



# CITY OF BUELLTON

## CITY COUNCIL AGENDA

**Regular Meeting of May 9, 2019 – 6:00 p.m.  
City Council Chambers, 140 West Highway 246  
Buellton, California**

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

### **CALL TO ORDER**

Mayor Holly Sierra

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

### **REORDERING OF AGENDA**

### **PUBLIC COMMENTS**

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

### **CONSENT CALENDAR**

**(ACTION)**

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of April 30, 2019 Special City Council Meeting**
- 2. Minutes of April 25, 2019 Regular City Council Meeting**
- 3. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
- 4. Contract Extension with Kosmont Companies for Economic Development Services**  
❖ (Staff Contact: City Manager Marc Bierzdzinski)

- 5. **Resolution No. 19-11 – “A Resolution of the City Council of the City of Buellton, California, Supporting Santa Barbara County Planning Commission Project Case #17RVP00000-00081, a Proposal to Restart Local Oil and Gas Operations through the Interim Trucking of Crude Oil along Northern Stretches of Highway 101 to a Destination Adjacent to Santa Maria”**  
 ❖ *(Staff Contact: City Manager Marc Bierdzinski)*

**PRESENTATIONS**

**PUBLIC HEARINGS**

**COUNCIL MEMBER COMMENTS/ITEMS**

**WRITTEN COMMUNICATIONS**

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

**COMMITTEE REPORTS**

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

**BUSINESS ITEMS**

**(POSSIBLE ACTION)**

- 6. **Budget Study Session for Fiscal Years 2019-20 and 2020-21 Biennial Budget**  
 ❖ *(Staff Contact: Finance Director Shannel Zamora)*
- 7. **Review of Community Design Guidelines – Architecture**  
 ❖ *(Staff Contact: Planning Director Andrea Keefer)*

**CITY MANAGER’S REPORT**

**CLOSED SESSION ITEMS**

**(POSSIBLE ACTION)**

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

**ADJOURNMENT**

The next regular meeting of the City Council will be held on Thursday, May 23, 2019 at 6:00 p.m.

# CITY OF BUELLTON

**CITY COUNCIL MEETING MINUTES**  
**Special Meeting of April 30, 2019**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## CALL TO ORDER

Mayor Sierra called the meeting to order at 9:00 a.m.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

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

**Staff:** City Attorney Greg Murphy

## PUBLIC COMMENTS

None

## CLOSED SESSION ITEMS

(POSSIBLE ACTION)

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

The City Council met in Closed Session to discuss hiring a new City Manager. Unanimous direction to continue City Manager recruitment process; an ad hoc committee of Mayor Sierra and Council Member Mercado was formed to handle negotiations as they become necessary; the subject was continued to the May 9 City Council meeting in Closed Session.

**ADJOURNMENT**

Mayor Sierra adjourned the special meeting at 3:08 p.m. The next regular meeting of the City Council will be held on Thursday, May 9, 2019 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

# CITY OF BUELLTON

**CITY COUNCIL MEETING MINUTES**  
**Regular Meeting of April 25, 2019**  
**City Council Chambers, 140 West Highway 246**  
**Buellton, California**

## CALL TO ORDER

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

## PLEDGE OF ALLEGIANCE

## ROLL CALL

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

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

## PUBLIC COMMENTS

Michael Baker, representing the United Boys and Girls Clubs of Santa Barbara County discussed the program's success and thanked the City Council for their support.

Kathy Vreeland, representing the Buellton Chamber of Commerce and Visitors Bureau invited everyone to the Buellton Brew Fest on May 4.

## CONSENT CALENDAR

1. **Minutes of April 11, 2019 Regular City Council Meeting**
2. **List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2018/19**
3. **Financial Report for the Third Quarter Ending March 31, 2019**
4. **Monthly Treasurer's Report – March 31, 2019**
5. **Resolution No. 19-09 – “A Resolution of the City Council of the City of Buellton, California, Amending the City Contribution to the 457 Deferred Compensation Plan for Newly Hired Employees after January 1, 2012”**

**MOTION:**

Motion by Council Member King, seconded by Council Member Mercado, approving Consent Calendar Items 1 and 5 as listed.

**VOTE:**

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

Council Member King – Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek – Yes

Mayor Sierra – Yes

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

Mayor Sierra requested that the scholarship recipients read their essays and then she presented Emilio Jimenez and McKenna Olsen with the Norman and Gale Williams Buellton Education Scholarships for the 2019-2020 academic year.

**PUBLIC HEARINGS**

None

**COUNCIL MEMBER COMMENTS/ITEMS**

Mayor Sierra announced that she attended the Quarterly Awards at Vandenberg Air Force Base. Mayor Sierra stated the Easter Eggstravaganza was a great event.

Council Member Sanchez requested and the Council agreed by consensus to agendize discussion of solar lighting for the flags on the Avenue of Flags.

**WRITTEN COMMUNICATIONS**

None

**COMMITTEE REPORTS**

Council Member Mercado announced that he was not able to attend the Chamber of Commerce Board meeting but was provided a brief report from the Chamber Executive Director and provided an oral report regarding the meeting.

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

Mayor Sierra announced that she attended the board meeting for Santa Barbara County Association of Governments (SBCAG) and provided an oral report regarding the meeting.

## **BUSINESS ITEMS**

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

### **RECOMMENDATION:**

That the City Council consider adoption of Resolution No. 19-07.

### **STAFF REPORT:**

Public Works Director Hess presented the staff report.

### **DOCUMENTS:**

Staff report with attachments as listed in the staff report.

### **MOTION:**

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

### **VOTE:**

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

Council Member King - Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

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

### **RECOMMENDATION:**

That the City Council discuss this item and provide direction to staff on how to proceed.

### **STAFF REPORT:**

Public Works Director Hess and City Manager Bierdzinski presented the staff report.

### **DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

The following residents expressed their concern regarding dangerous truck parking on North McMurray Road at Vineyard Village Circle:

- Rose Deters
- Sandy Lincoln
- Susan Perry
- Jim Perry

The City Council discussed the following issues:

- Removing the red curb on a portion of South McMurray Road to allow for more parking in that area
- Adding 75 feet of red curb to both Valley Vineyard Circle entrances on North McMurray Road to allow line of sight for drivers. Study moving the bus stop to the north end of McMurray Road and remove the red curb where the bus stop was located
- Follow up with owner of Motel 6 regarding a lease for semi-truck parking on the west portion of his property and investigate using compacted base material rather than asphalt paving

**DIRECTION:**

The City Council agreed by consensus to direct staff to bring back a resolution removing 150 feet of red curb on the south east side of McMurray Road, adding 75 feet of red curb on McMurray Road at the intersection of Valley Vineyard Circle, and enter into further discussions with the property owner of Motel 6 to lease the west portion of his property for semi-truck parking.

**9. Discussion Regarding Support for Temporary Trucking of Crude Oil Along Northern Stretches of Highway 101**

**RECOMMENDATION:**

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

**STAFF REPORT:**

City Manager Bierdzinski presented the staff report.

**DOCUMENTS:**

Staff Report with attachments as listed in the staff report.

**SPEAKERS/DISCUSSION:**

Joe Armendariz, Executive Director of the Santa Barbara County Taxpayers Association discussed his request for a resolution supporting the interim trucking project and he provided correspondence for the record which was provided to the Council prior to the meeting.

The following individuals spoke regarding support for a resolution pertaining to a temporary permit issued by the County of Santa Barbara regarding trucking from Los Flores Canyon along northern stretches of Highway 101 in Santa Barbara County:

- Kathy Vreeland
- Mark Walsh
- Tom Widroe
- Josh Evangelo
- Geoff Allen
- Don Oaks
- Kyle Abello

The City Council discussed the proposed resolution supporting the County of Santa Barbara permit for temporary trucking of crude oil along northern stretches of Highway 101.

**DIRECTION:**

The City Council agreed by consensus to direct staff to prepare a resolution in support of the County of Santa Barbara permit for temporary trucking of crude oil along northern stretches of Highway 101.

**10. Authorization to Reclassify the Recreation Coordinator Class to Recreation Supervisor**

**RECOMMENDATION:**

That the City Council consider authorizing the reclassification of the Recreation Coordinator Class to Recreation Supervisor and adopt the associated job description.

**STAFF REPORT:**

Human Resources Director Reid presented the staff report.

**DOCUMENTS:**

Staff report with attachment as listed in the staff report.

**DISCUSSION:**

The City Council thanked Kyle for his hard work and dedication at the Recreation Center.

**MOTION:**

Motion by Council Member Mercado, seconded by Vice Mayor Andrisek authorizing the reclassification of the Recreation Coordinator position to Recreation Supervisor, adopting the associated job description and salary schedule, which will go into effect July 1, 2019.

**VOTE:**

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

Council Member King - Yes

Council Member Mercado – Yes

Council Member Sanchez - Yes

Vice Mayor Andrisek - Yes

Mayor Sierra - Yes

**CITY MANAGER’S REPORT**

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

**CLOSED SESSION ITEMS**

**11. Closed Session Pursuant to Government Code Section 54957(b)(1):**

**PUBLIC EMPLOYEE APPOINTMENT**

**Title: City Manager**

The City Council met in closed session to discuss Item 8. No reportable action was taken.

**ADJOURNMENT**

Mayor Sierra adjourned the regular meeting at 8:17 p.m. The next regular meeting of the City Council will be held on Thursday, May 9, 2019 at 6:00 p.m.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director

Meeting Date: May 9, 2019

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

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**BACKGROUND**

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

The check register for the period 04/17/2019 through 04/30/2019 has been prepared in accordance to Government Code 37202 and City Code 3.08.070. The check register lists all vendor payments for the specified period above, along with claimant's name, a brief description of the goods or service purchased, amount of demand, check number, check date and the account number(s) associated with each payment.

The total amount of checks, 04/17/2019 through 04/30/2019, and electronic fund transfers issued for the period of 04/17/2019 through 04/30/2019 was \$383,078.90.

**FISCAL IMPACT**

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

**RECOMMENDATION**

That the City Council review and accept the check register for the period 04/17/2019 through 04/30/2019.

**ATTACHMENTS**

Attachment 1 – Claims

## CONSOLIDATED CLAIMS DISBURSEMENT

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

The following is a list of claims for the period of **April 17, 2019 through April 30, 2019** for ratification by the City Council at the **May 09, 2019** City Council Meeting.

### EXHIBIT A - A/P Packets processed

A/P Packet #APPKT01002	22,788.06
A/P Packet #APPKT00998	<u>294,603.54</u>
Total A/P Packets:	<u><u>\$317,391.60</u></u> (8 pages)

Utility Packet #UBPKT01531	249.86 (1 page)
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Total of checks issued:	<u><u>\$317,641.46</u></u>
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### EXHIBIT B - Payments via Electronic Fund Transfer (EFT)

EFT Total:	<u><u>\$20,997.33</u></u>
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#### Payroll processed

City Council Payrol 4/25/2019	2,265.47
Staff Payroll 4/26/2019	42,174.64

Total Payroll:	<u><u>\$44,440.11</u></u>
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<b>TOTAL AMOUNT OF CLAIMS:</b>	<u><u>\$383,078.90</u></u>
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Payments via Electronic Fund Transfer (EFT):  
From 04/17/2019 through 04/30/2019

Payroll Tax - EDD	4/18/2019	497.45
CDTFA	4/19/2019	188.00
CalPERS - RBP	4/26/2019	438.93
CalPERS - Classic	4/26/2019	150.94
Payroll Tax - EDD	4/26/2019	108.20
CalPERS - PEPR	4/26/2019	60.57
Payroll Tax - IRS	4/26/2019	70.48
CalPERS - Classic	4/29/2019	5,600.95
CalPERS - PEPR	4/29/2019	2,903.14
Payroll Tax - EDD	4/29/2019	2,889.81
Payroll Tax - IRS	4/29/2019	7,383.96
Hassler - Postage	4/29/2019	600.00
Bank Fee	4/30/2019	104.90

**Total**

**20,997.33**



City of Buellton, CA

# Check Disbursements - City Council - May 9, 2019

By Payment Number

Payment Dates 04/17/2019 - 04/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37747	4/24/2019	000005	ABALONE COAST ANALYTICAL, INC.			936.50
	4568		MARCH 2019 - WWTP - CHEMICAL ANALYSIS	005-701-61111		736.00
	4572		MARCH 2019 - DWTP - CHEMICAL ANALYSIS	020-601-61111		200.50
37748	4/24/2019	000870	ACCOUNTEMPS			780.85
	53242905		4/8-12/2019 - FIN - Temp Accounting Clerk	001-420-60800		780.85
37749	4/24/2019	000957	Adam Enticknap dba			2,610.00
	1997		3/25/2019 - DWTP - GATE REPAIR	092-603-74100		2,610.00
37750	4/24/2019	000509	ALAN NEEDHAM dba			23,982.40
	26026		3/12/2019 - ZCGC - TREE TRIMMING/REMOVAL	001-552-60255		1,237.40
	26028		3/12/2019 - CENTRAL&2ND - MOW/WEEP/CLEAN-UP	001-556-60800		125.00
	26042		MARCH 2019 - LANDSCAPE MAINT-Prks/Medians	001-552-60800		11,200.00
	26042		MARCH 2019 - LANDSCAPE MAINT-Facilities/Sts	001-556-60800		3,960.00
26082		3/19/2019 - ZCGC - CLUBHOUSE DRAINAGE WORK	001-552-60255		7,460.00	
37751	4/24/2019	000028	ARAMARK UNIFORM SERVICES INC			465.96
	INV0010509		March 2019 - Mats/Towels Service	001-558-60800		372.77
	INV0010509		March 2019 - Mats/Towels Service	005-701-60800		93.19
37752	4/24/2019	000718	AUTOSYS, INC.			3,012.50
	2305		3/11&25&4/1/2019 - IT PROGRAMMING WELLS	020-601-60800		2,287.50
	2504		4/16&18/2019 - IT/PROGRAMMING	020-601-60800		725.00
37753	4/24/2019	000047	BETSY ROSS FLAG GIRLS, INC.			1,471.53
	846239-C		4/11/2019 - FLAGS	001-558-60250		1,471.53
37754	4/24/2019	000121	BUELLTON VISITORS BUREAU			37,500.00
	INV0010513		APRIL 2019 - TOT ALLOCATION	001-410-67790		37,500.00
37755	4/24/2019	000065	BURKE, WILLIAMS & SORENSEN, LLP			12,770.40
	239422		March 2019 - Legal Retainer	001-404-60840		10,250.00
	239423		March 2019 - Legal Retainer	001-404-60840		2,520.40
37756	4/24/2019	000076	CAL-COAST IRRIGATION, INC.			169.00
	1904-543108		4/3/2019 - RVP - MISC MAINT/REPAIR ITEMS	001-558-61140		15.66
	1904-543128		4/3/2019 - DWTP - MISC/MAINT ITEMS	020-601-61140		145.58
	1904-543226		4/4/2019 - MISC MAINT/REPAIR ITEMS	020-601-60250		7.76
37757	4/24/2019	000783	CAMBRON ROOFING AND WATERPROOFING, Inc.			8,785.00
	2719		3/26/2019 - DWTP - ROOF REPAIR	092-603-74100		8,785.00
37758	4/24/2019	000871	CAROLYN G. COOPER			268.37
	0010511		4/22/2019	001-29008		268.37
37759	4/24/2019	001348	CITY OF GOLETA			13,384.19
	18-23		4/16/2019 - LIB -Start-up/Trnstn costs-GoletaMgmt	001-510-60800		13,384.19
37760	4/24/2019	000112	CLARK PEST CONTROL			159.00
	23786778		4/11/2019 - PD - PEST CONTROL	001-558-60800		159.00
37761	4/24/2019	000655	COAST NETWORKX, INC.			1,764.23
	21056		4/12&16/2019 - CC - Laptop & Setup	001-401-72300		1,449.24
	21056		4/18/2019 - CH - Security Archiver/install Certs	001-410-60210		314.99
37762	4/24/2019	000118	COASTAL COPY, INC.			44.32
	847494		3/16-4/15/2019 - CH/HR - Overage Fees	001-410-61130		44.32

Check Disbursements - City Council - May 9, 2019

Payment Dates: 04/17/2019 - 04/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37763	4/24/2019 INV0010498	000122 4/18-5/17/2019 - CC Chmbrs - Internet Service	COMCAST CABLE	001-410-61292		149.94 149.94
37764	4/24/2019 19-228/2 19-269 19-312	000138 2/25/2019 - OVP - TIME REPAIR 3/20-21-2019 - LIB - REPLACE LIGHT FIXTURE 3/29/2019 - LIB - LIGHT FIXTURE REPAIR	D.L. ELECTRIC, INC.	001-552-60256 001-558-60250 001-558-60250		748.00 98.00 551.00 99.00
37765	4/24/2019 INV0010503	000140 4/4&18/2019 - Planning Commission Meetings	DAN HEEDY	001-565-50010		100.00 100.00
37766	4/24/2019 INV0010512	000142 MARCH 2019 - CH - MONTHLY JANITORIAL SERVICES	DANIEL FITZGERALD dba	001-558-60800		960.00 960.00
37767	4/24/2019 120063 120063	001255 MARCH 2019 - SAMPLE DELIVERY SRVC - ABALONE MARCH 2019 - SAMPLE DELIVERY SRVC - ABALONE	DELIVER-IT	005-701-60800 020-601-60800		165.00 82.50 82.50
37768	4/24/2019 93X00079	000598 MARCH 2019 - WWTP - WASTE HANDLING BIO-SOLIDS	ENGEL & GRAY, INC.	005-701-60800		7,443.57 7,443.57
37769	4/24/2019 37149	000187 4/5/2019 - MISC MAINT/REPAIR ITEMS	FARM SUPPLY COMPANY	020-601-61127		74.32 74.32
37770	4/24/2019 INV0010508	001352 4/14/2019 - REFUND - RVP SECURITY DEPOSIT	FATIMA RUIZ	001-22510		100.00 100.00
37771	4/24/2019 7067404 7067499 7241139 7255384 7371369 7386150 7406306 7409314 SC503859	000191 2/5/2019 - DWTP - MAINT/REPAIR ITEMS 2/6/2019 - DWTP - MAINT/REPAIR ITEMS 3/25/2019 - DWTP - MAT'L/SUPPLIES ITEMS 3/26/2019 - DWTP - MAINT/REPAIR ITEMS 4/10/2019 - DWTP - MAINT/REPAIR ITEMS 4/16/2019 - DWTP - MAINT/REPAIR ITEMS 4/17/2019 - MISC MAINT/REPAIR ITEMS 4/18/2019 - MISC MAINT/REPAIR ITEMS 3/31/2019 - DWTP - SERVICE CHARGE	FERGUSON ENTERPRISES, INC #1350	092-610-74100 092-610-74100 020-601-61127 020-601-60250 092-610-74100 092-610-74100 092-610-74100 020-601-60250 020-601-60250		47,226.58 840.67 5,782.43 341.75 333.17 100.21 11,265.64 28,068.88 394.48 99.35
37772	4/24/2019 5983	000189 4/1/2019 - WELL#9 - MATERIALS	FISHER PUMP & WELL SERVICE, INC.	020-601-60250		120.00 120.00
37773	4/24/2019 7854	000203 2/28/2019 - CH - HVAC - PREVENTATIVE MAINT	Gary Brown Service & Repair, Inc.	001-558-60800		380.00 380.00
37774	4/24/2019 841382 865791	000543 3/18/2019 - WWTP - MAINT/REPAIR ITEMS 4/11/2019 - WWTP - MISC MAT'L/SUPPLY ITEMS	HD SUPPLY FACILITIES MAINTENANCE, LTD.	005-701-61140 005-701-61130		1,026.57 80.75 945.82
37775	4/24/2019 3619300407	000229 4/10/2019 - DWTP - MAINT/REPAIR ITEMS	HOPKINS TECHNICAL PRODUCTS, INC	092-603-74100		3,230.27 3,230.27
37776	4/24/2019 INV0010506	001350 4/14/2019 - REFUND - RVP SECURITY DEPOSIT	JANAN MASSEY	001-22510		400.00 400.00
37777	4/24/2019 1246 1247	000395 MARCH 2019 - RVP/OVP - MONTHLY JANITORIAL SRVC 4/1/2019 - DUMPSTER AREA - DEEP CLEANING	JOSE RAFAEL RUIZ dba	001-552-60800 001-558-60800		2,100.00 1,750.00 350.00
37778	4/24/2019 1362	001173 4/9/2019 - RVP - EQUIPMENT	JV Outdoor Power Equipment	001-552-60258		161.61 161.61
37779	4/24/2019 INV0010504	001225 4/18/2019 - Planning Commission Meeting	MARCILO SARQUILLA	001-565-50010		50.00 50.00

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37780	4/24/2019 INV0010501	001331 4/4/2019 - Planning Commission Meeting	MICHAEL EGLIN	001-565-50010		50.00 50.00
37781	4/24/2019 699104 CM699188	000342 3/29/2019 - MISC MAINT/REPAIR ITEMS 3/29/2019 - RETURN ITEMS	NIELSEN BUILDING MATERIALS,INC	001-558-61140 001-558-61140		12.58 65.32 (52.74)
37782	4/24/2019 30219396	000669 4/17/2019 - USPO - PEST CONTROL	O'CONNOR & SONS dba	001-558-60800		105.00 105.00
37783	4/24/2019 4372-458899 4372-461501 4372-462535	000801 3/27/2019 - VEHICLE MAINT/REPAIR ITEM 4/10/2019 - VEHICLE MAINT/REPAIR ITEM 4/15/2019 - VEHICLE MAINT/REPAIR ITEM	O'REILLY AUTOMOTIVE STORES, INC.	001-558-60270 001-558-60270 020-601-60270		50.78 7.09 32.29 11.40
37784	4/24/2019 INV0010502	001187 4/4&8/2019 - Planning Commission Meetings	PATTY J HAMMEL	001-565-50010		100.00 100.00
37785	4/24/2019 1340947	000861 4/10/2019 - WWTP - CHEMICALS	POLYDYNE INC.	005-701-61111		1,304.80 1,304.80
37786	4/24/2019 88333019	000380 2/20-3/20/2019 - WWTP - CYLINDER RENTAL	PRAXAIR DISTRIBUTION, INC.	005-701-61111		47.13 47.13
37787	4/24/2019 125608 125608 125608	000382 APRIL 2019 - MISC SUPPLIES APRIL 2019 - MISC SUPPLIES APRIL 2019 - MISC SUPPLIES	PROCARE JANITORIAL SUPPLY, INC.	001-552-61140 001-558-61140 005-701-61140		803.84 474.26 281.34 48.24
37788	4/24/2019 W0030043197 W0030043197 W0030043197 WON30002535 WON30002535 WON30002535	000390 3/27/2019 - CATERPILLAR REPAIR 3/27/2019 - CATERPILLAR REPAIR 3/27/2019 - CATERPILLAR REPAIR 4/11/2019 - VEHICLE REPAIR 4/11/2019 - VEHICLE REPAIR 4/11/2019 - VEHICLE REPAIR	QUINN COMPANY	001-558-60270 005-701-60270 020-601-60270 001-558-60270 005-701-60270 020-601-60270		1,894.34 274.70 274.70 274.70 356.74 356.75 356.75
37789	4/24/2019 15350	001337 1/25/2019 - ZCGC - OFFICE REPAIRS	QWIKREPOSE RESTORATION & CONSTRUCTION	001-552-60255		7,615.30 7,615.30
37790	4/24/2019 INV0010500	001327 4/18/2019 - Planning Commission Meeting	ROBERT PAUL BLOKDYK	001-565-50010		50.00 50.00
37791	4/24/2019 2	001354 MARCH 2019 - WWTP - OPERATION SALARIES	SANTA YNEZ COMMUNITY SERVICES	005-701-60830		3,711.20 3,711.20
37792	4/24/2019 CM0000129 INV0010514	000894 MARCH 2019 - SYVTBID ADMIN FEES MARCH 2019 - SYVTBID FEES	Santa Ynez Valley Hotel Assn., Inc. dba	001-44250 001-22160		34,077.05 (695.45) 34,772.50
37793	4/24/2019 INV0010499	000132 Jan-Mar2019 (Q3 FY18/29) Animal Control Services	SB CO ANIMAL SVCS, HEALTH & REG	001-410-60015		9,984.75 9,984.75
37794	4/24/2019 IN0055370 IN0055371	000823 JAN2019 - RISK MGMNT PLAN - MCMURRAY(D608/D609) JAN-2019 - RISK MGMNT PLAN - HWY 246	SB COUNTY EHS / CUPA	020-601-67575 020-601-67575		1,988.50 1,164.00 824.50
37795	4/24/2019 93956443 93956443 93956443	000832 6/1-30/2019 - CLEARSCADA SRVC/SPprt 7/1/2019-5/31/2019 - CLEARSCADA SRVC/SPprt 6/1-30/2019 - CLEARSCADA SRVC/SPprt	SCHNEIDER ELECTRIC SYSTEMS USA, INC.	005-701-60210 020-15000 020-601-60210		2,715.30 113.14 2,489.02 113.14
37796	4/24/2019 4688081 4688081	001045 4/3/2019 - ANNUAL FIRE EXTINGUISHER MAINT 4/3/2019 - ANNUAL FIRE EXTINGUISHER MAINT	Scott O'Brien Fire & Safety Co. Inc.	001-558-60800 005-701-60800		1,106.19 368.73 368.73

Check Disbursements - City Council - May 9, 2019

Payment Dates: 04/17/2019 - 04/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
	4688081	4/3/2019 - ANNUAL FIRE EXTINGUISHER MAINT		020-601-60800		368.73
37797	4/24/2019 INV0010507	001351 4/13/2019 - REFUND - RVP SECURITY DEPOSIT	SCOTT PARSON	001-22510		100.00 100.00
37798	4/24/2019 INV0010510	001353 4/23/2019 - Settlement Agrmnt-DstrctElctnIssue	SHENKMAN & HUGHES PC	001-402-67435		30,000.00 30,000.00
37799	4/24/2019 70354	000465 MARCH 2019 - STREET SWEEPING SERVICES	SP MAINTENANCE SERVICES, INC.	001-558-60800		2,516.50 2,516.50
37800	4/24/2019 03012707	000681 3/14/2019 - MISC MAINT/SUPPLY ITEMS	STATEWIDE SAFETY & SIGNS, INC.	001-558-61140		130.20 130.20
37801	4/24/2019 458	000887 3/29/2019 - HWY 246 - TREE CLEAN-UP	TAPIA'S TREE SERVICE INC	001-558-60250		3,460.00 3,460.00
37802	4/24/2019 1386	001051 4/6/2019 - WWTP - Valve Test/Repair	THOMAS T PETERSEN dba	005-701-60250		65.00 65.00
37803	4/24/2019 INV0010515 INV0010515 INV0010515	000521 MARCH 2019 - MISC MAINT/REPAIR ITEMS MARCH 2019 - MISC MAINT/REPAIR ITEMS MARCH 2019 - MISC MAINT/REPAIR ITEMS	TODD PIPE & SUPPLY	001-552-60256 001-558-60250 001-558-61127		422.35 295.85 111.20 15.30
37804	4/24/2019 INV0010505	001349 5/7/2019 - 2019 North County Economic Summit	UC Regents - EFP	001-401-60710		50.00 50.00
37805	4/24/2019 320190067 320190067	000535 MARCH 2019 - NEWTKTCHRGs/MNTHLY-DB-MAINT MARCH 2019 - NEWTKTCHRGs/MNTHLY-DB-MAINT	UNDERGROUND SERVICE ALERT	005-701-60800 020-601-60800		16.60 8.30 8.30
37806	4/24/2019 48045	000677 ProfSrvcs->3/31/2019 - COB RegCompliance Services	WALLACE GROUP	005-701-60800		18,093.41 18,093.41
37807	4/24/2019 58555279 58555279 58555279 58555279	000768 MARCH 2019 - FUEL CHARGES MARCH 2019 - FUEL CHARGES MARCH 2019 - FUEL CHARGES MARCH 2019 - FUEL CHARGES	WEX BANK	001-511-61280 001-558-61280 005-701-61280 020-601-61280		1,592.61 316.60 425.33 425.34 425.34
37812	4/30/2019 53288572	000870 4/15-19/2019 - FIN - TEMP ACCOUNTING CLERK	ACCOUNTEMPS	001-420-60800		767.80 767.80
37813	4/30/2019 INV0010560	001357 4/28/2019 - REFUND - RVP SECURITY DEPOSIT	ARIANA RUTHERFORD	001-22510		100.00 100.00
37814	4/30/2019 INV0010556	000063 4/26/2019 - REC - REPAIRS-GYM FREEZER	BUELLTON UNION SCHOOL DISTRICT	001-511-60252		2,460.05 2,460.05
37815	4/30/2019 12835877	000090 4/16-30/2019 - CalPERS Long-Term Care Program	CalPERS LONG-TERM CARE PROGRAM	001-22166		84.25 84.25
37816	4/30/2019 INV0010561	001356 4/27/2019 - REFUND - RVP SECURITY DEPOSIT	CHANTEL GREEN	001-22510		200.00 200.00
37817	4/30/2019 INV0010564	000105 3/25-4/25/2019 - IRRIGATION - 2ND/OAKVLY	CITY OF BUELLTON	001-552-61211		652.93 652.93
37818	4/30/2019 INV0010563 INV0010563	001360 5/17/2019 - LOCC DINNER - PASO ROBLES 5/17/2019 - LOCC DINNER - PASO ROBLES	CITY OF PASO ROBLES	001-401-60710 001-402-60710		175.00 105.00 70.00
37819	4/30/2019 23786742	000112 4/22/2019 - CH - PEST CONTROL	CLARK PEST CONTROL	001-558-60800		123.00 123.00



Check Disbursements - City Council - May 9, 2019

Payment Dates: 04/17/2019 - 04/30/2019

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Account Number	Project Account Key	Payment Amount Item Amount
37830	4/30/2019 INV0010557 INV0010557	000813 APRIL 2019 - MISC MAINT/REPAIR ITEMS APRIL 2019 - MISC MAINT/REPAIR ITEMS	HOME DEPOT CREDIT SERVICES	001-565-72200 092-603-74100		1,196.74 707.55 489.19
37831	4/30/2019 INV0010562	001271 4/2/2019 - HR - RECRUITMENT ADVERTISING	JOBS AVAILABLE, INC.	001-410-60022		45.00 45.00
37832	4/30/2019 INV0010553	001256 4/21/2019 - REFUND - RVP SECURITY DEPOSIT	JOSE MARTIN	001-22510		100.00 100.00
37833	4/30/2019 INV0010554	000827 4/23/2019 - DWTP - LUNCH/TRAINING CLASS	JOSEPH GRAUER	020-601-60710		11.15 11.15
37834	4/30/2019 INV0010555	001355 4/23/2019 - DWTP - LUNCH/TRAINING CLASS	JOSEPH VELASQUEZ	020-601-60710		15.50 15.50
37835	4/30/2019 N7701565	000700 5/27-8/26/2019 - Postage Machine - Lease	MAILFINANCE, INC.	001-410-60310		975.29 975.29
37836	4/30/2019 INV0010559	001358 4/25/2019 - REFUND - RVP SECURITY DEPOSIT	OCEAN PARK HOTELS - BLT LLC	001-22510		100.00 100.00
37837	4/30/2019 4372-465053	000801 4/29/2019 - REC - Misc Supplies	O'REILLY AUTOMOTIVE STORES, INC.	001-511-60270		28.12 28.12
37838	4/30/2019 INV0010574 INV0010574	000745 4/26/2019 - REPLACE CHK# 37710 - LOST 4/26/2019 - REPLACE CHK# 37710 - LOST	PEDRO DE LA CRUZ dba	001-12500 001-511-67570		300.00 150.00 150.00
37839	4/30/2019 INV0010558 INV0010558	000379 MAY 2019 - UB POSTAGE MAY 2019 - UB POSTAGE	POSTMASTER	005-701-61131 020-601-61131		540.00 270.00 270.00
37840	4/30/2019 88918327	000380 3/20-4/20/2019 - WWTP - CYLINDAR RENTAL	PRAXAIR DISTRIBUTION, INC.	005-701-61111		51.06 51.06
37841	4/30/2019 88649 88649	000763 4/27/2019 - DWTP - VEHICLE MAINTENANCE 4/27/2019 - DWTP - VEHICLE MAINTENANCE	RIO VISTA CHEVROLET, INC.	001-558-60270 020-601-60270		2,557.08 1,278.54 1,278.54
37842	4/30/2019 79574569-19015005	000429 4/24/2019 - WWTP - PARTS WASHER SERVICING	SAFETY-KLEEN CORP.	005-701-61111		178.12 178.12
37843	4/30/2019 1959464	001359 3/27/2019 - EQUIPMENT MAINTENANCE	SOLVANG MOWER	001-558-60250		241.58 241.58
37844	4/30/2019 1-74715	000489 4/29/2019 - VEHICLE REPAIR	STEVE'S WHEEL & TIRE	001-558-60270		27.16 27.16
37845	4/30/2019 69561691	001063 May 2019 - REC - Copier Lease	Wells Fargo Vendor Fin Serv	001-511-60310		139.00 139.00
<b>Payment Total:</b>						<b>317,391.60</b>

### Report Summary

#### Fund Summary

Fund	Payment Amount
001 - General Fund	206,844.26
005 - Sewer Fund	35,376.01
020 - Water Fund	13,076.69
092 - Capital Improvement Proj Fund	62,094.64
<b>Grand Total:</b>	<b>317,391.60</b>

#### Account Summary

Account Number	Account Name	Payment Amount
001-12500	Other Receivables - Due from Solvang Joint Events	171.54
001-22160	SYVTBID Payable	34,772.50
001-22166	Long-Term Care Deduction	84.25
001-22510	Park/Damage Charge	1,100.00
001-29008	Unclaimed Funds	268.37
001-401-60710	Travel & Training	301.80
001-401-60900	Miscellaneous	19.43
001-401-61130	Office Supplies	52.89
001-401-72300	Computer Equipment	1,449.24
001-402-60710	Travel & Training	70.00
001-402-67435	Litigation / Settlement Expend	30,000.00
001-403-61130	Office Supplies	32.30
001-404-60840	Contract Services-Legal Fees	12,770.40
001-410-60015	Animal Control	9,984.75
001-410-60022	Recruitment Expense	45.00
001-410-60210	Computer Maintenance &Software	314.99
001-410-60310	Equipment Rental	975.29
001-410-60900	Miscellaneous/CalPERS Unfunded Liability	100.00
001-410-61120	Office Equipment	172.78
001-410-61130	Office Supplies	471.21
001-410-61292	Internet Access/ Website Maint	435.95
001-410-67705	Telephone	355.24
001-410-67790	Visitors Bureau	37,500.00
001-420-60710	Travel & Training	49.10
001-420-60800	Contract Services	3,298.65
001-44250	Miscellaneous	(695.45)
001-510-60800	Contract Services	13,384.19
001-511-60250	Maintenance/Repair	697.96
001-511-60252	Maintenance/Repair-Joint Use	2,460.05
001-511-60270	Maintenance-Vehicles	28.12
001-511-60310	Equipment Rental	139.00
001-511-60800	Contract Services	367.95
001-511-61280	Fuel-Vehicles	316.60
001-511-61290	Telephone/Internet	180.57
001-511-67135	Buellton Rec Program Trips	1,604.41
001-511-67140	Buellton Recreation Program	857.91
001-511-67570	Recreation Program 50/50	171.53
001-511-73500	Equipment	899.00
001-551-60650	Memberships & Publications	300.00
001-552-60255	Maintenance/Repair-Golf Course	16,312.70
001-552-60256	Maintenance/Repair-Oak Park	393.85
001-552-60258	Maintenance/Repair-Riverview	161.61
001-552-60800	Contract Services	12,950.00
001-552-61140	Operational Supplies	474.26
001-552-61211	Utilities - Water	652.93
001-556-60800	Contract Services	4,085.00
001-558-60210	Computer Maintenance &Software	48.47
001-558-60250	Maintenance / Repair	5,934.31
001-558-60270	Maintenance - Vehicles	2,027.02

**Account Summary**

Account Number	Account Name	Payment Amount
001-558-60710	Travel & Training	16.20
001-558-60800	Contract Services	5,375.10
001-558-61127	Tools	15.30
001-558-61140	Operational Supplies	480.58
001-558-61280	Fuel - Vehicles	425.33
001-565-50010	Planning Commission Salaries	350.00
001-565-60650	Membership & Publications	483.00
001-565-60900	Miscellaneous	19.80
001-565-67705	Telephone	423.73
001-565-72200	Office Furniture	707.55
005-701-60210	Computer Maintenance &Software	113.14
005-701-60250	Maintenance / Repair	65.00
005-701-60270	Maintenance - Vehicles	631.45
005-701-60800	Contract Services	26,129.80
005-701-60830	Contract Services-Engineering	3,711.20
005-701-61111	Chemicals / Analysis	2,317.11
005-701-61130	Office Supplies	945.82
005-701-61131	Postage	270.00
005-701-61140	Operational Supplies	169.80
005-701-61280	Fuel - Vehicles	425.34
005-701-67705	Telephone	597.35
020-15000	Pre-Paid Expense	2,489.02
020-601-60210	Computer Maintenance &Software	113.14
020-601-60250	Maintenance / Repair	954.76
020-601-60270	Maintenance - Vehicles	1,921.39
020-601-60710	Travel & Training	66.60
020-601-60800	Contract Services	3,512.13
020-601-61111	Chemicals / Analysis	200.50
020-601-61127	Tools	416.07
020-601-61131	Postage	270.00
020-601-61140	Operational Supplies	186.39
020-601-61280	Fuel - Vehicles	425.34
020-601-67575	Regulatory Compliance	1,988.50
020-601-67705	Telephone	532.85
092-603-74100	Construction and Improvements	15,114.46
092-610-74100	Construction and Improvements	46,980.18
	<b>Grand Total:</b>	<b>317,391.60</b>

**Project Account Summary**

Project Account Key		Payment Amount
**None**		314,929.28
51005-040	Teen & Sports Camp 2019	465.00
53007-040	Spring Break Camp 2019 (4/1/19-4/5/19)	392.91
54018-040	Yellowstone National Park 5/28/19-6/3/19)	100.00
54028-040	Dodgers vs Diamondbacks 8/11/19	1,504.41
	<b>Grand Total:</b>	<b>317,391.60</b>



UBPKT01531 - Refunds 01 UBPKT01529 Regular

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-05300-010	ELSINTA, KATHARINA	4/25/2019	37808	28.05			28.05	Generated From Billing
02-16200-004	BRIGHT EVENT RENTALS	4/25/2019	37809	49.47			49.47	Generated From Billing
04-15700-004	KIRK, RYAN	4/25/2019	37810	85.10			85.10	Generated From Billing
04-16800-002	MCPHETRIDGE, KC LEE	4/25/2019	37811	87.24			87.24	Generated From Billing
<b>Total Refunds: 4</b>				<b>Total Refunded Amount:</b>			<b>249.86</b>	

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	249.86
<b>Revenue Total:</b>	<b>249.86</b>

General Ledger Distribution

Posting Date: 04/25/2019

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 020 - WATER FUND</b>			
020-10000	Claim On Pooled Cash	-249.86	Yes
020-22420	Unapplied Credits	249.86	
<b>020 Total:</b>		<b>0.00</b>	
<b>Fund: 999 - POOLED CASH</b>			
999-10001	Pooled Cash - General Checking	-249.86	
999-27000	Due To Other Funds	249.86	Yes
<b>999 Total:</b>		<b>0.00</b>	
<b>Distribution Total:</b>		<b>0.00</b>	

**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: Marc Bierdzinski, City Manager

Meeting Date: May 9, 2019

Subject: Contract Extension with Kosmont Companies for Economic Development Services

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**BACKGROUND**

Kosmont Companies' (Kosmont) contract expires on June 30, 2019. Staff would like to extend the contract for Fiscal Year 2019-20 and has included for the City Council's consideration a Sixth Amendment to the City's existing Agreement with Kosmont Companies as Attachment 1.

During the current fiscal year, the budget for Kosmont was \$27,500. To date, Kosmont has only expended \$21,314.33 (of which \$1,664.00 was reimbursed by developers). The projects they worked on included:

- An update the Citywide Market Analysis and Economic Development Strategy
- Developer reimbursed discussions regarding the Development Opportunity Reserve (DOR) portion of the Avenue of Flags Specific Plan
- Coordination of economic development activities and outreach with the City and Chamber of Commerce

Exhibit A to Attachment 1 is Kosmont's work plan and budget for Fiscal Year 2019-20. As you will note, we have dropped the contract amount to \$20,000, a reduction of \$7,500 from the prior fiscal year. The 2019-20 Fiscal Year budget will allocate funds for these services.

The primary goals in Fiscal Year 2019-20 are the following tasks:

- Continued outreach via marketing businesses
- Assist in implementing the Avenue of Flags Specific Plan and meeting with developers at the request of the City
- Other economic development activities as directed by the City, including Chamber/Visitors Bureau support

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 IMPACT**

If approved, \$20,000 for Fiscal Year 2019-20 would be allocated in the budget for the services outlined in Exhibit A to Attachment 1.

### **RECOMMENDATION**

That the City Council direct the City Manager to approve the Sixth Amendment to the Kosmont Companies contract (Attachment 1) for \$20,000 for Fiscal Year 2019-20.

### **ATTACHMENTS**

Attachment 1 – Sixth Amendment to Agreement with Exhibit A (April 12, 2019, Work Plan)

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

This **SIXTH AMENDMENT TO AGREEMENT** (the “Amendment”) is made and entered into this 9th day of May 2019, 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. On April 27, 2017, the City and Consultant entered into a Fourth Amendment to the Agreement (Fourth Amendment) to provide economic development services to the City from July 1, 2017, to June 30, 2018; and

F. On May 10, 2018, the City and Consultant entered into a Fifth Amendment to the Agreement (Fifth Amendment) to provide economic development services to the City from July 1, 2018, to June 30, 2019; and

F. 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, 2019 to June 30, 2020. 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 Sixth 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

\_\_\_\_\_  
Gregory M. Murphy, City Attorney

Attest:

\_\_\_\_\_  
Linda Reid, City Clerk

Exhibit A – April 12, 2019 Work Plan



# Memorandum

**To:** Marc P. Bierdzinski, City Manager, City of Buellton  
Andrea Keefer, Planning Director, City of Buellton

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

**Date:** April 12, 2019

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

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## I. BACKGROUND

Kosmont Companies ("Kosmont") was retained in July 2013 by the City of Buellton ("City") to provide economic development advisory services, including the preparation of an Economic Development Strategy and Implementation Plan ("E.D. Plan"). Kosmont has assisted with implementation of the E.D. Plan and preparation of the Avenue of Flags Specific Plan ("Specific Plan") including the Development Opportunity Reserve (D.O.R.)™ incentive program, adopted in October 2017. Kosmont has additionally provided various economic analyses on an as-needed basis as directed by the City.

