



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of April 27, 2017 – 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 John Connolly, Dave King, Foster Reif, Vice Mayor Ed Andrisek, and Mayor Holly Sierra

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of April 13, 2017 Regular City Council Meeting**
- 2. Minutes of April 13, 2017 Special City Council Meeting**
- 3. List of Claims to be Approved and Ratified for Payment to Date for FY 2016-17**
- 4. Revenue and Expenditure Reports through March 31, 2017**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

5. **Financial Report for the Third Quarter Ending March 31, 2017**
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*
6. **Receive and File the 2016 Annual Report on the Status of the General Plan**
❖ *(Staff Contact: City Manager Marc Bierdzinski)*
7. **Van Rental Agreement Between City of Buellton and Buellton Union School District**
❖ *(Staff Contact: Recreation Coordinator Kyle Abello)*

PRESENTATIONS

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

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS

COUNCIL ITEMS

WRITTEN COMMUNICATIONS

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

COMMITTEE REPORTS

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

BUSINESS ITEMS

(POSSIBLE ACTION)

9. **Fiscal Year 2017-18 & 2018-19 Requests for Funding from Non-Profit Agencies**
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*
10. **Selection of Auditor for Fiscal Years Ending June 30, 2017, 2018 and 2019, with the City's Option for Renewal for Each of the Two Subsequent Fiscal Years**
❖ *(Staff Contact: Finance Director Carolyn Galloway-Cooper)*
11. **Presentation of Economic Development Implementation Plan by Kosmont Companies and Review of Fiscal Year 14-15 Work Plan and Budget**
❖ *(Staff Contact: City Manager Marc Bierdzinski)*

CITY MANAGER'S REPORT

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, May 11, 2017 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of April 13, 2017

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

PUBLIC COMMENTS

Kathy Vreeland, Executive Director of the Buellton Chamber of Commerce and Visitors Bureau announced several upcoming events for the record.

Sue Schwartz, Buellton Senior Center, discussed the Senior Center Golf Tournament and stated they are looking for golfers for the event and also announced that the Senior Center is now hosting Bunco games.

Mike Hecker, Santa Ynez Valley Spoke, discussed the need for bike lanes in Buellton and his support for the current bike lane design.

Joey Juhasz-Lukomski, Santa Barbara Bicycle Coalition, discussed the proposed bike lane design.

Larry Rankin, Buellton, discussed the RV ordinance and asked the Council to reconsider the ordinance.

CONSENT CALENDAR

1. **Minutes of March 23, 2017 City Council Meeting**
3. **Resolution No. 17-04 – “A Resolution of the City Council of the City of Buellton, California, Approving a 1.5% Cost of Living Adjustment (COLA) for all Regular Full-Time Employees, Effective, July 1, 2017”**
4. **Extension of Existing Contract with Metro Ventures Ltd. for Irma L. Tucker to Provide Professional Planning Services**
5. **Acceptance of City of Buellton Transportation Development Act (TDA) Fund Financial Statements for Years Ended June 30, 2016 and 2015 with Independent Auditor’s Report**
6. **Approval of Extension of City Manager Employment Agreement**

Council Member Reif requested that Item 2 be pulled for discussion.

MOTION:

Motion by Vice Mayor Andrisek, seconded by Council Member Reif approving Consent Calendar Items 1, 3, 4, 5 and 6 as listed.

VOTE:

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

Council Member Baumann – Yes

Council Member Connolly – Yes

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2016-17**

Council Member Reif requested more information regarding the claims. Finance Director Galloway-Cooper provided additional information regarding the request.

MOTION:

Motion by Council Member Reif, seconded by Council Member Baumann approving Consent Calendar Item 2 as listed.

VOTE:

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

Council Member Baumann – Yes

Council Member Connolly – Yes

Council Member Reif – Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

PRESENTATIONS

7. Proclamation Recognizing National Donate Life Month

Mayor Sierra presented Scott Burns, representing Donate Life with a proclamation recognizing April 2017 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 Baumann announced this is his last meeting as he is moving out of town and he will be stepping down after Item 9.

Vice Mayor Andrisek thanked Mayor Sierra for providing information for the Buellton Buzz and keeping residents informed on events and announcements in Buellton.

Mayor Sierra announced the Easter Eggstravaganza is scheduled for Saturday, April 15, at 10:00 a.m. sharp at River View Park. Mayor Sierra announced the Buellton Friends of the Library is hosting an Ice Cream Social on April 30 at 1:00 p.m. and invited everyone to come out and support the Library.

Mayor Sierra requested Lt. O'Grady to address the increase in property crimes in Buellton. Lt. O'Grady stated that most of the crime in Buellton is related to thefts from vehicles and that because the crime rate in Buellton is so low, any crime that happens spikes the percentages. Lt. O'Grady will provide further crime statistics and staff will agendaize this issue for further discussion at a future Council meeting.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

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

BUSINESS ITEMS

8. Update from Cathy DeGrazia (Caltrans) Regarding Highway 246 Construction Project

Cathy DeGrazia from Caltrans District 5 provided an update regarding the Highway 246 construction project and provided a handout for the record.

Public Works Director Hess addressed adding bike lanes on Highway 246 and provided a handout for the record.

SPEAKERS/DISCUSSION:

Wilson Hubbell, Santa Barbara County Bicycle Coalition, stated that he and the Bicycle Coalition support the effort to add bike lanes along Highway 246.

9. Selection of Auditor and Approval of Contract for Agreed-Upon Procedures

RECOMMENDATION:

That the City Council approve the contract with the firm of Glenn Burdette for the performance of Agreed-Upon Procedures pursuant to Option 3 of their proposal.

STAFF REPORT:

Finance Director Galloway-Cooper presented the staff report.

SPEAKERS/DISCUSSION:

The City Council discussed option 1 versus option 3 and how long it will take to complete the project.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

MOTION:

Motion by Mayor Sierra, seconded by Council Member Connolly approving the contract with Glenn Burdette for the performance of Agreed-Upon Procedures pursuant to Option 3 of their proposal.

VOTE:

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

Council Member Baumann - Yes

Council Member Connolly - Yes

Council Member Reif - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

Mayor Sierra presented Council Member Baumann with a plaque and thanked him for his service on the City Council.

Council Member Baumann thanked Council and staff for their support during his tenure on the Council and left the dais at 7:00 p.m.

10. Interview and Possible Appointment to Fill City Council Seat

RECOMMENDATION:

That the City Council conduct applicant interviews and consider appointment to the City Council with the term of office expiring December 13, 2018.

STAFF REPORT:

City Clerk Reid presented the staff report.

SPEAKERS/DISCUSSION:

The City Council interviewed the three applicants as to why they would be most suitable for the vacant City Council seat.

Finn Runge, Buellton, questioned why Dave King left the Council.

Peggy Brierton, Buellton, questioned whether the person selected will take over the boards and commissions occupied by Council Member Baumann.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

NOMINATION:

Council Member Connolly nominated Dave King to fill the vacant City Council seat.

VOTE:

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

Council Member Connolly - Yes

Council Member Reif - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra – Yes

CITY MANAGER’S REPORT

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

ADJOURNMENT

Mayor Sierra adjourned the regular meeting at 7:35 p.m. The next regular meeting of the City Council will be held on Thursday, April 27, 2017 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

CITY OF BUELLTON

SPECIAL CITY COUNCIL MEETING MINUTES

Special Meeting of April 13, 2017

City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

Mayor Sierra called the Special Meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Staff: City Manager Marc Bierdzinski and City Attorney Steve McEwen

PUBLIC COMMENTS

None

CLOSED SESSION ITEM

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

The City Council met in closed session to discuss the City Manager's performance evaluation. No reportable action was taken.

ADJOURNMENT

Mayor Sierra adjourned the meeting at 5:20 p.m. The next regular City Council meeting is scheduled for Thursday, April 13, 2017 at 6:00 p.m.

Holly Sierra
Mayor

ATTEST:

Linda Reid
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the
April 27, 2017 Council Meeting.

Listed below is a brief summary of the attached claims:

EXHIBIT A *	A/P Packet #APPKT00476	15,950.08 (5 pages)
	A/P Packet #APPKT00473	4,480.00 (2 pages)
	A/P Packet #APPKT00471	57,152.61 (11 pages)
	A/P Packet #APPKT00469	280,917.88 (2 pages)

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Packets:</td> <td style="text-align: right;">\$358,500.57</td> </tr> </table>	Total Packets:	\$358,500.57
Total Packets:	\$358,500.57		

EXHIBIT B	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"></td> <td style="text-align: right;">\$11,045.86</td> </tr> </table>		\$11,045.86
	\$11,045.86		

Staff Payroll	4/14/2017	39,635.77
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Payroll:</td> <td style="text-align: right;">\$39,635.77 ✓</td> </tr> </table>	Total Payroll:	\$39,635.77 ✓
Total Payroll:	\$39,635.77 ✓		

TOTAL AMOUNT OF CLAIMS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">\$409,182.20</td> </tr> </table>	\$409,182.20
\$409,182.20		

* The A/P Packets above will be approved on Council Agenda date of 04/27/2017
 Checks to be signed on 04/27/17 tie to A/P Packet #APPKT00476
 Checks previously signed by staff to avoid late fees relate to:
 A/P Packets # APPKT00469, APPKT00471 and APPKT00473

Payments via Electronic Fund Transfer (EFT):
From 04/05/2017 through 04/18/2017

The Hartford	4/5/2017	472.72 ✓
Payroll Tax - IRS	4/17/2017	8,220.37 ✓
Payroll Tax - EDD	4/17/2017	2,352.77 ✓

Total		<u><u>11,045.86</u></u>
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City of Buellton, CA

Detailed Check Register

Packet: APPKT00476 - 2017-04-27 City Council - PAYMENT

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: ADRIENNE WALTER							
Fund: 001 - General Fund							
ADRIENNE WALTER	34420	04/19/2017	INV0006659	3/15-4/11/2017 Cycle Train	001-511-67140		72.00
							<u>72.00</u>
						Fund 001 - General Fund Total:	<u>72.00</u>
						Vendor ADRIENNE WALTER Total:	<u>72.00</u>
Vendor: BUELLTON UNION SCHOOL DISTRICT							
Fund: 001 - General Fund							
BUELLTON UNION SCHOOL	34421	04/19/2017	INV17-00008	4th Qtr April-June 2017 - Cl	001-511-60800		7,500.00
							<u>7,500.00</u>
						Fund 001 - General Fund Total:	<u>7,500.00</u>
						Vendor BUELLTON UNION SCHOOL DISTRICT Total:	<u>7,500.00</u>
Vendor: CITY OF LOMPOC							
Fund: 027 - Local Transportation Fund							
CITY OF LOMPOC	34422	04/19/2017	97424	May 2017 Monthly Transit	027-559-67115		1,666.66
							<u>1,666.66</u>
						Fund 027 - Local Transportation Fund Total:	<u>1,666.66</u>
						Vendor CITY OF LOMPOC Total:	<u>1,666.66</u>
Vendor: GARY GENE JOHNSON dba							
Fund: 001 - General Fund							
GARY GENE JOHNSON dba	34423	04/19/2017	INV0006657	3/15-4/11/2017 Gymnastic	001-511-67140		690.00
							<u>690.00</u>
						Fund 001 - General Fund Total:	<u>690.00</u>
						Vendor GARY GENE JOHNSON dba Total:	<u>690.00</u>
Vendor: GINA SIGMAN							
Fund: 001 - General Fund							
GINA SIGMAN	34424	04/19/2017	INV0006658	3/15-4/11/2017 Flow Yo-Yo	001-511-67140		72.00
							<u>72.00</u>
						Fund 001 - General Fund Total:	<u>72.00</u>
						Vendor GINA SIGMAN Total:	<u>72.00</u>

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: HERMILA SANCHEZ							
Fund: 001 - General Fund							
HERMILA SANCHEZ	34425	04/19/2017	INV0006665	3/15-4/11/2017 ZUMBA	001-511-67140		94.50
							<u>94.50</u>
						Fund 001 - General Fund Total:	<u>94.50</u>
						Vendor HERMILA SANCHEZ Total:	<u>94.50</u>
Vendor: KAREN PALMER							
Fund: 001 - General Fund							
KAREN PALMER	34426	04/19/2017	INV0006660	3/15-4/11/2017 Kundalini Y	001-511-67140		66.50
							<u>66.50</u>
						Fund 001 - General Fund Total:	<u>66.50</u>
						Vendor KAREN PALMER Total:	<u>66.50</u>
Vendor: KARLIN LADERA							
Fund: 001 - General Fund							
KARLIN LADERA	34427	04/19/2017	INV0006664	3/15-4/11/2017 Soccer Ca	001-511-67140		567.00
							<u>567.00</u>
						Fund 001 - General Fund Total:	<u>567.00</u>
						Vendor KARLIN LADERA Total:	<u>567.00</u>
Vendor: LAURA GARCIA dba							
Fund: 001 - General Fund							
LAURA GARCIA dba	34428	04/19/2017	INV0006662	3/15-4/11/2017 Flamenco	001-511-67140		252.00
							<u>252.00</u>
						Fund 001 - General Fund Total:	<u>252.00</u>
						Vendor LAURA GARCIA dba Total:	<u>252.00</u>
Vendor: MARIANNE MADSEN							
Fund: 001 - General Fund							
MARIANNE MADSEN	34429	04/19/2017	INV0006663	3/15-4/11/2017 Yoga Class	001-511-67140		270.00
							<u>270.00</u>
						Fund 001 - General Fund Total:	<u>270.00</u>
						Vendor MARIANNE MADSEN Total:	<u>270.00</u>
Vendor: SANDEE KESSLER							
Fund: 001 - General Fund							
SANDEE KESSLER	34430	04/19/2017	INV0006656	3/15-4/11/2017 Yoga - "Vin	001-511-67140		409.00
							<u>409.00</u>
						Fund 001 - General Fund Total:	<u>409.00</u>
						Vendor SANDEE KESSLER Total:	<u>409.00</u>

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: SB CO SHERIFF'S DEPARTMENT							
Fund: 001 - General Fund							
SB CO SHERIFF'S DEPARTM	34431	04/19/2017	17-240	3/19&25/2017 Late Cases	001-501-60800		28.11
SB CO SHERIFF'S DEPARTM	34431	04/19/2017	17-240	3/19&25/2017 Late Cases	001-501-60800		162.65
							190.76
Fund 001 - General Fund Total:							190.76
Vendor SB CO SHERIFF'S DEPARTMENT Total:							190.76
Vendor: SP MAINTENANCE SERVICES, INC.							
Fund: 001 - General Fund							
SP MAINTENANCE SERVICE	34432	04/19/2017	61482	April 2017 - Street Sweepin	001-558-60800		2,821.00
							2,821.00
Fund 001 - General Fund Total:							2,821.00
Vendor SP MAINTENANCE SERVICES, INC. Total:							2,821.00
Vendor: THADDEUS JECKELL							
Fund: 001 - General Fund							
THADDEUS JECKELL	34433	04/19/2017	INV0006661	3/15-4/11/2017 Wrestling	001-511-67140		98.00
							98.00
Fund 001 - General Fund Total:							98.00
Vendor THADDEUS JECKELL Total:							98.00
Vendor: USA BLUEBOOK INC							
Fund: 020 - Water Fund							
USA BLUEBOOK INC	34434	04/19/2017	224832	4/5/2017 Misc Matl/Suppli	020-601-60250		89.81
USA BLUEBOOK INC	34434	04/19/2017	224832	4/5/2017 Misc Matl/Suppli	020-601-61111		35.78
							125.59
Fund 020 - Water Fund Total:							125.59
Vendor USA BLUEBOOK INC Total:							125.59
Vendor: VERIZON WIRELESS							
Fund: 001 - General Fund							
VERIZON WIRELESS	34435	04/19/2017	9783513476	4/9-5/8/2017 PW/CM Wirel	001-410-67705		66.35
VERIZON WIRELESS	34435	04/19/2017	9783513476	4/9-5/8/2017 PW/CM Wirel	001-511-61290		38.22
VERIZON WIRELESS	34435	04/19/2017	9783513476	4/9-5/8/2017 PW/CM Wirel	001-558-67705		123.24
							227.81
Fund 001 - General Fund Total:							227.81
Fund: 005 - Sewer Fund							
VERIZON WIRELESS	34435	04/19/2017	9783513476	4/9-5/8/2017 PW/CM Wirel	005-701-67705		164.11
							164.11
Fund 005 - Sewer Fund Total:							164.11

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Fund: 020 - Water Fund							
VERIZON WIRELESS	34435	04/19/2017	9783513476	4/9-5/8/2017 PW/CM Wirel	020-601-67705		188.34
							<u>188.34</u>
						Fund 020 - Water Fund Total:	188.34
						Vendor VERIZON WIRELESS Total:	580.26
Vendor: WAGE WORKS							
Fund: 001 - General Fund							
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-401-50400		21.69
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-402-50400		10.85
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-403-50400		10.85
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-420-50400		18.52
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-511-50400		12.25
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-558-50400		17.35
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	001-565-50400		9.45
							<u>100.96</u>
						Fund 001 - General Fund Total:	100.96
Fund: 005 - Sewer Fund							
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	005-701-50400		16.52
							<u>16.52</u>
						Fund 005 - Sewer Fund Total:	16.52
Fund: 020 - Water Fund							
WAGE WORKS	34436	04/19/2017	INV113713	March 2017 FSA/AFLAC Ad	020-601-50400		16.52
							<u>16.52</u>
						Fund 020 - Water Fund Total:	16.52
						Vendor WAGE WORKS Total:	134.00
Vendor: Wells Fargo Vendor Fin Serv							
Fund: 001 - General Fund							
Wells Fargo Vendor Fin Ser	34437	04/19/2017	66739759	6/1-6/30/2017 CH - Copier	001-410-60310		340.81
							<u>340.81</u>
						Fund 001 - General Fund Total:	340.81
						Vendor Wells Fargo Vendor Fin Serv Total:	340.81
						Grand Total:	15,950.08

Fund Summary

Fund	Expense Amount
001 - General Fund	13,772.34
005 - Sewer Fund	180.63
020 - Water Fund	330.45
027 - Local Transportation Fund	1,666.66
Grand Total:	15,950.08

Account Summary

Account Number	Account Name	Expense Amount
001-401-50400	Medical Benefit	21.69
001-402-50400	Medical Benefit	10.85
001-403-50400	Medical Benefit	10.85
001-410-60310	Equipment Rental	340.81
001-410-67705	Telephone	66.35
001-420-50400	Medical Benefit	18.52
001-501-60800	Contract Services	190.76
001-511-50400	Medical Benefit	12.25
001-511-60800	Contract Services	7,500.00
001-511-61290	Telephone/Internet	38.22
001-511-67140	Buellton Recreation Pro	2,591.00
001-558-50400	Medical Benefit	17.35
001-558-60800	Contract Services	2,821.00
001-558-67705	Telephone	123.24
001-565-50400	Medical Benefit	9.45
005-701-50400	Medical Benefit	16.52
005-701-67705	Telephone	164.11
020-601-50400	Medical Benefit	16.52
020-601-60250	Maintenance / Repair	89.81
020-601-61111	Chemicals / Analysis	35.78
020-601-67705	Telephone	188.34
027-559-67115	Breeze Extension Pilot	1,666.66
Grand Total:		15,950.08

Project Account Summary

Project Account Key	Expense Amount
None	15,950.08
Grand Total:	15,950.08



City of Buellton, CA

Detailed Check Register

Packet: APPKT00473 - 2017-04-12 SPEC REC RUN - PAYMENT

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: HOLLYWOOD PANTAGES THEATRE							
Fund: 001 - General Fund							
HOLLYWOOD PANTAGES T	34419	04/13/2017	296651	8/27/17 Theatre Tickets - H	001-511-67135		4,480.00
							<u>4,480.00</u>
						Fund 001 - General Fund Total:	<u>4,480.00</u>
						Vendor HOLLYWOOD PANTAGES THEATRE Total:	<u>4,480.00</u>
						Grand Total:	<u>4,480.00</u>

Fund Summary

Fund	Expense Amount
001 - General Fund	4,480.00
Grand Total:	4,480.00

Account Summary

Account Number	Account Name	Expense Amount
001-511-67135	Buellton Rec Program Tr	4,480.00
Grand Total:		4,480.00

Project Account Summary

Project Account Key	Expense Amount
None	4,480.00
Grand Total:	4,480.00



City of Buellton, CA

Detailed Check Register

Packet: APPKT00471 - 2017-04-12 Special Run - PAYMENTS (APPKT00466)

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: ABALONE COAST ANALYTICAL, INC.							
Fund: 005 - Sewer Fund							
ABALONE COAST ANALYTIC	34373	04/12/2017	3106	March 2017 Chemical Analy	005-701-61111		439.50
							<u>439.50</u>
Fund 005 - Sewer Fund Total:							439.50
Fund: 020 - Water Fund							
ABALONE COAST ANALYTIC	34373	04/12/2017	3106	March 2017 Chemical Analy	020-601-61111		31.50
ABALONE COAST ANALYTIC	34373	04/12/2017	3112	March 2017 - DWTP Chemic	020-601-61111		228.75
							<u>260.25</u>
Fund 020 - Water Fund Total:							260.25
Vendor ABALONE COAST ANALYTICAL, INC. Total:							699.75
Vendor: ALAN NEEDHAM dba							
Fund: 001 - General Fund							
ALAN NEEDHAM dba	34374	04/12/2017	22677	2/28-3/1&8/2017 Irrigation	001-552-60258		7,505.74
ALAN NEEDHAM dba	34374	04/12/2017	22716	3/2&3/3/17 Cobble Drive R	001-552-60258		2,196.12
ALAN NEEDHAM dba	34374	04/12/2017	22717	3/6/2017 Pedestrian Path	001-552-60258		1,439.74
ALAN NEEDHAM dba	34374	04/12/2017	22718	3/3/2017 Construct Truck C	001-552-60258		1,401.79
ALAN NEEDHAM dba	34374	04/12/2017	22762	March 2017 - Landscape M	001-552-60800		11,200.00
ALAN NEEDHAM dba	34374	04/12/2017	22762	March 2017 - Landscape M	001-556-60800		3,820.00
ALAN NEEDHAM dba	34374	04/12/2017	22762	March 2017 - Landscape M	001-556-60800		140.00
							<u>27,703.39</u>
Fund 001 - General Fund Total:							27,703.39
Vendor ALAN NEEDHAM dba Total:							27,703.39
Vendor: American Fitness Repair & Sales							
Fund: 001 - General Fund							
American Fitness Repair & S	34375	04/12/2017	INV-1022	2/14/2017 Bike Servicing	001-511-60800		125.00
American Fitness Repair & S	34375	04/12/2017	INV-1035	2/27/17 - Bal Due Recumbe	001-511-73500		223.60
							<u>348.60</u>
Fund 001 - General Fund Total:							348.60
Vendor American Fitness Repair & Sales Total:							348.60

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: AQUA-METRIC SALES, CO.							
Fund: 020 - Water Fund							
AQUA-METRIC SALES, CO.	34376	04/12/2017	0064868-IN	4/3/2017 - Meters (24)	020-601-61240		8,223.48
							8,223.48
Fund 020 - Water Fund Total:							8,223.48
Vendor AQUA-METRIC SALES, CO. Total:							8,223.48
Vendor: ASFPM							
Fund: 001 - General Fund							
ASFPM	34377	04/12/2017	INV0006588	4/6/2017 ASFPM Members	001-558-60650		150.00
							150.00
Fund 001 - General Fund Total:							150.00
Vendor ASFPM Total:							150.00
Vendor: CalPERS LONG-TERM CARE PROGRAM							
Fund: 001 - General Fund							
AccountCode: 22166 - Long-Term Care Deduction							
CalPERS LONG-TERM CARE	34378	04/12/2017	11681448	4/1-15/2017 Long Term Car	001-22166		84.25
							84.25
AccountCode 22166 - Long-Term Care Deduction Total:							84.25
Fund 001 - General Fund Total:							84.25
Vendor CalPERS LONG-TERM CARE PROGRAM Total:							84.25
Vendor: CHANNEL COUNTIES DIVISIONV- LOCC							
Fund: 001 - General Fund							
CHANNEL COUNTIES DIVISI	34379	04/12/2017	INV0006650	4/28/17 LOCC Dinner/Mtng	001-401-60710		210.00
CHANNEL COUNTIES DIVISI	34379	04/12/2017	INV0006650	4/28/17 LOCC Dinner/Mtng	001-402-60710		70.00
							280.00
Fund 001 - General Fund Total:							280.00
Vendor CHANNEL COUNTIES DIVISIONV- LOCC Total:							280.00
Vendor: CLARK PEST CONTROL							
Fund: 001 - General Fund							
CLARK PEST CONTROL	34380	04/12/2017	19802654	03/24/2017 PD/LIB Prest C	001-558-60800		159.00
							159.00
Fund 001 - General Fund Total:							159.00
Vendor CLARK PEST CONTROL Total:							159.00
Vendor: COASTAL COPY, INC.							
Fund: 001 - General Fund							
COASTAL COPY, INC.	34381	04/12/2017	723208	3/1-3/31/2017 REC - Overa	001-511-61130		140.05
							140.05
Fund 001 - General Fund Total:							140.05
Vendor COASTAL COPY, INC. Total:							140.05

