



CITY OF BUELLTON

CITY COUNCIL AGENDA

**Regular Meeting of May 12, 2016 – 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 Ed Andrisek

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members John Connolly, Leo Elovitz, Holly Sierra, Vice Mayor Dan Baumann, and Mayor Ed Andrisek

REORDERING OF AGENDA

PUBLIC COMMENTS

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

CONSENT CALENDAR

(ACTION)

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 Any Council Member, the City Attorney, or the City Manager may request that an item be withdrawn from the Consent Agenda to allow for full discussion.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

- 1. Minutes of April 28, 2016 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for Fiscal Year 2015-16**
- 3. Approval of Parcel Map 31,055 for the Crossroads Project and Acceptance of Public Easements for Water, Sewer, and Public Utilities**
❖ (Staff Contact: Public Works Director Rose Hess)
- 4. Acceptance of Grant of Water Easement for Flying Flags RV Resort**
❖ (Staff Contact: Public Works Director Rose Hess)

PRESENTATIONS

PUBLIC HEARINGS

COUNCIL MEMBER COMMENTS

COUNCIL ITEMS

WRITTEN COMMUNICATIONS

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

COMMITTEE REPORTS

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

BUSINESS ITEMS

(POSSIBLE ACTION)

- 5. **Authorization to Reclassify the Grounds Maintenance Class to Parks Foreman**
❖ (Staff Contact: H.R. Director Linda Reid)
- 6. **Budget Study Session for Fiscal Year 2016-17 Budget**
❖ (Staff Contact: Finance Director Carolyn Galloway-Cooper)

CITY MANAGER’S REPORT

CLOSED SESSION ITEMS

(POSSIBLE ACTION)

- 7. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
(Government Code Section 54956.9(a))
Terravant Wine Company, LLC v. City of Buellton, et al., Santa Barbara County Superior Court Case No. 16CV00839
Environment in the Public Interest v. City of Buellton, et al., Santa Barbara County Superior Court Case No. 16CV00883

ADJOURNMENT

The next meeting of the City Council will be held on Thursday, May 26, 2016 at 6:00 p.m.

CITY OF BUELLTON

CITY COUNCIL MEETING MINUTES

Regular Meeting of April 28, 2016
City Council Chambers, 140 West Highway 246
Buellton, California

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

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

REORDERING OF AGENDA

None

PUBLIC COMMENTS

Larry Rankin, Buellton, stated that Gavin Moores has done a great job managing the townhomes project. Mr. Rankin stated he is not happy with the current engineering firm serving the City.

CONSENT CALENDAR

Council Member Elovitz requested that Items 4 and 5 be pulled for discussion.

- 1. Minutes of April 14, 2016 Regular City Council Meeting**
- 2. List of Claims to be Approved and Ratified for Payment to Date for FY 2015-16**
- 3. Revenue and Expenditure Reports through March 31, 2016**
- 6. Van Rental Agreement Between City of Buellton and Buellton Union School District**

MOTION:

Motion by Council Member Sierra, seconded by Council Member Elovitz, approving Consent Calendar Items 1, 2, 3, and 6 as listed.

VOTE:

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

Council Member Connolly – Yes

Council Member Elovitz – Yes

Council Member Sierra– Yes

Vice Mayor Baumann – Yes

Mayor Andrisek – Yes

4. Receive and File the 2015 Annual Report on the Status of the General Plan

5. First Amendment to MarBorg Industries Contract for Solid Waste Collection Services

City Manager Bierdzinski answered questions posed from Council Member Elovitz regarding Item Nos. 4 and 5.

MOTION:

Motion by Council Member Elovitz, seconded by Council Member Sierra, approving Consent Calendar Items 4 and 5 as listed.

VOTE:

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

Council Member Connolly – Yes

Council Member Elovitz – Yes

Council Member Sierra– Yes

Vice Mayor Baumann – Yes

Mayor Andrisek – Yes

PRESENTATIONS

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

The scholarship recipients read their essays and Mayor Andrisek and Norm Williams presented Belen Buenrostro and Jaclyn Smith with the Norman and Gale Williams Buellton Education Scholarships for the 2016-2017 academic year.

PUBLIC HEARINGS

None

COUNCIL MEMBER COMMENTS/ITEMS

Council Member Sierra stated the Vintner's Festival was well attended and successful. Ms. Sierra also asked that vehicle speed be monitored on Central Avenue in the late afternoon and early evening hours.

Council Member Elovitz thanked staff for researching the costs associated with a second Community Emergency Response Team (CERT) trailer.

Mayor Andrisek announced that he and Council Member Sierra attended the Channel Counties League of California Cities dinner at the City of Atascadero on April 15.

Mayor Andrisek announced he attended the Quarterly Awards at Vandenberg Air Force Base.

Council Member Sierra questioned the water rate increase for Ranch Club Mobile Home Park residents and requested that staff look into the issue and report back to the Council.

WRITTEN COMMUNICATIONS

None

COMMITTEE REPORTS

Council Member Sierra announced that she attended the Green Team meeting and provided an oral report for the record. She also stated that Earth Day is scheduled for May 21 and will be observed at River View Park from 12:00 to 5:00 p.m.

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

Council Member Sierra announced that this year's Veterans Stand Down event is scheduled for Saturday, October 15 at the Santa Maria Fairpark.

Council Member Sierra announced she and Vice Mayor Baumann attended the Library Ad Hoc Committee meeting with representatives of the City of Solvang and provided an oral report regarding the meeting.

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

BUSINESS ITEMS

8. Fiscal Year 2016-17 Requests for Funding from Non-Profit Agencies

RECOMMENDATION:

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

STAFF REPORT:

Finance Director Galloway-Cooper presented the staff report.

DOCUMENTS:

Staff Report with attachment as listed in the staff report.

SPEAKERS/DISCUSSION:

Pam Gnekow and Robin Serritslev, representing the Santa Ynez Valley Senior Citizens Foundation, addressed the City Council and explained the Senior Center's funding request for Fiscal Year 2016-17.

Justin Wilkins and Arcelia Sencion, representing Santa Ynez Valley People Helping People (PHP), addressed the City Council and explained PHP's funding request for Fiscal Year 2016-17.

Judi Monte, representing the Foodbank of Santa Barbara County, addressed the City Council and explained the Foodbank's funding request for Fiscal Year 2016-17.

Amy Derryberry, representing the Santa Ynez Valley Fruit and Vegetable Rescue, addressed the City Council and explained her organization's funding request for Fiscal Year 2016-17.

Sue Eisaguirre, representing NatureTrack, addressed the City Council and explained her organization's funding request for Fiscal Year 2016-17.

The City Council discussed the following issues:

- Capping the spending limit at \$78,900
- The positive learning experience provided by NatureTrack

MOTION:

Motion by Mayor Andrisek, seconded by Council Member Sierra, agreeing to fund the non-profit agencies listed below, which will be reflected in the Fiscal Year 2016-17 Budget as follows:

- Santa Ynez Valley Senior Citizens Foundation - \$49,850
- Santa Ynez Valley People Helping People - \$11,980
- Foodbank of Santa Barbara County - \$8,470
- Santa Ynez Valley Fruit and Vegetable Rescue - \$6,660
- NatureTrack - \$1,940

VOTE:

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

Council Member Connolly – Yes

Council Member Elovitz – Yes

Council Member Sierra – Yes

Vice Mayor Baumann – Yes

Mayor Andrisek - Yes

9. Review of Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ending June 30, 2015

RECOMMENDATION:

That the City Council receive and file the CAFR for Fiscal Year ending June 30, 2015.

STAFF REPORT:

Finance Director Galloway-Cooper presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

SPEAKERS/DISCUSSION:

Joe Arch, President/CEO of JJACPA, Inc., answered questions from the Council regarding the CAFR and the City's financial reports.

Judith Dale, Buellton, discussed the CAFR and the importance of preparing a CAFR. Ms. Dale requested that all enterprise funds be separated. She also requested that private project developer accounts be itemized and made transparent.

The City Council discussed developing a financial sub-schedule to separate out connection fees.

DIRECTION:

The City Council agreed by consensus to receive and file the CAFR for Fiscal Year ending June 30, 2015.

10. Consideration of Draft Request for Proposals (RFP) for Engineering Services

RECOMMENDATION

That the Council review the draft RFP for Engineering Services and provide comments and direction to staff.

STAFF REPORT:

Public Works Director Hess presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DISCUSSION:

The City Council discussed the following issues:

- Shortening the timeline schedule by a month
- Contacting qualified engineering firms so they can submit an RFP
- Ensuring that engineering firm staff members have appropriate licenses and credentials
- Revising the section requiring the engineering firm maintain an office in Buellton to being preferred rather than required and that firms may offer office hours in lieu of a physical office

- That staff notify Council with a list of which firms were contacted to submit proposals

DIRECTION:

The City Council agreed by consensus to direct staff to make the requested changes to the RFP for Engineering Services as listed above and release the RFP.

11. Financial Report for the Third Quarter Ending March 31, 2016**RECOMMENDATION:**

That the City Council receive and file the Third Quarter Financial Report ending March 31, 2016.

STAFF REPORT:

Finance Director Galloway-Cooper presented the staff report.

DOCUMENTS:

Staff report with attachments as listed in the staff report.

DISCUSSION:

The City Council discussed the Third Quarter Financial Report.

DIRECTION:

The City Council agreed by consensus to receive and file the Third Quarter Financial Report ending March 31, 2016.

12. Growth Mitigation Annual Compliance Report for Fiscal Years 2013-14 and 2014-15**RECOMMENDATION:**

That the City Council receive the Growth Mitigation Annual Compliance Report for Fiscal Years 2013-14 and 2014-15, which satisfies Government Code Section 66006 (b)(1).

STAFF REPORT:

Finance Director Galloway-Cooper presented the staff report.

DOCUMENTS:

Staff Report with attachments as listed in the staff report.

DIRECTION:

The City Council agreed by consensus to approve receipt of the Growth Mitigation Annual Compliance Report for Fiscal Years 2013-14 and 2014-15.

CITY MANAGER'S REPORT

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

CLOSED SESSION ITEMS

- 13. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Government Code Section 54956.9(a))
Terravant Wine Company, LLC v. City of Buellton, et al., Santa Barbara County Superior Court Case No. 16CV00839
Environment in the Public Interest v. City of Buellton, et al., Santa Barbara County Superior Court Case No. 16CV00883**

The City Council met in closed session to discuss existing litigation. No reportable action was taken.

ADJOURNMENT

Mayor Andrisek adjourned the regular meeting at 8:55 p.m. The next regular meeting of the City Council will be held on Thursday, May 12, 2016 at 6:00 p.m.

Ed Andrisek
Mayor

ATTEST:

Linda Reid
City Clerk

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

The following is a list of claims to be ratified and approved for payment by the City Council at the
May 12, 2016 Council Meeting.

Listed below is a brief summary of the attached claims:

| | | |
|-------------|-----------------------------|----------------------|
| EXHIBIT A * | A/P Packet #APPKT00245 | 102,684.98 (2 pages) |
| | A/P Packet #APPKT00242 | 202,931.94 (2 pages) |
| | A/P Packet #APPKT00238 | \$6,151.61 (2 pages) |
| | Utility Packet #UBPKT000215 | \$28,403.33 (1 page) |

| | |
|----------------|--------------|
| Total Packets: | \$340,171.86 |
|----------------|--------------|

| | |
|-----------|-------------|
| EXHIBIT B | \$35,205.00 |
|-----------|-------------|

| | | |
|-----------------|-----------|------------|
| Council Payroll | 4/28/2016 | \$2,197.71 |
| Staff Payroll | 4/29/2016 | 38,859.75 |

| | | |
|--------------------------------|----------------|-------------|
| TOTAL AMOUNT OF CLAIMS: | Total Payroll: | \$41,057.46 |
|--------------------------------|----------------|-------------|

\$416,434.32

* The A/P Packets above will be approved on Council Agenda date of 5/12/2016
 Checks to be signed on 5/12/16 tie to A/P Packet #APPKT00245
 Checks previously signed by staff to avoid late fees relate to A/P Packet #APPKT00238 & APPKT00242

Payments via Electronic Fund Transfer (EFT):
From 4/18/16 to 4/29/16

| | | |
|---------------------------|-----------|-----------|
| AFLAC | 4/19/2016 | 609.03 |
| Payroll Tax - IRS | 4/20/2016 | 7,799.52 |
| Payroll Tax - EDD | 4/20/2016 | 2,174.47 |
| CalPERS - Medical | 4/21/2016 | 19,263.71 |
| Payroll Tax - EDD (Qtrly) | 4/26/2016 | 5,238.37 |
| Bank Fees | 4/29/2016 | 104.90 |
| Bank Fee - "In" Wire | 4/29/2016 | 15.00 |

Total

\$35,205.00



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|-----------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: General Checking-General Checking | | | | | | |
| 000820 | ACWA/JPIA | 04/22/2016 | Regular | 0.00 | 2,040.37 | 32793 |
| 000090 | CalPERS LONG-TERM CARE PROGRA | 04/22/2016 | Regular | 0.00 | 84.25 | 32794 |
| 000962 | CINDY ALLEN | 04/22/2016 | Regular | 0.00 | 39.00 | 32795 |
| 000118 | COASTAL COPY, LP | 04/22/2016 | Regular | 0.00 | 470.43 | 32796 |
| 000965 | FASTRAK SOFTWARES, INC | 04/22/2016 | Regular | 0.00 | 149.00 | 32797 |
| 000813 | HOME DEPOT CREDIT SERVICES | 04/22/2016 | Regular | 0.00 | 204.60 | 32798 |
| 000280 | LEE CENTRAL COAST NEWSPAPERS | 04/22/2016 | Regular | 0.00 | 148.95 | 32799 |
| 001029 | Rarig Construction Inc. | 04/22/2016 | Regular | 0.00 | 2,000.00 | 32800 |
| 000438 | SANTA YNEZ VALLEY HARDWARE | 04/22/2016 | Regular | 0.00 | 192.16 | 32801 |
| 000706 | SATCOM GLOBAL, INC. | 04/22/2016 | Regular | 0.00 | 50.40 | 32802 |
| 001030 | Shannel Zamora | 04/22/2016 | Regular | 0.00 | 40.34 | 32803 |
| 000482 | SWRCB | 04/22/2016 | Regular | 0.00 | 300.00 | 32804 |
| 000521 | TODD PIPE & SUPPLY | 04/22/2016 | Regular | 0.00 | 136.11 | 32805 |
| 000782 | WAGE WORKS | 04/22/2016 | Regular | 0.00 | 177.00 | 32806 |
| 000881 | WESTERN AEROMEDICAL CONSORT | 04/22/2016 | Regular | 0.00 | 69.00 | 32807 |
| 001032 | Western Foundation of Verebrate Z | 04/22/2016 | Regular | 0.00 | 50.00 | 32808 |

Bank Code General Checking Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 28 | 16 | 0.00 | 6,151.61 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 28 | 16 | 0.00 | 6,151.61 |

Fund Summary

| Fund | Name | Period | Amount |
|------|-------------|--------|-----------------|
| 999 | POOLED CASH | 4/2016 | 6,151.61 |
| | | | 6,151.61 |



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|------------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: General Checking-General Checking | | | | | | |
| 000870 | ACCOUNTEMP | 05/02/2016 | Regular | 0.00 | 4,596.22 | 32809 |
| 000957 | Adam Enticknap | 05/02/2016 | Regular | 0.00 | 6,720.00 | 32810 |
| 000303 | ART MERCADO | 05/02/2016 | Regular | 0.00 | 100.00 | 32811 |
| 001034 | Asphalt Maintenance Company of C. | 05/02/2016 | Regular | 0.00 | 50.00 | 32812 |
| 000718 | AUTOSYS, INC. | 05/02/2016 | Regular | 0.00 | 435.00 | 32813 |
| 000043 | BARBARA KNECHT | 05/02/2016 | Regular | 0.00 | 122.28 | 32814 |
| 000967 | Berry General Engineering Contract | 05/02/2016 | Regular | 0.00 | 16,413.25 | 32815 |
| 001033 | Bob Gould | 05/02/2016 | Regular | 0.00 | 70.00 | 32816 |
| 000868 | BRIAN DUNSTAN | 05/02/2016 | Regular | 0.00 | 50.00 | 32817 |
| 000065 | BURKE, WILLIAMS & SORENSEN, LLF | 05/02/2016 | Regular | 0.00 | 17,101.02 | 32818 |
| 000800 | CARR'S BOOT SHOP, INC. dba | 05/02/2016 | Regular | 0.00 | 251.09 | 32819 |
| 000122 | COMCAST CABLE | 05/02/2016 | Regular | 0.00 | 298.99 | 32820 |
| 000140 | DAN HEEDY | 05/02/2016 | Regular | 0.00 | 100.00 | 32821 |
| 001035 | DMV | 05/02/2016 | Regular | 0.00 | 10.00 | 32822 |
| 000193 | FIRST NATIONAL BANK OF OMAHA | 05/02/2016 | Regular | 0.00 | 5,627.05 | 32823 |
| | **Void** | 05/02/2016 | Regular | 0.00 | 0.00 | 32824 |
| 000199 | FOSTER D. REIF | 05/02/2016 | Regular | 0.00 | 100.00 | 32825 |
| 000201 | G E CAPITAL | 05/02/2016 | Regular | 0.00 | 150.12 | 32826 |
| 001038 | Henry Alvarado | 05/02/2016 | Regular | 0.00 | 109.63 | 32827 |
| 000228 | HOLLY SIERRA | 05/02/2016 | Regular | 0.00 | 221.04 | 32828 |
| 000869 | JOE PADILLA | 05/02/2016 | Regular | 0.00 | 50.00 | 32829 |
| 000812 | KOSMONT & ASSOCIATES, INC. dba | 05/02/2016 | Regular | 0.00 | 5,893.97 | 32830 |
| 000779 | LASH CONSTRUCTION, INC. | 05/02/2016 | Regular | 0.00 | 601.84 | 32831 |
| 000286 | LEAGUE OF CALIFORNIA CITIES | 05/02/2016 | Regular | 0.00 | 150.00 | 32832 |
| 000745 | PEDRO DE LA CRUZ dba | 05/02/2016 | Regular | 0.00 | 300.00 | 32833 |
| 000379 | POSTMASTER | 05/02/2016 | Regular | 0.00 | 565.00 | 32834 |
| 000450 | SB CO SHERIFF'S DEPARTMENT | 05/02/2016 | Regular | 0.00 | 141,252.00 | 32835 |
| 001039 | Sven Persson | 05/02/2016 | Regular | 0.00 | 50.00 | 32836 |
| 000521 | TODD PIPE & SUPPLY | 05/02/2016 | Regular | 0.00 | 320.66 | 32837 |
| 000529 | TRANSFIRST HEALTH & GOVERNMEI | 05/02/2016 | Regular | 0.00 | 173.57 | 32838 |
| 000556 | VERIZON WIRELESS | 05/02/2016 | Regular | 0.00 | 648.71 | 32839 |
| 000807 | WATER ENVIRONMENT FEDERATIOI | 05/02/2016 | Regular | 0.00 | 297.00 | 32840 |
| 000881 | WESTERN AEROMEDICAL CONSORT | 05/02/2016 | Regular | 0.00 | 69.00 | 32841 |
| 001037 | Windmill Nursery Inc | 05/02/2016 | Regular | 0.00 | 34.50 | 32842 |

Bank Code General Checking Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|----------|------------|
| Regular Checks | 55 | 33 | 0.00 | 202,931.94 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 55 | 34 | 0.00 | 202,931.94 |

Fund Summary

| Fund | Name | Period | Amount |
|------|-------------|--------|-------------------|
| 999 | POOLED CASH | 5/2016 | 202,931.94 |
| | | | 202,931.94 |



By Check Number

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: General Checking-General Checking | | | | | | |
| 000105 | CITY OF BUELLTON | 05/04/2016 | Regular | 0.00 | 820.23 | 32843 |
| 001028 | Hdl Coren & Cone Inc. | 05/04/2016 | Regular | 0.00 | 1,750.00 | 32844 |
| 000326 | MNS ENGINEERS, INC. | 05/04/2016 | Regular | 0.00 | 99,373.75 | 32845 |
| | **Void** | 05/04/2016 | Regular | 0.00 | 0.00 | 32846 |
| 000706 | SATCOM GLOBAL, INC. | 05/04/2016 | Regular | 0.00 | 50.40 | 32847 |
| 000904 | US BANK EQUIPMENT FINANCE | 05/04/2016 | Regular | 0.00 | 690.60 | 32848 |

Bank Code General Checking Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 24 | 5 | 0.00 | 102,684.98 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 1 | 0.00 | 0.00 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 24 | 6 | 0.00 | 102,684.98 |

Fund Summary

| Fund | Name | Period | Amount |
|------|-------------|--------|-------------------|
| 999 | POOLED CASH | 5/2016 | 102,684.98 |
| | | | <u>102,684.98</u> |



City of Buellton, CA

Refund Check Register

Refund Check Detail

UBPKT00216 - Refunds 01 UBPKT00215 Regular

| Account | Name | Date | Check # | Amount | Code | Receipt | Amount | Type |
|-------------------------|-----------------------------|-----------|---------|-------------------------------|------------------|---------|----------|------------------------|
| 02-10200-000 | STARBUCKS COFFEE C/O: ECOVA | 4/19/2016 | 32791 | 28,308.60 | | | 28308.60 | Generated From Billing |
| 07-10400-006 | FEAZELLE, DONNA | 4/19/2016 | 32792 | 94.73 | | | 94.73 | Generated From Billing |
| Total Refunds: 2 | | | | Total Refunded Amount: | 28,403.33 | | | |

Revenue Code Summary

| Revenue Code | Amount |
|-------------------------|-----------------|
| 996 - UNAPPLIED CREDITS | 28403.33 |
| Revenue Total: | 28403.33 |

General Ledger Distribution

Posting Date: 04/19/2016

| Account Number | Account Name | Posting Amount | IFT |
|--------------------------------|--------------------------------|----------------|-----|
| Fund: 020 - WATER FUND | | | |
| 020-10000 | Claim On Pooled Cash | -28,403.33 | Yes |
| 020-22420 | Unapplied Credits | 28,403.33 | |
| 020 Total: | | 0.00 | |
| Fund: 999 - POOLED CASH | | | |
| 999-10001 | Pooled Cash - General Checking | -28,403.33 | |
| 999-27000 | Due To Other Funds | 28,403.33 | Yes |
| 999 Total: | | 0.00 | |
| Distribution Total: | | 0.00 | |

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Rose Hess, Public Works Director/City Engineer

Meeting Date: May 12, 2016

Subject: Approval of Parcel Map 31,055 for the Crossroads Project and Acceptance of Public Easements for Water, Sewer, and Public Utilities

BACKGROUND

At their regular meeting on June 6, 2013, the Planning Commission approved PC Resolution No. 13-06, approving the Final Development Plan, Conditional Use Permit and Tentative Parcel Map 31,055 for the Crossroads Village Center, which includes 40,455 square feet of retail and restaurants and 15,000 square feet of outdoor sales area. The property is situated on the northeast corner of Highway 246 and McMurray Road (behind the existing gas station).

The required subdivision improvement plans have been completed and approved and the appropriate securities have been calculated. The Parcel Map has been reviewed for technical merit and its substantial compliance with the previously approved tentative map. All conditions related to the Parcel Map approval have been met. All fees and bond amounts are approved. All supporting documents for Grant of Easements have been reviewed and approved.

FISCAL IMPACT

The listing of this item will not have any fiscal impact on the City.

RECOMMENDATION

That the Council accept the grant of easements for public water, sewer, and utilities and authorize the recordation of Parcel Map 31,055 upon receipt of all fees and bonds.

ATTACHMENT

Attachment 1 – Parcel Map 31,055

OWNER'S STATEMENT

We hereby state that we are the owners of, or have an interest in the land included within the subdivision shown on the annexed map, and that we are the only persons whose consent is necessary to pass a clear title to said land. We consent to the making and recordation of said map and subdivision as shown within the distinctive border lines.

We hereby dedicate the easements shown hereon for the purposes set forth.

We also hereby dedicate to public use the easement to the City of Buellton for sanitary sewer purposes as shown hereon.

We also hereby dedicate to public use the easement to the City of Buellton for waterline purposes as shown hereon.

We also hereby dedicate to public use the easement to the City of Buellton for Public Utility purposes as shown hereon.

BUELLTON VILLAGE CENTER, LLC, A California Limited Liability Company

By: McDivitt Development Inc., a California corporation, Its Manager

By: Don Judkins, President

NOTARIAL

State of California County of San Luis Obispo

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not of the truthfulness, accuracy, or validity of that document.

On APRIL 12, 2016, before me, TRACY MARIE ARSHINE, Notary Public personally appeared DON JUDKINS, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity and that by their signatures on the instrument these persons, or the entity upon behalf of which they acted, executed the same.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Tracy Marie Arshine, Signature

TRACY MARIE ARSHINE, KERN, Printed Name County

2052807, DEC 31, 2017, Commission Number Commission Expiration

BENEFICIARY'S STATEMENT

Tri Counties Bank under a deed of trust dated January 10, 2014 and recorded as Instrument No. 2014-0001373 of Official Records

By: Stef S. Wobland VP

BENEFICIARY'S STATEMENT

Tri Counties Bank under a deed of trust dated March 7, 2014 and recorded as Instrument No. 2014-0011640 of Official Records

By: Stef S. Wobland VP

PLANNING DIRECTOR'S STATEMENT

I hereby state that I have examined this final map and have determined that it substantially conforms to the Tentative Map as approved by the City Council of the City of Buellton on June 6, 2013, and to the conditions imposed thereon. Planning Commission

Marc P. Blerdzinski, Marc P. Blerdzinski, Planning Director, 4-25-2016, Date

CITY CLERK'S STATEMENT

I hereby state that the City Council of the City of Buellton, by minute action on the day of 20, approved this map and accepted on behalf of the public, the easements as shown on this map for public use in conformity with the terms of the offer of dedication for public water and sewer, public utilities, and pursuant to section 66434(g) of Government Code (State Subdivision Map Act) approved the abandonment of the 10 foot wide public utility easement as recorded in Book 205, Page 69 of Maps in the Office of the County Recorder, County of Santa Barbara, State of California.

City Clerk Date

CLERK OF THE BOARD'S STATEMENT

I, Mona Miyasato, clerk of the Board of Supervisors of Santa Barbara County, do hereby state that pursuant to government code section 66464 (State Subdivision Map Act), that the certificates and deposits required under government code section 66492 and section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

Mona Miyasato, Clerk of the Board of Supervisors of Santa Barbara County, By: Deputy, Date:

SIGNATURE OMISSIONS

The signatures of the following easement holders have been omitted pursuant to section 66436(a)(3)(A)(i) of the government code (State Subdivision Map Act).

General Telephone Company of California per the document recorded November 1, 1976, in Book 2632 at Page 1031 of Official Records.

Pacific Gas & Electric Company per document recorded May 9, 1977, as instrument No. 77-22207 of Official Records.

Southern California Gas Company per document recorded January 22, 2016, as instrument No. 2016-0003365 of Official Records. The signatures of the following mineral rights holders have been omitted pursuant to Section 66436(a)(3)(C) of the Government Code (State Subdivision Map Act).