Kosmont understands the City Council goals for the fiscal year 2019-2020 include completion of improvements to Avenue of Flags "median #2" and the City's trail system, as well as supporting arts and culture in the City. The City has expressed interest in retaining Kosmont for continued economic development advisory and implementation services into the next fiscal year (through June 30, 2020), and Kosmont proposes the following Work Plan accordingly.

## II. WORK PLAN OUTLINE

### Task 1: Economic Development Services

At the City's request, Kosmont will be available to perform economic development services, including, but not limited to:

- a) Continued implementation of the E.D. Plan via marketing / outreach to retailers, businesses, developers, hotels, and private investment for potential opportunity sites
- b) Developer request for qualifications / proposals (RFQ/P) preparation / distribution as may be appropriate
- c) Pro forma evaluation / financial feasibility analysis for potential projects
- d) Project fiscal impact and economic benefit analysis

- e) Developer negotiations and public-private transaction structuring
- f) Pursuit and execution of potential economic incentives, funding sources, and/or financing structures in the context of potential public-private transactions, such as D.O.R.™, special districts (e.g., parking districts, business improvement districts, enhanced infrastructure financing districts), site specific tax revenue pledges, and/or other tools
- g) Other economic development tasks as needed

### III. BUDGET AUTHORIZATION

The compensation for Task 1 is estimated at up to \$20,000 for professional services (hourly) fees at Consultant's billing rates as shown on Attachment A. Budget may be increased by City request at any point in time.

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 2019 Public Agency Fee Schedule

#### Professional Services

Chairman & CEO	\$375.00/hour
President	\$345.00/hour
Senior Vice President/Senior Advisor	\$305.00/hour
Vice President	\$210.00/hour
Senior Project Analyst	\$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

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#### • 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.

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*Rates shall remain in effect until December 31, 2019.*

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Marc Bierdzinski, City Manager

Meeting Date: May 9, 2019

Subject: Resolution No. 19-11 – “A Resolution of the City Council of the City of Buellton, California, Supporting Santa Barbara County Planning Commission Project Case #17RVP00000-00081, a Proposal to Restart Local Oil and Gas Operations through the Interim Trucking of Crude Oil along Northern Stretches of Highway 101 to a Destination Adjacent to Santa Maria”

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**BACKGROUND**

Pursuant to City Council direction, attached Resolution No. 19-xx supports the ExxonMobil interim trucking permit being processed through the County of Santa Barbara.

**RECOMMENDATION**

That the City Council consider adoption of Resolution No. 19-11 – “A Resolution of the City Council of the City of Buellton, California, Supporting Santa Barbara County Planning Commission Project Case #17RVP00000-00081, a Proposal to Restart Local Oil and Gas Operations through the Interim Trucking of Crude Oil along Northern Stretches of Highway 101 to a Destination Adjacent to Santa Maria.”

**ATTACHMENTS**

Resolution No. 19-11

**RESOLUTION NO. 19-11**

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

**WHEREAS**, the City of Buellton has long believed that the quality of life we enjoy in Santa Barbara County is based upon a balance of economic, social, and environmental factors, and that supporting businesses that provide jobs and revenues help sustain a healthy economy; and

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

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

**WHEREAS**, while a pipeline is the preferred long-term option to transport crude, ExxonMobil is seeking a temporary trucking permit to resume operations in accordance with Santa Barbara County regulations; and

**WHEREAS**, interim trucking will result in no more than 70 truckloads of crude per day, representing a minor increase in total county daily highway traffic on Highway 101 from Las Flores Canyon to Santa Maria; and

**WHEREAS**, ExxonMobil's operation does provide a major source of funding for various school districts and other public services benefitting from oil and gas revenues.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Buellton supports Santa Barbara County Planning Commission Project Case #17RVP-00000-00081, a proposal to restart local oil and gas operations through the interim trucking of crude oil along northern stretches of Highway 101 to a destination adjacent to Santa Maria.

**PASSED, APPROVED AND ADOPTED** this 9th day of May 2019.

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Holly Sierra  
Mayor

ATTEST:

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Linda Reid  
City Clerk

**CITY OF BUELLTON**  
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Shannel Zamora, Finance Director  
Marc Bierdzinski, City Manager

Meeting Date: May 9, 2019

Subject: Budget Study Session for Fiscal Years 2019-20 and 2020-21  
Biennial Budget

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**BACKGROUND**

The proposed budget (Attachment 1) is in balance and estimates the General Fund Operating Revenues at \$8,304,821 and Operating Expenditures at \$6,932,388. An operating surplus of \$1,372,433 exists. The General Fund CIPs total \$2,118,500 (Attachment 2). Reserves are used to fund CIPs in the proposed budget and after the study session, CIPs will be offset by excess operating surplus. The details of the Operating budgets and CIP budgets for all funds including revenues, expenditures, fund balance and service level enhancements are discussed below.

The proposed budget reflects two one-year budgets for the period July 1, 2019 through June 30, 2021 with staff concentrating on the first year and the second year is developed from the first year's funding and revenue levels. A two percent increase is generally applied unless an exact amount provides a more accurate amount. Amendments to this document may be necessary depending on economic circumstances and will be addressed during the Mid-Year Budget review each year, similar to one-year budgeting.

**Revenue – General Fund Operating Budget**

- Transient Occupancy Tax (TOT)**  
Transient Occupancy Tax continues to grow as hotel occupancy increases. TOT receipts for fiscal year 2018/19 are expected to grow 5 percent from the previous year. A conservative 0.5 percent increase is estimated for FY 19/20 and FY 20/21 as hotel occupancy levels out.
  
- Sales Tax**  
Various commercial establishments at the City's Crossroads location are now in operation. As businesses become established, sales tax growth will begin to plateau. According to HDL estimates, sales tax for FY 19/20 will decrease by 1.5 percent.

The decrease is a conservative estimate based on the anticipated adjustment to sales tax revenue from an overpayment from a previous period. Sales tax revenue is expected to increase by 1.0 percent by FY 20/21.

Property Tax

Property tax growth is anticipated in this category with the approved Village Townhomes. The project is in its final phase of construction, and the assessed value from these homes will be reflected on the tax roll in two years. The net taxable assessed value for FY 18/19 has increased 7.013 percent as new construction develops in the City of Buellton compared to fiscal year 2017/18. Statewide there is a softening of the real estate market in both units and pricing. Home values may begin to plateau and may not experience the increase in home values as previous years which will decrease supplemental property tax. A conservative 0.5 percent increase is estimated for FY 19/20.

Use of Money and Property

The estimate is based on the assumption that interest rates may not increase until the first quarter of 2020 thus the budget revenue from interest earnings may be lower than the estimated earnings for FY 18/19.

Other Revenue

Based on prior year activity, conservative estimates are based on maintaining prior year trends for fees and permits, fines and penalties, revenue from other agencies, and charges for other services.

Expenditures – General Fund Operating Budget

For all departments with Employee Services, full-time staff is receiving a 3.5 percent cost of living adjustment (COLA) effective July 1, 2019. As an added benefit, the City will contribute a 6.0 percent deferred compensation contribution to full-time employees hired after 2013. Current employees hired before 2013 have continuously received that benefit.

City Clerk/Human Resources

The City Clerk/Human Resources Department is estimating an increase of 8 percent due to the reallocation of human resource expenditures that were previously recorded in the Non-Department Fund. The City Clerk position also serves as the Human Resource Director therefore it is appropriate for expenditures related to Human Resources be recorded in this department.

City Attorney

The City Attorney budget is estimating a decrease of 7.3 percent. The City of Buellton contracts with Burke, Williams and Sorenson LLP. The monthly retainer is \$10,250 for up to 50 hours a month (\$123,000 annually). Additional charges apply for travel and other services not covered by the retainer, which are projected to be about \$52,000 for the first year and \$72,000 the second year. The budget amount reflects the annual contract amount plus anticipated costs for other services.

□ Non-Departmental

The Non-Departmental budget unit is anticipating a 29.7 percent increase. The increase is due to the following:

1. Medical Benefit is estimated to increase about 63 percent due to the retirement of four employees.
2. CalPERS Unfunded Accrued Liability (UAL) is paid from this department. In addition to this amount, cost sharing charges related to Employer Contributions based on a percentage of payroll are allocated for each employee in various departments. This UAL is split and budgeted in the General Fund (Non-Departmental) and the Enterprise Funds. The total cost is expected to be \$197,024 in 2019/20. The General Fund portion is \$137,916 (an increase of 15 percent). The UAL is a function of prior year payrolls. With the City's small staff of "Miscellaneous" employees and no public safety, this equates to a lesser UAL than most cities. Larger jurisdictions have been severely impacted by the UAL and the CalPERS pension plan.
3. Contribution to the Buellton Senior Center in the amount of \$65,000 is recorded in this budget unit.
4. Contributions to non-profit agencies are recorded in this budget unit for People Helping People, Food Bank of Santa Barbara County, SYV Fruit and Vegetable Rescue, Nature Track, Zaca Center Preschool, California Organization for Public Safety, Inc. and various donations to help our schools and community activities.
5. General Liability Insurance through California Joint Powers Insurance Authority (CJPIA) is recorded in this department. Staff estimated the amount and will be verified upon receipt of the actual billing, prior to finalizing the budget.
6. Transfers out include the following:
  - ✓ CIP Transfers: \$2,118,500  
Storm Drain Cleaning/Outfall repairs, Facilities Maintenance Painting, Village Park Improvements, Industrial Way Streetlights, City Hall Emergency Generator/Electrical Replacement, Avenue of Flags Median 2 Improvements, Riverview Park Basketball Court Resurfacing, Riverview Park and Oak Park facilities painting, Phase III Hwy 246 and Sycamore Xing, and Road Maintenance (MOE – Measure A Maintenance of Effort requirement).  
(See CIP Budget – Attachment 2)
  - ✓ Operating Transfers:  
Local Transportation Fund (LTF) \$10,000 - to cover Road CIPs, Transportation Planning \$9,600 - to cover Operations.

Finance

The Finance Department is anticipating an increase of 9.3 percent. The increase is attributed to the 3.5 percent COLA and the 6.0 percent DCP contribution for employees in the department. All four Finance employees were hired after 2013.

Public Safety

The Sheriff Department is estimating an increase of about 1percent for FY 19-20. The second year budget reflects a 10 percent increase to account for the uncertainty of the increase to the Sheriff's contract for FY 2020/21.

Library

The library budget is increasing 14.9 percent. As of July 1, 2019, The Buellton Library will be part of the Goleta Library System. The budgeted amount of \$195,068 covers the projected deficit of \$40,043 and the annual city contribution of \$141,641 plus a contingency amount of \$13,384 for unexpected expenses associated with the conversion to City of Goleta Library Services.

Recreation

The budget for the Recreation Center is increasing by 6.5 percent. The increase is attributed to the increase in pay associated with the reclassification of the Recreation Coordinator position to Recreation Supervisor. In addition, the Buellton School District increased their janitorial service contract for FY 19/20. Credit card merchant fees associated with online sales through the Buellton Rec website are being recorded in this department instead of Non-Departmental effective FY 19/20.

Storm Water

The Storm Water budget is anticipated to increase 11.0 percent. The increase in appropriations is associated with the annual storm drain maintenance that was previously recorded in the Capital Improvement Budget. Storm drain cleaning is part of annual maintenance and should not be capitalized. In addition, the increase in appropriation is attributed to the preparation cost of the Regulatory Compliance for SGMA Groundwater Plan.

Public Works; Parks

The Parks budget unit is anticipated to increase 22.5 percent. Maintenance and repairs cost were increased for Ave of Flags Medians, Golf Course, and Riverview Park. The grant contribution to PAWS Park increased by \$2,000 to \$18,000.

Public Works; Landscape Maintenance

The decrease of 8.4 percent in the landscape maintenance project is mostly attributed to the lower cost of electric services (about \$8,000 lower).

Planning Department

The Planning Department is anticipating a 41.7 percent increase primarily due to the cost associated with the update to the Circulation and Land Use elements of the Buellton General Plan. The total cost of the update is \$200,000 (\$150,000

appropriation for FY 19/20 and \$50,000 appropriation for FY 20/21). This cost is a one-time expenditure and will not appropriate in the next budget cycle.

The Assistant Planner position is funded in the proposed budget although currently remains unfilled. In addition, the retirement of the City Manager will be effective June 30, 2019. Prior to FY 18/19, the City Manager acted as both the City Manager and Planning Director. A new Planning Director was hired on July 1, 2018. The retirement of the City Manager will remain a contract employee as a Planning Mentor to assist the new Planning Director during FY 19/20 pending City Council approval on May 25, 2019. An estimate of 500 hours is anticipated, and the cost is reflected in the proposed budget.

### Fund Balance

#### General Fund Reserves

Current General Fund revenue is sufficient to cover operating expenditures. Cash reserves are over \$8 Million. Reserves are available to cover CIPs totaling \$2,118,500:

Operating Revenue:	\$8,304,821
Operating Expenditures:	<u>\$6,878,688</u>
Surplus:	\$1,426,133 (Apply to Reserves)

#### Sewer Fund Reserves

Current sewer fund cash reserves are about \$1.3 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (006- Sewer Capital). Connection fee revenue is not sufficient to cover 2019-20 CIPs and will require a transfer from reserves of \$50,000 and a \$362,803 Sewer Operating fund transfer to Capital Projects.

Sewer fund Operating Revenues are less than Operating Expenditures and will require a transfer from reserves:

Operating Revenue:	\$1,217,850
Operating Expense:	<u>\$1,330,466</u>
Deficit:	\$ - 112,616
Transfer to Sewer Capital:	<u>\$ - 362,803</u>
Total Use of Reserves:	\$ - 475,419 (See Sewer Fund Revenue line item: "Transfer from Reserves – Operating Costs)

The goal of making the Sewer Enterprise funds (Operating and Capital) self-sufficient required a series of rate increases, effective November 2016, November 2017 and July 2018. The funds have not absorbed the many years of deficit in the two years following the rate increase.

□ Water Fund Reserves

Current water fund cash reserves are about \$3.0 Million. CIP expenditures and Connection fees are recorded separately in a Capital Projects Fund (021- Water Capital). Connection fee revenue is not sufficient to cover 2019-20 CIPs and will require a transfer from reserves of \$150,000 and a \$380,680 Water Operating fund transfer to Capital Projects.

Water fund Operating Revenues are more than Operating Expenditures and will not require a transfer from reserves for Operating Expenditures:

Operating Revenue:	\$2,491,575
Operating Expense:	<u>\$2,465,866</u>
Surplus:	\$ 25,709
Transfer to Water Capital:	<u>\$ - 380,680</u>
Total Use of Reserves:	\$ - 354,971 (See Water Fund Revenue line item: "Transfer from Reserves – Operating Costs)

The goal of making the Water Enterprise funds (Operating and Capital) self-sufficient required a series of rate increases, effective November 2016, November 2017 and July 2018. The operating fund has steadily absorbed the many years of deficit in the two years following the rate increase. The funds expect to reduce the deficit and increase reserves over the next two fiscal years.

□ Special Fund Reserves

CIPs are the major category for expenditures. Special funds include Measure A, Transportation Development Act (TDA) – referred in the budget as the Local Transportation Fund (LTF), Transportation Planning and Gas Tax. Gas Tax and Measure A have sufficient revenue and reserves to fund CIPs.

TDA fund will require interfund transfers from the Measure A and General funds for operations (Breeze, Dial-a-Ride, Lompoc – Wine Country Express), funding Transportation Planning and CIP expenditures as follows:

LTF CIPs:	\$ 70,000
LTF Operations:	106,500
Transportation Planning Operations:	<u>45,000</u>
Total Expenditures:	\$221,500

Transfer from Measure A:	\$ 64,500
Transfer from General Fund:	19,600
LTF Revenue	6,595
LTF Reserves	95,405
Transportation Planning Revenue:	<u>35,400</u>
Total Revenue:	\$211,500

## Capital Improvement Projects (Attachment 2)

### General Fund

Covers Public Works, City Hall, Storm Water and Parks and is recorded under Budget Unit “Non-Departmental” for all CIPs except Storm Water, which is recorded in Budget Unit “Storm Water”. Projects include storm drain outfall repairs and re-establishment, facilities maintenance and painting, Santa Ynez River Trail, Industrial Way Streetlights, Village Park improvements, City Hall Emergency Generator/Electrical Replacement, Riverview Park Basketball Court resurfacing, Riverview Park and Oak Park facilities painting, Phase III Highway 246/Sycamore Ped Xing, Ave of Flags Median 2 Conceptual Design, and annual Road Maintenance Projects.

### Gas Tax

Funding is the State of California and includes McMurray Road Widening and Road maintenance at various locations.

### Transportation Development Act (TDA)

Funding is the State of California and includes Santa Ynez River Trail Conceptual Plan and Feasibility Study and North Avenue of Flags Park and Ride. Allocations come from SBCAG and General Fund.

### Measure A

Funding is the State of California and includes annual Road maintenance at various locations. Allocations come from SBCAG and General Fund.

### Enterprise Funds

Funding is provided by the Enterprise funds and includes Water Treatment Facilities, Water Meter Upgrades, Water Treatment Plant/Booster Reliability, Water Distribution System, Recycled Water Concept/Feasibility, Sewer line replacement and Wastewater Treatment Facilities Improvements. Water and Sewer Connection Fees fund CIPs which are expected to enhance capacity. When Connection Fee revenue is insufficient, reserves are used.

## **FISCAL IMPACT**

The fiscal impact will be determined as a result of any additions, changes, or deletions to the Budget made by the Council. The Proposed Budget is in balance.

## **RECOMMENDATION**

That the City Council review the Fiscal Year 2019-20 and 2020-21 Preliminary City Budget and make revisions as appropriate.

**ATTACHMENTS**

- Attachment 1 – Proposed Fiscal Year 2019-20 and 2020-21 Preliminary City Budget
- Attachment 2 – Proposed Capital Improvement Budget

**CITY OF BUELLTON**  
**BIENNIAL OPERATING BUDGET**  
**JULY 1, 2019 – JUNE 30, 2021**



**PRELIMINARY BUDGET REVIEW**

**CITY HALL**  
**107 WEST HIGHWAY 246**  
**BUELLTON, CA 93427**  
**805-686-0137**  
**[www.cityofbuellton.com](http://www.cityofbuellton.com)**



## CITY COUNCIL MEMBERS AND CITY MANAGER

FISCAL YEARS 2019-20 AND 2020-21

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**Mayor:** Holly Sierra  
Elected: November 6, 2018  
Term Expires: 2020

**Vice Mayor:** Ed Andrisek  
Elected: November 6, 2018  
Term Expires: 2022

**Mayor:** David King  
Elected: November 6, 2018  
Term Expires: 2022

**Mayor:** Art Mercado  
Elected: November 6, 2018  
Term Expires: 2020

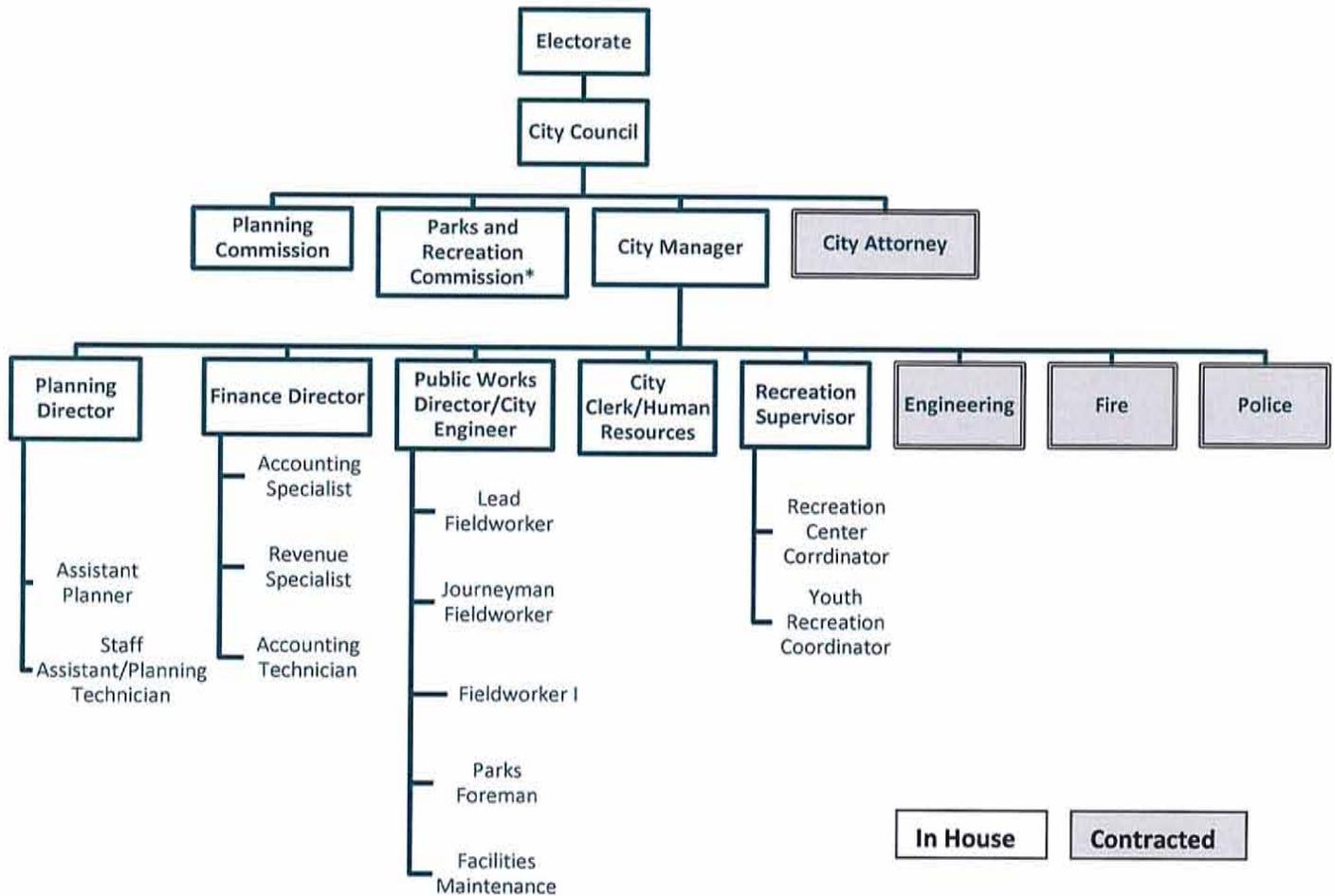
**Mayor:** John Sanchez  
Elected: November 6, 2018  
Term Expires: 2020

**City Manager:** Marc Bierzinski



# ORGANIZATIONAL CHART

CITY OF BUELLTON FISCAL YEARS 2019-20 AND 2020-21



The organizational chart reflects the relationship between the policy-making responsibility and administrative officers and departments.

\* Dissolved in 2016



# STRATEGIC PLAN

## MISSION, VISION AND CITYWIDE GOALS

**MISSION STATEMENT:** *“Strive to provide the highest quality of life for its residents in the most sustainable and efficient manner.”*

### VISION PLAN

1. Portray a Positive Buellton Image and Brand
2. Expand Opportunities for Active and Healthy Living
3. Offer a Variety of Arts and Cultural Opportunities
4. Promote Desired Change Through Planning and Design
5. Create a Vibrant Downtown
6. Maintain a Strong Sense of Community and Family
7. Be a leader in Environmental Sustainability and Stewardship
8. Foster Local Economic Development

### CITYWIDE GOALS

1. Maintain a Balanced Budget.
  - a. End the fiscal year within budget.
2. Support and fund trails and bike paths.
  - a. Contribute to bike trail reserve.
3. Continue to support economic development.
4. Implement the Vision Plan.
  - a. Complete Median 2 of Avenue of Flags
5. Sound Planning and Development
  - a. Update Circulation Element
  - b. Improve Highway 246 Safety
  - c. Adopt a complete streets plan
6. Emergency Preparedness
  - a. Acquire a generator for City Hall
  - b. Continue to provide CERT Classes
  - c. Research emergency lights and generators
7. Maintain infrastructure and sustainability
  - a. Lighting on Industrial Way and Central Avenue
  - b. Maintain the landscape rebate program
  - c. Look at drought tolerant landscape standards
8. Promote Arts and Culture
  - a. Create an arts and culture committee



## LINKING CITY GOALS TO IMPLEMENTING DEPARTMENTS

On February 28, 2019 City Council discussed goals and priorities to be included the Biennial Budget for Fiscal Years 2019-20 and FY 2020-21. As part of the budget process, management prepares and develops a budget which is consistent with the citywide goals established by City Council. The table below demonstrates the relationship between the implementation of City Council goals to its responsible party as well as the relationship to the Vision Plan Principles.

<b>Goal No.</b>	<b>City Council Goals</b>	<b>Vision Plan Principle</b>	<b>Responsible Department</b>
1.	Maintain a balanced budget.	#8	City Manager, Finance
2.	Support and fund trails and bike paths.	#2	Public Works
3.	Continue to support economic development.	#5, #8	Planning, City Manager
4.	Implement Vision Plan.	#5, #8	All departments.
5.	Sound planning and development.	#4, #5	Planning and City Manager
6.	Emergency preparedness.	#6	All departments.
7.	Maintain infrastructure and sustainability.	#7	Public Works
8.	Promote Arts and Culture	#3	City Manager, Recreation



# Budget Summaries

# **FUND BALANCE**



## Fund Balance Report

For Fiscal Year Beginning 7/1/2019 and Ending 6/30/2020

Fund	Estimated beginning Fund balance 7/1/2019	FY 2019-20 Total Revenues	FY 2019-20 Total Expenditures	FY 2019-20 Transfers In	FY 2019-20 Transfers Out	FY 2019-20 Use of Reserves	Estimated Ending Fund Balance 6/30/2020	\$ Change	% Change
001 - General Fund	\$ 10,281,687	8,304,821	(6,912,788)	-	(2,138,100)	2,118,500	\$ 9,535,620	\$ (746,067)	-7.26%
005 - Sewer Fund	\$ 3,178,904	1,217,850	(1,330,466)	-	(362,803)	475,419	\$ 2,703,485	\$ (475,419)	-14.96%
006 - Wastewater Capital	\$ 104,216	60,113	(22,916)	362,803	(450,000)	50,000	\$ 54,216	\$ (50,000)	-47.98%
020 - Water Fund	\$ 6,307,894	2,491,575	(2,465,866)	-	(380,680)	354,971	\$ 5,952,923	\$ (354,971)	-5.63%
021 - Water Capital	\$ 281,072	93,320	(24,000)	380,680	(600,000)	150,000	\$ 131,072	\$ (150,000)	-53.37%
023 - Housing Fees	\$ 483,304	5,000	(3,000)	-	-	-	\$ 485,304	\$ 2,000	0.41%
024 - Traffic Mitigation Fund	\$ 35,254	350	-	-	-	-	\$ 35,604	\$ 350	0.99%
025 - Gas Tax Fund	\$ 250,512	301,507	(112,000)	-	(237,575)	48,068	\$ 202,444	\$ (48,068)	-19.19%
027 - Local Transportation Fund	\$ 292,632	6,595	(106,500)	74,500	(70,000)	95,405	\$ 197,227	\$ (95,405)	-32.60%
029 - Transportation Planning Fund	\$ (102,652)	35,400	(45,000)	9,600	-	-	\$ (102,652)	\$ -	0.00%
031 - Measure A	\$ 469,248	363,613	-	-	(546,925)	183,312	\$ 285,936	\$ (183,312)	-39.07%
092 - Capital Improvement Proj Fund	\$ -	-	(3,958,500)	3,958,500	-	-	\$ -	\$ -	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 21,582,071</b>	<b>\$ 12,880,144</b>	<b>\$(14,981,037)</b>	<b>\$ 4,786,083</b>	<b>\$(4,786,083)</b>	<b>\$ 3,475,675</b>	<b>\$ 19,481,178</b>	<b>\$ (2,100,893)</b>	<b>-9.73%</b>
<i>"ESTIMATED AVAILABLE BALANCE"</i>									

**Revenue vs. Expenditures:**

Revenues/Reserves/Transfers	General	Sewer	Sewer Capital	Water	Water Capital	Gas Tax	LTF	Transportation Planning	Measure A
Operating Revenue	8,304,821	1,217,850	60,113	2,491,575	93,320	301,507	6,595	35,400	363,613
Transfer from Reserves (CIP)	2,118,500	-	50,000	354,971	150,000	48,068	95,405	-	183,312
Transfer from Reserves (Operating)	-	475,419	-	-	-	-	-	-	-
Transfer from General Fund (001)	-	-	-	-	-	-	10,000	9,600	-
Transfer from Sewer (005)	-	-	362,803	-	-	-	-	-	-
Transfer from Sewer Capital (006)	-	-	-	-	380,680	-	-	-	-
Transfer from Water (020)	-	-	-	-	-	-	-	-	-
Transfer from Water Capital (021)	-	-	-	-	-	-	-	-	-
Transfer from Measure A (031)	-	-	-	-	-	-	64,500	-	-
<b>Total Revenue and Transfers:</b>	<b>\$ 10,423,321</b>	<b>\$ 1,693,269</b>	<b>\$ 472,916</b>	<b>\$ 2,846,546</b>	<b>\$ 624,000</b>	<b>\$ 349,575</b>	<b>\$ 176,500</b>	<b>\$ 45,000</b>	<b>\$ 546,925</b>
<b>Expenditures/Transfers</b>									
Operating Expenditures	(6,912,788)	(1,330,466)	(22,916)	(2,465,866)	(24,000)	(112,000)	(106,500)	(45,000)	(64,500)
Transfer for CIPS	(2,118,500)	-	(450,000)	-	(600,000)	(237,575)	(70,000)	-	(482,425)
Transfer to Sewer Capital (006)	-	(362,803)	-	-	-	-	-	-	-
Transfer to Water Capital (021)	-	-	-	(380,680)	-	-	-	-	-
Operating Transfer to LTF (027)	(10,000)	-	-	-	-	-	-	-	-
Operating Transfer to Transportation Planning (029)	(9,600)	-	-	-	-	-	-	-	-
<b>Total Expenditures and Transfers:</b>	<b>\$ (9,050,888)</b>	<b>\$ (1,693,269)</b>	<b>\$ (472,916)</b>	<b>\$ (2,846,546)</b>	<b>\$ (624,000)</b>	<b>\$ (349,575)</b>	<b>\$ (176,500)</b>	<b>\$ (45,000)</b>	<b>\$ (546,925)</b>
<b>Surplus (Deficit)</b>	<b>\$1,372,433</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



## Fund Balance Report

For Fiscal Year Beginning 7/1/2020 and Ending 6/30/2021

Fund	Estimated beginning Fund balance 7/1/2020	FY 2020-21 Total Revenues	FY 2020-21 Total Expenditures	FY 2020-21 Transfers In	FY 2020-21 Transfers Out	FY 2020-21 Use of Reserves	Estimated Ending Fund Balance 6/30/2021		
								\$ Change	% Change
001 - General Fund (1)	\$ 9,535,620	8,400,934	(7,102,202)	-	(2,234,800)	2,215,000	\$ 8,599,552	(936,068)	-9.82%
005 - Sewer Fund (2)	\$ 2,703,485	1,222,830	(1,340,063)	-	(404,000)	521,233	\$ 2,182,252	(521,233)	-19.28%
006 - Wastewater Capital	\$ 54,216	57,000	(36,000)	404,000	(450,000)	25,000	\$ 29,216	(25,000)	-46.11%
020 - Water Fund (3)	\$ 5,952,923	2,503,716	(2,510,671)	-	(262,850)	269,805	\$ 5,683,117	(269,805)	-4.53%
021 - Water Capital	\$ 131,072	109,150	(37,000)	262,850	(400,000)	65,000	\$ 66,072	(65,000)	-49.59%
023 - Housing Fees	\$ 485,304	4,800	(3,000)	-	-	-	\$ 487,104	1,800	0.37%
024 - Traffic Mitigation Fund	\$ 35,604	150	-	-	-	-	\$ 35,754	150	0.42%
025 - Gas Tax Fund	\$ 202,444	302,420	(114,240)	-	(238,013)	49,833	\$ 152,611	(49,833)	-24.62%
027 - Local Transportation Fund	\$ 197,227	6,483	(107,800)	74,500	(20,000)	46,817	\$ 150,410	(46,817)	-23.74%
029 - Transportation Planning Fund	\$ (102,652)	35,200	(45,000)	9,800	-	-	\$ (102,652)	-	0.00%
031 - Measure A	\$ 285,936	361,280	-	-	(301,487)	-	\$ 345,729	59,793	20.91%
092 - Capital Improvement Proj Fund	\$ -	-	(3,560,000)	3,560,000	-	-	\$ -	-	-
<b>TOTAL FUND BALANCE</b>	<b>\$ 19,481,178</b>	<b>\$ 13,003,963</b>	<b>\$(14,855,975)</b>	<b>\$ 4,311,150</b>	<b>\$(4,311,150)</b>	<b>\$ 3,192,688</b>	<b>\$ 17,629,166</b>	<b>(1,852,013)</b>	<b>-9.51%</b>
<b>"ESTIMATED AVAILABLE BALANCE"</b>									

**Revenue vs. Expenditures:**

Revenues/Reserves/Transfers	General	Sewer	Sewer Capital	Water	Water Capital	Gas Tax	LTF	Transportation Planning	Measure A
Operating Revenue	8,400,934	1,222,830	57,000	2,503,716	109,150	302,420	6,483	35,200	361,280
Transfer from Reserves (CIP)	2,215,000	-	25,000	269,805	65,000	49,833	46,817	-	-
Transfer from Reserves (Operating)	-	521,233	-	-	-	-	-	-	-
Transfer from General Fund (001)	-	-	-	-	-	-	10,000	9,800	-
Transfer from Sewer (005)	-	-	404,000	-	-	-	-	-	-
Transfer from Sewer Capital (006)	-	-	-	-	262,850	-	-	-	-
Transfer from Water (020)	-	-	-	-	-	-	-	-	-
Transfer from Water Capital (021)	-	-	-	-	-	-	-	-	-
Transfer from Measure A (031)	-	-	-	-	-	-	64,500	-	-
<b>Total Revenue and Transfers:</b>	<b>\$ 10,615,934</b>	<b>\$ 1,744,063</b>	<b>\$ 486,000</b>	<b>\$ 2,773,521</b>	<b>\$ 437,000</b>	<b>\$ 352,253</b>	<b>\$ 127,800</b>	<b>\$ 45,000</b>	<b>\$ 361,280</b>

**Expenditures/Transfers**

Operating Expenditures	(7,102,202)	(1,340,063)	(36,000)	(2,510,671)	(37,000)	(114,240)	(107,800)	(45,000)	(64,500)
Transfer for CIPS	(2,215,000)	-	(450,000)	-	(400,000)	(238,013)	(20,000)	-	(236,987)
Transfer to Sewer Capital (006)	-	(404,000)	-	-	-	-	-	-	-
Transfer to Water Capital (021)	-	-	-	(262,850)	-	-	-	-	-
Operating Transfer to LTF (027)	(10,000)	-	-	-	-	-	-	-	-
Operating Transfer to Transportation Planning (029)	(9,800)	-	-	-	-	-	-	-	-
<b>Total Expenditures and Transfers:</b>	<b>\$ (9,337,002)</b>	<b>\$ (1,744,063)</b>	<b>\$ (486,000)</b>	<b>\$(2,773,521)</b>	<b>\$ (437,000)</b>	<b>\$ (352,253)</b>	<b>\$ (127,800)</b>	<b>\$ (45,000)</b>	<b>\$ (301,487)</b>
<b>Surplus (Deficit)</b>	<b>\$1,278,932</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$59,793</b>



General Fund Summary with Fund Balance Analysis

001 - General Fund	2016-17	2017-18	2018-19	2019-20	% Change from 18-19 Estimate	2020-21	% Change from 19-20 Budget
	Actual	Actual	Estimate	Proposed		Proposed	
<b>Revenues</b>							
Property Taxes	\$ 1,341,350	\$ 1,483,270	\$ 1,538,755	\$ 1,546,008	0.5%	1,576,928	2.0%
Sales Taxes	2,521,898	2,342,222	2,544,000	2,507,000	-1.5%	2,532,070	1.0%
Franchise Taxes	221,847	250,259	253,746	250,000	-1.5%	255,000	2.0%
Transient Occupancy Tax	1,938,720	2,832,056	2,960,000	2,974,800	0.5%	2,989,674	0.5%
Fees and Permits	10,225	8,975	10,665	10,575	-0.8%	10,654	0.7%
Fines and Penalties	25,396	23,097	14,811	20,700	39.8%	21,514	3.9%
Use of Money and Property	133,387	155,388	187,841	175,000	-6.8%	178,500	2.0%
Revenue from Other Agencies	427,826	465,154	596,780	596,825	0.0%	608,326	1.9%
Charges for Current Services	258,907	266,281	226,751	223,913	-1.3%	228,269	1.9%
<b>Total Operating Revenue</b>	<b>\$ 6,879,555</b>	<b>\$ 7,826,701</b>	<b>\$ 8,333,349</b>	<b>\$ 8,304,821</b>	<b>-0.3%</b>	<b>\$ 8,400,934</b>	<b>1.2%</b>
Transfers In- Reserves (CIP)	-	-	-	2,118,500	0.0%	2,215,000	5%
<b>Adjusted revenue after reserve transfer</b>	<b>\$ 6,879,555</b>	<b>\$ 7,826,701</b>	<b>\$ 8,333,349</b>	<b>\$ 10,423,321</b>	<b>25%</b>	<b>\$ 10,615,934</b>	<b>2%</b>
<b>Expenditures</b>							
City Council	\$ 125,355	\$ 124,020	\$ 126,771	\$ 136,153	7.4%	\$ 142,691	4.8%
City Manager	231,766	228,942	229,493	240,809	4.9%	246,453	2.3%
City Clerk/Human Resources	112,612	111,041	112,210	128,796	14.8%	130,522	1.3%
City Attorney	134,219	148,916	134,000	175,000	30.6%	195,000	11.4%
Non-Departmental	912,527	964,781	1,116,716	1,059,752	-5.1%	1,072,620	1.2%
Finance	213,115	178,228	183,534	194,831	6.2%	203,099	4.2%
Public Safety - Police/Fire	1,922,881	1,919,643	1,996,650	2,019,440	1.1%	2,206,168	9.2%
Leisure Services - Library	146,902	148,540	163,191	203,321	24.6%	207,388	2.0%
Recreation	523,824	543,411	528,908	563,485	6.5%	582,922	3.4%
Public Works - Street Lights	65,779	62,389	62,400	65,000	4.2%	66,300	2.0%
Storm Water	179,140	158,259	291,337	330,660	13.5%	336,873	1.9%
Public Works- Parks	282,836	342,596	316,816	387,750	22.4%	395,405	2.0%
Public Works- Landscape Maintenance	80,923	101,426	111,871	110,200	-1.5%	112,404	2.0%
Public Works - General	885,159	531,196	506,219	676,342	33.6%	695,477	2.8%
Community Development/Planning	350,580	330,000	352,082	640,850	82.0%	528,680	-17.5%
<b>GF Operating Expenditures</b>	<b>\$ 6,167,618</b>	<b>\$ 5,893,386</b>	<b>\$ 6,232,197</b>	<b>\$ 6,932,388</b>	<b>11.2%</b>	<b>\$ 7,122,002</b>	<b>2.7%</b>
Transfer for CIP	198,854	470,679	247,378	2,118,500	756.4%	2,215,000	4.6%
<b>GF Total Expenditures</b>	<b>\$ 6,366,472</b>	<b>\$ 6,364,065</b>	<b>\$ 6,479,575</b>	<b>\$ 9,050,888</b>	<b>39.7%</b>	<b>\$ 9,337,002</b>	<b>3.2%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 6,735,633	\$ 6,965,277	\$ 8,427,913	\$ 10,281,687	22.0%	\$ 9,535,620	-7.3%
Prior Year-Adjustment	\$ (283,439)	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	513,083	1,462,636	1,853,774	1,372,433	-26.0%	1,278,932	-6.8%
<b>Ending Fund Balance</b>	<b>\$ 6,965,277</b>	<b>\$ 8,427,913</b>	<b>\$ 10,281,687</b>	<b>\$ 11,654,120</b>	<b>13.3%</b>	<b>\$ 10,814,552</b>	<b>-7.2%</b>
<i>Less: Transfer from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (2,118,500)</i>	<i>0%</i>	<i>\$ (2,215,000)</i>	<i>4.6%</i>
<b>Final Ending Fund Balance</b>	<b>\$ 6,965,277</b>	<b>\$ 8,427,913</b>	<b>\$ 10,281,687</b>	<b>\$ 9,535,620</b>	<b>-7.3%</b>	<b>\$ 8,599,552</b>	<b>-9.8%</b>



Sewer Funds Summary with Fund Balance Analysis

005 -Sewer Fund	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
	Actual	Actual	Estimate	Proposed	2018-19 Estimate	Proposed	from 2019- 20 Budget
<b>Revenues</b>							
Charges for Services	\$ 855,684	\$ 1,091,370	\$ 1,200,758	\$ 1,204,850	0.3%	\$ 1,210,830	0.5%
Use of Money and Property	7,884	13,266	12,000	13,000	8.3%	12,000	-7.7%
Other Revenue	-	-	-	-	0.0%	-	0.0%
<b>Total Operating Revenue</b>	<b>\$ 863,569</b>	<b>\$ 1,104,636</b>	<b>\$ 1,212,758</b>	<b>\$ 1,217,850</b>	<b>0.4%</b>	<b>\$ 1,222,830</b>	<b>0.4%</b>
Transfer from Reserves	-	-	-	475,419	0.0%	521,233	9.6%
<b>Total Revenue plus Transfer from Reserve</b>	<b>\$ 863,569</b>	<b>\$ 1,104,636</b>	<b>\$ 1,212,758</b>	<b>\$ 1,693,269</b>	<b>39.6%</b>	<b>1,744,063</b>	<b>3.0%</b>
<b>Expenditures</b>							
Employee Services	\$ 296,193	\$ 346,443	\$ 296,848	\$ 346,563	16.7%	\$ 361,700	4.4%
Operating & Maintenance	803,282	842,712	880,186	958,904	8.9%	978,362	2.0%
Minor Capital	262	2,998	-	25,000	0.0%	-	-100.0%
<b>Total Operating Expenditures</b>	<b>\$ 1,099,737</b>	<b>\$ 1,192,153</b>	<b>\$ 1,177,034</b>	<b>\$ 1,330,466</b>	<b>13.0%</b>	<b>\$ 1,340,063</b>	<b>0.7%</b>
Transfer to 006 -Capital	-	-	-	362,803	0.0%	404,000	11.4%
<b>Total Sewer Expenditures</b>	<b>\$ 1,099,737</b>	<b>\$ 1,192,153</b>	<b>\$ 1,177,034</b>	<b>\$ 1,693,269</b>	<b>43.9%</b>	<b>\$ 1,744,063</b>	<b>3.0%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 3,727,574	\$ 3,491,405	\$ 3,143,179	\$ 3,178,904	1.1%	\$ 2,703,485	-15.0%
Prior-Year Adjustment	\$ -	\$ (260,709)	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	\$ (236,169)	\$ (87,517)	\$ 35,724	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	<b>\$ 3,491,405</b>	<b>\$ 3,143,179</b>	<b>\$ 3,178,904</b>	<b>\$ 3,178,904</b>	<b>0.0%</b>	<b>\$ 2,703,485</b>	<b>-15.0%</b>
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (475,419)</i>	<i>0.0%</i>	<i>\$ (521,233)</i>	<i>9.6%</i>
<b>Final Ending Fund Balance</b>	<b>\$ 3,491,405</b>	<b>\$ 3,143,179</b>	<b>\$ 3,178,904</b>	<b>\$ 2,703,485</b>	<b>-15.0%</b>	<b>\$ 2,182,252</b>	<b>-19.3%</b>

