



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of April 25, 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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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 April 11, 2019 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**

3. **Financial Report for the Third Quarter Ending March 31, 2019**
❖ *(Staff Contact: Finance Director Shannel Zamora)*
4. **Monthly Treasurer's Report – March 31, 2019**
❖ *(Staff Contact: Finance Director Shannel Zamora)*
5. **Resolution No. 19-09 – “A Resolution of the City Council of the City of Buellton, California, Amending the City Contribution to the 457 Deferred Compensation Plan for Newly Hired Employees after January 1, 2012”**
❖ *(Staff Contact: H.R. Director Linda Reid)*

PRESENTATIONS

6. **Presentation of Certificates to Recipients of the Norman and Gale Williams Buellton Education Scholarships**

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS/ITEMS

WRITTEN COMMUNICATIONS

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

COMMITTEE REPORTS

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

BUSINESS ITEMS

(POSSIBLE ACTION)

7. **Resolution No. 19-07 – “A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2019/20 List of Projects Funded by SB1: The Road Repair and Accountability Act”**
❖ *(Staff Contact: Public Works Director Rose Hess)*
8. **Discussion Regarding Removing Red Curb Along Southeast Portion of McMurray Road, Adding Red Curb to North McMurray Road and Direction on Off-Site Truck Parking Behind Motel 6**
❖ *(Staff Contact: Public Works Director Rose Hess)*
9. **Discussion Regarding Support for Temporary Trucking of Crude Oil Along Northern Stretches of Highway 101**
❖ *(Staff Contact: City Manager Marc Bierdzinski)*
10. **Authorization to Reclassify the Recreation Coordinator Class to Recreation Supervisor**
❖ *(Staff Contact: H.R. Director Linda Reid)*

CITY MANAGER'S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

- 11. 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, May 9, 2019 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of April 11, 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, and City Clerk Linda Reid

PUBLIC COMMENTS

Caroline Abate, spoke about the results of the Mueller Investigation and her support for President Trump.

Brent Fletcher, Santa Ynez, requested the City Council consider changing the City's Municipal Code to allow outdoor commercial recreation in the industrial zone.

Shelby Sim, President and CEO of Visit Santa Ynez Valley, spoke about their annual report.

CONSENT CALENDAR

- 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”**

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

MOTION:

Motion by Council Member King, seconded by Council Member Mercado, approving Consent Calendar Items 1 and 4 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

5. Proclamation Recognizing National Donate Life Month

Mayor Sierra presented Scott Burns, representing Donate Life with a proclamation recognizing April 2019 as National Donate Life Month. Mr. Burns accepted the proclamation and thanked the Council for their support.

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Sanchez stated that four solar lights are operational on the Avenue of Flags.

Vice Mayor Andrisek thanked Council Member Sanchez for his efforts to help install solar lights on the Avenue of Flags.

Mayor Sierra announced she was a moderator at the Santa Ynez High School Town Hall meeting.

Mayor Sierra requested and the Council agreed by consensus to begin meetings with engineering staff and Caltrans regarding safety calming measures on Highway 246.

Mayor Sierra announced the City’s Easter Eggstravaganza is scheduled for Saturday, April 20 at 10:00 a.m. at River View Park.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

None

BUSINESS ITEMS

6. Fiscal Year 2019-20 & 2020-21 Requests for Funding from Non-Profit Agencies

RECOMMENDATION:

That the City Council consider funding requests from non-profit agencies.

STAFF REPORT:

Finance Director Zamora presented the staff report.

DOCUMENTS:

Staff Report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Sanchez, seconded by Mayor Sierra increasing the funding limit for non-profit agencies from \$25,000 to \$30,000.

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

Dean Palius, representing Santa Ynez Valley People Helping People (PHP), addressed the City Council and explained PHP’s non-profit funding request.

Junita Jethmalani, representing the Foodbank of Santa Barbara County, addressed the City Council and explained the Foodbank’s non-profit funding request.

Amy Derryberry, representing the Santa Ynez Valley Fruit and Vegetable Rescue, addressed the City Council and explained her organization’s non-profit funding request.

Sue Eisaguirre, representing NatureTrack, addressed the City Council and explained her organization’s non-profit funding request and provided a handout for the record.

Leanna Watson, Buellton, representing Zaca Center Preschool, addressed the City Council and explained her organization's non-profit funding request and provided a handout for the record.

Sergeant Sandy Fausto, representing California Organization for Public Safety, Inc., addressed the City Council and explained his organization's non-profit funding request.

The City Council discussed funding for each of the non-profit organizations and agreed to allocate funding for Fiscal Year 2019-20 & 2020-21 as follows:

- Santa Ynez Valley People Helping People - \$8,600
- Foodbank of Santa Barbara County - \$5,400
- Santa Ynez Valley Fruit and Vegetable Rescue - \$4,600
- NatureTrack - \$1,100
- Zaca Center Preschool - \$6,100
- California Organization for Public Safety, Inc. - \$4,200

MOTION:

Motion by Council Member Mercado, seconded by Council Member King approving the non-profit funding amounts as referenced above for Fiscal Year 2019-20 & 2020-21.

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

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

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.

STAFF REPORT:

H.R. Director Reid presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed the following issues:

- The overall benefits of reinstating the employer paid 6% contribution to DCP
- Various contribution options were discussed

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Council Member Mercado, seconded by Council Member Sanchez, approving reinstatement of the employer paid 6% contribution to DCP for all regular full-time employees hired after January 1, 2012 and requested that staff bring back a resolution confirming this decision for Council approval.

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

CITY MANAGER’S REPORT

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

CLOSED SESSION ITEMS

8. 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 8. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 8:45 p.m. The next regular meeting of the City Council will be held on Thursday, April 25, 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 25, 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 04/04/2019 through 04/16/2019 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, 04/04/2019 through 04/16/2019, and electronic fund transfers issued for the period of 04/03/2019 through 04/16/2019 was \$437,670.97.

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 04/04/2019 through 04/16/2019.

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 **April 4, 2019 through April 16, 2019** for ratification by the City Council at the **April 25, 2019** City Council Meeting.

EXHIBIT A - A/P Packets processed

A/P Packet #APPKT00995	182,238.57
A/P Packet #APPKT00991	<u>159,363.08</u>
Total A/P Packets:	<u>\$341,601.65</u> (5 pages)

Total of checks issued:	<u>\$341,601.65</u>
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EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u>\$53,373.41</u>
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Payroll processed

Staff Payroll	4/12/2019	42,695.91
Total Payroll:		<u>\$42,695.91</u>

TOTAL AMOUNT OF CLAIMS:	<u><u>\$437,670.97</u></u>
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89 4/17/19

Payments via Electronic Fund Transfer (EFT):
From 04/3/2019 through 04/16/2019

CalPERS - Medical	4/3/2019	20,531.96
DCP-AUL	4/3/2019	12,807.66
The Hartford	4/3/2019	411.11
Bank Fees	4/8/2019	12.00
CalPERS - Classic	4/15/2019	5,600.95
Payroll Tax - EDD	4/15/2019	2,914.53
CalPERS - PEPR	4/15/2019	2,902.04
Payroll Tax - IRS	4/15/2019	7,563.98
Payroll Tax - IRS	4/16/2019	1.83
AFLAC	4/16/2019	627.35

Total

53,373.41



Check Disbursements - City Council - April 25, 2019

By Payment Number

Payment Dates 04/04/2019 - 04/16/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37700	4/9/2019 53147729	000870 3/25-29/2019 - FD - Temp Accounting Clerk	ACCOUNTEMPS	001-420-60800		767.80 767.80
37701	4/9/2019 0606176 0606176 0606176 0606176 0606176 0606176 0606176 0606176 0606176	000820 May 2019 - Dental/Vision/EAP Premiums May 2019 - Dental/Vision/EAP Premiums	ACWA/JPIA	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		2,964.85 660.85 115.02 69.02 200.47 431.91 473.87 182.14 415.79 415.78
37702	4/9/2019 INV0010458	001184 March 2019 - Misc Supplies	ALBERTSONS/SAFEWAY	001-410-61130		40.16 40.16
37703	4/9/2019 33127892 33263401	001214 March 2019 - CH - Telephone System Lease April 2019 - CH - Telephone System Lease	AVAYA Financial Services	001-410-60310 001-410-60310		768.76 384.38 384.38
37704	4/9/2019 INV0010456	000062 03/15&18/2019 - REC - Pre-Employ & Drug Screening	BUELLTON MEDICAL CENTER	001-410-60022		370.00 370.00
37705	4/9/2019 844761	000118 2/28-3/28/2019 - REC - Copy Overage Fees	COASTAL COPY, INC.	001-511-61130		59.52 59.52
37706	4/9/2019 1807.1-006	000812 3/1-31/2019 - ED Services - 2018-2019	KOSMONT & ASSOCIATES, INC.	001-565-60800		2,821.83 2,821.83
37707	4/9/2019 139476-1 139476-1 139476-1	000280 3/3/2019 - PW - Help Wanted - Maint&UtilFldwrkr 3/3/2019 - PW - Help Wanted - Maint&UtilFldwrkr 3/3/2019 - PW - Help Wanted - Maint&UtilFldwrkr	LEE CENTRAL COAST NEWSPAPERS	001-558-60900 005-701-60900 020-601-60900		520.48 173.50 173.49 173.49
37708	4/9/2019 3099	001344 2019-09-27 - PW - Early Bird Summit Registration	MOBILITY 21	001-558-60710		295.00 295.00
37709	4/9/2019 INV0010457	000059 March 2019 - Misc Maint/Repair Items	MOTOR PRODUCTS INC. dba	001-558-60250		108.39 108.39
37710	4/9/2019 INV0010461 INV0010461	000745 4/26/2019 - REC - DJ - 50/50 VALLEYWIDE DANCE 4/26/2019 - REC - DJ - 50/50 VALLEYWIDE DANCE	PEDRO DE LA CRUZ dba	001-12500 001-511-67570		300.00 150.00 150.00
37711	4/9/2019 INV0010454 INV0010454	000379 June2019-May2020 - UB Permit#3 First-Class Presort June2019-May2020 - UB Permit#3 First-Class Presort	POSTMASTER	005-701-61131 020-601-61131		235.00 117.50 117.50
37712	4/9/2019 INV0010460	001234 03/30&31/2019 - REFUND - SECURITY DEPOSIT	SANTA BARBARA FLYERS	001-22418		500.00 500.00
37713	4/9/2019 INV0010455 INV0010455 INV0010455 INV0010455 INV0010455	000438 March 2019 - Misc Maint/Repair Items March 2019 - Misc Maint/Repair Items	SANTA YNEZ VALLEY HARDWARE	005-701-60250 005-701-61111 005-701-61140 020-601-60250 020-601-61111		371.09 21.08 163.74 10.76 35.47 118.51

Check Disbursements - City Council - April 25, 2019

Payment Dates: 04/04/2019 - 04/16/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	INV0010455	March 2019 - Misc Maint/Repair Items		020-601-61140		21.53
37714	4/9/2019 18-5076	000450 March 2019 - Contracted Law Enforcement Services	SB CO SHERIFF'S DEPARTMENT	001-501-60800		148,850.42 148,850.42
37715	4/9/2019 INV0010462	000507 2/27-3/28/2019 - CH - Utility Gas Services	SoCalGas	001-410-61230		58.42 58.42
37716	4/9/2019 INV0010463	000507 2/27-3/28/2019 - CCC/LIB - Utility Gas Service	SoCalGas	001-410-61230		68.61 68.61
37717	4/9/2019 INV0010459	000988 2/26/2019 - The Broad Museum	Solvang Heritage Associates	001-511-67135	54021-040	180.00 180.00
37718	4/9/2019 367790	000161 March 2019 - New Hire - Fingerprinting/Live Scan	STATE OF CALIFORNIA - DOJ	001-410-60022		32.00 32.00
37719	4/9/2019 0161081	001168 3/1-31/2019 - CH - Shredding Services(WO#00267367)	The DocuTeam	001-410-60900		27.00 27.00
37720	4/9/2019 INV0010453	001071 March 2019 - Misc Maint/Repair Items	Tractor Supply Co	020-601-61140		10.75 10.75
37721	4/9/2019 025-254884 025-254884	000862 1/1-3/31/2019 - UB Notification Subscription 1/1-3/31/2019 - UB Notification Subscription	TYLER TECHNOLOGIES, INC.	005-701-60210 020-601-60210		13.00 6.50 6.50
37722	4/16/2019 53194478	000870 4/1-4/5/2019 - FIN - TEMP ACCOUNTING CLERK	ACCOUNTEMP	001-420-60800		767.80 767.80
37723	4/16/2019 INV0010491	001303 3/14-4/8/2019 - REC BEGINNING CHILD BALLE	AMANDA RUSSELL	001-511-67140		35.00 35.00
37724	4/16/2019 INV0010486	000072 3/26/2019 - WC - RETURN OVERPAYMENT REC'D	CA JOINT POWERS INS AUTHORITY	001-511-50000		37.39 37.39
37725	4/16/2019 12798562	000090 Long Term Care	CalPERS LONG-TERM CARE PROGRAM	001-22166		84.25 84.25
37726	4/16/2019 INST150603	000088 4/9/2019 - POSTAGE MACHINE SUPPLIES	CCI CENTRAL, INC.	001-410-61130		36.71 36.71
37727	4/16/2019 103166 103294	000107 March 2019 - HR - Live Scan Finger Printing MAY 2019 - MONTHLY TRANSIT SERVICE	CITY OF LOMPOC	001-410-60022 027-559-67445		1,686.66 20.00 1,666.66
37728	4/16/2019 INV0010488	011236 3/14-4/8/2019 - REC - GYMNASTICS	GARY GENE JOHNSON dba	001-511-67140		1,188.00 1,188.00
37729	4/16/2019 INV0010489	001089 3/14-4/8/2019 - REC FLOW YO-YOGA	GINA SIGMAN	001-511-67140		126.00 126.00
37730	4/16/2019 INV0010485	000228 NOV-DEC 2018 - REIMBURSEMENT - SBCAG/APCD MTNGS	HOLLY SIERRA	001-401-60710		85.30 85.30
37731	4/16/2019 INV0010492	011300 3/14-4/8/2019 - REC - KUNDALINI YOGA	KAREN PALMER	001-511-67140		45.50 45.50
37732	4/16/2019 INV0010493	011306 3/14-4/8/2019 - REC - SOCCER ACADEMY	KARLIN LADERA	001-511-67140		472.50 472.50
37733	4/16/2019 INV0010487	001347 4/6/2019 - REFUND - RVP SECURITY DEPOSIT	LAUREN DANIELS	001-22510		100.00 100.00
37734	4/16/2019 140698	000280 4/4/2019 - PLNG - NtcPblcHrng - RES 19-04	LEE CENTRAL COAST NEWSPAPERS	001-565-60520		177.15 177.15