Merchant Trust Company per document recorded September 5, 1912, in Book 137, Page 165 and September 24, 1913 in Book 141, Page 519, both of Deeds, in the Office of the County

Pacific Gas & Electric Company utility easement over Lot 3, except under buildings, of Tract Map 31,052 recorded in Book 205, Page 69 of Maps

NOTARIAL

State of California County of San Luis Obispo

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached and not of the truthfulness, accuracy, or validity of that document.

On April 11, 2016, before me, Tracie Coats, Notary Public personally appeared Stef S. Wobland, who proved to me on the basis of satisfactory evidence to be the persons whose names are subscribed to the within instrument and acknowledged to me that they executed the same in their authorized capacity and that by their signatures on the instrument these persons, or the entity upon behalf of which they acted, executed the same.

I certify under penalty of perjury under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Tracie Coats, Signature

Tracie Coats, KERN, Printed Name County

2018257, 7/27/2018, Commission Number Commission Expiration

SURVEYOR'S STATEMENT

This map was prepared by me or under my direction and is based on a field survey in conformance with the requirements of the Subdivision Map Act and Local Ordinance at the request of DON JUDKINS on August, 2014. I hereby state that this Tract Map substantially conforms to the approved or conditionally approved Tentative Map, if any. All monuments shown are of the character and occupy the positions indicated, or will be set in such positions within one year of the recordation of this map and they are sufficient to enable the survey to be retraced.

William Isbell, LS 9745, 4/13/2016, DATE



CITY SURVEYOR'S STATEMENT

I hereby state that I have examined this map and that all provisions of the Subdivision Map Act and Local Ordinances have been complied with and that I am satisfied that this map is technically correct.

Mark E. Reinhardt, City Surveyor, City of Buellton, 4/24/2016, DATE, PLS 6392



RECORDER'S STATEMENT

I hereby state that this map, Tract Map No. 31,055 consisting of 2 sheets, was accepted and recorded on 20, in Book of Maps at Pages at the request of Axis Engineering Group.

Joseph E. Holland, Clerk-Recorder-Assessor, Santa Barbara County, By: Deputy

SOILS ENGINEERING REPORT

A soils engineering report dated September 20, 2013, was prepared by Pacific Materials Laboratory as File No. 13-1576A-6 and signed by Ronald J. Pike, GE 2291 and has been filed with the City of Buellton.

NOTE:

This map is subject to certain conditions and information included in a "Notice" and recorded concurrently as instrument No. O.R.

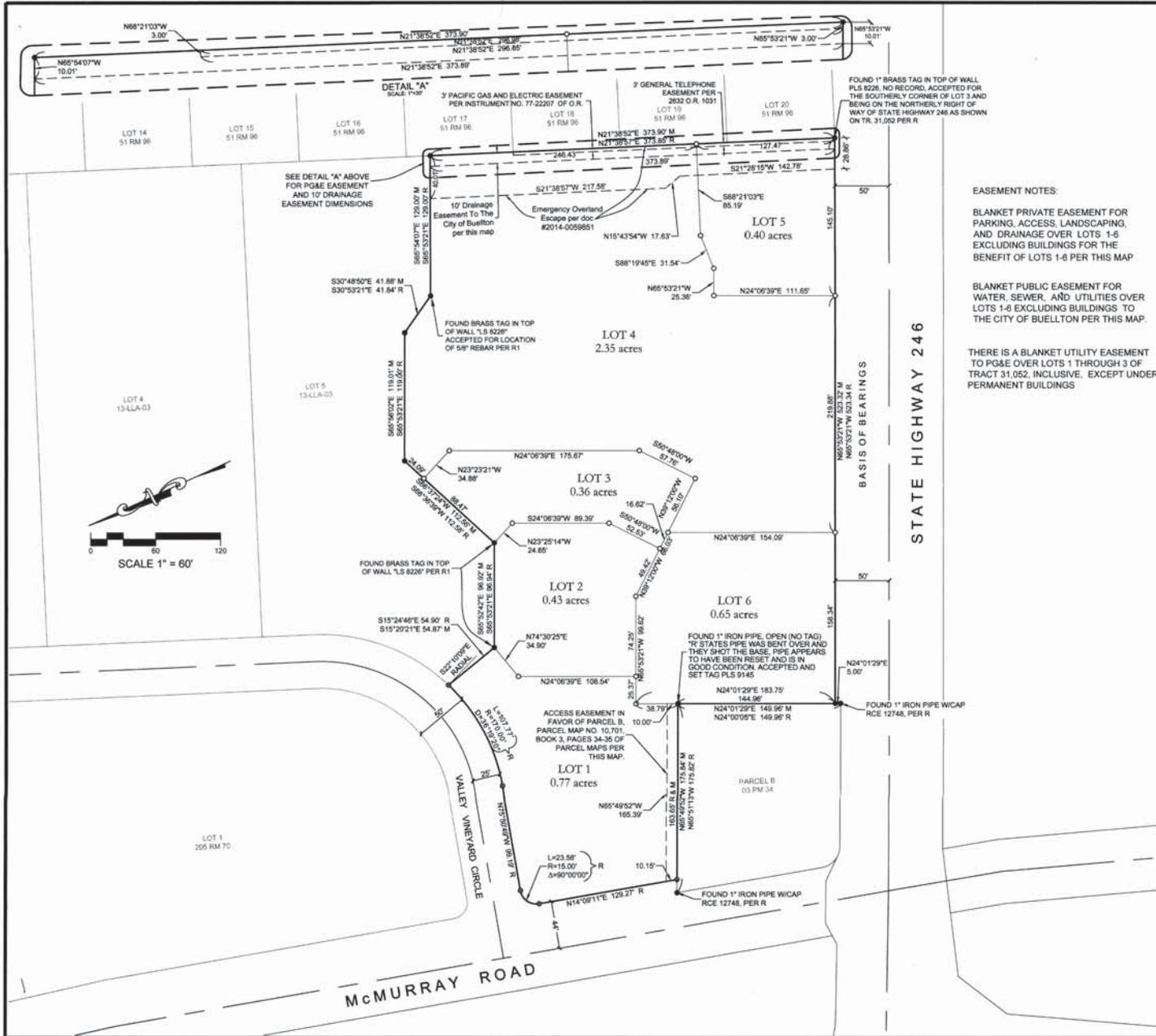
PARCEL MAP

TRACT 31,055

IN THE CITY OF BUELLTON, COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA BEING A SUBDIVISION OF LOT 3 OF TRACT No. 31,052 FILED IN BOOK 205 OF MAPS AT PAGES 69 & 70 IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY



SHEET 1 OF 2 March 1, 2016 13.007 LAWYERS TITLE POLICY #414240345



BASIS OF BEARINGS

BEARINGS HEREON ARE BASED ON FOUND MONUMENTS ALONG THE SOUTHWESTERLY LINE OF LOT 3 OF TRACT 31,052, SAID BEARING BEING N65°53'21\"/>

REFERENCES

- R TRACT 31,052 (205 RM 069)
- R1 CERTIFICATE OF CORRECTION (2015-0048288)
- M MEASURED

LEGEND

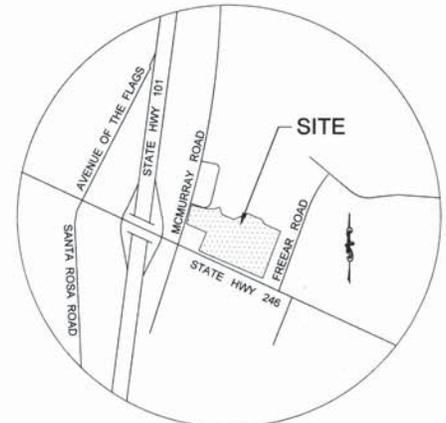
- SET 1/2" X 18" LONG REBAR AND CAP PLS 9145 UNLESS OTHERWISE NOTED
- FOUND 5/8" REBAR WITH CAP "PLS 8226" PER R1 UNLESS OTHERWISE NOTED
- ⊗ POINTS TO BE SET PER R
- TRACT BOUNDARY

EASEMENT NOTES:

BLANKET PRIVATE EASEMENT FOR PARKING, ACCESS, LANDSCAPING, AND DRAINAGE OVER LOTS 1-6 EXCLUDING BUILDINGS FOR THE BENEFIT OF LOTS 1-6 PER THIS MAP

BLANKET PUBLIC EASEMENT FOR WATER, SEWER, AND UTILITIES OVER LOTS 1-6 EXCLUDING BUILDINGS TO THE CITY OF BUELLTON PER THIS MAP.

THERE IS A BLANKET UTILITY EASEMENT TO PG&E OVER LOTS 1 THROUGH 3 OF TRACT 31,052, INCLUSIVE, EXCEPT UNDER PERMANENT BUILDINGS



VICINITY MAP
NOT TO SCALE

PARCEL MAP

TRACT 31,055

IN THE CITY OF BUELLTON, COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA
BEING A SUBDIVISION OF LOT 3 OF TRACT No. 31,052 FILED IN BOOK 205 OF MAPS AT PAGES 69 & 70 IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

AEG AXIS ENGINEERING GROUP
3485 S. Figueroa Street, Suite 130, San Luis Obispo, CA 93401 (805) 720-2958 www.aegto.com
SHEET 2 OF 2 March 1, 2016 13.007
LAWYERS TITLE POLICY #414240345

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: Rose Hess, Public Works Director/City Engineer

Meeting Date: May 12, 2016

Subject: Acceptance of Grant of Water Easement for Flying Flags RV Resort

BACKGROUND

As part of the Development Plan (95-FDP-06) for the expansion of the Flying Flags RV Resort, the public water line was extended and looped through the property. The line has been installed and accepted in the field. Subsequently, a Grant of Water Easement to the City of Buellton has been received to dedicate this public water line pursuant to the project's Conditions of Approval.

The required Grant of Water Easement has been reviewed and approved.

FISCAL IMPACT

The listing of this item will not have any fiscal impact on the City.

RECOMMENDATION

That the Council accept the grant of water easement for public water at Flying Flags RV Resort.

ATTACHMENT

Attachment 1 – Grant of Water Easement

Recording Requested by:

CITY OF BUELLTON

When Recorded Mail to:

City of Buellton

P.O. Box 1819

Buellton, CA 93427

No Fee Per Government Code 6103.

APN _____

GRANT OF EASEMENT (WATER)

FPA FLYING FLAGS ASSOCIATES, L.P., a California limited partnership, (hereinafter referred to as "Grantor") hereby grants to the City of Buellton, a municipal corporation within the County of Santa Barbara, State of California, and its successors and assigns (hereinafter referred to as "Grantee"), an easement and right-of-way for water purposes, together with the right to lay, construct, use, operate, maintain, reconstruct, alter, add to, repair, replace and remove underground pipelines, and appurtenances thereto, for the purpose of conveying water through, over, under and across the real property hereinafter described, together with the right to excavate and refill ditches and trenches for said pipelines and appurtenances, and the further right to vegetate or revegetate, remove trees, bushes, undergrowth and other obstructions interfering with the location, construction or maintenance of said pipelines and appurtenances in, on, over, under, across and along that certain property in the City of Buellton, County of Santa Barbara, State of California, described as follows:

See attached legal description, Exhibit "A"

Grantor agrees for itself, its heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, deep rooting trees, earth fill or other structures including walls or fences with continuous footings on the above described real property.

Grantee, and its contractors, agents and employees shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at

all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

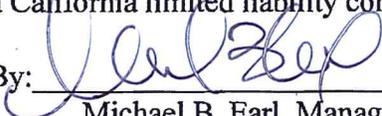
It is understood that each undersigned Grantor grants only that portion of the above described land in which said Grantor has an interest.

It is understood that that portion of the Waterline Easement per Instrument Number 89-000874, more particularly described at Exhibit "B", is abandoned upon the filing of this Waterline Easement.

Grantor: EXECUTED this 7th day of January, 2016.

FPA Flying Flags Associates, L.P.
a California limited partnership
By its General Partner:
GF Buellton Group, LLC
a California limited liability company

By: _____


Michael B. Earl, Manager

NOTARY

NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

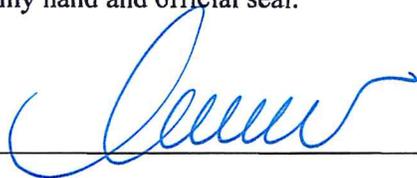
State of California)

County of Orange)

On 2-29 2016, before me, N. Mauriello, Notary Public, personally appeared MICHAEL B. EARL, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)

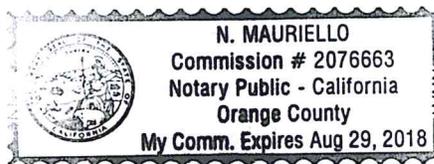


EXHIBIT "A"

EXHIBIT A
Legal Description
A 10 FOOT WIDE EASEMENT FOR WATERLINE PURPOSES

A 10 Foot Wide Easement for Waterline purposes, being on a portion of the 37.132 Acre Parcel, as shown on a map recorded in Book 85, at Page 63 of Record of Survey, in the office of the County Recorder in the County of Santa Barbara, State of California, centerline of which is more particularly describes as follows:

Commencing at the northerly end of the most westerly line shown as North 7° 48' 00 " West, 625.0 feet of said 37.132 acre parcel shown on said Record of Survey map;

Thence, South 7° 48' 00" East, 40.00 feet to a point;

Thence North 56° 57' 23" East, 4.47 feet;

Thence North 3° 18' 41" 100 feet;

Thence North 31° 30' 04" East, 22.83 feet;

Thence North 60° 18' 41" East 443.00 feet to the True Point of Beginning;

Thence North 60° 47' 30" East, 158.59 feet;

Thence North 59° 37' 28" East, 142.97 feet;

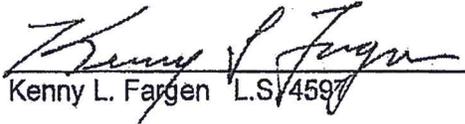
Thence North 06° 19' 58" East, 32.09 feet;

Thence North 38° 27' 25 " West, 26.55 feet;

Thence North 39° 03' 02" West, 128.54 feet;

Thence North 30° 28' 34" East, 12.08 feet, to a point in the Easterly line of said 37.132 acre parcel, said point lying South 39° 00' 44" East, 35.90' to a found 3'4" iron pipe tagged R.E. 1954 at the northerly end of the most easterly line.

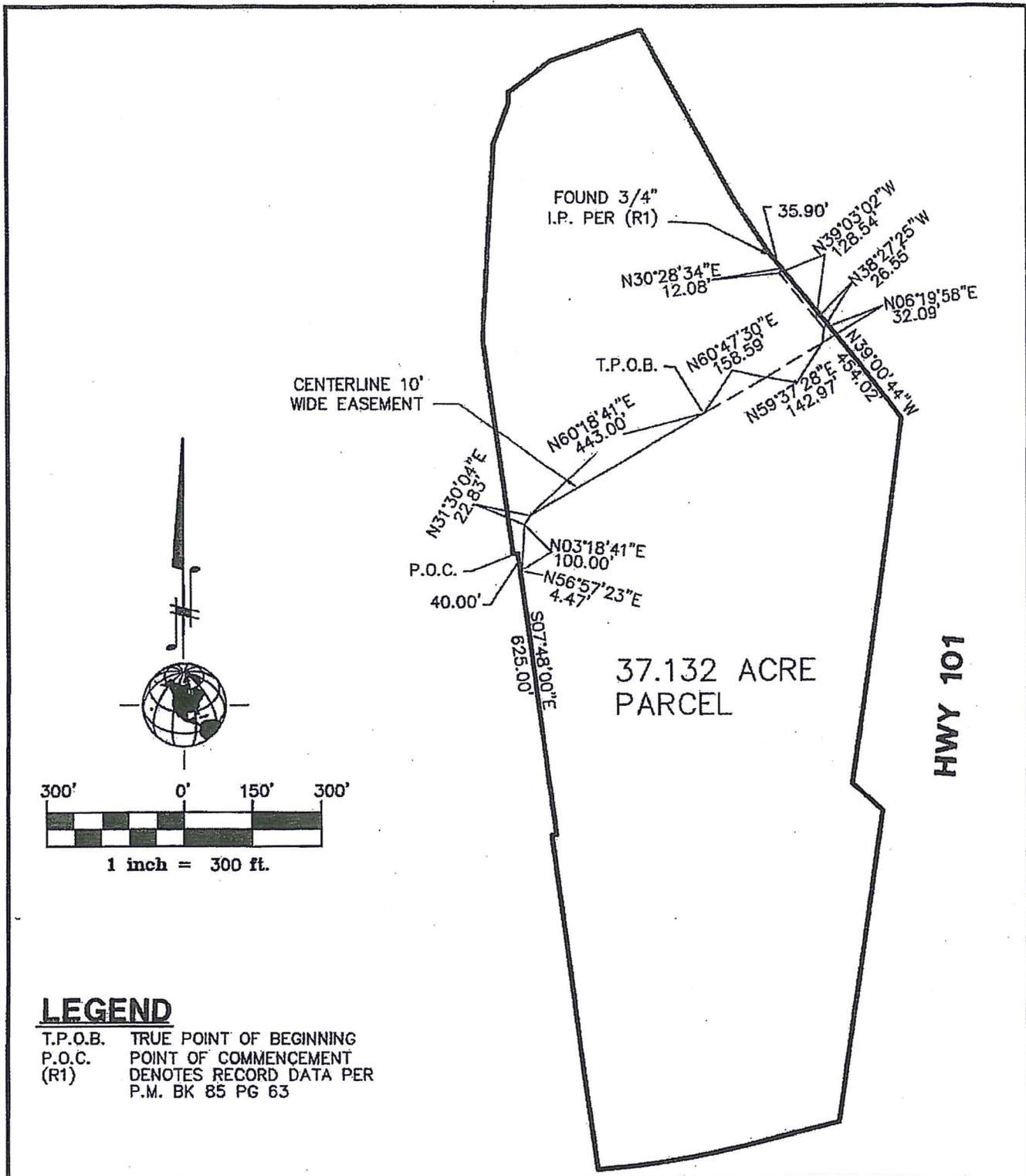
(See attached exhibit map made a part hereof)

 1-6-11e
Kenny L. Fargen L.S. 4597 date



Surveyors statement

"This legal description was prepared as a convenience and is not intended for use in the division and/or conveyance of real property as governed by the Subdivision Map Act of the State of California".



LEGEND

T.P.O.B. TRUE POINT OF BEGINNING
 P.O.C. POINT OF COMMENCEMENT
 (R1) DENOTES RECORD DATA PER P.M. BK 85 PG 63



2624 AIRPARK DRIVE
 SANTA MARIA, CA 93455
 PHONE: 805-934-5727
 FAX: 805-934-3448
 DATE: 12-28-15

WATER EASEMENT .DWG

EXHIBIT MAP

A 10 foot wide Easement for Waterline purposes, being on a portion of the 37.132 Acre Parcel, as shown on a map recorded in Book 85, at Page 63 of Record of Survey, in the office of the County Recorder in the County of Santa Barbara, State of California

SHEET 1 OF 1

EXHIBIT "B"

EXHIBIT A/B
Legal Description
WATERLINE EASEMENT TO BE ABANDONED

A Waterline Easement per Instrument Number 89-000874, to be abandoned, being on a portion of the 37.132 Acre Parcel, as shown on a map recorded in Book 85, at Page 63 of Record of Survey, in the office of the County Recorder in the County of Santa Barbara, State of California, more particularly describes as follows:

Commencing at the northerly end of the most westerly line shown as North 7° 48' 00 ' West, 625.0 feet of said 37.132 acre parcel shown on said Record of Survey map;

Thence, South 7° 48' 00" East, 40.00 feet to a point;

Thence North 56° 57' 23" East, 4.47 feet;

Thence North 3° 18' 41" 100 feet;

Thence North 31° 30' 04" East, 22.83 feet;

Thence North 60° 18' 41" East 443.00 feet to the True Point of Beginning;

Thence South 89° 30' 15 ' East, 8.76 feet;

Thence North 28° 53' 53" East, 101.00 feet;

Thence North 73° 53' 53" East, 57.00 feet;

Thence North 83° 36' 07" East, 235.00 feet;

Thence North 49° 36' 07" East, a distance of 113.73 feet, to a point in the Easterly line of said 37.132 acre parcel, said point lying North 39° 00' 44" West, a distance of 9.00 feet from the Southerly line.

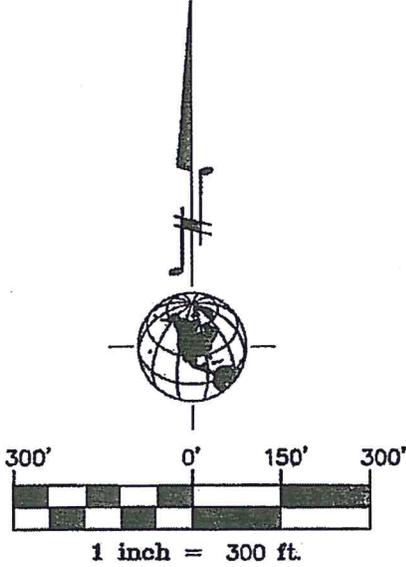
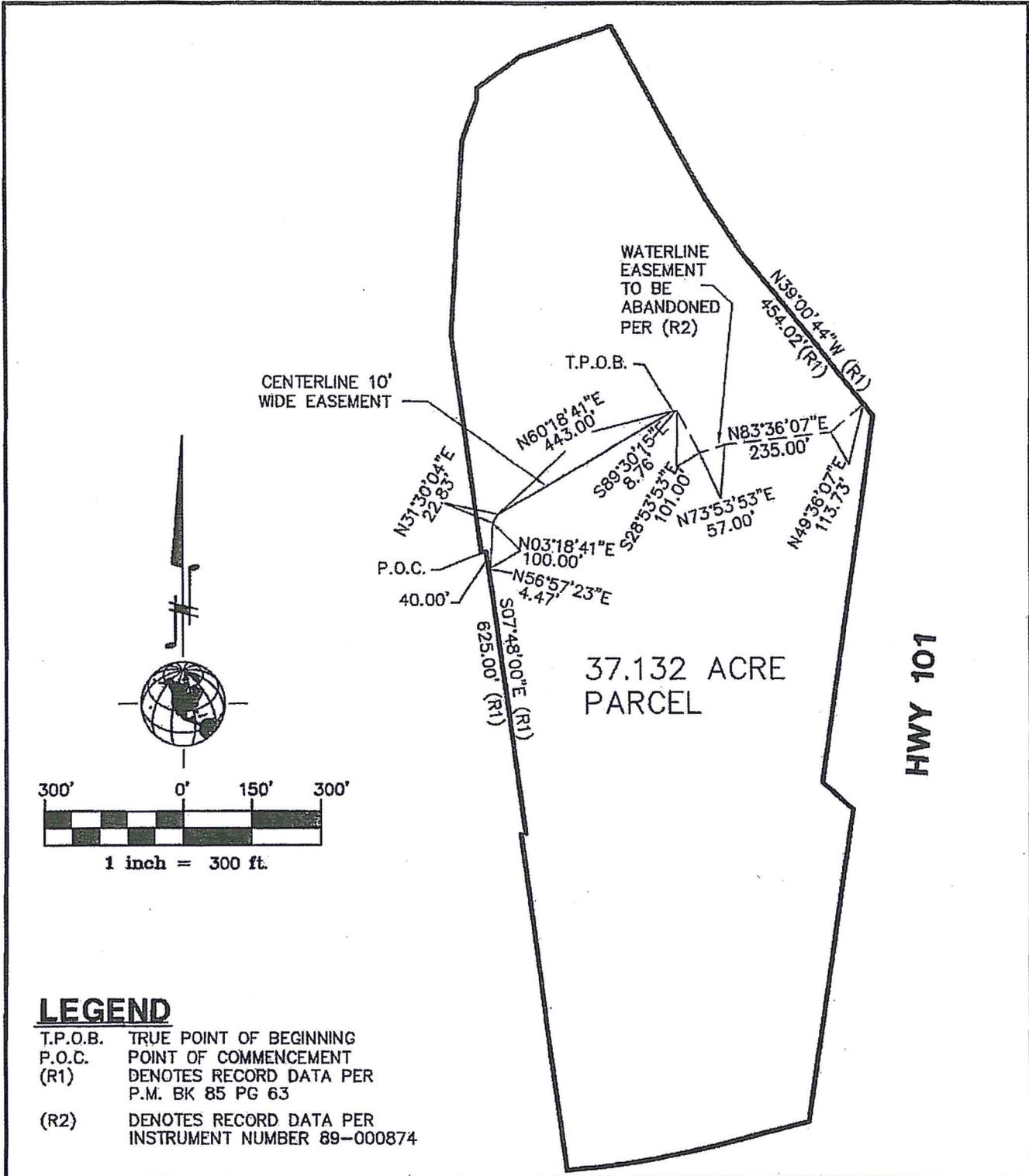
(See attached exhibit map made a part hereof)

Kenny L. Fargen 1-6-16
Kenny L. Fargen L.S. 4597 date



Surveyors statement

"This legal description was prepared as a convenience and is not intended for use in the division and/or conveyance of real property as governed by the Subdivision Map Act of the State of California".



LEGEND

- T.P.O.B. TRUE POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT
- (R1) DENOTES RECORD DATA PER P.M. BK 85 PG 63
- (R2) DENOTES RECORD DATA PER INSTRUMENT NUMBER 89-000874



2624 AIRPARK DRIVE
 SANTA MARIA, CA 93455
 PHONE: 805-934-5727
 FAX: 805-934-3448
 DATE: 12-28-15

EXHIBIT MAP

A Waterline Easement to be abandoned, being on a portion of the 37.132 Acre Parcel, as shown on a map recorded in Book 85, at Page 63 of Record of Survey, in the office of the County Recorder in the County of Santa Barbara, State of California

WATER EASEMENT .DWG

SHEET 1 OF 1

CERTIFICATE OF ACCEPTANCE
AND CONSENT TO RECORDATION OF
EASEMENT GRANT DEED

This is to certify that the interest in real property conveyed by the Easement Grant Deed dated January 7, 2016 from FPA Flying Flags Associates, L.P. to the City of Buellton, a municipal corporation of the State of California, and the abandonment of a previous Waterline Easement by Instrument Number 89-000874, is hereby accepted by the undersigned City Clerk on behalf of the City Council, pursuant to the action of the City Council at its meeting of _____ and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

City of Buellton

by _____
City Clerk

CITY OF BUELLTON
City Council Agenda Staff Report

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

To: The Honorable Mayor and City Council

From: Linda Reid, H.R. Director

Meeting Date: May 12, 2016

Subject: Authorization to Reclassify the Grounds Maintenance Class to Parks Foreman

BACKGROUND

Staff proposes to reclassify the existing Grounds Maintenance Class to Parks Foreman, as detailed below. The new proposed job description is included as Attachment 1.

Reclassification of Grounds Maintenance Position

The City's current Grounds Maintenance worker, Bob Covarrubias, has been working for the City for over fourteen years. During that time, his duties have evolved from a general grounds maintenance position to being centered mainly on parks and landscape maintenance. Mr. Covarrubias currently oversees the maintenance and operations of the City's parks and the landscape maintenance contract with Valley Gardner. His duties are expected to increase when the new Village Park at the Crossroads is built later this year.