Detailed Check Register

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: COMCAST CABLE							
Fund: 001 - General Fund							
COMCAST CABLE	34382	04/12/2017	INV0006557	3/26-4/25/2017 CH Interne	001-410-61292		233.55
							<u>233.55</u>
						Fund 001 - General Fund Total:	233.55
Fund: 005 - Sewer Fund							
COMCAST CABLE	34383	04/12/2017	INV0006558	3/29-4/28/2017 WW Busin	005-701-60210		236.01
							<u>236.01</u>
						Fund 005 - Sewer Fund Total:	236.01
						Vendor COMCAST CABLE Total:	469.56
Vendor: COURIER SYSTEMS							
Fund: 005 - Sewer Fund							
COURIER SYSTEMS	34384	04/12/2017	1323464	4/2017 - DW/WWTP Water	005-701-60800		75.00
							<u>75.00</u>
						Fund 005 - Sewer Fund Total:	75.00
Fund: 020 - Water Fund							
COURIER SYSTEMS	34384	04/12/2017	1323464	4/2017 - DW/WWTP Water	020-601-60800		75.00
							<u>75.00</u>
						Fund 020 - Water Fund Total:	75.00
						Vendor COURIER SYSTEMS Total:	150.00
Vendor: CURTIS EDWARDS							
Fund: 001 - General Fund							
AccountCode: 22414 - Bike Storage Key Deposit							
CURTIS EDWARDS	34385	04/12/2017	INV0006582	4/5/17 REFUND KEY DEPOSI	001-22414		25.00
							<u>25.00</u>
						AccountCode 22414 - Bike Storage Key Deposit Total:	25.00
						Fund 001 - General Fund Total:	25.00
						Vendor CURTIS EDWARDS Total:	25.00
Vendor: DANIEL FITZGERALD dba							
Fund: 001 - General Fund							
DANIEL FITZGERALD dba	34386	04/12/2017	INV0006568	March 2017 - Monthly Janit	001-556-60800		960.00
							<u>960.00</u>
						Fund 001 - General Fund Total:	960.00
						Vendor DANIEL FITZGERALD dba Total:	960.00

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: Erickson Electric, Inc.							
Fund: 001 - General Fund							
Erickson Electric, Inc.	34387	04/12/2017	17148	3/15/2017 CH - Electric Ser	001-558-60250		810.72
							<u>810.72</u>
						Fund 001 - General Fund Total:	810.72
						Vendor Erickson Electric, Inc. Total:	810.72
Vendor: FARM SUPPLY COMPANY							
Fund: 001 - General Fund							
FARM SUPPLY COMPANY	34388	04/12/2017	23756	3/31/2017 Vehicle trash tra	001-558-60270		48.48
							<u>48.48</u>
						Fund 001 - General Fund Total:	48.48
Fund: 020 - Water Fund							
FARM SUPPLY COMPANY	34388	04/12/2017	23756	3/31/2017 Vehicle trash tra	020-601-60270		48.48
							<u>48.48</u>
						Fund 020 - Water Fund Total:	48.48
						Vendor FARM SUPPLY COMPANY Total:	96.96
Vendor: FASTRAK SOFTWARES, INC							
Fund: 001 - General Fund							
FASTRAK SOFTWARES, INC	34389	04/12/2017	18791	Apr 2017 - Maint Subscripti	001-558-60210		149.00
							<u>149.00</u>
						Fund 001 - General Fund Total:	149.00
						Vendor FASTRAK SOFTWARES, INC Total:	149.00
Vendor: FISHER PUMP & WELL SERVICE, INC.							
Fund: 020 - Water Fund							
FISHER PUMP & WELL SERV	34390	04/12/2017	4814	3/13/2017 McMurray Treat	020-601-60250		304.00
							<u>304.00</u>
						Fund 020 - Water Fund Total:	304.00
						Vendor FISHER PUMP & WELL SERVICE, INC. Total:	304.00
Vendor: GARY BROWN dba							
Fund: 001 - General Fund							
GARY BROWN dba	34391	04/12/2017	7269	3/30/17 - CH Htr/Air Condit	001-558-60800		360.00
							<u>360.00</u>
						Fund 001 - General Fund Total:	360.00
						Vendor GARY BROWN dba Total:	360.00

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: GENUINE PARTS COMPANY INC							
Fund: 001 - General Fund							
GENUINE PARTS COMPANY	34392	04/12/2017	INV0006596	Mar 2017 - Misc Maint/Rep	001-552-61140		40.14
							40.14
Fund 001 - General Fund Total:							40.14
Fund: 005 - Sewer Fund							
GENUINE PARTS COMPANY	34392	04/12/2017	INV0006596	Mar 2017 - Misc Maint/Rep	005-701-60270		50.09
GENUINE PARTS COMPANY	34392	04/12/2017	INV0006596	Mar 2017 - Misc Maint/Rep	005-701-61111		146.37
							196.46
Fund 005 - Sewer Fund Total:							196.46
Vendor GENUINE PARTS COMPANY INC Total:							236.60
Vendor: LAWTON PRINTING, INC							
Fund: 001 - General Fund							
LAWTON PRINTING, INC	34393	04/12/2017	41975A	3/13/2017 Misc Office Supp	001-410-61130		20.00
							20.00
Fund 001 - General Fund Total:							20.00
Vendor LAWTON PRINTING, INC Total:							20.00
Vendor: LEE CENTRAL COAST NEWSPAPERS							
Fund: 001 - General Fund							
LEE CENTRAL COAST NEWS	34395	04/12/2017	INV0006555	02/27/2017-03/26/2017 RE	001-511-60510		79.92
LEE CENTRAL COAST NEWS	34395	04/12/2017	INV0006555	02/27/2017-03/26/2017 RE	001-511-60510		79.92
LEE CENTRAL COAST NEWS	34395	04/12/2017	INV0006555	02/27/2017-03/26/2017 RE	001-511-60510		129.84
LEE CENTRAL COAST NEWS	34395	04/12/2017	INV0006555	02/27/2017-03/26/2017 RE	001-511-60510		79.92
LEE CENTRAL COAST NEWS	34397	04/12/2017	101086	3/23/2017 COB CC Vacancy	001-403-60520		195.76
							565.36
AccountCode: 22416 - Developer Deposit							
LEE CENTRAL COAST NEWS	34394	04/12/2017	101592	3/23/2017 The Commons 1	001-22416	90041-070	343.53
LEE CENTRAL COAST NEWS	34396	04/12/2017	101593	3/23/2017 Live Oak Lanes 1	001-22416	90039-070	236.37
AccountCode 22416 - Developer Deposit Total:							579.90
Fund 001 - General Fund Total:							1,145.26
Vendor LEE CENTRAL COAST NEWSPAPERS Total:							1,145.26
Vendor: Mark F Pollorena III dba							
Fund: 092 - Capital Improvement Proj Fund							
Mark F Pollorena III dba	34398	04/12/2017	4296	3/20/2017 McMurray Plant	092-603-74100		1,784.00
							1,784.00
Fund 092 - Capital Improvement Proj Fund Total:							1,784.00
Vendor Mark F Pollorena III dba Total:							1,784.00

Detailed Check Register

Packet: APPKT00471 - 2017-04-12 Special Run - PAYMENTS (APPKT00466)

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: METRO VENTURES LTD							
Fund: 001 - General Fund							
METRO VENTURES LTD	34399	04/12/2017	2017-0409-buel	03/2017 City Planner - Prof	001-565-60800		3,840.00
							<u>3,840.00</u>
AccountCode: 22416 - Developer Deposit							
METRO VENTURES LTD	34399	04/12/2017	2017-0409-buel	03/2017 City Planner - Prof	001-22416	90041-070	4,920.00
							<u>4,920.00</u>
							AccountCode 22416 - Developer Deposit Total:
							<u>4,920.00</u>
							Fund 001 - General Fund Total:
							<u>8,760.00</u>
							Vendor METRO VENTURES LTD Total:
							<u>8,760.00</u>
Vendor: MICHAEL MacEACHERM							
Fund: 092 - Capital Improvement Proj Fund							
MICHAEL MacEACHERM	34400	04/12/2017	5102	2/24/2017 Storm Drain clea	092-101-74100		650.00
							<u>650.00</u>
							Fund 092 - Capital Improvement Proj Fund Total:
							<u>650.00</u>
							Vendor MICHAEL MacEACHERM Total:
							<u>650.00</u>
Vendor: OLIVERA'S REPAIR, INC							
Fund: 001 - General Fund							
OLIVERA'S REPAIR, INC	34401	04/12/2017	112604	3/23/2017 Vehicle Maint -	001-558-60270		46.43
							<u>46.43</u>
							Fund 001 - General Fund Total:
							<u>46.43</u>
							Vendor OLIVERA'S REPAIR, INC Total:
							<u>46.43</u>
Vendor: PRAXAIR DISTRIBUTION, INC.							
Fund: 005 - Sewer Fund							
PRAXAIR DISTRIBUTION, IN	34402	04/12/2017	76652911	2/20-3/20/2017 Cylindar Re	005-701-61111		137.69
							<u>137.69</u>
							Fund 005 - Sewer Fund Total:
							<u>137.69</u>
							Vendor PRAXAIR DISTRIBUTION, INC. Total:
							<u>137.69</u>
Vendor: PROFORMA							
Fund: 001 - General Fund							
PROFORMA	34403	04/12/2017	90i8513271	3/22/2017 PD Envelopes	001-410-61130		219.81
							<u>219.81</u>
							Fund 001 - General Fund Total:
							<u>219.81</u>
							Vendor PROFORMA Total:
							<u>219.81</u>
Vendor: RAY OCHOA							
Fund: 005 - Sewer Fund							
RAY OCHOA	34404	04/12/2017	INV0006572	Reimbursement - Certificati	005-701-60650		50.00

Detailed Check Register

Packet: APPKT00471 - 2017-04-12 Special Run - PAYMENTS (APPKT00466)

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
RAY OCHOA	34404	04/12/2017	INV0006572	Reimbursement - Certificati	005-701-60710		30.00
							<u>80.00</u>
						Fund 005 - Sewer Fund Total:	80.00
						Vendor RAY OCHOA Total:	80.00
Vendor: READY REFRESH BY NESTLE							
Fund: 001 - General Fund							
READY REFRESH BY NESTLE	34405	04/12/2017	07 C0029154614	02/27-03/26/2017 Planning	001-558-60800		11.94
READY REFRESH BY NESTLE	34405	04/12/2017	07C0029022365	02/27-03/26/17 CH Water S	001-558-60800		77.10
READY REFRESH BY NESTLE	34405	04/12/2017	07C0029022381	02/27-03/26/2017 CC/LIB	001-558-60800		27.46
							<u>116.50</u>
						Fund 001 - General Fund Total:	116.50
						Vendor READY REFRESH BY NESTLE Total:	116.50
Vendor: SATCOM GLOBAL, INC.							
Fund: 001 - General Fund							
SATCOM GLOBAL, INC.	34406	04/12/2017	AI04170055	-> 3/31/2017 Satellite SIM	001-410-60014		51.01
							<u>51.01</u>
						Fund 001 - General Fund Total:	51.01
						Vendor SATCOM GLOBAL, INC. Total:	51.01
Vendor: SB CO SHERIFF'S DEPARTMENT							
Fund: 001 - General Fund							
SB CO SHERIFF'S DEPARTM	34407	04/12/2017	17-234	March 2017 - Motorcycle (V	001-501-60800		754.43
							<u>754.43</u>
						Fund 001 - General Fund Total:	754.43
						Vendor SB CO SHERIFF'S DEPARTMENT Total:	754.43
Vendor: Staples Credit Plan							
Fund: 001 - General Fund							
Staples Credit Plan	34408	04/12/2017	INV0006654	2/16-3/15/2017 Misc Office	001-410-61130		181.47
Staples Credit Plan	34408	04/12/2017	INV0006654	2/16-3/15/2017 Misc Office	001-420-61130		8.28
Staples Credit Plan	34408	04/12/2017	INV0006654	2/16-3/15/2017 Misc Office	001-511-61130		25.71
Staples Credit Plan	34408	04/12/2017	INV0006654	2/16-3/15/2017 Misc Office	001-552-61140		162.36
Staples Credit Plan	34408	04/12/2017	INV0006654	2/16-3/15/2017 Misc Office	001-565-61130		246.44
							<u>624.26</u>
						Fund 001 - General Fund Total:	624.26
						Vendor Staples Credit Plan Total:	624.26

Detailed Check Register

Packet: APPKT00471 - 2017-04-12 Special Run - PAYMENTS (APPKT00466)

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: STATEWIDE SAFETY & SIGNS, INC.							
Fund: 020 - Water Fund							
STATEWIDE SAFETY & SIGN	34409	04/12/2017	03006323	4/4/2017 Class 3 Mesh Vest	020-601-67600		18.86
							<u>18.86</u>
						Fund 020 - Water Fund Total:	<u>18.86</u>
						Vendor STATEWIDE SAFETY & SIGNS, INC. Total:	<u>18.86</u>
Vendor: STEVE'S WHEEL & TIRE							
Fund: 020 - Water Fund							
STEVE'S WHEEL & TIRE	34410	04/12/2017	1-63449	3/22/2017 Vehicle Maint -	020-601-60270		50.32
							<u>50.32</u>
						Fund 020 - Water Fund Total:	<u>50.32</u>
						Vendor STEVE'S WHEEL & TIRE Total:	<u>50.32</u>
Vendor: SWRCB							
Fund: 005 - Sewer Fund							
SWRCB	34411	04/12/2017	INV0006599	WWTP Grade2 Opr Rnwl - R	005-701-60650		230.00
							<u>230.00</u>
						Fund 005 - Sewer Fund Total:	<u>230.00</u>
						Vendor SWRCB Total:	<u>230.00</u>
Vendor: THE GAS COMPANY							
Fund: 001 - General Fund							
THE GAS COMPANY	34412	04/12/2017	INV0006559	2/24-3/27/17 CH Gas Servic	001-410-61230		57.84
THE GAS COMPANY	34413	04/12/2017	INV0006556	02/23-03/24/17 COC Gas S	001-410-61230		51.66
							<u>109.50</u>
						Fund 001 - General Fund Total:	<u>109.50</u>
						Vendor THE GAS COMPANY Total:	<u>109.50</u>
Vendor: THOMAS T PETERSEN dba							
Fund: 005 - Sewer Fund							
THOMAS T PETERSEN dba	34414	04/12/2017	1118	4/6/2017 - WWTP - Backflo	005-701-60800		45.00
							<u>45.00</u>
						Fund 005 - Sewer Fund Total:	<u>45.00</u>
						Vendor THOMAS T PETERSEN dba Total:	<u>45.00</u>
Vendor: TYLER TECHNOLOGIES, INC.							
Fund: 005 - Sewer Fund							
TYLER TECHNOLOGIES, INC.	34415	04/12/2017	025-185806	03/2017 Subscription - UB	005-701-60210		5.70
							<u>5.70</u>
						Fund 005 - Sewer Fund Total:	<u>5.70</u>

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Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Fund: 020 - Water Fund							
TYLER TECHNOLOGIES, INC.	34415	04/12/2017	025-185806	03/2017 Subscription - UB	020-601-60210		5.70
							<u>5.70</u>
						Fund 020 - Water Fund Total:	<u>5.70</u>
						Vendor TYLER TECHNOLOGIES, INC. Total:	<u>11.40</u>
Vendor: UNDERGROUND SERVICE ALERT							
Fund: 005 - Sewer Fund							
UNDERGROUND SERVICE A	34416	04/12/2017	320170072	4/1/2017 BUE01 New Ticke	005-701-60800		9.75
							<u>9.75</u>
						Fund 005 - Sewer Fund Total:	<u>9.75</u>
Fund: 020 - Water Fund							
UNDERGROUND SERVICE A	34416	04/12/2017	320170072	4/1/2017 BUE01 New Ticke	020-601-60800		9.75
							<u>9.75</u>
						Fund 020 - Water Fund Total:	<u>9.75</u>
						Vendor UNDERGROUND SERVICE ALERT Total:	<u>19.50</u>
Vendor: VALLEY COMPOST AND TOPSOIL, INC.							
Fund: 001 - General Fund							
VALLEY COMPOST AND TOP	34417	04/12/2017	12659	4/5/2017 - 50/50 Mulch - O	001-511-60252		657.28
							<u>657.28</u>
						Fund 001 - General Fund Total:	<u>657.28</u>
						Vendor VALLEY COMPOST AND TOPSOIL, INC. Total:	<u>657.28</u>
Vendor: VORTEX INDUSTRIES, INC.							
Fund: 001 - General Fund							
VORTEX INDUSTRIES, INC.	34418	04/12/2017	01-1119925-1	3/13&24/2017 - CH Entranc	001-558-60250		271.00
							<u>271.00</u>
						Fund 001 - General Fund Total:	<u>271.00</u>
						Vendor VORTEX INDUSTRIES, INC. Total:	<u>271.00</u>
						Grand Total:	<u><u>57,152.61</u></u>

Fund Summary

Fund	Expense Amount
001 - General Fund	44,267.66
005 - Sewer Fund	1,455.11
020 - Water Fund	8,995.84
092 - Capital Improvement Proj Fund	2,434.00
Grand Total:	57,152.61

Account Summary

Account Number	Account Name	Expense Amount
001-22166	Long-Term Care Deducti	84.25
001-22414	Bike Storage Key Deposi	25.00
001-22416	Developer Deposit	5,499.90
001-401-60710	Travel & Training	210.00
001-402-60710	Travel & Training	70.00
001-403-60520	Advertising - Legal	195.76
001-410-60014	Emergency Operations	51.01
001-410-61130	Office Supplies	421.28
001-410-61230	Utilities - Gas	109.50
001-410-61292	Internet Access/ Websit	233.55
001-420-61130	Office Supplies	8.28
001-501-60800	Contract Services	754.43
001-511-60252	Maintenance/Repair-Joi	657.28
001-511-60510	Advertising	369.60
001-511-60800	Contract Services	125.00
001-511-61130	Office Supplies	165.76
001-511-73500	Equipment	223.60
001-552-60258	Maintenance/Repair-Riv	12,543.39
001-552-60800	Contract Services	11,200.00
001-552-61140	Operational Supplies	202.50
001-556-60800	Contract Services	4,920.00
001-558-60210	Computer Maintenance	149.00
001-558-60250	Maintenance / Repair	1,081.72
001-558-60270	Maintenance - Vehicles	94.91
001-558-60650	Membership & Publicati	150.00
001-558-60800	Contract Services	635.50
001-565-60800	Contract Services	3,840.00
001-565-61130	Office Supplies	246.44
005-701-60210	Computer Maintenance	241.71
005-701-60270	Maintenance - Vehicles	50.09
005-701-60650	Membership & Publicati	280.00
005-701-60710	Travel & Training	30.00
005-701-60800	Contract Services	129.75
005-701-61111	Chemicals / Analysis	723.56

Account Summary

Account Number	Account Name	Expense Amount
020-601-60210	Computer Maintenance	5.70
020-601-60250	Maintenance / Repair	304.00
020-601-60270	Maintenance - Vehicles	98.80
020-601-60800	Contract Services	84.75
020-601-61111	Chemicals / Analysis	260.25
020-601-61240	Meter Expense	8,223.48
020-601-67600	Safety Equipment	18.86
092-101-74100	Improvements	650.00
092-603-74100	Improvements	1,784.00
	Grand Total:	57,152.61

Project Account Summary

Project Account Key	Expense Amount	
None	51,652.71	
90039-070	236.37	
90041-070	5,263.53	
	Grand Total:	57,152.61



City of Buellton, CA

Detailed Check Register

Packet: APPKT00469 - 2017-04-10 Escrow Payment - 480 Central- Buellton

Vendor Name	Payment Number	Payment Date	Payable Number	Description (Payable)	Account Number	Project Account Key	Amount
Vendor: First American Title Company							
Fund: 001 - General Fund							
First American Title Compa	34372	04/10/2017	4205-5365768	4/10/2017 Escrow Payment	001-558-67555		917.88
First American Title Compa	34372	04/10/2017	4205-5365768	4/10/2017 Escrow Payment	001-558-71100		280,000.00
							<u>280,917.88</u>
						Fund 001 - General Fund Total:	<u>280,917.88</u>
						Vendor First American Title Company Total:	<u>280,917.88</u>
						Grand Total:	<u><u>280,917.88</u></u>

Fund Summary

Fund	Expense Amount
001 - General Fund	280,917.88
Grand Total:	280,917.88

Account Summary

Account Number	Account Name	Expense Amount
001-558-67555	Property Acquisition fee	917.88
001-558-71100	Property Acquisition	280,000.00
Grand Total:		280,917.88

Project Account Summary

Project Account Key	Expense Amount
None	280,917.88
Grand Total:	280,917.88

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Carolyn Cooper, Finance Director

Meeting Date: April 27, 2017

Subject: Revenue and Expenditure Reports through March 31, 2017

BACKGROUND

The attached reports compare month-to-month data covering the period July 1, 2016 through March 31, 2017. The reports are prepared monthly and submitted to Council on the second meeting of each month. Monthly reports are posted to the City's website. Upon monthly review, adjustments may be necessary and staff will update on the website.

The expenditures are under budget for the 2016-17 fiscal year. Capital Improvement Project expenditures are included on the March 2017 report. Revenue is below target due to timing differences and expected to meet budget by year end.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council receive and file the attached reports.

ATTACHMENT

Attachment 1 - Revenue and Expenditure Reports through March 31, 2017

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

sz 4-20-17

75%

Department No.	Description	2016					2017					FY: 2016-17		
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr		May	June
001-401	City Council	8,692	9,356	11,110	9,511	8,747	10,725	8,935	14,223	9,872				91,171
001-402	City Manager	16,954	16,648	24,642	16,812	16,832	17,256	19,464	26,122	16,146				170,877
001-403	City Clerk	7,706	7,824	13,539	11,554	7,707	7,465	7,979	12,147	7,870				83,791
001-404	City Attorney	38	10,744	14,288	9,454	13,296	10,241	11,877	10,352	10,135				90,424
001-410	Non-Departmental	188,164	56,919	53,853	60,324	79,408	62,577	54,842	55,375	62,680				674,142
001-420	Finance	14,943	16,271	15,993	15,906	15,767	15,120	13,308	16,379	12,821				136,509
001-501	Police and Fire	284,694	145,833	192,766	144,178	191,470	1,786	284,938	193,312	145,704				1,584,680
001-510	Library	323	141,996	332	307	219	196	206	239	196				144,013
001-511	Recreation	52,377	59,403	46,594	38,754	30,447	34,100	41,549	46,892	36,103				386,219
001-550	Street Lights	4,794	4,810	4,925	4,882	4,968	3,267	6,996	5,283	5,330				45,255
001-551	Storm Water	2,946	14,540	16,035	9,805	16,489	5,940	6,805	18,210					90,770
001-552	Public Works - Parks	36,133	17,318	17,001	5,003	35,813	16,572	13,869	15,005	37,302				194,017
001-556	Public Works - Landscape	4,262	4,098	5,083	384	7,720	3,908	6,105	6,184	5,007				42,753
001-557	Public Works - Engineering		10,538	7,738	9,955	8,325	10,190	6,978	17,593	-				71,316
001-558	Public Works - General	31,768	46,099	48,976	43,642	53,817	64,658	43,085	57,234	45,738				435,017
001-565	Planning/Community Dev	45,986	28,549	24,147	26,480	26,807	20,362	27,543	26,159	19,202				245,234
	Transfer to CIP fund 92 (updated in March)									201,296				201,296
	TOTAL EXPENDITURES (ACTUAL THROUGH MARCH):	699,778	590,946	497,021	406,952	517,832	284,364	554,480	520,709	615,403	-	-	-	4,687,483

Percentage spent: 67%
 Budget: 6,999,437

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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: April 27, 2017

Subject: Financial Report for the Third Quarter Ending March 31, 2017

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 and summarizes the quarter ended March 31, 2017 for the General Fund and Enterprise Funds.

The attached report 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 two 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.

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 receive and file the Third Quarter Financial Report.

ATTACHMENT

Attachment 1 - Quarterly Financial Report for the period ending March 31, 2017

CITY OF BUELLTON



QUARTERLY FINANCIAL REPORT

Third Quarter Ending March 31, 2017

April 27, 2017

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 2016-17 and covers the period July 1, 2016 through March 31, 2017. 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.

US Economy

The U.S. economy expanded at a modest-to-moderate pace between mid-February and the end of March. Inflation pressures remained in check despite more difficulties in attracting and retaining workers, according to the Federal Reserve (Fed). "On balance, prices rose modestly," the U.S. Central Bank said in its periodic gauge of the health of the economy. It derived the conclusion from surveying business contacts nationwide. Firms mostly expected price growth to be mild to moderate over the coming months. The Fed raised its benchmark interest rate in March for the second time in three months. Many policymakers appear confident on the prospects of more tightening this year with the nation near full employment and inflation slowly rising. There is still debate within the Fed about just how rapid and sustained the pickup in inflation will be, given the struggle to reach planned targets.

