 450 SYV Destination Guides. The Bay Area Travel & Adventure Show continues to serve as an excellent way to gain engagement and brand awareness in the Bay Area, one of our top two drive markets. **72%** of show attendees earn over \$100,000, demonstrating a high value target consumer.

Los Angeles Travel & Adventure 2018

VisitSYV had a booth at the Los Angeles Travel & Adventure Show at the Los Angeles Convention Center, February 24-25, 2018. President & CEO, Shelby Sim, and Vice President of Marketing, Danielle Laudon Ruse, engaged with consumers over the course of the 2 day show, and distributed over 550 SYV Destination Guides. The 2018 Los Angeles Travel & Adventure Show was another excellent show for increased engagement and brand awareness in Los Angeles, one of our top two drive markets. **63%** of show attendees earn over \$100,000, also demonstrating a high value target consumer.

IPW

VisitSYV partnered with the Solvang Conference & Visitors Bureau & Buellton Visitors Bureau for 3 days of intensive travel buyer & media appointments at IPW May 19-23, 2018. IPW is the travel industry's premier international marketplace and the largest generator of travel to the U.S. In just three days of pre-scheduled business appointments, more than 6,000 delegates representing U.S. travel organizations from every region of the USA and international and domestic buyers and media from 70+ countries meet face-to-face to conduct future travel business to the USA. Buyers & media received flash drives with Santa Ynez Valley lodging options, press releases, itineraries, story ideas and photography for their catalogues.



IMEX America

VisitSYV partnered with Alisal Guest Ranch & Resort and Hotel Corque for a Santa Ynez Valley branded booth at IMEX America in Las Vegas, Nevada, October 15 - 18, 2018. IMEX is a leading group business travel trade show in the U.S., connecting over 3,000 meeting, group business and incentive buyers with destinations and host hotels. Shelby Sim and Danielle Laudon Ruse held face-to-face meetings with buyers considering the Santa Ynez Valley for their 2019-2020 group business.

Education

Spirit of the Valley

2018 saw the third year of our Spirit of the Valley education program. We developed our SPIRIT program to enhance the visitor experience. We held our SPIRIT program at Rideau Winery in Solvang on March 29, 2018 and had over 30 hospitality professionals in attendance. The program teaches Four Seasons style customer service as well as information about each of our communities such as things to do after 5pm and activities for families.

Staff, Board and Member Development

Visit California Travel Outlook

Shelby Sim and Danielle Laudon Ruse attended the Visit California Travel Outlook in Anaheim at Disney's Grand Californian Hotel February 14 – 15, 2018. VisitSYV staff was able to network with Visit California's international representatives and fostered both new and existing relationships. Staff also learned about current travel trends and strategies.

DMA West Tech Summit

Danielle Laudon Ruse attended DMA West's three day tech conference in Spokane, Washington March 21 – 23, 2018, which included expert-led general sessions, labs and workshops. Laudon Ruse learned about DMO marketplace changes and how to evolve and adapt VisitSYV's current marketing and engagement strategies. Topics included how DMO's can better partner in the Google content landscape, how to integrate influencers into an entire campaign, how to analyze and implement strategy via Google Analytics, and how to use video to effectively market your destination.



Central Coast Tourism Council Planning Retreat & Conference

Shelby Sim & Danielle Laudon attended the Central Coast Tourism Council (CCTC) Planning Retreat Mixer which kicked off the CCTC Retreat & Planning Conference on Wednesday, April 18, 2018 at Hotel Corque in Solvang. Danielle attended the three-day retreat and conference Wednesday, April 18 - Friday, April 20, 2018, and learned about current tourism trends via Visit California and contributed to CCTC's revised objectives, including their digital brand strategy. VisitSYV actively participates in CCTC to learn from fellow Destination Marketing Organizations and to keep the Santa Ynez Valley top-of-mind in marketing the Central Coast brand.

DMA West's 29th Annual Leadership Summit

Shelby Sim attended the DMA West Leadership Summit, July 30 – August 1, 2018 in Walla Walla, Washington. The Leadership Summit provides insight into the evolving challenges facing DMOs and those who lead them. Sim participated in face-to-face networking with CEO colleagues to garner industry intelligence and resources and explored industry priorities to determine how to best market the Santa Ynez Valley and lead our organization. The program included Peer Panels along with open discussion sessions, operational roundtables and the popular Marketing Idea Exchange.

2018 Board Retreat

VisitSYV held a Board retreat on Monday, November 5th Brave & Maiden. Items discussed were the history of the organization, immediate goals (including promoting VisitSYV amongst the community, new website updates, 2019 creative strategy, direct flight markets, and renewal strategy) and long-term goals (visitation from feeder markets and business retreat strategy for midweek visitation).

Central Coast Tourism Council Annual Workshop

Danielle Laudon attended the Central Coast Tourism Council (CCTC) Annual Workshop on Thursday, November 15 – Friday November 16, 2018 at Portola Hotel & Spa in Monterey. This workshop checks in on the progress of the organization's objectives identified at the Annual Retreat. Danielle contributed to CCTC's public relations, internal marketing, digital branding and industry relations strategies while networking and sharing ideas with DMO leaders from the Ventura, Santa Barbara, San Luis Obispo and Monterey regions.



California Wine School

Staff members Shelby Sim, Marisa Yott, Danielle Laudon Ruse and Board Chairman Linda Johansen attended and became certified at the newly formed California Wine School's first level one session on December 3 – 4, 2018 at Hotel Corque. The 2-day course covered Santa Barbara and California AVA's, Santa Barbara wine history, viticulture, enology, wine club retention and growth, comparative tasting and wine flavor origins, and food and wine pairing. School founder Wes Hagen noted the goal of the course is to give hospitality professionals advanced working knowledge, so they can get visitors even more excited about our region, ultimately driving more traffic, retail sales, and wine club growth.

Grants and special projects

The purpose of our grants program continues to be to assist with publicity and outreach for valley events which encourage overnight stays. Primary consideration goes to events which occur mid-week (Sunday to Thursday) and/or in off-season. For special projects we award scholarships to Hospitality students and Education programs. These funds in 2018 were awarded to the following;

- Spirit of The Santa Ynez Valley Education program: **\$7,226.91**
- People Helping People's Annual Golf Tournament: **\$750**
- Awarded one \$2,500 Scholarship grant to Allan Handcock Hospitality student: **\$2,500**
- Taste of Solvang, produced by Solvang Conference & Visitors Bureau: **\$3,500**
- Wine & Chili Festival, produced by the Buellton Visitors Bureau: **\$3,500**
- NatureTrack Film Festival, produced by NatureTrack: **\$4,000**
- Garagiste Festival, produced by Garagiste Events, Inc.: **\$3,000**
- Lagerville, produced by Figueroa Mountain Brewing Co: **\$2,000**
- Back to the Futures, produced by the Pioneers of Santa Barbara County: **\$1,500**
- Brandy Clark Concert, produced by Solvang Festival Theater: **\$3,000**
- Jazz & Beyond Concert Series, produced by Solvang Festival Theater: **\$2,000**
- Polo Classic, produced by People Helping People: **\$2,000**
- Los Olivos Jazz & Olive Festival, produced by Los Olivos Rotary: **\$2,000**
- 4th of July Fireworks Celebration, produced by SYV Rotary: **\$4,000**
- Los Alamos Old Days, produced by Los Alamos Valley Men's Club: **\$3,000**
- Mat Kearney Concert (midweek), produced by Solvang Festival Theater: **\$2,500**
- Day in the Country, produced by Los Olivos Chamber: **\$3,000**
- Grape Stomp, produced by Solvang Conference & Visitors Bureau: **\$4,000**



- Danish Days, produced by Solvang Conference & Visitors Bureau: **\$4,500**
- Vintners 5 Miler, produced by Santa Barbara Vintners Foundation: **\$1,500**
- 4th of July Fireworks Celebration, produced by PARC Foundation: **\$500**
- Olde Fashioned Christmas, produced by Los Olivos Chamber: **\$3,250**
- Julefest, produced by Solvang Conference & Visitors Bureau: **\$3,750**
- 2nd Annual Pioneers of Santa Barbara Winemaker Event, produced by Pioneers of Santa Barbara County: **\$500**
- Scarecrow Festival, produced by Solvang Chamber of Commerce: **\$500**
- Figueroa Mountain Gran Fondo, produced by Carmichael Training Systems: **\$5,000**

For a total of \$72,976.91

California Hotel & Lodging Association

VisitSYV renewed its annual contract with CH&LA, the California Hotel and Lodging Association. VisitSYV provides each of our hotel members with a CH&LA Membership. CH&LA provides our members with legislative advocacy, educational training, communication, and cost-saving programs. They also support strategic alliances to promote the value of California travel and tourism.

Collaborations with Santa Barbara County DMOs and other organizations

VisitSYV collaborates actively with other county destination marketing organizations, Solvang CVB, Buellton Visitor Bureau, the Santa Barbara County Vintners Association, the Buellton, Solvang, Los Olivos, and Santa Ynez Chambers as well as the Santa Barbara Film Commission, The Chumash Foundation, Visit Santa Barbara, Go Goleta, Explore Lompoc, and the Santa Barbara County Association of Governments.



Public comment

Members of the board and the Executive Director continue to be called upon to make written and/or verbal public comment on a number of hotel and tourism related issues. Each question is raised on a board agenda and voted upon by the board, or authorized by the president, before comment is made. Hearings and correspondence as needed by Executive Director Shelby Sim, and, when needed, Linda Johansen, President.

California Wildfires Statement

We participated in a state joint-hearing in Healdsburg between the Assembly and Senate Committees regarding post-disaster recovery. Our President, Shelby Sim was a witness on the panel about the local impacts and recovery efforts on tourism and hospitality in our region. There were also representatives from Sonoma and Napa, which were also impacted by wildfires and rely on visitation for much of the local economy.

Organization

On January 1st, Shelby Sim was promoted to President and CEO and signed a 5-year contract. Linda Johansen's title was changed from President to Chairman, Barry Prescott's title changed from Vice President to Vice Chairman. Danielle Laudon Ruse was promoted to Vice President of Marketing. Marisa Yott was brought on as a full-time employee (from part-time) as Digital Coordinator and Member Services. Felipe Murcia left the Fess Parker Wine Country Inn, and was replaced on the board by Jamie Farlow, Director of Marketing for the Fess Parker Wine Country Inn.

We held our annual elections in May/June, with the only change to the board being Jonathan Rosenson (Owner Mirabelle Inn and First & Oak restaurant) replacing Barry Prescott as a Solvang Hotelier taking effect after our July board meeting.

We have board elections every year in June. Linda Johansen was voted in as Chairman, and Andrew Economon (Chumash Hospitality) as Vice Chairman. The board positions are a staggered two-year term. Directors must hold a position of Owner, Director, or General Manager with their perspective business.



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

Staff & Board of Directors

President & CEO - Shelby Sim

Vice President of Marketing - Danielle Laudon Ruse

Digital Coordinator & Member Services – Marisa Yott

The board members are:

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

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

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

Treasurer – Bryan Maroun, General Manager, Sunstone Winery, Santa Ynez

Jamie Farlow, Marketing Director, Fess Parker Wine Country Inn & Spa, Los Olivos

Budi Kazali, Owner, Ballard Inn, Ballard

Karla Azahar, General Manager, SYV Marriott, Buellton

Jonathan Rosenson, Owner, Maribelle inn

Luca Crestanelli, Owner/Executive Chef, SY Kitchen, Santa Ynez

Respectfully submitted by:

Shelby Sim, President & CEO

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

Shelby@VisitSYV.com

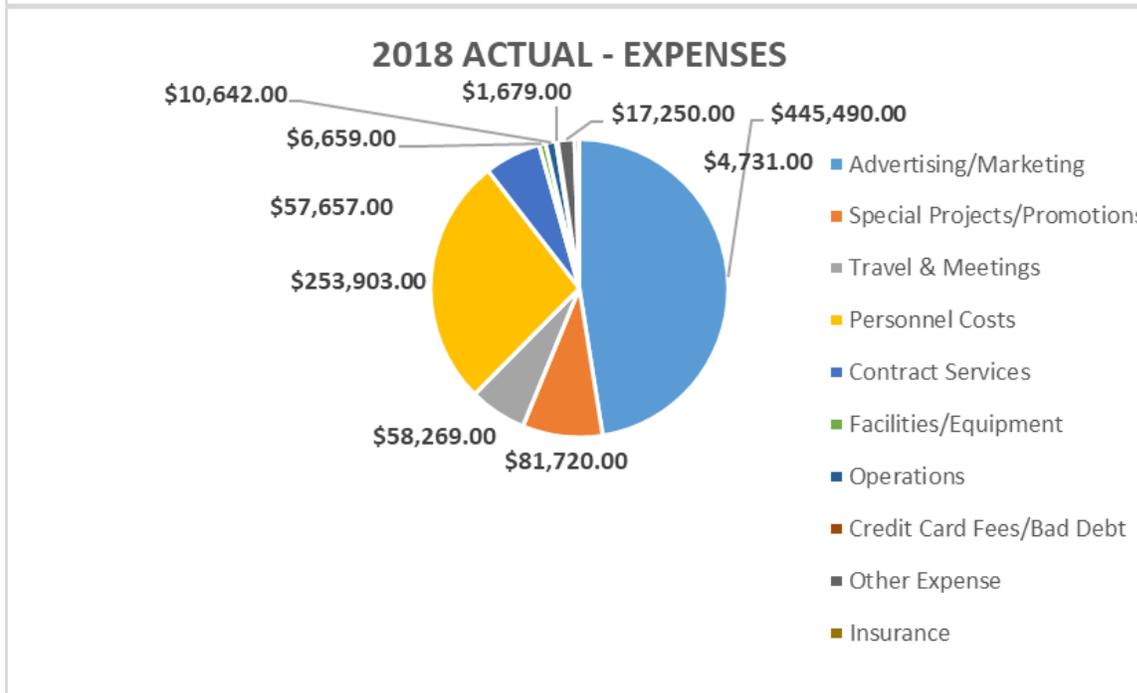
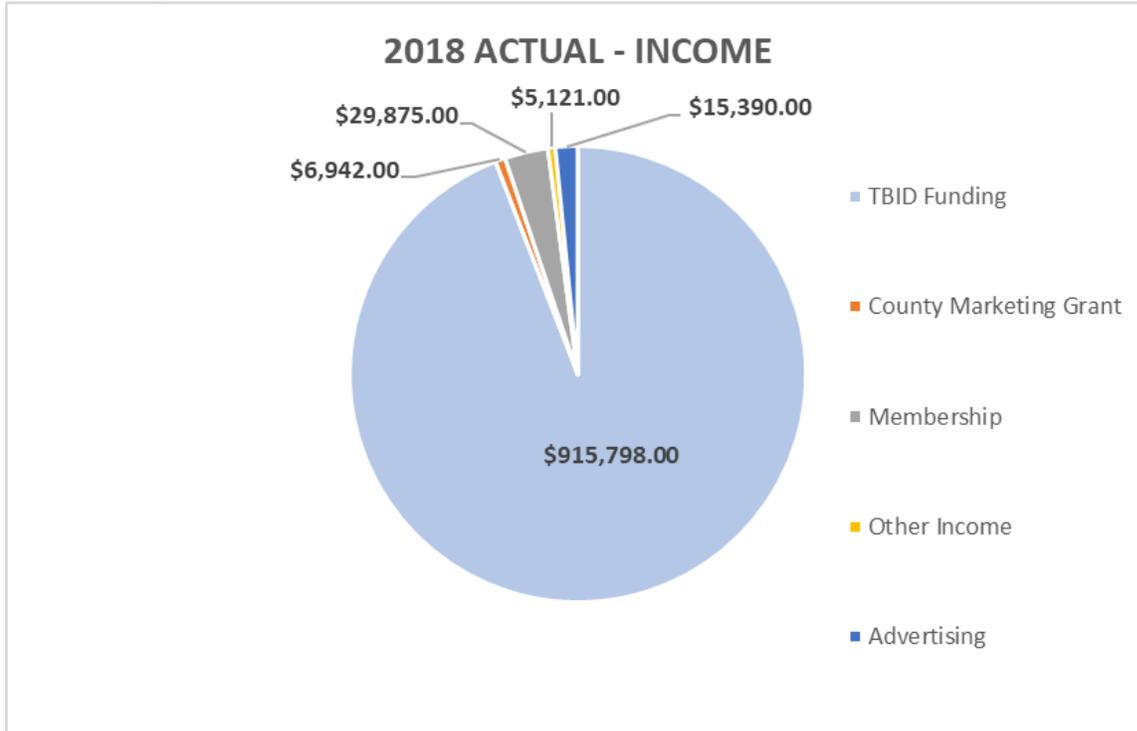
PO Box 633, Solvang, CA 93464

www.visitsyv.com, 805-451-6038

Please see next two pages for 2018 (actual) and 2019 budget information

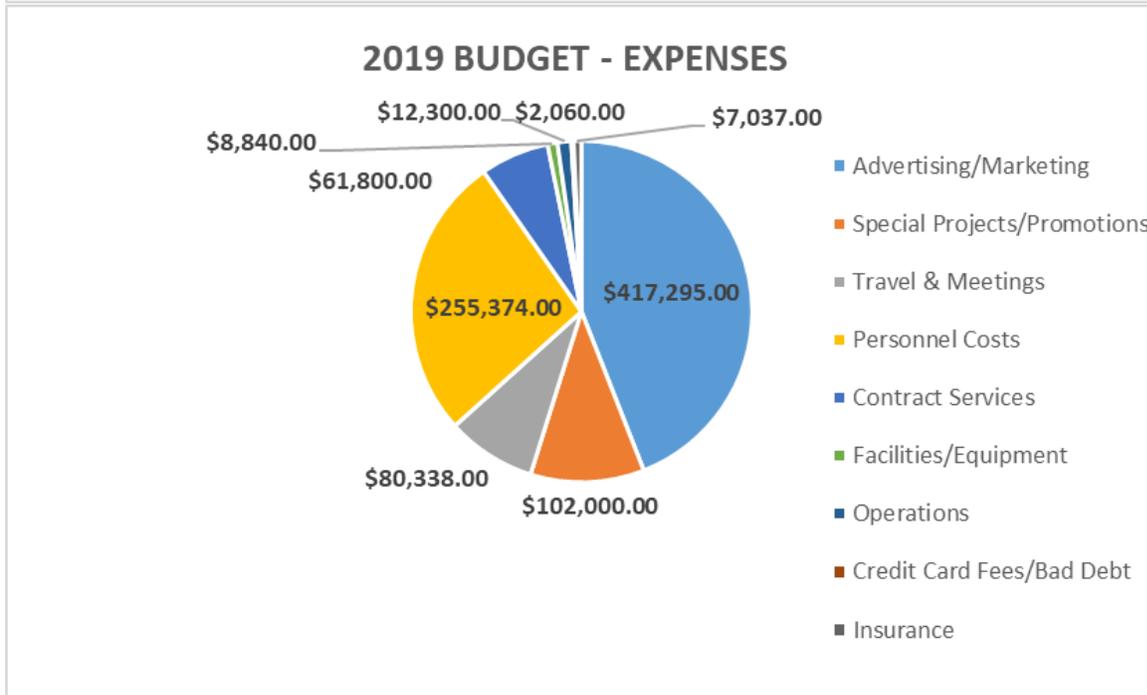
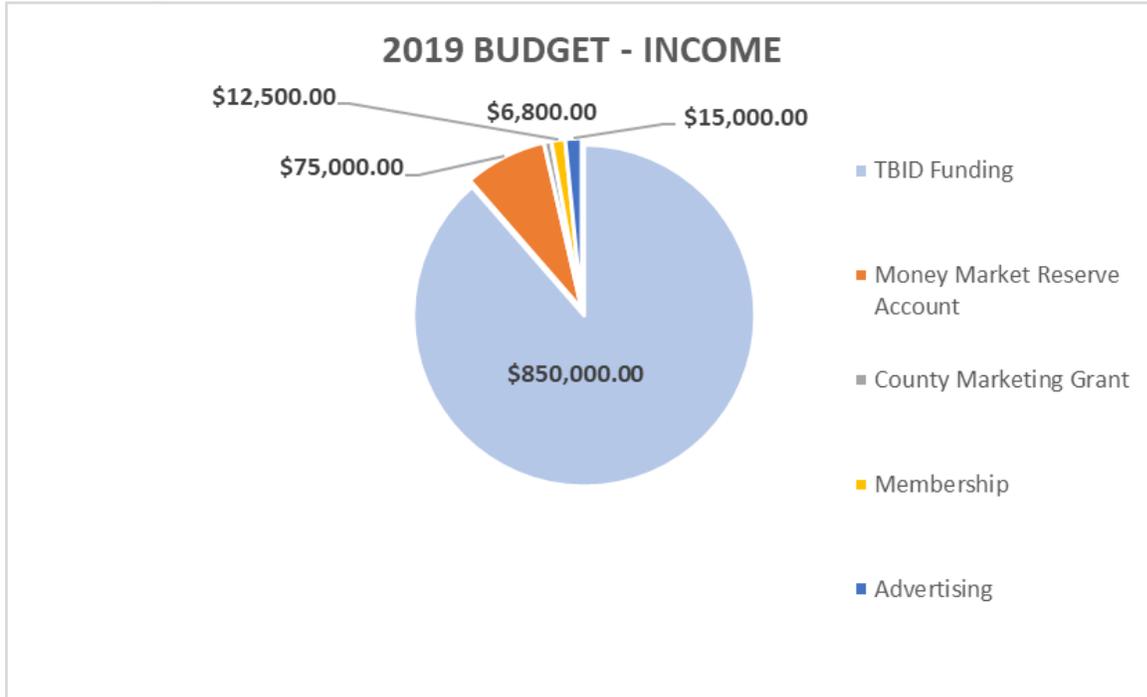