Mr. Covarrubias has contributed to making the City's parks and landscape areas beautiful and functional for residents and visitors to enjoy. The duties of his Grounds Maintenance position have increasingly shifted from a general grounds maintenance focus towards spending most of his days working at the parks and on the City's landscape areas. To ensure that the Class responsible for those duties remains focused on parks and landscape maintenance in particular, staff proposes additional eligibility requirements as part of the job description for the new Parks Foreman Class (under Section 2.4 of the City's Personnel Rules) that are not currently required of the Grounds Maintenance Class, such as a Pesticide Certification and Arborist Certification. Staff proposes to assign a salary range of \$3,567 - \$4,336 to the new Class, which represents an increase over the salary range of \$3,158 – 3,838 assigned to the Grounds Maintenance Class.

Staff notes that an employee who is topped out at step-five of the salary range for Parks Foreman would receive a monthly salary of \$498 per month greater than the topped out monthly salary of a Grounds Maintenance Worker.

In support of the proposed reclassification, staff has prepared the attached recommended Parks Foreman job description (Attachment 1). As the incumbent in the Grounds Maintenance Class and Position, Mr. Covarrubias would be placed automatically in the Parks Foreman Class and Position, in accordance with Section 3.7-B of the City's Personnel Rules. Consistent with the requirements set forth in the proposed Parks Foreman job description, Mr. Covarrubias already has his applicator's certificate from the California Department of Pesticide Regulation. His pursuit of additional certifications is desirable.

FISCAL IMPACT

In terms of salary alone, the highest possible fiscal impact for the reclassification would be an increase of approximately \$498 per month. If the new classification is approved by the City Council, the Fiscal Year 2016/17 Budget will include funding for the reclassification.

RECOMMENDATION

That the City Council authorize staff to reclassify the Grounds Maintenance Class to Parks Foreman and adopt the associated job description.

ATTACHMENTS

Attachment 1 – Revised Job Description (Parks Foreman)



PARKS FOREMAN

Job Description

DEFINITION:

Responsible for the improvement, inspection, maintenance, and operation of City parks, joint use facilities, and landscape areas, including oversight of park and landscape maintenance contracts and special events. Performs related work as required.

SUPERVISION RECEIVED:

Work is performed under the direction of the Public Works Director. This position exercises supervision over the landscape maintenance contract to ensure landscape crews are performing work as defined in the City's contract.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

- Plan and coordinates maintenance and operation of City parks, joint use facilities, and landscape areas, appurtenant facilities and playgrounds, including inspection and maintenance; evaluates maintenance issues and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities
- Coordinate and supervise contract landscape maintenance personnel regarding parks, medians, and landscape areas, and other areas under contract
- Coordinate and supervise janitorial services contract to ensure proper maintenance of public restroom facilities
- Reconcile differences of interpretation between City contract requirements and services rendered by landscape contractor
- Conduct field inspections of park, landscaped areas, playground equipment, BBQ areas and other park facilities; evaluate field problems; authorize changes or repairs as required
- Conduct weekly meetings with landscape contractors to discuss schedules, problems, and progress of contracted services
- Prepare and maintain records related to park and landscape maintenance activities
- Confer with contractors, outside agencies, and the general public; interpret and explain City policies, requirements, and restrictions
- Direct and set priorities for on-going landscape contract
- Investigate and respond to citizen complaints and inquiries regarding the maintenance of parks and landscaped areas
- Prepare cost estimates; submit justifications for budget items; monitor and track program expenditures
- Ensure grounds and facilities are clean and safe, collecting and removing trash and debris in public areas
- Inventory and procure supplies for parks, landscape and restroom facilities as required
- Plan and coordinate special events for City and Private events

- Monitor work sites to assure that safety rules and regulations are adhered to, and that work areas and all equipment are in safe operating condition
- Lead, coordinate and train seasonal, volunteer groups, and workers from community service programs when available
- Perform related duties as assigned

KNOWLEDGE AND SKILLS:

- Principles of park and landscape maintenance and design
- Terminology, methods, practices, materials, and techniques related to park construction and maintenance, and landscape maintenance
- Principles and practices of pesticide/herbicide application
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace
- Laws, ordinances, policies, and rules governing the conduct and safety of municipal parks
- Occupational hazards and Safe work practices
- Modern office methods, procedures, and computer equipment

ABILITY TO:

- Apply technical knowledge to assure compliance with proper inspection techniques to examine workmanship and materials; detect deviations from plans, regulations, and standard landscape practices and troubleshooting repairs
- Read and interpret landscape plans
- Operate and maintain all types of power tools
- Communicate clearly and concisely, both orally and in writing
- Use initiative and independent judgment within established procedural guidelines
- Assess and prioritize multiple tasks, projects, and demands
- Establish and maintain cooperative working relationships with City employees, officials, and representatives from local, state, and Federal agencies
- Work from oral and written directions
- Speak and write effectively and clearly, prepare reports and keep records or work completed, time, parts, material and supplies utilized in operations
- Train personnel on activities, procedures and practices
- Use computer hardware and software, including standard word processing, spreadsheet, calendar, email, electronic timesheet, and internet software
- Work independently without supervision

EXPERIENCE AND TRAINING:

An Associate's Degree in a related field is highly desirable. A typical qualifying background would be graduation from high school or possession of a GED along with three years of experience in the maintenance and repair of park grounds and facilities. Two years of experience in a lead or supervisory capacity is highly desirable.

LICENSES:

Possession of a valid California Driver's License and an acceptable driving record. Possession of or ability to obtain within one (1) year, an appropriate, valid qualified applicator's certificate from the California Department of Pesticide Regulation. Possession of or ability to obtain within one (1) year a certified arborist certificate from the International Society of Arboriculture or certified playground inspector or certified horticulturist is desirable.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.

Work is generally performed outdoors, with some work performed in an office setting. Outdoor work includes inspections of various parks, joint use facilities, slopes, medians, and landscape areas. Good hand-eye coordination is necessary to operate testing instruments, computers, and other office equipment.

Employee is required to stand, walk, use hands, operate tools and controls, and reach with hands and arms. Employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employee may encounter spiders, snakes, poison ivy, and other allergic conditions.

Employee may be exposed to wet, hot or cold conditions, fumes, airborne particles, toxic or caustic chemicals, vibration, traffic, heights, confined spaces, slippery or uneven surfaces, and work around construction and maintenance equipment.

PROBATIONARY PERIOD:

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

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

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.

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: Carolyn Galloway-Cooper, Finance Director
Marc Bierdzinski, City Manager

Meeting Date: May 12, 2016

Subject: Budget Study Session of Fiscal Year 2016-17 Budget

BACKGROUND

The proposed budget (Attachment 1) estimates the General Fund Operating Revenues at \$6,423,600 and Operating Expenditures at \$6,372,285. An operating surplus of \$51,315 exists for Capital Improvement projects (CIPs). The General Fund CIPs total \$616,000. Reserves are used to fund CIPs after offsetting the 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.

Revenue – General Fund Operating Budget

- Transient Occupancy Tax**
The Hampton Inn adds an additional hotel and is expected to increase revenues. An increase of about 3% is expected.
- Sales Tax**
Tractor Supply Company and various commercial establishments at the City's Crossroads location are now open. Our contractor, HdL, anticipates an increase in Sales Tax. Sales Tax Compensation fund was eliminated by the State and staff estimates a net increase of about 10 percent.
- Property Tax**
Growth is anticipated in this category with the approved Village Townhomes and senior citizen apartment complex. A conservative 2 percent increase is expected until sales take place.
- Other Revenue**
Based on prior year activity, an increase is expected in Motor Vehicle License Fees, Rental of Property and Franchise Fees. Estimates were based on maintaining prior year trends.

Expenditures – General Fund Operating Budget – Major Changes

Finance

- ✓ Finance employee costs are allocated to the Enterprise funds in 2016-17 based on the pro-rata share of work performed. In prior years, Finance employee costs were moved from the Water Fund and absorbed by the General Fund to meet the coverage calculation percentage under the Central Coast Water Authority contract requirements.

- ✓ The existing Accounting Technician position will be revamped in the Finance Department. It is proposed to be budgeted and funded as follows: Planning (25%), Public Works (General 25%, Water 15%, and Wastewater 15%) and Finance (20%). The position would assist three Departments by performing the following tasks:
 - Lead public service contact at the front counter and phone so that the Revenue and Accounting Specialists work without interruption.
 - Backup to the Revenue and Accounting Specialists.
 - Perform purchasing duties previously done by Planning for years.
 - Perform code enforcement duties in lieu of a part-time temporary position in Planning. The turnover for this position is high and difficult to fill with the number of hours offered. A more permanent solution for code enforcement is achieved using the new person in conjunction with the existing Planning staff.
 - Assist the Public Works Director with public inquiries regarding water and sewer services and perform initial research to answer questions.
 - Perform public information/marketing duties for the City; write press releases, etc.

The Finance Department has historically had three full time positions. This was eliminated in 2011 when one position was promoted to Finance Director. At that time, several finance duties were transferred to the staff assistant position in Planning. Although accounts payable has been brought back to Finance, staff would like to transfer the purchasing duties back to the Accounting Technician position as well. All finance duties should be under the direction of the Finance Department, not the Planning Department. Even though the new Tyler system has expedited many functions in Finance, staff has determined that a third person to handle calls and walk-in traffic allows the department to function at optimal efficiency. Also, having a third person provides backup assistance if either of the other two employees are out sick or on vacation.

Non-Departmental

1. Due to changes to CalPERS risk pools, the Unfunded Accrued Liability (UAL) is paid from this department in addition to being charged the Employer Contribution rate as a percentage of payroll. This UAL is split and budgeted in the General Fund (Non-Departmental) and the Enterprise Funds.

2. A second fully stocked CERT trailer for the City would cost approximately \$5,200. This amount has been added to the emergency services line item in the Non-Departmental budget unit.
3. Contributions to non-profit agencies are recorded in this budget unit for Senior Center, People Helping People, Food bank of Santa Barbara County, SYV Fruit and Vegetable Rescue and Nature Track and various donations to help our schools and community activities.
4. Transfers out included the following:

✓ CIP Transfers: Facilities Maintenance Painting, City Hall Roof and Restroom Repairs, Village Park Improvements, Industrial Way Streetlights, Highway 246 – Cal Trans, 2015/16 Road Maintenance (MOE).

(See CIP Budget – Attachment 2)

✓ Operating Transfers: LTF to cover Road CIPs and Operations; Transportation Planning to cover Operations.

Public Safety

The City did not receive a final budget from the Sheriff Department due to ongoing negotiations. The City budgeted the same as last year.

Public Works: General; Landscape Maintenance; Engineering; Parks

Public Works also covers operations and maintenance of building facilities such as City Hall, Library, Council Chambers, Post Office, Sheriff’s Office, Park and Ride and multiple parks facilities and asset maintenance of the City’s fleet and heavy equipment.

Planning Department

The Planning Director is funded although currently remains unfilled. Increased development within the City requires contract services to increase. The approved contract planner position is budgeted under planning contract services. Services of Kosmont Companies and design review staff for the Avenue of Flags Specific Plan are also included in contract services.

Parks

A new Position is proposed under “Parks Foreman”. It will be discussed in a separate item on the agenda. It is noted in the 2016-17 budget unit as a “memo entry” only because the position is not yet approved.

Library

The budgeted amount is consistent with the prior year at \$99,741. Staff is awaiting direction once options are determined for the Buellton and Solvang Libraries. Santa Barbara and the County will take a look at the pro rata share calculations and may

propose a change. Since our population and circulation is less than Solvang, this may mean Buellton could receive less of the Santa Barbara County funding. The Ad Hoc Committee from both cities is attempting to come to a resolution that will ultimately be reflected in the budget. This could include a full time supervisor for both cities.

Fund Balance

- General Fund Reserves - Current General Fund revenue is sufficient to cover operating expenditures. Cash reserves are at over \$4 Million. Reserves are available to cover CIPs totaling \$616,000:

| | | |
|-------------------------|--------------------|--|
| Operating Revenue: | \$6,423,600 | |
| Operating Expenditures: | <u>\$6,372,285</u> | |
| Surplus: | 51,315 | (Apply to CIP) |
| Reserves for CIP: | 583,195 | (See General Fund Revenue line item: "Transfer in Reserves") |

- Sewer Fund Reserves – Current sewer fund cash reserves are at over \$1.5 Million. CIP expenditures and Connection fees are now recorded separately in a new Capital Projects Fund. Connection fee revenue is sufficient to cover 2016-17 CIPs. Sewer fund Operating Revenues are less than Operating Expenditures and will require a transfer from reserves:

| | | |
|--------------------|---------------------|---|
| Operating Revenue: | \$ 808,000 | |
| Operating Expense: | <u>\$ 1,129,831</u> | |
| Deficit: | - 321,831 | (See Sewer Fund Revenue line item: "Transfer from Reserves) |

The goal of making the Sewer Enterprise fund operations self-sufficient requires a rate study which is underway.

- Water Fund Reserves – Current water fund cash reserves are at over \$2.5 Million. CIP expenditures and Connection fees are now recorded separately in a new Capital Projects Fund. Connection fee revenue is sufficient to cover 2016-17 CIPs. Water fund Operating Revenues are less than Operating Expenditures and will require a transfer from reserves:

| | | |
|--------------------|--------------------|---|
| Operating Revenue: | \$1,520,000 | |
| Operating Expense: | <u>\$2,606,795</u> | |
| Deficit: | - 1,086,795 | (See Water Fund Revenue line item: "Transfer from Reserves) |

The goal of making the Water Enterprise fund operations self-sufficient requires a rate study which is underway.

- 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 funds will require interfund transfers from the Measure A and General Fund for operating (Breeze, Dial-a-Ride, other rapid transit), funding transportation planning and CIP expenditures as follows:

| | |
|-------------------------------------|---------------|
| LTF CIPs: | \$175,000 |
| LTF Operations: | 29,967 |
| Transportation Planning Operations: | <u>45,000</u> |
| Total Expenditures: | - 249,967 |
| | |
| Transfer from Measure A: | \$ 25,500 |
| Transfer from General Fund: | 195,000 |
| LTF/Trans Planning Revenue: | <u>29,467</u> |
| Total Revenue: | 249,967 |

Capital Improvement Projects (Attachment 2)

- General Fund
Covers Public Works, City Hall, Storm Water and Parks and is recorded under Budget Unit “Non-Departmental” records all CIPs except Storm Water, which is recorded in Budget Unit “Storm Water”. Projects include facilities maintenance and painting, City Hall Repairs (roof and restrooms), Industrial Way Streetlights and Village Park improvements, Highway 246 and road maintenance.
- Gas Tax
Funding is the State of California and includes McMurray Road Widening, Riverview Park pedestrian sidewalk and Road maintenance at various locations.
- Transportation Development Act (TDA)
Funding is the State of California and includes North Ave of the Flags Park and Ride and Highway 246. Allocations come from SBCAG and General Fund.
- Measure A
Funding is the State of California and includes Sidewalks, Phase III Hwy 246/Sycamore Pedestrian crossing, Road maintenance, Riverview Park pedestrian sidewalk and Highway 246 Sidewalk. Cal Trans and private funding for some projects is allocated and other allocations come from SBCAG.

□ Enterprise Funds

Funding is provided by the funds and includes Reservoirs 1 & 2, Water Treatment Facilities, Backwash reclamation, Water Distribution System, Sewer Collection System Clean (CCTV), Sewer line replacement and Wastewater Treatment Facilities Improvements. Funding is paid with Connection Fees which are expected to be sufficient with no need to use reserves in 2016-17.

FISCAL IMPACT

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

RECOMMENDATION

That the City Council review the Fiscal Year 2016-17 Preliminary City Budget and direct staff as to any budget modifications.

ATTACHMENTS

Attachment 1 – Proposed Fiscal Year 2016-17 Preliminary City Budget
Attachment 2 – Proposed Capital Improvement Budget

CITY OF BUELLTON
ANNUAL OPERATING BUDGET
JULY 1, 2016 – JUNE 30, 2017



CITY HALL
107 WEST HIGHWAY 246
BUELLTON, CA 93427
805-686-0137
www.cityofbuellton.com

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City Council Members/City Manager

Fiscal Year 2016-2017

Ed Andrisek, Mayor

Daniel Baumann, Vice Mayor

John Connolly, Council Member

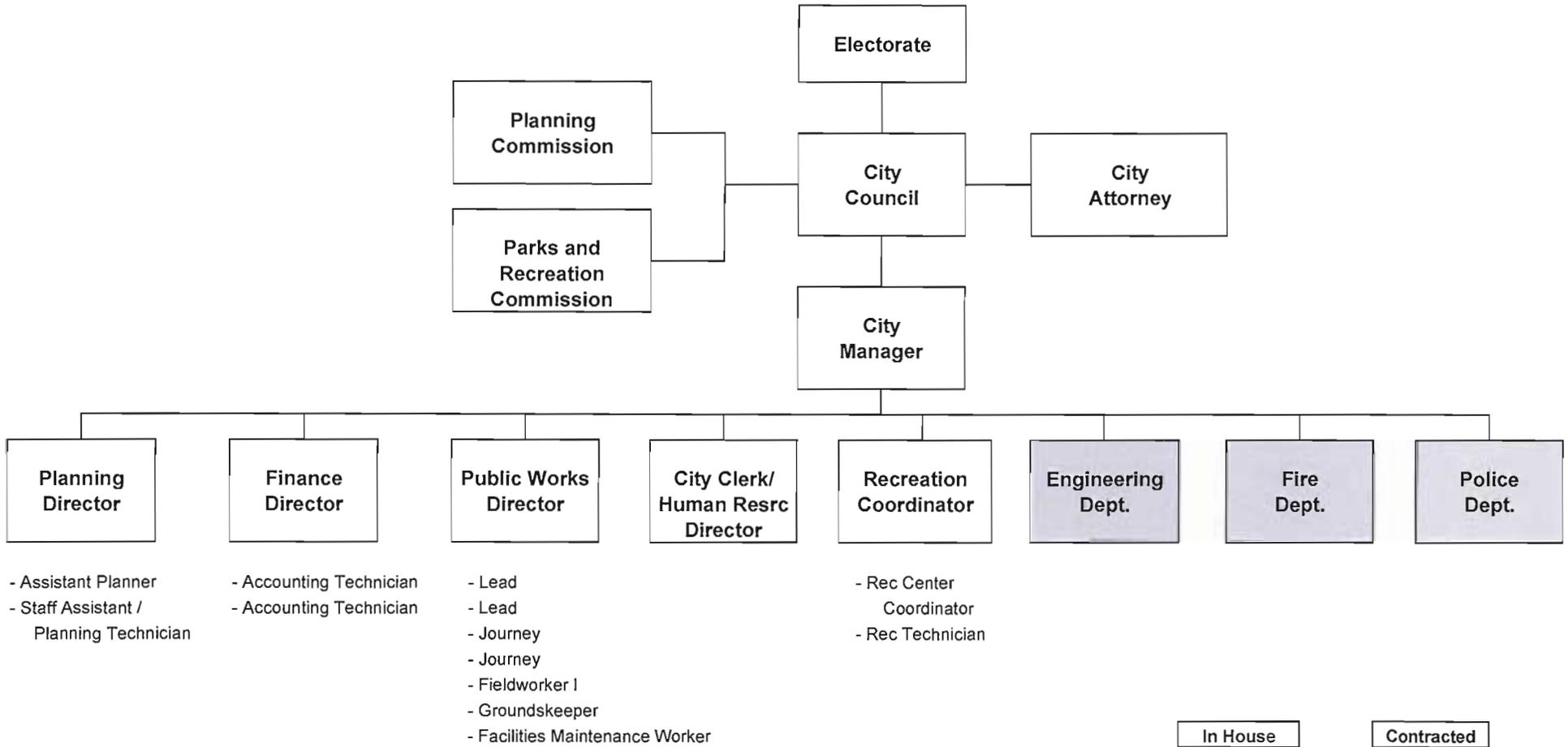
Leo Elovitz, Council Member

Holly Sierra, Council Member

Marc Bierdzinski, City Manager

CITY OF BUELLTON

Organizational Chart



REVENUE PROJECTIONS

BY FUND

REVENUE PROJECTIONS

Fiscal Year 2016-17

| Account Number | Description | 2012-13 Actual | 2013-14 Actual | 2014-2015 Actual | 2015-16 Estimated | 2015-16 Budget | 2016-17 Proposed |
|----------------|-------------|----------------|----------------|------------------|-------------------|----------------|------------------|
|----------------|-------------|----------------|----------------|------------------|-------------------|----------------|------------------|

GENERAL FUND

TAXES

| | | | | | | | |
|---------------|----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 001-41005 | Property Taxes - Secured | 1,403,921 | 1,070,560 | 1,106,375 | 2,298,000 | 2,298,335 | 1,150,000 |
| 001-41010 | Property Taxes - Unsecured | 43,381 | 38,934 | 39,914 | 41,100 | 41,000 | 41,000 |
| 001-41015 | Homeowners Exemption | 7,217 | 6,986 | 6,651 | 7,000 | 7,000 | 7,000 |
| 001-41020 | Franchise Fees | 207,922 | 216,444 | 220,140 | 220,000 | 210,000 | 220,000 |
| 001-41025 | Sales & Use Tax | 1,303,067 | 1,484,107 | 1,426,554 | 1,985,000 | 2,053,000 | 2,250,000 |
| 001-41030 | Sales Tax Compensation | 441,018 | 451,304 | 517,169 | 66,417 | 0 | 0 |
| 001-41035 | Transient Occupancy Tax | 1,344,904 | 1,604,086 | 1,830,275 | 1,825,000 | 1,800,000 | 1,850,000 |
| 001-41040 | Property Transfer Tax | 15,333 | 16,235 | 38,986 | 20,395 | 25,000 | 25,000 |
| TOTAL: | | 4,766,763 | 4,888,656 | 5,186,063 | 6,462,912 | 6,434,335 | 5,543,000 |

FEES & PERMITS

| | | | | | | | |
|---------------|----------------------|--------------|---------------|---------------|---------------|---------------|---------------|
| 001-42005 | Park Quimby Act Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| 001-42010 | Zoning Clearance | 1,530 | 1,195 | 1,759 | 1,688 | 1,500 | 1,700 |
| 001-42015 | Engineering Fees | 1,587 | 51,200 | 8,945 | 14,091 | 10,000 | 15,000 |
| TOTAL: | | 3,117 | 52,395 | 10,704 | 15,779 | 11,500 | 16,700 |

FINES & PENALTIES

| | | | | | | | |
|---------------|------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 001-45005 | Criminal Fines and Penalties | 45,349 | 34,155 | 15,694 | 1,545 | 40,000 | 2,000 |
| 001-45010 | Fines & Fees | 2,322 | 581 | 21,814 | 36,000 | 15,000 | 40,000 |
| TOTAL: | | 47,671 | 34,736 | 37,508 | 37,545 | 55,000 | 42,000 |

USE OF MONEY & PROPERTY

| | | | | | | | |
|---------------|-----------------|----------------|----------------|----------------|---------------|---------------|---------------|
| 001-44105 | Interest Income | 91,063 | 43,705 | 38,948 | 14,835 | 20,000 | 10,000 |
| 001-49010 | Rent | 60,115 | 67,615 | 65,615 | 75,108 | 70,000 | 75,000 |
| TOTAL: | | 151,178 | 111,320 | 104,563 | 89,943 | 90,000 | 85,000 |

GENERAL FUND

REVENUES FROM OTHER AGENCIES

| | | | | | | | |
|-----------|-----------------------|-------|-------|-------|-------|-------|-------|
| 001-43005 | Motor Vehicle In-Lieu | 2,501 | 2,069 | 2,005 | 2,400 | 2,400 | 2,400 |
|-----------|-----------------------|-------|-------|-------|-------|-------|-------|

REVENUE PROJECTIONS

Fiscal Year 2016-17

| Account Number | Description | 2012-13 Actual | 2013-14 Actual | 2014-2015 Actual | 2015-16 Estimated | 2015-16 Budget | 2016-17 Proposed |
|----------------|------------------------------|----------------|----------------|------------------|-------------------|----------------|------------------|
| 001-43010 | MV License Fee Compensation | 363,524 | 369,601 | 377,595 | 404,738 | 375,000 | 420,000 |
| 001-43015 | COPS | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| 001-43020 | CA Indian Gaming Grant | 83,376 | 83,376 | 0 | 0 | 0 | 0 |
| 001-43025 | CA Bikeways and Trails Grant | 0 | 0 | 0 | 0 | 0 | 0 |
| 001-43040 | Beverage Container Grant | 0 | 5,000 | 0 | 5,000 | 5,000 | 5,000 |
| 001-43035 | CA Proposition 1B Funding | 40,629 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL: | 590,030 | 560,046 | 479,600 | 512,138 | 482,400 | 527,400 |

CHARGES FOR CURRENT SERVICES/RESERVES FOR CIP

| | | | | | | | |
|-----------|--------------------------------------|---------|---------|---------|---------|---------|---------|
| 001-44005 | Buellton Recreation Program | 90,691 | 99,182 | 139,507 | 131,514 | 90,000 | 90,000 |
| 001-44010 | Recreation Program 50/50 | 37,271 | 38,948 | 26,277 | 10,838 | 5,000 | 5,000 |
| 001-44015 | Buellton Recreation Program-Trips | 32,395 | 43,095 | 48,474 | 35,214 | 45,000 | 45,000 |
| 001-44020 | Park Reservation Fees | 5,360 | 8,250 | 8,110 | 7,650 | 5,000 | 8,000 |
| 001-44025 | Special Event Fees | 1,490 | 1,165 | 1,375 | 1,133 | 1,500 | 1,500 |
| 001-44250 | Miscellaneous | 88,496 | 10,125 | 34,437 | 29,121 | 10,000 | 30,000 |
| 001-44035 | Developer Reimb (expenditure offset) | 0 | 29,163 | 56,098 | 0 | 40,000 | 20,000 |
| 001-43050 | Staffing Charges - CIPs | 0 | 0 | 0 | 0 | 50,000 | 10,000 |
| 001-49636 | Transfer in from Successor Agency | 0 | 0 | 19,832 | 0 | 53,716 | 0 |
| 001-44040 | Transfer in from Reserves (CIP) | 10,928 | 59,073 | 19,832 | 250,000 | 464,884 | 583,195 |
| | TOTAL: | 266,631 | 289,001 | 353,942 | 465,469 | 765,100 | 792,695 |

| | | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| GENERAL FUND REVENUE | 5,825,390 | 5,936,154 | 6,172,380 | 7,583,786 | 6,665,000 | 7,006,795 |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|

ENTERPRISE FUNDS

WASTEWATER ENTERPRISE FUND

| | | | | | | | |
|-----------|---------------------------------------|---------|---------|---------|---------|---------|---------|
| 005-44105 | Interest | 5,792 | 3,386 | 3,491 | 2,000 | 2,000 | 2,000 |
| 005-44110 | Sewer Revenue | 642,280 | 689,539 | 734,289 | 810,533 | 725,000 | 800,000 |
| 005-44115 | Connection Fee (Move to Capital Fund) | 0 | 0 | 0 | 0 | 0 | 0 |
| 005-44120 | Setup Fees | 820 | 740 | 600 | 1,200 | 900 | 1,000 |
| 005-44125 | Late Charges | 4,935 | 5,446 | 2,250 | 5,215 | 4,000 | 5,000 |