State Economy

The California Economic Summit continues to work towards regional collaboration to spur economic innovation and growth. Following significant wins in 2016 and a new 2017 Roadmap to Shared Prosperity, a sharpened focus took place during the quarter. The Summit has set a goal of closing the workforce "skills gap" by supporting the formation of regional civic organizations that can align the state's expansive training and education programs with the needs of employers. The Summit is helping state and regional leaders accelerate progress toward integrated water projects within watersheds that capture stormwater and replenish groundwater, improve efficiency and reuse and reduce flooding and water pollution.

City of Buellton

The City's General fund ended the third quarter of 2016-17 with about \$6.3 Million in fund balance and finished the quarter with over \$6.2 Million in cash reserves. Revenues for the period reached 61 percent of budget while expenditures stayed within appropriations, ending the quarter at 67 percent. The Enterprise funds completed the quarter with negative results. Both funds experienced net operating losses during the quarter. Rate increases in November 2016 are expected to reverse future operating deficits and fund planned capital improvement projects. The rate increases occurred in the middle of the prior quarter and the results of the increase will take a full fiscal year to analyze and determine the degree of reversal of the negative trend in the Enterprise funds. Details are provided in a later discussion.

GENERAL FUND

General Fund Balance

The chart below shows that with 75 percent of the year complete, revenues are slightly below projections at 61 percent while expenditures fell below expected at 67 percent of appropriations. “Revenue versus budget” gaps are explained in the next paragraph.

General Fund - Fund Balance	Budget	Actual	Percent
Balance, at Start of Year	\$ 7,500,000	\$ 6,700,000	
Revenues *	6,999,437	4,298,146	61%
Expenditures *	(6,999,937)	(4,687,483)	67%
Expenditures - Restricted Cash			
Balance, at End of Quarter	<u>\$ 7,499,500</u>	<u>\$ 6,310,663</u>	

The chart below provides summary comparison information on revenues and expenditures for the quarter ending March 31, 2017 versus the prior year quarter ending March 31, 2016. Total revenues are higher in the prior year by almost \$500,000. The major cause of this variance is due to higher Property Tax receipts resulting from a one-time distribution after the Redevelopment dissolution. Expenditures are lower in this fiscal year compared to the prior year by over \$5 million. The cause is due to required payouts resulting from the Redevelopment dissolution. Revenue and expenditure activity ended the fiscal year within appropriations and key revenue sources maintained steady streams. Budgeted Capital projects include Storm Drain Cleaning/Retrofit, Facilities Maintenance, Painting of City Hall, City Hall Roof and Restroom Repairs, Village Park improvements, Road Maintenance and Industrial Way Streetlights. Project activity during the quarter included Storm Drains and Industrial Way Streetlights. Painting of City Hall was completed during the first quarter.

General Fund	2016-17	2015-16	Over (Under)
Revenues:			
Taxes	3,576,320	4,236,873	(660,553)
Fees and Permits	8,625	27,310	(18,685)
Fines and Penalties	13,299	27,946	(14,647)
Charges For Current Services	376,600	144,515	232,085
Other Revenues	323,302	345,368	(22,066)
Total Revenues	<u>4,298,146</u>	<u>4,782,012</u>	<u>(483,866)</u>
Expenditures:			
General Government	4,634,042	10,311,639	(5,677,597)
Minor Capital	53,441	35,973	17,468
Total Expenditures	<u>4,687,483</u>	<u>10,347,612</u>	<u>(5,660,129)</u>

Top Five Revenues

Top Five Revenues	Budget	YTD Actual	Percent
Sales Tax	2,250,000	1,516,953	67%
TOT	1,850,000	1,177,445	64%
Property Tax	1,223,000	736,837	60%
MVLF	422,400	212,523	50%
Franchise Fees	220,000	145,085	66%
Other Revenues	1,034,037	509,303	49%
Total Revenues	6,999,437	4,298,146	61%

Sales Tax

Sales Tax is below target because of payment delays during the quarter. Sales Tax payments fluctuate each month in conjunction with seasonal flows and receipts are one or two months behind. For example, the revenues have not been received for each of the nine months ending in the third period, resulting in a lower total sales tax to date. The City's Sales Tax is the top revenue source in the General Fund and ended the quarter at 67 percent. Strong revenue streams from local sales tax are expected to increase as new businesses continue to open at the Crossroads Center.

Transient Occupancy Tax (TOT)

TOT revenue is less than expected because of the timing of receipts, similar to Sales Tax. Receipts include eight months of revenue as of March and based on budgeted levels are expected to exceed target by year-end. Total receipts ended the quarter at 64 percent of expected revenue. Payments for the reporting period are due on the 20th of the following month and as previously mentioned, causes revenue streams to lag one month.

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 above target at 60 percent and expected to exceed target by the end of the fiscal year. The City's ongoing share of property tax is expected to increase based on new development in progress.

Motor Vehicle License Fees

A portion of the fees have been received but payments for 2016-17 were not received in full by the end of the third quarter. Allocations from the State of California are paid throughout the fiscal year. The City expects funding at various intervals during the fiscal year. 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 various utilities. Franchise Fees are 66 percent due to timing of payments but will meet anticipated amounts within the fiscal year.

Expenditures

The chart below summarizes operating costs by department and shows that four budget units are over budget. The General fund is within budget at the end of the third quarter for all departments in total.

Department Expenditures	Budget	YTD Actual	% Expended
City Council	131,503	91,171	69%
City Manager	233,381	170,877	73%
City Clerk	116,525	83,791	72%
City Attorney	175,000	90,424	52%
Non-Departmental	1,608,096	674,141	42%
Finance	189,614	136,509	72%
Police and Fire	1,981,688	1,584,680	80%
Library	148,541	144,014	97%
Recreation	481,904	386,219	80%
Street Lights	55,000	45,255	82%
Storm Water	195,600	90,770	46%
Public Works - Parks	331,000	194,017	59%
Public Works - Landscape	106,000	42,752	40%
Public Works - Engineering	110,000	71,315	65%
Public Works - General	662,771	435,017	66%
Planning (Comm Dev)	473,314	245,235	52%
Transfer to CIP Fund 92	-	201,296	
Total All Departments	6,999,937	4,687,483	67%

As of March 31, 2017 or 75 percent of the year expended, the General Fund ended the quarter at 67 percent spent. Actual General Fund expenditures were at about \$4.7 Million. Almost all Budget Units ended the quarter within budget except for Police/Fire, Street Lights, Recreation and Library. The Public Safety budget overage is due to Sheriff overtime during City events and payment for helmet damages sustained by the motor officer (reimbursement expected from parties involved in incident). Recreation costs exceeded budget due to increased activity and staffing requirements for seasonal employees. The Library costs will average out by the end of the fiscal year. Total contract costs for the Library are paid in accordance with the contract at the beginning of the fiscal year. An increase in electrical costs for Street Lights caused a budget overage for the period. The overall General Fund experienced a budget surplus because numerous departments ended the quarter under budget. CIP projects include Storm Drains, Facilities Maintenance, City Hall Painting and Repairs (Painting of City Hall completed in the prior quarter), Village Park Improvements, Road Maintenance and Industrial Way Streetlights. There are no budget amendments required for the General Fund this quarter.

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 almost 90% of total General Fund Revenues.

Major Expenditure Variances

Expenditures By Type	Budget	YTD Actual	% Expended
Staffing	1,750,451	1,144,067	65%
Contract Services	2,897,329	2,292,873	79%
Telecomm and Utilities	228,150	88,824	39%
Supplies and Materials	27,950	21,917	78%
Other Operating Costs	2,026,557	1,086,360	54%
Minor Capital	69,500	53,441	77%
Total by Type	6,999,937	4,687,483	67%

The chart above shows 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 contract services. This variance is due to the Public Safety and Library contract payments. The Library is paid in a lump sum at the beginning of the fiscal year. The Public Safety costs increased due to incurred overtime at various events and a one-time helmet replacement which is expected to be reimbursed by an outside party. The overall General Fund operating and minor capital expenditures adhered to the City's Municipal Budget through the third quarter of 2016-17.

ENTERPRISE FUNDS

The Statement of Revenues and Expenses for the third quarter of Fiscal Year 2016-17 are shown below.

Revenues and Expenses

Enterprise Funds	Water	Wastewater
Revenues		
Charges for Service	1,237,592	607,253
Interest Income	6,748	5,458
Total Operating Revenues	1,244,340	612,711
Other Revenues*	21,528	11,548
Total Revenues	1,265,868	624,259
Expenses		
Operating	610,773	626,174
Depreciation	132,000	185,000
State Water	666,770	-0-
Total Operating Expenses	1,409,553	811,174
Operating Profit (Loss)	(165,203)	(198,463)
Transfers Out - CIP	54,256	31,318

*Connection Fees used for CIP with restrictions; cannot be used for Operating costs.

Water Fund

Operating expenditures exceeded operating revenues causing the Water fund to experience a net operating loss of over \$165,000 in the third quarter of Fiscal Year 2016-17 (excludes Connection Fee revenue and Capital Improvement Project expenses). The Water fund utilizes connection fees and reserves to fund Capital Improvement projects (CIPs) which are budgeted at \$500,000 in the current fiscal year. The total CIP budget for fiscal year 2016-17 includes Reservoirs 1 & 2 Improvements, Water Treatment Plant Facilities Improvements, Water Treatment Plant Backwash Reclamation Improvement Project and Water Distribution System Improvements. Water rate increases took place almost half way through the fiscal year, in November 2016. The rate increases will help reverse the operating deficit and fund the capital improvement projects. The operating loss has not reversed as of the third quarter report, however, the trend is expected to improve once the Water fund experiences a full fiscal year of the rate increase. The Water Fund ended the third quarter with approximately \$1.75 Million in cash reserves.

Wastewater Fund

Operating expenditures exceeded operating revenues causing the Wastewater fund to experience a net operating loss of over \$198,000 in the third quarter of 2016-17 (excludes Connection Fee revenue and Capital Improvement Project expenses). The Sewer fund utilizes connection fees and reserves to fund Capital Improvement projects (CIPs) which are budgeted at \$250,000 in 2016-17. The total CIP budget for fiscal year 2016-17 includes Wastewater Treatment Plant Facilities Improvements, Sewer Collection System Clean (CCTV) and Sewer Line Replacement. Wastewater rate increases took place in November 2016. The rate increases will help reverse the operating deficit and fund the capital improvement projects. The operating loss has not reversed as of the third quarter report, however, the trend is expected to improve once the Wastewater fund experiences a full fiscal year of the rate increase. The Wastewater fund ended the third quarter with about \$1.4 Million in cash reserves.

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and Council Members

From: Marc P. Bierdzinski, City Manager

Meeting Date: April 27, 2017

Subject: Receive and File the 2016 Annual Report on the Status of the General Plan

BACKGROUND

Section 65400(a) of the California Government Code requires that an annual report be furnished to the City Council regarding the status of General Plan implementation. Annual reports are due on April 1st of each year and must be submitted to the State Office of Planning and Research (“OPR”) and Department of Housing and Community Development (“HCD”). The 2016 Annual Report on the Status of the Buellton General Plan is attached (Attachment 1).

RECOMMENDATION

That the City Council receive and file the 2016 General Plan Annual Report and direct staff to file the Report with the State Housing and Community Development Department and Office of Planning and Research on such forms as dictated by the State of California.

ATTACHMENT

Attachment 1 - City of Buellton 2016 General Plan Annual Report

CITY OF BUELLTON

Annual Report on Status of the General Plan and Programs in Support of Affordable Housing Reporting Period 1/1/2016 through 12/31/2016

BACKGROUND

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

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

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

ANALYSIS

General Plan Overview: The Land Use and Circulation Elements were revised in 2005. The Conservation and Open Space, Economic Development, Noise, Parks and Recreation, Public Facilities and Services, and Safety Elements were revised in 2007. The City updated its Housing Element in February 2015. The updated Housing Element was certified by the State Housing and Community Development Department on May 12, 2015. This report is based on the 2015 Housing Element Update. The complete Buellton 2025 General Plan is available for review on the City’s website, www.cityofbuellton.com. Copies are also available by contacting the Planning Department at 805-688-7474.

Housing Element Overview: The Regional Housing Needs Allocation (“RHNA”) process is part of a statewide mandate to address housing related to future growth in the State. The needs assessment process sets numeric targets with the overriding goal of assuring an equitable geographic distribution of needs and responsibilities. The number assigned to the City of Buellton in July 2013 for 2015-2022 is 275 of which roughly 55% is assigned to target income groups. Table B reflects the current adjusted requirement, taking into account construction that has occurred since the beginning of the current RHNA planning cycle.

The 2015 Housing Element relies upon four basic means by which to address the City’s RHNA goals: Second Dwellings, Multifamily Infill, Mixed Use Development, and the

Affordable Housing Overlay Zone (“AHOZ”). Of these, the establishment of an AHOZ is viewed as the principal means for accommodating the City’s RHNA goals.

Housing Performance Assessment: Ordinance No. 05-05 was adopted by the City Council on October 13, 2005, and established the AHOZ and the sites to which the AHOZ will initially apply. This timeframe is consistent with the year-end deadline (December 2005) established by HCD in their certification of the 2004 Housing Element. The City has been actively marketing the AHOZ sites for affordable housing development through e-mails to affordable housing developers and proponents and via an AHOZ brochure to hand out to interested parties. The 2015 Housing Element has kept the AHOZ program in place and is the basis for the “Adequate Sites” requirement.

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

In August 2006, the City Council approved the first AHOZ project on AHOZ Site V (Juliette Walk). The project consists of 44 condominium units of which four are affordable to very low income persons and three are affordable to low income persons. An \$85,635 housing in-lieu fee was also collected. All units have been constructed and are occupied.

In April 2008, the Zoning Administrator approved a second AHOZ project on AHOZ Site IV. The project consisted of 53 apartment units of which five are affordable to very low income persons, three are affordable to low income persons, and the remainder, since they are apartments, would qualify as moderate income units. Unfortunately, this project was not constructed and the Development Plan expired on April 23, 2014.

In September 2013, the City Council approved a third AHOZ project on AHOZ Site X. The project consists of 62 apartment units of which five are affordable to very low income persons, four are affordable to low income persons, and the remainder, since they are apartments, would qualify as moderate income units. Construction was completed in January 2017.

The City is in the process of implementing the new and updated programs in the adopted Housing Element.

Annual Programmatic Calibrations: Since Ordinance No. 05-05 (AHOZ) was adopted in October 2005, four AHOZ projects with nineteen very low income units, fourteen low income units, and 101 moderate income units have been approved. One of these projects also included a housing in-lieu fee of \$85,635. Construction has been completed on two

projects; Juliette Walk and Buellton Apartments (Avenue Heights). In addition, interest has been shown in developing other AHOZ sites. An application has been filed for a 75-unit multi-family project on one of the parcels included in AHOZ Site IX. The application is currently being processed. Based on the interest shown for the AHOZ concept, it appears that it is an effective method for providing affordable housing in the City of Buellton.

Ordinance No. 06-10 implementing several 2004 Housing Element Programs has been in effect for several years. However, no projects have been submitted during this reporting period that have taken advantage of these revised standards. The City has a Community Development Block Grant Committee to review applications. One capital project was funded during the last funding cycle.

In compliance with State HCD reporting requirements, a general accounting of permits issued and construction completed during the current Housing Element cycle is set forth in Tables A and B. During the second year of reporting under the new 2015 Housing Element, two projects have been completed, and one is currently under construction; The Buellton Apartments (Avenue Heights) and a secondary dwelling unit at 391 Freear Drive have been completed, and the first three phases of the Vineyard Village Townhomes are currently under construction (8 buildings, 51 units). The details of the projects are as follows:

The Buellton Apartments project is a 62-unit apartment project developed under the AHOZ regulations. Five of the units are designated as very low income, four are designated as low income, and three as moderate income. All twelve are for-rent apartments. Construction was completed in January 2017.

The 391 Freear Drive secondary dwelling unit consists of a two bedroom, 853 square-foot detached secondary dwelling unit of a single family home. Construction has been completed.

Construction has begun at The Vineyard Village Townhomes. There are a total of 11 construction phases for the project, and 155 townhome units. Phases 1 through 3 are currently under construction. Phases 1 through 3 consist of a total of 8 buildings, and 51 townhome units.

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

Jurisdiction City of Buellton
Reporting Period 1/1/2016 - 12/31/2016

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	0	0	0	1	0	1	
No. of Units Permitted for Above Moderate	0	0	51	0	0	51	

* Note: This field is voluntary

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

Jurisdiction City of Buellton
Reporting Period 1/1/2016 - 12/31/2016

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2015	2016	2017	2018	2019	2020	2021	2022		Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8			
Very Low	Deed Restricted	66	5	0	0	0	0	0	0	0	5	61
	Non-deed restricted		0	0	0	0	0	0	0	0	0	
Low	Deed Restricted	44	4	0	0	0	0	0	0	0	4	40
	Non-deed restricted		0	0	0	0	0	0	0	0	0	
Moderate	Deed Restricted	41	3	0	0	0	0	0	0	0	3	-20
	Non-deed restricted		57	1	0	0	0	0	0	0	58	
Above Moderate		124	0	51	0	0	0	0	0	0	0	73
Total RHNA by COG. Enter allocation number:		275	69	52	0	0	0	0	0	0	70	154
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

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

Table C
HOUSING ELEMENT PROGRAM PERFORMANCE (2016)

PROGRAM SUMMARY		HOUSING ELEMENT PROGRAMS		
Housing Program		Eight-Year Objective	Implementation Time Frame	Status of Implementation
ADEQUATE HOUSING SITES	1	Affordable Housing Overlay Zone (AHOZ)	Maintain AHOZ Sites	Ongoing Program being maintained.
	2	Secondary Units and Multifamily Infill	Amended Zoning Ordinance	Ongoing for Secondary Units and 2010 for Zoning Ordinance Amendments Secondary unit program being maintained.
	3	RHNA Allocation	Amended Zoning Ordinance	2018 Zoning ordinance to be amended in upcoming years.
AFFORDABLE HOUSING SUPPLY	4	Inclusionary Housing and Density Bonus	Affordable Housing Units	Ongoing; 2018 for Review and Updates to Density Bonus Requirements Programs to be maintained and implemented.
	5	Affordable Housing Overlay Zone	Maintain AHOZ	Ongoing Program being maintained.
	6	Secondary Dwelling and Infill Inducements	Financial Assistance Programs	Ongoing Support State and Federal Grants for Secondary Units, and Tax Increments for Multifamily Infill
	7	Targeted Assistance	Capitalization of Housing Trust Funds	2018 for Affordable Housing Ordinance Ongoing for Grant Applications as NOFAs are released Ongoing/Project-Specific Non-Profit Collaboration and Large Lot Development Facilitation Redevelopment Agency dissolved per State action. Balance of activities ongoing.
	8	Public-Private Partnerships	Affordable Housing Projects	Ongoing City Continues to Confer with Developers and Non-Profit Housing Sponsors on Affordable Housing Opportunities.

		HOUSING ELEMENT PROGRAMS			
Housing Program		Eight-Year Objective	Implementation Time Frame	Status of Implementation	
HOUSING IMPEDIMENTS	9	Multi-Family Infill	Amended Municipal Code	2016-2018	Program being maintained and will be implemented.
	10	Special Needs Housing	Development of Special Needs Housing Units	2018 for Residential Motel Amnesty Program, Ongoing for other services	Program being maintained and will be implemented.
	11	Persons with Disabilities	Continuation of the Adaptive Retrofit and Universal Design Programs	2017 for Code Amendment, Ongoing for other programs	Continue to maintain and implement this program.
	12	Land Use Modifications – Transitional and Supportive Housing	Amended Municipal Code	2016	Municipal Code has been amended
	13	Property Rehabilitation	Emergency Repairs & Property Rehabilitation	Ongoing for Emergency Mobile Home Repair Program; 2017 for Program Expansion to Rental Properties and Outreach to Rental Properties	City has Appropriated Funds for Continuation of the Emergency Mobile Home Repair Program.
CONSERVATION & REHABILITATION	14	Code Enforcement	Amended Municipal Code and Affordable Housing Ordinance & Residential Motel Amnesty Program	2018	Program to be implemented in upcoming years.
	15	Energy Conservation	Increased Energy Awareness	Ongoing	City has and will continue to pursue energy conservation grants.

		HOUSING ELEMENT PROGRAMS			
Housing Program		Eight-Year Objective	Implementation Time Frame	Status of Implementation	
EQUAL HOUSING OPPORTUNITIES	16	Fair Housing Services	Local Access to Fair Housing Services	2017	City will maintain HOME and CDBG Programs to fund these services.
	17	Information & Referral	Distribution of Information Regarding Equal Access to Housing	2017/8 for Fair Housing Seminar; 2017 for Mailing & Website; Ongoing for Information Dissemination & Interagency Cooperation	Outreach and Referral is Ongoing.
	18	Public Participation and Monitoring	Integrative Policy Development and Performance Review	Ongoing	Noticing and Annual HCD Reports are Ongoing.
PRESERVATION OF AT RISK UNITS	19	Affordable Housing Monitoring	Annually Updated "At Risk" Units List and Notification of Central Gardens I	Ongoing for Annual Year-End Reports, 2016 for Notification of Central Gardens I	Noticing and Annual HCD Reports are ongoing. Notification has been sent for Central Gardens I.

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: Kyle Abello, Recreation Coordinator

Meeting date: April 27, 2017

Subject: Van Rental Agreement Between City of Buellton and Buellton Union School District

BACKGROUND

The Summer Day Camp operated the Buellton Recreation Department involves field trips and activities with the children. In order to accommodate as many children as possible on these field trips, additional vehicles are needed from time to time beyond the passenger buses owned by the City. The Buellton Union School District has offered the rental of their nine passenger van. The attached agreement (Attachment 1) identifies the conditions of use, costs, liability, and insurance responsibilities. The Agreement will be considered by the District Board of Trustees at their May 10, 2017 Board Meeting.

FISCAL IMPACT

The annual rental fee to be paid by the City of Buellton to the Buellton Union School District is \$1.00.

RECOMMENDATION

That the City Council consider approval of the Van Rental Agreement between the City of Buellton and the Buellton Union School District.

ATTACHMENTS

Attachment 1-Van Rental Agreement

RENTAL AGREEMENT

Buellton Union School District
and
City of Buellton

This **RENTAL AGREEMENT** ("Agreement") is made and entered into effective on the ___th day of _____, 2017, by and between the CITY OF BUELLTON, a California municipal corporation ("City") and the BUELLTON UNION SCHOOL DISTRICT, a school district duly organized and operated under the laws of the State of California ("District").

1. **RECITALS:**

- A. The District owns one (1), nine (9) passenger van ("Van"), and the District is willing to rent the Van to the City.
- B. The City operates a Summer recreation program/camp for children.
- C. The City recognizes the need for an additional Van for transporting children in the Summer recreation program to various locations for camp activities.
- D. The District owns a Van which is not in use during the Summer and has offered to make a vehicle available to the City for use in their Summer recreation program.

2. **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the City and the District agree as follows:

A. Use of Van by City

- 1. The District hereby grants to the City the right and privilege of using the Van, for the public, community and/or recreational purposes in accordance with the terms and conditions of this Agreement and in accordance with applicable law.
- 2. The Van shall be rented to the City at the cost of \$1.00 to be paid annually, within 30 days of executing this agreement.

3. In the event the District's governing Board should determine that City's use of the Van is inconsistent with District's use of the Van for school purposes or that City's use interferes with the education programs and activities of District, the Parties agree to resolve such dispute pursuant to Section 9 of this Agreement.
4. The District and the City agree that they will share in the use of said Van and will coordinate the times and programs necessary to allow the best appropriate use of the Van.
5. City stipulates the authorized drivers of the Van will be the following District and City Recreation staff:

Ericka Dunn
Carrie Menjou-Reed
6. The City will enroll the drivers in the DMV pull notice program.

B. Maintenance and Repair

1. The District shall pay for the recurring costs of operating, maintaining and repairs of the Van. The City and District agree, to the extent possible, to each be responsible for, and to perform, the day-to-day maintenance and clean-up of their respective uses and activities of the Van and to coordinate such maintenance and repair efforts to best serve the purposes and intent of this Agreement.

3. Term

The term of this Agreement shall be for the duration of the Recreation Summer Program/Camp during 2017, June 12 – August 11, 2017.

4. Indemnification and Insurance

- A. The City agrees to and does hereby indemnify, hold harmless and defend the District, its governing board, its officers, agents and employees from every claim or demand or expense of any nature whatsoever, including but not limited to injury to or death of person(s) or damage to any property which arises as a result of the negligence or willful misconduct of the City, its officers, agents or employees in the performance of this Agreement.
- B. The District agrees to and does hereby indemnify, hold harmless and defend the City, its City Council members, its officers, agents and

employees from every claim or demand or expense of any nature whatsoever, including but not limited to injury to or death of person(s) or damage to any property which arises as a result of the negligence or willful misconduct of the District, its officers, agents or employees in the performance of this Agreement.

C.