006 -Sewer Capital Fund	2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
	Actual	Actual	Estimate	Proposed	2018-19 Estimate	Proposed	from 2019- 20 Budget
<b>Revenues</b>							
Use of Money and Property	\$ 39	\$ 1,444	\$ 2,400	\$ 2,113	-12.0%	\$ 2,000	-5.3%
Capital Impact Fees	81,959	113,352	32,861	58,000	76.5%	55,000	-5.2%
<b>Total Revenue</b>	<b>\$ 81,998</b>	<b>\$ 114,796</b>	<b>\$ 35,261</b>	<b>\$ 60,113</b>	<b>70.5%</b>	<b>\$ 57,000</b>	<b>-5.2%</b>
Transfer from Reserves	\$ -	\$ -	\$ -	\$ 50,000	0.0%	\$ 25,000	-50.0%
Transfer from Fund 005- Sewer	-	-	-	362,803	0.0%	404,000	11.4%
<b>Total Revenue plus Transfer from Reserve</b>	<b>\$ 81,998</b>	<b>\$ 114,796</b>	<b>\$ 35,261</b>	<b>\$ 472,916</b>	<b>1241.2%</b>	<b>\$ 486,000</b>	<b>2.8%</b>
<b>Expenditures</b>							
Depreciation	82	494	4,583	22,916	400.0%	36,000	57.1%
<b>Total Expenditures</b>	<b>\$ 82</b>	<b>\$ 494</b>	<b>\$ 4,583</b>	<b>\$ 22,916</b>	<b>400.0%</b>	<b>\$ 36,000</b>	<b>57.1%</b>
Transfer to CIP	-	-	122,680	450,000	266.8%	450,000	0.0%
<b>Total Expenditures plus Transf</b>	<b>\$ 82</b>	<b>\$ 494</b>	<b>\$ 127,263</b>	<b>\$ 472,916</b>	<b>271.6%</b>	<b>\$ 486,000</b>	<b>2.8%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ -	\$ 81,916	\$ 196,218	\$ 104,216	-46.9%	\$ 54,216	-48.0%
Net Change in Fund Balance	\$ 81,916	\$ 114,302	\$ (92,002)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	<b>\$ 81,916</b>	<b>\$ 196,218</b>	<b>\$ 104,216</b>	<b>\$ 104,216</b>	<b>0.0%</b>	<b>\$ 54,216</b>	<b>-48.0%</b>
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (50,000)</i>	<i>0.0%</i>	<i>\$ (25,000)</i>	<i>-50.0%</i>
<b>Final Ending Fund Balance</b>	<b>\$ 81,916</b>	<b>\$ 196,218</b>	<b>\$ 104,216</b>	<b>\$ 54,216</b>	<b>-48.0%</b>	<b>\$ 29,216</b>	<b>-46.1%</b>



Water Funds Summary with Fund Balance Analysis

020 -Water Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed	% Change 2018-19 Estimate	2020-21 Proposed	% Change from 2019- 20 Budget
<b>Revenues</b>							
Charges for Services	\$ 1,910,974	\$ 2,465,612	\$ 2,468,518	\$ 2,466,575	-0.1%	\$ 2,481,716	0.6%
Use of Money and Property	8,965	21,336	24,000	22,000	-8.3%	22,000	0.0%
Other Revenue	6,565	4,914	4,350	3,000	-31.0%	-	-100.0%
<b>Total Operating Revenue</b>	<b>1,926,503</b>	<b>2,491,861</b>	<b>2,496,868</b>	<b>2,491,575</b>	<b>-0.2%</b>	<b>2,503,716</b>	<b>0.5%</b>
Transfer from Reserves	\$ -	\$ -	\$ -	\$ 354,971	0.0%	\$ 269,805	-24.0%
<b>Total Revenue plus Transfer from Reserve</b>	<b>\$ 1,926,503</b>	<b>\$ 2,491,861</b>	<b>\$ 2,496,868</b>	<b>\$ 2,846,546</b>	<b>14.0%</b>	<b>2,773,521</b>	<b>-2.6%</b>
<b>Expenditures</b>							
Employee Services	\$ 310,819	\$ 347,134	\$ 278,159	\$ 346,563	24.6%	\$ 361,700	4.4%
Operating & Maintenance	1,642,328	1,641,326	1,870,425	2,109,304	12.8%	2,148,970	1.9%
Minor Capital	2,072	1,656	-	10,000	0.0%	-	-100.0%
<b>Total Expenditures</b>	<b>\$ 1,955,219</b>	<b>\$ 1,990,115</b>	<b>\$ 2,148,584</b>	<b>\$ 2,465,866</b>	<b>14.8%</b>	<b>\$ 2,510,671</b>	<b>1.8%</b>
Transfers to 021 - Capital	-	-	-	380,680	0.0%	262,850	-31.0%
<b>Water Operating Expenditures</b>	<b>\$ 1,955,219</b>	<b>\$ 1,990,115</b>	<b>\$ 2,148,584</b>	<b>\$ 2,846,546</b>	<b>32.5%</b>	<b>\$ 2,773,521</b>	<b>-2.6%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 5,672,342	\$ 5,643,626	\$ 5,959,610	\$ 6,307,894	5.8%	\$ 5,952,923	-5.6%
Prior-Year Adjustment	\$ -	\$ (185,762)	\$ -	\$ -	0.0%	\$ -	0.0%
Net Change in Fund Balance	\$ (28,716)	\$ 501,745	\$ 348,284	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 5,643,626	\$ 5,959,610	\$ 6,307,894	\$ 6,307,894	0.0%	\$ 5,952,923	-5.6%
Less: Transfers from Reserves	\$ -	\$ -	\$ -	\$ (354,971)	0.0%	\$ (269,805)	-24.0%
<b>Final Ending Fund Balance</b>	<b>\$ 5,643,626</b>	<b>\$ 5,959,610</b>	<b>\$ 6,307,894</b>	<b>\$ 5,952,923</b>	<b>-5.6%</b>	<b>\$ 5,683,118</b>	<b>-4.5%</b>

021 -Water Capital Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed	% Change 2018-19 Estimate	2020-21 Proposed	% Change from 2019- 20 Budget
<b>Revenues</b>							
Use of Money and Property	\$ 142	\$ 2,270	\$ 3,600	\$ 3,320	-7.8%	3,150	-5.1%
Capital Impact Fees	142,948	181,845	51,646	90,000	74.3%	106,000	17.8%
<b>Total Revenue</b>	<b>\$ 143,090</b>	<b>\$ 184,115</b>	<b>\$ 55,246</b>	<b>\$ 93,320</b>	<b>68.9%</b>	<b>\$ 109,150</b>	<b>17.0%</b>
Transfers from Reserves	-	-	-	150,000	0.0%	65,000	-56.7%
Transfers from Fund 020- Water	-	-	-	380,680	0.0%	262,850	-31.0%
<b>Total Revenue plus Transfers</b>	<b>\$ 143,090</b>	<b>\$ 184,115</b>	<b>\$ 55,246</b>	<b>\$ 624,000</b>	<b>1029.5%</b>	<b>\$ 437,000</b>	<b>-30.0%</b>
<b>Expenditures</b>							
Depreciation	633	1,383	4,375	24,000	448.6%	37,000	54.2%
<b>Total Expenditures</b>	<b>\$ 633</b>	<b>\$ 1,383</b>	<b>\$ 4,375</b>	<b>\$ 24,000</b>	<b>448.6%</b>	<b>\$ 37,000</b>	<b>54.2%</b>
Transfer out to CIP	-	-	94,988	600,000	531.7%	400,000	-33.3%
<b>Total Expenditures plus Transfer</b>	<b>\$ 633</b>	<b>\$ 1,383</b>	<b>\$ 99,363</b>	<b>\$ 624,000</b>	<b>528.0%</b>	<b>\$ 437,000</b>	<b>-30.0%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ -	\$ 142,457	\$ 325,189	\$ 281,072	-13.6%	\$ 131,072	-53.4%
Net Change in Fund Balance	\$ 142,457	\$ 182,732	\$ (44,117)	\$ -	-100.0%	\$ -	0.0%
Ending Fund Balance	\$ 142,457	\$ 325,189	\$ 281,072	\$ 281,072	0.0%	\$ 131,072	-53.4%
Less: Transfers from Reserves	\$ -	\$ -	\$ -	\$ (150,000)	0.0%	\$ (65,000)	0.0%
<b>Final Ending Fund Balance</b>	<b>\$ 142,457</b>	<b>\$ 325,189</b>	<b>\$ 281,072</b>	<b>\$ 131,072</b>	<b>-53.4%</b>	<b>\$ 66,072</b>	<b>-49.6%</b>



Special Revenue Funds Summary with Fund Balance Analysis

023 - Housing Fund	2016-17	2017-18	2018-19	2019-20	% Change 2018-19 Estimate	2020-21	% Change from 2019- 20 Budget
	Actual	Actual	Estimate	Proposed		Proposed	
<b>Revenues</b>							
Use of Money and Property	\$ 2,654	\$ 4,575	\$ 5,192	\$ 5,000	-3.7%	4,800	-4.0%
Other Revenue	-	-	-	-	0.0%	-	0.0%
<b>Total Operating Revenue</b>	<b>\$ 2,654</b>	<b>\$ 4,575</b>	<b>\$ 5,192</b>	<b>\$ 5,000</b>	<b>-3.7%</b>	<b>4,800</b>	<b>-4.0%</b>
<b>Expenditures</b>							
Operating & Maintenance	\$ 700	\$ 2,000	\$ 1,000	\$ 3,000	200.0%	3,000	0.0%
<b>Operating Expenditures Total:</b>	<b>\$ 700</b>	<b>\$ 2,000</b>	<b>\$ 1,000</b>	<b>\$ 3,000</b>	<b>200.0%</b>	<b>\$ 3,000</b>	<b>0.0%</b>
<b>Operating income(loss)</b>	<b>\$ 1,954</b>	<b>\$ 2,575</b>	<b>\$ 4,192</b>	<b>\$ 2,000</b>	<b>-52.3%</b>	<b>\$ 1,800</b>	<b>-10.0%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 474,583	\$ 476,537	\$ 479,112	\$ 483,304	0.9%	\$ 485,304	0.4%
Net Change in Fund Balance	\$ 1,954	\$ 2,575	\$ 4,192	\$ 2,000	-52.3%	\$ 1,800	-10.0%
<b>Ending Fund Balance</b>	<b>\$ 476,537</b>	<b>\$ 479,112</b>	<b>\$ 483,304</b>	<b>\$ 485,304</b>	<b>0.4%</b>	<b>\$ 487,104</b>	<b>0.4%</b>

024 - Traffic Mitigation Fund	2016-17	2017-18	2018-19	2019-20	% Change 2018-19 Estimate	2020-21	% Change from 2019- 20 Budget
	Actual	Actual	Estimate	Proposed		Proposed	
<b>Revenues</b>							
Use of Money and Property	\$ 151	\$ 243	\$ 400	\$ 350	-12.5%	150	-57.1%
Other Revenue	21,648	17,236	4,726	-	-100.0%	-	0.0%
<b>Total Operating Revenue</b>	<b>\$ 21,799</b>	<b>\$ 17,479</b>	<b>\$ 5,126</b>	<b>\$ 350</b>	<b>-93.2%</b>	<b>150</b>	<b>-57.1%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ (9,150)	\$ 12,649	\$ 30,128	\$ 35,254	17.0%	\$ 35,604	1.0%
Net Change in Fund Balance	\$ 21,799	\$ 17,479	\$ 5,126	\$ 350	-93.2%	\$ 150	-57.1%
<b>Ending Fund Balance</b>	<b>\$ 12,649</b>	<b>\$ 30,128</b>	<b>\$ 35,254</b>	<b>\$ 35,604</b>	<b>1.0%</b>	<b>\$ 35,754</b>	<b>0.4%</b>

025 - Gas Tax Fund	2016-17	2017-18	2018-19	2019-20	% Change 2018-19 Estimate	2020-21	% Change from 2019- 20 Budget
	Actual	Actual	Estimate	Proposed		Proposed	
<b>Revenues</b>							
Use of Money and Property	\$ 2,196	\$ 2,775	\$ 2,726	\$ 2,865	5.1%	2,665	-7.0%
Revenue from Other Agencies	168,425	141,149	272,629	298,642	9.5%	299,755	0.4%
Other Revenue	185,913	-	-	-	0.0%	-	0.0%
<b>Total Operating Revenue</b>	<b>\$ 356,534</b>	<b>\$ 143,924</b>	<b>\$ 275,355</b>	<b>\$ 301,507</b>	<b>9.5%</b>	<b>302,420</b>	<b>0.3%</b>
Transfer from Reserves	-	-	-	48,068	0.0%	49,833	3.7%
<b>Total Revenue after Transfers</b>	<b>\$ 356,534</b>	<b>\$ 143,924</b>	<b>\$ 275,355</b>	<b>\$ 349,575</b>	<b>27.0%</b>	<b>352,253</b>	<b>0.8%</b>
<b>Expenditures</b>							
Operating & Maintenance	\$ 112,360	\$ 83,108	\$ 92,416	\$ 112,000	21.2%	114,240	2.0%
Transfers to for CIP	\$ 152,625	\$ 282,844	\$ 196,562	\$ 237,575	20.9%	238,013	0.2%
<b>Operating Expenditures and Transfers Total:</b>	<b>\$ 264,985</b>	<b>\$ 365,952</b>	<b>\$ 288,978</b>	<b>\$ 349,575</b>	<b>21.0%</b>	<b>\$ 352,253</b>	<b>0.8%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 394,614	\$ 486,163	\$ 264,135	\$ 250,512	-5.2%	\$ 202,444	-19.2%
Net Change in Fund Balance	\$ 91,549	\$ (222,028)	\$ (13,623)	\$ -	-100.0%	\$ -	0.0%
<b>Ending Fund Balance</b>	<b>\$ 486,163</b>	<b>\$ 264,135</b>	<b>\$ 250,512</b>	<b>\$ 250,512</b>	<b>0.0%</b>	<b>\$ 202,444</b>	<b>-19.2%</b>
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (48,068)</i>	<i>0.0%</i>	<i>\$ (49,833)</i>	<i>3.7%</i>
<b>Final Ending Fund Balance</b>	<b>\$ 486,163</b>	<b>\$ 264,135</b>	<b>\$ 250,512</b>	<b>\$ 202,444</b>	<b>-19.2%</b>	<b>\$ 152,611</b>	<b>-24.6%</b>



Special Revenue Funds Summary with Fund Balance Analysis

027 - Local Transportation Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed	% Change 2018-19 Estimate	2020-21 Proposed	% Change from 2019- 20 Budget
<b>Revenues</b>							
Use of Money and Property	\$ 108	\$ 744	\$ 2,670	\$ 2,200	-17.60%	\$ 2,000	-9.09%
Revenue from Other Agencies	3,931	3,922	4,404	4,395	-0.21%	4,483	2.00%
Other Revenue	12,788	-	-	-	0.00%	-	0.00%
<b>Total Operating Revenue</b>	<b>\$ 16,827</b>	<b>\$ 4,666</b>	<b>\$ 7,074</b>	<b>\$ 6,595</b>	<b>-6.78%</b>	<b>\$ 6,483</b>	<b>-1.70%</b>
Transfer from Other Funds	\$ 26,500	\$ 164,100	\$ 167,500	\$ 74,500	-55.52%	\$ 74,500	0.00%
Transfer from Reserves	-	-	-	95,405	0.00%	46,817	0.00%
<b>Total Revenue after Transfers</b>	<b>\$ 43,327</b>	<b>\$ 168,766</b>	<b>\$ 174,574</b>	<b>\$ 176,500</b>	<b>-62.30%</b>	<b>\$ 127,800</b>	<b>-1.70%</b>
<b>Expenditures</b>							
Operating & Maintenance	31,207	46,622	47,500	86,500	82.11%	87,800	1.50%
Transfers to CIP	-	-	-	70,000	0.00%	20,000	-71.43%
Transfer to Reserve	-	-	10,000	20,000	100.00%	20,000	0.00%
<b>Operating Expenditures plus Transfers Total:</b>	<b>\$ 31,207</b>	<b>\$ 46,622</b>	<b>\$ 57,500</b>	<b>\$ 176,500</b>	<b>207.0%</b>	<b>\$ 127,800</b>	<b>-27.6%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 41,293	\$ 53,413	\$ 175,557	\$ 292,632	66.69%	\$ 197,227	-32.60%
Net Change in Fund Balance	\$ 12,120	\$ 122,144	\$ 117,074	\$ -	-100.00%	\$ -	0.00%
<b>Ending Fund Balance</b>	<b>\$ 53,413</b>	<b>\$ 175,557</b>	<b>\$ 292,632</b>	<b>\$ 292,632</b>	<b>0.00%</b>	<b>\$ 197,227</b>	<b>-32.60%</b>
<i>Less: Transfers from Reserves</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ (95,405)</i>	<i>0.00%</i>	<i>\$ (46,817)</i>	<i>-50.93%</i>
<b>Final Ending Fund Balance</b>	<b>\$ 53,413</b>	<b>\$ 175,557</b>	<b>\$ 292,632</b>	<b>\$ 197,227</b>	<b>-32.60%</b>	<b>\$ 150,410</b>	<b>-23.74%</b>

029 - Transportation Planning Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed	% Change 2018-19 Estimate	2020-21 Proposed	% Change from 2019- 20 Budget
<b>Revenues</b>							
Use of Money and Property	\$ -	\$ 150	\$ 516	\$ 400	-22.43%	200	-50.00%
Revenue from Other Agencies	43,876	17,944	35,264	35,000	-0.75%	35,000	0.00%
<b>Total Operating Revenue</b>	<b>\$ 43,876</b>	<b>\$ 18,094</b>	<b>\$ 35,780</b>	<b>\$ 35,400</b>	<b>-1.06%</b>	<b>35,200</b>	<b>-0.56%</b>
Transfers from Other Funds	25,000	25,000	25,500	9,600	-62.35%	9,800	2.08%
<b>Total Revenue plus Transfers</b>	<b>\$ 68,876</b>	<b>\$ 43,094</b>	<b>\$ 61,280</b>	<b>\$ 45,000</b>	<b>-26.57%</b>	<b>\$ 45,000</b>	<b>0.00%</b>
<b>Expenditures</b>							
Operating & Maintenance	51,845	40,415	34,505	45,000	30.42%	45,000	0.00%
<b>Operating Expenditures Total:</b>	<b>\$ 51,845</b>	<b>\$ 40,415</b>	<b>\$ 34,505</b>	<b>\$ 45,000</b>	<b>30.42%</b>	<b>\$ 45,000</b>	<b>0.00%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ (149,137)	\$ (132,106)	\$ (129,427)	\$ (102,652)	-20.69%	\$ (102,652)	0.00%
Net Change in Fund Balance	\$ 17,031	\$ 2,679	\$ 26,775	\$ -	-100.00%	\$ -	0.00%
<b>Ending Fund Balance</b>	<b>\$ (132,106)</b>	<b>\$ (129,427)</b>	<b>\$ (102,652)</b>	<b>\$ (102,652)</b>	<b>0.00%</b>	<b>\$ (102,652)</b>	<b>0.00%</b>



Special Revenue Funds Summary with Fund Balance Analysis

031 - Measure A Fund	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed	% Change 2018-19 Estimate	2020-21 Proposed	% Change from 2019- 20 Budget
<b>Revenues</b>							
Use of Money and Property	\$ 3,830	\$ 5,233	\$ 5,000	\$ 3,800	-24.00%	3,600	-5.26%
Revenue from Other Agencies	343,764	349,424	353,793	359,813	1.70%	357,680	-0.59%
Other Revenue	185,913	-	-	-	0.00%	-	0.00%
<b>Total Operating Revenue</b>	<b>\$ 533,507</b>	<b>\$ 354,657</b>	<b>\$ 358,793</b>	<b>\$ 363,613</b>	<b>1.34%</b>	<b>361,280</b>	<b>-0.64%</b>
Transfer from Reserves	-	-	-	183,312		-	
<b>Total Revenue after Transfers</b>	<b>\$ 533,507</b>	<b>\$ 354,657</b>	<b>\$ 358,793</b>	<b>\$ 546,925</b>	<b>1.34%</b>	<b>361,280</b>	<b>-0.64%</b>
<b>Expenditures</b>							
Transfer to Other Funds - Operati	26,500	39,100	40,000	64,500	61.25%	64,500	0.00%
Transfer for CIP	319,599	458,746	187,576	482,425	157.19%	236,987	-50.88%
<b>Total Expenditures:</b>	<b>\$ 346,099</b>	<b>\$ 497,846</b>	<b>\$ 227,576</b>	<b>\$ 546,925</b>	<b>140.33%</b>	<b>\$ 301,487</b>	<b>-44.88%</b>
<b>Projected Fund Balance</b>							
Balance, beginning of FY	\$ 293,812	\$ 481,220	\$ 338,030	\$ 469,248	38.82%	\$ 285,936	-39.07%
Net Change in Fund Balance	\$ 187,407	\$ (143,189)	\$ 131,217	\$ -	-100.00%	\$ 59,793	0.00%
Ending Fund Balance	\$ 481,220	\$ 338,030	\$ 469,248	\$ 469,248	0.00%	\$ 345,729	-26.32%
<i>Less: Transfers from Reserves</i>	\$ -	\$ -	\$ -	\$ (183,312)	0.00%	\$ -	-100.00%
<b>Final Ending Fund Balance</b>	<b>\$ 481,220</b>	<b>\$ 338,030</b>	<b>\$ 469,248</b>	<b>\$ 285,936</b>	<b>-39.07%</b>	<b>\$ 345,729</b>	<b>20.91%</b>

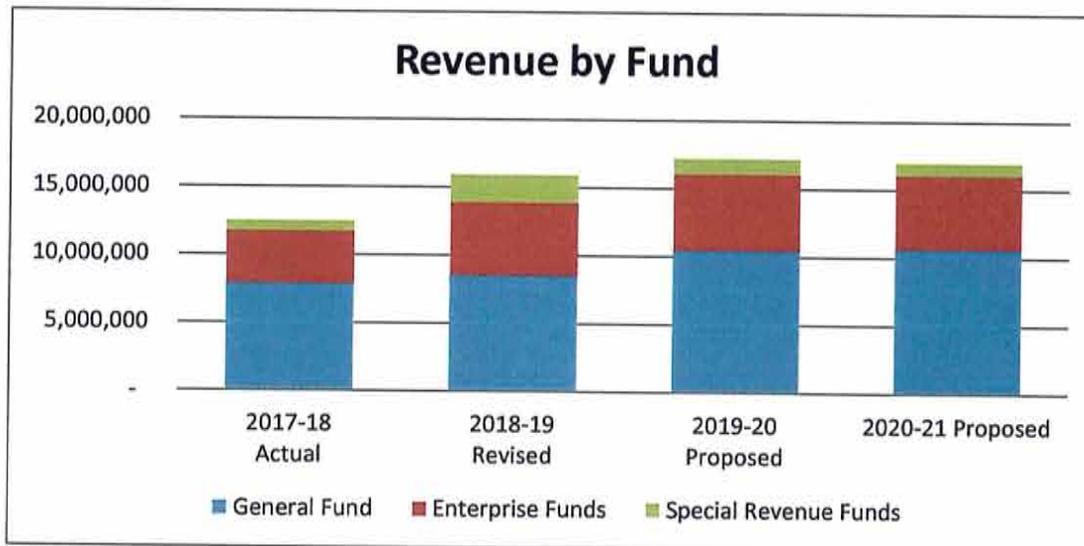
# **REVENUE PROJECTIONS**



## REVENUE BY FUND

Fiscal Years 2019-20 and 2020-21

	2017-18 Actual	2018-19 Revised	2019-20 Proposed	% change from 18/19	2020-21 Proposed	% change from 19/20
<b>General Fund</b>	7,826,701	8,512,258	10,423,321	22.5%	10,615,934	1.8%
<b>Enterprise Funds:</b>						
005 Wastewater Fund	1,104,636	1,442,960	1,693,269	17.3%	1,744,063	3.0%
006 Wastewater Capital Fund	114,796	495,000	472,916	-4.5%	486,000	2.8%
020 Water Fund	2,491,861	2,999,100	2,848,546	-5.0%	2,776,521	-2.5%
021 Water Fund Capital	184,115	434,600	624,000	43.6%	437,000	-30.0%
<b>Total Enterprise Funds:</b>	<b>3,895,408</b>	<b>5,371,660</b>	<b>5,638,731</b>	<b>5.0%</b>	<b>5,443,583</b>	<b>-3.5%</b>
<b>Special Revenue Funds:</b>						
023 Housing Fund	4,575	4,213	5,000	18.7%	4,800	-4.0%
024 Traffic Mitigation Fund	17,479	10,207	350	-96.6%	150	-57.1%
025 Gas Tax Fund	143,924	604,000	349,575	-42.1%	352,253	0.8%
027 Local Transportation Fund	168,766	694,327	176,500	-74.6%	127,800	-27.6%
029 Transportation Planning	43,094	45,575	45,000	-1.3%	45,000	0.0%
031 Measure A	354,657	660,000	546,925	-17.1%	361,280	-33.9%
<b>Total Special Revenue:</b>	<b>732,495</b>	<b>2,018,322</b>	<b>1,123,350</b>	<b>-44.3%</b>	<b>891,283</b>	<b>-20.7%</b>
<b>Grand Total:</b>	<b>\$ 12,454,603</b>	<b>\$15,902,240</b>	<b>\$ 17,185,402</b>	<b>8.1%</b>	<b>\$16,950,801</b>	<b>-1.4%</b>





## SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Revised	Estimate	Proposed	Proposed
<b>Fund: 001 - General Fund</b>							
<b>TAXES</b>							
<u>001-41005</u>	Property Taxes - Secured	1,239,766	1,354,624	1,352,096	1,428,333	1,434,677	1,463,371
<u>001-41010</u>	Property Taxes - Unsecured	52,426	88,835	58,366	59,567	59,533	60,724
<u>001-41015</u>	Homeowners Exemptions	5,604	6,953	6,834	6,907	6,971	7,110
<u>001-41020</u>	Franchise Fees	221,847	250,259	229,500	253,746	250,000	255,000
<u>001-41025</u>	Sales Tax	2,242,052	2,342,222	2,412,000	2,544,000	2,507,000	2,532,070
<u>001-41030</u>	Sales Tax Compensation	279,846	-	-	-	-	-
<u>001-41035</u>	Transient Occupancy Tax	1,938,720	2,832,056	2,450,000	2,960,000	2,974,800	2,989,674
<u>001-41040</u>	Property Transfer Tax	43,555	32,858	43,948	43,948	44,827	45,724
	<b>Taxes Total:</b>	<b>6,023,815</b>	<b>6,907,807</b>	<b>6,552,744</b>	<b>7,296,501</b>	<b>7,277,808</b>	<b>7,353,672</b>
<b>FEES AND PERMITS</b>							
<u>001-42010</u>	Zoning Clearance	2,430	1,800	2,040	1,665	1,575	1,654
<u>001-42015</u>	Small Permits	7,795	7,175	8,670	9,000	9,000	9,000
	<b>Fees and Permits Total:</b>	<b>10,225</b>	<b>8,975</b>	<b>10,710</b>	<b>10,665</b>	<b>10,575</b>	<b>10,654</b>
<b>REVENUE FROM OTHER AGENCIES</b>							
<u>001-43005</u>	Motor Vehicle in Lieu Tax	2,221	2,700	2,244	2,244	2,289	2,335
<u>001-43010</u>	MV License Fee Compensation	420,605	457,454	470,641	489,536	489,536	500,991
<u>001-43015</u>	COPS grant	-	-	100,000	100,000	100,000	100,000
<u>001-43040</u>	Beverage Container Grant	5,000	5,000	5,000	5,000	5,000	5,000
	<b>Revenue from Other Agencies Total:</b>	<b>427,826</b>	<b>465,154</b>	<b>577,885</b>	<b>596,780</b>	<b>596,825</b>	<b>608,326</b>
<b>CHARGES FOR CURRENT SERVICES</b>							
<u>001-44005</u>	Buellton Recreation Program	173,299	180,260	112,200	178,944	165,000	168,300
<u>001-44010</u>	Recreation Program 50/50	11,551	16,076	10,200	8,442	10,000	10,200
<u>001-44015</u>	Buellton Rec Program Trips	33,598	33,625	45,900	33,000	33,000	33,660
<u>001-44020</u>	Park Reservation Fees	6,690	5,150	6,426	5,280	5,386	5,493
<u>001-44025</u>	Special Event Fee/Temp Use	1,795	1,440	1,530	1,085	1,550	1,550
<u>001-44035</u>	Cost Reimbursement	-	-	21,364	-	-	-
<u>001-44250</u>	Miscellaneous	31,974	29,730	31,825	-	8,978	9,065
	<b>Charges for Current Services Total:</b>	<b>258,907</b>	<b>266,281</b>	<b>229,445</b>	<b>226,751</b>	<b>223,913</b>	<b>228,269</b>
<b>FINES AND PENALTIES</b>							
<u>001-45005</u>	Criminal Fines & Penalties	694	980	714	1,239	700	714
<u>001-45010</u>	Fines & Fees	24,402	21,617	20,400	13,572	20,000	20,800
<u>001-49532</u>	Code Enforcement Fines	300	500	-	-	-	-
	<b>Fines and Penalties Total:</b>	<b>25,396</b>	<b>23,097</b>	<b>21,114</b>	<b>14,811</b>	<b>20,700</b>	<b>21,514</b>
<b>USE OF MONEY AND PROPERTY</b>							
<u>001-44105</u>	Interest	40,873	60,614	38,760	97,934	90,000	91,800
<u>001-49010</u>	Rent	92,514	94,774	81,600	89,907	85,000	86,700
	<b>Use of Money and Property Total:</b>	<b>133,387</b>	<b>155,388</b>	<b>120,360</b>	<b>187,841</b>	<b>175,000</b>	<b>178,500</b>
<b>GENERAL FUND OPERATING REVENUE:</b>		<b>6,879,555</b>	<b>7,826,701</b>	<b>7,512,258</b>	<b>8,333,349</b>	<b>8,304,821</b>	<b>8,400,934</b>
<b>TRANSFERS FROM RESERVES</b>							
<u>001-44040</u>	Transfer from Reserves (CIP)	-	-	1,000,000	-	2,118,500	2,215,000
<b>OPERATING REVENUE PLUS TRANSFERS:</b>		<b>6,879,555</b>	<b>7,826,701</b>	<b>8,512,258</b>	<b>8,333,349</b>	<b>10,423,321</b>	<b>10,615,934</b>



## SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

### ENTERPRISE FUNDS

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Revised	Estimate	Proposed	Proposed
<b>Fund: 005 - WASTEWATER FUND</b>							
<b>CHARGES FOR SERVICES</b>							
<u>005-44110</u>	Sales	849,705	1,080,372	1,125,810	1,190,000	1,195,950	1,201,930
<u>005-44120</u>	Set-Up Fees	1,150	1,380	1,150	1,075	500	500
<u>005-44125</u>	Late Charges	4,829	9,618	5,000	9,683	8,400	8,400
	<b>Charges for Services Total :</b>	<b>855,684</b>	<b>1,091,370</b>	<b>1,131,960</b>	<b>1,200,758</b>	<b>1,204,850</b>	<b>1,210,830</b>
<b>USE OF MONEY AND PROPERTY</b>							
<u>005-44105</u>	Interest	7,884	13,266	11,000	12,000	13,000	12,000
	<b>Use of Money and Property Total :</b>	<b>7,884</b>	<b>13,266</b>	<b>11,000</b>	<b>12,000</b>	<b>13,000</b>	<b>12,000</b>
	<b>WASTEWATER OPERATING REVENUE:</b>	<b>863,569</b>	<b>1,104,636</b>	<b>1,142,960</b>	<b>1,212,758</b>	<b>1,217,850</b>	<b>1,222,830</b>
<b>TRANSFERS FROM RESERVES</b>							
<u>005-49652</u>	Transfer from Reserves	-	-	300,000		475,419	521,233
	<b>ADJUSTED REVENUE AFTER RESERVE TRANSFER:</b>	<b>863,569</b>	<b>1,104,636</b>	<b>1,442,960</b>	<b>1,212,758</b>	<b>1,693,269</b>	<b>1,744,063</b>
<b>Fund: 006 - WASTEWATER CAPITAL FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>006-44105</u>	Interest	39	1,444	-	2,400	2,113	2,000
	<b>Use of Money and Property Total :</b>	<b>39</b>	<b>1,444</b>	<b>-</b>	<b>2,400</b>	<b>2,113</b>	<b>2,000</b>
<b>CAPITAL IMPACT FEES</b>							
<u>006-44115</u>	Connection Fees	81,959	113,352	95,000	32,861	58,000	55,000
	<b>Capital Impact Fees Total :</b>	<b>81,959</b>	<b>113,352</b>	<b>95,000</b>	<b>32,861</b>	<b>58,000</b>	<b>55,000</b>
	<b>WASTEWATER CAPITAL REVENUE:</b>	<b>81,998</b>	<b>114,796</b>	<b>95,000</b>	<b>35,261</b>	<b>60,113</b>	<b>57,000</b>
<b>TRANSFERS FROM RESERVES</b>							
<u>006-49652</u>	Transfer in from Reserves	-	-	-	-	50,000	25,000
<b>TRANSFERS IN FROM OTHER FUNDS</b>							
<u>006-49729</u>	Transfer from Sewer Fund	-	-	400,000	-	362,803	404,000
	<b>ADJUSTED REVENUE AFTER RESERVE TRANSFER:</b>	<b>81,998</b>	<b>114,796</b>	<b>495,000</b>	<b>35,261</b>	<b>472,916</b>	<b>486,000</b>
<b>Fund: 020 - WATER FUND</b>							
<b>CHARGES FOR SERVICES</b>							
<u>020-44120</u>	Set-Up Fees	1,110	1,380	1,100	1,075	500	500
<u>020-44125</u>	Late Charges	9,682	18,601	13,000	16,000	12,000	12,000
<u>020-44210</u>	Bulk Water	22,041	42,727	18,360	24,000	20,000	20,000
<u>020-44215</u>	Sales	1,843,083	2,373,313	2,349,416	2,418,113	2,428,115	2,440,256
<u>020-44220</u>	Meter Service Installation	33,600	28,140	-	8,130	5,000	8,000
<u>020-44240</u>	Service Reinstatement Fee	1,458	1,451	1,224	1,200	960	960
	<b>Charges for Services Total :</b>	<b>1,910,974</b>	<b>2,465,612</b>	<b>2,383,100</b>	<b>2,468,518</b>	<b>2,466,575</b>	<b>2,481,716</b>
<b>USE OF MONEY AND PROPERTY</b>							
<u>020-44105</u>	Interest	8,965	21,336	16,000	33,843	24,000	22,000
	<b>Use of Money and Property Total :</b>	<b>8,965</b>	<b>21,336</b>	<b>16,000</b>	<b>33,843</b>	<b>24,000</b>	<b>22,000</b>
<b>OTHER REVENUE</b>							
<u>020-44250</u>	Miscellaneous	3,965	364	-	950	-	-
<u>020-49656</u>	Hydrant Permits	2,600	4,550	-	3,400	3,000	3,000
	<b>Other Revenue Total:</b>	<b>6,565</b>	<b>4,914</b>	<b>-</b>	<b>4,350</b>	<b>3,000</b>	<b>3,000</b>
	<b>WATER OPERATING REVENUE:</b>	<b>1,926,503</b>	<b>2,491,861</b>	<b>2,399,100</b>	<b>2,506,711</b>	<b>2,493,575</b>	<b>2,506,716</b>



## SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Revised	Estimate	Proposed	Proposed
<b>TRANSFERS FROM RESERVES</b>							
<u>020-49661</u>	Transfer from Reserves	-	-	600,000	-	354,971	269,805
<b>WATER REVENUE AFTER RESERVE TRANSFER:</b>		<b>1,926,503</b>	<b>2,491,861</b>	<b>2,999,100</b>	<b>2,506,711</b>	<b>2,848,546</b>	<b>2,776,521</b>
<b>Fund: 021 - WATER CAPITAL FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>021-44105</u>	Interest	142	2,270	-	3,600	3,320	3,150
<b>Use of Money and Property Total:</b>		<b>142</b>	<b>2,270</b>	<b>-</b>	<b>3,600</b>	<b>3,320</b>	<b>3,150</b>
<b>CAPITAL IMPACT FEES</b>							
<u>021-44115</u>	Connection Fees	142,948	181,845	200,000	51,646	90,000	106,000
<b>Capital Impact Fees Total:</b>		<b>142,948</b>	<b>181,845</b>	<b>200,000</b>	<b>51,646</b>	<b>90,000</b>	<b>106,000</b>
<b>WATER CAPITAL REVENUE:</b>		<b>143,090</b>	<b>184,115</b>	<b>200,000</b>	<b>55,246</b>	<b>93,320</b>	<b>109,150</b>
<b>TRANSFERS FROM RESERVES</b>							
<u>021-49652</u>	Transfer in from Reserves	-	-	234,600	-	150,000	65,000
<b>TRANSFERS FROM OTHER FUNDS</b>							
<u>021-49732</u>	Transfer in from Water Fund	-	-	-	-	380,680	262,850
<b>ADJUSTED REVENUE AFTER RESERVE TRANSFER:</b>		<b>143,090</b>	<b>184,115</b>	<b>434,600</b>	<b>55,246</b>	<b>624,000</b>	<b>437,000</b>
<b>SPECIAL REVENUE FUNDS</b>							
<b>Fund: 023 - HOUSING FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>023-44105</u>	Interest	2,654	4,575	4,213	5,192	5,000	4,800
<b>Use of Money and Property Total:</b>		<b>2,654</b>	<b>4,575</b>	<b>4,213</b>	<b>5,192</b>	<b>5,000</b>	<b>4,800</b>
<b>OTHER REVENUE</b>							
<u>023-44310</u>	Housing Fees	-	-	-	-	-	-
<b>Other Revenue Total:</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>HOUSING REVENUE TOTAL:</b>		<b>2,654</b>	<b>4,575</b>	<b>4,213</b>	<b>5,192</b>	<b>5,000</b>	<b>4,800</b>
<b>Fund: 024 - TRAFFIC MITIGATION FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>024-44105</u>	Interest	151	243	207	400	350	150
<b>Use of Money and Property Total:</b>		<b>151</b>	<b>243</b>	<b>207</b>	<b>400</b>	<b>350</b>	<b>150</b>
<b>OTHER REVENUE</b>							
<u>024-47010</u>	Traffic Mitigation Fees	21,648	17,236	10,000	4,726	-	-
<b>Other Revenue Total:</b>		<b>21,648</b>	<b>17,236</b>	<b>10,000</b>	<b>4,726</b>	<b>-</b>	<b>-</b>
<b>TRAFFIC MITIGATION REVENUE TOTAL:</b>		<b>21,799</b>	<b>17,479</b>	<b>10,207</b>	<b>5,126</b>	<b>350</b>	<b>150</b>
<b>Fund: 025 - GAS TAX FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>025-44105</u>	Interest	2,196	2,775	2,584	2,726	2,865	2,665
<b>Use of Money and Property Total:</b>		<b>2,196</b>	<b>2,775</b>	<b>2,584</b>	<b>2,726</b>	<b>2,865</b>	<b>2,665</b>
<b>REVENUE FROM OTHER AGENCIES</b>							
<u>025-47110</u>	Surface Transportation Program	72,214	-	-	73,511	70,000	70,000
<u>025-47115</u>	Traffic Congestion Relief	-	5,831	5,831	5,967	5,967	5,967
<u>025-47116</u>	SB1 - Local Streets & Roads	-	30,054	85,172	83,899	87,575	88,013
<u>025-47120</u>	Gas Tax 2105	27,853	27,833	29,529	29,612	29,435	29,582
<u>025-47125</u>	Gas Tax 2106	18,815	19,234	19,516	19,981	19,888	19,987
<u>025-47130</u>	Gas Tax 2107	35,313	36,223	36,637	38,891	38,652	38,845
<u>025-47135</u>	Gas Tax 2107.5	1,000	2,000	2,000	2,000	2,000	2,010
<u>025-47140</u>	Gas Tax 2103/R & T 7360	13,230	19,974	39,322	18,768	45,125	45,351
<b>Revenue from Other Agencies Total:</b>		<b>168,425</b>	<b>141,149</b>	<b>218,007</b>	<b>272,629</b>	<b>298,642</b>	<b>299,755</b>



## SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Revised	Estimate	Proposed	Proposed
<b>OTHER REVENUE</b>							
<u>025-44035</u>	Cost Reimbursement	185,913	-	-	-	-	-
	<b>Other Revenue Total:</b>	<b>185,913</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GAS TAX OPERATING REVENUE TOTAL:</b>		<b>356,534</b>	<b>143,924</b>	<b>220,591</b>	<b>275,355</b>	<b>301,507</b>	<b>302,420</b>
<b>TRANSFERS FROM RESERVES</b>							
<u>025-44040</u>	Transfer in from Reserves	-	-	383,409	-	48,068	49,833
<b>GAS TAX REVENUE AFTER TRANSFER:</b>		<b>356,534</b>	<b>143,924</b>	<b>604,000</b>	<b>275,355</b>	<b>349,575</b>	<b>352,253</b>
<b>Fund: 027 - LOCAL TRANSPORTATION FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>027-44105</u>	Interest	108	744	270	2,670	2,200	2,000
	<b>Use of Money and Property Total:</b>	<b>108</b>	<b>744</b>	<b>270</b>	<b>2,670</b>	<b>2,200</b>	<b>2,000</b>
<b>REVENUE FROM OTHER AGENCIES</b>							
<u>027-47310</u>	LTF - Bikeways	3,931	3,922	4,057	4,404	4,395	4,483
	<b>Revenue from Other Agencies Total:</b>	<b>3,931</b>	<b>3,922</b>	<b>4,057</b>	<b>4,404</b>	<b>4,395</b>	<b>4,483</b>
<b>OTHER REVENUE</b>							
<u>027-44250</u>	Miscellaneous	12,788	-	-	-	-	-
	<b>Other Revenue Total:</b>	<b>12,788</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LTF OPERATING REVENUE TOTAL:</b>		<b>16,827</b>	<b>4,666</b>	<b>4,327</b>	<b>7,074</b>	<b>6,595</b>	<b>6,483</b>
<b>TRANSFERS FROM RESERVES</b>							
<u>027-47311</u>	Transfer from Reserves	-	-	50,000	-	95,405	46,817
<b>TRANSFERS FROM OTHER FUNDS</b>							
<u>027-47415</u>	Transfer from General Fund	-	125,000	640,000	127,500	10,000	10,000
<u>027-49690</u>	Transfer from Measure A	26,500	39,100	-	40,000	64,500	64,500
	<b>Transfers Total :</b>	<b>26,500</b>	<b>164,100</b>	<b>640,000</b>	<b>167,500</b>	<b>74,500</b>	<b>74,500</b>
<b>LTF REVENUE AFTER RESERVE TRANSFER:</b>		<b>43,327</b>	<b>168,766</b>	<b>694,327</b>	<b>174,574</b>	<b>176,500</b>	<b>127,800</b>
<b>Fund: 029 - TRANSPORTATION PLANNING FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>029-44105</u>	Interest	-	150	75	516	400	200
	<b>Use of Money and Property Total:</b>	<b>-</b>	<b>150</b>	<b>75</b>	<b>516</b>	<b>400</b>	<b>200</b>
<b>REVENUE FROM OTHER AGENCIES</b>							
<u>029-47410</u>	STA Funding	43,876	17,944	20,000	35,264	35,000	35,000
	<b>Revenue from Other Agencies Total:</b>	<b>43,876</b>	<b>17,944</b>	<b>20,000</b>	<b>35,264</b>	<b>35,000</b>	<b>35,000</b>
<b>OPERATING REVENUE TOTAL:</b>		<b>43,876</b>	<b>18,094</b>	<b>20,075</b>	<b>35,780</b>	<b>35,400</b>	<b>35,200</b>
<b>TRANSFERS FROM OTHER FUNDS</b>							
<u>029-47415</u>	Transfer from General Fund	25,000	25,000	25,500	25,500	9,600	9,800
<b>REVENUE TOTAL PLUS TRANSFERS:</b>		<b>68,876</b>	<b>43,094</b>	<b>45,575</b>	<b>61,280</b>	<b>45,000</b>	<b>45,000</b>
<b>Fund: 031 - MEASURE A FUND</b>							
<b>USE OF MONEY AND PROPERTY</b>							
<u>031-44105</u>	Interest	3,830	5,233	3,570	5,000	3,800	3,600
	<b>Use of Money and Property Total:</b>	<b>3,830</b>	<b>5,233</b>	<b>3,570</b>	<b>5,000</b>	<b>3,800</b>	<b>3,600</b>
<b>REVENUE FROM OTHER AGENCIES</b>							
<u>031-47510</u>	Measure A	343,764	349,424	353,793	353,793	359,813	357,680
	<b>Revenue from Other Agencies Total:</b>	<b>343,764</b>	<b>349,424</b>	<b>353,793</b>	<b>353,793</b>	<b>359,813</b>	<b>357,680</b>
<b>OTHER REVENUE</b>							
<u>031-44035</u>	Cost Reimbursement	185,913	-	-	-	-	-
	<b>Other Revenue Total:</b>	<b>185,913</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## SCHEDULE OF REVENUE BY CATEGORY

Fiscal Years 2019-20 and 2020-21

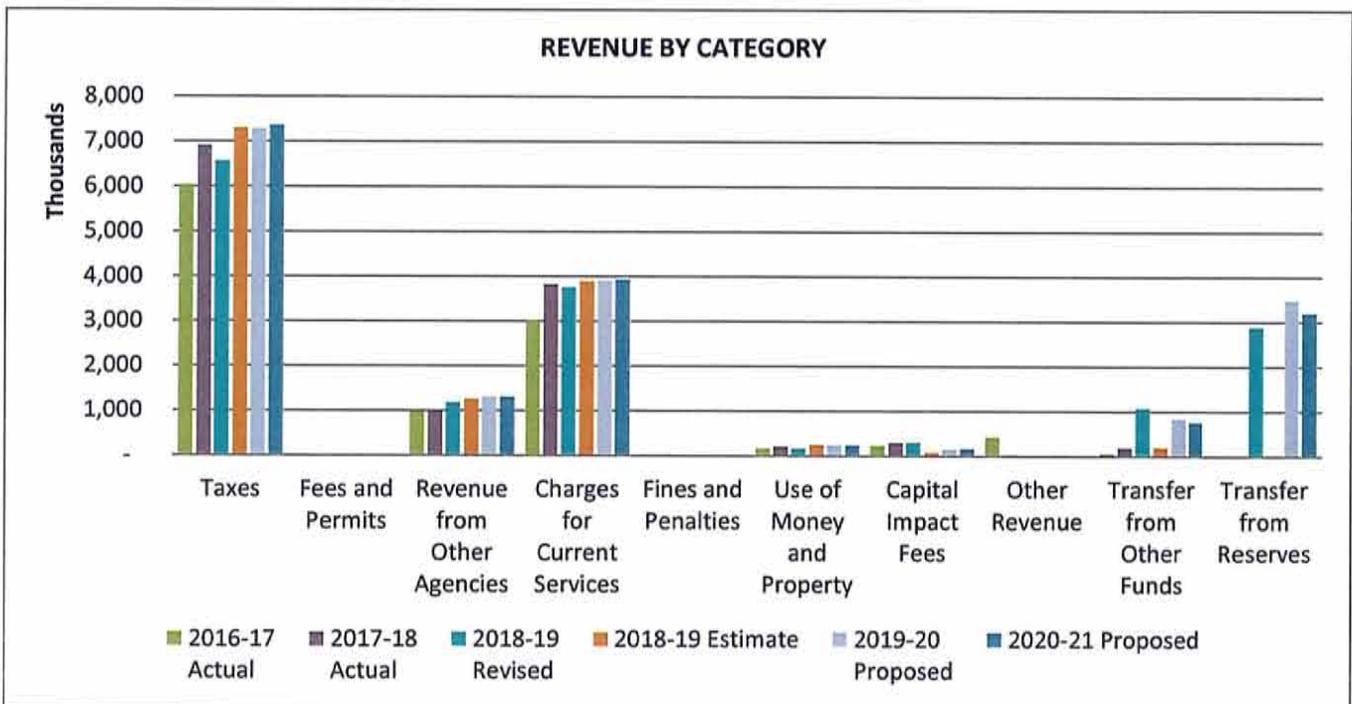
	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b>OPERATING REVENUE TOTAL:</b>	533,507	354,657	357,363	358,793	363,613	361,280
<b>TRANSFERS FROM RESERVES</b>						
031-49736 Transfer from Reserves	-	-	302,637	-	183,312	-
<b>REVENUE AFTER RESERVE TRANSFER:</b>	533,507	354,657	660,000	358,793	546,925	361,280

### REVENUE SUMMARY

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b>TOTAL GENERAL FUND REVENUES</b>	6,879,555	7,826,701	8,512,258	8,333,349	10,423,321	10,615,934
<b>TOTAL ENTERPRISE REVENUES</b>	3,015,159	3,895,408	5,371,660	3,809,976	5,638,731	5,443,583
<b>TOTAL SPECIAL REVENUES</b>	1,026,697	732,495	2,018,322	880,320	1,123,350	891,283
<b>GRAND TOTAL</b>	10,921,411	12,454,603	15,902,240	13,023,645	17,185,402	16,950,801

### REVENUE BY CATEGORY - ALL FUNDS

Category	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Taxes	6,023,815	6,907,807	6,552,744	7,296,501	7,277,808	7,353,672
Fees and Permits	10,225	8,975	10,710	10,665	10,575	10,654
Revenue from Other Agencies	987,821	977,593	1,173,742	1,262,870	1,294,675	1,305,244
Charges for Current Services	3,025,564	3,823,262	3,744,505	3,896,027	3,895,338	3,920,814
Fines and Penalties	25,396	23,097	21,114	14,811	20,700	21,514
Use of Money and Property	159,356	207,423	158,279	256,187	232,048	231,065
Capital Impact Fees	224,907	295,197	295,000	84,507	148,000	161,000
Other Revenue	412,827	22,150	10,000	9,076	3,000	3,000
Transfer from Other Funds	51,500	189,100	1,065,500	193,000	827,583	751,150
Transfer from Reserves	-	-	2,870,646	-	3,475,675	3,192,688
<b>Total:</b>	<b>\$ 10,921,411</b>	<b>\$ 12,454,603</b>	<b>\$ 15,902,240</b>	<b>\$ 13,023,645</b>	<b>\$ 17,185,402</b>	<b>\$ 16,950,801</b>



# **EXPENDITURE PROJECTIONS**



# EXPENDITURE SUMMARY ALL - FUNDS

BIENNIAL BUDGET 2019-20 AND 2020-21

GENERAL FUND		2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
Fund	Description	Actual	Actual	Revised	Proposed	from 18/19	Proposed	from 19/20
001	401 - CITY COUNCIL	125,355	124,020	134,187	136,153	1.5%	142,691	4.8%
001	402 - CITY MANAGER	231,766	228,942	241,466	240,809	-0.3%	246,453	2.3%
001	403 - CITY CLERK/HUMAN RESOURCES	112,612	111,041	119,213	128,796	8.0%	130,522	1.3%
001	404 - CITY ATTORNEY	134,219	148,916	188,700	175,000	-7.3%	195,000	11.4%
001	410 - NON-DEPARTMENTAL (1)	1,111,381	1,435,460	2,419,771	3,138,252	29.7%	3,247,620	3.5%
001	420 - FINANCE	213,115	178,228	178,259	194,831	9.3%	203,099	4.2%
001	501 - PUBLIC SAFETY - POLICE/FIRE	1,922,881	1,919,643	2,001,052	2,019,440	0.9%	2,206,168	9.2%
001	510 - LEISURE SERVICES - LIBRARY	146,902	148,540	176,910	203,321	14.9%	207,388	2.0%
001	511 - RECREATION	523,824	543,411	529,159	563,485	6.5%	582,922	3.4%
001	550 - PW - STREET LIGHTS	65,779	62,389	65,000	65,000	0.0%	66,300	2.0%
001	551 - STORM WATER (1)	179,140	158,259	334,012	370,660	11.0%	376,873	1.7%
001	552 - PW - PARKS	282,836	342,596	316,435	387,750	22.5%	395,405	2.0%
001	556 - PW - LANDSCAPE MAINTENANCE	80,923	101,426	120,346	110,200	-8.4%	112,404	2.0%
001	557 - PW - ENGINEERING	-	-	-	-	0.0%	-	0.0%
001	558 - PW - GENERAL	885,159	531,196	669,601	676,342	1.0%	695,477	2.8%
001	565 - PLANNING	350,580	330,000	452,180	640,850	41.7%	528,680	-17.5%
<b>GENERAL FUND TOTAL:</b>		<b>6,366,472</b>	<b>6,364,065</b>	<b>7,946,291</b>	<b>9,050,888</b>	<b>13.9%</b>	<b>9,337,002</b>	<b>3.2%</b>

**GENERAL FUND OPERATING EXPENDITURE ANALYSIS:**

(1) 001	LESS: Reserve Transfer for CIP	(198,854)	(470,679)	(1,310,570)	(2,118,500)	61.6%	(2,215,000)	4.6%
<b>General Fund Operating Expenditures:</b>		<b>6,167,618</b>	<b>5,893,386</b>	<b>6,635,721</b>	<b>6,932,388</b>	<b>4.5%</b>	<b>7,122,002</b>	<b>2.7%</b>

ENTERPRISE FUNDS		2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
Fund	Description	Actual	Actual	Revised	Proposed	from 18/19	Proposed	from 19/20
005	701 - WASTEWATER OPERATING	1,099,737	1,192,153	1,633,112	1,693,269	3.7%	1,744,063	3.0%
006	701 - WASTEWATER CAPITAL(2)	82	494	425,000	472,916	11.3%	486,000	2.8%
020	601 - WATER	1,955,219	1,990,115	3,046,487	2,846,546	-6.6%	2,773,521	-2.6%
021	602 - WATER CAPITAL(3)	633	1,383	525,000	624,000	18.9%	437,000	-30.0%
<b>ENTERPRISE FUNDS TOTAL:</b>		<b>3,055,671</b>	<b>3,184,145</b>	<b>5,629,599</b>	<b>5,636,732</b>	<b>0.1%</b>	<b>5,440,583</b>	<b>-3.5%</b>

**ENTERPRISE FUNDS OPERATING EXPENDITURE ANALYSIS:**

(2) 006	LESS: Reserve Transfer for CIP	-	-	(425,000)	(450,000)	5.9%	(450,000)	0.0%
<b>Sewer Fund Operating Expenditures:</b>		<b>82</b>	<b>494</b>	<b>-</b>	<b>22,916</b>	<b>0.0%</b>	<b>36,000</b>	<b>57%</b>
(3) 021	LESS: Reserve Transfer for CIP	-	-	(525,000)	(600,000)	14.3%	(400,000)	-33.3%
<b>Water Fund Operating Expenditures:</b>		<b>633</b>	<b>1,383</b>	<b>-</b>	<b>24,000</b>	<b>0.0%</b>	<b>37,000</b>	<b>54%</b>

SPECIAL REVENUE FUNDS		2016-17	2017-18	2018-19	2019-20	% Change	2020-21	% Change
Fund	Description	Actual	Actual	Revised	Proposed	from 18/19	Proposed	from 19/20
023	580 - HOUSING	700	2,000	3,060	3,000	-2.0%	3,000	0.0%
025	553 - 557 GAS TAX(4)	264,985	365,952	604,000	349,575	-42.1%	352,253	0.8%
027	559 - LOCAL TRANSPORTATION FUND(5)	31,207	46,622	657,500	176,500	-73.2%	127,800	-27.6%
029	557 - TRANSPORTATION PLANNING	51,845	40,415	45,000	45,000	0.0%	45,000	0.0%
031	560 - MEASURE A(6)	346,099	497,846	660,000	546,925	-17.1%	301,487	-44.9%
<b>SPECIAL REVENUE FUNDS TOTAL:</b>		<b>694,836</b>	<b>952,835</b>	<b>1,969,560</b>	<b>1,121,000</b>	<b>-43.1%</b>	<b>829,540</b>	<b>-26.0%</b>

**SPECIAL REVENUE FUNDS OPERATING EXPENDITURE ANALYSIS:**

(4) 025	LESS: Reserve Transfer for CIP	-	-	(500,000)	(237,575)	0.0%	(238,013)	0.2%
<b>Gas Tax Fund Operating Expenditures:</b>		<b>264,985</b>	<b>365,952</b>	<b>104,000</b>	<b>112,000</b>	<b>0.0%</b>	<b>114,240</b>	<b>2.0%</b>
(5) 027	LESS: Reserve Transfer for CIP	-	-	(600,000)	(70,000)	0.0%	(20,000)	-71.4%
<b>LTF Fund Operating Expenditures:</b>		<b>31,207</b>	<b>46,622</b>	<b>57,500</b>	<b>106,500</b>	<b>0.0%</b>	<b>107,800</b>	<b>1.2%</b>
(6) 031	LESS: Reserve Transfer for CIP	-	-	(620,000)	(482,425)	0.0%	(236,987)	-50.9%
<b>Measure A Fund Operating Expenditures:</b>		<b>346,099</b>	<b>497,846</b>	<b>40,000</b>	<b>64,500</b>	<b>0.0%</b>	<b>64,500</b>	<b>0.0%</b>

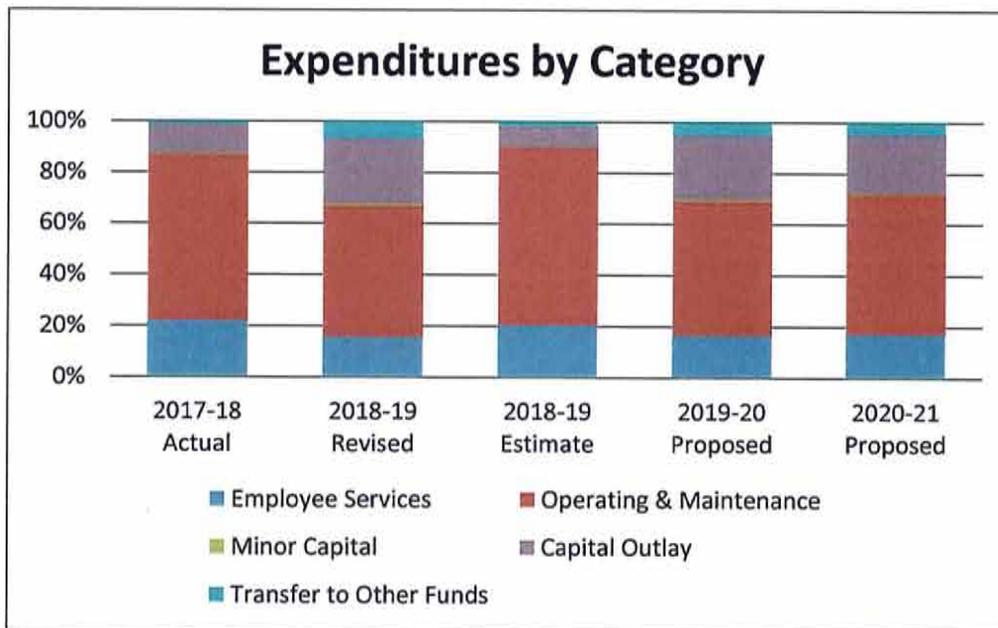
<b>ALL FUNDS TOTAL</b>		<b>10,116,979</b>	<b>10,501,045</b>	<b>15,545,450</b>	<b>15,808,620</b>	<b>0.0%</b>	<b>15,607,125</b>	<b>-1.3%</b>
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## Expenditures by Category (All Funds)

Fiscal Years 2019-20 and 2020-21

	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	2,268,332	2,393,843	2,156,047	2,572,995	2,640,409
Operating & Maintenance	6,839,038	8,024,837	7,439,750	8,349,792	8,591,756
Minor Capital	34,343	68,200	3,876	79,750	43,810
Capital Outlay	1,222,532	3,980,570	878,704	3,958,500	3,560,000
Transfer to Other Funds	136,800	1,078,000	203,000	847,583	771,150
<b>Grand Total:</b>	<b>10,501,045</b>	<b>15,545,450</b>	<b>10,681,378</b>	<b>15,808,620</b>	<b>15,607,125</b>





# **General Fund Departmental Summaries**



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 108,363	\$ 110,638	\$ 113,587	\$ 109,802	\$ 116,303	\$ 118,039
Operating & Maintenance	\$ 15,001	\$ 13,381	\$ 20,600	\$ 15,969	\$ 16,100	\$ 20,902
Minor Capital	\$ 1,991	\$ -	\$ -	\$ 1,000	\$ 3,750	\$ 3,750
Department Total	\$ 125,355	\$ 124,020	\$ 134,187	\$ 126,771	\$ 136,153	\$ 142,691

**DEPARTMENT DESCRIPTION**

Function: General Government

This Department represents the cost related to supporting the legislative body of the City. The City Council consists of five members and is the City's policy-making legislative body approving and adopting all ordinances, resolutions, contracts and other matters requiring overall policy decisions and leadership.

**2017-2019 ACCOMPLISHMENTS**

- Adopted structurally balanced budget
- Interviewed and hired new City Manager
- Adopted ordinances and resolutions
- Set goals for the upcoming years

**CITY-WIDE GOALS**

1. Maintain a Balanced Budget.
2. Support and fund trails and bike paths.
3. Continue to support economic development.
4. Implement the Vision Plan.
5. Sound Planning and Development.
6. Emergency Preparedness.
7. Maintain infrastructure and sustainability.
8. Promote Arts and Culture.

**OBJECTIVES**

- A. End fiscal year 2019/20 and 20/21 within budget.
- B. Continue to allocate money to the bike trail reserve.
- C. Complete Median 2 on Avenue of Flags.
- D. Update Circulation Element.
- E. Improve Highway 246 Safety.
- F. Adopt a complete streets plan.
- G. Acquire a generator for City Hall.
- H. Continue to provide CERT classes.
- I. Research emergency lights and generators.
- J. Provide lighting on Industrial Way and Central Avenue.
- K. Maintain the landscape rebate program.
- L. Review drought tolerant landscape standards.
- M. Create an arts and culture committee.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**City Council**

Account: 001-401

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>EMPLOYEE SERVICES</u></b>						
50000 Salaries	49,343	50,814	51,338	51,286	52,898	53,918
50020 Council Salaries	26,840	24,200	26,400	24,200	26,400	26,400
50025 Council Car Allowance	4,575	4,125	4,500	4,125	4,500	4,500
50120 Employer SS/MC	1,254	1,263	1,341	1,297	1,271	1,286
50130 UI & Employee Training Tax	1,710	1,460	1,651	1,499	1,378	1,378
50200 PERS Retirement	11,386	10,704	11,888	10,693	11,919	12,608
50300 Workers Compensation	2,007	3,107	2,721	2,012	2,414	2,366
50400 Medical Benefit	8,352	11,918	10,532	11,674	12,366	12,366
50410 Employer Paid DCP	2,852	3,006	3,174	2,973	3,114	3,174
50500 Group Life Ins Benefit	44	41	42	43	43	43
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>108,363</b>	<b>110,638</b>	<b>113,587</b>	<b>109,802</b>	<b>116,303</b>	<b>118,039</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60013 Election Expense	3,763	853	5,500	3,072	1,000	5,500
60210 Computer Maintenance & Software	3,160	387	3,060	604	3,060	3,121
60710 Travel & Training	5,458	9,779	10,000	10,587	10,000	10,200
60900 Miscellaneous	1,943	1,797	1,530	1,475	1,530	1,561
61130 Office Supplies	677	565	510	231	510	520
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>15,001</b>	<b>13,381</b>	<b>20,600</b>	<b>15,969</b>	<b>16,100</b>	<b>20,902</b>
<b><u>MINOR CAPITAL</u></b>						
72200 Office Furniture	-	-	-	-	-	-
72300 Computer Equipment	1,991	-	-	1,000	3,750	3,750
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>1,991</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>3,750</b>	<b>3,750</b>
<b>401 - CITY COUNCIL TOTAL:</b>	<b>125,355</b>	<b>124,020</b>	<b>134,187</b>	<b>126,771</b>	<b>136,153</b>	<b>142,691</b>



**FUND 001- GENERAL**

**DEPARTMENT: 401/CITY COUNCIL**

**EXPENDITURE DETAIL NARRATIVE**

**PRELIMINARY BUDGET REVIEW**

<b>EMPLOYEE SERVICES</b>		<b>Budget 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
Council Members (5)		5.00	5.00	5.00
City Clerk		0.40	0.40	0.40
Total:		5.40	5.40	5.40
50000	Staff Salaries <i>Includes 40 percent of City Clerk Salary.</i>	\$ 51,338	\$ 52,898	\$ 53,918
50020	Council Salaries <i>Includes individual stipends totaling \$440 per month per City Council member.</i>	\$ 26,400	\$ 26,400	\$ 26,400
50025	Council Car Allowance <i>Includes individual councilmember car allowance totaling \$75 per month.</i>	\$ 4,500	\$ 4,500	\$ 4,500
<i>Benefits:</i>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,341	\$ 1,271	\$ 1,286
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the five council members and City Clerk.</i>	\$ 1,651	\$ 1,378	\$ 1,378
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 11,888	\$ 11,919	\$ 12,608
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 2,721	\$ 2,414	\$ 2,366
50400	Medical Benefit <i>Includes dental/vision insurance and nsurance paid per month by the City for the positions in this department.</i>	\$ 10,532	\$ 12,366	\$ 12,366
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for the City Clerk.</i>	\$ 3,174	\$ 3,114	\$ 3,174
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 42	\$ 43	\$ 43
<b>OPERATING AND MAINTENANCE</b>				
60013	Election Expense <i>Reflects anticipated costs related to the City election to be held in November 2020.</i>	\$ 5,500	\$ 1,000	\$ 5,500
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 3,060	\$ 3,060	\$ 3,121

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 401/CITY COUNCIL

		<b>Budget 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
60710	Travel & Training <i>Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, Council of Government meetings and miscellaneous seminars for the Mayor and Council Members.</i>	\$ 10,000	\$ 10,000	\$ 10,200
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 1,530	\$ 1,530	\$ 1,561
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 510	\$ 510	\$ 520

**MINOR CAPITAL**

72200	Office Furniture <i>Reflects acquisition of furniture for the City Council.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop for the City Council.</i>	\$ -	\$ 3,750	\$ 3,750



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 225,189	\$ 227,779	\$ 237,966	\$ 227,551	\$ 236,159	\$ 241,710
Operating & Maintenance	\$ 2,229	\$ 1,163	\$ 3,500	\$ 1,942	\$ 4,650	\$ 4,743
Minor Capital	\$ 4,348	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 231,766	\$ 228,942	\$ 241,466	\$ 229,493	\$ 240,809	\$ 246,453

**DEPARTMENT DESCRIPTION**

Function: General Government

The City Manager manages the day-to-day operations of the City and is advisor to the City Council on fiscal and policy matters. The City Council sets policies, and the City Manager implements those policies. The City Manager functions as a facilitator, coordinator, and catalyst, developing working relationships with City department heads and staff, contract staff and consultants and the community.

Research and fact finding is undertaken by the City Manager and the City's management team in order to provide the City Council the necessary information to make informed decisions and to study, determine, review, revise and promote community policy. The City Manager is responsible for the efficient administration of all affairs of the City in accordance with the provisions of the Buellton Municipal Code and City Council Policy.

**2017-2019 ACCOMPLISHMENTS**

- Presented and adopted a balanced budget for FY 2017/18 and FY 2018/19 and received the Government Finance Officers Association (GFOA) Budget Award and received its fifth consecutive Certificate of Excellence in Financial Reporting Award
- Staff has taken Emergency Preparedness courses through FEMA
- The City acquired a second CERT trailer
- Adoption of Revised Hazard Mitigation Plan and Revised Emergency Operations Plan
- Adoption of Avenue of Flags Specific Plan
- Purchase of Property at 480 Central
- Transition of Buellton Library from Santa Barbara to Goleta
- City Attorney RFP
- Adoption of Regulations to Prohibit Commercial Cannabis

**DEPARTMENTAL GOALS**

1. Provide accurate and timely information and recommendations to the City Council in order to make informed decisions.
2. Implement policies and programs approved by the City Council.
3. Manage the daily operations of City services.



**OBJECTIVES**

- A. Maintain a "structurally balanced" budget for the general fund and enterprise funds.
- B. Finance for ongoing capital improvement projects for the replacement and extension of the City's infrastructure and capital improvements as necessary.
- C. Maintain adequate reserves for emergencies and financing for future years.
- D. Continue economic development efforts to attract business and light industry to the community.
- E. Provide residents with accurate and timely information on issues that affect them and encourage utilization of City services.
- F. Maintain a well-trained and competent workforce to deliver City services in touch with the needs of the community in a responsive, efficient and effective manner.
- G. Review proposed and pending federal and state legislations and offer policy advice on matters affecting the interest of the City.
- H. Manage contracts for sheriff, fire, library, solid waste, golf course, street sweeping, Visitor's Bureau, animal control and building services.
- I. As Emergency Manager, ensure that the City is able to respond to emergencies and is responsible for the maintenance of the Emergency Operations Plan and Hazard Mitigation Plan.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**City Manager**

Account: 001-402

Preliminary Budget Review

2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
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**EMPLOYEE SERVICES**

50000 Salaries	167,209	164,506	175,756	166,736	171,659	175,096
50025 Car Allowance	3,600	3,600	3,600	3,600	3,600	3,600
50120 Employer SS/MC	2,530	2,671	2,548	2,626	2,541	2,592
50130 UI & Employee Training Tax	391	278	333	224	286	286
50200 PERS Retirement	26,746	28,316	28,495	28,670	31,315	33,237
50300 Workers Compensation	4,247	6,591	5,607	4,456	5,049	4,984
50400 Medical Benefit	10,669	11,475	10,980	11,110	11,085	11,085
50410 Employer Paid DCP	9,696	10,236	10,545	10,029	10,516	10,722
50500 Group Life Ins Benefit	101	106	102	100	108	108
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>225,189</b>	<b>227,779</b>	<b>237,966</b>	<b>227,551</b>	<b>236,159</b>	<b>241,710</b>

**OPERATING & MAINTENANCE**

60210 Computer Maintenance & Software	200	-	100	100	100	102
60650 Membership & Publication	795	395	800	795	1,000	1,020
60710 Travel & Training	727	211	2,040	471	3,000	3,060
60900 Miscellaneous	380	530	510	526	500	510
61130 Office Supplies	127	27	50	50	50	51
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>2,229</b>	<b>1,163</b>	<b>3,500</b>	<b>1,942</b>	<b>4,650</b>	<b>4,743</b>

**MINOR CAPITAL**

72200 Office Furniture	3,239	-	-	-	-	-
72300 Computer Equipment	1,109	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>4,348</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>402 - CITY MANAGER TOTAL:</b>	<b>231,766</b>	<b>228,942</b>	<b>241,466</b>	<b>229,493</b>	<b>240,809</b>	<b>246,453</b>
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**FUND 001- GENERAL**  
**EXPENDITURE DETAIL NARRATIVE**

**DEPARTMENT: 402/CITY MANAGER**

Preliminary Budget Review

<b>EMPLOYEE SERVICES</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
	City Manager	1.00	1.00	1.00
50000	Staff Salaries <i>Includes City Manager Salary.</i>	\$ 175,756	\$ 171,659	\$ 175,096
50025	Car Allowance <i>Includes car allowance for City Manager.</i>	\$ 3,600	\$ 3,600	\$ 3,600
<i>Benefits:</i>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 2,548	\$ 2,541	\$ 2,592
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Manager.</i>	\$ 333	\$ 286	\$ 286
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,495	\$ 31,315	\$ 33,237
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 5,607	\$ 5,049	\$ 4,984
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the City Manager.</i>	\$ 10,980	\$ 11,085	\$ 11,085
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program.</i>	\$ 10,545	\$ 10,516	\$ 10,722
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 102	\$ 108	\$ 108
<b>OPERATING AND MAINTENANCE</b>				
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 100	\$ 100	\$ 102
60650	Membership & Publication <i>Includes membership to California City Management Foundation, CA Association for Local Economic Development and subscription to Pacific Coast Business Times.</i>	\$ 800	\$ 1,000	\$ 1,020
60710	Travel & Training <i>Reflects attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, City Manager's Luncheons and miscellaneous meetings and training seminars for the City Manager.</i>	\$ 2,040	\$ 3,000	\$ 3,060

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 402/CITY MANAGER

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 510	\$ 500	\$ 510
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 50	\$ 50	\$ 51
<b><u>MINOR CAPITAL</u></b>				
72200	Office Furniture <i>Reflects acquisition of furniture for the City Manager.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer for the City Manager.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 99,876	\$ 104,530	\$ 104,953	\$ 105,348	\$ 108,336	\$ 110,797
Operating & Maintenance	\$ 10,226	\$ 6,511	\$ 13,260	\$ 6,861	\$ 19,460	\$ 19,725
Minor Capital	\$ 2,510	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
Department Total	\$ 112,612	\$ 111,041	\$ 119,213	\$ 112,210	\$ 128,796	\$ 130,522

**DEPARTMENT DESCRIPTION**

Function: General Government

This department plans, organizes and directs the overall operation of the City Clerk/Human Resources Director. The Office of the City Clerk is established pursuant to Section 36501 of the California Government Code. The primary purpose of the Office of the City Clerk is to ensure efficient preservation and maintenance of the City's official records and documents, to assist with the preparation of resolutions, ordinances, policies, and contracts, conduct municipal elections, and follow the Political Reform Act.

Responsibilities as the Human Resource is to perform all human resource functions and tasks including recruitment, benefits and all issues related to personnel. Other duties include serving as the City's risk manager, administration of all worker's compensation claims and claims against the City, and performing annual insurance underwriting.

**2017-2019 ACCOMPLISHMENTS**

- Administered all City Clerk functions timely and accurately.
- Revised and adopted new Personnel Rules.
- Prepared and carried out succession planning for key positions (Finance, Planning, Water/Wastewater).
- Instituted Company Nurse program for worker's compensation cases to cut down on new filings.
- Completed salary survey and instituted raises and classifications for certain positions.
- Prepared new performance evaluation form using performance management emphasis.

**DEPARTMENTAL GOALS**

1. Maintain a complete and accurate record of City Council proceedings and official City files, and fulfill legal requirements established by Municipal Code.
2. Attract and retain well-qualified City employees who can consistently provide efficient services through skill, innovation and creativity through effective recruitment and selection process.
3. Implement appropriate Risk Management strategies to reduce claims against the city and provide best quality coverage.

**OBJECTIVES**

- A. Perform all City Clerk functions including preparing Council Agendas, minutes and packets, codification of City Ordinances, process resolutions, ordinances, policies and contracts, conduct municipal elections related to Council seats and measures, ensure compliance with the California Political Reform Act.
- B. Perform human resource functions and personnel tasks, conduct recruitments and administer benefits.
- C. Perform risk management duties, administer all workers' compensation claims and other claims against the City; conduct all insurance underwriting and act as emergency coordinator for the City.

*See Appendices for Performance Measures and Indicators.*



# City Clerk/Human Resources

## DEPARTMENT EXPENDITURES

Account: 001-403

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>EMPLOYEE SERVICES</u></b>						
50000 Salaries	74,015	76,221	77,007	77,511	79,347	80,877
50120 Employer SS/MC	1,197	1,279	1,269	1,281	1,234	1,256
50130 UI & Employee Training Tax	228	161	200	136	172	172
50200 PERS Retirement	11,800	12,472	12,661	12,973	13,910	14,759
50300 Workers Compensation	1,853	2,888	2,547	1,856	2,286	2,256
50400 Medical Benefit	6,446	6,937	6,588	6,958	6,651	6,651
50410 Employer Paid DCP	4,278	4,509	4,620	4,567	4,671	4,761
50500 Group Life Ins Benefit	59	64	61	66	65	65
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>99,876</b>	<b>104,530</b>	<b>104,953</b>	<b>105,348</b>	<b>108,336</b>	<b>110,797</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60012 Code Updates	1,856	1,420	3,060	1,642	3,060	3,121
60022 Recruitment Expense [1]	-	-	-	-	5,000	5,000
60210 Computer Maintenance & Software	795	-	1,020	210	1,020	1,040
60520 Advertising - Legal	3,222	2,762	3,570	1,293	3,570	3,641
60650 Membership & Publication	783	459	1,020	459	1,020	1,040
60710 Travel & Training	2,375	1,699	3,060	2,716	3,060	3,121
60900 Miscellaneous	340	55	510	207	510	520
61130 Office Supplies	855	116	1,020	333	1,020	1,040
67370 H/R Expense [2]	-	-	-	-	1,200	1,200
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>10,226</b>	<b>6,511</b>	<b>13,260</b>	<b>6,861</b>	<b>19,460</b>	<b>19,725</b>
<b><u>MINOR CAPITAL</u></b>						
72200 Office Furniture	2,510	-	1,000	-	1,000	-
72300 Computer Equipment	-	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>2,510</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>-</b>
<b>403 - CITY CLERK/HUMAN RESOURCES TOTAL:</b>	<b>112,612</b>	<b>111,041</b>	<b>119,213</b>	<b>112,210</b>	<b>128,796</b>	<b>130,522</b>

- [1] New account for FY 19/20. Expenditure line item was moved from Department: 410 Non-Departmental to reflect recruitment expenditures into the appropriate department.
- [2] New account for FY 19/20. Expenditure line item was moved from Department: 410 Non-Departmental to reflect expenditures associated with random testing of employees during the fiscal year.



**FUND 001- GENERAL**  
**EXPENDITURE DETAIL NARRATIVE**

DEPARTMENT: 403/CITY CLERK & HR

PRELIMINARY BUDGET REVIEW

<b>EMPLOYEE SERVICES</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
	City Clerk	0.60	0.60	0.60
50000	Staff Salaries <i>Includes 60 percent of salaries involving the City Clerk.</i>	\$ 77,007	\$ 79,347	\$ 80,877
<i>Benefits:</i>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 1,269	\$ 1,234	\$ 1,256
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department for the City Clerk.</i>	\$ 200	\$ 172	\$ 172
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 12,661	\$ 13,910	\$ 14,759
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 2,547	\$ 2,286	\$ 2,256
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the position in this department.</i>	\$ 6,588	\$ 6,651	\$ 6,651
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program.</i>	\$ 4,620	\$ 4,671	\$ 4,761
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 61	\$ 65	\$ 65
<b>OPERATING AND MAINTENANCE</b>				
60012	Code Updates <i>Includes Buellton Municipal Code and Santa Barbara County Code updates.</i>	\$ 3,060	\$ 3,060	\$ 3,121
60022	Recruitment Expense <i>Reflects expenses related to new employee recruitment.</i>	\$ -	\$ 5,000	\$ 5,000
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 1,020	\$ 1,020	\$ 1,040
60520	Advertising - Legal <i>Includes publications for on-going City codes, public hearing, council meetings etc.</i>	\$ 3,570	\$ 3,570	\$ 3,641
60650	Membership & Publication <i>Includes dues for the City Clerk for the International Institute of Municipal Clerks Association; California City Clerks Association dues; miscellaneous books and publications.</i>	\$ 1,020	\$ 1,020	\$ 1,040

## EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 403/CITY CLERK &amp; HR

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
60710	Travel & Training <i>Reflects attendance at conferences, seminars, courses and relation training programs including books and training material.</i>	\$ 3,060	\$ 3,060	\$ 3,121
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 510	\$ 510	\$ 520
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,020	\$ 1,020	\$ 1,040
67370	H/R Expense <i>Reflects costs associated with current employee random testing.</i>	\$ -	\$ 1,200	\$ 1,200

**MINOR CAPITAL**

72200	Office Furniture <i>Reflects acquisition of furniture for the City Clerk.</i>	\$ 1,000	\$ 1,000	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer for the City Clerk.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 134,219	\$ 148,916	\$ 188,700	\$ 134,000	\$ 175,000	\$ 195,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 134,219	\$ 148,916	\$ 188,700	\$ 134,000	\$ 175,000	\$ 195,000

**DEPARTMENT DESCRIPTION**

Function: General Government

This Department's primary purpose is to advise the City Council and City Staff regarding legal matters and procedures, to act as the City prosecutor, to achieve compliance with City Ordinances and to assure that legislative and administrative decisions are consistent with the law.

**2017-2019 ACCOMPLISHMENTS**

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**DEPARTMENTAL GOALS**

1. Provide quality professional legal services to the City Council, Planning Commission, and staff in an efficient and cost effective manner.
2. Offer advise that is reliable, timely and useful and effective in representing the City in litigation.

**OBJECTIVES**

*See Appendices for Performance Measures and Indicators.*



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 134,219	\$ 148,916	\$ 188,700	\$ 134,000	\$ 175,000	\$ 195,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 134,219	\$ 148,916	\$ 188,700	\$ 134,000	\$ 175,000	\$ 195,000

**DEPARTMENT DESCRIPTION**

Function: General Government

This Department's primary purpose is to advise the City Council and City Staff regarding legal matters and procedures, to act as the City prosecutor, to achieve compliance with City Ordinances and to assure that legislative and administrative decisions are consistent with the law.

**2017-2019 ACCOMPLISHMENTS**

- Attended City Council meetings and meetings with staff to advise on legal issues.
- Aided code enforcement staff in efficient and effective resolution of code matters, including litigation avoidance.
- Negotiated and settled dispute over developer fees, with resulting payments made by developers.
- Negotiated and settled California Voting Rights Act complaint in lieu of litigation.
- Kept City abreast of changes in California employment laws and updated City policies to incorporate same.
- Updated City on changes to planning and zoning laws and began process to incorporate same into City codes.
- Provided cost-effective legal counsel tailored to the special needs of Buellton.

**DEPARTMENTAL GOALS**

1. Provide quality professional legal services to the City Council, Planning Commission, and staff in an efficient and cost effective manner.
2. Offer advise that is reliable, timely and useful and effective in representing the City in litigation.

**OBJECTIVES**

- A. Continue to provide cost-effective legal services to City Council, Planning Commission and staff.
- B. Continue to keep the City updated with changes in California employment laws and planning and zoning laws and to help the City incorporate changes.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**City Attorney**

Account: 001-404

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60210 Computer Maintenance & Software	-	-	-	-	-	-
60520 Advertising - Legal	-	-	-	-	-	-
60650 Membership & Publication	-	-	-	-	-	-
60710 Travel & Training	-	-	-	-	-	-
60840 Contract Services - Legal Fees [1]	134,219	148,916	188,700	134,000	175,000	195,000
60900 Miscellaneous	-	-	-	-	-	-
61130 Office Supplies	-	-	-	-	-	-
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>134,219</b>	<b>148,916</b>	<b>188,700</b>	<b>134,000</b>	<b>175,000</b>	<b>195,000</b>
<b>404 - CITY ATTORNEY TOTAL:</b>	<b>134,219</b>	<b>148,916</b>	<b>188,700</b>	<b>134,000</b>	<b>175,000</b>	<b>195,000</b>

[1] The City of Buellton contracts with Burke, Williams and Sorenson LLP. The monthly retainer amount is \$10,250 for up to 50 hours a month. Additional charges apply for travel and other services not covered by the retainer.