REVENUE PROJECTIONS

Fiscal Year 2016-17

| Account Number | Description | 2012-13 Actual | 2013-14 Actual | 2014-2015 Actual | 2015-16 Estimated | 2015-16 Budget | 2016-17 Proposed |
|----------------|--|----------------|----------------|------------------|-------------------|----------------|------------------|
| 005-49652 | Transfer from Reserves - Operating Costs | 0 | 0 | 0 | 0 | 0 | 0 |
| 005-49652 | Transfer from Reserves for CIP Fund | 31,139 | 354,271 | 0 | 0 | 283,333 | 321,831 |
| | TOTAL: | 684,966 | 1,053,382 | 740,630 | 818,948 | 1,361,233 | 1,129,831 |

WASTEWATER ENTERPRISE CAPITAL FUND

| | | | | | | | |
|-----------|----------------|---|---|--------|---------|---------|---------|
| 006-44105 | Interest | 0 | 0 | 0 | 0 | 0 | 0 |
| 006-44115 | Connection Fee | 0 | 0 | 89,277 | 250,000 | 346,000 | 556,169 |
| | TOTAL: | 0 | 0 | 89,277 | 250,000 | 346,000 | 556,169 |

WATER ENTERPRISE FUND

| | | | | | | | |
|------------|--|-----------|-----------|-----------|-----------|-----------|-----------|
| 020-44105 | Interest | 5,610 | 4,546 | 4,655 | 3,000 | 3,000 | 3,000 |
| 020-44210 | Bulk Water | 4,006 | 20,327 | 25,471 | 121,837 | 20,000 | 100,000 |
| 020-44215 | Water Sales | 1,441,307 | 1,512,560 | 1,410,655 | 1,332,387 | 1,428,000 | 1,350,000 |
| 020-44220 | Water Service Installation | 0 | 0 | 2,500 | 59,400 | 500 | 50,000 |
| 020-44115 | Connection Fee <i>(Move to Capital Fund)</i> | 0 | 0 | 0 | 0 | 0 | 0 |
| 020-44120 | Setup Fees | 825 | 740 | 700 | 1,180 | 900 | 1,000 |
| 020-44125 | Late Charges | 11,948 | 12,805 | 11,701 | 14,473 | 10,000 | 15,000 |
| 020-44240 | Reinstatement Fee | 2,272 | 2,529 | 1,837 | 708 | 2,100 | 1,000 |
| 020-44245 | Infrastructure Contributions | 36,380 | 0 | 0 | 0 | 0 | 0 |
| 020-496610 | Transfer from Reserves - Operating Costs | 0 | 0 | 0 | 0 | 0 | 0 |
| 020-496610 | Transfer from Reserves for CIP Fund | 0 | 0 | 0 | 0 | 1,103,333 | 1,086,795 |
| | TOTAL: | 1,502,348 | 1,553,507 | 1,457,519 | 1,532,985 | 3,173,833 | 2,606,795 |

WATER ENTERPRISE CAPITAL FUND

| | | | | | | | |
|-----------|----------------|---------|---------|---------|---------|---------|---------|
| 021-44105 | Interest | 5,610 | 4,546 | 4,655 | 3,000 | 3,000 | 3,000 |
| 021-44115 | Connection Fee | 642,280 | 689,539 | 734,289 | 500,000 | 725,000 | 392,270 |
| | TOTAL: | 647,890 | 694,085 | 738,944 | 503,000 | 728,000 | 395,270 |

HOUSING FUND

| | | | | | | | |
|-----------|--------------|-------|-----|-------|-------|-------|-------|
| 023-44105 | Interest | 6,792 | 219 | 1,025 | 5,000 | 5,000 | 5,000 |
| 023-44310 | Housing Fees | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL: | 6,792 | 219 | 1,025 | 5,000 | 5,000 | 5,000 |

REVENUE PROJECTIONS

Fiscal Year 2016-17

| Account Number | Description | 2012-13 Actual | 2013-14 Actual | 2014-2015 Actual | 2015-16 Estimated | 2015-16 Budget | 2016-17 Proposed |
|----------------|-------------|----------------|----------------|------------------|-------------------|----------------|------------------|
|----------------|-------------|----------------|----------------|------------------|-------------------|----------------|------------------|

SPECIAL REVENUE FUNDS

TRAFFIC MITIGATION FUND

| | | | | | | | |
|-----------|-------------------------|-------|----|--------|--------|----|--------|
| 024-44105 | Interest | 49 | 25 | 108 | 25 | 25 | 25 |
| 024-47010 | Traffic Mitigation Fees | 5,200 | 0 | 93,507 | 43,348 | 0 | 50,000 |
| | TOTAL: | 5,249 | 25 | 93,614 | 43,373 | 25 | 50,025 |

GAS TAX FUND

| | | | | | | | |
|-----------|--|---------|---------|---------|---------|---------|---------|
| 025-44105 | Interest | 2,630 | 1,845 | 1,585 | 2,000 | 2,000 | 2,000 |
| 025-44105 | Surface Transportation Program | 71,153 | 73,327 | 73,165 | 70,000 | 70,000 | 70,000 |
| 025-47115 | Traffic Congestion Relief | 0 | 0 | 0 | 0 | 0 | 0 |
| 025-47120 | 2105 Funds | 19,424 | 32,065 | 29,005 | 27,777 | 27,955 | 27,000 |
| 025-47125 | 2106 Funds | 16,182 | 17,739 | 19,490 | 18,639 | 19,211 | 19,000 |
| 025-47130 | 2107 Funds | 32,215 | 34,118 | 37,351 | 30,423 | 38,414 | 30,000 |
| 025-47135 | 2107.5 Funds | 0 | 1,000 | 4,500 | 1,000 | 1,000 | 1,000 |
| 025-47140 | Prop 42 Replcmt/Sec 2103 | 40,998 | 64,573 | 51,773 | 43,770 | 24,274 | 40,000 |
| 025-44040 | Transfer from Reserves for CIP/Staff Costs | 0 | 0 | 0 | 592,146 | 592,146 | 63,000 |
| | TOTAL: | 182,602 | 224,667 | 216,868 | 785,755 | 775,000 | 252,000 |

MEASURE D

| | | | | | | | |
|-----------|-----------|---|---|---|---|---|---|
| 026-44105 | Interest | 0 | 0 | 0 | 0 | 0 | 0 |
| 026-47011 | Measure D | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL: | 0 | 0 | 0 | 0 | 0 | 0 |

LOCAL TRANSPORTATION FUND

| | | | | | | | |
|-----------|----------------------------------|--------|--------|--------|--------|--------|---------|
| 027-44105 | Interest | 154 | 10 | 148 | 20 | 20 | 20 |
| 027-47310 | SB 325 (LTF/TDA) - Bikeways | 16,424 | 3,718 | 3,767 | 3,767 | 3,000 | 3,960 |
| 027-xxxx | Regional Transportation Planning | 0 | 7,722 | 0 | 1,291 | 0 | 5,821 |
| 027-47320 | SYVT Dial-A-Ride Subsidy | 0 | 0 | 0 | 0 | 0 | 0 |
| 027-47415 | Transfer from Other Funds | 0 | 40,350 | 50,000 | 5,000 | 92,100 | 195,166 |
| | TOTAL: | 16,578 | 51,800 | 53,915 | 10,078 | 95,120 | 204,967 |

REVENUE PROJECTIONS

Fiscal Year 2016-17

| Account Number | Description | 2012-13 Actual | 2013-14 Actual | 2014-2015 Actual | 2015-16 Estimated | 2015-16 Budget | 2016-17 Proposed |
|----------------|-------------|----------------|----------------|------------------|-------------------|----------------|------------------|
|----------------|-------------|----------------|----------------|------------------|-------------------|----------------|------------------|

SPECIAL REVENUE FUNDS

TRANSPORTATION PLANNING

| | | | | | | | |
|-----------|----------------------------|--------|--------|---|--------|--------|--------|
| 029-44105 | Interest | 0 | 0 | 0 | 0 | 0 | 0 |
| 029-47410 | STA Funding | 27,071 | 27,100 | 0 | 20,000 | 20,000 | 20,000 |
| 029-47415 | Transfer from General Fund | 0 | 36,600 | 0 | 25,000 | 25,000 | 25,000 |
| | TOTAL: | 27,071 | 63,700 | 0 | 45,000 | 45,000 | 45,000 |

MEASURE A

| | | | | | | | |
|-----------|--|---------|---------|---------|---------|---------|---------|
| 031-44105 | Interest | 793 | 706 | 455 | 367 | 350 | 300 |
| 031-49736 | Transfer from Reserves for CIP/Staff Costs | 0 | 0 | 0 | 0 | 512,270 | 278,471 |
| 031-47510 | Measure A | 472,235 | 295,278 | 336,806 | 340,133 | 342,727 | 341,729 |
| | TOTAL: | 473,028 | 295,984 | 337,261 | 340,500 | 855,347 | 620,500 |

| | | | | | | |
|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| TOTAL SPECIAL REVENUES | <u>2,898,634</u> | <u>3,243,284</u> | <u>2,900,833</u> | <u>3,581,639</u> | <u>6,310,558</u> | <u>4,914,118</u> |
|-------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|

| | | | | | | |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| TOTAL GENERAL FUND | <u>5,825,390</u> | <u>5,936,154</u> | <u>6,172,380</u> | <u>7,583,786</u> | <u>6,665,000</u> | <u>7,006,795</u> |
|---------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|

| | | | | | | |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|
| TOTAL REVENUES | <u>8,724,024</u> | <u>9,179,438</u> | <u>9,073,213</u> | <u>11,165,425</u> | <u>12,975,558</u> | <u>11,920,913</u> |
|-----------------------|-------------------------|-------------------------|-------------------------|--------------------------|--------------------------|--------------------------|

EXPENDITURE PROJECTIONS

BY FUND

City of Buellton, California
 Projected Expenditures
 Summary of Changes in 2015-16 Expenditures Compared to Prior Year

| Fund | Dept | Description | Adopted 2015-16 Budget | Adopted 2016-17 Budget | Change From FY 2015-16 Budget | Percent Increase/ Decrease |
|------|------|--------------------------------|------------------------------|------------------------------|-------------------------------------|----------------------------------|
| 001 | 401 | City Council | 143,422 | 131,503 | (11,919) | -8% |
| 001 | 402 | City Manager | 220,032 | 233,381 | 13,349 | 6% |
| 001 | 403 | City Clerk | 112,585 | 116,525 | 3,940 | 3% |
| 001 | 404 | City Attorney | 150,000 | 175,000 | 25,000 | 17% |
| 001 | 410 | Non-Departmental | 7,313,086 | 1,648,096 | (5,664,990) | -77% |
| 001 | 420 | Finance | 317,980 | 189,614 | (128,366) | -40% |
| 001 | 501 | Public Safety - Police/Fire | 1,977,896 | 1,981,688 | 3,792 | 0% |
| 001 | 510 | Leisure Services - Library | 99,741 | 98,541 | 418 | 0% |
| 001 | 511 | Recreation | 474,058 | 481,904 | 7,846 | 2% |
| 001 | 550 | Public Works - Street Lights | 55,000 | 55,000 | - | 0% |
| 001 | 551 | Storm Water | 184,600 | 195,600 | 11,000 | 6% |
| 001 | 552 | Public Works - Parks | 320,800 | 331,000 | 10,200 | 3% |
| 001 | 556 | Public Works - Landscape Maint | 100,500 | 106,000 | 5,500 | 5% |
| 001 | 557 | Public Works - Engineering | 110,000 | 110,000 | - | 0% |
| 001 | 558 | Public Works - General | 586,905 | 661,119 | 74,714 | 13% |
| 001 | 565 | Planning | 453,487 | 473,314 | 19,827 | 4% |
| | | General Fund Total | 12,620,092 | 6,988,285 | (5,629,689) | -45% |

City of Buellton, California
 Projected Expenditures
 Summary of Changes in 2015-16 Expenditures Compared to Prior Year

| Fund | Dept | Description | Adopted 2015-16 Budget | Adopted 2016-17 Budget | Change From FY 2015-16 Budget | Percent Increase/ Decrease |
|------|-------|----------------------------|------------------------------|------------------------------|-------------------------------------|----------------------------------|
| 005 | 701 | Wastewater Operating | 1,360,300 | 1,129,831 | (230,469) | -17% |
| 006 | new | Wastewater Capital | - | 250,000 | 250,000 | |
| 020 | 601 | Water Operating | 3,161,227 | 2,606,795 | (554,432) | -18% |
| 021 | new | Water Capital | - | 500,000 | 500,000 | |
| 023 | 580 | Housing | 3,000 | 3,000 | - | 0% |
| 025 | 553-7 | Gas Tax | 777,000 | 252,000 | (525,000) | -68% |
| 027 | 559 | Local Transportation Fund | 92,100 | 204,967 | 112,867 | 123% |
| 029 | 557 | Transportation Planning | 45,000 | 45,000 | - | 0% |
| 031 | 560 | Measure A | 855,347 | 620,500 | (234,847) | -27% |
| | | Special Funds Total | 6,293,974 | 5,612,093 | (681,881) | -11% |
| | | All FundsTotal | 18,914,066 | 12,600,378 | (6,311,570) | -33% |

GENERAL FUND

FUND: 001-GENERAL

DEPARTMENT: 401/CITY COUNCIL

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 100,534 | \$ 107,174 | \$ 104,680 | \$ 127,550 | \$ 109,030 | \$ 109,503 |
| Operating & Maintenance | \$ 9,750 | \$ 11,354 | \$ 11,097 | \$ 28,231 | \$ 33,642 | \$ 22,000 |
| Capital | \$ - | \$ - | \$ 1,429 | \$ - | \$ 750 | \$ - |
| Department Total | \$ 110,284 | \$ 118,528 | \$ 117,207 | \$ 155,781 | \$ 143,422 | \$ 131,503 |

DEPARTMENT DESCRIPTION

This Department represents the costs 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.

DEPARTMENT EXPENDITURES

CITY COUNCIL
001-401

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Staff Salaries | 43,303 | 41,541 | 39,843 | 65,000 | 46,480 | 49,403 | 2,923 | 6.3% |
| 50020 Council Salaries | 21,120 | 25,960 | 26,840 | 26,400 | 26,400 | 26,400 | 0 | 0.0% |
| 50025 Council Car Expense Allowance | 3,600 | 4,500 | 4,575 | 4,500 | 4,500 | 4,500 | 0 | 0.0% |
| 50100 Benefits | 32,511 | 35,173 | 33,423 | 31,650 | 31,650 | 29,200 | (2,450) | -7.7% |
| <u>EMPLOYEE SERVICES SUBTOTAL:</u> | 100,534 | 107,174 | 104,680 | 127,550 | 109,030 | 109,503 | 473 | 0.4% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61130 Office Supplies | 373 | 1,103 | 1,102 | 312 | 500 | 500 | 0 | 0.0% |
| 60710 Travel & Training | 8,426 | 8,479 | 9,144 | 6,826 | 12,000 | 12,000 | 0 | 0.0% |
| 60210 Computer Maintenance & Software | 570 | 1,128 | 0 | 18,638 | 14,642 | 3,000 | (11,642) | -62.5% |
| 60013 Election Expense | 0 | | 0 | 600 | 5,500 | 5,500 | 0 | 0.0% |
| 60900 Miscellaneous | 381 | 644 | 852 | 1,854 | 1,000 | 1,000 | 0 | 0.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 9,750 | 11,354 | 11,097 | 28,231 | 33,642 | 22,000 | (11,642) | -41.2% |
| <u>CAPITAL</u> | | | | | | | | |
| 72200 Office Furniture | 0 | 0 | 0 | 0 | 750 | 0 | (750) | + |
| 72300 Computer Equipment | 0 | 0 | 1,429 | 0 | 0 | 0 | 0 | - |
| <u>CAPITAL SUBTOTAL:</u> | 0 | 0 | 1,429 | 0 | 750 | 0 | (750) | N/A |
| CITY COUNCIL TOTAL: | 110,284 | 118,528 | 117,207 | 155,781 | 143,422 | 131,503 | (11,919) | -8.3% |

FUND: 001-GENERAL

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| <u>Employee Services</u> | <u>Budget 2014-15</u> | <u>Budget 2015-16</u> | <u>Budget 2016-17</u> |
|---|---------------------------|---------------------------|---------------------------|
| 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 40% of City Clerk salary | \$ 39,843 | \$ 65,000 | \$ 49,403 |
| 50020 Council Salaries | \$ 26,840 | \$ 26,400 | \$ 26,400 |
| 50025 Council Car Expense Allowance | \$ 4,575 | \$ 4,500 | \$ 4,500 |
| 50100 Benefits | \$ 33,423 | \$ 31,650 | \$ 29,200 |
| <u>Operating & Maintenance</u> | | | |
| 61130 Office Supplies | \$ 1,102 | \$ 312 | \$ 500 |
| 60710 Travel & Training | \$ 9,144 | \$ 6,826 | \$ 12,000 |
| 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. | | | |
| 60210 Computer Maintenance & Software | \$ - | \$ 18,638 | \$ 3,000 |
| Other annual computer maintenance costs - \$3,000. | | | |
| 60013 Election Expense | \$ 5,500 | \$ 600 | \$ 5,500 |
| 60900 Miscellaneous | \$ 1,000 | \$ 1,854 | \$ 1,000 |
| <u>Capital</u> | | | |
| 72200 Office Furniture | \$ - | \$ - | \$ - |
| 72300 Computer Equip | \$ - | \$ - | \$ - |

FUND: 001-GENERAL

DEPARTMENT: 402/CITY MANAGER

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 254,811 | \$ 188,598 | \$ 197,386 | \$ 216,010 | \$ 215,882 | \$ 229,231 |
| Operating & Maintenance | \$ 5,611 | \$ 5,933 | \$ 4,129 | \$ 1,520 | \$ 4,150 | \$ 4,150 |
| Capital | \$ - | \$ - | \$ 17 | \$ - | \$ - | \$ - |
| Department Total | \$ 260,422 | \$ 194,531 | \$ 201,532 | \$ 217,530 | \$ 220,032 | \$ 233,381 |

DEPARTMENT DESCRIPTION

This Department's primary purpose is to oversee the daily and routine operations of the City; to implement the goals, work programs and policies of the City Council by providing long-term planning coordination and administrative direction to City departments; and to inform and advise the City Council on issues, requirements and problems, both existing and anticipated.

DEPARTMENT EXPENDITURES

CITY MANAGER
001-402

| | | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 | 2016-17 | Change From | % Change |
|--|---------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|
| | | Actual | Actual | Actual | Estimate | Budget | Proposed | 2015-16 | From 2015-16 |
| | | | | | | | | Budget | Budget |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | | |
| 50000 | Salaries | 210,397 | 138,232 | 134,940 | 156,000 | 155,872 | 169,841 | 13,969 | 9.0% |
| 50025 | City Manager Vehicle Allowance | 0 | 0 | 1,050 | 3,600 | 3,600 | 3,600 | 0 | + |
| 50100 | Benefits | 44,414 | 50,366 | 61,396 | 56,410 | 56,410 | 55,790 | (620) | -1.1% |
| EMPLOYEE SERVICES SUBTOTAL: | | 254,811 | 188,598 | 197,386 | 216,010 | 215,882 | 229,231 | 13,349 | 6.2% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | | |
| 61130 | Office Supplies | 454 | 1,224 | 373 | 0 | 250 | 250 | 0 | 0.0% |
| 60650 | Membership & Publications | 400 | 400 | 800 | 0 | 700 | 700 | 0 | 0.0% |
| 60710 | Travel & Training | 3,938 | 2,881 | 1,603 | 1,374 | 2,500 | 2,500 | 0 | 0.0% |
| 60210 | Computer Maintenance & Software | 819 | 190 | 855 | 0 | 200 | 200 | 0 | 0.0% |
| 60022 | Recruitment Expense | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60900 | Miscellaneous | 0 | 1,238 | 498 | 146 | 500 | 500 | 0 | 0.0% |
| OPERATING & MAINTENANCE SUBTOTAL: | | 5,611 | 5,933 | 4,129 | 1,520 | 4,150 | 4,150 | 0 | 0.0% |
| <u>CAPITAL</u> | | | | | | | | | |
| 72200 | Office Furniture | 0 | 0 | 17 | 0 | 0 | 0 | 0 | - |
| 72300 | Computer Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| CAPITAL SUBTOTAL: | | 0 | 0 | 17 | 0 | 0 | 0 | 0 | - |
| CITY MANAGER TOTAL: | | 260,422 | 194,531 | 201,532 | 217,530 | 220,032 | 233,381 | 13,349 | 6.1% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| <u>Employee Services</u> | <u>Budget 2014-15</u> | <u>Budget 2015-16</u> | <u>Budget 2016-17</u> |
|--|---------------------------|---------------------------|---------------------------|
| City Manager | 1.00 | 1.00 | 1.00 |
| 50000 Salaries | \$ 134,940 | \$ 155,872 | \$ 169,841 |
| 50025 City Manager Car Allowance | \$ - | \$ - | \$ 3,600 |
| 50100 Benefits | \$ 61,396 | \$ 56,410 | \$ 55,790 |
| <u>Operating & Maintenance</u> | | | |
| 61130 Office Supplies | \$ 373 | \$ 250 | \$ 250 |
| 60650 Membership & Publication: | \$ 800 | \$ 700 | \$ 700 |
| 60710 Travel & Training | \$ 1,603 | \$ 2,500 | \$ 2,500 |
| Attendance at League of California Cities (LOCC) conferences, Channel Counties Division (LOCC) meetings, City Managers' Luncheons and miscellaneous meetings and training seminars for the City Manager. | | | |
| 60210 Computer Maintenance & Software | \$ 855 | \$ 200 | \$ 200 |
| 60900 Miscellaneous | \$ 498 | \$ 500 | \$ 500 |
| <u>Capital</u> | | | |
| 72200 Office Furniture | \$ 17 | \$ - | \$ - |
| 72300 Computer Equipment | \$ - | \$ - | \$ - |

FUND: 001-GENERAL**DEPARTMENT: 403/CITY CLERK**

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 76,559 | \$ 88,818 | \$ 91,368 | \$ 96,565 | \$ 97,285 | \$ 100,725 |
| Operating & Maintenance | \$ 16,105 | \$ 13,108 | \$ 17,113 | \$ 10,025 | \$ 15,300 | \$ 13,300 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500 |
| Department Total | \$ 92,664 | \$ 101,926 | \$ 108,481 | \$ 106,590 | \$ 112,585 | \$ 116,525 |

DEPARTMENT DESCRIPTION

This Department's primary purpose is to preserve and maintain the official documents of the City and to ensure that they are readily accessible to the public. The department is also responsible for the City's files, agendas, minutes, resolutions and ordinances, including non-land use permits and licenses, and maintains laws, codes and statutes.

DEPARTMENT EXPENDITURES

CITY CLERK

001-403

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Salaries | 53,569 | 63,412 | 62,181 | 69,000 | 69,720 | 74,105 | 4,385 | 6.3% |
| 50100 Benefits | 22,990 | 25,406 | 29,187 | 27,565 | 27,565 | 26,620 | (945) | -3.4% |
| EMPLOYEE SERVICES SUBTOTAL: | 76,559 | 88,818 | 91,368 | 96,565 | 97,285 | 100,725 | 3,440 | 3.5% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61130 Office Supplies | 533 | 514 | 1,157 | 320 | 1,000 | 1,000 | 0 | 0.0% |
| 60012 Code Updates | 2,736 | 1,968 | 1,702 | 1,895 | 3,000 | 3,000 | 0 | 0.0% |
| 60520 Advertising - Legal | 3,361 | 2,805 | 3,563 | 1,812 | 3,500 | 3,500 | 0 | 0.0% |
| 60650 Membership & Publications | 420 | 589 | 280 | 518 | 800 | 800 | 0 | 0.0% |
| 60710 Travel & Training | 1,882 | 6,082 | 6,531 | 3,699 | 5,000 | 3,000 | (2,000) | -40.0% |
| 60210 Computer Maintenance & Software | 95 | 143 | 0 | 1,656 | 1,000 | 1,000 | 0 | 0.0% |
| 60013 Election Expense | 5,561 | 556 | 3,210 | 0 | 0 | 0 | 0 | - |
| 60900 Miscellaneous | 1,517 | 451 | 670 | 124 | 1,000 | 1,000 | 0 | 0.0% |
| OPERATING & MAINTENANCE SUBTOTAL: | 16,105 | 13,108 | 17,113 | 10,025 | 15,300 | 13,300 | (2,000) | -13.1% |
| <u>CAPITAL</u> | | | | | | | | |
| 72200 Office Furniture | 0 | 0 | 0 | 0 | 0 | 2,500 | 2,500 | - |
| 72300 Computer Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 72100 Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| CAPITAL SUBTOTAL: | 0 | 0 | 0 | 0 | 0 | 2,500 | 2,500 | - |
| CITY CLERK TOTAL: | 92,664 | 101,926 | 108,481 | 106,590 | 112,585 | 116,525 | 3,940 | 3.5% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| <u>Employee Services</u> | <u>Budget 2014-15</u> | <u>Budget 2015-16</u> | <u>Budget 2016-17</u> |
|--|---------------------------|---------------------------|---------------------------|
| City Clerk | 0.50 | 0.60 | 0.60 |
| 50000 Salaries | \$ 62,181 | \$ 69,720 | \$ 74,105 |
| 50100 Benefits | \$ 29,187 | \$ 27,565 | \$ 26,620 |
| <u>Operating & Maintenance</u> | | | |
| 61130 Office Supplies | \$ 1,157 | \$ 1,000 | \$ 1,000 |
| 60012 Code Updates | \$ 1,702 | \$ 3,000 | \$ 3,000 |
| Buellton Municipal Code and Santa Barbara County Code updates. | | | |
| 60520 Advertising - Legal | \$ 3,563 | \$ 3,500 | \$ 3,500 |
| 60650 Membership & Publications | \$ 280 | \$ 800 | \$ 800 |
| Dues for the City Clerk for the International Institute of Municipal Clerks Association; Calif City Clerks Association dues; miscellaneous books and publications. | | | |
| 60710 Travel & Training | \$ 6,531 | \$ 5,000 | \$ 3,000 |
| Attendance at conferences, seminars, courses and related training programs. Books and training material. | | | |
| 60210 Computer Maintenance & Software | \$ - | \$ 1,000 | \$ 1,000 |
| 60013 Election Expense (moved to City Council in 2013-14) | \$ 3,210 | \$ - | \$ - |
| 60900 Miscellaneous | \$ 670 | \$ 1,000 | \$ 1,000 |
| <u>Capital</u> | | | |
| 72200 Office Furniture | \$ - | \$ - | \$ 2,500 |
| 72300 Computer Equipment | \$ - | \$ - | \$ - |
| 72100 Office Equipment | \$ - | \$ - | \$ - |

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 174,043 | \$ 182,235 | \$ 186,496 | \$ 165,000 | \$ 150,000 | \$ 175,000 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 174,043 | \$ 182,235 | \$ 186,496 | \$ 165,000 | \$ 150,000 | \$ 175,000 |

DEPARTMENT DESCRIPTION

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.