1. The City and the District each agree to maintain comprehensive general liability insurance either through an insurance carrier licensed to do business in the State of California or through a joint powers insurance authority with the amount of said insurance required to be at least one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) aggregate.
2. The City and the District each agree to maintain automobile liability insurance either through an insurance carrier licensed to do business in the State of California or through a joint powers insurance authority with the amount of said insurance required to be at least one million dollars (\$1,000,000.00) per accident.
3. The City and the District each agree to provide thirty (30) days written notice to the other party if it proposes any substitution, change, or other modification of the aforementioned insurance coverage which will result in a decrease in the scope or the amount of such coverage.

5. Notices

Any notices to be given hereunder by either party to the other in writing may be effected either by personal delivery or by mail. Mailed notices shall be addressed to the address of the parties to be notified which appears below, but each party may change its address by written notice given in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt. Mailed notices will be deemed communicated and received as of ten (10) calendar days following the date of mailing of the notice.

CITY OF BUELLTON

City of Buellton
Attn: City Manager
107 W. Highway 246
P. O. Box 1819
Buellton, CA 93427

BUELLTON UNION
SCHOOL DISTRICT

Buellton Union School District
Attn: Superintendent
301 Second Street
P. O. Box 75
Buellton, CA 93427

6. Entire Agreement

This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the subject matter of this Agreement, and contains all of the covenants

7. Governing Law

This Agreement will be governed by and construed in accordance with the laws of the State of California. Any legal action in which enforcement of the terms and conditions of this Agreement is requested, or in which it is alleged that a breach of this Agreement has taken place, shall be filed and prosecuted in the County of Santa Barbara, California.

8. Breach of Agreement

If either party defaults in the performance of any of the terms or conditions of this Agreement, it shall have thirty (30) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the defaulting party fails to cure its default within such period of time, the non-defaulting party shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity, or under this Agreement. This failure of a party to object to any default in the performance of the terms and conditions of this Agreement shall not constitute a waiver of either that term or condition or any other term or condition of this Agreement.

9. Dispute Resolution

In the event of a dispute pertaining to the agreement, the City and the District shall each appoint an authorized representative to cooperate in developing a mutually agreeable problem resolution plan.

In the event the parties fail to resolve the dispute as set forth above, the dispute will be referred to non-binding mediation. Thereafter, either party may assert its other rights and remedies under this Agreement within a court of competent jurisdiction.

10. Attorney Fees

If any legal proceeding, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney's fees, which shall be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

11. Severability

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

12. Successors and Assigns

- A. Neither party may assign its interest in this Agreement without the express written consent of the other party.
- B. The terms and conditions of this Agreement shall be binding on the successors and assigns of the parties to this Agreement.

13. Employees

- A. For purposes of this Agreement, all persons employed in the performance of services and functions for the City shall be deemed City employees and no City employee shall be considered as an employee of the District under the jurisdiction of the District, nor shall such City employees have any District pension, civil service, or other status while an employee of the City.
- B. For purposes of this Agreement, all persons employed in the performance of services and functions for the District shall be deemed District employees and no District employee shall be considered as an employee of the City or under jurisdiction of the City, nor shall such District employees have any City pension, civil service, or other status while an employee of the District.

14. Applicable Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California and to the extent that there is any conflict between this Agreement and the laws of the State of California, the laws of the State of California shall prevail.

IN WITNESS WHEREOF, the District and the City have executed this Agreement as of the date first above written.

(Signatures on the following page)

BUELLTON UNION SCHOOL DISTRICT

By: _____
Randal Haggard, Superintendent

ATTEST:

Terri Schrepel, Secretary to the Board

CITY OF BUELLTON

By: _____
Holly Sierra, Mayor

ATTEST:

Linda Reid, City Clerk

APPROVED AS TO FORM BY THE CITY
ATTORNEY FOR THE CITY OF BUELLTON

Steven McEwen, City Attorney

Certificate of Achievement

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

**FOR THE 2017-2018 ACADEMIC YEAR
IS AWARDED TO**

ASHLEY DIAZ

**PRESENTED AT THE APRIL 27, 2017
BUELLTON CITY COUNCIL MEETING, BUELLTON, CALIFORNIA**

NORMAN WILLIAMS



HOLLY SIERRA, MAYOR

Certificate of Achievement

*THE NORMAN AND GALE WILLIAMS
BUELLTON EDUCATION SCHOLARSHIP*

FOR THE 2017-2018 ACADEMIC YEAR
IS AWARDED TO

MADISON HUNTER OLSEN

PRESENTED AT THE APRIL 27, 2017
BUELLTON CITY COUNCIL MEETING, BUELLTON, CALIFORNIA

NORMAN WILLIAMS



HOLLY SIERRA, MAYOR

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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: April 27, 2017

Subject: Fiscal Year 2017-18 & 2018-19 Requests for Funding from Non-Profit Agencies

BACKGROUND

The City has received funding requests from six outside non-profit agencies. This funding is allocated each year through the Non-Departmental Budget Unit of the General Fund. Last year, the City allocated a total of \$78,900. The total amount requested this fiscal year is \$119,000.

Other agencies requesting funding are considered at a separate meeting during budget hearings as part of Parks Maintenance (Paws Park and Botanic Gardens) and Non-Departmental (The Historical Society and Central Coast Collaborative on Homeless).

On January 12, 2017, City Council approved a biennial budget starting 2017-18 through 2018-19. The proposed expenditures for the second fiscal year are calculated based on a two percent increase. Outside agencies were instructed to submit their funding requests for Fiscal Year 2017-18 with the possibility of City Council applying the two percent increase for fiscal year 2018-19.

Based on input staff has received, the City Council may consider that the Senior Center be considered as part of the regular budget process for future fiscal years, similar to the other agencies (Paws Park, Botanic Gardens – except funding would be part of the Non Departmental budget). The amount of funding for the Senior Center would be determined by the allocation amount for FY 2017-18 with an automatic two percent increase in funding projected for each subsequent fiscal year.

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

General Fund: Non-Departmental:

1. Santa Ynez Valley Senior Citizen Foundation (DBA the Buellton Senior Center)
Representative – Pam Gnekow, Executive Director

FY 17-18 Requested amount - \$70,000 Received FY 16-17: \$49,850

2. Santa Ynez Valley People Helping People
Representative – Dean Palius, CEO

Total 17-18 Requested amount - \$19,000 Received FY 16-17 - \$11,980

3. Foodbank of Santa Barbara County
Representative – Eric Talkin, CEO

FY 17-18 Requested amount - \$10,000 Received FY 16-17: \$8,470

4. Santa Ynez Valley Fruit & Vegetable Rescue
Representative – Amy Derryberry, Executive Director

FY 17-18 Requested amount - \$9,000 Received FY 16-17 - \$6,660

5. NatureTrack
Representative – Sue Eisaguirre, Executive Director

FY 17-18 Requested amount - \$5,000 Received FY 16-17 - \$1,940

6. Zaca Center Preschool
Representative – Shelley Grand, Preschool Director

FY 17-18 Requested Amount - \$6,000 Received FY 16-17 - \$0

FISCAL IMPACT

Funding requests total \$119,000 in 2017-18. The City Council funded outside agencies a total of \$78,900 in 2016-17. The General Fund anticipates revenue growth in 2017-18 to allow for a 10 percent increase in funding compared to the prior year, which would result in an approximately \$8,000 additional allocation. Therefore, the City Council could consider raising the amount to \$86,900.

RECOMMENDATION

Staff recommends that the City Council determine the allocations for the 2017-18 funding requests from non-profits that will be reflected in the Non-Departmental budget unit of the General Fund (001-410-67200). A two percent increase will be allocated the following year.

ATTACHMENTS

- Attachment 1 – Santa Ynez Valley Senior Citizens’ Foundation, Inc. – Funding Request
- Attachment 2 – Santa Ynez Valley People Helping People – Funding Request
- Attachment 3 – Foodbank of Santa Barbara County – Funding Request
- Attachment 4 – Santa Ynez Valley Fruit & Vegetable Rescue – Funding Request
- Attachment 5 – NatureTrack – Funding Request
- Attachment 6 – Zaca Center Preschool – Funding Request



Santa Ynez Valley Senior Citizens Foundation

February 27, 2017

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

Dear City Council,

On behalf of the Santa Ynez Valley Senior Citizens Foundation DBA the Buellton Senior Center I would like to sincerely thank the City of Buellton for its unwavering support of seniors. We would not be able to serve the community at our current capacity without your support.

In 2016, we prepared and served 32,013 meals. 70% were subsidized to low-income seniors. 124 people benefitted from Meals on Wheels. 5,200 bags of groceries were distributed to 100 seniors. Approximately 857 people were served in the Center's Food Program. 1,078 unduplicated people were served by the Center in total.

The Santa Ynez Valley Senior Citizens Foundation DBA the Buellton Senior Center is respectfully submitting this letter for consideration for grant funds in the City's 2017-2018 budget. We understand that we may be considered as a budget line item.

Request: \$70,000 Food Program grant for the Buellton Senior Center to assist with funding meals for low-income seniors. This grant will provide 5,000 meals.

Organization History, Mission and Sustainability

The Buellton Senior Center is a 501(c)(3) organization founded in 1976. The Board of Directors consists of nine community members and 75 volunteers provide more than 16,000 hours of work in addition to five staff members.

The Center is open Monday through Friday from 10:00 to 3:00. The **mission** of the Santa Ynez Valley Senior Citizens Foundation, Buellton Senior Center is to advocate and promote the well-being of valley-wide seniors, especially those who are financially at risk. Our key strategy has been to build partnerships in the community that we and our clients benefit from. Our strongest partnerships are with the City of Buellton, 4 local churches and SYV Veggie Rescue. Through these partnerships we are able to secure grant funding, private donations, new volunteers, and help individuals get financial assistance through Deacon's Funds.

We operate a volunteer run thrift store, a catering service, fundraisers, and collaborate with several organizations to serve the needs of local seniors.



Santa Ynez Valley Senior Citizens Foundation

Through a collaboration with SYV Veggie Rescue and the Food Bank, we are now delivering breakfasts 7 days a week. We are delivering “brown bag breakfast” items 5 days a week with our hot lunches, with Friday’s delivering including 3 breakfasts to cover the weekend.

Programs

Approximately 60% of our overall clientele are Caucasian and 50% of our Meals on Wheels and grocery program users are Latino. 72% of our Food Program users are low-income based on HUD’s standards for Santa Barbara County (\$35,700 or less) and receive free meals. Many of our clients live below the Federal poverty level and some are homeless. The average income of our scholarship clients is \$860/month. Our Food Program enables seniors to live independently and provides meals that meet 70% of their daily dietary requirements.

The Center Provides

Food Program

- ❖ 20,000 lunches and dinners annually
- ❖ 20,000 breakfasts annually (new in June 2016)
 - i. 124 housebound seniors use our Buellton Meals on Wheels
 - ii. 840 clients of which 70% are low-income
- ❖ 5,200 bags of free groceries are supplied to 65 low-income seniors annually
- ❖ Daily Free Farmer’s Market Open to the Public
- ❖ Monthly Senior Center dinners
- ❖ Monthly “mandate” dinners in collaboration with Valley Christian Fellowship
- ❖ Co-hosting the Veterans of Foreign Wars Welcome Home Dinners with the Solvang Rotary
- ❖ Food distribution center for SYV People Helping People

Other Programs

- ❖ 1,100 Center Subsidized Dial-A-Ride bus passes are subsidized annually
- ❖ Assist low-income seniors obtain prescriptions
- ❖ Match seniors to senior rooms for rent, and help them move
- ❖ Medical Aids Closet is open every day for people to borrow items
- ❖ Thrift Store open daily in Buellton and operated by volunteers
- ❖ Administer the City of Buellton’s Mobile Home Assistance Fund
- ❖ Propane to seniors that can’t afford to heat their mobile homes
- ❖ Provide Transportation to medical appointments
- ❖ Card Games & BINGO
- ❖ Quilting and other hobbies
- ❖ Monthly Lunch Buddies Field Trips (this month’s trip is a train ride to San Luis Obispo, boxed lunches on the train and dessert at the restaurant in San Luis)



Santa Ynez Valley Senior Citizens Foundation

Future Funding

The Center regularly collaborates with eight other organizations to deliver services to seniors and the low-income population of the Santa Ynez Valley. We have a large foodservice contract pending for the Golden Village. Our budget is generated primarily from thrift store revenues, grants and fundraising. The Center hosts two annual fundraisers per year and does catering.

Evaluation

Our main success driver is the number of meals prepared and the number of people served. Our Food Program goals for 2017 are to: serve more than 800 people, prepare at least 40,000 meals, distribute at least 5,000 bags of groceries. We have never turned anyone away. Our organizational vision is to end senior hunger in the Valley. We are finalizing our 2017-2020 Strategic Plan this spring.

The Center builds strong relationships with its clientele. We check on all of the Meals on Wheels clients' everyday and when something is needed makes sure that the client is taken care of. We host birthday parties, which is often an overlooked but deeply appreciated gesture for seniors living alone and step when we see elder abuse. There are a handful of homeless people in the Valley and we welcome them to use the bathroom and phone whenever they need. We contact family members when it appears more services are needed than the Center can provide.

Attachments

- A. Organizational Budget
- B. Program Budget
- C. City of Buellton granting history
- D. Financial Statements

Thank you so much for your past support and for the opportunity to present this request. The relationship that we have built truly benefits our wonderful city and its residents.

Sincerely,

Pam Gnekow
Executive Director



Santa Ynez Valley Senior Citizens Foundation

Attachment A and B

Santa Ynez Valley Senior Citizens Foundation DBA Buellton Senior Center			
Organizational Budget			
2017			
Income		Organizational	Food Program
Donations		13,000	-
Donations - Directors		2,500	-
Fees for Services		21,700	21,700
Catering (Net)		-	-
Grants		268,500	260,000
Events		5,000	-
Thrift Stores		110,000	84,600
Total Income		420,700	366,300
Expenses			
Admin Costs, Acct, Office, Adv.		29,400	-
Auto		7,000	7,000
Center & Stores Repairs & Maintenance		25,000	25,000
Contract Labor		2,000	2,000
Food Purchases		75,000	75,000
Supplies		2,000	2,000
Insurance		9,600	9,600
Interest		3,200	3,200
Payroll Expense		230,000	230,000
Principal Paydown		16,500	
Property Taxes		4,000	4,000
Utilities		17,000	8,500
Total Expense		420,700	366,300
Net Income		-	-



Santa Ynez Valley Senior Citizens Foundation

Attachment C

City of Buellton Support for Buellton Senior Center

The City of Buellton has granted funds and waived fees to help financially support the Santa Ynez Valley Senior Citizens Foundation DBA Buellton Senior Center, enabling the Center to provide much-needed senior services and operate a volunteer-run thrift shop. The following is a list of past contributions:

<u>Year</u>	<u>Amount</u>	<u>For Specified Service or Item</u>
1993	\$1,200	
1994	\$3,800	
1995	\$5,000	
1997	0	
1998	\$5,272.54	Office Equipment
1998	\$2,400	Waived Major Conditional Use Permit Fees for Thrift Shop
1999	\$7,000	Toward Thrift Shop Mortgage
2000	0	
2001	\$8,000	To Center Programs
2002	\$8,000	To Center Programs
2003	\$8,000	To Center Programs
2004	\$9,000	To Center Programs
2005	\$10,000	To Center Programs
2006	\$7,000	To Center Programs
2007	\$15,000	To Center Programs
2008	\$15,000	To Center Programs
2009	\$15,000	To Center Programs
2010	\$20,000	To Food Program
2011	\$30,000	To Food Program
2012	\$35,000	To Food Program
2013	\$47,500	To Food Program
2014	\$50,000	To Food Program
2015	\$50,000	To Food Program
2016	\$49,750	To Food Program

(\$3,000 City of Buellton Mobile Home Repair program administration (funds stay at the City of Buellton, we are a referral only source in 2012, 2013, 2014, 2015)

SANTA YNEZ VALLEY SENIOR CITIZENS FOUNDATION

PROFIT AND LOSS COMPARISON

January - December 2016

	TOTAL	
	JAN - DEC 2016	JAN - DEC 2015 (PY)
INCOME		
4120 Adopt - A - Senior		1,000.00
4135 Donations - Catering	1,500.00	
4140 Donations - Center	12,943.55	13,163.13
4150 Donations - Directors	3,500.00	2,545.02
4160 Fund Raisers		1,973.00
4200 Golf tournament	0.00	5,676.00
4210 Chefs in the Park (deleted)		665.00
4220 Blast from the past	5,000.00	
4240 Quick Draw	950.00	
Total 4160 Fund Raisers	5,950.00	8,314.00
4500 Grants		
4505 Ann Jackson Family Foundation	5,000.00	5,000.00
4510 Balin Trust		2,500.00
4515 Buellton, City of	49,850.00	50,000.00
4520 Christian Science		25,000.00
4530 Hutton Foundation		30,000.00
4533 Kei Lin Foundation, The	20,000.00	33,000.00
4535 Latkin Charitable Found.	5,000.00	5,000.00
4540 Cloverleaf Foundation		250.00
4550 Montecito Bank & Trust	2,500.00	
4558 Santa Barbara County	19,500.00	7,824.50
4560 Santa Barbara Foundation		25,000.00
4565 Santa Ynez Band of Mission Indi		5,000.00
4580 The Valley foundation	21,575.40	16,567.40
4585 Vikings		2,500.00
4592 Wells Fargo Foundation	2,000.00	
4593 Wheels and Windmills	10,000.00	
4594 Wood-Claeyssens Foundation	50,000.00	50,000.00
Total 4500 Grants	185,425.40	257,641.90
4600 Lunch Donations	16,766.87	19,513.27
4610 Senior Dinner	243.00	
4630 Pink Bag	1,308.00	658.50
4700 Thrift Shop Sales	116,318.06	113,946.84
Senior Center Membership Dues	1,171.00	1,145.00
Senior Center Use Fee	682.00	1,204.00
Total Income	\$345,807.88	\$419,131.66
COST OF GOODS SOLD		
5010 Food	69,135.82	50,664.63
Total Cost of Goods Sold	\$69,135.82	\$50,664.63
GROSS PROFIT	\$276,672.06	\$368,467.03
EXPENSES		

	TOTAL	
	JAN - DEC 2016	JAN - DEC 2015 (PY)
6010 Accounting	1,975.00	1,975.00
6015 Bookkeeping	698.75	
Total 6010 Accounting	2,673.75	1,975.00
6020 Advertising	807.99	396.88
6030 Auto Expense	3,446.33	1,469.09
6050 Bank Fees	144.75	308.19
6100 Cable telephone & internet	1,810.37	1,915.13
6110 Internet Programs	349.93	
Total 6100 Cable telephone & internet	2,160.30	1,915.13
6120 Computer Repair		39.98
6130 Contracted Labor	3,692.50	234.00
6200 Depreciation		4,961.00
6205 Employee benefits	375.00	
6210 Equipment Rental & Maintenance	4,058.54	3,529.88
6210 Office Expense	938.03	
6240 Finance Charge	55.78	0.00
6250 Fund Raisers Expenses	175.10	274.74
6253 Blast From the Past	1,400.00	
6255 Golf Tournament expense		1,657.20
6256 Chef's in the Park (deleted)		1,532.63
6257 Turkey Bingo		139.29
Total 6250 Fund Raisers Expenses	1,575.10	3,603.86
6258 Gifts	300.00	
6260 Grant Writing	5,220.00	7,320.90
6300 Insurance	4,282.75	
6310 Automobile	800.00	965.64
6330 Liability	1,110.76	2,027.40
6340 Property	677.57	1,578.91
6350 Workers Compensation	6,034.00	4,079.00
Total 6300 Insurance	12,905.08	8,650.95
6400 Interest Expense	31.65	10,063.06
6410 interest Expense on PWB	3,353.38	3,618.84
6420 Benefactor Loan (deleted)		618.36
6430 Anderson loan (deleted)		276.70
Total 6400 Interest Expense	3,385.03	14,576.96
6510 License & Fees	388.30	627.00
6530 Membership & Dues	110.00	160.00
6600 Office Expense	2,642.13	1,723.46
6610 Answering Service	383.58	
6620 Furniture-small	2,912.56	
Total 6600 Office Expense	5,938.27	1,723.46
6660 pest control.	64.80	
6700 Payroll Expense	126,186.45	127,073.75
6710 Payroll Salary	2,775.01	5,028.87
6720 Payroll Taxes	12,750.92	12,892.33
Total 6700 Payroll Expense	141,712.38	144,994.95
6750 Taxes	10.00	
6756 Property Taxes	3,867.00	12,882.15

	TOTAL	
	JAN - DEC 2016	JAN - DEC 2015 (PY)
6760 Sales (deleted)		6,300.96
6770 RRF-1 CA	75.00	75.00
Total 6750 Taxes	3,952.00	19,258.11
6820 Penalties		604.43
6850 Repairs & Maintenance	19,344.35	3,050.31
6860 Supplies	3,906.45	540.88
6890 Transportation.	2,173.37	2,205.00
6900 UTILITIES	65.68	27.35
6910 Electric	10,867.77	10,071.46
6920 Gas	2,066.89	1,267.11
6930 Telephone	560.89	626.43
6940 Trash	2,207.34	2,733.72
6950 WATER/ SEWER	732.00	684.09
Total 6900 UTILITIES	16,500.57	15,410.16
6980 Website - BLU	3,903.69	
Total Expenses	\$239,732.36	\$237,556.12
NET OPERATING INCOME	\$36,939.70	\$130,910.91
OTHER INCOME		
7010 INTEREST INCOME	36.09	
Total Other Income	\$36.09	\$0.00
NET OTHER INCOME	\$36.09	\$0.00
NET INCOME	\$36,975.79	\$130,910.91

SANTA YNEZ VALLEY SENIOR CITIZENS FOUNDATION

BALANCE SHEET COMPARISON

As of December 31, 2016

	TOTAL	
	AS OF DEC 31, 2016	AS OF DEC 31, 2015 (PY)
ASSETS		
Current Assets		
Bank Accounts		
1010 Rabobank - Checking	1,985.88	9,044.25
1012 Bus pass donation	800.00	2,500.00
1015 Board designated reserve	72,000.00	72,000.00
Total 1010 Rabobank - Checking	74,785.88	83,544.25
1020 Schwab - stock donations	2,932.69	
1040 Petty cash	500.39	400.39
Total Bank Accounts	\$78,218.96	\$83,944.64
Total Current Assets	\$78,218.96	\$83,944.64
Fixed Assets		
1400 Land	200,000.00	200,000.00
1500 Buildings		
1510 Original Cost	75,086.00	75,086.00
1520 Depreciation	-50,883.00	-50,883.00
Total 1500 Buildings	24,203.00	24,203.00
1600 Furniture & Fixtures		
1610 Original Cost	4,028.36	4,028.36
1620 Depreciation	-4,028.36	-4,028.36
Total 1600 Furniture & Fixtures	0.00	0.00
1700 Improvements		
1710 Original Cost	26,784.00	26,784.00
1720 Depreciation	-26,784.00	-26,784.00
Total 1700 Improvements	0.00	0.00
1800 Machinery & Equipment		
1810 Original Cost	12,198.25	3,898.25
1820 Depreciation	-1,948.00	-1,948.00
Total 1800 Machinery & Equipment	13,420.06	5,120.06
1900 Transportation Equipment		
1910 Original Cost	41,635.00	41,635.00
1920 Depreciation	-42,938.00	-42,938.00
1930 Cargo Van GMC 2014 used	23,044.15	23,044.15
Total 1900 Transportation Equipment	21,741.15	21,741.15
Total Fixed Assets	\$259,364.21	\$251,064.21
TOTAL ASSETS	\$337,583.17	\$335,008.85
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
2100 Payroll Liabilities	4,107.23	6,327.76

	TOTAL	
	AS OF DEC 31, 2016	AS OF DEC 31, 2015 (PY)
2140 Sales tax payable	0.00	2,552.56
2142 State Board of Equalization Payable	0.00	-2,790.56
2144 Sales Tax Payable	2,488.66	
Total 2142 State Board of Equalization Payable	2,488.66	-2,790.56
Total 2140 Sales tax payable	2,488.66	-238.00
Total Other Current Liabilities	\$6,595.89	\$6,089.76
Total Current Liabilities	\$6,595.89	\$6,089.76
Long-Term Liabilities		
2340 Internal Revenue Service	8,020.25	40,000.00
2500 Loan;Pacific Western Bank	42,917.22	47,996.36
Total Long-Term Liabilities	\$50,937.47	\$87,996.36
Total Liabilities	\$57,533.36	\$94,086.12
Equity		
3900 Retained Earnings	0.00	0.00
3910 Unrestricted(Retained Earnings)	243,074.02	110,011.82
Net Income	36,975.79	130,910.91
Total Equity	\$280,049.81	\$240,922.73
TOTAL LIABILITIES AND EQUITY	\$337,583.17	\$335,008.85

March 24, 2017

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

Dear Honorable Mayor and Council Members:

REQUEST:

For Fiscal Year 2017-18, People Helping People (PHP) requests that the City Council consider a grant to fund Under 1 Roof Senior Services in the amount of \$5,000 and basic needs programs in the total amount of \$19,000. Funding to specific programs to be as follows:

1. Partial funding of the rapidly growing Under 1 Roof Senior Services program of People helping People in the amount of \$5,000. Projected Buellton senior clients for 2017-18 include -60 unduplicated individuals on biweekly Food Program, 16 assisted with rent and utility assistance, 10 individuals/25 counseling sessions, 12 individuals receive direct medical and dental care, 6 individuals under case management, and 125 other services including links to medical, legal, senior care, and transportation services.
2. Continued partial funding of the Food and Emergency Solutions Programs of People Helping People in the amount of \$10,000 for fiscal year 2017-18. Serve 350 Buellton residents on Food Program. Serve 50 Buellton residents with Emergency Solutions Program to prevent homelessness.
3. Continued partial funding of the ADCAP (Advocates for Domestic & Child Abuse Prevention) Program of People Helping People in the amount of \$4,000 for fiscal year 2016-17. Serve 20-30 Buellton residents with the ADCAP program to prevent domestic violence.