**FUND 001- GENERAL**  
**EXPENDITURE DETAIL NARRATIVE**

DEPARTMENT: 404/CITY ATTORNEY

Preliminary Review

<b><u>EMPLOYEE SERVICES</u></b>		<b><u>Revised</u></b> <b><u>2018-19</u></b>	<b><u>Proposed</u></b> <b><u>2019-20</u></b>	<b><u>Proposed</u></b> <b><u>2020-21</u></b>
City Attorney		-	-	-
<b><u>OPERATING AND MAINTENANCE</u></b>				
90840	Contract Services - Legal Fees	\$ 188,700	\$ 175,000	\$ 195,000
	<i>Covers cost for general legal services and City Attorney attendance at City Council meetings. The City contracts with the firm of Burke, Williams &amp; Sorenson.</i>			



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 44,939	\$ 57,525	\$ 58,130	\$ 61,325	\$ 93,120	\$ 94,983
Operating & Maintenance	\$ 1,061,233	\$ 1,369,000	\$ 2,361,641	\$ 1,302,769	\$ 3,045,131	\$ 3,152,637
Minor Capital	\$ 5,209	\$ 8,934	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,111,381	\$ 1,435,460	\$ 2,419,771	\$ 1,364,094	\$ 3,138,252	\$ 3,247,620

**DEPARTMENT DESCRIPTION**

Function: General Government

The Non-Departmental budget provides for those services and functions neither included nor attributed to the operation of any single department and which benefit more than one departmental operation. Major expenditures accounted in this department include:

- Local non-profit funding support to People Helping People, Veggie Rescue, Foodbank, Nature Track , Zaca Center Preschool and California Organization for Public Safety, Inc.
- Support to the Buellton Senior Center.
- Animal control services contracted through the County of Santa Barbara providing safety and shelter services for animals.
- Contract with the Buellton Visitor's Center.
- Payment to CalPERS for the City's Unfunded Accrued Liability (UAL).
- General liability and property insurance for the City.
- Other Post-Employment Benefits (OPEB) for the City.
- Interfund transfers for operations or Capital Improvement Projects (CIP) .

**2017-2019 ACCOMPLISHMENTS**

- Increased Visitor Center's contribution to \$450,000 from \$400,000.
- Provided \$88,639 in community support. A twelve percent increase from Fiscal Year 17/18.
- Acquired a storage shed to store City Hall documents.
- Made a greater payment than the FY 18/19 required UAL contribution to CalPERS to help save interest over time.
- Funded and completed Road Maintenance Project FY 17/18 - #092-316.
- Funded Road Maintenance Project FY 18/19 - #092-317.
- Funded CIP Project # 092-311 Industrial Way Street Lights for conceptual plan and design.
- Began design for Ave of Flags Median 2 improvements .
- Purchased second CERT trailer.

**DEPARTMENTAL GOALS**

1. To fund non-profit groups in the community so they may facilitate programs for the benefit and well-being of the community.
2. To promote tourism through the partnership with the Visitor's Bureau.
3. To mitigate future costs associated with CalPERS and OPEB.
4. To provide funding to construct capital infrastructure and capital improvements.
5. To provide Emergency Preparedness resources.

**OBJECTIVES**

- A. Continue to provide community support funding.
- B. Continue the relationship of the City with the Visitor's Bureau to promote tourism.
- C. Make an additional payment to the required CalPERS UAL .
- D. Continue to fund CIP Projects.
- E. Acquire a generator for City Hall, continue to provide CERT classes and research emergency lights and generators for the City.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Non-Departmental**

Account: 001-410

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b>EMPLOYEE SERVICES</b>						
50400 Medical Benefit	44,939	57,525	58,130	61,325	93,120	94,983
<b>EMPLOYEE SERVICES SUBTOTAL:</b>	<b>44,939</b>	<b>57,525</b>	<b>58,130</b>	<b>61,325</b>	<b>93,120</b>	<b>94,983</b>
<b>OPERATING &amp; MAINTENANCE</b>						
50600 Insurance - Liability	58,726	91,422	100,000	68,793	80,000	81,600
50610 Insurance - Property	5,000	5,158	5,610	8,625	8,897	9,075
60014 Emergency Operations	13,492	2,298	10,000	2,500	10,000	10,000
60015 Animal Control	36,637	39,349	39,950	39,950	40,549	41,157
60022 Recruitment Expense [1]	6,113	2,384	5,100	4,724	-	-
60210 Computer Maintenance & Software	23,490	18,027	30,000	25,471	30,000	30,600
60310 Equipment Rental	8,873	12,335	10,200	12,603	12,605	12,857
60650 Membership & Publication	11,867	13,088	15,000	14,441	15,000	15,300
60710 Travel & Training	336	-	-	-	-	-
60800 Contract Services	7,947	3,164	-	3,884	4,000	4,080
60900 Miscellaneous [2]	29,371	14,807	500	14,533	11,500	11,730
60905 CalPERS Unfunded Accrued Liability [3]	55,684	66,683	120,000	119,648	137,916	141,985
60910 Misc. Recognition Items	5,545	1,037	2,040	730	1,000	1,020
61130 Office Supplies	12,604	9,106	10,000	9,752	10,000	10,200
61131 Postage	2,216	1,621	2,040	1,094	1,115	1,138
61210 Utilities - Sewer	2,150	2,623	2,500	2,915	2,915	2,915
61211 Utilities - Water	2,788	3,664	3,000	3,773	3,850	3,927
61230 Utilities - Gas	641	126	1,020	712	1,000	1,020
61241 Utilities - Electric	8,893	7,947	10,200	8,100	9,000	9,180
61292 Internet Access/Website Maintenance	8,969	6,335	7,650	7,425	7,650	7,803
61410 Newsletter	544	-	510	-	500	510
67200 Community Organization Support	78,900	86,820	88,638	88,638	30,000	30,600
67205 Senior Center Support [4]	-	-	-	-	65,000	66,300
67430 LAFCO Contribution	1,501	2,052	2,040	2,512	2,569	2,620
67620 SB County Mental Health Mobile Crisis Service	2,754	2,822	2,893	2,893	2,965	3,039
67705 Telephone	4,815	4,723	5,100	4,945	5,000	5,100
67790 Visitor Bureau	447,098	400,000	450,000	450,000	450,000	450,000
69100 Transfer to Other Funds	25,000	97,700	153,000	153,000	19,600	19,800
69600 Undesignated Misc. Support	425	3,030	4,080	3,730	4,000	4,080
77000 Transfer to Other Funds for CIPs [5]	198,854	470,679	1,280,570	247,378	2,078,500	2,175,000
<b>OPERATING &amp; MAINTENANCE SUBTOTAL:</b>	<b>1,061,233</b>	<b>1,369,000</b>	<b>2,361,641</b>	<b>1,302,769</b>	<b>3,045,131</b>	<b>3,152,637</b>
<b>MINOR CAPITAL</b>						
72100 Office Equipment	-	1,520	-	-	-	-
72200 Office Furniture	115	-	-	-	-	-
72300 Computer Equipment	5,094	7,414	-	-	-	-
<b>MINOR CAPITAL SUBTOTAL:</b>	<b>5,209</b>	<b>8,934</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>410 - NON-DEPARTMENTAL:</b>	<b>1,111,381</b>	<b>1,435,460</b>	<b>2,419,771</b>	<b>1,364,094</b>	<b>3,138,252</b>	<b>3,247,620</b>

## **Account: 001-410 Non-Departmental**

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- [1] Beginning FY 19/20, expenditure line item was moved from 410 Non-Departmental to 403 City Clerk and HR to reflect recruitment expenditures into the appropriate department.
- [2] This budget line item no longer includes CalPERS Unfunded Liability. A new budget line item was created starting FY 19/20. Charges associated with credit card processing for the Recreation Center are now being recorded under 511-Recreation Center.
- [3] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.
- [4] New account for FY 19/20. City Council authorized the Senior Center to be its own budget line item instead of being part of the Community Support funding.
- [5] New account for FY 19/20. Budget line item created to differentiate transfers for capital improvement projects and operational transfers to other funds. Prior year amounts were used as reference.



**FUND 001- GENERAL**

**DEPARTMENT: 410/NON-DEPARTMENTAL**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

<b>EMPLOYEE SERVICES</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
<i>Benefits:</i>				
50400	Medical Benefit <i>Includes medical benefit for retired employees. The City contributes up to \$800/month for health insurance per retiree.</i>	\$ 58,130	\$ 93,120	\$ 94,983
<b>OPERATING AND MAINTENANCE</b>				
50600	Insurance - Liability <i>Includes 80 percent of the City's liability insurance; 10 percent is charged to the Wastewater (\$10,000) and Water Funds (\$10,000).</i>	\$ 100,000	\$ 80,000	\$ 81,600
50610	Insurance - Property <i>Includes 33 percent of the total City's insurance cost associated with property damage, earthquake, flood, mechanical breakdown and other vehicle physical damage. 33 percent is charged to the Wastewater (\$7,650) and Water (\$7,650).</i>	\$ 5,610	\$ 8,897	\$ 9,075
60014	Emergency Operations <i>Includes CERT Training costs.</i>	\$ 10,000	\$ 10,000	\$ 10,000
60015	Animal Control <i>Reflects contract services with Santa Barbara County Animal Control.</i>	\$ 39,950	\$ 40,549	\$ 41,157
60022	Recruitment Expense <i>Reflects expenses related to new employee recruitment.</i>	\$ 5,100	\$ -	\$ -
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ 30,000	\$ 30,000	\$ 30,600
60310	Equipment Rental <i>Reflects lease cost of copiers, phone system, and postage meter machine.</i>	\$ 10,200	\$ 12,605	\$ 12,857
60650	Membership & Publications <i>Includes dues for League of California Cities, miscellaneous dues and publications.</i>	\$ 15,000	\$ 15,000	\$ 15,300
60800	Contract Services <i>Includes dues for drinking water and Chargepoint electric charging station.</i>	\$ -	\$ 4,000	\$ 4,080
60900	Miscellaneous <i>Reflects cost for banking and drinking services, Green Business Program, and unexpected</i>	\$ 500	\$ 11,500	\$ 11,730
60905	CalPERS Unfunded Accrued Liability <i>Includes CalPERS Unfunded Liability (split with Water and Wastewater). General Fund's CalPERS liability is 70 percent of total cost (\$197,024). This is a new account effective 7/1/19 for better transparency related to pension costs. Wastewater and Water allocation are both 15 percent per fund (\$29,554 each).</i>	\$ 120,000	\$ 137,916	\$ 141,985

## EXPENDITURE NARRATIVE (continued)

## DEPARTMENT: 410/NON-DEPARTMENTAL

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
60910	Misc. Recognition Items <i>Includes miscellaneous award items for various organizations and employee recognition programs.</i>	\$ 2,040	\$ 1,000	\$ 1,020
61130	Office Supplies <i>Includes copier expenses for all departments.</i>	\$ 10,000	\$ 10,000	\$ 10,200
61131	Postage <i>Includes charges for on-going postage meter charges, bulk mailing permit costs, and miscellaneous delivery charges.</i>	\$ 2,040	\$ 1,115	\$ 1,138
61210	Utilities - Sewer <i>Reflects costs for sewer at City Hall, Planning, Library, Sheriff and Post Office.</i>	\$ 2,500	\$ 2,915	\$ 2,915
61211	Utilities - Water <i>Reflects costs for water at City Hall, Post Office, Planning, Sheriff, and Irrigation at Ave of Flags and Twin Oaks.</i>	\$ 3,000	\$ 3,850	\$ 3,927
61230	Utilities - Gas <i>Reflects costs for gas service</i>	\$ 1,020	\$ 1,000	\$ 1,020
61241	Utilities - Electric <i>Reflects costs for electric services</i>	\$ 10,200	\$ 9,000	\$ 9,180
61292	Internet Access/Website Maintenance <i>Reflects costs for annual website maintenance.</i>	\$ 7,650	\$ 7,650	\$ 7,803
61410	Newsletter <i>Reflects costs for printing newsletter.</i>	\$ 510	\$ 500	\$ 510
67200	Community Organization Support <i>Includes contributions to People Helping People (\$8,600), Food Bank of Santa Barbara County (\$5,400), SYV Fruit and Vegetable Rescue (\$4,600), Nature Track (\$1,100), Zaca Center Preschool (\$6,100) and California Organization for Public Safety, Inc. (\$4,200).</i>	\$ 88,638	\$ 30,000	\$ 30,600
67205	Senior Center Support <i>Reflects contribution to the Senior Center. This is a new budget line item.</i>	\$ -	\$ 65,000	\$ 66,300
67430	LAFCO Contribution <i>Reflects City's share of LAFCO's operating costs.</i>	\$ 2,040	\$ 2,569	\$ 2,620
67620	SB CO Mental Health Mbl Crisis Svc <i>Reflects contract service cost for Santa Barbara County Mental Health Assessment (MHAT) services.</i>	\$ 2,893	\$ 2,965	\$ 3,039
67705	Telephone <i>Reflects cost of telephone services for City Hall.</i>	\$ 5,100	\$ 5,000	\$ 5,100
67790	Visitors Bureau <i>Reflects annual contract of \$450,000 to Visitor's Bureau.</i>	\$ 450,000	\$ 450,000	\$ 450,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

	Revised 2018-19	Proposed 2019-20	Proposed 2020-21
69100 Transfer to Other Funds	\$ 153,000	\$ 19,600	\$ 19,800
<i>Includes the following operating transfers:</i>			
Fund 027 -Local Transportation Fund	\$ 127,500	\$ -	\$ -
Fund 029 - Transportation Planning	\$ 25,500	\$ 9,600	\$ 9,800
69600 Undesignated Misc. Support	\$ 4,080	\$ 4,000	\$ 4,080
<i>Reflects donation to Buellton Historical Society, Central Coast Collaborative on Homelessness; Buellton Union School District Jog-A-thon.</i>			
77000 Transfer to Other Funds for CIP	\$ 1,280,570	\$ 2,078,500	\$ 2,175,000
<i>Includes the following transfers for Capital Improvement Projects (CIP):</i>			

Transfer to CIP Project #201 (Facilities Maintenance and Painting Project)	\$ 25,000	\$ 50,000	\$ -
Transfer to CIP Project #207 (Santa Ynez River Trail Conceptual)	\$ 20,000	\$ -	\$ -
Transfer to CIP Project#211 (Village Park Improvements)	\$ 216,000	\$ 216,000	\$ -
Transfer to CIP Project #214 (City Hall Emergency Generator & Electrical)	\$ 40,000	\$ 40,000	\$ -
Transfer to CIP Project #215 (Avenue of Flags Specific Plan Implementation)	\$ 250,000	\$ 200,000	\$ 1,000,000
Transfer to CIP Project #216 (City Hall Storage Shed)	\$ 27,400		\$ -
Transfer to CIP Project #217 (Riverview Park Basketball Court Resurfacing)	\$ -	\$ 80,000	\$ -
Transfer to CIP Project #218 (Riverview Park and Oak Park Facilities Painting)	\$ -	\$ 25,000	\$ 25,000
Transfer to CIP Project #306 (Phase III Hwy 246 and Sycamore Xing)	\$ -	\$ 670,000	\$ -
Transfer to CIP Project #307 McMurray Road Widening / TS Improvement	\$ -	\$ 125,000	\$ 450,000
Transfer to CIP Project#311 (Industrial Way Streetlights)	\$ 212,170	\$ 82,500	\$ 400,000
Transfer to CIP Project#314 (SD Inlet/Catch basin retrofit improvement)	\$ 150,000	\$ 150,000	\$ 150,000

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 410/NON-DEPARTMENTAL

	Revised 2018-19	Proposed 2019-20	Proposed 2020-21
<i>Transfer to CIP Project #315 (Ave of Flags Pedestrian/Drainage Improvements)</i>	\$ 140,000	\$ 140,000	\$ -
<i>Transfer to CIP Project#316 (Road Maintenance Project - 17/18); MOE</i>	\$ 100,000	\$ -	\$ -
<i>Transfer to CIP Project#317 (Road Maintenance Project - 18/19); MOE</i>	\$ 100,000	\$ 150,000	\$ -
<i>Transfer to CIP Project#318 (Road Maintenance Project - 19/20); MOE</i>	\$ -	\$ 150,000	\$ -
<i>Transfer to CIP Project#319 (Road Maintenance Project - 20/21); MOE</i>	\$ -	\$ -	\$ 150,000

**MINOR CAPITAL**

72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of laptop or computer.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 163,841	\$ 148,541	\$ 149,399	\$ 151,889	\$ 163,781	\$ 171,613
Operating & Maintenance	\$ 45,647	\$ 25,565	\$ 28,860	\$ 31,224	\$ 30,050	\$ 30,486
Minor Capital	\$ 3,627	\$ 4,122	\$ -	\$ 421	\$ 1,000	\$ 1,000
Department Total	\$ 213,115	\$ 178,228	\$ 178,259	\$ 183,534	\$ 194,831	\$ 203,099

**DEPARTMENT DESCRIPTION**

Function: General Government

The Finance Department provides for the overall financial management of the City and ensures that the City's finances are open and transparent with consistent reporting to the Public. Major activities include projecting and collecting revenues, preparing annual budgets, controlling and disbursing all expenditures, purchasing equipment and supplies, investing City monies, and data processing functions. The Finance Department is responsible for the billing of all utility customers for the services of water and wastewater collection.

**2017-2019 ACCOMPLISHMENTS**

- Received the Certificate of Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from Government Finance Officers Association (GFOA) for the fifth consecutive year.
- Prepared the City's first biennial budget and received its third GFOA Distinguished Budget Presentation Award.
- Reviewed and implemented GASB 75 Requirement.
- Updated the Capital Asset Module.
- Increased number of utility consumers on auto-pay and e-billing.
- Updated Unclaimed Checks policy and procedures.

**DEPARTMENTAL GOALS**

1. Provide timely financial and budget information to the City Council, staff and the community .
2. Maintain adequate reserves in all City Funds.
3. Efficiently manage the City's financial operations and maintain fiscal policies.

**OBJECTIVES**

- A. Continue to ensure that the City's finances are open and transparent.
- B. Monitor daily cash balances in order to maximize the amount of funds that may be invested in safe and liquid investments.
- C. Monitor internal controls for handling funds received and disbursed.
- D. Ensure efficient accounts payable processing and time management.
- E. Ensure efficient accounts receivable and Utility Billing processing.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Finance**

Account: 001-420

Preliminary Budget Review

2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
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**EMPLOYEE SERVICES**

50000 Salaries	126,135	110,501	116,640	116,710	125,532	131,729
50030 Hourly Employees	-	6,195	-	-	-	-
50120 Employer SS/MC	1,896	2,009	2,443	2,064	1,856	1,946
50130 UI & Employee Training Tax	678	402	466	413	401	401
50200 PERS Retirement	13,640	7,852	7,385	8,480	8,781	9,902
50300 Workers Compensation	2,928	3,996	3,400	3,715	3,617	3,674
50400 Medical Benefit	14,937	14,397	15,748	17,188	15,993	15,993
50410 Employer Paid DCP	3,486	3,044	3,174	3,178	7,450	7,817
50500 Group Life Ins Benefit	141	144	143	141	151	151
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>163,841</b>	<b>148,541</b>	<b>149,399</b>	<b>151,889</b>	<b>163,781</b>	<b>171,613</b>

**OPERATING & MAINTENANCE**

60021 Audit	23,250	9,167	8,500	9,350	9,500	9,690
60210 Computer Maintenance & Software	500	-	-	368	500	500
60650 Membership & Publication	860	1,250	1,020	1,250	1,250	1,250
60710 Travel & Training	2,458	1,524	5,100	2,000	5,000	5,000
60800 Contract Services	17,221	12,123	12,240	17,006	12,300	12,546
60900 Miscellaneous	260	378	500	350	400	400
61130 Office Supplies	1,098	1,122	1,500	900	1,100	1,100
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>45,647</b>	<b>25,565</b>	<b>28,860</b>	<b>31,224</b>	<b>30,050</b>	<b>30,486</b>

**MINOR CAPITAL**

72100 Office Equipment	-	259	-	421	-	-
72200 Office Furniture	2,337	3,864	-	-	-	-
72300 Computer Equipment	1,290	-	-	-	1,000	1,000
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>3,627</b>	<b>4,122</b>	<b>-</b>	<b>421</b>	<b>1,000</b>	<b>1,000</b>

<b>420 - FINANCE TOTAL:</b>	<b>213,115</b>	<b>178,228</b>	<b>178,259</b>	<b>183,534</b>	<b>194,831</b>	<b>203,099</b>
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FUND 001- GENERAL

DEPARTMENT: 420/FINANCE

EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

<u>EMPLOYEE SERVICES</u>		<u>Budget 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
	Finance Director	0.50	0.50	0.50
	Accounting Specialist (1)	0.50	0.50	0.50
	Revenue Specialist (1)	0.20	0.20	0.20
	Accounting Technician (1)	0.20	0.20	0.20
	Total:	1.40	1.40	1.40
50000	Staff Salaries <i>Includes salaries involving the Accounting Specialist, Revenue Specialist, Accounting Technician, and Finance Director.</i>	\$ 116,640	\$ 125,532	\$ 131,729
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 2,443	\$ 1,856	\$ 1,946
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 466	\$ 401	\$ 401
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost. Normal cost for FY 19/20 and FY 20/21 are 7.072% and 7.6% respectively.</i>	\$ 7,385	\$ 8,781	\$ 9,902
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 3,400	\$ 3,617	\$ 3,674
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 15,748	\$ 15,993	\$ 15,993
50410	Employer Paid DCP <i>Reflects the City's 6% contribution towards the employee's deferred compensation program.</i>	\$ 3,174	\$ 7,450	\$ 7,817
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 143	\$ 151	\$ 151
<u>OPERATING AND MAINTENANCE</u>				
60021	Audit <i>Reflects a 33 percent cost of the annual audit. Costs are split between the General, Wastewater, and Water Fund.</i>	\$ 8,500	\$ 9,500	\$ 9,690
60210	Computer Maintenance & Software <i>Reflects annual computer maintenance costs.</i>	\$ -	\$ 500	\$ 500

## EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 420/FINANCE

		Budget 2018-19	Proposed 2019-20	Proposed 2020-21
60650	Membership & Publication <i>Includes dues for the California Society of Municipal Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications.</i>	\$ 1,020	\$ 1,250	\$ 1,250
60710	Travel & Training <i>Reflects attendance at conferences, seminars, courses and relation training programs.</i>	\$ 5,100	\$ 5,000	\$ 5,000
60800	Contract Services <i>Includes contract with Hinderliter De Llamas (HDL) for sales tax and property tax services.</i>	\$ 12,240	\$ 12,300	\$ 12,546
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 500	\$ 400	\$ 400
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,500	\$ 1,100	\$ 1,100

**MINOR CAPITAL**

72100	Office Equipment <i>Reflects acquisition of equipment.</i>	\$ -	\$ -	\$ -
72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
72300	Computer Equipment <i>Reflects acquisition of computer.</i>	\$ -	\$ 1,000	\$ 1,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 1,922,881	\$ 1,919,643	\$ 2,001,052	\$ 1,996,650	\$ 2,019,440	\$ 2,206,168
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 1,922,881	\$ 1,919,643	\$ 2,001,052	\$ 1,996,650	\$ 2,019,440	\$ 2,206,168

**DEPARTMENT DESCRIPTION**

Function: Public Safety

The City of Buellton contracts with the Santa Barbara County Sheriff's Department for law enforcement services within the City including patrol, criminal investigations, traffic safety and accident investigations, crime prevention and crime suppression. The primary purpose of the organization is to protect life and property.

The Santa Barbara County Fire Department provides staffing at County Fire Station 31 in Buellton. The City subsidizes staffing at County Fire Station 31 through funding for a full-time Firefighter/Paramedic position in order to meet National Fire Protection Association minimum staffing standards and the California Occupational Safety and Health Association's "2-in/2-out" requirement.

**2017-2019 ACCOMPLISHMENTS**

- Provided adequate level of service and response times for both Police and Fire.
- Maintained and funded the motorcycle deputy for traffic enforcement.
- Transitioned to a Deputy Service Unit Model for contract cities.

**DEPARTMENTAL GOALS**

Sheriff

1. Maintain Public Safety through patrol, crime suppression, prevention and traffic enforcement.
2. Maintain current levels of staffing and continue to fund the Motor Deputy position.

Fire

1. Maintain Fire Safety Standards in accordance within accepted practices.
2. Respond to City issues in a timely manner.

**OBJECTIVES**

Sheriff

- A. Continue to provide a strong patrol presence in the City and increase traffic safety through enforcement efforts.
- B. Respond to City issues and citizen concerns in a timely manner.
- C. Continue to provide monthly crime statistics.

Fire

- A. Increase and improve communication to the community by providing statistics on a quarterly basis.
- B. Strive for an eight minute response time.
- C. Continue to fund the Firefighter/Paramedic position.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Public Safety**

Account: 001-501

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60800 Contract Services [1]	1,722,477	1,713,579	1,786,205	1,786,205	1,802,727	1,983,000
60810 Contract Services - Fire Dept.	195,604	202,152	208,217	205,904	212,081	218,444
61241 Utilities - Electric	4,800	3,911	6,630	4,541	4,632	4,725
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>1,922,881</b>	<b>1,919,643</b>	<b>2,001,052</b>	<b>1,996,650</b>	<b>2,019,440</b>	<b>2,206,168</b>
<b>501 - PUBLIC SAFETY TOTAL:</b>	<b>1,922,881</b>	<b>1,919,643</b>	<b>2,001,052</b>	<b>1,996,650</b>	<b>2,019,440</b>	<b>2,206,168</b>

[1] The budgeted amount for Fiscal Year 2020/21 assumes a 10 percent increase for a conservative projection. Amount will be adjusted during the Mid-Year review if the proposed contract is significant.



# FUND 001- GENERAL

DEPARTMENT: 501/PUBLIC SAFETY - POLICE/FIRE

## EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

<u>OPERATING &amp; MAINTENANCE</u>		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
60800	Contract Services <i>Reflects contract with the County of Santa Barbara Sheriff's Department for public safety services.</i>	\$1,786,205	\$ 1,802,727	\$ 1,983,000
60810	Contract Services - Fire <i>Reflects contract with the County of Santa Barbara's Fire Department for thirty three percent of the salary for a Firefighter/Paramedic.</i>	\$ 208,217	\$ 212,081	\$ 218,444
61241	Utilities - Electric <i>Reflects electricity cost at Police Station.</i>	\$ 6,630	\$ 4,632	\$ 4,725



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 146,902	\$ 148,540	\$ 176,910	\$ 163,191	\$ 203,321	\$ 207,388
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 146,902	\$ 148,540	\$ 176,910	\$ 163,191	\$ 203,321	\$ 207,388

**DEPARTMENT DESCRIPTION**

Function: Culture and Leisure

This Department provides a building and utilities for the Buellton Branch of the County Library, operated by contract with the City of Goleta Library System beginning July 1, 2019.

**2017-2019 ACCOMPLISHMENTS**

- Transition of Buellton Library from Santa Barbara to Goleta.
- Maintained current operating days and hours of operations.

**DEPARTMENTAL GOALS**

1. Ensure the public has access to a wide range of materials, information and technology.

**OBJECTIVES**

- A. Continue to operate the Library five days a week during their scheduled operating hours.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Leisure Services - Library**

Account: 001-510

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60800 Contract Services [1]	141,641	141,641	169,974	155,025	195,068	198,969
61211 Utilities - Water	1,981	3,242	1,836	3,996	4,000	4,080
61230 Utilities - Gas	78	994	1,020	414	422	431
61241 Utilities - Electric	3,202	2,663	4,080	3,756	3,831	3,908
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>146,902</b>	<b>148,540</b>	<b>176,910</b>	<b>163,191</b>	<b>203,321</b>	<b>207,388</b>
<b>510 - LIBRARY TOTAL:</b>	<b>146,902</b>	<b>148,540</b>	<b>176,910</b>	<b>163,191</b>	<b>203,321</b>	<b>207,388</b>

[1] Starting FY 19/20, the City of Buellton Library will be part of the City of Goleta Library Services instead of the City of Santa Barbara.



## FUND 001- GENERAL

DEPARTMENT: 510/LEISURE SERVICES - LIBRARY

### EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

<u>OPERATING &amp; MAINTENANCE</u>		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
60800	Contract Services <i>Reflects contract with the City of Goleta Library System to manage the Buellton Library.</i>	\$ 169,974	\$ 195,068	\$ 198,969
61211	Utilities - Water <i>Reflects costs associated with water usage at the library.</i>	\$ 1,836	\$ 4,000	\$ 4,080
61230	Utilities - Gas <i>Reflects electricity cost at library.</i>	\$ 1,020	\$ 422	\$ 431
61241	Utilities - Electric <i>Reflects electricity cost at library.</i>	\$ 4,080	\$ 3,831	\$ 3,908



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 367,091	\$ 365,047	\$ 369,598	\$ 366,779	\$ 389,785	\$ 405,747
Operating & Maintenance	\$ 153,464	\$ 175,496	\$ 159,561	\$ 161,105	\$ 170,700	\$ 174,115
Minor Capital	\$ 3,269	\$ 2,869	\$ -	\$ 1,024	\$ 3,000	\$ 3,060
Department Total	\$ 523,824	\$ 543,411	\$ 529,159	\$ 528,908	\$ 563,485	\$ 582,922

**DEPARTMENT DESCRIPTION**

Function: Culture and Leisure

The mission of the Buellton Recreation Department is to create and implement activities, programs, and events that engage people of all ages; enriching lives through recreational pursuits. Programs and trips include everything from adult fitness classes and afterschool enrichment at the Buellton Community Recreation Center, to day trips and cultural excursions both near and far to large annual community events such as the Buellton Barbecue Bonanza. The Recreation Department is dedicated to building a strong, interconnected community and improving the quality of life for the residents of Buellton.

**2017-2019 ACCOMPLISHMENTS**

- Produced a series of activities to celebrate the 10th Anniversary of the Recreation Center, culminating in the Crab Feast Gala event.
- Implemented new end-of-day weight room protocols.
- Established several new Teen Camp offerings to add to the Summer calendar of programs.
- Partnered with Monty Robert's Join Up International campaign to engage "at-risk" youth with horsemanship.
- Partnered with the Buellton Senior Center to create "Lunch Buddies" excursions to promote socialization and senior quality of life.

**DEPARTMENTAL GOALS**

1. Provide a full spectrum of recreation programs and activities for all age groups in the community.
2. Create and facilitate an Arts & Culture Committee to coordinate public art and cultural events in the community.

**OBJECTIVES**

- A. Maintain a variety of recreational classes and instructors.
- B. Foster partnerships and collaboration with local school districts, governmental agencies, non-profit organizations and service groups to increase recreational opportunities.
- C. Increase overall program participation.
- D. Organize a committee of people to explore and implement activities related to arts and culture.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Recreation**

Account: 001-511

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>EMPLOYEE SERVICES</u></b>						
50000 Salaries	201,856	201,029	209,662	206,456	217,756	225,851
50030 Hourly Employees	73,068	63,059	60,000	59,675	65,694	70,439
50120 Employer SS/MC	8,171	8,345	8,912	8,214	8,324	8,804
50130 UI & Employee Training Tax	4,346	3,656	2,734	2,519	2,839	2,899
50200 PERS Retirement	30,727	33,188	34,716	35,156	37,776	40,788
50300 Workers Compensation	5,943	9,349	7,953	6,900	8,166	7,265
50400 Medical Benefit	34,288	37,227	35,709	38,705	36,199	36,199
50410 Employer Paid DCP	8,371	8,855	9,586	8,807	12,685	13,157
50500 Group Life Ins Benefit	321	340	326	347	346	346
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>367,091</b>	<b>365,047</b>	<b>369,598</b>	<b>366,779</b>	<b>389,785</b>	<b>405,747</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60210 Computer Maintenance & Software	-	549	-	795	500	510
60250 Maintenance and Repair	9,791	3,535	7,650	4,684	4,500	4,590
60252 Joint Use- Maintenance and Repair	841	1,221	1,530	728	4,000	4,080
60270 Maintenance - Vehicles	3,430	4,644	4,080	3,819	4,000	4,080
60310 Equipment Rental [1]	789	1,833	-	2,668	1,700	1,734
60510 Advertising	7,035	8,957	6,631	6,436	6,500	6,631
60800 Contract Services [2]	27,574	32,463	30,600	32,871	35,000	35,700
60900 Miscellaneous [3]	2,427	500	1,000	825	3,500	3,570
61130 Office Supplies	3,277	2,915	3,060	2,969	3,000	3,060
61280 Fuel - Vehicles	7,855	8,351	9,180	8,253	9,000	9,180
61290 Telephone and Internet	2,629	2,796	3,060	2,631	3,000	3,060
67135 Buellton Rec. Program - Trips	21,778	28,493	30,090	31,109	30,000	30,600
67140 Buellton Recreation Program	60,956	71,300	57,600	59,562	60,000	61,200
67570 Recreation 50/50	5,082	7,937	5,080	3,754	6,000	6,120
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>153,464</b>	<b>175,496</b>	<b>159,561</b>	<b>161,105</b>	<b>170,700</b>	<b>174,115</b>
<b><u>MINOR CAPITAL</u></b>						
72100 Office Equipment	-	-	-	-	-	-
72200 Office Furniture	-	-	-	-	-	-
73500 Equipment	3,269	2,869	-	1,024	3,000	3,060
<b><u>MINOR CAPITAL TOTAL:</u></b>	<b>3,269</b>	<b>2,869</b>	<b>-</b>	<b>1,024</b>	<b>3,000</b>	<b>3,060</b>
<b>511 - RECREATION TOTAL:</b>	<b>523,824</b>	<b>543,411</b>	<b>529,159</b>	<b>528,908</b>	<b>563,485</b>	<b>582,922</b>

- [1] Equipment rental consists of printer lease at the Recreation Center and event equipment (lights, poles, Cambros, etc.) for the Haunted House and other events.
- [2] The Buellton School District increased the janitorial service contract for FY 19/20.
- [3] Accounts includes merchant fees beginning fiscal year 2019-20. Merchant fees associated with the Recreation Center were previously recorded in 410 - Non-Departmental.



FUND 001- GENERAL

DEPARTMENT: 511/RECREATION

EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

<u>EMPLOYEE SERVICES</u>		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
	Recreation Coordinator	1.00	-	-
	Recreation Supervisor	-	1.00	1.00
	Staff Assistant/Planning Technician	0.20	0.20	0.20
	Recreation Center Coordinator	1.00	1.00	1.00
	Youth Recreation Coordinator	1.00	1.00	1.00
	Total:	3.20	3.20	3.20
50000	Staff Salaries <i>Includes salaries involving all positions in the Recreation Department.</i>	\$ 209,662	\$ 217,756	\$ 225,851
50030	Hourly employees <i>Includes five part-time employees and seasonal employees.</i>	\$ 60,000	\$ 65,694	\$ 70,439
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 8,912	\$ 8,324	\$ 8,804
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 2,734	\$ 2,839	\$ 2,899
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 34,716	\$ 37,776	\$ 40,788
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 7,953	\$ 8,166	\$ 7,265
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 35,709	\$ 36,199	\$ 36,199
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for all employees in this department.</i>	\$ 9,586	\$ 12,685	\$ 13,157
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 326	\$ 346	\$ 346
<u>OPERATING AND MAINTENANCE</u>				
60210	Computer Maintenance & Software <i>Reflects computer maintenance costs.</i>	\$ -	\$ 500	\$ 510
60250	Maintenance/Repair <i>Includes charges for repairs and maintenance at the Buellton Rec Office and the Zone.</i>	\$ 7,650	\$ 4,500	\$ 4,590

## EXPENDITURE NARRATIVE (continued)

## DEPARTMENT: 511/RECREATION

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
60252	Maintenance/Repair - Joint Use <i>Reflects joint facility repairs such as the gym, kitchen, weight room, restroom, and courtyard. The amount is 1/3 of facility rental fees collected.</i>	\$ 1,530	\$ 4,000	\$ 4,080
60270	Maintenance - Vehicles <i>Reflects maintenance of passenger bus.</i>	\$ 4,080	\$ 4,000	\$ 4,080
60310	Equipment Rental <i>Reflects lease for printer and for event equipment.</i>	\$ -	\$ 1,700	\$ 1,734
60510	Advertising <i>Includes cost of printing and advertising recreation programs.</i>	\$ 6,631	\$ 6,500	\$ 6,631
60800	Contract Services <i>Reflects quarterly payment of \$8,750 to Buellton Union School District for custodial services. The school district increased the janitorial service contract starting FY 19/20.</i>	\$ 30,600	\$ 35,000	\$ 35,700
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc. and for credit card merchant fees.</i>	\$ 1,000	\$ 3,500	\$ 3,570
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 3,060	\$ 3,000	\$ 3,060
61280	Fuel - Vehicles <i>Reflects fuel for passenger bus.</i>	\$ 9,180	\$ 9,000	\$ 9,180
61290	Telephone/Internet <i>Reflects service for Comcast internet service and Verizon for cell phone service.</i>	\$ 3,060	\$ 3,000	\$ 3,060
67135	Buellton Rec Program Trips <i>Reflects trips organized for children and adults through Buellton Recreation.</i>	\$ 30,090	\$ 30,000	\$ 30,600
67140	Buellton Recreation Program <i>Includes Oak Valley afterschool program, supplies, flyers, and equipment.</i>	\$ 57,600	\$ 60,000	\$ 61,200
67570	Recreation Program 50/50 <i>Reflects cost for joint events with the City of Solvang.</i>	\$ 5,080	\$ 6,000	\$ 6,120
<b><u>MINOR CAPITAL</u></b>				
72100	Office Equipment <i>Reflects acquisition of equipment.</i>	\$ -	\$ -	\$ -
72200	Office Furniture <i>Reflects acquisition of furniture.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of treadmill replacement.</i>	\$ -	\$ 3,000	\$ 3,060



**FUND 001- GENERAL**

**DEPARTMENT: 550/PUBLICS WORKS - STREET LIGHTS**

**PRELIMINARY BUDGET REVIEW**

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 65,779	\$ 62,389	\$ 65,000	\$ 62,400	\$ 65,000	\$ 66,300
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 65,779	\$ 62,389	\$ 65,000	\$ 62,400	\$ 65,000	\$ 66,300

**DEPARTMENT DESCRIPTION**

Function: Public Works

This department provides funding for the power for general street lighting.

**2017-2019 ACCOMPLISHMENTS**

- Completed on-going payment for power supply to street lighting within the City.

**DEPARTMENTAL GOAL**

1. Continue to ensure payment for power supply to street lights within the City to provide a safety benefit.

**OBJECTIVES**

- A. Provide lighting in commercial and residential areas.
- B. Lighting to be energy efficient, night-sky friendly, and to provide safety for the community.

*See Appendices for Performance Measures and Indicators.*



DEPARTMENT EXPENDITURES

Public Works - Street Lights

Account: 001-550

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
61241 Utilities - Electric	65,779	62,389	65,000	62,400	65,000	66,300
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>65,779</b>	<b>62,389</b>	<b>65,000</b>	<b>62,400</b>	<b>65,000</b>	<b>66,300</b>
<b>550 - PW STREET LIGHTS TOTAL:</b>	<b>65,779</b>	<b>62,389</b>	<b>65,000</b>	<b>62,400</b>	<b>65,000</b>	<b>66,300</b>



**FUND 001- GENERAL**

**DEPARTMENT: 550/PUBLIC WORKS - STREET LIGHTS**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

<u>OPERATING &amp; MAINTENANCE</u>		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
61241	Utilities - Electric <i>Reflects electricity cost at various locations throughout the City.</i>	\$ 65,000	\$ 65,000	\$ 66,300



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 179,140	\$ 158,259	\$ 334,012	\$ 331,337	\$ 370,660	\$ 376,873
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 179,140	\$ 158,259	\$ 334,012	\$ 331,337	\$ 370,660	\$ 376,873

**DEPARTMENT DESCRIPTION**

Function: Public Works

The Storm Water Department addresses all issues related to the operation and maintenance of the City's storm drain system, flood control, FEMA and floodplain issues and regulatory compliance and permitting for the National Pollutant Discharge Elimination System (NPDES) general discharge requirements for municipal discharges.

**2017-2019 ACCOMPLISHMENTS**

- Completed CIP# 092-101 Storm drain cleaning citywide (annual).
- Completed CIP#092-102 McMurray Outfall cleaned.
- Completed another fiscal year of NPDES compliance activities and reporting.

**DEPARTMENTAL GOALS**

1. To ensure the safety of the community and the environment by clearing the City's storm drain facilities to be free from dirt and debris to provide proper flood control and minimize any pollution from entering receiving creeks and rivers.

**OBJECTIVES**

- A. Complete Capital Improvement Project #092-102 Storm Drain Outfall Repairs and Re-Establishment.
- B. Continue annual storm drain maintenance activities.
- C. Continue annual NPDES compliance activities and reporting.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Storm Water (Water Shed)**

Account: 001-551

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60250 Maintenance and Repair [1]	-	-	-	20,460	20,000	20,000
60650 Membership & Publication	490	655	612	655	660	673
60800 Contract Services	140,443	130,656	158,100	142,615	160,000	163,200
67575 Regulatory Compliance [2]	12,077	18,067	145,300	142,462	150,000	153,000
77000 Transfer to Other Funds for CIPs	26,130	8,880	30,000	25,145	40,000	40,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>179,140</b>	<b>158,259</b>	<b>334,012</b>	<b>331,337</b>	<b>370,660</b>	<b>376,873</b>
<b>551 - Storm Water (Water Shed) TOTAL:</b>	<b>179,140</b>	<b>158,259</b>	<b>334,012</b>	<b>331,337</b>	<b>370,660</b>	<b>376,873</b>

[1] Was previously included in the capital budget. Expenditure is associated with annual storm drain maintenance and should not be recorded as a capital project.

[2] Increase in appropriations is for Regulator Compliance for SGMA groundwater plan preparation costs.



**FUND 001- GENERAL**

**DEPARTMENT: 551 - STORM WATER (WATER SHED)**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

<b>OPERATING &amp; MAINTENANCE</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
60250	Maintenance and Repair <i>Reflects annual cost of routine storm drain cleaning.</i>	\$ -	\$ 20,000	\$ 20,000
60650	Memberships & Publications <i>Reflects membership dues to Association of State Floodplain Managers (ASFPM) and California Stormwater Quality Association (CASQA).</i>	\$ 612	\$ 660	\$ 673
60800	Contract Services <i>Includes engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluations.</i>	\$ 158,100	\$ 160,000	\$ 163,200
67575	Regulatory Compliance <i>Includes charges for water testing, and annual permit fees to the State Water Resource Control Board (SWRCB).</i>	\$ 145,300	\$ 150,000	\$ 153,000
77000	Transfer to Other Funds for CIP <i>Includes charges for the following Capital Improvement Projects (CIP)</i>	\$ 30,000	\$ 40,000	\$ 40,000
	<i>Project #101: Storm Drain Cleaning &amp; Retrofit</i>	\$ 20,000	\$ -	\$ -
	<i>Project #102: Outfall Repairs and Re-establishment</i>	\$ 10,000	\$ 40,000	\$ 40,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 282,836	\$ 342,596	\$ 306,435	\$ 316,816	\$ 382,750	\$ 390,405
Minor Capital	\$ -	\$ -	\$ 10,000	\$ -	\$ 5,000	\$ 5,000
Department Total	\$ 282,836	\$ 342,596	\$ 316,435	\$ 316,816	\$ 387,750	\$ 395,405

**DEPARTMENT DESCRIPTION**

Function: Public Works

The Parks Department is responsible for operations and maintenance of its parks and open spaces. The Parks Department includes: Oak Park, Riverview Park, PAWS Park, the Botanic Garden, Avenue of Flags, the Golf Course and Village Park.