DEPARTMENT EXPENDITURES

CITY ATTORNEY
001-404

| <u>EMPLOYEE SERVICES</u> | | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|------------------------------------|----------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| 50000 | Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 50100 | Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| EMPLOYEE SERVICES SUBTOTAL: | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |

| <u>OPERATING & MAINTENANCE</u> | | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|---------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| 61130 | Office Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60650 | Membership & Publications | 0 | 0 | 0 | 0 | 0 | 0 | 0 | + |
| 60710 | Travel & Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60210 | Computer Maintenance & Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 67705 | Telephone | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60840 | Contract Services | 174,043 | 182,235 | 186,496 | 165,000 | 150,000 | 175,000 | 25,000 | 16.7% |
| 60900 | Miscellaneous | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| OPERATING & MAINTENANCE SUBTOTAL: | | 174,043 | 182,235 | 186,496 | 165,000 | 150,000 | 175,000 | 25,000 | 16.7% |

| | | | | | | | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|
| CITY ATTORNEY TOTAL: | 174,043 | 182,235 | 186,496 | 165,000 | 150,000 | 175,000 | 25,000 | 16.7% |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| <u>Employee Services</u> | Budget 2014-15 | Budget 2015-16 | Budget 2016-17 |
|---------------------------------------|-------------------|-------------------|-------------------|
| City Attorney | 0.00 | 0.00 | 0.00 |
| 50000 Salaries | \$ - | \$ - | \$ - |
| 50100 Benefits | \$ - | \$ - | \$ - |
| <u>Operating & Maintenance</u> | | | |
| 61130 Office Supplies | \$ - | \$ - | \$ - |
| 60650 Membership & Publications | \$ - | \$ - | \$ - |
| 60710 Travel & Training | \$ - | \$ - | \$ - |
| 60210 Computer Maintenance & Software | \$ - | \$ - | \$ - |
| 61280 Telephone | \$ - | \$ - | \$ - |
| 60840 Contract Services - Legal Fees | \$ 186,496 | \$ 150,000 | \$ 175,000 |
| 60900 Miscellaneous | \$ - | \$ - | \$ - |

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 49,833 | \$ 49,586 | \$ 52,754 | \$ 43,528 | \$ 60,583 | \$ 55,770 |
| Operating & Maintenance | \$ 497,227 | \$ 639,744 | \$ 977,393 | \$6,707,038 | \$7,251,503 | \$1,592,326 |
| Capital | \$ 2,914 | \$ 919 | \$ 899 | \$ 5,764 | \$ 1,000 | \$ - |
| Department Total | \$ 549,974 | \$ 690,249 | \$1,031,046 | \$6,756,330 | \$7,313,086 | \$1,648,096 |

DEPARTMENT DESCRIPTION

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. Interfund transfers are recorded for General Fund in this fund. For example, Capital Improvement Project transfers.

DEPARTMENT EXPENDITURES

NON-DEPARTMENTAL
001-410

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| EMPLOYEE SERVICES | | | | | | | | |
| 50100 Benefits | 49,833 | 49,586 | 52,754 | 43,528 | 60,583 | 55,770 | (4,813) | -7.9% |
| EMPLOYEE SERVICES SUBTOTAL: | 49,833 | 49,586 | 52,754 | 43,528 | 60,583 | 55,770 | (4,813) | -7.9% |
| OPERATING & MAINTENANCE | | | | | | | | |
| 50600 Insurance - Liability | 36,653 | 420 | 216,208 | 152,015 | 152,015 | 85,689 | (66,326) | -43.6% |
| 50610 Insurance - Property | 4,635 | 4,908 | 4,162 | 2,712 | 5,500 | 5,000 | (500) | -9.1% |
| 61130 Office Supplies | 9,656 | 7,690 | 10,270 | 11,772 | 6,500 | 10,000 | 3,500 | 53.8% |
| 61131 Postage | 1,454 | 1,306 | 2,009 | 237 | 2,000 | 500 | (1,500) | -75.0% |
| 60310 Equipment Rental | 10,099 | 10,333 | 11,907 | 10,558 | 10,000 | 11,000 | 1,000 | 10.0% |
| 61120 Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60650 Membership & Publications | 3,232 | 1,768 | 1,818 | 10,740 | 4,500 | 10,000 | 5,500 | 122.2% |
| 60710 Travel & Training | 210 | 150 | 5,899 | 980 | 800 | 1,000 | 200 | 25.0% |
| 60211 Data Processing Contract Maintenance | 0 | 2,398 | 0 | 0 | 0 | 0 | 0 | - |
| 61292 Internet Access / Website Maintenance | 8,060 | 0 | 5,021 | 5,570 | 10,000 | 6,000 | (4,000) | -40.0% |
| 60210 Computer Maintenance & Software | 2,776 | 4,171 | 13,655 | 12,681 | 10,000 | 14,000 | 4,000 | 40.0% |
| 67705 Telephone | 3,801 | 3,612 | 4,250 | 4,094 | 3,800 | 5,000 | 1,200 | 31.6% |
| 61230 Utilities - Gas | 740 | 558 | 164 | 900 | 900 | 900 | 0 | 0.0% |
| 61241 Utilities - Electric | 10,596 | 8,888 | 8,898 | 10,069 | 9,000 | 10,000 | 1,000 | 11.1% |
| 61211 Utilities - Water | 1,208 | 1,312 | 1,980 | 1,800 | 1,800 | 1,800 | 0 | 0.0% |
| 61210 Utilities - Sewer | 1,038 | 1,110 | 1,110 | 900 | 900 | 900 | 0 | 0.0% |
| 60015 Animal Control | 31,469 | 32,306 | 33,500 | 35,093 | 35,093 | 36,637 | 1,544 | 4.4% |
| 67790 Visitors Bureau | 225,363 | 302,605 | 414,737 | 397,329 | 375,000 | 400,000 | 25,000 | 6.7% |
| 61410 Newsletter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 67200 Community Organization Support | 55,810 | 66,874 | 75,591 | 34,575 | 78,900 | 78,900 (1) | 0 | 0.0% |
| 69600 Undesignated Miscellaneous Support | 6,500 | 500 | 0 | 600 | 2,000 | 3,000 | 1,000 | - |
| 60910 Miscellaneous Recognition Items | 6,195 | 2,268 | 644 | 1,733 | 3,500 | 2,000 | (1,500) | -42.9% |
| 67620 SB Co Mental Health Assessment Team (MHAT) | 2,428 | 2,522 | 2,621 | 4,029 | 2,621 | 4,000 | 1,379 | 52.6% |
| 60022 Recruitment Expense | 2,806 | 2,984 | 2,493 | 1,905 | 2,000 | 2,000 | 0 | 0.0% |
| 67430 LAFCO Contribution | 1,243 | 1,506 | 2,977 | 2,000 | 2,000 | 2,000 | 0 | 0.0% |
| 69100 Transfer to Other Funds | 50,000 | 168,040 | 143,839 | 5,943,790 | 6,466,674 (3) | 831,000 (2) | (5,635,674) | -87.1% |
| 60014 Emergency Operations | 695 | 1,815 | 648 | 1,576 | 6,000 | 9,000 | 3,000 | 50.0% |
| 60900 Miscellaneous and PERS unfunded liability | 20,560 | 9,700 | 12,992 | 59,380 | 60,000 | 62,000 | 2,000 | 3.3% |
| OPERATING & MAINTENANCE SUBTOTAL: | 497,227 | 639,744 | 977,393 | 6,707,038 | 7,251,503 | 1,592,326 | (5,659,177) | -579.0% |
| CAPITAL | | | | | | | | |
| 73100 Vehicle Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 72200 Office Furniture | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 72300 Computer Equipment | 2,914 | 919 | 899 | 5,764 | 1,000 | 0 | (1,000) | + |
| 74100 Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| CAPITAL SUBTOTAL: | 2,914 | 919 | 899 | 5,764 | 1,000 | 0 | (1,000) | - |
| NON-DEPARTMENTAL TOTAL: | 549,974 | 690,249 | 1,031,046 | 6,756,330 | 7,313,086 | 1,648,096 | (5,664,990) | -77.5% |

(1) This incorporates the grant to the SYV Senior Citizens' Foundation (\$49,850 - program support), People Helping People (\$11,980 - for Food & Emergency program support; ADCAP, Under 1 Roof Senior Program, Foodbank of Santa Barbara County (\$8,470), SYV Fruit and Vegetable Rescue (\$6,660) and Nature Track (\$1,940).

(2) Capital Improvement Project transfers (CIP) - \$591,000; Operating Transfers to Funds 029 of \$45,000 (Transportation Planning) and 027 of \$195,000 (LTF).

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | <u>Actual 2014-15</u> | <u>Budget 2015-16</u> | <u>Budget 2016-17</u> |
|--|---------------------------|---------------------------|---------------------------|
| <u>Employee Services</u> | | | |
| 50100 Benefits | \$ 52,754 | \$ 60,583 | \$ 55,770 |
| Medical Benefits for retired employees | | | |
| <u>Operating & Maintenance</u> | | | |
| 50600 Insurance - Liability | \$ 216,208 | \$ 152,015 | \$ 85,689 |
| 80% of the City's liability insurance; 10% is charged to the Wastewater and Water funds respectively. | | | |
| 50610 Insurance - Property | \$ 4,162 | \$ 5,500 | \$ 5,000 |
| 20% of the City's fire insurance costs; 40% is charged to the Wastewater and Water funds respectively. Includes earthquake and flood insurance on City property. | | | |
| 61130 Office Supplies | \$ 10,270 | \$ 10,000 | \$ 10,000 |
| Copier expense for all departments. | | | |
| 61131 Postage | \$ 2,009 | \$ 2,000 | \$ 500 |
| 60310 Equipment Rental | \$ 11,907 | \$ 10,000 | \$ 11,000 |
| Lease cost of a copier and postage meter. | | | |
| 60650 Membership & Publications | \$ 1,818 | \$ 4,500 | \$ 10,000 |
| League of California Cities dues, miscellaneous dues and various publications. | | | |
| 60710 Travel & Training | \$ 5,899 | \$ 800 | \$ 1,000 |
| 60211 Data Processing Contract Maintenance | \$ - | \$ - | \$ - |
| 61292 Internet Access / Website Maintenance | \$ 5,021 | \$ 10,000 | \$ 6,000 |
| Includes \$1,000 annual maintenance for Buellton App and \$7,000 website update and maintenance. | | | |
| 60210 Computer Maintenance & Software | \$ 13,655 | \$ 10,000 | \$ 14,000 |
| Update Office product | | | |
| 67705 Telephone | \$ 4,250 | \$ 3,800 | \$ 5,000 |
| 61230 Utilities - Gas | \$ 164 | \$ 900 | \$ 900 |
| 61241 Utilities - Electric | \$ 8,898 | \$ 9,000 | \$ 10,000 |
| 61211 Utilities - Water | \$ 1,980 | \$ 1,800 | \$ 1,800 |
| 50% of water used at 140 W. Highway 246. | | | |
| 61210 Utilities - Sewer | \$ 1,110 | \$ 900 | \$ 900 |

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

| | | | | |
|-------|--|------------|------------|------------|
| 60015 | Animal Control | \$ 33,500 | \$ 35,093 | \$ 36,637 |
| | Contract for services with County Animal Control. | | | |
| 67790 | Visitors Bureau | \$ 414,737 | \$ 375,000 | \$ 400,000 |
| | Contract for advertising services based on 20.83% of \$1,500,000 budgeted Transient Occupancy Tax revenue. | | | |
| 61410 | Newsletter | \$ - | \$ - | \$ - |
| | Cost of printing the Buellton Banner. | | | |
| 67200 | Community Organization Support | \$ 75,591 | \$ 78,900 | \$ 78,900 |
| | Senior Center, People Helping People, Foodbank, and SYV Fruit & Vegetable Rescue | | | |
| 60910 | Undesignated Misc Support | \$ - | \$ 2,000 | \$ 3,000 |
| | Donation to Buellton Historical Society; Central Coast Collaborative on Homeless; Buellton Union School District Jog-A-thon. | | | |
| 60910 | Miscellaneous Recognition Items | \$ 644 | \$ 3,500 | \$ 2,000 |
| | Miscellaneous award items for various organizations and employee recognition program. | | | |
| 67620 | Mental Health Assessment Team (MHAT) Services | \$ 2,621 | \$ 2,621 | \$ 4,000 |
| | Santa Barbara County Mental Health Assessment Team (MHAT) Services. | | | |
| 60022 | Recruitment Expense | \$ 2,493 | \$ 2,000 | \$ 2,000 |
| | Expenses related to new employee recruitment. | | | |
| 67430 | LAFCO Contribution | \$ 2,977 | \$ 2,000 | \$ 2,000 |
| | City's share of LAFCO's operating costs. | | | |
| 69100 | Transfer to Other Funds | | | |
| | Transfer to CIP Project #201 (Facilities Maintenance and Painting Project) | \$ - | \$ - | \$ 10,000 |
| | Transfer to CIP Project #205 (City Hall Repairs (Roof and Restrooms) | \$ - | \$ - | \$ 30,000 |
| | Transfer to CIP Project #210 (Fleet Purchases) - Move to Vehicle Replacement - PW- General | \$ - | \$ - | \$ - |
| | Transfer to CIP Project #211 (Village Park Improvements) | \$ - | \$ - | \$ 216,000 |
| | Transfer to CIP Project #311 (Industrial Way Streetlights) | \$ - | \$ - | \$ 85,000 |
| | Transfer to CIP Project #312 (Highway 246 Sidewalk (CalTrans) | \$ - | \$ - | \$ 150,000 |
| | Transfer to CIP Project #313 (Road Maintenance Project - 15/16); MOE | \$ - | \$ - | \$ 100,000 |
| | Transfer to Local Transportation Fund 027 (to cover CIP) | \$ - | \$ - | \$ 195,000 |
| | Transfer to Transportation Planning Fund 029 (to cover operating costs) | \$ - | \$ - | \$ 45,000 |
| | | \$ - | \$ - | \$ - |
| 60014 | Emergency Operations | \$ 648 | \$ 6,000 | \$ 9,000 |
| | One CERT Trailer. | | | |

FUND: 001-GENERAL

DEPARTMENT: 410/NON-DEPARTMENTAL

60900 Miscellaneous \$ 12,992 \$ 60,000 \$ 62,000

Green Business Program: \$633 per year; other miscellaneous; CalPERS Unfunded Liability calculated separately from payroll and billed directly through A/P (split with Water and Wastewater). General Fund's CalPERS 2016-17 liability is \$57,596.

Capital

| | | | |
|---------------------------|--------|------|------|
| 73100 Vehicle Replacement | \$ - | \$ - | \$ - |
| 72200 Office Furniture | \$ - | \$ - | \$ - |
| 72300 Computer Equipment | \$ 899 | \$ - | \$ - |
| 74100 Improvements | \$ - | \$ - | \$ - |

FUND: 001-GENERAL

DEPARTMENT: 420/FINANCE

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 133,599 | \$ 247,878 | \$ 227,243 | \$ 214,780 | \$ 220,180 | \$ 148,614 |
| Operating & Maintenance | \$ 27,206 | \$ 146,466 | \$ 75,791 | \$ 128,089 | \$ 95,800 | \$ 39,000 |
| Capital | \$ 1,047 | \$ 999 | \$ 2,297 | \$ - | \$ 2,000 | \$ 2,000 |
| Department Total | \$ 161,852 | \$ 395,343 | \$ 305,331 | \$ 342,869 | \$ 317,980 | \$ 189,614 |

DEPARTMENT DESCRIPTION

The Finance Department provides for the overall financial management of the City and includes Personnel and Data Processing. Major activities include projecting and collecting revenues, preparing the annual budget, controlling and disbursing all expenditures, purchasing equipment and supplies, investing City monies, and personnel, risk management and data processing functions. The department is responsible for the billing of all utility customers for the services of water and wastewater collection.

DEPARTMENT EXPENDITURES

FINANCE
001-420

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Salaries | 90,978 | 174,717 | 131,034 | 125,835 | 131,235 | 105,652 | (25,583) | -19.5% |
| 50030 Hourly Employees | 0 | 6,440 | 34,419 | 38,500 | 38,500 | 5,732 | (32,768) | -85.1% |
| 50100 Benefits | 42,621 | 66,721 | 61,790 | 50,445 | 50,445 | 37,230 | (13,215) | -26.2% |
| EMPLOYEE SERVICES SUBTOTAL: | 133,599 | 247,878 | 227,243 | 214,780 | 220,180 | 148,614 | (71,566) | -32.5% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61130 Office Supplies | 1,040 | 2,674 | 1,604 | 1,997 | 3,000 | 3,000 | 0 | 0.0% |
| 60550 Printing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60650 Membership & Publications | 701 | 270 | 1,015 | 728 | 800 | 1,000 | 200 | + |
| 60710 Travel & Training | 1,519 | 1,564 | 1,265 | 25 | 2,000 | 5,000 | 3,000 | 150.0% |
| 60211 Data Processing Contract Maintenance | 4,233 | 4,452 | 4,864 | 5,000 | 5,000 | 5,000 | 0 | 0.0% |
| 60210 Computer Maintenance & Software | 815 | 1,995 | 0 | 1,500 | 1,500 | 1,500 | 0 | 0.0% |
| 60021 Audit | 5,440 | 9,132 | 5,809 | 4,425 | 7,500 | 7,500 | 0 | 0.0% |
| 60800 Contract Services | 12,979 | 125,205 | 60,883 | 113,653 | 75,000 | 15,000 | (60,000) | -80.0% |
| 60900 Miscellaneous | 479 | 1,174 | 351 | 760 | 1,000 | 1,000 | 0 | 0.0% |
| OPERATING & MAINTENANCE SUBTOTAL: | 27,206 | 146,466 | 75,791 | 128,089 | 95,800 | 39,000 | (56,800) | -74.9% |
| <u>CAPITAL</u> | | | | | | | | |
| 72200 Office Furniture | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 72300 Computer Equipment | 1,047 | 999 | 2,297 | 0 | 2,000 | 2,000 | 0 | 0.0% |
| 72100 Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| CAPITAL SUBTOTAL: | 1,047 | 999 | 2,297 | 0 | 2,000 | 2,000 | 0 | 0.0% |
| FINANCE TOTAL: | 161,852 | 395,343 | 305,331 | 342,869 | 317,980 | 189,614 | (128,366) | -40.4% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| <u>Employee Services</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|--|--|-------------------|-------------------|-------------------|
| | Finance Director | 0.80 | 0.80 | 0.80 |
| | Accounting Specialist (1) | 0.00 | 0.70 | 0.70 |
| | Revenue Specialist (1) | 0.00 | 0.70 | 0.70 |
| | Accounting Technicians (1) (Split) | 0.70 | 0.00 | 0.20 |
| | Accounting Technicians (1) | 0.70 | 0.00 | 0.00 |
| | Accounting Technicians (2) Part-time/Temporary | 0.00 | 0.50 | 0.00 |
| | Total | 2.20 | 2.70 | 2.40 |
| 50000 | Salaries | \$ 131,034 | \$ 131,235 | \$ 105,652 |
| 50030 | Hourly Employees | \$ 34,419 | \$ 38,500 | \$ 5,732 |
| 50100 | Benefits | \$ 61,790 | \$ 50,445 | \$ 37,230 |
| <u>Operating & Maintenance</u> | | | | |
| 61130 | Office Supplies | \$ 1,604 | \$ 3,000 | \$ 3,000 |
| 60550 | Printing | \$ - | \$ - | \$ - |
| 61131 | Membership & Publication | \$ 1,015 | \$ 800 | \$ 1,000 |
| Membership dues for the California Society of Municipal Finance Officers (CSMFO) and the Government Finance Officers Association (GFOA); miscellaneous publications. | | | | |
| 60710 | Travel & Training | \$ 1,265 | \$ 2,000 | \$ 5,000 |
| Attendance at conferences and seminars | | | | |
| 60211 | Data Processing Contract Maintenance | \$ 4,864 | \$ 5,000 | \$ 5,000 |
| Contract support for accounting programs. | | | | |
| 60210 | Computer Maintenance & Software | \$ - | \$ 1,500 | \$ 1,500 |
| 60021 | Audit | \$ 5,809 | \$ 7,500 | \$ 7,500 |
| 33 1/3% of the cost. | | | | |
| 60800 | Contract Services | \$ 60,883 | \$ 75,000 | \$ 15,000 |
| Hinderliter De Llamas, HDL Coren & Cone \$12,000; Utility Billing and Accounting staff (2) for 1/2 year until permanent staff in place (Temporary Agency firm - \$63,000). | | | | |
| 60900 | Miscellaneous | \$ 351 | \$ 1,000 | \$ 1,000 |
| <u>Capital</u> | | | | |
| 72200 | Office Furniture | \$ - | \$ - | \$ - |
| 72300 | Computer Equipment | \$ 2,297 | \$ 2,000 | \$ 2,000 |
| Laptop for Finance Presentations. | | | | |
| 72100 | Office Equipment | \$ - | \$ - | \$ - |

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 1,872,020 | \$ 1,792,569 | \$ 1,801,989 | \$ 1,979,451 | \$ 1,977,896 | \$ 1,981,688 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 1,872,020 | \$ 1,792,569 | \$ 1,801,989 | \$ 1,979,451 | \$ 1,977,896 | \$ 1,981,688 |

DEPARTMENT DESCRIPTION

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.

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - POLICE & FIRE
001-501

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61241 Utilities - Electric | 3,166 | 2,505 | 2,768 | 5,755 | 4,200 | 6,000 | 1,800 | 42.9% |
| 60800 Contract Services - Police | 1,676,042 | 1,601,832 | 1,610,873 | 1,780,000 | 1,780,000 | 1,780,000 | 0 | 0.0% |
| 60810 Contract Services - Fire | 192,812 | 188,232 | 188,348 | 193,696 | 193,696 | 195,688 | 1,992 | 1.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 1,872,020 | 1,792,569 | 1,801,989 | 1,979,451 | 1,977,896 | 1,981,688 | 3,792 | 0.2% |
| PUBLIC SAFETY TOTAL: | 1,872,020 | 1,792,569 | 1,801,989 | 1,979,451 | 1,977,896 | 1,981,688 | 3,792 | 0.2% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 | |
|---|-------------------|-------------------|-------------------|-----------|
| <u>Operating & Maintenance</u> | | | | |
| 61241 Utilities - Electric | 2,768 | 4,200 | 6,000 | |
| 60800 Contract Services - Sheriff | \$1,610,873 | 1,780,000 | 1,780,000 | |
| Contract with the County of Santa Barbara Sheriff's Department for public safety services and traffic enforcement. Includes estimated overtime pay. | | | | |
| 60810 Contract Services - Fire | \$188,348 | 193,696 | 195,688 | 1,981,688 |
| Contract with the County of Santa Barbara's Fire Department for 33% of the salary for a Firefighter/Paramedic. | | | | |

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 86,378 | \$ 93,071 | \$ 97,902 | \$ 98,123 | \$ 99,741 | \$ 98,541 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 86,378 | \$ 93,071 | \$ 97,902 | \$ 98,123 | \$ 99,741 | \$ 98,541 |

DEPARTMENT DESCRIPTION

This Department provides a building and utilities for the Buellton Branch of the County Library, operated by contract with the City of Santa Barbara Library System.

DEPARTMENT EXPENDITURES

LEISURE SERVICES - LIBRARY

001-510

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61230 Utilities - Gas | 2,800 | 672 | 811 | 613 | 2,800 | 1,000 | 387 | 63.2% |
| 61241 Utilities - Electric | 3,500 | 3,809 | 3,470 | 4,069 | 3,500 | 4,100 | 31 | 0.8% |
| 61211 Utilities - Water | 1,800 | 1,312 | 1,980 | 1,800 | 1,800 | 1,800 | 0 | 0.0% |
| 60800 Contract Services | 78,278 | 87,278 | 91,641 | 91,641 | 91,641 | 91,641 | 0 | 0.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 86,378 | 93,071 | 97,902 | 98,123 | 99,741 | 98,541 | 418 | 0.4% |
| | | | | | | | | |
| LIBRARY TOTAL: | 86,378 | 93,071 | 97,902 | 98,123 | 99,741 | 98,541 | 418 | 0.4% |

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|---|----------------------|-------------------|-------------------|-------------------|
| <u>Operating & Maintenance</u> | | | | |
| 61230 | Utilities - Gas | \$ 811 | \$ 2,800 | \$ 1,000 |
| 61241 | Utilities - Electric | \$ 3,470 | \$ 3,500 | \$ 4,100 |
| 61211 | Utilities - Water | \$ 1,980 | \$ 1,800 | \$ 1,800 |
| <u>50% of water used at 140 W. Highway 246.</u> | | | | |
| 60800 | Contract Services | \$ 91,641 | \$ 91,641 | \$ 91,641 |
| <u>Contract with the City of Santa Barbara Library System to manage the Buellton Library.</u> | | | | |

FUND: 001-RECREATION**DEPARTMENT: 511/RECREATION**

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 295,527 | \$ 301,132 | \$ 321,501 | \$ 320,058 | \$ 320,058 | \$ 325,404 |
| Operating & Maintenance | \$ 199,200 | \$ 196,671 | \$ 231,533 | \$ 160,379 | \$ 154,000 | \$ 156,500 |
| Capital | \$ - | \$ - | \$ 24,804 | \$ - | \$ - | \$ - |
| Department Total | \$ 494,727 | \$ 497,803 | \$ 577,838 | \$ 480,437 | \$ 474,058 | \$ 481,904 |

DEPARTMENT DESCRIPTION

Recreation funds are to be used for community recreation programs and purposes.

DEPARTMENT EXPENDITURES

RECREATION
001-511

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Salaries | 174,445 | 179,420 | 172,548 | 185,678 | 185,678 | 200,634 | 14,956 | 8.1% |
| 50030 Hourly Employees | 23,314 | 26,705 | 46,148 | 25,000 | 37,000 | 37,000 | 0 | 0.0% |
| 50100 Benefits | 97,768 | 95,007 | 102,805 | 100,000 | 97,380 | 87,770 | (9,610) | -9.9% |
| <u>EMPLOYEE SERVICES SUBTOTAL</u> | 295,527 | 301,132 | 321,501 | 320,058 | 320,058 | 325,404 | 5,346 | 1.7% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61130 Office Supplies | 4,050 | 1,208 | 1,678 | 3,159 | 2,500 | 3,000 | 500 | 20.0% |
| 60510 Advertising | 0 | 7,568 | 6,322 | 6,471 | 6,500 | 6,500 | 0 | 0.0% |
| 61280 Fuel- Vehicles | 6,232 | 6,547 | 7,005 | 7,171 | 9,000 | 9,000 | 0 | 0.0% |
| 60270 Maintenance - Vehicles | 1,705 | 2,841 | 2,627 | 4,768 | 2,000 | 4,000 | 2,000 | 100.0% |
| 60250 Maintenance / Repair - Rec Dept | 10,032 | 9,152 | 13,937 | 4,338 | 12,000 | 12,000 | 0 | 0.0% |
| 60252 Maintenance / Repair - Joint Use | 3,400 | 1,862 | 3,306 | 666 | 4,000 | 4,000 (1) | 0 | 0.0% |
| 61290 Telephone/Internet | 2,599 | 2,607 | 2,895 | 2,628 | 3,000 | 3,000 | 0 | 0.0% |
| 67140 Buellton Recreation Program | 58,037 | 69,332 | 53,431 | 57,386 | 49,500 | 49,500 | 0 | 0.0% |
| 67570 Buellton Recreation Program 50/50 | 41,633 | 30,012 | 48,791 | 5,000 | 5,000 | 5,000 | 0 | 0.0% |
| 67135 Buellton Rec Programs Trips | 26,534 | 35,243 | 42,657 | 41,832 | 29,500 | 29,500 | 0 | 0.0% |
| 69400 Transfer to Reserves | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60800 Contract Services | 37,816 | 30,294 | 48,846 | 26,769 | 30,000 | 30,000 | 0 | 0.0% |
| 67020 Recreation Coordinator/Admin Overhead | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60900 Miscellaneous | 2,162 | 5 | 39 | 192 | 1,000 | 1,000 | 0 | 0.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 199,200 | 196,671 | 231,533 | 160,379 | 154,000 | 156,500 | 2,500 | 1.6% |
| <u>CAPITAL</u> | | | | | | | | |
| 73100 Vehicles | 0 | 0 | 24,804 | 0 | 0 | 0 | 0 | #DIV/0! |
| 74100 Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| <u>CAPITAL SUBTOTAL:</u> | 0 | 0 | 24,804 | 0 | 0 | 0 | 0 | #DIV/0! |
| PARKS / RECREATION TOTAL: | 494,727 | 497,803 | 577,838 | 480,437 | 474,058 | 481,904 | 7,846 | 1.7% |

(1) Budgeted amount is based on 1/3 of the total Rec Center rental revenue from the previous year.