Last year, the Council funded People Helping People at \$11,500.

DISCUSSION:

Program Need

In the Santa Ynez Valley and Los Alamos, PHP continues to be the go to organization to fill holes in the critical safety net for vulnerable children, seniors, individuals, and families. Requests for PHP basic needs services, especially among seniors, is increasing. Last year, homeless prevention requests remained stable overall but increased for seniors. Likewise, the food program stayed relatively flat at about 1,300 unduplicated clients, however requests by seniors grew by an additional 15%.

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

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

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

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

Organization Background and Goals

In December, PHP celebrated its 24th Anniversary of service to the Santa Ynez Valley and the City of Buellton in particular. PHP continues to manage eighteen (18) distinct programs and services, "under one roof," to minimize overhead costs (9% including general/administrative and fundraising) and improve access to services. PHP also continues to partner with other organizations to provide local services to meet the needs of local residents. PHP houses services from County Departments including Public Health, Social Services and from non government agencies like Antioch University (counseling interns) and CALM (Child abuse Listening and Mediation Services).

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

PHP's mission is as follows:

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

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

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

In fiscal year 2015-16 ending June 30, PHP served more than 3,900 unduplicated clients.. In the Buellton zip code that may include some County residents, PHP served more than 800 clients.

Major Accomplishments

1. In 2010 and 2011, PHP won the S. B. County Women's Commission award for service to women and their families.
2. **For FY 14-15, PHP provided a total of nearly 5,000 (+25% over FY 13-14) services in Buellton at a value of nearly \$220,000.** Buellton's funding of \$11,500 was therefore leveraged 19 times by PHP to furnish services to Buellton residents.
3. PHP has continued to serve an increasing number of clients, especially in its basic needs programs, even though staffing has decreased significantly over the past 5 years. This is a testament to the commitment of staff to the mission of PHP and its management's ability to pursue efficiencies and do more with less.
4. PHP continues to operate extremely efficiently and effectively. There are two key reasons:
 - a. PHP has been able to do more with less through its creative partnerships and pursuit of outside funding to meet client needs. In terms of partnerships, PHP has continued to expand its cooperative efforts to prevent and reduce homelessness in the Valley by collaborating with St. Vincent's de Paul at Mission Santa Ines, Deacons at S.Y.V. Presbyterian Church, and the Vestry at St. Mark's. The partners cooperate to fund assistance, conduct home visits, and case-manage clients.
 - b. For FY 2014-15, PHP's annual audit of financial statements shows that **PHP's total overhead costs were a remarkably low below 7.8% of total expenses.** PHP overhead consists of 6.2% for fundraising and only 1.6% for general and administrative (G&A) expenses. At PHP, managers wear many hats including those of Program Directors so administrative activities are closely coordinated and no frills. The audit contained no exceptions which is consistent with audits for the past eight (9) years. And for the second year in a row, the audit included no management recommendations, which is evidence of the excellence of our accounting procedures.
5. For FY 2015-16, PHP served approximately the same or slightly higher number of clients as in the prior year.
6. In 2012-13, in order to reduce food insecurity among low to extremely low income local residents, PHP initiated a County-wide collaborative of non-profit agencies. Food insecurity is defined as "not knowing at some point where your next meal will come from." In Santa Barbara County, the Foodbank reports that 1 in 4 children and 4 in 10 adults report food insecurity. The Collaborative of County non-profits led by PHP was designed to attract additional federal support to the areas served by the members so that clients could purchase additional food. PHP successfully completed the first two year grant and is in the second year of its follow-up grant. Based on its success, PHP was just invited to apply for a third two-year grant by California Department of Social Services.

7. In 2012-13, PHP, in a very competitive grant process, was awarded its first Emergency Solutions grant by Santa Barbara County. PHP was funded again in 2013-14, 2014-15, and 2015-16. PHP is recommended for funding in 2016-17. These federal funds are used to prevent homelessness and rapidly re-house the homeless whose annual income is at or below 30% of the Area Median Income (AMI). For a family of four, this income limit is \$23,900 per year.

8. Also in 2012-13, PHP's successful efforts via its Youth Coalition of community leaders to reduce alcohol, tobacco, and drug abuse in the Valley was rewarded by the Substance Abuse and Mental Health Administration (SAMHSA) with a renewal of a 5-year Drug Free Coalition grant and a 4-year Sober Truth About Preventing Underage Drinking (STOP) grant. PHP is completing the third year of both of these grants. Statistics from the CA Healthy Kids surveys from the Valley's primary schools and High School show statistically significant improvements in reducing use/abuse of alcohol and drugs by our local youth.

9. In fiscal year 2014-15, PHP served the following numbers of unduplicated clients in Buellton for funded programs:

Food Program: 316

Emergency Solutions: 40

ADCAP Domestic Violence Prevention: 22

10. In FY 2015-16, in recognition for the importance of its public services to low income residents, PHP was awarded a \$160,000 Community Development Block Grant (CDBG) to make capital improvements to its Client Service Center. Improvements are designed to improve ADA access and energy efficiency.

11. In FY 2015-16 PHP was awarded recognition as a CA Association of Psychology Internship Council (CAPIC) training site for post-doctoral candidates. This site will allow PHP to expand its community counseling work by having more interns on site.

Program Goals and Outcomes

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

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

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

- Food Program will serve 1,300 unduplicated individuals with 250,000-270,000 pounds of food
- 30% of Food Program families will receive referrals for other PHP services
- 60 families lacking transportation or who are disabled will receive deliveries of groceries
- 50% of groceries will be healthy fruits and vegetables

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

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

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

Program Descriptions

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

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

The Food Program operates biweekly year-round at Mission Santa Ines and at Creekside Village in Los Alamos. A storage facility is maintained at the Solvang Designer Outlet Center. 375 families are currently enrolled. Approximately 150 families are currently being served in Solvang and 80 in Los Alamos at each scheduled distribution. Volunteers currently make biweekly deliveries to approximately 20 families that lack transportation and approximately 30 families pick up groceries at PHP's Service Center in Solvang the Buellton Service Center, or the Santa Ynez Resource Center. Families are entitled to receive between one-three bags of groceries dependent upon family size. Each bag of groceries weighs 16-20 pounds. The Food Program now distributes approximately 270,000 pounds of food per year. Food is purchased from the Santa Barbara County Food Bank, donated by the Food Bank or USDA, and donated by the local community. PHP staff enrolls applicants, orders food, arranges for its delivery, maintains inventory, and prepares required reports. Volunteers unload, pack, distribute, and store food as well as clean up and deliver bags of groceries at two sites. For emergency needs, PHP maintains a food pantry at its Service Center that is stocked with canned and dry goods for emergencies. In addition, PHP distributes food from Albertson's "Fresh Rescue" program four days each week at its Solvang, Buellton and Santa Ynez Centers. Annually, this produces 12-15,000 pounds of donated food. PHP in conjunction with Crossroads Church and the Santa Barbara County Foodbank also conducts a monthly "farmers' market distribution (80 clients) in Buellton.

Last fiscal year ending June 30, 2015, PHP served 1,371, +26% over the prior year, unduplicated individuals through the Food Program. In fiscal year 2015-16 through December, PHP had already served 880. Last year, more than 2,000 volunteer hours were donated to operate the program. Clients must meet Federal poverty standards and verify income at intake. Standards are \$16,245 for a single; \$40,515 for a family of five.

Emergency Solutions Services are furnished to clients upon referral to PHP from school based Resource Centers, churches, businesses, schools, and law enforcement. Services are furnished through vouchers at the PHP Thrift Store and local restaurants, motels, service stations, and other service vendors. Rental assistance payments may be made directly to a landlord to prevent eviction or furnish rapid re-housing when a long-term solution is available to prevent future recurrence. Utility Assistance is provided to families who have received a 48-hour shut off notice. Payment is made either directly to a utility or through a voucher system. Last, PHP assists clients with transportation (and translation) to employment, are seeking work or need to attend to legal or medical matters. Transportation is furnished by PHP staff or with transit vouchers. Eligibility is based upon proof of need. For the past three years PHP has partnered with local organizations St. Vincent De Paul and SYV Presbyterian Deacons to multiply its direct assistance to needy families and reduce duplication. In 2014-15, PHP assisted 151 individuals, a 10% increase over the prior year. Through December of this year PHP served 83 individuals.

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

- Emergency Services - Twenty-four hour advocate response to Santa Barbara County Sheriff's Department 911 domestic violence crime calls, emergency transportation, temporary shelter, food and clothing.
- Drop-in Center during business hours staffed by ADCAP's Director, who conducts client needs assessments, develops support and safety plans, furnishes service referrals, and provides advocacy and victim empowerment through counseling, legal, and court support.
- Case Management Services – Risk and needs assessment, home visitation, translation, transportation, system advocacy, follow-up, vocational guidance, referrals and linkages and on-going evaluation of service plan.
- Information, referral and follow up to community resources - Community service organizations, health care and counseling; District Attorney's Victim Witness Program, Legal-Aid, Family Law, Child Welfare Services

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

Evaluation

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

Financial Information

PHP’s projected Fiscal Year 2016-17 annual operating budget (See Attachment 2)

Revenue	: \$2,275,024
Expense	: \$2,244,604
Net Over Expense	: \$ 30,420 ¹

PHP’s Fiscal Year 2015-16 Audited Profit and Loss (See Audit as Attachment 3)

Revenue	: \$2,058,812
Expense	: \$2,056,002
Net Over Expense	: \$ 2,810

Projected Fiscal Year 2017-18 operating budgets for Seniors, Food, Emergency Solutions, and ADCAP are:
See Attachment 4 for program budgets.

Revenue	: \$ 624,950
Expense	: \$ 654,586
Net	: (\$ 29,636) ²

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

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

AMOUNT AND PERCENTAGE OF PHP PROGRAM BUDGET DEVOTED TO SERVING BUELLTON
\$310,000
19%

5-YEAR OVERHEAD RATE COMPARISON PER INDEPENDENT AUDIT					
FY YEAR:	2011-12	2012-13	2013-14	2014-15	2015-16
% Fund Raising	7.6	6.8	6.7	6.2	5.9
% Gen. & Admin.	<u>3.4</u>	<u>2.7</u>	<u>2.3</u>	<u>1.6</u>	<u>4.1</u>
% Total Overhead	11.0	9.5	9.0	7.8	10
5 YR AV:					<u>9.5%</u>

CITY of BUELLTON 5-YEAR FUNDING to PHP					
FY YEAR:	2012-13	2013-14	2014-15	2015-16	2016-17
Funding	7,203	11,000	\$11,000	\$11,500	\$11,800

Conclusion

In conclusion, we believe that the cost data provided shows that the \$19,000 in requested funding represents an extremely cost effective no frills investment by the Council in providing services to the most vulnerable senior population and the most basic needs services to its citizens- food, shelter and family safety. Additionally, all funds granted will be spent on services furnished to Buellton residents. It is an investment in community services providing a helping hand to those most vulnerable in our community and allows PHP to leverage the investment many times over with other public and private funders.

We appreciate the Council’s past support and the opportunity of presenting this proposal and look forward to discussing it at a future Council meeting.

Respectfully submitted,



Dean A. Palius, CEO

Enclosures: Attachments (4)
 Annual Report

2016-17 ADOPTED ORGANIZATION BUDGET

	A	E	I
		Adopted	Feb. Revise
1			
2	REVENUE:		
3	Foundations and Grants		
4	Santa Ynez Valley	\$ 37,000	\$ 37,000
5	Santa Barbara Core	\$ 72,500	\$ 50,000
6	Santa Barbara/SYV Min- Grant CAPIC	\$ 5,000	\$ 5,000
7	Santa Barbara -Valley Discretionary Grant	\$ -	\$ -
8	Balin Trust	\$ 5,000	\$ 5,000
9	Union Bank	\$ 5,000	\$ 10,000
10	Wood Claeysen's	\$ 20,000	\$ 20,000
11	Latkin	\$ 5,000	\$ 5,000
12	Jackson	\$ 10,000	\$ 10,000
13	Towbes	\$ 7,500	\$ 7,500
14	Hutton	\$ 25,000	\$ 25,000
15	Cottage Health Systems-Adult Dental		
16	Cottage Health Systems-FSA Collab.	\$ 5,400	\$ 5,400
17	Bank of Montecito	\$ -	
18	Legacy Fund	\$ -	
19	Eagle Foundation	\$ 30,000	\$ 25,000
20	Archstone Foundation	\$ -	
21	Los Alamos Foundation	\$ 6,000	\$ 6,000
22	Wheels 'N Windmills Auto Club	\$ -	\$ -
23	Los Alamos Men's Club	\$ 5,000	\$ 5,000
24	Chumash Foundation	\$ 10,000	\$ 10,000
25	Sub Total:	\$ 248,400	\$ 225,900
26			
27	Government Agencies		
28	County of Santa Barbara HSC	\$ 30,000	\$ 30,000
29	City of Solvang	\$ 30,000	\$ 17,000
30	City of Buellton	\$ 11,800	\$ 11,800
31	City of Buellton Census Contract	\$ 4,800	\$ 4,800
32	First 5 Children & Families-Fam Support	\$ 58,000	\$ 58,000
33	First 5 Systems Change FFN	\$ 30,000	\$ 30,000
34	Prop 63 SBC Behavioral Wellness	\$ 51,000	\$ 52,000
35	Child Abuse Prev.-CALM Subcontract	\$ 16,500	\$ 16,900
36	CDBG-Buellton	\$ -	
37	CDBG-Solvang	\$ -	
38	CDBG-SB County	\$ 20,560	\$ 20,560
39	CDBG-Capital Improvements	\$ -	\$ 150,700
40	SYVUHS Mentoring & Counseling Contract	\$ 25,000	\$ 25,000
41	Buellton School Dist. Counseling Contract	\$ 5,000	\$ 5,000
42	Buellton S.D. Life Skills	\$ 4,000	\$ -
43	Solvang School Dist. Counseling Contract	\$ 10,000	\$ 5,000
44	Solvang S.D. Life Skills	\$ 4,000	\$ 4,000
45	Los Olivos S.D. Life Skills	\$ 2,000	\$ 2,000
46	SY Charter School	\$ 17,000	\$ 17,000
47	HSC Mini Grant	\$ 7,000	\$ 7,000
48	College S.D. MediCal Admin Activities	\$ 20,500	\$ 20,500
49	College S.D. Life Skills	\$ 2,000	\$ 2,000
50	S.B.C. Tobacco Prevention	\$ 2,000	\$ 2,000
51	SBC Behavioral Wellness Drug Prev	\$ 41,000	\$ 41,000
52	Drug free Communities	\$ 125,000	\$ 125,000
53	S.B.C. Emergency Solutions Grant (ESG)	\$ 14,500	\$ 14,500
54	SBCEO/SBC Pub Health Medical Grant	\$ -	\$ -
55	Stop Act Grant	\$ 12,000	\$ 12,000
56	CalFresh Grant	\$ 150,269	\$ 150,269
57	CalSafe	\$ -	\$ -
58	Sub Total:	\$ 693,929	\$ 824,029
59			
60	United Way		
61	S.B. Community Focus	\$ 1,500	\$ 1,600
62	Sub Total:	\$ 1,500	\$ 1,600
63			
64			
65			

2016-17 ADOPTED ORGANIZATION BUDGET

	A	E	I
		Adopted	Feb. Revise
66			
67			
68	Businesses	\$ 3,500	\$ 7,500
70	Service Clubs		
71	Solvang Rotary		
72	Santa Ynez Valley Rotary		
73	Los Olivos Rotary	\$ 1,000	\$ 1,000
74	Buellton Rotary	\$ 500	\$ 500
75	Sub Total:	\$ 1,500	\$ 1,500
76	Churches		
77	St. Marks		
78	S Y Mission/St Vincent De Paul		
79	Bethania Lutheran	\$ 700	\$ 700
80	S.Y.V. Presbyterian	\$ -	\$ -
81	Other	\$ -	\$ -
82	Sub Total:	\$ 700	\$ 700
83	Individuals	\$ 50,000	\$ 50,000
84	PHP Fee For Service		
85	Medical Transportation		
86	SBCEO MediCal Reenrollment Fees	\$ 8,000	\$ 9,660
87	SBCEO Outreach & Enrollment		\$ 8,000
88	MediCal/ACA Applications	\$ 3,000	
89	Sub Total:	\$ 11,000	\$ 17,660
90	PHP Fund Raising		
91	Empty Bowls-Brown Bag	\$ 23,000	\$ 18,500
92	Board Giving	\$ 13,000	\$ 26,000
93	Vehicle Donation Sales	\$ 1,000	\$ 6,000
94	Valley 100-WIGS	\$ 28,500	\$ 28,500
95	Vino de Sueños	\$ 64,000	\$ 53,000
96	Bike Trek	\$ 18,600	\$ 18,600
97	Polo Classic	\$ 142,000	\$ 195,000
98	Marriott Golf Tourney	\$ 15,000	\$ 7,500
99	Annual Report	\$ 4,000	\$ 4,635
100	Sub Total:	\$ 309,100	\$ 357,735
101	Thrift Store	\$ 300,000	\$ 273,000
102	Donated Medical/Dental Services	\$ 50,000	\$ 50,000
103	Donated Food	\$ 348,000	\$ 348,000
104	Donated Goods for Clients	\$ 15,000	\$ 15,000
105	Donated Professional Services	\$ 28,000	\$ 28,000
106	Donated Rents	\$ 56,000	\$ 56,000
107	Leases	\$ 16,000	\$ 16,000
108	PHP Room Rental	\$ 300	\$ 300
109	Other	\$ 1,500	\$ 1,500
110	Misc Interest	\$ 600	\$ 600
111	TOTAL REVENUE:	\$ 2,135,029	\$ 2,275,024

2016-17 ADOPTED ORGANIZATION BUDGET

	A	E	I
112	EXPENSE:	Adopted	Feb. Revise
113	Salary	\$ 820,850	\$ 836,600
114	Payroll Tax	\$ 71,222	\$ 74,818
115	Retirement	\$ 19,686	\$ 21,966
116	Health Insurance	\$ 84,000	\$ 81,000
117	Other Employee Benefits	\$ 10,850	\$ 11,800
118	Workers Compensation	\$ 54,858	\$ 54,000
119	Subtotal Personnel:	\$ 1,061,466	\$ 1,080,184
120	Utilities Assistance	\$ 1,500	\$ 1,500
121	Food Purchase	\$ 12,000	\$ 12,000
122	Medical Assistance	\$ 3,000	\$ 3,000
123	Adult Dental Fund		
124	Rental Assistance	\$ 10,000	\$ 10,000
125	Fulfill-A-Wish Assistance	\$ 3,500	\$ 3,500
126	Scholarships	\$ 500	\$ 500
127	Other Direct Assistance	\$ 3,500	\$ 3,500
128	Subtotal Direct Assistance:	\$ 34,000	\$ 34,000
129	Donated Medical/Dental Services	\$ 50,000	\$ 50,000
130	Donated Food	\$ 348,000	\$ 348,000
131	Donated Goods for Client	\$ 15,000	\$ 15,000
132	Donated Professional Services	\$ 28,000	\$ 28,000
133	Donated Rents	\$ 56,000	\$ 56,000
134	Subtotal Donated Goods & Services:	\$ 497,000	\$ 497,000
135	Education Materials/Supportive Services	\$ 1,000	\$ 1,000
136	Vehicle Expense	\$ 6,500	\$ 6,500
137	Consulting	\$ 8,000	\$ 8,000
138	Contractors	\$ 112,900	\$ 112,900
139	Equipment Lease Inc. Copy Expense	\$ 12,002	\$ 12,002
140	Equipment Purchase	\$ 5,000	\$ 5,000
141	Accounting and Audit	\$ 17,500	\$ 17,500
142	Printing	\$ 1,500	\$ 1,500
143	Meeting Expenses	\$ 2,600	\$ 2,600
144	Employee Recruitment	\$ 500	\$ 500
145	Advertising & Promotion	\$ 5,000	\$ 5,000
146	Program Incentives	\$ 1,500	\$ 1,500
147	Prop, Liab, & D&O Insurance	\$ 18,700	\$ 18,700
148	Office Supplies & Expense	\$ 24,900	\$ 24,900
149	Postage	\$ 1,500	\$ 1,500
150	Equipment Repairs & Maintenance	\$ 1,000	\$ 1,000
151	Education & Training	\$ 4,600	\$ 4,600
152	Travel	\$ 500	\$ 500
153	Thrift Store Move	\$ 2,618	\$ 4,600
154	Rent/Mortgage	\$ 64,000	\$ 58,000
155	Utilities	\$ 14,000	\$ 14,000
156	Telephone	\$ 11,500	\$ 12,700
157	Mileage Reimbursement/Transportation	\$ 4,100	\$ 4,100
158	Dues, Licenses, & Subscriptions	\$ 1,001	\$ 1,001
159	Bank, Payroll, & Retirement Fees	\$ 12,667	\$ 12,667
160	Building Improvements	\$ 500	\$ 137,500
161	Property Tax	\$ 500	\$ 500
162	Legal	\$ 8,000	\$ 8,000
163	Building Maintenance	\$ 8,000	\$ 8,000
168	Subtotal General:	\$ 352,088	\$ 486,270
169	Fundraising		
170	Bike Trek	\$ 5,500	\$ 5,500
171	VDS	\$ 9,000	\$ 10,750
172	Empty Bowls	\$ 4,500	\$ 4,900
173	A-RU		
174	Annual Report	\$ 5,000	\$ 5,000
175	Vintners' Weekend		
176	Vehicles	\$ 500	\$ 3,000
177	Polo Classic	\$ 80,000	\$ 118,000
178	Subtotal Fundraising:	\$ 104,500	\$ 147,150
179	Interest Expense	\$ -	\$ -
180	TOTAL EXPENSE:	\$ 2,049,054	\$ 2,244,604
181	NET REVENUE (EXPENSE)	\$ 85,976	\$ 30,420
182	REVENUE AVAILABLE TO RESERVES:	\$ 85,976	\$ 30,420
183	Contribution to Operating Reserve	\$ 64,482	\$ 22,815
184	Contribution to Building R & R Reserve	\$ 8,598	\$ 3,042
185	Contribution to Equipment Reserve	\$ 8,598	\$ 3,042
186	Contribution to Change Capital Reserve	\$ 4,299	\$ 1,521
187	BALANCE:	\$ -	\$ -

SANTA YNEZ VALLEY PEOPLE HELPING PEOPLE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2015

	Unrestricted	Temporarily Restricted	2016 Total	2015 Total All Funds
Support				
Contributions	\$ 89,182	\$ -	\$ 89,182	\$ 55,488
Foundation grants	102,500	65,000	167,500	347,500
Government agency contracts	667,661	-	667,661	657,189
In-kind contributions (Note 12)	601,684	-	601,684	517,171
Special events (net of expenses of \$209,782 and \$82,298, respectively)	149,905	39,000	188,905	171,160
Total Support	1,610,932	104,000	1,714,932	1,748,508
Revenue				
Thrift store sales	308,053	-	308,053	263,612
Rental income	17,315	-	17,315	16,498
Program fees	7,115	-	7,115	10,000
Investment gain/(loss)	435	-	435	119
Other revenue	10,962	-	10,962	2,967
Total Revenue	343,880	-	343,880	293,196
Net assets released from restrictions				
Expiration of program restrictions	177,950	(177,950)	-	-
Total Support and Revenue	2,132,762	(73,950)	2,058,812	2,041,704
Expenses				
Program Services	1,848,503	-	1,848,503	1,748,967
Supporting Services				
Administrative	85,456	-	85,456	30,325
Fundraising	122,043	-	122,043	116,834
Total Supporting Services	207,499	-	207,499	147,159
Total Expenses	2,056,002	-	2,056,002	1,896,126
Change in Net Assets	76,760	(73,950)	2,810	145,578
Net Assets at Beginning of Year	650,055	177,950	828,005	682,427
Net Assets at End of Year	\$ 726,815	\$ 104,000	\$ 830,815	\$ 828,005