**2017-2019 ACCOMPLISHMENTS**

- Continued to provide clean, maintained and safe parks for the community.
- Completed emergency storm repairs at Zaca Creek Golf Course.
- Grant funded PAWS Park support for maintenance activities.

**DEPARTMENTAL GOALS**

1. To preserve, protect, maintain, improve, and enhance natural resources, parkland, and recreational opportunities for Buellton residents.

**OBJECTIVES**

- A. Continue to provide grant to support PAWS Park for maintenance activities.
- B. Continue to provide grant to support the Botanic Garden for maintenance activities.
- C. Complete the following Capital Improvement Projects (CIP):
  - CIP#092-217: Riverview Park Basketball Court Resurfacing
  - CIP#092-218: Riverview Park and Oak Park Facilities Painting

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Public Works - Parks**

Account: 001-552

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60059 Maintenance & Repair - Village Park	-	-	5,000	-	5,000	5,100
60254 Maintenance & Repair - Ave of Flags Medians	-	4,351	5,100	9,950	10,000	10,200
60255 Maintenance & Repair - Golf Course	6,468	17,773	10,000	20,571	20,000	20,400
60256 Maintenance & Repair - Oak Park	6,753	5,743	10,200	8,804	10,000	10,200
60257 Maintenance & Repair - Paws Park	16,666	21,711	16,320	16,332	20,000	20,400
60258 Maintenance & Repair - Riverview Park [1]	38,364	59,253	30,000	30,510	54,000	55,080
60259 Maintenance & Repair - Botanic Garden [2]	-	-	-	-	14,000	14,280
60310 Equipment Rental	-	-	510	745	500	510
60800 Contract Services	160,580	166,353	162,180	160,875	175,000	178,500
61111 Chemicals	68	-	255	-	250	255
61125 Small Equipment	190	-	510	80	500	510
61140 Operational Supplies	1,202	3,823	4,080	4,405	4,500	4,590
61211 Utilities - Water	44,205	57,417	53,100	58,885	60,000	61,200
61241 Utilities - Electric	8,340	6,173	9,180	5,658	9,000	9,180
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>282,836</b>	<b>342,596</b>	<b>306,435</b>	<b>316,816</b>	<b>382,750</b>	<b>390,405</b>
<b><u>MINOR CAPITAL</u></b>						
73500 Equipment	-	-	10,000	-	5,000	5,000
74100 Improvements	-	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>552 PUBLIC WORKS - PARKS TOTAL:</b>	<b>282,836</b>	<b>342,596</b>	<b>316,435</b>	<b>316,816</b>	<b>387,750</b>	<b>395,405</b>

[1] The increase in appropriation is due to the increasing services performed by Rafael Ruiz for trash at Riverview Park.

[2] Starting FY 19/20, the Botanic Garden will be a separate budget line item. In previous years, the contribution to the Botanic Garden was part of 001-552-60258 Maintenance & Repair- Riverview Park.



**FUND 001- GENERAL**

**DEPARTMENT: 552 - PUBLIC WORKS - PARKS**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

<b>OPERATING &amp; MAINTENANCE</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
60059	Maintenance & Repair - Village Park <i>Covers miscellaneous maintenance and repairs.</i>	\$ 5,000	\$ 5,000	\$ 5,100
60254	Maintenance & Repair - A of F Medians <i>Covers miscellaneous maintenance and repairs at the medians located on Avenue of Flags.</i>	\$ 5,100	\$ 10,000	\$ 10,200
60255	Maintenance & Repair - Golf Course <i>Covers water conservation, building repairs and roof repairs.</i>	\$ 10,000	\$ 20,000	\$ 20,400
60256	Maintenance & Repair - Oak Park <i>Covers repairs to playground equipment, restroom, picnic area, etc.</i>	\$ 10,200	\$ 10,000	\$ 10,200
60257	Maintenance & Repair - Paws Park <i>Includes grant contribution for PAWS Park of \$18,000 for park maintenance.</i>	\$ 16,320	\$ 20,000	\$ 20,400
60258	Maintenance & Repair - Riverview Park <i>Covers maintenance cost for sidewalk, plants, restrooms, buildings, playground equipment, etc.</i>	\$ 30,000	\$ 54,000	\$ 55,080
60259	Maintenance & Repair - Botanic Gardens <i>Reflects grant contribution of \$14,000 for the Botanic Gardens.</i>	\$ -	\$ 14,000	\$ 14,280
60310	Equipment Rental <i>Covers cost of renting equipment needed for maintenance.</i>	\$ 510	\$ 500	\$ 510
60800	Contract Services <i>Reflects contract services with Rafael Ruiz and Valley Gardener for cleaning and maintenance of City Parks.</i>	\$ 162,180	\$ 175,000	\$ 178,500
61110	Chemicals <i>Covers costs for pesticides, herbicides, and graffiti remover.</i>	\$ 255	\$ 250	\$ 255
61125	Small Equipment <i>Covers cost of equipment and tools needed for maintenance.</i>	\$ 510	\$ 500	\$ 510
61140	Operational Supplies <i>Covers cost of trash bags, dog bags, soaps, toilet paper, cleaning supplies, etc.</i>	\$ 4,080	\$ 4,500	\$ 4,590
61211	Utilities - Water <i>Reflects costs associated with water usage at the City Parks.</i>	\$ 53,100	\$ 60,000	\$ 61,200
61230	Utilities - Electricity <i>Reflects electricity cost at City Parks.</i>	\$ 9,180	\$ 9,000	\$ 9,180

EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 552/PUBLIC WORKS - PARKS

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
<b><u>MINOR CAPITAL</u></b>				
73500	Equipment <i>Reflects acquisition of park equipment.</i>	\$ 10,000	\$ 5,000	\$ 5,000
74100	Improvements <i>Includes costs for miscellaneous park development costs.</i>	\$ -	\$ -	\$ -



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 80,923	\$ 101,426	\$ 120,346	\$ 111,871	\$ 110,200	\$ 112,404
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 80,923	\$ 101,426	\$ 120,346	\$ 111,871	\$ 110,200	\$ 112,404

**DEPARTMENT DESCRIPTION**

Function: Public Works

The Landscape Maintenance department is for the maintenance of street frontage landscaping and landscaping of other common areas under the jurisdiction of the City.

**2017-2019 ACCOMPLISHMENTS**

- Completed regular and routine maintenance of city owned landscaping along street frontages and common areas, including bi-annual tree trimming for energy vehicle clearances and annual Tree Mulching in January.

**DEPARTMENTAL GOALS**

1. To provide clean, welcoming and water efficient landscape throughout the community.

**OBJECTIVES**

- A. Continue to maintain and replace faulty irrigation to ensure water efficiency.
- B. Continue to provide tree clearances.
- C. Continue to encourage recycling with the annual Tree Mulching in January.

*See Appendices for Performance Measures and Indicators.*





# Public Works - Landscape Maintenance

## DEPARTMENT EXPENDITURES

Account: 001-556

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60250 Maintenance and Repair	533	15,294	5,100	4,990	5,000	5,100
60800 Contract Services	53,971	52,566	71,400	71,615	70,000	71,400
61211 Utilities - Water	25,330	32,555	34,666	34,246	34,000	34,680
61241 Utilities - Electric	1,089	1,011	9,180	1,021	1,200	1,224
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>80,923</b>	<b>101,426</b>	<b>120,346</b>	<b>111,871</b>	<b>110,200</b>	<b>112,404</b>
<b>556 - LANDSCAPE MAINTENANCE TOTAL:</b>	<b>80,923</b>	<b>101,426</b>	<b>120,346</b>	<b>111,871</b>	<b>110,200</b>	<b>112,404</b>



# FUND 001- GENERAL

DEPARTMENT: 556 - LANDSCAPE MAINTENANCE

## EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

<u>OPERATING &amp; MAINTENANCE</u>		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
60250	Maintenance and Repair <i>Covers miscellaneous maintenance and repairs.</i>	\$ 5,100	\$ 5,000	\$ 5,100
60800	Contract Services <i>Reflects contract services with Valley Gardener for common landscaped areas of the City and portion of Highway 246.</i>	\$ 71,400	\$ 70,000	\$ 71,400
61211	Utilities - Water <i>Reflects costs associated with water usage for irrigation.</i>	\$ 34,666	\$ 34,000	\$ 34,680
61230	Utilities - Electricity <i>Reflects electricity cost.</i>	\$ 9,180	\$ 1,200	\$ 1,224



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 388,750	\$ 389,582	\$ 399,737	\$ 330,494	\$ 418,192	\$ 432,764
Operating & Maintenance	\$ 170,435	\$ 137,652	\$ 234,164	\$ 174,295	\$ 228,150	\$ 232,713
Minor Capital	\$ 325,974	\$ 3,962	\$ 35,700	\$ 1,431	\$ 30,000	\$ 30,000
Department Total	\$ 885,159	\$ 531,196	\$ 669,601	\$ 506,219	\$ 676,342	\$ 695,477

**DEPARTMENT DESCRIPTION**

Function: Public Works

The Public Works department maintains, repairs and rebuilds, as required, all streets, curbs, gutters and sidewalks; maintains street signs, all warning and informational signs and street surface painting. The department is also responsible for the overall maintenance for City Hall and City facilities as well as landscaping City-owned medians and property. Public works also manages the Capital Improvement Program (CIP).

**2017-2019 ACCOMPLISHMENTS**

- Completed replacement and upgrade of street name signs in the Thumbelina neighborhood.
- Completed regular and routine street sweeping activities city-wide.
- Completed regular and routine maintenance of facilities including janitorial services.
- Completed various repairs at Sheriff Station, City Hall, Planning Building, Library and Post Office.
- Completed installation of fire alarm system at Post Office. (CIP #092-213).
- Completed installation of storage shed at City Hall. (CIP#092-216).

**DEPARTMENTAL GOALS**

1. To provide and maintain public building facilities and safe access.

**OBJECTIVES**

- A. Continue to maintain and repair public facilities.
- B. Complete the following Capital Improvement Projects (CIP):
  - CIP #092-201: Facilities Maintenance and Painting
  - CIP #092-214: Provide Emergency Generator at City Hall

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Public Works - General**

Account: 001-558

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>EMPLOYEE SERVICES</u></b>						
50000 Salaries	284,515	273,530	282,700	237,695	299,331	309,225
50030 Hourly Employees	-	-	-	-	-	-
50120 Employer SS/MC	3,677	3,969	6,453	3,447	4,472	4,615
50130 UI & Employee Training Tax	1,642	1,106	1,587	1,160	1,160	1,160
50200 PERS Retirement	36,475	39,623	40,619	34,474	41,089	44,258
50300 Workers Compensation	6,875	10,803	9,190	6,886	8,623	8,625
50400 Medical Benefit	43,043	47,089	45,416	36,421	46,769	46,769
50410 Employer Paid DCP	12,170	13,082	13,395	10,007	16,310	17,675
50500 Group Life Ins Benefit	353	380	377	405	437	437
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>388,750</b>	<b>389,582</b>	<b>399,737</b>	<b>330,494</b>	<b>418,192</b>	<b>432,764</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60131 Laundry - Uniform	814	523	1,020	664	1,000	1,020
60210 Computer Maintenance & Software	2,099	163	2,040	260	2,000	2,040
60250 Maintenance and Repair	56,839	11,634	71,400	52,316	70,000	71,400
60270 Maintenance - Vehicles	8,631	6,154	10,200	4,810	10,000	10,200
60560 Signs	5,213	7,570	8,160	5,523	8,000	8,160
60650 Membership & Publication	560	779	1,020	980	1,000	1,020
60710 Travel & Training	535	1,275	1,530	3,079	1,500	1,530
60800 Contract Services	55,246	59,948	76,500	58,158	75,000	76,500
60900 Miscellaneous	1,026	54	561	1,428	500	510
61127 Tools	578	1,510	4,080	455	2,000	2,040
61130 Office Supplies	1,252	360	1,224	284	1,200	1,224
61131 Postage	33	25	-	-	-	-
61140 Operational Supplies	4,912	3,361	7,140	1,641	5,000	5,100
61211 Utilities - Water	23,192	34,675	32,000	34,196	35,000	35,700
61241 Utilities - Electric	-	-	969	-	950	969
61280 Fuel - Vehicles	5,136	5,874	8,160	6,141	8,000	8,160
67575 Regulatory Compliance	-	1,158	2,550	1,166	2,500	2,550
67600 Safety Equipment	2,641	458	1,530	1,464	1,500	1,530
67705 Telephone	1,728	2,132	4,080	1,731	3,000	3,060
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>170,435</b>	<b>137,652</b>	<b>234,164</b>	<b>174,295</b>	<b>228,150</b>	<b>232,713</b>
<b><u>MINOR CAPITAL</u></b>						
71100 Property Acquisition	292,750	-	-	-	-	-
73100 Vehicle Replacement	26,268	-	-	-	-	-
73500 Equipment	6,956	-	10,200	-	5,000	5,000
74100 Improvements	-	3,962	25,500	1,431	25,000	25,000
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>325,974</b>	<b>3,962</b>	<b>35,700</b>	<b>1,431</b>	<b>30,000</b>	<b>30,000</b>
<b>558 -PUBLIC WORKS GENERAL TOTAL:</b>	<b>885,159</b>	<b>531,196</b>	<b>669,601</b>	<b>506,219</b>	<b>676,342</b>	<b>695,477</b>



FUND 001- GENERAL

DEPARTMENT: 558/PUBLIC WORKS - GENERAL

EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

<u>EMPLOYEE SERVICES</u>		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
	Public Works Director	0.40	0.40	0.40
	Facilities Maintenance Worker	0.40	0.40	0.40
	Parks Foreman	1.00	1.00	1.00
	Maintenance & Utility Fieldworker I (1)	0.40	0.40	0.40
	Journeyman Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
	Lead Maintenance & Utility Fieldworker (2)	0.80	0.80	0.80
	Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
	Total:	4.05	4.05	4.05
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 282,700	\$ 299,331	\$ 309,225
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 6,453	\$ 4,472	\$ 4,615
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,587	\$ 1,160	\$ 1,160
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 40,619	\$ 41,089	\$ 44,258
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 9,190	\$ 8,623	\$ 8,625
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 45,416	\$ 46,769	\$ 46,769
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 13,395	\$ 16,310	\$ 17,675
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 377	\$ 437	\$ 437
<u>OPERATING AND MAINTENANCE</u>				
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Public Works employees; 100% of groundskeeper uniform.</i>	\$ 1,020	\$ 1,000	\$ 1,020

## EXPENDITURE NARRATIVE (continued)

## DEPARTMENT: 558/PUBLIC WORKS - GENERAL

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support.</i>	\$ 2,040	\$ 2,000	\$ 2,040
60250	Maintenance and Repair <i>Includes charges for City building, facilities, infrastructure and equipment maintenance and repair.</i>	\$ 71,400	\$ 70,000	\$ 71,400
60270	Maintenance - Vehicles <i>Reflects cost of City vehicle maintenance.</i>	\$ 10,200	\$ 10,000	\$ 10,200
60560	Signs <i>Includes sign replacement and upgrade of signs throughout the City caused by damage, missing, reflectivity, etc.</i>	\$ 8,160	\$ 8,000	\$ 8,160
60650	Membership & Publications <i>Includes dues to Association of State Floodplain Managers (ASFPM), American Society of Civil Engineers (ASCE), and Water Environment Federation (WEF).</i>	\$ 1,020	\$ 1,000	\$ 1,020
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 1,530	\$ 1,500	\$ 1,530
60800	Contract Services <i>Includes contract services for answering service (33 percent of cost), janitorial services, security systems for City Hall, and pest control services at City Hall, Post Office, Library, and Sherriff's Office.</i>	\$ 76,500	\$ 75,000	\$ 76,500
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 561	\$ 500	\$ 510
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 4,080	\$ 2,000	\$ 2,040
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,224	\$ 1,200	\$ 1,224
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 7,140	\$ 5,000	\$ 5,100
61211	Utilities - Water <i>Reflects costs associated with water usage for irrigation and potable water at City Hall and Council Chambers.</i>	\$ 32,000	\$ 35,000	\$ 35,700
61230	Utilities - Electricity <i>Reflects cost of electricity at City Hall and Council Chambers.</i>	\$ 969	\$ 950	\$ 969
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 8,160	\$ 8,000	\$ 8,160

## EXPENDITURE NARRATIVE (continued)

## DEPARTMENT: 558/PUBLIC WORKS - GENERAL

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
67575	Regulatory Compliance <i>Includes annual emission fee paid to Santa Barbara County.</i>	\$ 2,550	\$ 2,500	\$ 2,550
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 1,530	\$ 1,500	\$ 1,530
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 4,080	\$ 3,000	\$ 3,060
<b><u>MINOR CAPITAL</u></b>				
711000	Property Acquisition <i>Reflects cost of acquiring property.</i>	\$ -	\$ -	\$ -
73100	Vehicle Replacement <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Reflects acquisition of miscellaneous equipment.</i>	\$ 10,200	\$ 5,000	\$ 5,000
74100	Improvements <i>Includes Cash 4 Grass Rebate Program.</i>	\$ 25,500	\$ 25,000	\$ 25,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 168,388	\$ 171,114	\$ 317,264	\$ 227,851	\$ 354,194	\$ 341,356
Operating & Maintenance	\$ 181,657	\$ 149,085	\$ 133,416	\$ 124,231	\$ 285,656	\$ 186,324
Minor Capital	\$ 535	\$ 9,801	\$ 1,500	\$ -	\$ 1,000	\$ 1,000
Department Total	\$ 350,580	\$ 330,000	\$ 452,180	\$ 352,082	\$ 640,850	\$ 528,680

**DEPARTMENT DESCRIPTION**

Function: Community Development

The Planning Department encompasses current planning, long range planning, economic development, and code enforcement functions. Current planning is the processing of development applications, providing staff support for the Planning Commission and providing planning information to the public at the counter and over the telephone. Long range planning consists of updates to the General Plan and Zoning Ordinance amendments. Economic development activities include implementing the policies and programs of the Economic Development Element of the General Plan and being a member of the Economic Development Task Force. Code enforcement is the investigation of violations of the Municipal Code and associated abatement actions.

**2017-2019 ACCOMPLISHMENTS**

- The Avenue of Flags Specific Plan was adopted by City Council in October 2017, after a 2-year planning process.
- The City received an Award of Merit from the Central Coast Section of the California Chapter of the American Planning Association for the Avenue of Flags Specific Plan.
- Seven development projects received entitlements from 2017-2019; including one residential, three mixed-use, one industrial and two commercial projects.
- The Buellton Green Team was established in 2017 and regularly scheduled meetings are being held.
- The Buellton Planning Department became a Certified Green Business in January 2019 through the Santa Barbara County Green Business Program.
- A new Planning Director was hired in July 2018.

**DEPARTMENTAL GOALS**

1. Effectively administer the General Plan, Zoning Ordinance and Subdivision Ordinance.
2. Provide effective and efficient delivery of planning services to the public.
3. Goal of code enforcement is to ensure a clean and safe community in compliance with the Municipal Code.

**OBJECTIVES**

- A. Complete a comprehensive update to the Circulation and Land Use elements of the Buellton General Plan.
- B. Update City's Community Design Guidelines.
- C. Ensure provisions set forth in zoning code and subdivision ordinance are kept up-to-date.
- D. Continue to implement economic development policies and programs with a focus on the City's downtown area.
- E. Maintain an effective and efficient code enforcement program.
- F. Provide residents and other members of the public with timely and accurate information on upcoming projects and events in the City.

*See Appendices for Performance Measures and Indicators.*



# Community Development - Planning

## DEPARTMENT EXPENDITURES

Account: 001-565

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
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### EMPLOYEE SERVICES

50000 Salaries	122,759	121,345	233,582	163,919	238,066	250,598
50010 Planning Commission Salaries	3,300	2,650	6,000	6,000	6,000	6,000
50030 Hourly Employees [1]	-	-	-	-	28,700	-
50120 Employer SS/MC	1,861	2,037	4,398	2,581	3,473	3,655
50130 UI & Employee Training Tax	866	559	1,160	574	873	873
50200 PERS Retirement	12,761	13,913	20,262	16,339	21,762	24,036
50300 Workers Compensation	3,364	5,057	5,404	5,853	6,858	6,990
50400 Medical Benefit	20,619	22,524	33,094	23,608	34,047	34,047
50410 Employer Paid DCP	2,656	2,805	13,059	8,754	14,085	14,827
50500 Group Life Ins Benefit	202	223	305	222	329	329
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>168,388</b>	<b>171,114</b>	<b>317,264</b>	<b>227,851</b>	<b>354,194</b>	<b>341,356</b>

### OPERATING & MAINTENANCE

60210 Computer Maintenance & Software	3,485	5,963	2,040	1,385	2,040	2,081
60250 Maintenance and Repair	194	144	510	169	510	520
60310 Equipment Rental	5,987	5,832	6,120	5,788	6,120	6,242
60520 Advertising - Legal	328	2,059	2,000	754	2,000	2,040
60650 Membership & Publication	262	853	816	813	816	832
60710 Travel & Training	4,733	6,048	5,100	8,527	5,100	5,202
60800 Contract Services [2]	124,691	108,435	100,000	90,427	252,240	152,240
60830 Contract Services - Engineering	30,298	5,764	6,120	5,973	6,120	6,242
60900 Miscellaneous	998	3,051	1,020	309	1,020	1,040
61130 Office Supplies	2,639	3,363	2,040	2,523	2,040	2,081
61131 Postage	377	27	-	-	-	-
61241 Utilities - Electric	2,680	2,609	2,550	2,627	2,550	2,601
67705 Telephone	4,985	4,936	5,100	4,936	5,100	5,202
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>181,657</b>	<b>149,085</b>	<b>133,416</b>	<b>124,231</b>	<b>285,656</b>	<b>186,324</b>

### MINOR CAPITAL

72100 Office Equipment	-	-	-	-	-	-
72200 Office Furniture	535	9,801	1,000	-	1,000	1,000
72300 Computer Equipment	-	-	500	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>535</b>	<b>9,801</b>	<b>1,500</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>

**565 - PLANING TOTAL: 350,580 330,000 452,180 352,082 640,850 528,680**

[1] The retired City Manager will remain a contract employee as a Planning Mentor for FY 19/20. The estimated hours are expected to be about 500 hours.

[2] Increase in FY 19/20 Includes cost for Land Use/Circulation Element Update.

Total cost of \$200,000 including \$65,000 budget for Traffic Study. 75%/25% split between budget year FY 19/20 and FY 20/21 (\$150,000 and \$50,000, respectively).

Economic Development Consultant - Kosmont Companies: \$20,000.

Contract Planner - Metroventures: \$82,240



**FUND 001- GENERAL**

**DEPARTMENT: 565/COMMUNITY DEVELOPMENT -  
PLANNING**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

<b>EMPLOYEE SERVICES</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
	Planning Director	1.00	1.00	1.00
	Planning Commissioners (5)	5.00	5.00	5.00
	Assistant Planner	1.00	1.00	1.00
	Staff Assistant/Planning Tech	0.80	0.80	0.80
	Accounting Technician (split with Finance, Planning, W & WW)	0.25	0.25	0.25
	<b>Total:</b>	<b>8.05</b>	<b>8.05</b>	<b>8.05</b>
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 233,582	\$ 238,066	\$ 250,598
50010	Planning Commission Salaries <i>Includes monthly payment of \$100 per month per planning commissioner.</i>	\$ 6,000	\$ 6,000	\$ 6,000
50030	Hourly Employee <i>Includes the cost of 500 billable hours for the Planning Mentor.</i>	\$ -	\$ 28,700	\$ -
<u>Benefits:</u>				
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,398	\$ 3,473	\$ 3,655
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,160	\$ 873	\$ 873
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 20,262	\$ 21,762	\$ 24,036
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 5,404	\$ 6,858	\$ 6,990
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 33,094	\$ 34,047	\$ 34,047
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 13,059	\$ 14,085	\$ 14,827
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 305	\$ 329	\$ 329

## EXPENDITURE NARRATIVE (continued)

## DEPARTMENT: 565/COMMUNITY DEVELOPMENT -

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
<b><u>OPERATING AND MAINTENANCE</u></b>				
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support.</i>	\$ 2,040	\$ 2,040	\$ 2,081
60250	Maintenance/Repair <i>Includes charges for copier and miscellaneous maintenance and repairs.</i>	\$ 510	\$ 510	\$ 520
60310	Equipment Rental <i>Reflects monthly lease expense for copier.</i>	\$ 6,120	\$ 6,120	\$ 6,242
60520	Advertising - Legal <i>Includes cost to publish public hearing notices, meeting announcements, etc. on the local newspaper.</i>	\$ 2,000	\$ 2,000	\$ 2,040
60650	Membership & Publications <i>Includes dues to California Association of Code Enforcement Offices (CACEO), Subscription to local newspaper, and misc. publications.</i>	\$ 816	\$ 816	\$ 832
60710	Travel & Training <i>Reflects costs for attendance at conferences and seminars for Planning Commission and Staff.</i>	\$ 5,100	\$ 5,100	\$ 5,202
60800	Contract Services <i>Includes contract services for Economic Development consultation with Kosmont Companies (\$20,000), Contract Planner with Metroventures (\$82,240) and Land Use/Circulation Element Update (\$150,000 for FY 19/20 and \$50,000 for FY 20/21 for a total cost of \$200,000).</i>	\$ 100,000	\$ 252,240	\$ 152,240
60830	Contract Services - Engineering <i>Includes contract services for GIS, CADD and mapping services.</i>	\$ 6,120	\$ 6,120	\$ 6,242
60900	Miscellaneous <i>Provides for unexpected expenditures incurred during the year along with purchasing various supplies, materials, etc.</i>	\$ 1,020	\$ 1,020	\$ 1,040
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,040	\$ 2,040	\$ 2,081
61241	Utilities - Electric <i>Reflects costs associated with electricity cost at 331B Park Street, Planning Office.</i>	\$ 2,550	\$ 2,550	\$ 2,601
67705	Telephone <i>Reflects cost of phone serve at planning office and cell phone service for planning staff.</i>	\$ 5,100	\$ 5,100	\$ 5,202
<b><u>MINOR CAPITAL</u></b>				
72200	Office Furniture <i>Reflects cost for purchasing office equipment for Green Business Certification maintenance.</i>	\$ 1,000	\$ 1,000	\$ 1,000
72300	Computer Equipment <i>Reflects acquisition of miscellaneous computer equipment.</i>	\$ 500	\$ -	\$ -



# Enterprise Funds



**FUND 005 - WASTEWATER**

**DEPARTMENT: 701/WASTEWATER**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ 296,193	\$ 346,443	\$ 320,897	\$ 296,848	\$ 346,563	\$ 361,700
Operating & Maintenance	\$ 803,282	\$ 842,712	\$ 1,312,215	\$ 880,186	\$ 1,321,707	\$ 1,382,362
Minor Capital	\$ 262	\$ 2,998	\$ -	\$ -	\$ 25,000	\$ -
<b>Department Total</b>	<b>\$ 1,099,737</b>	<b>\$ 1,192,153</b>	<b>\$ 1,633,112</b>	<b>\$ 1,177,034</b>	<b>\$ 1,693,269</b>	<b>\$ 1,744,063</b>

**DEPARTMENT DESCRIPTION**

The Wastewater Fund is an enterprise fund that is used to account for all the financial activity associated with the operation of the City's sewer utility. The Wastewater Department is responsible for operating, maintaining, cleaning and repairing the sanitary sewer system and treatment plant, including lift stations and mains. The Department provides biological and chemical analysis required to evaluate and manage domestic and industrial waste. It also maintains plant process control and provides the database for performance reports required by regulatory agencies.

*In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.*

**2017-2019 ACCOMPLISHMENTS**

- Continued to meet compliance requirements and convey/treat sewage for the community.
- Completed rehabilitation of one secondary clarifier.
- Completed regular and routine maintenance of lift stations.
- Completed regular and routine inspections and coordination for Fats, Oils and Grease (FOG) and Industrial Waste activities in the community.

**DEPARTMENTAL GOALS**

1. To provide FOG and Industrial Waste Discharge (IWD) Programs in the community to assist in the capacity and operations of the public sewer conveyance and treatment systems.
2. To provide sewer conveyance and treatment service and maintain efficiency in operations, system and plant activities, and to improve plant capacity.

**OBJECTIVES**

- A. Continue to perform repairs and replacement of sewer conveyance and treatment facilities in a safe and efficient manner to ensure the longevity of the City's infrastructure.
- B. Continue to provide FOG and IWD Programs.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Wastewater (Sewer)**

Account: 005-701

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>EMPLOYEE SERVICES</u></b>						
50000 Salaries	256,978	240,257	235,981	221,326	254,943	265,979
50030 Hourly Employees	-	-	-	-	-	-
50120 Employer SS/MC	3,598	3,770	4,386	3,515	3,849	4,009
50130 UI & Employee Training Tax	1,417	860	1,050	902	902	902
50200 PERS Retirement	(20,259)	25,330	28,255	24,800	28,213	30,840
50300 Workers Compensation	5,890	8,850	7,529	5,447	7,344	7,419
50400 Medical Benefit	39,423	58,235	35,740	33,054	36,892	36,892
50410 Employer Paid DCP	8,844	8,812	7,635	7,489	14,080	15,319
50500 Group Life Ins Benefit	302	328	321	315	340	340
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>296,193</b>	<b>346,443</b>	<b>320,897</b>	<b>296,848</b>	<b>346,563</b>	<b>361,700</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
50600 Insurance - Liability	7,545	11,647	20,400	8,818	10,000	10,200
50610 Insurance - Property	7,638	6,769	12,855	7,402	7,650	7,803
60021 Audit	9,774	9,167	8,364	9,350	9,500	9,690
60131 Laundry - Uniform	877	909	1,122	895	1,100	1,122
60210 Computer Maintenance & Software	4,450	13,508	12,648	12,044	12,500	12,750
60211 Data Processing Contract Maintenance	-	-	1,326	-	-	-
60250 Maintenance and Repair [1]	36,794	84,912	50,000	47,621	100,000	102,000
60270 Maintenance - Vehicles	9,136	6,763	6,120	4,339	6,000	6,120
60650 Membership & Publication	1,086	812	510	902	800	816
60710 Travel & Training	759	1,525	4,080	1,142	4,000	4,080
60800 Contract Services	232,860	230,348	250,000	245,298	250,000	255,000
60830 Contract Services - Engineering	6,498	6,338	56,100	50,681	50,000	51,000
60900 Miscellaneous	547	3,444	300	5,610	5,600	5,712
60905 CalPERS Unfunded Accrued Liability [2]	10,980	14,289	25,000	25,639	29,554	30,425
61111 Chemicals and Analysis	30,796	36,961	31,000	30,347	35,000	35,700
61127 Tools	774	1,982	1,020	918	2,000	2,040
61130 Office Supplies	1,420	2,305	2,040	2,078	2,000	2,040
61131 Postage	5,580	5,020	5,100	4,788	5,100	5,202
61140 Operational Supplies	2,746	4,804	4,500	2,174	4,500	4,590
61211 Utilities - Water	3,966	4,644	26,520	5,747	6,000	6,120
61241 Utilities - Electric	113,474	98,614	102,000	102,665	102,000	104,040
61280 Fuel - Vehicles	5,096	5,785	5,100	5,412	5,100	5,202
67575 Regulatory Compliance	26,379	16,527	20,400	24,227	25,000	25,500
67600 Safety Equipment	1,587	1,014	2,040	1,839	2,000	2,040
67705 Telephone	8,957	8,311	8,670	8,613	8,500	8,670
68110 Depreciation	273,563	266,312	255,000	271,638	275,000	280,500
69100 Transfer to Other Funds	-	-	400,000	-	362,803	404,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>803,282</b>	<b>842,712</b>	<b>1,312,215</b>	<b>880,186</b>	<b>1,321,707</b>	<b>1,382,362</b>



**DEPARTMENT EXPENDITURES (continued)**

**Wastewater (Sewer)**

Account: 005-701

Preliminary Budget Review

BUDGET NOTE: Capital items are expensed in the Depreciation Category in the operating section.

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>MINOR CAPITAL</u></b>						
73100 Vehicle Replacement	-	-	-	-	-	-
73500 Equipment	262	2,998	-	-	25,000	-
74100 Improvements	-	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>262</b>	<b>2,998</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>
<b>701 - WASTEWATER TOTAL:</b>	<b>1,099,737</b>	<b>1,192,153</b>	<b>1,633,112</b>	<b>1,177,034</b>	<b>1,693,269</b>	<b>1,744,063</b>

- [1] \$50,000 is allocated to Sewer Collections System Cleaning (CCTV). It was formerly a part of CIP #092-702. CCTV is routine cleaning and does not enhance capacity.
- [2] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.



**FUND 005- WASTEWATER**  
**EXPENDITURE DETAIL NARRATIVE**

DEPARTMENT: 701/WASTEWATER

Preliminary Budget Review

<b>EMPLOYEE SERVICES</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
	Public Works Director	0.30	0.30	0.30
	Facilities Maintenance	0.30	0.30	0.30
	Maintenance & Utility Fieldworker I (1)	0.30	0.30	0.30
	Journeyman Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Lead Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Finance Director	0.25	0.25	0.25
	Accounting Specialist	0.25	0.25	0.25
	Revenue Specialist	0.40	0.40	0.40
	Accounting Technician (split with Finance, Planning, W & WW)	0.15	0.15	0.15
	<b>Total:</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 235,981	\$ 254,943	\$ 265,979
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,386	\$ 3,849	\$ 4,009
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,050	\$ 902	\$ 902
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,255	\$ 28,213	\$ 30,840
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 7,529	\$ 7,344	\$ 7,419
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 35,740	\$ 36,892	\$ 36,892
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 7,635	\$ 14,080	\$ 15,319
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 321	\$ 340	\$ 340

**EXPENDITURE NARRATIVE (continued)**  
**FUND 005**

**DEPARTMENT: 701/WASTEWATER**

		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
<b><u>OPERATING AND MAINTENANCE</u></b>				
50600	Insurance - Liability <i>Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Water Fund.</i>	\$ 20,400	\$ 10,000	\$ 10,200
50610	Insurance - Property <i>Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Water Fund. This cost also includes earthquake and flood insurance on City property.</i>	\$ 12,855	\$ 7,650	\$ 7,803
60021	Audit <i>Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.</i>	\$ 8,364	\$ 9,500	\$ 9,690
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Wastewater Plant operators.</i>	\$ 1,122	\$ 1,100	\$ 1,122
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software.</i>	\$ 12,648	\$ 12,500	\$ 12,750
60211	Data Processing Contract Maintenance <i>Includes cost for support for Utility Billing Software.</i>	\$ 1,326	\$ -	\$ -
60250	Maintenance/Repair <i>Includes charges for Wastewater Treatment Plant maintenance and repair.</i>	\$ 50,000	\$ 100,000	\$ 102,000
60270	Maintenance - Vehicles <i>Reflects cost of city vehicle maintenance.</i>	\$ 6,120	\$ 6,000	\$ 6,120
60650	Membership & Publications <i>Includes dues to Water Reuse Association, California Water Environment Association, and to the State Water Resource Board.</i>	\$ 510	\$ 800	\$ 816
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 4,080	\$ 4,000	\$ 4,080
60800	Contract Services <i>Includes contract services with Autosys, Wallace Group, Fluid Resource Management, answering service, water sample delivery, bio solid waste handling, safety equipment servicing and laundry service.</i>	\$ 250,000	\$ 250,000	\$ 255,000
60830	Contract Services - Engineering <i>Includes contract engineering services for work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades, and Regional Water Quality Control Board (RQQCB) compliance and permitting, sewer network model and inflow/infiltration study upgrade.</i>	\$ 56,100	\$ 50,000	\$ 51,000

**EXPENDITURE NARRATIVE (continued)**  
**FUND 005**

**DEPARTMENT: 701/WASTEWATER**

		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
60900	Miscellaneous <i>Other costs are due to various small WWTP related purchases.</i>	\$ 300	\$ 5,600	\$ 5,712
61131	CalPERS Unfunded Accrual Liability <i>Includes CalPERS Unfunded Liability (split with Water and General Fund). The Wastewater's CalPERS liability is 15 percent of the total cost (\$197,024). This is a new account effective 7/1/19 for better transparency related to pension costs. Allocation to Water fund is 15 percent and allocation to General Fund is 70 percent.</i>	\$ 25,000	\$ 29,554	\$ 30,425
61211	Chemical/Analysis <i>Reflects costs associated with wastewater testing.</i>	\$ 31,000	\$ 35,000	\$ 35,700
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 1,020	\$ 2,000	\$ 2,040
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 2,040	\$ 2,000	\$ 2,040
61131	Postage <i>Reflects postage costs for utility bills.</i>	\$ 5,100	\$ 5,100	\$ 5,202
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 4,500	\$ 4,500	\$ 4,590
61211	Utilities - Water <i>Reflects cost of water service at Wastewater Treatment Plant.</i>	\$ 26,520	\$ 6,000	\$ 6,120
61230	Utilities - Electricity <i>Reflects cost of electricity at Wastewater Treatment Plant.</i>	\$ 102,000	\$ 102,000	\$ 104,040
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 5,100	\$ 5,100	\$ 5,202
67575	Regulatory Compliance <i>Includes annual compliance fees and permits with various regulatory agencies including: Air Pollution Board, Regional Water Quality Control Board, and County of Santa Barbara.</i>	\$ 20,400	\$ 25,000	\$ 25,500
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 2,040	\$ 2,000	\$ 2,040
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 8,670	\$ 8,500	\$ 8,670
68110	Depreciation <i>Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</i>	\$ 255,000	\$ 275,000	\$ 280,500

**EXPENDITURE NARRATIVE (continued)**  
**FUND 005**

**DEPARTMENT: 701/WASTEWATER**

		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
69100	<i>Transfer to Other Funds (WW Capital)</i>	\$ 400,000	\$ 362,803	\$ 404,000
	<i>Includes transfers from reserves for CIP. See Wastewater Capital Fund for details.</i>			

**MINOR CAPITAL**

73100	<i>Vehicles</i>	\$ -	\$ -	\$ -
	<i>Reflects cost of vehicle replacement.</i>			
73500	<i>Equipment</i>	\$ -	\$ 25,000	\$ -
	<i>Reflects acquisition of Wastewater Treatment Plant equipment.</i>			
74100	<i>Improvements</i>	\$ -	\$ -	\$ -
	<i>Includes improvements for Wastewater Treatment Plan.</i>			



**FUND 006 - WASTEWATER CAPITAL**

**DEPARTMENT: 702/WASTEWATER CAPITAL**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 82	\$ 494	\$ 425,000	\$ 127,263	\$ 472,916	\$ 486,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Department Total</b>	<b>\$ 82</b>	<b>\$ 494</b>	<b>\$ 425,000</b>	<b>\$ 127,263</b>	<b>\$ 472,916</b>	<b>\$ 486,000</b>

**DEPARTMENT DESCRIPTION**

Wastewater Capital fund is used to record Connection Fees. Revenue from this source is used for Capital Projects. This fund records transfers in from the Sewer Fund 005 and transfers out to Fund 092 (Capital Projects) . For example, Wastewater Treatment Plant Improvements, and sewer line replacement.

**2017-2019 ACCOMPLISHMENTS**

- Reference Fund 005-Sewer.

**DEPARTMENTAL GOALS**

- Reference Fund 005-Sewer.

**OBJECTIVES**

- Reference Fund 005-Sewer.



**DEPARTMENT EXPENDITURES**

**Wastewater Capital**

Account: 006-702

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
68110 Depreciation	82	494	-	4,583	22,916	36,000
69100 Transfer to Other Funds for CIPs	-	-	425,000	122,680	450,000	450,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>82</b>	<b>494</b>	<b>425,000</b>	<b>127,263</b>	<b>472,916</b>	<b>486,000</b>
<b><u>MINOR CAPITAL</u></b>						
74100 Improvements	-	-	-	-	-	-
<b><u>MINOR CAPITAL</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>006-702 WASTEWATER CAPITAL TOTAL:</b>	<b>82</b>	<b>494</b>	<b>425,000</b>	<b>127,263</b>	<b>472,916</b>	<b>486,000</b>



**FUND 006-  
WASTEWATER CAPITAL**

**DEPARTMENT: 702/WASTEWATER CAPITAL**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
<b><u>OPERATING AND MAINTENANCE</u></b>				
68110	Depreciation	\$ -	\$ 22,916	\$ 36,000
	<i>Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, vehicles, etc. Excludes land.</i>			
69100	Transfer to Other Funds	\$ 425,000	\$ 450,000	\$ 450,000
	<i>Includes charges for the following Capital Improvement Projects (CIP) Fund 092:</i>			
	<i>Project #702: Sewer Collections System Clean CCTV</i>	\$ -	\$ -	\$ -
	<i>Project #703: WWTP and Lift Station security and reliability project</i>	\$ 25,000	\$ -	\$ -
	<i>Project #704: Sewer Line Replacement</i>	\$ 100,000	\$ 150,000	\$ 150,000
	<i>Project #706: WWTP Facilities Maintenance</i>	\$ 300,000	\$ 300,000	\$ 300,000



DEPARTMENT SUMMARY	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
Employee Services	\$ 310,819	\$ 347,134	\$ 322,312	\$ 278,159	\$ 346,563	\$ 361,700
Operating & Maintenance	\$ 1,642,328	\$ 1,641,326	\$ 2,704,175	\$ 1,870,425	\$ 2,489,984	\$ 2,411,820
Minor Capital	\$ 2,072	\$ 1,656	\$ 20,000	\$ -	\$ 10,000	\$ -
Department Total	\$ 1,955,219	\$ 1,990,115	\$ 3,046,487	\$ 2,148,584	\$ 2,846,546	\$ 2,773,521

**DEPARTMENT DESCRIPTION**

The Water Fund is an enterprise fund that is used to account for all the financial activity associated with the operation of the City's water utility. The Water Department is responsible for providing production, treatment and distribution of potable domestic water to all residential, commercial and industrial customers within the City as well as providing water for fire suppression. The Department maintains water quality control to meet all Health Department standards and regulations.

*In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.*

**2017-2019 ACCOMPLISHMENTS**

- Continued to meet compliance requirement and supply the community with potable water.
- Completed fire hydrant replacement at various locations throughout the City.
- Completed water main and supply line valve repairs at various locations throughout the City.
- Replaced broken water meters at various locations throughout the City.
- Completed valve and facility piping at McMurray Water Treatment Plant.

**DEPARTMENTAL GOALS**

1. To provide water service and maintain efficiency in operations, system and plant activities, and to improve and build plant capacity.