2018 Budget information





2019 Budget information





City of Buellton



PROCLAMATION RECOGNIZING NATIONAL DONATE LIFE MONTH

WHEREAS, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need; and more than 114,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 20 people die each day while waiting due to the shortage of donated organs;

WHEREAS, more than 600,000 units of blood per year are needed to meet the need in California; and at any given time, 6,000 patients are in need of volunteer marrow donors;

WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; donation of tissue can save and heal the lives of more than 75 others; and a single blood donation can help three people in need;

WHEREAS, millions of lives each year are saved and healed by donors of organs, tissues, marrow, and blood and the spirit of giving and decision to donate are not restricted by age or medical condition;

WHEREAS, over fourteen million Californians have signed up with the state-authorized Donate Life California Donor Registry to ensure their wishes to be organ, eye, and tissue donors are honored; and

WHEREAS, California residents can sign up with the Donate Life California Donor Registry when applying for or renewing their driver's licenses or ID cards at the California Department of Motor Vehicles.

NOW, THEREFORE, I, Holly Sierra, Mayor of the City of Buellton, hereby recognize and proclaim April 2019 as National Donate Life Month in the City of Buellton and in doing so, encourage all Californians to check "YES!" when applying for or renewing their driver's license or I.D. card, or by signing up at www.donatelifecalifornia.org or www.donevidacalifornia.org.

PRESENTED this 11th day of April 2019



Mayor

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: April 11, 2019

Subject: Fiscal Year 2019-20 & 2020-21 Requests for Funding from Non-Profit Agencies

BACKGROUND

The City has received funding requests from six outside non-profit agencies exclusive of those agencies already included as line items in the City's budget. This funding is allocated each year through the Non-Departmental Budget Unit of the General Fund. Last year, the City allocated a total of \$88,638 (which included the Senior Center). The total amount requested this fiscal year is \$63,000 (which excludes the Senior Center as noted below).

On March 28, 2019, City Council authorized staff to consider the Senior Center as a budget line item as part of the regular budget process similar to other agencies (PAWS Park, Botanic Garden – except funding would be part of the Non-Departmental budget). The amount of funding for the Senior Center allocated for FY 2019-20 was \$65,000. At the meeting, City Council decided to cap the amount of Non-Departmental budget funds available for other agencies at \$25,000.

On February 20, 2019, outside agencies were contacted and instructed to submit their funding requests for Fiscal Year 2019-20 with the possibility of City Council applying the two percent increase for fiscal year 2020-21.

Each agency will be available to provide a three-minute statement communicating their funding request.

General Fund: Non-Departmental:

1. Santa Ynez Valley People Helping People
Representative – Dean Palius, CEO
Total 19-20 Requested amount - \$19,000 Received FY 18-19 - \$9,568

2. Foodbank of Santa Barbara County
Representative – Sunita Jethmalani, Director of Grants
FY 19-20 Requested amount - \$10,000 Received FY 18-19 - \$6,528
3. Santa Ynez Valley Fruit & Vegetable Rescue
Representative – Amy Derryberry, Executive Director
FY 19-20 Requested amount - \$9,000 Received FY 18-19 - \$5,916
4. NatureTrack
Representative – Sue Eisaguirre, Executive Director
FY 19-20 Requested amount - \$2,000 Received FY 18-19 - \$1,836
5. Zaca Center Preschool
Representative – Shelley Grand, Preschool Director
FY 19-20 Requested Amount - \$8,000 Received FY 18-19 - \$3,917
6. California Organization for Public Safety, Inc. (C.O.P.S.)
Representative – Eddie Hsueh, President
FY 19-20 Requested Amount - \$15,000 Received FY 18-19 - \$0

FISCAL IMPACT

Funding requests total \$63,000 in 2019-20. The City Council funded outside agencies a total of \$88,638 in 2018-19 (including the Senior Center, which as noted above is now a separate budget line item) and capped the amount available for 2019-20 to \$25,000. The General Fund anticipates revenue growth in 2019-20 to allow for an increase in funding, therefore the City Council could consider raising the amount available for funding.

RECOMMENDATION

Staff recommends that the City Council determine the allocations for the 2019-20 funding requests from non-profits that will be reflected in the Non-Departmental budget unit of the General Fund (001-410-67200). A two percent increase will be allocated the following year.

ATTACHMENTS

- Attachment 1 – Santa Ynez Valley People Helping People – Funding Request
- Attachment 2 – Foodbank of Santa Barbara County – Funding Request
- Attachment 3 – Santa Ynez Valley Fruit & Vegetable Rescue – Funding Request
- Attachment 4 – NatureTrack – Funding Request
- Attachment 5 – Zaca Center Preschool – Funding Request
- Attachment 6 – California Organization for Public Safety, Inc. – Funding Request

March 21, 2019

Mayor and Council Members
City of Buellton
P.O. Box 1819
Buellton, CA 93427

RECEIVED

MAR 21 2019

CITY OF BUELLTON

Dear Honorable Mayor and Council Members:

REQUEST:

For Fiscal Year 2019-20, People Helping People (PHP) requests that the City Council consider a grant to fund Under 1 Roof Senior Services in the amount of \$5,000 and basic needs programs in the total amount of \$19,000. Funding to specific programs to be as follows:

1. Partial funding of the rapidly growing Under 1 Roof Senior Services program of People helping People in the amount of \$5,000. Projected Buellton senior clients for 2019-20 include 75 unduplicated individuals on biweekly Food Program, 18 assisted with rent and utility assistance, 10 individuals/25 counseling sessions, 12 individuals receive direct medical and dental care, 6 individuals under intensive case management, and 125 other services including links to medical, legal, senior care, and transportation services.
2. Continued partial funding of the Food and Emergency Solutions Programs of People Helping People in the amount of \$10,000 for fiscal year 2019-20. Serve 350 Buellton residents on Food Program. Serve 50 Buellton residents with Emergency Solutions Program to prevent homelessness.
3. Continued partial funding of the ADCAP (Advocates for Domestic & Child Abuse Prevention) Program of People Helping People in the amount of \$4,000 for fiscal year 2019-20. Serve 20-30 Buellton residents with the ADCAP program to prevent domestic violence.

The last two fiscal years, the Council funded People Helping People at \$9,380 (FY17-18) and \$9,567 (18-19).

DISCUSSION:

Program Need

In the Santa Ynez Valley and Los Alamos, PHP continues to be the go to organization to fill holes in the critical safety net for vulnerable children, seniors, individuals, and families. Requests for PHP basic needs services, especially among seniors, is increasing. Over the last three years, homeless prevention requests continue to increase for seniors. Likewise, food program enrollments by seniors continues to grow 5-10% per year.

According to Santa Barbara County's Publication, "Needs of an Aging Community," PHP's service area which includes the Santa Ynez and Los Alamos Valley's has the fastest growing population of seniors. The County has over 7,000 seniors who live in poverty (\$11,489 per year for a single). These seniors are not isolated to high poverty areas of the County with 83% living outside high poverty areas. The majority of seniors live on small fixed incomes at "near" poverty levels with the median Social Security payment at \$12,589 per year. In Santa Barbara County, 39% of seniors have annual incomes of less than \$15,000 with an additional 36% reporting an annual income of \$15,000 to \$18,700. These seniors are concerned about their financial security and ability to live on their income. Rents in the Santa Ynez Valley run from a low of \$450 per month for a trailer space to \$800-1,000 for a studio/1 bedroom apartment. These residents would then be paying from a low of 36% of their income to often times live in a decaying trailer to an excessive 53% to live in a small apartment.

According to the *Elder Economic Security Index published by UCLA*, high local rents require annual incomes of \$27,631 to cover basic expenses. Low income and disabled seniors consistently report that food is their top

need with 1 in 4 stating that they do not have enough to live on. One (1) out of 2 seniors state that they have cognitive disabilities. (Central Coast Commission on seniors).

PHP has experienced high levels of requests from seniors for advocacy assistance to respond to government inquiries or complete forms and numerous additional inquiries for help to find supportive services. Supportive service needs include in-home care; palliative care; support and treatment for memory patients; and counseling for isolation, depression, substance and family issues. Many seniors have no family or other network of support and they are most vulnerable to financial crisis and homelessness. They frequently juggle a list of bills to pay. One (1) in 5 reports that they cannot afford the healthcare that they need. Many seniors must forego medications or buy or use less than the prescribed dose. The impacts, including stress, of poverty and the lack of basics, often lead to new or exacerbated health problems and shortened life spans. Nine percent of this County's homeless population is seniors and just in the last three months, PHP itself has been required to help three local homeless seniors obtain "rehousing." Such dislocation for a senior is extremely harmful physically and mentally.

Organization Background and Goals

In its 27th year of service to the Santa Ynez Valley, PHP continues to manage eighteen (18) distinct programs and services, "under one roof," to minimize overhead costs (9% including general/administrative and fundraising) and improve access to services. PHP also continues to partner with other organizations to provide local services to meet the needs of local residents. PHP houses services from County Departments including Public Health, Social Services and from non government agencies like Antioch University (counseling interns) and CALM (Child abuse Listening and Mediation Services).

PHP is a unique multi-program organization which has developed a model delivery system integrating services for infants, children, and adults into a "one stop" shop with multiple neighborhood access points. PHP continues to meet clients' basic needs while working to reduce risk factors and needs. Major programs include **Basic Needs:** Food and Emergency Solutions (Rent, utility and relocation assistance to Prevent Homelessness or rapidly re-house a family); **Health Care:** Community Health Care Access, Children's Dental Fund, Adult Dental Fund, Early Childhood Mental Health Counseling; **Youth Programs:** High School Student Mentoring, Generation Kindness and Drug Free Clubs, and Youth (drug prevention) Coalition; and **Family Support:** Family Strengthening; Domestic Violence Prevention, Advocacy, Parent Education, Scholarships, and Christmas-Fulfill-A-Wish. All of these services are delivered from PHP's Solvang Service Center and five school-based Family Resource Centers including one at Jonata School.

PHP's mission is as follows:

"People Helping People is dedicated to improving the lives of men, women and children in the communities it serves by addressing emergency and basic needs, furnishing comprehensive integrated family and individual support services, and acting as a catalyst for positive community change."

Traditionally, PHP services have been primarily furnished to very low and low-income individuals and families and anyone with a temporary financial need. However, PHP's school based academic, literacy, counseling, and other family support program services are furnished based upon need not income. These services are particularly furnished with the aim of realizing PHP's vision that:

"All men, women, and children in our community should have the opportunity to attain self-sufficiency with dignity, are able to fulfill their potential, and live in a healthy community."

In fiscal year 2017-18 ending June 30, PHP served more than 3,850 unduplicated clients. In the Buellton zip code that may include County residents, PHP continues to serve more than 800 clients residents per year.

Major Accomplishments

1. In 2010 and 2011, PHP won the S. B. County Women's Commission award for service to women and their families.
2. **For FY 18-19, PHP provided a total of nearly 2,500 services in Buellton at a value of nearly \$235,000.** Buellton's funding of \$9,567 was leveraged nearly 25 times by PHP to furnish services to Buellton residents.
3. PHP has continued to serve an increasing number of clients, especially in its basic needs programs, even though staffing has decreased significantly over the past 7 years. This is a testament to the commitment of staff to the mission of PHP and its management's ability to pursue efficiencies and do more with less.
4. PHP continues to operate extremely efficiently and effectively. There are two key reasons:
 - a. PHP has been able to do more with less through its creative partnerships and pursuit of outside funding to meet client needs. In terms of partnerships, PHP has continued to expand its cooperative efforts to prevent and reduce homelessness in the Valley by collaborating with St. Vincent's de Paul at Mission Santa Ines, Deacons at S.Y.V. Presbyterian Church, and the Vestry at St. Mark's. The partners cooperate to fund assistance, conduct home visits, and case-manage clients.
 - b. For FY 2017-18, PHP's annual audit of financial statements shows that **PHP's total overhead costs were a remarkably low below 9.5% of total expenses.** PHP overhead consists of 6.3% for fundraising and only 3.2% for general and administrative (G&A) expenses. At PHP, managers wear many hats including those of Program Directors so administrative activities are closely coordinated and no frills. The audit contained no exceptions which is consistent with audits for the past 11 years.
5. Since 2012, PHP has led a county-wide collaborative of 7 partner agencies, who combined, serve all of Santa Barbara County. With the help of federal funds, the collaborative assists low income residents in accessing fresh and healthy foods. Based on its success, PHP was just awarded its fourth two-year grant by California Department of Social Services.
6. In 2018, PHP was awarded its second unrestricted core operating support grant from the Weingart Foundation. This grant process evaluates the overall effectiveness and efficiency of agencies and provides large unrestricted support for agencies who demonstrate a successful track record.
10. In early 2019, in recognition for the importance of its public services to low income residents, PHP was awarded a \$144,500 Community Development Block Grant (CDBG) to make capital improvements to the Emergency Food Pantry, reception and food offices. This will greatly improve PHP's capacity to store and distribute fresh and rescued food from its various partnerships.

Program Goals and Outcomes

The **Under 1 Roof Senior Services Program** goals are to permit seniors to maintain independence as long as possible, live a healthy high quality of life, and retain their desired residence.

- Serve 300 unduplicated clients with food distribution, medical care, mental health wellness, and homelessness prevention services.
- Deliver 60,000 pounds of food, furnish 60 free counseling hours to reduce family conflict and increase coping skills, complete 40 CalFresh and 40 MediCal applications, and provide \$20,000 of health and dental care. Link 60 clients to support services including in home care, respite care, legal services, and memory care

The goals of the **Food Program** are to reduce hunger, improve nutrition, improve quality of life, and reduce public expense. The Food Program also acts as a bridge for individuals and families during times of urgent need, which helps to reduce homelessness. Specific outcomes include:

- Food Program will serve 1,100 unduplicated individuals with 260,000-280,000 pounds of food
- 30% of Food Program families will receive referrals for other PHP services
- 60 families lacking transportation or who are disabled will receive deliveries of groceries
- 50% of groceries will be healthy fruits and vegetables

The goals of the **Emergency Solutions Program** are to prevent homelessness and rapidly re-house individuals and families who become homeless. Specific outcomes include:

- Will serve 150 unduplicated clients
- 90% of rent assistance participants will remain in permanent housing for six months
- 80% of adult participants will obtain earned income at project exit

The primary goal of PHP's **Advocates for Domestic & Child Abuse Prevention (ADCAP) Program** is to reduce the number of adults and children subjected to domestic violence. The specific outcome to be achieved is to maintain an annual repeat incident rate of 5% or below per year. That means the family is free of violence for a minimum of 1 year after PHP services. 150 clients will be served.

Program Descriptions

PHP's programs endeavor to empower individuals and families to become as self-sufficient as possible and to gain the skills and knowledge to advocate for themselves. Clients are empowered by improvement to individual and family functioning including healthy parenting practices, improved academic achievement, job skills, health, and freedom from violence. Clients are encouraged to give back by participating on PHP committees, at events, and to volunteer at programs like the Food Program.

Under 1 Roof Senior Services are intended as wrap-around assistance to meet the basic needs of aging seniors who are often low income and suffering from poor physical and mental health and financial hardships. Many have no support systems including family and live in isolation, unsure of how to obtain help. PHP is able to assist seniors to reduce food insecurity via its own food distribution program and enrollment in Cafresh, to help access low cost or free medical, dental, and mental health wellness care, connect with other seniors, and to obtain referrals to additional services such as in-home, respite, and memory care. Initial contact is based upon referrals and is made through PHP staff home visits. Additional home visits are carried out as needed to review living and health conditions and to reduce stress of travel and application for services. Rental and utility assistance are also available to prevent homelessness and elimination of utilities. Transportation, if needed, is provided for healthcare and other appointments.

The Food Program operates biweekly year-round at Mission Santa Ines and at Creekside Village in Los Alamos. A storage facility is maintained at the Solvang Designer Outlet Center. 375 families are currently enrolled. Approximately 150 families are currently being served in Solvang and 80 in Los Alamos at each scheduled distribution. An additional 40 Buellton families are served at the Buellton Senior center who cannot make the Solvang distribution. Volunteers currently make biweekly deliveries to approximately 20 families that lack transportation and approximately 30 families pick up groceries at PHP's Service Center in Solvang. Families are able to receive between one-three bags of groceries dependent upon family size. Each bag of groceries weighs 16-20 pounds. The Food Program now distributes approximately 270,000 pounds of food per year. Food is purchased from the Santa Barbara County Food Bank, donated by the Food Bank or USDA, and donated by the local community. PHP staff enrolls applicants, orders food, arranges for its delivery, maintains inventory, and prepares required reports. Volunteers unload, pack, distribute, and store food as well as clean up and deliver bags of groceries at two sites. For emergency needs, PHP maintains a food pantry at its Service Center that is stocked with canned and dry goods for emergencies. In addition, PHP distributes food from Albertson's "Fresh Rescue" program four days each week at its Solvang, Buellton and Santa Ynez Centers. Annually, this produces 12-15,000 pounds of donated food. PHP in conjunction with Crossroads Church and the Santa Barbara County Foodbank also conducts a monthly "farmers' market distribution (80 clients) in Buellton.