The accompanying notes are an integral part of this financial statement

FISCAL YEAR 2017-18 FOOD, EMERGENCY SOLUTIONS, ADCAP and SENIOR PROGRAM BUDGETS

	A	V	W	X	Y	Z
1	PROGRAM:	Food	Em. Sol.	ADCAP	Seniors	Total
2	REVENUE:			(Dom. Viol.)		
3	Foundations and Grants					
4	Santa Ynez	\$ 13,000	\$ 8,000	\$ 8,000	\$ 3,000	\$ 32,000
5	Santa Barbara Core Support	\$ 4,000	\$ -		\$ 4,000	\$ 8,000
6	Cottage Health Systems					\$ -
7	Balin Trust	\$ 2,500	\$ 1,250		\$ 5,000	\$ 8,750
8	Union Bank			\$ -	\$ 3,000	\$ 3,000
9	Wood Claeysen's					\$ -
10	Latkin		\$ -		\$ 600	\$ 600
11	C.S. Legacy Fund				\$ 3,000	\$ 3,000
12	Jackson	\$ 7,500	\$ 2,500		\$ 5,000	\$ 15,000
13	Towbes	\$ 1,000				\$ 1,000
14	Chumash Foundation				\$ 10,000	\$ 10,000
15	Hutton				\$ 15,000	\$ 15,000
16	Eagle			\$ 10,000		\$ 10,000
17	Sub Total:	\$ 28,000	\$ 11,750	\$ 18,000	\$ 48,600	\$ 106,350
18						\$ -
19	Government Agencies					\$ -
20	County of Santa Barbara HSC	\$ 16,000	\$ 9,000	\$ -	\$ 3,000	\$ 28,000
21	City of Solvang	\$ 7,000	\$ 6,000	\$ 4,000	\$ 5,000	\$ 22,000
22	City of Buellton	\$ 6,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 19,000
23	Children & Families-Fam Support					\$ -
24	Children & Families-Early Ment Health					\$ -
25	Prop 63 SBC ADMHS				\$ 3,000	\$ 3,000
26	S.B. County CAPIT (HSC-CTF)					\$ -
27	CDBG County	\$ 5,000	\$ 3,000			\$ 8,000
28	CDBG-Buellton					\$ -
29	CDBG-Solvang					\$ -
30	ESG-S.B. County		\$ 19,000		\$ 3,000	\$ 22,000
31	Sub Total:	\$ 34,000	\$ 41,000	\$ 8,000	\$ 19,000	\$ 102,000
32						\$ -
33	United Way					\$ -
34	S.B. Community Focus			\$ 1,600		\$ 1,600
35	Central Coast Counseling					\$ -
36	Central Coast-Food & E.S.					\$ -
37	Sub Total:	\$ -	\$ -	\$ 1,600		\$ 1,600
38						\$ -
39						\$ -
40						\$ -
41						\$ -

FISCAL YEAR 2017-18 FOOD, EMERGENCY SOLUTIONS, ADCAP and SENIOR PROGRAM BUDGETS

	A	V	W	X	Y	Z
42		Food	Em. Sol.	ADCAP	Seniors	Total
43				(Dom. Viol.)		\$ -
44	Businesses					\$ -
46	Service Clubs					\$ -
47	Solvang Rotary					\$ -
48	Santa Ynez Valley Rotary					\$ -
49	Los Olivos Rotary	\$ -		\$ 1,000		\$ 1,000
50	Buellton Rotary	\$ 500				\$ 500
51	Sub Total:	\$ 500	\$ -	\$ 1,000		\$ 1,500
52	Churches					\$ -
53	St. Marks					\$ -
54	S Y Mission/St Vincent De Paul					\$ -
55	Bethania Lutheran					\$ -
56	S.Y.V. Presbyterian					\$ -
57	Other					\$ -
58	Sub Total:	\$ -	\$ -	\$ -		\$ -
59	Individuals	\$ 3,000				\$ 3,000
60	PHP Fee For Service					\$ -
61	Medical Transportation					\$ -
62	Other Service fees					\$ -
63	Healthy Families Applications					\$ -
64	Sub Total:	\$ -	\$ -	\$ -	\$ -	\$ -
65	Donations					\$ -
66	PHP Fund Raising					\$ -
67	Empty Bowls-Brown Bag					\$ -
68	Board Giving					\$ -
69	Legacy of Caring Donor Campaign					\$ -
70	Voices/Del Castillo Concert					\$ -
71	Ballard Inn Dinner					\$ -
72	Valley WIGS	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
73	Annual Hidden Gems					\$ -
74	A-R/Wine Dinners					\$ -
75	Vino de Suenos					\$ -
76	W.C. Bike Trek					\$ -
77	Annual Report					\$ -
78	Sub Total:	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 12,000
79	Thrift Store					\$ -
80	Donated Medical/Dental Services				\$ 12,000	\$ 12,000
81	Donated Food	\$ 340,000			\$ 42,000	\$ 382,000
82	Other Donations	\$ 4,500			\$ -	\$ 4,500
83	Leases					\$ -
84	PHP Room Rental					\$ -
85	Other					\$ -
86	Misc Interest					\$ -
87	Other					\$ -
88	TOTAL REVENUE:	\$ 410,000	\$ 56,750	\$ 32,600	\$ 125,600	\$ 624,950

FISCAL YEAR 2017-18 FOOD, EMERGENCY SOLUTIONS, ADCAP and SENIOR PROGRAM BUDGETS

	A	V	W	X	Y	Z
89	EXPENSE:	Food	Em. Sol.	ADCAP	Seniors	Total
90	(NOTE: Row #'s skip due to detail roll-up)			(Dom. Viol.)		\$ -
91	Salary	\$ 38,435	\$ 29,891	\$ 18,140	\$ 28,200	\$ 114,666
92	Payroll Tax	\$ 3,375	\$ 2,625	\$ 1,814	\$ 2,820	\$ 10,633
93	Retirement	\$ 2,058	\$ 512	\$ 311	\$ 483	\$ 3,364
94	Health Insurance	\$ 3,717	\$ 2,891	\$ 1,754	\$ 2,727	\$ 11,089
95	Other Employee Benefits	\$ 504	\$ 403	\$ 504	\$ 504	\$ 1,915
98	Workers Compensation	\$ 2,614	\$ 478	\$ 520	\$ 425	\$ 4,037
99	Utilities Assistance		\$ 1,500			\$ 1,500
100	Food Purchase	\$ 4,600			\$ 2,500	\$ 7,100
101	Medica/Dental Assistance Direct				\$ 12,000	\$ 12,000
102	Rental Assistance		\$ 10,000		\$ 9,000	\$ 19,000
103	Mobile Home Rehab Assistance		\$ -			\$ -
104	Fulfill-A-Wish Assistance					\$ -
105	Scholarships					\$ -
106	Other Direct Assistance		\$ 1,000		\$ 3,000	\$ 4,000
107	Donated Medical/Dental Services				\$ 12,000	\$ 12,000
108	Donated Food	\$ 340,000			\$ 42,000	\$ 382,000
109	Other Donations	\$ 4,500				\$ 4,500
110	Education Materials/Supportive Services					\$ -
111	Vehicle Expense	\$ 1,250		\$ 300	\$ -	\$ 1,550
114	Consulting					\$ -
115	Contractors	\$ -	\$ -	\$ -		\$ -
119	Equipment Lease Inc. Copy Expense	\$ 571	\$ 444	\$ 269	\$ 400	\$ 1,683
120	Equipment Purchase					\$ -
121	Accounting and Audit	\$ 878	\$ 683	\$ 414	\$ 600	\$ 2,575
124	Printing	\$ 88	\$ 68	\$ 41		\$ 197
127	Meeting Expenses					\$ -
133	Employee Recruitment					\$ -
134	Advertising & Promotion	\$ 110	\$ 85	\$ 52	\$ 400	\$ 647
138	Program Incentives					\$ -
139	Prop, Liab, & D&O Insurance	\$ 1,043	\$ 422	\$ 498	\$ 650	\$ 2,614
145	Office Supplies & Expense	\$ 966	\$ 751	\$ 456	\$ 600	\$ 2,773
148	Postage	\$ 145	\$ 113	\$ 69		\$ 327
149	Equipment Repairs & Maintenance					\$ -
150	Education & Training			\$ 400		\$ 400
154	Travel					\$ -
155	Board Retreat					\$ -
156	Rent/Mortgage	\$ 940	\$ 639	\$ 601	\$ 575	\$ 2,755
160	Utilities	\$ 608	\$ 468	\$ 441	\$ 425	\$ 1,942
166	Telephone	\$ 712	\$ 554	\$ 2,610	\$ 650	\$ 4,526
176	Mileage Reimbursement/Transportation	\$ 471	\$ 427	\$ 95	\$ 1,500	\$ 2,493
177	Dues, Licenses, & Subscriptions					\$ -
178	Bank, Payroll, Retirement Admin. Charges	\$ 439	\$ 341	\$ 207	\$ 300	\$ 1,287
184	Leasehold Improvements					\$ -
185	Property Tax					\$ -
186	Legal					\$ -
187	Building Maintenance	\$ 347	\$ 236	\$ 222	\$ 200	\$ 1,004
192	Fund Raising					\$ -
193	Interest Expense					\$ -
194		\$ 408,370	\$ 54,530	\$ 29,719	\$ 121,959	\$ 614,578
195	NET REVENUE (EXPENSE) Before O.H.	\$ 1,630	\$ 2,220	\$ 2,881	\$ 3,641	\$ 10,372
197	Loan Principal Pay Down					
198	Contribution to Operating Reserve					
199	Allocatable Fund Raising & General Expense	\$ (20,418)	\$ (5,180)	\$ (2,823)	\$ (11,586)	\$ (40,008)
200	Fund Transfers (Fund Raising)	\$ -	\$ -	\$ -	\$ -	\$ -
201	Current Year Program Net	\$ (18,788)	\$ (2,960)	\$ 58	\$ (7,945)	\$ (29,636)



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

www.foodbanksbc.org

South County Facility
4554 Hollister Avenue
Santa Barbara, CA 93110
phone 805 967 5741
fax 805 683 4951

North County Facility
490 West Foster Road
Santa Maria, CA 93455
phone 805 937 3422
fax 805 937 8750

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

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- Barbara Tzur
- Erwin Villegas

Chief Executive Officer
Erik Talkin



March 16, 2017

Carolyn Galloway-Cooper
City of Buellton
P.O. Box 1819
Buellton, CA 93427

RE: Request to the City of Buellton for Grant Support from the Foodbank of Santa Barbara County

The mission of the Foodbank of Santa Barbara County is to end hunger and transform the health of Santa Barbara County through good nutrition. We thank you for partnering with us to accomplish our goals and to serve the 1 in 5 residents of Buellton who reach out to us every year for services including food distribution, nutrition education and CalFresh enrollment outreach. This is a letter of request to the City of Buellton for a grant of \$10,000 in FY17-18 to allow us to continue and expand our work in your community. Funds will be used to purchase healthy nutritious food to be distributed through programs that provide direct assistance to low to moderate income residents of Buellton struggling with food insecurity.

About the Foodbank

For over thirty years the Foodbank has provided food to those in need across Santa Barbara County and south San Lis Obispo County. We distribute 10 million pounds of food annually and our services are utilized by 1 in 4 people on the county each year. Two thirds of the low-income children, families and seniors that rely on us for supplemental emergency food reside in North Santa Barbara County. We work in partnership with nearly 170 North County non-profit partner agencies to distribute food and also provide nutrition education and food literacy lessons through direct-to-client programs such as our Children’s Health Initiative, Nutrition Advocates, and Brown Bag for Seniors. All of the Foodbank's clients are low to moderate income, and each of our partner agencies agree to only distribute donated products to recipients who qualify as ill, needy and/or infant (minor children 0-18 years old) as defined in IRS code section 170(e)3. All food is distributed FREE OF COST.

According to the Santa Barbara County Supervisors report “A Snapshot of Poverty”, 1 in every 5 children, 1 in every 5 adults and 1 in every 14 seniors live in poverty. Poverty is unmistakably the driving factor in the lack of resources to purchase or otherwise procure food – especially healthy and nutritious food. In 2014 our network partners participated in Feeding America’s “Hunger in America” survey. The resulting demographic data on Santa Barbara County estimated that 75% of constituent households are considered food insecure. 60% of the households reported they had to choose between paying for food and paying for rent or mortgage in the last year and an estimated 21% of households report at least one member with diabetes. 39% of clients we serve are children, 49% adults and 16% are seniors. 52% are female and 70% self-identify as Hispanic or Latino. Our clients become actively involved in our organization by participating in our programs as volunteers, and then as their skills develop, they become advocates for better nutrition and improved food

access in their own neighborhoods and communities through our Nutrition Advocates Network. Low-income, food insecure clients benefit not only from the food we provide, but the tools we offer that help empower them to break the concurrent cycles of hunger, poor health and poverty.

These programs benefit persons living with hunger and food insecurity whose income falls within Federal Poverty guidelines. Participating members of the Foodbank's partner network verify the low-income status and eligibility of their clients as part of their membership requirements in order to establish eligibility for the largely free food and produce they receive. Partners are then required to submit quarterly reports to the Foodbank documenting client demographics and the numbers of meals or amount of food distributed. A high percentage of food to be distributed (45-50%) includes fresh produce which is available to nonprofit partners free of cost. Food insecure families and children will benefit from improved nutrition intake, which in turn can contribute to better long-term health and the reduction of diet-related problems such as obesity and cardiac disease.

Our Impact Department evaluates our programs and distribution methods, updating and refining them to ensure that they effectively and efficiently accomplish our goals of ending hunger and increasing our clients understanding of nutrition and the link between diet and health. To measure our community impact we have adopted a robust, data-driven evaluation framework called REAIM. REAIM stands for: Reach, Effectiveness, Adoption, Implementation, and Maintenance. Each domain is evaluated using a series of measurement techniques. Results are quantified into a score between 0-10 for each domain and can be averaged together for an overall REAIM score, with lower numbers signifying room for growth, and higher numbers signifying effective programming. FY16 RE-AIM programs scores ranged 8.2 to 9.5-indicating effective programming.

While many other agencies provide food to those in need, none have the capacity to purchase, transport, sort, store and distribute food on the same scale as the Foodbank. By leveraging our membership with the California Association of Food Banks, an organization committed to promoting collaboration and innovation among its member food banks, and through our partnership with Feeding America, a nationwide network of food banks and pantries, we are able to procure food from local as well as national retailers, manufacturers and growers. This economy of scale allows us to provide a wide variety of healthy and nutritious foods to our network partners at a fraction of the cost that they would pay through other retail outlets. Through these collaborations we are also able to work with growers across the state to provide produce that is not grown locally such as peaches, carrots and onions from farms in Santa Maria and the Central Valley.

Again, we would like to express our gratitude to the Buellton City Council for your continued support. With your kind help, we can continue to address the critical needs of those in Buellton who struggle with food security.

Sincerely,



Erik Talkin
Chief Executive Officer

Enclosures:
Audited Financial Statement FY15-16

FOODBANK OF SANTA BARBARA COUNTY
FINANCIAL STATEMENTS
JUNE 30, 2016

FOODBANK OF SANTA BARBARA COUNTY

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REED S. SPANGLER
JANE E. RUSSELL
GAIL H. ANIKOUCHINE
WILLIAM L. JACKSON

TIMOTHY A. O'KEEFE
ARJUN S. McAVOY
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SUITE 200
SANTA BARBARA
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PHONE (805) 966-4157
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Los Olivos
2948 NOJOQUI AVE.
SUITE 3
P.O. BOX 336
LOS OLIVOS
CALIFORNIA 93441
PHONE (805) 688-6449
FAX (805) 688-6440

E-MAIL cpa@mfc.com
WEBSITE www.mfco.com

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Foodbank of Santa Barbara County:

We have audited the accompanying financial statements of Foodbank of Santa Barbara County, (a California nonprofit organization), which comprise the statement of financial position as of June 30, 2016, the related statements of activities and functional expenses for the year then ended, statements of cash flows for the years ended June 30, 2016 and 2015, and the related notes to the financial statements.

Management's Responsibility for the Financial Statement

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Foodbank of Santa Barbara County as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Report on Summarized Prior Period Financial Statements

We have previously audited Foodbank of Santa Barbara County's financial statements as of June 30, 2015, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 4, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 19, 2016, on our consideration of Foodbank of Santa Barbara County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Foodbank of Santa Barbara County's internal control over financial reporting and compliance.



Santa Barbara, California
September 19, 2016

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2015

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>2016 Total</u>	<u>2015 Total</u>
<u>ASSETS</u>					
Current Assets:					
Cash and cash equivalents	\$ 74,367	\$ 15,666	\$ -	\$ 90,033	\$ 370,420
Accounts and other receivables, net (note 3)	19,208	-	-	19,208	20,319
Grants and contracts receivable (note 4)	196,135	72,000	-	268,135	192,244
Pledges receivable (note 5)	-	310,235	-	310,235	250,474
Deposits	33,926	-	-	33,926	33,926
Food inventory	413,384	319,561	-	732,945	704,302
Total Current Assets	<u>737,020</u>	<u>717,462</u>	<u>-</u>	<u>1,454,482</u>	<u>1,571,685</u>
Fixed Assets, net (note 6)	<u>1,746,182</u>	<u>-</u>	<u>-</u>	<u>1,746,182</u>	<u>1,781,635</u>
Other Assets:					
Cash and cash equivalents designated for operating reserve (note 9)	99,466	-	-	99,466	66,811
Certificate of deposit designated for operating reserve (note 9)	252,389	-	-	252,389	251,623
Beneficiary interest in assets held by others (notes 7 and 9)	350,383	-	-	350,383	373,188
Cash held in endowment (note 15)	-	-	5,379	5,379	5,379
Retirement plan asset (note 13)	70,489	-	-	70,489	-
Grants and contracts receivable, net of current (note 4)	35,000	289,578	-	324,578	362,564
Pledges receivable, net of current (note 5)	-	226,045	-	226,045	453,463
Total Other Assets	<u>807,727</u>	<u>515,623</u>	<u>5,379</u>	<u>1,328,729</u>	<u>1,513,028</u>
Total Assets	<u>\$ 3,290,929</u>	<u>\$ 1,233,085</u>	<u>\$ 5,379</u>	<u>\$ 4,529,393</u>	<u>\$ 4,866,348</u>
<u>LIABILITIES AND NET ASSETS</u>					
Liabilities:					
Accounts payable	\$ 127,639	\$ -	\$ -	\$ 127,639	\$ 69,366
Accrued salary and related expenses	174,429	-	-	174,429	171,738
Agency funds	50,466	-	-	50,466	-
Retirement plan liability (note 13)	70,489	-	-	70,489	-
Loans (note 8)	396,012	-	-	396,012	451,073
Total Liabilities	<u>819,035</u>	<u>-</u>	<u>-</u>	<u>819,035</u>	<u>692,177</u>
Net Assets					
Unrestricted:					
Undesignated	1,769,656	-	-	1,769,656	1,943,276
Designated (note 9)	702,238	-	-	702,238	691,622
Temporarily restricted (note 10)	-	1,233,085	-	1,233,085	1,533,894
Permanently restricted	-	-	5,379	5,379	5,379
Total Net Assets	<u>2,471,894</u>	<u>1,233,085</u>	<u>5,379</u>	<u>3,710,358</u>	<u>4,174,171</u>
Total Liabilities and Net Assets	<u>\$ 3,290,929</u>	<u>\$ 1,233,085</u>	<u>\$ 5,379</u>	<u>\$ 4,529,393</u>	<u>\$ 4,866,348</u>

The accompanying notes are an integral part of this financial statement

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2015

	Unrestricted	Temporarily Restricted	Permanently Restricted	2016 Total	2015 Total
Support					
Contributions from public	\$ 2,002,176	\$ 96,535	\$ -	\$ 2,098,711	\$ 2,190,422
Foundation grants	526,144	162,500	-	688,644	780,622
Government grants and contracts	349,839	-	-	349,839	241,531
In-Kind food contributions	12,880,890	1,194,005	-	14,074,895	12,327,388
In-Kind contributions	37,666	-	-	37,666	191,204
Fundraising events - gross revenue less expenses of \$60,268 and \$67,716, respectively	363,857	65,000	-	428,857	444,857
Total Support	16,160,572	1,518,040	-	17,678,612	16,176,024
Revenue					
Agency fees	446,449	-	-	446,449	514,748
Interest	15,515	-	-	15,515	18,581
Gain on sale of fixed assets	300	-	-	300	3,818
Change in value of beneficiary interest in assets held by others	(22,805)	-	-	(22,805)	(8,821)
Other revenue	7,128	-	-	7,128	6,560
Total Revenue	446,587	-	-	446,587	534,886
Revenues, Gains and Other Support	16,607,159	1,518,040	-	18,125,199	16,710,910
Net assets released from restrictions	1,818,849	(1,818,849)	-	-	-
Expenses					
Program Expenses:					
Agency services	7,335,330	-	-	7,335,330	6,350,138
Free produce program	5,019,948	-	-	5,019,948	4,777,128
Program services	4,441,920	-	-	4,441,920	3,734,296
Total Program Services	16,797,198	-	-	16,797,198	14,861,562
Supporting Services:					
Management and general	830,889	-	-	830,889	768,895
Fundraising	960,925	-	-	960,925	876,391
Total Supporting Services	1,791,814	-	-	1,791,814	1,645,286
Total Expenses	18,589,012	-	-	18,589,012	16,506,848
Change in net assets	(163,004)	(300,809)	-	(463,813)	204,062
Net Assets, Beginning of Year, As Previously Stated	-	-	-	-	3,970,109
Prior Period Adjustment (note 8)	-	-	-	-	-
Net Assets at Beginning of Year, Restated (Restated 2015)	2,634,898	1,533,894	5,379	4,174,171	3,970,109
Net Assets, End of Year	\$ 2,471,894	\$ 1,233,085	\$ 5,379	\$ 3,710,358	\$ 4,174,171

The accompanying notes are an integral part of this financial statement

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2016
WITH COMPARATIVE TOTALS FOR JUNE 30, 2015

	Program				Supporting Services		Program & Supporting Services	Program & Supporting Services
	Agency Services	Free Produce Program	Program Services	Total	General and Admin.	Fund Raising	2016 Grand Total Expenses	2015 Grand Total Expenses
Salaries & Related Expenses								
Salaries	\$ 478,762	\$ 327,642	\$ 289,915	\$ 1,096,319	\$ 385,160	\$ 570,129	\$ 2,051,608	\$ 1,983,290
Payroll taxes	38,353	26,246	23,224	87,823	30,855	45,671	164,349	154,025
Employee benefits	153,298	104,909	92,829	351,036	109,267	112,457	572,760	441,180
Total Salaries & Related Expenses	670,413	458,797	405,968	1,535,178	525,282	728,257	2,788,717	2,578,495
Cost of Goods Sold								
COGS - purchased food	185,645	127,046	112,418	425,109	-	-	425,109	432,868
COGS - donated food	5,629,754	3,852,733	3,409,106	12,891,593	-	-	12,891,593	11,260,963
COGS - USDA	481,963	329,833	291,853	1,103,649	-	-	1,103,649	867,636
Total Cost of Goods Sold	6,297,362	4,309,612	3,813,377	14,420,351	-	-	14,420,351	12,561,467
Other Expenses								
Freight inbound	36,419	24,923	22,053	83,395	-	-	83,395	86,045
Professional and contract services	36,826	25,202	22,300	84,328	58,826	51,149	194,303	132,677
Warehouse expenses	79,618	54,488	48,213	182,319	8,367	123	190,809	213,625
General office expenses	19,853	13,587	12,023	45,463	95,616	27,621	168,700	152,584
Utilities	38,270	26,191	23,175	87,636	36	23	87,695	84,413
Travel and meeting expenses	16,413	11,232	9,939	37,584	15,782	5,953	59,319	83,669
Fundraising expenses	-	-	-	-	-	111,341	111,341	111,383
Insurance, dues and miscellaneous	10,326	7,067	6,253	23,646	60,826	3,619	88,091	77,583
Marketing development and materials	569	389	344	1,302	1,494	13,705	16,501	11,044
Business Expenses	29,821	20,408	18,058	68,287	60,414	14,888	143,589	142,612
Imputed interest expense (note 8)	10,430	7,138	6,316	23,884	-	-	23,884	28,264
Total Other Expenses	278,545	190,625	168,674	637,844	301,361	228,422	1,167,627	1,123,899
Depreciation Expense	89,010	60,914	53,901	203,825	4,246	4,246	212,317	242,987
Total Expenses, Year Ended June 30, 2016	\$ 7,335,330	\$ 5,019,948	\$ 4,441,920	\$ 16,797,198	\$ 830,889	\$ 960,925	\$ 18,589,012	
Total Expenses, Year Ended June 30, 2015	\$ 6,350,138	\$ 4,777,128	\$ 3,734,296	\$ 14,861,562	\$ 768,895	\$ 876,391		\$ 16,506,848

The accompanying notes are an integral part of this financial statement

FOODBANK OF SANTA BARBARA COUNTY
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	<u>2016</u>	<u>2015</u>
	<u>Total</u>	<u>Total</u>
Cash Flows from Operating Activities:		
Change in net assets	\$ (463,813)	\$ 204,062
Adjustments to reconcile change in net assets to cash used for operating activities:		
Depreciation	212,317	242,987
In-kind loan forgiveness	(72,986)	(73,000)
Gain on sale of fixed assets	(300)	(3,818)
Unrealized loss on beneficiary interest in assets held by others	22,805	8,821
Changes in:		
Value of food inventory	(28,643)	(214,071)
Accounts and other receivables	1,111	19,612
Grants and contracts receivable	(37,905)	109,056
Pledges receivable	167,657	(321,470)
Deposits	-	(8,118)
Accounts payable	58,273	(22,917)
Accrued salary and related expenses	2,691	24,438
Agency funds	50,466	-
Net cash used from operating activities	<u>(88,327)</u>	<u>(34,418)</u>
Cash Flows from Investing Activities:		
Proceeds from sale of fixed assets	300	3,818
Purchase of certificate of deposit	(766)	-
Acquisition of fixed assets	<u>(176,864)</u>	<u>(41,666)</u>
Net cash used by investing activities	<u>(177,330)</u>	<u>(37,848)</u>
Cash Flows from Financing Activities:		
Proceeds from issuance of loan	-	21,226
Proceeds from line of credit	50,000	-
Principal payments on loan	(7,075)	(4,717)
Principal payments on line of credit	(25,000)	-
Increase in board designated operating reserve	<u>(32,655)</u>	<u>(66,811)</u>
Net cash used by financing activities	<u>(14,730)</u>	<u>(50,302)</u>
Net change in cash and cash equivalents	(280,387)	(122,568)
Cash and cash equivalents, beginning of year	<u>370,420</u>	<u>492,988</u>
Cash and cash equivalents, end of year	<u>\$ 90,033</u>	<u>\$ 370,420</u>

The accompanying notes are an integral part of this financial statement

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 1: ORGANIZATION

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

Direct programs include:

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

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

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Statement Presentation

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

Unrestricted net assets - Unrestricted net assets are not subject to donor-imposed stipulations. All expenses, revenues, gains, and losses that are not temporarily or permanently restricted by donors are included in this classification. The Board of Trustees has designated \$702,238 as a long-term strategic reserve, which approximates 3 months of operating expenses.