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|---|-------------------------------------|-------------------|-------------------|-------------------|
| <u>Employee Services</u> | | | | |
| | Recreation Coordinator | 1.00 | 1.00 | 1.00 |
| | Staff Assistant/Planning Tech | 0.30 | 0.30 | 0.20 |
| | Recreation Center Coordinator | 1.00 | 1.00 | 1.00 |
| | Recreation Technician | 1.00 | 1.00 | 1.00 |
| | Total | 3.30 | 3.30 | 3.20 |
| 50000 | Salaries | \$ 172,548 | \$ 185,678 | \$ 200,634 |
| 50030 | Hourly Employees | \$ 46,148 | \$ 37,000 | \$ 37,000 |
| Currently employ five part-time employees | | | | |
| 50100 | Benefits | \$ 102,805 | \$ 97,380 | \$ 87,770 |
| <u>Operating & Maintenance</u> | | | | |
| 61130 | Office Supplies | \$ 1,678 | \$ 2,500 | \$ 3,000 |
| 60510 | Advertising | \$ 6,322 | \$ 6,500 | \$ 6,500 |
| 61280 | Fuel - Vehicles | \$ 7,005 | \$ 9,000 | \$ 9,000 |
| 60270 | Maint - Vehicles | \$ 2,627 | \$ 2,000 | \$ 4,000 |
| 60250 | Maintenance / Repair | \$ 13,937 | \$ 12,000 | \$ 12,000 |
| Buellton Rec dept repairs and maintenance - office, Zone | | | | |
| 60252 | Maint/Repair-Joint Use | \$ 3,306 | \$ 4,000 | \$ 4,000 |
| Joint facility repairs - gym, kitchen, weight room, restroom,courtyard Amount based on 1/3 of the total Rec Center rental revenue from the previous year | | | | |
| 61290 | Telephone/Internet | \$ 2,895 | \$ 3,000 | \$ 3,000 |
| 67140 | Buellton Recreation Program | \$ 53,431 | \$ 49,500 | \$ 49,500 |
| Seasonal personnel, Oak Valley afterschool program, supplies, flyers and equipment. | | | | |
| 67140 | Buellton Recreation Program - 50/50 | \$ 48,791 | \$ 5,000 | \$ 5,000 |
| Shared recreations programs with the City of Solvang | | | | |
| 67135 | Buellton Recreation Program-Trips | \$ 42,657 | \$ 29,500 | \$ 29,500 |
| Trips organized for children and adults through Buellton Recreation | | | | |

FUND: 001-GENERAL

69400 Transfer to Reserves
 60800 Contract Services
 67020 Recreation Coordinator/ Admin Overhead
 60900 Miscellaneous

\$ -
 \$ 48,846
 \$ -
 \$ 39

DEPARTMENT: 511/RECREATION

\$ -
 \$ 30,000
 \$ -
 \$ 1,000

Capital

73100 Vehicles

\$ 24,804

\$ -
 \$ -

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 50,000 | \$ 56,521 | \$ 53,634 | \$ 55,905 | \$ 55,000 | \$ 55,000 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 50,000 | \$ 56,521 | \$ 53,634 | \$ 55,905 | \$ 55,000 | \$ 55,000 |

DEPARTMENT DESCRIPTION

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

DEPARTMENT EXPENDITURES

PUBLIC WORKS - STREET LIGHTS

001-550

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61241 Utilities - Electric | 50,000 | 56,521 | 53,634 | 55,905 | 55,000 | 55,000 | 0 | 0.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 50,000 | 56,521 | 53,634 | 55,905 | 55,000 | 55,000 | 0 | 0.0% |
| | | | | | | | | |
| STREET LIGHTS TOTAL: | 50,000 | 56,521 | 53,634 | 55,905 | 55,000 | 55,000 | 0 | 0.0% |

FUND: 001-GENERAL

DEPARTMENT: 550/PUBLIC WORKS
STREET LIGHTS

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|------------------------------------|---------------------------|---------------------------|---------------------------|
| <u>Operating & Maintenance</u> | | | |
| 61241 Utilities - Electric | \$ 53,634 | \$ 55,000 | \$ 55,000 |

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 64,000 | \$ 117,995 | \$ 98,695 | \$ 84,870 | \$ 110,000 | \$ 110,000 |
| Capital | \$ 70,575 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 134,575 | \$ 117,995 | \$ 98,695 | \$ 84,870 | \$ 110,000 | \$ 110,000 |

DEPARTMENT DESCRIPTION

This Department provides for the engineering and public works requirements of the City. The City Engineer administers the City's street capital improvement and traffic engineering programs and provides engineering support and administration of various public works projects.

DEPARTMENT EXPENDITURES

PUBLIC WORKS - ENGINEERING

001-557

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 67265 Development Permit Processing | 4,000 | 52,375 | 9,835 | 9,870 | 0 | 0 | 0 | - |
| 60800 Contract Services | 60,000 | 60,056 | 87,210 | 75,000 | 85,000 | 85,000 | 0 | 0.0% |
| 60830 Engineering Services | 0 | 5,453 | 1,650 | 0 | 25,000 | 25,000 | 0 | - |
| 60830 Engineering Services - Prop1B | 0 | 111 | | 0 | 0 | 0 | 0 | - |
| OPERATING & MAINTENANCE SUBTOTAL: | 64,000 | 117,995 | 98,695 | 84,870 | 110,000 | 110,000 | 0 | 0.0% |
| <u>CAPITAL</u> | | | | | | | | |
| 74100 Improvements | 65,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 74110 Improvements - Prop 1B | 5,575 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| CAPITAL SUBTOTAL: | 70,575 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| ENGINEERING TOTAL: | 134,575 | 117,995 | 98,695 | 84,870 | 110,000 | 110,000 | 0 | 0.0% |

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | <u>Actual 2014-15</u> | <u>Budget 2015-16</u> | <u>Budget 2016-17</u> |
|--|---------------------------|---------------------------|---------------------------|
| <u>Operating & Maintenance</u> | | | |
| 67265 Development Permit Processing | \$ 9,835 | \$ - | \$ - |
| 60800 Contract Services | \$ 87,210 | \$ 85,000 | \$ 85,000 |
| General Engineering Services as requested by City. | | | |
| 60830 Engineering Services | \$ 1,650 | \$ 25,000 | \$ 25,000 |
| Traffic safety studies. | | | |
| 60830 Engineering Services - Prop1B | \$ - | \$ - | \$ - |
| <u>Capital</u> | | | |
| 74100 Improvements | \$ - | \$ - | \$ - |
| 74110 Improvements | \$ - | \$ - | \$ - |

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 318,113 | \$ 328,230 | \$ 294,650 | \$ 341,805 | \$ 353,755 | \$ 391,149 |
| Operating & Maintenance | \$ 247,722 | \$ 198,324 | \$ 177,986 | \$ 222,200 | \$ 213,150 | \$ 224,970 |
| Capital | \$ 38,643 | \$ 5,885 | \$ 79,709 | \$ 26,781 | \$ 20,000 | \$ 45,000 |
| Department Total | \$ 604,478 | \$ 532,439 | \$ 552,345 | \$ 590,786 | \$ 586,905 | \$ 661,119 |

DEPARTMENT DESCRIPTION

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.

DEPARTMENT EXPENDITURES

PUBLIC WORKS - GENERAL

001-558

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Salaries | 205,795 | 215,994 | 189,326 | 234,000 | 233,758 | 268,807 | 35,049 | 15.0% |
| 50035 Hourly | 0 | 7,648 | 685 | 0 | 12,192 | 12,192 | 0 | 0.0% |
| 50100 Benefits | 112,318 | 104,588 | 104,639 | 107,805 | 107,805 | 110,150 | 2,345 | 2.2% |
| <u>EMPLOYEE SERVICES SUBTOTAL:</u> | 318,113 | 328,230 | 294,650 | 341,805 | 353,755 | 391,149 | 37,394 | 10.6% |

OPERATING & MAINTENANCE

| | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|---------------|-------------|
| 61130 Office Supplies | 1,907 | 1,392 | 1,025 | 1,027 | 1,200 | 1,200 | 0 | 0.0% |
| 60650 License,Membership & Publications | 1,185 | 2,525 | 790 | 458 | 1,200 | 1,000 | (200) | -16.7% |
| 60710 Travel & Training | 2,356 | 1,776 | 2,327 | 1,310 | 2,500 | 2,500 | 0 | 0.0% |
| 61140 Operational Supplies | 0 | 5,898 | 3,682 | 9,192 | 6,000 | 7,000 | 1,000 | 16.7% |
| 61127 Tools | 1,786 | 2,665 | 2,480 | 8,000 | 4,000 | 4,000 | 0 | 0.0% |
| 60131 Laundry - Uniforms | 1,038 | 1,219 | 670 | 1,260 | 800 | 1,800 | 1,000 | 125.0% |
| 61280 Fuel - Vehicles | 7,988 | 6,695 | 6,373 | 5,204 | 8,000 | 8,000 | 0 | 0.0% |
| 60270 Maintenance - Vehicles | 7,212 | 8,829 | 12,723 | 3,650 | 15,000 | 15,000 | 0 | 0.0% |
| 60141 Landscape Maintenance Program | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 60250 Maintenance / Repair | 42,713 | 47,132 | 41,139 | 55,409 | 40,000 | 50,000 | 10,000 | 25.0% |
| 67600 Safety Equipment | 1,276 | 1,749 | 1,244 | 895 | 1,500 | 1,520 | 20 | 1.3% |
| 60560 Signs - Replacement and Upgrade | 277 | 1,725 | 7,430 | 10,801 | 15,000 | 15,000 | 0 | 0.0% |
| 60210 Computer Maintenance & Software | 444 | 383 | 947 | 1,304 | 2,000 | 2,000 | 0 | 0.0% |
| 67705 Telephone | 1,110 | 5,165 | 4,338 | 2,079 | 5,500 | 5,500 | 0 | 0.0% |
| 61241 Utilities - Electric | 12,174 | 0 | 0 | 950 | 950 | 950 | 0 | 0.0% |
| 61211 Utilities - Water | 17,622 | 19,406 | 8,299 | 32,000 | 32,000 | 32,000 | 0 | 0.0% |
| 67575 Regulatory Compliance | 0 | 1,700 | 409 | 625 | 2,500 | 2,500 | 0 | 0.0% |
| 60800 Contract Services | 148,625 | 90,065 | 79,002 | 87,520 | 75,000 | 75,000 | 0 | 0.0% |
| 60900 Miscellaneous | 0 | 0 | 5,109 | 518 | 0 | 500 | 500 | - |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 247,722 | 198,324 | 177,986 | 222,200 | 213,150 | 224,970 | 12,320 | 5.8% |

CAPITAL

| | | | | | | | | |
|---------------------------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 73100 Vehicle Replacement | 32,666 | 0 | 78,829 | 0 | 0 | 25,000 | 25,000 | - |
| 74100 Improvements | 5,977 | 0 | 600 | 0 | 10,000 | 10,000 | 0 | - |
| 73500 Equipment | 0 | 5,885 | 281 | 26,781 | 10,000 | 10,000 | 0 | 0.0% |
| <u>CAPITAL SUBTOTAL:</u> | 38,643 | 5,885 | 79,709 | 26,781 | 20,000 | 45,000 | 25,000 | 125.0% |

PUBLIC WORKS - GENERAL TOTAL:

| | | | | | | | |
|----------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|
| 604,478 | 532,439 | 552,345 | 590,786 | 586,905 | 661,119 | 74,714 | 12.7% |
|----------------|----------------|----------------|----------------|----------------|----------------|---------------|--------------|

DEPARTMENT EXPENDITURES

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|------------------------------------|---|-------------------|-------------------|-------------------|
| <u>Employee Services</u> | | | | |
| | Public Works Director | 0.40 | 0.40 | 0.40 |
| | Facilities Maintenance (Split with Water) | 0.00 | 0.00 | 0.50 |
| | <i>Parks Foreman</i> | 0.00 | 0.00 | 1.00 |
| | Fieldmen (6) | 2.40 | 2.40 | 2.40 |
| | Accounting Technician (Split Finance, Planning, W & WW) | 0.00 | 0.00 | 0.25 |
| | Groundskeeper | 1.00 | 1.00 | 1.00 |
| | Total | 3.80 | 3.80 | 5.55 |
| 50000 | Salaries | \$ 189,326 | \$ 233,758 | \$ 268,807 |
| 50035 | Hourly | \$ 685 | \$ 12,192 | \$ 12,192 |
| 50100 | Benefits | \$ 104,639 | \$ 107,805 | \$ 110,150 |
| <u>Operating & Maintenance</u> | | | | |
| 61130 | Office Supplies | \$ 1,025 | \$ 1,200 | \$ 1,200 |
| 60650 | License, Membership & Publications | \$ 790 | \$ 1,200 | \$ 1,000 |
| 60710 | Travel & Training | \$ 2,327 | \$ 2,500 | \$ 2,500 |
| 61140 | Operational Supplies | \$ 3,682 | \$ 6,000 | \$ 7,000 |
| 61127 | Tools | \$ 2,480 | \$ 4,000 | \$ 4,000 |
| 67635 | Laundry - Uniforms | \$ 670 | \$ 800 | \$ 1,800 |

33 1/3% of laundry and uniform service for Public Works employees; 100% for Groundskeeper; Increased maintenance required on aging vehicles/equipment.

| FUND: 001-GENERAL | | DEPARTMENT: 558/PUBLIC WORKS - GENERAL | | |
|--|--|--|-----------|-----------|
| 61280 | Fuel - Vehicles | \$ 6,373 | \$ 8,000 | \$ 8,000 |
| 60270 | Maintenance - Vehicles | \$ 12,723 | \$ 15,000 | \$ 15,000 |
| 5508 | Landscape Maintenance Program | \$ - | \$ - | \$ - |
| 60250 | Maintenance / Repair | \$ 41,139 | \$ 40,000 | \$ 50,000 |
| City buildings, facilities, infrastructure and equipment maintenance and repair. | | | | |
| 67600 | Safety Equipment | \$ 1,244 | \$ 1,500 | \$ 1,520 |
| Safety equipment and Personal Protective Equipment such as safety glasses, vests, gloves, high visibility rain gear, hard hats/cap.s | | | | |
| 5511 | Building Maintenance/Signs Replacement and Upgrade | \$ 7,430 | \$ 15,000 | \$ 15,000 |
| Signs include replacements and upgrade of signs throughout the City caused by damage, missing, reflectivity, etc. | | | | |
| 60210 | Computer Maintenance & Software | \$ 947 | \$ 2,000 | \$ 2,000 |
| Automated Work Order Program. | | | | |
| 67705 | Telephone | \$ 4,338 | \$ 5,500 | \$ 5,500 |
| 61241 | Utilities - Electric | \$ - | \$ 950 | \$ 950 |
| 61211 | Utilities - Water | \$ 8,299 | \$ 32,000 | \$ 32,000 |
| Irrigation water use on Avenue of Flags medians, City Hall and other public facilities. | | | | |
| 60800 | Contract Services | \$ 79,002 | \$ 75,000 | \$ 75,000 |
| Contract services for answering service (33 1/3%, janitorial service for City Hall/Library, security system for City Hall and pest control services at City Hall/Post Office/Library/Sheriff locations. | | | | |

Capital

| | | | | |
|--|---------------------|-----------|-----------|-----------|
| 73100 | Vehicle Replacement | \$ 78,829 | \$ - | \$ 25,000 |
| 74100 | Improvements | \$ 600 | \$ 10,000 | \$ 10,000 |
| Landscape rebate/grant for neighborhood beautification. | | | | |
| 73500 | Equipment | \$ 281 | \$ 10,000 | \$ 10,000 |
| Radar feedback sign | | | | |

FUND: 001-GENERAL FUND

DEPARTMENT: 551/STORM WATER

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 151,000 | \$ 134,653 | \$ 117,703 | \$ 202,588 | \$ 184,600 | \$ 195,600 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 151,000 | \$ 134,653 | \$ 117,703 | \$ 202,588 | \$ 184,600 | \$ 195,600 |

DEPARTMENT DESCRIPTION

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.

DEPARTMENT EXPENDITURES

STORM WATER
001-551

| | 2012-13 <u>Actual</u> | 2013-14 <u>Actual</u> | 2014-15 <u>Actual</u> | 2015-16 <u>Estimate</u> | 2015-16 <u>Budget</u> | 2016-17 <u>Proposed</u> | Change From 2015-16 <u>Budget</u> | % Change From 2015-16 <u>Budget</u> |
|---|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|----------------------------|---|---|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61131 Membership and Publications | 0 | 0 | 330 | 638 | 600 | 600 | 0 | 0.0% |
| 60250 Maintenance/Repair | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 67575 Regulatory Compliance | 1,000 | 5,574 | 8,148 | 14,980 | 9,000 | 15,000 | 6,000 | 66.7% |
| 69100 Transfer to Other Funds (CIP 092-101) | 0 | 0 | 0 | 25,000 | 20,000 | 25,000 | 5,000 | 25.0% |
| 60800 Contract Services | 135,000 | 129,079 | 109,225 | 161,970 | 155,000 | 155,000 | 0 | 0.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 151,000 | 134,653 | 117,703 | 202,588 | 184,600 | 195,600 | 11,000 | 6.0% |
| STORM WATER TOTAL: | 151,000 | 134,653 | 117,703 | 202,588 | 184,600 | 195,600 | 11,000 | 6.0% |

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|---|------------------------------|-------------------|-------------------|-------------------|
| <u>Operating & Maintenance</u> | | | | |
| 61131 | Memberships and Publications | \$ 330 | \$ 600 | \$ 600 |
| 60250 | Repair/Maintenance | \$ - | \$ - | \$ - |
| 67575 | Regulatory Compliance | \$ 8,148 | \$ 9,000 | \$ 15,000 |
| 69100 | Transfer to Other Funds | \$ - | \$ 20,000 | \$ 25,000 |
| Transfer to CIP Project #101: Storm Drain Cleaning and Retrofit | | | | |
| 60800 | Contract Services | \$ 109,225 | \$ 155,000 | \$ 155,000 |
| Engineering work related to FEMA mapping and regulatory issues, Storm Water Management Plan (SWMP) permitting and implementation, and storm drain system evaluation. | | | | |

FUND: 001-GENERAL FUND

DEPARTMENT: 552/PARKS

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 204,372 | \$ 168,690 | \$ 161,468 | \$ 160,462 | \$ 295,800 | \$ 311,000 |
| Capital | \$ - | \$ 9,775 | \$ 2,047 | \$ 20,399 | \$ 25,000 | \$ 20,000 |
| Department Total | \$ 204,372 | \$ 178,465 | \$ 163,515 | \$ 180,861 | \$ 320,800 | \$ 331,000 |

DEPARTMENT DESCRIPTION

Parks was consolidated into the General Fund in prior years. Oak Park, Riverview, Paws Park, Botanic Garden, Avenue of the Flags and the Golf Course.

DEPARTMENT EXPENDITURES

PARKS
001-552

| | | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 | 2016-17 | Change From | % Change |
|--|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--------------|
| | | Actual | Actual | Actual | Estimate | Budget | Proposed | 2015-16 | From 2015-16 |
| | | | | | | | | Budget | Budget |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | | |
| 60310 | Equipment Rental | 563 | | 48 | 0 | 5,000 | 1,000 | (4,000) | -80.0% |
| 61125 | Small Equipment | 1,276 | 394 | 597 | 1,264 | 3,000 | 3,000 | 0 | 0.0% |
| 61140 | Operational Supplies | 0 | 2,120 | 3,023 | 801 | 8,800 | 4,000 | (4,800) | -54.5% |
| 61110 | Chemicals | 0 | 154 | 84 | 183 | 1,000 | 1,000 | 0 | 0.0% |
| 60250 | Maintenance/Repair-Riverview | 47,067 | 18,617 | 9,453 | 13,393 | 30,000 | 40,000 (1) | 10,000 | 33.3% |
| 60250-2 | Maintenance/Repair-Oak Park | 316 | 2,147 | 14,924 | 11,585 | 20,000 | 20,000 | 0 | 0.0% |
| 60250-4 | Maintenance/Repair-Paws Park | 0 | 9,684 | 7,777 | 0 | 10,500 | 16,000 (2) | 5,500 | 52.4% |
| 60250-5 | Maintenance/Repair-Ave of the Flags | 0 | 424 | 0 | 326 | 5,000 | 5,000 | 0 | 0.0% |
| 61241 | Utilities - Electric | 9,784 | 877 | 1,169 | 869 | 7,500 | 2,000 | (5,500) | -73.3% |
| 61211 | Utilities - Water | 38,244 | 40,677 | 33,195 | 8,640 | 46,000 | 40,000 | (6,000) | -13.0% |
| 67825 | Zaca Creek Park | 6,851 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60250-3 | Golf Course Renovation-Park | 30,040 | 9,245 | 4,793 | 1,264 | 0 | 20,000 | 20,000 | - |
| 60800 | Contract Services - Park | 70,231 | 84,351 | 86,405 | 122,138 | 159,000 | 159,000 | 0 | 0.0% |
| 60830 | Contract Services - Engineering | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| OPERATING & MAINTENANCE SUBTOTAL: | | 204,372 | 168,690 | 161,468 | 160,462 | 295,800 | 311,000 | 15,200 | 9.4% |
| <u>CAPITAL</u> | | | | | | | | | |
| 74100 | Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 73500 | Equipment | 0 | 9,775 | 2,047 | 20,399 | 25,000 | 20,000 | (5,000) | -20.0% |
| CAPITAL SUBTOTAL: | | 0 | 9,775 | 2,047 | 20,399 | 25,000 | 20,000 | (5,000) | N/A |
| PARKS TOTAL: | | 204,372 | 178,465 | 163,515 | 180,861 | 320,800 | 331,000 | 10,200 | 6.2% |

(1) Includes contribution for Botanic Gardens of \$10,000

(2) Includes contribution for Paws Park of \$16,000 - approved through 2015-16 Budget Process; Ongoing Maintenance.

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|--|---------------------------------------|-------------------|-------------------|-------------------|
| <u>Operating & Maintenance</u> | | | | |
| 60310 | Equipment Rental | \$ 48 | \$ 5,000 | \$ 1,000 |
| 61125 | Small Equipment | \$ 597 | \$ 3,000 | \$ 3,000 |
| 61140 | Operational Supplies | \$ 3,023 | \$ 8,800 | \$ 4,000 |
| Trash bags/dog pot bags, soaps, toilet paper, cleaning supplies | | | | |
| 61110 | Chemicals | \$ 84 | \$ 1,000 | \$ 1,000 |
| Pesticides, herbicides, graffiti remover | | | | |
| 60250-1 | Maintenance/Repair - Riverview Park | \$ 9,453 | \$ 50,000 | \$ 40,000 |
| Sidewalks, plants, restrooms, buildings, electrical, etc. Playground equipment repairs. Botanic Gardens (\$10,000) | | | | |
| 60250-2 | Maintenance/Repair - Oak Park | \$ 14,924 | \$ 20,000 | \$ 20,000 |
| Playground equipment repair, restrooms, picnic tables, etc. | | | | |
| 60250-4 | Maintenance/Repair - Paws Park | \$ 7,777 | \$ 10,500 | \$ 16,000 |
| Paws Park (\$16,000); City-related maintenance. | | | | |
| 60250-5 | Maintenance/Repair - Ave of the Flags | \$ - | \$ 5,000 | \$ 5,000 |
| 61241 | Utilities - Electric | \$ 1,169 | \$ 7,500 | \$ 2,000 |
| Riverview and Oak Parks | | | | |
| 61211 | Utilities - Water | \$ 33,195 | \$ 46,000 | \$ 40,000 |
| Riverview and Oak Parks | | | | |
| 67825 | Zaca Creek | \$ - | \$ - | \$ - |
| 60250-3 | Golf Course Renovation | \$ 4,793 | \$ - | \$ - |
| Water conservation repair and maintenance of slope adjacent to Six Flags Circle. | | | | |
| 60800 | Contract Services | \$ 86,405 | \$ 159,000 | \$ 159,000 |
| Rafael Ruiz (\$24,000); Valley Gardener (\$135,000) | | | | |
| 60830 | Contact Services - Engineering | \$ - | \$ - | \$ - |

Capital

| | | | | |
|-------|--------------|----------|-----------|-----------|
| 74100 | Improvements | \$ - | \$ - | \$ - |
| 73500 | Equipment | \$ 2,047 | \$ 25,000 | \$ 20,000 |

FUND: 001-GENERAL FUND

DEPARTMENT: 556/PUBLIC WORKS-LANDSCAPE MAINTENANCE

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 114,400 | \$ 95,319 | \$ 88,228 | \$ 79,656 | \$ 100,500 | \$ 106,000 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 114,400 | \$ 95,319 | \$ 88,228 | \$ 79,656 | \$ 100,500 | \$ 106,000 |

DEPARTMENT DESCRIPTION

This department is part of the General fund and is for the maintenance of street frontage landscaping and other common areas under the jurisdiction of the City.

DEPARTMENT EXPENDITURES

PUBLIC WORKS-LANDSCAPE MAINTENANCE
001-556

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 60250 Maintenance / Repair | 2,500 | 1,847 | 1,330 | 1,804 | 2,500 | 5,000 | 2,500 | 100.0% |
| 61241 Utilities - Electric | 900 | 8,336 | 5,208 | 8,696 | 6,000 | 9,000 | 3,000 | 50.0% |
| 61211 Utilities - Water | 22,000 | 15,846 | 23,110 | 0 | 22,000 | 22,000 | 0 | 0.0% |
| 60800 Contract Services | 89,000 | 69,290 | 58,581 | 69,156 | 70,000 | 70,000 | 0 | 0.0% |
| 60830 Contract Services - Engineering | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 114,400 | 95,319 | 88,228 | 79,656 | 100,500 | 106,000 | 5,500 | 6.2% |
| | | | | | | | | |
| LANDSCAPE MAINTENANCE TOTAL: | 114,400 | 95,319 | 88,228 | 79,656 | 100,500 | 106,000 | 5,500 | 5.5% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|--|---------------------------------|-------------------|-------------------|-------------------|
| <u>Operating & Maintenance</u> | | | | |
| 60250 | Maintenance / Repair | \$ 1,330 | \$ 2,500 | \$ 5,000 |
| 61241 | Utilities - Electric | \$ 5,208 | \$ 6,000 | \$ 9,000 |
| 61211 | Utilities - Water | \$ 23,110 | \$ 22,000 | \$ 22,000 |
| 60800 | Contract Services | \$ 58,581 | \$ 70,000 | \$ 70,000 |
| Valley Gardener maintenance contract for common landscaped areas of the City. Portions of Highway 246. | | | | |
| 60830 | Contract Services - Engineering | \$ - | \$ - | \$ - |

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 278,382 | \$ 158,361 | \$ 167,994 | \$ 111,518 | \$ 276,387 | \$ 298,214 |
| Operating & Maintenance | \$ 34,837 | \$ 102,626 | \$ 131,717 | \$ 185,042 | \$ 177,100 | \$ 175,100 |
| Capital | \$ 1,067 | \$ 1,189 | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 314,286 | \$ 262,176 | \$ 299,711 | \$ 296,560 | \$ 453,487 | \$ 473,314 |

DEPARTMENT DESCRIPTION

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.