Emergency Solutions Services are furnished to clients upon referral to PHP from school based Resource Centers, churches, businesses, schools, and law enforcement. Services are furnished through vouchers at the PHP Thrift Store and local restaurants, motels, service stations, and other service vendors. Rental assistance payments may be made directly to a landlord to prevent eviction or furnish rapid re-housing when a long-term solution is available to prevent future recurrence. Utility Assistance is provided to families who have received a 48-hour shut off notice. Payment is made either directly to a utility or through a voucher system. Last, PHP assists clients with transportation (and translation) to employment, are seeking work or need to attend to legal or medical matters. Transportation is furnished by PHP staff or with transit vouchers. Eligibility is based upon proof of need. For the past three years PHP has partnered with local organizations St. Vincent De Paul and SYV Presbyterian Deacons to multiply its direct assistance to needy families and reduce duplication.

The ADCAP domestic violence prevention program has been in operation for sixteen years. Services are directed toward both intervention and prevention; immediate cessation of continuing violence, implementation of a public education and information component designed to improve access to services and to forestall the start of physical violence. Efforts directed at the prevention and cessation of current domestic and family violence break the prevalent cycle of today's children becoming tomorrow's abusers. The specific program, administered by the ADCAP Program Director, on-site staff, and certified volunteers, available 24 hours includes:

- Emergency Services - Twenty-four hour advocate response to Santa Barbara County Sheriff's Department 911 domestic violence crime calls, emergency transportation, temporary shelter, food and clothing.
- Drop-in Center during business hours staffed by ADCAP's Director, who conducts client needs assessments, develops support and safety plans, furnishes service referrals, and provides advocacy and victim empowerment through counseling, legal, and court support.

- Case Management Services – Risk and needs assessment, home visitation, translation, transportation, system advocacy, follow-up, vocational guidance, referrals and linkages and on-going evaluation of service plan.
- Information, referral and follow up to community resources - Community service organizations, health care and counseling; District Attorney's Victim Witness Program, Legal-Aid, Family Law, Child Welfare Services

This program is the only one of its kind in the County operating with an **all-volunteer emergency response**, and therefore the ADCAP program is extremely cost effective. The total annual budget of approximately \$50,000 supports a part-time program Coordinator and part-time case management staff that follow-up with victims and family members to make sure that they are safe, have basic needs met, and receive family support services including counseling.

Evaluation

PHP utilizes a variety of instruments to measure programmatic outcomes and maintains an extensive data base of client services rendered utilizing Sales Force™ software. Measurements of client's conditions are conducted at the initial intake to establish a baseline and subsequent assessments are scored to determine outcomes. The Institute for Community Collaborative Studies created the Family Development Matrix (FDM), an evidenced-based assessment and case management tool, which provides outcome measures for ten different domains. Domains include Food/Clothing, Family Relations, Transportation/Mobility, Finances, and Adult Education and Employment. The assessment measures areas of need and support and areas of strength and it builds on strengths within each family. The FDM assists staff to track and measure the impact and progress of the families they serve. The FDM tracks the momentum for change and participation of each family to meet goals. Research indicates tracking participation is important to achieve change and improve individual and social outcomes. PHP's Program Director conducts an analysis of the results and provides feedback to staff about the progress of each client and identifies areas of need or gaps in services to allocate resources.

Financial Information

PHP's projected Fiscal Year 2018-19 annual operating budget (See Attachment 1)

Revenue	: \$2,099,520
Expense	: \$2,049,899
Net Over Expense	: \$ 49,622 ¹

PHP's Fiscal Year 2017-18 Audited Profit and Loss (See Audit as Attachment 2)

Revenue	: \$1,830,611
Expense	: \$1,838,540
Net Over Expense	: \$ (7,918)

Projected Fiscal Year **2019-20** operating budgets for Seniors, Food, Emergency Solutions, and ADCAP are:

Revenue	: \$ 635,950
Expense	: \$ 614,578
Net	: (\$ 18,636) ²

See Attachment 3 for program budgets.

¹ This assumes no loss of projected funding during the fiscal year.

² Deficit to be filled by PHP general funds derived from fundraising and thrift store.

2018-19 REVISED ORGANIZATION BUDGET

	A	P
1		18-19 Jan. Rev.
2	REVENUE:	
3	Foundations and Grants	
4	Santa Ynez Valley	\$ 25,000
5	Santa Barbara Core	\$ 50,000
6	Santa Barbara Foundation CEO	\$ 5,000
7	Balin Trust	\$ 5,000
8	Union Bank	\$ 10,000
9	Wood Claeysen's	\$ 20,000
10	Latkin	\$ 5,000
11	Jackson	\$ 10,000
12	Hutton	\$ 50,000
13	Legacy Fund	\$ -
14	Cottage Health Systems-Senior Counseling	\$ 49,795
15	Cottage Health Systems-FSA Collab.	\$ 5,400
16	Weingart Foundation	\$ 92,500
17	Eagle Foundation	\$ 25,000
18	Los Alamos Foundation	\$ -
19	Vintners' Foundation	\$ 2,500
20	Los Alamos Men's Club	\$ -
21	Chumash Foundation	\$ 10,000
22	Sub Total:	\$ 365,195
23		
24	Government Agencies	
25	County of Santa Barbara HSC	\$ 30,000
26	City of Solvang	\$ 17,000
27	City of Buellton	\$ 10,000
28	City of Buellton Census Contract	\$ -
29	First 5 Children & Families-Fam Support	\$ 64,000
30	First 5 Systems Change FFN	\$ -
31	Prop 63 SBC Behavioral Wellness	\$ 51,000
32	Child Abuse Prev.-CALM Subcontract	\$ 16,900
33	CDBG-Capital Improvements	\$ -
34	SBC CDBG Public Services	\$ 20,000
35	SYVUHS Mentoring & Counseling Contract	\$ 25,000
36	Buellton School Dist. Counseling Contract	\$ 5,000
37	Buellton S.D. Life Skills	\$ -
38	Solvang School Dist. Counseling Contract	\$ 5,000
39	Solvang S.D. Life Skills	\$ 3,000
40	Los Olivos S.D. Life Skills	\$ 3,000
41	SY Charter School	\$ -
42	HSC Mini Grant	\$ -
43	College S.D. MediCal Admin Activities	\$ 20,500
44	College S.D. Life Skills	\$ -
45	S.B.C. Tobacco Prevention	\$ 2,500
46	SBC Behavioral Wellness Drug Prev	\$ 120,000
47	Drug free Communities	\$ -
48	FSA Strengthening Families Contract	\$ 10,300
49	S.B.C. Emergency Solutions Grant (CESH)	\$ -
50	Stop Act Grant	\$ -
51	CalFresh Grant	\$ 107,000
52	Sub Total:	\$ 510,200
53		
54	United Way	
55	S.B. Community Focus	\$ 5,000
56	Sub Total:	\$ 5,000

2018-19 REVISED ORGANIZATION BUDGET

	A	P
57		18-19 Jan. Rev.
58	Businesses	\$ 7,500
60	Service Clubs	
61	Solvang Rotary	
62	Santa Ynez Valley Rotary	
63	Los Olivos Rotary	\$ 1,000
64	Buellton Rotary	\$ 850
65	Sub Total:	\$ 1,850
66	Churches	
67	St. Marks	
68	S Y Mission/St Vincent De Paul	
69	Bethania Lutheran	\$ 700
70	S.Y.V. Presbyterian	\$ -
71	Other	\$ -
72	Sub Total:	\$ 700
73	Individuals	\$ 81,000
74	PHP Fee For Service	
75	Medical Transportation	
76	SBCEO MediCal Reenrollment Fees	\$ -
77	SBCEO Outreach & Enrollment	\$ -
78	MediCal/ACA Applications	
79	Sub Total:	\$ -
80	PHP Fund Raising	
81	Empty Bowls-Brown Bag	\$ 12,000
82	Board Giving	\$ 28,200
83	Vehicle Donation Sales	\$ 1,500
84	Valley 100-WIGS	\$ 28,000
85	Vino de Sueños	\$ 59,000
86	Bike Trek	\$ 18,600
87	Polo Classic	\$ 195,000
88	Marriott Golf Toumey	\$ 16,000
89	Grappolo Pig Roast	\$ -
90	Gran Fondo	\$ -
91	Annual Report	\$ 6,975
92	Sub Total:	\$ 365,275
93	Thrift Store	\$ 246,000
94	Donated Medical/Dental Services	\$ 50,000
95	Donated Food	\$ 348,000
96	Donated Goods for Clients	\$ 15,000
97	Donated Professional Services	\$ 28,000
98	Donated Rents	\$ 56,000
99	Leases	\$ 16,000
100	PHP Room Rental	\$ 300
101	Other	\$ 1,500
102	Misc Interest	\$ 2,000
103	TOTAL REVENUE:	\$ 2,099,520

2018-19 REVISED ORGANIZATION BUDGET

	A	P
104	EXPENSE:	18-19 Jan. Rev.
105	Salary	\$ 812,300
106	Payroll Tax	\$ 72,123
107	Retirement	\$ 23,151
108	Health Insurance	\$ 73,800
109	Other Employee Benefits	\$ 12,000
110	Workers Compensation	\$ 32,200
111	Subtotal Personnel:	\$ 1,025,574
112	Utilities Assistance	\$ 1,500
113	Food Purchase	\$ 13,600
114	Medical Assistance	\$ 3,000
115	Adult Dental Fund	
116	Rental Assistance	\$ 10,000
117	Fulfill-A-Wish Assistance	\$ 3,500
118	Scholarships	\$ 500
119	Other Direct Assistance	\$ 3,500
120	Subtotal Direct Assistance:	\$ 35,600
121	Donated Medical/Dental Services	\$ 50,000
122	Donated Food	\$ 348,000
123	Donated Goods for Client	\$ 15,000
124	Donated Professional Services	\$ 28,000
125	Donated Rents	\$ 56,000
126	Subtotal Donated Goods & Services:	\$ 497,000
127	Education Materials/Supportive Services	\$ 1,000
128	Vehicle Expense	\$ 6,500
129	Consulting	\$ 8,000
130	Contractors	\$ 64,000
131	Equipment Lease Inc. Copy Expense	\$ 12,000
132	Equipment Purchase	\$ 5,000
133	Accounting and Audit	\$ 17,500
134	Printing	\$ 1,500
135	Meeting Expenses	\$ 4,700
136	Employee Recruitment	\$ 500
137	Advertising & Promotion	\$ 5,000
138	Program Incentives	\$ 1,500
139	Prop, Liab, & D&O Insurance	\$ 18,700
140	Office Supplies & Expense	\$ 24,900
141	Postage	\$ 1,500
142	Equipment Repairs & Maintenance	\$ 1,000
143	Education & Training	\$ 4,600
144	Travel	\$ 500
145	Thrift Store Move	\$ -
146	Rent/Mortgage	\$ 41,000
147	Utilities	\$ 12,000
148	Telephone	\$ 12,700
149	Mileage Reimbursement/Transportation	\$ 4,100
150	Dues, Licenses, & Subscriptions	\$ 1,000
151	Bank, Payroll, & Retirement Fees	\$ 11,500
152	Building Improvements	\$ -
153	Property Tax	\$ 500
154	Legal	\$ 57,000
155	Building Maintenance	\$ 6,000
160	Subtotal General:	\$ 324,200
161	Fundraising	
162	Bike Trek	\$ 5,500
163	VDS	\$ 15,000
164	Empty Bowls	\$ 5,900
165	Annual Report	\$ 4,200
166	Youth Coalition Golf	\$ 8,900
167	Vehicles	\$ 750
168	Polo Classic	\$ 118,000
169	Subtotal Fundraising:	\$ 158,250
170	Bad Debt-Polo	\$ 9,275
171	TOTAL EXPENSE:	\$ 2,049,899
172	NET REVENUE (EXPENSE)	\$ 49,622
173	REVENUE AVAILABLE TO RESERVES:	\$ 49,622
174	Contribution to Operating Reserve	\$ 37,216
175	Contribution to Building R & R Reserve	\$ 4,962
176	Contribution to Equipment Reserve	\$ 4,962
177	Contribution to Change Capital Reserve	\$ 2,481
178	BALANCE:	\$ -

SANTA YNEZ VALLEY
PEOPLE HELPING PEOPLE
FINANCIAL STATEMENTS

JUNE 30, 2018

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

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MELISSA PETERSEN & COMPANY

CERTIFIED PUBLIC ACCOUNTANT

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Santa Ynez Valley People Helping People

I have audited the accompanying financial statements of Santa Ynez Valley People Helping People (a California nonprofit organization), which comprise the statement of financial position as of June 30, 2018 and the related statements of activities, functional expenses and cash flows for the year then ended and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Santa Ynez Valley People Helping People as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

I have previously audited Santa Ynez Valley People Helping People's 2017 financial statements, and I expressed an unmodified audit opinion on those audited financial statements in my report dated November 9, 2017. In my opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

A handwritten signature in black ink, appearing to be "Nathan [unclear]", written in a cursive style.

Santa Barbara, California
October 24, 2018

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2018 AND 2017

<u>ASSETS</u>		
	2018	2017
Current Assets		
Cash and cash equivalents	\$ 326,216	\$ 306,760
Contracts and grants receivable	220,623	183,691
Pledges receivable (Footnote 4)	396,411	436,258
Other receivables	47,650	26,708
Inventory	14,249	16,036
Other assets	19,963	19,763
Total Current Assets	1,025,112	989,216
Property and equipment (Note 6)	605,467	627,264
Total Assets	\$ 1,630,579	\$ 1,616,480
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 77,740	\$ 86,612
Accrued payroll and related expenses	81,160	48,427
Deferred revenue	1,353	238
Current portion of mortgage payable (Note 7)	7,046	150,053
Total Current Liabilities	167,299	285,330
Long Term Liabilities		
Mortgage payable (Note 7)	140,048	-
Total Long Term Liabilities	140,048	-
Total Liabilities	307,347	285,330
Net Assets		
Unrestricted	674,123	677,920
Board Designated (Note 8)	176,472	176,472
Temporarily restricted (Note 9)	472,637	476,758
Total Net Assets	1,323,232	1,331,150
Total Liabilities and Net Assets	\$ 1,630,579	\$ 1,616,480

The accompanying notes are an integral part of this financial statement

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2018
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>2018 Total</u>	<u>2017 Total All Funds</u>
Support				
Contributions (See Footnote 4)	\$ 10,073	\$ 31,000	\$ 41,073	\$ 553,330
Foundation grants	320,398	27,386	347,784	177,468
Government agency contracts	572,774	-	572,774	816,586
In-kind contributions (Note 13)	508,483	-	508,483	538,131
Special events (net of expenses of \$175,871 and \$175,981, respectively)	126,564	22,355	148,919	159,986
Total Support	<u>1,538,292</u>	<u>80,741</u>	<u>1,619,033</u>	<u>2,245,501</u>
Revenue				
Thrift store sales	214,909	-	214,909	244,548
Rental income	15,775	-	15,775	16,140
Program fees	1,728	-	1,728	9,705
Investment gain/(loss)	1,151	-	1,151	551
Other gains/(losses)	(21,974)	-	(21,974)	(287)
Total Revenue	<u>211,589</u>	<u>-</u>	<u>211,589</u>	<u>270,657</u>
Net assets released from restrictions				
Expiration of program restrictions	84,862	(84,862)	-	-
Total Support and Revenue	<u>1,834,743</u>	<u>(4,121)</u>	<u>1,830,622</u>	<u>2,516,158</u>
Expenses				
Program Services	1,664,535	-	1,664,535	1,797,326
Supporting Services				
Administrative	58,780	-	58,780	100,700
Fundraising	115,225	-	115,225	117,797
Total Supporting Services	<u>174,005</u>	<u>-</u>	<u>174,005</u>	<u>218,497</u>
Total Expenses	<u>1,838,540</u>	<u>-</u>	<u>1,838,540</u>	<u>2,015,823</u>
Change in Net Assets	<u>(3,797)</u>	<u>(4,121)</u>	<u>(7,918)</u>	<u>500,335</u>
Net Assets at Beginning of Year	<u>854,392</u>	<u>476,758</u>	<u>1,331,150</u>	<u>830,815</u>
Net Assets at End of Year	<u>\$ 850,595</u>	<u>\$ 472,637</u>	<u>\$ 1,323,232</u>	<u>\$ 1,331,150</u>

The accompanying notes are an integral part of this financial statement

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2017

	Program Services	Administrative	Fundraising	2018 Total	2017 Total
Salaries and wages	\$ 705,011	\$ 31,094	\$ 77,632	\$ 813,737	\$ 825,866
Payroll taxes	62,169	2,775	6,832	71,776	70,291
Employee benefits	100,851	4,392	11,128	116,371	176,088
Total salary and related expenses	868,031	38,261	95,592	1,001,884	1,072,245
Advertising	3,420	48	156	3,624	3,684
Amortization	1,276	140	58	1,474	186
Bad debt	-	3,038	-	3,038	1,700
Bank charges	4,797	67	218	5,082	6,896
Education and training	1,931	26	84	2,041	5,791
Equipment lease	5,287	74	241	5,602	4,149
In-Kind food (Note 13)	349,125	-	-	349,125	364,694
In-Kind other (Note 13)	11,879	-	-	11,879	24,514
In-Kind professional (Note 13)	38,245	3,830	12,850	54,925	60,340
In-Kind rent (Note 13)	93,475	-	-	93,475	88,375
Insurance	19,193	704	874	20,771	19,191
Interest	5,171	1,879	237	7,287	6,946
Meeting expense	1,745	24	80	1,849	2,584
Mileage reimbursement	4,563	23	75	4,661	6,494
Office expense	14,308	161	524	14,993	27,055
Operating supplies	15,894	112	364	16,370	22,747
Outside services	83,631	182	592	84,405	109,713
Printing, postage and copy	5,912	53	173	6,138	8,944
Professional services	18,045	252	821	19,118	16,330
Program expenses	40,941	-	-	40,941	57,436
Rent	27,632	-	-	27,632	46,750
Repairs and maintenance	6,459	2,277	296	9,032	10,825
Security	1,024	372	47	1,443	1,484
Telephone	10,558	148	481	11,187	12,312
Travel	762	11	35	808	1,015
Utilities	7,633	2,773	350	10,756	10,955
Vehicle expense	6,799	95	309	7,203	3,651
Total Expenses Before Depreciation	1,647,736	54,550	114,457	1,816,743	1,997,006
Depreciation	16,799	4,230	768	21,797	18,817
Total Expenses	\$ 1,664,535	\$ 58,780	\$ 115,225	\$ 1,838,540	
Total Year Ended June 30, 2017	\$ 1,797,326	\$ 100,700	\$ 117,797		\$ 2,015,823

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Cash Flows from Operating Activities		
Change in net assets	\$ (7,918)	\$ 500,335
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	21,797	18,817
Changes in		
Contracts and grants receivable	(36,932)	118,029
Pledges receivable	39,847	(428,408)
Other receivables	(20,942)	154
Inventory	1,787	8,251
Other assets	(200)	23,662
Accounts payable and accrued expenses	(8,872)	(17,397)
Accrued payroll and related expenses	32,733	(20,338)
Deferred revenue	1,115	238
Net Cash Provided by Operating Activities	<u>22,415</u>	<u>203,343</u>
Cash Flows from Investing Activities		
Purchase of fixed assets	-	(163,977)
Net Cash Used by Investing Activities	<u>-</u>	<u>(163,977)</u>
Cash Flows from Financing Activities		
Principal payment on mortgage payable	(2,959)	(8,553)
Net Cash Used by Financing Activities	<u>(2,959)</u>	<u>(8,553)</u>
Net Increase in Cash	19,456	30,813
Cash and Cash Equivalents, Beginning of Year	<u>306,760</u>	<u>275,947</u>
Cash and Cash Equivalents, End of Year	<u>\$ 326,216</u>	<u>\$ 306,760</u>

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 1: ORGANIZATION

Santa Ynez Valley People Helping People (the Organization) is a voluntary health and welfare organization qualifying under Internal Revenue Code Section 501(c)(3). The Organization is generally exempt from federal and state income taxes and is not considered a private foundation.