**OBJECTIVES**

- A. Continue to perform repairs and replacement of water production, treatment and distribution facilities in a safe and efficient manner to ensure longevity of the City's water supply.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Water**

Account: 020-601

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>EMPLOYEE SERVICES</u></b>						
50000 Salaries	245,565	240,530	235,981	205,009	254,943	265,979
50030 Hourly Employees	-	-	-	-	-	-
50120 Employer SS/MC	3,434	3,760	4,975	3,347	3,849	4,009
50130 UI & Employee Training Tax	1,417	860	1,383	902	902	902
50200 PERS Retirement	7,103	25,273	28,256	23,640	28,213	30,840
50300 Workers Compensation	6,251	9,428	8,021	5,447	7,344	7,419
50400 Medical Benefit	38,340	58,172	35,740	32,989	36,892	36,892
50410 Employer Paid DCP	8,420	8,792	7,635	6,558	14,080	15,319
50500 Group Life Ins Benefit	289	320	321	269	340	340
<b><u>EMPLOYEE SERVICES SUBTOTAL:</u></b>	<b>310,819</b>	<b>347,134</b>	<b>322,312</b>	<b>278,159</b>	<b>346,563</b>	<b>361,700</b>
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
50600 Insurance - Liability	7,545	11,647	20,400	8,818	10,000	10,200
50610 Insurance - Property	7,638	6,769	12,855	7,402	7,650	7,803
60021 Audit	9,775	9,167	8,364	9,350	9,500	9,690
60131 Laundry - Uniform	515	563	1,020	546	1,000	1,020
60210 Computer Maintenance & Software	4,048	14,155	14,322	14,805	15,000	15,300
60211 Data Processing Contract Maintenance	-	-	1,326	-	-	-
60250 Maintenance and Repair	65,220	74,741	50,000	36,412	50,000	51,000
60270 Maintenance - Vehicles	5,743	5,055	6,120	5,219	6,000	6,120
60550 Printing	-	-	918	-	-	-
60650 Membership & Publication	1,537	1,965	3,060	1,975	3,000	3,060
60710 Travel & Training [1]	1,438	1,503	4,080	1,471	12,000	12,240
60800 Contract Services	89,459	14,720	95,000	38,700	85,000	86,700
60830 Contract Services - Engineering	34,343	78,981	75,000	73,322	75,000	76,500
60900 Miscellaneous	2,129	4,148	300	5,541	5,500	5,610
60905 CalPERS Unfunded Accrued Liability [2]	11,764	14,289	25,000	25,639	29,554	30,425
61111 Chemicals and Analysis	38,066	35,126	40,000	35,623	40,000	40,800
61127 Tools	511	2,640	3,000	659	3,000	3,060
61130 Office Supplies	1,039	1,619	1,530	1,952	2,000	2,040
61131 Postage	5,608	5,020	4,590	4,755	5,100	5,202
61140 Operational Supplies	1,099	510	1,530	1,523	1,500	1,530
61240 Meter Expense	-	10,696	40,800	28,250	25,000	25,500
61241 Utilities - Electric	152,025	134,443	166,770	133,973	140,000	140,000
61280 Fuel - Vehicles	5,096	5,785	6,120	5,413	6,000	6,120
67575 Regulatory Compliance	7,992	19,582	21,000	20,622	21,000	21,420
67600 Safety Equipment	484	360	1,530	643	1,500	1,530
67610 Santa Ynez River Appropriation	15,063	18,265	16,000	21,325	25,000	25,500
67635 State Water Project	885,261	952,817	1,417,800	1,164,637	1,300,000	1,326,000
67705 Telephone	8,433	8,174	10,200	7,633	10,000	10,200
68110 Depreciation	280,497	208,584	180,540	214,219	220,000	224,400
69100 Transfer to Other Funds	-	-	475,000	-	380,680	262,850
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>1,642,328</b>	<b>1,641,326</b>	<b>2,704,175</b>	<b>1,870,425</b>	<b>2,489,984</b>	<b>2,411,820</b>



**DEPARTMENT EXPENDITURES (continued)**

**Water**

Account: 020-601

Preliminary Budget Review

BUDGET NOTE: Capital items are expended in the Depreciation Category in the operating section.

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>MINOR CAPITAL</u></b>						
73100 Vehicle Replacement	-	-	-	-	-	-
73500 Equipment	79	1,656	20,000	-	10,000	-
74100 Improvements	1,993	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>2,072</b>	<b>1,656</b>	<b>20,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>
<b>601 - WATER TOTAL:</b>	<b>1,955,219</b>	<b>1,990,115</b>	<b>3,046,487</b>	<b>2,148,584</b>	<b>2,846,546</b>	<b>2,773,521</b>

- [1] Appropriation increase for additional training for employees.
- [2] New budget line item beginning FY 19/20 to record CalPERS Unfunded Liability. Prior year amounts were included for reference.



**FUND 020- WATER**  
**EXPENDITURE DETAIL NARRATIVE**

**DEPARTMENT: 601/WATER**  
*Preliminary Budget Review*

<b>EMPLOYEE SERVICES</b>		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2020-21</b>
	Public Works Director	0.30	0.30	0.30
	Facilities Maintenance	0.30	0.30	0.30
	Maintenance & Utility Fieldworker I (1)	0.30	0.30	0.30
	Journeyman Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Lead Maintenance & Utility Fieldworker (2)	0.60	0.60	0.60
	Finance Director	0.25	0.25	0.25
	Accounting Specialist	0.25	0.25	0.25
	Revenue Specialist	0.40	0.40	0.40
	Accounting Technician (split with Finance, Planning, W & WW)	0.15	0.15	0.15
	<b>Total:</b>	<b>3.15</b>	<b>3.15</b>	<b>3.15</b>
50000	Staff Salaries <i>Includes salaries involving the allocation percentage for each position in this department.</i>	\$ 235,981	\$ 254,943	\$ 265,979
50030	Hourly employees <i>Includes part-time employee.</i>	\$ -	\$ -	\$ -
	<u>Benefits:</u>			
50120	Employer SS/MC <i>Federal law requires Medicare payments paid by both the City and employee.</i>	\$ 4,975	\$ 3,849	\$ 4,009
50130	UI & Employee Training Tax <i>Reflects the annual unemployment insurance coverage paid to the California Employment Development Department.</i>	\$ 1,383	\$ 902	\$ 902
50200	PERS Retirement <i>Represents the allocation of Public Employees Retirement System (PERS) employer cost.</i>	\$ 28,256	\$ 28,213	\$ 30,840
50300	Workers Compensation <i>Reflects cost to provide worker's compensation coverage.</i>	\$ 8,021	\$ 7,344	\$ 7,419
50400	Medical Benefit <i>Includes dental/vision insurance and \$800 medical insurance paid per month by the City for the positions in this department.</i>	\$ 35,740	\$ 36,892	\$ 36,892
50410	Employer Paid DCP <i>Reflects the City's contribution towards the employee's deferred compensation program for eligible employees.</i>	\$ 7,635	\$ 14,080	\$ 15,319
50500	Group Life Insurance Benefit <i>Reflects annual life insurance cost as employee benefits.</i>	\$ 321	\$ 340	\$ 340

**EXPENDITURE NARRATIVE (continued)**  
**FUND 020**

**DEPARTMENT: 601/WATER**

		<u>Revised</u> <u>2018-19</u>	<u>Proposed</u> <u>2019-20</u>	<u>Proposed</u> <u>2020-21</u>
<b><u>OPERATING AND MAINTENANCE</u></b>				
50600	Insurance - Liability <i>Includes 10 percent of City's liability insurance. 80 percent of cost is charged to the General Fund, and the remaining 10 percent to the Wastewater Fund.</i>	\$ 20,400	\$ 10,000	\$ 10,200
50610	Insurance - Property <i>Includes 40 percent of City's fire insurance. 20 percent of cost is charged to the General Fund, and the remaining 40 percent to the Wastewater Fund. This cost also includes earthquake and flood insurance on City property.</i>	\$ 12,855	\$ 7,650	\$ 7,803
60021	Audit <i>Reflects a 33 percent cost of the annual financial audit. Costs are split between the General, Wastewater, and Water Funds.</i>	\$ 8,364	\$ 9,500	\$ 9,690
60131	Laundry - Uniforms <i>Reflects a 33 percent cost of laundry and uniform service for Water Department employees.</i>	\$ 1,020	\$ 1,000	\$ 1,020
60210	Computer Maintenance & Software <i>Reflects annual costs for license and support which includes SCADA and Tyler Accounting Software.</i>	\$ 14,322	\$ 15,000	\$ 15,300
60211	Data Processing Contract Maintenance <i>Includes cost for support for Utility Billing Software.</i>	\$ 1,326	\$ -	\$ -
60250	Maintenance/Repair <i>Includes charges for Water Plant maintenance and repair.</i>	\$ 50,000	\$ 50,000	\$ 51,000
60270	Maintenance - Vehicles <i>Reflects cost of city vehicle maintenance.</i>	\$ 6,120	\$ 6,000	\$ 6,120
60550	Printing <i>Reflects cost for printing billing statements.</i>	\$ 918	\$ -	\$ -
60650	Membership & Publications <i>Includes membership dues for the American Works Association (AEEA), Cross Connection, Santa Barbara Purveyors Association, Underground Service Alert (USA), etc.</i>	\$ 3,060	\$ 3,000	\$ 3,060
60710	Travel & Training <i>Reflects costs for employee training/seminars, license testing.</i>	\$ 4,080	\$ 12,000	\$ 12,240
60800	Contract Services <i>Includes contract services for 33 percent of answering service, Backflow program management, SCADA maintenance program, courier, and rate study.</i>	\$ 95,000	\$ 85,000	\$ 86,700

## EXPENDITURE NARRATIVE (continued)

DEPARTMENT: 601/WATER

## FUND 020

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
60830	Contract Services - Engineering <i>Includes services for water system modeling and Atlas mapping.</i>	\$ 75,000	\$ 75,000	\$ 76,500
60900	Miscellaneous <i>Other costs are due to various small water treatment plan related purchases.</i>	\$ 300	\$ 5,500	\$ 5,610
61131	CalPERS Unfunded Accrued Liability <i>Includes CalPERS Unfunded Liability (split with Wastewater and General Fund). The Water Fund's CalPERS liability is 15 percent of the cost (\$197,024).</i>	\$ 25,000	\$ 29,554	\$ 30,425
61211	Chemical/Analysis <i>Reflects costs associated with water testing.</i>	\$ 40,000	\$ 40,000	\$ 40,800
61127	Tools <i>Reflects costs for tools needed for repair and maintenance.</i>	\$ 3,000	\$ 3,000	\$ 3,060
61130	Office Supplies <i>Reflects costs for department office supplies.</i>	\$ 1,530	\$ 2,000	\$ 2,040
61131	Postage <i>Reflects postage costs for utility bills.</i>	\$ 4,590	\$ 5,100	\$ 5,202
61140	Operational Supplies <i>Reflects costs for department operations supplies.</i>	\$ 1,530	\$ 1,500	\$ 1,530
61240	Meter Expense <i>Reflects cost for new and replacement meters. New meter expense is offset by meter installation revenue.</i>	\$ 40,800	\$ 25,000	\$ 25,500
61230	Utilities - Electricity <i>Reflects cost of electricity at Water Treatment Plant.</i>	\$ 166,770	\$ 140,000	\$ 140,000
61280	Fuel - Vehicles <i>Reflects fuel cost for City trucks.</i>	\$ 6,120	\$ 6,000	\$ 6,120
67575	Regulatory Compliance <i>Includes annual compliance fees and permits with various regulatory agencies including: State Water Resources Control Board (SWRCB) and County of Santa Barbara.</i>	\$ 21,000	\$ 21,000	\$ 21,420
67600	Safety Equipment <i>Includes safety equipment, personal protective equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/caps etc.</i>	\$ 1,530	\$ 1,500	\$ 1,530
67610	Santa Ynez River Appropriation <i>Reflects annual groundwater charges.</i>	\$ 16,000	\$ 25,000	\$ 25,500

**EXPENDITURE NARRATIVE (continued)**  
**FUND 020**

**DEPARTMENT: 601/WATER**

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
67635	State Water Project <i>Reflects charges to Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges.</i>	\$ 1,417,800	\$ 1,300,000	\$ 1,326,000
67705	Telephone <i>Includes a portion of cell phone charges for the employees in this department.</i>	\$ 10,200	\$ 10,000	\$ 10,200
68110	Depreciation <i>Includes the depreciation of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land.</i>	\$ 180,540	\$ 220,000	\$ 224,400
69100	Transfer to Other Funds (Water Capital) <i>Includes transfers from reserves for CIP. See Water Capital Fund for details.</i>	\$ 475,000	\$ 380,680	\$ 262,850

**MINOR CAPITAL**

73100	Vehicles <i>Reflects cost of vehicle replacement.</i>	\$ -	\$ -	\$ -
73500	Equipment <i>Includes sampling, sounding, and generators.</i>	\$ 20,000	\$ 10,000	\$ -
74100	Improvements <i>Includes improvements for Water Treatment Plant improvements, buildings, filters, booster stations, and ClearSCADA software.</i>	\$ -	\$ -	\$ -



**FUND 021 - WATER CAPITAL**

**DEPARTMENT: 602/WATER CAPITAL**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 633	\$ 1,383	\$ 525,000	\$ 99,363	\$ 624,000	\$ 437,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 633	\$ 1,383	\$ 525,000	\$ 99,363	\$ 624,000	\$ 437,000

**DEPARTMENT DESCRIPTION**

Water Capital fund is used to record Connection Fees. Revenue from this source is used for Capital Projects. This fund records transfers out to Fund 092 (Capital Projects). For example, rehabilitation of reservoirs, water treatment plant improvements, and water distribution system improvements.

*In accordance with Generally Accepted Accounting Principles, capital purchases are not budgeted as expenditures within this fund; rather, depreciation expense is recorded over each asset's useful life.*

**2017-2019 ACCOMPLISHMENTS**

- Reference Fund 020 Water.

**DEPARTMENTAL GOALS**

- Reference Fund 020 Water.

**OBJECTIVES**

- Reference Fund 020 Water.



**DEPARTMENT EXPENDITURES**

**Water Capital**

Account: 021-602

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
68110 Depreciation	633	1,383	-	4,375	24,000	37,000
69100 Transfer to Other Funds for CIPs [1]	-	-	525,000	94,988	600,000	400,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>633</b>	<b>1,383</b>	<b>525,000</b>	<b>99,363</b>	<b>624,000</b>	<b>437,000</b>
<b><u>MINOR CAPITAL</u></b>						
74100 Improvements	-	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>021-602 WATER CAPITAL TOTAL:</b>	<b>633</b>	<b>1,383</b>	<b>525,000</b>	<b>99,363</b>	<b>624,000</b>	<b>437,000</b>

[1] In accordance with Generally Accepted Accounting Principles, capital purchases are not recorded as expenditures within this fund; rather, depreciation expense is recorded over the asset's useful life. The budgeted amount is for informational purposes.



**FUND 021- WATER  
CAPITAL**

**DEPARTMENT: 602/WATER CAPITAL**

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

		<b>Revised 2018-19</b>	<b>Proposed 2019-20</b>	<b>Proposed 2019-20</b>
<b><u>OPERATING AND MAINTENANCE</u></b>				
68110	Depreciation <i>Estimated depreciation. Includes the depreciation of utility plant, buildings, underground lines, etc. Excludes land.</i>	\$ -	\$ 24,000	\$ 37,000
69100	Transfer to Other Funds <i>Includes charges for the following Capital Improvement Projects (CIP) Fund 092.</i>	\$ 525,000	\$ 600,000	\$ 400,000
	<i>Project #603: WTP Facilities Improvement</i>	\$ 100,000	\$ 150,000	\$ 150,000
	<i>Project #607: Water Meter Upgrades</i>	\$ 50,000	\$ 100,000	\$ 100,000
	<i>Project#608: WTP/Booster Power Reliability</i>	\$ 145,000	\$ 200,000	\$ -
	<i>Project#609: Supplemental Well/WTP Feasibility</i>	\$ -	\$ 50,000	\$ 50,000
	<i>Project#610: Water Distribution System Improvement</i>	\$ 200,000	\$ 100,000	\$ 100,000
	<i>Project#611: Recycled Water Concept/Feasibility - Joint Project</i>	\$ 30,000	\$ -	\$ -



# Special Revenue Funds



**FUND 023 - HOUSING**

**DEPARTMENT: 580/HOUSING**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 700	\$ 2,000	\$ 3,060	\$ 1,000	\$ 3,000	\$ 3,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 700	\$ 2,000	\$ 3,060	\$ 1,000	\$ 3,000	\$ 3,000

**DEPARTMENT DESCRIPTION**

Function: Community Development

The funds received from this program may be used for anything associated with site development and development of low cost housing. This fund also accounts for funding to assist qualified residents for mobile home related repair projects. Funding sources come from interest earned on investments and from affordable housing fees paid by new developers.

**2017-2019 ACCOMPLISHMENTS**

- Assisted with the repair of a roof for a Senior living in a mobile home in the community.
- Assisted with the installation of a new furnace, new gas and electrical connections in a Senior home.

**DEPARTMENTAL GOAL**

1. Continue to provide assistance to low-income residents in the City.

**OBJECTIVES**

- A. To assist in mobile home repairs to help those in need within the community.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Housing**

Account: 023-580

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60800 Contract Services	-	-	-	-	-	-
67385 Housing Assistance	-	-	-	-	-	-
67470 Mobile Home Repair	700	2,000	3,060	1,000	3,000	3,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>700</b>	<b>2,000</b>	<b>3,060</b>	<b>1,000</b>	<b>3,000</b>	<b>3,000</b>
<b><u>MINOR CAPITAL</u></b>						
74100 Improvements	-	-	-	-	-	-
<b><u>MINOR CAPITAL SUBTOTAL:</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>023 -HOUSING TOTAL:</b>	<b>700</b>	<b>2,000</b>	<b>3,060</b>	<b>1,000</b>	<b>3,000</b>	<b>3,000</b>



**FUND 023-HOUSING**  
**EXPENDITURE DETAIL NARRATIVE**

**DEPARTMENT: 580/HOUSING**

Preliminary Budget Review

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
<b><u>OPERATING AND MAINTENANCE</u></b>				
60800	Contract Services	\$ -	\$ -	\$ -
	<i>Charges under this budget item not currently expected.</i>			
67385	Housing Assistance	\$ -	\$ -	\$ -
	<i>Reflects cost of housing assistance subsidy, or other related charges.</i>			
67470	Mobile Home Repair	\$ 3,060	\$ 3,000	\$ 3,000
	<i>Includes mobile home repairs through the Buellton Senior Center.</i>			



**FUND 025 - GAS TAX**

**DEPARTMENT: 553/STEET MAINTENANCE, 554/TRAFFIC SAFETY,  
555/STREET CLEANING, 557/ENGINEERING**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 264,985	\$ 365,952	\$ 604,000	\$ 288,978	\$ 349,575	\$ 352,253
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	<b>\$ 264,985</b>	<b>\$ 365,952</b>	<b>\$ 604,000</b>	<b>\$ 288,978</b>	<b>\$ 349,575</b>	<b>\$ 352,253</b>

**DEPARTMENT DESCRIPTION**

Function: Public Works

The Gas Tax Fund is monies collected from gas taxes that are restricted for street construction, repair, maintenance, traffic signals and street cleaning in accordance with State Controller's guidelines.

**2017-2019 ACCOMPLISHMENTS**

- Completed Ave of Flags Pedestrian Sidewalk Improvement - CIP #092-206
- Completed Hwy 246/Sidewalk Improvement - CIP #092-312
- Completed Road Maintenance Project 15/16 and 16/17 - CIP #092-313
- Completed Road Maintenance Project 17/18 - CIP# 092-316

**DEPARTMENTAL GOAL**

1. Continue to fund street improvements and maintenance projects.

**OBJECTIVES**

- A. Complete the following Capital Improvement Projects (CIP):
  - CIP Project #092-307: McMurray Road Widening/TS Improvement
  - CIP Project #092-317: 2018-19 Road Maintenance Project
  - CIP Project #092-318: 2019-20 Road Maintenance Project
  - CIP Project #092-319: 2020-21 Road Maintenance Project

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Gas Tax**

Account: 025-55X

Preliminary Budget Review

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Revised	Estimate	Proposed	Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>							
60800	Contract Services	89,348	82,573	86,700	76,176	85,000	86,700
60830	Contract Services - Engineering	8,469	360	15,300	-	15,000	15,300
67265	Encroachment Permit Processing [1]	14,543	175	-	14,240	10,000	10,200
67695	Annual Street Report	-	-	2,000	2,000	2,000	2,040
69100	Transfer to Other Funds	152,625	282,844	500,000	-	-	-
77000	Transfer to Other Funds for CIPs [2]	-	-	-	196,562	237,575	238,013
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>264,985</b>	<b>365,952</b>	<b>604,000</b>	<b>288,978</b>	<b>349,575</b>	<b>352,253</b>
<b>025 -GAS TAX TOTAL:</b>		<b>264,985</b>	<b>365,952</b>	<b>604,000</b>	<b>288,978</b>	<b>349,575</b>	<b>352,253</b>

[1] Account name was changed from "Development Permit Processing" to "Encroachment Permit Processing". It reflects the cost associated with encroachment permit processing.

[2] New account was created to record transfer for Capital Improvement Projects. Account 69100 will be used for transfer for operating expenditures. See Fund 092.



# FUND 025-GAS TAX

DEPARTMENT: 553/STREET MAINTENANCE,  
554/TRAFFIC SAFETY, 555/STREET CLEANING,  
557/ENGINEERING

## EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

		Revised 2018-19	Proposed 2019-20	Proposed 2020-21
<b><u>OPERATING AND MAINTENANCE</u></b>				
60800	Contract Services <i>Reflects general engineering costs as required by the City and cost for engineering services for street operational improvements.</i>	\$ 86,700	\$ 85,000	\$ 86,700
60830	Contract Services - Engineering <i>Reflects costs related to traffic safety studies.</i>	\$ 15,300	\$ 15,000	\$ 15,300
67265	Encroachment Permit Processing <i>Reflects costs associated with encroachment permits processing.</i>	\$ -	\$ 10,000	\$ 10,200
67695	Annual Street Report <i>Reflects General Engineering cost as requested by the City.</i>	\$ 2,000	\$ 2,000	\$ 2,040
77000	Transfer to Other Funds (for CIPs) <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 500,000	\$ 237,575	\$ 238,013
	<i>Project #307 - McMurray Road Widening/TS Improvement</i>	\$ 150,000	\$ 75,000	\$ 150,000
	<i>Project #316 - Road Maintenance Project 17/18</i>	\$ 200,000		
	<i>Project#317 - Road Maintenance 18/19</i>	\$ 150,000	\$ 75,000	\$ -
	<i>Project #318 - Road Maintenance 19/20</i>	\$ -	\$ 87,575	\$ -
	<i>Project #319 - Road Maintenance 20/21</i>	\$ -	\$ -	\$ 88,013



**FUND 027 - LOCAL TRANSPORTATION FUND**

**DEPARTMENT: 559/TDA GRANT**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 31,207	\$ 46,622	\$ 657,500	\$ 57,500	\$ 176,500	\$ 127,800
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 31,207	\$ 46,622	\$ 657,500	\$ 57,500	\$ 176,500	\$ 127,800

**DEPARTMENT DESCRIPTION**

Function: Public Works

Local Transportation Funds are used for transportation services for the citizens of Buellton. After all unmet needs are satisfied, the funds may be used for street construction, repair and maintenance.

The City redirects funds to the City of Solvang for servicing the transit operations. In addition, the City contracts with Lompoc-Wine Country Express, Santa Ynez Valley (SYV) Transit Dial-A-Ride and the Breeze Pilot Extension.

**2017-2019 ACCOMPLISHMENTS**

- The City of Buellton continues to contract with the SYV Transit, the Breeze and Lompoc-Wine Country Express.
- Santa Ynez Valley Transit provided 12,275 rides to Buellton from March 2017 to February 2018.
- Santa Ynez Valley Transit provided 11,429 rides to Buellton from March 2018 to February 2019.
- Reserve funds have been set-aside for future bike and pedestrian trails.

**DEPARTMENTAL GOALS**

1. To effectively meet the needs and expectations of the residents and businesses of Buellton with City transit services that connect our community with priority destinations through the County.
2. To construct bike and pedestrian paths in the City.

**OBJECTIVES**

- A. Continue to provide Buellton residents with alternative transportation options such as bus routes with the Breeze, Lompoc Wine Country Express and Santa Ynez Valley Transit Dial-a-Ride.
- B. Continue to allocate funds to the Bike and Pedestrian Reserve to accumulate enough funds to begin conceptual planning and design.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Local Transportation**

Account: 027-559

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
67115 Breeze Extension Pilot	10,007	25,122	26,000	26,000	65,000	66,300
67445 Lompoc - Wine Country Express	20,000	20,000	20,000	20,000	20,000	20,000
67685 SYVT Dial-A-Ride Subsidy	1,200	1,500	1,500	1,500	1,500	1,500
69100 Transfer to Other Funds	-	-	600,000	-	-	-
69400 Transfer to Bikes and Trails Reserve	-	-	10,000	10,000	20,000	20,000
77000 Transfer to Other Funds for CIPs [1]	-	-	-	-	70,000	20,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>31,207</b>	<b>46,622</b>	<b>657,500</b>	<b>57,500</b>	<b>176,500</b>	<b>127,800</b>
<b>027 - LOCAL TRANSPORTATION TOTAL:</b>	<b>31,207</b>	<b>46,622</b>	<b>657,500</b>	<b>57,500</b>	<b>176,500</b>	<b>127,800</b>

[1] New account was created to report transfer to Capital Improvement Projects. Account 69100 will be used for operating transfers. See Fund 092.



**FUND 027 - LOCAL  
TRANSPORTATION  
EXPENDITURE DETAIL NARRATIVE**

**DEPARTMENT: 559/TDA GRANT**

Preliminary Budget Review

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
<b><u>OPERATING AND MAINTENANCE</u></b>				
67115	Breeze Extension Pilot <i>Reflects annual operating cost of Breeze 200 transit service.</i>	\$ 26,000	\$ 65,000	\$ 66,300
67445	Lompoc - Wine Country Express <i>Reflects cost of Wine Country Express transit service.</i>	\$ 20,000	\$ 20,000	\$ 20,000
67685	SYVT Dial-A-Ride Subsidy <i>Reflects annual cost of SYV Dial-A-Ride Subsidy.</i>	\$ 1,500	\$ 1,500	\$ 1,500
69400	Bikes and Trails transfer to Reserves <i>Reflects amount set-aside to fund future bike and trail projects.</i>	\$ 10,000	\$ 20,000	\$ 20,000
77000	Transfer to Other Funds (for CIPs) <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 600,000	\$ 70,000	\$ 20,000
	<i>Project #207 - Santa Ynez River Trail Conceptual Plan and Feasibility Study</i>	\$ -	\$ 20,000	\$ 20,000
	<i>Project #308 - North Avenue of Flags Park and Ride</i>	\$ 600,000	\$ 50,000	\$ -



**FUND 029 -TRANSPORTATION PLANNING**

**DEPARTMENT: 557/ENGINEERING**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 51,845	\$ 40,415	\$ 45,000	\$ 34,505	\$ 45,000	\$ 45,000
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 51,845	\$ 40,415	\$ 45,000	\$ 34,505	\$ 45,000	\$ 45,000

**DEPARTMENT DESCRIPTION**

Function: Public Works

Transportation Planning funds are to be used for services related to compliance with annual reporting requirements of Santa Barbara County Association of Governments (SBCAG) and the California Department of Transportation. Funding sources are from State Transit Funding, interest earned on investments and transfers from the General Fund.

**2017-2019 ACCOMPLISHMENTS**

- Continued to contract with MNS Engineers, Inc. to provide transportation and alternative transportation/transit planning and management activities, involving Caltrans and transportation issues as requested by City staff.

**DEPARTMENTAL GOAL**

1. To plan, develop and operate transportation and transit services.

**OBJECTIVES**

- A. Continue to work with MNS Engineers, Inc. and Caltrans to coordinate and plan transportation and transit services.
- B. Contribute \$5,000 as local share to SBCAG for SYR Multi-Purpose Trail alternative transportation planning study.

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Transportation Planning**

Account: 029-557

Preliminary Budget Review

	2016-17 Actual	2017-18 Actual	2018-19 Revised	2018-19 Estimate	2019-20 Proposed	2020-21 Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>						
60800 Contract Services	51,845	40,415	45,000	34,505	45,000	45,000
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>	<b>51,845</b>	<b>40,415</b>	<b>45,000</b>	<b>34,505</b>	<b>45,000</b>	<b>45,000</b>
<b>029 - TRANSPORTATION PLANNING TOTAL:</b>	<b>51,845</b>	<b>40,415</b>	<b>45,000</b>	<b>34,505</b>	<b>45,000</b>	<b>45,000</b>



FUND 029 - TRANSPORTATION  
PLANNING

DEPARTMENT: 557/ENGINEERING

EXPENDITURE DETAIL NARRATIVE

Preliminary Budget Review

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
<b><u>OPERATING AND MAINTENANCE</u></b>				
60800	Contract Services	\$ 45,000	\$ 45,000	\$ 45,000
	<i>Includes costs for transportation and transit coordination, planning, and Caltrans charges.</i>			



**FUND 031 - MEASURE A**

**DEPARTMENT: 560/MEASURE A**

PRELIMINARY BUDGET REVIEW

<b>DEPARTMENT SUMMARY</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Revised</b>	<b>2018-19 Estimate</b>	<b>2019-20 Proposed</b>	<b>2020-21 Proposed</b>
Employee Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating & Maintenance	\$ 346,099	\$ 497,846	\$ 660,000	\$ 227,576	\$ 546,925	\$ 301,487
Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total	\$ 346,099	\$ 497,846	\$ 660,000	\$ 227,576	\$ 546,925	\$ 301,487

**DEPARTMENT DESCRIPTION**

Function: Public Works

In November 2008, the voters of Santa Barbara County passed Measure A which will continue the 1/2 cent sales tax authorized by Measure A became effective on April 1, 2010, remaining in effect for 30 years, with an expiration date of March 31, 2040. The purpose of Measure A is to improve and maintain streets and sidewalks in accordance with Santa Barbara County Association of Governments (SBCAG) guidelines for the voter-approved measures.

**2017-2019 ACCOMPLISHMENTS**

- Completed Ave of Flags Pedestrian Sidewalk Improvement - CIP #092-206
- Completed Road Maintenance Project 15/16 and 16/17 - CIP #092-313
- Completed Road Maintenance Project 17/18 - CIP #092-316

**DEPARTMENTAL GOAL**

1. Continue to fund street and sidewalk improvement projects.

**OBJECTIVE**

- A. Complete the following Capital Improvement Projects:
  - CIP Project #092-317: 2018-19 Road Maintenance Project
  - CIP Project #092-318: 2019-20 Road Maintenance Project
  - CIP Project #092-319: 2020-21 Road Maintenance Project

*See Appendices for Performance Measures and Indicators.*



**DEPARTMENT EXPENDITURES**

**Measure A**

Account: 031-560

Preliminary Budget Review

		2016-17	2017-18	2018-19	2018-19	2019-20	2020-21
		Actual	Actual	Revised	Estimate	Proposed	Proposed
<b><u>OPERATING &amp; MAINTENANCE</u></b>							
69100	Transfer to Other Funds	26,500	39,100	40,000	40,000	64,500	64,500
77000	Transfer to Other Funds for CIPs [1]	319,599	458,746	620,000	187,576	482,425	236,987
<b><u>OPERATING &amp; MAINTENANCE SUBTOTAL:</u></b>		<b>346,099</b>	<b>497,846</b>	<b>660,000</b>	<b>227,576</b>	<b>546,925</b>	<b>301,487</b>
<b>031 -MEASURE A TOTAL:</b>		<b>346,099</b>	<b>497,846</b>	<b>660,000</b>	<b>227,576</b>	<b>546,925</b>	<b>301,487</b>

[1] New account was created FY 19/20 to record transfer for Capital Improvement Projects. Account 69100 will be used for transfers associated with operating expenses. Amounts for previous years were provided for reference.



**FUND 031 - MEASURE A**

DEPARTMENT: 560/MEASURE A

**EXPENDITURE DETAIL NARRATIVE**

Preliminary Budget Review

		<u>Revised 2018-19</u>	<u>Proposed 2019-20</u>	<u>Proposed 2020-21</u>
<b><u>OPERATING AND MAINTENANCE</u></b>				
69100	Transfer to Other Funds <i>Includes transfer to Fund 027 (LTF) for transit operating costs (\$54,500) and \$10,000 for Multi-Purpose Trail reserve</i>	\$ 40,000	\$ 64,500	\$ 64,500
77000	Transfer to Other Funds for CIP <i>Includes charges for the following Capital Improvement Projects (CIP). <u>Reference Fund 092.</u></i>	\$ 620,000	\$ 482,425	\$ 236,987
	<i>Project #306 - Highway 246/Sycamore Pedestrian Crossing</i>	\$ 70,000	\$ -	\$ -
	<i>Project #307 - McMurray Road Widening</i>	\$ 150,000	\$ -	\$ -
	<i>Project #316 - Road Maintenance Project 17/18</i>	\$ 150,000	\$ -	\$ -
	<i>Project #317 - Road Maintenance Project 18/19</i>	\$ 250,000	\$ 245,000	\$ -
	<i>Project #318 - Road Maintenance Project 19/20</i>	\$ -	\$ 237,425	\$ -
	<i>Project #319 - Road Maintenance Project 20/21</i>	\$ -	\$ -	\$ 236,987



# **Capital Improvement Plan (CIP Budget)**

2020 through 2024

**CAPITAL IMPROVEMENT PROGRAM**

**CITY OF BUELLTON, CALIFORNIA**

**FY 2019-20 & 2020-21**

## Capital Improvement Program Summary

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The Capital Improvement Plan (CIP) includes completion of current projects, new investments and important reinvestments in critical infrastructure projects. Funds allocated for capital projects will be spent during the first fiscal year of the biennial budget or will be rolled forward to future years if not expended in the first fiscal year. The CIP Plan includes line item details explaining expenditures, funding source and summarizes projects by category and funding source. The amount appropriated by each funding source is only budgeted for the fiscal year 2019-20. The budgeted CIP for fiscal years 2019-20 and 2020-21 are \$3,958,500 and \$3,560,000 respectively. The funding source allocation for fiscal year 2020-21 is estimated for planning purposes. During the Mid-Year review, fiscal year 2020-21 appropriations will be allocated and funding source will be identified.

The City defines a capital project as an asset that adds value to the City and allows the City to function. The CIP involves acquisition, design, and construction of major capital assets within the City. City policy is to capitalize all capital assets with costs exceeding a minimum threshold of \$5,000 and with useful life exceeding one year. Projects in the CIP are placed in the categories listed below with the following numbering scheme:

- 100's – Storm Drain Projects
- 200's – Facilities/Public Buildings
- 300's – Street Projects
- 400's – Parks\*
- 500's – Unassigned
- 600's – Water Projects
- 700's – Sewer Projects

*\* Parks will be used next budget cycle*

A capital project is usually a one-time expenditure, but may be funded over several years. In some cases, some capital projects are ongoing through cycles and phases and budgeted every year. The City CIP program serves as a tool for long-term capital planning efforts. The City adopts a five-year CIP budget to provide budget forecasting for capital projects according to priority and available funding. The total five-year CIP budget for fiscal year beginning 7/1/2019 and ending 6/30/2024 is \$13,492,018.

Capital Projects are funded through the General Fund, Water Capital Fund, Wastewater Capital Fund and Special Revenue Funds. Revenue from Gas Tax, Local Transportation, and Measure A are used for street and traffic related improvements. Revenue from these sources must meet a "minimum of effort" (MOE) requirement to ensure that funds do not supplant existing levels of general revenue spending on streets and roads.

Each project is reviewed and evaluated using three criteria dimensions: 1–Critical, 2–Urgent, and 3–High. The following are the considerations to make for each dimension:

1. *Critical: Need arising from safety issues and concerns, assessed need nearing critical failure.*
2. *Urgent: Need approaching critical failure, regulatory requirement, and scheduled maintenance/repair.*
3. *High: Scheduled repair, repair/replacement that has exceeded useful life, identified planned projects for future*

Each individual project is budgeted according to its project phase. The project phase categories are:

- *70000: Conceptual Plan and Feasibility*
- *70005: Design and Permitting*
- *71200: Right of Way Acquisition*
- *71500: Project Management and Inspections*
- *74100: Construction/Improvements*

Impact on Operating Budget Maintenance of road, drainage and facility improvements is an ongoing obligation that is a normal part of the City's operating budget. Many of the road and drainage projects included in the CIP are improvements to existing infrastructure. Each individual project description sheet that follows summarizes the anticipated impact of the project on the operating budget. In addition, a summary of the estimated impact of the entire CIP by year on the operating budget from 2018 – 2024 is included in this section of the budget document. Operating impacts are ongoing costs associated with the approval of a capital project. Examples of operating impacts are personnel costs, utility costs or operating supplies. The cumulative impact of all of the CIP projects, as detailed in the summary table, will be taken into consideration as the City creates future year operating budgets.