Check Disbursements - City Council - April 25, 2019

Payment Dates: 04/04/2019 - 04/16/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37735	4/16/2019 19-401	000296 2019 UPDATE - Plng - Longtin's CA Land Use 2d	LOCAL GOVERNMENT PUBLICATIONS	001-565-60650		143.56 143.56
37736	4/16/2019 INV0010490	001132 3/14-4/8/2019 - REC PERSONAL TRAINING	MAILE INEMAN	001-511-67140		126.00 126.00
37737	4/16/2019 INV0010495	011343 3/14-4/8/2019 - REC - YOGA CLASS	MARIANNE MADSEN	001-511-67140		400.00 400.00
37738	4/16/2019 INV0010496 INV0010496 INV0010496 INV0010496 INV0010496 INV0010496 INV0010496 INV0010496 INV0010496	000352 3/7-4/4/2019 - ELECTRICAL SERVICES 3/7-4/4/2019 - ELECTRICAL SERVICES	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		19,501.04 539.29 444.81 163.99 4,368.68 423.72 80.49 184.59 7,387.24 5,908.23
37739	4/16/2019 18-5083	000450 APRIL 2019 - Contracted Law Enforcement Services	SB CO SHERIFF'S DEPARTMENT	001-501-60800		148,850.42 148,850.42
37740	4/16/2019 INV0010497 INV0010497 INV0010497 INV0010497 INV0010497	000978 3/16-4/13/2019 - Misc Office Supplies 3/16-4/13/2019 - Misc Office Supplies 3/16-4/13/2019 - Misc Office Supplies 3/16-4/13/2019 - Misc Office Supplies 3/16-4/13/2019 - Misc Office Supplies	Staples Credit Plan	001-410-60650 001-410-61130 001-558-61130 001-565-61130 005-701-61130		414.78 52.80 235.59 15.54 41.99 68.86
37741	4/16/2019 INV0010494	000979 3/14-4/8/2019 - REC - WRESTLING	THADDEUS JECKELL	001-511-67140		98.00 98.00
37742	4/16/2019 INV0010484	001244 3/19&25/2019 - ZCGC - Purchase & Plant 57 Trees	Thomas DeMarcus dba	075-22512		6,555.00 6,555.00
37743	4/16/2019 ARINV107425	000529 MARCH 2019 - REC - MERCHANT FEES	TRANSFIRST HEALTH & GOVERNMENT SVCS	001-410-60900		244.14 244.14
37744	4/16/2019 9827717845 9827717845 9827717845 9827717845 9827717845	000556 4/9-5/8/2019 - Wireless Telephone Services 4/9-5/8/2019 - Wireless Telephone Services 4/9-5/8/2019 - Wireless Telephone Services 4/9-5/8/2019 - Wireless Telephone Services 4/9-5/8/2019 - Wireless Telephone Services	VERIZON WIRELESS	001-410-67705 001-511-61290 001-558-67705 005-701-67705 020-601-67705		581.56 66.18 33.18 133.00 179.00 170.20
37745	4/16/2019 INV1349698 INV1349698 INV1349698 INV1349698 INV1349698 INV1349698 INV1349698 INV1349698 INV1349698	001207 March 2019 - FSA/AFLAC Admin Fees March 2019 - FSA/AFLAC Admin Fees	WAGeworks INC.	001-401-50400 001-402-50400 001-403-50400 001-420-50400 001-511-50400 001-558-50400 001-565-50400 005-701-50400 020-601-50400		141.00 21.69 10.85 10.85 18.52 19.25 17.35 9.45 16.52 16.52
37746	4/16/2019 69528438	001063 May 2019 - CH - Copier Lease	Wells Fargo Vendor Fin Serv	001-410-60310		340.81 340.81
Payment Total:						341,601.65

Report Summary

Fund Summary

Fund	Payment Amount
001 - General Fund	317,825.03
005 - Sewer Fund	8,560.48
020 - Water Fund	6,994.48
027 - Local Transportation Fund	1,666.66
075 - Trust & Agency Fund	6,555.00
Grand Total:	341,601.65

Account Summary

Account Number	Account Name	Payment Amount
001-12500	Other Receivables - Due from Solvang Joint Events	150.00
001-22166	Long-Term Care Deduction	84.25
001-22418	Special Event Deposit	500.00
001-22510	Park/Damage Charge	100.00
001-401-50400	Medical Benefit	682.54
001-401-60710	Travel & Training	85.30
001-402-50400	Medical Benefit	125.87
001-403-50400	Medical Benefit	79.87
001-410-60022	Recruitment Expense	422.00
001-410-60310	Equipment Rental	1,109.57
001-410-60650	Membership & Publications	52.80
001-410-60900	Miscellaneous/CalPERS Unfunded Liability	271.14
001-410-61130	Office Supplies	312.46
001-410-61230	Utilities - Gas	127.03
001-410-61241	Utilities - Electric	539.29
001-410-67705	Telephone	66.18
001-420-50400	Medical Benefit	218.99
001-420-60800	Contract Services	1,535.60
001-501-60800	Contract Services	297,700.84
001-501-61241	Utilities - Electric	444.81
001-510-61241	Utilities - Electric	163.99
001-511-50000	Salaries	37.39
001-511-50400	Medical Benefit	451.16
001-511-61130	Office Supplies	59.52
001-511-61290	Telephone/Internet	33.18
001-511-67135	Buellton Rec Program Trips	180.00
001-511-67140	Buellton Recreation Program	2,491.00
001-511-67570	Recreation Program 50/50	150.00
001-550-61241	Utilities - Electric	4,368.68
001-552-61241	Utilities - Electric	423.72
001-556-61241	Utilities - Electric	80.49
001-558-50400	Medical Benefit	491.22
001-558-60250	Maintenance / Repair	108.39
001-558-60710	Travel & Training	295.00
001-558-60900	Miscellaneous	173.50
001-558-61130	Office Supplies	15.54
001-558-67705	Telephone	133.00
001-565-50400	Medical Benefit	191.59
001-565-60520	Advertising - Legal	177.15
001-565-60650	Membership & Publications	143.56
001-565-60800	Contract Services	2,821.83
001-565-61130	Office Supplies	41.99
001-565-61241	Utilities - Electric	184.59
005-701-50400	Medical Benefit	432.31
005-701-60210	Computer Maintenance &Software	6.50
005-701-60250	Maintenance / Repair	21.08
005-701-60900	Miscellaneous/CalPERS Unfunded Liability	173.49
005-701-61111	Chemicals / Analysis	163.74

Account Summary

Account Number	Account Name	Payment Amount
005-701-61130	Office Supplies	68.86
005-701-61131	Postage	117.50
005-701-61140	Operational Supplies	10.76
005-701-61241	Utilities - Electric	7,387.24
005-701-67705	Telephone	179.00
020-601-50400	Medical Benefit	432.30
020-601-60210	Computer Maintenance &Software	6.50
020-601-60250	Maintenance / Repair	35.47
020-601-60900	Miscellaneous/CalPers Unfunded Liability	173.49
020-601-61111	Chemicals / Analysis	118.51
020-601-61131	Postage	117.50
020-601-61140	Operational Supplies	32.28
020-601-61241	Utilities - Electric	5,908.23
020-601-67705	Telephone	170.20
027-559-67445	Lompoc- Wine Country Express	1,666.66
075-22512	Tree In-Lieu Fee	6,555.00
Grand Total:		341,601.65

Project Account Summary

Project Account Key		Payment Amount
None		341,421.65
54021-040	The Broad Museum	180.00
Grand Total:		341,601.65

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 25, 2019

Subject: Financial Report for the Third Quarter Ending March 31, 2019

BACKGROUND

Four times each year, City staff completes a comprehensive analysis of City finances, including projected fund balances, revenues to date, departmental budgets, expenditures, encumbrances and potential budget adjustments. This financial report focuses on the Third Quarter of FY 2018-19 and summarizes the quarter ended March 31, 2019 for the General Fund, Enterprise Funds and Capital Improvement Fund.

Attachment 1 provides an overview of the current economic outlook on the local, state and national levels; General Fund revenues, expenditures, projected fund balances; and activity in the Enterprise Funds. Though this information is not audited and does not contain all the usual periodic adjustments, accruals or disclosures, the information does provide a picture of the City's activity and developing financial trends. Attachment 2 focuses on the status of the Capital Improvement Budget at the end of the quarter ended March 31, 2019.

FISCAL IMPACT

The Interim financial statement provides the community with an understanding of the financial activity of the City's primary funds.

RECOMMENDATION

That the City Council receives, reviews, and files this Third Quarter Financial Report.

ATTACHMENTS

- Attachment 1 - Quarterly Financial Report for the period March 31, 2019
- Attachment 2 - Quarterly Capital Improvement Project Report for the period ending March 31, 2019

CITY OF BUELLTON



QUARTERLY FINANCIAL REPORT

Third Quarter Ending March 31, 2019

April 25, 2019

Overview

The purpose of this financial report is to provide financial information for the City of Buellton. This report focuses on the third quarter of fiscal year 2018-19 and covers the period July 1, 2018 through March 31, 2019. The report is presented quarterly and concentrates on the General Fund and Enterprise Funds. The quarterly financial report presents the City's financial position, considers economic factors and highlights trends based on the City's budget versus what actually occurred during the period. A discussion of other economic factors provides a means of comparing the local economy against larger economic events that may affect the City of Buellton. This quarterly financial report is a valuable tool to the Council, staff and general public.

U.S. Economy

The national economy experienced a .4% increase in consumer prices for March (1.9% annual increase). The food index rose 2.1 percent over the past year, its largest 12-month increase since the period ending March 2015.

The unemployment rate decreased to 3.8% from 3.9%, demonstrating a continued strong job market. The U.S. added 196,000 jobs in March.

The Federal Reserve may slow its policy of raising interest rates. On March 21, the Federal Reserve released a statement indicating the growth of the economy has slowed from its solid rate in the fourth quarter of 2018 and recent indicators point to a slower growth of household spending and business fixed investment in the first quarter of 2019.

State Economy

California unemployment rate increased slightly to 4.2% at the end of February, remaining near record low in the official data series dating back to 1976. The largest job gains were in the professional and business services (12,500), leisure/hospitality, trade, transportation and utilities. Consumer Price Index (CPI) in the Los Angeles area was up 0.6% over the past month, up 2.7% from a year ago. The CPI for all items less food and energy increased 2.8% over the year.

Data through February 2019 from Zillow indicate the median home value in California is \$548,800. California home values have gone up 3.2% over the past year and Zillow predicts they will rise 3.1% within the next year. The median rent price in California is \$2,750.

City of Buellton

The City's General Fund ended the third quarter of 2018-19 with about \$8.6 Million in fund balance and finished the quarter with over \$8.5 Million in cash balance. Revenues reached 61 percent of budget while expenditures remained within appropriations, ending the quarter at 63 percent.

The Enterprise funds completed the quarter with positive results. The Water Fund ended the quarter with a fund balance of about \$6.4 Million and \$3.3 Million in cash. The Sewer Fund ended the quarter with a fund balance of \$3.3 Million and \$1.5 Million in cash. Water and sewer rates increased in July 2018 to ease future operating deficits and fund planned capital improvement projects. The rate increases were enacted to stabilize the rate in which the Enterprise Funds used up reserves to fund operating expenses. Details are provided in a later discussion.

GENERAL FUND

General Fund Balance

Table 1 below shows that with 75 percent of the year complete, revenues are below projections at 61 percent while expenditures are below expected projections at 63 percent of appropriations. “Revenue versus budget” gaps are explained in the next paragraph.

General Fund - Fund Balance	Original Budget	Current Budget	Actual	Percent
Balance, at Start of Year	\$ 6,000,000	\$ 7,643,088	\$ 8,427,913	
Revenues *	7,741,398	8,511,033	5,193,813	61%
Expenditures *	(7,504,173)	(7,946,291)	(4,989,526)	63%
Balance, at End of Year	<u>\$ 6,237,225</u>	<u>\$ 8,207,830</u>	<u>\$ 8,632,200</u>	

* Includes Transfers

Table 1: General Fund Balance

	Q3 FY 2018-19	Q3 FY 2017-18	Over (Under)	Percent
Revenues:				
Taxes	\$ 4,592,929	\$ 4,145,809	\$ 447,120	11%
Fees and Permits	10,305	8,425	\$ 1,880	22%
Fines and Penalties	8,931	15,463	\$ (6,532)	-42%
Charges for Current Services	130,153	141,432	\$ (11,279)	-8%
Other Revenue	451,496	360,777	\$ 90,719	25%
Total Revenue	<u>\$ 5,193,813</u>	<u>\$ 4,671,906</u>	<u>\$ 521,907</u>	<u>11%</u>
Expenditures:				
General Government	\$ 4,985,988	\$ 4,894,413	\$ 91,575	1.84%
Minor Capital	3,539	28,037	(24,498)	-692%
Total Expenditures	<u>\$ 4,989,526</u>	<u>\$ 4,922,450</u>	<u>67,076</u>	<u>1.3%</u>
Change in Fund Balance	<u>\$ 204,287</u>	<u>\$ (250,544)</u>	<u>454,831</u>	<u>-182%</u>

Table 2: Previous Year Comparison

Table 2 above provides summary comparison information on revenues and expenditures for the quarter ending March 31, 2019 versus the prior year quarter March 31, 2018. Further revenue and expenditure analysis will be discussed later in this report. Total revenues are higher in the current year by about \$521 thousand, or 11 percent. The major cause of this variance is due to the increase in transient occupancy tax (TOT) resulting from higher occupancy rates attributed to the addition of the Hampton Inn. TOT revenue is about \$164 thousand higher compared to last year during the same period. Additionally, the city received about \$38 thousand more in property tax compared to the prior year due to increases in home values and addition of townhomes to the tax roll. Furthermore, the City received about \$206 thousand more in sales tax revenue compared to the previous year due to increased commercial activity. In addition, the other revenue contains interest earned. As of March 31, 2019, the interest from the Local Agency Investment Fund (LAIF) was 2.55 percent compared to a 1.51 percent interest rate from the prior year quarter. Interest earnings year-to-date has increased \$70 thousand from the previous year.

Expenditures are about \$91 thousand more this quarter compared to the prior year quarter. The increase is due to a payment to the Santa Ynez Water Conservation District for Buellton’s cost share of the Central Management Area (CMA) Ground Water Sustainability Agency for regulatory compliance. Expenditures are expected to be within appropriated amounts by the end of the fiscal year.

Furthermore, there were more minor capital expenditures in the previous fiscal year. In the first quarter of FY 17/18, the server equipment was replaced, new cubicle walls were installed and new standing desks were installed. In contrast, during the current fiscal year, only minor equipment has been purchased.

Top Five Revenues

Top Five Revenues	Original Budget	Current Budget	YTD Actual	Percent
Sales Tax	2,346,000	2,412,000	1,605,529	67%
TOT	1,938,000	2,450,000	2,003,738	82%
Property Tax	1,308,150	1,461,244	846,370	58%
MVLF Swap	430,000	470,641	244,768	52%
Franchise Fees	229,500	229,500	111,590	49%
Other Revenues*	1,489,748	1,487,648	381,819	26%
Total Revenues	7,741,398	8,511,033	5,193,813	61%

Table 3

*Other Revenues include charges for current Park and Recreation Services, Grants, Interest, Rent and transfer from Reserves.

Sales Tax

As of March 31, 2019, the City received 67 percent of the total projected Sales Tax revenue. Only sales tax received through January has been recorded. Payments are recorded when received and applied to the corresponding month of sales; usually payment is received from the State of California two months after the sales tax is collected. Sales Tax payments fluctuate each month in conjunction with seasonal flows. Strong revenue streams from local sales tax are expected and revenue from sales tax is expected to be within target by the end of the fiscal year.

Transient Occupancy Tax (TOT)

TOT revenue is a major component of the City’s General Fund. TOT payments for the reporting period are due on the 20th of the following month and cause revenue streams to lag one month. TOT receipts have been recorded through February 2019. The City expects TOT revenue streams to exceed budgeted levels with total receipts at 81 percent at the end of the third quarter. The increase is attributed to the higher occupancy rates.

Property Tax

The City’s property tax revenues are received later in the fiscal year at intervals set by the Santa Barbara County Auditor-Controller. Property tax is below target at 58 percent, but the City can expect to exceed target by the end of the fiscal year. Rising property values, commercial and residential growth are attributed to the expected increase in property taxes. In addition, the City’s ongoing share of property tax is expected to increase as new development continues to progress.

Property Tax in Lieu of Motor Vehicle License Fee (MVLF Swap)

Payments for 2018-19 are expected to be on course with the budget. Payments from the County are received usually in January and June. This revenue source is trending upwards based on historic receipts.

Franchise Fees

Franchise fees are received monthly, quarterly and annually. The majority of the City’s Franchise Fees are collected from Marborg Industries, the City’s solid waste service provider. Other franchise fees are received from Comcast, PG&E and SoCal Gas. Franchise fees ended the quarter at 48 percent. This revenue source experiences time delays and is expected to be on target by the end of the fiscal year.

Top Five Revenues for the City of Buellton’ General Fund are Sales Tax, Property Tax, Transient Occupancy Tax (TOT), Motor Vehicle License Fee (MVLFF) and Franchise Fees. These revenues account for over 93% of total General Fund Revenues.