People Helping People is dedicated to improving the lives of men, women, and children in the Santa Ynez Valley, Los Alamos, and surrounding communities by addressing emergency and basic needs, furnishing comprehensive integrated family and individual support services, and acting as a catalyst for positive community change.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Unrestricted Net Assets: All contributions are considered to be unrestricted unless specifically restricted by the donor. Restricted contributions that are received and used in the same period are recorded as unrestricted net assets.

Temporarily Restricted Net Assets: Temporarily restricted net assets are assets received with donor restrictions which will be satisfied by particular expenditures or the passage of time.

Permanently Restricted Net Assets: Permanently restricted net assets consist of contributions and other inflows of funds subject to donor imposed restrictions that neither expire by the passage of time nor can be fulfilled or otherwise removed by the actions of the Organization. At year end, the Organization had no permanently restricted net assets.

Basis of Presentation

The accompanying financial statements of the Organization have been prepared on the accrual basis.

Cash and Cash Equivalents

For purposes of the Statement of Cash Flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents, including demand deposits and money market accounts.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

Investments are recorded at market value.

Inventory

The Organization records inventory for goods on hand at its thrift store and food. The values of thrift store items are estimated based on the expected sale price of the donated goods. The value of food inventory is based on an estimated cost per pound.

Property and Equipment

The Organization records property and equipment at cost if purchased or at fair market value at time of contribution if donated and depreciates these assets using the straight-line method over their estimated useful lives. Buildings and improvements are depreciated over periods of 30 to 40 years, while furniture and equipment are depreciated over periods of 5 to 10 years. Assets with a cost of \$500 or more and useful life of more than one year are capitalized.

Contributions

Contributions and other inflows of funds temporarily subject to donor-imposed restrictions are reported as temporarily restricted. The restrictions are temporary in that they are expected to expire with the passage of time or be satisfied and removed by actions of the Organization that fulfill donor stipulations. Temporarily restricted contributions that are satisfied in the year of the contribution are shown as unrestricted contributions.

Donated Services

The Organization relies heavily on volunteers to perform certain services for some of its programs. Because these services do not meet specified criteria for recognition as income and expense, the value of these services has not been included in the Statement of Activities. The Organization also utilizes services provided by volunteer licensed professionals. The Organization uses the market rates the professionals charge to record the value of these donated services.

Donated Goods

The Organization receives donated goods for use in its various programs. The Organization records these donations at their estimated fair market value.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Taxes

The Organization has been granted tax exempt status by the Internal Revenue Service and the Franchise Tax Board under section 501(c)(3) and 23071d, respectively. The Organization is not considered a private foundation.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized by function in the Statement of Functional Expenses. Direct costs are charged directly to the appropriate program. Joint costs such as insurance, rent and facility maintenance are allocated by using the direct costs of each program. The allocations are based on current data.

NOTE 3: PROGRAM SERVICES

The Organization's programs services fall into the following main categories:

Basic Needs

Food

With the support of the Santa Barbara County Foodbank and local donations, People Helping People delivers food to income-qualified families every other week from locations in Solvang and Los Alamos. In addition, PHP operates once monthly Farmers Markets in Buellton and Los Alamos, and "Fresh Rescue" pick-up locations four days per week. Locations change seasonally.

Emergency Solutions

The Organization provides assistance to help clients pay for utilities, transportation, rent, relocation, mortgage, temporary shelter and meals. Household goods and clothing may also be furnished upon presentation of approved vouchers at the Organization's thrift store.

Health & Wellness Services

Community Health Access Resource Team (CHART), Adult and Children's Dental Funds, Behavioral Wellness, and Insurance Enrollment

The Organization works with local doctors, dentists, counselors, pharmacies, and labs to provide free and/or discounted services to those who are uninsured or underinsured. Some services are reimbursed to the Organization by clients on a sliding scale based upon client income. The CHART program also includes a wide range of services designed to assist individuals and families in accessing necessary health care and social services.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 3: PROGRAM SERVICES (Continued)

Health & Wellness Services (Continued)

Behavioral Wellness

PHP has employed an experienced M.F.T. to supervise interns completing advanced degrees and who need to complete hours of practice toward licensing. With additional interns, PHP has expanded counseling services for students and their families at the Santa Ynez Valley Union High, College, Solvang, S.Y. Charter, and Buellton School Districts and from its Solvang Service Center. Services are fully integrated with PHPs social services programs. PHP is also offering "Nurturing Parenting," an evidenced based parent and child support program. This curriculum is designed to improve the relationships between parents and children.

Insurance Enrollment

PHP and its Family Service Advocates are qualified as Certified Enrollment Entity and Certified Enrollment Counselors respectively and enroll/re-enroll qualified individuals in State MediCal insurance programs.

Family and Individual Support Services

Advocates for Domestic and Child Abuse Prevention (ADCAP)

ADCAP is the only domestic violence intervention and prevention program serving the Santa Ynez Valley and surrounding area. The mission of the program is to break the cycle of domestic violence and child abuse by offering intervention, advocacy, education and support services to individuals and families. Certified Advocates respond to the scene of every domestic violence crime, twenty-four hours a day, seven days a week. Advocates provide immediate comfort and support to the survivors of the violence. Short term help may include medical attention and shelter. Longer term assistance may come from the Organization's other direct service programs or help in successfully navigating the criminal justice system.

Family Strengthening

Services are designed to stabilize families in a financial or other type of crisis through provision of direct services from the Organization, links to help from other agencies, and on-going case management assistance, as long as necessary, from a PHP Family Services Advocate. Services are provided through the Organization's network of school based Family Resource Centers and at its Service Center in Solvang.

Advocacy

The Organization provides assistance to individuals in handling government and business forms and regulations.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 3: PROGRAM SERVICES (Continued)

Family and Individual Support Services (Continued)

Christmas Fulfill-A-Wish

The Organization operates the Fulfill-A-Wish program to provide approximately 100 local families, including 300 or more children, with holiday gifts, clothing, and toys. Donated and some purchased items are displayed in a holiday "boutique" environment in a donated store front and parents are given the opportunity to select items based on their needs and family size.

Children and Youth Services

Los Alamos Youth Programs

PHP partners with the Los Alamos Foundation to promote and provide staffing for the summer lunch program conducted at Ferrini Park in Los Alamos. PHP assists students with needed employment applications and related documents and processes timecards and paychecks. Last year 25 students were employed and gained important work skills.

Santa Ynez Valley Youth Coalition

Based upon its successes, the Organization received a second 5-year federal Drug Free Communities grant to reduce alcohol, tobacco, and other drug (ATOD) use by Valley youth. Together with additional federal, foundation and County grants, activities are based upon a strategic plan developed by a coalition of local volunteer community leaders. The Organization's staff, together with Coalition members, is implementing the plan directed at increasing barriers to youth access of alcohol and other drugs and changing the norms of the community around the acceptance of underage substance abuse. Community members interested in joining the Coalition effort or obtaining additional information are encouraged to visit the Coalition's website at www.syvdrugfree.org.

Student Prevention Action Network (SPAN)

This research-based alcohol and drug prevention program is offered to 7th and/or 8th grade students in the Buellton, Los Olivos, Solvang and College School Districts. The Youth Coalition Director teaches a life skills curriculum, supervises a Peer to Peer Mediation program and Generation Kindness and Drug Free Clubs on campus, and conducts a Parenting Workshop series. This four-part approach to prevention is designed to equip students and parents with the knowledge and tools necessary to avoid the hazards associated with use of alcohol and other drugs so that students are successful in school.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 3: PROGRAM SERVICES (Continued)

Children and Youth Services (Continued)

Mentoring

People Helping People staff at Santa Ynez and Refugio High Schools monitor the progress towards graduation of 50 "at risk" students. The grades and credits of these students are reviewed on a regular basis and the mentor offers career guidance, homework assistance, coaching, role modeling, and access to PHP basic needs and support services.

NOTE 4: CHARITABLE REMAINDER TRUST

During the year ended June 30, 2017, the Organization was notified that they are the recipient of a charitable remainder trust. Under the terms of the agreement the Organization will receive \$20,000 per year for the remainder of the donors' lives and then a lump sum payment 75% of the remaining fund balance. The net present value of the gift was recorded as a contribution at the time that the Organization was notified of the irrevocable trust. The remaining receivable is recorded at the calculated net present value, which totaled \$391,896 at June 30, 2018.

NOTE 5: ALLOWANCE FOR UNCOLLECTIBLE RECEIVABLES

Management has recorded an allowance for uncollectible pledge receivables of \$1,935 at June 30, 2018. This amount is an estimate made by management, based on the historical collection of pledges. Management believes that all other receivables, including all contract receivables, will be fully collectible and therefore no allowance for those receivables has been recorded.

NOTE 6: PROPERTY AND EQUIPMENT

The Organization's investment in property and equipment at June 30 was as follows:

	<u>2018</u>	<u>2017</u>
Land	\$ 141,113	141,113
Building & improvements	621,477	621,477
Furniture and Fixtures	36,037	36,037
Office equipment	30,414	30,414
Vehicles	<u>30,930</u>	<u>30,930</u>
	859,971	859,971
Less: accumulated depreciation	<u>(254,504)</u>	<u>(232,707)</u>
Net Property and Equipment	<u>\$ 605,467</u>	<u>\$ 627,264</u>

Depreciation expense was \$21,797 and \$18,817 in 2018 and 2017, respectively.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 7: MORTGAGE PAYABLE

Mortgage payable at June 30, 2018 consists of:

Mortgage payable to First Bank secured by a first deed of trust; monthly payments of \$1,196 commenced January 29, 2018 and includes interest at 5% per annum. A balloon payment of \$95,401 is due at the end of the note term on December 29, 2024.

	<u>147,094</u>
Total loans	147,094
Less current portion	<u>7,046</u>
Long term portion	<u>\$ 140,048</u>

Principal payments are expected to be as follows:

2019	\$ 7,046
2020	7,412
2021	7,797
2022	8,203
2023	8,629
Thereafter	<u>108,007</u>
Total loans	<u>\$ 147,094</u>

NOTE 8: BOARD DESIGNATED NET ASSETS

The Organization's Board of Directors, by resolution adopted in May, 2013, has established a policy to designate for reserves a portion of any unrestricted net operating surplus at the fiscal year-end. The policy directs that there shall be four reserve funds; Operating, Facilities, Equipment, and Opportunity and that the percentage of funds allocated to each fund shall be set by the Board each year. At June 30, 2018, the percentage allocations were as follows: 75% to Operating, 10% to Facilities, 10% to Equipment, and 5% to Opportunity reserves. The total board designated net assets at June 30, 2018 and 2017 totaled \$176,472.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 9: TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of the following at June 30, 2018:

For use in future periods	\$ 27,386
Funds to be received in the future	53,355
Present value of charitable remainder trust	<u>391,896</u>
 Total	 <u>\$ 472,637</u>

NOTE 10: ESTIMATES

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions may affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses.

Significant estimates used in preparing these financial statements include:

- Depreciable lives
- Allocation of certain expenses by function
- Value of thrift store inventory
- Value of in-kind contributions
- Allowance for uncollectible contracts, grants and pledges receivable
- Valuation of charitable remainder trust
- Legal liabilities

It is at least reasonably possible that the significant estimates used will change within the next year.

NOTE 11: CONCENTRATION OF RISK

A significant portion of the Organization's revenues and contracts and grants receivable come from diverse sources of Federal, State of California and local government grants and contracts. These revenues and grants are earned by the Organization based on its services to clients in Santa Barbara County.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 12: CONTINGENCIES

The Organization received funds from a number of contracts with various governmental agencies. These contracts are subject to audit by the corresponding oversight Organization as to allowable costs paid with these funds and as to the share of costs contributed by the Organization. The Organization could be liable up to the full amount of government funds expended should costs charged to the projects be disallowed. Management believes that they have not charged to grants any material amounts that would be disallowed and have therefore not recorded an allowance for these amounts.

As of June 30, 2018, the Organization has been notified of two separate pending legal issues from past employees. As these cases have not been brought to court yet, the Organization does not have a reasonable basis for estimating any legal judgements that may come of these cases. The Organization does have appropriate insurance in place and expects that any legal liabilities arising from these cases would be greatly offset by insurance coverage, after paying the relevant deductible of \$15,000. In no case does the Organization believe that the legal liabilities would exceed the established reserves, which were put in place to absorb unexpected costs.

NOTE 13: IN KIND CONTRIBUTIONS RECEIVED

Management's estimates of in-kind contributions recorded in the financial statements for the year ended June 30, 2018 are as follows:

Contributed food	\$ 348,204	\$ 364,902
Professional services	54,925	60,340
Rent	93,475	88,375
Durable goods/other	<u>11,879</u>	<u>24,514</u>
Total	<u>\$ 508,483</u>	<u>\$ 538,131</u>

NOTE 14: RETIREMENT PLAN

Effective July 1, 2016, the organization has revised its retirement plan. The organization has adopted both 403(b) and 457 retirement plans. Employees are immediately vested in those contributions on transfer to their individual accounts. In the revised 403-b plan, non-supervisor and management employees each receive a 1.75% employer contribution and those designated by the CEO as supervisors and managers 3%. The CEO will continue to receive a 5% employer contribution and is the sole participant in a separate IRS 457 plan. All of the employer contributions to both plans will be fully vested at time of deposit. No employee match is required. The Organization contributed \$19,588 and \$20,499 to the retirement plan in 2018 and 2017, respectively.

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE

NOTES TO FINANCIAL STATEMENTS

NOTE 15: RELATED PARTIES

The Organization utilizes the services of a Board member for certain graphic design services. Total compensation for services paid to this Board member totaled \$10,000 and \$4,300 for the years ended June 30, 2018 and 2017, respectively. Another board member was also compensated for IT support totaling \$4,800 and \$3,210 for the years ended June 30, 2018 and 2017, respectively. In addition, the Organization has a mortgage and several bank accounts at a bank where a board member is employed.

NOTE 16: SUBSEQUENT EVENTS

Management has evaluated subsequent events through October 24, 2018, which is the date that the financial statements were issued. Management has determined that no subsequent events requiring disclosure or significantly impacting disclosure have occurred.

FISCAL YEAR 2019-20
FOOD, EMERGENCY SOLUTIONS, ADCAP and
SENIOR PROGRAM BUDGETS

	A	V	W	X	Y	Z
1	PROGRAM:	Food	Em. Sol.	ADCAP	Seniors	Total
2	REVENUE:			(Dom. Viol.)		
3	Foundations and Grants					
4	Santa Ynez	\$ 13,000	\$ 8,000	\$ 8,000	\$ 3,000	\$ 32,000
5	Santa Barbara Core Support	\$ 4,000	\$ -		\$ 4,000	\$ 8,000
6	Cottage Health Systems					\$ -
7	Balin Trust	\$ 2,500	\$ 1,250		\$ 5,000	\$ 8,750
8	Union Bank			\$ -	\$ 3,000	\$ 3,000
9	Wood Claeysen's					\$ -
10	Latkin		\$ -		\$ 600	\$ 600
11	C.S. Legacy Fund	\$ 5,000	\$ 5,000		\$ 3,000	\$ 13,000
12	Jackson	\$ 7,500	\$ 2,500		\$ -	\$ 10,000
13	Weingart	\$ -			\$ 5,000	\$ 5,000
14	Chumash Foundation				\$ 10,000	\$ 10,000
15	Hutton				\$ -	\$ -
16	Eagle			\$ 10,000	\$ 15,000	\$ 25,000
17	Sub Total:	\$ 32,000	\$ 16,750	\$ 18,000	\$ 48,600	\$ 115,350
18						\$ -
19	Government Agencies					\$ -
20	County of Santa Barbara HSC	\$ 16,000	\$ 9,000	\$ -	\$ 3,000	\$ 28,000
21	City of Solvang	\$ 7,000	\$ 6,000	\$ 4,000	\$ 5,000	\$ 22,000
22	City of Buellton	\$ 6,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 19,000
23	Children & Families-Fam Support					\$ -
24	Children & Families-Early Ment Health					\$ -
25	Prop 63 SBC ADMHS				\$ 3,000	\$ 3,000
26	S.B. County CAPIT (HSC-CTF)					\$ -
27	CDBG County	\$ 5,000	\$ -		\$ 5,000	\$ 10,000
28	CDBG-Buellton					\$ -
29	CDBG-Solvang					\$ -
30	ESG-S.B. County		\$ 19,000		\$ 3,000	\$ 22,000
31	Sub Total:	\$ 34,000	\$ 38,000	\$ 8,000	\$ 24,000	\$ 104,000
32						\$ -
33	United Way					\$ -
34	S.B. Community Focus			\$ 1,600		\$ 1,600
35	Central Coast Counseling					\$ -
36	Central Coast-Food & E.S.					\$ -
37	Sub Total:	\$ -	\$ -	\$ 1,600		\$ 1,600
38						\$ -
39						\$ -
40						\$ -
41						\$ -

FISCAL YEAR 2019-20

FOOD, EMERGENCY SOLUTIONS, ADCAP and SENIOR PROGRAM BUDGETS

	A	V	W	X	Y	Z
42		Food	Em. Sol.	ADCAP	Seniors	Total
43				(Dom. Viol.)		\$ -
44	Businesses					\$ -
46	Service Clubs					\$ -
47	Solvang Rotary					\$ -
48	Santa Ynez Valley Rotary					\$ -
49	Los Olivos Rotary	\$ -		\$ 1,000		\$ 1,000
50	Buellton Rotary	\$ 500				\$ 500
51	Sub Total:	\$ 500	\$ -	\$ 1,000		\$ 1,500
52	Churches					\$ -
53	St. Marks					\$ -
54	S Y Mission/St Vincent De Paul					\$ -
55	Bethania Lutheran					\$ -
56	S.Y.V. Presbyterian					\$ -
57	Other					\$ -
58	Sub Total:	\$ -	\$ -	\$ -		\$ -
59	Individuals	\$ 3,000				\$ 3,000
60	PHP Fee For Service					\$ -
61	Medical Transportation					\$ -
62	Other Service fees					\$ -
63	Healthy Families Applications					\$ -
64	Sub Total:	\$ -	\$ -	\$ -	\$ -	\$ -
65	Donations					\$ -
66	PHP Fund Raising					\$ -
67	Empty Bowls-Brown Bag					\$ -
68	Board Giving					\$ -
69	Legacy of Caring Donor Campaign					\$ -
70	Voices/Del Castillo Concert					\$ -
71	Ballard Inn Dinner					\$ -
72	Valley WIGS	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
73	Annual Hidden Gems					\$ -
74	A-R/Wine Dinners					\$ -
75	Vino de Suenos					\$ -
76	W.C. Bike Trek					\$ -
77	Annual Report					\$ -
78	Sub Total:	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
79	Thrift Store					\$ -
80	Donated Medical/Dental Services				\$ 12,000	\$ 12,000
81	Donated Food	\$ 340,000			\$ 42,000	\$ 382,000
82	Other Donations	\$ 4,500			\$ -	\$ 4,500
83	Leases					\$ -
84	PHP Room Rental					\$ -
85	Other					\$ -
86	Misc Interest					\$ -
87	Other					\$ -
88	TOTAL REVENUE:	\$ 414,000	\$ 58,750	\$ 32,600	\$ 130,600	\$ 635,950