**City of Buellton**  
**Capital Improvement Project (CIP) Funding by fund**  
**For Fiscal Years: 2019-20 and 2020-21**

Project Number	PROJECT DESCRIPTION	2019-20 Fund Allocation						FY 19-20 TOTAL	FY 20-21 TOTAL*
		General Fund	Gas Tax	LTF	MA	Water	WW		
092-102	Storm Drain Outfall Repairs & Re-Establishment	40,000						40,000	40,000
092-201	Facilities Maintenance and Painting	50,000						50,000	
092-207	Santa Ynez River Trail			20,000				20,000	20,000
092-211	Village Park Improvements	216,000						216,000	
092-214	City Hall Emergency Generator/Electrical Replacement	40,000						40,000	
092-217	RVP Basketball Court Resurfacing	80,000						80,000	
092-218	RVP/Oak Park Facilities Painting	25,000						25,000	25,000
092-215	Ave of Flags Specific Plan Implementation	200,000						200,000	1,000,000
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000						670,000	carryovers
092-307	McMurray Road Widening / TS Improvements	125,000	75,000					200,000	600,000
092-308	North Avenue of Flags Park and Ride			50,000				50,000	carryovers
092-311	Industrial Way Street Lights	82,500						82,500	400,000
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000						150,000	150,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000						140,000	
092-317	2018-19 Road Maintenance Project	150,000	75,000		245,000			470,000	
092-318	2019-20 Road Maintenance Project	150,000	87,575		237,425			475,000	
092-319	2020-2021 Road Maintenance Project							-	475,000
092-603	WTP Facilities Improvement					150,000		150,000	150,000
092-607	Water Meter Upgrades					100,000		100,000	100,000
092-608	WTP/Booster Power Reliability					200,000		200,000	
092-609	Supplemental Well/WTP Feasibility					50,000		50,000	50,000
092-610	Water Distribution System Improvements					100,000		100,000	100,000
092-704	Sewer Line Replacement						150,000	150,000	150,000
092-706	WWTP Facilities Improvements						300,000	300,000	300,000
		<b>2,118,500</b>	<b>237,575</b>	<b>70,000</b>	<b>482,425</b>	<b>600,000</b>	<b>450,000</b>	<b>3,958,500</b>	<b>3,560,000</b>

\* Allocations to specific funds will be done at mid-year for fiscal year 2020-21



**City of Buellton**  
**Capital Improvement Project (CIP) Funding by fund**  
**For Fiscal Years: 2019-20 and 2020-21**

Project Number	PROJECT DESCRIPTION	FY 19-20 TOTAL	FY 20-21 TOTAL*	Estimated 2020-21 Fund Allocation *					
				General Fund	Gas Tax	LTF	MA	Water	WW
092-102	Storm Drain Outfall Repairs & Re-Establishment	40,000	40,000	40,000	-	-	-	-	-
092-201	Facilities Maintenance and Painting	50,000	-	-	-	-	-	-	-
092-207	Santa Ynez River Trail	20,000	20,000	-	-	20,000	-	-	-
092-211	Village Park Improvements	216,000	carryover	-	-	-	-	-	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-	-	-	-	-	-	-
092-217	RVP Basketball Court Resurfacing	80,000	-	-	-	-	-	-	-
092-218	RVP/Oak Park Facilities Painting	25,000	25,000	25,000	-	-	-	-	-
092-215	Ave of Flags Specific Plan Implementation	200,000	1,000,000	1,000,000	-	-	-	-	-
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	carryovers	-	-	-	-	-	-
092-307	McMurray Road Widening / TS Improvements	200,000	600,000	450,000	150,000	-	-	-	-
092-308	North Avenue of Flags Park and Ride	50,000	carryovers	-	-	-	-	-	-
092-311	Industrial Way Street Lights	82,500	400,000	400,000	-	-	-	-	-
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	150,000	150,000	-	-	-	-	-
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-	-	-	-	-	-	-
092-317	2018-19 Road Maintenance Project	470,000	-	-	-	-	-	-	-
092-318	2019-20 Road Maintenance Project	475,000	carryover	-	-	-	-	-	-
092-319	2020-2021 Road Maintenance Project		475,000	150,000	88,013	-	236,987	-	-
092-603	WTP Facilities Improvement	150,000	150,000	-	-	-	-	150,000	-
092-607	Water Meter Upgrades	100,000	100,000	-	-	-	-	100,000	-
092-608	WTP/Booster Power Reliability	200,000	-	-	-	-	-	-	-
092-609	Supplemental Well/WTP Feasibility	50,000	50,000	-	-	-	-	50,000	-
092-610	Water Distribution System Improvements	100,000	100,000	-	-	-	-	100,000	-
092-703	WWTP and Lift Station security and reliability Project	-	-	-	-	-	-	-	-
092-704	Sewer Line Replacement	150,000	150,000	-	-	-	-	-	150,000
092-706	WWTP Facilities Improvements	300,000	300,000	-	-	-	-	-	300,000
		<b>3,958,500</b>	<b>3,560,000</b>	<b>2,215,000</b>	<b>238,013</b>	<b>20,000</b>	<b>236,987</b>	<b>400,000</b>	<b>450,000</b>

Highlighted Items:  
*Carry Over or Ongoing*

*\* Allocations to specific funds will be done at mid-year for fiscal year 2020-21*

CITY OF BUELLTON, CALIFORNIA  
 CITY-WIDE CAPITAL IMPROVEMENT PROJECT (CIP) Budget  
 Capital Program Summary by Project (with 5-Year projections)  
 For Fiscal Year Beginning 7/1/19 and Ending 6/30/24

Project Number	Project Description	FY 2019-20 Proposed	FY 2020-21 Proposed	FY 2021-22 Projected	FY 2022-23 Projected	FY 2023-24 Projected	Total Budget (All Years) plus actual prior to FY 2019-20	Start Date	End Date	Improvement Type
092-102	Storm Drain Outfall Repairs and Re-Establishment	40,000	40,000	40,000	-	-	120,000	1st Qtr 2018	4th Qtr 2022	Drainage
092-201	Facilities Maintenance and Painting (See 001-410)	50,000	-	-	-	-	65,768	1st Qtr 2014	4th Qtr 2020	Public Buildings/Facilities
092-205	City Hall Repairs (Roof, Restrooms)	-	-	50,000	-	-	50,000	-	-	Public Buildings/Facilities
092-207	Santa Ynez River Trail Conceptual Plan and Feasibility Study	20,000	20,000	50,000	75,000	100,000	305,000	1st Qtr 2017	4th Qtr 2024	Streets and Sidewalk
092-211	Village Park Improvements (Combine funding with Developer) - (1)	216,000	-	-	-	-	216,000	1st Qtr 2017	4th Qtr 2020	Parks
092-212	The Avenue Improvements - Median 1	-	-	-	-	-	-	-	-	Public Buildings/Facilities
092-214	City Hall Emergency Generator/Electrical Improvements	40,000	-	-	-	-	40,000	1st Qtr 2017	4th Qtr 2020	Public Buildings/Facilities
092-215	Ave of Flags Specific Plan - Median 2	200,000	-	-	-	-	250,000	-	-	Public Buildings/Facilities
092-217	RVP Basketball Court Resurfacing	80,000	-	-	-	-	80,000	1st Qtr 2019	4th Qtr 2020	Parks
092-218	RVP/Oak Park Facilities Painting	25,000	25,000	25,000	-	-	75,000	1st Qtr 2019	4th Qtr 2022	Parks
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-	-	-	-	831,628	1st Qtr 2014	4th Qtr 2022	Streets and Sidewalk
092-307	McMurray Road Widening / TS	200,000	600,000	400,000	-	-	1,443,672	1st Qtr 2014	4th Qtr 2022	Streets and Sidewalk
092-308	No. Ave of the Flags Park and Ride	50,000	-	250,000	-	-	325,140	1st Qtr 2014	4th Qtr 2022	Public Buildings/Facilities
092-311	Industrial Way Street Lights (General Fund)	82,500	400,000	-	-	-	508,475	1st Qtr 2016	4th Qtr 2022	Streets and Sidewalk
092-314	SD Inlet/Catch Basin Retrofit Improvements	150,000	150,000	150,000	-	-	450,000	-	-	Drainage
092-315	Avenue of the Flags Pedestrian/Drainage Improvements	140,000	-	-	-	-	140,000	1st Qtr 2018	4th Qtr 2020	Streets and Sidewalk
092-317	2018-19 Road Maintenance Project	470,000	-	-	-	-	470,000	1st Qtr 2019	4th Qtr 2020	Streets and Sidewalk
092-318	2019-20 Road Maintenance Project	475,000	-	-	-	-	475,000	1st Qtr 2019	4th Qtr 2020	Streets and Sidewalk
092-319	2020-21 Road Maintenance Project	-	475,000	-	-	-	475,000	1st Qtr 2020	4th Qtr 2023	Streets and Sidewalk
092-320	2021-22 Road Maintenance Project	-	-	475,000	-	-	475,000	1st Qtr 2021	4th Qtr 2023	Streets and Sidewalk
092-321	2022-2023 Road Maintenance Project	-	-	-	475,000	-	475,000	1st Qtr 2022	4th Qtr 2024	Streets and Sidewalk
092-322	2023-2024 Road Maintenance Project	-	-	-	-	475,000	475,000	1st Qtr 2023	4th Qtr 2025	Streets and Sidewalk
092-603	WTP Facilities Improvement	150,000	150,000	150,000	150,000	150,000	1,125,851	-	-	Water
092-605	WTP Backwash Reclamation Improvement Project	-	-	-	-	-	-	-	-	Water
092-607	Water Meter Upgrades	100,000	100,000	100,000	100,000	-	400,000	-	-	Water
092-608	WTP/Booster Power Reliability	200,000	-	-	-	-	200,000	1st Qtr 2018	4th Qtr 2020	Water
092-609	Supplemental Well/WTP Feasibility	50,000	50,000	-	-	-	100,000	1st Qtr 2019	4th Qtr 2021	Water
092-610	Water Distribution System Improvements	100,000	100,000	100,000	100,000	100,000	500,000	-	-	Water
092-703	WWTP and Lift Station Security and Reliability Project	-	-	100,000	-	-	100,000	-	-	Wastewater
092-704	Sewer Line Replacement	150,000	150,000	150,000	150,000	150,000	750,000	1st Qtr 2014	4th Qtr 2024	Wastewater
092-706	WWTP Facilities Improvements	300,000	300,000	150,000	150,000	150,000	1,470,484	-	-	Wastewater
092-710	WWTP Lift Station and Plant Power Reliability	-	-	100,000	-	-	100,000	1st Qtr 2021	4th Qtr 2022	Wastewater
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM:</b>		<b>3,958,500</b>	<b>2,560,000</b>	<b>2,290,000</b>	<b>1,200,000</b>	<b>1,125,000</b>	<b>12,492,018</b>			

(1) Total Project Cost is \$303,138; Developer is required to contribute

**FUND BALANCE ANALYSIS - CAPITAL IMPROVEMENT PROJECT (CIP) FUNDING SOURCES (2019-20)**

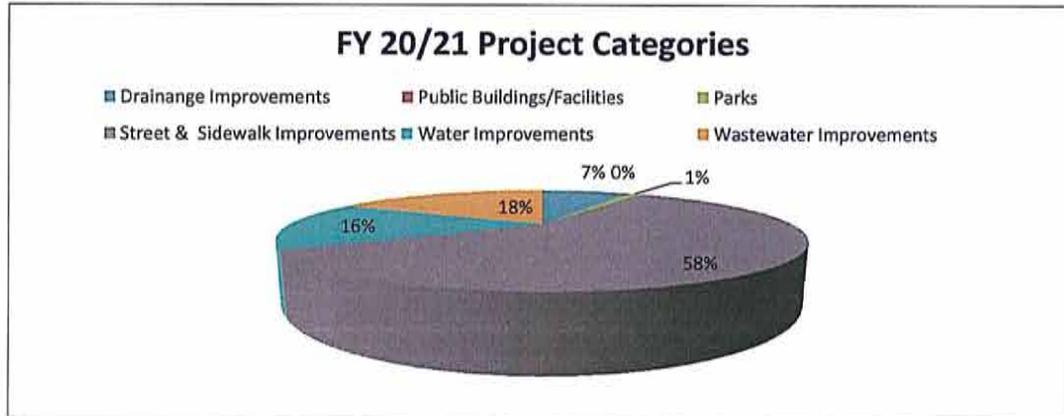
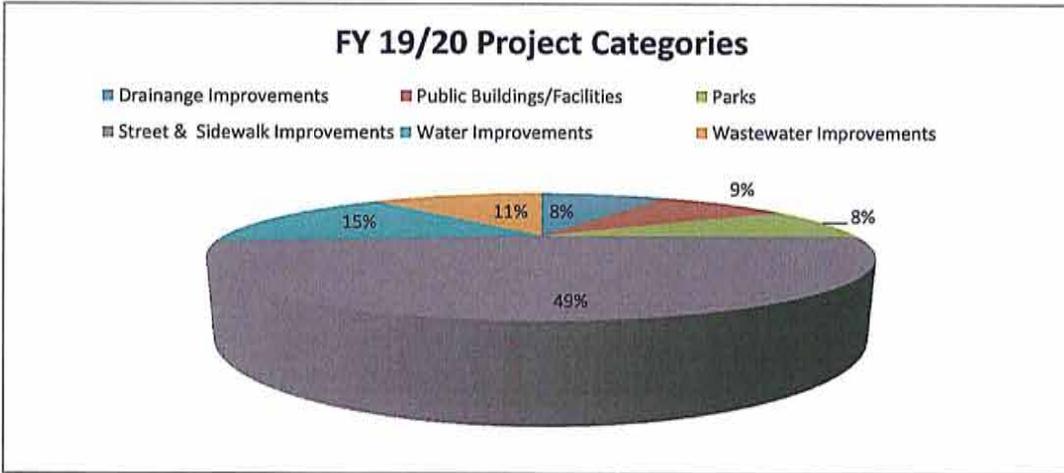
Fund Number	Description	FY 2019-20		FY 2019-20 CIP Funding	Est. 6/30/20 Fund Equity
		Est. 6/30/19 Fund Equity	Operating Revenue		
001	Transfer In from General Fund	10,281,687	8,304,821	2,118,500	9,535,620
006	Transfer In from Wastewater	104,216	522,916	450,000	154,216
021	Transfer In from Water Capital Fund	281,072	474,000	600,000	131,072
025	Transfer In from Gas Tax Fund	250,512	301,507	237,575	202,444
027	Transfer In from Local Transportation Fund	292,632	81,095	70,000	197,227
031	Transfer In from Measure A	469,248	363,613	482,425	285,936
<b>TOTAL TRANSFERS IN FUNDING FROM ALL FUNDS</b>		<b>11,679,367</b>	<b>10,047,952</b>	<b>3,958,500</b>	<b>10,506,515</b>



## Listing of CIP for FY 2019/20 by Category

### Summary of Capital Improvement Program Expenditures

Project Category	FY 19/20	FY 20/21
Drainage Improvements	\$ 330,000	\$ 190,000
Public Buildings/Facilities	\$ 340,000	\$ -
Parks	\$ 321,000	\$ 25,000
Street & Sidewalk Improvements	\$ 1,917,500	\$ 1,495,000
Water Improvements	\$ 600,000	\$ 400,000
Wastewater Improvements	\$ 450,000	\$ 450,000
<b>Total CIP Expenditures:</b>	<b>\$ 3,958,500</b>	<b>\$ 2,560,000</b>



#### Drainage Improvements

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
091-102	Storm Drain Outfall & Repairs & Re-Establishment	40,000	40,000
092-314	Storm Drain Inlet & Catch Basin Retrofit Improvements	150,000	150,000
092-315	Ave of Flags Pedestrian/Drainage Improvements	140,000	-
<b>Drainage Improvements:</b>		<b>330,000</b>	<b>190,000</b>

#### Public Buildings/Facilities

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-201	Facilities Maintenance and Painting	50,000	-
092-214	City Hall Emergency Generator/Electrical Replacement	40,000	-
092-215	Ave of Flags Specific Plan - Median 2	200,000	-
092-308	No. Ave of Flags Park & Ride	50,000	-
<b>Public Buildings/Facilities Total:</b>		<b>340,000</b>	<b>-</b>



## Listing of CIP for FY 2019/20 by Category

### Parks

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-211	Village Park Improvements	216,000	-
092-217	RVP Basketball Court Resurfacing	80,000	-
092-218	RVP and Oak Park Facilities Painting	25,000	25,000
<b>Parks Total:</b>		<b>321,000</b>	<b>25,000</b>

### Streets and Sidewalks

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-207	Santa Ynez River Trail	20,000	20,000
092-306	Phase III Hwy 246/Sycamore Ped Xing	670,000	-
092-307	McMurray Road Widening/TS Improvement	200,000	600,000
092-308	No. Ave of Flags Park & Ride	50,000	-
092-311	Industrial Way Street Lights	82,500	400,000
092-317	Road Maintenance (FY 18/19)	470,000	-
092-318	Road Maintenance (FY 19/20)	475,000	-
092-319	Road Maintenance (FY 20/21)	-	475,000
<b>Streets and Sidewalks Total:</b>		<b>1,967,500</b>	<b>1,495,000</b>

### Water Improvements

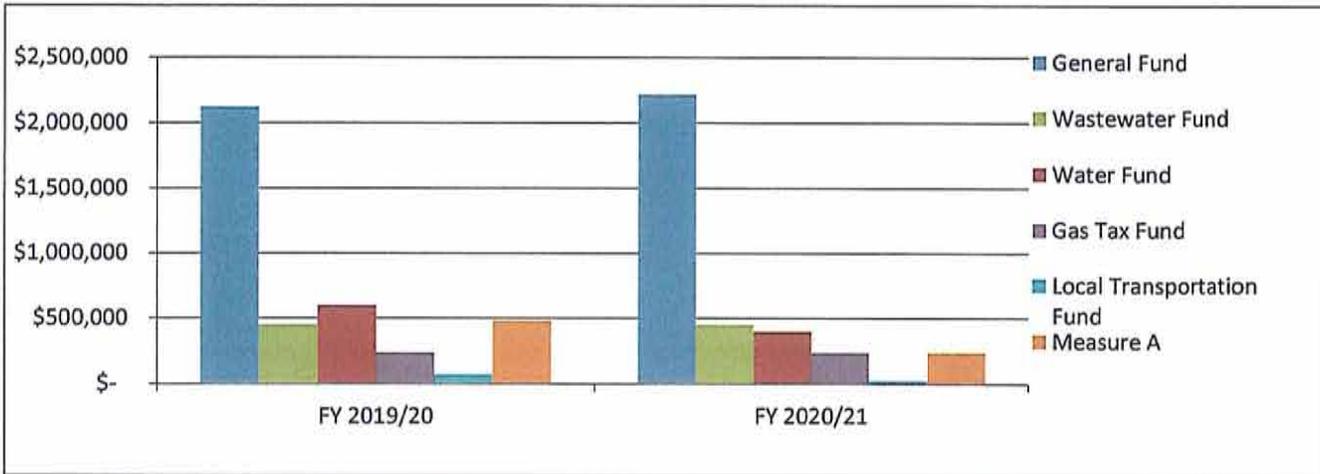
Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-603	WTP Facilities Improvement	150,000	150,000
092-607	Water Meter Upgrades	100,000	100,000
092-608	WTP/Booster Power Reliability	200,000	-
092-609	Supplemental Well/WTP Feasibility	50,000	50,000
092-610	Water Distribution System Improvements	100,000	100,000
<b>Water Improvements Total:</b>		<b>600,000</b>	<b>400,000</b>

### Wastewater Improvements

Project No.	Description	FY 19/20 Allocation	FY 20/21 Allocation
092-704	Sewer Line Replacement	150,000	150,000
092-706	WWTP Facilities Improvement	300,000	300,000
<b>Wastewater Improvements Total:</b>		<b>450,000</b>	<b>450,000</b>



## Detail of Capital Improvement Projects (CIP) For Fiscal Years 2019/20 and 2020/21



### Fund: 092 - Capital Improvement Project Fund

#### Funding Source Summary

		FY 2019/20	FY 2020/21
<a href="#">Fund 001</a>	General Fund	\$ 2,118,500	\$ 2,215,000
<a href="#">Fund 006</a>	Wastewater Fund	\$ 450,000	\$ 450,000
<a href="#">Fund 021</a>	Water Fund	\$ 600,000	\$ 400,000
<a href="#">Fund 025</a>	Gas Tax Fund	\$ 237,575	\$ 237,575
<a href="#">Fund 027</a>	Local Transportation Fund	\$ 70,000	\$ 20,000
<a href="#">Fund 031</a>	Measure A	\$ 482,425	\$ 236,987
	<b>Total Funding:</b>	<b>\$ 3,958,500</b>	<b>\$ 3,559,562</b>

### Project: 102 - Storm Drain Outfall Repairs & Re-Establishment

FY 19/20

FY 20/21

#### EXPENDITURES

<a href="#">092-102- 70000</a>	Conceptual Plan and Feasibility	\$ -	\$ -
<a href="#">092-102- 70005</a>	Design and Permitting	\$ -	\$ -
<a href="#">092-102- 71200</a>	Right of Way Acquisition	\$ -	\$ -
<a href="#">092-102- 71500</a>	Project Management and Inspections	\$ -	\$ -
<a href="#">092-102- 74100</a>	Construction/Improvements	\$ 40,000	\$ 40,000
<b>Project: 102 - Storm Drain Outfall Repairs &amp; Re-Establishment</b>		<b>\$ 40,000</b>	<b>\$ 40,000</b>

#### FUNDING SOURCE ALLOCATION

Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 40,000	\$ 40,000
	<b>Total Funding:</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>

**Origination:** Staff

**Start Date:**

1st Qtr 2018

**Priority Requirement:** Maintenance/Safety

**End Date:**

4th Qtr 2022

**Priority Level:** 1 - Critical

**Total Budget (All Years):**

\$ 120,000

**Project Category:** Drainage

#### Project Description:

Repair of various storm drain outfalls with rip-rap, or other structures to repair erosion and re-establish proper energy dissipation due to vegetation overgrowth, damage and wear.



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 201 - Facilities Maintenance &amp; Painting</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-201- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-201- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-201- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-201- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-201- 74100</u>	Construction/Improvements	\$ 50,000	\$ -
<b>Project: 201 - Facilities Maintenance &amp; Painting:</b>		<b>\$ 50,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 50,000	\$ -
	<b>Total Funding:</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>Origination:</b>	Staff	<b>Start Date:</b>	1st Qtr 2014
<b>Priority Requirement:</b>	Maintenance	<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b>	2 - Urgent	<b>Total Budget (All Years):</b>	\$ 65,768
<b>Project Category:</b>	Public Buildings/Facilities		
<b>Project Description:</b>			
Repair of dry-rot and fascia, as well as repairing various City buildings including Post Office, Library, Council Chambers and Sheriff Sub-Station.			

<b>Project: 207 - Santa Ynez River Trail</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-207- 70000</u>	Conceptual Plan and Feasibility	\$ 20,000	\$ 20,000
<u>092-207- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-207- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-207- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-207- 74100</u>	Construction/Improvements	\$ -	\$ -
<b>Project: 207 - Santa Ynez River Trail:</b>		<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
027	Local Transportation Fund	\$ 20,000	\$ 20,000
	<b>Total Funding:</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>Origination:</b>	City Council	<b>Start Date:</b>	1st Qtr 2017
<b>Priority Requirement:</b>	Master Plan Implementation	<b>End Date:</b>	4th Qtr 2024
<b>Priority Level:</b>	3 - High	<b>Total Budget (All Years):</b>	\$ 305,000
<b>Project Category:</b>	Streets and Sidewalk		
<b>Project Description:</b>			
Multi-purpose trail along the Santa Ynez River as recommended in the Bicycle and Pedestrian Master Plan.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 211 - Village Park Improvements</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-211- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-211- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-211- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-211- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-211- 74100</u>	Construction/Improvements	\$ 216,000	\$ -
<b>Project: 211 - Village Park Improvements</b>		<b>\$ 216,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 216,000	carryover
	<b>Total Funding:</b>	<b>\$ 216,000</b>	<b>carryover</b>
<b>Origination:</b> City Council		<b>Start Date:</b>	1st Qtr 2017
<b>Priority Requirement:</b> Developer Requirement		<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	\$ 216,000
<b>Project Category:</b> Parks			
<b>Project Description:</b>			
Construction of accessory structures (playgrounds, gazebo, restrooms, etc.) for new Village Park. Total project cost is \$303,138. The Developer is required to contribute their share of project costs.			

<b>Project: 214 - City Hall Emergency Generator</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-214- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-214- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-214- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-214- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-214- 74100</u>	Construction/Improvements	\$ 40,000	\$ -
<b>Project: 214 - City Hall Emergency Generator</b>		<b>\$ 40,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 40,000	\$ -
	<b>Total Funding:</b>	<b>\$ 40,000</b>	<b>\$ -</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2017
<b>Priority Requirement:</b> Safety/Emergency Support		<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b> 1 - Critical		<b>Total Budget (All Years):</b>	\$ 40,000
<b>Project Category:</b> Public Buildings/Facilities			
<b>Project Description:</b>			
Replacement of generator at City Hall and repair of electrical services to ensure entire facility is operating during power outages. Staff is working on applying for a grant to fund this project.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 215 - Avenue of Flags Specific Plan Implementation</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-215- 70000</u>	Conceptual Plan and Feasibility	\$ 75,000	carryover
<u>092-215- 70005</u>	Design and Permitting	\$ 125,000	carryover
<u>092-215- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-215- 71500</u>	Project Management and Inspections	\$ -	\$ 100,000.00
<u>092-215- 74100</u>	Construction/Improvements	\$ -	\$ 900,000.00
<b>Project: 215 - Avenue of Flags Specific Plan Implementation</b>		<b>\$ 200,000</b>	<b>\$ 1,000,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 200,000	\$ 1,000,000
	<b>Total Funding:</b>	<b>\$ 200,000</b>	<b>\$ 1,000,000</b>
<b>Origination:</b> City Council		<b>Start Date:</b> Ongoing	
<b>Priority Requirement:</b> Avenue of Flags Specific Plan		<b>End Date:</b>	
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b> \$ 1,250,000	
<b>Project Category:</b> Public Buildings/Facilities			
<b>Project Description:</b>			
Begin initial phases for the design of Median 2 on the Avenue of Flags.			

<b>Project: 217 - RVP Basketball Court Resurfacing</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-217- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-217- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-217- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-217- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-217- 74100</u>	Construction/Improvements	\$ 80,000	\$ -
<b>Project: 217 - RVP Basketball Court Resurfacing</b>		<b>\$ 80,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 80,000	\$ -
	<b>Total Funding:</b>	<b>\$ 80,000</b>	<b>\$ -</b>
<b>Origination:</b> Staff		<b>Start Date:</b> 1st Qtr 2019	
<b>Priority Requirement:</b> Maintenance		<b>End Date:</b> 4th Qtr 2020	
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b> \$ 80,000	
<b>Project Category:</b> Parks			
<b>Project Description:</b>			
River View Park's basketball court has cracks and raveling of the surface. It needs to be filled and resurfaced to extend life of court foundation.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

Project: 218 - RVP/Oak Park Facilities Painting		FY 19/20	FY 20/21
<b>EXPENDITURES</b>			
092-218- 70000	Conceptual Plan and Feasibility	\$ -	\$ -
092-218- 70005	Design and Permitting	\$ -	\$ -
092-218- 71200	Right of Way Acquisition	\$ -	\$ -
092-218- 71500	Project Management and Inspections	\$ -	\$ -
092-218- 74100	Construction/Improvements	\$ 25,000	\$ 25,000
<b>Project: 218 - RVP/Oak Park Facilities Painting</b>		<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 25,000	\$ 25,000
<b>Total Funding:</b>		<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2019
<b>Priority Requirement:</b> Maintenance		<b>End Date:</b>	4th Qtr 2022
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	<b>\$ 75,000</b>
<b>Project Category:</b> Parks			
<b>Project Description:</b>			
Repair and maintenance of Park buildings and structures.			

Project: 306 - Phase III Hwy 246/Sycamore Ped Xing		FY 19/20	FY 20/21
<b>EXPENDITURES</b>			
092-306- 70000	Conceptual Plan and Feasibility	\$ -	
092-306- 70005	Design and Permitting	\$ -	
092-306- 71200	Right of Way Acquisition	\$ -	
092-306- 71500	Project Management and Inspections	\$ 90,000	carryover
092-306- 74100	Construction/Improvements	\$ 580,000	carryover
<b>Project: 306 - Phase III Hwy 246/Sycamore Ped Xing</b>		<b>\$ 670,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
Fund	Fund Description	FY 19/20 Allocations	FY 20/21 Allocations
001	General Fund	\$ 670,000	carryover
<b>Total Funding:</b>		<b>\$ 670,000</b>	<b>carryover</b>
<b>Origination:</b> Staff/City Council		<b>Start Date:</b>	1st Qtr 2014
<b>Priority Requirement:</b> Safety/Master Plan		<b>End Date:</b>	4th Qtr 2022
<b>Priority Level:</b> 1 - Critical		<b>Total Budget (All Years):</b>	<b>\$ 831,628</b>
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Pedestrian crossing improvements to reduce street width and install flashing warning lights as recommended in the Bicycle and Pedestrian Master Plan and Safe Routes to School Plan. Design commenced during FY 17/18, and survey for base map has been completed. Project is ongoing.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 307 - McMurray Road Widening/TS</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-307- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-307- 70005</u>	Design and Permitting	\$ 50,000	\$ -
<u>092-307- 71200</u>	Right of Way Acquisition	\$ 150,000	\$ -
<u>092-307- 71500</u>	Project Management and Inspections	\$ -	\$ 100,000
<u>092-307- 74100</u>	Construction/Improvements	\$ -	\$ 500,000
<b>Project: 307 - McMurray Road Widening/TS</b>		<b>\$ 200,000</b>	<b>\$ 600,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 125,000	\$ 450,000
025	Gas Tax Fund	\$ 75,000	\$ 150,000
<b>Total Funding:</b>		<b>\$ 200,000</b>	<b>\$ 600,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2014
<b>Priority Requirement:</b> Safety/General Plan		<b>End Date:</b>	4th Qtr 2022
<b>Priority Level:</b> 2 - Urgent		<b>Total Budget (All Years):</b>	\$ 1,443,672
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Widening of the North leg of McMurray Road to allow for proper truck turning movements, relocating traffic signal frequency hit. *Note: Additional costs regarding Right of way acquisition and mitigating improvements are not included.			

<b>Project: 308 - No. Ave of Flags Park and Ride</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-308- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-308- 70005</u>	Design and Permitting	\$ 50,000	carryover
<u>092-308- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-308- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-308- 74100</u>	Construction/Improvements	\$ -	\$ -
<b>Project: 308 - No. Ave of Flags Park and Ride</b>		<b>\$ 50,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
027	Local Transportation Fund	\$ 50,000	carryover
<b>Total Funding:</b>		<b>\$ 50,000</b>	<b>carryover</b>
<b>Origination:</b> City Council		<b>Start Date:</b>	1st Qtr 2014
<b>Priority Requirement:</b> Historical Ridership need		<b>End Date:</b>	4th Qtr 2022
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	\$ 325,140
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Second park and ride facility at the North-end of Avenue of Flags due to overflow of existing park and ride at South-end of Ave of Flags.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 315 - Ave of Flags Pedestrian/Drainage Improvement</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<a href="#">092-315- 70000</a>	Conceptual Plan and Feasibility	\$ -	\$ -
<a href="#">092-315- 70005</a>	Design and Permitting	\$ -	\$ -
<a href="#">092-315- 71200</a>	Right of Way Acquisition	\$ -	\$ -
<a href="#">092-315- 71500</a>	Project Management and Inspections	\$ -	\$ -
<a href="#">092-315- 74100</a>	Construction/Improvements	\$ 140,000	carryover
<b>Project: 315 - Ave of Flags Pedestrian/Drainage Improvement</b>		<b>\$ 140,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 140,000	
	<b>Total Funding:</b>	<b>\$ 140,000</b>	<b>\$ -</b>
<b>Origination:</b> Staff/City Council		<b>Start Date:</b>	1st Qtr 2018
<b>Priority Requirement:</b> Safety		<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	\$ 140,000
<b>Project Category:</b> Drainage			
<b>Project Description:</b>			
Sidewalk and drainage improvements (potential phase of Avenue of Flags specific plan implementation).			

<b>Project: 317- Road Maintenance Project (18/19)</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<a href="#">092-317- 70000</a>	Conceptual Plan and Feasibility	\$ -	\$ -
<a href="#">092-317- 70005</a>	Design and Permitting	\$ -	\$ -
<a href="#">092-317- 71200</a>	Right of Way Acquisition	\$ -	\$ -
<a href="#">092-317- 71500</a>	Project Management and Inspections	\$ 70,000	\$ -
<a href="#">092-317- 74100</a>	Construction/Improvements	\$ 400,000	\$ -
<b>Project: 317- Road Maintenance Project (18/19)</b>		<b>\$ 470,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 150,000	\$ -
025	Gas Tax Fund	\$ 75,000	\$ -
031	Measure A Fund	\$ 245,000	\$ -
	<b>Total Funding:</b>	<b>\$ 470,000</b>	<b>\$ -</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2019
<b>Priority Requirement:</b> Safety/Maintenance - Pavement		<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	\$ 470,000
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Annual road maintenance per pavement management plan. Carryover from prior fiscal year.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 318- Road Maintenance Project (19/20)</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-318 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-318 70005</u>	Design and Permitting	\$ 75,000	\$ -
<u>092-318 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-318 71500</u>	Project Management and Inspections	\$ 75,000	\$ -
<u>092-318 74100</u>	Construction/Improvements	\$ 325,000	\$ -
<b>Project: 318- Road Maintenance Project (19/20)</b>		<b>\$ 475,000</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 150,000	carryover
025	Gas Tax Fund	\$ 87,575	
031	Measure A Fund	\$ 237,425	
<b>Total Funding:</b>		<b>\$ 475,000</b>	<b>carryover</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2019
<b>Priority Requirement:</b> Safety/Maintenance - Pavement		<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	\$ 475,000
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Annual road maintenance per pavement management plan.			

<b>Project: 319- Road Maintenance Project (20/21)</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-319 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-319 70005</u>	Design and Permitting	\$ -	\$ 75,000
<u>092-319 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-319 71500</u>	Project Management and Inspections	\$ -	\$ 75,000
<u>092-319 74100</u>	Construction/Improvements	\$ -	\$ 325,000
<b>Project: 319- Road Maintenance Project (20/21)</b>		<b>\$ -</b>	<b>\$ 475,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ -	\$ 150,000
025	Gas Tax Fund	\$ -	\$ 88,013
031	Measure A Fund	\$ -	\$ 236,987
<b>Total Funding:</b>		<b>\$ -</b>	<b>\$ 475,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2020
<b>Priority Requirement:</b> Safety/Maintenance - Pavement		<b>End Date:</b>	4th Qtr 2023
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	\$ 475,000
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Annual road maintenance per pavement management plan.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 603 - WTP Facilities Improvement</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-603 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-603 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-603 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-603 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-603 74100</u>	Construction/Improvements	\$ 150,000	\$ 150,000
<b>Project: 603 - WTP Facilities Improvement</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
021	Water Capital Fund	\$ 150,000	\$ 150,000
	<b>Total Funding:</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	Ongoing
<b>Priority Requirement:</b>	Maintenance	<b>End Date:</b>	
<b>Priority Level:</b>	1 - Critical	<b>Total Budget (All Years):</b>	\$ 1,125,851
<b>Project Category:</b>	Water		
<b>Project Description:</b>			
Various repairs and replacement of water treatment plant facilities, including source pumps and production, storage and treatment. Work is ongoing.			

<b>Project: 607 - Water Meter Upgrades</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-607 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-607 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-607 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-607 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-607 74100</u>	Construction/Improvements	\$ 100,000	\$ 100,000
<b>Project: 607 - Water Meter Upgrades</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
021	Water Capital Fund	\$ 100,000	\$ 100,000
	<b>Total Funding:</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	ongoing
<b>Priority Requirement:</b>	Maintenance	<b>End Date:</b>	
<b>Priority Level:</b>	3 - High	<b>Total Budget (All Years):</b>	\$ 400,000
<b>Project Category:</b>	Water		
<b>Project Description:</b>			
Replacement of water meters throughout the City. Meters have not been changed since original installation. New meters are able to store short-term data and are also outfitted with radios capable to connect to future fixed base meter systems.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 608 - WTP/Booster Power Reliability</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-608- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-608- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-608- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-608- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-608- 74100</u>	Construction/Improvements	\$ 200,000	\$ -
<b>Project: 608 - WTP/Booster Power Reliability</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
021	Water Capital Fund	\$ 200,000	
	<b>Total Funding:</b>	<b>\$ 200,000</b>	<b>\$ -</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2018
<b>Priority Requirement:</b> Safety/Emergency Support		<b>End Date:</b>	4th Qtr 2020
<b>Priority Level:</b> 2 - Urgent		<b>Total Budget (All Years):</b>	<b>\$ 200,000</b>
<b>Project Category:</b> Water			
<b>Project Description:</b>			
Installation and upgrade of power generator for one Water Treatment Plant and booster system to ensure water treatment and production during power outages.			

<b>Project: 609 - Supplemental Well/WTP Feasibility</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-609 70000</u>	Conceptual Plan and Feasibility	\$ 50,000	\$ -
<u>092-609 70005</u>	Design and Permitting	\$ -	\$ 50,000
<u>092-609 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-609 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-609 74100</u>	Construction/Improvements	\$ -	\$ -
<b>Project: 609 - Supplemental Well/WTP Feasibility</b>		<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
021	Water Capital Fund	\$ 50,000	\$ 50,000
	<b>Total Funding:</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2019
<b>Priority Requirement:</b> Safety/Regulatory		<b>End Date:</b>	4th Qtr 2021
<b>Priority Level:</b> 3 - High		<b>Total Budget (All Years):</b>	<b>\$ 100,000</b>
<b>Project Category:</b> Water			
<b>Project Description:</b>			
Review of potential groundwater well sites and water treatment plant facilities as capacity for existing facilities is being reached.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 610 - Water Distribution System Improvements</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-610- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-610- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-610- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-610- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-610- 74100</u>	Construction/Improvements	\$ 100,000	\$ 100,000
<b>Project: 610 - Water Distribution System Improvements</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
021	Water Capital Fund	\$ 100,000	\$ 100,000
	<b>Total Funding:</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	Ongoing
<b>Priority Requirement:</b> Maintenance		<b>End Date:</b>	
<b>Priority Level:</b> 1 - Critical		<b>Total Budget (All Years):</b>	\$ 500,000
<b>Project Category:</b> Water			
<b>Project Description:</b>			
Various repairs and replacement of water distribution systems, including distribution lines, valves, pumps, booster station, SCADA, hydrants, etc.			

<b>Project: 704 - Sewer Line Replacement</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-704- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-704- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-704- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-704- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-704- 74100</u>	Construction/Improvements	\$ 150,000	\$ 150,000
<b>Project: 704 - Sewer Line Replacement</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
006	Wastewater Capital Fund	\$ 150,000	\$ 150,000
	<b>Total Funding:</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	1st Qtr 2014
<b>Priority Requirement:</b> Maintenance		<b>End Date:</b>	4th Qtr 2024
<b>Priority Level:</b> 2 - Urgent		<b>Total Budget (All Years):</b>	\$ 750,000
<b>Project Category:</b> Wastewater			
<b>Project Description:</b>			
Repair of damaged, bellied, cracked lines, within the City sewer collection system as identified from the prior annual inspection. Ongoing Project.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 706 - WWTP Facilities Improvement</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-706- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-706- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-706- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-706- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-706- 74100</u>	Construction/Improvements	\$ 300,000	\$ 300,000
<b>Project: 706 - WWTP Facilities Improvement</b>		<b>\$ -</b>	<b>\$ -</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
006	Wastewater Capital Fund	\$ 300,000	\$ 300,000
	<b>Total Funding:</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	Ongoing
<b>Priority Requirement:</b> Maintenance		<b>End Date:</b>	
<b>Priority Level:</b> 1 - Critical		<b>Total Budget (All Years):</b>	\$ 1,470,484
<b>Project Category:</b> Wastewater			
<b>Project Description:</b>			
Various repairs and replacement of Wastewater Treatment Plant Facilities, including lift stations, SCADA, pumps, blowers, etc. Project is ongoing.			



**Detail of Capital Improvement Projects (CIP)  
For Fiscal Years 2019/20 and 2020/21**

Fund 092

<b>Project: 311 - Industrial Way Street Lights</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-311- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-311- 70005</u>	Design and Permitting	\$ 82,500	\$ -
<u>092-311- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-311- 71500</u>	Project Management and Inspections	\$ -	\$ 50,000
<u>092-311- 74100</u>	Construction/Improvements	\$ -	\$ 350,000
<b>Project: 311 - Industrial Way Street Lights</b>		<b>\$ 82,500</b>	<b>\$ 400,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 82,500	\$ 400,000
	<b>Total Funding:</b>	<b>\$ 82,500</b>	<b>\$ 400,000</b>
<b>Origination:</b> City Council		<b>Start Date:</b>	1st Qtr 2016
<b>Priority Requirement:</b>	Safety	<b>End Date:</b>	4th Qtr 2022
<b>Priority Level:</b>	3 - High	<b>Total Budget (All Years):</b>	\$ 508,478
<b>Project Category:</b> Streets and Sidewalk			
<b>Project Description:</b>			
Installation of street lights on Industrial Way. There are currently no street lights on Industrial way. Industrial Way is used at night due to growth of new commercial businesses. City Council has provided direction on fixture type. Staff is coordinating with PG&E and with an electrical engineer on additional design information.			

<b>Project: 314 - SD Inlet/Catch Basin Retrofit Imp.</b>		<b>FY 19/20</b>	<b>FY 20/21</b>
<b>EXPENDITURES</b>			
<u>092-314- 70000</u>	Conceptual Plan and Feasibility	\$ -	\$ -
<u>092-314- 70005</u>	Design and Permitting	\$ -	\$ -
<u>092-314- 71200</u>	Right of Way Acquisition	\$ -	\$ -
<u>092-314- 71500</u>	Project Management and Inspections	\$ -	\$ -
<u>092-314- 74100</u>	Construction/Improvements	\$ 150,000	\$ 150,000
<b>Project: 314 - SD Inlet/Catch Basin Retro Fit Imp.</b>		<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>FUNDING SOURCE ALLOCATION</b>			
<b>Fund</b>	<b>Fund Description</b>	<b>FY 19/20 Allocations</b>	<b>FY 20/21 Allocations</b>
001	General Fund	\$ 150,000	\$ 150,000
	<b>Total Funding:</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>Origination:</b> Staff		<b>Start Date:</b>	Ongoing
<b>Priority Requirement:</b>	Safety/Regulatory	<b>End Date:</b>	
<b>Priority Level:</b>	3 - High	<b>Total Budget (All Years):</b>	\$ 450,000
<b>Project Category:</b> Drainage			
<b>Project Description:</b>			
Retrofit of irregular storm drain inlet/catch basins to provide safety grating and compliance with State Trash Amendment Regulations requiring full capture systems in all storm drains.			

**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: Andrea Keefer, Planning Director  
Meeting Date: May 9, 2019  
Subject: Review of Community Design Guidelines - Architecture

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**BACKGROUND**

The City of Buellton Community Design Guidelines document was adopted by City Council on November 10, 2005. The guidelines apply to new development and substantial renovations, and set guidelines for architectural styles, site standards, landscape design, building design and signage. The Community Design Guidelines document is used with other planning documents when reviewing projects. The complete Community Design Guidelines can be found on the City's website.

At the February 28, 2019 City Council meeting, the City Council requested to review and possibly update the architectural styles included in the City's 2005 Community Design Guidelines.

Staff will make a presentation on the current architectural design styles to open up the discussion on possible future changes. The presentation will primarily focus on the Architectural Character chapter, which is contained on pages 11-31. Attachment 1 is the power point presentation.

There are currently four architectural styles included in the document; Agrarian, Mission Revival, Ranch and Contemporary Ranch. Design standards for each design style are specified in the document in four categories; Building Form, Roof Forms and Materials, Building and Accent Materials, and Windows and Doors.

In addition to reviewing the current architectural styles, the Art Deco/Art Moderne architectural style adopted for the Avenue of Flags Specific Plan will need to be incorporated into the Community Design Guidelines.

The City Council should review the Community Design Guidelines prior to the meeting via the above noted link.

**RECOMMENDATION**

That the City Council review and provide further direction to Staff on a possible update to the City's Community Design Guidelines.

**ATTACHMENTS**

Attachment 1 – Power Point Presentation

# Review of Community Design Guidelines - Architecture

Buellton City Council

May 9, 2019



# History and Overview



- ❧ Adopted November 10, 2005
- ❧ Applies to new development and substantial renovations
- ❧ Sets guidelines for architectural styles, site standards, landscape design, building design, and signage
- ❧ Used with other planning documents when reviewing projects
- ❧ City Council request to review Community Design Guidelines for possible update to architectural styles (pgs. 11-31)

# Architectural Styles - Overview

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## ❧ Architectural Styles

❧ Agrarian

❧ Mission Revival

❧ Ranch

❧ Contemporary Ranch (Commercial/Industrial zones only)

## ❧ Topics Covered

❧ Building Form

❧ Roof Forms and Materials

❧ Building and Accent Materials

❧ Windows and Doors

# Agrarian Examples



# Mission Revival Examples



# Ranch Examples



# Contemporary Ranch Examples



# Contemporary Ranch Examples



# Other Architectural Styles



- Other architectural styles can be considered
- Existing architectural styles can be deleted or modified
- Art Deco/ Art Moderne design standards need to be included in Community Design Guidelines
  - Supplement to existing Community Design Guidelines

# Recommendation



- City Council provide further direction to Staff on a possible update to the City's Community Design Guidelines

# Agrarian



- ❧ **Building Form** - Covered front porches, second story balconies
- ❧ **Roof Form and Materials** - Gable, hipped or shed roof, corrugated, standing seam metal, concrete shake shingles, treat wood shingles, core-tin steel, varied roof forms (tower elements, cupolas)
- ❧ **Building Accent Materials** -Wood construction, wood finishes, horizontal wood siding recommended, board and batten siding, barn siding, metal siding, stucco, brick, stone masonry
- ❧ **Windows and Doors** - Consistency between windows and door frames throughout, multi-paned or large windows, vertically oriented, rectangular, rustic wood shutters

# Mission Revival



- ❧ **Building Form** – Symmetrical facades, human scale (arches, trellises, awnings), alcoves, arcades, covered walkways w/ large square piers
- ❧ **Roof Form and Materials** – Clay, concrete tiles, terra cotta or other earth tone roof tiles
- ❧ **Building Accent Materials** – Fine course stucco on exterior walls, plaster, ornamental iron grill work
- ❧ **Windows and Doors** – Vertically-oriented windows, arched doorway openings w/ deep reveals

# Ranch



- ❧ **Building Form** – Asymmetrical single story designs are recommended. Linear plans preferred. Front porches, and covered entries. Covered walkways.
- ❧ **Roof Form and Materials** – Low pitched roofs, hipped, cross-gable or side gable. Wide overhangs, heavy wood beams
- ❧ **Building Accent Materials** – fire resistant wood siding, clapboard, brick or stone. Combine two exterior wall materials. Use of siding on entire façade is preferred. Decorative wood railings. Awnings and trellises. Earth tone colors.
- ❧ **Windows and Doors** – Horizontal bands, simple, double-hung windows, occasional picture window, w/ shutters or rustic-looking wood trim.

# Contemporary Ranch



- ❧ **Building Form** – Utilize form of lot (such as uneven angle) for footprint of the building. Simple geometric shapes.
- ❧ **Roof Form and Materials** – Exaggerated “shed” style, varied roof forms, corrugated or standing seam metal, or flat concrete tiles. Translucent panels and skylights.
- ❧ **Building Accent Materials** -Wood construction, wood finishes, horizontal wood siding recommended, barn siding, metal siding, stucco, brick, stone masonry. Multiple exterior wall finishes should be used to create interest. Buildings should not employ a singular materials from base to parapet.
- ❧ **Windows and Doors** – Repeat same size and shape windows, create an asymmetrical arrangement of the windows, many square or rectangular panes.