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - PLANNING

001-565

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Staff Salaries | 177,830 | 103,445 | 101,310 | 110,000 | 180,697 | 218,394 | 37,697 | 20.9% |
| 50010 Planning Commission Salaries | 3,850 | 3,150 | 3,450 | | 6,000 | 6,000 | 0 | 0.0% |
| 50040 Intern Program | 0 | 0 | | 0 | 0 | 0 | 0 | - |
| 50050 <i>Code Enforcement (moved to Staff Salaries)</i> | 4,669 | 4,750 | 6,026 | 1,518 | 9,200 | 0 | (9,200) | -100.0% |
| 50100 Benefits | 92,033 | 47,016 | 57,208 | | 80,490 | 73,820 | (6,670) | -8.3% |
| EMPLOYEE SERVICES SUBTOTAL: | 278,382 | 158,361 | 167,994 | 111,518 | 276,387 | 298,214 | 21,827 | 7.9% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 61130 Office Supplies | 805 | 7,331 | 1,133 | 3,486 | 2,000 | 2,000 | 0 | 0.0% |
| 60310 Equipment Rental | 6,477 | 1,725 | 7,269 | 4,506 | 5,000 | 5,000 | 0 | 0.0% |
| 60520 Advertising - Legal | 1,569 | 2,195 | 3,211 | 1,236 | 3,000 | 3,000 | 0 | 0.0% |
| 60650 Membership & Publications | 1,970 | 4,068 | 1,439 | 150 | 2,000 | 2,000 | 0 | 0.0% |
| 60710 Travel & Training | 3,290 | 0 | 4,333 | 810 | 5,000 | 5,000 | 0 | 0.0% |
| 60250 Maintenance / Repair | 0 | 0 | 12 | 0 | 1,000 | 1,000 | 0 | 0.0% |
| 60210 Computer Maintenance & Software | 1,915 | 2,356 | 1,578 | 2,367 | 6,000 | 3,500 | (2,500) | -41.7% |
| 67705 Telephone | 4,454 | 4,217 | 5,182 | 5,106 | 3,600 | 3,600 | 0 | 0.0% |
| 61241 Utilities - Electric | 2,864 | 2,394 | 1,946 | 2,548 | 2,500 | 2,500 | 0 | 0.0% |
| 60011 Code Enforcement Expense | 340 | 389 | 0 | 326 | 500 | 500 | 0 | 0.0% |
| 67105 Bev Container Recycle Program | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 60800 Contract Services | 10,000 | 68,352 | 99,051 | 154,578 | 140,000 | 140,000 (1) | 0 | 0.0% |
| 60830 Contract Services - Engineering | 6,330 | 9,400 | 4,720 | 8,453 | 6,000 | 6,000 | 0 | 0.0% |
| 60900 Miscellaneous | (5,177) | 199 | 1,843 | 1,477 | 500 | 1,000 | 500 | 100.0% |
| OPERATING & MAINTENANCE SUBTOTAL: | 34,837 | 102,626 | 131,717 | 185,042 | 177,100 | 175,100 | (2,000) | -1.1% |
| <u>CAPITAL</u> | | | | | | | | |
| 72200 Office Furniture | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 72300 Computer Equipment | 1,067 | 1,189 | 0 | 0 | 0 | 0 | 0 | - |
| 72100 Office Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| CAPITAL SUBTOTAL: | 1,067 | 1,189 | 0 | 0 | 0 | 0 | 0 | - |
| PLANNING TOTAL: | 314,286 | 262,176 | 299,711 | 296,560 | 453,487 | 473,314 | 19,827 | 4.4% |

(1) Economic Development Consultant - Kosmont Companies: \$45,000
Miscellaneous work on Ave of Flags Specific Plan and Contract Planner

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

| <u>Employee Services</u> | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|---|-------------------|-------------------|-------------------|
| Planning Director | 0.90 | 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 | 0.70 | 0.45 | 0.45 |
| Accounting Technician (Split with Finance, PW, W & WW) | 0.00 | 0.00 | 0.25 |
| Total | 7.60 | 7.45 | 7.70 |
| 50000 Salaries | \$ 101,310 | \$ 180,697 | \$ 218,394 |
| 50010 Planning Commission Salaries | \$ 3,450 | \$ 6,000 | \$ 6,000 |
| \$100 per month each for five Planning Commissioners | | | |
| 50040 Intern Program | \$ - | \$ - | \$ - |
| 50050 Code Enforcement <i>(Add back if Accounting Technician not appvd)</i> | \$ 6,026 | \$ 9,200 | \$ - |
| Part-Time Code Enforcement Officer | | | |
| 50120- Benefits | \$ 57,208 | \$ 80,490 | \$ 73,820 |

Operating & Maintenance

| | | | | |
|---|---------------------------------|-----------|------------|------------|
| 61130 | Office Supplies | \$ 1,133 | \$ 2,000 | \$ 2,000 |
| 60310 | Equipment Rental | \$ 7,269 | \$ 5,000 | \$ 5,000 |
| Monthly leasing expense for copier. | | | | |
| 60520 | Advertising - Legal | \$ 3,211 | \$ 3,000 | \$ 3,000 |
| 60650 | Membership & Publications | \$ 1,439 | \$ 2,000 | \$ 2,000 |
| Professional and organization dues. | | | | |
| 60710 | Travel & Training | \$ 4,333 | \$ 5,000 | \$ 5,000 |
| Attendance at conferences and seminars for Planning Commission and staff. | | | | |
| 60250 | Maintenance / Repair | \$ 12 | \$ 1,000 | \$ 1,000 |
| Copier and miscellaneous maintenance and repairs. | | | | |
| 60210 | Computer Maintenance & Software | \$ 1,578 | \$ 6,000 | \$ 3,500 |
| Maintenance and updates of existing computer software programs. | | | | |
| 67705 | Telephone | \$ 5,182 | \$ 3,600 | \$ 3,600 |
| 61241 | Utilities - Electric | \$ 1,946 | \$ 2,500 | \$ 2,500 |
| 60011 | Code Enforcement Expense | \$ - | \$ 500 | \$ 500 |
| 60800 | Contract Services | \$ 99,051 | \$ 140,000 | \$ 140,000 |
| Economic Development consultant \$45,000 and Contract Planner | | | | |
| 60830 | Contract Services - Engineering | \$ 4,720 | \$ 6,000 | \$ 6,000 |
| GIS, CADD and mapping services. | | | | |
| 60900 | Miscellaneous | \$ 1,843 | \$ 500 | \$ 1,000 |

Capital

| | | | | |
|--|--------------------|------|------|------|
| 72200 | Office Furniture | \$ - | \$ - | \$ - |
| Miscellaneous office furniture. | | | | |
| 72300 | Computer Equipment | \$ - | \$ - | \$ - |
| Miscellaneous computer equipment and upgrades. | | | | |
| 72100 | Office Equipment | \$ - | \$ - | \$ - |

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 264,862 | \$ 233,081 | \$ 228,440 | \$ 164,500 | \$ 253,567 | \$ 325,275 |
| Operating & Maintenance | \$ 564,000 | \$1,107,804 | \$ 710,690 | \$ 612,451 | \$1,048,233 | \$ 779,556 |
| Capital | \$ - | \$ - | \$ 18,042 | \$ 1,340 | \$ 58,500 | \$ 25,000 |
| Department Total | \$ 828,862 | \$1,340,885 | \$ 957,172 | \$ 778,290 | \$1,360,300 | \$1,129,831 |

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.

DEPARTMENT EXPENDITURES

WASTEWATER
005-701

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Salaries | 176,558 | 174,344 | 163,618 | 164,500 | 180,302 | 226,980 | 46,678 | 25.9% |
| 50030 Hourly | 0 | 0 | 0 | 0 | 0 | 11,465 | 11,465 | 0.0% |
| 50100 Benefits | 88,304 | 58,737 | 64,822 | | 75,965 | 86,830 | 10,865 | 14.3% |
| <u>EMPLOYEE SERVICES SUBTOTAL:</u> | 264,862 | 233,081 | 228,440 | 164,500 | 253,567 | 325,275 | 69,008 | 27.2% |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 50600 Insurance - Liability | 4,669 | 204 | 29,512 | 0 | 19,000 | 13,206 | (5,794) | -30.5% |
| 50610 Insurance - Property | 9,269 | 9,818 | 10,500 | 10,500 | 10,500 | 10,500 | 0 | 0.0% |
| 61130 Office Supplies | 1,720 | 1,890 | 1,891 | 1,905 | 2,300 | 2,000 | (300) | -13.0% |
| 61131 Postage | 5,137 | 4,763 | 5,840 | 3,251 | 5,000 | 5,000 | 0 | 0.0% |
| 60650 Membership & Publications | 0 | 139 | 230 | 0 | 500 | 500 | 0 | 0.0% |
| 60710 Travel & Training | 4,602 | 1,819 | 2,049 | 3,926 | 4,000 | 4,000 | 0 | 0.0% |
| 61140 Operational Supplies | 2,702 | 3,110 | 4,745 | 3,358 | 4,000 | 4,000 | 0 | 0.0% |
| 61111 Chemicals / Analysis | 24,690 | 23,002 | 20,774 | 28,036 | 30,000 | 25,000 | (5,000) | -16.7% |
| 61127 Tools | 1,872 | 754 | 666 | 1,209 | 1,000 | 1,000 | 0 | 0.0% |
| 60131 Laundry - Uniforms | 865 | 864 | 192 | 985 | 800 | 1,100 | 300 | 37.5% |
| 61280 Fuel - Vehicles | 7,409 | 6,695 | 6,255 | 5,204 | 6,000 | 6,000 | 0 | 0.0% |
| 60270 Maintenance - Vehicles | 3,011 | 6,950 | 5,641 | 3,583 | 8,000 | 8,000 | 0 | 0.0% |
| 60250 Maintenance / Repair | 47,823 | 29,885 | 20,198 | 23,696 | 50,000 | 50,000 | 0 | 0.0% |
| 67600 Safety Equipment | 848 | 1,919 | 1,121 | 953 | 2,000 | 2,000 | 0 | 0.0% |
| 60211 Data Processing Contract Maintenance | 900 | 900 | 900 | 1,300 | 1,300 | 1,300 | 0 | 0.0% |
| 60210 Computer Maintenance & Software | 971 | 288 | 754 | 1,870 | 1,000 | 1,650 | 650 | 65.0% |
| 67705 Telephone | 7,899 | 6,405 | 8,114 | 10,800 | 7,200 | 7,200 | 0 | 0.0% |
| 61241 Utilities - Electric | 103,524 | 130,042 | 104,772 | 109,900 | 100,000 | 100,000 | 0 | 0.0% |
| 61211 Utilities - Water | 12,777 | 22,105 | 22,238 | 13,000 | 13,000 | 23,000 | 10,000 | 76.9% |
| 60021 Audit | 6,777 | 9,131 | 5,836 | 7,100 | 7,100 | 7,100 | 0 | 0.0% |
| 68110 Depreciation | 170,913 | 175,933 | 250,585 | 175,000 | 175,000 | 170,000 | (5,000) | -2.9% |
| 67575 Regulatory Compliance | 14,272 | 13,760 | 16,028 | 17,434 | 20,000 | 20,000 | 0 | 0.0% |
| 69100 Transfer to Other Funds (WW Capital Fund) | 0 | 445,426 | 0 | 0 | 283,333 | 0 | (283,333) | -100.0% |
| 60800 Contract Services | 111,558 | 170,347 | 153,667 | 175,060 | 233,200 | 250,000 | 16,800 | 7.2% |
| 60830 Contract Services - Engineering | 18,810 | 41,060 | 37,680 | 14,381 | 55,000 | 55,000 | 0 | 0.0% |
| 60900 Miscellaneous/CalPERS Unfunded Liability | 982 | 595 | 502 | 0 | 9,000 | 12,000 | 3,000 | 33.3% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 564,000 | 1,107,804 | 710,690 | 612,451 | 1,048,233 | 779,556 | (268,677) | -25.6% |
| WASTEWATER TOTAL: | 828,862 | 1,340,885 | 939,130 | 776,951 | 1,301,800 | 1,104,831 | (199,669) | -15.3% |

DEPARTMENT EXPENDITURES

WASTEWATER

BUDGET NOTE: Capital Items are included in the Depreciation Category

| <u>CAPITAL</u> | 2012-13 <u>Actual</u> | 2013-14 <u>Actual</u> | 2014-15 <u>Actual</u> | 2015-16 <u>Estimate</u> | 2015-16 <u>Budget</u> | 2016-17 <u>Proposed</u> | Change From 2015-16 <u>Budget</u> | % Change From 2015-16 <u>Budget</u> |
|---------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|----------------------------|---|---|
| 73100 Vehicle Replacement | 0 | 0 | 0 | | 8,500 | 0 | (8,500) | -100.0% |
| 74100 Improvements | 0 | 0 | 3,740 | | 0 | 0 | 0 | - |
| 73500 Equipment | 0 | 148 | 14,302 | 1,340 | 50,000 | 25,000 | (25,000) | -50.0% |
| <u>CAPITAL TOTAL:</u> | <u>0</u> | <u>148</u> | <u>18,042</u> | <u>1,340</u> | <u>58,500</u> | <u>25,000</u> | <u>(33,500)</u> | <u>-57.3%</u> |

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|--|---|-------------------|-------------------|-------------------|
| <u>Employee Services</u> | | | | |
| | Finance Director (Split with Finance, W and WW) | 0.25 | 0.25 | 0.25 |
| | Finance Support Staff (2 - Split with Finance, W and WW) | 0.65 | 0.65 | 0.65 |
| | Accounting Technician (1 - Split w/ Finance, Planning, PW, Water) | 0.00 | 0.00 | 0.15 |
| | Public Works Director (Split with PW, W and WW) | 0.30 | 0.30 | 0.30 |
| | Fieldmen (5) | 1.50 | 1.50 | 1.50 |
| | Total | 2.70 | 2.70 | 2.85 |
| 50000 | Salaries | \$ 163,618 | \$ 180,302 | \$ 226,980 |
| 50030 | Hourly | \$ - | \$ - | \$ 11,465 |
| 50100 | Benefits | \$ 64,822 | \$ 75,965 | \$ 86,830 |
| <u>Operating & Maintenance</u> | | | | |
| 50600 | Insurance - Liability | \$ 29,512 | \$ 19,000 | \$ 13,206 |
| 10% of the City's liability insurance; 80% is charged to the General Fund and 10% is charged to the Water Fund. | | | | |
| 50610 | Insurance - Property | \$ 10,500 | \$ 10,500 | \$ 10,500 |
| 40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Water Fund. Includes earthquake and flood insurance on City property. | | | | |
| 61130 | Office Supplies | \$ 1,891 | \$ 2,300 | \$ 2,000 |
| 61131 | Postage | \$ 5,840 | \$ 5,000 | \$ 5,000 |
| 61131 | Membership & Publications | \$ 230 | \$ 500 | \$ 500 |
| Membership dues for the American Water Works Association (AWWA), Sanitation Agency Managers Association (SAMA) and Underground Service Alert (USA), etc. | | | | |
| 60710 | Travel & Training | \$ 2,049 | \$ 4,000 | \$ 4,000 |
| Attendance at seminars and reimbursement for certification and license renewal fees. | | | | |
| 61140 | Operational Supplies | \$ 4,745 | \$ 4,000 | \$ 4,000 |
| 61111 | Chemical Analysis | \$ 20,774 | \$ 30,000 | \$ 25,000 |
| 61127 | Tools | \$ 666 | \$ 1,000 | \$ 1,000 |

| FUND: 005-WASTEWATER | | DEPARTMENT: 701/WASTEWATER | | |
|---|--|----------------------------|------------|------------|
| 60131 | Laundry - Uniforms | \$ 192 | \$ 800 | \$ 1,100 |
| 33 1/3% of laundry and uniform service for the Wastewater Plant operators. | | | | |
| 61280 | Fuel - Vehicles | \$ 6,255 | \$ 6,000 | \$ 6,000 |
| 60270 | Maintenance - Vehicles | \$ 5,641 | \$ 8,000 | \$ 8,000 |
| 60250 | Maintenance / Repair | \$ 20,198 | \$ 50,000 | \$ 50,000 |
| 67600 | Safety Equipment | \$ 1,121 | \$ 2,000 | \$ 2,000 |
| 33 1/3 % of the cost for the Wastewater Plant operators. Safety equipment and personal protective equipment for wastewater division. | | | | |
| 60211 | Data Processing Contract Maintenance | \$ 900 | \$ 1,300 | \$ 1,300 |
| 50% of contract support for utility billing software. | | | | |
| 60210 | Computer Maintenance & Software | \$ 754 | \$ 1,000 | \$ 1,650 |
| Computer equipment and software licenses, including SCADA | | | | |
| 67705 | Telephone | \$ 8,114 | \$ 7,200 | \$ 7,200 |
| 61241 | Utilities - Electric | \$ 104,772 | \$ 100,000 | \$ 100,000 |
| 61211 | Utilities - Water | \$ 22,238 | \$ 13,000 | \$ 23,000 |
| 60021 | Audit | \$ 5,836 | \$ 7,100 | \$ 7,100 |
| 33 1/3% of the cost. | | | | |
| 68110 | Depreciation | \$ 250,585 | \$ 175,000 | \$ 170,000 |
| Includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land. WWTP Master Plan Update. | | | | |
| 67575 | Regulatory Compliance | \$ 16,028 | \$ 20,000 | \$ 20,000 |
| Compliance and permit costs with various regulatory agencies including: Air Pollution Control Board, Regional Water Quality Control Board, County of Santa Barbara. | | | | |
| 69100 | Transfer to other funds | | | |
| | Transfer to CIP Fund 092 Project #702 (CCTV) | \$ - | \$ - | \$ 50,000 |
| | Transfer to CIP Fund 092 Project #703 (WWTP & Lift Station) | \$ - | \$ - | \$ - |
| | Transfer to CIP Fund 092 Project #611 Recycled Wtr Feasibility Concept - Joint Pjt | \$ - | \$ - | \$ - |
| | Transfer to CIP Fund 092 Project #705 (Headworks WWTP) | \$ - | \$ - | \$ - |
| | Transfer to CIP Fund 092 Project #311 (WWTP and Pump booster Reliability Project) | \$ - | \$ - | \$ - |
| | Transfer to CIP Fund 092 Project #706 (Facilities Improvements) | \$ - | \$ - | \$ 100,000 |
| | Transfer to CIP Project #203 (Fundware/Utility Billing Software Replacement) | \$ - | \$ - | \$ - |
| | Transfer to CIP Project #704 (Sewer Line Replacement) | \$ - | \$ - | \$ 100,000 |
| 60800 | Contract Services | \$ 153,667 | \$ 283,333 | \$ - |
| Trash hauling, 33 1/3% of answering service and sludge removal. Compliance work with sewer system Management Plan and consultant cost for rate study. WWTP Master Plan Update. | | | | |
| 60830 | Contract Services - Engineering | \$ 37,680 | \$ 55,000 | \$ 55,000 |

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

Engineering work related to state mandated industrial waste discharge program, wastewater treatment plant upgrades and Regional Water Quality Control Board (RWQCB) compliance and permitting. Sewer network model and inflow/infiltration study update.

FUND: 005-WASTEWATER

DEPARTMENT: 701/WASTEWATER

| | | | | |
|--|---------------------|-----------|-----------|-----------|
| 60900 | Miscellaneous | \$ 502 | \$ 9,000 | \$ 12,000 |
| <p>CalPERS Unfunded Liability is billed separately from Payroll. The 2016-17 amount due from the Enterprise fund is \$11,640. Other costs are due to various small WWTP-related purchases.</p> | | | | |
| <u>Capital</u> | | | | |
| 73100 | Vehicle Replacement | \$ - | \$ 8,500 | \$ - |
| 74100 | Improvements | \$ 3,740 | \$ - | \$ - |
| 73500 | Equipment | \$ 14,302 | \$ 50,000 | \$ 25,000 |
| <p>Wastewater treatment plant equipment</p> | | | | |

FUND: 020-WATER

DEPARTMENT: 601/WATER

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ 272,440 | \$ 183,885 | \$ 241,900 | \$ 220,000 | \$ 209,294 | \$ 333,415 |
| Operating & Maintenance | \$1,443,005 | \$1,677,191 | \$1,589,723 | \$ 720,473 | \$2,891,933 | \$2,218,380 |
| Capital | \$ - | \$ - | \$ 1,733 | \$ 11,519 | \$ 60,000 | \$ 55,000 |
| Department Total | \$1,715,445 | \$1,861,076 | \$1,833,356 | \$ 951,992 | \$3,161,227 | \$2,606,795 |

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 regulation.

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.

DEPARTMENT EXPENDITURES

WATER
020-601

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|------------------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 50000 Salaries | 177,393 | 128,057 | 163,402 | 155,000 | 139,804 | 238,445 | 98,641 | 70.6% |
| 50030 Hourly | 0 | 13,336 | 0 | 0 | 7,200 | 7,200 | 0 | 0.0% |
| 50100 Benefits | 95,047 | 42,492 | 78,498 | 65,000 | 64,990 | 87,770 | 22,780 | 35.1% |
| EMPLOYEE SERVICES SUBTOTAL: | 272,440 | 183,885 | 241,900 | 220,000 | 209,294 | 333,415 | 121,421 | 58.0% |

OPERATING & MAINTENANCE

| | | | | | | | | |
|--|------------------|------------------|------------------|----------------|------------------|------------------|------------------|---------------|
| 50600 Insurance - Liability | 4,669 | 204 | 13,821 | 0 | 19,000 | 13,580 | (5,420) | -28.5% |
| 50610 Insurance - Property | 9,269 | 9,818 | 10,500 | 10,500 | 10,500 | 10,500 | 0 | 0.0% |
| 61130 Office Supplies | 1,674 | 1,782 | 1,885 | 1,980 | 2,000 | 2,000 | 0 | 0.0% |
| 60550 Printing | 0 | 0 | 0 | 0 | 900 | 900 | 0 | 0.0% |
| 61131 Postage | 5,148 | 4,757 | 5,857 | 3,250 | 4,500 | 4,500 | 0 | 0.0% |
| 60650 Membership & Publications | 5,910 | 6,688 | 7,149 | | 7,000 | 7,000 | 0 | 0.0% |
| 60710 Travel & Training | 3,122 | 4,088 | 1,449 | 2,199 | 5,000 | 5,000 | 0 | 0.0% |
| 61140 Operational Supplies | 369 | 6,959 | 311 | 987 | 4,000 | 4,000 | 0 | 0.0% |
| 61111 Chemicals / Analysis | 39,446 | 41,978 | 45,082 | 40,581 | 40,000 | 40,000 | 0 | 0.0% |
| 61127 Tools | 442 | 1,842 | 854 | 564 | 1,500 | 1,500 | 0 | 0.0% |
| 60131 Laundry - Uniforms | 926 | 865 | 238 | 985 | 800 | 1,100 | 300 | 37.5% |
| 61240 Meter Expense | 0 | 2,720 | 27,261 | 71,437 | 40,000 | 40,000 | 0 | 0.0% |
| 61280 Fuel - Vehicles | 7,409 | 7,424 | 6,255 | 5,204 | 7,000 | 7,000 | 0 | 0.0% |
| 60270 Maintenance - Vehicles | 2,918 | 6,984 | 5,052 | 3,348 | 8,000 | 8,000 | 0 | 0.0% |
| 60250 Maintenance / Repair | 102,626 | 47,733 | 58,698 | 64,454 | 50,000 | 50,000 | 0 | 0.0% |
| 67600 Safety Equipment | 1,701 | 1,654 | 843 | 1,024 | 3,000 | 3,000 | 0 | 0.0% |
| 60211 Data Processing Contract Maintenance | 900 | 900 | 900 | 0 | 1,300 | 1,300 | 0 | 0.0% |
| 60210 Computer Maintenance & Software | 1,224 | 2,028 | 3,471 | 819 | 4,000 | 4,000 | 0 | 0.0% |
| 67705 Telephone | 10,990 | 9,196 | 8,389 | 8,146 | 10,000 | 10,000 | 0 | 0.0% |
| 61241 Utilities - Electric | 114,929 | 125,583 | 138,174 | 163,211 | 110,000 | 163,500 | 53,500 | 48.6% |
| 60021 Audit | 6,777 | 9,132 | 5,838 | 4,350 | 7,100 | 71,000 | 63,900 | 900.0% |
| 68110 Depreciation | 166,272 | 163,471 | 145,615 | 155,000 | 167,000 | 165,000 | (2,000) | -1.2% |
| 67575 Regulatory Compliance | 10,026 | 15,014 | 16,042 | 9,724 | 22,000 | 22,000 | 0 | 0.0% |
| 69100 Transfer to Other Funds | 0 | 181,396 | 0 | 0 | 1,103,333 | 0 | (1,103,333) | -100.0% |
| 67635 State Water Project | 903,438 | 984,330 | 981,753 | 6,211 | 1,076,000 | 1,390,000 | 314,000 | 29.2% |
| 67610 Santa Ynez River Appropriations | 7,817 | 13,272 | 5,102 | 13,949 | 9,000 | 11,000 | 2,000 | 22.2% |
| 60800 Contract Services | 30,509 | 14,758 | 12,853 | 31,531 | 95,000 | 95,000 | 0 | 0.0% |
| 60830 Contract Services - Engineering | 0 | 12,020 | 85,833 | 121,005 | 75,000 | 75,000 | 0 | 0.0% |
| 60900 Miscellaneous/CalPERS Unfunded Liability | 4,494 | 595 | 502 | 15 | 9,000 | 12,500 | 3,500 | 38.9% |
| OPERATING & MAINTENANCE SUBTOTAL: | 1,443,005 | 1,677,191 | 1,589,723 | 720,473 | 2,891,933 | 2,218,380 | (673,553) | -23.3% |

WATER TOTAL:

| | | | | | | | |
|------------------|------------------|------------------|----------------|------------------|------------------|------------------|---------------|
| 1,715,445 | 1,861,076 | 1,831,624 | 940,473 | 3,101,227 | 2,551,795 | (552,132) | -17.8% |
|------------------|------------------|------------------|----------------|------------------|------------------|------------------|---------------|

DEPARTMENT EXPENDITURES

WATER
020-601

BUDGET NOTE: Capital Items are included in the Depreciation Category

| <u>CAPITAL</u> | 2012-13 <u>Actual</u> | 2013-14 <u>Actual</u> | 2014-15 <u>Actual</u> | 2015-16 <u>Estimate</u> | 2015-16 <u>Budget</u> | 2016-17 <u>Proposed</u> | Change From 2015-16 <u>Budget</u> | % Change From 2015-16 <u>Budget</u> |
|------------------------------|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|----------------------------|---|---|
| 73100 Vehicle Replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 74100 Improvements | 0 | 0 | 0 | 7,740 | 30,000 | 30,000 | 0 | + |
| 73500 Equipment | 0 | 0 | 1,733 | 3,779 | 30,000 | 25,000 | (5,000) | -16.7% |
| <u>CAPITAL TOTAL:</u> | 0 | 0 | 1,733 | 11,519 | 60,000 | 55,000 | (5,000) | -8.3% |

(1) Improvements includes water treatment plant improvements, buildings, filters, booster station and Clearscada software.