Expenditures

Table 4 below summarizes operating costs by department and shows that two Budget Units are over budget. Overall, the General fund is under budget at the end of the third quarter for all departments in total.

Department Expenditures	Original Budget	Current Budget	YTD Actual	% Expended
City Council	132,347	134,187	93,491	70%
City Manager	241,720	241,466	168,200	70%
City Clerk	119,213	119,213	83,053	70%
City Attorney	188,700	188,700	89,924	48%
Non-Departmental	1,044,509	1,109,201	947,690	85%
Finance	167,082	178,259	132,216	74%
Police and Fire	2,189,185	2,001,052	1,496,675	75%
Library	176,910	176,910	146,584	83%
Recreation	514,978	529,159	381,942	72%
Street Lights	65,000	65,000	42,431	65%
Storm Water	204,012	334,012	280,388	84%
Public Works - Parks	304,135	316,435	234,425	74%
Public Works - Landscape	108,120	120,346	85,070	71%
Public Works - General	665,961	669,601	416,072	62%
Planning (Comm Dev)	353,801	452,180	257,593	57%
Transfer to CIP Fund 92	1,028,500	1,310,570	133,773	10%
Total All Departments	7,504,173	7,946,291	4,989,526	63%

Table 4: General Fund Expenditures by Department

As of March 31, 2019, or 75 percent of the year expended, the General Fund ended the quarter at 63 percent expended (including CIP). Actual General Fund expenditures were approximately \$ 5 Million. Almost all Budget Units ended the quarter within budget except for Non-Departmental, Library and Storm Water.

The Non-Departmental budgetary unit includes one-time payments made annually. For example, insurance payments, CalPERS Accrual Unfunded Liability, Community Support, and Transfers to Other Funds. These annual payments amount to approximately \$432.8 thousand. This budgetary unit is expected to even-out during the course of the fiscal year and is expected to be within budget.

The Library services contract of \$141,641 is paid as a lump sum for service for the entire fiscal year causing the department to have an overage. Expenditures in this department are expected to be within budget at the end of the fiscal year.

The Storm Water Department includes a payment of \$130,000 to the Santa Ynez Water Conservation District for Buellton’s cost share of the Central Management Area (CMA) Ground Water Sustainability Agency for

regulatory compliance. Expenditures within this department are expected to be within budget at the end of the fiscal year.

Major Expenditure Variances

Expenditures By Type	Original Budget	Current Budget	YTD Actual	% Expended
Staffing	1,602,424	1,750,634	1,191,124	68%
Contract Services	3,213,409	2,970,236	2,129,973	72%
Telecomm and Utilities	213,155	279,261	197,800	71%
Supplies and Materials	39,678	32,664	18,409	56%
Repair and Maintenance	216,150	210,350	147,125	70%
Transfer to Other Funds	1,186,170	1,463,570	332,378	23%
Other Operating Costs	984,987	1,191,376	969,178	81%
Minor Capital	48,200	48,200	3,539	7%
Total by Type	7,504,173	7,946,291	4,989,527	63%

Table 5: Expenditure Categories

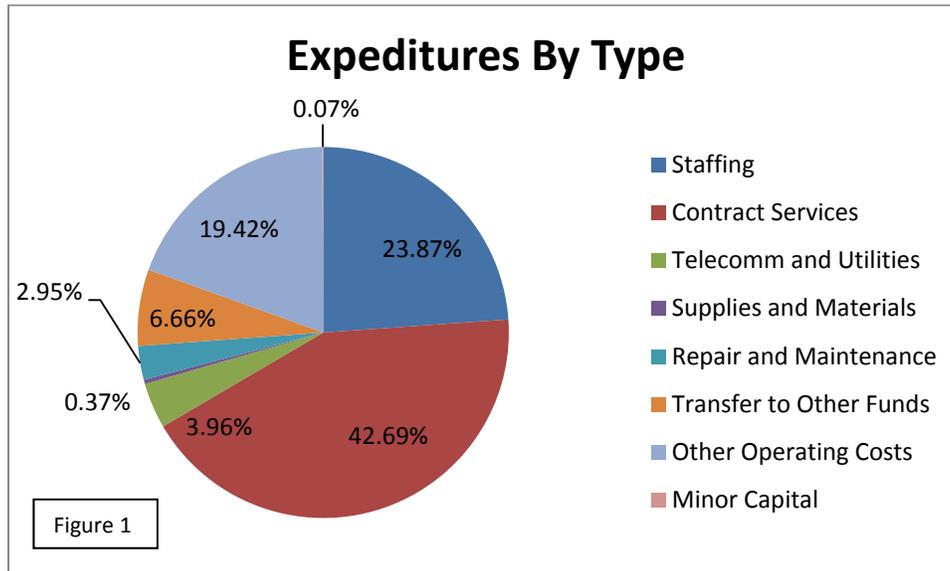


Table 5 and Figure 1 show General Fund operating costs and minor capital expenditures summarized by type. With 75 percent of the year expended, all budget categories are within budget with the exception of Other Operating Costs. Other Operating Costs accounts for about 19 percent of general fund expenditures. The other operating cost category consists of payments to non-profit organizations, payment for the CalPERS Unfunded Liability, Buellton Recreation expenditures, Storm Water regulatory compliance and contract payments to the Visitor’s Bureau.

The top three spending categories are: Contract Services, Staffing, and Other Operating Costs. Contract Services include services for Police, Fire Department, Legal Services, Engineering, and other services. Staffing consists of almost a quarter of general fund expenditures.

ENTERPRISE FUNDS

The Enterprise Fund Balance and Statement of Net Position for the third quarter of Fiscal Year 2018-19 are shown below.

Fund Balance Summary

Enterprise Fund Balance	Water	Water Capital	Wastewater	Wastewater Capital
Beginning Fund Balance	\$ 5,959,609	\$ 325,189	\$ 3,143,179	\$ 196,218
Operating Revenue	1,948,216	54,679	938,358	34,790
Operating Expenses	(1,469,998)	-	(775,583)	-
Operating Profit(Loss)	\$ 478,218	\$ 54,679	\$ 162,775	\$ 34,790
Transfers Out for CIP	-	-	-	-
Ending Fund Balance	\$ 6,437,827	\$ 379,868	\$ 3,305,955	\$ 231,008

Table 6

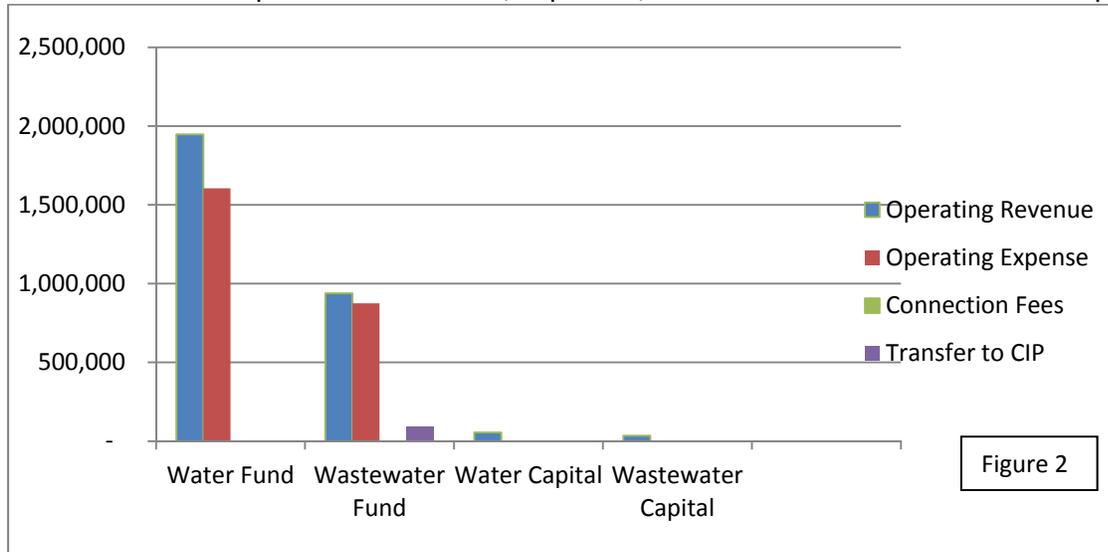
Note: Operating expenses do not reflect estimated depreciation.

Table 6 illustrates the ending fund balance of each Enterprise Fund. All Enterprise Funds experienced an increase in fund balance. The change in fund balance is attributed to the excess or deficit of revenue over expenses. The Statement of Net Position (Table 7) illustrates total assets minus total liabilities for the period.

Statement of Net Position	Water	Water Capital	Wastewater	Wastewater Capital
ASSETS				
Current assets:				
Cash and Investments	3,323,640	339,624	1,501,688	216,053
Receivables	195,933	1,127	103,220	717
Inventory	34,282	-	-	-
Prepaid Items	249,083	-	9,108	-
Total current assets	3,802,938	340,751	1,614,016	216,770
Capital assets (net of accumulated depreciation)	3,109,987	39,117	2,142,236	14,238
Other assets	176,299	-	168,615	-
Total Assets:	\$ 7,089,224	\$ 379,868	\$ 3,924,867	\$ 231,008
LIABILITIES				
Current Liabilities	50,050	-	17,515	-
Noncurrent Liabilities	581,112	-	581,141	-
Other Liabilities	20,234	-	20,257	-
Total Liabilities:	\$ 651,396	\$ -	\$ 618,913	\$ -
NET POSITION (Assets - Liabilities)	\$ 6,437,827	\$ 379,868	\$ 3,305,955	\$ 231,008
<i>Net Position Breakdown</i>				
Net Investment in Capital Assets	3,109,987	39,117	2,142,236	14,238
Unrestricted	3,327,840	340,751	1,163,719	216,770
Total Net Position	\$ 6,437,827	\$ 379,868	\$ 3,305,955	\$ 231,008

Table 7

Figure 2 summarizes Enterprise Fund revenue, expenses, connection fees and CIP transfers per fund:



Water Fund

Revenue and Expenses

Water Funds	Water	Water Capital	Total
Beginning Fund Balance	5,959,609	325,189	6,284,798
Revenues			
Charge for Services	1,915,182	-	1,915,182
Interest Income	29,451	3,033	32,484
Connection Fees	-	51,646	51,646
Total Operating Revenue	1,944,633	54,679	1,999,312
Other Revenues	3,583	-	3,583
Total Revenues	1,948,216	54,679	2,002,895
Expenses			
Operating	603,404	-	603,404
Depreciation**	135,405	-	135,405
State Water	866,594	-	866,594
Total Operating Expenses	1,605,403	-	1,605,403
Operating Profit(Loss)	342,813	54,679	397,492
Transfers Out - CIP	-	-	-
Transfers from Reserves	-	-	-
Ending Fund Balance	6,302,422	379,868	6,682,290

*** Depreciation is estimated. Final depreciation will post at the end of fiscal year.*

Table 8

Table 8 summarizes Revenue and Expenditures for the Water and Water Capital Funds. On the Financial Statements, both funds are combined as one fund. The Water Capital Fund is structured to record capital contributions and used to record capital improvements. Water Capital will be discussed in detail later in this report.

Water Fund operating revenues have exceeded expenditures by over \$342 thousand at the end of the third quarter 2018-2019 (excludes Capital Improvement expenses). On July 1, 2018, the third phase of water rate increases took effect. The water rate increase will help reverse past operating deficits. As seen on Table 8 above, the Water and Water Capital Funds both experienced an increase in Fund Balance. The Water Fund operating loss has reversed and is currently operating with a surplus. The Water Fund ended the third quarter with approximately \$3.3 Million in cash (Table 7) and fund balance of approximately \$6.4 Million.

Table 9 illustrates the Water Fund budget to actuals. Charges for Services exceeded budget projections at 80 percent. The increase was due to the water rate increases that occurred in July. Interest income also exceeded budget projections due to the LAIF earnings of 2.55 percent interest earnings.

The Water Fund utilizes reserves to fund Capital Improvement projects (CIPs) which are budgeted at \$475 thousand in the current fiscal year. There were no capital expenses during the first half of the fiscal year. Overall, Water Fund expenses were under budget at 53 percent expended.

Water Fund 020	Original Budget	Current Budget	YTD Actuals	Percent
Revenues				
Charge for Services	1,845,690	2,383,100	1,915,182	80%
Interest Income	8,670	16,000	29,451	184%
Total Operating Revenue	1,854,360	2,399,100	1,944,633	81%
Other Revenues	-	-	3,583	0%
Transfer from Reserves	600,000	600,000	-	0%
Total Revenues	2,454,360	2,999,100	1,948,216	65%
Expenses				
Operating	1,443,860	1,448,147	603,404	42%
Depreciation**	180,540	180,540	135,405	75%
State Water	1,417,800	1,417,800	866,594	61%
Total Expenses	3,042,200	3,046,487	1,605,403	53%
<i>Transfers for CIP*</i>	<i>(475,000)</i>	<i>(475,000)</i>	<i>-</i>	<i>0%</i>

** Depreciation is estimated. Final depreciation will post at the end of fiscal year.
*Will be capitalized at the end of the fiscal year.

Table 9

Water Capital

Water Capital Fund is a new fund to record Connection Fees and CIP expenditures. The change in fund balance is due to planned expenditures for CIPs exceeding estimated Connection Fee revenue and offset by any existing fund balance. The fund balance at the end of the third quarter is about \$380 thousand (Table 8). As mentioned in the Water Fund portion, none of the budgeted CIP expenses for the fiscal year have occurred. Table 10 below illustrates the Water Capital budget to actuals. Both revenue and expenditures performed below expected budget.

Water Capital 021	Current Budget	YTD Actuals	Percent
Revenues			
Connection Fees	200,000	51,646	26%
Interest Income	-	3,033	
Transfer In from Fund 020	234,600	-	0%
Total Revenue	434,600	54,679	13%
Expenses			
Depreciation	-	-	-
Transfer to CIP Projects	525,000	-	0%
Total Expenditures	525,000	-	0%

Table 10

Wastewater

Wastewater and Wastewater Capital Funds	Wastewater	Wastewater Capital	Wastewater Total
Beginning Fund Balance	3,143,179	196,218	3,339,397
Revenues			
Charge for Services	923,733	32,861	956,594
Interest Income	14,625	1,929	16,555
Connection Fees*	-	-	113,352
Total Operating Revenue	938,358	34,790	1,086,500
Other Revenues	-	-	-
Total Revenues	938,358	34,790	1,086,500
Expenses			
Operating	775,583	-	775,583
Depreciation**	191,250	-	191,250
Total Operating Expenses	966,833	-	966,833
Operating Profit(Loss)	(28,475)	34,790	119,667
Transfers Out - CIP	-	-	-
Transfers from Reserves	-	-	-
Ending Fund Balance	3,114,704	231,008	3,345,712

** Depreciation is estimated. Final depreciation will post at the end of fiscal year.

Table 11

Revenue and Expenses

Table 11 summarizes Revenue and Expenditures for the Wastewater and Wastewater Capital Funds. On the Financial Statements, both funds are combined as one fund. The Wastewater Capital Fund is structured to record capital contributions and used to record capital improvements. Wastewater Capital will be discussed in detail later in this report.

Wastewater Fund Operating revenues exceeded operating expenses causing the Wastewater fund to experience a net operating deficit of about \$28,475 in the third quarter of 2018-19 (excluding Capital Improvement Project expenses which will be recorded in the Wastewater Capital Fund). On July 1, 2018, the third phase of sewer rate increases took effect. The rate increases will help reverse the operating deficit and fund the capital improvement projects. The operating loss has begun to reverse at a slow pace as of the third quarter report; however, the trend is expected to improve once the Wastewater fund experiences the full year at increased rates. The Wastewater fund ended the fiscal year with about \$1.5 Million in cash (Table 7) and fund balance of approximately \$3.3 Million. Both the Wastewater Fund and Wastewater Capital Fund experienced an increase in fund balance.