FISCAL YEAR 2019-20

FOOD, EMERGENCY SOLUTIONS, ADCAP and SENIOR PROGRAM BUDGETS

	A	V	W	X	Y	Z
89	EXPENSE:	Food	Em. Sol.	ADCAP	Seniors	Total
90	(NOTE: Row #'s skip due to detail roll-up)			(Dom. Viol.)		\$ -
91	Salary	\$ 38,435	\$ 29,891	\$ 18,140	\$ 28,200	\$ 114,666
92	Payroll Tax	\$ 3,375	\$ 2,625	\$ 1,814	\$ 2,820	\$ 10,633
93	Retirement	\$ 2,058	\$ 512	\$ 311	\$ 483	\$ 3,364
94	Health Insurance	\$ 3,717	\$ 2,891	\$ 1,754	\$ 2,727	\$ 11,089
95	Other Employee Benefits	\$ 504	\$ 403	\$ 504	\$ 504	\$ 1,915
98	Workers Compensation	\$ 2,614	\$ 478	\$ 520	\$ 425	\$ 4,037
99	Utilities Assistance		\$ 1,500			\$ 1,500
100	Food Purchase	\$ 4,600			\$ 2,500	\$ 7,100
101	Medica/Dental Assistance Direct				\$ 12,000	\$ 12,000
102	Rental Assistance		\$ 10,000		\$ 9,000	\$ 19,000
103	Mobile Home Rehab Assistance		\$ -			\$ -
104	Fulfill-A-Wish Assistance					\$ -
105	Scholarships					\$ -
106	Other Direct Assistance		\$ 1,000		\$ 3,000	\$ 4,000
107	Donated Medical/Dental Services				\$ 12,000	\$ 12,000
108	Donated Food	\$ 340,000			\$ 42,000	\$ 382,000
109	Other Donations	\$ 4,500				\$ 4,500
110	Education Materials/Supportive Services					\$ -
111	Vehicle Expense	\$ 1,250		\$ 300	\$ -	\$ 1,550
114	Consulting					\$ -
115	Contractors	\$ -	\$ -	\$ -		\$ -
119	Equipment Lease Inc. Copy Expense	\$ 571	\$ 444	\$ 269	\$ 400	\$ 1,683
120	Equipment Purchase					\$ -
121	Accounting and Audit	\$ 878	\$ 683	\$ 414	\$ 600	\$ 2,575
124	Printing	\$ 88	\$ 68	\$ 41		\$ 197
127	Meeting Expenses					\$ -
133	Employee Recruitment					\$ -
134	Advertising & Promotion	\$ 110	\$ 85	\$ 52	\$ 400	\$ 647
138	Program Incentives					\$ -
139	Prop, Liab, & D&O Insurance	\$ 1,043	\$ 422	\$ 498	\$ 650	\$ 2,614
145	Office Supplies & Expense	\$ 966	\$ 751	\$ 456	\$ 600	\$ 2,773
148	Postage	\$ 145	\$ 113	\$ 69		\$ 327
149	Equipment Repairs & Maintenance					\$ -
150	Education & Training			\$ 400		\$ 400
154	Travel					\$ -
155	Board Retreat					\$ -
156	Rent/Mortgage	\$ 940	\$ 639	\$ 601	\$ 575	\$ 2,755
160	Utilities	\$ 608	\$ 468	\$ 441	\$ 425	\$ 1,942
166	Telephone	\$ 712	\$ 554	\$ 2,610	\$ 650	\$ 4,526
176	Mileage Reimbursement/Transportation	\$ 471	\$ 427	\$ 95	\$ 1,500	\$ 2,493
177	Dues, Licenses, & Subscriptions					\$ -
178	Bank, Payroll, Retirement Admin. Charges	\$ 439	\$ 341	\$ 207	\$ 300	\$ 1,287
184	Leasehold Improvements					\$ -
185	Property Tax					\$ -
186	Legal					\$ -
187	Building Maintenance	\$ 347	\$ 236	\$ 222	\$ 200	\$ 1,004
192	Fund Raising					\$ -
193	Interest Expense					\$ -
194		\$ 408,370	\$ 54,530	\$ 29,719	\$ 121,959	\$ 614,578
195	NET REVENUE (EXPENSE) Before O.H.	\$ 5,630	\$ 4,220	\$ 2,881	\$ 8,641	\$ 21,372
197	Loan Principal Pay Down					
198	Contribution to Operating Reserve					
199	Allocatable Fund Raising & General Expense	\$ (20,418)	\$ (5,180)	\$ (2,823)	\$ (11,586)	\$ (40,008)
200	Fund Transfers (Fund Raising)	\$ -	\$ -	\$ -	\$ -	\$ -
201	Current Year Program Net	\$ (14,788)	\$ (960)	\$ 58	\$ (2,945)	\$ (18,635)



March 1, 2019

*Ending Hunger and Transforming
the Health of Santa Barbara County
Through Good Nutrition*

www.foodbanksbc.org

South County Facility
4554 Hollister Avenue
Santa Barbara, CA 93110
805 967 5741

North County Facility
490 West Foster Road
Santa Maria, CA 93455
805 937 3422

**Education &
Administration Center**
1525 State Street, Suite 100
Santa Barbara, CA 93101
805 967 5741

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Chief Executive Officer

Erik Talkin



Shannel Zamora, Finance Director
City of Buellton
107 W. Highway 246
P.O. Box 1819
Buellton, CA 93427

RE: Foodbank of Santa Barbara County’s FY 2019-20 Grant Request to the City of Buellton

Dear Shannel,

Foodbank of Santa Barbara County is very grateful for this opportunity to submit a Letter of Request to the City of Buellton. We are very appreciative of your past generous support, which has enabled us to provide nutritious foods including fresh produce, and nutrition education to Buellton residents.

BRIEF DESCRIPTION OF FUNDING REQUEST AND USE OF FUNDS

Foodbank respectfully requests FY 2019-20 grant in the amount of \$10,000. Grant funds will pay for the purchase of nutritious foods and fresh produce that we will distribute to food-insecure Buellton residents, free of cost.

ORGANIZATIONAL DESCRIPTION

Foodbank of Santa Barbara County's mission is to end hunger and transform the health of Santa Barbara County through good nutrition. For past 36 years, as the only food bank in the region, Foodbank has served the critical needs of Santa Barbara County, operating from two warehouses in Santa Barbara and Santa Maria. To procure food, we collaborate with national, state and local growers, producers and food manufacturers. We distribute food through a countywide network of 300 non-profit partners, health and nutrition programs and schools. The Foodbank brings together community resources to provide short-term and long-term solutions that improve food insecurity, access to healthy food, and nutrition education to better the health of our low-income clients.

In FY18, Foodbank and 300 non-profit partners provided nutritional resources to 173,593 unduplicated low-income individuals.

- ◆ 10 million pounds of food including 4 million pounds of fresh produce reached those in need in entire Santa Barbara County
- ◆ 67,073 (39%) were children (0-17 years old)
- ◆ 81,497 (47%) adults (18-59 years old)
- ◆ 25,023 (14%) seniors (60 years or older)
- ◆ 96,081 (55%) served were female
- ◆ 124,728 (72%) served were of Hispanic/Latino ethnicity
- ◆ 2,107 volunteers contributed 24,754 hours of their valuable time and service assisting with various programs

COMMUNITY IMPACT AND MEASURABLE OUTCOMES:

We have learnt from Feeding America's "Hunger in America 2014" report that 75% of Foodbank client households have incomes below Federal Poverty Level. 64% have annual income of \$10,000 or less.

Research indicates that food insecurity as an element of poverty negatively affects children's cognitive, physical, social, and academic outcomes, and leads to higher rates of obesity, diabetes, and poor mental health in adults. In seniors, food-insecurity puts them at higher risk for depression, asthma, and high blood pressure.

Cottage Health's 2016 Community Health Needs Assessment report indicates food insecurity as one of the five priority health areas that we need to address in our community, and that Hispanics had nearly twice the rate of food insecurity as non-Hispanics.

Cottage's Data2go* online mapping and data tool shows that 10% of Buellton households have incomes below poverty and 50.8% of Buellton residents experience food insecurity. * <http://www.cottagedata2go.org/>

Aligned with Foodbank's mission to end hunger and transform the health of Santa Barbara County through good nutrition, the overall goal of our food distribution program in the City of Buellton is to combat food insecurity by distributing a variety of nutritious foods and fresh produce to all food-insecure Buellton residents.

Program Outcomes and Evaluation:

In FY19-20, with your valuable grant, we will serve 2,600 unduplicated clients that will receive 140,000 total pounds of nutritious foods, including 103,000 pounds of fresh produce, free of cost. We will distribute food in partnership with Buellton Senior Center, Buellton Boys & Girls Club and through our Mobile Farmers Market operating in Buellton. 73% of all foods received by Buellton residents will be fresh produce.

Of all the clients served, we expect 61% of all clients to be Caucasian/White and 39% to be Hispanic/Latinos. 70% of all clients will be seniors (60 years and older); 69% of all clients served will be females; and 33% of all clients served will be Female Heads of Households.

All clients will additionally benefit by receiving nutrition education, which emphasizes the importance of choosing healthy foods over cheap fast foods and how this choice affects their long-term health; eligibility screening and enrollment to receive CalFresh/SNAP monthly benefits that they can use to purchase healthy foods and fresh produce. We will provide these services at no cost to them.

To track and calculate client data, we use our proprietary database, which compiles program site-specific client demographic data reported by partner agencies on a quarterly basis. To calculate food pounds data, we use the "Ceres" software, which helps with management of warehouse inventory. This software enables generating reports that indicate the total pounds and types of food such as fresh fruits and vegetables received and distributed by each partner agency and program site. Using these analyses, we calculate the percentage of clients served and variety of food pounds distributed.

To measure program effectiveness and impact in the community, we use RE-AIM (Reach, Effectiveness, Adoption, Implementation, and Maintenance) public health impact evaluation tool. Each RE-AIM domain is evaluated using series of tools and surveys, which measure different dimensions of social change and preventive health. Results are quantified into RE-AIM scores 0-10. Lower numbers signify room for growth; higher numbers signify effective programming.

HOW FOODBANK SERVICES DIFFER FROM OTHER SIMILAR SERVICES

While there are other organizations that distribute food to those in need, none operate on the same scale as the Foodbank or have the operational capacity to receive, sort, store and deliver food for distribution county wide.

Foodbank serves as a hub for 300 non-profit partners, social service programs and schools located throughout Santa Barbara County. The effectiveness of our services is linked to our unique relationships with partner agencies countywide that include Catholic Charities, YMCAs, schools, universities, churches, healthcare clinics, community centers, parks, and housing facilities, among others. These organizations obtain much of their food from the Foodbank, a greater percentage of which we provide to them free of cost.

Each year, Foodbank holds Annual Summit to provide training to partners on food safety, especially refrigeration and transportation, in order to remain compliant with industry standards set by the Association of International Bakers (AIB) and required by Feeding America. All partners are required to record and report client data every quarter.

Foodbank derives the following benefits from these strong community collaborations:

- ◆ Enhanced community outreach, which provides increased access to our services for our clients countywide.
- ◆ Sharing of resources, which avoids duplication of efforts that helps to serve the same target population efficiently.
- ◆ Cross referrals for other partner services, which benefit our clients in need of these resources.

We sincerely hope you will consider partnering with us again to transform the health of Buellton residents through good nutrition. Please do not hesitate to contact us if you have any questions or need more information.

Thank you very much for your kind consideration of our request!

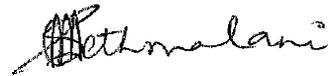
With warm regards,



Erik Talkin, Chief Executive Officer

Phone: (805) 967-5741, Ext. 100

Email: etalkin@foodbanksbc.org



Sunita Jethmalani, Director of Grants

Phone: (805) 967-5741, Ext. 120

Email: sjethmalani@foodbanksbc.org

Enclosure:

FY18 Audited financial statements



FOODBANK OF SANTA BARBARA COUNTY

FINANCIAL STATEMENTS

June 30, 2018

(with Independent Auditors' Report Thereon)



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Foodbank of Santa Barbara County

Report on the Financial Statements

We have audited the accompanying financial statements of Foodbank of Santa Barbara County (a nonprofit organization), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Foodbank of Santa Barbara County as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

The Foodbank of Santa Barbara County's 2017 financial statements were audited by other auditors who expressed an unmodified audit opinion on those audited financial statements in our report dated November 15, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Matters

Other Information

Our audit was made for the purpose of forming an opinion on the financial statements referred to in the first paragraph as a whole. The accompanying management discussion and analysis on page 3 is presented for purposes of additional analysis and is not a required part of the above financial statements. Such information is the responsibility of management and has not been subjected to the auditing standards described in the second paragraph above and on which we place no opinion.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our separate report dated January 4, 2019, on our consideration of Foodbank of Santa Barbara County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Foodbank of Santa Barbara County's internal control over financial reporting and compliance.

Stoltey & Associates

Orcutt, California
January 4, 2019

FOODBANK OF SANTA BARBARA COUNTY
MANAGEMENT DISCUSSION AND ANALYSIS

The Foodbank of Santa Barbara County's mission is to end hunger and transform the health of Santa Barbara County through good nutrition. It has served as the countywide hub for food distribution since 1982. Annually, the Foodbank provides 10 million pounds of healthy food (half is fresh produce) and offers nutrition education to Santa Barbara County residents. It procures healthy staples and fresh produce from a network of local growers, groceries, suppliers, government entities, and individual donors. From two warehouses, one in Santa Maria and one in Santa Barbara, food is distributed through a network of 300 nonprofit agencies (Catholic Charities, Boys & Girls Clubs, the Santa Barbara Rescue Mission), schools, and community centers. In 2017, the Foodbank celebrated 35 years of service to Santa Barbara County.

In FY2018, the Foodbank served 173,593 unduplicated low-income (below federal poverty level) individuals in Santa Barbara County. Of those served, 72% or 124,986 individuals were Hispanic/Latino, 39% or 67,073 were children (0-17 years), 14% or 25,023 were seniors (60 years or older) and 55% or 96,081 were female. A total of 2,107 volunteers contributed 24,754 hours of their valuable time and service. South Santa Barbara County constitutes 30% of the Foodbank's service area, with 51,049 individuals served last fiscal year with a total of 967,051 pounds of produce, or 25% of produce distributed countywide, was given out in South Santa Barbara County.

The Foodbank's bilingual (Spanish/English) nutrition education programs operate at more than 100 sites countywide (40 sites in South Santa Barbara County) on a daily and monthly basis. This year the Feed the Future Children's Health Initiative provided healthy food and 500 hours of nutrition education based on seasonal fresh produce to more than 10,000 children. Notably, all children, families, and seniors participate in Foodbank programs free of cost.

The Foodbank is a member of Feeding America, a national organization representing 200 food banks, and the California Association of Food Banks. CAFB leverages its constituency to allow the Foodbank to purchase large quantities of healthy foods at discounted prices. Food security in times of emergency has taken on urgency since the Thomas Fire and Montecito Debris Flow. As the lead organization for Voluntary Organizations Active in Disaster-Santa Barbara County (VOAD-SBC), the Foodbank is fiscally and logistically responsible for coordinating response efforts when a disaster strikes within Santa Barbara County. The Foodbank is the sole distributor of USDA foods in Santa Barbara County, and as part of a nationwide and statewide network of food banks, has access to food resupply from organizations to the north, east, and south.

FOODBANK OF SANTA BARBARA COUNTY

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

(With Comparative Totals as of June 30, 2017)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 2018	Total 2017
ASSETS					
CURRENT ASSETS					
Cash and cash equivalents	\$ 1,861,515	\$ 208,182	\$ -	\$ 2,069,697	\$ 334,750
Accounts and other receivables, net	22,609	-	-	22,609	15,508
Grants and contracts receivable	124,746	2,275	-	127,021	189,759
Pledges and bequest receivable	-	153,561	-	153,561	405,361
Food inventory	259,385	712,816	-	972,201	648,878
Total Current Assets	2,268,255	1,076,834	-	3,345,089	1,594,256
FIXED ASSETS, NET	1,386,796	-	-	1,386,796	1,554,681
OTHER ASSETS					
Cash and cash equivalents designated for operating reserve	155,375	-	-	155,375	153,928
Certificate of deposit designated for operating reserve	250,000	-	-	250,000	252,775
Beneficial interest in assets held by others	363,764	-	-	363,764	363,110
Grants and contracts receivable, net of current	-	-	-	-	216,000
Pledges and bequest receivable, net of current	-	407,269	-	407,269	176,239
Cash held in endowment	-	-	5,379	5,379	5,379
Retirement plan assets	124,791	-	-	124,791	100,911
Deposits	26,030	-	-	26,030	33,926
Total Other Assets	919,960	407,269	5,379	1,332,608	1,302,268
TOTAL ASSETS	\$ 4,575,011	\$ 1,484,103	\$ 5,379	\$ 6,064,493	\$ 4,451,205
LIABILITIES AND NET ASSETS					
CURRENT LIABILITIES					
Accounts payable	\$ 127,677	\$ -	\$ -	\$ 127,677	\$ 78,817
Accrued salary and related expenses	197,915	-	-	197,915	189,828
Grants payable	19,030	-	-	19,030	-
Agency funds	92,661	-	-	92,661	120,752
Line of credit	-	-	-	-	-
Current portion of long-term debt	72,000	-	-	72,000	75,148
Total Current Liabilities	509,283	-	-	509,283	464,545
OTHER LIABILITIES					
Retirement plan liability	124,791	-	-	124,791	100,911
Long-term debt	144,000	-	-	144,000	216,000
Total Other Liabilities	268,791	-	-	268,791	316,911
Total Liabilities	778,074	-	-	778,074	781,456
NET ASSETS					
Unrestricted					
General operating	1,857,002	-	-	1,857,002	270,538
Property and equipment, net of related loan	1,170,796	-	-	1,170,796	1,265,892
Board designated reserve	769,139	-	-	769,139	769,813
Total Unrestricted	3,796,937	-	-	3,796,937	2,306,243
Temporarily restricted	-	1,484,103	-	1,484,103	1,358,127
Permanently restricted	-	-	5,379	5,379	5,379
Total Net Assets	3,796,937	1,484,103	5,379	5,286,419	3,669,749
TOTAL LIABILITIES AND NET ASSETS	\$ 4,575,011	\$ 1,484,103	\$ 5,379	\$ 6,064,493	\$ 4,451,205