(2) Equipment includes sampling, sounding and generators.

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|--|---------------------------|-------------------|-------------------|-------------------|
| <u>Employee Services</u> | | | | |
| Public Works Director | | 0.20 | 0.20 | 0.20 |
| Accounting Technician (1 - Split w/ Finance, Planning, PW, Water) | | 0.00 | 0.00 | 0.15 |
| Fieldmen (5) | | 1.50 | 1.50 | 1.50 |
| Total | | 1.70 | 1.70 | 1.85 |
| 50000 | Salaries | \$ 163,402 | \$ 139,804 | \$ 238,445 |
| 50030 | Hourly | \$ - | \$ 7,200 | \$ 7,200 |
| 50100 | Benefits | \$ 78,498 | \$ 64,990 | \$ 87,770 |
| <u>Operating & Maintenance</u> | | | | |
| 50600 | Insurance - Liability | \$ 13,821 | \$ 19,000 | \$ 13,580 |
| 10% of the City's liability insurance; 80% is charged to the General Fund and 10% is charged to the Wastewater Fund. | | | | |
| 50610 | Insurance - Property | \$ 10,500 | \$ 10,500 | \$ 10,500 |
| 40% of the City's fire insurance costs; 20% is charged to the General Fund and 40% is charged to the Wastewater Fund. Includes earthquake and flood insurance on City property. | | | | |
| 61130 | Office Supplies | \$ 1,885 | \$ 2,000 | \$ 2,000 |
| 60550 | Printing | \$ - | \$ 900 | \$ 900 |
| 61131 | Postage | \$ 5,857 | \$ 4,500 | \$ 4,500 |
| 60650 | Membership & Publications | \$ 7,149 | \$ 7,000 | \$ 7,000 |
| Membership dues for the American Water Works Association (AWWA), Cross Connection, Santa Barbara Water Purveyors Association and Underground Service Alert (USA), etc. | | | | |
| 60710 | Travel & Training | \$ 1,449 | \$ 5,000 | \$ 5,000 |
| Attendance at seminars and reimbursement for Certification and License renewal fees. | | | | |
| 61140 | Operational Supplies | \$ 311 | \$ 4,000 | \$ 4,000 |

| FUND: 020-WATER | | DEPARTMENT: 601/WATER | | |
|--|--|-----------------------|--------------|--------------|
| 61111 | Chemical Analysis | \$ 45,082 | \$ 40,000 | \$ 40,000 |
| 61127 | Tools | \$ 854 | \$ 1,500 | \$ 1,500 |
| 60131 | Laundry - Uniforms | \$ 238 | \$ 800 | \$ 1,100 |
| 33 1/3% of laundry and uniform service for the Water Department employees. Safety Equipment and personal protective | | | | |
| 61240 | Meter Expense | \$ 27,261 | \$ 40,000 | \$ 40,000 |
| New and replacement meters. New meter expense is offset by meter installation revenue. | | | | |
| 61280 | Fuel - Vehicles | \$ 6,255 | \$ 7,000 | \$ 7,000 |
| 60270 | Maintenance - Vehicles | \$ 5,052 | \$ 8,000 | \$ 8,000 |
| 60250 | Maintenance / Repair | \$ 58,698 | \$ 50,000 | \$ 50,000 |
| 67600 | Safety Equipment | \$ 843 | \$ 3,000 | \$ 3,000 |
| 33 1/3 % of the cost for the Water Department employees. | | | | |
| 60211 | Data Processing Contract Maintenance | \$ 900 | \$ 1,300 | \$ 1,300 |
| 50% of contract support for utility billing software. | | | | |
| 60210 | Computer Maintenance & Software | \$ 3,471 | \$ 4,000 | \$ 4,000 |
| 50% of contract support for utility billing software. Computer equipment and software licenses, including SCADA. | | | | |
| 67705 | Telephone | \$ 8,389 | \$ 10,000 | \$ 10,000 |
| 61241 | Utilities - Electric | \$ 138,174 | \$ 110,000 | \$ 163,500 |
| 60021 | Audit | \$ 5,838 | \$ 7,100 | \$ 71,000 |
| 33 1/3% of the cost. | | | | |
| 68110 | Depreciation | \$ 145,615 | \$ 167,000 | \$ 167,000 |
| Estimate for Fiscal Year 2016-17; includes the amortization of buildings, underground lines, automotive equipment and other equipment listed in the utility plant; excludes land. | | | | |
| 67575 | Regulatory Compliance | \$ 16,042 | \$ 22,000 | 22,000 |
| 69100 | Transfer to Other Funds | | | |
| | Transfer to CIP Fund Project #606 (Water Meter Improvements) | \$ - | \$ - | \$ - |
| | Transfer to CIP Fund Project #603 (WTP Facilities) | \$ - | \$ 160,000 | \$ 100,000 |
| | Transfer to CIP Fund Project #605 (Backwash Reclamation Imprvt Pjt) | \$ - | \$ - | \$ 100,000 |
| | Transfer to CIP Fund Project #602 (Reservoirs 1 & 2 - 2013-14) | \$ - | \$ - | \$ 200,000 |
| | Transfer to CIP Fund Project #607 - (Water Meter Upgrades) | \$ - | \$ - | \$ - |
| | Transfer to CIP Fund Project #610 (Water Distribution System Impr) | \$ - | \$ 25,000 | \$ 100,000 |
| | Transfer to CIP Project #611 (Recycled Water Concept/Feas/Joint Pjt) | \$ - | \$ 30,000 | \$ - |
| 67635 | State Water Project | \$ 981,753 | \$ 1,076,000 | \$ 1,390,000 |
| Covers both Central Coast Water Authority (CCWA) and Department of Water Resources (DWR) charges. | | | | |
| 67610 | Santa Ynez River Appropriations | \$ 5,102 | \$ 9,000 | \$ 11,000 |
| Annual groundwater charges. | | | | |
| 60800 | Contract Services | \$ 12,853 | \$ 95,000 | \$ 95,000 |

FUND: 020-WATER

DEPARTMENT: 601/WATER

33 1/3% of answering service, instrumentation contract services and consultant for rate study. Backflow program management, rate and connection fee study.

| | | | | |
|-------|---------------------------------|-----------|-----------|-----------|
| 60830 | Contract Services - Engineering | \$ 85,833 | \$ 75,000 | \$ 75,000 |
|-------|---------------------------------|-----------|-----------|-----------|

Water system modeling and atlas mapping.

| | | | | |
|-------|---------------|--------|----------|-----------|
| 60900 | Miscellaneous | \$ 502 | \$ 9,000 | \$ 12,500 |
|-------|---------------|--------|----------|-----------|

CalPERS Unfunded Liability is billed separately from Payroll. The 2016-17 amount due from the Enterprise fund is \$11,992. Other costs are due to various small WTP-related purchases.

Capital

| | | | | |
|-------|---------------------|------|------|------|
| 73100 | Vehicle Replacement | \$ - | \$ - | \$ - |
|-------|---------------------|------|------|------|

| | | | | |
|-------|--------------|------|-----------|-----------|
| 74100 | Improvements | \$ - | \$ 30,000 | \$ 30,000 |
|-------|--------------|------|-----------|-----------|

Water Conservation rebates, i.e., "cash for grass".

| | | | | |
|-------|-----------|----------|-----------|-----------|
| 73500 | Equipment | \$ 1,733 | \$ 30,000 | \$ 25,000 |
|-------|-----------|----------|-----------|-----------|

Sampling, sounding and generators

FUND: 023-HOUSING

DEPARTMENT: 580/HOUSING

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 2,970 | \$ - | \$ 1,130 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 2,970 | \$ - | \$ 1,130 | \$ 3,000 | \$ 3,000 | \$ 3,000 |

DEPARTMENT DESCRIPTION

The funds received from this program may be used for anything associated with site development and development of low cost housing.

DEPARTMENT EXPENDITURES

HOUSING
023-580

| | 2012-13 <u>Actual</u> | 2013-14 <u>Actual</u> | 2014-15 <u>Actual</u> | 2015-16 <u>Estimate</u> | 2015-16 <u>Budget</u> | 2016-17 <u>Proposed</u> | Change From 2015-16 <u>Budget</u> | % Change From 2015-16 <u>Budget</u> |
|---|--------------------------|--------------------------|--------------------------|----------------------------|--------------------------|----------------------------|---|---|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 67385 Housing Assistance | | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 67470 Mobile Home Repair | 2,970 | 0 | 1,130 | 2,472 | 3,000 | 3,000 | 0 | 0.0% |
| 60800 Contract Services | | 0 | 0 | 0 | 0 | 0 | 0 | - |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 2,970 | 0 | 1,130 | 2,472 | 3,000 | 3,000 | 0 | 0.0% |
| HOUSING TOTAL: | 2,970 | 0 | 1,130 | 2,472 | 3,000 | 3,000 | 0 | 0.0% |

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | Actual 2014-15 | Budget 2015-16 | Budget 2016-17 |
|---|-------------------|-------------------|-------------------|
| <u>Operating & Maintenance</u> | | | |
| 67385 Housing Assistance | \$0 | 0 | 0 |
| 67470 Mobile Home Repair | \$1,130 | 3,000 | 3,000 |
| <u>Mobile Home Repair \$3,000 thru Senior Center.</u> | | | |
| 60800 Contract Services | 0 | 0 | 0 |

FUND: 025-GAS TAX

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

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 83,482 | \$ 98,860 | \$ 570,272 | \$ 302,000 | \$ 777,000 | \$ 252,000 |
| Capital | \$ - | \$ 12,893 | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 83,482 | \$ 111,753 | \$ 570,272 | \$ 302,000 | \$ 777,000 | \$ 252,000 |

DEPARTMENT DESCRIPTION

The Gas Tax Fund is monies collected from gas taxes that are to be used for street construction, repair, maintenance, traffic signals and street cleaning.

DEPARTMENT EXPENDITURES

GAS TAX
025-55X

| | | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2015-16 | 2016-17 | Change From | % Change |
|---|-------------------------------|---------------|----------------|----------------|----------------|----------------|----------------|------------------|---------------|
| | | Actual | Actual | Actual | Estimate | Budget | Proposed | 2015-16 | From 2015-16 |
| | | | | | | | | Budget | Budget |
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | | |
| 553 | 67695 Annual Street Report | 0 | 0 | 250 | 2,000 | 2,000 | 2,000 | 0 | 0.0% |
| 553 | 69100 Transfer to Other Funds | 0 | 89,390 | 570,022 | 300,000 | 775,000 | 250,000 | (525,000) | -67.7% |
| 553 | 60800 Contract Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 554 | 60800 Contract Services | 23,218 | 4,420 | 0 | 0 | 0 | 0 | 0 | - |
| 555 | 60800 Contract Services | 28,643 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 557 | 60800 Contract Services | 31,622 | 5,050 | 0 | 0 | 0 | 0 | 0 | - |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | | 83,482 | 98,860 | 570,272 | 302,000 | 777,000 | 252,000 | (525,000) | -67.6% |
| <u>CAPITAL</u> | | | | | | | | | |
| 553 | 74100 Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| 557 | 74100 Improvements | 0 | 12,893 | 0 | 0 | 0 | 0 | 0 | - |
| <u>CAPITAL SUBTOTAL:</u> | | 0 | 12,893 | 0 | 0 | 0 | 0 | 0 | - |
| GAS TAX TOTAL: | | 83,482 | 111,753 | 570,272 | 302,000 | 777,000 | 252,000 | (525,000) | -67.6% |

025-555-60800-000 = Street Sweeping

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

Actual
2014-15

Budget
2015-16

Budget
2016-17

Operating & Maintenance

| | | | | | |
|-----|-------|--|-------|-------|------------|
| 553 | 67695 | Street Report | \$250 | 2,000 | 2,000 |
| 553 | 69100 | Transfer to other funds | | | |
| | | Transfer to CIP Fund Project #310 (Road Maintenance 14/15) | \$ - | \$ - | \$ - |
| | | Transfer to CIP Fund Project #312 (Highway 246 Sidewalk - CalTrans) | \$ - | \$ - | \$ - |
| | | Transfer to CIP Fund Project #202 Buellton Town Center Driveway | \$ - | \$ - | \$ - |
| | | Transfer to CIP Fund Project #307 (McMurray Road Widening/TS) | \$ - | \$ - | \$ 25,000 |
| | | Transfer to CIP Fund Project #313 (Road Maintenance 15/16) | \$ - | \$ - | \$ 200,000 |
| | | Transfer to CIP Fund Project #206 (RV Park Ped/Sidewalk Improvments -combined w/Road Mtce Funding) | \$ - | \$ - | \$ 25,000 |
| | | Operating Transfer to the General Fund for Overhead Costs | \$ - | \$ - | \$ - |
| 554 | 60800 | Contract Services | \$ - | \$ - | \$ 250,000 |
| | | Traffic safety studies. | | | |
| 555 | 60800 | Contract Services | \$ - | \$ - | \$ - |
| | | Street cleaning expenditures. | | | |
| 557 | 60800 | Contract Services | \$ - | \$ - | \$ - |
| | | Engineering services for street operational improvements. | | | |

Capital

See Fund 92

FUND: 027-LOCAL TRANSPORTATION

DEPARTMENT: 559/TDA GRANT

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 76,575 | \$ 60,295 | \$ 25,365 | \$ 35,200 | \$ 92,100 | \$ 204,967 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 76,575 | \$ 60,295 | \$ 25,365 | \$ 35,200 | \$ 92,100 | \$ 204,967 |

DEPARTMENT DESCRIPTION

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.

DEPARTMENT EXPENDITURES

LOCAL TRANSPORTATION
027-559

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 60800 Contract Services | 15,759 | 0 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 69100 Transfer out (CIP) | 39,716 | 0 | 0 | 1,000 | 50,000 | 175,000 | 125,000 | + |
| 69400 Bikes and Trails (Reserve) | 0 | 0 | 0 | 13,000 | 13,000 | 3,767 | (9,233) | + |
| 67445 Lompoc-Wine Country Express | 20,000 | 20,000 | 20,000 | 2,500 | 20,000 | 20,000 | 0 | 0.0% |
| 67685 SYVT Dial-A-Ride Subsidy | 1,100 | 1,200 | 1,203 | 1,200 | 1,100 | 1,200 | 100 | 9.1% |
| 67115 Breeze Extension Pilot | 0 | 39,095 | 4,162 | 17,500 | 8,000 | 5,000 | (3,000) | -37.5% |
| OPERATING & MAINTENANCE SUBTOTAL: | 76,575 | 60,295 | 25,365 | 35,200 | 92,100 | 204,967 | 112,867 | 122.5% |
| <u>CAPITAL</u> | | | | | | | | |
| 74100 Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| CAPITAL SUBTOTAL: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| LOCAL TRANSPORTATION TOTAL: | 76,575 | 60,295 | 25,365 | 35,200 | 92,100 | 204,967 | 112,867 | 122.5% |

EXPENDITURE DETAIL NARRATIVE

| <u>FISCAL YEAR 2016-17</u> | | Actual | Budget | Budget |
|------------------------------------|---|-----------|-----------|------------|
| | | 2014-15 | 2015-16 | 2016-17 |
| <u>Operating & Maintenance</u> | | | | |
| 60800 | Contract Services | \$ - | \$ - | \$ - |
| | North Park & Ride design/permitting | | | |
| 69100 | Transfer Out | | | |
| | Transfer Out to CIP # 308 (North Avenue of the Flags Park and Ride) | | | \$ 75,000 |
| | Transfer Out to CIP # 312 (Highway 246 Sidewalk - Cal Trans) | | | \$ 100,000 |
| 69400 | Bikes and Trails (Reserve) | \$ - | \$ - | \$ 13,000 |
| | Set Aside funds allocated to Bikes and Trails for future Project | | | |
| 67445 | Lompoc-SYV Transit Project | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| | Wine Country Express | | | |
| 67685 | SYVT Dial-A-Ride Subsidy | \$ 1,203 | \$ 1,100 | \$ 1,200 |
| 67115 | Breeze Extension Pilot | \$ 4,162 | \$ 8,000 | \$ 5,000 |
| <u>Capital</u> | | | | |
| 74100 | Improvements | | | |
| | See Fund 92 | | | |

FUND: 029-TRANSPORTATION PLANNING

DEPARTMENT: 557/ENGINEERING

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ 41,655 | \$ 35,518 | \$ 41,338 | \$ 45,151 | \$ 45,000 | \$ 45,000 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ 41,655 | \$ 35,518 | \$ 41,338 | \$ 45,151 | \$ 45,000 | \$ 45,000 |

DEPARTMENT DESCRIPTION

Transportation Planning funds are to be used for services related to compliance with annual reporting requirements of Santa Barbara County Association of Governments and the California Department of Transportation.

DEPARTMENT EXPENDITURES

TRANSPORTATION PLANNING
029-557

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|--|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 60800 Contract Services | 41,655 | 35,518 | 41,338 | 45,151 | 45,000 | 45,000 | 0 | 0.0% |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 41,655 | 35,518 | 41,338 | 45,151 | 45,000 | 45,000 | 0 | 0.0% |
| | | | | | | | | |
| TRANSPORTATION PLANNING TOTAL: | 41,655 | 35,518 | 41,338 | 45,151 | 45,000 | 45,000 | 0 | 0.0% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

Actual
2014-15

Budget
2015-16

Budget
2016-17

Operating & Maintenance

60800 Contract Services

\$ 45,151

\$ 45,000

\$ 45,000

| |
|---|
| Transportation and transit coordination/planning/Caltrans |
|---|

| DEPARTMENT SUMMARY | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| Employee Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Operating & Maintenance | \$ - | \$ - | \$ 527,558 | \$ - | \$ 855,347 | \$ 620,500 |
| Capital | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Department Total | \$ - | \$ - | \$ 527,558 | \$ - | \$ 855,347 | \$ 620,500 |

DEPARTMENT DESCRIPTION

In November 2008, the voters of Santa Barbara County passed Measure A, which will continue the 1/2 cent sales tax authorized by Measure D. Measure A became effective on April 1, 2010, remaining in effect for 30 years, with an expiration date of March 31, 2040.

DEPARTMENT EXPENDITURES

MEASURE A
031-560

| | 2012-13 Actual | 2013-14 Actual | 2014-15 Actual | 2015-16 Estimate | 2015-16 Budget | 2016-17 Proposed | Change From 2015-16 Budget | % Change From 2015-16 Budget |
|---|-------------------|-------------------|-------------------|---------------------|-------------------|---------------------|----------------------------------|------------------------------------|
| <u>OPERATING & MAINTENANCE</u> | | | | | | | | |
| 69100 Transfer to Other Funds | 0 | 0 | 527,558 | | 855,347 | 620,500 | (234,847) | -27.5% |
| 60800 Contract Services/Ballot Initiative | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| <u>OPERATING & MAINTENANCE SUBTOTAL:</u> | 0 | 0 | 527,558 | 0 | 855,347 | 620,500 | (234,847) | -27.5% |
| <u>CAPITAL</u> | | | | | | | | |
| 74100 Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| <u>CAPITAL SUBTOTAL:</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| MEASURE A TOTAL: | 0 | 0 | 527,558 | 0 | 855,347 | 620,500 | (234,847) | -27.5% |

EXPENDITURE DETAIL NARRATIVE

FISCAL YEAR 2016-17

Actual
2014-15

Budget
2015-16

Budget
2016-17

Operating & Maintenance

69100 Transfer to Other Funds

| | | | |
|--|------|------------|------------|
| Transfer to CIP Fund #206 (RVP Pedestrian Sidewalk) | \$ - | \$ 25,000 | \$ 25,000 |
| Transfer to CIP Fund #312 (Hwy 246 Sidewalk - Cal Trans) | \$ - | \$ 250,000 | \$ 250,000 |
| Transfer to CIP Fund #306 (Highway 246/Sycamore Pedestrian Crossing) | \$ - | \$ 70,000 | \$ 70,000 |
| Transfer to CIP Fund #313 (Road Project 2015-16) | \$ - | \$ 250,000 | \$ 250,000 |
| Transfer to Fund 27 (LTF) for Transit Operating Costs | \$ - | \$ 39,100 | \$ 25,500 |
| | \$ - | \$ - | \$ - |

60800 Contract Services

\$ -

\$ -

\$ -

2014-15 Road Maintenance Project.

Capital

74100 Improvements
See Fund 92

CITY OF BUELLTON, CALIFORNIA
 Capital Program Summary by Project (with 5-Year projections)
 For Fiscal Year Beginning 7/1/16 and Ending 6/30/17

-WIDE CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET

| Project Number | Project Description | FY 2016-17 Budget | FY 2017-21 Budget | Total Budget (All Years) | Start Date | End Date |
|---|---|-------------------|-------------------|--------------------------|--------------|---------------------|
| 092-101 | Storm Drain cleaning and Retrofit | 25,000 | 80,000 | 160,000 | 1st Qtr 2014 | 4th Qtr 2017 |
| 092-201 | Facilities Maintenance and Painting | 10,000 | - | 10,000 | 1st Qtr 2014 | 4th Qtr 2017 |
| 092-202 | Buellton Town Center Driveway | - | - | 114,000 | 1st Qtr 2014 | 4th Qtr 2015 |
| 092-203 | Fundware | - | - | 150,000 | 3rd Qtr 2015 | 2nd Qtr 2016 |
| 092-204 | Paws Park Grass (General Fund) | - | - | 61,000 | 1st Qtr 2015 | 4th Qtr 2015 |
| 092-205 | City Hall Repairs (Roof, Restrooms) | 30,000 | 30,000 | 60,000 | 1st Qtr 2016 | 4th Qtr 2016 |
| 092-206 | Riverview Park Pedestrian/Sidewalk Improvements - with Rd Maintenance funding | 50,000 | 100,000 | 150,000 | 1st Qtr 2016 | 4th Qtr 2020 |
| 092-207 | Santa Ynez River Trail Conceptual Plan and Feasibility Study | - | 40,000 | 40,000 | 1st Qtr 2019 | 4th Qtr 2019 |
| 092-208 | Santa Ynez River Trail Environmental and Design | - | 150,000 | 150,000 | 1st Qtr 2020 | 4th Qtr 2020 |
| 092-209 | Santa Ynez River Trail Construction | - | - | TBD | After 2020 | |
| 092-210 | Fleet Purchases | 25,000 | 125,000 | 150,000 | 1st Qtr 2017 | 1st Qtr 2020 |
| 092-211 | Village Park Improvments (Combine funding with Developer) - (1) | 216,000 | - | 216,000 | 1st Qtr 2016 | 4th Qtr 2016 |
| 092-212 | The Avenue Improvements | - | - | - | | Future |
| 092-302 | Road Maintenance (FY 13/14) | - | - | 1,261,200 | 1st Qtr 2014 | 4th Qtr 2015 |
| 092-306 | Phase III Hwy 246/Sycamore Ped Xing | 70,000 | 670,000 | 840,000 | 1st Qtr 2014 | 4th Qtr 2017 |
| 092-307 | McMurray Road Widening / TS (13/14) | 25,000 | 500,000 | 575,000 | 1st Qtr 2014 | 4th Qtr 2017 |
| 092-308 | No. Ave of the Flags Park and Ride | 75,000 | 625,000 | 790,000 | 1st Qtr 2014 | 4th Qtr 2018 |
| 092-310 | Road Maintenance (FY 14/15) | - | - | 611,797 | 1st Qtr 2016 | 4th Qtr 2016 |
| 092-311 | Industrial Way Street Lights (General Fund) | 85,000 | - | 100,000 | 1st Qtr 2016 | 4th Qtr 2017 |
| 092-312 | Highway 246 Sidewalk (CalTrans) | 500,000 | - | 500,000 | 1st Qtr 2016 | 4th Qtr 2017 |
| 092-313 | Road Maintenance Project (15/16) | 550,000 | 2,395,000 | 2,945,000 | | Ongoing |
| 092-314 | SD Inlet/Catch Basin Retrofit Improvements | - | 600,000 | 600,000 | | Ongoing |
| 092-315 | Avenue of the Flags Pedestrian/Drainage Improvements | - | 600,000 | 600,000 | 1st Qtr 2017 | 4th Qtr 2018 |
| 092-602 | Reservoirs 1 & 2 (FY 13/14) | 200,000 | - | 700,000 | 1st Qtr 2014 | 1st Qtr 2015 |
| 092-603 | WTP Facilities Improvement | 100,000 | 400,000 | 760,000 | | Ongoing |
| 092-604 | WTP and Pump Booster Reliability Project | - | - | 60,000 | 1st Qtr 2014 | 4th Qtr 2015 |
| 092-605 | WTP Backwash Reclamation Improvement Project | 100,000 | - | 100,000 | 1st Qtr 2016 | 4th Qtr 2016 |
| 092-606 | Water Meter Reading Improvements | - | 105,000 | 105,000 | 1st Qtr 2017 | 4th Qtr 2019 |
| 092-607 | Water Meter Upgrades | - | 200,000 | 200,000 | | Ongoing |
| 092-608 | WTP/Booster Power Reliability | - | 300,000 | 300,000 | 1st Qtr 2017 | 4th Qtr 2018 |
| 092-609 | Supplemental Well/WTP Feasibility | - | 50,000 | 50,000 | 1st Qtr 2018 | 4th Qtr 2019 |
| 092-610 | Water Distribution System Improvements | 100,000 | 800,000 | 900,000 | | Ongoing |
| 092-611 | Recycled Water Concept/Feasibility Joint Project ** | - | 100,000 | 130,000 | 1st Qtr 2016 | 4th Qtr 2017 |
| 092-702 | Sewer Collections System Cleaning/CCTV | 50,000 | 100,000 | 190,000 | | Ongoing |
| 092-703 | WWTP and Lift Station security and reliability Project | - | - | 100,000 | | See Project 092-706 |
| 092-704 | Sewer Line Replacement | 100,000 | 300,000 | 400,000 | 1st Qtr 2014 | 4th Qtr 2014 |
| 092-705 | Headworks Improvement Project | - | - | 150,000 | 1st Qtr 2014 | 4th Qtr 2014 |
| 092-706 | WWTP Facilities Improvements | 100,000 | 400,000 | 600,000 | | Ongoing |
| 092-708 | Endeloe Pilot Project [No Cost to City] | - | - | - | 1st Qtr 2018 | 4th Qtr 2019 |
| 092-709 | Sewer Jetter/Vac Truck | - | 200,000 | 200,000 | 1st Qtr 2018 | 4th Qtr 2019 |
| 092-710 | WWTP Lift Station and Plant Power Reliability | - | 280,000 | 280,000 | 1st Qtr 2017 | 4th Qtr 2018 |
| 092-611 | Recycled Water Concept/Feasibility Joint Project ** | - | 400,000 | 520,000 | 1st Qtr 2016 | 4th Qtr 2018 |
| TOTAL CAPITAL IMPROVEMENT PROGRAM: | | 2,411,000 | 9,550,000 | 15,828,997 | | |

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