Table 12 on the following page illustrates the Wastewater Fund budget to actuals. Charges for Services exceeded budget projections at 82%. The increase was due to the sewer rate increases that occurred in July. Interest income has also exceeded revenue projections due to the third quarter LAIF earnings of 2.55 percent.

The Wastewater Fund utilizes reserves to fund Capital Improvement Projects (CIPs) which are budgeted at \$400 thousand in the current fiscal year, but there was enough revenue to cover the CIP expenditures. The current Wastewater CIP in progress is the Wastewater Treatment Plant Facilities Improvement.

Sewer Fund 005	Original Budget	Current Budget	YTD Actuals	Percent
Revenues				
Charge for Services	899,130	1,131,960	923,733	82%
Interest Income	7,140	11,000	14,625	133%
Total Operating Revenue	906,270	1,142,960	938,358	82%
Other Revenues	-	-	-	0%
Transfer from Reserves	300,000	300,000		0%
Total Revenues	1,206,270	1,442,960	938,358	65%
Expenses				
Operating	1,357,584	1,378,112	775,583	56%
Depreciation**	255,000	255,000	191,250	75%
Total Operating Expenses	1,612,584	1,633,112	966,833	59%
Transfers for CIP*	(400,000)	(400,000)	(91,986)	23%

*** Depreciation is estimated. Final depreciation will be calculated at the end of the fiscal year.*

**Will be capitalized at the end of the fiscal year.*

Table 12

Wastewater Capital

Wastewater Capital Fund is a new fund to record Connection Fees and CIP expenditures. The change in fund balance is due to planned expenditures for CIPs exceeding estimated Connection Fee revenue and offset by any existing fund balance. The fund balance at the end of the third quarter is \$231,008 (Table 11). Table 13 below illustrates the Wastewater Capital budget to actuals. Both revenue and expenditures performed below expected budget.

Wastewater Capital 006	Current Budget	YTD Actuals	Percent
Revenues			
Connection Fees	95,000	32,861	35%
Interest Income	-	1,929	0%
Transfer In from Fund 005	-	-	0%
Total Revenue	95,000	34,790	37%
Expenses			
Depreciation	-	-	-
Transfer to CIP Projects	425,000	-	0%
Total Expenses	425,000	-	0%

Table 13



City of Buellton, CA

ATTACHMENT 2

Capital Improvement Budget Report

Third Quarter Summary

For Fiscal: 2018-2019 Period Ending: 3/31/2019

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Fund: 092 - Capital Improvement Project Fund						
Funding Source						
092-49676	Transfer between 091/092	\$ -	\$ -	-	-	0%
092-49726	Transfer from Gas Tax Fund	\$ 500,000.00	\$ 500,000.00	147,421.80	352,578.20	29%
092-49727	Transfer from General Fund	\$ 1,283,170.00	\$ 1,310,570.00	179,377.92	1,131,192.08	14%
092-49728	Transfer from Measure A	\$ 620,000.00	\$ 620,000.00	140,681.79	479,318.21	23%
092-49729	Transfer from Sewer Fund	\$ 425,000.00	\$ 425,000.00	91,985.97	333,014.03	22%
092-49732	Transfer from Water Fund	\$ 525,000.00	\$ 525,000.00	327.72	524,672.28	0%
092-49733	Transfer from Local Transportation Fund	\$ 600,000.00	\$ 600,000.00	-	600,000.00	0%
	Funding Total:	\$ 3,953,170.00	\$ 3,980,570.00	\$ 559,795.20	\$ 3,420,774.80	14%

Expense

Project: 101 - Storm Drain Cleaning and Retrofit

092-101-60800	Contract Services	\$ -	\$ -	-	-	0%
092-101-74100	Construction and Improvements	\$ 20,000.00	\$ 20,000.00	20,460.00	(460.00)	102%
092-101-76000	Contribution	\$ -	\$ -	-	-	0%
	Project: 101 - Storm Drain Cleaning and Retrofit Total:	\$ 20,000.00	\$ 20,000.00	20,460.00	(460.00)	102%

Status:
Project is complete.

Project: 102 - Storm Drain Outfall Repairs and Re-Establishment

092-102-60800	Contract Services	\$ -	\$ -	-	-	0%
092-102-74100	Construction and Improvements	\$ 10,000.00	\$ 10,000.00	10,000.00	-	100%
	Project: 102 - Storm Drain Outfall Repairs and Re-Establishment Total:	\$ 10,000.00	\$ 10,000.00	10,000.00	-	100%

Status:
Project is complete.

Project: 201 - Facilities Maintenance and Painting

092-201-60800	Contract Services	\$ -	\$ -	-	-	0%
092-201-74100	Construction and Improvements	\$ -	\$ 25,000.00	-	25,000.00	0%
	Project: 201 - Facilities Maintenance and Painting Total:	\$ -	\$ 25,000.00	-	25,000.00	0%

Status:
Project has not yet started.

Project: 206 - Ave of Flags Pedestrian Sidewalk Construction and Improvements

092-206-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
	Project: 206 - Ave of Flags Ped Construction and Improvements Total:	\$ -	\$ -	-	-	0%

Status:
Project was completed in FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 207 - Santa Ynez River Trail						
092-207-70000	Conceptual Plan/feasibility	\$ 20,000.00	\$ 20,000.00	-	20,000.00	0%
Project: 207 - Santa Ynez River Trail Total:		\$ 20,000.00	\$ 20,000.00	-	20,000.00	0%

Status:
Project has not yet started.

Project: 211 - Village Park Construction and Improvements						
092-211-74100	Construction and Improvements	\$ -	\$ 216,000.00	-	216,000.00	0%
Project: 211 - Village Park Construction and Improvements Total:		\$ -	\$ 216,000.00	-	216,000.00	0%

Status:
Project has not yet started.

Project: 213 - Post Office Fire Alarm System Replacement						
092-213-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 213 - Post Office Fire Alarm System Replacement Total:		\$ -	\$ -	-	-	0%

Status:
Project was completed during FY 17/18.

Project: 214 - City Hall Generator/Electrical Replacement						
092-214-68000	Contract Services	\$ -	\$ -	-	-	0%
092-214-74100	Construction and Improvements	\$ -	\$ 40,000.00	-	40,000.00	0%
Project: City Hall Generator/Electrical Replacement Total:		\$ -	\$ 40,000.00	-	40,000.00	0%

Status:
Project has not yet started. City staff has applied for a grant.

Project: 215 - Avenue of Flags Specific Plan Implementation						
092-215-70000	Conceptual Plan/Feasibility	\$ -	\$ 250,000.00	27,467.50	222,532.50	11%
092-215-74100	Construction/Improvement	\$ -	\$ -	-	-	0%
Project: Avenue of Flags Specific Plan Implementation:		\$ -	\$ 250,000.00	27,467.50	222,532.50	11%

Status:
Conceptual design has commenced.

Project: 216 - Storage Shed						
092-216-68000	Contract Services	\$ -	\$ -	-	-	0%
092-216-74100	Construction and Improvements	\$ -	\$ 27,400.00	26,045.35	1,354.65	95%
Project: Storage Shed Total:		\$ -	\$ 27,400.00	26,045.35	1,354.65	95%

Status:
Project is complete.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing						
092-306-70005	Design and Permitting	\$ 100,000.00	\$ 70,000.00	8,520.00	61,480.00	12%
092-306-74100	Construction and Improvements	\$ 570,000.00	\$ -	3,762.50	-	0%
Project: 306 - Phase III Hwy 246/Sycamore Ped Xing Total:		\$ 670,000.00	\$ 70,000.00	12,282.50	57,717.50	18%

Status:
Project design has commenced.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 307 - McMurray Road Widening/TS						
092-307-60800	Contract Services	\$ 100,000.00	\$ 100,000.00	800.00	99,200.00	1%
092-307-70005	Design and Permitting	\$ 50,000.00	\$ 50,000.00	-	50,000.00	0%
092-307-71200	Right of Way Acquisition	\$ -	\$ 25,000.00	-	25,000.00	0%
092-307-74100	Construction and Improvements	\$ 350,000.00	\$ 125,000.00	-	125,000.00	0%
Project: 307 - McMurray Road Widening/TS Total:		\$ 500,000.00	\$ 300,000.00	800.00	299,200.00	0%

Status:
Right-of-way (ROW) acquisition has resumed.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 308 - No. Ave of Flags Park and Ride						
092-308-60800	Contract Services	\$ 120,000.00	\$ 120,000.00	-	120,000.00	0%
092-308-70005	Design/Permitting	\$ -	\$ 75,000.00	-	75,000.00	0%
092-308-71200	Right of Way Acquisition	\$ -	\$ -	-	-	0%
092-308-74100	Construction and Improvements	\$ 480,000.00	\$ 405,000.00	-	405,000.00	0%
Project: 308 - No. Ave of Flags Park and Ride Total:		\$ 600,000.00	\$ 600,000.00	-	600,000.00	0%

Status:
Project has not yet started.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 311 - Industrial Way Street Lights						
092-311-60800	Contract Services	\$ 60,000.00	\$ 60,000.00	-	60,000.00	0%
092-311-70005	Design/Permitting	\$ -	\$ 82,500.00	2,837.50	79,662.50	3%
092-311-74100	Construction and Improvements	\$ 340,000.00	\$ 69,670.00	-	69,670.00	0%
Project: 311 - Industrial Way Street Lights Total:		\$ 400,000.00	\$ 212,170.00	2,837.50	209,332.50	1%

Status:
Staff has provided layout to PG&E. Awaiting for PG&E design documents and cost estimate.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 312 - Hwy 246 /Sidewalk (Caltrans)						
092-312-60800	Contract Services	\$ -	\$ -	-	-	0%
092-312-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 312 - Hwy 246 /Sidewalk (Caltrans) Total:		\$ -	\$ -	-	-	0%

Status:
Project was completed FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 313 - Road Maintenance Project 15/16 and 16/17						
092-313-60800	Contract Services	\$ -	\$ -	687.50	(687.50)	0%
092-313-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 313 - Road Maintenance Project Total:		\$ -	\$ -	687.50	(687.50)	0%

Status:
Project was completed FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 314 - SD Inlet/Catch Basin Retrofit Improvement						
092-314-60800	Contract Services	\$ 45,000.00	\$ 45,000.00	-	45,000.00	0%
092-314-70005	Design and Permitting	\$ 5,000.00	\$ 5,000.00	-	5,000.00	0%
092-314-74100	Construction and Improvements	\$ 100,000.00	\$ 100,000.00	15,145.00	84,855.00	15%
Project: 314 - SD Inlet/Catch Basin Retrofit Improvement Total:		\$ 150,000.00	\$ 150,000.00	15,145.00	134,855.00	10%

Status:
Project has begun.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 315 - Ave of Flags Pedestrian/Drainage Improvement						
092-315-60800	Contract Services	\$ 100,000.00	\$ 40,000.00	-	40,000.00	0%
092-315-70005	Design/Permitting	\$ -	\$ 100,000.00	-	100,000.00	0%
092-315-74100	Construction and Improvements	\$ 40,000.00	\$ -	-	-	0%
Project: 315 - Ave of Flags Pedestrian/Drainage Improvement Total:		\$ 140,000.00	\$ 140,000.00	-	140,000.00	0%

Status:
Part of 18/19 Road Maintenance Project, which is in design.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 316- Road Maintenance Project (17/18)						
092-316-60800	Contract Services	\$ -	\$ 90,000.00	22,641.25	67,358.75	25%
092-316-70005	Design/Permitting	\$ -	\$ 90,000.00	-	90,000.00	0%
092-316-74100	Construction and Improvements	\$ -	\$ 270,000.00	264,631.50	5,368.50	98%
Project: 316 - Road Maintenance Project (17/18) Total:		\$ -	\$ 450,000.00	287,272.75	162,727.25	64%

Status:
Project completed.

		Original Total Budget	Current Total Budget	Fiscal Activity	Amount Remaining Favorable (Unfavorable)	Percent Used
Project: 317- Road Maintenance Project (18/19)						
092-317-70000	Conceptual Plan and Feasibility	\$ 100,000.00	\$ 100,000.00	23,635.00	76,365.00	24%
092-317-70005	Design/Permitting	\$ 100,000.00	\$ 100,000.00	-	100,000.00	0%
092-317-74100	Construction and Improvements	\$ 300,000.00	\$ 300,000.00	30,618.00	269,382.00	0%
Project: 317 - Road Maintenance Project (18/19) Total:		\$ 500,000.00	\$ 500,000.00	54,253.00	445,747.00	11%

Status:
Project is in design.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 603 - Water Treatment Plant Facilities Improvement						
092-603-60800	Contract Services	\$ -	\$ -	262.50	(262.50)	0%
092-603-74100	Construction and Improvements	\$ -	\$ 100,000.00	10,295.63	89,704.37	0%
Project: 603 - WTP Facilities Improvement Total:		\$ -	\$ 100,000.00	10,558.13	89,441.87	11%

Status:
Repairs at McMurray WTPs are underway.

Project: 607 - Water Meter Upgrades						
092-607-74100	Construction and Improvements	\$ 75,000.00	\$ 50,000.00	-	50,000.00	0%
Project: 607 - Water Meter Upgrades Total:		\$ 75,000.00	\$ 50,000.00	-	50,000.00	0%

Status:
Project has not yet started.

Project: 608 - Water Treatment Plant/Booster Power Reliability						
092-608-74100	Construction and Improvements	\$ 100,000.00	\$ 145,000.00	-	145,000.00	0%
Project: 608 - WTP/Booster Power Reliability Total:		\$ 100,000.00	\$ 145,000.00	-	145,000.00	0%

Status:
Project is underway.

Project: 610 - Water Distribution System Construction and Improvements						
092-610-74100	Construction and Improvements	\$ -	\$ 200,000.00	-	200,000.00	0%
Project: 610 - Water Distribution System Construction and Improvements Total:		\$ -	\$ 200,000.00	-	200,000.00	0%

Status:
Project has not yet started.

Project: 611 - Recycled Water Program						
092-611-60800	Contract Services	\$ -	\$ -	-	-	0%
092-611-74100	Construction and Improvements	\$ -	\$ 30,000.00	-	30,000.00	0%
Project: 611 - Recycled Water Program Total:		\$ -	\$ 30,000.00	-	30,000.00	0%

Status:
Project has not yet started.

Project: 702 - Sewer Collections System Cleaning						
092-702-60800	Contract Services	\$ -	\$ -	-	-	0%
092-702-74100	Construction and Improvements	\$ -	\$ -	-	-	0%
Project: 702 - Sewer Collections System Cleaning Total:		\$ -	\$ -	-	-	0%

Status: Completed during FY 17/18.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 703 - Wastewater Treatment Plant Lift Station Security/Reliability						
092-703-60800	Contract Services	\$ -	\$ -	-	-	0%
092-703-74100	Construction and Improvements	\$ -	\$ 25,000.00	-	25,000.00	0%
Project: 703 - WWTP Lift Station Security/Reliability Total:		\$ -	\$ 25,000.00	-	25,000.00	0%

Status:
Project has not yet started.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 704 - Sewer Line Replacement						
092-704-60800	Contract Services	\$ -	\$ -	-	-	0%
092-704-74100	Construction and Improvements	\$ 100,000.00	\$ 100,000.00	-	100,000.00	0%
Project: 704 - Sewer Line Replacement Total:		\$ 100,000.00	\$ 100,000.00	-	100,000.00	0%

Status:
Project has not yet started.

		Original Total Budget	Current Total Budget	Fiscal Activity	Remaining Favorable (Unfavorable)	Percent Used
Project: 706 - Wastewater Treatment Plant Facilities Improvement						
092-706-60800	Contract Services	\$ -	\$ -	-	-	0%
092-706-74100	Construction and Improvements	\$ 300,000.00	\$ 300,000.00	91,985.97	208,014.03	31%
Project: 706 - WWTP Facilities Improvement Total:		\$ 300,000.00	\$ 300,000.00	91,985.97	208,014.03	31%

Status:
Repairs at the WWTP are underway.