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Cash and Cash Equivalents

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

Recognition of Donor and Grant Restrictions

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

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

Donated Materials and Services

During the year ended June 30, 2016, the Organization received approximately 25,000 hours of volunteer service with a total estimated value of \$540,562. The volunteers served as Board members and/or helping with the Organization carry out its direct programs. This volunteer time is critical to the success of the Organization. However, as this volunteer service does not meet the recognition requirements of generally accepted accounting principles, no amount has been recorded in these financial statements.

Donated materials consist primarily of food. The Organization records the fair market value of the donated food as a contribution at the time of receipt. The fair market value of the donated food is based on Feeding America guidelines.

Investments

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

Inventory

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

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment

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

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

Normal repair and maintenance expenses and equipment replacement costs are expensed as incurred.

Contributions Receivable (Pledges)

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

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

Fair Value of Financial Instruments

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

Income Taxes

The Organization is incorporated and exempt from federal and California income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC) and Section 27301d of the California Revenue and Taxation Code, though it would be subject to tax on income unrelated to its exempt purposes (unless that income is otherwise excluded by the IRC). The Organization is not classified as a private foundation. Contributions to the Organization are tax deductible to donors under Section 170 of the IRC. The Organization is unaware of any uncertain tax positions at June 30, 2016, or for any period for which the statute of limitations remain open.

FOODBANK OF SANTA BARBARA COUNTY
NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Significant estimates used in preparing these financial statements include:

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

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

Functional Allocation of Expenses

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

Impairment of Long-Lived Assets

The Organization reviews long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. Impairment losses, if any, are recognized when estimated future cash flows (undiscounted and without interest charges) derived from such assets are less than their carrying values. Management believes no such impairment occurred during the year ended June 30, 2016.

Reclassifications

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

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 3: ACCOUNTS RECEIVABLE

Accounts receivable consist of amounts owed to the Organization by local agencies that have purchased food for distribution. Based on historical collection trends, management has established a \$1,560 reserve for uncollectible accounts receivable.

NOTE 4: GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable are primarily from government sources and are considered to be fully collectible by management. A portion of the government grants receivable is forgiveness of debt (See Note 8). As of June 30, 2016, the grants are expected to be received in the following amounts:

	<u>Grants and Contracts Receivable</u>	<u>Forgiveness of Debt</u>	<u>Total</u>
2017	\$ 196,135	\$ 72,000	\$ 268,135
2018	35,000	72,000	107,000
2019	-	72,000	72,000
2020	-	72,000	72,000
2021	-	73,578	73,578
Totals	<u>\$ 231,135</u>	<u>\$ 361,578</u>	<u>\$ 592,713</u>

NOTE 5: PLEDGES RECEIVABLE

In-Kind Leases

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

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 5: PLEDGES RECEIVABLE (continued)

In-Kind Leases (continued)

Pledges receivable for the in-kind leases at June 30, 2016 and , are expected to be amortized as follows:

	2016	
Within one year	\$ 61,200	\$ 61,200
Within two to five years	201,400	238,600
Thereafter	60,000	84,000
Total	322,600	383,800
Discount to reduce to present value	(35,355)	(49,137)
Present Value of Pledges Receivable	\$ 287,245	\$ 334,663

Other Pledges Receivable

The Organization has recorded unconditional pledges receivable totaling \$249,035 and \$369,274 at June 30, 2016 and . The unconditional pledges primarily relate to the operation of the Foodbank programs. The Organization considers the pledges fully collectible; therefore, no provision has been made for uncollectible pledges receivable. The pledges receivable are scheduled to be received within 1 year.

NOTE 6: FIXED ASSETS

Fixed assets at June 30, 2016 and , were as follows:

	2016	
Leasehold improvements	\$ 988,719	\$ 913,032
Structures	1,937,999	1,937,999
Furniture and equipment	1,329,417	1,275,309
Vehicles	594,771	617,417
Total Property and Equipment	4,850,906	4,743,757
Accumulated depreciation	(3,104,724)	(2,962,122)
	\$ 1,746,182	\$ 1,781,635

Depreciation expense for the years ended June 30, 2016 and , was \$212,317 and \$242,987, respectively.

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 7: BENEFICIARY INTEREST IN ASSETS HELD BY OTHERS

The Organization has a beneficiary interest in the Santa Barbara Foundation Endowment Fund (Fund) under an Agency Fund Agreement (Fund Agreement). The Fund attempts to provide stable capital appreciation on a total return basis. Assets of the Fund are fully exposed to market risks and may experience market volatility and principal loss. The beneficial interest in the Fund is reported by the Organization at the estimated fair market value which is based on the reported net asset value of the fund as reported by the Santa Barbara Foundation. At June 30, 2016 and 2015, the estimated fair market value of the Organization's interest in the Fund was \$350,383 and \$373,188, respectively.

The Fund Agreement provides for the distribution of funds to be in accordance with the Santa Barbara Foundation's spending policy for its endowed funds and consistent with the applicable provisions of the California Uniform Prudent Management of Institutional Funds Act (UPMIFA). In accordance with California State law Santa Barbara Foundation (SBF) retains sole and absolute discretion over distributions from the Fund. However, the Fund Agreement allows SBF to seek the Organization's advice concerning the timing and amounts of distributions from the Fund to the Organization. The Organization also may request an extraordinary distribution from the Fund. The funding of any extraordinary distribution is at the SBF's sole discretion. Currently, the Organization requests a distribution of 5% of the prior year fair market value of funds.

NOTE 8: DEBT

The Organization has a line of credit with Union Bank for \$250,000 secured by the certificate of deposit held at Union Bank. At June 30, 2016, the interest rate was 3.50% and a balance outstanding of \$25,000 (See Note 18). At June 30, 2015, the interest rate was 3.25% and there was no balance outstanding. The line of credit expires May 1, 2017.

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

FOODBANK OF SANTA BARBARA COUNTY
NOTES TO FINANCIAL STATEMENTS

NOTE 8: DEBT (continued)

During the year ended June 30, 2015, the loan and related receivable was recorded since it had not been previously (See Note 4). The Organization realized funds received from the City of Santa Maria were in fact a loan. Initially, the Organization recorded the funds as grant revenue over a three year period. As a result of the prior period adjustment for the year ended June 30, 2015, of recording the loan, unrestricted net assets decreased by \$507,564 and temporarily restricted net assets increased by \$507,564 to reflect the revenue previously recorded to be forgiven in the future.

The loan balances, and related grant receivable, as of June 30, 2016 and 2015 were \$361,578 and \$434,564, respectively. The total imputed interest rate of 6% for the bargain rate loan for the years ended June 30, 2016 and 2015, was \$23,884 and \$28,264, respectively.

NOTE 9: BOARD DESIGNATED NET ASSETS

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

	<u>2016</u>	
Cash	\$ 99,466	\$ 66,811
Certificate of deposit	252,389	251,623
Beneficiary interest in assets held by others	<u>350,383</u>	<u>373,188</u>
Total	<u>\$ 702,238</u>	<u>\$ 691,622</u>

NOTE 10: TEMPORARILY RESTRICTED NET ASSETS

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

	<u>2016</u>	
Government food program – USDA food inventory	\$ 319,561	\$ 229,204
Feasibility study	15,667	-
Truck purchase	-	25,000
Food action plan	-	39,339
Feed the future pledges receivable	-	2,250
Special events	-	170,100
Unrestricted pledges and grants receivable	<u>897,858</u>	<u>1,068,001</u>
Total	<u>\$1,233,086</u>	<u>\$1,533,894</u>

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 11: CONTINGENT LIABILITIES

Government Grants and Contracts

The Organization receives a number of grants from various governmental agencies. These grants are subject to audit by the granting agencies as to allowable costs paid with government funds. The Organization would be liable for any government funds expended during year ended June 30, 2016, should those costs charged to the grants be disallowed.

NOTE 12: LEASES

The Organization entered into a three year lease agreement to rent office space effective April 1, 2010. During fiscal year end June 30, 2016, the Organization extended the lease for an additional three years expiring March 31, 2019. The monthly rent and maintenance expense is \$4,916. The Organization also has two in-kind leases for the Santa Barbara and Santa Maria warehouses (See Note 5). Total rent expense for years ended June 30, 2016 and 2015 was \$95,626 and \$94,731, respectively.

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

<u>Year ended August 31,</u>	<u>Cash</u>	<u>In-kind</u>	<u>Total</u>
2017	\$ 58,992	\$ 61,200	\$ 120,192
2018	58,992	61,200	120,192
2019	44,244	61,200	105,444
2020	-	55,000	55,000
2021	-	24,000	24,000
Thereafter	-	60,000	60,000
Totals	<u>\$ 162,228</u>	<u>\$ 322,600</u>	<u>\$ 484,828</u>

NOTE 13: RETIREMENT PLANS

Beginning June 1, 2009, the Organization initiated a new 403(b) annuity plan with T. Rowe Price. All full time employees and part time employees working a minimum of 20 hours per week are eligible for the plan. The Organization matches up to 3% of salary for employees who are employed at December 31 of each year. At June 30, 2016 and 2015, the Organization contributed \$36,325 and \$37,698, respectively. The employer contribution amount is paid every January.

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

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 13: RETIREMENT PLANS (continued)

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

For the 457(f) plan, a one-time contribution is made on the chief executive officer's behalf under Code Section 457(f) during the year ended June 30, 2016. As of June 30, 2016, the chief executive officer became fully vested in his 457(f) deferred compensation plan.

As of June 30, 2016, the asset and related liability of the 457(b) plan in the amount of \$70,489 are recorded in other assets and liabilities on the statement of financial position. Contribution under the 457(f) plan for the year ended June 30, 2016, is \$32,500.

NOTE 14: CONCENTRATIONS OF CREDIT RISK

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

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

The Organization occasionally has more than \$250,000 on deposit with financial institutions. The Federal Deposit Insurance Corporation (FDIC) only insures the first \$250,000 of funds on deposit with any one bank. At June 30, 2016, the Organization had no uninsured funds.

NOTE 15: ENDOWMENT

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

The Board of Trustees of the Organization has interpreted the State Prudent Management of Institutional Funds Act (SPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, The Organization classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 15: ENDOWMENT (continued)

The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by SPMIFA. In accordance with SPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Organization, and (7) the Organization's investment policies.

Funds with Deficiencies

From time to time, the fair value of assets associated with individual donor restricted endowment funds may fall below the level that the donor or SPMIFA requires the Organization to retain as a fund of perpetual duration. There were no endowment funds with deficiencies at June 30, 2016.

Return Objectives and Risk Parameters

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

Strategies Employed for Achieving Objectives

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

At June 30, 2016, the endowment comprised of \$5,379 of permanently restricted net assets. There were no changes in endowment net assets for the fiscal years ended June 30, 2016 and 2015.

NOTE 16: ASSETS VALUED AT FAIR VALUE

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

FOODBANK OF SANTA BARBARA COUNTY

NOTES TO FINANCIAL STATEMENTS

NOTE 16: ASSETS VALUED AT FAIR VALUE (continued)

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

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

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

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

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

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

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

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

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>2016</u>			
Certificate of deposit	\$ -	\$ 252,389	\$ -
Retirement asset	-	70,489	
Beneficiary interest in assets held by others	-	<u>315,345</u>	<u>35,038</u>
Totals	<u>\$ -</u>	<u>\$ 638,223</u>	<u>\$ 35,038</u>
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Certificate of deposit	\$ -	\$ 251,623	\$ -
Beneficiary interest in assets held by others	-	-	<u>373,188</u>
Totals	<u>\$ -</u>	<u>\$ 251,623</u>	<u>\$ 373,188</u>

FOODBANK OF SANTA BARBARA COUNTY
NOTES TO FINANCIAL STATEMENTS

NOTE 16: ASSETS VALUED AT FAIR VALUE (continued)

The Organization recognizes transfers between levels in the fair value hierarchy at the end of the reporting period.

A portion of the beneficiary interest of assets held by others was transferred from Level 3 to Level 2 as of June 30, 2016, as the Organization has information regarding the underlying investments in the Fund (See Note 7).

There were no transfers between Level 1, 2, and 3 of the fair value hierarchy for the year ended June 30, 2015.

The following is a reconciliation of the Organization's assets measured at fair value on a recurring basis using significant unobservable inputs (Level 3) for the years ended June 30:

	<u>2016</u>	
SBF Endowment Fund at beginning of year	\$ 373,188	\$ 382,009
Transferred to Level 2	(315,345)	-
Change in value of SBF Endowment Fund	<u>(22,805)</u>	<u>(8,821)</u>
SBF Endowment Fund at end of year	<u>\$ 35,038</u>	<u>\$ 373,188</u>

NOTE 17: RELATED PARTIES

During the year ended June 30, 2015, the chief executive officer purchased a vehicle from the Organization and at year end the Organization had a receivable from this sale of \$8,821. During the year ended June 30, 2016, the receivable was fully collected.

The chief executive officer is a voting board member of the California Association of Food Banks, a statewide association of food banks.

NOTE 18: SUBSEQUENT EVENTS

Management has evaluated events through September 19, 2016, which is the date the financial statements were available to be issued. Management has determined that no subsequent event requiring disclosure or significantly impacting disclosure has occurred except:

- Subsequent to year end, the Organization drew an additional \$120,000 from the line of credit (See Note 8).
- In September 2016, the Organization signed a lease for a truck for 60 monthly payments of \$1,150.

ATTACHMENT 4

Carolyn Galloway-Cooper
Finance Director
City of Buellton
P.O. Box 1819
Buellton, Ca 93427

Dear Ms. Galloway-Cooper,

I respectfully submit Veggie Rescue's 2017 Grant request to the City of Buellton. Thank you for taking the time to read this letter, and for your consideration.

Santa Ynez Valley Fruit & Vegetable Rescue, dba Veggie Rescue, has been serving our community for six years, collecting excess produce from farms, farmers markets, backyards and orchards, and delivering, at no cost, to schools and organizations who serve our community members in need. By doing this, we are reducing food waste at the beginning of the food cycle, and helping the organizations we serve stretch their food budgets.

We are asking for funding of \$9000

\$7000 – cost of delivering to the Buellton Senior Center, People Helping People and SYV High School

\$1500 – operating expenses, covering administrative work necessary for the execution of our services

\$500 – for maintenance of the Senior Center Reach-In cooler, which requires yearly mechanical maintenance to keep it running efficiently

Our focus in Buellton

We regularly (at least 4 times per week) deliver to the Buellton Senior Center. Last year we delivered, at no cost to them, over 12 tons of produce, or 25,221 pounds, equaling a food budget savings of approximately \$44,137. The Center uses this produce in the 20,000 breakfasts and 20,000 lunches they served, the community dinners they hosted, the 5200 bags of groceries they delivered to 842 unduplicated people last year, as well as the Reach-In cooler Veggie Rescue stocks with fresh produce, available for any person or family in need, to come by and get fresh local produce. Conservatively, the produce Veggie Rescue delivers to the Buellton Senior Center serves well over 1000 residents of Buellton.

Produce is delivered to People Helping People as well, and some of the produce delivered is utilized in the weekly bags they distribute at the Buellton Senior Center. Veggie Rescue delivers to SYV High School, where Buellton students benefit from increased fresh, local produce in the cafeteria food served.

About Veggie Rescue

Veggie Rescue was founded in November of 2010 and became a 501 (c)3 in August of 2011. In 2016, our annual total of collected and delivered produce increased by 30%, to 170,261 pounds (that's over 85 tons!), with our all-time total of 623,207 pounds. **This converts to a food budget saving for the organizations to which we deliver of \$1,090,612.** We have over 100 volunteers, glean from 25 farms and markets, and deliver to over 20 organizations throughout the county.

The recipients we deliver to range from elementary school children, teenage crisis centers, and adult recovery centers to senior centers. We serve both the Santa Ynez Valley and the greater Santa Barbara County.

Our current beneficiaries in the Valley are; Buellton Senior Center/ Meals On Wheels, People Helping People, Solvang Elementary School, Friendship House, Solvang Senior Center, Santa Ynez Charter School, SYV High School and Golden Inn and Village.

We plan to continue to develop and grow in a stable, sustainable way to meet our objective of reducing food waste at the beginning of the food cycle, as well as continuing to provide fresh, nutritious produce to organizations and schools at no cost, allowing them to stretch their food budget. The impact of our project feeds the hungry, gives hope and relief to those in need, improves health and supports people in transition.

We are grateful to have received funds from the City of Buellton the last four years, supporting our organization in feeding the citizens of Buellton who are in need, fresh, local produce. Please feel free to contact me if you have any questions, or would like more information. And feel free to look at our website, www.VeggieRescue.org.

Sincerely,

Amy Derryberry
Executive Director, Veggie Rescue

Veggie Rescue
Profit & Loss Budget vs. Actual
 January through December 2017

	<u>Jan - Feb 2017</u>	<u>Budget 2017</u>
Income		
Donations	3,220.44	11,250.00
Fundraising income	532.00	500.00
Grants	6,000.00	66,655.00
Total Income	<u>9,752.44</u>	<u>78,405.00</u>
Expense		
Adminstration	4,456.00	32,705.00
Advertising/Promotion	110.86	250.00
Community Projects	826.88	13,050.00
Conventions / Education	59.00	
Fundraising	997.12	14,880.00
Gleaning & Delivery expense	844.98	14,200.00
Reserve	0.00	3,320.00
Strategic Plan HP Grant	1,235	
Temp Restricted Grant		
Gleaning Deliver DeLaski Grant	1,421	29,000.00
Total Expense	<u>9,951.17</u>	<u>107,405.00</u>

Veggie Rescue
Profit & Loss Budget vs. Actual
January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>
Income		
Donations	13,145.26	10,250.00
Fundraising income	907.00	3,000.00
Grants	64,160.00	60,670.00
Temp Restricted Grant	29,000.00	29,000.00
Total Income	<u>107,212.26</u>	<u>102,920.00</u>
Expense		
Adminstration	26,932.56	28,470.00
Advertising/Promotion	401.25	1,250.00
Community Projects	7,616.31	13,050.00
Conventions / Education	89.50	0.00
Fundraising	9,960.02	16,950.00
Gleaning & Delivery expense	7,927.22	14,200.00
Temp Restricted Grant		
Gleaning Deliver DeLaski Grant	20,913.72	29,000.00
Total Expense	<u>73,840.58</u>	<u>102,920.00</u>
Net Income	<u><u>33,371.68</u></u>	<u><u>0.00</u></u>

Veggie Rescue

Profit & Loss Budget vs. Actual

January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>
Income		
Donations		
Business	860.59	
Coin Boxes	2,314.31	2,250.00
Individual	9,970.36	8,000.00
Total Donations	<u>13,145.26</u>	<u>10,250.00</u>
Fundraising income	907.00	3,000.00
Grants		
City Grants	12,660.00	7,000.00
Rotary Clubs	4,000.00	3,000.00
Grants - Other	47,500.00	50,670.00
Temp Retricted Grant	29,000.00	29,000.00
Total Grants	<u>107,212.26</u>	<u>102,920.00</u>
Total Income		
Expense		
Adminstration		
Adminstrator	4,710.38	5,400.00
Bank Fees	0.00	30.00
Board Meeting	128.76	
Ex Director	5,686.28	8,750.00
Insurance - liability	1,408.79	2,016.00
Legal Fees	450.00	500.00
misc	39.53	40.00
office supply	115.11	50.00
Payroll Expenses		
EDD	53.22	
Payroll Fee	1,303.38	530.00
Payroll Tax	3,126.55	3,312.00
Workman's Comp	9,434.28	7,377.00
Total Payroll Expenses	<u>13,917.43</u>	<u>11,219.00</u>
postal	84.10	70.00
Taxes		
sales tax liability	10.00	
Taxes - Other	50.00	35.00
Total Taxes	<u>60.00</u>	<u>35.00</u>
telephone	332.18	360.00
Total Adminstration	<u>26,932.56</u>	<u>28,470.00</u>
Advertising/Promotion		
Bus Card/ Brochure	197.20	1,000.00
Website	204.05	250.00
Total Advertising/Promotion	<u>401.25</u>	<u>1,250.00</u>
Community Projects		
good will	37.84	600.00
Nature Trac	0.00	250.00

Veggie Rescue
Profit & Loss Budget vs. Actual
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>
Program Dir	7,578.47	11,900.00
Reach in for Good Nutrition	0.00	300.00
Total Community Projects	<u>7,616.31</u>	<u>13,050.00</u>
Conventions / Education	89.50	0.00
Fundraising		
Booths etc	95.00	200.00
Display stands & Boxes	75.33	
Events		
Farm to Table	175.00	
Events - Other	0.00	2,000.00
Total Events	<u>175.00</u>	<u>2,000.00</u>
Grants	486.41	0.00
Mailings	255.10	400.00
Project Dir	8,873.18	14,350.00
Total Fundraising	<u>9,960.02</u>	<u>16,950.00</u>
Gleaning & Delivery expense		
fuel/maintenance	6,219.69	12,000.00
Home gleaning	0.00	50.00
Tools & Equipment	0.00	50.00
Truck Insurance	1,707.53	2,100.00
Total Gleaning & Delivery expense	<u>7,927.22</u>	<u>14,200.00</u>
Temp Restricted Grant		
Gleaning Deliver DeLaski Grant	20,913.72	29,000.00
Total Expense	<u>73,840.58</u>	<u>102,920.00</u>
Net Income	<u><u>33,371.68</u></u>	<u><u>0.00</u></u>



March 24, 2017

Carolyn Galloway-Cooper
Finance Director
Buellton City Council
140 West Highway 246
Buellton, CA 93427

Dear Ms. Galloway-Cooper,

Thank you for this opportunity to submit a request for funding from the Buellton City Council. I hope that NatureTrack will be granted the opportunity to present our program to the Council members and share the impact that their 2016 funding had on the students, teachers and community members of Buellton.

NatureTrack is a local 501(c)3 nonprofit focused on providing curricula-aligned outdoor field trips for K-12 students during the traditional school day. There is no cost to the school or students; NatureTrack even pays the transportation cost! Our mission is to encourage students to embrace nature with respect and wonder, inspiring them to become stewards of our natural resources. Given current budget restrictions, schools are not able to afford field trips, especially outdoor field trips; NatureTrack fills that gap. During the 2016-17 school year NatureTrack provided 242 students, seven teachers, and several parents from Oak Valley and Jonata Middle School with a docent-led outdoor field trip. Of the 242 students, 67 attended two field trips! Each trip was aligned with the classroom curriculum as provided by the teacher. We also collaborated with Buellton Rec to provide an afterschool outdoor program at Vista Del Mar School. To date, we have provided docent-led outdoor field trips to more than **10,000** students from Santa Ynez Valley Schools as well as schools throughout the county.

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



We respectfully request the opportunity to present to Buellton City Council Members in hopes they will allocate a minimum of \$5,000 to NatureTrack to fund field trips for Buellton Unified School District students. At a cost of \$20 per student, a \$5,000 allocation would fund 250 Oak Valley Elementary School and/or Jonata Middle School students; a \$10,000 allocation would fund 500 students! We not only provide unique hands-on learning to students, but also support Buellton teachers in their efforts while providing Buellton residents with the opportunity to become a trained volunteer docent with NatureTrack.