See Accompanying Notes

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED JUNE 30, 2018
(With Comparative Totals for Year Ended June 30, 2017)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 2018	Total 2017
REVENUE, GAINS, AND OTHER SUPPORT					
Contributions from public	\$ 3,173,073	\$ 155,671	\$ -	\$ 3,328,744	\$ 2,375,832
Foundation grants	814,627	100,000	-	914,627	530,758
Government grants and contracts	72,341	404,996	-	477,337	255,415
In-Kind contributions of food	13,507,675	474,267	-	13,981,942	13,502,540
In-Kind contributions of interest and facilities	24,026	-	-	24,026	30,905
Fundraising events, net of direct expenses of \$86,434 and \$68,393, respectively	354,543	138,000	-	492,543	567,123
Agency fees	442,559	-	-	442,559	419,482
Interest	15,023	-	-	15,023	385
Gain on sale of fixed assets	-	-	-	-	-
Change in value of beneficiary interest in assets held by others	654	-	-	654	27,539
Other revenue	5,464	-	-	5,464	5,510
Total Revenues, Gains and Other Support	18,409,985	1,272,934	-	19,682,919	17,715,489
RECLASSIFICATIONS					
Net assets released from restrictions	1,146,958	(1,146,958)	-	-	-
EXPENSES					
Program Expenses					
Agency services	7,340,051	-	-	7,340,051	7,420,462
Free produce program	4,447,896	-	-	4,447,896	4,353,800
Program services	4,526,691	-	-	4,526,691	4,311,728
Total Program Services	16,314,638	-	-	16,314,638	16,085,990
Supporting Services					
Management and general	752,644	-	-	752,644	691,844
Fundraising	998,967	-	-	998,967	978,264
Total Supporting Services	1,751,611	-	-	1,751,611	1,670,108
Total Expenses	18,066,249	-	-	18,066,249	17,756,098
CHANGE IN NET ASSETS	1,490,694	125,976	-	1,616,670	(40,609)
NET ASSETS, BEGINNING OF YEAR	2,306,243	1,358,127	5,379	3,669,749	3,710,358
NET ASSETS, END OF YEAR	\$ 3,796,937	\$ 1,484,103	\$ 5,379	\$ 5,286,419	\$ 3,669,749

See Accompanying Notes

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2018
(With Comparative Totals for Year Ended June 30, 2017)

	Program				Supporting Services		Program & Supporting Services	Program & Supporting Services
	Agency Services	Free Produce Program	Other Program Services	Total	General and Admin.	Fund Raising	Total 2018	Total 2017
SALARIES & RELATED EXPENSES								
Salaries	\$ 511,126	\$ 309,730	\$ 315,217	\$ 1,136,073	\$ 251,142	\$ 630,347	\$ 2,017,562	\$ 1,857,689
Payroll taxes	43,451	26,330	26,797	96,578	21,350	53,586	171,514	158,136
Employee benefits	82,578	50,040	50,927	183,545	62,898	101,826	348,269	412,320
Total Salaries & Related Expenses	<u>637,155</u>	<u>386,100</u>	<u>392,941</u>	<u>1,416,196</u>	<u>335,390</u>	<u>785,759</u>	<u>2,537,345</u>	<u>2,428,145</u>
COST OF GOODS SOLD								
COGS - purchased food	166,009	100,598	102,380	368,987	-	-	368,987	341,987
COGS - donated food	5,188,876	3,144,334	3,200,036	11,533,246	-	-	11,533,246	12,480,683
COGS - USDA	950,861	576,199	586,406	2,113,466	-	-	2,113,466	1,130,437
Total Cost of Goods Sold	<u>6,305,746</u>	<u>3,821,131</u>	<u>3,888,822</u>	<u>14,015,699</u>	<u>-</u>	<u>-</u>	<u>14,015,699</u>	<u>13,953,107</u>
OTHER EXPENSES								
Freight inbound	30,128	18,257	18,580	66,965	-	-	66,965	57,668
Professional and contract services	32,839	19,899	20,252	72,990	79,902	24,234	177,126	158,660
Warehouse expenses	110,438	66,923	68,108	245,469	11,505	5,376	262,350	229,871
General office expenses	20,308	12,307	12,525	45,140	188,970	43,335	277,445	217,582
Utilities	42,010	25,457	25,908	93,375	985	3,709	98,069	84,014
Travel and meeting expenses	22,928	13,894	14,140	50,962	10,757	10,991	72,710	49,923
Fundraising expenses	-	-	-	-	472	81,047	81,519	98,834
Insurance, dues and miscellaneous	9,330	5,654	5,754	20,738	57,512	2,300	80,550	79,716
Marketing development and materials	-	-	-	-	-	20,182	20,182	7,362
Business Expenses	30,469	18,464	18,791	67,724	62,896	17,779	148,399	149,603
Imputed interest expense	6,813	4,129	4,202	15,144	-	-	15,144	19,511
Total Other Expenses	<u>305,263</u>	<u>184,984</u>	<u>188,260</u>	<u>678,507</u>	<u>412,999</u>	<u>208,953</u>	<u>1,300,459</u>	<u>1,152,744</u>
Depreciation Expense	<u>91,887</u>	<u>55,681</u>	<u>56,668</u>	<u>204,236</u>	<u>4,255</u>	<u>4,255</u>	<u>212,746</u>	<u>222,102</u>
TOTAL EXPENSES, YEAR ENDED JUNE 30, 2018	<u>\$ 7,340,051</u>	<u>\$ 4,447,896</u>	<u>\$ 4,526,691</u>	<u>\$ 16,314,638</u>	<u>\$ 752,644</u>	<u>\$ 998,967</u>	<u>\$ 18,066,249</u>	
TOTAL EXPENSES, YEAR ENDED JUNE 30, 2017	<u>\$ 7,420,462</u>	<u>\$ 4,353,800</u>	<u>\$ 4,311,728</u>	<u>\$ 16,085,990</u>	<u>\$ 691,844</u>	<u>\$ 978,264</u>		<u>\$ 17,756,098</u>

See Accompanying Notes

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2018
(With Comparative Totals for Year Ended June 30, 2017)

	Total 2018	Total 2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 1,616,670	\$ (40,609)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	212,746	222,102
In-kind loan forgiveness	(72,000)	(72,789)
Gain on sale of fixed assets	-	-
Unrealized loss (gain) on beneficiary interest in assets held by others	(654)	(27,539)
Changes in:		
Value of food inventory	(323,323)	84,067
Accounts and other receivables	(7,101)	3,700
Grants and contracts receivable	278,738	186,954
Pledges receivable	20,770	(45,320)
Deposits	7,896	-
Accounts payable	48,860	(47,844)
Accrued salary and related expenses	8,087	15,399
Grants payable	19,030	-
Agency funds	(28,091)	69,308
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,781,628	347,429
CASH FLOWS FROM INVESTING ACTIVITIES		
Distribution from beneficial interest in assets held by others	-	14,812
Proceeds from sale of fixed assets	-	-
Reinvestment of interest in certificate of deposit	-	(386)
Acquisition of fixed assets	(44,861)	(30,601)
NET CASH USED BY INVESTING ACTIVITIES	(44,861)	(16,175)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from line of credit	-	120,000
Principal payments on loan	(3,148)	(7,075)
Principal payments on line of credit	-	(145,000)
Increase in board designated operating reserve	1,328	(54,462)
NET CASH USED BY FINANCING ACTIVITIES	(1,820)	(86,537)
NET INCREASE (DECREASE) IN CASH	1,734,947	244,717
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	334,750	90,033
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 2,069,697	\$ 334,750

SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION

In-kind donation of goods and services	\$ 13,981,942	\$ 13,502,540
In-kind donation of interest and facilities	\$ 24,026	\$ 30,905

See Accompanying Notes

NOTE 1 ORGANIZATION

Foodbank of Santa Barbara County (the Organization) was formed as a nonprofit organization in 1982 and incorporated in the State of California in 1987. The Organization provides nourishment to those in need by acquiring and distributing safe nutritious food via local agencies and its own direct programs. The Foodbank is transforming the health of Santa Barbara County by building a long-term solution to hunger related issues through food literacy and self-reliance. All Foodbank uniquely designed programs include components of nutrition education.

Direct programs include:

- Mobile Food Pantry Program – Provides reliable countywide assistance to families by distributing perishable and nonperishable food to underserved communities.
- Mobile Farmer’s Market Program – Rapidly distributes fresh produce to low –income families through a farmer’s market-like setting.
- Kids Farmer Market Program – teaches children through food literacy with a variety of fresh fruit and vegetables through hands on nutrition education.
- Brown Bag Program – Provides low-income seniors with two bags of groceries and fresh produce twice a month, supplementing their food costs. Volunteers deliver the bags to homebound seniors.
- CalFresh Outreach – A bilingual community outreach coordinator conducts food stamp recruitment and assists with the application process, while offering nutrition education.

The Organization is supported by federal, state and local grants, as well as support from the general public.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The financial statements of the Foodbank have been prepared on the accrual basis of accounting. The significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Financial Statement Presentation

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and reported amounts of revenues and expenses for each year. Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein have been classified and are reported as follows:

Unrestricted Net Assets

Unrestricted net assets are not subject to donor-imposed stipulations. All expenses, revenues, gains, and losses that are not temporarily or permanently restricted by donors are included in this classification. The Board of Trustees has designated \$769,139 as a long-term strategic reserve, which approximates 3 months of operating expenses.

Temporarily Restricted Net Assets

Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organization and/or by the passage of time.

Permanently Restricted Net Assets

Net assets subject to donor-imposed stipulations that they be maintained in perpetuity by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

Cash and Cash Equivalents

Cash and cash equivalents include cash and highly liquid investments purchased with an original maturity of three months or less.

Recognition of Donor and Grant Restrictions

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

All restricted support is recorded as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets in the statement of activities under the heading net assets released from restriction.

Donated Materials and Services

During the year ended June 30, 2018, the Organization received approximately 25,000 hours of volunteer service from 2,300 volunteers. The volunteers served as Board members and/or helping with the Organization carry out its direct programs. This volunteer time is critical to the success of the Organization. However, as this volunteer service does not meet the recognition requirements of generally accepted accounting principles, no amount has been recorded in these financial statements.

Donated materials consist primarily of food. The Organization records the fair market value of the donated food as a contribution at the time of receipt. The fair market value of the donated food is based on Feeding America guidelines. During the year ended June 30, 2018 the Organization changed its basis for estimating donated food received from the United States Department of Agriculture (USDA). Previously, the Organization used the value estimated by USDA. The change in accounting estimate resulted in an increase of in-kind contributions of food of approximately \$505,500 and increase of value of cost of goods sold of approximately \$267,000.

Investments

Investments consist of cash held in certificates of deposit with initial maturity of greater than three months.

Inventory

Inventory is stated at the lower of market or cost, if purchased, or market value if donated. In addition, the Organization uses the first-in, first-out method.

Property and Equipment

Property and equipment, with an estimated life of a year or longer, which is purchased or constructed is stated at cost; assets acquired by gift or bequest are stated at fair value at the date of acquisition. The Organization uses the straight-line method for the computation of depreciation of long-lived assets according to the following schedule of useful lives:

<u>Asset</u>	<u>Life</u>
Improvements	5 – 20 Years
Structures	7 – 30 Years
Furniture and Equipment	5 – 10 Years
Vehicles	5 – 7 Years

Contributions Receivable (Pledges)

Unconditional promises to give (pledges) are recorded as contribution income and as receivables. Long-term pledges are discounted to present value using a discount rate commensurate with the risk involved. An allowance for uncollectible pledges is estimated by management based on such factors as prior collection history, type of contribution and the nature of the fund-raising activity.

Conditional pledges are recognized when the conditions on which they depend are substantially met.

Fair Value of Financial Instruments

The estimated fair values of the Organization’s short-term financial instruments, including cash, cash equivalents, and accounts payables arising in the ordinary course of business, approximate their individual carrying amounts due to the relatively short period of time between their origination and expected realization. The fair value of the beneficiary interest in assets held by others is based on the net asset value. The amount shown for the loans approximate fair value since the interest rate is at current market rates. The fair value of the retirement plan asset and related liability is based upon the underlying asset.

Income Taxes

The Organization is a California nonprofit public benefit corporation, which is exempt from taxes on income under Internal Revenue Code section 501(c)(3) and State of California Revenue and Taxation Code Section 23701(d); therefore, no provisions for income taxes are reflected in the accompanying financial statements. The Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(1).

The Organization evaluates uncertain tax positions, whereby the effect of the uncertainty would be recorded if the outcome was considered probable and reasonably estimable. As of June 30, 2018, the Organization had no uncertain tax positions requiring accrual. The Organization files tax returns in U.S. federal and California jurisdictions and is no longer subject to U.S. federal and state tax examinations by tax authorities for fiscal years ending before June 30, 2015 and June 30, 2014, respectively.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect amounts

reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Significant estimates used in preparing these financial statements include:

- Allocation of certain expenses by function
- Value of donated rental space and food
- Depreciable lives and estimated residual value of property and equipment
- Allowance for uncollectible accounts, grants, contracts and pledges receivable
- Present value of pledges and bequests receivable
- Value of donated food received

It is at least reasonably possible that the significant estimates will change within the next year.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized by function in the Statement of Functional Expenses. Direct costs are charged directly to the appropriate program. Joint costs such as insurance, rent and facility maintenance are allocated by using the direct costs of each program and supporting services. The allocations are based on current data.

Impairment of Long-Lived Assets

The Organization reviews long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. Impairment losses, if any, are recognized when estimated future cash flows (undiscounted and without interest charges) derived from such assets are less than their carrying values. Management believes no such impairment occurred during the year ended June 30, 2018.

Comparative Totals

The financial statements include certain prior-year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's audited financial statements for the year ended June 30, 2017, from which the information was derived.

Reclassifications

Certain reclassifications have been made to the prior year financial statements to conform to current year presentation.

NOTE 3

ACCOUNTS RECEIVABLE

Accounts receivable consist of amounts owed to the Organization by local agencies that have purchased food for distribution. Based on historical collection trends, management has determined the receivables are fully collectible; therefore, no provision has been made for uncollectible amounts.

NOTE 4 GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable are primarily from government sources and are considered to be fully collectible by management. All grant and contract receivables are anticipated to be collected in the fiscal year ended June 30, 2019.

NOTE 5 PLEDGES AND BEQUEST RECEIVABLE

Bequest Receivable

The Organization has been named as a 7% beneficiary of a bequest trust that is scheduled to be distributed over a nine-year period. The bequest allows for an annual \$3,000 distribution to the Organization. In the final year of the trust the remaining balance held in the trust will be distributed to the named beneficiaries. At June 30, 2018 management has estimated the present value of the Trust to be \$150,958. Management has used a discount rate of 2.5%.

In-Kind Leases

The Organization had a continuing long-term lease which expired in 2015 with the County of Santa Barbara at no cost for its Santa Barbara warehouse and office. During the year ended June 30, 2015, the Organization entered into a second amendment of the lease, extending the term to 2020 and granting three five-year options. During the year ended June 30, 2004, the Organization entered into a continuing long-term non-cancelable lease which expires in 2023 with the County of Santa Barbara at no cost for its Santa Maria warehouse and office. The fair value of the leaseholds to the Organization represents an in-kind donation of rental space. The present value, utilizing a discount rate of 5%, of donated space to be used in future periods is recorded as a pledge receivable. As the lease arrangements are non-cancelable and there are no lease charges, the Organization deems the pledges to be fully collectible.

Loan Forgiveness

The City of Santa Maria has pledged to forgive the first trust deed on the Santa Maria warehouse and office (see note 8 for discussion of note payable). The loan is being forgiven over a period of 10 years at a rate of \$72,000 per year. As the pledge to forgive the note is unconditional management has reported the amount as a pledge receivable in the accompanying statement of financial position at the estimated present value of the pledge of \$207,390. Management believes the pledge to forgive the note is fully collectible. Management has used a discount rate of 2.5%.

Other Pledges Receivable

The Organization has recorded unconditional pledges receivable totaling \$17,361 and \$344,161 at June 30, 2018 and 2017, respectively. The unconditional pledges primarily relate to the operation of the Foodbank programs. The Organization considers the pledges fully collectible; therefore, no provision has been made for uncollectible pledges receivable.

Anticipated Pledge and Bequest Receivable Collection Schedule

Management anticipates collecting the above noted pledges and bequest receivables as follows:

	<u>Bequest</u> <u>Receivable</u>	<u>In-Kind</u> <u>Leases</u>	<u>Loan</u> <u>Forgiveness</u>	<u>Other</u> <u>Pledges</u>	<u>Total</u>
Within one year	\$ 3,000	\$ 61,200	\$ 72,000	\$ 17,361	\$ 153,561
Within two to five years	12,000	127,000	72,000	-	211,000
Thereafter	<u>170,663</u>	<u>12,000</u>	<u>72,000</u>	<u>-</u>	<u>254,663</u>
	185,663	200,200	216,000	17,361	619,224
Less Discount	<u>(34,705)</u>	<u>(15,079)</u>	<u>(8,610)</u>	<u>-</u>	<u>(58,394)</u>
	<u>\$ 150,958</u>	<u>\$ 185,121</u>	<u>\$ 207,390</u>	<u>\$ 17,361</u>	<u>\$ 560,830</u>

NOTE 6 FIXED ASSETS

Fixed assets at June 30, 2018 and 2017, were as follows:

	<u>2018</u>	<u>2017</u>
Leasehold improvements	\$ 998,492	\$ 988,719
Structures	1,937,999	1,937,999
Furniture and equipment	1,395,105	1,360,018
Vehicles	<u>594,771</u>	<u>594,771</u>
Total Property and Equipment	4,926,367	4,881,507
Accumulated depreciation	<u>(3,539,571)</u>	<u>(3,326,826)</u>
	<u>\$ 1,386,796</u>	<u>\$ 1,554,681</u>

Depreciation expense for the years ended June 30, 2018 and 2017, was \$212,746 and \$222,102, respectively.

NOTE 7 BENEFICIAL INTEREST IN ASSETS HELD BY OTHERS

The Organization has a beneficiary interest in the Santa Barbara Foundation Endowment Fund (Fund) under an Agency Fund Agreement (Fund Agreement). The Fund attempts to provide stable capital appreciation on a total return basis. Assets of the Fund are fully exposed to market risks and may experience market volatility and principal loss. The beneficial interest in the Fund is reported by the Organization at the estimated fair market value which is based on the reported net asset value of the fund as reported by the Santa Barbara Foundation. At June 30, 2018 and 2017, the estimated fair market value of the Organization's interest in the Fund was \$363,764 and \$363,110, respectively.

The Fund Agreement provides for the distribution of funds to be in accordance with the Santa Barbara Foundation's spending policy for its endowed funds and consistent with the applicable provisions of the California Uniform Prudent Management of Institutional Funds Act (UPMIFA). In accordance with California State law Santa Barbara Foundation (SBF) retains sole and absolute discretion over distributions from the Fund. However, the Fund Agreement allows SBF to seek the Organization's advice concerning the timing and amounts of distributions from the Fund to the Organization. The Organization also may request an extraordinary distribution

from the Fund. The funding of any extraordinary distribution is at the SBF's sole discretion. Currently, the Organization requests a distribution of 5% of the prior year fair market value of funds.

NOTE 8 DEBT

The Organization has a loan secured by a first trust deed on the Santa Maria warehouse and office, payable to the Special Projects Division, City of Santa Maria. The loan originated in 2004; the Organization drew on the loan over a three-year period for a total of \$720,000 for the construction of the Santa Maria warehouse and office. The non-interest bearing note is being forgiven over a period of ten years, commencing after five years of occupation of the constructed building, beginning in 2011. The forgiveness of the loan is contingent upon the Organization continuing operations related to the distribution of food to low income people. As the Organization expects to continue operations, the Organization recorded a grant receivable representing the forgiveness of the loan (See Note 5).

The loan balances, and related grant receivable, as of June 30, 2018 and 2017 were \$216,000 and \$288,789, respectively. The total imputed interest rate of 6% for the bargain rate loan for the years ended June 30, 2018 and 2017, was \$15,144 and \$19,511, respectively.