Fund: 092 - Capital Improvement Project Fund Surplus (Deficit):	\$ 3,585,000.00	3,980,570.00	559,795.20	3,420,774.80	14%
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Fund Balance Analysis - Capital Improvement Project (CIP) Funding Sources (2018-19)

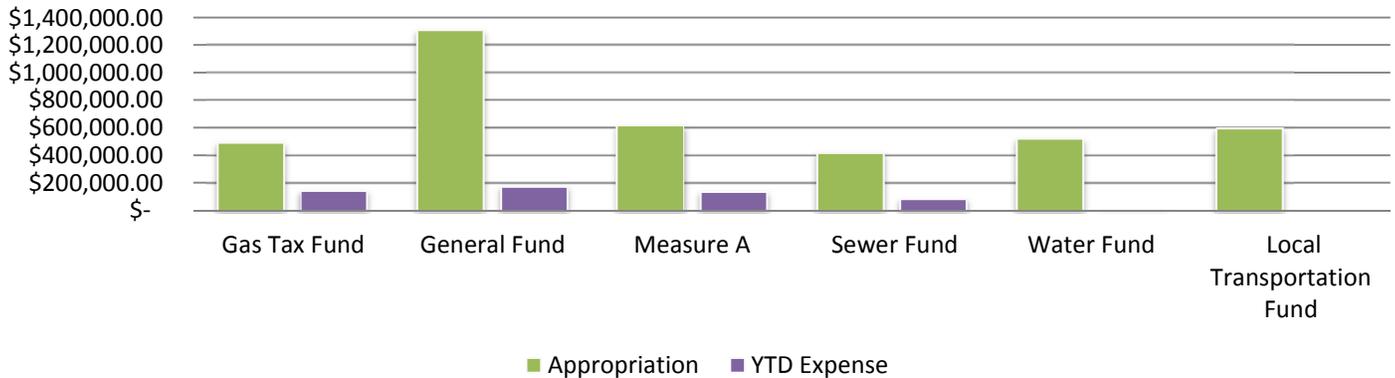
Fund	Est. Fund Equity 6/30/2018	FY 2018-19 YTD Revenue	FY 2018-19 YTD Expenditures	FY 2018-19 CIP Funding YTD	Est. 3/31/2019 Fund Equity	Change in Fund Equity
001 General Fund	8,427,913.48	5,193,813.43	(4,810,148.56)	(179,377.92)	8,632,200.43	204,286.95
005 Wastewater [1]	3,143,179.31	938,357.96	(874,846.60)	(91,985.97)	3,114,703.70	(28,475.61)
006 Wastewater capital	196,217.58	34,790.45	-	-	231,008.03	34,790.45
020 Water [2]	5,959,609.27	1,948,215.87	(1,605,075.19)	(327.72)	6,302,422.23	342,812.96
021 Water Capital	325,189.20	54,679.06	-	\$ -	379,868.26	54,679.06
025 Gas Tax	264,136.29	216,776.63	(61,463.37)	(147,421.80)	272,027.75	7,891.46
027 Local Transportation	175,558.15	173,204.98	(14,999.94)	-	333,763.19	158,205.04
031 Measure A	338,030.43	283,942.71	(40,000.00)	(140,681.79)	441,291.35	103,260.92
Total Funding:	18,829,833.71	8,843,781.09	(7,406,533.66)	(559,795.20)	19,707,285.94	877,452.23

[1] 005- Wastewater Expenditures includes estimated depreciation of \$191,250. Actual depreciation posted at fiscal year end.

[2] 020- Water Expenditures includes estimated depreciation of \$135,405. Actual depreciation posted at fiscal year end.

Capital Improvement Project (CIP) Analysis

CIP Budget vs. Actual Expenditures by funding source



The Capital Improvement Plan includes completion of current projects, new investments, and important reinvestments in critical infrastructure projects. The CIP budget includes line item details explaining expenditures and funding source. The bar graph above shows that the CIPs in progress are within budgeted amounts.

The Road Maintenance Project (17/18) has been completed with 64 percent of the budget expended. The installation of the storage shed was also completed under budget with 95 percent of the budget expended. The storm drain cleaning project has been completed slightly over budget at 102 percent. The storm drain outfall repairs and re-establishment project has been completed with 100 percent of the budget expended.

The following eight projects are currently in progress and are either in their planning phase or are under construction: Median 2 of Avenue of Specific Plan Implementation, Phase III Hwy 246/Sycamore pedestrian Xing, McMurray Road widening, Industrial Way streetlights, Road Maintenance Project (18/19), Storm drain inlet and catch basin retrofit improvements, Water Treatment Plant facilities improvement, and Wastewater Treatment Plant facilities improvement.

There are three projects currently in their initial planning stages and design phases. These projects may have little to no expenditures associated to them but future expenditures are anticipated. These projects are: City Hall Generator/Electrical Replacement, Avenue and Flags pedestrian and drainage improvements, and Water Treatment Plant and booster power reliability.

Projects that have not commenced or completed during the current fiscal year may be carried forward to the next fiscal year.

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 25, 2019

Subject: Monthly Treasurer’s Report – March 31, 2019

BACKGROUND

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

On June 14, 2018, Council adopted the current Investment Policy per Resolution 18-15 which states the City Finance Director, as the investment officer, must submit monthly reports to City Council to demonstrate that sufficient cash flow liquidity is available to meet the succeeding month’s estimated expenditures.

This Treasurer’s Report is for March 31, 2019. Treasurer’s Reports are presented on a monthly basis.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receives and files the Treasurer’s Report for the month ending in March 31, 2019.

ATTACHMENTS

Attachment 1 – Monthly Treasurer’s Report – March 31, 2019



City of Buellton

City of Buellton

Monthly Treasurer's Report

For the month ending in March 31, 2019

April 25, 2019

This report presents the City's cash activity and investment portfolio as of March 31, 2019. The report includes:

- 1) Cash and investments at March 31, 2019 compared to the prior month;
- 2) A reconciliation of cash and investments to City ledger balances;
- 3) All investments managed by the City on its own behalf;
- 4) Beginning of year fund balance, revenues, expenditures and ending fund balance for each fund at March 31, 2019

The following schedule is a summary of the City's cash and investments based on recorded value as of March 31, 2019 compared with the prior month.

	March 31, 2019	February 28, 2019
Cash	\$ 6,234,454.04	\$ 6,209,685.39
Investments held by the City	9,490,570.06	9,486,309.27
TOTAL CASH AND INVESTMENTS	\$ 15,725,024.10	\$ 15,695,994.66

Summary of activity for the Month and Future Liquidity: *The majority of the difference in the recorded value for cash and investments held by the City from last month is a result of the receipt of January 2019 sales tax, and payment to Fluid Resource management for services from October 2018 through February 2019. The portfolio is sufficiently liquid to meet expected expenditures for the coming six months.*

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



Bank Reconciliation - March 2019

City of Buellton, CA
For the Period Ending 3/31/2019

ACCOUNT #	ACCOUNT NAME	2/28/2019 BALANCE	CURRENT ACTIVITY	3/31/2019 BALANCE
CLAIM ON CASH				
001-10000	Claim On Pooled Cash	8,630,813.86	(65,593.56)	8,565,220.30
005-10000	Claim On Pooled Cash	1,508,773.36	(7,085.83)	1,501,687.53
006-10000	Claim on Pooled Cash	216,052.52	-	216,052.52
020-10000	Claim On Pooled Cash	3,237,078.76	86,361.00	3,323,439.76
021-10000	Claim on Pooled Cash	339,623.83	-	339,623.83
023-10000	Claim On Pooled Cash	481,304.53	-	481,304.53
024-10000	Claim On Pooled Cash	35,054.47	-	35,054.47
025-10000	Claim On Pooled Cash	260,972.45	376.54	261,348.99
027-10000	Claim On Pooled Cash	332,278.29	(1,280.30)	330,997.99
029-10000	Claim On Pooled Cash	41,818.64	(5,875.00)	35,943.64
031-10000	Claim On Pooled Cash	391,528.12	18,721.59	410,249.71
075-10000	Claim On Pooled Cash	220,695.83	3,405.00	224,100.83
090-10000	Claim On Pooled Cash	-	-	-
091-10000	Claim On Pooled Cash	-	-	-
092-10000	Claim On Pooled Cash	-	-	-
TOTAL CLAIM ON CASH		<u>15,695,994.66</u>	<u>29,029.44</u>	<u>15,725,024.10</u>
CASH IN BANK				
Cash in Bank				
999-10001	Pooled Cash - General Checking	6,195,512.53	25,484.25	6,220,996.78
999-10002	Pooled Cash - Money Market	206,229.32	32.77	206,262.09
999-10003	Pooled Cash - FSA	14,172.86	(715.60)	13,457.26
999-10004	Pooled Cash - Brokerage	960,192.50	4,228.02	964,420.52
999-10005	Pooled Cash - LAIF	<u>8,319,887.45</u>	-	<u>8,319,887.45</u>
TOTAL: Cash in Bank		<u>15,695,994.66</u>	<u>29,029.44</u>	<u>15,725,024.10</u>

Per Statements:	3/31/2019
Rabobank General Checking	6,455,752.99
Rabobank Money Market	206,262.09
Rabobank FSA	13,457.26
Local Agency Investment Fund	8,319,887.45
Multi-Securites Bank	964,420.52
Total Cash per Statements:	15,959,780.31

Claim on Cash vs. Total Cash Per Statements:	(234,756.21)
Outstanding items per System Reconciliation	(234,756.21)
Difference:	0.00

City of Buellton
Investment Summary
March 31, 2019

	Percent of Portfolio	Yield	Maturity Term	Maturity Date	Par Value	Market Value
Local Agency Investment Fund - LAIF	87.78%	2.40%	n/a	n/a	\$8,319,887.45	\$ 8,319,887.45
Certificates of Deposits						
(Held with Multi-Securities Bank)						
Direct Federal Credit Union	1.06%	2.75%	16 mo.	1/24/2020	100,000.00	100,238.00
Goldman Sachs Bank	2.11%	2.75%	2 yrs.	5/11/2020	200,000.00	200,592.00
JPMorgan Chase Bank	1.06%	3.05%	4 yrs.	5/16/2022	100,000.00	100,098.00
Wells Fargo Bank	2.63%	2.25%	5 yrs.	8/16/2022	249,000.00	243,823.29
Sallie Mae Bank	1.06%	3.20%	5 yrs.	5/9/2023	100,000.00	101,201.00
First Technoloy Bank Fed Cr Un	1.09%	3.60%	5 yrs	12/26/2023	103,000.00	106,043.65
First Technoloy Bank Fed Cr Un	1.06%	3.35%	5 yrs	2/6/2024	100,000.00	101,852.00
Multi-Securities Bank - Cash in Holding						10,572.58
Money Market (Held with Rabobank)	2.18%	0.20%		n/a	206,262.09	206,262.09
Total City Investments	<u>100.00%</u>	4.71%			<u>\$9,478,149.54</u>	<u>\$ 9,490,570.06</u>

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

The following is a fund balance schedule showing beginning fund balance at July 1, 2018 plus revenues minus expenditures for the period, resulting in ending fund balance at March 31, 2019. Fund balance includes total assets and liabilities of the City.



City of Buellton, CA

Fund Balance Report

As Of 03/31/2019

Fund	July 1, 2018 Balance	Total Revenues	Total Expenses	Mar. 31, 2019 Balance
001 - General Fund	8,427,913.48	5,193,813.43	4,989,526.48	8,632,200.43
005 - Sewer Fund	3,143,179.31	938,357.96	775,582.57	3,305,954.70
006 - Wastewater Capital	196,217.58	34,790.45	-	231,008.03
020 - Water Fund	5,959,609.27	1,948,215.87	1,469,997.91	6,437,827.23
021 - Water Capital	325,189.20	54,679.06	-	379,868.26
023 - Housing Fees	479,112.54	4,789.37	1,000.00	482,901.91
024 - Traffic Mitigation Fund	30,127.75	5,043.06	-	35,170.81
025 - Gas Tax Fund	264,136.29	216,776.63	208,885.17	272,027.75
027 - Local Transportation Fund	175,558.15	173,204.98	14,999.94	333,763.19
029 - Transportation Planning	(129,427.38)	25,877.13	23,002.50	(126,552.75)
031 - Measure A	338,030.43	283,942.71	180,681.79	441,291.35
075 - Trust & Agency Fund	4,335.99	2,253.09	-	6,589.08
090 - Long-Term Debt	(2,503,477.00)	-	-	(2,503,477.00)
091 - General Fixed Assets	20,168,947.11	-	-	20,168,947.11
092 - Capital Improvement Proj Fund	-	559,795.20	559,795.20	-
	36,879,452.72	9,441,538.94	8,223,471.56	38,097,520.10

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

Shannel Zamora

Shannel Zamora
Finance Director

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, H.R. Director

Meeting Date: April 25, 2019

Subject: Resolution No. 19-09 – “A Resolution of the City Council of the City of Buellton, California, Amending the City Contribution to the 457 Deferred Compensation Plan for Newly Hired Employees after January 1, 2012”

BACKGROUND

At the City Council meeting of April 11, 2019, Council approved the reinstatement of the 6% employer contribution to the City’s Deferred Compensation Plan (DCP) for all full-time regular employees hired after January 1, 2012, who have completed one year of service with the City. This currently includes six employees who will begin receiving the 6% employer contribution effective July 1, 2019. Going forward, all newly hired full-time regular employees will receive the 6% employer contribution to DCP after one year of successful service with the City. There is no retroactive pay associated with this change. Resolution No. 19-09 reinstates the 6% employer portion to the City’s 457 DCP for newly hired employees after January 1, 2012.

FISCAL IMPACT

The annual fiscal impact would be approximately \$22,519 to add the employer paid 6% contribution into DCP for six current employees. Once approved, staff will include the revised contribution in the Fiscal Year 2019/20 budget and begin the 6% contribution effective July 1, 2019 for all regular full-time employees hired after January 1, 2012.

RECOMMENDATION

That the City Council adopt Resolution No. 19-09 – “A Resolution of the City Council of the City of Buellton, California, Amending the City Contribution to the 457 Deferred Compensation Plan for Newly Hired Employees after January 1, 2012”

ATTACHMENTS

Resolution No. 19-09

RESOLUTION NO. 19-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON, CALIFORNIA, AMENDING THE CITY CONTRIBUTION TO THE 457 DEFERRED COMPENSATION PLAN FOR NEWLY HIRED EMPLOYEES AFTER JANUARY 1, 2012

WHEREAS, the City of Buellton provides a Deferred Compensation Plan (most recently amended and effective February 1, 2015; 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 6% of an employee's salary to the Plan, in addition to any voluntary payments the employee may make into the Plan; and

WHEREAS, on January 26, 2012, the City Council adopted Resolution No. 12-02, stopping the City's contribution of 6% of an employee's salary to the Plan for all newly hired employees after January 1, 2012;

WHEREAS, Resolution No. 19-09 will repeal Resolution No. 12-02 and allow the City to contribute annually 6% of an employee's salary to the Plan for all employees hired after January 1, 2012, in addition to any voluntary payments the employee may make into the Plan. There will be no retroactive City paid contributions made from January 1, 2012 through June 30, 2019.

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 and will receive the City's contribution of 6% of an employee's salary to the Plan beginning July 1, 2019. There will be no retroactive City paid contributions made from January 1, 2012 through June 30, 2019.