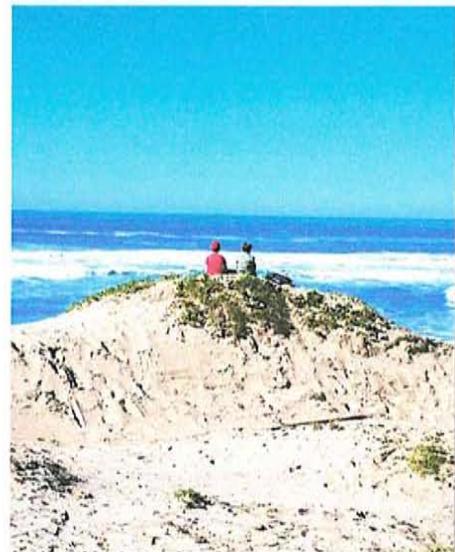
Please find enclosed NatureTrack's 2017-18 business plan with financial summary. I have also enclosed the NatureTrack SB Independent December insert made possible through a Hutton Parker Media Grant.

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

Sincerely,



Sue Eisaguirre
Founder / Executive Director





Sue Eisaguirre
Director/Founder

Fiscal Year: July 1, 2017 - June 30, 2018

FY 2017-18 Business Plan including FY 2016-17 Highlights

VISION

Continue to build NatureTrack’s efforts to provide local standards-based curricula outdoor field trips for all Santa Barbara County school-aged students - connecting youth to nature where learning comes “alive.” Initiate expansion of NatureTrack model within the California Natural Reserve System.

MISSION

To prepare school-aged students with the attitudes, leadership skills and habits for lifelong learning, and to encourage them to embrace our natural world with respect and wonderment, inspiring them to become stewards of our natural resources.

**2016-17
 ACCOMPLISHMENTS**

- Provided outdoor field trips for ~4,000 Santa Barbara County K-12 students
- Provided transportation funding for all field trips
- Continued NatureTrack’s presence in the community:
 - Exhibited at Los Olivos “Day In the Country” Festival
 - Exhibited at CEC Santa Barbara Earth Day Celebration
 - Exhibited at SYV Botanic Garden Earth Day Celebration
 - Exhibited at LUSD STEAM Festival
- Celebrated 5-Year Anniversary presenting volunteers with 5-year pins at Annual Donor and Volunteer Appreciation Event
- Honored Donors and Volunteers at Annual celebration with private screening of “DamNation” documentary and discussion with film’s producer
- Collaborated with Buellton Recreation to provide an afterschool outdoor program at Vista Del Mar School
- Raised \$89,918 through annual appeal and grant awards
- Recruited 12 additional volunteers and added 30 UCSB student-volunteers
- Continued collaboration with SYV Veggie Rescue to provide “FarmTrack” field trips
- Maintained the NatureTrack website and increased presence on social media
- Collaborated with Audacious Foundation to provide field trips for their Santa Maria partner school
- Initiated Film Festival planning with fundraising event planned for June 1, 2017
- Continued collaboration with United Way
- Re-established quarterly “Family Adventures”
- Collaborated with SB Trails Council and Midland School to mitigate public impact on trails and implement safety measures for the public during peak wildflower bloom.
- Established \$10,000 Endowment Fund.

**2016-17
ACCOMPLISHMENTS**
(Continued)

- Received the following grants:
 - Sierra Club Santa Barbara Group, Los Padres Chapter - \$10,000
 - Coastal Fund - \$15,620
 - Aera Energy - \$5,000
 - Christian Science Society - \$5,000
 - Raintree Foundation - \$5,000
 - The Wood-Claeyssens Foundation - \$5,000
 - Santa Ynez Valley Foundation - \$3,000
 - Deckers - \$2,500
 - SYV Youth Recreation - \$3,000
 - Edison International - \$1,500
 - Solvang Rotary - \$1,000
 - Buellton City Council - \$1,940
 - Continued docent training classes that included special guest speakers John Muir Laws, David Sobel, Joan Lentz, and Dr. Fred Emerson
 - Established additional field trip location – UCSB Coal Oil Point
 - Provided outdoor education workshop for UCSB Gevirtz Graduate School of Education student teachers
 - Implemented BEETLES (Better Environmental Education, Teaching, Learning & Expertise Sharing) program - Infusing outdoor science programs with research-based approaches and tools to improve science teaching and learning
 - Reduced transportation costs by negotiating with Student Transportation Services for contract rates
 - Implemented Parent Survey
 - Met with QuestaGame founder and implemented QuestaGame with docents; and suggested use to teachers
-

**2017-18
OBJECTIVES**

- Obtain \$120,000 annual funding
 - Maintain field trip participation at 4,000+ students annually
 - Operate an average of 3 to 4 field trips/week during the school year and increase the number of concurrent trips
 - Provide transportation funding for all field trips
 - Continue monthly field trip program for the Audacious Foundation's partner school
 - Expand Executive Board
 - Expand Fundraising Advisory Board
 - Secure two corporate sponsors
 - Recruit additional 12-15 volunteers
 - Reduce student transportation costs
 - Provide on-going classes for docent certification including naturalist education with a focus on implementing the Next Generation Science Standards (NGSS)
 - Expand field trip curricula to include restoration program
 - Expand college intern program
 - Establish Family Sharing Nature workshops
 - Expand field trip locations
 - Expand NatureTrack model throughout the CA Natural Reserve System (NRS)
 - Continue integration of QuestaGame with NatureTrack adventures
 - Launch NatureTrack Film Festival – March 2018
 - Increase the number of Arroyo Burro Beach/Watershed Resource Center joint field trips.
-

STRATEGIES

- Increase awareness of NatureTrack with key influential groups and individuals through presentations/meetings
- Create reliable income stream through planned giving
- Meet with potential corporate sponsors for programs and events
- Meet with Student Transportation Services
- Improve productivity and efficiencies
- Create a donor community through repeatable events and activities
 - Outdoor Film Festival
 - Annual Appeal
- Improve and maintain public relations program and social media network to educate, inform the community, recruit volunteers, and raise funds
- Develop restoration program through collaboration with existing nature preserve
- Increase awareness of NatureTrack with schools and volunteers through direct marketing, social media, presentations, and teacher referrals
- Evaluate volunteer recruitment advertising campaign
- Increase public awareness through community speaking and media relations
- Add new field trip locations
- Present NatureTrack model to CA Natural Reserve System (NRS) Director, Peggy Fiedler
- Collaborate with the Science-Rich Educational Institute (SRIE) and pursue the Channel Islands Regional Science Initiative (CIRSI)
- Incorporate QuestaGame into NatureTrack family adventures

ACTION PLAN

- Implement fund development plan to secure annual contributions to meet operating budget
- Create and mail annual appeal – November 2018
- Meet with UCSB, SBCC, USC film studies departments to select films
- Hold Film Festival fundraising event – June 1, 2017
- Continue volunteer recruitment and docent training and certification
- Identify and meet with prospective board member(s)
- Continue public relations
- Meet with local and county-wide corporate sponsor prospects
- Continue college internship program
- Hold two focus groups of local educators and naturalists to review program
- Meet with local property owners / managers to secure additional local areas for field trips
- Maintain and improve website and social media networks
- Continue semi-monthly field trip program specifically for Audacious Foundation's Santa Maria partner school
- Identify and present to potential funding agencies and individuals
- Identify and submit local and national grant requests
- Follow up with Wharton Foundation regarding SRIE and CIRSI
- Collaborate with Explore Ecology to provide more Arroyo Burro Beach/Watershed Resource Center joint field trips

Annual Operating Budget: \$ 120,000

Source and Targeted Amount of Funding

**FINANCIAL
SUMMARY**

	<u>Percentage</u>	<u>Dollars</u>
Grants	63%	\$ 75,000
Corporate Sponsors	8%	\$ 10,000
Donors (incl. Annual Appeal)	21%	\$ 25,000
FY 2016-17 Carry forward	8%	\$ 10,000

Major Expense Categories

Program Costs

Student Transportation & Materials	20%	\$ 24,000
Docent Program	18%	\$ 22,000
Restroom Rentals	2%	\$ 2,400
Salary(Asst. Director)	41%	\$ 49,000*
Insurance	3%	\$ 4,000
Vehicle (Ford Transit)	9%	\$ 10,600
Total	93%	\$112,000

Overhead Expenses

Marketing & Fundraising	5%	\$ 5,600
Office Supplies/Software	1%	\$ 1,300
Misc. Operating Conting.	1%	\$ 1,500
Total	7%	\$ 8,400

(*Executive Director salary waived; Office provided rent-free)





March 24, 2017

To whom it may concern:

We are submitting this grant to request support as we transition from being operated under the Santa Barbara County Education Office to forming our own 501(c)(3). When we met with the City of Buellton City Council in October of 2016, we were encouraged to apply for funding to help us with to continue to operate our preschool. Because Zaca Center Preschool is moving out from the Santa Barbara County Education Office umbrella this year, it is anticipated that we will be fiscally independent in August. In order to continue to operate a high-quality program without raising tuition out of the pricing range of local families, the funding will allow us to support the program goals and objectives as delineated:

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

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

Goal: Provide a full-inclusion preschool

- Support all children – typically developing and children with disabilities to play and learn together for their mutual benefit.
- Develop curriculum geared to the developmental needs of each individual child.

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

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

Goal: Serve daily nutritional snacks and meals

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

We are projecting a funding deficit of approximately \$70,000. We have attached a projection provided by Santa Barbara County Education Office for 16-17. We are not familiar with the amount of funding that the City Council offers in grants, but are requesting funding of \$6,000.00 in support of our operations.

Sincerely,

A handwritten signature in black ink, appearing to read "Shelley Grand", written over a light blue horizontal line.

Shelley Grand
Preschool Director

Santa Barbara County Education Office

Zaca Center

Projected Revenue and Expenses

Fiscal Year 2016-17

Revenue	
Tuition	\$224,556
Rent - Regional	<u>12,198</u>
Total Revenue	\$236,754
Expenses	
Teachers	\$80,807
Instructional Aides	83,540
Benefits - Statutory and Health	84,119
Food	3,457
School Supplies	744
Office Supplies	100
Health and Safety Supplies	400
Non-Capitalized Equipment	850
Trash and Recycling	620
Travel	1,000
Professional Development	116
Natural Gas	250
Electricity	1,740
Water - City & Purified	2,349
Cleaning & Landscaping	4,764
Rent - Regional & Zaca	15,890
Repairs & Maintenance	650
Copying	604
Licensing - Social Services & NAEYC	1,034
Phone/Internet	2,000
Indirect Costs	<u>24,228</u>
Total Expenses	\$309,262
Surplus/(Deficit)	(\$72,508)

Projected 9-26-2016

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: Carolyn Galloway-Cooper, Finance Director

Meeting Date: April 27, 2017

Subject: Selection of Auditor for Fiscal Years Ending June 30, 2017, 2018, and 2019, with the City's Option for Renewal for Each of the Two Subsequent Fiscal Years

BACKGROUND

The City is required to engage a certified public accounting firm to perform an annual audit of the financial records and render a report to the City Council. JJACPA, Inc. (Joe Arch) was selected in 2012 as the City's independent auditor for three fiscal years, with an option for two additional years. In 2015, the City chose to exercise the option to extend the contract for two more years due to the financial and accounting complexities of the financial accounting software conversion and the dissolution of the Successor Agency to the former Buellton Redevelopment Agency.

On February 24, 2017, the City invited eight auditing firms (Attachment 1) to submit a proposal for auditing services for the next three fiscal years, with an option to renew the services for each of the two subsequent fiscal years. The City received four proposals (Attachment 2), which the City Manager and the Finance Director opened and reviewed on April 5, 2017. Staff prepared a Bid Information spreadsheet (Attachment 3) listing the names of each responding firm, their location and amount bid for auditing services. Copies of the Request for Proposals and all submitted proposals are available for public review in the Finance Office.

The City Manager and Finance Director are responsible for recommending a new independent auditing firm to the City Council. After screening the proposals, the firm of Moss, Levy & Hartzheim LLP was selected as the most qualified firm with the lowest price.

FISCAL IMPACT

The proposed auditing fee for each fiscal year is:

- Fiscal Year 2016-17: \$24,500
- Fiscal Year 2017-18: \$25,325
- Fiscal Year 2018-19: \$26,175

RECOMMENDATION

That the City Council authorize the City Manager to enter into a three-year contract with the firm of Moss, Levy & Hartzheim LLP for auditing services for the Fiscal Years ending June 30, 2017, 2018, and 2019, with the City's option for renewal for each of the two subsequent fiscal years.

ATTACHMENTS

- Attachment 1 – List of eight accounting firms receiving RFP (in alphabetical order)
- Attachment 2 – List of four firms submitting proposals (in alphabetical order)
- Attachment 3 – Bid Information Spreadsheet

2017 LIST OF FIRMS RECEIVING AUDIT RFP NOTICES

Caporicci & Larson (877) 862-2200
9 Corporate Park, Suite 100
Irvine, CA 92606

Glenn, Burdette, Phillips & Bryson, CPAs (805) 349-0585
1150 Palm Street
San Luis Obispo, CA 93401

Terry Krieg, CPA (707) 544-5684
50 Old Courthouse Square, Suite 603
Santa Rosa, CA 95404

Lance, Soll and Lunghard, LLP (714) 672-0022
203 North Brea Boulevard, Suite 203
Brea, CA 92821-4056

Mayer, Hoffman, McCann, PC (661) 325-7500
Benjamin Reyes
5060 California Avenue, #800
Bakersfield, CA 93309

Mayer, Hoffman, McCann, PC (949) 474-2020
Michael Harrison
2301 Dupont Drive, Suite 200
Irvine, CA 92612

Maze & Associates (925) 930-0902
3478 Buskirk Avenue
Pleasant Hill, CA 94523

Moss, Levy & Hartzheim (805) 925-2579
Attn: Ron Levy, CPA
802 East Main Street

Santa Maria, CA 93454

Nelson & Poindexter, CPA
4125 Market Street, Suite 14
Ventura, CA 93003

(805) 644-7269

Rogers, Anderson, Malody & Scott, LLP
Scott Manno, CPA
1735 E. Carnegie Drive, Suite 100
San Bernardino, CA 92408

(909) 889-0871

Vavrinek, Trine, Day & Co, LLP
Kevin Pulliam
8270 Aspen Street
Rancho Cucamonga, CA 91729

(909) 466-4431

Pressley & Associates, Inc.
J. Steven Pressley, CPA
152 W. Branch, Suite A
Arroyo Grande, CA 93420

(805) 481-7474

2017 LIST OF FIRMS SUBMITTING PROPOSALS

Badawi & Associates (510) 768-8251
180 Grand Ave
Oakland, CA 94612

Glenn, Burdette, Phillips & Bryson, CPAs (805) 349-0585
1150 Palm Street
San Luis Obispo, CA 93401

Lance, Soll and Lunghard, LLP (714) 672-0022
203 North Brea Boulevard, Suite 203
Brea, CA 92821-4056

Moss, Levy & Hartzheim (805) 925-2579
Attn: Ron Levy, CPA
2400 Professional Pkwy, Ste 205
Santa Maria, CA 93455

City Auditing Bid Information

NAME	LOCATION	FY 16/17	FY 17/18	FY 18/19	3 Year Total
Moss, Levy, Hartheim LLP	Santa Maria	\$24,500	\$25,325	\$26,175	\$76,000
Badawi & Associates	Oakland	\$28,800	\$29,670	\$30,590	\$89,060
Lance, Soll, Lunghard LLP	Brea	\$34,395	\$34,395	\$34,395	\$103,185
Glenn Burdette	Santa Maria	\$39,500	\$40,290	\$41,100	\$120,890

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: April 27, 2017

Subject: Presentation of Economic Development Implementation Plan by Kosmont Companies and Review of Fiscal Year 14-15 Work Plan and Budget

BACKGROUND

Kosmont Companies' (Kosmont) contract expires on June 30, 2017. Staff would like to extend the contract for Fiscal Year 2017-18 and has included for the City Council's consideration a Fourth Amendment to the City's existing Agreement with Kosmont Companies as Attachment 1.

Exhibit A to Attachment 1 is Kosmont's work plan and budget for the remainder of Fiscal Year 2016-17 and for Fiscal Year 2017-18. The primary focus in Fiscal Year 2016-17 is completion of the economic section of the Avenue of Flags Specific Plan. Tasks for Fiscal Year 2017-18 include the following:

- Assistance with the implementation of the Avenue of Flags Specific Plan
- Citywide Private Investment and Retail/Business Attraction. This includes assisting the City on the future use of the property the City purchased at 480 Avenue of Flags
- On-call economic development services, including Chamber/Visitors Bureau support

Kosmont has been involved in attracting businesses such as Chipotle and The Habit. They have been reaching out to Avenue of Flags property owners as well as outside developers on the future development possibilities on the Avenue of Flags. They developed the Development Opportunity Reserve Program in the Avenue of Flags Specific Plan. Staff believes the relationship with Kosmont has been beneficial to the City and the Chamber/Visitors Bureau and would recommend extension of the contract.

FISCAL IMPACTS

If approved, the following funds would be allocated:

- \$6,500 for the remainder of Fiscal Year 2016-17 to complete the economic section of the Avenue of Flags Specific Plan. These funds are available in the contract services section of the Planning budget
- \$35,000 for Fiscal Year 2017-18 for the services outlines in Exhibit A to Attachment 1. This amount would be included in the Fiscal Year 2017-18 budget

RECOMMENDATION

That the City Council direct the City Manager to approve the Fourth Amendment to the Kosmont Companies contract (Attachment 1) for \$35,000 for Fiscal Year 2017-18, and to authorize an additional \$6,500 for Fiscal Year 2016-17.

ATTACHMENTS

Attachment 1 – Fourth Amendment to Agreement with Exhibit A (March 29, 2017 Work Plan)

FOURTH AMENDMENT TO AGREEMENT
between
CITY OF BUELLTON
and
KOSMONT & ASSOCIATES, INC., DBA KOSMONT COMPANIES

This **FOURTH AMENDMENT TO AGREEMENT** (the "Amendment") is made and entered into this 27th day of April 2017, by and between the City of Buellton, a Municipal corporation ("City"), and Kosmont & Associates, Inc., a California Corporation, DBA Kosmont Companies ("Consultant").

1. RECITALS

A. On July 27, 2013, the City and Consultant entered into that Agreement to provide economic development services to the City from June 27, 2013 to June 30, 2014 (the "Agreement"); and,

B. On April 10, 2014, the City and Consultant entered into a First Amendment to the Agreement (First Amendment) to provide economic development services to the City from July 1, 2014, to June 30, 2015; and

C. On April 28, 2015, the City and Consultant entered into a Second Amendment to the Agreement (Second Amendment) to provide economic development services to the City from July 1, 2015, to June 30, 2016; and

D. On April 14, 2016, the City and Consultant entered into a Third Amendment to the Agreement (Third Amendment) to provide economic development services to the City from July 1, 2016, to June 30, 2017; and

E. The City and Consultant desire to amend the Agreement to extend the term, scope of services, and payment to Consultant for services performed.

2. AMENDMENT

In consideration of the mutual covenants and recitals contained in the Agreement and this Amendment, which are incorporated herein, City and Consultant agree as follows:

1. Section 1 of the Agreement is hereby amended to read as follows:

"SECTION 1. TERM OF AGREEMENT.

Subject to the provisions of SECTION 19 "TERMINATION OF AGREEMENT" of this AGREEMENT, the term of this AGREEMENT shall be for a period of July 1, 2017 to June 30, 2018. Such term may be extended upon written agreement of both parties to this AGREEMENT.

2. The Work Plan included with the original Agreement is hereby amended to read as set forth in Exhibit A, attached hereto and incorporated by this reference.

3. Except as expressly modified herein, all the terms referenced in this Amendment shall have the same meaning as the terms defined in the Agreement.

4. Except as expressly modified by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the City and Consultant have executed the Fourth Amendment as of the day and year first noted above.

KOSMONT & ASSOCIATES, INC, DBA KOSMONT COMPANIES

By: _____

Title: _____

By: _____

Title: _____

CITY OF BUELLTON

Marc Bierdzinski, City Manager

Approve as to Form

Stephen A. McEwen, City Attorney

Attest:

Linda Reid, City Clerk

Exhibit A – March 29, 2017 Work Plan

Memorandum

To: Marc P. Bierdzinski, City Manager, City of Buellton

From: Ken K. Hira, Executive Vice President, Kosmont Companies
Joseph Dieguez, Senior Vice President, Kosmont Companies

Date: March 29, 2017

Subject: **Kosmont Companies Work Plan for Economic Development Services**

I. BACKGROUND

Kosmont Companies (“Kosmont”) was originally retained in July 2013 by the City of Buellton to provide economic development services, including the preparation of an Economic Development Strategy and Implementation Plan (“E.D. Plan”). Pursuant to direction from the City Council and Economic Development Task Force, Kosmont has since collaborated with City staff and the Chamber of Commerce on the implementation of the E.D. Plan, including outreach and recruitment of targeted retailers, businesses, and developers in connection with development opportunity sites within the City. Kosmont has additionally collaborated with City staff and third party planning and architecture firms on the preparation of the Avenue of Flags Specific Plan (“Specific Plan”), including participation and presentation at public workshops, planning commission, and City Council meetings.

City has expressed interest in retaining Kosmont for continued economic development advisory and implementation services into the next fiscal year (through June 30, 2018), and Kosmont proposes the following Work Plan accordingly.

II. WORK PLAN OUTLINE

Task 1: Specific Plan Refinement and Presentation Assistance

Kosmont will continue to collaborate with City staff and third party consultants on the refinement of the Specific Plan economic development and implementation sections based on Planning Commission and City Council direction. Kosmont anticipates one (1) additional in-person meeting in fiscal year 2016-2017.

Task 2: Implementation of E.D. Plan and Citywide Private Investment / Retail and Business Attraction

In support of the E.D. Plan (and Specific Plan, if approved), Kosmont will assist City with marketing and outreach to businesses including restaurants and other retailers, developers, hotels, and private investment for potential opportunity sites within the City. Activities will include

coordination of meetings at International Council of Shopping Centers (“ICSC”) and other industry conferences, site tours, preliminary negotiations and transaction structuring, and other recruitment activities, as deemed appropriate by City and Kosmont.

As related to implementation of the E.D. Plan (and the Specific Plan, as appropriate), Kosmont will assist City with pursuit and execution of potential economic incentives, funding sources, and/or financing structures in the context of potential public-private transactions, such as, but not limited to, grants, special districts (e.g., parking districts, business improvement districts), site specific tax revenue pledges, (taxable/tax-exempt) bonds or notes, lease and/or lease/leaseback financing.

Task 3: As-Needed Economic Development Services

At the City’s request, Kosmont is available to perform additional economic development services not included in Tasks 1 and 2, such as, but not limited to, assistance with developer request for qualifications / proposals (RFQ/P) preparation / distribution, developer selection, pro forma evaluation, analysis of potential fiscal impacts and economic benefits, and/or other economic development tasks.

III. BUDGET AUTHORIZATION

The compensation for Tasks 1 through 3 is estimated below for professional services (hourly) fees at Consultant’s billing rates as shown on Attachment A for the remainder of the current fiscal year (through June 30, 2017) and for the following fiscal year (July 1, 2017 through June 30, 2018). Task budgets may be re-allocated between tasks as deemed appropriate by Consultant in order to adequately provide services to City. Budget may be increased by City request at any point in time.

<i>Task</i>	<i>Current FY – thru 6/30/17</i>	<i>FY 2017/18</i>
1. Specific Plan Refinement and Presentation Assistance	\$5,000	
2. Plan Implementation and Business Attraction		\$25,000
3. As-Needed Economic Development Services	\$1,500	\$10,000
Estimated Total Professional Services (Hourly) Fees	\$6,500	\$35,000

Kosmont requests that City generate an Agreement to authorize this Work Plan and Budget for execution by City and Kosmont. Thank you.

ATTACHMENT A

Kosmont Companies 2017-2018 Public Agency Fee Schedule

Professional Services

President & CEO	\$305.00/hour
Executive Vice President	\$290.00/hour
Partner/Senior Vice President/Senior Consultant	\$275.00/hour
Vice President/Associate	\$195.00/hour
Project Analyst/Project Research	\$165.00/hour
Assistant Project Analyst/Assistant Project Manager	\$125.00/hour
GIS Mapping/Graphics Service	\$ 95.00/hour
Clerical Support	\$ 60.00/hour

- Additional Expenses

In addition to professional services (labor fees):

- 1) An **administrative fee** for in-house copy, fax, phone and postage costs will be charged, which will be computed at four percent (4.0 %) of monthly Kosmont Companies professional service fees incurred; **plus**
- 2) **Out-of-pocket expenditures**, such as travel and mileage, professional printing, and delivery charges for messenger and overnight packages will be charged at cost.
- 3) If Kosmont retains **Third Party Vendor(s)** for Client (with Client's advance approval), fees and cost will be billed to Client at 1.1X (times) fees and costs.
- 4) Consultant's **attendance or participation at any public meeting** requested by Client will be billed at the professional services (hourly) fees as shown on this Attachment A.

- Charges for Court/Deposition/Expert Witness-Related Appearances

Court-related (non-preparation) activities, such as court appearances, depositions, mediation, arbitration, dispute resolution and other expert witness activities, will be charged at a court rate of 1.5 times scheduled rates, with a 4-hour minimum.

Rates shall remain in effect until June 30, 2018.