The note is being forgiven as follows:

Fiscal year ending June 30,	
2019	\$ 72,000
2020	72,000
2021	<u>72,000</u>
	<u>\$ 216,000</u>

NOTE 9 BOARD DESIGNATED NET ASSETS

As part of the Organization's strategic plan, the Board of Trustees has established an operating reserve equal to approximately three months of operating expenses, based on the amount of expenses incurred in the prior year. The operating reserve consists of cash, certificate of deposit and a beneficiary interest in assets held by others. The reserve consisted of the following amounts at June 30:

	2018	2017
Cash	\$ 155,375	\$ 153,928
Certificate of deposit	250,000	252,775
Beneficiary interest in assets held by others	<u>363,764</u>	<u>363,110</u>
Total	<u><u>\$ 769,139</u></u>	<u><u>\$ 769,813</u></u>

NOTE 10 TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets consist of the following amounts at June 30:

	2018	2017
Government food program – USDA food inventory	\$ 712,816	\$ 326,056
Truck purchase	100,000	-
Unrestricted pledges and bequest receivable	563,105	905,389
Special events	108,182	126,682
 Total	 \$ 1,484,103	 \$ 1,358,127

NOTE 11 CONTINGENT LIABILITIES

Government Grants and Contracts

The Organization receives a number of grants from various governmental agencies. These grants are subject to audit by the granting agencies as to allowable costs paid with government funds. The Organization would be liable for any government funds expended during year ended June 30, 2018, should those costs charged to the grants be disallowed.

Solar Panel Agreement

During the year ended June 30, 2017, the Organization signed a twenty-five year agreement with Wiser Capital for purchase of solar power. Although the monthly expense related to the agreement is projected to result in lower utility costs, the Organization is responsible for the maintenance and repair of the electrical system at the Santa Maria facility and may be liable for the costs to relocate the system should they cease to conduct business operations at that location.

NOTE 12 LEASES

The Organization entered into a three-year lease agreement to rent office space effective April 1, 2010. During fiscal year end June 30, 2016, the Organization extended the lease for an additional three years expiring March 31, 2019. The monthly rent and maintenance expense is \$4,916. The Organization also has two in-kind leases for the Santa Barbara and Santa Maria warehouses (See Note 5) and two vehicle leases. Total cash rent expense for years ended June 30, 2018 and 2017 was \$118,372 and \$97,671, respectively.

Minimum annual lease commitments under the current lease agreements are as follows:

<u>Year ended June 30,</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>
2019	\$ 44,244	\$ 61,200	\$ 105,444
2020	81,375	55,000	136,375
2021	34,128	24,000	58,128
2022	33,600	24,000	57,600
2023	21,000	24,000	45,000
Thereafter	4,200	12,000	16,200
Totals	\$ 218,547	\$ 200,200	\$ 418,747

NOTE 13 RETIREMENT PLANS

Beginning June 1, 2009, the Organization initiated a new 403(b) annuity plan. All full-time employees and part time employees working a minimum of 20 hours per week are eligible for the plan. The Organization matches up to 3% of salary for employees who are employed at December 31 of each year. At June 30, 2018 and 2017, the Organization contributed \$77,668 and \$31,627, respectively. The employer contribution amount is paid every pay period.

Effective July 1, 2011, the Organization adopted 457(b) and 457(f) deferred compensation plans for the benefit of the Organization's chief executive officer. During the year ended June 30, 2016, the Organization restated the 457(b) plan, effective July 1, 2016, extending the yearly employer contributions until June 30, 2019, and increasing the yearly contribution amounts. The Organization restated the 457(f) plan, effective July 1, 2016.

For the 457(b) plan, the Organization will make non-elective annual contributions to the plan on behalf of the chief executive officer. The plan balance will be maintained on the Organization's books in a designated account and will remain the sole property of the Organization and be available to satisfy the claims of all general creditors of the Organization.

For the 457(f) plan, a one-time contribution is made on the chief executive officer's behalf under Code Section 457(f) during the year ended June 30, 2020, with the chief executive officer becoming fully vested in his 457(f) deferred compensation plan in the same year.

As of June 30, 2018, the asset and related liability of the 457(b) plan in the amount of \$124,791 are recorded in other assets and liabilities on the statement of financial position.

NOTE 14 CONCENTRATIONS OF CREDIT RISK

A significant portion of the Organization's revenues are derived from government grants and contracts.

Individual donors are primarily from Santa Barbara County, as are the clients of the Organization.

The Organization occasionally has more than \$250,000 on deposit with financial institutions. The Federal Deposit Insurance Corporation (FDIC) only insures the first \$250,000 of funds on deposit with any one bank.

NOTE 15 ENDOWMENT

The Organization's endowment has been established for a variety of programs and operating reserves. As required by generally accepted accounting principles (GAAP), net assets associated with endowment funds, including funds designated by the Board of Trustees to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

The Board of Trustees have interpreted the California adopted Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring a long-term investment strategy designed to preserve the fair value of the original gift, as of the gift date.

As a result of this interpretation, the Organization has classified with the explicit prohibition by the donor as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of

the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment funds that is not classified in permanently restricted net assets are classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard for prudence prescribed by UPMIFA.

In accordance with California UPMIFA, the organization considers the following factors in making a determination to appropriate or invest donor-restricted endowment funds: The duration and preservation of the funds

- (1) The purposes of the Organization and the donor-restricted endowment funds
- (2) General economic conditions
- (3) The possible effect of inflation and deflation
- (4) The expected total return and the appreciation of investments
- (5) Other resources of the Organization
- (6) The investment policies of the Organization

Return Objectives and Risk Parameters

The Organization has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objectives, the Organization relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Organization targets a diversified asset allocation that places a greater emphasis on long term certificates of deposit to achieve its long-term return objectives within prudent risk constraints.

At June 30, 2018, the endowment comprised of \$5,379 of permanently restricted net assets. There were no changes in endowment net assets for the fiscal years ended June 30, 2017 and 2016.

NOTE 16 FAIR VALUE MEASUREMENT

The Organization has adopted a framework for measuring and disclosing the fair value of assets and liabilities. Accounting principles define fair value as the price that would be received by the Organization to sell an asset or be paid by the Organization to transfer a liability (an exit price) in an orderly transaction between market participants on the measurement date. A fair value hierarchy has been established that prioritizes valuation inputs into three broad levels to ensure consistency and comparability. The valuation hierarchy gives the highest priority to quoted prices in active markets (Level 1) and the lowest priority to unobservable inputs (Level 3).

The standard describes three levels of inputs that may be used to measure fair value as follows:

Level 1: Quoted prices in active markets for identical assets or liabilities.

Level 2: Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities; quoted prices in active markets that are not active; discounted cash flows; or other inputs that are observable or can be corroborated by observable market data for substantially

the full term of the assets or liabilities.

Level 3: Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities; including general partner estimates and recent third-party appraisals.

Following is a description of the valuation methodologies used for instruments measured at fair value on a recurring basis and recognized in the accompanying Statements of Financial Position, as well as the general classification of such instruments pursuant to the valuation hierarchy.

Where quoted market prices are available in an active market, securities are classified within Level 1 of the valuation hierarchy. If quoted market prices are not available, then Level 2 fair values are estimated by using pricing models, quoted prices of securities with similar characteristics, or discounted cash flows.

Fair market valuation of Level 3 assets is based on other market factors to determine if the carrying value of these investments should be adjusted.

The table below presents the balances of assets measured at fair value on a recurring basis at June 30:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>2018</u>			
Certificate of deposit	\$ -	\$ 250,000	\$ -
Retirement plan assets	-	124,791	-
Beneficial interest in assets held by others	-	363,764	-
	<u>-\$ -</u>	<u>\$ 738,555</u>	<u>\$ -</u>
Totals	<u>\$ -</u>	<u>\$ 738,555</u>	<u>\$ -</u>
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>2017</u>			
Certificate of deposit	\$ -	\$ 252,775	\$ -
Retirement plan assets	-	100,911	-
Beneficial interest in assets held by others	-	363,110	-
	<u>-\$ -</u>	<u>\$ 716,796</u>	<u>\$ -</u>
Totals	<u>\$ -</u>	<u>\$ 716,796</u>	<u>\$ -</u>

The Organization recognizes transfers between levels in the fair value hierarchy at the end of the reporting period. There were no transfers between Level 1, 2, and 3 of the fair value hierarchy for the year ended June 30, 2018.

NOTE 18 SUBSEQUENT EVENTS

Management has evaluated events through January 4, 2019, which is the date the financial statements were available to be issued. With exception of the line of credit described below, there were no subsequent events requiring disclosure.

In August 2018 the Organization entered into a \$250,000 line of credit agreement with Montecito Bank & Trust. The line of credit matures June 2019 and is subject to an annual interest rate of 4.240%.

March 18, 2019

Buellton City Council
140 West Highway 246
Buellton, CA 93427

Dear Buellton City Council Members,

Thank you very much for your past support of Santa Ynez Valley Fruit & Vegetable Rescue ("Veggie Rescue"). With your help in 2017 and 2018, we were able to deliver a total of 61,893 pounds of fresh fruits and vegetables and 7,548 pounds of high-quality prepared food to the Buellton Senior Center. Veggie Rescue delivers delicious, nutritious food to the Buellton Senior Center five times a week, at no cost to them.

Veggie Rescue has been serving Buellton and other communities for 8 years, collecting excess produce from farms, farmers markets, backyards and orchards, and delivering, at no cost, to senior centers, schools and other organizations serving community members in need. By doing this, Veggie Rescue is reducing food waste at the beginning of the food cycle, and helping the organizations we serve stretch their food budgets.

The fresh produce Veggie Rescue delivers to the Buellton Senior Center is used for Meals on Wheels and daily hot meals served at the Senior Center, and a significant amount is made available to the community in outside coolers provided by Veggie Rescue. With the high-quality prepared food delivered, the Senior Center has started a daily hot soup bar, one more way Veggie Rescue is helping the Buellton Senior Center nourish the community. Veggie Rescue received funding for the prepared food program through a LEAF grant from the Santa Barbara Foundation through the end of 2018, but that funding has now ended.

Veggie Rescue would like to request a \$9,000 grant from the City of Buellton for 2019-20. If awarded, this grant would be used to continue delivering fresh produce and high-quality prepared food to the Buellton Senior Center.

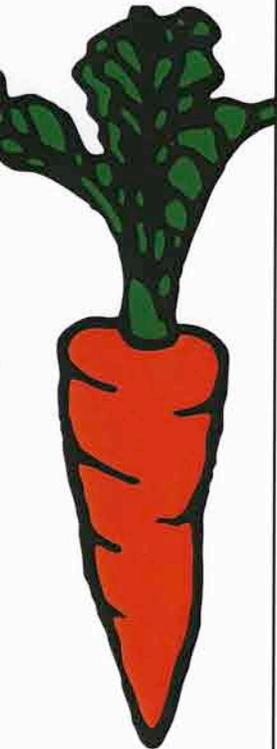
Veggie Rescue measures our impact on the community by tracking the following data:

- (1) The number of recipient organizations and their target populations
- (2) The amount of fresh produce and high-quality prepared food which is collected from farms, farmers markets and restaurants and delivered to each recipient organization.
- (3) The number of farmer partners

Thank you for considering our 2019 grant request, and thank you once again for the generous grants awarded to Veggie Rescue in the past.



Amy Derryberry
Executive Director, Veggie Rescue



Veggie Rescue Financial Summary

Fiscal Year Dates: January 1 – December 31

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Prior Fiscal Year's Actual (\$)	Projected 2019 Annual Budget (\$)	YTD Actual (\$) (as of date)
Donations	70,587.84	15,000.00	
Fundraising	8,106.01	8,250.00	
Grants	161,916.00	163,500.00	
Misc Income	00.68	2,000.68	
TOTAL INCOME	\$240,610.53	\$188,750.68	

List the In-Kind (non-cash) contributions:

\$5925.60	Volunteer hours (240 hours @ \$24.69)
\$3,350.00	In-Kind Donations

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, etc.

Item	Prior Fiscal Year's Actual (\$)	Projected 2019 Annual Budget (\$)	YTD Actual (\$) (as of date)
General and Administration	16,230.73	29,100.00	
Program Expenses	74,485.93	131,200.00	
Fundraising	22,228.40	26,500.00	
TOTAL EXPENSE	\$112,945.06	\$186,800.00	
NET PROFIT OR LOSS	\$127,665.47	\$1,950.68	

Total Capital Expenses	\$60,767.48		
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i.e., computers, vehicles, building improvements, etc.

Explanatory Notes:

<p>Capital Expense - Vehicle purchased in 2018 – Vehicle 2016 Chevy CP32003 \$60,767.48 Total Cost - Truck purchase and equipment installation including Truck Box, Refrigerator, Lift Gate and Wrap</p>

March 10, 2019

Buellton City Council
140 West Highway 246
Buellton, CA 93427

RECEIVED
MAR 15 2019
CITY OF BUELLTON

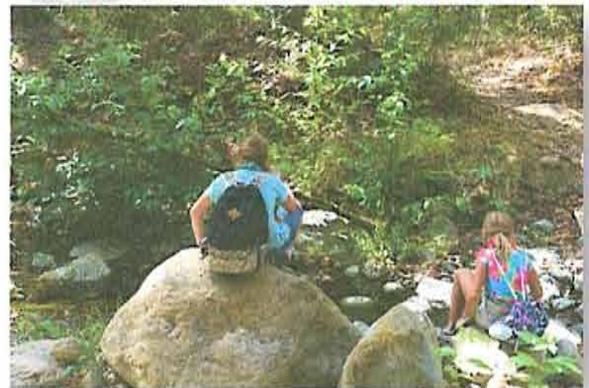
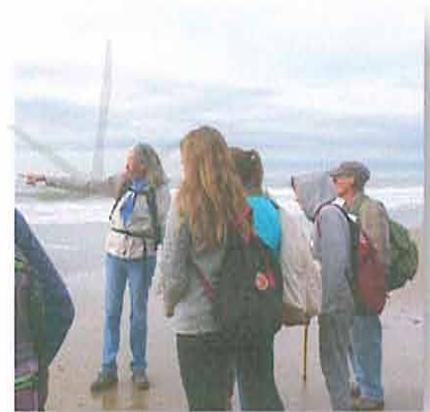
Dear Buellton City Council Members,

Thank you for approving grants for NatureTrack in 2016-17, 2017-18 and 2018-19. With your help, NatureTrack has provided more than 1,000 K-8 students in Buellton with an outdoor field trip during the school day. We appreciate the opportunity to submit this request for funding for the 2019-20 school year and hope that NatureTrack will be given the opportunity to present our request to the Council Members in April.

NatureTrack is a local 501(c)3 nonprofit focused on providing curricula-aligned outdoor field trips for K-12 students during the traditional school day. There is no cost to the school or students; NatureTrack even pays transportation costs! Our mission is to encourage students to embrace nature with respect and wonder, inspiring them to become stewards of our natural resources. Given current budget restrictions, schools are often not able to afford field trips, especially outdoor field trips; NatureTrack fills that gap.

During this school year (2018-19) we will provide 328 students from Buellton Schools (Jonata Middle School and Oak Valley Elementary) with a docent-led outdoor field trip. In addition, by the end of the school year we will have collaborated with Buellton Rec to provide an afterschool outdoor program for Oak Valley Elementary School students. To date, we have provided docent-led outdoor field trips to more than 18,000 students from Santa Ynez Valley Schools as well as schools throughout the county.

NatureTrack utilizes trails and beaches in Santa Barbara County, allowing students to learn about natural phenomena right in their "backyard". Field trip locations include: SYV Botanic Garden, Midland School Trails, Santa Ynez River Estuary, UCSB Sedgwick Reserve, UCSB Coal Oil Point Reserve, Arroyo Hondo Preserve, Camp Whittier, Haskell's Beach, Lake Los Carneros, Arroyo Burro Beach, Goleta Butterfly Grove, Gaviota State Park, and more. In-classroom units of study are supplemented with the experience of being outdoors where learning literally comes alive!



We respectfully request a \$2,000 grant from the City of Buellton to fund field trips for Buellton Unified School District students. We not only provide unique hands-on learning to students, but also support Buellton teachers in their efforts while providing Buellton residents with the opportunity to volunteer with NatureTrack and enjoy all the benefits that come with being a NatureTrack docent.

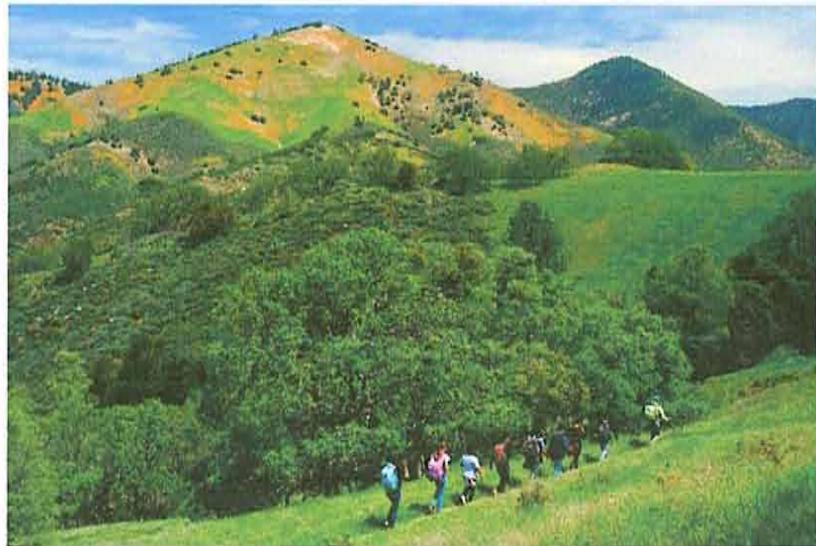
Please find enclosed NatureTrack's 2018-19 budget and financial statements.

I look forward to hearing from you. Should you need further information, I can be reached at 805.886.2047 or sue@naturetrack.org. Thank you for your consideration.

Sincerely,



Sue Eisaguirre
Founder / Executive Director



NatureTrack

"Fostering a Lifelong Fascination with Nature"

Operating Budget Fiscal Year Ended June 30, 2019

Project Budget excludes all Film Festival income and related expenses.