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

PASSED, APPROVED and ADOPTED this 25th day of April, 2019.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

Certificate of Achievement

**THE NORMAN AND GALE WILLIAMS
BUELLTON EDUCATION SCHOLARSHIP**

**FOR THE 2019-2020 ACADEMIC YEAR
IS AWARDED TO**

EMILIO JIMENEZ

**PRESENTED AT THE APRIL 25, 2019
BUELLTON CITY COUNCIL MEETING, BUELLTON, CALIFORNIA**

NORMAN WILLIAMS



Holly Sierra
HOLLY SIERRA, MAYOR

Certificate of Achievement

**THE NORMAN AND GALE WILLIAMS
BUELLTON EDUCATION SCHOLARSHIP**

**FOR THE 2019-2020 ACADEMIC YEAR
IS AWARDED TO**

McKENNA OLSEN

**PRESENTED AT THE APRIL 25, 2019
BUELLTON CITY COUNCIL MEETING, BUELLTON, CALIFORNIA**

NORMAN WILLIAMS



Holly Sierra
HOLLY SIERRA, MAYOR

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: Rose Hess, Public Works Director

Meeting Date: April 25, 2019

Subject: Resolution No. 19-07 - “A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2019/20 List of Projects Funded by SB1: The Road Repair and Accountability Act”

BACKGROUND

In April 2017, the Governor signed Senate Bill 1 (SB1), also known as the Road Repair and Accountability Act (RRAA) of 2017. Beginning November 1, 2017, the State Controller will begin to deposit funds generated from increased fuel taxes and vehicle registration fees, into the newly created Road Maintenance and Rehabilitation Account (RMRA). The four sources of revenues for the RMRA are:

- A 12-cent per gallon gasoline excise tax, effective November 1, 2017
- A 20-cent per gallon diesel excise tax increase, effective November 1, 2017
- Vehicle registration surcharge, effective January 1, 2018
- A \$100 per year zero-emission vehicle registration surcharge, effective January 1, 2020

A portion of the RMRA funds will be distributed annually to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and road systems. The distribution will be made using the same formula that applies to the existing base 18-cent per gallon gasoline excise tax. The City’s annual allocation estimate for FY 2019/20 is \$83,899.

SB1 emphasizes the importance of accountability and transparency in the delivery of California’s transportation programs. As outlined in the RRAA Reporting Guidelines, recipients of the RMRA funding are held accountable through performance goals that are tracked and reported. In order to be considered for funding in Fiscal Year 2019/20, agencies must provide a proposed list of projects to the California Transportation Committee by May 1, 2019. Exhibit A to Resolution 19-07 is the list of streets included in the 2019/20 Road Maintenance Project. This will enable the RMRA funds to be included in the City’s annual road maintenance budget.

In addition to an approved project list, the guidelines state all projects proposed to receive funding shall be included in the agencies' adopted budgets. The FY 2019/20 Road Maintenance Project has already been identified as CIP # 092-318.

Also, this bill includes a "Maintenance of Effort" requirement for local funds contributed to street and road repairs to help ensure that the new funding augments existing budgets for road repairs. Specifically it requires each city to spend no less than the annual average from its general fund during FY 2010 through FY 2012. The estimated, MOE for the City of Buellton (posted on August 7, 2017) is \$98,220.

FISCAL IMPACT

Estimated FY 2019/20 annual revenue anticipated from SB1 is approximately \$83,899. This amount will be included in the Revenues for FY 2019/20 and add this as a funding source for CIP# 092-318. These monies will augment the General, Gas Tax and Measure A funds for the annual road maintenance project.

RECOMMENDATION

That the City Council consider approval of Resolution No. 19-07 – "A Resolution of the City Council of the City of Buellton, California, Adopting the Fiscal Year 2019/20 List of Projects Funded by SB1: The Road Repair and Accountability Act"

ATTACHMENTS

Resolution No. 19-07 (Exhibit A)

RESOLUTION NO. 19-07

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BUELLTON, CALIFORNIA,
ADOPTING THE FISCAL YEAR 2019/20 LIST OF
PROJECTS FUNDED BY SB1: THE ROAD REPAIR
AND ACCOUNTABILITY ACT**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community; and

WHEREAS, the City must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City budget which must include a description and location of each proposed project; and

WHEREAS, the City of Buellton was provided with an estimate of \$83,899 in RMRA funding in Fiscal Year 2019/20 from SB 1; and

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

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

SECTION 2. The biennial budget for fiscal years 2019/20-2020/21 shall include \$83,899 of SB1 monies under the Schedule of Revenues for FY 2019/20 and identify these monies and source in the CIP Detail expenditures as CIP Project No. 092-318.

SECTION 3. The City of Buellton does hereby adopt the attached list of streets that will be included in the FY 2019/20 Road Maintenance Project (Exhibit "A") to be funded in part with SB1 revenues.

SECTION 3. The City of Buellton certifies that it will include in its budget an amount of local discretionary funding for local streets and roads sufficient to comply with the Maintenance of Effort requirements for SB1.

SECTION 4. The City of Buellton has complied with all other applicable provisions and requirements of SB1.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED and ADOPTED this 25th day of April 2019.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

Exhibit A (Buellton List of Roads to be Included in the FY 2019/20 Road Maintenance Project)

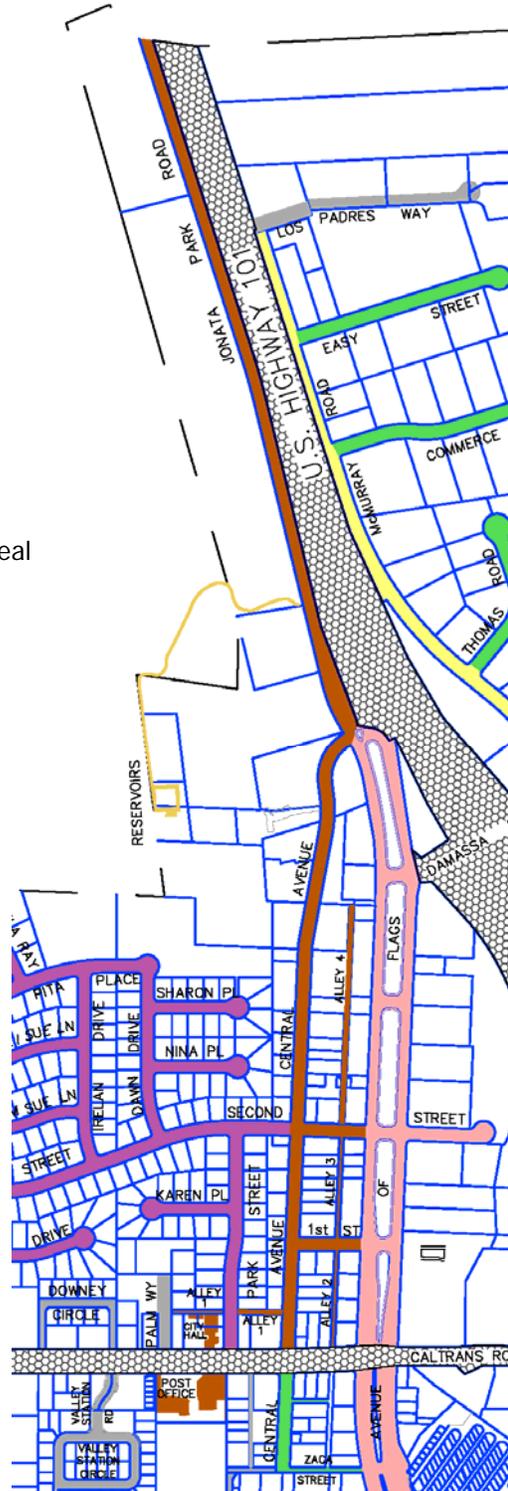
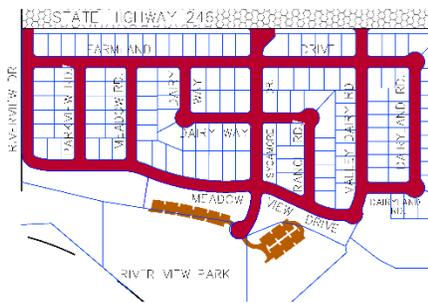
CIP # 092-318

FY 2019-20 ROAD MAINTENANCE PROJECT

STREETS INCLUDED:

- Central Avenue (North of Highway 246)
- Jonata Park Road
- Second Street (Central Avenue to Avenue of Flags)
- First Street
- City Hall Parking Lot
- Post Office Parking Lots
- River View Park Parking Lots

 2019/20 Road Maintenance – Type II Slurry Seal



CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director

Meeting Date: April 25, 2019

Subject: Discussion Regarding Removing Red Curb Along Southeast Portion of McMurray Road, Adding Red Curb to North McMurray Road and Direction on Off-Site Truck Parking Behind Motel 6

BACKGROUND

McMurray Road at Valley Vineyard (North and South)

The City has received several complaints from residents at the new Village Townhomes regarding issues with sight visibility while waiting on Valley Vineyard Circle at McMurray Road. Staff has reviewed existing site conditions and had also set up a temporary “No Parking” restriction for a portion of McMurray Road south of Valley Vineyard Circle (north). Currently, the on-street parking on McMurray Road is recessed with protective bulb-outs at Valley Vineyard Circle (both north and south). Attachment 1 is an aerial photo showing the required line of sight for a road with 45 mph speed limit. There is adequate line of sight provided, even when vehicles are parked. However, when large trucks are parked closer to the intersection, that line of sight is obstructed.

Should Council further discuss parking restrictions, the following should be considered:

- Currently approximately 20 vehicles (at 20 foot spaces) can park on the section of McMurray Road between the two Valley Vineyard Circles with the existing 180 feet of red curb for the bus shelter.
- Parking spaces will be further reduced with the construction of the Cambria Hotel driveway and relocation of the bus stop when that project moves forward.
- The line of sight is the continuous length of road visible to the road user. In this case it is found to be 220 feet from the vehicle pulling out of Valley Vineyard Circle onto McMurray Road. This value is determined per Topic 405 of the Caltrans Highway Design Manual for Corner Sight Distance and is dependent on the speed of approaching vehicles and the setback of cars pulling out of the side street. The existing road geometry provides adequate corner sight distance.

Parked large trucks are creating the sight obstruction. To preserve general public parking, Council may consider restricting truck parking.

McMurray Road South of Buellton Town Center Driveway

Council requested to review the existing parking restriction on south McMurray Road. Council originally adopted Resolution 99-02 on January 14, 1999 to create “No Parking Zones” along McMurray Road south of Highway 246 (Attachment 2). Currently, this section of McMurray Road has red curb from the driveway all the way to the south driveway to the building’s rear delivery area. This is approximately 150 feet of red curb and there does not appear to be any line of sight issues. There is a fire hydrant at the south end.

Should Council further discuss removal of parking restrictions, the following should be considered (refer to Attachment 3):

- 15 feet of red curb must be maintained at the south end for the fire hydrant.
- Parking would benefit the adjacent businesses, which is the main consideration for removal of the parking restriction.

Staff can return with appropriate resolutions at subsequent meetings with Council direction.

Off-Site Truck Parking Behind Motel 6

Staff met with the property owner of Motel 6 regarding adding off-site truck parking to the vacant area below Motel 6 (Attachment 4). Attachment 4 also shows three scenarios for access and parking to this lot. The property owner is willing to consider this parking if it does not impact his property. He also noted the turning movements through the Motel 6 driveway would not work and may cause at least two parking spaces to be lost.

Before staff and the owner spend more time reviewing this option and modifying the plans, staff is seeking input from the City Council on moving forward with more detailed design work on the parking and access. Specifically, the property owner needs to know whether the City intends to lease or buy the property and who would be responsible for the construction costs.

Staff is seeking City Council direction on the level of financial support for this parking area.

FISCAL IMPACT

Approval of curb painting and signage and/or removal of curb painting will have minimal Fiscal Impact as the markings can be completed by staff.

The fiscal impact of the off-site truck parking area depends on the level of financial commitment authorized by the City Council.

RECOMMENDATION

Staff recommends Council discussion and consideration and provide further direction to staff on how to proceed.

ATTACHMENTS

- Attachment 1 – Aerial view of north McMurray Rd
- Attachment 2 – Resolution No. 99-02
- Attachment 3 – Aerial view of south McMurray Rd
- Attachment 4 – Truck Access and Parking on Motel 6 Property



RESOLUTION NO. 99-02

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUELLTON,
CALIFORNIA, DESIGNATING NO PARKING ZONES ON PORTIONS OF
MCMURRAY ROAD**

WHEREAS, certain sections of the Santa Barbara County Code, including Chapter 23: Motor Vehicles and Traffic, have been adopted as a part of the Buellton Municipal Code; and

WHEREAS, Section 23 - 11.1 of the Santa Barbara County Code authorizes the City Council, by Resolution, to designate no parking zones; and

WHEREAS, Section 23 - 11.1 of the Santa Barbara County Code designates that a red curb shall mean no stopping, standing or parking at any time except as permitted by the California Vehicle Code except that a bus may stop in a red zone marked or signed as a bus zone; and

WHEREAS, it appears to be in the best interest of public safety that certain portions of McMurray Road be designated as no parking zones.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the following locations, as more fully designated on the attached Exhibit "A", situated in the City of Buellton are hereby designated as "No Parking Zones" and that the Public Works Director of the City of Buellton is hereby authorized and directed to paint said areas and place and maintain appropriate red curb markings:

Portions of the curb on "South" McMurray Road, Buellton, California

PASSED, APPROVED AND ADOPTED this 14th day of January, 1999.

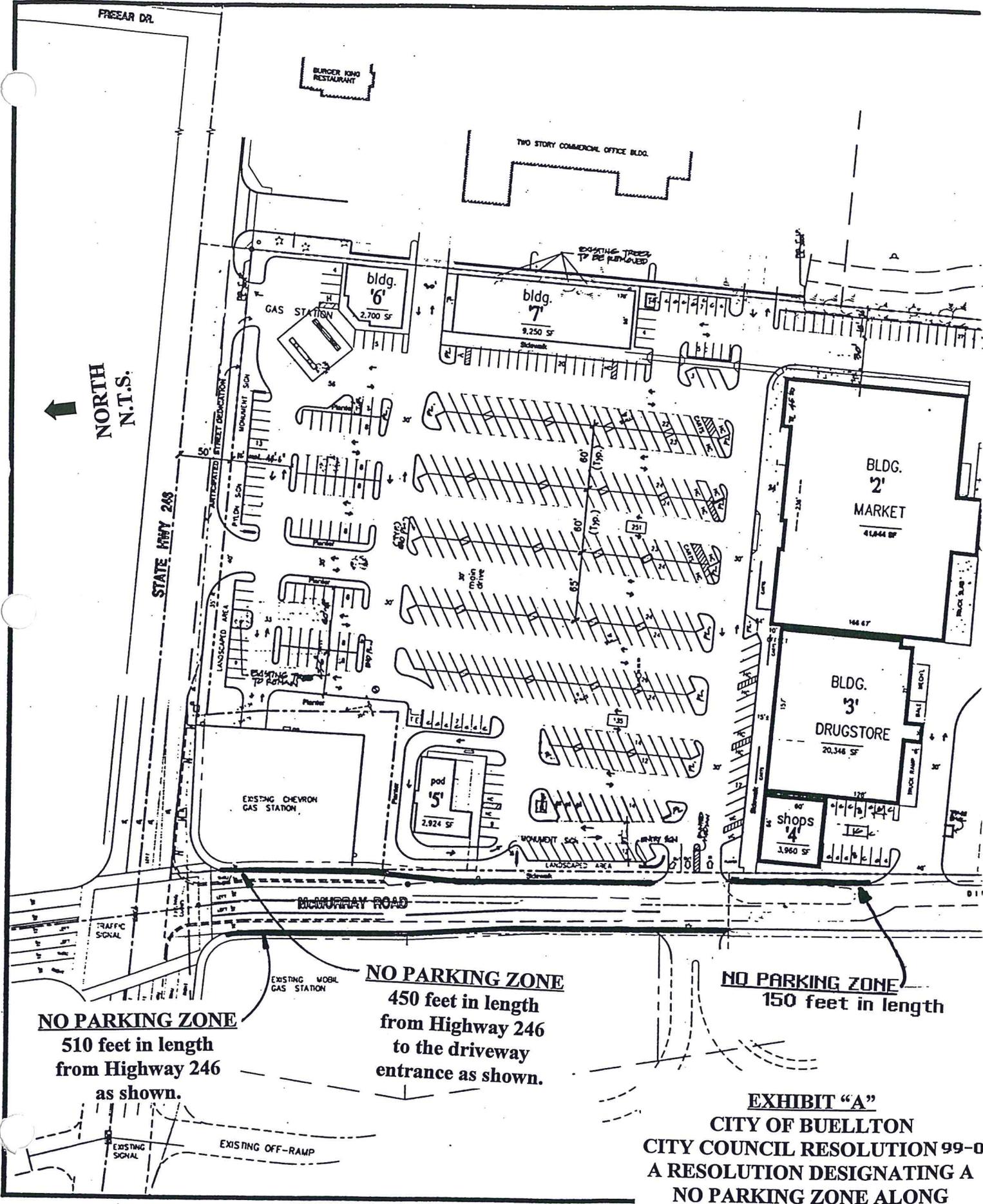


W. L. Traylor, Mayor

ATTEST:



Steven L. Thompson, City Manager/Clerk



← NORTH
N.T.S.

NO PARKING ZONE
510 feet in length
from Highway 246
as shown.

NO PARKING ZONE
450 feet in length
from Highway 246
to the driveway
entrance as shown.

NO PARKING ZONE
150 feet in length

EXHIBIT "A"
CITY OF BUELLTON
CITY COUNCIL RESOLUTION 99-02
A RESOLUTION DESIGNATING A
NO PARKING ZONE ALONG
MCMURRAY ROAD
SOUTH OF HIGHWAY 246

Attachment 3 - Existing Red Curbs





DRAFT

MOTEL 6 TRUCK PARKING
OPTION 1



DRAFT

MOTEL 6 TRUCK PARKING
OPTION 2



2024/08/28 10:00 AM

MINS
ENGINEERS, INC.
121 Industrial Way
Redding, CA 96001
Phone: 954-888-2208
www.mins-engineers.com



DRAFT

MOTEL 6 TRUCK PARKING
OPTION 3



CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: April 25, 2019

Subject: Discussion Regarding Support for Temporary Trucking of Crude Oil Along Northern Stretches of Highway 101

BACKGROUND

Staff has placed this item on the agenda for discussion per the consensus of the City Council. Attachment 1 is the resolution that was adopted by the City of Santa Maria regarding this issue. Attachment 2 is a description of the project as part of the County's Notice of Preparation.

At this time, staff would recommend that the City Council stay neutral on this issue and not adopt a resolution since the information in the Santa Maria resolution has not been verified.

RECOMMENDATION

That the City Council provide direction to staff on whether to prepare a resolution supporting the proposed County of Santa Barbara permit.

ATTACHMENTS

Attachment 1 – Resolution Adopted by the City of Santa Maria
Attachment 2 – Project Information (County Notice of Preparation)

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MARIA, CALIFORNIA, SUPPORTING SANTA BARBARA COUNTY PLANNING COMMISSION PROJECT CASE #17RVP00000-00081, A PROPOSAL TO RESTART CRITICAL LOCAL OIL AND GAS OPERATIONS THRU THE TEMPORARY TRUCKING OF CRUDE OIL ALONG NORTHERN STRETCHES OF HIGHWAY 101 TO A DESTINATION ADJACENT TO SANTA MARIA

WHEREAS, the City of Santa Maria has long believed that the quality of life we enjoy in Santa Barbara County is based upon a balance and promotion of economic, social, and environmental health, that Santa Marians believe prosperity is the result supporting businesses that provide jobs and revenues that help us all sustain a healthy livelihood; and

WHEREAS, northern Santa Barbara County's residents and visitors enjoy the coastline, valleys, forests, and open spaces and acknowledge the valuable role that the agriculture and oil and gas industries have historically played in preserving such lands for all to enjoy; and

WHEREAS, as a result of the Plains 901 pipeline incident and subsequent shut down in May 2015, ExxonMobil temporarily suspended production of its operations located offshore and at Las Flores Canyon, an operation which employed approximately 200 employees and 130 contractors; and

WHEREAS, ExxonMobil, with only 60 employees and few contractors is currently maintaining its facilities in a state of preservation in a safe and environmentally responsible manner in order to maintain system integrity until full restart can occur; and

WHEREAS, while a pipeline is the preferred long-term option to transport crude, ExxonMobil is seeking a temporary trucking permit to resume operations in accordance with Santa Barbara County regulations, where only a limited amount of crude production from their facility will be temporarily trucked before a pipeline option becomes available; and

WHEREAS, interim trucking will result in no more than 70 truckloads of crude per day, representing a minor increase in total county daily highway truck traffic, traveling from Las Flores Canyon northbound to one of two designated offsite locations: P66 Santa Maria Terminal (adjacent to Santa Maria in Santa Barbara County) and to Kern County; and

WHEREAS, in 2016, Santa Barbara County Supervisors approved an emergency permit to de-inventory remaining pre-spill and stored oil, whereby over the course of six months approximately 16,800,000 gallons or 400,000 barrels of oil were safely transported from Las Flores Canyon to local markets via approximately 2,500 tanker trucks; and

WHEREAS, during normal operations, ExxonMobil's operation is a major source of federal royalties and was one of the largest single taxpayers in Santa Barbara County, adding more than \$45 million in taxes paid to the county between 2005 and 2015, with local school districts, Hancock Community College, local emergency services, infrastructure, and other public services benefiting from oil and gas tax revenues; and

WHEREAS, economic, social and environmental values are vital components to a successful quality of life in Santa Maria, and that well-paying jobs and substantial tax revenues have profound multiplier effects upon residents livelihoods, their families, their businesses, as well as the essential government services; and

WHEREAS, this reasonable proposal would return a thriving business that has won national safety awards, and is an essential part of the community; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SANTA MARIA, AS FOLLOWS:

SECTION 1. The City of Santa Maria supports Santa Barbara County Planning Commission Project Case # 17RVP-00000-00081, a proposal to restart critical local oil and gas operations thru the temporary trucking of crude oil along northern stretches of Highway 101 to a destination adjacent to Santa Maria.

SECTION 2. The Chief Deputy City Clerk is hereby authorized to make minor changes herein to address clerical errors, so long as substantial conformance of the intent of this document is maintained. In doing so, the Chief Deputy City Clerk shall consult with the City Manager and City Attorney concerning any changes deemed necessary.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Santa Maria held this 19th day of March 2019.

ATTEST:

Mayor

Chief Deputy City Clerk

APPROVED AS TO FORM:



Interim City Attorney

APPROVED AS TO CONTENT:



Department Director



City Manager

NOTICE OF PREPARATION

TO: State Clearinghouse
Governor's Office of Planning and Research
1400 Tenth Street
Sacramento, CA 95812

FROM: Kathryn Lehr, Planner
Santa Barbara County
Planning & Development
123 East Anapamu Street
Santa Barbara, CA 93101

SUBJECT: Notice of Preparation of a Draft Supplement to an Environmental Impact Report (83-EIR-22)

PROJECT NAME: ExxonMobil Interim Trucking for SYU Phased Restart Project

PROJECT LOCATION: 12000 Calle Real Road, Santa Barbara, CA 93117

PROJECT CASE #: 17RVP-00000-00081

PROJECT APPLICANT: ExxonMobil Production Company

The County of Santa Barbara will be the Lead Agency and will prepare a Supplement to the Environmental Impact Report (SEIR) for the project identified above. We need to know the views of your agency as to the scope and content of the environmental information which is germane to your agency's statutory responsibilities in connection with the proposed project.

The project description, location and the potential environmental effects are contained in the attached materials.

A Scoping Meeting has been scheduled for **July 11th at 6:00 pm**. For the convenience of property owners and residents in the project area, the scoping meeting will be held in the **Planning Commission Hearing Room, Engineering Building, 123 E. Anapamu Street, Santa Barbara, CA 93101**. The Scoping Meeting discussion will be limited to understanding the proposed project and associated environmental concerns, including potential mitigation measures and possible alternatives to the project. The attached project overview and scope of analysis identified by P&D staff will be used as a starting point for discussion during the scoping meeting, but other environmental concerns may be raised by the public at this meeting.

For current project information, the following page has been established on the County's website: <http://sbcountyplanning.org/energy/projects/exxon.asp>.

Due to the time limits mandated by State law, your response must be received at the earliest possible date, but not later than 30 days after receipt of this notice.

Please send your response to Kathryn Lehr, case planner, at the address shown above.

Date: June 15, 2018

Planner: Kathryn Lehr

Division: Planning and Development

Telephone: (805) 568-3560

cc: Clerk of the Board (please post for 30 days)

Encl: Project Overview and Scope of Analysis

PROJECT OVERVIEW AND SCOPE OF ANALYSIS

A. APPLICANT

Mr. Dan Steurer
ExxonMobil Production Company
12000 Calle Real
Goleta, CA 93117

B. LOCATION

The site for the Interim Trucking for Santa Ynez Unit (SYU) Phase Restart Project (Project) is located at ExxonMobil's existing, onshore Las Flores Canyon (LFC) Facility, approximately twelve (12) miles west of the City of Goleta and one (1) mile north of Highway 101. The LFC Facility was constructed in 1993 with the purpose of providing onshore processing facilities to support three offshore platforms, Heritage, Harmony and Hondo. These three platforms produce oil and gas from the (SYU located in the Pacific Outer Continental Shelf within federally regulated waters. The oil and gas are treated at the LFC. The Project proposes minor modifications to the existing LFC facilities to facilitate the transportation of produced crude oil via tanker truck. The application involves a 550-acre parcel, APN 081-220-014, at 12000 Calle Real in the Goleta Area.

Figure 1 shows where the Project site is located within Santa Barbara County. Figure 2 shows the location of the proposed truck loading facility within ExxonMobil's LFC Facility, as well as the location of the existing major facilities. The Project is located within the M-CR (Coastal Related Industry) zone district, the purpose of which is to "to provide areas that are appropriate for coastal-related industrial uses within the Inland area." No change in existing land use designation and/or zone district is proposed as part of the Project. Surrounding properties are zoned AG-II-100, AG-II-320 and REC and land uses include agriculture, commercial agriculture and recreation/open space, respectively. The Project site currently supports a variety of oil and gas processing facilities including, but not limited to, oil and gas treating, a gas plant, cogeneration facilities, crude storage tanks, a transportation terminal which connects to the Plains All American Pipeline Line 901 system (currently shut down), an electric substation and power cables connecting to the offshore platforms, office buildings (including operations and control rooms), and the onshore portions of oil and gas pipelines that link to three platforms: Hondo, Harmony and Heritage.

C. REQUEST/DESCRIPTION

Overview of the Project: ExxonMobil is proposing this Project to resume offshore oil and gas production at the SYU, conduct a phased restart of the LFC) Facility and initiate the interim trucking of limited crude oil production as an interim solution until a pipeline alternative becomes available to transport crude oil to a refinery destination. The project request is a revision to Development Plan 87-DP-32cz and will be evaluated under a SEIR. Trucking will occur seven days per week, 24-hours per day, with no more than 70 trucks leaving the facility within a 24-hours period to one or both of the two identified receiver sites located in Santa Maria and Maricopa. Figure 3 shows the location of the two proposed truck routes and receiver sites. The project will include minor modifications to the LFC facilities including the installation of four Lease Automatic Custody Transfer (LACT) Units, associated piping, electrical and communication connections, pipe and equipment supports, truck loading racks, operator shelter, paving of selected areas, and minor containment and drainage grading.



Source: GCS, NAD 83
 Santa Barbara County,
 California

Legend

- LFC Parcel
- Assessors Parcels

Figure 1 -Vicinity Map





Legend

-  Loading Location
-  Unloading Location
-  Crude Oil Truck Route

ExxonMobil

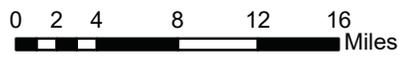


Figure 3 -
**Crude Oil Truck Transportation Route -
 Las Flores Canyon to Unloading Destinations**

Prepared by:
InteAct

Background and Historic Operations:

In 1976, one platform (Hondo) was constructed along with an offshore storage and treatment (OS&T) vessel, where produced crude oil was loaded on to marine tankers. Hondo and the OS&T began operations in 1981. In April 1983 Exxon submitted an application to the Minerals Management Service (MMS) and the County of Santa Barbara for the construction and operation of up to three additional offshore platforms and either an offshore OS&T or an onshore processing facility in Las Flores Canyon and an associated marine terminal. Both of these options were evaluated in a combined Environmental Impact Statement/Report (EIS/EIR). In June 1984 a joint Final EIS/EIR (83-EIR-22) was released that analyzed the anticipated environmental impacts associated with the development of oil and gas resources within the project area for the offshore option, with the onshore option being addressed as an alternative. A variation of the proposed onshore project was approved by the Santa Barbara County Board of Supervisors in August 1984 but included a denial of the marine terminal portion of the Project.

In February 1986, Exxon submitted to the County a revised project description and impact analysis for the SYU Development Project that eliminated one of the offshore platforms, relocated another of the platforms, and had a number of changes to the onshore facilities proposed for Las Flores Canyon. The proposed project changes were considered substantial enough to warrant an SEIR pursuant to CEQA. The final SEIR was released in August 1986. In September 1986, the County Board of Supervisors approved the onshore project.

Construction of the onshore Las Flores Canyon components began in April 1988 and finished in May 1993, with production from platforms Harmony and Heritage starting later that year. Once the onshore facilities started up, the OS&T vessel was decommissioned and removed. Shortly thereafter, in 1991 and 1994 the Line 901 and 903 pipeline system, now owned by Plains, also became operational and transported produced crude from LFC Facility to refineries.

On May 19, 2015, Plains Line 901 pipeline ruptured and resulted in a shutdown of the pipeline system. Following the initial spill incident, ExxonMobil continued to produce oil until the two onsite storage tanks were filled, unaware of the duration of time it would take for physical repairs to be made to the Plains pipeline. The LFC Facility relies on Line 901 to transport its oil, therefore, the non-operation of Line 901 effectively resulted in a facility-wide shut-in. The pipeline has not returned to active service due to the need for Plains to undertake physical repairs to the damaged pipeline and respond to Federal regulatory requirements. In January of 2017, the County approved an Emergency Permit which allowed ExxonMobil to de-inventory approximately 425,000 barrels of product that had been stored in existing onsite storage tanks since May 2015. The de-inventory operations involved trucking the oil from the LFC facility. ExxonMobil's de-inventory program was completed in September of 2017 and all three platforms, as well as the LFC facilities, remain in a hydrocarbon-free preservation state.

On August 15, 2017, Plains submitted an application to Santa Barbara County for the replacement of their existing, and currently shut down, Lines 901 and 903. It is currently unknown how long it will take for the Plains application to be processed, undergo environmental review, and complete construction. ExxonMobil's request is for an interim trucking program that will be discontinued once a pipeline alternative becomes available.

Facility Modifications: All loading activities and truck loading improvements will be located within the confines of the LFC facility. Modifications to the LFC facilities will require new piping to extend from one of the existing crude oil storage tanks located within the Transportation Terminal (TT), to the Truck

Loading Area (TLA) that will house the truck loading rack. The new piping will be routed along pipe supports through an existing containment area. The truck loading rack will be constructed over the truck loading lanes within the TLA, similar to a bridge. Trucks will pull in underneath the loading rack into one of the four lanes and connect to the rack to be filled with oil. Truck loading operations will continue at all hours, and lighting will be required during nighttime loading. Lights will be attached to the rack and will be powered from LFC's electrical system. A small, temporary operator shelter will be installed at the site as well. The TLA is approximately 2.91-acres and the loading rack and associated lanes are anticipated to occupy 0.12-acre of that area.

To manage vapors displaced by loading operations, vapor recovery piping will also be installed and routed through the existing containment area to the crude storage tanks and connect into the existing LFC vapor recover system at the TT Vapor Recovery Compressors. If the recovery system increases vapor recovery efficiency, pressure controllers may be installed to maintain a 1-3" water column vacuum on the trucks during loading. Vapors from the TT Vapor Recovery Compressors will be routed to the Oil Treatment Plant (OTP) Vapor Recovery Compressors for processing before being subsequently utilized as fuel gas within the facility. No new processing facilities will be required for this project.