Income

Direct Contributions

Annual Appeal Donations	20,000.00
Corporate Contributions	10,000.00
General Donations	16,000.00
Nonprofit Organization Grants	12,000.00

Total Direct Contributions \$ 58,000.00

Foundation and Trust Grants 75,000.00

Government Grants

Local Government Grants 4,000.00

Total Government Grants \$ 4,000.00

Other Income

Merchandise Sales 200.00

Uncategorized Income

Total Other Income \$ 200.00

Total Income \$ 137,200.00

Gross Profit \$ 137,200.00

Expenses

Fundraising

Fundraising Activities 4,500.00

Total Fundraising \$ 4,500.00

General & Admin

Bank Fees 50.00

Books, Software & Subscriptions 1,500.00

Electronics & Office Equipment 500.00

Facilities & Equipment 200.00

Office Supplies 900.00

Organization Expenses

License & Filing Fees 20.00

Total Organization Expenses \$ 20.00

Postage & Shipping 400.00

Tax Expense

Sales Tax 18.00

Unspecified Tax 0.00

Total Tax Expense \$ 18.00

Travel & Meeting Expenses 400.00

Business Meetings & Meals 500.00

Conferences 150.00

Travel Expenses 200.00

Total Travel & Meeting Expenses \$ 1,250.00

Total General & Admin \$ 4,788.00

Program Expenses	
Advertising/Marketing/Promotion	5,000.00
Auto Expense	
Fuel	1,000.00
Parking & Tolls	25.00
Service/Maintenance & Parts	800.00
Total Auto Expense	\$ 1,825.00
Docent/Volunteer Program	
Docent Uniforms	1,200.00
Docent/Volunteer Appreciation	3,500.00
Stipends	12,500.00
Training & Honorarium	4,000.00
Total Docent/Volunteer Program	\$ 21,200.00
Field Trips	
Materials, Supplies & Equipment	4,900.00
Restroom Rental	3,500.00
Snacks	2,640.00
Transportation Expenses	17,000.00
Total Field Trips	\$ 28,040.00
Insurance	
Transit	588.00
Docent Accident	250.00
General Liability	1,400.00
Total Insurance	\$ 2,238.00
Program Consultants	
IT; Field Trip Coordination; Docent Recruitment	40,000.00
Docent Education	8,300.00
Grant Research & Support	5,000.00
Total Program Consulting	\$ 53,300.00
Social Media & Website	300.00
Total Program Expenses	\$ 111,903.00
Total Expenses	\$ 121,191.00
Net Operating Income	\$ 16,009.00
Other Income	
Interest Income	0
Total Other Income	0
Other Expenses	
Depreciation Expense	3,500.00
Total Other Expenses	\$ 3,500.00
Net Other Income	-\$ 3,500.00
Net Income	\$ 12,509.00

NatureTrack Foundation, Inc.
Balance Sheet

	<u>As of</u> <u>12/31/18</u>		<u>As of</u> <u>6/30/18</u>
ASSETS			
Current Assets			
Bank Accounts	\$ 41,047	\$	5,982
Total Current	\$ 41,047	\$	5,982
Total Current Assets	\$ 41,047	\$	5,982
Fixed Assets			
Ford Transit 2018	\$ 23,842		
Ford Transit 2013	\$ 24,168	\$	24,168
Ford Transit 2013 Accum Depreciation	\$ (24,168)	\$	(22,110)
Total Fixed Assets	\$ 23,842	\$	2,058
TOTAL ASSETS	\$ 64,889	\$	8,040
 LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities - 2013 Ford Transit	\$ -	\$	1,927
Total Liabilities	\$ -	\$	1,927
Equity	\$ 64,889	\$	6,113
 TOTAL LIABILITIES AND EQUITY	 \$ 64,889	 \$	 8,040

NatureTrack Profit and Loss

	July 1, 2017 - June 30, 2018	July 1 - Dec 31, 2018
	Total	Total
Income		
Direct Contributions	88,057.08	18,795.60
Event Income	25,668.74	8,000.00
Foundation and Trust Grants	65,021.79	141,812.90
Government Grants	1,800.00	5,336.00
Total Income	\$ 180,547.61	\$ 173,944.50
Gross Profit	\$ 180,547.61	\$ 173,944.50
Expenses		
Fundraising	10,000.00	3,734.65
General & Admin	5,992.84	110,666.94
Program Expenses	174,973.76	10.00
Total Expenses	\$ 190,966.60	\$ 114,411.59
Net Operating Income	-\$ 10,418.99	\$ 59,532.91
Other Income		
Interest Income	3.30	3.88
Investment Income	1,710.02	
Total Other Income	\$ 1,713.32	\$ 3.88
Other Expenses		
Depreciation Expense	-4,833.00	-2,416.80
Total Other Expenses	-\$ 4,833.00	-\$ 2,416.80
Net Other Income	\$ 6,546.32	\$ 2,420.68
Net Income	-\$ 3,872.67	\$ 61,953.59

March 15, 2019

To the Buellton City Council,

Less than three years ago, the Santa Barbara County Education Office announced that it would have to close Buellton's Zaca Center Preschool at the end of the school year. Parents, especially those whose children have special needs, were devastated. Zaca Center is the only preschool in the Santa Ynez Valley that enrolls children with special needs. Without the preschool, the children with special needs would have had to move to another location and would not have had the opportunity to interact and learn alongside their typically developing peers. The closure of the preschool would have also meant that there would be 60 families without preschool and a safe place for their child to be while they were at work, this on top of an existing shortage of preschool slots within the Santa Ynez Valley.



Thanks to the effort of the school staff, parents, volunteers, and the funding community, the school has successfully made the transition from a county agency to a private, 501(c)(3) organization. The funds previously provided by the Buellton City Council have greatly helped in that process. To find that those who know us best have confidence in us and our mission has been an important morale-booster for those of us trying to save the school.

Now, one year after becoming private, Zaca Center Preschool is operating an exemplary program with a balanced budget and a long waiting list. We have a full house of 60 students this year, more than half from Buellton. But like other nonprofit organizations, we must continue to raise funds from those who support our vital mission. To that end, we request an award from the Buellton City Council of \$8,000. This will allow the Zaca Center Preschool to achieve the following mission goals at an enhanced level:

Goal: Provide a high-quality preschool program for 65 children

- Include art, science, math, language development, music, movement, dramatic play, neighborhood walks, conversations, nature activities, story reading, cooking, and tending to classroom pets in the garden.
- Create a daily environment that is nurturing, secure, and supportive.
- Foster lifelong feelings of competency and self-esteem.

Goal: Provide a full-inclusion preschool

- Support all children, children whose development is typical as well as those with disabilities, to play and learn together for their mutual benefit.
- Develop curricula geared to the developmental needs of each individual child.

Goal: Offer the Outdoor Classroom as an essential component of the program.

- Children will spend a substantial portion of each day outdoors, exploring, experimenting, and investigating the outdoor environment.

Goal: Serve daily nutritional snacks and meals

- Use fresh produce and cook-from-scratch recipes. Children participate in gardening experiences by growing, tending, and harvesting foods from the preschool garden

Thank you for your consideration of this request.

Sincerely,

Shelley Grand, Preschool Director

Zaca Center Preschool Annual Budget
Fiscal Year 2018-2019

Income

Direct Public Support	\$30,500.00
County Special Services	\$20,800.00
Tuition and fees	<u>\$276,182.50</u>
Total Income	\$327,482.50

Expenses

Business Expenses	\$654.00
Contract Services	\$9,600.00
Employee Benefits	\$13,320.00
Facilities and Equipment	\$19,484.00
Fees	\$1,920.00
Insurance	\$11,579.00
Operations	\$10,904.50
Payroll Taxes	\$15,010.26
Utilities	\$5,808.00
Wages	\$180,740.09
To Reserves	<u>\$58,462.65</u>
Total Expenses	\$327,482.50

Surplus/Deficit	\$0
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**C.O.P.S.** (CALIFORNIA ORGANIZATION FOR PUBLIC SAFETY, INC.)

EIN#30-0222208

606 Alamo Pintado Road Suite 3-187, Solvang, CA 93463 | 805-245-1213 |
cops.gym@gmail.com

March 9, 2019

Council
Finance Director
City of Buellton
107 W. Highway 246,
Buellton, CA 93427
805-686-0086

Dear Council:

I am submitting this letter on behalf of COPS for consideration of Non-profit Grant Funding consideration for FY 2019-2020. The California Organization for Public Safety is a registered California Non-profit organization per 501(C)(3) of Title 26 of the United States Code.

COPS was officially founded in 2003 and was very active from 2003-2012 with both the City of Buellton and City of Solvang as well as Santa Barbara County in general. In the past, COPS maintained a youth center for nearly 10 years. The Center provided after-school programs including; mentorship, boxing, wrestling, martial arts and fitness training. COPS also had musical and equestrian programs as well as supported a youth leadership program with the local high school. COPS provided an after-school wrestling program at Jonata School many years ago. The other part of our mission was providing perishable skills training to law enforcement and public safety. We hosted numerous training seminars in partnership with Allan Hancock College, The Sheriff's Office, Chumash, Buellton, Solvang and, other community partners in the past.

In 2012, our youth center closed due to lack of funding, increases in rent and difficulties maintaining an all non-paid volunteer staff. We continued to host local sporting events in the City of Buellton, in partnership with Buellton's recreations department. We participated



in many of the Buellton BBQ Bonanza events and also partnered with the Chumash and, the American Powerlifting Federation on several events. The American Powerlifting Federation chose us to organize and host the State Championships in Buellton in 2015, which was a very successful event. Some of the Buellton events include, "The Beast Blast", "Viking Challenge", "Patriot Games" and, "APF State Championships."

COPS has been somewhat dormant over the past few years, however, we have re-organized our board and, are focused on the law enforcement/public safety part of our mission with a new project. Law Enforcement officers statewide receive limited training because of shrinking budgets and, government agencies re-allocating training funds for other projects. The vast majority of public service agencies end up providing the minimum training to their personnel. An example of this is the perishable skills training of arrest and control, which involves properly training officers to use reasonable force to effect an arrest to minimize injury to the suspect and the officer. A well trained officer means fewer incidents of injury to the public and a reduction in law suits, worker's compensation claims and a perception of unreasonableness by the public. The result of well trained law enforcement officers is our citizens being better protective and a high level of confidence in our officers. It increases safety for our citizens.

Law enforcement agencies often re-allocate training budgets to fill other budgetary needs. Training of officers suffer because of this and, results in a dangerous cause and effect including injuries to officers, injuries to the public and a lack of public confidence and trust in our law enforcement. Officers are not provided with the necessary tools to protect the public or themselves. The State only requires a minimum of (4) hours of perishable skills training in arrest and control every two years. Most agencies only provide the minimum which is not enough. Many agencies only provide firearms training 1-4 times per year to their personnel and, only some of the training involves real firearms. The most common use of force or technique in law enforcement to effect an arrest is hands on, physical arrest and control, defensive tactics. Over 90% of all use of force cases where an arrest is made involves physical control, not weapons and yet our officers are trained only 4 hours every two years. Officers receive 40 hours of this training initially in the academy and because it is a perishable skill, officers forget approximately 75% or more, of what they learned within 12 months of being on the job. This results in officers using more force to effect an arrest, using weapons, batons, Tasers, pepper spray or other devices because they lack



the training and skills to use lesser force, such as de-escalation and control techniques. It has become a trend for legislators to try to redefine “reasonable force” terminology, however the real solution is not in re-defining legal terminology, but in increasing training for law enforcement to provide the necessary tools, skills and confidence for officers to effect arrests, de-escalate incidents and resolve conflict safely with the lowest level of force possible.

The Mission of COPS is as follows:

"We, the members of C.O.P.S. are dedicated to providing public safety training, including development and research. We are committed to providing public safety support to the men and women on the front lines. We are committed to building character in our youth and adults through mentorships based upon the six core values of honor, duty, discipline, courage, integrity and compassion. We endorse supporting community service and education through partnerships with public and private entities. Our centers are established to help accomplish our mission and to perpetuate true martial arts training for both youth and adults by establishing facilities to promote martial arts, self-defense, arrest and control training for law enforcement and to promote lifetime fitness."

Our current project involves opening a law enforcement training facility in Solvang. The facility will primarily serve the local communities of the central valley by providing training to our Sheriff's Deputies, Buellton Station California Highway Patrol Officers, Lompoc PD, Chumash Security and, other local law enforcement agencies wanting to participate an arrest and control/Use of Force training facility. The facility will be staffed by volunteer law enforcement officers who are P.O.S.T. (CA Peace Officers Standards and Training) Certified arrest and control instructors. We have six certified instructors on our board at this time. We are also working with County Risk management and the Sheriff's Training Bureau as partners in this project as some of the training will be endorsed by the County and on-duty pay for instructors will be authorized for some training.



We have secured a building site and will be planning on remodeling the building to have a designated mat room with a safety subfloor and full safety equipment for all aspects of training. Members of COPS will be doing the construction on a voluntary basis and one officer has experience as a commercial building contractor. Our goal is to complete this project by September. COPS has not been involved in hosting events or fundraising for the past 4 years, however we have started to plan construction of our new facility. Our initial use of funding will include construction materials, some safety equipment, purchasing of a supplemental insurance policy and promotional materials for training. None of our officers on the board receive stipends or compensation for involvement. No funding is used for administrative costs, other than actual expenses such as making copies of instructional materials or reimbursement for expenses related to COPS activities.

Due to no activity over the past 4 years with COPS, our financial statements are minimal. We have had the same account with Pacific Western Bank since 2003. Currently there is \$31.64 in our account. Nothing has been collected or paid out since 2015. COPS does have a successful history of being able to raise funding for activities through fundraising events, seminars and small grants. Although we intend to provide this training to law enforcement and public safety personnel free of charge, we will have some seminars where we will charge a small fee for participation. Some seminars will be POST certified and these include a tuition we can collect from agencies outside of our local area. We will also be hosting fundraising events and, seeking other grants from the City of Solvang, the Chumash Foundation, State and Federal grants when available to maintain the facility.

Attached to this letter are pictures of our previous facility and some of the training we have hosted in the past. There are also pictures of our current facility project in its current unfinished state. We will start clean-up and construction in early April, 2019. We are requesting a \$15,000.00 grant for seed money to begin this project. The largest expense we believe will be a spring subfloor under the mats to provide safety for participants training. This includes approximately a 1000 SF areas with double layered plywood,



specially constructed high density foam blocks and a protective boarder. Other construction needed includes drywall, paint and lumber. We plan to have a very safe and modern training facility fully equipped for all arrest and control, defensive tactics and de-escalation training for public safety.

Eventually we intend to expand training to include law enforcement firearms training, crisis response and, any requested training based upon needs assessments from our local community.

We are very excited about this project and will be grateful with any assistance our City Council decides to provide. Thank you very much for consideration of this request. If you have any questions or would like any additional information, please contact me anytime.

Sincerely,

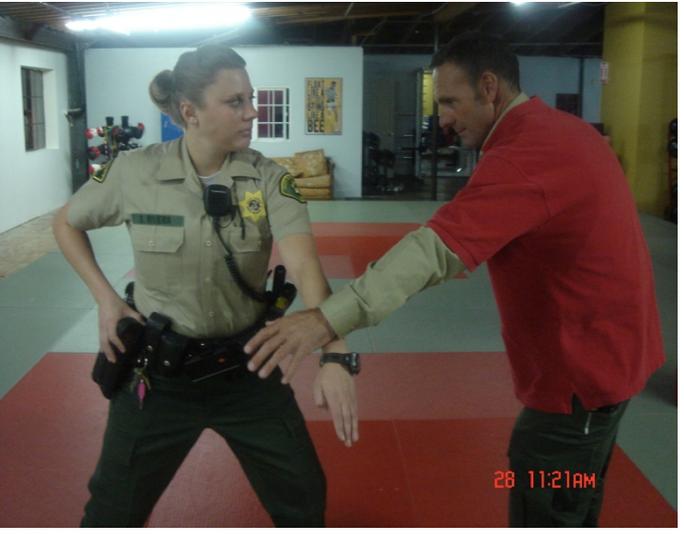


Eddie Hsueh

President

New facility under construction in Solvang







CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, H.R. Director

Meeting Date: April 11, 2019

Subject: Consideration of Reinstating Employer Contribution to the 457 Deferred Compensation Plan (DCP) for Employees Hired after January 1, 2012

BACKGROUND

From the City's incorporation in 1992 until January 1, 2012, the City paid 6% to each regular full-time employee's Deferred Compensation Plan (DCP). In fact, this policy was instituted by the Buellton Community Services District (the predecessor in interest to the City), whereby both the District and employee paid 6% into the DCP for a total of 12 percent. The Plan was established in lieu of Social Security participation and was meant to be mandatory so that employees would receive some contribution in retirement rather than Social Security. This benefit was carried over when the City incorporated and was in effect until the Council approved Resolution No. 12-02 (Attachment 1) on January 26, 2012, which took away the employer contribution of 6% but still allowed new employees to contribute to the Plan after one year of successful service with the City. Staff presented and Council approved Resolution No. 12-02 in an effort to be fiscally prudent during the recession years.

On January 1, 2013, the California Public Employees' Pension Reform Act (PEPRA) went into effect and changed the way CalPERS retirement and health benefits are applied, with the greatest impact being felt by new CalPERS members. PEPRA required that municipalities compel new CalPERS members to pay 6.5% of their retirement contribution, which will increase to 7.25% on July 1, 2019. The City could continue to pay the employer portion of the CalPERS contribution but not the employee portion for new members. Employees hired prior to January 2013 (Classic Members) are receiving both the employee and employer contributions from the City.

Employees hired after January 2012 had their benefit package changed significantly. Not only were they not receiving the employer's 6% contribution into DCP but they were now required to pay 6.5% to CalPERS. In an employee market, staff is making every effort to keep benefits competitive in order to attract and retain good employees. It is also very important to have equity among employees and not have some employees feel they are less valuable and are not able to enjoy the same benefits as other employees.

The City's employee base is not expected to grow significantly in the future and therefore, staff is requesting that the employer's 6% contribution into DCP be reinstated effective July 1, 2019 for all regular full-time employees hired after January 1, 2012. There would not be any retroactive pay associated with this change.

FISCAL IMPACT

The annual fiscal impact would be approximately \$22,519 to add the employer paid 6% contribution into DCP for six current employees. If approved by the Council, staff will include the revised contribution in the Fiscal Year 2019/20 budget.

RECOMMENDATION

That the City Council consider reinstating the employer paid 6% contribution into DCP for all regular full-time employees hired after January 1, 2012. If there is Council consensus to reinstate the employer paid DCP contribution, staff will bring back the appropriate resolution for Council approval.

ATTACHMENTS

Attachment 1 – Resolution No. 12-02

RESOLUTION NO. 12-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AMENDING THE CITY CONTRIBUTION TO THE 457 DEFERRED COMPENSATION PLAN FOR NEW HIRES OF THE CITY

WHEREAS, the City of Buellton provides a Deferred Compensation Plan (most recently amended and effective December 1, 2011; hereinafter "the Plan"), pursuant to Section 457(b) of the Internal Revenue Code of 1986, as amended, to permit employees of the City to enter into an agreement which will provide for deferral of payment of a portion of his or her current compensation until death, retirement, severance from employment, or other event, in accordance with the provisions of the Code Section 457(b); and

WHEREAS, following incorporation of the City of Buellton, it has been the policy of the City to contribute annually up to 6% of an employee's salary to the Plan, in addition to any voluntary payments the employee may make into the Plan; and

WHEREAS, due to the recent financial constraints on local government revenue sources, the City Council believes that it is fiscally prudent and in the best interests of the City to discontinue such contributions to the Plan for those new hires of the City after January 1, 2012.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Buellton does hereby resolve, determine, and order as follows:

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

SECTION 2. All new employees (as the term is defined in the Plan) hired after January 1, 2012, will continue to be allowed to participate in the Plan on a voluntary basis; however, the City shall not make any contribution to the Plan on behalf of such employee. Notwithstanding the foregoing, the City Council may, as part of an approved contract of employment for a department level employee of the City, elect to make payments to the Plan as part of the compensation of such employee included as part of such contract of employment.

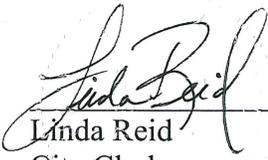
SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 26th day of January, 2012.



Holly Sierra
Mayor

ATTEST:



Linda Reid
City Clerk

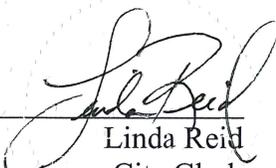
I, Linda Reid, City Clerk of the City of Buellton, do hereby certify that the foregoing Resolution No. 12-02 was duly adopted by the City Council of the City of Buellton at the regular meeting held on the 26th day of January 2012 by the following vote of the Council:

AYES: 5 Council Members Andrisek, Dale, Elovitz, Mayor Pro Tem King, and Mayor Sierra

NOES: 0

ABSENT: 0

ABSTAIN: 0



Linda Reid
City Clerk

(Faint circular official seal is visible in the background)