The project will not require removal of existing habitat or vegetation and no significant grading or topographic alternation will be needed. Site grading will consist of only the minimum amount of soil work needed to construct pipe supports and possibly containment berms, if needed. Once a pipeline alternative is available to transport product to market, interim trucking will cease and the installed piping and truck loading facilities at LFC will be removed from service, and isolated from the crude and vapor transport lines.

Construction and Operational Personnel: During normal operations ExxonMobil employed approximately 200 employees at the LFC to run the facility, including offshore and contract staff. In its current preserved state, approximately 60 employees remain onsite. The phased restart of facility will require 45-60 additional employees onsite, for a total of 105-120 onsite employees. Overall staffing, when accounting for rotations and offshore personnel, would be approximately 150 employees. Restart of the facility would not require more employees than prior normal operations.

Truck Transportation: Regional access to LFC is provided by El Capitan State Beach Road and Refugio Road which both have direct connections to Highway 101. Local access to LFC is provided by an existing frontage road (Calle Real) which runs parallel to Highway 101 and extends between El Capitan State Beach Road and Refugio Road. Access to the TLA is provided by existing interior facility roads. No new public or private roads are required. The interior road behind the crude oil storage tanks leading to the TLA may be improved or repaved prior to the start of trucking. The Applicant has committed to using only the Refugio Road ramps at Highway 101 for the oil trucks.

Each truck can transport approximately 120 to 160 barrels of product (equivalent to 5,040 to 6,720 gallons). Truck transportation will occur seven days per week, 24-hours per day, with no more than 70 trucks leaving the facility within a 24-hours period. The crude oil will be trucked from the LFC to one or both of the identified receiver sites; the Phillips 66 Santa Maria Pump Station located at 1580 East Battles Road, east of Santa Maria, or the Plains All American Pentland Pump Station located at 2311 Basic School Road in Maricopa.

Trucking from the LFC to the receiver site located in Santa Maria will include the use of the existing arterial roads and Highway 101. Trucking from the LFC to the receiver site located in Maricopa will

include the use of the existing arterial roads, Highway 101 and State Route 166. All trucks entering and leaving the LFC facility would use the Refugio Road on and off-ramps at US 101. Trucks traveling to the Phillips 66 Terminal would exit US 101 at the Betteravia Road Interchange (I/C) and use Betteravia Road, Rosemary Road, and Battles Road to access the Phillips 66 Santa Maria Pump Station. Trucks traveling to the Plains Pentland Terminal would exit US 101 at the SR 166 IIC and use SR 166 to Basic School Road to access the Plains Pentland Terminal. After unloading at one of the two designated facilities, the trucks will return directly back to LFC to reload.

Construction and Facility Restart Schedule: Upon receipt of required permits, implementation of the Project would take approximately 6 to 9 months. Construction of the truck loading rack, facility modifications and facility restart could occur simultaneously such that operations would begin immediately upon completion of construction. Trucking operations would continue until an alternative pipeline option becomes available.

Spill Contingency Plan, Safety and Security: To continue compliance with existing regulations, appropriate safety programs would be updated and/or developed and implemented. The safety programs would include, but are not necessarily limited to, the modification of a Spill Prevention, Control, & Countermeasures Plan; a worker's safety program; an Emergency Response Plan; a plant safety program; facility standard operating procedures, and others. Additionally, the Project would require grading and building permits, Bureau of Safety and Environmental Enforcement (BSEE) oversight, and compliance with applicable regulations including Assembly Bill 1960 (spill prevention).

D. ISSUE AREAS

Each specified impact area warrants an objective and systematic discussion that identifies the baseline environmental setting; thresholds of significance; impacts and their severity; and, where the impact is potentially significant, the mitigation measures to avoid, reduce or eliminate the impact.

Existing Conditions

The Project site is within an existing oil and gas processing facility. As previously described, Exxon's LFC relies on the Plains Line 901 pipeline system for transportation of produced crude. The rupture and subsequent shut down of the pipeline system required ExxonMobil to curtail and eventually cease LFC operations. The Plains pipeline system has been prevented from returning to active service due to the need to complete physical repairs to the damaged pipeline and respond to Federal regulatory requirements. Although the LFC is currently in a state of preservation, the restart of the facility and platform operations remains under BSEE and County oversight and does not require any new permits from the County. The facility was permitted in 1986 and has been in continuous operation since its construction in the early 1990's, notwithstanding the pipeline incident. For purposes of CEQA review, the baseline conditions shall be considered the LFC at pre-shutdown production levels and related operations prior to the Line 901 incident and subsequent facility shut down. The SEIR's resource/issue area-specific baseline discussions will include descriptions of the Project area's transportation network, land use patterns and practices, as well as biological and cultural resources, and hydrology along the proposed trucking route.

Air Quality/Greenhouse Gases

The air quality/greenhouse gas (GHG) analyses will include criteria air pollutants, GHG emissions, odors, and consistency of the Project with the regional air quality management plan. The Applicant has prepared

an Air Quality Analysis and associated materials for the proposed project. The Analysis includes information for both stationary and mobile emissions. The results of the Analysis indicate that the proposed project is expected to exceed the County of Santa Barbara's significance threshold for ROCs. The Applicant has proposed to purchase applicable SB County Emission Reduction Credits (ERCs) for the ROC emission increases.

According to the submitted calculations, the trucking portion of this project is anticipated to generate over 10,000 metric tonnes of CO₂ equivalent per year (MT CO₂e/year) under a worst-case scenario (trucking from LFC to the Pentland receiver site). The emissions would exceed the GHG thresholds established by the County Board of Supervisors approved Environmental Thresholds and Guidelines Manual (revised July 2015). The thresholds will include criteria pollutant quantitative thresholds and a bright-line GHG threshold of 1,000 metric tons of carbon dioxide equivalent per year. The potential for odor impacts will also be assessed. Potential mitigation may include the Applicant working with the County to develop and approve a traffic control plan to mitigate potential impacts.

Hazardous Materials/Risk of Upset

The main objectives of the Risk of Upset analysis are to disclose the following to the public and decision-makers: the potential for serious accidents, exposure to the public, the safety and environmental risks of spill events, and the mitigation measures that could reduce these risks. This analysis will consider the potential for risks using existing available information and Risk of Upset studies provided by the Applicant, including a Quantitative Risk Assessment (QRA) and Industrial Risk Analysis (IRA). The QRA was prepared in accordance with the requirements of Section 15 of the Santa Barbara County Planning and Development Department Environmental Thresholds and Guidelines Manual, which specifies thresholds for significant impacts to public safety. These thresholds focus on involuntary public exposure to acute risks (i.e., serious injury and fatality) that stem from certain types of activities with significant quantities of hazardous materials. The QRA estimates the potential public safety risks associated with the proposed crude oil (product) trucking activities. The IRA evaluates scenarios associated with the truck loading process within the LFC facility that could potentially lead to a loss of containment or a spill. The LFC facility is not accessible to the public; therefore, the potential for public exposure to any hazards that occur within the LFC facility boundaries associated with the truck loading activities is unlikely. The risk of upset analysis will also address potential impacts to biological and cultural resources along the transportation routes due to an oil spill.

Traffic/Transportation

The Traffic and Transportation analysis will focus on the contribution of new traffic volumes associated with the trucking activities. The Project would introduce a maximum of 70 trucks per 24-hour period from the LFC to one of the two identified receiver sites. To address the potential for traffic congestion, the assessment will rely on the traffic study prepared for the project, the truck routes, and will consider road conditions before and after the Project on study area roadways and intersections (i.e., conditions with and without proposed Project). If deemed necessary during this review process, an evaluation of the potential increase in damage to study area roadway segments will be conducted, along with the potential need for mitigation. As described in the Applicant's traffic study, the traffic analysis indicates that the Project would not generate any significant project-specific impacts at the study area roadways and most intersections. The Project would create significant impacts to the US 101 South Bound/Betteravia intersection, which currently operates at a Level of Service (LOS) of F during peak PM hours. Potential mitigation may include the Applicant working with the County to develop and approve a traffic control plan to mitigate potential impacts.

Land Use

The Project will be subject to the County's Inland and Coastal Zoning Ordinance standards as well as policies from the County's Comprehensive Plan, including the Coastal Land Use Plan. The Project is proposing the transportation of produced crude oil via tanker truck until a pipeline alternative is available. Policy consistency will be analyzed in detail in the Project staff report to be prepared for the decision makers. However, the SEIR will contain a preliminary list and analysis of applicable County ordinance standards and policies.

Project Alternatives

Alternatives will be designed to avoid and/or substantially reduce any impacts that cannot otherwise be mitigated to a level below significance. At this time, Air Quality/GHG, Hazardous Materials/Risk of Upset and Traffic/Transportation are considered the primary issue areas that may need to be addressed. This analysis will consider the No Project Alternative, Reduced Alternative(s), and other alternatives found to be appropriate through the CEQA process. The alternatives discussion will include an analysis of environmental impacts of each alternative considered, along with a comparative analysis (matrix) to distinguish the relative effects of each alternative and its relationship to Project objectives. The alternatives analysis will also identify the "environmentally superior alternative" from among the alternatives.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, H.R. Director

Meeting Date: April 25, 2019

Subject: Authorization to Reclassify the Recreation Coordinator Class to Recreation Supervisor

BACKGROUND

Staff proposes to reclassify the existing Recreation Coordinator Class to Recreation Supervisor, as detailed below. The new proposed job description is included as Attachment 1.

Reclassification of Recreation Coordinator to Recreation Supervisor

The City's current Recreation Coordinator, Kyle Abello, has been working for the City for almost 12 years. During that time, his duties have evolved from a general Recreation Coordinator to supervising the Recreation Center and its employees. The current Recreation Coordinator job description no longer adequately describes the increased responsibilities now required for the position. Further, the duties are expected to increase with the addition of an Arts and Culture Committee, which the Council identified as one of its goals during recent budget discussions.

Mr. Abello and his Recreation staff have contributed to making the City's Recreation Center and programs some of the best Santa Barbara County, while consistently increasing program offerings and maintaining strong revenues. The duties of his Recreation Coordinator position have increasingly shifted from general program coordination to focusing on supervising, facility maintenance and participating in programs, events, and trips. He also supervises two full-time staff and numerous part-time staff and is responsible for interviewing and selecting summer camp counselors and ensuring they are properly oriented and trained. Due to the evolution of the position and increased responsibilities, staff recommends reclassification of the position of Recreation Coordinator to Recreation Supervisor in accordance with Section 2.4 of the City's Personnel Rules, his position should be reclassified. As mentioned above, his new duties will include supervision and participation in the City's new Arts and Culture Committee. Staff proposes to assign a salary range of \$5,581 - \$6,783 to the new Class, which represents an increase over the salary range of \$5,175 - \$6,291 assigned to the Recreation Coordinator Class. If Council approves the Recreation Supervisor classification, the Recreation Coordinator classification would be abolished.

Staff notes that an employee who is topped out at step-five of the salary range for Recreation Supervisor would receive a monthly salary of \$492 per month greater than the topped out monthly salary of a Recreation Coordinator.

In support of the proposed reclassification, staff has prepared the attached recommended Recreation Supervisor job description (Attachment 1). As the incumbent in the Recreation Coordinator position, Mr. Abello would be placed automatically in the Recreation Supervisor Class and Position, in accordance with Section 3.7-B of the City's Personnel Rules.

FISCAL IMPACT

In terms of salary alone, the highest possible fiscal impact for the reclassification would be an increase of approximately \$492 per month. If the new classification is approved by the City Council, the Fiscal Year 2019/20 Budget will include funding for the reclassification.

RECOMMENDATION

That the City Council authorize staff to reclassify the Recreation Coordinator Class to Recreation Supervisor, adopt the associated job description, and abolish the Recreation Coordinator classification.

ATTACHMENTS

Attachment 1 – Revised Job Description (Recreation Supervisor)



RECREATION SUPERVISOR JOB DESCRIPTION

(Salary: \$66,972 - \$81,396 Annually)

GENERAL STATEMENT OF DUTIES:

Supervise, coordinate, and participate in a comprehensive recreation services program for all members of the community.

SUPERVISION:

Under the administrative direction of the City Manager or designee, the Recreation Supervisor exercises direct supervision over all Recreation Department personnel.

EXAMPLES OF DUTIES:

Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, courteous and respectful, and to actively participate in maintaining a positive customer service environment.

Create, administer, and provide supervisory direction to the Buellton Arts and Cultural Committee.

Plan, prioritize, motivate, supervise and review the work of staff responsible for providing recreation programs for youths, adults, and senior citizens including classes, sporting events, youth camps, field trips, social gatherings, and special events.

Initiate, direct, coordinate and supervise a variety of recreational programs and activities.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

Establish schedules and methods for providing recreation programs; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Participate in the selection of recreation program staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Participate in the preparation and administration of the Recreation Department budget; submit budget recommendations; monitor expenditures and revenues to insure compliance with approved budget.

Coordinate various recreation or athletic programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.

Meets with school representatives and local civic groups and organizations to plan and promote recreational programs.

Advise, instruct and assist new employees, individuals and groups on social and recreational programs; develop and conduct recreational classes and workshops including arts, crafts, and sporting techniques.

Monitor and inspect recreation facilities; schedule maintenance and secure facilities.

Schedule usage of recreational facilities for activities including instructional lessons, special events and outside organizations' use; provide information and assistance.

Supervise the issuance and maintenance of recreation supplies and equipment.

Maintain records and prepare evaluation reports on new or ongoing programs; document the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.

Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of recreation.

Work with school district and staff to implement changes to after-school programs, including program restructuring, and scholarship programs. Meet with school officials and staff to implement changes, develop activities and improve program quality.

Review marketing materials for interest level and factual accuracy; collaborate with staff to develop strategies to improve marketing and service quality within cost standards and accepted timelines. Coordinate publicity with other departments and outside organizations.

Research and write grant applications and solicit for corporate, local, state or federal sponsorship. Assist Department staff in preparation of grant applications and supplemental materials. Facilitate grant requests, approvals, and acknowledgments for grants received.

Oversee Recreation Department vehicle use and maintenance schedules and assure drivers are properly licensed and vehicles are properly maintained.

Coordinate the City/School District Joint Use Committee meetings. Acts as liaison to the Santa Ynez Botanic Garden Foundation and PAWS Park and other future partnering agencies.

Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITY:

Operations, services and activities of recreation programs for youth, teens, active adults, and senior programs; principles of supervision, training and performance evaluation; modern and complex principles and practices of recreation program development and administration; principles of budget preparation, including estimating revenues and managing expenditures; principles and practices of facilities management; modern office procedures, methods and computer equipment; prepare clear and concise staff reports and attachments; make oral presentations to City Council and at various events; recent developments, current literature and sources of information related to recreation planning and administration; procurement practices related to equipment and supplies; marketing theories, principles and practices and their application to a wide variety of recreation services; ability to select, train, supervise, and review the work of professional, technical and clerical personnel and identify and resolve staff deficiencies; interpret and explain city policies and procedures related to recreation programs; manage recreation contracts and agreements; operate and use modern office equipment including a computer; research, analyze and evaluate new programs and trips; recommend and implement goals, objectives, and practices for providing effective and efficient recreation programs; elicit community and organizational support for recreation programs and trips; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

This position requires frequent walking and standing; the ability to lift/carry objects weighing up to 40 pounds, stoop and crouch, reach for and handle various pieces of equipment including recreation equipment. The employee works in both office and field settings with frequent interruptions. Position may require maintaining physical condition necessary for sitting for prolonged periods of time. Occasional driving is required to attend functions and events, which may require working for extended hours. Ability to hear clearly over distracting noise.

EXPERIENCE AND TRAINING:

A bachelor's degree from an accredited college or university in recreation administration, communications, public administration, or related field preferred. Three years of responsible experience in recreation program development and implementation, including three years of lead or supervisory responsibility. First Aid/CPR certification and California Class B driver's license required, with the ability to maintain insurability under the City's vehicle insurance policy.

SELECTION GUIDELINES:

City applications required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. The position is considered non-exempt.